

Modifying Extended Absence Leave Requests

CONTENTS

Overview	1
Cancel Child Request	2
Request Related to Extended Absence (Child Request)	4
Different Leave Type	4
Void Original Request	4
Add a new Absence Request	10
Same Leave Type	12
Request Not Related to Extended Absence	
Payable Time Offset	15

OVERVIEW

This document is intended to help HR Admins and Extended Absence Coordinators (EACs) with the process to modify absence requests attached to extended absences. For purposes of this document the Extended Absence Request will be referred to as the "<u>umbrella/parent</u>" extended absence request and the Sick, Vacation or other type of absence take will be referred to as the "<u>child</u>" absence request. Please review <u>https://ags.hawaii.gov/hip/for-hr-payroll-personnel/hr/hr-extended-absences/extended-absence-overview/</u> for an overview of Extended absences. The main steps of modifying extended absence requests consists of cancellations voids or resubmission.



CANCEL CHILD REQUEST

If intending to modify a request that has already been approved, this cancel step must be completed before proceeding to modify the entry.

If the request is not valid, then a cancellation is all that is necessary

1) Navigate to Global Payroll & Absence Mgmt>Payee Data>Maintain Absences>Create and Maintain Absences. Select the desired employee and dates in the Search section.

HAWA	Information Porta	ain Abse	ence Request	amt * > Payee Dat	a * > Mantan	Absences * >	Create and Marn	an Absences	٩						
Search sence Req	uests												Cancel Absence R	equests	
Absence I Select	*Emplo	Partial Da	Name	Empl Record	Override Job Title	Process *Sta	Forecast art Date	Comments	Absence Name	Reason	Duration	Attachment	Balance	Original Begin Date	Entry Source
D	000	٩	Keoni Doe	0 Q		01	/14/2022 🛗	01/14/2022	HFLL SICK V	Parent 🗸	1.25 Hours	ViewlAdd	4262.75 Hours	01/14/2022	Administra tor Extended Absence
	000	٩	Keoni Doe	0 Q		01	/12/2022 🛗	01/12/2022	HFLL SICK ¥	Parent ¥	0.75 Hours	View/Add	4262.75 Hours	01/12/2022	Administr tor Extended Absence
D	000	Q	Keoni Doe	0 Q		01	/11/2022 🛗	01/11/2022	HFLL SICK -	Parent 🗸	0.5 Hours	ViewlAdd	4262.75 Hours	01/11/2022	Administr tor Extended Absence
	000	۹	Keoni Doe	0 Q		01	/10/2022 🛗	01/10/2022	HFLL SICK V	Parent 💌	1 Hours	ViewlAdd	4262.75 Hours	01/10/2022	Administr tor Extended Absence
D	000	Q	Keoni Doe	0 Q,		01	/07/2022 🚞	01/07/2022	01 - Sick L: 🗸	~	0.75 Hours	ViewlAdd	4262.75 Hours	01/07/2022	Employee Absence Request

2) Click on Cancel Absence Requests.

											Cancel Abs	ence Requests		
ays	Additional Info	ormation	Override	Process	Forecast	Comments	Demogr	aphic •						I
	Name	Empl Record	Job Title		*Start Date	*End Date		*Absence Name	Reason	Duration	Attachment	Balance	Original Begin Date	Entry Source
۹	Keoni Doe	0 Q	Occupatio Therapist	onal t IV	06/23/2022	06/23/2022		FMLA VAC 🗸	Parent ~	2 Hours	View/Add	675.75 Hours	06/23/2022	Administra tor Extended Absence
٩	Keoni Doe	0 Q	Occupatio Therapist	onal t IV	06/22/2022	06/22/2022		FMLA VAC 🗸	Parent ~	2 Hours	Vlew/Add	675.75 Hours	06/22/2022	Administra tor Extended Absence
0	Kaani Daa	0 0	Occupatio	onal	06/21/2022	06/01/0000	ŝ	THE AVAC	Darrant	4 Hours	MourlAdd	675.75	06/01/2022	Administra tor

3) Navigate to the voided absence and indicate the **Cancel Reason**.

*End Date	*Absence Name	Reason	Duration	Attachment	Original Begin Date	Entry Source	Status	Cancel Reason
01/10/2022	HFLL SICK AT	Parent	1 Hours	View/Add	01/10/2022	Administra tor Extended Absence	Voided	Not Valid ~

4) Select the absence, enter a reason, change the approval workflow (if necessary), and submit for cancelation.



Absence Requ	lests for Cancela	tion											
■ Q													
Absence De	etail Partial D	ays Additional	Information	Override	Process	Forecast	Comments	Demographic	IÞ				
Select	*Employee ID	Name	Empl Record	Job Title	*Start	Date	*End Date	*Absence Name	Reason	Duration	Attachment	Original Begin Date	Entry Source
۲	000:	Keoni Doe	0	Occupational Therapist IV	01/10/	2022	01/10/2022	HFLL SICK AT	Parent	1 Hours	View/Add	01/10/2022	Administ tor Extender Absence
Select All	Deselect All												
	Comments	Test											//
 Submission 	on Options							_					
				*Submit Optio	Approve A	Automatically	, .	~					
Submit F	or Cancelation												



REQUEST RELATED TO EXTENDED ABSENCE (CHILD REQUEST)

If there is a need to still record leave with the same date(s) as the cancelled/voided child request for extended absence purposes, follow the below steps. The steps needed to record the child absence request depend on what kind of leave needs to be entered.

DIFFERENT LEAVE TYPE

The following section describes the steps to take if need to record a different leave type (e.g., changing from HFLL Sick to HFLL Vacation). The steps require voiding the previous request and adding a new request.

Note: If a pre-existing approved child request with same dates existed on the extended absence, be sure the steps identified "Cancel Child Request" section above has been completed before continuing.

VOID ORIGINAL REQUEST

1) Navigate to Global Payroll&Absence Mgmt> Payee Data> Maintain Absences> Administer Extended Absence



2) Choose the employee and filter request status if needed before clicking the Search button

Favorites 🔻	Main Menu 🔻 🛛 >	Global Payroll 8	Absence Mgmt 🔻 >	Payee Data 🔻 🛛	> Maintain Absences 🔻	> Administer E	Extended Absence		1	Home
LHAW	All Information Portal								Add To 🔫	Notification
Administ	er Extended A	Absence								New
Search Cr	riteria									
	*Show Reques	ts by Status	Pending	~						
		Approver	All Approved	Q						
	E	Employee ID	Pending Push Back	D						
	Abs	sence Name		~						
	From	n Last Name			Throug	h Last Name				
		From Date			٦	hrough Date	Ē			
							Sear	ch	Clear	



3) Select the umbrella/parent extended absence and employee and click on Edit

Favorites 🔻	Main Menu 🔻	Global Payroll & Absence Mgmt 🔻	> Payee Da	ata 🔻 🔅	Maintain Absence	es 🔻 🔿	Administer I	Extended Absence			Â	Home
站 HAV	VAII Information Portal									Add To		P Notifica
								Search	Clear			

Extended Abser	nce Requests 🤇	?)									
≡; Q									I	17 ∨ ▶ ▶ I Vie	w All
Name	Empl ID	Empl Record	Absence Name	Start Date	Expected Return Date	Status	Date Submitted	Absence Request Exists	Edit	Approve	
Keoni Doe	000.	C	FMLA Intermittent EA	08/01/2021	01/01/2022	Approved	09/07/2021	Y	Edit	Approve	Î
Keoni Doe	000	C	Hawaii Family Leave Law EA	09/16/2021	09/16/2021	Approved	09/30/2021	Y	Edit	Approve	
Keoni Doe	000	C	Hawaii Family Leave Law EA	10/14/2021	10/14/2021	Approved	10/15/2021	Y	Edit	Approve	
Keoni Doe	000	C	Hawaii Family Leave Law EA	11/15/2021	11/15/2021	Approved	11/16/2021	Y	Edit	Approve	
Keoni Doe	000.	C	Hawaii Family Leave Law EA	11/16/2021	11/16/2021	Approved	11/16/2021	Y	Edit	Approve	
Keoni Doe	000	C	Hawali Family Leave Law EA	12/01/2021	12/01/2021	Approved	12/01/2021	Y	Edit	Approve	
Keoni Doe	000.	C	Hawaii Family Leave Law EA	12/15/2021	12/15/2021	Approved	12/15/2021	Y	Edit	Approve	
Keoni Doe	000	C	FMLA Intermittent EA	01/01/2022	01/01/2023	Approved	01/07/2022	N	Edit	Approve	
Keoni Doe	000	C	Hawali Family Leave Law EA	01/10/2022	01/10/2022	Approved	01/11/2022	Y	Edit	Approve	



4) Identify the line reflecting the child absence request

*Absence Reason Parent

Status Approved

Favorit	es 🔻 🛛 Main Menu 🔻 > Global I	Payroll & Absence Mgmt 🔻 > Payee Data 🔻 🚿 Maintain Absences 💌 🚿 Admin	ister Extended Absence	
究	HAWAII Information Portal			
Ad	minister Extended Absen	be		
Re	quest Extended Absence)		
Keo	ni Doe			
0				
be m	ana de select save for later or sub- anaged or viewed at a later time.	tails ⑦		
	Reques	t 3.		
	Request Date	01/11/2022		
	*Start Date	01/10/2022		
	*Expected Return Date	01/10/2022	Other Documents	
	Actual Return Date		Absence Request Attachments (0)	
	Absence Name	Hawaii Family Leave Law EA		

~

Absence Requests

State of Hawaii FMLA Eligibility

Select the Absence R	Select the Absence Requests you want to perform an action for.										
Absence Requ	bsence Request ⑦										
li ⊂ Q						€	1-1 of 1 🛩	▶ ▶ I View All			
Select	Absence Requests	Status	Start Date	End Date	Process Action	Voided	Edit	Delete			
	HFLL SICK AT	Approved	01/10/2022	01/10/2022	Normal 🗸		Edit	Delet			
Select All	Deselect All Ad	d New Absence									



5) Click the select box under the Process Action section and change the option to Void

Favorites 🔻	Main Menu 🔻 > Global Pay	roll & Absence Mgmt 🔻 🚿 Payee Data 🔻 🚿 Maintain Absences 🔻 🚿 A	dminister Extended Absence	
」 HA	WAII Information Portal			
	Absence Name	Hawaii Family Leave Law EA		
	Absence Reason	Parent		
	Status	Approved		
Stat	te of Hawaii FMLA Eligibility			

Absence Requests Select the Absence Requests you want to perform an action for. Absence Request ⑦ | ◀ ◀ 1-1 of 1 ➤ ▶ ▶ | | View All ≣; Q Select Absence Requests Status Start Date End Date Process Action Voided Edit Delete HFLL SICK AT 01/10/2022 01/10/2022 Normal ~ Edit Approved Delet Normal Void Select All Deselect All Add New Absence

Request History

IJ			1-	3 of 3 🗸
Status	Name	Date	Comments	
Submitted	Sample Approver	01/11/2022		
Approved	Sample Approver	01/11/2022		
Saved For Later-Not Submitted	Sample Approver	01/11/2022		
Reques	tor Comments		×.	
Go To View	w Extended Absence	e Request Histor	y View Absence Balances	
Submit	Save	for Later	Cancel Return to Administer Extended Absence	

* Required Field



6) Enter any comments as needed and click the Save for Later button

Favorites 🔻	Main Menu 🔻 > Global Pag	rroll & Absence Mgmt 🔻 > 🛛 Payee Data 🔻 >	Maintain Absences 🔻 >	Administer Extended Absence	
出 HAV	WAII Information Portal	Absence Name Hawaii Family Leave Law EA Absence Reason Parent Status Approved Hawaii FMLA Eligibility			
	Absence Name	Hawaii Family Leave Law EA			
	Absence Reason	Parent			
	Status	Approved			
State	e of Hawaii FMLA Eligibility				

Absence Requests

Select the Absence R	Select the Absence Requests you want to perform an action for.										
Absence Requ	lest 🕐										
≡, Q						4 - 4	1-1 of 1 🐱	View All			
Select	Absence Requests	Status	Start Date	End Date	Process Action	Voided	Edit	Delete			
	HFLL SICK AT	Approved	01/10/2022	01/10/2022	Void 🗸		Edit	Delet			
Select All	Deselect All Ad	dd New Absence									

Request History

щ,			1-3 c	f3 ♥
Status	Name	Date	Comments	
Submitted	Sample Approver	01/11/2022		
Approved	Sample Approver	01/11/2022		
Saved For Later-Not Submitted	Sample Approver	01/11/2022		
Reques	tor Comments	ancel HFLL Sick	AT	
Go To View	IF For Not Sample Approver 01/11/2022 Requestor Comments Cancel HFLL Sick AT View Extended Absence Request History	View Absence Balances		
Submit	Save	for Later	Cancel Return to Administer Extended Absence	
* Required Field				

7) The Save Confirmation is displayed. Click the Ok button

Favorites 🔻	Main Menu 🔻	Global Payroll & Absence Mgmt 🔻 🔿	>	Payee Data 🔻 🚿	Maintain Absences 🔻 > Administer	Extended Absence
运 HAW	All Information Portal					

Request Extended Absence

Savo	Confirmation
Save	Commation

/ The Extended Absence Request was successfully saved.



 The Administer Extended Absence screen is displayed. Note the status now shows voided. When scrolling down for additional information, the Request History shows Status *Saved For Later-Not Submitted*. This is correct and the status is voided. You may also confirm the status on the Create and

Maintain Absences screen

Tavu	Giobal Pa	yroli & Absence Myrni, * > Payee Dala * > Maintain Absences * > Aumini	ISIEI EXtenueu Absence	
死				
	Start Date	01/10/2022		
	Expected Return Date	01/10/2022	Other Documents	
	Actual Return Date		Absence Request Attachments (0)	
	Absence Name	Hawaii Family Leave Law EA		
	Absence Reason	Parent		
	Status	Approved		
	State of Hawaii FMLA Eligibility			

Absence Requests

Absence Request ⑦					[4	▲ 1-1 of 1	V View All
Absence Requests	Status	Start Date	End Date	Duration	Source	Process Action	Voided
HFLL SICK AT	Voided	01/10/2022	01/10/2022	1 Hours	Administrator Extended Absence	Void	0

Request History

=			1-4 of 4	~
Status	Name	Date	Comments	
Submitted	Sample Approver	01/11/2022		
Approved	Sample Approver	01/11/2022		
Saved For Later-Not Submitted	Sample Approver	01/11/2022		
Saved For Later-Not Submitted		02/09/2022	Cancel HFLL Sick AT	

Return to Administer Extended Absence

* Required Field

ADD A NEW ABSENCE REQUEST

1) Click the Add New Absence link

	yroll & Absence Mgmt 🔹 🔉 Payee Data 🔹 > Maintain Absences	Administer Extended Absence	
Iminister Extended Absence	A		
quest Extended Absence			
ni Doe			
reate your request, complete the info	rmation in the Extended Absence Request Details		
nanaged or viewed at a later time.	cone request for approval. Additional information may		
Extended Absence Request Det	alls (?)		
Request	3		
Request Date	01/11/2022		
*Start Date	01/10/2022		
*Start Date *Expected Return Date	01/10/2022	Other Documents	
*Start Date *Expected Return Date	01/10/2022	Other Documents Absence Request Attachments (0)	
*Start Date *Expected Return Date Actual Return Date	01/10/2022	Other Documents Absence Request Attachments (0)	
*Start Date *Expected Return Date Actual Return Date Absence Name	01/10/2022	Other Documents Absence Request Attachments (0)	
"Start Date "Expected Return Date Actual Return Date Absence Name "Absence Reason	01/10/2022	Other Documents Absence Request Attachments (0)	
"Start Date "Expected Return Date Actual Return Date Absence Name "Absence Reason Status	01/10/2022	Other Documents Absence Request Attachments (0)	
*Start Date *Expected Return Date Actual Return Date Absence Name *Absence Reason Status State of Hawaii FMLA Eligibility	01/10/2022	Other Documents Absence Request Attachments (0)	

Absence Requests

Select the Absence R	Ject the Absence Requests you want to perform an action for.									
Absence Requ	iest 🕐									
B Q	野 Q III of 1						▶ ▶ I View All			
Select	Absence Requests	Status	Start Date	End Date	Process Action	Voided	Edit	Delete		
0	HFLL SICK AT	Voided	01/10/2022	01/10/2022	Void ~		Edit	Delet		
Select All	Deselect All Ad	ld New Absence								



2) For this example, change the Start Date to 1/10/2022 to match the previously voided child absence request, select an Absence Name, and add any desired Requestor Comments

HAWAII Portal		SS Create Absence Req
Administer Extended Absence	,	Administer Extended Absence
Request Extended Absence		Request Absence
eenil Dee ccupational Therapist IV create your request, complete the infor- cion and select aver for later or submit managed or viewed at a later time Extended Absence Request Deta	mation in the Extended Absert the request for approval. Add	Keoni Doe Occupational Therapist IV • Instructions Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Extended Absence Request page
Request Request Date "Start Date	323129 01/11/2022 01/10/2022	Details ⑦
"Expected Return Date Actual Return Date Absence Name	01/10/2022	Filter by Type Havaii Family Leave Law *Absence Name •
"Absence Reason Status State of Hawaii FMLA Eligibility	Parent Approved	Override Entitlement Adjustment
bsence Requests	raction for	Comments
Absence Request ⑦		Requestor Comments

3) Complete any additional fields that come available after changing the Start Date and Absence Name, then click the Forecast Balance button.

HAWAI		eaer	SS Create Absence Req	×
Administer	Extended Absence		▼ Instructions Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Extended Absence Request page	
Request E	xtended Absence			
eoni Doe				
ccupational T	herapist IV		Details ⑦	
create your r action and sele a managed or	equest, complete the inforr act save for later or submit viewed at a later time.	nation in the Extended Abser the request for approval. Add	*Start Date 01/10/2022	
			End Date 01/10/2022 💼	
Extended	Absence Request Deta	ils 🕐	Filter by Type Havaii Family Leave Law	
	Request	323129	*Absence Name HFLL VAC AT Current Balance 673.50 Hours**	
	Request Date	01/11/2022	*Reason Parent ✓	
	Start Date	01/10/2022	Partial Days None 🗸	
	Expected Return Date	01/10/2022	Duration 8 Hours	
	Actual Return Date		Calculate End Date or Duration Forecast Balance	
	Absence Name	Hawaii Family Leave Law E		
	Absence Reason	Parent		
0	Status	Approved	Override	
State of F	1awali FINEA Eligibility		Entitlement	
			Adjustment	
osence Red	quests			
Select the Absen	ce Requests you want to perform an	action for.	Comments	
Absence Re	auest (?)		Requestor Commante	
≣; Q				
Select	Absence Requests	Status Sta		
	HFLL SICK AT	Voided 01/	OK	
Select All	Deselect All	Add New Absence	* Required Field **Disclaimer. The current halance does not reflect absences that have not been processed.	

- 4) Submit the new child absence take for approval.
- 5) Overnight processing will need to occur to update the leave records and payable time



SAME LEAVE TYPE

The following section describes the steps to take if need to record different hours used, but the dates are the same as the previously cancelled leave (e.g., changing from 2.25 hours WC Sick AT to 2 hours WC Sick AT).

Note: If a pre-existing approved child request with same dates existed on the extended absence, be sure the steps identified in the "Cancel Child Request" section above has been completed before continuing.

1) Search for the umbrella parent extended absence request and click the Edit button.

Administer Extended Absence

Absonse Degusets

Show Requests by Status	All 🗸					
Approver		Q				
Employee ID			vic Tanimoto			
Absence Name	~					
From Last Name] Th	rough Last Name			
From Date			Through Date			
			[Search	Clear	

Extended Absence Requests 🕐										
									of 11 🗸 🕨 🕨 I View All	
Name≜	Empl ID	Empl Record	Absence Name	Start Date	Expected Return Date⊽	Status	Date Submitted⊽	Absence Request Exists	Edit	Approve
		0	Workers Compensation EA	10/16/2024	01/01/2025	Approved	10/08/2024	Y	Edit	Approve

2) Find the cancelled request and click the edit link

bsence Re	equest ②								
B Q							•	6-10 of 12 🗸	View A
Select	Absence Requests	Status	Start Date	End Date	Duration	Process Action	Voided	Edit	Delete
	WC VAC AT	Approved	11/15/2024	11/15/2024	2.25 Hours	Normal 🗸		Edit	Delet
	01 - Sick Leave	Approved	11/14/2024	11/14/2024	4 Hours	Normal		Edit	Delet
	WC VAC AT	Approved	11/14/2024	11/14/2024	2.25 Hours	Normal 🗸		Edit	Delet
	01 - Sick Leave	Approved	11/13/2024	11/13/2024	4 Hours	Normal		Edit	Delet
	WC Sick AT	Canceled	11/13/2024	11/13/2024	2.25 Hours	Normal 🗸		Edit	Delet

3) Update the request hours as needed. In this example, the date (11/13/2024) and leave type (WC Sick AT) correct, but the hours and WC amount need adjustment (change 2.25 hours to 2 hours), change amount from 127.67 to 120.75). Click The "calculate End Date or Duration" button to determine the



new duration.

Instructions

Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Extended Absence Request page

Details ⑦					
*Start Date	11/13/2024			View Monthly Ca	lendar
End Date	11/13/2024				
Filter by Type	Workers Compens	sation Leave 🗸			
*Absence Name	WC Sick AT	~		Current Balance	399.96 Hours**
*Reason	Temporary Partial	Disability ~			
Partial Days	Start Day Only	~			
Start Day Hours	2.00				
Duration	2.00	Hours			
Status	Canceled				
Calculate End Date or Du	ration	Forecast Bala	ince	View Forecast Details	
Additional Information	Ň				
*WC Sick Amount 1	20.750000				

4) Click the Forecast Balance to determine if there are enough hours to use

Instructions

Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Extended Absence Request page

Details ⑦		
*Start Date 11/13/2	2024	View Monthly Calendar
End Date 11/13/2	2024	
Filter by Type Worke	ers Compensation Leave	
*Absence Name WC S	Current Balance 399.96 Hours**	
*Reason Tempo	orary Partial Disability	
Partial Days Start I	Day Only 🗸	
Start Day Hours 2.00		
Duration 2.00	Hours	
Status Cance Returned Complete	eled Value: ELIGIBLE ad Successfully!	
Calculate End Date or Duration	View Forecast Details	
	1	
Additional Information		
*WC Sick Amount 120.75000	DO	



5) Verify information looks correct then enter comments and click the OK button

Requestor Comments	Update request from 2.25 to 2 hrs
ended Absence Mngmt	
Absence Management:	Approved
Extended Absence Mngmt	
Approved	
Approved	

6) Submit the updated child absence take for approval.

Requestor C	Comments		₫
1			
Go To 🔰 View Ext	ended Absence Request History		View Absence Balances
Submit	Save for Later	Cancel	Return to Administer Extended Absence
* Required Field			

7) Overnight processing will need to occur to update the leave records and payable time

REQUEST NOT RELATED TO EXTENDED ABSENCE

Note: If a pre-existing approved child request existed on the extended absence, be sure the steps identified in the "Cancel Child Request" section has been completed before continuing.

The same steps as described in the following guide can be used to enter requests not related to the extended absence: <u>https://ags.hawaii.gov/hip/files/2023/01/Create-and-Maintain-Absence-Requests.pdf</u>

After submission, you can double check from the Administer Extended Absence screen that both the cancelled child extended absence and new non extended absence shows.

PAYABLE TIME OFFSET

Once the original child absence take has been voided/canceled, and a new entry is done to replace the original, the original payable time that was generated will show with an offset of negative hours and the new entry to replace on the same date after the nightly absence calculation process has been run.

Example 1: Results when Family Leave sick is replace by Family Leave Vacation before the time was loaded for payroll.

Payable Time ⑦									
Overview	Time Reporting	Elements	ing Elements <u>C</u> ost and Approval			II►			
Date	Status	Reason Co	de	Time Reporting Code	9	Quantity	TRC Type		
05/04/2022	Approved			FLSIC		8.00	Hours		
05/04/2022	Approved			FLVAC		-8.00	Hours		
05/04/2022	Taken by Payroll			FLVAC		8.00	Hours		
05/04/2022	Taken by Payroll			SIC		-8.00	Hours		
05/04/2022	Taken by Payroll			SIC		8.00	Hours		

Example 2: Results when Worker's Comp sick time is adjusted after the time was loaded for payroll.

Payable Time ⑦									
Overview	Time Reporting I	Elements Task <u>R</u> epor	ting Elements <u>C</u> ost and Approva		l Þ				
Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type				
11/13/2024	Taken by Payroll		SIC	4.00	Hours				
11/13/2024	Taken by Payroll		WSA	125.15	Amount				
11/13/2024	Approved		WSA	-125.15	Amount				
11/13/2024	Approved		WSA	120.75	Amount				