

# PAYROLL SPECIALIST MEETING

APRIL 15, 2026



# AGENDA

## » EBSD

- SBCERA New Hire Welcome Packet
- Open Enrollment Summary
- Leave Updates

## » EMACS

- Work Location
- Time Admin Emails - Managing Exceptions
- Payroll Adjustment Guide
  - Leave Accrual Worksheet

# EBSD UPDATES

# SBCERA Welcome Packets

- SBCERA is now sending welcome packets directly to new employees
- Packets include key information about pension benefits and accessing online information from the SBCERA website
- Helps new employees understand long-term retirement planning early on
- Encourages employees to explore SBCERA's online portal and education materials

# Open Enrollment Updates

- **OE Dates: June 1 - June 18, 2026**
- **New webinar format**
  - Separate dates based on benefit type
    - (ex: *Medical/Dental/Vision*)
  - Designed to be more interactive and accessible
- **In Person Expos**
  - Will stay the same format
- **Comprehensive payroll specialist meeting forthcoming**

# Open Enrollment - Going Green

- **Modified Benefit Option (MBO)**

- Enrollments and Cancellations will be paperless only during OE
- Online portal will be used to streamline and support the new paperless process
- Mass communications will be sent to eligible employees with updated instructions

- **Flexible Spending Account (FSA)**

- FSA is also going green: paper claims will no longer be accepted
- All FSA claims must be submitted through the FSA online portal

# Employee Leave Status


- Employee status in EMACS should be updated timely to ensure accurate personnel records, reporting, and compliance.
- To avoid discrepancies, department Payroll Specialists should audit each pay period to ensure accurate status (e.g., active or on leave) is in EMACS.
- Necessary documentation, such as a JAR or RESSL, should be submitted timely to [ebdleaves@hr.sbcounty.gov](mailto:ebdleaves@hr.sbcounty.gov) to update an employee's status in their EMACS profile.

# Return to Work Audit

To audit:

1. Run query SB\_TL\_EXCEPTION\_DETAIL with Exception ID PAIDLV every payroll Friday or following Monday.

SB\_TL\_EXCEPTION\_DETAIL - TL Exception Detail

\*Exception ID  

[View Results](#)

Row	Emplid	Rcd	Name
-----	--------	-----	------

2. Identify employees coding REG time while still listed as "on leave."
3. Submit required documentation (i.e., JAR & revised RESSL) to update employee status & coordinate with supervisors, as needed, to resolve any discrepancies.

# The Standard: Portal Access & Notifications

- **Portal Access**

- Portal access only needs to be requested for Payroll Specialists & HRBPs.  
**Supervisors & Managers do not need to have access requested.**
- Supervisors & Managers can create an account & will automatically have access to their assigned staff.
  - Access to employees is driven by who the eTime approver is in EMACS. If they are not the eTime approver, they will not have access to view the employee in the portal.\*

- **Email Notifications**

- Supervisors, Managers & HRBPs will receive notifications regarding employee leave & disability claims.
- To receive email notifications, their work email must be listed in their EMACS profile.\*

\*If the Supervisor/Manager is the eTime approver & has their work email listed in EMACS but are not receiving email notifications, please reach out to EBSD.

# EMACS UPDATES

# WORK LOCATION

Beginning in Pay Period 10-26, the Work Location feature will be active in EMACS.



## Purpose

Knowing the physical locations can help departments allocate resources more efficiently. It can facilitate better communication and collaboration among the leadership team and employees. In the event of an emergency, having information about employees' locations can be crucial for ensuring their safety.



## Roles

During each pay period, the payroll specialist, managers, and / or HRBPs must ensure the accurate updating of employee locations to maintain up-to-date addresses. It is the department's responsibility to adhere to the department procedures in identifying and updating employees that may have moved physical work locations when necessary.



# WORK LOCATION - Query



Open Query Manager and search for **MISSING\_WORK\_LOCATION**. Add this Query to your Favorites for easy navigation.

If you search for this Query and can't locate it please email [emacs-securitysupport@hr.sbcounty.gov](mailto:emacs-securitysupport@hr.sbcounty.gov) for assistance.

**Query Manager**

Enter any information you have and click Search. Leave fields blank for a list of all values.  
[Find an Existing Query](#) | [Create New Query](#)

\*Search By  begins with

[Advanced Search](#)

**Search Results**

\*Folder View

Action

**Query**

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML
<input checked="" type="checkbox"/>	MISSING_WORK_LOCATION	EES needing a work location	Private		<a href="#">Edit</a>	<a href="#">HTML</a>

Once you run the query you will be provided with the names of employees that need their work location updated.

# WORK LOCATION - Updating Location

Once you have run the query, if you need to update a Work Location you will navigate to the Mass Location Change Page

EMACS -> Payroll Specialist Tile or Team eTime Tile-> Mass Location Change

➤ When filtering you must enter **at least two characters**.

➤ In this example below, we filter by **Department ID**. After entering the information press the tab key on your keyboard to populate results.

## Filtering Criteria

Empl ID

City

Department 52118

Manager ID

## Work Location Selection

Work Location

Select All

Deselect All

Update Selected



Note: To reset the criteria, delete your entry and tab out of the field. This will reset the page and new search criteria can be entered.

# WORK LOCATION - Updating Location



After running the Mass Location Change, review the results and update any blank fields, as shown below.



Select the box(es) that need the address(es) added or updated (multiple boxes may be selected at one time).



If the Work Location is known, you may enter it directly into the Work Location field, if not you may search by selecting the magnifying glass icon. The address will populate once your selection has been made.



Click “Update Selected” to save the changes.

**Mass Location change**

Empl ID  Name

**Filtering Criteria**

Empl ID

City

Department

Manager ID

**Work Location Selection**

Work Location

850 E Foothill Blvd

Select	Work Location	Eff Date	EE Self Service Addr	Dept Description	Job Address	Job City	Empl ID	Name	Jobcode De
<input type="checkbox"/>	WL0194	08/27/2025	755 E Gilbert St	92295 - Central Valley Reintegration	755 E Gilbert St	San Bernardino			
<input type="checkbox"/>	WL0176	08/27/2025	780 E Gilbert St	92256 - One Stop Tay Center	780 E Gilbert St	San Bernardino			
<input type="checkbox"/>	WL0214	08/27/2025	621 Carnegie Dr Ste 210	92171 - CSS Revenue Cycle	621 Carnegie Dr Ste 210	San Bernardino			
<input type="checkbox"/>	WL0137	08/27/2025	18818 US Highway 18	92325 - MH Wellness Triage Grant (OAC)	18818 US Highway 18	Apple Valley			
<input type="checkbox"/>	WL0033	08/27/2025	850 E Foothill Blvd	92406 - Rialto (BHRC) Perinatal	850 E Foothill Blvd	Rialto			
<input type="checkbox"/>	WL0033	08/27/2025	850 E Foothill Blvd	92002 - Behavior Hlth Patients Rights	850 E Foothill Blvd	Rialto			
<input checked="" type="checkbox"/>		11/30/2024		92216 - Mesa Counseling	ATTN: Payroll Clerk	San Bernardino			
<input checked="" type="checkbox"/>		02/22/2025		92264 - Div Oppt O/P Recvry Svcs	ATTN: Payroll Clerk	San Bernardino			
<input type="checkbox"/>	WL0013	08/27/2025	860 Brier Dr	92010 - PEI Admin.	860 Brier Dr	San Bernardino			

# WORK LOCATION - Adding New Address

- If an address is not available upon searching, you will need to submit a Work Location Address Request form to the EMACS Development team at [EMACS-SecuritySupport@hr.sbcounty.gov](mailto:EMACS-SecuritySupport@hr.sbcounty.gov) so the address can be added.
- The form can be located on the EMACS website under the EMACS Development tab.



## EMACS Requests

Type	Name
	<a href="#">EMACS Project Request</a>
	<a href="#">Labor Distribution Change Request</a>
	<a href="#">Labor Distribution Year to Date Correction</a>
	<a href="#">Online Personnel Requisition – System Application Set-up Request</a>
	<a href="#">Personnel Requisition (PR) – Paper Version</a>
	<a href="#">Security Access Request</a>
	<a href="#">Work Address Location Request</a>

**SAN BERNARDINO COUNTY**

Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

### Work Location Address Request

*Must print/type in Black or Blue ink ONLY*

**Requestor's Information**

Employee ID	Last Name, First Name		
Job Title		Department ID	

**Work Location Information**

Effective Date	Address	Building	Floor
City	State	Zip	

*Please make sure to complete all sections of the address location. Building and Floor is optional.*

Payroll Specialist (Print & Sign)	Date
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This document form incorporates use of e-signatures in accordance with the San Bernardino County Policy #03-12 and Standard Practice 1.

# WORK LOCATION - Resources

The following resources can be found on the EMACS Resources website under the Training Materials and Tutorials page:

Instructions:

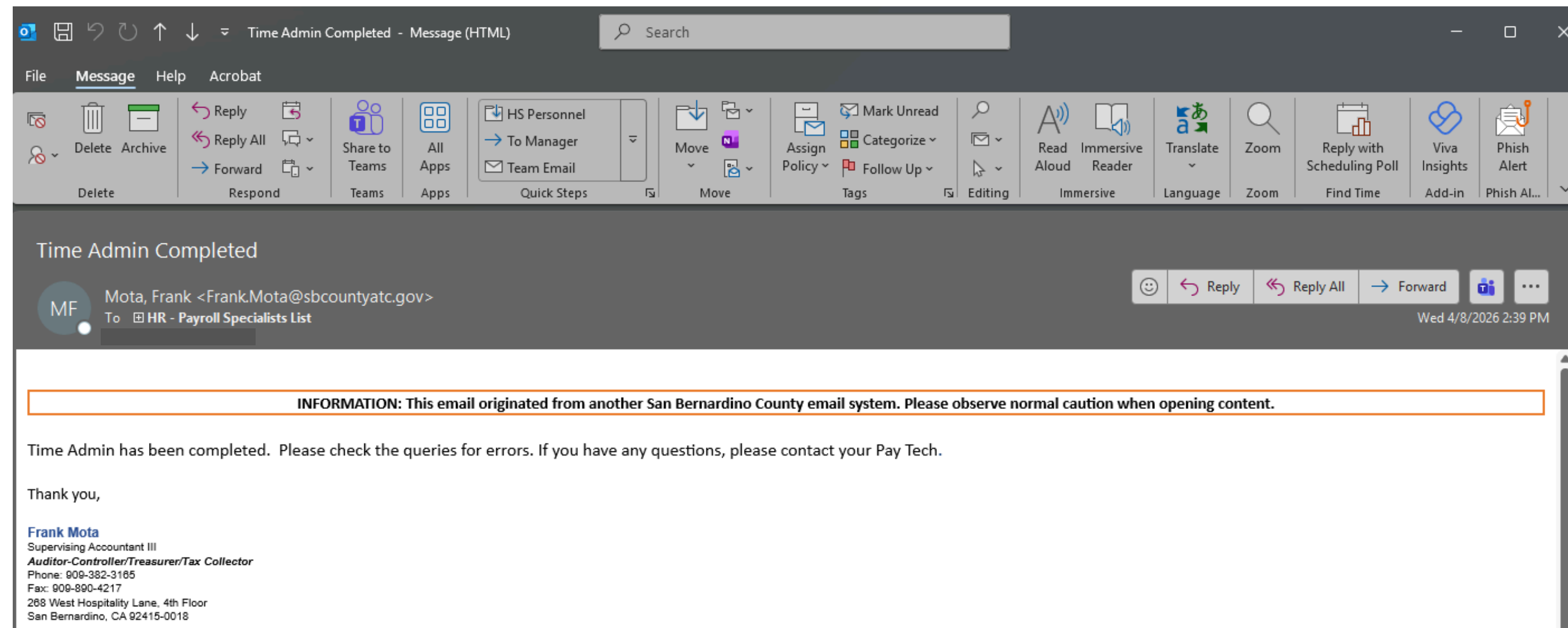
- [Adding Employee Work Location Instructions for Payroll Specialists, Managers or HRBP](#)
- [Employee Self Service Adding Work Location Instructions](#)

Videos:

- [Employee Self Service Tutorial - Updating Work Location](#)
- [Work Location Update Tutorial for Payroll Specialists, Managers or HRBP](#)

# EMACS - Time Admin Emails

If you are part of the Payroll Specialist Distribution List, you may receive emails like the one below from Central Payroll indicating that Time Admin has been completed. The following slides will explain what these emails mean and what steps to take next.



Time Administration is the process that reviews reported time, applies time processing rules, and creates payable time. For Payroll Specialists, it helps identify and clear time errors before payroll is finalized.

# EMACS - Managing Exceptions

Exceptions have severity levels of either low or high. A message with 'High' severity is an error and must be corrected before eTime can be finalized. A message with 'Low' severity is a 'Warning' and will allow eTime to be submitted and processed; however, there are some Low severity exceptions that **MUST** be corrected.

Departments must review all exceptions and correct any errors to ensure that employees receive their pay and benefits.

 Some departments refer to this process as running a "Kicks Report", which is done by running a query. Utilizing the Manage Exceptions page can make this an easier process.

Please refer to the [eTime Timesheet Exception](#) document on the Emacs Resources Website.

# EMACS - Time Admin Emails

Every time you receive the Time Admin Completed emails from Central payroll you should 'Manage Exceptions' within EMACS.

➤➤ EMACS → Team eTime → Manage Exceptions → Enter each Department ID #:

**Team eTime**

- eTime Mass Review
- eTime Entry
- eTime Absence Request
- eTime Overtime Request
- eTime User Preferences
- Payable Time Summary
- Payable Time Detail
- Manage Exceptions**
- Accumulators
- eTime Manager Assignment
- eTime Alternate Manager
- eTime Audit History

### Manage Exceptions

Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text" value="44110"/>
Company	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

➤➤ You will need to enter each department separately. Select 'Clear Criteria' in between each search.

# EMACS - Time Admin Emails

➤ If any employees have exceptions, the results will appear as shown below:

> Filtering Options

Exceptions ?

Overview Details Demographics

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
<input type="checkbox"/>				0		UNAPTIME	Unapproved Time	04/03/2026	Low
<input type="checkbox"/>				0		HIGHSTD	Total Hrs > Standard Hrs *150%	04/03/2026	Low

➤ Review each employee's eTime that has an exception to determine if the employee's eTime needs to be corrected.

Please make sure if you make any changes to an employee's eTime that you indicate the reason for the change on their eTime entry page, in the Reason box.

Please also refer to the applicable MOU to determine if the employee must be notified of the eTime changes.

# EMACS - Time Admin Emails

➤ If there are no employees with exceptions, the highlighted message below will be displayed:



## Manage Exceptions

### Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	61000 <input type="text"/>
Company	<input type="text"/>

[Get Employees](#)

[Clear Criteria](#)

[Save Criteria](#)

There were no employees found based upon your selection criteria.

> [Filtering Options](#)

[Manager Self Service](#)

[Time Management](#)

# EMACS - Managing Exceptions

## Time Worked from 03/07/26 through 03/20/26

	Sat 3/7	Sun 3/8	Mon 3/9	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Total	TRC	Delete Line
1		8.00							8.00						16.00	REG	Delete Line
2			8.00	8.00	8.00	8.00				8.00	7.75	8.00	8.00		63.75	REG2	Delete Line
3			8.00		2.00					7.75					17.75	CTE	Delete Line
4										0.25	0.25				0.50	WOPUA	Delete Line
5		8.00	16.00	8.00	10.00	8.00			8.00	16.00	8.00	8.00	8.00		98.00	TOTAL	

\*Reason:

254 characters remaining

## Exceptions

	Date	TRC	Quantity	Exception ID	Exception Description	Severity
1	03/16/26		0.00	CMPWKY	Comp Time Hours Error (Weekly)	Low

These 'Low' severity exceptions must be corrected.

They indicate that the employee coded Comp Time but did not meet the 80-hour threshold for the pay period, or coded Comp Time while also using unapproved Sick Leave.

## Time Worked from 03/21/26 through 04/03/26

	Sat 3/21	Sun 3/22	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28	Sun 3/29	Mon 3/30	Tue 3/31	Wed 4/1	Thu 4/2	Fri 4/3	Total	TRC	DeptId	Activity	Cost Center	Delete Line
1				10.00	10.00	10.00	10.00				10.00	5.50	10.00	10.00	75.50	REG				Delete Line
2												4.50			4.50	SCK				Delete Line
3			10.00								1.00				11.00	CTE				Delete Line
4			10.00	10.00	10.00	10.00	10.00				11.00	10.00	10.00	10.00	91.00	TOTAL				

\*Reason:

254 characters remaining

## Exceptions

	Date	TRC	Quantity	Exception ID	Exception Description	Severity
1	03/31/26		0.00	CMPWKYNS	Comp Time w/o sick Error WKLY	Low

# EMACS - Managing Exceptions

**Time Worked from 03/21/26 through 04/03/26**

	Sat 3/21	Sun 3/22	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28	Sun 3/29	Mon 3/30	Tue 3/31	Wed 4/1	Thu 4/2	Fri 4/3	Total	TRC	Program	Activity	Location	Delete Line
1	10.00	5.00					4.00		10.00	4.00				4.00	37.00	REG				Delete Line
2		5.00	4.00												9.00	SKHFA				Delete Line
3								10.00							10.00	WOPAP				Delete Line
4	10.00	10.00	4.00				4.00	10.00	10.00	4.00				4.00	56.00	TOTAL				

\*Reason: 
  
254 characters remaining

Exceptions						
	Date	TRC	Quantity	Exception ID	Exception Description	Severity
1	03/23/26		0.00	HFAANCAP	SKHFA - Annual Cap Exceeded	High

These are examples of ‘High’ severity exceptions that must be corrected.

**Time Worked from 03/21/26 through 04/03/26**

	Sat 3/21	Sun 3/22	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28	Sun 3/29	Mon FLEX	Tue 3/31	Wed 4/1	Thu 4/2	Fri 4/3	Total	TRC	Program	Activity	Delete Line
1			4.00	9.00	9.00										22.00	REG			Delete Line
2						9.00					9.00				18.00	HOL			Delete Line
3							9.00					9.00			18.00	SCKFM			Delete Line
4									4.00						4.00	AWS			Delete Line
5													9.00	9.00	18.00	SCK			Delete Line
6			4.00	9.00	9.00	9.00	9.00		4.00		9.00	9.00	9.00	9.00	80.00	TOTAL			

\*Reason: 
  
254 characters remaining

Exceptions						
	Date	TRC	Quantity	Exception ID	Exception Description	Severity
1	04/01/26		0.00	SCKFM	SCKFM Limit Exceeded	High

They indicate that the employee has reached the maximum allowable hours of SKHFA or SCKFM, in accordance with the applicable MOU or Ordinance.

# EMACS - Managing Exceptions

These are a few examples of common 'Low' severity exceptions.

**Time Worked from 03/21/26 through 04/03/26**

	Sat 3/21	Sun 3/22	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28	Sun 3/29	Mon FLEX	Tue 3/31	Wed 4/1	Thu 4/2	Fri 4/3	Total	TRC	Delete Line
1			4.00	9.50	9.75	9.75	9.50				9.75	9.50	9.75	3.00	74.50	REG	Delete Line
2									4.75						4.75	AWS	Delete Line
3														0.75	0.75	VAC	Delete Line
4			4.00	9.50	9.75	9.75	9.50		4.75		9.75	9.50	9.75	3.75	80.00	TOTAL	

\*Reason:  254 characters remaining

Exceptions						
	Date	TRC	Quantity	Exception ID	Exception Description	Severity
1	03/29/26		4.75	AWS04	AWS Hours > 4	Low

AWS Hours > 4 - Indicates the employee has coded more than 4 hours of AWS time. Payroll will process with this exception; however we should correct their eTime to ensure only 4 hours of AWS time is coded.

**Time Worked from 03/21/26 through 04/03/26 (Prior Pay Period)**

	Sat 3/21	Sun 3/22	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28	Sun 3/29	Mon 3/30	Tue 3/31	Wed 4/1	Thu 4/2	Fri 4/3	Total	TRC	Delete Line
1			8.00	7.75											15.75	HSF	Delete Line
2				0.25	8.00							8.00	8.00		24.25	SCK	Delete Line
3						8.00	8.00			8.00	8.00			8.00	40.00	REG	Delete Line
4			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	80.00	TOTAL	

\*Reason:  254 characters remaining

Exceptions						
	Date	TRC	Quantity	Exception ID	Exception Description	Severity
1	04/03/26		0.00	PAIDL	Employee on Paid Leave	Low
2	04/03/26		0.00	SHRTDISB	Short Term Disability Hrs	Low






PAIDL - The Payroll Specialist should verify the employee is still on leave. If the employee has returned, ensure the appropriate paperwork has been submitted to update the employee's leave status.

SHRTDISB - Indicates the employee has coded Short Term Disability hours.




# PAYROLL ADJUSTMENT GUIDE

## Training Materials and Tutorials

### EMACS Utilization and Navigation

Type	Name
	<a href="#">Creating Favorites in EMACS</a>
	<a href="#">EMACS Employee eTime Tutorial</a>
	<a href="#">EMACS Employee ID Assignment – New Hire</a>
	<a href="#">EMACS Manager eTime Tutorial</a>
	<a href="#">EMACS Overview</a>
	<a href="#">Navigation by Page</a>
	<a href="#">Navigation Guide</a>

### Payroll Specialist Trainings

Type	Name
	<a href="#">EMACS Reminders &amp; EBSD Updates – New TRCs</a>
	<a href="#">I-9 Training</a>
	<a href="#">Payroll Adjustment Guide</a>

## PAYROLL ADJUSTMENT GUIDE

PAYROLL 

EMACS - HR

# PAYROLL ADJUSTMENT GUIDE

EMACS has developed a Payroll Adjustment Guide aimed at assisting Payroll Specialists with processing payroll adjustments. This guide is accessible on the EMACS Resources Website under the Training Materials and Tutorials Page.

The Payroll Adjustment Guide outlines all the necessary steps to help you successfully complete a payroll adjustment. While we couldn't address every possible scenario, we believe this guide will be immensely beneficial. We encourage you to consult the guide and feel free to reach out for any additional assistance or guidance you may need.

The guide covers the following topics:

**Time Sheet  
Amendment**

**Payroll  
Adjustment Form**

**Recovery Letter**

**Payroll Query**

**Leave Accrual  
Worksheet**

**Calculating  
Longevity or Other  
Adjustments**

# Leave Accrual Worksheet - New Version

A new Leave Accrual Worksheet is available on the EMACS Resources Website in the Central Payroll Forms section. The worksheet is an Excel form that contains multiple sheets, each represented by a tab at the bottom of the page. Each tab corresponds to a specific number of hours the employee is scheduled during the Pay Period (e.g. 80, 84, 112 or SKHFA).

A Leave Accrual Worksheet must be completed with a Payroll Adjustment when:

- Reducing Paid Time
  - Example: Paid time to unpaid time
- Adjusting Leave Time 3 or More Pay Periods Back
  - Example: PA is adjusting PP 1/25 and is being processed by Central Payroll in PP 4/25 or later

The Leave Accrual Worksheet is used in conjunction with a Payroll Adjustment to track leave balances. Leave Accrual Worksheets allow you to view the correct leave accruals / balances as if time had been coded correctly.

The Leave Accrual Worksheet must be completed prior to submitting a Payroll Adjustment to determine potential negative balances.

LEAVE ACCRUAL WORKSHEET						
MUST BE USED WHEN REDUCING PAID TIME OR ADJUSTING LEAVE TIME 3 OR MORE PAY PERIODS BACK.						
Employee ID	Rcd No.	Union	Last Name, First Name			
			SICK	VACATION	PTO (MBO)	
			FULL ACCRUAL RATE:			
			HOURLY ACCRUAL RATE:			
					(Select One)	(Select One)
			SICK	VACATION	PTO (MBO)	
PAY PERIOD						
			Prior Leave Balance:			
PAY PERIOD	Accrual Adjustments +/-					
	Available Balance =					
	Leave Used -					
PAID HOURS	Subtotal =					
	Accrual +					
	Ending Balance =					
PAY PERIOD	Accrual Adjustments +/-					
	Available Balance =					
	Leave Used -					
PAID HOURS	Subtotal =					
	Accrual +					
	Ending Balance =					
PAY PERIOD	Accrual Adjustments +/-					
	Available Balance =					
	Leave Used -					
PAID HOURS	Subtotal =					
	Accrual +					
	Ending Balance =					
PAY PERIOD	Accrual Adjustments +/-					
	Available Balance =					
	Leave Used -					
PAID HOURS	Subtotal =					
	Accrual +					
	Ending Balance =					
Employee ID	Rcd No.	Union	Last Name, First Name			
<	>	80 Hour	84 Hour	112 Hour	SKHFA	+

# Updated Leave Accrual Worksheet

Enter the employee information at the top of the worksheet. Enter the Sick, Vacation, PTO (if applicable), Holiday and any other leave time balances the employee had at the end of the prior pay period. The Sick, Vacation, and PTO columns have drop down menus to select the employee's current accrual rate:

<b>LEAVE ACCRUAL WORKSHEET</b>						
MUST BE USED WHEN REDUCING PAID TIME OR ADJUSTING LEAVE TIME 3 OR MORE PAY PERIODS BACK.						
Employee ID	Rcd No.	Union	Last Name, First Name			
X1234	0	CLK	Last Name, First Name			
			SICK	VACATION	PTO (MBO)	
				6.154		
				3.077		(Select One)
				4.615	PTO (MBO)	HOLIDAY
PAY PERIOD				6.154		
03/26	Prior Leave Balance:		45.985	6.769		35.000
				7.385		
PAY PERIOD	Accrual Adjustments +/-			8.307		
	Available Balance =			8.923		
	Leave Used -			9.846		
PAID HOURS	Subtotal =			10.462		
	Accrual +					
	Ending Balance =					

# Updated Leave Accrual Worksheet

Enter each Pay Period only once. After entering the Pay Period information hit 'tab'. The worksheet will automatically populate the 'Available Balance' information for each leave type. The cursor will move to the 'Leave Used' box under the Sick column. If the employee used any type of leave hours during this pay period enter the leave hours on this line under each corresponding column. Tab through the 'Leave Used' line until you come to the 'Paid Hours' box:

			SICK	VACATION	PTO (MBO)		
	<b>FULL ACCRUAL RATE:</b>		3.392	6.154			
	<b>HOURLY ACCRUAL RATE:</b>		0.0424	0.0769			
						(Select One)	(Select One)
			SICK	VACATION	PTO (MBO)	HOLIDAY	
<b>PAY PERIOD</b>							
03/26	<b>Prior Leave Balance:</b>		49.985	113.750		35.000	
<b>PAY PERIOD</b>	<b>Accrual Adjustments +/-</b>						
04/26	<b>Available Balance =</b>		49.985	113.750		35.000	
	<b>Leave Used -</b>		8.00				
<b>PAID HOURS</b>	<b>Subtotal =</b>		41.985	113.750		35.000	
	<b>Accrual +</b>		0.000	0.000			
	<b>Ending Balance =</b>		41.985	113.750		35.000	

# Updated Leave Accrual Worksheet

Enter the amount of Paid Hours the employee coded for that Pay Period and hit enter. The worksheet will automatically populate the Ending Balance:

For the pay periods being adjusted, use the total number of paid hours from the Payroll Adjustment Form. If any leave was used during the pay period enter the hours on the Leave Used line. For the pay periods following the pay period that is being adjusted, review eTime / Timesheet for paid hours and update the worksheet accordingly. Be sure to include all paid hours that count towards accruals. Do not include any unpaid hours, except HSF / WCF.

The ending balance will be the true balance at the end of each pay period.

PAY PERIOD	Accrual Adjustments +/-					
04/26	Available Balance =	49.985	113.750		35.000	
	Leave Used -	8.00				
<b>PAID HOURS</b>	Subtotal =	41.985	113.750		35.000	
<b>80.00</b>	Accrual +	3.392	6.154			
	Ending Balance =	45.377	119.904		35.000	

Please Note: Only the Sick, Vacation and PTO columns will automatically populate. If you entered any other leave type you will need to fill out the accrual amount and then hit the enter key for the Ending Balance Amount to populate.



The Accrual Adjustments line (top line of each Pay Period) should **only** be used if the employee has donated MEL hours during the pay period.

**THANK YOU**