

State Accounting Office of Georgia

# TL Central Administrators Job Aid – Forfeiture Balance Adjustments

Step by Step Instructions to Enter Adjustments to Forfeited Leave Balances and  
to Reinstate Forfeited Leave in Time and Labor

7/13/2017

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## Introduction

Effective July 1, 2017, the Time and Labor system has been modified to further simplify time reporting and leave accruals. Effective with the modifications, Absence Management processes are no longer used for agencies using Time and Labor.

The purpose of this document is to describe Forfeited Annual Leave and Forfeited Sick Leave and the steps required to accurately adjust Forfeited Leave balances and reinstate Forfeited Leave.

## Forfeited Annual Leave and Forfeited Sick Leave

The Forfeiture process for Annual Leave and Sick Leave runs on the last day of each month.

- Forfeiture process inserts the TRCs listed below on employee's timesheets on the last day of each month.
- Forfeiture process always inserts two rows on the timesheet:
  - One to increase Forfeited balance and one to decrease Leave balance
  - or
  - One to decrease Forfeited balance and one to increase Leave balance.
- Time Administration process runs immediately after and update balances.
- Updated balances are displayed on the timesheet for the following period in the Leave / Compensatory Time tab.

## TRCs Used by Forfeiture Process

TRC	Description	TL Process / Manual Entry on Timesheet	Process Dates	Affect on Balance
AFD	Annl Lv Proc Decrease	Forfeiture Process	Last Day of Month	Decreases balance
FAI	Forf Annl Lv Proc Increase	Forfeiture Process	Last Day of Month	Increases balance
FAD	Forf Annl Lv Proc Decrease	Forfeiture Process	Last Day of Month	Decreases balance
AFI	Annl Lv Proc Increase	Forfeiture Process	Last Day of Month	Increases balance
FCD	Forf Adj Comb/Unknown Proc Dec	Forfeiture Process	Last Day of Month	Decreases balance
FCI	Forf Adj Comb/Unknown Proc Inc	Forfeiture Process	Last Day of Month	Increases balance
FSD	Forf Sick Lv Proc Decrease	Forfeiture Process	Last Day of Month	Decreases balance
SFI	Sick Lv Proc Increase	Forfeiture Process	Last Day of Month	Increases balance
FSI	Forf Sick Lv Proc Increase	Forfeiture Process	Last Day of Month	Increases balance
SFD	Sick Lv Proc Decrease	Forfeiture Process	Last Day of Month	Decreases balance

**Note:** Hours in the Forfeited Balance whose origin (Annual Leave or Sick Leave) cannot be easily determined were placed in the Forfeited Combined/Unknown Leave balance. The hours will be researched and upon determination of the correct Leave balance, applied using the appropriate TRCs above.

## Adjust Forfeited Annual Leave, Forfeited Comb/Unknown Leave and Forfeited Sick Leave

Follow the all steps in the following sections to enter adjustments to Forfeited Annual Leave, Forfeited Comb/Unknown Leave and Forfeited Sick Leave.

### TRCs Used to Adjust Forfeited Leave

The TRCs in the chart below are used to enter adjustments to Forfeited Annual Leave, Forfeited Comb/Unknown Leave and Forfeited Sick Leave.

TRC	Description	Leave Balance	Increase / Decrease Balance
AFN	Annl Lv Forf Adj Decrease	Annual Leave	Decrease
FAP	Forf Annl Lv Adj Increase	Forf Annual Leave	Increase
FAN	Forf Annl Lv Adj Decrease	Forf Annual Leave	Decrease
AFP	Annl Lv Forf Adj Increase	Annual Leave	Increase
SFN	Sick Lv Proc Decrease	Sick Leave	Decrease
FSP	Forf Sick Lv Proc Increase	Forf Sick Leave	Increase
FSN	Forf Sick Lv Proc Decrease	Forf Sick Leave	Decrease
SFP	Sick Lv Proc Increase	Sick Leave	Increase
FCN	Forf Adj Comb/Unknown Decrease	Forf Combined/Unknown Leave	Decrease
FCP	Forf Adj Comb/Unknown Increase	Forf Combined/Unknown Leave	Increase

### Review Beginning Balances

The example below has multiple steps which begin by describing Forfeited balances at the time of the 10/22/16 9.2 Upgrade. It continues through clearing Forfeited Comb/Unknown balances. Be sure to follow through all steps in the example.

At the time of the 9.2 Upgrade on 10/22/16, an employee had the following Forfeited Leave balances.

**NAVIGATION: GLOBAL PAYROLL & ABSENCE MGMT > ABSENCE AND PAYROLL PROCESSING > REVIEW ABSENCE/PAYROLL INFO > RESULTS BY CALENDAR**

Accumulators					
Accumulator Results		User Keys			
Period	Element Name	Amount	Description	From	Through
Year to Date	FLA_BAL	56.000000	Forfeited Leave Annual	01/01/2016	12/31/2016
Year to Date	FORFEITED LV_BAL	2380.864000	Forfeited Leave Balance	07/01/2016	06/30/2017
Year to Date	FLS_BAL	89.000000	Forfeited Leave Sick	01/01/2016	12/31/2016

During the 7/1/17 Conversion process, the following timesheet rows were inserted, processed by Time Administration and balances updated.

Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity
			Approved						FSP - Forf Sick Lv Adj Increase	89.00
			Approved						FAP - Forf Annl Lv Adj Increase	56.00
			Approved						FCP - Forf Adj Comb/Unknown Increase	2235.86

**Notes:** Forfeited Comb/Unknown Leave is equal to Total Forfeited Leave **Less** Forfeited Annual Leave **Less** Forfeited Sick Leave

Forfeited Leave Balance previously in Absence Management is not included in the Time and Labor Leave plans. The sum of Forfeited Annual Leave, Forfeited Sick Leave and Forfeited Comb/Unknown Leave hours is **equal** to Forfeited Leave balance.

## How to Clear Forfeited Comb/Unknown Leave Balances

After research has been completed, follow the steps in this example to clear Forfeited Comb/Unknown Leave balances. In this example, it is determined the Forfeited Comb/Unknown Leave hours of 2235.864 is comprised of 1200 hour of Forfeited Annual Leave and 1035.864 hours of Forfeited Sick Leave. The steps describe how to increase hours in Forfeited Annual Leave balance and decrease hours in Forfeited Comb/Unknown Leave balance. Balance changes should be effective on the 9.2 Go-Live date for the Workgroup.

- Display the timesheet with 10/22/16 date
- Add timesheet row(s) for 10/22/16 (will need two rows)

**Note:** 10/22/16 is the 9.2 Upgrade Go-Live date for this employee and the date the hours were inserted in the Forfeited Comb/Unknown Leave balance.

- On one of the added 10/22/16 timesheet rows in the **Time Reporting Code** field, click the drop-down arrow and select FCN - Forf Adj Comb/Unknown Decrease
- In the **Quantity** field , enter 1200 to decrease the Forfeited Comb/Unknown Leave balance by 1200 hours
- On the other added 10/22/16 timesheet rows in the **Time Reporting Code** field, click the drop-down arrow and select FAP – Forf Annl Lv Adj Increase
- In the **Quantity** field , enter 1200 to increase the Forfeited Annual Leave balance by 1200 hours

- Do not enter a Leave Reason in the **Leave Reason** field
- Click the **Comments** icon and enter a description of the transactions

Comments related to time entered for 10/22/2016			
User ID	DateTime Created	Source	Comment
00991844	06/29/2017 10:12AM	Time Reporting	Adj to move from Forf Comb/Unknown - Balance at time of transfer from Co xxx on mm/dd/yyyy was 1200 hours of Forf Annual Lv and 1035.86 hours of Forf Sick Leave

**Note:** **Comments** field is for the date; therefore, be sure to add Comments for all transactions for the date: In the example above, the Comments include details for Forfeited Annual Leave and Forfeited Sick Leave.

- Click the **Submit** button
- Approve the timesheet rows

Review Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity
	Sat	10/22	Approved						FAP - Forf Annl Lv Adj Increase	1200.00
			Approved						FCN - Forf Adj Comb/Unknown Decreases	1200.00
			Approved						FCP - Forf Adj Comb/Unknown Increase	2235.86
			Approved						FSP - Forf Sick Lv Adj Increase	89.00
			Approved						FAP - Forf Annl Lv Adj Increase	56.00

- Follow the steps below to increase hours to Forfeited Sick Leave balance and decrease hours in Forfeited Comb/Unknown Leave balance,

- Display the timesheet with 10/22/16 date
- Add timesheet row(s) for 10/22/16 (will need two rows)

**Note:** 10/22/16 is the 9.2 Upgrade Go-Live date for this employee and the date the hours were inserted in the Forfeited Comb/Unknown Leave balance.

- On one of the added 10/22/16 timesheet rows in the **Time Reporting Code** field, click the drop-down arrow and select FCN - Forf Adj Comb/Unknown Decrease
- In the **Quantity** field, enter 1035.86 to decrease the Forfeited Comb/Unknown Leave balance by 1035.86 hours
- On the other added 10/22/16 timesheet rows in the **Time Reporting Code** field, click the drop-down arrow and select FSP – Forf Sick Lv Adj Increase
- In the **Quantity** field, enter 1035.86 to increase the Forfeited Sick Leave balance by 1035.86 hours
- Do not enter a Leave Reason in the **Leave Reason** field
- The **Comments** were completed in the steps above for Forfeited Annual Leave

Comments related to time entered for 10/22/2016			
User ID	DateTime Created	Source	Comment
00991844	06/29/2017 10:12AM	Time Reporting	Adj to move from Forf Comb/Unknown - Balance at time of transfer from Co xxx on mm/dd/yyyy was 1200 hours of Forf Annual Lv and 1035.86 hours of Forf Sick Leave

**Note:** *Comments* field is for the date; therefore, be sure to add Comments for all transactions for the date: In the example above, the Comments include details for Forfeited Annual Leave and Forfeited Sick Leave.

- Click the **Submit** button
- Approve the timesheet rows

Review Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity
			Approved						FSP - Forf Sick Lv Adj Increase	1035.86
			Approved						FCN - Forf Adj Comb/Unknown Decreases	1035.86
			Approved						FAP - Forf Annl Lv Adj Increase	1200.00
			Approved						FCN - Forf Adj Comb/Unknown Decreases	1200.00
			Approved						FSP - Forf Sick Lv Adj Increase	89.00
			Approved						FCP - Forf Adj Comb/Unknown Increase	2235.86
			Approved						FAP - Forf Annl Lv Adj Increase	56.00

Once the rows are approved, the nightly Time Administration process will run and create payable time and update balances effective 10/22/16.

Summary	Leave / Compensatory Time	Exceptions	Payable Time		
<b>Leave and Compensatory Time Balances</b>					
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	FORFEIT AL	1256.00	0		
Comp Time	FORFEIT CP	0.00	0		
Comp Time	FORFEIT SL	1124.86	0		

## How to Reinstate Forfeited Leave

This example describes how to reinstate Forfeited Annual Leave or Forfeited Sick Leave balances. In this example, an employee has been approved for 150 hours of Forfeited Annual Leave to be restored effective 7/1/17. Follow the steps below to restore the Forfeited Annual Leave hours.

- All activities in **How to Clear Forfeited Comb/Unknown Leave Balances** **MUST** be completed prior to any of the following steps. There cannot be hours remaining in the Forfeited Comb/Unknown Leave balance.

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	FORFEIT AL	1256.00	0		
Comp Time	FORFEIT CP	0.00	0		
Comp Time	FORFEIT SL	1124.86	0		

- Display the timesheet with 7/1/17 date
- Add timesheet row(s) for 7/1/17 (will need two rows)

**Note:** Inserting the adjustments on timesheet rows 7/1/17 will allow the employee to begin taking Annual Leave hours on 7/1/17 (after adjustment rows are processed by Time Administration).

- On one of the added 7/1/17 timesheet rows in the **Time Reporting Code** field, click the drop-down arrow and select FAN - Forf Annl Lv Adj Decrease
- In the **Quantity** field, enter 150 to decrease the Forfeited Annual Leave balance by 150 hours
- On the other added 7/1/17 timesheet row in the **Time Reporting Code** field, click the drop-down arrow and select ALP – Annual Lv Adj Increase
- In the **Quantity** field, enter 150 to increase the Annual Leave balance by 150 hours

Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity
Sat	7/1	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		ALP - Annual Lv Adj Increase	150.00
		New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		FAN - Forf Annl Lv Adj Decrease	150.00

- Do not enter a Leave Reason in the **Leave Reason** field
- Click the **Comments** icon and enter a description of the transactions

User ID	DateTime Created	Source	Comment
00991844	06/29/2017 8:22AM	Time Reporting	Reinstate 150 hours of Forfeited Annual Leave effective 7/1/2017

- Click the **OK** button
- Click the **Submit** button
- Approve the timesheet rows

Review Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity
	Sat	7/1	Approved						ALP - Annual Lv Adj Increase	150.00
			Approved						FAN - Forf Annl Lv Adj Decrease	150.00

Once the rows are approved, the nightly Time Administration process will create payable time and update the balances. The employee will be able to enter Annual Leave Taken beginning on 7/1/17 timesheet row.

Leave and Compensatory Time Balances ?						Personalize   Find      
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail	
Comp Time	ANN1	150.00	-9999			
Comp Time	FORFEIT AL	1106.00	-9999			
Comp Time	FORFEIT CP	0.00	-9999			
Comp Time	FORFEIT SL	1124.86	-9999			