



File Name	Disability Leave Advance.doc
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Disability Leave Advance

Concept

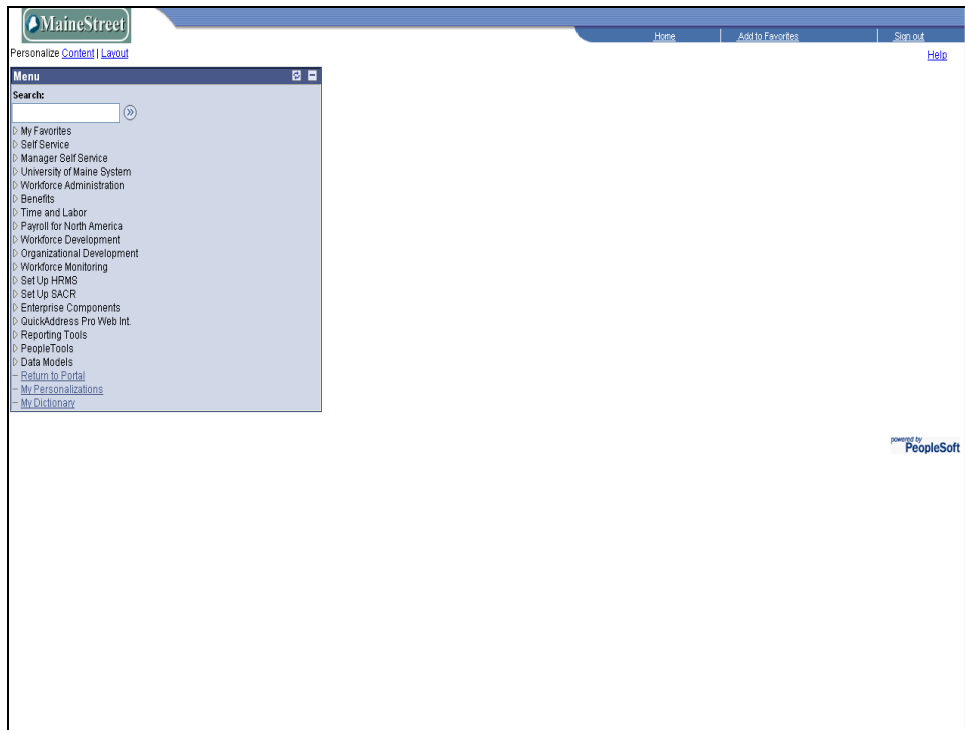
Follow this process when an employee has been approved for an advance of sick/disability leave hours.

Employees' leave balances will not be allowed to go in a negative status. If an employee is placed on leave without pay for reasons of personal illness, they can apply through their supervisor for an advance of disability leave. If this advance is granted, they must repay the amount advanced at the rate of **one-half*** of any future amounts accumulated until such time as the advance has been repaid.

Any outstanding balance must be repaid in the event of termination.

*The hours to be repaid each payroll needs to be an amount that can be equally divided into the total amount of hours advanced. For example, if the total hours advanced is 10, the repayment amount cannot be 3 but rather it could be 2, 2.5 or 5.

Navigation



Step	Action
1.	Click the Payroll for North America link. ▶ Payroll for North America
2.	Click the Employee Pay Data USA link. ▶ Employee Pay Data USA
3.	Click the Create Additional Pay link. Create Additional Pay

Procedure



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Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: [begins with] []

Empl Rcd Nbr: [=] []

Name: [begins with] []

Last Name: [begins with] []

Second Name: [begins with] []

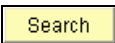
Alternate Character Name: [begins with] []

Middle Name: [begins with] []

Include History Correct History Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)




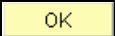
Step	Action
4.	Enter the desired information into the EmplID field.
5.	Click the Search button.






Process Document

HRMS: Disability Leave Advance



Step	Action
6.	Click the Add a new row on the Earnings Code section button. 
7.	Enter " 196 " in the Earnings Code field.
8.	Enter the effective date of the advance into the Effective Date field.
9.	In the Addl Seq # field, enter " 1 ".
10.	Enter next payroll's pay period end date into the End Date field. (this will be the paycheck the employee will receive the advance).
11.	Enter the number of hours approved to be advanced into the Hours field.
12.	Make sure the OK to Pay box is checked.
13.	Click the Expand section button in the Job Information section. 
14.	Enter the employee's Position number into the Position field.
15.	Click the Save button. 
16.	Click the OK button. 

Step	Action
17.	Click the Add a new row in the Payment Details section button. 
18.	Enter "2" into the Addl Seq # field.
19.	Enter the pay period end date when the payback will be repaid in full into the End Date field.
20.	Make sure the OK to Pay box is checked.
21.	Enter a minus sign and the number of hours that will be paid back per pay period in the Hours field. (This number needs to be equally divided into the total hours advanced.)
22.	Enter the desired information into the Position field.
23.	Click the Save button. 
24.	Click the OK button. 
25.	End of Procedure.