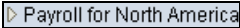


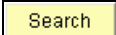



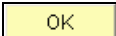





## Disability Leave Advance

|     |  |
|-----|--|
| 1.  | Click the <b>Payroll for North America</b> link.<br>  |
| 2.  | Click the <b>Employee Pay Data USA</b> link.<br>  |
| 3.  | Click the <b>Create Additional Pay</b> link.<br>  |
| 4.  | Enter the desired information into the <b>EmplID</b> field.  |
| 5.  | Click the <b>Search</b> button.<br>   |
| 6.  | Click the <b>Add a new row on the Earnings Code section</b> button.                               |
| 7.  | Enter a valid value e.g. " <b>196</b> " in the <b>Earnings Code</b> field.   |
| 8.  | Enter the effective date of the advance into the <b>Effective Date</b> field.  |
| 9.  | In the <b>Addl Seq #</b> field, enter a valid value e.g. " <b>1</b> ".   |
| 10. | Enter next payroll's pay period end date into the <b>End Date</b> field. (this will be the paycheck the employee will receive the advance).  |
| 11. | Enter the number of hours approved to be advanced into the <b>Hours</b> field.   |
| 12. | <b>Make sure the OK to Pay box is checked.</b>   |
| 13. | Click the <b>Expand section</b> button in the Job Information section.                          |
| 14. | Enter the employee's Position number into the <b>Position</b> field.   |
| 15. | Click the <b>Save</b> button.<br>   |
| 16. | Click the <b>OK</b> button.<br>   |
| 17. | Click the <b>Add a new row in the Payment Details section</b> button.                           |
| 18. | Enter a valid value e.g. " <b>2</b> " into the <b>Addl Seq #</b> field.  |
| 19. | Enter the pay period end date when the payback will be repaid in full into the <b>End Date</b> field.  |
| 20. | <b>Make sure the OK to Pay box is checked.</b>   |
| 21. | Enter a minus sign and the number of hours that will be paid back per pay period in the <b>Hours</b> field. (This number needs to be equally divided into the total hours advanced.) |
| 22. | Enter the desired information into the <b>Position</b> field.  |
| 23. | Click the <b>Save</b> button.   |
| 24. | Click the <b>OK</b> button.   |
| 25. | <b>End of Procedure.</b>   |