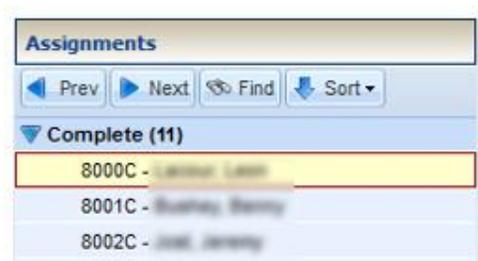


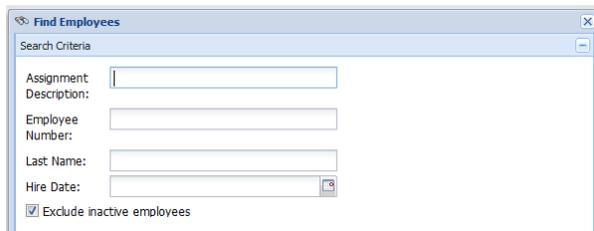
Job Aid: Adjusting Bank Balances

There may be occasions when a time off balance needs to be manually adjusted to account for certain events. For example, an employee receives additional vacation time as a reward, or an accrual bank was not properly reduced. Accrual banks can be credited or debited as needed using pay codes.

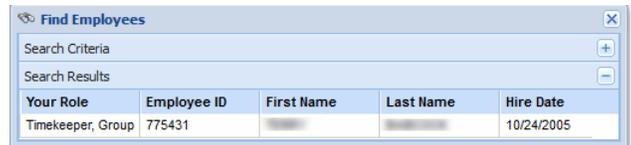
1. Log into EmpCenter.
2. Select **Time Entry** → **View Employee Time** on the dashboard.
3. Select the timesheet for the employee who has one or more banks requiring adjustment using one of the following methods:
 - Select the assignment group and employee from the **Assignments** frame.



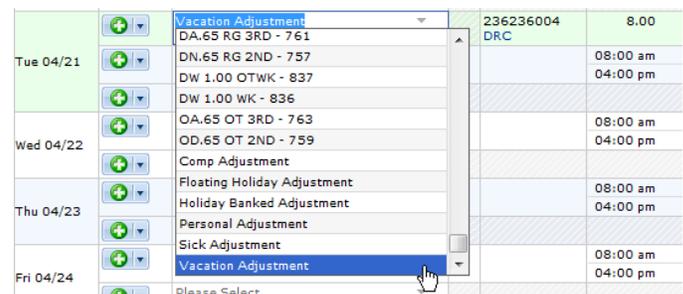
- Or search for an employee using the **Find** function.



4. In the **Find Employees** dialog box enter your search criteria and select **Search**. A list of possible choices appears in the dialog box.



5. Select the subject employee; his/her respective timesheet appears.
Select a bank adjustment pay code from the drop-down selection list.



6. Enter the number of adjustment hours in the **Hours** column.
If the accrual balance is to be increased, enter a positive value. If the accrual balance is to be decreased, enter a negative value.
7. **Save** the timesheet. The bank balance is adjusted immediately.
8. Select the **Time Off** tab. Summaries of time off balances appear.

Vacation	Hours
Initial Balance Sun 04/19	39.24
Credits	12.62
Debits	(4.62)
Ending Balance Sat 05/02	47.24
Show Details >>	

9. Click **Show Details** to view details of the bank.



COOK COUNTY TIME

Vacation					
Date	Credit	Debit	Balance	Action	Source
Sun 04/19			39.24	Balance Forward	
Sun 04/19		(4.62)	34.62	Clear	
Tue 04/21	8.00		42.62	Accrual	
Sat 05/02	4.62		47.24	Accrual	
Hours	12.62	(4.62)	47.24		Hide Details <

Repeat the process as necessary for all banks requiring adjustment. You can enter all adjustments on the same day.