



People and Money system

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School/Department / HR Helpline/HR Operations Admin Guide- How to Adjust Absence Balances

Estimated time to complete: 6 minutes

Before you begin:

Read the [Guide to Annual Leave](#).

Note that with effect from 1st January 2024 the system will prevent anyone going into a negative leave balance and will show an error message when this occurs. In exceptional circumstances for example where someone has started near the end of the year and won't have accrued enough leave for the Christmas Closure days you should:

- 1) Refer to the [Annual Leave Calculator](#) for the balance of annual leave entitlement
- 2) Make a positive adjustment to the current year annual leave balance
- 3) Then future date a negative adjustment for the following leave year. This will ensure that any leave 'borrowed' will be deducted when the next annual leave year commences.

In Brief...

This is a simple overview of the process.

1. From the dashboard, click on **My Client Groups**, then **Person Management**
2. **Search** for and **select** the employee (by clicking on the link on their name)
3. Click on the **Tasks** icon and select **Absence Records**
4. Click on the **dropdown arrow on the Enrollments and Adjustments** button under Plan Balances and select **Adjust Balance**

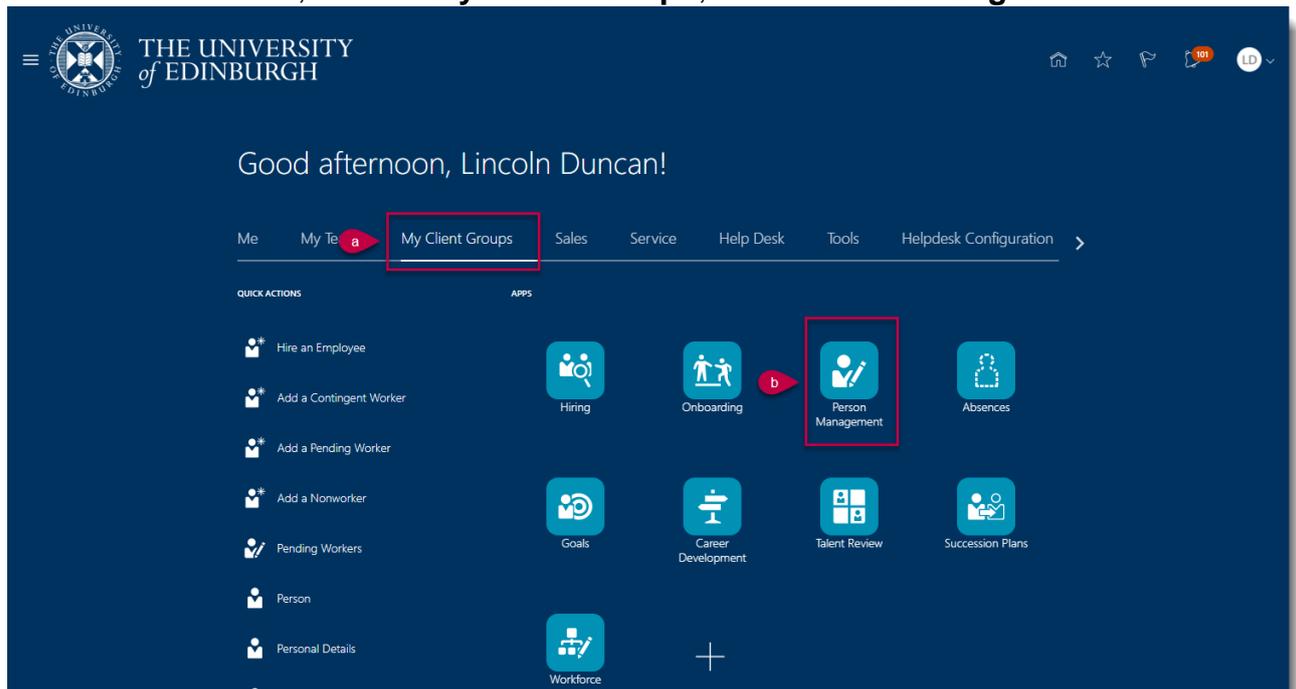
Note: In some instances, you might be see a >> icon. Please click on this and you will see the Enrollments and Adjustments button appear.

5. In the Adjust Balance pop up that appears, select the relevant **Reason** and **Date**, and enter the **Adjustment Amount**. In case you're looking to reduce the absence balance, ensure you **prefix a minus (-)** to the adjustment amount to get the correct figure.

For detailed guidance, see the next section.

In Detail...

1. From the dashboard, click on **My Client Groups**, then **Person Management**



2. Search for and **select** the employee (by clicking on the link in their name)

Person Management: Search

Search

Advanced Saved Search All People

** Name rose

** Keywords

** Person Number

** National ID

* Effective As-of Date 6/11/2020

Search Reset Save...

Name	Person Number	National ID	Department	Location	User Person Type	Job	Position	Primary Phone	Primary Email	Business Unit	Town or
Perry, Rose	178496	EB409155C	HR-Systems	Dalhousie Land	Employee	HR Administrator	HR Administr...	440131 651 0...	Rose.Perry@t...	University of ...	Edinburg
Rose, Raquel	135746	KM603192A		Chancellors B...	Employee	Senior Lecturer (No...	Senior Lecturer	440131 651 0...	core.notificat...	University of ...	Edinburg

3. Click on the **Tasks** icon and select **Absence Records**

Raquel Rose: Person Management

Person Number 135746

Employment

Work Relationship

Legal Employer University of Edinburgh

Worker Type Employee

Hire Date 28/04/2008

Country United Kingdom

Assignment: Fellow in Medical Education

Action Change of Position

Action Reason

Effective Start Date 9/10/2020 (1 of 1)

Effective End Date

Assignment Details

Assignment Number 135746

Business Unit University of Edinburgh

Person Type Employee

Assignment Status Active - Payroll Eligible

Primary Yes

Projected End Date

- Compare
- Absences
 - Absence Records
 - Work Schedule Assignment
- Payroll
 - Costing for a Person
 - Payroll Relationships
 - Element Entries
- Compensation
 - Change Salary
 - Individual Compensation
 - View Compensation History
 - View Total Compensation Statement
- Personal and Employment
 - Person
 - Allocate Checklists
 - Employment
 - Continuous service Dates
 - Direct Reports
 - Create Work Relationship
 - Work Relationship
 - Areas of Responsibility
 - User Account
 - Talent Profile
 - Document Records
 - Document Delivery Preferences
 - Person Identifiers for External Applications

4. Click on the **dropdown arrow on the Enrollments and Adjustments** button under **Plan Balances** and select **Adjust Balance**

Note: In some instances, you might be see a >> icon. Please click on this and you

will see the Enrollments and Adjustments button appear.

Employment x Absence Records x

Manage Absences and Entitlements

Absences

Most Recent or Current Absence: None recorded. Next Scheduled Absence: None scheduled.

Pending Actions

Existing Absences

View + Add % Recalculate Time Period: Last 6 months Type Status Detach

Dates	Employer	Type	Duration	Status	Processing Status	Actions
No data to display.						

Plan Participation

Plan Balances

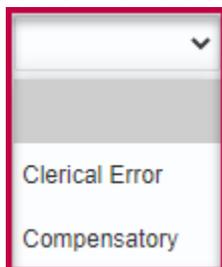
View Accruals Enrollments and Adjustments Status: Active

Plan	Type	Status	Enrollment Start Date	Enrollment End Date	Balance Calculation Date	Balance
UoE Annual Leave	Accrual	Active	1/11/2019		31/12/2020	280 Hours
UoE PH	Accrual	Active	29/09/2020			0 Hours

Qualified Entitlements

View

5. In the Adjust Balance pop up that appears,
 - a. select the relevant Reason



b. select the relevant **Date**

The screenshot displays a web application interface for managing absences and entitlements. The main header is "Manage Absences and Entitlements". Below this, there are sections for "Absences", "Pending Actions", and "Existing Absences". The "Existing Absences" section is active, showing a table with columns for "Dates", "Employer", and "Type". A modal window titled "Adjust Balance" is open, showing a form for "UoE Annual Leave". The form includes fields for "Reason", "Adjustment Amount", and "Date". The "Date" field is highlighted with a red box and contains the value "23/11/2020". A calendar widget is also visible, showing the month of November 2020 with the 23rd highlighted.

Plan	Type	Balance Calculation Date	Balance
UoE Annual Leave	Accrual	31/12/2020	280 Hours
UoE PH	Accrual		0 Hours

- c. Enter the **Adjustment Amount**. In case you're looking to reduce the absence balance, ensure you **prefix a minus (-)** to the adjustment amount to get the correct figure.

The screenshot shows the 'Manage Absences and Entitlements' interface. An 'Adjust Balance' modal is open with the following details:

- Plan: UoE Annual Leave
- Reason: Clerical Error
- Adjustment Amount: -5.25
- Date: 7/19/2020

The background interface displays a table for 'UoE Annual Leave' with the following data:

Plan	Type	Status	Enrollment Start Date	Enrollment End Date	Balance Calculation Date	Balance
UoE Annual Leave	Accrual	Active	31/07/2020		31/12/2020	135.25 Hours

Note – Please choose the Date carefully within the Adjust balance box. It is important to note that this will be the date the adjusted balance takes effect.

The screenshot shows the 'Manage Absences and Entitlements' interface after the adjustment. The 'UoE Annual Leave' table now shows a balance of 130 hours.

Plan	Type	Status	Enrollment Start Date	Enrollment End Date	Balance Calculation Date	Balance
UoE Annual Leave	Accrual	Active	31/07/2020		31/12/2020	130 Hours

E.g. in this example the employee had 135.25hrs shown in balance. It should have been 130hrs so we have deducted 5.25.