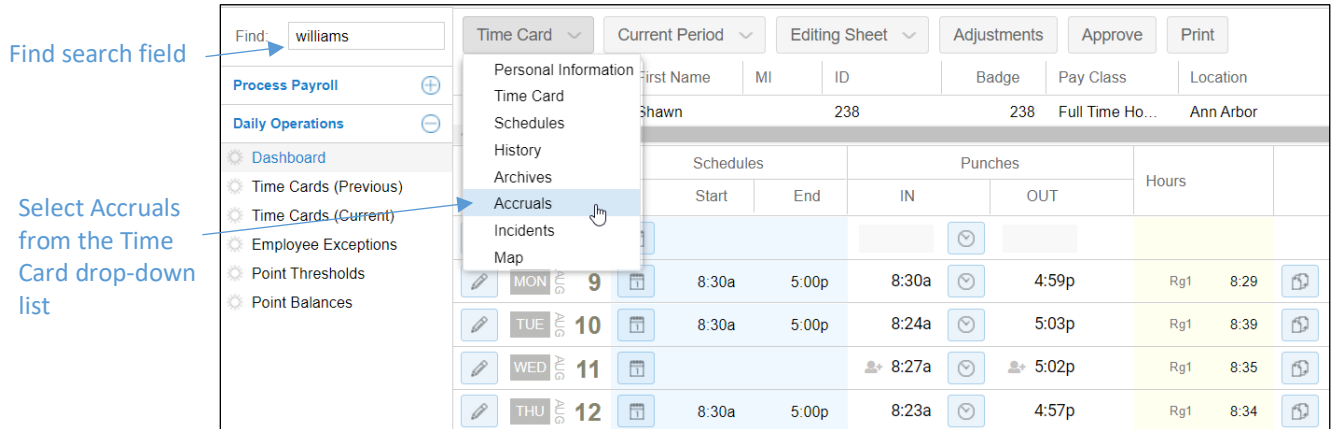


MSS: Adjusting an Employee Benefit Balance

Job Aid

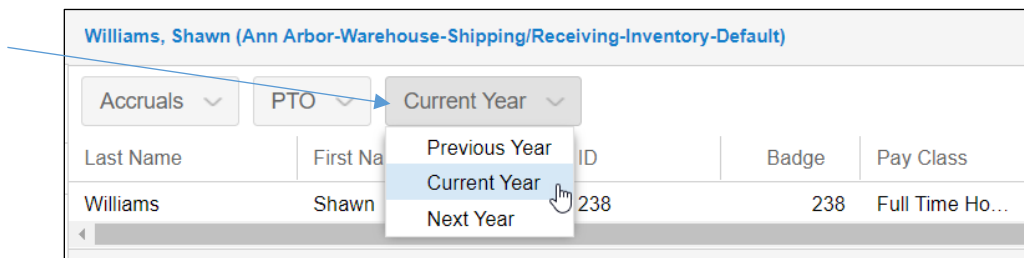
The total number of benefit hours (vacation, sick leave, PTO, etc.) an employee has can be adjusted in Manager Self Service (MSS). To adjust a benefit balance for an employee:

Locate an employee record by typing all or part of the employee's name in the MSS *Find* search field, click the Time Card drop-down list and select **Accruals**.

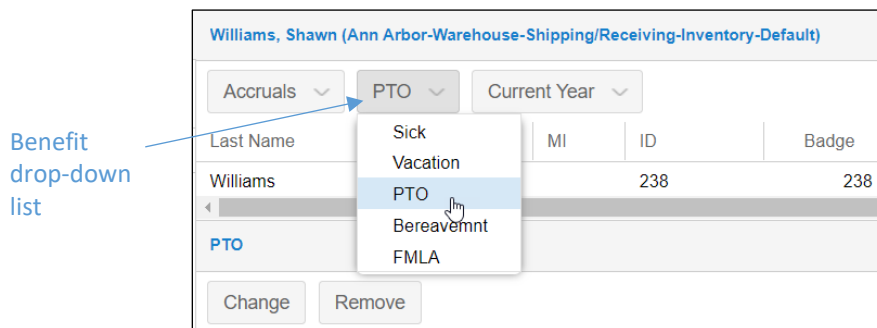


Select the year you want to change the benefit balance using the Current Year drop-down list in the employee's Accruals page. There are three options:

- Previous year
- Current year
- Next year

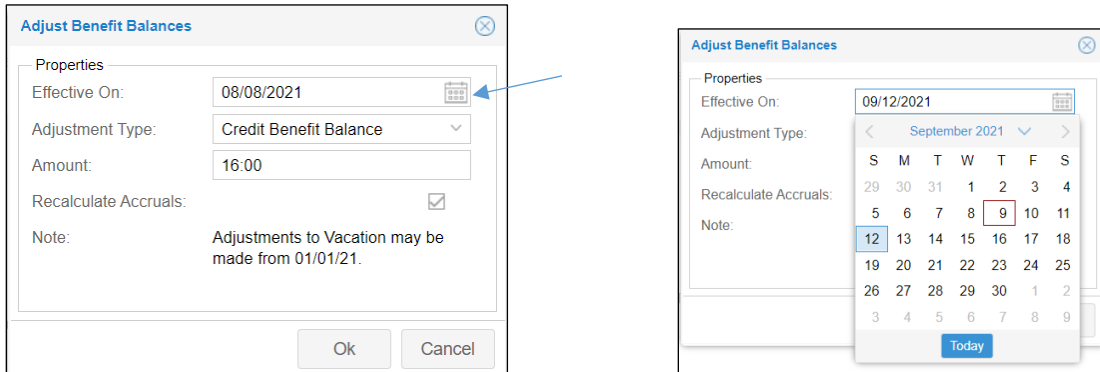


Select the type of benefit you want to credit or debit from the benefit drop-down list in the Accruals page. You will only see the benefits configured in your system in the drop-down list.



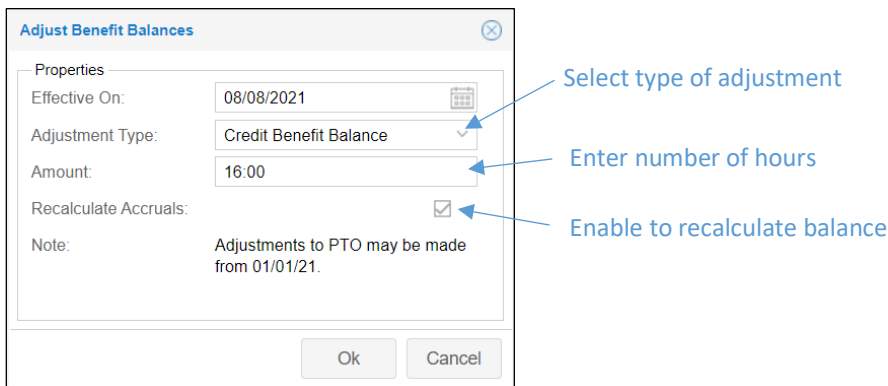
The panel for the benefit selected will expand below the employee details in the Accruals page. You can review the current benefit balance and benefit activity for the year selected in this panel. Click the **Change** button to adjust the benefit balance.

To set the date when the benefit adjustment will be applied, click the calendar icon and select the day, month and year.



Select the type of adjustment you want to make to the employee's benefit balance from the Adjustment Type drop-down list. There are three options:

- Credit benefit balance
- Debit benefit balance
- New benefit balance



Enter the number of hours you want to credit or debit the benefit balance. Enable the Recalculate Accruals check box to prompt the system to recalculate accruals. Click **OK**.

The benefit change transaction and updated balance are displayed in the benefit panel of the Accruals page.

The screenshot shows the Accruals page for Shawn Williams. The PTO section contains a table with the following data:

Date	Event	Credit	Debit	Balance
01/01/2021	Balance In			0:00
01/01/2021	28:25 PTO 01/01/21			28:25
03/17/2021	8:00 PTO 03/17/21	8:00		36:25
05/25/2021	4:00 PTO 05/25/21		4:00	32:25
08/08/2021	16:00 PTO 08/08/21	16:00		48:25
01/01/2022	Balance Out			48:25

Annotations: A blue arrow points to the 'Change' button, labeled 'Benefit change transaction'. Another blue arrow points to the final balance of 48:25, labeled 'Updated balance'.

New Benefit Balance

The New Benefit adjustment will reset the benefit balance to the amount entered in the *Adjust Benefit Balances* window on the date selected.

The screenshot shows the 'Adjust Benefit Balances' dialog box on the left and the Accruals page on the right. The dialog box has the following settings:

- Effective On: 08/08/2021
- Adjustment Type: New Benefit Balance
- Amount: 8:00
- Recalculate Accruals:

The Accruals page shows the PTO table with the following data:

Date	Event	Credit	Debit	Balance
01/01/2021	Balance In			0:00
01/01/2021	28:25 PTO 01/01/21			28:25
03/17/2021	8:00 PTO 03/17/21	8:00		36:25
05/25/2021	4:00 PTO 05/25/21		4:00	32:25
08/08/2021	8:00 PTO 08/08/21			8:00
01/01/2022	Balance Out			8:00

Annotation: A blue arrow points to the 8:00 debit entry on 08/08/2021, indicating the adjustment.

If you set a new benefit balance on a date prior to the current date, the balance will be adjusted for the following transactions beyond that date. For example, if the benefit balance was reset to 40 hours of PTO on February 2 for an employee, the transactions following that date are adjusted with the new balance.

Prior to the new balance set on February 2:

PTO				
Change		Remove		
Date	Event	Credit	Debit	Balance
01/01/2021	Balance In			0:00
01/01/2021	28:25 PTO 01/01/21			28:25
03/17/2021	8:00 PTO 03/17/21	8:00		36:25
05/25/2021	4:00 PTO 05/25/21		4:00	32:25

Balance adjustments after new balance of 40 hours set on February 2:

PTO				
Change		Remove		
Date	Event	Credit	Debit	Balance
01/01/2021	Balance In			0:00
01/01/2021	28:25 PTO 01/01/21			28:25
02/08/2021	40:00 PTO 02/08/21			40:00
03/17/2021	8:00 PTO 03/17/21	8:00		48:00
05/25/2021	4:00 PTO 05/25/21		4:00	44:00

New balance of 40 hours set on February 2

Transactions automatically adjusted for new balance

Remove Benefit Change

To remove a benefit change transaction, click the **Remove** button in the benefit panel for the benefit change you want to remove.

PTO				
Change		Remove		
Date	Event	Credit	Debit	Balance
01/01/2021	Balance In			0:00
01/01/2021	28:25 PTO 01/01/21			28:25
03/17/2021	8:00 PTO 03/17/21	8:00		36:25
05/25/2021	4:00 PTO 05/25/21		4:00	32:25
08/08/2021	16:00 PTO 08/08/21	16:00		48:25
01/01/2022	Balance Out			48:25

In the *Remove Benefit Adjustments* window, select a date range that includes the transaction you want to remove. Extend the date range if you want to remove multiple transactions.

Remove Benefit Adjustments

Properties

Note: This operation will remove previously made changes to the PTO benefit bank.

From: 06/01/2021

To: 08/31/2021

Recalculate Accruals:

Ok Cancel

Enable the Recalculate Accruals check box to prompt the system to recalculate accruals. Click **OK**.