

This job aid is intended exclusively for Final Pay Pilot Locations.

Please contact your Location's Payroll Administrator to verify pilot participation.

This job aid outlines the process for updating leave usage for employees whose accrual eligibility changed retroactively and who are now terminating. It also covers how to submit the Final Pay Activity Guide.

This document covers:

Correcting previously reported usage taken on a Payroll Adjustment Form via Inquiry/Case.

Correcting previously reported usage taken on the Final Pay Activity Guide for terminating employees.

## Overview

When a retroactive change is entered into Job Data and causes a change to an employee's eligibility group and the type of accruals the employee earns, any usage that was previously submitted between the effective date and the date the change was entered needs to be reviewed.

**Example:** An employee was eligible for PTO, and PTO hours were submitted and recorded in UCPath. However, due to a retroactive job data change, the employee's eligibility group was retroactively updated, making the employee eligible for vacation. As a result, the PTO hours reported between the new effective date job data change and the date the entry was made in UCPath must be reversed and replaced with vacation hours taken. If no action is taken, the employees' vacation balance will be overstated.

To assist with identifying usage that needs correction due to eligibility group changes, Locations will be provided with a report in their Pre- and Post-Confirm folders following each On-Cycle payroll.

To ensure the balances reflect correctly in UCPath, Locations must open a case with UCPath and submit a Payroll Earn Code Adjustment form.

In the event an employee is terminating and incorrect usage has not been processed and corrected, rows will auto-populate on the Final Pay Activity Guide, allowing the submitter to correct the usage to ensure the employee is paid out accurately on the final paycheck.

## Corrections submitted via a case and Payroll Adjustment Form

**Step 1:** Review the report provided in the Pre and Post-Confirm folders following each on-cycle payroll. Review all previously usage reported leave taken between the effective date of the job data change and the date the change was entered in UCPath.

Example:

An employee was eligible for PTO, and PTO hours were submitted and recorded in UCPath. However, due to a retroactive job data change, the employee's eligibility group was retroactively updated, making the employee eligible for vacation. As a result, the PTO hours reported between the new effective date job data change and the date the entry was made in UCPath must be reversed and replaced with vacation hours taken. If no action is taken,

the employees' vacation balance will be overstated once balances **have been recalculated and the PTO has been transferred to vacation.**

The employee's eligibility group changed from PTO (99) to Vacation (CX) eligibility *effective* 6/22/25, and the update to job data was entered on 8/1/25.

Any PTO usage submitted *after* 6/21/25 will need to be identified, reviewed and corrected. If the usage is not reversed and submitted as vacation, the PTO balance may be overstated when the balance **has been recalculated and transferred to vacation.**

**Step 2:** Complete the **Payroll Adjustment Form** with negative hours for previously submitted takes and earn code and positive hours with the new eligible earn code.

**Note:** AM earn codes must be submitted by individual day, not as a lump sum.

PTO hours identified need to be reversed and resubmitted as vacation usage.

**Navigation:** UCPath Homepage > Transactor Hub > Payroll Forms > Payroll Adjustment Form

**Step 3:** Open a case on behalf of the employee and attach the completed **Payroll Adjustment Form**. Once the payroll earnings adjustment request has been processed, the case will be closed. Please note that the accrual balances will not be updated until the next corresponding Absence Management (AM) processes have been completed and the balances posted.

Example Payroll Adjustment Form

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Earnings Adjustment - Transaction Request</b>										
2	**All items must be completed for processing										
3											
4	EMPLOYEE NAME	EMPLOYEE	EMPLOYEE RECO	CHECK DA	CHECK NUMB	BEG EARN DA	END EARN DA	EARN CO	HOURLY RA	HOU	AMOUN
5	Doe, Jane	12345678	0	7/16/2025	77123456	6/23/2025	6/23/2025	PON	66.45	(8.00)	(531.60)
6	Doe, Jane	12345678	0	7/16/2025	77123456	6/24/2025	6/24/2025	PON	66.45	(8.00)	(531.60)
7	Doe, Jane	12345678	0	7/16/2025	77123456	6/25/2025	6/25/2025	PON	66.45	(8.00)	(531.60)
8	Doe, Jane	12345678	0	7/16/2025	77123456	6/26/2025	6/26/2025	PON	66.45	(8.00)	(531.60)
9	Doe, Jane	12345678	0	7/16/2025	77123456	6/27/2025	6/27/2025	PON	66.45	(8.00)	(531.60)
10	Doe, Jane	12345678	0			6/23/2025	6/23/2025	VCN	66.45	8.00	531.60
11	Doe, Jane	12345678	0			6/24/2025	6/24/2025	VCN	66.45	8.00	531.60
12	Doe, Jane	12345678	0			6/25/2025	6/25/2025	VCN	66.45	8.00	531.60
13	Doe, Jane	12345678	0			6/26/2025	6/26/2025	VCN	66.45	8.00	531.60
14	Doe, Jane	12345678	0			6/27/2025	6/27/2025	VCN	66.45	8.00	531.60
15	Doe, Jane	12345678	0	8/13/2025	77123458	7/21/2025	7/21/2025	PON	66.45	(8.00)	(531.60)
16	Doe, Jane	12345678	0	8/13/2025	77123458	7/29/2025	7/29/2025	PON	66.45	(6.00)	(398.70)
17	Doe, Jane	12345678	0	8/13/2025	77123458	8/1/2025	8/1/2025	PON	66.45	(3.90)	(259.16)
18	Doe, Jane	12345678	0			7/21/2025	7/21/2025	VCN	66.45	8.00	531.60
19	Doe, Jane	12345678	0			7/29/2025	7/29/2025	VCN	66.45	6.00	398.70
20	Doe, Jane	12345678	0			8/1/2025	8/1/2025	VCN	66.45	3.90	259.16
21											
22											
23											
24									DIFFERENCE		0.00
25	*Please provide accurate rates, hours and amounts that need to be adjusted.										

## Adjust Accrual & Service eForm

**Navigation:** UCPath Homepage > Transactor Hub > Accruals & Leaves Forms > Adjust Accrual & Service eForm

Submit an Adjust Accrual & Service eForm to initiate the balance transfer. Once the eForm is submitted and approved, the balances will be transferred accordingly.

- Once the eForm is processed and balances are recalculated, the employee's PTO balance should reflect 0 effective the date of their eligibility change and their vacation balance should reflect accurately for the pay period following the eligibility change.
  - Referring to the previous example, the employee's PTO balance should reflect 0 as of PPE 6/21/25, and the vacation balance should reflect accurately on PPE 7/5/25.

## Adjusting Leave Taken within the Final Pay Activity Guide

When an employee is terminating, and there is vacation or PTO usage that has not been corrected and processed at the time a Final Pay Activity Guide is being entered for the employee, the incorrect usage taken will auto-populate on the **Hours and Takes** page of the Final Pay Activity Guide as a negative amount.

**Step 1:** Review and ensure that the negative usage has not already been submitted via the Case and Payroll Adjustment Form process and, due to timing, has not yet been processed.

- Example:** An employee switched eligibility groups from PTO (99) to Vacation (CX) eligibility effective 11/10/24 and the update to Job Data was entered on 4/21/25. The employee is terminating effective 9/6/25 and the prior usage previously submitted was not corrected. The rows auto-populate on the **Hours and Takes** page of the Final Pay Activity Guide.

Earning Code	Description	Begin Date	End Date	Other Hours	Amount	Override Chartfields		
1 PON	*Paid Time-Off Hourly	12/26/2024	12/26/2024	-8.00	0.00	Override Chartfields	+	-
2 PON	*Paid Time-Off Hourly	12/27/2024	12/27/2024	-8.00	0.00	Override Chartfields	+	-
3 PON	*Paid Time-Off Hourly	01/09/2025	01/09/2025	-8.00	0.00	Override Chartfields	+	-
4 PON	*Paid Time-Off Hourly	02/12/2025	02/12/2025	-2.00	0.00	Override Chartfields	+	-

**Note:** Incorrect usage may auto-populate on the Final Pay Activity Guide if the payroll earnings adjustment has been completed but the corresponding AM processes have not been completed.

**Step 2:** If there is not an open case at the time a Final Pay Activity Guide is being submitted for a terminating employee and the auto-populated incorrect usage rows will be corrected on the Final Pay Activity Guide, add a row for each of the corresponding rows by selecting the plus button on the **Hours and Takes** page. Enter the correct earning code with the same **Begin** and **End Date**, along with the corresponding number of hours entered as a positive. If the same number of hours are not entered, you will receive an error message when trying to submit the Activity Guide: "Usage entered does not match or is missing to offset the corresponding orphan row(s) listed"

- If there is an open case to have these corrected, the incorrect usage on the **Hours and Takes** page can be removed by selecting the minus button next to each of the rows being removed.

Enter Hours and Takes

Usage entered does not match or is missing to offset the corresponding orphan row(s) listed

OK

Earning Code	Description	Begin Date	End Date	Other Hours	Amount	Override Chartfields
1 PON	*Paid Time-Off Hourly	12/26/2024	12/26/2024	-8.00	0.00	Override Chartfields
2 VCN	Vacation Leave-Used Hourly	12/26/2024	12/26/2024	4.00	0.00	Override Chartfields
3 PON	*Paid Time-Off Hourly	12/27/2024	12/27/2024	-8.00	0.00	Override Chartfields
4 VCN	Vacation Leave-Used Hourly	12/27/2024	12/27/2024	8.00	0.00	Override Chartfields
5 PON	*Paid Time-Off Hourly	01/09/2025	01/09/2025	-8.00	0.00	Override Chartfields
6 VCN	Vacation Leave-Used Hourly	01/09/2025	01/09/2025	8.00	0.00	Override Chartfields
7 PON	*Paid Time-Off Hourly	02/12/2025	02/12/2025	-2.00	0.00	Override Chartfields
8 VCN	Vacation Leave-Used Hourly	02/12/2025	02/12/2025	2.00	0.00	Override Chartfields

- Rows 2, 4, 6, and 8 were entered to correct the employee's incorrect usage as shown below.

Enter Hours and Takes

Earning Code	Description	Begin Date	End Date	Other Hours	Amount	Override Chartfields
1 PON	*Paid Time-Off Hourly	12/26/2024	12/26/2024	-8.00	0.00	Override Chartfields
2 VCN	Vacation Leave-Used Hourly	12/26/2024	12/26/2024	8.00	0.00	Override Chartfields
3 PON	*Paid Time-Off Hourly	12/27/2024	12/27/2024	-8.00	0.00	Override Chartfields
4 VCN	Vacation Leave-Used Hourly	12/27/2024	12/27/2024	8.00	0.00	Override Chartfields
5 PON	*Paid Time-Off Hourly	01/09/2025	01/09/2025	-8.00	0.00	Override Chartfields
6 VCN	Vacation Leave-Used Hourly	01/09/2025	01/09/2025	8.00	0.00	Override Chartfields
7 PON	*Paid Time-Off Hourly	02/12/2025	02/12/2025	-2.00	0.00	Override Chartfields
8 VCN	Vacation Leave-Used Hourly	02/12/2025	02/12/2025	2.00	0.00	Override Chartfields
9 REG	Regular Pay	09/01/2025	09/05/2025	40.00	0.00	Override Chartfields

**Step 3:** Before submitting the Final Pay Activity Guide, you can review the balance on the **Review and Submit** page.

- The **Takes** portion of the **Leave Payout** shows 26 hours, reflecting the number of VCN hours submitted to offset the incorrect usage.
- After everything is complete, select the **Submit** button.

<b>Leave Payout:</b>	VAC
<b>Beginning Balance</b>	152.99
<b>Previous Pay Periods Hours</b>	80.00
<b>Eligible Hours</b>	120.00
<b>Takes</b>	26.00
<b>Period Accrual</b>	8.31
<b>Final Entitlement</b>	135.30