

Report Name: HPAY Adjustment Notification for Leave Seniority

Description: Used by HR/Departments to update leave and seniority accruals and balances for adjustments

Purpose:

How it can be used: When the departments complete an adjustment that impacts leave or seniority, they are to complete the Adjustment Notification form and send it to HR for updates. This report can be used to match against the Adjustment Notification forms as verification that the adjustment was processed successfully.

Report Source: Banner Reporting Copy

Report Tool: Business Objects

Frequency: Run after each adjustment payroll.

Location: The report is housed in View Direct:
<https://docdirectpweb.admin.uillinois.edu/ddrint/servlet/ddrint>

For tips on using View Direct, see the View Direct job at:
https://nessie.uihr.uillinois.edu/pdf/reports/View_Direct_JobAid.pdf

To Request Access: ViewDirect – USC submits a request for access through the AITS Security Web Application:

<https://webprod.admin.uillinois.edu/secapp/index.html>

Profile: HRPAY Reports in ViewDirect

For more information on requesting access to other HR Reports or to locate your Unit Security Contact (USC) refer to the following website:
<https://hrnet.uihr.uillinois.edu/dart-cf/reporting/reportaccess.cfm>

HPAY Adjustment Notification for Leave Seniority
Report Job Aid

Example Report

University of Illinois

**ADJUSTMENT NOTIFICATION
For Leaves/Seniority**

Mar 2, 2007 07:00
DO-Banner

Input Parameters - Adjustment Payroll Date: 03/01/2007

Organization: 225000 Obstetrics & Gynecology
Campus: Chicago

Employee Name	Employee Id	Pay Event				Event Type	E-Class	Earn Code	Hrs/Units	Comments
		Year	Pay Id	Pay No	Seq					
		2006	MN	9	5	J	GA	ADD	1	Retro pay due for the period of 8/16 thru 9/15 (1 month), @ \$66.89/month Approving adjustment @ 3:40pm reviewed and processed fs 2-27-07
		2006	MN	10	3	J	GA	ADD	1	Retro pay due for the period of 9/16 thru 10/15 (1 month), @ \$66.89/month Approving adjustment @ 3:40pm ***** Reviewed and processed fs 2-27-07
		2006	MN	11	3	J	GA	ADD	1	Retro pay due for the period of 10/16 thru 11/15 (1 month), @ \$66.89/month Approving adjustment @ 3:41pm. ***** Reviewed and processed fs 2-27-07

Field Name	Definition
<i>Org</i>	Organization code assigned to the department
<i>Campus</i>	Campus location
<i>Employee Name</i>	Employee Name; Last, First, Middle I
<i>Employee ID</i>	Employee UIN (University Illinois number)
<i>Pay Event:</i>	
<i>Year:</i>	The four digit calendar year in which the pay period falls
<i>Pay ID</i>	Identifies the pay schedule
<i>Pay No</i>	The pay of the year. Monthly pays would range from 1-12 while bi-weekly pays would range 1-26
<i>Seq</i>	
<i>Event Type</i>	Value = C; this report is for the current payroll cycle
<i>E-Class</i>	Employee class of the employee
<i>Earn Code</i>	PHAHOUR Earn Code (i.e. RG for Regular)
<i>Hrs/Units</i>	The number of hours adjusted
<i>Comments</i>	Comments for the adjustment entered by the adjuster. Please provide identification.