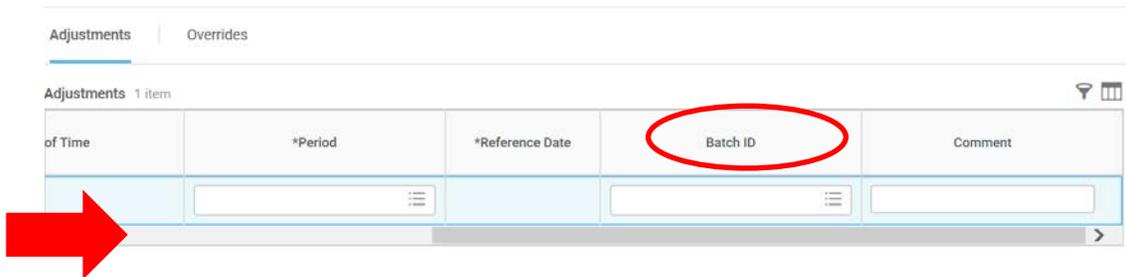Leave Bank Open Enrollment
Leave Adjustment Process


Follow the instructions in the Job Aid for Timekeepers entitled "**Adjust Leave Balances for an Employee**". This Job Aid is also attached.

For the Leave Bank Open Enrollment period, you will follow the current Adjust Leave Balance process with an additional step. As you scroll to the right on the screen (see the red arrow below) filling in the information about the adjustment for each employee, you will see a field called "**Batch ID**". See below.
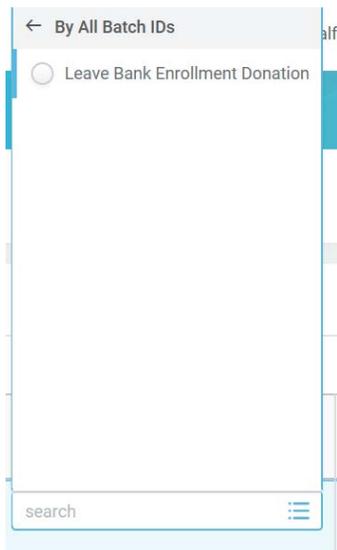

You will click on the prompt [≡] in the Batch ID field and select "**By All Batch IDs**". See below.
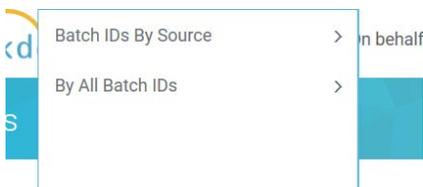
Then, select the **Leave Bank Enrollment Donation** option by clicking the circle.

There is no longer a need to type in additional comments in the comments field. This Batch ID for Leave Bank Enrollment Donation will allow your agency and DBM to report on all leave donations for joining and enrolling in the Leave Bank.

You will use this process for new employees that are joining the Leave Bank for the first time as well.

Leave Bank Open Enrollment
Leave Adjustment Process

This is a completed Leave Bank Adjustment event:

Adjustments	Overrides

Adjustments 1 item

Select Accrual/Time Off	Units	Unit of Time	Period	Reference Date	Batch ID
Adjustment-Sick Time Off	8	Hours	10/12/2016 - 10/25/2016 (Bi-Weekly Regular)	10/12/2016	Leave Bank Enrollment Donation

The **ONLY** adjustment codes available for Leave Bank Enrollment are:

Adjustment-Annual Leave (Balance)

Adjustment-Personal Leave Time Off

Adjustment-Sick Time Off

You do not use an adjustment code that is for Leave Bank usage.

Remember that to take away the donation of 8 hours from a leave balance, you will enter the number 8, without a negative sign. See the example above and the instructions in the Job Aid.