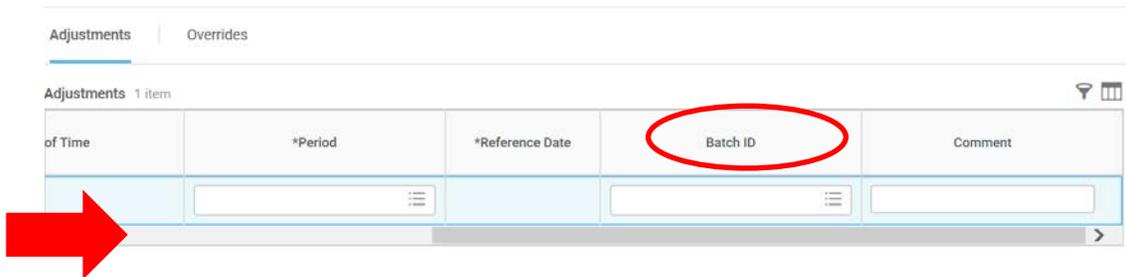


Leave Bank Open Enrollment Leave Adjustment Process

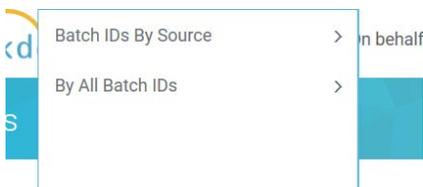
Follow the instructions in the Job Aid for Timekeepers entitled “**Adjust Leave Balances for an Employee**”. This Job Aid is also attached.

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.



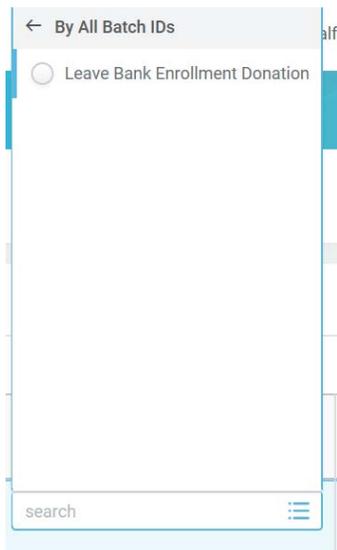
The screenshot shows a mobile application interface with two tabs: "Adjustments" and "Overrides". The "Adjustments" tab is active, showing a table with one item. The table has five columns: "of Time", "*Period", "*Reference Date", "Batch ID", and "Comment". The "Batch ID" column is circled in red. A large red arrow points to the right from the left side of the table, indicating the direction of scrolling.

You will click on the prompt  in the Batch ID field and select “**By All Batch IDs**”. See below.



The screenshot shows a dropdown menu with two options: "Batch IDs By Source" and "By All Batch IDs". The "By All Batch IDs" option is selected, and a blue bar is visible next to it.

Then, select the **Leave Bank Enrollment Donation** option by clicking the circle.



The screenshot shows the "By All Batch IDs" dropdown menu with the "Leave Bank Enrollment Donation" option selected. A blue bar is visible next to the selected option. At the bottom of the menu, there is a search bar with the text "search" and a menu icon.

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:

| 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.