ADOA

HRIS – Human Resources Information Solution

RESOURCE GUIDE:
MANUAL TRANSACTIONS

MANUAL TRANSACTIONS

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Manual Transactions by Employee LP70.1

Use the **Manual Transaction by Employee (LP70)** to adjust balances in specific plans for a selected employee. It is also used to create beginning balances for a specific employee.

Keying Tips

- Always fill out the form header information and **Inquire** to view open records before keying an entry
- Always **Inquire** after you **Add**, **Change** or **Delete** records
- Validate any entry on LP64.3 Employee Transaction Detail Balance Inquiry to see what effect your adjustment will make
- An entry in LP70.1 in Unprocessed status can be changed or deleted

EXCEPTION Do not attempt to change or delete system generated adjustments for employees:

  - **Donated Leave**: This will ensure the integrity of the Donated Leave Batch and the eventual return process
  - **FMLA**: This will ensure the integrity of the 12-month rolling FMLA calendar in restoring FMLA hours for employees

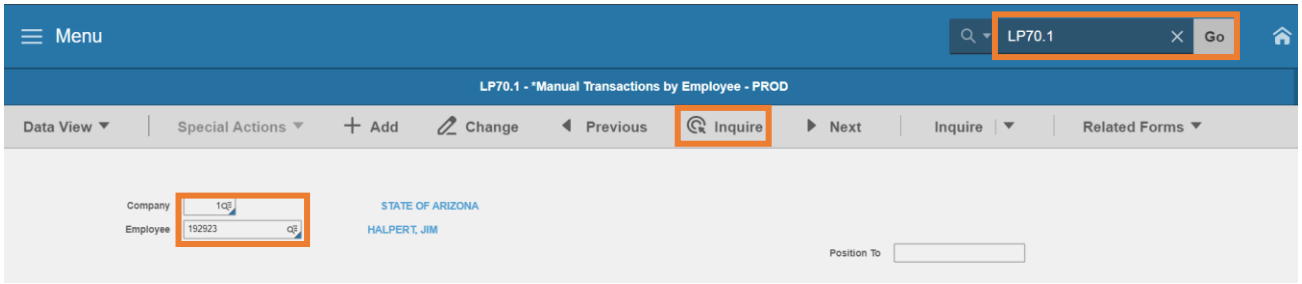
- Run LP270 to review all Unprocessed LP70 records
- When keying a negative amount, type the minus sign **after** the Amount
- If the Structure Group has a Master End Date, entry will remain in an Unprocessed Status. General Accounting Office - Central Payroll remove the Master End Date by 4 pm daily for all employees that have an LP70 transaction keyed. The system will repopulate the Master End Date after adjustments are processed during nightly processing

Common Adjustments to Process on LP70.1

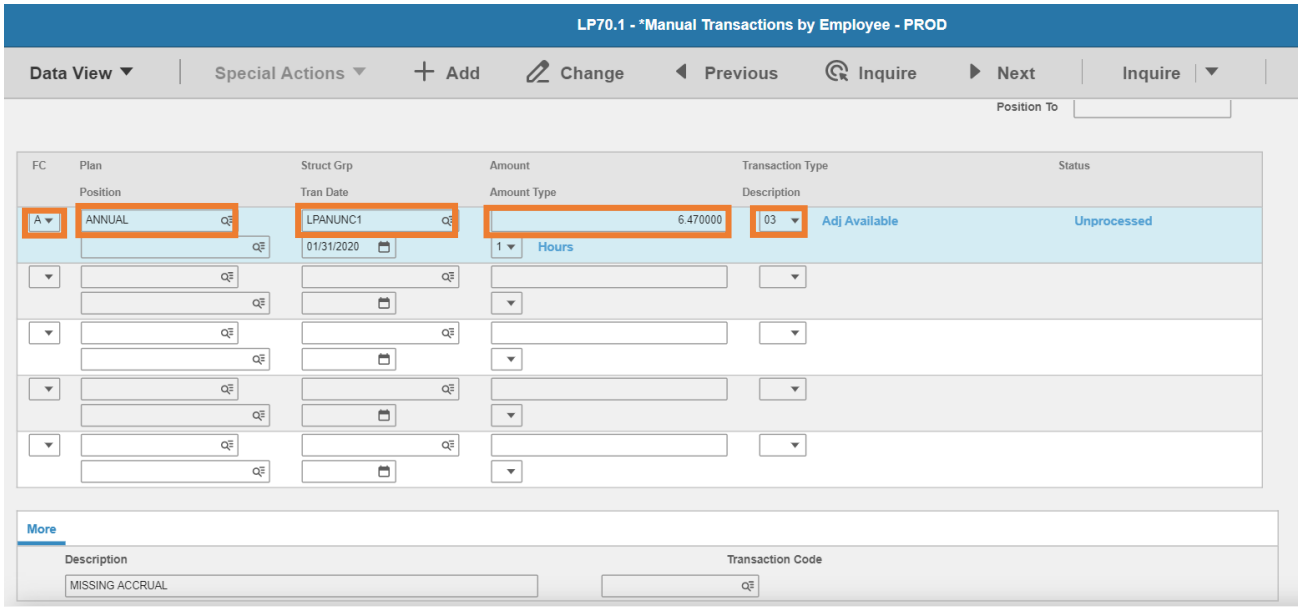
- Remove balances in the One-Thousandths decimal that cannot be paid (.005)
- Interagency Donated Leave Transactions
- Add Family Sick Leave/Military Leave for new hires
- Add Industrial Leave for eligible employees
- Add/Remove Recognition/Personal Leave for eligible employees

Do not use LP70.1 to correct leave pay code usage. Use XR35.2 to correct through the Time Records.

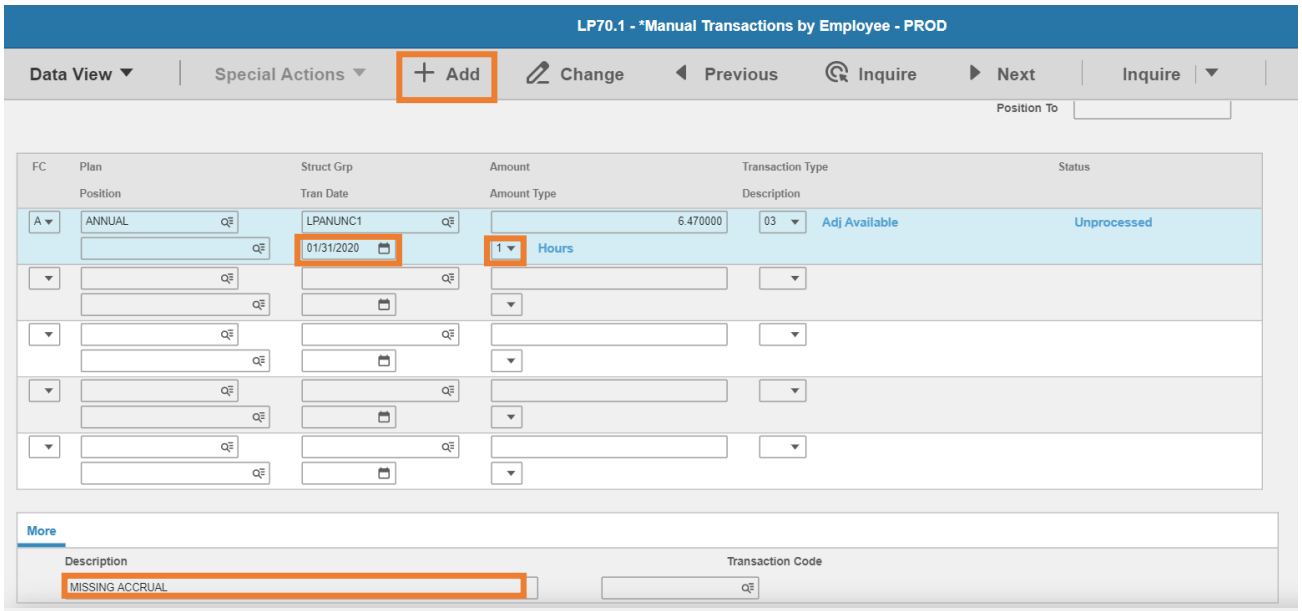
Create a New Manual Transaction



1. Type **LP70.1** in search field, click **Go**
2. **Company**: Type or select **1**
3. **Employee**: Type or select the **Employee Identification Number**
4. Click **Inquire**



5. **FC**: Type or select a value
   - **A** – Add to add a new record
   - **C** – Change to modify an existing record
   - **D** – Delete to remove a record
6. **Plan:** Select the **Absence Plan**
7. **Structure Group:** Auto-populates after the Absence Plan is selected
8. **Amount:** Type the **number of hours** to adjust
   - To remove hours, type a **negative** amount. Type the **dash symbol** '-' after the number
   - To add hours, type a **positive** amount
9. **Transaction Type:** Select the Transaction Type of **03 ADJ Available**



10. **Tran Date:** Type the **pay period end date** the adjustment is related to.
11. **Amount Type**: Select **1 Hours**
12. **Description**: Type the description of the adjustment
    - Interagency Donated Leave, include the EIN of the donor or recipient
13. Click **Add** or **Change**

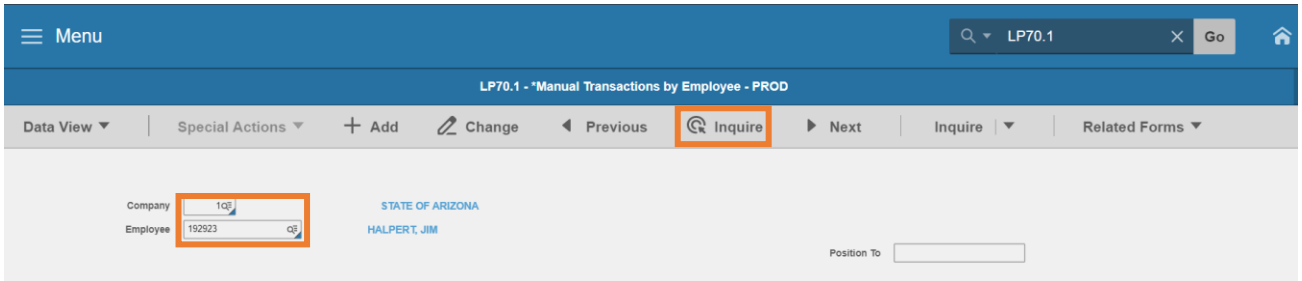
If existing LP70 records exist, click Change instead of Add

- Status bar displays message **Add Complete – Continue**
- Status changes to **Unprocessed**

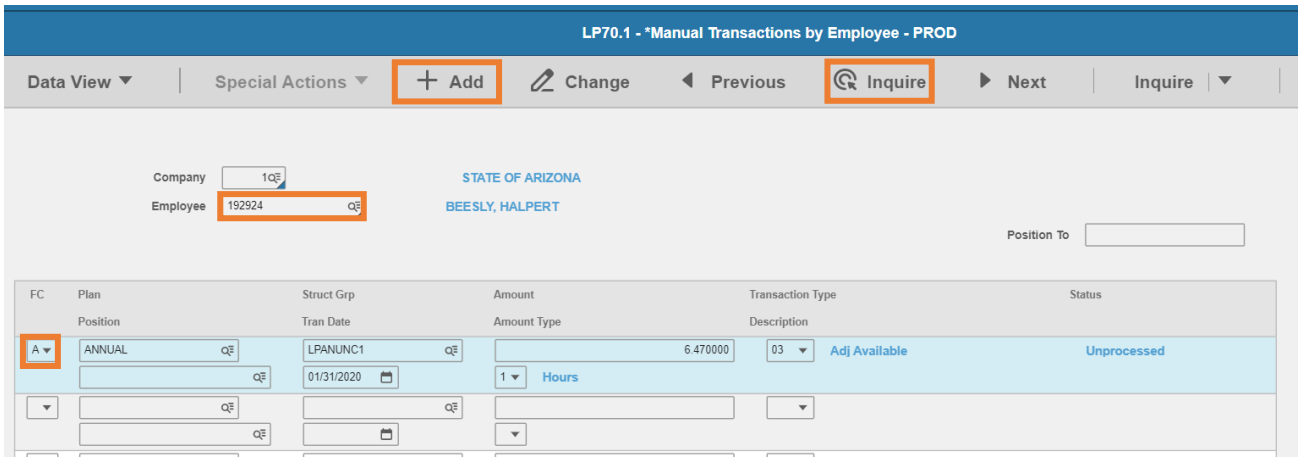
14. Click **Inquire** to verify the transactions added as expected and did not duplicate

Add the same adjustment for multiple employees

Once an adjustment is created for one employee, use the next steps to add the same adjustment to a new employee.



1. **Company**: Type or select **1**
2. **Employee**: Type or select the **Employee Identification Number** with previously added adjustment
3. Click **Inquire**



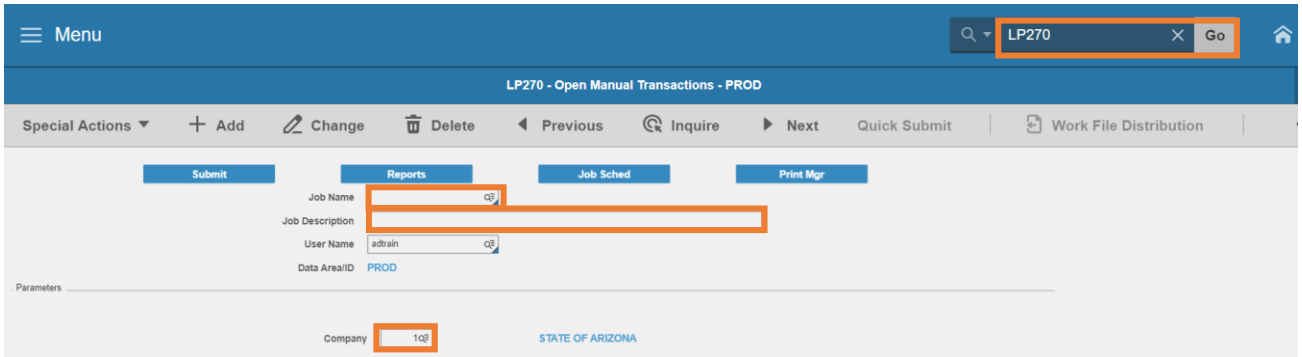
4. **Employee**: Type or select the ***new*** **Employee Identification Number**
5. **FC**: Type or select **X**
6. Click **Add**
7. Click **Inquire** to validate the entry
8. Repeat steps for additional employees
9. Run **LP270** to review all entries

Open Manual Transactions LP270 Report

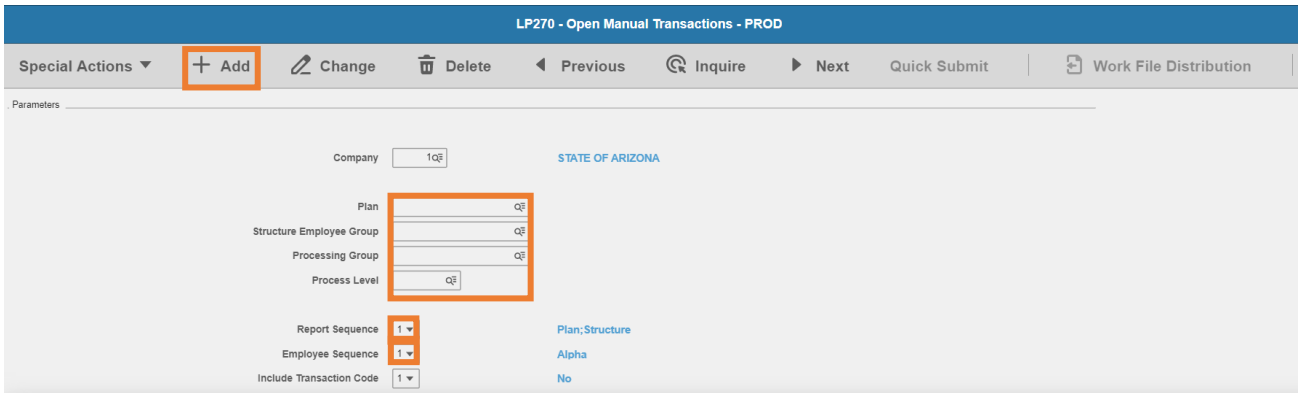
Run the **Open Manual Transactions (LP270)** to list OPEN transactions created on the Manual Transactions by Employees (LP70.1).

NOTE: Run LP270 after entering transactions to validate the entries. Run again the next day to verify all transactions processed.

Create Report Parameters



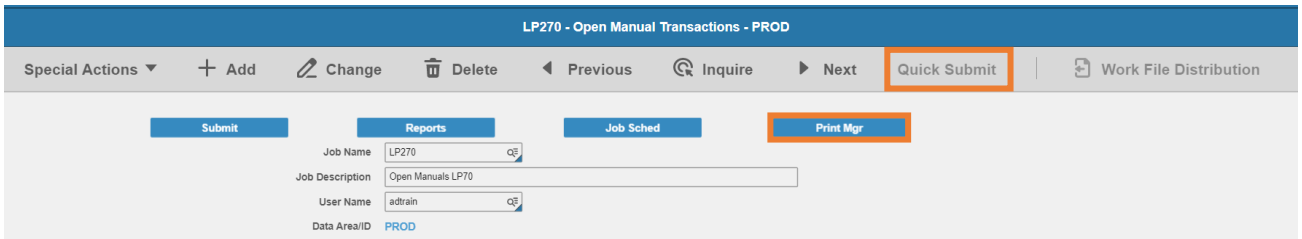
1. Type **LP270** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report
4. **Company**: Type or select **1**



5. **Plan, Structure Employee Group, Processing Group, Process Level:** Select values to limit report results. Recommended to leave blank.
6. **Report Sequence:** Select order in which the information will be sorted
   - **1** = Plan; Structure
   - **2** = Process Level
7. **Employee Sequence:** Select a value **0-2** to sort employee results
   - **0** = Company Default
   - **1** = Alpha
   - **2** = Numeric

8. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report



1. Click **Quick Submit,** status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

For additional instructions on how to view reports, see the Agency HRIS Intro Training for On Demand Reports.

Example of Report Results

Report Parameters used

Open Manual Transactions

```
LP270 Date: 02/03/20          JOB SUBMISSION PARAMETERS
      Time: 15:38

User Name:
Job Name: LP270
Step Nbr: 1

                    Company:    1        STATE OF ARIZONA

                       Plan:
     Structure Employee Group:
             Processing Group:
                Process Level:

              Report Sequence: 1         Plan;Structure
            Employee Sequence: 1         Alpha
     Include Transaction Code: 1         No
```

Report Results

Open Manual Transactions

```
LP270 Date 02/03/20                          Company    1  STATE OF ARIZONA                                  Page  8
      Time 15:39                             Open Manual Transaction Listing

      Accrual Plan     HOLIDAY          HOLIDAY LEAVE
      Structure Group LPHOLIDAY         LP HOLIDAY LEAVE

                                                          Transaction    Amt
      Employee                                Position    Amount         Type Date        Transaction Type, Description
      --------- ----------------------------- ----------- -------------- ---- ----------  ----------------------------
         192924 BEESLY, HALPERT                                 8.000000   1  01/20/2020  03 MISSING ACCRUAL

         192923 HALPERT, JIM                                    8.000000   1  01/20/2020  03 MISSING ACCRUAL

 Plan Structure Totals                     2 records processed                Hours            16.0000
                                                                              Earnings          0.0000     USD
```