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**

<table>
<thead>
<tr>
<th>LP270 Date</th>
<th>02/03/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>15:13:39</td>
</tr>
<tr>
<td>User Name</td>
<td>...</td>
</tr>
<tr>
<td>Job Name</td>
<td>LP270</td>
</tr>
<tr>
<td>Step Nbr</td>
<td>1</td>
</tr>
</tbody>
</table>

| 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**

<table>
<thead>
<tr>
<th>Employee</th>
<th>Position</th>
<th>Transaction Amount</th>
<th>Date</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>192924 BEKSLY, HALPERT</td>
<td></td>
<td>8.000000</td>
<td>01/02/2020</td>
<td>03</td>
<td>MISSING ACCRUAL</td>
</tr>
<tr>
<td>192923 HALPERT, JIM</td>
<td></td>
<td>8.000000</td>
<td>01/02/2020</td>
<td>03</td>
<td>MISSING ACCRUAL</td>
</tr>
</tbody>
</table>

Plan Structure Totals: 2 records processed

<table>
<thead>
<tr>
<th>Hours Earnings</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.0000</td>
<td>0.0000</td>
</tr>
</tbody>
</table>