

HOUR ADJUSTMENTS

Earning Code	Types of Leave	Spec Accum	Adjustments	Leave Adjusted	Action needed to correct leave previously submitted
SAL, SSL,SCT	Vacation, Sick, Comp Time		If you enter a negative number it will be subtracted from the leave balance	Vacation, Sick, Comp Time	If you should have taken the leave and you didn't
SAL, SSL,SCT	Vacation, Sick, Comp Time		If you enter a positive number it will be added to the leave balance	Vacation, Sick, Comp Time	If you shouldn't have taken leave and you did
SAL, SSL	Vacation, Sick		If you enter a negative number it will be subtracted from the leave balance	Vacation, Sick	If you accrued too much leave.
SAL, SSL	Vacation, Sick		If you enter a positive number it will be added to the leave balance	Vacation, Sick	If you didn't accrue enough leave.
SFS	Family Sick	FSL	If you enter a negative number it will be subtracted from the sick leave balance and added to the family sick leave accumulator	Sick	If you should have taken family sick leave and you didn't
SFS	Family Sick	FSL	If you enter a positive number it will be added to the sick leave balance and subtracted from the family sick leave accumulator	Sick	If you shouldn't have taken family sick leave and you did
SFL, SJL, SML,SHP	Funeral, Jury, Military, Holiday	FNL, JUR, MIL, HOL	If you enter a negative number it will add to the funeral, jury, military, or holiday leave accumulator	None	If you should have taken funeral, jury, military, or holiday leave and you didn't
SFL, SJL, SML,SHP	Funeral, Jury, Military, Holiday	FNL, JUR, MIL, HOL	If you enter a positive number it will subtract from the funeral, jury, military, or holiday leave accumulator	None	If you shouldn't have taken funeral, jury, military, or holiday leave and you did