



HRIS Job Role Training

Absence Plan Hours Balances

Forms: LP63.1

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Introduction

Use Absence Plan Hours Balances (LP63.1) to view a summary of the balances from which hours can be "used" during a payroll cycle for all employees in a given plan structure. Hours balance amounts display for available, carryover, and reserve balances, as these are the balances from which hours can be decremented based on an event entered in Absence Management.

R=Required, O=Optional, N=Not Applicable

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type LP63.1 in the White Search Box. Press ENTER on the keyboard.		
2	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Absence Plan Field	R	Select the Absence Plan	Absence Plan name will display	A plan is the umbrella of the structure groups and designates the leave type <i>Examples of Absence Plans are:</i> <ul style="list-style-type: none"> - Annual Leave - Sick Leave - Donated Leave
4	Structure Group Field	R	Select the Structure Group	Structure Group name will display	Structure group is a set of rules that applies to an employee group. Example, one structure group would include "Full Time / Covered" employees into a plan and then a set of rules would apply <i>Examples of Structure Group Rules are:</i> <ul style="list-style-type: none"> - Accrual Rule (i.e. accrual 6.47 each pay period) - Limit Rule (i.e. can only carryover 320 hours) - Eligibility Rule (i.e. adjusted hire date)
5	Results	N		Results will automatically display	