



# HRIS Job Role Training

LP Manual Transactions

Forms: LP70.1, LP70.2

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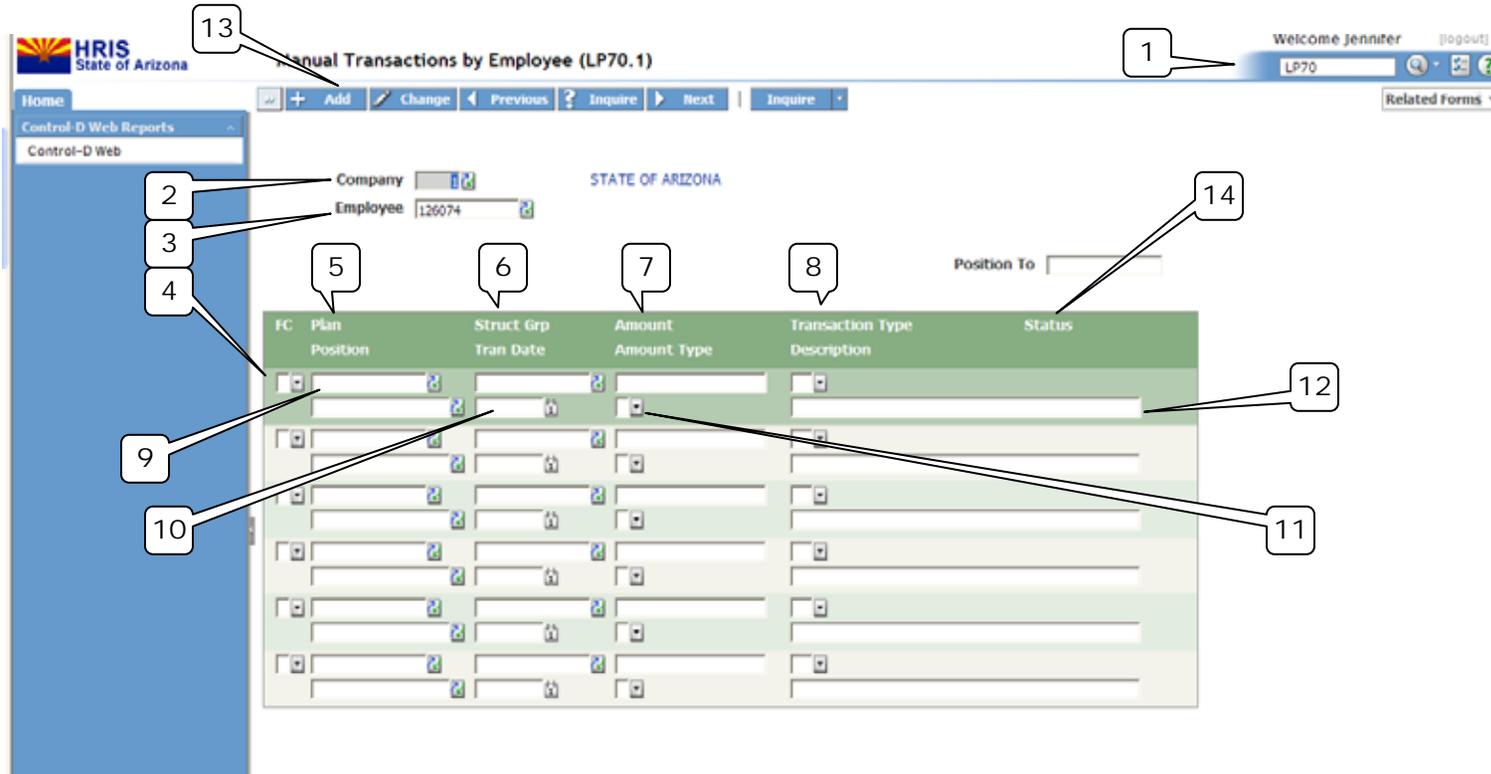
## **Introduction**

The Manual Transaction forms are used to adjust balances in or more specific plan or for selected employees. You can also create beginning balances for specific employees.

### ***KEYING TIPS***

- Always fill out the form header information and INQUIRE to view other open records before keying your entry.
- Always INQUIRE after you ADD, CHANGE or DELETE records.
- You can validate your entry in LP64.1 to see what effect your adjustment will make.
- As long as an entry in LP70 is in Unprocessed status, it can be changed or deleted.
- EXCEPTION: Do not attempt to change or delete Donated Leave transactions created by ZT70.1 or ZT70.2. Correcting entries to Donated Leave must be made in ZT70.1. This will ensure the integrity of the Donated Leave Batch and the eventual return process.
- When making multiple entries in LP70, Shift-F2 will allow you to duplicate the corresponding field above.
- Run LP270 to review all Unprocessed LP70 records
- When keying a negative amount, the minus can be entered either before or after the number.

# Manual Transactions by Employee



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

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type LP70.1 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	Employee Field	R	Type the Employee's EIN.	System will bring up needed information from the employee's record.	You must enter the correct EIN.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
4	FC Field	R	Type the function code to add time records to the Manual Payment.		Valid Values include: <ul style="list-style-type: none"> <li>• A – Add – use option when adding a new record.</li> <li>• C – Change – use option when changing an existing record.</li> <li>• D – Delete – use when removing a record.</li> </ul>
5	Plan Field	O	Select the Absence Plan		
6	Structure Group Field	O	Once the Absence Plan is selected in step 5, the structure group the employee is enrolled in will automatically populate		
7	Amount	O	Enter the amount you want to adjust		If this is a negative amount, you can enter the symbol “-“, either before or after the number.
8	Transaction Type Field	O	Select the Transaction Type		<u>Agencies should only use “Type 3” – definitions are as follows:</u>  <b>03 = Adj Available</b> This type will update an employee’s available balance for Accrual and Allotment plans. You can also use this type to add available hours to an employee’s balance such as annual leave.
9	Position		Field is not used by SOA –		

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
	Field		please disregard		
10	<b>Transaction Date</b> Field	O	Enter the transaction date		Enter the actual adjustment date. Note the following: <ul style="list-style-type: none"> <li>- <b>Day 1 and 2</b> the scheduler processes LP70 "As of" the PPE date.</li> <li>- <b>Day 3 thru 10</b> the scheduler processes LP70 "As of" the system date.</li> </ul>
11	<b>Amount Type</b> Field	O	Select Hours		SOA does not process leave plans based on earnings
12	<b>Description</b> Field	O	Enter the description of the adjustment		Please do not use ALL CAPS. There is a 30 character maximum on this field. It is highly recommended that the user includes their initials in the description.
13	<b>Add/Change</b> Button	R	Click the 'Add' button if a transaction does not exist.  Click the 'Change' button if the adjustment already exists and changes were made.	See message 'Add Complete – Continue' in lower left corner after clicking 'Add'.  See message 'Change – Complete Continue' in lower left corner after clicking 'Change'.	
14	<b>Status</b> Field	O	Field will display after the entry has been added into system.		<b>Messages will be as follows:</b> <ul style="list-style-type: none"> <li>- Unprocessed</li> <li>- Processed</li> <li>- Transferred</li> <li>- Closed</li> </ul>

# Manual Transactions by Plan Structure

13 Manual Transactions by Plan Structure (LP70.2)

2 Company  STATE OF ARIZONA  
 3 Plan  RECOGNITION LEAVE  
 4 Structure Group  LP RECOGNITION LEAVE

5 FC  6 Employee   
 Amount  8 Amount Type  9 Transaction Type   
 10 Position

Trans Date	Status	Description
<input type="checkbox"/> 126074 <input type="text" value="8.000000"/> <input type="text" value="04/01/2012"/>	SMITH, JOHN L. <input type="text" value="1"/> Hours Unprocessed	<input type="text" value="03"/> Adj Available <input type="text" value="Granted 8 hours of Recognition"/>
<input type="checkbox"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
<input type="checkbox"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
<input type="checkbox"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

R=Required, O=Optional

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
1	White Search Box	R	Type LP70.2 in the White Search Box. Press ENTER on the keyboard.		
2	<b>Company Field</b>	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	<b>Plan Field</b>	O	Select the Absence Plan		
4	<b>Structure Group Field</b>	O	Select the Structure Group		
5	<b>FC Field</b>	O	Type the function code to add time records to the Manual Payment.		Valid Values include: <ul style="list-style-type: none"> <li>• A – Add – use option when adding a new record.</li> <li>• C – Change – use option when changing an existing record.</li> <li>• D – Delete – use when removing a record.</li> </ul>
6	<b>Employee field</b>	O	Enter the EIN of the employee		
7	<b>Amount</b>	O	Enter the amount you want to adjust		If this is a negative amount, you can enter the symbol “-“, either before or after the number.
8	<b>Amount Type Field</b>	O	Select Hours		SOA does not process leave plans based on earnings
9	<b>Transaction Type Field</b>	O	Select the Transaction Type		<u>Agencies should only use “Type 3” – definitions are as follows:</u>  <b>03 = Adj Available</b> This type will update an employee’s available balance for Accrual and Allotment plans. You can also use this type to add available hours to an employee’s

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
					balance such as annual leave.
10	Position Field		Field is not used by SOA – please disregard		
11	Transaction Date Field	O	Enter the transaction date		Enter the actual adjustment date. Note the following: <ul style="list-style-type: none"> <li>- <b>Day 1 and 2</b> the scheduler processes LP70 “As of” the PPE date.</li> <li>- <b>Day 3 thru 10</b> the scheduler processes LP70 “As of” the system date.</li> </ul>
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