



Processing Reverse Time Off Transaction In Employee Access

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You can enter reverse time off transactions in *Employee Access* to undo approved Time Off Transactions that you created. For example, if you have an approved time off request for Monday, but work enough hours to make up for the time off by Friday, you can reverse the time off transaction to receive the time off back. This process can only be completed once per time off transaction and only on time off transactions you created.

Scroll past the video to access the step-by-step instructions.

Before you begin

- The time off transaction must be approved.
- The time off transaction must not be for a future date and must not have been processed through a Payroll Run.



Audio Transcript

The Reverse Time Off Transaction process enables you to create reversal transactions when you did not use the time off or need the time off transaction corrected. We can begin by heading to the Request Time Off tile within Employee Access. Next, we can select the drop-down icon to the left of the time off transaction we want to reverse. Since we want to reverse this time off transaction, we can select Reverse Time Off Transaction. Let's verify the time off transaction information on this screen. We'll notice that the Description field can be updated if needed. For this example, we'll leave it as is. Once we've verified all the information, we can select Run Process. We can now see our time off transaction reversal record on the Time Off Transactions screen. Now that you know how to process reverse time off transactions, you can reverse past time off transactions that have not been pulled into a payroll.

Watch the video: <https://player.vimeo.com/video/898629278?h=6ba7be0f2c>

1. Sign in to the software using your assigned username and password.

Step Information


If you have access to more than one portal, you may need to click the  icon next to the  icon and select **Employee Access** from the *Home* drop-down menu.

Expected Result

You see a screen with tiles, such as Employee Profile, Payroll Check History, and Time Off Balances.

2. Click the **Request Time Off** tile.

Step Information

Alternatively, you can navigate to  **MENU** > **Employee Access** > **Time Off** and then select **Time Off Requests** under *Features*.

Expected Result

You see the *Time Off Transactions* screen, which displays existing time off transactions.

- Click the ▼ icon to the left of the Time Off Transaction you wish to reverse.

Expected Result

You see the *Record Options* drop-down menu.

- Select **Reverse Time Off Transaction** from the menu.

Step Information

This option only displays if the time off transaction is approved, is not for a future date, was created by you, and has not been included in a Payroll Run.

Expected Result

You see the *Reverse Time Off Transaction* screen.

- Verify the information is correct for each field.

Step Information

The fields to verify include:

- Start Date
- Employee
- Assignment
- Hours Per Day
- Employee Time Off Type
- Time Off Reason
- Transaction Type
- Hours
- Days
- Description
- Start Time
- End Time

All fields default based on the original time off transaction. The Description field is the only field that can be modified if necessary. You could update the Description field if, for example, you wish to enter a reason why the time off transaction is being reversed.

- Choose one of the options near the top left of the screen to save your work.

Option	Description
Save & Add Another	Saves the reverse time off transaction and you see the <i>Add Time Off Transaction</i> screen which enables you to create a time off request.

Run Process

Reverses the time off transaction and you return to the *Time Off Transactions* screen, where the transaction is now marked as reversed.