

Entering Flexible Furlough June 2009 Leave

Flexible Furlough June 2009 leave is entered on the date it is taken.

1. Check the **Accruals** tab to see if there is enough **Flexible Furlough June 2009**.

Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance with Projected Credits
Comp Time Expired	0.0	Hour	6/08/2009	0.0	0.0	0.0	0.0
Flexible Furlough June 2009	10.0	Hour	1/01/2010	0.0	0.0	0.0	10.0
Flexible Furlough Lost Hours Jan1	0.0	Hour	6/08/2009	0.0	0.0	0.0	0.0
Holiday ETO	0.0	Hour	6/08/2009	0.0	0.0	0.0	0.0
Holiday ETO Expired	0.0	Hour	6/08/2009	0.0	0.0	0.0	0.0
On-Call Time Off	0.0	Hour	6/08/2009	0.0	0.0	0.0	0.0

2. Click the cell in the **Pay Code** column that corresponds with the **Flexible Furlough Taken** date.
3. Scroll down and choose **Flexible Furlough Taken** or type the letter **F**.
4. In the **amount** column type the number of flexible furlough leave hours taken.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer
Thu 5/28							
Fri 5/29							
Sat 5/30							
Sun 5/31							
Mon 6/01	Flexible Furlough Taken	8.0					
Tue 6/02							
Wed 6/03							
Thu 6/04							
Fri 6/05							
Sat 6/06							
Sun 6/07							
Mon 6/08							

5. Click **Save**
6. Review the **Accruals** tab
7. Repeat until all approved Flexible Furlough June 2009 leave hours have been entered.

ALL HOURS NOT USED BY DECEMBER 31, 2009 WILL BE FORFITTED