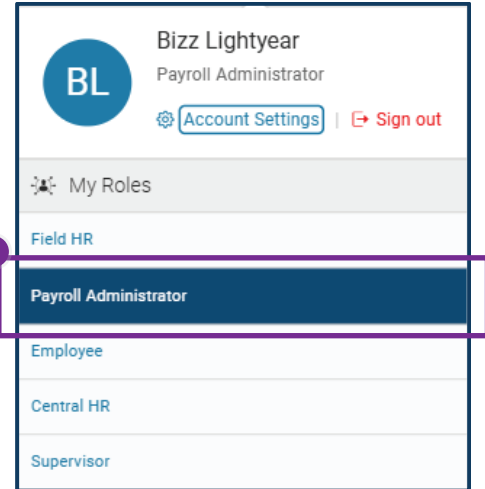


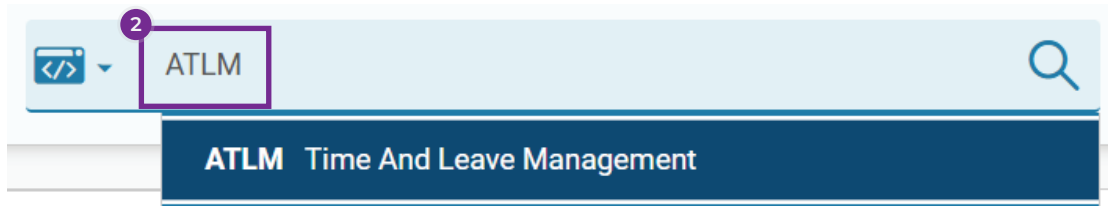
Adjusting Leave Balances

Instructions

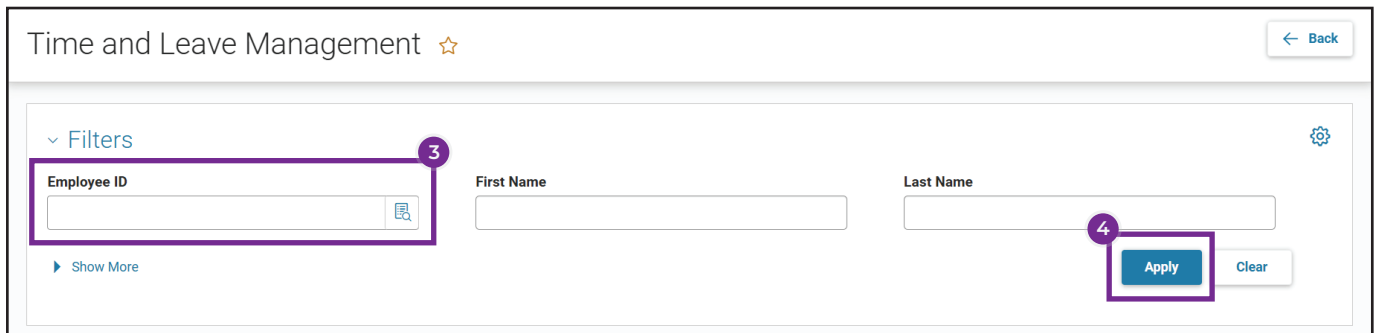
1. From **My Profile**, select **ERIC** or **Payroll Administrator** role, whichever applies to you.



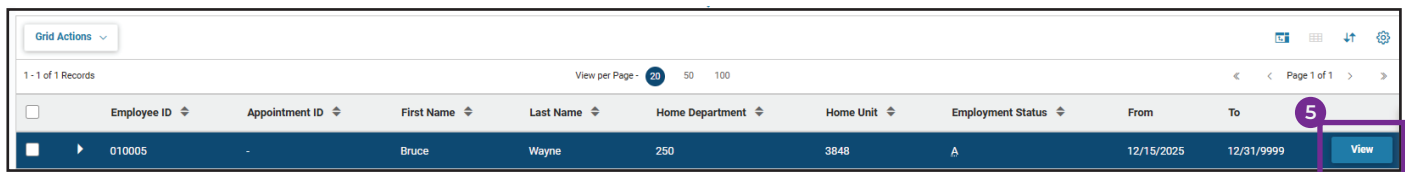
2. From the **Global Navigation** search bar, type ATLM for Time and Leave Management.



3. Enter the **Employee ID** to search for the employee.
4. Click **Apply** when you've completed your search.



5. From the **Grid Actions** results, click the **View** button.



1. Navigate to the **Leave Balance** tab. You may have to use the **Next** icon > to locate it.
2. Click the vertical **3-dot menu** ⋮ and select **Create Leave Accrual**.

3. From the **Leave Accrual Detail** tab, click the **insert** icon + to make a new line.
4. Enter the following information:
 - **Event Date**
 - **Event Type** - if unsure, use the pick-list 🗒 to view all leave accrual codes, select the correct code
 - **Amount** - to add hours, enter a positive amount, to remove hours enter a negative amount
5. Once new time is entered, hit **Validate** then **Submit**.

6. Click **Close**, notice that the leave balances update right away

Leave Accrual (LEAV) ☆ | Final | ☰

Close

Department: 150 | Unit: - | Transaction ID: 2026022200000000092 | Version: 1

1 of 1: Transaction submitted successfully

Leave Accrual | Leave Accrual Detail (1)

Employee ID: 010005 | Appointment ID: - | Name: Wayne, Bruce B

Grid Actions

1 - 1 of 1 Records | View per Page: 20 | 50 | 100 | Page 1 of 1

| Line Number | Event Date | Event Type | Amount | Attachments |
|-------------|------------|------------|--------|-------------|
| 1 | 01/02/2026 | QAAC | 08:00 | |