

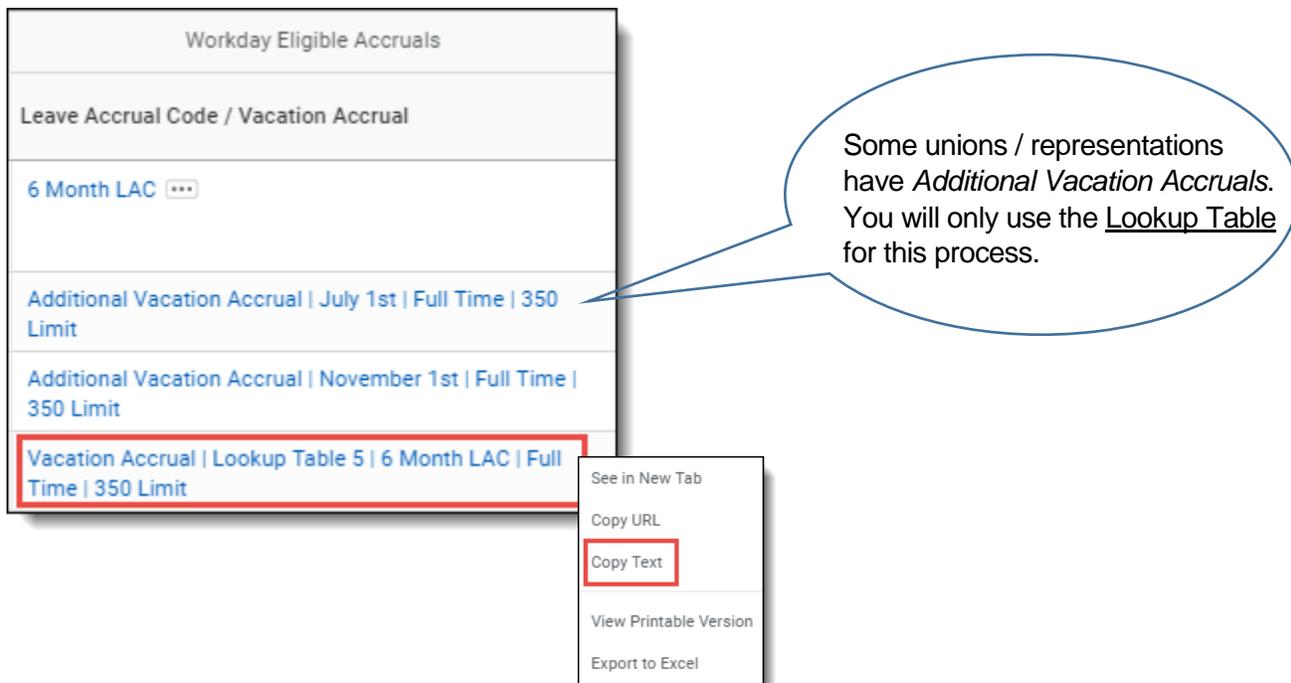
## Leave Accrual Code, override

This job aid provides step-by-step instructions on how to override a leave accrual code for an employee. This task can be completed by an HR Partner or Absence Partner.

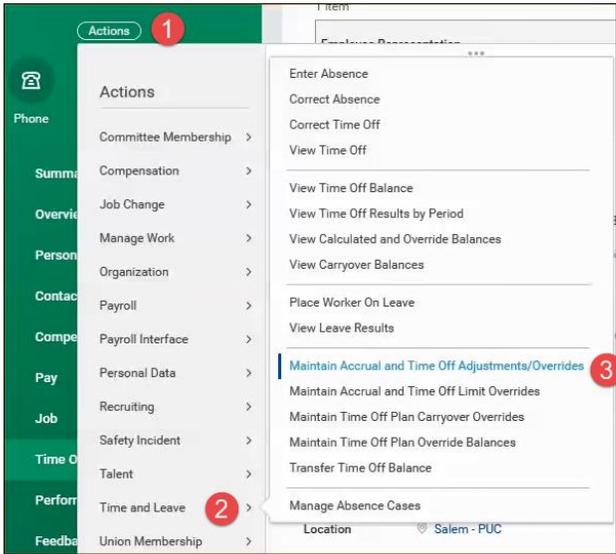
Step 1: Navigate to the employee's profile page. Click on **Time Off** (1), and then click on the **Vacation Leave Accrual Rates** tab (2).



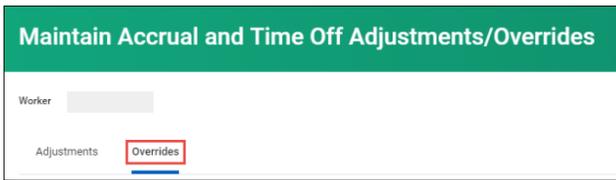
Step 2: Right click on the **Vacation Accrual / Lookup Table** for the employee (1), and then click **Copy Text** (2). You'll paste this information in the leave accrual override section.



Step 3: Click on the **Actions** icon (1), hover over **Time and Leave** (2), and select **Maintain Accrual and Time Off Adjustments/Overrides** (3).



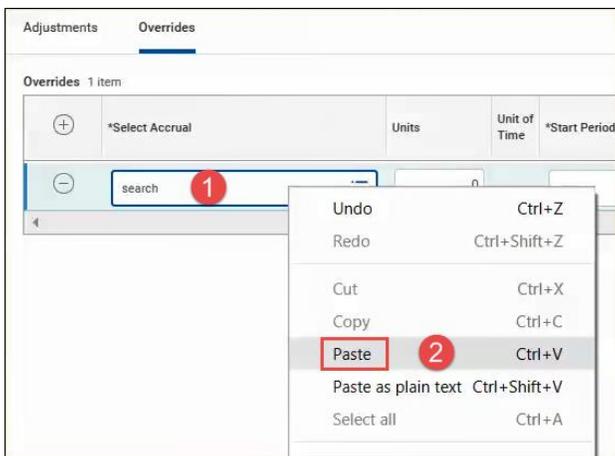
Step 4: Click on the **Overrides** tab.



Step 5: Click the **Plus** icon to add a row.



Step 6: Right click in the **Select Accrual** field (1), and then click **Paste** (2).



**Step 7:** Click in the **Units** field to enter the number of vacation hours you want Workday to forecast each month (1). Use the menu prompt selecting *All Periods* to enter the **Start Period** (2). **End Period** can be left blank or enter the date the override is no longer needed (3). The **Position** will auto populate for the employee if they only have one position (4). If the employee is on a Job Rotation, use the menu prompt to select the base position. Click **OK**.



The Lookup Table *Start Period* is the month after the override is effective.  
 If the employee has 2 real positions, email [Workday.help@oregon.gov](mailto:Workday.help@oregon.gov) for assistance.

+	*Select Accrual	Units <span style="color: red;">1</span>	Unit of Time	*Start Period <span style="color: red;">2</span>	End Period <span style="color: red;">3</span>	Position <span style="color: red;">4</span>
-	<div style="border: 1px solid gray; padding: 2px;"> <span style="font-size: small;">x</span> Vacation Accrual   Lookup Table 5   6 Month LAC   Full Time   350 Limit                 </div>	10	Hours	<div style="border: 1px solid gray; padding: 2px;"> <span style="font-size: small;">x</span> 10/01/2019 - 10/31/2019 (Monthly Period Schedule)                 </div>		<div style="border: 1px solid gray; padding: 2px;"> <span style="font-size: small;">x</span> Correctional Officer - SR18 - Non Exempt                 </div>

**Step 8:** Click the **Plus** icon again to add another row.

**Step 9:** Click on menu prompt in the **Select Accrual** field (1) and select **Eligible As Of Today** (2), and then select the matching **LAC** (leave accrual code) rate (3).

Adjustments Overrides

Overrides 2 items

+	*Select Accrual	Units	Unit of Time	*Start Period	End Period	Position
-	<div style="border: 1px solid gray; padding: 2px;">                     search                 </div>					
-	<div style="border: 1px solid gray; padding: 2px;">                     Eligible As Of Today <span style="color: red;">2</span> </div>					
-	<div style="border: 1px solid gray; padding: 2px;">                     Not Eligible As Of Today                 </div>					
-	<div style="border: 1px solid gray; padding: 2px;">                     Create Accrual                 </div>					

x 6 Month LAC ... 3

search

← Eligible As Of Today

6 Month LAC

Additional Vacation Accrual | November 1st | Full Time | 350 Limit

FMLA - Hours | Accrual Reduction acts like a Time Off | Child (17 Years or Younger)

**Step 10:** Enter the correct leave accrual code in the **Units** field (1) (This is what feeds to the payroll system). Use the menu prompt selecting *All Periods* to enter the **Start Period** (2). **End Period** can be left blank or enter the date the override is no longer needed (3). Enter a **Comment** (4). Click **OK** and **Done**.



The LAC *Start Period* is the same month the override is effective.

+	*Select Accrual	Units <span style="color: red;">1</span>	Unit of Time	*Start Period <span style="color: red;">2</span>	End Period <span style="color: red;">3</span>	Position	Batch ID	Comment <span style="color: red;">4</span>
-	<div style="border: 1px solid gray; padding: 2px;"> <span style="font-size: small;">x</span> 6 Month LAC ...                 </div>	2	Hours	<div style="border: 1px solid gray; padding: 2px;"> <span style="font-size: small;">x</span> 09/01/2019 - 09/30/2019 (Monthly Period Schedule)                 </div>				Should have LAC 2 at hire
-	<div style="border: 1px solid gray; padding: 2px;"> <span style="font-size: small;">x</span> Vacation Accrual   Lookup Table 5   6 Month LAC   Full Time   350 Limit                 </div>	10	Hours	<div style="border: 1px solid gray; padding: 2px;"> <span style="font-size: small;">x</span> 10/01/2019 - 10/31/2019 (Monthly Period Schedule)                 </div>		<div style="border: 1px solid gray; padding: 2px;"> <span style="font-size: small;">x</span> Correctional Officer - SR18 - Non Exempt                 </div>		

**Step 11:** Click the *Vacation Leave Accrual Rates* tab again on the employee's profile page to verify the expected results. If you have selected a start date in the future, the new code will not be reflected until that date.