

Pg/ Slide #	Revision
	<i>Student Guide</i>
42	Added new 5 <sup>th</sup> bullet in the notes page: <ul style="list-style-type: none"> <li>• Returning unused Received Shared Leave to the donor</li> </ul>
50	Exercise 2.1 - Scenario: <ul style="list-style-type: none"> <li>• Changed the word “Quota” to “quotas”</li> </ul>
51	<ul style="list-style-type: none"> <li>• Removed the last 3 bullets in the notes page due to duplication on page 53</li> <li>• Added <b>Holiday Leave Available</b> section – moved from page 53 to 51</li> <li>• Added <b>For Employees that do not record Holiday time within the 60-day period and who did not work on the holiday</b> in notes page – moved from page 52 to 51</li> </ul>
52	Deleted Page
53	<ul style="list-style-type: none"> <li>• Added new 4<sup>th</sup> bullet: Some agencies allow the employees who normally work 4x10 to revert to a 5x8 schedule in the week of a holiday. This will not require a change to the employees work schedule.</li> <li>• Removed <b>Holiday Leave Available</b> section – moved to page 51</li> <li>• Added New Chart: <b>Holiday Behavior Time Types</b></li> </ul>
54	<ul style="list-style-type: none"> <li>• Removed the words: “For Non-Subject employees who record exceptions only.”</li> <li>• 1st paragraph changed “these” to “negative time”</li> <li>• Moved 2<sup>nd</sup> paragraph to slide 53</li> <li>• Added information regarding Work Schedule Rules:                             <ul style="list-style-type: none"> <li>○ <b>Work Schedule Rule Alert:</b> All non-subject negative time employees must be assigned the 5x8 work schedule rule.</li> </ul> </li> </ul>
73	Slide Header <ul style="list-style-type: none"> <li>• Changed “Icons (continued)” to “Validation”</li> </ul>
84	Exercise 3.3 <ul style="list-style-type: none"> <li>• Corrected the set numbering values beginning with step number 10</li> </ul>

96-97	<p>Exercise 3.7</p> <ul style="list-style-type: none"> <li>• Moved Steps 7 and 8 from page 97 to page 96</li> <li>• Step 18 Note changed sentences 1, 2 and 3 to read as follows: <ul style="list-style-type: none"> <li>○ You will see an error that lets you know that Rita Henry has Comp balances available and that A/A 9000 should be recorded for the remaining available hours instead of A/A 9545 (Adverse Weather). Since the employee has Comp Balances to cover all or a portion of the amount of Adverse Weather leave keyed, the entry should be changed. You cannot bypass this error message without making the time entry corrections.</li> </ul> </li> <li>• Step 20 updated to read as follows: <ul style="list-style-type: none"> <li>○ For Rita Henry, change the A/A type 9545 to 9000 – Approved Leave for Tuesday of the work week. Since the error message shows the available comp balance of 8 hours, change the 10 hours entry to 8.00 hours.</li> </ul> </li> <li>• Step 21 New Step added: <ul style="list-style-type: none"> <li>○ To account for the remaining 2 hours for Tuesday, add a new line for A/A 9545 and enter the 2.00 remaining hours to equal a total of 10 hours for the day.</li> </ul> </li> <li>• Step 22 Note updated to read as follows: <ul style="list-style-type: none"> <li>○ You will see a warning that lets you know that a supervisor must approve the use of Adverse Weather Leave based on the provisions outlined in the Adverse Weather Leave Policy. You can press ENTER to bypass the warning and proceed with processing.</li> </ul> </li> </ul>
126	Update PT_ERL00 screen capture
136	<p>Exercise 5.3</p> <ul style="list-style-type: none"> <li>• Scenario – changed “7/13/2015” to “6/9/2016”</li> <li>• Step 7 – changed “7/2/2016” to “6/1/2016”</li> <li>• Step 9 – changed “4/4/2015” to “3/4/2016”</li> <li>• Step 16 – changed “6/15/2015” to “5/15/2016”</li> <li>• Step 16, Note – changed “4/4/2015” to “3/4/2016”</li> <li>• Step 19 – changed “7/13/2015” to “6/9/2016”</li> <li>• Step 20 – changed “7/12/2015” to “6/8/2016”</li> <li>• Step 22 – change “7/13/2015” to “6/9/2016” and “6/15/2015” to “5/15/2016”</li> </ul>
146	<p>Exercise 6.1</p> <ul style="list-style-type: none"> <li>• Updated the Reporting period for Ken Potter  01/25/16 – 02/21/16  02/22/16 – 03/20/16  03/21/16 – 04/17/16</li> </ul>