Protective Marking: Official



Delt Employee Mini Guide

Employee Balances

16/09/2020

Author: Carmen Garcia



Balances – Balances Widget

1.	From the I	mpioye	e Dashbo	bard click	k on the <i>l</i>	viy Baland	Balance	S		BALANCE
2	Widget	aliaka (E) olonoo'					Annual Leave - D		
Ζ.	Employee	CIICKS E	salance	. ,		. . .	300221-1	49.20 hours		VIEW
3.	Employee	can vie	w, an ove	rview of	Annual	Leave, I II	ne 300221-1	Time off in Lieu 0.00 hours		VIEW
			4 ·		<i>с</i> ,					
4.	in date or	ler, alon	g with an	y narrati	ve provic	led.	ve			
isshboard > My Balan	1000									
	2									
	Open Period	Type	Appointment	Status	Allowance	Center Over	Taken	Briance	Donket	Estence - Dooked
eve-Deb	01-Apr-2019 to 31-Mar-2020	Houre	IT Technician (300227-2)		174.51	0.00	0.00	174.51	0.00	174.51
(Lieu	01-Jan-2019 to 31-Dec-2019	Hours	IT Technician (800227-2)		15.00	0.00	0.00	15.00	0.00	15.00
ctions for Anni	ual Leave - Delt									
•	Description	Reser	#	Floring	Accrued		Damed	Taken 0.00	0.00	
9	FTE Adjustment			-17.09						
9	PTE Adjustment			-17.09 59.20						
9 9 9	PTE Adjustment PH FTE Entitiement PH FTE Reserved			-17.59 59.20 -59.50						
219 219 219	PTILALUSIMEN	of Troy		-17.29 99.20 -39.50	7.43					
n Exp	Printageneri Printageneri Printageneri Back-Holder (Hocked	of Trai	nsaction	9.20 9.20 18 for A	^{7,0}	.eave				
n Exp	Printaument PrintEndement PrintEndermol BackHolder/Product	of Trai	nsaction	17.53 99.53 18 for A	³⁴	eave				
n Exp Transactions	PH datament PHTE Besident PHTE Beside Beck Holder (Norked) Dianation of or Annual Leave - Delt Dest	of Trai	nsaction	17.53 99.53 18 for A	249 Annual L Nerry	eave	м	Genet	14	24
n Exp	PH Address PHTE Bescher PHTE Bescher Dianation	of Trai	nsaction	17.53 97.33 459.55	54 Innual L Reeg	eave	ĸ			
n Exp Transactions Reserv	Printaument PrintE Beneficial PrintE Beneficial Bank Holder (Hocked)	of Trai	nsaction	17.53 9.3 19.5 NS for A	348 Innual L Parag	.eave We are n	 ot using thi	s function	-	
n Exp Transactions	Printaument Printa Dentement Printa Dentement Dentender (model)	of Trai			548 Innual L Parag	. eave We are n	ot using thi	s function		
n Exp Transactions Reserv	Printaument Print Benchmark Print Benchmark Deathersday (Procked)	of Trai			, sa Innual L _{Reng}	.eave We are n These are	ot using thi	s function at can cha	nge dep	pendent or
n Exp Transactions Reserv	Printaument PrintElements PrintElements PrintElements BackHolder/Procked Dianation I for Annual Leave - Delt Deco /ed	of Trai			, nnual L nerg	eave. We are n These are an emplo	ot using thi e values the yee's Term	s function at can cha as & Condit	nge dep tions; F	pendent or TE and
Transactions Reserv	Printaument Printaument Printaument Printaument Printaument Berkinstder/Produce	of Trai		17.59 99.23 199.55	nnual L neeg	eave We are n These are an emplo service.	ot using thi e values the yee's Term	s function at can chans & Condit	nge dep tions; F	pendent or TE and
Transactions Reserv	Printaument PrintEndermet PrintEndermet Back-Holder/Freder Dianation I for Annual Leave - Delt Den Ved	of Trai		17.59 99.23 199.55	nnual L neeg	eave We are n These are an emplo service.	ot using thi e values the yee's Term	s function at can cha is & Condit	nge dep tions; F	pendent or TE and
Transactions Reserv	Printeseerer Printeseerer Backwolder/Product Danaation	of Trai		17.59 99.23 09.95	nnual L nereg	eave We are n These are an emplo service.	ot using thi e values the yee's Term	s function at can cha is & Condit	nge dep tions; F	pendent or TE and
Transactions Reserv Toatin	Print Beneficial Print Beneficial Back Holds: (Norked) Dianation i for Annual Leave - Delt wed	of Trai		17.53 99.23 19.95 Ins for A	nnual L nora	eave We are n These are an emplo service. Accrual c	ot using thi e values the yee's Term	s function at can chans & Condit	nge dep tions; F	pendent or TE and
Transactions Reserv Toatin	Print Benderer: Print Benderer: Print Bender Dianation blanation of Annual Leave - Delt Det Ved g	of Trai			nnual L nua	eave We are n These are an emplo service. Accrual o	ot using thi e values the yee's Term f Leave	s function at can chans & Condit	nge dep tions; F	pendent or TE and
n Exp Transactions Reserv Toatin	Print Beneficial Print Beneficial Back Holds: (Norke) Dianation i for Annual Leave - Delt ved g	of Trai		1739 99.23 19.95 Ins for A	nnual L	eave We are n These are an emplo service. Accrual o Carried fo	ot using thi e values the yee's Term f Leave prward Lea	s function at can chans & Condit	nge dep tions; F	pendent or TE and
n Exp Transactions Reserv Floatin	Print Beneficial Print Beneficial Back Holds: (Norke) Dianation is for Annual Leave - Delt wed	of Trai		ins for A	nmual L	eave We are n These are an emplo service. Accrual o Carried fo	ot using thi e values the yee's Term f Leave prward Lea	s function at can chan is & Condit	nge dep tions; F	pendent or TE and
Transactions Reserv Totatin Corrue Carriec	Print Basewei Print Basewei Dianation Dianation di for Annual Leave - Delt Ved g	of Trai		ins for A	nnual L	eave We are n These are an emplo service. Accrual o Carried fo Leave tha	ot using thi e values the yee's Term f Leave prward Lea	s function at can chans & Condit us & Condit ve e has take	nge dep tions; F ⁻	pendent or TE and
n Exp Transactions Reserv Toatin Corrue Carriec	Print Basewei Print Basewei Back webbs (Worke) Dianation is for Annual Leave - Delt webb /ed	of Trai			nmual L	eave We are n These are an emplo service. Accrual o Carried fo Leave tha	ot using thi e values the yee's Term f Leave prward Lea at employee	s function at can chan is & Condit ve e has take	nge dep tions; F	pendent or TE and
n Exp Transactions Reserv Toatin Corrue Carriec	Print Buckment Print Buckment Back Mode (Mode) Delanation (or Annual Leave - Del (ed (g) ed (d)	of Trai			nnual L	eave We are n These ard an emplo service. Accrual o Carried fo Leave tha	ot using thi e values the yee's Term f Leave prward Lea at employee	s function at can chan as & Condit ve e has taken	nge dep tions; F	bendent or TE and
n Exp Transactions Reserv Toatin Cccrue Carriect Taken	Print Buckment Print Buckment Back Mode / Owekeed Dianation is for Annual Leave - Delt /ed /ed d :ee	of Trai			nnual L	eave We are n These ard an emplo service. Accrual o Carried fo Leave tha Balance o	ot using thi e values tha yee's Term f Leave prward Lea at employee of leave	s function at can chan as & Condit ve e has taken	nge dep tions; F	bendent or TE and



An Explanation of Transaction Description Explanation **Transaction Description** Transactions for Annual Leave - Delt Date Description 01-Apr-2019 Opening Values 01-Apr-2019 FTE Adjustment 01-Apr-2019 PH FTE Encloment 01-Apr-2019 PH FTE Reserved 25-Dec-2019 Bank Holiday (Worked) **Opening Values** This is the maximum amount an employee can have for a full time, full year entitlement. FTE Adjustment This is for any change of hours or part time working arrangements. Service Qualified This is when an employee hits their 5-year or 10-year service anniversary. PH FTE Entitlement This is the Bank Holiday adjustments being added onto the employee's entitlement. PH FTE Reserved This is the Bank Holidays reducing the entitlements