

Harmony P - How do I make an employee's vacation balance set to 'zero'?

When creating an ROE, you will need to make your terminated employee's vacation balance 'zero'.

Pre-Requisites:

- Have backed up your data

Solution:

1. In Harmony, navigate to Reports > Reports.
2. Look for the *Employee Year-to-Date Journal*. This report will show the total vacation accrued (accrual), paid out (earning), and owed (balance).
3. In the filters, select the terminated employee and click "**Open**" to open the report.
4. Save or print out this report for your reference. You will use this when adjusting the vacation balance for the employee.
5. Navigate to Payroll Employees > Paycard History.
6. Select the correct "Payroll Group".
7. Enter the correct "Date Range".
8. Click the refresh button to view all paycards within your filters that you selected.
9. Select the terminated employees' final pay period that was paid out by using the checkbox.
10. Click "**+ Add**".
11. Confirm that you'd like to add an adjustment for the selected employee and pay period.
12. Click "**Create**".
13. In the *Vacation Pay* accrual payroll category, enter a negative value with a hyphen ("-"). If the owed amount is a negative amount, then enter a positive value. For example, if in the *Employee Year-to-Date Journal* your vacation owed is \$123.10, you should enter "-123.10".
14. Return to Reports > Reports.
15. Open the *Employee Year-to-Date Journal* once more to verify your adjustment is made.