LINQ

✏ Absence Refund ⓘ

SCHOOL LINQ

Help Files
Click the information icon to access step-by-step instructions for this particular menu.

Search
Search by **Employee #** or **Name**.

Select
Click this icon to select an absence.

Employee # ▲	Name	Primary Site	Status	
1	Fourteen, Ben Scrubbed		Active	→
		999	Active	→
			Active	→
2	Crawford, Crawforder Scrubbed		Active	→
8563	Seventeen, Mary Scrubbed		Active	→

Absence Refund
This menu allows users to refund pay deductions for absences that were previously taken in error. Using this option to refund the absence will pay the employee along with update their earnings correctly.

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Refunded Absences
This tab will display all of the **Absence Refunds** that the selected **Employee** has received.

Absences Available for Refund	Refunded Absences

Absences Available for Refund
This tab lists all available absences that can be refunded.

Date of Absence ▼	Description	Absence Hours	Absence Amount		Refund Hours	Refund Amount
05/31/2017	Vacation	16		🗑	16	
05/18/2016	From Conversion - 01	8		🗑	8	
11/17/2015				☑	16	
06/04/2015	From Conversion - 01	16		☑	16	
14	Vacation			☐		

Absences
1) Check the boxes next to the **Absences** to be refunded.

Refunded Hours
2) Enter the number of hours to be refunded.

Pay Group and Process Date
4) Select the **Pay Group** and **Process Date** to determine when the refund check will be issued.

Process Refunds
3) Click this button to continue.

	Total	$56.00	$0.00

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Process Absence Refunds

Please select a pay group and a process date to determine when to process the refunds.

Refund
5) Click this button to refund the selected absences.

PROCESS REFUNDS

Pay Group	Process Date
▼	mm/dd/yyyy 📅

CANCEL   PROCESS