**Accruing P/H & PRL and Adjusting P/H, PRL, Hol & Vac for Part Time Nonpermanent**

**Nav>Global Payroll & Absence Management>Payee Data>Adjust Balances>Absences**

**Accruing P/H and PRL hours for use after the initial four months**

1. **Search** for the person, select the correct Entitlement month for the balance adjustment (in this example October ENT2023M10).

2. **P/H:** take hours worked in the fourth month divided by working hours in month times 8 (e.g., 69/176\*8=3.12)).

3. **PRL:** take hours worked in the fourth month divided by working hours in month times 24 (WPEA) (e.g., 69/176\*24=9.36).

4. **Adjust** hours on the previous month Entitlement before the A Take (December will not work for P/H and June will not work for PRL because they are in a previous calendar and fiscal year, respectively).

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**Adjusting P/H hours not used by December 31**

1. If a P/H leave rule is set up like it is for WVC, the unused P/H hours will automatically be zeroed out on the 01A Take.

**Adding P/H for January**

1. Take hours worked in December divided by working hours in month times 8 (e.g., 69/168\*8=3.29).

2. Adjust hours on the January 01A Take (this can be done on the January Entitlement, but the P/H hours won’t be available for use until February).

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**Adjusting PRL hours not used by June 30**

1. If a PRL leave rule is set up like it is for WVC, the unused PRL hours will automatically be zeroed out on the 07A Take.

**Adding PRL for July**

1. Take hours worked in June divided by working hours in month times 24 (WPEA) (e.g., 69/168\*24=9.36).

2. Adjust hours on the July 07A Take before it runs.

**Adjusting and paying Vacation and Holiday Credit**

Vacation and Holiday Credit hours must be paid when a part time nonpermanent employee terminates employment; Holiday Credit hours must be paid if not used by June 30 each year.

**Adjusting VAC and or Holiday Credit hours**

1. Check leave takes and balances in Absence Management.

2. Adjust (minus) the balance(s).

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**Pay employee for VAC and/or Holiday Credit hours**

1. Look up the employee in Job Data for Empl ID, Combo Code and hourly pay for PSHUP file.

2. Create a PSHUP file (Nav>Payroll for North America>CTC Custom>Paysheet Holding Update).

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That’s it! 😊