1. Run FIN284 RFL query from the last date ran to the current date.
   1. Example: If the FIN284 was last run on 10/1/24 and the current date is 10/3/24, run the query for 10/1/24 – 10/3/24
2. Create a Unique ID (UID) using the EEID and the Current Date in the ‘Current Date’ column
3. Move the Paid Leaves to Paid Leave Tab (Pay Status Column)
   1. Remove duplicates on Paid Leave tab using UID
4. Move the Terminated, Retired, and Deceased to the Inactive Master tab (Payroll Status Column)
   1. Remove duplicates using UID
5. Move the rows that populate a ‘G’ or an ‘N’ in the ‘Elig Fld 1’ column to the G & N Elg 1 tab
   1. Remove duplicates using UID
6. On then master tab, copy the new RFL data from the FIN284 for all but the following and sort by current date.

Exclude:

* 1. Paid leaves (Pay Status Column)
  2. Terminated, Retired, Deceased (Payroll Status Column)
  3. G & N populated in the ‘Elig Fld 1’ column

1. Move future-dated RFL rows to Future Dated Tab
   1. Remove duplicates on Future dated tab using UID
   2. Sort oldest to newest on the Current Date (column F)
   3. Move RFL rows over to Master Tab that are no longer future-dated
2. On the master tab, remove duplicates using UID
   1. Filter the Recon Status column to hide all COMPLETED and PENDING recons
   2. Sort by Current Date column from newest to oldest and then by EE ID smallest to largest to bring the newest leave by EE ID to top of stack if they have more than one row. This will allow for the older row to be deleted and keep the current.
   3. Remove duplicates to keep just the current RFL date
3. Save and close the RFL Master file
4. Close the Fin284 report used to update the RFL Mast File
5. Active tab

\*\*If paid leave is the RFL you are not capturing the unpaid before it.