



**THE UNIVERSITY OF
NORTH CAROLINA SYSTEM**

*Shared Service Center (SSC)
Time/Leave Administration Manual*

Version 1.1

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PURPOSE

The purpose of this manual is to provide Time/Leave Administrators at each of the UNC Shared Services Center (SSC) campuses with a reference guide to assist them perform their role in successfully administering the University's time and leave benefits. Specifically, the manual includes:

1. Summary of the time and leave benefits available to different employee groups
2. Overview of the process by which employee time entries are collected, edited, processed, and then posted to payroll
3. Comprehensive information on the programmed business rules embedded in the leave reporting process so Leave Administrators can help employees and supervisors assure time entries are processed as intended.
4. Highlight the specific responsibilities that the Leave Administrator has in reviewing employee time records: flagging records that need review or correction as well identifying certain situations (e.g. starting a job after the first day of the leave reporting cycle) which are not part of the core Banner functionality process and must be manually posted to Banner in coordination with the Payroll Administrators at each campus.

OVERVIEW OF EMPLOYEE TIME/LEAVE BENEFITS

Employee Classification

Employees of the UNC system are primarily divided into 3 major classes, which are defined by the laws that govern them. While all employees of the university system are state employees, their benefits, leave allowances and policies may differ. Employees fall into three general categories (which have additional sub-categories):

SHRA Employees

As a State entity, the University of North Carolina (UNC) system is subject to the State Human Resources Act. University positions are administered in accordance with the provisions and requirements of that Act and monitored by the North Carolina Office of State Human Resources (OSHR). Positions covered by the Act are referred to as “SHRA” positions and are governed by NC Statute and Policies. SHRA employees are further categorized by whether they are eligible for Overtime under the Federal Fair Labor Standards Act (FLSA).

SHRA Employees include the following Employee Classes:

- SE – SHRA Exempt from FLSA Overtime
- SN – SHRA Not Exempt from FLSA Overtime
- LE – Certified Law Enforcement

EHRA Employees

Some positions are exempt from the State Human Resources Act and are referred to as “EHRA” positions. These positions include Non-Faculty Instructional, Research and Public Service positions; and Senior Academic & Administrative Officer (“SAAO”) positions and are governed by the UNC Board of Governor’s (BOG) policies.

EHRA Employees include the following Employee Classes:

- E1 – Tier 1 – Senior Administrative and Academic Officers
- E2 – Tier 2 – Senior Administrative and Academic Officers
- EN – EHRA Non-Faculty (Exempt and *Non-Exempt*)
- F2 – 11 or 12-Month Faculty
- F1 – Faculty on 9 Month Contract (who earn no annual vacation or sick leave). No timekeeping is required

Temporary Employees

The third class of employees are temporary employees, which are further broken down as student employees and other temporary employees.

Student Employees

Under the State Personnel Commission policy, a person who is properly determined to be a "student-employee" is excluded from the coverage of the State Human Resources Act. They are not strictly governed by OSHR or the UNC System Office, but must adhere to federal minimum wage, overtime, and IRS policies. Generally, student employees do not accrue leave as SHRA and EHRA employees do and are not included in the leave administration process.

Student Employees include:

- GR - Graduate Students
- WS - Federal Work Study Employees
- UG - Hourly Students

Other Temporary Employees

This group of temporary employees do not accrue leave and are not included in the leave administration process. This group includes:

- TS – Temporary Salaried Employees
- SH –SHRA Hourly
- FA – Faculty Adjuncts

Employee Time and Leave Reporting

This document will focus only on EHRA and SHRA Leave eligible employees. All these employees are paid as of the last day of each calendar month though the frequency of time/leave reporting varies by group:

Employee Classification	Non-Exempt Employees	Exempt Employees	Law Enforcement Officers*
Banner Employee Classes Included	SN	E1, E2, EN, F2, SE	LE
Time/Leave Reporting Period	Bi-Weekly	Monthly	28 Day Cycle

* Certified Law Enforcement Officers are primarily FLSA non-exempt, but a few are exempt. PWPLAWT determines the Officer's FLSA status and displays it on the PWPLAWT Report:

- LEX = N (Non-Exempt)
- LEX = Y (Exempt)

The Exempt/Non-Exempt determination is made as follows:

1. If there is a value for the FLSA Exempt Status Person Override on the Miscellaneous tab of the PWABEAD form, this value is used.
2. Otherwise, LEX is set based on the exempt status of the position on NBAPOSN.

Employee Classification	Non-Exempt Employees	Exempt Employees	Law Enforcement Officers*
Time/Leave Reporting Method	Positive Time Entry: All hours worked/leave taken for period	Exception Time Entry: Only Leave Taken or Additional Hours worked in special circumstances	Positive: All Hours worked/leave taken for period.
Pay Determined	Receive current rate of compensation with leave reported on a lag.	Receive current rate of compensation with leave reported on a lag	Receive current rate of compensation with leave reported on a lag
Default if no time reporting submitted	Employee will receive regular monthly pay.	Employee will receive regular monthly pay.	Employee will receive regular monthly pay.
Leave Reporting Interface	PWPSMRT – “SmartTime”	PWPEXMP- “Exempt Time”	PWPLAWT – “Law Time”

The leave interfaces were customized for the Shared Service Center universities to apply the University’s leave management policies and determine any additional compensation and leave accruals due employees. There are three separate interfaces (PWPSMRT – “SmartTime” PWPEXMP- “Exempt Time” PWPLAWT – “Law Time”) given the different business rules that apply to each group.

Time and Leave Policies

Based on statute and administrative policy, the State has outlined the following policies regarding employee compensation and hours of work:

Regular Hours

All permanent employees are offered an annual salary that is paid in 12 installments, 1/12 at the end of each month. This pay covers 2080 hours for the year or 173.33 hours per month. Generally, full-time EHRA and SHRA employees of the university are expected to work 40 hours per week. Law enforcement officers are expected to work 160-hours over the course of a 28-day schedule. If an employee works less than their Regular Hours, they must supplement the gap with compensatory time or paid leave.

Extra Hours Worked

Non-Exempt employees who work beyond their Regular Hours may be compensated for those hours in one of two ways: overtime pay or compensatory time off. SHRA and EHRA Exempt employees may be expected to work additional hours, but generally do not earn any additional compensation for doing so except where noted below.

Special Event Hours Worked

SHRA Non-Exempt employees receive additional compensation for working special events. A “Special Event” is defined as one that is on campus, outside the employee’s regular schedule, required to work, and for which the employee may be due extra compensation. Special event hours are always paid, even if other additional hours worked are credited as compensatory time based on the Supervisor Use code entered.

Both PWPSMRT (SmartTime) and PWPLAWT (LawTime) interfaces allow for special event hours.

Premium Compensation

The University provides additional compensation for certain permanent employees whose regular work schedules occur during evening or night hours, or for activities other than work that occur outside of normal business hours, such as Shift Premium, or On-call Premium pay.

Exempt Time

Employee Classes Included: SE, E1, E2, EN, F2

While exempt employees are generally not compensated for additional hours worked, there are special circumstances when management may allow SHRA exempt employees to enter extra hours worked beyond their normal schedule. These hours will first offset any other Approved Leave taken during the same cycle and then accrue at an employee's hourly rate. Unlike other compensatory time, Exempt Time hours can never be paid to employees and must be used within 1 year or forfeited.

Gap Time

Employee Classes Included: SN, LE

For non-exempt employees, Gap Hours represent time worked beyond worked beyond scheduled hours but below the threshold for overtime pay. Gap hours can occur under the following circumstances:

- Each week's scheduled hours are determined as FTE times 40 hours. Therefore, a non-exempt 0.5 FTE on a weekly schedule will have 20 scheduled hours per week. In this case, hours worked above 20 hours up to 40 hours are considered Gap Hours
- For non-exempt employees on a weekly schedule, any State Authorized Leave occurring during a week reduces scheduled hours for that period. Therefore, a paid holiday on Monday of a workweek will reduce scheduled hours from 40 hours to 32 hours; hours worked above 32 hours up to 40 hours in a week are considered Gap Hours.
- Non-exempt law enforcement officers are normally scheduled to work 160 hours over a 28-day cycle but have a FLSA overtime threshold of 171 hours for that same period. Gap hours is time worked beyond 160 up to 171 hours.

Gap Hours are accrued at x1.00 hourly rate. Non-exempt employees can either accrue gap hours as compensatory time off or (subject to supervisor approval) be paid for the time but Exempt Employees can only receive compensatory time off for any gap hours worked.

Overtime Compensation:

Employee Classes Included: SN, LE

- For SHRA non-exempt employees (SN) scheduled to work 40 hours per week, hours physically worked above 40 are accrued at 1.5 times Overtime Premium Rate (OPR).
- For law enforcement officers (LE) scheduled to work 160 hours over a 28-day cycle, overtime hours are accrued at 1.5x Overtime Premium Rate* for hours worked in excess of 171.

The hourly rate of pay that must be used in computing overtime is referred to as the Overtime Premium Rate. This includes the following additional elements: Shift Premium Pay + Longevity Pay + On-Call Compensation. These amounts are summed, divided by scheduled hours for the period, and added to the employee's hourly rate (Annual Salary/ (2080 Hours * FTE %)) to arrive at the Overtime Premium Rate.

Holiday Hours Worked

Employee Classes Included: SE, SN, E1, E2, EN, F2

If an employee is required to work on a Paid Holiday, they are entitled to compensatory time off for each hour worked, up to 8 hours * FTE. These hours do not offset any other Approved Leave taken during the same period.

Note: any time worked above 8 hours * FTE on a holiday are treated as extra hours worked during the period. Extra hours first offset any other Approved Leave off during the period and then are totaled to determine if they should be accrued as Gap Hours or Overtime Hours. This time can either be accrued as compensatory time off or paid (for non-exempt employees) at the discretion of the employee's supervisor. See the explanation below of the Supervisor Use Code for more information.

Employee Classes Included: LE (Non-Exempt)

These are largely the same rules applicable to the other employee classes other than the first 8 hours worked can be paid to the employee as well as accrued as additional compensatory time off at the discretion of the employee's supervisor. See the explanation below of the Supervisor Use Code for more information.

Holiday Premium Pay

Employee Classes Included: SE, SN, LE (Non-Exempt)

If an employee is required to work on a Paid Holiday, all hours worked are compensated as Holiday Premium Pay at (50% * Hours Worked * Hourly Rate of Pay).

Emergency Event Hours Worked

Employee Classes Covered: SN/ LE (Non-Exempt)

In the event that an employee is deemed essential/mandatory and is required to work during an Emergency Event Category 2 or 3, covered employees will receive hour for hour compensatory time (CTUC) for time worked during their regularly scheduled hours. Hours worked outside their work schedule are treated as extra hours and subject to leave offsetting process before any gap/overtime hours are calculated.

Otherwise, all time entered for non-exempt employees will be treated as regular hours.

On-Call Hours

An employee will receive additional compensation when they must remain available to be called back to work if the need arises. These are not considered hours worked for purposes of determining physical hours worked and do not offset any leave taken during the same period.

On-call compensation may be in the form of pay or compensatory time:

- On-Call Pay: Either \$.94/\$2/\$3 for each hour on-call based on occupation as designated by State policy
- On-Call Hours Comp Time: 1 hour of comp time for each 8 hours on-call

On-Call Hours Worked (Emergency Callback Pay)

On-call hours worked are charged if an employee is requested to return to work outside their normal schedule. These are Extra Hours that first offset any other paid time off during the period and then are totaled to determine if they should be accrued as Gap Hours or Overtime Hours.

Each on-call hour worked will reduce any on-call **scheduled** hours entered for the same calendar day. For example, a non-exempt employee who is on-call from 9am-5pm and then returns to work from 1pm-5pm will have their time adjusted by the SmartTime interface to report 4 hours on-call and 4 on-call hours worked.

An employee on call:

1. Enters the number of hours scheduled on-call in 'On-Call Scheduled Hours'.
2. If called back, they enter the number of hours actually worked. When entering 'On-Call Hours Worked', don't reduce the 'On-Call Scheduled Hours'.
 - a. If the employee returned to campus and worked less than two hours, they would enter a two hour minimum in 'On-Call Hours Worked'.
 - b. If the employee handled the situation by phone or computer, they would enter a minimum of 30 minutes in 'On-Call Hours Worked'.

SmartTime will reduce the 'On-Call Scheduled Hours' by the number of 'On-Call hours Worked'. 'On-Call Hours Worked' are treated the same as other "Extra Hours Worked" and pay at the OT rate. (Even if employee only worked 1.5 hours, they would receive OT for the two hour minimum)

Travel Time Outside Working Hours

Employee Class: SN

If an employee is required to travel on a work assignment during time that is not part of their normal work schedule, this time is compensated as Comp Time Earned 1.0x but is not considered extra hours for determining if they are entitled to overtime compensation for the period.

Travel Time During Working Hours

Employee Class: SN

If an employee is required to travel on a work assignment during time that is not part of their normal work schedule, this time is compensated as premium compensation but is not considered extra hours for determining if they are entitled to overtime compensation for the period.

If an employee is required to travel on a work assignment for the State's benefit during the time of day that is part of their normal work schedule (even if on a weekend), this time is considered part of total hours worked and included in any calculation of overtime compensation required.

Shift Premium Hours

Employee Class: SN, LE

The number of hours worked eligible for a shift differential on the employee’s hourly rate. These hours are considered premium compensation but are not considered extra hours worked for determining any additional compensation for the period. The total number of shift premium hours entered cannot exceed total hours worked in any single day.

Approved Leave

The category is for different types of paid time off benefits granted as a condition of employment. Further, each employee can earn a different level of Paid Time Off benefits based on their E-Class so amounts are accrued on an employee level.

As explained in the [Leave Offset](#) process below, Approved Leave hours taken offset any Extra Hours worked during the same period in the determination of whether a Non-Exempt employee is eligible for additional compensation for working beyond their Regular Hours.

In addition to the categories below, additional leave may be granted on a policy, by policy basis. For example, Bonus/Special leave is accrued when granted by the General Assembly, and Military Leave would be granted to eligible employees for certain periods of service in the uniformed services, etc.

Sick Leave

All full-time (FTE 1.0) employees accrue 8 hours Sick Leave monthly. (Part-time employees who work half-time, but less than full time, are granted prorated leave.)

Community Service Leave

All full-time (FTE 1.0) employees accrue 24 hours Community Service Leave in January. (Part-time employees who work half-time, but less than full time, are granted prorated leave.) In addition, employees may be granted additional hours for certain approved activities. These additional hours must be manually added by the Leave Administrator. See the [Leave Interface Pre-Processing](#) below.

Vacation

Vacation accrual is determined by Employee Class and accrues monthly per the following schedule:

Leave Category	E-Classes Eligible	Months Accrual	Vacation Accruals Per Month (FTE=1.0)	Months worked per year
E1	E1, E2, EN, F2	Jan - Dec	17 hours 20 minutes	12 months
E2	E1, E2, EN, F2	Jan - Dec	16 hours 0 minutes	12 months
E3	E1, E2, EN, F2	Aug - May	16 hours 0 minutes	10 months
E4	E1, E2, EN, F2	Aug - June	16 hours 0 minutes	11 months
E5	E1, E2, EN, F2	July - May	16 hours 0 minutes	11 months
E6	E1, E2, EN, F2	Aug - Apr	16 hours 0 minutes	9 months
E7	E1, E2, EN, F2	Sep - May	16 hours 0 minutes	9 months

Leave Category	E-Classes Eligible	Months Accrual	Vacation Accruals Per Month (FTE=1.0)	Months worked per year
S1	SE, SN, LE	Jan - Dec	See chart below	12 months
S3	SE, SN, LE	Aug - May	See chart below	10 months
S4	SE, SN, LE	Aug - June	See chart below	11 months
S5	SE, SN, LE	July - May	See chart below	11 months
S6	SE, SN, LE	Aug - Apr	See chart below	9 months
S7	SE, SN, LE	Sept - May	See chart below	9 months

Vacation Leave Accrual Chart for SE, SN, and LE E-Classes:

Years if Total State Service	Vacation Accruals Per Month (FTE=1.0)
Less than 5 years	9 hours. 20 minutes
5 but less than 10 years	11 hours. 20 minutes
10 but less than 15 years	13 hours. 20 minutes
15 but less than 20 years	15 hours. 20 minutes
20 years or more	17 hours. 20 minutes

Part-time employees who work at least half-time, but less than full time are granted prorated leave.

SHRA Vacation Leave accrual is based on the Banner Adjusted Service Date. The Banner Adjusted Service Date tracks Total State Service time. Creditable State Service is given for any month in which a permanent, not temporary, employee is in pay status for one-half or more of the workdays and holidays in that month.

Adverse Weather Leave

Employees can receive paid time off during adverse weather conditions when they are unable to work without having their pay immediately docked even without accumulated compensatory time or paid leave balances to draw from. The University will in essence advance paid time off for worked missed during Emergency Event Conditions 1 or 2 on the condition the time is repaid (either through additional hours worked, new leave accruals, or docked pay) within 90 days.

In the event an employee misses work due to Emergency Event Condition 1 or 2 (reduced or suspended operations), they can code the hours missed as a negative entry to Adverse Weather Taken (WAT) on their timesheet.

The make-up process is handled differently by the Leave Interfaces:

- PWPEXMP: Make-Up hours have to be explicitly entered by employees as Adverse Weather Make-Up (WAM) in their time reporting.
- PWPSMRT/ PWPLAWT: A negative balance in the ADWL bucket offsets future accruals of Vacation or Bonus Leave hours as well any Extra Hours entered on the employee's time reporting.

In all cases, any adverse weather hours taken must be repaid within 90 days. Leave Administrators are responsible for identifying any hours which must be recouped using the [HGAWLAGE WebFocus Report](#)

(HGAWLAGE) and manually deducting the hours using accrued Vacation or Bonus Leave hours, or by docking pay.

Adverse Weather Dock Pay

Employees can also choose to have their pay docked for any time off taken during adverse weather conditions by entering Adverse Weather Dock Pay (WAD) in their time reporting.

Special Leave 2

All full-time employees (FTE=1.0) as of July 1, 2018 were given a one-time award of 40 leave hours under [SL 2018-5 \(SB 99\)](#), enacted by the North Carolina General Assembly in June 2018. This special leave category is different than the existing Special (SPLV) or Bonus (BONU) leave hours and so is referred to as Special Leave 2 (SPL2.) Part-time employees (FTE < 1.0) were given a pro-rated award.

This special annual leave was granted in lieu of granting employee pay increases and with the intent of minimizing the cash expense to the State. So, these hours have no cash value and may not be cashed in. And if not used prior to the time of separation or retirement, these hours cannot be paid out and are forfeited. Further, the annual rollover of vacation hours > 240 hours into sick leave is reduced by the amount the Special Leave 2 hours used during the calendar year. However, the vacation hours not eligible for rollover are then credited back to the Special Leave 2 hours bucket (SPL2).

Voluntary Shared Leave

Voluntary shared leave allows one employee to assist another employee in the case of a prolonged medical condition that exhausts the employee's available leave and would otherwise force the employee to be placed in leave without pay status, resulting in a loss of income and benefits.

Active employees (not separated) in leave earning positions may donate leave. Employees may contribute vacation leave, bonus leave, or sick leave to an employee employed by their institution, another UNC institution, a public school, a community college, or of any other State agency. A recipient may receive a maximum of 1,040 hours.

State policy on the voluntary shared leave program can be referenced at https://files.nc.gov/ncoshr/documents/files/Voluntary_Shared_Leave_Policy.pdf

Family/Medical Leave

Employees are eligible for both paid and (job protected) unpaid leave for certain family and medical reasons:

Paid Parental Leave

Effective January 1, 2020, employees who meet the following conditions are eligible for paid parental leave:

- Continuously employed for immediately preceding 12 months and
- In pay status at least 1040 hours in previous 12 months
- Full-time or part-time (half time or more) in a permanent, probationary or time-limited position at time of Qualifying Life Event

- Employee cannot be eligible for their institution's Faculty Serious Illness benefits

Benefits

The Paid Parental Leave (PPL) benefit is as follows:

- 4 weeks of recuperation leave (160 hours *FTE) for birth of a child
 - Birth parent must use immediately following the birth and not intermittently
- 4 weeks of bonding leave (160 hours * FTE)
 - Birth parent
 - Non-birth parents, adoption, foster or another legal placement
 - Must use within first 12 months of birth or placement
 - Cannot be used intermittently. Either eligible parent may use up to the four-week Bonding Leave with the child for any continuous block of time within the 12 months following the birth or legal placement.
- 100% of regular, straight time pay
- Cannot use prior to date of Qualifying Life Event (birth, adoption, etc.)

Coordination with FMLA

- As explained below, the federal Family and Medical Leave Act (FMLA) entitles eligible employees to take up to 480 hours of unpaid, job protected leave for certain family and medical reasons in a 12-month period.
- Any PPL taken reduces the 480 hours of family medical leave (FML) otherwise available
- However, even if the 480 hours of FML is exhausted due to previous periods of leave, an employee is still eligible for PPL (if he or she otherwise meets Parental Leave eligibility criteria.)
- PPL must be applied to absences prior to the employee using any available personal leave (vacation, bonus, sick, etc.), other accrued paid time off, or leave without pay. After the PPL is exhausted, the employee may use any remaining FML hours (if applicable), in which case compensation can be provided through a combination of accrued leave (i.e., sick, vacation/bonus leave) and/or Voluntary Shared Leave (if applicable).
- Paid holidays occurring during a full week of PPL count towards the employee's PPL entitlement and do not extend the PPL period (i.e. employees while on PPL are not eligible to use Paid Holiday hours.)

Non-Parental Family Medical Leave

In addition to any PPL available, employees can use "Non-Parental Family Medical Leave" to take unpaid, job-protected leave as allowed and

- To care for a spouse, son, daughter, or parent who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care;

- For a serious health condition that makes the employee unable to perform the essential functions of his or her job, including incapacity due to pregnancy and for prenatal medical care; or
- For any qualifying need arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

Eligibility

Generally, FML eligibility overlaps with the PPL rules above. However, FML also covers these groups not eligible for the PPL benefit:

- Temporary Employees with 12 months of cumulative service who has been employed for at least 1250 hours during the previous 12-month period
- Employees eligible for their institution's Faculty Serious Illness benefits

Benefits

Eligible 1.0 FTE employees may take up to 12 weeks (480 hours) of unpaid leave in a 12-month period. FML provides the right to be absent from work without penalty but does not itself offer any paid time off. An employee's existing accrued leave balances will first be used to pay the employee using the ZCSL (cascading Voluntary Shared Leave) Leave Code Priorities before pay is docked.

State Authorized Leave

This is a special category of paid time off established by Federal or State statute, or administrative or executive order. State Authorized Leave includes Holidays, Civil Leave (for participation in judicial or other governmental functions), or Emergency Event Condition 3.

- Like other forms of leave, this category is not considered physical hours worked in determining if an employee worked beyond their normal schedule and is eligible for additional compensation
- Where State Authorized Leave differs from Approved Leave is that an employee is not otherwise scheduled to work during a State Approved Leave. This has two consequences in terms of calculating any additional compensation due under the FLSA rules:
 - Since the employee is not expected to work on a Holiday, a Holiday reduces the employee's regularly scheduled hours for the period. For SHRA Non-Exempt FTE 1.0. employees, a Holiday will reduce the workweek from 40 to 32 hours and an employee may be eligible for additional compensation if they work between 32 and 40 hours. See the discussion of [Gap Time](#) above.
 - Holiday Hours does not offset any extra hours worked in the same workweek. For example, a full-time FLSA subject employee has a holiday on Monday, but also works 40 hours in the same workweek as the holiday. The employee will be compensated for 8 hours worked for the holiday, 32 hours regular hours worked, and 8 extra hours. To contrast that with Approved Leave, assume the following week the employee took Monday as a vacation and then worked 40 hours. In that scenario, the employee would receive no additional compensation as the 8 extra hours worked would offset the 8 vacation hours.

Accumulated Compensatory Hours

Rules governing how different accumulated compensatory hours are treated (maximums, deadlines, treatment at transfer or termination, etc.)

Vacation/Sick Leave/Community Service

	Vacation	Sick	Community Service
Leave Bucket	VACA	SICK	COMM
Max Accruals (Prorated for P/T employees):	240 Hours times FTE	Unlimited	24 Hours times FTE [†]
For accruals beyond max:	Each January 1, amounts in excess of 240 hours times FTE transfer to Sick Time through annual leave roll interface [‡]	N/A	N/A
Balance Deadline:	N/A	N/A	December 31
If not used by balance deadline:	N/A	N/A	Forfeit
Employee leaves for a position at another UNC Campus or State agency:	Balance transfers	Balance transfers	Balance transfers
Employee leaves University for any reason and not transferring to another state agency:	Paid out up to 240 hours times FTE	<ul style="list-style-type: none"> Unused sick leave is not paid out. Only TSERS members are eligible to have sick leave converted to creditable service upon retirement: one-month credit for each 20 days If the employee leaves for a reason other than retirement or transfer, balance is held for 5 years in case the employee is rehired within that time period. 	Forfeit

[†] Each eligible employee will be awarded 24 hours * FTE in the [Annual Leave Roll Interface](#). If an employee is awarded additional hours based on their participation in an approved activity, the Leave Administrator must manually adjust the hours on the BANNER PEALEAV page.

[‡] Vacation leave rollover hours are reduced by the number of Special Leave 2 hours taken in prior calendar year and those hours are then added back to the Special Leave 2 bucket. See [Annual Leave Roll Interface](#) for more information.

Family Leave/Voluntary Shared Leave

These leave hours are not accrued through the Payroll system but are awarded based on HR approval and are manually accrued in PEALEAV by the HR Leave Administrator:

	Paid Parental Recuperation Leave	Paid Parental Bonding Leave	Family Medical Leave	Voluntary Shared Leave
Leave Bucket	PLRC	PLBD	XFML	SHAR
Max Accruals (Prorated for P/T employees):	80 Hours times FTE	80 Hours times FTE	480 Hours times FTE	1,040 Hours times FTE
For accruals beyond max:	N/A	N/A	N/A	N/A
Balance Deadline	Must Use Immediately after Qualifying Event	Must use within 12 months after Qualifying Event	12 Months after initial qualifying event.	N/A
If not used by balance deadline:	Forfeited	Forfeited	Forfeited	N/A
Position changes (Permanent to Temporary)	Benefit may not be used while in ineligible position	Benefit may not be used while in ineligible position	N/A	N/A
Employee leaves for a position at another UNC Campus or State agency:	The employee is not eligible to use Paid Parental Leave (PPL) while employed by a non-participating institution.	The employee is not eligible to use Paid Parental Leave (PPL) while employed by a non-participating institution.	N/A	If a recipient transfers to another State agency, unused voluntary shared leave shall be returned to the donors.
Employee leaves University for any reason and not transferring to another state agency:	Forfeited	Forfeited	Forfeited	Forfeited by the employee and remaining time credited pro-rata back to the donor.

Other Compensatory Time Off Benefits

Other Compensatory Time Off benefits can differ significantly based on employee class. Note: Hours are prorated for employees working less than full time by multiplying the hours by the FTE %.

SHRA Non- Exempt	Holiday Worked ETO	Comp Time	Overtime	On-Call Comp Time	Adverse Weather Make-Up	Emergency Event Worked	Special Leave 2
Leave Bucket	CTGP	CTGP	CTOT	OCCT	ADWL	CTUC	SPL2
Max Accruals:	8 Hours Per Day	240 hours	240 hours	240 hours	Unlimited	Unlimited	40 Hours
For accruals beyond max:	See Below*	Paid out immediately	Paid out immediately	Paid out immediately (8 hours OCCT = 1 payable hour)	N/A	N/A	N/A
Balance Deadline:	12 Months	12 Months	12 Months	12 Months	90 Days	12 months	N/A
If not used by balance deadline:	Paid out	Paid out	Paid out	Paid out	Deducted from accrued	Forfeited	N/A

SHRA Non-Exempt	Holiday Worked ETO	Comp Time	Overtime	On-Call Comp Time	Adverse Weather Make-Up	Emergency Event Worked	Special Leave 2
					leave or pay docked.		
Position changes (Permanent to Temporary)	Paid out	Paid out	Paid out	Paid out	Deducted from accrued leave or pay docked.	Forfeited	N/A
Position changes (Non-Exempt to Exempt)	Paid out	Paid out	Paid out	Paid out	No impact	Forfeited	N/A
Employee leaves for a position at another University or state agency:	Discretion of new employer to accept OR Paid Out	Discretion of new employer to accept OR Paid Out	Discretion of new employer to accept OR Paid out	Discretion of new employer to accept OR Paid out	Deducted from accrued leave or pay docked.	Forfeited	Discretion of new employer to accept OR Forfeited
Employee leaves University for any reason and not transferring to another agency:	Paid out	Paid out	Paid out	Paid out	Deducted from accrued leave or pay docked.	Forfeited	Forfeited

Law Enforcement	Holiday Worked	Comp Time	Overtime	On-Call Comp Time	Adv Weather Make-Up	Emergency Event	Special Leave 2
Leave Bucket	CTGP	CTGP	CTOT	OCCT	ADWL	CTUC	SPL2
Max Accruals:	8 Hours Per Day	240 Hours	480 hours	240 hours	Unlimited	Unlimited	40 Hours
For accruals beyond max:	See Below*	Paid out	Paid out	Paid out immediately (8 hours OCCT = 1 payable hour)	N/A	N/A	N/A
Balance Deadline:	12 Months	12 Months	6 Months	12 Months	90 Days	12 months	N/A
If not used by balance deadline:	Paid out	Paid out	Paid out	Paid out	Deducted from accrued leave or pay docked.	Forfeited	N/A
Position changes exemption status	Paid out	Paid out	Paid out	Paid out	No impact	Forfeited	N/A
Employee leaves for another University position:	Paid out	Paid out	Paid out	Paid out	Deducted from accrued leave or else pay is docked.	Forfeited	N/A

Law Enforcement	Holiday Worked	Comp Time	Overtime	On-Call Comp Time	Adv Weather Make-Up	Emergency Event	Special Leave 2
Employee leaves University for any reason:	Paid out	Paid out	Paid out	Discretion of new employer to accept OR Paid out	Deducted from accrued leave or pay docked.	Forfeited	Forfeited

SHRA-Exempt (Including Exempt LEOs)	Holiday Worked ETO	Comp Time	Overtime	On-Call Time Off	Adv Weather Make-Up	Emergency Event Worked	Special Leave 2
Leave Bucket	CTGP	CTEX	N/A	N/A	ADWL	CTUC	SPL2
Max Accruals:	8 Hours Per Day	N/A	N/A	N/A	Unlimited	N/A	40 Hours
For accruals beyond max:	See Below*	N/A	N/A	N/A	N/A	N/A	N/A
Balance Deadline:	12 Months	12 Months	N/A	N/A	90 Days	12 Months	N/A
If not used by balance deadline:	Paid out	Forfeited	N/A	N/A	Deducted from accrued leave or pay docked.	Forfeited	N/A
Position changes exemption status	Paid out	Forfeited	N/A	N/A	No impact	No Impact.	N/A
Employee leaves for another University position:	Paid out	Forfeited	N/A	N/A	Deducted from accrued leave or pay docked.	Forfeited	N/A
Employee leaves University for any reason:	Paid out	Forfeited	N/A	N/A	Deducted from accrued leave or pay docked.	Forfeited	Forfeited

EHRA (Exempt)	Holiday Worked ETO	Comp Time	Overtime	On-Call Comp Time	Travel Time ETO	Adv Weather Make-Up	Emergency Event Worked	Special Leave 2
Leave Bucket	N/A	N/A	N/A	N/A	N/A	ADWL	N/A	SPL2
Max Accruals:	N/A	N/A	N/A	N/A	N/A	Unlimited	N/A	40 Hours
For accruals beyond max:	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Balance Deadline:	N/A	N/A	N/A	N/A	N/A	90 Days	N/A	N/A
If not used by balance deadline:	N/A	N/A	N/A	N/A	N/A	Forfeited (Dock Pay)	N/A	N/A
Position changes exemption status	N/A	N/A	N/A	N/A	N/A	No impact	N/A	N/A

EHRA (Exempt)	Holiday Worked ETO	Comp Time	Overtime	On-Call Comp Time	Travel Time ETO	Adv Weather Make-Up	Emergency Event Worked	Special Leave 2
Employee leaves for another University position:	N/A	N/A	N/A	N/A	N/A	Deducted from accrued leave or pay docked.	N/A	N/A
Employee leaves University for any reason:	N/A	N/A	N/A	N/A	N/A	Deducted from accrued leave or pay docked.	N/A	Forfeited

* Hours worked above 8 hours x FTE are combined with extra hours worked for the work period to determine if they accrued as Gap Hours or Overtime Hours. Therefore, the payout rules that are in effect are the CTGP and CTOT rules.

TIME/LEAVE ADMINISTRATION

Based on statute and administrative policy, the Leave Interface programs apply business rules to each employee’s time entries to determine if time should be docked, accrued, or applied/used. Some of the key business rules to understand the Leave Interface calculations are as follows:

Categorization of Employee Time Entries

The leave interface program analyzes each entry on an employee’s leave report and groups them into one of the 5 main categories listed above. To ease the calculation process, the leave interface program sums different types of leave within a category into a 4-digit character “dummy bucket”. This bucket is then referenced in certain of the leave administration interface reports rather than spelling out all the individual entries:

Category	Time Entry Code	Leave Report Code	Leave Interface Code
Regular Hours	Regular Hours Worked	WRG	ZREG
Extra Hours	Emergency Event Hours Worked	WUC	ZWRK
Extra Hours	Extra Hours Worked	WXH	ZWRK
Extra Hours	Holiday Hours Worked	WHP	ZWRK
Extra Hours	LEO Special Event Hours	WSE	ZWRK
Extra Hours	On Call Hours Worked	WCW	ZWRK
Extra Hours	Travel WORK Outside Reg Hours	WT1	ZWRK
Approved Leave	Adverse Weather Dock Pay	WAD	ZTKN
Approved Leave	Adverse Weather Make-Up	WAM	ZTKN
Approved Leave	Adverse Weather Taken	WAT	ZTKN
Approved Leave	Bonus Leave Taken	WBN	ZTKN
Approved Leave	Community Service Lv Tkn	WCM	ZTKN
Approved Leave	CompTime Taken	WCO	ZTKN
Approved Leave	FML Non-Parental (HR Approved)	WFM	ZTKN
Approved Leave	Special Leave 2 Taken	WL2	ZTKN
Approved Leave	Military Leave	WML	ZTKN
Approved Leave	Parental Leave (HR Approved)	WPL	ZTKN
Approved Leave	Sick Leave Taken	WSK	ZTKN
Approved Leave	Voluntary Shared Lv Taken	WSL	ZTKN
Approved Leave	Special Leave Taken	WSP	ZTKN
Approved Leave	Vacation Leave Taken	WVC	ZTKN
State Authorized Leave	Civil Leave Taken	WCV	ZTKN
State Authorized Leave	Emergency Event Hours	WOF	ZTKN

Category	Time Entry Code	Leave Report Code	Leave Interface Code
State Authorized Leave	Other Leave Taken	WAL	ZTKN
State Authorized Leave	Paid Holiday	WHL	ZTKN
Premium Compensation	On-Call Scheduled Hours @\$3	WP3	ATND
Premium Compensation	On-Call Scheduled Hours .94	WP1	ATND
Premium Compensation	On-Call Scheduled Hours 2.00	WP2	ATND
Premium Compensation	On Call Scheduled Hrs Comp Time	WOC	ATND
Premium Compensation	Shift Premium .10	WSH	ATND
Premium Compensation	Shift Premium .15	WS2	ATND
Premium Compensation	Travel TIME Outside Reg Hours	WT2	ATND

Time in these categories is aggregated and then potentially adjusted by each of the Leave Interface programs based on the leave policy and programmed business rules before being communicated to Payroll:

Hours Category	Banner Leave Interface Code	Hours Included in Calculations of:		
		“Over/Short” Scheduled Hours	Gap Hours / Overtime	Offset by Extra Hours Worked
Regular Hours	ZREG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Extra Hours	ZWRK		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leave Taken	ZTKN	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
State Authorized Leave	ZTKN	<input checked="" type="checkbox"/>		
Premium Comp	ATND			

Other key business rules embedded in the leave report calculations include:

Default Hours

The standard *workday*, generally, for each FTE will be eight hours times their FTE (regardless of the schedule such as 8-5 or 9-6), and scheduled hours in a standard *workweek* are generally 40 hours times FTE during a given seven-day period. However, law enforcement employees have a standard 28-day work period so their scheduled hours are 160 hours each period.

All Non-Exempt and Law Enforcement personnel must submit Regular Hours * FTE equal to the default hours for their job. If the leave report is short the default hours required, the interface program will calculate the number of short hours and map them to a payroll earn code to deduct this time from accrued leave balances using the CVC cascade (or hierarchy) for vacation/comp time balances. See more information on the [Leave Cascade](#) process below.) If there are insufficient leave hours available, then the employee’s pay will be docked for the missing hours.in the subsequent payroll.

However, there are different rules applicable to Regular Hours “over” the default threshold. For Non-Exempt Employees, hours reported “over” the threshold are ignored by SmartTime and should be

corrected when the Leave Administrator reviews the interface comments. However, the LawTime interface used for Non-Exempt Law Enforcement Officers will include any “over” hours in the determination of any premium compensation for additional hours worked.

Default hours are based on time entries submitted in the following time categories: Regular Hours + State Authorized Leave + Approved Leave.

Extra Hours Worked Outside Normal Schedule

SHRA Non-Exempt

For SHRA Non-Exempt employees, Gap Hours is time worked beyond their weekly requirement their up to the FLSA overtime 40 hours. In a typical workweek for a 1.0 FTE there are no potential Gap Hours as an employee is scheduled to work 40 hours. However, an employee’s weekly requirement may be reduced from the standard 40-hour * FTE standard due to:

- Any period of State Authorized Leave during the week. A paid holiday day will reduce a FTE’s scheduled hours from 40 to 32 hours. So, hours worked (regular hours + extra hours) above 32 hours up to 40 hours are considered “Gap Hours” and eligible for additional compensation.
- As noted above, the standard 40-hour workweek is multiplied by the FTE percent to determine an employee’s scheduled hours. So, a .75 FTE will have a scheduled hours threshold of 30 hours; hours worked above 30 hours up to 40 hours are considered “gap hours” and eligible for additional compensation.

Gap Hours are always compensated as Comp Time Earned 1.0x for SHRA Non-Exempt employees.

Any hours worked (Regular Hours + Extra Hours) above 40 hours are considered overtime hours and available for additional compensation at 1.50X * hourly rate; either as Comp Time Earned 1.5x (that is, 1.5 hours off for every hour worked) or paid in the next payroll cycle. But unlike Gap Hours, the weekly 40-hour overtime compensation threshold is fixed for all SHRA Non-Exempt employees (including if less than FTE 1.0) regardless of any State Authorized Leave during the workweek.

Law Enforcement (Non-Exempt)

Like other non-exempt employees, a Non-Exempt Law Enforcement Officer (LEO) can earn additional compensation by working in excess of their scheduled hours up to and over the FLSA overtime threshold. What is different is both the Gap Hour and Overtime threshold will vary if the LEO isn’t in pay status for an entire 28-day work cycle due to:

- New Hires with a first work day other than the first day of the cycle.
- Leave-Without-Pay situations
- Separations other than the last day of the cycle.

The default work schedule for a law enforcement officer is 160 hours over a 28-day period (40 hours * 4 weeks.) If an employee is not in pay status for the full 28-day cycle, the threshold is recalculated as (number of days in work period/28 day) * 160 hours.

The default FLSA overtime threshold for an employee with a 28-day work period is 171 hours. If the employee is in pay status for less than a 28-day work period, then the FLSA threshold is calculated as number of days in work period * 6.11, rounded to the nearest whole number.

For example, an employee is only in pay status for 21 days out of a 28-day work period. Their scheduled hours will be 120 (21/28*160). The FLSA threshold for that work period is 129 hours (21 days*6.11 hours, rounded up to next whole number.)

Overtime Premium Rate

The rate used for paying overtime hours – known as the overtime premium rate – must include these premium compensation elements in addition to an employee’s regular hourly rate:

1. Shift Premium Pay paid during week +
2. On-Call Premium paid during the week +
3. One week’s value of Longevity Pay

Longevity pay is based on **years of total state service**

- 10 but less than 15 years 1.50% of hourly rate
- 15 but less than 20 years 2.25% of hourly rate
- 20 but less than 25 years 3.25% of hourly rate
- 25 or more years 4.50% of hourly rate

For example, someone earning \$25 per hour or \$52,000 per year and with 12 years of service would have an Overtime Premium Rate (OPR) of \$25.375 (\$25*1.015). The “enhanced” or additional value of overtime paid to employees above their hourly rate due to certain premium compensation – either Longevity Premium Pay, Shift Premium Pay or On-Call Premium Pay - in the same workweek is known as OPR.

So, in the example above, an employee who was paid for 8 overtime hours worked would have an OPR \$1.50 or (\$0.375 * 8 Hours Worked * 50%). OPR is listed separately on an employee’s paystub.

Note that OPR is only calculated for the pay period when an employee is paid for their overtime hours. If overtime hours are accrued as Comp Time Earned 1.5x (CTOT), then no OPR is calculated at that time. If any CTOT compensatory hours are eventually paid out, the OPR due is calculated for that pay period (that is, the pay period when the CTOT hours are paid) by a process called PWPOCPP, Overtime Calculation for Comp Time Payouts.

It’s important to highlight that when an employee’s time reporting must be submitted manually (e.g. for a Non-Exempt LEO who only works a partial period), the Leave Administrator must manually calculate any OPR amount due and provide this amount to Payroll if the employee earned overtime and the supervisor wants to pay it. Calculation methods of the OPR can include:

- Create the timesheet in a test environment that contains a recent clone of data from production, run SmartTime to calculate the OPR amount and provide Payroll with the data to process the timesheet correctly.

- Another option is adding the overtime hours to the CTOT leave bucket and instruct Payroll to use the payout earn code to pay it. The PWPOCPP process calculates the enhanced/premium rate needed for this type of payout.

Supervisor Use Code

As noted above, SHRA Non-Exempt employees (including Law Enforcement Officers) who work more than their regularly scheduled hours during a measurement period can be compensated in one of two ways: overtime pay or compensatory time off. This is at the discretion of the employee’s manager and is controlled by entering an additional time entry (Supervisor Use Code (WSU) in the first column of the employee’s weekly timesheet.

The Supervisor Use code should be added to the first column of the weekly timesheet.

- NO CODE: Pay Special Event (using 1.5 hours first), credit all remaining hours as Compensatory Time.
- CODE 77: Pay Special Event (using 1.5 hours first), credit up to 8 “Holiday Worked” hours as Comp Time Earned 1.0x, pay all remaining hours. (Note: this code is only available in LawTime.)
- CODE 99: No Compensatory Time – Pay it ALL

There is a distinction in how these codes function based on different rules applicable to Non-Exempt Law Enforcement Officers and other Non-Exempt SHRA Employees. The non-exempt SHRA employees processed through the SmartTime interface can only receive Comp Time Earned 1.0X (that is, equivalent time off) for the first 8 hours * FTE worked on a Holiday regardless if Supervisor Use Code=99 is entered. Time worked beyond 8 hours are then considered Extra Hours and summed with other physical hours worked to determine any Gap Hours or Overtime Hours should be paid.

In the SmartTime example below, the employee worked 42 hours in a week with 32 scheduled hours given the holiday. The first 8 hours will be treated as Comp Time Earned 1.0x (CTGP). And with a Supervisor Use Code=99, the remaining two hours will be paid as overtime earnings rather than compensatory time off.

Leave Report	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG	8.00	8.00	8.00	8.00				32.00
Paid Holiday	WHL					8.00			
Holiday Worked	WHP					10.00			10.00
Supervisor Use Code	WSU	99							

However, there are different rules for Non-Exempt Law Enforcement Officers (LEOs) processed through the LawTime interface. As Law Enforcement Officers are frequently scheduled to work on Holidays, the Supervisor Use Code will also apply to any Holiday Worked hours as well. So, a Supervisor Use Code=99 would cause all hours to be paid rather than accrued as compensatory time off. LawTime also provides for a Supervisor Use Code=77 where only the first 8 hours of Holiday Worked hours will be accrued as Comp Time Earned 1.0x with any remaining Extra Hours paid.

Leave Offset

If employees work extra hours outside their normal schedule in a work period in which they also have taken time off, the additional time worked "offsets" the time that the employee intended to cover with available leave. Therefore, the SmartTime/LawTime leave interface process will automatically reduce the number of leave hours entered on the employee's time sheet up to the number of extra hours worked. This offset is mandatory: the employee cannot be paid both for the leave time and the time outside of the normal schedule.

The hierarchy for reducing leave hours during a work period where there are extra hours worked is as follows:

Leave Code	Name	Order	Rationale
WCO	Comp Time Taken	1	Compensatory hours need to be the first offset because employees who do not have accrued compensatory hours may work extra hours early in the week, and take time off later in the same week.
WAT	Adverse Weather Taken	2	Adverse Weather gives offset a high priority
WBN	Bonus Leave Taken	3	This leave should be offset next because most employees are trying to save this for retirement payout.
WVC	Vacation Leave Taken	4	Vacation is the next most flexible. When saved it will not be lost, excess of 240 hours transfers to sick leave in Jan.
WSK	Sick Leave Taken	5	Sick Leave will not be lost, so it can safely be saved
WAD	Adverse Weather Dock	6	Policy permits DOCK after all avail comp time is used. This placement in offset structure allows Pay to dock, only after vacation, sick and bonus leave to be used.
WSP	Special Leave Taken	7	Special Leave can be used for anything, but if not used will be lost at separation or retirement, so it falls late in the hierarchy.
WL2	Special Leave 2 Taken	8	Same rationale as WSP
WCM	Community Service Lv Taken	9	Should be near last in the list for Offsetting -- It can only be used in specific circumstances, and if not used is lost.
WML	Military Leave	10	Works same as Community Service -- there are a limited number of hours each year that are use or lose.
WPL	Parental Leave	11	Can only be used in specific circumstances

Leave Cascade

Leave Hours and Comp Time hours taken that remain after the Leave Offset process during the current work period will be crosswalked (or mapped) to the Banner PHAMTIM table (Mass Time Entry Form) in a C Code and pulled to Payroll when PHPMTIM (Mass Time Update) is run. The mapping is done as some leave hours such as Vacation Leave or Comp Time taken need to be combined into a single “C” code before any accumulated leave balances are reduced. The Payroll month leave accrual for Vacation and Sick leaves is processed first, and Comp time accruals from the process are added to the appropriate bucket. After accruals are in place, leave taken is processed during the pay cycle.

At this point, the leave and comp time hours taken will be applied in a pre-determined hierarchy via a process known as “leave cascade”. A key concept is the leave hours taken entered by an employee on their leave report may exceed the available leave hours for that given category (for example, an employee may enter 10 vacation hours where they only have 8 hours available.) Therefore, other available leave hours may be debited to satisfy the request. Further, employees may not correctly prioritize taking the leave hours which have an expiration date or are forfeited at termination. So rather than just directly mapping an employee’s time entries to the applicable leave bucket, the Banner system reduces the available leave balances in a hierarchy (or cascade) designed to use the shorted live categories first while ensuring that all available leave is used before docking pay.

Each “C” Code is assigned its own hierarchy to draw down accumulated hours based on a set of Banner parameters known as the Leave Code Priorities. (The Leave Code Priorities are stored in a “dummy” set of Leave Codes whose naming convention is “Z” + 3 Digit “C” Code. So, the CVC Hours with Vacation and Comp Time Taken uses the Leave Code Priorities of the “ZCVC” Leave Code.)

The Leave Code Priorities below for each type of leave is shown "across" in the order each is processed and the hierarchy is shown vertically:

Leave Code Priorities										
Adv Wth Dock	Adv Wth Taken Negative	Bonus Leave	Military Leave	Comm Serv Leave	Sick Leave	Vol. Shared Leave	Special Leave	Special Leave 2	Paid Parent Leave	Vac & Comp
ZCAD	ZCAT	ZCBN	ZCML	ZCMM	ZCSK	ZCSL	ZCSP	ZCL2	ZCPL	ZCVC
Leave Buckets										
OCCT*	OCCT*	OCCT*	MILI	COMM	SICK	SICK	SPLV	SPL2	PLRC	OCCT*
CTOT*	CTOT*	CTOT*	OCCT*	OCCT*	OCCT*	OCCT*	OCCT*	OCCT*	PLBD	CTOT*
CTGP*	CTGP*	CTGP*	CTOT*	CTOT*	CTOT*	CTOT*	CTOT*	CTOT*	OCCT*	CTGP*
CTEX*	CTEX*	CTEX*	CTGP*	CTGP*	CTGP*	CTGP*	CTGP*	CTGP*	CTOT*	PAND*
CTUC*	CTUC*	CTUC*	CTEX*	CTEX*	CTEX*	CTEX*	CTEX*	CTEX*	CTGP*	CTEX*
DOCK	ADWL	INCT*	CTUC*	CTUC*	CTUC*	CTUC*	CTUC*	CTUC*	CTEX*	CTUC*
		BONU	INCT*	INCT*	INCT*	INCT*	INCT*	INCT*	CTUC*	INCT*
		VACA	VACA	VACA	VACA	VACA	VACA	SPLV	INCT*	VACA
		SPLV	SPLV	SPLV	SPLV	SPLV	BONU	VACA	SPL2	SPLV
		SPL2	SPL2	SPL2	SPL2	SPL2	DOCK	BONU	SPLV	SPL2
		DOCK	BONU	BONU	BONU	BONU		DOCK	VACA	BONU
			DOCK	DOCK	DOCK	SHAR			BONU	DOCK
						DOCK			DOCK	

*These leave buckets are only included in the Leave Code Priorities for SHRA employees.

In circumstances where a FLSA Non-Exempt employee did not submit their scheduled hours, they are considered "short" and the program will apply the Vacation and Comp Time Leave Code Priorities (ZCVC) to deduct the missing hours from accrued leave.

The definition for the Leave Bucket Codes above are as follows:

Leave Bucket	Comp Time Definition	Leave Bucket	Comp Time Definition
ADWL	Adverse Weather Taken	MILI	Military Leave Hours
BONU	Bonus Hours	OCCT	On-Call Comp Time
COMM	Community Service Leave	PAND	Pandemic Leave
CTEX	Exempt Time	PLBD	Parental Leave Bonding Hours
CTGP	Gap Time	PLRC	Parental Lv Recuperation Hrs
CTOT	Overtime Hours	SHAR	Voluntary Shared Leave
CTUC	Emergency Hours Worked	SICK	Sick Time
DOCK	Docked Pay	SPL2	Special Leave 2
INCT	Incentive Leave	SPLV	Special Leave
		VACA	Vacation

Partial Leave Cycle

The leave interface programs do not accurately administer the FLSA overtime provisions or default hours provisions for non-exempt employees when an employee only is in pay status (that is, the number of days an employee is paid for during the period) for a portion of a leave cycle/work period. (The standard work period for a SHRA Non-Exempt employee is 7 days; it is 28 days for a Non-Exempt LEO. This isn't applicable to EHRA employees as they only report time on an exception basis.) Time reporting for a partial work period will occur for:

- New Hires whose first work day other than the first day of the cycle.
- Leave Without Pay that begins and/or ends during the cycle
- Separations other than the last day of the cycle

This issue is particularly acute for Law Enforcement Officers as unlike other FLSA Non-Exempt employees, their FLSA overtime threshold and scheduled hours threshold varies based on the number of days they are in pay status during the reporting period.

Hours Threshold for Law Enforcement Officers		
Days in Pay Status During Work Period	FLSA Overtime Threshold	Regularly Scheduled Hours
28	171	160
27	165	154
26	159	149
25	153	143
24	147	137
23	141	131
22	134	126
21	128	120
20	122	114
19	116	109
18	110	103
17	104	97
16	98	91
15	92	86
14	86	80
13	79	74
12	73	69
11	67	63
10	61	57
9	55	51
8	49	46
7	43	40

Further, there is more variability in their day to day schedule so it's virtually impossible for the Leave Administrator to enter the missing hours for the cycle without consulting with the employee's department to understand the employee's scheduled hours during the period. (Scheduled hours for any given day are

necessary in completing an employee's manual timesheet in determining regular hours, extra hours, and certain premium compensation like Holiday Hours Worked).

SmartTime

When SHRA non-exempt employees are not employed or in pay status for an entire workweek, the simplest solution is for the Leave Administrator to enter the missing hours for the period using the WAL Code (Other Leave Taken) to achieve the correct outcome. This practice is common for SHRA non-exempt employees who are not employed or in pay status an entire cycle. However, since Other Leave Taken is "free time off", its use must be well documented as it is subject to periodic audit. So, the Leave Administrator must ensure whenever the WAL is used, there is also an explanation at the beginning of the employee's comment field for highlighting the applicable date(s) and hours.

Where it is not possible to process the time report through the leave interface, changes to any additional hours/leave taken can be provided manually to the Payroll Administrator or handled directly by the Leave Administrator using the PEALEAV form. However, whenever possible, the Leave Administrator should strive to use the automated leave interface process rather than rely on manual calculations.

LawTime

If a non-exempt LEO is reported as "short" hours in the Leave Interface comments, the Leave Administrator needs to use the spreadsheet titled "[Payroll Calculations for Paying Short Payroll Cycles 1.0.xlsx](#)"



9c. Payroll
Calculation for Payroll

to calculate the correct time entry. (An image of the spreadsheet is pictured below.) The Leave Administrator needs to:

1. Contact the employee's supervisor to get the employee's schedule for the work cycle and enter where indicated. (This will help the Leave Administrator verify that the total hours worked are correctly divided between regular and extra hours as well as determining any premium compensation such as Holiday Hours Worked if required to work when not otherwise scheduled.)
2. Using the leave report submitted by the employee and approved by the supervisor to enter daily hours worked, including regular, extra, and special event hours
3. Enter the number of days the officer was in pay status for the period in the cell outlined in **red**. (For example, if the officer was hired on the 8th day of the cycle, you would enter 21 days.)
 - a. This should tie directly in with NBAJOBS effective date changes. (Or if *the effective date on NBAJOBS is not the same as the "Personnel Date"*, it should tie in with the *"Personnel Date"*.)
4. The spreadsheet will calculate the items outlined in red, **Additional Hours to Be Paid** along with **Additional Premiums** (Compensation). Before forwarding onto the Payroll Administrator, please note the following:

Instructions:

1. Enter the correct calendar information to replace 'Month1/Month2' and the dates. Note: Month2 may be not applicable.
2. Enter all hours in spreadsheet below.
3. Enter the number of days the employee was active in cell D37 below.
4. Review the calculations for Payroll before keying in the pay cycle. See "Notes" below.

Day of Cycle	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	Total
Month1/Month2	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
WRG Reg Hours Worked		12	12	12							12	12	12	12			12	12	12						12	5		137.00	
WXH Extra Hours Worked																										8	8		16.00
WSE Special Event Worked																													0.00
WHL Holiday - Paid Time																													0.00
WHP Holiday Worked Premium																													0.00
WVC Vacation Taken																													0.00
WSK Sick Taken																													0.00
WCO Comp Time Taken																													0.00
WCM Community Serv Taken																													0.00
WCV Civil Leave Taken																													0.00
WBN Bonus Taken																													0.00
WSL Shared Leave Taken																													0.00
WML Military Lv Taken																													0.00
WAL Other Leave Taken**																													0.00
WOF Emergency Closing-Paid Time																													0.00
WUC Emergency Closing Worked																													0.00
WP1 On Call Hours @ 94																													0.00
WP2 On Call Hours @ 2.00																													0.00
WP3 On Call Hours @ 3.00																													0.00
WOC On Call Hours - CMPT																													0.00
WCW Call Back Time Worked																													0.00
WSH Shift Premium 10																													0.00
WSU Supervisor Use																													153.00

Expected Hours for Reg Default Pay	Hours Contributing to Default Pay	Extra Hours Tally	FLSA Hours Worked
Enter # Days EE Active in 28-Day Cycle: 24	Reg Hours Worked 137.00	Hours Over 0.00	Reg Hours Worked 137.00
# Required Hours for Cycle: 137.00	Leave Taken 0.00	Extra Hours Worked 16.00	Extra Hours Worked 16.00
	Paid Holidays 0.00	Holiday Hours Worked 0.00	Special Event Worked 0.00
	Emergency Closing Paid Time 0.00	Special Event Worked 0.00	Holiday Hours Worked 0.00
	Total 137.00	Call Back Worked 0.00	Emergency Closing Hrs Worked 0.00
		Emergency Closing Extra Worked 0.00	Call Back Worked 0.00
		Total 16.00	Total 153.00

Overtime Threshold: 147.00	Leave Offset	Additional Hrs to be Paid	Notes:
	Extra Hours Tally Total 16.00	Hours Paid at 1.0 10.00	1. Amounts are rounded to the nearest quarter of an hour.
	Leave Taken 0.00	Hours Paid at 1.5 6.00	2. Adverse weather is not provided. If applicable, subtract the number of ADWL hours from the additional hours.
	Additional Hrs to be Paid 16.00		3. Apply the appropriate rules for the "Supervisor Use" code to determine pay and/or comp time.

Additional Premiums	
Shift Premium	0.00
Holiday Worked Premium	0.00
Emergency Closing Worked	0.00
On Call Hours	0.00
On Call Comp Time	0.00

5. Before finalizing the Additional Hours, the Leave Administrator should verify that there no negative Adverse Weather Leave Hours (ADWL) that must be cleared. If there are, any additional hours should be used to clear the ADWL balance before going to pay or comp time.
6. You must review the Supervisor Use Code to determine if any Gap Hours (Hours Paid at 1.0) or Overtime Hours (Hours Paid at 1.5) should be accrued as compensatory hours off or paid out.
7. If any Overtime Hours are paid out, the Leave Administrator must manually determine the Overtime Premium Rate and any [OPR](#) to pay out. (See instructions on manual calculation below).
8. Look at Leave Offset Block. If there was leave taken that was not offset, it needs to be either sent to payroll to be keyed, or handled manually in PEALEAV. If this is a separation or LWOP, it should be done in PEALEAV.
 - a. If there were multiple categories of leave taken during the period, apply the [Leave Offset](#) hierarchy to determine the specific days offset and the remaining leave hours in each category. For example, if there are five vacation hours and five sick hours taken as well as three extra hours in the period, three of the vacation hours would be offset and there would be two vacation hours and five sick hours remaining.

- b. If reducing the leave hours using PEALEAV, reduce the leave balances using the [Leave Cascade](#) hierarchy highlighted above. For example, the vacation hours would be applied to the accrued leave balances using the ZCVC hierarchy.
- 9. Since hours are being entered manually and not updated through the Leave Interface process, it's important to review premium hours such as [Holiday Worked](#) and [Emergency Closing Hours](#) are correct per the rules outlined above before being sent to Payroll. Ensure correct premium hours are sent to Payroll.
- 10. Don't approve the employee's timesheet as it should not be reported to payroll. For documentation purposes, the Leave Administrator should add a comment to the timesheet explaining it was manually processed due to a partial cycle.

Leave Taken Exceed Scheduled Hours

The monthly Banner payroll will reject any SmartTime/LawTime time reports where the Approved Leave hours reported exceeds the position's scheduled hours for the month (or 173.33 hours per month for a 1.0 FTE). For SHRA Non-Exempt employees, this can potentially occur in any monthly payroll cycle which includes three separate bi-weekly reporting periods (or more than 21 days). For a Law Enforcement Officer, this can occur when 2 leave cycles are included in the monthly payroll process. Examples for Calendar Year 2020 are shown below:

SmartTime (Non-Exempt) Calendars - 2020									
Calendar Days Covered					Submit Deadline	Approve Deadli	View Bal on WE	Vac and Sick Accrual thr	Comp Accr & Ly Taken Thru
Yea	Peri	Payroll	From	To					
2019	SB26	MN01	11/25/19	12/8/19			January 25	January	January 5, 2020
2020	SB01	MN01	12/9/19	12/22/19			January 25	January	January 5, 2020
2020	SB02	MN01	12/23/19	1/5/20			January 25	January	January 5, 2020
2019	SB 03	MN02	1/6/20	1/19/20			February 25	February	February 2, 2020
2020	SB 04	MN02	1/20/20	2/2/20			February 25	February	February 2, 2020
2020	SB 05	MN03	2/3/20	2/16/20			March 25	March	March 1, 2020
2020	SB 06	MN03	2/17/20	3/1/20			March 25	March	March 1, 2020
2020	SB 07	MN04	3/2/20	3/15/20			April 25	April	April 12, 2020
2020	SB 08	MN04	3/16/20	3/29/20			April 25	April	April 12, 2020
2020	SB 09	MN04	3/30/20	4/12/20			April 25	April	April 12, 2020
2020	SB 10	MN05	4/13/20	4/26/20			May 25	May	May 10, 2020
2020	SB 11	MN05	4/27/20	5/10/20			May 25	May	May 10, 2020
2020	SB 12	MN06	5/11/20	5/24/20			June 25	June	June 7, 2020
2020	SB 13	MN06	5/25/20	6/7/20			June 25	June	June 7, 2020
2020	SB 14	MN07	6/8/20	6/21/20			July 25	July	July 5, 2020
2020	SB 15	MN07	6/22/20	7/5/20			July 25	July	July 5, 2020
2020	SB 16	MN08	7/6/20	7/19/20			August 25	August	August 2, 2020
2020	SB 17	MN08	7/20/20	8/2/20			August 25	August	August 2, 2020
2020	SB 18	MN09	8/3/20	8/16/20			September 25	September	September 13, 2020
2020	SB 19	MN09	8/17/20	8/30/20			September 25	September	September 13, 2020
2020	SB 20	MN09	8/31/20	9/13/20			September 25	September	September 13, 2020
2020	SB 21	MN10	9/14/20	9/27/20			October 25	October	October 11, 2020
2020	SB 22	MN10	9/28/20	10/11/20			October 25	October	October 11, 2020
2020	SB 23	MN11	10/12/20	10/25/20			November 25	November	October 25, 2020
2020	SB 24	MN12	10/26/20	11/8/20			December 23	December	November 22, 2020
2020	SB 25	MN12	11/9/20	11/22/20			December 23	December	November 22, 2020
2020	SB26	MN01	11/23/20	12/06/20			January 25	January	January 3, 2021
2021	SB01	MN01	12/07/20	12/20/20			January 25	January	January 3, 2021
2021	SB02	MN01	12/21/20	01/03/21			January 25	January	January 3, 2021

2020 SmartTime Calendar Highlighting 3 Periods in Payroll Cycle

Law Time Calendar - 2020									
Year	Lv Period	Payroll	Calendar Days Covered		Submit Deadline	Approve Deadline	View Bal on WEB	Vac and Sick Accrual Thru	Comp Accr & Lv Taken Thru
			From	To					
2019	L4 13	MN 01	11/25/19	12/22/19			January 25	January	December 22, 2019
2020	L4 01	MN 02	12/23/19	01/19/20			February 25	February	January 19, 2020
2020	L4 02	MN 03	01/20/20	02/16/20			March 25	March	February 16, 2020
2020	L4 03	MN 04	02/17/20	03/15/20			April 25	April	April 12, 2020
2020	L4 04	MN 04	03/16/20	04/12/20			April 25	April	April 12, 2020
2020	L4 05	MN 05	04/13/20	05/10/20			May 25	May	May 10, 2020
2020	L4 06	MN 06	05/11/20	06/07/20			June 25	June	June 7, 2020
2020	L4 07	MN 07	06/08/20	07/05/20			July 25	July	July 5, 2020
2020	L4 08	MN 08	07/06/20	08/02/20			August 25	August	August 2, 2020
2020	L4 09	MN 09	08/03/20	08/30/20			September 25	September	August 30, 2020
2020	L4 10	MN 10	08/31/20	09/27/20			October 25	October	September 27, 2020
2020	L4 11	MN 11	09/28/20	10/25/20			November 25	November	October 25, 2020
2020	L4 12	MN 12	10/26/20	11/22/20			December 25	December	November 22, 2020
2020	L4 13	MN 01	11/23/20	12/20/20			January 25	January	December 20, 2020
2021	L4 01	MN 02	12/21/20	01/17/21			February 25	February	January 17, 2021

2020 LawTime Calendar Highlighting 3 Periods in Payroll Cycle

For example, the SmartTime leave process for September 2020 includes three separate bi-weekly reporting periods. If an employee was on vacation from August 5-September 4th for 5 weeks, they would submit 200 Vacation Hours (25 days * 8 hours per day) for the period. This would produce an error when the Banner payroll attempted to pull this reporting into the payroll via PHPMTIM.

A more complex variation of this problem is that an employee takes multiple types of leave so that each individual category is less than their scheduled hours for the period but exceed this limit in aggregate. So, in the September 2020 example above, an employee wanting to postpone the start of their disability period could use 80 hours of sick time and then 160 hours of vacation time. Each leave type is below their scheduled hours for the month but the total exceeds the 173.33-hour limit in aggregate.

Banner allows for different approaches to resolve this issue:

1. The Leave Administrator could choose to not approve the timesheet but instead manually update the employee's leave balances on the Banner PEALEAV page.
 - a. First, you must check to make sure there are also no Extra Hours in the Period. If so, you must apply the [Leave Offset](#) hierarchy as the additional time worked "offsets" the time that the employee intended to cover with available leave.
 - b. For the hours surviving the Leave Offset, you can update the leave hours taken on the Banner PEALEAV page using the [Leave Cascade](#) hierarchy. So, in the example above, the Sick Hours taken would be reduced first using the ZCSK hierarchy and then the vacation hours taken would be reduced using the ZCVC hierarchy.
2. Alternatively, the Leave Administrator can choose to approve the timesheet to create a permanent record of the employee's timesheet and supervisor's approval. The timesheet will then be rejected by the PHPMTIM process. When the Payroll Administrator reports the error, the Leave

Administrator can request that 173.00 hours be processed through payroll and apply the remaining hours (using the ZCVC hierarchy via the Leave Cascade above) using the PEALEAV screen. Again, if there are multiple leave types taken, then the Leave Administrator will have to determine which type of hours remain to be processed after applying the Leave Offset/Leave Cascade processes above.

- If the Leave Administrator inadvertently approved the timesheet and would prefer to update the leave balances themselves, they can instruct Payroll to ignore the error and manually PEALEAV as explained under Option 1 above.

Advancing Leave Hours

Vacation and Sick Leave hours accrue each payroll period (as outline in the [Approved Leave](#) policies above) but Campuses are permitted to advance employees a certain number of vacation and sick leave hours based on the following guidelines:

Note: During the COVID 19 pandemic, Campuses have the discretion to decide:

- Whether to advance leave for COVID related illnesses**
- Whether to increase the maximum advance leave available to 24 months**

- SHRA Employees (SN, SE, and LE e-classes):** With management approval, Vacation and Sick Leave may be advanced up to the number of hours that will be accrued through the end of the current calendar year.
- EHRA Employees (E1, E2, EN, and F2 e-classes):** With supervisory approval, Vacation and Sick Leave may be advanced up to the number of hours that will be accrued through the end of the current calendar year, or if allowed in campus policy, up to 12 months of Vacation and Sick Leave Accrual May be advanced

Both vacation and sick leave must be advanced since it's not possible to turn off the new accruals (in order to pay down the advanced hours) for only one type of leave accrual in the payroll process. during the repayment period.

The combined rates of accrual for vacation/sick leave hours are as follows;

Leave Category	E-Classes Eligible	Months Accruing	Monthly Sick Hours * FTE	Monthly Vacation Hours * FTE	Months worked per year
E1	E1, E2, EN, F2	Jan - Dec	8 hours	17 hours 20 minutes	12 months
E2	E1, E2, EN, F2	Jan - Dec	8 hours	16 hours 0 minutes	12 months
E3	E1, E2, EN, F2	Aug - May	8 hours	16 hours 0 minutes	10 months
E4	E1, E2, EN, F2	Aug - June	8 hours	16 hours 0 minutes	11 months
E5	E1, E2, EN, F2	July - May	8 hours	16 hours 0 minutes	11 months
E6	E1, E2, EN, F2	Aug - Apr	8 hours	16 hours 0 minutes	9 months
E7	E1, E2, EN, F2	Sep - May	8 hours	16 hours 0 minutes	9 months
S1	SE, SN, LE	Jan - Dec	8 hours	See chart below	12 months
S3	SE, SN, LE	Aug - May	8 hours	See chart below	10 months

Leave Category	E-Classes Eligible	Months Accruing	Monthly Sick Hours * FTE	Monthly Vacation Hours * FTE	Months worked per year
S4	SE, SN, LE	Aug - June	8 hours	See chart below	11 months
S5	SE, SN, LE	July - May	8 hours	See chart below	11 months
S6	SE, SN, LE	Aug - Apr	8 hours	See chart below	9 months
S7	SE, SN, LE	Sept - May	8 hours	See chart below	9 months

Vacation Leave Accrual Chart for SE, SN, and LE E-Classes:

Years of Total State Service	Vacation Accruals Per Month (FTE=1.0)
Less than 5 years	9 hours. 20 minutes
5 but less than 10 years	11 hours. 20 minutes
10 but less than 15 years	13 hours. 20 minutes
15 but less than 20 years	15 hours. 20 minutes
20 years or more	17 hours. 20 minutes

Note that if the employee is SHRA, the administrator must determine if the monthly vacation accrual changes during the leave period when an employee reaches a service threshold based on the Banner Adjusted Service Date.

- For example, an SHRA employee in Leave Category S3 with an adjusted service date of 3/15/2001 requests 6 months of advanced leave as of January 1, 2021. The administrator would need to calculate 2 months of vacation leave at 15 hrs. 20 minutes (based on 19 years of service through February 2021) and then 4 months at 17 hrs. 20 minutes (based on reaching the 20-year service threshold on March 15, 2021) from March – June, for a total of 100 advance vacation hours. This is in addition to 48.00 advance sick leave hours, for a total advance of 148 hours.

Banner Advanced Leave Processing

- 1) Employee applies for Advanced Leave within the guidelines that apply
 - a) Standard vacation or sick leave purposes, or
 - b) To prevent Leave Without Pay due to Leave being exhausted due to COVID reasons.
- 2) Once the application has management approval, Leave Admin should Determine the number of hours of Vacation and Sick Leave the employee accrues monthly (considering whether an SHRA employee will cross a service threshold for vacation accruals as explained above) s and how many months of accrual are required to cover the number of hours approved.
- 3) The advance leave hours processing (see [Leave Interface Pre-Processing](#) below) must be completed before the monthly Payroll is begun, or after it has reached disposition 60. This leaves a window from about the 26th of the month through about the 15th of the month (individual schools vary.)
 - a) Add the hours advanced to the “accrual” in the Vacation and Sick Leave Buckets.

- b) Once the Advance Leave has been added to the current accruals, go to the Banner NBAJOBS page and uncheck the Leave Accrual Flag on the Base Jobs Record. This will stop any current accruals of vacation and sick leave hours.
- 4) Once the Banner updates are completed, the Leave Administration should notify the employee of the hours that have been advanced, and advise them of the period that leave accruals will be suspended. Further, employees should be advised that, should they terminate, any advanced hours not yet recouped must be repaid. Also, employees should be told should they report more hours than has been advanced, it could result in Docked Pay.
- 5) The administrator is then responsible for tracking when to restart accruals and can use the [HGAWLFMR WebFocus Report](#) (Leave Flag Maintenance report) below to track any employees accruing leave on a 12-month basis whose leave accrual flag is off. (This report also has a tab for as well all employees not on the 12-month accrual cycle.) Leave administrators should compare this report to their own tickler file - as well as the employee's LCAT for those not on a 12-month accrual cycle - to monitor when to restart leave accruals.

Date: 09/08/2020 The State University - XXXXPROD Page: 1
 Time: 15.06.10 **LCAT Leave Maintenance Reports**
 HGAWLFMR_v2 **Twelve Month Employees with Leave Flag Turned Off**
 Sorted by LCAT, Last Name, ID

Banner Id	Employee Name	Employee Status	E-Class	LCAT Code	LCAT Description
840888888	Alter, Michael	A	EN	E2	EHRA 16 12 month
840888988	Jones, Derek	B	SN	S1	SHRA 12 month
840889088	Starr, Brenda	A	SN	S1	SHRA 12 month
840889188	Sullivan, Trudy	A	SN	S1	SHRA 12 month
840889288	Winter, Ariel	B	SN	S1	SHRA 12 month
840889388	Yell, Richard	A	LE	S1	SHRA 12 month

Sample of HGAWLFMR report used to monitor employees not accruing leave

Advanced Leave Example #1:

EHRA Leave Category E2 was approved to receive 12 months of advanced leave starting in July, 2020. Based on the table above, they can receive 288 hours of advance leave: 96 sick leave hours and 192 vacation leave hours.

- 1) On the Banner PEALEAV Page, add the hours to the Accrual column for the VACA and SICK leave buckets.

- 2) Go to NBAJOBS Base JOBS Record and uncheck the Leave Accrual Flag before the July payroll.
- 3) Prepare the tickler file notification to recheck the flag so that leave accrual can begin again after 12 months. In this case, the flag should be turned on again following the June payroll in 2021.
- 4) Notify the employee of the action taken and the effect on leave accrual, separation from the university, and using more leave than the amount advanced.
- 5) Should the employee terminate from employment prior to the full advancement being recouped, an adjustment in the final paycheck would be required.

As an example: should this employee terminate at the end of December, after all the advanced leave has been used, they would owe the university 144 hours.

Family/Medical Leave

The Banner codes set up to administer the family/medical leave benefits (both paid and unpaid) are as follows:

<i>Code Type</i>	<i>Code</i>	<i>Description</i>	<i>Purpose</i>
Time/Leave Code	WPL	Parental Leave (HR Approved)	Code used by employees on their leave report to report Paid Parental Leave. The adjusted hours are cross walked to Cascade Code CPL in payroll.
Time/Leave Code	WFM	FML Non-Parental (HR Approved)	Code used by employees on their leave report. The adjusted hours are cross walked to Cascade Code CSL (Voluntary Shared Leave) in payroll.
Leave Bucket	PLBD	Parental Leave Bonding	Leave code (bucket) that holds eligible parental leave bonding hours. HR manually accrues approved hours in PEALEAV.
Leave Bucket	PLRC	Parental Leave Recuperation	Leave code (bucket) that holds eligible Parental Leave Recuperation hours. HR manually accrues approved hours in PEALEAV.
Leave Bucket	XFML	Family Medical Leave Taken	Leave code (bucket) that holds eligible Family Medical Leave hours. HR manually accrues approved hours in PEALEAV.
Earn Code	260	Parental Leave Recuperation	Actual code that is shown on the employee pay stub when Parental Leave Recuperation hours are used.
Earn Code	261	Parental Leave Bonding	Actual code that is shown on the employee pay stub when Parental Leave Bonding hours are used.

Earn Code	940	FML Hours Used	Non-cash earn code used to track FML hours for both Parental Leave and Non-Parental leave. .
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- Leave Administrator should be notified by HR when an employee has been approved for a period of family medical leave.
- Leave Administrator will then be responsible (as explained in [Leave Interface Pre-Processing](#)) below for accruing hours to the applicable leave bucket on the Banner PEALEAV page. In addition, the Administrator will enter the start dates for any periods of family medical leave on the Miscellaneous Tab of the Banner PWABEAD Page.
- Employees on PPL (regardless during recuperative or bonding period) should enter time on their Leave Sheet using code WPL (Parental Leave, HR Approved).
- Employees on Non-Parental Family Medical Leave should enter time on their Leave Sheet using code WFM (FML Non-Parental, HR Approved)
- Parental Leave taken reduces both the Parental Leave Bonding/Recuperative and Family Medical Leave Taken leave buckets. Non-Parental Family Leave only reduces the Family Medical Leave Taken bucket.
- Family Medical Leave Taken (XFML) is permitted to go negative for Paid Parental Leave hours. However, this is not permitted for FML Non-Parental leave: the employee should be notified they have exhausted their FMLA legal entitlement under FMLA and the Administrator should discuss whether they qualify for other leave benefits such as short-term disability.

TIME REPORTING EXAMPLES

Over/Short Hours

Example #1 – SHRA Non-Exempt 1.0 FTE takes off Friday and works 4 hours Saturday and Sunday.

Initial Submission

Leave Report	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG	8.00	8.00	8.00	8.00				32.00
Extra Hours Worked	WXH						4.00	4.00	8.00

Over/Short Calculation	Total
Regular Hours	32.00
FTE Scheduled Hours	(40.00)
Over/(Short) Regularly Scheduled Hours	(8.00)

While the employee worked 40 hours in aggregate, they are 8 hours short of Regular Hours. Since there is no leave taken during the same period, the hours will be deducted from accrued leave balances using the ZCVC Cascade Hierarchy.

Corrected Submissions

Sample Correction #1

Time Entry	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG	8.00	8.00	8.00	8.00		4.00	4.00	40.00

Total regular hours are equal to 40 and the over/under test is passed.

Sample Correction #2

Leave Report	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG	8.00	8.00	8.00	8.00				32.00
CompTime Taken	WCO					8.00			8.00
Extra Hours Worked	WXH					4.00	4.00		8.00

Total Regular Hours (Regular Hours Worked + CompTime) equal 40 hours so the Over/Short test is passed. And as explained below, the 8 Extra Hours offsets the Comp Taken so there is no leave balances to cascade.

Example #2 – SHRA Non-Exempt (1.0 FTE) whose regular schedule is 10 hours per day for 4 days per week is asked to work an additional day.

Initial Submission

Leave Report	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG	10.00	10.00	10.00	10.00		10.00		50.00

Leave Report	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Supervisor Use Code	WSU	99							

Over/Short Calculation

Time Category	Total
Regular Hours	50.00
FTE Scheduled Hours	(40.00)
Over/(Short) Regularly Scheduled Hours	10.00

- The system finds 10 Hours Over Scheduled Hours and gives an “OVER” COMMENT.
- There are no Extra Hours Coded.
- Even though there is a 99 in the Supervisor Use Code, no hours will go to pay as OVER hours are not processed.

Corrected Submission

Leave Report	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG	10.00	10.00	10.00	10.00				40.00
Extra Hours Worked	WXH						10.00		10.00
Supervisor Use Code	WSU	99							

- When corrected, The Over/Under check will find 40 hours and pass.
- The system will do the Extra Hours sweep and find 10 hours. There is no “Leave Taken” to offset.
- Since the 10 hours are all in excess of 40 regular hours, they will be compensated at 1.5x pay. And with Supervisor Use Code of 99, these hours will be treated as Overtime Pay at 1.5X Overtime Premium Rate for the period.
 - The interface will also calculate the additional overtime compensation due to the premium compensation – or OPR – and list them separately on the employee’s paycheck.

Example #3 – Law Enforcement (1.0 FTE Non-Exempt)

Leave Report Submitted

Leave Report-Week 1	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG		12.00	12.00	12.00	3.00			39.00
Extra Hours Worked	WXH						1.00		1.00

Leave Report--Week 2	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG		12.00	12.00	12.00				36.00

Leave Report--Week 3	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG		12.00	8.00	12.00	12.00			44.00

Leave Report-Week 4	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG			12.00	12.00	12.00			36.00
Extra Hours Worked	WXH						8.00		8.00

Calculations

Default Hours	Total
Regular Hours	155.00
Approved Leave	0.00
State Authorized Leave	0.00
Total Regular Hours Worked	155.00
Default Hours	(160.00)
Over/(Short) Default Hours	(5.00)

Leave Offset	
Total Approved Leave in Period	0.00
Extra Hours Worked	(9.00)
Total Approved Leave After Offset	0.00

Extra Hours Worked	Hours
Regular Hours + Extra Hours Worked	164.00
FLSA Overtime Threshold	(171.00)
Overtime Hours (if >0)	0.00

Extra Hours After Offset	9.00
Overtime Hours (if >0)	0.00
Gap Hours (if >0)	9.00

This is another example of where a short entry will lead to an odd outcome. In total, the employee will earn 9 hours of Comp Time Earned 1.0x (CTGP) since there is no Supervisor Use Code while having 5 short hours applied (crosswalked) to the vacation/comp time (CVC) leave cascade hierarchy listed above. The simplest correction is to enter 5 hours of leave time so the employee can receive 9 hours of additional compensation.

Extra Hours and Leave Offset

Example #1 – SHRA Non-Exempt 1.0 FTE

Leave Category	Leave Field	Leave Code	MON	TUE	WED	THU	FRI	SAT	SU	Total
Regular Hours	Regular Hours Worked	WRG		8.00	8.00	8.00	4.00			28.00
State Authorized Leave	Civil Leave	WCV	8.00							8.00
Extra Hours	Extra Hours Worked	WXH						6.00		6.00
Approved Leave	Special Leave 2 Taken	WS2					4.00			4.00

Calculations

Default Hours	Total
Regular Hours	28.00
Approved Leave	4.00
State Authorized Leave	8.00
Default Hours for FTE	(40.00)
Over/(Short) Default Hours	0.00

Leave Offset Process	
Total Approved Leave in Period	4.00
Extra Hours Worked	(6.00)
Total Approved Leave After Offset	0.00

Extra Hours Worked	Hours
Regular Hours + Extra Hours Worked	34.00
FLSA Overtime Threshold	(40.00)
Overtime Hours (if >0)	0.00

Regular Hours + Extra Hours Worked	34.00
Employee’s Scheduled Hours for Period	(32.00)
Gap Hours (if >0)	2.00

- The initial calculation verifies employee has entered regular hours equal to the default hours included in their salary.
- Next, the Approved Leave entered is totally offset by periods of Extra Hours worked in the same week.
- Since the employee actually worked only 34 hours, they didn’t exceed the FLSA 1.5X overtime threshold of 40 hours per week. But since there was a period of State Authorized Leave during the week, the employee only had 32 scheduled hours for the period. And given they physically worked 34

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hours; they are credited with 2 “gap hours” at 1.0X pay. And with no supervisor use code was entered, the hours are credited to Comp Time Earned 1.0X (CTGP).

Example #2 – SHRA Non-Exempt 1.0 FTE

Leave Report	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG	8.00	8.00	8.00	8.00				32.00
Community Serv Lv Tkn	WCM					4.00			4.00
Extra Hours Worked	WXH						6.00		6.00
Sick Leave Taken	WSK					4.00			4.00

Calculations

Default Hours	Total
Regular Hours	32.00
Approved Leave	8.00
Default Hours for FTE	(40.00)
Over/(Short) Default Hours	0.00

Leave Offset	
Total Approved Leave in Period	8.00
Extra Hours Worked	(6.00)
Total Approved Leave After Offset	2.00

Extra Hours Worked	Hours
Regular Hours + Extra Hours Worked	38.00
FLSA Overtime Threshold	(40.00)
Overtime Compensation 1.5X (if >0)	0.00

Regular Hours + Extra Hours Worked	38.00
Employee’s Scheduled Hours for Period	(40.00)
Overtime Compensation 1.0X (if >0)	0.00

- The initial calculation verifies employee has entered regular hours equal to the default hours included in their salary.
- Next, the Approved Leave entered is offset by periods of Extra Hours worked in the same week, leaving 2 hours used. Based on the [leave offset](#) hierarchy established above, the leave hours which will survive the leave offset and be deducted from accrued balances is as follows:

Type	Leave Report Hours	Leave Offset	Leave Taken Posted to Payroll
Comp Time Taken			
Adverse Weather/ Emergency Event Hrs Taken			
Bonus Leave Taken			
Vacation Leave Taken			
Sick Leave Taken	4.00	(4.00)	0.00
Adverse Weather/Emergency Event DOCK Pay hours			
Special Leave Taken			
Community Service Lv Taken	4.00	(2.00)	2.00
Military Leave			
	8.00	(6.00)	2.00

Leave Cascade

Example– SHRA Non-Exempt 1.0 FTE

Leave Report	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG	8.00	8.00	8.00					24.00
Vacation Leave Taken	WVC				8.00				8.00
Sick Leave Taken	WSK					8.00			8.00

Given there are no extra hours to offset, the leave hours will be applied to the accrued balances via the vacation/comp time (ZCVC) leave cascade hierarchy listed above. An example of how the hierarchy would be applied to accrued leave balanced is presented below

Vacation & Comp Time Leave Cascade	Leave Balance Code	Leave Balance Hours	Sick Time Taken	Vacation/Comp Taken	Updated Leave Balance
Leave Hours Taken			8.00	8.00	
Sick	SICK	6.00	(6.00)		0.00
On-Call Comp Time	OCCT				
Overtime	CTOT	4.00	(2.00)	(2.00)	0.00
Comp Time	CTGP	8.00		(6.00)	2.00
Exempt Time Off	CTEX				
Emergency	CTUC				
Incentive	INCT				
Vacation	VACA	40.00			40.00
Special Leave	SPLV				
Special Leave 2	SPL2				
Bonus	BONU				
Dock	DOCK				

Overtime Premium Rate

Example #1 – SHRA Non-Exempt 1.0 FTE hired as of 1/1/97 with an annual salary of \$52,000 reporting time

Leave Report	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG		8.00	8.00	8.00	8.00			31.00
Paid Holiday	WHL	8.00							8.00
Holiday Hours Worked	WHP	11.00							10.00
Supervisor Use Code	WSU	99							

Calculations

Default Hours	Total
Regular Hours	32.00
Approved Leave	0.00
State Authorized Leave	8.00
Total Default Hours	40.00
Total Scheduled Hours	(40.00)
Over/(Short) Regularly Scheduled Hours	0.00

Leave Offset	
Total Approved Leave in Period	0.00
Extra Hours Worked	(2.00)
Total Approved Leave After Offset	0.00

Additional Hours Worked	Hours
Regular Hours + Extra Hours Worked	43.00
FLSA Overtime Threshold	(40.00)
Overtime Hours	3.00

Notes

- The first 8 hours worked on the Holiday are credited as Comp Time Earned 1.0X (CTGP)
- The entire 10 hours worked on the Holiday are eligible for Holiday Premium Pay and will be paid at 50% of hourly rate of \$25 (\$52,000/2080) or \$25*11 Hours*50%=\$137.50.
- The employee has between 20-25 years of service in 2019 so receives an annual longevity premium of 3.50% of their annual salary or an hourly longevity premium of \$0.88 (\$25*1.035%)
- The two Extra Hours above the first 8 hours credited as compensatory time are combined with any other Extra Hours and then offset against any approved leave taken in the same period. As there was no leave taken, two hours survive to be treated as Overtime Hours.
- As there is a Supervisor Use Code=99, the two Overtime Hours are paid to the employee rather than credited to Comp Time Earned 1.5X (CTOT).
- Since there are overtime hours being paid, the Overtime Premium (hourly) Rate and the amount of additional overtime pay attributed to the premium compensation (OPR) must be calculated:

- The Overtime Premium Rate is calculated as (Hourly Rate + Longevity Pay)/ (40 Hours * FTE)) or \$25.88 (\$25 + \$.88).
- The OPR paid to the employee is 50% of the difference between the Overtime Premium Rate and the Hourly Rate or \$1.32 ((\$.88) * 50% * 3 Hours).

Emergency / Special Event Pay

Example – Law Enforcement Non-Exempt 1.0 FTE with 12 years of service and an annual salary of \$42,000.

- Assigned to work four 12 hours shifts weeks 1 and 3, and three 12-hour shifts weeks 2 and 4.
- Weeks 1 and 2 the officer is assigned to work the second shift and is eligible for shift premium pay.
- Monday of the first week is a holiday. The officer is scheduled to work that day (as a part of his regular schedule). He has a late stop and has to stay 1.5 hours beyond his shift to complete the arrest and paper work.
- There is a baseball tournament the second weekend. The officer is assigned to work this Special Event outside his regular schedule. He works a total of 8 hours the second Saturday – beginning at 2:00pm.
- On Tuesday of the third week the officer takes 3 hours off for Community Service Leave.
- On Monday of the last week of the month, there is an Emergency Event, Category 3 that lasts from 6:00am until midnight. The officer is not scheduled to work that day, but the Chief asks him to come in due to the emergency. He works 12 hours during the event.
- On Thursday of the last week, the officer takes 12 hours (entire shift) for a planned vacation day.

Leave Category	Leave Field-Week 1	Leave Code	MON	TUE	WED	THU	FRI	SAT	SU	Total
Regular Hrs	Regular Hours Worked	WRG		12.00	12.00	12.00				36.00
State Authorized Leave	Paid Holiday	WHL	8.00							8.00
Extra Hours	Holiday Worked	WHP	13.50							13.50
Premium	Shift Premium	WSH	13.50	12.00	12.00	12.00				49.50
	Supervisor Use Code	WSU	77							

Leave Category	Leave Field – Week 2	Leave Code	MON	TUE	WED	THU	FRI	SAT	SU	Total
Regular Hrs	Regular Hours Worked	WRG		12.00	12.00	12.00				36.00
Extra Hours	LEO Special Event Hours	WSE						8.00		8.00
Premium	Shift Premium	WSH		12.00	12.00	12.00		8.00		44.00

Leave Category	Leave Code– Week 3	Leave Code	MON	TUE	WED	THU	FRI	SAT	SU	Total
Regular Hrs	Regular Hours Worked	WRG		12.00	9.00	12.00	12.00			45.00
Approved Leave	Community Service Lv	WCM			3.00					3.00

Leave Category	Leave Code– Week 4	Leave Code	MON	TUE	WED	THU	FRI	SAT	SU	Total
Regular Hrs	Regular Hours Worked	WRG		12.00	12.00					24.00
Extra Hours	Emerge Event Hr Worked	WUC	12.00							12.00
Approved Leave	Vacation Leave	WVC				12.00				12.00

Calculations

Default Hours	Total
Regular Hours	141.00
Approved Leave	15.00
State Authorized Leave	8.00
Default Hours Entered	164.00
Default Hours for Position	(160.00)
Over/(Short) Default Hours for Period	4.00

Extra Hours Worked	Total
Holiday Worked	13.50
Emergency Event Hours Worked	12.00
LEO Special Event Hours	8.00
Total Approved Leave Hours for Period	33.50

Leave Offset Process	Total
Total Approved Leave in Period	15.00
Extra Hours Worked	(33.50)
Total Approved Leave After Offset	0.00

Additional Compensation	Hours
Regular Hours + Extra Hours Worked	174.50
FLSA Overtime Threshold	(171.00)
Overtime Hours	3.50

Regular Hours + Extra Hours Worked	174.50
Employee's Scheduled Hours for Period-Paid Holiday	(152.00)
Overtime Hours 1.5X (if >0)	(3.50)
Gap Hours	19.00

Mapping of Extra Hours/Premium Compensation Worked (Supervisor Use Code 77)	Hours
Overtime Pay 1.5x (Special Event Hours Worked)	3.50

Overtime Pay 1.0x (Special Event Hours Worked)	4.50
Overtime Pay 1.0x	6.50

Comp Time Earned 1.0x for Holiday Hours Worked (CTGP)	8.00
Total Gap Hours	19.00

Emergency Event Hours Earned (CTUC)	12.00
Holiday Premium Pay at 0.50x	13.50

Calculation of Overtime Premium Rate		Hours
Regular Salary (\$19.325*160 Hours)		\$3092.00
Shift Premium (93.50 Hours * \$19.325 Hourly Rate *10%)		\$180.69
Longevity Premium (Regular Salary *1.5%)		\$46.38

Overtime Premium Rate (Salary + Shift Premium + Longevity Premium)/160 Hours	\$20.74
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OPR (3.5 O/T Hours Paid * 50% * (\$20.74-\$19.32))	\$2.48
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Under Supervisor Use Code 77:

- Special Event Hours are paid first as overtime, and any remaining Extra Hours worked above their regular schedule at their hourly rate
- Holiday Hours Worked (up to 8 hours) credited as Comp Time Earned 1.0x (CTGP) while 13.5 Hours of Holiday Premium Pay (at .5x hourly rate) are paid.
- Other additional hours worked are paid at the hourly rate rather than credited as comp time
- Emergency Event Hours worked are also credited as compensatory time as Emergency Event Hours Earned (CTUC)
- Overtime Premium Rate is calculated based on a revised hourly rate including shift premium and longevity pay for the period. OPR is the actual additional overtime pay attributed to these premium compensation elements

Example #2—Same scenario as above but Law Enforcement Exempt FTE. Key differences are:

1. No supervisor use code as the employee is only eligible to receive holiday hours worked as compensatory time
2. Exempt Officer not eligible for compensatory time for emergency event hours. Any extra hours worked should be entered as Extra Hours and credited to CTEX if permitted by their management.
3. No overtime or gap time pay.

Leave Category	Leave Field-Week 1	Leave Code	MON	TUE	WED	THU	FRI	SAT	SU	Total
Regular Hrs	Regular Hours Worked	WRG		12.00	12.00	12.00				36.00
State Authorized Leave	Paid Holiday	WHL	8.00							8.00
Extra Hours	Holiday Worked	WHP	13.50							13.50
Premium	Shift Premium	WSH	13.50	12.00	12.00	12.00				49.50
	Supervisor Use Code	WSU	77							

Leave Category	Leave Field – Week 2	Leave Code	MON	TUE	WED	THU	FRI	SAT	SU	Total
Regular Hrs	Regular Hours Worked	WRG		12.00	12.00	12.00				36.00
Extra Hours	LEO Special Event Hours	WSE						8.00		8.00
Premium	Shift Premium	WSH		12.00	12.00	12.00		8.00		44.00

Leave Category	Leave Code– Week 3	Leave Code	MON	TUE	WED	THU	FRI	SAT	SU	Total
Regular Hrs	Regular Hours Worked	WRG		12.00	9.00	12.00	12.00			45.00
Approved Leave	Community Service Lv	WCM			3.00					3.00

Leave Category	Leave Code– Week 4	Leave Code	MON	TUE	WED	THU	FRI	SAT	SU	Total
Regular Hrs	Regular Hours Worked	WRG		12.00	12.00					24.00
Extra Hours	Emergency Event Hr Worked	WUC	12.00							12.00
Extra Hours	Extra Hours	WUC	12.00							12.00
Approved Leave	Vacation Leave	WVC				12.00				12.00

Calculations

Default Hours		Total
Regular Hours		141.00
Approved Leave		15.00
State Authorized Leave		8.00
Default Hours Entered		164.00
Default Hours for Position		(160.00)
Over/(Short) Default Hours for Period		4.00

Extra Hours Worked		
Holiday Worked		13.50
Emergency Event Hours Worked		12.00
LEO Special Event Hours		8.00
Total Approved Leave Hours for Period		33.50

Leave Offset Process		
Total Approved Leave in Period		15.00
Extra Hours Worked		(33.50)
Total Approved Leave After Offset		0.00

Extra Hours Worked		Hours
Regular Hours + Extra Hours Worked		174.50
Employee's Scheduled Hours for Period		(152.00)
Gap Hours		22.50

Mapping of Extra Hours/Premium Compensation Worked		Hours
Comp Time Earned 1.0x for Holiday Hours Worked (CTGP)		8.00
Comp Time Earned 1.0x (CTEX)		14.50

Premium Compensation		Hours
Shift Premium (93.50 Hours * \$19.325 Hourly Rate *10%)		\$180.69

On Call Hours

Example #1 – SHRA Non-Exempt 1.0 FTE

Leave Report	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG	8.00	8.00	8.00					24.00
Paid Holiday	WHL					8.00			8.00
Extra Hours Worked	WXH	2.00							2.00
On-Call Hours Worked	WCW		2.00			2.00	8.00	8.00	20.00
Vacation Leave Taken	WVC				8.00				8.00
On Call Scheduled Hrs @\$3	WP3	13.00	15.00	15.00	18.00	21.00	24.00	24.00	130.00

Calculations

Default Hours	Total
Regular Hours	24.00
Approved Leave	8.00
State Authorized Leave	8.00
Default Hours Entered	40.00
Default Hours for Position	(40.00)
Over/(Short) Default Hours for Period	0.00

Leave Offset	
Total Approved Leave in Period	8.00
Extra Hours Worked	(14.00)
Total Approved Leave After Offset	0.00

Extra Hours Worked	Hours
Regular Hours + Extra Hours Worked	46.00
FLSA Overtime Threshold	(40.00)
Overtime Hours	6.00

Regular Hours + Extra Hours Worked	46.00
Employee Default Hours for Period	(32.00)
Overtime Hours	(6.00)
Gap Hours	8.00

Premium Compensation Reconciliation: (No Supervisor Use Code)	Amount
Shift Premium Hours	2.00
On Call Premium Hours	110.00
Comp Time Earned 1.5x (CTOT)	6.00
Comp Time Earned 1.0x for Holiday Hours Worked (CTGP)	8.00
Emergency Event Hours Earned (CTUC)	12.00

Leave Interface Reporting

The leave interface will produce the following data updates/comments when any on-call time is entered:

- Flag any day where total hours worked (including any On-Call Scheduled Hours) > 24 hours. This is only a comment and will not adjust the data entered; the Leave Administrator will be responsible for reviewing the entry to determine if and how the timesheet has to be corrected
- Flag any day where Approved Leave + On Call Scheduled Hours exceed 24 hours as this is against State policy. The policy will allow up to 24 hours of On-Call Scheduled Hours on a Paid Holiday but the report will still flag any day with more than 24 hours reported. This is only a comment and will not adjust the data entered; the Leave Administrator must review the data and allow the time entered to be processed.
- Reduce the On-Call Scheduled Hours by the number of On-Call Hours Worked on the same day in the data posted to Payroll
- Credit Shift Premium .10 (WSH) with any On-Call Hours Worked on a Paid Holiday

For the sample leave report above, the SmartTime leave interface will produce the following edits/comments:

- Monday –Report Comment: “HOURS EXCEED 24”
- Thursday: Report Comment: “HOURS EXCEED 24”
- Friday:
 - On-Call on a holiday is allowable. SmartTime will still give the “HOURS EXCEED 24” comment but the administrator will be responsible for allowing it to be submitted
 - The two hours of On-Call Hours worked on a Paid Holiday will also be credited with 2 hours of (Shift Premium. 10) for the same period.
 - The On-Call Hours Worked will offset On-Call Scheduled Hours entered on the same day so only 110 On-Call Hours Scheduled (130 Scheduled Hours – 20 Hours Worked) are submitted to Payroll
 - Since the employee worked on the Paid Holiday, the employee receives 8 hours of Comp Time Earned 1.0x (CTGP) as well as 8 hours Holiday Premium Pay at 0.5x.

Shift Premium

Example– SHRA Non-Exempt 1.0 FTE

Leave Report	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG	8.00	8.00	8.00	8.00				32.00
Extra Hours Worked	WXH	2.00							2.00
Community Service Lv Tkn	WCM					8.00			8.00
Shift Premium .10	WSH	10.00		8.00	8.00	8.00			34.00

Shift premium cannot exceed hours actually worked (Reg Hours + Extra Hours) on any given day. So, the shift premium entered for Friday will be ignored by the interface, even though aggregate hours actually worked for the week equals the total shift premium.

Corrected Submissions

Sample Correction

Leave Report	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG	8.00	8.00	8.00	8.00				32.00
Extra Hours Worked	WXH	2.00							2.00
Community Service Lv Tkn	WCM					8.00			8.00
Shift Premium .10	WSH	10.00		8.00	8.00				26.00

Now there is no day where hours worked exceed shift premium.

Holiday Hours Worked

Example 1: SHRA Non-Exempt 1.0 FTE required to work on University Holiday:

Leave Report	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG	8.00	8.00		8.00	8.00			32.00
Paid Holiday	WHL			8.00					8.00
Holiday Hours Worked	WHP			10.00					10.00

Calculations

Default Hours	Total
Regular Hours	32.00
State Authorized Leave	8.00
Default Hours Entered	40.00
Default Hours for Position	(40.00)
Over/(Short) Default Hours for Period	0.00

Additional Hours Worked	Hours
Regular Hours + Extra Hours Worked	42.00
FLSA Overtime Threshold	(40.00)
Overtime Hours	2.00

Premium Compensation	Hours
Comp Time Earned 1.0x for Holiday Hours Worked (CTGP)	8.00
Comp Time Earned 1.5x (CTOT)	2.00
Holiday Premium Pay at 0.5X	10.00

Example 2: SHRA Permanent Exempt 1.0 FTE required to work 4 hours on University Holiday. Monday is a regular work day and the rest of the week are University Holidays.

Leave Report	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG	8.00							8.00
Paid Holiday	WHL		8.00	8.00	8.00	8.00			32.00
Holiday Worked	WHP		4.00						4.00

Calculations

Default Hours	Total
Regular Hours	8.00
State Authorized Leave	32.00
Default Hours Entered	40.00
Default Hours for Position	(40.00)
Over/(Short) Default Hours for Period	0.00

Extra Hours Worked	Hours
Regular Hours + Extra Hours Worked	12.00
FLSA Overtime Threshold	(40.00)
Overtime Hours	0.00

Premium Compensation	Hours
Holiday Premium Pay	4.00
Comp Time Earned at 1.0x for Holiday Hours Worked (CTGP)	4.00
Comp Time Earned at 1.5x (CTOT)	0.00

Adverse Weather Leave Taken

Example #1: SHRA Non-Exempt 1.0 FTE misses work time during Condition 1 (Reduced Operations) or Condition 2 (Suspended Operations) on a Friday of a work week

Leave Report Submitted	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG	8.00	8.00	8.00	8.00				32.00
Adverse Weather Taken	WAT					8.00			8.00

Calculations

Default Hours	Total
Regular Hours	3200
Approved Leave	8.00
Default Hours Entered	40.00
Default Hours for Position	(40.00)
Over/(Short) Default Hours for Period	0.00

Accrued Compensatory Leave Balance	Total
Adverse Weather Leave Hours (ADWL)	(8.00)

The negative leave balance can be cleared through an employee's leave report by any extra hours worked which survive the leave offset process. Alternatively, the negative balance will be offset by future compensatory time accruals for non-exempt employees. The leave administration monitors these balances using a [WebFocus Leave Age Report](#) (HGAWLAGE). When the 90-day limit is reached, they manually reduce other leave and/or notify Payroll to dock pay depending on the balances.

Make-Up Scenario

The non-exempt employee above chooses to make up the Adverse Hours Taken by working supervisor approved Extra Hours in a subsequent period:

Leave Report Submitted	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG	8.00	8.00	8.00	8.00	8.00			40.00
Extra Hours Worked	WXH				4.00	4.00			8.00

The 8 hours extra hours worked – not being offset by any paid leave in the same reporting period - will offset any negative ADWL balances after surviving any leave offset. Since these 8 hours are earned at 1.5x rate, 12 hours of comp time are earned. 8 hours will make up the Adverse Weather Taken. The other 4 will go to CTOT.

Example #2: SHRA Non-Exempt employee misses work time during Condition 1 (Reduced Operations) or Condition 2 (Suspended Operations) on a Friday of a work week

Leave Report Submitted	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG	8.00	8.00	8.00	8.00				32.00
Adverse Weather Emergency Event Docked Pay	WAD					8.00			8.00

If an employee chooses to have their pay docked for the time missed, they can enter a leave code of WAD and the hours will be docked in the next pay cycle.

Compensatory Hours for Exempt Employees (CTEX)

Example #1 – Law Enforcement (Exempt)

Note: to identify these exempt LEO employees, LawTime looks at the exempt override flag on the Banner PWABEAD form to set an internal flag called “LEX” to Y.

Leave Reports

Leave Report-Week 1	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG	12.00	12.00	12.00	12.00				48.00
Extra Hours Worked	WXH					15.00	8.00		23.00
Comment: Extra Hours due to Staffing Shortage									

Leave Report--Week 2	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG		12.00	12.00	8.00				32.00

Leave Report--Week 3	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG		12.00	8.00	12.00	12.00			44.00

Time Entry-Week 4	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG			4.00	12.00	12.00			28.00
Vacation Leave Taken	WVC				8.00				8.00

Calculations

Default Hours	Total
Regular Hours	152.00
Approved Leave	8.00
Approved Hours	0.00
Total Regular Hours Worked	160.00
Default Hours for FTE	(160.00)
Over/(Short) Default Hours	(0.00)

Leave Offset Process	Total
Total Approved Leave in Period	8.00
Extra Hours Worked	(23.00)
Total Approved Leave After Offset	0.00

Extra Compensation	Hours
Regular Hours + Extra Hours Worked	175.00
Default Hours for FTE	(160.00)
ExemptTime 1.0X (CTEX)	15.00

Generally, Exempt employees are not eligible for any additional compensation beyond their annual salary. However, for those Institutions that permit Exempt employees to track additional hours, it may be permitted to enter hours physically worked outside the regular schedule that were related to usual duties (training on an off day, cover for staff absences, etc.) These hours should be accompanied by a comment so the Leave Administrator can confirm the Supervisor authorizes any additional hours to be accrued as comp time.

Extra hours worked will be held and combined with hours worked on a holiday, or outside the regular schedule during an Emergency Closing, or when in on-call status, or when Working a “Special Event” outside the Regular Schedule. These hours will first be used to offset leave taken during the same workweek. Remaining hours will be sent to the Exempt Time comp bucket (CTEX). These hours can only be used as future leave and can never be paid as additional compensation to the employee.

Paid Parental Leave

SmartTime Interface

PEALEAV Page before December Payroll Processing

Leave Code	Leave Code Description	Date Available	Begin Balance Hours	Accrued Hours	Taken Hours	Current Balance
PLBD	Parental Bonding	11/16/2020	0.00	80.00	0.00	80.00
XFML	Family Medical Leave	03/01/2020	0	480.00	450.00	30.00

SHRA Non-Exempt 1.0 FTE: Approved for 80 Hours of Bonding Leave. One week of leave (40 hours) from 11/16/20 to 11/22/20 included in December 2020 payroll.

Leave Report Example #1

Leave Report Submitted	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Parental Leave (HR Approved)	WPL	8.00	8.00	8.00	8.00	8.00			40.00

This Leave Report will produce a comment that the XFML balance is below zero (30 Hours Remaining – 40 Hours Taken). However, this is allowed since its Paid Parental Leave and no correction is needed. If the employee was taking non-parental leave, the employee’s leave report should be returned for correction.

Leave Report Example #2

Leave Report Submitted	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG			8.00					8.00
Parental Leave (HR Approved)	WPL	8.00	8.00		8.00	8.00			32.00

This is not permitted as PPL may not be used on an intermittent basis and the leave report should be returned for correction.

Partial Leave Cycles

The examples below are intended to provide examples of processing needed during partial cycles:

SmartTime Interface

Example #1– SHRA Non-Exempt 1.0 FTE: Hired on Tuesday of the workweek.

Leave Report Submitted	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG		8.00	8.00	8.00	8.00			32.00

If no data correction is made, the employee will be deemed to be 8 hours short of their default hours for the week and the time will be applied against accrued leave balances or their pay will be docked if no balance is available.

Corrected Leave Report

Leave Report Submitted	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG		8.00	8.00	8.00	8.00			32.00
Other Leave Taken	WAL	8.00							

The employee, employee’s supervisor or the Leave Administrator can enter Other Leave Taken (along with a comment that includes the date or date range at the beginning of the comment) explaining why the WAL code was entered to complete the default hours for the week. The employee will have 40 default hours and no accrued leave will be deducted.

LawTime Interface

Example #1– Law Enforcement Officer Non-Exempt 1.0 FTE with

- Annual Salary \$52,000
- 17 Years of Service. Longevity Rate of 2.25%
- Seven days disciplinary LWOP (or 21 days in pay cycle)

The Leave Administrator should verify the employee’s scheduled hours each day and use the Payroll Calculation Spreadsheet to first determine the additional hours and additional premiums to pay as follows:

Instructions:
1. Enter the correct calendar information to replace "Month1/Month2" and the dates. Note: Month2 may be not applicable.
2. Enter all hours in spreadsheet below.
3. Enter the number of days the employee was active in cell D37 below.
4. Review the calculations for Payroll before keying in the pay cycle. See "Notes" below.

Altern - LWOP 7 DAY SUSPENSION: Begin 7/24/17 - Return 7/31/17 - 6400131801

Day of Cycle	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	Total
Month1/Month2	10-Jul	11-Jul	12-Jul	7-Aug	14-Jul	15-Jul	16-Jul	17-Jul	18-Jul	19-Jul	20-Jul	21-Jul	22-Jul	23-Jul	24-Jul	25-Jul	26-Jul	27-Jul	28-Jul	29-Jul	30-Jul	31-Jul	1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug	168.00
WRS Reg Hours Worked	12	12	12								12	12	12	12															132.00
WSH Extra Hours Worked																													0.00
WSE Special Event Worked																													0.00
WHL Holiday - Paid Time																													0.00
WHP Holiday Worked Premium																													0.00
WVC Vacation Taken																													0.00
WSR Sick Taken																													0.00
WCO Comp Time Taken																													0.00
WCM Community Serv Taken																													0.00
WCV Civil Leave Taken																													0.00
WBM Bonus Taken																													0.00
WSL Shared Leave Taken																													0.00
WML Military Lv Taken																													0.00
WAL Other Leave Taken**																													0.00
WOP Emergency Closing-Paid Time																													0.00
WUC Emergency Closing Worked																													0.00
WP1 On Call Hours @ 9.4																													0.00
WP2 On Call Hours @ 2.00																													0.00
WP3 On Call Hours @ 3.00																													0.00
WOC On Call Hours - CMP																													0.00
WCM Call Back Time Worked																													0.00
WSH Shift Premium: 1.0																													0.00
WSU Supervisor Use	99																												0.00

Expected Hours for Reg Default Pay	Hours Contributing to Default Pay	Extra Hours Tally	FLSA Hours Worked
Enter # Days EE Active in 28-Day Cycle: 21	Reg Hours Worked 132.00	Hours Over 12.00	Reg Hours Worked 132.00
# Required Hours for Cycle: 120.00	Leave Taken 0.00	Extra Hours Worked 0.00	Extra Hours Worked 0.00
	Paid Holidays 0.00	Holiday Hours Worked 0.00	Special Event Worked 0.00
	Emergency Closing Paid Time 0.00	Special Event Worked 0.00	Holiday Hours Worked 0.00
	Total 132.00	Call Back Worked 0.00	Emergency Closing Hrs Worked 0.00
		Emergency Closing Extra Worked 0.00	Call Back Worked 0.00
		Total 12.00	Total 132.00

Overtime Threshold:	Leave Offset	Additional Hrs to be Paid	Notes:
128	Extra Hours Tally Total 12.00	Hours Paid at 1.0 8.00	1. Amounts are rounded to the nearest quarter of an hour.
	Leave Taken 0.00	Hours Paid at 1.5 4.00	2. Adverse weather is not provided. If applicable, subtract the number of ADWL hours from the additional hours.
	Additional Hrs to be Paid 12.00		3. Apply the appropriate rules for the "supervisor use" code to determine pay and/or comptime.

Additional Premiums	
Shift Premium	0.00
Holiday Worked Premium	0.00
Emergency Closing Worked	0.00
On Call Hours	0.00
On Call Comp Time	9.00

LawTime Example of Partial Leave Cycle (7 Day LWOP)

Calculations

A review of how the Additional Hours were determined as well as the manual calculation required is as follows:

Default Hours	Total
Regular Hours	132.00
Default Hours for Position (160 Hours *21/28 Days)	(120.00)
Over/(Short) Default Hours for Period	12.00

Leave Offset	Total
Total Approved Leave in Period	0.00
Extra Hours Worked	(12.00)
Total Approved Leave After Offset	0.00

Extra Hours Worked	Total
Regular Hours + Extra Hours Worked	132.00
FLSA Overtime Threshold	(128.00)
Overtime Hours	4.00

Regular Hours + Extra Hours Worked	132.00
Employee Default Hours for Period	(120.00)
Overtime Hours	(4.00)
Gap Hours	8.00

Premium Compensation Reconciliation: (Supervisor Use Code=99)		Total
Compensatory Hours Paid 1.5x		4.00

Calculation of Overtime Premium Rate/OPR		Amount
Hourly Rate (\$52,000/2080)		\$25.0000
Longevity Premium Per Hour (Hourly Rate *2.25%)		\$0.5625
Overtime Premium Rate		\$25.5625

OPR (4 O/T Hours Paid * 50% * (\$.5625))		\$1.13
---	--	---------------

LEAVE ADMINISTRATION PROCESS

Process Overview

A basic process flow of the leave interface face (including any manual updates required after the monthly payroll is run) can be depicted as follows:

Figure 1: Initial steps to determine treatment of time reports

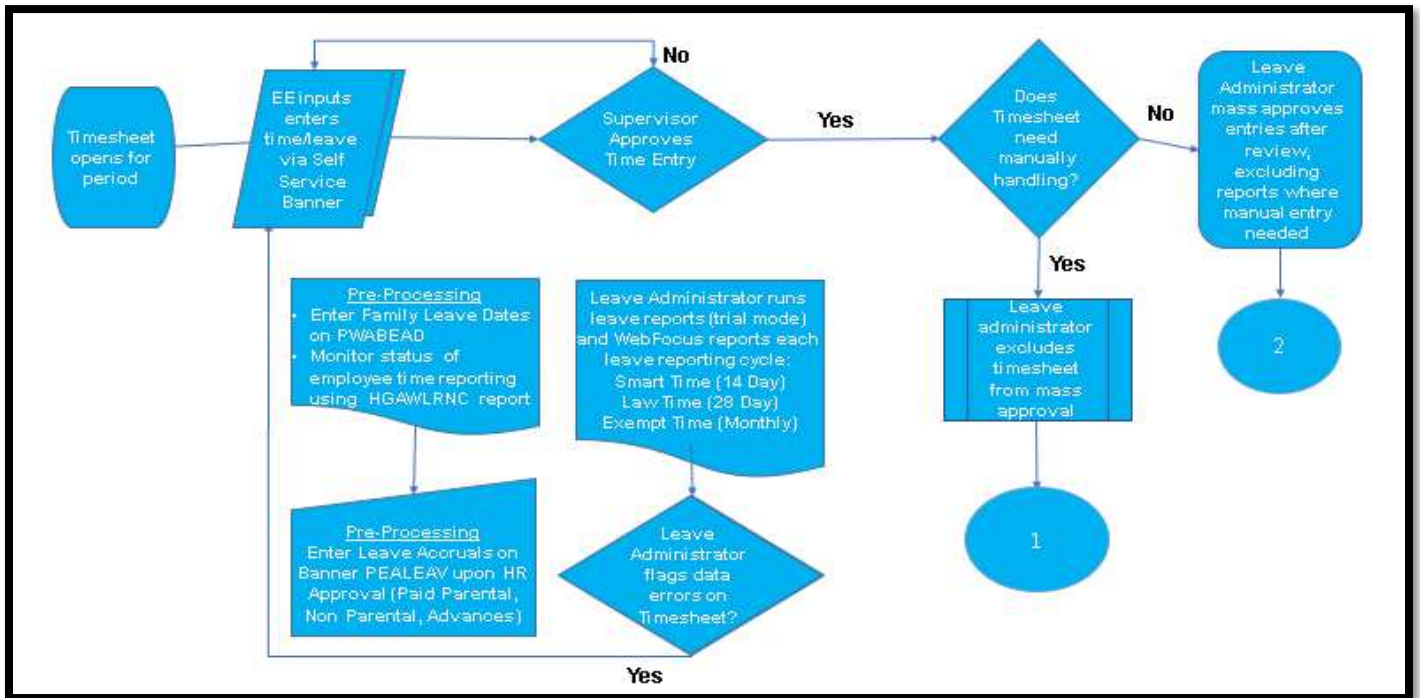
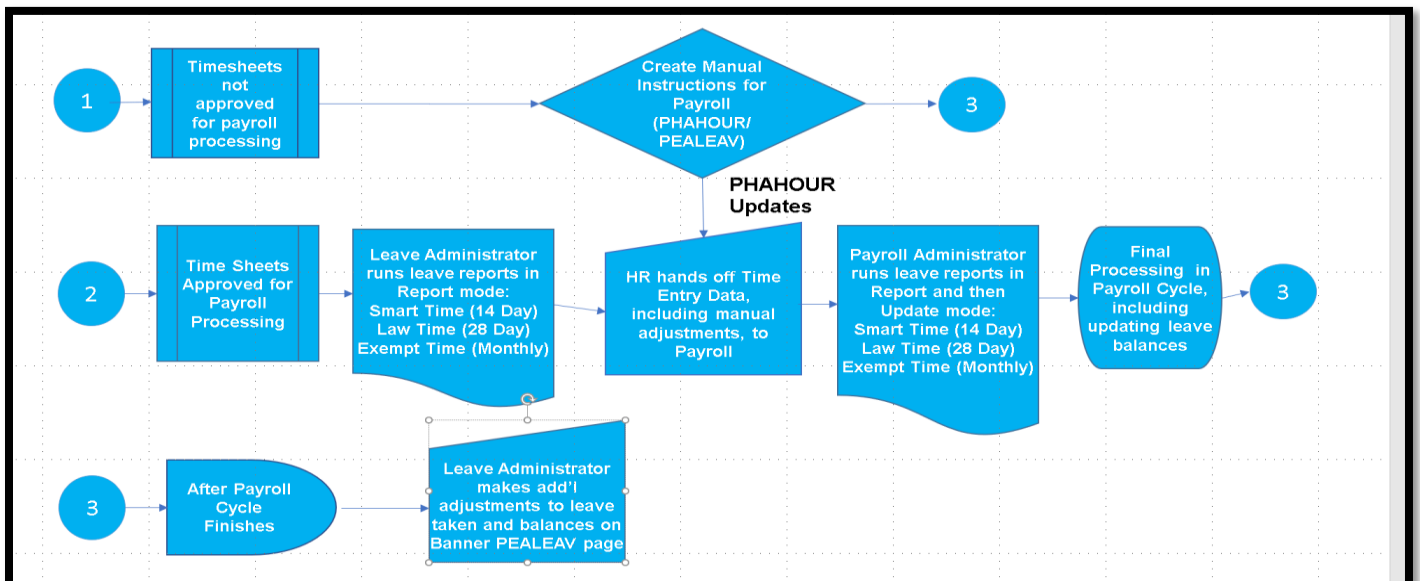


Figure 2: Payroll Handoff and Manual Updates Required



A more detailed explanation of the steps depicted is presented below:

Employee Leave Reports

All leave eligible employees are paid as of the last day of each calendar month. However, employee time and leave reporting is processed on a lag and is on a different schedule based on employee classification as follows:

Employee Classification	Non-Exempt Employees	Exempt Employees	Law Enforcement Officers
Banner Employee Classes Included	SN	E1, E2, EN, F2, SE	LE
Time Reporting Period	Bi-Weekly	Monthly	28 Day Cycle
Time/Leave Reporting Method	Positive Time Entry: All hours worked/leave taken for period	Exception Time Entry: Only Leave Taken or Additional Hours worked in special circumstances	Positive: All Hours worked/leave taken for period.
Pay Determined	Receive current rate of compensation with leave reported on a lag.	Receive current rate of compensation with leave reported on a lag	Receive current rate of compensation with leave reported on a lag
Default if no time reporting submitted	Employee will receive regular monthly pay.	Employee will receive regular monthly pay.	Employee will receive regular monthly pay.

Time transactions for leave eligible employees – for both positive entry and exception time entry groups - are required for each leave period. The period when time can be entered for a leave cycle is specified by rules entered on the Payroll Identification Rule Form (PTRPICT) and the Payroll Calendar Rule Form (PTRCALN).

Employees can also enter comments when submitting their leave reports (2,000-character limit) to explain any entries requiring additional context.

Supervisor Approval

After the employee enters their time for each leave period, their Supervisor must review and electronically approve the timesheet for the hours to be forwarded to the Leave Administrator for review and final approval in order to send the timesheet to Banner payroll for processing. Best Practice is to utilize the Banner NBAJQUE page to define two levels of approvals for the timekeeping workflow. There can should be multiple approvers: the first level should be the employee's actual supervisor. The second level should be the university leave administrator.

Proxies (stand-ins) should be a requirement for all supervisors. A supervisor can should designate more than one proxy if needed to guarantee adequate coverage.

Supervisors must be designated as having security access to the employee's timekeeping organization (ORGN). Supervisors must also have a valid Banner ID. Proxies use the supervisor's security settings

When viewing an employee's timesheet on the Employee Detailed Information page, the timesheet can have one of 7 statuses:

- **Not Started** – the employee has not started the timesheet process
- **In Progress** – the employee has started their time sheet, but not submitted it for approval
- **Pending** – the employee has submitted their time sheet for approval
- **Returned for Correction** – there was a problem with the timesheet and it was returned to the employee to correct.
- **Error** – This status means that an error occurred during a submission (usually caused by double clicking an approve button). A timesheet in error status can still be approved.
- **Complete** – The timesheet has been approved by all approver levels and will be sent to Payroll when the applicable timekeeping interface runs in update mode.

The supervisor can either approve the timesheet or return the timesheet for correction with comments (2,000-character limit) added.

As part of reviewing the timesheet, the Supervisor also needs to determine whether to pay any additional compensation earned (extra hours and premium compensation) or add to comp time hours.

The Supervisor Use code should be added to the first column of the SmartTime weekly timesheet or the first day of the LawTime timesheet.

- **NO CODE:** Pay Special Event (using 1.5 hours first), credit all remaining hours as Compensatory Time.
- **CODE 77:** Pay Special Event (using 1.5 hours first), credit "Paid Holiday Hours" (using 1.0 hours) as Compensatory Time, pay all remaining hours. This code is only allowed in LawTime.
- **CODE 99:** No Compensatory Time – Pay it ALL

Leave Report Certification (LRC) – PWPEXMP

Used only in PWPEXMP, Exempt Time and for optional use at each institution. If used, the employee certifies, by entering a "1" in the first day that they took no leave for the month.

1. Schools can use or not use LRC at their pleasure.
2. If PWPEXMP finds a "1" on the first day of the Month, it "passes."
3. If it finds no LRC, or LRC with no entry, it passes.
4. If it finds any thing greater than a "1" on the first day, PWPEXMP gives a COMMENT to alert the leave administrator to verify the employee didn't mistakenly enter LRC instead of paid leave.
5. If it finds any entry on any other day, it gives a COMMENT.

The comments are only in PWPEXMP, the LRC entries do not pass to the MTIM table and aren't recognized by PWRXAUD.

Leave Interface Pre-Processing

Even before the leave interface is ready for processing, there are several steps the Leave Administrator should take in advance:

Run HGAWLRNC WebFocus Report

Near the end of the conclusion of each time/leave reporting cycle (and there are multiple cycles included in a single interface), the Leave Administrator can use the HGAWLRNC (Leave Report Not Completed) report to identify the status of each leave-report they are responsible for approving. Leave Administrators should use this report to identify all time reports which either haven't been started or haven't received supervisor approval. Leave Administrators should use the contact information listed on the report to notify the supervisor of these issues.

For any employee timesheets which haven't been started as the deadline approaches, consider using your Banner "superuser" role for the timekeeping organization to open and submit the employee's leave report. This puts the onus on the supervisor to resolve the issue while getting past the initial employee deadline. However, superuser status should be used cautiously as it automatically approves all leave reports, even those previously determined to need manual intervention.

Note there are two or three time/leave reporting cycles included in each SmartTime interface and potentially two cycles in a LawTime interface. There should be a separate HGAWLRNC report run for each cycle to ensure compliance with time reporting requirements even though they are all processed as part of a single payroll period.

Refer to the separate HGAWLRNC Job Aid (available on the Shared Service Center website) for additional information.

Post Leave Hours to PEALEAV

As noted above, there are several types of leave balances which have to be manually posted by the Leave Administrator on the Banner PEALEAV page once HR approves an employee's leave request including:

Leave Bucket	Leave Type	Reason	Accrued Hours	Taken Hours
PLBD	Parental Leave: Bonding	Family Leave	✓	
PLRC	Parental Leave: Recuperative	Family Leave	✓	
XFML	Family Medical Leave	Family Leave	✓	
VACA	Vacation Leave	Advance Leave	✓	
SICK	Sick Leave	Advance Leave	✓	
VACA	Vacation Leave	Donating Hours		✓
SICK	Sick Leave	Donating Hours		✓
BONU	Bonus Leave	Donating Hours		✓
SHAR	Shared Leave	Receiving Donation	✓	

Leave Hours granted or advanced should be added to the Accrued Hours Column. Leave Hours Donated should be reflected in the Taken Hours Column.

Leave Code *	Leave Code Description	Date Available *	Day or Hour	Begin Balance Hours *	Accrued Hours *	Taken Hours *	Current Available Hours *
INCT	Incent	03/15/2006	H	0.00	0.00	0.00	0.00
MILI	Military	03/01/2006	H	0.00	0.00	0.00	0.00
OCCT	OCCT	03/15/2006	H	0.00	0.00	0.00	0.00
PLBD	PrLvBond	03/01/2006	H	0.00	160.00	0.00	160.00
PLRC	PLvRecup	03/01/2006	H	0.00	160.00	80.00	80.00

Sample of PEALEAV Page

Changes should typically be done in the time window after the current payroll has reached disposition⁴ 60 and before the next monthly payroll process begins. This leaves a window from about the 26th of the month through about the 15th of the month (individual schools vary.)

For example, if an SHRA Non-Exempt employee is taking Paid Parental Leave following the birth of a child on November 10, 2020, the Leave Administrator needs to post the hours for the SB 25 (2020) Leave Period (November 9 to November 22), to be processed in the December 2020 payroll. Based on the rules above, the window for posting these leave hours is November 26th to December 15th.

Enter Dates of Family Medical Leave

- For employees approved for Paid Parental Leave, the Leave Administrator needs to enter the date of the Qualifying Life Event (Date of Birth, Adoption, etc.) in both **Parental Leave Date** and **FMLA Start Date** on the Miscellaneous tab of the Banner PWABEAD Page.
- For employees on non-parental Family Medical Leave, simply enter the date of the Qualifying Life Event in the FMLA Start Date unless there is a date within the past year already populated. If so, then do not override the prior date.
- These changes can be entered in the same window as the PEALEAV Changes: after the current payroll has reached disposition 60 and before the next monthly payroll process begins.

Employee Additional Data Form PWABEAD 9.3.6.0 (GATEST2)

Appointment | Benefits | **Miscellaneous**

EMPLOYEE ADDITIONAL DATA FORM

Primary Position: N
FLSA Exempt Status: N
FLSA Exempt Status Person Override: Disability Status
Education Level: 2 - High School Graduate (including equivalency)

Primary Position: 10421 50 Office Support - General
OCC Code
OCC Code Person Override: 50 - Clerical and Secretarial

Parental Start Date: 01/20/2020
FMLA Start Date: 01/20/2020

⁴ • Payroll Disposition: Payroll dispositions are system-defined codes that indicate the current status of a pay event in the payroll cycle.

Banner PWABEAD Page (Miscellaneous Tab)

Leave Interface Processing

Once hours are entered and employee leave reports are routed to the leave administrator for approval, the leave administrator can run the leave interface programs in Banner Jobs Submission.

The leave interface programs use the time entered on the employee leave report and their accrued leave balances and applies the applicable business rules to produce a comprehensive report for the leave administrator. The leave administrator is responsible for verifying the individual entries on the summary, returning time reports with errors to the employee for correction, flagging records which will have to be processed directly by payroll (e.g. exception processing for terminated employees, new hires in the middle of reporting period, etc.) and handing off a clean report to Payroll by the deadline each month.

Leave Interface Report: Hour Mode

The Leave Interface report can start in Hour or H mode as pictured below in order to inspect any individual employee’s leave report entries, particularly for items that won’t be directly highlighted in the Leave Interface reports. For example, you can inspect an employee’s time entries on Paid Parental Leave to ensure the entries are continuous and not intermittent

The screenshot displays the 'PARAMETER VALUES' table and a list of time entries. The 'Run Mode' parameter is set to 'H'. The time entries list shows dates from 02/10/2020 to 02/14/2020, all with a time of 8.

Number *	Parameters	Values
01	Run Mode	H
02	Payroll Year	2020
03	Payroll Month	3
04	Log Message Level	1
05	Banner.ID/.Org.Code	888888888
06	SB Cycle (Pay Period)	

CODE=WPL	DATE=02/10/2020	TIME=8
CODE=WPL	DATE=02/11/2020	TIME=8
CODE=WPL	DATE=02/12/2020	TIME=8
CODE=WPL	DATE=02/13/2020	TIME=8
CODE=WPL	DATE=02/14/2020	TIME=8

Leave Report in “H” Mode

Leave Interface Report: Trial Mode

The Leave Interface report can start to be run in Trial mode 2-3 days before the end of a leave cycle. (For SmartTime, this is generally Friday afternoon of the 2nd week of each cycle while the cycle varies for LawTime and ExemptTime.) The job submittal instructions are [depicted](#) below in the Appendix.

Initially, the Leave Interface should be submitted in Trial (“T”) Mode. This will pull all leave reports that have been submitted by the employee, sorted alphabetically by last name. Since the report is run in trial mode, it will pull the following employee timesheets:

- P – Pending: (Awaiting approval from 1st or 2nd leave supervisor)
- C – Completed: (Approved by all Supervisory Levels or Super-user has approved in lieu of 2nd level)
- E – Error: (Report is in Error Status)
- R – Returned: (Report has been returned for Correction)

Leave Interface Comments

The leave interface reports will generate a series of comments which need to be reviewed and acted upon in advance of the HR handoff to the Campus Payroll staff. These comments are based on the business rules outlined above. A comprehensive list of the Comments generated by each of the Leave Interfaces and the actions required are included in the [Appendix](#).

Its critical to start this process several days before the employee end date for the cycle to leave adequate time for any transactions returned to the employee to be corrected and reapproved.

These comments are considered an important audit trail in the handling on the time transactions so administrators are expected to copy/paste the comments from the report to a MS Word document and annotate how each issue was resolved. This document should be used as the basis for developing any instructions for Payroll on any manual corrections required as well as any transaction expected to generate errors. This summary should also be saved in case it is needed in a subsequent payroll audit.

Leave Code Summaries

The Leave Report generates an employee roster for each Leave Code used. This can be used to interrogate particular

Pay special attention to codes that may be used inappropriately:

1. Other Leave (WAL): Review to ensure there is justification from employee/supervisor
2. Holiday Work – on a non-holiday
3. Emergency Closing Worked – for non-essential staff, or for essential staff, on a day when the university was not in emergency condition 2 or 3.
4. Parental Leave (WPL): Compare summary to list of approved leaves. Ensure there is no intermittent use.
5. Other codes, depending on circumstances at your school.

HGAWLRHR WebFocus Report

HGAWLRHR (Leave Reporting Hours Report) can be run as needed to assist Leave Administrators identify inappropriate use of earn codes. This report can be run to flag specific earnings codes used during any specified leave period or date range. For example, you can set the report to identify all the Holiday earn codes for a leave cycle with no declared holidays. Or Emergency Closed Worked codes for any periods with an Emergency Closing.

Refer to the separate HGAWLRHR Job Aid (available on the Shared Service Center website) for additional information.

HGAWJEDT WebFocus Report

HGAWJEDT (Job Effective Date Report) should be run monthly after the last leave reporting cycle in any monthly payroll. The date range for the report should be set so it captures any job change transactions entered on an employee's Banner NBAJOBS page with an effective date on or after the first day of the prior month.

The Leave Administrator should carefully analyze HGAWJEDT data in conjunction with the Leave Report comments to anticipate issues that can be proactively addressed rather than waiting for errors to be flagged in the Payroll process.

As an example, assume the following based on the sample below:

- January 2020 Monthly Payroll
- Run HGAWJEDT to capture any job changes effective on or after December 1, 2019
- Non-Exempt SHRA Employee (Cornell) terminates on January 3, 2020.
- This means they will only have 2 workdays scheduled in the January payroll cycle.
- But if the employee took more than 2 days of leave taken in the leave cycles being processed through the January payroll, the payroll will reject the timesheet for leave hours exceeding their payroll hours.

In this example, the Leave Administrator should follow the instructions in the [Leave Taken Exceed Scheduled Hours](#) section above about how to manually update the leave taken using the Banner PHAHOUR and PEALEAV pages.

Date: 01/04/2020 State University -XSUPROD Page: 1									
Time: 13.59.35 Employees with NBAJOBS Effective Date >= 1st Day of Prior Month									
HGAWJEDT_v11 Sorted by Effective Date, Last Name, First Name, Mi									
Payroll Year: 2020 Payroll Number: 01 Payroll Id: MN									
Employee ID	Employee Name	Employee Class	Status	Position	Effective Start Date	Effective End Date	Position Personnel Date	Job Change Reason Description	Labor Distribution Change Date
947883798	Allen, Andrew	SE	A	522212	12/01/2019		12/01/2019	00001-New Hire	12/01/2019
945964768	Anderson, Anthony	SE	A	578956	01/01/2020		01/01/2020	90020-Data Correction	01/01/2020
941237536	Beal, Bradley	SN	A	518592	01/01/2020		01/01/2020	40620-Supervisor Change/Correction	
941487295	Cornell, Chris	SN	T	556666	01/03/2020	01/03/2020	01/03/2020	10030-Transferred - Other State Agen	

Sample of HGAWJEDT Report

Refer to the separate HGAWJEDT Job Aid (available on the Shared Service Center website) for additional information.

HGAWLBAL WebFocus Report

HGAWLBAL (Leave Balance Report) should be run and analyzed prior to the HR Handoff to Payroll. It lists each employee's current leave balance and can be used to monitor compensatory leave balances which have to be paid out such as when balances exceed 240 hours * FTE %, or upon termination of employment. See the table under [Other Compensatory Time Off Benefits](#) for the rules governing different compensatory hour categories.

In calculating the number of hours to be paid out (CompTime, Vacation, or Bonus Leave) and providing the instructions to the Payroll Administrator, the Leave Administrator should follow this guidance:

1. Be sure that there are no “taken” hours processing through the Payroll that could adversely affect the balances to be paid. For example, an employee may have 100 hours of Compensatory Time Off 1.0X (CTGP) hours on their PEALEAV page. But if the employee took 20 hours of leave in a time report that hasn’t been posted to payroll, paying 100 hours will leave the employee with a negative balance. This can lead to unexpected and incorrect results and is extremely time consuming to resolve so it’s critical to review any pending timesheets in developing any payout instructions to payroll.
2. In addition to the total hours, its critical to correctly identify each leave bucket to be paid. For example, If the employee has 10 hours of CTOT (Comp Time Earned 1.5x), and 5 hours of CTGP (Comp Time Earned 1.0x) to be paid, you cannot pay 15 hours in code 810 (Comp Time Payout 1.0x). You must pay 10 hours in code 811 (Comp Time Payout 1.5x) and 5 hours in code 810.

Refer to the separate HGAWLBAL Job Aid (available on the Shared Service Center website) for additional information.

HGAWLAGE WebFocus Report

HGAWLAGE (Leave Age Report) should be run should be run and analyzed prior to the HR Handoff to Payroll. It lists comp time and adverse weather balances that have expired or aged and can be used to determine:

- Comp time hours to be paid out (Non-Exempt Employees),
- Comp time hours that need to be forfeited (FLSA Exempt) and
- Expired Adverse Weather Leave Hours which need to be docked from pay.

See the table under [Other Compensatory Time Off Benefits](#) for the rules governing different compensatory hour categories. And the same caution as was explained above about reviewing any timesheets before providing Payroll with hours to payout applies.

HGAWLVDT WebFocus Report

HGAWLVDT (Parental and FMLA Family Leave Detail) lists all parental and family leave taken and accrued. It can be used to monitor:

- Only approved employees are submitting Family Medical Leave hours.
- Leave Bucket balances were correctly accrued.
- Flag any negative leave balances which need to be zeroed out.
- Monitor that any Parental Leave – based on Start Date – is not being used on an Intermittent basis.

HGAWPRVL WebFocus Report

HGAWPRVL (Parental and Family Leave) provides a listing of all employees whose parental and/or family leave is 13+ months old and should be zeroed out.

HGAWLFMR WebFocus Report

HGAWLFMR (Leave Flag Maintenance Report) should be run monthly from May to September to identify employees who accrue leave for less than 12 months per year based on their Banner Leave Category (LCAT). See the table under [Approved Leave](#) above for a list of employee leave categories. (Note: this report assumes that campus LCATs match the standard model LCAT definition. If a campus has modified their Leave Categories, this report won't be accurate.)

If the employee is in <12 month leave category, the Leave Administrator is responsible for deselecting the leave accrual flag on the employee's Banner NBAJOBS page for any month when they don't accrue leave based on their leave category and then rechecking the Leave Accrual flag at the start of the Payroll month when their leave accruals restart.

For example, an employee in the E6 Leave Category only is entitled to accrue leave from August to April each year. The Leave Administrator is responsible for running the report at the beginning of May, identifying the employee, and then deselecting the Leave Accrual checkbox on the employee's Banner NBAJOBS page so they don't accrue leave in the May payroll. In early August, the Leave Administrator is responsible for rechecking the Leave Accrual flag so the employee accrues leave again starting with the August payroll for the following 9 months.

Refer to the separate HGAWLFMR Job Aid (available on the Shared Service Center website) for additional information.

Leave Interface Report: Report Mode

The Leave Administrator must run each of the three timekeeping interfaces in Report Mode after all applicable timesheets have received final approval and before handing off to Payroll. This report includes all of the data to be processed in the applicable payroll when the payroll staff runs the timekeeping interfaces in Update Mode.

The Leave Administrator must thoroughly review this report by performing the following steps:

1. Document the reason for any remaining comments on the report
2. Verify that the payroll crosswalks (that is, mapping of Leave Interface to Payroll codes) at the bottom of the report are complete and accurate.
3. Complete the payroll transmittal form/spreadsheet listing manual processing requirements for each applicable employee and provide this form to the payroll staff as part of the HR handoff.
4. Identify any additional adjustments to leave hours required to be made directly to the Banner PEALEAV page. Of course, PEALEAV entries should only be updated after the payroll has completed all updates. (In payroll terminology, the employee record would be set at Disposition=60 or higher to indicate processing was complete for the cycle.)

Payroll Processes

At this stage, the HR processes are complete for the cycle and the Payroll Administrators begin the payroll processing:

1. Payroll runs all three interfaces first in "R" (Report) Mode, and reviews for reasonableness. If the report is unduly short (that is, fewer records than expected), Payroll contacts HR to ensure that final approvals

are in. Once satisfied, Payroll runs the interfaces in “U” (Update) mode to load payroll earn codes to the PHRMTIM table.

2. After Payroll runs PHPMTIM and PHRDERR (Payroll Error Report), they may contact HR to question any errors that appeared. HR reviews the DERR report with Payroll. Ensure that all errors are analyzed and both HR and Payroll have a clear understanding of the steps they need to take. Hopefully, most of the issues were pre-determined by using the HGAWJEDT report and have been documented. (For example, Payroll might flag an error where [Leave Taken Exceed Scheduled Hours](#) as explained above.) If the error is only first being recognized, document required adjustments to Payroll or PEALEAV.
3. At this point, Payroll takes the lead. All changes and additions to the employee’s time entries should be made in PHA HOUR prior to PHPLEAV being run.
4. If there are hours to be paid out (CompTime, Vacation, or Bonus Leave):
 - a. Be sure that there are no “taken” hours processing through the Payroll that could adversely affect the balances.
 - i. If the leave hours taken in the current payroll plus the leave hours paid out results in a negative balance in any individual bucket (Vacation, CompTime, etc.), often you get unexpected and incorrect results.
 - ii. The results can result in dock pay, or in hours being both paid from one bucket, and deducted from another.
 - iii. This is a baseline Banner issue. Banner does not anticipate “taken” and “paid” hours in the same Payroll run.
 - b. Verify the leave balance for the code you are paying in PEALEAV – you can pay less than the full amount, but if you try to pay more than the hours in the balance, you could create a monster. It is worth your time to verify.
 - c. The Leave Administrator must provide instructions for each leave bucket to pay out:
 - i. If the employee has 10 hours of CTOT, and 5 hours of CTGP to be paid, you cannot pay 15 hours in code 810 (or 811). You must pay 10 hours in code 811 and 5 hours in code 810. And you must run the PWPOCPP process – all before you run PHPLEAV!
5. If you find you have to re-extract an employee at any disposition to allow for correction to an entry for taxes, deductions, or NBAJOBS, the “C” (Cascade) hours will be lost. Cascade hours are calculated within the Leave Interface program to group different types of leave which are applied using the same hierarchy. (See the description of [Leave Cascade](#) process above.) For example, CVC Cascade Hours are the vacation/sick hours taken. And with no Cascade Hours, no payroll earn codes are generated and leave hours are never reduced.
 - a. “C” codes must be rekeyed after you run PHPTIME in “R” (re-extract) to bring the employees back into payroll, and before you run PHPLEAV.
6. If after running PHPLEAV you have to make a change in Payroll that brings an employee back to disposition 20:
 - a. Remember that the values in the “C” codes are now “0.”

- b. The hours in the generated codes will be lost as you run through the processes to get the employees back to disposition 40.
- c. You must go back to the PWPSMRT report (or PWPEXMP or PWPLAWT) to get the original hours in the “C” codes and rekey them, and you must do this in a way that code 100 hours are correctly restored. Recommendation:
 - i. The employee must be at disposition 20
 - ii. Delete the “generated” codes, one at a time, saving after each deletion and review code 100 hours to be sure the hours are increasing correctly.
 - iii. Re-key the hours to the “C” codes, saving after each addition, and reviewing code 100 hours to be sure they are being reduced correctly.
 - iv. Run PHPLEAV and check the employee’s hours to be sure everything worked correctly.

HGAW4CSD

Payroll staff should notify the Leave Administrator to run WebFocus Report HGAW4CSD (Disposition 40: Cascade Report) and analyze. Disposition 40 means the payroll records have been calculated but before the final updates are applied. This provides the last opportunity for review before the payroll cycle is completed; any errors found after this point will have to be corrected in the next payroll. The Payroll Administrator should also run this report.

One of the key errors to flag is if an employee on the report has a “C” code without any numeric earnings codes also showing on the report. This indicates that the employee was brought back to disposition 20 after PHPLEAV was run, and “C” codes were not rekeyed correctly.

As an example, look at the sample HGAW4CSD report below. The first employee (Jones) has a CVC code indicating that there were Vacation or Comp Time Hours taken entered on their timesheet. But there are no actual payroll earning codes so the employee’s record must have been adjusted after the leave interface was processed. Compare this to the 2nd employee (Allen) who has payroll earn codes for the leave hours taken.

Employee ID	Employee Name	Employee Class/ Description	Employee Status/ Description	Earnings	Curr Hours	Curr Amount
98888888	Jones, Eddie	SH-SHRA - Non-Exempt	A-Active	CVC-Cascading Vacation Taken	.00	.00
Totals: Jones, Eddie					.00	.00
940177777	Allen, Deon	SE-SHRA - Exempt	A-Active	200-Vacation 414-CompTime Taken - Exempt CVC-Cascading Vacation Taken	31.00 1.00 .00	678.70 21.89 .00
Totals: Allen, Deon					32.00	700.59

Sample HGAW4CSD Report: Record with C Code but no Payroll Earn Codes

For every employee who had leave hours for the month, the report will show the way the hours were

handled. This information is helpful for Leave Admin when working with an employee who questions how his leave was handled, because it shows the how the total hours input in each category were applied.

Process Overview: Appendix:

Mapping of leave codes

The following tables highlight the SSC's Standard Model to map each employee's leave report entry to the earning codes posted to their payroll records.

This first table highlights the initial transition of the codes from the leave interface report to the Banner Mass Entry Table (PHAMTIM) and then the payroll update process.

- **Leave Interface Output:** These are the output codes from the leave interface process, including the leave hours entered by the employee surviving the leave offset process. (Leave hours after any offset is calculated are denoted by an "A" affixed to the end of the 3-digit code. For example, "VACA" are vacation leave hours after being offset by any extra hours worked in the same period.)
- **MTIM Code:** These are the codes loaded onto the PHAMTIM table by the leave interface programs
- **Disposition < 30:** This column reflects the leave codes for records that haven't yet been processed by the leave accrual and taken process (PHPLEAV)
- **Disposition =30, <40:** This column reflects the leave codes for records that are successfully processed by the leave accrual and taken process (PHPLEAV)

Code Translation	Leave Interface Output	MTIM Code	Disposition <30	Disp =30, <40
Adv Wthr Tkn	WATA	CAT	CAT	*
Adv Wthr, Dock	WADA	CAD	CAD	*
ADW Wthr Make-Up	WAM	235	235	235
Bonus Leave	WBNA	CBN	CBN	*‡
Civil Leave Taken	WCV	240	240	240
Comm Serv Lv	WSMA	CCM	CCM	*
Comp Time Taken	WCOA	CVC	CVC	*
Emerg Closing	WOF	236	236	*
Emerg Closing Worked	WUCA	237	237	237
Excess Holiday Tkn	WHLX	CVC	CVC	*
Exmp Comp Earned	WCX	427	427	427
Ext Hrs @1.0 -> Comp	WCS	425	425	425
Ext Hrs @1.0 -> Pay	WOS	410	410	410
Ext Hrs @1.5 -> Comp	WCE	420	420	420
Ext Hrs @1.5 -> Pay	WOT	400	400	400
Holiday Work Prem-NR	WHPF	212	213	213
Holiday Wrk Comp	WHPA	211	211	211
Holiday Wrk Prem -R	WHP	212	212	212
Non-Parental Lv (HR Approved)	WFM	CSL/XFML	CSL/XFML	*,‡
Other Leave	WAL	238	238	238
Over time Premium	OPR	OPR	OPR	OPR
Paid Holiday	WHLA	210	210	210

Code Translation	Leave Interface Output	MTIM Code	Disposition <30	Disp =30, <40
Parental Leave (HR Approved)	WPL?	CSL/XFML	CSL/XFML	*,‡
Military Leave	WMLA	CML	CML	*
Reg Hrs SHORT	SHORT	CVC	CVC	*
Scheduled On Call - \$.94	WP1A	710	710	710
Scheduled On Call - \$2	WP2A	715	715	715
Scheduled On Call - Comp	WOCA	426	426	426
Scheduled On-Call - \$3	WP3A	720	720	720
Shared Leave Taken	WSL	CSL	CSL	*
Shift Prem at 10%	WSHA	700	700	700
Shift Prem at 15%	WS2A	701	701	701
Sick Leave Taken	WSKA	CSK	CSK	*
Special Leave 2 Taken	WL2A	CL2	CL2	*
Special Leave Taken	WSPA	CSP	CSP	*
Vacation Leave Taken	WVCA	CVC	CVC	

* There isn't a one-to-one mapping of cascade hours to an individual earnings code. Cascade hours are allocated to individual leave earning codes via the Leave Priority in [Leave Cascade](#) process above.

‡ Both Parental and Non-Parental Leave Codes will generate a non-cash Code 940 to reflect the total hours of Family Medical Leave used in the period regardless if paid or unpaid.

Notes:

- If code on MTIM is numeric, it should remain numeric at all dispositions
- If code on MTIM is OPR, it should remain at all dispositions
- If code on MTIM is C%, it should be the same at disposition <30

Mapping Leave Cascading Codes to Payroll

1. Total Hours in Cascading Leave Taken codes should = total hours in Leave Earning Codes at Disposition ≥ 30 .

Cascading Leave Taken Codes		⇒	Leave Earning Codes	
CBN	Cascading Bonus Leave Taken		200	Vacation Leave Taken
CCM	Cascading Comm Service Taken		205	Sick Leave Taken
CML	Cascading Military Leave Taken		215	Community Serv Lv Tkn
CPL	Cascading Parental Leave		220	Military Leave Taken
CSK	Cascading Sick Taken		225	Vol Shared Lv Tkn
CSL	Cascading Shared Leave Taken		230	Adverse Wthr Lv Tkn
CSP	Cascading Special Leave Taken		250	Bonus Leave Taken
CL2	Cascading Sp Lv 2 Taken		256	Special Leave Taken
CVC	Cascading Vacation Taken		257	Special Leave 2 Taken
			260	Parental Leave Recuperation
			261	Parental Leave Bonding
			415	Comp 1.0 Taken
			416	Comp 1.5 Taken
			417	On-Call Comp Taken
			418	Emerg Close Comp Tkn
			414	Exmp Comp 1.0 Taken
			500	Dock Pay

2. 173.33 HOURS X FTE EQUALS SUM OF:

Earning Code	Description
Cascading Leave Taken Code	See Above
Leave Earning Codes	See Above
238	Other Leave
240	Civil Leave
210	Holiday
236	Emerg Closing
100	Regular Hours
211	Holiday Worked
237	Emergency Event Hours Earned

Job Submittal of Leave Interface

Line#	Description	Options:	Notes
01	Run Modes	<p>T – “Trial” - Processes all Leave Reports that have been submitted by employees.</p> <p>R – “Report” - Processes all Reports that have been approved by all approver levels.</p> <p>U – “Update” - Process same reports as “R” and also creates transactions for the PHRMTIM and AUDIT tables</p> <p>O – “Org Report” - Processes same reports as “T”, but sorts in Time-Keeping ORGN order, and only displays COMMENTS by employee and code, and Crosswalks.</p>	<p>Use “T” when troubleshooting.</p> <p>Use “R” for final check before payroll handoff, and to save.</p> <p>Use “U” for creating transactions to pull into Payroll.</p> <p>Use “O” to troubleshoot leave reports by ORGN, or to produce report for a department time-keeper.</p>
02	Payroll Year	Year of the Payroll this leave report will pull into for processing.	
03	Payroll Month	same	
04	Log Message Level	<p>I – Info - Use “I” consistently unless SSC staff request a run in “D.”</p> <p>“D” – Debug - Run in “D” only when requested by SSC staff.</p>	The Debug report can be very large. Work with SSC for instructions on how to transmit to Programmer.

Line#	Description	Options:	Notes
05	Banner ID/ORG Codes	Use with "T" mode only. If 8 digits are entered, SMART will look for a Banner ID and processes only that ID. If less than 8 digits are found, it will look for a timekeeping ORG that matches those digits, and process just that ORG.	Great for testing a single ID. Also useful for running PWPSMRT for a single ORG and sending to a department timekeeper to troubleshoot.

Transaction and Queue Status Action Chart

Transactions are approved/acknowledged individually on PHATIME or via Employee Self-Service through the actions selected from the navigation frame. To approve or acknowledge more than one transaction at a time, use the Department Approval Summary Form (PHADSUM) or approvals via Employee Self-Service.

Use the Notes that follow each table for a legend of numbered items that correspond to the numbered items in that table.

Time Sheet and Leave Report Time Entry - Entered through Self-Service

The following table indicates the possible combinations for valid time sheet transactions or leave reports that are entered through Employee Self-Service.

Time Sheet/Leave Report Valid Transactions Table - Time Entry Method = WEB				
Transaction Status	Employee	Department	Approver	Superuser
Not Started	Extract (3)			Extract (11 or 12)
In Progress	Restart (1, 3)	Submit (4, 7, 8)	Submit (7, 8, 12)	Restart (2)
	Update (1, 3)			Update (2)
	Submit (1, 3)			Submit Cancel (12)
Returned	Restart (1, 5)	Restart (6, 7, 8)	Restart (6, 7, 8)	Restart (2)
	Update (1, 5)	Update (6, 7, 8)	Update (6, 7, 8)	Update (2)
	Submit (1, 5)	Submit (6, 7, 8)	Submit (6, 7, 8)	Submit
Pending		Update (9)	Update (9, 11)	Update
		Approve (9)	Approve (9, 11)	Approve
		Acknowledge (10)	Acknowledge (10)	Acknowledge
		Return (9)	Return (9) *	Return Cancel (12)
Approved			Return TS (11)	Return TS (11)
			Acknowledge (10)	Acknowledge
Complete			Acknowledge (10)	Acknowledge
Error				

* If the approver period is closed and the approver has returned the time record for Correction, the approver can no longer approve/update it. However, the Superuser can process the time transaction after the Approver End Date and Approver Time specified on the System Calendar.

Notes

1. The current user must be the originator of the time transaction.
2. Any Superuser must be the originator of the time transaction.
3. The Employee Time/Leave entry period must be open.
4. The Employee Time/Leave entry period must be closed.
5. On NTRINST, the Return Time to Employee on Web indicator is Y.
6. On NTRINST, the Return Time to Employee on Web indicator is N.
7. This only applies when the current user is the first approver in the approval queue.

Leave Administration Report Comments

The leave administration reports interrogate each field entry and produce a detailed series of edits and calculations. The tables below highlight why certain edits/comments are generated and the leave administrator’s role in resolving these issues before the fields are posted to payroll

Comment	Interface	What It Means	Action Required by Leave Administrator
NO HOURS FOUND	PWPSMART/ PWPLAWT	Employee has not submitted hours for the period. (When University Leave-Keeper runs PWPSMRT in “R” mode, this comment means that the Leave Report is not fully approved.)	When run in “Report” mode, this means supervisor has not approved. Departmental Leave Keeper to notify employee to submit report. If employee is on approved Leave of Absence, work with HR Benefits Rep on Time Submission. Ignore this message if it is referencing a future leave cycle
HOURS SHORT [{{hours}}]	PWPSMART	Employee accounted for a total of less than 40 hrs x FTE in the following reporting categories: Regular Hours Worked, Paid Holiday, Emergency Closing Hours, and Leave Taken.	Return for Correction – or follow established procedures for your school. If not corrected by the employee, supervisor or Leave administrator, Payroll process will deduct SHORT hours from accrued comp time, vacation or bonus leave. If hours remain after deducting from these leave buckets, the employee’s pay is docked. If new or terminating employee with mid-week begin or end date, the university leave administrator will make a superuser correction.
HOURS SHORT [{{hours}}]	PWPLAWT	Employee accounted for a total of less than 160 hrs x FTE in the following reporting categories: Regular Hours Worked, Paid Holiday, Emergency Closing Hours, and Leave Taken.	Hours Short are encountered regularly in PWPLAWT. Unless they are high (say over 12 hours) there is usually no issue. Review the leave report carefully if the officer was hired during the cycle or had gone on or came off LWOP. Manually crosswalk not only extra hours to comp or pay, but also to crosswalk premium pay such as holiday, shift, or on-call premium hours. Communicate hours to Payroll and enter on PHA HOUR.

Comment	Interface	What It Means	Action Required by Leave Administrator
REG HOURS OVER [{hours}]	PWPSMART	Employee has accounted for more than 40 hrs x FTE in the following reporting categories: Regular Hours Worked, State Authorized Leaves, and Approved Leave.	Return for Correction – or follow established procedures for your school. FLSA calc will be affected. SMART will not compensate for HOURS OVER.
REG HOURS OVER [{hours}]	PWPLAWT	Employee has accounted for more than 160 hrs x FTE in the following reporting categories: Regular Hours Worked, Paid Holiday, Emergency Closing Hours, and Leave Taken.	Hours Over are encountered regularly in PWPLAWT. Unless they are high (say over 12 hours) there is probably no problem. Review the leave report if the hours are high – The officer might have entered time in two categories for a day.
RETURNED FOR CORRECTION	PWPSMART/ PWPLAWT	Leave Report has been returned to employee for correction by supervisor, proxy, or HR.	Contact Leave-Keeper to have employee correct and resubmit report prior to the deadline
ERROR STATUS	PWPSMART/ PWPLAWT	Leave Report is in error status, usually because either employee has tried to submit more than once, or supervisor has tried to approve more than once.	Troubleshoot issue. If supervisor has approved, 2 nd level should be able to approve, and move to “approved” status.
WSH ({wsh hours}) EXCEEDS WORK ({work hours}) [{date}]	PWPSMART/ PWPLAWT	Shift Premium Hours exceed hours physically worked for the day.	System will x-walk correct number of hours. Exception: The employee is due Shift Premium if he was on investigatory suspension with pay on a day assigned to work 2 nd or 3 rd shift. When that occurs, this will need to input in conjunction with Payroll.
WS2 ({ws2 hours}) EXCEEDS WORK ({work hours}) [{date}]	PWPSMART/ PWPLAWT	Same as WSH, but for different shift rate – NCAT only.	
WSH and WS2 HOURS	PWPSMART/ PWPLAWT	Employee reported two different shift premium	Review System to see how it handled entry. Return for correction if necessary.

Comment	Interface	What It Means	Action Required by Leave Administrator
DETECTED [{date}]		rates - WSH and WS2 - hours on the same day SMART and LAW cannot handle	
EXCESS HOLIDAY TAKEN [{whlx hours}]	PWPSMART/ PWPLAWT	A holiday is worth 8 hrs x FTE. If more hours are entered in "Paid Holiday" you will get this message	Return for Correction SMART and LAW will x-walk excess hours to be deducted from Accrued comp, vacation, or bonus leave – or dock pay.
DAILY HOURS EXCEED 24 [{date}]	PWPSMART/ PWPLAWT	Displays when hours reported as worked, scheduled on-call, and paid leave exceed 24 for the day.	Return for correction – unless the COMMENT was for a holiday when the employee reported scheduled on-call. System will not fix this error.
FTE MISMATCH/USE NBR (P={perjobs fte} N={nbrjobs fte})	PWPSMART/ PWPLAWT	System found that the employee's FTE changed between the time he opened his leave report and the time he submitted it.	May have to manually calc the leave report and adjust x-walk hours for Payroll.
FTE RANGE ERROR ({fte})	PWPSMART/ PWPLAWT	System found less than .5 FTE on the employees NBAJOBS record	Work with Salary Admin to get NBAJOBS corrected. Re-run SMART/LAW.
MULT POS DETECTED	PWPSMART/ PWPLAWT	System has found that the employee had an active job in two or more positions for the month	Leave reports with this comment should always be thoroughly vetted by the University Leave Administrator. Ensure that the employee has entered time on the time sheet with the correct position number for the days worked. It is the responsibility of leave keepers to manage hours when employees report hours in multiple positions.
UNKNOWN LEAVE CODE [{code}]	PWPSMART/ PWPLAWT	System does not recognize a category that the employee entered time for.	Happens when a code is added to the leave report that the SMART or LAW Time process does not recognize. Check SMART/LAW version number.
HOLIDAY HRS (hours)/ON	PWPSMART	System found Holiday Worked Hours and On-	SMART will reduce On-Call Hours by Holiday Worked Hours. If Holiday

Comment	Interface	What It Means	Action Required by Leave Administrator
CALL HRS ({{hours}}) ([[date]])		Call Hours on the same day	Worked Hours were outside On-Call Schedule, contact HR for correction Ask for email verification from supervisor that employee actually was on-call on holiday. If verified, notify Payroll to make change to allow On-Call premium.
HOLIDAY HRS (hours)/ ON CALL HRS ({{hours}}) ([[date]])	PWPLAWT	System found Holiday Worked Hours and On-Call Hours on the same day	When LAW detects On-Call Hours Worked on a day where it also finds "Paid Holiday" hours, it will also generate Holiday Premium for those on-call hours worked. If there are Paid Holiday Hours + on-call Hours worked on a holiday, LAW will not reduce on-call hours. Determine if entry is correct.
OTHER LEAVE HRS ({{hours}})/ SHIFT PREM HRS ({{hours}}) ([[date]])	PWPSMART/ PWPLAWT	Shift Premium Hours entered for a date that employee took Other Leave.	Ask for email verification from supervisor that employee entitled to shift premium while on leave. If allowed, notify Payroll to make change to allow Shift Premium.
HIGH HOURS TAKEN ([[hours]])	PWPSMART/ PWPLAWT	Blocks employee from entering leave hours in excess of work schedule. Produced when total "taken" hours exceed (.9 x 173.33 x FTE). A max of 173.33 taken hours can go thru a full monthly payroll as Regular Hours.	Determine number of "Regular Hours" that will be in Payroll. If actually less than "taken hours", coordinate with Payroll and reduce leave buckets in PEALEAV.
ON CALL HRS WRKD EXCEED ON-CALL HRS	PWPLAWT	Blocks employee from entering more on-call hours worked than On-Call Scheduled Hours for the day.	Review leave report and return for correction. Ensure that Leave Report is corrected prior to giving 2nd level approval.
Other Leave Taken (WAL)	PWPSMART/ PWPLAWT	Comment detailing the reason for the use of Other Leave is required	If no comment, the leave report should be returned for correction.

Comment	Interface	What It Means	Action Required by Leave Administrator
Emergency Event Hours Worked (WUC)	PWPSMART/ PWPLAWT	Only submitted when an actual emergency declaration is made	If no emergency declared, return for correction.
Holiday Worked (WHP)	PWPSMART/ PWPLAWT	Review all entries to be sure there was a holiday during the work month.	Verify that the employee did not enter time in Holiday Worked instead of Paid Holiday field
Insuf XFML	PWPSMART/ PWPLAWT/ PWPMOVE	The XFML bucket on PEALEAV does not have enough available hours	Review record. FML allowed to go negative with Parental Leave. FML cannot go negative with non-parental FML.
Insuf Par Lv	PWPSMART/ PWPLAWT/ PWPMOVE	The PLRC and/or PLBD bucket on PEALEAV does not have enough available hours	Review record to ensure PLRC/PLBD hours have been accrued. If hours accrued return for correction. If not returned, hours will cascade to other leave buckets. Will dock pay if no other leave hours.
Parental Leave Taken Prior Par Lv Start Date	PWPSMART/ PWPLAWT/ PWPMOVE	Parental Start Date (QLE date) not entered on PWABEAD. Or, Parental Leave entered on leave sheet prior to PWABEAD Parental Start Date (QLE date)	1. Enter or correct Parental Start Date (QLE date) on PWABEAD or 2. Return Leave Sheet for correction. Parental Leave cannot be taken before birth QLE
Parental Leave Taken Prior FMLA Start Date	PWPSMART/ PWPLAWT/ PWPMOVE	FMLA Start Date (FML QLE date) not entered on PWABEAD. Or, Parental Leave entered on leave sheet prior to PWABEAD FMLA Start Date (QLE date)	1. Enter or correct FMLA Start Date (QLE date) on PWABEAD or 2. Return Leave Sheet for correction. Parental Leave Cannot be taken prior to FMLA Start Date
FMLA Taken Prior Start Date	PWPSMART/ PWPLAWT/ PWPMOVE	FML Start Date (FML QLE) not entered	1. Enter or correct FMLA Start Date (QLE date) on PWABEAD or 2. Return Leave Sheet for correction

WebFocus Reports

#	Report	Purpose	When to run?
1.	HGAWLRNC Leave Report not Completed	Permanent employees with an active permanent job who have not started or have not completed Leave Report. Shows status of leave reports.	Run monthly during and/or after Leave cycle for upcoming pay.
2.	HGAWJEDT Job Effective Date >= First day of prior month	Lists permanent employees with an NBAJOBS and/or Labor Distribution greater than the 1 st day of the prior month. Review to identify employees that may have an issue processing through payroll.	Prior to start of monthly pay cycle
3.	HGAWLRHR Leave Reporting Hours	Lists active employees who recorded Leave Report hours in a specified date range. Look for anomalies including WAL (other leave) taken and be able to understand why used.	Run as needed
4.	HGAWLBAL Leave Balances	Provides a list of employees with their current leave balances. Use to monitor comp leave balances >240*FTE.	Run monthly
5.	HGAWLAGE Leave Age Report	Lists comp time and adverse weather balances that exceed the maximum allowable limit. Use report to identify comp time payouts (non-exempt), comp time that needs to be zeroed out (FLSA Exempt) and expired Adverse Weather Leave.	Run monthly
6.	HGAWPRVL Parental and Family Leave	Provides a list of all employees whose parental and/or family leave is expired (13+ months old) and can be zeroed on the PEALEAV page.	Run monthly
7.	HGAWLVDT Parental & FMLA Leave Detail	Lists all parental and family leave taken and accrued. Can be used to check any accrued leave was correctly added for manual HR Transactions as well as identifying any negative Family Medical Leave (XFML) balances to zero out.	Run Monthly
8.	HGAWLFMR Leave Flag Maintenance Report NOTE: Report assumes that	Provides a list of active employees who are flagged with a less than twelve-month LCAT. This report is used to determine when to uncheck and recheck the leave accrual flag on the base job record for these employees.	Run as needed, specifically run monthly May - September

#	Report	Purpose	When to run?
	campus LCATs match the standard model LCAT definition. If a campus has modified this report won't be accurate.		
9.	HGAW4CSD Payroll Cascading Earnings Code Report	Shows employees with at least one cascading earn code (earn code that begins with a 'C'). Shows the results of the cascades including employees with dock pay (earn code 500).	Run when monthly payroll reaches disposition 40

Sample Reporting Template for PHAHOUR Manual Adjustments

SMART, EXMP, and LAW Corrections Report
Changes must be made in PHAHOUR prior to running PHPLEAV

Leave Report Period	
Payroll Month:	
LeaveKeeper Signature:	

Employee ID:	
Employee Name:	

Posn #	Leave Report Code	Leave Report Hours	Correct Code for PHAHOUR	Correct Hours for PHAHOUR	Justification for Change

Employee ID:	
Employee Name:	

Posn #	Code	Hours	Correct Code for PHAHOUR	Correct Hours for PHAHOUR	Justification for Change

LEAVE INTERFACE REPORT EXAMPLES

LawTime Examples (PWPLAWT)

PWPLAWT covers both Exempt and non-Exempt Officers. There are examples for both presented below. Example –Law Enforcement Non-Exempt 1.0 FTE (Bain) with 12 years of service and an annual salary of \$42,000.

- Assigned to work four 12 hours shifts weeks 1 and 3, and three 12-hour shifts weeks 2 and 4.
- Weeks 1 and 2 the officer is assigned to work the second shift and is eligible for shift premium pay.
- Monday of the first week is a holiday. The officer is scheduled to work that day (as a part of his regular schedule). He has a late stop and has to stay 1.5 hours beyond his shift to complete the arrest and paper work.
- There is a baseball tournament the second weekend. The officer is assigned to work this Special Event outside his regular schedule. He works a total of 8 hours the second Saturday – beginning at 2:00pm.
- On Tuesday of the third week the officer takes 3 hours off for Community Service Leave.
- On Monday of the last week of the month, there is an Emergency Event, Category 3 that lasts from 6:00am until midnight. The officer is not scheduled to work that day, but the Chief asks him to come in due to the emergency. He works 12 hours during the event.
- On Thursday of the last week, the officer takes 12 hours (entire shift) for a planned vacation day.

Leave Category	Leave Field-Week 1	Leave Code	MON	TUE	WED	THU	FRI	SAT	SU	Total
Regular Hrs	Regular Hours Worked	WRG		12.00	12.00	12.00				36.00
State Authorized Leave	Paid Holiday	WHL	8.00							8.00
Extra Hours	Holiday Worked	WHP	13.50							13.50
Premium	Shift Premium	WSH	13.50	12.00	12.00	12.00				49.50
	Supervisor Use Code	WSU	77							

Leave Category	Leave Field – Week 2	Leave Code	MON	TUE	WED	THU	FRI	SAT	SU	Total
Regular Hrs	Regular Hours Worked	WRG		12.00	12.00	12.00				36.00
Extra Hours	LEO Special Event Hours	WSE						8.00		8.00
Premium	Shift Premium	WSH		12.00	12.00	12.00		8.00		44.00

Leave Category	Leave Code– Week 3	Leave Code	MON	TUE	WED	THU	FRI	SAT	SU	Total
Regular Hrs	Regular Hours Worked	WRG		12.00	9.00	12.00	12.00			45.00
Approved Leave	Community Service Lv	WCM			3.00					3.00

Leave Category	Leave Code– Week 4	Leave Code	MON	TUE	WED	THU	FRI	SAT	SU	Total
Regular Hrs	Regular Hours Worked	WRG		12.00	12.00					24.00
Extra Hours	Emerge Event Hr Worked	WUC	12.00							12.00
Approved Leave	Vacation Leave	WVC				12.00				12.00

Calculations

Default Hours		Total
Regular Hours		141.00
Approved Leave		15.00
State Authorized Leave		8.00
Default Hours Entered		164.00
Default Hours for Position		(160.00)
Over/(Short) Default Hours for Period		4.00

Extra Hours Worked		Total
Holiday Worked		13.50
Emergency Event Hours Worked		12.00
LEO Special Event Hours		8.00
Total Approved Leave Hours for Period		33.50

Leave Offset Process		Total
Total Approved Leave in Period		15.00
Extra Hours Worked		(33.50)
Total Approved Leave After Offset		0.00

Additional Compensation		Hours
Regular Hours + Extra Hours Worked		174.50
FLSA Overtime Threshold		(171.00)
Overtime Hours		3.50

Regular Hours + Extra Hours Worked		174.50
Employee's Scheduled Hours for Period-Paid Holiday		(152.00)
Overtime Hours 1.5X (if >0)		(3.50)
Gap Hours		19.00

Mapping of Extra Hours/Premium Compensation Worked (Supervisor Use Code 77)		Hours
Overtime Pay 1.5x (Special Event Hours Worked)		3.50

Overtime Pay 1.0x (Special Event Hours Worked)		4.50
---	--	------

Overtime Pay 1.0x	6.50
Comp Time Earned 1.0x for Holiday Hours Worked (CTGP)	8.00
Total Gap Hours	19.00

Emergency Event Hours Earned (CTUC)	12.00
Holiday Premium Pay at 0.50x	13.50

Calculation of Overtime Premium Rate	Hours
Regular Salary (\$19.325*160 Hours)	\$3092.00
Shift Premium (93.50 Hours * \$19.325 Hourly Rate *10%)	\$180.69
Longevity Premium (Regular Salary *1.5%)	\$46.38

Overtime Premium Rate (Salary + Shift Premium + Longevity Premium)/160 Hours	\$20.74
---	----------------

OPR (3.5 O/T Hours Paid * 50% * (\$20.74-\$19.32))	\$2.48
---	---------------

Under Supervisor Use Code 77:

- Special Event Hours are paid first as overtime, and any remaining Extra Hours worked above their regular schedule at their hourly rate
- Holiday Hours Worked (up to 8 hours) credited as Comp Time Earned 1.0x (CTGP) while 13.5 Hours of Holiday Premium Pay (at .5x hourly rate) are paid.
- Other additional hours worked are paid at the hourly rate rather than credited as comp time
- Emergency Event Hours worked are also credited as compensatory time as Emergency Event Hours Earned (CTUC)
- Overtime Premium Rate is calculated based on a revised hourly rate including shift premium and longevity pay for the period. OPR is the actual additional overtime pay attributed to these premium compensation elements

Example #2—Same scenario as above but Law Enforcement Exempt FTE (Smith). Key differences are:

1. No supervisor use code as the employee is only eligible to receive holiday hours worked as compensatory time
2. Exempt Officer not eligible for compensatory time for emergency event hours. Any extra hours worked should be entered as Extra Hours and credited to CTEX if permitted by their management.
3. No overtime or gap time pay.

Leave Category	Leave Field-Week 1	Leave Code	MON	TUE	WED	THU	FRI	SAT	SU	Total
Regular Hrs	Regular Hours Worked	WRG		12.00	12.00	12.00				36.00
State Authorized Leave	Paid Holiday	WHL	8.00							8.00
Extra Hours	Holiday Worked	WHP	13.50							13.50
Premium	Shift Premium	WSH	13.50	12.00	12.00	12.00				49.50
	Supervisor Use Code	WSU	77							

Leave Category	Leave Field – Week 2	Leave Code	MON	TUE	WED	THU	FRI	SAT	SU	Total
Regular Hrs	Regular Hours Worked	WRG		12.00	12.00	12.00				36.00
Extra Hours	LEO Special Event Hours	WSE						8.00		8.00
Premium	Shift Premium	WSH		12.00	12.00	12.00		8.00		44.00

Leave Category	Leave Code– Week 3	Leave Code	MON	TUE	WED	THU	FRI	SAT	SU	Total
Regular Hrs	Regular Hours Worked	WRG		12.00	9.00	12.00	12.00			45.00
Approved Leave	Community Service Lv	WCM			3.00					3.00

Leave Category	Leave Code– Week 4	Leave Code	MON	TUE	WED	THU	FRI	SAT	SU	Total
Regular Hrs	Regular Hours Worked	WRG		12.00	12.00					24.00
Extra Hours	Emergency Event Hr Worked	WUC	12.00							12.00
Extra Hours	Extra Hours	WUC	12.00							12.00
Approved Leave	Vacation Leave	WVC				12.00				12.00

Calculations

Default Hours		Total
Regular Hours		141.00
Approved Leave		15.00
State Authorized Leave		8.00
Default Hours Entered		164.00
Default Hours for Position		(160.00)
Over/(Short) Default Hours for Period		4.00

Extra Hours Worked		
Holiday Worked		13.50
Emergency Event Hours Worked		12.00
LEO Special Event Hours		8.00
Total Approved Leave Hours for Period		33.50

Leave Offset Process		
Total Approved Leave in Period		15.00
Extra Hours Worked		(33.50)
Total Approved Leave After Offset		0.00

Extra Hours Worked		Hours
Regular Hours + Extra Hours Worked		174.50
Employee's Scheduled Hours for Period		(152.00)
Gap Hours		22.50

Mapping of Extra Hours/Premium Compensation Worked		Hours
Comp Time Earned 1.0x for Holiday Hours Worked (CTGP)		8.00
Comp Time Earned 1.0x (CTEX)		14.50

Premium Compensation		Hours
Shift Premium (93.50 Hours * \$19.325 Hourly Rate *10%)		\$180.69

COMMENT SUMMARY

ID	NAME	POS	SUFF	START	END	STAT	COMMENT
841234029	Bain, Leslie L.	002930	00	06/12/2017	07/09/2017	P	REG HOURS OVER [4]

WAD SUMMARY

[AdvWthr Emerg Event Dock Pay]

ID	NAME	DATE	HOURS
----	------	------	-------

WAL SUMMARY

[Other Leave Taken]

ID	NAME	DATE	HOURS
----	------	------	-------

WML SUMMARY

[Military Leave]

ID	NAME	ORIG HRS (IN)	ADJ HRS (OUT)
----	------	---------------	---------------

WP1/WP2/WP3 SUMMARY

[OnCall Scheduled Hrs .94/OnCall Scheduled Hrs \$2/OnCall Scheduled Hrs \$3]

ID	NAME	CODE	ORIG HRS (IN)	ADJ HRS (OUT)
----	------	------	---------------	---------------

WSH/WS2 SUMMARY

[Shift Premium .10/Shift Premium .15]

ID	NAME	CODE	ORIG HRS (IN)	ADJ HRS (OUT)
----	------	------	---------------	---------------

841234029	Bain, Leslie L.	WSH	93.50	93.50
-----------	-----------------	-----	-------	-------

WSE SUMMARY

[LEO Special Event Hours]

ID	NAME	DATE	HOURS
----	------	------	-------

841234029	Bain, Leslie L.	06/23/2017	8.00
-----------	-----------------	------------	------

July 22 - Special Event - Baseball Tournament

WSK SUMMARY (OVER 40 PERIOD HOURS)
[Sick Leave Taken]

ID	NAME	ORIG HRS (IN)	ADJ HRS (OUT)
----	------	---------------	---------------

WSL SUMMARY
[Voluntary Shared Leave Taken]

ID	NAME	HOURS
----	------	-------

WSU SUMMARY
[HR Use Only]

ID	NAME	START	END	WOT HRS	WOS HRS	WSEO HRS	WSES HRS	CODE
841234029	Bain, Leslie L.	06/12/2017	07/09/2017	0.00	6.50	3.50	4.50	77

WUC SUMMARY
[Emergency Event Hrs Worked]

ID	NAME	ORIG HRS (IN)	ADJ HRS (OUT)	EXTRA
841234029	Bain, Leslie L.	12.00	12.00	12.00

OVERTIME PREMIUM

841234029 Bain, Leslie POS: 002930 SUF: 00 SAL: 40197 LNG YRS: 14.896 LNG CY: 46.38 FTE: 1.000 HR RATE: 19.325 PREM: 2.48

	Cycle 1	Cycle 2	Cycle 3
WSHA Hrs	93.50	0.00	0.00
WSHA Amt	180.69	0.00	0.00
WS2A Hrs	0.00	0.00	0.00
WS2A Amt	0.00	0.00	0.00
WOCA Hrs	0.00	0.00	0.00
WOCA Amt	0.00	0.00	0.00
WP1A Hrs	0.00	0.00	0.00
WP1A Amt	0.00	0.00	0.00
WP2A Hrs	0.00	0.00	0.00
WP2A Amt	0.00	0.00	0.00
WP3A Hrs	0.00	0.00	0.00
WP3A Amt	0.00	0.00	0.00
WOT Hrs	0.00	0.00	0.00
WSEO Hrs	3.50	0.00	0.00

TOT Prem	227.07	0.00	0.00
OPR Amt	2.48	0.00	0.00

CROSSWALKS

```

ID: 841234029   NAME: Bain, Leslie L.   FTE: 1.000   POS: 002930   SUFF: 00
WEB: WHP   [HolWrkd] ] PAY: 212   [Holiday Premium Pay] ] TYPE: H   HRS/AMT: 13.50
WEB: WSHA [Sft1.0Pr (adjusted)] ] PAY: 700   [Shift Differential Premiu] ] TYPE: H   HRS/AMT: 93.50
WEB: WUCA [EmEvWrkd (adjusted)] ] PAY: 237   [Emergency Event Hrs Earne] ] TYPE: H   HRS/AMT: 12.00
WEB: WCS  [Cmp1.0Er] ] PAY: 425   [Comp Time Earned 1.0x] ] TYPE: H   HRS/AMT: 8.00
WEB: WOS  [OT1.0xPd] ] PAY: 410   [Overtime Pay 1.0x] ] TYPE: H   HRS/AMT: 6.50
WEB: WSEO [SpEvent (OT 1.5)] ] PAY: 400   [Overtime Pay 1.5x] ] TYPE: H   HRS/AMT: 3.50
WEB: WSES [SpEvent (ST 1.0)] ] PAY: 410   [Overtime Pay 1.0x] ] TYPE: H   HRS/AMT: 4.50
WEB: <OT> [OT (internal)] ] PAY: OPR   [OT Prem Rt - Internal Use] ] TYPE: A   HRS/AMT: 2.48
*** CROSSWALK ***   PAY: 212   [Holiday Premium Pay] ] TYPE: H   HRS/AMT: 13.50   IN TRIAL MODE
*** CROSSWALK ***   PAY: 237   [Emergency Event Hrs Earned] ] TYPE: H   HRS/AMT: 12.00   IN TRIAL MODE
*** CROSSWALK ***   PAY: 400   [Overtime Pay 1.5x] ] TYPE: H   HRS/AMT: 3.50   IN TRIAL MODE
*** CROSSWALK ***   PAY: 410   [Overtime Pay 1.0x] ] TYPE: H   HRS/AMT: 11.00   IN TRIAL MODE
*** CROSSWALK ***   PAY: 425   [Comp Time Earned 1.0x] ] TYPE: H   HRS/AMT: 8.00   IN TRIAL MODE
*** CROSSWALK ***   PAY: 700   [Shift Differential Premium] ] TYPE: H   HRS/AMT: 93.50   IN TRIAL MODE
*** CROSSWALK ***   PAY: OPR   [OT Prem Rt - Internal Use Only] ] TYPE: A   HRS/AMT: 2.48   IN TRIAL MODE

```

Total PHRMTIM Records Inserted: 0

```
-----
832456128 Smith, LeeRoy S      001430 00 06/12/2017 07/09/2017      FTE MISMATCH/USE NBR (P=.500 N=1.000)
832456128 Smith, LeeRoy S      001430 00 06/12/2017 07/09/2017      P REG HOURS OVER [4]
```

WAD SUMMARY

[AdvWthr Emerg Event Dock Pay]

```
-----
ID              NAME              DATE              HOURS
-----
```

WAL SUMMARY

[Other Leave Taken]

```
-----
ID              NAME              DATE              HOURS
-----
```

WML SUMMARY

[Military Leave]

```
-----
ID              NAME              ORIG HRS (IN)    ADJ HRS (OUT)
-----
```

WP1/WP2/WP3 SUMMARY

[OnCall Scheduled Hrs .94/OnCall Scheduled Hrs \$2/OnCall Scheduled Hrs \$3]

```
-----
ID              NAME              CODE             ORIG HRS (IN)    ADJ HRS (OUT)
-----
```

WSH/WS2 SUMMARY

[Shift Premium .10/Shift Premium .15]

```
-----
ID              NAME              CODE             ORIG HRS (IN)    ADJ HRS (OUT)
-----
832456128      Smith, LeeRoy S      WSH              93.50            93.50
```

WSE SUMMARY

[LEO Special Event Hours]

```
-----
ID              NAME              DATE              HOURS
-----
832456128      Smith, LeeRoy S      06/23/2017      8.00
```

=====
6/24 - Baseball Tournament - 7/3 - Emergency Closing Worked
=====

WSK SUMMARY (OVER 40 PERIOD HOURS)

[Sick Leave Taken]

ID	NAME	ORIG HRS (IN)	ADJ HRS (OUT)
----	------	---------------	---------------

WSL SUMMARY

[Voluntary Shared Leave Taken]

ID	NAME	HOURS
----	------	-------

WSU SUMMARY

[HR Use Only]

ID	NAME	START	END	WOT HRS	WOS HRS	WSEO HRS	WSES HRS	CODE
----	------	-------	-----	---------	---------	----------	----------	------

WUC SUMMARY

[Emergency Event Hrs Worked]

ID	NAME	ORIG HRS (IN)	ADJ HRS (OUT)	EXTRA
----	------	---------------	---------------	-------

OVERTIME PREMIUM

CROSSWALKS

```

ID: 832456128  NAME: Smith, LeeRoy S      FTE: 1.000  POS: 001430  SUFF: 00
WEB: WHP  [HolWrkd          ]  PAY: 212  [Holiday Premium Pay      ]  TYPE: H  HRS/AMT: 13.50
WEB: WSHA [Sft1.0Pr (adjusted) ]  PAY: 700  [Shift Differential Premiu]  TYPE: H  HRS/AMT: 93.50
WEB: WCS  [Cmpl1.0Er         ]  PAY: 425  [Comp Time Earned 1.0x   ]  TYPE: H  HRS/AMT: 22.50
*** CROSSWALK ***      PAY: 212  [Holiday Premium Pay      ]  TYPE: H  HRS/AMT: 13.50  IN TRIAL MODE
*** CROSSWALK ***      PAY: 425  [Comp Time Earned 1.0x   ]  TYPE: H  HRS/AMT: 22.50  IN TRIAL MODE
*** CROSSWALK ***      PAY: 700  [Shift Differential Premium]  TYPE: H  HRS/AMT: 93.50  IN TRIAL MODE
    
```

Total PHRMTIM Records Inserted: 0

PWRXAUD (AUDIT REPORT)

Design and Purpose:

The purpose of the report is to show any place where hours approved and run in Update on the leave processes do not show up in Payroll, and conversely, show codes designed to come through SmartTime, LawTime, and ExemptTime, that appear in Payroll, but are not on the XTIMAUD table. (XTIMAUD is a data table with the history of all transactions produced when running the SmartTime, LawTime, and ExemptTime timekeeping interfaces in Update mode.)

An example of the comparisons performed are a Code 100 hour (Regular Hours) check. As a reminder, all permanent 1.0 FTE employees are paid a monthly salary assuming regular hours of 173.33 hours worked per month. If an employee works less than their Regular Hours, they must supplement the gap with State Authorized or Approved Leave (or have docked pay). The audit report will verify that any manual entries to the employee's record after the leave interface is finalized maintain the regular hours in the period.

The XTIMAUD table is designed to hold only fully approved hours from SmartTime, LawTime, and ExemptTime reports that have been run in Update Mode. The hours on XTIMAUD cannot be viewed, removed, or changed by the user. Each Update run is saved with a timestamp, and the latest run for the payroll cycle will be used in the comparison.

The Report is designed to be used by the Leave Administrator immediately after the PHPMTIM process is run in Payroll, before any manual data entry has occurred, and by Payroll after data entry in PHAHOURL has begun and again before the campus handoff to the SSC. It can also be used for auditing a completed payroll.

Infrastructure:

The first step in building the PWRXAUD report was to create the XTIMAUD table, which is currently in PROD at all 10 campuses. This table holds the transactions from PWPSMRT, PWPLAWT and PWPEXMP much the same as the PHAMTIM table; however, there are a few differences:

1. Fields for potential use in the Audit Process have been added.
2. Unneeded fields on PHAMTIM have not been included.
3. The XTIMAUD table is not viewable; therefore, the user cannot make changes to the table.
4. Each time PWPSMRT, PWPLAWT, or PWPEXMP is run in Update mode, the new transactions are created with a time stamp.
 - a. Older records for the same Month/Process are stored in history.
 - b. Only the latest Update run for a process is used in the PWRXAUD comparison.
 - c. Banner Jobs Submission will not allow an "Update" run for a single employee or a single timekeeping department. Each "Update" run will recreate the entire file for XTIMAUD.
 - d. We continue to discourage multiple runs in "Update" of the PWPSMRT, PWPLAWT and PWPEXMP processes for reasons not related to PWRXAUD.

Leave Administration Responsibility:

When Payroll runs PHPMTIM, most employees will show in PHAHOUR at disposition 20 (record is ready to be processed in payroll), but some may show as a disposition 15 (record has error that can't be processed in payroll). See [Reasons why Hours did not pull into Payroll from PHRMTIM \(Appendix\)](#) for a list (not necessarily conclusive) of reasons that an employee may be at Disposition 15. *These 15's are HR Leave-Administrator problems*; however, HR and Payroll will have to work together to clean them up.

All employees at Disposition 20 should have a code/hour one-to-one match between XTIMAUD and PHAHOUR (that is, all transactions from the timekeeping interface were successfully loaded into payroll) and should print in the second section of the report.

See [PWRXAUD Run at Disposition 20](#) for an example of a report run at this point in the process.

Payroll Responsibility:

5. AUDIT does not take the place of any Payroll Step. It is a tool to use in ensuring that leave, accrued comp, and premium pay hours do not go astray during the payroll process.
6. First, work with HR Leave Admin to be sure all the employees are corrected and the 15's can move to disposition 20. When that is complete, you can begin manual data entry in PHAHOUR. Refer to [Mapping of leave codes](#) for a list of codes that will compare in the AUDIT report.
7. When manual entry is complete, PWRXAUD can be run again to verify manual entry before running the next steps in the payroll process.

Every MTIM (payroll) code shown on [Mapping of leave codes](#) that you manually key in PHAHOUR will show up in the AUDIT report as a mismatch. This will allow an opportunity to review your keying accuracy but will also lengthen your report verification time significantly if you are keying a lot of entries for late timesheets or corrections.

Important: anytime the Payroll Administration enters hours on PHAHOUR after the payroll record is at or above Disposition=30, this wipes out the calculation of the Cascade "C" hours. These "C" code hours need to be rekeyed into PHAHOUR or any leave hours taken won't be correctly debited from the employee's accumulated balances. Further, this will cause a Code 100 error as 173.33 regular hours will not be processed for the employee.

8. After PHPLEAV (process which converts Cascade "C" codes into earnings codes based on the hierarchy specified above) – and before you make further changes - run PWRXAUD again. This time the report will have changed somewhat.
 - a. You will also see a comparison for your 173.33 hours for code 100. This is to make you aware if you lost any hours in the process when making manual adjustments.
 - b. Now the process will compare the total of all "C" codes from the leave processes to the total of all the numeric codes that the cascades results in. See [Mapping Leave Cascading Codes to Payroll](#) for a list of the codes. See [Reasons for Differences After PHPLEAV](#) for a list (not necessarily conclusive) of reasons for NEW differences. Remember – all the of old differences hang with you throughout this payroll.

9. In a perfect world, you would be ready to run PHPCALC and hand the payroll off. But this is the time that inevitably things start happening around campus. Changes to the Payroll are requested, and with time running out, you have to go back to PHAHOUR. Changing a record that has gone through PHPLEAV opens more opportunities for errors. Be sure to run PWRXAUD just before you hand off and do a last-minute check for anyone you touched since you last verified the report.

What AUDIT doesn't AUDIT

10. PWRXAUD does not provide any of the checks that PWPSMRT, PWPLAWT, or PWPEXMP does.
- a. It will not show any hours on the report from leave reports that were not submitted or approved.
 - b. If Update is run before the 2nd level approver or the Super-User gives final approval to the leave reports, those reports will not be audited by the report.
 - i. See "COMMENTS" on either a SMART or LAW report for a list of "No Hours Found"
 - ii. If the 2nd level approver decides that an incorrect report should be manually corrected and decides not to approve it, it will not be picked up by AUDIT. (It will show up with the "No Hours Found" COMMENT on the Leave Process.)
 - c. It will not detect any corrections made in PEALEAV.
 - d. It will not detect that PHAHOUR entries are actually correcting entries to reports (either those approved or not approved). Differences between the PWRXAUD table and PHAHOUR remain on the report.
 - e. When doing its Code 100 hours check, it is looking to find 173.33 x FTE hours accounted for in either REG Hours or hours that reduce regular hours requirement (CompTime Taken, Vacation, etc.). If FTE has changed during the month, or if an employee begins or ends employment during the month, AUDIT will not adjust and may incorrectly flag an error.

Appendix

PWRXAUD Run at Disposition 20

REPORT: PWRXAUD (B) 1.0.6										State University			DATE: 12/11/19		
DBASE: XSUPROD.UNC .EDU										XTIME AUDIT			TIME: 10:58:22		
USER: [APALMER]										YR: 2019 MTH: 12 PAY ID: MN VSUM: Y BAN ID:			CLS: E1,E2,EN,F2,LE,SE,SN		PAGE: 00001
Name	Banner ID	Appt	Pos #	CLS	Code	XTIME Hrs/Amt	PR DISP	PR Code	PR Hrs/Amt	FTE	Reg Hr Expect	Reg Hr Actual	COMMENT		
Johnson, Jennifer B.	999999999	12	999999	E2			15			1.000			NO PAY RECORDS		
					TCA	40.00		TPC	0.00				**MISMATCH**		
					CSK	24.000							**MISMATCH**		
					CVC	16.000							**MISMATCH**		
Lawless, Jayne N.	888888888	12	888888	SN			15			1.000			NO PAY RECORDS		
					TCA	10.00		TPC	0.00				**MISMATCH**		
					CVC	10.000							**MISMATCH**		

First Section: Error Listing

REPORT: PWRXAUD (B) 1.0.6										State University			DATE: 12/11/19		
DBASE: XSUPROD.UNC .EDU										XTIME AUDIT			TIME: 10:58:22		
USER: [APALMER]										YR: 2019 MTH: 12 PAY ID: MN VSUM: Y BAN ID:			CLS: E1,E2,EN,F2,LE,SE,SN		PAGE: 00002
VERIFIED SUMMARY															
ID	NAME	APPT	POS	SUFF	DISP	FTE	CLASS								
888888888	Lawless, Jayne N.	12	888888	00	15	1.000	SN								
777777777	Adams, Sherry J.	12	777777	00	15	1.000	EN								

Second Section: Verified Summary of Records Processed

PWRXAUD Run at Disposition 40

REPORT: PWRXAUD (B) 1.0.6										State University			DATE: 12/11/19		
DBASE: XPROD.UNCXSU.EDU										XTIME AUDIT			TIME: 14:10:53		
USER: [DHARRIS]										YR: 2019 MTH: 12 PAY ID: MN VSUM: Y BAN ID:			CLS: E1,E2,EN,F2,LE,SE,SN		PAGE: 00001
Name	Banner ID	Appt	Pos #	CLS	Code	XTIME Hrs/Amt	PR DISP	PR Code	PR Hrs/Amt	FTE	Reg Hr Expect	Reg Hr Actual	COMMENT		
Johnson, Casandra L.	888888888	22	333333	E2			40			1.000	173.33	173.33	CASCADE DIFFERENCE		
					TCA	40.00		TPC	0.00						
Smith, Alan O.	666666666	66	666667	E2			40			1.000	158.89	173.33	REG HOURS DIFFERENCE		
					TCA	16.00		TPC	16.00						

Disposition 40: Audit Error Report

Reasons why Hours did not pull into Payroll from PHRMTIM

Reason	HR Leave Admin Fix	Payroll Fix	NOTES
<p>Employee has terminated or gone on LWOP and is not in Payroll. (Remember, prior Period Leave report goes thru current Payroll.)</p>	<p>Review the leave report and Work with Payroll. Has it been manually processed prior to final payouts?</p> <ul style="list-style-type: none"> - If yes, be sure PEALEAV balances have been manually updated. - If no, a manual adjustment in PEALEAV, and possibly in Payroll may be will be required. 	<p>Work with HR. Have premium hours been paid out? Premium hours can be added to a job with a LWOP earn code in Payroll. Leave Taken hours cannot be processed through a payroll with no (or insufficient) code 100 hours.</p>	<p>Payroll and HR should ensure that they have taken into account all leave reports for period prior to Payroll. Those not processed through Payroll must be accounted for before final Payout. Refer to the LEAVE calendars to be sure you have every cycle accounted for.</p>
<p>Employee has more “taken” hours than are in Payroll:</p> <ul style="list-style-type: none"> - The employee terms or goes on LWOP mid-month. - The Exempt employee took more than 173.33 hours of leave the prior month. 	<p>Less than 173.33 (times FTE) code 100 hours can pull into PHAHOUR from NBA JOBS for many reasons:</p> <ul style="list-style-type: none"> - Use your JEDT report and analyze each situation. - Work with Payroll – but remember, Payroll cannot add “taken” hours that exceed code 100 (REG) hours. 	<p>Work with HR. Refer to SMART, EXEMPT, or LAW to determine the codes that are cross-walking. Decide which can go thru payroll and which have to go thru PEALEAV. If they have to be processed through PEALEAV, they will still show up on the AUDIT report.</p>	<p>Banner will process codes in Oracle Sort order” first numeric, then alpha. If the employee is in payroll, premium codes should pull in. Banner will process codes that reduce regular in Alpha order as long as they hours do not exceed Code (REG) hours. It will stop processing when the limit is met. So, perhaps Bonus Leave processed, but Sick Leave did not. Work with HR.</p>
<p>The employee does not have hours in Payroll in the position number that the leave report was submitted on.</p>	<p>SMART and LAW attempt to minimize this situation with the “Dual Position” process, sending the hours to the position with the highest effective date in NBAJOBS. Depending on reporting dates, this sometimes misses the mark. Work with Payroll.</p>	<p>It may be possible for Payroll to simply add the transactions that got hung up on PHAHOUR. Work with HR: Leave may be added to any position. If you have premium hours to be paid, check with your budget office. Hours will charge to the job labor distribution.</p>	<p>The “key” for Payroll is “Banner ID, Position Number, Suffix.” Although “Dual Position” process tries to handle this, there are often exceptions due to reporting dates.</p>
<p>The employee had a jobs change (not a position number change) within the payroll month and hours are not posting to Payroll.</p>	<p>Use your JEDT report to detect these situations. Hours will post to PHAHOUR in Payroll in two pieces (hours prior to the effective date change, and hours after the change).</p>	<p>Work with HR. Premium hours will attach to the first record without a problem. You may need to key “taken” hours to the second Code 100 (REG) entry.</p>	<p>Use the SMART, LAW, or EXEMPT report to be sure you have handled ALL the codes that were approved to move into Payroll.</p>

Reason	HR Leave Admin Fix	Payroll Fix	NOTES
	Banner tries to attach ALL hours to the first entry. Work with Payroll.		
The employee has had a promotion and changed e-class and some of his CompTime earnings or Premium Pay codes are not eligible earnings for the new E-Class.	Most schools treat a change in e-class with the same special handling as a termination. This is a good practice. When the change happens, you may have to stop, and manually handle leave reports in process (the person will be moving from SMART to EXEMPT) in the last payroll the employee will be receiving pay in the old position. Work with Payroll.	Work with HR – An ounce of prevention is worth a pound of cure. You will need to analyze all leave reporting cycles and be sure that the employee gets compensated correctly for premium pay and leave and comp-time accrual.	Paying out comp-time for an employee changing from non-exempt to exempt is the biggest gotcha. Give these employees the same special handling that you give to terminations!

Reasons for Differences After PHPLEAV

Reason	HR Leave Admin Fix	Payroll Fix	Gotcha's
<p>All the reasons you had prior to running PHPLEAV</p>	<p>HR should have been involved in clearing up all issues at the first run and documenting how they were reconciled. Those handled through PEALEAV will continue to show up on AUDIT.</p>	<p>If all the differences were reconciled prior to running PEALEAV and have been documented, there is nothing you can do to keep those that you were not able to reconcile in PHAHOUR from showing on the report.</p>	<p>Even if you reconciled all the issues with HR, you have to just be sure that no additional problems have been created as you keyed codes to PHAHOUR or made changes to the employee's record.</p>
<p>Mismatch: <i>Audit expects a one-to-one match on comp accrual and premium pay codes, and "C" codes from the AUDIT table = generated codes in Payroll.</i></p>	<p>Be prepared to troubleshoot with Payroll.</p>	<p>This is probably a code that you keyed in PHAHOUR. Verify and document. This report is a good way to verify keying of late time sheets, changes from HR leave keepers, etc.</p>	
<p>FTE issue <i>AUDIT expects 173.33 x FTE hours accounted for between Code 100 (REG) and taken hours.</i></p>	<p>Be prepared to trouble shoot with Payroll</p>	<p>REG hours total usually gets disturbed when manual changes are made in PHAHOUR.</p>	
<p>Mismatch or FTE issue</p>	<p>Be prepared to trouble shoot with Payroll</p>	<p>This can occur when there are leave balances to be paid out in the same pay cycle as there are "taken" (C codes) hours cascading. This</p>	<p>These errors are sometimes small and go undetected, and sometimes HUGE. Our goal should be payouts only when an employee moves to a</p>

Reason	HR Leave Admin Fix	Payroll Fix	Gotcha's
		almost ALWAYS creates a string of errors. DO NOT PAY OUT COMPTIME OR LEAVE IN THE SAME PAYROLL WHERE "TAKEN" HOURS ARE CASCADING.	different e-class or terminates.

ANNUAL LEAVE ROLL INTERFACE

The annual leave roll interface (PWULROL) is the custom process designed for managing the calendar year end leave roll. This program **MUST** be run by the Leave Administrator following the January payroll (after Disposition=>60) but prior to the February Payroll.

One of the main purposes of the interface is to adjust the participant's PEALEAV balances so it reflects the participant's actual calendar year activity since leave reporting is done on a lag. So, the interface zeros out the leave "taken" in the January Payroll (as it likely occurred in the prior calendar year) and subtracts it from the participant's calendar year "Beginning Balance". The January accrual will remain in the current year field.

In addition to adjusting for current year activity, PWULROL performs the following tasks for conformance to OSHR policy:

1. Brings vacation leave (VACA) beginning balance" to 240 x FTE, and adds excess hours to sick leave balance and creates history records.
2. Reduces excess vacation hours that would be added to sick leave (> 240*FTE) by any Special Leave 2 (SPL2) taken during the calendar year; instead, these hours are added back into the Special Leave 2 balance so no time is forfeited.
3. Clears all Community Service Leave (COMM) balances. Accrues 24 X FTE hours for the current year. Brings taken hours to "0." Updates leave history records.
4. Updates the following Leave Balances to show actual January beginning balance: this moves "taken" hours in January payroll to include in "beginning balance" calculation:

Banner Leave Bucket	Name
ADWL	Adverse Weather Leave Taken
BONU	Bonus Leave
COMM	Community Service Leave
CONG	COVID Negative Leave
CTGP	Comp Time: Gap Hours
CTEX	Exempt Time Off
CTOT	Comp Time: Overtime Hours
CTUC	Emergency
INCT	Incentive Leave
OCCT	On-Call Comp Time
PAND	Pandemic Comp
SHAR	Voluntary Shared Leave
SICK	Sick Leave
SPL2	Special Leave 2 (Updated in February Payroll)

Banner Leave Bucket	Name
SPLV	Special Leave
VACA	Vacation
XFML	Family Medical Leave Taken

Examples of how the process operates are as follows:

Example #1: Employee E2 LCAT – Community Service Leave

Timing	Beg Bal	Accrued	Taken	Balance	Notes
After Dec Payroll	0	24	8	16	
PWPEXMP Leave Interface for Jan Payroll			6		Dec Comm Serv Iv Taken
After Jan Payroll Update	16	0	6	10	Reflects Banner leave roll, Jan accrual, Dec taken
After PWULROL update	0	24	0	24	Reflects Jan accrual

PWULROL will zero out beginning balance, add accrual of 24 hrs x FTE, and zero out “taken,” resulting in a balance available of 24 x FTE after PWULROL.

EXAMPLE 2 – S1 LCAT – CTGP – (same for ADWL, BONU, CTOT, CTUC, CTEX, INCT, OCCT, SHAR, SPL2, PLBD, PLRC, XFML)

Timing	Beg Bal	Accrued	Taken	Balance	Notes
After Dec Payroll Update	0	32	8	24	
PWPSMRT Leave Interface for Jan Payroll		4	6		Gap Hours Accrued and Taken in December
After Jan Payroll Update	24	4	6	22	Reflects Banner leave roll, Jan accrual, Dec taken
After PWULROL update	18	4	0	22	Taken hours moved from current calendar year activity and is subtracted from the Beginning Balance

PWULROL Data Prep

Before running the Leave Annual Roll (PWULROL), Leave Administrators should review the following:

1. PWULROL is using the PEALEAV balances following the January payroll; this will include any manual changes made after the December payroll. It is important to keep a list of these post-December changes

you made, and after PWULROL has been run, review the results and make manual changes, if necessary, to reflect the correct beginning balance, and January accrual. There have been situations where employees have incorrectly ended up with negative Beginning Balances and this will cause problems if not corrected. (Alternatively, Leave Administrators may want to avoid making manual PEALEAV changes if at all possible after the December payroll until PWULROL is finalized.)

- Banner has the option to run the report in R(eport) mode for a single employee. You can use this to review any employee records to see if manual adjustments are required before running the PWULROL process in Update mode.

PWULROL Production Run

Number *	Parameters	Values
01	Run Mode	R
02	Log Message Level	I
03	Banner ID	999999999

After the Production January payroll has been processed through disposition 60, run PWULROL in Report mode. Also, run the HGAWJEDT, *Employees with Job Effective Date 1st of Prior Month*, report to determine if January changes (which may have been entered late in Banner) might affect leave balances. Examples are terminations, new-hires, LWOPs, or FTE changes. PWULROL will work with the NBAJOBS data active in January at run-time. Remember, you can begin running just one or two employees you suspect might cause problems – just remember to use this option only in “R” (report) mode in Production – or you can run the entire population over and over in “Report” mode. Do not go to “update” mode until you are satisfied that the report looks good.

PWULROL **must** be run in PROD after the January payroll reaches disposition 60, and before the February Payroll has started. Once you have identified changes that may have to be made following the update, run PWULROL in update mode. **Be sure the process is run as soon as possible so that new leave balances will be reflected on Employee Self Service – optimally by January 31.** Make any necessary manual adjustments on PEALEAV following PWULROL.

Sample PWULROL Report

```

REPORT: PWULROL (B) 2.0.5c ..... University of State School ..... DATE: 01/24/19
DBASE: GADEV3.UNXX.EDU ..... VACATION LEAVE ROLL ..... TIME: 11:29:05
USER: [uncga.smith] ..... Run: R ..... Log: I ..... Cal Year (calc'd): 2019 ..... Class: E1,E2,EN,F2,LE,SN ..... ID: 840000186 ..... PAGE: 001

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ID	NAME	FTE	CODE	BEGIN	ACCRUED	TAKEN	EXCESS	TAKEN	ROLL	BEGIN	ACCRUED	COMMENT
899999999	Pink, Mary-Lynn	1.00	VACA	286.86	0.00	46.86	0.50	46.36	240.00	15.33	SPL2 ADJ TO EXCESS HRS	
			SICK	40.25	0.00				86.61	8.00	ROLL HRS ADJ BY SPL2	
			COMM								24.00	
			ADWL	0.00	0.00	0.00					0.00	
			OCCT	0.00	0.00	0.00					0.00	
			CTOT	15.00	0.00	0.00					15.00	
			CTGP	0.00	0.00	0.00					0.00	
			CTEX	0.00	0.00	0.00					0.00	
			CTUC	2.00	0.00	0.00					2.00	
			INCT	0.00	0.00	0.00					0.00	
			BONU	100.75	0.00	0.00					100.75	
			SHAR	0.00	10.00	0.00					10.00	
			SPLV	0.00	0.00	0.00					0.00	
			SPL2	0.00	40.00	0.50				39.50	0.50	ADJ Excess VACA hrs

PWULROL Sample Report

Example:

1. This employee is beginning the year with 286.86 hours of VACA – or an Excess of 46.86 hours.
2. SPL2 shows 0.50 hours taken in the prior calendar year
3. The 46.86 hours excess Vacation hours are reduced by 0.50 hours, leaving 46.36 hours to transfer to SICK
4. Beginning SICK balance of 40.25 hours, plus 46.36 hours = revised SICK Beginning Balance of 86.61 hours.
5. January Accrual will show on PEALEAV and increase the Available Balance as of January 31.
6. PWULROL shows the 0.50 hours returned to SPL2 as an accrual on this report.

PEALEAV Output

After PWULROL has been completed, Vacation and Special Leave balances will appear as follows at the beginning of the February payroll cycle:

Leave Code	Date Available	Day or Hour	Begin Balance	Accrued	Taken	Current Available	Banked
SPL2 SpcLeav2	01-JAN-2019	H	40.00	0.00	0.00	40.00	0.00
Change Reason: PWULROL SPL2 ROLL							
Leave Code	Date Available	Day or Hour	Begin Balance	Accrued	Taken	Current Available	Banked
VACA Vacation	01-JAN-2019	H	240.00	15.33	0.00	255.33	0.00
Change Reason: TRANSFERRED TO SICK LEAVE (46.36 hours)							

1. SPL2 has rolled to a New Beginning of 40.00. The 0.50 hour which was not rolled from Vacation to Sick has been credited back to the SPL2 balance.
2. VACA – Beginning Balance has rolled to 240.00. January Accrual of 15.33 is shown, giving an Available Balance of 255.33

Manual Updates Required

Please note that there are some situations not handled by the PWULROL process that require manual updates by the Leave Administrator:

- 1) Schools that utilize the Military Leave bucket for Reservists who earn and use military leave to attend summer training, special drills, or required medical appointments must manage the leave on an October through September accrual/use schedule. The roll is manual.
 - a) In September notify employees that current Federal FY accrual will end on September 30, and new verification of continued military status must be provided for new Accrual to be activated
 - b) Verify leave taken during September goes to the old accrual, and leave taken beginning October 1 goes to the New Year's accrual.

Note: Military Leave code (WML) on the Leave Report is only intended to cover their annual training and is not intended for reservists going on Active Duty. The move to active duty should be managed on NBAJOBS. Once on active duty, leave is managed totally in HR based on military orders and the Military Leave Policy.

- 2) For employees hired after January and not included in the Leave Annual Role process, Leave Administrators are responsible for entering a pro-rated portion of the 24 hours provided for Community Service Leave each January. Examples include:
 - a) 1.0 FTE beginning work on March 1 would need an accrual of 20 hours Community Service (10/12 x 24hrs).
 - b) 0.5 FTE beginning work on May 1 would need an accrual of 8 hours (8/12 x 24hrs x .5).
 - c) 1.0 FTE on Leave Without Pay in January who subsequently returns to work later in July would need an accrual of 12 hours (6/12 * 24hrs)
- 3) Leave Administrators are responsible for increasing the Community Service Leave accrual on the Banner PEALEAV page for employees who have written confirmation of their involvement in a public-school tutoring/mentoring program from 24 to 36 hours per year.

APPENDIX: CORONAVIRUS LEAVE PROVISIONS

The policies outlined in this Appendix are not permanent but are expected to effective only during the length of the COVID-19 pandemic:

Advanced Leave

During the COVID-19 pandemic, individual campuses have the option to modify the existing advanced leave policies as follows:

- Whether or not to allow the advancing of leave for COVID purposes.
- How much leave can be advanced (this can vary by campus, and can go up to 24 months).

FFCRA/NC COVID

The federal Families First Coronavirus Response Act (FFCRA) was enacted in March of 2020 to address the impact of the Coronavirus pandemic on the U.S. community. It includes two Acts (effective April 1, 2020) that provide paid leave benefits if an employee is unable to work, including unable to telework, for reasons related to the COVID-19 pandemic.

- The Emergency Paid Sick Leave Act (EPSLA)
- Emergency Family and Medical Leave Act Expansion Act (EFMLEA)

In addition, the UNC System provides an additional program (NC COVID) effective June 1, 2020 that supplement the benefits available under federal program as well as provide paid leave for additional reasons beyond what the FFCRA recognizes.

Both FFCRA and NC COVID leave are effective through December 31, 2020.

Feature	FFCRA Benefits		NC COVID
	EPSLA	EFMLEA	
Coverage Effective	April 1, 2020	April 1,2020	June 1, 2020
Eligible Population¹	All University employees (all types, full-time, part-time, temporary) other than allowable exceptions at the discretion of each Campus: <ul style="list-style-type: none"> - Health Care Workers - Emergency Responders 	All University employees (all types, full-time, part-time, temporary) other than allowable exceptions at the discretion of each Campus: <ul style="list-style-type: none"> - Health Care Workers - Emergency Responders 	Follows EPSLA/EFMLEA eligibility
Service Requirement	None	30 Days	Follows EPSLA/EFMLEA eligibility

Feature	FFCRA Benefits		NC COVID
	EPSLA	EFMLEA	
Maximum Leave	Up to two weeks (80 hrs, pro-rated for part-time)	Up to 12 weeks (480 hours, pro-rated for part-time)	Not Applicable
Interaction with Family * Medical Leave Act	Not Applicable	Any EFMLEA taken counts towards the 480-hour annual entitlement (pro-rated for part-time) under the Family Medical Leave Act (FMLA) during a 12-month period.	Not Applicable
Qualifying Event	Benefits		
1. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19	100% of regular pay, up to \$511 daily and \$5,110 total		Supplement EPSLA up to 100% of employee's pay if the employee's pay exceeds the FFCRA benefit cap. Pay additional leave once EPSL/Accrued Leave is exhausted ²
2. has been advised by a health care provider to self-quarantine related to COVID-19			
3. Experiencing COVID-19 symptoms and is seeking a medical diagnosis			
4. Caring for an individual subject to an order described in #1 or #2 above	Two-thirds of regular pay, up to \$200 daily and \$2,000 total. Note: An employee may designate accrued leave or other available paid time off to receive their full pay		Supplement EPSLA up to two-thirds of employee's pay if the employee's pay exceeds the FFCRA benefit cap. Pay additional leave once EPSL/Accrued Leave is exhausted ²

Feature	FFCRA Benefits		NC COVID
	EPSLA	EFMLEA	
5. Caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons	Two-thirds of regular pay, up to \$200 daily and \$2,000 total Note: an employee may designate accrued leave or other available paid time off to receive their full pay	First 2 weeks of leave are unpaid (employee may use EPSLA during this period) Up to 10 additional weeks paid at two-thirds of regular pay, up to \$200 daily and \$10,000 total An employee may designate accrued leave or other available paid time off to receive their full pay	Supplement EPSL/EFMLEA up to two-thirds of employee's pay if the employee's pay exceeds the FFCRA benefit cap. Pay additional leave once EPSL/Accrued Leave is exhausted ²
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services (none has been declared)	Two-thirds of regular pay, up to \$200 daily and \$2,000 total Note: an employee may designate accrued leave or other available paid time off to receive their full pay		Supplement EPSLA up to two-thirds of employee's pay if the employee's pay exceeds the FFCRA benefit cap. Pay additional leave once EPSL/Accrued Leave is exhausted ²
7. CANNOT TELEWORK because duties cannot be performed remotely and alternate remote work is not feasible	N/A. (Reason Not Recognized by FFCRA.)	N/A. (Reason Not Recognized by FFCRA.)	Pay additional leave ³
8. Needs to provide ELDERCARE because the eldercare facility is closed due to COVID-19	N/A. (Reason Not Recognized by FFCRA.)	N/A. (Reason Not Recognized by FFCRA.)	
Leave Period	Continuous	May be continuous, intermittent, or used to reduce regular work day	Follows EPSL/EFML

1. The Leave Administrator should review the rules regarding the eligible population at its Campus as of the benefits effective date.

2. The amount of NC supplemental leave once the FFCRA benefit is exhausted varies by month. See the summary on the UNC System Office website.
3. The amount of NC supplemental leave available for non-FFCRA qualifying events varies by month. See the summary on the UNC System Office website.

Banner Administration

The Banner system codes used in the administration of the Coronavirus related leave are as follows:

Banner Leave Field	Symbol	Explanation
Time/Leave Code	WF1	FFCRA Self 1.0 (HR Appr)
Time/Leave Code	WF2	FFCRA Sick/Other .67 (HR Appr)
Time/Leave Code	WF3	FFCRA FMLA .67 (HR Appr)
Time/Leave Code	WFF	NC COVID Admin Leave
Leave Bucket	EPSL	FFCRA Emergency Paid Sick
Leave Bucket	EPFL	FFCRA Emergency FMLA
Leave Bucket	XNCC	NC COVID Admin Leave
Earn Code	290	FFCRA Employee 100% <\$132,860
Earn Code	291	FFCR Sick/Self 1.0 Capped
Earn Code	292	FF Sick Child .67
Earn Code	293	FF Sick Child .67 Capped
Earn Code	294	FFCR FML Child .67
Earn Code	295	FFCR FML Child .67 Capped
Earn Code	296	NC COVID Admin Leave

Notes

- 1) The employee is responsible for entering the following COVID related leave hours on their Time/Leave Reporting:
 - a) FFCRA hours taken
 - b) NC COVID hours taken for the non-FFCRA qualifying reasons (eldercare, unable to telework) along with the accrued leave/PTO hours taken to bring them to 100% of regular pay
- 2) The Leave Administrator is responsible for calculating certain leave hours below (after the Leave Interface is run and records are at Disposition >= 40) and providing instructions to Payroll to enter hours into PHAHOUR. (Alternatively, the Administrator can update the balances on PEALEAV once the Payroll has been completed):

- a) Based on the employee's election, the accumulated leave hours (either vacation, sick, comp time, bonus leave, special leave) needed to make up the 1/3 of regular pay not covered by FFCRA benefits.
 - b) NC COVID hours (Earn Code: 296) needed to make up for FFCRA salary cap identified using the PGAW4FFC WebFocus report.
 - c) Any eligible NC COVID leave hours for non-FFCRA qualifying events based on the policy in place as of the leave date. See the policy updates on the UNC System Office website.
- 3) There are some key differences in how FFCRA and NC COVID leave is treated vs. other Approved Leave by the Leave Interface Process:
- a) There is no leave offset of FFCRA or NC COVID leave hours against Extra Hours worked in the same period
 - b) FFCRA leave hours (WF1, WF2, WF3) are not "cascaded" against all employee leave balances but are instead only debited against the EPSL/EFML Leave Buckets. Any FFCRA leave hours taken (WF1, WF2, WF3) beyond the remaining balance in the EPSL/EFML leave buckets will result in docked pay.
 - c) NC COVID Hours (WFF) are also not cascaded or applied against other leave balances but only debited against the NC COVID Leave Bucket (XNCC). But unlike FFCRA hours, there are not a fixed number of XNCC hours available. Instead, NC COVID leave hours taken will accumulate as a negative balance in the XNCC Leave Bucket.
- 4) It is possible that an employee absent for a COVID-related illness will submit more leave hours than their regularly scheduled hours (173.33 hours * FTE) for the month. For SHRA Non-Exempt employees, this can occur in any monthly payroll cycle which includes three separate bi-weekly leave cycles covering at least 22 workdays at 8 hours per day. For a Law Enforcement Officer, this can occur when 2 leave cycles are included in the monthly payroll process. See [Leave Taken Exceed Scheduled Hours](#) above.

If this error occurs, only 173.33 hours of leave can be processed through Payroll with the remaining hours manually deducted from the appropriate Leave Buckets using the PEALEAV Page.

- a. As the University receives an employment tax credit for FFCRA leave payments, it is important to maximize the FFCRA hours (Earn Code 290-295) reported through payroll for reporting purposes. Any remaining leave hours reported should be manually deducted from the appropriate PEALEAV bucket.

Processing Steps

HR Approval

In order to use COVID related leave hours (either FFCRA or NC COVID Admin Leave), an employee must submit an application form indicating the qualifying event, dates for the leave, and the accrued leave balances (if any) they want to use as supplemental leave coverage so they can receive their regular pay.

The HR Administrator needs to verify the EFMLEA leave requested along with any previous FMLA leave hours taken within a 12-month period does not exceed the annual FMLA entitlement of 480 hours. (The EPSLA leave hours do not count against the FMLA limit.)

Post Employee Leave Hours

After being notified by HR about an approved leave request, the Leave Administrator must post the maximum number of hours to the appropriate leave bucket on the Banner PEALEAV page

Leave Bucket Code	Description	Maximum Hours
EPSL	FFCRA Emergency Paid Sick	80
EPFL	FFCRA Emergency FMLA	400*

* An employee may only take a total of 12 workweeks of leave during a 12-month period under the FMLA, *including* EFMLEA. So, the maximum EPFL hours should be reduced by any previous FMLA leave taken measured from a year prior to the last day of the EFMLEA leave.

Employee Leave Reports

Once approved, the employee can enter hours for their COVID related leave:

- WF1, FFCR Sick/Self 1.0 (HR Appr)
- WF2, FFCR Sick/Other .67 (HR Appr)
- WF3, FFCR FMLA .67 (HR Appr)
- WFF, NC COVID Admin Leave (for Approved Elder Care or Loss of Hours due to inability to telework)

As noted above, employees should not enter any leave hours taken to supplement their pay if on EPSL/EFMLEA leave. These will be calculated by the Leave Administrator and manually submitted to payroll.

However, the employee should enter any leave hours to supplement their pay if receiving NC COVID Admin Leave if absent when providing eldercare or due to an inability to telework. The rules changed throughout 2020 (see UNC System Office website) so the Leave Administrator should review the employee leave reports carefully to make sure the employee is using the correct set of rules.

Examples

FFCRA Leave

Example #1 – SHRA Non-Exempt 1.0 FTE

Employee receives word in July 2020 that their child’s daycare facility is closing for 3 weeks due to a COVID-19 outbreak. They have no childcare available and their job does not permit remote work. So, they apply for and receive approval to take expanded family and medical leave provided by the EFMLEA. with vacation hours used to make up the 1/3 pay not covered.

Sample time/leave reporting is as follows:

Leave Report- Week 1	Leave Code	Mon	Tue	We	Thu	Fri	Sat	Sun	Total
WF2	FFCRA Sick/Other .67 (HR Appr)	8.00	8.00	8.00	8.00	8.00			40.00

Leave Report- Week 2	Leave Code	Mon	Tue	We	Thu	Fri	Sat	Sun	Total
WF2	FFCRA Sick/Other .67 (HR Appr)	8.00	8.00	8.00	8.00	8.00			40.00

Leave Report- Week 3	Leave Code	Mon	Tue	We	Thu	Fri	Sat	Sun	Total
WF3	FFCRA FMLA .67 (HR Appr)	8.00	8.00	8.00	8.00	8.00			40.00

- As the first 10 days of expanded family and medical leave under EFMLEA is unpaid, the employee uses 80 hours of paid childcare leave under EPSLA.
- After that, they are eligible for up to 10 weeks of paid leave under EFMLEA, up to the FMLA annual limit of 480 hours (80 hours unpaid + 400 hours paid.)
- Note that the employee does not enter the vacation leave needed to supplement the 2/3 pay provided by the FFCRA benefits. Instead, these hours are determined by the Leave Administrator and provided to the Payroll Administrator to enter through PHAHOUR (or deducted by the Leave Administrator from the Leave Buckets using PEALEAV after payroll is completed.)

NC COVID Admin Hours

Example #1 – SHRA Non-Exempt 1.0 FTE

During June 2020, a SHRA Non-Exempt 1.0 FTE is only able to work onsite Monday-Wednesday as they need to deliver eldercare the remaining 2 days per week. Their initial timesheet would be as follows:

Leave Report	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG	8.00	8.00	8.00					24.00

The employee has been approved for the “elder care” benefit that is not available through the FFCRA (Federal) benefit package, but has been offered by the state as NC COVID benefits. In June 2020, NC COVID Leave is 66.67% of the hours used to provide eldercare and the employee elected to use their accumulated comp time to make up the additional time.

So, with these parameters, the calculation of NC COVID Admin Leave and the employee’s accrued leave taken are as follows:

- NC COVID Admin Leave (Total Elder Care Hours * 2/3, rounded to near .25)
 - 16 hours x .667 = 10.667 hours, rounded to 10.75 hours
- Accrued Leave Taken (Total Elder Care Hours – NC COVID Admin Leave)
 - 16 hours – 10.75 Hours = 5.25 hours of CompTime Taken

So, the revised timesheet should be entered as follows:

Leave Report	Leave Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Regular Hours Worked	WRG	8.00	8.00	8.00					24.00
CompTime Taken	WCO							5.25	5.25
NC COVID Admin Leave	WFF							10.75	10.75

Note that in order to easily recognize these hours, both the NC COVID Admin Leave and accrued leave taken should be entered on a single day where no other activity is reported.

Leave Interface Processing

Once hours are entered and employee leave reports are routed to the leave administrator for approval, the leave administrator can run the leave interface programs in Banner Jobs Submission.

Specifically, for the Coronavirus related benefits, the Leave Administrator should monitor the following:

- Resolve any COMMENTS related to the FFCRA codes
 - As explained in [Leave Taken Exceed Scheduled Hours](#), it’s possible an employee who is out on a COVID related leave can have more leave hours than scheduled hours (173.33 hours * 1.0 FTE) in a monthly payroll. As the University receives payroll tax credits for any FFCRA benefit payments, the maximum number of FFCRA related hours should be entered through payroll with the remaining hours entered as manual adjustments through PHAHOUR or the PEALEAV page.

- Review WF1, WF2, WF3, and WFF code summaries to ensure each employee listed has received HR approval to take FFCRA/NC COVID leave
- Review the FFCRA earn codes and whether there are sufficient leave balances remaining:
 - Codes 290, 291, 292 or 293: verify in PEALEAV there are sufficient hours in the EPSL bucket.
 - Codes 294 or 295: verify in PEALEAV there are sufficient hours in the EPFL bucket.

Payroll Processes

Once the Payroll staff notifies the Leave Administrator that the payroll records have been calculated but before the final updates are applied (Disposition =40), the Leave Administrator should do the following:

PGAW4FFC WebFocus Report

The Leave Administrator should run PGAW4FFC, “Leave Hours Owed after FFCRA Usage.” This report will list the total hours still needed for an employee to reach their normal salary and how that total breaks down between NC COVID Leave (Earn Code:296) and the employee’s accrued leave (based on previous election.)

- If the payroll is still at Disposition=40, the Leave Administrator can supply Payroll with the Hours to key. However, the Administrator should check PEALEAV to verify there are sufficient leave balances remaining in the category(ies) elected by the employee.
- If the payroll is at Disposition > 40, the leave hours can be manually updated by the Leave Administrator on PEALEAV after the payroll process is complete

Date: 09/28/2020 State University -XSUPROD Page: 1
 Time: 09.27.10 Leave Hours Owed after FFCRA Usage
PGAW4FFC_v1 Payroll Month=09 Year=2020, Payroll-Id: MN
 Sorted by Name
 Source: BANNER - DISP-40

ID	Salary Rate	Full Salary	506 Status	500 Status	Earn Code	FFCRA Hours X Hourly Rate	Total Dollar Amount Paid by Earn Codes	Total Dollar Amount Still Owed	Total # of Hours Paid by Earn Codes	Total # Hours Still Owed	Leave to Charge to NC-COVID Leave	Total # of Hours to Charge to Accrued Leave
820777777	28.85	5000.00	A	A	290	1,608.20	1608.20	.00	55.75	.00	.00	.00
820777989	15.00	2600.00	A	A	294	1,200.02	800.06	399.96	80.00	26.66	.00	26.66
820778201	22.31	3867.58	A	A	292	535.52	357.03	178.49	24.00	8.00	.00	8.00
820778413	40.87	7083.33	A	A	295	429.09	262.50	166.59	10.50	4.08	.58	3.50

290 - 100% Paid
 291 - Capped Salary Paid by FFCRA and the rest paid by NC-COVID
 292 - 2/3 Paid by FFCRA and the rest paid by Accrued Leave
 293 - 2/3 Paid by FFCRA capped, difference of full and capped paid by NC-COVID, all left paid by Accrued Leave
 294 - 2/3 Paid by FFCRA and the rest paid by Accrued Leave
 295 - 2/3 Paid by FFCRA capped, difference of full and capped paid by NC-COVID, all left paid by Accrued Leave

REFERENCES

NC OSHR Salary Administration Policies: <https://oshr.nc.gov/policies-forms/salary-administration>

REVISION HISTORY

Version	Date	Information
1.0	2/3/2021	Initial draft publication
1.1	4/26/2021	Minor corrections