

Parental Leave Setup

February 4, 2020 revision

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Revisions

<i>Date</i>	<i>Change</i>
1/10/2020	Initial distribution
2/4/2020	The PTRLCAT setup order has been reversed so that the leave category for PLBD (Bonding) is setup first before the leave category for PLRC (recuperation). PLRC has PLBD as part of its cascade so the PLBD LCAT must be setup first to allow this. Sections 9 and 10 have been switched to accommodate this requirement.

Parental Leave

There are three updates required to manage the new Parental Leave process. (1) The CAB changes detailed in this document must be updated in Banner, (2) install new versions of leave interfaces (PWPSMRT, PWPLAW, PWPEXMP) and PWRXAUD (3) install new versions of NWABPAD and PWABEAD.

Parental Leave Code Structure

<i>Code Type</i>	<i>Code</i>	<i>Description</i>	<i>Purpose</i>
Leave	PLBD	Parental Leave Bonding	Leave code (bucket) that holds eligible parental leave bonding hours. HR manually accrues approved hours in PEALEAV.
Leave	PLRC	Parental Leave Recuperation	Leave code (bucket) that holds eligible Parental Leave Recuperation hours. HR manually accrues approved hours in PEALEAV.
Leave	ZCPL	Leave Report Hours Taken	Leave code (bucket) required by the Banner leave reports baseline. WPL, <i>Parental Leave (HR Approved)</i> , hours fall into this bucket when the leave report has reached final approval. When the leave process is run in update mode, the hours are zeroed out.
Earn	260	Parental Leave Recuperation	Actual PTREARN code that is shown on the employee pay stub when Parental Leave Recuperation hours are used.
Earn	261	Parental Leave Bonding	Actual PTREARN code that is shown on the employee pay stub when Parental Leave Bonding hours are used.
Earn	940	FML Hours Used	Non-cash earn code used to track FML hours used for both Parental Leave and non-parental leave. This earn code does not reduce regular pay.
Earn	CPL	Cascading Parental Leave Taken	PTREARN cascade code. Shows hours 'taken' on leave report. Adjusted for leave offsetting and crosswalks to WPL, <i>Parental Leave (HR Approved)</i> , in payroll. The PHPLEAV process in payroll sends CPL hours through the ZCPL cascade.
Earn	WPL	Parental Leave (HR Approved)	PTREARN code used to collect hours on the leave report. Hours in this code may be adjusted by SMART, MOVE or LAW business rules. The adjusted hours are cross walked to PTREARN code CPL in payroll.

1. PTRLEAV, Create Parental Leave Codes (PLBD, PLRC and ZCPL)

- PTRLEAV insert row. Enter PLBD as new leave code and enter descriptions as listed below.

<i>PTRLEAV Field</i>	<i>NEW Leave Code</i>
Leave code	PLBD
Long description	Parental Leave Bonding
Short description	PrLvBond

SAVE

Leave Code *	Long Description *	Short Description *
PLBD	Parental Leave Bonding	PrLvBond
PLRC	Parental Leave Recuperation	PLvRecup

PTRLEAV

- PTRLEAV insert row. Enter PLRC as new leave code and enter descriptions as listed below

<i>PTRLEAV Field</i>	<i>NEW Leave Code</i>
Leave code	PLRC
Long description	Parental Leave Recuperation
Short description	PLvRecup

SAVE

- PTRLEAV insert row. Enter ZCPL as new leave code and enter descriptions as listed below

<i>PTRLEAV Field</i>	<i>NEW Leave Code</i>
Leave code	ZCPL
Long description	Cascading Parental Leave
Short description	CPntLv

SAVE

2. PTREARN Set up new Earn Code 260

PTREARN, enter new earn code 260. The system will generate a warning message, “*WARNING* Earn Code not found, add assumed”, click GO. Set up new earn code 260, Parental Leave Recuperation as indicated below.

<i>PTREARN Field</i>	<i>Earn Code 260 Value</i>
Earnings Code Rules	
Long description	Parental Leave Recuperation
Short description	PLvRecup
Source of rate	Job Regular Rate
Multiplication factor	100
Interface	
Allow labor distribution overrides at time entry	✓ (check) the box
Expend budget with earning value	✓ (check) the box
Applicable to fringe expense	<leave blank>
Rule class overrides	
Rule class	<leave blank>
Fringe rule class	<leave blank>
Attributes	
Type	(NONE)
Earnings group	BE Base Earnings
Hours or units	Hours
Tax method	Annualized
Base salary	<leave blank>
Reduce base salary	✓ (check) the box
Longevity	<leave blank>
Shift differential	<leave blank>
Cash	✓ (check) the box
Stipend	<leave blank>
Display earnings history on web	✓ (check) the box
Display on web pay stub	✓ (check) the box
Leave	
Applicable to leave proration	✓ (check) the box
Applicable to leave minimum	✓ (check) the box
Leave taken code	PLRC
Leave earned code	<leave blank>
FMLA eligible hours	<leave blank>
FLMA usage hours	<leave blank>

SAVE

- Regulatory information. No changes
- Labor distribution overrides. Coordinate with finance

ellucian Earnings Code Rules PTREARN 9.3.9 (GADEVZ)
 ADD RETRIEVE RELATED TOOLS 1

Earnings Code: * 260

WARNING Earn Code not found, add assumed.

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

ellucian Earnings Code Rules PTREARN 9.3.12 (GASTMO)
 ADD RETRIEVE

Earnings Code: 260

EARNINGS CODE RULES

Long Description * Parental Leave Recuperation
 Source of Rate Job Regular Rate Special Rate Table Rate

Short Description * PLVRecup
 Multiplication Factor * 100

Interface

Allow Labor Distribution Overrides at Time Entry
 Applicable to Fringe Expense

Expend Budget with Earning Value

Rule Class Overrides

Rule Class ...
 Fringe Rule Class ...

Attributes

Type (NONE)
 Longevity

Earnings Group BE ... Base Earnings
 Shift Differential

Hours or Units Hours Units
 Cash

Indicator
 Stipend

Tax Method * Annualized
 Base Salary
 Display Earnings History on Web

Reduce Base Salary
 Display on Web Pay Stub

Leave

Applicable to Leave Proration
 Leave Earned Code ...

Applicable to Leave Minimum
 FMLA Eligible Hours

Leave Taken Code PLRC ...
 FMLA Usage Hours

PTREARN 260

3. PTREARN Set up new Earn Code 261

PTREARN, enter new earn code 261. The system will generate a warning message, “*WARNING* Earn Code not found, add assumed”, click GO. Set up new earn code 261, Parental Leave Bonding as indicated below.

<i>PTREARN Field</i>	<i>Earn Code 261 Value</i>
Earnings Code Rules	
Long description	Parental Leave Bonding
Short description	PrLvBond
Source of rate	Job Regular Rate
Multiplication factor	100
Interface	
Allow labor distribution overrides at time entry	✓ (check) the box
Expend budget with earning value	✓ (check) the box
Applicable to fringe expense	<leave blank>
Rule class overrides	
Rule class	<leave blank>
Fringe rule class	<leave blank>
Attributes	
Type	(NONE)
Earnings group	BE Base Earnings
Hours or units	Hours
Tax method	Annualized
Base salary	<leave blank>
Reduce base salary	✓ (check) the box
Longevity	<leave blank>
Shift differential	<leave blank>
Cash	✓ (check) the box
Stipend	<leave blank>
Display earnings history on web	✓ (check) the box
Display on web pay stub	✓ (check) the box
Leave	
Applicable to leave proration	✓ (check) the box
Applicable to leave minimum	✓ (check) the box
Leave taken code	PLBD
Leave earned code	<leave blank>
FMLA eligible hours	<leave blank>
FLMA usage hours	<leave blank>

SAVE

- Regulatory information. No changes
- Labor distribution overrides. Coordinate with finance

ellucian Earnings Code Rules PTREARN 9.3.12 (GASTMO)	
Earnings Code: 261	
EARNINGS CODE RULES	
Long Description * Parental Leave Bonding	Source of Rate <input checked="" type="radio"/> Job Regular Rate <input type="radio"/> Special Rate <input type="radio"/> Table Rate
Short Description * PrLvBond	Multiplication Factor * 100
Interface	
<input checked="" type="checkbox"/> Allow Labor Distribution Overrides at Time Entry	<input type="checkbox"/> Applicable to Fringe Expense
<input checked="" type="checkbox"/> Expend Budget with Earning Value	
Rule Class Overrides	
Rule Class [] ...	Fringe Rule Class [] ...
Attributes	
Type (NONE)	<input type="checkbox"/> Longevity
Earnings Group BE [] ... Base Earnings	<input type="checkbox"/> Shift Differential
Hours or Units <input checked="" type="radio"/> Hours <input type="radio"/> Units	<input checked="" type="checkbox"/> Cash
Indicator	<input type="checkbox"/> Stipend
Tax Method * Annualized	<input checked="" type="checkbox"/> Display Earnings History on Web
<input type="checkbox"/> Base Salary	<input checked="" type="checkbox"/> Display on Web Pay Stub
<input checked="" type="checkbox"/> Reduce Base Salary	
Leave	
<input checked="" type="checkbox"/> Applicable to Leave Proration	Leave Earned Code [] ...
<input checked="" type="checkbox"/> Applicable to Leave Minimum	<input type="checkbox"/> FMLA Eligible Hours
Leave Taken Code PLBD [] ... Parental Leave Bonding	<input type="checkbox"/> FMLA Usage Hours

PTREARN 261

4. PTREARN Set up new Earn Code 940

PTREARN, enter new earn code 940. The system will generate a warning message, “*WARNING* Earn Code not found, add assumed”, click GO. Set up new earn code 940, FMLA Hours Used as indicated below.

<i>PTREARN Field</i>	<i>Earn Code 940 Value</i>
Earnings Code Rules	
Long description	FMLA Hours Used
Short description	FMLA Tkn
Source of rate	Job Regular Rate
Multiplication factor	0
Interface	
Allow labor distribution overrides at time entry	<leave blank>
Expend budget with earning value	<leave blank>
Applicable to fringe expense	<leave blank>
Rule class overrides	
Rule class	<leave blank>
Fringe rule class	<leave blank>
Attributes	
Type	(NONE)
Earnings group	MT Move Time Solution Earnings
Hours or units	Hours
Tax method	Annualized
Base salary	<leave blank>
Reduce base salary	<leave blank>
Longevity	<leave blank>
Shift differential	<leave blank>
Cash	<leave blank>
Stipend	<leave blank>
Display earnings history on web	✓ (check) the box
Display on web pay stub	✓ (check) the box
Leave	
Applicable to leave proration	<leave blank>
Applicable to leave minimum	<leave blank>
Leave taken code	XFML
Leave earned code	<leave blank>
FMLA eligible hours	<leave blank>
FLMA usage hours	<leave blank>

SAVE

- Regulatory information. No changes
- Labor distribution overrides. Coordinate with finance

✕ ellucian Earnings Code Rules PTREARN 9.3.12 (GASTMO)
ADD REF

Earnings Code: 940
✔ Saved success

EARNINGS CODE RULES

Long Description *
Source of Rate Job Regular Rate Special Rate Table F

Short Description *
Multiplication Factor *

Interface

Allow Labor Distribution Overrides at Time Entry
 Applicable to Fringe Expense

Expend Budget with Earning Value

Rule Class Overrides

Rule Class
Fringe Rule Class

Attributes

Type
 Longevity

Earnings Group Move Time Solution Earnings
 Shift Differential

Hours or Units Hours Units
 Cash

Indicator

Tax Method *
 Stipend

Base Salary
 Display Earnings History on Web

Reduce Base Salary
 Display on Web Pay Stub

Leave

Applicable to Leave Proration
 Leave Earned Code

Applicable to Leave Minimum
 FMLA Eligible Hours

Leave Taken Code
 FMLA Usage Hours

PTREARN 940

5. PTREARN Set up new Earn Code WPL

PTREARN, enter new earn code WPL. The system will generate a warning message, “*WARNING* Earn Code not found, add assumed”, click GO. Set up new earn code WPL, *Parental Leave (HR Approved)*, as indicated below.

<i>PTREARN Field</i>	<i>Earn Code WPL Value</i>
Earnings Code Rules	
Long description	Parental Leave (HR Approved)
Short description	PrLvTkn
Source of rate	Job Regular Rate
Multiplication factor	100
Interface	
Allow labor distribution overrides at time entry	<leave blank>
Expend budget with earning value	<leave blank>
Applicable to fringe expense	<leave blank>
Rule class overrides	
Rule class	<leave blank>
Fringe rule class	<leave blank>
Attributes	
Type	(NONE)
Earnings group	MT Move Time Solution Earnings
Hours or units	Hours
Tax method	Annualized
Base salary	<leave blank>
Reduce base salary	<leave blank>
Longevity	<leave blank>
Shift differential	<leave blank>
Cash	<leave blank>
Stipend	<leave blank>
Display earnings history on web	<Leave blank>
Display on web pay stub	✓ (check) the box
Leave	
Applicable to leave proration	<leave blank>
Applicable to leave minimum	<leave blank>
Leave taken code	ZTKN
Leave earned code	<leave blank>
FMLA eligible hours	<leave blank>
FLMA usage hours	<leave blank>

SAVE

- Regulatory information. No changes
- Labor distribution overrides. Coordinate with finance

ellucian Earnings Code Rules PTREARN 9.3.12 (GASTMO) ADD RETRIEVE

Earnings Code: WPL

EARNINGS CODE RULES Insert

Long Description * Parental Leave (HR Approved) Source of Rate Job Regular Rate Special Rate Table Rate

Short Description * PrLvTkn Multiplication Factor * 100

Interface

Allow Labor Distribution Overrides at Time Entry Applicable to Fringe Expense

Expend Budget with Earning Value

Rule Class Overrides

Rule Class ... Fringe Rule Class ...

Attributes

Type (NONE)

Earnings Group MT Move Time Solution Earnings

Hours or Units Hours Units

Indicator

Tax Method * Annualized

Base Salary Longevity

Reduce Base Salary Shift Differential

Stipend Cash

Display Earnings History on Web Display on Web Pay Stub

Leave

Applicable to Leave Proration Leave Earned Code ...

Applicable to Leave Minimum FMLA Eligible Hours

Leave Taken Code ZTKN FMLA Usage Hours

PTREARN WPL

6. PTREARN Set up new Earn Code CPL

PTREARN, enter new earn code CPL. The system will generate a warning message, “*WARNING* Earn Code not found, add assumed”, click GO. Set up new earn code CPL, Cascading Parental Leave as indicated below.

<i>PTREARN Field</i>	<i>Earn Code CPL Value</i>
Earnings Code Rules	
Long description	Cascading Parental Leave
Short description	CPPrnLv
Source of rate	Job Regular Rate
Multiplication factor	100
Interface	
Allow labor distribution overrides at time entry	<leave blank>
Expend budget with earning value	<leave blank>
Applicable to fringe expense	<leave blank>
Rule class overrides	
Rule class	<leave blank>
Fringe rule class	<leave blank>
Attributes	
Type	(NONE)
Earnings group	BE Base Earnings
Hours or units	Hours
Tax method	Annualized
Base salary	<leave blank>
Reduce base salary	✓ (check) the box
Longevity	<leave blank>
Shift differential	<leave blank>
Cash	<leave blank>
Stipend	<leave blank>
Display earnings history on web	<Leave blank>
Display on web pay stub	✓ (check) the box
Leave	
Applicable to leave proration	<leave blank>
Applicable to leave minimum	<leave blank>
Leave taken code	ZCPL
Leave earned code	<leave blank>
FMLA eligible hours	<leave blank>
FLMA usage hours	<leave blank>

SAVE

- Regulatory information. No changes
- Labor distribution overrides. Coordinate with finance

Earnings Code Rules	
Earnings Code: CPL	
EARNINGS CODE RULES	
Long Description * Cascading Parental Leave	Source of Rate <input checked="" type="radio"/> Job Regular Rate <input type="radio"/> Special Rate <input type="radio"/> Table Rate
Short Description * CPmLv	Multiplication Factor * 100
Interface	
<input type="checkbox"/> Allow Labor Distribution Overrides at Time Entry	<input type="checkbox"/> Applicable to Fringe Expense
<input type="checkbox"/> Expend Budget with Earning Value	
Rule Class Overrides	
Rule Class	Fringe Rule Class
Attributes	
Type (NONE)	<input type="checkbox"/> Longevity
Earnings Group BE Base Earnings	<input type="checkbox"/> Shift Differential
Hours or Units <input checked="" type="radio"/> Hours <input type="radio"/> Units	<input type="checkbox"/> Cash
Indicator	<input type="checkbox"/> Stipend
Tax Method * Annualized	<input type="checkbox"/> Display Earnings History on Web
<input type="checkbox"/> Base Salary	<input checked="" type="checkbox"/> Display on Web Pay Stub
<input checked="" type="checkbox"/> Reduce Base Salary	
Leave	
<input type="checkbox"/> Applicable to Leave Proration	Leave Earned Code
<input type="checkbox"/> Applicable to Leave Minimum	<input type="checkbox"/> FMLA Eligible Hours
Leave Taken Code ZCPL Cascading Parental Leave	<input type="checkbox"/> FMLA Usage Hours

PTREARN CPL

7. PTRECLS Eligible Earnings, Add 260, 261, CPL, 940 and WPL

For leave earning e-classes; EHRA Tier I (E1), EHRA Tier II (E2), EHRA Non Faculty (EN), Faculty 11/12 Month (F2), Law Enforcement (LE), SHRA Exempt (SE), and SHRA Non Exempt (SN) add earn codes 260 (Parental Leave Recuperation), 261 (Parental Leave Bonding), CPL (Cascading Parental Leave), 940 (FMLA Hours Used) and WPL (Parental Leave (HR Approved)) add to eligible earnings.

Employees that are eligible for their institution's Serious Faculty Illness policy are not eligible for paid Parental Leave. If your employees in one of the e-classes listed above are eligible for Serious Faculty Illness benefits then contact aebrown@northcarolina.edu for directions.

Setting up the sequence numbers and approver's indicator on WPL makes the leave available to employees on their leave sheets. Campuses should coordinate this step with their system implementation (PWPSMRT, PWPLAWT, PWPEXMP).

Eligible Earnings Directions

Add Earn Codes 260, 261 and CPL to PTRECLS > Eligible Earnings.

[Use chart below to track updates.](#)

- PTRECLS, enter Eclass (E1, E2, EN, F2, LE, SE and SN)
- Eligible Earnings > Insert
- Enter Earn Code **260**, *Parental Leave Recuperation*
- ✓ (check) Reduce Regular Hour
- SAVE

- PTRECLS, enter Eclass (E1, E2, EN, F2, LE, SE and SN)
- Eligible Earnings > Insert
- Enter Earn Code **261**, *Parental Leave Bonding*
- ✓ (check) Reduce Regular Hour
- SAVE

- PTRECLS, enter Eclass (E1, E2, EN, F2, LE, SE and SN)
- Eligible Earnings > Insert
- Enter Earn Code **CPL**, *Cascading Parental Leave*
- ✓ (check) Reduce Regular Hour
- SAVE

DO NOT assign Time Entry Sequence or Time Sheet Print Sequence or Approvers Indicator for Earn Codes 260, 261 and CPL. These codes should not be on the leave sheet even after implementation.

[Add Earn Code 940 to PTRECLS > Eligible Earnings.](#)

The setup is slightly different than the above Earn Codes.

- PTRECLS, enter Eclass (E1, E2, EN, F2, LE, SE and SN)
- Eligible Earnings > Insert
- Enter Earn Code **940**, *FML Hours Used*
- SAVE

DO NOT assign Time Entry Sequence or Time Sheet Print Sequence or Approvers Indicator for Earn Code 940. This code should not be on the leave sheet even after implementation.

[Add Earn Code WPL to PTRECLS > Eligible Earnings.](#)

- PTRECLS, enter Eclass (E1, E2, EN, F2, LE, SE and SN)
- Eligible Earnings > Insert
- Enter Earn Code **WPL**, *Parental Leave (HR Approved)*
- Assign a Time Entry Sequence.
 - *Time Entry Sequence* number is based on campus discretion. When entered, this will show on employee leave sheet.
 - Do not enter sequence number until ready to implement
- Assign a Time Sheet Print Sequence.
 - *Time Sheet Print Sequence* number is based on campus discretion. When entered, this will show on employee leave sheet.
 - *Do not enter sequence number until ready to implement updated versions of leave keeping systems*
- ✓ (check) Approvers Indicator
- SAVE

Repeat to add Earn Codes 260, 261, CPL, 940 and WPL to each leave earning e-class; EHRA Tier I (E1), EHRA Tier II (E2), EHRA Non Faculty (EN), Faculty 11/12 Month (F2), Law Enforcement (LE), SHRA Exempt (SE), SHRA Non Exempt (SN).

[Use chart below to track your updates.](#)

PTRECLS Eligible Earnings Tracking Chart

<i>Employee Class</i>	<i>Earn Code 260</i> <i>Add as Eligible Earning</i> REDUCE <i>Regular Hours</i>	<i>Earn Code 261</i> <i>Add as Eligible Earning</i> REDUCE <i>Regular Hours</i>	<i>Earn Code CPL</i> <i>Add as Eligible Earning</i> REDUCE <i>Regular Hours</i>	<i>Earn Code 940</i> <i>Add as Eligible Earning</i> No Additional Configuration	<i>Earn Code WPL</i> <i>Add as Eligible Earning</i> Add Sequences Approver's Indicator
E1 EHRA Tier I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E2 EHRA Tier II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EN EHRA Non Faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F2 Faculty 11/12 Month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LE Law Enforcement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SE SHRA - Exempt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SN SHRA - Non-Exempt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign *Time Entry Sequence* and *Time Sheet Print Sequence* to **WPL** when you are ready for employees to view Parental Leave on the leave sheet.

[Back to PTRECLS, Eligible Earnings directions](#)

PTRECLS > Eligible Earnings. Earn Codes 260, 261 and CPL

Earnings Code *	Earnings Code Description	Reduce Regular Hours	Attendance Indicator	Time Entry Sequence	Time Sheet Print Sequence	Approvers Indicator
260	Parental Leave Recuperation	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
261	Parental Leave Bonding	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
CPL	Cascading Parental Leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

PTRECLS, Eligible Earnings

Table PTREERN

PTRECLS > Eligible Earnings. Earn Code 940

Earnings Code *	Earnings Code Description	Reduce Regular Hours	Attendance Indicator	Time Entry Sequence	Time Sheet Print Sequence	Approvers Indicator	Clock In/Out	Accrue Senior
940	FMLA Hours Used	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PTRECLS, Eligible Earnings

Table PTREERN

PTRECLS > Eligible Earnings. Earn Code WPL

Earnings Code *	Earnings Code Description	Reduce Regular Hours	Attendance Indicator	Time Entry Sequence	Time Sheet Print Sequence	Approvers Indicator	Clock In/Out	Accrue Senior
WPL	Parental Leave (HR Approved)	<input type="checkbox"/>	<input type="checkbox"/>	26	26	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When Time Entry Sequence and Time Sheet Print Sequence entered in WPL, Parental Leave (HR Approved) will display on employee leave sheet. Do not enter sequence numbers until ready to implement.

PTRECLS, Eligible Earnings

Table PTREERN

8. PTRPCAT Add Earn Codes to Longevity Eligible earnings

Add Earn Codes 260 and 261 to Longevity Eligible Earnings

- PTRPCAT
- Premium Pay Category: Select 'LNGP', Longevity. GO
- Next block 2x to Eligible Earnings
- Eligible Earnings Code, insert **260**, Parental Leave Recuperation
- Eligible Earnings Code, insert **261**, Parental Leave Bonding
- SAVE

Premium Pay Category Rules PTRPCAT 9.3.3 (GASTMO) ADD RETRIEVE RELATED TOOLS 1
 Premium Pay Category: LNGP Longevity Saved successfully (2 rows saved)

PREMIUM PAY ASSIGNMENT				
Sequence Number *	Pay Code *	Pay Code Description	Earnings Code *	Earnings Code Description
1	LNGP	Longevity	900	Longevity Premium

Record 1 of 1

PREMIUM PAY COMPUTATION				
Service Years *	Service Months *	Percent *	Amount *	
10		0	18.00	0.000000
10		1	0.00	0.000000
11		0	18.00	0.000000
11		1	0.00	0.000000

Record 1 of 102

ELIGIBLE EARNINGS		
Earnings Code *	Earnings Code Description	Shift
100	Regular	
260	Parental Leave Recuperation	
261	Parental Leave Bonding	
200	Vacation	
205	Sick	
210	Holiday	

Record 3 of 27

PTRPCAT

Table PTRPERN

9. PTRLCAT PLBD Setup

PTRLCAT Step One: Set Up PLBD Leave Categories

- PTRLCAT > Enter Leave Category: E1
- Enter Leave Code: PLBD
- GO
- Accrue Frequency: Pay Period
- Base Date: Adjusted Service
- Allow negative balance: (check) the box
(Note: This box will be unchecked in the following step. The system requires it be checked here to move to the next screen)
- Cut-off Day: 16
- Roll MM/DD: 8/1
- Banking Frequency: One Time
- Accrue in Pays: 1st, 2nd, 3rd, 4th and 5th

SAVE

After the next two PTRLCAT screens are created for E1, PLBD (Parental Leave Bonding) will need to be setup in each of the remaining leave-earning categories; E2, E3, E4, E5, E6, E7, S1, S3, S4, S5, S6 and S7.

A [checklist](#) is provided below to assist with tracking the setup.

The screenshot shows the 'LEAVE CATEGORY RULE' configuration screen. The 'General Leave Category' section includes:

- Accrue Frequency: Pay Period
- Base Date: Adjusted Service
- Print Sequence Number: []
- Allow Negative Balance: (highlighted with a red arrow and a yellow callout box)
- Cut-Off Day: 16
- Roll MM/DD: 8/1

 The 'Banking Rules' section includes:

- Bank Frequency: Annual One Time
- Available Days: 0 and/or Available Months: 0

 The 'Accrual Method' section includes:

- Minimum Hours: [] or Minimum Percent: []
- Proration Hours: [] or Proration Percent: []
- Accrue in Pays: 1st 2nd 3rd 4th 5th

PTRLCAT Table PTRLVAS

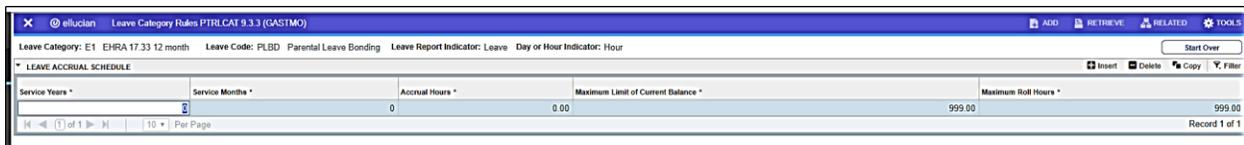
PTRLCAT Step Two: Accrue PLBD

PTRLCAT > Tools > Leave Accrual Schedule (or NEXT SECTION)

- Service Years 0
- Service Months 0
- Accrual Hours 0
- Maximum Limit of Current Balance 999
- Maximum Roll Hours 999

SAVE

Go back to previous section (first screen) and uncheck the "Allow Negative Balance" block. Without saving, continue to the third setup screen.



The screenshot shows a software window titled "Leave Category Rules PTRLCAT 9.3.3 (GASTMO)". The interface includes a header with navigation options (ADD, RETRIEVE, RELATED, TOOLS) and a "Start Over" button. Below the header, the "LEAVE ACCRUAL SCHEDULE" table is displayed with the following data:

Service Years *	Service Months *	Accrual Hours *	Maximum Limit of Current Balance *	Maximum Roll Hours *
0	0	0.00	999.00	999.00

At the bottom of the table, there is a navigation bar showing "10 * Per Page" and "Record 1 of 1".

PTRLCAT

Table PTRLVAC

PTRLCAT Step Three: Assign PLBD Leave Code Priorities

- Next section (Alt + Page Down)
- INSERT the Sequence Number and other information from the appropriate chart below. The Leave Code Priorities are *different* for SHRA LCATS than for EHRA LCATS

SAVE

After the E1 PTRLCAT setup is completed for PLBD, it will need to be repeated for each of the remaining leave-earning categories; E2, E3, E4, E5, E6, E7, S1, S3, S4, S5, S6 and S7. A [checklist](#) is provided below to assist with tracking the setup.

EHRA Leave Code Priorities, PLBD

PLBD Leave Code Priorities for **EHRA** Leave Categories - E1, E2, E3, E4, E5, E6 and E7

Sequence Number	EHRA PLBD Cascade
1	SPL2
2	SPLV
3	VACA
4	BONU
5	DOCK

Earnings Code	Earn Code Description
257	Special Leave 2 Taken
256	Special Leave Taken
200	Vacation Leave
250	Bonus Leave
500	Dock Pay

Sequence Number *	Next Leave Code *	Next Leave Description	Earnings Code *	Earnings Description
1	SPL2	Special Annl Leave Bonus 2	257	Special Leave 2 Taken
2	SPLV	Special Leave	256	Special Leave Taken
3	VACA	Vacation	200	Vacation
4	BONU	Bonus Leave	250	Bonus Leave
5	DOCK	Dock Leave Overage	500	Dock Pay

PTRLCAT

Table PTRLVPR

SHRA Leave Code Priorities, PLBD

PLBD Leave Code Priorities for SHRA Leave Categories; S1, S3, S4, S5, S6 and S7

Sequence Number	SHRA PLBD Cascade	Earnings Code	Earn Code Description
1	OCCT	417	On Call Comp Time Taken
2	CTOT	416	Comp Time Taken 1.5x
3	CTGP	415	Comp Time Taken 1.0x
4	CTEX	414	Comp Time Taken – Exempt
5	CTUC	418	Emergency Event Hours Taken
6*	INCT	252	Incentive Leave
7	SPL2	257	Special Annl Leave 2 Taken
8	SPLV	256	Special Leave Taken
9	VACA	200	Vacation Leave
10	BONU	250	Bonus Leave
11	DOCK	500	Dock Pay

* If your campus has not implemented Incentive Leave, leave it off the hierarchy and adjust the subsequent sequence numbers. The renumbered sequence should be numbers 1-10.

PTRLCAT PLBD Checklist

The PTRLCAT setup for Leave Code PLBD, Parental Leave Bonding, must be repeated for each of the thirteen leave categories (E1, E2, E3, E4, E5, E6, E7, S1, S3, S4, S5, S6 and S7).

PLBD Leave Category	Screen 1: Leave Category	Screen 2: Leave Accrual	Screen 3: Leave Code Priority
E1 - EHRA 17.33 12 month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E2 - EHRA 16.00 12 month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E3 - EHRA 16 10 month Aug-May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E4 - EHRA 16 11 month Aug-June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E5 – EHRA 16 11 month July-May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E6 – EHRA 16 9 month Aug-April	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E7 – EHRA 16 9 month Sept-May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S1 - SHRA 12 month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S3 – SHRA 10 month Aug-May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S4 – SHRA 11 month Aug-June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S5 – SHRA 11 month July-May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S6 – SHRA 9 month Aug-April	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S7 – SHRA 9 month Sept-May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Return to PTRLCAT, PLBD Step One](#)

[Return to PTRLCAT, PLBD Step Two](#)

[Return to PTRLCAT, PLBD Step Three](#)

10. PTRLCAT PLRC Setup

PTRLCAT Step One: Set Up PLRC Leave Categories

- PTRLCAT > Enter Leave Category: E1
- Enter Leave Code: PLRC
- GO
- Accrue Frequency: Pay Period
- Base Date: Adjusted Service
- Allow negative balance (check) the box
(Note: This box will be unchecked in the following step. The system requires it be checked here to move to the next screen)
- Cut-off Day: 16
- Roll MM/DD: 8/1
- Banking Frequency: One Time
- Accrue in Pays: 1st, 2nd, 3rd, 4th and 5th

SAVE

After the next two PTRLCAT screens are created for E1, PLRC (Parental Leave Recuperation) will need to be setup in each of the remaining leave-earning categories; E2, E3, E4, E5, E6, E7, S1, S3, S4, S5, S6 and S7.

Leave Category: E1 EHRA 17.33 12 month Leave Code: PLRC Parental Leave Recuperation Leave Report Indicator: Leave Day or Hour Indicator: Hour

WARNING New Leave Code, Add assumed

Leave Category: E1 EHRA 17.33 12 month Leave Code: PLRC Parental Leave Recuperation Leave Report Indicator: Leave Day or Hour Indicator: Hour

Saved successfully (1 rows saved)

General Leave Category

Accrue Frequency * Pay Period

Base Date * Adjusted Service

Print Sequence

Number

Allow Negative Balance

Cut-Off Day * 16

Roll MM/DD 8 / 1

Banking Rules

Bank Frequency Annual One Time

Available Days * 0 and/or Available Months * 0

Accrual Method

Minimum Hours or Minimum Percent

Proration Hours or Proration Percent

Accrue in Pays 1st 2nd 3rd 4th 5th

PTRLCAT

PTRLCAT Step Two: Accrue PLRC

PTRLCAT > Tools > Leave Accrual Schedule (or NEXT SECTION)

- Service Years 0
- Service Months 0
- Accrual Hours 0
- Maximum Limit of Current Balance 999
- Maximum Roll Hours 999

SAVE

Go back to previous section (first screen) and uncheck the "Allow Negative Balance" block. Without saving, continue to the third setup screen.

The screenshot shows a software window titled "Leave Category Rules PTRLCAT 9.3.3 (GASTMO)". The interface includes a menu bar with "ADD", "RETRIEVE", "RELATED", and "TOOLS". Below the menu bar, there are fields for "Leave Category: E1 EHRA 17.33 12 month", "Leave Code: PLRC Parental Leave Recuperation", "Leave Report Indicator: Leave", and "Day or Hour Indicator: Hour". A "Start Over" button is also present. The main area displays a table titled "LEAVE ACCRUAL SCHEDULE" with the following data:

Service Years *	Service Months *	Accrual Hours *	Maximum Limit of Current Balance *	Maximum Roll Hours *
0	0	0.00	999.00	999.00

At the bottom of the table, there are navigation controls: "10 Per Page" and "Record 1 of 1".

PTRLCAT

Table PTRLVAC

PTRLCAT Step Three: Assign PLRC Leave Code Priorities

- Next section (Alt + Page Down)
- INSERT the Sequence Number and other information from the appropriate chart below. The Leave Code Priorities are *different* for SHRA LCATS than for EHRA LCATS

SAVE

After the E1 PTRLCAT setup is completed for PLBD, it will need to be repeated for each of the remaining leave-earning categories; E2, E3, E4, E5, E6, E7, S1, S3, S4, S5, S6 and S7. A [checklist](#) is provided below to assist with tracking the setup.

EHRA Leave Code Priorities, PLRC

PLBD Leave Code Priorities for **EHRA** Leave Categories - E1, E2, E3, E4, E5, E6 and E7

Sequence Number	EHRA PLRC Cascade
1	PLBD
2	SPL2
3	SPLV
4	VACA
5	BONU
6	DOCK

Earnings Code	Earn Code Description
261	Parental Leave Bonding
257	Special Leave 2 Taken
256	Special Leave Taken
200	Vacation Leave
250	Bonus Leave
500	Dock Pay

The screenshot shows the PTRLCAT software interface with the following details:

- Window Title: @ ellucian Leave Category Rules PTRLCAT 9.3.3 (GASTMO)
- Buttons: ADD, RETRIEVE, RELATED, TOOLS
- Filters: Leave Category: E1 EHRA 17.33 12 month, Leave Code: PLRC Parental Leave Recuperation, Leave Report Indicator: Leave, Day or Hour Indicator: Hour, Start Over
- Table Title: LEAVE CODE PRIORITIES
- Table Columns: Sequence Number *, Next Leave Code *, Next Leave Description, Earnings Code *, Earnings Description
- Table Data:

Sequence Number *	Next Leave Code *	Next Leave Description	Earnings Code *	Earnings Description
1	PLBD	Parental Leave Bonding	261	Parental Leave Bonding
2	SPL2	Special Annl Leave Bonus 2	257	Special Leave 2 Taken
3	SPLV	Special Leave	256	Special Leave Taken
4	VACA	Vacation	200	Vacation
5	BONU	Bonus Leave	250	Bonus Leave
6	DOCK	Dock Leave Overage	500	Dock Pay
- Page Info: 10 Per Page, Record 6 of 6

PTRLCAT Table PTRLVPR

SHRA Leave Code Priorities, PLRC

The Leave Code Priorities (cascades) for PLRC must be entered for the SHRA leave categories; S1, S3, S4, S5, S6 and S7 as listed below.

Sequence Number	SHRA PLRC Parental Leave Cascades
1	PLBD
2	OCCT
3	CTOT
4	CTGP
5	CTEX
6	CTUC
7*	INCT
8	SPL2
9	SPLV
10	VACA
11	BONU
12	DOCK

Earnings Code	Earn Code Description
261	Parental Leave Bonding
417	On Call Comp Time Taken
416	Comp Time Taken 1.5x
415	Comp Time Taken 1.0x
414	Comp Time Taken – Exempt
418	Emergency Event Hours Taken
252	Incentive Leave
257	Special Leave 2 Taken
256	Special Leave Taken
200	Vacation Leave
250	Bonus Leave
500	Dock Pay

* If your campus has not implemented Incentive Leave, leave it off the hierarchy and adjust the subsequent sequence numbers. The renumbered sequence should be numbers 1-11.

PTRLCAT PLRC Checklist

The PTRLCAT setup for Leave Code PLRC, Parental Leave Recuperation, must be repeated for each of the thirteen leave categories (E1, E2, E3, E4, E5, E6, E7, S1, S3, S4, S5, S6 and S7).

PLRC Leave Category	Screen 1: Leave Category	Screen 2: Leave Accrual	Screen 3: Leave Code Priority
E1 - EHRA 17.33 12 month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E2 - EHRA 16.00 12 month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E3 - EHRA 16 10 month Aug-May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E4 - EHRA 16 11 month Aug-June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E5 – EHRA 16 11 month July-May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E6 – EHRA 16 9 month Aug-April	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E7 – EHRA 16 9 month Sept-May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S1 - SHRA 12 month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S3 – SHRA 10 month Aug-May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S4 – SHRA 11 month Aug-June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S5 – SHRA 11 month July-May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S6 – SHRA 9 month Aug-April	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S7 – SHRA 9 month Sept-May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. PTRLCAT ZCPL Setup

PTRLCAT Step One: Set Up ZCPL Leave Categories

- PTRLCAT > Enter Leave Category: E1
- Enter Leave Code: ZCPL
- GO
- Accrue Frequency: Pay Period
- Base Date Adjusted Service
- Allow negative balance (check) the box
(Note: This box will be unchecked in the following step. The system requires it be checked here to move to the next screen)
- Cut-off Day 16
- Roll MM/DD 8/1
- Banking Frequency One Time
- Accrue in Pays 1st

SAVE

After the next two PTRLCAT screens are created for E1, ZCPL (Cascading Parental Leave) will need to be setup in each of the remaining leave-earning categories; E2, E3, E4, E5, E6, E7, S1, S3, S4, S5, S6 and S7.

Leave Category: E1 EHRA 17.33 12 month Leave Code: ZCPL Cascading Parental Leave Leave Report Indicator: Leave Day or Hour Indicator: Hour

WARNING New Leave Code, Add assumed.

Leave Category: E1 EHRA 17.33 12 month Leave Code: ZCPL Cascading Parental Leave Leave Report Indicator: Leave Day or Hour Indicator: Hour

Saved successfully (1 rows saved)

General Leave Category

Accrue Frequency * Pay Period

Base Date * Adjusted Service

Print Sequence

Number

Banking Rules

Bank Frequency Annual One Time

Available Days * 0 and/or Available Months * 0

Accrual Method

Minimum Hours or Minimum Percent

Proration Hours or Proration Percent

Cut-Off Day * 16

Roll MM/DD 8 / 1

Allow Negative Balance

Accrue in Pays 1st 2nd 3rd 4th 5th

PTRLCAT Table PTRLVAS

PTRLCAT Step Two: Accrue ZCPL

PTRLCAT > Tools > Leave Accrual Schedule (or NEXT SECTION)

- Service Years 0
- Service Months 0
- Accrual Hours 0
- Maximum Limit of Current Balance 999
- Maximum Roll Hours 999

SAVE

Go back to previous section (first screen) and uncheck the "Allow Negative Balance" block. Without saving, continue to the third setup screen.

Service Years *	Service Months *	Accrual Hours *	Maximum Limit of Current Balance *	Maximum Roll Hours *
0	0	0.00	999.00	999.00

PTRLCAT

Table PTRLVAC

PTRLCAT Step Three: Assign ZCPL Leave Code Priorities

- Next section (Alt + Page Down)
- INSERT the Sequence Number and other information from the appropriate chart below. The Leave Code Priorities are *different* for SHRA LCATS than for EHRA LCATS

SAVE

After the E1 PTRLCAT setup is completed for ZCPL, it will need to be repeated for each of the remaining leave-earning categories; E2, E3, E4, E5, E6, E7, S1, S3, S4, S5, S6 and S7. A [checklist](#) is provided below to assist with tracking the setup.

EHRA Leave Categories, ZCPL

The Leave Code Priorities (cascades) for ZCPL must be entered for the EHRA leave categories as listed below; E1, E2, E3, E4, E5, E6 and E7

Sequence Number	EHRA ZCPL Special Leave Cascades	Earnings Code	Earn Code Description
1	PLRC	260	Parental Leave Recuperation
2	PLBD	261	Parental Leave Bonding
3	SPL2	257	Special Leave 2 Taken
4	SPLV	256	Special Leave Taken
5	VACA	200	Vacation Leave
6	BONU	250	Bonus Leave
7	DOCK	500	Dock Pay

The screenshot shows the PTRLCAT software interface. At the top, there is a navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below this, a status bar indicates 'Leave Category: E1 EHRA 17.33 12 month' and 'Leave Code: ZCPL Cascading Parental Leave'. A green notification box says 'Saved successfully (8 rows saved)'. The main table is titled 'LEAVE CODE PRIORITIES' and contains the following data:

Sequence Number *	Next Leave Code *	Next Leave Description	Earnings Code *	Earnings Description
1	PLRC	Parental Leave Recuperation	260	Parental Leave Recuperation
2	PLBD	Parental Leave Bonding	261	Parental Leave Bonding
3	SPL2	Special Annl Leave Bonus 2	257	Special Leave 2 Taken
4	SPLV	Special Leave	256	Special Leave Taken
5	VACA	Vacation	200	Vacation
6	BONU	Bonus Leave	250	Bonus Leave
7	DOCK	Dock Leave Overage	500	Dock Pay

At the bottom of the screenshot, there is a pagination control showing '10 Per Page' and 'Record 7 of 7'.

PTRLCAT Table PTRLVPR

SHRA Leave Categories, ZCPL

The Leave Code Priorities (cascades) for ZCPL must be entered for the SHRA leave categories; S1, S3, S4, S5, S6 and S7 as listed below.

Sequence Number	SHRA ZCPL Parental Leave Cascades
1	PLRC
2	PLBD
3	OCCT
4	CTOT
5	CTGP
6	CTEX
7	CTUC
8*	INCT
9	SPL2
10	SPLV
11	VACA
12	BONU
13	DOCK

Earnings Code	Earn Code Description
260	Parental Leave Recuperation
261	Parental Leave Bonding
417	On Call Comp Time Taken
416	Comp Time Taken 1.5x
415	Comp Time Taken 1.0x
414	Comp Time Taken – Exempt
418	Emergency Event Hours Taken
252	Incentive Leave
257	Special Leave 2 Taken
256	Special Leave Taken
200	Vacation Leave
250	Bonus Leave
500	Dock Pay

* If your campus has not implemented Incentive Leave, leave it off the hierarchy and adjust the subsequent sequence numbers. The renumbered sequence should be numbers 1-12.

PTRLCAT ZCPL setup checklist

The PTRLCAT setup for Leave Code ZCPL, Cascading Parental Leave, must be repeated for each of the thirteen leave categories (E1, E2, E3, E4, E5, E6, E7, S1, S3, S4, S5, S6 and S7).

ZCPL Leave Category	Screen 1: Leave Category	Screen 2: Leave Accrual	Screen 3: Leave Cascading
E1 - EHRA 17.33 12 month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E2 - EHRA 16.00 12 month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E3 - EHRA 16 10 month Aug-May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E4 - EHRA 16 11 month Aug-June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E5 – EHRA 16 11 month July-May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E6 – EHRA 16 9 month Aug-April	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E7 – EHRA 16 9 month Sept-May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S1 - SHRA 12 month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S3 – SHRA 10 month Aug-May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S4 – SHRA 11 month Aug-June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S5 – SHRA 11 month July-May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S6 – SHRA 9 month Aug-April	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S7 – SHRA 9 month Sept-May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Modify Earn Code WFM, FML Non-Parental (HR Approved)

Earn Code WFM is already established in Banner and requires modification to work with Parental Leave. If you are currently using this earn code, contact aebrown@northcarolina.edu, to review transitioning to the revised setup.

PTREARN

	Current Code	WFM Revised Code
Long Description	Family Medical Leave Taken	FML Non-Parental (HR Approved)
Short Description	FamMedTk	FmMdNonP
Leave Taken Code	XFML	ZTKN

Earnings Code Rules (Earnings Code: WFM)

Long Description * **FML Non-Parental (HR Approv)**
 Short Description * **FmMdNonP**

Source of Rate: Job Regular Rate Special Rate Table Rate
 Multiplication Factor * 100

Interface

Allow Labor Distribution Overrides at Time Entry
 Expend Budget with Earning Value
 Applicable to Fringe Expense

Rule Class Overrides

Rule Class: [] Fringe Rule Class: []

Attributes

Type: (NONE)
 Earnings Group: MT Move Time Solution Earnings
 Hours or Units: Hours Units
 Indicator: []
 Tax Method * Annualized
 Base Salary
 Reduce Base Salary
 Longevity
 Shift Differential
 Cash
 Stipend
 Display Earnings History on Web
 Display on Web Pay Stub

Leave

Applicable to Leave Proration
 Applicable to Leave Minimum
 Leave Taken Code: **ZTKN** Leave Report Hours Taken
 Leave Earned Code: []
 FMLA Eligible Hours
 FMLA Usage Hours

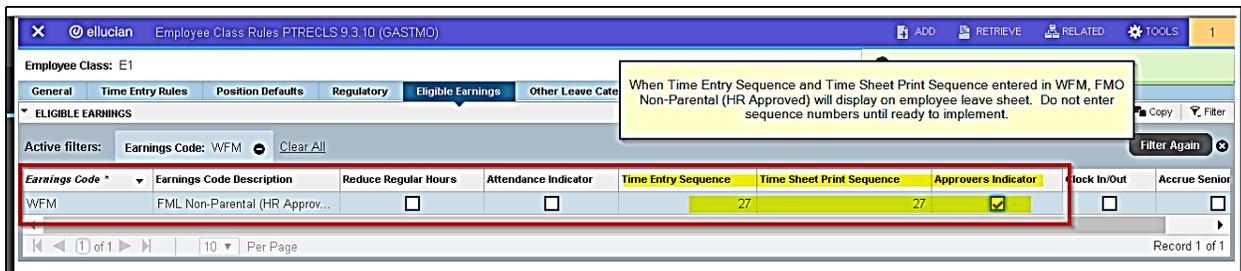
PTREARN

PTRECLS Eligible Earnings, Add WFM

Add *WFM, FML Non-Parental (HR Approved)*, as an eligible earning for leave earning e-classes; EHRA Tier I (E1), EHRA Tier II (E2), EHRA Non Faculty (EN), Faculty 11/12 Month (F2), Law Enforcement (LE), SHRA Exempt (SE), and SHRA Non Exempt (SN).

- PTRECLS, enter Eclass (E1, E2, EN, F2, LE, SE and SN)
- Eligible Earnings > Insert
- Enter Earn Code **WFM**, *FML Non-Parental (HR Approved)*
- Assign a Time Entry Sequence
 - Time Entry Sequence number is based on campus discretion. When entered, this will show on employee leave sheet.
 - Do not enter sequence number until ready to implement.
- Assign a Time Sheet Print Sequence
 - Time Sheet Print Sequence number is based on campus discretion. When entered, this will show on employee leave sheet.
 - Do not enter sequence number until ready to implement.
- ✓ (check) Approvers Indicator
- SAVE

Repeat to add Earn Code WFM to each leave earning e-class; EHRA Tier I (E1), EHRA Tier II (E2), EHRA Non Faculty (EN), Faculty 11/12 Month (F2), Law Enforcement (LE), SHRA Exempt (SE), SHRA Non Exempt (SN).



PTRECLS, Eligible Earnings PTREERN table

Employee Class	Earn Code WFM Add as Eligible Earning, Add Sequences and Approver's Indicator
E1 EHRA Tier I	<input type="checkbox"/>
E2 EHRA Tier II	<input type="checkbox"/>
EN EHRA Non Faculty	<input type="checkbox"/>
F2 Faculty 11/12 Month	<input type="checkbox"/>
LE Law Enforcement	<input type="checkbox"/>
SE SHRA - Exempt	<input type="checkbox"/>
SN SHRA - Non-Exempt	<input type="checkbox"/>

Install New Interfaces

The leave interfaces have been updated to include Paid Parental Leave. They must be installed in order for Paid Parental Leave to be processed. These interfaces are being released separately from the CAB directions.

<i>Test</i>	<i>Production</i>	<i>New Version</i>	<i>Interface</i>
<input type="checkbox"/>	<input type="checkbox"/>	2.2.0	PWPSMRT, SmartTime
<input type="checkbox"/>	<input type="checkbox"/>	2.1.7	PWPLAWT, LawTime
<input type="checkbox"/>	<input type="checkbox"/>	1.0.2	PWPEXMP, ExemptTime
<input type="checkbox"/>	<input type="checkbox"/>	1.07	PWRXAUD, Audit

Install Updated NWABPAD and PWABEAD Forms

The PWABEAD, Employee Additional Data, form has been updated to track the Parental Leave eligibility date and the FMLA eligibility date. These dates must be entered for tracking and reporting purposes. In addition, there are unrelated changes on both the NWABPAD and PWABEAD forms. As a result both the updated NWABPAD and PWABEAD forms must be installed to support Paid Parental Leave. These are being released separately from the CAB directions.

The screenshot shows the 'Employee Additional Data Form PWABEAD 9.3.5.0' with the 'Miscellaneous' tab selected. The form contains the following fields and values:

- Primary Position: Y
- FLSA Exempt Status: Y
- FLSA Exempt Status (dropdown): Y
- Person Override: Disability Status
- Education Level: 6 - Doctoral or Professional Degree
- Primary Position: 80014 10 Senior Officer Group
- OCC Code: [blank]
- OCC Code Person: 10 - Executive/Admin and Managerial
- Override: [blank]
- Parental Start Date: [calendar icon]
- FMLA Start Date: [calendar icon]

Complete changes by **April 10, 2020**

Notify aebrown@northcarolina.edu and your SSC Payroll Analyst when completed.

Table Updates

The below tables and fields were updated with the setup of the new Special Annual Leave Bonus 2.

Table	Field	Report Key Field
PTRLEAV	PTRLEAV_CODE	PLBD, PLRC, ZCPL
PTRLEAV	PTRLEAV_SHORT_DESC	PLBD, PLRC, ZCPL
PTRLEAV	PTRLEAV_LONG_DESC	PLBD, PLRC, ZCPL
PTRLEAV	PTRLEAV_ACTIVITY_DATE	PLBD, PLRC, ZCPL
PTREARN	PTREARN_CODE	260, 261, 940, WPL, CPL
PTREARN	PTREARN_LONG_DESC	260, 261, 940, WPL, CPL
PTREARN	PTREARN_SHORT_DESC	260, 261, 940, WPL, CPL
PTREARN	PTREARN_RATE_IND	260, 261, 940, WPL, CPL
PTREARN	PTREARN_MULT_FACTOR	260, 261, 940, WPL, CPL
PTREARN	PTREARN_TYPE_IND	260, 261, 940, WPL, CPL
PTREARN	PTREARN_ERGR_CODE	260, 261, 940, WPL, CPL
PTREARN	PTREARN_UNIT_IND	260, 261, 940, WPL, CPL
PTREARN	PTREARN_TAX_METHOD_IND	260, 261, 940, WPL, CPL
PTREARN	PTREARN_BASE_SAL_IND	260, 261, 940, WPL, CPL
PTREARN	PTREARN_EXCEPTION_IND	260, 261, 940, WPL, CPL
PTREARN	PTREARN_CASH_IND	260, 261, 940, WPL, CPL
PTREARN	PTREARN_WEB_DISP_IND	260, 261, 940, WPL, CPL
PTREARN	PTREARN_DISP_WEB_PAYSTUB_IND	260, 261, 940, WPL, CPL
PTREARN	PTREARN_LEAV_CODE_TAKEN	260, 261, 940, WPL, CPL, WFM
PTREARN	PTREARN_LEAV_PRORATION_IND	260, 261, 940, WPL, CPL
PTREARN	PTREARN_LEAV_MINIMUM_IND	260, 261, 940, WPL, CPL
PTREARN	PTREARN_LEAV_CODE_TAKEN	260, 261, 940, WPL, CPL
PTREARN	PTREARN_ACTIVITY_DATE	260, 261, 940, WPL, CPL, WFM
PTREERN	PTREERN_EARN_CODE	260, 261, 940, WPL, CPL
PTREERN	PTREERN_REDUCE_REG_PAY_IND	260, 261, 940, WPL, CPL
PTREERN	PTREERN_TS_ENTRY_SEQ	940, WPL
PTREERN	PTREERN_TS_PRINT_SEQ	940, WPL
PTREERN	PTREERN_ATND_IND	260, 261, 940, WPL, CPL
PTREERN	PTREERN_REDUCE_REG_PAY_IND	260, 261, 940, WPL, CPL
PTREERN	PTREERN_EA_APPROVERS_IND	260, 261, 940, WPL, CPL
PTREERN	PTREERN_ACTIVITY_DATE	260, 261, 940, WPL, CPL
PTRPERN	PTRPERN_EARN_CODE	260, 261

Table	Field	Report Key Field
PTRLVAS	PTRLVAS_LCAT_CODE	PLBD, PLRC, ZCPL
PTRLVAS	PTRLVAS_LEAV_CODE	PLBD, PLRC, ZCPL
PTRLVAS	PTRLVAS_FREQ_IND	PLBD, PLRC, ZCPL
PTRLVAS	PTRLVAS_BASE_DATE	PLBD, PLRC, ZCPL
PTRLVAS	PTRLVAS_ANN_DAY	PLBD, PLRC, ZCPL
PTRLVAS	PTRLVAS_ROLL_MONTH	PLBD, PLRC, ZCPL
PTRLVAS	PTRLVAS_ROLL_DAY	PLBD, PLRC, ZCPL
PTRLVAS	PTRLVAS_BANK_IND	PLBD, PLRC, ZCPL
PTRLVAS	PTRLVAS_WEEK1_IND	PLBD, PLRC, ZCPL
PTRLVAS	PTRLVAS_WEEK2_IND	PLBD, PLRC, ZCPL
PTRLVAS	PTRLVAS_WEEK3_IND	PLBD, PLRC, ZCPL
PTRLVAS	PTRLVAS_WEEK4_IND	PLBD, PLRC, ZCPL
PTRLVAS	PTRLVAS_WEEK5_IND	PLBD, PLRC, ZCPL
PTRLVAS	PTRLVAS_ACTIVITY_DATE	PLBD, PLRC, ZCPL
PTRLVAC	PTRLVAC_LCAT_CODE	PLBD, PLRC, ZCPL
PTRLVAC	PTRLVAC_LEAV_CODE	PLBD, PLRC, ZCPL
PTRLVAC	PTRLVAC_YEAR	PLBD, PLRC, ZCPL
PTRLVAC	PTRLVAC_MONTH	PLBD, PLRC, ZCPL
PTRLVAC	PTRLVAC_ACCRUAL_HRS	PLBD, PLRC, ZCPL
PTRLVAC	PTRLVAC_MAX_LIMIT_HRS	PLBD, PLRC, ZCPL
PTRLVAC	PTRLVAC_ROLL_MAX_HRS	PLBD, PLRC, ZCPL
PTRLVAC	PTRLVAC_ACTIVITY_DATE	PLBD, PLRC, ZCPL
PTRLVPR	PTRLVPR_LCAT_CODE	PLBD, PLRC, ZCPL
PTRLVPR	PTRLVPR_LEAV_CODE	PLBD, PLRC, ZCPL
PTRLVPR	PTRLVPR_SEQ_NO	PLBD, PLRC, ZCPL
PTRLVPR	PTRLVPR_LEAV_CODE_NEXT	PLBD, PLRC, ZCPL
PTRLVPR	PTRLVPR_EARN_CODE	PLBD, PLRC, ZCPL
PTRLVPR	PTRLVPR_ACTIVITY_DATE	PLBD, PLRC, ZCPL