



**USING BANNER TO MANAGE
PARENTAL LEAVE
SHARED SERVICE CENTER
December 12, 2019**

Agenda

Administering Parental Leave

Banner Configuration Changes

Campus Implementation



ADMINISTERING PARENTAL LEAVE

PEALEAV

HR Accrues Approved Hours

- Parental Leave Bonding example
- PEALEAV Accrual
 - 160 hours of Parental Leave Bonding

Employee Leave Balances PEALEAV 9.3.7 (GADEV3)

ID: 840108797 Henry Bloomer Leave Category: S1 SHRA 12 month


LEAVE BALANCE TOTALS

Leave Code *	Leave Code Description	Date Available *	Day or Hour	Begin Balance Hours *	Accrued Hours *	Taken Hours *	Current Available Hours *	Banked Hours *	Change Reason
INCT	Incent	02/01/2014	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program up
MILI	Military	02/01/2014	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program rol
OCCT	OCCT	02/01/2014	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program up
PLBD	PrrLvBd	06/01/2006	H	0.00	160.00	0.00	160.00	0.00	Leave Code Inserted si
PLRC	PL Recup	06/01/2006	H	0.00	0.00	0.00	0.00	0.00	Leave Code Inserted si
SHAR	SHAR	02/01/2014	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program rol
SICK	Sick	01/01/2019	H	1,116.76	64.00	7.00	1,173.76	0.00	PHPUPDT program up
SPL2	SpclLeav2	01/01/2019	H	40.00	0.00	0.00	40.00	0.00	PHPUPDT program rol
SPLV	SpecLeav	07/01/2014	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program up

Record 11 of 3

Employee Completes Leave Report

- WPL code – HR Approved Parental Leave, collects hours on leave report

 To select the next or previous employee (if applicable), click either **Next** or **Previous**.

⚠ Possible Insufficient Leave Balance for Parental Leave Taken.

Employee ID and Name: 840108797 Henry Bloomer **Department and Description:** P 170745 Energy & Sustainability
Title: 003224-00 University Program Manager **Transaction Status:** In Progress

Leave Balances | Routing Queue

Leave Report

Earnings	Total Hours	Total Units	Saturday, Feb 01, 2020	Sunday, Feb 02, 2020	Monday, Feb 03, 2020	Tuesday, Feb 04, 2020	Wednesday, Feb 05, 2020	Thursday, Feb 06, 2020	Friday, Feb 07, 2020	Saturday, Feb 08, 2020	Sunday, Feb 09, 2020	Monday, Feb 10, 2020	Tuesday, Feb 11, 2020	Wednesday, Feb 12, 2020	Thursday, Feb 13, 2020	Friday, Feb 14, 2020	Saturday, Feb 15, 2020	Sunday, Feb 16, 2020
Parental Leave Taken	160				8	8	8	8	8			8	8	8	8	8		
Total Hours:	160				8	8	8	8	8			8	8	8	8	8		
Total Units:		0																

Leave Balances as of Dec 10, 2019

Leave Time Processing SMART, Law and Exempt

PWPEXMP Report

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REPORT: PWPEXMP (B) 1.0.2e                               DATE: 12/10/19
DBASE: GADEV3.UNCP.EDU                                EXEMPT TIME      TIME: 14:37:52
Run: T   Year: 2020  Month: 3   Log: I   Codes: A,P,C,E,R  Type: MN  User: [UNCGA_FRYAR]  ID:840108797

Bloomer, Henry      ID: [REDACTED] POS: 003224  SUFF: 00  FTE: 1.000  ECLS: SE  ORG: 170745  EFF DT: 07/01/2019  APPR: P
COMMT [INSUF XFML [WFM 0:WPL 160:XFML 0] ]
FIXED [LRC= 0.00][WAD= 0.00][WAL= 0.00][WEN= 0.00][WCM= 0.00][WCO= 0.00][WCV= 0.00][WCW= 0.00][WCX= 0.00]
      [WFM= 0.00][WHL= 0.00][WL2= 0.00][WML= 0.00][WPL=160.00][WSH= 0.00][WSK= 0.00][WSL= 0.00][WSP= 0.00]
      [WVC= 0.00]
ADJUST [WAM= 0.00/ 0.00][WAT= 0.00/ 0.00][WOC= 0.00/ 0.00][WPI= 0.00/ 0.00][WP2= 0.00/ 0.00][WP3= 0.00/ 0.00]
      [WHP= 0.00][WHPA= 0.00][WHPF= 0.00][<HP>= 0.00][<HP>F= 0.00]
  
```

```

ID: 840108797  NAME: Bloomer, Henry  CLASS: SE  FTE: 1.000  ORG: 170745  POS: 003224  SUFF: 00
WEB: WPL [PrLvTkn ] PAY: CPL [Cascading Parental Leave ] HRS: 160.00
WEB: WPLD [PrLvTkn (Addt'l) ] PAY: 940 [FMLA Hours Used ] HRS: 160.00
      *** CROSSWALK *** PAY: 940 [FMLA Hours Used ] HRS: 160.00 INSERTED
      *** CROSSWALK *** PAY: CPL [Cascading Parental Leave ] HRS: 160.00 INSERTED
  
```

WPL SUMMARY
[Parental Leave Taken]

ID	NAME	CLASS	ORG	DATE	HOURS
840108797	Bloomer, Henry	SE	170745	02/03/2020	8.00
				02/04/2020	8.00
				02/05/2020	8.00
				02/06/2020	8.00
				02/07/2020	8.00
				02/10/2020	8.00
				02/11/2020	8.00
				02/12/2020	8.00
				02/13/2020	8.00
				02/14/2020	8.00
				02/17/2020	8.00
				02/18/2020	8.00
				02/19/2020	8.00
				02/20/2020	8.00
				02/21/2020	8.00
				02/24/2020	8.00
				02/25/2020	8.00
				02/26/2020	8.00
				02/27/2020	8.00
				02/28/2020	8.00

PHIACCR

PLBD - 160 hours taken (Parental Leave Bonding)
 XFML – 160 hours taken (Family Medical Leave)

ellucian Pay History Leave Accruals PHIACCR 9.3.3 (GADEV3)				
ID: 840108797 Henry Bloomer Year: 2020 Payroll ID: MN Monthly Payroll Number: 3 Begin Date: 03/01/2020 End Date: 03/31/2020				
Check Date: 03/31/2020				
AINU	General Attendance		0.00	0.00
BONU	Bonus Leave		0.00	0.00
CTEX	Comp 1.0x - Exempt		0.00	0.00
CTGP	Comp 1x		0.00	0.00
CTOT	Comp 1.5x		0.00	0.00
CTUC	Emergency Event Comp Time		0.00	0.00
DOCK	Dock Leave Overage		0.00	0.00
FLXF	Flex Furlough Leave		0.00	0.00
INCT	Incentive Leave		0.00	0.00
OCCT	On Call Comp Time		0.00	0.00
PLBD	Parental Leave Bonding		0.00	160.00
PLMD	Parental Leave Medical		0.00	0.00
PLRC	Parental Leave Recuperation		0.00	0.00
SHAR	Voluntary Shared Leave		0.00	0.00
SICK	Sick		8.00	0.00
VACA	Vacation		13.33	0.00
XFML	Family Medical Leave		0.00	160.00

Employee Check PHICHEK

- Earn Code 940, FMLA Taken. Non-cash code. Does not reduce regular pay
- Earn Code 261, Parental Leave Bonding

ellucian Check Detail Inquiry PHICHEK 9.3.9 (GADEV3)									
ID: 840108797 Henry Bloomer Year: 2020 Payroll ID: MN Payroll Number: 3 Sequence Number: 0									
<div style="text-align: right;">Start Over</div>									
<div style="text-align: right;">Insert Delete Copy Filter</div>									
Gross		6,952.42	Disposition		40	Awaiting Document			
Net Amount		4,982.71	Unemployment						
Deductions		1,969.71	Insurance Weeks						
			Unemployment						
			Insurance Exception						
			Indicator						
<div style="text-align: right;">Insert Delete Copy Filter</div>									
Assignment	Assignment Description	Earnings	Earnings Description	Shift	Effective Date	Hours or Units	Rate	Amount	
003224	00	100	Regular	1	07/01/2019	13.33	39.764441	530.06	
003224	00	962	CPAllow	1	07/01/2019	1	60.000000	60.00	
003224	00	940	FMLA Tkn	1	07/01/2019	160	0.000000	0.00	
003224	00	CPL	CPmLv	1	07/01/2019	0	39.764726	0.00	
003224	00	261	PrLvBond	1	07/01/2019	160	39.764726	6,362.36	
<div style="text-align: right;">Record 1 of 5</div>									
<div style="text-align: right;">10 Per Page</div>									

Employee Additional Data Form

PWABEAD

ps Maestro ACA Login WebFOCUS BI Portal Tickets SMM Dev Apps DEVI DEVI ESS B9 DEVI SSB Banner8 DEV2 DEV3 Devs ESS Banner8 TEST2 GAST

ellucian Employee Additional Data Form PWABEAD 9.3.5.0 (GADEV3) ADD RETRIEVE

ID: 840108797 Henry Bloomer Primary Position: 003224

Appointment Benefits Miscellaneous

EMPLOYEE ADDITIONAL DATA FORM Insert

Orbit Id	<input type="text"/>	Orbit Service Period Indicator	LCAT
Retirement Code	N - Non Retiree	Orbit Service Period	N/A for 12 month employees
Phased Retirement Begin Date	<input type="text"/>	Date Offered ORP	<input type="text"/>
Phased Retirement End Date	<input type="text"/>	Previous Retirement Plan, If Changed	<input type="text"/>
Retirement System	100 TSERS Non-Law	HRDM Term Reason	<input type="text"/>
Stability Period End Date	<input type="text"/>	Benefits Term Date	<input type="text"/>
	<input type="text"/>	Term Transmitted to Vendor On	
	<input type="text"/>		

Considering adding two new fields to PWABEAD for reporting purposes:

1. Recuperation Eligibility Date and
2. Bonding Eligibility Date

Administering FML

- Modifications have been made to configuration of WFM, Family Medical Leave Taken
- Notify aebrown@northcarolina.edu if you currently have WFM on employee leave sheet
- Will need to transition current WFM setup to new setup



BANNER CONFIGURATION CHANGES

PTREARN

ellucian Earnings Code Rules PTREARN 9.3.9 (GADEV2) ADD RETRIEVE RELATED TOOLS

Earnings Code: 260 Start Over

EARNINGS CODE RULES Insert Delete Copy Filter

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

Short Description * PrrLvRec 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 ... Longevity

Earnings Group BE ... Base Earnings

Hours or Units Hours Units

Indicator

Tax Method * Annualized ...

Base Salary

Reduce Base Salary

Leave

Applicable to Leave Proration FMLA Eligible Hours

Applicable to Leave Minimum FMLA Usage Hours

Leave Taken Code PLRC ...

Five new Earn Codes

260 - Parental Leave Recuperation
 261 - Parental Leave Bonding
 940 - FMLA Hours Used
 WPL - HR Approved Parental Leave
 CPL - Cascading Parental Leave

PTRLEAV

- 3 new leave codes
 - PLRC – Parental Leave Recuperation
 - PLBD – Parental Leave Bonding
 - ZCPL – Cascading Parental Leave
- PTRLCAT, Leave Category Cascades
 - New cascade required for each leave earning LCAT (E1, E2, E3, E4, E5, E6, E7, S1, S3, S4, S5, S6 and S7).

ellucian Leave Category Rules PTRLCAT 9.3.3 (GADEV2) ADD RETRIEVE RELATED TOOLS

Leave Category: S1 SHRA 12 month Leave Code: PLBD Parental Leave Bonding Leave Report Indicator: Leave Day or Hour Indicator: Hour Start Over

LEAVE CODE PRIORITIES Insert Delete Copy Filter

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

1 of 1 Per Page Record 1 of 1

New Leave and Audit Versions

- To process Parental Leave must install updated time/leave versions:
 - PWPSMRT, SmartTime
 - PWPLAWT, LawTime
 - PWPEXMP, ExemptTime
 - PWRXAUD, Audit Time
- Estimated release by end of January



IMPLEMENTATION

Implementation

- Paid Parental Leave policy implemented by institutions
 - No earlier than January 1, 2020 and
 - No later than April 30, 2020
- Campus decision on when to implement
- Reporting requirements
 - Annual reporting on fiscal year usage
 - SSC will develop WebFOCUS reporting once reporting requirements are defined

SSC Timeline

- Shared Service Campuses do not need to implement Parental Leave at the same time
- Shared Service Campuses do not need to implement Banner administration at the same time
- Campuses DO need to complete CAB configuration changes by deadline
 - CAB changes distributed by early January
 - CAB changes completed by approx March

Leave Taken for January Payroll

SmartTime Leave Taken Dates for January Payroll

Calendar Days Cover									
Year	Period	Payroll	From	To	Submit Deadline	Approve Deadline	View Bal on WEB	Vac and Sick Accrual thru	Comp Accr & Lv Taken Thru
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

LawTime Leave Taken Dates for January Payroll

Calendar Days Covered									
Year	Lv Period	Payroll	From	To	Submit Deadline	Approve Deadline	View Bal on WEB	Vac and Sick Accrual Thru	Comp Accr & Lv Taken Thru
2019	L4 13	MN 01	11/25/19	12/22/19			January 25	January	December 22, 2019

ExemptTime Leave Taken Dates for January Payroll

Calendar Days Covered									
Lv Period	Payroll	From	To	Submit Deadline	Approve Deadline	View Bal on WEB	Vac and Sick Accrual Thru	Comp Accr & Lv Taken Thru	
MN12	MN01	12/01/19	12/31/19			January 25	January	December 31, 2019	

Leave Taken for February Payroll

SmartTime Leave Taken Dates for February Payroll

Year	Period	Payroll	Calendar Days Cover		Submit Deadline	Approve Deadline	View Bal on WEB	Vac and Sick Accrual thru	Comp Accr & Lv Taken Thru
			From	To					
2020	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

LawTime Leave Taken Dates for February Payroll

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					
2020	L4 01	MN 02	12/23/19	01/19/20			February 25	February	January 19, 2020

ExemptTime Leave Taken Dates for February Payroll

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					
MN01	MN02	01/01/20	01/31/20			February 25	February	January 31, 2020

Leave Taken for March Payroll

SmartTime Leave Taken Dates for March Payroll

Year	Period	Payroll	Calendar Days Cover		Submit Deadline	Approve Deadline	View Bal on WEB	Vac and Sick Accrual thru	Comp Accr & Lv Taken Thru
			From	To					
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

LawTime Leave Taken Dates for March Payroll

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					
2020	L4 02	MN 03	01/20/20	02/16/20			March 25	March	February 16, 2020

ExemptTime Leave Taken Dates for March Payroll

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					
MN02	MN03	02/01/20	02/29/20			March 25	March	February 29, 2020

Leave Administrator Training

- Will schedule multiple detailed trainings
 - Mid-January
 - Mid-February
 - Mid-March
- Let aebrown@northcarolina.edu when your campus will implement
 - Policy
 - Banner

QUESTIONS?

CONNECT



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