

USING BANNER TO MANAGE PARENTAL LEAVE

SHARED SERVICE CENTER
December 12, 2019

Agenda

Administering Parental Leave

Banner Configuration Changes

Campus Implementation

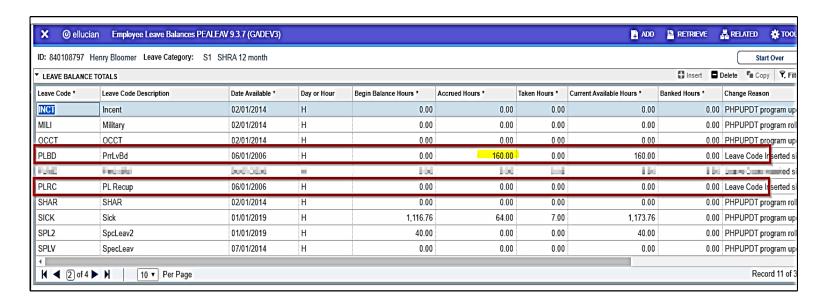




ADMINISTERING PARENTAL LEAVE

PEALEAV HR Accrues Approved Hours

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





Employee Completes Leave Report

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

4							click either Ne	xt or Prev	ious.								
Employe Title:	♣ 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 Previous Menu Submit Change Record Restart Delete Add Comment Previous Next																
Leave Re	Leave Report																
	Total Hours	Units	,	, Feb	, Feb	, Feb	Feb 05,2020		Feb 07,2020		, Feb	, Feb	, Feb		,	Feb 14,2020	, Feb
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 Ba	Leave Balances as of Dec 10,2019																



Leave Time Processing SMART, Law and Exempt

PWPEXMP Report

```
REPORT: PWPEXMP (B) 1.0.2e
                                                  March 1982 of the Children Co.
                                                                                                              DATE: 12/10/19
                                                                                                              TIME: 14:37:52
 DBASE: GADEV3.UNCP.EDU
                                                         EXEMPT TIME
                       Run: T Year: 2020 Month: 3 Log: I Codes: A,P,C,E,R Type: MN User: [UNCGA_FRYAR]
                                                                                                                ID:840108797
Bloomer, Henry
                       ID: 1 POS: 003224 SUFF: 00 FTE: 1.000 ECLS: SE ORG: 170745 EFF DT: 07/01/2019
                                                                                                                   APPR: P
   COMMNT [INSUF XFML [WFM 0:WPL 160:XFML 0]
   FIXED [LRC= 0.00][WAD= 0.00][WAL= 0.00][WBN= 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] [WP1= 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
                                                      FTE: 1.000
                                                                                     POS: 003224
               NAME: Bloomer, Henry
                                                                      ORG: 170745
                                                                                                  SUFF: 00
  WEB: WPL
           [PrLvTkn
                                                 [Cascading Parental Leave
                                                                               ] HRS: 160.00
                                      PAY: 940
                                                 [FMLA Hours Used
                                                                                       160.00
 WEB: WPLD [PrLvTkn (Addt'1)
                                                                                 HRS:
          *** CROSSWALK ***
                                      PAY: 940
                                                 [FMLA Hours Used
                                                                                       160.00
                                                                                               INSERTED
          *** CROSSWALK ***
                                      PAY: CPL
                                                 [Cascading Parental Leave
                                                                                       160.00
                                                                                                INSERTED
```



PHIACCR

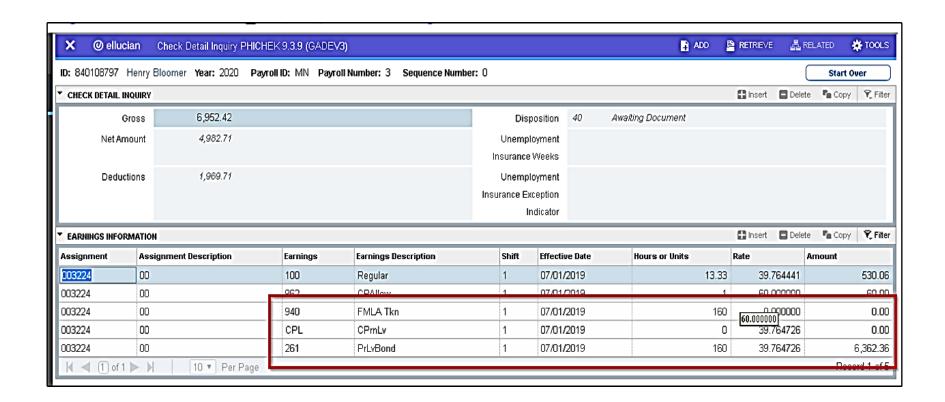
PLBD - 160 hours taken (Parental Leave Bonding) XFML - 160 hours taken (Family Medical Leave)

X @ ellucian Pay Histor	y Leave Accruals PHIACCR 9.3.3 (GA	DEV3)	ADD	P RETRIE
ID: 840108797 Henry Bloomer Y	ear: 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	U.UU	U.UU	
BONU	Bonus Leave	0.00	0.00	
CTEX	Comp 1.0x - Exempt	0.00	0.00	
CTGP	Comp 1x	0.00	0.00	
стот	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	0.000	
INCT	Incentive Leave	0.00	0.00	
OCCT	On Call Comp Time	0.00	0.00	
PLBD	Parental Leave Bonding	0.00	<mark>160.00</mark>	
15,600	Property forms (Christian)	11.111	11.00	
PLRC	Parental Leave Recuperation	0.00	0.00	
опик	voluntary Snareo Leave	0.00	0.00	
SICK	Sick	8.00	0.00	
VACA	Vacation	13.33	0.00	
XFML	Family Medical Leave	0.00	<mark>- 160.00</mark>	

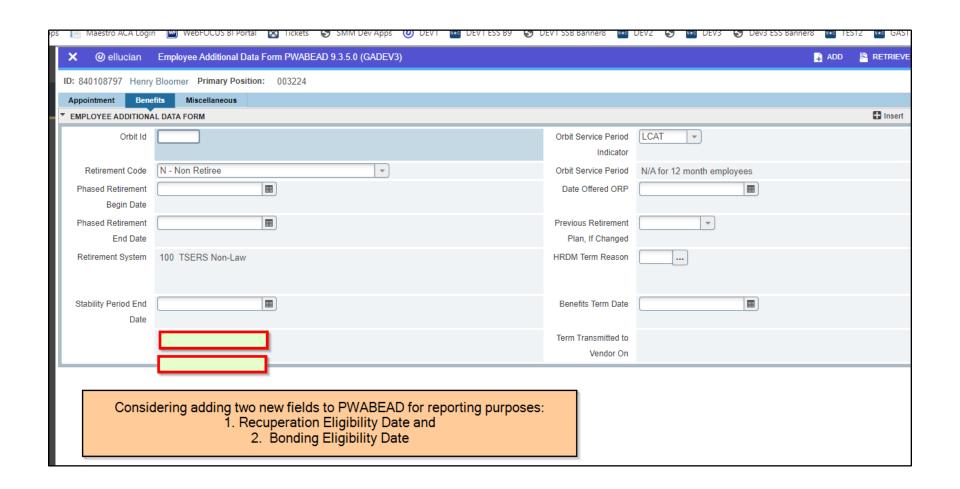


Employee Check PHICHEK

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



Employee Additional Data Form PWABEAD





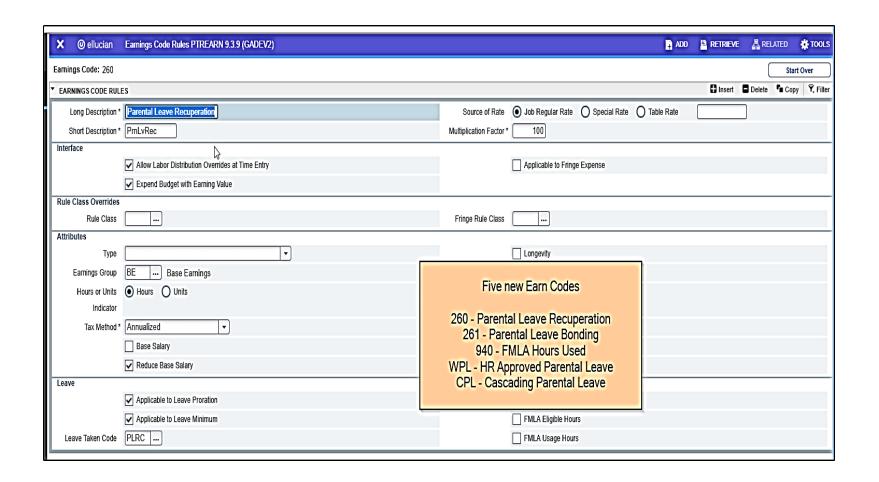
Administering FML

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



BANNER CONFIGURATION CHANGES

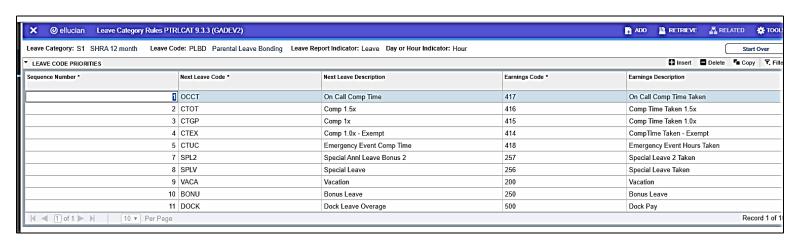
PTREARN





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).





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

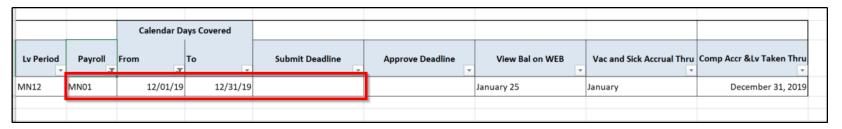
SmartTime Leave Taken Dates for January Payroll

			Calendar I	Days Cover	}				
Year	Period -	Payroll		То	Submit Deadlir	Approve Deadli		Vac and Sick Accrual thre	Comp Accr & Ly 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

E				Calendar Da	ys Covered					
	Year	Lv Period	Payroll	From	То	Submit Deadline	Approve Deadline	View Bal on WEB	Vac and Sick Accrual Thru	Comp Accr & Lv Taken Thru
	,¥T	~	JT	▼.	▼	₩	▼	▼	▼	▼
	2019	L4 13	MN 01	11/25/19	12/22/19			January 25	January	December 22, 2019

ExemptTime Leave Taken Dates for January Payroll



Leave Taken for February Payroll

SmartTime Leave Taken Dates for February Payroll

			Calendar I	Days Cover					
Year	Period -	Payroll	From	То	Submit Deadlin	Approve Deadli		Vac and Sick Accrual thr	Comp Accr & Lv Taken Thru
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

			Calendar Da	ays Covered					
Year	Lv Period	Payroll	From	То	Submit Deadline	Approve Deadline	View Bal on WEB	Vac and Sick Accrual Thru	Comp Accr & Lv Taken Thru
2020	L4 01	MN 02	12/23/19	01/19/20			February 25	February	January 19, 2020

ExemptTime Leave Taken Dates for February 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
-	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

			Calendar (Days Cover					
Year	Period ~	Payroll	From	То	Submit Deadlin	Approve Deadli	View Bal on WEB	Vac and Sick Accrual thr:	Comp Accr & Lv Taken Thru
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	2020 SB 05	Year Period Payroll 37 2020 SB 05 MN03	Year Period Payroll From 2020 SB 05 MN03 2/3/20	Year Period Payroll From To 2020 SB 05 MN03 2/3/20 2/16/20	Year Period Payroll From To Deadling 2020 SB 05 MN03 2/3/20 2/16/20	Year Period Payroll From To Submit Deadling 2020 SB 05 MN03 2/3/20 2/16/20	Year Period Payroll From To Submit Deadling WEB 2020 SB 05 MN03 2/3/20 2/16/20 March 25	Year Period Payroll From To Submit Deadling Web Web Accrual thrus 2020 SB 05 MN03 2/3/20 2/16/20 March 25 March

LawTime Leave Taken Dates for March 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
2020	L4 02	MN 03	01/20/20	02/16/20			March 25	March	February 16, 2020

ExemptTime Leave Taken Dates for March Payroll

	Calendar Days Covered								
	Lv Period	Payroll	From	То	Submit Deadline	Approve Deadline	View Bal on WEB	Vac and Sick Accrual Thru	Comp Accr &Lv Taken Thru
N	/IN02	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 <u>aebrown@northcarolina.edu</u> when your campus will implement
 - Policy
 - Banner

QUESTIONS?

CONNECT



THANK YOU

CONNECT

