
PWABEAD USERS GUIDE

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All new hire, rehire and termination actions must be recorded on the **PWABEAD**. Data from **PWABEAD** feeds to HR DataMart, the Eligibility interface to our Benefits Vendor, and the ORBIT interface to the Retirement System.

Banner Keyboard Functionality: Arrow down is used for inserting new records in Banner 9. You should use tab to navigate between fields or all data will be cleared from the form. If you accidentally use the arrow down, close and reopen the form to restore the data.

ID – Populate as normal **OR** you may use the Employee Name (Last Name, First Name). Primary Position is defaulted from NBAJOBS record.

1. APPOINTMENT

• Appointment Period – Job Appointment Month(s) Per Year

Select one of the options from the drop-down box (1-12) that reflects the contract period for the employee i.e.

Faculty = 9, 10, 11, or 12 months

Adjunct Faculty = e.g.: 4 months

EHRA/SHRA Employees = 9, 10, 11, or 12 months

NOTE: Employees contributing to a retirement system must be assigned one of the 9-12 month periods in this field which the **ORBIT interface** feeds to the Retirement System.

This field **may** feed to HR DataMart (HRDM) depending on your campus protocol.

The screenshot shows the 'Employee Additional Data Form PWABEAD 9.3.5.0 (GADEV3)'. The 'Appointment' tab is selected. The 'Appointment Period' dropdown menu is set to '9 - 9 Months'. Other fields include 'ID', 'Primary Position' (202000 Assistant Professor), and 'Mandatory Status'.

Drop Down Menu:

- 1 - 1 month
- 2 - 2 months
- 3 - 3 months
- 4 - 4 months
- 5 - 5 months
- 6 - 6 months
- 7 - 7 months
- 8 - 8 months
- 9 - 9 months
- 10 - 10 months
- 11 - 11 months
- 12 - 12 months

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- Primary Position Appointment Type

Primary Position Appointment Type: This field defaults from NWABPAD as display only.

Appointment Type Person Override: Use if there is an **Appointment Type Person Override**. Select only if Primary Appointment Type is not null.

The term should be reflected on the Faculty Contract and/or on the Personnel Action Form used by the campus.

Select one of the options from the drop down box **ONLY IF EHRA fixed term faculty or SHRA Time Limited**. All others leave blank.

Note: Feeds to HRDM.

ID:	Primary Position: 002476
Appointment	Benefits Miscellaneous
EMPLOYEE ADDITIONAL DATA FORM	
Appointment Period	<input type="text"/>
Primary Position	FX2
Appointment Type	
Appointment Type	<input type="text"/>
Person Override	
Primary Position	201000 Associate Professor
JCAT Code	
Primary Position	JCAT CODE descriptor and description not available
JCAT Descriptor	
JCAT Code Person	<input type="text"/> ...
Override	
JCAT Person	<input type="text"/> ...
Descriptor Override	
Mandatory Status	Y
Mandatory Status	<input type="text"/>
Override	

Drop Down Menu:

- FXS - Fixed Term One Semester
- FX1 - Fixed Term One Year Appt
- FX2 - Fixed Term Two Year Appt
- FX3 - Fixed Term Three Year Appt
- FX4 - Fixed Term four Year Appt
- FX5 - Fixed Term five Year Appt
- TLPT - Time Limited

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- **JCAT Code and Person Descriptor Override**

Primary Position JCAT Code: This field defaults from NWABPAD as display only.

JCAT Code Person Override: Use for JCAT Code Person Override. Select only if Primary Position JCAT Code is not null.

Primary Position JCAT Descriptor: This field defaults from NWABPAD as display only.

JCAT Code Person Descriptor Override: Use for JCAT Code Person Descriptor Override. Select only if Primary Position JCAT Descriptor is not null.

Note: Feeds to HRDM.

Employee Additional Data Form PWABEAD 9.3.5.0 (GADEV3)

ID: [] Primary Position: 000757

Appointment | Benefits | Miscellaneous

EMPLOYEE ADDITIONAL DATA FORM

Appointment Period: 9 - 9 Months

Primary Position: 202000 Assistant Professor

JCAT Code: JCAT CODE descriptor and description not available

JCAT Descriptor: []

JCAT Code Person Override: []

JCAT Person Descriptor Override: []

Mandatory Status: []

Mandatory Status Override: []

JCAT Code Person Drop Down Menu:

Pwjcat_Co...	Pwjcat_Desc
100000	President
101000	Chancellor
102000	Executive Vice President
103000	Executive Vice Chancellor
105000	Chief Academic Affairs Officer / Provost
107000	Chief Business Officer
109000	Chief Athletics Administrator
111000	Chief Audit Officer
113000	Chief Development / Advancement Officer
115000	Chief Enrollment Services Officer
117000	Chief Extension / Engagement Officer
119000	Chief External Affairs Officer
121000	Chief Facilities Officer
123000	Chief Financial Services Officer
125000	Chief Health Affairs Officer
127000	Chief Human Resources Officer
129000	Chief Information / IT Officer
131000	Chief Institutional Planning Officer

JCAT Person Descriptor Drop Down Menu:

Pwjcds_Co...	Pwjcds_Desc
A	Adjunct
C	Clinical
D	Distinguished/Titled/Named
E	Emeritus
F	Interim/Acting
G	Interim - DO NOT USE 'G' but rather use 'F'
H	Hourly (meets FLSA professional exemption test, but is paid hourly)
J	Executive
K	Deputy
L	Associate
M	Assistant
N	Named - DO NOT USE 'N' but rather use 'D'
P	Of the Practice
Q	Extension
R	Research
S	Senior
T	Teaching
V	Visiting
X	(NONE) - default
Y	Phased Retiree
Z	Rehired Retiree

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- **Mandatory Status and Mandatory Status Override**

Mandatory Status: This field defaults from NWABPAD as display only. Possible values are 'null' (Data not entered for position), 'Y' (Mandatory) and 'N' (Non-Mandatory).

Mandatory Status Override: Use for Mandatory Status Override. Possible values are 'null' (Data not entered for position), 'Y' (Mandatory) and 'N' (Non-Mandatory) Possible scenarios for using override are below. This override cannot be the same value as the value on BPAD.

1. If BPAD is 'Y' and override is 'N', then the employee is NOT MANDATORY.
2. If BPAD is 'N' and override is 'Y', then the employee is MANDATORY.
3. If BPAD is null, then override will not be enabled for input.

Policy References:

Adverse Weather and Emergency Event Policy

UNC System Pandemic and Communicable Disease Emergency (EHRA)

Communicable Disease Emergency (SHRA)

The screenshot displays the 'EMPLOYEE ADDITIONAL DATA FORM' interface. At the top, a red box highlights the 'ID:' field and the 'Primary Position: 002616' field. Below this, there are tabs for 'Appointment', 'Benefits', and 'Miscellaneous'. The 'Appointment' tab is selected. The form contains several fields: 'Appointment Period' (dropdown), 'Primary Position' (text), 'Appointment Type' (text), 'Appointment Type' (dropdown), 'Person Override' (text), 'Primary Position' (text, value: '407016 Training Delivery Professional, Director of Intensive English F'), 'JCAT Code' (text), 'Primary Position' (text, value: 'JCAT CODE descriptor and description not available'), 'JCAT Descriptor' (text), 'JCAT Code Person' (text with dropdown arrow), 'Override' (text), 'JCAT Person' (text with dropdown arrow), 'Descriptor Override' (text), 'Mandatory Status' (text, value: 'Y'), 'Mandatory Status' (dropdown, value: 'N'), and 'Override' (text). A red box highlights the 'Mandatory Status' and 'Mandatory Status Override' fields.

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• Duty Station Nation and Duty Station Nation Override

Duty Station Nation: This field defaults from NWABPAD as display only. Possible values come from the STVNATN table. The default is (USA).

Duty Station Nation Override: Use for Duty Station Nation Override. Possible values are 'null' (Data not entered for position), or value from the STVNATN table when the value on BPAD is different.

Note: Feeds to HRDM.

Duty Station Nation	157 United States of America
Duty Station Nation Override	1 ... Afghanistan
Duty Station State	NC North Carolina
Duty Station State or Province Override	...
Work Location	3 ... Fully Remote
Remote Nation	157 ... United States of America
Remote State or Province	VA ... Virginia

• Duty Station State or Province and Duty Station State or Province Override

Duty Station State or Province: This field defaults from NWABPAD as display only. Possible values come from the STVSTAT table. The default is NC (North Carolina).

Duty Station State or Province Override: Use for Duty Station State or Province Override. Possible values are 'null' (Data not entered for position), or value from the STVSTAT table when the value on BPAD is different.

1. If Duty Station Nation Override is not US then Duty Station State or Province is null.
2. If Duty Station Nation Override is US then Duty Station State or Province cannot be null.

Note: In reporting/interface logic, use the following statement to determine what value to pull: If BEAD override nation is not null, then pull BEAD override state. Existing logic for other override fields would pull BPAD's value if the BEAD value is null. This will prevent the

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wrong value from being pulled if the BEAD override state/province is supposed to be null versus the BPAD value.

See Example below:

Duty Station Nation	157 United States of America
Duty Station Nation Override	<input type="text" value="2"/> ... Albania
Duty Station State	NC North Carolina
Duty Station State or Province Override	<input type="text"/> ...

Current reporting/interface logic would pull NY from BPAD since the BEAD value is null, however we need the value of null for this case since the country is Afghanistan.

3. If the state/province on BPAD is null, then override for state/province WILL BE enabled for input because the override values could be a foreign country that has no state/province or it could be a US value with a valid state.

Note: Feeds to HRDM.

Duty Station Nation	4 Andorra
Duty Station Nation Override	<input type="text" value="157"/> ... United States of America
Duty Station State	
Duty Station State or Province Override	<input type="text" value="NC"/> ... North Carolina
Work Location	<input type="text" value="3"/> ... Fully Remote
Remote Nation	<input type="text" value="157"/> ... United States of America
Remote State or Province	<input type="text" value="VA"/> ... Virginia

- Work Location, Remote Nation, Remote State or Province

Work Location: Work Location refers to work arrangement location and will have 4 values:

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- 1 – Fully On-Site (dedicated office at Duty Station) - SET AS DEFAULT VALUE
- 2 – Hybrid (On-Site and telework, but no dedicated office space at Duty Station)
- 3 – Fully Remote
- 4 – Position Based

The PWVWKLN Table was created to hold these values. . PWVWKLN fields are:

- Code
- Description
- Status_Ind
- User_ID
- Activity_Date

Code	Description	Status Indicator	User_ID	Activity Date
1	Fully On-site (dedicated office at Duty Station)	A		
2	Hybrid(on-site and telework, but no dedicated office space at Duty Station)	A		
3	Fully Remote	A		
4	Position Based	A		

Remote Nation: Remote Work Location refers to the current work nation where an employee regularly performs his/her duties remotely.

Remote State or Province: Remote State or Province refers to the current work State or Province where an employee regularly performs his/her duties remotely. Must be null when Remote Nation is not US. Must be populated when Remote Work Nation is US.

If 'Work Location' = 1 (Fully On-site) then 'Remote Work Nation' and 'Remote Work State or Province' must be null

If 'Work Location' = 2 (Hybrid) then 'Remote Work Nation' is required. 'Remote Work State or Province' is required when "Remote Work Nation" = US. 'Remote Work State or Province' is null if 'Remote Work Nation' is not US.

If 'Work Location' = 3 (Fully Remote) then 'Remote Work Nation' is required. 'Remote Work State or Province' is required when "Remote Work Nation" = US. 'Remote Work State or Province' is null if 'Remote Work Nation' is not US.

If 'Work Location' = 4 (Position Based) then 'Remote Work Nation' and 'Remote Work State or Province' must be null

Note: Feeds to HRDM.

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The screenshot displays the 'EMPLOYEE ADDITIONAL DATA FORM' with the following fields and values:

Field	Value
Appointment Period	12 - 12 Months
Primary Position	
Appointment Type	
Appointment Type	
Person Override	
Primary Position	418000 Student Registration / Records Professional
JCAT Code	
Primary Position	X (NONE) - default
JCAT Descriptor	
JCAT Code Person	
Override	
JCAT Person	
Descriptor Override	
Mandatory Status	A - All - Emergency and Pandemic On Sit
Mandatory Status	
Override	
Duty Station Nation	157
Duty Station Nation	
Override	
Duty Station State or Province	NC
Duty Station State or Province	
Province Override	
Work Location	1
Remote Nation	157
Remote State	FL

2. BENEFITS

• ORBIT ID

The ORBIT ID was loaded to this form as a project during implementation. Retirement Administrators maintain this database by adding ORBIT ID for new employees. The Retirement System requires ORBIT ID for each member reported on ORBIT interface.

• Retirement Code

The retirement code should reflect the code of all active, phased retirees and retired employees (whether they have been rehired or not). Default: N - Non Retiree (populated for all employees when BEAD form was created).

The data in this field is mandated by the Retirement System to report **Rehired Retirees** on the ORBIT interface.

The SSC Payroll Analyst notifies campus prior to transmitting the ORBIT interface of employees to review for update to **rehired retiree** if required.

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NOTE: The **Retired status** should be entered **after the 5th of the month** following the employee's final leave payout to avoid duplicate reporting on the ORBIT interface.
Recommendation: Record all Retiree's for reporting and tracking purposes for campus use.

Employee Additional Data Form PWABEAD 9.3.5.0 (GADEV3)

ID: 000757 Primary Position: 000757

Appointment Benefits Miscellaneous

EMPLOYEE ADDITIONAL DATA FORM

Orbit Id 357418

Retirement Code N - Non Retiree

Phased Retirement Begin Date

Phased Retirement End Date

Retirement System

Stability Period End Date

Retirement Code Drop Down Menu:

- N - Non Retiree
- N - Non Retiree
- O - Retiree - ORP
- R - Retiree - TSERS,CJRS,LRS
- P - Phased Retiree - ORP
- T - Phased Retiree - TSERS,CJRS,LRS

- **Phased Retirement Begin and End Dates**

Retirement System: This field defaults from EE's Elected Retirement PDAEDN as display only.

The Begin date should be used by the campus to reflect the dates that an employee becomes a Phased Retiree.

The End date should be used by the campus to show the end date for the Phased Retiree.

Note: May feed to HRDM

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Employee Additional Data Form PWABEAD 9.3.5.0 (GADEV3)

ID: Primary Position: 000757

Appointment Benefits Miscellaneous

EMPLOYEE ADDITIONAL DATA FORM

Orbit Id 357418

Retirement Code N - Non Retiree

Phased Retirement Begin Date

Phased Retirement End Date

Retirement System 100 TSERS Non-Law

Stability Period End Date

Calendar GUACALN 8.1 (GASTMO)

<< < JULY 2017 > >>

SUN	MON	TUE	WED	THU	FRI	SAT
						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	29
30	31					

Today OK Cancel

- **Stability Period End Date**
Tracking ACA Eligible Employees in Banner

The XA BCAT (PPACA Eligible) is assigned to ACA-eligible temporary employees. ACA-eligible temporary employees should be assigned to the XA BCAT even if the employee does not elect HDHP coverage. The XA BCAT helps track ACA-eligibility for reporting purposes. Examples of when to use the XA BCAT:

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1. Temporary employee hired as .75 or greater FTE and expected to work longer than three months should always be assigned the XA BCAT upon hire. Even if these employees do not elect HDHP coverage, they should remain in the XA BCAT as long as they are eligible.
2. Temporary employees that become ACA eligible either through the Initial Assessment or through the Ongoing Assessment should be assigned to the XA BCAT whether or not the employee selects HDHP.

After determining the date that an employee is eligible for ACA, add 12 months and populate the last day of that month's full date into the Stability End Date (SPED) date field.

Ex. Eligibility date = 12/01/2019. SPED date = 12/31/2020.

At the end of the stability period if the temporary employee is no longer ACA-eligible the employee should be removed from the XA BCAT and assigned to the appropriate BCAT; IN – ineligible for benefits or MB – minimal benefits. The campus HR staff must remove SPED date from BEAD and must update database of the benefits vendor to reflect EE is ineligible.

At the end of the stability period if the temporary employee is still ACA-eligible, update the SPED date on the BEAD form to reflect the future date.

Note: To assist in determining eligibility, campus HR staff should use the HGAWSPED report in webfocus, then take appropriate action.

This date is used in conjunction with Employee's BCAT to determine the Employment Status Category that is included on the weekly Eligibility file transmitted to the benefits vendor.

The screenshot shows a web application window titled "Employee Additional Data Form PWABEAD 9.3.5.0 (GADEV3)". The window has a red border. At the top, there are tabs for "Appointment", "Benefits", and "Miscellaneous", with "Benefits" selected. Below the tabs is a section titled "EMPLOYEE ADDITIONAL DATA FORM". The form contains several fields: "Orbit Id" with the value "357418", "Retirement Code" with a dropdown menu showing "N - Non Retiree", "Phased Retirement" with a calendar icon, "Begin Date", "Phased Retirement" with a calendar icon, "End Date", "Retirement System", and "Stability Period End Date" with a calendar icon. The "Stability Period End Date" field is highlighted with a red rectangular box.

- **ORBIT Service Period Indicator**

Orbit Service Period Indicator: This field is reserved for future use

- **ORBIT Service Period**

Orbit Service Period: This field is reserved for future use

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ID:	Primary Position: 000757	
Appointment	Benefits	Miscellaneous
EMPLOYEE ADDITIONAL DATA FORM		
Orbit Service Period Indicator	LCAT	
Orbit Service Period	15-AUG - 15-MAY	
Date Offered ORP	<input type="text"/>	
Previous Retirement Plan, If Changed	<input type="text"/>	
Benefits Term Date	06/30/2017	
HRDM Term Reason	RT ... Retirement - Service	
Term Transmitted to Vendor On	04/30/2017	

- **Date Offered ORP**

Use only for employees ***hired on or after 1/1/13*** who are offered ORP. This includes SHRA employees who change positions and have a one-time ORP offering. Record date that the Employee was offered the Optional Retirement Plan.

ID:	Primary Position: 000757	
Appointment	Benefits	Miscellaneous
EMPLOYEE ADDITIONAL DATA FORM		
Orbit Service Period Indicator	LCAT	
Orbit Service Period	15-AUG - 15-MAY	
Date Offered ORP	<input type="text"/>	
Previous Retirement Plan, If Changed	<input type="text"/>	
Benefits Term Date	06/30/2017	
HRDM Term Reason	RT ... Retirement - Service	
Term Transmitted to Vendor On	04/30/2017	

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- **Previous Retirement Plan, if changed**

If an employee changes retirement plans, use this field to record the previous plan. This can only occur when employee has a qualifying change of their position.

ID:	Primary Position: 000757	
Appointment	Benefits	Miscellaneous
EMPLOYEE ADDITIONAL DATA FORM		
Orbit Service Period Indicator	LCAT	
Orbit Service Period	15-AUG - 15-MAY	
Date Offered ORP		
Previous Retirement Plan, If Changed		
Benefits Term Date	06/30/2017	
HRDM Term Reason	RT	Retirement - Service
Term Transmitted to Vendor On	04/30/2017	

Drop Down Menu:

TSERS LAW
ORP
LGERS
CJRS
LRS
RDSPF
OTHER

- **Benefits Term Date**

This field is used for reporting the employee's termination date to our Benefits Vendor and the Retirement System. **The term date on PEAEMPL will not terminate benefits.**

The Benefits Term Date must be entered on the BEAD form as soon as it is known. Waiting until the employee has been paid out leave results in additional expense to your campus and extends coverage to employees past their eligibility.

The weekly Eligibility file transmitted to Benefits Vendor uses this field to determine actual termination date for each plan based on business rules in place with Benefits Vendor. (Examples shown below)

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Note: Feeds to HRDM

ID:	Primary Position: 000757	
Appointment	Benefits	Miscellaneous
EMPLOYEE ADDITIONAL DATA FORM		
Orbit Service Period Indicator	LCAT	
Orbit Service Period	15-AUG - 15-MAY	
Date Offered ORP		
Previous Retirement Plan, If Changed		
Benefits Term Date	06/30/2017	
HRDM Term Reason	RT ... Retirement - Service	
Term Transmitted to Vendor On	04/30/2017	

The date entered here should be the last date the employee worked or **employee earned wages**.

Based on benefit term date supplied, the following benefit plan rules will be administered by the vendor.

- NC Flex benefits **end on the last day of the month** in which termination occurred.
- SHP – If termination occurs thru 15th of the month, **benefit ends on the last day of the month**.
- SHP – If termination occurs on 16th or after, **benefit ends on the last day of the following month**.
- NC Retirement ends on the **last day worked** or paid for **earned wages** (i.e.: contract, but would not include payouts such as vacation).
EHRA Faculty Appointment **paid on contract thru 06/30/17** but **last day worked is 05/13/17**.

The Contract ends 06/30/17 which means EE is being **paid for wages earned thru 6/30/17**.

The correct date to enter for Benefits Term Date is 06/30/17.

NC Flex benefits and Retirement end on 06/30/17 but SHP coverage ends on 07/31/17.

The EE's last day worked was 05/13/17; however EE was on Contract receiving wages earned through 06/30/17.

SHRA EE's last day of work is 05/13/17.

The correct date to enter for Benefits Term Date is 05/13/17.

NC Flex benefits, SHP coverage and Retirement end on 05/31/17

SHP ends **last day of the month** because termination was **before 15th** of the month.

SHRA EE's last day of work is 05/22/17.

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- **Term Transmitted to Vendor on:**

Upon entering Benefits Term Date and **saving** data entry, the “**Term Transmitted to Vendor on**” will systematically populate the current date at the time PWRELIG is executed to create Eligibility file. This ensures the Benefits Term Date will only be sent to Benefits Vendor once.

NOTE: As one-time update when PWABEAD 2.0.4 (April 2017) was installed in Production, **Term Transmitted to Vendor on** was populated **04/30/17** in employee record.

ID:	Primary Position: 000757	
Appointment	Benefits	Miscellaneous
EMPLOYEE ADDITIONAL DATA FORM		
Orbit Service Period Indicator	LCAT	
Orbit Service Period	15-AUG - 15-MAY	
Date Offered ORP		
Previous Retirement Plan, If Changed		
Benefits Term Date	06/30/2017	
HRDM Term Reason	RT	Retirement - Service
Term Transmitted to Vendor On	04/30/2017	

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- **Removing Benefits Term Date and Reason for Rehires**

When employees are rehired as Permanent Full-Time or move into a position where they become benefit eligible, campus HR staff should **REMOVE “Benefits Term Date” on BEAD**. Upon **saving** this change, “HRDM Term Reason” and “Term Transmitted to Vendor On” date will systematically be removed.

ID:	Primary Position:	000757
Appointment	Benefits	Miscellaneous
EMPLOYEE ADDITIONAL DATA FORM		
Orbit Service Period Indicator	LCAT	
Orbit Service Period	15-AUG - 15-MAY	
Date Offered ORP		
Previous Retirement Plan, If Changed		
Benefits Term Date	06/30/2017	
HRDM Term Reason	RT ... Retirement - Service	
Term Transmitted to Vendor On	04/30/2017	

- **Transfer from Full Permanent to HDHP**

When employees are moved from Full Time Permanent to Temporary HDHP, campus HR Staff must change their BCAT to XA. This new BCAT XA will transmit on the eBenefits eligibility file and subsequently update the Employment Status Category so that all NCFlex deductions will be termed. The updated Employment Status Category will allow for continued enrollment in the health plan.

Note: If the XA BCAT does not fit your situation please contact Ashley Nicklis at atnicklis@northcarolina.edu for guidance on how to handle.

Campus HR Staff must also enter a SPED date. The SPED date should coincide with the stability period end date of the permanent position (i.e. if the Perm EE was measured during

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your last standard measurement then their stability period is the current calendar year and the SPED date would be 12/31/XX)

Additionally, campus HR Staff should enter Benefits End Date – the last day worked in the permanent position.

Note: If you enter a BCAT of XA, the Benefits End Date is not passed to eBenefits. The Benefits End Date is required by Orbit in order to end the retirement benefits.

ON-GOING

Prior to the expiration of all SPED dates, a measurement should occur to determine if eligibility continues. If you determine the employee remains eligible for coverage, extend the SPED date, consistent with the new stability period, and the employee's information will continue to transmit on the eligibility file and they will remain in the appropriate status within eBenefits.

Temp Employment Ends

When Temp EE terminates prior to the future SPED Date, update the SPED with the actual term date and this will cause the employee to drop off of the eBenefits eligibility file. You will also have to log into eBenefits and manually terminate the employee (termining the profile).

If the Temp EE terminates and has a SPED in the past, you just need to log into eBenefits and manually terminate the employee (termining the profile).

3. MISCELLANEOUS

- **FLSA Exempt Status Person & FLSA Exempt Status Override**
Primary Position FLSA Exempt Status: This field defaults from NBAOSN table Exempt indicator as display only.

FLSA Exempt Status Person Override: Use if there is an FLSA override. This field should be BLANK unless there is an override. To override, select Y.

The screenshot shows the 'Miscellaneous' tab of an employee's profile in the eBenefits system. The 'EMPLOYEE ADDITIONAL DATA FORM' is expanded, showing various fields. The 'FLSA Exempt Status' field is highlighted with a red box and has a dropdown menu set to 'Y'. Other fields include 'Primary Position' (Y), 'Primary Position' (80090 20 Faculty), 'OCC Code' (20 - Faculty), 'OCC Code Person' (20 - Faculty), 'Person Override' (blank), 'Disability Status' (checkbox), 'Education Level' (6 - Doctoral or Professional Degree), 'Parental Start Date', and 'FMLA Start Date'.

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• Disability Status

Disability Status: This field is used to track when an employee requests an accommodation for a disability on campus.

Note: Feeds to HRDM

ID: Primary Position: 000757

Appointment Benefits **Miscellaneous**

EMPLOYEE ADDITIONAL DATA FORM

Primary Position	Y	Primary Position	80090 20 Faculty
FLSA Exempt Status		OCC Code	
FLSA Exempt Status	Y	OCC Code Person	20 - Faculty
Person Override		Override	
	<input type="checkbox"/> Disability Status	Parental Start Date	
Education Level	6 - Doctoral or Professional Degree	FMLA Start Date	

• Education Level

The Education (Attainment) Level is the six level scale as used by the US census that represents the highest level of educational attainment of the individual. Valid codes are below. Schools maintain earned degree information on PPAGENL from STVDEGC, so this code reflects education level of the degree shown on PPAGENL.

Note: Feeds to HRDM

ID: Primary Position: 000757

Appointment Benefits **Miscellaneous**

EMPLOYEE ADDITIONAL DATA FORM

Primary Position	Y	Primary Position	80090 20 Faculty
FLSA Exempt Status		OCC Code	
FLSA Exempt Status	Y	OCC Code Person	20 - Faculty
Person Override		Override	
	<input type="checkbox"/> Disability Status	Parental Start Date	
Education Level	6 - Doctoral or Professional Degree	FMLA Start Date	

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Education Level Dropdown Menu:

6 - Doctoral or Professional Degree

- 1 - Not a High School Graduate
- 2 - High School Graduate (including equivalency)
- 3 - Some College or Associate Degree
- 4 - Bachelor's Degree
- 5 - Master's Degree
- 6 - Doctoral or Professional Degree

- **Primary Position OCC Code & OCC Code Person Override**
Primary Position OCC Code: This field defaults from NTRPCLS Position Class Rules table.

OCC Code Person Override: This field is an optional field. Update field only if job duties performed more than 50% of time require a different OCC than indicated on NTRPCLS.

ID: Primary Position: 000757

Appointment Benefits **Miscellaneous**

EMPLOYEE ADDITIONAL DATA FORM

Primary Position	Y	Primary Position	80090 20 Faculty
FLSA Exempt Status		OCC Code	
FLSA Exempt Status	Y	OCC Code Person	20 - Faculty
Person Override		OCC Code Person Override	
<input type="checkbox"/> Disability Status		Parental Start Date	
Education Level	6 - Doctoral or Professional Degree	FMLA Start Date	

OCC Code Person Override Dropdown Menu:

20 - Faculty

- 10 - Executive/Admin and Managerial
- 20 - Faculty
- 30 - Other Professionals
- 40 - Technical and Paraprofessional
- 50 - Clerical and Secretarial
- 60 - Skilled Crafts
- 70 - Service/Maintenance
- 80 - Instruction/Research Assistance
- 90 - Other
- A0 - Other Administrative

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- **Parental Start Date**

This is the start date of the parental qualifying life event. The qualifying life event for both mother and father is always the date of birth. The qualifying life event date should be entered when documentation is received from the qualifying parent and approved by HR.

ID:		Primary Position: 000757			
Appointment		Benefits		Miscellaneous	
EMPLOYEE ADDITIONAL DATA FORM					
Primary Position	Y	Primary Position	80090 20 Faculty		
FLSA Exempt Status		OCC Code			
FLSA Exempt Status	Y	OCC Code Person	20 - Faculty		
Person Override		Override			
<input type="checkbox"/> Disability Status		Parental Start Date			
Education Level	6 - Doctoral or Professional Degree	FMLA Start Date			

- **FMLA Start Date**

This is the start date of the FMLA period. The FMLA start date should be entered when documentation is received from the employee and approved by HR.

ID:		Primary Position: 000757			
Appointment		Benefits		Miscellaneous	
EMPLOYEE ADDITIONAL DATA FORM					
Primary Position	Y	Primary Position	80090 20 Faculty		
FLSA Exempt Status		OCC Code			
FLSA Exempt Status	Y	OCC Code Person	20 - Faculty		
Person Override		Override			
<input type="checkbox"/> Disability Status		Parental Start Date			
Education Level	6 - Doctoral or Professional Degree	FMLA Start Date			