

Emergency Paid Leave for Non-Permanent Hourly Employees

Temporary, Student and Work Study

DRAFT March 23, 2020

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Overview

Based on the COVID-19 Special Leave Provisions authorized by the System Office for temporary, student and Work Study employees a new earn code is being created to pay for hours not worked. The use of the new earn code is authorized beginning March 16, 2020 and through the end date authorized by the System Office (TBD).

This earn code is for hourly employees in the following employee classes:

- SH, SHRA Temp Hourly
- UG, Hourly Student
- WS, Federal Work Study

This earn code is not for flat rate or are salaried temporaries/students.

Employee Time Sheets

COVID-19 Special Leave Provisions are effective March 16 which corresponds with the beginning of the BW08 payroll. At your campuses discretion, this new earn code can be made available for employees on their leave sheet beginning with the BW08 pay cycle.

Year	Payroll ID	Number	Start Date	End Date	Check Date
2020	BW	08	3/16/2020	3/29/2020	4/9/2020

If a timesheet has already been opened, it must be restarted to include the new earn code.

PTREARN, Create new earn code 106

PTREARN, enter new earn code 106. The system will generate a warning message, “*WARNING* Earn Code not found, add assumed”, click GO. Set up new earn code 106, Emerg Lv Student/Temp (hrly), as indicated below.

<i>PTREARN Field</i>	<i>Earn Code 106 Value</i>
Earnings Code Rules	
Long description	Emerg Lv Student/Temp (hrly)
Short description	EmrgTemp
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	<leave blank>
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	<leave blank>
Applicable to leave minimum	<leave blank>
Leave taken code	<leave blank>
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

elucian Earnings Code Rules PTREARN 9.3.12 (GADEV2)
 ADD RETRIEVE RELATED TOOLS 1

Earnings Code: * 106 ...

***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.

elucian Earnings Code Rules PTREARN 9.3.12 (GADEV2)
 ADD RETRIEVE RELATED TOOLS

Earnings Code: 106 Start Over

EARNINGS CODE RULES Insert Delete Copy Filter

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

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 Base Earnings
 Shift Differential

Hours or Units Hours Units
 Cash

Indicator
 Stipend

Tax Method*
 Display Earnings History on Web

Base Salary
 Display on Web Pay Stub

Reduce Base Salary

Leave
 Applicable to Leave Proration
 Leave Earned Code

Applicable to Leave Minimum
 FMLA Eligible Hous

Leave Taken Code
 FMLA Usage Hous

PTREARN

PTRECLS Eligible Earnings, Add 106

Add Earn Code 106, Emerg Lv Student/Temp (hrly), as an Eligible Earning to the below employee classes. Control employee use of the COVID1-19 Emergency Leave by displaying or removing Earn Code 106 on the employee time sheet for the appropriate dates.

- SH, SHRA Temp Hourly
- UG, Hourly Student
- WS, Federal Work Study

Adding a sequence numbers and approver's indicator on Eligible Earnings makes the earn code display on the employee time sheet. It is up to the campus to manage when and if Earn Code 106 should display on the time sheet for SH, UG and WS employees.

☐ Add Earn Code to PTRECLS > Eligible Earnings.

- PTRECLS, enter Eclass (SH, UG, WS)
- Eligible Earnings > Insert
- Enter Earn Code **106**, *Emerg Lv Student/Temp (hrly)*
- Assign a Time Entry Sequence.
 - *Time Entry Sequence* number is based on campus discretion. When entered, this will control the order on the PHA HOUR timesheets.
- Assign a Time Sheet Print Sequence.
 - *Time Sheet Print Sequence* number is based on campus discretion. When entered, this will show on employee time sheet.
- ✓ (check) Approvers Indicator
- SAVE

Repeat to add Earn Code 106 to employee classes for hourly temporary/student employees SH (SHRA Temp Hourly), UG (Hourly Student) and WS (Federal Work Study).

It is campus discretion on when and if to add earn code 106 to the time sheets for SH, UG and WS.

Earnings Code *	Earnings Code Description	Reduce Regular Hours	Attendance Indicator	Time Entry Sequence	Time Sheet Print Sequence	Approvers Indicator	Clock In/Out
105	Regular Hourly	<input type="checkbox"/>	<input type="checkbox"/>	1	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
106	Emerg Lv Student/Temp (hrly)	<input type="checkbox"/>	<input type="checkbox"/>	2	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PTRECLS / Eligible Earnings PTREERN table

PTRBDXE Excluded Earnings Load File

The new earn code must be set up as an excluded earning for relevant PTRBDCA (benefit/deduction) codes. The below instructions set up new Earn Code 106, Emerg Lv Student/Temp (hrly), as excluded earnings via a load file to the PTRBDXE table.

PTRBDXE Instructions for IT

Test the load file process in a non-production database before updating the production database.

- Download existing PTRBDXE data for your back up. Note how many records are in the current table.

- Use the provided load file to insert information in Banner. This will add the new earn code as an excluded earning to the PTRBDXE table.
 1. Import Table Data
 2. Select Destination
 - a. Schema - Payroll
 - b. Object Name - PTRBDXE
 3. Select Source
 4. Specify Source Data Details
 5. Preview File and Define Fields
 6. Verify Mappings and Specify Primary Key. Primary keys are:
 - a. PTRBDXE_CODE
 - b. PTRBDXE_EARN_CODE
 7. Preview Results
 8. Specify Import Mode. **INSERT** See screenshot below. **Don't Commit**
 9. Repeat steps to **INSERT** and **Commit**

The screenshot shows the 'Specify Import Mode' dialog box. It has three main sections: 'Output', 'Before Import', and 'Import Mode'.
- **Output:** 'Apply changes to database object' is selected. 'Use Array DML' is unchecked with an 'Array Size' of 500. 'Create file with SQL statements' is also unchecked.
- **Before Import:** 'Truncate table', 'Delete all rows from table', 'Disable constraints', and 'Disable triggers' are all unchecked.
- **Import Mode:** 'Insert: Add records to destination table from source file.' is selected and highlighted with a red box. Other options are 'Update: Update destination table records with source file records.', 'Merge: If destination table record exists, update it. Otherwise add.', and 'Delete: Delete destination table records that match source file records.'.
- **Commit Mode:** A dropdown menu is set to 'Don't commit'.
- At the bottom, there is a section for 'After Import (these will force a commit)' which is currently empty.

This should add **82 records** to PTRBDXE.

To verify the load file has updated these records, download the updated PTRBDXE table and verify the table contains the expected number of records.

PTRBDXE	Record Count
(A) Current number of records	
(B) Load file	82
(C) Expected # records AFTER load (A) + (B)	
(D) Actual # of records AFTER load	
(E) Variance (should be ZERO)	(C)-(D)

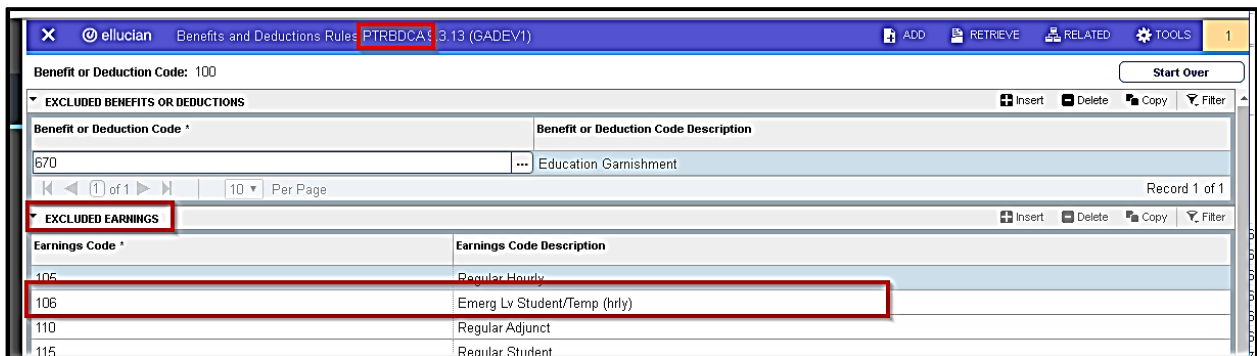
Verify the file updated records accurately by viewing the information in Banner, PTRBDCA.

Spot check Banner to confirm the changes display in the system.

- PTRBDCA
- Enter a sample Benefit or Deduction Code (example 100, 101 or 220)
- GO
- Tools > Excluded Deductions and Earnings

PTRBDCA Excluded Earnings AFTER UPDATE

Earn Code 106, Emerg Lv Student/Temp (hrly), should display



PTRBDCA > Excluded Earnings PTRBDXE table

Complete changes by **Wednesday, March 25, 2020**

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

Table Updates

The below tables and fields were updated with this setup.

<i>Table</i>	<i>Field</i>	<i>Report Key Field</i>
PTREARN	PTREARN_CODE	106
PTREARN	PTREARN_LONG_DESC	106
PTREARN	PTREARN_SHORT_DESC	106
PTREARN	PTREARN_RATE_IND	106
PTREARN	PTREARN_MULT_FACTOR	106
PTREARN	PTREARN_TYPE_IND	106
PTREARN	PTREARN_ERGR_CODE	106
PTREARN	PTREARN_UNIT_IND	106
PTREARN	PTREARN_TAX_METHOD_IND	106
PTREARN	PTREARN_BASE_SAL_IND	106
PTREARN	PTREARN_EXCEPTION_IND	106
PTREARN	PTREARN_CASH_IND	106
PTREARN	PTREARN_WEB_DISP_IND	106
PTREARN	PTREARN_DISP_WEB_PAYSTUB_IND	106
PTREARN	PTREARN_LEAV_CODE_TAKEN	106
PTREARN	PTREARN_LEAV_PRORATION_IND	106
PTREARN	PTREARN_LEAV_MINIMUM_IND	106
PTREARN	PTREARN_LEAV_CODE_TAKEN	106
PTREARN	PTREARN_ACTIVITY_DATE	106
PTREERN	PTREERN_EARN_CODE	106
PTREERN	PTREERN_REDUCE_REG_PAY_IND	106
PTREERN	PTREERN_TS_ENTRY_SEQ	106
PTREERN	PTREERN_TS_PRINT_SEQ	106
PTREERN	PTREERN_ATND_IND	106
PTREERN	PTREERN_REDUCE_REG_PAY_IND	106
PTREERN	PTREERN_EA_APPROVERS_IND	106
PTREERN	PTREERN_ACTIVITY_DATE	106
PTRBDXE	PTRBDXE_EARN_CODE	106