THE UNIVERSITY OF NORTH CAROLINA SYSTEM

APRIL CAB

April 2020

DRAFT

Agenda

- Previous meeting
- April CAB Updates
- Other Updates
- Pandemic Pay System Updates

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PREVIOUS ITEMS

March CAB

- Earn Code WPE, Pandemic Event Worked
- Pandemic Mandatory Status
  - NWABPAD, Position Additional Data
  - PWABEAD, Employee Additional Data
  - Position prime with employee override
  - Identified issue with NWABPAD
    - Status H – *Pandemic Mandatory Home*, when entered on BPAD doesn't show on BEAD or allow a BEAD override. Work around, modify on BPAD for now. New release approx two + weeks

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CURRENT CAB ITEMS

Emergency Leave (BW)
Earn Code 106

- Released March 23
- Emergency Leave – pay for hours not worked
- Campus discretion on using. If using, control time sheet display with Eligible Earnings – Sequence Number
- Eclasses
  - SH, SHRA Temp Hourly
  - UG, Hourly Student
  - WS, Federal Work Study

NRA Updates

- Released March 23
  - 521 (Fed Tax - NRA No Treaty)
  - 538 (1042 Federal Tax Treaty NR19) and
  - 539 (1042 Federal Tax Treaty NR20)
- Payroll Managers update the DEDN record for NRA Employees
- SSC Payroll Analysts are updating the actual FDNT, NR19, NR20 Tax Codes.

OTHER ITEMS

Non-CAB Items

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FISCAL YEAR ROLL

FY2020
July 2019 – June 2020

Fiscal Year End Roll – HR/Finance/IT

5 Step Process

1. FY Roll Preparation
2. Salary Table Roll
3. NBAPBUD Roll to “Working Status”
4. NBAJOBS Roll effective 01-JUL-2020

After current FY processing

5. Roll NBAPBUD to “Approved Status” and “Activate” the new Fiscal Year

Job Aid provides step-by-step instructions for SSC campuses

Establish Campus FY Roll Timeline

- Job Aid sent by early May (minor changes, updated with current year info)
- Test roll process in May
  - Campus set timeline
  - Coordinate with HR, IT and Finance
  - Identify database test instance
- By mid-June salary table roll, roll budget to working and job roll in production
  - After rolled to working budget dual maintenance, current Fiscal Year and next Fiscal Year
- Budget roll to approved
  - AFTER MN06 payroll feed to finance AND
  - After BW14 SSC produces checks/DD files created but BEFORE BW14 feed to finance

PANDEMIC PREMIUM PAY

System Updates and Processing

Agenda

- Policy
- Employee Leave Sheets
- Leave Interfaces
- Updating Banner (manual)

Policy

- SHRA/EHRA mandatory permanent employees
- An additional .50x pay or comp hours
  - At discretion of chancellor
  - Key decision
- Pandemic Added Compensation only for hours worked on campus. Teleworking hours not eligible
- Non-exempt all hours worked on site
- Exempt up to 40 hours worked on site
- Holidays – only HPP, no additional Pandemic Pay
- Excluded jobs – Tier I, Tier II, Faculty, Physicians, Directors, Division Heads etc (see policy)

Employee Time Entry

- FLSA Exempt employees (salaried)

  Enter hours worked on campus, not to exceed 40 hours in one week (pro-rated for part-time) in the row, *Pandemic Mandatory Onsite Work.*

  Enter any additional leave taken as normally entered.

  The *Pandemic Mandatory Onsite Work* hours should be entered for time worked on campus on or after April 1. (PWPEXMP)

- FLSA Non-exempt employees

  Enter all hours worked and leave taken as you normally would. Additionally, enter hours worked on-site on or after April 1, in the row *Pandemic Mandatory Onsite Work*. (PWPSMRT and PWPLAWT)

- Hours worked on holiday

  Holiday premium pay only, no Pandemic Pay

Leave Interface

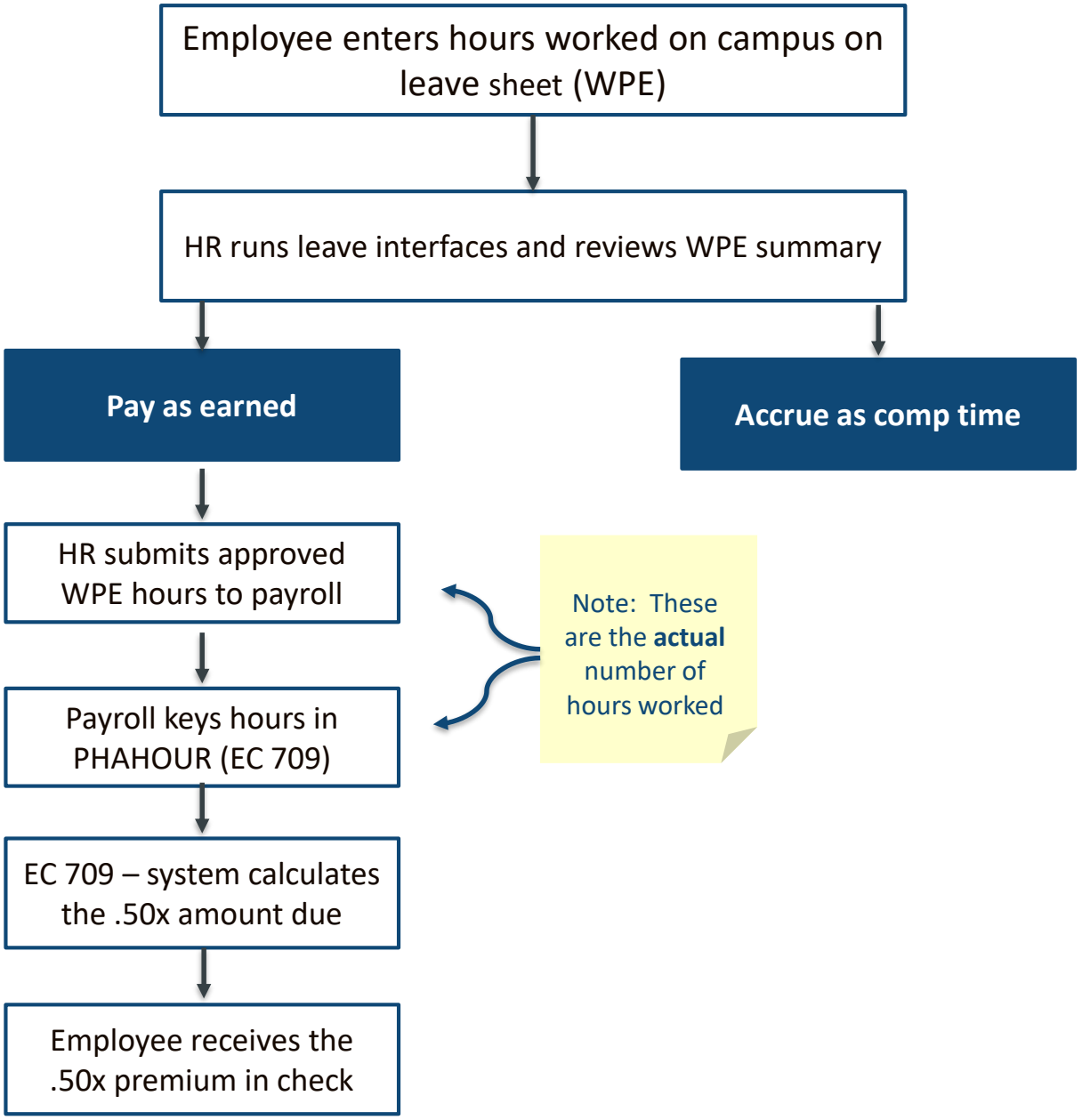
- Compares WPE, Pandemic Mandatory Onsite Work to PWABEAD/NWABPAD
- Provides an *informational* message if WPE is not consistent with Mandatory Status

New Banner Codes

Type	*Code*	*Description*	*Comment*
Earn	WPE	Pandemic Mandatory Onsite Work	Collects hours on leave sheet. Hours are not cross walked or adjusted by SMART, MOVE or LAW business rules.

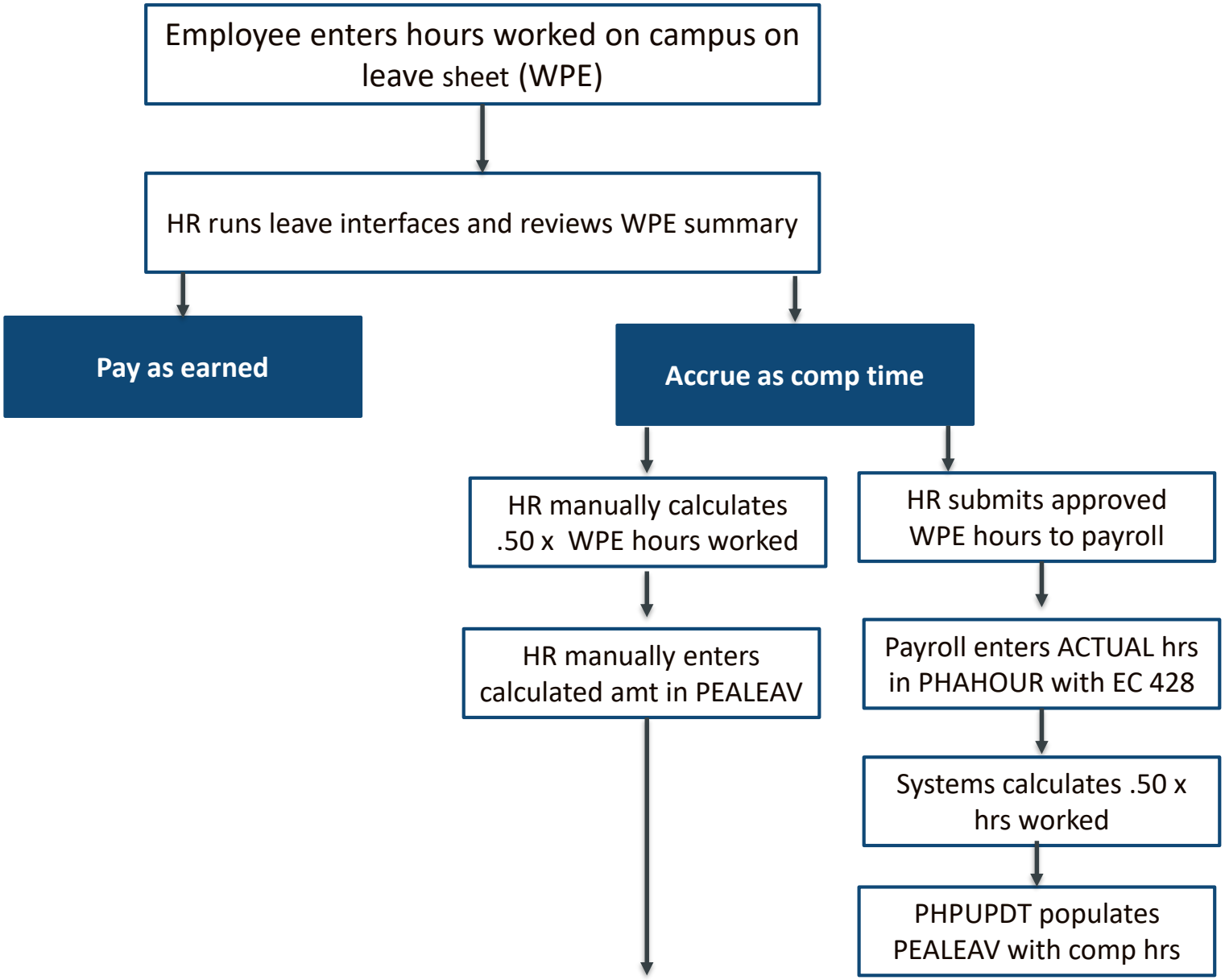
Pay out hours as earned

Type	*Code*	*Description*	*Comment*
Earn	709	Pandemic Premium Pay .50	To payout Pandemic hours as worked, enter 709 in PHAHOUR with the total hours worked and the system will pay out at .50x.


Employee enters hours worked on campus on leave sheet (WPE)
HR runs leave interfaces and reviews WPE summary
Pay as earned
Accrue as comp time
HR submits approved WPE hours to payroll
Payroll keys hours in PHAHOUR (EC 709)
EC 709 – system calculates the .50x amount due
Employee receives the .50x premium in check
Note: These are the **actual** number of hours worked

Accrue as Comp Time

Type	Code	Description	Comment
Leave	PAND	Pandemic Comp .5x	If not using earn code 428 to accrue PAND comp time in PEALEAV, then HR must manually calculate comp time (hours worked divided by 2) and accrue the comp time hours in PAND bucket in PEALEAV
Earn	413	Comp Time Taken (.50 x)	Used to build the PAND cascade in LCAT and for use by payroll if needed.
Earn	428	Pndm .50x Comp Earned	Enter hours worked in PHAHOUR using this earn code and it will populate the PAND PEALEAV bucket with the correct Pandemic comp hours (hours worked divided by 2). Not used to pay out leave from the PAND bucket in PEALEAV. If accruing PAND hours as comp time, campus should use EITHER manual accrual in PEALEAV OR 428 earn code in PHAHOUR but NOT BOTH. Non-cash code
Earn	813	Pandemic Comp Payout	To payout PAND bucket in bulk, enter the 813 earn code with the number of hours to pay in PHAHOUR. This code reduces the PAND bucket by the number of hours paid. This code is taxed at the supplemental rate.


Employee enters hours worked on campus on leave sheet (WPE)
HR runs leave interfaces and reviews WPE summary
Pay as earned
Accrue as comp time
HR manually calculates .50 x WPE hours worked
HR manually enters calculated amt in PEALEAV
HR submits approved WPE hours to payroll
Payroll enters ACTUAL hrs in PHAHOUR with EC 428
Systems calculates .50 x hrs worked
PHPUPDT populates PEALEAV with comp hrs

Employee Taking Accrued Comp Time

- Employee with a Pandemic Pay comp balance (PAND), uses Comp Time or Vacation Taken
- PAND is in the CVC cascade (vacation / comp time cascade)
- If an employee wants to take vacation, comp time is taken first

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LEAVE INTERFACES

Leave Interface Summarize Hours

Leave reports summarize the total hours worked by employee.

Hours DON'T crosswalk to Banner. Pay/leave must be manually managed in Banner.

WPE SUMMARY
[Pandemic Mandatory Onsite Work]

ID	NAME	CLASS	ORG	DATE	[illegible]	WPE	WPEA	MAND STATUS
[illegible]80]	[illegible] Alan	SE	35830	01/01/2020	[illegible]	5.00	5.00	
[illegible]80]	[illegible] Alan	SE	35830	01/02/2020	[illegible]	5.00	5.00	
[illegible]80]	[illegible] Alan	SE	35830	01/03/2020	[illegible]	5.00	5.00	
[illegible]80]	[illegible] Alan	SE	35830	01/04/2020	[illegible]	5.00	5.00	
					[illegible]	20.00	20.00	

CROSSWALKS

WebFOCUS

- HGAWLRHR

- HGAWMAND - track mandatory statuses of EEs

Timeline

Leave Cycle	Dates	Pay	Comments
SB09	3/30-4/12 (opened leave sheets on 4/6 with WPE)	April	
L404	3/16-4/12	April	
MN04 leave	4/1-4/30 (opened leave sheets on 4/6 with WPE)	May	

- Handling leave or pay in April / May
- CAB configuration changes
- Installing new leave systems

QUESTIONS?

THANK YOU