

HGAWCAVL – Compensated Vacation Leave Valuation

JobAid #	1	
Version #	15	
Release Date	9/6/23	
Created By	Tracie B. Jones	
High Level Business Objective	Compensated Absence Vacation Report - Provides employee details and campus grand totals for vacation, bonus leave and comp time balances required for campus Financial Statement Reporting. Each report includes documentation at the end of the report that explains the columns that are calculated using Banner data. The beginning balance, total accrued and ending balance amounts are retrieved from Banner leave history data. The total used amount is calculated as follows: Beginning Balance + Total Accrued – Ending Balance.	
Revision Release Date		Updated By
9/6/23	Corrected TOTAL calculation of column L - FTE Hourly Rate to show true weighted average	TBJ

Name of Report: HGAWCAVL_v15.fex

Purpose of Report: Compensated Absence Vacation Report - Provides employee details and campus grand totals for vacation, bonus leave and comp time balances required for campus Financial Statement Reporting. Each report includes documentation at the end of the report that explains the columns that are calculated using Banner data. The beginning balance, total accrued and ending balance amounts are retrieved from Banner leave history data. The total used amount is calculated as follows:
Beginning Balance + Total Accrued – Ending Balance.

Parameters: Fiscal Year, MEDI Rate, FICA Rate, TSR Rate, ORP Rate, LEO Rate

Banner Tables/Views: AP_LEAVE_ACCRUAL, AP_LEAVE_BALANCE, AP_PAYROLL_EMPLOYEE_POSITION, AN_LABOR_COST_DISTRIBUTION, AN_PAYROLL_DISTRIBUTION, SPRIDEN

Sort Order: Assignment Fund, Assignment Program

Selection Criteria: All Employees who have retired as of July of the year selected.

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Sample Report:

FTENEW RATE, TEMPLATE, Fund Source, Reference Org, Account, Purpose, Employee Name, ID, Hourly Rate, Annual Salary, Accrued Monthly Hours, Employee Class, FTE, FTE Hourly Rate, 3b Beginning Balance July 1 2022, Total Accrued Since July 1 2022, Total Taken Since July 1 2022, Total Ending Vacation Hours Balance, 2b Salary Obligation Amount, TSER Amount 1423, ORP Amount 1258, LEO Amount 1923, Medicare Amount 145, FICA Amount 620, FICA Adjustment Amount, 2a Fringe Benefit Amount, Fringe Benefit Rate, 1a Salary and Fringe Accrued Amount, 1a Ending Salary and Fringe Amount, 3b Total Hours Taken GT Accrued, Current Hire Date

University Name - Database

Vacation Leave Valuation as of June 30, 2023

Program HGAWCAVL v15

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Fund Source		Org	Account	Purpose	Employee Name	ID	Hourly Rate	Annual Salary	Monthly Accrued Hours	Employee Class	FTE	FTE Hourly Rate	Beginning Balance July 1 2022	Total Accrued Since July 1 2022	Total Taken Since July 1 2022	
33.82	100101	50200	611100	101	Last, First MI	XXXXXXXXXX	36.00	74,887.00	16.00	F2	1.000	36.00	163.50	132.0	144.0	
33.82	100101	10710	612100	101	Allen, Katerina L	XXXXXXXXXX	18.72	38,947.00	11.33	SN	1.000	18.72	170.78	132.0	40.0	
33.82	100101	10510	611100	101	Allen, Kelvin D	XXXXXXXXXX	26.60	55,326.00	16.00	EN	1.000	26.60	320.00	132.0	176.0	
33.82	100101	10510	611100	101	Alston, Sharon B	XXXXXXXXXX	28.13	58,505.00	16.00	EN	1.000	28.13	312.00	132.0	216.0	
Totals for Report						24,866.73	11,173.46	777.000	26,366.27	116,201.23	105,660.72	144,202.2	4,876.54			

Calculating Columns for Compensated Leave Reports

Column G = Hourly Pay Rate

Column H = Annual Salary

Column I = Accrued Monthly Hours

Column J = Employee Class

Column K = FTE

Column L = FTE Hourly Rate

Column M = Beginning Balance July 1, 2022

Column N = Total Accrued Since July 1, 2022

Column O = (Beginning Balance + Total Accrued - Ending Balance June 30, 2022)

Column P = Ending Balance June 30, 2023

Column Q = P * L

Column R = Carrier eq 100 (P * (1423 rate / 10000))

Column S = Carrier 2nd digit eq 1, 2, 3, 4, 5 (P * (1258 rate / 10000))

Total Ending Vacation Hours Balance	Salary Obligation Amount	TSER Amount 1423	ORP Amount 1258	LEO Amount 1923	Medicare Amount 145	FICA Amount 620	FICA Adjustment Amount	Fringe Benefit Amount	Fringe Benefit Rate	Salary and Fringe Accrued Amount	Ending Salary and Fringe Amount	Total Hours Taken GT Accrued	Current Hire Date
211.5	7,614	0	358	0	110	472	.00	1,540	.20	8,234	9,154	.0	10/15/2008
262.7	4,918	700	0	0	71	305	.00	1,078	.22	3,014	5,934	.0	03/01/2017
336.0	8,938	1,272	0	0	130	554	.00	1,956	.22	6,231	10,694	.0	11/15/2004
288.0	8,101	0	1,013	0	117	502	.00	1,638	.20	6,481	9,739	24.0	10/17/2005
504.010	142,070	36,429	70,720	302,336	-10,863.14	1,044,702	160.30	4,658,718	5,332,106.00				