

HGAWPRLV - Family & Medical Leave over 13 months old

JobAid #	0001	
Version #	1.0	
Release Date	3/3/20	
Created By	Tracie B. Jones	
High Level Business Objective	This is a new report that tracks Parental and Family Leave to assist in managing leave 13 months old (and beyond)	
Revision Release Date	Brief Description of Revision(s)	Updated By

HGAWPRLV - Family & Medical Leave over 13 months old

Name of Report: HGAWPRLV_v1.fex

Purpose of Report: This is a new report that tracks Parental and Family Leave to assist in managing leave balances 13 months from eligibility dates (and beyond). This report will also help audit when a start date is not entered.

Parameters: Report display format. (EXCL or PDF)

Banner Tables/Views: SPRIDEN, PEBEMPL, PERLEAV, PWRBEAD

Sort Order: Last Name, First Name, Middle Initial

Selection Criteria: All Parental leave should be taken within 12 months of the Parental Start Date on the BEAD form. This program looks at the leave dates on the BEAD form and determines if the date is at least 13 months old. The report will display these records along with the hours available found on PEALAV form. Staff will determine what to do with this leave. The Family Medical Leave start date may differ from the Parental Start date. This report provides information to the HR staff to manage FMLA. This report also audits when a Parental and/or Family Medical Leave Start Date is not entered on the form. If available hours are zero, no action is needed.

Sample Report:

The top report output is the banner id, name, parental start date, PLBD (Parental Leave Bonding) hours available, PLRC (Parental Leave Recuperation) hours available, and the 13 month cutoff date.

The bottom report output is the banner id, name, FML start date, XFML (Family Medical Leave) hours available, and the 13 month cutoff date.

**Notice the records without a date are displayed on the report to prompt you that a date was not entered and should be.

Date: 04/02/2020 University Name - Database Name Page: 1
 Time: 09.29.18 Parental and Family Leave Over 13 months old
 HGAWPRLV_v1 Sorted by Employee Name, Leave Code

Parental Bonding and Recuperation Leave

Employee ID	Name	Par Lv Start Date	PLBD Hrs Avail	PLRC Hrs Avail	13 Month Cutoff Date
XXXXXXXXXX	Last, First, Mi		.00	.00	
XXXXXXXXXX	Last, First, Mi		.00	.00	
XXXXXXXXXX	Last, First, Mi	01/06/2019	.00	.00	02/06/2020
XXXXXXXXXX	Last, First, Mi		.00	.00	
XXXXXXXXXX	Last, First, Mi	03/01/2018	.00	.00	04/01/2019
XXXXXXXXXX	Last, First, Mi	01/01/2018	.00	20.00	02/01/2019
XXXXXXXXXX	Last, First, Mi		.00	.00	
XXXXXXXXXX	Last, First, Mi	03/01/2019	160.00	.00	04/01/2020

Family Medical Leave

Employee ID	Name	Fml Lv Start Date	XFML Hrs Avail	13 Month Cutoff Date
XXXXXXXXXX	Last, First, Mi		.00	
XXXXXXXXXX	Last, First, Mi		.00	
XXXXXXXXXX	Last, First, Mi	01/06/2019	.00	02/06/2020
XXXXXXXXXX	Last, First, Mi		.00	
XXXXXXXXXX	Last, First, Mi	03/01/2018	.00	04/01/2019
XXXXXXXXXX	Last, First, Mi	02/01/2019	.00	03/01/2020

Source: BANNER

**Notice the zero hours available mean the employee has taken their leave before the cutoff. No action is needed.