



# LEAVE ROLL

PWULROL\_v2.0.6

**ACTION REQUIRED**

**Before Feb HR handoff to Payroll**

# Agenda

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Leave Roll Basics

Banner Basics

PWULROL Process

Propose WebFocus  
Layout Changes

# What is Leave Roll

## Simple vacation example

After Dec Payroll		After Jan Banner Roll		After PWULROL Recreates a 1/1 balance	
Beg Bal	240.00	Beg Bal	355.96	Beg Bal	240.00*
Accrued	207.96	Accrued	17.33	Accrued	17.33
Taken	92.00	Taken	0.00	Taken	0.00
Avail Hrs	355.96	Avail Hrs	373.29	Avail Hrs	257.33

(\*133.29 hrs to sick)

Administratively manage leave to create an annual record  
 Available hours transferred to Beginning Balance  
 (plus sick & LROL special rules)  
 Previous year Accrual zero 'ed out  
 Previous year Taken zero 'ed out

# Banner Leave Roll vs PWULROL

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- All leave codes have a Banner leave roll month defined on PTRLCAT, *Leave Category Rules*
  - Banner roll
    - Moves current available hours to begin balance
    - Zeros out accrued hours and
    - Zero out taken hours
  - Most roll months are in January but not all
- PWULROL, Leave Roll
  - Designed to manage state specific leave rules
  - Run after January payroll reaches Disposition 60
  - Run before February payroll begins 
  - Creates a 'true' Jan 1 balance. Used for Comp Absence reporting (after July payroll)

# Why PWULROL?

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- Creating a 'true' Jan 1 leave begin balance
  - Used for Compensated Absence Reporting
- Leave taken lags payroll. Example, MN employee takes leave in November and it is processed in December
- OSHR special rules:
  - Vacation leave over 240 \* FTE rolls to sick eff Jan 1
  - Vacation rolling to sick is reduced by SPL2 used during the year and that SPL2 amount that reduced the roll is added back to SPL2
- Community Service Leave accrual (24 hours \* FTE)



# BANNER BASICS

Leave Administration

# PEALEAV

## Employee Leave Balances

Employee Leave Balances PEALEAV 9.3.12 (GATEST2)										
ID: [REDACTED] Leave Category: E1 EHRA 17.33 12 month										
LEAVE BALANCE TOTALS										
Leave Code *	Leave Code Description	Date Available *	Day or Hour	Begin Balance Hours *	Accrued Hours *	Taken Hours *	Current Available Hours *	Banked Hours *	Change Reason	
OCCT	OCCT	09/01/1991	H	0.00	0.00	0.00	0.00	0.00	0.00	PHPUPDT program updated hours accrued, taken and
PLBD	PLvBond	09/01/1991	H	0.00	0.00	0.00	0.00	0.00	0.00	PHPUPDT program updated hours accrued, taken and
PLRC	PLvRecup	09/01/1991	H	0.00	0.00	0.00	0.00	0.00	0.00	PHPUPDT program updated hours accrued, taken and
SHAR	SHAR	09/01/1991	H	0.00	0.00	0.00	0.00	0.00	0.00	PHPUPDT program updated hours accrued, taken and
SICK	Sick	01/01/2021	H	580.19	72.00	0.00	652.19	0.00	0.00	TRANSFERRED FROM VACATION LEAVE (0 hours)
SPL2	SpclLeav2	01/01/2021	H	40.00	0.00	0.00	40.00	0.00	0.00	PWULROL SPL2 ROLL
SPLV	SpecLeav	09/01/1991	H	0.00	0.00	0.00	0.00	0.00	0.00	PHPUPDT program updated hours accrued, taken and
VACA	Vacation	01/01/2021	H	217.00	155.97	0.00	372.97	0.00	0.00	TRANSFERRED TO SICK LEAVE (0 hours)

1. *Begin Balance Hours*. Populated through the Banner roll or through PWULROL
  - Best practice – manually enter transfer balances from other agencies/univ (only manual update that should be made in *Begin Balance*)
2. *Accrued Hours*
  - Banner generated for certain leave types (VACA, CTGP, etc.)
  - Manually accrued for leave requiring eligibility (PLBD, EPFL, etc.)
  - Manual corrections can be made here
3. *Taken Hours*  
Updated through payroll process or manually updated
4. *Current Available Hours* Begin Bal + Accrued – Taken (Calculated. Never change)
5. *Change Reason*. System generated or enter info if manual entries made

# PEILHIS

## Employee Leave History

Employee Leave History PEILHIS 9.3.5 (GATEST2)

ID: [REDACTED] Position: [REDACTED] Start Over

EMPLOYEE LEAVE HISTORY Insert Delete Copy Filter

Active filters: Leave Code: VACA Clear All Filter Again

Leave Code	VACA Vacation	Beginning Balance	240.00
Effective Date	11/23/2020 11:05:27	Hours Accrued	137.97
Hours Banked	0.00	Hours Taken	95.00
Available On	01/01/2020	Current Available	282.97
Change Reason	PHPUPDT program updated hours accrued, taken and banked.		
Leave Code	VACA Vacation	Beginning Balance	240.00
Effective Date	08/24/2020 16:02:35	Hours Accrued	122.64
Hours Banked	0.00	Hours Taken	95.00
Available On	01/01/2020	Current Available	267.64
Change Reason	PHPUPDT program updated hours accrued, taken and banked.		

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Activity User UNCGA\_FORSTER

Shows employee leave activity history including prior year rolls

Tip: When researching a specific leave type, use the filter to eliminate excess info.

Default view lists all leave types in reverse chronological order

# PEAEMPL Employee

ellucian Employee PEAEMPL 9.3.12 (GATEST2) ADD RETRIEVE RELATED TOOLS

ID: [REDACTED] Start Over

General Employee United States Regulatory Canadian Regulatory

EMPLOYEE Insert Delete Copy Filter

**General Employee**

Employee Status \* Active  
Employee Class \* SE SHRA - Exempt  
Employee Group \*  
Leave Category \* S1 SHRA 12 month  
Benefit Category \* SM TSERS Only Eligible  
Part or Full Time \* Full Time  
Status  
 Allow New Hire Benefits Enrollment

Home Department  
COA \* P Organization \* 35820 Enterprise Applications

Check Distribution  
COA \* P Organization \* 35820 Enterprise Applications

Employee District  
District or Division FA Finance and Administration

Service Dates  
Current Hire \* 01/06/2003  
Original Hire \* 01/06/2003  
Adjusted Service \* 01/01/2003  
Seniority \* 01/06/2003  
Final Work Date \*  
Start Work Date \*

Termination  
Reason \*  
Termination Date \*

Leave of Absence  
Reason \*  
Begin Date \*  
End Date \*

Hiring Location  
Location \*  
College \*  
Campus \*

Leave category defaults from Eclass. Can change if necessary

Controls service-based earnings rate (SHRA EEs)

# Vacation Leave Accrual Rates

## Monthly

### SHRA Employees

Vacation Leave Accrual for SE, SN, and LE E-Classes:

Years of Total State Service	Vacation Accruals Per Month (FTE=1.0)
<b>Less than 5 years</b>	9 hours, 20 minutes
<b>5 but less than 10 years</b>	11 hours, 20 minutes
<b>10 but less than 15 years</b>	13 hours, 20 minutes
<b>15 but less than 20 years</b>	15 hours, 20 minutes
<b>20 years or more</b>	17 hours, 20 minutes

Part-time employees who work at least half-time, but less than full time are granted prorated leave.

SHRA Vacation Leave accrual is based on the Banner Adjusted Service Date. The Banner Adjusted Service Date tracks Total State Service time. Creditable State Service is given for any month in which a permanent, not temporary, employee is in pay status for one-half or more of the workdays and holidays in that month.

### EHRA Employees

E-Class	Monthly Vacation Hours * FTE
<b>E1</b>	17 hours 20 minutes
<b>E2, EN, F2</b>	16 hours 0 minutes

# PTRLCAT Example, Vacation

## Leave Category Rules

- Vacation (VACA) Banner roll date is January

The screenshot displays the Banner PTRL CAT 3.3 (GASTMO) interface for configuring a Leave Category Rule. The rule is for a Vacation (VACA) category. Key configuration details include:

- General Leave Category:** Accrue Frequency is set to 'Pay Period', Base Date is 'Adjusted Service', and Print Sequence is 'Adjusted Service'.
- Banking Rules:** Bank Frequency is set to 'One Time'.
- Accrual Method:** Accrue in Pays is checked for the 1st, 2nd, 3rd, 4th, and 5th pay periods.
- Roll Date:** The 'Roll MM/DD' field is set to '1/1', indicating a roll date of January 1st. This is highlighted with a red box and annotated with a callout box labeled 'Vacation Banner Roll Date - Jan 1'.

- PTRLCAT setup is defined by Standard Model

# PTRLCAT Example, Parental Leave

- Parental Leave Banner roll date is August
- PWULROL doesn't roll PLBD in January. PLBD is only rolled through Banner roll in August

The screenshot displays the Banner HR system interface for configuring a Leave Category Rule. The title bar shows 'Leave Category Rules PTRLCAT 9.3.3 (GASTMO)'. The main header indicates 'Leave Category: S1 SHRA 12 month', 'Leave Code: PLBD Parental Leave Bonding', and 'Leave Report Indicator: Leave Day or Hour Indicator: Hour'. The 'LEAVE CATEGORY RULE' section is expanded, showing the following fields:

- General Leave Category: Accrue Frequency \* Pay Period, Base Date \* Adjusted Service, Print Sequence Number.
- Banking Rules: Bank Frequency (Annual/One Time), Available Days \* 0 and/or Available Months \* 0.
- Accrual Method: Minimum Hours/Proration Hours, Minimum Percent/Proration Percent, Accrue in Pays (1st, 2nd, 3rd, 4th, 5th).

The 'Roll MM/DD' field is highlighted with a red box and contains the value '8/1'. A callout box next to it reads 'Parental Leave Banner Roll Date - Aug 1'. The 'Out-Off Day \*' field is set to '18'. The 'Allow Negative Balance' checkbox is checked.

- PTRLCAT setup is defined by Standard Model

# PTRLCAT

## Understand Leave Categories

- PEAEMPL, LCAT defaults from Eclass. Change for employees with a < 12-month appointment
- LCAT drives leave accrual
- LCAT used to track < 12-month employees for leave accrual management
- HGAWLFMR, *Leave Flag Maintenance Report*
  - Run monthly to manage NBAJOBS flag for 12-month employees
    - Advancing Leave, LWOP without Benefits
  - April – Sept to verify NBAJOBS flag for < 12-month employees

Employee Eclass	Default Leave Categories
E1, EHRA Tier I	E1 - EHRA 17.33 12 month
E2, EHRA Tier II	
EN, EHRA Non Faculty	E2 - EHRA 16.00 12 month
F2, Faculty 11/12 Month	
	E3 - EHRA 16 10 month Aug-May
	E4 - EHRA 16 11 month Aug-June
	E5 – EHRA 16 11 month July-May
	E6 – EHRA 16 9 month Aug-April
	E7 – EHRA 16 9 month Sept-May

Employee Eclass	Default Leave Categories
LE, Law Enforcement	
SE, SHRA Exempt	S1 - SHRA 12 month
SN, SHRA Non-exempt	
	S3 – SHRA 10 month Aug-May
	S4 – SHRA 11 month Aug-June
	S5 – SHRA 11 month July-May
	S6 – SHRA 9 month Aug-April
	S7 – SHRA 9 month Sept-May



# Leave Adjusted by PWULROL

# Which Leave 'Rolls'

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Beginning balances reset by  
PWULROL:

- ADWL
- BONU
- COMM
- CONG
- CTEX
- CTGP
- CTOT
- CTUC
- INCT
- OCCT
- PAND
- SHAR
- SICK
- SPL2
- SPLV
- VACA and
- XFML

Beginning balances NOT reset by PWULROL:

- DOCK
- MILI
- PLBD
- PLRC and
- XNCC



# Community Service Leave (COMM)

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- PWULROL accrues 24 COMM hours (\*FTE) to *Accrued Hours*
- Leave Admin: Manually update *Accrued Hours* for employees approved for other types of COMM
  - Literacy, 45 hours (\*FTE)
  - Tutoring and Mentoring, 36 hours (\*FTE)
- Leave Admin: Manually pro-rate for new hires at two hours per month (\*FTE) for remaining calendar year
  - Reinstatements in same calendar year - total hours used for year can't exceed 24 hour annual max

# Vacation and Sick Leave

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1. Moves VACA Available Hours to Begin Balance Hours
2. Transfer to Begin Balance limited to 240 hours x FTE
3. Hours in excess of 240 (\* FTE) added to sick leave balance
4. Reduces hours of SPL2 taken during the calendar year from the excess vacation hours that would be added to sick leave and adds those back to SPL2
5. Creates history records

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<b>After Dec Payroll</b>	
Beg Bal	240.00
Accrued	207.96
Taken	92.00
Avail Hrs	355.96

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<b>After Jan Banner Roll</b>	
Beg Bal	355.96
Accrued	17.33
Taken	0.00
Avail Hrs	373.29

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<b>After PWULROL Recreates a 1/1 balance</b>	
Beg Bal	240.00*
Accrued	17.33
Taken	0.00
Avail Hrs	257.33

(\*133.29 hrs to sick)

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# SPL2 Example

## HGAWLBAL Balance Before

Date: 01/25/2022 14:34:00 Leave Balance Reports  
 HGAWLBAL\_v4 Leave Report Year: 2022  
 Sorted by E-Class, Leave Code, FTE Equivalent, Last Name

Employee ID	Name	E-Class	Leave Code	Current Balance	FTE Equivalent Balance
543	[REDACTED]	SE	1.00 SPL2	33.00	33.00 A

Employee takes 3 hrs SPL2 during year  
 Has VACA balance of 365 hrs going into roll  
 3 hours added back to SPL2

## LROL LIS File R Mode

REPORT: FWULROL (B) 2.0.6  
 DBASE: GADEV1.NORTHCAROLINA.EDU  
 USER: [UNCGA\_BROWN] Run: R Log: I Cal Year (calc'd): 2022 Class: E1,E2,EN,F2,LE,SN DATE: 01/25/22 TIME: 18:24:21 PAGE: 004

ID	NAME	FTE	CODE	BEGIN	ACCRUED	TAKEN	EXCESS	SPL2 TAKEN	HOURS ROLL	NEW BEGIN	JAN ACCRUED	COMMENT
543	[REDACTED]	1.00	VACA	365.30		0.00	125.30	3.00	122.30	240.00	17.33	SPL2 ADJ TO EXCESS HRS
			SICK	298.50		0.00				420.80	8.00	ROLL HRS ADJ BY SPL2
			SPL2	36.00	0.00	3.00				33.00	3.00	ADJ Excess VACA hrs
			COMM								24.00	

## LROL LIS File U Mode

REPORT: FWULROL (B) 2.0.6  
 DBASE: GADEV1.NORTHCAROLINA.EDU  
 USER: [UNCGA\_BROWN] Run: U Log: I Cal Year (calc'd): 2022 Class: E1,E2,EN,F2,LE,SN DATE: 01/25/22 TIME: 18:30:02 PAGE: 004

ID	NAME	FTE	CODE	BEGIN	ACCRUED	TAKEN	EXCESS	SPL2 TAKEN	HOURS ROLL	NEW BEGIN	JAN ACCRUED	COMMENT
543	[REDACTED]	1.00	VACA	365.30		0.00	125.30	3.00	122.30	240.00	17.33	BANNER UPDATED
			SICK	298.50		0.00				420.80	8.00	BANNER UPDATED
			SPL2	36.00	0.00	3.00				33.00	3.00	BANNER UPDATED
			COMM								24.00	BANNER UPDATED

## HGAWLBAL Balance After

Employee ID	Name	E-Class	Leave Code	Current Balance	FTE Equivalent Balance
543	[REDACTED]	SE	1.00 SPL2	36.00	36.00



# PWULROL Processing

# Minimize Manual PEALEAV Updates in Jan

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Minimize manual adjustments to PEALEAV as it could impact PWULROL processing. Keep track of any manual adjustments made in January and verify leave balances after PWULROL.

Also use WebFOCUS report HGAWJEDT, *Employees with Job Effective Date 1<sup>st</sup> of Prior Month*. Look for employees with actions that impact leave accruals;

- New hires
- Transfers or promotions with changes to LCATs
- Separations

Review leave records after PWULROL to ensure accuracy

# When to Run PWULROL



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					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						

Run PWULROL  
after Jan payroll is  
at Disposition 60  
and  
before Feb  
payroll begins



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	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						

As soon as  
possible after Jan  
payroll

# Testing

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- Ensure PWULROL security access granted
- Run HGAWLBAL, *Leave Balance Report*, for bal prior to LROL
- Run HGAWJEDT, *EEs w Job Eff Date 1<sup>st</sup> of Prior Month*
- TEST instance through Jan payroll
- Select test employees across LCATs, Eclasses and FTEs
- One at a time, process employees in PWULROL
  - Run mode and review LIS file output,
  - Then update mode one at a time
    - Review LIS file output
    - Review PEALEAV
- Run all employees in REPORT mode/review, then UPDATE
- HGAWLBAL, *Leave Balance Report*, review new balances



# PRODUCTION

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- Ensure PWULROL security access granted
- Run HGAWLBAL, *Leave Balance Report*, for bal prior to LROL
- Run HGAWJEDT, *EEs w Job Eff Date 1<sup>st</sup> of Prior Month*
- Begin running PWULROL in report mode as soon after January payroll is at Disposition 60 as practical
  - Run all employees in report mode
  - Review LIS file report and SAVE
- **MUST** run in UPDATE BEFORE February payroll begins
  - Run all employees in update mode
  - Review LIS file report
  - PEALEAV, Spot check and review employees on ‘special handling’ list
  - Review HGAWLBAL for new balances
  - Make any PEALEAV corrections

# PWULROL Job Submission Screen

The screenshot displays the 'Process Submission Controls' interface for 'PWULROL Leave Roll'. The browser title is 'Process Submission Controls GJAPCTL 9.3.10 [MC:16.0.1] (GATEST2)'. The interface is divided into several sections:

- PRINTER CONTROL:** Includes fields for Printer (DATABASE), Special Print, Lines (55), Submit Time, MIME Type (None), PDF Font, PDF Font Size, Delete After Days, and Delete After Date.
- PARAMETER VALUES:** A table with columns for Number, Parameters, and Values. It lists three parameters: Run Mode (R), Log Message Level (|), and Banner ID ( ).
- SUBMISSION:** Includes a 'Save Parameter Set as' checkbox, Name and Description fields, and radio buttons for 'Hold / Submit', 'Hold', and 'Submit'.

Annotations in the screenshot provide additional context:

- A box explains the Run Mode values: 'R = Report Mode. Always run in report mode first. Review LIS file' and 'U = Update Mode. Updates PEALEAV/PEILHIS records'. An arrow points to the 'R' value in the table.
- Another box states: 'Enter employees one at a time for TESTING. Don't use Banner ID when running in UPDATE.' An arrow points to the empty Banner ID field.

Number *	Parameters	Values
01	Run Mode	R
02	Log Message Level	
03	Banner ID	

# LIS File Report Mode

REPORT: PWULROL (B) 2.0.6 Fayetteville State University DATE: 12/19/20  
 DBASE: GADEV2.NORTHCAROLINA.EDU LEAVE ROLL TIME: 07:00:39  
 USER: [REDACTED] Run: R Log: D Cal Year (calc'd): 2021 Class: E1,E2,EN,F2,LE,SN ID: 830025253 PAGE: 001

ID	NAME	FTE	CODE	BEGIN	ACCRUED	TAKEN	EXCESS	SPL2 TAKEN	HOURS ROLL	NEW BEGIN	JAN ACCRUED	COMMENT
[REDACTED]	[REDACTED]	0.75	VACA	448.50		0.00	268.50	77.00	191.50	180.00	8.50	SPL2 ADJ TO EXCESS HRS
			SICK	304.50		0.00				496.00	6.00	ROLL HRS ADJ BY SPL2
			SPL2	0.00	100.00	77.00				23.00	77.00	ADJ Excess VACA hrs
			COMM								18.00	
			ADWL	-15.00	0.00	0.00				-15.00		
			OCCT	0.00	0.00	0.00				0.00		
			CTOT	99.00	0.00	0.00				99.00		
			CTGP	0.00	0.00	0.00				0.00		
			CTEX	0.00	0.00	0.00				0.00		
			CTUC	0.00	0.00	0.00				0.00		
			INCT	0.00	0.00	0.00				0.00		
			BONU	40.00	0.00	0.00				40.00		
			SHAR	0.00	12.00	0.00				5.00		
			SPLV	0.00	0.00	0.00				0.00		
			CONG	-80.00	0.00	0.00				-80.00		
			PAND	21.75	0.00	0.00				21.75		
			XFML	-180.00	0.00	0.00				-180.00		

End of Page 001 Records this page: 1 - 1

## SAVE Report Mode Report

### LIS file report mode

- Comments show when there is a SPL2, Special Leave 2, adjustment
- No comments with vacation leave and roll to sick
- No comments with vacation leave and no roll to sick

# LIS File UPDATE Mode

REPORT: PWULROL (B) 2.0.6 Fayetteville State University DATE: 12/21/20  
 DBASE: GADEV2.NORTHCAROLINA.EDU LEAVE ROLL TIME: 07:26:47  
 USER: [REDACTED] Run: U Log: I Cal Year (calc'd): 2021 Class: E1,E2,EN,F2,LE,SN ID: 830011267 PAGE: 001

ID	NAME	FTE	CODE	BEGIN	ACCRUED	TAKEN	EXCESS	SPL2 TAKEN	HOURS ROLL	NEW BEGIN	JAN ACCRUED	COMMENT
		1.00	VACA	288.64		0.00	48.64	0.00	48.64	240.00	17.33	BANNER UPDATED
			SICK	1167.69		0.00				1216.33	8.00	BANNER UPDATED
			SPL2	7.96	0.00	0.00				7.96	0.00	BANNER UPDATED
			COMM								24.00	BANNER UPDATED
			ADWL	0.00	0.00	0.00				0.00		NO VALUES TO UPDATE
			OCCT	0.00	0.00	0.00				0.00		NO VALUES TO UPDATE
			CTOT	0.00	0.00	0.00				0.00		NO VALUES TO UPDATE
			CTGP	0.00	0.00	0.00				0.00		NO VALUES TO UPDATE
			CTEX	0.00	0.00	0.00				0.00		NO VALUES TO UPDATE
			CTUC	0.00	0.00	0.00				0.00		NO VALUES TO UPDATE
			INCT	0.00	0.00	0.00				0.00		NO VALUES TO UPDATE
			BONU	0.00	0.00	0.00				0.00		NO VALUES TO UPDATE
			SHAR	0.00	0.00	0.00				0.00		NO VALUES TO UPDATE
			SPLV	0.00	0.00	0.00				0.00		NO VALUES TO UPDATE
			CONG	0.00	0.00	0.00				0.00		NO VALUES TO UPDATE
			PAND	0.00	0.00	0.00				0.00		NO VALUES TO UPDATE
			XFML	0.00	0.00	0.00				0.00		NO VALUES TO UPDATE

End of Page 001 Records this page: 1 - 1

SAVE Update Mode Report  
 No specific comments, just 'Banner updated'

ID: [REDACTED] Position:

EMPLOYEE LEAVE HISTORY

Active filters: Leave Code: VACA

PWULROL

Jan Beg Balance -  
Leave Taken in Jan -  
240\*FTE -  
Adj SPL2 =  
Amt to xfer to sick

334.96 -  
16.00 -  
240.00 -  
0.00 =  
78.96

Leave Code	VACA Vacation	Beginning Balance	240.00
Effective Date	01/30/2020 11:14:33	Hours Accrued	15.33
Hours Banked	0.00	Hours Taken	0.00
Available On	01/01/2020	Current Available	255.33
Change Reason	TRANSFERRED TO SICK LEAVE (78.96 hours)		

Leave Code	VACA Vacation	Beginning Balance	334.96
Effective Date	01/27/2020 10:10:05	Hours Accrued	15.33
Hours Banked	0.00	Hours Taken	16.00
Available On	01/01/2019	Current Available	334.29
Change Reason	PHPUPDT program updated hours accrued, taken and banked.		

January payroll, two actions

1. Banner roll zeros out accrued and taken, moves Current Available to Beg Balance (334.96)
2. Accrues monthly hours and subtracts taken (334.96 + 15.33 - 16.00 = 334.29)

Leave Code	VACA Vacation	Beginning Balance	334.96
Effective Date	01/27/2020 10:10:03	Hours Accrued	0.00
Hours Banked	0.00	Hours Taken	0.00
Available On	01/01/2019	Current Available	334.96
Change Reason	PHPUPDT program rolled current hours to begin balance.		

Leave Code	VACA Vacation	Beginning Balance	240.00
Effective Date	12/13/2019 16:18:00	Hours Accrued	183.96
Hours Banked	0.00	Hours Taken	89.00
Available On	01/01/2019	Current Available	334.96
Change Reason	PHPUPDT program updated hours accrued, taken and banked.		



# WEBFOCUS REPORT

# PROPOSED LAYOUT CHANGES

Proposed

# Proposed LRHR Modification

## Excel Friendly

Date: 01/25/2022 Page: 1  
 Time: 15.36.25 Leave Reporting Hours Worked  
 HGAWLRHR\_v6 Payroll Year: 2021 Leave Period: 13 Payroll Id: L4  
 No Selected Codes  
 Sorted by Earn Code, Name

Employee Name	Employee ID	Employee Class	Status Indicator	Mandatory Status	Time Entry Date	Comments	Other Comments	Earn Code	Curr Hours
			Completed		11/22/2021			WCO-Comp Time Taken	8.00
					11/23/2021			WCO-Comp Time Taken	8.00
					11/24/2021			WCO-Comp Time Taken	8.00
					11/29/2021			WCO-Comp Time Taken	8.00
Total for [Employee Name]									32.00
			Completed		12/12/2021			WCO-Comp Time Taken	12.00
Total for Hendrix, Alvin									12.00
			Completed	All - Emergency and Pandemic On Site	11/22/2021			WCO-Comp Time Taken	2.00
					11/23/2021			WCO-Comp Time Taken	2.00
Total for [Employee Name]									4.00
			Completed		12/16/2021			WCO-Comp Time Taken	12.00
Total for [Employee Name]									12.00

Current report organized by Leave Taken and employee, lengthy

Employee Name	Employee ID	Employee Class	Status Indicator	Mandatory Status	Time Entry Date	Comments	Other Comments	Earn Code	Curr Hours
Hendrix, Alvin	020012000	LE	Completed	All - Emergency and Pandemic On Site	11/22/2021			WRG-Regular Hours Worked	12
Hendrix, Alvin	020012000	LE	Completed	All - Emergency and Pandemic On Site	11/22/2021			WSH-Shift Premium .10	12
Hendrix, Alvin	020012000	LE	Completed	All - Emergency and Pandemic On Site	11/23/2021			WRG-Regular Hours Worked	12
Hendrix, Alvin	020012000	LE	Completed	All - Emergency and Pandemic On Site	11/23/2021			WSH-Shift Premium .10	12

Propose changing layout so info can be manipulated in excel (sort, filter, pivot table etc). Remove blank rows and add name on each row

# Proposed HGAWLBAL Modification

## Excel Friendly

Employee ID	Name	E-Class	FTE	Leave Code	Current Balance	FTE Equivalent Balance	Position Status	Effective Date	Position Begin Date
		E1	1.00	BONU	32.00	32.00	A	07/01/2021	08/01/2015
		E1	1.00	BONU	160.00	160.00	A	07/01/2021	07/01/2004
		E1	1.00	BONU	240.00	240.00	A	08/01/2021	08/01/2021
** Total Leave for BONU									
			3.00		432.00	432.00			

Current report organized by Leave Balance and employee, lengthy

Employee ID	Name	E-Class	FTE	Leave Code	Current Balance	FTE Equivalent Balance	Position Status	Effective Date	Position Begin Date
518		SN	1.00	BONU	191.00	191.00	A	07/01/2021	10/11/2004
518		SN	1.00	COMM	24.00	24.00	A	07/01/2021	10/11/2004
518		SN	1.00	SICK	429.08	429.08	A	07/01/2021	10/11/2004
518		SN	1.00	SPL2	40.00	40.00	A	07/01/2021	10/11/2004
518		SN	1.00	SPLV	24.00	24.00	A	07/01/2021	10/11/2004
518		SN	1.00	VACA	372.63	372.63	A	07/01/2021	10/11/2004

Propose changing layout so info can be manipulated in excel (sort, filter, pivot table etc). Remove blank rows

QUESTIONS?

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