THE **UNIVERSITY** OF
NORTH CAROLINA SYSTEM

LEAVE ROLL
PWULROL_v2.0.6

ACTION REQUIRED

Before Feb HR handoff to Payroll

Agenda

Leave Roll Basics

Banner Basics

PWULROL Process

Propose WebFocus Layout Changes

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What is Leave Roll
Simple vacation example

After Dec Payroll	
Beg Bal	240.00
Accrued	207.96
Taken	92.00
Avail Hrs	355.96

After Jan Banner Roll	
Beg Bal	355.96
Accrued	17.33
Taken	0.00
Avail Hrs	373.29

After PWULROL Recreates a 1/1 balance	
Beg Bal	240.00*
Accrued	17.33
Taken	0.00
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

- 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 <u>before February</u> payroll begins
  - Creates a 'true' Jan 1 balance. Used for Comp Absence reporting (after July payroll)

Why PWULROL?

- 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

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	PHPUPDT program updated hours accrued, taken and
PLBD	PrLvBond	09/01/1991	H	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	PHPUPDT program updated hours accrued, taken and
SHAR	SHAR	09/01/1991	H	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	TRANSFERRED FROM VACATION LEAVE (0 hours)
SPL2	SpcLeav2	01/01/2021	H	40.00	0.00	0.00	40.00	0.00	PWULROL SPL2 ROLL
SPLV	SpecLeav	09/01/1991	H	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	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

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

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PEAEMPL
Employee

Vacation Leave Accrual Rates
Monthly

SHRA Employees

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

Years if Total State Service	Vacation Accruals Per Month (FTE=1.0)
Less than 5 years	9 hours. 20 minutes
5 but less than 10 years	11 hours. 20 minutes
10 but less than 15 years	13 hours. 20 minutes
15 but less than 20 years	15 hours. 20 minutes
20 years or more	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
E1	17 hours 20 minutes
E2, EN, F2	16 hours 0 minutes

PTRLCAT Example, Vacation
Leave Category Rules

- Vacation (VACA) Banner roll date is January

- 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

- 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*

  o Run monthly to manage NBAJOBS flag for 12-month employees

    - Advancing Leave, LWOP without Benefits

  o 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 F2, Faculty 11/12 Month	E2 - EHRA 16.00 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 SN, SHRA Non-exempt	S1 - SHRA 12 month
	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'

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

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Community Service Leave (COMM)

- 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

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

After Dec Payroll

Beg Bal	240.00
Accrued	207.96
Taken	92.00
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Recreates a 1/1 balance

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(*133.29 hrs to sick)

SPL2 Example

HGAWLBAL Balance Before

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

LROL LIS File U Mode

HGAWLBAL Balance After

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PWULROL Processing

Minimize Manual PEALEAV Updates in Jan

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 1st 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

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When to Run PWULROL

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

As soon as
possible after Jan
payroll

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Testing

- Ensure PWULROL security access granted

- Run HGAWLBAL, *Leave Balance Report*, for bal prior to LROL

- Run HGAWJEDT, *EEs w Job Eff Date 1st 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

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PRODUCTION

- Ensure PWULROL security access granted

- Run HGAWLBAL, *Leave Balance Report*, for bal prior to LROL

- Run HGAWJEDT, *EEs w Job Eff Date 1st 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 <u>all employees</u> 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

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
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								SPL2	HOURS	NEW	JAN	
ID	NAME	FTE	CODE	BEGIN	ACCRUED	TAKEN	EXCESS	TAKEN	ROLL	BEGIN	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	7.00				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		

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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

                                                              SPL2     HOURS    NEW     JAN
  ID          NAME          FTE  CODE  BEGIN  ACCRUED  TAKEN  EXCESS   TAKEN    ROLL    BEGIN  ACCRUED         COMMENT
--------  ------------------ ---  ----  -----  -------  -----  ------  -------  ------  -----  -------  -----------------------
[REDACTED] [REDACTED]        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

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

Employee Leave History PEILHIS 9.3.5 (GATEST2)

ellucian

ID: ▓▓▓▓ ▓▓▓ ▓▓▓ ▓▓▓▓ Position:

▼ EMPLOYEE LEAVE HISTORY

Active filters: Leave Code: VACA ⊖ | Clear All

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	②
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. Acrrues monthly hours and subtracts taken (334.96 + 15.33 - 16.00 = 334.29)

Leave Code	VACA *Vacation*	Beginning Balance	334.96	①
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

Current report organized by Leave Taken and employee, lengthy

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

Current report organized by Leave Balance and employee, lengthy

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

QUESTIONS?

THANK YOU