PWULROL, Leave Roll

User's Guide

Overview

PWULROL, Leave Roll, is the Shared Service Center (SSC) Banner interface process that supplements the Banner baseline leave roll. The Banner baseline leave roll creates new PEALEAV *Begin Balance Hours* balances. The baseline Banner process cannot handle all the special leave rules required by the Office of State Human Resources (OSHR) policy. Also, since the SSC campuses process leave on a lag, the PWULROL process is run after the January payroll to create a true January 1 leave balance for employees.

PWULROL ***MUST*** be run following the January payroll being at Disposition 60 and prior to the February Payroll. PWULROL will reset leave balances by:

- Moving current available hours to begin balance
- Zero out accrued hours
- Zero out taken hours
- Add back January *Accrued* for current year.

In addition to resetting and adjusting for January activity, PWULROL performs the following as required by OSHR policy:

1. Brings vacation leave PEALEAV *Begin Balance Hours* to 240 x FTE and adds excess hours to sick leave balance and creates history records. It reduces hours of SPL2 taken during the calendar year from the excess vacation hours that would be added to sick leave and adds those hours back to SPL2.

2. Clears all Community Service Leave fields. Adds 24 x FTE hours for the current year in PEALEAV *Accrued Hours*. Reduces *Taken Hours* to "0" and updates leave history records.

   Updates the following leave buckets to move 'taken' hours in January and adds them to the *Begin Balance Hour* calculation. Not all leave types are updated in the PWULROL process and are only processed through the Banner baseline leave roll in the roll month defined in PTRLCAT.

   The following leave types are updated in the PWULROL program; (1) VACA, (2) SICK, (3) SPL2, (4) ADWL, (5) BONU, (6) COMM, (7) CONG, (8) CTEX, (9) CTGP, (10) CTOT, (11) CTUC, (12) INCT, (13) OCCT, (14) PAND, (15) SHAR, (16) SPLV and (17) XFML.

   The PEALEAV *Begin Balance Hours* for these leave types are not updated in PWULROL; DOCK, MILI, PLBD, PLRC and XNCC.

Limit Manual PEALEAV Adjustments in January

If you make any PEALEAV changes following the December payroll, keep a list of the changes you made, and after PWRLROL has completed, review the results, and make manual changes if necessary to reflect the correct beginning balance and January accrual.

Problems have arisen at schools where vacation days are "required" during the last week in December, and managers have approved "advancing" leave to prevent docked pay. All such "advances" should be handled prior to the December payroll beginning so as not to create a "funky" leave roll. Be sure to check all records you have touched after the December Payroll following PWULROL being run in Update mode.

Military Leave – Manual Leave Roll

Schools that utilize the Military Leave bucket for Reservists who earn and use military leave to attend summer training, special drills, or required medical appointments must manage the leave on an October through September accrual/use schedule. The roll is manual. The Military code (WML) on the Leave Report is not intended for use for reservists going on Active Duty. The move to active duty should be managed on NBAJOBS. Once on active duty, leave is managed totally in HR based on military orders and the Military Leave Policy.

Examples

Vacation (VACA) with sick leave roll

Brings vacation leave PEALEAV *Begin Balance Hours* to 240 x FTE, and adds excess hours to sick leave balance and creates history records. It reduces hours of SPL2 taken during the calendar year from the excess vacation hours that would be added to sick leave (no SPL2 taken in this example).

Sample employee

Timing	Beg Bal	Accrued	Taken	Current Avail	Notes
After Dec PR Update	181	192	48	325	
After Jan Banner roll	325	0	0	325	Rolls available to Beg Bal
After Jan PR Update	325	16	0	341	Adds accrued, reduces taken
After PWULROL update	240	16		256	Transferred to SICK 85 hrs 325 - 240

LIS File Report Mode, VACA roll with no returned SPL2

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REPORT: PWULROL (B) 2.0.6 TEST 3                    ▓▓▓▓▓▓▓▓ ▓▓▓ ▓▓▓▓▓▓▓        DATE: 12/15/20
DBASE: GADEV1.NORTHCAROLINA.EDU                         LEAVE ROLL              TIME: 18:38:26
    USER: ▓▓▓▓▓▓▓▓     Run: R   Log: I  Cal Year (calc'd): 2021  Class: E1,E2,EN,F2,LE,SN   PAGE: 003

                                                        SPL2    HOURS    NEW     JAN
     ID          NAME        FTE  CODE  BEGIN  ACCRUED  TAKEN  EXCESS  TAKEN   ROLL   BEGIN  ACCRUED    COMMENT
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▓▓▓▓▓▓▓▓ ▓▓▓▓▓, ▓▓▓▓▓ ▓   1.00 VACA 325.00           0.00   85.00   0.00   85.00  240.00  16.00
                               SICK 466.25           0.00                          551.25   8.00
                               SPL2  40.00   0.00    0.00                           40.00   0.00
                               COMM                                                         24.00
                               ADWL   0.00   0.00    0.00                            0.00
                               OCCT   0.00   0.00    0.00                            0.00
                               CTOT   0.00   0.00    0.00                            0.00
                               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   0.00   0.00    0.00                            0.00
                               SHAR   0.00   0.00    0.00                            0.00
                               SPLV  24.00   0.00    0.00                           24.00
                               CONG   0.00   0.00    0.00                            0.00
                               PAND   0.00   0.00    0.00                            0.00
                               XFML   0.00   0.00    0.00                            0.00
```

LIS File Update Mode

```
REPORT: PWULROL (B) 2.0.6 TEST 3                    ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓                  DATE: 12/17/20
   DBASE: GADEV1.NORTHCAROLINA.EDU                      LEAVE ROLL                      TIME: 16:20:35
▓▓▓▓  ▓▓▓▓▓_▓▓▓▓▓     Run: U    Log: D   Cal Year (calc'd): 2021   Class: E1,E2,EN,F2,LE,SN   PAGE: 003

                                                           SPL2   HOURS    NEW    JAN
     ID          NAME       FTE  CODE  BEGIN  ACCRUED  TAKEN  EXCESS  TAKEN  ROLL   BEGIN  ACCRUED          COMMENT
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▓▓▓▓▓▓▓▓ ▓▓▓▓▓, ▓▓▓▓▓ ▓  1.00 VACA  325.00            0.00   85.00   0.00   85.00  240.00   16.00  BANNER UPDATED
                              SICK  466.25            0.00                         551.25    8.00  BANNER UPDATED
                              SPL2   40.00   0.00     0.00                          40.00    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   24.00   0.00     0.00                          24.00          BANNER UPDATED
                              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
```

Vacation (VACA) with sick leave roll and SPL2 offset

Brings vacation leave PEALEAV *Begin Balance Hours* to 240 x FTE and adds excess hours to sick leave balance and creates history records. It reduces hours of SPL2 taken during the calendar year from the excess vacation hours that would be added to sick leave.

Timing	Beg Bal	Accrued	Taken	Current Avail	Notes
After Dec PR Update	240	192	47	385	
After Jan Banner roll	385	32	24	393	
After Jan PR Update	393	16	0	409	16 hrs will be maintained in Jan accrual
After PWULROL update	240	16	0	256	128 hrs rolled to sick (393 -240 -25) 25 hrs returned to SPL2

LIS File Report Mode, VACA roll with SPL2 returned

```
REPORT: PWULROL (B) 2.0.6 TEST 3                                                        DATE: 12/15/20
DBASE: GADEV1.NORTHCAROLINA.EDU                      LEAVE ROLL                         TIME: 18:38:26
   USER:                  Run: R    Log: I   Cal Year (calc'd): 2021   Class: E1,E2,EN,F2,LE,SN   PAGE: 001

                                                          SPL2    HOURS    NEW     JAN
     ID          NAME        FTE  CODE BEGIN  ACCRUED TAKEN EXCESS TAKEN   ROLL   BEGIN  ACCRUED       COMMENT
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                             1.00 VACA 393.00        0.00 153.00  25.00 128.00 240.00  16.00 SPL2 ADJ TO EXCESS HRS
                                  SICK 233.50        0.00                      361.50   8.00 ROLL HRS ADJ BY SPL2
                                  SPL2  25.00   0.00 25.00                       0.00  25.00 ADJ Excess VACA hrs
                                  COMM                                                 24.00
                                  ADWL   0.00   0.00  0.00                       0.00
                                  OCCT   0.00   0.00  0.00                       0.00
                                  CTOT   0.00   0.00  0.00                       0.00
                                  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   0.00   0.00  0.00                       0.00
                                  SHAR   0.00   0.00  0.00                       0.00
                                  SPLV   0.00   0.00  0.00                       0.00
                                  CONG   0.00   0.00  0.00                       0.00
                                  PAND   0.00   0.00  0.00                       0.00
                                  XFML   0.00   0.00  0.00                       0.00
```

PEILHIS

Community Service Leave (COMM)

PWULROL will zero out the PEALEAV *Begin Balance*, *Taken Hours* and *Current Available* Hours for Community Service Leave. It will add 24 hours x FTE to *Accrued Hours* resulting in a new available balance of 24 x FTE after PWULROL.

Sample employee E2 LCAT

Timing	Beg Bal	Accrued	Taken	Current Avail	Notes
After Dec PR Update	0	24	8	16	
PWREXMP for Jan PR			6		Dec Comm Serv lv Taken
After Jan Banner roll					
After Jan PR Update	16	0	6	10	Reflects Banner leave roll, Jan accrual, Dec taken
After PWULROL update	0	24	0	24	Reflects Jan accrual

Leave administrators are responsible for increasing the accrual on PEALEAV for employees who have written confirmation of their involvement in a public school tutoring/mentoring program.

Manual adjustments must also be made by leave administrators to PEALEAV for entering a Pro-rated accrual on PEALEAV for new employees. Example: a full time employee beginning work on March 1 would need an accrual of 20 hours Community Service (10/12 x 24hrs). A half time employee beginning work on May 1 would need an accrual of 8 hours (8/12 x 24hrs x .5). All records will remain in the history file.

LIS File Update Mode, COMM


```
REPORT: PWULROL (B) 2.0.6 TEST 3                                              DATE: 12/17/20
DBASE: GADEV1.NORTHCAROLINA.EDU                      LEAVE ROLL               TIME: 16:20:35
USER:                  Run: U    Log: D   Cal Year (calc'd): 2021   Class: E1,E2,EN,F2,LE,SN   PAGE: 005

                                                           SPL2    HOURS    NEW     JAN
     ID          NAME        FTE  CODE  BEGIN   ACCRUED  TAKEN  EXCESS  TAKEN   ROLL   BEGIN   ACCRUED         COMMENT
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                             1.00 VACA   99.96            0.00    0.00    0.00    0.00   99.96   17.33 BANNER UPDATED
                                  SICK 1227.84            0.00                         1227.84    8.00 BANNER UPDATED
                                  SPL2   40.00    0.00    0.00                           40.00    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    3.00    0.00    0.00                            3.00         BANNER UPDATED
                                  SHAR    0.00    0.00    0.00                            0.00         NO VALUES TO UPDATE
                                  SPLV   24.00    0.00    0.00                           24.00         BANNER UPDATED
                                  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
```

PEALEAV COMM

Comp Time Gap Time (CTGP)

S1 LCAT (same for ADWL, BONU, CTOT, CTUC, CTEX, INCT, OCCT, SHAR, SPLV)

Timing	Beg Bal	Accrued	Taken	Balance	Notes
After Dec PR Update	0	24	8	16	
PWREXMP for Jan PR		4	6		Dec GAP Accrued and Taken
After Jan PR Update	16	4	6	14	Reflects Banner leave roll, Jan accrual, Dec taken
After PWULROL update	14	0	0	14	Jan Beg (Dec accr & taken removed)

This will allow reports to be written for actual accrued and taken during the calendar year and will sync all leave categories.

PWULROL Test Plan

Test Employees

Select a variety of employees
- Employees in each LCAT and E-class
- Employees with less than 1.00 FTE
- Employees who will have an excess of 240 hours of vacation leave and some that will not
- Employees who have taken SPL2, Special Leave 2
- Employees with Adverse Weather and Comp Time balances.

For the test group (about 15 employees) manually calculate the results you expect to have as a result of the test. Try this format

Name: Test Employee 1   Banner ID: _____ Name _____ LCAT:_____

Vacation Leave with Roll to Sick	Begin Balance	Accrued	Taken	Available	Excess of 240 x FTE
PEALEAV record following January Payroll					
Expected PEALEAV record following PWULROL					
Hrs in Excess of 240 x FTE					

Sick Leave	Begin Balance	Accrued	Taken	Available	Excess VACA <-> SPL2 Taken
PEALEAV record following January Payroll					
Excess VACA minus SPL2 taken to be rolled to sick					
Expected PEALEAV record following PWULROL					

SPL2 – Special Leave 2	Begin Balance	Accrued	Taken	Available
PEALEAV record following January Payroll ("Taken" hours will impact Excess Vacation Roll to sick)				
Verify Year End Roll after February Payroll reaches disposition 60.				

Testing (in your TEST instance)

Be sure you have a <u>January</u> payroll run through disposition 60.

Following the test January payroll update (work hand-in-hand with Payroll staff during the testing to verify that the payroll has been processed through disposition 60), run PWULROL in report mode -"R".

PWULROL has the option to run the report in either R or U mode for a single employee. For testing purposes, run test employees one at a time in both R (report mode) or U (update mode). Otherwise, once you have run PWPUROL in Update mode, you have maxed out your test possibilities and in the event you encounter a problem, your only option is to get a clone – which is not always possible on short notice. Using a single employee is appropriate for testing but not for production.

Review the output and ensure that the report is showing the results you would expect based on the examples given above. Once you have finished testing in "Report Mode", run PWULROL in "Update" mode, one test employee at a time, and verify each on PEALEAV.

Additional test cases can be added using the same process to pull employees through Payroll.

PWULROL In Production

After the <u>production January</u> payroll has been processed through disposition 60, run PWULROL in Report mode. Also, run the HGAWJEDT, *Employees with Job Effective Date 1st of Prior Month,* report to determine if January changes (which may have been entered late in Banner) might affect leave balances. Examples are terminations, new-hires, LWOPs, or FTE changes. PWULROL will work with the NBAJOBS data active in January at run-time. Use the HGAWLBAL, *Leave Balance Report*, to compare before and after balances.

You can begin running just one or two employees you suspect might cause problems in "R" (report) mode in Production – or you can run the entire population over and over in "Report" mode. Do not go to "update" mode until you are satisfied that the report looks good.

PWULROL **must** be run in PROD after the January payroll reaches disposition 60, and <u>before the February payroll has started</u>. Once you have identified changes that may have to be made following the update, run PWULROL in update mode. ***Be sure the process is run as soon as possible so that new leave balances will be reflected on Employee Self Service – optimally by January 31***. Make any necessary manual adjustments on PEALEAV following PWULROL.

PWULROL Checklist

TEST System

TEST System

	Fresh clone of PROD after January payroll completed through disposition 60.
	Access to process program granted (TEST and PROD)
	Test population selected, expected results documented
	Review leave balances after January
	Run HGAWJEDT, *Employees with Job Effective Date 1st of Prior Month,* to identify employees with potential issues (new hires, promotions, LOA)
	Run HGAWLBAL, *Leave Balance Report*, to document current employee leave balances
	PWULROL run in Report Mode
	Test population verified. Remaining employee records scanned for accuracy.
	PWULROL run in Update mode. Review LIS file output. Run one employee at a time, verifying as you go.
	PWULROL run in Update mode and verified for all employees. Review LIS file output.
	Run HGAWLBAL, Leave Balance Report. Review VACA FTE Equivalent balances, COMM FTE Equivalent balances

PROD

	All January manual PEALEAV changes documented
	January payroll run through disposition 60
	Run HGAWJEDT, *Employees with Job Effective Date 1st of Prior Month,* to identify employees with potential issues (new hires, promotions, LOA)
	Run HGAWLBAL, *Leave Balance Report*, to document current employee leave balances
	PWULROL run in Report Mode. Review and save LIS file.
	PWULROL run in Update Mode. Review and save LIS file and spot check PEALEAV
	Run and review HGAWLBAL, *Leave Balance Report*, for current employee leave balances
	Make any manual PEALEAV adjustments
	Employees affected by the SPL2 "taken" adjustment to the Excess VACA -> Sick notified.

Community Service Leave Adjustments after PWULROL run in Update

	Adjust accrual for employees who provide documentation for mentoring/tutoring
	Manually enter accrual for new hires throughout the year
	Manually adjust accrual for employees returning from LWOP

Military Leave Management

	In September notify employees that current Federal FY accrual will end on September 30, and new verification of continued military status must be provided for new Accrual to be activated. This is a manual process. You must be sure that leave taken during September goes to the old accrual, and leave taken beginning October 1 goes to the New Year's accrual.