Academic Vacation and Sick Leave Maintenance (Banner Instructions)

Fall 2018

When should I work on this?

- UIC Human Resources requires viewing and updating academic employee leave information between August 16, 2017 and August 15, 2018 for the fall reporting period.

- It is **critical** that units complete the first leave reporting no sooner than August 16, 2018 and no later than September 4, 2018 for all Academic employees.

- Go to the HR Reporting Portal to access a report of employee leave balances for those that you need to report usage in your organization. (https://hrnet.uihr.uillinois.edu/uhr/HRSystems/ReportingPortal/HRReports/PealeavBalance/PealeavBalanceform.cfm)

Reporting Usage for Exempt Employees

- Academic employees who are not eligible for overtime should be reporting absences in **half- and full-day** increments **only** (except when leave is taken under the Family and Medical Leave Act).

- Absences in increments less than half- or full-days should **<u>not</u>** be charged against vacation or sick leave balances (should not be applied against leave "taken"), unless FMLA.

- Full-time Academic employees are paid on an 8-hour day.

- Part-time and alternative schedule employees report absences as appropriate based on their schedule. Generally speaking, the employee reports either half-day or a full-day based on their scheduled hours for the day.

3

After collecting the employee's leave "taken", you will use Banner

- An on-line calculator is available on the University HR website which will assist you in verifying accruals needed for Fall 2018 reporting - https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5601

- Banner – Leave balance, accrual and taken information is found on the PEALEAV form

Step 1—View Employee Leave Balance Information in Banner

- From main Banner menu, type PEALEAV, press Enter
- Type the employee UIN, Next Block
- View Employee Leave Balance summary screen (shown below)

Employee Leave Balances PEALEAV 7.0 [MC:37.0] (BANPROD) (0NONE)

ID: 655352986 ▼ Scarlett O'Hara

Shows taken from 8/16/17-5/15/18 – will be zero if unit has not yet entered leave taken

Leave Balance Totals

As of 8/16/17

Current Available

Leave Code		Day or Hour	Total Begin Balance	Total Accrued	Total Taken	Current Available	Total Banked
FLHL	FloatHol	H	.00	.00	.00	.00	.00
SHBN	ShBen	H	.00	.00	.00	.00	.00
SICC	CompSick	H	.00	.00	.00	.00	.00
SICK	Sick	H	34.90	72.00	.00	106.90	.00
SICN	NoncSick	H	.00	78.03	.00	78.03	.00
VACA	Vacation	H	176.00	112.00	.00	288.00	.00
VACC	VacBal	H	.00	.00	.00	.00	.00

Accrual from 8/16/17-8/15/18

Floating Holidays are not maintained in Banner for academic employees, they need to be maintained in the unit

- No changes are made on this screen (made in the next block of PEALEAV, covered on slide 7)
- If there are multiple leave eligible jobs, this is the total leave information for all jobs

5

Step 2—Use the Excel Calculator to compute accruals and verify balance information

Vacation and Sick Leave Calculators for 12-Month Employee (12/12)

Employee Name:

UIN:

VACATION LEAVE (VACA)

1. Enter the number of months the employee worked between 8/16/17 and 8/15/18. If the employee worked the entire time, you would enter 12. Enter decimal places if the employee worked a partial month, for example, 2.50. Refer to training materials for assistance with calculating partial months based on work days in the period.

2. Enter the employee's total FTE during the time period between 8/16/17 and 8/15/18. Use decimal places, for example .80, not 80%. If there was an FTE change, refer to training materials for instructions.

3. Compare calculated ACCRUED to Banner data. Difference may be due to various events. Refer to the training materials for assistance.

Number of Months:	
FTE:	
Accrued VACA leave hours for 8/16/17 to 8/15/18:	0.00

Verification of VACA Leave to Banner Data

1. Enter the BEGIN BALANCE for VACA for that job.
2. Enter the ACCRUED VACA leave hours from the above calcuation (in red) or Banner, whichever you determine is correct.
3. Enter TAKEN VACA hours for that job.
4. Current AVAILABLE will automatically calculate.
5. Overwrite ACCRUED value in Banner, if necessary, and enter TAKEN amount.

NOTE: Only u[...] employees wi[...] sick leave. Y[...] for the perio[...] this reporting [...] below [...]

This is the [...] should be re[...] ACC[...] field for [...] PEA[...]

- With the on-line calculator you will be able to easily calculate accruals and verify Banner PEALEAV information. The calculator shown to the left is for a 12 month employee. There are separate calculators available for 9 month and 12 month employees.

- You may save calculations for an individual.

- To download the Excel calculator to your desktop, select File, Save As, in your web browser menu bar. You may then save the calculator to your desktop / personal folder.

Link to on-line calculators: https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5601

Step 3: View and/or Edit Job Leave Balances

1. From the Employee summary screen, Next Block. View Job Leave Balances is the next screen.
2. Click on the job number to be viewed or maintained.
3. Use scroll bar to access appropriate leave code.
4. If Begin Balance or Accrued are not correct, click on the field to be edited and overwrite with the correct number. Accrued is total from 8/16/17 through 08/15/18.
5. In the Taken field, enter the total hours taken from 8/16/17 through 08/15/18.
6. Override the Date Available field with 08/15/18.
7. Enter Change Reason **"Maintaining leave balances through 08/15/18".**
8. Save.

Donations to the Shared Benefits Pool should be included in the amount reported as Taken by that individual in the SICK or VACA leave category. At UIC, this has already been entered by Central HR. If an employee was a recipient of leave from the Shared Benefits Pool:
- •hours received should be shown in the Beginning Balance field of SHBN (entered by Central HR),
- •taken should be reported in the Taken field of SHBN by the unit.

Step 4—Verify Employee Leave Balance Information after Editing Job Information

a) From the Job Leave Balances screen, Rollback to return to the summary screen
b) Next Block to view the Leave Balance Totals and verify your changes
   - Beginning Balance for 8/16/17
   - Total Accrued to date for this academic year 8/16/17 to 8/15/18
   - Total Taken for the academic year 8/16/17 to 8/15/18
   - Current Available

If there are multiple leave-eligible jobs, this is the total information for all jobs.

Reporting for 9 Month Employees

Between 8/16/17 and 5/15/18, 9-month employees accrue all of their leave and use any leave. As a result, **reporting that was done in May for 9-month employees completes leave maintenance for the year**.

Reporting for 12-Month Employees

- Between 8/16/17 and 8/15/18, 12-month employees accrue all of their leave and use any leave.
- According to the rules below, you may need to make adjustments to the TAKEN field in SICK.
- According to policy, sick leave is used in this order:
  - first use cumulative SICK Accrual from this academic year (96 hours/12 days),
  - then non-cumulative SICN Accrual (104 hours/13 days),
  - and finally, Begin Balance in SICK
  - SICC Accruals should only be used **after all** existing sick balances have been exhausted

  NOTE: hours accrued above reflect an employee who is appointed full-time for a full academic year.

Example of SICK and SICN usage for 12-month employee

- A full time 12-month employee had a beginning balance of 100 hours of cumulative sick leave (SICK) and accrued all of their sick leave and reports all used sick leave for the period 8/16/17 to 8/15/18.
- The employee accrued 96 hours (12 days) of cumulative sick leave and 104 hours (13 days) of non-cumulative sick leave (SICN).
- The employee reported to the unit that they had used 240 hours of sick leave.

	Beginning Balance	Accrued	Current Available
SICK	100	96	196
SICN	0	104	104

Total sick leave used = 240 hours

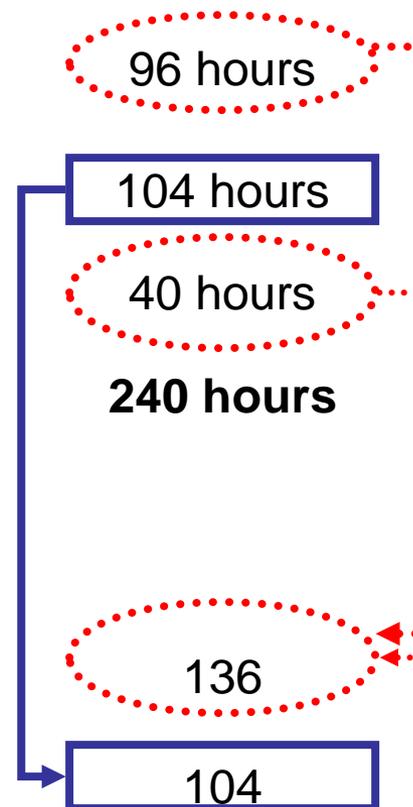# Example of SICK and SICN usage for 12-month employee, cont.

First use current year SICK Accrual (96 hours/12 days)

Then current year SICN Accrual (104 hours/13 days)

And finally, use part of the balance from SICK

Total used

How to report this sick leave in Banner:

SICK Taken (96 + 40)

SICN Taken

Total Taken reported

96 hours

104 hours

40 hours

240 hours

136

104

240

Vacation Leave for Academic Employees

- Employees on a 12-month service basis earn up to 24 vacation days per year. These days are compensable and, if unused, can accrue up to a maximum of 48 days.
- Vacation accruals are housed in the following PEALEAV buckets
  - VACA holds all current year and cumulative accruals
  - VACC holds accruals that are either in excess of the 48-day maximum or are attached to an inactive job, examples are:
    - Civil Service employee transitioning to an Academic job with a balance that exceeds 48 days
    - Academic employee who changes FTE, resulting in a balance that exceeds 48 days
    - Academic employee who is approved to receive a delayed pay-out of vacation when transitioning to a position where vacation will not be earned (i.e. 12-month to 9-month service within 4 years of retirement)
- According to policy, vacation leave is used in this order (you may need to make adjustments to the TAKEN field in VACA.)
  - First use current VACA accruals from the current academic year for the time period between August 2017- August 2018 (192 hours/24 days),
  - then any eligible VACC Accruals (if applicable),
  - and finally, Begin Balance in VACA

  NOTE: hours accrued above reflect an employee who is appointed full-time for a full academic year.

13

How do I report when the employee has more than one leave eligible job?

- Report all taken amounts on Primary job
- This may result in a negative Current Available on that job. When you review the Summary information you should see the accurate total employee information.

Note:

- The Annual Vacation and Sick Leave Roll performed within the MN9 pay period places the total Beginning Balance for the employee on the Primary Job
- You will want to verify that accruals occurred correctly for all job(s) at that time.

What transactions may affect leave balances and accruals?

- ## Pay Adjustments
  - i.e. appointments processed after calc
- ## Employment Group Changes
  - i.e. changing from Civil Service to AP
- ## Job Change
  - Change within same employee class
  - FTE Change
- ## Leaves of Absence

Leave maintenance needed due to Pay Adjustments

■ If your employee had a pay adjustment for regular pay (i.e. missed the deadline for calc), leave accruals will not have occurred. Units can use the Pay History Leave Accruals form (**PHIACCR**) to verify whether or not the leave accrual occurred for a particular pay period.

Leave Code

Current Accrued

Pay History Leave Accruals PHIACCR 8.3 (BANPROD) (2UIC)

ID:

Year:

Begin Date: 16-MAR-2018

Payroll ID: MN ▼ Monthly

End Date: 15-APR-2018

Payroll Number: 4 ▼

Check Date: 16-APR-2018

Position		Leave Code	Description	Leave Accrual Effective Date	Current Accrued	Current Taken	Maximum Hours	Bank Indicator
CC7928	00	SICK	Noncomp Cum Sick Leave	16-AUG-2017	8.00	0.00	9,999.99	☐
CC7928	00	SICN	Noncomp Noncum Sick Leave	16-AUG-2017	8.67	0.00	104.04	☐
CC7928	00	VACA	Vacation	16-AUG-2017	16.00	0.00	576.00	☐
								☐

Leave maintenance needed due to Pay Adjustments

- You will need to use the On-line Calculator to determine the total accrual and then you will overwrite the Accrued in Banner.

  - Enter the number of months the person worked in the job – for a partial month use days worked/work days (See Payroll Schedule for official work days in each month)
  - Enter the employee's total FTE for those months
  - The accrual to be entered into PEALEAV will be calculated for you.

Leave maintenance needed due to employee class change

If an employee moves from one employee class to another, the leave information needs to be verified for accuracy.

Example: Your employee moved from Civil Service (with a balance of 200 hours on a 37.5 hour workweek) to Academic Professional. As a part of that move, the balances would have been converted to days and then the new beginning balance in hours based on an 8 hour work day. In this example, (200/7.5) x 8 = 213. The new beginning balance should be 213 hours of leave.

- Central HR will have
  a) ensured the final balances for vacation and sick leave were correct for the Civil Service job
  b) zeroed out the Civil Service information
  c) converted final balances to new workweek if necessary
  d) entered current available as the Beginning Balance for the academic job for all eligible leave codes

Leave maintenance needed due to Job change

If an employee moves to another job in a different college/unit (all within the same employee class), the leave information will need to be updated and transferred from the old job to the new job for accuracy.

Example: Your employee moved from one Academic job in the College of Medicine (COM) to another Academic job within Campus Auxiliaries Services (CAS). As a part of that move, the employee's previous unit (COM) will need to work with the current unit (CAS) to have all eligible leave balances updated and transferred.

- Unit/College HR will be responsible for the following:
  a) Previous college/unit will need to ensure the final balances for vacation and sick leave were updated for the Academic job in their organization
  b) Previous college/unit then communicates the final balances to the new unit
  c) Previous college/unit zeroes out the leave balances for the old job (this is a crucial step, otherwise the balances will appear inflated)
  d) New college/unit enters current available as the Beginning Balance for the academic job for all eligible leave codes
  e) Units may consult with the UIC HR Service Center in the event where the previous college/unit cannot access the leave balances

Leave maintenance needed due to Leave of Absence

- To verify accruals are correct, the Leave Balance History (PEILHIS) form or the Pay History Leave Accruals form (PHIACCR) can be used to see if accruals have occurred correctly during the time period of the leave. If accruals have incorrectly occurred, adjustments to Accrued are necessary.
  - Unpaid Leave (should not accrue any leave benefits)
  - Partial Paid Leave (should only accrue leave benefits for the appointment percentage they are being paid)
    - The only exceptions are Faculty members on sabbaticals. They should still accrue at a full-time (100%) rate.
- Excel Calculator can be used to determine what should have accrued. For example, a) determine # of months on full accruals, b) determine # of months with no accrual or partial accrual, c) add together for total correct accrual
- Overwrite with the correct accrual amount in the Accrued field.

Important notes on maintaining leave balances

- Just a reminder that leave reporting should be completed **no later than September 4, 2018**!

- Do not access or maintain balances when the payroll calc is being performed.

- Payroll "calc" for MN 9 begins at 5pm on September 5, 2018 and is finished when the pay disposition is at 70. (Pay dispositions can be viewed on PZILIST in Banner.)

Contact Information

- **UIC HR Service Center**

715 S. Wood Street, 4th Floor, M/C 900

Chicago, IL 60612

  - **Academic Professional and Faculty Inquiries**
    - **uichrservicecenter@uillinois.edu**
  - **Civil Service Inquiries**
    - **uichrscivilservice@uillinois.edu**
  - 312-413-3490
  - 312-355-5412 (Faculty Processing)

- **UI Health Appointments**
  - Teri Blain **(terilynb@uic.edu)**

Additional Resources

- ## UIC Human Resources
  - **http://www.hr.uic.edu/**

- ## UIC HR Time Off and Leaves
  - **https://www.hr.uic.edu/time_off/**

- ## UIC HR Academic Vacation and Sick Reporting
  - **https://www.hr.uic.edu/time_off/academic_vacation_and_sick_reporting/**

- ## UHR Report - PEALEAV Academic Vacation/Sick Leave Balance
  - **https://hrnet.uihr.uillinois.edu/uhr/HRSystems/ReportingPortal/HRReports/PealeavBalance/PealeavBalanceform.cfm**