



How to Maintain Vacation and Sick Leave Balances in Banner





Vacation and Sick Leave (VSL) PEALEAV Administrator

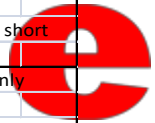
- The vacation and sick leave that is accrued by most employees is either updated bi-weekly via Department Time Entry or updated semi-monthly via the payroll process.
- The amount, timing and types of paid leave employees earn are directly related to their position. Leave time is grouped by Leave Category.
 - Extra Help employees and Student Workers do not earn leave time.
- For all eligible employees, leave benefits are recorded in the Banner Human Resource System. **Amounts are cumulative.**



Types of Leave Categories

- Chart identifies and describes each of the SIUE leave categories.

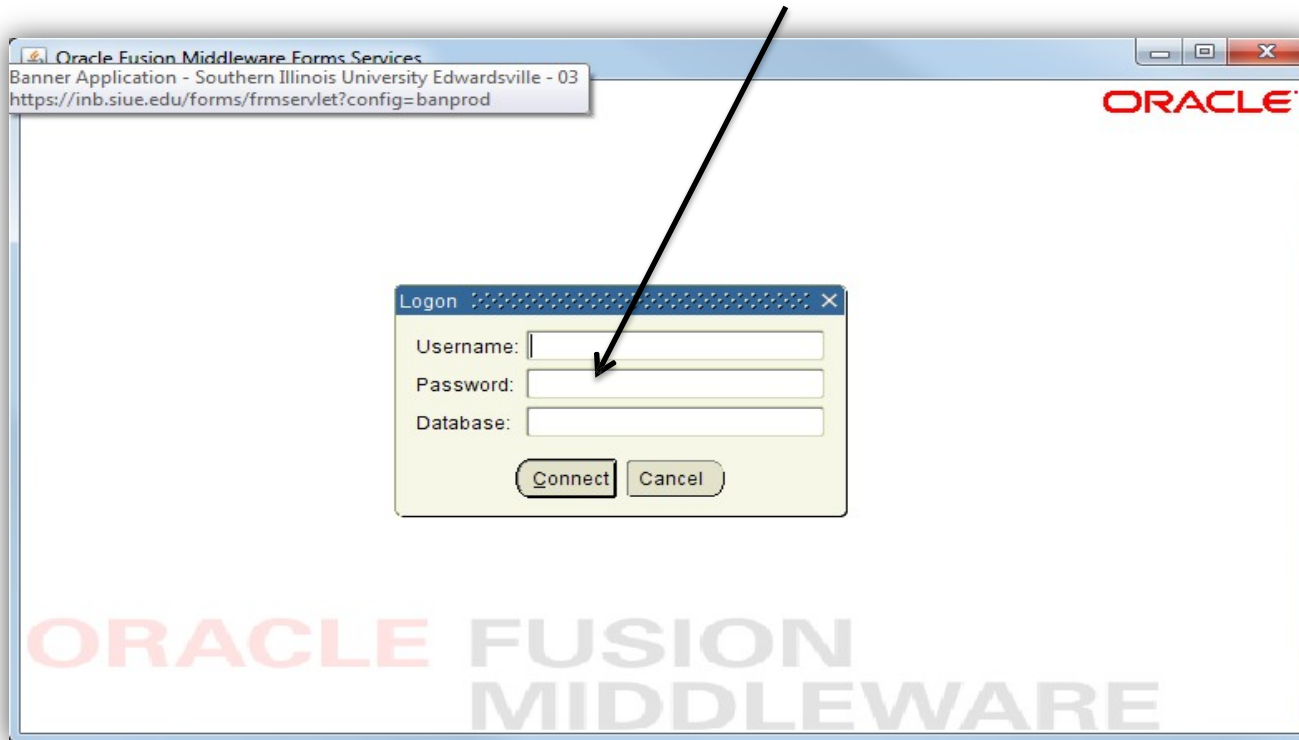
Appendix A									
		Leave Codes:							
		Sick	V250	EXSK	SN43	TEMP	COMP	SK97	SK84
				Extended	Non-accrbl			Sick	Sick
Leave		Vacation	Sick	sick 43days				1984-97	pre84
Category	See notes below	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Biweekly employees on the BW payroll									
10	Civil Service 8 hr	YES	YES	YES			YES	YES	
11	Civil Service 8 hr Exempt	YES	YES	YES				YES	
15	Civil Service Police Officers 8 hr	YES	YES	YES			YES	YES	
16	Civil Service Telecommunicators 8 hr	YES	YES	YES			YES	YES	
20	Civil Service 7.5 hr	YES	YES	YES			YES	YES	
21 (90)	Civil Service 7.5 hr Exempt	YES	YES	YES				YES	
22	Civil Service old rate vac .1077 per hr	YES	YES	YES				YES	
Semi-monthly employees on the Semi-monthly payroll									
24	Civil Service 7.5 hrs SM	YES	YES	YES				YES	YES
25	Civil Ser Police Sergeant, Lt, Cptn 8 hr Exempt SM	YES	YES	YES				YES	YES
30 (92)	Professional Staff regular	YES	YES	YES			YES	YES	YES
31	Professional Staff Durational	YES	YES	YES			YES		
32	Prof Stff HeadStart Tch, TchAst, HmVis, Fm Con 12m	YES	YES	YES			YES	YES	
33	Instructional Services	YES		YES			YES	YES	
34	Prof Stff HeadStart Tch, TchAst, HmVis, Fm Con 9m	YES	YES	YES			YES	YES	
35	Professional Staff – Regular Head Start	YES	YES	YES			YES		
36	Professional Staff – Durational Head Start	YES	YES	YES			YES		
37	Charter School	YES		YES			YES		
Faculty employees on the faculty Payroll									
70	Faculty Academic (9 month) Continuing	YES	YES		YES	YES		YES	YES
71	Faculty Academic (9 month) Term		YES		YES	YES		YES	YES
72	Faculty Fiscal (12 month) Continuing	YES	YES		YES	YES		YES	
73	Faculty Fiscal (12 month) term		YES		YES	YES		YES	
75	Nontenure – Coll Art&Scn, Bus, Educ, Engn Schools	YES			YES	YES		YES	
78	Nontenure – Dental, Library, Phrm, Nursng Schools				YES	YES			
80(91)	Administrative Staff Continuing	YES	YES		YES	YES		YES	YES
81	Administrative Staff Term		YES		YES	YES		YES	YES
82	Administrative Staff Headstart		YES		YES	YES		YES	
Notes about leaves codes:									
	(1) Unused sick leave carries over each fiscal year with no limit to the amount you can accumulate. Not payable at termination.								
	(2) Unused vacation leave carries over each fiscal year for most employees, limited to an amount equal to two year's of your current accrual. Payable at termination, subject to limits.								
	(3) Unused extended sick leave does not carry over each fiscal year, a new amount is awarded each fiscal year.								
	(4) Unused non-accruable sick leave does not carry over each fiscal year, a new amount is awarded each fiscal year.								
	(5) Unused Temporary time does not carry over a new amount is awarded each fiscal year. This time is used for funeral leave, jury duty, military time, etc.								
	(6) Comp time does not accrue, only non-exempt employees may earn comp time. Time should be earned and used in a short time frame.								
	(7) This is sick leave earned from 1984-1997 only. Past balances have been carried forward, does not accrue. This is the only sick leave payable at 50% at termination.								
	(8) This is sick leave earned before 1984. Past balances have been carried forward, does not accrue. Not payable at termination.								





Maintaining VSL

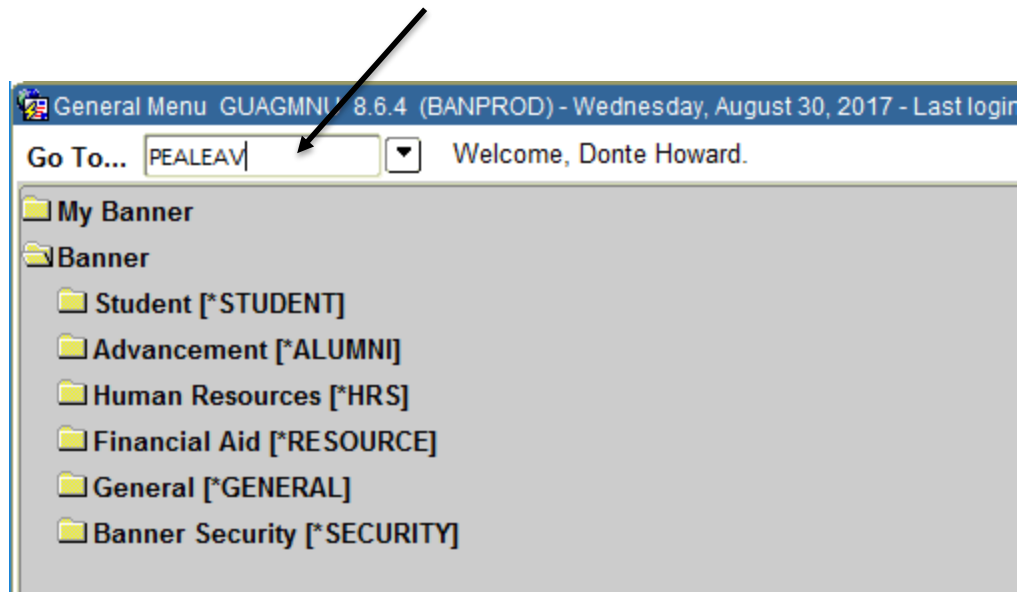
- Login into Banner; enter your username and password and select “Connect.”






Maintaining VSL

- Type PEALEAV into the Go To... field
- Press the Enter key





Enter Employee's Information

- Enter employee's university ID (800 #) into the ID field
 - The other fields of information will automatically populate
- Click  (Next Block)

Oracle Fusion Middleware Forms Services: Open > PEALEAV

File Edit Options Block Item Record Query Tools Help

Employee Leave Balances PEALEAV 8.8 (BANPROD)

ID: 800123123 Cougar, Eddie

Leave Category: 24 Civil Service 7.5hr SemiMonth

Leave Code	Date Available	Day or Hour	Begin Balance	Accrued	Taken	Current Available	Banked

Change Reason:





Employee's Leave Information will Populate

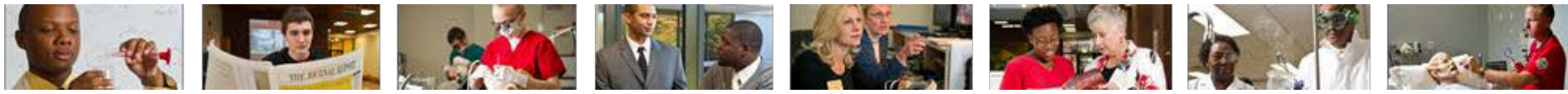
- Each accruable leave is associated with a code. (Please see the next slide for details about each Leave Code.)

ID: 800123123 Cougar, Eddie

Leave Category: 24 Civil Service 7.5 hr SemiMonth

Leave Code	Date Available	Day or Hour	Begin Balance	Accrued	Taken	Current Available	Banked
COMP CompTime	17-DEC-2012	H	0.00	0.00	0.00	0.00	0.00
Change Reason: PHPUPDT program rolled current hours to begin balance.							
EXSK Ext Sick	17-DEC-2012	H	0.00	150.00	0.00	150.00	0.00
Change Reason: PHPUPDT program updated hours accrued, taken and banked.							





Leave Codes

- COMP = Comp Time
- EXSK = Extended Sick
- SICK = Sick Days (earned after 1997)
- SK84 = Sick Days (earned prior to 1984)
- SK97 = Sick Days (earned between 1984-1997)
- V250 = Vacation Days
- Temp = Temporary





Adding Hours to the Taken Field

- Vacation and Sick Leave balances are maintained by adding hours the employee has used to the Taken field. (Please see the next slide for details about each Leave Code field)

ID: 800123123 Eddie Cougar
Leave Category: 24 Civil Service 7.5 hr SemiMonth

Leave Code	Date Available	Day or Hour	Begin Balance	Accrued	Taken	Current Available	Banked
COMP CompTime	17-DEC-2012	H	0.00	0.00	0.00	0.00	0.00
Change Reason: PHPUPDT program rolled current hours to begin balance.							
EXSK Ext Sick	17-DEC-2012	H	0.00	150.00	0.00	150.00	0.00
Change Reason: PHPUPDT program updated hours accrued, taken and banked.							

Adjust the hours in the Taken Field ONLY





Date Available

Employees original hire date.

Begin Balance

Employee's leave balance at the beginning of the fiscal year.

Taken

Amount of hours employee has classified as leave. Cumulative total for fiscal year

Accrued

Amount of hours accrued since beginning of the current fiscal year.

Current Available

Amount of hours available to use toward leave balance for current fiscal year.

Banked

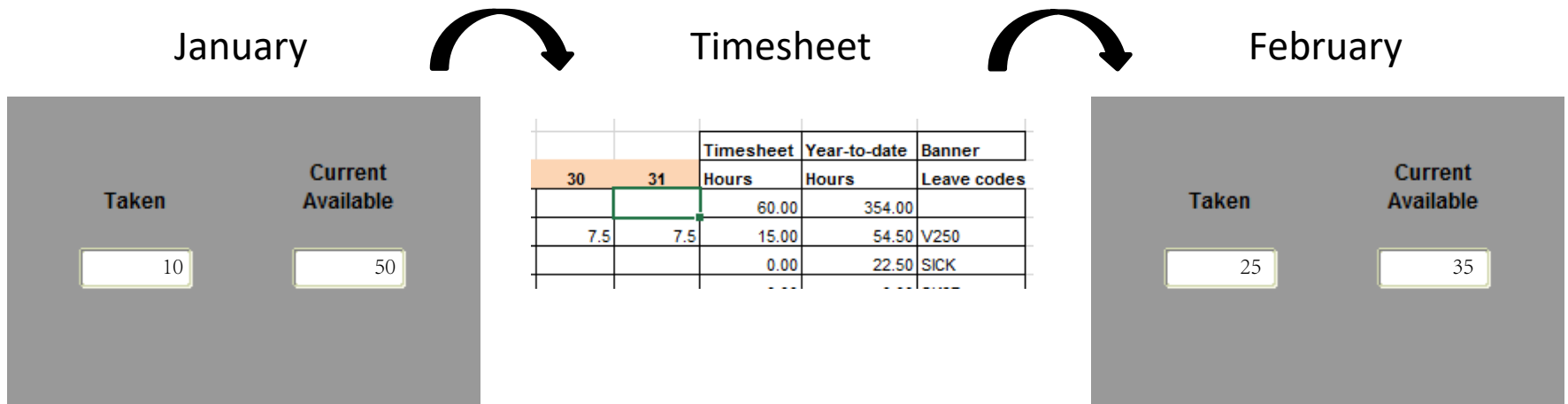
Amount should always be zero. This field is not used by SIUE.





Adding Hours to the Taken Field (Continued)

- The employee below began the month of January with 50 hours of Vacation available.
- He submitted a timesheet indicating he used 15 hours of Vacation during the month of January
- These hours should be added to the cumulative total in the Taken field, and the Current Available field will automatically adjust.





Add Change Description

- After the Taken field has been updated, a change reason must be entered.
- The timesheet indicates Vacation days were used on the 30th and 31st of the month.
- Indicate the days and hours used in the Change Reason field.

		Timesheet	Year-to-date	Banner		
30	31	Hours	Hours	Leave codes		
		60.00	354.00			
		7.5	7.5	15.00	25.00	V250
		0.00	22.50	SICK		

Oracle Fusion Middleware Forms Services: Open > PEALEAV

File Edit Options Block Item Record Query Tools Help

Employee Leave Balances PEALEAV 8.8 (BANPROD)

ID: 800123123 Cougar, Eddie

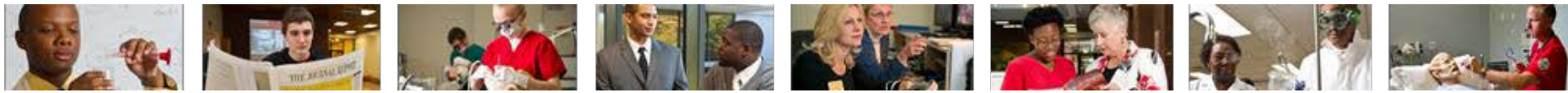
Leave Category: 24 Civil Service 7.5hr SemiMonth

Leave Code	Date Available	Day or Hour	Begin Balance	Accrued	Taken	Current Available	Banked
V250 Vacation	17-DEC-2012	H	60	20	25	35	0.00

Change Reason: 1/30 (7.5), 1/31 (7.5)

Attention: The year-to-date on the timesheet should match the YTD in the taken field.





Adjusting More Than One Leave Code Balance

- Repeat slides 9-12 for maintaining each Leave Code Taken field.
- Click the Save icon ()

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ID: 800123123 Eddie Cougar
 Leave Category: 24 Civil Service 7.5 hr SemiMonth

Leave Code	Date Available	Day or Hour	Begin Balance	Accrued	Taken	Current Available	Banked
COMP CompTime	17-DEC-2012	H	0.00	0.00	0.00	0.00	0.00
Change Reason: PHPUPDT program rolled current hours to begin balance.							
EXSK Ext Sick	17-DEC-2012	H	0.00	150.00	0.00	150.00	0.00
Change Reason: PHPUPDT program updated hours accrued, taken and banked.							
SICK Sickdays	17-DEC-2012	H	57.25	15.00	7.50	64.75	0.00
Change Reason: 1/15 (7.5)							





Absences Without Pay (AWOP)

- If an employee exhausts all payable time, the employee's status becomes absent without pay (AWOP). For SM and FA employees, the department will need to complete a Payroll/Personnel Reporting Form as soon as the AWOP is reported to adjust the employee's overpayment. The department leave person will need to adjust the employee's leave time in PEALEAV to reduce the accruals (see example below). For BW employees, the AWOP should be reported through the payroll process, and the accruals are automatically adjusted.
- Next slide for example





- An employee is AWOP 10 hours for one pay period and accrues 3.75 hours of sick leave. Ten hours of AWOP would be reported on the Payroll/Personnel Reporting Form. To calculate the adjusted accrual:
 - $10/81.56$ (per payroll amount used for all full-time SM/FA employees) = .123
 - The employee's accrual should be shorted by 12.3% or the employee earns 87.7% of the accrual, which totals 3.29 as the adjusted accrual. The leave administer should go into PEALEAV and reduce the accrual by .46 ($3.75 - 3.26 = .46$).

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Leave Category: 24 Civil Service 7.5hr SemiMonth

Leave Code	Date Available	Day or Hour	Begin Balance	Accrued	Taken	Current Available	Banked
V250 Vacation	17-DEC-2012	H	60	20	25	35	0.00

Change Reason: 1/30 (7.5), 1/31 (7.5)

An arrow points to the 'Accrued' field (20) in the table.

Decrease the Accrued field by the calculated amount





Additional Resources

- Employee Vacation Sick Leave Webpage
 - <http://www.siu.edu/humanresources/benefits/vac-sick.shtml>
- Office of Human Resources
 - Phone: 618.650.2190
 - Fax: 618.2696

