

## **SIUE Employee Paid Time Off (PTO) – Vacation and Sick Leave [Banner] \*\*\*Instructor's Guide\*\*\***

Most employees, including graduate assistants earn some type of vacation and/or sick leave.

Graduate students leave policies are handled by the Graduate School office; those policies are at: <http://www.siu.edu/policies/4a3.shtml> and <https://www.siu.edu/graduate-students/pdf/GA%20Handbook.pdf>

The amount, timing and types of paid leave employees earn are directly related to their position. Leave time is grouped by Leave Category.

For all eligible employees, leave benefits are recorded in the Banner Human Resource System. **Amounts are cumulative.**

**NOTE:** **Appendix A** displays the different types of Leave Categories and the classifications.

\*\*\*\*\* **Extra Help** employees and **Student Workers** do not earn leave time. \*\*\*\*\*

### **Accessing Banner records and establishing access to Banner leave records**

Employees who will maintain department records must have specific security and access set up in Banner. You will also need to attend Banner Navigation training so you can learn how to move within Banner before you can access the system. If you have never used Banner before and will now be responsible for updating and reviewing leave records, please contact ITS first for Banner Navigation Training. Also to comply with internal controls, HR must receive an e-mail from the fiscal officer in order to authorize employee's access to these Banner leave records. Leave record access is controlled by the organization number.

To access the Banner system or e-print reports, enter the site below and log in with your User ID and password.

<http://www.siu.edu/beis/>

### **Vacation and sick leave administration requires the use of the following Banner screens:**

**PEALEAV** - displays balances, accruals and time taken. This is the screen you will access to update semi-monthly paid employee's Time Taken or review any employee's leave records. When you enter new usage, remember to **add to** the amount in the Taken column since Banner only has a year-to-date field (cumulative total). Also, remember to put a comment regarding the time taken in the in the **Change Reason** field (i.e. date(s), amount of time).

**PEILHIS**- displays history of all leave codes per employee. To access history, click the **Options** tab at the top of the Banner screen when you're on the PEALEAV screen.

**IMPORTANT:** Only update 'Leave' amounts for semi-monthly paid employees – **Bi-Weekly paid employee's Leave is automatically updated by the Banner system through payroll processing.**

Example of the **PEALEAV** screen below:

Leave Category: 24 Civil Service 7.5 hrs SM

Leave Code	Date Available	Day or Hour	Begin Balance	Accrued	Taken	Current Available	Banked
COMP CompTime	09-JUN-2008	H	0.00	0.00	0.00	0.00	0.00
Change Reason: PHPUPDT program updated hours accrued, taken and banked.							
EXSK Ext Sick	09-JUN-2008	H	150.00	0.00	0.00	150.00	0.00
Change Reason: PHPUPDT program updated hours accrued, taken and banked.							
SICK Sickdays	09-JUN-2008	H	110.90	7.50	7.50	110.90	0.00
Change Reason: PHPUPDT program updated hours accrued, taken and banked.							

**NOTE:** If you see any unusual dates in the "Date Available" field (i.e. 2/22/2222, 4/44/4444); please contact HR – these dates must be corrected as soon as possible.

The **Accrued** field on **PEALEAV** is cumulative for the fiscal year. Banner accumulates the year-to-date accrual in this field.

The **Taken** field performs the same way as the Accrued field. When leave is taken, the time should be **added to** the amount already in this field, so it will always register a year-to-date amount.

After entries are made to this screen, remember to **SAVE** the record (Banner will pop up with a reminder). Leave time taken for semi-monthly and faculty employees should be updated at least once a month or can be updated with each payroll. Remember, if a mistake is made it can be corrected during the next payroll process.

When all updates have been entered into the system; it is a good practice to send an email to modified employees to let them know that their time has been updated.

Banner only updates the leave records once during each pay period process.

**IMPORTANT:** SIU-e doesn't use the **Banked** field on **PEALEAV**.

**PEAEMPL**- This screen displays the **Leave Category** in which the employee is included. It also displays various employment dates including the **Adjusted Service Date**.

### Employment Date and Leave accruals

Employment dates affect the rate at which many employees accrue vacation leave. When employees change employment classifications (such as changing from Civil Service to Administrative Staff), the Adjusted Service Date (seen on the **PEAEMPL** screen) is also changed to reflect the time worked in the new employment type. In addition, Civil Service employees who worked in the Civil Service system previously at other state universities (i.e. Carbondale, U of I, etc.) will have a different Adjusted Service Date because they are able to include their years of service in the Civil Service system so they can accrue at the higher rates of vacation accrual. These date differences have no effect on Sick Leave accruals.

### Leave Codes in the Banner system and those that carry over each fiscal year (FY):

COMP	Comp Time	(not an accrual, just a placeholder)
EXSK	Extended Sick for Civil Service	(does not carry over each FY)
TEMP	Temporary Days	(does not carry over each FY)
SN43	43 Sick days accrued at beginning of FY	(does not carry over each FY)
SK84	Sick leave earned before 1984	(past time earned, carries over)
SK97	Sick leave earned between 1984-1997	(past time earned, carries over)
SICK	Sick leave earned after 1997	(no limit to balance that carries over)
GSKK	Sick leave (Graduate Assistants ONLY)	(does not carry over each FY)
V250	Vacation time	(carryover limited to 2 yr of accruals)

Because employees earn leave differently, not all Leave Codes are included in all Leave Categories.

See: **Appendix A**

The Comp leave code is a place to enter Comp time earned and used for those employees who are eligible. The Comp leave code is **not** an accrual but acts as a place holder – Employees have 60-days from the date granted to use the comp time available.

### **Codes for previously earned sick time**

Because the Sick Leave usage rules changed in 1984 and 1997, there are two Sick Leave codes; SK84 and SK97 that may or may not be present in a Leave Category.

Employees who worked prior to 1984 and have unused sick leave will have the SK84 leave code. Those who worked prior to 1997 may have time in the SK97 leave code.

The SK84 and SK97 Leave Codes are **not** accruals but serve as a place holder for the remaining balance. The SK84 and SK97 Leave Codes (buckets) have only been added to those Leave Categories in which identified employees still hold this time. However, because of the way the system works, each employee with that same Leave Category will see the SK84 and SK97 Leave Code buckets with a zero balance.

**NOTE:** The SK84 and SK97 Leave Codes will never increase. They should only decrease until all the time is used or the employee terminates or retires.

### **Counting Years of Service**

The system considers your first year of working as Year 0. Years of service is counted when the year has been completed. Banner accumulates years of service once the Anniversary (hire) Date has been passed and for each year thereafter. This time is counted in a position that earns leave (for example any time worked as extra help will not be considered). *Example:*

First year of employment in Banner appears as	Year 0
After working more than 1 year	Year 1
After working more than 2 years	Year 2
And so on...	

### **Employees who do not start at the beginning of an accrual cycle – Pro Rated**

Leave accrued for fractional pay periods/fiscal years will be determined based on percentage of appointment and hours worked. For example a Civil Service employee with an 80% appointment who does not work full time, receives 80% of the extended sick leave annual accrual (or 120 hrs.) - 150 x 80% The accrual rate should be adjusted accordingly by the Banner system. An Administrative Staff Continuing employee does not receive the full 43 non-accruable sick days if they started half way during the year. The accrual rate should be adjusted to the time worked. Contact Benefits staff for assistance.

**EXAMPLE** [Administrative Staff Continuing employee begins employment December 1<sup>st</sup>):

Number of Hours (month)		Months left in FY		Adjusted SN43 Amount
322.50/12 = 26.875	x	7	=	188.13

Additionally, annual leaves such as Extended Sick and Non-Accruable Sick leaves are based on appointment percentages (FTE) below are examples of calculations for part-time employees whose time is based on 'Appointment Percentage':

**EXAMPLE:**

**Non-Accruable Sick Leave (SN43):**

Number of Hours Eligible		Appointment Percentage		SN43 Amount
322.50	x	62%	=	199.95

**Extended Sick Leave (EXSK):**

Number of Hours Eligible		Appointment Percentage		EXSK Amount
150	x	62%	=	93.00

Banner requires that a new employee be processed through one payroll, before leave accruals can be adjusted. If a new employee needs their beginning accrual rates adjusted, wait until after payroll processes.

The accruals that occur (pending all information is correct) with each payroll are accurate in Banner. The accruals that occur only once a fiscal or academic year are the accruals that most often need manual correction - usually due to off-season (Summer) payroll or contract OR new employees not in the system at the beginning of the fiscal year.

**NOTE:** Occasionally, an employee's Leave Category will be entered incorrectly; when the error is discovered calculation corrections *may* have to be made to their leave times.

**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.

### **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.

### **Graduate Assistants leave in Banner**

Departments need to enter time used on the **PEALEAV** record. Administrators will add the amount taken for each pay period or month to the sum in the Taken field; since this a cumulative field, then enter the date and number of hours in the Change Reason field. Banner will update the Balance available.

Graduate workers must be in a pay status to accrue leave time. For example, when they are out on paid sick leave GA's are still in pay status and still earn applicable leave time. Leave accruals are updated with the Banner semi-monthly payroll each time payroll is processed.

Banner will enter a sick leave accrual for all GA's during the appropriate payroll while their contract is active.

As a reminder, Graduate students leave policies are handled by the Graduate School office; those policies are at: <http://www.siu.edu/policies/4a3.shtml> and <https://www.siu.edu/graduate-students/pdf/GA%20Handbook.pdf>.

Per the Graduate School policy, the sick leave does not carry over year to year and upon Termination, Leave Administrators will need to Zero-out any leave balance remaining in the Currently Available field.

### **Viewing leave time through Banner Self Service**

All employees are able to view their leave balances, accruals, and time taken on *CougarNet* (Banner Self Service). By selecting the **Employment tab**, then **Leave Balances**. If leave time taken is not updated timely by the department, the employee's available balance may be overstated.

**A statement is displayed on the Self Service leave page to remind employees that leave time is only available to the extent updated.**

Below is an example of how the leave balances appear in *CougarNet*.

## Leave Balances

Select the link under the Type of Leave column to access detailed information.

### List of Leave Types

TYPE of Leave	Hours or Days Available	Beginning Balance	Earned as of Jun 23, 2010	Taken as of Jun 23, 2010	Available Balance as of Jun 23, 2010
<a href="#">Comp Time</a>	Hours	.00	.00	.00	.00
<a href="#">Extended Sick</a>	Hours	150.00	.00	.00	150.00
<a href="#">Sick earned post 1997</a>	Hours	110.90	3.75	7.50	107.15
<a href="#">Sick earned pre 1984 bal only</a>	Hours	.00	.00	.00	.00
<a href="#">Sick earned 1984-1997 bal only</a>	Hours	.00	.00	.00	.00
<a href="#">Vacation</a>	Hours	150.25	12.21	7.50	154.96

RELEASE: 8.3

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**NOTE:** Just because you see the hours listed here doesn't mean it's a 'true' balance of hours left.

- Year-to-Date time taken (on timesheets) and Leave time taken (in Banner) should match -

## Appendix A

Leave Category		Leave Codes:							
		Sick	V250	EXSK	SN43	TEMP	COMP	SK97	SK84
				Extended	Non-accrbl			Sick	Sick
			Vacation	Sick	sick 43days			1984-97	pre84
	See notes below	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<b>Biweekly employees on the BW payroll</b>									
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					
<b>Semi-monthly employees on the Semi-monthly payroll</b>									
24	Civil Service 7.5 hrs SM	YES	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		
98	Graduate Assistance (GA, RA & TA)	YES							
<b>Faculty employee leaves on the faculty Payroll</b>									
70	Faculty Academic (9 month) Continuing	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	
84	Adm./Prof. Staff (PT/FT) Term/Dur		YES		YES	YES			
<b>Notes about leaves:</b>									
	(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 year.								
	(4) Unused non-accruable sick leave does not carry over each fiscal year, a new amount is awarded each 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.								



## Appendix B

# F.A.Q.

### How is leave time earned and accounted for?

All leave time balances, accruals, and time taken are recorded in hours. Most employees either work a standard 7.5 or 8 hour day (facilities), however, there are some exceptions.

### Where do I go to view and adjust leave records?

Department contacts for vacation and sick leave have access to **PEALEAV** in Banner for specific organization numbers (to differentiate between departments). This Banner screen displays one employee at a time, leave category and leave types. The form has fields which hold the Fiscal Year beginning and ending balances as well as year-to-date fields for accruals and time taken. It is very important to remember the beginning balance is as of the **beginning of the fiscal year**. The accrual field and time taken field are both **year-to-date** fields.

Employees may view their leave records via *CougarNet* (Banner Self Service). After logging in to the system, they select the **Employment Tab** and select **Leave Balances**. Brief leave information is displayed and employees will see their leave category. If they click the blue link after "[Link to Leave Accrual Rates and Additional Information](#)" a new spreadsheet will open. This spreadsheet will explain the leave types earned, how much leave is earned in a given 'service year, number of hours accrued, and the 'max' 2-year rollover amount.

### Do employees continue to earn Paid Time Off (PTO) when off work?

Employees must be in a pay status to accrue leave time. For example, when they are out on paid sick or vacation they are in pay statuses and still earn applicable leave time.

**NOTE:** Employees on unpaid Leave do not accumulate leave time.

### How are accruals updated?

Leave accruals are updated with the Banner payroll process. Each time payroll is processed for an employee group (FA – Faculty, SM – Semi-monthly or BW – Biweekly [hourly employees]) leave accruals, time taken (if any) and balances are updated in Banner.

The system displays leave accruals and time taken as **year-to-date** (cumulative) amounts. This means the accrual amount and time taken for the current pay period adds to the amounts already in these fields. At the end of the fiscal year, the leave accrual and time taken fields are reset to zero and the employee's ending balances for that fiscal year will become next year's beginning balance (subject to any vacation leave carry-over limitations and/or rules). The Leave Category worksheet in *CougarNet* (Banner Self Service) specifies the carry over rules and department contacts are provided a copy of each Leave Category in their department.

Extended Sick Leave and Non-accruable Sick Leave do not carry over to the following year. Each year these leave accruals and time taken reset to zero and each year they accrue as new leave for the Fiscal Year. There is no limit to the amount of regular sick leave employees can carry over. Vacation balance carry-over is limited to an amount equal to two years of an employee's current vacation accrual.

### **Are all Leaves earned the same?**

No. Some leave types are earned (accrue) with each payroll and others are earned once a year. Leave accrual rules in Banner are set to accrue either every pay period or once per fiscal or academic year. Different leave accruals have different rules. *For example;* Vacation leave is accrued each pay period; however Extended Sick Leave and Non-accruable Sick Leave is only accrued once per fiscal year. Certain Leave Categories also have a one-time grant of Extended Sick Leave and this does not accrue each year, but is only earned based upon the employee's bargaining unit.

Employees must consult the leave category worksheet in Banner to see the specific accrual rate. The worksheet summary displays the type of leave time earned, when earned, and at what rate. For some kinds of leave, employees earn an amount each pay period and they will see an increase each pay period.

**\*\* IMPORTANT \*\*** Because employee leave records are updated with each payroll, when employee contracts are entered **late** into the Banner system (late = after they have started working), their year-to-date leave accruals may need to be caught up to reflect their actual year-to-date accruals. Please contact Benefits staff who can assist with this.

### **How do I know when Vacation and Sick Leave time is taken?**

An automatic e-mail reminder is sent after every payroll has processed to employees who update Vacation and Sick Leave records for their department. This lets you know that the last payroll has been processed and leave records may be updated or reviewed. Payroll cutoff dates can be viewed at the site below if you have questions about timing.

Payroll cutoff: <http://www.siue.edu/humanresources/payroll/index.shtml>

Departments should strive to update semi-monthly and faculty leave time taken on a monthly or per pay period basis. Bi-weekly leave time is updated by the payroll process since the specific earning codes for vacation and sick are entered during the Department Time Entry process. When vacation hours are entered for a bi-weekly employee, the Banner system is able to update the employee's leave records as well. The system adds the hours to the year-to-date time taken so the employee can view their remaining balance. If a department turns in a vacation or sick leave usage late for a bi-weekly employee, the time will be recorded on the payroll submitted, not when actually taken. If this happens, please let the employee know there has been a timing correction.

**NOTE:** When making changes to an employee's record put the date and number of hours in the "**Change Reason**" field.

### **Is there a Summary report by organization number?**

Yes. A summary report of employees by organization number is generated with each payroll- called **PZRLEAV**. This report is available via E-print and can be printed and reviewed when needed. Past **PZRLEAV** reports are available through E-print as well. If you are unfamiliar with E-print, please contact Information Technology Services for helping in setting up your access.

### **How is Civil Service salaried employees (on the semi-monthly SM payroll) leave time calculated?**

Vacation and regular sick leave is earned evenly throughout the year during each pay period. Full time employees earn ½ a sick day each payroll, instead of one day at the end of the month. Unused vacation time carries over to the next fiscal year, up to a balance of two years of the employee's current vacation accrual. Unused sick time carries over with no limits.

Extended sick leave is awarded one time at the beginning of each fiscal year. Unused time is cleared out by the system at the end of a fiscal year before the next fiscal year is earned. Unused extended sick time does not carry over to the next fiscal year.

### **How is Civil Service hourly employees (on the biweekly BW payroll) leave time calculated?**

Vacation and regular sick leave is earned based on the number of hours worked per pay period (overtime is never included). Full time employees earn 12 sick days a year with the accrual rate spread over 26 payrolls during the year.

Extended sick leave is awarded one time at the beginning of each fiscal year and accrues based on hours worked and appointment percentage (FTE). Unused time is cleared out by the system at the end of a fiscal year before the next fiscal year is earned. Unused extended sick time does not carry over to the next fiscal year.

### **How are Faculty, Administrative staff, and Professional staff (on the semi-monthly SM or FA payroll) leave time calculated?**

The Banner system accrues leave time every pay period for sick and vacation time, unless earned at the beginning of the fiscal or academic year such as non-accruable sick leave and accruable sick leave for Administrative staff and Faculty on Administrative appointments.

### **I see a Negative leave balance; what do I do?**

The Banner system will allow negative balances. However, this means that an employee has taken more leave than they have earned or carried over. If you see negative balances, please review to ensure that the correct time used has been entered in the proper leave code. First review employee's most recent timesheet, if you still believe that they used more leave than they had available, please contact Benefits and we will assist you.

Benefits will also be monitoring exception reports to monitor negative balances and contact departments for follow-up. If an employee is found to have used time they should not have, a dock pay code (form) may be needed to correct the excess leave time taken.

If employees have dock pay during any pay period, they will not receive their full leave accrual rates for that pay period because they are not in pay status for this time. This is a correct processing of the Banner system.

### **How do I enter leave time taken?**

Banner updates leave accruals when time is earned and for time taken by hourly (bi-weekly) employees. Banner enters a leave accrual for all employees during the appropriate payroll, according to the accrual rules and accrual frequency. As departments enter sick and vacation time for hourly paid employee through department time entry, the system will deduct from the employee's available balance, the time taken during the payroll in which the time is submitted. **Only non-hourly paid employee's (Semi-monthly & Faculty) usage needs to be updated in the Banner system.**

Departments need to enter time taken on the **PEALEAV** record. Go to the Taken field for the leave code you need to adjust, add the usage for this pay period or month to the amount in this field, since this a cumulative field and enter the date in the Change Reason field. Banner will update the Balance available. **Save** the record. Banner saves the history so employees and you will be able to go back and review previous leave taken. We advise that you enter the specific dates the employee was either on vacation or sick, so that you both may refer back to this later if needed.

Periodic audits will be conducted by the Human Resources Department on the PEALEAV process to assure compliance with applicable policies and procedures.

### **How do I enter Payouts and unused leave time?**

When an employee retires or terminates, we need to ensure that their leave balances are reduced to zero. Employees will be paid for unused vacation time to the maximum allowable per their current accrual schedule. Departments need to verify that all sick and vacation time used was entered into the **PEALEAV** record before the final balance of payable time is reported on the [Vacation/Sick Leave Reporting form](#). Employees also need to be terminated timely in Banner, or they might accrue leave for time they are not entitled too. This can be accomplished by submitting a [Termination form](#) in a timely manner. If a leave accrual error occurs, an adjustment to the employee's leave time needs to be entered before the payable time is calculated. If you are unsure about adjustments, please contact Benefits staff who will assist you. The Vacation/Sick time should be processed ONE pay period following employee's termination/retirement.

It is the Leave Administrator's responsibility to ZERO out the **Current Available** field in PEALEAV when an employee terminates/retires. To ZERO out this field: Take the amount in the **Current Available** field and add it to the amount in the **Taken** field. When Human Resources complete the payout, they will enter the total hours in **PEALEAV** to clear out the balance in the Taken field, if the department hasn't already done so.

There is only one kind of sick leave payable and that is the **SK97** code ONLY 50% of the total hours is payable.

If the employee has **Comp** time, the department should accommodate so the employee can take time off before terminating, as this time is not payable at termination. That is up to the employee and the department depending on termination or retirement notice and timing.