How to Maintain Vacation and Sick Leave Balances in Banner
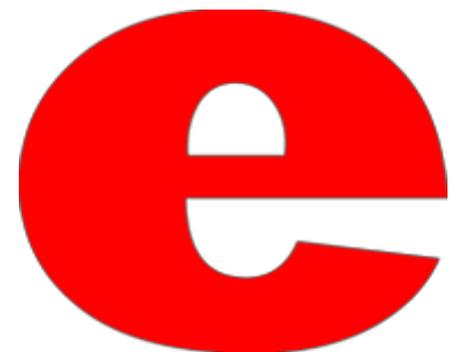
Vacation and Sick Leave (VSL) PEALEAV Administrator

- 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 Category		Sick	V250	EXSK	SN43	TEMP	COMP		SK97	SK84
	Leave Codes:			Extended	Non-accrbl				Sick	Sick
Leave Category	See notes below	Sick (1)	Vacation (2)	Sick (3)	sick 43days (4)	(5)	(6)		1984-97 (7)	pre84 (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 "Sign In."

Maintaining VSL

- Type PEALEAV into the Searh field
- Press the Enter key
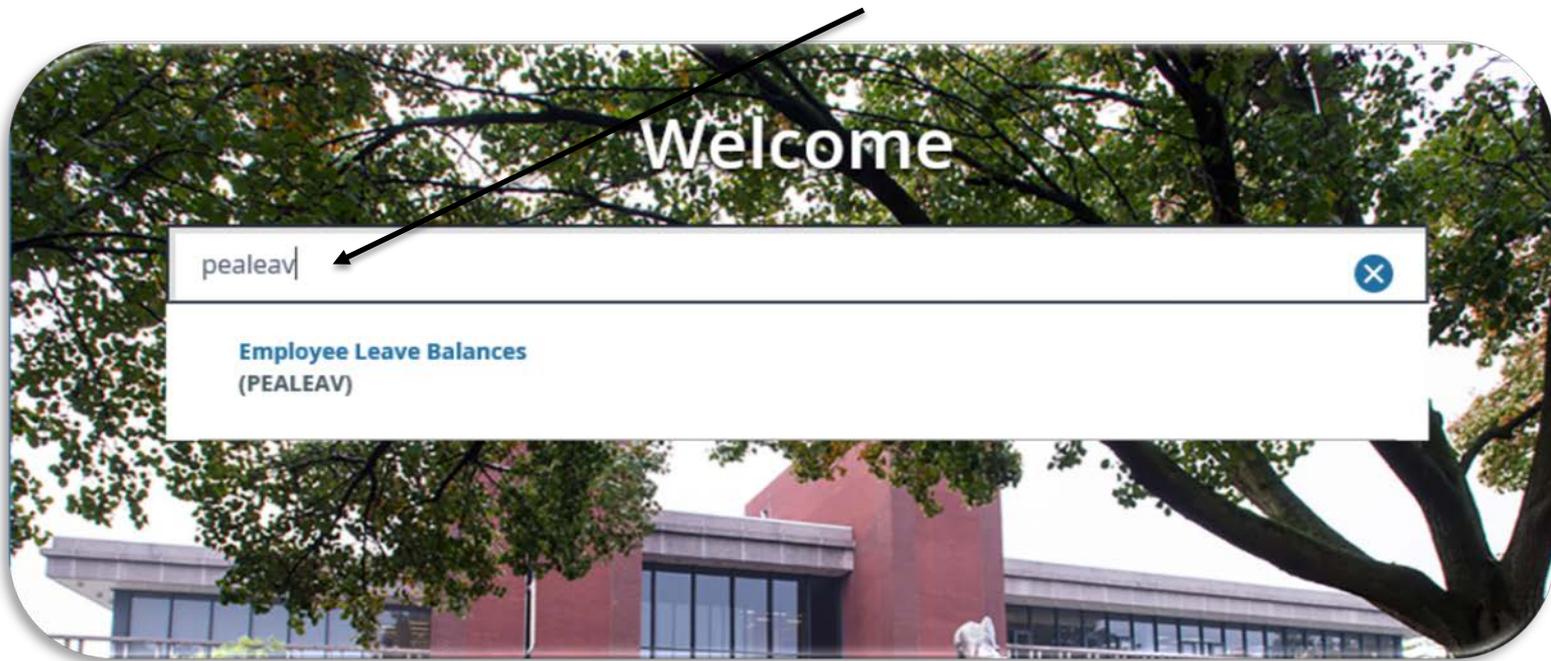
Enter Employee's Information

- Enter employee's university ID (800 #) into the ID field
    - The other fields of information will automatically populate
- Click ⤓ (Next Section) or the Go button **Go** .

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.)

Southern Illinois University Edwardsville - BAN9 — Eddie Cougar — Sign Out

Employee Leave Balances PEALEAV 9.3.6 (BAN9) — ADD — RETRIEVE — RELATED — TOOLS

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

LEAVE BALANCE TOTALS   Insert   Delete   Copy   Filter

Leave Code *	Leave Code Description	Date Available *	Day or Hour	Begin Balance Hours *	Accrued Hours *	Taken Hours *	Current Available Hours *	Banked Hours *	Change Reason
COMP	CompTime	12/17/2012	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program rolled current h
EXSK	Ext Sick	12/17/2012	H	0.00	150.00	0.00	150.00	0.00	PHPUPDT program updated hours
SICK	Sickdays	12/17/2012	H	57.25	48.75	41.00	65.00	0.00	PHPUPDT program updated hours
SK84	SickPr84	12/17/2012	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program rolled current h
SK97	Sic84-97	12/17/2012	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program rolled current h
V250	Vacation	12/17/2012	H	60.54	65.64	46.00	80.18	0.00	PHPUPDT program updated hours

1 of 1   10 Per Page   Record 1 of 6

Record 1/6   PERLEAV.PERLEAV_LEAV_CODE [1]   SAVE

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

- 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)

Leave Code *	Leave Code Description	Date Available *	Day or Hour	Begin Balance Hours *	Accrued Hours *	Taken Hours *	Current Available Hours *	Banked Hours *
COMP	CompTime	12/17/2012	H	0.00	0.00	0.00	0.00	0.0
EXSK	Ext Sick	12/17/2012	H	0.00	150.00	0.00	150.00	0.0
SICK	Sickdays	12/17/2012	H	57.25	48.75	41.00	65.00	0.0
SK84	SickPr84	12/17/2012	H	0.00	0.00	0.00	0.00	0.0
SK97	Sic84-97	12/17/2012	H	0.00	0.00	0.00	0.00	0.0
V250	Vacation	12/17/2012	H	60.54	65.64	46.00	80.18	0.0

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

Start Over

LEAVE BALANCE TOTALS   Insert   Delete   Copy   Filter

1 of 1   10 Per Page   Record 1 of 6

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

Southern Illinois University Edwardsville - BAN9

Eddie Cougar   Sign Out   ?

Employee Leave Balances PEALEAV 9.3 (BAN9)   ADD   RETRIEVE   RELATED   TOOLS

Start Over

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

LEAVE BALANCE TOTALS   Insert   Delete   Copy   Filter

Leave Code *	Leave Code Description	Date Available *	Day or Hour	Begin Balance Hours *	Accrued Hours *	Taken Hours *	Current Available Hours *	Banked Hours *	Change Reason
COMP	CompTime	12/17/2012	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program rolled current h
EXSK	Ext Sick	12/17/2012	H	0.00	150.00	0.00	150.00	0.00	PHPUPDT program updated hours
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V250	Vacation	12/17/2012	H	60.54	65.64	46.00	80.18	0.00	PHPUPDT program updated hours

1 of 1   10 Per Page   Record 1 of 6

Record: 1/6   PERLEAV.PERLEAV_LEAV_CODE [1]   SAVE

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 (Current Available Hours).
- A timesheet indicating 15 hours of Vacation was used during January
- These hours areadded to the cumulative total of hours in the Taken Hours field, and the Current Available field will automatically adjust.
- January 'Taken Hours' (10) + Vacation hours used (15) = February 'Taken Hours' (25)

January

Leave Code *	Leave Code Description	Date Available *	Day or Hour	Begin Balance Hours *	Accrued Hours *	Taken Hours *	Current Available Hours *
V250	Vacation	12/17/2012	H	0.00	0.00	10.00	50.00

LEAVE BALANCE TOTALS — Insert Delete Copy Filter

Timesheet

		Timesheet	Year-to-date	Banner
30	31	Hours	Hours	Leave codes
		60.00	354.00	
7.5	7.5	15.00	54.50	V250
		0.00	22.50	SICK

February

Leave Code *	Leave Code Description	Date Available *	Day or Hour	Begin Balance Hours *	Accrued Hours *	Taken Hours *	Current Available Hours *
V250	Vacation	12/17/2012	H	0.00	0.00	25.00	35.00

LEAVE BALANCE TOTALS — Insert Delete Copy Filter

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	54.50	V250
		0.00	22.50	SICK

Employee Leave Balances PEALEAV 9.3.6 (BAN9)

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

LEAVE BALANCE TOTALS

Leave Code *	Leave Code Description	Date Available *	Day or Hour	Begin Balance Hours *	Accrued Hours *	Taken Hours *	Current Available Hours *	Banked Hours *	Change Reason
COMP	CompTime	12/17/2012	H	0.00	0.00	0.00	0.00	0.00 PHPUPDT program rolled current hours to begin balance.
EXSK	Ext Sick	12/17/2012	H	0.00	150.00	0.00	150.00	0.00 PHPUPDT program updated hours accrued, taken and banked.
SICK	Sickdays	12/17/2012	H	57.25	48.75	41.00	65.00	0.00 PHPUPDT program updated hours accrued, taken and banked.
SK84	SickPr84	12/17/2012	H	0.00	0.00	0.00	0.00	0.00 PHPUPDT program rolled current hours to begin balance.
SK97	Sic84-97	12/17/2012	H	0.00	0.00	0.00	0.00	0.00 PHPUPDT program rolled current hours to begin balance.
V250	Vacation	12/17/2012	H	60.54	65.64	25	35	0.00 1/30 (7.5), 1/31 (7.5)

1 of 1 | 10 Per Page   Record 3 of 6

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's Taken field.
- Click the Save icon SAVE .

Additional Resources

- Employee Vacation Sick Leave Webpage
  - http://www.siue.edu/humanresources/benefits/vac-sick.shtml

- Office of Human Resources
  - Phone: 618.650.2190
  - Fax: 618.2696