

# Leave Settlement Instructions

1) Go to Banner->PEALEAV enter the employee's A#:

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	Comp	01/01/2016	H	0.56	2.63	2.25	0.94	0.00	PHPUPDT program updated hours accrued, taken and
SICK	Sick	01/01/2016	H	27.00	72.00	56.00	43.00	0.00	PHPUPDT program updated hours accrued, taken and
VACA	Annual	01/01/2016	H	33.50	72.00	73.00	32.50	0.00	PHPUPDT program updated hours accrued, taken and

2) Figure out how much the employee accrues for the last month of employment. Look at the termination date. If it is 15th-end of month, they get full accrual. If not, they do not get an accrual for the last month. Take the total accrued and divide by months accrued.

-In this example we will assume the termination is after the 15th, it would be  $72/9(9 \text{ would be the last payroll to run}) = 8$  hours accrued per month. This amount will need to be added into the LVS, the last months accrual.

\*\*If a number is calculated other than 8, 12, or 14.67, check the employee's FTE. If they have had the same FTE during the entire calendar year, this method for checking accruals will work. If they have changed FTE at any time during the year, you will have to take the current FTE and pro-rate based on years of service and FTE.

3) Go to Mytime->Business Services Portal->Departmental Leave Requests and make sure Record to Banner is listed across the top. If it is not, click on the Gear button



- Home
- Business Portal

## Departmental Leave Requests

View leave requests from personnel within the organizations you manage.  
Click the column header to sort **ascending** or **descending**. Right click the column header to **export** and download.

Leave and Exceptions **New** Go to Employee Search

All > Department MyTime Managers is (HR ACA, HR Leave and Disability, HR Retirement, My Time Parent Group, HR Benefits, My Time Application Admins, HR Solution Center, HR Vision, My Time Users, HR Healthcare, STAFF, HR MyTime Administration, Human Resources - Parent Group)

Number Employee Type Hours Total Leave Start Leave End Exception Date State Updated Created by **Record To Banner**



Personalize List Columns

Available: Comments, Day 1, Day 10, Day 11, Day 12, Day 13, Day 14, Day 2, Day 3, Day 4, Day 5, Day 6, Day 7, Day 8, Day 9, Leave Daily Data, Personal Note, Record Type

Selected: Number, Employee, Type, Hours Total, Leave Start, Leave End, Exception Date, State, Updated, Created by, **Record To Banner**, Recorded, Tags, Department, Created, Short Description

Wrap column text  Compact rows  Active row highlighting  
 Modern cell coloring  
 Enable list edit  Double click to edit

Reset to column defaults Cancel OK

4) Type the employee name in the box at the top and press enter, also annual in the 'type' box arranging by start date with the most recent at the top:

All > Employee Name starts with hayden blauer > Type In Annual

Number	Employee	Type	Hours Total	Leave Start	Leave End	Exception Date	State	Updated	Created by	Record To Banner
LE000211763	Hayden Blauer	Annual	16	2018-10-05 08:00:00	2018-10-08 17:00:00		Approved	2018-09-11 14:10:36	A00293221	
LE000178424	Hayden Blauer	Annual	40	2018-07-09 08:00:00	2018-07-13 17:00:00		Approved	2018-07-24 03:03:44	A00293221	RTB0061395
LE000193019	Hayden Blauer	Annual	1	2018-07-05 15:00:00	2018-07-05 16:00:00		Approved	2018-07-24 03:03:44	A00293221	RTB0061395
LE000176107	Hayden Blauer	Annual	8	2018-06-29 08:00:00	2018-06-29 17:00:00		Cancelled	2018-05-16 11:37:54	A00293221	
LE000178411	Hayden Blauer	Annual	16	2018-06-21 08:00:00	2018-06-22 17:00:00		Approved	2018-06-25 03:04:21	A00293221	RTB0058324
LE000164632	Hayden Blauer	Annual	8	2018-04-20 08:00:00	2018-04-20 17:00:00		Approved	2018-04-24 03:12:27	A00293221	RTB0052282
LE000141913	Hayden Blauer	Annual	8	2018-01-19 08:00:00	2018-01-19 17:00:00		Approved	2018-01-25 03:03:53	A00293221	RTB0043943
LE000118897	Hayden Blauer	Annual	16	2017-12-28 08:00:00	2017-12-29 17:00:00		Approved	2017-12-20 03:04:15	A00293221	RTB0040525
LE000136709	Hayden Blauer	Annual	8	2017-12-15 08:00:00	2017-12-15 17:00:00		Approved	2017-12-20 03:04:15	A00293221	RTB0040525

5) Calculate the LVS.

Take Current Available (PEALEAV): 32.5  
 Add last months accrual (from step 1): +8  
 40.5

Subtract approved amount that has not recorded to banner: -16  
 LVS = 24.5

ID: A00293221 Hayden Blauer Leave Category: LC Non-Exempt

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	Comp	01/01/2016	H	0.56	2.63	2.25	0.94	0.00	PHPUPDT program
SICK	Sick	01/01/2016	H	27.00	72.00	56.00	43.00	0.00	PHPUPDT program
VACA	Annual	01/01/2016	H	33.50	72.00	73.00	32.50	0.00	PHPUPDT program

1 of 1 Per Page