Title	**Defect and Temporary Fix for Termination of Deferred Employee Leave Payout**
Version	1.1
Date	20100916
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Copyright	South Dakota Board of Regents
Process Owner	Human Resources
Dept/Division	Human Resources
Get help with this process	Janice Minder or SPC
Processes	PHPCALC
	PHAHOUR
	NA
	NA
	NA

Description:
There is a defect in Banner for employees that are on deferred pay that terminate who receive a leave payout. If we do not use the work around then the leave payout will not be accurate and a balance due may be the result.

In the example below, PHPCALC calculates the hourly rate incorrectly. Therefore the following actions must be taken to ensure the right dollar amount is paid out to the employee.

Reference Information:
Here is the temporary workaround until the Defect is fixed by a Banner Release.

1. Where an employee is on Deferred Pay, their hourly rate is being calculated based on 2080 hours versus the contracted hours (1560, 1733.33, or 1960) due to payout over 12 months. This occurs during the PHPCALC process. The end result is the hourly rate is too low. In the example below, the hourly rate should be 34.83, however, when PHPCALC calculates it, it is 31.93. Therefore, if we did nothing, we would owe the employee a balance based on the incorrect hourly amount.
2. We have created a work around to ensure that first leave balances are reduced as intended albeit with the wrong hourly rate and to ensure that the right payment is made we created earn codes for both Special Pay and non-Special Pay.
3. Special Pay Plan Process - Once the first CALC is completed, then you can go into PHAHOUR and add an earnings of ASL (Adjustment for Unit), Shift 1, Unit 1 for the difference of the leave amount due in the special rate. This is used only when employee is eligible for Special Pay Plan.
4. If employee is not eligible for Special Pay Plan, then the use of the earn code – ADL (Adjustment for Leave non-special pay plan) can be used. This code is set up to go to SDRS and be taxed. Use Shift 1, Unit 1 and the special rate of the difference.

Here is an example of the process when employee is eligible for the Special Pay Plan:
1. Employee has 120 hours accrued Annual and 327.57 accrued Sick Leave.
2. Employee meets the eligibility of the Special Pay Plan.
3. Code SLS and ALS is used.
4. PDADEDN is set up to match 160, 165, and 168 for Special Pay Plan.
5. NBAJOBS Hourly Rate should be 34.837362 as identified on screen shot.
6. This is taking the annual salary of 66,422 divided by 1144 (173.33 hours per month * 11 factors)
7. To arrive at the sick leave rate take 34.837362 multiplied times 25% equals 8.7093. This is accurate.
8. However, when Deferred Pay it takes the 66,422 divided by 2080 due to the 12 pays to arrive at 31.93 hourly rate.
9. For annual leave the rate used is 31.93 and then this calculates to 7.9834 by taking the 31.93 multiplied by 25% for the sick leave. THIS IS WRONG.
10. To fix, add an ASL (NEW CODE for adjustment of Leave for Special Pay Plan), 1 Unit, Shift 1, Special rate of the amount shorted by the calculation. In this case, it is the difference is 586.10. This means that the annual leave should have been 4180.48 and the sick should have been 2852.91. By taking the SLS of 2615.18 – 2852.91 = 237.73; and the 4180.48 – 3832.11 = 348.37. Together 237.73 + 348.37 = 586.10.
11. The ASL is used for Special Pay Plan Payouts of ANNL, SICK.

**Note, I did not take into consideration of rounding so keep in mind there is always rounding occurring in Banner PHPCALC.

Note the correct hourly rate of pay.

Screenshot of Oracle Developer Forms Runtime - Web: Open > NBAJOBS

Employee Jobs NBAJOBS 7.3.0.2 (PPRD)

ID: _____
Position: NE9794 Suffix: 00

Last Paid Date: 21-DEC-2008
Query Date: 22-JAN-2008

Tabs: Base Job | Job Detail | Payroll Default | Deferred Pay | Miscellaneous | Excluded Deductions/... | Default Earnings | Work Schedules | Job Labor Distribution

Effective Date: 22-JAN-2008
Personnel Date: 22-JAN-2008
Status: Active
Title: Coach
Job FTE: 1.000
Appointment Percent: 100.00
Encumbrance Hours:
Encumbrance Indicator: System Calculated
Hours per Day: 8.00
Employee Class: 28 NFE FLSA Exempt Employees
Leave Category:
Change Reason: MN004 Data Entry Correction
Employer Code: NSU Northern State University

Pay Plan
Group: 2008 Grade: 0
Table: NS Step: 0

Compensation
Rate: 34.837362
Hours per Pay:
Assign Salary: 6,038.36
Factor: 11.0
Pays: 12.0
Annual Salary: 66,422.00

Personnel Change Date; Format 'DD-MON-YYYY'.
Record: 1/?   ...   <OSC>

Insert in the correct hours to be paid out.

Oracle Developer Forms Runtime - Web: Open > PHAHOUR

File Edit Options Block Item Record Query Tools Help

On-line Time Entry PHAHOUR 7.2.0.2 (PPRD)

Year: 2008   Payroll ID: MN ▼   Payroll Number: 12 ▼

History Jobs

ID: [   ]   Organization: 5ATHL1   Disposition: 40 Document

Position: NE9794 00   Status: A   Effective Date: 22-JAN-2008   Rate: 34.837362   Method: W

History Earnings

Total Units: 449.57   Total Hours: 174.33

Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance	Nov22					
▼							Dec21					
LGE	1	1.00	N		.00	N	1.00					
REG	1	165.33	N		5,279.70		165.33					
> SLS	1	327.57	N		2,615.18		327.57					

Time Distribution

Hours	Percent	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
327.57	100.00	S	510430	510000	545801	611050	05				
327.57	100.00										

Record: 7/7 | | | ... | | | | <OSC>

After the first PHPCALC, note the calculated hourly rate. Take the difference from the correct hourly rate.

Insert either ASL or ADL with the total dollar amount difference with 1 unit.

Validate the calculation for total payment is accurate.

Oracle Developer Forms Runtime - Web: Open > PHICHEK

File Edit Options Block Item Record Query Tools Help

Check Detail Inquiry PHICHEK 7.2 (PPRD)

ID:
Year: 2008   Payroll ID: MN   Payroll Number: 12   Sequence Number: 0

Gross: 17,161.14
Deductions: 10,652.92
Net Amount: 6,508.22

Disposition: 40 Awaiting Document
Unemployment Insurance Weeks:
Unemployment Insurance Exception Indicator:

Earnings Information PHICHEK 7.2 (PPRD)

Assignment		Earnings		Shift	Effective Date	Hours or Units	Rate	Amount
NE9794	00	ALS	APP OUT	1	22-JAN-2008	120.00	31.934287	3,832.11
NE9794	00	ASL	SL Adjus	1	22-JAN-2008	1.00	586.100000	586.10
NE9794	00	DPA	DEFER PY	1	22-JAN-2008	1.00	503.190000	503.19
NE9794	00	DPO	DEF PY O	1	22-JAN-2008	1.00	4,592.580000	4,592.58
NE9794	00	HOL	HOLIDAY	1	22-JAN-2008	8.00	31.934287	255.47
NE9794	00	LGE	LNGELIG	1	22-JAN-2008	1.00	.000000	.00
NE9794	00	REG	REG PAY	1	22-JAN-2008	165.33	31.934313	5,279.70
NE9794	00	SLS	SPP OUT	1	22-JAN-2008	327.57	7.983572	2,615.18

FRM-40200: Field is protected against update.
Record: 1/8   <OSC>

Validate the total payment to SPP is accurate BDCA 160. This is an old example as we no longer use 168. If correct, this is completed.