Title	**Corrections to PEALEAV Terminated Employees – System Practice**
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Process Owner	Human Resources
Dept/Division	Human Resources
Get help with this process	Janice Minder
Processes	PZRDLEV
	PZRACCL
	PEALEAV
	NA
	NA

Description:
Due to the need to modify terminated employees leave balances – whether for timing or due to missing them in the calculation of leave during the last payroll, the Regents have established the following system practice for cleaning up an employee's PEALEAV record.

Reference Information:

1. PZRDLEV for Terminated Staff
   First every attempt should be followed to use PZRDLEV to clean up the employee record. This is a system process that has been developed to stamp the record for audit purposes. We can make the employee active on PEAEMPL , make changes then terminate on PEAEMPL and have the shared payroll center rerun the PZRDLEV process. This can be utilized by communicating with SPC.

   a. PZRDLEV is a monthly process that will auto terminated balances in the system after each payroll is completed. This is a necessary process to ensure the Financials are accurate. HR should not ever zero out balances when an employee terminates. PZRDLEV will automatically do this each month and a report will be pushed to ePrint. No actions should be taken in step two until PZRDLEV is completed and there is no option for the SPC to rerun PZRDLEV.
   b. Finance must report all of the leave that was not paid out or that was over adjusted due to our payroll process as an adjustment not a liability.

2. PEALEAV Corrections When PZRDLEV is Missed or Cannot Be Used
   Second, in the event that PZRDLEV cannot be run, then HR should follow the following action items to clean up the employee record. This needs to be followed exactly for PZRACCL to run accurately.

   a. When you need to make an adjustment, you need to use ACCRUED or TAKEN. You should never be touching the Beginning or Ending Balance.
   b. Never make any changes until after PZRDLEV is run and cannot be run again to fix the employee record in question. PZRDLEV is not completed until payroll is final.
   d. Where changes need to be made: You will place the appropriate amount of taken to reduce the ending balance to 0.00.
   e. Comments Field: Enter only the word TERMED.
   f. Employee who touched this form will be documented in PEILHIS and therefore, if an auditor has questions, you will need to be prepared to answer the questions. You will want to have a supporting document scanned into Xtender on PEALEAV as to why the balances are termed.

Related Documents:
1. See the white paper on PZRDLEV and PZRACCL to determine how these processes work together.
2. PZRDLEV - This is the report that will be sent to ePrint in the future. However, this is the final report for PROD and is attached for your use.

Links:
NA

PZRDLEV.htm