

Title	Whitepaper on Leave without Pay with Benefits
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Created by	Minder/Garrett
Copyright	South Dakota Board of Regents
Process Owner	Janice Minder, Director – Human Resources, SDBOR Mary Ellen Garrett, Accounting Manager, SDBOR
Dept/Division	Human Resources/Finance
Processes	Not Applicable

Description

On occasion employees are on a paid leave of absence and have supplemental benefits which require continuation in our system. Banner will not send over to the State any of the employee owned benefits without gross pay which is equal to or greater than the amount due for the benefits.

The state requires the benefits to continue each month regardless of a leave of absence. An example of potential leave may include extended family medical leave. To ensure payment is made to the state, the employee is required to pay their portion of the monthly premium to the institution in the form of a check or money order, etc. In order for the premium to go through to the state via the interface, Human Resources has established non-cash earnings code defined as XBN (smart coded) which is exempt from most deductions as it is not income to the employee but rather a benefit payment to the Regents.

This earn code is defined for payment of voluntary benefits during an approved leave of absence. The use of this earning code allows the employee to continue the state sponsored voluntary benefits and satisfies the state interface requirements.

Any time the earn code XBN is used (no matter how little or large the value), the ER share of the benefit will fall to the FOAP override for that percentage for the current set up. The ER Benefits fall to the FOAP override because we have PTRBDCA set up to default to the FOAP on payroll. Review the payroll postings.

This whitepaper does not include those employees who have completed their contract and are associated in Banner with a LWB such as less than 12 month faculty. This process is only for those employees that are on a true leave without pay due to a personal circumstance who would normally be working. Some examples may include Family Medical Leave, Workers Compensation, Disability, etc.

There are two types of Leave without Pay. For purposes of using the benefit earnings to pay for the voluntary deductions and benefits as well as employer paid benefits, refer to Leave without Pay, with Benefits.

Section 1 – Human Resources

Forms Impacted

NBAJOBS
PEAEMPL
PHAHOUR
PDAEDN
PTREARN
PTRECLS
PTRBDCA

Rule Forms Defined

- PTREARN is the rule form that establishes the Benefit Earnings code. They are: BBN, DBN, NBN, MBN, SBN, UBN, VBN, HBN, RBN. These are all non-cash earnings code and are not intended to be earnings for the employee. Each one of these codes is smart coded to the appropriate defaulted FOAP.
- PTREARN of 'X'BN code, on PTRBDCA, these earnings codes have been exempted from the following benefit codes: 010, 020, 025, 015, 030, 035, 100, 101, 120, 130, 140, 160, 165, 168,0F1,0F2,0F3, B00, D00, H00, M00,N00, R00, S00, U00, and V00. This excludes the earnings during the PHPCALC process for payroll purposes.
- PTREARN of 'I'BN code, on PTRECLS, these earning will also be placed on all Benefit Eligible E-classes on PTRECLS: 01, 03, 04, 14, 15, 16, 17, 18, 21, 28, and 29. This allows those employees to use in PHA HOUR.
- PTRBDCA is the rule form that establishes benefits and deductions. 'X'20 BDCA code has been established for employee receivable for the Employer. These are smart coded and can be used to reimburse the employer for ELER (BDCA 202, 203, 204 and 208) benefit/deduction. This is when an employee is on an extended leave and is required to pay the Employer share of benefits.

Leave without Pay Approved

There are two options that could occur in this category. Leave without Pay Excused (LWE) and Leave w/o Pay, w/Benefits (LWB).

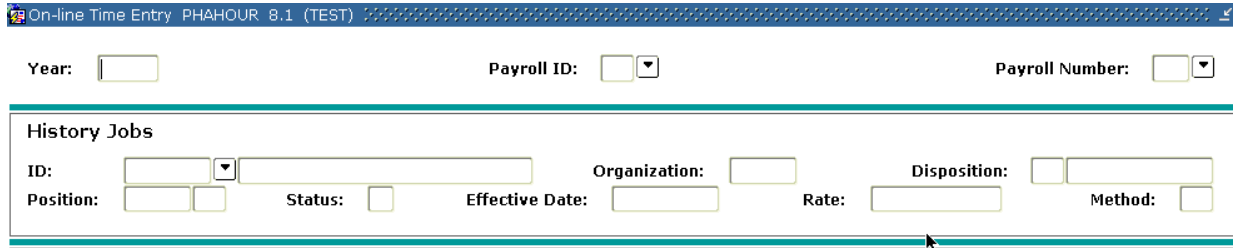
- I. **Leave without Pay Excused (LWE)** – This is for a short duration of time (no more than 3 continuous days at one given time) and does not have a status tied to it from NBAJOBS. This leave may be for personal reasons, no sick leave, no annual leave, no comp-time, etc.

Because there is no code tied to this type of leave in NBAJOBS, the earnings code must be used on PHA HOUR or in the *employees Timesheet*. Specifically, the employee or their approver can insert LWE in the timesheet. This will then auto-populate into PHA HOUR. Because LWE is a short-term leave, the benefit code is not used as the employee will have the appropriate earnings to pay for the benefits and deductions. For Benefit Earning Code, see section II.

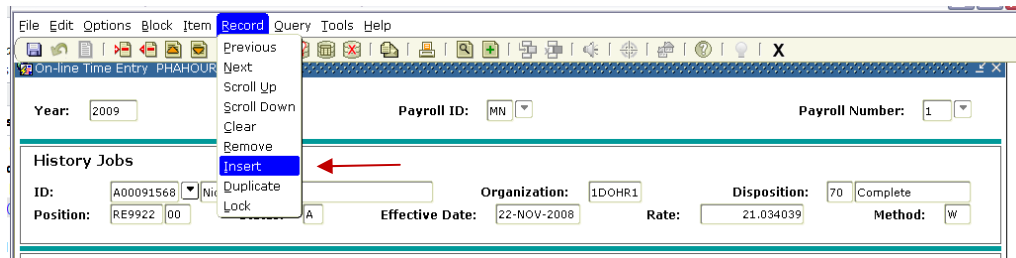
A. PHAHOUR

To complete an LWE in payroll (if supervisor has not completed in timesheet):

- i. Go to PHAHOUR.
- ii. In the parameter block field, enter the appropriate Year, Payroll ID and Payroll Number.
- iii. Click Next Block.
- iv. Enter the A ID of the employee in the ID field.



- v. Click Next Block.
- vi. Go to Record and select Insert.



- vii. Enter LWE in the earnings field.
- viii. Tab to Units/Hours and enter the number of HOURS the employee will be on an excused short term leave (no more than 3 days (24 hours) in a row).

History Earnings

Total Units: Total Hours:

Earnings	Shift	Hours or Units	Generated	Specia
LGE	1	1.00	N	
SBF	1	173.33	N	
LWE	1		N	

- ix. If OT Eligible, the LWE hours need to be placed in the appropriate workweek for calculation purposes.
- x. Save.
- xi. Exit.

****Note**** LWE will reduce base salary for exempt salaried employees only. It is an excused leave of absence without pay. For those hourly employees, the LWE needs to be populated for hours.

II. **Leave w/o Pay. w/Benefits (LWB)** – This can be for a short duration (3-day through 90) or a long duration (more than 90 days). Depending on the duration, there are two methods that need to be followed.

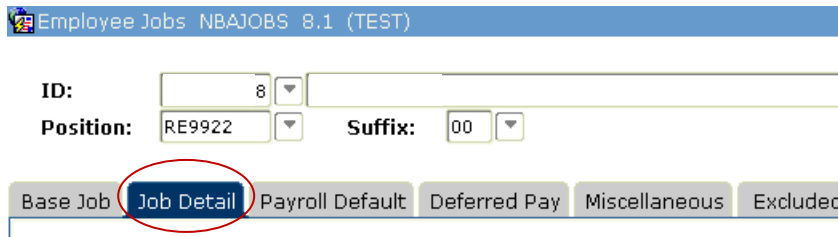
There are multiple screens that must be impacted to adequately set the employee up for the leave. First, NBAJOBS will be impacted to adequately change employee status from Active to Leave without Pay, with Benefits. Second, PEAEMPL will be impacted for those employees on a leave for more than 90 days. Lastly, PDAEDN and PHAHOUR are impacted for those employees that will need to pay for the voluntary benefits and the ER share if more than 90 days leave.

A.

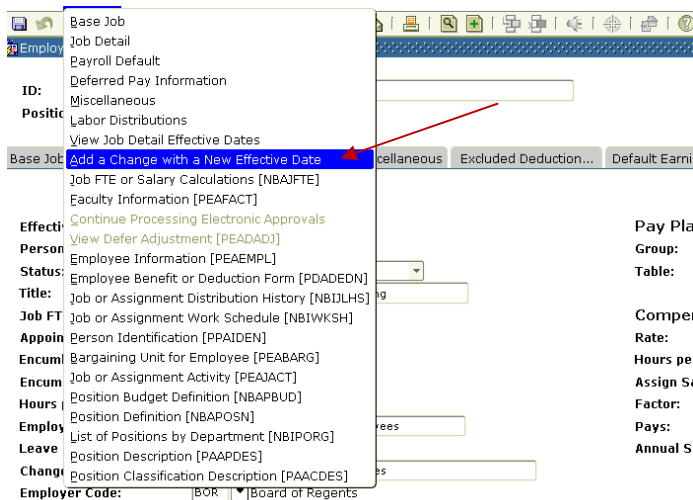
NBAJOBS

For 3 days to 90 days (this is completed by HR/Payroll):

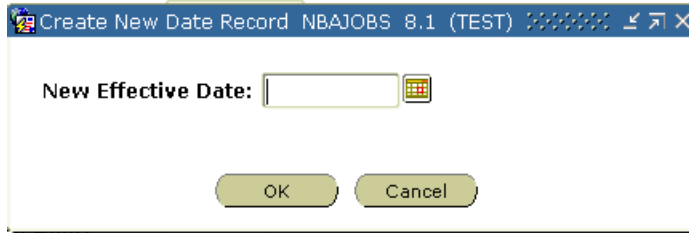
- i. Go to NBAJOBS.
- ii. In the Name block field, enter the appropriate A ID, Position and Suffix.
Click Next Block.
- iii. Go to Job Detail Tab.



- iv. Go to Options, Select Add New Effective Date.



- v. Enter the 1st date of Leave.



- vi. Go to Status Field on NBAJOBS.
- vii. Change Status from Active to Leave w/o Pay, w/BEN.

Effective Date: 25-MAR-2010

Personnel Date: 25-MAR-2010

Status: Leave w/o Pay, w/Ben

- viii. DO NOT CHANGE COMPENSATION BLOCKs!
- ix. Modify as necessary the Hours Per Day (HOL) or the FTE (only if these change, which typically they would not).
- x. Add a change reason for the approved Leave.

Change Reason: LA001 LWOP Personal Reason

Employer Code: BOR Board of Regents

- xi. Save.
- xii. Go to the Earnings Tab for OT Eligible and insert the number of REG hours for the leave.



Place an end date to avoid over payment upon completion of leave. OT Eligible employees do not typically have default earnings due to their timesheet input. ***

- xiii. Save.
- xiv. Exit.

If you know the Return Date:

- xv. Go to NBAJOBS
- xvi. In the Name block field, enter the appropriate A ID, Position and Suffix.
- xvii. Click Next Block.
- xviii. Go to Job Detail Tab.

- xix. Go to Options, Select Add New Effective Date.

- xx. Enter the 1st date of return.

- xxi. Go to Status Field on NBAJOBS.
- xxii. Change Status from Leave w/o Pay, w/BEN to Active.

Status:

- xxiii. DO NOT CHANGE COMPENSATION BLOCKs!

- xxiv. Modify as necessary the Hours Per Day (HOL) or the FTE (only if these change, which typically they would not).
- xxv. Add a change reason.

Change Reason: Return to Regular Duties
Employer Code: Board of Regents

- xxvi. Save.
- xxvii. Go to the Earnings Tab for OT Eligible and place an end date to avoid over payment upon completion of leave.

OT Eligible employees do not typically have default earnings due to their timesheet input. ***

- xxviii. Save.
- xxix. Exit.

**Note LWB will reduce base salary. It is an excused leave of absence without pay, with benefits over 3 days.

Remember if an OT Eligible employee has not been set up on default earnings, HR/Payroll will need to place LWB on PHAHOUR as OT Eligible staff do not have default earnings. This individual will pull up at a DISP 22 to help remind staff to place the appropriate hours on the payroll record.

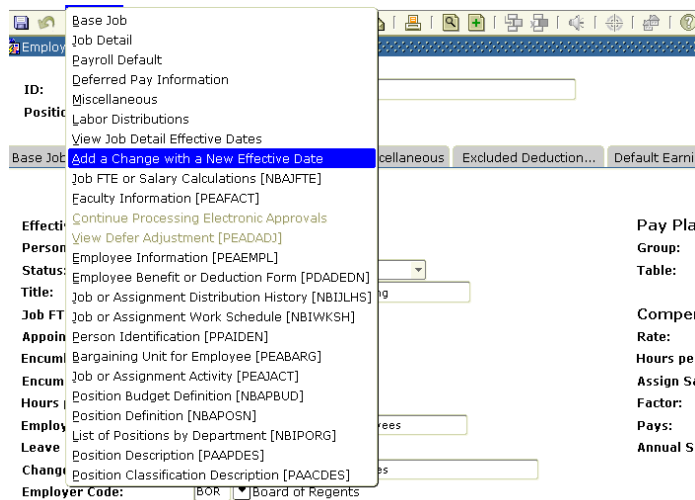
B. NBAJOBS

For 91 days or greater (this is completed by HR/Payroll):

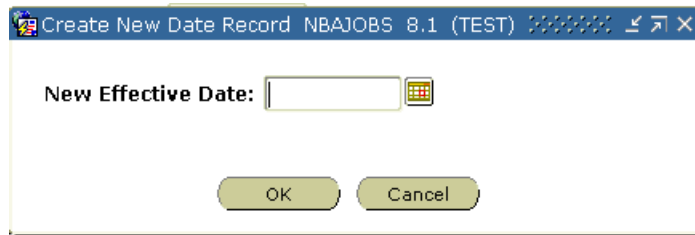
- i. Go to NBAJOBS.
- ii. In the Name block field, enter the appropriate A ID, position and suffix.
- iii. Click Next Block.
- iv. Go to Job Detail Tab.

ID:
Position: **Suffix:**

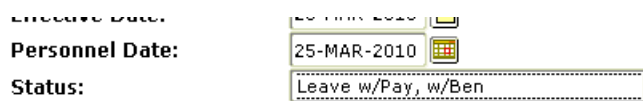
- v. Go to Options, Select Add New Effective Date.



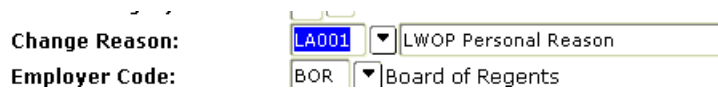
- vi. Enter the 1st date of Leave.



- vii. Save.
- viii. Go to Status Field on NBAJOBS.
- ix. Change Status from Active to Leave w/o Pay, w/BEN.



- x. DO NOT CHANGE COMPENSATION BLOCKs!
- xi. Modify as necessary the Hours Per Day (HOL) or the FTE (only if these change, which typically they would not).
- xii. Add a change reason.




- xiii. Save.
- xiv. Go to the Earnings Tab for OT Eligible and insert the number of REG hours for the leave.

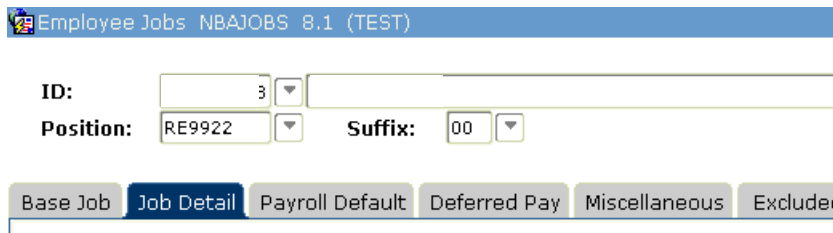


Place an end date to avoid over payment upon completion of leave. OT Eligible employees do not typically have default earnings due to their timesheet input. ***

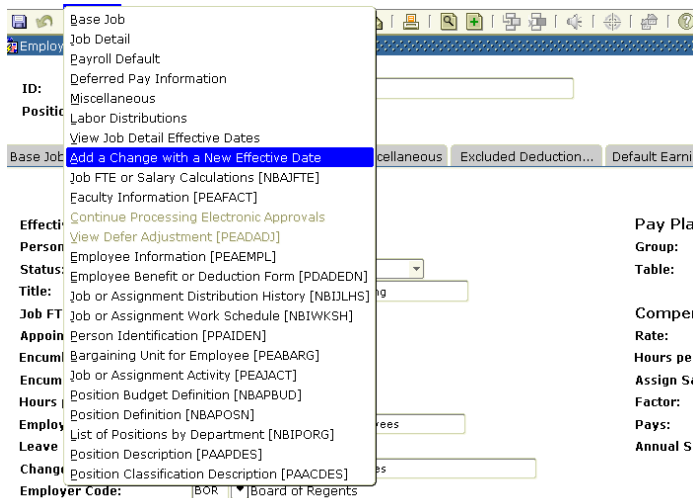
- xv. Save.
- xvi. Exit.

If you know the Return Date:

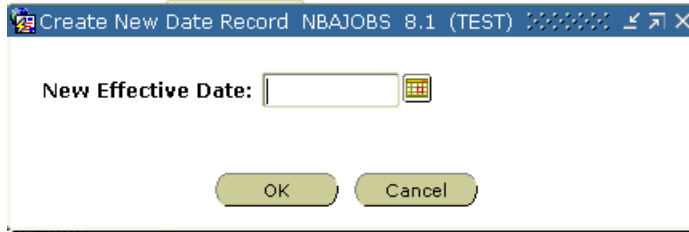
- xvii. Go to NBAJOBS.
- xviii. In the Name block field, enter the appropriate A ID.
Click Next Block. 
- xix. Go to Job Detail Tab.



Go to Options, Select Add New Effective Date.



xx. Enter the 1st date of return.



- xxi. Save.
- xxii. Go to Status Field on NBAJOBS.
- xxiii. Change Status from Leave w/o Pay, w/BEN to Active.

Status:

- xxiv. DO NOT CHANGE COMPENSATION BLOCKS!
- xxv. Modify as necessary the Hours Per Day (HOL) or the FTE (only if these change, which typically they would not).
- xxvi. Add a change reason.

Change Reason: Return to Regular Duties
 Employer Code: Board of Regents

- xxvii. Save.
- xxviii. Go to the Earnings Tab for OT Eligible and place an end date to avoid over payment upon completion of leave.



OT Eligible employees do not typically have default earnings due to their timesheet input. ***


- xxix. Save.
- xxx. Exit

**Note LWB will reduce base salary. It is an excused leave of absence without pay, with benefits over 3 days.

Remember if an OT Eligible employee has not been set up on default earnings, HR/Payroll will need to place LWB on PHAHOUR as OT Eligible staff do not have default earnings. This individual will pull up at a DISP 22 to help remind staff to place the appropriate hours on the payroll record.



C. PEAEMPL

For 91 days or greater (this is completed by HR/Payroll):

- i. Go to PEAEMPL.
- ii. In the Name block field, enter the appropriate A ID.
Click Next Block. 
- iii. Go to the Status Field, and change status from Active to Leave w/o Pay, w/Ben.

Employee Status

- iv. Go to the Leave of Absence Channel/Block.

Leave of Absence	
Reason:	FW <input type="text" value="Family Medical Leave Act FMLA"/>
Begin Date:	22-SEP-2009 
End Date:	22-JAN-2010 

Enter the Leave Reason.
Enter the Begin Date.
Enter the End Date.

- v. Save.
- vi. Exit.

*This is to notify BOP of leave greater than 90 days. If employee is active on any other job (Primary, Secondary or Overload), this feature will not work.

D. PHAHOUR

If while on a LWB and the employee has voluntary benefits, then HR/Payroll will need to identify the dollar amount of the voluntary EE only benefits and add to PHAHOUR with Earn Code for their institution. This only needs to occur if the employee does not have enough other earnings to pay for the benefits/deductions.

For 3 days to 90 days (this is completed by HR/Payroll):

In the event an employee is on an approved leave with benefits that is 90 days or less, the end user will need to determine if the employee will have enough hours during the pay period to pay for voluntary EE benefits. In the event there are not enough dollars to pay for the EE benefits, then the following action must occur.

- i. Go to PHAHOUR
 1. Enter the Parameter Block with the appropriate parameters (Year, ID, and Number).

2. Click Next Block.
3. Enter Employee A ID.

4. Identify if more than one position by selecting view next record (need to do this while in the History Jobs Record).
5. If more than one, select the appropriate job.
6. Click Next Block.
7. Enter Benefit Earnings Code (BBN, DBN, NBN, MBN, SBN, UBN, HBN, VBN, or RBN depending on your institutions (SMART CODED EARNINGS) into the record. The Benefit Earnings Code are smart coded for the appropriate institutional FOAP. **Be cautious to use the right Earning Code for your Institution.**
8. Enter 1 for Units.
9. Enter Amount in Special Rate.
10. Save.
11. Exit.

E. PHAHOUR

For 91 days or greater (this is completed by HR/Payroll):

In the event an employee is on an approved leave with benefits that is 91 days or greater, the end user will need to determine if the employee will have enough hours during the pay period to pay for voluntary EE benefits and the ER Health Benefit. In the event there are not enough dollars to pay for the EE/ER benefits, then the following action must occur.

- i. Go to PDAEDN
 1. Enter the Parameter Block with the appropriate ID.
 2. Enter the Appropriate BDCA for Institutional Receivable ('X'20).
 3. Enter in the query date for effective date.
 4. Next Block.
 5. Create a new Effective Date – date leave starts.
 6. Insert the amount of the ER Benefit (i.e., 481.08 – this can be found on the employees ELER code of 202, 203, 204 or 208).
 7. Save.
 8. If knowledge of return, go to Options, add new effective date for date intended to be last date of leave.
 9. Change status to Termination.
 10. Save.

- ii. Go to PHAHOUR
 1. Enter the Parameter Block with the appropriate parameters (Year, ID, and Number).
 2. Next Block.
 3. Enter Employee A ID.
 4. Identify if more than one position by selecting view next record (need to do this while in the History Jobs Record).
 5. If more than one, select the appropriate job.
 6. Next Block.
 7. Enter Benefit Earnings Code (BBN, DBN, NBN, MBN, SBN, UBN, HBN, VBN, or RBN depending on your institutions (SMART CODED EARNINGS) into the record. The Benefit Earnings Code are smart coded for the appropriate institutional FOAP. Be cautious to use the right Earning Code for your Institution.
 8. Enter 1 for Units.
 9. Enter Amount in Special Rate (rate includes all EE benefits/deductions plus ER rate of Health Benefit).
 10. Save.
 11. Exit.

By having the institutional 20 code, this will reduce the ELER (health) share so the employee is paying the employer. The state requires BDCA 202, 203, 204 and 208 to come over on the interface, so HR cannot remove this BDCA Code. A JV will need to be completed to move the dollars from the 'X'20 code to the Shared Payroll Account for the Health Benefit.

Section 2 – Finance

Finance Tables Defined

- FTVACCI (Index), defines the Account Index. Selects the FOAPAL elements to include in the Account Index.
- FTVFUND is used define fund codes for your Chart of Accounts and assign them to a previously created fund type.
- FTVORGN, establishes organization codes for use within the chart of accounts. Establishes chart of accounts information for each Organization. Defines organization codes and descriptions for each organization.
- FTVACCT is used to set up the account codes to be used in the new chart of accounts.
- FTVPROG, defines chart of accounts information.
- FTMRUCL (Finance Rule Codes), are used to define transaction processing rules, processes, and edits which determine how transactions are processed.
- NTRFINI (HR Banner to Finance Banner Interface), is the rule form that interfaces between HR and Finance. The form is dependent upon the correct FTMRUCL codes for proper placement of earnings and benefits on the Financials.

Sample of Posting of the Rule Form FTMRUCL Codes

The postings below provide an example of how the rule codes pass behind the scenes.

ZNL – GROSS EXPENSE NO. LIQUIDATION
Posts salary expense and moves the cash to shared payroll fund.

			DR	CR
139993	1XXX		\$100.00	
139993	200014			\$100.00
110000	EXPEND		\$100.00	
110000	1XXX			\$100.00
BANK	1XXX		\$100.00	
BANK	1098			\$100.00

*ZRL – EMPLOYER LIABILITY**Posts the liability to remit the employer's benefit (i.e. health care).*

		DR	CR
139993	200014	\$100.00	
	210131		
139993	(LIABILITY)		\$100.00
139993	1XXX	\$100.00	
139993	1XXX		\$100.00
BANK	1098	\$100.00	
BANK	1XXX		\$100.00

*ZEL – EMPLOYEE LIABILITY**Posts the liability to remit the employee benefits deducted from the employees check.*

		DR	CR
139993	200014	\$100.00	
	210131		
139993	(LIABILITY)		\$100.00
BANK	1XXX	\$100.00	
BANK	1XXX		\$100.00
BANK	1098	\$100.00	
BANK	1XXX		\$100.00

*ZRB – GROSS BENEFIT EXPENSE**Posts employer's expense and moves the cash to the shared payroll fund.*

		DR	CR
139993	1XXX	\$100.00	
139993	200014		\$100.00
110000	EXPEND	\$100.00	
110000	1XXX		\$100.00
BANK	1XXX	\$100.00	
BANK	1098		\$100.00

*ZNT – NET PAY**Employee's net pay from the shared payroll fund.*

		DR	CR
139993	200014	\$100.00	
139993	1XXX		\$100.00
BANK	1098	\$100.00	
BANK	1XXX		\$100.00
BANK	1XXX	\$100.00	
BANK	1098		\$100.00

BANK POSTING

Moves cash from the shared payroll's BANK account to the institution's BANK fund and claim-on-cash aligned.

		DR	CR
BANK	1098	\$100.00	
BANK	1XXX		\$100.00
BANK	1XXX	\$100.00	
BANK	100001		\$100.00

BANK Fund updates (moves to appropriate BANK Account) when FZSPCHKR is run.

Example Where Employee on Leave for Less than 90 Days

Employee example where employee only is paying for their BOP HLTH benefits. Employee will only pay for the BOP related benefits no other voluntary benefits would be allowed. See your local human resources if you would like to learn about those specific benefits.

1. NHIEDST

Finance uses the inquiry form NHIEDST to view employer benefits and earnings as they relate to the FOAPAL and other earnings/deduction history once payroll is at DISP 70.

To review Employer costs, select “Payroll Expenses” in the Category Field Drop Down. Select category “Liabilities” in the Category Field Drop Down to view the liabilities.

Oracle Developer Forms Runtime - Web: Open > NHIEDST

Employee Distribution Inquiry NHIEDST 8.0 (TEST)

ID:

Home Organization: S 5CONT1

Grant:

Category: Payroll Expenses

From Date: 22-JAN-2010 To Date: 21-FEB-2010

Earnings Deduction	Benefit	Fund	Orgn	Account	Program	Activity	Location	COA	Rule Class	Hours	Amount	Amount Percent	
	202	510000	552010	622060	06			S	ZRB		474.87	83.32	
NBN		539929	552044	611190	99			S	ZNL	1.00	88.84	15.59	
	202	539929	552044	622060	99			S	ZRB		6.21	1.09	
Totals:											1.00	569.92	100.00

Earnings Code. Record: 1/3 <OSC>

Oracle Developer Forms Runtime - Web: Open > NHIEDST

Employee Distribution Inquiry NHIEDST 8.0 (TEST)

ID:

Home Organization: S 5CONT1

Grant:

Category: Liabilities

From Date: 22-JAN-2010 To Date: 21-FEB-2010

Earnings Deduction	Benefit	Fund	Orgn	Account	Program	Activity	Location	COA	Rule Class	Hours	Amount	Amount Percent	
	202	139993		210126				S	ZRL		481.08	84.41	
	256	139993		210128				S	ZEL		25.00	4.39	
	271	139993		210130				S	ZEL		44.00	7.72	
	272	139993		210130				S	ZEL		2.09	.37	
	275	139993		210132				S	ZEL		17.75	3.11	
Totals:											.00	569.92	100.00

Earnings Code. Record: 1/5 <OSC>

FOAPAL Defaults to Percent Amount

Whatever defaults on NBAJOBS carries over to the PHAHOUR payroll screen. NBAJOBS is the rule form that drives what posts for payroll. When using for example the XBN earnings code there is a default from NBAJOBS, specified by the institution, that will default to PHAHOUR and will come over to finance once payroll is at DISP 70 (this is the final DISP in HR for payroll).

The following example illustrates how much is applied to a FOAPAL string from NBAJOBS

Regular Earnings	FOAPAL String on [NBAJOBS]	510000	552010	611020	06
Ben Code Earnings	FOAPAL String on [XBN]	539929	552044	611190	99

Total Benefits Cash	569.92
ER Benefit Cost for FY10*	<u>481.08</u>
Difference – Payment	88.84

By the employee to cover portability

481.08 (ER) typically is the benefit payment for FY10.

Because the XBN code earnings of \$88.84 is 1.09% of the total costs of ER 202 BDCA for the employer, 1.09% of the benefit will post against the XBN code FOAPAL. Rounding may be impacted due to PHPCALC processes in Banner HR.

510000	552010	622060	06	593.92 x	.8332	=474.87
539929	552044	611190	99	569.92 x	.1559	=88.84
539929	552044	622060	99	569.92 x	<u>.0109</u>	=6.21
					100.00	<u>569.92</u>

The total is \$481.08 which is the total for FY10 for the cost to the ER for benefits.

Seq Name	Id	Pay Type	Gross YTD	Net	Adjusts Seq	Date	Adjusted By Seq	Date
0	A00005	C Original Event	88.84		.00			
			88.84					

Type	Event	Date	Doc No	Bank	Check/Direct Deposit	Information	Status	Coas	CheckDist	Dept	Amount
Priority											
C		26-FEB-2010	15646567					S	5CONT1		.00

Deduction	Applicable Gross	Employee Amt	Employee YTD	Employer Amt	Employer YTD	Arrear Taken	Arrear Recovered
010 Federal Income Tax	.00	.00	.00	.00	.00	.00	.00
020 Social Security	.00	.00	.00	.00	.00	.00	.00
025 Medicare	.00	.00	.00	.00	.00	.00	.00
030 Worker's Compensatio	.00	.00	.00	.00	.00	.00	.00
035 Unemployment Insuran	.00	.00	.00	.00	.00	.00	.00
100 South Dakota Retirem	.00	.00	.00	.00	.00	.00	.00
120 SDRS Extra 6.2 Perce	.00	.00	.00	.00	.00	.00	.00
202 ERHealth Provider Ne	6885.34	.00	.00	481.08	481.08	.00	.00
210 Health - Provider Ne	6885.34	.00	.00	.00	.00	.00	.00
256 Medical Reimbursemen	6885.34	25.00	25.00	.00	.00	.00	.00
271 State Extra Life	6885.34	44.00	44.00	.00	.00	.00	.00
272 State Dependent Life	6885.34	2.09	2.09	.00	.00	.00	.00
275 Long Term Care Insur	6885.34	17.75	17.75	.00	.00	.00	.00

Coas: S	Home Department :	5CONT1	Controller												
Position	Eff Date	C	ACCI	FUND	ORGN	ACCT	PROG	ACTV	LOCN	ErnGen	Sh	Hours	Gross Amount	Rate	Special
NE9744-00	22-JAN-2010	S	510100	510000	552010	611050	06			LGE	N	1	1.00	.00	.000000
NE9744-00	22-JAN-2010	S	510100	510000	552010	611050	06			LWB	N	1	173.33	6796.50	39.211331
NE9744-00	22-JAN-2010	S	510100	539929	552044	611190	99			NBN	N	1	1.00	88.84	88.840000

FOAP	Rule	\$			FOAP	Rule	\$		S.D. CAS	\$
									Company-Center-Acct	
139993-552044-210128-99	ZEL - Employee	-\$24.68	256	LWB	Medical Reimbursement				3035-014710060607-4533213	
139993-552044-210128-99	ZEL	-\$0.32	256	NBN	Medical Reimbursement				3035-014710060607-4533213	
		-\$25.00								
139993-552044-210130-99	ZEL	-\$43.43	271	LWB	State Extra Life				3035-014810060608-4533002	
139993-552044-210130-99	ZEL	-\$0.57	271	NBN	State Extra Life				3035-014810060608-4533002	
139993-552044-210130-99	ZEL	-\$2.06	272	LWB	State Dependent Life				3035-014810060608-4533002	
139993-552044-210130-99	ZEL	-\$0.03	272	NBN	State Dependent Life				3035-014810060608-4533002	
139993-552044-210130-99	ZEL	-\$17.52	275	LWB	Long Term Care Ins				3035-014810060608-4533018	
139993-552044-210130-99	ZEL	-\$0.23	275	NBN	Long Term Care Ins				3035-014810060608-4533018	
		-\$63.84								
139993-552044-210126	ZRL	-\$474.87	202	LWB	Health Insurance				3035-014600060606-4533002	
139993-552044-210126	ZRL	-\$6.21	202	NBN					3035-014600060606-4533002	
		-\$481.08								
BANK-552044-1XXX-99	ZNL	\$88.84			BANK-552044-1098-99	ZNL	-\$88.84			
BANK-552044-1XXX-99	ZRB	\$474.87	202		BANK-552044-1098-99	ZRB	-\$474.87	202		
BANK-552044-1XXX-99	ZRB	\$6.21	202		BANK-552044-1098-99	ZRB	-\$6.21	202		
BANK-552044-1XXX-99	ZEL	-\$25.00	256		BANK-552044-1098-99	ZEL	\$25.00	256		
BANK-552044-1XXX-99	ZEL	-\$44.00	271		BANK-552044-1098-99	ZEL	\$44.00	271		
BANK-552044-1XXX-99	ZEL	-\$2.09	272		BANK-552044-1098-99	ZEL	\$2.09	272		
BANK-552044-1XXX-99	ZEL	-\$17.52	275		BANK-552044-1098-99	ZEL	\$17.52	275		
BANK-552044-1XXX-99	ZEL	-\$0.23	275		BANK-552044-1098-99	ZEL	\$0.23	275		
BANK-552044-1XXX-99	ZEL	-\$474.87	202		BANK-552044-1098-99	ZEL	\$474.87	202		
BANK-552044-1XXX-99	ZEL	-\$6.21	202		BANK-552044-1098-99	ZEL	\$6.21	202		
BANK-552044-1XXX-99	ZNT	\$0.00			BANK-552044-1098-99	ZNT	\$0.00			
BANK-552044-1XXX-99	ZNT	\$0.00			BANK-552044-1098-99	ZNT	\$0.00			
		\$0.00					\$0.00			

Additional Postings Required by Finance to Finalize the Process

1. Expenditure correct the ZRB (Gross Benefit Expense) from the Agency Fund back to the JOBS FOAP. (ZEC)

DR 510000-552044-622060-99 6.21

CR 539929-552044-622060-99 6.21

(See (2) in the posting example above)

See yellow highlighting in the TBAL above to get a clear understanding of the movement of the \$6.21 from the Default FOAP on the rule code of PTREARN XBN which carried through to payroll to the NBAJOBS FOAP so the department is charged for the total ER Benefit of 481.08.

2. Collect the appropriate amount from the employee. (DCSR)

DR 539929-552044-1XXX-99 84.84

CR 539959-552044-611190-99 84.84

See the yellow highlighting in the below example.

FOAP	Rule	\$			FOAP	Rule	\$	
539929-552044-1XXX-99	ZNL	-\$88.84						
539929-552044-1XXX-99	ZRB	-\$6.21						
539929-552044-1XXX-99	ZRB	\$6.21	(1)					
		-\$88.84	(2)					
		\$88.84	(2)					
539929-552044-EXPEND-99	ZNL	\$88.84	202	NBN	539929-552044-611190-99	ZNL	\$88.84	
539929-552044-EXPEND-99	ZRB	\$6.21	202	NBN	539929-552044-622060-99	ZRB	\$6.21	
539929-552044-EXPEND-99	ZRB	-\$6.21	(1)	202	NBN	539929-552044-622060-99	ZRB	-\$6.21
		\$88.84	(2)				\$88.84	
		-\$88.84	(2)					
510000-552044-1XXX-99	ZRB	-\$474.87						
510000-552044-1XXX-99	ZRB	-\$6.21	(1)					
		-\$481.08						
510000-552044-EXPEND-99	ZRB	\$474.87	202	LWB	510000-552044-622060-99	ZRB	\$474.87	
510000-552044-EXPEND-99	ZRB	\$6.21	(1)	202	NBN	539929-552044-622060-99	ZRB	\$6.21
		\$481.08					\$481.08	

S.D. CAS

Company-Center-Acct	\$			
9061-150501-1140000	-\$88.84			
9061-150501-1140000	-\$6.21			ER Health Provider Network
9061-150501-1140000	<u>\$6.21</u>	(1)		ER Health Provider Network
	-\$88.84			
	\$88.84	(2)		
	\$0.00			
9061-150501-52081900	\$88.84		202	ER Health Provider Network
9061-150501-51020600	\$6.21		202	ER Health Provider Network
9061-150501-51020600	<u>-\$6.21</u>	(1)	202	ER Health Provider Network
	\$88.84			
	-\$88.84	(2)		
	\$0.00			
1000-150501-1140000	-\$474.87			ER Health Provider Network
1000-150501-1140000	<u>-\$6.21</u>	(1)		ER Health Provider Network
	-\$481.08			
9061-150501-51020600	\$474.87		202	ER Health Provider Network
9061-150501-51020600	<u>\$6.21</u>	(1)	202	ER Health Provider Network
	\$481.08			

Example Where Employee on Leave for More than 90 Days

The second example shows the employee submitting payment for elected deductions and the employer health care. The state requires that the employee pay for their portion of benefits as well as the ER share of benefit costs. So in this example, HR will be using BDCA CODE X20 to pull money from the employee to pay the ER the share of the health benefits of 481.08.

1. NHIEDST – Select Payroll Expenses to identify ER Benefit costs.

To review Employer costs, select “Payroll Expenses” in the Category Field Drop Down. Select category “Liabilities” in the Category Field Drop Down to view the liabilities.

The screenshot shows the Oracle Developer Forms Runtime interface for 'Employee Distribution Inquiry'. The 'Category' dropdown is set to 'Payroll Expenses'. The table below displays earnings and deductions for a specific employee.

Earnings Code	Benefit Deduction	Fund	Orgn	Account	Program	Activity	Location	COA	Rule Class	Hours	Amount	Amount Percent	
	202	410000	452020	622060	06			S	ZRB		101.10	6.22	
	202	410000	452022	622060	06			S	ZRB		235.90	14.52	
MBN		438300	452020	611190	99			S	ZNL	1.00	1,143.70	70.39	
	202	438300	452020	622060	99			S	ZRB		144.08	8.87	
Totals:											1.00	1,624.78	100.00

The screenshot shows the Oracle Developer Forms Runtime interface for 'Employee Distribution Inquiry'. The 'Category' dropdown is set to 'Liabilities'. The table below displays various liability entries.

Earnings Code	Benefit Deduction	Fund	Orgn	Account	Program	Activity	Location	COA	Rule Class	Hours	Amount	Amount Percent	
	315	139993		210123				S	ZEL		250.00	15.39	
	202	139993		210126				S	ZRL		481.08	29.61	
	251	139993		210128				S	ZEL		31.50	1.94	
	256	139993		210128				S	ZEL		100.00	6.15	
	271	139993		210130				S	ZEL		7.48	.46	
	272	139993		210130				S	ZEL		2.09	.13	
	275	139993		210132				S	ZEL		14.55	.90	
	312	139993		210140				S	ZEL		250.00	15.39	
	435	139993		210154				S	ZEL		7.00	.43	
M20		438300		120002				S	ZEL		481.08	29.60	
Totals:											.00	1,624.78	100.00

Note that M20 was used in this payroll because employee is on a 90+ day leave of absence. This requires HR to pull the cost of benefits of 481.08 from the earnings to pay the ER. If HR did not do this, then employee would receive 481.08 back in net pay from earnings because BDCA 202 is an ER charge not EE charge.

FOAPAL Defaults to Percent Amount

In this example, you will note that the 202 benefit has three FOAP charges. Two are from NBAJOBS and one is from PHAHOUR (Defaulted from the rule form PTREARN).

As a refresher, FOAP's default to a percent amount – whatever defaults on PTREARN which carries over to the PHAHOUR payroll screen. NBAJOBS is the rule form that drives what posts for payroll. When using for example the XBN earnings code there is a default from NBAJOBS specified by the institution that will default to PHAHOUR and will come over to finance once payroll is at DISP 70 (this is the final DISP in HR for payroll).

The following example illustrates how much is applied to a FOAPAL string from PTREARN

Regular Earnings	FOAPAL String on [NBAJOBS]	410000	452020	622060	06
Ben Code Earnings	FOAPAL String on [XBN]	438300	452020	611190	99

Total Benefits Cash	1,624.78
ER Benefit Cost for FY10*	<u>481.08</u>
Difference – Payment	1,143.70

By the employee to cover portability

481.08 (ER) typically is the benefit payment for FY10.

Because the XBN code earnings of \$1,143.70 is 8.87% of the total costs of ER 202 BDCA for the employer, 8.87% of the benefit will post against the XBN code FOAPAL. Rounding may be impacted due to PHPCALC processes in Banner HR.

410000	452020	622060	06	1624.78 x	.0622	=101.10
410000	452022	622060	06	1624.78 x	.1452	=235.90
438300	452020	611190	99	1624.78 x	.7039	=1,143.70
438300	452020	622060	99	1624.78 x	<u>.0887</u>	=144.08
					100.00	<u>1,624.78</u>

The total is \$481.08 which is the total for FY10 for the cost to the ER for benefits.

Test Posting (T-BAL) of the BEN Code Transactions Finance Crosswalk Expenditure/Liability

The section below will provide a detailed crosswalk of the finance interface with the state interface CAS. This is necessary to understand so we identify further Finance actions from the use of XBN Earnings Code and X20 BDCA Code.

BANNER FOAP	Rule	\$			FOAP	Rule	\$			S.D. CAS Company-Center-Acct	\$	
438300-452020-1XXX-99	ZNL	-\$1,143.70	(1)	MBN						9060-1540-1140000	-\$1,143.70	
438300-452020-1XXX-99	ZRB	-\$144.08		202	ER Health Provider Network					9060-1540-1140000	-\$144.08	
		-\$1,287.78										
438300-452020-EXPEND-99	ZNL	\$1,143.70		202	MBN	438300-452020-611190-99	ZNL	\$1,143.70	202	MBN	9060-1540-52081900	\$1,143.70
438300-452020-EXPEND-99	ZRB	\$144.08	(2)	202	MBN	438300-452020-622060-99	ZRB	\$1,140.88	202	MBN	9060-1540-51020600	\$144.08
		\$1,287.78						\$2,284.58				
410000-452020-1XXX-99	ZRB	-\$101.10		202						1000-154001-1140000	-\$101.10	
410000-452020-1XXX-99	ZRB	-\$235.90		202						1000-154001-1140000	-\$235.90	
		-\$337.00								1000-154001-1140000	-\$337.00	
410000-452020-EXPEND-99	ZRB	\$101.10	(3)	202	LWB	410000-452020-622060-99	ZRB	\$101.10	202	LWB		\$101.10
410000-452020-EXPEND-99	ZRB	\$235.90	(3)	202	LWB	410000-452020-622060-99	ZRB	\$235.90	202	LWB		\$235.90
		\$337.00								1000-154001-51020600	\$337.00	
139993-452020-1XXX-99	ZNL	\$1,143.70		202	MBN							
139993-452020-1XXX-99	ZRB	\$101.10		202								
139993-452020-1XXX-99	ZRB	\$235.90		202								
139993-452020-1XXX-99	ZRB	\$144.08		202								
139993-452020-1XXX-99	ZNT	\$0.00										
		\$1,624.78										
139993-452020-200014-99	ZNL - Gross Exp.	-\$1,143.70		MBN								
139993-452020-200014-99	ZRB - Benefit Exp.	-\$101.10		202								
139993-452020-200014-99	ZRB - Benefit Exp.	-\$235.90		202								
139993-452020-200014-99	ZRB - Benefit Exp.	-\$144.08		202								
139993-200014	ZEL	\$175.13		315								
139993-200014	ZEL	\$74.87		315								
139993-200014	ZEL	\$22.07		251								
139993-200014	ZEL	\$9.43		251								

139993-200014	ZEL	\$70.06	256
139993-200014	ZEL	\$29.94	256
139993-200014	ZEL	\$5.24	271
139993-200014	ZEL	\$2.24	271

BANNER FOAP	Rule	\$		FOAP	Rule	\$	S.D. CAS Company-Center-Acct	\$
139993-200014	ZEL	\$1.46	272					
139993-200014	ZEL	\$0.63	272					
139993-200014	ZEL	\$10.19	275					
139993-200014	ZEL	\$4.36	275					
139993-200014	ZEL	\$175.13	312					
139993-200014	ZEL	\$74.87	312					
139993-200014	ZEL	\$4.90	435					
139993-200014	ZEL	\$2.10	435					
139993-200014	ZRL	\$337.00	202					
139993-200014	ZRL	\$144.08	202					
139993-200014	ZNT	\$0.00						
		-\$481.08						
	ZEL - Employee							
139993-452020-210123-99		-\$175.13	315	LWB			8000-10847-21110001	\$175.13
139993-452020-210123-99	ZEL	-\$74.87	315	MBN			8000-10847-21110001	\$74.87
		-\$250.00						
139993-452020-210128-99	ZEL	-\$22.07	251	LWB			3035-014710060607- 4533202	-\$22.07
139993-452020-210128-99	ZEL	-\$9.43	251	MBN			3035-014710060607- 4533202	-\$9.43
139993-452020-210128-99	ZEL	-\$70.06	256	LWB			3035-014710060607- 4533213	-\$70.06
139993-452020-210128-99	ZEL	-\$29.94	256	MBN			3035-014710060607- 4533213	-\$29.94
		-\$131.50						
139993-452020-210130-99	ZEL	-\$5.24	271	LWB			3035-014810060608- 4533002	-\$5.24
139993-452020-210130-99	ZEL	-\$2.24	271	MBN			3035-014810060608- 4533002	-\$2.24
139993-452020-210130-99	ZEL	-\$1.46	272	LWB			3035-014810060608- 4533002	-\$1.46
139993-452020-210130-99	ZEL	-\$0.63	272	MBN			3035-014810060608- 4533002	-\$0.63
		-\$9.57						
139993-452020-210132	ZEL	-\$10.19	275	LWB			3035-014810060608- 4533018	\$10.19
139993-452020-210132	ZEL	-\$4.36	275	MBN			3035-014810060608- 4533018	\$4.36
		-\$14.55						

BANNER FOAP	Rule	\$	FOAP	Rule	\$	S.D. CAS Company-Center-Acct	\$
139993-452020-210140	ZEL	-\$175.13	312	LWB		9031-150101-2110000	\$175.13
139993-452020-210140	ZEL	-\$74.87	312	MBN		9031-150101-2110000	-\$74.87
		-\$250.00					
139993-452020-210154	ZEL	-\$4.90	435	LWB		9031-150101-2110000	-\$4.90
139993-452020-210154	ZEL	-\$2.10	435	MBN		9031-150101-2110000	-\$2.10
		-\$7.00					
Subtotal		\$481.08					
438300-452020-1XXX	ZEL	\$481.08	M20			9060-1540-1140000	\$481.08
438300-452020-120002	ZEL	-\$481.08	M20			9060-1540-4836000	\$481.08
139993-452020-1XXX-99	ZEL	-\$481.08	M20			9031-150101-1140000	\$481.08
139993-200014	ZEL	\$481.08	M20				
139993-452020-210126	ZRL	-\$337.00	202	LWB	Health Insurance	3035-014600060606-4533002	\$337.00
139993-452020-210126	ZRL	-\$144.08	202	MBN		3035-014600060606-4533002	\$144.08
		-\$481.08					\$481.08
Total		\$0.00					

BANK-452020-1XXX-99	ZNL	\$1,143.70	MBN	BANK-452020-1098-99	ZNL	\$1,143.70	MBN
BANK-452020-1XXX-99	ZRB	<u>\$101.10</u>	202	BANK-452020-1098-99	ZRB	<u>-\$101.10</u>	202
BANK-452020-1XXX-99	ZRB	\$235.90	202	BANK-452020-1098-99	ZRB	<u>-\$235.90</u>	202
BANK-452020-1XXX-99	ZRB	\$144.08	202	BANK-452020-1098-99	ZRB	<u>-\$144.08</u>	202
BANK-452020-1XXX-99	ZEL	<u>-\$481.08</u>	M20	BANK-452020-1098-99	ZEL	<u>\$481.08</u>	M20
BANK-452020-1XXX-99	ZEL	-\$175.13	315	BANK-452020-1098-99	ZEL	\$175.13	315
BANK-452020-1XXX-99	ZEL	-\$74.87	315	BANK-452020-1098-99	ZEL	\$74.87	315
BANK-452020-1XXX-99	ZEL	-\$22.07	251	BANK-452020-1098-99	ZEL	\$22.07	251
BANK-452020-1XXX-99	ZEL	-\$9.43	251	BANK-452020-1098-99	ZEL	\$9.43	251
BANK-452020-1XXX-99	ZEL	-\$70.06	256	BANK-452020-1098-99	ZEL	\$70.06	256
BANK-452020-1XXX-99	ZEL	-\$29.94	256	BANK-452020-1098-99	ZEL	\$29.94	256
BANK-452020-1XXX-99	ZEL	-\$5.24	271	BANK-452020-1098-99	ZEL	\$5.24	271
BANK-452020-1XXX-99	ZEL	-\$2.24	271	BANK-452020-1098-99	ZEL	\$2.24	271
BANK-452020-1XXX-99	ZEL	-\$1.46	272	BANK-452020-1098-99	ZEL	\$1.46	272
BANK-452020-1XXX-99	ZEL	-\$0.63	272	BANK-452020-1098-99	ZEL	\$0.63	272
BANK-452020-1XXX-99	ZEL	-\$10.19	275	BANK-452020-1098-99	ZEL	\$10.19	275
BANK-452020-1XXX-99	ZEL	-\$4.36	275	BANK-452020-1098-99	ZEL	\$4.36	275
BANK-452020-1XXX-99	ZEL	-\$175.13	312	BANK-452020-1098-99	ZEL	\$175.13	312
BANK-452020-1XXX-99	ZEL	-\$74.87	312	BANK-452020-1098-99	ZEL	\$74.87	312
BANK-452020-1XXX-99	ZEL	-\$4.90	435	BANK-452020-1098-99	ZEL	\$4.90	435
BANK-452020-1XXX-99	ZEL	-\$2.10	435	BANK-452020-1098-99	ZEL	\$2.10	435
BANK-452020-1XXX-99	ZRL	-\$337.00	202	BANK-452020-1098-99	ZRL	\$337.00	202
BANK-452020-1XXX-99	ZRL	<u>-\$144.08</u>	202	BANK-452020-1098-99	ZRL	<u>\$144.08</u>	202
		\$0.00				\$0.00	
BANK-452020-1XXX-99	ZNT	\$0.00					
BANK-452020-1098-99	ZNT	<u>\$0.00</u>					
		\$0.00					

Additional Postings Required by Finance to Finalize the Process

1. Expenditure correct the ZRB (Gross Benefit Expense) from the Agency Fund back to the JOBS FOAP. (ZEC)

DR	410000-563030-622060-99	144.08	1000 5102060 154001
CR	438300-452020-622060-99	144.08	9XXX 5102060 154001

See yellow highlighting in the TBAL above to get a clear understanding of the movement of the \$144.08 from the Default FOAP on the rule code of PTREARN XBN which carried through to payroll to the NBAJOBS FOAP so the department is charged for the total ER Benefit of 481.08.

2. Collect the appropriate amount from the employee. (DCSR)

DR	438300-452020-1XXX-99	481.08	9XXX 114000 15401
CR	438300-452020-611190-9	481.08	9XXX 611010 154001

See the example below. We need to move the liability from the EE liability to the ER liability.

DR	438300-452020-120002	481.08	
	[CR 438300-452020-1XXX	481.08]	} Behind the scenes posting
	[DR 139993-139993-41XXX	481.08]	
CR	139993-139993-210126	481.08	

3. M20 Code Posting

Each institution will need to complete a JV to correct the FOAP for the M20 BDCA Code. Reminder that the M20 is only used when employee is on a 90+ Leave where they must pay the ER Share of the benefits. The example below will document in this example where the FOAP will need to be corrected from the Institution FOAP to the Shared Payroll FOAP. This will then need to be corrected on CAS.

Actual ZEL Posting for M20

438300-452020-1XXX	ZEL	\$481.08
438300-452020-120002	ZEL	-\$481.08
139993-452020-1XXX-99	ZEL	-\$481.08
139993-200014	ZEL	\$481.08
BANK-452020-1098-99	ZEL	\$481.08
BANK-452020-1XXX-99	ZEL	-\$481.08

Correct ZEL Posting

M20		
M20		
M20	→	139993-1XXX -\$481.08
M20	→	139993-200126 -\$481.08
M20	→	139993-1XXX \$481.08
M20	→	139993-200014 \$481.08
M20	→	BANK 1098 \$481.08
M20	→	BANK 1XXX -\$481.08