

Title	Whitepaper on PZRDLEV/PZRACCR
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Get help with this process	Janice Minder, Mary Ellen Garrett
Processes	PZRDLEV/PZRACCR

Description:

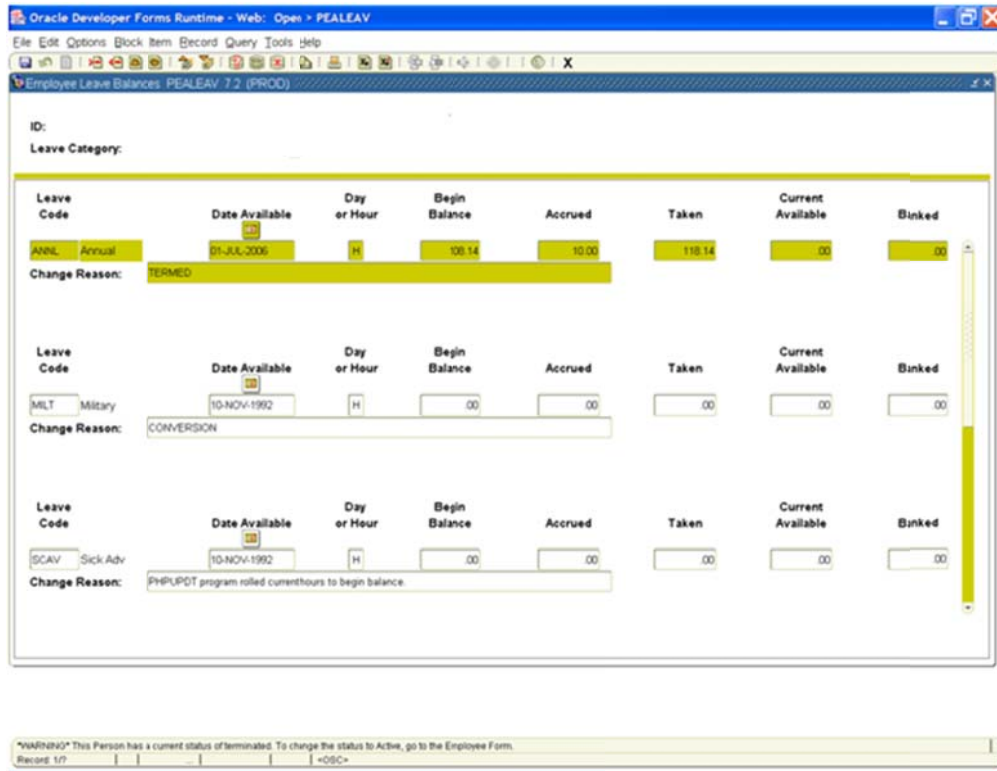
Banner functionality accrues leave after the payroll is completed (DISP 50). Therefore, employees who terminate may have a balance that appears to be owed when in reality there is nothing due to the employee. There is nothing due to the employee because HR has to go in during the payroll calculate the accrual and ensure total payment is in last payroll.

HR will increase accrual on PEALEAV and document in the comments the increase for payroll payout. A process was created to ensure that leave balances would be terminated and zeroed out at the end of each payroll once at DISP 70 by the Shared Payroll Center. This is to ensure that the leave liability reports were accurate and to ensure that all processing was documented by the program to confirm payroll cleanup.

Reference Information:

There are two processes that will be covered in this reference document. They include: PZRDLEV and PZRACCL. PZRDLEV is an HR process and PZRACCL is the finance accrual report.

- A. HR PZRDLEV Process** – This is the process that will zero out (term) balances so Finance liability can be accounted. Here is how this process works.



1. The PZRDLEV goes into PEALEAV after employee is terminated on PEAEMLP and increases the taken to ensure the Current Available is .00.
2. The PZRDLEV then goes in and places the Change Reason TERMED into the comments and places PZRDLEV in the oracle table.

- For this example, employee terminated and PZRDLV increased the Taken to 118.14. This created the 118.14 to zero out the ending balance.

Beginning Balance	Accrued	Taken	Ending Balance
108.14	+ 10.00	-118.14	=0.00

- PZRDLV also hits PEILHIS (PERLHIS). Please note, for ANNL on example. You will note that prior to PZRDLV running, the employee had an ending balance of 10.82 hours. The process removed the 10.82 by placing this balance in the TERMED Taken to create the new Taken from 107.32 to 118.14 so the new ending balance would be 0.00.

- This process is run by the Shared Payroll Center after DISP 70.

The screenshot displays the 'Employee Leave History' form in Oracle Developer Forms Runtime. The window title is 'Oracle Developer Forms Runtime - Web: open > PEALEAV - PEILHS'. The form title is 'Employee Leave History PEILHS 7.2 (PROD)'. The form contains two main sections for leave history entries.

Entry 1:

- Leave Code: ANNL (Annual Leave)
- Effective Date: 10-JUL-2006
- Hours Banked: [Redacted]
- Available On: [Redacted]
- User ID: PZRDLV
- Change Reason: TERMED
- Summary: Beginning Balance: 108.14, Hours Accrued: 10.00, Hours Taken: 118.14, Current Available: .00

Entry 2:

- Leave Code: ANNL (Annual Leave)
- Effective Date: 28-AUG-2007
- Hours Banked: 0.00
- Available On: 01-JUL-2006
- User ID: BUFERGUSON
- Change Reason: PHPUPDT program updated hours accrued, taken and banked.
- Summary: Beginning Balance: 108.14, Hours Accrued: 10.00, Hours Taken: 107.32, Current Available: 10.82

At the bottom of the form, there is a status bar showing 'Leave Code' and 'Record: 1/2'.

B. Finance PZRACCL - This is the liability report that pulls from PERLHIS for Finance liability of leave reporting.

1. PZRACCL and how it determines Beginning Balance for FY##.

This program for FY07 will take the ending balance for June 2007 to determine the Beginning Balance. This is because the employee accrued this ending balance for the purpose of use in FY08. Because the system was set up to accrue then roll in July. The true beginning balance for FY08 is the ending balance for FY07. This represents all leave taken and accrued for the FY. In this example, the employee's current available for FY08 as of June 27, 2007 was 182.90.

For FY09 and moving forward, the program should only look at the July RECORD FOR THE FY beginning balance with comment: 'PHPUPDT program rolled current hours to begin balance'. This is the identifier that the leave is new for FY.

Leave Code	Effective Date	Hours Banked	Available On	User ID	Change Reason	Beginning Balance	Hours Accrued	Hours Taken	Current Available
ANNE	26-JUL-2007	0.00	01-JUL-2006	SUPERGUSON	PHPUPDT program rolled current hours to begin balance.	192.90	.00	.00	192.90
ANNE	27-JUN-2007	0.00	01-JUL-2006	SUPERGUSON	PHPUPDT program updated hours accrued, taken and banked.	184.90	30.00	32.00	182.90

2. PZRACCL and how it determines Accrued, Taken for July.

FY08: Because the system was set up to accrue/take then roll, the first month as all accrued and taken as beginning balance. To determine July usage and accrual, you must take the FY07 Ending Accrued and Taken and subtract from first July row.

a. For this employee, their ending balance was: 182.90, so this is their Beginning Balance

- b. For this employee they had accrued 30 hours in FY07 (April, May, June). Employee had taken 32 hours in FY07.
- c. On July 26, the system accrued/taken. This employee had 30.0 hours accrued already, they now had 40.00 hours. This means for July, they accrued 10.00 hours.
- d. On July 26, the system accrued/taken. This employee had 32.0 hours taken already; they now had 32.00 hours taken in July. This means for July, they took 0.00 hours.
- e. Therefore, the new ending balance is 192.90.

Beginning Balance	Accrued	Taken	Ending Balance
182.90	10.00	0.00	192.90

See below snap shots. Had employee taken in July, the balance would have been greater than 32 hours to reflect a difference similar to accrued.

The screenshot shows the 'Employee Leave History' form for user SJFERGUSON. It contains two records of leave history, each with a set of summary statistics.

Record	Leave Code	Effective Date	Hours Banked	Available On	User ID	Change Reason	Beginning Balance	Hours Accrued	Hours Taken	Current Available
1	ANNE	26-JUL-2007	0.00	01-JUL-2006	SJFERGUSON	PHPUPDT program rolled current hours to begin balance.	192.90	.00	.00	192.90
2	ANNE	27-JUN-2007	0.00	01-JUL-2006	SJFERGUSON	PHPUPDT program updated hours accrued, taken and banked.	184.90	30.00	32.00	182.90

At the bottom of the form, there is a status bar showing 'Leave Code' and 'Record 147'.

Oracle Developer Forms Runtime - Web: Open > PEALEAV - PELHS

File Edit Options Block Item Record Query Tools Help

Employee Leave History PELHS 7.2 (PROC)

ID:
Position:

Employee Leave History

Leave Code:	ANL Annual Leave	Beginning Balance:	184.90
Effective Date:	26-JUL-2007	Hours Accrued:	40.00
Hours Banked:	0.00	Hours Taken:	32.00
Available On:	01-JUL-2006	Current Available:	192.90
User ID:	BJFERGUSON		
Change Reason:	BHPUPDT program updated hours accrued, taken and banked		

Leave Code:	ANL Annual Leave	Beginning Balance:	192.90
Effective Date:	26-JUL-2007	Hours Accrued:	.00
Hours Banked:	0.00	Hours Taken:	.00
Available On:	01-JUL-2006	Current Available:	192.90
User ID:	BJFERGUSON		
Change Reason:	BHPUPDT program rolled current hours to begin balance.		

Leave Code
Record 127

FY09 and Moving Forward: This will be different in FY09 because we will Roll balances then Accrue and Take. Therefore, the only think that needs to happen is pull beginning balance.

- PZRACCL should always look at the Record not coded as TERMED for the last record when identifying the true ending balance. PZRDLEV inserts TERMED and zero's out the balance to avoid ending balances that are not accurate in Banner due to auditor findings. PZRACCL will need to take the ending balance of the record prior to the TERMED record.

In this example below, employee terminated record was inserted on 3/27 with TERMED in the process (again, this is not the accurate ending balance due to the way Banner accrues leave after payroll). Therefore, the correct record to use is 3/26 for ending balance is the prior record for 162.50.

Oracle Developer Forms Runtime - Web: Open > PEILHIS

File Edit Options Block Item Record Query Tools Help

Employee Leave History PEILHIS 7.2 (PROD)

ID: A00075408 David W Chwn
 Position:

Employee Leave History

Leave Code: ANNL Annual Leave	Beginning Balance: 80.00
Effective Date: 27-MAR-2009	Hours Accrued: 85.00
Hours Banked:	Hours Taken: 165.00
Available On:	Current Available: .00
User ID: PZRDLEV	
Change Reason: TERMED	

Leave Code: ANNL Annual Leave	Beginning Balance: 80.00
Effective Date: 26-MAR-2009	Hours Accrued: 85.00
Hours Banked: 0.00	Hours Taken: 162.50
Available On: 19-APR-2008	Current Available: 2.50
User ID: BJFERGUSON	
Change Reason: PHPUPDT program updated hours accrued,taken and banked.	

Leave Code.
 Record: 1/? <OSC>

Related Documents:

NA

Links:

NA