



# Academic Vacation and Sick Leave Maintenance Instructions

**University and System Human Resources**

**Fall 2023**

## When should I work on this?

- University of Illinois System requires viewing and updating academic employee leave information between August 16, 2022 and August 15, 2023 for the fall reporting period.
- It is **critical** that units complete the leave reporting no sooner than August 16, 2023 and no later than September 5, 2023 for all academic employees.
- Go to the HR Reporting Portal to access a report of employee leave balances for those that you need to report usage in your organization. (<https://hrreportingportal.uillinois.edu/Reports/>)

## Reporting Usage for Exempt Employees

- Academic employees who are not eligible for overtime should be reporting absences in half- and full-day increments only (except when leave is taken under the Family and Medical Leave Act).
- Absences in increments less than half- or full-days should not be charged (applied against leave “taken”) against vacation or sick leave balances, **unless FMLA**.
- Full-time Academic employees are paid on an 8-hour day.
- Part-time and alternative schedule employees report absences as appropriate based on their schedule. Generally speaking, the employee reports either half-day or a full-day based on their scheduled hours for the day.

## After collecting the employee's leave “taken”, you will use Banner

- An on-line calculator is available on the System HR website which will assist you in verifying accruals needed for Fall 2023 reporting <https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5601>
- Banner – leave balance, accrual and taken information is found on the PEALEAV form

## Step 1—View Employee Leave Balance Information in Banner

- From main Banner menu, type PEALEAV, press Enter
- Type the employee UIN, Next Block
- View Employee Leave Balance summary screen (shown below)

Shows taken from 8/16/22-8/15/23 – will be zero if unit has not yet entered leave taken

Accrual from 8/16/22- 8/15/23

Current Available

As of 8/16/22

Start Over

UNIVERSITY OF ILLINOIS SYSTEM Employee Leave Balances PEALEAV 9.3.7 UI\_SGHE107 (BANPROD) (1UIUC)

ADD RETRIEVE RELATED TOOLS

ID: 655204406 Denise Diane Swenson

LEAVE BALANCE TOTALS

Insert Delete Copy Filter

Leave Code	Leave Code Description	Day or Hour	Total Begin Balance	Total Accrued	Total Taken	Current Available	Total Banked
FLHL	FloatHol	H	0.00	0.00	0.00	0.00	0.00
INEL	Ineligbl	H	0.00	0.00	0.00	0.00	0.00
SHBN	ShBen	H	0.00	0.00	0.00	0.00	0.00
SICC	CompSick	H	0.00	0.00	0.00	0.00	0.00
SICK	Sick	H	1,112.00	56.00	0.00	1,168.00	0.00
SICN	NoncSick	H	0.00	60.69	0.00	60.69	0.00
VACA	Vacation	H	384.00	112.00	0.00	496.00	0.00
VACC	VacBal	H	0.00	0.00	0.00	0.00	0.00

Floating Holidays are not maintained in Banner for academic employees, they need to be maintained in the unit

- No changes are made on this screen (made in the next block of PEALEAV, covered on slide 7)
- If there are multiple leave eligible jobs, this is the total leave information for all jobs

## Step 2—Use the Excel Calculator to compute accruals and verify balance information

**Vacation and Sick Leave Calculators for 12-Month Employee (12/12)**

Employee Name: \_\_\_\_\_  
 UIN: \_\_\_\_\_

**VACATION LEAVE (VACA)**

1. Enter the number of months the employee worked between 8/16/22 and 8/15/23. If the employee worked the entire time, you would enter 12. Enter decimal places if the employee worked a partial month, for example, 2.50. Refer to training materials for assistance with calculating partial months based on work days in the period.  
 2. Enter the employee's total FTE during the time period between 8/16/22 and 8/15/23. Use decimal places, for example .80, not 80%. If there was an FTE change, refer to training materials for instructions.  
 3. Compare calculated ACCRUED to Banner data. Difference may be due to various events. Refer to the training materials for assistance.

Number of Months:	
FTE:	
Accrued VACA leave hours for 8/16/22 to 8/15/23:	0.00

**Verification of VACA Leave to Banner Data**

1. Enter the BEGIN BALANCE for VACA for that job.  
 2. Enter the ACCRUED VACA leave hours from the above calculation (in red) or Banner, whichever you determine is correct.  
 3. Enter TAKEN VACA hours for that job.  
 4. Current AVAILABLE will automatically calculate.  
 5. Overwrite ACCRUED value in Banner, if necessary, and enter TAKEN amount.

**NOTE:** Only use this calculator for 12-month employees with jobs that accrue vacation and sick leave. You will be reporting total usage for the period 8/16/22 through 8/15/23. For this reporting period, see the USAGE REPORT below for sick leave reporting.

This is the amount that should be reflected in the ACCRUED field for VACA in PEALEAV.

Academic overtime should be reported and full-day leave is taken under the Act). Absence full-days should be reported for sick leave employees and alternate absence schedule. Reports either their... The maximum was reinstated.

- With the on-line calculator you will be able to easily calculate accruals and verify Banner PEALEAV information. The calculator shown to the left is for a 12 month employee. There are separate calculators available for 9 month and 12 month employees.
- You may save calculations for an individual.
- To download the Excel calculator to your desktop, select File, Save As, in your web browser menu bar. You may then save the calculator to your desktop / personal folder.

Link to on-line calculators: <https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5601>

## Step 3: View and/or Edit Job Leave Balances

1. From the Employee summary screen, Next Block. View Job Leave Balances is the next screen. →
2. Click on the job number to be viewed or maintained.
3. Use scroll bar to access appropriate leave code.
4. If Begin Balance or Accrued are not correct, click on the field to be edited and overwrite with the correct number. Accrued is total from 8/16/22 through 08/15/23.
5. In the Taken field, enter the total hours taken from 8/16/22 through 08/15/23.
6. Override the Date Available field with 08/15/23.
7. Enter Change Reason “Maintaining leave balances through 08/15/23”.
8. Save.

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EMPLOYEE LEAVE BALANCES

Position	Suffix	Title	Begin Date	End Date	COA	Time Sheet Organization	Time Sheet Organization Description	Leave
UA1166	02	ASST DIR HR AND FIN MGMT	12/16/2018	12/15/2019	9	904000	System Human Resource Services	Y3
UB0810	00	ASST DIR HR AND FIN MGMT	02/16/2015	08/15/2016	9	699008	AITC ITPC	IN
U22550	CE	STIPEND INTERNET CELL (LU)	03/16/2014	08/15/2018	9	904000	System Human Resource Services	Y3
UA1166	01	ASST DIR HR AND FIN MGMT	07/16/2011	08/15/2011	9	212000	UA Employee Relations and HR	IN
UA1166	00	ASST DIR HR AND FIN MGMT	12/16/2009		9	904000	System Human Resource Services	Y3
U22497	00	PROJECT COORDINATOR	07/28/2008	12/15/2009	9	212000	UA Employee Relations and HR	Y3
U22152	00	PROJECT SPEC	10/16/2006	07/27/2008	9	212000	UA Employee Relations and HR	Y3
U22115	00	ACADEMIC HOURLY	04/17/2006	10/15/2006	9	212000	UA Employee Relations and HR	IN
U85239	00	AC HOURLY	12/21/2003	08/15/2005	9	904000	System Human Resource Services	IN

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DETAILS

Leave Code *	Leave Code Description	Date Available *	Begin Balance Hours *	Accrued Hours *	Taken Hours *	Current Available Hours	Change Reason	Maximum Amount Hours	Banked Hour
FLHL	FloatHol	09/25/2003	0.00	0.00	0.00	0.00	PZPUPDT program updated hours accrued, tak...	0.00	
SHBN	ShBen	08/15/2018	0.00	0.00	0.00	0.00	PZPUPDT-Sum of rolled hours updated this job ...	9,999.99	
SICC	CompSick	08/15/2018	0.00	0.00	0.00	0.00	PZPUPDT-Sum of rolled hours updated this job ...	9,999.99	
SICK	Sick	08/15/2018	1,112.00	56.00	0.00	1,168.00	PZPUPDT program updated hours accrued, tak...	9,999.99	
SICN	NoncSick	08/15/2018	0.00	60.69	0.00	60.69	PZPUPDT program updated hours accrued, tak...	104.04	
VACA	Vacation	08/15/2018	384.00	112.00	0.00	496.00	PZPUPDT program updated hours accrued, tak...	576.00	
VACC	VacBal	08/15/2018	0.00	0.00	0.00	0.00	PZPUPDT-Sum of rolled hours updated this job ...	9,999.00	

Donations to the Shared Benefits Pool should be included in the amount reported as Taken by that individual in the SICK or VACA leave category. At UIC, this has already been entered by university HR. If an employee was a recipient of leave from the Shared Benefits Pool:

- hours received should be shown in the Beginning Balance field of SHBN (entered by university HR),
- taken should be reported in the Taken field of SHBN.

## Step 4—Verify Employee Leave Balance Information after Editing Job Information

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UNIVERSITY OF ILLINOIS SYSTEM

Employee Leave Balances PEALAV 9.3.7 UI\_SGHE107 (BANPROD) (1UIUC)

ADD

RETRIEVE

RELATED

TOOLS

ID: 675597852 Vinzon C Ibanez

Start Over

LEAVE BALANCE TOTALS

Insert

Delete

Copy

Filter

Leave Code	Leave Code Description	Day or Hour	Total Begin Balance	Total Accrued	Total Taken	Current Available	Total Banked
FLHL	FloatHol	H	0.00	0.00	0.00	0.00	0.00
SHBN	ShBen	H	0.00	0.00	0.00	0.00	0.00
SICC	CompSick	H	0.00	0.00	0.00	0.00	0.00
SICK	Sick	H	344.00	56.00	56.00	344.00	0.00
SICN	NoncSick	H	0.00	60.69	24.00	36.69	0.00
VACA	Vacation	H	248.00	112.00	64.00	296.00	0.00
VACC	VacBal	H	0.00	0.00	0.00	0.00	0.00

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Record 1 of 7

1. From the Job Leave Balances screen, Rollback to return to the summary screen
2. Next Block to view the Leave Balance Totals and verify your changes
  - a. Beginning Balance for 8/16/22
  - b. Total Accrued to date for the academic year 8/16/22 to 8/15/23
  - c. Total Taken for the academic year 8/16/22 to 8/15/23
  - d. Current Available

**If there are multiple leave-eligible jobs, this is the total information for all jobs.**

## Reporting for 9 Month Employees

Between 8/16/22 and 5/15/23,  
9-month employees accrue all of  
their leave and use any leave.  
As a result, **reporting that was  
done in May for 9-month  
employees completes leave  
maintenance for the year.**

Three horizontal bars of equal length are positioned at the bottom center of the slide. From left to right, the colors are orange, red, and blue.

## Reporting for 12 Month Employees

- Between 8/16/22 and 8/15/23, 12 month employees accrue all of their leave for the academic year.
- According to the rules below, you may need to make adjustments to the TAKEN field in SICK.
- According to policy, sick leave is used in this order:
  - first use cumulative SICK Accrual from this academic year (96 hours/12 days),
  - then non-cumulative SICN Accrual (104.04 hours/13 days),
  - and finally, Begin Balance in SICK

NOTE: hours accrued above reflect an employee who is appointed full-time for a full academic year.

## Example of SICK and SICN usage for 12 month employee

- A full time 12 month employee had a beginning balance of 100 hours of cumulative sick leave (SICK) and accrued all of their sick leave and reports all used sick leave for the period 8/16/22 to 8/15/23.
- The employee accrued 96 hours (12 days) of cumulative sick leave and 104.04 hours (13 days) of non-cumulative sick leave (SICN).
- The employee reported to the unit that they had used 240 hours of sick leave.

	Beginning Balance	Accrued	Current Available
SICK	100	96	196
SICN	0	104.04	104.04

**Total sick leave used = 240 hours**

## Example of SICK and SICN usage for 12 month employee, cont.

First use current year SICK Accrual (96 hours/12 days)

Then current year SICN Accrual (104.04 hours/13 days)

And finally, use part of the balance from SICK

**Total used**



**How to report this sick leave in Banner:**

SICK Taken (96 + 39.96)

SICN Taken

**Total Taken reported**

**240**

## How do I report when the employee has more than one leave eligible job?

- Report all taken amounts on Primary job
- This may result in a negative Current Available on that job.  
When you review the Summary information you should see the accurate total employee information.

### **Note:**

- The Annual Vacation and Sick Leave Roll performed within the MN9 pay period places the total Beginning Balance for the employee on the Primary Job
- You will want to verify that accruals occurred correctly for all job(s) at that time.

## What transactions may affect leave balances and accruals?

- Pay adjustments
- Employee Class change
- Leaves of Absence

## Leave maintenance needed due to pay adjustments

- If your employee had a pay adjustment for regular pay (i.e. missed the deadline for calc for a new hire), leave accruals will not have occurred. Units can use the Pay History Leave Accruals form (PHIACCR) to verify whether or not the leave accrual occurred for a particular pay period.
- You will need to use the On-line Excel Calculator to determine the total accrual and then you will overwrite the Accrued in Banner.
  - Enter the number of months the person worked in the job – for a partial month use days worked/work days (See Payroll Schedule for official work days in each month)
  - Enter the employee's total FTE for those months
  - The accrual to be entered into PEALEAV will be calculated for you.

## Leave maintenance needed due to employee class change

- If an employee moves from one employee class to another, the leave information needs to be verified for accuracy.
- Example: Your employee moved from Civil Service (with a balance of 200 hours on a 37.5 hour workweek) to Academic Professional. As a part of that move, the balances would have been converted to days and then the new beginning balance in hours based on an 8 hour work day. In this example,  $200/7.5 \times 8 = 213$ . The new beginning balance should be 213 hours of leave.

University/Campus HR will have

- a) ensured the final balances for vacation and sick leave were correct for the Civil Service job
- b) zeroed out the Civil Service information
- c) converted final balances to new workweek if necessary
- d) entered current available as the Beginning Balance for the academic job for all eligible leave codes

## Leave maintenance needed due to Leave of Absence

- To verify accruals are correct, the Leave Balance History (PEILHIS) form **or the Pay History Leave Accruals form (PHIACCR)** can be used to see if accruals have occurred correctly during the time period of the leave. If accruals have incorrectly occurred, adjustments to Accrued are necessary.
  - Unpaid Leave (should not accrue any leave benefits)
  - Partial Paid Leave (should only accrue leave benefits for the appointment percentage they are being paid)
- Excel Calculator can be used to determine what should have accrued. For example, a) determine # of months on full accruals, b) determine # of months with no accrual or partial accrual, c) add together for total correct accrual
- Overwrite with the correct accrual amount in the Accrued field.

## Important notes on maintaining leave balances

- Do not access or maintain balances when the payroll calc is being performed.
- Payroll “calc” begins at 5pm on the published date and is finished when the pay disposition is at 70. (Pay dispositions can be viewed on PZILIST.)
- **Leave reporting needs to be completed no later than September 5, 2023!!**

**REMINDER:** The maximum vacation leave rollover of 48 days was reinstated for AY2022.

**University  
and  
System Human Resource Services  
Contact Information**

<https://www.hr.uillinois.edu/contacts>