SUNGARD SUMMIT 2010
Today's Priorities. Tomorrow's Possibilities.

Banner HR 8.x Regulatory Release Recap

Presented by: Charles Westfall,
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SunGard Higher Education
April 14, 2010
Session ID 1218

Session Rules of Etiquette

- Please turn off your cell phone/pager

- If you must leave the session early, please do so as discreetly as possible

- Please avoid side conversation during the session

Thank you for your cooperation!

Agenda

- **Look at the details surrounding**

    —**U.S. Family and Medical Leave Act (FMLA),**

    —**How new Integrated Postsecondary Education Data System (IPEDS) Fall Winter Data Collection report works for new race and ethnicity reporting, and**

    —**Support of International ACH Transactions (IAT) for direct deposits**

U.S. Family and Medical Labor Act (FMLA)

Regulatory Project - FMLA

- **To maintain FMLA Events in compliance with Federal Regulations (PEAFLMA);**

- **To make the recording of events and queries into employee usage easier and more intuitive for the user.**

FOCUS Group
Miami University of Ohio
NW Arkansas CC
Portland CC
University of Notre Dame
Virginia Tech
University of Medicine and Dentistry of New Jersey

FMLA

- **BHR 7.2.8 and 8.1.2 Releases**

- **System Changes:**
  - —Database changes and conversion scripts
  - —Form changes **– PEAFMLA, PEIFMLA, PTREARN, and PTRINST**
  - —Payroll import procedure

Project Requirements

1. **Expansion for capturing FMLA Time for the care for Military Service Members**

   Ability to comply with the new Federal Regulation H.R. 4986, which allows for the extension of up to 26 weeks of FMLA designated leave, in a single 12 month period, to care for covered service members or to address a qualifying exigency from a covered member's active duty status or of a pending call to active duty.

Employee FMLA Information PEAFMLA 7.2.8 (S4670)

ID:	MS0000001 ▼ Eric Stein
Employee Class:	02 FT Professional
Leave Period Indicator:	Calendar
Hours Query Date:	30-OCT-2008
12 Month Hours:	3,119.94

Tabs: Leave Event Record | Leave Usage | Comments | History

Leave Balance Allowed

FMLA Units Indicator: Hours ▼   ☑ Care for Military Member Authorized   ☑ Spouse Employed
Maximum FMLA Units Allowed: 300   Spouse ID: MS0000002 ▼ Allison Zoe Stein

Leave Event Record

Comments Exist: Y
Leave Requested Date: 01-OCT-2009
Leave Effective Begin Date: 01-OCT-2009
Leave Effective End Date:
Eligibility Notification Date:

Status Date: 01-OCT-2009
Status: AP ▼ FMLA Leave Approved
Reason: CC ▼ Birth Adoption of a child

Duration: ● Full Time   ○ Intermittent   ○ Combined
Duration Notes:

Approval ID: ▼
Approval Date:
Unpaid Status Date:

☑ Eligible for Benefit Continuation
☑ Medical Certification Received
Received Date: 30-OCT-2008
Military Member Name: John Stein
Relationship: C ▼ Child
Type of Care: Care during recovery of surgury at home.
☑ Military Service Documentation Received
Military Documentation Date: 01-NOV-2008

Scheduled Back to Work
Status: ● Full Time   ○ Part Time
Scheduled Date:

Actual Back to Work
Status: ● Full Time   ○ Part Time
Actual Date:

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/?   <OSC>

Project Requirements

2. **Address the deficiencies of recording and displaying balances for FMLA information associated with the 'Qualifying Event' and 'Rolling Backwards' method.**
   — Table keys were rebuilt to correctly process all FMLA Year Types

3. **Additional FMLA Year types to comply with Federal regulations.**
   — Employee Service Date Year
   — Institution Specified Year

Employee FMLA Information PEAFMLA 7.2.8 (s4b70)

ID: [ ]   Leave Period Indicator: Calendar [ ]   Hours Query Date: 30-OCT-2008
Employee Class: [ ]   12 Month Hours: [ ]

Leave Period Indicator dropdown: Calendar / Fiscal / Institution Year / Service Year / Qualifying Event / Rolling Backward

Leave Event Record

Leave Balance Allowed

FMLA Units Indicator: [ ]   Care for Military Member Authorized   Spouse Employed
Maximum FMLA Units Allowed: [ ]   Spouse ID: [ ]

Leave Event Record

Comments Exist: [ ]
Leave Requested Date: [ ]
Leave Effective Begin Date: [ ]
Leave Effective End Date: [ ]
Eligibility Notification Date: [ ]

Status Date: [ ]
Status: [ ]
Reason: [ ]

Duration: ◯ Full Time ◯ Intermittent ◯ Combined
Duration Notes: [ ]

Approval ID: [ ]
Approval Date: [ ]
Unpaid Status Date: [ ]

Eligible for Benefit Continuation
Medical Certification Received
Received Date: [ ]
Military Member Name: [ ]
Relationship: [ ]
Type of Care: [ ]
Military Service Documentation Received
Military Documentation Date: [ ]

Scheduled Back to Work
Status: ◯ Full Time ◯ Part Time
Scheduled Date: [ ]

Actual Back to Work
Status: ◯ Full Time ◯ Part Time
Actual Date: [ ]

Employee ID; press LIST for name/id search; Duplicate item for Alternate ID look-up.
Record: 1/1   <OSC>

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COBRA or FMLA Information PTRINST 7.2.8 (s4b70)

COBRA Administration

Name: Julie Dole
Title: Benefits Administrator
Installation: Banner University
Address: 4 Country View Road
City: Malvern
State or Province: PA Pennsylvania
Zip or Postal Code: 19355
Telephone Number: 215-640-2309

COBRA Coverage or Bill

Months Granted for Extended Coverage: 36
Grace Days before First Payment Is Due: 45
Make Checks Payable to: SCT

FMLA

Leave Period Indicator: Calendar
Units Indicator: Hours
Service Year Type: Current Hire   ← Controls Type of Service Year
Institution Year MM and DD: 3 / 15   ← Controls Start of Institution Year

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Other Objectives – information collection

- **Ability to track FMLA events in greater detail. Added data elements to support additional information.**

- **Incorporated other Banner data to provide user information for employee qualification for FMLA.**
  —**Calculation of prior 12 months work hours**
  —**Primary Employee Class**

- **Reformatted Comments area to record user and activity date**

Session ID 1218   12
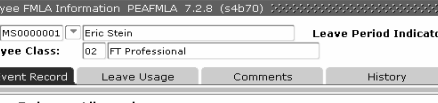
Other Objectives – information collection

- **FMLA Event History - There are many events that occur during an FMLA event that must be tracked and maintained for historical purposes.**

Other Objectives – information collection

- **Ability to feed FMLA usage from payroll to the FMLA Leave Tracking area.**

  —**New Procedure that will be executed from the form will review and import Pay History Hours into FMLA Usage.**

- **This will save users time and make usage records more accurate.**

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Integrated Postsecondary Education Data System (IPEDS)

2009-2010 IPEDS Reporting Support

- **Reporting support using "New" race and ethnicity for stand alone Fall Staff Survey, OR Winter Data Collection**
  - "New" race and ethnicity categories are mapped using General tables
  - "Old" race and ethnicity categories are mapped using the HR tables
- **No other regulatory requirements for 2009-2010**
- **2010-2011 Reporting will require the use of the "New" ethnicity and race values only. Plan ahead!**

2009-2010 IPEDS Reporting Details

- **For Release 8.x –**
  - Processes:
    - **New process PERIPDS – Winter Data Collection using the New race and ethnicity values**
  - Forms:
    - **Removed edits that require ethnicity and/or race from:**
      - PEAEMPL
      - PEAHIRE
      - PEA1PAY

2009-2010 IPEDS Reporting Details

- **For Release 7.x –**
  - —Processes:
    - New process PERIPDS – Winter Data Collection using the New race and ethnicity values
    - New process PEREO6W – Fall Staff Survey Extract
    - New process PEREO6X – Fall Staff Survey Report
    - New process PEREO6R – Fall Staff Survey Detail Report
  - —Forms:
    - Removed edits that require ethnicity and/or race from:
      - —PEAEMPL
      - —PEAHIRE
      - —PEA1PAY

2009-2010 IPEDS Release Support Details

- **For HR Release 7.2.6 – 7.2.10 and PC Release 7.3.0.4 –**
  - —Install release 7.2.11
  - —Install patch 1-718UOD

- **For HR Release 7.2.4.1 and PC Release 7.3.0.5 –**
  - —Install HR patch 1-7CALF2
  - —Install PC Release 1-7CGJSY

- **For HR Release 7.2.5.1 and PC Release 7.3.0.5 –**
  - —Install HR patch 1-7EHRMC
  - —Install PC Release 1-7CGJSY

  NOTE: Other patches have been posted since the initial release.

2009-2010 IPEDS Release Support Details

- **For HR Release 8.2 and above and PC Release 8.2.1.1 –**
  - —Install release 8.2.3
  - —Install patch 1-718UOB
- **For HR Release 8.1.0.2 and PC Release 8.2.1.2 –**
  - —Install HR patch 1-7CALDD
  - —Install PC Release 1-7CALED
- **For HR Release 8.1.1.3 and PC Release 8.2.1.2 –**
  - —Install HR patch 1-7EHRME
  - —Install PC Release 1-7CALED
- **For HR Release 8.1.2.2 and PC Release 8.2.1.2 –**
  - —Install HR patch 1-7EHRMG
  - —Install PC Release 1-7CALED
  - NOTE: Other patches have been posted since the initial release.

International ACH Transactions (IAT)
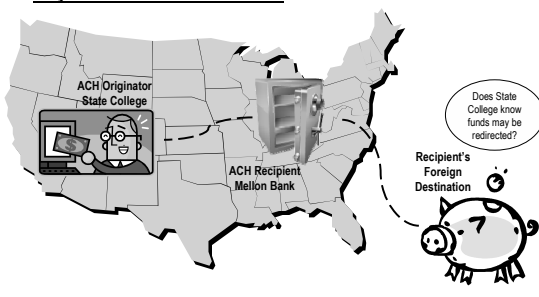
International ACH Transactions (IAT)

Why is an Enhancement Needed?

International ACH Transactions

- **Cross product enhancement**
  —**Banner General**
  —**Banner Finance**
  —**Banner HR**

International ACH Transactions (IAT)

Banner General Elements for the IAT Solution

- **Enhance Direct Deposit Recipient GXADIRD for IAT**
  — **Enables collection of required IAT elements (country code, recipient address type or override, etc)**

- **New LOV for NACHA's ACH Transaction Type**
  — **10 codes for IAT (no seed data)**

- **GTVSDAX used for system level setup**
  — **Hierarchy for Address Types used with Recipient address**

- **GTVSCOD – add 2-character country code**
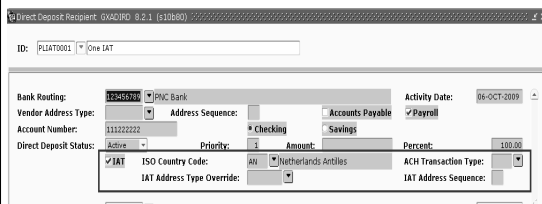
International IAT Transactions

  GXADIRD
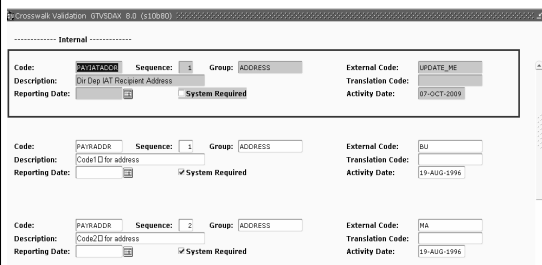
International ACH Transactions

- **GTVSDAX**

International ACH Transactions

- GTVSCOD

Element	Code	Description	Standard	Activity Date
3166	ABW	Aruba	1	14-FEB-2005
3166	AD	Andorra	1	15-SEP-2009
3166	AE	United Arab Emirates	1	14-SEP-2009
3166	AF	Afghanistan	1	14-SEP-2009
3166	AFG	Afghanistan	1	14-FEB-2005
3166	AG	Antigua and Barbuda	1	14-SEP-2009
3166	AGO	Angola	1	14-FEB-2005
3166	AI	Anguilla	1	14-SEP-2009
3166	AIA	Anguilla	1	14-FEB-2005
3166	AL	Albania	1	14-SEP-2009
3166	ALB	Albania	1	14-FEB-2005
3166	AM	Armenia	1	14-SEP-2009
3166	AN	Netherlands Antilles	1	14-SEP-2009
3166	AND	Andorra	1	14-FEB-2005
3166	ANT	Netherlands Antilles	1	14-FEB-2005
3166	AO	Angola	1	14-SEP-2009
3166	AQ	Antarctica	1	14-SEP-2009
3166	AR	Argentina	1	14-SEP-2009
3166	ARE	United Arab Emirates	1	14-FEB-2005
3166	ARG	Argentina	1	14-FEB-2005

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International ACH Transactions (IAT)

Banner HR Elements for the IAT Solution

- **Enhance Payroll Direct Deposit process PHPDIRD**
  - —Support the IAT transaction format
  - —Support the requirement to create IAT transactions separately from domestic transactions
    - One new batch per country in the .lis file
  - —Reports on missing required IAT elements
    - Errors reported in the .log file
    - No batches are created if required elements are missing (IAT or Non-IAT)
- **Enhance Payroll Direct Deposit preview PHRDIRD**
  - —Identify the employees with IAT deposits

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Sneak Previews

Electronic W-4

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Electronic W-4

Employee

Submit with *Electronic Signature*

ESS

INB
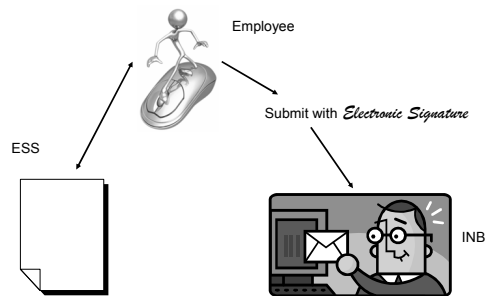
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IRS Lock-In Letter

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PDADEDN – tabs

Employee Benefit or Deduction PDADEDN 8.4 (s10b80)

ID: 551515151 ▼ Barbara E Bates
Benefit Category: F1 Full Time Employees   Last Paid Date: 31-MAY-2009
Deduction: FED ▼ Federal Tax   Query Date: 01-FEB-2010

Deduction | Add or Replace and Arrears | Excluded Payroll ID | Premium History | Comments | W-4 and Lock-in Letter

Begin Date: 01-MAR-2005   End Date: Calculation Rule: 60   Bond Balance:

Effective Date: 01-FEB-2010   Status: Active   Reference: ☐ Comments Exist   ☐ IRS Lock-In Letter

Options

	Title	Value	Entry
1	Filing S:	MS	Required
2	# Exemp:	0	Optional
3			Optional
4			No Entry
5			No Entry

Amounts

	Title	Amount	Entry
1	Add'l With:	15.00	Optional
2			No Entry
3			No Entry
4			No Entry

Combined Limit

Rule Code	Description	Employee Limit	Employer Limit	Combined Limit	Applicable Gross Limit
▼					

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PDADEDN – tabs and fields

Employee Benefit or Deduction PDADEDN 8.4 (s10b80)

ID: 551515151 ▼ Barbara E Bates
Benefit Category: F1 Full Time Employees   Last Paid Date: 31-MAY-2009
Deduction: FED ▼ Federal Tax   Query Date: 01-MAR-2010

Deduction | Add or Replace and Arrears | Excluded Payroll ID | Premium History | Comments | W-4 and Lock-in Letter

Deduction Effective Date: 01-FEB-2010

Comment User ID: BBATES
Comment Date: 01-MAR-2010

Comments: ✎
Record IRS Lock-In Letter information.

At last record.
Record: 1/? | | | | <OSC>

Session ID 1218   38

PDADEDN – tabs and fields

Employee Benefit or Deduction PDADEDN 8.4 (s10b80)

ID: 551515151 ▼ Barbara E Bates
Benefit Category: F1 Full Time Employees   Last Paid Date: 31-MAY-2009
Deduction: FED ▼ Federal Tax   Query Date: 01-MAR-2010

Deduction | Add or Replace and Arrears | Excluded Payroll ID | Premium History | Comments | W-4 and Lock-in Letter

Deduction Effective Date: 01-MAR-2010

☐ W4 last name differs from social security card

IRS Lock-In Letter

Letter Status: Active ▼
Letter Date: 03-FEB-2010
Filing Status: S ▼ Single
Allowances: 1

Electronic Certification

Signed Date: 15-JAN-2010 17:32:33
Updated By: Barbara E. Bates

At last record.
Record: 1/? | | | | <OSC>

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Print W-4

- **Print from Deduction tab on PDADEDN**
  - —**Enter date and W-4 record <= date prints**

- **Print from ESS**
  - —**Employee may print currently active W-4**

Acceptable IRS format

Form **W-4** Department of the Treasury Internal Revenue Service	**Employee's Withholding Allowance Certificate** Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be requested to send a copy of this form to IRS.		**2010**
1 Type or print your first name and middle initial Barbara E	Last name Bates		2 Your social security number 551-51-5151
Home address (number and street or rural route) 4 Country View Rd	3 ☐ Single ☐ Married ☑ Married, but withhold at higher Single rate. **Note.** If married, but legally separated, or spouse is a nonresident alien, check the Single box.		
City or town, state, and ZIP code Flagstaff AZ 86003-3601	4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. . . . . . . ☐		

5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) **5**   0

6 Additional amount, if any, you want withheld from each paycheck . . . . **6** $ 15

7 I claim exemption from withholding for 2010, and I certify that I meet both of the following conditions for exemption.
   Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and
   This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.
   If you meet both conditions, write "Exempt" here **7**

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature
(Form is not valid unless you sign it.)   ▶ Barbara E Bates   Date ▶ 01/15/2010

8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) Banner University 4 Country View Road Malvern PA 19355	9 Office code (optional)	10 Employer identification number (EIN) 864567389

Community Source
Veterans Classifications

Summary

- **U.S. FMLA**
- **IPEDS**
- **IAT**
- **Sneak Preview**
  - ❖ **Electronic W-4**
  - ❖ **Community Source – Veterans Classifications**

Thank You!

Charles Westfall
Pam Leichliter
Barbara Bates

Please complete the online class evaluation
Session ID 1218