

**Banner HR 8.x Regulatory Release Recap**

Presented by: Charles Westfall,  
Pam Leichliter and Barbara Bates  
SunGard Higher Education  
April 14, 2010  
Session ID 1218

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**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!**

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**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

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

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### Regulatory Project - FMLA

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

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### 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

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## 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.

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The screenshot displays the FMLA system interface for employee Eric Stein (ID: MS0000001). The top section shows employee details and leave period indicators. Below this, the 'Leave Event Record' tab is active, displaying a 'Leave Balance Allowed' section with FMLA units and a 'Leave Event Record' section with various dates and status options. The 'Leave Event Record' section includes fields for 'Comments Exist', 'Leave Requested Date', 'Leave Effective Begin Date', 'Leave Effective End Date', 'Eligibility Notification Date', 'Status Date', 'Status', 'Reason', 'Duration', 'Approval ID', 'Approval Date', and 'Unpaid Status Date'. The 'Leave Event Record' section also includes a 'Military Member Information' section with fields for 'Received Date', 'Military Member Name', 'Relationship', 'Type of Care', 'Military Service Documentation Received', and 'Military Documentation Date'. The 'Leave Event Record' section also includes a 'Scheduled Back to Work' section with fields for 'Scheduled Date', 'Actual Back to Work', 'Status', and 'Actual Date'. The bottom of the screen shows a status bar with 'Session ID 1218' and a page number '8'.

## 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

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Employee FMLA Information (PFA)M2.2.9 (14/07/10)

Employee Class:  Leave Period Indicator:  Hours Query Date: 26-OCT-2009

12 Month Hours:

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.

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COBRS or PMA Information: 7/3/07 7.3.8 (94870)

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**COBRA Administration**

Name:

Title:

Installation:

Address:

City:

State or Province:

Zip or Postal Code:

Telephone Number:

**COBRA Coverage or Bill**

Months Granted for Extended Coverage:

Grace Days before First Payment is Due:

Make Checks Payable to:

**FMLA**

Leave Period Indicator:

Units Indicator:

Service Year Type:

Institution Year MM and DD:

← Controls Type of Service Year

← Controls Start of Institution Year

## 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

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**Leave Balance Allowed**  
 FMLA Units Indicator:    
 Maximum FMLA Units Allowed:

☒ Care for Military Member Authorized
 ☒ Spouse Employed

Spouse ID: 
 Allison Zoe Stein

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**Leave Event Record**

Comments Exist:

Leave Requested Date:

Leave Effective Begin Date:

Leave Effective End Date:

Eligibility Notification Date:

Status Date:

Status:   FMLA Leave Approved

Reason:   Birth Adoption of a child

☐ Eligible for Benefit Continuation  
☐ Medical Certification Received

Received Date:

Military Member Name:

Relationship:   Child

Type of Care:

☒ Military Service Documentation Received

Military Documentation Date:

**Scheduled Back to Work**  
 Status:      
 Scheduled Date:

**Actual Back to Work**  
 Status:      
 Actual Date:

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Employee FMLA Information: PS&F&LA 7.2.E (4-670)

ID:	MS0000001	Enc Stein	Leave Period Indicator:	Calendar	Hours Query Date:	31-OCT-2009
Employee Class:	02	FY Professional			12 Month Hours:	3,119.94

FMLA Unit Indicator: 
 Leave Begin Date: 01-OCT-2009
 Leave End Date:

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Comments: ☒

Fetch Comments RS

Date and Time: 07-OCT-2009 04:52:30 PM

User Name: Alan Michael Stein

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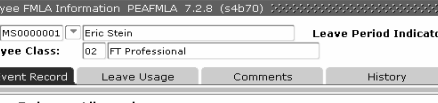
Comments: ☒

Date and Time:

User Name:

## 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.



The screenshot displays the 'Employee FMLA Information' window for employee Eric Stein (ID: MS0000001). The 'Leave Period Indicator' is set to 'Calendar'. The 'Employee Class' is '02 FT Professional'. The 'Leave Event History' tab is selected, showing a table with columns for 'Leave Balance Allowed', 'FMLA Units Indicator', 'Maximum FMLA Units Allowed', and 'Spouse ID'. The 'Leave Balance Allowed' is 300. The 'FMLA Units Indicator' is 'Hours'. The 'Maximum FMLA Units Allowed' is 300. The 'Spouse ID' is blank. A red arrow points to the 'Leave Event History' tab.

Leave Balance Allowed	FMLA Units Indicator	Maximum FMLA Units Allowed	Spouse ID
300	Hours	300	

Employee FMLA Information PEAPMLA 7.2.8 (14670)

ID: MS000001 Eric Stein Leave Period Indicator: Calendar Hours Query Date: 30-OCT-2008  
Employee Class: 02 FT Professional 12 Month Hours: 5,115.94

Leave Event Record Leave Usage Comments History

Capture Date and Time: 30-OCT-2008 01:07:04 PM User ID: COWESTA

Leave Balance Allowed  
FMLA Units Indicator: Hours  
Maximum FMLA Units Allowed: 300  
Care for Military Member Authorized: Y  
Spouse Employed: Y  
Spouse ID: MS000002 Allison Zee Stein

Leave Management 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  
Duration Notes:  
Approval ID:  
Approval Date:  
Unpaid Status Date:

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

Actual Back to Work  
Status: Full Time Date:  
Actual Back to Work  
Status: Full Time Date:

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### 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.

Earnings Code Rules PIREARN 7.2.8 (14670)

Earnings Code: VAC

Long Description: Vacation Pay  
Short Description: Vacation  
Source of Rate: \* Job Regular Rate  
Special Rate  
Table Rate  
Multiplication Factor: 100

Interface  
Allow Labor Distribution Overrides at Time Entry  
Expend Budget with Earning Value  
Applicable to Fringe Expense


Rule Class Overrides  
Rule Class:  
Fringe Rule Class:

Attributes  
Type: (NONE)  
Earnings Group:  
Hours or Units Indicator: \* Hours  
Units  
Tax Method: Annualized  
Base Salary  
Longevity  
Cash  
Display on Web

Leave  
Applicable to Leave Proration  
Applicable to Leave Minimum  
Leave Taken Code: VACA  
Leave Earned Code:

Incorporates Hours for FMLA 12 Month Total  
Qualifies Hours to be imported as used from Pay History

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## Integrated Postsecondary Education Data System (IPEDS)

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### 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!

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### 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

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### 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

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### 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.

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### 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.

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SUNGARD  
SUMMIT2010  
Today's Priorities. Tomorrow's Possibilities.



## International ACH Transactions (IAT)

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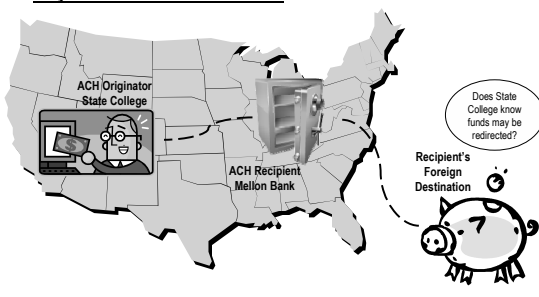
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### International ACH Transactions (IAT)

Why is an Enhancement Needed?



ACH Originator  
State College

ACH Recipient  
Mellon Bank

Does State College know funds may be redirected?

Recipient's Foreign Destination

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### International ACH Transactions

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

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## 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

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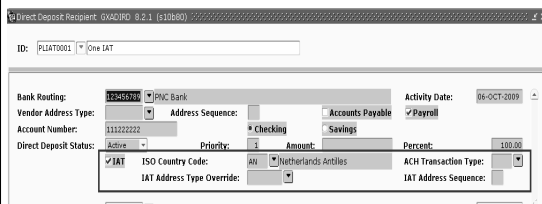
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## International IAT Transactions

### GXADIRD



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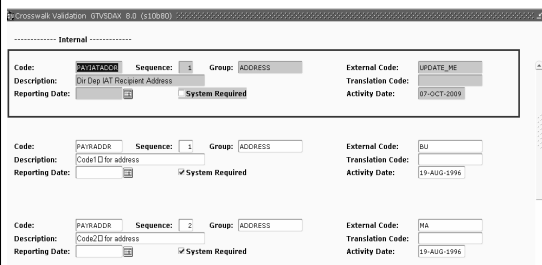
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## International ACH Transactions

### • GTVSDAX



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## International ACH Transactions

- GTVSCOD

ISO/ISO Standard Code Validation GTVSCOD 8.0 (10/08)				
Element	Code	Description	Standard	Activity Date
1218	AW	Aruba	1	14-FEB-2005
1266	AD	Andorra	1	14-SEP-2009
1266	AE	United Arab Emirates	1	14-SEP-2009
1266	AF	Afghanistan	1	14-SEP-2009
1266	AFG	Afghanistan	1	14-FEB-2005
1266	AO	Angola and Barbuda	1	14-SEP-2009
1266	AGO	Angola	1	14-FEB-2005
1266	AI	Anguilla	1	14-SEP-2009
1266	AIK	Anguilla	1	14-FEB-2005
1266	AL	Albania	1	14-SEP-2009
1266	ALB	Albania	1	14-FEB-2005
1266	AN	Aruba	1	14-SEP-2009
1266	AN	Netherlands Antilles	1	14-SEP-2009
1266	AND	Andorra	1	14-FEB-2005
1266	ANT	Netherlands Antilles	1	14-FEB-2005
1266	AO	Angola	1	14-SEP-2009
1266	AQ	Antarctica	1	14-SEP-2009
1266	AR	Argentina	1	14-SEP-2009
1266	ARE	United Arab Emirates	1	14-FEB-2005
1266	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

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## Electronic W-4

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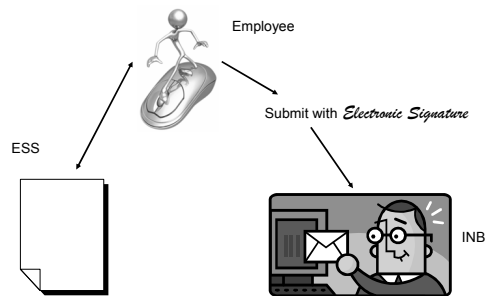
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## Electronic W-4



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## IRS Lock-In Letter



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**PDADEDN – tabs**

Employee Benefit or Deduction PDADEDN 8.4 (110880)

ID: 05151515 Barbara E Bates  
Benefit Category: F1 Full Time Employees  
Deduction: FED Federal Tax  
Last Paid Date: 31-MAY-2009  
Query Date: 01-FEB-2010

Deduction Add or Replace and Amend 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	Amounts	Title	Amount	Entry
1 Filing Status	MS	Required	1 Add wto		15.00	Optional
2 # Exempt	0	Optional	2			No Entry
3		Optional	3			No Entry
4		No Entry	4			No Entry
5		No Entry				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 (110880)

ID: 05151515 Barbara E Bates  
Benefit Category: F1 Full Time Employees  
Deduction: FED Federal Tax  
Last Paid Date: 31-MAY-2009  
Query Date: 01-MAR-2010

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

Deduction Effective Date: 01-FEB-2010

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

Comments: ☒ Record IRS Lock-In Letter information.

At last record Record 1/1 <><>

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**PDADEDN – tabs and fields**

Employee Benefit or Deduction PDADEDN 8.4 (110880)

ID: 05151515 Barbara E Bates  
Benefit Category: F1 Full Time Employees  
Deduction: FED Federal Tax  
Last Paid Date: 31-MAY-2009  
Query Date: 01-MAR-2010

Deduction Add or Replace and Amend 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: 0 Sample  
Allowances: 5

Electronic Certification

Signed Date: 15-JAN-2010 17:32:30  
Updated By: Barbara E. Bates

At last record Record 1/1 <><>

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## Print W-4

- Print from Deduction tab on PDAEDN  
—Enter date and W-4 record <= date prints
- Print from ESS  
—Employee may print currently active W-4



## Acceptable IRS format

W-4		Employee's Withholding Allowance Certificate		2010	
<small>Department of the Treasury Internal Revenue Service</small>					
<small>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.</small>					
1 Type or print your first name and middle initial Barbara E		Last name Bates		2 Your social security number 999-99-9999	
3 Home address (number and street or rural route) 4 Country View Rd		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input checked="" type="checkbox"/> Married, but withhold at higher Single rate. <small>Note: If you are married, you must check one of the boxes above.</small>			
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. .... <input type="checkbox"/>			
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. ....					
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 "Employer" if company has been changed in the IRS.) Banner University 4 Country View Road Mesa AZ 85205		9 Employer's federal tax identification number 064547369		10 Employer's name and address Banner University 4 Country View Road Mesa AZ 85205	

## Community Source Veterans Classifications

Veterans Classifications

Please enter your Military separation date and check any Veterans Classification boxes that apply to you.

Required Fields

Employee Name:

JoAnne Smith

Military Separation Date: (mm/dd/yyyy) \*

None

Date Lookup

Veterans Classifications:

☐ Disabled Veteran

(1) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) A person who was discharged or released from active duty because of a service-connected disability.

☐ Veteran of the Vietnam era

A person who (1) served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: (i) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) Between August 5, 1964, and May 7, 1975, in all other cases; or (2) Was discharged or released from active duty for a service-connected disability if any part of such active duty was performed: (i) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) Between August 5, 1964, and May 7, 1975, in all other cases.

☐ Armed Forces service medal Veteran

Any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

☐ Other protected Veteran

A veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

Update

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Summary

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

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Thank You!

Charles Westfall

Pam Leichter

Barbara Bates

Please complete the online class evaluation

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