



USING BANNER: HR

BENEFITS –



Benefits

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Banner HR

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Benefits

This interactive demonstration of Banner HR is designed to provide expert training of the process and steps for managing employees' benefits/deductions.

Welcome to Banner HR – Benefits. These training sessions will explain SCT Banner Human Resources System Benefit/Deductions Administration. It will prepare you to use Banner HR to manage employees' benefits/deductions.

ICON KEY

 Valuable information

 Keyboard exercise

How to Use This Manual

The “icon key” at left displays commonly used icons that appear through this documentation.

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Workers Compensation Processing

This lesson will show the Banner user how to process employees who are on workers compensation.

Included in this Lesson will be instructions that include processing an EPAF (Electronic Personnel Action Form) to place an employee on workers compensation, from recording the First Report of Injury with the State of New Hampshire of Labor to placing the employee on the appropriate type of leave status. The instructions will further document entering the appropriate earn code(s) and benefits processing.



Electronic Personnel Action Form (i.e. NOAEPAF)

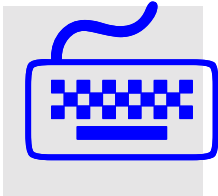
The Electronic Personnel Action Form captures current employment and job information. This form also creates the change(s) to the employee and job records, submits these changes through an approval routing queue and allows approved changes to be applied to the database.



Banner Tip - Yellow Flashlight

Any time you see a yellow flashlight displayed next a field, you can -click on the flashlight and you will be brought to a table with selections available for that field. Double click on the appropriate selection and the selection will be brought back into the form.

Processing of Workers Compensation in Banner



1. Additional Reference Materials:

- EPAF Usage - Cheat Sheets for Leave for Workers Compensation
- Job Change Reason document located on Project FRESH web site (select Leave tab for available options)

2. The employee is injured and a First Report of Injury or Illness is filed with the State of New Hampshire. A Wage Schedule is also established to include gross earnings for the employee over the past 13 weeks. An EPAF (JOBCHG) is processed to record a Job Change Reason Code with the First Report of Injury or Illness with the State of New Hampshire (AIDII) date.

3. Forms to use in processing workers compensation:

- NBAJOBS – to get hourly rate or daily rate
- PHICHEK (like PAYHISVIEW) – earnings information – shows gross by earn code
- PHILIST – full list of pays for the employee with gross earnings
 - PHICHEK and PHILST – shows wages for all of an employee’s job(s) summarized
- PEAEMPL – leave balances
- NBIJLST – locate the job the employee was performing when the illness/accident/injury occurred

Status

- A=Active
- T=Terminated
- F=Leave with Pay with Benefits
- B=Leave without Pay with Benefits
- P=Leave with Partial Pay with Benefits
- L=Leave without Pay without Benefits

4. As part of this EPAF the only three items that should be coded are:

- Jobs Detail Effective Date (Illness or Injury Date)
- Personnel Date (should be the same date)
- Job Change Reason = AIDII

NOTE: If being done after a payroll has run, the personnel date should reflect the true date of injury whereas the Job Details Effective Date cannot be prior to the last paid date. (Use the first day following the last day of the last completed pay period.)

This Job Change EPAF will require a Campus HR Approval.

5. For the first 3 days the employee misses work they are eligible to take earned, sick, vacation time or dock pay.
6. On the 4th day the employee is eligible for workers compensation payment, which is paid by a third party.
7. A second EPAF (LOAWKC) is processed to place the employee on Leave Without Pay with Benefits. As part of this EPAF the following changes will be made to the NBAJOBS record:
 - Job Detail Eff Date will default in from Query Date (see NOTE below)
 - 3 digit numeric field that will represent leave type
 - Leave Begin Date
 - Anticipated Date of Return
 - Earn code changed to leave without pay with benefits
 - Establishes earn time/vacation payout to 'make whole' employee compensation

NOTE: If being done after a payroll has run, the personnel date (which defaults from the Query Date) should reflect the true date of injury whereas the Job Details Effective Date cannot be prior to the last paid date. (Use the first day following the last day of the last completed pay period.)

Electronic Personnel Action Form (NOAEPAF)
 Leave of Absence – Workers Compensation (LOAWKC)

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Help Window

Electronic Personnel Action Form NOAEPAF 5.3.1 (BTRN)

Pending Change: Proxy For:

ID: 000000078 Fess Amot Trans No: 803

Query Date: 15-AUG-2003 Transaction Status: Waiting

Approval Cat: LOAWKC LOA Workers Comp Position: UB3402 SENIOR BUSINESS

Approval Type: LEAVE Leave Of Absence Suffix: 00

Applied	Status	Field Name	Current Value	New Value
	P	Personnel Date	01-JUL-2003	15-AUG-2003
	P	Jobs Detail Eff Date	01-JUL-2003	15-AUG-2003
	P	Leave Begin Date		15-AUG-2003
	P	Anticipated Return		20-NOV-2003

Approver Action: Queue Status: In the Queue

Enter new value.

Record: 1/?

Electronic Personnel Action Form (NOAEPAF) – Continued
 New Default Earnings Information

The screenshot shows a web-based form titled "Default Earnings Information NOAEPAF 5.3.1 (BTRN)". It contains two tables for entering earnings data.

Current Default Earnings Information

Effective	Earnings Code	Hrs/Units	Special Rate	Shift	Ended As Of

New Default Earnings Information

Effective	Earnings Code	Hrs/Units	Special Rate	Shift	Ended As Of
15-AUG-2003	420 Earned Time Usage	30.00		1	20-NOV-2003

At the bottom of the form, there is a status bar with the text "Effective date." and "Record: 1/1".

8. Which Earn Code do I select and how do I calculate the Earnings?

The following Earn Codes can be used when processed when used have been established for workers compensation:

9. Manually adjust PEAEMPL leave balances (by direct adjustment) to indicate the units of leave taken for:

- Status exempt staff at CLL, KSC, PSC, System and
- UNH FAMIS exempt employees

10. Adjust off line balances for:

- Other UNH status exempt staff
- Operating staff at UNH (excluding Kronos and FAMIS)

11. Automatic adjustments to on-line earned time/traditional vacation balances will occur as a result of the EPAF and payroll activity for:

- CLL, KSC, PSC, System and UNH (Kronos and FAMIS) operating staff employees

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Help Window

Leave Balances PEAEMPL 5.3.3 (BTRN)

ID: Name:

Leave Code	Date Available	Current Available	Hours Banked	Hours Accrued	Hours Taken	Begin Balance
MINE min useP	01-JAN-2001	0.00	0.00	0.00	0.00	0.00
Change Reason: Leave Code inserted since Employee's Leave Category Changed.						
Leave Code	Date Available	Current Available	Hours Banked	Hours Accrued	Hours Taken	Begin Balance
SKLV sick lv	01-JAN-2001	0.00	0.00	0.00	0.00	0.00
Change Reason: Leave Code inserted since Employee's Leave Category Changed.						
Leave Code	Date Available	Current Available	Hours Banked	Hours Accrued	Hours Taken	Begin Balance
VACL vac lv	01-JAN-2001	0.00	0.00	0.00	0.00	0.00
Change Reason: Leave Code inserted since Employee's Leave Category Changed.						

Leave Code; Press LIST for valid codes.

Record: 1/3 | List of Valu... | <OSC>

12. When an employee exhausts all types of vacation/sick balances, notification must be made to the System Benefits Office (through and e:mail) to begin billing employee for their portion of benefits.
13. When an employee is returning to work, an EPAF is processed (LOARET) to return the employee to active status. As part of this EPAF the following is required entry:
 - Jobs Detail Effective Date (date of return)
 - Personnel Date (same as Jobs Detail Effective Date)
 - Job Changes Reason (LXCWC)
 - If default earnings have not been ended, which is equal to the day they no longer have earned time/sick leave available. If miscalculated on original workers compensation EPAF, this can be adjusted on Default Earning EPAF, *DEFER (one for each campus)