

# LEAVE INQUIRY USER GUIDE



Department of HR  
Banner 9

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## PEAEMPL – Employee Form

The Employee Form establishes information about an employee's terms of employment.

The Main window collects general data, including current status, employee class, leave category, benefit category, home and distribution organizations, service dates, termination data, leave of absence information and hiring location data.

## PEALEAV - Employee Leave Balances Form

This block sums up and displays the leave totals accrued across multiple leave categories by each *distinct* leave code for an employee engaged in one or more job assignments (Position and Suffix), wherein each job assignment can be associated with a different leave category.

Leave usage for each leave code is maintained and expressed in terms of the following leave totals:

- Total Begin Balance
- Total Accrued
- Total Taken
- Total Banked

The above leave totals are used to derive the **Current Available** balance for each leave code. It represents the *Leave balance* for a specific leave code.

The screenshot displays the 'Employee PEAEMPL 9.3.8' form interface. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below the navigation bar, there are tabs for 'General Employee', 'United States Regulatory', and 'Canadian Regulatory'. The main form area is divided into several sections:

- General Employee:** Fields for Employee Status (Active), Employee Class (ES - Support Staff), Employee Group (PERM - Permanent Employee), Leave Category (S3 - Three Week Accrual (Salaried)), Benefit Category (P1 - Benefits and Pension), Part or Full Time (Full Time), and Status (Allow New Hire Benefits Enrollment).
- Home Department:** Fields for COA (M) and Organization (66002 - Department of Human Resources).
- Check Distribution:** Fields for COA (M) and Organization (60G - Human Resources).
- Employee District:** Field for District or Division.
- Service Dates:** Fields for Current Hire (15-FEB-1999), Original Hire (15-FEB-1999), Adjusted Service (15-FEB-1999), Seniority (15-FEB-1999), First Work Date (15-FEB-1999), and Last Work Date.
- Termination:** Fields for Reason and Termination Date.
- Leave of Absence:** Fields for Reason, Begin Date, and End Date.
- Hiring Location:** Fields for Location and Campus.

The bottom of the form features a navigation bar with a dropdown menu and a 'GMC' logo.

## PEIATND - Employee Attendance Inquiry Form

The Employee Attendance Inquiry Form displays daily time and attendance data for a specified employee. You can search using dates or earn codes or by using both or leaving both dates and earn code blank. This will return a search of all leaves for all dates.

Employee Attendance Inquiry PEIATND 9.3.6					
ID:	<input type="text"/>	Begin Date: 04-JAN-2019	End Date: 03-JUL-2019	Earn Code: ANN Annual Leave	<input type="button" value="Start Over"/>
EMPLOYEE ATTENDANCE INQUIRY					
Date	Day	Earnings Code	Earnings Code Description	Hours	Reason
11-JAN-2019	Friday	ANN		7.00	Attendance Interface
03-JUN-2019	Monday	ANN		7.00	Attendance Interface
04-JUN-2019	Tuesday	ANN		7.00	Attendance Interface
05-JUN-2019	Wednesday	ANN		7.00	Attendance Interface
06-JUN-2019	Thursday	ANN		7.00	Attendance Interface
07-JUN-2019	Friday	ANN		7.00	Attendance Interface
10-JUN-2019	Monday	ANN		7.00	Attendance Interface
11-JUN-2019	Tuesday	ANN		7.00	Attendance Interface
12-JUN-2019	Wednesday	ANN		7.00	Attendance Interface
13-JUN-2019	Thursday	ANN		7.00	Attendance Interface
14-JUN-2019	Friday	ANN		7.00	Attendance Interface
Total Hours By Day					
Monday	<input type="text"/>	Tuesday	<input type="text"/>	Wednesday	<input type="text"/>
Thursday	<input type="text"/>	Friday	<input type="text"/>	Saturday	<input type="text"/>
Sunday	<input type="text"/>	Total	77.00		
<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Home"/> <input type="button" value="End"/> <input type="text" value="13"/> Per Page					Record 1 of 11

## PEILHIS - Employee Leave History Form

The Employee Leave History Form displays the leave history of a specified employee. It includes changes made to an employee's leave records on the Employee Leave Balances Form (PEALEAV) and during payroll runs.

Data displayed includes leave code, effective date, hours banked, hours accrued, hours taken, date available, change reason, and ID of the user who made the change.

Based on the leave processing method (i.e, Leave by Job or Leave by Employee), the above data is displayed at the employee level or at the job assignment level accordingly.

You can access PEILHIS from the Options Menu and select Leave Balance History from PEALEAV or from the general form type PEILHIS and enter.

The screenshot shows the Employee Leave History (PEILHIS) form with two records. The top record is for Annual Leave (AL) and the bottom record is for Accrued Overtime (AO). Both records have an effective date of 28-JUN-2019 11:34:00 and a change reason of 'PHPUPTD program updated hours accrued, taken and banked'. The AL record shows a beginning balance of 158.50, 37.66 hours accrued, 70.00 hours taken, and a current available balance of 126.16. The AO record shows a beginning balance of 0.00, 0.00 hours accrued, 0.00 hours taken, and a current available balance of 0.00. The form includes a 'Start Over' button and a 'Filter' button. The bottom of the form shows a page number of 1 of 868 and a record number of 1 of 1736.

Leave Code	Effective Date	Hours Banked	Available On	Change Reason	Beginning Balance	Hours Accrued	Hours Taken	Current Available
AL Annual Leave	28-JUN-2019 11:34:00	0.00	15-FEB-1999	PHPUPTD program updated hours accrued, taken and banked.	158.50	37.66	70.00	126.16
AO Accrued Overtime	28-JUN-2019 11:34:00	0.00	15-FEB-1999	PHPUPTD program updated hours accrued, taken and banked.	0.00	0.00	0.00	0.00

Using the scroll bar on the right, you can scroll down through the Employee leave history form to view all the employee's leave codes.

### Searching for a leave code:

- Click on Query
- Click Enter
- You will notice in the Employee Leave History window that all records have been cleared
- In the Leave Code field; enter the leave code you are looking for
- Click on Query, execute
- The leave code that you were searching for will now be displayed in the Employee Leave History Window.

## PEIEHIS – Employee History

Employee History PEIEHIS 9.3.3													ADD	RETRIEVE	RELATED	TOOLS
ID: <input type="text"/>													Start Over			
EMPLOYEE HISTORY													Insert	Delete	Copy	Filter
Capture Date and Time	Status	Home Organization	Employee Class	Leave Category	Benefit Category	Current Hire	Adjusted Service	Leave Reason	Leave Reason Description	Leave Start Date	Leave End Date	Terminated Reason	Termination Date			
07-DEC-2013 11:50:15	A	66002	ES	S3	P1	15-FEB-1999	15-FEB-1999									
09-JUL-2013 08:42:57	A	66002	ES	S3	P1	15-FEB-1999	15-FEB-1999									
08-DEC-2012 14:36:44	A	66002	ES	S3	P1	15-FEB-1999	15-FEB-1999									
08-DEC-2012 13:38:12	A	66002	ES	S3	P1	15-FEB-1999	15-FEB-1999									
<div style="text-align: center;"> <span>&lt;</span> <span>&gt;</span> <span>&lt;&lt;</span> <span>&gt;&gt;</span> </div>																
<div style="text-align: center;"> <span>&lt;&lt;</span> <span>&gt;&gt;</span> of 1 <span>&gt;&gt;&gt;</span> </div>													10 Per Page			
													Record 1 of 4			

## POIIDEN - Employee Search Form

Access the Employee Search Form to search the Human Resources database for employees. You can narrow your search by entering a name or ID, or you can view all currently defined names by executing a query without entering data.

### To Search for an Employee

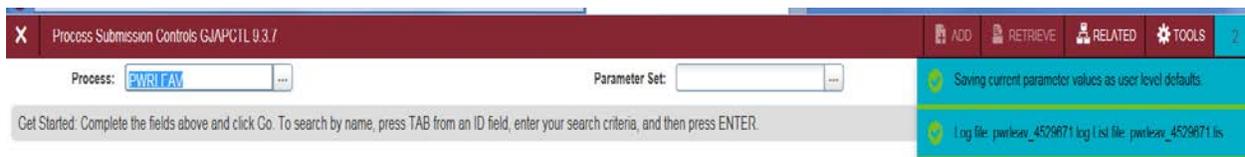
1. Access the Employee Search Form (POIIDEN).
2. Change the **Case Sensitive Query** Switch to Yes or No.
3. Enter the exact ID, Last Name, First Name, or Middle Name of the employee for whom you are searching.  
OR  
Enter part of the ID, Last Name, First Name, or Middle Name and replace the unknown part with a percentage sign (%).
4. Execute a Query to display all matches

## PWRLEAV - Employee Leave Balances Report

1. In the Search box on the Welcome page of Banner's home page; type PWRLEAV and enter.
  - This will bring you to the Process Submission Controls Form GJAPCTL
  - In the process field, PWRLEAV should be displayed.
  - Parameter Set should be blank
2. Click on the Go button
  - DATABASE should be displayed in the Printer Control block.
  - All other fields can be left blank
3. Move to the Parameter Values block by clicking in the Employee ID Values field.
  - Enter the Employee ID
  - Arrow down to get to the Leave Code value
    - i. Enter the 2 digit leave code (ex: AL, FM, CP, SK). If you are unsure of a code, click on the 3 dots in the values field. The leave code rule form will open and display the codes. Click on the X to get back to the previous page.

A screenshot of a form field. On the left, there is a label '02 Leave Code'. To the right of the label is a text input field. At the far right end of the input field, there is a small downward-pointing arrow icon, indicating a dropdown menu.

- Enter the 5 digit org. You can also use a range of orgs if you have more than one org. ex: From Org 46000; To Org 46500 or if you're only running one org, both the From and To Orgs will have the same value.
  - Create CSV file must be a Y or N. Y for an Excel report or N for a PDF report
4. Check the **Save Parameter Set As** box to save your changes.
  5. Click on the SAVE button at the bottom right hand of the page

A screenshot of the 'Process Submission Controls GJAPCTL 9.3.7' interface. The title bar is red and contains the text 'Process Submission Controls GJAPCTL 9.3.7' and icons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the title bar, there are two input fields: 'Process:' with the value 'PWRLEAV' and 'Parameter Set:' which is empty. Below these fields is a grey instruction bar that says 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.' On the right side, there is a blue notification area with two messages: 'Saving current parameter values as user level defaults.' and 'Log file: pwrleav\_4529671.log | sql file: pwrleav\_4529671.bs'. A small number '2' is visible in the top right corner of the notification area.

*After the parameters have been saved, you will notice messages in the upper right hand corner.*

*These messages confirm that the parameters have been saved and a log file was generated for the report. Click on the number (of messages) just above the messages to remove them.*

### *Reviewing the Report:*

1. Click on the Related Menu
2. Click on PDF Review Output (GWAVRPT)
3. Click on the report you want to view and click on the SEL button (top left hand corner) to display your report. The .lst is the PDF format and CVS format is the Excel version.
4. If your report isn't displayed when you arrive on this page, click F5 to refresh until the report name is displayed.

## PWRRATD - Management Audit Report

1. In the Search box on the Welcome page of Banner's home page; type PWRRATD and enter.
  - This will bring you to the Process Submission Controls Form GJAPCTL
  - In the process field, PWRRDAN should be displayed.
  - Parameter Set should be blank
2. Click on the Go button
  - DATABASE should be displayed in the Printer Control block.
  - All other fields can be left blank
3. Move to the Parameter Values block by clicking in the Employee ID Values field. Enter the Employee ID
  - Arrow down to get to the next value.
    - i. If you want the report for one employee, enter the employee ID in the values field. If you want everyone in a specific org, leave the Employee ID field blank and enter in the five digit org number.
    - ii. You can use more than one earn code at a time as long as there is a coma in between codes.
    - iii. Date values must be DD/MM/YYYY Format
    - iv. Create CSV file must be a Y or N. Y for an Excel report or N for a PDF report
  - When all parameters have been entered, click in the Submission section and click on Save Parameter Set as
4. Click on the SAVE button at the bottom right hand of the page



*After the parameters have been saved, you will notice messages in the upper right hand corner. These messages confirm that the parameters have been saved and a log file was generated for the report. Click on the number (of messages) just above the messages to remove them.*

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