LEAVE INQUIRY USER GUIDE

Department of HR
Banner 9

Contents

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.

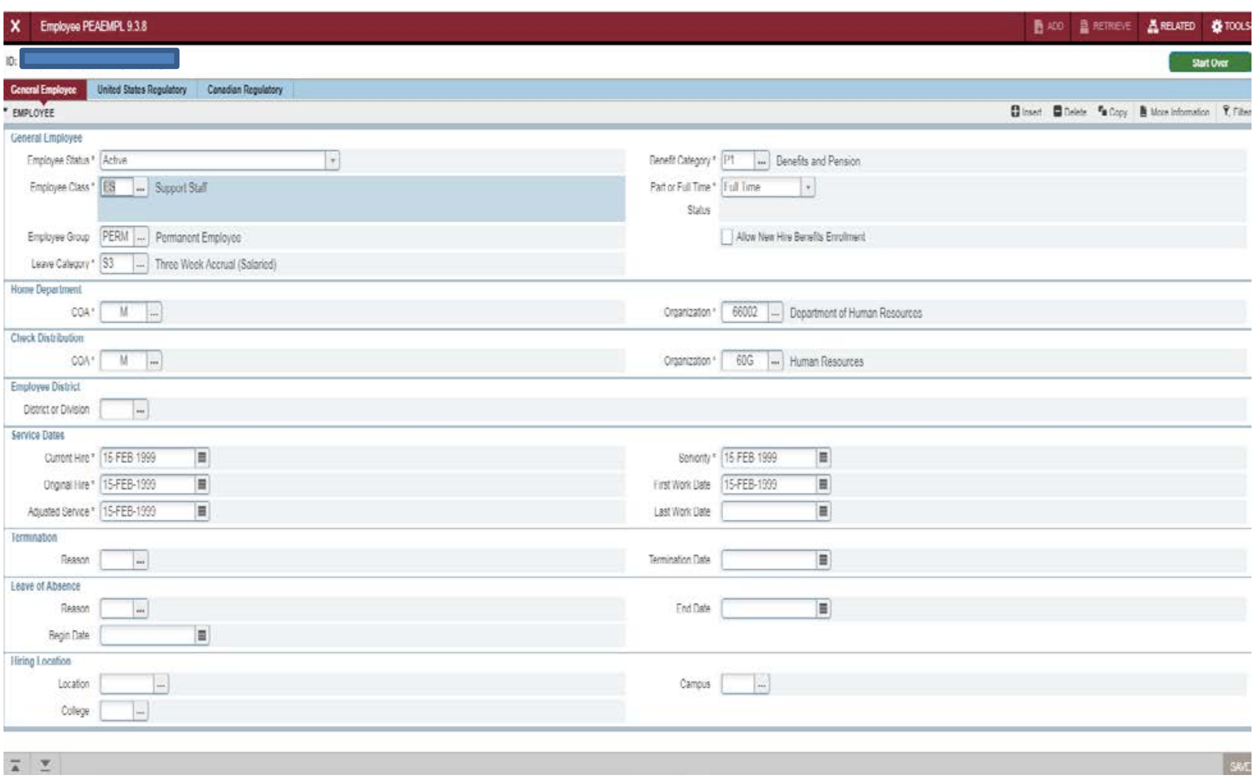
PEALEAV - Employee Leave Balances Form

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:

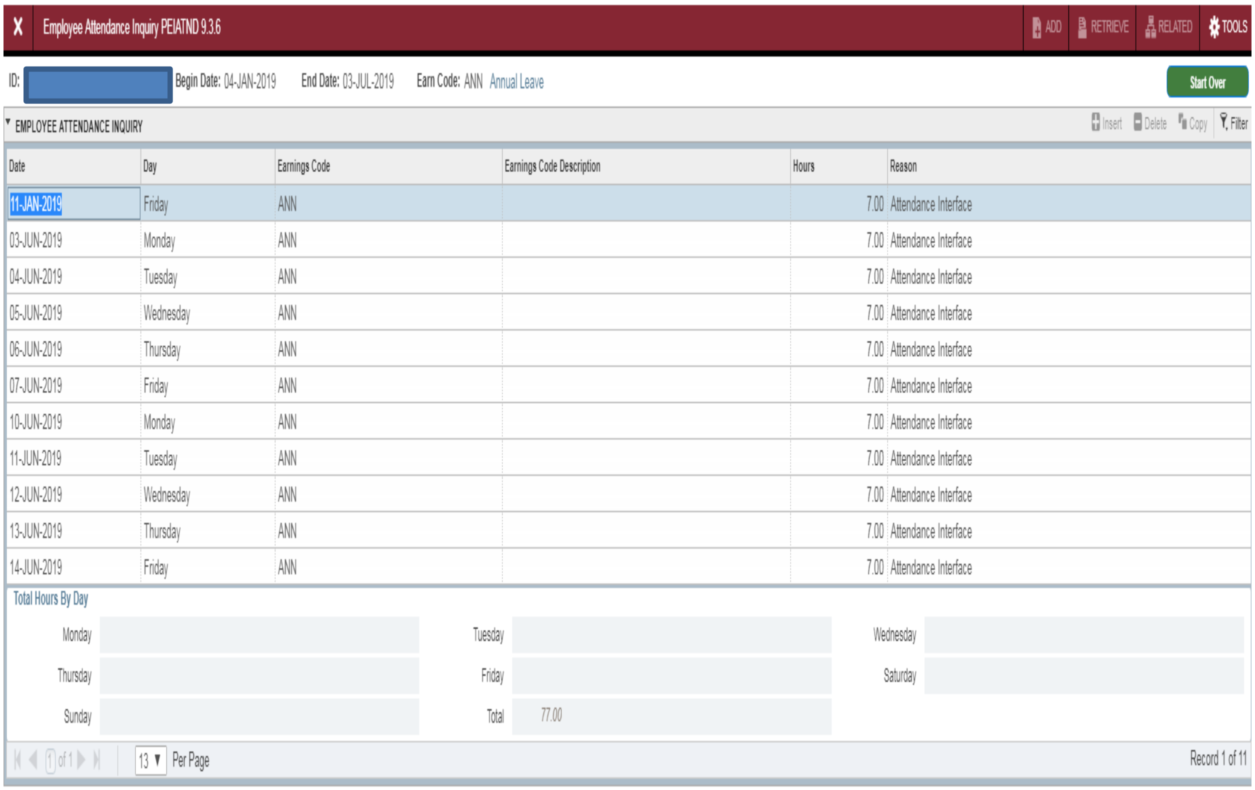
- Total Begin Balance
- Total Accrued
- Total Taken
- Total Banked

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.



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.



X Employee Attendance Inquiry PEIATND 9.3.6 ADD RETRIEVE RELATED TOOLS

ID: Begin Date: 04-JAN-2019 End Date: 03-JUL-2019 Earn Code: ANN Annual Leave Start Over

EMPLOYEE ATTENDANCE INQUIRY Insert Delete Copy Filter

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		Tuesday		Wednesday	
Thursday		Friday		Saturday	
Sunday		Total	77.00		

1 of 1 13 Per Page Record 1 of 11

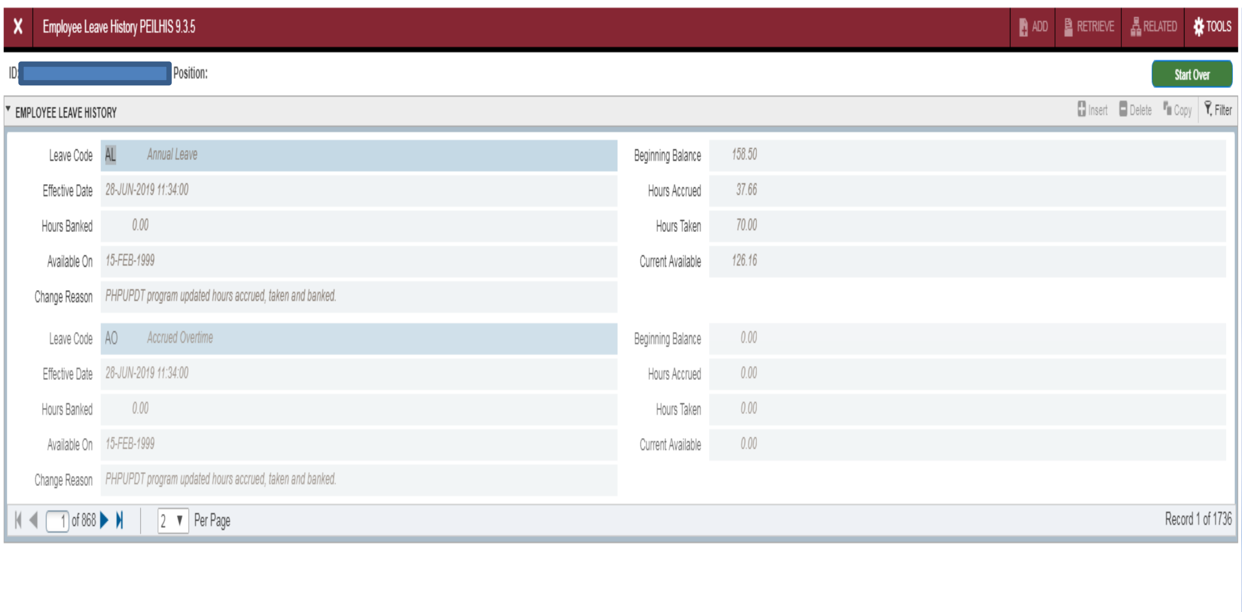
PEILHIS - Employee Leave History Form

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.

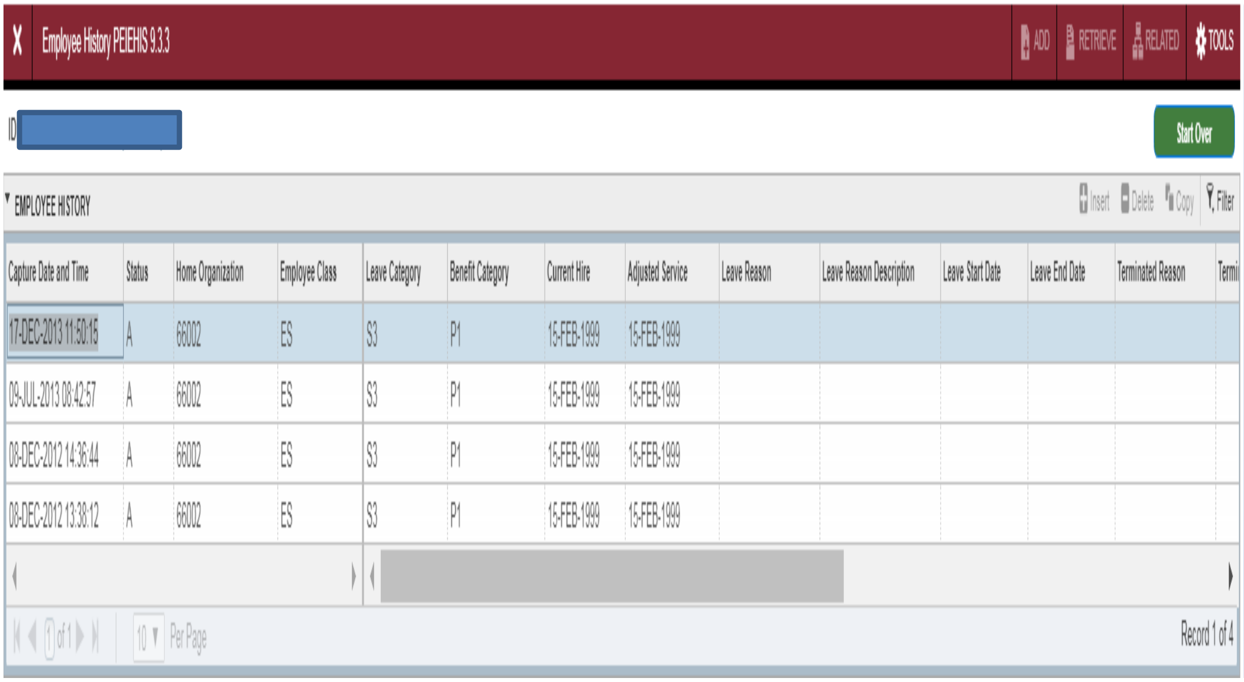


Using the scroll bar on the right, you can scroll down through the Employee leave history form to view all the employee’s leave codes.

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



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

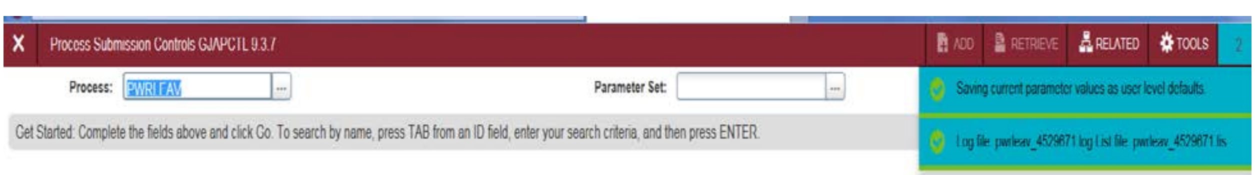
2. Click on the Go button
    - DATABASE should be displayed in the Printer Control block.
    - All other fields can be left blank

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.

    - 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



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

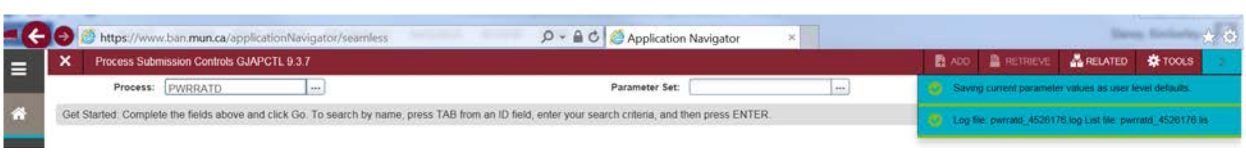
These messages confirm that the parameters have been saved and a log file was generated for the report. Click on the number (of messages) just above the messages to remove them.

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.

Reviewing the Report:

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