

Report Name:	PEALEAV Academic Vacation/Sick Leave Balance
Description:	Reports academic employee year-to-date leave balances for Sick and Vacation. This report shows what is in Banner PEALEAV for Academic Employees as of the day prior.
Purpose:	<p>To display employee's total accumulated vacation, compensable sick, and non-compensable sick hours/days as of a particular date or time period for leave monitoring.</p> <p>Display all employees who have the following leave category codes on PEALEAV: SICK, SICC, SICN, VACA, VACC and VACS</p> <p>To be able to cross check vacation and sick leave usage with earnings codes reported.</p>
How it can be used:	This report can be used to view the leave balances in Banner for all academic employees in an org. This can be helpful if you want to view a listing of all employee balances when reporting academic vacation and sick leave during the two reporting periods each year.
Report Source:	Enterprise Data Warehouse
Report Tool:	Cold Fusion
Frequency:	On Demand
Location:	UHR Reporting Portal
To Request Access:	<p>You can only access information for your organization. Your access is based on your Banner security and you must have General HR Reporting security access.</p> <p>For more information on requesting access to other HR Reports or to locate your Unit Security Contact (USC) refer to the following website: http://www.hr.uillinois.edu/human_resource_systems/reporting_portal/</p>

Example Report

PEALEAV Balances Year to Date

Report Description - Reports employee leave balances for FLHL, SICC, SICK, SICN, and VACA.

Loading Data - It may take a few seconds for data to load.

Sorting - Click on a column heading to sort data. It may take a few seconds for data to sort.

 Excel Download

Name	UIN	Position-Suffix	Employee E-C...	Current Hire ...	Accr Lv Bal Le...	Carryforward ...	Banner Accru...	Leave Taken	Current Leav...
Paul, John	000000000	000000000	BA	03/04/2013	CompSick	0	0	0	0
Paul, John	000000000	000000000	BA	03/04/2013	FloatHol	0	0	0	0
Paul, John	000000000	000000000	BA	03/04/2013	NoncSick	0	8.67	0	8.67
Paul, John	000000000	000000000	BA	03/04/2013	Sick	36	8	0	44
Paul, John	000000000	000000000	BA	03/04/2013	Vacation	56	16	0	72

Field Name

Definition

Campus

Campus

Org

The organization code and affiliated name of the organization

College

College name

Department

Department name

Name

Employee Last, First, Middle I

UIN

Employee UIN (University Illinois number)

Position

Six-character position identifier - if the employee has multiple positions, leave balances and accruals will show separately.

Suffix

Two-character code that further defines the Position

Employee E-Class

Employee Class code associated with the job. This report only shows academic leave e-classes.

Current Hire Date

Hire date of the employee

*Accrued Leave Balance
Short Desc*

Short description for the leave type.

*Carryforward begin
balance*

Balance not taken and carried over at the end of the leave year

Banner Accrued Leave

Leave accruals in Banner that have occurred since mid-August of the previous year. Note accrual occurs during the monthly pay calc, and leave is indicated in hours, not days.

Leave Taken

If any leave has been reported in Banner, it is indicated here. If no leave has been reported, it shows "0".

Current Leave Available

Begin balance plus accrued leave minus any leave taken.