PTO Administrator Procedures Guide

Table of Contents

1. MANAGING EMPLOYEE TRANSFERS

Since not all Schools & Centers utilize the Paid Time Off Management System (PTO), it is necessary and essential to manage the initial time off balances for employees transferring between Schools & Centers. It is strongly recommended that administrators run the **Payroll Change Log – Hires & Transfers Report** on a regular schedule to proactively identify and manage the initial balances for these employees. (See below for instructions on obtaining access.)

A. Transfers out of a PTO Participating ORG

a. If a full-time exempt employee transfers internally from a PTO participating ORG to a PTO participating ORG:
   i. It is not necessary to clear balances – no action is required.
   ii. You may choose to remove the Supervisor assignment by Assigning NO Supervisor for that person.
   iii. The employee or the ORG Administrator in the new ORG will have to assign a new Supervisor.

b. If a full-time exempt employee transfers from a PTO participating ORG to a non-participating PTO ORG:
   i. You will need to share the employee's unused and accrued time off balances (PTO, Sick, STD) with the new supervisor in the new ORG.
   ii. You may choose to remove the Supervisor assignment by Assigning NO Supervisor for that person.
   iii. You will need to clear the employee's time off balances (refer to the PTO Administrator Training Guide for instructions).
   iv. IMPORTANT NOTE – Take a screen print of both the summary and detail pages (Employee Balance Information, Vacation History, and Sick Leave History screens) before clearing the balances and store in the employee's file.

c. If an full-time exempt employee transfers from a PTO Participating ORG to a non-exempt position elsewhere at Penn:
   i. You will need to share the employee's unused and accrued time off balances (PTO, Sick, STD) with the new supervisor in the new ORG.
   ii. You may choose to remove the Supervisor assignment by assigning NO Supervisor for that person.
   iii. You will need to clear the employee's time off balances (refer to the PTO Administrator Training Guide for instructions).
   iv. IMPORTANT NOTE – Take a screen print of both the summary and detail pages (Employee Balance Information, Vacation History, and Sick Leave History screens) before clearing the balances and store in the employee's file.

B. Transfers into a PTO Participating ORG

a. If a full-time exempt employee transfers into a PTO participating ORG from a PTO participating ORG:
   i. A new Supervisor must be assigned.
   ii. There is NO requirement to touch the balances.

b. If a full-time exempt employee who is new to PTO/never used PTO before transfers into a PTO participating ORG from a non-participating ORG:
   i. General rule of thumb: If an active exempt employee within your responsibility has never used PTO, when querying the balance for that employee from the Administrator/Balance Screen, you will not see a record for that person.

ii. The ORG Administrator must obtain the initial balances from the OLD ORG.
iii. The ORG Administrator must load the initial balances via an Initial Balances Flat File. (You must save the file in the CSV (MS-DOS) format. Refer to the PTO System File Layout document for instructions on creating the file.)
iv. The ORG Administrator should contact the employee with instructional information about the PTO System.

c. If a full-time exempt employee who was a former PTO user transfers into a PTO participating ORG from a non-participating ORG:
   i. *General rule of thumb: If an active exempt employee within your responsibility was a former PTO user, you will be able to query them up through the Administrator-Reports-Balance Screen.*
   ii. There are two cases that may occur:
      1. The employee was in a PTO ORG, transferred to a non-PTO org and is now returning to a PTO ORG, or
      2. The employee was in a PTO ORG, left the University and is now returning to the University in a PTO ORG—and is eligible for Penn's Bridging of Service Periods Policy 410.
   iii. The ORG Administrator **WILL NOT** be able to load the initial balances via an Initial Balances Flat File.
   iv. Employee balances WILL appear incorrectly in the system until the steps below are complete.
   v. If the employee is eligible for Bridging of Service Periods, the ORG Administrator should advise the employee to submit a written request for bridging of service periods to Mae Barnes in Human Resources Benefits mbarnes@.upenn.edu. Once bridging has been completed in the Personnel Payroll System by Human Resources, then continue as noted below.
   vi. Contact the PTO Central Support in Human Resources (Sharon Moorer Aylor) and request an update to the System Manage Date for the employee.
   vii. Once the System Manage Date is update, the ORG Administrator must update the initial balances online via the Employee Balance Information Screen.

d. If a non-exempt employee transfers to an exempt position in a PTO Participating ORG:
   i. The employee **will not** be automatically imported into the PTO System. After the appropriate changes are made in the Personnel Payroll System changing this employee's status, the Org Administrator must complete the following steps.
   ii. The ORG Administrator must obtain the initial balances.
   iii. The ORG Administrator must load the initial balances via an Initial Balances Flat File. (You must save the file in the CSV (MS-DOS) format. Refer to the PTO System File Layout document for instructions on creating the file.)
   iv. The ORG Administrator should contact the employee with instructional information about PTO.

2. EMPLOYEE TERMINATIONS

A. If a full-time exempt employee is terminated from the University:

a. The employee must be terminated in the Personnel Payroll System **<u>before</u>** retrieving from the PTO Management System the Paid Time Off Balance for payout at separation.

b. The Paid Time Off Balance to use for the payout at separation should not be retrieved from the PTO Management System until **<u>the first work day after</u>** the termination is effective. This allows time for the PTO System to be updated by the Personnel Payroll System on the termination date so the appropriate 15/16 rule can be applied. (The update to the PTO System from the Personnel Payroll System occurs after midnight on normal <u>work days, Monday – Friday only</u>.)

c. The ORG Administrator or designee must process the Vacation Payout at Separation Form using the Paid Time Off Balance retrieved from the PTO System as outlined in Step b.
d. Take screen prints of both the summary and detail pages (Employee Balance Information, Vacation History, and Sick Leave History screens) before clearing the balances and store them in the employee's file.
e. Clear the employee's time off balances.

3. NEW HIRES TO PENN

A. New Hires are automatically imported into PTO (after the minimum record requirements have been met within the Personnel Payroll system). There is no need to load beginning balances.
B. Assign a Supervisor for the staff member.
C. If the New Hire is not automatically imported into PTO after the minimum record is completed, contact Sharon Moorer Aylor.

4. SALARY MANAGEMENT & CHANGE LOG ACCESS REQUIREMENT

ORG Administrators are expected to run the Business Objects "Payroll Change Log – Hires and Transfers" report to proactively identify and manage employee transfers.

A. Access to both Salary Management & Change Log data in the Warehouse is required.
  a. If you don't already have access to the Salary Management collection, complete and submit the form located at:
    http://www.upenn.edu/computing/da/dw/formfin.pdf.
  b. For access to the Payroll Change Log data in the Warehouse, complete and submit the access request form located at:
    http://www.upenn.edu/computing/da/dw/FORMHR.pdf .
  c. Forms must have appropriate signatures before access will be granted: school/center access administrator, Human Resources, Payroll.

B. The Payroll Change Log – Hires and Transfers report contains prompts for Home ORG range and Change Log actions date. Users should enter the ORG range for which they'd like to retrieve data (simply enter the same ORG twice to retrieve data for only one ORG), along with the date since when actions occurred (e.g., entering 05/01/2008 will retrieve all hire and transfer actions that occurred for the ORG range since that date). Note that dates must be entered in mm/dd/yyyy format; dates entered with 2-digit year formats will return no data. For further details on how to access the report in Business Objects Desktop Intelligence or InfoView, refer to:
http://www.upenn.edu/computing/da/bo/deskioverview.html#Repository .

5. ORG ADMINISTRATORS ADMINISTRATIVE REQUIREMENTS

A. Short-Term Disability and Leaves of Absence without Pay
  a. HR Policies for Leaves of Absence without Pay and Short-Term Disability do not allow for accruals during these times. If an employee is out for either of these reasons, the ORG Administrator is required to enter the time into PTO to ensure that the accruals are handled correctly.
B. Military Duty
  a. During a paid military leave, employees continue to accrue Paid Time Off (vacation) and Sick Leave. Therefore, the ORG Administrator must enter only the **UNPAID** portion of the military leave. (For more detailed instructions on changes that should be made to the Personnel Payroll System for Military Leave, see http://www.hr.upenn.edu/Policy/Basteps.aspx.)
C. Introductory Period
  a. HR policies designate that an employee is not allowed to accrue Paid Time Off (vacation) during their Introductory Period. An employee in their Introductory Period does accrue Sick Leave. The

PTO system will show all accruals—even PTO accruals—and will also allow the employee to submit a request for time off—even Paid Time Off—during the introductory period. However, to ensure knowledge of and acceptance of this policy, the system will prompt both the employee and the supervisor with the following messages:

i. **Employee's View:** This request for time off is during your Introductory Period. Per the Introductory Period Policy, the Paid Time Off (vacation) balance you view in the automated system will not be available to use until the successful completion of your Introductory Period.

ii. **Supervisor's View:** This request for time off is during (staff member's name) Introductory Period. Per the Introductory Period Policy, the staff member's Paid Time Off (vacation) balance viewed in the automated system will not be available to use until the successful completion of the staff member's Introductory Period.

6. **HR WEBSITE – PTO INFORMATION** (http://www.hr.upenn.edu/StaffRelations/PTO/Default.aspx)

7. **PTO Participating ORGS (see chart on next page)**

PTO Participating ORGS as of September 1, 2011	Center	ORG Ranges
Annenberg Center	19	19XX
Annenberg School for Communication	36	3600-3604
Audit, Compliance and Privacy	78	78XX
Business Services	93	93XX
Campus Services	95	95XX
Development and Alumni Relations	90	90XX
Division of Finance	87	87XX
Division of Human Resources	92	92XX
Division of Public Safety	79	79XX
Executive Vice President	98	98XX
Facilities and Real Estate Services	96	96XX
Graduate School of Education	32	3200
Institute for Contemporary Art	61	61XX
Information Systems and Computing	91	9100 - 9199
Law School	56	56XX
Morris Arboretum	60	60XX
Museum	26	2600
President's Center	81	81XX
Provost	04	04XX
Provost	62	6200-6299
Provost	83	8300 - 8399
Recreation and Intercollegiate Athletics	24	2400
School of Arts and Sciences	02	All orgs except 0104
School of Dental Medicine	51	51XX
School of Design	33	33XX
School of Engineering and Applied Science	13	13XX
School of Nursing	06	06XX
School of Veterinary Medicine	58	5801, 5802, 5803
Social Policy and Practice	35	35XX
VPUL (Student Activities & Student Services)	84 & 85	84XX, 85XX
Wharton School	07	07XX, 08XX