



IMPORTANT DEADLINES

1. Civil Service Exempt Reporting

- a. Reporting period: 08/20/23 – 04/27/24
- b. Reporting window opens 05/02/24
- c. Leave must be transmitted to Banner via the VSL application **NO LATER than 05/11/24**

2. Academic Reporting

- a. Reporting Period: 08/16/23 – 05/15/24
- b. Reporting window opens 05/16/24
- c. Leave must be transmitted to Banner via the VSL application **NO LATER than 06/04/24**

The feed from VSL to Banner does not happen automatically. Unit HR contacts must review and submit leave from the Usage Summary tab in VSL to Banner.

Please follow the steps outlined below and view the brief how-to videos PRIOR to using the VSL application to submit leave usage to Banner.

1. Access a report of employee leave balances for those that you need to report usage for in your unit and confirm beginning balances and accruals:
 - a. Run the PEALEAV Balance Report at <https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5601> ([Step-by-step instructions attached](#)).
 - b. Use the All Employees tab in VSL to ensure beginning balances on the PEALEAV report reconcile with VSL.
 - c. Use the accrual chart below to confirm employees have received full accruals, through the May reporting period, based on FTE and e-class. The chart is based on full-time employment, adjust accordingly based on FTE.
 - i. **PLFA (NEW THIS YEAR):** Please review PLFA balances for 9- and 10-month employees and see the [attached HR guide](#) for more information on adding frontloaded balances to VSL, when applicable. There is also an [employee user guide](#) attached that may be helpful to send to employees who are unfamiliar with reporting leave time in VSL.

ACADEMIC ACCRUALS

08/16/23-05/15/24

	VACA	SICK	SICN	PLFA
12-Month Full-Time Employees	144	72	78.03	0
9-Month Full-Time Employees	0	96.03	104.04	20

CIVIL SERVICE EXEMPT ACCRUALS

08/20/23-04/27/24

	VACA	SICK	SICN
Full-Time Employees (0-3 Years of Service)	129.96	62.46	67.5
Full-Time Employees (3-6 Years of Service)	135	62.46	67.5
Full-Time Employees (6-9 Years of Service)	140.22	62.46	67.5
Full-Time Employees (9+ Years of Service)	145.44	62.46	67.5

2. Review job records with transactions that may affect balances and accruals (e.g., non-standard employee groups, employee group changes, FTE changes, pay adjustments and leave of absences, etc.):

- a. FTE changes: Email IHR (ihr@illinois.edu) if you have questions about moving hours from VACA to VACC

- b. Employees appointed on a 10/12 service basis will need the accruals in the SICK accrual field overwritten to reflect the appropriate accrual (MAX accrual of 96 hours). PEALEAV does not stop accruals for the two months of non-service resulting in the employee accruing more leave than they are eligible for; therefore, a manual leave adjustment is required.

- c. If an employee had a pay adjustment for regular pay (i.e., missed the deadline for calc for a new hire), leave accruals will not have occurred. Units should use the Pay History Leave Accruals form (PHIACCR) to verify whether or not the leave accrual occurred for a particular pay period and refer to the calculator on the VSL Leave Reporting attachment: [Accrual Calculators](#) for assistance with calculating accruals to update PEALEAV accordingly.

3. PEALEAV Training/Resource materials can be found at: <https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5601>.

- a. VSL calculator for 9- and 12-month service basis
- b. VSL PowerPoint will provide guidance for PEALEAV entry

4. VSL Leave Reporting Training/Resource materials can be found at: <https://go.illinois.edu/leave-reporting>.

5. VSL does not upload VACN (non-compensable vacation for postdocs) usage to Banner. If you receive an error indicating the leave did not transmit to Banner, you must make a manual adjustment in PEALEAV for those employees.

HOW-TO VIDEOS

1. How to run the PEALEAV Balance Report and compare to All Employees tab in VSL: <https://uofi.box.com/s/eb9taewz1gkomx12r1kmudqpvyfj1pn>

This clip was taken from the HR VSL Exempt CS Training conducted in October 2021 therefore this video discusses Exempt Civil Service only, but the same process can be used for academic employees. This video discusses accruals for the full reporting year and VSL displays full-year accruals only. However, at this time units will only see accruals for 08/20/23 through 04/27/24 for CS-Exempt and 08/16/23 through 05/15/24 for Academics on the PEALEAV Balance Report and in PEALEAV. Refer to the chart above for accruals through this reporting period.

2. Usage Summary Instructions: <https://uofi.box.com/s/9wko1gj1nx871x9tbem7incgh7909rl4>

If you have questions regarding leave reporting policy or updating PEALEAV please contact IHR at ihr@illinois.edu. If you have VSL application or VSL leave submission questions, please contact Brandi Pulleyblank at blpulley@illinois.edu.