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Introduction

This release guide provides an overview of the Banner® Human Resources/Position Control 8.11 release. In addition to the enhancements and defects included with the 8.11 release, this release is also a compilation of all the patch and interim releases posted since the 8.10 release.

System requirements

Banner Position Control 8.11

The following minimum releases are required.

<table>
<thead>
<tr>
<th>Banner General</th>
<th>Position Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.6</td>
<td>8.10</td>
</tr>
</tbody>
</table>

Banner Human Resources 8.11

The following minimum releases are required.

<table>
<thead>
<tr>
<th>Banner General</th>
<th>Position Control</th>
<th>Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.6</td>
<td>8.11</td>
<td>8.10</td>
</tr>
</tbody>
</table>

Enhancements included in 8.11

This release guide describes the following enhancements that are included with the 8.11 release.

- Affordable Care Act Enhancement - Functional / Affordable Care Act Enhancement - Technical
- Multi-Entity Processing for Effort Reporting and Labor Redistribution
- IPEDS report updated for 2013-2014
- Puerto Rico W-2 Regulatory Updates for 2014
• **W-4 Form Updates**

• **NACHA Regulatory Updates for 2014**

• **Oracle 12c environment available**

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**Documentation updated for the 8.11 release**

The following documents have been updated for the changes included in the 8.11 release.

• **Banner Human Resources/Position Control User Guide**

  The "Benefits Administration" chapter in the *User Guide* was updated to include information about FMLA processing.

• **Banner Human Resources/Position Control Reports Handbook**

  The US Affordable Care Act Hour Analysis Report (PHRAFCA) was added to the *Reports Handbook*.

• **Banner Effort Reporting and Labor Redistribution Multi-Entity Processing Implementation Guide**

  This book was created to provide information about how to set up multi-entity processing for Effort Reporting and Labor Redistribution. It can be found in the Ellucian Multi-Entity Processing Documentation Library in the Ellucian Support Center.

• **Banner IPEDS Survey Handbook**

  This handbook was updated to reflect the NCES reporting changes for 2013-2014.
The US Affordable Health Care Act (ACA) requires employers to monitor employee work hours in order to determine their eligibility for health care coverage, either with in-house health plans or through a state health care exchange. Employers must determine if employees are considered full-time for health care purposes by tracking against an average 30 hour per week threshold for the length of their chosen measurement, or look-back, period (3 to 12 months). The measurement dates and period are chosen by the employer and should not change.

**Standard Measurement Period**

The Standard Measurement Period is a fixed period of 3 to 12 consecutive calendar months. It’s important to note the following criteria about the Standard Measurement Period.

- The employer can choose both the duration and the start month of the Standard Measurement Period.
- The Standard Measurement Period must be the same for all of the employees in the same category.

Under the ACA, workers may need to be offered health benefits if they work an average of 30 hours or more per week. Hours of service includes all paid hours, including all forms of employer-paid time off (PTO), and some unpaid hours related to special leaves of absence. To help calculate costs and determine a reasonable strategy, employers must first know how many of their workers are likely to be in the critical 30 to 35 hour segment. Also, workers with 20 to 29 hours do not necessarily stay in the same hourly category from one period to the next.

**IRS Guidance on Part-Time Faculty and Student Employees**

In a February 2014 rule, the IRS provided more definitive guidance as to what constitutes a reasonable method for calculating adjunct hours. Specifically, the rule states that:

One (but not the only) method that is reasonable for this purpose would credit an adjunct faculty member of an institution of higher education with (a) 2 1/4 hours of service (representing a combination of teaching or classroom time and time performing related
tasks such as class preparation and grading of examinations or papers) per week for each hour of teaching or classroom time (in other words, in addition to crediting an hour of service for each hour teaching in the classroom, this method would credit an additional 1 1/4 hours for activities such as class preparation and grading) and, separately, (b) an hour of service per week for each additional hour outside of the classroom the faculty member spends performing duties he or she is required to perform (such as required office hours or required attendance at faculty meetings).

According to the rule, a college or university could deem an adjunct faculty member who teaches 12 credits as having worked 27 hours a week (12 x 2.25). If the institution required the adjunct to hold office hours for 2 hours per week, it would need to credit that adjunct with 29 hours (27 for the 12 credits and 2 for the office hours). If the institution also required an adjunct to attend a one-hour faculty meeting each week, it would need to credit that adjunct with 30 hours (27 for the 12 credits, 2 for the office hours and 1 for the faculty meeting). In other words, institutions must carefully assess all required work outside of the classroom.

Student Employees

To avoid having the application of section 4980H interfere with financial aid through work study programs, the IRS states that service performed by students in positions subsidized through the federal work study program or a substantially similar program of a State or political subdivision thereof do not count as hours of service for section 4980H purposes. The exemption is limited to these programs, however, and "all other hours of service for which a student employee … is paid … are required to be counted as hours of service for section 4980H purposes."

One issue that has generated some concern is how to credit "on call" hours by resident assistants. The IRS provided the following guidance on that issue: "[u]ntil further guidance is issued, employers of employees who have on-call hours are required to use a reasonable method for crediting hours of service that is consistent with section 4980H. It is not reasonable for an employer to fail to credit an employee with an hour of service for any on-call hour for which payment is made or due by the employer, for which the employee is required to remain on-call on the employer's premises, or for which the employee's activities while remaining on-call are subject to substantial restrictions that prevent the employee from using the time effectively for the employee's own purposes."

The rule does not specifically address exemption of graduate research and teaching assistantships, so institutions will have to carefully manage working hour expectations of these roles to determine whether or not the assistantships qualify as full-time in accordance with the ACA.

If your institution is providing "stipend-type" payments to certain classes of student employees that fall in the previously mentioned categories, the job assignment should either provide an hour basis (Hours per Pay) that will be stored in the Pay History tables and updated to 'Payroll Totals' data fields, or have employees enter service hours through Web Time Entry. If the stipend is being generated on a salaried basis, the hours will have no effect on the recipient's pay. As an alternate, service hours can be expressed as a non-cash item and can be loaded or adjusted throughout the length of the job assignment. These methods would ensure that service hours are available for use on the report.
It is important to understand that recent regulatory clarifications regarding student employees put student employees into two distinct classifications. The IRS has advised that work or service that is connected to an aid program (such as Federal or State College Work Study) is exempt for health care qualification rules or accumulation of service time. Any other work that occurs outside of an aid program should be counted as service time eligible for health care evaluation. Stipend-based employees, again outside of a formal aid program, would need to have a payroll period hour basis loaded onto their job assignment to reflect "reasonable service time", so that it can be processed with payroll. It is important to have policies and procedures in place to consistently record these activities and to ensure that you are crediting the employee with reasonable service time for all work performed. Additionally, the IRS has advised that paid Graduate Assistants or paid internships are not exempt from the rules, nor are on-call activities.

If your institution has students in both categories mentioned above, it will be important to review how they will be tracked or split out for analysis. The easiest method may be to separate the work through Earn Codes. Another option is to track the work through separate Positions or Employee Classes, but that requires much more effort to setup and test.

With respect to internships and externships, the IRS states "services by an intern or extern would not count as hours of service for section 4980H purposes ... to the extent that the student does not receive, and is not entitled to, payment in connection with those hours."

Some paid interns or externs, however, may nonetheless qualify for exemption from the 4980H requirements as seasonal employees. The rule has a full section detailing the various factors used to determine whether an employee qualifies as seasonal.

US Affordable Care Act Hour Analysis Report (PHRAFCA)

This new Banner report is designed to provide an audit of work hours for Employee Classes that are predetermined to be used for part-time employment. It will monitor employees over a period of time defined as the Measurement Period or look-back period. The Measurement Period defined for ACA can be selected by the organization for a minimum of 3 months and a maximum of 12 months. During this period of time, the report will compute a summarization of paid work time (service time) and determine a weekly and monthly hour average.

The intention of the report is to detect employees that have worked over a 30 hour per week average through the length of the defined Measurement Period.

The report performs a weekly and monthly calculation regardless of the pay frequency, so that jobs across pay frequencies will have the same basis for evaluation. If another computation is desired, the data that is generated for output on the .csv data files could be used in conjunction with your own formula to track individuals.
Employee Type (Ongoing or New or Terminated)

The employee's Current Hire Date will be used to help determine whether the employee is considered to be an ongoing or new employee.

Ongoing employees are:

- Those where the Current Hire Date and job records are typically active (in a non-terminated status) for most the length of the Measurement Period.

- There can be service breaks in the employee's job records, in that there may be a terminated time period within the Measurement Period, but the length of service breaks may change the classification of the employee. See the descriptions for a new employee, below.

- The Measurement Start Date will become the Employee's Measurement Base Date for use in the report.

For example, an ongoing employee could have the following criteria.

- Measurement Year is from November 1, 2013 to October 31, 2014.

- The employee's Current Hire Date is January 2, 2008.

- With no substantial break of service within the employee's job records during the course of the Measurement Period, the employee would be considered an ongoing employee for the purposes of this report.

A new employee will be designated for the Employee Type when the following conditions exist.

- Current Hire Date for the employee is greater than the Measurement Start Date and less than or equal to the Measurement End Date.

- More than 26 weeks has elapsed between the ending of one job and the beginning of another, or a reactivation within the same job.

- When this pattern is recognized, the Measurement Base Date on the report will become the first day of the month following the Employee Job Begin Date.

A terminated employee will be designated for the Employee Type when the following conditions exist.

- An employee has a non-terminated job at the beginning of the Measurement Period and all jobs are terminated within the Measurement Period, with no further activity through the remainder of the measurement period.

- Current Hire Date for the employee is earlier than the Measurement Start Date.

Service Break Longer than Appointment

The process evaluates the length of each position and compares that with the length of a break in service. If the break in service is longer than actual job service time, the process will consider the employee as a ‘New’ employee. The Measurement Base Date for these employees will be the first day of the month following.
Once the Employee Type has been determined, the various time periods for Administrative Period and Stability Period can be established for each employee.

Dates of jobs that fall on or within the Measurement Period will determine the beginning point for the accumulation of service time from the employee’s payroll history records. This includes all jobs that are not terminated, which is determined by a Job Status not equal to Terminated. The length of the job through its possible termination will determine overall service time for that employment period and, based on the System Calendar, will compute the days for the period. If the job becomes reactivated during the Measurement Period, the process will keep track of non-terminated time as well as the terminated days. If terminated days are greater than the length of the non-terminated employment period, then the employee will be considered under the New employee status rules, where the Measurement Start Date would be reset.

**Payroll Hours Selection**

The process will utilize hours worked derived from Payroll History (via the PHREARN_HRS field) and will represent service time that will be accumulated. Each employee’s determined Measurement Start Date will be used as a beginning point to select hours that were reported for each payroll in the History Earnings Records. It is important to represent creditable hours, mentioned above and in the regulation, as service time to be computed even though the employee may not be paid for them.

The qualified service time, represented by Earn Codes, will be accessed by analyzing the Earn Codes that will be stored as GTVSDAX records prior to the running of the report. Users choose whether the Earn Codes listed in GTVSDAX will be included as qualified work time to be computed, or excluded (bypassed) from qualified work time by providing an Include/Exclude parameter with the report run.

Once these are known, the process will accumulate records for all Pay Events that fall within the Measurement Period for the employee. Paid Hours can be accumulated for each pay event (PHREARN), including any void or manual pay events, unless the pay period requires proration.

Proration of a pay period can occur at the beginning or end of the Measurement Period, if the Payroll Begin Date or End Date falls outside of the measurement period. The proration will determine the percentage of the pay period which falls inside Measurement Period and perform a work day percentage calculation based upon the System Calendar.

**Setup and Preparation**

In planning for the data required for the report, some Employee Classes will need to ensure they have an appropriate hour basis to run through payroll periods. Those that are paid on a non-work hour basis will need to have an appropriate pay period hours specified on their job assignment. These employee groups may include part-time faculty and other stipend-based employees so that service hours may be computed.

Employee Class selection is tied to the "Primary Employee Class" item on the Employee (PEAEMPL) form, so it is important to keep this data item up to date. If an employee is selected by this attribute, then all jobs will be extracted and evaluated, regardless of the job Employee Class.
It may also be helpful to segregate employees that are now determined to be exempt, as discussed earlier (students paid under financial aid programs). The break out of a new Earn Code may be the most practical way to exclude these employees from the ACA analysis reporting. Another option is to separate employees by Employee Class, although this option would require more planning of data for positions and jobs.

The report is primarily driven by Employee Class and Earn Codes, and these must be established manually in the GTVSDAX table prior to running the report process. Earn Codes can used in the report by an inclusion or exclusion control on the Job Submission parameters, whichever is less work for your institution to classify.

**Setting up GTVSDAX for Employee Class**

To establish Employee Class Codes on GTVSDAX, organize the codes that you wish to include in an overall selection and load each code in an individual record. Every record must be designated with an Internal Code of "ACAECLS" and Group code of "EMPLOYEE CLASS". Enter one record for each Employee Class Code, each having a unique Sequence Number.

Perform the following steps for each Employee Class Code you wish to enter on GTVSDAX.

1. Access the Crosswalk Validation Form (GTVSDAX).
2. Enter the following values.
   - Internal Code = ACAECLS
   - Internal Sequence No. = n (where n is the unique sequence number)
   - Internal Group Code = EMPLOYEE CLASS
   - External Code = XX (where XX is the value of the Employee Class Code)
   - Description = ACA Employee Class Selection
   - Associated System = H (Human Resources)
3. Save your changes.

**Setting up GTVSDAX for Earn Codes**

Earn Codes that will be accumulated for service time for selected employees must also be established on GTVSDAX. They will be used as an Include or Exclude option as designated during the report run, so plan the configuration accordingly. The Earn Codes must have an Internal Code of "ACAEARN" and a Group Code of "EARN CODE" and each code must have a unique Sequence associated with it in the same pattern as your Employee Class Codes.

Perform the following steps for each Earn Code you wish to enter on GTVSDAX.

1. Access the Crosswalk Validation Form (GTVSDAX).
2. Enter the following values.
• Internal Code = ACAEARN
• Internal Sequence No. = n (where n is the unique sequence number)
• Internal Group Code = EARN CODE
• External Code = XXX (where XXX is the value of the Earn Code)
• Description = ACA Earn Code Selection
• Associated System = H (Human Resources)

3. Save your changes.

### PHRAFCA Report Parameters

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Description/Values</th>
<th>Reqd?</th>
<th>Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Run Date</td>
<td>Enter the date the report is run.</td>
<td>Yes</td>
<td>DD-MON-YYYY</td>
</tr>
<tr>
<td>02</td>
<td>Measurement Period Start Date</td>
<td>The start date of the period for which you are going to audit employees’ hours.</td>
<td>Yes</td>
<td>DD-MON-YYYY</td>
</tr>
<tr>
<td>03</td>
<td>Length of Measurement Period</td>
<td>The number of months you want included in the report. This can be a period of 3-12 months.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Administrative Period</td>
<td>This period is measured in days. It is a value from 0-90.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Stability Period</td>
<td>This period is measured in months. It is a value from 6-12.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Include/Exclude Earn Codes</td>
<td>Should the report include or exclude the Earn Codes located on GTVSDAX for code ACAEARN?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>I = Include</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>E = Exclude</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>Name</td>
<td>Description/Values</td>
<td>Reqd?</td>
<td>Validation</td>
</tr>
<tr>
<td>----</td>
<td>-------------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
<td>-------</td>
<td>------------</td>
</tr>
<tr>
<td>07</td>
<td>Create Spreadsheet Data File?</td>
<td>Should the process create a file to be imported to Excel? Y= Create file. N= Don’t create file.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Measurement Period Hour Limit</td>
<td>This is a value from 100-2000.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>New Hire Notification Days</td>
<td>This is a value from 0-90.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>ID Entry Choice Indicator</td>
<td>Indicate whether you will process only individual employees. Y= Individual IDs N= Not individual IDs</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>ID</td>
<td>Enter Employee ID(s) to be processed. If you have multiple IDs to enter, you should enter multiple parameters.</td>
<td>No</td>
<td>POIIDEN</td>
</tr>
<tr>
<td>12</td>
<td>Faculty Employee Class</td>
<td>Use to identify Part Time Faculty to apply an adjustment of hours.</td>
<td>No</td>
<td>PTQECLS</td>
</tr>
<tr>
<td>13</td>
<td>Adj Hour Factor for Faculty</td>
<td>The Adjustment Hour Factor for additional faculty duties. This is a value from 1-9.99.</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
The report monitors employees over a period of time defined as the Measurement Period. You can select the Measurement Period you would like to use for your report. It must be a minimum of 3 months and a maximum of 12 months. The report will compute a summarization of paid work time and determine a weekly hour average for the Measurement Report Period.

Use parameter 2 to indicate the start date of your Measurement Period, and use parameter 3 to indicate the number of months you would like the report period to cover.

### How Work Hours are Calculated

The process determines an employee's hours worked from their Payroll History. It uses the employee's Measurement Start Date as a beginning point to select the hours associated with the Earning Records that were reported for payroll during the Measurement Period.

You must include qualified Earn Codes in employees' work hours reported. Use parameter 6 to indicate whether or not you would like to include or exclude the Earn Codes that you have provided in the GTVSDAX entries. It is important to consider the appropriate codes that represent qualified service time, which may include a number of non-paid Earn Codes.

Paid Hours will be accumulated for each pay event (PHREARN), including void and manual pay events, unless the pay period requires proration. Proration of a pay period can occur at the beginning or end of the Measurement Period, if the Payroll Begin Date or End Date falls outside of the measurement period. The proration will determine the percentage of the pay period which falls inside Measurement Period and perform a work day percentage calculation based upon the System Calendar.

Once the total "Paid Hours" have been determined, the process will compute the "Job/Work Days" so that a formula can determine the "Average Weekly Hours". The process will count the work time associated with each job, based upon effective dates and job status. As job assignment time is being computed, it is factored by a 5-day Monday through Friday pattern. The computation will also detect whether a leap day is inclusive within the period. An example with a leap day would be:

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Description/Values</th>
<th>Reqd?</th>
<th>Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Population Selection ID</td>
<td>Selection ID for population.</td>
<td>No</td>
<td>GLISLCT</td>
</tr>
<tr>
<td>16</td>
<td>Creator ID</td>
<td>Creator ID for population.</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Application ID</td>
<td>Application ID for population.</td>
<td>No</td>
<td>GLIAPPL</td>
</tr>
</tbody>
</table>
Job Work Days counted as 261 days and the Weekly Basis is 261/5 (M-F) = 52.2 weeks. The "Average Hrs/Week" can now be computed by dividing the "Paid Hours" by the "Weekly Basis".

Additionally, a monthly average will be included as an extended calculation of the weekly figure. Two new items are placed on the report alongside of the weekly figures; Monthly Basis and Average Hrs./Month. This computation would look like this, using the example as above:

\[ 52.2 \times 2 = 104.4 \text{ days} \quad \text{Total days} = 261 + 104.4 = 365.4 \quad \text{Monthly Basis} = 365.4 \times 12 / \text{Days in the year (365 or 366)}. \]

The "Average Hrs./Month" is now determined by dividing the "Paid Hours" by the "Monthly Basis"

In addition, the process evaluates the length of workdays in each position and compares that with the length of a break in the employee's service. If the break in service is longer than actual job service time, the process will consider the employee as a new employee. The Measurement Base Date for these employees will be the first day of the month following. If the employee has a break in service for 26 weeks and returns to work, the employee will also be considered a new employee.

**Adjustment Factor for Part-Time Faculty Hours**

The report assumes that Part-Time Faculty will be paid with an hour basis that reflects their work within a course or set of courses (based upon a prevailing credit or contact hour basis), or that non-instructional time may also be compensated from an hour based assignment. The report allows for an adjustment factor that can be factored into the paid hours for identified Part-Time Faculty Employee Classes defined in parameter 12. This function would typically only be used when the site has already established an hour-equivalent for the employee's job records when pay assignments are being made. These "Pay Period Hours" would represent service time which would reside in the payroll history tables and ultimately update to the employee payroll total records.

**Measurement Period Cap**

The Measurement Period Cap is another tool that the report computes to help evaluate how close the employee is to reaching health care qualified service time. This cap has no bearing on service time limitations and is not a federally mandated item. The report displays the difference between the Measurement Period Limit (as provided on the parameters) and the actual hours worked. If the Hours +/- Cap is a negative number, the employee's service time has not met the overall cap that is established by the parameter. A positive number indicates that the employee has exceeded the parameter cap and has worked more than the estimated 30 hours per week.

To establish an effective Measurement Cap, begin by defining your measurement period and determining the total number of service hours that would designate the threshold for offering an employee health care. For example, if the institution was utilizing a 12 month look-back period, this threshold would be set to ‘1560’ (30 hours per week x 52 weeks). If using a 6-month look-back, the cap would be set to 780 to reflect 30 hours per week for 26 weeks.
Employee Selection Criteria

You may indicate the employees you would like to include in the report in three ways: Employee ID, Employee Class, or Population Selection.

- Employee ID - Use parameter 10 to indicate that you will be entering individual Employee IDs for your report, and use parameter 11 to indicate those IDs. When ID Selection is used, no other records will appear in the process.

- Employee Class - Employee Classes will be used to provide the main employee selection for this report. The predefined Employee Classes will be stored as records with the GTVSDAX table. Multiple codes can be used within GTVSDAX to allow for multiple codes to be used as the basis of selecting employees to be included.

  The report assumes that Part-Time Faculty are paid with an hour basis that reflects their work within a course or set of courses (based upon a prevailing credit or contact hour basis), or that non-instructional time may also be compensated from an hour based assignment.

  Based upon each Employee Class, the process will select employees for the report by evaluating the Primary Employee Class on the Employee Record (PEBEMPL). It is important to keep this value up to date along with the Current Hire Date located on the same record. While this record is being retrieved, the process will also collect and evaluate the employee's Current Hire Date, which will help determine whether the employee will be considered as an ‘ongoing’ or ‘new’ employee.

  Next, the process will evaluate whether any jobs exist for the length of the Measurement Period and, if so, will collect all Positions for the employee, which will be used to later select Payroll History records that fall within the period. It is important to note that since the employee needs to be evaluated as a whole based upon their Primary Employee Class, all positions will be selected for the employee that qualify within the measurement Period, regardless of the Employee Class that is associated with each job.

- Population Selection - As an alternate to evaluating employees based upon the Primary Employee Class, an option will be presented in the parameter set that will allow for the organization to prepare a Population Selection, through the use of the standard Banner General process. When using Population Selection during the execution of the report, the Employee Class selections will be ignored, in preference to the selected Banner ID's derived from the Population Selection criteria.

  Use parameter 14 to indicate that you will use Population Selection for your report. Use parameters 15, 16, and 17 to indicate the Population Selection criteria. When Population Selection is used, no other employees will be selected for the process.

Report Output

The report will consist of three sections that includes; an analysis of work hours, a list of recently hired employees to be used for health care notification, and summary of employees that have exceeded the Measurement Period cap.

The hour analysis section will detail each employee selected, along with each position in which they were paid. Qualified paid work time will be accumulated for the period along with a computed weekly basis. The average hours per week will then be reported, along
with a comparison against the total period cap of hours. Measurement dates will be reported for each employee based upon their classification as an ongoing or new employee for the look-back period.

The second section details employees that were recently hired based upon the run date of the report that will serve as a reminder for health care rights notification.

The third section, which is created as a comma delimited file (.csv) in the Job Submission directory, summarizes a list of employees that equal or exceed the total hour cap across the Measurement Period. The name of this file, for example, would be 

\textit{phrafca\textunderscore 123456\textunderscore overcap.csv}, where 123456 is the jobsub number. This output file is created in order to focus on those employees who may have exceeded the full-time limit as indicated in the regulations.

**Spreadsheet Output from the New Process**

In addition to providing output to a print file (.lis), program parameters also allow for the same output to be populated into a set of comma delimited files that can be opened with Excel. The output data will follow the same pattern as the report.

The 'hours.csv' file represents Section One of the standard report and displays employee jobs and hours that are being computed. The name of this file, for example, would be 

\textit{phrafca\textunderscore 123456\textunderscore hours.csv}, where 123456 is the jobsub number.

The 'newhire.csv' will mirror Section Two of the data on the report and include all employees that have recently been hired and are within the number of days the user has specified in the parameters for new hire health care notifications. The name of this file, for example, would be 

\textit{phrafca\textunderscore 123456\textunderscore newhire.csv}, where 123456 is the jobsub number.

The third data file, 'overcap.csv', will always be generated regardless of how the Spreadsheet parameter has been set for the run. The name of this file, for example, would be 

\textit{phrafca\textunderscore 123456\textunderscore overcap.csv}, where 123456 is the jobsub number. This output file is a collection of employees that are equal to or have exceeded the hour cap that has been established as a parameter for the run. It is an important summary of those employees that have worked more than the intended hour limit set for the measurement period.
Affordable Care Act Enhancement - Technical

New packages

PHKACAM (phkacam.sql/phkacam1.sql)

This new package was added to calculate the following in the new PHRAFCA report.

- Paid Hours
- Job Work Days
- Employee Type
- Various dates for each employee type

This package also detects if an employee has a health care benefit with a Deduction Type code of 12 that is in non-terminated status during the measurement period.

New scripts

<table>
<thead>
<tr>
<th>Script</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>pgjbjbsi_08100110.sql</td>
<td>This script creates a new entry in the GJBJOBS table for the new job submission process.</td>
</tr>
<tr>
<td>pgjpdefi_08100110.sql</td>
<td>This script creates all the parameters in GJBPDFT table for the phrafca job submission process.</td>
</tr>
<tr>
<td>pgjbpdftime_08100110.sql</td>
<td>This script creates all the default values for some of the parameters in GJBPDFT table for the phrafca job submission process.</td>
</tr>
<tr>
<td>Script</td>
<td>Reason</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td>pgjbpvali_08100110.sql</td>
<td>This script creates the valid parameter values for some of the parameters in GJBVAL table for the phrafca job submission process.</td>
</tr>
<tr>
<td>pgubobjsi_08100110.sql</td>
<td>This script adds the new phrafca process to the GUBOBS table.</td>
</tr>
<tr>
<td>pgobfeobi_08100110.sql</td>
<td>This script adds all HR FGAC excluded objects in GUBOBS table to GOBFEOB table.</td>
</tr>
</tbody>
</table>

**Changed scripts**

<table>
<thead>
<tr>
<th>Script</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>paycmplc.pl and paycmplc.shl</td>
<td>These are the master compile scripts to which the new C process is added.</td>
</tr>
<tr>
<td>paydbpr.sql</td>
<td>This script is modified to add the new package, PHKACAM.</td>
</tr>
</tbody>
</table>
Multi-Entity Processing for Effort Reporting and Labor Redistribution

CR-000106943

Multi-entity processing is now available for the Effort Reporting and Labor Redistribution (ERLR) application. Multi-entity processing enables your institution to share ERLR content with specific users based upon their affiliation with different campuses or other entities at your institution.

For more information about how to set up and use multi-entity processing for Effort Reporting and Labor Redistribution, refer to the Banner Effort Reporting and Labor Redistribution Multi-Entity Processing Implementation Guide. You can find this guide in the Ellucian Multi-Entity Processing Documentation Library in the Ellucian Support Center.

IPEDS report updated for 2013-2014

CR-000101048

The IPEDS report has been modified to support NCES 2013-2014 reporting requirements.

- The description of the reporting categories for Standard Occupational Codes 21-000, 23-000 and 27-000 has been changed to “Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations.”

- The description of the reporting categories for Standard Occupational Codes 25-2000, 25-3000, and 25-9000 has been changed to “Student and Academic Affairs and Other Education Services Occupations.”

- Categories 25-4010, 25-4020, and 25-4030 are combined and reported as 25-4000 in Parts D, E, F, G and H. You may not enter a Standard Occupational Category of 25-4000. When balancing the report, you must ensure you are combining these values. Where category 25-4000 is combined with 25-2000, 25-3000, and 25-9000, the header of the column will be “Library and Student and Academic Affairs and Other Education Services Occupations”. In some sections of the report, 25-4000 is not reported together with 25-2000, 25-3000, and 25-9000. In those cases, the column header will read “Student and Academic Affairs and Other Education Services Occupations.”

- The Standard Occupational Category codes are now displayed in the report column and row headers.
• The wording for the contract type category has been changed in the summary report sections to “Multi-year or continuing or at-will contract.” The wording on the Contract Type field on PEAFACT has not changed.

• The order of collection for the Salary Worksheet has been changed to 12 months, 11 months, 10 months, and 9 months.

Puerto Rico W-2 Regulatory Updates for 2014

CR-000106135

The following changes have been made to the Puerto Rico W-2 Wage and Tax Statement process (PXRW2PR) for 2014 regulatory updates.

• PXRW2PR has been modified to provide a new parameter for entry of the assigned Confirmation Number.

• The W-2PR form has been modified for box re-sizing in column one and the addition of the new box for reporting the Electronic Confirmation Number.

• The printing of the W-2PR has been modified to align within the 5-1/2" x 8" format.

W-4 Form Updates

CR-000106968

The electronic version of the W-4 Form has been modified to reflect the 2014 changes published by the IRS.

NACHA Regulatory Updates for 2014

CR-000108431

The following changes have been made to the Create Direct Deposit process (PHPDIRD) to accommodate the NACHA regulatory updates.

• The values for Originator Country & Postal Code in the third IAT addenda record and Receiver Country & Postal Code in the seventh IAT addenda record have been modified to allow input only as a 2-digit ISO code.

• The originator country code will always be ‘US’. For the recipient, if a nation code does not exist or the nation code does not contain a 2-digit ISO code then the country code is added as Null for the Receiver. (The country for the recipient address would typically match the ISO Country Code on GXADIRD if known, but the address and country may also be a U.S. address if the foreign address is unknown.)
• Also, in the fifth IAT addenda record the Receiving DFI Branch Country Code is modified to be reported as ‘US’ rather than using the same country code as the IAT batch.

• To comply with NACHA regulations, the Banner Human Resources direct deposit process PHPDIRD has been changed to update the IAT format. Banner supports the IAT format for USD with payments sent to a bank within the U.S. that would qualify for PPD or CTX format.

Oracle 12c environment available

CR-000-113740

With this enhancement, Banner Human Resources/Position Control supports an Oracle 12c environment.
Resolutions

For details about the specific defects associated with the 8.11 Banner Human Resources release, refer to the Banner Human Resources 8.11 Resolution Report. The Resolution Report can be found in the Documentation Libraries under Banner Human Resources in the Ellucian Support Center.

Along with the Problem, Impact, and Resolution statements for each defect, you will find a link. By copying and pasting the link into a web browser, you will be redirected to the Ellucian Support Center and the specific details of the change request.