



VCU Human Resources

BANNER ROLES AND RESPONSIBILITIES

| WHO | Responsibilities | Access |
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| <p>FACULTY AND STAFF</p> <p>Note: VCU prohibits accruing or carrying leave "off-the-books"</p> | <ul style="list-style-type: none"> • Regularly inform your department of absences, an expected return-to-work date and physician-approved medical restrictions. • Submit approved leave requests by departmental deadlines to ensure prompt reporting and payment. <ul style="list-style-type: none"> ○ Submit requests for leave under the Family and Medical Leave Act (FMLA) 30 days in advance, if foreseeable, and within two business days of return to work, if unexpected. • Review your leave information in eServices/VCU Self Service every pay period to ensure accuracy of personal leave balances and pay <ul style="list-style-type: none"> ○ Contact your timekeeper promptly to resolve discrepancies. • (Staff) Obtain prior approval to work and be paid for overtime, to accrue compensatory leave or to adjust work hours, as applicable, under the Fair Labor Standards Act (FLSA). • (Non-exempt employee) You must record your hours worked to ensure prompt payment. • Notify your department promptly of prospective changes in your employment status (i.e., for a planned leave of absence or when terminating employment). | <p>All employees have access to their pay, leave and personal information in eServices/VCU Self Service by using their eIDs and their unique passwords.</p> |
| <p>TIMEKEEPERS</p> | <ul style="list-style-type: none"> • Complete annual training and recertification. • Review faculty and staff leave according to leave policies, FMLA and FLSA rules, and published Banner deadlines. • Review hours worked, as applicable, and overtime worked, as eligible, for employees according to published deadlines. • Review non-exempt employee hours worked according to published deadlines. • Submit accurate supplemental pay and amended timesheets. • Coordinate Virginia Sickness and Disability Program (VSDP) leave use with VCU Human Resources to ensure accurate pay. • Assist managers in designating and tracking FMLA leave use. <ul style="list-style-type: none"> ○ Help supervisors determine when a situation qualifies for FMLA leave and if the employee is eligible. ○ Remind supervisors to designate FMLA leave appropriately and in a timely manner. ○ Key designated time as FMLA using the appropriate leave earn code. ○ Notify VCU's VSDP coordinator if FMLA is designated for a VSDP claim. • Record Workers' Compensation leave only as authorized by the VCU Workers' Compensation office. • Assist faculty and staff in resolving leave questions. • Submit the final timesheet for separating employees so that HR can audit leave records and pay employees for any eligible leave balances. | <p><i>Designated Timekeepers –</i></p> <p>Online access to Banner will allow you to:</p> <ul style="list-style-type: none"> • View Banner reports in the VCU Reporting Center to help you with your timekeeping duties. To do so, log onto the myVCU Portal and then click on "VCU Reporting Center" under General Resources. |

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| TIMEKEEPERS (CONT'D.) | <ul style="list-style-type: none"> Maintain system documentation for five years. This includes amendments and timesheets for new employees who do not yet have access to RealTime. | |
| CERTIFYING OFFICERS | <ul style="list-style-type: none"> Provide staff with opportunities to train on timekeeping duties and ensure that they comply with related policies. Review online leave submissions, amendments and electronic timekeeping audit reports promptly for accuracy and for FLSA compliance. Reconcile departmental records with leave balance summary reports. Approve and limit access to online summary reports. | <p><i>Designated Certifying Officers –</i></p> <p>Online access to Banner allows you to:</p> <ul style="list-style-type: none"> Monitor timekeeper compliance with department and university leave policies. |
| LABOR DISTRIBUTORS | <ul style="list-style-type: none"> Complete annual training and recertification. Key <i>current and future</i> Labor Distribution (LD) changes on the NOAEPAF form prior to payroll processing to ensure accurate payments. Key <i>retroactive</i> LD changes on the PHAREDS form. Use the Payroll Distribution Detail report each month to reconcile payroll expenses. | <p><i>Those who are designated to perform Labor Distribution (LD) duties –</i></p> <p>Online access to Banner allows you to:</p> <ul style="list-style-type: none"> Key <i>current and future</i> LD changes on the NOAEPAF form; key <i>retroactive</i> LD changes on the PHAREDS form. View employee LD information and Banner reports in the VCU Reporting Center to help you with your LD duties. To do so, log onto the myVCU Portal and then click on “VCU Reporting Center” under General Resources. |
| PERSONNEL ADMINISTRATORS | <ul style="list-style-type: none"> Complete annual training and recertification. Key all new hires into Express Hire in a timely manner to ensure access to services in the Banner system. Key all separations into ePAF in a timely manner to ensure no overpayments. Monitor and update Banner access for appropriate staff. Submit PAFs and required attachments in a timely manner for personnel-related transactions. Notify VCU Payroll Services immediately at 828-0740 of an employee’s change in status that affects pay, including leave without pay, suspension, demotion and separation. Review reports regularly and submit PAFs promptly to extend or change job/account end dates or to separate an employee. Review probation report monthly to determine if any employment action(s) needs to be taken. Review the Wage Hours Worked report each pay period to monitor 1500-hour compliance. Ensure prompt distribution of Instant HR messages to faculty and staff as appropriate. | <p><i>Designated Personnel Administrators (PAs) –</i></p> <p>Online access to Banner allows you to:</p> <ul style="list-style-type: none"> Key minimal new employee information in Banner Express Hire prior to providing Human Resources with salary data and other new hire paperwork. Update and maintain administrative levels of faculty and staff in your ORGs. Key <i>current and future</i> LD changes on the NOAEPAF form; key <i>retroactive</i> LD changes on the PHAREDS form. |

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| <p>PERSONNEL ADMINISTRATORS (CONT'D.)</p> | <ul style="list-style-type: none"> Review administrative levels at least quarterly and after contract renewals to ensure accurate titles and administrative levels are maintained in Banner. | <ul style="list-style-type: none"> View general personnel information and Banner reports in the VCU Reporting Center to help you with your PA duties. To do so, log onto the myVCU Portal and then click on "VCU Reporting Center" under General Resources. |
| <p>PAYROLL SERVICES</p> <p>828-0740 payroll@vcu.edu</p> | <ul style="list-style-type: none"> Provide training and assistance to departmental staff performing personnel and timekeeping duties. Process recorded docks and amendments to previously paid hours and supplemental pay accurately and on time. Process separation leave payments accurately and on time. Monitor supplemental pay reports to ensure staff are paid according to FLSA guidelines. | <p><i>Payroll Staff –</i></p> <p>Online access to Banner allows you to manage the payroll process to ensure that payroll transactions comply with state, federal and university policies and procedures.</p> |
| <p>LEAVE ADMINISTRATION</p> <p>828-1712 leave@vcu.edu</p> | <ul style="list-style-type: none"> Provide training and assistance to timekeepers to help resolve leave problems. Process amendments and leave adjustments accurately and on time. Process leave payments and leave reductions for employees who are changing their employment status. Conduct audits when processing leaves of absence and employment separations to ensure accurate payments. Provide assistance with leave questions and leave policy interpretations to include the appropriate use of leave, including VSDP and FMLA, and overtime issues. Provide information to the third-party administrator regarding employee eligibility for VSDP benefits. Process and monitor all VSDP claims and coordinate with the department and employee to ensure accurate pay and leave use. Coordinate with the VCU Workers' Compensation/VSDP Coordinator on VSDP work-related injuries to ensure accurate leave and pay. Review overtime and compensatory leave reports for FLSA compliance. Extend probation expiration dates for medical leaves of absence. Administer the leave share program by coordinating donations, calculating leave share payments and preparing appropriate timesheets to document payments. | <p><i>Leave Administration Staff –</i></p> <p>Online access to Banner allows you to manage the leave process to ensure that leave transactions comply with state, federal and university policies and procedures.</p> |