

Process Guide for Setting up Parental Leave

The following process guidelines have been developed to assist the payroll administrator in processing pay for employees on Paid Parental Leave. These instructions must be followed so the earnings are tracked accordingly and the parish/school may be reimbursed from the Pastoral Center.

Hourly Employees:

Using any of the Hours & Dollars screens, (Paycheck Options, Detailed Hours Entry, Browse Transactions or Extended Hours & Dollars) select the "PRLV Paid Parental Leave" earnings code from the EarnCd drop down box. Enter in the appropriate number of hours in the "Reg" field. (These hours will calculate against rate 1, which is the default. If you want to pay the hours at a different rate, use the rate control or special rate option as applicable.)

Paycheck Options

Check Num Include salary in preview?

Pay Cycle: Dept:

Salary: Hourly Rate1: Hourly Rate2: Hourly Rate3:

Service Rate:

Check Information

Check Type: Pay Control: Cycle Override:

Tax Override Setup

Sit Override: Fit Override:

	EarnCd	Reg	Ovt	Dbl	RateCtl	SPRate	Othearn	Labor Dist
1	<input type="button" value="PRLV - R - PAID PARENT."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value=""/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
State-Locality: <input type="button" value=""/>								
2	<input type="button" value="SICK - R - SICK"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value=""/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
State-Locality: <input type="button" value=""/>								
3	<input type="button" value="VAC - R - VACATION"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value=""/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Salaried employees:

Under Hours & Dollars, go to the Paycheck Options screen from the left navigation bar. Select "Salary Override" from the Pay Control drop down box. (***This is a onetime override option, so the employee won't get paid their normal salary amount in addition to the PRVL. This will need to be set to override on each and every payroll while salaried employee is being paid on Paid Parental Leave (PRLV).***) Select "PRLV-Paid Parental Leave" earnings code from the EarnCd drop down box and enter the appropriate hours for the pay period in the "Reg" field and the corresponding dollar amount for the period for PRLV in the "Othearn" field.

Paycheck Options

Check Num Include salary in preview?

Pay Cycle: Pay Code: Dept:

Salary: Hourly Rate1: Hourly Rate2: Hourly Rate3:
 Service Rate:

Check Information

Check Type: Pay Control: Cycle Override:

Tax Override Setup

Sit Override: Fit Override:

EarnCd	Reg	Ovt	Dbl	RateCtl	SPRate	Othearn	Labor Dist
<input type="text" value="PRLV - R - PAID PARENT."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
State-Locality: <input type="text"/>							
<input type="text" value="2 VAC - R - VACATION"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
State-Locality: <input type="text"/>							
<input type="text" value="3 SICK - R - SICK"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
State-Locality: <input type="text"/>							

Please contact IOI Payroll with any questions, at (888) 697-0021.