

Paid Time Off Parental



Project Purpose:

SUNY implemented a paid parental leave for employees effective 4/1/23 based on a requirement from Governor Hochul. Upon on campus request, the Research Foundation implemented a comparable benefit in order to keep RF benefits in line with those of State employees. Effective 7/1/2024, regular and postdoctoral employees at 0.5 FTE or greater will be eligible for a new Paid Time Off (PTO) plan of PTO Parental where they can accrue up to 60 days over the course of two years. Employees are eligible to use this PTO plan after the qualifying event of birth, adoption, or fostering of a child.

Overview of Team's Efforts:

- Excellent planning, teamwork, coordination, and seamless execution of activities.
- Successful configuration of new PTO Parental accrual plans for exempt and non-exempt employees eligible for the PTO Parental benefit.
- Successful configuration of the Oracle Time and Labor and Timekeeper module to streamline a new Parental absence reason, a time entry rule that restricts users from entering time that has not been previously approved by HR, and a time entry rule that verifies the employee's accrual balance.
- Completion of setup of PTO Parental specific Projects, GL Class, and Expenditure Types to allow expenses to be tracked to the Fringe Pool.
- Technical code modifications to multiple functions that determine accrual plan calculations, the transfer of reported absences, time entry rules, and labor schedule form restrictions. Additionally, changes to the Absence Report and RF Accrual Report.
- Multiple iterations of testing.
- Troubleshooting and issue resolution.
- Working closely with HR and Finance group during user acceptance testing phase.
- Engaging HR focus groups, communication, and updates to documentation.
- Production implementation efforts (Saturday) by multiple ITS members:
 - Migrate impacted customizations.
 - Manual configurations.

Completed Objectives

- Eligible employees can now accrue up to 60 days of PTO Parental over the course of two years. These accrual plans have a start date of 1/1/24 or later, depending on the employee's date of hire.
- Implementation of this benefit provides a comparable benefit to New York State's Paid Parental Leave program implemented in April 2023.
- Communications, including frequent updates in the HR focus group, presentations, and the HRO meeting, benefit material revisions, and website updates.
- Met business needs by ensuring benefit is only viewable to employees who have engaged with HR and intend to use the benefit and Parental time can not be reported on a timecard unless previously approved by HR.
- Seamless system changes from an end-user and campus HR perspective.

SUNYRF Strategic Goal: Provide Superior Service

The PTO Parental project was planned and implemented with a focus on superior service. This was demonstrated by early collaboration between ITS and functional departments to determine the requirements needed to deliver this benefit seamlessly to employees. There was also thorough pre-production testing, user acceptance testing, production implementation, and post-production monitoring and support to ensure there was no impact on business processes.

Team's Efforts In Hours

- Business Analysts: **545**
- Developers: **605**
- Quality Assurance: **20**
- Human Resources: **250**
- Finance: **25**

Total Estimated Effort in Hours ~ 1,445