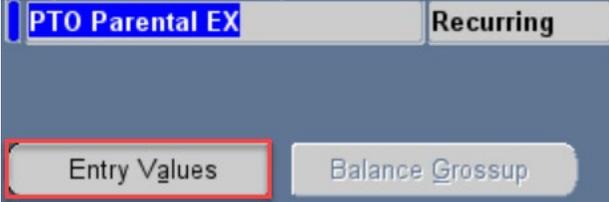


PTO Parental - Enter Accrual Element

Purpose:	To add the PTO Parental accrual element to an employee's assignment, which will allow them to accrue PTO Parental.
Frequency:	When requested by the employee or notified of a qualifying event.
Background/ Prerequisites:	Employee must be eligible to accrue PTO Parental.
Reference Materials:	<ul style="list-style-type: none"> • Leave Administration Handbook • Paid Time Off Plan Series I • Paid Time Off Plan Series II

Action:	Step(s):
1. Navigate to Employee's Record	<ol style="list-style-type: none"> Sign into the Oracle Business Applications. Using an appropriate responsibility, access the Employee Record.
2. Navigate to the Employee's Assignment	<ol style="list-style-type: none"> On the People Screen select the Assignment button at the bottom of the screen to access the Assignment Screen. 
3. Date Track to the Start Date for the Element	<p>Note: The effective date should be 1/1/24 or the employee's date of hire, whichever is later.</p> <ol style="list-style-type: none"> Select the Alter Effective Date button  at the top navigation bar. Enter the Effective Date in DD-MMM-YYYY format.  Select OK 
4. Navigate to the Element Entries	<ol style="list-style-type: none"> On the bottom of the Assignment Screen, select the Entries button. 
5. Add a new Element Line	<ol style="list-style-type: none"> Hold the down arrow on your keyboard until you reach the bottom of the Element Name list, which will allow you to enter a new element. 
5. Enter the PTO Parental Element	<ol style="list-style-type: none"> On the new element line, type the name of the appropriate PTO Parental Element, based on the employee's Assignment Category and Standard workweek: <ol style="list-style-type: none"> If the employee's Assignment Category is Exempt - Regular, enter: PTO Parental EX. If the employee's Assignment Category is Non-exempt – Regular with a 37.5-hour Standard Work Week, enter: PTO Parental NEX 37 Half. If the employee's Assignment Category is Non-exempt – Regular with a 40-hour Standard Work Week, enter: PTO Parental NEX 40.

	<p><i>Note: If the incorrect element is entered it will impact the accrual rate and the employee's ability to record PTO Parental accruals on their E-Time Report.</i></p> <p>b. Select the Save  button at the top of the page.</p>
<p>6. Add a Continuous Service Date to the Element</p>	<p><i>Note: A Continuous Service Date should be added to all PTO Parental Elements, which should correspond with the start date of the element.</i></p> <p>a. From the Element Entries screen, click the PTO Parental element to highlight the entry, then select Entry Values.</p>  <p>b. Enter the Continuous Service Date in the Entry Values pop-up screen using DD-MMM-YYYY format.</p>  <p>c. Select the Save  button at the top of the page.</p>
<p>7. Run PTO Parental Carryover Process</p>	<p><i>Note: This step must be followed if the PTO Parental element is being entered with an effective date during a prior calendar year.</i></p> <p>a. Follow the steps outlined in the PTO Parental – Run Carryover Process document.</p>
<p>Result:</p>	<ul style="list-style-type: none"> The employee is able to view their PTO Parental balance through Self-Service after meeting the required waiting period.
<p>Additional Considerations:</p>	<ul style="list-style-type: none"> Ensure the employee is aware of the process to request a leave of absence at your RF location. Ensure the employee is aware of the usage/approval of PTO Parental accruals. The employee will not be able to record PTO Parental on their E-Time Report until the steps outlined in the PTO Parental – Enter Approved Dates have been completed.
<p>Questions?</p>	<ul style="list-style-type: none"> Contact HRA@rfsuny.org