



Paid Parental Leave (PPL) Annual Report Reminders Checklist for Human Resources

Since the passage of Paid Parental Leave for State Employees, DHR is required by law to compile and submit an annual report to *the General Assembly and the Governor*. This document provides HR professionals with a checklist and reminders related to the Paid Parental Leave benefit and what information needs to be included in the annual report. Part of that report includes PHRST data (employee demographics and duration of parental leave), agency outreach efforts related to the benefit, and employee feedback about their experience with the benefit. While DHR is responsible for the narrative of the report, it relies on the following key information from the agencies to assure the report is accurate.

Paid Parental Leave (PPL) Data Entry Into PHRST:

<input type="checkbox"/>	<p>PPL data must be entered accurately into PHRST as soon as possible.</p> <ul style="list-style-type: none"> It is required that Data Change/Paid Parental Leave (DTA/PPL) be entered on the employee Job record effective the day of the birth or adoption. This required row triggers the 12-month period an employee is entitled to the 12-week PPL. This row is crucial for reporting purposes. It is required that Paid Leave of Absence/Paid Parental Leave (PLA/PPL) be entered on the Job record effective when the employee begins taking Paid Parental Leave. PLA/PPL must also be entered for every instance of intermittent PPL (2-week increments). It is required that the Return from Leave/Paid Parental Leave (RFL/PPL) or Return from Leave/Parental Leave - School Break (RFL/PSB) row be entered on the employee’s Job record when the employee returns from Paid Parental Leave. RFL/PPL must also be entered for every instance of intermittent PPL (2-week increments). <p>Reporting is based on these Actions/Reasons and <u>data</u> will be accurate only if entered correctly.</p>
<input type="checkbox"/>	For information on how to enter PPL data into PHRST, refer to PHRST End User Procedures CF-PPL-01 , HRU-PPL-01 and the Paid Parental Leave Bulletin .
<input type="checkbox"/>	Agencies must run all PPL queries each month to assure data quality and fix any potential errors. For information on what is in the queries, please refer to this PHRST CBT . All queries can also be found in the End User Query Listing .
<input type="checkbox"/>	DHR will run the statewide <u>PPL Participation Report</u> on July 1st annually for inclusion in the annual report. To avoid misrepresentation of your agency in the annual report, be sure your agency’s PPL PHRST data is up-to-date and accurate before June 30th of each year .

Outreach Efforts Related to Paid Parental Leave

<input type="checkbox"/>	Share any instances where the paid parental leave benefit was used in any recruitment or retention efforts for your agency. DHR has created a survey in order to collect this information. Be sure to collect relevant information about your agency and complete one survey for your agency by the end of the fiscal year.
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Employee Feedback on Paid Parental Leave

<input type="checkbox"/>	When an employee returns from paid parental leave, ask that they complete a survey about their experience. DHR will compile the survey results at the end of the fiscal year for inclusion in the annual report.
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For policy questions, contact the DHR Employee Engagement Team at 866-462-8411
For PHRST Data Entry questions, contact the PHRST Help Desk at 302-739-8066