

Banner Human Resources Position Control Training Workbook

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Table of Contents

Section A: Introduction	5
Overview	5
Process Introduction	6
Terminology	7
Section B: Set Up.....	9
Overview	9
Preliminary Setup – Finance	11
Form Setup and Relationships.....	14
Establishing Employee Class Values	15
Creating Earnings Codes	17
Establishing Benefits/Deduction Codes	18
Identifying Valid Fiscal Years	19
Interfacing Data from Banner Human Resources to Banner Finance	21
Creating Salary Schedules.....	24
Creating the Salary Group.....	26
Creating Salary and Hourly Rate Highs and Lows	27
Creating a Position Class.....	29
Defining the Position.....	32
Associating Budget and Accounting Information	35
Self Check	47
Answer Key	49



Table of Contents, continued

Section C: Day-to-Day Operations	51
Overview	51
Creating a Working Budget – Forms and Processes	53
Preparing for the New Fiscal Year	54
Updating Salary Tables	56
Establishing Position Roll Rules	58
Preparing to Roll to Working Position Status	59
Creating a Working Budget.....	61
Verifying the Positions	65
Interfacing to Budget Development	66
Calculating Salary and Fringe Benefit Encumbrance Amounts.....	69
Running the Finance Interface Extract.....	72
Running the Finance Interface Report.....	74
Running the Finance Budget Feed Process	76
Approving Positions	78
Querying Payroll Distribution Data	80
Identifying Actual Fringe Amounts	82
Viewing the Actual Fringe Budget Amounts and Feeding to Finance.....	84
Performing Percentage-Based Fringe Budgeting	86
Using Position Control Reports.....	88
Using Position Control Queries.....	90
Self Check	91
Answer Key	93
Summary	95
Section D: Reference.....	96
Overview	96
Setup Forms and Where Used	97
Day-to-Day Forms and Setup Needed.....	98
Forms Job Aid	99



Section A: Introduction

Lesson: Overview

◀ Jump to TOC

Workbook goal

The goal of this workbook is to provide you with the knowledge and practice to set up and maintain Position Control and Position Budgeting. The workbook is divided into these sections:

- Introduction
- Set Up
- Day-to-Day Operations
- Reference

Intended audience

The Finance/Budget Office and Human Resources personnel responsible for Position Control.

Section contents

Overview	5
Process Introduction	6
Terminology	7



Section A: Introduction

Lesson: Process Introduction

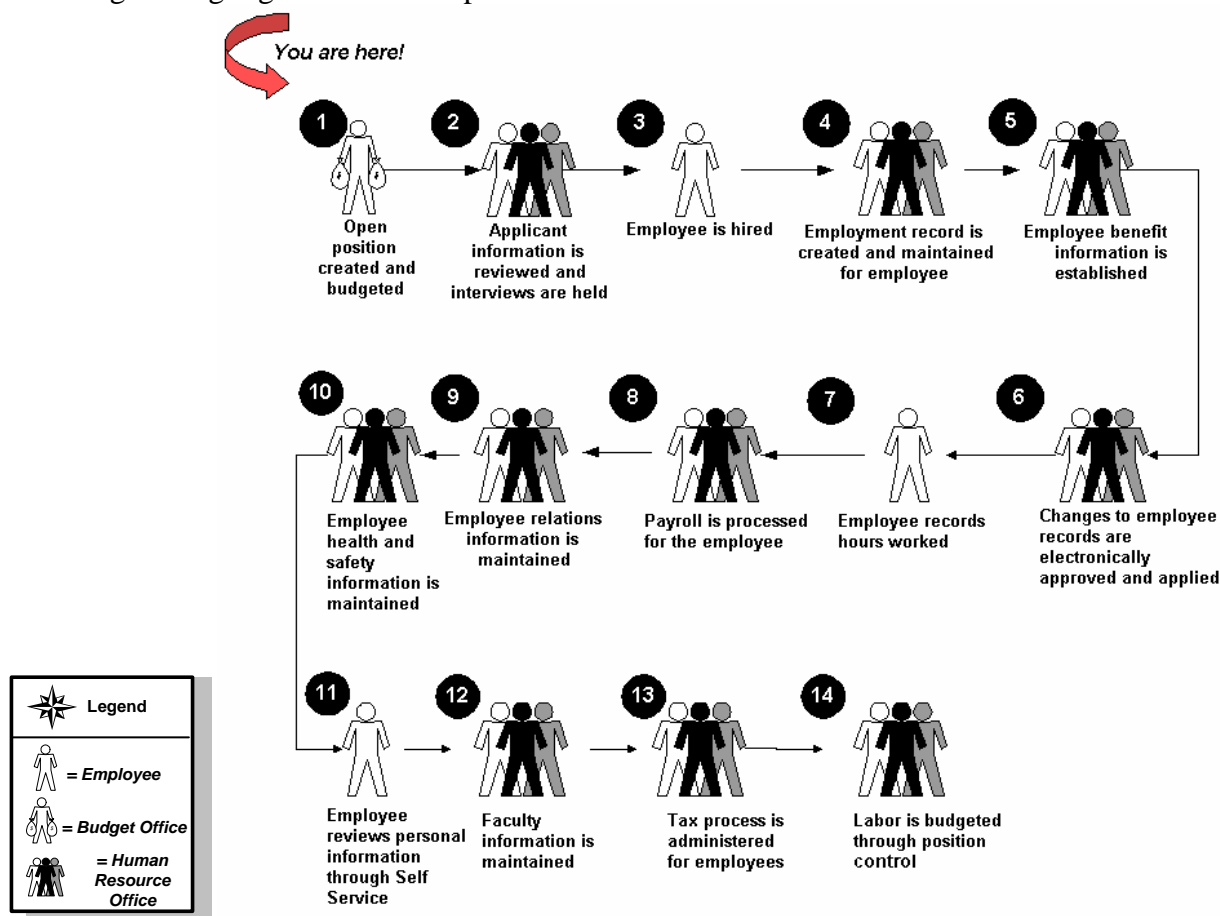
◀ Jump to TOC

Introduction

Position Control and Position Budgeting is generally a shared activity between Finance and Human Resources. In some cases, Finance is responsible for all activities.

Flow diagram

This diagram highlights the overall processes associated with Banner Human Resources.





Section A: Introduction

Lesson: Terminology

◀ [Jump to TOC](#)

Actual method

A method of expensing and/or budgeting fringe benefits on actual costs and interfacing fringe amounts to Banner Finance. The alternative is the *fringe charge back method*.

Budget ID

The budget ID represents a budgeted period and is set up in Banner Finance.

Example: *FY04*

Budget modeling

An interactive process that uses the Banner Human Resources and Finance modules to prepare future budgets.

Charge back method

A method of expensing and/or budgeting fringe benefits on a percentage of salary budget totals and interfacing fringe amounts to the Banner Finance System. It is termed the charge back method because it charges employing departments for the employer-paid benefits based on a predefined fringe rate rather than on an employee's actual benefit selection. It allows you to budget (based on salary budget multiplied by fringe rate), encumber fringes (based on salary encumbrance multiplied by fringe rate), and/or expend fringes (based on value of earnings defined with a PTREARN Fringe Indicator of Y multiplied by the appropriate fringe rate). The alternative is the *actual method*.

Fiscal Year

The fiscal year identifies which year positions/budgets will be tied to through the budgeting process. This fiscal year is activated only once, and then systematically rolled during each fiscal year roll process.

Working: Proposed budget for the next fiscal year that is created in the HR module.

Approved: Once a working budget is agreed upon, HR approves the working budget ID and phase in the HR module for the next fiscal year.

Closed: Once the new budget for the new fiscal year is approved, the old fiscal year budget is closed and no new transactions can be made.



Section A: Introduction

Lesson: Terminology (Continued)

◀ [Jump to TOC](#)

Phase

A Finance module term referring to a specific budgetary area, such as Labor. Therefore, the budget ID could be *FY04* and the phase for labor budgeting could be called *Labor*.

Note: You can have multiple phases.

Position classification

Organizes positions; is the basis of the Position Class Incumbent Report (NBRPINC), which is a compensation ratio analysis using position class and NTRSALA midpoints.

Position control budgeting

A budgeting tool that allows the institution to project future budgetary amounts via working budgets and changes in budgetary amounts by e-class (employee class).



Section B: Set Up

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to outline the set-up processes associated with Position Control.

Intended audience

Finance is generally responsible for setting up fiscal year, budget IDs, and budget phases. Finance is also responsible for FOAPAL definitions. Other personnel responsible for Position Control setup may include Human Resources.

Objectives

At the end of this section, you will be able to

- perform Finance-related preliminary tasks associated with Position Control
- establish employee class values
- create earnings codes and associate them with rules
- establish benefit/deduction codes and labor distribution overrides
- identify valid fiscal years in Position Control and Human Resources
- define rules for interfacing Human Resources and Position Control to Banner Finance
- create the salary group for the year
- create salary and/or hourly rate highs and lows eligible to the participating grade
- create a position class and associate it with salary guidelines, employee class, and employee skill level
- establish the definition of the position
- associate budget and accounting information with a position.

Prerequisites

To complete this section, you should have

- completed the Education Practices computer-based training (CBT) tutorial “Banner 7 Fundamentals,” or have equivalent experience navigating in the Banner system
- familiarity with the Banner Human Resources module
- familiarity with HR Position Control forms
- administrative rights to create the rules and validation code forms in Banner.



Section B: Set Up

Lesson: Overview (Continued)

◀ [Jump to TOC](#)

Section contents

Overview	9
Preliminary Setup – Finance	11
Form Setup and Relationships	14
Establishing Employee Class Values	15
Creating Earnings Codes	17
Establishing Benefits/Deduction Codes	18
Identifying Valid Fiscal Years	19
Interfacing Data from Banner Human Resources to Banner Finance	21
Creating Salary Schedules	24
Creating the Salary Group	26
Creating Salary and Hourly Rate Highs and Lows	27
Creating a Position Class	29
Defining the Position	32
Associating Budget and Accounting Information	35
Self Check	47
Answer Key	49



Section B: Set Up

Lesson: Preliminary Setup – Finance

◀ Jump to TOC

Introduction

Three preliminary tasks should be completed before starting the budget process.

- Build the fiscal year (Finance and HR)
- Check system data
- Build the Budget ID and Phase Codes

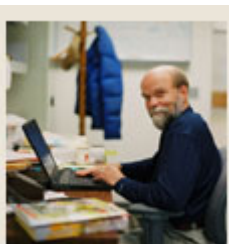
Note: These tasks are generally performed by Finance personnel.

Build the fiscal year

Ensure that the fiscal year is set-up on the Fiscal Year Maintenance Form (FTMFSYR).

Fiscal Period	Status	Start Date	End Date	Quarter Indicator

Note: Leave all periods in the *not open* status – this saves unwanted postings. Only open the first period when you're ready to roll the new budget back to the operating ledger.



Section B: Set Up

Lesson: Preliminary Setup – Finance (Continued)

◀ Jump to TOC

Check system data

Instruct the system to reject error transactions fed from Budget Development to Finance on the System Data Maintenance Form (FTMSDAT).

System Data Maintenance FTMSDAT 7.0 (C700)

Entity or Usage Code:	<input type="text"/>	Attribute Code:	<input type="text"/>
Optional Code Number 1:	<input type="text"/>	Optional Code Number 2:	<input type="text"/>
		Level:	<input type="text"/>
Chart of Accounts:	<input type="text"/>	<input checked="" type="checkbox"/> Active Status	Last Activity Date: <input type="text"/>
Effective Date:	15-NOV-2004	Termination Date:	<input type="text"/>
		Next Change Date:	<input type="text"/>
Description or Title:	<input type="text"/>		
Short Title:	<input type="text"/>		
Data:	<input type="text"/>		

This form can be used to

- check for process codes that will roll the budget back to the ledger
- query on Entity/Usage Code FBGTRNI and Attribute Code SYSTEM ID, Option Code 1 BUDGET.

Note: The **Data** field should be set to *DR*:

D = Feed the budget entries in detail from Budget Development

R = Reject the entries if error occurs and send it back to Budget Development



Section B: Set Up

Lesson: Preliminary Setup – Finance (Continued)

◀ Jump to TOC

Build the Budget ID and Phase Codes

The Operating Budget Maintenance Form (FTMOBUD) enables you to establish the Budget ID and Phases for the new Fiscal Year Operating Ledger.

Operating Budget Maintenance FTMOBUD 7.0 (C700)

Chart of Accounts: B Budget ID: 2004 FY 2004 Budget

Short Title: FY04

Last Activity Date:

Years Budgeted: 1 Period Type: A Budget Year: 04

Default Budget Query Phases:

Phase 1: Phase 2: Phase 3:

Budget Phase Information

Budget Phase: Sequence Number: Short Title: Activation Date:

☒ Open Status

Chart of Account: Budget Rule Class: Finance Rule Class:

Base Budget ID: Base Budget Phase:

Measurement Type: Phase Period Type:

☐ Allow Summary Codes ☐ Display Comparative Data

☐ Accumulate Budget ☐ Accumulate Prior Year Budget

Using this form, you can

- create a Budget ID
- create a Base Phase and an activation date
- create additional phases for Labor, Expenditures, and Revenue
- build a Budget ID Code
- build Budget Phase Codes.



Section B: Set Up

Lesson: Form Setup and Relationships

◀ Jump to TOC

Forms needed

These forms are used to perform system set-up related to Position Control.

Note: The Actual Fringe Budgeting Form (NTRFRNG) and the Fringe Charge Back Rule Form (NTRFBLD) are covered in *Section D*. The Mass Salary Table Roll Rules Form (NTRSTRL) is covered in *Section C*.

Form Description	Banner Name
Human Resources Setup	
Employee Class Rules	PTRECLS
Earnings Code Rules	PTREARN
Benefits/Deduction Rules	PTRBDCA
Position Control Setup	
Fiscal Year	NBAFISC
HR/Finance Set Up Rule	NTRFINI
Actual Fringe Budgeting	NTRFRNG
Fringe Charge Back Rule	NTRFBLD
Salary Group Rule	NTRSGRP
Salary/Rate Structure Rule	NTRSALA
Mass Salary Table Roll Rules	NTRSTRL
Position Class Rule	NTRPCLS
Position Definition and Salary Budget	
Position Definition	NBAPOSN
Position Salary Budget	NBAPBUD



Section B: Set Up

Lesson: Establishing Employee Class Values

◀ Jump to TOC

Introduction

The Employee Class Rules Form (PTRECLS) establishes employee class values that are used in establishing a working budget.

Note: These values may be overridden on the Position Salary Budget Form (NBAPBUD).

Banner form

Employee Class Rules PTRECLS 7.2 (s4b70)

Employee Class: 02

Employee Class Descriptions	Employee Defaults
Short: Profesnl	Leave Category: A1 Administrators - Full Time
Long: FT Professional	Benefit Category: F1 Full Time Employees
	Employee Group:
	Full-Time or Part-Time Status: Full Time

Job Defaults	Payroll Calculation
<input checked="" type="checkbox"/> Default Hours	Salary Indicator: Salaried
Hours per Day: 8.00	FLSA Method: N/A
Hours per Pay: 173.33	FLSA Period:
Payroll ID: MN Monthly	Shift Code:
Premium Pay:	
Longevity:	
Work Schedule:	
Deferred Pay: DP01 Adjunct Spring Semester	
Employer: JC Julie's Employer for 7.0	

Options – Position Defaults

Position Default Information PTRECLS 7.2 (s4b70)

Encumbrance and Budget Roll Rules

Salary Encumbrance Method: System Calculated

Premium Earnings Roll Method: Not Applicable

Salary Budget Roll Method: Current Annual Salary

FTE Budgeting Defaults

Position Budget Basis: .00

Position Annual Basis: .00

☐ Create FTE or Salary Records



Section B: Set Up

Lesson: Establishing Employee Class Values (Continued)

◀ Jump to TOC

Salary Budget Roll Method

Position Default Information PTRECLS 7.2 (s4b70)

Encumbrance and Budget Roll Rules

Salary Encumbrance Method:	System Calculated
Premium Earnings Roll Method:	
Salary Budget Roll Method:	<div>Actual Expense Current Annual Salary Current Budget Current Encumbrance Balance Midpoint of Pay Range Remaining Budget Zero</div>
FTE Budgeting Defaults	
Position Budget Basis:	
Position Annual Basis:	.00
<input type="checkbox"/> Create FTE or Salary Records	

For the **Salary Budget Roll Method**, there are seven options:

Actual Expense: Process will roll expended dollars of associated positions budget.

Current Annual Salary: Process will roll the current salary assigned to the incumbent unless the job is vacant (then it will hit the midpoint assigned on NTRSALA).

Current Budget: Process will roll what is currently budgeted.

Current Encumbrance Balance: Process will roll encumbered dollars for current incumbent.

Midpoint of Pay Range: Process will roll the midpoint assigned on NTRSALA for associated position.

Remaining Budget: Process will roll the budget not yet expended for associated position.

Zero: Process will roll the amount of \$0.00 for associated position.

Note: The **Premium Earnings Roll Method** is similar to a budget roll, but is used for premium earnings, such as overtime and bonuses. This is not addressed in this module.



Section B: Set Up

Lesson: Creating Earnings Codes

◀ Jump to TOC

Purpose

The Earnings Code Rules Form (PTREARN) enables you to create earnings codes and associate them with rules. The earnings code identifies the nature of the pay (for example, regular or holiday) and establishes the rules governing the time entry validation and processing of earnings represented by this code. This form can also be used to instruct the system to override labor distribution rules when it encounters this code. This form also provides for the ability to override the Rule Class code at the *Earnings level* to avoid the generation of fringe chargeback encumbrance liquidation on certain earnings when the payroll is interfaced to accounting.

Banner form

The screenshot shows the PTREARN 7.0 (C700) form. It includes fields for Earnings Code, Long Description, Short Description, Source of Rate (radio buttons for Job Regular Rate, Special Rate, Table Rate), Multiplication Factor, Interface (checkboxes for Allow Labor Distribution Overrides at Time Entry, Expend Budget with Earning Value, Applicable to Fringe Expense), Rule Class Overrides (Rule Class, Fringe Rule Class), Attributes (Type, Earnings Group, Hours or Units Indicator, Tax Method, Base Salary, Longevity, Cash, Reduce Base Salary, Shift Differential, Stipend, Display on Web), and Leave (checkboxes for Applicable to Leave Proration, Applicable to Leave Minimum, Leave Taken Code, Leave Earned Code).

The **Applicable to Fringe Expense** checkbox should be checked for all earnings that are used for fringe chargeback percentage method.



Section B: Set Up

Lesson: Establishing Benefits/Deduction Codes

◀ Jump to TOC

Purpose

The Benefit/Deduction Rules Form (PTRBDCA) enables you to establish benefit/deduction codes and labor distribution overrides so that expenses do not affect the salary budget totals on NBAPBUD when payroll is run.

Banner form

Benefits and Deductions Rules PTRBDCA 7.2 (s4b70)

Benefit or Deduction Code:

Description

Short: Long:

Calculation Information

Priority: Calculation Rule:

Deduction Type: ☐ Exclude from Overload Jobs

Tax Code: Arrearage Method:

1099-R Code: Year-To-Date Start Month Indicator:

☒ Continue Employer Contributions when on Leave with Benefits

Deduction or Contribution Frequency

Payroll Periods: ☒ 1
☒ 2
☒ 3
☒ 4
☒ 5



Section B: Set Up

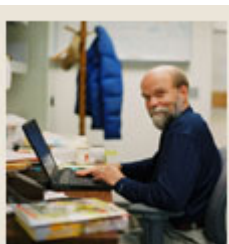
Lesson: Identifying Valid Fiscal Years (Continued)

◀ Jump to TOC

Procedure

Follow these steps to enter a new fiscal year.

Step	Action
1	Access the Fiscal Year Form (NBAFISC).
2	Enter the fiscal year that is going to be active in the Year field. <u>Note:</u> The first fiscal year is Active; future years are Inactive. The approval process in the budget roll program (NBPBROL) automatically changes new fiscal years to Active, and deactivates old years. Therefore, there is no need to check the Active checkbox.
3	Enter the chart of accounts in the COA field. <u>Note:</u> If there are any questions as to which COA your institution is using for position development, click the Search icon next to the COA value. <u>Result:</u> The Begin Date and End Date will default from the values of the fiscal year entered in the finance system.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Interfacing Data from Banner Human Resources to Banner Finance

◀ Jump to TOC

Introduction

The HR/Finance Setup Rules Form (NTRFINI) defines rules for interfacing data from Banner Human Resources to Banner Finance. This form allows you to control if Position Budget information is fed to the Finance Budget Development product as well as the Finance product.

All the base rule codes for interfacing data from HR to Finance are identified on this form. It is a good idea that persons from both the Position Budgeting area and the Finance area have an understanding of what these Rule Codes do when posting to Finance. Some rules are dependent on whether you use encumbering or not.

NTRFINI enables you to

- define rules for interfacing Banner Human Resources and Position Control to Banner Finance
- validate rule class codes against the Finance System Rule Class Code Form (FTMRUCL). Each rule class determines how payroll, budget, or encumbrance transactions interface to Banner Finance.
- maintain information for fringe chargeback method of fringe budgeting
- store distribution information for Net Pay, Deferred Pay, and Fringe Clearing (for chargeback)
- use the copy feature to repeat rules from one year to the next.

Note: You need a record for each fiscal year.

For each fiscal year identified, a NTRFINI rule needs to be populated in order to process the payroll feed to finance. As the payroll feeds to the Finance System, each aspect of the payroll needs to post within finance. The NTRFINI form begins to organize the order in which data is fed and posted to GURFEED.



Section B: Set Up

Lesson: Interfacing Data from Banner Human Resources to Banner Finance (Continued)

◀ Jump to TOC

Banner form

HR/Finance Set up Rules NTRFINI 7.0 (C700)

Fiscal Year: 2004 COA: A From: 01-JUL-2004 To: 30-JUN-2005 ☒ Active

Finance Fiscal Year: 04 From: 01-JUL-2004 To: 30-JUN-2005

Activity Date: 17-NOV-2004 Bank: PA Manufacturers National Bank

☐ Feed Budget to Finance Budget Development?

Finance Rule Class Code

Gross Earnings Payroll Expense:	HGRS	Payroll - Gross Salary Expense
Employee Deductions Liability:	HEEL	Payroll - Employee Liability
Net Payroll:	HNET	Payroll - Net Pay
Employer Fringe Payroll Expense:	HGRB	Payroll - Gross Benefit Expense
Employer Fringe Payroll Liability:	HERL	Payroll - Employer Liability
Deferred Pay Accrual Amount:	HOPA	Payroll - Deferred Pay Accrual
Deferred Pay Payout Amount:	HDEF	Payroll - Deferred Pay
Fringe Charge Back Expense:	NOOP	No operation
Fringe Charge Back --> Clearing:	NOOP	No operation
Fringe Actual Expense--> Clearing:	NOOP	No operation
Original Budget:	BD01	Permanent Adopted Budget
Adjusted Budget:	BD02	Permanent Budget Adjustments
Original Salary Encumbrance:	HENC	Payroll - Salary Encumbrance
Salary Encumbrance Adjustment:	HENA	Payroll - Encumbrance Adjustment
Original Fringe Encumbrance:	NOOP	No operation
Fringe Encumbrance Adjustment:	NOOP	No operation
COBRA Payment Cash Posting:	HCBC	Payroll - Cobra Cash Receipt
COBRA Payment Benefit Premium:	HCBP	Payroll - COBRA - Premium
COBRA Payment Administration Fee:	HCBA	Payroll - COBRA - Admin. Fee

The **Active** indicator is system displayed dependent on the NBAFISC record that is active. It is not enterable on NTRFINI.

If the **Feed Budget to Finance Budget Development** indicator is checked, any new or changed budget information will be fed to Budget Development. If this is unchecked, any new or changed budget information will be fed **ONLY** to the operating ledgers. Generally this indicator should be unchecked for the current fiscal year and checked for the future fiscal year.

Note: An active budget and a working budget with two different fiscal years need to have budget adjustments entered in both in order to have the active budget and the working budget in agreement.

Note: If you have already fed the working budget to Budget Development and it's been approved in Finance, you do not have to feed the approved HR budget back to Finance.



Section B: Set Up

Lesson: Interfacing Data from Banner Human Resources to Banner Finance (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the HR/Finance Setup Rules Form (NTRFINI).
2	Enter the fiscal year created on NBAFISC in the Fiscal Year field.
3	Enter the COA in the COA field.
4	Enter the Financial Fiscal Year created in the Finance set up. <u>Note:</u> The 'TO' and 'FROM' dates will populate themselves from what was created in Finance.
5	Enter the Finance Rule Class Codes applicable to each posting. <u>Note:</u> A representative from the Finance team should be present and participate in the creation of how payroll is fed and posted into finance. These rule classes will be familiar to those involved within the Finance system from referenced form FTMRUCL where, if institutionally decided, posting edits could be created for appropriate posting. If the function listed is not being utilized within your institution, populate the Rule Class with NOOP representing no operation of that type.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Creating Salary Schedules

◀ Jump to TOC

Introduction

Salary Schedules are a very good tool for compensation analysis. If an institution does not set them up, Position Control capabilities will be limited.

Two forms are used to create Salary Schedules: The Salary Group Rules Form (NTRSGRP) and the Salary/Rate Structure Rules Form (NTRSALA).

The Salary Group is a set of pay plans and is important for rolling from one pay plan to another. Typical values for the alpha-numeric Salary Group field include the calendar year (ex. 2007) or the six-character date (ex. 010107). Both can indicate the year or day that the salary group became effective. If a change were implemented during the year, a added character could be used to indicate a second version (ex. 2007A).

Only one salary group can be active at one time if you are using the Budget Roll Process (NBPBROL) because the Salary Group field is one of the parameters of the process and only one value is allowed.

The Salary/Rate Structure Rules Form (NTRSALA) includes Salary Table, Salary Grade and Step information. Salary tables are groups of pay plans. Examples include: Executive, Professional, Clerical, Faculty, and Maintenance. Some institutions refer to salary tables as pay plans.

Attributes

Attribute	Source	Comments
Salary Group	NTRSGRP	Group or set of pay plans. Important for rolling from one pay plan to another. To roll successfully, there cannot be multiple, active salary groups.
Salary Table	NTRSALA	Pay Plans. Can contain both hourly and salaried grades. Can be rolled separately.
Salary Grade	NTRSALA	Breakdowns of salary tables. Allow different ranges of amounts per table.
Step	NTRSALA	Set amounts that are associated with a numeric step. Must accelerate in value and cannot be duplicated. Step "0" is reserved for "off step."



Section B: Set Up

Lesson: Creating Salary Schedules (Continued)

◀ Jump to TOC

Example:

Salary Group	2007
Salary Table:	EX
Salary Grade:	HR1
Step:	8

Notes: Consider setting up a salary table with steps for Students/Temps. This will make it easier to assign the rate and increase it when the Minimum Wage is increased.

Consider setting up a table for No Pay (NP) to register volunteers.



Section B: Set Up

Lesson: Creating the Salary Group

◀ Jump to TOC

Introduction

The Salary Group Rules Form (NTRSGRP) allows you to create the salary group for the year. The salary tables are then associated with the salary group.

Note: Salary groups are required in order to create salary tables. Salary tables and salary groups appear on position classes (NTRPCLS), positions (NBAPOSN), and jobs (NBAJOBS).

Banner form

Code	Description	Table	Activity Date
1994	Administrative	AD	14-JUN-1995
1995	Administrative	AD	17-NOV-1995
1996	Administrative	AD	17-NOV-1995
1997	Administrative	AD	06-FEB-2004
2004	Administrative	AD	13-MAY-2004
2005	Administrative	AD	26-MAY-2004
2006	Administrative	AD	06-FEB-2006
1995	Clerical	CL	17-NOV-1995
1996	Clerical	CL	28-JUN-1995
2004	Clerical	CL	13-MAY-2004
2005	Clerical	CL	01-NOV-2004
2006	Clerical	CL	06-FEB-2006

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Salary Group Rules Form (NTRSGRP).
2	Enter the salary group code in the Code field.
3	Enter the description of the group in the Description field.
4	Enter a two character code to represent the specific group created in step one in the Table field.
5	Perform an Insert Record function to enter a new Group/Table combination.
6	Repeat the above steps for any additional Group/Table combinations.
7	Click the Save icon.
8	Click the Exit icon.



Section B: Set Up

Lesson: Creating Salary and Hourly Rate Highs and Lows

◀ Jump to TOC

Purpose

The Salary/Rate Structure Rules Form (NTRSALA) creates salary and/or hourly rate highs and lows eligible to the participating grade. Even if salary grades or salary structures are not used within your institution, a range must be populated in order to proceed to further functionality. The step will be used to process step paid employees who, if a step 1 employee will make ONLY the amount indicated within the step 1 field. If no steps are used within a range, do not populate the Step block of this form.

The values defined on this form default to the Position Class Rule Form (NTRPCLS).

The Salary/Rate Structure Rules Form (NTRSALA) is typically updated during the fiscal year roll process. New salary information is entered on the Salary Group Rule Form (NTRSGRP) and the Salary/Rate Structure Rules Form (NTRSALA). These values are then rolled from one table to the next by using the Mass Salary Table Update Process (NBPMASS) or entered manually.

Note: Midpoint does not have to be a mathematical midpoint.

Banner form

Salary or Wage Structure Ranges			
Schedule Type:		Annual Salary or Base Wage Rate	Monthly Amount
<input type="radio"/> Salary	Low:	<input type="text"/>	<input type="text"/>
<input type="radio"/> Hourly	Midpoint:	<input type="text"/>	<input type="text"/>
	High:	<input type="text"/>	<input type="text"/>

Step Structure		
Step	Annual Salary or Base Wage Rate	Monthly Salary
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>



Section B: Set Up

Lesson: Creating Salary and Hourly Rate Highs and Lows (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Salary/Rate Structure Rules Form (NTRSALA).
2	Enter the Salary Group and Salary Table combination created on NTRSGRP.
3	Enter a Salary Grade to be used within that Group/Table Combination <u>Example:</u> Within the Group of 2007, there are eight tables (AD, CS, MN, etc) of which the 2007/AD combination has two eligible salary ranges depending on title, Grade 01 and Grade 02. Grade 01 is a range of \$30,000 a year to \$45,000 a year, while grade 02 has a range of \$46,000 to \$60,000 a year.
4	In the Schedule Type area, click the Salary or Hourly radio button, depending on whether this group/table/grade combination will have a salary range or hourly range.
5	Enter the lowest rate/salary this range may receive in the Low field.
6	Enter a midpoint of the lowest and highest range in the Midpoint field.
7	Enter the highest range this group/table/grade combination can receive in the High field.
8	Click the Save icon. <u>Note:</u> If no steps exist for this position, you can click the Exit icon.
9	Enter the step 1.
10	Enter the salary/rate associated with step 1.
11	Repeat step 9 and 10 as needed to enter all subsequent steps.
12	Click the Save icon.
13	Click the Exit icon.



Section B: Set Up

Lesson: Creating a Position Class

◀ Jump to TOC

Introduction

The Position Class Rules Form (NTRPCLS) enables you to create a position class and associate it with salary guidelines, employee class, and employee skill level. Grouping employees in this manner enhances Human Resource planning capability and aids in the classification/compensation process. The salary guidelines you define on this form default to the Position Form (NBAPOSN) and the Employee Job Form (NBAJOBS).

The Position Class Code should not be a generic code. For Banner reporting purposes, it is helpful to use logic in the naming convention for sorting and organizing position classes on Banner reports.

Note: When the working budget is approved in HR payroll, it automatically updates NTRPCLS and NBAPOSN. It will *not* update NBAJOBS.

Warning: Changes to Employee Class, Salary Group, Salary Table, Salary Grade, Salary Step, Reports to, Work Schedule, and Position Group Code will not re-default into the title field on the Position Definition Form (NBAPOSN) for positions with that position class value.

Banner form

The screenshot shows the Banner Position Class Rules (NTRPCLS) form. The title bar indicates "Position Class Rules NTRPCLS 7.0 (C700)". The form is divided into several sections:

- Position Class Code:** A dropdown menu.
- Title:** A text field.
- Employee Class:** A dropdown menu.
- Bargaining Unit:** A dropdown menu.
- Probationary Period:** A text field.
- Exempt Indicator:** A checkbox.
- Accrue Seniority:** A checkbox.
- EEO:** A section header.
- Employee Skill:** A dropdown menu.
- Position Group:** A dropdown menu.
- Category Code:** A dropdown menu.
- Wage and Salary:** A section header.
- Salary Group:** A dropdown menu.
- Table:** A dropdown menu.
- Grade:** A dropdown menu.
- Step:** A dropdown menu.
- Range Low:** A text field.
- Range Midpoint:** A text field.
- Range High:** A text field.
- Step Value:** A text field.



Section B: Set Up

Lesson: Creating a Position Class (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Note: For the **Salary Group**, **Table**, **Grade**, and **Step** fields, the values you enter will default to the Position Form (NBAPOSN) and to the Employee Job Form (NBAJOBS).

Step	Action						
1	Access the Position Class Rules Form (NTRPCLS).						
2	Enter a unique code to identify the position class you are defining or revising in Position Class Code .						
3	Enter the title you want to assign to the position class you are defining in the Title field.						
4	Enter the code of the employee class associated with your new position class in the Employee Class field.						
5	<table border="1"> <thead> <tr> <th>IF</th><th>THEN</th></tr> </thead> <tbody> <tr> <td>Employees in this position class must be paid for overtime in compliance with the Fair Labor Standards Act</td><td>Leave the Exempt Indicator checkbox unchecked.</td></tr> <tr> <td>Employees are exempted from FLSA overtime pay requirements</td><td>Click the Exempt Indicator checkbox.</td></tr> </tbody> </table> <p><u>Note:</u> This field does <i>not</i> drive your FLSA processing or affect the correct computation of FLSA in the payroll module. It is used by Human Resource specialists as an information-only field to indicate whether a position meets FLSA requirements for exempt status.</p>	IF	THEN	Employees in this position class must be paid for overtime in compliance with the Fair Labor Standards Act	Leave the Exempt Indicator checkbox unchecked.	Employees are exempted from FLSA overtime pay requirements	Click the Exempt Indicator checkbox.
IF	THEN						
Employees in this position class must be paid for overtime in compliance with the Fair Labor Standards Act	Leave the Exempt Indicator checkbox unchecked.						
Employees are exempted from FLSA overtime pay requirements	Click the Exempt Indicator checkbox.						
6	Enter the EEO skill code of the employee skill associated with your new position class in Employee Skill .						
7	<p><u>Optional:</u> Enter the code of the position group to which this position class is assigned in the Position Group field.</p> <p><u>Note:</u> At Range Low, Range Midpoint, Range High, and Step Value fields, the system displays the annual salary guidelines defined in the table whose code you entered here.</p> <p><u>Warning:</u> You cannot overwrite these values.</p>						



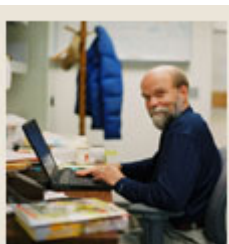
Section B: Set Up

Lesson: Creating a Position Class (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
8	Enter the Equal Employment Opportunity (EEO) function code for this position class in the Category Code field. <u>Note:</u> The Category Code field is enabled only at Government installations.
9	Enter the code of the salary group that will be associated with the table and grade previously defined in the Salary Group field.
10	Select the code if appropriate to this position class in the Bargaining Unit field.
11	Enter the units of the probationary period if appropriate in the Probationary Period field.
12	Check or Uncheck if this position class is applicable to accrue seniority
13	Enter the code of the salary table in the Table field that will be associated with employees assigned to positions within this position class.
14	Enter the salary grade and step you want to associate with this position class in the Grade and Step fields. <u>Notes:</u> If steps values are not assigned enter a “0” in the step field. In the Step Value field, the system displays the annual salary/rate defined for the table, grade, and step previously entered.
15	Click the Save icon. <u>Result:</u> The system saves your new or revised position class to the database. Once information is saved, a Compensation/Classification Change Date Window box will appear. The date here indicates when the changes go into effect. It defaults to the current date yet can be overridden.
16	Click the OK button to exit this window. All new or changed data is saved in the record.



Section B: Set Up

Lesson: Defining the Position

◀ Jump to TOC

Purpose

The Position Definition Form (NBAPOSN) establishes the definition of the position.

Key Points:

- position defaults to Inactive **Status**, **Type**=single, **Begin Date**=system date (Maintained on NBAPBUD)
- may change any of the defaulted values (except **Exempt Indicator**)
- may designate to which position number this position reports
- may navigate to Position Budget Form (NBAPBUD)

Banner form

Position Definition NBAPOSN 7.2 (s4b70)

Position Number: A00107

Position Status: Active Type: Single
Position Begin Date: 01-JUL-1993 Position End Date: COA: B

Compensation and Classification

Position Class:	AFP02	Administrators	Appointment Percent:	100.00
Position Title:	Registrar		Budget Type:	Permanent
Employee Class:	01	FT Admin	<input checked="" type="checkbox"/> Exempt Indicator	
Job Progression:			<input type="checkbox"/> Accrue Seniority	
Salary Group:	2005	Administrative	Range Low:	43,228.51
Salary Table:	AD		Range Midpoint:	58,256.80
Salary Grade:	01		Range High:	72,821.00
Salary Step:	4		Step Value:	57,216.50
Reports To:	A00005	Provost/VP Academic Affairs		
Work Schedule:				
Probationary Period:				
Bargaining Unit:				
Job Location:				



Section B: Set Up

Lesson: Defining the Position (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Position Definition Form (NBAPOSN).
2	Enter a Position Number . The position number is the number that you have designated for this specific position you are about create. <u>Result:</u> You will get a “Position Not Found; ADD assumed” message:
3	Click OK .
4	Place your cursor in the Position Status field. <u>Note:</u> The first section of information on this form is entered on NBAPBUD and cannot be updated here but will be applied during the budgeting of the position. This includes the fields: Position Status , Position Begin Date , Position End Date , Type , and COA (chart of accounts).
5	Place your cursor in the Position Class field.
6	Enter the position class value created in the NTRPCLS process. <u>Note:</u> The value defaults in Position Title , Employee Class , Salary Group , Salary Table , Salary Grade , Salary Step , Ranges , Exempt Indicator , and Accrue Seniority , all of which were created during the NTRPCLS task.



Section B: Set Up

Lesson: Defining the Position (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
7	If no step defaults, then enter applicable step. If this position does not fall within a step, enter 0.
8	Override the title as necessary. <u>Example:</u> The title for an instructor may default in as <i>Instructor – 12 months</i> . You may want to override the title to <i>Instructor – Biology</i> .
9	Click the Save icon. <u>Result:</u> The Compensation/Classification Change Date window appears. The default date is the system date. This date can be overridden with a past date, but not a future date.
10	Click the OK button to close the window.
11	At this point, the position budget needs to be created. You have two options to access the position budget form (NBAPBUD): <ul style="list-style-type: none">• Select <u>Position Budget</u> from the Options menu.• Exit the form, and then use the direct access box on the main form to access NBAPBUD.



Section B: Set Up

Lesson: Associating Budget and Accounting Information

◀ Jump to TOC

Introduction

The Position Budget Form (NBAPBUD) enables you to associate budget and accounting information with a position. You can use the tabs to authorize all position budgets, define position salary, fringe benefits, premium earnings, and add comments.

When you open the form, the Position Budget tab is open. Here you can identify:

- **Status** (Active, Frozen, Cancelled, Inactive)
- **Type** (pooled or single)
- Position **Begin Date**
- Position **End Date** (Not required – will default to Job)
- **Salary** and **Premium Earnings** budget roll rules
- Authorization

Note: Active and frozen positions will roll into a working budget and will be fed to Finance. Cancelled and Inactive position budgets will not roll.

Banner form



Section B: Set Up

Lesson: Associating Budget and Accounting Information (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Position Budget Form (NBAPBUD).
2	Enter the year in the Fiscal Year field. <u>Note:</u> You are creating the position budget for this fiscal year. The format is ##### (consult with your fiscal year values created in previous tasks). If you hit Tab – the information from NBAPOSN will appear grayed out within the Key block. If at this point you notice a change that needs to be made within the Position Title, go back to NBAPOSN to make the applicable changes.
3	Enter a position number in the Position field, if necessary.
4	Perform a Next Block function.
5	In the Type field, the default is <i>Single</i> . Override the default as needed. <u>Note:</u> <i>Single</i> means that one incumbent (or two or more total 1 FTE) will fill this full-time position. <i>Pooled</i> means that there could be multiple incumbents and multiple FTE's.
6	The value in the COA field (Chart of Accounts) will default. <u>Note:</u> This can be found by clicking on the Search icon to the right of the value if there is more than one COA being used at your institution.
7	Enter the Begin Date of the position in the appropriate Position Effective Dates field. <u>Note:</u> A job (NBAJOBS) cannot be assigned with an Effective Date prior to the Begin Date on NBAPBUD.



Section B: Set Up

Lesson: Associating Budget and Accounting Information (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
8	<p>Double-click in the Salary field and select a budget roll rules for the salary field.</p> <p><u>Notes:</u> The Budget Roll Rules for salary rolls and premium earnings are established on the Employee Class rule form (PTRECLS.) The value defaults based on the employee class entered on NBAPOSN: Budget method can be overridden if necessary. The value entered for the Salary field will decide how the budget will be rolled when preparing the positions budget for the working phase.</p> <p>The following values will provide the subsequent results:</p> <ul style="list-style-type: none">• <u>Actual Expense</u>: Process will roll expended dollars of associated positions budget.• <u>Current Annual Salary</u>: Process will roll the current salary assigned to the incumbent unless the job is vacant (then it will hit the midpoint assigned on NTRSALA).• <u>Current Budget</u>: Process will roll what is currently budgeted.• <u>Current Encumbrance Balance</u>: Process will roll encumbered dollars for current incumbent.• <u>Midpoint of Pay Range</u>: Process will roll the midpoint assigned on NTRSALA for associated position.• <u>Remaining Budget</u>: Process will roll the budget not yet expended for associated position.• <u>Zero</u>: Process will roll the amount of \$0.00 for associated position.



Section B: Set Up

Lesson: Associating Budget and Accounting Information (Continued)

◀ Jump to TOC

Salary Budgets tab

Key points for the Salary Budgets tab:

- Shows past, current, and future fiscal years:
- Status (*Approved, Working, Closed, Transferred*)
- COAs
- Organization
- Budget ID and Phase (FTMOBUD)
- Budgeted FTE – one FTE for single positions; number of anticipated incumbents for pooled positions
- Salary Budget – encumbered, expended, remaining (display only)
- For new positions, user inputs above data
- Cannot change the status once saved
- For existing position, past years are display only (closed)
- Use future years for budget roll and modeling (Working Status)
- Can change Salary Budget amount for Working and Approved budgets
- To change organization, perform an Organization Transfer (Approved and Working)

Note: **Create FTE/Salary Records** should be left unchecked and all fields except **Budget FTE** should contain zeros unless you are using the FTE enhancement. For detailed information on the FTE enhancement, refer to the *Banner Human Resources User Guide*.



Section B: Set Up

Lesson: Associating Budget and Accounting Information (Continued)

◀ Jump to TOC

Banner form

Position Budget NBAPBUD 7.0 (C700)

Fiscal Year: 2004 Employee Class: 01 FT Administrative
 Position: A00005 Position Title: Provost/VP Academic Affairs

Position Budget Salary Budgets Fringe Benefit Premium Earnings Totals Labor Distributions Comments

Fiscal Year: 2004 Organization: 141 Create Date: 17-NOV-2004
 Status: Approved Budget ID: FY04PA Salary Group: 1995
 COA: B Phase: FY04P1 Base Units: 1

☐ Create FTE or Salary Records

Salary

Budgeted Amount: 92,560.00 Position Budget Basis: .00
 Encumbered Amount: .00 Position Annual Basis: .00
 Expended Amount: 89,000.04 Budget Appointment Percent: .00
 Remaining Amount: 3,559.96 Budget FTE: 1.0000

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the <u>Salary Budgets</u> tab.
2	Enter the fiscal year for the budget in the Fiscal Year field. <u>Note:</u> The format is #####. If you are unsure of current active fiscal year, click the Search icon to the right of the field. The fiscal year indicates the fiscal year in which the budget you see is active. There will be one salary budget for each fiscal year. These records are created through the budget roll process described in the previous block.
3	Use the table that follows as a guideline in completing the fields on this window. <u>Note:</u> If your institution is <i>not</i> using FTE enhancement, these fields should contain 0: <ul style="list-style-type: none"> • Position Budget Basis • Position Annual • Budget Appt • Budget FTE
4	When finished completing the fields, click the Save icon.



Section B: Set Up

Lesson: Associating Budget and Accounting Information (Continued)

◀ Jump to TOC

Fields - Salary Budgets tab

Use this table as a guideline in completing the fields.

Field	Description
Organization	Enter the department that “owns” the position. Click the Search icon for eligible organization codes.
Create Date	The date the budget was created. A job cannot be entered against a position prior to this date. This date cannot be prior to the date the position was created (the date value entered in the Begin Date field on the first block of the form).
Status	Defaults in as <i>Approved</i> . Maintain this default and allow the system to utilize other status such as <i>Working</i> and <i>Closed</i> via the roll process.
Budget ID	Enter your institutions defined Budget Id code. This will be provided by the Finance department, which will represent the budgeted period.
Salary Group	This is used in budget roll. This field will be automatically populated during the budget roll process. The value is for reference only.
COA	Chart of Accounts value.
Phase	Enter your institution’s defined Budget Phase code. Each budget may have many phases of development within it, each with its own identifiable notification.
Base Units	Defaults from pay factor on PTRPICT. If individual records are to be overridden from the rule established, change here.
Create FTE/Salary Records	Defaults from values established within the employee class. If individual records are to be overridden from the rule established on PTRECLS, click/unclick here. This field should only be checked if using FTE enhancement.
Budgeted Amount	Enter the budgeted amount for the position. This will normally be the annual salary value.
Position Budget Basis	Defaults from pay factor on PTRECLS. If individual records are to be overridden from the rule established on PTRECLS, click/unclick here.



Section B: Set Up

Lesson: Associating Budget and Accounting Information (Continued)

◀ [Jump to TOC](#)

Fields - Salary Budgets tab, continued

Field	Description
Position Annual	Defaults from PTRECLS. If individual records are to be overridden from the rule established on PTRECLS, click/unclick here.
Budget Appointment Percent	Defaults with a 100% appointment representation. If value needs to be overridden for the type of position being budgeted for, override to proper appointment percentage.
Budget FTE	<p>The FTE record should calculate itself if you have elected to Create FTE/Salary records on PTRECLS. If you did not elect to create FTE records, enter the FTE you are budgeting for here.</p> <p><u>Example:</u> Enter a 1 for <i>single</i> full-time positions; for <i>pooled</i>, enter the number of anticipated incumbents.</p>



Section B: Set Up

Lesson: Associating Budget and Accounting Information (Continued)

◀ Jump to TOC

Fringe Benefit tab

The fringe budgets are created during the fiscal year budget roll. If your institution is budgeting fringe using the actual method, the following task should be completed.

Note: For more information on this topic, see *Section D: Fringe Budgeting* in this workbook.

Banner form

Position Budget NBAPBUD: 7.0 (C700)

Fiscal Year: 2004 Employee Class: 01 FT Administrative
 Position: A00005 Position Title: Provost/VP Academic Affairs

Position Budget Salary Budgets **Fringe Benefit** Premium Earnings Totals Labor Distributions Comments

Actual Fringe Total

Fiscal Year: 2004 Organization: 141 FTE: 1
 Status: Approved Budget ID: FY04PA Date Created: 17-NOV-2004
 COA: B Phase: FY04P1 Salary Group: 1995

Salary

Budgeted Amount: 92,560.00
 Encumbered Amount: .00
 Expended Amount: 89,000.04
 Remaining Amount: 3,559.96

Benefit	Budgeted Amount	Expended Amount	Remaining Amount	Budget To be Posted
DM1 Pretax Dental Insurance	400.00	200.04	199.96	.00
FIM Fica Medicare	1,342.12	1,301.16	40.96	.00
FIO Fica Old Age	5,738.72	3,888.15	1,750.57	.00
LIF Life Insurance 2X Salary	277.68	1,089.36	-811.68	.00
MD5 Pre Tax Hmo	3,800.00	1,800.00	2,000.00	.00
RA1 TIAACREF Retirement Annuity	9,256.00	8,900.04	355.96	.00

Procedure

Follow these steps to complete the procedure.

Step	Action
1	Access the <u>Fringe Benefit</u> tab.
2	Enter the benefits codes (determined by your institution) with the appropriate fringe budget.
3	Click the Save icon.



Section B: Set Up

Lesson: Associating Budget and Accounting Information (Continued)

◀ Jump to TOC

Premium Earnings tab

The Premium Earning tab allows you to add or view premium earnings for a position.

Banner form

Position Budget NBAPBUD: 7.0 (C700)

Fiscal Year: 2004 Employee Class: 01 FT Administrative
 Position: A00005 Position Title: Provost/VP Academic Affairs

Position Budget Salary Budgets Fringe Benefit Premium Earnings Totals Labor Distributions Comments

Fiscal Year: 2004 Organization: 141 FTE: 1
 Status: Approved Budget ID: FY04PA Date Created: 17-NOV-2004
 COA: B Phase: FY04P1 Salary Group: 1995

Salary

Budgeted Amount: 92,560.00
 Encumbered Amount: .00
 Expended Amount: 89,000.04
 Remaining Amount: 3,559.96

Earnings	Budgeted Amount	Expended Amount	Remaining Amount	Budget To be Posted
1		.00		

Procedure

Follow these steps to complete the procedure.

Step	Action
1	Access the <u>Premium Earnings</u> tab.
2	Enter the benefits codes (determined by your institution) with the appropriate budget amount.
3	Click the Save icon.



Section B: Set Up

Lesson: Associating Budget and Accounting Information (Continued)

◀ Jump to TOC

Labor Distributions tab

The top of this window displays the budget information you saw on the previous window. The **Index, Fund, Orgn, Acct, Prog, Salary Budget, and Percent** line is the budget and labor expense accounting line.

There can be multiple accounting lines. The **Salary Budget** and **Percent** fields are used to indicate what portion of the budget goes to which accounting line. To the right of the accounting lines, you will see a vertical scroll bar. If there are more records than will appear on the form, the bar will be activated. You can then scroll down to see additional values. This position has one accounting line, so the scroll bar is not activated.

Banner form

Position Budget NBAPBUD 7.0 (C700)

Fiscal Year: 2004 Employee Class: 01 FT Administrative
Position: A00005 Position Title: Provost/VP Academic Affairs

Position Budget Salary Budgets Fringe Benefit Premium Earnings Totals Labor Distributions Comments

Fiscal Year: 2004 Organization: 141 FTE: 1
Status: Approved Budget ID: FY04PA Date Created: 17-NOV-2004
COA: B Phase: FY04P1 Salary Group: 1995

Salary
Budgeted Amount: 92,560.00
Encumbered Amount: .00
Expended Amount: 89,000.04
Remaining Amount: 3,559.96

New	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost	Salary Budget	Percent	To Be Posted
<input checked="" type="checkbox"/>	1110	141	6112	30						92,560.00	100.00	.00
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												
Totals:										92,560.00	100.00	.00



Section B: Set Up

Lesson: Associating Budget and Accounting Information (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the <u>Labor Distributions</u> tab. <u>Result:</u> This account number will default to NBAJOBS.
2	Enter the appropriate value in the Fund field.
3	Enter the appropriate index value in the Index field if indexes are used at your institution. <u>Note:</u> The Fund, Organization, Account, and Program values will default from the Index value entered so you may skip to entering the salary budget amount or percent.
4	Enter the appropriate value in the Organization field.
5	Enter the appropriate value in the Account field.
6	Enter the appropriate value in the Program field.
7	Enter either the Salary Budget or Percent . Any combination, but it must equal 100%. <u>Note:</u> If you are entering more than one account line: <ul style="list-style-type: none">• enter the first line• arrow down to the next line• enter the next line, etc.
8	Click the Save icon.



Section B: Set Up

Lesson: Associating Budget and Accounting Information (Continued)

◀ Jump to TOC

Comments tab

The Comments tab allows for free flow comments. You can enter information regarding the budgets and accounting information being associated. We recommend adding your initials and date when adding a comment.

Banner form

Position Budget NBAPBUD 7.0 (C700)

Fiscal Year: 2004
Position: A00005
Employee Class: 01 FT Administrative
Position Title: Provost/VP Academic Affairs

Position Budget | Salary Budgets | Fringe Benefit | Premium Earnings Totals | Labor Distributions | **Comments**

Comments: [Text Area]

Procedure

Follow these steps to complete the procedure.

Step	Action
1	Access the <u>Comments</u> tab.
2	Enter the comment.
3	Click the Save icon.
4	Click the Exit icon.



Section B: Set Up

Lesson: Self Check

◀ [Jump to TOC](#)

Directions

Use the information you have learned in this section to complete this self-check activity.

Question 1

Which Banner form enables you to define rules for interfacing data from Banner Human Resources to Banner Finance?

- a) Fiscal Year Maintenance Form (FTMFSYR)
- b) Fiscal Year Form (NBAFISC)
- c) HR/Finance Setup Rules Form (NTRFINI)
- d) Salary/Rate Structure Rules Form (NTRSALA)

Question 2

The NTRSTRL should be set-up each year regardless if salary tables increase, decrease, or stay the same.

True or False

Question 3

The salary guidelines you define on the Position Class Rules Form (NTRPCLS) default to which two forms?

- a) Position Form (NBAPOSN) and Employee Job Form (NBAJOBS)
- b) Position Budget Form (NBAPBUD) and Salary/Rate Structure Rules Form (NTRSALA)
- c) Position Form (NBAPOSN) and Position Budget Form (NBAPBUD)
- d) None of the above



Section B: Set Up

Lesson: Self Check (Continued)

◀ [Jump to TOC](#)

Question 4

On the Position Definition Form (NBAPOSN), you can designate to which position number this position reports.

True or False

Question 5

Which form enables you to associate budget and accounting information with a position?

- a) Position Form (NBAPOSN)
- b) Position Budget Form (NBAPBUD)
- c) Salary/Rate Structure Rules Form (NTRSALA)
- d) Position Class Rules Form (NTRPCLS)



Section B: Set Up

Lesson: Answer Key

◀ Jump to TOC

Question 1

Which Banner form enables you to define rules for interfacing data from Banner Human Resources to Banner Finance?

- a) Fiscal Year Maintenance Form (FTMFYSYR)
- b) Fiscal Year Form (NBAFISC)
- c) **HR/Finance Setup Rules Form (NTRFINI)**
- d) Salary/Rate Structure Rules Form (NTRSALA)

Question 2

The NTRSTRL should be set-up each year regardless if salary tables increase, decrease, or stay the same.

True

Question 3

The salary guidelines you define on the Position Class Rules Form (NTRPCLS) default to which two forms?

- a) **Position Form (NBAPOSN) and Employee Job Form (NBAJOBS)**
- b) Position Budget Form (NBAPBUD) and Salary/Rate Structure Rules Form (NTRSALA)
- c) Position Form (NBAPOSN) and Position Budget Form (NBAPBUD)
- d) None of the above



Section B: Set Up

Lesson: Answer Key (Continued)

◀ [Jump to TOC](#)

Question 4

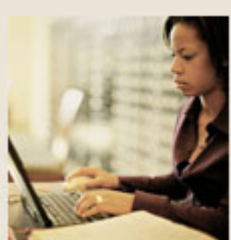
On the Position Definition Form (NBAPOSN), you can designate to which position number this position reports.

True

Question 5

Which form enables you to associate budget and accounting information with a position?

- a) Position Form (NBAPOSN)
- b) Position Budget Form (NBAPBUD)**
- c) Salary/Rate Structure Rules Form (NTRSALA)
- d) Position Class Rules Form (NTRPCLS)



Section C: Day-to-Day Operations

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to outline the processes and detail the procedures associated with processing related to position control, fringe budgeting, and using reports/queries related to Position Control.

Intended audience

Personnel responsible include Human Resources and Finance.

Objectives

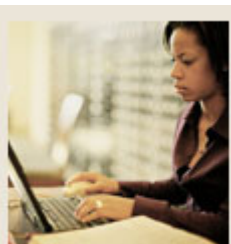
At the end of this section, you will be able to

- roll salary tables from one fiscal year to the next
- update salary tables
- increase or decrease position budget amounts by employee class
- create a working budget
- verify positions
- extract COBRA and budget data for Finance System interface and updates the position totals
- pass NHPFIN1 transactions to the Finance system
- move Position Control budget information from the Position Control module into the Finance Budget tables
- budget fringes using actual amounts
- perform percentage-based fringe budgeting
- identify Banner reports and queries associated with position control.

Prerequisites

To complete this section, you should have

- completed the Education Practices computer-based training (CBT) tutorial “Banner 7 Fundamentals,” or have equivalent experience navigating in the Banner system
- familiarity with the Banner Human Resources module
- familiarity with HR Position Control forms
- ensured that the appropriate rules and validation codes in Banner have been set up
- administrative rights to create the rules in Banner when necessary.



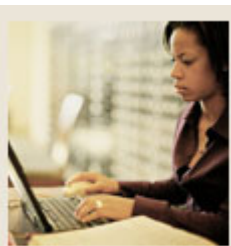
Section C: Day-to-Day Operations

Lesson: Overview (Continued)

◀ [Jump to TOC](#)

Section contents

Overview	51
Creating a Working Budget – Forms and Processes	53
Preparing for the New Fiscal Year	54
Updating Salary Tables	56
Establishing Position Roll Rules	58
Preparing to Roll to Working Position Status	59
Creating a Working Budget.....	61
Verifying the Positions	65
Interfacing to Budget Development	66
Calculating Salary and Fringe Benefit Encumbrance Amounts.....	69
Running the Finance Interface Extract	72
Running the Finance Interface Report.....	74
Running the Finance Budget Feed Process	76
Approving Positions	78
Querying Payroll Distribution Data	80
Identifying Actual Fringe Amounts	82
Viewing the Actual Fringe Budget Amounts and Feeding to Finance.....	84
Performing Percentage-Based Fringe Budgeting	86
Using Position Control Reports.....	88
Using Position Control Queries.....	90
Self Check	91
Answer Key	93
Summary	95



Section C: Day-to-Day Operations

Lesson: Creating a Working Budget – Forms and Processes

◀ [Jump to TOC](#)

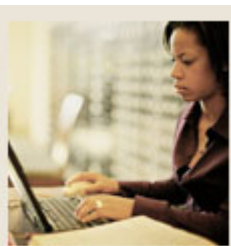
Forms and processes

- Mass Salary Table Roll Rules Form (NTRSTRL)
- Salary Table Update Process (NBPMASS)
- Budget Roll Rules Set up (NBAPBUD)
- Budget Roll Set up (NTRBROL)
- Budget Roll Process (NBPBROL)

Checklist

Use this checklist as a reminder to make sure the necessary tasks and forms are completed.

- FTMFSYR
- NBAFISC
- NTRFINI
- Upgrade salary tables (NTRSTRL and NBPMASS)
- Run a report to review budget roll methods for each position to see if any overrides need to be added at this level; this should be done annually.



Section C: Day-to-Day Operations

Lesson: Preparing for the New Fiscal Year

◀ Jump to TOC

Introduction

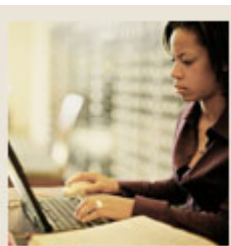
The Mass Salary Table Roll Rules Form (NTRSTRL) is used to roll your salary tables from one year's group to the next year's group. This form allows you to do mass salary increases on your salary tables by a percentage, a flat amount, or a combination of the two methods. Once the salary increase information is defined you will run the NBPMASS process to do the update.

Note: It is recommended that this form be set up and used to roll to the next year's salary group even if you do not want to do a mass increase. To do this you would define a zero in the percentage and amount fields. You can define any increase amounts to that table and apply it to all grades or select only applicable grades. You will need to make sure that you select all of your salary tables so they will be rolled forward into the new salary group regardless if they are increased.

Banner form

Salary Table	Increase Table Rate Percent	Increase Table Rate Amount	Rounding Indicator	Round Amount By	Change All Grades	Activity Date
>>			(None)		<input type="checkbox"/>	31-MAY-2006
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	

Applicable Grades	
Grades	Activity Date



Section C: Day-to-Day Operations

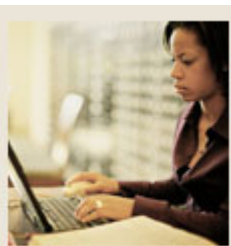
Lesson: Preparing for the New Fiscal Year (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Mass Salary Table Roll Rules Form (NTRSTRL).
2	Enter the appropriate salary code in the Roll from Salary Group field. <u>Note:</u> This is generally the current fiscal year.
3	Enter the appropriate salary code in the To field.
4	Enter the table code in the Salary Table field. <i>Example:</i> AD (Administrative)
5	Enter a percent in the Increase Table Rate Percent field if appropriate.
6	Enter an amount in the Increase Table Rate Amount field if appropriate.
7	Select the appropriate rounding method, using the Rounding Indicator drop-down list.
8	Enter the number that should be rounded by in the Round Amount By field.
9	Click Change All Grades checkbox or enter the grades in the applicable grades box as appropriate. <u>Note:</u> By clicking this, all grades in the table will be populated with the appropriate percent and rounding method.
10	Click the Next Block icon.
11	Select an applicable grade from the drop-down list in the Grades field.
12	Click the Save icon.
13	Perform an Insert Record function. <u>Note:</u> This is necessary in order to avoid overwriting previously entered data.
14	Repeat the process until all tables have been completed.
15	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Updating Salary Tables

[Jump to TOC](#)

Running in Report mode

The Salary Table Update Process (NBPMAS) allows you to first run in Report mode which does not update the database. This allows you to review changes that will be made and allow for the correction of errors. Once you run in Report mode, verify the results and note if any salary information is missing. If information is missing, add that to NTRSTRL, then re-run again in Report mode.

Banner form

Process Submission Controls GJAPCTL 7.3 (s4b70)

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Report Mode	R
01	Report Mode	P
02	Process	J
02	Process	J
03	Job Change Reason Code	HIRE
03	Job Change Reason Code	MASS
04	Salary Group (FROM)	1995
04	Salary Group (FROM)	1995

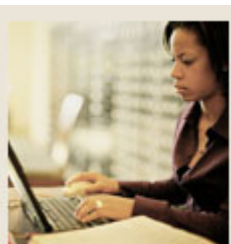
LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Report Mode: (R)report only no updates or (P)rocess Mode.

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Parameters:

- 01 R (report mode)
- 02 U (update salary tables)
- 03 N/A
- 04 Salary Group Code from (old year)
- 05 Salary Group Code to (new year)
- 06 Rule Set
- 07 Personnel Change Date
- 08 Use Population Selection
- 09 Selection ID
- 10 Creator ID
- 11 Application ID



Section C: Day-to-Day Operations

Lesson: Updating Salary Tables (Continued)

◀ Jump to TOC

Running in Process mode

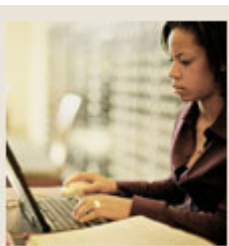
Running the Salary Table Update Process (NBPMASS) in process mode updates the database. Once this is completed, review NTRSALA and make any needed changes manually to your salary tables.

Note: It is recommended to run the NBPMASS in Report mode first.

Procedures

Follow these steps to complete the procedure.

Step	Action
1	Access the Mass Salary Table Update Report (NBPMASS).
2	Double-click in the Printer field to select printer or database designation.
3	Enter <i>R</i> (for report mode) or <i>P</i> (for process mode) in the Values field for the 01 Report Mode parameter.
4	Enter <i>U</i> in the Values field for the 02 Process parameter.
5	Leave the Values field for the 03 Job Change Reason Code parameter blank.
6	Enter the old year in YYYY format in the Values field for the 04 Salary Group (FROM) parameter.
7	Enter the new year in YYYY format in the Values field for the 05 Salary Group (To) parameter.
8	Enter the date of the rule set in the Values field for the 06 Rule Set parameter.
9	Enter <i>Y</i> or <i>N</i> in the Values field for the 07 Personnel Change Date parameter.
10	Enter <i>Y</i> or <i>N</i> in the Values field for the 08 Use Population Selection parameter.
11	Enter the ID in the Values field for the 09 Selection ID parameter.
12	Enter the ID in the Values field for the 10 Creator ID parameter.
13	Enter the ID in the Values field for the 11 Application ID parameter.
14	Click the Save Parameter Set as checkbox.
15	Click the Submit radio button to process the report.
16	Click the Save icon.
17	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Establishing Position Roll Rules

◀ Jump to TOC

Introduction

The purpose of working positions is for budget modeling as well as the first step in creating active position budgets for the new fiscal year. Positions will roll based on the roll rules established on the Position Budget Form (NBAPBUD).

Banner form

The screenshot shows the Banner Position Budget (NBAPBUD) form. The title bar indicates the form is titled "Position Budget NBAPBUD 7.0 (C700)". The form is divided into several sections:

- Header Section:** Contains fields for "Fiscal Year" (set to 1995), "Position" (set to A00107), "Employee Class", and "Position Title".
- Tabbed Interface:** Below the header are tabs for "Position Budget", "Salary Budgets", "Fringe Benefit", "Premium Earnings Totals", "Labor Distributions", and "Comments". The "Position Budget" tab is currently selected.
- Main Form Area:**
 - Status:** A dropdown menu.
 - Budget Profile:** A dropdown menu.
 - Type:** Radio buttons for "Single" and "Pooled".
 - COA:** A dropdown menu.
 - Position Effective Dates:** Fields for "Begin Date" and "End Date", each with a calendar icon.
 - Budget Roll Rules:** Fields for "Salary" and "Premium Earnings", each with a dropdown menu.
 - Budget Authorization:** A field for "Authorized By".



Section C: Day-to-Day Operations

Lesson: Preparing to Roll to Working Position Status

◀ Jump to TOC

Introduction

You may have many working position budgets or just one. If you are using budget development you will eventually feed working positions to budget development. If you do not use budget development you will still need to create working position budgets that will eventually be rolled to approved and fed to the finance ledger.

Banner form

The Budget Roll Process Parameter Rule Form (NTRBROL) allows you to increase or decrease position budget amounts by Employee Class.

Budget Roll Process Parameter Rules NTRBROL 7.0 (C700)

Fiscal Year: 2004

Employee Class	Increase or Decrease Indicator	Percent	Activity Date
01 FT Administrative	Increase	4.00	13-JUN-1995
02 FT Professional	Increase	5.00	13-JUN-1995
03 FT Clerical	Increase	3.00	13-JUN-1995
04 FT Maintenance	Increase	7.50	13-JUN-1995
05 FT Union 810	Increase	5.00	13-JUN-1995
06 FT Security	Increase	2.00	13-JUN-1995
07 Contracted Full-time Faculty	Increase	8.00	13-JUN-1995
08 Permanent Full-time Faculty	Increase	8.00	13-JUN-1995
09 Adjunct Faculty	Increase	3.00	13-JUN-1995
10 FT Grants	Increase	.00	13-JUN-1995
11 PT Administrative	Increase	4.00	13-JUN-1995
12 PT Professional	Increase	4.00	13-JUN-1995
13 PT Clerical	Increase	3.00	13-JUN-1995
14 PT Maintenance	Increase	7.50	13-JUN-1995
15 PT Union 810	Increase	5.00	13-JUN-1995
16 PT Security	Increase	.00	13-JUN-1995
17 PT Grants	Increase	.00	13-JUN-1995
18 Students	Increase	.00	13-JUN-1995

Note: This is optional.



Section C: Day-to-Day Operations

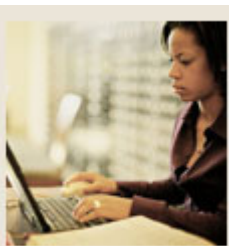
Lesson: Preparing to Roll to Working Position Status (Continued)

◀ Jump to TOC

Examples

These examples are based on position roll rules and set up on the Budget Roll Process Parameter Rule Form (NTRBROL).

Budget Roll	Action
Actual Expenditure	Current Expenditure (NBAPBUD) * % on NTRBROL
Current Budget	Current Budget Amount (NBAPBUD) * % on NTRBROL
Current Encumbrance	Salary Encumbrance (NBAJOBS) for incumbents * % on NTRBROL (Midpoint used for vacant FTE)
Current Salary	Current Salary (NBAJOBS), applies new salary table grade and step, then * % on NTRBROL
Range Midpoint	Midpoint from (NTRSALA) * % on NTRBROL
Remaining Budget	Remaining budget from (NBAPBUD)
Zero	Zero



Section C: Day-to-Day Operations

Lesson: Creating a Working Budget

◀ Jump to TOC

Introduction

The Budget Roll Process (NBPBROL) executes the budget roll (including fringe benefits, if desired) from one fiscal year to another. Results are posted to the Position Totals block and the Fringe Total block of the Position Budget Form (NBAPBUD).

Note: To actually roll your positions to the working status you will need to have created a budget ID and phase on FTMOBUD for your positions.

Note: On NTRFINI, **Feed Budget to Finance Budget Development** must be checked for the appropriate fiscal year (the working budget year).

Banner form

Process Submission Controls GJAPCTL 7.0 (C700)

Process: NBPBROL Budget Roll Process Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: 55 Submit Time:

Parameter Values

Parameters	Values
01 New Fiscal Year	2004
02 Budget Id	0405
03 Budget Phase	J98
04 Current Fiscal Year	2004
05 Chart of Accounts Code	b
06 Salary Group Code	1998
07 Report Choice	R
Budget Id	FY98

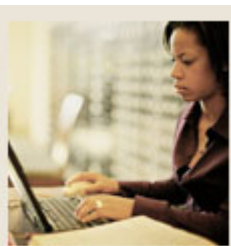
LENGTH: 6 TYPE: Character O/R: Optional M/S: Single
Enter Budget ID to create or approve.

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Parameters:

- 01 Fiscal year (new fiscal year)
- 02 Budget ID
- 03 Budget Phase
- 04 Current Fiscal Year
- 05 COAs code
- 06 Salary Group code
- 07 Report Choice 'R' (roll your positions to working status)



Section C: Day-to-Day Operations

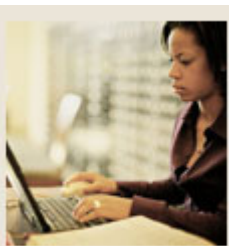
Lesson: Creating a Working Budget (Continued)

◀ Jump to TOC

Procedures

Follow these steps to complete the procedure.

Step	Action
1	Access the Budget Roll Process (NBPBROL).
2	Double-click in the Printer field to select printer or database designation.
3	Enter the new year in YYYY format in the Values field for the 01 Fiscal Year parameter.
4	Enter a Budget ID in the Values field for the 02 Budget ID parameter.
5	Enter a Budget Phase in the Values field for the 03 Budget Phase parameter.
6	Enter the current year in YYYY format in the Values field for the 04 Current Fiscal Year parameter.
7	Enter the COA code in the Values field for the 05 Chart of Accounts Code parameter.
8	Enter the salary group code in the Values field for the 06 Salary Group Code parameter.
9	Enter <i>R</i> in the Values field for the 07 Report Choice parameter. Note: R will roll your positions to working status.
10	Click the Save Parameter Set as checkbox.
11	Click the Submit radio button to process the report.
12	Click the Save icon.
13	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Creating a Working Budget (Continued)

◀ Jump to TOC

Approving a working budget

Once you are ready to approve the working budget, you would run this process using an *A (Approve)* in Parameter 07.

Process Submission Controls GJAPCTL 7.0 (C700)

Process: Budget Roll Process Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

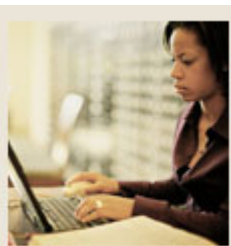
	Parameters	Values
01	New Fiscal Year	2004
02	Budget Id	0405
03	Budget Phase	J98
04	Current Fiscal Year	2004
05	Chart of Accounts Code	b
06	Salary Group Code	1998
07	Report Choice	a
01	New Fiscal Year	2004

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Select (R)oll a Budget, (A)pprove a Budget or (D)elete Working Budget.

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Note: You can run this process to delete unneeded working budgets after the approval process. In this case, you would use *D (Delete)* in Parameter 07.



Section C: Day-to-Day Operations

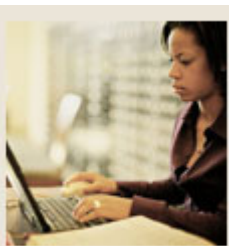
Lesson: Creating a Working Budget (Continued)

◀ Jump to TOC

Procedures

Follow these steps to complete the procedure.

Step	Action
1	Access the Budget Roll Process (NBPBROL).
2	Double-click in the Printer field to select printer or database designation.
3	Enter the new year in YYYY format in the Values field for the 01 Fiscal Year parameter.
4	Enter a Budget ID in the Values field for the 02 Budget ID parameter.
5	Enter a Budget Phase in the Values field for the 03 Budget Phase parameter.
6	Enter the current year in YYYY format in the Values field for the 04 Current Fiscal Year parameter.
7	Enter the COA code in the Values field for the 05 Chart of Accounts Code parameter.
8	Enter the salary group code in the Values field for the 06 Salary Group Code parameter.
9	Enter A in the Values field for the 07 Report Choice parameter. <u>Note:</u> A will roll your positions to approved status.
10	Click the Save Parameter Set as checkbox.
11	Click the Submit radio button to process the report.
12	Click the Save icon.
13	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Verifying the Positions

◀ Jump to TOC

Introduction

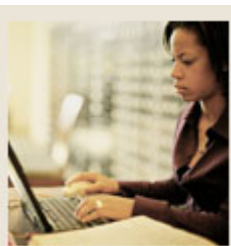
Once you have completed your roll, verify the positions on the Position Salary Budgets Form (NBAPBUD). Notice that the new fiscal year is shown and the position status is working. When positions are in working status you will be able to make changes to the positions budgeted amounts if needed.

Note: You can also use the worksheet Budget Worksheet Report (NBRBWRK) to verify your results.

Banner form

Note: While your positions are in the working status, you will not be able to use the query form NBIPINC or run the incumbent report NBRPINC. Once you have made the changes to your working positions and are satisfied with the results you will then feed the working budgets to budget development. If you do not use budget development you will not do this step.

Note: After the feed to Budget Development, the distribution to be posted should equal zero.



Section C: Day-to-Day Operations

Lesson: Interfacing to Budget Development

◀ [Jump to TOC](#)

Introduction

To send working budgets over for Finance administrative users to work with, run the Budget Maintenance Process (NBPBUDM). This step is only needed if you are using fringe charge back budgeting.

Next, run the Finance Interface Extract (NHPFIN1) to prepare extracts for working budget amounts. The Finance Interface Extract (NHPFIN1) populates the Temporary Budget Table (NHRTBUD) and the Finance Interface Collector Table (NHRFINC) with identical sets of detailed information.

To continue the budget roll process and pass working budget amounts to Banner Finance, run the Finance Interface Report (NHPFIN2). NHPFIN2 creates the Finance Document Number for the transactions. The transactions going to Banner Finance supply the GURFEED table with Finance Document Numbers that contain working budget amounts. NHPFIN2 also sends the Finance Document Number to the Temporary Budget Table (NHRTBUD) and NHRFINC tables. This transfer of data is represented by the arrows.

After working budgets for a fiscal year have been approved within your institution in the Finance and Human Resources departments, run NBPBROL again with the option to approve the budgets. The NBPBROL process then moves the detailed information about budgets from the Temporary Budget Table (NHRTBUD) to the Finance Distribution Table (NHRDIST) where the various salary reports can be used, as well as the two online query forms. See the next page for a complete process flow. The approved budget information can then be accessed on the Labor Distribution Data Inquiry Form (NHIDIST) by querying on the Finance Document Number.

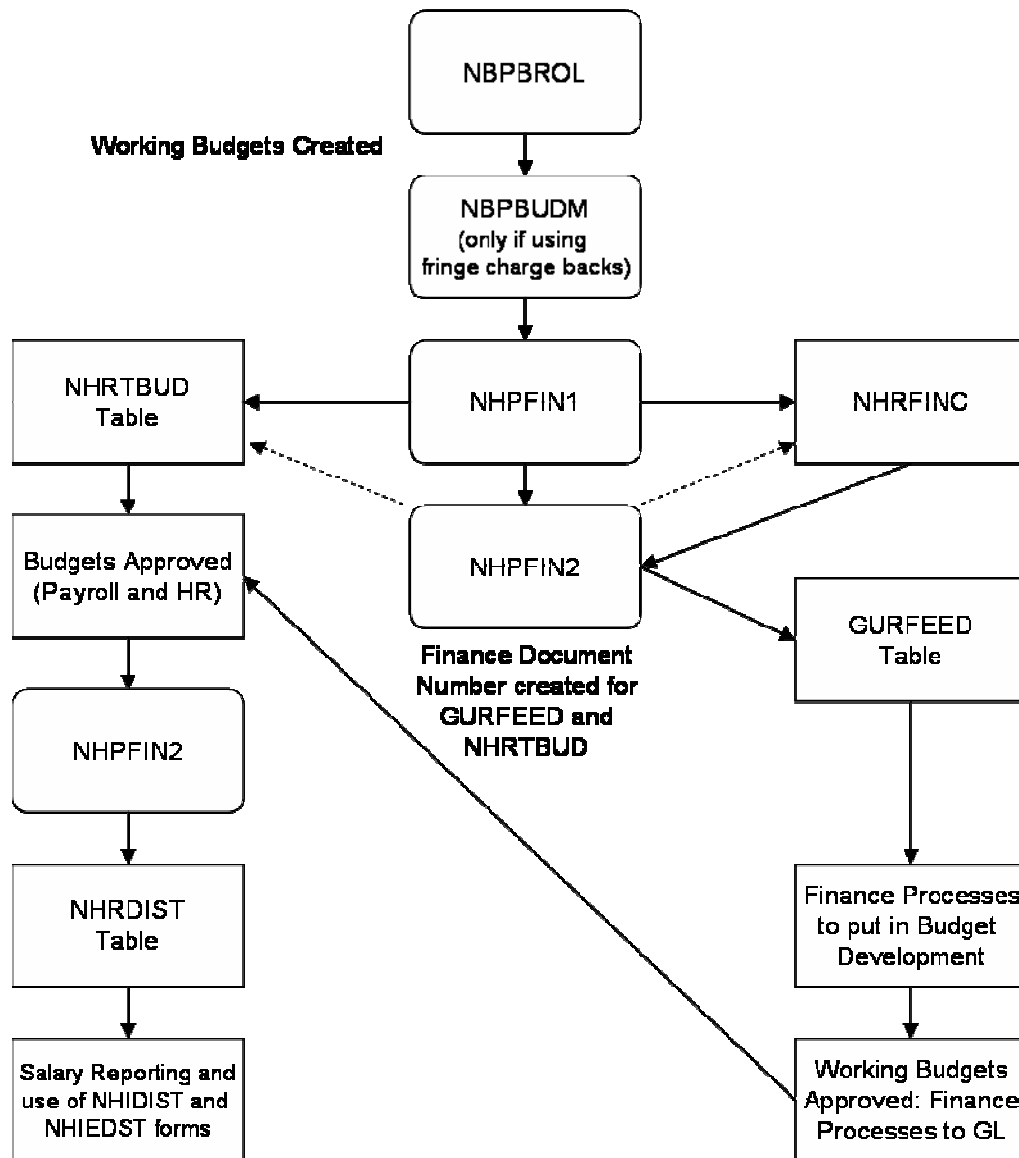


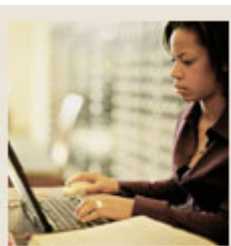
Section C: Day-to-Day Operations

Lesson: Interfacing to Budget Development (Continued)

◀ Jump to TOC

Working budgets flow chart





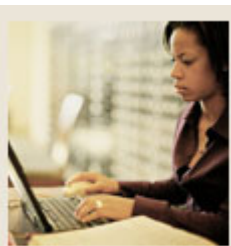
Section C: Day-to-Day Operations

Lesson: Interfacing to Budget Development (Continued)

◀ [Jump to TOC](#)

Processes used

- Budget Roll Process (NBPBROL)
- Budget Maintenance Process (NBPBUDM)
- Finance Extract Process (NHPFIN1)
- Finance Interface (NHPFIN2)
- Finance Budget Feed Process (FBRFEED) *Budget Development Only*



Section C: Day-to-Day Operations

Lesson: Calculating Salary and Fringe Benefit Encumbrance Amounts

◀ [Jump to TOC](#)

Introduction

The Budget Maintenance Process (NBPBUDM) spreads budget amounts to position labor distributions. The process calculates salary and fringe benefit encumbrance amounts for both installation and external funding sources, assigns encumbrance document and sequence numbers, and assigns labor distribution overrides where appropriate. This process is needed only when using the fringe chargeback method.

Use this process to

- calculate fringe benefits amounts
- assign encumbrance numbers to Job Labor Distribution.

Note: To feed to budget development, make sure that the indicator on NTRFINI **Feed budget to finance budget development** is checked.



Section C: Day-to-Day Operations

Lesson: Calculating Salary and Fringe Benefit Encumbrance Amounts (Continued)

◀ Jump to TOC

Banner form

Process Submission Controls GIAPCTL 7.3 (s4b70)

Process: Budget Maintenance Process Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Process Mode	P
01	Process Mode	P
01	Process Mode	P
02	Budget Processing	N
02	Budget Processing	N
02	Budget Processing	N
03	Encumbrances Processing	Y
03	Encumbrances Processing	Y

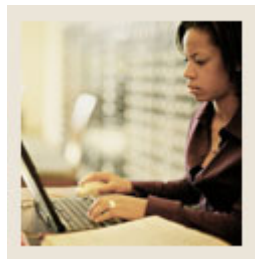
LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Enter Y to process salary and fringe encumbrances or N to skip

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Parameters:

- 01 P process mode
- 02 Y perform budget processing
- 03 N perform encumbrance processing
- 04 W working positions budgets
- 05 X COAs code
- 06 XXXX fiscal year code
- 07 Budget ID
- 08 Budget Phase
- 09 Recast Chart of Accounts
- 10 Recast Date
- 11 Process All Pay Ids?
- 12 Recast Pay ID



Section C: Day-to-Day Operations

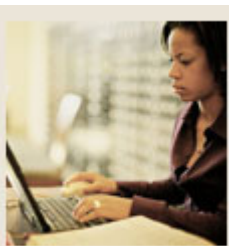
Lesson: Calculating Salary and Fringe Benefit Encumbrance Amounts (Continued)

◀ Jump to TOC

Procedures

Follow these steps to complete the procedure.

Step	Action
1	Access the Budget Maintenance Process (NBPBUDM).
2	Double-click in the Printer field to select printer or database designation.
3	Enter <i>P</i> in the Values field for the 01 Process Mode parameter.
4	Enter <i>Y</i> in the Values field for the 02 Budget Processing parameter.
5	Enter <i>N</i> in the Values field for the 03 Encumbrances Processing parameter.
6	Enter <i>W</i> in the Values field for the 04 Active or Working Budgets parameter.
7	Enter the COA code in the Values field for the 05 Chart of Accounts Code parameter.
8	Enter the fiscal year in YYYY format in the Values field for the 06 Fiscal Year parameter.
9	Enter the Budget ID code in the Values field for the 07 Budget ID parameter.
10	Enter the budget phase code in the Values field for the 08 Budget Phase parameter.
11	Enter the code in the Values field for the 09 Recast Chart of Accounts parameter.
12	Enter the date in the Values field for the 10 Recast Date parameter.
13	Enter <i>Y</i> or <i>N</i> in the Values field for the 11 Process All Pay Ids? parameter.
14	Enter the ID in the Values field for the 12 Recast Pay ID parameter.
15	Click the Save Parameter Set as checkbox.
16	Click the Submit radio button to process the report.
17	Click the Save icon.
18	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Running the Finance Interface Extract

[Jump to TOC](#)

Introduction

The Finance Interface Extract (NHPFIN1) extracts COBRA and budget data for Finance System interface and updates the position totals.

Key points:

- Extracts to be posted as budget amounts from NBAPBUD
- Moves “to be posted” amount, organization, and labor distribution to collector
- Extracts encumbrance information from NBAPBUD

Banner form

Process Submission Controls GIAPCTL 7.3 (s4b70)

Process: Finance Extract Process Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Interface COBRA Flag	N
01	Interface COBRA Flag	N
02	Interface Budget Flag	N
02	Interface Budget Flag	N
03	Interface Encumbrance Flag	N
03	Interface Encumbrance Flag	Y

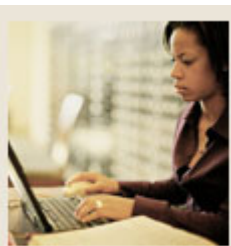
LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Enter Y or N for COBRA Finance Interface

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Parameters:

- 01 N (cobra processing)
- 02 Y (budget processing)
- 03 N (do not create encumbrances)



Section C: Day-to-Day Operations

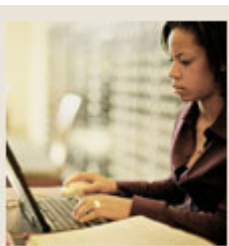
Lesson: Running the Finance Interface Extract (Continued)

◀ Jump to TOC

Procedures

Follow these steps to complete the procedure.

Step	Action
1	Access the Finance Extract Process (NHPFIN1).
2	Double-click in the Printer field to select printer or database designation.
3	Enter <i>N</i> in the Values field for the 01 Interface COBRA Flag parameter.
4	Enter <i>Y</i> in the Values field for the 02 Interface Budget Flag parameter.
5	Enter <i>N</i> in the Values field for the 03 Interface Encumbrance Flag parameter.
6	Click the Save Parameter Set as checkbox.
7	Click the Submit radio button to process the report.
8	Click the Save icon.
9	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Running the Finance Interface Report

◀ Jump to TOC

Introduction

The Finance Interface Report (NHPFIN2) passes NHPFIN1 transactions to the Finance System and provides an optional report detailing the data extracted and passed to Finance.

In addition, NHPFIN2 moves budget transactions from NHRFINC to the General Collector table (GURFEED).

Banner form

Process Submission Controls GJAPCTL 7.3 (s4b70)

Process: Finance Interface Report Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Produce Detail Report (Y/N)	<input type="text" value="Y"/>
02	Interface Trans to GURFEED	<input type="text" value="Y"/>
03	Expenditure Payroll Id	<input type="text" value="UM"/>

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Enter Y or N for production of Detail Report

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Parameters:

- 01 Y to create a detail report
- 02 Y to perform interface to GURFEED table
- 03 Blank payroll id (payroll related)



Section C: Day-to-Day Operations

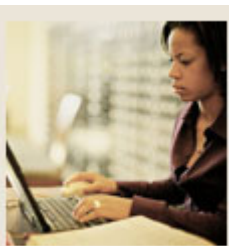
Lesson: Running the Finance Interface Report (Continued)

◀ Jump to TOC

Procedures

Follow these steps to complete the procedure.

Step	Action
1	Access the Finance Interface Report (NHPFIN2).
2	Double-click in the Printer field to select printer or database designation.
3	Enter <i>Y</i> in the Values field for the 01 Produce Detail Report (Y/N) parameter.
4	Enter <i>Y</i> in the Values field for the 02 Interface Trans to GURFEED parameter.
5	Leave the Values field for the 03 Expenditure Payroll ID parameter blank.
6	Click the Save Parameter Set as checkbox.
7	Click the Submit radio button to process the report.
8	Click the Save icon.
9	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Running the Finance Budget Feed Process

◀ Jump to TOC

Introduction

The Finance Budget Feed Process (FBRFEED) is used to move Position Control budget information from the Position Control module into the Finance Budget tables. All FOAPAL data is transferred between modules. Both the Budget Line Item Table (FBBBLIN) and the corresponding Distribute Table (FBRDIST) are affected by the FBRFEED process. FBRFEED reads the GURFEED table which has data supplied by the Finance Interface Process, NHPFIN2. FBRFEED decides which budget module tables to update.

Note: Running this process is generally performed by Finance personnel.

Banner form

Process Submission Controls GJAPCTL 7.3 (s4b70)

Process: Finance Budget Feed Process Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Report Mode	S
02	Process ALL Indicator	Y
03	Time Stamp	

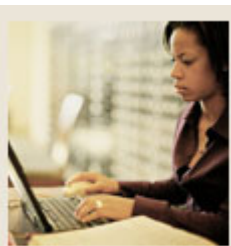
LENGTH: 1 TYPE: Character O/R: Required M/S: Single
S(elect) or V(iew). Select runs update mode; View runs audit mode.

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Parameters:

- 01 S (to update records)
- 02 Y (process all, N to process selected records)
- 03 Time stamp (used for selected processing)



Section C: Day-to-Day Operations

Lesson: Running the Finance Budget Feed Process (Continued)

◀ [Jump to TOC](#)

Procedures

Follow these steps to complete the procedure.

Step	Action
1	Access the Finance Budget Feed Process (FBRFEED).
2	Double-click in the Printer field to select printer or database designation.
3	Enter <i>S</i> in the Values field for the 01 Report Mode parameter.
4	Enter <i>Y</i> in the Values field for the 02 Process All Indicator parameter. <u>Note:</u> You can enter <i>N</i> to process selected records.
5	Leave the Values field for the 03 Time Stamp parameter blank.
6	Click the Save Parameter Set as checkbox.
7	Click the Submit radio button to process the report.
8	Click the Save icon.
9	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Approving Positions

◀ Jump to TOC

Introduction

The Budget Roll Process (NBPBROL) executes budget roll (including fringe benefits) from one fiscal year to another. Results are posted to the Position Totals block and the Fringe Total block of the Position Form (NBAPOSN).

Note: If you are using budget development, you will complete the steps using the **Feed Budget to Finance Budget Development** indicator checked on NTRFINI and run FBRFEED.

Banner form

Process Submission Controls GJAPCTL 7.3 (s4b70)

Process: NBPBROL Budget Roll Process Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	New Fiscal Year	1999
01	New Fiscal Year	1997
01	New Fiscal Year	1998
01	New Fiscal Year	1998
02	Budget Id	BY99
02	Budget Id	FY97PA
02	Budget Id	96/97
02	Budget Id	FY98

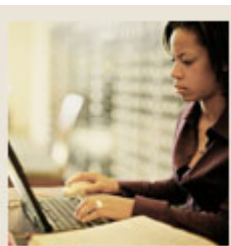
LENGTH: 6 TYPE: Character O/R: Optional M/S: Single
Enter Budget ID to create or approve.

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Parameters:

- 01 Fiscal year (new fiscal year)
- 02 Budget ID
- 03 Budget Phase
- 04 Current Fiscal Year
- 05 COAS code
- 06 Salary Group code
- 07 Report Choice 'A' (roll your positions to approved)



Section C: Day-to-Day Operations

Lesson: Approving Positions (Continued)

◀ Jump to TOC

Procedures

Follow these steps to complete the procedure.

Step	Action
1	Access the Budget Roll Process (NBPBROL).
2	Double-click in the Printer field to select printer or database designation.
3	Enter the fiscal year in YYYY format in the Values field for the 01 New Fiscal Year parameter.
4	Enter the Budget ID code in the Values field for the 02 Budget ID parameter.
5	Enter the budget phase code in the Values field for the 03 Budget Phase parameter.
6	Enter the current fiscal year in YYYY format in the Values field for the 04 Current Fiscal Year parameter.
7	Enter the COA code in the Values field for the 05 Chart of Accounts Code parameter.
8	Enter the salary group code in the Values field for the 06 Salary Group Code parameter.
9	Enter A in the Values field for the 07 Report Choice parameter.
10	Click the Save Parameter Set as checkbox.
11	Click the Submit radio button to process the report.
12	Click the Save icon.
13	Click the Exit icon.



Lesson: Querying Payroll Distribution Data

Introduction

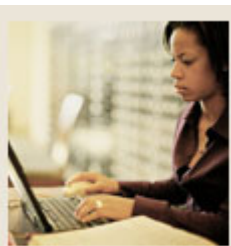
The Labor Distribution Data Inquiry Form (NHIDIST) provides query access to all payroll distribution data. This form displays earnings and/or benefit data for the Chart of Accounts, FOAPAL elements, category, and date range entered in the Key block.

Banner form

[illegible]

Once you've rolled budget, this is the end result.

Note: This assumes that you're also budgeting fringe actuals as shown here by deduction on this screen. Fringe actuals are populated on NBAPBUD when you create a working budget.



Section C: Day-to-Day Operations

Lesson: Querying Payroll Distribution Data (Continued)

◀ Jump to TOC

Procedures

Follow these steps to complete the procedure.

Step	Action
1	Access the Labor Distribution Data Inquiry Form (NHIDIST).
2	Double-click in the Finance Document Number field to select a finance document.
3	Enter a COA code in the COA field.
4	Double-click in the Index field to select a code from the account index code list.
5	Enter a date in the From Date field.
6	Enter a date in the To Date field.
7	Perform a Next Block function.
8	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Identifying Actual Fringe Amounts

◀ Jump to TOC

Introduction

The Fringe Budgeting Rules Form (NTRFRNG) is used to identify Actual Fringe Amounts for each Individual Deduction. If your institution is utilizing actual fringe calculation use this form.

Note: **Unfilled FTE Amount** should be left blank if you're using the *Budget\FTE Amount* on the **Budget Indicator**.

Banner form

Employee Class	Benefit or Deduction	Plan	Budget Percent	Budget Amount	Unfilled FTE Amount	Budget Indicator
P FT Admin	DN1	M1		400.00	400.00	Deduction
01 FT Admin	DN1	M2		400.00		Deduction
01 FT Admin	DN1	M3		400.00		Deduction
01 FT Admin	FIM		1.45			Bud FTE/Amt
01 FT Admin	FIO		6.20			Bud FTE/Amt
01 FT Admin	LIF		.30			Bud FTE/Amt
01 FT Admin	MD1	M1		3,800.00	3,800.00	Deduction
01 FT Admin	MD1	M2		3,800.00		Deduction
01 FT Admin	MD1	M3		3,800.00		Deduction
01 FT Admin	MD5	M1		3,800.00	3,800.00	Deduction
01 FT Admin	MD5	M2		3,800.00		Deduction
01 FT Admin	MD5	M3		3,800.00		Deduction
01 FT Admin	RA1		10.00			Bud FTE/Amt
02 FT Professional	DN1	M1		400.00	400.00	Deduction
02 FT Professional	DN1	M2		400.00		Deduction
02 FT Professional	DN1	M3		400.00		Deduction
02 FT Professional	FIM		1.45			Bud FTE/Amt
02 FT Professional	FIO		6.20			Bud FTE/Amt
02 FT Professional	LIF		.30			Bud FTE/Amt
02 FT Professional	MD1	M1		3,200.00	3,200.00	Deduction
02 FT Professional	MD1	M2		3,200.00		Deduction
02 FT Professional	MD1	M3		3,200.00		Deduction
02 FT Professional	MD5	M1		3,200.00	3,200.00	Deduction



Section C: Day-to-Day Operations

Lesson: Identifying Actual Fringe Amounts (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Actual Fringe Budgeting Form (NTRFRNG).
2	Enter the employee class and benefit combination. Each benefit/plan combination must be listed for each eligible employee class.
3	Enter either the budgeted percent (Budget Percent) OR budgeted amount (Budget Amount) for the benefit within the employee class.
4	Identify the Budget Indicator as <i>Assignment</i> , <i>Deduction</i> or <i>Budget_FTE/Amount</i> . <u>Note:</u> The Deduction indicator will identify the allocated dollars directly to the deduction. The Budget FTE/Amount will take a percentage of the budgeted position amount and multiply by the percent allocated for an actual cost. The Assignment indicator will calculate each employee as assigned to the benefit.
5	Click the Save icon.
6	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Viewing the Actual Fringe Budget Amounts and Feeding to Finance

◀ Jump to TOC

Introduction

On the Position Budget Form (NBAPBUD), you can view the actual fringe budget amounts, change them, and feed to finance.

Note: This can be done with the active or the working budget. Active changes the operating ledgers, and working changes budget development.

Banner form

Position Budget NBAPBUD 7.0 (C700)

Fiscal Year: 2004 Employee Class: 01 FT Administrative
Position: A00005 Position Title: Provost/VP Academic Affairs

Position Budget Salary Budgets Fringe Benefit Premium Earnings Totals Labor Distributions Comments

Actual Fringe Total

Fiscal Year: 2004 Organization: 141 FTE: 1
Status: Approved Budget ID: FY04PA Date Created: 17-NOV-2004
COA: B Phase: FY04P1 Salary Group: 1995

Salary

Budgeted Amount: 92,560.00
Encumbered Amount: .00
Expended Amount: 89,000.04
Remaining Amount: 3,559.96

Benefit	Budgeted Amount	Expended Amount	Remaining Amount	Budget To be Posted
DM1 Pretax Dental Insurance	400.00	200.04	199.96	.00
FIM Fica Medicare	1,342.12	1,301.16	40.96	.00
FIO Fica Old Age	5,738.72	3,988.15	1,750.57	.00
LIF Life Insurance 2X Salary	277.68	1,089.36	-811.68	.00
MD5 Pre Tax Hmo	3,800.00	1,800.00	2,000.00	.00
RA1 TIAACREF Retirement Annuity	9,256.00	8,900.04	355.96	.00



Section C: Day-to-Day Operations

Lesson: Viewing the Actual Fringe Budget Amounts and Feeding to Finance (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Position Budget Form (NBAPBUD).
2	Enter the working budget year in the Fiscal Year field.
3	Complete the Position Number field.
4	Perform a Next Block function.
5	Select the <u>Salary Budgets</u> tab.
6	Select the <u>Fringe Benefit</u> tab.
7	Make the appropriate changes if necessary (e.g., if the position was vacant part of the year).
8	Click the Save icon.
9	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Performing Percentage-Based Fringe Budgeting

◀ Jump to TOC

Introduction

The Fringe Charge Back Rules Form (NTRFBLD) is used to perform percentage-based fringe budgeting by employee class. If your institution is utilizing the Fringe Chargeback method, use this form.

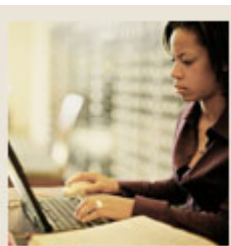
Banner form

Query Date:

Effective Date:

Labor Distribution Override

COA	Employee Class	Fringe Rate	Index	Fund	Organization	Account	Program	Activity	Location	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Section C: Day-to-Day Operations

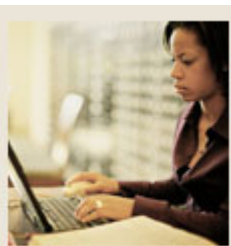
Lesson: Performing Percentage-Based Fringe Budgeting (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Fringe Charge Back Rules Form (NTRFBLD).
2	Enter a date in the Query Date field.
3	Perform a Next Block function.
4	Enter the Chart of Accounts in the COA field.
5	Enter employee class in which the fringe rate will be charged back in the Employee Class field.
6	Enter the FOAPAL combination for any overrides to the labor distribution of which the charge back will be charged back to. <u>Note:</u> Your COA set up will determine what combination of FOAPAL overrides are entered for the charge back. (This is not a reference to posting overrides of liability and expense. This is a charge back method that takes place after the posting of the liabilities and expenses.)
7	Perform the above steps for each employee classification.
8	Click the Save icon.
9	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Using Position Control Reports

[◀ Jump to TOC](#)

Introduction

This topic includes reports that you might find useful for Position Control.

Note: In addition to the reports included here, NHPFIN1, NHPFIN2, and NBPBUDM each have associated output in reports that you can run.

Note: To see samples of the output of these reports, refer to Chapter 20 of the *Banner Human Resources User Guide*.

Form Description	Banner Name
Position Report	NBRPOSN
Position Status Exception Report	NBRPSTA
Budget Worksheet Report	NBRBWRK
Position Class Listing	NBRPCLS
Position Class Incumbent Report	NBRPINC
Budget Distribution Report	NHRBDST

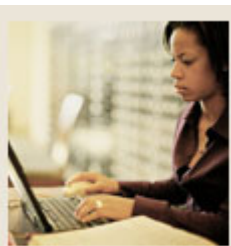
Position Report

The Position Report (NBRPOSN) lists active, frozen, and/or cancelled positions for a specified date range.

Note: This report can be useful before you start processing in Banner.

Position Status Exception Report

The Position Status Exception Report (NBRPSTA) lists exception status positions (that is, over budget, vacant, cancelled, frozen, under-encumbered, or over-filled) based on salary data only, fringe charge-back data only, or combined salary and fringe charge-back data.



Section C: Day-to-Day Operations

Lesson: Using Position Control Reports (Continued)

◀ [Jump to TOC](#)

Budget Work Sheet Report

The Budget Work Sheet Report (NBRBWRK) compares a proposed fiscal year budget to an established (either previous or current) fiscal year budget.

Position Class Listing

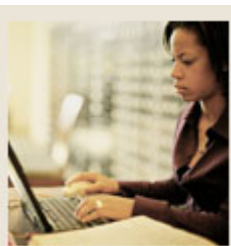
The Position Class Listing (NBRPCLS) lists defined position classes and salary guidelines.

Position Class Incumbent Report

The Position Class Incumbent Report (NBRPINC) lists incumbents of positions in each position class.

Budget Distribution Report

The Budget Distribution Report (NHRBDIST) prints budgetary information for selected FOAPALs. The information can cover all employee positions, only the positions in specified position classes, or specific positions within any position classes.



Section C: Day-to-Day Operations

Lesson: Using Position Control Queries

◀ [Jump to TOC](#)

Introduction

Here are some helpful queries related to Position Control.

Form Description	Banner Name
Position Budget Totals Inquiry	NBIBTOT
Fringe Charge Back Budget History Inquiry	NBIBHSC
Fringe Actual Budget History Inquiry	NBIBHSF

Position Budget Totals Inquiry

The Position Budget Totals Inquiry Form (NBIBTOT) provides query access to budget totals for regular salaries, premium earnings such as overtime, and fringe benefits.

Fringe Charge Back Budget History Inquiry

The Fringe Charge Back Budget History Inquiry Form (NBIBHSC) provides query access to fringe charge back totals.

Fringe Actual Budget History Inquiry

The Fringe Actual Budget History Inquiry Form (NBIBHSF) provides query access to fringe actual totals.



Section C: Day-to-Day Operations

Lesson: Self Check

◀ Jump to TOC

Directions

Use the information you have learned in this workbook to complete this self-check activity.

Question 1

Which Banner form allows you to perform mass salary increases on your salary tables by a percentage, a flat amount, or a combination of the two methods?

- a) Mass Salary Table Roll Rules Form (NTRSTRL)
- b) Salary Table Update Process (NBPMASS)
- c) Budget Roll Process Parameter Rule Form (NTRBROL)
- d) Budget Roll Process (NBPBROL)

Question 2

The Budget Roll Process (NBPBROL) allows you to increase or decrease position budget amounts by Employee Class.

True or False

Question 3

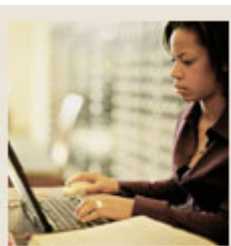
The step of running the Budget Maintenance Process (NBPBUDM) is only needed if you are using fringe charge back budgeting.

True or False

Question 4

The _____ extracts COBRA and budget data for Finance System interface and updates the position totals.

- a) Finance Interface Report (NHPFIN2)
- b) Finance Interface Extract (NHPFIN1)
- c) Finance Budget Feed Process (FBRFEED)
- d) Budget Roll Process (NBPBROL)



Section C: Day-to-Day Operations

Lesson: Self Check (Continued)

◀ [Jump to TOC](#)

Question 5

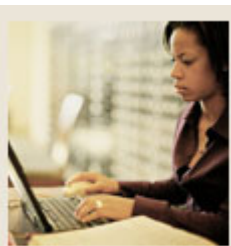
The _____ is used to identify Actual Fringe Amounts for each Individual Deduction.

- a) Fringe Budgeting Rules Form (NTRFRNG)
- b) Fringe Charge Back Rules Form (NTRFBLD)

Question 6

If your institution is utilizing the Fringe Chargeback method, use the Fringe Charge Back Rules Form (NTRFBLD).

True or False



Section C: Day-to-Day Operations

Lesson: Answer Key

◀ Jump to TOC

Question 1

Which Banner form allows you to perform mass salary increases on your salary tables by a percentage, a flat amount, or a combination of the two methods?

- a) **Mass Salary Table Roll Rules Form (NTRSTRL)**
- b) Salary Table Update Process (NBPMASS)
- c) Budget Roll Process Parameter Rule Form (NTRBROL)
- d) Budget Roll Process (NBPBROL)

Question 2

The Budget Roll Process (NBPBROL) allows you to increase or decrease position budget amounts by e-class.

False. The Budget Roll Process Parameter Rule Form (NTRBROL) allows you to increase or decrease position budget amounts by e-class.

Question 3

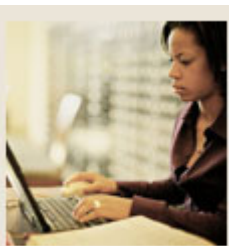
The step of running the Budget Maintenance Process (NBPBUDM) is only needed if you are using fringe charge back budgeting.

True

Question 4

The _____ extracts COBRA and budget data for Finance System interface and updates the position totals.

- a) Finance Interface Report (NHPFIN2)
- b) **Finance Interface Extract (NHPFIN1)**
- c) Finance Budget Feed Process (FBRFEED)
- d) Budget Roll Process (NBPBROL)



Section C: Day-to-Day Operations

Lesson: Answer Key (Continued)

◀ [Jump to TOC](#)

Question 5

The _____ is used to identify Actual Fringe Amounts for each Individual Deduction.

- a) **Fringe Budgeting Rules Form (NTRFRNG)**
- b) Fringe Charge Back Rules Form (NTRFBLD)

Question 6

If your institution is utilizing the Fringe Chargeback method, use the Fringe Charge Back Rules Form (NTRFBLD).

True



Section C: Day-to-Day Operations

Lesson: Summary

◀ [Jump to TOC](#)

Let's review

As a result of completing this workbook, you have

- performed Finance-related preliminary tasks associated with Position Control
- established employee class values
- created earnings codes and associated them with rules
- established benefit/deduction codes and labor distribution overrides
- identified valid fiscal years in Position Control and Human Resources
- defined rules for interfacing Human Resources and Position Control to Banner Finance
- created a salary group for the year
- created salary and/or hourly rate highs and lows eligible to the participating grade
- created a position class and associated it with salary guidelines, employee class, and employee skill level
- established the definition of a position
- associated budget and accounting information with a position
- rolled salary tables from one fiscal year to the next
- updated salary tables
- increased or decreased position budget amounts by employee class
- created a working budget
- verified positions
- extracted budget data for Finance System interface and updated the position totals
- passed NHPFIN1 transactions to the Finance system
- moved Position Control budget information from the Position Control module into the Finance Budget tables
- budgeted fringes using actual amounts
- performed percentage-based fringe budgeting
- identified Banner reports and queries associated with Position Control.

Next steps

Spreadsheet Budgeting is a possible next step that enables you to create and modify salary and position budget information using Microsoft Excel. Spreadsheet Budgeting is an “add-in”, that is, a program that adds extra features to a third-party application.



Section D: Reference

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to provide reference materials related to the workbook.

Section contents

Overview	96
Setup Forms and Where Used	97
Day-to-Day Forms and Setup Needed.....	98
Forms Job Aid	99



Section D: Reference

Lesson: Setup Forms and Where Used

◀ Jump to TOC

Guide

Use this table as a guide to the setup forms and the day-to-day forms that use them.

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Employee Class Rules	PTRECLS	Position Budget Form	NBAPBUD
		Position Definition Form	NBAPOSN
Earnings Code Rules	PTREARN	Salary Table Update Process	NBPMASS
		Position Budget Form	NBAPBUD
Benefits/Deduction Rules	PTRBDCA	Position Budget Form	NBAPBUD
HR/Finance Set Up Rule	NTRFINI	Budget Maintenance Process	NBPBUDM
		Finance Interface Extract	NHPFIN1
		Finance Budget Feed Process	FBRFEED
Actual Fringe Budgeting	NTRFRNG	Budget Maintenance Process	NBPBUDM
		Budget Roll Process	NBPBROL
Fringe Charge Back Rule	NTRFBLD	Budget Maintenance Process	NBPBUDM
		Budget Roll Process	NBPBROL
Salary Group Rule	NTRSGRP	Salary Table Update Process	NBPMASS
Salary/Rate Structure Rule	NTRSALA	Salary Table Update Process	NBPMASS
Mass Salary Table Roll Rules	NTRSTRL	Salary Table Update Process	NBPMASS
Position Class Rule	NTRPCLS	Position Budget Form	NBAPBUD



Section D: Reference

Lesson: Day-to-Day Forms and Setup Needed

◀ Jump to TOC

Guide

Use this table as a guide to the day-to-day forms and the setup forms needed for each.

Day-to-Day Form	Setup Forms Needed
Position Definition NBAPOSN	<ul style="list-style-type: none"> Employee Class Rules Form (PTRECLS)
Position Salary Budget Form NBAPBUD	<ul style="list-style-type: none"> Employee Class Rules Form (PTRECLS) Earnings Code Rules Form (PTREARN) Benefits/Deductions Rules Form (PTRBDCA) Position Class Rule Form (NTRPCLS)
Salary Table Update Process NBPMASS	<ul style="list-style-type: none"> Earnings Code Rules Form (PTREARN) Salary Group Rule Form (NTRSCRIP) Salary/Rate Structure Rule Form (NTRSALA) Mass Salary Table Roll Rule Form (NTRSTRL)
Budget Roll Process NBPBROL	<ul style="list-style-type: none"> Actual Fringe Budgeting (NTRFRNG) Fringe Charge Back Rule Form (NTRFBLD)
Budget Maintenance Process NBPBUDM	<ul style="list-style-type: none"> HR/Finance Set Up Rule Form (NTRFINI) Actual Fringe Budgeting (NTRFRNG) Fringe Charge Back Rule Form (NTRFBLD)
Finance Interface Extract NHPFIN1	<ul style="list-style-type: none"> HR/Finance Set Up Rule Form (NTRFINI)
Finance Budget Feed Process FBRFEED	<ul style="list-style-type: none"> HR/Finance Set Up Rule Form (NTRFINI)



Section D: Reference

Lesson: Forms Job Aid

◀ Jump to TOC

Guide

Use this table as a guide to the forms used in this workbook. The Owner column may be used as a way to designate the individual(s) responsible for maintaining a form.

Form Name	Form Description	Owner
PTRECLS	Employee Class Rules	
PTREARN	Earnings Code Rules	
PTRBDCA	Benefits/Deduction Rules	
NBAFISC	Fiscal Year	
NTRFINI	HR/Finance Set Up Rule	
NTRFRNG	Actual Fringe Budgeting	
NTRFBLD	Fringe Charge Back Rule	
NTRSGRP	Salary Group Rule	
NTRSALA	Salary/Rate Structure Rule	
NTRSTRL	Mass Salary Table Roll Rules	
NTRPCLS	Position Class Rule	
NBAPOSN	Position Definition	
NBAPBUD	Position Salary Budget	
NBPMASS	Salary Table Update Process	
NBPBROL	Budget Roll Process	
NBAPBUD	Position Budget Form	
NBPBUDM	Budget Maintenance Process	
NHPFIN1	Finance Interface Extract	
FBRFEED	Finance Budget Feed Process	



Release Date

◀ [Jump to TOC](#)

This workbook was last updated on 06/21/07,