

# Banner Human Resources Time Entry and Payroll Processing Training Workbook for Foothill – De Anza CCD

*Release 8.2 – June 2009*

*Updated 10/28/09*



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Think before you print.

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# Introduction



## Course goal

The goal of this course is to provide you with the knowledge and practice for time sheet data collection, paycheck calculation and generation, and pay history data maintenance.

In addition, you will learn how to make adjustments to the completed payroll process through the void, reissue, and redistribution procedures.

## Course objectives

In this course you will learn how to

- run the required programs that prepare you for processing the payroll
- calculate premium on base salary
- process the initial extract
- process a re-extract
- run the time entry process
- run the pay period proof process
- run the leave accruals and taken process
- run the payroll calculation process
- calculate check/direct deposit amounts
- update process for checks and direct deposits
- run direct deposit process
- run pay period update process
- run feed to finance
- run expenditure finance extract process.

## Intended audience

Human Resources/Payroll Office Staff.

## Prerequisites

To complete this course, you should have

- completed the SunGard Higher Education computer-based training (CBT) tutorial *Banner 8 Fundamentals*, or have equivalent experience navigating in the Banner system

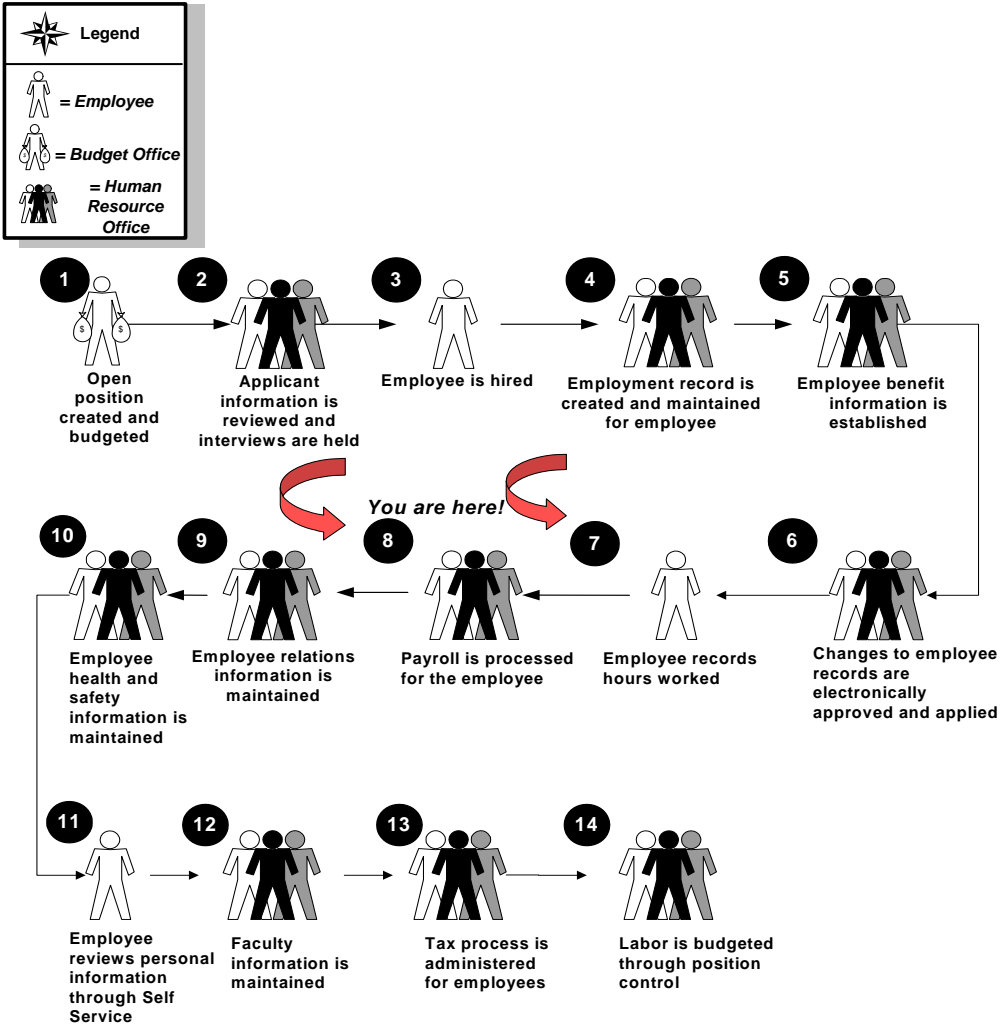
# Process Introduction

## Introduction

The Time Entry and Payroll Processing module enables you to collect time sheet information, accrue leave balances, validate earnings codes and hours, and generate paychecks and direct deposit notices.

## Flow diagram

This diagram highlights the processes used to record employees' time and process the payroll within the overall Human Resources process.



## About the process

- Employees complete time sheets and forward to supervisor for approval.
- Human Resources complete all employee changes prior to payroll period ending.
- Payroll changes, records, and reviews payroll information and enters new direct deposits.
- Payroll generates pay voucher deposits and checks then forwards ACH file to the bank.
- Payroll sends deduction reports to vendors, generates institution reports, and feeds transactions to Banner Finance.
- Payroll or Financial Aid uploads student employee pay information for award tracking.

# Payroll Dispositions

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## Payroll dispositions

The table contains payroll dispositions and descriptions.

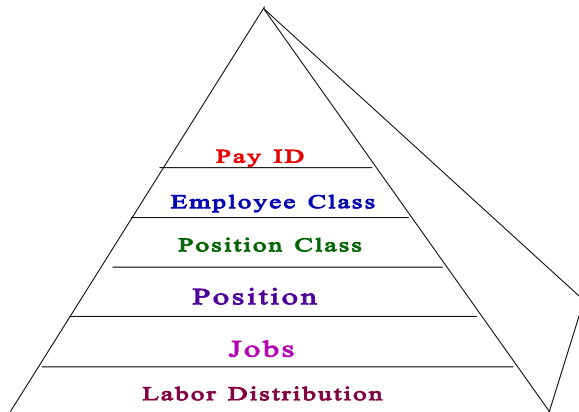
<b>Disposition</b>	<b>Description</b>
05	Awaiting Re-Extract
10	Awaiting Time Entry
15	Awaiting Correction
20	Awaiting Proof
22	Hours Correction
25	Awaiting Leave Process
27	Pre-Balance Calc
28	Pre-Approve Calc
30	Awaiting Calc
37	Pre-Balance Check
38	Pre-Approve Check
40	Awaiting Document
42	Awaiting Check/Direct Deposit Run
43	Awaiting Direct Deposit Run
44	Awaiting Check Run
47	Pre-Balance Update
48	Pre-Approve Update
50	Awaiting Update
<b>Disposition</b>	<b>Description</b>



60	Finance Extract
62	Finance Interface/Feed
70	Complete

# Payroll Hierarchy Pyramid

## Pyramid



## Definitions

Review the table for definitions relating to the Payroll Hierarchy Pyramid.

Term	Definition
Pay ID	The Pay ID controls when the employees with JOBS in this EE Class will be paid. It is recommended that users NOT override the PAY ID on the NBAJOBS since other attributes typically associated with the frequency of pay will need to be changed also (hours per pay, default hours).
Employee Class	The Employee Class (EE Class) is the most powerful rule form within Banner HR, and its attributes "trickle down" to many other areas of the system. The EE Class is assigned to the Position Class (NTRPCLS), which is then assigned to the Position (NBAPOSN/NBAPBUD), which is then assigned to the Job (NBAJOBS). For most higher education clients, between 12 and 18 EE Classes are sufficient. Many other rule forms are established "by" EE Class, so, the fewer EE Classes, the less data entry needed on these other forms (PTRBDCA, NTRFRNG/NTRFBLD, PTREHOL, NTRBROL to name a few).

Review the table for definitions relating to the Payroll Hierarchy Pyramid.

Term	Definition
Position Class	<p>A major HR tool for tracking and reporting positions. It is used for compensation analysis. Some payroll departments may not care about this for their needs.</p> <p>Warning: Be wary if implementing only Payroll to start. If Position Class is not done correctly with Payroll, it is hard to fix later when HR wants to begin using the system. This 5 digit code should not be generic. Use logic in the naming convention for sorting and organizing position classes on Banner's many reports. NBRPINC (incumbent report) shows "compa-ratio" useful for compensation analysis.</p>
Position	<p>The position is the budgeted entity assigned to a particular department. A position has a classification budget, FTE, and department. Use single positions for "regularly budgeted positions"; use pooled positions for students, temporary help, etc. Many schools have used (or do use) the CARDEX system. One card is used to track employee related data: employee history of jobs and when held - JOBS (NBIJLST). A second card is used to track position related data: Who is currently assigned to position, and who was "in the position" in the past, and "in what departments" (NBIPINC).</p>
Jobs	<p>JOBS is where you assign the employee to the position. Keep position history in mind.</p>
Labor Distributions	<p>Multiple labor distributions can be shown on JOBS. It also indicates the importance of the Labor Distribution overrides that can occur based on Employee Class for Benefits/Deductions and Fringe Budgeting.</p>

# Troubleshooting

---

## General error messages

Here are some error messages that you may encounter and their description.

### No Valid Earn Code of Type: XX Found

Message: \*ERROR\* PHPTIME - No Valid Earn Code of Type: XX Found

**Cause:** This message appears when an Earn code has to be defaulted from the Employee Class Rule Form (PTRECLS) for base pay for a job status other than Active, and that Earn code is not found in the list of eligible earnings for the job's Employee Class code. It is also displayed when defer pay Earn codes for defer pay accrual or payout are missing from the employee class eligible earnings.

**Action:** Enter a new Earn code of specified type to the Earnings code list on the Eligible Earnings window of PTRECLS.

### No labor distribution record for this job

Message: \*ERROR\* PHPTIME - No labor distribution record for this job

**Cause:** Labor Distribution data is missing for this job on the Employee Jobs Form (NBAJOBS).

**Action:** Enter the labor distribution data on NBAJOBS for this job. Also check the Position Definition Form (NBAPOSN) to make sure this position has labor distribution data.

## Leave code ineligible for employee's leave category

Message: \*ERROR\* Leave code ineligible for employee's leave category

**Cause:** An employee is not eligible for the Leave Taken code associated with an Earn code for which the employee is being paid. It could also be that a Leave code has been reported for an employee who does not have that Leave code on the Employee Leave Form (PEALEAV).

**Action:** Check to see if the correct Leave Taken code is on the Earn Codes Rule Form (PTREARN). If it is, then add that code to the employee leave category on the Leave Category Rule Form (PTRLCAT). Then add the Leave code to the employee's leave balances block in the Employee Leave Form (PEALEAV).

## Employee has another job at a different disposition

Message: \*ERROR\* Employee has another job at a different disposition

**Cause:** The employee has multiple jobs and one or more of the employee's pay events are not at disposition 20 (Awaiting Proof).

**Action:** Check to see if there are errors for any of the employee's pay events and correct them. Then run the appropriate processes to advance the pay event to disposition 20.

## Employee's total hours do not match hrs breakdown

Message: \*ERROR\* Employee's total hours do not match hrs breakdown

**Cause:** Required time entry breakdown of hours does not match the total hours on the Online Time Entry Form (PHAHOUR). This may occur when the Time Entry indicator is anything other than None and the correct hours did not default from the History Earnings block.

**Action:** Use PHAHOUR to correct the employee's hours.

## No Deduction record for required deduction

Message: \*ERROR\* PHPTIME – No Deduction record for required deduction

**Cause:** On the Benefit Category Rule Form (PTRBCAT) the Benefit/Deduction/Tax is indicated as required and the employee is not set up for that Benefit/Deduction/Tax during that pay period. The Benefit/Deduction/Tax code will be listed under the BDCA column.

**Action:** Set-up the deduction on the Employee Benefit/Deduction Form (PDAEDN).

## Rule form errors

You should run the Payroll Calculation Process (PHPCALC) recalculate all option...

If you discovered and corrected a rule form error, for example, in the Earnings Code Rule Form (PTREARN) or the Benefit/Deduction Rule Form (PTRBDCA), that affects a large group of time entry records, enter Y (Yes) for the recalc all parameter value on the Payroll Calculation Process (PHPCALC).

If, however, no rule form changes are necessary but some records have been re-extracted and forced through the process up to calc, enter N (No).

You may wish to enter Y (Yes) in all cases (though unnecessarily entering Y adds to run time and delays further payroll processing).

# Processing Payroll



## Section goal

The goal of this section is to explain the day-to-day or operational procedures to handle the time entry and payroll processing procedures at your institution.

## Objectives

In this section you will learn how to

- calculate premium on base salary
- process the initial extract
- process a re-extract
- run the time entry process
- run the pay period proof process
- run the leave accruals and taken process
- run the payroll calculation process
- calculate check/direct deposit amounts
- update process for checks and direct deposits
- run direct deposit process
- run pay period update process
- run feed to finance
- run expenditure finance extract process.

# Process Introduction

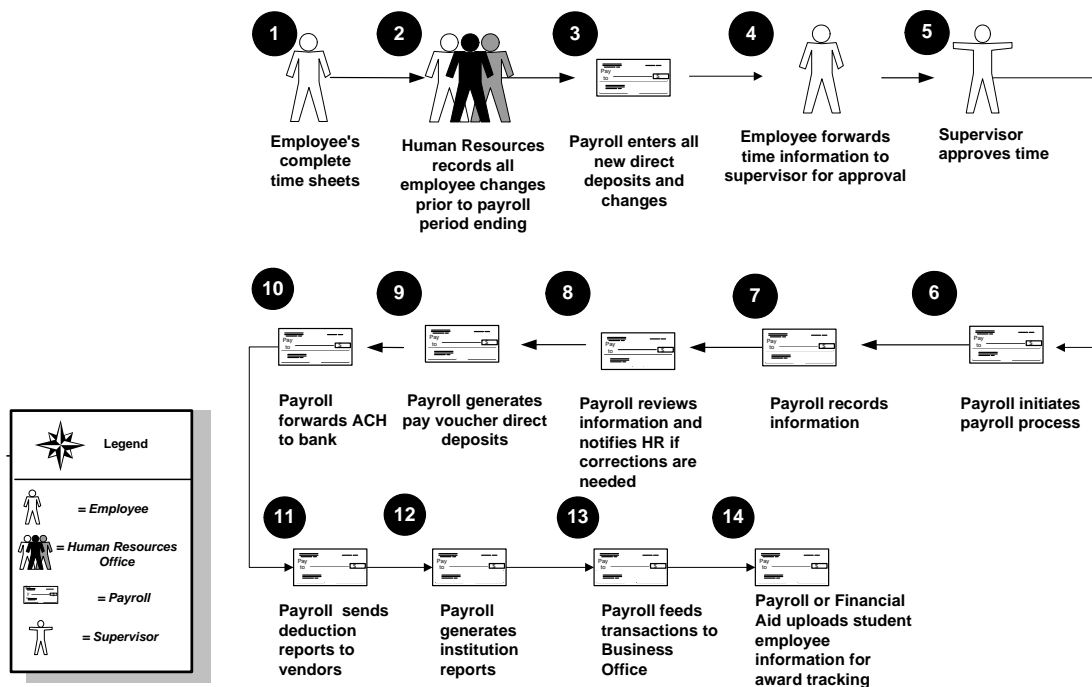
## About the process

The Human Resource/Payroll Office may

- enter new direct deposits and changes
- collect time sheet information
- enter one-time deductions and changes
- generate paychecks and direct deposit notices.

## Flow diagram

This diagram highlights the processes used to record time and process the payroll into Banner HR.





## What happens

The stages of the process are described in this table.

<b>Stage</b>	<b>Description</b>
1	All applicable employees complete time sheets/reports via Web, paper, department, etc.
2	Human Resources completes all employee changes, i.e., address changes, salary changes, leave changes, benefit and deductions, prior to payroll period ending.
3	Payroll enters all new direct deposits and changes.
4	Employee's time information is forwarded to supervisor for approval.
5	Supervisor approves time.
6	Payroll initiates payroll process.
7	Payroll records information.
8	Payroll reviews information and notifies Human Resources if corrections are needed.
9	Payroll generates pay voucher direct deposits and checks.
10	Payroll forwards ACH to bank.
11	Payroll sends deduction reports for vendor payments to Accounts Payable.
12	Payroll generates institution reports (check register, etc.)
13	Payroll feeds transactions to Business Office.
14	Payroll or Financial Aid runs RJRLOAD process to upload student employee information for award tracking.

# Verifying Student Hours

---

## Purpose

The Verification of Student Hours Process (PHPSHRS) checks, compares, and corrects the deduction status of student-employees based on the credit hours they have enrolled during a term.

PHPTIME creates the initial extract of employee job and benefit/deduction records for a payroll period. After the initial extract is processed the last paid date viewed on the NBAJOBS and PDAEDN forms will be the pay period end date of the payroll being processed. Effective dated changes to employee job and benefit/deduction data cannot be made if the date is before the last paid date. Employee jobs with no default earnings code defined on the NBREARN table are assigned a payroll disposition code of '10'. Employee jobs with a default earnings code defined on the NBREARN table are assigned a payroll disposition code of '20'. If an employee does not have the required benefit/deduction codes for their benefit category the employee job is assigned a payroll disposition code of '05'. Initial payroll records with a payroll disposition of '05' cannot have time entered. The required BDCA codes must be assigned a non-terminated status in order for the employee job record to be extracted. The PHRDERR report can be processed to identify the employees who need to be re-extracted.

If the payroll department is notified that an employee needs to have an effective dated change with a date that is in the current pay period in process the payroll department can manually set the payroll disposition to '05' for individual employee records by using the Re-extract option on the PHAHOUR Form.

After the employee job and/or benefit/deduction records are updated in the Banner database the PHPTIME process is run again with the Extract parameter set to 'R' Re-extract. This parameter will have PHPTIME re-extract the employee job and benefit/deduction data for employees with a payroll disposition status of '05'

If new employee job records and benefit/deduction records are added to the database after the initial extract is run, PHPTIME can be run again with the Extract parameter set to 'I'. This running of PHPTIME will extract any employee job and benefit/deduction record that were not included in the original extraction from the Banner database.

Note: PHPTIME must be run prior to feeding any time entry data from Banner Time Entry with Approvals or third party time collection systems.

# Banner form

Process Submission Controls GJAPCTL 8.0 (BAN8\_WIN)

Process:   Parameter Set:

---

**Printer Control**

Printer:   Special Print:  Lines:  Submit Time:

---

**Parameter Values**

Number	Parameters <input type="text"/>	Values <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"/>

---

**Submission**

Save Parameter Set as    Name:     Description:      Hold     Submit

## Steps

Follow these steps to complete the process

1. Access the Verification of Student Hours Process (PHPSHRS)
2. Double-click in the **Printer** field to select the printer designation and enter any special printer commands.
3. Enter the calendar year in YYYY format in the **Values** field for the Parameter **01 Payroll Year**,
4. Select the **Search** function and select *BW* (Bi-Weekly) in the **Values** field for the Parameter **02 Payroll ID**.
5. Enter the t in the **Values** field for the Parameter **03 Payroll Number**.
6. Enter the type of Visa in the **Values** field to denote Initial extract for the Parameter **04 Visa Type to be excluded**.
7. Click the **Save Parameter Set As** checkbox. Enter a name and description if desired.
8. Click the **Submit** radio button to process the calculation.
9. Click the **Save** icon.
10. Click the **Exit** icon.
11. If you selected to Print your report, review the output execution listing report.
12. If you selected the Database print option, select **Review Output** from the **Options** menu and select the file name.
13. Review the report for errors. Employee count is reported to perform checks along with the number of errors.
14. Repeat the above process with the proper parameter settings if Parameter input errors were reported.



## Steps

Follow these steps to complete the process.

1. Access the Life Insurance Calculation Process Parameter Rules Form (PTRLIFE).
2. Double-click in the **Deduction** field and select the *LIF* code from the list.
3. Tab to the **Insurance Salary Effective Date** field and enter the end day of the pay period you are currently processing.
4. Click the **Save** icon.
5. Click the **Exit** icon.

## Banner form

Process: PDPLIFE Life Insurance Calc Process Parameter Set:

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

Parameter Values

Number	Parameters	Values
01	Deduction Effective Date	15-FEB-2003

LENGTH: 11 TYPE: Date O/R: Required M/S: Single  
Effective Date to Insert Deduction and Calculate Age

Submission  
 Save Parameter Set as Name: Description:  Hold  Submit

Note: After PDPLIFE is run, deductions are created on the Employee Benefit/Deduction Form (PDAEDN). PDAEDN can be accessed to view/verify changes.

## Steps

Follow these steps to complete the process.

1. Access the Life Insurance Calc Process (PDPLIFE).
2. Double-click in the **Printer** field and select the name of your printer.
3. Enter the pay period end date in DD-MM-YYYY format in the **Values** field for the Parameter, **01 Effective Date**.
4. Click the **Save Parameter Set as** checkbox if you will be using the same printer and date value again.

Note: You can enter a name and description for your parameters.

5. Click the **Submit** radio button to process the calculation.
6. Click the **Save** icon.
7. Click the **Exit** icon.

## Banner form

Process Submission Controls GIAPCTL 8.0 (BAN8)

Process: PDRLIFE Taxable Life Insurance Report Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Report As of Date	01-JAN-2002

LENGTH: 11 TYPE: Date O/R: Required M/S: Single

Submission

Save Parameter Set as Name: Description:  Hold  Submit

## Steps

Follow these steps to complete the process.

1. Access the Life Insurance Coverage Report (PDRLIFE).
2. Double-click in the **Printer** field and select the name of your printer.
3. Enter the pay period end date in DD-MM-YYYY format in the **Values** field for the Parameter **01Report As of Date**.
4. Click the **Save Parameters** checkbox if you will be using the same printer and date value again.
5. Click the **Submit** radio button to process the calculation.
6. Click the **Save** icon.
7. Click the **Exit** icon.

Note: This report shows only deductions that are included in the imputed life calculations. The retirement and LTD codes will not be included.



# Changing Employee Records

## Introduction

The following procedures will change information in employees' records.

## Banner form

This procedure will change an employee's address on the Person Identification Form (PPAIDEN).

The screenshot shows a web browser window titled "Identification PPAIDEN 8.0 (BAN8)". The main form area has a navigation bar with tabs: "Current Identification", "Alternate Identification", "Address", "Telephone", "Biographical", "E-mail", "Emergency Contact", and "Additional Identification". The "Current Identification" tab is active. At the top, there is an "ID:" field with the value "367925284" and a dropdown menu showing "Erin E Adams". To the right is a "Generate ID:" button. Below the navigation bar, the "ID:" field is highlighted with a blue border and contains "367925284". Next to it is a "Name Type:" dropdown menu. To the right is an "SSN/SIN/TIN:" field containing "367925284". The form is divided into two main sections: "Person" and "Non-Person". The "Person" section contains the following fields: "Last Name:" (Adams), "First Name:" (Erin), "Middle Name:" (E), "Prefix:" (empty), "Suffix:" (empty), "Preferred First Name:" (empty), "Full Legal Name:" (empty), and "Marital Status:" (M Married). The "Non-Person" section contains a "Name:" field (empty). To the right of the "Person" section is the "ID and Name Source" section, which contains: "Last Update" (empty), "User:" (SAISUSR), "Activity Date:" (08-FEB-2001), and "Origin:" (SORTAPE). Below this is the "Original Creation" section, which contains "User:" (empty) and "Create Date:" (empty).


## Steps

Follow these steps to complete the process.

1. Access the Person Identification Form (PPAIDEN).
2. Select the **Search** function in the **ID** field and select a Person from the Person Search Form (SOIADEN).
3. Perform a **Next Block** function.

## Address tab

Identification PPAIDEN 8.0 (BAN8)

ID: 367925284 Erin E Adams Generate ID: 

Current Identification Alternate Identification **Address** Telephone Biographical E-mail Emergency Contact Additional Identification

From Date: 15-JAN-2002 To Date:

Inactivate Address

Address Type: MA Mailing Source:

Sequence Number: 3

Street Line 1: 745 N Greenbrook Cir

Street Line 2:

Street Line 3:

City: Saint Joseph

State or Province: MI Michigan

Delivery Point:

Correction Digit:

Carrier Route:

ZIP or Postal Code: 490858301

County: 999 Other

Nation:

Telephone Type: MA Mailing

Telephone: 616 - 4284878

Last Update

User: SAISUSR

Activity Date: 15-JAN-2002

## Steps

Follow these steps to complete the process.

1. Select the **Address** tab.
2. Make any required changes to the person's address.
3. Click the **Save** icon.
4. Click the **Exit** icon.

## Banner form

This procedure will change an employee's deductions on the Employee Benefit Deduction Form (PDAEDN).

Employee Benefit/Deduction PDAEDN 8.0 (BAN8)

ID: 367925284 Erin E Adams  
Benefit Category: 01 Full Time  
Deduction:   
Last Paid Date: 15-FEB-2006  
Query Date:   
Deduction Add or Replace and Arrears Excluded Payroll ID Premium History

Begin Date: End Date: Calculation Rule: Bond Balance:   
Effective Date: Status: Reference:   
Options Amounts  
Title Value Entry Title Amount Entry  
1 2 3 4 5  
Combined Limit Rule Code Description Employee Limit Employer Limit Combined Limit Applicable Gross Limit

## Steps

1. Access the Employee Benefit Deduction Form (PDAEDN).
2. Select the **Search** function in the **ID** field and select an Employee from the Employee Search Form (POIIDEN).
3. Select the **Search** function in the **Deduction** field and select an Eligible Deduction from the Benefit Category Rule Form (PTRBCAT).
4. Perform a **Next Block** function.
5. Make any required changes to the employee's deductions.
6. Click the **Save** icon.
7. Repeat steps if another deduction requires change.
8. Click the **Exit** icon.

## Banner form

This procedure will change an employee's pay and/or labor on the Employee Jobs Form (NBAJOBS).

Employee Jobs NBAJOBS 8.0 (BAN8)

ID: 367925284 Erin E Adams  
Position: GRETTA Suffix: 00  
Last Paid Date:   
Query Date: 16-MAY-2007

Base Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deductions/... Default Earnings Work Schedules Job Labor Distribution

Begin Date: 16-MAY-2007 End Date: Job Type: Overload

IPEDS Reporting Indicator

COA: A  Accrue Leave  Civil Service

Increase MM and DD: /  
Eligible Date:   
Deferred Balance: 0.00

Salary Encumbrance  
Total Encumbrance Hours:   
Current Fiscal Year: 9,500.00  
Future Years:   
Total Encumbrance: 9,500.00

Probationary Data  
Probationary Period:   
Probationary Begin Date:   
Probationary End Date:   
Contract Information  
Start Date:   
End Date:   
Total Contract Hours:   
Fringe Encumbrance  
Current Fiscal Year: 950.00  
Future Years:   
Total Encumbrance: 950.00

## Steps

Follow these steps to complete the process.

1. Access the Employee Jobs Form (NBAJOBS).
2. The name of your employee will default to the **ID** field.
3. Select the **Search** function in the **Position** field and select the employee's job from the Employee Job Inquiry Form (NBIJLST).
4. Perform a **Next Block** function.
5. Make any required changes to the employee's pay and labor distribution.
6. Click the **Save** icon.
7. Click the **Exit** icon.

## Banner form

This procedure will add or replace employee information to a record on the Employee Benefit Deduction Form (PDAEDN).

Employee Benefit/Deduction PDAEDN 8.0 (BAN8)

ID: 367925284 Erin E Adams  
Benefit Category: 01 Full Time  
Deduction:   
Last Paid Date: 15-FEB-2006  
Query Date: 16-MAY-2007

Deduction Add or Replace and Arrears Excluded Payroll ID Premium History

Begin Date: End Date: Calculation Rule: Bond Balance:

Effective Date: Status: Reference:

Options			Amounts		
Title	Value	Entry	Title	Amount	Entry
1			1		
2			2		
3			3		
4			4		
5					

Combined Limit Rule Code	Description	Employee Limit	Employer Limit	Combined Limit	Applicable Gross Limit

## Steps

Follow these steps to complete the process.

1. Access the Employee Benefit Deduction Form (PDAEDN).
2. The information about your employee will default to the **ID**, **Benefit Category**, and **Deduction** fields.
3. Perform a **Next Block** function.

## Add or Replace and Arrears tab

The screenshot shows a software window titled "Employee Benefit/Deduction PDAEDN 8.0 (BAN8)". The interface includes several input fields and tabs. At the top, there are fields for "ID:" (367925284), "Erin E Adams", "Benefit Category:" (01 Full Time), "Deduction:" (7WP Withholding Order), "Last Paid Date:" (15-FEB-2006), and "Query Date:" (16-MAY-2007). Below these are four tabs: "Deduction", "Add or Replace and Arrears" (which is selected), "Excluded Payroll ID", and "Premium History". The "Add or Replace" section contains three radio buttons: "Add", "Replace", and "Neither" (which is selected). Below these are input fields for "Employee Amount:", "Employer Amount:", "Applicable Gross:", and "Payroll ID:". The "Arrears" section includes a checkbox for "Active Arrear Status", an "Arrear Balance:" field with ".00", and a "Maximum Recover Amount:" field.

## Steps

Follow these steps to complete the process.

1. Select the **Add or Replace** and Arrears tab.
2. Make any required changes.
3. Click the **Save** icon.
4. Click the **Exit** icon.

# Processing the Initial Extract

---

## Introduction

The Time Processing Report (PHPTIME) initial extract selects jobs and deduction records that are effective during the pay period data. This creates electronic timesheet entry records on the Online Time Entry Form (PHAHOUR).

Once the Time Processing Report (PHPTIME) is run with an initial extract, the Last Paid Date field is populated on the Employee Jobs Form (NBAJOBS) and the Employee Benefit/Deduction Form (PDADEDN). No updates can be made to that form prior to that date unless the record is re-extracted on the Online Time Entry Form (PHAHOUR). The end result is that the Employee Jobs Form (NBAJOBS) and the Employee Benefit/Deduction Form (PDADEDN) records are not updateable prior to the pay period end date. This creates a stable pay history.

Time Processing Report data can be verified by running the Payroll Errors Display Report (PHRDERR) and the Disposition Control Report (PHRDCON). The PHRDCON report contains information regarding Payroll dispositions. Payroll dispositions are system-defined codes indicating the current status of the pay event in the payroll cycle. They are maintained by the system as an employee moves through the payroll cycle. Payroll Disposition Codes can be found in the Introduction section of this workbook.

# Banner form

The screenshot shows a web browser window titled "Process Submission Controls\_GJAPCTL 8.0 (BAN8)". The main interface includes a "Process:" dropdown set to "PHPTIME" and a text field containing "Time Processing Report". To the right is a "Parameter Set:" dropdown. Below this is a "Printer Control" section with a "Printer:" dropdown, a "Special Print:" text field, "Lines:" set to "55", and a "Submit Time:" text field. The "Parameter Values" section is a table with two columns: "Parameters" and "Values".

Number	Parameters	Values
01	Payroll Year	2006
02	Payroll ID	SM
03	Payroll Number	3
04	Extract Indicator	I
05	Id Entry Choice Indicator	y
06	Id	999019998
07	Supplemental/Regular Payroll	R
08	Use Population Selection	N

LENGTH: 4 TYPE: Character O/R: Required M/S: Single  
Enter Payroll Processing Year. YYYY

## Steps

Follow these steps to complete the process.

1. Access the Time Processing Report (PHPTIME).
2. Double-click in the **Printer** field to select the printer designation and enter any special printer commands.
3. Enter the calendar year in YYYY format in the **Values** field for the Parameter **01 Payroll Year**,
4. Select the **Search** function and select *BW* (Bi-Weekly) in the **Values** field for the Parameter **02 Payroll ID**.
5. Enter the number of the pay period to be run in the **Values** field for the Parameter **03 Payroll Number**. Select the **Search** function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
6. Enter *I* in the **Values** field to denote Initial extract for the Parameter **04 Extract Indicator**.
7. Enter *N* in the **Values** field to denote No individual ID's entered for the Parameter **05 ID Entry Choice Indicator**.
8. Leave the **Values** field blank for the Parameter **06 ID**.



9. Enter *R* in the **Values** field to denote Regular payroll for the Parameter **07 Supplemental/Regular Payroll**.
10. Enter *N* in the **Values** field to denote No don't use it for the Parameter **08 Use Population Selection**.
11. Use the scroll bar to view more parameters.
12. Leave the **Values** field blank for the Parameter **09 Population Selection ID**.
13. Leave the **Values** field blank for the Parameter **11 Application ID**.
14. Click the **Save Parameter Set As** checkbox. Enter a name and description if desired.
15. Click the **Submit** radio button to process the calculation.
16. Click the **Save** icon.
17. Click the **Exit** icon.
18. If you selected to Print your report, review the output execution listing report.
19. If you selected the Database print option, select **Review Output** from the **Options** menu and select the file name.
20. Review the report for errors. Employee count is reported to perform checks along with the number of errors.
21. Repeat the above process with the proper parameter settings if Parameter input errors were reported.

## Results

After running the Time Processing Report (PHPTIME), dispositions for each time entry record will be set to either 05 (Awaiting Re-Extract), 10 (Awaiting Time Entry), or 20 (Awaiting Proof). To determine/verify employee dispositions, submit the Disposition Control Report (PHRDCON).

At this point, the History Jobs Inquiry Form (PHIJOBS), Pay Event List Form (PHILIST), and Check Detail Inquiry Form (PHICHEK) records are all updated.

**PHIJOBS:** Displays all records that have been selected for this payroll.

**PHILIST:** Displays gross to net person by person. Net will be displayed on this form after checks are calculated.

**PHICHEK:** Displays earnings (as earnings are entered), deductions, and gross to net. This is the check displayed online. The net will be displayed on this form after checks are calculated. Check numbers are displayed after the check run. Once PHPCHEK or PHPCHKL has been run, you can view the paystub message that was created on PTRCALN.

## Banner form

Process Submission Controls GJAPCTL 8.0 (BAN8)

Process: PHRDERR Payroll Errors Display Report Parameter Set:

**Printer Control**

Printer: Special Print: Lines: 55 Submit Time:

**Parameter Values**

Number	Parameters	Values
01	Payroll Year	2004
02	Payroll ID	SM
03	Payroll Number	17

LENGTH: 4 TYPE: Number O/R: Required M/S: Single  
Enter Payroll Processing Year YYYY.

## Steps

1. Access the Payroll Errors Display Report (PHRDERR).
2. Double-click in the **Printer** field and select the name of your printer.
3. Enter the calendar year in YYYY format in the **Values** field for the Parameter **01 Payroll Year**.
4. Select the **Search** function and select *BW* (Bi-Weekly) in the **Values** field for the Parameter **02 Payroll ID**.
5. Enter the number of the pay period to be run in the **Values** field for the Parameter **03 Payroll Number**. Select the **Search** function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
6. Click the **Save Parameter Set As** checkbox if you will be using the same printer and date value again.
7. Click the **Submit** radio button to process the calculation.
8. Click the **Save** icon.
9. Click the **Exit** icon.

# Banner form

Process: PHRDCON Disposition Control Report

Parameter Set:

## Printer Control

Printer:

Special Print:

Lines: 55

Submit Time:

## Parameter Values

Number

Parameters

Values

Number	Parameters
01	Year
02	Payroll ID
03	Pay Number

Values
2000
vm
10

LENGTH: 4 TYPE: Character O/R: Required M/S: Single  
Enter Payroll Processing Year.

## Steps

Follow these steps to complete the process.

1. Access the Disposition Control Report (PHRDCON).
2. Double-click in the **Printer** field and select the name of your printer.
3. Enter the calendar year in YYYY format in the **Values** field for the Parameter **01 Payroll Year**.
4. Select the **Search** function and select *BW* (Bi-Weekly) in the **Values** field for the Parameter **02 Payroll ID**.
5. Enter the number of the pay period to be run in the **Values** field for the Parameter **03 Payroll Number**. Select the **Search** function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
6. Click the **Save Parameter Set As** checkbox if you will be using the same printer and date value again.
7. Click the **Submit** radio button to process the calculation.
8. Click the **Save** icon.

Note: If there are any time entry records at disposition 05, go to the Fix Records section of this workbook to make sure that you reference the error report for the error indicated. The process is complete when report lists the parameters and number of records selected.

9. Click the **Exit** icon.

# Processing a Re-extract

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## Introduction

Re-extractions are used to tell the system that something pertinent to employee deduction or job records has changed within the payroll currently being processed such as, a change in deduction amount or a change in salary. Specifically, the associated time entry records extracted during the Time Processing Report (PHPTIME) must be erased and replaced with revised time entry records.

Since changes to these records may be required throughout the payroll cycle, you must manually set up records for re-extraction before changes can be made to job and deduction information. This manual action causes the dispositions of these records to be reduced to 05, awaiting re-extract. These records can then be forced into the re-extract run of the Time Processing Report (PHPTIME) using the new job and/or deduction information.

If there are time entry records at disposition 05, perform one of the following procedures to view payroll errors for those records. (Report – PHRDERR or Inquiry – PHIDERR)

## Banner form

Process Submission Controls GJAPCTL 8.0 (BAN8)

Process: PHRDERR Payroll Errors Display Report      Parameter Set: [ ]

**Printer Control**

Printer: [ ]      Special Print: [ ]      Lines: 55      Submit Time: [ ]

**Parameter Values**

Number	Parameters	Values
01	Payroll Year	2004
02	Payroll ID	SM
03	Payroll Number	17

LENGTH: 4 TYPE: Number O/R: Required M/S: Single  
Enter Payroll Processing Year YYYY.

## Steps

Follow these steps to complete the process.

1. Access the Payroll Errors Display Report (PHRDERR).
2. Double-click in the **Printer** field and select the name of your printer.
3. Enter the calendar year in YYYY format in the **Values** field for the Parameter **01 Payroll Year**.
4. Select the **Search** function and select *BW* (Bi-Weekly) in the **Values** field for the Parameter **02 Payroll ID**.
5. Enter the number of the pay period to be run in the **Values** field for the Parameter **03 Payroll Number**. Select the **Search** function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
6. Click the **Save Parameter Set As** checkbox if you will be using the same printer and date value again.
7. Click the **Submit** radio button to process the calculation.
8. Click the **Save** icon.
9. View displayed errors employee by employee on that payroll, including the errors for each time entry record (missing deductions, invalid Earnings codes, etc).

10. Access the Pay History Display Errors Form (PHIDERR).
11. Correct all errors.
12. Access the Time Processing Report (PHPTIME) after all errors have been corrected.
13. Enter *R* in the **Values** field to denote a Re-extract for the Parameter **04 Extract Indicator**.
14. Click the **Save** icon.
15. Click the **Exit** icon.
16. Note: After you have run the Time Processing Report (PHPTIME) for the first time for the payroll, you must choose the Re-extract parameter option to recreate all time entry records that are at disposition 05. If you choose the Recreate parameter option, the system will totally wipe out all time entry records for that payroll, including those at dispositions other than 05, and create new ones. If you use the Recreate parameter option, any values entered on the Online Time Entry Form (PHAHOUR) will be replaced. The Payroll Extract Process (PHPTIME) can be run with the selection of the Initial Extract option multiple times during the payroll process. This option could be used, for example, to extract records for employees whose jobs have been added to the system during the payroll process.

Resubmit PHRDERR or re-access PHIDERR to ensure that all errors have been corrected. Continue this process until all errors are corrected.



## Banner form

Process: PHPTIME Time Processing Report Parameter Set:

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

Parameter Values

Number	Parameters	Values
01	Payroll Year	2006
02	Payroll ID	SM
03	Payroll Number	3
04	Extract Indicator	I
05	Id Entry Choice Indicator	y
06	Id	999019998
07	Supplemental/Regular Payroll	R
08	Use Population Selection	N

LENGTH: 4 TYPE: Character O/R: Required M/S: Single  
Enter Payroll Processing Year. YYYY

## Steps

1. Access the Time Processing Report (PHPTIME).
2. Double-click in the **Printer** field and select the name of your printer.
3. Enter the calendar year in YYYY format in the **Values** field for the Parameter **01 Payroll Year**.
4. Select the **Search** function and select *BW* (Bi-Weekly) in the **Values** field for the Parameter **02 Payroll ID**.
5. Enter the number of the pay period to be run in the **Values** field for the Parameter **03 Payroll Number**. Select the **Search** function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
6. Enter *R* in the **Values** field to denote Re- extract for the Parameter **04 Extract Indicator**.
7. Enter *N* in the **Values** field to denote No individual ID's entered for the Parameter **05 ID Entry Choice Indicator**.
8. Leave the **Values** field blank for the Parameter **06 ID**.
9. Enter *R* in the **Values** field to denote Regular payroll for the Parameter **07 Supplemental/Regular Payroll**.
10. Enter *N* to denote do not use for the Parameter **08 Use Population Selection**.

11. Use the scroll bar to access parameters 09-11.
12. Leave the **Values** field blank for the Parameter **09 Population Selection ID**.
13. Leave the **Values** field blank for the Parameter **10 Creator ID**.
14. Leave the **Values** field blank for the Parameter **11 Application ID**.
15. Click the **Save Parameter Set As** checkbox if you will be using the same printer and date value again.
16. Click the **Submit** radio button to process the calculation.
17. Click the **Save** icon.

Note: When submitting PHPTIME for an individual ID, you need to run PHPTIME for the total pay population first. Failure to do this will cause you to run each ID individually to catch each record up to the first/master run for PHPTIME for the Pay ID and Pay Number. By entering the re-extract indicator on Parameter 04, the system will only pick up records at disposition 05 (re-extract).

18. Click the **Exit** icon.

# Performing the Time Entry Process

## Banner form

The Time Entry Form (PHAHOUR) allows the user to enter exception hours or hours worked. For this exercise, enter time information for an employee.

On-line Time Entry PHA HOUR 8.0 (BAN8)

Year:  Payroll ID:  Payroll Number:

**History Jobs**

ID:  Organization:  Disposition:   
Position:  Status:  Effective Date:  Rate:  Method:

**History Earnings**

Total Units:  Total Hours:

Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance
<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"/>	<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"/>

**Time Distribution**

Hours	Percent	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
<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"/>	<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"/>	<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Steps

Follow these steps to complete the process.

1. Access the Online Time Entry Form (PHAHOUR).
2. Enter the active fiscal year in the **Year** field.
3. Select the **Search** function in the **Payroll ID** field, and select a Payroll ID code form PTRPICT. (For this exercise, select *BW* for Bi-weekly).
4. Select the **Search** function in the **Payroll Number** field and select a Payroll number from PTRCALN.

## Options – Enter Selection Criteria

Time Entry Selection Criteria PHA HOUR 8.0 (BAN8)

Begin Date:  End Date:  Check Date:

Time Sheet Department

COA:  ▼

Organization:  ▼

Time Sheet Method: (None) ▼

Employee

ID:  ▼

Last Name:

OK Cancel

## Steps

1. Select **Enter Selection Criteria** from the **Options** menu.
2. In the Time Entry Selection Criteria window, select records by timesheet organization or timesheet methods, if necessary.
3. Select the **OK** button.
4. Select the **Search** function in the **ID** field and select an employee.
5. Perform a **Next Block** function.
6. The values in both the History Jobs block and History Earnings block are populated by the system.
7. Select the **Search** function in the **Code** field, and select an earnings code.
8. Arrow down to the next line and enter the new earnings code if you require additional Earnings Codes.
9. Tab to the **Hours or Units** field.
10. Enter the number of hours worked in the **Hours or Units** field.

Note: The hours, percent and FOPAL will default to the time distribution block and must total the hours in the previous block and the percentage must total 100%.

11. Click the **Save** icon.
12. Click the **Exit** icon.

## Important additional time entry process information

√	If you are entering absence hours, enter the regular hours first, then <b>Save</b> .
√	If the <b>Reduce Regular Hours</b> checkbox has been selected for the Earnings code on the Employee Class Rule Form (PTRECLS), the number of exception hours entered will automatically reduce the defaulted regular hours.
√	If you have entered a blank line, a record line is reserved. You will not be able to leave that line until you have entered a value or have done a Record Remove function.
√	To change any part of the FOAPAL: Replace the Account Distribution codes with the new values.
√	To change the percentage for any account, replace the percentages. The hours should be adjusted by the system to match the percent. Verify that the total of all labor distribution account amounts totals to 100%.
√	Employees with default hours on the Employee Jobs Form (NBAJOBS) will be at disposition 20, awaiting proof. Employees not set-up with default hours will be at disposition 10, awaiting time entry. Click on the code to display eligible Earnings codes for the employee as established on the Employee Class Rule Form (PTRECLS).
√	The Time Distribution is a dependent block that represents the labor distribution for the specific Earnings code. This changes dynamically as one moves from Earnings code to Earnings code. The labor distribution may be changed if allowed by the Earnings Code Rule Form (PTREARN). The labor distribution changes affect only this pay event. Permanent labor distribution changes require job assignment maintenance.
√	If an employee is at a disposition greater than 05, then record maintenance on the Employee Benefit/Deduction Form (PDAEDN) and the Employee Jobs Form (NBAJOBS) is not allowed within the pay period, until you perform a re-extract as noted below. The pay period end date is reported on PDAEDN and NBAJOBS.
√	The Time Entry Form (PHAHOUR) provides for a re-extract function that, if performed, drops the disposition back to 05 and allows maintenance to employee's benefit/deduction and job assignment records. Time sheet records may also be removed if the employee is not to be paid.

# Performing the Pay Period Proof Process

## Introduction

The Pay Period Proof Process (PHPPROF) is run to edit the hours recorded on the pay history tables. If employee payroll records do not have any errors the payroll disposition will be advanced to '25'. Situations that will prohibit the payroll disposition from being advanced to '25' include:

Hour entry that is not in balance between the PHREARN and PHR HOUR tables; this situation can only occur if the time entry breakdown field is defined as weekly for a bi-weekly payroll frequency of daily for any payroll frequency. For this situation the payroll disposition will be moved to '22' hours correction'.

An employee with multiple jobs where the payroll disposition statuses of the PHRJOBS records are not the same

## Banner form

The screenshot shows the Banner form for the PHPPROF process. The window title is "Process Submission Controls: GJAPCTL 8.0 (BAN8)".

**Process:** PHPPROF (dropdown) Pay Period Proof Process (text field)  
**Parameter Set:** (dropdown)

**Printer Control**

**Printer:** (dropdown) **Special Print:** (text field) **Lines:** 55 (text field) **Submit Time:** (text field)

**Parameter Values**

Number	Parameters	Values
01	Payroll Year	2006
02	Payroll ID	SM
03	Payroll Number	3
04	Delete Timesheets with No Hour	A

LENGTH: 4 TYPE: Character O/R: Required M/S: Single  
Enter Payroll Year YYYY.

## Steps

Follow these steps to complete the process.

1. Access the Pay Period Proof Process (PHPPROF).
2. Double-click in the **Printer** field and select the name of your printer.
3. Enter the calendar year in YYYY format in the **Values** field for the Parameter **01 Payroll Year**.
4. Select the **Search** function and select *BW* (Bi-Weekly) in the **Values** field for the Parameter **02 Payroll ID**.
5. Enter the number of the pay period to be run in the **Values** field for the Parameter **03 Payroll Number**. Select the **Search** function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.

6. Enter an 'A' to denote All in the **Values** field for the Parameter **04 Delete Timesheets** with no Hours.

Notes: This will automatically remove the employee's time sheet records with zero hours.

If an employee has multiple jobs, this parameter deletes all time records without time entered for that employee. If this weren't done, the employee would not be moved to the next disposition.

7. Click the **Save Parameter Set As** checkbox if you will be using the same printer and date value again.
8. Click the **Submit** radio button to process the calculation.
9. Click the **Save** icon.
10. Click the **Exit** icon.
11. If you selected to Print your report, review the output execution listing report.
12. If you selected the Database print option, select the Review Output from the Navigation Frame and select the file name.
13. Review the report for errors. Employee count is reported to perform checks along with the number of errors.  
  
Check for employee at disposition *15* or *22*. All employees should have advanced to disposition *25*, awaiting leave.
14. If Parameter input errors were reported, repeat the above process with the proper Parameter settings.



## Banner form

Process Submission Controls GJAPCTL 8.0 (BAN8)

Process: PHRHOUR Report Of Hours Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Parameter Number	Parameters	Values
01	Year	1998
01	Year	0000
01	Year	1995
02	Pay ID	MN
02	Pay ID	ii
02	Pay ID	BW
03	Pay Number	2
03	Pay Number	89

LENGTH: 4 TYPE: Character O/R: Required M/S: Single

## Steps

Follow these steps to run a report of all hours entered into PHAHOUR.

1. Access the Report of Hours (PHRHOUR).
2. Double-click in the **Printer** field and select the name of your printer.
3. Enter the calendar year in YYYY format in the **Values** field for the Parameter **01 Payroll Year**.
4. Select the **Search** function and select *BW* (Bi-Weekly) in the **Values** field for the Parameter **02 Payroll ID**.
5. Enter the number of the pay period to be run in the **Values** field for the Parameter **03 Payroll Number**. Select the **Search** function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
6. Click the Save **Parameter Set As** checkbox if you will be using the same printer and date value again.
7. Click the **Submit** radio button to process the calculation.
8. Click the **Save** icon.
9. Click the **Exit** icon.

10. If you selected to Print your report, review the output execution listing report.
11. If you selected the Database print option, select the Review Output from the Navigation Frame and select the file name.
12. Verify report of hours against input control totals from the time entry source documents.

<b>IF</b>	<b>THEN</b>
corrections to hours are required	repeat the process.
hours are changed, the disposition will drop back to 20, awaiting proof.	It is not necessary to perform a re-extract function to correct hour input.

13. Perform the Proof Job Submission Process and Hours Report Job Submission Procedure until hour input is in balance.

Notes: Correct all records then run PHPPROF rather than correct individual records.

A Failure Record also includes warnings when an employee takes more leave than he or she has as a balance. This warning message will not stop pay.

# Performing the Leave Accruals and Taken Process

---

## Introduction

The Leave Accrual/Taken (PHPLEAV) is run to accrue leave based on the leave category associated with employee and to process leave hours reported as taken during the pay period. If the employee does not have enough leave available for the leave reported as taken the system will 'dock' the employee's pay if the employee's leave category does not allow a leave to maintain a negative balance. The PHPLEAV process advances the payroll disposition code to a '30'.

# Banner form

Process Submission Controls GIAPCTL 8.0 (BAN8)

Process:   Parameter Set:

---

**Printer Control**

Printer:  Special Print:  Lines:  Submit Time:

---

**Parameter Values**

Number	Parameters	Values
<input type="text" value="01"/>	<input type="text" value="Payroll Year"/>	<input type="text" value="2006"/>
<input type="text" value="02"/>	<input type="text" value="Payroll Id"/>	<input type="text" value="SM"/>
<input type="text" value="03"/>	<input type="text" value="Payroll Number"/>	<input type="text" value="3"/>
<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"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

LENGTH: 4 TYPE: Character O/R: Required M/S: Single  
Enter Payroll Year YYYY.

## Steps

Follow these steps to complete the process.

1. Access the Leave Accruals and Taken Process (PHPLEAV).
2. Double-click in the **Printer** field and select the name of your printer.
3. Enter the calendar year in YYYY format in the **Values** field for the Parameter **01 Payroll Year**.
4. Select the **Search** function and select *BW* (Bi-Weekly) in the **Values** field for the Parameter **02 Payroll ID**.
5. Enter the number of the pay period to be run in the **Values** field for the Parameter **03 Payroll Number**. Select the **Search** function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
6. Perform a **Next Block** function.
7. Click the **Save Parameter Set As** checkbox if you will be using the same printer and date value again.
8. Click the **Submit** radio button to process the calculation.
9. Click the **Save** icon.
10. Click the **Exit** icon.
11. If you selected to Print your report, review the output execution listing report.
12. If you selected the Database print option, select **Review Output** from the **Options** menu and select the file name.
13. Review for normal termination.
14. Review for employees at disposition *25*. All employees should have advanced to disposition *30*, awaiting calculation.
15. If corrections are required, repeat the process.

Note: Look at the number of records that have accrued leave and make sure it is right. If not, start looking at the data to see what the problem(s) might be.

16. Note: The number of records that had more absence time reported than existed in the leave balances will have a doc pay record created, if you do not allow your employees to use excess leave. The number of such records will appear on this report.

# Performing the Payroll Calculation Process

---

## Introduction

The Payroll Calculation Report (PHPCALC) PHPCALC is run to produce the gross to net results for an employee's pay. The PHPCALC process advances the payroll disposition code to a '40'.

The calculation process performs all gross to net calculations. The process will move the disposition to 40, awaiting document.

The results of the calculation process may be viewed on the Time Entry Form (PHAHOUR). The Payroll Register Report (PHRPREG) may also be printed.

At this point, the check detail information and expense accounting is known. There is an opportunity to review and audit calculation process results. Hour input errors are corrected by entering the correct hours, adding/deleting Earnings codes with hours or units as required. The disposition will drop back to 20, awaiting the Pay Period Proof Process (PHPPROF). The re-extract function allows correction to the benefit/deduction and/or the job assignment records, or rule tables, as required to obtain the correct results.

After a re-extract function is performed, it is necessary to run the Time Processing Report (PHPTIME) extract process. The PHPTIME extract option will be equal to R (Re-extract). Re-enter time, if necessary, then run the Pay Period Proof Process (PHPPROF), the Leave Accruals and Taken Process (PHPLEAV), and the Payroll Calculation Report (PHPCALC) to bring the disposition back to 40.

Note: The Payroll Calculation Process (PHPCALC) has been modified to support the new calculations rules, *16* - Flat Amount with Employer Share, *28* - Percent of Gross with Employer Share, and *29* Percent of Gross with Employer Share each Plan.

The process now checks for the existence of a combined limit code on an employee's deduction record. If one exists, the combined limit rule is applied and enforces the following maximums on the current payroll: Employee Limit, Employer Limit, Combined Employee/Employer Limit, and Maximum Applicable Gross. If the maximum is reached on more than one of these limits (after including the YTD amounts), additional contributions can no longer be made to any of the employee's associated deductions for the annual period specified for the benefit/deduction on PTRBDCA.

The process will also consider the following calculation rules that contain an annual limit (on PTRBDCA) during computation.

<b>Calculation</b>	
Rule	Description
10	Flat Amount
11	Flat Amount (with plan)
13	Flat Amount with Annual Threshold
14	Flat Amount w/ Annual Threshold & Annual Limit
15	Hours Worked
16	Flat Amount with Employer Share
20	Percent of Gross Pay
21	Percent of Gross each plan
24	Percent of Gross with Deduction Limit
25	Percent of Gross each Plan with Deduction Limit
28	Percent of Gross with Employer Share
29	Percent of Gross with Employer Share each Plan

Note: The set-up of Calculation Rule 29 is exactly the same as Calculation Rule 21, in that they both are Plan based, using a percent of gross pay with Employee and Employer contributions and Limits. However, there is a variation to the calculation between these two codes. Rule 21 will continue to process an Employer Amount until the specified Employer Annual Limit is reached, even when the employee contribution has stopped. Rule 29 specifies that the employer amount will stop once the Employee Amount has reached its Annual Limit.

## Banner form

Process Submission Controls GIAPCTL 8.0 (BAN8)

Process: PHPCALC Payroll Calculation Process Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Payroll Year	2005
02	Payroll ID	SM
03	Payroll Number	8
04	Re-Calculate All Employees	N
05	Calculation Analysis Report	Y

LENGTH: 4 TYPE: Character O/R: Required M/S: Single  
Enter Payroll Year YYYY.

## Steps

Follow these steps to complete the process.

1. Access the Payroll Calculation Report (PHPCALC).
2. Double-click in the **Printer** field and select the name of your printer.
3. Enter the calendar year in YYYY format in the **Values** field for the Parameter **01 Payroll Year**.
4. Select the **Search** function and select *BW* (Bi-Weekly) in the **Values** field for the Parameter **02 Payroll ID**.
5. Enter the number of the pay period to be run in the **Values** field for the Parameter **03 Payroll Number**. Select the **Search** function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
6. Enter *N* to denote No in the **Values** field for the Parameter **04 Re-Calculate All Employees**.  
  
Select *Y* only if a rule form has been changed and the PHPCALC process is being re-run.
7. Enter *N* to denote No in the **Values** field for the Parameter **05 Calculation Analysis Report**.
8. Click the **Save Parameter Set As** checkbox if you will be using the same



printer and date value again.

9. Click the **Submit** radio button to process the calculation.
10. Click the **Save** icon.
11. Click the **Exit** icon.
12. If you selected the Print option, review the output execution listing report.
13. If you selected the Database print option, select **Review Output** from the **Options** menu and select the file name.
14. View the report for errors. Employee count is reported along with gross dollar information. Check for normal termination.
15. Perform the error identification process.

Check for employees at disposition *30*. All employees should have advanced to disposition *40*, awaiting document. It is important to verify that all employees requiring a paycheck are at disposition *40*.

<b>IF</b>	<b>THEN</b>
corrections are required	repeat PHPCALC.
you want to check the gross to net calculation online	go to the Check Detail Inquiry Form (PHICHEK).

## Banner form

Process Submission Controls GJAPCTL 8.0 (BAN8)

Process: PHRPREG Payroll Register Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Year	
02	Pay ID	
03	Pay Number	
04	Report Choice	

LENGTH: 4 TYPE: Character O/R: Required M/S: Single

## Steps

Follow these steps to run a report of results of running PHPCALC.

1. Access the Payroll Register Report (PHRPREG).
2. Double-click in the **Printer** field and select the name of your printer.
3. Enter the calendar year in YYYY format in the **Values** field for the Parameter **01 Payroll Year**.
4. Select the **Search** function and select *BW* (Bi-Weekly) in the **Values** field for the Parameter **02 Payroll ID**.
5. Enter the number of the pay period to be run in the **Values** field for the Parameter **03 Payroll Number**. Select the **Search** function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.

6. Select *B* to denote Both Payroll Events in the **Values** field for the Parameter **04 Report Choice**.

You may want to change this to Adjustments or Original Payroll Event after you go live.

7. Click the **Save Parameter Set As** checkbox if you will be using the same printer and date value again.
8. Click the **Submit** radio button to process the calculation.
9. Click the **Save** icon.
10. Click the **Exit** icon.
11. If you selected to Print your report, review the output execution listing report.
12. If you selected the Database print option, select the Review Output from the Navigation Frame and select the file name.

Notes: Up to this point, the employee records can be re-extracted and corrected. Make sure all records are correct (to the best of your knowledge) before the next process is run.

Disposition *40* is the point of no return.

Once the next process is run, the checks have to be taken through the feed to Banner Finance before any changes can be made. However, changes to Labor Distribution may be made up until disposition 60.

# Calculating Check/Direct Deposit Amounts

## Introduction

The Calculate Check/Direct Deposit Amounts process (PHPDOCM) is run to determine the type of payroll document(s) that will be produced for an employee's net pay. If the employee has one active direct deposit entry on the GXRDIRD table the PHPDOCM process will identify the document entry as a direct deposit and assign a unique document number on the PHRDOCM table. If an employee has multiple active direct deposit entries on the GXRDIRD table the PHPDOCM process will identify multiple document entries as direct deposits and assign the same unique document number to both of the direct deposit records on the PHRDOCM table. If an employee has no active direct deposit records on the GXADIRD table the PHPDOCM process will identify the document entry as a check and assign a unique document number on the PHRDOCM table. The PHPDOCM process advances the payroll disposition code to a '42'.

## Banner form

Process Submission Controls: GJAPCTL 8.0 (BAN8)

Process: PHPDOCM Calc Check/Direct Deposit Amts Parameter Set:

**Printer Control**

Printer: Special Print: Lines: 55 Submit Time:

**Parameter Values**

Number	Parameters	Values
01	Year	2003
02	Pay ID	SM
03	Pay Number	20
04	Check Date	
05	Just Checks	Y

LENGTH: 4 TYPE: Character O/R: Required M/S: Single  
Enter Payroll Year YYYY.

## Steps

Follow these steps to complete the process.

1. Access the Calculate Check/Direct Deposit Amounts Process (PHPDOCM).
2. Double-click in the **Printer** field and select the name of your printer.
3. Enter the calendar year in YYYY format in the **Values** field for the Parameter **01 Payroll Year**.
4. Select the **Search** function and select *BW* (Bi-Weekly) in the **Values** field for the Parameter **02 Payroll ID**.
5. Enter the number of the pay period to be run in the **Values** field for the Parameter **03 Payroll Number**. Select the **Search** function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
6. Leave the **Values** field blank (this is only used in adjustment runs) for the Parameter **04 Check Date**.
7. Enter an *N* to allow for direct deposits in the **Values** field for the Parameter **05 Just Checks**.

Note: Entering a *Y* in the **Just Checks Parameter Values** field turns off direct deposits for all employees.

If this were an adjustment, you would enter *N* if direct deposit records exist in the payroll. Enter *Y* if there are no direct deposit records.

8. Click the **Save Parameter Set As** checkbox if you will be using the same printer and date value again.
9. Click the **Submit** radio button to process the calculation.

10. Click the **Save** icon.

<b>IF</b>	<b>THEN</b>
you selected to Print your report	review the output execution listing report.
you selected the Database print option	select <u>Review Output</u> from the Navigation Frame and select the file name.

11. Click the **Exit** icon.

# Performing the Update Process for Checks and Direct Deposits

## Introduction

The Checks/Direct Deposit Notice process (PHPCHKL) PHPCHKL is run to produce the files that are used to print the payroll checks and direct deposit notices. The process is run twice during a payroll processing cycle, once to produce a paycheck file and once to produce a direct deposit notice file. These files will be interfaced to the laser-printing package to print the documents. The PHPCHKL advances the payroll disposition code to a '50'.

## Banner form

The screenshot shows a Banner form window titled "Process Submission Controls GJAPCTL 8.0 (BAN8\_WIN)". The form is divided into three main sections:

- Process:** A dropdown menu set to "PHPCHKL" and a text field containing "Check/Direct Deposit Print".
- Parameter Set:** A dropdown menu.
- Printer Control:** A section with a "Printer:" dropdown menu, a "Special Print:" text field, a "Lines:" text field, and a "Submit Time:" text field.
- Parameter Values:** A table with two columns: "Number" and "Values". Each column has a dropdown menu and a list of eight empty text input fields. A vertical scrollbar is on the right side of the table.
- Submission:** A section with a "Save Parameter Set as" checkbox, a "Name:" text field, a "Description:" text field, a "Hold" radio button, and a "Submit" radio button.

## Steps

Follow these steps to complete the process.

1. Access the Checks/Direct Deposit Notice Process (PHPCHKL).
2. Enter *No Print* in the **Printer** field.

Note: Checks/direct deposits will print, or if the DATABASE print option was designated, you view the checks/direct deposits online. The output file can be moved to printing devices if the enterprise uses third party software to print checks and direct deposit notices.

3. Enter the calendar year in YYYY format in the **Values** field for the Parameter **01 Payroll Year**.
4. Select the **Search** function and select *BW* (Bi-Weekly) in the **Values** field for the Parameter **02 Payroll ID**.
5. Enter the number of the pay period to be run in the **Values** field for the Parameter **03 Payroll Number**. Select the **Search** function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
6. Enter either C for checks or D for direct deposits in the **Values** field for the Parameter **04 Check or Direct Deposit**.
7. Enter the check number that is printed on the first pre-printed checks stock in the **Values** field for the Parameter **05 Beginning Document No.**
8. Leave the **Values** field blank for the Parameter **06 Last Good Document No.**

Note: Enter the last good document number used, if you need to re-run checks. Leave it blank unless the output was directed to printer device that produced defective checks or direct deposit notices. This is a re-start instruction.

9. Click the **Save Parameter Set As** checkbox if you will be using the same printer and date value again.
10. Click the **Submit** radio button to process the calculation.



11. Click the **Save** icon.

<b>IF</b>	<b>THEN</b>
you selected to <i>Print</i> your report	review the output execution listing report.
you selected the <i>Database</i> print option	select <b>Review Output</b> from the Navigation Frame and select the file name.

Note: Check the report for the normal termination. This same procedure applies to the Short Check Process (PDPCHEK)

If the employee does not have the address completed on the Identification Form (PPAIDEN), a check/deposit notice will not be produced. The employee's record will show as an error on the execution listing. A manual adjustment check would then be required.

If your check run is interrupted or prints incorrectly, use the restart option. To restart with a new starting number, use these instructions:

- To reprint the entire check run, resubmit PHPCHKL. At the Last Good Document Number parameter, enter the number that is one less than the original starting number.
- To restart in the middle of a check run, resubmit PHPCHKL. At the Last Good Document Number parameter, enter the number of the last good check or direct deposit printed.

12. Click the **Exit** icon.

# Running the Direct Deposit Process

## Introduction

The Create Direct Deposit Process (PHPDIRD) is run to create the direct deposit file that is transmitted to the payroll receiver bank for entry into the automated clearinghouse system. PHPDIRD does not affect the payroll disposition code.

## Banner form

Process Submission Controls: GJAPCTL 8.0 (BAN8)

Process: PHPDIRD Create Direct Deposit Tape Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Year	2004
02	Pay ID	SM
03	Pay Number	20
04	Type of Records to Process	1
05	Direct Deposit Date	

LENGTH: 4 TYPE: Character O/R: Required M/S: Single

## Steps

Follow these steps to complete the process.

1. Access the Create Direct Deposit Tape Process (PHPDIRD).
2. Double-click in the **Printer** field and select the name of your printer.
3. Enter the calendar year in YYYY format in the **Values** field for the Parameter **01 Payroll Year**.
4. Select the **Search** function and select *BW* (Bi-Weekly) in the **Values** field for the Parameter **02 Payroll ID**.
5. Enter the number of the pay period to be run in the **Values** field for the Parameter **03 Payroll Number**. Select the **Search** function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
6. Enter one of the following in the **Type of Records to Process** field for the Parameter **04**:
  - 1 – Both
  - 2 - Payroll Only
  - 3 – New Adjustments
7. If you selected 3 in Parameter 04, enter the direct deposit date in the **Direct Deposit Date** field for the Parameter **05**.
8. Click the **Save Parameter Set As** checkbox if you will be using the same printer and date value again.
9. Click the **Submit** radio button to process the calculation.
10. Click the **Save** icon.
11. Click the **Exit** icon.
12. Review the output execution listing report, if printed.
13. Use your local software, "**Save As**" a file and transfer the file to the clearinghouse bank.

## Banner form

Process Submission Controls GJAPCTL 8.0 (BAN8)

Process: PHRDIRD Direct Deposit Dist. Report Parameter Set:

---

**Printer Control**

Printer: Special Print: Lines: 55 Submit Time:

---

**Parameter Values**

Number	Parameters	Values
01	Payroll Year	
02	Payroll Id	
03	Payroll Number	
04	Type of Records to Process	1

LENGTH: 4 TYPE: Character O/R: Required M/S: Single

## Steps

Follow these steps to complete the process.

1. Access the Direct Deposit Distribution Report (PHRDIRD).
2. Double-click in the **Printer** field and select the name of your printer.
3. Enter the calendar year in YYYY format in the **Values** field for the Parameter **01 Payroll Year**.
4. Select the **Search** function and select *BW* (Bi-Weekly) in the **Values** field for the Parameter **02 Payroll ID**.
5. Enter the number of the pay period to be run in the **Values** field for the Parameter **03 Payroll Number**. Select the **Search** function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
6. Click the **Save Parameter Set As** checkbox if you will be using the same printer and date value again.
7. Click the **Submit** radio button to process the calculation.

8. Click the **Save** icon.
9. Click the **Exit** icon.

Note: This report displays direct deposit information to the banks/account numbers to be used in bank reconciliation.

# Performing the Pay Period Update Process

---

## Introduction

PHPUPDT is run to update employee information Banner HR database with the payroll processing results. PHPUPDT updates the following Banner HR tables:

- PERDTOT – Employee Monthly Benefit/Deduction Totals
- PERETOT – Employee Monthly Earnings Totals
- PERJTOT – Employee Monthly Job Totals
- PERLEAV – Employee Leave Balances
- PERLHIS – Employee Leave Balances History
- PERPADV – Pay Advance (This table is only updated if an earnings code identified with an earnings type of 'AP' is processed during the pay period)
- PDRBDED – Benefit/Deduction Base (Any one-time add/replace amounts used during the pay period are deleted by PHPUPDT and the arrears balance column is updated for any arrears amounts recovered or taken during the pay period)

The PHPUPDT advances the payroll disposition code to a '60'.

# Banner form

Process Submission Controls GJAPCTL 8.0 (BAN8)

Process:   Parameter Set:

---

**Printer Control**

Printer:  Special Print:  Lines:  Submit Time:

---

**Parameter Values**

Number	Parameters	Values
<input type="checkbox"/> 01	Year	<input type="text" value="2004"/>
<input type="checkbox"/> 02	Pay ID	<input type="text" value="MN"/>
<input type="checkbox"/> 03	Multiple Pay Numbers	<input type="text" value="N"/>
<input type="checkbox"/> 04	Pay Number	<input type="text" value="5"/>
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

LENGTH: 4 TYPE: Character O/R: Required M/S: Single  
Payroll Processing Year YYYY.

## Steps

Follow these steps to complete the process.

1. Access the Pay Period Update Process (PHPUPDT).
2. Double-click in the **Printer** field and select the name of your printer.
3. Perform a **Next Block** function.
4. Enter the calendar year in YYYY format in the **Values** field for the Parameter **01 Payroll Year**.
5. Select the **Search** function and select *BW* (Bi-Weekly) in the **Values** field for the Parameter **02 Payroll ID**.
6. Enter *N* for the Parameter **03 Multiple Pay Numbers**.
7. Enter the number of the pay period to be run in the **Values** field for the Parameter **04 Payroll Number**. Select the **Search** function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
8. Click the **Save Parameter Set As** checkbox if you will be using the same printer and date value again.
9. Click the **Submit** radio button to process the calculation.
10. Click the **Save** icon.
11. Click the **Exit** icon.

Note: Review the output execution listing report if printed. Check for normal terminations.



# Running the Feed to Finance Process

---

## Introduction

The feed to finance process prepares the budget amounts to be fed to the position labor distributions. It also calculates salary and encumbrance amounts, generates the new fiscal year encumbrance if run at the beginning of the fiscal year, assigns the encumbrance document numbers/sequence numbers for the feed to Banner Finance, and assigns labor distribution overrides where appropriate.

Fringe benefit encumbrances are generated only if the charge back method is setup to encumber. The process is used in the Budget Development cycle to generate original budgets to the Banner Finance: Budget Preparation module.

The Finance Extract Process, NHPFIN1, extracts COBRA and budget data for Finance System interface and updates the position totals with encumbered amounts. This process inserts records into the Finance Interface Rule Form (NHRFINC) for original budget and budget changes that were input on the Position Budget Form (NBAPBUD) to the current fiscal and salary encumbrance and COBRA transactions. These transactions will be journalized to the current fiscal year finance operating ledgers. This process has no impact on the disposition number.

This process also supports the budget development for the next fiscal year and will generate working budget transactions for the next fiscal year to the Banner Finance: Budget Development module if the **Feed Budget to Finance Budget Development** checkbox is checked on the HR/Finance Set Up Rule Form (NTRFINI). This function is documented in the Budget Development Manual.

## Banner Finance forms

The Finance Interface Report Process (NHPFIN2) passes the Finance Extract Process (NHPFIN1) and the Expenditures Finance Extract (PHPFEXP) transactions to the Banner Finance System.

It provides an optional report detailing the data extracted and passed to Banner Finance.

The process performs two distinct functions.

It is run to create budget and encumbrance transactions to Banner Finance by leaving the **Pay ID** parameter blank.

It is also run to create expenditure and liability transactions to Banner Finance by populating the **Pay ID** parameter.

The process submission should be managed accordingly. Specifically, this process reads the Finance Extract table and updates the General System's Finance Transaction Input table (GURFEED) with the journal entry details for updating Banner Finance. GURFEED is a Collector table through which all interfacing transactions to Banner Finance are passed.

An option exists to print out a detail report that provides all the supporting documentation by Finance Rule code, Payroll Earnings code, and Benefit/Deduction code to support the summary journal entry that updates Banner Finance.

A summary report presents the information summarized by line item that is journalized to Banner Finance. When run after NHPFIN1 with the **Pay ID** parameter left blank, a finance journal document is created for the original budget, budget adjustments, fringe budget, fringe adjustments, encumbrance, and COBRA transactions.

# Banner form

The screenshot shows a web browser window titled "Oracle Developer Forms Runtime - Web: Open > GJAPCTL". The browser address bar shows "Process Submission Controls: GJAPCTL 8.2.0.1 (s10b80)". The form content includes:

- Process:** NBPBUDM Budget Maintenance Process
- Parameter Set:** [Dropdown]
- Printer Control:** Printer: [Dropdown], Special Print: [Text], Lines: 55, Submit Time: [Text]
- Parameter Values:** A table with columns for Number, Parameters, and Values.

Number	Parameters	Values
01	Process Mode	R
02	Active or Working Budgets	A
03	Chart of Accounts Code	B
04	Fiscal Year	2009
05	Budget ID	[Search icon]
06	Budget Phase	[Search icon]
- Submission:**  Save Parameter Set as, Name: [Text], Description: [Text],  Hold,  Submit
- Footer:** Record: 5/6, ... | List of Valu... | <OSC>

## Steps

Follow these steps to complete the process.

1. Access the Budget Maintenance Process (NBPBUDM).
2. Double-click in the **Printer** field and select the name of your printer.
3. Enter *R* in the **Values** field to denote Report update for the Parameter **01 Process Mode**.
4. Enter *A* in the **Values** field to perform budget processing for the Parameter **02 Active or Working Budget**.
5. Enter *B* in the **Values** field to perform encumbrance processing for the Parameter **03 Chart of Accounts Code**.
6. Enter *2009 (or appropriate year)* in the **Values** field to denote Fiscal Year for the Parameter **04 Fiscal Year**.
7. Enter or Click the Search icon and select the Budget ID in the **Values** field for the Parameter **05 Budget ID**.
8. Enter or Click the Search icon and select the Budget Phase in the **Values** field for the Parameter **06 Budget Phase**.

9. Click the **Next Block** icon.

10. Click the **Save** icon.

11. Click the **Exit** icon.

## Banner form

The screenshot shows a window titled "Process Submission Controls GJAPCTL 8.0 (BAN8)". At the top, there are two dropdown menus: "Process:" with "NHPPFIN1" selected and "Finance Extract Process" displayed, and "Parameter Set:" which is empty. Below this is a "Printer Control" section with fields for "Printer:", "Special Print:", "Lines:" (set to 55), and "Submit Time:". The main section is "Parameter Values", which is a table with two columns: "Number" and "Parameters" (with a dropdown arrow) and "Values" (with a dropdown arrow). The table contains three rows of data:

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

Below the table, there is a note: "LENGTH: 1 TYPE: Character O/R: Required M/S: Single Enter Y or N for COBRA Finance Interface".

## Steps

Follow these steps to complete the process.

1. Access the Finance Extract Process (NHPPFIN1).
2. Double-click in the **Printer** field and select the name of your printer.
3. Enter *N* in the **Values** field for no interfacing with COBRA for the Parameter **01 Interface COBRA Flag**.
4. Enter *Y* in the **Values** field to allow for interface budgeting for the Parameter **02 Interface Budget Flag**.
5. Enter *Y* in the **Values** field to allow for interface encumbrance for the Parameter **03 Interface Encumbrance Flag**.
6. Click the **Save Parameter Set as** checkbox if you will be using the same printer and date value again.
7. Click the **Submit** radio button to process the calculation.
8. Click the **Save** icon.
9. Click the **Exit** icon.

<b>IF</b>	<b>THEN</b>
you selected to Print your report	review the output execution listing report.
you selected the Database print option	select <b>Review Output</b> from the <b>Options</b> menu and select the file name.

10. Check for normal termination

## Banner form

Process Submission Controls: GJAPCTL 8.0 (BAN8)

Process: NHPFIN2 Finance Interface Report Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Produce Detail Report (Y/N)	Y
02	Interface Trans to GURFEED	Y
03	Expenditure Payroll Id	

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

## Steps

Follow these steps to complete the process.

1. Access the Finance Interface Report Process (NHPFIN2).
2. Double-click in the **Printer** field and select the name of your printer.
3. For the Parameter **01 Product Detail Report**, enter *Y* in the **Values** field.
4. For the Parameter **02 Interface Transactions to FURFEED**, enter *Y* in the **Values** field to allow for interface transactions.
5. For the Parameter **03 Expenditure Payroll ID**, enter *BW* in the **Values** field.
6. Click the **Save Parameter Set as** checkbox if you will be using the same printer and date value again.
7. Click the **Submit** radio button to process the calculation.
8. Click the **Save** icon.

9. Click the **Exit** icon.

<b>IF</b>	<b>THEN</b>
you selected to Print your report	review the output execution listing report.
you selected the Database print option	select <b>Review Output</b> from the <b>Options</b> menu and select the file name.

10. Check for normal terminations.



# Performing the Expenditure Finance Extract Process

## Introduction

The Expenditure Finance Extract Process (PHPFEXP) is run during the payroll processing cycle to do the following:

- Create detailed payroll expense and liability transaction records, assign the gross salary expense rule class category code, apply the employee/employer liability BDCA labor distribution account overrides and assign the benefit/deduction employee and employer liability rule class category codes, apply the employer benefit expense BDCA labor distribution account overrides and assign the employer benefit expense category codes, assign the net payroll rule class category code from the NTRFINI rule table and insert the transactions into the NHRFINC collector table
- Updates the NHRDIST table with the above amounts if the 'Create NHRDIST records' flag is set to 'Y' on the Position Control Installation Rule form, NTRINST.
- Produces a control report reporting totals by rule class category

The PHPFEXP advances the payroll disposition code to a '62'.

## Banner form

Process Submission Controls GJAPCTL 8.0 (BAN8)

Process: PHPFEXP Expenditures Finance Extract Parameter Set:

Printer Control  
Printer: Special Print: Lines: Submit Time:

Number	Parameters	Values
01	Process All Payrolls	N
02	Process All Redistributions	N
03	Payroll Year	2005
04	Payroll ID	SM
05	Payroll Number	1

LENGTH: 1 TYPE: Character O/R: Required M/S: Single  
Enter (Y)es or (N)o

## Steps

Follow these steps to complete the process.

1. Access the Expenditure Finance Extract Process (PHPFEXP).
2. Double-click in the **Printer** field and select the name of your printer.
3. Enter *N* in the **Values** field for the Parameter **01 Process All Payrolls**.

Note: If left blank, or if Y is entered, all Pay ID's will process. Enter Y (Process All Payrolls), and a Payroll ID prompt appears. If you enter N, also (Process All Payrolls), the value of N causes the Process All Redistributions prompt to appear.

4. Leave the **Values** field blank for the Parameter **02 Process All Redistributions**.

Note: If left blank, all Pay ID's will process. If you enter Y (Process All Redistributions), you must enter the Payroll ID. If you enter N (Process All Redistributions), you must enter the values for the Pay Year, Payroll ID, and Pay Number parameters.

5. Enter the payroll year in the **Values** field for the Parameter **03 Payroll Year**.
6. Enter your initials in the **Values** field for an ID for the Parameter **04 Payroll ID**.
7. Enter the number of the pay period to be run in the **Values** field for the Parameter **05 Payroll Number**. Select the Search function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
8. Click the **Save Parameter Set as** checkbox if you will be using the same printer and date value again.
9. Click the **Submit** radio button to process the calculation.
10. Click the **Save** icon.
11. Click the **Exit** icon.

## Run the Finance Interface Report Process (NHPFIN2)

The screenshot shows a software window titled 'Process Submission Controls GJAPCTL 8.0 (BAN8)'. It contains the following fields and sections:

- Process:** NHPFIN2 (dropdown) Finance Interface Report (text field)
- Parameter Set:** (dropdown)
- Printer Control:**
  - Printer:** (dropdown)
  - Special Print:** (text field)
  - Lines:** 55 (text field)
  - Submit Time:** (text field)
- Parameter Values:**

Number	Parameters	Values
01	Produce Detail Report (Y/N)	Y
02	Interface Trans to GURFEED	Y
03	Expenditure Payroll Id	

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

### Steps

Follow these steps to complete the process.

1. Access the Finance Interface Report Process (NHPFIN2).
2. Double-click in the **Printer** field and select the name of your printer.
3. Enter Y in the **Values** field for the Parameter **01 Product Detail Report**.
4. Enter Y in the **Values** field to allow interface to Finance for the Parameter **02 Interface Transactions to GURFEED**.
5. Enter *BW* in the **Values** field to denote Bi-Weekly for the Parameter **03 Expenditure Payroll ID**,
6. Click the **Save Parameter Set** checkbox if you will be using the same printer and date value again.
7. Click the **Submit** radio button to process the calculation.
8. Click the **Save** icon.
9. Click the **Exit** icon.

# Payroll Adjustments



## Making Payroll Adjustments – Voids

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### Introduction

This adjustment process will void or nullify a paycheck that was given in error.

Events cannot be voided that are at a disposition of less than 60, Awaiting Finance Extract. To view payroll dispositions for a particular employee, access the Pay Event List Form (PHILIST) either directly or from the Adjustment Processing Form (PHAADJT). To access PHILIST from PHAADJT, either click the **Search** button following the Pay Event fields; or, with your cursor in any of the first four fields following Pay Event, select List from the Help Menu.

### Banner form



ID:   Effort Certification Locked:   
Year:  Payroll ID:  Payroll Number:  Sequence Number:   
Adjustment Action:  History Date:  Posting Override Date:

- Adjustment Detail
- Job Information
- Document Information
- Comments
- Effort Certification
- Routing

**Adjustment Detail**

Disposition:   
Event Type:   
Calculation Method:   
Print Method:

**Gross and Net Amounts**

Entered Gross:	<input type="text"/>	Calculated Gross:	<input type="text"/>
Entered Net:	<input type="text"/>	Calculated Net:	<input type="text"/>
		Document Total:	<input type="text"/>

This event Associated with Sequence Number:   
This event Adjusts Sequence Number:  Date:   
This event is Adjusted By Sequence Number:  Date:   
User ID:

## Steps

Follow these steps to complete the process.

1. Access the Adjustment Processing Form (PHAADJT).
2. Select the **Search** function in the **ID** field and select the required employee ID from the Employee Search Form, POIIDEN.
3. Enter the calendar year in YYYY format in the **Year** field.
4. Enter the Payroll ID in the **Payroll ID** field.
5. Enter the number of the pay period to be voided in the **Payroll Number** field.
6. Click the Search Icon on the **Sequence Number** field and select a sequence number.

Note: Pay Event List (PHILIST)

<b>IF</b>	<b>THEN</b>
you are voiding an original pay event	enter 0 in the <b>Sequence Number</b> field.
you are voiding a subsequent event	enter the sequence number assigned to the event in this field.

7. Select *Void* from the drop-down list in the **Adjustment Action** field.
8. Enter the date you want this transaction to be recorded for tax purposes in the **History Date** field.

Note: Enter the date you want reflected for the employee's year-to-date totals for W-2, 941, and T4 reporting purposes.

9. Enter the date that the adjustment is to be posted to the general ledger in the **Posting Override Date** field IF it is different from the **Payroll Interface Date** in the Finance Rules block of the Installation Rule Form, PTRINST.
10. The information in the Adjustment Detail block will be populated.

11. Click the **Save** icon to Void the pay event.

Notes: At this point, the disposition of the adjustment is *47*, Pre-Balance Update. This value is displayed in the **Disposition** field in the Adjustment Detail block of the form.

Notice that the system assigned a new sequence number in the Key block. Typically, the sequence number assigned in a void transaction is *1* since the original pay event is usually the one to be voided.

Because a void is automated and does not generate a physical check, the **Calc Method** and **Print Method** cannot be changed for void transactions.

The gross and net amounts in the Adjustment Detail block are negative to reflect the amounts to be "backed out" or voided from the original event. The system defaults the sequence number and date of the original event.

12. Select *Balance* from the drop-down list in the **Adjustment Action** field.

13. Click the **Save** icon.

Note: The disposition is now *48*, Pre-Approve Update.

14. Select *Approve*, to approve the event, from the drop-down list in the **Adjustment Action** field.

15. Click the **Save** icon.

Note: The disposition is now *50*, Awaiting Update.

16. Click the **Exit** icon.

17. Run the Pay Period Update Process (PHPUPDT).

Note: Under **Options** in PHAADJT there is a form that allows for free flow comments. You can enter information regarding the adjustment being processed. The comments can also be viewed on PHILIST. It does not matter what disposition the adjustment is at in order to enter a comment.

# Making Payroll Adjustments – Redistributions

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## Introduction

This adjustment process is used to alter the original labor distribution of an individual pay event. This action is internal to the payroll/finance office and is invisible to the employee. If you have multiple re-distributions you would use PHAREDS form.

Redistribution automatically creates a void transaction (to back out the original labor distribution) and a redistribution (to build an alternate labor distribution). There are no physical checks to be produced with this transaction.

You cannot redistribute events that are at a disposition of less than 60, Finance Extract. To view payroll dispositions for a particular employee, access the Pay Event List Form (PHILIST).

On the Comments tab in PHAADJT there is a form that allows for free flow comments. You can enter information regarding the adjustment being processed. The comments can also be viewed on PHILIST. It does not matter what disposition the adjustment is at in order to enter a comment.



# Banner form

Adjustment Processing PHAADJT 8.1 (s10b80)

ID: 555666555 Mr. Austin David West Effort Certification Locked:

Year:  Payroll ID:  Payroll Number:  Sequence Number:

Adjustment Action: (None) History Date:  Posting Override Date:

Adjustment Detail Job Information Document Information Comments Effort Certification Routing

**Adjustment Detail**

Disposition:

Event Type:

Calculation Method:

Print Method:

**Gross and Net Amounts**

Entered Gross:  Calculated Gross:

Entered Net:  Calculated Net:

Document Total:

This event Associated with Sequence Number:

This event Adjusts Sequence Number:  Date:

This event is Adjusted By Sequence Number:  Date:

User ID:

## Steps

Follow these steps to complete the process.

1. Access the Adjustment Processing Form (PHAADJT).
2. Select the **Search** icon in the **ID** field and select the required employee ID from the Employee Search Form (POIIDEN).
3. Enter the calendar year in YYYY format in the **Year** field.
4. Enter the Payroll ID in the **Payroll ID** field.
5. Enter the number of the pay period to be redistributed in the Payroll Number field.
6. Select the Search icon from the **Sequence Number** field and select a sequence number.

<b>IF</b>	<b>THEN</b>
you are redistributing an original pay event	enter 0 in the <b>Sequence Number</b> field.
you are redistributing a subsequent event	enter the sequence number assigned to the event in this field.

Note: The sequence number comes from the Pay Event List (PHILIST).

7. Select Redistribute from the drop-down list in the **Adjustment Action** field.
8. Enter the date you want this transaction to be recorded for tax purposes in the **History Date** field.
9. Enter the date that the adjustment is to be posted to the general ledger in the **Posting Override Date** field IF it is different from the **Payroll Interface Date** in the Finance Rules block of the Installation Rule Form (PTRINST).
10. Click the **Effort Certification Locked** checkbox if you want to lock the effort certification.
11. The information in the Adjustment Detail block will be populated.

12. Click the **Save** icon to Redistribute the pay event.

Notes: The distribution is not *47*, Pre-Balance Update. The cursor returns to the **Adjustment Action** field in the Key block.

The Event Type will be *R*, *which defaults*, based on the entry made in the **Adjustment Action** field previously.

Because redistributions do not require any calculations or physical checks, the **Calc Method** and **Print Method** have no relevance for redistribution transactions.

Note that the system assigned a new sequence number in the Key block. (Typically, the sequence number assigned will be *2* since the original pay event is usually the one to be redistributed.) An example of sequence number assignments for a redistribution is:

- 0 = The original pay event
- 1 = The void created by the redistribution action
- 2 = The actual redistribution action

## Options – Job or Assignment History

Employee Job History PEJHIS 8.0 (BAN8)

ID:

Position:

Query Date: 08-APR-2008

Capture Date and Time:

User ID:

Base Job Job Detail Payroll

**General Job**

Begin Date:

End Date:

Job Type:

COA:

Increase MM/DD:  /

Eligible Date:

Deferred Balance:

Accrue Leave:

Civil Service:

**Salary Encumbrance**

Current Fiscal Year:

Future Years:

Total Encumbrance:

Total Encumbrance Hours:

**Probationary Data**

Probationary Period:

Probationary Begin Date:

Probationary End Date:

**Contract Information**

Contract Start Date:

Contract End Date:

Total Contract Hours:

**Fringe Encumbrance**

Current Fiscal Year:

Future Years:

Total Encumbrance:

## Steps

Follow these steps to complete the process.

1. To redistribute the labor dollars from the original event, select **Job or Assignment History** from the **Options** menu.
2. Select the first position whose labor expenses are to be redistributed in the **Position** field.

## Options – On-line Time Entry

Year:  Payroll ID:  Payroll Number:

**History Jobs**

ID:  Organization:  Disposition:   
Position:  Status:  Effective Date:  Rate:  Method:

**History Earnings**

Total Units:  Total Hours:

Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance
<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"/>	<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"/>

**Time Distribution**

Hours	Percent	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
<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"/>	<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"/>	<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"/>	<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Steps

Follow these steps to complete the process.

1. Access **On-line Time Entry** from the **Options** menu.
2. Perform a **Next Block** function twice.
3. Position cursor on the **Earnings** field and perform a **Next Block** function to the time distribution block. Redistribute the labor expenses for this and subsequent earn codes.
4. Click the **Save** icon.
5. Click the **Exit** icon.

Note: This process must be repeated for all jobs and all earnings for which redistribution is desired.

6. Select the **Rollback** icon to return to the Key block.
7. Select *Balance* from the pull-down list in the **Adjustment Action** field.
8. Perform a **Next Block** function.
9. Click the **Save** icon.

Note: The disposition is now *48*, Pre-Approve Update.

10. In the **Adjustment Action** field, select *Approve* from the pull-down list.

11. Perform a **Next Block** function.

12. Click the **Save** icon.

Note: The distribution for the adjustment is now *50*, Awaiting Update. The online portion of the redistribution transactions is now complete and ready to go through the update process.

13. Click the **Exit** icon.

14. Access the Pay Period Update Process, PHPUPDT.

Note: The resulting payroll disposition should be *60*, Finance Extract.

15. Follow normal payroll procedures to interface to your general ledger.

# Making Payroll Adjustments – Manual Check Transactions

## Introduction

This adjustment process is used to generate a manual pay event for an employee who did not receive a paycheck during the original pay cycle or to provide a pay advance.

Note: Within this exercise, there are two Options: Manual Calculation Method and Computer Calculation Method.

## Banner form

Adjustment Processing PHAADJT 8.1 (s10b80)

ID: 555666555 Mr. Austin David West Effort Certification Locked:

Year:  Payroll ID:  Payroll Number:  Sequence Number:

Adjustment Action: (None) History Date:  Posting Override Date:

Adjustment Detail Job Information Document Information Comments Effort Certification Routing

**Adjustment Detail**

Disposition:   
Event Type:   
Calculation Method:   
Print Method:

**Gross and Net Amounts**

Entered Gross:	<input type="text"/>	Calculated Gross:	<input type="text"/>
Entered Net:	<input type="text"/>	Calculated Net:	<input type="text"/>
		Document Total:	<input type="text"/>

This event Associated with Sequence Number:   
This event Adjusts Sequence Number:  Date:   
This event is Adjusted By Sequence Number:  Date:   
User ID:

## Steps

Follow these steps to complete the process.

1. Access the Adjustment Processing Form (PHAADJT).
2. Select the **Search** function in the **ID** field and select the required employee ID from the Employee Search Form (POIIDEN).
3. Enter the calendar year in YYYY format in the **Year** field.
4. Enter the payroll ID in the **Payroll ID** field.
5. Enter the number of the pay period to be adjusted in the Payroll Number field.
6. Select *Manual* from the drop-down list in the **Adjustment Action** field.
7. Enter the date you want this transaction to be recorded for tax purposes in the **History Date** field.
8. Enter the date that the adjustment is to be posted to the general ledger in the **Posting Override Date** field IF it is different from the **Payroll Interface Date** in the Finance Rules block of the Installation Rule Form (PTRINST).
9. Perform a **Next Block** function.
10. The relevant information in the Adjustment Detail block will be populated.

Notes: The distribution is now 47, Pre-Balance Update.

The Event Type will be *M*, which defaults based on the entry made in the **Adjustment Action** field.

When you are generating manual checks, it is important to note the values in the **Calculation Method** and **Print Method** fields. The default value in each of these fields is *Manual*, indicating that the gross and net for a manual check are to be calculated and printed manually. If you want the computer to calculate these values, you must reset the value of **Calculation Method** to *Computer*. Similarly, if you want the computer to print the check, you must reset the **Print Method** to *Computer*. Different processes are required for computer versus manual calculations and printing.

11. Follow the steps for Manual or Computer Calc Methods (end of Payroll Adjustments Section).
12. Click the **Rollback** icon to return to the Key block.
13. Select *Balance* from the drop-down list in the **Adjustment Action** field.



14. Perform a **Next Block** function.
15. Click the **Save** icon.
16. Select *Approve* from the drop-down list in the **Adjustment Action** field.
17. Perform a **Next Block** function.
18. Click the **Save** icon.
19. Access and Run the Payroll Calculation Process (PHPCALC).

The resulting disposition is shown in the chart below. Proceed to the step indicated below:

- If the Print Indicator is *Computer*, the resulting disposition is *40* (Awaiting Document) – Proceed to **Step 16** of the following procedure.
- If the Print Indicator is *Manual*, the resulting disposition is *47* (Pre-Balance Update) – Proceed to the **Next Step**.



11. Click the **Save** icon.

Note: The disposition is now *48* (Pre-Approve Update).

If the Auto Hint tells you that the action does not balance, do one or more of the following:

- Correct the gross and/or net amounts in the History block.
- Return to PHAHOUR to correct the earnings for the appropriate gross amount.
- Return to PHCEDN to correct the deductions and/or amounts used in the calculation of the net.

12. Select *Approve* from the drop-down list in the **Adjustment Action** field.

13. Click the **Save** icon.

14. Click the **Exit** icon.

15. Type the Check.

Note: The online portion of the transaction is now complete and ready to go through the update process.

16. Access and Run the Pay Period Update Batch Module process, PHPUPDT.

17. Follow normal payroll procedures to interface to your general ledger.

## Comments tab

On the Comments tab in PHAADJT there is a form that allows for free flow comments. You can enter information regarding the adjustment being processed. The comments can also be viewed on PHILIST. It does not matter what disposition the adjustment is at in order to enter a comment.

## Banner form

The screenshot displays the PHAADJT 8.1 software interface. At the top, there are several input fields: ID (SCT000101), Prefix (Eugene Test Adams, Suffix), Effort Certification Locked (checkbox), Year (1994), Payroll ID (MN), Payroll Number (1), Sequence Number (0), Adjustment Action ((None)), History Date (31-JAN-1994), and Posting Override Date. Below these fields are six tabs: Adjustment Detail, Job Information, Document Information, Comments, Effort Certification, and Routing. The Comments tab is selected and active. It contains three comment entries. Each entry consists of a text area for the comment, a Date and Time field, and a User Name field. The first entry's text area is filled with a solid olive green color, while the other two are empty. A vertical scrollbar is visible on the right side of the comment list.

## Steps

Follow these steps to complete the process.

1. Access **Comments** tab.
2. Enter comments in the comments field.

Note: We recommend that you initial and date comments for later reference.

3. Enter **date and time** in the **Date and Time** field.
4. Enter user name in the **User Name** field.
5. Click the **Save** icon.

# Making Payroll Adjustments – Adjustments

## Introduction

This adjustment process is used to process a manual check for an employee who was not given enough pay during the normal payroll cycle. This could be because of unreported hours, incorrect hour entries, or excessive deduction amounts.

An adjustment adds earnings or amounts to an already processed pay event.

Note: Within this exercise, there are two Options: Manual Calculation Method and Computer Calculation Method.

## Banner form

The screenshot displays the Banner Adjustment Processing form (PHAADJT 8.1) with the following fields and values:

**ID:** SCT000101 | **Prefix:** Eugene Test Adams, Suffix | **Effort Certification Locked:**

**Year:** 1994 | **Payroll ID:** MN | **Payroll Number:** 1 | **Sequence Number:** 0

**Adjustment Action:** (None) | **History Date:** 31-JAN-1994 | **Posting Override Date:** [ ]

**Adjustment Detail** | Job Information | Document Information | Comments | Effort Certification | Routing

**Adjustment Detail**

**Disposition:** 70 Complete | **Event Type:** C Original

**Calculation Method:** Computer | **Print Method:** Computer

**Gross and Net Amounts**

<b>Entered Gross:</b>	6,875.00	<b>Calculated Gross:</b>	6,875.00
<b>Entered Net:</b>	4,678.03	<b>Calculated Net:</b>	4,678.03
		<b>Document Total:</b>	4,678.03

**This event Associated with Sequence Number:**  | **Date:** [ ]

**This event Adjusts Sequence Number:**  | **Date:** [ ]

**This event is Adjusted By Sequence Number:**  | **Date:** [ ]

**User ID:** [ ]

## Steps

Follow these steps to complete the process.

1. Access the Adjustment Processing Form (PHAADJT).
2. Select the **Search** function in the **ID** field and select the required employee ID from the Employee Search Form (POIIDEN).
3. Enter the calendar year in YYYY format in the **Year** field.
4. Select the **Search** function in the **Payroll ID** field. from the Pay Event List Form (PHILIST).
5. Enter the number of the pay period to be run in the Payroll Number field.
6. Enter 0 in the **Sequence Number** field if you are adjusting an original pay event, otherwise enter the sequence number assigned to this event.  
Note: View the Pay Event List Form (PHILIST).
7. Select *Adjust* from the drop-down list in the **Adjustment Action** field.
8. Enter the date you want this transaction to be recorded for tax purposes in the **History Date** field.
9. Enter the date that the adjustment is to be posted to the general ledger in the **Posting Override Date** field IF it is different from the **Payroll Interface Date** in the Finance Rules block of the Installation Rule Form (PTRINST).
10. Perform a **Next Block** function.
11. The relevant information in the Adjustment Detail block will be populated.

Note: The distribution is now 47, Pre-Balance Update.

The Event Type will be *J*, which defaults, based on the entry made in the **Adjustment Action** field.

For adjusted check transactions, it is important to note the values in the **Calc Method** and **Print Method** fields. The default value in each of these fields is *Manual*, indicating that the gross and net for a manual check are to be calculated and printed manually. If you want the computer to calculate these values, you must reset the value of **Calculation Method** to *Computer*. Similarly, if you want the computer to print the check, you must reset the **Print Method** to *Computer*. Different processes are required for computer versus manual calculations and printing.

12. Follow the steps for Manual or Computer Calculation Methods (end of Section)

13. Click the **Rollback** icon to return to the Key block.
14. Select *Balance* from the drop-down list in the **Adjustment Action** field.
15. Perform a **Next Block** function.
16. Click the **Save** icon.
17. Select *Approve* from the drop-down list in the **Adjustment Action** field.
18. Perform a **Next Block** function.
19. Click the **Exit** icon.
20. Access and Run the Payroll Calculation Process (PHPCALC).

The resulting disposition is shown in the chart below. Proceed to the step indicated below:

- If the Print Indicator is *Computer*, the resulting disposition is *40* (Awaiting Document) – Proceed to **Step 16 on the next page**.
- If the Print Indicator is *Manual*, the resulting disposition is *47* (Pre-Balance Update) – Proceed to the **Next Step**.





11. Click the **Save** icon.

Note: The disposition is now *48* (Pre-Approve Update).

If the Auto Hint tells you that the action does not balance, do one or more of the following:

- Correct the gross and/or net amounts in the History block.
- Return to PHAHOUR to correct the earnings for the appropriate gross amount.
- Return to PHCEDN to correct the deductions and/or amounts used in the calculation of the net.

12. Select *Approve* from the drop-down list in the **Adjustment Action** field.

13. Click the **Save** icon.

14. Click the **Exit** icon.

15. Type the Check.

Note: The online portion of the transaction is now complete and ready to go through the update process.

16. Access and Run the Pay Period Update Batch Module process (PHPUPDT).

17. Follow normal payroll procedures to interface to your general ledger.

# Making Payroll Adjustments – Reissues

## Introduction

A reissue automatically creates a void transaction on the event being adjusted and a manual transaction to replace the event being reissued. This action is most often required when an original paycheck is lost.

You cannot reissue events that are at a disposition of less than 60, Finance Extract.

Note: On the Comments tab in PHAADJT there is a form that allows for free flow comments. You can enter information regarding the adjustment being processed. The comments can also be viewed on PHILIST. It does not matter what disposition the adjustment is at in order to enter a comment.

## Banner form

The screenshot displays the PHAADJT 8.1 software interface. The window title is "Adjustment Processing PHAADJT 8.1 (s10b80)". The form is divided into several sections:

- Header Section:** Contains fields for ID (SCT000101), Prefix (Eugene Test Adams, Suffix), Effort Certification Locked (checkbox), Year (1994), Payroll ID (MN), Payroll Number (1), Sequence Number (0), Adjustment Action ((None)), History Date (31-JAN-1994), and Posting Override Date.
- Navigation Tabs:** Adjustment Detail (selected), Job Information, Document Information, Comments, Effort Certification, and Routing.
- Adjustment Detail Section:** Includes fields for Disposition (70 Complete), Event Type (C Original), Calculation Method (Computer), and Print Method (Computer).
- Gross and Net Amounts Section:** A table-like structure with the following data:

Entered Gross:	6,875.00	Calculated Gross:	6,875.00
Entered Net:	4,678.03	Calculated Net:	4,678.03
		Document Total:	4,678.03
- Association Section:** Includes checkboxes for "This event Associated with Sequence Number:", "This event Adjusts Sequence Number:", and "This event is Adjusted By Sequence Number:", along with Date fields and a User ID field.

## Steps

Follow these steps to complete the process.

1. Access the Adjustment Processing Form (PHAADJT).
2. Select the Search function in the ID field and select the required employee ID from the Employee Search Form, POIIDEN.
3. Enter the calendar year in YYYY format in the **Year** field.
4. Enter the payroll ID in the **Payroll ID** field.
5. Enter the number of the pay period to be reissued in the **Payroll Number** field.
6. Enter 0 in the **Sequence Number** field if you are adjusting an original pay event, otherwise enter the sequence number assigned to this event.  
Note: View the Pay Event List Form (PHILIST).
7. Select *Reissue* from the drop-down list in the **Adjustment Action** field.
8. Enter the date you want this transaction to be recorded for tax purposes in the **History Date** field.
9. Enter the date that the adjustment is to be posted to the general ledger in the **Posting Override Date** field IF it is different from the **Payroll Interface Date** in the Finance Rules block of the Installation Rule Form, PTRINST.
10. Perform a **Next Block** function.
11. The relevant information in the Adjustment Detail block will be populated.
12. Click the **Save** icon.

The resulting disposition is shown in the chart below. Proceed to the step indicated below:

- If the Print Indicator is *Computer*, the resulting disposition is 40 (Awaiting Document) – Proceed to **Step 24** on the next procedure.
- If the Print Indicator is *Manual*, the resulting disposition is 47 (Pre-Balance Update) – Proceed to the **Next Step**.



11. Click the **Save** icon.
12. Select *Approve* from the drop-down list in the **Adjustment Action** field.
13. Click the **Save** icon.
14. Click the **Exit** icon.
15. Type the Check.
16. Go to **Step 24**.
17. Change the **Print Indicator** field to *Computer*.
18. Click the **Rollback** icon.
19. Select *Balance* from the drop-down list in the **Adjustment Action** field.
20. Perform a **Next Block** function.
21. Click the **Save** icon.
22. Select *Approve* from the drop-down list in the **Adjustment Action** field.
23. Access and Run the Calc Check/Direct Deposit Amount process (PHPDOCM) using the **Checks Only** option.
24. Access and Run the Check/Direct Deposit Notice Process (PHPCHEK) or PHPCHKL.
25. Access and Run the Pay Period Update Batch Module process (PHPUPDT).
26. Follow normal payroll procedures to interface to your general ledger.

# Making Payroll Adjustments – Duplicates

## Introduction

The Duplicate Adjustment function allows you to create a new pay event transaction that is identical to a previous pay event. The new pay event can be issued as is or can serve as the base or start point for the new pay event. Use of this action does not alter the pay event being duplicated.

You cannot duplicate events that are at a disposition of less than 60, Finance Extract.

Note: Within this exercise, there are two Options: Manual Calculation Method and Computer Calculation Method.

On the **Comments** tab in PHAADJT a form is available to enter for free flow comments. You can enter information regarding the adjustment being processed. The comments can also be viewed on PHILIST. It does not matter what disposition the adjustment is at in order to enter a comment.

## Banner form

The screenshot displays the PHAADJT 8.1 software interface for Adjustment Processing. The window title is "Adjustment Processing PHAADJT 8.1 (s10b80)". The form includes the following fields and sections:

- ID:** SCT000101 (dropdown), Prefix Eugene Test Adams, Suffix (text)
- Year:** 1994 (text), **Payroll ID:** MN (text), **Payroll Number:** 1 (text), **Sequence Number:** 0 (dropdown)
- Adjustment Action:** (None) (dropdown), **History Date:** 31-JAN-1994 (calendar), **Posting Override Date:** (calendar)
- Effort Certification Locked:**
- Adjustment Detail** (selected tab), Job Information, Document Information, Comments, Effort Certification, Routing
- Adjustment Detail Section:**
  - Disposition:** 70 Complete (dropdown)
  - Event Type:** C Original (dropdown)
  - Calculation Method:** Computer (dropdown)
  - Print Method:** Computer (dropdown)
- Gross and Net Amounts:**

Entered Gross:	6,875.00	Calculated Gross:	6,875.00
Entered Net:	4,678.03	Calculated Net:	4,678.03
		Document Total:	4,678.03
- Other Fields:**
  - This event Associated with Sequence Number:**
  - This event Adjusts Sequence Number:**  **Date:** (calendar)
  - This event is Adjusted By Sequence Number:**  **Date:** (calendar)
  - User ID:** (text)

## Steps

Follow these steps to complete the process.

1. Access the Adjustment Processing Form (PHAADJT).
2. Select the **Search** function in the **ID** field and select the required employee ID from the Employee Search Form (POIIDEN).
3. Enter the calendar year in YYYY format in the **Year** field.
4. Enter the payroll ID in the **Payroll ID** field.
5. Enter the number of the pay period to be duplicated in the **Payroll Number** field.
6. Enter *1* in the **Sequence Number** field if this is the first adjustment to the pay event being duplicated. The sequence number entered must be unique to the pay you are creating.

Note: View the Pay Event List Form (PHILIST).

7. Select *Duplicate* from the drop-down list in the **Adjustment Action** field.
8. Enter the date you want this transaction to be recorded for tax purposes in the **History Date** field.
9. Enter the date that the adjustment is to be posted to the general ledger in the **Posting Override Date** field **IF** it is different from the **Payroll Interface Date** in the Finance Rules block of the Installation Rule Form (PTRINST).
10. Perform a **Next Block** function.
11. The relevant information in the Adjustment Detail block will be populated.
12. Click the **Save** icon.
13. If the new event is to be an exact duplicate of the original event, determine your next step from the choices or proceed to Step 14.
  - If the Print Indicator is *Manual*, the resulting disposition is 47 (Pre-Balance Update) – Proceed to **Step 1 on the next exercise**.
  - If the Print Indicator is *Computer*, the resulting disposition is 37 (Pre-Balance Check) – Proceed to **Step 15 on the next exercise**.

When you are generating manual checks, it is important to note the values in the **Calculation Method** and **Print Method** fields. The default value in each of these fields is *Manual*, indicating that the gross and net for a manual check are to be calculated and printed manually. If you want the computer to calculate these values, you must reset the value of **Calculation Method** to *Computer*.

Similarly, if you want the computer to print the check, you must reset the **Print Method** to *Computer*. Different processes are required for computer versus manual calculations and printing.

14. Follow the steps for Manual or Computer Calculation Methods at the end of this section.
15. Click the **Rollback** icon.
16. Select *Balance* from the drop-down list in the **Adjustment Action** field.
17. Perform a **Next Block** function.
18. Acknowledge the warning message referring to the gross and net amounts.
19. Click the **Save** icon.
20. Select *Approve* from the drop-down list in the **Adjustment Action** field.
21. Perform a **Next Block** function.
22. Click the **Save** icon.
23. Run PHPCALC.
  - If the Print Indicator is Manual, the resulting disposition is 47 (Pre-Balance Update) – Proceed to the **Next Step**.
  - If the Print Indicator is Computer, the resulting disposition is 40 (Awaiting Document) – Proceed to **Step 15 in the next exercise**.





Note: The disposition is now *48* (Pre-Approve Update).

If the Auto Hint tells you that the action does not balance, do one or more of the following

- Correct the gross and/or net amounts in the History block.
- Return to PHAHOUR to correct the earnings for the appropriate gross amount.
- Return to PHCDEDN to correct the deductions and/or amounts used in the calculation of the net.

12. In the **Adjustment Action** field, select *Approve* from the pull-down list.

13. Click the **Save** icon.

14. Click the **Exit** icon.

15. Type the Check.

Note: The online portion of the transaction is now complete and ready to go through the update process. Proceed to **Step 18**.

16. Access and Run the Calc Check/Direct Deposit Amount process (PHPDOCM) using the **Checks Only** option.

17. Access and Run the Check/Direct Deposit Notice Process (PHPCHEK) or PHPCHKL.

18. Access and Run the Pay Period Update Batch Module process (PHPUPDT).

19. Follow normal payroll procedures to interface to your general ledger.

# Making Payroll Adjustments - Net to Gross

## Introduction

The net to gross feature enables you to calculate the gross amount of a check from its net amount. This exercise will go over two methods of grossing up: manual print method and computer print method.

Note: This procedure involves numerous forms that require completion.

## Manual Print Method

The Adjustment Processing form (PHAADJT) is used to adjust net to gross.

The screenshot shows the 'Adjustment Processing PHAADJT 8.1 (s10b80)' window. The form includes the following fields and sections:

- ID:** 555666555 (dropdown), Mr. Austin David West (text)
- Effort Certification Locked:**
- Year:** (text), **Payroll ID:** (text), **Payroll Number:** (text), **Sequence Number:** (dropdown)
- Adjustment Action:** (None) (dropdown), **History Date:** (calendar icon), **Posting Override Date:** (calendar icon)
- Navigation Tabs:** Adjustment Detail (selected), Job Information, Document Information, Comments, Effort Certification, Routing
- Adjustment Detail Section:**
  - Disposition:** (checkbox), (text)
  - Event Type:** (checkbox), (text)
  - Calculation Method:** (dropdown)
  - Print Method:** (dropdown)
- Gross and Net Amounts Section:**
  - Entered Gross:** (text), **Calculated Gross:** (text)
  - Entered Net:** (text), **Calculated Net:** (text)
  - Document Total:** (text)
- Sequence Number and Date Fields:**
  - This event Associated with Sequence Number:**
  - This event Adjusts Sequence Number:**  **Date:** (text)
  - This event is Adjusted By Sequence Number:**  **Date:** (text)
  - User ID:** (text)

## Steps

Follow these steps to complete the process.

1. Access the Adjustment Processing Form (PHAADJT).
2. Enter today's date or the date the instructor provides you in the **Posting Override Date** field.
3. Select *Manual* from the drop-down list in the **Adjustment Action** field.
4. Perform a **Next Block** function.
5. Select *Gross up* from the drop-down list in the **Calculation Method** field.
6. Select *Manual* from the drop-down list in the **Print Method** field.
7. Click the **Save** icon.
8. The disposition will move to a 27, Pre-balance Update.
9. Enter the net amount only in the **Entered Net** field.
10. Select the position for which this adjustment is being made.



## Options – On-Line Time Entry

On-line Time Entry PHAHOUR 8.1 (s10b80)

Year:  Payroll ID:  Payroll Number:

---

**History Jobs**

ID:  Organization:  Disposition:

Position:  Status:  Effective Date:  Rate:  Method:

---

**History Earnings**

Total Units:  Total Hours:

Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance						
<input type="text"/>	<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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

---

**Time Distribution**

Hours	Percent	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<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"/>

## Steps

Follow these steps to complete the process.

1. Select **On-Line Time Entry** from the **Options** menu.
2. Double-click the **Earnings** field in the History Earnings area and select the earning code you wish to associate with this adjustment.

Note: Only one earn code can be selected.

3. Click the **Save** icon.
4. Click the **Exit** icon.

Optional: You can access PHCDEDN from the **Options** menu and add or remove deductions for this transaction. If you make changes, **save** them and return to PHAADJT.

## Steps

Follow these steps to complete the process.

1. The adjustment now can be balanced. Do so by going to the key block and select *Balance* from the drop-down list **Adjustment Action** field.
2. Perform a **Next Block** function.
3. Click the **Save** icon.

Note: This moves the disposition to a 28, Pre-approve Calculation.

4. Select *Approve* from the drop down list in the **Key block** field to approve the transaction.
5. Perform a **Next Block** function.
6. Click the **Save** icon.

Note: The system moves the disposition to a 30, Awaiting Calculation.





Note: The disposition has been moved to a 50, Awaiting update.

10. Run PHPUPDT.

Note: This will move the disposition to a 60, Finance Extract.

# Computer Print Method

Adjustment Processing PHAADJT 8.1 (s10b80)

ID: SCT000101 Prefix Eugene Test Adams, Suffix Effort Certification Locked:

Year: 1994 Payroll ID: MN Payroll Number: 1 Sequence Number: 0

Adjustment Action: (None) History Date: 31-JAN-1994 Posting Override Date:

Adjustment Detail Job Information Document Information Comments Effort Certification Routing

**Adjustment Detail**

Disposition: 70 Complete

Event Type: C Original

Calculation Method: Computer

Print Method: Computer

**Gross and Net Amounts**

Entered Gross:	6,875.00	Calculated Gross:	6,875.00
Entered Net:	4,678.03	Calculated Net:	4,678.03
		Document Total:	4,678.03

This event Associated with Sequence Number:

This event Adjusts Sequence Number:  Date:

This event is Adjusted By Sequence Number:  Date:

User ID:

## Steps

Follow these steps to complete the process.

1. Access the Adjustment Processing Form (PHAADJT).
2. Enter today's date or the date the instructor provides you in the **Posting Override Date** field.
3. Select *Manual* from drop-down list in the **Adjustment Action** field.
4. Perform a **Next Block** function.
5. Select *Gross up* from the drop-down list in the **Calculation Method** field.
6. Select *Computer* from the drop-down list in the **Print Method** field.

7. Click the **Save** icon.

Note: The disposition will move to a 27, Pre-balance Update.

8. Enter the **net** amount only in the **Entered Net** field.
9. Select the position for which this adjustment is being made.

# Job Information tab

Adjustment Processing PHAADJT 8.1 (s10b80)

ID: SCT000101 Prefix Eugene Test Adams, Suffix Effort Certification Locked:

Year: 1994 Payroll ID: MN Payroll Number: 1 Sequence Number: 0

Adjustment Action: (None) History Date: 31-JAN-1994 Posting Override Date:

Adjustment Detail Job Information Document Information Comments Effort Certification Routing

Position	Suffix	Effective Date	Status	COA	Organization	Time Sheet Method	Employee Class	Employer	Time Entry	California STRS	California PERS
A00005	00	01-JUL-1993	A	B	141	R	01 FT Admin	BU	N		

## Steps

Follow these steps to complete the process.

1. Select the **Job Information** tab.

Note: Only one job can be selected. Selecting more than one will cause an error message.

## Options – On-Line Time Entry

Year: 1994 Payroll ID: MN Payroll Number: 1

**History Jobs**

ID: [ ] Organization: [ ] Disposition: [ ]  
 Position: [ ] Status: [ ] Effective Date: [ ] Rate: [ ] Method: [ ]

**History Earnings**

Total Units: [ ] Total Hours: [ ]

Earnings Shift	Hours or Units	Generated	Special Rate	Amount	Attendance
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

**Time Distribution**

Hours	Percent	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

## Steps

Follow these steps to complete the process.

1. Select **On-Line Time Entry** from the **Options** menu.
2. Double-click in the **Earnings** field in the History Earnings area to select the earning code you wish to associate with this adjustment.

Note: Only one earn code can be selected.

3. Click the **Save** icon.
4. Click the **Exit** icon.

**Optional:** You can access PHCDEDN from the **Options** menu and add or remove deductions for this transaction. If you make changes, **Save** them and return to PHAADJT.

5. The adjustment now can be balanced. Do so by going to the key block and select *Balance* from the **Adjustment Action** field drop-down list.
6. Perform a **Next Block** function.

7. Click the **Save** icon.

Note: This **Save** moves the disposition to a 28, Pre-approve Calc.

8. Now you need to approve the transaction. In the **Key block** field, select *Approve* from the drop-down list of actions.

9. Perform a **Next Block** function.

10. Click the **Save** icon.

Note: The system moves the disposition to a 30, Awaiting Calculation.

## Banner form

Process Submission Controls: GJAPCTL 8.0 (BAN8\_WIN)

Process:  Payroll Calculation Process      Parameter Set:

---

**Printer Control**

Printer:       Special Print:       Lines:       Submit Time:

---

**Parameter Values**

Number	Parameters	Values
<input type="checkbox"/> 01	Payroll Year	<input type="text" value="2000"/>
<input type="checkbox"/> 02	Payroll ID	<input type="text" value="MN"/>
<input type="checkbox"/> 03	Payroll Number	<input type="text" value="3"/>
<input type="checkbox"/> 04	Re-Calculate All Employees	<input type="text" value="Y"/>
<input type="checkbox"/> 05	Calculation Analysis Report	<input type="text" value="Y"/>
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

LENGTH: 4 TYPE: Character O/R: Required M/S: Single  
Enter Payroll Year: YYYY.

---

**Submission**

Save Parameter Set as      Name:       Description:        Hold       Submit

## Steps

Follow these steps to complete the process.

1. Access the Payroll Calculation Form (PHPCALC).  
Note: The disposition is now moved to 47, pre-balance updated.
2. Review and compare the calculated net and the entered net amounts.
3. Review associated deductions on PHCDEDN, the gross amount on PHAHOUR, then return to PHAADJT.
4. Access the Payroll Adjustment Form (PHAADJT).



9. Click the **Save** icon.

Note: The disposition has been moved to a 30, Awaiting Calc.

10. Run PHPCALC.

11. Review and compare the calculated net and the entered net amounts.

12. Review associated deductions on PHCEDN, the gross amount on PHAHOUR, then return to PHAADJT.

13. In PHAADJT, run the calc check/direct deposit amount process.

14. Run PHPUPDT.

Note: This will move the disposition to a 60, Finance Extract.



# Making Payroll Adjustments - Direct Deposits On-Demand

## Introduction

Banner HR is now able to issue and reissue payments outside of the normal payroll cycle as direct deposits instead of regular checks. If the original payment was made as a split distribution, you may: Reissue only the direct deposit component of the original payment in the same format or as a check and/or Reissue the check.

Please note that you cannot process reissues for events that are at disposition of less than 60.

On the **Comments** tab in PHAADJT a form available for free flow comments. You can enter information regarding the adjustment being processed. The comments can also be viewed on PHILIST. It does not matter what disposition the adjustment is at in order to enter a comment.

## Banner form

Adjustment Processing PHAADJT 8.1 (s10b80)

ID: SCT000101 Prefix Eugene Test Adams, Suffix Effort Certification Locked:

Year: 1994 Payroll ID: MN Payroll Number: 1 Sequence Number: 0

Adjustment Action: (None) History Date: 31-JAN-1994 Posting Override Date:

Adjustment Detail Job Information Document Information Comments Effort Certification Routing

**Adjustment Detail**

Disposition: 70 Complete

Event Type: C Original

Calculation Method: Computer

Print Method: Computer

**Gross and Net Amounts**

Entered Gross:	6,875.00	Calculated Gross:	6,875.00
Entered Net:	4,678.03	Calculated Net:	4,678.03
		Document Total:	4,678.03

This event Associated with Sequence Number:

This event Adjusts Sequence Number:  Date:

This event is Adjusted By Sequence Number:  Date:

User ID:

## Steps

Follow these steps to complete the process.

1. Access the Direct Deposit Recipient Form (GXADIRD), and correct any necessary bank information.
2. Access the Adjustment Processing Form (PHAADJT) and enter the pay event information.
3. Select *Reissue* from the drop-down list in the **Adjustment Action** field.
4. Enter a date to that is to be recorded for tax purposes in the **History Date** field.
5. Enter the post override date if it differs from the payroll interface date.
6. Click the **Save** icon.

Note: The disposition will be at 47, pre-balance update.

7. Perform a **Next Block** function.
8. Select *C* to denote Computer in the **Print Method** field.
9. Move back to the Key block and select *Balance* from the drop-down list in the **Adjustment Action** field.
10. Perform a **Next Block** function.
11. Select *C* to denote Computer in the **Print Method** field.

Note: The system changes the disposition to 37, pre-balance check.



7. Return to the key block of PHAADJT, and in the **Adjustment Action** field drop-down list, select *Approve*.

Note: The disposition moves to 40, pre-approve check.

8. Run PHPDOCM to calculate the check or direct deposit amount. The disposition moves to 42, waiting check/direct deposit.
9. Run PHPCHEK or PHPCHKL processes to update the check numbers and/or generate direct deposit notices.

Note: The disposition moves to 50, awaiting update.

10. Run PHRDIRD to view a list of all employees with their corresponding direct deposit numbers.
11. Run PHPDIRD or PHPCDIR processes to create the direct deposit tapes in the required formats that are to be sent to your bank or clearing house.
12. Run the direct deposit tape register process, PHRTREG.
13. Run the pay period update process, PHPUPDT, to update the records to a disposition of 60, finance extract.





## Steps

Follow these steps to complete the process.

1. Access the **Document Information** tab.
2. View the information populated in the **Document Number**, **Document Date**, **Document Amount**, **Document Type**, and **Priority** fields.
3. Close the window and return to PHAADJT.





## Options – On-line Time Entry

Year: 1994 Payroll ID: MN Payroll Number: 1

### History Jobs

ID: [ ] Organization: [ ] Disposition: [ ]  
Position: [ ] Status: [ ] Effective Date: [ ] Rate: [ ] Method: [ ]

### History Earnings

Total Units: [ ] Total Hours: [ ]

Earnings Shift	Hours or Units	Generated	Special Rate	Amount	Attendance							
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

### Time Distribution

Hours	Percent	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

## Steps

Follow these steps to complete the process.

1. Access **On-Line Time Entry** from the Options menu.
2. View the earnings for this check.
3. If an employee had multiple jobs in this pay event, **Exit** the **On-Line Time Entry** window and return to PHAADJT. Place the cursor on the subsequent position number and access the **On-Line Time Entry** option again.

## Options – Deduction History

History Deductions Form PHCEDEN 8.0 (BANB\_WIN)

ID: 710000011      Name: Eugene V. Adams  
 Year: 1994      Payroll ID: MN      Payroll Number: 12      Sequence Number: 0  
 Disposition: 70 Complete      Type: C Computer      Calculation Indicator: C Computer  
 Employer Code: BU Banner University

Deduction	Status	Employee Amount	Employer Amount	Applicable Gross
DN1 Pretax Dental Insurance	A	25.00	16.67	.00
FED Federal Tax	A	970.00	.00	6,873.95
FIM Fica Medicare	A	108.43	108.43	7,478.11
FIO Fica Old Age	A	.00	.00	.00
IS0 Imputed Income for Life Ins	A	.00	.00	61.44
LIF Life Insurance 2X Salary	A	.00	90.78	7,416.67
MD5 Pre Tax Hmo	A	208.33	150.00	.00
PEN Pennsylvania State Tax	A	190.75	.00	6,812.51
RA1 TIAA/CREF Retirement Annuity	A	370.83	741.67	7,416.67
VCH United Way Contribution	A	125.00	.00	.00

## Steps

Follow these steps to complete the process.

1. Access List Deductions for Pay Event\_from the Options menu.

Note: You must have the On-Line Time Entry window open and the History Earnings block active to select this option.

2. View the deductions from the original pay event.
3. Click the **Exit** icon to return to the On-Line Time Entry window.
4. Click the **Exit** icon to return to PHAADJT.
5. Click the **Exit** icon.

## Using the Manual Calculation Method

## Introduction

To manually calculate the gross and net for a manual check, perform the following procedure.

## Banner form

Adjustment Processing PHAADJT 8.1 (s10b80)

ID: SCT000101 Prefix Eugene Test Adams, Suffix Effort Certification Locked:

Year: 1994 Payroll ID: MN Payroll Number: 1 Sequence Number: 0

Adjustment Action: (None) History Date: 31-JAN-1994 Posting Override Date:

Adjustment Detail Job Information Document Information Comments Effort Certification Routing

**Adjustment Detail**

Disposition: 70 Complete

Event Type: C Original

Calculation Method: Computer

Print Method: Computer

**Gross and Net Amounts**

Entered Gross:	6,875.00	Calculated Gross:	6,875.00
Entered Net:	4,678.03	Calculated Net:	4,678.03
		Document Total:	4,678.03

This event Associated with Sequence Number:

This event Adjusts Sequence Number:  Date:

This event is Adjusted By Sequence Number:  Date:

User ID:

## Steps

Follow these steps to complete the process.

1. Access the Adjustment Processing Form (PHAADJT).
2. Select the **Search** function in the **ID** field and select the required employee ID from the Employee Search Form (POIIDEN).
3. Enter the calendar year in YYYY format in the **Year** field.
4. Select the **Search** function in the **Payroll ID** field, and select *BW* (Bi-Weekly) from the Pay Event List Form (PHILIST).

5. Enter the number of the pay period to be adjusted in the Payroll Number field.
6. Click the Search icon in the Sequence Number field and select a sequence number.  
Note: View the Pay Event List Form (PHILIST).
7. Perform a **Next Block** function.
8. In the Adjustment Detail block, enter the gross and net amounts.
9. Click the **Save** icon.



## Options – On-line Time Entry

Year: 1994 Payroll ID: MN Payroll Number: 12

**History Jobs**

ID: [ ] Organization: [ ] Disposition: [ ]  
Position: [ ] Status: [ ] Effective Date: [ ] Rate: [ ] Method: [ ]

**History Earnings**

Total Units: [ ] Total Hours: [ ]

Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

**Time Distribution**

Hours	Percent	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

## Steps

Follow these steps to complete the process.

1. Select **On-line Time Entry** from the **Options** menu.
2. Enter the **earn code, hours/units, amount, and/or special rate** for the pay event.
3. Click the **Save** icon.
4. Select the **Next Block** function to access the Time Distribution block.
5. Enter changes to the earn code's accounting distribution, if necessary.
6. Click the **Save** icon.
7. Select the **Exit** function to return to PHAADJT.

## Options – Deduction History

History Deductions Form PHCDEDN 8.0 (BAN8\_WIN)

ID: 710000011 Name: Eugene V. Adams  
 Year: 1994 Payroll ID: MN Payroll Number: 12 Sequence Number: 0  
 Disposition: 70 Complete Type: C Computer Calculation Indicator: C Computer  
 Employer Code: BU Banner University

Deduction	Status	Employee Amount	Employer Amount	Applicable Gross
DM1 Pretax Dental Insurance	A	25.00	16.67	.00
FED Federal Tax	A	970.00	.00	6,873.95
FIM Fica Medicare	A	108.43	108.43	7,478.11
FIO Fica Old Age	A	.00	.00	.00
I50 Imputed Income for Life Ins	A	.00	.00	61.44
LIF Life Insurance 2X Salary	A	.00	90.78	7,416.67
MD5 Pre Tax Hmo	A	208.33	150.00	.00
PEN Pennsylvania State Tax	A	190.75	.00	6,812.51
RA1 TIAA/CREF Retirement Annuity	A	370.83	741.67	7,416.67
VCH United Way Contribution	A	125.00	.00	.00

## Steps

Follow these steps to complete the process.

1. Access **List Deductions for Pay Event** from the **Options** menu.

Note: You must have the On-Line Time Entry window open and the History Earnings block active to select this option.

2. Add, change, or delete the **Employee Amt**, **Employer Amt**, and **Applicable Gross** fields as required.
3. Click the **Save** icon.
4. Click the **Exit** icon to return to PHAADJT.

- If the Print Indicator is *Computer*, the resulting disposition is 37 (Pre-Balance Check) – Proceed to running the Pay Period Update Module Process (PHPUPDT).
- If the Print Indicator is *Manual*, the resulting disposition is 47 (Pre-Balance Update) – Proceed to the **Next Step** in your lesson.

# Using the Computer Calculation Method

## Introduction

To have the system calculate the gross and net for a manual check, perform the following procedure.

## Banner form

Adjustment Processing PHAADJT 8.1 (s10b80)

ID: SCT000101 Prefix Eugene Test Adams, Suffix Effort Certification Locked:

Year: 1994 Payroll ID: MN Payroll Number: 1 Sequence Number: 0

Adjustment Action: (None) History Date: 31-JAN-1994 Posting Override Date:

Adjustment Detail Job Information Document Information Comments Effort Certification Routing

**Adjustment Detail**

Disposition: 70 Complete

Event Type: C Original

Calculation Method: Computer

Print Method: Computer

**Gross and Net Amounts**

Entered Gross:	6,875.00	Calculated Gross:	6,875.00
Entered Net:	4,678.03	Calculated Net:	4,678.03
		Document Total:	4,678.03

This event Associated with Sequence Number:

This event Adjusts Sequence Number:  Date:

This event is Adjusted By Sequence Number:  Date:

User ID:

## Steps

Follow these steps to complete the process.

1. Access the Adjustment Processing Form (PHAADJT).
2. Select the **Search** function in the **ID** field and select the required employee ID from the Employee Search Form (POIIDEN).
3. Enter the calendar year in YYYY format in the **Year** field.
4. Select the **Search** function in the **Payroll ID** field and select *BW* (Bi-Weekly) from the Pay Event List Form (PHILIST).



5. In the **Payroll Number** field, enter the number of the pay period to be viewed. Select the **Search** function if you need to view the Pay Event List Form (PHILIST).
6. Perform a **Next Block** function.
7. In the Adjustment Detail block, enter the gross and net amounts.
8. Click the **Save** icon.



## Options – On-line Time Entry

On-line Time Entry PHAHOUR 8.1 (s10b80)

Year:  Payroll ID:  Payroll Number:

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**History Jobs**

ID:  Organization:  Disposition:

Position:  Status:  Effective Date:  Rate:  Method:

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**History Earnings**

Total Units:  Total Hours:

Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**Time Distribution**

Hours	Percent	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<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"/>

## Steps

Follow these steps to complete the process.

1. Select **On-Line Time Entry** from the **Options** menu.
2. Enter the **earn code, hours/units, amount, and/or special rate** for the pay event in the History Earnings area.
3. Click the **Save** icon.
4. Select the **Next Block** function to move to the Time Distribution block.
5. Enter changes to the earn code's accounting distribution, if necessary.
6. Click the **Save** icon.
7. Click the **Exit** icon to return to PHAADJT.

## Options – Deduction History

History Deductions Form PHCDEDN 8.0 (BAN8\_WIN)

ID: 710000011 Name: Eugene V. Adams  
 Year: 1994 Payroll ID: MN Payroll Number: 12 Sequence Number: 0  
 Disposition: 70 Complete Type: C Computer Calculation Indicator: C Computer  
 Employer Code: BU Banner University

Deduction	Status	Employee Amount	Employer Amount	Applicable Gross
DN1 Pretax Dental Insurance	A	25.00	16.67	.00
FED Federal Tax	A	970.00	.00	6,873.95
FIM Fica Medicare	A	108.43	108.43	7,478.11
FIO Fica Old Age	A	.00	.00	.00
ISO Imputed Income for Life Ins	A	.00	.00	61.44
LIF Life Insurance 2X Salary	A	.00	90.78	7,416.67
MD5 Pre Tax Hmo	A	208.33	150.00	.00
PEN Pennsylvania State Tax	A	190.75	.00	6,812.51
RA1 TIAA/CREF Retirement Annuity	A	370.83	741.67	7,416.67
VCH United Way Contribution	A	125.00	.00	.00

## Steps

Follow these steps to complete the process.

1. Access **List Deductions for Pay Event** from the **Options** menu.

Note: You must have the On-Line Time Entry window open and the History Earnings block active to select this option.

2. Click the **Remove Record** icon to delete the deductions that are not to be taken.
3. Click the **Rollback** icon.
4. Select *Balance* from the drop-down list in the **Adjustment Action** field.
5. Perform a **Next Block** function.
6. Click the **Save** icon.
7. Select *Approve* from the drop-down list in the **Adjustment Action** field.
8. Perform a **Next Block** function.
9. Click the **Save** icon.

10. Click the **Exit** icon.

11. Run PHPCALC.

- If the Print Indicator is *Computer*, the resulting disposition is *40* (Awaiting Document) – Proceed to running the Pay Period Update Process (PHPUPDT).
- If the Print Indicator is *Manual*, the resulting disposition is *47* (Pre-Balance Update) – Proceed to the **Next Step** in your lesson.

# Issuing One-Time Payments

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## Introduction

You can hire, pay, and terminate temporary employees when they have a one time payment. The process is faster than the normal employee hiring process and when the payroll runs, the employee is moved to a terminated status.

## Steps

Housekeeping to be done prior to paying an employee for a one-time payment:

1. Run the delivered script `npayacat.sql` to name the delivered approval category and five associated approval types.
2. Access the default values window from the **Options** menu of the electronic approval category rules form, `NTRACAT`, to view the default values updated by the script.
3. Establish the default rules for one-time payments in the **One-Time Payment Rules** from the **Options** menu in `PTRINST`.
4. Be sure to also: select the applier level for one-time payments, select the one-time payments category to match the delivered approval category, establish the default job change reason code and termination reason code, and define one position per chart of accounts to associate with one-time payments.
5. Create approval level codes for one-time payments on `NTRALVL`.
6. Identify and establish employees who will have applier privileges at the approval levels.

## Prerequisites

The following employee information is needed in order to process a one-time payment:

- biographic/demographic information
- address and telephone
- job information
- payment method
- position information
- one-time payment date
- job labor distribution
- and user info

If the information is already entered into Banner, you will just need to go into PEA1PAY and enter work dates. The other information will default. If the information is not in Banner, you will have to populate each field in PEA1PAY.

## Banner form

The One-Time Payment form (PEA1PAY) is used to set up an employee for one-time pay.

Oracle Developer Forms Runtime - Web: Open > PEA1PAY

File Edit Options Block Item Record Query Tools Help

One-Time Payment PEA1PAY 8.2 (s10b80)

ID:  As of Date: 30-JUL-2009

**Biographic and Demographic**

Last Name Prefix:

Last Name:  First Name:  Middle Name:

Prefix:  Suffix:

SSN/SIN/TIN:

Birth Date:  Age:

Gender:  Citizenship:

Ethnicity:

New Ethnicity:

Ethnicity and Race Confirmed

Confirmed Date:

Race

User

Activity Date

ID number, LIST for person; COUNT HITS for non-person; DUP ITEM to generate ID; DUPLICATE RECORD for Alternate ID look-up.  
Record: 1/1 | <OSC>

## Steps

Follow these steps to complete the process.

1. Access the One Time Payment Form (PEA1PAY).
2. Enter a date for the record in the **As of Date** field.
3. Search for the employee in the database. If no records are found, click the **Generate ID** icon.
4. Complete the online form.
5. Click the **Save** icon.
6. Click the **Yes** button.
7. Click the **OK** button.
8. Perform a **Next Block** function.
9. Enter **Ethnicity**, **New Ethnicity** and **Citizenship** in the Biographic and Demographic block.



10. Perform a **Next Block** function twice to access the Jobs Information block.
11. Complete the following information for the job: Position, suffix, title, change reason, hourly rate, work begin date, work end date, payroll date, year, payroll ID, and payroll number.
12. Select the **Next Block** function and access the Payment Method Block.
13. Enter payment type, check or direct deposit.
14. For direct deposits, complete banking information.
15. Select the **Next Block** function until you come to the one-time payment data block.
16. Enter the earnings code(s) for which this employee is to be paid.
17. Enter number of hours worked.
18. Enter special rate if applicable.
19. Banner calculates the amount field.
20. Select the **Next Block** function and update the labor distribution if needed.
21. Click the **Save** icon.
22. Click the **Exit** icon.

## Paying a One-Time Payment

Follow these steps to complete the process.

1. Access the One-Time Payment Form (PEA1PAY).
2. Search for the employee in the database. If no records are found, generate an ID.
3. Enter a date for the record in the **As of Date** field.
4. Select the **Next Block** function until you have access to the Job Information block.
5. Select the position for which this is being paid in the **Position** field.
6. Enter the begin date and end date of work.
7. Perform a **Next Block** function.
8. Select the pay period for the payment in the **Payroll Number** field.
9. Perform a **Next Block** function.
10. Enter the rate for payment in the **Hourly Rate** field.
11. Click the **Save** icon.
12. Click the **Exit** icon.
13. Have the applier review the information.
14. Run the payroll process.
15. Once PHPUPDT is ran, the employee's job is terminated.

# Self Check

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## Directions

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

### Question 1

PDPLIFE must be run after the Payroll Process.

True or False

### Question 2

What does payroll disposition 70 signify?

- a) Complete
- b) Finance Extract
- c) Awaiting Check Run
- d) Awaiting Update

### Question 3

The Time Entry Processing Report (PHPTIME) creates the electronic time entry form on the Online Time Entry Form (PHAHOUR).

True or False

### Question 4

A Failure Record warning will stop pay.

True or False

## Question 5

Payroll changes (except for labor distribution changes) are no longer permitted once the disposition advances beyond:

- a) 30
- b) 40
- c) 62
- d) 70

## Question 6

What happens if the employee does not have the address completed on the Identification Form (PPAIDEN)?

- a) A check/deposit notice will not be produced
- b) The employee's record will show as an error on the execution listing
- c) A manual adjustment is required
- d) All of the above

## Question 7

What should be entered in the Sequence Number field to void an original pay event?

- a) 0
- b) 1
- c) 2
- d) 4

# Answer Key

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## Question 1

PDPLIFE must be run after the Payroll Process.

**False.** You can run the Life Insurance Calc Process (PDPLIFE) to calculate life insurance deductions. You do not have to run it after the Payroll process.

## Question 2

What does payroll disposition 70 signify?

- a) **Complete**
- b) Finance Extract
- c) Awaiting Check Run
- d) Awaiting Update

## Question 3

The Time Entry Processing Report (PHPTIME) creates the electronic time entry form on the Online Time Entry Form (PHAHOUR).

**True**

## Question 4

A Failure Record warning will stop pay.

**False.** The Failure Record warning will display to alert you to a problem,; however, it will not stop pay.

## Question 5

Payroll changes (except for labor distribution changes) are no longer permitted once the disposition advances beyond:

- a) 30
- b) 40**
- c) 62
- d) 70

## Question 6

What happens if the employee does not have the address completed on the Identification Form (PPAIDEN)?

- a) A check/deposit notice will not be produced
- b) The employee's record will show as an error on the execution listing
- c) A manual adjustment is required
- d) All of the above**

## Question 7

What should be entered in the Sequence Number field to void an original pay event?

- a) 0**
- b) 1
- c) 2
- d) 4

# Appendix



## Section goal

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

# Terminology

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## Default Hours

Flag on PTRECLS that will cause the hours/pay to default to the Default Earnings block on NBAJOBS, and subsequently to PHA HOUR. Flag can be used for salaried EE Classes, or for those hourly EE Classes that always work the same hours (to reduce data entry time). You can optionally use Work Schedule to do the same on PHA HOUR. You cannot use both Work Schedule and Default Hours

## EEO Contract Group

Used for Institutional Post-Secondary Education Data Summary (IPEDS) reporting.

Note: It's VERY important that our higher education clients categorize their employees correctly. Choices are: 9/10 month, 11/12 month, < 9 month faculty, full time employees, other part time employees, and non-EEO reportable. This is not used for EEO/Affirmative Action reporting or utilization analysis. Position Group should be used for this purpose (PTRPGRP assigned to NTRPCLS).

## Eligible Earning Codes

All potential earning codes that could be paid to an employee in a particular EE Class must be identified. If it is not listed on PTRECLS, it cannot be paid. Used to control paying employees types of earnings that they are not allowed to receive. (i.e., Federal work study funds to non-FWS eligible students, overtime to employees who aren't eligible, deferred pay to people who don't defer pay, etc.)

## Employer Code

Defaults to NBAJOBS. VERY important for tax reporting when there is more than one employer.



## Hours per Pay

Used to identify the typical hours for EE's in the class. Can be overridden on NBAJOBS. Encumbrance calculations (system calc) use the hours/pay in the formula. Canadian clients should put in hours/week for UIC purposes. If EE Class is set to "default hours", the hours/pay will default to the Default Earnings block of NBAJOBS.

## Roster Indicator

This field specifies the type of Banner time sheets to be printed for employee in the employee class. Options are: Roster, Organizational, Timesheet.

## Salary Budget

Defaults to NBAPBUD. Can be overridden. Identifies the starting point for position budget rolling. Budget roll is defined on NTRBROL by EE Class and can be rolled with increases/decreases by percent or fixed dollar amount. Choices are: Current Budget, Current Salary, Remaining Budget, Midpoint of Salary range, Encumbrance Value, Actual Expense.

## Salary Indicator

Hourly, salaried, or variable. Indicates if the employees are paid a salary (the same pay each pay period), or paid by the hour (hours X rate).

## Shift Code

If assigned to EE Class, will be in effect for ALL employees in class; however, will only calculate shift differential if rules are met on PTRSHFT. When shift premium is calculated using the PTRSHFT code, premium amounts are included in the applicable gross pay on the pay stub and are NOT broken out. If performing Banner's retro pay calculation, retro pay will be calculated on this higher rate. Clients have the option of using the more flexible, Premium Pay method of calculating shift (and longevity pay), PTRPCAT. Premium Pay displays shift pay as a separate item on the pay stub, and is more easily recognized.

## Time Entry Breakdown Period

Choices are: Daily, Weekly, Pay Period, None, FLSA. Canadian clients MUST enter time by week, and the pay period must begin on Sunday.

## Forms Job Aid

Form Name	Form Description	Use this form to...
FTMCOAS	Chart of Accounts Maintenance Form	used to define and maintain FOAPAL (Fund, Organization, Account, Program, Activity, Location) code data for each chart of accounts. Access this form from the Investment Management Table Menu (*FINIMTABLES) or from the Chart of Accounts Account Codes Menu (*FINCHRTA). When you add Chart of Accounts, InterFund, Accrual, and Fund Balance Accounts to the chart, update this form.
NBAJOBS	Employee Jobs Form	used to maintain information about an employee's assignments within the institution. This information defines when and how an employee is to be paid and the amounts and labor distributions account numbers to use when encumbering and expending with the Banner Finance system.
NBPBUDM	Budget Maintenance Process	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system.
NHPFIN1	Finance Extract Process	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system.
NHPFIN2	Finance Interface Report Process	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system.
PDAEDN	Employee Benefit Deduction Form	used to maintain information about an employee's benefits, deductions, and/or taxes.
PDPLIFE	Life Insurance Calc Process	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing.
PDRLIFE	Life Insurance Coverage Report	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing.

PEA1PAY	One Time Payment Form	enables user to hire, pay and terminate persons employed upon completion of a one-time job.
PHAADJT	Adjustment Processing Form	enables user to complete manual checks and payroll adjustments, including adjustments, voids, and expense redistributions.
PHAHOUR	Online Time Entry Form	enables user to enter an employee's hours for a specified pay period by day, week, payroll, or FLSA period.
PHPCALC	Payroll Calculation Report	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system.
PHPCHKL	Checks/Direct Deposit Notice Process	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system.
PHPDIRD	Create Direct Deposit Tape Process	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system.
PHPDOCM	Calculate Check/Direct Deposit Amounts Process	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system.
PHPFEXP	Expenditure Finance Extract Process	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system.
PHPLEAV	Leave Accruals and Taken Process	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system.
PHPPROF	Pay Period Proof Process	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system.

PHPSHRS	Verification of Student Hours Process	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system.
PHPTIME	Time Processing Report	used to initial extract selects jobs and deduction records that are effective during the pay period data.
PHPUPDT	Pay Period Update Process	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system.
PHRDCON	Disposition Control Report	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system.
PHRDERR	Payroll Errors Display Report	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system.
PHRDIRD	Direct Deposit Distribution Report	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system.
PHRPREG	Payroll Register Report	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system.
PPAIDEN	Person Identification Form	used to change an employee's address on the Person Identification Form
PTRATRM	Associated Term Rule Form	used to associate terms together for students who are cross-registered across campuses.
PTRSCRD	Student Employee Credits Form	used to define the minimum number of credit hours that a student should enroll for, in order for the student-employees to be considered enrolled as full-time or part-time students.

PTRSTDE	Student Deductions Form	used to associate the Employee Class Code(s) that are affiliated with student-employee populations for which enrollment levels will be monitored.
PTVATRM	Associated Term Validation Form	used to establish generic associated term codes. These codes are used on the Associated Term Rule Form (PTRATRM).