

**Welcome to SunGard
SCT Banner**

Time Entry and Payroll Processing

Introductions

- ◆ Name
- ◆ Organization
- ◆ Title/function
- ◆ Job responsibilities
- ◆ SCT Banner experience
- ◆ Expectations

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Course Goals

To learn and practice time sheet data collection, paycheck calculation and generation, and pay history data maintenance

To learn how to make adjustments to the completed payroll process through the void, reissue, and redistribution procedures

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Agenda

- ◆ Overview
- ◆ Set up
- ◆ Payroll Process
- ◆ Question and Answer

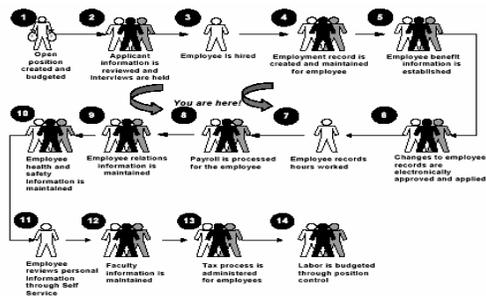
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Overview

- ◆ Enables you to collect time sheet information, accrue leave balances, validate earnings codes and hours
- ◆ Generate paychecks and direct deposit notices

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Process Introduction



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Payroll Dispositions

Disposition	Description
05	Awaiting Re-Extract
10	Awaiting Time Entry
15	Awaiting Correction
20	Awaiting Proof
22	Hours Correction
25	Awaiting Leave Process
30	Awaiting Calc
40	Awaiting Document

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Payroll Dispositions, Continued

Disposition	Description
42	Awaiting Check/Direct Deposit Run
43	Awaiting Direct Deposit Run
44	Awaiting Check Run
50	Awaiting Update
60	Finance Extract
62	Finance Interface/Feed
70	Complete

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Set up Objectives

At the end of this section, you will run the required programs that prepare you for processing the payroll

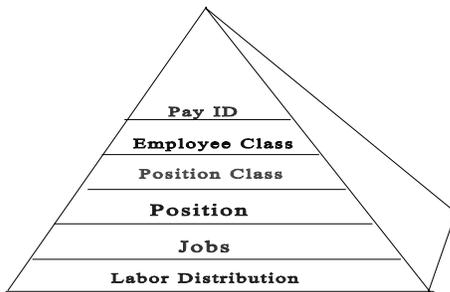
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Set up

- ◆ Prepare for the Payroll
 - Employee, job, and deduction records used for the training payroll should have an effective date within the payroll dates
 - By creating records for the training payroll, you can control what time entry will be required
 - Payroll Hierarchy Pyramid

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Payroll Hierarchy Pyramid



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Set up Review

- ◆ What are the commonly used forms and process used in the payroll process?
- ◆ How do you process the payroll?
- ◆ What does the Payroll Hierarchy Pyramid symbolize?
- ◆ What is the EEO Contract Group?

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Payroll Process Objectives

- ◆ At the end of this section, you will be able 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

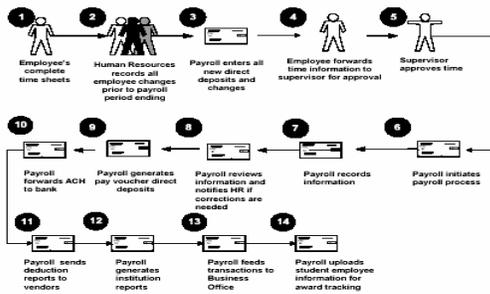
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Objectives, Continued

- run the payroll calculation process
- calculate check/direct deposit amounts
- update process for checks and direct deposits
- run direct deposit process
- pay period update process
- run feed to finance
- expenditure finance extract process

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Payroll Process



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Preparation for Payroll

- ◆ Calculate Life Insurance Premiums on Base Salary
 - Employee Jobs Form (NBAJOBS)
 - ◆ Benefits and deductions are calculated with the life insurance process
 - Life insurance (PTRLIFE) – set up the life calculation effective date
 - Run life insurance calculation (PDPLIFE)
 - Review life insurance report (PDRLIFE)

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Preparation for Payroll

- ◆ Changing Employee Records
 - Person Identification Form (PPAIDEN)
 - ◆ change an employee's address
 - Employee Benefit Deduction Form (PDAEDN)
 - ◆ change an employee's deductions
 - Employee Jobs Form (NBAJOBS)
 - ◆ change an employee's pay and/or labor

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Preparation for Payroll

- Employee Benefit Deduction Form (PDAEDN)
 - ◆ add or replace employee information to a record

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Payroll Processing

- ◆ Process the Initial Extract
 - The Time Processing Report (PHPTIME)
 - ◆ initial extract selects jobs and deduction records that are effective during the pay period data
 - Online Time Entry Form (PHAHOUR)
 - ◆ Creates electronic timesheet entry records

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Payroll Processing

- ◆ Process a Re-extract
 - Time Processing Report (PHPTIME)
 - ◆ used to tell the system that something pertinent to employee deduction or job records has changed within the payroll currently being processed

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Payroll Processing

- ◆ Perform the Time Entry Process
 - Time Entry Form (PHAHOUR)
 - ◆ allows the user to enter exception hours or new hours

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Payroll Processing

- ◆ Perform the Pay Period Proof Process
 - Pay Period Proof Process (PHPPROF)
 - ◆ checks for various error conditions that could prevent an employee's pay event from proceeding through the payroll flow

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Payroll Processing

- ◆ Perform the Leave Accruals and Taken Process
 - Leave Accrual/taken Process (PHPLEAVE)
 - ◆ Completion of the leave process performs edits and calculates leave accruals as defined on the Leave
 - ◆ Refers to the ruleset in PTRLCAT

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Payroll Processing

- ◆ Perform the Payroll Calculation Process
 - Payroll Calculation Report (PHPCALC)
 - ◆ calculates earnings, deductions, and taxes

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Payroll Processing

- ◆ Calculate Check/Direct Deposit Amounts
 - Calculate Check/Direct Deposit Amounts process (PHPDOCM)
 - ◆ calculates check and direct deposit amount

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Payroll Processing

- ◆ Perform the Update Process for Checks and Direct Deposits
 - Checks/Direct Deposit Notice process (PHPCHKL)
 - ◆ prints the checks and direct deposit notices
 - ◆ updates the check and direct deposit numbers and generates checks and direct deposit notices for employees at disposition 42, awaiting check/deposit

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Payroll Processing

- ◆ Run the Direct Deposit Process
 - Direct Deposit Process (PHPDIRD)
 - ◆ creates the direct deposit file to transmit to the clearinghouse bank

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Payroll Processing

- ◆ Perform the Pay Period Update Process
 - Pay Period Update Process (PHPUPDT)
 - ◆ Update process to select employees with a disposition of 50, awaiting update, and update the pay event history information to the personnel records, including all employee, leave, benefit/deduction, and job assignment records

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Feed to Finance

- ◆ Run the Feed to Finance Process
 - The Finance Interface Report Process (NHPFIN2) passes the Finance Extract Process (NHPFIN1) and the Expenditures Finance Extract (PHPFEXP) transactions to the SCT Banner Finance System

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Feed to Finance

- ◆ Perform the Expenditure Finance Extract Process
 - Expenditure Finance Extract Process (PHPFEXP) extracts payroll data for interface to the SCT Banner Finance System and updates the expended amounts on the Position Definition Form (NBAPOSN)

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Payroll Adjustments

Disposition	Description
27	Pre-Balance Calc
28	Pre-Approve Calc
37	Pre-Balance Check
38	Pre-Approve Check
47	Pre-Balance Update
48	Pre-Approve Update

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Payroll Adjustments

◆ Voids

- View payroll dispositions for a particular employee, access the Pay Event List Form (PHILIST) either directly or from the Adjustment Processing Form (PHAADJT)
 - ◆ Adjustment process will void or nullify a paycheck that was given in error

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Payroll Adjustments

◆ Redistributions

- Adjustment Processing Form (PHAADJT)
 - ◆ This adjustment process is used to alter the original labor distribution of an individual pay event

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Payroll Adjustments

◆ Manual check Transactions

▪ Adjustment Processing Form (PHAADJT)

- ◆ 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

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Payroll Adjustments

◆ Adjustments

▪ Adjustment Processing Form (PHAADJT)

- ◆ This adjustment process is used to process a manual check for an employee who was not given enough pay during the normal payroll cycle

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Payroll Adjustments

◆ Reissues

▪ Adjustment Processing Form (PHAADJT)

- ◆ Reissue automatically creates a void transaction on the event being adjusted and a manual transaction to replace the event being reissued

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Payroll Adjustments

◆ Duplicates

• Adjustment Processing Form (PHAADJT)

- ◆ The Duplicate Adjustment function allows you to create a new pay event transaction that is identical to a previous pay event

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Payroll Adjustments

◆ Net to Gross

• Adjustment Processing form (PHAADJT)

- ◆ Used to adjust net to gross
- ◆ The net to gross feature enables you to calculate the gross amount of a check from its net amount

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Payroll Adjustments

◆ Direct Deposits On-Demand

• Direct Deposit Recipient Form (GXADIRD)

• Adjustment Processing Form (PHAADJT)

- ◆ Banner HR is now able to issue and reissue payments outside of the normal payroll cycle as direct deposits instead of regular checks

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Payroll Adjustments

◆ General Queries

▪ Adjustment Processing Form (PHAADJT)

- ◆ After performing void, duplicate, and reissue transactions, you can view the details of the earnings and deductions for either the original or subsequent pay events

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Payroll Adjustments

◆ Manual Calculation Method

▪ Adjustment Processing Form (PHAADJT)

- ◆ To manually calculate the gross and net for a manual check

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Payroll Adjustments

◆ Computer Calculation Method

▪ Adjustment Processing Form (PHAADJT)

- ◆ System can calculate the gross and net for a manual check

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One- Time Payments

◆ Issuing One-Time Payments

- One-Time Payment form (PEA1PAY)
 - ◆ Used to set up an employee for one-time pay

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One-Time Payments

1. A script called npaycat.sql was delivered to create the delivered approval category and the 5 associated approval types. When the script runs, you are prompted to name the category and approval types – which can be up to 6 characters long. When complete, these can be viewed on NTRACAT, NTVACAT, and NTRPTY.

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One-Time Payments

2. When these are established an employee or employees will need to be set up as an applier for this PEA1PAY transactions. These rules affect the associated forms such as PEAEMPL, NBAJOBS and other Banner HR forms.

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One-Time Payments

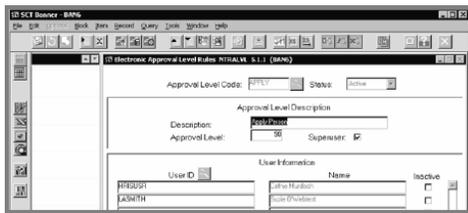
3. PTRINST – go into the new window, One-Time Payment Rules, and enter the following information:



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One-Time Payments

4. NTRALVL – create the approval level codes(s). Verify that the employees entered have an oracle user ID on GOAEACC.



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Payroll Process Review

- ◆ How do you calculate premium on base salary?
- ◆ How do you process the initial extract?
- ◆ How do you run the time entry process?
- ◆ What is the pay period update process?
- ◆ How do you process a re-extract?

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Course Summary/Review

- ◆ As a result of this course we have
 - learned how to make adjustments to the completed payroll process through the void, reissue, and redistribution procedures
 - learned and practiced time sheet data collection, paycheck calculation and generation, and pay history data maintenance

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Questions and Answers

Thank you for your participation



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