

Banner Human Resources Time Entry and Payroll Processing Training Workbook

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SUNGARD HIGHER EDUCATION

What can we help you achieve?

C O N F I D E N T I A L B U S I N E S S I N F O R M A T I O N

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Section A: Introduction

Lesson: Overview

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Workbook goal

The goal of this workbook 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.

The workbook is divided into three sections:

- Introduction
- Set Up
- Day-to-day operations

Intended audience

Human Resources/Payroll Office Administrators and Staff.

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Section A: Introduction

Lesson: Process Introduction

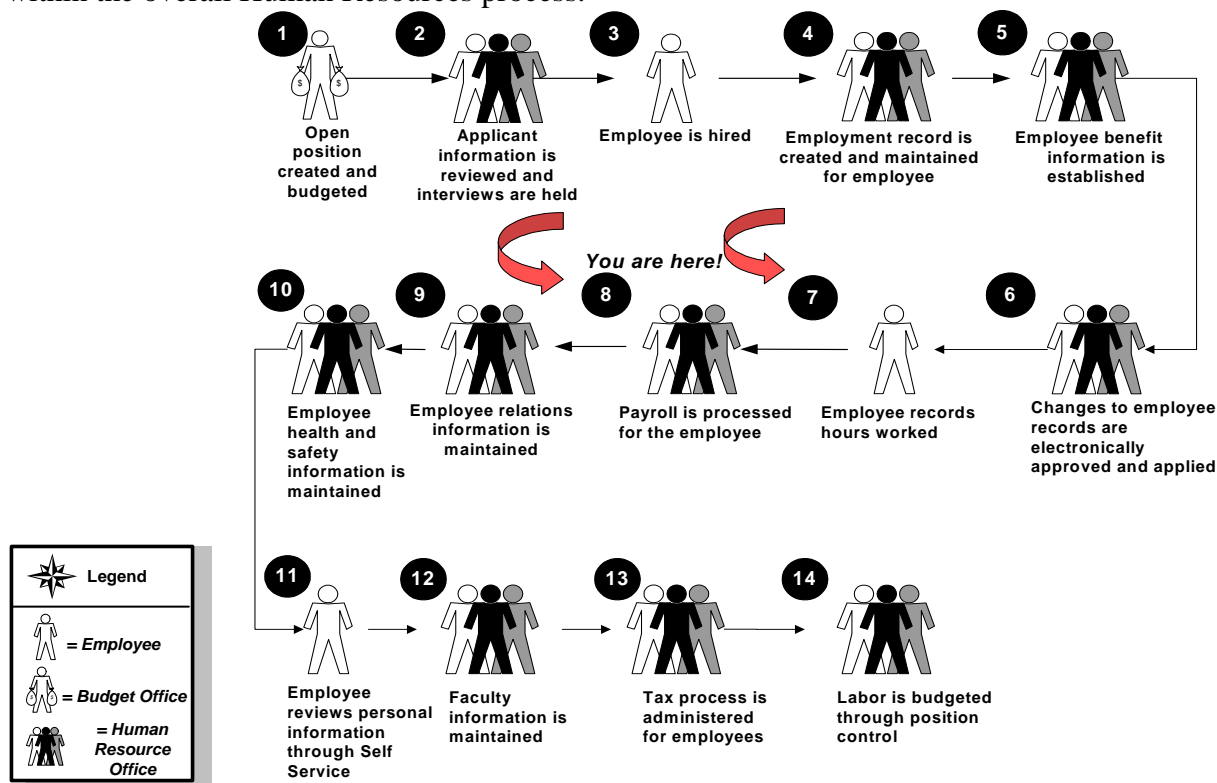
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Introduction

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.





Section A: Introduction

Lesson: Process Introduction (Continued)

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About the process

- Employees complete time sheets and forward to supervisor for approval.
- Human Resources completes all employee changes prior to payroll period ending.
- Payroll enters new direct deposit, and changes, records, and reviews payroll information.
- Payroll generates pay voucher deposits and checks and 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 upload student employee pay information for award tracking.



Section A: Introduction

Lesson: Payroll Dispositions

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Payroll dispositions

The table contains payroll dispositions and descriptions.

Disposition	Description
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
60	Finance Extract
62	Finance Interface/Feed
70	Complete

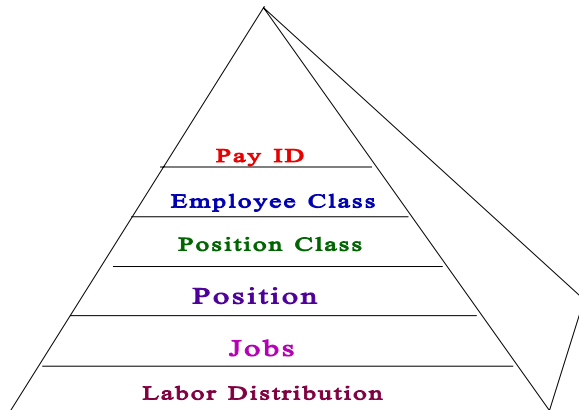


Section A: Introduction

Lesson: Payroll Hierarchy Pyramid

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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).



Section A: Introduction

Lesson: Payroll Hierarchy Pyramid (Continued)

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Definitions, continued

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><u>Warning:</u> 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>



Section A: Introduction

Lesson: Terminology

◀ [Jump to TOC](#)

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 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).

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).

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.

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.)

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.



Section A: Introduction

Lesson: Terminology (Continued)

◀ [Jump to TOC](#)

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.

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.

Default Hours

Will cause the hours/pay to default to the Default Earnings block, and subsequently to PHAHOURL. Can be used for salaried EE Classes, or for those hourly EE Classes that always work the same hours (to reduce data entry time). Can optionally use Work Schedule to do the same. Cannot use both Work Schedule and Default Hours.

Employer Code

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



Section A: Introduction

Lesson: Troubleshooting

◀ Jump to TOC

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).



Section A: Introduction

Lesson: Troubleshooting (Continued)

◀ Jump to TOC

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 PHA HOUR to correct the employee's hours.



Section A: Introduction

Lesson: Troubleshooting (Continued)

◀ Jump to TOC

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 (PDADEDN).

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).



Section B: Set Up

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to outline the set-up process and detail the procedures to set-up your Banner system to handle time entry and payroll processing procedures at your institution.

Intended audience

Human Resources Office Administrators.

Objectives

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

Prerequisites

To complete this section, you should have completed the Education Practices computer-based training (CBT) tutorial “Banner 7 Fundamentals,” or have equivalent experience navigating in the Banner system.

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Section B: Set Up

Lesson: Preparing for the Payroll

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Introduction

Employee, job, and deduction records used for the training payroll should have an effective date within the payroll dates. If not, the records will not appear on the training payroll run. By creating records for the training payroll, you can control what time entry will be required.

If one or a few Organization codes are used to create the employee/job records, the records will be grouped together for reporting. This will be easier for training.

If the class is to run one payroll for the training group, a single pay identification number for all records will insure the records all appear on the payroll. However, if multiple payrolls are to be run, multiple job records should be created with the different pay identification numbers that will be used.

Procedure

Prior to the payroll run, the following steps should be completed.

Step	Action
1	Enter all address changes effective during that pay period on the Identification Form (PPAIDEN).
2	Enter all new deductions and changes to deductions on the Employee Benefit Deduction Form (PDADEDN). <u>Note:</u> Banner does not prorate benefit deductions.
3	Enter all new jobs and changes to jobs effective during that pay period on the Employee Jobs Form (NBAJOBS), for example, pay and labor changes.
4	Enter all overrides to benefits/deductions taxes on the Employee Benefit Deduction Form (PDADEDN), <u>Add or Replace and Arrears</u> tab.
5	Calculate the dock pay hours or amounts as required.
6	Organize time entry records in department time sheet alphabetically by last name.
7	Enter any new bank routing/account number changes.



Section B: Set Up

Lesson: Student-Enrollment Verification Set up

◀ [Jump to TOC](#)

Introduction

For universities in the United States, student-employees are granted an exemption on FICA taxes, while they are enrolled at an institution and are employed in jobs on campus.

Students must maintain a minimum enrollment level while they are working and must be appointed to Career-oriented jobs. Otherwise, the FICA tax exemption would be lost and the institution would be responsible to remit the tax affiliated benefit dollars to the government.

Payroll administrators are required to monitor enrollment and deduct FICA taxes from student-employees that fall below the specified enrollment level.

To verify the enrollment status of student-employees, the following validation and three rule forms are required:

- Associated Term Validation Form (PTVATRM)
- Associated Term Rule Form (PTRATRM)
- Student Employee Credits (PTRSCRD)
- Student Deductions Form (PTRSTDE)



Section B: Set Up

Lesson: Student-Enrollment Verification Set up (Continued)

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Purpose

The Associated Term Validation Form (PTVATRM) is used to establish generic associated term codes. These codes are used on the Associated Term Rule Form (PTRATRM).

Banner form

Associated Term Validation PTVATRM 7.2 (s4b70)

Associated Term	Description	Activity Date	User ID
FALL05	Fall 2005	15-MAR-2006	KIJOHNSO
SPR06	Spring 2006	07-MAR-2006	KIJOHNSO
SPRG05	Spring 2005	03-MAR-2006	KIJOHNSO
SPRG07	Spring 2007	15-MAR-2006	MSTEIN
SPRG08	Spring 2008	15-MAR-2006	MSTEIN

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Associated Term Validation Form (PTVATRM).
2	Select the Insert Record function.
3	Enter the term in the Associated Term field.
4	Enter the term description in the Description field.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Student-Enrollment Verification Set up (Continued)

◀ Jump to TOC

Purpose

The Associated Term Rule Form (PTRATRM) is used to associate terms together for students who are cross-registered across campuses.

Banner form

Term	Activity Date
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<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"/>

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Associated Term Rule Form (PTRATRM).
2	Select the associated term from the drop-down list in the Associated Term field.
3	Click the Next Block icon.
4	Select the campus-specific term codes you want to group under this associated term in the Term field.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Student-Enrollment Verification Set up (Continued)

◀ Jump to TOC

Purpose

The Student Employee Credits Rule Form (PTRSCRD) is 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.

Banner form

Associated Term	Level Code	Start Date	End Date	Minimum Hours
FALL05 Fall 2005	GR Graduate (GR)	01-SEP-2005	31-DEC-2005	7
FALL05 Fall 2005	UG Undergraduate (UG)	01-SEP-2005	31-DEC-2005	9
SPR06 Spring 2006	02 Graduate (02)	20-AUG-2004	01-JUN-2006	8
SPR06 Spring 2006	BA testing	20-AUG-2004	01-JUN-2006	6
SPR06 Spring 2006	GR Graduate (GR)	20-AUG-2004	01-JUN-2006	6
SPR06 Spring 2006	UG Undergraduate (UG)	20-AUG-2004	01-JUN-2006	9
SPRG05 Spring 2005	GR Graduate (GR)	28-JAN-2005	15-MAY-2006	8
SPRG05 Spring 2005	UG Undergraduate (UG)	28-JAN-2005	15-MAY-2006	9
SPRG07 Spring 2007	01 Undergraduate (01)			2
SPRG07 Spring 2007	02 Graduate (02)			3

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Student Employee Credits Rule Form (PTRSCRD).
2	Select the Insert Record function.
3	Select an associated term from the drop-down list in the Associated Term field.
4	Select the student level code for which minimum credit hours are being defined from the drop-down list in the Level Code field.
5	Enter the start date of the term in the Start Date field.
6	Enter the end date of the term in the End Date field.
7	Enter the minimum number of credit hours for which the student-employee must be enrolled in order to be considered as taking a full-time student load in the Minimum Hours field.
8	Click the Save icon.
9	Click the Exit icon.



Section B: Set Up

Lesson: Student-Enrollment Verification Set up (Continued)

◀ Jump to TOC

Purpose

The Student Deductions Rule Form (PTRSTDE) is used to associate the Employee Class Code(s) that are affiliated with student-employee populations for which enrollment levels will be monitored.

Banner form

Employee Class	Deduction	Full-Time Status	Part-Time Status
18 Students	FIM Fica Medicare	Exempt	Active
ST Fica test students	FIM Fica Medicare	Exempt	Active
US Student Workers	FIM Fica Medicare	Exempt	Active

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Student Deductions Rule Form (PTRSTDE).
2	Select the employee class category for which the deduction rules are to be set up for student-employees from the drop-down list in the Employee Class field.
3	Select the benefit or deduction code which will be applied for student-employees from the drop-down list in the Deduction field.
4	Select the appropriate code that will define the payroll processing status of the deduction which a student-employee is at or above the minimum hours specified on PTRSCRD from the drop-down list in the Full-Time Status field.
5	Select the appropriate code that will define the payroll processing status of the deduction which a student-employee is at or above the minimum hours specified on PTRSCRD from the drop-down list in the Part-Time Status field.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Self Check

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Directions

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

Question 1:

The PDADEDN form is used to enter any new deductions or changes to deductions for an employee?

True or False

Question 2:

How should time entry records be organized?

- a) Alphabetically by First Name
- b) Alphabetically by Last Name
- c) ID Number



Section B: Set Up

Lesson: Answer Key for Self Check

◀ Jump to TOC

Question 1: set up

The PDADEDN form is used to enter any new deductions or changes to deductions for an employee?

True

Question 2:

How should time entry records be organized?

- a) Alphabetically by First Name
- b) Alphabetically by Last Name**
- c) ID Number



Section C: Day-to-Day Operations

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose 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.

Intended audience

Human Resources/Payroll Office Staff

Objectives

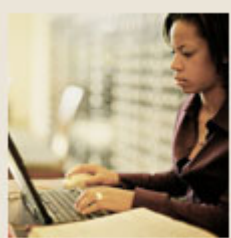
At the end of this section, you will be able to

- 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
- 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.

Prerequisites

To complete this section, you should have completed

- the Education Practices computer-based training (CBT) tutorial “Banner 7 Fundamentals,” or have equivalent experience navigating in the Banner system
- the Human Resources Overview workbook
- the Human Resources Employment Compensation workbook
- the Human Resources Benefit/Deduction workbook.



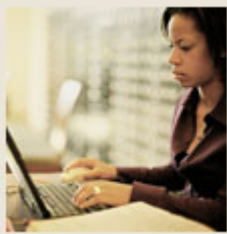
Section C: Day-to-Day Operations

Lesson: Overview (Continued)

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Section C: Day-to-Day Operations

Lesson: Process Introduction

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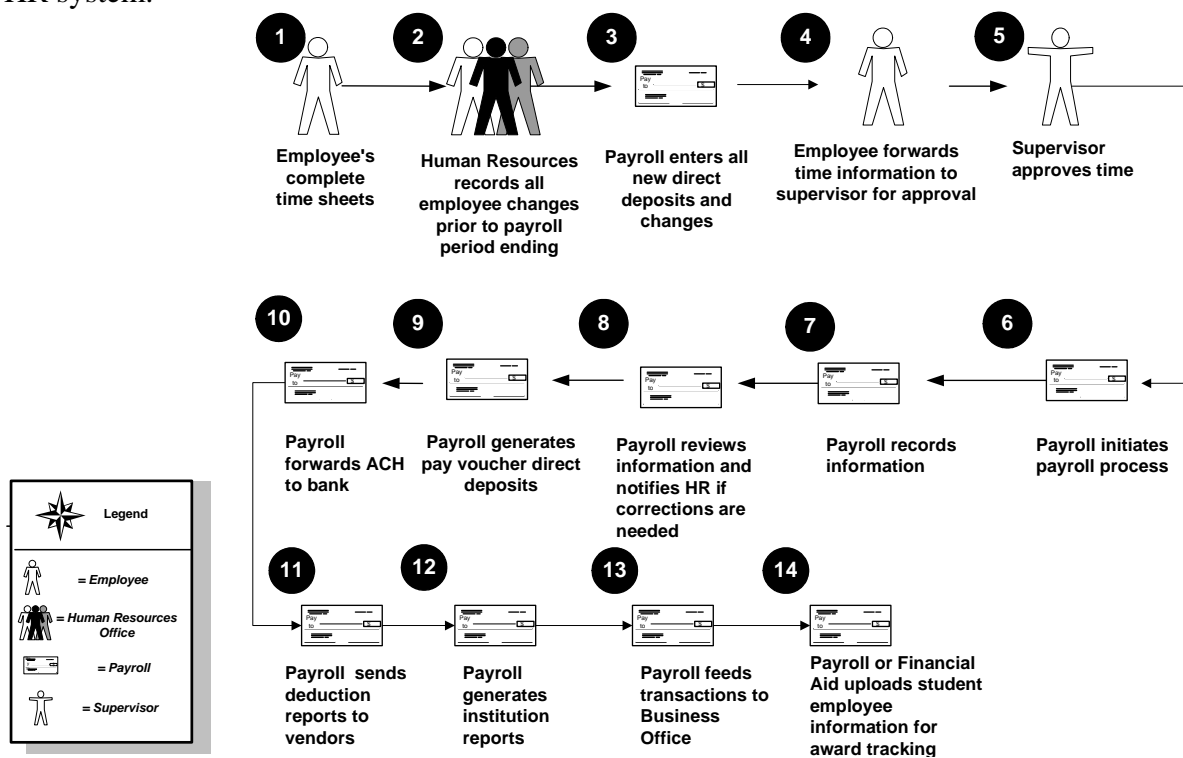
About the process

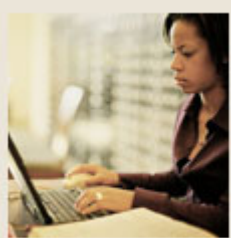
The Human Resource/Payroll Office may

- 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 the Banner HR system.





Section C: Day-to-Day Operations

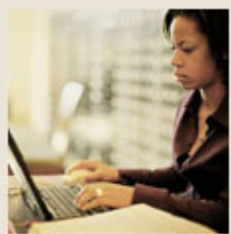
Lesson: Process Introduction (Continued)

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What happens

The stages of the process are described in this table.

Stage	Description
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.



Section C: Day-to-Day Operations

Lesson: Verifying Student Hours

◀ Jump to TOC

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.

Banner form

Process Submission Controls GJAPCTL 7.3 (s4b70)

Process: PHPSHRS Verification of Student Hours Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

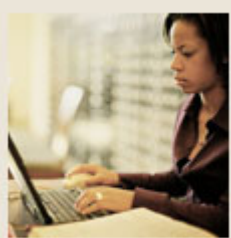
Parameter Values

Number	Parameters	Values
01	Payroll Year	
02	Payroll ID	
03	Payroll Number	
04	Visa Type	

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

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Verifying Student Hours (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process

Step	Action
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 <i>BW</i> (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 .
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 <u>Review Output</u> 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.



Section C: Day-to-Day Operations

Lesson: Calculating Premiums on Base Salary

◀ Jump to TOC

Introduction

Benefits and deductions calculated from the Annual Salary on the Employee Jobs Form (NBAJOBS) which are calculated with the life insurance process. Use the salary effective date to obtain the annual salary.

Banner form

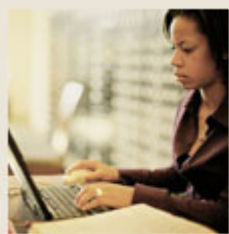
The screenshot shows a software interface titled "Life Insurance Calculation Process Parameter Rules PTRLIFE 7.0 (C700)". It features five vertical columns of input fields:

- Deduction:** A dropdown menu at the top followed by 15 empty text boxes.
- Plan:** A dropdown menu at the top followed by 15 empty text boxes.
- Insurance Salary Effective Date:** A calendar icon at the top followed by 15 empty text boxes.
- Age Effective Date:** A calendar icon at the top followed by 15 empty text boxes.
- Activity Date:** A text box containing "12-NOV-2004" followed by 15 empty text boxes.

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Life Insurance Calculation Process Parameter Rules Form (PTRLIFE).
2	Double-click in the Deduction field and select the <i>LIF</i> 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.



Section C: Day-to-Day Operations

Lesson: Calculating Premiums on Base Salary (Continued)

◀ Jump to TOC

Banner form

Process Submission Controls GJAPCTL 7.3 (s4b70)

Process: PDPLIFE Life Insurance Calc Process Parameter Set:

Printer Control

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

Parameter Values

Number	Parameters	Values
01	Deduction Effective Date	01-JAN-1998
01	Deduction Effective Date	01-MAY-1998

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.

Procedure

Follow these steps to complete the process.

Step	Action
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.



Section C: Day-to-Day Operations

Lesson: Calculating Premiums on Base Salary (Continued)

◀ Jump to TOC

Banner form

Process Submission Controls GIAPCTL 7.3 (s4b70)

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-Oct-1998
01	Report As of Date	01-dec-1997

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

Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

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



Section C: Day-to-Day Operations

Lesson: Changing Employee Records

◀ Jump to TOC

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).

Identification PPAIDEN 7.2 (s4b70)

ID: 100000DRC Amy Adams Generate ID: [icon]

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

ID: 100000DRC Name Type: [dropdown] SSN/SIN/TIN: 100000DRC

Person

Last Name: Adams
First Name: Amy
Middle Name:
Prefix:
Suffix:
Preferred First Name:
Full Legal Name:

Non-Person

Name:

ID and Name Source

Last Update

User: DRICHIE
Activity Date: 11-JAN-2006
Origin: GOAMTCH

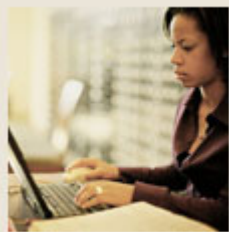
Original Creation

User: DRICHIE
Create Date: 11-JAN-2006

Procedure

Follow these steps to complete the process.

Step	Action
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.



Section C: Day-to-Day Operations

Lesson: Changing Employee Records (Continued)

◀ Jump to TOC

Address tab

Identification PPAIDEN 7.2 (s4b70)

ID: 100000DRC Amy Adams Generate ID:

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

From Date: 11-JAN-2006 To Date:

Inactivate Address

Address Type: PR Permanent Source:

Sequence Number: 1

Street Line 1: 500 Glen Delivery Point:

Street Line 2: Correction Digit:

Street Line 3: Carrier Route:

City: Malvern

State or Province: PA Pennsylvania

ZIP or Postal Code: 19355

County: 001 Chester

Nation:

Telephone Type: PR Permanent

Telephone: 610 - 5555555 4567

Last Update

User: DRICHIE

Activity Date: 19-MAY-2006

Procedure

Follow these steps to complete the process.

Step	Action
1	Select the <u>Address</u> tab.
2	Make any required changes to the person's address.
3	Click the Save icon.
4	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Changing Employee Records (Continued)

◀ Jump to TOC

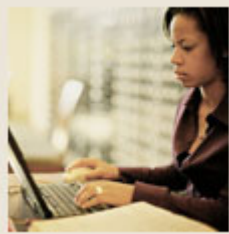
Banner form

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

Procedure

Follow these steps to complete the process.

Step	Action
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.



Section C: Day-to-Day Operations

Lesson: Changing Employee Records (Continued)

◀ Jump to TOC

Banner form

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

Employee Jobs NBAJOBS 7.3 (s4b70)

ID: 100000DRC Amy Adams Last Paid Date:

Position: C10001 Suffix: 00 Query Date: 01-MAY-2006

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

Begin Date: 01-MAY-2006 End Date: Job Type: Primary

IPEDS Reporting Indicator

COA: B Accrue Leave Civil Service

Increase MM and DD: /

Eligible Date:

Deferred Balance: .00

Probationary Data

Probationary Period:

Probationary Begin Date:

Probationary End Date:

Encumbering Data

Salary Encumbrance: 13,333.34

Fringe Encumbrance:

Total Encumbrance Hours:

Contract Start:

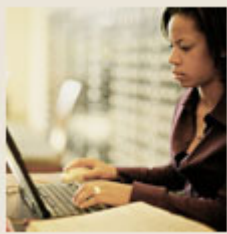
Contract End:

Total Contract Hours:

Procedure

Follow these steps to complete the process.

Step	Action
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.



Section C: Day-to-Day Operations

Lesson: Changing Employee Records (Continued)

◀ Jump to TOC

Banner form

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

Employee Benefit or Deduction PDAEDN 7.1.5.1 (s4b70)

ID: 100000DRC Amy Adams
 Benefit Category: F1 Full Time Employees
 Deduction:
 Last Paid Date:
 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				1			
2				2			
3				3			
4				4			
5							

Procedure

Follow these steps to complete the process.

Step	Action
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.



Section C: Day-to-Day Operations

Lesson: Changing Employee Records (Continued)

◀ Jump to TOC

Add or Replace and Arrears tab

Employee Benefit or Deduction PDAEDN 7.1.5.1 (s4b70)

ID: SCT000101 Prefix Eugene Middle Adams, Suffix

Benefit Category: F1 Full Time Employees Last Paid Date: 31-AUG-2006

Deduction: FED Federal Tax Query Date: 01-MAY-2006

Deduction Add or Replace and Arrears Excluded Payroll ID Premium History

Add or Replace

Add Replace Neither

Employee Amount:

Employer Amount:

Applicable Gross:

Payroll ID:

Arrears

Active Arrear Status

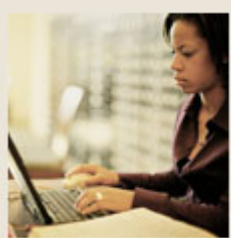
Arrear Balance:

Maximum Recover Amount:

Procedure

Follow these steps to complete the process.

Step	Action
1	Select the <u>Add or Replace and Arrears</u> tab.
2	Make any required changes.
3	Click the Save icon.
4	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Processing the Initial Extract

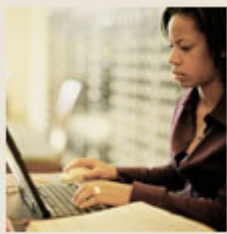
◀ [Jump to TOC](#)

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 (PDAEDN). 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 (PDAEDN) 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.



Section C: Day-to-Day Operations

Lesson: Processing the Initial Extract (Continued)

◀ Jump to TOC

Banner form

Process Submission Controls GJAPCTL 7.3 (s4b70)

Process: PHPTIME Time Processing Report Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Payroll Year	2005
02	Payroll ID	UM
03	Payroll Number	1
04	Extract Indicator	I
05	Id Entry Choice Indicator	n
06	Id	
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

Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

Step	Action
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 <i>BW</i> (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>I</i> in the Values field to denote Initial extract for the Parameter 04 Extract Indicator .
7	Enter <i>N</i> 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 .



Section C: Day-to-Day Operations

Lesson: Processing the Initial Extract (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
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 <u>Review Output</u> 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

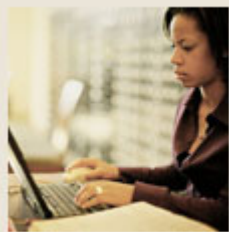
After running the Time Processing Report (PHPTIME), dispositions for each time entry record will be set to either 05 (Awaiting Re-Extract), 10 (Awaiting Time Entry), or 20 (Awaiting Proof). To determine/verify employee dispositions, submit the Disposition Control Report (PHRDCON).

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.



Section C: Day-to-Day Operations

Lesson: Processing the Initial Extract (Continued)

◀ Jump to TOC

Banner form

Process Submission Controls GJAPCTL 7.3 (s4b70)

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	2005
02	Payroll ID	UM
03	Payroll Number	1

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

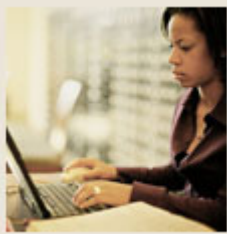
Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

Step	Action
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 <i>BW</i> (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.



Section C: Day-to-Day Operations

Lesson: Processing the Initial Extract (Continued)

◀ Jump to TOC

Banner form

Process Submission Controls GJAPCTL 7.3 (s4b70)

Process: Disposition Control Report Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

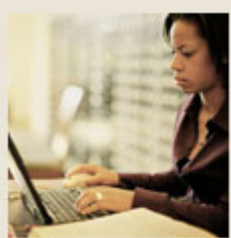
Parameter Values

Number	Parameters	Values
<input type="checkbox"/> 01	Year	<input type="text"/>
<input type="checkbox"/> 02	Payroll ID	<input type="text"/>
<input type="checkbox"/> 03	Pay Number	<input type="text"/>
<input type="checkbox"/>		<input type="text"/>
<input type="checkbox"/>		<input type="text"/>
<input type="checkbox"/>		<input type="text"/>
<input type="checkbox"/>		<input type="text"/>
<input type="checkbox"/>		<input type="text"/>

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

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

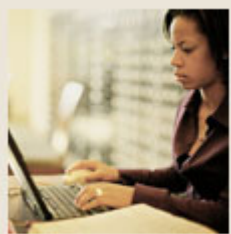
Lesson: Processing the Initial Extract (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
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 <i>BW</i> (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. <u>Note:</u> 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.



Section C: Day-to-Day Operations

Lesson: Processing a Re-extract

◀ Jump to TOC

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. 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, thereby forcing the records to repeat during 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.

Banner form

Process Submission Controls GJAPCTL 7.3 (s4b70)

Process: Payroll Errors Display Report Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

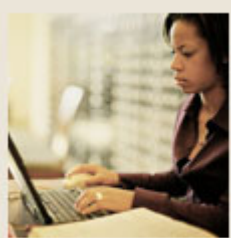
Parameter Values

Number	Parameters	Values
<input type="checkbox"/> 01	Payroll Year	<input type="text" value="2005"/>
<input type="checkbox"/> 02	Payroll ID	<input type="text" value="UM"/>
<input type="checkbox"/> 03	Payroll Number	<input type="text" value="1"/>
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

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

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Processing a Re-extract (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
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 <i>BW</i> (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 <i>R</i> 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.



Section C: Day-to-Day Operations

Lesson: Processing a Re-extract (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
16	<p>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.</p> <p>Resubmit PHRDERR or re-access PHIDERR to ensure that all errors have been corrected. Continue this process until all errors are corrected.</p>

Banner form

Process Submission Controls GIAPCTL 7.3 (s4b70)

Process: PHPTIME Time Processing Report Parameter Set:

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

Parameter Values

Number	Parameters	Values
01	Payroll Year	2005
02	Payroll ID	UM
03	Payroll Number	1
04	Extract Indicator	I
05	Id Entry Choice Indicator	n
06	Id	
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

Submission
 Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

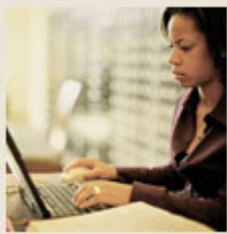
Lesson: Processing a Re-extract (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
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 <i>BW</i> (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>R</i> in the Values field to denote Re- extract for the Parameter 04 Extract Indicator .
7	Enter <i>N</i> 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 <i>R</i> in the Values field to denote Regular payroll for the Parameter 07 Supplemental/Regular Payroll .
10	Enter <i>N</i> 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. <u>Note:</u> 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.



Section C: Day-to-Day Operations

Lesson: Performing the Time Entry Process

◀ Jump to TOC

Banner form

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

On-line Time Entry PHAHOUR 7.2 (s4b70)

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"/>

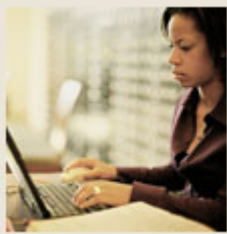
Time Distribution

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"/>

Procedure

Follow these steps to complete the process.

Step	Action
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 <i>BW</i> for Bi-weekly).
4	Select the Search function in the Payroll Number field and select a Payroll number from PTRCALN.



Section C: Day-to-Day Operations

Lesson: Performing the Time Entry Process (Continued)

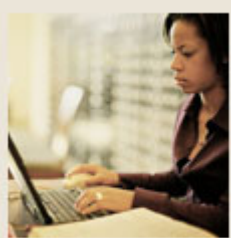
◀ Jump to TOC

Options – Enter Selection Criteria

Procedure

Follow these steps to complete the process.

Step	Action
1	Select <u>Enter Selection Criteria</u> 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. <u>Note:</u> 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.



Section C: Day-to-Day Operations

Lesson: Performing the Time Entry Process (Continued)

◀ Jump to TOC

Additional time entry process information

If you are entering absence hours, enter the regular hours first, then **Save**.

If the **Reduce Regular Hours** 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 (PDADEDN) 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 PDADEDN 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.



Section C: Day-to-Day Operations

Lesson: Performing the Pay Period Proof Process

◀ Jump to TOC

Introduction

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

After time entry is completed, the Pay Period Proof Process (PHPPROF) needs to be run to move the disposition to 25, awaiting leave. The proof process performs extensive edits on input Earnings codes and system generated Earnings codes associated with fixed program logic.

If errors are identified, the disposition will be reported as 15, awaiting correction, or 22, awaiting hour input correction. The output listing will report the number of errors.

Banner form

Process Submission Controls GJAPCTL 7.3 (s4b70)

Process: PHPPROF Pay Period Proof Process Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

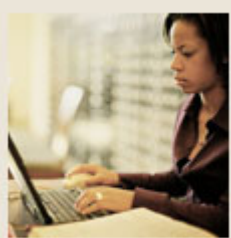
Parameter Values

Number	Parameters	Values
01	Payroll Year	2005
02	Payroll ID	UM
03	Payroll Number	01
04	Delete Timesheets with No Hour	N

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

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Performing the Pay Period Proof Process (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
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 <i>BW</i> (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. <u>Notes:</u> 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.



Section C: Day-to-Day Operations

Lesson: Performing the Pay Period Proof Process (Continued)

◀ Jump to TOC

Banner form

Process Submission Controls GJAPCTL 7.3 (s4b70)

Process: PHRHOUR Report Of Hours Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

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: 3 TYPE: Number O/R: Required M/S: Single

Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

Step	Action
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 <i>BW</i> (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.



Section C: Day-to-Day Operations

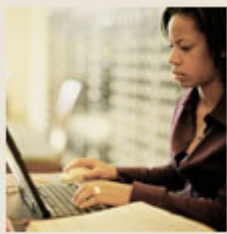
Lesson: Performing the Pay Period Proof Process (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action						
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.						
13	<table border="1"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>corrections to hours are required</td> <td>repeat the process.</td> </tr> <tr> <td>hours are changed, the disposition will drop back to 20, awaiting proof.</td> <td>It is not necessary to perform a re-extract function to correct hour input.</td> </tr> </tbody> </table>	IF	THEN	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.
IF	THEN						
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.						
14	Perform the Proof Job Submission Process and Hours Report Job Submission Procedure until hour input is in balance.						
15	<p><u>Notes:</u> Correct all records then run PHPPROF rather than correct individual records.</p> <p>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.</p>						



Section C: Day-to-Day Operations

Lesson: Performing the Leave Accruals and Taken Process

◀ Jump to TOC

Introduction

Completion of the leave process performs edits and calculates leave accruals as defined on the Leave Category Rule Form (PTRLCAT). Leave taken hours input on the time file are processed as taken with a current leave available balance calculated. Based on the specific leave rule set-up, doc pay Earnings code may update automatically to the employee history of the Earnings block on the Time Entry Form (PHAHOUR) when an insufficient balance exists to cover the leave taken. The leave process will move the disposition to 30, awaiting calculation.

The Leave Accruals and Taken Process (PHPLEAV) calculates accrued and taken leave based on leave time using the data entered on the Time Entry Form (PHAHOUR) and the leave balances contained on the Employee Leave Form (PEALEAV).

If you want to check the accruals after the process is complete, go to the Pay History Leave Accruals Form (PHIACCR).

Banner form

Process: PHPLEAV Leave Accrual/Taken Process Parameter Set:

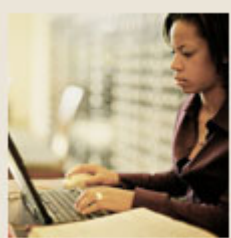
Printer Control
Printer: Special Print: Lines: 60 Submit Time:

Parameter Values

Number	Parameters	Values
01	Payroll Year	2005
02	Payroll Id	UM
03	Payroll Number	01

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

Submission
 Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

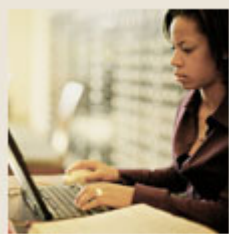
Lesson: Performing the Leave Accruals and Taken Process (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
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 <i>BW</i> (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 <u>Review Output</u> 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. <u>Note:</u> 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	<u>Note:</u> 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.



Section C: Day-to-Day Operations

Lesson: Performing the Payroll Calculation Process

◀ Jump to TOC

Introduction

The Payroll Calculation Report (PHPCALC) calculates earnings, deductions, and taxes.

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.

Banner form

Process Submission Controls GJAPCT 7.3 (s4b70)

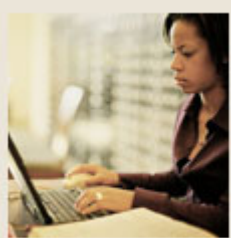
Process: PHPCALC Payroll Calculation Process Parameter Set:

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

Parameter Number	Parameters	Values
01	Payroll Year	2005
02	Payroll ID	UM
03	Payroll Number	01
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.

Submission
 Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Performing the Payroll Calculation Process (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action						
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 <i>BW</i> (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>N</i> to denote No in the Values field for the Parameter 04 Re-Calculate All Employees . Select <i>Y</i> only if a rule form has been changed and the PHPCALC process is being re-run.						
7	Enter <i>N</i> 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 <u>Review Output</u> 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 <i>30</i> . All employees should have advanced to disposition <i>40</i> , awaiting document. It is important to verify that all employees requiring a paycheck are at disposition <i>40</i> .						
16	<table border="1"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>corrections are required</td> <td>repeat PHPCALC.</td> </tr> <tr> <td>you want to check the gross to net calculation online</td> <td>go to the Check Detail Inquiry Form (PHICHEK).</td> </tr> </tbody> </table>	IF	THEN	corrections are required	repeat PHPCALC.	you want to check the gross to net calculation online	go to the Check Detail Inquiry Form (PHICHEK).
IF	THEN						
corrections are required	repeat PHPCALC.						
you want to check the gross to net calculation online	go to the Check Detail Inquiry Form (PHICHEK).						



Section C: Day-to-Day Operations

Lesson: Performing the Payroll Calculation Process (Continued)

◀ Jump to TOC

Banner form

Process Submission Controls GIAPCTL 7.3 (s4b70)

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

Submission

Save Parameter Set as Name: [] Description: [] Hold Submit

Procedure

Follow these steps to complete the process.

Step	Action
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 <i>BW</i> (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.



Section C: Day-to-Day Operations

Lesson: Performing the Payroll Calculation Process (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
6	Select <i>B</i> 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. <u>Notes:</u> 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 <i>40</i> 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 <i>60</i> .



Section C: Day-to-Day Operations

Lesson: Calculating Check/Direct Deposit Amounts

◀ Jump to TOC

Introduction

The Calculate Check/Direct Deposit Amounts process (PHPDOCM) calculates check and direct deposit amounts. The process selects employees in the payroll with a disposition of 40 (awaiting document/check process) and calculates their check or direct deposit amounts. It updates time records to a disposition of 42 (awaiting check/direct deposit process).

After the final Calculation Process is completed, a series of batch processes are run consecutively. It is recommended that all the pay history tables be backed up to disk after the final Calculation Process in case of an abnormal termination of any of the following processes.

Once the disposition advances beyond 40, only labor distribution changes are permitted.

Note: Messages can be printed on check and direct deposits through the Payroll Calendar Rule Form (PTRCALN).

Banner form

Process Submission Controls GJAPCTL 7.3 (s4b70)

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

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

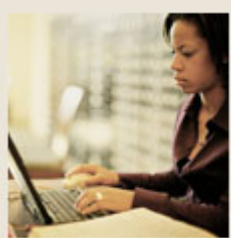
Parameter Values

Number	Parameters	Values
01	Year	2005
02	Pay ID	UM
03	Pay Number	01
04	Check Date	
05	Just Checks	Y

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

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

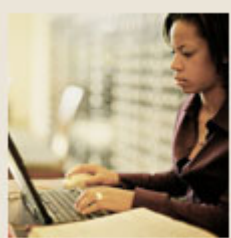
Lesson: Calculating Check/Direct Deposit Amounts (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action						
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 <i>BW</i> (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 <i>N</i> to allow for direct deposits in the Values field for the Parameter 05 Just Checks . <u>Note:</u> Entering a <i>Y</i> in the Just Checks Parameter Values field turns off direct deposits for all employees. If this were an adjustment, you would enter <i>N</i> if direct deposit records exist in the payroll. Enter <i>Y</i> 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.						
11	Click the Exit icon.						
12	<table border="1"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>you selected to Print your report</td> <td>review the output execution listing report.</td> </tr> <tr> <td>you selected the Database print option</td> <td>select <u>Review Output</u> from the Navigation Frame and select the file name.</td> </tr> </tbody> </table>	IF	THEN	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.
IF	THEN						
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.						



Section C: Day-to-Day Operations

Lesson: Performing the Update Process for Checks and Direct Deposits

◀ [Jump to TOC](#)

Introduction

The Checks/Direct Deposit Notice process (PHPCHKL) prints the checks and direct deposit notices.

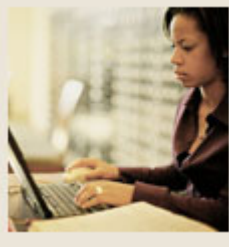
The process updates the check and direct deposit numbers and generates checks and direct deposit notices for employees at disposition 42, awaiting check/deposit.

If the Just Check parameter (5) in the Calculation Check/Deposit Amount Process was N, then this process will be run two times: one time for checks and one time for direct deposits. The order does not matter.

If the Just Check parameter (5), in the Calculation Check/Deposit Amount Process was Y, then this process is run one time for checks and the disposition will move to 50, awaiting update.

If the direct deposit option is run first, the disposition will advance to 44, awaiting check process. If the check process is run first, the disposition will advance to 43, awaiting direct deposit process. When both are completed, the disposition moves to 50, awaiting update.

If an employee's pay is direct deposited to more than one account, data for all these deposits are listed on a single notice statement. For each deposit, the account type, account number, and deposit amount are printed. The total of all deposits follows the listing.



Section C: Day-to-Day Operations

Lesson: Performing the Update Process for Checks and Direct Deposits (Continued)

◀ Jump to TOC

Banner form

Process Submission Controls G1APCTL 7.3 (s4b70)

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Payroll Year	2005
02	Payroll ID	UM
03	Payroll Number	01
04	Check or Direct Deposit (C/D)	C
05	Beginning Document Number	8900
06	Last Good Document Number	

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

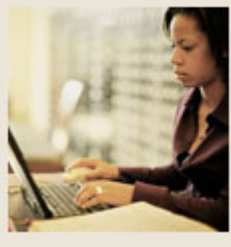
Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Checks/Direct Deposit Notice Process (PHPCHKL).
2	Enter <i>No Print</i> in the Printer field. <u>Note:</u> 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 <i>BW</i> (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.



Section C: Day-to-Day Operations

Lesson: Performing the Update Process for Checks and Direct Deposits (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action	
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 first number of 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. <i>Note:</i> 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.	
12	Click the Exit icon.	
13	IF	THEN
	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.



Section C: Day-to-Day Operations

Lesson: Performing the Update Process for Checks and Direct Deposits (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
14	<p data-bbox="293 617 1365 684"><u>Notes:</u> Check the report for normal termination. This same procedure applies to the Short Check Process (PDPCHK).</p> <p data-bbox="293 724 1398 867">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.</p> <p data-bbox="293 907 1386 974">If your check run is interrupted or prints incorrectly, use the restart option. To restart with a new starting number, use these instructions:</p> <ul data-bbox="293 1014 1409 1234" style="list-style-type: none"><li data-bbox="293 1014 1409 1123">• 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.<li data-bbox="293 1129 1409 1234">• 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.



Section C: Day-to-Day Operations

Lesson: Running the Direct Deposit Process

◀ Jump to TOC

Introduction

The direct deposit process (PHPDIRD) creates the direct deposit file to transmit to the clearinghouse bank. It is the responsibility of the enterprise to establish the actual file transmission function.

The direct deposit process has no impact on the disposition number. This process can be run anytime after the Checks/Direct Notice process (PHPCHKL) is completed, but information will be overridden when the next Calculation Check/Deposit Amounts (PHPDOCM) process is run.

Banner form

Process Submission Controls GJAPCTL 7.3 (s4b70)

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Year	<input type="text"/>
02	Pay ID	<input type="text"/>
03	Pay Number	<input type="text"/>
04	Type of Records to Process	<input type="text" value="1"/>
05	Direct Deposit Date	<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

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Running the Direct Deposit Process (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
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 <i>BW</i> (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	Review the output execution listing report, if printed.
11	Use your local software, " Save As " a file and transfer the file to the clearinghouse bank.



Section C: Day-to-Day Operations

Lesson: Running the Direct Deposit Process (Continued)

◀ Jump to TOC

Banner form

Process Submission Controls GJAPCTL 7.3 (s4b70)

Process: Create Direct Deposit Tape Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

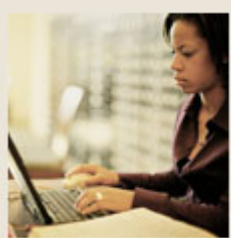
Parameter Values

Number	Parameters	Values
<input type="text" value="01"/>	Year	<input type="text"/>
<input type="text" value="02"/>	Pay ID	<input type="text"/>
<input type="text" value="03"/>	Pay Number	<input type="text"/>
<input type="text" value="04"/>	Type of Records to Process	<input type="text" value="1"/>
<input type="text" value="05"/>	Direct Deposit Date	<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

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

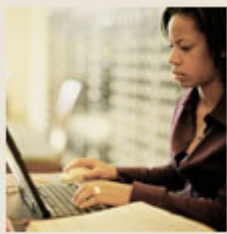
Lesson: Running the Direct Deposit Process (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
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 <i>BW</i> (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.



Section C: Day-to-Day Operations

Lesson: Performing the Pay Period Update Process

◀ Jump to TOC

Introduction

Use the pay period 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. The process updates employees to a disposition of 60, awaiting Finance Extract.

Banner form

Process Submission Controls - GJAPCTL 7.3 (s4b70)

Process: Pay Period Update Process Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

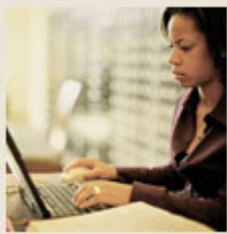
Parameter Values

Number	Parameters	Values
01	Year	2005
02	Pay ID	UM
03	Multiple Pay Numbers	N
04	Pay Number	01

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

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

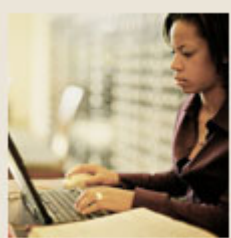
Lesson: Performing the Pay Period Update Process (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
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 <i>BW</i> (Bi-Weekly) in the Values field for the Parameter 02 Payroll ID .
6	Enter <i>N</i> 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. <u>Note:</u> Review the output execution listing report if printed. Check for normal terminations.



Section C: Day-to-Day Operations

Lesson: Running the Feed to Finance Process

◀ Jump to TOC

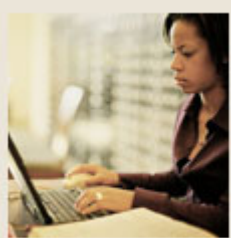
Introduction

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.



Section C: Day-to-Day Operations

Lesson: Running the Feed to Finance Process (Continued)

◀ Jump to TOC

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.



Section C: Day-to-Day Operations

Lesson: Running the Feed to Finance Process (Continued)

◀ Jump to TOC

Banner form

Process Submission Controls GJAPCTL 7.3 (s4b70)

Process: NBPBUDM Budget Maintenance Process Parameter Set: []

Printer Control

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

Parameter Values

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

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

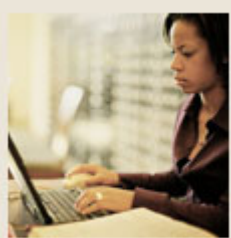
Submission

Save Parameter Set as Name: [] Description: [] Hold Submit

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Budget Maintenance Process (NBPBUDM).
2	Double-click in the Printer field and select the name of your printer.
3	Enter <i>P</i> in the Values field to denote Post update for the Parameter 01 Process Mode .
4	Enter <i>Y</i> in the Values field to perform budget processing for the Parameter 02 Budget Processing .
5	Enter <i>Y</i> in the Values field to perform encumbrance processing for the Parameter 03 Encumbrance Processing .
6	Enter <i>A</i> in the Values field to denote Active budgets for the Parameter 04 Active or Working Budgets .
7	Enter <i>A</i> in the Values field to denote Banner University for the Parameter 05 Chart of Accounts Code ,
8	Enter <i>2001</i> in the Values field for the Parameter 06 Fiscal Year .
9	Leave the Values field blank for the Parameter 07 Budget ID .
10	Leave the Values field blank for the Parameter 08 Budget Phase .



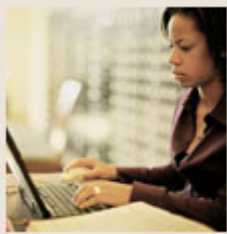
Section C: Day-to-Day Operations

Lesson: Running the Feed to Finance Process (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
11	Leave the Values field blank for the Parameter 09 Recast Chart of Accounts .
12	Leave the Values field blank for the Parameter 10 Recast Date .
13	Enter <i>Y</i> or <i>N</i> in the Values field blank for the Parameter 11 Process All Pay IDs .
14	Leave the Values field blank for the Parameter 12 Recast Pay 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.
18	Click the Exit icon. <u>Note:</u> Review the output execution listing report, if printed. Check to ensure that the report ran successfully without errors. Only the budget maintenance for the active fiscal year budget parameter Options were set-up above.



Section C: Day-to-Day Operations

Lesson: Running the Feed to Finance Process (Continued)

◀ Jump to TOC

Banner form

Process Submission Controls GJAPCTL 7.3 (s4b70)

Process: Finance Extract Process Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
<input type="text" value="01"/>	Interface COBRA Flag	N
<input type="text" value="01"/>	Interface COBRA Flag	N
<input type="text" value="02"/>	Interface Budget Flag	N
<input type="text" value="02"/>	Interface Budget Flag	N
<input type="text" value="03"/>	Interface Encumbrance Flag	N
<input type="text" value="03"/>	Interface Encumbrance Flag	Y
<input type="text"/>		
<input type="text"/>		

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

Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Finance Extract Process (NHPPIN1).
2	Double-click in the Printer field and select the name of your printer.
3	Enter <i>N</i> in the Values field for no interfacing with COBRA for the Parameter 01Interface COBRA Flag .
4	Enter <i>Y</i> in the Values field to allow for interface budgeting for the Parameter 02Interface Budget Flag .
5	Enter <i>Y</i> in the Values field to allow for interface encumbrance for the Parameter 03Interface Encumbrance Flag .
6	Click the Save Parameter Set as checkbox if you will be using the same printer and date value again.



Section C: Day-to-Day Operations

Lesson: Running the Feed to Finance Process (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action						
7	Click the Submit radio button to process the calculation.						
8	Click the Save icon.						
9	Click the Exit icon.						
10	<table border="1"><thead><tr><th>IF</th><th>THEN</th></tr></thead><tbody><tr><td>you selected to Print your report</td><td>review the output execution listing report.</td></tr><tr><td>you selected the Database print option</td><td>select <u>Review Output</u> from the Options menu and select the file name.</td></tr></tbody></table>	IF	THEN	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 Options menu and select the file name.
IF	THEN						
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 Options menu and select the file name.						
11	Check for normal terminations.						



Section C: Day-to-Day Operations

Lesson: Running the Feed to Finance Process (Continued)

◀ Jump to TOC

Banner form

Process Submission Controls GJAPCTL 7:3 (s4b70)

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	UM

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

Submission

Save Parameter Set as Name: [] Description: [] Hold Submit

Procedure

Follow these steps to complete the process.

Step	Action						
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 <i>Y</i> in the Values field.						
4	For the Parameter 02 Interface Transactions to FURFEED , enter <i>Y</i> in the Values field to allow for interface transactions.						
5	For the Parameter 03 Expenditure Payroll ID , enter <i>BW</i> 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.						
10	<table border="1"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>you selected to Print your report</td> <td>review the output execution listing report.</td> </tr> <tr> <td>you selected the Database print option</td> <td>select <u>Review Output</u> from the Options menu and select the file name.</td> </tr> </tbody> </table>	IF	THEN	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 Options menu and select the file name.
IF	THEN						
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 Options menu and select the file name.						
11	Check for normal terminations.						



Section C: Day-to-Day Operations

Lesson: Performing the Expenditure Finance Extract Process

◀ Jump to TOC

Introduction

The Expenditure Finance Extract Process (PHPFEXP) extracts payroll data for interface to the Banner Finance System and updates the expended amounts on the Position Definition Form (NBAPOSN). PHPFEXP generates labor distributions based on the rules set up in Banner Human Resources.

Banner form

The screenshot shows the Banner form interface for the Expenditure Finance Extract Process (PHPFEXP). The form includes the following sections:

- Process:** PHPFEXP (dropdown), Expenditures Finance Extract (text field)
- Parameter Set:** (dropdown)
- Printer Control:**
 - Printer:** (dropdown)
 - Special Print:** (text field)
 - Lines:** (checkbox)
 - Submit Time:** (text field)
- Parameter Values:**

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

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Enter (Y)es or (N)o
- Submission:**
 - Save Parameter Set as
 - Name:** (text field)
 - Description:** (text field)
 - Hold
 - Submit

Procedure

Follow these steps to complete the process.

Step	Action
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.



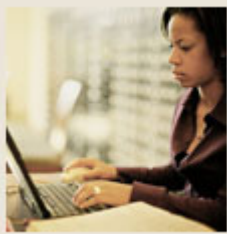
Section C: Day-to-Day Operations

Lesson: Performing the Expenditure Finance Extract Process (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
4	Leave the Values field blank for the Parameter 02 Process All Redistributions . <u>Note:</u> 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 2001 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.



Section C: Day-to-Day Operations

Lesson: Performing the Expenditure Finance Extract Process (Continued)

◀ Jump to TOC

Run the Finance Interface Report Process (NHPFIN2)

Process Submission Controls GIAPCTL 7.3 (s4b70)

Process: Finance Interface Report Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

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

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

Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

Step	Action
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 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.



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – Voids

◀ Jump to TOC

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

Adjustment Processing PHAADJT 7.2 (s4b7D)

ID:
Year: 2005 Payroll ID: BW Payroll Number: 1 Sequence Number:
Adjustment Action: (None) History Date: Posting Override Date:

Adjustment Detail Job Information Document Information Comments

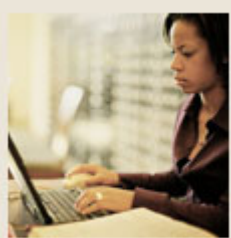
Adjustment Detail

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:



Section C: Day-to-Day Operations

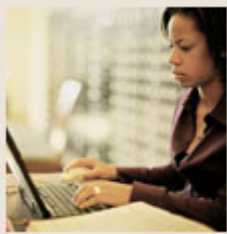
Lesson: Making Payroll Adjustments – Voids (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process. 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.

Step	Action						
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 <i>BW</i> (Bi-Weekly) from the Pay Event List Form, PHILIST.						
5	Enter the number of the pay period to be run in the Payroll Number field or select the Search function if you need to view the Pay Event List Form, PHILIST.						
6	<table border="1"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>you are voiding an original pay event</td> <td>enter 0 in the Sequence Number field.</td> </tr> <tr> <td>you are voiding a subsequent event</td> <td>enter the sequence number assigned to the event in this field.</td> </tr> </tbody> </table>	IF	THEN	you are voiding an original pay event	enter 0 in the Sequence Number field.	you are voiding a subsequent event	enter the sequence number assigned to the event in this field.
IF	THEN						
you are voiding an original pay event	enter 0 in the Sequence Number field.						
you are voiding a subsequent event	enter the sequence number assigned to the event in this field.						
7	Select <i>Void</i> 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. <i>Note:</i> 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.						



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – Voids (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
11	<p>Click the Save icon to Void the pay event.</p> <p><u>Notes:</u> At this point, the disposition of the adjustment is <i>47</i>, Pre-Balance Update. This value is displayed in the Disposition field in the Adjustment Detail block of the form.</p> <p>Notice that the system assigned a new sequence number in the Key block. Typically, the sequence number assigned in a void transaction is <i>1</i> since the original pay event is usually the one to be voided.</p> <p>Because a void is automated and does not generate a physical check, the Calc Method and Print Method cannot be changed for void transactions.</p> <p>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.</p>
12	Select <i>Balance</i> from the drop-down list in the Adjustment Action field.
13	<p>Click the Save icon.</p> <p><u>Note:</u> The disposition is now <i>48</i>, Pre-Approve Update.</p>
14	Select <i>Approve</i> , to approve the event, from the drop-down list in the Adjustment Action field.
15	<p>Click the Save icon.</p> <p><u>Note:</u> The disposition is now <i>50</i>, Awaiting Update.</p>
16	Click the Exit icon.
17	Run the Pay Period Update Process (PHPUPDT).



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – Redistributions

◀ Jump to TOC

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.

A 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 7.2 (s4b70)

ID:

Year: 2005 Payroll ID: BW Payroll Number: 1 Sequence Number:

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

Adjustment Detail | Job Information | Document Information | Comments

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:



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – Redistributions (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action						
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 <i>BW</i> (Bi-Weekly) from the Pay Event List Form (PHILIST).						
5	Enter the number of the pay period to be run in the Payroll Number field or select the Search function if you need to view PHILIST.						
6	<table border="1"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>you are redistributing an original pay event</td> <td>enter 0 in the Sequence Number field.</td> </tr> <tr> <td>you are redistributing a subsequent event</td> <td>enter the sequence number assigned to the event in this field.</td> </tr> </tbody> </table>	IF	THEN	you are redistributing an original pay event	enter 0 in the Sequence Number field.	you are redistributing a subsequent event	enter the sequence number assigned to the event in this field.
IF	THEN						
you are redistributing an original pay event	enter 0 in the Sequence Number field.						
you are redistributing a subsequent event	enter the sequence number assigned to the event in this field.						
7	Select <i>Redistribute</i> 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	The information in the Adjustment Detail block will be populated.						



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – Redistributions (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
11	<p>Click the Save icon to Redistribute the pay event.</p> <p><u>Notes</u> 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 <i>R, which defaults</i>, 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.</p> <p>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:</p> <ul style="list-style-type: none">• 0 = The original pay event• 1 = The void created by the redistribution action• 2 = The actual redistribution action



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – Redistributions (Continued)

◀ Jump to TOC

Options – Job or Assignment History

Procedure

Follow these steps to complete the process.

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



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – Redistributions (Continued)

◀ Jump to TOC

Options – On-Line Time Entry

On-line Time Entry PHAHOURL 7.0 (C700)

Year: 1995 Payroll ID: MN Payroll Number: 6

History Jobs

ID: 710000011 Eugene V. Adams Organization: 141 Disposition: 70 Complete
 Position: A00005 00 Status: A Effective Date: 01-JUL-1994 Rate: 42.789284 Method: P

History Earnings

Total Units: .00 Total Hours: 173.33

Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance
REG	1	173.33	N		7,416.67	

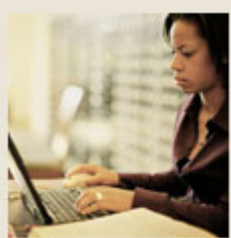
Time Distribution

Hours	Percent	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
173.33	100.00	B		1110	141	6112	30				

Procedure

Follow these steps to complete the process.

Step	Action
1	Access <u>On-Line Time Entry</u> 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 field, redistribute the labor expenses for this and subsequent earn codes.
4	Click the Save icon.
5	Click the Exit icon. <i>Note:</i> 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 <i>Balance</i> from the pull-down list in the Adjustment Action field.
8	Perform a Next Block function.



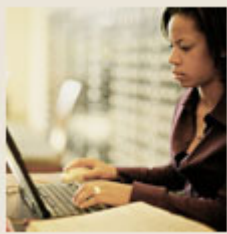
Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – Redistributions (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
9	Click the Save icon. <u>Note:</u> The disposition is now 48, Pre-Approve Update.
10	In the Adjustment Action field, select <i>Approve</i> from the pull-down list.
11	Perform a Next Block function.
12	Click the Save icon. <u>Note:</u> 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. <u>Note:</u> The resulting payroll disposition should be 60, Finance Extract.
15	Follow normal payroll procedures to interface to your general ledger.



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – Manual Check Transactions

◀ Jump to TOC

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

Procedures

Follow these steps to complete the process.

Step	Action
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 <i>BW</i> (Bi-Weekly) from the Pay Event List Form (PHILIST).



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – Manual Check Transactions (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
5	Enter the number of the pay period to be run in the Payroll Number field or select the Search function if you need to view the Pay Event List Form (PHILIST).
6	Select <i>Manual</i> 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	<p>The relevant information in the Adjustment Detail block will be populated.</p> <p><u>Notes:</u> The distribution is now 47, Pre-Balance Update. The Event Type will be <i>M</i>, which defaults based on the entry made in the Adjustment Action field.</p> <p>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 <i>Manual</i>, 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 <i>Computer</i>. Similarly, if you want the computer to print the check, you must reset the Print Method to <i>Computer</i>. Different processes are required for computer versus manual calculations and printing.</p>
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 <i>Balance</i> from the drop-down list in the Adjustment Action field.
14	Perform a Next Block function.
15	Click the Save icon.



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – Manual Check Transactions (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
16	Select <i>Approve</i> 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: <ul style="list-style-type: none">• If the Print Indicator is <i>Computer</i>, the resulting disposition is <i>40</i> (Awaiting Document) – Proceed to Step 16 of the following procedure.• If the Print Indicator is <i>Manual</i>, the resulting disposition is <i>47</i> (Pre-Balance Update) – Proceed to the Next Step.



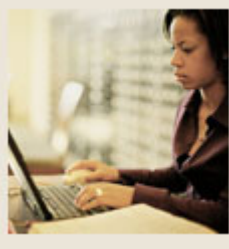
Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – Manual Check Transactions (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
9	Select <i>Balance</i> from the drop-down list in the Adjustment Action field.
10	Perform a Next Block function.
11	Click the Save icon. <u>Note:</u> 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: <ul style="list-style-type: none">• 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	Select <i>Approve</i> from the drop-down list in the Adjustment Action field.
13	Click the Save icon.
14	Click the Exit icon.
15	Type the Check. <u>Note:</u> 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.



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – Manual Check Transactions (Continued)

◀ Jump to TOC

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

Adjustment Processing PHAADJT 7.2 (s4b70)

ID: SCT000101 Prefix Eugene Middle Adams, Suffix
Year: 1994 Payroll ID: MN Payroll Number: 12 Sequence Number: 0
Adjustment Action: (None) History Date: 31-DEC-1994 Posting Override Date:

Adjustment Detail Job Information Document Information **Comments**

Comments: 

Procedure

Follow these steps to complete the process.

Step	Action
1	Access <u>Comments</u> tab.
2	Enter comments in the comments field. <u>Note</u> : We recommend that you initial and date comments for later reference.
3	Click the Save icon.



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – Adjustments

◀ Jump to TOC

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.

On the Comments tab in PHAADJT a form is 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 7.2 (s4b70)

ID: SCT000101 Prefix Eugene Middle Adams, Suffix
Year: 1994 Payroll ID: MN Payroll Number: 12 Sequence Number: 0
Adjustment Action: (None) History Date: 31-DEC-1994 Posting Override Date:
Adjustment Detail Job Information Document Information Comments

Adjustment Detail

Disposition: 70 Complete
Event Type: C Original
Calculation Method: Computer
Print Method: Computer

Gross and Net Amounts

Entered Gross:	7,416.67	Calculated Gross:	7,416.67
Entered Net:	5,418.33	Calculated Net:	5,418.33
		Document Total:	5,418.33

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



Section C: Day-to-Day Operations

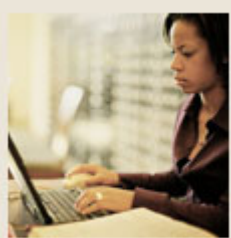
Lesson: Making Payroll Adjustments – Adjustments (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
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 <i>BW</i> (Bi-Weekly) from the Pay Event List Form (PHILIST).
5	Enter the number of the pay period to be run in the Payroll Number field,. Select the Search function if you need to view the Pay Event List Form (PHILIST).
6	Enter <i>0</i> in the Sequence Number field if you are adjusting an original pay event, otherwise enter the sequence number assigned to this event.
7	Select <i>Adjust</i> 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	<p>The relevant information in the Adjustment Detail block will be populated.</p> <p><u>Note:</u> The distribution is now <i>47</i>, Pre-Balance Update. The Event Type will be <i>J</i>, <i>which defaults</i>, based on the entry made in the Adjustment Action field.</p> <p>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 <i>Manual</i>, 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 <i>Computer</i>. Similarly, if you want the computer to print the check, you must reset the Print Method to <i>Computer</i>. Different processes are required for computer versus manual calculations and printing.</p>
12	Follow the steps for Manual or Computer Calculation Methods (end of Section)
13	Click the Rollback icon to return to the Key block.



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – Adjustments (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
14	Select <i>Balance</i> from the drop-down list in the Adjustment Action field.
15	Perform a Next Block function.
16	Click the Save icon.
17	Select <i>Approve</i> from the drop-down list in the Adjustment Action field.
18	Perform a Next Block function.
19	Click the Exit icon.
20	<p>Access and Run the Payroll Calculation Process (PHPCALC).</p> <p>The resulting disposition is shown in the chart below. Proceed to the step indicated below:</p> <ul style="list-style-type: none">• If the Print Indicator is <i>Computer</i>, the resulting disposition is <i>40</i> (Awaiting Document) – Proceed to Step 16 on the next page.• If the Print Indicator is <i>Manual</i>, the resulting disposition is <i>47</i> (Pre-Balance Update) – Proceed to the Next Step.



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – Adjustments (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
10	Perform a Next Block function.
11	Click the Save icon. <u>Note:</u> 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: <ul style="list-style-type: none">• 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	Select <i>Approve</i> from the drop-down list in the Adjustment Action field.
13	Click the Save icon.
14	Click the Exit icon.
15	Type the Check. <u>Note:</u> 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.



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – Reissues

◀ Jump to TOC

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.

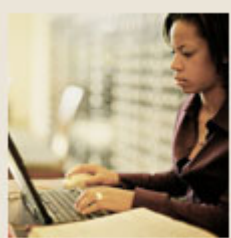
Note: On the Comments tab in PHAADJT there is a form that allows for free flow comments. You can enter information regarding the adjustment being processed. The comments can also be viewed on PHILIST. It does not matter what disposition the adjustment is at in order to enter a comment.

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
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, POIDEN.
3	Enter the calendar year in YYYY format in the Year field.



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – Reissues (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
4	Select the Search function in the Payroll ID field, and select <i>BW</i> (Bi-Weekly) from the Pay Event List Form (PHILIST).
5	Enter the number of the pay period to be run in the Payroll Number field or select the Search function if you need to view the Pay Event List Form (PHILIST).
6	Enter <i>0</i> in the Sequence Number field if you are adjusting an original pay event, otherwise enter the sequence number assigned to this event.
7	Select <i>Reissue</i> 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 <u>IF</u> 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	<p>Click the Save icon.</p> <p>The resulting disposition is shown in the chart below. Proceed to the step indicated below:</p> <ul style="list-style-type: none"> • If the Print Indicator is <i>Computer</i>, the resulting disposition is <i>40</i> (Awaiting Document) – Proceed to Step 24 on the next procedure. • If the Print Indicator is <i>Manual</i>, the resulting disposition is <i>47</i> (Pre-Balance Update) – Proceed to the Next Step.



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – Reissues (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
17	Change the Print Indicator field to <i>Computer</i> .
18	Click the Rollback icon.
19	Select <i>Balance</i> from the drop-down list in the Adjustment Action field.
20	Perform a Next Block function.
21	Click the Save icon.
22	Select <i>Approve</i> 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.



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – Duplicates

◀ Jump to TOC

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

Adjustment Processing PHAADJT 7.2 (s4b70)

ID: SCT000101 Prefix Eugene Middle Adams, Suffix
Year: 1994 Payroll ID: MN Payroll Number: 12 Sequence Number: 0
Adjustment Action: (None) History Date: 31-DEC-1994 Posting Override Date:

Adjustment Detail Job Information Document Information Comments

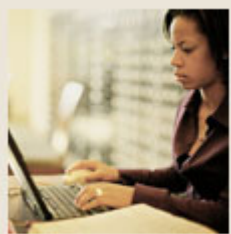
Adjustment Detail

Disposition: 70 Complete
Event Type: C Original
Calculation Method: Computer
Print Method: Computer

Gross and Net Amounts

Entered Gross:	7,416.67	Calculated Gross:	7,416.67
Entered Net:	5,418.33	Calculated Net:	5,418.33
		Document Total:	5,418.33

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



Section C: Day-to-Day Operations

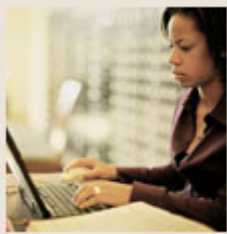
Lesson: Making Payroll Adjustments – Duplicates (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
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 <i>BW</i> (Bi-Weekly) from the Pay Event List Form (PHILIST).
5	Enter the number of the pay period to be run in the Payroll Number field or select the Search function if you need to view the Pay Event List Form (PHILIST).
6	Enter <i>1</i> 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.
7	Select <i>Duplicate</i> 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.



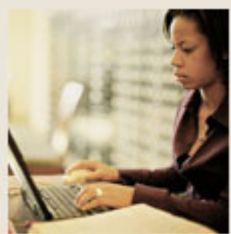
Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – Duplicates (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
12	Click the Save icon.
13	<p>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.</p> <ul style="list-style-type: none"> • If the Print Indicator is <i>Manual</i>, the resulting disposition is 47 (Pre-Balance Update) – Proceed to Step 1 on the next exercise. • If the Print Indicator is <i>Computer</i>, the resulting disposition is 37 (Pre-Balance Check) – Proceed to Step 15 on the next exercise. <p>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 <i>Manual</i>, 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 <i>Computer</i>. Similarly, if you want the computer to print the check, you must reset the Print Method to <i>Computer</i>. Different processes are required for computer versus manual calculations and printing.</p>
14	Follow the steps for Manual or Computer Calculation Methods at the end of this section.
15	Click the Rollback icon.
16	Select <i>Balance</i> 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 <i>Approve</i> from the drop-down list in the Adjustment Action field.
21	Perform a Next Block function.
22	Click the Save icon.
23	<p>Run PHPCALC.</p> <ul style="list-style-type: none"> • 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.



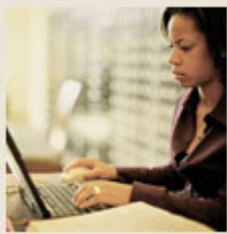
Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – Duplicates (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
11	<p>Click the Save icon.</p> <p><u>Note:</u> The disposition is now 48 (Pre-Approve Update).</p> <p>If the Auto Hint tells you that the action does not balance, do one or more of the following:</p> <ul style="list-style-type: none">• 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 <i>Approve</i> from the pull-down list.
13	Click the Save icon.
14	Click the Exit icon.
15	<p>Type the Check.</p> <p><u>Note:</u> The online portion of the transaction is now complete and ready to go through the update process. Proceed to Step 18.</p>
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.



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments - Net to Gross

◀ Jump to TOC

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.

Manual Print Method

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

Adjustment Processing PHAADJT 7.2 (s4b70)

ID: SCT000101 Prefix Eugene Middle Adams, Suffix
Year: 1994 Payroll ID: MN Payroll Number: 12 Sequence Number: 0
Adjustment Action: (None) History Date: 31-DEC-1994 Posting Override Date:

Adjustment Detail Job Information Document Information Comments

Adjustment Detail

Disposition: 70 Complete
Event Type: C Original
Calculation Method: Computer
Print Method: Computer

Gross and Net Amounts

Entered Gross:	7,416.67	Calculated Gross:	7,416.67
Entered Net:	5,418.33	Calculated Net:	5,418.33
		Document Total:	5,418.33

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



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments - Net to Gross (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
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 <i>Manual</i> from the drop-down list in the Adjustment Action field.
4	Perform a Next Block function.
5	Select <i>Gross up</i> from the drop-down list in the Calculation Method field.
6	Select <i>Manual</i> 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.



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments - Net to Gross (Continued)

◀ Jump to TOC

Options – On-Line Time Entry

On-Line Time Entry PHAHOURL 7.2 (s4b70)

Year: 1994 Payroll ID: MN Payroll Number: 12

History Jobs

ID: SCT000101 Prefix Eugene Middle Adams, Suffi Organization: 141 Disposition: 70 Complete
 Position: A00005 00 Status: A Effective Date: 01-JUL-1994 Rate: 42.789284 Method: P

History Earnings

Total Units: .00 Total Hours: 173.33

Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance
> HOL	1	16.00	N		684.63	N
REG	1	157.33	N		6,732.04	N

Time Distribution

Hours	Percent	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
16.00	100.00	B		1110	141	6112	30				
16.00	100.00										

Procedure

Follow these steps to complete the process.

Step	Action
1	Select <u>On-Line Time Entry</u> 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. <u>Note:</u> Only one earn code can be selected.
3	Click the Save icon.
4	Click the Exit icon.
	<u>Optional:</u> 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.



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments - Net to Gross (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	The adjustment now can be balanced. Do so by going to the key block and select <i>Balance</i> from the drop-down list Adjustment Action field.
2	Perform a Next Block function.
3	Click the Save icon. <u>Note:</u> This moves the disposition to a 28, Pre-approve Calculation.
4	Select <i>Approve</i> 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. <u>Note:</u> The system moves the disposition to a 30, Awaiting Calculation.



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments - Net to Gross (Continued)

◀ Jump to TOC

Banner form

Process Submission Controls GJAPCTL 7.3 (s4b70)

Process: Payroll Calculation Process Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Payroll Year	2005
02	Payroll ID	UM
03	Payroll Number	01
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.

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments - Net to Gross (Continued)

◀ Jump to TOC

Computer Print Method

Adjustment Processing PHAADJT 7.2 (s4b70)

ID: SCT000101 Prefix: Eugene Middle Adams, Suffix

Year: 1994 Payroll ID: MN Payroll Number: 12 Sequence Number: 0

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

Adjustment Detail Job Information Document Information Comments

Adjustment Detail

Disposition: 70 Complete

Event Type: C Original

Calculation Method: Computer

Print Method: Computer

Gross and Net Amounts

Entered Gross:	7,416.67	Calculated Gross:	7,416.67
Entered Net:	5,418.33	Calculated Net:	5,418.33
		Document Total:	5,418.33

This event Associated with Sequence Number:

This event Adjusts Sequence Number: Date:

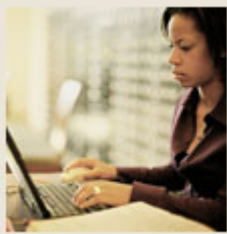
This event is Adjusted By Sequence Number: Date:

User ID:

Procedure

Follow these steps to complete the process.

Step	Action
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 <i>Manual</i> from drop-down list in the Adjustment Action field.
4	Perform a Next Block function.
5	Select <i>Gross up</i> from the drop-down list in the Calculation Method field.
6	Select <i>Computer</i> from the drop-down list in the Print Method field.
7	Click the Save icon.
	<u>Note:</u> 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.



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments - Net to Gross (Continued)

◀ Jump to TOC

Options – On-Line Time Entry

On-line Time Entry PHAHOURL 7.2 (s4b70)

Year: 1994 Payroll ID: MN Payroll Number: 12

History Jobs

ID: SCT000101 Prefix Eugene Middle Adams, Suffi Organization: 141 Disposition: 70 Complete
 Position: A00005 00 Status: A Effective Date: 01-JUL-1994 Rate: 42.789284 Method: P

History Earnings

Total Units: .00 Total Hours: 173.33

Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance
> HOL	1	16.00	N		684.63	N
REG	1	157.33	N		6,732.04	N

Time Distribution

Hours	Percent	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
16.00	100.00	B		1110	141	6112	30				
16.00	100.00										

Procedure

Follow these steps to complete the process.

Step	Action
1	Select <u>On-Line Time Entry</u> 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. <i>Note:</i> Only one earn code can be selected.
3	Click the Save icon.
4	Click the Exit icon.
	<i>Optional:</i> 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 <i>Balance</i> from the Adjustment Action field drop-down list.



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments - Net to Gross (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
6	Perform a Next Block function.
7	Click the Save icon. <u>Note:</u> 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 <i>Approve</i> from the drop-down list of actions.
9	Perform a Next Block function.
10	Click the Save icon. <u>Note:</u> The system moves the disposition to a 30, Awaiting Calculation.



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments - Net to Gross (Continued)

◀ Jump to TOC

Banner form

Process Submission Controls GJAPCTL 7.3 (s4b70)

Process: Payroll Calculation Process Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
<input type="text" value="01"/>	Payroll Year	<input type="text" value="2005"/>
<input type="text" value="02"/>	Payroll ID	<input type="text" value="UM"/>
<input type="text" value="03"/>	Payroll Number	<input type="text" value="01"/>
<input type="text" value="04"/>	Re-Calculate All Employees	<input type="text" value="N"/>
<input type="text" value="05"/>	Calculation Analysis Report	<input type="text" value="Y"/>
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		

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

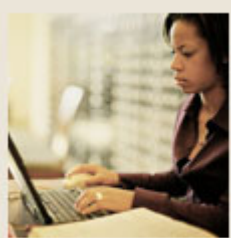
Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Payroll Calculation Form (PHPCALC). <u>Note:</u> 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).



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments - Net to Gross (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the <u>Document Information</u> tab.
2	Specify relevant information if necessary.
3	Click the Save icon.
4	Select <i>Balance for Adjustment</i> from the drop-down list in the Adjustment Action field.
5	Perform a Next Block function.
6	Click the Save icon. <u>Note:</u> The disposition is now moved to a 28, Pre-approve Calc.
7	Select <i>Approve</i> from the drop-down list in the Adjustment Action field.
8	Perform a Next Block function.
9	Click the Save icon. <u>Note:</u> 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 PHCDEDN, the gross amount on PHAHOURL, then return to PHAADJT.
13	In PHAADJT, run the calc check/direct deposit amount process.
14	Run PHPUPDT. <u>Note:</u> This will move the disposition to a 60, Finance Extract.



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments - Direct Deposits On-Demand

◀ Jump to TOC

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 7.2 (s4b70)

ID: SCT000101 Prefix Eugene Middle Adams, Suffix

Year: 1994 Payroll ID: MN Payroll Number: 12 Sequence Number: 0

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

Adjustment Detail Job Information Document Information Comments

Adjustment Detail

Disposition: 70 Complete

Event Type: C Original

Calculation Method: Computer

Print Method: Computer

Gross and Net Amounts

Entered Gross:	7,416.67	Calculated Gross:	7,416.67
Entered Net:	5,418.33	Calculated Net:	5,418.33
		Document Total:	5,418.33

This event Associated with Sequence Number:

This event Adjusts Sequence Number: Date:

This event is Adjusted By Sequence Number: Date:

User ID:



Section C: Day-to-Day Operations

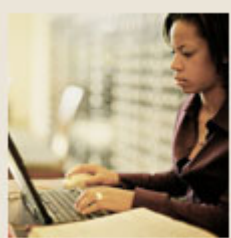
Lesson: Making Payroll Adjustments - Direct Deposits On-Demand (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
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 <i>Reissue</i> 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. <u>Note:</u> The disposition will be at 47, pre-balance update.
7	Perform a Next Block function.
8	Select <i>C</i> to denote Computer in the Print Method field.
9	Move back to the Key block and select <i>Balance</i> from the drop-down list in the Adjustment Action field.
10	Perform a Next Block function.
11	Select <i>C</i> to denote Computer in the Print Method field.
12	<u>Note:</u> The system changes the disposition to 37, pre-balance check.



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments - Direct Deposits On-Demand (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
6	Click the Save icon. <u>Note:</u> The disposition moves to 38, pre-approve check.
7	Return to the key block of PHAADJT, and in the Adjustment Action field drop-down list, select <i>Approve</i> . <u>Note:</u> 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. <u>Note:</u> 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 is 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.



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – General Queries

◀ Jump to TOC

Introduction

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.

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 7.2 (s4b70)

ID: SCT000101 Prefix Eugene Middle Adams, Suffix
Year: 1994 Payroll ID: MN Payroll Number: 12 Sequence Number: 0
Adjustment Action: (None) History Date: 31-DEC-1994 Posting Override Date:

Adjustment Detail Job Information Document Information Comments

Adjustment Detail

Disposition: 70 Complete
Event Type: C Original
Calculation Method: Computer
Print Method: Computer

Gross and Net Amounts

Entered Gross:	7,416.67	Calculated Gross:	7,416.67
Entered Net:	5,418.33	Calculated Net:	5,418.33
		Document Total:	5,418.33

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



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – General Queries (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

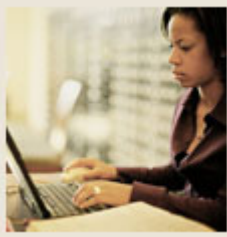
Step	Action
1	Access the Adjustment Processing Form (PHAADJT).
2	Select the Search function in the ID field and select the required employee ID from the Employee Search Form (POIIDEN).
3	Enter the calendar year in YYYY format in the Year field.
4	Select the Search function in the Pay ID field and select <i>BW</i> (Bi-Weekly) from the Pay Event List Form (PHILIST).
5	Enter the number of the pay period to be viewed in the Payroll Number field or select the Search function if you need to view the Pay Event List Form (PHILIST).
6	Enter <i>0</i> in the Sequence Number field (Enter <i>1</i> to view details from a void, duplicate, or reissue event).

Document Information tab

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the <u>Document Information</u> 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.



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – General Queries (Continued)

◀ Jump to TOC

Options – On-Line Time Entry

On-Line Time Entry PHAHOURL 7.2 (s4b70)

Year: 1994 Payroll ID: MN Payroll Number: 12

History Jobs

ID: SCT000101 Prefix Eugene Middle Adams, Suffi Organization: 141 Disposition: 70 Complete
 Position: A00005 00 Status: A Effective Date: 01-JUL-1994 Rate: 42.789284 Method: P

History Earnings

Total Units: .00 Total Hours: 173.33

Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance						
> HOL	1	16.00	N		684.63	N						
REG	1	157.33	N		6,732.04	N						

Time Distribution

Hours	Percent	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
16.00	100.00	B		1110	141	6112	30				
16.00	100.00										

Procedure

Follow these steps to complete the process.

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



Section C: Day-to-Day Operations

Lesson: Making Payroll Adjustments – General Queries (Continued)

◀ Jump to TOC

Options – Deduction History

History Deductions PHCDEDN 7.2 (s4b70)

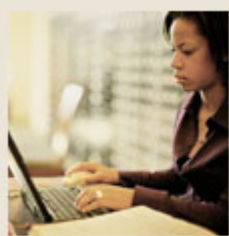
ID: Name:
 Year: Payroll ID: Payroll Number: Sequence Number:
 Disposition: Type: Calculation Indicator:
 Employer Code:

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
I50 Imputed Income for Life Ins	A	.00	.00	61.44
LIF Life Insurance 2X Salary	A	.00	90.78	7,416.67
MDS 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

Procedure

Follow these steps to complete the process.

Step	Action
1	Access <u>List Deductions for Pay Event</u> from the Options menu. <u>Note:</u> 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.
3	Click the Exit icon to return to PHAADJT.
4	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Using the Manual Calculation Method

◀ Jump to TOC

Introduction

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

Banner form

Adjustment Processing PHAADJT 7.2 (s4b70)

ID: SCT000101 Prefix Eugene Middle Adams, Suffix
 Year: 1994 Payroll ID: MN Payroll Number: 12 Sequence Number: 0
 Adjustment Action: (None) History Date: 31-DEC-1994 Posting Override Date:

Adjustment Detail Job Information Document Information Comments

Adjustment Detail
 Disposition: 70 Complete
 Event Type: C Original
 Calculation Method: Computer
 Print Method: Computer

Gross and Net Amounts
 Entered Gross: 7,416.67 Calculated Gross: 7,416.67
 Entered Net: 5,418.33 Calculated Net: 5,418.33
 Document Total: 5,418.33

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

Procedure

Follow these steps to complete the process.

Step	Action
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 <i>BW</i> (Bi-Weekly) from the Pay Event List Form (PHILIST).
5	Enter the number of the pay period to be viewed in the Payroll Number field. 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.



Section C: Day-to-Day Operations

Lesson: Using the Manual Calculation Method (Continued)

◀ Jump to TOC

Options – On-Line Time Entry

On-line Time Entry PHAHOURL 7.2 (s4b70)

Year: 1994 Payroll ID: MN Payroll Number: 12

History Jobs

ID: SCT000101 Prefix Eugene Middle Adams, Suffi Organization: 141 Disposition: 70 Complete
 Position: A00005 00 Status: A Effective Date: 01-JUL-1994 Rate: 42.789284 Method: P

History Earnings

Total Units: .00 Total Hours: 173.33

Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance						
> HOL	1	16.00	N		684.63	N						
REG	1	157.33	N		6,732.04	N						

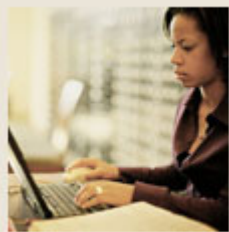
Time Distribution

Hours	Percent	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
16.00	100.00	B		1110	141	6112	30				
16.00	100.00										

Procedure

Follow these steps to complete the process.

Step	Action
1	Select <u>On-Line Time Entry</u> 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 move to 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.



Section C: Day-to-Day Operations

Lesson: Using the Manual Calculation Method (Continued)

◀ Jump to TOC

Options – Deduction History

History Deductions PHCDEDN 7.2 (s4b70)

ID: SCT000101 Name: Prefix Eugene Middle Adams, Suffix
 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
I50 Imputed Income for Life Ins	A	.00	.00	61.44
LIF Life Insurance 2X Salary	A	.00	90.78	7,416.67
MDS 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

Procedure

Follow these steps to complete the process.

Step	Action
1	Access <u>List Deductions for Pay Event</u> from the Options menu. <u>Note:</u> 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. <ul style="list-style-type: none"> • If the Print Indicator is <i>Computer</i>, the resulting disposition is 37 (Pre-Balance Check) – Proceed to running the Pay Period Update Module Process (PHPUPDT). • If the Print Indicator is <i>Manual</i>, the resulting disposition is 47 (Pre-Balance Update) – Proceed to the Next Step in your lesson.



Section C: Day-to-Day Operations

Lesson: Using the Computer Calculation Method

◀ Jump to TOC

Introduction

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

Banner form

Adjustment Processing PHAADJT 7.2 (s4b70)

ID: SCT000101 Prefix Eugene Middle Adams, Suffix

Year: 1994 Payroll ID: MN Payroll Number: 12 Sequence Number: 0

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

Adjustment Detail Job Information Document Information Comments

Adjustment Detail

Disposition: 70 Complete

Event Type: C Original

Calculation Method: Computer

Print Method: Computer

Gross and Net Amounts

Entered Gross: 7,416.67 Calculated Gross: 7,416.67

Entered Net: 5,418.33 Calculated Net: 5,418.33

Document Total: 5,418.33

This event Associated with Sequence Number:

This event Adjusts Sequence Number: Date:

This event is Adjusted By Sequence Number: Date:

User ID:

Procedure

Follow these steps to complete the process.

Step	Action
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 <i>BW</i> (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).
7	Perform a Next Block function.
8	In the Adjustment Detail block, enter the gross and net amounts.
9	Click the Save icon.



Section C: Day-to-Day Operations

Lesson: Using the Computer Calculation Method (Continued)

◀ Jump to TOC

Options – On-Line Time Entry

On-line Time Entry PHAHOURL 7.2 (s4b70)

Year: 1994 Payroll ID: MN Payroll Number: 12

History Jobs

ID: SCT000101 Prefix Eugene Middle Adams, Suffi Organization: 141 Disposition: 70 Complete
 Position: A00005 00 Status: A Effective Date: 01-JUL-1994 Rate: 42.789284 Method: P

History Earnings

Total Units: .00 Total Hours: 173.33

Earnings Shift	Hours or Units	Generated	Special Rate	Amount	Attendance
> HOL 1	16.00	N		684.63	N
REG 1	157.33	N		6,732.04	N

Time Distribution

Hours	Percent	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
16.00	100.00	B		1110	141	6112	30				
16.00	100.00										

Procedure

Follow these steps to complete the process.

Step	Action
1	Select <u>On-Line Time Entry</u> 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.



Section C: Day-to-Day Operations

Lesson: Using the Computer Calculation Method (Continued)

◀ Jump to TOC

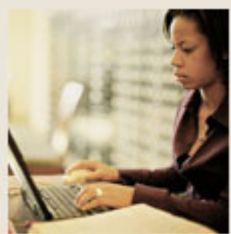
Options – Deduction History

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
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

Procedure

Follow these steps to complete the process.

Step	Action
1	Access <u>List Deductions for Pay Event</u> from the Options menu. <i>Note:</i> 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 <i>Balance</i> from the drop-down list in the Adjustment Action field.
5	Perform a Next Block function.
6	Click the Save icon.
7	Select <i>Approve</i> 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. <ul style="list-style-type: none"> • If the Print Indicator is <i>Computer</i>, the resulting disposition is 40 (Awaiting Document) – Proceed to running the Pay Period Update Process (PHPUPDT). • If the Print Indicator is <i>Manual</i>, the resulting disposition is 47 (Pre-Balance Update) – Proceed to the Next Step in your lesson.



Section C: Day-to-Day Operations

Lesson: Issuing One-Time Payments

◀ Jump to TOC

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.

Procedure

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

Step	Action
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.



Section C: Day-to-Day Operations

Lesson: Issuing One-Time Payments (Continued)

◀ Jump to TOC

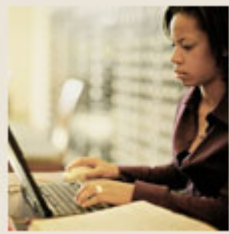
Banner form

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

Procedure

Follow these steps to complete the process.

Step	Action
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 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.



Section C: Day-to-Day Operations

Lesson: Issuing One-Time Payments (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
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.

Step	Action
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.



Section C: Day-to-Day Operations

Lesson: Self Check

◀ Jump to TOC

Directions

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

Question 1:

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



Section C: Day-to-Day Operations

Lesson: Self Check (Continued)

◀ Jump to TOC

Question 5:

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

- 30
- 40
- 62
- 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?

- 0
- 1
- 2
- 4



Section C: Day-to-Day Operations

Lesson: Answer Key

◀ Jump to TOC

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.



Section C: Day-to-Day Operations

Lesson: Answer Key (Continued)

◀ Jump to TOC

Question 5:

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

- 30
- 40**
- 62
- 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?

- 0**
- 1
- 2
- 4



Section D: Reference

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

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

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Forms Job Aid	153



Section D: Reference

Lesson: Forms Job Aid

◀ Jump to TOC

Guide

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

Form Name	Form Description	Owner
NBAJOBS	Employee Jobs Form	
PDPLIFE	Life Insurance Calc Process	
PDRLIFE	Life Insurance Coverage Report	
PPAIDEN	Person Identification Form	
PDADEDN	Employee Benefit Deduction Form	
PHPTIME	Time Processing Report	
PHRDERR	Payroll Errors Display Report	
PHRDCON	Disposition Control Report	
PHAHOUR	Online Time Entry Form	
PHPPROF	Pay Period Proof Process	
PHPLEAV	Leave Accruals and Taken Process	
PHPCALC	Payroll Calculation Report	
PHRPREG	Payroll Register Report	
PHPDOCM	Calculate Check/Direct Deposit Amounts Process	
PHPCHKL	Checks/Direct Deposit Notice Process	
PHPDIRD	Create Direct Deposit Tape Process	
PHRDIRD	Direct Deposit Distribution Report	
PHPUPDT	Pay Period Update Process	
NBPBUDM	Budget Maintenance Process	
NHPPFIN1	Finance Extract Process	
NHPPFIN2	Finance Interface Report Process	
PHPFEXP	Expenditure Finance Extract Process	
PHAADJT	Adjustment Processing Form	
PEA1PAY	One Time Payment Form	
PTVATRM	Associated Term Validation Form	
PTRATRM	Associated Term Rule Form	
PTRSCRD	Student Employee Credits Form	
PTRSTDE	Student Deductions Form	
PHPSHRS	Verification of Student Hours Process	



Release Date

◀ [Jump to TOC](#)

This workbook was last updated on 05/31/2006.