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Banner
Human Resources and Position Control
User Guide

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Contents

System Overview **21**
Application summary 21
Department work flow 21
Process work flow 22

Biographic/Demographic Administration **25**
About biographic/demographic administration 25
Identify a new person or entity in banner 26
Enter name and ID information 26
Enter address 27
Enter other required information 27
Update biographic or demographic information for an identified person or entity 28
Maintain certification information 29
Enter job experience information 29
Enter coded comments 30
Enter free-page comments 30
Enter job reference information 30
Enter diploma or degree data 31
Enter transcript data 31
Enter examination information 32
Enter publication information 32
Enter skill information 33
Create a telephone record 33
Create an international telephone record 33
View address, telephone, or mail delivery information 34
View the skill set in your enterprise 34
Add an employee to a system-generated letter 34

Employment Administration Overview **35**
Hire a New Employee 36
Enter Key Block Information for New Hire 36
Enter Biographic/Demographic Information for New Hire 37
Enter Address/Telephone Information for New Hire 37
Enter Employee Information for New Hire 38
Enter Job Information for New Hire 38
Save New Hire Data 39
Create Automated PIN for New Employees 39
Leave Administration 40
Change Employee Status 40
Enter Key Block Information to Change Employee Status 40
Terminate Employees 42
Complete Job Information When Terminating Employees 43
Additional Changes When Terminating Employees 44
Adjust Encumbrance Information When Terminating Employees 45

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Adjust the Contract End Date..... 45
Establish Default Earnings..... 45
Complete Deduction Information.....46
Save Termination Data..... 47
Warning Messages When Terminating Employees..... 47
Error Messages When Terminating Employees.....48
Complete Other Termination Procedures (Optional)..... 48
COBRA Processing When Terminating Employees.....48
Short Term Leave Processing When Terminating Employees.....48
Place Employees on Leave.....49
Complete Job Information When Placing Employees on Leave.....49
Additional Changes When Placing Employees on Leave.....51
Adjust Encumbrance Information When Placing Employees on Leave.....51
Update Default Earnings When Placing Employees on Leave..... 52
Change Labor Distribution When Placing Employees on Leave.....52
Change Deduction Information..... 52
Save Employee Leave Data..... 53
Warning Messages..... 53
Error Messages When Placing Employees on Leave..... 53
Step 6—(Optional) Complete Other Leave Procedures..... 54
COBRA Processing When Placing Employees on Leave.....54
ROE Processing..... 54
Short Term Leave Processing When Placing Employees on Leave..... 54
Return Employee From Leave..... 54
Complete Return from Leave Information.....54
Complete Job Information When Returning Employee from Leave.....55
Additional Changes When Returning Employees from Leave.....57
Adjust Encumbrance Information When Returning Employees from Leave.....57
Update Default Earnings When Returning Employees from Leave.....57
Change Labor Distribution When Returning Employees from Leave..... 58
Change Employee's Deduction Information.....58
Save Returning Employee Data..... 58
Error Messages When Returning Employees from Leave..... 59
Leave Processing by Leave by Job Method.....59
Comparison of Leave by Job and Leave by Employee Methods.....63
Roll Leave Balances in Leave By Job Method..... 63
Example: Rolling Leave Balances in Leave by Job Method.....64
Example Calculation 1..... 65
Example Calculation 2..... 65
Example Calculation 3..... 66
Example Calculation 4..... 66
Employee Compensation Administration..... 68
Process Multiple Salary Changes Per Day.....68
Automate Step Increase for Select Employee Populations.....69
Administer One-Time Payments.....70
Rules Setup For One-Time Payments.....70
One-Time Payments For Employees.....71
One-Time Payments For Non-employees..... 72
Data Apply Process For One-Time Payments.....74
Field Mapping Matrix—PEA1PAY and Banner pages..... 75
Direct Deposit Recipient page (GXADIRD) Population Process.....79

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Existing Active Employees with a One-Time Payment..... 79
All Other Employees with One-Time Paid Jobs..... 79
Labor Relations Administration..... 79
Track Employee Seniority by Position Class..... 79
Track Employee Disability Accommodations..... 81
Rule Setup to Track Multiple Disability Accommodations..... 81
Enter Medical Information..... 82
Enter Employee Accommodation Information..... 83
Update Employee Disability Accommodation Information..... 84
View Employee Disability Accommodation History..... 84
Faculty Tracking and Administration..... 85
Create a Reappointment or Tenure Record..... 85
Reappointment/Tenure Processing: Year One..... 86
Reappointment/Tenure Processing: Year Two..... 88
Reappointment/Tenure Processing: Year Three..... 90
Reappointment/Tenure Processing: Year Four..... 91
Reappointment/Tenure Processing: Year Five..... 93
Reappointment/Tenure Processing: Tenure Granted..... 94
Reappointment/Tenure Processing: Tenure Not Granted..... 96
Establish a Promotion..... 97
Create a Faculty Leave..... 99
Approve a Faculty Action..... 102
Track Depoartmental FTEs..... 103
Automate Approvals for Faculty Leave..... 104
Miscellaneous Procedures for Faculty Leave..... 105
Uncouple Faculty Leave editing with Employee Jobs..... 105
Flexibility in Editing Overlapping Faculty Leave Dates..... 105
Record New Faculty Title Without Changing the Rank Record..... 106
Determine Where Comments Are Listed in Faculty Actions..... 107
Establish a Promotion Committee..... 108
Faculty Tracking and Administration For Canadian Clients..... 110
Create a Reappointment/Tenure Record for Canadian Sites..... 110
Canadian Reappointment/Tenure Processing: Year One..... 110
Canadian Reappointment/Tenure Processing: Year Two/Three..... 113
Canadian Reappointment/Tenure Processing: Year Four/Five..... 116
Canadian Reappointment/Tenure Processing: Tenure Granted..... 117
Establish a Promotion for Canadian Sites..... 120
Create a Faculty Leave for Canadian Sites..... 122
Miscellaneous Procedures..... 124
Convert Race and Ethnicity Codes to New Categories..... 124
New Regulatory Race Codes..... 124
Race Codes..... 125
Common Matching Functionality in Human Resources..... 125
Use of the Common Person API in Human Resources..... 126
Supplemental Data Engine..... 127

Benefits Administration Overview Processing benefits administration..... 129

Benefit Definition and Setup..... 129
Initial Setup of Benefits and Deductions..... 130
Set Up and Process Combined Limits of Benefits/Deductions..... 132

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Example of pages Setup for Combined Limits Processing....135
Life Insurance Deductions Setup....137
Method 1: Using Calculation Rule 50....137
Method 1: Set Up Rules pages....137
Method 1: Set Up Deductions for Employees Electing Life Insurance Coverage....139
Method 1: Process Life Insurance Calculations....140
Method 2: Using Calculation Rule 51....142
Method 2: Set Up Rules pages....142
Method 2: Set Up Deductions for Employees Electing Life Insurance Coverage....144
Method 2: Process Life Insurance Calculations....144
Method 3: Using Calculation Rule 52....146
Method 3: Set Up Rules pages....146
Method 3: Set Up Deductions for Employees Electing Life Insurance Coverage....148
Method 3: Process Life Insurance Calculations....149
Method 4: Using Calculation Rule 53....151
Method 4: Set Up Rules pages....151
Method 4: Set Up Deductions for Employees Electing Life Insurance Coverage....153
Method 4: Process Life Insurance Calculations....153
Set Up Benefit or Deduction Termination Reason Codes....155
Set Up Benefit or Deduction Grouping Rules....156
Set Up Benefit and Deduction Rules....156
Calculation Rule field values....157
Calculation Rule Descriptions....163
Calculation Rule 10 - Flat Amount with Annual Limit....164
Calculation Rule 11 - Flat Amount with Employer Contribution and Annual Limit (Plan-based)....164
Calculation Rule 12 - Flat Amount with Lifetime Limit....165
Calculation Rule 13 - Flat Amount with Annual Limit and Threshold....165
Calculation Rule 14 - Flat Amount with Annual Limit and Threshold (Plan-based)....166
Calculation Rule 15 - Hours Worked (Plan-based)....166
Calculation Rule 16 - Flat Amount with Employer Share....167
Calculation Rule 20 - Percent of Gross Pay....167
Calculation Rule 21 - Percent of Gross Pay with Annual Limit (Plan-based)....167
Calculation Rule 22 - Flat Amount and Percent Amount (Plan-based)....168
Calculation Rule 23 - Percent of Gross Pay with Lifetime limit....169
Calculation Rule 24 - Percent of Gross Pay with Annual Limit....169
Calculation Rule 25 - Percent of Gross Pay with a Threshold and an Annual Limit (Plan-based)....170
Calculation Rule 26 - Percent of Gross Pay with Monthly Limit and Employer Share (Plan-based)....170
Calculation Rule 27 - Flat Amount with Monthly Limit and Employer Share (Plan-based)....171
Calculation Rule 28 - Percent of Gross with Employer Share and Optional Combined Limits....171
Calculation Rule 29 - Percent of Gross with Employer Match and Optional Combined Limits (Plan-based)....172

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Calculation Rule 30 - Percent of Gross and Current Gross Range with Employer Share (Plan-based)..... 173
Calculation Rule 31 - Percent of Gross with a Year-to-date Gross Range and Employer Share (Plan-based)..... 173
Calculation Rule 32 - Percent of Gross with Annual Salary Range and Employer Share (Plan-based)..... 174
Calculation Rule 40 - Flat Amount Bond Purchase with Annual Limit..... 175
Calculation Rule 50 - Factor Times Insured Annual Salary and Fixed Life Benefit (Optional Plan-based)..... 175
Calculation Rule 51 - Fixed Life by Prior Year-to-date W2 earnings (Optional Plan-based)..... 176
Calculation Rule 52 - Flat Benefit Based on Salary Range (Optional Plan-based)..... 177
Calculation Rule 53 - Decreasing Term Insurance (Optional Plan-based)..... 178
Calculation Rule 54 - Excess Taxable Coverage..... 179
Calculation Rule 60 - Taxes and Deductions Requiring Setup Using Tax Tables -(Plan-based)..... 179
Establish Controls for New Hire Enrollment..... 183
New Hire Enrollment Benefit Begin Date Matrix..... 184
Establish E-mail Access for Benefit Administators..... 186
Establish Access for Benefit Administrators..... 187
Life Event Change Setup..... 187
Set Up Life Event Change Rules..... 187
Define Supporting Documents for Life Event Changes..... 188
Set Up Benefit and Deduction Change Reason Code Rules..... 188
Family and Medical Leave Act (FMLA) Setup and Payroll Processing..... 189
Prerequisites..... 189
Validation pages..... 189
Rules pages..... 190
FMLA Installation Rules..... 190
FMLA Earnings Code Rules..... 190
Employee FMLA Information..... 190
Key Block..... 191
Leave Event Record Window..... 192
Leave Usage Window..... 194
FMLA Comments Window..... 196
FMLA History Window..... 196
Employee FMLA Status Inquiry page (PEIFMLA)..... 197
Key Block..... 197
Leave Event Record..... 197
Comments Window..... 198
Eligibility Administration..... 198
Modify Self-Nominated Beneficiary Records..... 198
Nominate a Previously-identified Beneficiary..... 199
Nominate a Beneficiary Unidentified in Banner..... 200
Assign Benefit Coverage to a Dependent..... 200
Assign Benefit Allocations to a Beneficiary..... 201
Review Benefits Assigned to a Beneficiary..... 201
Change an Employee's Deduction Record..... 202
Prerequisites..... 202
Change an Employee's Deduction Code Governed by a Benefit Dependency..... 207

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Verify Benefit Status of Student-Employees..... 209
Flexible Benefits Administration Overview.....210
Set Up Flexible Benefit Plans..... 210
Manual procedure for selecting deductions.....211
Set Up Flexible Spending Accounts.....211
Add a New Benefit on the Employee Flexible Benefits page (PDAFLEX)..... 212
Update Benefits on the Employee Flexible Benefits page (PDAFLEX).....213
Terminate a Benefit or Deduction on the Employee Flexible Benefits page (PDAFLEX)... 213
COBRA Administration Overview.....214
General Set Up for COBRA..... 216
Set Up Rule pages for COBRA.....216
On-Demand Activities for COBRA.....217
When an Individual becomes Eligible for COBRA.....217
Set Up Coverage for the COBRA Person and their Dependants..... 219
Maintain Records and Transactions of Payments..... 220
Regular Monthly COBRA Maintenance Procedures..... 221

Payroll Processes.....224

Payroll Dispositions..... 225
Payroll Process Flows.....226
Time Sheet Generation Process Flow..... 228
Taxable Life Insurance Calculation Process Flow..... 228
Payroll Calculation Process Flow.....228
Payroll Calculation Process..... 235
Create Time Sheets.....236
Process Life Insurance for Premiums and Imputed Taxes (Optional).....237
Create Initial Time Entry Records for Payroll life insurance optional..... 237
Re-extract Employee Time Entry Records.....242
Delete Time Entry Records time entry deletions..... 244
Complete Payroll Proof, Leave Accounting, and Payroll Calculations..... 244
Backup Procedures for Payroll Processing.....245
Process Checks and Direct Deposits.....246
Set up Direct Deposit Information in Banner.....246
Set up Address Hierarchy for Checks and Direct Deposits.....247
Process Checks and Direct Deposits..... 247
Update Payroll Records and Interface Payroll Expenses to Banner Finance..... 250
Calculation for One Time Tax Method.....250
Payroll Adjustments.....252
Terms and Definitions.....252
Sequence Numbers.....253
Calculation and Print Methods.....253
Impact on Leave Accruals and Usage.....253
Payroll Adjustment Procedures..... 254
Process Void Transactions..... 254
Erase Payroll Adjustments.....256
Redistribute Labor Distributions.....256
Process Manual Check Transactions..... 258
Adjust Checks..... 265
Reissue Checks and Direct Deposits..... 270
Duplicate Checks..... 273

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General Queries....278
Query Original Pay Events....278
Perform Payroll Adjustments for 1042-S Employees....279
Query Pay Events on the Payroll Adjustment page (PHAADJT)....281
Query Pay Events: Method 1....281
Query Pay Events: Method 2....281
Disposition Flow Sequence....282
Case 1—Calculation Method set to Computer (C)....282
Case 2—Calculation Method set to Manual (M)....283
Process and Dispositions by Combination of Print and Calculation Methods....284
Decision Matrix for Payroll Adjustments....285
Labor Redistributions....298
Labor Redistribution page (PHAREDS)....299
Labor Redistribution page (PHAREDS): Main Window....299
Labor Redistribution page (PHAREDS): Selection Criteria Window....300
Labor Redistribution page (PHAREDS): Search and Replace Window....300
Labor Redistribution page (PHAREDS): Edit/View Labor Distributions Window....300
Labor Redistribution Procedures....301
Enter Key Block Information and Record Selection Criteria....301
Mass Redistribute FOAPAL Components....302
Redistribute a Single Pay Event....303
Redistribute Multiple Pay Events....303
Case 1: Redistribute Multiple Pay Events in the Same Session With Varying Changes in Each Record....304
Case 2: Create Mass Changes to all Pay Event Records With Identical Distributions....304
Round Off Redistributed Values....305
Complete Redistribution Processing....305
Complete Payroll Processing for Redistributions....306
Overtime (FLSA) Compensation....307
Procedure—Process Overtime Compensation....307
Payroll Reconciliation....315
Deferred Pay Processing....318
Establish Deferred Pay Data....319
View Deferred Pay Adjustment Data....324
View Deferred Pay Adjustment Data: Example 1....325
View Deferred Pay Adjustment Data: Example 2....327
Retroactive Pay Procedures....329
Establish Retroactive Pay Data....330
Retroactive Pay Processing Tips....335
Tips for the Retroactive Earn Codes Rule page (PTRRERN)....335
Tips for Retroactive Pay Calc Process (PHPRETO)....335
Miscellaneous Tips....336
Payroll Processing for Years with an Extra Pay Period....336
Functional Considerations....337
Adjust Federal Withholding Tax of Employees....338
Tax Adjustments....338
Salary Adjustments for Salaried Employees Not Receiving Deferred Pay....338
Adjust Salary For Employees Receiving Deferred Pay....339
Adjust Salary For Hourly Employees....340
Employee Self-Service Pay Stub Setup....341

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Set up pay stub display rules on PTRWSTB....341
Verify Earnings Codes to display on the Pay Stub on PTREARN....342
Verify Benefit/Deduction Codes to display on the Pay Stub on PTRBDCA....343
Select the Address Types to display on the Pay Stub on GTVSDAX....343
Select the SSN/SIN/TIN format mask on GORDMSK....344

Third Party Time Entry Reporting....346

Banner Support For Third Party Time Reporting....346
Mass Time Entry page (PHAMTIM)....346
Inserting Records....346
Changing Records....347
Deleting Records....348
Technical Information....348
PHRMTIM Table Field Descriptions....348
PHRMTIM Table Indicators....350
Time Processing Report (PHPTIME)....351
Mass Time Entry Process (PHPMTIM)....352
Processing Notes....352
Effective Date....352
Special Rates....353
Attendance Records....353
Labor Distributions....353
Labor Distributions: Example 1....354
Labor Distributions: Example 2....354
Process Third Party Information....355

Tax Administration and Regulatory Reporting....357

Setup For Tax Exemptions and Calculations....357
Set Up pageats for Tax Exemptions....358
Percentage of Gross Exemptions....358
Flat Dollar Amount/Option Code Exemptions....358
Percentage of Tax Exemptions....359
Setup For Tax Calculations....360
Method 1—Straight Percentage Tax Calculation....360
Method 2—Percentage of Tax Calculation....361
Establish Graduated Tax Table Entries....361
Establish Additional Steps for Tax Calculations....362
Establish Deductions via PXACALC....363
Sample PXACALC Entries....366
Setup For Federal and State Tax Treaties....372
Process Electronic W-4 forms and Taxes....378
IPEDS Reporting in Banner....380

Position Control....381

Position Management....381
Position Classes....381
Define Position Classes....382
Develop a Naming Convention for Position Class Codes....382

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Organizational Transfers of Budgeted Amounts....383
Reverse Organizational Transfers....385
Encumbrance Recasting....386
Encumbrance Recasting Prerequisites....387
Enable Encumbrance Recasting Indicator....387
Run the Encumbrance Maintenance Process....388
Encumbrance Maintenance Processing Notes....388
Impact on the Payroll Process....390
Encumbrance Recasting for Multiple Payrolls....390
Set Up Rules....391
Run Processes to Recast Encumbrances....391
Recasting for Multiple Years Encumbering....391
Fringe Benefit Accounting Under the Charge Back Method....393
Fringe Budgeting Under the Charge Back Method....393
Fringe Encumbering Under the Charge Back Method....395
Fringe Expensing Under the Charge Back Method....397
Comparison Chart—Actual Method Versus Charge Back Method....399
Fringe Benefit Accounting Procedures....399
Create New Fiscal Year Records....400
Set Up Fringe Residual Labor Distribution Override Fields....400
Step 3—General Fringe Benefit Accounting Procedures....401
Charge Back Method—No External Funding Sources....401
Charge Back Method—With External Funding Sources....404
Examples of Fringe Benefit Accounting....408

California Management Information System....413

Support for CA-MIS....413
CA-MIS Procedures....415
Set Up pages for CA-MIS....415
Set Up for the PEPSCAL Process....417
Set Up for the PEPAEXT Process....419
Run CA-MIS Processes....419
Example-Annual Salary Calculation for CA-MIS....420

California STRS/PERS....423

Support for STRS/PERS....423
CA STRS/PERS Procedures....424
Set Up pages For STRS/PERS....425
Establish Employee Pension Membership....435
Establish Employee Pension Deductions....436
Establish Employee Assignment and Pay Codes....436
Process Extended Leave....437
Process Payroll for STRS/PERS Employees....438
Process Adjustments for STRS/PERS Employees....439
STRS/PERS Tips....441

Interfaces....443

Interface to the Banner Finance System....443

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Human Resources/Finance Interface Flow Summary....445
HR/Finance Set Up Rule page (NTRFINI)....446
Distribution Information Window....447
Fringe Chargeback Rules Window....448
NTRFINI Finance Rule Class Code Setup (All, Yes)....454
NTRFINI Finance Rule Class Code Setup (All, No)....455
NTRFINI Finance Rule Class Code Setup (None, No)....456
NTRFINI Finance Rule Class Code Setup (Exception Only, Yes)....462
NTRFINI Finance Rule Class Code Setup (Exception Only, No)....468
Establish and Feed Original Budgets....469
Establish and Feed Original Budgets: Rules pages Interfaces Banner Finance System establishing and feeding budgets....469
Finance Rules pages....469
Human Resources Rules pages....470
Position Control Rules pages....472
Application pages....472
Batch Processes....473
Process Flow....474
Budget Maint. Checklist: Establishing and Feeding Original Budgets....475
Establishing and Feeding Original Budgets Flow Diagram....477
Budget Modeling....478
Budget Modeling: Rules pages....478
Human Resources....478
Position Control....480
Application pages....482
Budget Modeling: Batch Processes....484
Budget Modeling Process Flow....487
Budget Maintenance Checklist: Budget Modeling....488
Budget Modeling Flow Diagram....490
Process Wage/Salary Adjustments....491
Rule pages....491
Application pages....491
Batch Processes....492
Wage/Salary Adjustment Process Flow....494
Budget Maintenance Checklist: Processing Wage/Salary Adjustments....495
Wage/Salary Adjustment Flow Diagram....497
Approve Working Budgets....498
Application pages....498
Batch Processes....499
Approve Working Budgets Process Flow....501
Budget Maintenance Checklist: Approving a Working Budget....502
Approving Working Budgets Flow Diagram....504
Feed Payroll Transactions....504
Rule pages....506
Application pages....508
Batch Processes....508
Feed Payroll Transactions Process Flow....509
Payroll Feed Checklist....510
Feeding Payroll Transactions Flow Diagram....511
Process COBRA Transactions....511
Rule pages....511

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Application pages....513
Batch Processes....514
COBRA Transactions Process Flow....515
COBRA Feed Checklist....516
Processing COBRA Transactions Flow Diagram....518
Budget Development and Maintenance Time Line....519
Finance Document Number Capture....519
Overview....519
NTRINST Supports the Finance Document Number Capture....520
Structure of a Finance Document Number....520
Printed Output....520
Finance Document Number Capture Process Flow....521
Encumbrances....521
Encumbrances Flow Chart....521
Payroll Expenses....522
Payroll Expenses Flow Chart....522
Working Budgets....523
Working Budgets Flow Chart....525
Interface to the Banner Advancement/Development System....525
pages and Processes Used in the Interface....526
Procedure Summary....526
Flow Summary....527
Human Resources Requirements....528
Advancement/Development Requirements....528
Create Pledge and Pledge Installments in Advancement/Development....528
Approve and Create Deductions in Human Resources....530
Payroll Process/Process Deductions in Human Resources....531
Create Gifts and Pledge Installment Payments in Advancement/Development....531
Automatic Deduction Process (AGPALMP)....531
Parameters....531
Output — AGPALMP....532
Records Marked with Asterisks....533
Payments with a Zero Amount....534
Paying the Entire Pledge/Completing the Deductions....534
Adjustments....534
Pledge Status Codes....534
Banner Human Resources Adjustments....535
Banner A/D Adjustments....535
Installments/Feed to Finance....537
Payroll deduction gifts are fed to Finance via the following procedure:....537
Deductions From Outside Sources....538
Create a Continuous Deduction with an Unspecified Limit....538
Calculation Rule....539
Integration with the Banner Student System....539

VBS Setup In Banner Human Resources....542

Additional Information....558

COBRA Letter Templates....559

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Letter for 18 Month Qualifying Event - Initial Notification..... 559
Letter for 36 Month Qualifying Event - Initial Notification..... 564
Election page (To Be Printed with the 18- and 36-Month Qualifying Event Notice).....568
Expiration of Election Period.....568
Termination of Coverage Prior to End of Eligibility Period (Early Termination)..... 569
Late Payment Notice.....570
Termination Notice..... 571
COBRA Optional Paragraphs..... 572
Social Security Disability/Second Qualifying Event Notification Procedures..... 572
Trade Act of 2002 Language..... 572
Termination Letter - Conversion Available Under the Plan.....572
Termination Letter - Conversion Coverage Not Available.....573
HIPAA Coverage.....573

Troubleshooting..... 574

Employment Administration.....574
Unable to Return to Main Window of PEAEMPL from U.S. Regulatory Information Window.....574
Direct Deposit Tape Returned for Incorrect pageat..... 574
Split Payroll Expenditures for Pay Period at Fiscal Year End.....575
Employee deduction amount too little or too much.....576
Payroll Error and Warning Messages.....576
PHPCALC..... 576
ERROR PHPCALC - Person has more than 20 jobs..... 576
Warning Advance Recovery Earn Code (AR) not found.....576
Warning Exception Earnings exceed Base Salary.....577
WARNING FLSA Earn Code not found (FC/FA)..... 577
WARNING Invalid Work Period data, check PTRWKPR..... 577
WARNING Negative Net Pay.....577
WARNING No appropriate job for FLSA OT payment.....577
Warning Not Eligible for Premium Earn Code (see PTRECLS).....577
PHPMTIM.....578
ERROR Account index is terminated.....578
ERROR Account is terminated..... 578
ERROR Account is not a Labor Account.....578
ERROR Account is not defined as Data Entry..... 578
ERROR Activity is terminated..... 578
ERROR Affected Leave Ineligible for Employee's Leave..... 578
ERROR Base salary earnings could not be inserted †.....579
ERROR Begin Date is not in the Pay Period..... 579
ERROR Begin/End Date Cross Time Breakdown Period †..... 579
ERROR Employee disposition > 42, cannot process..... 579
ERROR Employee not Active, hrs cannot be entered..... 579
ERROR End Date is not in the Pay Period..... 579
ERROR Exception hours are greater than base hours. This will result in negative base hours.....580
ERROR Fund is terminated..... 580
ERROR Fund is not defined as Data Entry..... 580
ERROR Hours exist beyond termination date †..... 580
ERROR ID entered is not valid.†.....580

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ERROR ID not extracted for pay event.... 580
ERROR Inactive Account code.... 580
ERROR Inactive Account Index.... 581
ERROR Inactive Activity code.... 581
ERROR Inactive Chart of Accounts code.... 581
ERROR Invalid Cost Type code.... 581
ERROR Inactive Fund code.... 581
ERROR Inactive Location code.... 581
ERROR Inactive Organization code.... 581
ERROR Inactive Program code.... 581
ERROR Invalid Earn Code entered for employee.... 582
ERROR Invalid Posn/Suff/Effect Date for employee.... 582
ERROR Invalid Project code.... 582
ERROR Location is terminated.... 582
ERROR No Base Salary Hours for employee in Shift.... 582
ERROR No Begin or End Dates entered.... 582
ERROR No corresponding Base Salary Hours found †.... 582
ERROR Organization is terminated.... 583
ERROR Organization is not defined as Data Entry.... 583
ERROR Posn/Suf/Eff date not found. Extract Emp?.... 583
ERROR Program is terminated.... 583
ERROR Program is not defined as Data Entry.... 583
ERROR Special Rate must be same within effective date period.... 583
ERROR Special Rate must be entered rate ind = (S)p.... 583
ERROR Special Rate not allowed for this earn code.... 584
WARNING Employee is not Active.... 584
WARNING Possible Insufficient Leave Balance.... 584
WARNING Regular Hrs for Employee exceeds hrs/pay.... 584
PHPPROF.... 584
ERROR Employee has another job at a different disposition.... 584
ERROR Employee's total hours do not match hrs breakdown.... 584
ERROR Leave code ineligible for employee's leave category.... 585
ERROR Multiple earn codes exist with base salary ind - Y.... 585
WARNING PHREARN_HRS should not be 0 or NULL.... 585
WARNING Possible insufficient leave balance: <leave_code>.... 585
WARNING Special rate must be entered for earn code.... 585
WARNING Two base salary codes exist for 2 different shifts.... 585
PHPRETO.... 586
ERROR PHPRETO Earn Code of Type RT Not Found.... 586
ERROR PHPRETO - Earn Code of Type: XX Not found.... 586
ERROR This Job is Not Found in The Destination Payroll For Employee.... 586
PHPTIME.... 586
ERROR PHPTIME - No Deduction record for required deduction.... 586
ERROR PHPTIME - No Holiday Earn code found.... 586
ERROR* PHPTIME - No labor dist. record for this job.... 586
ERROR PHPTIME - No Valid Earn Code of Type: XX Found.... 587
WARNING PHPTIME-Cannot Create Holiday Rec. No Base Earnings.... 587
Encumbrance Processing Error and Warning Messages.... 587
ERROR After fringe rule date elimination, no labor distribution information remained.... 587
ERROR All Encumbrance Override End Dates must be the same for Fund %01% Effective Date %02%.... 587

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ERROR An encumbrance end date could not be found for salary encumbrance calculation.... 588
ERROR Any messages in nb_job_labor_rules.p_validate.... 588
ERROR Cannot assign encumbrance number; fiscal year could not be determined.... 588
ERROR Cannot find Job Base record using ROWID....588
ERROR Cannot find record using primary or unique key for Job Detail.... 588
ERROR Could not fetch a new document from SOBSEQN....589
ERROR Could not insert a new record into SOBSEQN table....589
ERROR Could not update SOBSEQN table for generating next encumbrance number.... 589
ERROR Employee's Base Job being updated on page; record not processed....589
ERROR Employee's Job Detail being updated on page; record not processed....589
ERROR Employee's Job Labor Distribution being updated on page; record not processed....589
ERROR Encumbrance Override End Date entered, %01%, must be equal to or greater than fiscal year begin date %02%, for Fund %03%.... 590
ERROR Found Job Labor record for prior fiscal year.... 590
ERROR Invalid Recast COA or COA not active for any fiscal year.... 590
ERROR Invalid Recast Pay ID.... 590
ERROR Job Assignment for salary encumbrance calculation was not found.... 590
ERROR Job Labor records does not have the same key.... 591
ERROR No active Job Assignment or Contract found within the active fiscal year for calculating salary encumbrance.... 591
ERROR No external job/fringe labor distribution information could be found....591
ERROR No job/fringe labor distribution information could be found.... 592
ERROR No jobs could be found for encumbrance processing for fiscal year %01%, chart %02%....592
ERROR One or more parameter errors halted program execution....592
ERROR Override End Date only allowed for multi-year records....593
ERROR Parameter Sequence number is invalid, aborting job....593
ERROR Recast date must equal fiscal year end date....593
ERROR Recast Date not allowed; NTRFINI Recalc All Ind is set....593
ERROR Recast Date not between active fiscal begin and end dates....594
ERROR Recast Pay ID required when Process All Pay ID is equal to N....594
ERROR Salary Encumbrance Calculation: Employee Class %01% not found.... 594
ERROR Salary Encumbrance Calculation: Encumb ind must be "A"nnual and "V"alue for non-payroll users....594
ERROR Salary Encumbrance Calculation: No NBRJOBS records found for this assignment....595
ERROR Too many matching external funding source fringe rates defined for FOAPAL: %01%.... 595
ERROR Unable To Insert or Update Job Labor records....595
ERROR Unable to retrieve active fiscal year data from NBBFISC, aborting job.... 595
ERROR Unable to retrieve indicators from NTRFINI for fiscal year %01%, chart %02%.... 595
ERROR Unable to retrieve required installation data from GUBINST, aborting job....596
INFO Installation Fringe Residual Not Covered By External Funding Sources.... 596
INFO No installation rate found for Employee Class %01%, Effective Date %02%; proceeding with a rate of 0 for the date shown.... 596
INFO No job labor distribution information could be found.... 596
INFO Transactions Shown Have Been Applied To The Database....597

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INFO Transactions Shown Have Not Been Applied To The Database..... 597
WARNING Fund terminated in the current fiscal year for %01% effective %02%.....597
WARNING Grant ended in the current fiscal year for %01% effective %02%.....597
WARNING Payroll Calendar records missing for Encumbrance Override End Date, %01%, on Job Labor Distribution, Fund %02%.....597
WARNING Salary Encumbrance for Job Assignment defaulted to zero because method is Hours Input.....597
WARNING Salary Encumbrance for Job Assignment defaulted to zero because method is Value Input..... 598
1042-S Errors and Warning Messages..... 598
PHAADJT.....598
ERROR Employee does not have a country code defined during this pay period.... 598
ERROR Nonresident Alien tax rate is missing..... 598
WARNING Allowance Taken is greater than Gross Income Paid.....598
*WARNING * Nonresident alien 1042-S data missing.....599
WARNING Total Allowance Taken not equal to Allowance Available To Be Taken.....599
WARNING Total Tax Withheld should not be greater than Total Gross Paid..... 599
WARNING Total Withhold Allowance not equal to Available Withholding Allowance..... 599
WARNING Tax Withheld does not agree with the computed tax withheld.....599
WARNING 1042-S Total Gross is not Equal to Deduction Applicable Gross.....599
WARNING 1042-S Total Tax Withheld not Equal to Deduction Employee Amount.....599
Pay Adjustment Errors and Warning Messages.....599
PHAADJT.....600
ERROR Bank Routing Number, Account No and Account Type are required for Direct Deposit.....600
ERROR Direct Deposit selection is only allowed if Print Indicator is Computer (C).....600
ERROR Document amount must equal net pay amount..... 600
ERROR Invalid Account Number for employee; press LIST for valid codes.....600
ERROR Invalid Account Type for employee; Check GXADIRD for valid types.....600
ERROR Invalid Bank Routing Number for employee; press LIST for valid codes.....600
ERROR Gross-up Net allowed for Manual Adjustment Actions only..... 600
ERROR Net amount entered must be less than 80,000. Two pay events must be created.....601
ERROR No active Payroll direct deposit record(s) available..... 601
ERROR One document must be designated as reissued..... 601
ERROR Print Indicator must be 'Computer' for a Direct Deposit adjustment.....601
WARNING Deduction History must be adjusted manually. Adjust benefit/ deduction amount.....601
WARNING No reissue indicator was checked, the entire pay event will be reissued. Do you wish to continue?.....601
WARNING Tax deduction type does not exist. Change deduction history for adjustment amount of $<x.yy>.....601
Leave Processing Errors and Warning Messages..... 602
NBAJOBS.....602
ERROR Invalid Position Class Skill Code for Job Detail Employee Class".....602
ERROR Leave Category cannot be changed. Non-zero leave balances exist..... 602
ERROR Record cannot be deleted. Non-zero leave balances exist for this leave category..... 602

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NOAEPAF ... 603
ERROR Invalid Category Code; Press LIST for valid ID codes ... 603
PTRINST ... 603
ERROR Minimum Leave Day Increment must be a multiple of 0.05 ... 603
WARNING You have changed the Leave Processing Method. Employee Leave Balances may need to be converted to the proper table for proper leave accrual and usage processing ... 603
PTRLCAT ... 603
ERROR Record cannot be deleted as non-zero balance empl leave record exists ... 603
Leave code or Priority Leave Code; At least one requires "Allow Negative Balance" setting ... 603
Allow Negative Balance" indicator can not be unchecked because it is in use in a Leave Priority ... 604
PTVLCAT ... 604
ERROR Day/Hour Indicator cannot be 'Day' when Leave Report Ind is 'Payroll' ... 604
PEALEAV ... 604
ERROR Delete not allowed. Employee's job is eligible for this leave code ... 604
ERROR* Leave value must be a multiple of {min_leav_day_increment} ... 605
WARNING Leave Code, XYZ, is not valid for employee's job. Balance will not be viewable by employee but is available when processing time taken. Do you wish to continue? ... 605
PHATIME ... 606
ERROR Earnings Code is invalid for entering leave time ... 606
ERROR Time must be greater than or equal to 0 ... 606
ERROR Value for day must be entered in increment of x.xx days ... 606
WARNING Leave Report Period not open for Time Entry ... 606
WARNING Possible Insufficient Leave Balance ... 606
PHPLEAV ... 606
WARNING ####.## Hours of DOCK earning generated ... 606
WARNING Insufficient Leave Balance for this job; Balance taken from another job ... 607
PHPPROF ... 607
WARNING More than one leave category was found: XX ... 607
PHPUPDT ... 607
PHPUPDT - Leave Code deleted since Leave Category Changed ... 607
Faculty Tracking Error and Warning Messages ... 607
PEAFACT ... 608
WARNING This faculty action is not approved. The transaction will be saved in an unapproved state ... 608
PTRINST ... 608
ERROR You must enter a Rank Level Code or uncheck the Rank Auto Approval Indicator ... 608
ERROR You must enter a Tenure Level Code or uncheck the Tenure Auto Approval Indicator ... 608
Disability Accommodation Tracking Messages ... 608
PEAEACC ... 608
ERROR Begin Date must be greater than or equal to the Request Date ... 608
ERROR ID is not defined as employee ... 608
ERROR Invalid Medical Condition Code. Press LIST for valid codes ... 609

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ERROR No medical conditions exist for employee. Go to GOAMEDI to enter medical conditions....609
ERROR The medical code may not be changed on a record with a request date earlier than SYSDATE....609
Salary Planner Warnings and Messages....609
NTRSPEX....609
ERROR Date entered is outside of Fiscal Year....609
ERROR Employee Class must be saved before continuing....609
ERROR Fiscal Year has not been defined; press LIST for valid codes....609
ERROR New Budget Extract ID already exists, please re-enter....609
ERROR This data has been saved to this Extract ID and may not be changed....610
WARNING Budget Extract ID not found, Add assumed....610
NBPSPEX....610
ERROR Budget Extract ID already exists in the working budget table....610
ERROR No matching budgets for extract rule specified....610
ERROR The following Salary Group/Table/Grade/Step combinations are invalid....610
NBPSPUP - Process Parameter Errors....610
ERROR At least one scenario must be entered....610
ERROR Invalid Budget Extract ID....611
ERROR Invalid Budget ID/Phase for this fiscal year....611
ERROR Invalid or Inactive Fiscal Year....611
ERROR Invalid Job Change Reason Code....611
ERROR Invalid Scenario....611
ERROR Process Mode must be P, J, or B when Report Mode is R or P....611
ERROR Report Mode must be R, P, or D....611
ERROR Single Scenario required when uploading data....611
NBPSPUP Process Errors....611
ERROR Salary Planner not setup correctly on NTRINST....611
ERROR These organizations are unlocked, process aborted....612
ERROR User Needs Exactly One NTRROUT Apply Record for:<lists acat_code>....612
NBPSPUP - Position Upload Errors....612
ERROR Labor Distribution Amounts do not total Position Budget....612
ERROR Labor Distribution Percents do not add up to 100.00%....612
ERROR Position begins after fiscal year ends....612
ERROR Position budget must not be negative....612
ERROR Position budget must be less than 999,999,999.99....612
ERROR Position status is not active....612
COBRA Process and Letter Generation....613

Glossary....615

actual method....615
adjustment....615
approval category....615
approval type....615
charge back method....615
compa-ratio....616
deferred pay processing....616
disposition....616
duplicate....616

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encumbrance....616
FLSA....617
FOAPAL....617
location....617
labor distribution....617
manual....618
module....618
originator....618
overload job....618
pay event....618
payroll....618
payroll adjustment....619
primary job....619
proxy....619
queue status....619
filter....619
redistribution....619
re-extract....620
reissue....620
secondary job....620
superuser....620
void....620

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System Overview

This section introduces you to the Banner Human Resources System through a high-level overview of key features and processes.

Application summary

Advantages of Banner Human Resources System usage.

The Banner Human Resources System provides budget, personnel, and payroll functions for your institution. It allows you to better control your personnel costs, which typically represent the largest budget expenditure for an institution.

Banner Human Resources supports the following human resource administration areas:

- employment and compensation
- budget preparation and monitoring
- position control and staffing
- applicant tracking
- requisitioning and processing
- EEO, W-2, and 1099-R reporting
- payroll processing
- labor relations
- health and safety administration
- benefits and leave

The Human Resources System also assists your administrative officers with prompt and accurate budget and position data. Your Payroll and Revenue departments will find its management capabilities useful in tax reporting and payroll calculation. To maximize data availability, the Human Resources System can be fully integrated with Banner Student, Finance, Advancement, and Financial Aid . It is also available as a comprehensive stand-alone system.

—people.

Department work flow

This flow shows how data moves through Position Control and related departments at an institution.

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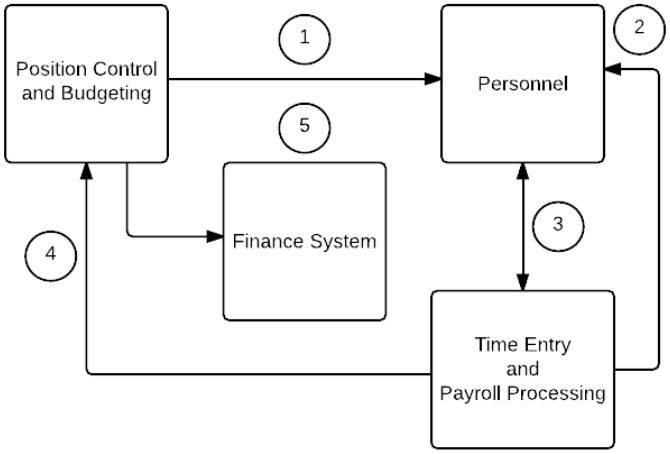

1. Position Control and Budgeting processing defines the position and assigns it appropriately. It identifies vacant, over-budgeted, and under-budgeted positions. Data collected by this module is automatically made available to Personnel for use in position requisitioning and applicant tracking.
2. Position Control information is transferred to Personnel, which maintains basic historic, biographic, and demographic data. It collects data on current and past employees, applicants and new hires, benefits and leave administration, labor distributions, EEO/Affirmative Action, and faculty members. In turn, Personnel updates Position Control on assignments to budgeted positions.
3. Personnel supplies employee assignment, leave, and deduction data to Time Entry and Payroll Processing for use in validating salary information, calculating paychecks, and maintaining pay history data. Payroll collects time sheet information and performs payroll calculation and adjustments. It provides Personnel with monthly, quarterly, and year-to-date employee, job, and deduction totals.
4. Payroll provides Position Control with the data necessary for budget monitoring and maintenance.
5. Payroll and Position Control data is made available to your Finance System.

Process work flow

This flow shows how data moves through Position Control module.

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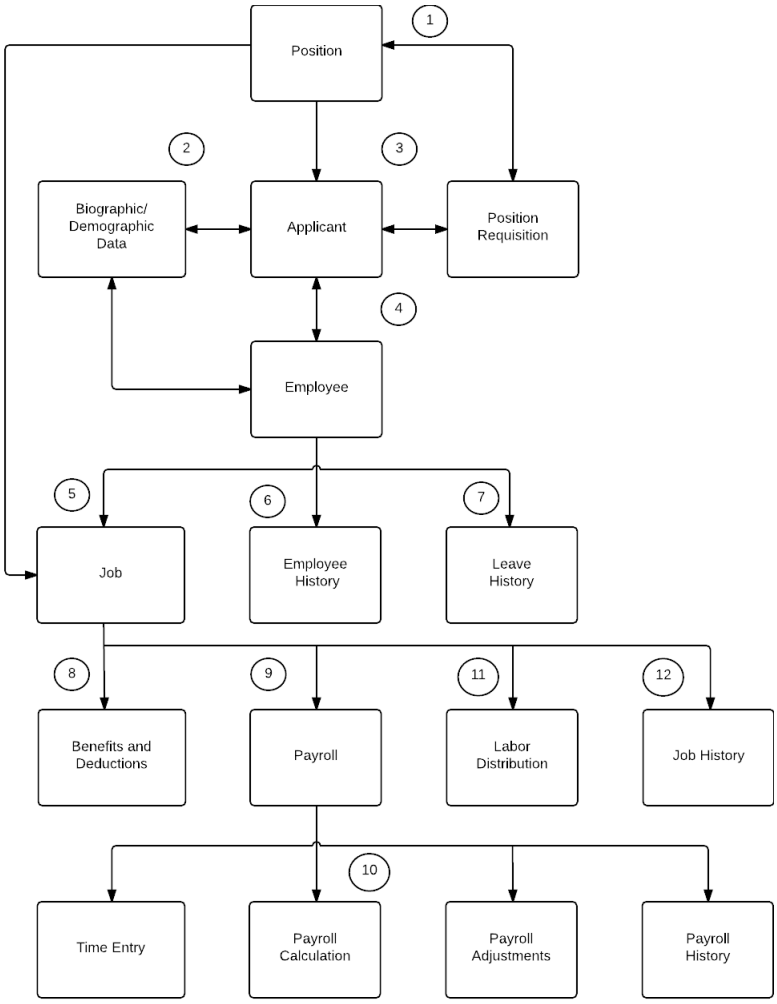

1. The position is defined by the Position Control module, which classifies it as active, canceled, or frozen. If appropriate, the position is flagged as over-budgeted or under-budgeted.
2. Biographic and demographic data is collected and made available for applicant and employee records. Information on education, employment history, examination results, publications, skills, and certification is added to the applicant's file. Interview results and comments can also be included.
3. Vacancy and recruiting data can be specified in an online requisition and viewed by position or candidate.
4. When an applicant is hired, an employee file is created. The applicant's information is shared by the new file. Leave eligibility is defined, and leave balances and review information are maintained. Biographic and demographic information is updated as necessary.
5. Position and employee information combine to define a job record.
6. The employee's work history is recorded in the Employee History page.
7. Leaves are established and leave records are maintained.

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8. Tax rules, life and medical insurance, retirement plan, and other employee benefits are defined and maintained. Associated payroll deductions are established.
9. Employee, job, leave, and deduction information is relayed to Payroll.
10. Payroll's time entry function supports online entry of positive and exception hours. It proofs and validates earnings codes, hours, and special rates, and it generates rosters and time documents. This data is used to calculate gross and net pay. Payroll adjustments (for example, redistributions, manual checks, one-time deductions, and check cancellations) are made as necessary, and online totals are maintained for fiscal and calendar years for all jobs, deductions, and employees.
11. The job's cost information is assigned to specific labor distributions, which are used to post expenses and liabilities to the general ledger and encumbrance ledgers of the Banner Finance System.
12. The job history is created and maintained. The job history records job-related employee information (for example, employee class, status, grade, paid and unpaid leaves, deferred pay status, work schedules, and annual salary/wage rate).

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Biographic/Demographic Administration

This section provides information about the Biographic and Demographic Information module.

About biographic/demographic administration

Entering basic biographic information about an applicant or employee creates a unique ID number for the individual in the system.

The core of the Biographic and Demographic Information module is the Identification (PPAIDEN) page, which establishes a unique ID number for each individual in the system. Use this page to enter basic biographic information about an applicant or employee.

You must enter information about a person into Banner Human Resources before you can complete any payroll or position-related transactions for that individual.

PPAIDEN can be used for two purposes:

- To create a record for a person or non-person who has never been identified to the system.
- To add or update biographic and demographic information about a person or non-person who was previously defined in Banner.

The procedures for creating or updating information in PPAIDEN are identical, with one exception.

When you enter initial data in PPAIDEN, you can either supply an ID number for the person or non-person being identified or you can ask the system to generate the ID number. When you update data via PPAIDEN, however, you must enter an ID number. This number must match that previously entered for the person or non-person whose information you are updating.

The ID number and name are the minimum pieces of information the system requires to process information for any human resources transactions for a person. These items are entered on the **Main** window of the PPAIDEN page.

The Biographic and Demographic Information module also enables you to enter and update information about the professional qualifications of an applicant or employee. It provides pages for entry of the following:

- Comments, including interview results and offer stipulations
- Educational background, including institutions attended and degrees received
- Employment experience
- Veteran status
- Publications record
- Certification information
- Skill descriptions

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Identify a new person or entity in banner

Enter information about a new person or an entity (such as a vendor) into the Banner Human Resources System.

Access the Identification (PPAIDEN) page to perform initial data entry of a person or an entity (such as a vendor) into the Banner Human Resources System.

Enter name and ID information

Enter name and ID information for a new person or an entity (such as a vendor).

Procedure

1. Access the Identification (PPAIDEN) page.
2. Use one of the following options to supply the ID number for the person or entity you are identifying:
   - If your site policy dictates that a generated number be used for all new persons entered into the database, either type `GENERATED` in the **ID** field or click **Generate ID**. The system then generates a number and displays the word GENERATED in the **ID** field of the Key Block.
   - If your site policy permits a new number to be entered, enter the number in the **ID** field in the Key Block.
3. Scroll down to the Current Identification section. The data in the **ID** field of the Key Block (the word GENERATED or the ID number) is duplicated in the **ID** field of this section.

   If you are defining an entity, go to *6* on page 26. If you are defining a person, go to *4* on page 26.
4. Enter the Social Security Number (SSN), Social Insurance Number (SIN), or Tax Filing Number (TFN) for the person you are defining.
5. In the Person section, enter the person's last name and first name in the available fields.

   (Optional) Enter information in the remaining fields in the section.

   Go to *7* on page 26.
6. Scroll down to or select the **Name** field in the Non-Person section. Then enter the name of the non-person.
7. Click **Save** to save the information you have entered thus far (the name and ID number) into the database.

Results

NOTE:

You cannot enter any other information for a person or non-person until you have committed their name and ID number to the database.

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Enter address

Addresses are used in many places throughout the system for each person or non-person.

Before you begin

A Banner ID and name must be created for the person or non-person before you can enter address information.

Procedure

1. Access the Identification (PPAIDEN) page.
2. Enter the Banner ID for a person or entity.
3. Access the Address window by selecting **Address** from the Tools button or by selecting the **Address** section.
4. Enter the person's Address Type.

   If necessary, select the Search feature to determine valid values and to select one of these values.
5. Enter the remaining address information.

   City and either **State or Province** or **Nation** are required fields. If you enter a state, the **ZIP or Postal Code** is required as well.
6. Click **Save**.

Enter other required information

Other required biographic information includes, but is not limited to, emergency contact information.

Before you begin

You must save the name and ID data for a person or entity before entering any other information about that person or entity on PPAIDEN. All of the peripheral windows for PPAIDEN accept data the same way.

Procedure

1. Select the appropriate section or window from the **Tools** button.

   The following are some of the additional items you can enter using PPAIDEN:

Access this Window/section...	To Enter...
Biographic Information	Birth date, gender, ethnic classification, marital status, and citizenship status
Address information	Address and telephone information
Emergency Contact Information	Emergency contacts
Additional Information	Driver license and veteran data

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2. Enter required information in the relevant fields. If necessary, select the **Search** feature or use the List function to view valid field values.
3. On completion, click **Save** to save the record to the database.
4. Repeat the entire procedure as needed.

Update biographic or demographic information for an identified person or entity

A person or entity previously identified to Banner Human Resources needs to have biographic information updated.

Procedure

1. Access the Identification (PPAIDEN) page.
2. Enter the ID of the person or entity whose data you want to update.

   If you do not know the ID number of the person to be hired, select the **Search** feature and perform a search of the database using one of the following options:

   - If the person was an applicant before being hired, use the Employee Search (POIIDEN) page.
   - If applicant tracking is not used at your institution, use the Person Search (SOAIDEN) page.

     NOTE: You can search for and enter an ID by using product-specific forms as described above or by using the ID and Name Extended Search window. See the *Banner Getting Started Guide* for further information.
3. Select the required record.
4. Make changes as necessary.

Information	Where to enter on PPAIDEN
• Birth Date • Ethnicity • Gender • Marital Status • Citizenship • Deceased Date • Veteran information • Confidentiality Specification • Religion specification • Legacy information	Biographical section/window

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Information	Where to enter on PPAIDEN
Alternate Identification	Alternate Identification section/window
Emergency contact	Emergency Contact section/window

5. Save any entered or updated information.

Maintain certification information

Record information about any professional or trade certifications that the person holds.

Procedure

1. Access the Certification Information (PPACERT) page.
2. Enter the **ID** for the person whose certifications you are tracking.
3. Go to the **Certifications** section.
4. Enter the code that identifies one of the person's certifications in the **Certification Code** field.
5. **Optional:** Enter the **Certificate Date**.

   This field must be completed if the **Date Required** check box on the Certification Code Rule (PTRCERT) page is selected.
6. Enter any other available information about the certification.
7. **Optional:** Enter endorsement information for the certificate.
8. Click **Save**.

Enter job experience information

Record information about the person's job experience.

Procedure

1. Access the Person Experience (PPAEXPR) page.
2. Enter the person's **ID** .
3. Go to the **Experience Information** section.
4. Enter any available information about a job held by the person.
5. Click **Save**.

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Enter coded comments

You can use a predefined comment code to enter a comment for an ID. Using a comment code saves keystrokes and provides uniformity.

Procedure

1. Go to the Comment page (PPACMNT) page.
2. Enter the **ID** of the person about whom you are going to enter coded comments.
3. Go to the **Coded Comments** section.
4. Enter the comment code that identifies the type of comment to be entered about the person.
5. **Optional:** Enter a comment associated with the comment code.
6. Click **Save**.

Enter free-page comments

You can enter a free-page comment for an ID.

Procedure

1. Go to the Comment page (PPACMNT) page.
2. Enter the **ID** of the person about whom you are going to enter a comment.
3. Go to the **Free page Comments** section.
4. Enter a comment in the field under the section name.
5. Click **Save**.

Enter job reference information

Enter experience and job reference information for a person.

Procedure

1. Access the Person Experience (PPAEXPR) page.
2. Enter the person's **ID**.
3. Go to the **Experience Information** section.
4. Enter available information about the job for which references are being specified.
5. Enter and save the experience data in order to enter reference information for a particular job.
6. Save your changes.

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7. Access the Applicant's References window from the **Tools** button of PPAEXPR.
8. Enter any available information about a reference.
9. Save your changes.

Enter diploma or degree data

Enter the person's institution, degree, and curriculum information (majors, minors, and concentrations).

Procedure

1. Access the General Information (PPAGENL) page.
2. Enter the person's ID.
3. Go to the **Institution** section.
4. Enter the institution code in the **SBGI** field for the institution where the person earned the degree.
5. Save your changes.
6. Go to the **Diploma or Degree** section, and enter the degree and any other available degree information.
7. **Optional:** Go to the **Majors** section, and enter each of the person's majors on a separate line.
8. **Optional:** Go to the **Minors** section, and enter each of the person's minors on a separate line.
9. **Optional:** Go to the **Area of Concentration** section, and enter each of the person's concentrations on a separate line.
10. Click **Save**.

Enter transcript data

How to enter transcript data.

Procedure

1. Access the General Information (PPAGENL) page.
2. Enter the person's **ID** .
3. Go to the **Institution** section, and then enter the code for the institution that sent the transcript in the **SBGI** field.
4. Go to the **Transcript** window, and then enter any available information about the transcript.
5. Click **Save**.

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Enter examination information

You can enter exam and student exam score information using the General Information (PPAGENL) page.

Procedure

1. Access the General Information (PPAGENL) page.
2. Enter the person's **ID**.
3. Go to the **Institution** section.
4. Go to the **Examinations** window.
5. On the **Examination** field, enter the code identifying the type of examination.
6. On the **Date** field, enter the examination date .
7. On the **Score** field, enter the score the person received on the examination.
8. This step is optional if the Scoring Method field on the Exam Code Rule (PTREXAM) page is set to Pass/Fail .
9. **Optional:** On the **Percent** field, enter the percentile ranking of the examination score.
10. Select the Pass/Fail option for the Pass field to indicate whether the person passed the exam.
11. If the Scoring Method field on the Exam Code Rule (PTREXAM) page is set to Pass/Fail and you have entered a score, the system automatically selects the correct value for this field when you section past the Score field or Save.
12. Click **Save**.

Enter publication information

You can enter a student's publication information using the General Information (PPAGENL) page.

Procedure

1. Access the General Information (PPAGENL) page.
2. Enter the person's **ID**.
3. Go to the **Institution** section.
4. Go to the **Publications** window.
5. Enter the code defining the **Type** of publication being described.
6. Enter the **Title** of the publication.
7. **Optional:** Enter the name of the **Publisher** of the publication.
8. **Optional:** If the Publication Date differs from today's date, enter the correct publication date.
9. Click **Save**.

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Enter skill information

You can enter a student's skill information using the Person Skills (PPASKIL) page.

Procedure

1. Access the Person Skills (PPASKIL) page.
2. Enter the **ID** of the person whose skills you are tracking.
3. Go to the next section.
4. On the **Skill** field, enter the code identifying one of the person's skills.
5. If the Level Required check box on the Skill Codes Rule (PTRSKIL) page is checked for a skill, enter the code identifying the person's level of ability of the skill in the **Level** field. Otherwise, leave that field blank.
6. Enter any other available information about the person's use of the skill.
7. Click **Save**.

Create a telephone record

You can create a telephone record using the Telephone (PPATELE) page.

Procedure

1. Access the Telephone (PPATELE) page.
2. On the **Key** section, enter an ID.
3. Go to the next section.
4. Enter the **Telephone Type**.
5. Enter the **Telephone number**.
6. Click **Save**.

Create an international telephone record

You can create an internationals telephone record using the Telephone (PPATELE) page.

Procedure

1. Access the Telephone (PPATELE) page.
2. In the **Key** section, enter an ID.
3. Go to the next section.
4. Enter the **Telephone Type**.

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5. Enter the **International Access Code**.
6. Click **Save**.

View address, telephone, or mail delivery information

View address, telephone, or mail delivery information to ensure your information is correct.

Procedure

1. Access the Address List Inquiry (PPIADDR) page.
2. Enter the **ID** of the person whose information you want to view.
3. Go to the next section.
4. View address information.
5. Click **Save**.

View the skill set in your enterprise

You can see a list of the individuals in your organization that possess specific skills using the Person Skills Inventory (PPISINV) page.

Procedure

1. Access the Person Skills Inventory (PPISINV) page.
2. View the **Skills**.

Add an employee to a system-generated letter

You can associate an employee to a system-generated letter using the Mail (PUAMAIL) page.

Procedure

1. Access the Mail (PUAMAIL) page.
2. Enter an **ID** .
3. Go to the next section.
4. Identify the **System** associated with the letter.
5. Identify which **Letter** you want to send.
6. Change the **Initiation Date** of the letter if different from the system date.
7. Select either **Published** or **Generated** to describe enclosed material and save.

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Employment Administration Overview

The Employment Administration module provides for the capture and maintenance of employee information and the classification of salary structures.

Employee compensation includes an unlimited number of earnings, rates, and differentials, and highlights features such as future dating, retroactive salary changes, and deferred pay.

It also includes a section on Faculty Tracking that records and maintains faculty actions such as tenure, promotion, reappointment, and sabbatical and other leaves.

Leave administration supports current and grandfathered leave plans.

Health and safety administration addresses OSHA requirements by maintaining job-related health and safety data.

Labor relations enables you to track union status, seniority, and grievance activity. A complete online history maintains the data required for regulatory reporting.

This module enables you to:

- identify an employee's status, class, hire dates, leave and benefit categories, and reporting organization
- collect direct deposit information
- maintain leave records, including type, year-to-date accrued hours, year-to-date used hours, and prior year balances
- create and maintain an internal employee history
- define an employee's assigned job, including description, class, salary grade and step, contract type, shift, and status
- create and maintain a job history to track changes in an employee's movement through the salary scale
- maintain year-to-date totals of employee hours and earnings
- collect committee information to establish committees, identify members, and arrange meeting times and places
- record, maintain, and review faculty actions such as tenure, promotion, reappointment, and sabbatical/ other leaves
- update, insert, delete, and view information that will be included in the annual Statistics Canada surveys
- establish position descriptions and associate them with job points
- use a single page to establish a new employee on the system
- use a single page to terminate an employee, place an employee on leave, or reactivate an employee who was on leave
- use a single page to set up and hire new persons and issue a one-time payment
- check an employee's salary history
- collect ACH information in order to make direct deposit payments for payroll

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Hire a New Employee

The New Hire page (PEAHIRE) provides a simple, efficient method to establish an employee in the system. The page utilizes the default functionality within Banner HR and requires only a minimum amount of data to be entered. All information entered on this page will automatically be entered in the Person Identification page (PPAIDEN), the Employee page (PEAEMPL), and the Employee Job page (NBAJOBS). Refer to the online help for further information on the New Hire page (PEAHIRE).

To access the New Hire page (PEAHIRE), either select the page from the ***HRSEMPLOYE** (Employment Administration) menu; or access the page directly from the main menu by entering the page name, PEAHIRE. When you first enter the page, the cursor will be resting in the **ID** field of the Key Block. You can then establish a new employee on the system by completing the page as described below.

Enter Key Block Information for New Hire

About this task

Begin entering information for a new hire by entering information in the Key Block of PEAHIRE.

Procedure

1. Access the New Hire (PEAHIRE) page.
2. Enter the Banner ID of the person to be hired, if known. The name associated with the ID number will be displayed.

   Otherwise, go to number Step 3 below. After verifying the name, go to *Enter Biographic/ Demographic Information for New Hire* on page 37.

   NOTE: If the ID number you entered identifies a current or previous employee, an error message will appear stating this condition. You will not be able to move to any of the data groupings on this page.

3. (Optional) If you do not know the ID number of the person to be hired, select the **Search** feature perform a search of the database using one of the following options:
   - If the person was an applicant prior to being hired, you can use the Employee Search (POIIDEN) page.
   - If applicant tracking is not used at your installation, then the Person Search (SOAIDEN) page should be used.
   - If the person has been entered into Banner with an alternate ID, use the Alternate ID Search (GUIALTI) page.

     NOTE: You can search for and enter an ID by using product-specific forms as described above or by using the ID and Name Extended Search window. See the *Banner Getting Started Guide* for further information.

     Follow the search procedures established at your site to find the ID number of the person to be hired.

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4. If a record is found, exit with value and go to *Enter Biographic/Demographic Information for New Hire* on page 37.
5. If a match is not found, enter or generate the new ID number based on your site policy.

   If your site policy permits a new number to be entered, enter the number in the ID field and go to *Enter Biographic/Demographic Information for New Hire* on page 37, below.

   If your site policy dictates that a generated number be used for all new persons entered into the database, you can accomplish this by typing `GENERATED` in the **ID** field or by clicking **Generate ID**.

   NOTE: If the Common Matching feature is turned on at the institutional level, namely, the **Online Matching Process Enabled** indicator on the Installation Controls (GUAINST) page, you will be taken to the Common Matching Entry (GOAMTCH) page when you enter a new Banner ID via the Employee Quick Hire (PEAHIRE) page, the One-Time Payment (PEA1PAY) page or the Person Identification (PPAIDEN) page. For more information on Common Matching, refer to the *Banner General User Guide* and the topic, *Common Matching Functionality in Human Resources* on page 125 of this chapter.

Enter Biographic/Demographic Information for New Hire

About this task

Complete the fields in the Biographic/Demographic Information section of the New Hire (PEAHIRE) page.

Procedure

1. Use the following guidelines to enter the information in the Biographic/Demographic section.
   - If the person's record was previously established, any information contained on that record will be displayed in the corresponding field. These records are for information only and cannot be updated. Any required changes must be made on the Person Identification (PPAIDEN) page. Any null fields on PEAHIRE must be completed.
   - If you are creating a new record, then all of the fields displayed in the Biographic/Demographic section of the New Hire (PEAHIRE) page will be null. In this case, all fields must be completed.

     When you have completed the data entry in the Biographic/Demographic data grouping, the cursor will be resting in a hold position. You can review and change the information prior to continuing.
2. When you are satisfied with the information entered, move to the next data grouping. If you are not in the last field of the window when you want to continue, you can also scroll down to move to the next data grouping without tabbing or entering through each field.

Enter Address/Telephone Information for New Hire

About this task

Complete the fields in the Address/Telephone section of the New Hire (PEAHIRE) page.

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Procedure

1. Use the following guidelines to enter Address/Telephone information.
   - If the person's record was previously established, any information contained on that record will be displayed in the corresponding fields. The cursor will be resting in a hold position. These records are for information only and cannot be updated. Any required changes must be made on the Person Identification (PPAIDEN) page. Any null fields on PEAHIRE must be completed.
   - If you are creating a new record, then all of the fields displayed in the Address/Telephone Information section will be null. In this case, all fields must be completed on PEAHIRE.

     The fields must be completed according to standards established at your location. A field that is optional in the system may be required at your location based on your site's standards, policies, and procedures.

     When you have completed the data entry in the Biographic/Demographic data grouping, the cursor will be resting in a hold position. You can review and change the information prior to continuing.
2. When you are satisfied with the information entered, press section or Enter again to move to the next data grouping.

Enter Employee Information for New Hire

About this task

Complete the fields in the Employee section of New Hire (PEAHIRE) page as specified in the online help.

The Employee section allows you to assign an employee class, original hire date, home department, and benefit category for the new employee. Based on these key pieces of information, the following fields will be completed for the employee on the Employee (PEAEMPL) page: **Leave Category, Check Distribution, Home Department, Current Hire, Original Hire, Adjusted Service, Seniority**, and **First Work Date**. All of these values will default according to the rules established at your location.

When you have completed the data entry in the Employee section, the cursor will automatically move to the Job section.

Enter Job Information for New Hire

About this task

Complete the fields in the Job section of the New Hire (PEAHIRE) page as specified in the online help. You can enter data for up to ten jobs in this section. To define a second or subsequent job record, create a new record.

Based on the key pieces of information entered in the PEAHIRE Job section, the following fields will be completed on the Employee Jobs (NBAJOBS) page: **Effective Date, Personnel Date, Status, Title, Employee Class, Payroll ID, Salary Group, Grade, Table, Step, Premium Pay, Hours per Day, Hours per Pay, Annual Salary,** and all of the other fields contained on NBAJOBS. These values are defaulted according to the rules established at your location.

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Save New Hire Data

About this task

After you have entered all required job information, execute the Save function. The system will now call each of the related application pages, insert the data you have entered into the associated fields, and place default values into the remaining fields.

The system may display the following types of messages while inserting the data:

- If a *WARNING* message is encountered during the insertion of data, it will be presented to you for acknowledgment.
- If an *ERROR* message is encountered during the insertion of data, it will be presented to you. At this point, you will have the option of correcting or ignoring the error. If you ignore the error, none of the data will be saved in the application page. If you correct the error and save the record, the new hire process will continue.

When the save process is complete, the autohelp line located at the bottom of the screen will display `New Hire Process Completed`. At this point, all of the options on the **Tools** button are enabled. By selecting the appropriate option, you will be able to access the Person Identification (PPAIDEN) page, Employee (PEAEMPL) page, Employee Jobs (NBAJOBS) page, and the Employee Benefit or Deduction Setup (PDABDSU) page.

When you select **Employee Deduction Setup** from the **Tools** button, the system sets up all of the required deductions in the employee's benefit category that have an established default value. It then displays a message specifying the number of deduction records created. If any errors occur during the creation of the deduction records, the system displays PDABDSU with an error message. You can then correct the error and save your change. At that point, the system will redisplay New Hire (PEAHIRE) page.

The process will also insert all of the related history records, which can be viewed on the Employee History (PEIEHIS) page, Deduction History (PEIDHIS) page, and Jobs History (PEIJHIS) page.

Create Automated PIN for New Employees

About this task

To facilitate the use of Employee Self Service, you can now execute the instruction to automatically create a PIN for an employee when an employee record (PEBEMPL) is created in Banner. This feature works in the same fashion as Students, Financial Aid applicants, and Faculty members (loaded in Banner Student). The Crosswalk Validation (GTVSDAX) page control enables this function, and your institution can control its usage on the Enterprise PIN Preferences (GUAPPRF) page.

The following conditions must be met for creating an automatic PIN:

- The **Create PIN?** for PEBEMPL on GUAPPRF must be set to `Y`.
- A Third Party Access Audit (GOATPAD) page PIN must not exist for a new employee.

The logic to create an automatic PIN uses the values specified on GUAPPRF utilizing either alphanumeric or numeric and birth date or random value. If birth date is specified and the birth date

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is null, then the last six characters of the ID will be used. If a six character numeric PIN cannot be generated, then the PIN will be NULL. Once a PIN has been created for an employee, it may be viewed on GOATPAD.

Leave Administration

Change Employee Status

Access the Employee Status Change (PEAESCH) page to:

- Terminate an employee
- Place an employee on extended leave
- Reactivate an employee who is currently on leave

The page enables you to change the status on all related records for the employee or on only selected records. The following paragraphs contain a general procedure for completing the Key Block of PEAESCH and gives specific procedures for completing the remainder of the page for each type of status change.

Enter Key Block Information to Change Employee Status

About this task

Begin by entering information in the Key Block of PEAESCH.

Procedure

1. If you know the ID number of the person who is going on leave, returning from leave, or terminating employment, enter the ID number.

   The name associated with the ID number entered will be displayed. The cursor will automatically move to the **Action** field.

   If you do not know the ID number of the employee, select the **Search** feature, and then perform a search of the database.

   NOTE: You can also search for the ID by using the **ID and Name Extended Search** window. (See the *Banner Getting Started Guide* for further information on the search process.)

   Follow the search procedures established at your site to find the ID of the person to be hired.

   If the record is found, exit with value. The cursor will automatically move to the **Action** field.

   The following conditions will cause an error message to be generated:

   - The ID selected does not identify an employee. Only employee records can be processed via PEAESCH.
   - The employee identified by the ID selected is already terminated from the Human Resources System. PEAESCH cannot be used to process records for an employee whose status is

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specified as "Terminated" on all of the following pages: the Employee (PEAEMPL) page, all deduction records specified via the Employee Benefit/Deduction (PDADEDN) page, and all job records specified via the Employee Jobs (NBAJOBS) page. You can, however, use PEAESCH to terminate deductions for an employee whose current status on PEAEMPL is "Terminated."

NOTE: PEAESCH can be used to terminate a deceased employee.

2. Note the value in the employee's **Last Paid Date** field. If the employee is paid on multiple payrolls, then this is the maximum last paid date for all pay IDs. For example, an employee could have a job with weekly pay and a job with monthly pay. If the pay-period end date for the employee's last weekly paycheck was 06-25-2004 and that for the employee's last monthly paycheck was 06-30-2004, then the last paid date would be 06-30-2004.
3. At **Action**, enter the action to be performed on the employee record. You can select the action from the **Lookup** button. Valid options are `Leave`, `Return from Leave`, and `Terminate`.
4. If you want all job and deduction records to automatically be selected for the action entered, select the **All Records** check box. If you want to select these records manually, leave the check box unmarked.
5. At **Personnel Date,** enter the date that will be recorded as the employee's termination, leave begin, or return-from-leave date. This date should reflect the actual date on which the status change should/did occur. If you enter a date less than the date in the **Last Paid Date** field, you will be notified of this condition but will be allowed to proceed with the action.

   The date entered in the **Personnel Date** field determines the actual/calculated date inserted into the following fields:

Data Grouping	Field	Value
Termination Information	Last Work Day	As entered in **Personnel Date** field
	Bargaining Units End Date	As entered in **Personnel Date** field
	Termination Date (on PEAEMPL)	As entered in **Personnel Date** field
Leave Information	Leave Begin Date	As entered in **Personnel Date** field
Return from Leave Information	Leave End Date	One day less than the **Personnel Date** entered
Job Information	Effective Date (in Job Information section)	As entered in the **Personnel Date** field if the personnel date is greater than the **Last Paid Date**. This is true for all action types. If the personnel date is less than or equal to the last paid date, the last paid date

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Data Grouping	Field	Value
		will default when the action selected is `Terminate`; and the default date for both of the other actions will be one day greater than the last paid date.
	Personnel Date	As entered in **Personnel Date** field
	Effective Date (in Deduction Information window)	When the `Terminate` action is selected and the date in the **Personnel Date** field is greater than the **Last Paid Date**, the date in the **Deduction Effective Date** field will match the personnel date. If the personnel date is less than or equal to the last paid date, the last paid date will default when the `Terminate` action is selected. Deduction records are not affected by the `Leave` and `Return from Leave` actions.
	Coverage End Date	The date entered in the **Personnel Date** field will be used in conjunction with the rules established on the Benefit Category Rule (PTRBCAT) page to calculate the coverage end date for all Beneficiary Coverage records.

6. Scroll down.
7. Perform one of the following procedures based on the value entered in the **Action** field.

Terminate Employees

About this task

To terminate an employee in Banner Human Resources, the following two methods can be used.

The first method involves the following steps:

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Procedure

1. Access the Employee Jobs (NBAJOBS) page to terminate all of the employee's jobs.
2. Access the Employee Benefit or Deduction (PDADEDN) page and terminate all the employee's deductions.
3. Access the Employee (PEAEMPL) page and terminate the employee.

Results

The second method involves entering or modifying information in the Employee Status Change (PEAESCH) page, and related pages. Follow procedures and policies in effect at your site.

NOTE: In either method, if the termination date is in the future, the employee status can remain Active (A). When the payroll that encompasses the termination date is run, the employee's status will be automatically updated by the Pay Period Update (PHPUPDT) process.

Complete Job Information When Terminating Employees

About this task

Records for all of the employee's jobs that have not been terminated as of the personnel date entered in the key are displayed in the Job Information section. The sort order is first by job type (primary, secondary, overload) and then by position number and suffix. The procedure for processing these records follows:

Procedure

1. Select the **Job Assignment Change** check box for the currently displayed job record if you want to terminate the associated job. If you have checked the **All Records** check box in the Key Block of the page, this check box and the selection check boxes for all of the remaining job records in the display will automatically be checked. If you have not checked the **All Records** check box, then you must select each job record individually by checking its selection check box. If a record is not selected, then all fields in that record are display only.
2. Review the job information in the following fields. These are all display-only fields.

Field	Description
Position/Suffix	Position and suffix number of the job being described
Job Title	Title of the job being described
Job Type	Job type of the job being described (primary, secondary, or overload)
Last Paid Date	Employee's last paid date for the job record displayed. If the employee is paid in multiple jobs on multiple payrolls then this date may be less than the last paid date displayed in the key of the page. (See the description of the **Last Paid Date** field in the procedure for completing the Key Block.)
Job Begin Date	Begin date from the General Job Information data grouping associated with the job record displayed

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Field	Description
Payroll ID	Employee's payroll ID for the job record displayed
Current Effective Date	Effective date of the job record displayed. This date is the maximum effective date for the job record that is less than or equal to the personnel date entered in the key of the page. For example, if the personnel date is 18-JUN-2003 and the effective dates for job changes are 01-SEP-2004, 01-JUL-2004, and 01-JUL-2003, the current effective date is 01-JUL-2003 since the other two effective dates fall after the personnel date.
Status	Current status of displayed job record.

3. The **Effective Date** field contains the date the action goes into effect for payroll activities. This date will be inserted into the Job Detail window on the Employee Jobs (NBAJOBS) page.

   The effective date will default based on the personnel date entered in the key of the page. If the personnel date is greater than or equal to the last paid date for the job, the personnel date will be inserted into this field. If the personnel date is less than the last paid date for this job, the default value for this field is the last paid date.

   If the default value in this field is incorrect, change it. The date you enter must be greater than or equal to the last paid date.

4. The **Personnel Date** field contains the actual date that the termination action should/did take place for the job whose record is currently being displayed. The default date for this field is the personnel date entered in the Key Block of the page. If this date is incorrect, change it. The date will be inserted into the job record created by this action.

5. The **Status** field specifies the new status of the job. This value will be inserted into the job record created by this action. When the terminate action is specified in the Key Block, the default status for the job is "Terminated." This status cannot be changed when the job is selected for termination.

   If the job should remain active, clear the record selection check box. This automatically changes the status of the job to "Active."

6. If job change reasons are maintained at your site, enter the reason for the termination in the **Reason** field. This reason will be inserted into the job record created by the termination action. A list of values is available.

Additional Changes When Terminating Employees

You may have to make additional changes to the job information based on the employee-termination policies, procedures, and rule page setup in effect at your site. The three types of changes that may be required are described below.

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Adjust Encumbrance Information When Terminating Employees

About this task

If the salary encumbrance method for the employee class specified for the job from which the employee is being terminated is "Hours Input" or "Value Input," you may have to adjust the salary encumbrance or total encumbrance hours for the job. The **Salary Encumbrance Method** field is located on the Employee Class Rule (PTRECLS) page.

To make this adjustment:

Procedure

1. Select the **Job Detail Information** from the **Tools** button.
2. Enter the new value in the **Salary Encumbrance** or **Total Encumbrance Hours** field.
3. Save.

   NOTE: Contract dates should be noted on a job assignment *only* when deferred pay schedules are to be used.

Results

The new value will be saved to the associated NBAJOBS record, and the previous value will be adjusted when the Encumbrance Maintenance (NBPENCM) process is run with the **Calculate Encumbrance** option set to `Yes`.

Adjust the Contract End Date

About this task

If an employee is terminated prior to the previously defined contract end date, change the date in the **Contract End Date** field on the Job Information Detail window.

Establish Default Earnings

About this task

Establish a default termination earnings (for example, severance pay) for an employee's last pay as follows:

Procedure

1. Access the Employee Jobs (NBAJOBS) page.
2. Select **Default Earnings** from the **Tools** button.
3. Select **Add a Change with a New Effective Date** from the **Tools** button.
4. Enter a new date in the **Create New Date Record** window.
5. Enter the code for the default termination earning, the number of hours/units, and the special rate if required.

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Complete Deduction Information

About this task

Go to the Employee Deduction Information window to complete the deduction information.

Procedure

1. Access the Deduction Information window by selecting **Tools** > **Employee Deduction Information**. All deduction records that are not terminated as of the personnel date entered in the Key Block are displayed in this window.
2. Select the selection check box identifying the deduction/benefit whose data you want change. If you have checked the **All Records** check box in the Key Block of the page, this check box and the selection check boxes for all of the other deduction records in the display will automatically be checked. If you have not checked the **All Records** check box, then you must select each deduction record individually by checking its selection check box. If a record is not selected, then all fields in that record are display only.
3. Review the deduction information in the following fields. All of these fields are display only.

Field	Description
Deduction Code and Description	Code and name of a deduction associated with the employee who is being terminated
Effective Date	Current effective date of the deduction record displayed
Status	Current status of the identified deduction (active, waived, or exempt)

4. The **Payroll End Date** field contains the end date of the last pay period in which the deduction is to be taken. The default value for this date is calculated based on the personnel date. (See the description of the **Personnel Date** field in the procedure for completing the Key Block for further details.)

   If the employee is paid on multiple payrolls, then the maximum payroll end date for all pay IDs is displayed. There is one exception: If the deduction is excluded from payrolls identified by a particular pay ID, then the system does not include those payrolls when determining the payroll end date. A deduction can be excluded from a particular pay ID via the Employee Deduction (PDADEDN) page, or excluded from a particular job via the Employee Jobs (NBAJOBS) page.

   If the value in the **Payroll End Date** field is incorrect, change it. The value entered cannot be less than the last paid date.
5. The **Coverage End Date** field contains the date the employee's beneficiary coverage for the benefit ends. The default value for this field is calculated based on the personnel date entered in the Key Block of PEAESCH and the rules established on the Benefit Category Rule (PTRBCAT) page.

   The field will contain a calculated value if the PTRBCAT rules specify the coverage end date as "Last Paid Date," "End of Termination Month," "Termination Date," or "Pay Period End Date." If this date is incorrect, change it.

   The field will be null if the PTRBCAT rules specify that the coverage end date is "User Defined." If the field is null, enter the coverage end date for the deduction.

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If the coverage end date entered on PEAESCH is less than the current value on the Beneficiary Coverage (PDABCOV) page, the system updates the PDABCOV field with the new date.

6. Note whether the **Arrears Exist** check box is checked. This display-only field indicates whether the deduction is in arrears. If this check box is selected, the deduction is in arrears and you may need to take other actions to recover the money owed. If this box is not selected, the deduction is not in arrears.

Save Termination Data

About this task

When you have selected all of the job and deduction records to be terminated, execute the **Save** function.

At this point, various edits will be performed to ensure that the data is entered correctly and can be applied to the database successfully. The *WARNING* and *ERROR* messages described below may appear when the record is saved.

Warning Messages When Terminating Employees

The following warning messages may appear when you save your record:

- If the **Salary Encumbrance Method** field on the Employee Class Rule (PTRECLS) page for the employee class defined on a job record contains "Hours Input" or "Value Input," a pop-up window will remind you to update these values. You will be presented with the following message: `Encumbrances are based on Hours or Value Input. Do you wish to adjust previous values? OK or Cancel.` If you select **Cancel**, the transaction will be saved with no change to encumbrance amounts. If you select **OK,** you will be presented with the **Job Detail Information** window where the information can be entered and saved.
- If any NBAJOBS records containing changes for a selected job have future-effective dates, you will be asked (via a pop up window) to determine how these records should be processed. If the Position Control Installation (NTRINST) page indicator is set to allow the insertion of job records between existing records you will be asked whether the future records should be deleted.

  The following message will appear in the pop up window: `Future effective records exist for position XXXXXX - XX. Remove these records? OK or Cancel.` If you select **OK**, the transaction will be saved and all the future-effective records will be deleted from the Employee Jobs (NBAJOBS) page. If you select **Cancel,** the records will be inserted as entered.

  NOTE: If you do not delete future changes, the employee may become active on a future payroll and may receive money to which he/she is not entitled.

- The following warning message will be presented if a termination reason is entered and all deductions are not terminated: `Warning - Employee is terminated and has active deduction records.` This is only a warning. You will be able to proceed with the termination action without terminating the deductions. You will be able to re-enter this page for the employee and terminate only the deductions at a later date.

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Error Messages When Terminating Employees

- If all job records are not terminated and a termination reason is entered, you will not be able to save the changes entered. An error message will appear describing this condition.
- The **Job End Date** cannot be less than the **Last Paid Date**. An error message will appear if you do not observe this rule.
- The **New Effective Date** cannot be less than the **Last Paid Date**. An error message will appear if you do not observe this rule.
- If any NBAJOBS records containing changes for a selected job have future-effective dates, you will be asked (via a pop up window) to determine how these records should be processed. If the Position Control Installation (NTRINST) page indicator is set to not allow the insertion of job records between existing records you will be asked whether you wish to delete the records and continue with the status change process.

  The message in the pop up window will read: `Future effective records exist for position XXXXXX - XX. In order to continue these records must be deleted. Remove these records? OK or Cancel.` If you select **OK**, then the future-effective records will be deleted and the information entered on the Employee Status Change page will be saved to the database. If you select **Cancel**, the job leave records entered cannot be saved to the database. The data will remain as entered until you exit or start over. You will be re-prompted with the previous message window immediately prior to the exit or start over to ensure that you want to wipe out the previously entered data.
- If any deduction records with future-effective dates exist for the employee, you will be prompted with a pop up window to determine whether these records should be deleted. The message in the pop-up window will read: `Future effective records exist for deduction XXX. In order to continue these records must be deleted. Remove these records? OK or Cancel.` If you select **OK**, then the future-effective deduction records will be deleted and the information entered will be saved to the database. If you select **Cancel**, the deduction termination records entered cannot be saved to the database. The data will remain as entered until you try to exit or start over. At that point, you will be re-prompted with the previous message window to ensure that you want to wipe the previously entered data.

Complete Other Termination Procedures (Optional)

COBRA Processing When Terminating Employees

To access the COBRA Person (PCAPERS) page go to **Tools** > **COBRA Information**. You can then use this page to make the terminated employee a COBRA person and establish all necessary records for COBRA processing. Follow your site procedures to perform this function.

Short Term Leave Processing When Terminating Employees

To access the **Leave Balances** window of the Employee (PEAEMPL) page go to **Tools** > **Leave Balances**. You can then view the current leave balances for the terminated employee on this window. Follow your site procedures to pay out or zero out balances.

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Place Employees on Leave

About this task

If you are performing a leave action, the following two methods can be used.

The first method involves the following steps:

Procedure

1. Access the Employee Jobs (NBAJOBS) page to change the status to leave of absence for all of the employee's jobs.
2. Access the Employee (PEAEMPL) page and enter leave of absence information.

Results

The second method involves entering or modifying field values in PEAESCH and related pages according to the following steps and the policies and procedures in effect at your site.

NOTE: In either method, if the termination date is in the future, the employee status can remain Active (A). When the payroll that encompasses the termination date is run, the employee's status will be automatically updated by the Pay Period Update (PHPUPDT) process.

Complete Job Information When Placing Employees on Leave

About this task

Procedure

1. Select the **Job Assignment Change** check box for the currently displayed job record if you want to place the employee on leave from the associated job. If you have selected the **All Records** check box in the Key Block of the page, this check box and the **Job Assignment Change** check boxes for all of the remaining job records in the display will automatically be checked. If you have not selected the **All Records** check box, then you must select each job record individually by selecting its **Job Assignment Change** check box. If a record is not selected, then all fields in that record are display only.
2. Review the job information in the following fields. These are all display-only fields.

Field	Description
Position and Suffix	Position and suffix number of the job being described
Job Title	Title of the job being described
Job Type	Job type of the job being described (primary, secondary, or overload)
Last Paid Date	Employee's last paid date for the job record displayed. If the employee is paid in multiple jobs on multiple payrolls, then this date may be less than the last paid date displayed in the key of the page.

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Field	Description
	(See the description of the **Last Paid Date** field in the procedure for completing the Key Block.)
Job Begin Date	Begin date from the General Job Information data grouping associated with the job record displayed
Payroll ID	Employee's payroll ID for the job record displayed
Current Effective Date	Effective date of the job record displayed. This is the maximum effective date for the job record that is less than or equal to the personnel date entered in the key of the page. For example, if the personnel date is 18-JUN-2003 and the effective dates for job changes are 01-SEP-2004, 01-JUL-2004, and 01-JUL-2003, the current effective date is 01-JUL-2003 since the other two effective dates fall after the personnel date.
Status	Current status of displayed job record

3. The **Effective Date** field contains the date the action goes into effect for payroll activities. This date will be inserted into the Job Detail window on the Employee Jobs (NBAJOBS) page.

   The effective date will default based on the personnel date entered in the key of the page. If the personnel date is greater than or equal to the last paid date for the job, the personnel date will be inserted into this field. If the personnel date is less than the last paid date for this job, the default value for this field is one day greater than the last paid date.

   If the default value in this field is incorrect, change it. The date you enter must be greater than or equal to the last paid date.

4. The **Personnel Date** field contains the actual date that the leave action should/did take place for the job whose record is currently being displayed.

   The default date for this field is the personnel date entered in the Key Block of the page. If this date is incorrect, change it. The date will be inserted into the job record created by this action.

   The personnel date will be used to validate the leave begin date entered in the Leave Information data grouping. The date entered must be less than or equal to the leave begin date.

5. The **Status** field specifies the status of the job. This value will be inserted into the job record created by the leave action.

   The default value in the Status field is the current job status. To change this value, take one of the following steps:

   - Select the correct leave status for each job record from the **Lookup** button:
     - `Leave With Full Pay and Benefits`- The employee will be placed on leave but will continue to be paid his/her full earnings. Also, benefits and deductions will continue to be calculated based on these earnings.
     - `Leave With Partial Pay and Benefits`- The employee will be placed on leave but will be paid a percentage of his/her full earnings throughout the leave period. During the leave period, benefits and deductions will be calculated based on these partial earnings. The percentage of earnings to be paid is based on the earn code defined as earn type PP for the job employee class. The multiplication factor defined on the Earnings

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Code Rule (PTREARN) page will be used to determine the percentage of pay to be received.

- `Leave With No Pay with Benefits`- The employee will be placed on leave but will not receive any money during the leave period. Benefits and deductions will continue to be calculated for the employee based on the rules established on the Benefit and Deduction Rule (PTRBDCA) page.
- `Leave With No Pay and No Benefits`- The employee will be on leave but will not receive any money throughout the leave period. Benefits and deductions will not be calculated for this employee during the leave period.

- If the job should remain active, clear the record selection check box. This action automatically changes the status of the job to "Active."

6. If job change reasons are maintained at your site, enter the reason for the leave in the **Reason** field. This reason will be inserted into the job record created by the leave action. A list of values is available.

Additional Changes When Placing Employees on Leave

You may have to make additional changes to the job information based on the leave-processing policies, procedures, and rule page setup in effect at your site. The three types of changes that may be required are described below.

Adjust Encumbrance Information When Placing Employees on Leave

About this task

If the salary encumbrance method for the employee class specified for the job from which the employee is being placed on leave is "Hours Input" or "Value Input," you may have to adjust the salary encumbrance for the job. The **Salary Encumbrance Method** field is located on the Employee Class Rule (PTRECLS) page. To make this adjustment:

Procedure

1. Enter the Job Information Detail window by selecting **Job Detail Information** from the **Tools** button.
2. Enter the new value in the **Salary Encumbrance** or **Total Encumbrance Hours** field.

   NOTE: Contract dates should be noted on a job assignment *only* when deferred pay schedules are to be used.

Results

The new value entered will be saved to the associated NBAJOBS record, and the previous value will be adjusted when the Encumbrance Maintenance (NBPENCM) process is run with the **Calculate Encumbrance** option set to "Yes."

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Update Default Earnings When Placing Employees on Leave

About this task

You can establish an additional default leave earning (for example, maternity leave) to be used for the employee's pay during the leave period or discontinue a special earning (for example, supervisor bonus) for the leave period as follows:

Procedure

1. Go to the Earnings window of the Employee Jobs (NBAJOBS) page by selecting **Default Earnings** from the **Tools** button.
2. Execute the New Date function by selecting **Add a Change with a New Effective Date** from the **Tools** button and entering the new date in the Create New Date Record window.
3. Enter the code identifying the default leave earning or enter the end date for any earnings that should be discontinued during the leave period.

   NOTE: You do not have to terminate regular earnings or set the default earn code to the earn code associated with the leave status entered in the Job Information section. These actions are automatically accomplished during the Payroll Extract (PHPTIME) process during normal payroll processing.

Change Labor Distribution When Placing Employees on Leave

About this task

You can change the default labor distribution for an employee's job during that employee's leave period as follows:

Procedure

1. Go to the Labor Distribution window of the Employee Jobs (NBAJOBS) page by selecting **Labor Distributions** from the **Tools** button.
2. Execute the New Date function by selecting **Add a Change with a New Effective Date** from the **Tools** button and entering the new date in the Create New Date Record window.
3. Enter the labor distribution to be charged during the employee's leave period.

Change Deduction Information

About this task

You can make any necessary changes to the employee's deduction data as follows:

Procedure

1. Go to the Employee Deduction (PDADEDN) page by selecting **Employee Deduction Information** from the **Tools** button.
2. Update the deduction records according to the policies and procedures in effect at your site.

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Save Employee Leave Data

About this task

When you have selected all of the job and deduction records required to place the employee on leave, execute the **Save** function.

At this point, various edits will be performed to ensure that the data is entered correctly and can be applied to the database successfully. The following *WARNING* and *ERROR* messages may appear when the record is saved.

Warning Messages

The following warning messages may appear when you save your record:

- If the **Salary Encumbrance Method** field on the Employee Class Rule (PTRECLS) page for the employee class defined on a job record contains `Hours Input` or `Value Input`, a pop-up window will remind you to update these values. You will be presented with the following message: `Encumbrances are based on Hours or Value Input. Do you wish to adjust previous values? OK or Cancel.` If you select **Cancel**, the transaction will be saved with no change to encumbrance amounts. If you select **OK**, you will be presented with the **Job Information Detail** window where the information can be entered.
- If any NBAJOBS records containing changes for a selected job have future effective-dated records, you will be asked (via a pop-up window) to determine how these records should be processed. If the Position Control Installation (NTRINST) page indicator is set to allow the insertion of job records between existing records you will be asked whether the future records should be deleted.

  The following message will appear in the pop-up window: `Future effective records exist for position XXXXXX - XX. Remove these records? OK or Cancel.` If you select **OK**, the transaction will be saved and all the future-effective records will be deleted from the Employee Jobs (NBAJOBS) page. If you select **Cancel**, the records will be inserted as entered.

Error Messages When Placing Employees on Leave

- If the employee has not been placed on leave from all of his/her jobs, and a leave reason is entered, you will not be able to save the changes entered. An error message will appear describing this condition.
- The New Effective Date cannot be less than the Last Paid Date. An error message will be displayed if you do not observe this rule.
- If any NBAJOBS records containing changes for a selected job have future-effective dates, you will be asked (via a pop-up window) to determine how these records should be processed. If the Position Control Installation (NTRINST) page indicator is set to not allow the insertion of job records between existing records you will be asked whether you wish to delete the records and continue with the status change process.

  The message in the pop up window will read: `Future effective records exist for position XXXXXX - XX. In order to continue these records must be`

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`deleted. Remove these records? OK or Cancel.` If you select **OK** then the future-effective records will be deleted and the information entered on the Employee Status Change page will be saved to the database. If you select **Cancel**, the job leave records entered cannot be saved to the database. The data will remain as entered until you exit or start over. At that point, you will be re-prompted with the previous message window to ensure that you want to wipe out the previously entered data.

Step 6—(Optional) Complete Other Leave Procedures

COBRA Processing When Placing Employees on Leave

To access the COBRA Person (PCAPERS) page go to **Tools** > **COBRA Information**. You can then use this page to make the terminated employee a COBRA person and establish all necessary records for COBRA processing. Perform this function according to the procedures and policies in effect at your site.

ROE Processing

To access the Record of Employment Generation (PEAROEC) page go to **Tools** > **ROE Information**. You can then use this page to generate a record of employment for the employee. Perform this function according to the procedures and policies in effect at your site.

Short Term Leave Processing When Placing Employees on Leave

To access the **Leave Balances** window of the Employee (PEAEMPL) page go to **Tools** > **Leave Balances**. You can then view the current leave balances for the employee on this window. Perform this function according to the procedures and policies in effect at your site.

Return Employee From Leave

If you are reactivating an employee who is currently on leave, enter/modify field values in the PEAESCH page and related pages according to the following steps and the policies and procedures in effect at your site.

Complete Return from Leave Information

About this task

Procedure

1. The **Current Hire Date** field reflects the employee's current date of hire. The default value for this field is the current value on the Employee (PEAEMPL) page. If the policy at your site states that the current hire date should be changed each time an employee returns from leave, enter the new current hire date. The date that you enter will replace the current value in PEAEMPL.

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NOTE: If your site uses the current hire date to determine length of service for leave processing, the value you enter will have a direct impact on the employee's accrual rate, maximum balances, and the number of hours that can be rolled from year to year.

2. The **Adjusted Service Date** field reflects the employee's adjusted service date. The default value for this field is the current value on PEAEMPL. If the policy at your site states that the adjusted service date should be changed each time an employee returns from leave, enter the new adjusted service date. The date that you enter will replace the current value in PEAEMPL.

   NOTE: If your site uses the adjusted service date to determine length of service for leave processing, the value you enter will have a direct impact on the employee's accrual rate, maximum balances, and the number of hours that can be rolled from year to year.

3. The **First Work Day** field contains the date of the employee's first work day. The default value for this field is the current value on PEAEMPL. If the policy at your site states that the first day worked should be changed each time an employee returns from leave, enter the new first day worked. The date that you enter will replace the current value in PEAEMPL.

   NOTE: If your site uses the first work day to determine length of service for leave processing, the value you enter will have a direct impact on the employee's accrual rate, maximum balances, and the number of hours that can be rolled from year to year.

   Note for Canadian Clients:

   The first work date is inserted into the First Day Worked box by the Record of Employment (PXRROEC) process. If an ROE was issued for the leave period, this date should be changed to the date that will be recorded on the employee's next ROE.

4. The **Leave End Date** field contains the date to be recorded as the employee's last day on leave. If the field is currently null on PEAEMPL, the default value is one day less than the personnel date entered in the Key Block of the page. If a value has been entered on PEAEMPL, then that value is reflected in the **Leave End Date** field. If the default date is incorrect, change it.

   The value entered in this field is validated against the personnel date in all of the employee's Employee Job Records (NBAJOBS). The date entered must be less than or equal to the personnel date on NBAJOBS when the job becomes active again. If the employee returns from leave to multiple jobs at different times, the date is validated against the personnel date of the job that becomes active first.

Complete Job Information When Returning Employee from Leave

About this task

Procedure

1. Select the **Job Assignment Change** check box for the currently displayed job record if you want to reactivate the employee in the associated job. If you have selected the **All Records** check box in the Key Block of the page, this check box and the **Job Assignment Change** check boxes for all of the remaining job records in the display will automatically be checked. If you have not selected the **All Records** check box, then you must select each job record

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individually by selecting its **Job Assignment Change** check box. If a record is not selected, then all fields in that record are display only.

2. Review the job information in the following fields. These are all display-only fields.

Field	Description
Position and Suffix	Position and suffix number of the job being described
Job Title	Title of the job being described
Job Type	Job type of the job being described (primary, secondary, or overload)
Last Paid Date	Employee's last paid date for the job record displayed. If the employee is paid in multiple jobs on multiple payrolls, then this date may be less than the last paid date displayed in the key of the page. (See the description of the **Last Paid Date** field in the procedure for completing the Key Block.)
Job Begin Date	Begin date from the General Job Information data grouping associated with the job record displayed
Payroll ID	Employee's payroll ID for the job record displayed
Current Effective Date	Effective date of the job record displayed. This is the maximum effective date for the job record that is less than or equal to the personnel date entered in the key of the page. For example, if the personnel date is 18-JUN-1995 and the effective dates for job changes are 01-SEP-1996, 01-JUL-1996, and 01-JUL-1995, the current effective date is 01-JUL-1995 since the other two effective dates fall after the personnel date.
Status	Current status of displayed job record

3. The **Effective Date** field contains the date the action goes into effect for payroll activities. This date will be inserted into the Job Detail window on the Employee Jobs (NBAJOBS) page.
4. The effective date will default based on the personnel date entered in the key of the page. If the personnel date is greater than or equal to the last paid date for the job, the personnel date will be inserted into this field. If the personnel date is less than the last paid date for this job, the default value for this field is one day greater than the last paid date.

   If the default value in this field is incorrect, change it. The date you enter must be greater than or equal to the last paid date.
5. The **Personnel Date** field contains the actual date that the return from leave action should/did take place for the selected job record currently being displayed.

   The default date for this field is the personnel date entered in the Key Block of the page. If this date is incorrect, change it. The date will be inserted into the job record created by this action.

   The personnel date will be used to validate the leave end date entered in the Return From Leave Information data grouping. The date entered must be greater than the leave end date.
6. The **Status** field specifies the status of the job. This value will be inserted into the job record created by the return from leave action.

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The default value in the **Status** field is "Active" and cannot be changed if the job record is selected. If the employee should remain on leave from the job, clear the record selection check box. This automatically changes the status of the job to the current leave status.

7. If job change reasons are maintained at your site, enter the reason for the return from leave in the **Reason** field. This reason will be inserted into the job record created by the return from leave action. A list of values is available.

Additional Changes When Returning Employees from Leave

You may have to make additional changes to the job information based on the leave-processing policies, procedures, and rule page setup in effect at your site. The three types of changes that may be required are described below.

Adjust Encumbrance Information When Returning Employees from Leave

About this task

If the salary **Encumbrance Method** for the employee class specified for the job from which the employee is being placed on leave is "Hours Input" or "Value Input," you may have to adjust the salary encumbrance or the encumbrance hours for the job. The **Salary Encumbrance Method** field is located on the Employee Class Rule (PTRECLS) page.

To make this adjustment:

Procedure

1. Enter the Job Information Detail window by selecting **Job Detail Information** from the **Tools** button.
2. Enter the new value in the **Salary Encumbrance** or **Total Encumbrance Hours** field.

   NOTE: Contract dates should be noted on a job assignment *only* when deferred pay schedules are to be used.

Results

The new value entered will be saved to the associated NBAJOBS record, and the previous value will be adjusted when the Encumbrance Maintenance (NBPENCM) process is run with the **Calculate Encumbrance** option set to `Yes`.

Update Default Earnings When Returning Employees from Leave

About this task

You can establish a default value for an additional earning (for example, supervisor bonus) or discontinue a special earning (for example, maternity leave) as follows:

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Procedure

1. Go to the Earnings window of the Employee Jobs (NBAJOBS) page by selecting **Default Earnings** from the **Tools** button.
2. Select **Add a Change with a New Effective Date** from the **Tools** button and enter the new date in the Create New Date Record window.
3. Enter the code identifying the default value for an additional earning or enter the end date for any special earnings that were in effect during the leave period.

Change Labor Distribution When Returning Employees from Leave

About this task

You can change the default labor distribution for an employee's job when that employee returns from leave as follows:

Procedure

1. Go to the Labor Distribution window of the Employee Jobs (NBAJOBS) page by selecting **Labor Distributions** from the **Tools** button.
2. Select **Add a Change with a New Effective Date** from the **Tools** button and enter the new date in the Create New Date Record window.
3. Enter the labor distribution to be charged when the employee returns from leave.

Change Employee's Deduction Information

About this task

You can make any necessary changes to the employee's deduction data as follows:

Procedure

1. Go to the Employee Deduction (PDADEDN) page by selecting **Employee Deduction Information** from the **Tools** button.
2. Update the deduction records according the policies and procedures in effect at your site.

Save Returning Employee Data

About this task

When you have selected all of the job and deduction records necessary to return the employee from leave, save the information.

At this point, various edits will be performed to ensure that the data is entered correctly and can be applied to the database successfully. The *WARNING* and *ERROR* messages described below may appear when the record is saved.

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Error Messages When Returning Employees from Leave

- If all job records are set to Active status and a leave end date is not entered, you will not be able to save the changes entered. An error message will appear describing this condition.
- The New Effective Date cannot be less than the Last Paid Date. An error message will be displayed if you do not observe this rule.
- If any NBAJOBS records containing changes for a selected job have future-effective dates, you will be asked (via a pop up window) to determine how these records should be processed. If the Position Control Installation (NTRINST) page indicator is set to not allow the insertion of job records between existing records you will be asked whether you wish to delete the records and continue with the status change process.

The message in the pop up window will read: `Future effective records exist for position XXXXXX - XX. In order to continue these records must be deleted. Remove these records? OK or Cancel.` If you select **OK** then the future-effective records will be deleted and the information entered on the Employee Status Change (PEAESCH) page will be saved to the database. If you select **Cancel**, the job leave records entered cannot be saved to the database. The data will remain as entered until you exit or start over. At that point, you will be re-prompted with the previous message window to ensure that you want to wipe out the previously entered data.

Leave Processing by Leave by Job Method

About this task

Banner Human Resources processes leave, by default, only at the employee level wherein all employees are associated with only one Leave Category, established on the Employee (PEAEMPL) page. The Leave Category associated with the Employee Class maintains one set of leave codes such as "VAC" (Vacation), "SIC" (Sick), etc. This existing process for controlling leave accruals, maintaining leave balances and leave history is referred to as the Leave by Employee method.

The Leave by Employee method allows employees to accrue and take leave in accordance to only one Leave Category, regardless of the number of job assignments (primary, secondary, or overload) held at the enterprise.

The Leave by Job method is an alternative to the Leave by Employee method.

The Leave by Job method allows you to process leave at the job level. This enhancement caters to the segment of employees who function in more than one capacity within the enterprise. This method allows you to associate employees with an individual Leave Category for each job (Position and Suffix). This implies that employees holding multiple job assignments can accrue and take leave such as Sick leave and Vacation time on each job assignment.

The following example outlines the significant impact of this process:

Consider an employee holding two jobs at an organization, a primary full-time job in an Administrative capacity and a secondary part-time job in a Academic capacity. The leave by job method allows you to specify and associate the employee with a different Leave Category for each job. The employee will now be able to accrue leave (such as Sick, Vacation, Personal etc.) on each job, individually.

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Since each leave category is associated with one set of leave balances, it also implies that employees will now be associated with multiple sets of leave balances - one set of leave balances associated with each distinct job and leave category.

To accommodate the viewing of single as well as multiple sets of leave balances in either leave processing method, and for ease of maintenance, the Leave Balances window on PEAEMPL has been removed with this release. This allows for a separate, more secure way to view or update leave balance information for certain users, while denying access to other core employment information on PEAEMPL. Security on this page is the same as that found on PEAEMPL.

Leave balances are now maintained in a separate new page, the Employee Leave Balance (PEALEAV) page. Both leave processing methods use the same page to display leave balances. However, the layout and the display of information depends on the leave processing method.

The functionality of PEALEAV is identical to the previously existing Leave Balances window on PEAEMPL for the Leave by Employee method, whereas leave balances are displayed by the Position and Suffix of each job assignment in the Leave by Job method.

In addition to the new page PEALEAV, leave can also be tracked at the job level via the following pages:

- Employee Job History (PEIJHIS)
- Employee Leave History (PEILHIS)
- Payroll History Leave Accrual (PHIACCR)

Since employees belonging to two or more leave categories can accrue leave using leave codes from each job's leave category in the Leave by Job method, maximum leave accruals are calculated as a two-step process. The Leave by Job method calculates the maximum leave for each leave code associated with each job and then summarizes at the employee level.

For the Leave by Job method, PEALEAV calculates and displays the maximum prorated leave that an employee can possibly accrue for distinct leave codes associated at the job level (with each Position and Suffix).The prorated leave calculation entails taking the leave code maximum hours associated with the employee's job leave category (PTRLCAT) and multiplies by the job's FTE or Appointment percent as of the system date.

The Leave Accrual/Taken (PHPLEAV) process takes into account the prorated leave evaluated for each distinct leave code at the job level by PEALEAV and then calculates the maximum prorated leave that should be accorded to each distinct leave code at the employee level, so as to ensure that they do not exceed limits set by the enterprise.

NOTE: For more details on the Maximum Leave Calculation Method, please refer to PHPLEAV in *Banner Human Resources Reports Handbook*.

Additionally, leave balances in PEALEAV can be viewed in terms of hours as well as Days by setting the **Day or Hour Indicator** on the Leave Category Validation (PTVLCAT) page.

Banner affords a choice in the selection of the leave processing method most appropriate for your organization:

- Leave by Employee (existing functionality)
- Leave by Job (new)

To convert to the Leave by Job method of leave processing:

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Procedure

1. Set up rules for leave processing in the Leave Rules window of Installation Rule (PTRINST) page. Select the **Leave Processing Method** field to `Job`**.**
2. Run the conversion scripts provided with Human Resources Release 6.0 if you choose to implement the Leave by Job method of leave processing in Banner Human Resources.

   These scripts convert the existing leave balances by employee to leave balances by job. In addition, they populate new fields needed for the Leave by Job method on each job record on the Employee Job (NBAJOBS) page.

   NOTE: If your organization prefers to retain the Leave by Employee method of leave processing do *not* run the conversion scripts or make any changes to PTRINST. If you choose to continue to process leave using the existing Leave by Employee method, no changes are needed to your existing set up.

   The Leave by Employee method uses the Employee Leave Balances Repeating Table (PERLEAV) to store leave balance information. This information will now be stored in a new leave balance table used exclusively by the Leave by Job method - the Employee Leave Balances by Job Repeating Table (PERJLEV). Accomplish the table conversion by running conversion scripts delivered with Release 6.0.

   NOTE: For more details regarding the conversion scripts refer to "New Conversion Scripts" in the *Banner Human Resources Release Guides.*

   The conversion script populates the PERJLEV table with appropriate data from the PERLEAV table.
3. Review leave categories that were updated on NBAJOBS as a result of the conversion scripts, and make any manual corrections.

   NOTE: In particular, examine employees that have multiple job assignments as detailed in "New Conversion Scripts" in the *Banner Human Resources Release Guides.* Ensure that each employee has the correct leave category associated that is compatible with their employment conditions.
4. Access and view the converted leave balance information on PEALEAV. Make any manual adjustments as needed. An audit report generated by the conversion scripts is available to assist in this effort.
5. Proceed with normal payroll processing.
6. PHPLEAV calculates the leave accruals for each leave code based on the rules associated with each job's leave category.

   NOTE: While Leave Maximums have always been computed for each leave code as directed by Leave Category Rules (PTRLCAT) page, a new methodology is used to derive the same when processing leaves by job. For more details, refer PHPLEAV in the *Banner Human Resources Reports Handbook.*
7. Run the Check/Direct Deposit Print (PHPCHEK/PHPCHKL) process to print checks with consolidated leave balances for each distinct leave code.

   The two processes have been modified in the following respects for the Leave by Job method:

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- The processes refer to the Pay History Leave Accruals by Job Table (PHRJACR) which maintains a record of the leave accrued and the amount of leave taken.
- The processes also take into account the leave balances of job assignments that are currently not included in the payroll process.
- The processes print the consolidated leave balance total for each distinct leave code from all associated leave categories.

  For example, if Job 1 has a VAC leave code with an available leave balance total of 5 days and Job 2 has a VAC leave code with an available leave balance total of 3 days (which is not being processed for the current pay period), PHPCHEK prints a total of 8 days for VAC leave code on the check. This represents the total available leave as of date of printing the check.
- The processes also resolve conflict if it encounters leave codes common to two or more leave categories whose individual set of leave totals get displayed in different units of measure in the following manner:

  Both processes print the consolidated available leave balances in either Days or Hours only if all the individual leave categories use the same unit of measure. For example, if L1 and L2 leave categories display the leave totals for their leave codes in Days, then PHPCHEK/PHPCHKL prints the consolidated totals in Days.

  Otherwise, PHPCHEK/PHPCHKL prints the consolidated available leave balances in Hours, by default, if each individual leave category uses a different unit of measure. That is, if L1 leave category displays leave codes in Hours whereas L2 displays leave codes in Days, then the consolidated leave totals are displayed in Hours.
- The check print programs compute and average conflicting print priorities of leave balances for the check statement. Since leave codes are totaling from potentially different leave categories, the rules for the order of printing of leave balances may need to be resolved if they are different.

  For example L1 might specify that SICK leave should be printed as sequence 1 and L2 might have SICK being printed as sequence 2. These sequences will be averaged together to determine the order for all leave codes. In the event of the same average calculation, the system will display the leave codes alphabetically.

8. Run the Pay Period Update (PHPUPDT) process to update the employee's leave history and leave balances for each job.

   PHPUPDT accumulates the Pay History Leave Accrual records and updates the employee's leave balances and leave history for each set of job assignment leave records.

   In addition to updating the leave data, the process reviews all leave codes that are present against the leave category being processed for each job. If the leave codes are different, in that the employee had a leave category change on the job assignment and a leave code may no longer be valid, the process removes the leave code as long as all leave accumulators are zero. For a leave code to be no longer valid, it would not be associated with any leave category on any effective dated record for the job.

   In the event that a leave code has a positive or negative balance, the leave code is retained and the balance is available for use in future leave usage processing. However, it will no longer be tabulated in the total balance for the employee on PEALEAV or reported in the totals in Employee Self-Service, as the leave code is invalid for the current leave category.
9. Review pay period accruals by accessing the Employee Leave History (PEILHIS) page.

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Comparison of Leave by Job and Leave by Employee Methods

The following table compares the two methods of leave processing:

Feature	Leave by Job Method	Leave by Employee Method (default)
Fundamental difference	Leave is tracked at the job assignment level	Leave is tracked at the employee level
Leave Category	Employees can be associated with a distinct leave category for each job.	Employees can be associated with only one leave category on the Employee (PEAEMPL) page, irrespective of the number of jobs held by the employee.
	The leave category for each position is specified on the Employee Jobs (NBAJOBS) page.	Leave category is specified on PEAEMPL.
Leave Balances	Employees can be associated with more than one set of leave balances - one set per Position/ Suffix.	Employees are always associated with only one set of leave balances.
Leave Balance Data	Leave balances are maintained in the Employee Leave Balances by Job Repeating Table (PERJLEV)	Leave balances are maintained in the Employee Leave Balances by Employee Repeating Table (PERLEAV)
Display of Leave Balances	PEALEAV displays one set of leave balances for each Position and Suffix.	PEALEAV displays only one set of leave balances for the employee.
Maximum Leave Calculation Method	Maximum leave is prorated and calculated at the job level as well as the employee level.	Maximum leave is calculated at the employee level only with existing maximums as established on PTRLCAT.

Roll Leave Balances in Leave By Job Method

In previous releases, when leave balances were rolled, the Leave Processing Rules to calculate by Job FTE or Appointment Percent on the Installation Rules (PTRINST) page were ignored. This only occurred when the Leave Processing Method was set to "By Job." The Maximum Roll Hours defined on the Leave Category Rules (PTRLCAT) page was not getting prorated by the Job FTE or the Appointment Percent, allowing for more rolled hours to be placed in the Beginning Balance than the employee could truly accrue. This has been corrected to include the FTE or Appointment Percent in the calculations when Leave Processing Method is set to By Job and the Payroll Update process rolls the Leave Balances.

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This procedure calculates a roll value for each employee within a given payroll. It is designed to calculate a prorated value of leave against the Maximum Roll hours, as specified in PTRLCAT. The process makes the following assumptions:

- Employees will be selected only if they have been paid in the designated Roll Payroll. Employees that are assigned to the same Pay ID, where all jobs have previously been Terminated, will not be considered for balance roll. The leave balances will be kept in tact for potential payout.
- Employees may have multiple Leave Categories for different jobs in the payroll and their jobs will be processed together on the same Pay ID.
- This procedure will process by Leave Code affiliated with each job, so that the correct leave Code will be rolled with the correct job.

Example: Rolling Leave Balances in Leave by Job Method

An employee has 2 jobs with two different Leave Categories. The first job (Primary assignment) allows for SICK only and the second job (Secondary) allows for SICK and VACA. In this case, SICK will be accumulated together and the prorated roll result will be posted against the first job. VACA will then be processed, and since it can only be rolled against the secondary job, the result will be posted with the second job (See Example 4 in the following pages).

- Any Leave Balance is eligible to be incorporated into the totaling process, even those belonging to jobs that are Terminated within the roll payroll;
- PERJLEV balance records, that belong to a job that had been Terminated prior to the targeted payroll, will be used and added into the total hours and applied against the Maximum Roll Hours only for jobs that are processing within the targeted payroll. These balances will not be prorated (example 3). Hours will not be shifted to another Leave Code in the case of a job termination during the year. It may be beneficial to move these hours prior to leave roll execution, if they are to be saved and to avoid the loss of time through the prorated hour calculation;
- The enhancement will utilize either FTE or appointment percent defined in the PTRINST Leave Accrual and Maximum calculation switch for each job that was processed in the target payroll and will be used to prorate the PTRLCAT Maximum Roll Hours.

  NOTE: Job statuses will not be considered for jobs that have been selected from the target payroll. This means that if there is a primary job and it is "Terminated" during the pay period, the rolled hours are moved to the primary job. For an employee that was paid in the target payroll and they have that has a primary job that may have been terminated in that payroll, the leave will be rolled using that position/suffix. If they have no primary job in the current payroll, then secondary and overload jobs in the target payroll will be considered, regardless of whether they are terminated in the target payroll.

Based on the rolling Payroll Period, the system selects employee job records and affiliated leave balance records. For each job, the new leave process will:

1. Determine the payroll history job records from the rolling payroll;
2. Collect the Leave Category(s) and the FTE or Appointment Percent to be used to prorate calculation of Maximum Roll hours;
3. For each Leave Code, calculate the Prorated Maximum and accumulate for all jobs - Job FTE or Appointment Percent * Maximum Roll Hours;

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4. Collect all PERJLEV records so that they can be counted in the total hour base for each Leave Code;
5. For each Leave Code, calculate the total Current Balance available and accumulate for each PERJLEV record: Beginning Balance + Accrued Hours - Taken Hours;
6. If the Prorated Maximum Hour total is greater than the total Current Balance, move the total Current Balance into the Beginning Balance field on PERJLEV (start of the new Leave Year Balance) either on the Primary Job record or if there is no Primary job (that is not terminated), into the PERJLEV associated with the job that contains the highest FTE or Appointment Percent (if the FTE or Appointment Percent among an employee's jobs are the same, move the value into the lowest position number). If the Prorated Maximum Hour total is less than or equal to the total Current Balance, move the Prorated Maximum Hour total into the Beginning Balance field as above. If no Primary or Secondary job exists, place the rolled leave hours into an Overload job.
7. Zero all other fields, except Banked, on the destination PERJLEV record;
8. Insert a leave history record for the rolled balance and all other records that were zeroed out. Place the Run Date in the Activity Date and a comment on each Leave History Record. The comments are `PHPUPDT - Sum of rolled hours updated this job balance` for the job with outstanding leave roll balance and `PHPUPDT - Result of Leave Roll set outstanding balances to 0` for the job(s) with 0 balance initialization. Also, on the history record, a past Terminated Job leave record will contain a Leave History Job Effective Date as the Run Date of the process. All other jobs that were contained in the target payroll will carry the Leave History Job Effective Date as of the Job Effective Date, which was in the current payroll.

A few sample calculations are listed below.

Example Calculation 1

Assume Vacation Maximum Roll Hours for both Leave Categories are 300 for all examples below.

Job	FTE	Leave Category	Leave Code	Primary	Current Balance	Prorate Max Roll Hours	After Roll
1	0.5	L1	VACA	P	300	150	300
2	0.5	L2	VACA	S	100	150	0
Total	1.0				400	300	

Example Calculation 2

Assume the same criteria, but no primary job.

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Job	FTE	Leave Category	Leave Code	Primary	Current Balance	Prorate max Roll Hours	After Roll
1	0.5	L1	VACA	S	300	150	300
2	0.5	L2	VACA	S	100	150	0
Total	1.0				400	300	

Example Calculation 3

Employee with one terminated job from a prior payroll.

Job	FTE	Leave Category	Leave Code	Primary	Current Balance	Prorate max Roll Hours	After Roll
1	0.5	L1	VACA	S	300	150	300
2	N/A	L2	VACA	S (Terminated prior to payroll)	100	N/A	0
Total	0.5				400	150	

Employee has a past terminated job, but has available balance eligible to roll:

Job	FTE	Leave Category	Leave Code	Primary	Current Balance	Prorate max Roll Hours	After Roll
1	0.5	L1	VACA	S	100	150	145
2	N/A	L2	VACA	S (Terminated prior to payroll)	45	N/A	0
Total	0.5				145	150	145

Example Calculation 4

Employee has two Leave Categories that contain different Leave Codes. Job # 1 allows only SICK leave and Job #2 allows for SICK and VACA.

The first step is to summarize and post the results of the SICK hours across jobs.

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Job	FTE	Leave Category	Leave Code	Primary	Current Balance	Prorate max Roll Hours	After Roll
1	0.5	L1	SICK	P	300	150	300
2	0.5	L2	SICK	S	100	150	0
Total	1.0				400	300	

The second step is to summarize and post the results of the VACA across jobs.

Job	FTE	Leave Category	Leave Code	Primary	Current Balance	Prorate max Roll Hours	After Roll
2	0.5	L2	VACA	S	300	150	150
Total	0.5				300	150	

Prioritization for rolling hours; assumes the job receiving the rolled hours is eligible for vacation leave. Process will roll:

1. To active primary job
2. To active secondary job with the highest FTE or Appointment Percent
3. If two or more active secondary jobs have equivalent FTE or Appointment Percent, use the one with lowest position number
4. If there are no active secondary jobs, to overload job.

   If there are no jobs, in that the employee was not paid on the Target Payroll (i.e., the employee Terminated all jobs in this Pay ID), the employee will not be selected in the process and the balances will not be rolled.

   NOTE: Basically, the above prioritization will be followed - Primary is to receive the hours first; then if no primary in the target payroll, the secondary job(s) if present in the target payroll will be ordered by FTE or Appointment Percent. If the highest of secondary jobs have the same FTE or Appointment Percent, the lowest Position/Suffix job will be used. If there are no primary or secondary jobs, the overload job(s) in the target payroll will be ordered in the same way as the secondary jobs to receive the rolled leave.

In the case where an employee has a set of Leave Codes for two different jobs and is processing under two different pay frequencies (monthly and biweekly). The Payroll Update (PHPUPDT) process, will always follow the Roll Rules specified on PTRLCAT that is being included with the rolling payroll. There may be an affect an employee's leave balances in this case as the process will attempt a roll as each roll payroll occurs. Therefore, the hours may be rolled with the first payroll update that occurs. This scenario should be tested in sites where this occurs to evaluate the impact of the rolling periods on the Beginning Balance of an employee.

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Employee Compensation Administration

Process Multiple Salary Changes Per Day

About this task

Many institutions, especially those who are a part of a public sector civil service system, are required to ensure that employees receive the maximum benefit from multiple salary changes implemented on the same day. In order to do so, it is necessary that you be able to review the actual sequence of multiple job actions implemented on an employee's job record.

This process allows you to specify job actions and update an employee's job record via the Employee Jobs (NBAJOBS) page, the Mass Salary Table Update (NBPMASS) process or Electronic Approvals, and allow you to view the actual sequence of job actions to evaluate the most optimal order of job actions that would maximize the employee's salary.

This process gives you the ability to:

- View the list of changes made to an employee's job detail record on the same day in a sequential order via the Job Change Detail Display (PEAJCCD) page

  NOTE: The Employee's Job Table (NBRJOBS) (corresponding to the Job Detail window on NBAJOBS) maintains only the most recent change made to the job record, whereas the new Job Change Detail Display Table retains the entire history of changes made to the job record.

  Although the Employee Job History Table (PERJHIS), does maintain some history of the employee's job information, it does *not* maintain the sequence of changes made to the job record.

- Evaluate the most optimal sequence of job actions by allowing you to extract the data to a spreadsheet and implement the impact of the sequence that provides the maximum benefit by:
  - Changing the employee's salary on the last record in NBAJOBS to the most optimal calculated value or
  - Enter a new job action on NBAJOBS and specify the optimal salary accordingly.
- Enter comments regarding each change or job action in PEAJCDD.

To specify and view multiple salary changes per day:

Procedure

1. Specify changes to an employee's job record via any of the following pages in Banner:
   - Employee Jobs (NBAJOBS)
   - Employee New Hire (PEAHIRE)
   - Mass Salary Table Update (NBPMASS)
   - Electronic Personnel Action (NOAEPAF)

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2. Changes are entered in the employee's job record based on the date and time of creation. Only the most recent change made to the employee's job detail record will be visible and active on NBAJOBS.

   Each change entered in NBAJOBS will be replicated in PEAJCDD. The two forms are synchronously updated at all times.The difference is that, you get to see only the most recent change on the NBAJOBS record whereas PEAJCDD allows you to see the order in which the changes were applied to the employee's job record, consequently allowing you to view all previous changes too.

   NOTE: You can enter comments on PEAJCDD regardless of PHPTIME.

3. View the order in which the changes were made to the employee's job record on PEAJCDD.
4. Extract the data from the Extended Job Information window of PEAJCDD to a spreadsheet and then evaluate the most optimal order that results in the maximum compensatory benefit to the employee. Data is extracted in a comma separated value (.csv) format.

   NOTE: To extract data to a spreadsheet, select the **Help** > **Extract Data No Key** menu option.

5. Then add a new job action to the employee's job record with the salary set to the maximum value derived from the most optimal sequence of changes or directly change the salary to its evaluated maximum value in the currently visible NBAJOBS record.

Automate Step Increase for Select Employee Populations

About this task

Institutions often grant salary step increases when employees reach certain significant milestones in their career, such as an employee's Anniversary Date. This process allows you to establish an automated process for granting step increases to select employee populations based on their Position Class, Job, Salary Table, Grade, and/or Step.

To set up an automated process for select employee populations:

Procedure

1. Enter the **Increase MM and DD** and the **Eligible Date** fields for the next scheduled employee increase for each employee on the Employee Jobs (NBAJOBS) page.
2. Establish Rule Sets to update salary records of select employee populations on the Mass Job Salary Increase Rule (NTRJINC) page.

   A Rule Set is a saved set of predefined rules established on NTRJINC that will be enforced on the job records of a select employee population, upon running NBPMASS.

   NOTE: For more details on how to create Rule Sets, refer to the NTRJINC rule page in the Online Help.

3. Run the Mass Salary Table Update Process (NBPMASS) to update the salary records for an employee population identified by the Rule Set defined in NTRJINC.

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Administer One-Time Payments

Banner allows you to hire and pay regular employees within the enterprise. However, there are instances when organizations employ temporary workforce who are compensated with a one-time payment upon completion of a project.

NOTE: Jobs identified for a one-time payment are those that have a predefined Start Date and End Date.

Based on HR Security, the one-time payment process allows you to set up and hire new persons and issue a one-time payment via the One-Time Payment (PEA1PAY) page. It also allows you to:

- Enter Bio/Demo information of the new person
- Record the start and end period for which the payment is being made
- Establish future-dated pay periods for one-time payments
- Determine earnings
- Produce an on-demand payment
- Choose and specify the mode of payment as either a Check or a Direct Deposit and
- Record comments associated with each payment

  NOTE: One-time payments are not just limited to non-employees. Regular employees of the enterprise can also be hired for a job associated with a one-time payment.

Additionally, PEI1PAY allows you search, retrieve and view the a list of all past payments and a list of current/future one-time payments that await payroll processing.

All one-time payments created on PEA1PAY are subject to review and scrutiny by Appliers. Appliers are designated users who have the ability to review and forward one-time payments for regular payroll processing that they create as well as those created and applied by other appliers also. Appliers can be set up with specific approval level categories on the Electronic Approval Level Rules (NTRALVL) page. An applier can make changes to the information as necessary such as, enforcing data entry standards.

A second group of users can only apply and view their self-created one-time payment records on PEI1PAY. They can act as appliers of one-time payments, but are limited to only those Positions associated with Employee Classes for which their access has been established on the Employee Class Security (PSAECLS) page. On the other hand, appliers are not limited by this constraint.

NOTE: If Banner Finance is *not* installed, organizational security will be not be activated.

Rules Setup For One-Time Payments

About this task

To set up a one-time payments in Banner:

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Procedure

1. Run the delivered script `npayacat.sql` to name the delivered Approval Category and five (5) associated Approval Types.

   Each name can be up to six characters long. These named categories and types will be visible on the Electronic Approval Category Code Validation (NTVACAT) page and the Electronic Approval Types Rules (NTRAPTY) page.
2. To view the default values updated by the script, go to **Tools** > **Default Values**on the Electronic Approval Category Rules (NTRACAT) page.

   These default values are applied to the relevant Banner pages such as the Employee (PEAEMPL) page, the Employee Jobs (NBAJOBS) page, etc., when the applier updates the status of a one-time payments to "Applied" on PEA1PAY.
3. Now, establish default rules for one-time payments in the **One-Time Payment Rules** window of the Installation Rule (PTRINST) page. More importantly, ensure that you:
   a) Select the **Applier Level** for one-time payments
   b) Select the **One-Time Payments Category** to match the delivered Approval Category;
   c) Establish the default **Job Change Reason Code** and Termination Reason code; and
   d) Define one **Position** per Chart of Accounts (COA) to associate with one-time payments
4. Create approval level codes for one-time payments on the Electronic Approval Level Rules (NTRALVL) page.

   One-time payments will be reviewed and applied to the system by appliers having privileges corresponding to the appropriate approval level.
5. Identify and establish employees who will have applier privileges at the approval levels defined in Step 4 as follows:
   a) Assign the User ID to a PIDM on the Enterprise Access Control (GOAEACC) page.
   b) Assign the ID to the appropriate applier level on NTRALVL.
   c) Repeat the process for each individual who is to function as an applier.

One-Time Payments For Employees

About this task

Procedure

1. On the One-Time Payment (PEA1PAY) page,
   a) Select the Position for which a one-time payment is being made.

      The Suffix will be automatically entered and incremented by 1 when a new record is entered.

      NOTE: This sequence also applies to non-employees who may have been hired on previous occasions to perform other one-time jobs. In such instances, Banner accesses the non-employee's Bio/Demo information from its history.

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b) Enter the Begin Date and End Date of work

c) Select the pay period for the payment

d) Enter the Rate and Earn code(s) for payment

e) Change Job Labor Distribution, if required

f) Have the previously entered information reviewed and applied by the concerned applier

2. Run the payroll process for the one-time payment for the pay period selected in Step 1(c) above.
3. The employee's job is terminated once this payroll process is run past Disposition 50 (PHPUDT).

One-Time Payments For Non-employees

About this task

To set up a one-time payment for non-employees:

Procedure

1. Access the One-Time Payment (PEA1PAY) page.
   a) Enter a new person in the Key Block.
   b) Enter the employee's biographic/demographic and contact information.

      NOTE: If the Common Matching feature is enabled at the institutional level, namely, the **Online Matching Process Enabled** indicator on the Installation Controls (GUAINST) page, the Common Matching Entry (GOAMTCH) page is displayed when you enter a new Banner ID on PEA1PAY. For more information on Common Matching, refer to the topic, *Common Matching Functionality in Human Resources* on page 125, and the *Banner General User Guide*.

   c) Add job-related information in the **Job Information** window of PEA1PAY. Access this window through the **Tools** button.
   d) Specify the mode of payment as either `Check` or `Direct Deposit` in the Payment Method section of PEA1PAY.
   e) Enter the one-time payment details such as the earn code, amount, and the rate, if applicable, in the One-Time Payment Data section of PEA1PAY.
   f) Update the job labor distribution, if required, in the Job Labor Distribution section.
   g) Have the previously entered information reviewed and applied by the applier via the Data Apply process.
2. Appliers begin the Data Apply process after they have reviewed and/or changed data entered on PEA1PAY by selecting the **Apply Data** option on PEA1PAY.

   The Data Apply process applies all changes to the base Banner tables.

   This is a means of entering, routing and applying data to various locations in the Banner database. In the case of one-time payments, individual departments enter information regarding

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the person, job, payment details, etc., and the function writes the Biographic/Demographic to the SPRIDEN table, while all other information is stored in temporary tables.

When the applier selects the Apply Data option on PEA1PAY, the `npayacat.sql` script (delivered with this enhancement) applies the information to the appropriate tables in Banner.

Any resulting errors are displayed in the **Error Messages** window of PEA1PAY.

A separate sub-process populates the bank account information in the correct Banner table, GXADIRD. For more details please refer to the *Direct Deposit Recipient page (GXADIRD) Population Process* on page 79.

The delivered electronic approvals contains all fields needed to apply data to the database. The approval category and approval levels are named at the institution as a part of the application of the database script, `npayacat.sql`.

NOTE: The delivered electronic approval is designed to populate the needed items for a one-time payment. It is important that care be taken to not modify the approval types unnecessarily. Modification of the approval types can lead to the one-time payment process not working properly.

Data entered as a part of PEA1PAY is in the Created status until reviewed and applied to the database by an individual defined as an applier. PEA1PAY data is not visible in regular Banner tables until it is applied. When the applier selects the Apply Data option, the data from PEA1PAY is applied to the various Banner tables, and data is mapped to the following tables in Banner:

- Biographic/Demographic section is moved to the Identification (PPAIDEN) page
- Address/Telephone Information is moved to the corresponding section on PPAIDEN

  NOTE: Information entered in the above two pages are immediately saved in Banner. However the following information is added into Banner only when the data is applied on PEA1PAY.

- Job Information is moved to the Employee Jobs (NBAJOBS) page
- Payment Method information (if direct deposit) is moved to the Direct Deposit Recipient (GXADIRD) page.
- The One-Time Payment Data is moved to the Default Earnings section on NBAJOBS.
- Comments entered in PEA1PAY are available through the Comment icon on NBAJOBS, and to the Job Changes Detail Display (PEAJCDD) page.
- Labor Distribution information is moved to the corresponding section on NBAJOBS.

3. After the one-time payment information has been reviewed and/or changed (through the Data Apply Process), by selecting the Apply Data option on PEA1PAY, access the Employee Benefit/Deduction (PDADEDN) page or the Employee Benefit/Deduction Setup (PDABDSU) page through the **Tools** button on PEA1PAY, to establish relevant benefits/deductions for the employee with regard to the one-time payment.

   NOTE: For more details, refer to the *Data Apply Process For One-Time Payments* on page 74.

4. Now run the appropriate payroll to process the one-time payment

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5. The employee's job is terminated after the payroll process is run past Disposition 50 (PHPUPDT).
6. Access the Employee Status Change (PEAESCH) page to automatically terminate all deductions associated with the one-time payment. If the individual's deductions are not terminated, the next time the individual is paid, the same deductions will be in force.

Data Apply Process For One-Time Payments

Appliers begin this process after they have reviewed and/or changed data entered on the One-Time Payment (PEA1PAY) page by selecting the **Apply Data** option on PEA1PAY.

The Data Apply process applies all changes to the base Banner tables.

This is a means of entering, routing and applying data to various locations in the Banner database. In the case of one-time payments, individual departments enter information regarding the person, job, payment details, etc., and the function writes the Biographic/Demographic to the SPRIDEN table, while all other information is stored in temporary tables.

When the applier selects the **Apply Data** option on PEA1PAY, the `npayacat.sql` script (delivered with this enhancement) applies the information to the appropriate tables in Banner.

Any resulting errors are displayed in the **Error Messages** window of PEA1PAY.

A separate sub-process populates the bank account information in the correct Banner table (GXADIRD). For more details please refer to the *Direct Deposit Recipient page (GXADIRD) Population Process* on page 79.

The delivered electronic approvals contain all fields needed to apply data to the database. The approval category and approval levels are named at the institution as a part of the application of the database script, `npayacat.sql`.

NOTE: The delivered electronic approval is designed to populate the needed items for a one-time payment. It is important that care be taken to not modify the approval types unnecessarily. Modification of the approval types can lead to the one-time payment process not working properly.

Data entered as a part of PEA1PAY is in the "Created" status until reviewed and applied to the database by an individual defined as an applier. PEA1PAY data is not visible in regular Banner tables until it is applied. When the applier selects the **Apply Data** option, the data from PEA1PAY is applied to the various Banner tables, and data is mapped to the following tables in Banner:

- Biographic/Demographic section is moved to the Identification (PPAIDEN) page in Banner
- Address/Telephone Information is moved to the corresponding section in PPAIDEN

  NOTE: Information entered in the above two blocks are immediately saved in Banner. However the following information is added into Banner only when the data is applied on PEA1PAY. For detailed field mapping, refer to the topic, *Field Mapping Matrix—PEA1PAY and Banner pages* on page 75.

  – Job Information is moved to the Employee Jobs (NBAJOBS) page.
  – Payment Method information (if direct deposit) is moved to the Direct Deposit Recipient (GXADIRD) page.
  – The One-Time Payment Data is moved to the Default Earnings section on NBAJOBS.

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- Comments entered in PEA1PAY are available trough the Comment icon on NBAJOBS, and to the Job Changes Detail Display (PEAJCDD) page.
- Labor Distribution information is moved to the corresponding section on NBAJOBS.

Field Mapping Matrix—PEA1PAY and Banner pages

On selecting the **Apply Data** option on the One-Time Payment (PEA1PAY) page to apply the one-time payment information, data entered in the various blocks of PEA1PAY populate fields in the following Banner pages:

From		To		
PEA1PAY section	**PEA1PAY Field**	**Banner page**	**Banner Block**	**Banner Field**
Biographic/ Demographic Information	Last Name	Identification (PPAIDEN)	Current Identification section	Last Name
	First Name		Current Identification section	First Name
	Middle Initial		Current Identification section	Middle Initial
	Prefix		Current Identification section	Prefix
	Suffix	PPAIDEN	Current Identification section	Suffix
	SSN/SIN/TFN		Current Identification section	SSN/SIN/TFN
	Birth Date	PPAIDEN	Biographic Information section	Date of Birth
	Gender		Biographic Information section	Gender
	Ethnicity		Biographic Information section	Ethnicity

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From		To		
PEA1PAY section	PEA1PAY Field	Banner page	Banner Block	Banner Field
	Citizenship		Biographic Information section	Citizenship
Address and Telephone Information	Address	PPAIDEN	Address Information section	Address
	City		Address Information section	City
	State or Province		Address Information section	State or Province
	Zip or Postal Code		Address Information section	Zip or Postal Code
	County		Address Information section	County
	Nation		Address Information section	Nation
	From Date		Address Information section	From Date
	To Date		Address Information section	To Date
	Area Code		Address Information section	Telephone
	Phone Number		Address Information section	Telephone
	Extension		Address Information section	Telephone
Job Information	Position	Employee Jobs (NBAJOBS)	Key Block	Position

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From		To		
PEA1PAY section	PEA1PAY Field	Banner page	Banner Block	Banner Field
	Suffix		Key Block	Suffix
	Title		Job Detail Information Window	Title
	Change Reason		Job Detail Information Window	Change Reason
	Hourly Rate		Job Detail Information Window	Rate
	Work Begin Date		Job Detail Information Window	Personnel Date (Active)
Job Information	Work End Date	NBAJOBS	Job Detail Information Window	Personnel Date (Termination)
	Payroll Date		Job Detail Information Window	Used to populate the effective dates
	Status		Job Detail Information Window	Status
	Year		Job Detail Information Window	Effective dates of the job
	Payroll ID		Job Detail Information Window	Effective dates of the job
	Pay Number		Job Detail Information Window	Effective dates of the job
	Comments		Job Detail Information Window	Comment icon
Payment Method	Payment Type	Direct Deposit Recipient (GXADIRD) if direct deposit.		

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From		To		
PEA1PAY section	PEA1PAY Field	Banner page	Banner Block	Banner Field
	Bank Routing		(If Direct Deposit)	Bank Routing
	Account Number		(If Direct Deposit)	Account Number
	Checking/Savings		(If Direct Deposit)	Checking/Savings
One-Time Payment Data	Earn Code	NBAJOBS	Default Earnings Window	Earn Code
	Hours or Units		Default Earnings Window	Hours or Units
	Special Rate		Default Earnings Window	Special Rate
	Amount	N/A	N/A	N/A
	Total Units	N/A	N/A	N/A
	Total Hours	N/A	N/A	N/A
	Gross Amount	N/A	N/A	N/A
Labor Distribution	Percent	NBAJOBS	Job Labor Distribution section	Percent
	COA		Job Labor Distribution section	COA
	Index		Job Labor Distribution section	Index
	Fund		Job Labor Distribution section	Fund
Labor Distribution (cont.)	Orgn	NBAJOBS	Job Labor Distribution section	Orgn
	Account		Job Labor Distribution section	Account
	Program		Job Labor Distribution section	Program

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From		To		
PEA1PAY section	PEA1PAY Field	Banner page	Banner Block	Banner Field
	Activity		Job Labor Distribution section	Activity
	Location		Job Labor Distribution section	Location

Direct Deposit Recipient page (GXADIRD) Population Process

This process inserts the bank account information into the GXADIRD table.

Existing Active Employees with a One-Time Payment

The Direct Deposit information on the One-Time Payment (PEA1PAY) page is *not* available for existing active employees. If this functionality is allowed, their existing paycheck distribution process will be used to issue the one-time payment.

All Other Employees with One-Time Paid Jobs

All other users enter the distribution of the payment (check or direct deposit information) in the One-Time Payment (PEA1PAY) page, and the data is populated into the GXADIRD record of the person as a part of the apply process.

If direct deposit information from PEA1PAY already exists, the PIDM, the bank information and percentage (100%) are compared with the existing record on GXADIRD. If it is an exact match for all three fields, the data is not updated. If any one of the three fields differ, PEA1PAY data is added to the GXADIRD record with a one-up priority number, and all prior GXADIRD payroll records are inactivated.

Labor Relations Administration

Track Employee Seniority by Position Class

About this task

To track employee seniority by Position Class

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Procedure

1. Define Job Progression Codes on the Job Progression Code Validation (NTVJOBP) page.
2. Identify and group Position Classes within each Job Progression Code (created in Step 1) on the Job Progression Rule (NTRJOBP) page.
3. On the Position Class Rule (NTRPCLS) page, mark the **Accrue Seniority** indicator for all position classes that you wish to track seniority.
4. Access the Position Definition (NBAPOSN) page.
   a) Assign a Job Progression code for each position.

      The **Accrue Seniority** indicator defaults from NTRPCLS. Override the default if necessary.

   b) Specify the Job Progression code for all positions for which you wish to track seniority.
5. On the Employee Class Rule (PTRECLS) page, identify Earn codes that should be used for accruing seniority hours in each employee class.
6. Define Adjustment Codes on the Seniority Adjustment Reason Code Validation (PTVSARC) page.

   These codes are required when making an adjustment on the Employee Seniority Balances (PEASNBL) page.

   NOTE: For detailed field descriptions of PEASNBL, refer to online help for Banner Human Resources.

7. Run a payroll through the Pay Period Batch Update (PHPUPDT) process to update the seniority hours and earned hours for a pay period or any subsequent payroll adjustments.
   a) The process checks for the **Accrue Seniority** Indicator on NBAPOSN to determine whether an employee should accrue seniority for a specific position during a pay period.
   b) If the **Accrue Seniority** check box is marked on NBAPOSN, the process identifies earn codes that are eligible to accrue seniority hours by referring the employee class corresponding to the employee's job.

      NOTE: If seniority balance records do not exist previously, the system adds a new record appropriately.

   c) The process then adds the hours earned by the employee in the current pay period to his/her position class balance record.
   d) It also adds the earned hours to the employee's seniority hours for the same.
   e) Next, the process uses the Job Progression family associated with the employee's position to update the seniority hours with the earned hours from the current pay period, for all those position classes that are sequenced below the employee's current position class.

      NOTE: No records of job progression are established until payroll is run for the first time since setting up seniority tracking.

8. View employees sorted by seniority within each Position Class in a Time Sheet organization, on the Employee Position Class Seniority (PEIPCSN) page.

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NOTE: For a detailed field description of PEIPCSN, refer to the online help of Banner Human Resources.

9. After running the payroll process, you can adjust seniority hours and seniority balances accrued by employees in one or more position class within each job progression family through PEASNBL.

   Additionally, you may also associate a new job progression code and a corresponding position class to enter seniority hours, or manually adjust accrued seniority balances. However, it is important to note that these changes come into effect only after you run the payroll process.

10. Access the Employee Seniority Adjustment History (PEISAHS) page to view the history of changes previously made to the seniority balances on the PEASNBL.
11. Access the employee's history of seniority hours earned and accrued by Payroll ID and Pay Number for each year, on the Pay History Seniority Accruals (PHISACC) page.

Track Employee Disability Accommodations

Although multiple disabilities for each employee can be viewed and tracked via the Banner General page, Medical Information page (GOAMEDI), the Employee Accommodation Tracking (PEAEACC) page allows you to track and view the employee's requested disability accommodations with respect to each job.

You can also track the status of a disability accommodation request, provided, valid request status codes have been established in the Accommodation Request Status Validation (PTVRQST) page.

This entire process is supported by the following pages:

- Accommodation Request Status Validation (PTVRQST)
- Accommodation Status Validation (PTVACST)

The following two tracking pages allow you to track and view a history of the employee's disability accommodations:

- Employee Accommodation Tracking (PEAEACC)
- Employee Accommodation History (PEIAHIS)

Rule Setup to Track Multiple Disability Accommodations

About this task

Procedure

1. Access the existing baseline Disability Type Code Validation (STVDISA) page to create, update, insert, and delete disability type codes (i.e., Blind, Multiple Sclerosis, Hearing Impaired, etc.).

   NOTE: The Personal Medical Information (GOAMEDI) page uses this page to validate disability type codes.

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2. Access the existing baseline Medical Code Validation (STVMEDI) page to create, update, insert, and delete medical codes (i.e., Blind, Deaf, Prosthetic Limb, etc.).

   NOTE: GOAMEDI uses this page to validate medical codes.

3. Access the existing baseline Medical Equipment Validation (STVMDEQ) page to define codes that identify and describe medical equipment necessary to respond to the medical conditions identified. This page is also used to indicate a physical change to property that is required to accommodate persons at the institution. For example, a ramp might be installed at an entrance to permit accessibility and comply with a particular governmental regulation.
4. Access the existing baseline Disability Service Validation (STVSPSR) page to define codes that identify and describe disability services that are necessary to respond to the medical conditions identified. For example, a sign language interpreter might be required.
5. Access the Medical Disability Rule (GORMEDR) page to associate Disability Types with Medical Code conditions.

   NOTE: For detailed field descriptions of the Banner General rule pages, refer to the online help for Banner General.

6. Access the new Accommodation Request Status Validation (PTVRQST) page to define codes that identify and describe the status of disability accommodation requests.

   For example, the request may be approved, denied, under review, or in progress.

7. Access the new Accommodation Status Validation (PTVACST) page to define codes that identify and describe the status of the accommodation.

   For example, the accommodation could be active, inactive, temporary, or in progress.

Enter Medical Information

About this task

The Personal Medical Information (GOAMEDI) page is used to capture medical data necessary to accommodate any special needs a person may require or disabilities a person may have that affect their time at the institution. GOAMEDI will dynamically invoke Human Resource application level security.

Procedure

1. Access GOAMEDI via Direct Access or the **Employment Administration** menu.
2. Enter Key Block information to insert /review/update medical information in the Medical Information section of GOAMEDI.
3. Save new or updated medical records.

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Enter Employee Accommodation Information

About this task

Now specify disability accommodations by job that will be provided for each employee in the Employee Accommodation Tracking (PEAEACC) page.

To use PEAEACC, ensure that the person has medical condition records defined in the Personal Medical Information (GOAMEDI) page, and is an active employee and hired in a job.

Procedure

1. Access PEAEACC via
   - Direct Access
   - **Employment Administration** menu in Human Resources or
   - **Maintain and Monitor Employee Accommodations** menu in Business Processes

   If you try to update the medical code for an accommodation with a previous request date, the system will not allow the change, and the following error message is displayed: `*ERROR* The medical code may not be changed on a record with a request date earlier than SYSDATE.`
2. The Job Information section displays all job records of any status that are less than or equal to the Query Date.

   NOTE: This section is display only. Records in this section cannot be updated or modified.
3. Select the job record that requires a disability accommodation and move to the Employee Accommodation section. The selected job record is displayed in the Job Information section.
4. Enter the Request Date of the Accommodation. This field will default to today's date when entering the accommodation section but may be overridden.
5. Enter the current status of the Accommodation Request.
6. Enter the Medical Condition code for this accommodation request. The medical code must be created on the Personal Medical Information page (GOAMEDI).
7. Indicate if the medical verification has been received. Default is unchecked (not verified).
8. Enter the Disability Type code. If a disability type has been associated with the medical condition in the Personal Medical Information page (GOAMEDI) then the disability type will default. (Optional)
9. Enter the required Medical Equipment to meet the accommodation request's needs.
10. Navigate to the **Comments** field. Select the **Detail** icon to add any comments. Remember to initial and date the comment added. (Optional).
11. Save the transaction.

    This is the minimum amount of information required to create an initial accommodation tracking record.

    NOTE: If a record has been entered in error use the delete functionality to remove the record. History of the deleted record will be tracked on the Accommodation History (xxx) page.

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Update Employee Disability Accommodation Information

About this task

Update existing employee disability accommodations as follows:

Procedure

1. Access the Employee Accommodation Tracking (PEAEACC) page.
2. Enter the ID of the employee whose record is to be updated.
3. Enter the appropriate Query Date.
4. Navigate to the Job Information section.
5. Select the job which is associated with the accommodation.
6. Navigate to the Employee Accommodation Information section.
7. Update the Request Status.
8. Navigate to the **Accommodation Status** field. Enter the Accommodation Status.
9. Navigate to the **Begin Date** field. Enter the date the accommodation will begin.
10. Navigate to the **Comments** field. Select the **Detail** icon to add or create additional comments. Remember to initial and date the comment.
11. Save the transaction.

    NOTE: If you try to update the medical code for an accommodation with a previous request date, the system does not allow the change and a new error message is displayed `*ERROR* The medical code may not be changed on a record with a request date earlier than SYSDATE.`

View Employee Disability Accommodation History

About this task

The Employee Accommodation History (PEIAHIS) page displays specified changes made to the Employee Accommodation Tracking (PEAEACC) page. It maintains data on changes to request and accommodation statuses and accommodation begin and end dates.

Upon deleting an accommodation record via PEAEACC, the system saves the record in the Accommodation History table (PERAHIS). The system identifies a deleted record by entering a check in the **Deleted** check box on the Employee Accommodation History (PEIAHIS) page. If the record has not been deleted, the field is unchecked.

Procedure

1. Access PEIAHIS via
   - Direct Access
   - **Employee Historical Information** menu in Human Resources
   - **Maintain and Monitor Employee Accommodations** menu in Business Processes

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2. Enter Employee ID, Query Date, Position and Suffix in the Key Block.
3. Navigate to the History Information section.
4. A history of all changes made to the records is displayed with the most recent change displayed first.

Faculty Tracking and Administration

This section provides instructions to perform various faculty actions for faculty members. These include:

- *Create a Reappointment or Tenure Record* on page 85
- *Establish a Promotion* on page 97
- *Create a Faculty Leave* on page 99
- *Approve a Faculty Action* on page 102
- *Track Depoartmental FTEs* on page 103
- *Automate Approvals for Faculty Leave* on page 104
- *Establish a Promotion Committee* on page 108

For Canadian clients:

- *Create a Reappointment/Tenure Record for Canadian Sites* on page 110
- *Establish a Promotion for Canadian Sites* on page 120
- *Create a Faculty Leave for Canadian Sites* on page 122

Create a Reappointment or Tenure Record

Consider the following scenario:

Dr. Minor is an instructor on tenure track. Her first appointment is August 1, 1996. She has annual reappointment decisions every March for the academic year that begins in August and ends in May of the following year. Normally, if she gets tenure, it would become effective in her sixth year (August 1, 2001) with a decision in the fifth year (March 2000). If tenure is denied in year five, she would usually have year six to find another job. (August 1, 2000 through May 31, 2001). Since she taught at another college for one year, this institution will give her one year credit toward tenure. Here is what would happen during each year when using the Banner Faculty application.

NOTE: The **Faculty Action Indicator** from the xx (PTRINST) page is "Faculty Member" for this example.

Perform the following steps to establish a reappointment/tenure history on the Faculty Action Tracking (PEAFACT) page in Banner.

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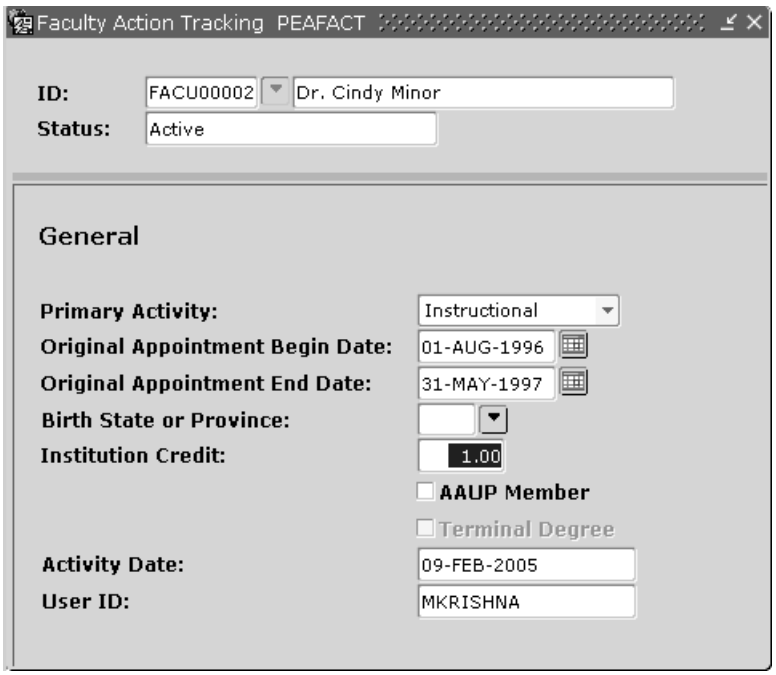
Reappointment/Tenure Processing: Year One

About this task

Procedure

1. Access the Faculty Action Tracking (PEAFACT) page.

   Figure 1: Faculty Tracking page (PEAFACT)—Main Window



2. Enter Dr. Minor's ID so you can update her tenure information. Her name and status are entered by the system.
3. Move to the General Information section.
   a) Enter `01-AUG-1996` in the **Original Appointment Begin Date** field.
   b) Since the academic year ends in May, enter `31-MAY-1997` in the **Original Appointment End Date** field.
   c) Complete the rest of this window. Refer to the online help of Banner Human Resources for a detailed description of the PEAFACT page.
4. Select **Appt or Tenure Records** from the **Tools** button to enter the original appointment information on the Action window. In addition to entering the original information, you are

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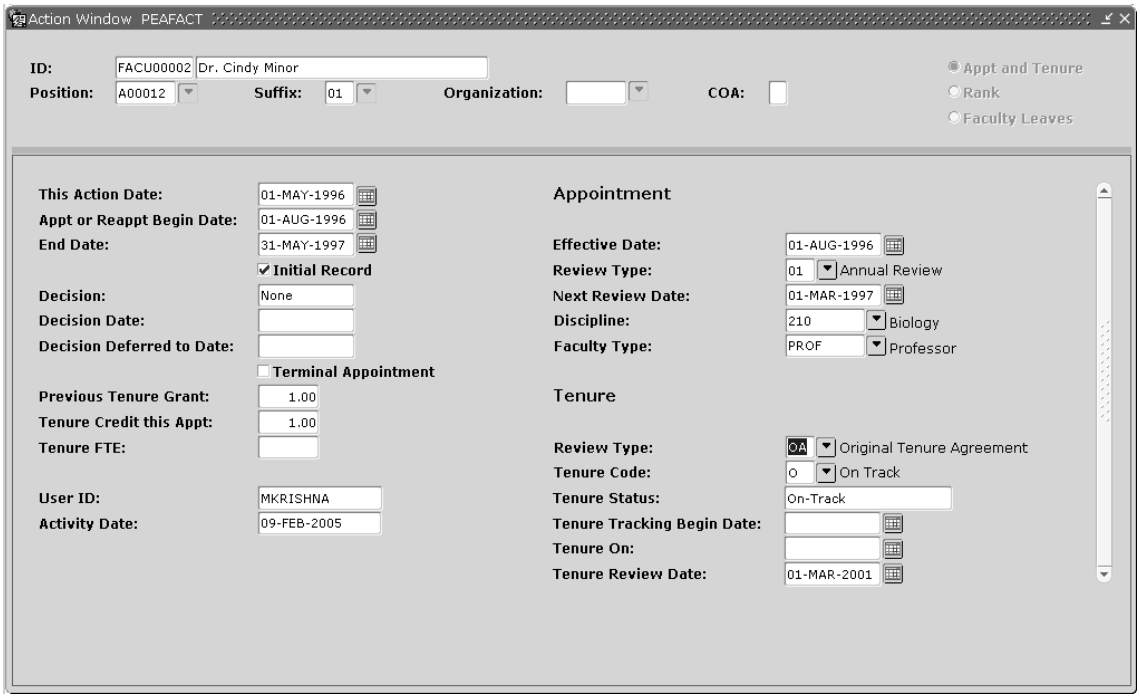
also entering the decision to continue forward into year two. (If you were not offering a reappointment, there would not be a future review date and tenure would not be "On Track.")

Figure 2: Reappointment/Tenure Action Window—Year One



5. The decision for this appointment occurred in May 1, 1996. Enter this date in the **This Action Date** field.
6. The dates in the **Appt or Reappt Begin Date** and **End Date** fields come from the values entered on the Main window for the **Original Appointment** field.
7. Select the **Initial Record** check box since this information represents the original appointment record for this faculty member.
8. Since Dr. Minor has credit from a previous institution, enter `1.00` in the **Previous Tenure Grant** field.
9. Since Dr. Minor receives credit from this original appointment, enter `1.00` in the **Tenure Credit This Appt** field.
10. Enter the full-time equivalence of the tenure record.

    As a security measure, if you are not authorized to update faculty information and yet attempt to update and save a record, the system saves the data in an unapproved state and displays the message: `*WARNING* This faculty action is not approved.`
11. Complete the Appointment Information area in the following manner.
    a) Label the review as `Annual`.

       The values of the **Effective Date** and the **Next Review Date** fields come from the **Appt/ Reappt Begin Date** and **End Date** fields in the current window.

    b) (Optional) Change these dates. Dr. Minor's review actually takes place in the beginning of March. Enter `March 1, 1997` in the **Next Review Date** field.

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12. Since Dr. Minor is on track for tenure, enter the tenure information at the same time as you enter the initial appointment information. Complete the Tenure Information area by doing the following things.
    a) Select a **Review Type** of `Original Tenure Agreement` since Dr. Minor is on tenure track.
    b) Enter a **Tenure Code** of `On Track`.

       The tenure status displays as "On Track."
    c) Enter the **Tenure Review Date** indicating that the last appointment before tenure is `March 1, 2001`.
13. **Save** the original appointment information.
14. **Approve** the original appointment. For more details, refer to the topic, *Approve a Faculty Action* on page 102.

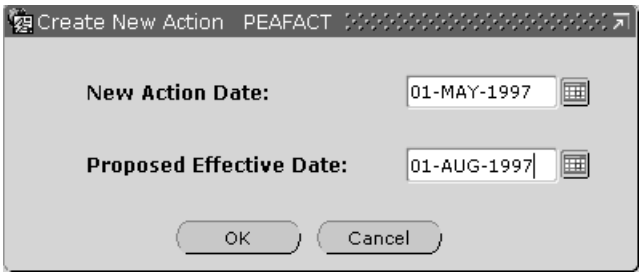
Reappointment/Tenure Processing: Year Two

About this task

Procedure

1. Access PEAFACT.
2. Enter Dr. Minor's ID.
3. Move to the General Information section.
4. Select **Appt/Tenure Record** from the **Tools** button.

   The original appointment information previously entered is displayed.
5. Select **New Date** from the **Tools** button to access the **Create New Action** window.



6. Enter the **New Action Date** as `May 1, 1997` and the **Proposed Effective Date** as `August 1, 1997`.
7. Begin to enter the appointment information for the second year as well as the decision to continue forward into year three. (If you were not offering another reappointment, there would not be a future review date and tenure would not be "On Track.")

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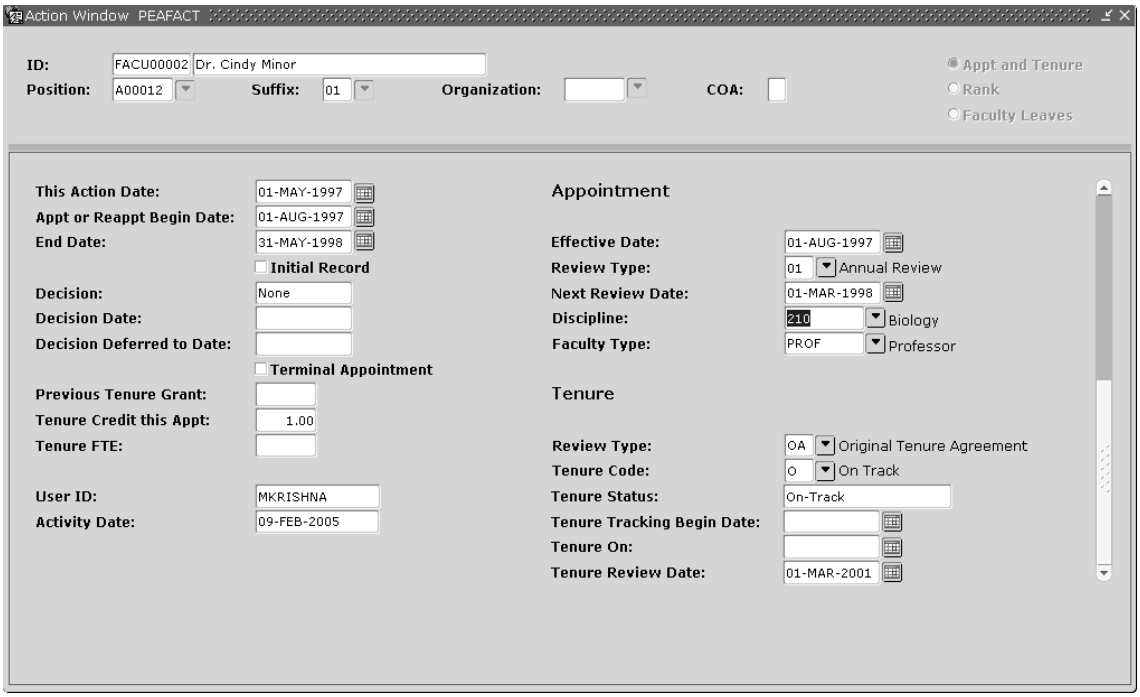
NOTE: As you create additional records use the up or down arrow keys or scroll bar to scroll through each record.

Figure 3: Reappointment/Tenure Action Window—Year Two



8. The decision for this appointment occurred in May 1, 1997. This date, which appears in the **This Action Date** field, defaults from the new date entered on the **Create New Action** window.
9. Enter the **Appt or Reappt Begin** and **End Dates** for year two as `August 1, 1997` and `May 31, 1998`, respectively.
10. Enter `1.00` in the **Tenure Credit This Appt** field.

    This institution is granting Dr. Minor one credit for each year completed. Your institution may credit the instructor differently.
11. Enter the full-time equivalence of the tenure record.

    As a security measure, if you are not authorized to update faculty information and yet attempt to update and save a record, the system saves the data in an unapproved state and displays the message: `*WARNING* This faculty action is not Approved.`
12. Change the **Effective Date** and the **Next Review Date** in the Appointment Information area to `August 1, 1997` and `March 1, 1998, respectively`. Other information in the Tenure Information area can remain unchanged.
13. **Save** the reappointment information for year two.
14. **Approve** the reappointment. For more details, see the topic, *Approve a Faculty Action* on page 102.

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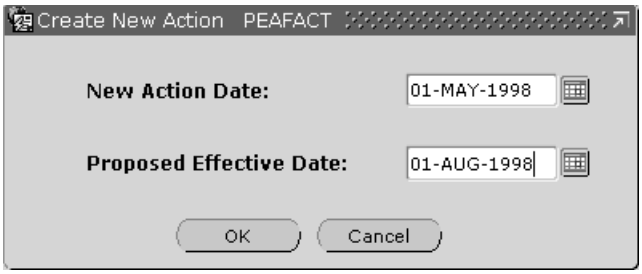
Reappointment/Tenure Processing: Year Three

About this task

Procedure

1. Access PEAFACT.
2. Enter Dr. Minor's ID.
3. Move to the General Information section.
4. Select **Appt or Tenure Records** from the **Tools** button.
5. Select **New Date** from the **Tools** button. Enter the **New Action Date** as `May 1, 1998` and the **Proposed Effective Date** as `August 1, 1998`.



6. Begin to enter the appointment information for the third year as well as the decision to continue forward into year four. (If you were not offering another reappointment, there would not be a future review date and tenure would not be "On Track.")

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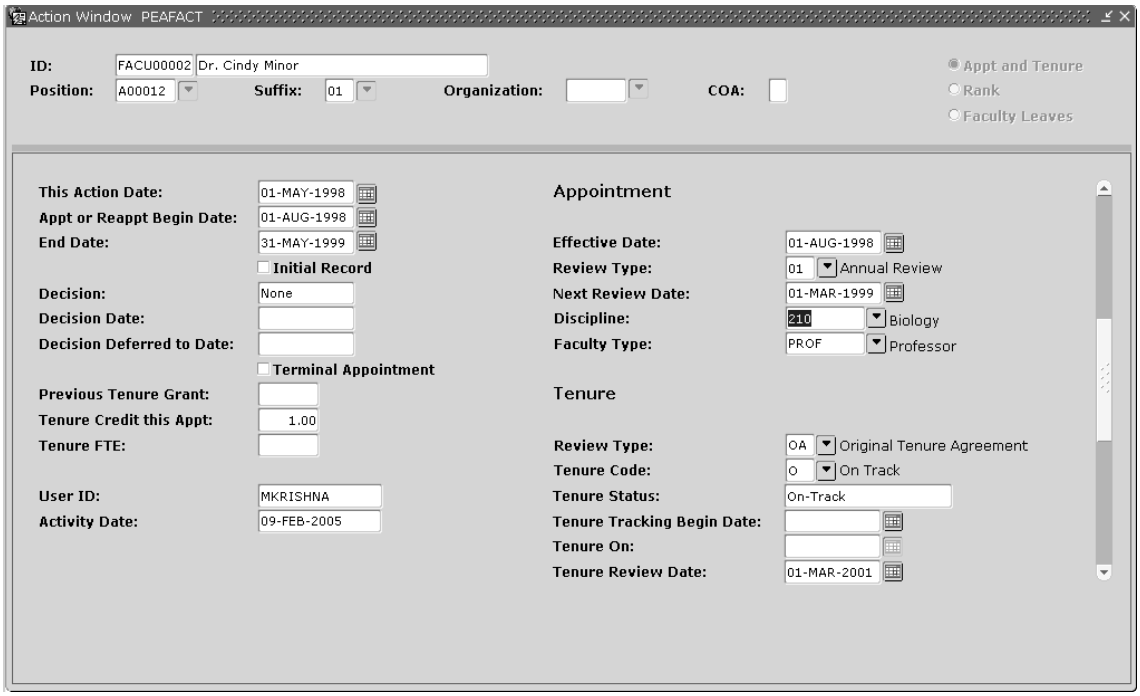
NOTE: As you create additional records use the up or down arrow keys or scroll bar to scroll through each record.

Figure 4: Reappointment/Tenure Action Window—Year Three



7. The decision for this appointment occurred in May 1, 1998. This date, which appears in the **This Action Date** field, defaults from the new date entered on the **Create New Action** window.
8. Enter the **Appt or Reappt Begin** and **End Dates** for year three as `August 1, 1998` and `May 31, 1999`, respectively.
9. Enter `1.00` in the for **Tenure Credit This Appt** field.

   This institution is granting Dr. Minor one credit for each year completed. Your institution may credit the instructor differently.
10. Change the **Effective Date** and the **Next Review Date** in the Appointment Information area to `August 1, 1998`, and `March 1, 1999`, respectively. Other information in the Tenure Information area can remain unchanged.
11. **Save** the reappointment information for year three.
12. **Approve** the reappointment. For more details, refer to the topic, *Approve a Faculty Action* on page 102.

Reappointment/Tenure Processing: Year Four

About this task

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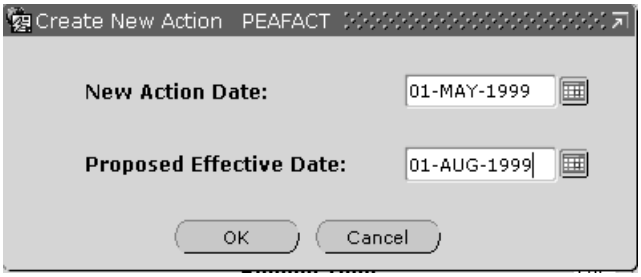
Procedure

1. Access PEAFACT.
2. Enter Dr. Minor's ID.
3. Move to the General Information section.
4. Select **Appt or Tenure Record** from the **Tools** button. The original appointment information previously entered displays.
5. Select **New Date** from the **Tools** button. Enter the **New Action Date** as `May 1, 1999` and the **Proposed Effective Date** as `August 1, 1999`.



6. Begin to enter the appointment information for the fourth year as well as the decision to continue forward into year five. (If you were not offering another reappointment, there would not be a future review date and tenure would not be "On Track.")

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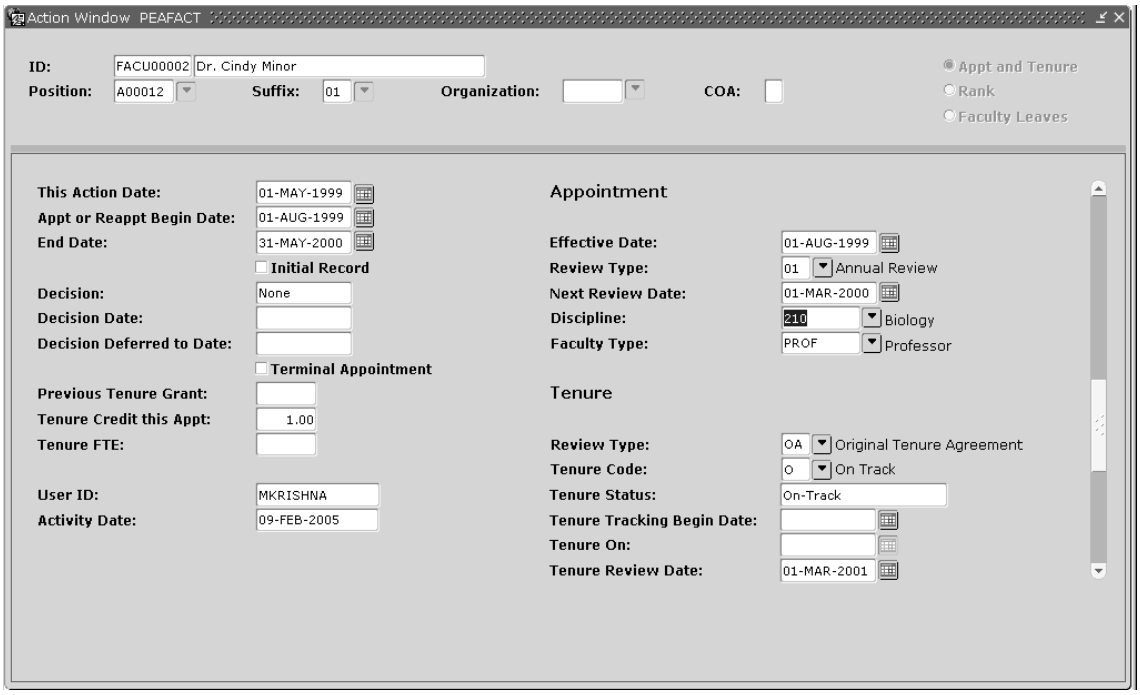
NOTE: As you create additional records use the up or down arrow keys or scroll bar to scroll through each record.

Figure 5: Reappointment/Tenure Action Window—Year Four



7. The decision for this appointment occurred in May 1, 1999. This date, which appears in the **This Action Date** field, defaults from the new date entered on the **Create New Action** window.
8. Enter the **Appt or Reappt Begin** and **End Dates** for year four as `August 1, 1999`, and `May 31, 2000`, respectively.
9. Enter `1.00` in the for **Tenure Credit This Appt field.**

   This institution is granting Dr. Minor one credit for each year completed. Your institution may credit the instructor differently.
10. Enter the **Effective Date** and the **Next Review Date** in the Appointment Information area as `August 1, 1999`, and `March 1, 2000`, respectively. Other information in the Tenure Information area can remain unchanged.
11. **Save** the reappointment information for year four.
12. **Approve** the reappointment. For more details, see "Approving a Faculty Action".

Reappointment/Tenure Processing: Year Five

In the following procedure, you will enter the appointment information for the fifth year and will also indicate your decision for the sixth year. The decision for year six determines whether this institution offers Dr. Minor tenure. Two scenarios follow.

In the first scenario, tenure is granted to Dr. Minor.

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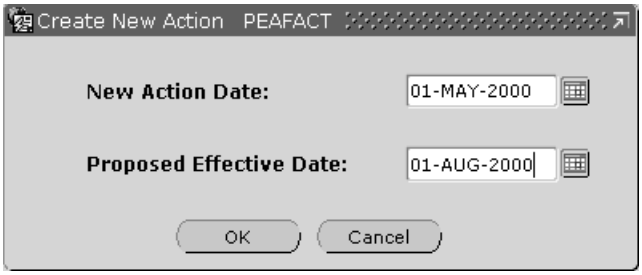
In the second scenario, tenure is not granted.

Reappointment/Tenure Processing: Tenure Granted

About this task

Procedure

1. Access PEAFACT.
2. Enter Dr. Minor's ID.
3. Move to the General Information section.
4. Select **Appt** or **Tenure Record** from the **Tools** button. The original appointment information previously entered displays.
5. Select **New Date.** Enter the **New Action Date** of `May 1, 2000`, and the **Proposed Effective Date** as `August 1, 2000`.



6. Enter the appointment information for the fifth year as well as the decision to continue forward into year six. As noted above, the decision for year six determines whether this institution offers Dr. Minor tenure.

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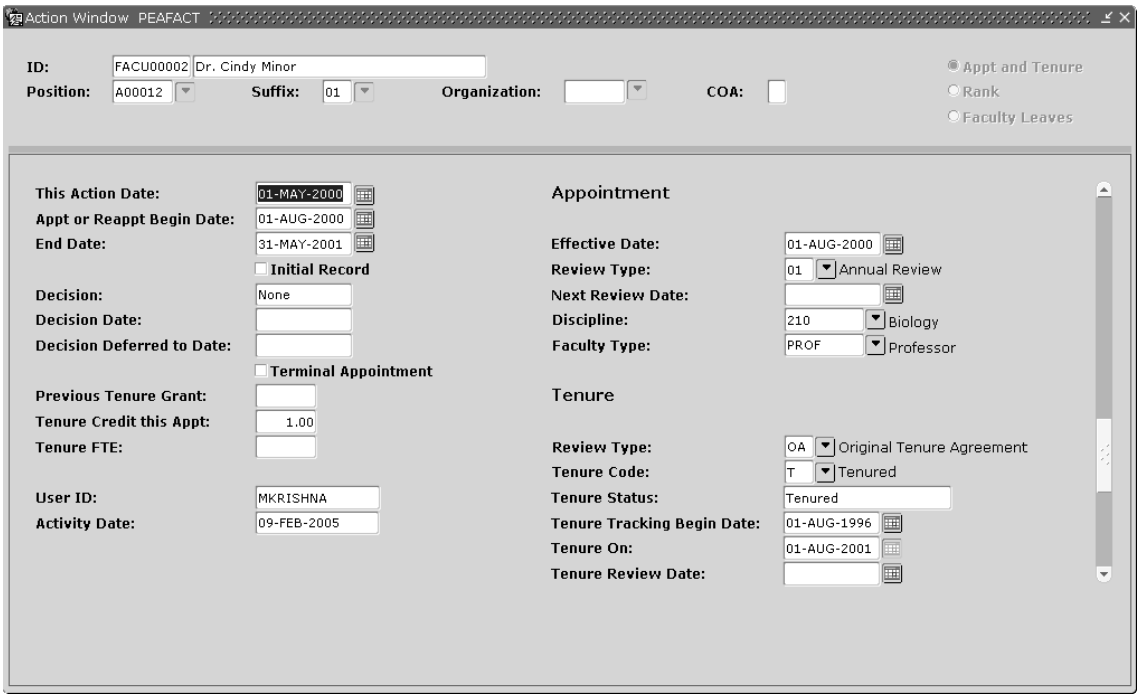
7. In this scenario, Dr. Minor receives tenure from the institution.

   Figure 6: Reappointment/Tenure Action Window—Year Five



8. The decision for this appointment occurred in May 1, 2000.

   This date, which appears in the **This Action Date,** defaults from the new date entered on the **Create New Action** window.

9. Enter the **Appt or Reappt Begin** and **End Dates** for year five as `August 1, 2000`, and `May 31, 2001`, respectively.

10. Enter `1.00` in the **Tenure Credit This Appt** field.

    This institution is granting Dr. Minor one credit for this year's reappointment.

11. Enter the **Effective Date** of this decision in the Appointment Information area as `August 1, 2000`.

12. Since Dr. Minor receives tenure, there is no need to review her for reappointment any more. Remove any value appearing in the **Next Review Date** in the Appointment Information area.

13. Change the value of the **Tenure Code** to `Tenured` so the **Tenure Status** becomes "Tenured."

    The **Tenure Effective Date** field becomes enabled.

14. Enter `August 1, 2001`, as the date the tenure becomes effective.

15. **Save** the reappointment/tenure information for year five.

16. **Approve** the tenure decision.

    For more details, see *Approve a Faculty Action* on page 102.

17. Reappointments leading to tenure are complete. Tenure was granted to Dr. Minor. This concludes the reappointment process in Banner.

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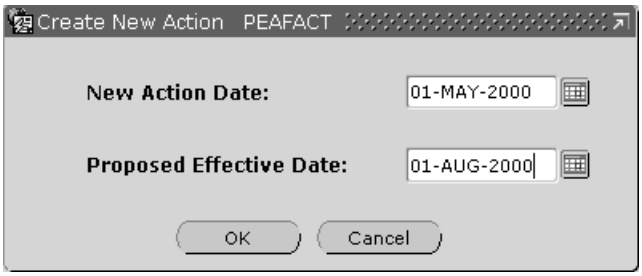
Reappointment/Tenure Processing: Tenure Not Granted

About this task

Procedure

1. Access PEAFACT.
2. Enter Dr. Minor's ID.
3. Move to the General Information section.
4. Select **Appt or Tenure Record** from the **Tools** button.
5. Select **New Date**. Enter the **New Action Date** as `May 1, 2000`, and the **Proposed Effective Date** as `August 1, 2000`.



6. Enter the appointment information for the fifth year as well as the decision for year six. The decision for year six determines whether this institution offers Dr. Minor tenure.

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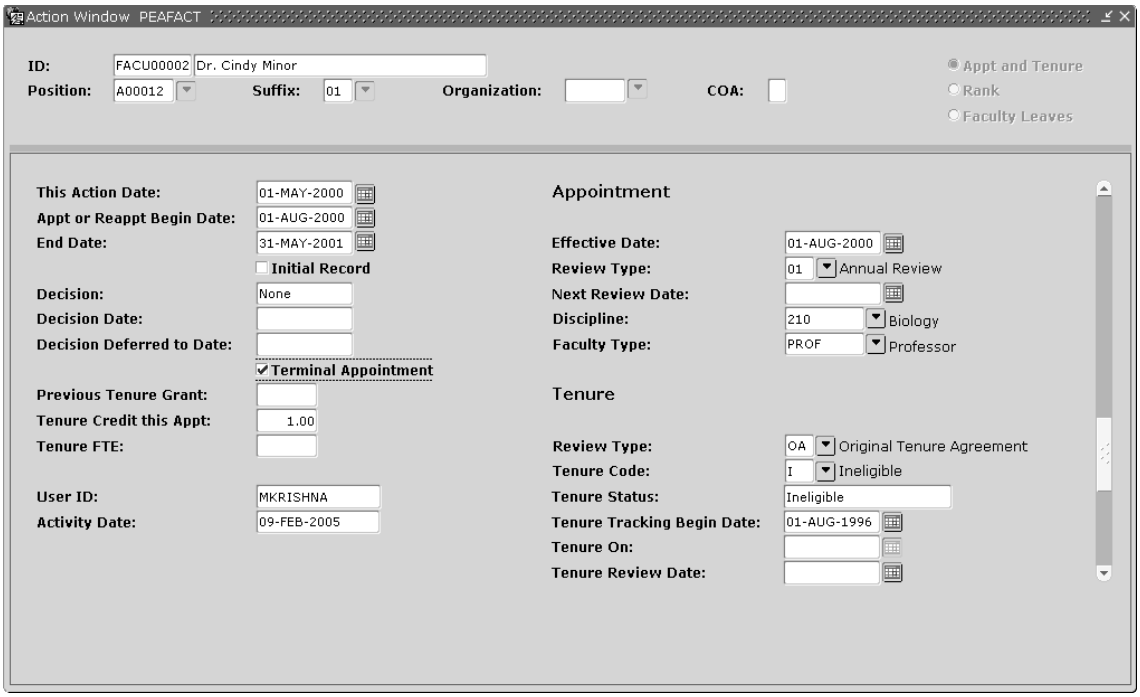
7. In this scenario, Dr. Minor does not receive tenure from the institution.

   Figure 7: Reappointment/Tenure Action Window—Year Five



8. Enter the **Appt or Reappt Begin** and **End Dates** for year five as `August 1, 2000`, and `May 31, 2001`, respectively. Do this since Dr. Minor has one year to find employment elsewhere.
9. Select the **Terminal Appointment** check box since this is the last time she is appointed in this institution.
10. Do not enter a value in the **Tenure Credit This Appt.**
11. The **Effective Date** of this decision is `August 1, 2000` in the Appointment Information area.
12. Since Dr. Minor does not receive tenure, there is no need to review her for reappointment any more. Remove any value appearing in the **Next Review Date** in the Appointment Information area.
13. Change the **Tenure Code** to `Ineligible.` Keep this record for historical purposes.
14. **Save** the reappointment/tenure information for year five.
15. **Approve** the denied tenure status.

    For more details, refer to the topic, *Approve a Faculty Action* on page 102.

Establish a Promotion

About this task

Consider the following scenario:

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Dr. Baldwin works as a teacher's assistant and was promoted to a contract faculty member who lectures English literature. He started working at the university January 1, 1997. Since he has been there a year, he receives an annual review. These screen shots establish a faculty record and display the faculty action for the first annual review.

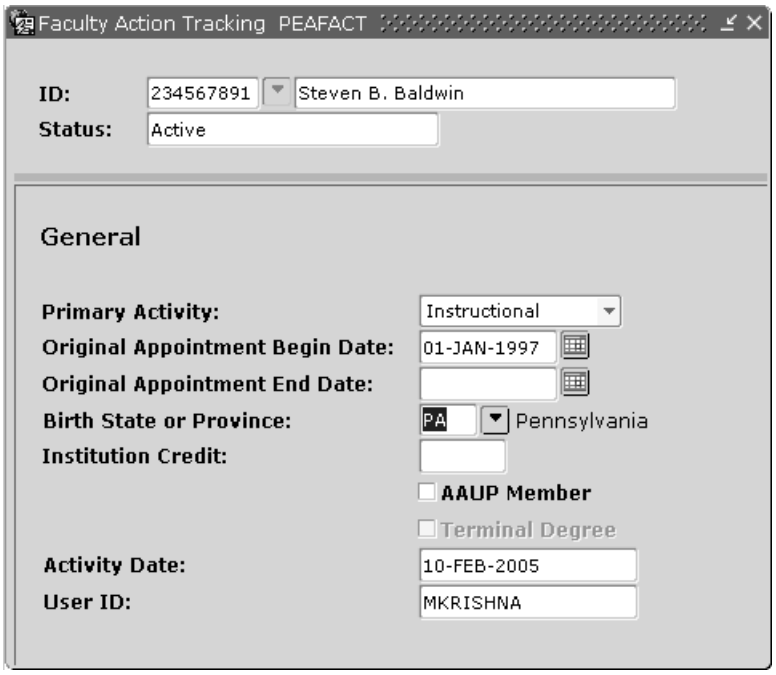
Perform the following steps to establish a promotion on the Faculty Action Tracking (PEAFACT) page in Banner.

NOTE: The **Faculty Action Indicator** must be `Position/Suffix` in PTRINST for this example.

Procedure

1. Access PEAFACT.

   Figure 8: Faculty Tracking page (PEAFACT)—Main Window



2. Enter Dr. Baldwin's ID number. His name and status are entered by the system.
3. Move to the General Information section.
4. Complete the fields in the General Information section. For detailed field descriptions of PEAFACT, refer to the online help of Banner Human Resources. If the fields displayed in the example do not display at your terminal, check your PTRINST **Faculty Action Indicator.**
5. Select **Rank Records** from the **Tools** button to enter promotion information.

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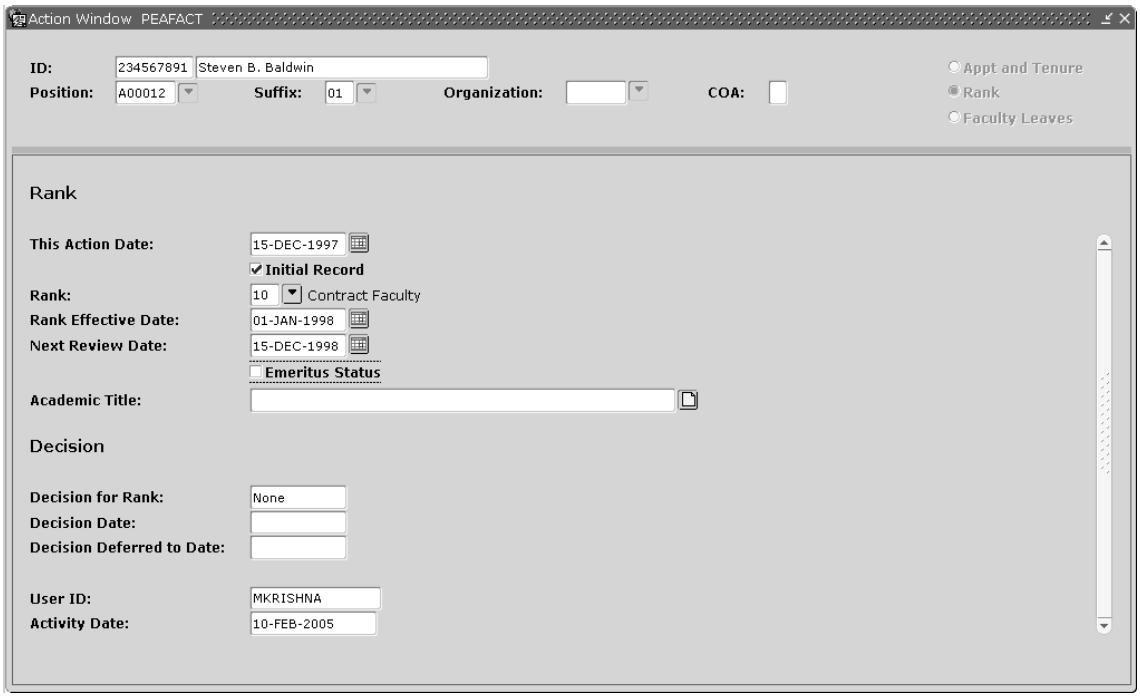
The Rank Action window is displayed. Since the faculty actions in this example are tracked by Position/Suffix, the **Position**, **Suffix**, and **Organization** are enabled. Determine how faculty actions are to be tracked on the Installation Rule (PTRINST) page.

Figure 9: PEAFACT—Rank Action Window



6. Dr. Baldwin's review occurred on December 15, 1997. Enter this date in the **This Action Date**. The date that appears is today's date when the record is new. A date less than today may also be entered.
7. Select the **Initial Record** check box to indicate that this promotion represents the first promotion record on file for Dr. Baldwin.
8. Select the **Rank** value that describes Dr. Baldwin's job. Use `Contract Faculty`. Later, Banner uses this rank for IPEDS Winter Data collection reporting purposes.
9. Enter the date the Contract Faculty rank became effective for Dr. Baldwin. Use `January 1, 1998`, as the **Rank Effective Date** since he received his promotion as of that date.
10. Normally, Dr. Baldwin is reviewed annually. Schedule the **Next Review Date** for `December 15, 1998`.
11. **Save** to record this promotion.
12. **Approve** this faculty action. For more details, see "Approving a Faculty Action".

Create a Faculty Leave

About this task

Consider the following scenario:

Dr. Zatkos would like to take a sabbatical leave to do some research for a book she wants to write about French literature. She would like to take her sabbatical from January 15, 1999, to September 15, 1999. The book based on her research done on the sabbatical leave needs to be completed by December 1, 1999. She will not be eligible for another leave until January 1, 2001.

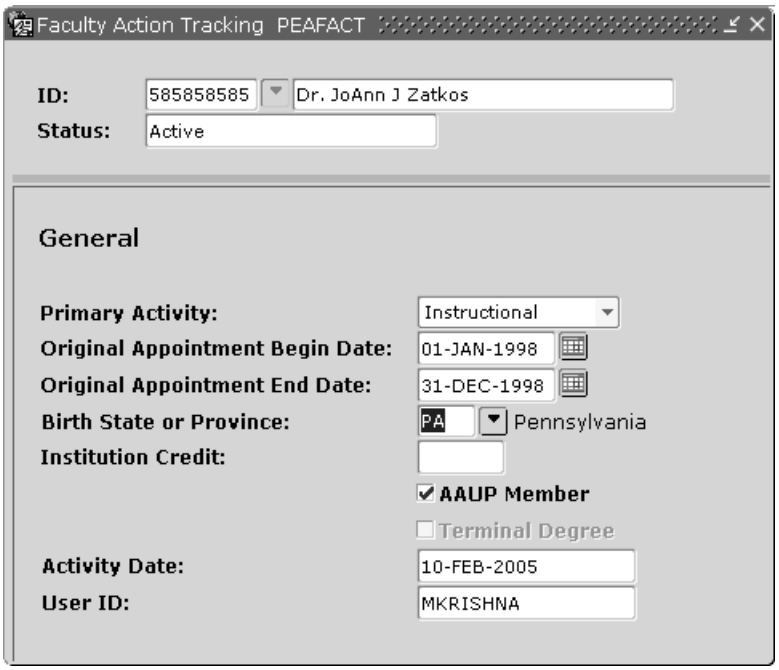
Perform the following steps to establish a sabbatical leave on the Faculty Action Tracking (PEAFACT) page in Banner.

NOTE: The **Faculty Action Indicator** from PTRINST is `Position/Suffix` for this example.

Procedure

1. Access PEAFACT.

   Figure 10: Faculty Action Tracking page (PEAFACT)



2. Enter Dr. Zatkos' ID number. Her name and status are entered by the system.
3. Move to the General Information section.
4. Complete the fields in the General Information section.

   For detailed field description of the PEAFACT page, refer to the online help of Banner Human Resources.
5. Select **Faculty Leave Records** from the **Tools** button to enter leave information. The **Faculty Leaves Action** window displays. Since the faculty actions in this example are tracked by

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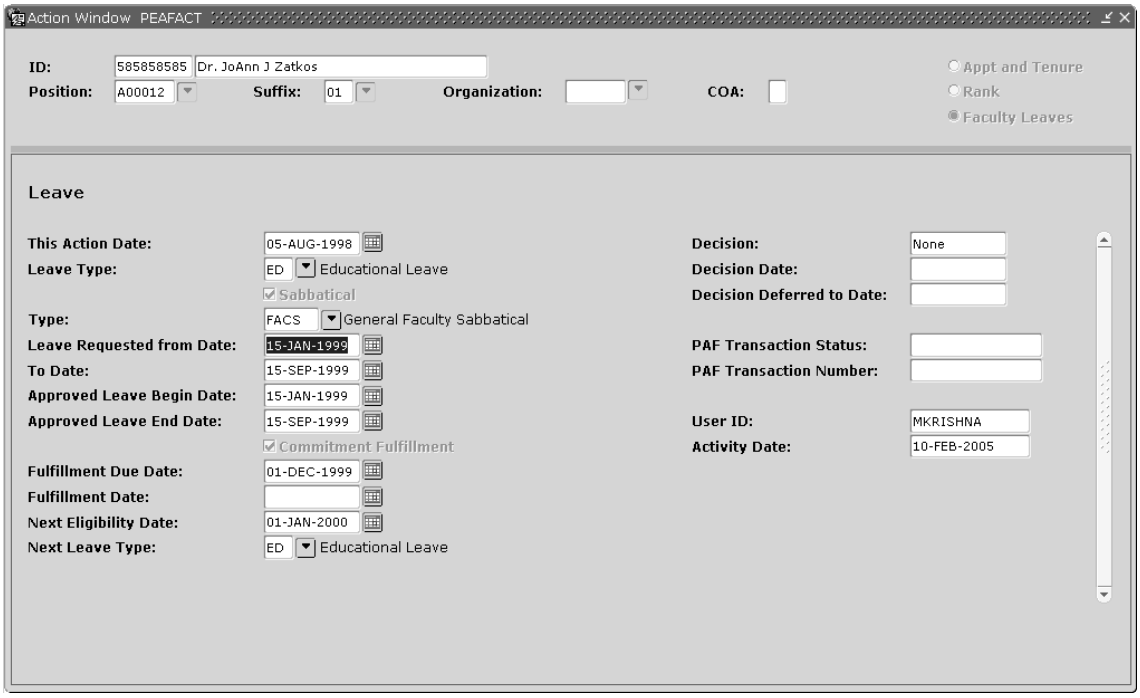
organization, the position and suffix fields are not enabled. Determine how faculty actions are tracked on the Installation Rule (PTRINST) page.

Figure 11: PEAFACT Action Window—Faculty Leaves



6. Today's date is displayed in the **This Action Date**.
7. Select a value for the **Leave Type**.

   For this example, we use `Educational`. Since an educational leave is considered a sabbatical leave, the system places a check in the **Sabbatical** check box when you select the leave type.
8. Select a value for the **Type**.

   For this example, we use `General Faculty Sabbatical`.
9. Enter the begin and end dates of the requested leave period in the **Leave Requested**. The faculty member wants to start the leave on `January 15, 1999`, and end the sabbatical on `September 15, 1999`.
10. The system displays the period for which the leave is approved. As shown on the sample screen, leave is approved only from January 15, 1999, to May 31, 1999.
11. Since Dr. Zatkos must make a commitment to write a paper or book in order to take this sabbatical leave, the **Commitment Fulfillment** check box is selected by the system.
12. According to the university policy, the leave commitment must be fulfilled in December of the year that the leave is taken. Therefore, enter `01-DEC-1999`, as the **Fulfillment Due Date**.
13. The commitment has not yet been completed. Therefore, the **Fulfillment Date** remains a blank.
14. After the present leave requirement is satisfied, another leave may be taken. Dr. Zatkos may take a leave after January 1, 2000. Enter `01-JAN-2000`, in the **Next Eligibility Date**. At that time, she is eligible for another `Sabbatical` leave. Enter this value in the **Next Leave Type**.

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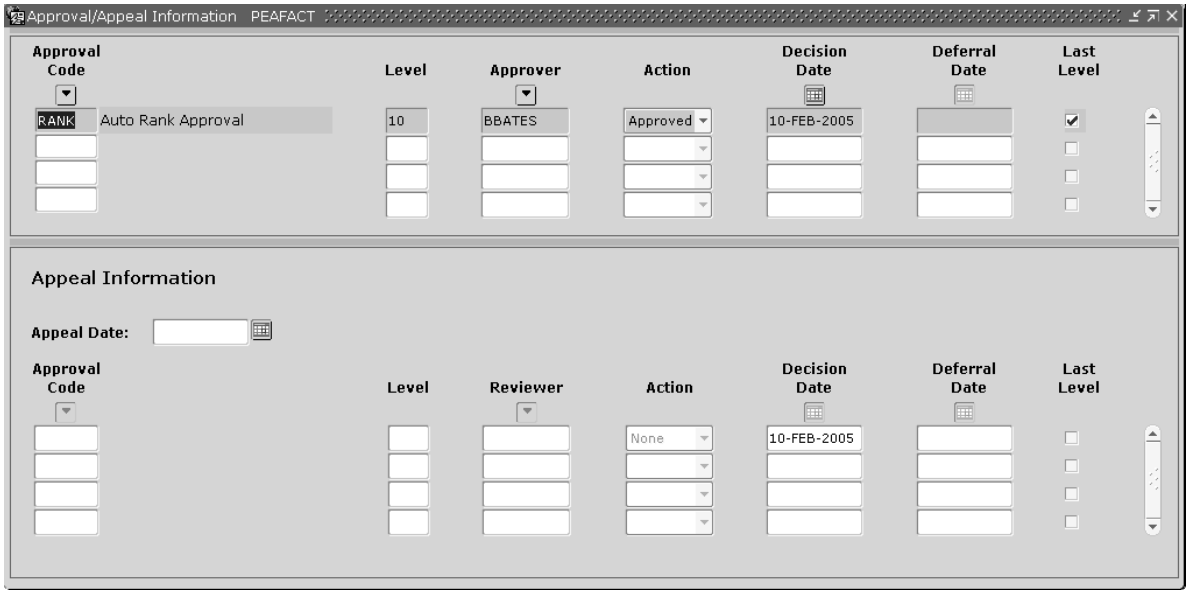
15. **Save** the leave information.
16. Select **Comments** from the **Tools** button to access the **Faculty Action Comments Information** window.
17. Add **Comments** about the sabbatical leave. Indicate information about the book Dr. Zatkos plans to write. Be sure to initial and date the comments.
18. **Approve** this faculty action. For more details, refer to the topic, *Approve a Faculty Action* on page 102.

Approve a Faculty Action

About this task

After each decision, the faculty action must be approved in order to update the module. The following screen is a sample approval.



To approve a faculty action an approver must perform the following steps:

Procedure

1. Establish any approval codes and approvers on the Electronic Approval Level Rule (NTRALVL) page.

   NOTE: The faculty module is not related to the Electronic Approvals module in any way, except through the use of the NTRALVL page.

2. Access the Faculty Action Tracking (PEAFACT) page.
3. Enter the **ID** of the faculty member for which you wish to approve a faculty action. The system enters the faculty member's name and status.

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4. Move to the General Information section.
5. Previously entered information defaults to the General Information section.
6. Select the faculty action that you want to approve from the **Tools** button on the **Main** window (**Rank Records**, **Appt or Tenure Records**, or **Faculty Leave Records**).
7. Select **Approval or Appeal** from the **Tools** button on the **Action** window.
8. Enter your approval level code. To see a list of valid codes, double-click in the **Code** field. A description and a level default.
9. Enter your approver ID.
10. Select **Approved** from the **Action** pull down list.
11. The date defaults to today's date. It can be overridden.
12. Select the **Last Level check box** for at least one approver. After that approver makes his/her decision, that decision is displayed in the **Decision** of the associated **Action** window.
13. Save to record this approval.

Track Depoartmental FTEs

About this task

This feature allows you to evaluate and track the fraction of the FTE achieved by the faculty member in each associated department. It allows you to distinguish the proportion of FTE contributed towards the total tenure for faculty members associated with two or more departments.

For example, in addition to the extent of tenure credit achieved by a faculty member associated with the Physics and the Electronics Department at say, 0.85, it is now possible to view the actual proportion of the FTE achieved in each individual department.

Procedure

1. Enter the approval level codes for which you would like to set up auto-approvals in the Electronic Approval Level Rule (NTRALVL) page.
2. Enable auto-approvals for rank and/or tenure in the **Faculty Action Rules** window of the Installation Rule (PTRINST) page.

   The auto-approvals process provides your enterprise with the capability to automate the approvals process for a specific rank and/or tenure record specified via PEAFACT.

   To activate this process you have to specify the rank and/or tenure approval level in the Installation (PTRINST) page for which you wish to automate the approvals process.

   The main advantage of using the auto-approvals process is that the system approves the rank and/or tenure records on your behalf, provided you are authorized to do so.

   NOTE: This is a system-level setting and consequently, has to be approved by your enterprise. As a security measure, the system verifies and confirms the identity of the user before approving rank and/or tenure records.

3. Specify review codes, discipline codes and tenure codes and tenure eligibility rules in the respective rule pages:

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- Review Type Validation (PTVREVT)
- Discipline Code Validation (PTVDISP)
- Tenure Code Rule (PTRTENR)

4. Enter data for rank and/or tenure set up for auto-approvals and track full time equivalence of tenure and/or rank in PEAFACT.
5. View FTE of tenure of faculty members within each department on the Employee List by Faculty Action Inquiry (PEIELFA) page.

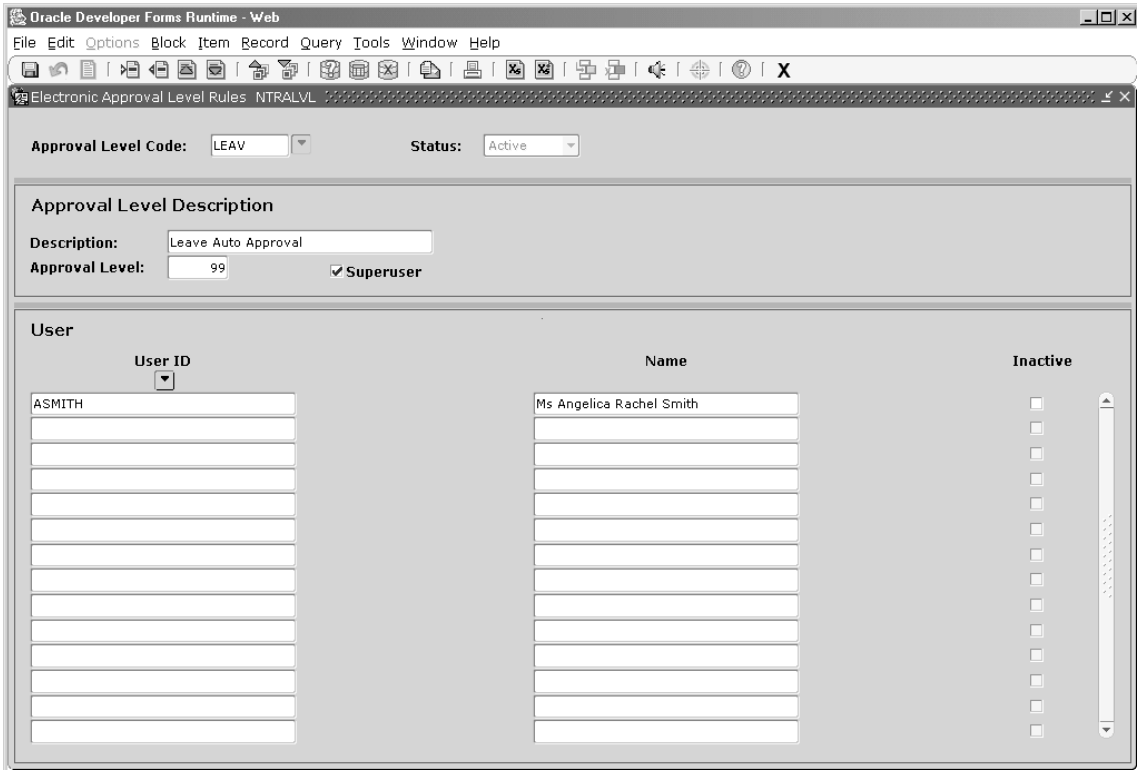
Automate Approvals for Faculty Leave

About this task

To automate approvals for faculty leave:

Procedure

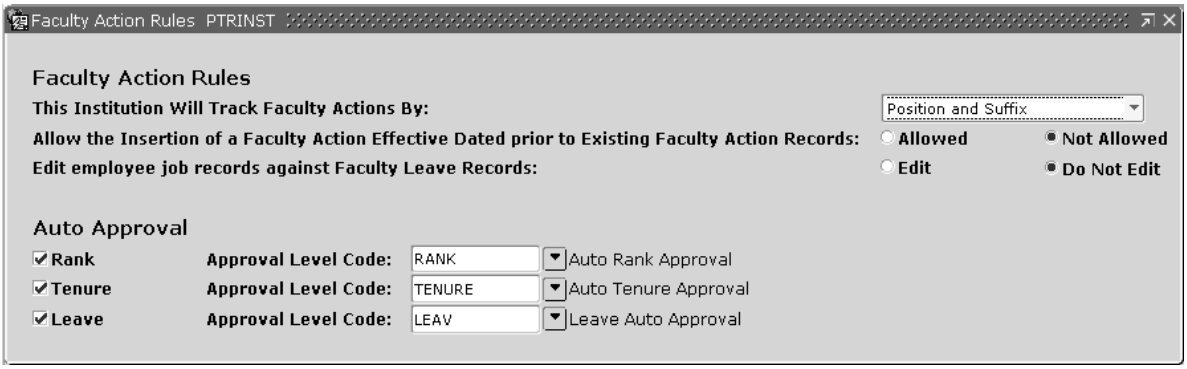
1. Specify a new Approval Level Code on the Electronic Approval Level Rules (NTRALVL) page to control the users for which an automated approval record would be generated once the faculty leave record has been created.



2. Enter the new Approval Level Code on the **Faculty Action Rules** window of the Installation Rules (PTRINST) page.

Once this control is established, an automated approval record will be generated when a specified user saves the faculty leave record. When the Auto Approval Leave indicator is unchecked, the system waits for the manual insertion of the Approval Action, before the record can be set as "Approved."

Results



Miscellaneous Procedures for Faculty Leave

Uncouple Faculty Leave editing with Employee Jobs

About this task

To establish faculty leave records when recording a leave which are not necessarily tied to a payroll period, or when the faculty leave information is not established until after the payroll period has occurred, set up the **Edit employee job records against Faculty Leave Records** indicator on the **Faculty Action Rules** window of the Installation Rules (PTRINST) page.

When this indicator is set to **Do Not Edit**, when the employee's faculty leave record is approved, the job record will not be analyzed to ensure it is coded for the proper job status. Rather, the Faculty Leave record will be approved and will *not* be held in a Pending status waiting for the job record to synchronize.

If this new field is set to **Edit**, current functionality will be maintained where the faculty action will continue to be edited against the job status of the employee's job assignment.

Flexibility in Editing Overlapping Faculty Leave Dates

When a faculty member has multiple leave situations where their leave dates overlapped, the faculty leave action will now allow for multiple faculty leave records, regardless of the Leave Begin and Leave End dates.

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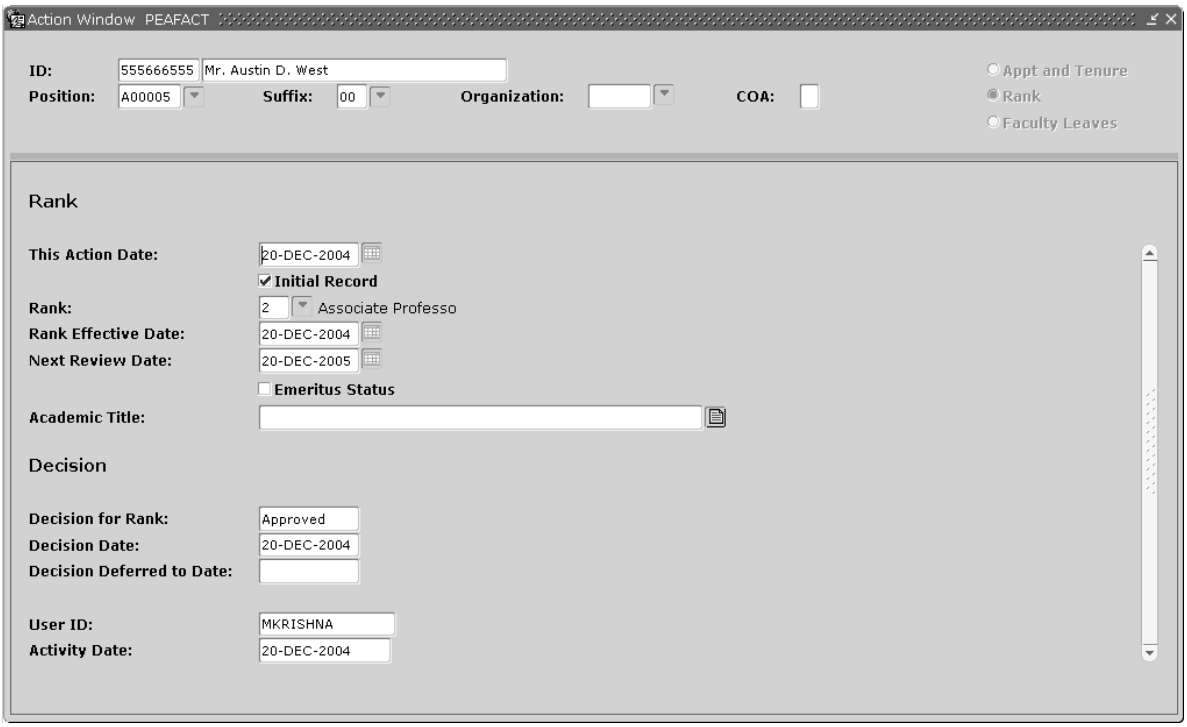
Record New Faculty Title Without Changing the Rank Record

About this task

When tracking faculty actions by Position/Suffix or by Organization Codes aligned with the employee job assignments, new effective-dated Rank records were required to initiate an Academic Title change. To make the Academic Title easier to maintain, a new table has been added to allow for the creation of multiple Academic Titles, each based upon a date.

When establishing the rank record, under the Position/Suffix or Organization Code setting, the Academic Title can be inserted by selecting the **Note** icon located to the right of the **Academic Title** field as shown below.



Insert an **Effective Date** and **Academic Title** in the displayed **Academic Title** window. Upon returning to the **Rank** window, the Academic Title closest to the system date is displayed on the page.

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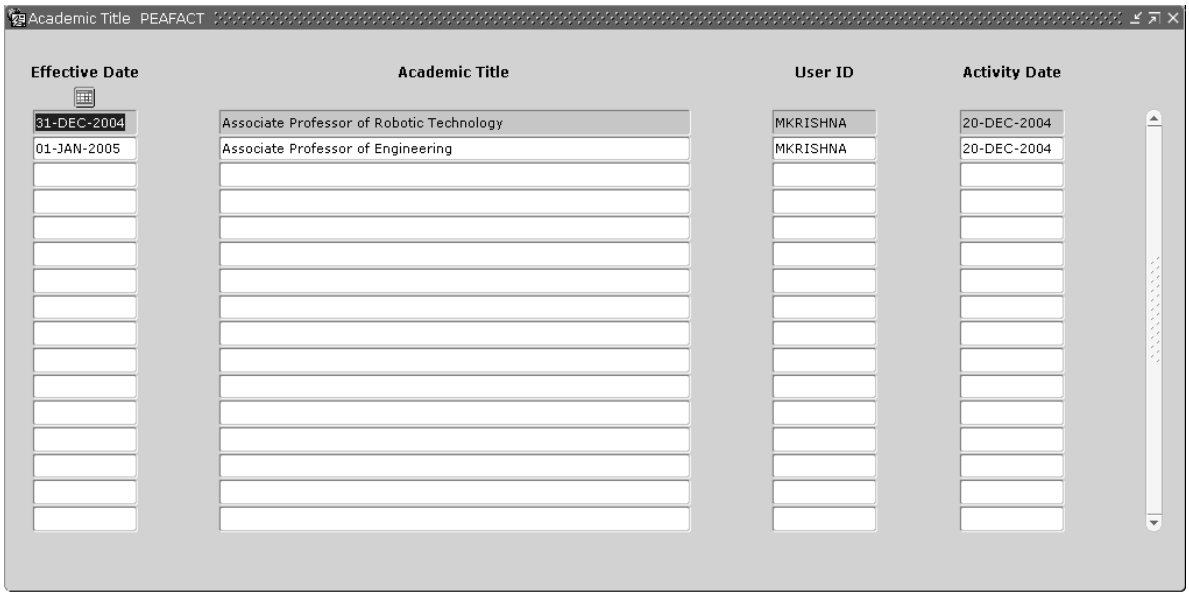

NOTE: This window does not appear when faculty records are tracked by Faculty Members setup on PTRINST. In this case, the **Academic Title** is unchanged, in that, only title will be stored and displayed on the Main section of PEAFACT.

Determine Where Comments Are Listed in Faculty Actions

Comments can be made on any of the three Faculty Action areas, Appointment/Tenure, Rank, and Faculty Leave. However, without filtering into each record, it was difficult to determine where comments were previously submitted. To provide you with a visual aid to quickly determine where comments existed, a new display column has been added to the Employee List by Faculty Action (PEIELFA) page.

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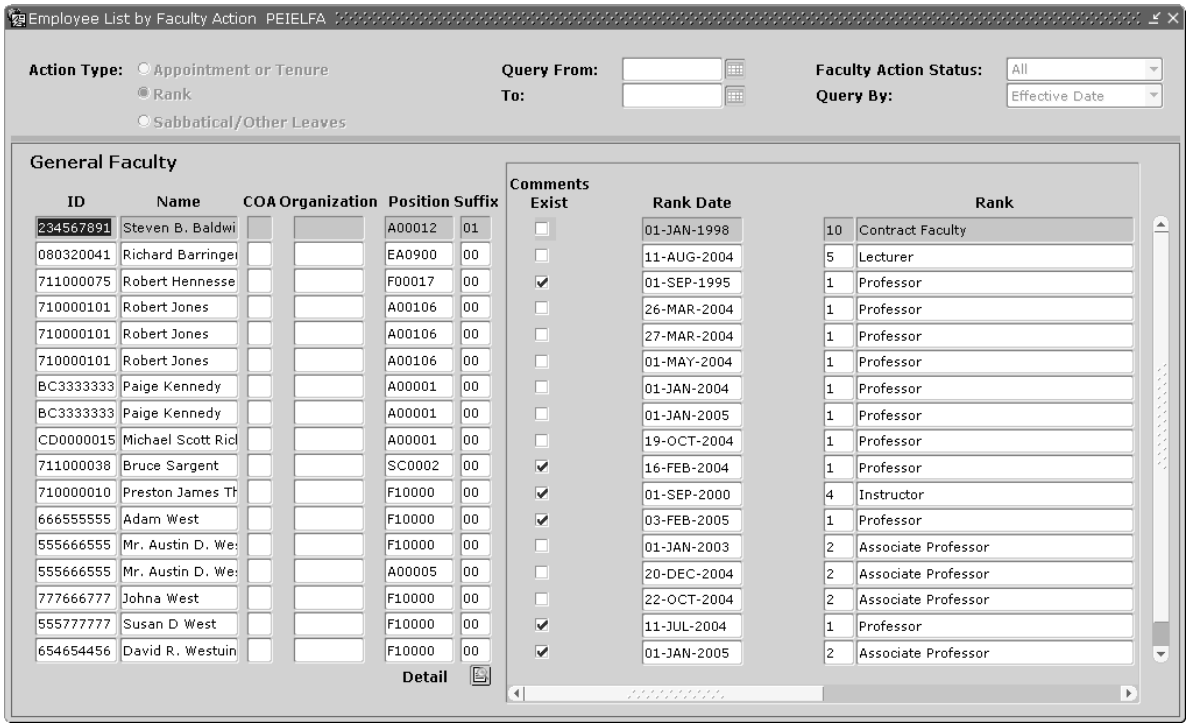
The **Comments Exist** provides you with a check indicator, when comments are present on a given action record as shown below.

Figure 12: Employee List by Faculty Action page (PEIELFA)



Establish a Promotion Committee

This topic describes how to set up a committee. Committees can be created to review faculty actions among other things. For example, a tenure review committee is created long before a faculty member establishes tenure.

Before you begin

Before accessing the Committee/Service (SHACOMI) page, complete all data entry for any rule and validation pages required to support this document. To get an idea of what these pages are, refer to SHACOMI in the online help of Banner Student.

Procedure

1. Access SHACOMI.
2. The cursor appears in the **Committee/Service Type** field in the Key Block. Type in the code of the committee member.

   If the committee/service code is unknown, conduct a search by double-clicking in the **Committee/Service** field. The **Option List** window displays two lists from which to execute a search. Select from a list of valid Committee/Service Codes (STVCOMT) or from a List of Existing Committee/Services (SHICOMQ).

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For STVCOMT: double-click to return the community/service code you want.

For SHICOMQ: execute a filter, and double-click to return the code you want.

3. To enter committee/service data, go to the Committee/Service Information section. Enter appropriate information.
4. If you wish to enter student specific information, select **Non-Course Information** from the **Tools** button to access the Academic Non-Course Information (SHANCRS) page or select **General Student Summary** to access the General Student Summary (SGASTDQ) page. (A student general record *must* exist in order for these options to be enabled.)
5. To schedule meetings for the committee/services, select **Schedule Meeting** from the **Tools** button.

   The system goes to the Event (SLAEVNT) page from the General module of Banner. The system automatically generates the next incremental event number since you are accessing SLAEVNT from SHACOMI. The **Description** in the Event Navigation section contains the name of the committee/service. The **Committee/Services** is populated by the system based on the fact that this event was established through SHACOMI. Data that is generated/defaulted by the system for this event cannot be updated by the user. The user can now schedule meetings for the committee/service.
6. Select **Schedule** from the **Tools** button in SLAEVNT**.**

   This accesses the **Meeting Times** window of the page. Enter the appropriate information and save the record(s). By scheduling meetings from this module, you have the ability to see what rooms on campus are available at the desired time and to schedule your meeting(s). The information accessed through this page is updated and viewed by multiple systems within Banner.
7. Exit SLAEVNT.

   You are returned to SHACOMI.
8. Go to the **Member** within the Committee/Service Members section.
9. Enter information about the member(s) of the Committee/Service.
10. Save the data entered.
11. Select the **start over** icon if you wish to enter information about another Committee/Service.
12. Select the **Exit** icon when finished.

NOTE: Three pages are available to review material entered on the Committee/Service page (SHACOMI).

- The Committee/Service Inquiry (SHICOMQ) page shows all committees and their associated members.
- The Committee/Service By Person Inquiry (SHICMID) page shows committee information for the particular person indicated in the key information.
- The Committee/Service Member Inquiry (SHICMBQ) page allows a filter on committee members to show all committees of which they are a participant.

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Faculty Tracking and Administration For Canadian Clients

If your site tracks faculty actions within Banner and intends to utilize the data for the Annual Statistics Canada reports, you must track faculty actions by Position and Suffix. The following process notes show detailed, step-by-step instructions for processing reappointment, rank, and leave faculty actions while tracking by Position/Suffix.

NOTE: The **Faculty Action Indicator** from PTRINST is `Position and Suffix` for this section.

If you decide however, to do Statistics Canada reporting through an application other than Banner then your site may track faculty actions by Faculty Member. Refer to the topic, *Create a Reappointment or Tenure Record* on page 85 for this type of tracking.

Create a Reappointment/Tenure Record for Canadian Sites

Consider the following scenario:

Dr. Cynthia Minor is a new faculty member. On March 30, 1996, the college/university agreed to hire Dr. Minor into a limited term appointment commencing July 1, 1996 until June 30, 1997. This appointment can be renewed if Dr. Minor successfully completes her first appointment. Dr. Minor is considered eligible for tenure if she successfully completes each of her appointments. Review of Dr. Minor's status and a determination of success will be initiated on February 1st of the year in which the current appointment ends. Tenure would become effective in the sixth year. If the contract is renewed after the first year, she would then be eligible for a two year appointment commencing July 1, 1997 and ending July 30, 1999. Should this appointment be successfully completed, Dr. Minor would be eligible for a final two year appointment from July 1, 1999 through June 30, 2001. At the end of the fifth year of the final appointment, a decision to grant tenure effective July 1, 2001 would be made. If tenure is granted, then a final open-ended appointment would be granted commencing July 1, 2001. If Dr. Minor is not granted tenure, then her last appointment would end on June 30, 2001.

Use the following steps to establish a reappointment/tenure history on the Faculty Action Tracking (PEAFACT) page in Banner.

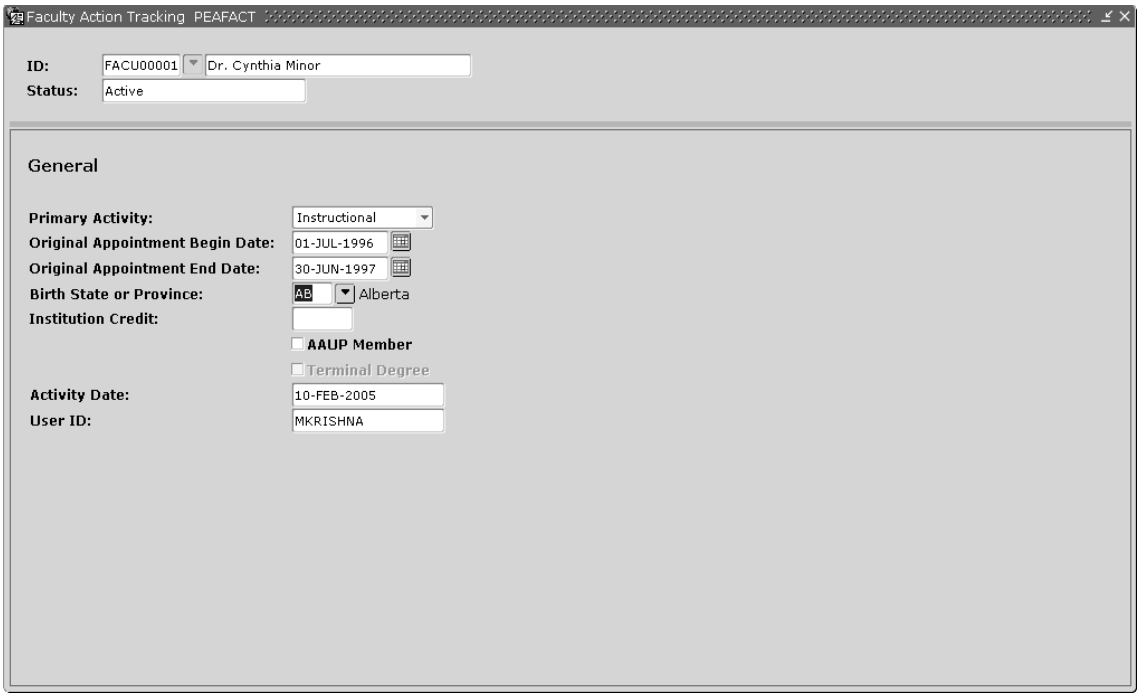
Canadian Reappointment/Tenure Processing: Year One

About this task

Procedure

1. Access the Faculty Action Tracking (PEAFACT) page.

   Figure 13: Faculty Tracking page (PEAFACT)—Main Window



2. Enter Dr. Minor's ID so you can update her tenure information. The name and status appear.
3. Move to the General Information section.
4. Select a **Primary Activity**. Dr. Minor's primary activity is `Instructional`.
5. Enter the **Original Appointment Begin Date** as `01-JUL-1996`.

   NOTE: This date is reported to Statistics Canada as the faculty member's first appointment if there is no interruption in service between this date and the report date

6. Enter the **Original Appointment End Date** as `30-JUN-1997`.
7. Indicate the place of birth if the college/university tracks this. Dr. Minor's birthplace is `Alberta`.
8. **Save** the information from the **Main** window.

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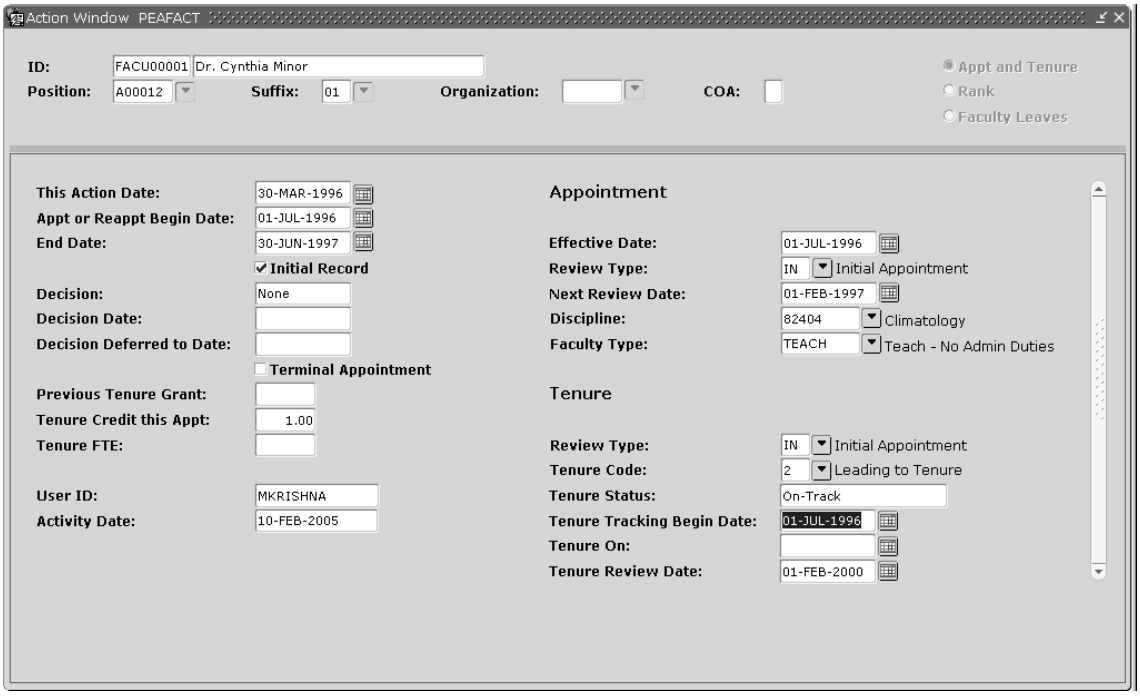
9. Select **Appt or Tenure Record** from the **Tools** button to enter the original appointment information on the **Action** window.

Figure 14: Reappointment/Tenure Action Window—Original Appointment



10. Enter the **Position** and **Suffix** codes for Dr. Minor. To view valid entries for these codes, select the **Search** features for the **Position** and **Suffix** fields.

    NOTE: If the position entered is not identified as reportable to Statistics Canada, the user does receive a warning message when trying to go to the next section. Select **OK** to continue. To report the appointment to Statistics Canada, change the **Faculty Stats Canada Report Indicator** on the Employee Jobs (NBAJOBS) page.

11. Move the cursor to the **This Action Date**. The current date appears in this field, but may be changed to the date the action was initiated. Dr. Minor's first appointment was initiated on March 30, 1996. Enter this date for **Action Date**.

12. Since this is the first record, the **Appt or Reappt Begin** and **End Dates** come from the values entered on the main window for **Original Appointment Begin** and **End**.

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NOTE: This date is reported to Statistics Canada as the faculty member's first appointment if there is no interruption of service between this date and the report date.

The appointment/reappointment begin date and dates are critical to Stats Canada reporting, because they determine the data included for extract or reporting purposes. The Annual Stats Canada Reporting (PXRASCD) selects the approved appointment records in effect on October 1 of the reporting year.

A faculty member who had an ongoing appointment (no end date or an end date outside of the current reporting year) may have several changes to his/her appointment record within the appointment begin and end dates. He/she may change faculty type (that is, change from a faculty member who is only responsible for teaching to a faculty member who also has administrative duties like a Department Head) or may change discipline, etc. Each of these changes within appointments has the same begin date and end date, but has multiple effective dates.

13. Select the **Initial Record** check box since this information represents the original appointment record for this faculty member.
14. Since Dr. Minor receives credit from this original appointment, enter `1.00` in **Tenure Credit This Appt**. This means Dr. Minor receives one year credit towards tenure.
15. Move to the **Effective Date** and enter a date when the appointment record becomes active.

    In this instance, Dr. Minor's appointment becomes active on July 1, 1996. For Statistics Canada reporting, this date determines the selection of records used on the report.
16. (Optional) Select a **Review Type** of `Initial Appointment`. If your institution does not track a review type, do not enter a value in this field.
17. Enter `February 1, 1997`, as the **Next Review Date**, since the review occurs on February 1 of the year the appointment terminates.
18. Enter the **Discipline** as `Climatology` for Dr. Minor. For Statistics Canada reporting, this field is reported as the Principal Subject Taught.
19. **Faculty Type** identifies the type of work Dr. Minor performs. She teaches with no administrative duties. For Statistics Canada reporting, this field is reported as the Responsibilities.
20. In the **Tenure Review Type** identify the value for `Initial Appointment`. If the institution does not track this information, leave the field blank.
21. The **Tenure Code**, `Leading to Tenure`, identifies Dr. Minor as on track for tenure. For Statistics Canada reporting, this field is reported as the Type of Appointment on the University Full-Time Report.
22. **Save** the original appointment information.
23. **Approve** the original appointment. For more details, refer to the topic, *Approve a Faculty Action* on page 102.

Canadian Reappointment/Tenure Processing: Year Two/Three

About this task

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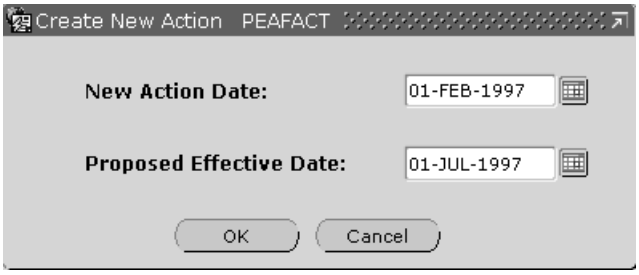
Procedure

1. Access PEAFACT.
2. Enter Dr. Minor's ID.
3. Move to the General Information section.
4. Select **Appt or Tenure** Record from the **Tools** button. The original appointment information previously entered displays.
5. Enter the **Position** and **Suffix** codes for Dr. Minor and then move the cursor into the next section.
6. Select **New Date** from the **Tools** button. Enter the **New Action Date** as `February 1, 1997`. Enter the **Proposed Effective Date** as `July 1, 1997`.



7. Enter the appointment information for the second and third year.

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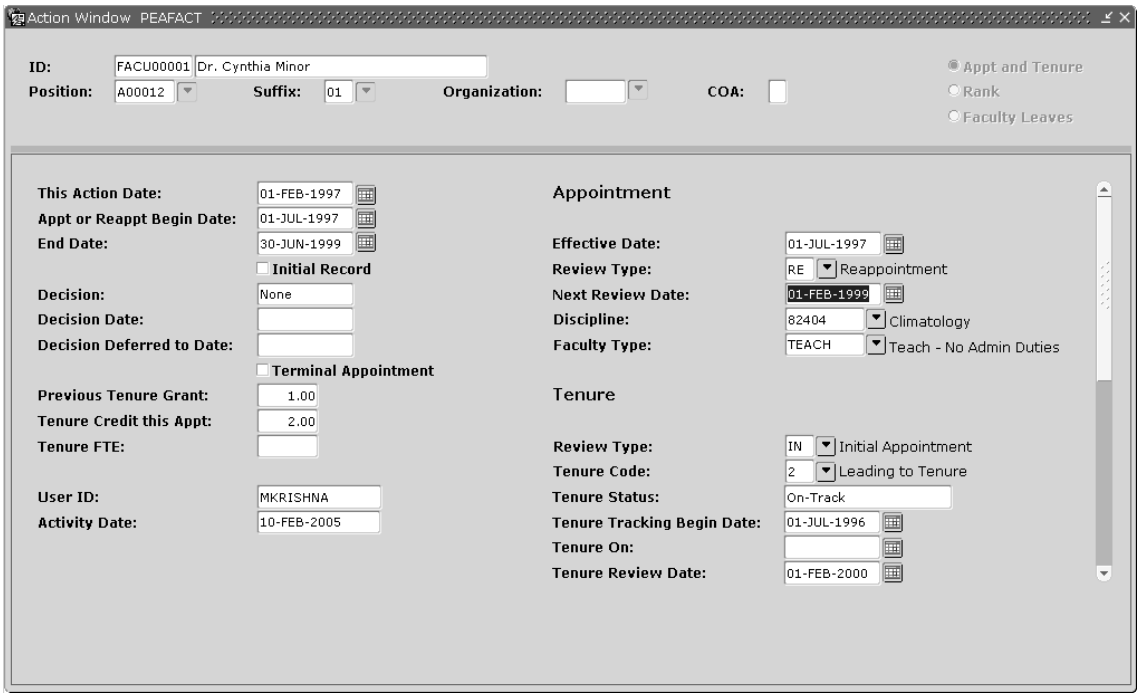
NOTE: As you create additional records use the up or down arrow keys or scroll bar to scroll through each record.

Figure 15: Reappointment/Tenure Action Window—Second Appointment



8. The **Action Date** of `February 1, 1997`, defaults from the value entered in the **Create New Action** window.
9. Enter the **Appt or Reappt Begin Date** and **End Date** for this reappointment as `July 1, 1997`, and `June 30, 1999`, respectively. Notice that this reappointment is two years.
10. Enter `1.00` for the **Previous Tenure Grant**. This value is brought forward from the original appointment.
11. Enter `2.00` for **Tenure Credit This Appt.** This institution is granting Cindy one credit for each year completed. Your institution may credit the instructor differently.
12. The **Effective Date** displays as `July 1, 1997`. This date comes from the date entered on the **Create New Action** window.
13. The **Review Type** becomes `Reappointment` since Dr. Minor has successfully completed her original appointment.
14. Change the **Next Review Date** in the Appointment Information area to `February 1, 1999`. Other information displayed in the Tenure Information area can remain unchanged at this time.
15. **Save** the reappointment information for years two and three.
16. **Approve** the reappointment. For more details, refer to the topic, *Approve a Faculty Action* on page 102.

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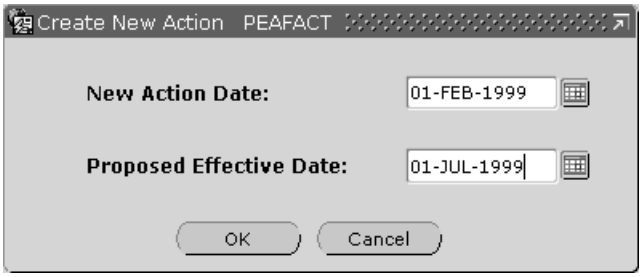
Canadian Reappointment/Tenure Processing: Year Four/Five

About this task

Procedure

1. Access PEAFACT.
2. Enter Dr. Minor's ID.
3. Move to the General Information section.
4. Select **Appt or Tenure Records**. The original appointment information previously entered displays.
5. Enter the **Position** and **Suffix** codes for Dr. Minor and then move the cursor into the next section.
6. Select **New Date**. Enter the **New Action Date** as `February 1, 1999`. Enter the **Proposed Effective Date** as `July 1, 1999`.



7. Enter the appointment information for the fourth and fifth year.

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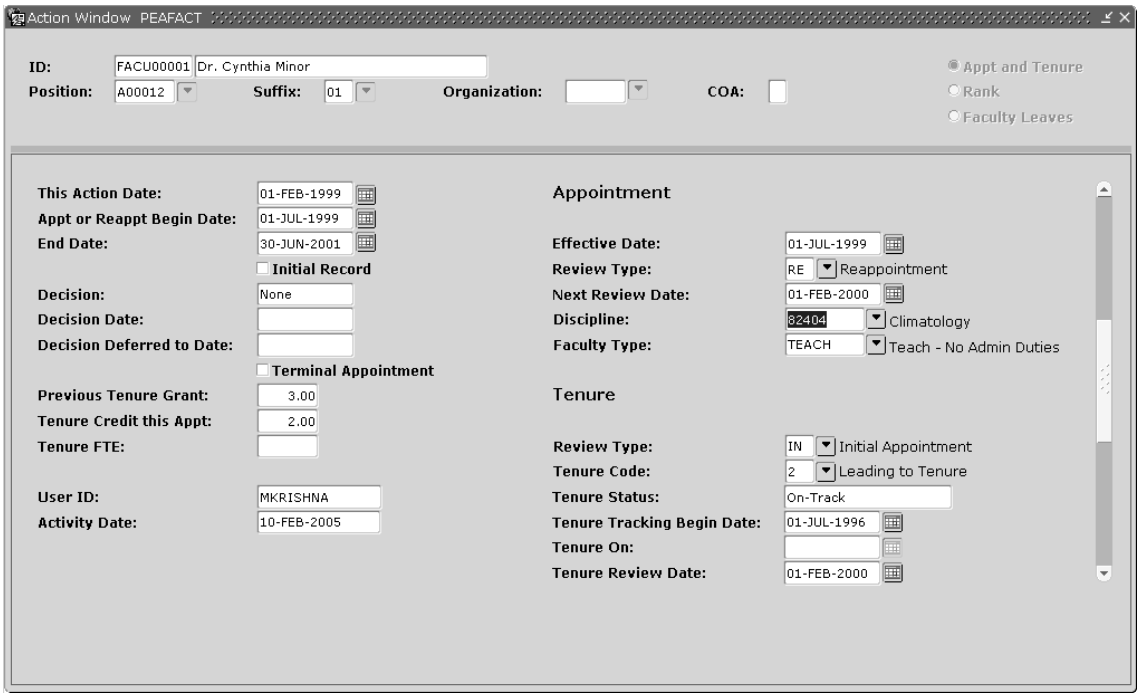
NOTE: As you create additional records use the up or down arrow keys or scroll bar to scroll through each record.

Figure 16: Reappointment/Tenure Action Window—Third Appointment



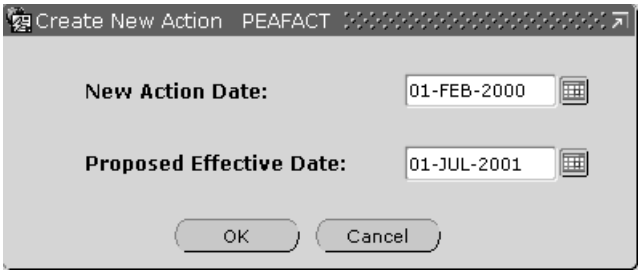
8. The **This Action Date** of `February 1, 1999`, defaults from the value entered in the **Create New Action** window.
9. Enter the **Appt or Reappt Begin Date** and **End Date** for this reappointment as `July 1, 1999`, and `June 30, 2001`, respectively.
10. Enter `3.00` for the **Previous Tenure Grant**.
11. Enter `2.00` for **Tenure Credit This Appt.** This institution is granting Cindy one credit for each year completed. Your institution may credit the instructor differently.
12. The **Effective Date** displays as `July 1, 1999`. This date comes from the date entered on the **Create New Action** window.
13. Change the **Next Review Date** in the Appointment Information area to `February 1, 2000`. Other information displayed in the Tenure Information area can remain unchanged at this time.
14. **Save** the reappointment information for years four and five.
15. **Approve** the reappointment. For more details, see "Approving a Faculty Action".

Canadian Reappointment/Tenure Processing: Tenure Granted

About this task

Procedure

1. Access PEAFACT.
2. Enter Dr. Minor's ID.
3. Move to the General Information section.
4. Select `Appt or Tenure` Record from the **Tools** button. The original appointment information previously entered is displayed.
5. Enter the **Position** and **Suffix** codes for Dr. Minor and then move the cursor into the next section.
6. Select **New Action Date from the Tools button.** Enter the **New Action Date** as `February 1, 2000`. Enter the **Proposed Effective Date** as `July 1, 2001`.



7. The final appointment decision to grant tenure effective July 1, 2001, is made now, in year five.

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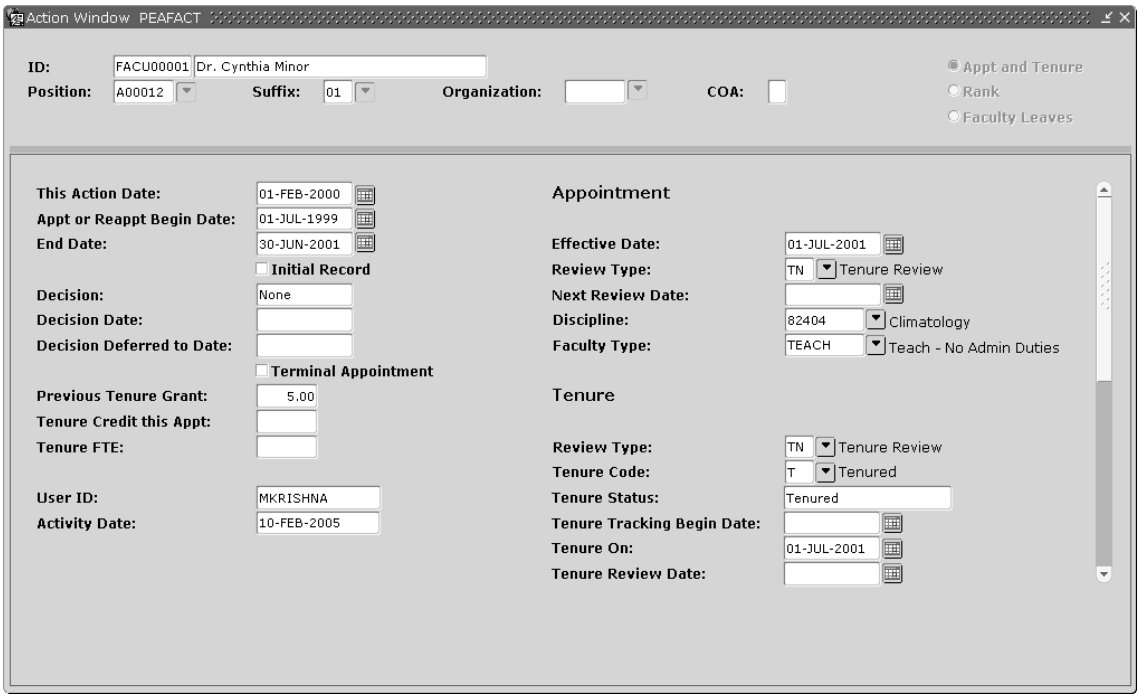
NOTE: As you create additional records use the up or down arrow keys or scroll bar to scroll through each record.

Figure 17: Reappointment/Tenure Action Window—Tenure Granted



8. The **This Action Date** of `February 1, 2000`, defaults from the value entered in the **Create New Action** window.
9. Enter the **Appt or Reappt Begin Date** for this final reappointment as `July 1, 2001`.
10. Enter `5.00` for the **Previous Tenure Grant**.
11. Enter zero for **Tenure Credit This Appt.**
12. The **Effective Date** displays as `July 1, 2001`. This date comes from the date entered on the **Create New Action** window. It is the date the tenured status takes effect.
13. Change the appointment **Review Type** to `Tenure Review`.
14. Remove the value in the **Next Review Date**. Since Dr. Minor is now tenured, she no longer needs reappointment reviews.
15. Move to the Tenure Information area and change the **Review Type** to `Tenure Review`.
16. Change the **Tenure Code** to `Tenured`. The value of the **Tenure Status** also changes.
17. Enter the date tenure becomes effective in the **Tenure On** field. Use `July 1, 2001`.
18. **Save** the tenure information for year five. Dr. Minor is granted tenure. Therefore, the reappointment process is complete.
19. **Approve** the reappointment. For more details, see "Approving a Faculty Action".

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Establish a Promotion for Canadian Sites

About this task

Consider the following scenario:

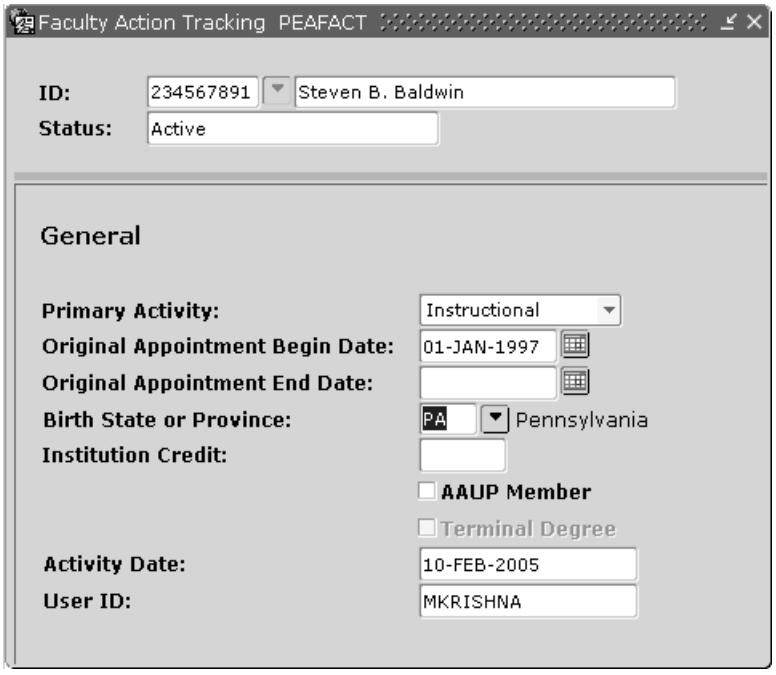
Dr. Baldwin works as a teacher's assistant and was promoted to a contract faculty member who lectures English literature. He started working at the university January 1, 1997. Since he has been there a year, he receives an annual review. These screen shots establish a faculty record and display the faculty action for the first annual review.

Perform the following steps to establish a promotion on the Faculty Action Tracking (PEAFACT) page in Banner.

Procedure

1. Access PEAFACT.

Figure 18: Faculty Tracking page (PEAFACT)—Main Window



2. Enter Dr. Baldwin's ID number. His name and status are entered by the system.
3. Move to the General Information section.
4. Complete the fields in the General Information section. For detailed field descriptions, of PEAFACT, refer to the online help of Banner Human Resources. If the fields displayed in the example do not display at your terminal, check your PTRINST **Faculty Action Indicator.**

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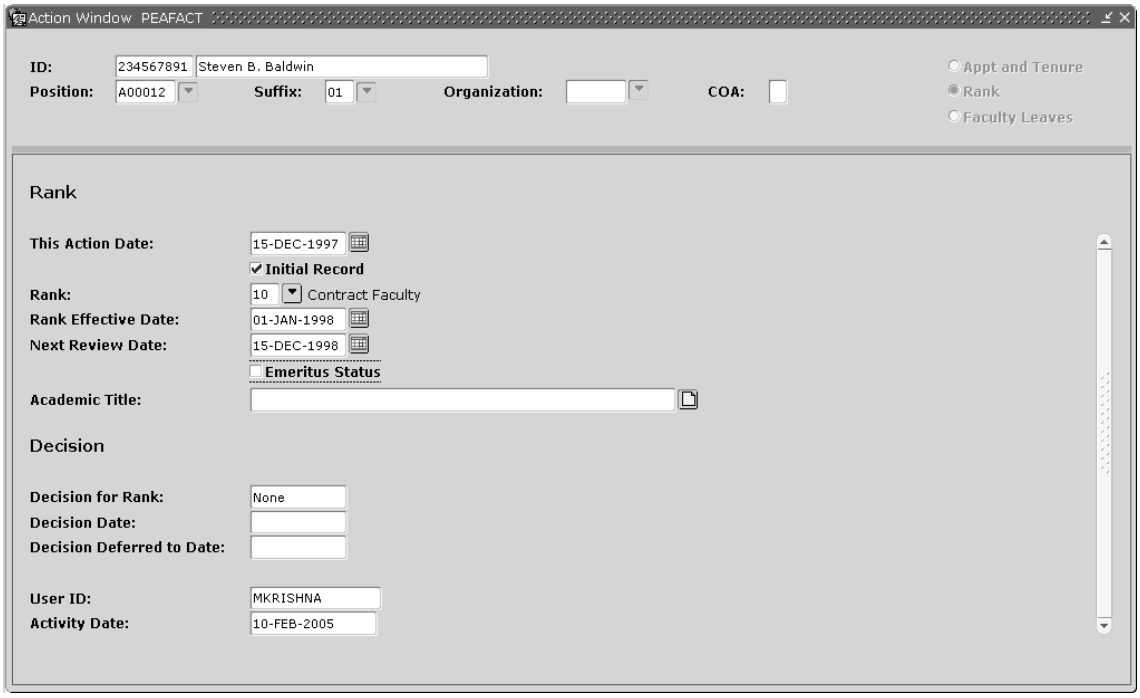
5. Select **Rank Records** from the **Tools** button to enter promotion information. The **Rank Action** window is displayed.

   Figure 19: Rank Action Window



6. Enter the **Position** and **Suffix** codes for Dr. Baldwin. To view valid entries for these codes, select the **Search** features for the **Position** and **Suffix**.

   NOTE: If the position entered is not identified as reportable to Statistics Canada, the user does receive a warning message when trying to go to the next section. Press **OK** to continue. To report the appointment to Statistics Canada, change the **Faculty Statistics Canada Report Indicator** on the Employee Jobs (NBAJOBS) page.

7. Move the cursor to the **This Action Date**. The current date appears in this field, but may be changed to the date the action was initiated. Dr. Baldwin's review occurred on `December 15, 1997`. Therefore, this becomes the action date.
8. Check the **Initial Record** check box to indicate that this promotion represents the first promotion record on file for Dr. Baldwin.
9. Select the institutional **Rank** that describes Dr. Baldwin's job. Use `Contract Faculty`.
10. Enter the date the `Contract Faculty` rank became effective for Dr. Baldwin. Use `January 1, 1998`, as the **Rank Effective Date** since he received his promotion as of that date.
11. Normally, Dr. Baldwin is reviewed annually. Schedule the next **Rank Effective Date** for `December 15, 1998`.
12. Save to record this promotion.
13. **Approve** this faculty action. For more details, see "Approving a Faculty Action".

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Create a Faculty Leave for Canadian Sites

About this task

Consider the following scenario:

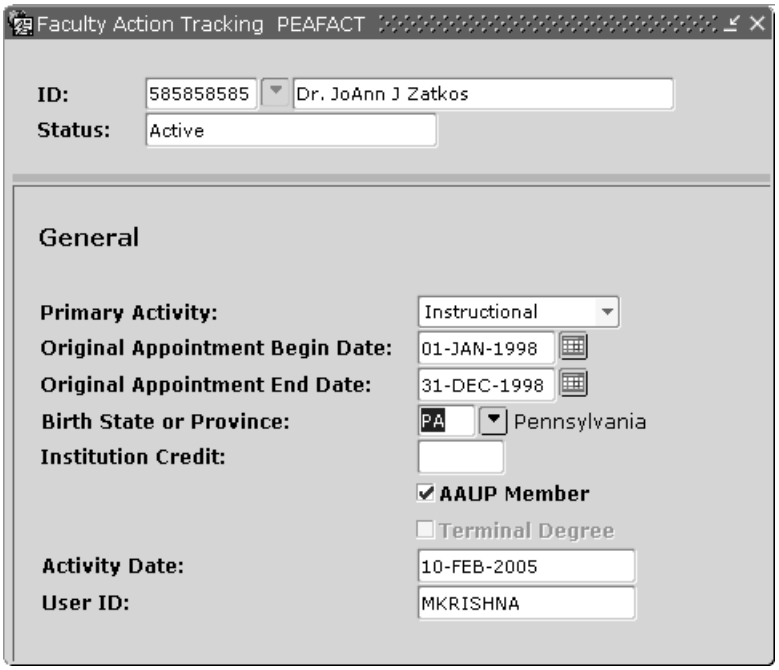
Dr. Zatkos has been a professor at the university for five years and she would like to take a sabbatical leave to do some research for a book she wants to write about French literature. She would like to take her sabbatical from January 01, 2004 to September 15, 2004. The book based on her research done on the sabbatical leave needs to be completed by December 1, 2004. She will not be eligible for another leave until January 1, 2005.

Perform the following steps to establish a sabbatical leave on the Faculty Action Tracking (PEAFACT) page in Banner.

Procedure

1. Access PEAFACT.

   Figure 20: Faculty Action Tracking page (PEAFACT)



2. Enter Dr. Zatkos' ID. The name and status appear.
3. Move to the General Information section.
4. Complete the fields in the General Information section. For detailed field descriptions of PEAFACT, refer to the online help of Banner Human Resources.

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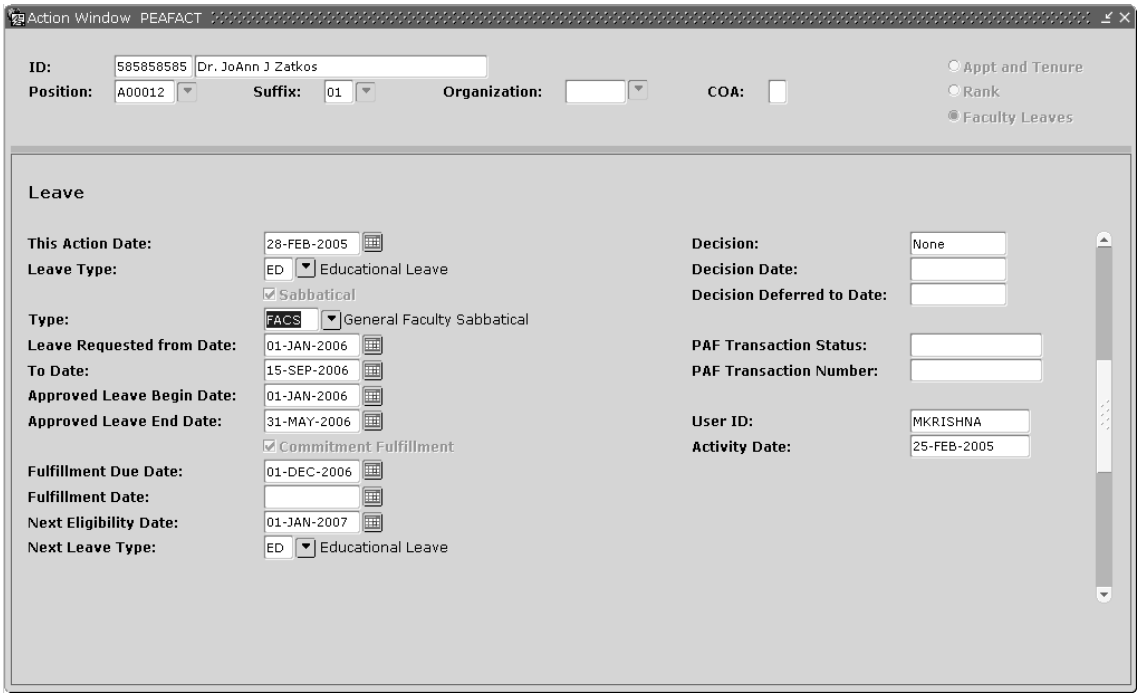
5. Select Faculty Leave information from the General Information section to enter leave information. The **Faculty Leaves Action** window is displayed.

Figure 21: Action Window—Faculty Leaves



6. Enter the **Position** and **Suffix** codes for Dr. Zatkos. To view valid entries for these codes, select the **Search** features for the **Position** and **Suffix**.

   NOTE: If the position entered is not identified as reportable to Statistics Canada, the user does receive a warning message when trying to go to the next section. Press **OK** to continue. To report the appointment to Statistics Canada, change the **Faculty Statistics Canada Report Indicator** on the Employee Jobs (NBAJOBS) page.

7. Move the cursor to the **This Action Date**. The current date appears in this field, but may be changed to the date the action was initiated.
8. Identify the **Leave Type**.

   For this example, we use `Educational`. Since an educational leave is considered a sabbatical leave, the system places a check in the Sabbatical check box when you select the leave type.

9. Select a value for the **Type**.

   For this example, we use `General Faculty Sabbatical`.

10. Enter the begin and end dates of the requested leave period in the **Leave Requested**. The faculty member wants to start the leave on `January 1, 2006`, and end the sabbatical on `September 15, 2006`.
11. However, the leave is only approved from `January 1, 2006`, to `May 31, 2006`.
12. Since Dr. Zatkos must make a commitment to write a paper or book in order to take this sabbatical leave, the **Commitment Fulfillment** check box is selected by the system.

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13. According to the university policy, the leave commitment must be fulfilled in December of the year that the leave is taken. Enter `01-DEC-2006` in the **Fulfillment Due Date**.
14. The commitment has not yet been completed. Therefore, the **Fulfillment Date** remains blank.
15. After the present leave requirement is satisfied another leave may be taken. Dr. Zatkos may take a leave after January 1, 2007. Enter `01-JAN-2007` in the **Next Eligibility Date**. At that time, she is eligible for another `Sabbatical` leave. Enter this value in **Next Leave Type**.
16. **Save** the leave information.
17. Select **Comments** from the **Tools** button to access the **Faculty Action Comments Information** window.
18. Add **Comments** about the sabbatical leave. Indicate information about the book Dr. Zatkos plans to write. Be sure to initial and date the comments.
19. **Approve** this faculty action. For more details, see *Approve a Faculty Action* on page 102.

Miscellaneous Procedures

This section documents a few miscellaneous procedures that span across modules in Banner Human Resources.

Convert Race and Ethnicity Codes to New Categories

The U.S. 2000 Census was collected using new race and ethnicity categories, and the EEOC has mandated that Affirmation Action reports for 2005 should use this census data for comparison purposes.

In order to comply with this regulation, Banner has been updated to collect this data based on the new race and ethnicity categories. It is important to note that as part of the regulatory changes, a person now has the ability to select more than one race category.

Accordingly, Banner Human Resources pages have been modified to comply with the EEOC by adding new rules for data collection requirements. All other Banner applications have also been updated to reflect the new race and ethnicity data items for all person records.

New Regulatory Race Codes

As per OMB regulations, the following ethnicity and race categories have been newly identified for regulatory purposes:

New Ethnicity Codes:	`Not Hispanic or Latino`
	`Hispanic or Latino`
	`None`

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New Race Codes:	American Indian or Alaskan Native
	Asian
	Black or African American
	Native Hawaiian and Other Pacific Islander
	White

Two Banner General pages use the above race categories, namely:

- Race Rules page (GORRACE)
- Regulatory Race Validation page (GTVRRAC)

These General pages are shared with other Banner products.

The Regulatory Race Validation page (GTVRRAC) is populated with codes that are defined by the U.S. government, and designated as `System Required`. These codes provide a crosswalk map to other information as other rules are created.

Race Codes

Your institution can establish as many race codes and descriptions as necessary to reflect your population of employees. These codes have to be established on the new Race Rules page (GORRACE). When creating these codes, it is important to note that there should be at least one Race Code for each of the U.S government established Regulatory Race Codes (as mentioned above).

Common Matching Functionality in Human Resources

Common Matching is a process that helps institutions manage basic person records. Basic person records refer generically to person and non-person demographic records that can include Name, ID, address, telephone, e-mail and other biographical information.

When a new person or non-person record is added into Banner, it is possible to create more than one PIDM for that person or non-person under a variety of circumstances. Common Matching functionality is helpful, because it allows you to check for existing, matching records before adding a new person or non-person record to the database. Common Matching can be turned on at the institutional level through the **Online Matching Process Enabled** indicator on the Installation Controls (GUAINST) page.

For Human Resources specifically, if common matching rules have been defined, a data entry person that enters a new Banner ID via the Employee Quick Hire (PEAHIRE) page, the One-Time Payment (PEA1PAY) page, the Identification (PPAIDEN) page, or the Electronic Personnel Action (NOAEPAF) page will be taken to the Common Matching Entry (GOAMTCH) page. When accessed from NOAEPAF, the person's information will need to be re-entered on GOAMTCH before searching for a potential match.

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A rules based algorithm is then used to potentially match the current existing basic person information in the Banner database. If no information entered on the page fulfills the matching rules, you may elect to create a new record. If there are potential matches, you can elect to utilize one of the matches found within the database.

Considerations specifically for Human Resources users include the development of specific Matching Source Rules on the Common Matching Source Rules (GORCMSC) page. These rules can be applied to specific users or specific users can be excluded from using common matching functionality altogether by setting the appropriate indicator on the Common Matching User Setup (GORCMUS) page.

NOTE: For more specific information on common matching, refer to the *Banner General User Guide*.

Use of the Common Person API in Human Resources

There are two sets of API's that are provided with the Human Resources application set. They are the Common Person API and the Employee API. This section will generally define the functionality and special notes associated with those processes. Further technical descriptions of API processing can be found in the *API Reference Guide*.

The processing of biographic and demographic data, associated with a person or employee record, has been revised so that it is consistent with other Banner applications and so that common processing can be executed. The API is executed whenever you select, insert, update, or delete data.

The focal point of this information resides on the Identification (PPAIDEN) page. All data blocks on this page execute the common business logic. These include:

- Current Identification
- Alternate Identification
- Address
- Biographical
- Emergency Contact

Three other pages allow the creation of a PIDM, within the Human Resources:

- New Hire (PEAHIRE)
- One-Time Payment (PEA1PAY)
- Electronic Personnel Action (NOAEPAF)

All of these pages process core person data and therefore, have the API logic applied.

Additional pages in which the Common Person API is executed include:

- Address List Inquiry (PPIADDR)
- Telephone (PPATELE)
- International Information (GOAINTL)
- E-mail Address (GOAEMAL)

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- General Medical (GOAMEDI)

All pages process person data as in previous releases, with the following exceptions:

- As common tabs were added to all Identification pages (including PPAIDEN), the Alternate Identification section will follow the Current Identification section.
- The Identification (PPAIDEN) page will no longer edit for a missing address when a person record is created, which is consistent with all other Identification pages in Banner. However, you will receive an Error condition that an address is missing when the Employee (PEAEMPL) page is accessed for entry.
- When Common Matching is enabled, the matching page will allow an address to be missing or incomplete, unless the matching rules specify otherwise. Ensure that a complete address is provided when creating an employee to ensure accuracy on checks and year end documents.
- Within the Common API logic, a Deceased Date is no longer required, when specifying that the person is deceased. Logic for deceased notification is activated when the Deceased Indicator is checked.
- When creating or updating a non-person record within PPAIDEN, you can no longer supply an Emergency Contact record. This is consistent with the business logic associated with other Identification pages.

Supplemental Data Engine

Supplemental Data Engine (SDE) is a simple way to add data fields to Banner pages. SDE allows you to store data that is not part of the existing Banner data model. For example, SDE can be used for the following:

- To add a comments field to record miscellaneous notes
- To add data that has been translated into different languages

No customization of Banner pages or tables is needed to capture and use additional data with SDE. The new data is displayed in a popup window, the **Supplemental Data** window, and is stored in a supplemental data table. Because no customization is needed, supplemental data is generally not impacted by Banner upgrades.

Each supplemental data record created through SDE is tied to a specific Banner table, so any pages using that table will be able to access the same data through the **Supplemental Data** window. Through SDE you can create additional fields associated with a specific Banner table but stored in a separate table, the Supplemental Data Table.

NOTE: A **Light Bulb** icon on the Banner toolbar indicates the presence of supplemental data. You can click the **Light Bulb** icon to open the **Supplemental Data** window.

Although it is natural to think of supplemental data in terms of extra fields on Banner pages, SDE is tied to forms only indirectly.

There are several limitations of SDE, including the following:

- Not all tables, blocks, and pages work with SDE.
- The combination of SDE with Virtual Private Database (VPD) for use in Multi-Enterprise Processing is currently not supported.

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- Masking is not currently supported with SDE. Supplemental data fields cannot be masked, concealed, or hidden.

For complete information about SDE, refer to the *Banner General User Guide*.

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Benefits Administration Overview Processing benefits administration

The Benefit/Deduction Administration module offers four benefit capabilities:

- Benefit definition
- Eligibility administration
- Flexible benefit administration and
- COBRA administration

This chapter contains instructions to perform the following benefits-related tasks and procedures:

- Initial set up of benefits and deductions
- Modify self-nominated beneficiary records
- Nominate a previously-identified beneficiary
- Nominate a beneficiary unidentified in Banner
- Assign benefit coverage to a beneficiary
- Review benefits assigned to a beneficiary
- Change an employee's deduction record
- Flexible benefit plan procedures
- Flexible spending account procedures
- Procedures for Setting Up Life Insurance
- COBRA Procedures

Benefit Definition and Setup

Benefit definition provides for an unlimited number of benefits and benefit plans using a variety of calculation methods and flexible rule structures. Key features include the following:

- Multiple calculation methods and payroll deduction frequencies
- Employee option of using pre- or post-tax dollars
- Ability to enter data with future effective dates
- Ability to define preclusion rules to prevent employees from selecting competing benefits
- Ability to define required and optional information to establish a benefit for an employee
- Ability to designate and calculate imputed income for taxable fringe benefits

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Initial Setup of Benefits and Deductions

About this task

Access the Employee Benefit or Deduction Set Up page (PDABDSU) to set up initial benefits and deductions for employees.

This page displays all benefits and deductions that are defined for an employee's benefit class on the Benefit Category Rule page (PTRBCAT) and designated for a quick setup. PTRBCAT data can include default values for some or all of the listed benefits or deductions. You can modify this default data or, if no defaults exist, you can enter all required data for a benefit or deduction. For more information on PTRBCAT, and PDABDSU, see the online help of Banner Human Resources.

NOTE: Use the Employee Benefit or Deduction Set Up page (PDABDSU) only for initial setup of benefits or deductions, whereas use the Employee Benefit or Deduction page (PDADEDN) and the Benefits and Deductions Rule page (PTRBDCA) for subsequent maintenance of this information.

Procedure

1. Access the Employee Benefit or Deduction Set Up page (PDABDSU).
2. Enter the employee number in the **ID** field.

   The system then supplies values in the remaining fields in the Key Block, including the employee name, **Benefit Category**, and the **Default Begin Date**.

   The system uses the default begin date as the begin date for each benefit or deduction whose **Begin Date Indicator** value on the Benefit Category Rule page (PTRBCAT) is `User Specified`. This date defaults to the system date. You can, however, override it for all of the employee's benefits or deductions that have a user-specified begin date (in Step 3) or for a particular benefit or deduction with a user-specified begin date (see Step 6).

   Begin dates that are not user specified are automatically filled with the appropriate date (as specified on PTRBCAT), that is, Current Hire, 1st of Next Month, etc.
3. Enter any other date in the **Default Begin Date** field if you do not choose to accept the system date.
4. Scroll down to move to the data section of the main window.

   The following table shows possible values that can appear when you first access the page.

Field	Values	Description
Setup	*Blank*	Select this benefit or deduction for set up unless the value in the **Setup Status** field is Previously Setup.
	Checked	The benefit or deduction has been selected for setup. The **Setup** box will be checked automatically for any benefit or deduction whose **Quick Setup** indicator on the Benefit Category Rule page (PTRBCAT) has been set to Auto. You must manually check any other benefit or

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Field	Values	Description
		deduction that you want to set up for an employee during the current session. (See Step 5.)
Setup Status	*Blank*	This benefit or deduction has been marked for **Quick Setup** on the Benefit Category Rule page (PTRBCAT). It has already been automatically checked or can be checked manually.
	Possible Preclusion	The benefit or deduction has not been set up, but other benefits or deductions may preclude you from adding this one; for example, an employee who was previously assigned to an HMO cannot be assigned to another health insurance group.
	Previously Setup	The benefit or deduction has been set up in a previous session.
Benefits or Deductions	*Eligible*	The associated benefits or deductions benefit or available for the employee's benefit deduction category are listed.
Required	*Blank*	The benefit or deduction is not required for all employees in the benefit category.
	Checked	The benefit or deduction is required for all employees in the benefit category.
Begin Date Indicator	*Begin date*	N/A. Indicator entered on PTRBCAT for this benefit deduction.
Defaults Exist	*Blank*	No default values have been established on the Benefit Category Rule page (PTRBCAT) for this benefit or deduction.
	Checked	Default values have been established on the Benefit Category Rule page (PTRBCAT) for the benefit or deduction

5. The system checks all benefits or deductions that have been assigned `Auto` setup on the Benefit Category Rule page (PTRBCAT). Select any other benefits or deductions that you want to set up for the employee during the current session. You will be prevented from checking any item with a Setup Status of `Previously Setup`.
6. Access the Setup Benefits/Deductions Information window by selecting `Establish Selected Benefits/Deductions` from the Tools button. This is the work area where the actual setup activity takes place.

   The codes for all benefits or deductions that are to be set up during the current session (that is, all benefits or deductions that have been automatically or manually checked on the Main window) are listed in the **Code** field. The **Status** of each listed benefit or deduction is set to Active unless another status value has been specified as a default value on the Benefit Category Rule page (PTRBCAT). You can select a different status from the pull-down list.

   The system places values in the **Begin Date** field in accordance with the values specified in the **Begin Date Indicator** field on the PTRBCAT rule page. If the **Begin Date Indicator** for a

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particular benefit or deduction was set to User Specified and a **Default Begin Date** was entered on PTRBCAT, the **Begin Date** field (on PDABDSU) is set to the default begin date. If the value was User Specified and no value was entered in the **Default Begin Date** field, the **Begin Date** field is set to the current system date. In either case, you can override the system supplied value.

When you enter the window, the cursor is resting on the first listed benefit code. The **Benefit or Deduction** fields contain that code and its description. Default values, if any, set up for the benefit or deduction on the Benefit Category Rule page (PTRBCAT), appear in the right-hand pane of the window. These values can be overridden for the current employee. If no default values have been established for the benefit or deduction, you can enter required values on this window.

7. Enter or change default values for the benefit or deduction, if necessary.

   For detailed field descriptions of the Benefits and Deductions Rule page (PTRBDCA) see the online help of Banner Human Resources.

8. Enter another value in any other field whose default entry you want to override.
9. Enter a value in the **End Date** field only if the benefit or deduction is to be taken for a specific period of time and the end date is, therefore, a known value. For example, you would enter an end date for a parking deduction that is only to be active for one year.

   If you do not want to change default information for any other benefits or deductions, skip to Step 11.

10. Scroll or arrow down to the next benefit or deduction whose data you want to add or change. As you scroll or arrow up or down through the benefit or deduction codes, information in the Options and Amount section of the window scrolls in unison.

    Return to Step 7.

11. Use the Save function to save the set-up benefits or deductions to the database.

    Note that the system will prevent you from executing the Save function if all required fields are not filled for any benefit or deduction or if establishment of the benefit or deduction is precluded. Also, if you attempt to start over or to exit the page without assigning values for a required benefit or deduction (that is, one whose **Required** field contains a check), you will receive a warning message.

12. Close the Setup Benefits/Deductions Information window to return to the Main window. The check box for each benefit or deduction that has been set up is now reset to blank and the contents of its status field is now Previously Setup.

Set Up and Process Combined Limits of Benefits/Deductions

About this task

To facilitate an easier method to comply with 403(b), 401(k), and 457(b) retirement processing options from which an employee can choose in the U.S., the calculation rules and deduction/benefit processes have been updated to check for the maximum levels of contribution.

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NOTE: There must be at least two Benefit/Deduction Codes activated and in use for Combined Limit checking during the PHPCALC aggregation process. For system set-up, do not utilize this facility when only one PTRBDCA code is being used.

This feature allows benefits administrators to:

- Establish individual deduction code limits as well as regulate an employee/employer combined limit
- Define an Annual Compensation Limit
- Establish limits for catch-up contributions for employees

Accordingly, three calculation rules have been created for benefits/deductions on PTRBDCA to add additional flexibility for specifying retirement contributions. These include:

- Calculation rules 16 and 28 add flexibility for institutions to manage retirement set-up, as they are not based on a Plan Code, but allow the employee to specify an amount or percentage on their deduction records.
- Calculation rule 29 incorporates additional logic when matching the employee/employer contributions. That is, when an employee deduction reaches its limit, the employer contribution will also stop.

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

Perform the following steps to incorporate and process combined limits for retirement plans, or for any other benefit/deduction that requires a multi-tiered maximum:

Procedure

1. Access the Benefit/Deduction Combined Limit Rule page (PTRBDCL) to establish combined limit rule codes, and dollar limits for common deductions or a single deduction for an annual period.

   NOTE: For items that are regulatory and are typically adjusted on an annual basis by the taxing authority, the Combined Limits Rule should be evaluated and potentially updated for the first payroll of the new calendar year. This table is not effective-dated and should be changed just prior to when the new computation should occur. When the IRS changes contribution limits, the only page you need to update is the Benefit/Deduction Combined Limit Rule page (PTRBDCL). All employee deduction records will reflect the change immediately.

2. Access the Benefits and Deductions Rules page (PTRBDCA).
   a) Specify the **Combined Limit Rule Code** for appropriate benefits/deductions.

      This field can be specified only for calculation rules 11, 16, 21, 28 or 29.

      It can only occur once per Benefit/Deduction record and is provided as a default value when an employee's deduction is created.

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It can (and will be) null for most normal deductions and it is intended to be used with rules for retirement calculations.

b) Access the Combined Deductions Group window from the Tools button of PTRBDCA.

c) Specify benefit/deduction codes that share a common combined limit for the employee to effectively enforce limits.

NOTE: Do not use the Associated section of PTRBDCA in conjunction with the Combined Limit Codes, as these two rules may conflict for checking the maximum limit.

3. Set up benefits or deductions for employees on the Employee Benefit or Deduction Set up page (PDABDSU). To specify combined limit rules,

a) Choose `Establish Selected Benefits or Deduction` from the Tools button.

The Setup Benefits/Deductions Information window is displayed.

b) Specify the **Combined Limit Rule Code** for appropriate benefits/deductions.

4. Access the Employee Benefit or Deduction page (PDADEDN). The deduction records can be populated by three alternative methods.

a) Manually enter the **Combined Limit Rule Code** to enforce combined limit rules on applicable benefits and deductions for employees and/or employers who may be contributing to retirement plans, catch-up contributions, or 15-year rule plans.

See example on how to set up pages for combined limits processing on page *Example of pages Setup for Combined Limits Processing* on page 135.

OR

b) Mass insert the combined limit rule code in the deduction records of all employees of a specific benefit category.

- Specify the **Combined Limit Rule Code** for a benefit category on the Benefits/ Deductions Mass Change Rules page (PTRBDMC).
- Run the Benefit Deduction Mass Change Process (PDPBDMC) to mass insert the Combined Limit Rule Code for appropriate benefit or deduction records of employees that belong to a specific benefit category on PDADEDN.

c) Manually adjust the combined limit rules for all those employees who are in the 50+ Catch-up or the 15-year Rule to achieve a higher maximum.

5. Process payroll using standard procedures.

For more details refer to Chapter 6, "Payroll Processes" of the Banner Human Resources User Guide.

The following processes check for the combined limit rules

a) The Payroll Proof Process (PHPPROF) verifies to ensure that all Combined retirement deductions are using the same Combined Limit Rule Code for the employee.

Otherwise, the following message is displayed and the disposition is set to 15:

Combined Limit Codes for Combined Deductions Do Not Match - correct deductions.

b) The Payroll Calculation Process (PHPCALC) checks for the calculation rules 16, 28, and 29 and the combined limit rule code on deduction records.

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If the combined limit rule code does not exist on the deduction record, the deduction will process normally.

If the combined limit rule code exists, the process enforces the new maximums:

- Employee Limit
- Employer Limit
- Combined Employee/Employer Limit
- Maximum Applicable Gross

  When one or more of these limits are reached during payroll calculation, the appropriate final figure will be processed and all combined deductions related amounts will no longer process additional contributions.

  PHPCALC checks for the Combined Limit Rule code for the following calculation rules

Calculation Rule	Description
11	Flat Amount each plan
16	Flat Amount with Employer Share
21	Percent of Gross each plan
28	Percent of Gross with Employer Share
29	Percent of Gross each plan with Employer Match

Example of pages Setup for Combined Limits Processing

An employee under 50 years of age signs up for three benefit/deduction codes:

- RT1 - Retirement Fund 1
- RT2 - Retirement Fund 2
- RT3 - Retirement Fund 3

page	section	Field	Values
PTRBDCL	Main	Combined Limit Rule Code	UNDER50
PTRBDCA (for deduction code RT1)	Combined Limit Group	Benefit or Deduction Code	RT2 RT3
PTRBDCA (for deduction code RT2)	Combined Limit Group	Benefit or Deduction Code	RT1 RT3

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page	section	Field	Values
PTRBDCA (for deduction code RT3)	Combined Limit Group	Benefit or Deduction Code	RT1 RT2
PDADEDN (for this employee's RT1)	Deduction	Benefit or Deduction Code	UNDER50(*)
PDADEDN (for this employee's RT2)	Deduction	Benefit or Deduction Code	UNDER50(*)
PDADEDN (for this employee's RT3)	Deduction	Benefit or Deduction Code	UNDER50(*)
*When PTRBDCA associates three benefit/deduction codes together, then each employee that has these deductions must have the same Combined Limit Rule Code for each one. However, different employees may have different Combined Limit Rule Codes assigned to their PDADEDN records, but they must still be consistent for each of the employee's deduction records. In other words, any other employee who is participating in a Catch-up contribution could have a second entry on PTRBDCL as the following:			
PTRBDCL	Main	Combined Limit Rule Code	OVER50
PTRBDCA need not change as shown below:			
PTRBDCA (for deduction code RT1)	Combined Limit Group	Benefit or Deduction Code	RT2 RT3
PTRBDCA (for deduction code RT2)	Combined Limit Group	Benefit or Deduction Code	RT1 RT3
PTRBDCA (for deduction code RT3)	Combined Limit Group	Benefit or Deduction Code	RT1 RT2
The second employee can use the same benefit or deduction codes, but with the different Combined Limit Codes as shown below:			
PDADEDN (for this employee's RT1)	Deduction	Benefit or Deduction Code	OVER50

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page	section	Field	Values
PDADEDN (for this employee's RT2)	Deduction	Benefit or Deduction Code	OVER50
PDADEDN (for this employee's RT3)	Deduction	Benefit or Deduction Code	OVER50

Life Insurance Deductions Setup

The Banner Human Resources System supports four methods of setting up life insurance deductions to calculate coverage amount, premium amount, and taxable premium

Method 1	Calculation Rule 50	Coverage = Factor times Annual Salary
Method 2	Calculation Rule 51	Coverage = Factor times Prior Year-to-Date W-2 Earnings
Method 3	Calculation Rule 52	Coverage = Fixed amount based on Annual Salary Range
Method 4	Calculation Rule 53	Coverage = Fixed amount based on age range ()

Choose the method or methods that fit your institution's needs and follow the procedures outlined below. Override capabilities are available for each method.

Method 1: Using Calculation Rule 50

The life insurance coverage amount is determined by multiplying an employee's annual salary times the applicable coverage factor as defined on the Life Insurance Premium Rule page (PTRPREM). The result is checked to insure it is within the range specified via the minimum and maximum coverage amounts on the Life Insurance Rule page (PTRLIFI). The coverage amount can be fixed for the year (fixed life) or variable to reflect an employee's salary changes. In addition, premium and/or coverage amounts based on age can be fixed, or they can be variable to reflect an employee's change in age during a given year. Coverage can be for either the employee or his/her dependents.

Method 1: Set Up Rules pages

About this task

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Procedure

1. Set up the Benefits and Deductions Rule page (PTRBDCA).
   a) Specify a unique deduction code that uses Calculation Rule 50.

      Plans may be used, but no amounts should be entered on the rule page.
   b) In the **Deduction Type** field, enter
      - `15` if the deduction code will be used for taxable employee coverage,
      - `16` if the deduction code will be used for taxable dependent coverage,
      - `25` if the deduction code will be used for non-taxable employee coverage
      - `26` if the deduction code will be used for non-taxable dependent coverage
   c) In the **Payroll Periods**, identify which pays of the month the premium should be taken.
   d) Enter the following values for each **amount**:

In Field...	Enter a value of...
Amount 1	O (optional entry)
Amount 2	S (system-generated entry)
Amount 3	S (system-generated entry)
Amount 4	S (system-generated entry)

   e) Enter the following values for each **Option**:

In Field...	Enter a value of...
Option 1	N (no entry) / O (optional entry)
Option 2	N (no entry)
Option 3	N (no entry)
Option 4	N (no entry)
Option 5	S (system-generated entry)

      The system uses option code `S` to distinguish employee paid coverage from employer paid coverage. This field is maintained by the Life Insurance Calculation Process (PDPLIFE).
   f) Specify a unique deduction code to use for an excess taxable premium (imputed) amount calculated by the Life Insurance Calculation Process (PDPLIFE).
      - Associate Calculation Rule 54 with the deduction code.

        Only one Calculation Rule 54 deduction is allowed per installation.

      - Select **Deduction Type** `13, Insurance over $50,000 Coverage`.
      - In the **Payroll Period Frequency**, select only one pay period within the month during which the taxable premium will be imputed.

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2. Set up the Life Insurance Rule page (PTRLIFI).
   a) Enter the Deduction Code defined in Step *1.a* on page 138.
   b) If applicable, enter the code identifying the plan associated with the identified life insurance benefit.
   c) At the **Deduction Indicator** field, specify if the premium will be paid by the employee or by the institution.
   d) Indicate whether Primary, Secondary or Overload jobs should be included in the calculation of an employee's annual salary, which is used in the calculation of insurance salary.
   e) Enter the rounding indicator: U, D, or N (for up, down, or nearest, respectively).
   f) Enter the rounding amount.
   g) Enter the minimum and maximum amounts of coverage an employee can have.
3. Set up the Premium Rule page (PTRPREM) for the **Benefit or Deduction Code** defined in Step *1.a* on page 138).
   a) In the **Age From**, **Age To**, and **Coverage Factor** fields, indicate by age range the coverage factor by which the employee's annual salary will be multiplied to determine the coverage amount.

      If age is not a factor, enter a range of `0-100`.
   b) Enter the **Premium Rate Per $1000** of coverage per frequency per month.
4. Check the Tax Free Coverage Amounts on the Installation Rule page (PTRINST). Make sure the amounts entered reflect the government-defined tax-free coverage amounts for employees and their dependents.
5. Check the Taxable Life Insurance Premium Rule page (PTRGTAX) to insure that it is set up properly to reflect the government-defined premium per $1000 of insurance per month by age.
6. Set up the Benefit Payroll Frequency Rule page (PTRBDFQ) for the benefit or deduction code defined in Step *1.a* on page 138 that uses Calculation Rule 50.

   Define how many times in each month the deduction will be taken. The system multiplies the calculated premium by this factor to determine the total monthly premium. The result is used for tax calculation purposes.
7. Add the **Benefit or Deduction Code** defined in Step *1.b* on page 138 in the Included Benefits or Deductions window of the Benefits and Deductions Rule page (PTRBDCA) for all taxes for which the life insurance taxable premium should be imputed for purposes of imputing the tax.
8. On the Benefit Category Rule page (PTRBCAT), both benefit or deduction codes you defined in Step 1 to the Benefit Categories to which they apply.

Method 1: Set Up Deductions for Employees Electing Life Insurance Coverage

About this task

Procedure

1. On PDADEDN, assign the employee to the benefit or deduction code you defined in Step *1.a* on page 138.

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If you wish to override the system-calculated coverage amount, enter the employee's coverage amount in **Amount 1**.

2. Assign the employee to the benefit or deduction code you defined in Step *1.b* on page 138.

Method 1: Process Life Insurance Calculations

About this task

NOTE: Run the Life Insurance Calculation Process (PDPLIFE) and Report (PDRLIFE) once each month at the beginning of the month, before any payrolls have been run for the month

The PDPLIFE process determines Coverage Amounts, Premium Amounts, and Taxable Premium Amounts and compares them to existing amounts on the Employee Deduction page (PDADEDN) Deduction section for deductions set up in *Method 1: Set Up Deductions for Employees Electing Life Insurance Coverage* on page 139.

If any of the amounts are different, the process creates a new record in the Deduction section with the effective date you enter at the Deduction Effective Date prompt described below.

Procedure

1. Establish the effective date parameters on the Life Insurance Calculation Process Parameter Rule page (PTRLIFE) for the life insurance deduction code and all applicable plan codes created in Step *1.a* on page 138. The effective dates serve as parameters for the Life Insurance Calculation Process (PDPLIFE).

   The two parameter dates are:

Report Parameter	Description
Insurance Salary Effective Date	This is the "as of" date used in conjunction with the following data to determine the annual salary of an employee: the Primary, Secondary, and Overload Indicators specified on the Life Insurance Rule page (PTRLIFI) and the contract type entered on the Employee Jobs page (NBAJOBS) for that employee.
Age Effective Date	This is the "as of" date used to determine the age of the employee or dependent for premium and/or coverage (calc rule 53) calculations based on rules defined on the Life Insurance Premium Rules page (PTRPREM). To use the dependent's age in calculations, the dependent's date of birth must be recorded in the system. If the dependent's date of birth is not in the system, the employee's age will be used. If multiple dependents exist for an employee, the age of the oldest dependent recorded in the system will be used.

   Two special functions of PTRLIFE simplify the maintenance of these dates. From the Tools button of PTRLIFE:

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Select Option...	When...	To...
Add Month to Salary or Age Eff Date	the cursor is positioned in either the **Insurance Salary Effective Date** or **Age Effective Date** fields	increase the current date in the respective field by one month.
Add Month to Both Effective Dates	the cursor is positioned on any field within the current record	increase the **Insurance Salary Effective Date** and the **Age Effective Date** current dates by one month

NOTE: If the current value is the last date of the month, each function automatically changes the date to the last date of the next month. For example, each function will change 29-FEB-2008 to 31-MAR-2008.

For variable life insurance deductions, you should change the effective dates each month that you run the PDPLIFE process.

For example, if you run the PDPLIFE process to calculate coverage and premium amounts for July 2008, the Insurance Salary Effective Date and the Age Effective Date should each be 01-JUL-2008. For August, the dates should each be 01-AUG-2008.

For fixed life insurance deductions, the effective dates should remain the same throughout the year.

For example, if your site calculates insurance salary and premium age as of May 1 for fixed life insurance, each of the effective dates should remain 01-MAY-2008 between 01-MAY-2008 and 30-APR-2009. Whenever the PDPLIFE process is run during that period, it will select the employee's annual salary as of 01-MAY-2008. The age of an employee or dependent will be calculated as of the same date. When a new hire's job begins after 01-MAY-2008, PDPLIFE will use salary data from that employee's first job record effective after 01-MAY-2008 to determine his/her insurance salary.

The effective dates for a plan involving fixed and variable deductions can each be different, and both do not necessarily have to change every month.

For example, if the plan requires premium age to always be calculated based on age at January 1 of a given year and insurance salary to be calculated as of the first of the each month, then the Age Effective Date should be updated once annually and the Insurance Salary Effective Date should be updated once monthly.

2. Submit the Life Insurance Calculation Process (PDPLIFE) with the following parameters:

Report Parameter	Description
Deduction Effective Date	Enter the date that will be entered onto the Employee Deduction page (PDADEDN) Deduction section with the system-calculated Premium Amount and Coverage Amount for the deduction set up in Step *1* on page 139, and with the new taxable premium amount to be entered on the deduction set up in Step *2* on page 140.

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Report Parameter	Description
Age Effective Date	This is the "as of" date used to determine the age of the employee or dependent for premium and/or coverage (calc rule 53) calculations based on rules defined on the Life Insurance Premium Rules page (PTRPREM). To use the dependent's age in calculations, the dependent's date of birth must be recorded in the system. If the dependent's date of birth is not in the system, the employee's age will be used. If multiple dependents exist for an employee, the age of the oldest dependent recorded in the system will be used.

For example, if you run PDPLIFE to calculate Coverage Amounts, Premium Amounts, and Taxable Premium Amounts for the month of July 2008, the value in the **Deduction Effective Date** field should be 01-JUL-2008. This date will change for each month being run.

3. Run the Life Insurance Calculation Report (PDRLIFE) to display the results of the Process (PDPLIFE) from Step 2 above.

Method 2: Using Calculation Rule 51

The life insurance coverage amount is calculated by multiplying an employee's previous year-to-date W-2 earnings times an institution-defined factor. The result is checked to insure it is within an institution-defined minimum and maximum coverage amount range. Coverage can be for an employee or his/her dependents.

Method 2: Set Up Rules pages

About this task

Procedure

1. Set up the Benefits and Deductions Rule page (PTRBDCA).
   a) Specify a unique deduction code that uses Calculation Rule 51.

      Plans may be used, but no amounts should be entered on the rule page.
   b) In the **Deduction Type** field, enter
      - `15` if the deduction code will be used for taxable employee coverage,
      - `16` if the deduction code will be used for taxable dependent coverage,
      - `25` if the deduction code will be used for non-taxable employee coverage
      - `26` if the deduction code will be used for non-taxable dependent coverage
   c) In the **Payroll Periods**, identify which pays of the month the premium should be taken.
   d) Enter the following values for each **amount**:

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In Field...	Enter a value of...
Amount 1	O (optional entry)
Amount 2	S (system-generated entry)
Amount 3	S (system-generated entry)
Amount 4	S (system-generated entry)

e) Enter the following values for each **Option**:

In Field...	Enter a value of...
Option 1	N (no entry) / O (optional entry)
Option 2	N (no entry)
Option 3	N (no entry)
Option 4	N (no entry)
Option 5	S (system-generated entry) - always

The system uses option code `S` to distinguish employee paid coverage from employer paid coverage. This field is maintained by the Life Insurance Calculation Process (PDPLIFE).

f) Specify a unique deduction code to use for an excess taxable premium (imputed) amount calculated by the Life Insurance Calculation Process (PDPLIFE).

- Associate Calculation Rule 54 with the deduction code.

Only one Calculation Rule 54 deduction is allowed per installation.

- Select **Deduction Type** `13, Insurance over $50,000 Coverage`.
- In the **Payroll Period Frequency**, select only one pay period within the month during which the taxable premium will be imputed.

2. Set up the Premium Rule page (PTRPREM) for the **Benefit or Deduction Code** defined in Step *1.a* on page 138).

a) In the **Age From**, **Age To**, and **Coverage Factor** fields, indicate by age range the coverage factor by which the employee's annual salary will be multiplied to determine the coverage amount.

If age is not a factor, enter a range of `0-100`.

b) Enter the **Premium Rate Per $1000** of coverage per frequency per month.

3. Set up the Life Insurance Rule page (PTRLIFI).

a) Enter the rounding indicator: U, D, or N (for up, down, or nearest, respectively).

b) Enter the rounding amount.

c) Enter the minimum and maximum amounts of coverage an employee can have.

d) Specify the Employee or Installation Paid indicator.

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e) The Primary, Secondary, and Overload Indicators, although required, are not used by this calculation rule.

4. Check the Tax Free Coverage Amounts on the Installation Rule page (PTRINST) to make sure the entered amounts reflect the government-defined tax-free coverage amounts for employees and their dependents.
5. Check the Taxable Life Insurance Premium Rule page (PTRGTAX) to make sure it is set up correctly to reflect the government-defined premium per $1000 of insurance coverage per month by age.
6. Set up the Benefit Payroll Frequency Rule page (PTRBDFQ) for the benefit or deduction code you defined in Step *1.a* on page 138.

   Define how many times the deduction will be taken each month. The system multiplies the calculated premium by this factor to determine the total monthly premium. The result is used for tax calculation purposes.
7. Add the benefit or deduction code defined in Step *1.b* on page 142to the Included Benefits or Deductions window on the Benefits and Deductions Rule page (PTRBDCA) for all the taxes for which the life insurance taxable premium should be added to the applicable gross for purposes of imputing the tax.
8. Add both benefit or deduction codes defined in Step 1 to the Benefit Categories to which they apply.

Method 2: Set Up Deductions for Employees Electing Life Insurance Coverage

About this task

On the Employee Deduction page (PDADEDN),

Procedure

1. Assign the employee the benefit or deduction code defined in Step *1.a* on page 138. If the employee has no prior year earnings or if you wish to override prior year earnings, enter the coverage amount in **Amount 1**.
2. Assign the employee the benefit or deduction code defined in Step *1.b* on page 142.

Method 2: Process Life Insurance Calculations

About this task

NOTE: Run the Life Insurance Calculation Process (PDPLIFE) Once Each Month—at the Beginning of Each Month, Before any Payrolls are run for the Month.

The PDPLIFE process determines Coverage Amounts, Premium Amounts, and Taxable Premium Amounts and compares them to existing amounts on the Employee Deduction page (PDADEDN) Deduction section for deductions set up in *Method 2: Set Up Deductions for Employees Electing Life Insurance Coverage* on page 144

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If any of the amounts are different, the process creates a new record in the Deduction section with the effective date you enter at the **Deduction Effective Date** prompt described below.

Procedure

1. Establish the effective date parameters on the Life Insurance Calculation Process Parameter Rule page (PTRLIFE) for the life insurance deduction code and all applicable plan codes created in Step *1.a* on page 138. The effective dates serve as parameters for the Life Insurance Calculation Process (PDPLIFE).

   The two parameter dates are:

Report Parameter	Description
Insurance Salary Effective Date	This is the "as of" date used in conjunction with the following data to determine the annual salary of an employee: the Primary, Secondary, and Overload Indicators specified on the Life Insurance Rule page (PTRLIFI) and the contract type entered on the Employee Jobs page (NBAJOBS) for that employee.
Age Effective Date	This is the "as of" date used to determine the age of the employee or dependent for premium and/or coverage (calc rule 53) calculations based on rules defined on the Life Insurance Premium Rules page (PTRPREM). To use the dependent's age in calculations, the dependent's date of birth must be recorded in the system. If the dependent's date of birth is not in the system, the employee's age will be used. If multiple dependents exist for an employee, the age of the oldest dependent recorded in the system will be used.

   Two special functions of PTRLIFE simplify the maintenance of these dates. From the Tools button of PTRLIFE:

Select Option...	When...	To...
Add Month to Salary or Age Eff Date	the cursor is positioned in either the **Insurance Salary Effective Date** or **Age Effective Date** fields	increase the current date in the respective field by one month.
Add Month to Both Effective Dates	the cursor is positioned on any field within the current record	increase the **Insurance Salary Effective Date** and the **Age Effective Date** current dates by one month

   NOTE: If the current value is the last date of the month, each function automatically changes the date to the last date of the next month. For example, each function will change 29-FEB-2008 to 31-MAR-2008.

   For variable life insurance deductions, you must change the effective dates each month that you run the PDPLIFE process.

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For example, if you run the PDPLIFE process to calculate coverage and premium amounts for July 2008, the Insurance Salary Effective Date and the Age Effective Date should each be 01-JUL-2008. For August, the dates should each be 01-AUG-2008.

For fixed life insurance deductions, the effective dates should remain the same throughout the year.

For example, if your site calculates insurance salary and premium age as of May 1 for fixed life insurance, each of the effective dates should remain 01-MAY-2008 between 01-MAY-2008 and 30-APR-2009. Whenever the PDPLIFE process is run during that period, it will select the employee's annual salary as of 01-MAY-2008. The age of an employee or dependent will be calculated as of the same date. When a new hire's job begins after 01-MAY-2008, PDPLIFE will use salary data from that employee's first job record effective after 01-MAY-2008 to determine his/her insurance salary.

The effective dates for a plan involving fixed and variable deductions can each be different, and both do not necessarily have to change every month.

For example, if the plan requires premium age to always be calculated based on age at January 1 of a given year and insurance salary to be calculated as of the first of the each month, then the Age Effective Date should be updated once annually and the Insurance Salary Effective Date should be updated once monthly.

2. Run the Life Insurance Calculation Process (PDPLIFE) with the following parameter:

Report Parameter	Description
Deduction Effective Date	Enter the date that will be entered onto the Employee Deduction page (PDADEDN) Deduction section with the system-calculated Premium Amount and Coverage Amount for the deduction set up in Step *1* on page 144, and with the new taxable premium amount to be entered on the deduction set up in Step *2* on page 140.

For example, if you run PDPLIFE to calculate Coverage Amounts, Premium Amounts, and Taxable Premium Amounts for the month of July 2008, the value in the **Deduction Effective Date** field should be 01-JUL-2008. This date will change for each month being run.

3. Run the Life Insurance Calculation Report (PDRLIFE) to display the results of the Process (PDPLIFE) from Step 2 above.

Method 3: Using Calculation Rule 52

The life insurance coverage amount is based on where an employee's annual salary falls within an institution-defined range table. The coverage amount can be variable or fixed for the year (fixed life). Coverage can be for the employee or his/her dependents.

Method 3: Set Up Rules pages

About this task

Procedure

1. Set up the Benefits and Deductions Rule page (PTRBDCA).
   a) Specify a unique deduction code that uses Calculation Rule 52.

      Plans may be used, but no amounts should be entered on the rule page.
   b) In the **Deduction Type** field, enter
      - `15` if the deduction code will be used for taxable employee coverage,
      - `16` if the deduction code will be used for taxable dependent coverage,
      - `25` if the deduction code will be used for non-taxable employee coverage
      - `26` if the deduction code will be used for non-taxable dependent coverage
   c) In the **Payroll Periods**, identify which pays of the month the premium should be taken.
   d) Enter the following values for each **amount**:

In Field...	Enter a value of...
Amount 1	O (optional entry)
Amount 2	S (system-generated entry)
Amount 3	S (system-generated entry)
Amount 4	S (system-generated entry)

   e) Enter the following values for each **Option**:

In Field...	Enter a value of...
Option 1	N (no entry) / O (optional entry)
Option 2	N (no entry)
Option 3	N (no entry)
Option 4	N (no entry)
Option 5	S (system-generated entry) - always

      The system uses option code `S` to distinguish employee paid coverage from employer paid coverage. This field is maintained by the Life Insurance Calculation Process (PDPLIFE).
   f) Specify a unique deduction code to use for an excess taxable premium (imputed) amount calculated by the Life Insurance Calculation Process (PDPLIFE).
      - Associate Calculation Rule 54 with the deduction code.

        Only one Calculation Rule 54 deduction is allowed per installation.

      - Select **Deduction Type** `13, Insurance over $50,000 Coverage`.
      - In the **Payroll Period Frequency**, select only one pay period within the month during which the taxable premium will be imputed.

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2. Set up the Life Insurance Rule page (PTRLIFI) for the deduction code defined in Step *1.a* on page 147.
   a) Indicate whether the Annual Salaries from Primary, Secondary, and/or Overload jobs should be included in the calculation of Annual Salary.

      The system uses this value to determine the coverage amount as defined on the Life Insurance Coverage Rule page (PTRCOVR).
   b) Also indicate whether the premium will be paid by the employee or by the institution.
3. Set up the Life Insurance Coverage Rule page (PTRCOVR) using the deduction code set up in Step *1.a* on page 147.

   Enter the salary ranges and corresponding coverage amounts.
4. Set up the Premium Rule page (PTRPREM) for the deduction code defined in Step *1.a* on page 147.
   a) In the **Age From**, and **Age To** fields, indicate by age range the coverage factor by which the employee's annual salary will be multiplied to determine the coverage amount.

      If age is not a factor, enter a range of `0-100`.

      Coverage Amount and **Coverage Factor** are not used by Calculation Rule 52.
   b) Enter the **Premium Rate Per $1000** of coverage per frequency per month.
5. Check the tax free coverage amounts on the Installation Rule page (PTRINST) to insure they reflect the tax-free coverage amounts for employees and their dependents.
6. Check the Taxable Life Insurance Premium Rule page (PTRGTAX) to insure it is set up correctly to reflect the government-defined premium per $1000 of insurance coverage per month.
7. Set up the Benefit Payroll Frequency Rule page (PTRBDFQ) for the benefit or deduction code defined in Step *1.a* on page 147that uses Calculation Rule `52`.

   Define how many times a deduction will be taken each month. The system multiplies the calculated premium by this factor to determine the total monthly premium. The result is used for tax calculation purposes.
8. Add the benefit or deduction code defined in Step *1.b* on page 147to the Included Benefits or Deductions window on the Benefits and Deductions Rule page (PTRBDCA) for all taxes for which the life insurance taxable premium must be added to the applicable gross for imputing the tax.
9. Add both benefit or deduction codes defined in Step 1 to the Benefit Categories to which they apply.

Method 3: Set Up Deductions for Employees Electing Life Insurance Coverage

About this task

On the Employee Deduction page (PDADEDN),

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Procedure

1. Assign the employee the benefit or deduction code defined in Step *1.a* on page 138. If you wish to override the system-calculated coverage amount, enter the coverage amount in the **Amount 1** field.
2. Assign the employee the benefit or deduction code defined in Step *1.b* on page 147.

Method 3: Process Life Insurance Calculations

About this task

NOTE: Run the Life Insurance Calculation Process (PDPLIFE) once each month—at the beginning of each month, before any payrolls have been run for the month.

The PDPLIFE process determines Coverage Amounts, Premium Amounts, and Taxable Premium Amounts and compares them to existing amounts on the Employee Deduction page (PDADEDN) Deduction section for deductions set up in *Method 3: Set Up Deductions for Employees Electing Life Insurance Coverage* on page 148.

If any of the amounts are different, the process creates a new record in the Deduction section with the effective date you enter at the **Deduction Effective Date** prompt described below.

Procedure

1. Establish the effective date parameters on the Life Insurance Calculation Process Parameter Rule page (PTRLIFE) for the life insurance deduction code and all applicable plan codes created in Step *1.a* on page 147. These effective dates serve as parameters for the Life Insurance Calculation Process (PDPLIFE).

   The two parameter dates are:

Report Parameter	Description
Insurance Salary Effective Date	This is the "as of" date used in conjunction with the following data to determine the annual salary of an employee: the Primary, Secondary, and Overload Indicators specified on the Life Insurance Rule page (PTRLIFI) and the contract type entered on the Employee Jobs page (NBAJOBS) for that employee.
Age Effective Date	This is the "as of" date used to determine the age of the employee or dependent for premium and/or coverage (calc rule 53) calculations based on rules defined on the Life Insurance Premium Rules page (PTRPREM). To use the dependent's age in calculations, the dependent's date of birth must be recorded in the system. If the dependent's date of birth is not in the system, the employee's age will be used. If multiple dependents exist for an employee, the age of the oldest dependent recorded in the system will be used.

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Two special functions of PTRLIFE simplify the maintenance of these dates. From the Tools button of PTRLIFE:

Select Option...	When...	To...
Add Month to Salary or Age Eff Date	the cursor is positioned in either the **Insurance Salary Effective Date** or **Age Effective Date** fields	increase the current date in the respective field by one month.
Add Month to Both Effective Dates	the cursor is positioned on any field within the current record	increase the **Insurance Salary Effective Date** and the **Age Effective Date** current dates by one month

NOTE: If the current value is the last date of the month, each function automatically changes the date to the last date of the next month. For example, each function will change 29-FEB-2008 to 31-MAR-2008.

For variable life insurance deductions, you must change the effective dates each month that you run the PDPLIFE process.

For example, if you run the PDPLIFE process to calculate coverage and premium amounts for July 2008, the Insurance Salary Effective Date and the Age Effective Date must each be 01-JUL-2008. For August, the dates must each be 01-AUG-2008.

For fixed life insurance deductions, the effective dates must remain the same throughout the year.

For example, if your site calculates insurance salary and premium age as of May 1 for fixed life insurance, each of the effective dates must remain 01-MAY-2008 between 01-MAY-2008 and 30-APR-2009. Whenever the PDPLIFE process is run during this period, it will select the employee's annual salary as of 01-MAY-2008. The age of an employee or dependent will be calculated as of the same date. When a new hire's job begins after 01-MAY-2008, PDPLIFE will use salary data from that employee's first job record effective after 01-MAY-2008 to determine his/her insurance salary.

The effective dates for a plan involving fixed and variable deductions can each be different, and both do not have to necessarily change every month.

For example, if a plan requires premium age to always be calculated based on age at January 1 of a given year and insurance salary to be calculated as of the first of the each month, then the Age Effective Date must be updated once annually and the Insurance Salary Effective Date must be updated once monthly.

2. Run the Life Insurance Calculation Process (PDPLIFE) specifying the following parameter:

Report Parameter	Description
Deduction Effective Date	Enter the date that will be entered onto the Employee Deduction page (PDADEDN) Deduction section with the system-calculated Premium Amount and Coverage Amount for the deduction set up in Step *1* on

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Report Parameter	Description
	page 144, and with the new taxable premium amount to be entered on the deduction set up in Step *2* on page 144.

For example, if you run PDPLIFE to calculate Coverage Amounts, Premium Amounts, and Taxable Premium Amounts for the month of July 2008, the **Deduction Effective Date** field must be 01-JUL-2008. This date will change for each month you run the process.

3. Run the Life Insurance Calculation Report (PDRLIFE) to display the results of the Process (PDPLIFE) from Step 2 above.

Method 4: Using Calculation Rule 53

The life insurance coverage amount is based on the employee's (or dependent's) age. The coverage amount and premium can be fixed for the year (fixed life) or variable to reflect changes in an employee's age.

Method 4: Set Up Rules pages

About this task

Procedure

1. Set up the Benefits and Deductions Rule page (PTRBDCA).
   a) Specify a unique deduction code that uses Calculation Rule 53.

      Plans may be used, but no amounts should be entered on the rule page.
   b) In the **Deduction Type** field, enter
      - `15` if the deduction code will be used for taxable employee coverage,
      - `16` if the deduction code will be used for taxable dependent coverage,
      - `25` if the deduction code will be used for non-taxable employee coverage
      - `26` if the deduction code will be used for non-taxable dependent coverage
   c) In the **Payroll Periods**, identify which pays of the month the premium should be taken.
   d) Enter the following values for each **amount**:

In Field...	Enter a value of...
Amount 1	O (optional entry)
Amount 2	S (system-generated entry)
Amount 3	S (system-generated entry)
Amount 4	S (system-generated entry)

   e) Enter the following values for each **Option**:

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In Field...	Enter a value of...
Option 1	N (no entry) / O (optional entry)
Option 2	N (no entry)
Option 3	N (no entry)
Option 4	N (no entry)
Option 5	S (system-generated entry) - always

The system uses option code `S` to distinguish employee paid coverage from employer paid coverage. This field is maintained by the Life Insurance Calculation Process (PDPLIFE).

f) Specify a unique deduction code to use for an excess taxable premium (imputed) amount calculated by the Life Insurance Calculation Process (PDPLIFE).

- Associate Calculation Rule 54 with the deduction code.

Only one Calculation Rule 54 deduction is allowed per installation.

- Select **Deduction Type** `13, Insurance over $50,000 Coverage`.
- In the **Payroll Period Frequency**, select only one pay period within the month during which the taxable premium will be imputed.

2. Set up the Premium Rule page (PTRPREM) for the deduction code defined in Step *1.a* on page 151.

   a) In the **Age From**, **Age To**, and **Coverage Factor** fields, indicate by age range the coverage factor by which the employee's annual salary will be multiplied to determine the coverage amount.

   b) Enter the **Premium Rate Per $1000** of coverage per frequency per month.

3. Set up the Life Insurance Rule page (PTRLIFI) using the deduction code set up in Step *1.a* on page 151.

   In the **Deduction Indicator** field, indicate whether the premium will be paid by the employee or by the institution.

4. Check the Tax Free Coverage Amounts on the Installation Rule page (PTRINST) to make sure the amounts entered reflect the government-defined tax-free coverage amounts for employees and their dependents.

5. Check the Taxable Life Insurance Premium Rule page (PTRGTAX) to make sure it is set up correctly to reflect the government-defined premium per $1000 of insurance coverage per month.

6. Set up the Benefit Payroll Frequency Rule page (PTRBDFQ) for the benefit or deduction code defined in Step *1.a* on page 151.

   Define how many times a deduction will be taken each month. The system multiplies the calculated premium by this factor to determine the total monthly premium. The result is used for tax calculation purposes.

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7. Add the benefit or deduction code defined in Step *1.b* on page 151to the Included Benefits or Deductions window of the Benefits and Deductions Rule page (PTRBDCA) for all the taxes for which the life insurance taxable premium must be added to the applicable gross for purposes of imputing the tax.
8. Add both benefit or deduction codes defined in Step 1 to the Benefit Categories to which they apply.

Method 4: Set Up Deductions for Employees Electing Life Insurance Coverage

About this task

On the Employee Deduction page (PDADEDN),

Procedure

1. Assign the employee the benefit or deduction code defined in Step *1.a* on page 142. If you wish to override the system-calculated coverage amount, enter the coverage amount in the **Amount 1** field.
2. Assign the employee the benefit or deduction code defined in Step *1.b* on page 151.

Method 4: Process Life Insurance Calculations

About this task

NOTE: Run the Life Insurance Calculation Process (PDPLIFE) once each month - at the beginning of each month, before any payrolls have been run for the month.

The PDPLIFE process determines Coverage Amounts, Premium Amounts, and Taxable Premium Amounts and compares them to existing amounts on the Employee Deduction page (PDADEDN) Deduction section for deductions set up in *Method 4: Set Up Deductions for Employees Electing Life Insurance Coverage* on page 153.

If any of the amounts are different, the process creates a new record in the Deduction section with the effective date you enter at the **Deduction Effective Date** prompt described below.

Procedure

1. Establish the effective date parameters on the Life Insurance Calculation Process Parameter Rule page (PTRLIFE) for the life insurance deduction code and all applicable plan codes created in Step *1.a* on page 151. These effective dates serve as parameters for the Life Insurance Calculation Process (PDPLIFE).

   The two parameter dates are:

Report Parameter	Description
Insurance Salary Effective Date	This is the "as of" date used in conjunction with the following data to determine the annual salary of an employee: the Primary, Secondary, and Overload Indicators specified on the Life Insurance Rule page

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Report Parameter	Description
	(PTRLIFI) and the contract type entered on the Employee Jobs page (NBAJOBS) for that employee.
Age Effective Date	This is the "as of" date used to determine the age of the employee or dependent for premium and/or coverage (calc rule 53) calculations based on rules defined on the Life Insurance Premium Rules page (PTRPREM). To use the dependent's age in calculations, the dependent's date of birth must be recorded in the system. If the dependent's date of birth is not in the system, the employee's age will be used. If multiple dependents exist for an employee, the age of the oldest dependent recorded in the system will be used.

Two special functions of PTRLIFE simplify the maintenance of these dates. From the Tools button of PTRLIFE:

Select Option...	When...	To...
Add Month to Salary or Age Eff Date	the cursor is positioned in either the **Insurance Salary Effective Date** or **Age Effective Date** fields	increase the current date in the respective field by one month.
Add Month to Both Effective Dates	the cursor is positioned on any field within the current record	increase the **Insurance Salary Effective Date** and the **Age Effective Date** current dates by one month

NOTE: If the current value is the last date of the month, each function automatically changes the date to the last date of the next month. For example, each function will change 29-FEB-2008 to 31-MAR-2008.

For variable life insurance deductions, you must change the effective dates each month that you run the PDPLIFE process.

For example, if you run the PDPLIFE process to calculate coverage and premium amounts for July 2008, the Insurance Salary Effective Date and the Age Effective Date must each be 01-JUL-2008. For August, the dates must each be 01-AUG-2008.

For fixed life insurance deductions, the effective dates must remain the same throughout the year.

For example, if your site calculates insurance salary and premium age as of May 1 for fixed life insurance, each of the effective dates must remain 01-MAY-2008 between 01-MAY-2008 and 30-APR-2009. Whenever the PDPLIFE process is run during this period, it will select the employee's annual salary as of 01-MAY-2008. The age of an employee or dependent will be calculated as of the same date. When a new hire's job begins after 01-MAY-2008, PDPLIFE will use salary data from that employee's first job record effective after 01-MAY-2008 to determine his/her insurance salary.

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The effective dates for a plan involving fixed and variable deductions can each be different, and both do not have to necessarily change every month.

For example, if a plan requires premium age to always be calculated based on age at January 1 of a given year and insurance salary to be calculated as of the first of the each month, then the Age Effective Date must be updated once annually and the Insurance Salary Effective Date must be updated once monthly.

2. Run the Life Insurance Calculation Process (PDPLIFE) specifying the following parameter:

Report Parameter	Description
Deduction Effective Date	Enter the date that will be entered onto the Employee Deduction page (PDADEDN) Deduction section with the system-calculated Premium Amount and Coverage Amount for the deduction set up in Step *1* on page 149, and with the new taxable premium amount to be entered on the deduction set up in Step *2* on page 149.

For example, if you run PDPLIFE to calculate Coverage Amounts, Premium Amounts, and Taxable Premium Amounts for the month of July 2008, the **Deduction Effective Date** field must be 01-JUL-2008. This date will change for each month you run the process.

3. Run the Life Insurance Calculation Report (PDRLIFE) to display the results of the Life Insurance Calculation Process (PDPLIFE) from Step 2 above.

Set Up Benefit or Deduction Termination Reason Codes

About this task

The PTRBREA page is used to define reasons for employee benefit change and associate those reasons with a change type. These controls are primarily to supply the valid Life Event categories for which an employee may use throughout the benefit year. These codes will be accessed by the Life Event Change Rule page (PTRLFCH) in order to supply the rules for processing the benefit enrollment in self service.

These codes can also be used for all other benefit/deduction codes controlled by PTRBDCA. This code has been added to the Employee Deduction/Benefit page (PDADEDN), and can be used as a notation as to why the record was inserted or changed.

Perform the following steps to set up reason codes for benefit deduction termination:

Procedure

1. Access the Benefit Deduction Change Reason Code Rule page (PTRBREA) to set up reason codes for benefit deduction termination.
2. Specify the **Deduction Termination Reason Code**.
3. Specify the **Description** for the Benefit Deduction Termination Reason Code.
4. Save the changes.

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Set Up Benefit or Deduction Grouping Rules

About this task

The Benefit or Deduction Grouping Rules page (PTRBDPG) configures rules for establishing which Benefit Groups to present to a new employee, as well as whether coverage and allocation records can be maintained by the employee. This rule page controls data presented to the employee during the New Hire Enrollment process for self-service.

Perform the following steps to set up Benefit or Deduction Grouping Rules:

Procedure

1. Access the Benefit or Deduction Grouping Rules page (PTRBDPG).
2. Specify the **Primary Group**.
3. Select **Display Employer Amounts** to show the employer amounts to the employee.
4. Select **Include in Open and New Hire Enrollment**.
5. Specify the **Benefit Enrollment Priority**.
6. Select the **Display**, **Insert**, **Update**, and **Delete** check boxes for Beneficiary Coverage or Beneficiary Allocations.
7. Save the changes to the page.

Set Up Benefit and Deduction Rules

About this task

The Benefits and Deductions Rules page (PTRBDCA) determines whether Dependent Coverage or Beneficiary Allocation records can be maintained for a particular benefit. These indicators are to be set on the main benefit page and for those benefits with Plan Codes, must be set at the Plan level.

NOTE: Set the coverage/allocation indicators at the plan level only, if the benefit/deduction has plans. If no plans set the coverage/allocation indicators at the main benefit/deduction level.

Perform the following steps to set up Benefits and Deduction Rules:

Procedure

1. Access the Benefits and Deductions Rules page (PTRBDCA).
2. Select the **Benefit or Deduction Code**.
3. Enter the **Short** and **Long** Descriptions for the Benefit or Deduction Code.
4. Select the **Allocations** and **Coverage to specify whether the selected benefit or coverage is an allocation, coverage, or both.**

   For Calculation Information,
5. Specify the **Priority**.
6. Select the **Calculation Rule** from the drop-down. For more information about the Calculation Rules and how to use them, refer to the section *Calculation Rule field values* on page 157

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following these steps and the detailed descriptions of each Calculation Rule. For more detailed information about each Calculation Rule see *Calculation Rule Descriptions* on page 163.

7. Select the **Deduction Type**.
8. Select the **Exclude from Overload Jobs** check box if you want to exclude the rule from overload job.
9. Select the **Tax Code**.
10. Select the **Arrange Method** from the drop-down.
11. Select the **1099-R Code**.
12. Specify the **Year-To-Date Start Month Indicator**.
13. Select the **Continue Employer Contributions when on Leave with Benefits** check box, if applicable.
14. Select the **Payroll Periods** for Deduction or Contribution Frequency.
15. Save changes to the page.

Calculation Rule field values

Listed below, you will find a table that summarizes important information for each Calculation Rule. Click the number of the Calculation Rule to see more detail about how to set up a Benefit/Deduction Code with that Calculation Rule.

Limit Type: Benefit/Deduction Limit Types are listed in the table below. Limit Types refer to the time period in which the calculation recycles or accumulates for a new period. When a limit is zero or left blank, the payroll process will assume that the Benefit/Deduction will continue indefinitely.

Where Amounts & Limits Defined: All Benefit/Deduction Codes are defined on PTRBDCA, but the amounts entered for a specific Code may be entered on either PTRBDCA or PDADEDN. This depends on whether you have associated the Benefit/Deduction Code with a plan-based or employee-based Calculation Rule. Deduction amounts for plan-based rules are general rules that apply to a wide range of employees. These are entered on PTRBDCA when you create the Benefit/Deduction Code. Deduction amounts for employee-based rules are specific to an employee. These are entered for the employee on PDADEDN.

The following table indicates the Calculation Rules that fall under each type.

Plan-based Calculation Rules, defined on PTRBDCA	Employee-based Calculation Rules, defined on PDADEDN
11, 14, 15, 21, 22, 25, 26, 27, 29, 30, 31, 32, 50, 51, 52, 53, 54, 60	10, 12, 13, 16, 20, 22, 23, 24, 28, 40, 50, 51, 52, 53, 54

NOTE: Calculation Rules 22 and 50-54 can use both a plan table and a direct entry on PDADEDN.

Amount Descriptions: When creating a Benefit or Deduction Code it is important to associate the correct type of amount with the Amount field (1, 2, 3, or 4) in order for the system to calculate

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the deduction and employer amount properly. For example, for Calculation Rule 10, the Employee Amount must be associated with the Amount 1 field on PDADEDN.

NOTE: In the following table, Protected Minimum Earnings refers to the amount of income that is associated with wage garnishment regulations and will help ensure that the employee retains some amount of disposable income.

Calculation Rule	Limit Type	Where Amounts & Limits Defined	Amount Descriptions
Calculation Rule 10 - Flat Amount with Annual Limit on page 164	Annual	PDADEDN	Amount 1 - Employee Amount Amount 2 - Employee Annual Limit Amount 3 - Protected Minimum Earnings
Calculation Rule 11 - Flat Amount with Employer Contribution and Annual Limit (Plan-based) on page 164	Annual	PTRBDCA (use Option 1)	Amount 1 - Employee Amount Amount 2 - Employer Amount Amount 3 - Employee Annual Limit Amount 4 - Employer Annual Limit
Calculation Rule 12 - Flat Amount with Lifetime Limit on page 165	Lifetime	PDADEDN	Amount 1 - Employee Amount Amount 2 - Employee Life-to-Date Limit Amount 3 - Protected Minimum Earnings
Calculation Rule 13 - Flat Amount with Annual Limit and Threshold on page 165	Annual	PDADEDN	Amount 1 - Employee Amount Amount 2 - Employee Annual Limit Amount 3 - Minimum YTD Applicable Gross
Calculation Rule 14 - Flat Amount with Annual Limit and Threshold (Plan-based) on page 166	Annual	PTRBDCA (use Option 1)	Amount 1 - Employee Amount Amount 2 - Employee Annual Limit

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Calculation Rule	Limit Type	Where Amounts & Limits Defined	Amount Descriptions
			Amount 3 - Minimum YTD Applicable Gross
Calculation Rule 15 - Hours Worked (Plan-based) on page 166	Annual	PTRBDCA (use Option 1)	Amount 1 - Employee Rate per Hour Amount 2 - Employer Rate per Hour Amount 3 - Employee Annual Limit Amount 4 - Employer Annual Limit
Calculation Rule 16 - Flat Amount with Employer Share on page 167	Annual	PDADEDN	Amount 1 - Employee Amount Amount 2 - Employer Amount Amount 3 - Employee Annual Limit Amount 4 - Employer Annual Limit
Calculation Rule 20 - Percent of Gross Pay on page 167	Annual	PDADEDN	Amount 1 - Employee Percent Amount 2 - Employee Annual Limit Amount 3 - Protected Minimum Earnings Amount 4 - Employee MTD Limit
Calculation Rule 21 - Percent of Gross Pay with Annual Limit (Plan-based) on page 167	Annual	PTRBDCA (use Option 1)	Amount 1 - Employee Percent Amount 2 - Employer Percent Amount 3 - Employee Annual Limit Amount 4 - Employer Annual Limit
Calculation Rule 22 - Flat Amount and	None	both PTRBDCA and PDADEDN (use Option 1)	PTRBDCA Amount 1 - Employee Percent

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Calculation Rule	Limit Type	Where Amounts & Limits Defined	Amount Descriptions
Percent Amount (Plan-based) on page 168			Amount 2 - Employer Percent PDADEDN Amount 1 - Employee Amount Amount 2 - Employer Amount
Calculation Rule 23 - Percent of Gross Pay with Lifetime limit on page 169	Lifetime	PDADEDN	Amount 1 - Employee Percent Amount 2 - Employee Life-to-Date Limit Amount 3 - Protected Minimum Earnings Amount 4 - Employee MTD Limit
Calculation Rule 24 - Percent of Gross Pay with Annual Limit on page 169	Annual	PDADEDN	Amount 1 - Employee Percent Amount 2 - Employee Annual Limit Amount 3 - Minimum YTD Applicable Gross
Calculation Rule 25 - Percent of Gross Pay with a Threshold and an Annual Limit (Plan-based) on page 170	Annual	PTRBDCA (use Option 1)	Amount 1 - Employee Percent Amount 2 - Employee Annual Limit Amount 3 - Minimum YTD Applicable Gross
Calculation Rule 26 - Percent of Gross Pay with Monthly Limit and Employer Share (Plan-based) on page 170	Monthly	PTRBDCA (use Option1)	Amount 1 - Employee Percent Amount 2 - Employer Percent Amount 3 - Employee MTD Limit Amount 4 - Employee MTD Limit
Calculation Rule 27 - Flat Amount with	Monthly	PTRBDCA	Amount 1 - Employee Amount

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Calculation Rule	Limit Type	Where Amounts & Limits Defined	Amount Descriptions
Monthly Limit and Employer Share (Plan-based) on page 171		(use Option1)	Amount 2 - Employer Amount Amount 3 - Employee MTD Limit Amount 4 - Employer MTD Limit
Calculation Rule 28 - Percent of Gross with Employer Share and Optional Combined Limits on page 171	Annual	PDADEDN	Amount 1 - Employee Percent Amount 2 - Employer Percent Amount 3 - Employee Annual Limit Amount 4 - Employer Annual Limit
Calculation Rule 29 - Percent of Gross with Employer Match and Optional Combined Limits (Plan-based) on page 172	Annual	PTRBDCA (use Option1)	Amount 1 - Employee Percent Amount 2 - Employer Percent Amount 3 - Employee Annual Limit Amount 4 - Employer Annual Limit
Calculation Rule 30 - Percent of Gross and Current Gross Range with Employer Share (Plan-based) on page 173	Based on Range	PTRBDCA (use Option1)	Amount 1 - Employee Percent Amount 2 - Employer Percent Amount 3 - Low Range of Current Gross Amount 4 - High Range of Current Gross
Calculation Rule 31 - Percent of Gross with a Year-to-date Gross Range and Employer Share (Plan-based) on page 173	Based on Range	PTRBDCA (use Option1)	Amount 1 - Employee Percent Amount 2 - Employer Percent Amount 3 - Low range of YTD Gross

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Calculation Rule	Limit Type	Where Amounts & Limits Defined	Amount Descriptions
			Amount 4 - High range of YTD Gross
Calculation Rule 32 - Percent of Gross with Annual Salary Range and Employer Share (Plan-based) on page 174	Based on Range	PTRBDCA (use Option1)	Amount 1 - Employee Percent Amount 2 - Employer Percent Amount 3 - Low Range of Annual Salary Amount 4 - High Range of Annual Salary
Calculation Rule 40 - Flat Amount Bond Purchase with Annual Limit on page 175	Annual	PDADEDN	Amount 1 - Employee Amount Amount 2 - Employee Annual Limit Amount 3 - Purchase Amount of Bond
Calculation Rule 50 - Factor Times Insured Annual Salary and Fixed Life Benefit (Optional Plan-based) on page 175	None	PDADEDN (use Option 1)	Amount 1 - Coverage Amount Override (optional) Amount 2 - Calculated Premium Amount 3 - Calculated Insurance Salary Amount 4 - Calculated Coverage Amount
Calculation Rule 51 - Fixed Life by Prior Year-to-date W2 earnings (Optional Plan-based) on page 176	None	PDADEDN (use Option 1)	Amount 1 - Coverage Amount Override (optional) Amount 2 - Calculated Premium Amount 3 - Calculated Insurance Salary Amount 4 - Calculated Coverage Amount
Calculation Rule 52 - Flat Benefit Based on Salary Range (Optional	None	PDADEDN (use Option 1)	Amount 1 - Coverage Amount Override (optional)

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Calculation Rule	Limit Type	Where Amounts & Limits Defined	Amount Descriptions
Plan-based) on page 177			Amount 2 - Calculated Premium Amount 3 - Calculated Insurance Salary Amount 4 - Calculated Coverage Amount
Calculation Rule 53 - Decreasing Term Insurance (Optional Plan-based) on page 178	None	PDADEDN (use Option 1)	Amount 1 - Coverage Amount Override (optional) Amount 2 - Calculated Premium Amount 3 - Calculated Insurance Salary Amount 4 - Calculated Coverage Amount
Calculation Rule 54 - Excess Taxable Coverage on page 179	None	PDADEDN (use Option 1)	Amount 1 - Total Coverage Amount Amount 2 - Total Premium Amount Amount 3 - Total Employee Contribution Amount 4 - Total Taxable Premium Amount
Calculation Rule 60 - Taxes and Deductions Requiring Setup Using Tax Tables -(Plan-based) on page 179	None	PDADEDN and PTRBDCA, as well as other tax-related forms	varies according to tax code

Calculation Rule Descriptions

Listed below you will find specific details regarding each Calculation Rule and instructions on how to enter the information you need to use each Calculation Rule for a Benefit or Deduction.

The Calculation Rule you use to associate with a Benefit or Deduction Code determines how the amount of the employee's benefit or deduction is calculated. The Titles you provide for each Option or Amount on the **Definition of Amounts and Options** window will appear on the PDADEDN page when you enter an employee deduction. You will also use the **Amounts and Options** window to define if an Option or Amount is required, optional, or system-generated. For any plan-based

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deductions, you will further define the amounts used for each plan code on the **Definition of Benefit and Deduction Plans** window.

NOTE: The type of Amounts you define on the **Definition of Amounts and Options** window and the **Definition of Benefit and Deduction Plans** window must correspond exactly to the type of Amounts that the Calculation Rule requires for its calculation. The values for these required Amount fields are included in the descriptions of each Calculation Rule below.

Calculation Rule 10 - Flat Amount with Annual Limit

Use Calculation Rule 10 for a Benefit/Deduction that requires a flat amount deduction with an annual limit. When a Benefit/Deduction uses Calculation Rule 10, the employee's deduction amount is calculated based on the Amounts you enter for that employee on the Employee Benefit or Deduction page (PDADEDN).

When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 10, make sure the Amounts associated with Calculation Rule 10 are entered as follows:

Amount 1	Amount 2	Amount 3	Amount 4
Employee Amount	Employee Annual Limit	Protected minimum Earnings per pay period	

The employee deduction amount is Amount 1, up to an annual limit of Amount 2, as long as the employee net amount at the time of the calculation is at least Amount 3. A blank or zero in Amount 2 indicates an unlimited amount. A blank or zero in Amount 3 indicates no specific protected minimum earnings.

Calculation Rule 11 - Flat Amount with Employer Contribution and Annual Limit (Plan-based)

Use Calculation Rule 11 for a Benefit/Deduction that requires a plan-based, flat amount deduction, which may include an employer contribution and an annual limit. Since Calculation Rule 11 is plan-based, you need to define the Amounts you wish to use for each plan for the Benefit/Deduction on PTRBDCA in the **Definition of Benefit and Deduction Plans** window, and you need to enter the Option Title and Description under Option 1 in the **Definition of Options and Amounts** window on PTRBDCA.

When you enter a Deduction for an employee on the Employee Benefit or Deduction (PDADEDN) page that uses Calculation Rule 11, the fields for Amounts will be populated by the system based on the plan code you enter for the Option 1. These amounts are the plan amounts that you entered for the Benefit/Deduction when you created it on PTRBDCA.

When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 11, make sure the values you enter for Amounts 1 - 4 in the **Definition of Benefit and Deduction Plans** window and in the **Definition of Options and Amounts** window are as follows:

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Amount 1	Amount 2	Amount 3	Amount 4
Employee Amount	Employer Amount	Employee Annual Limit	Employer Annual Limit

The employee deduction amount is Amount 1 up to an annual limit of Amount 3. The employer deduction amount is Amount 2 up to an annual limit of Amount 4. A blank or zero in Amount 3 or 4 indicates an unlimited amount.

Calculation Rule 12 - Flat Amount with Lifetime Limit

Use Calculation Rule 12 for a Benefit/Deduction that requires a flat amount deduction with a lifetime (ongoing) limit. When a Benefit/Deduction uses Calculation Rule 12, the employee's deduction amount is calculated based on the Amounts you enter for that employee on the Employee Benefit or Deduction page (PDADEDN).

When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 12, make sure the Amounts associated with Calculation Rule 12 are entered as follows:

Amount 1	Amount 2	Amount 3	Amount 4
Employee Amount	Employee Life-to- Date Limit	Protected minimum Earnings per pay period	

The employee deduction amount is Amount 1 up to an ongoing limit of Amount 2, as long as the employee net amount at the time of the calculation is at least Amount 3. A blank or zero in Amount 2 indicates an unlimited amount. A blank or zero in Amount 3 indicates no specific protected minimum earnings.

Calculation Rule 13 - Flat Amount with Annual Limit and Threshold

Use Calculation Rule 13 for a Benefit/Deduction that requires a flat amount deduction with an annual limit and threshold. When a Benefit/Deduction uses Calculation Rule 13, the employee's deduction amount is calculated based on the Amounts you enter for that employee on the Employee Benefit or Deduction page (PDADEDN).

When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 13, make sure the Amounts associated with Calculation Rule 13 are entered as follows:

Amount 1	Amount 2	Amount 3	Amount 4
Employee Amount	Employee Annual Limit	Minimum YTD Applicable Gross	

The employee deduction amount is Amount 1 up to an annual limit of Amount 2, as long as the gross for this pay plus the year-to-date applicable gross at the time of the calculation is at least Amount 3. A blank or zero in Amount 2 indicates an unlimited amount. A blank or zero in Amount 3 indicates no specific Minimum YTD Applicable Gross.

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Calculation Rule 14 - Flat Amount with Annual Limit and Threshold (Plan-based)

Use Calculation Rule 14 for a Benefit/Deduction that requires a plan-based, flat amount deduction, which includes an annual limit and annual threshold. Since Calculation Rule 14 is plan-based, you need to define the Amounts you wish to use for each plan for the Benefit/Deduction on PTRBDCA in the **Definition of Benefit and Deduction Plans** window, and you need to enter the Option Title and Description under Option 1 in the **Definition of Options and Amounts** window on PTRBDCA.

When you enter a Deduction for an employee on the Employee Benefit or Deduction (PDADEDN) page that uses Calculation Rule 14, the fields for Amounts will be populated by the system based on the plan code you enter for the Option 1. These amounts are the plan amounts that you entered for the Benefit/Deduction when you created it on PTRBDCA.

When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 14, make sure the values you enter for Amounts 1 - 4 in the **Definition of Benefit and Deduction Plans** window and in the **Definition of Options and Amounts** window are as follows:

Amount 1	Amount 2	Amount 3	Amount 4
Employee Amount	Employee Annual Limit	Minimum YTD Applicable Gross	

The employee deduction amount is Amount 1 up to an annual limit of Amount 2, as long as the gross for this pay plus the year-to-date applicable gross at the time of the calculation is at least Amount 3. A blank or zero in Amount 2 indicates an unlimited amount. A blank or zero in Amount 3 indicates no specific Minimum YTD Applicable Gross.

Calculation Rule 15 - Hours Worked (Plan-based)

Use Calculation Rule 15 for a Benefit/Deduction that requires a plan-based calculation that uses the hours worked to calculate the deduction. Since Calculation Rule 15 is plan-based, you need to define the Amounts you wish to use for each plan for the Benefit/Deduction on PTRBDCA in the **Definition of Benefit and Deduction Plans** window, and you need to enter the Option Title and Description under Option 1 in the **Definition of Options and Amounts** window on PTRBDCA.

When you enter a Deduction for an employee on the Employee Benefit or Deduction (PDADEDN) page that uses Calculation Rule 15, the fields for Amounts will be populated by the system based on the plan code you enter for the Option 1. These amounts are the plan amounts that you entered for the Benefit/Deduction when you created it on PTRBDCA.

When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 15, make sure the values you enter for Amounts 1 - 4 in the **Definition of Benefit and Deduction Plans** window and in the **Definition of Options and Amounts** window are as follows:

Amount 1	Amount 2	Amount 3	Amount 4
Employee Rate per hour	Employer Rate per hour	Employee Annual Limit	Employer Annual Limit

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The employee deduction amount is calculated according to the algorithm Hours worked times Amount 1 up to an annual limit of Amount 3. The employer deduction amount is calculated according to the algorithm Hours worked times Amount 2 up to an annual limit of Amount 4. A blank or zero in Amount 3 or 4 indicates an unlimited amount.

Calculation Rule 16 - Flat Amount with Employer Share

Use Calculation Rule 16 for a Benefit/Deduction that requires a flat amount deduction from the employee with an employer share. When a Benefit/Deduction uses Calculation Rule 16, the employee's deduction amount is calculated based on the Amounts you enter for that employee on the Employee Benefit or Deduction page (PDADEDN).

When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 16, make sure the Amounts associated with Calculation Rule 16 are entered as follows:

Amount 1	Amount 2	Amount 3	Amount 4
Employee Amount	Employer Amount	Employee Annual Limit	Employer Annual Limit.

The employee deduction amount is Amount 1 up to an annual limit of Amount 3. The employer contribution amount is Amount 2, up to an annual limit of Amount 4. A blank or zero in Amount 3 or 4 indicates an unlimited amount.

Calculation Rule 20 - Percent of Gross Pay

Use Calculation Rule 20 for a Benefit/Deduction that requires a deduction that is calculated as a percent of the employee's gross pay. When a Benefit/Deduction uses Calculation Rule 20, the employee's deduction amount is calculated based on the Amounts you enter for that employee on the Employee Benefit or Deduction page (PDADEDN).

When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 20, make sure the Amounts associated with Calculation Rule 20 are entered as follows:

Amount 1	Amount 2	Amount 3	Amount 4
Employee Percent	Employee Annual Limit	Protected Minimum Earnings	Employee Month-to-Date Limit

The employee deduction amount is calculated according to the algorithm Gross pay times (Amount 1 times .01) up to an annual limit of Amount 2 as long as the employee net amount at the time of the calculation is at least Amount 3. A blank or zero in Amount 2 indicates an unlimited amount. However, the employee deduction amount may be further limited by a monthly limit of Amount 4. A blank or zero in amount 4 indicates there is no specific monthly limit.

Calculation Rule 21 - Percent of Gross Pay with Annual Limit (Plan-based)

Use Calculation Rule 21 for a Benefit/Deduction that requires a plan-based calculation that uses the gross pay to calculate the deduction with an annual limit. Since Calculation Rule 21 is plan-

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based, you need to define the Amounts you wish to use for each plan for the Benefit/Deduction on PTRBDCA in the **Definition of Benefit and Deduction Plans** window, and you need to enter the Option Title and Description under Option 1 in the **Definition of Options and Amounts** window on PTRBDCA.

When you enter a Deduction for an employee on the Employee Benefit or Deduction (PDADEDN) page that uses Calculation Rule 21, the fields for Amounts will be populated by the system based on the plan code you enter for the Option 1. These amounts are the plan amounts that you entered for the Benefit/Deduction when you created it on PTRBDCA.

When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 21, make sure the values you enter for Amounts 1 - 4 in the **Definition of Benefit and Deduction Plans** window and in the **Definition of Options and Amounts** window are as follows:

Amount 1	Amount 2	Amount 3	Amount 4
Employee Percent	Employer Percent	Employee Annual Limit	Employer Annual Limit

The employee deduction amount is calculated according to the algorithm Gross pay times (Amount 1 times .01) up to an annual limit of Amount 3. The employer deduction amount is calculated according to the algorithm Gross pay times (Amount 2 times .01) up to an annual limit of Amount 4. A blank or zero in Amount 3 or 4 indicates an unlimited amount.

NOTE: The setup of Calculation Rule 29 is exactly the same as Calculation Rule 21, in that they are both plan-based, using a percent of gross pay with employee and employer contributions and limits. However, there is a variation to the calculation between these two codes. Rule 21 will continue to process an employer amount until the specified employer annual limit is reached, even when the employee contribution has stopped. Rule 29 specifies that the employer amount will stop once the employee amount has reached its annual limit.

Calculation Rule 22 - Flat Amount and Percent Amount (Plan-based)

Use Calculation Rule 22 for a Benefit/Deduction that requires a plan-based calculation that includes a flat amount and percent amount to calculate the deduction. Since Calculation Rule 22 is plan-based, you need to define the Amounts you wish to use for each plan for the Benefit/Deduction on PTRBDCA in the **Definition of Benefit and Deduction Plans** window, and you need to enter the Option Title and Description under Option 1 in the **Definition of Options and Amounts** window on PTRBDCA.

When you enter a Deduction for an employee on the Employee Benefit or Deduction (PDADEDN) page that uses Calculation Rule 22, the fields for Amounts will be populated by the system based on the plan code you enter for the Option 1. These amounts are the plan amounts that you entered for the Benefit/Deduction when you created it on PTRBDCA.

When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 22, make sure the values you enter for Amounts 1 - 4 in the **Definition of Benefit and Deduction Plans** window and in the **Definition of Options and Amounts** window are as follows:

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Amount 1	Amount 2	Amount 3	Amount 4
Employee Amount from PDADEDN and Employee Percent from PTRBDCA	Employer Amount from PDADEDN and Employer Percent from PTRBDCA		

The employee deduction amount is calculated according to an algorithm: PDADEDN Amount 1 times (PTRBDCA Amount 1 times .01) is used. The employer deduction amount is calculated according to the algorithm: PDADEDN Amount 2 times (PTRBDCA Amount 2 times .01).

Calculation Rule 23 - Percent of Gross Pay with Lifetime limit

Use Calculation Rule 23 for a Benefit/Deduction that requires a percent of the gross pay with a lifetime limit to calculate the deduction. When a Benefit/Deduction uses Calculation Rule 23, the employee's deduction amount is calculated based on the Amounts you enter for that employee on the Employee Benefit or Deduction page (PDADEDN).

When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 23, make sure the Amounts associated with Calculation Rule 23 are entered as follows:

Amount 1	Amount 2	Amount 3	Amount 4
Employee Percent	Employee Life-to-date Limit	Protected Minimum Earnings	Employee Month-to-date Limit

The employee deduction amount is calculated according to the algorithm Gross pay times (Amount 1 times .01) up to an ongoing limit of Amount 2, as long as the employee net amount at the time of the calculation is at least Amount 3. Amount 4 an optional monthly limit for the deduction amount. A blank or zero in Amount 2 or 4 indicates an unlimited amount.

Calculation Rule 24 - Percent of Gross Pay with Annual Limit

Use Calculation Rule 24 for a Benefit/Deduction that requires a percent of gross pay with an annual limit to calculate the deduction. When a Benefit/Deduction uses Calculation Rule 24, the employee's deduction amount is calculated based on the Amounts you enter for that employee on the Employee Benefit or Deduction page (PDADEDN).

When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 24, make sure the Amounts associated with Calculation Rule 24 are entered as follows:

Amount 1	Amount 2	Amount 3	Amount 4
Employee Percent	Employee Annual Limit	Minimum Year-to-date Applicable Gross	

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The employee deduction amount is calculated according to the algorithm Gross pay times (Amount 1 times .01) up to an annual limit of Amount 2, as long as the gross for this paycheck plus the year-to-date applicable gross at the time of the calculation is at least Amount 3. A blank or zero in Amount 2 indicates an unlimited amount.

Calculation Rule 25 - Percent of Gross Pay with a Threshold and an Annual Limit (Plan-based)

Use Calculation Rule 25 for a Benefit/Deduction that requires a plan-based calculation that uses a percent of the gross pay with a threshold and an annual limit to calculate the deduction. Since Calculation Rule 25 is plan-based, you need to define the Amounts you wish to use for each plan for the Benefit/Deduction on PTRBDCA in the **Definition of Benefit and Deduction Plans** window, and you need to enter the Option Title and Description under Option 1 in the **Definition of Options and Amounts** window on PTRBDCA.

When you enter a Deduction for an employee on the Employee Benefit or Deduction (PDADEDN) page that uses Calculation Rule 25, the fields for Amounts will be populated by the system based on the plan code you enter for the Option 1. These amounts are the plan amounts that you entered for the Benefit/Deduction when you created it on PTRBDCA.

When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 25, make sure the values you enter for Amounts 1 - 4 in the **Definition of Benefit and Deduction Plans** window and in the **Definition of Options and Amounts** window are as follows:

Amount 1	Amount 2	Amount 3	Amount 4
Employee Percent	Employee Annual Limit	Minimum Year-to-date Applicable Gross	

The employee deduction amount is calculated according to the algorithm Gross pay times (Amount 1 times .01) up to an annual limit of Amount 2 as long as the gross for this pay plus the year-to-date applicable gross at the time of the calculation is at least Amount 3.

Calculation Rule 26 - Percent of Gross Pay with Monthly Limit and Employer Share (Plan-based)

Use Calculation Rule 26 for a Benefit/Deduction that requires a plan-based calculation that uses the percent of gross pay with a monthly limit and employer share to calculate the deduction. Since Calculation Rule 26 is plan-based, you need to define the Amounts you wish to use for each plan for the Benefit/Deduction on PTRBDCA in the **Definition of Benefit and Deduction Plans** window, and you need to enter the Option Title and Description under Option 1 in the **Definition of Options and Amounts** window on PTRBDCA.

When you enter a Deduction for an employee on the Employee Benefit or Deduction (PDADEDN) page that uses Calculation Rule 26, the fields for Amounts will be populated by the system based on the plan code you enter for the Option 1. These amounts are the plan amounts that you entered for the Benefit/Deduction when you created it on PTRBDCA.

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When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 26, make sure the values you enter for Amounts 1 - 4 in the **Definition of Benefit and Deduction Plans** window and in the **Definition of Options and Amounts** window are as follows:

Amount 1	Amount 2	Amount 3	Amount 4
Employee Percent	Employer Percent	Employee Month-to-date Limit	Employer Month-to-date Limit

The employee deduction amount is calculated according to the algorithm Gross pay times (Amount 1 times .01) up to a month-to-date limit of Amount 3 . The employer deduction amount is calculated according to the algorithm Gross pay times (Amount 2 times .01) up to a month-to-date limit of Amount 4. A blank or zero in Amount 3 or 4 indicates an unlimited amount.

Calculation Rule 27 - Flat Amount with Monthly Limit and Employer Share (Plan-based)

Use Calculation Rule 15 for a Benefit/Deduction that requires a plan-based calculation that uses a flat amount with a monthly limit and employer share to calculate the deduction. Since Calculation Rule 27 is plan-based, you need to define the Amounts you wish to use for each plan for the Benefit/Deduction on PTRBDCA in the **Definition of Benefit and Deduction Plans** window, and you need to enter the Option Title and Description under Option 1 in the **Definition of Options and Amounts** window on PTRBDCA.

When you enter a Deduction for an employee on the Employee Benefit or Deduction page (PDADEDN) that uses Calculation Rule 27, the fields for Amounts will be populated by the system based on the plan code you enter for the Option 1. These amounts are the plan amounts that you entered for the Benefit/Deduction when you created it on PTRBDCA.

When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 27, make sure the values you enter for Amounts 1 - 4 in the **Definition of Benefit and Deduction Plans** window and in the **Definition of Options and Amounts** window are as follows:

Amount 1	Amount 2	Amount 3	Amount 4
Employee Amount	Employer Amount	Employee Month-do-date Limit	Employer Month-to-date Limit

The employee deduction amount is Amount 1 up to a month-to-date limit of Amount 3. The employer deduction amount is Amount 2 up to a month-to-date limit of Amount 4. A blank or zero in Amount 3 or 4 indicates an unlimited amount.

Calculation Rule 28 - Percent of Gross with Employer Share and Optional Combined Limits

Use Calculation Rule 28 for a Benefit/Deduction that requires a percent of the employee's gross income, as well as an employer share and optional combined limits to calculate the deduction. When a Benefit/Deduction uses Calculation Rule 28, the employee's deduction amount is calculated

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based on the Amounts you enter for that employee on the Employee Benefit or Deduction page (PDADEDN).

When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 28, make sure the Amounts associated with Calculation Rule 28 are entered as follows:

Amount 1	Amount 2	Amount 3	Amount 4
Employee Percent	Employer Percent	Employee Annual Limit	Employer Annual Limit

The employee deduction amount is calculated according to the algorithm Gross pay times (Amount 1 times .01) up to an annual limit of Amount 3. The employer contribution amount is calculated according to the algorithm Gross pay times (Amount 2 times .01) up to an annual limit of Amount 4. A zero or blank in Amount 3 or 4 indicates an unlimited amount.

Calculation Rule 29 - Percent of Gross with Employer Match and Optional Combined Limits (Plan-based)

Use Calculation Rule 29 for a Benefit/Deduction that requires a plan-based calculation that uses a percentage of the employee's gross income, as well as an employer match and optional combined limits to calculate the deduction. Since Calculation Rule 29 is plan-based, you need to define the Amounts you wish to use for each plan for the Benefit/Deduction on PTRBDCA in the **Definition of Benefit and Deduction Plans** window, and you need to enter the Option Title and Description under Option 1 in the **Definition of Options and Amounts** window on PTRBDCA.

When you enter a Deduction for an employee on the Employee Benefit or Deduction page (PDADEDN) that uses Calculation Rule 29, the fields for Amounts will be populated by the system based on the plan code you enter for the Option 1. These amounts are the plan amounts that you entered for the Benefit/Deduction when you created it on PTRBDCA.

When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 29, make sure the values you enter for Amounts 1 - 4 in the **Definition of Benefit and Deduction Plans** window and in the **Definition of Options and Amounts** window are as follows:

Amount 1	Amount 2	Amount 3	Amount 4
Employee Percent	Employer Percent	Employee Annual Limit	Employer Annual Limit

The employee deduction amount is calculated according to the algorithm Gross pay times (Amount 1 times .01) up to an annual limit of Amount 3.

The employer contribution amount is calculated according to the algorithm Gross pay times (Amount 2 times .01) up to an annual limit of Amount 4. In addition, since this is an Employer Match, the employer contribution will stop once the employee deduction stops. A zero or blank in Amount 3 or 4 indicates an unlimited amount.

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NOTE: The setup of Calculation Rule 29 is exactly the same as Calculation Rule 21, in that they are both plan-based, using a percent of gross pay with employee and employer contributions and limits. However, there is a variation to the calculation between these two codes. Rule 21 will continue to process an employer amount until the specified employer annual limit is reached, even when the employee contribution has stopped. Rule 29 specifies that the employer amount will stop once the employee amount has reached its annual limit.

Calculation Rule 30 - Percent of Gross and Current Gross Range with Employer Share (Plan-based)

Use Calculation Rule 30 for a Benefit/Deduction that requires a plan-based calculation that uses a percentage of the employee's gross income, as well as an employer share to calculate the deduction. Since Calculation Rule 30 is plan-based, you need to define the Amounts you wish to use for each plan for the Benefit/Deduction on PTRBDCA in the **Definition of Benefit and Deduction Plans** window, and you need to enter the Option Title and Description under Option 1 in the **Definition of Options and Amounts** window on PTRBDCA.

When you enter a Deduction for an employee on the Employee Benefit or Deduction (PDADEDN) page that uses Calculation Rule 30, the fields for Amounts will be populated by the system based on the plan code you enter for the Option 1. These amounts are the plan amounts that you entered for the Benefit/Deduction when you created it on PTRBDCA.

When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 30, make sure the values you enter for Amounts 1 - 4 in the **Definition of Benefit and Deduction Plans** window and in the **Definition of Options and Amounts** window are as follows:

Amount 1	Amount 2	Amount 3	Amount 4
Employee Rate Percent	Employer Rate Percent	Low Range of Current Gross	High Range of Current Gross

The employee deduction amount is a monetary range using a graduated percentage amount based on the deduction code's PTRBDCA table entry. The PTRBDCA table entry is determined by deduction code and plan code. In addition, the current gross pay must fall between Amount 3 and Amount 4 of the PTRBDCA table entry. If the amount is below the lowest range or above the highest range, the deduction is not taken. The employee deduction amount is calculated according to the algorithm Gross pay times (Amount 1 times .01). The employer deduction amount is calculated according to the algorithm Gross pay times (Amount 2 times .01).

Calculation Rule 31 - Percent of Gross with a Year-to-date Gross Range and Employer Share (Plan-based)

Use Calculation Rule 31 for a Benefit/Deduction that requires a plan-based calculation that uses a percentage of the employee's gross income with a year-to-date gross range and an employer share to calculate the deduction. Since Calculation Rule 31 is plan-based, you need to define the Amounts you wish to use for each plan for the Benefit/Deduction on PTRBDCA in the **Definition of Benefit and Deduction Plans** window, and you need to enter the Option Title and Description under Option 1 in the **Definition of Options and Amounts** window on PTRBDCA.

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When you enter a Deduction for an employee on the Employee Benefit or Deduction page (PDADEDN) that uses Calculation Rule 31, the fields for Amounts will be populated by the system based on the plan code you enter for the Option 1. These amounts are the plan amounts that you entered for the Benefit/Deduction when you created it on PTRBDCA.

When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 31, make sure the values you enter for Amounts 1 - 4 in the **Definition of Benefit and Deduction Plans** window and in the **Definition of Options and Amounts** window are as follows:

Amount 1	Amount 2	Amount 3	Amount 4
Employee Rate Percent	Employer Rate Percent	Low Range of YTD Gross	High Range of YTD Gross

The employee deduction amount is a monetary range deduction using a graduated percentage amount based on the deduction code's PTRBDCA table entry. The PTRBDCA table entry is determined by deduction code and plan code, and the year-to-date gross must fall between Amount 3 and Amount 4 of the PTRBDCA table entry. If the amount is below the lowest range or above the highest range, the deduction is not taken.

The employee deduction amount is calculated according to the algorithm Gross pay times (Amount 1 times .01). The employer deduction amount is calculated according to the algorithm Gross pay times (Amount 2 times .01).

Calculation Rule 32 - Percent of Gross with Annual Salary Range and Employer Share (Plan-based)

Use Calculation Rule 32 for a Benefit/Deduction that requires a plan-based calculation that uses a percentage of the employee's gross income with an annual salary range and an employer share to calculate the deduction. Since Calculation Rule 32 is plan-based, you need to define the Amounts you wish to use for each plan for the Benefit/Deduction on PTRBDCA in the **Definition of Benefit and Deduction Plans** window, and you need to enter the Option Title and Description under Option 1 in the **Definition of Options and Amounts** window on PTRBDCA.

When you enter a Deduction for an employee on the Employee Benefit or Deduction page (PDADEDN) that uses Calculation Rule 32, the fields for Amounts will be populated by the system based on the plan code you enter for the Option 1. These amounts are the plan amounts that you entered for the Benefit/Deduction when you created it on PTRBDCA.

When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 32, make sure the values you enter for Amounts 1 - 4 in the **Definition of Benefit and Deduction Plans** window and in the **Definition of Options and Amounts** window are as follows:

Amount 1	Amount 2	Amount 3	Amount 4
Employee Rate Percent	Employer Rate Percent	Low Range of Annual Salary	High Range of Annual Salary

The employee deduction amount is a monetary range deduction using a graduated percentage amount based on the deduction code's PTRBDCA table entry. The PTRBDCA table entry is determined by deduction code and plan code, and the annual salary must fall between Amount 3

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and Amount 4 of the PTRBDCA table entry. If the amount is below the lowest range or above the highest range, the deduction is not taken.

The employee deduction amount is calculated according to the algorithm Gross pay times (Amount 1 times .01). The employer deduction amount is calculated according to the algorithm Gross pay times (Amount 2 times .01).

Calculation Rule 40 - Flat Amount Bond Purchase with Annual Limit

Use Calculation Rule 40 for a Benefit/Deduction that requires a flat amount deduction for a bond purchase, which has an annual limit. When a Benefit/Deduction uses Calculation Rule 40, the employee's deduction amount is calculated based on the Amounts you enter for that employee on the Employee Benefit or Deduction page (PDADEDN).

When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 40, make sure the Amounts associated with Calculation Rule 40 are entered as follows:

Amount 1	Amount 2	Amount 3	Amount 4
Employee Amount	Employee Annual Limit	Purchase Amount of Bond	

The employee deduction amount is a bond deduction derived from the employee's settings on PDADEDN. The employee deduction amount is Amount 1 up to an annual limit of Amount 2. The bond purchase amount is Amount 3. A blank or zero in Amount 2 indicates an unlimited amount. the purchase limits and amounts are reported on the US Savings Bond Purchase Process (PHPBOND), which is normally executed during the payroll processing cycle.

Calculation Rule 50 - Factor Times Insured Annual Salary and Fixed Life Benefit (Optional Plan-based)

NOTE: Calculation Rules 50 through 54 are specialized calculations that were designed for life insurance coverage and premium calculations. A Benefit/Deduction using one of these rules can be established using a Plan Table, if multiple coverage or premium categories are desired. However, they can also be set up without using a Plan Table, if coverage and premium computations are consistent for all employees. Taxability thresholds are set up on the Institution Rules page (PTRINST).

Use Calculation Rule 50 for a Benefit/Deduction can use a plan-based calculation for life insurance that is a factor times the employee's annual salary and is a fixed insurance benefit. If using Calculation Rule 50 as plan-based, you would need to define the Amounts you wish to use for the Benefit/Deduction on PTRBDCA in the **Definition of Benefit and Deduction Plans** window, and you need to enter Amount Title and Description under Option 1 in the **Definition of Options and Amounts** window on PTRBDCA.

When you enter a Deduction for an employee on the Employee Benefit or Deduction (PDADEDN) page that uses Calculation Rule 50, the fields for Amounts will be populated by the system based on the Value you enter for the Option. These values are the default amounts that you entered for the Benefit/Deduction when you created it on PTRBDCA.

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When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 50, make sure the values you enter for Amounts 1 - 4 in the **Definition of Benefit and Deduction Plans** window and in the **Definition of Options and Amounts** window are as follows:

Amount 1	Amount 2	Amount 3	Amount 4
Coverage Amount Override (optional)	Calculated premium	Calculated Insurance Salary	Calculated Coverage Amount

The employee deduction amount is a life insurance benefit equal to some factor times the employee's annual salary. However, the life insurance benefit is fixed for a 12-month period. The employee's annual salary for the insurance calculation is determined by the primary, secondary, and overload job inclusion indicators on the Life Insurance Rule (PTRLIFI) page. The rounding indicator and the minimum and maximum coverage limits are also found in the same page. The premium amount is determined from the Life Insurance Premium Rule (PTRPREM) page. The **Deduction Type Indicator** on the Benefits and Deductions Rule (PTRBDCA) page determines if the coverage is employee coverage or dependent coverage. Deduction Type codes are defined and pre-delivered on the Benefit/Deduction Type Validation (PTVBDTY) page and should not be changed without consultation.

Calculation Rule 51 - Fixed Life by Prior Year-to-date W2 earnings (Optional Plan-based)

NOTE: Calculation Rules 50 through 54 are specialized calculations that were designed for life insurance coverage and premium calculations. A Benefit/Deduction using one of these rules can be established using a Plan Table, if multiple coverage or premium categories are desired. However, they can also be set up without using a Plan Table, if coverage and premium computations are consistent for all employees. Taxability thresholds are set up on the Institution Rules (PTRINST) page.

Use Calculation Rule 51 for a Benefit/Deduction that can use a plan-based calculation for life insurance based on a factor times the employee's total W-2 earnings at the end of the previous year. If using Calculation Rule 51 as plan-based, you would need to define the Amounts you wish to use for the Benefit/Deduction on PTRBDCA in the **Definition of Benefit and Deduction Plans** window, and you need to enter Amount Title and Description under Option 1 in the **Definition of Options and Amounts** window on PTRBDCA.

When you enter a Deduction for an employee on the Employee Benefit or Deduction (PDADEDN) page that uses Calculation Rule 51, the fields for Amounts will be populated by the system based on the Value you enter for the Option. These values are the default amounts that you entered for the Benefit/Deduction when you created it on PTRBDCA.

When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 51, make sure the values you enter for Amounts 1 - 4 in the **Definition of Benefit and Deduction Plans** window and in the **Definition of Options and Amounts** window are as follows:

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Amount 1	Amount 2	Amount 3	Amount 4
Coverage Amount Override (optional)	Calculated premium	Calculated Insurance Salary	Calculated Coverage Amount

The employee deduction amount is a life insurance benefit based on a factor times the employee's total W-2 earnings at the end of the previous year. Employees without prior year history must have their coverage amount entered manually in the Amount 1 field in the PDADEDN page. The remainder of the process is identical to Calc Rule 50 (above). The **Deduction Type Indicator** on the Benefits and Deductions Rule (PTRBDCA) page determines if the coverage is employee coverage or dependent coverage. Deduction Type codes are defined and pre-delivered on the Benefit/Deduction Type Validation (PTVBDTY) page and should not be changed without consultation.

Calculation Rule 52 - Flat Benefit Based on Salary Range (Optional Plan-based)

NOTE: Calculation Rules 50 through 54 are specialized calculations that were designed for life insurance coverage and premium calculations. A Benefit/Deduction using one of these rules can be established using a Plan Table, if multiple coverage or premium categories are desired. However, they can also be set up without using a Plan Table, if coverage and premium computations are consistent for all employees. Taxability thresholds are set up on the Institution Rules (PTRINST) page.

Use Calculation Rule 52 for a Benefit/Deduction that can use a plan-based calculation that for life insurance that is a flat amount based on the salary range. If using Calculation Rule 52 as plan-based, you would need to define the Amounts you wish to use for the Benefit/Deduction on PTRBDCA in the **Definition of Benefit and Deduction Plans** window, and you need to enter Amount Title and Description under Option 1 in the **Definition of Options and Amounts** window on PTRBDCA.

When you enter a Deduction for an employee on the Employee Benefit or Deduction (PDADEDN) page that uses Calculation Rule 52, the fields for Amounts will be populated by the system based on the Value you enter for the Option. These values are the default amounts that you entered for the Benefit/Deduction when you created it on PTRBDCA.

When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 52, make sure the values you enter for Amounts 1 - 4 in the **Definition of Benefit and Deduction Plans** window and in the **Definition of Options and Amounts** window are as follows:

Amount 1	Amount 2	Amount 3	Amount 4
Coverage Amount Override (optional)	Calculated Premium	Calculated Insurance Salary	Calculated Coverage Amount

The employee's annual salary for the insurance calculation is determined by the primary, secondary, and overload job inclusion indicators on the Life Insurance Rule (PTRLIFI) page. The rounding indicator and the minimum and maximum coverage limits are found in the same page. This Calculated Insurance Annual Salary is compared against the Life Insurance Coverage Rule (PTRCOVR) page to determine the coverage amount. The premium amount is determined from the Life Insurance Premium Rule (PTRPREM) page . The **Deduction Type Indicator** on the Benefits

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and Deductions Rule (PTRBDCA) page determines if the coverage is employee coverage or dependent coverage. Deduction Type codes are defined on the Benefit/Deduction Type Validation (PTVBDTY) page. Plan codes can be used on PTRLIFI, PTRPREM, and PTRBDCA to set up multiple insurance schemes.

Calculation Rule 53 - Decreasing Term Insurance (Optional Plan-based)

NOTE: Calculation Rules 50 through 54 are specialized calculations that were designed for life insurance coverage and premium calculations. A Benefit/Deduction using one of these rules can be established using a Plan Table, if multiple coverage or premium categories are desired. However, they can also be set up without using a Plan Table, if coverage and premium computations are consistent for all employees. Taxability thresholds are set up on the Institution Rules (PTRINST) page.

Use Calculation Rule 53 for a Benefit/Deduction that requires can use a plan-based calculation for insurance with a decreasing term value. If using Calculation Rule 53 as plan-based, you would need to define the Amounts you wish to use for the Benefit/Deduction on PTRBDCA in the **Definition of Benefit and Deduction Plans** window, and you need to enter Amount Title and Description under Option 1 in the **Definition of Options and Amounts** window on PTRBDCA.

When you enter a Deduction for an employee on the Employee Benefit or Deduction page (PDADEDN) that uses Calculation Rule 53, the fields for Amounts will be populated by the system based on the Value you enter for the Option. These values are the default amounts that you entered for the Benefit/Deduction when you created it on PTRBDCA.

When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 53, make sure the values you enter for Amounts 1 - 4 in the **Definition of Benefit and Deduction Plans** window and in the **Definition of Options and Amounts** window are as follows:

Amount 1	Amount 2	Amount 3	Amount 4
Coverage Amount Override (optional)	Calculated Premium	Calculated Insurance Salary	Calculated Coverage Amount

Both coverage and premium amounts are determined from the Life Insurance Premium Rule (PTRPREM) page depending on the age of the employee/dependent. The **Deduction Type Indicator** on the Benefits and Deductions Rule (PTRBDCA) page determines if the coverage is employee coverage or dependent coverage. Deduction Type codes are defined on the Benefit/Deduction Type Validation (PTVBDTY) page. Plan codes can be used on PTRPREM and PTRBDCA to set up multiple insurance schemes.

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Calculation Rule 54 - Excess Taxable Coverage

NOTE: Calculation Rules 50 through 54 are specialized calculations that were designed for life insurance coverage and premium calculations. A Benefit/Deduction using one of these rules can be established using a Plan Table, if multiple coverage or premium categories are desired. However, they can also be set up without using a Plan Table, if coverage and premium computations are consistent for all employees. Taxability thresholds are set up on the Institution Rules page (PTRINST).

Use Calculation Rule 54 for a Benefit/Deduction that requires a deduction for excess taxable coverage. When a Benefit/Deduction uses Calculation Rule 54, the employee's deduction amount is calculated based on the Amounts you enter for that employee on the Employee Benefit or Deduction page (PDADEDN).

When creating a Benefit/Deduction on PTRBDCA that uses Calculation Rule 54, make sure the Amounts associated with Calculation Rule 54 are entered as follows:

Amount 1	Amount 2	Amount 3	Amount 4
Total Coverage Amount	Total Premium Amount	Total Employee Contribution	Total Taxable Premium Amount

For a deduction code to be used for excess taxable coverage, it must have a Calculation Rule of 54 and a PTRBDCA deduction type of `I`. Each employee who has enrolled in life insurance coverage (rules 50-53) must have this deduction set up and processed on the same payroll. When the Life Insurance Calculation Process (PDPLIFE) is run, the four Amount fields for this deduction are populated with the Total Coverage Amount, Total Premium Amount, Total Employee Contribution, and Total Taxable Premium for the employee. Taxable Premium is determined from the Government Taxable Premium page PTRGTAX using the employee/dependent's age as of December 31 of the taxable year.

Calculation Rule 60 - Taxes and Deductions Requiring Setup Using Tax Tables - (Plan-based)

Use Calculation Rule 60 for a Benefit/Deduction that requires setup using Tax Tables specific to your taxing authority. Use the following guidelines to create Benefit/Deduction codes that use Calculation Rule 60.

Canadian users should assign the following values to the Amounts and Options categories for **income tax only**:

Amount 1 - Additional Withholding (TD1 Line 18)

Amount 2 - Net Claim Amount (TD1 Line 15)

Amount 3 - Annual Wage Deductions (for example, child care, alimony)

Amount 4 - Other Tax Credits (for example, medical expenses, charity) authorized by the district office

Option Code 2 - Prescribed Area Credit (1 unit for each 30-day period)

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CPP only:

Amount 2 - Alternate Wage Base Maximum (Optional)

Ontario income tax only:

Option Code 3 - Number of Dependents

Saskatchewan income tax only:

Option Code 3 - Married or Equivalent (Enter 1)

Option Code 4 - Age 65 or Over (Enter 1)

Option Code 5 - Dependents Under Age 19 (Enter count)

United States users should assign the following values to the Amounts and Options categories for state and local taxes:

- **Amount 1** is defined as Additional Withholding for all taxing authorities.
- **Amount 2** is defined as Exemption Amount from page 62-420 for Mississippi.

To determine the values assigned to the five **Option** categories, locate your tax code on the following list. (If it does not appear, do not enter any option codes.

Alabama	1	Filing Status
	2	Number of Additional Exemptions (other than taxpayer and spouse)
Arkansas	1	Filing Status
	2	Number of Exemptions
	3	Number of Dependents
Arizona	1	Filing Status (indicates employee tax rate)
California	1	Filing Status
	2	Additional Estimated Deduction Allowances
	3	Personal Allowances
Colorado	1	Filing Status
	2	Number of exemptions
Connecticut	1	Filing Status
Delaware	1	Filing Status
	2	Number of Exemptions
District of Columbia	1	Filing Status
	2	Number of Dependents

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Earned Income Credit	1	Filing Status
Federal Tax	1	Filing Status
	2	Number of Exemptions
Georgia	1	Filing Status
	2	Single/Married Exemptions
	3	Dependents/Additional Allowances
Hawaii	1	Filing Status
	2	Number of Exemptions
Idaho	1	Filing Status
	2	Number of Exemptions
Illinois	2	Number of Exemptions (includes the individual and their dependents)
	3	Number of Additional Exemptions (includes taxpayer or their spouses who are age 65 or older, or those who are blind)
Indiana	2	Employee Exemption
Iowa	1	Filing Status
	2	First and Second Exemptions
	3	All Other Exemptions
Kansas	1	Filing Status
	2	Number of Exemptions
Kentucky	2	Number of Exemptions (tax credits)
Louisiana	1	Filing Status
	2	Employee or Employee and Spouse Exemption
	3	Number of Additional Exemptions
Louisiana, Supplemental	1	Filing Status
Maine	1	Filing Status
	2	Number of Exemptions

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Maryland, State and Counties	1	Filing Status
	2	Number of Exemptions
Massachusetts	1	Filing Status
	2	Employee Exemption (Filing Status 0) or Number of Exemptions (Filing Status 1)
	3	Employee and/or Spouse is Blind
Michigan	2	Number of Exemptions
Minnesota	1	Filing Status
	2	Number of Withholding Allowances
Mississippi	1	Filing Status
	2	Number of Exemptions
Missouri	1	Filing Status
	2	Allowances for employee and spouse
	3	Allowances for other dependents
Montana	2	Number of Exemptions
Nebraska	1	Filing Status
	2	Number of Exemptions
New Jersey	1	Filing Status
	2	Number of Exemptions
New Mexico	1	Filing Status
	2	Number of Exemptions
New York	1	Filing Status
	2	Number of Exemptions
North Carolina	1	Filing Status
	2	Number of Dependents
North Dakota	1	Filing Status
	2	Allowances
Ohio	2	Number of Exemptions
Oklahoma	1	Filing Status

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	2	Number of Exemptions
Oregon	1	Filing Status
	2	Number of Exemptions
Puerto Rico	1	Filing Status
	2	Number of Exemptions
	3	Number of Allowances
	4	Veteran Exemption
	5	Special Deduction Calculation
Qualified Total Distribution	1	Filing Status
Rhode Island	1	Filing Status
	2	Number of Allowances
South Carolina	1	Filing Status
	2	Number of Exemptions
Utah	1	Filing Status
	2	Number of Exemptions
Virginia	2	Number of Exemptions
Vermont	1	Filing Status
	2	Number of Exemptions
West Virginia	2	Number of Exemptions
Wisconsin	1	Filing Status
	2	Number of Exemptions

Establish Controls for New Hire Enrollment

About this task

The Benefit Category page (PTRBCAT) is used to establish two sets of controls for New Hire Enrollment.

- Establish the Employment Base Enrollment Date and Enrollment Days on the Web Rules section of the page. This rule calculates the length of time in which the new employee can enroll in Benefits on the web.
- For the Benefits in which a new employee may enroll, install the rules for which the benefit will calculate a benefit/deduction start date by entering the New Hire Begin Date Indicator, Cut-Off Day, Waiting Period, and Waiting Period Day or Month Indicator. These are located on the Valid Benefits section.

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Perform the following steps to establish controls on Benefits Category page (PTRBCAT):

Procedure

1. Access the Benefit Category page (PTRBCAT).
2. Select the **Benefit Category**.
3. Enter a **Benefit or Deduction.**
4. Select the **Required Indicator** if the it is a required field.
5. Select the **Quick Setup**, **Payroll Begin Date Indicator**, **Coverage End Date**, and **New Hire Enrollment Begin Date Indicator**.
6. Specify the **Cut-Off Day** and **Waiting Period**.
7. Select the **Waiting Period Day or Month Indicator**.
8. Select the **Benefit or Deduction Begin Date** and **End Date**.
9. Select the **Benefit Statement Set Up Indicator**.
10. Specify the **Check Sequence Number**.

    The Default Values section

11. Select the **Status** of the selected Benefit or Deduction.
12. For options, specify the **Title**, **Value** and **Entry**.
13. For Amounts, specify the **Title**, **Amount** and **Entry**.

    The Web Rules section

14. Select the **Benefit or Deduction can be Accessed via Web** check box, if applicable.
15. Specify the **Open Enrollment Begins** date.
16. Specify the **Open Enrollment Ends date,** if applicable.
17. Specify the **Employee Base Enrollment Date**.
18. Specify the **Enrollment Days**.
19. Specify the date for **Open Enrollment updates made via web will become effective**.
20. Select the **Benefit Summary Override Option**.
21. Select the **Display** indicator for Benefit Statements Display Dates.

New Hire Enrollment Benefit Begin Date Matrix

The following chart displays various combinations of data that provide examples of deriving the Benefit/Deduction Begin Date for new hires. There are several examples displayed where a waiting period may be imposed on a benefit when an employee is first enrolled.

This date computation matrix does not apply to Life Event Benefit enrollment. Refer to the Benefits Begin Date on the Life Event Change Rule page (PTRLFCH) for this information.

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Rule	Employment Base Enrollment Date	New Hire Enrollment Begin Date method	Cut-Off Day	Waiting Period	Waiting Period Month or Day Indicator	Benefit Begin Date Result
If appointment date falls between 1st and the 15th of the calendar month, then that month is included in wait period. If employment commences between 16th and 30/31st of the month, that month is not included. Once wait period is satisfied, benefit may commence on the 1st day of the calendar month following the wait period.	Current Hire = May 3rd	1st of This Month	15	3	Months	August 1
	Current Hire = May 18th	1st of This Month	15	3	Months	September 1
Enrollment occurs 1st of the month following start date unless appointment commences on the 1st of that month, then starts right away.	Original Hire = May 1st	1st of This Month	1		None	May 1
	Original Hire = May 31st	1st of This Month	1		None	June 1

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Rule	Employment Base Enrollment Date	New Hire Enrollment Begin Date method	Cut-Off Day	Waiting Period	Waiting Period Month or Day Indicator	Benefit Begin Date Result
The month following the 90th day of employment	Seniority = May 12th	1st of Next Month		90	Days	September 1
1st of the month following employment	Adjusted Service = May 1st	1st of Next Month				June 1
	Adjusted Service = May 31st	1st of Next Month				June 1
Current Hire Date	N/A	Current Hire	N/A	N/A	N/A	Current Hire Date
Original Hire Date	N/A	Original Hire	N/A	N/A	N/A	Original Hire Date
Adjusted Service Date	N/A	Adjusted Service	N/A	N/A	N/A	Adjusted Service Date
Seniority Date	N/A	Seniority	N/A	N/A	N/A	Seniority Date
First Day of Work	N/A	First Day of Work	N/A	N/A	N/A	First Day of Work
Current Hire Date	N/A	Current Hire		30	days	Current Hire Date + 30 days
Original Hire Date	N/A	Original Hire		2	months	Original Hire Date + 2 months
Adjusted Service Date	N/A	Adjusted Service		1	month	Adjusted Service Date + 1 month

Establish E-mail Access for Benefit Administators

E-mail Address Settings (GTVSDAX) - Administrators are provided a method to contact employees who have confirmed or are In Process of enrolling in either new hire or life event change enrollment. The administrative view pages will display an **E-mail** icon if the employee has a matching GTVSDAX E-mail Address Type Code that is active.

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NOTE: A new E-mail seed data has been added to the GTVSDAX table which must be configured on-site.

The GTVSDAX record holds an Internal Code of BENENROLL that must be updated with the site's preferred E-mail addresses for communication with employees. This GTVSDAX entry was delivered with an External Code of Update Me. The Update Me value must be updated with the site's preferred sequence of E-mail Address Types. Additional BENENROLL GTVSDAX records can be added for multiple E-mail Address Type Codes. The administrator's web page will search through the priorities defined on GTVSDAX to locate a valid E-mail address to communicate with the employee.

Establish Access for Benefit Administrators

About this task

User Codes Rules page (PTRUSER) - Ensure that the Benefit Administrator has a valid User ID established and the Benefits Administrator check box is enabled. This will allow the administrator proper access to the Benefit Administration link in Employee Self Service. Normal levels of HR security can be used to filter appropriate records to the administrator.

Perform the following steps to establish access for Benefit Administrator(s) on PTRUSER:

Procedure

1. Access the User Codes Rules page (PTRUSER).
2. Enter the **User ID**.
3. Select the **Benefit Administrator** check box to set up access for benefits administrator.
4. Save changes to the page.

Life Event Change Setup

The following controls support the Life Event Change processing in Employee Self Service.

Set Up Life Event Change Rules

About this task

The Life Event Change Rules page (PTRLFCH) provides the majority of the processing rules for Life Event Change. Each of the valid Life Event Change codes, provided on PTRBREA, will be used to establish rule for which Benefit Groups to present, which Benefits are eligible for enrollment or changes, and whether the employee can maintain coverage and allocation information on the self service pages.

Perform the following steps to set up Life Event Change Rules:

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Procedure

1. Access the Life Event Change Rules page (PTRLFCH).
2. Enter the **Benefit Deduction Change Reason**.
3. Select the supporting documents from the **Supporting Document Code** drop-down list.
4. Specify the **Primary Group**.
5. Select **Display Employer Amounts** to show the employer amounts to the employee.
6. Specify the **Benefit Enrollment Priority**.
7. Select the **Display**, **Insert**, **Update**, and **Delete** check boxes for Beneficiary Coverage or Beneficiary Allocations.
8. For Associated Benefits Deductions Setup, **Select the Benefit or Deduction** from the drop-down list.
9. Select **Display Employer Amounts** to show the employer amounts to the employee.
10. Specify the **Benefit Enrollment Priority**.
11. Select the **Display**, **Insert**, **Update**, and **Delete** check boxes for Beneficiary Coverage or Beneficiary Allocations.
12. Save the changes to the page.

Define Supporting Documents for Life Event Changes

About this task

The Benefit Deduction Supporting Documents Validation page (PTVBDOC) establishes proof documents that the employee must submit to the Benefits Administrator for a significant Life Event change. These document names will be displayed on self service pages for the employee during the enrollment process.

Perform the following steps to define Supporting Documents:

Procedure

1. Access the Benefit Deduction Supporting Documents Validation page (PTVBDOC).
2. Specify the **Supporting Document Code**.
3. Type the **Description** for the Supporting Document Code.
4. Save the changes to the page.

Set Up Benefit and Deduction Change Reason Code Rules

About this task

The Benefit Deduction Change Reason Code Rule page (PTRBREA) invoked in the Life Event Change process. This control supplies the process with each valid, institutional life event code and stipulates the time period in which the employee must enroll in their benefit changes that are associated with the event.

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Perform the following steps to set up Benefit Deduction Change Reason Code Rules:

Procedure

1. Access the Benefit Deduction Change Reason Code Rule page (PTRBREA).
2. Specify the **Deduction Change Reason Code**.
3. Type the **Description** for the Deduction Change Reason Code.
4. Select the **Deduction Change Type** from the drop-down list.
5. Enter the **Life Event Enrollment Days**.
6. Save the changes to the page.

Family and Medical Leave Act (FMLA) Setup and Payroll Processing

To track information related to an employee's claim for a Family and Medical Leave Act (FMLA) leave, use the Employee FMLA Information page (PEAFMLA). Once an employee's FMLA information is entered on PEAFMLA, your institution can process the employee's payroll through your standard payroll procedures.

Prerequisites

Before you can begin entering information on PEAFMLA, your institution must do some initial setup on the following validation pages and rules pages.

Validation pages

About this task

Make sure your institution has entered the appropriate codes for FMLA processing on the following validation pages.

FMLA Status Validation page (PTVFMST)

On the FMLA Status Validation page (PTVFMST) specify the appropriate FMLA status codes that indicate the current status of the FMLA request in process for the employee. The codes you enter on this page will be displayed in the **Leave Event Record Status** field drop-down list on the Employee FMLA Information page (PEAFMLA).

FMLA Leave Reason Validation page (PTVFREA)

Enter the appropriate leave reason codes and descriptions that identify the employee's reason for the FMLA request. The codes you enter on the page will be displayed in the **Leave Event Record Reason** drop-down list on the Employee FMLA Information page (PEAFMLA).

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Rules pages

Make sure your institution has entered the appropriate information for FMLA processing on the following rules pages.

FMLA Installation Rules

About this task

Your institution must set up the following rules on the Installation Rules page (PTRINST) under the **COBRA or FMLA** window.

Procedure

1. Select the **Leave Period Indicator** value from the drop-down list. This value indicates the type of Calendar your institution follows.
2. Select the **Units Indicator** from the drop-down list. This value is the unit of time used by your institution to calculate FMLA leave.
3. Select the **Service Year Type** from the drop-down list. This value indicates how your institution calculates service hours.
4. In the **Institution Year MM and DD** fields, enter the month and day of the FMLA year used by your institution.

FMLA Earnings Code Rules

About this task

Your institution must also use the Earnings Code Rules page (PTREARN) to set up the following FMLA information for each Earnings Code it will use in FMLA calculations.

Procedure

1. Select the **FMLA Eligible Hours** check box to indicate if the Earnings Code will be considered for past hours worked in FMLA calculations. This information will be calculated and displayed at the top of PEAFMLA.
2. Select the **FMLA Usage Hours** check box to indicate the Earnings Code will be identified in an employee's Pay History for FMLA tracking purposes. These Earnings Codes will be automatically populated in PEAFMLA on the **Leave Usage** window when a user selects the **Import Payroll History** option from the Tools button.

Employee FMLA Information

Once your institution has entered the prerequisite FMLA information, you may begin entering employee FMLA claim information on PEAFMLA. The page consists of a Key Block and the following four windows.

- **Leave Event Record**

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- **Leave Usage**
- **Comments**
- **History**

Key Block

About this task

Enter the following information in the Key Block. All fields in the Key Block are required.

Fields	Descriptions
ID	Banner ID of the employee for whom FMLA information is to be entered. The **Employee Class** defaults from the Employee record.
Leave Period Indicator	Type of year used by your institution for calculation purposes. The value of this field defaults from the Installation Rules page (PTRINST). Choices include: Calendar Fiscal Institution Year Service Year Qualifying Event Rolling Backward
Hours Query Date	Current date by default. Change the date if you wish to filter for an alternate 12-month work period.
12 Month Hours	Total number of eligible work hours based on the type of year selected in the **Leave Period Indicator**. Scroll down. The cursor moves to the **FMLA Units Indicator** on the Leave Event Record window and displays the default as specified on PTRINST.
Year	Year for which the FMLA information is to be entered in `YYYY` format. For example, 2008. The **Year Begin** and **Year End** dates default based on the FMLA Year Indicator selected in the previous step. For example, 01-JAN-2008 and 31-DEC-2008, respectively for a Calendar year.

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Fields	Descriptions
	Click the **Calendar** icon to specify a date other than the default.

Leave Event Record Window

The **Leave Event Record** window allows you to capture details regarding the Employee's FMLA leave period such as the circumstances of the leave usage, relevant dates, and status information. The window consists of two blocks:

- Leave Balance section
- Leave Event Record

NOTE: The Leave Event Record can occur multiple times, based on the number of FMLA events that occur for the employee. When you need to make changes to a single event, change the data that is applicable for that event. Each update will create a history record, so changes can be viewed as the history of the event.

Fields	Descriptions
FMLA Units Indicator	Select the unit of measure that is used by your institution for calculating FMLA from the pull-down list. By default the **Units Indicator** value set on the Installation Rules (PTRINST) page is displayed. Choices include the following: • Hours • Days • Weeks
Current Maximum FMLA Units Allowed	Maximum number of units that is allowed by your institution to be used for the 12-month FMLA. This value could be calculated in terms of Hours, Days, or Weeks. Use Hours as the FMLA unit of measure if you plan to use the Import Payroll History feature on the **Leave Usage** window of PEAFMLA.
Care for Military Member Authorized	Check this check box if applicable for the employee.
Spouse Employed	Check this check box if the employee's spouse is employed, and enter, or search and select the **Spouse ID** from the Employee Search (POIIDEN) page. Be sure to enter spouse information to ensure it shows up on POIIDEN. Save and scroll down the page to the **Leave Requested Date** field in the Leave Event Record section. Enter detailed information regarding the FMLA leave being granted to the employee in this section.

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Fields	Descriptions
	The **Comments Exist** field indicates if comments exist for the leave event. By default the field is unchecked.
Leave Requested Date	Date on which the employee made a request for FMLA leave. This is a required field.
Leave Effective Begin Date	Start date that the employee plans to go on FMLA leave. This is a required field.
Leave Effective End Date	End date that the employee's FMLA leave. This is a required field.
Eligibility Notification Date	Date on which the employee was notified of the status of the FMLA leave request. This is a required field.
Status Date	Date for the current status of the event. This is a required field.
Status	Select the current status of the FMLA leave record from the FMLA Status Validation (PTVFMST) page. This is a required field.
Reason	Select the reason for which the FMLA leave has been requested from the FMLA Leave Reason Validation (PTVFREA) page. This is a required field.
Duration	Indicate if the FMLA leave is full-time, intermittent, or a combination of both. Select the appropriate radio button.
Duration Notes	Comments regarding the planned duration of the FMLA leave.
Approval ID	Enter or select the Banner ID of the employee approving the FMLA leave from POIIDEN.
Approval Date	Date on which the FMLA leave was approved.
Unpaid Status Date	Date on which the employee's status will change to Unpaid Leave.
Eligible for Benefit Continuation	Check this check box for the employee if applicable.
Medical Certification Received	Check this check box if one has been received for the employee's FMLA leave.
Received Date	Date on which the medical certification was received.
Enter the following information if FMLA leave is used to care for a family member employed in the armed forces:	

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Fields	Descriptions
	• Enter the **Military Member Name**. • At **Relationship**, select the code from the Beneficiary Relationship Rules (PTRBREL) page that best describes the employee's relationship with the military member. • At **Type of Care**, enter a comment to specify the nature of care to be provided. • Select the **Military Service Documentation Received** check box if applicable, and enter the **Military Documentation Date**.
Scheduled Back to Work Status	Select the appropriate radio button to indicate if the employee will be back on a full-time or a part-time basis upon completion of FMLA leave.
Scheduled Date	Enter the date or click the **Calendar** icon to specify when the employee is due to return back to work.
Actual Back to Work Status	Select the appropriate radio button to indicate if the employee returned back on a full-time or a part-time basis upon completion of FMLA leave.
Actual Date	Enter the date or click the **Calendar** icon to specify when the employee returned back to work. Save the updated information and scroll down to access the **Leave Usage** window.

Leave Usage Window

The **Leave Usage** window provides a comprehensive description of the circumstances of the leave usage such as the relevant dates and status information. Each leave must be identified by an earn code originally defined on the Earnings Code Rule (PTREARN) page. Access this window by selecting the **Leave Usage** section or option from the **Tools** button.

Records can be inserted manually in this window to record Leave Usage against the FMLA event. The recorded usage can not be dated outside the date boundary of the recorded event.

Additionally, the user can import usage data from payroll history by selecting the **Tools** button and the import function. In order for an Earn Code to be imported to this window, the FMLA Usage Indicator on PTREARN must be checked to signify that it is a FMLA associated Earn (Leave) code. When payroll history is accessed, the Leave Event dates will be compared to the payroll dates. Any overlap either at the beginning or at the end of the event, the system will attempt to prorate the hours being imported based upon standard workdays in the System Calendar. The user can make corrections to this data, if desired.

Fields	Descriptions
Maximum FMLA Units Allowed	Maximum number of units allowed for FMLA leave.

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Fields	Descriptions
	For example, if the units are expressed in hours, the maximum allowed, based on 12 weeks of leave stipulation, enter a value of 480, assuming a normal work week of 40 hours.
Leave Begin Date	Start date of the FMLA leave. This value defaults from the Leave Event record on the previous section.
Leave End Date	End date of the FMLA leave. This value also defaults from the Leave Event record on the previous section.
Total Life to Date Claimed	Running total of the total number of FMLA units claimed.
Status	Current status code of the FMLA leave record from the FMLA Status Validation (PTVFMST) page. Track FMLA leaves taken by the employee by an earn code defined on PTREARN as follows:
Earnings Code	Select an earning code from the Employee Earnings Code (PTQEERN) page against which the FMLA leave is to be accrued.
Payroll History	Check this check box if payroll history is available.
Units Indicator	Units in which the leave is tracked for that earning code.
Begin Date	Start date for which the FMLA leave is to be accounted under the particular earning code.
End Date	End date for which the FMLA leave is to be accounted under the particular earning code.
FMLA Units Claimed	Number of FMLA units that will be claimed under each earning code. Add as many earning codes to track the FMLA leave. The data grouping at the bottom of the window specifies the usage to-date for the current FMLA year against the maximum usage allowed (as specified on the **Main** window). All calculations in this area are automatic. This section displays the following fields:
FMLA Year	Year that the employee last claimed FMLA
Year Begin Date	Start date of the FMLA year for the employee. The date will depend on the **Service Year Type** value specified on the Installation Rules (PTRINST) page. For example, if an employee was hired on Aug. 6, 2006, and your institution chooses to use the date of original hire as the **Service Year Type** for all employees (on PTRINST), then the **Year Begin Date** for the employee will display as "Aug. 7, 2008," for this particular employee on PEAFMLA based on the rules specified.

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Fields	Descriptions
Year End Date	End date of the FMLA year.
FMLA YTD Claimed	Number of FMLA units claimed by the employee during the year.
FMLA Units Available	Number of FMLA units available for the employee during the FMLA year. If an employee claims FMLA leave that spans the year boundaries, you must create one record for the current year, save that record, and then create and save a new record for the following year. For example, if the **FMLA Year Indicator** for your installation is Calendar, and an employee claims medical leave beginning December 28, 2007, and ending January 6, 2008, you must perform the following actions. Create and save a record for the period December 28 through December 31, 2007. Create and save a second record for the period January 1 through January 6, 2008. The system will prompt you to create a new record when you attempt to enter an end date greater than the FMLA year end date.

FMLA Comments Window

Enter multiple, free-page comments related to FMLA leaves taken by the employee specified in the Key Block. Access this window by scrolling to the **Comments** section.

Upon save, comments once entered cannot be edited or deleted. You can however, enter a new comment to update any errors. Each comment is automatically time stamped with the **Date and Time**, and the user's Banner ID in the **Made By** field.

The following information is displayed for all comments:

- **FMLA Unit Indicator** displays the FMLA unit of measure used by the institution as a standard on PEAFMLA.
- **Leave Begin Date** displays the Leave Effective Begin Date that was entered on PEAFMLA.
- **Leave End Date** displays the Leave Effective End Date that was entered on PEAFMLA.

Enter a comment in the **Comments** free-page text section, regarding the employee's FMLA leave, and save. **Date and Time** displays the timestamp associated with the comment. **Made By** displays the Banner ID of the user who entered the comment.

FMLA History Window

The **History** window captures the data upon each save on PEAFMLA. The information presented is for display only. Access this window by scrolling to the **History** section. The records are displayed in descending order, with the most recent history record displayed first. Scroll down to view older records.

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All fields are identical to the **Leave Event Record** window. For detailed descriptions, refer to the *Leave Event Record Window* on page 192 description in this chapter.

Employee FMLA Status Inquiry page (PEIFMLA)

Use PEIFMLA to view a history of the leaves an employee has taken under FMLA for a specific FMLA year. Since this is an inquiry page, you can only filter and view data on this page. It consists of a Key Block and the following two windows:

- **Leave Event Record**
- **Comments**

Key Block

To filter and display data, enter the following information in the Key Block.

- ID - The Banner ID of the employee for whom the FMLA information is to be entered.
- Leave Period Indicator - The type of year used by your institution for calculation purposes.
- FMLA Year - The year for which the FMLA information is to be viewed.

Leave Event Record

The **Leave Event Record** window displays the following information based on the data entered in the Key Block.

- **Begin Date** - The Leave Effective Begin Date that was entered on PEAFMLA.
- **End Date**- The Leave Effective End Date that was entered on PEAFMLA.
- **Status** - The Status Code of the employee FMLA event.
- **FMLA Reason** - The Reason Code for the FMLA leave that was entered on PEAFMLA.
- **Comments Exist** - This check box will be selected only if comments have been entered for the specific FMLA leave period on PEAFMLA.
- **Units Indicator** - The FMLA unit of measure used by the institution as a standard on PEAFMLA.
- **Units Claimed** - The number of FMLA units used by the employee during the leave period as entered on PEAFMLA.
- **Notify Date** - The date on which the employee was notified of their status of the requested FMLA event.
- **Benefit Indicator** - This check box will be selected if the employee was eligible for Benefits Continuation on PEAFMLA.
- **Back to Work Scheduled** - The date on which the employee is scheduled to return to work, as entered on PEAFMLA.
- **Back to Work Actual** - The date entered on which the employee actually returned to work.
- **Current Max. Units Allowed** - The maximum number of FMLA units that the employee is eligible for.

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- **FMLA YTD Claimed** - The number of FMLA units already claimed for use by the employee.
- **FMLA Units Available** - The calculated number of FMLA units available for the employee. It is the balance of Current Max. Units Allowed and FMLA Units Available.

Comments Window

The **Comments** window displays the comments related to the FMLA record selected on the **Leave Event Record** window. Access this window by selecting the appropriate option from the **Option** menu or click on the **Comments** section.

All comments contain the following fields.

- **FMLA Unit Indicator** - The FMLA unit of measure used by the institution as a standard on PEAFMLA.
- **Leave Begin Date** - The Leave Effective Begin Date that was entered on PEAFMLA.
- **Leave End Date** - The Leave Effective End Date that was entered on PEAFMLA.

The following information is displayed for each comment.

- **Comments** - A free-page text section which displays comments entered by the administrator regarding the employee's FMLA leave.
- **Date and Time** - The time stamp associated with the comment.
- **Made By** - The Banner ID of the user who entered the comment.

Eligibility Administration

Eligibility administration enables you to keep track of the benefit programs in which an employee may participate. Banner Human Resources eligibility administration functions can group the benefits into an unlimited number of benefit categories, and eligibility for those programs can cross bargaining unit, organizational, and functional boundaries. Key features include the following:

- an unlimited number of benefit plans
- grand fathered benefit plan structures
- user-defined eligibility rules
- ability to capture biographic and demographic information on dependents and beneficiaries
- ability to associate dependents and beneficiaries with specific deductions and coverages
- premium and census reports

Modify Self-Nominated Beneficiary Records

About this task

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Procedure

1. Access the Beneficiary page (PDABENE).
2. Enter the employee's **ID**.
3. Go to the next section.
4. If the employee is currently attending college, select the **Attending College** check box.
5. Save.

Nominate a Previously-identified Beneficiary

About this task

Procedure

1. Access the Beneficiary page (PDABENE).
2. Enter the employee's **ID**.
3. Go to the section in which you are going to enter the information for the beneficiary or dependent.
4. Enter the **Sequence Number** that will identify the record for the beneficiary or dependent on the Beneficiary Coverage page (PDABCOV).

   If you know the ID of the beneficiary or dependent, go to step 6.

   If you do *not* know the ID of the beneficiary or dependent, go to step 5.
5. Use the list function to access the Person Search page (SOAIDEN), search for the beneficiary or dependent, and select the beneficiary or dependent from the resulting list.
6. Enter the **ID** for the beneficiary or dependent.
7. Verify the **Active Indicator** is set.
8. If the beneficiary or dependent is currently attending college, select the **Attending College** check box.
9. Specify the **College Begin Date** and **College End Date**.
10. Select the **Member Type** from drop-down, select whether the person is Beneficiary, Dependent, or Both.
11. Select the **Spouse Employment Indicator**, if applicable.
12. Enter the relationship of the beneficiary or dependent to the employee in the **Relationship to Employee** field.
13. Select the **Disabled Indicator** to specify if the person is Disabled or Not Disabled.
14. (Optional) Enter the **Date Added** which is the date the dependent or beneficiary became associated with the employee.
15. Save.

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Nominate a Beneficiary Unidentified in Banner

About this task

Procedure

1. Access the Beneficiary page (PDABENE).
2. Enter the employee's **ID**.
3. Go to the section in which you are going to enter the information for the beneficiary or dependent.
4. Enter the **Sequence Number** that will identify the record for the beneficiary or dependent on the Beneficiary Coverage page (PDABCOV).
5. Verify the **Active Indicator** is set.
6. Enter the **Name** of the beneficiary or dependent.
7. If the beneficiary or dependent is currently attending college, select the **Attending College** check box.
8. Specify the **College Begin Date** and **College End Date**.
9. Select the **Member Type** from drop-down, select whether the person is Beneficiary, Dependent, or Both.
10. Select the **Spouse Employment Indicator**, if applicable.
11. Enter the relationship of the beneficiary or dependent to the employee in the **Relationship to Employee** field.
12. (Optional) Enter the Social Security Number, Tax Identification Number, or Tax Filing Number of the beneficiary or dependent in the **SSN** field.
13. Enter the date of birth for the beneficiary or dependent in the **Birthdate** field.
14. Select the code identifying the **Gender** of the beneficiary or dependent.
15. Select the **Disabled Indicator** to specify if the person is Disabled or Not Disabled.
16. Enter the **Martial Status** of the person.
17. (Optional) Enter the **Date Added** which is the date the dependent or beneficiary became associated with the employee.

Assign Benefit Coverage to a Dependent

About this task

Procedure

1. Access the Beneficiary Coverage page (PDABCOV).
2. Enter the **ID** of the employee whose dependent is to be covered.
3. Select the **Benefit** for which coverage is to be assigned.

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4. If you want to use a **Query Date** other than today's date, change the filter date.
5. Go to the next section.
6. Enter the **Sequence Number** identifying the person to be covered, or use the list function and select the beneficiary from the Beneficiary page (PDABENE).
7. If the **Coverage Begin Date** is not the date that coverage for the dependent is to begin, enter the correct coverage begin date.
8. If you know the date that coverage for the dependent is to end and that date does not appear in the **Coverage End Date** field, enter the correct coverage end date.
9. If the dependent has other coverage for the benefit, select the **Other Coverage** check box.
10. Save.

Assign Benefit Allocations to a Beneficiary

About this task

Procedure

1. Access the Beneficiary Coverage page (PDABCOV).
2. Enter the **ID** of the employee whose beneficiary is to be covered.
3. Select the **Benefit** for which allocations are to be assigned.
4. If you want to user a **Query Date** other than today's date, change the filter date.
5. Go to the next section. If the benefit or deduction only allows allocations the user will be in the allocations section. If the benefit or deduction allows both coverage and allocations the user will need to go to the next section again.
6. Enter the sequence number identifying the person who will be receiving an allocation or use the list function and select the beneficiary from the Beneficiary page (PDABENE).
7. Select the **Primary Indicator**, set person to primary or contingent beneficiary, leave unchecked if Contingent.
8. Enter **Primary Percentage** information, if applicable.
9. Enter **Primary Amount** information, if applicable.
10. Enter **Contingent Percentage** information, if applicable.
11. Enter **Contingent Amount** information, if applicable.
12. Save.

Review Benefits Assigned to a Beneficiary

About this task

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Procedure

1. Access the Beneficiary Coverage Inquiry page (PDICLST).
2. Enter the **Employee ID** identifying the employee who has assigned benefit coverage to the beneficiary.
3. Enter the **Beneficiary ID** identifying the beneficiary whose benefit information you want to view.
4. Go to the next section.
5. View the benefit information.

Change an Employee's Deduction Record

Access the Employee Deduction page (PDADEDN) . to revise an employee's deduction records.

Prerequisites

About this task

- The employee must have an employee record established on the Employee page (PEAEMPL) before a deduction record can be created.
- The deduction code must be previously established on the Benefits and Deductions Rule page (PTRBDCA). Because the Employee Deduction page relies heavily on the rules constructed for this deduction code, you should access PTRBDCA and review the deduction's rule definition if you are not familiar with it.

The Employee Deduction page allows you to change a deduction amount, change options within a plan (for example, to change your medical coverage from Single to Family), change the number of Federal tax exemptions, or to terminate one deduction (for example, company-operated medical coverage) and substitute another (for example, an outside HMO) provided the target deduction is *not* governed by a core/contingent relationship established in the Benefits and Deductions Rule page (PTRBDCA).

NOTE: However, if you choose to change the

`Active`

status of any core benefit or deduction that is governed by a core-contingent relationship on PTRBDCA, without previously inactivating all associated contingent benefits or deductions, PDADEDN displays the Core-Contingent Enrollment page (PDCCOCE).

For further details on the functionality of the Core-Contingent Enrollment page (PDCCOCE), please refer to the online help of Banner Human Resources.

To change a deduction record:

Procedure

1. Access the Employee Deduction page (PDADEDN).

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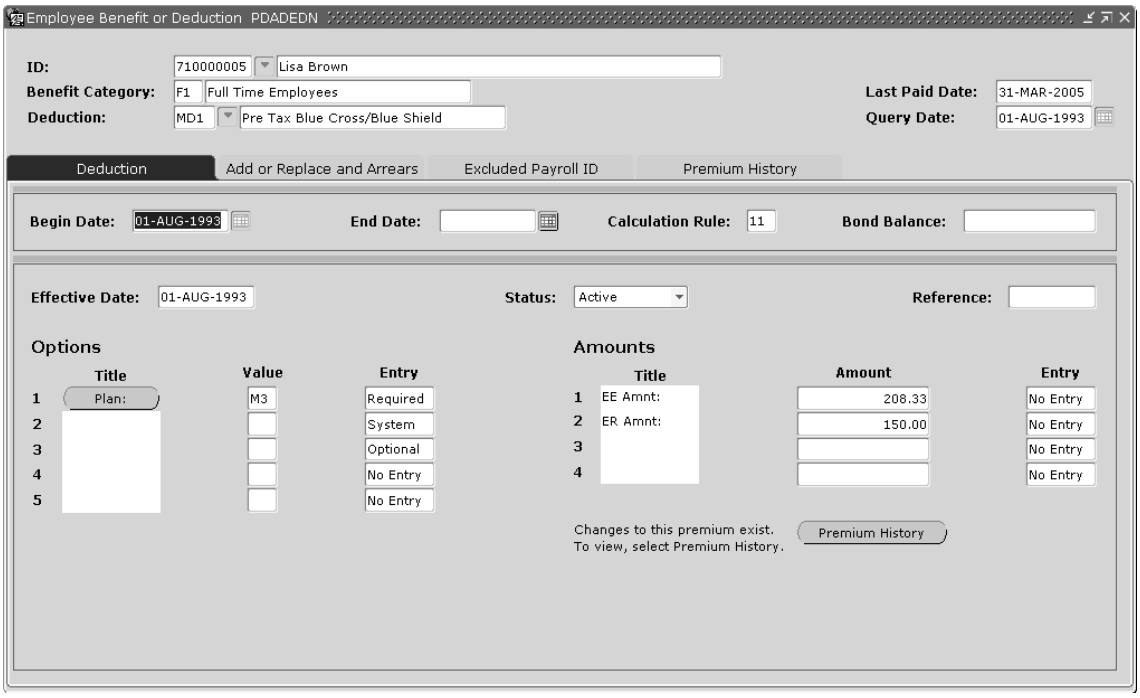

2. Enter the **ID** of the employee whose deduction record you want to change.

   The system displays the name of the employee whose number you entered.

3. At **Benefit Category**, the system displays the Benefit Category code and description of the deduction record you are revising. The value that appears is defined on the Benefit Category Rule page (PTRBCAT) and assigned to this employee on the Employee page (PEAEMPL). This is a display-only field.

4. At **Deduction**, enter the deduction code of the deduction record you are revising. The value you enter must be predefined on the Benefits and Deductions Rule page (PTRBDCA). The system displays the name of the deduction whose code you enter.

   In the Key Block, the system also displays the last pay event date at **Last Paid Date** and today's date at **Query Date**.

5. Move to the General Deduction Information section.

   This section enables you to perform one-time-only add/replace revisions and to make permanent changes to arrears data. If you do not want to revise these areas of the deduction record, go to Step 9.

   General Deduction Information section fields include the following:

Field	Description
Begin Date	The original begin date of the deduction. This field is part of the record's on-line history.
End Date	The end date of the deduction. It is not necessary to enter a value in this field. If you are terminating the deduction, the system will

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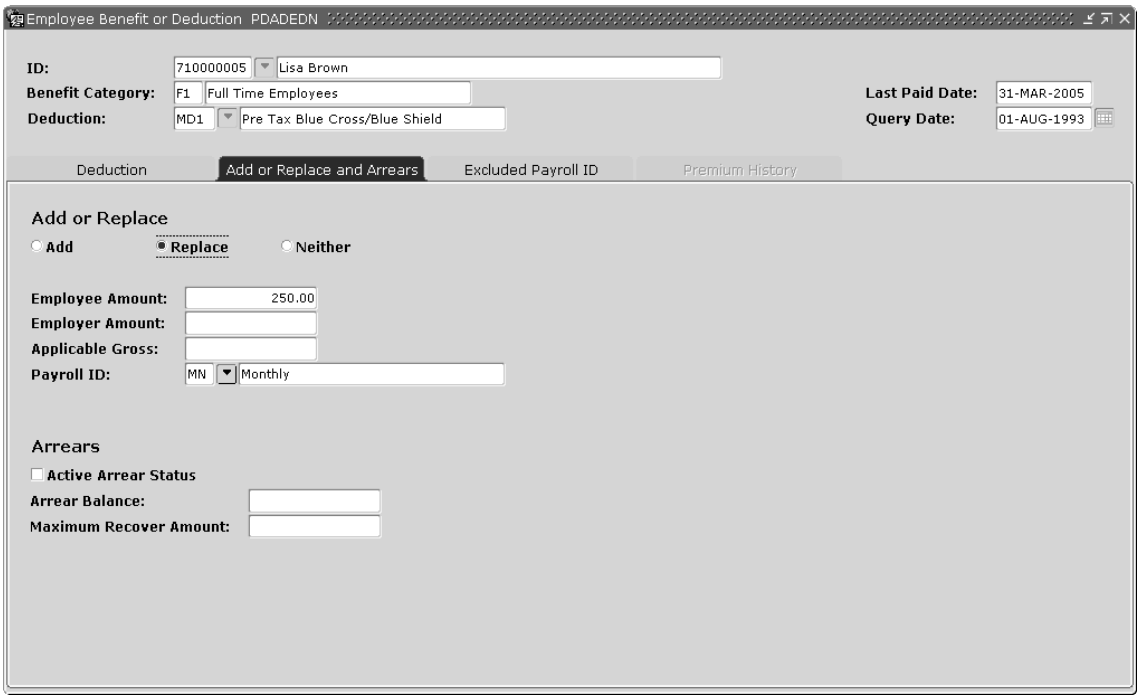
Field	Description
	enter the date when the deduction is terminated in the Deduction Information section.
Calculation Rule	The calculation rule defined for this deduction on PTRBDCA.
Bond Balance	The employee's current U.S. Savings Bond balance is displayed in this field. This is a display-only field.

6. Access the Arrears section by selecting `Add or Replace and Arrears` section or option from the Tools button.

   The Arrears section fields include the following:

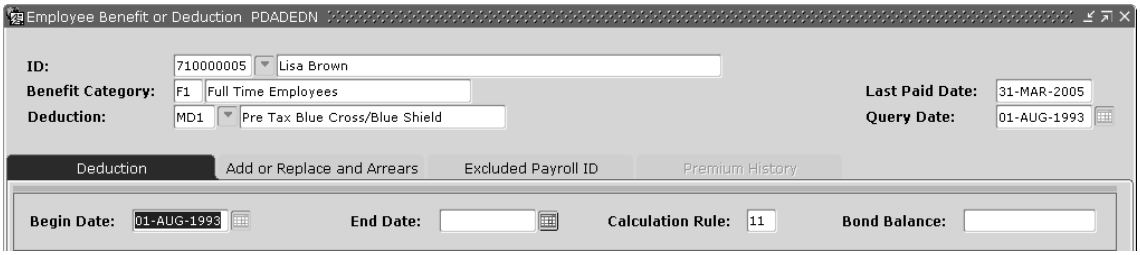
Field	Description
Active Arrear Status	This box indicates whether the arrear balance displayed in the **Arrear Balance** field should be considered in subsequent payrolls. An unchecked box suspends recovery of arrears.
Arrear Balance	If this deduction's **Active Arrear Status** box is checked, the arrears balance is displayed in this field. To revise it, overwrite it with the new value.
Maximum Recover Amount	Enter the maximum amount that can be recovered during a pay period when an arrears balance exists.



7. Enter the following information in the Add or Replace section of PDADEDN. Access this window by selecting the `Add or Replace and Arrears` section or option from the Tools button.

Field	Description
Add, Replace, or Neither	This radio group allows a one-time-only override of the employee and employer amounts for this deduction (that is, of the amounts in the **Employee Amount** and **Employer Amount** fields below). The system applies the change you enter to the next payroll, then reverts to the original deduction record. Select `Add` to add an additional amount to the standard deduction amount or `Replace` to replace an existing deduction amount with a new amount. This indicator normally defaults to `Neither`.
Employee Amount	Enter the one-time change you are making to the amount of the employee's deduction.
Employer Amount	Enter the one-time change you are making to the amount of the employer's deduction.
Applicable Gross	Enter the one-time applicable gross pay amount by which the employee's year-to-date applicable gross for this deduction should be increased or decreased.
Payroll ID	Enter the Payroll ID this deduction override should be taken on. To view a list of defined Payroll IDs select the **Search** feature for this field.

8. Move to the Deduction Information section. This section enables you to make changes to your deduction record that will be in effect for more than one pay cycle. The system displays the current effective date in the **Effective Date** field.



9. Next, access the Create Future Change window by selecting New Effective Date from the Tools button.

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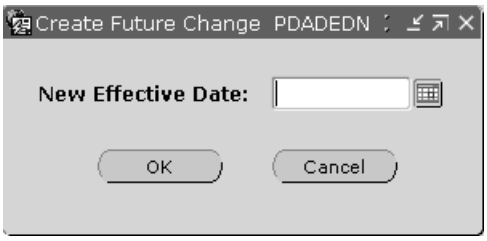

10. At **New Effective Date**, enter the date on which your deduction change is to become effective. The date you enter must be later than the employee's last paid date.

    NOTE: If the deduction record you are changing has been established or changed since the most recent payroll run, you do not need to enter a new effective date. Examples include changing a new employee's deduction record or making another change to a record that has been changed since the employee's last paid date.

11. Return to the Main window. The date you just entered replaces the original date in the **Effective Date** field, and the **New Effective Date** field on the Create Future Changes window becomes blank.

    NOTE: If a payroll is currently being processed, it will not reflect this deduction change.

12. Select the **Deduction Change Reason**.
13. Specify the **Event Date for the life event change**.
14. Move to the field you want to change and overwrite the displayed value with your revision.
15. When your revisions are complete, save the record. The system will implement your changes on the date you specified.
16. To exclude certain pay types from your revised deduction, or to change the current exclusions, go to the Excluded Payroll ID window. Access the Excluded Payroll ID window by selecting Excluded Payroll ID section or option from the Tools button of PDADEDN. Enter the appropriate Payroll ID code(s) and save the record.

Results

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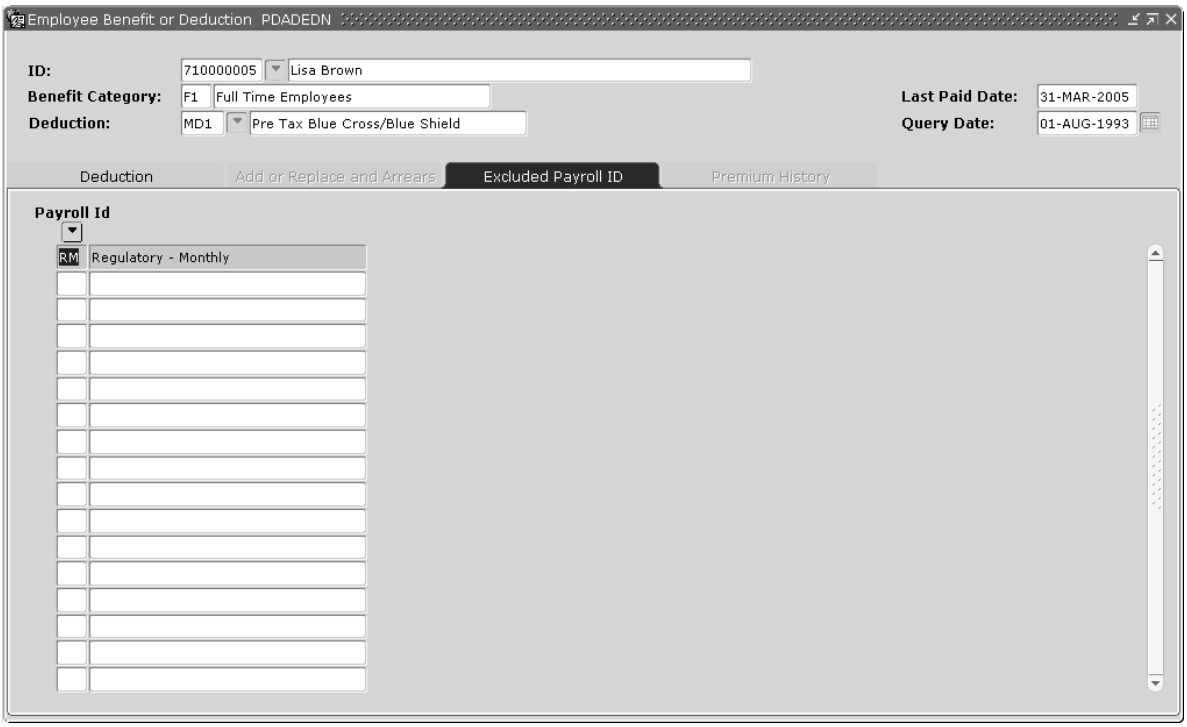

NOTE: If you filter PDADEDN with a date earlier than the effective date of the revisions, the system does not display the new effective date in the **New Effective Date** field. The field(s) you revised do not reflect their new values; the current deduction record (that is, the record as it existed before you changed it) appears on the page. Your revised values appear in the appropriate fields and will take effect on the date in the **New Effective Date** field.

Change an Employee's Deduction Code Governed by a Benefit Dependency

A core-contingent relationship can be established between two or more benefit/deductions in the Benefits and Deductions Rule page (PTRBDCA). This relationship creates a dependency of one or more benefit or deduction on another, with one benefit or deduction being a requirement for the existence of the other in a benefit package.

Core benefits or deductions refer to benefits or deductions which are prerequisites that should be satisfied prior to enrollment in a related contingent benefit or deduction.

NOTE: All benefits or deductions do not have to be classified as core benefits or deductions.

Contingent benefits or deductions refer to benefits or deductions that require enrollment in a predefined, related core benefit or deduction.

The integrity of the core-contingent relationship must be maintained if you choose to include dependent benefits or deductions in benefit packages on PTRBDCA, and when you choose to change the `Active` status of a core benefit or deduction in an employee's record on PDADEDN. In

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the event you change the `Active` status of a core benefit or deduction on the Employee Deduction page (PDADEDN), without previously inactivating the associated contingent benefits or deductions, the Core/Contingent Enrollment page (PDCCOCE) is invoked.

NOTE: For a detailed description of the Core/Contingent Enrollment page (PDCCOCE) please refer to the online help of Banner Human Resources.

When you choose to change a benefit or deduction governed by a core-contingent relationship in an Employee's Deduction record, ensure you check the following:

- An active core record exists so that contingent deductions can be added to the Employee Deduction List page (PDIDLST).
- Add the core benefit or deduction to an employee's benefits records, in PDADEDN, before adding any associated contingent benefits or deductions.

  If you try to add a contingent benefit or deduction record first, the page displays the error message: *ERROR*: A core benefit record must exist.
- Always delete all contingent benefits or deductions from an employee's benefits before you delete the corresponding core benefit or deduction from PDADEDN.

  If you try to delete the core benefit or deduction first, without removing the corresponding contingent benefits or deductions, PDADEDN displays the error message: *ERROR*: Benefit Dependencies exist. Benefit/Deduction cannot be deleted.

  NOTE: Deleting a benefit or deduction (core or contingent) is *not* the same as terminating a benefit or deduction (the core or contingent).

  Terminating a benefit refers to the status of the benefit. When a benefit is terminated, the corresponding deduction record will cease to process for future payroll periods.

  On the other hand, when you delete a benefit or deduction from an employee's records, the benefit is removed for a specific employee.

- Alternatively, if you attempt to delete a core deduction and cause a gap in the effective dates of a core deduction, the above-described error message is again displayed.

  For example, consider a core deduction A1 and its corresponding contingent deduction C1 with the following effective dates and statuses:

Core Benefit/Deduction	Effective Date	Status
A1	April 1, 2002	Terminated
A1	April 15, 2002	Active
A1	April 30, 2002	Active

Contingent Benefit/ Deduction	Effective Date	Status
C1	April 15, 2002	Active

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If the core deduction A1, effective dated April 15, 2002 is now deleted without deleting its contingent deduction C1, the contingent benefit C1 will not have a corresponding core record for the 15 day duration (from April 15 to April 30), until core A1 is reactivated on April 30, 2002.

Verify Benefit Status of Student-Employees

About this task

For universities in the U.S.A., 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 not be appointed to career-oriented jobs. Otherwise, the FICA tax exemption is lost and the institution is responsible to remit the tax and affiliated benefit dollars to the government. Minimum enrollment hours can also be different based upon the type or level of student, such as an undergraduate or graduate.Therefore, payroll administrators are required to monitor enrollment and deduct FICA taxes from student-employees that fall below the specified enrollment level.

To comply with this requirement, the Verification of Student Hours Process (PHPSHRS) identifies student-employees that are enrolled in the current term, and based upon their level of credit hours, determines whether their FICA tax records should be `Active, Waived`, or `Exempt`. This feature enables payroll administrators automate changes for appropriate taxes on the specified payroll.

Institutions may have their own procedures for performing the enrollment verification check. The process can be run at any time as many sites perform this procedure on a payroll-by-payroll basis, while others may conduct this check at specific intervals within the term.

NOTE: During payroll, run the Verification of Student Hours Process (PHPSHRS) before running the Time Processing Report (PHPTIME) for which the FICA taxes should be evaluated, as the results affect the deduction status based upon an effective date.

In addition, it should be noted that the institution must be in production with Banner Student and Banner Human Resources, for this process to be utilized.

To generate a summary report of the student-employee population for a specific term in your institution, as well as establish the benefit or deduction status for the student-employee population.

Procedure

1. Establish a payroll associated term code on the Associated Term Validation page (PTVATRM). This will eventually be used to define a period of time to which Banner Student Term Codes will be mapped for use in the enrollment verification process. This allows for a site to associate enrolled courses that might be included in a number of mini-terms.
2. On the Associated Term Rule page (PTRATRM), group campus-specific term codes under an associated term code established in step 1.
3. Define the minimum credit hours of enrollment for the varying levels of student that must be monitored (undergraduate, graduate, etc.) on the Student Employee Credit Rule page (PTRSCRD) and affiliate them with the associated term code from step 1.
4. Specify eligibility rules to qualify for specific benefits or deductions for full-time and part-time student-employees at your institution on the Student Deductions page (PTRSTDE).

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5. Set up benefits or deductions for student-employees on the Employee Benefit or Deduction page (PDADEDN).
6. During payroll, run the Verification of Student Hours Process (PHPSHRS) for a pay period prior to running PHPTIME.

Flexible Benefits Administration Overview

Flexible benefit administration enables you to allow employees to design creative benefit packages that meet their individual needs while staying within cost guidelines. Key features include the following:

- an unlimited number of benefit plans
- grandfathered benefit plan structures
- an unlimited number of flexible spending accounts
- automatic under/over-utilization calculations

Set Up Flexible Benefit Plans

About this task

Procedure

1. On the Benefits and Deductions Rule page (PTRBDCA), define all benefits/deductions. Benefit or deduction definitions should include the codes to be used for overage and underage amounts that will be assigned on the Flex Benefit Period Rule page (PTRFLEX).
2. Assign the tax-free benefits in the benefit exclusions area on the Benefits and Deductions Rule page (PTRBDCA).
3. Enter the flex amount for each benefit category on the Benefit Category Rule page (PTRBCAT).
4. Define the flexible period on the Flexible Benefits Period Rule page (PTRFLEX). The calculation factor determines how to specify the flex amount on the Benefit Category Rule page (PTRBCAT). (Example: 01 - Annual = $360, 02 - Semiannual = $180.) Be sure to enter the begin and end dates of the benefit year at the appropriate prompts.
5. Use the Flexible Benefits Rule page (PTRFBEN) to specify which benefit or deduction codes from the Benefits and Deductions Rule page (PTRBDCA) are flexible benefits.
6. (Optional) Run the Flexible Benefits Create Process (PDPCFLX) to create records for all the benefits or deductions that are available to employees by employee class or individual identification numbers. This process uses the begin and end dates established on the Flexible Benefits Period Rule page (PTRFLEX) to establish the begin and end dates of the benefit or deduction.
7. Select benefits for each employee on the Employee Flexible Benefits page (PDAFLEX) by using the (A)ctive code and entering the correct benefit begin date. The system automatically totals the deductions and displays overage or underage usage at the bottom of the page. Then approve (A) the selections and save the records.

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8. Run the Flex Benefits Update Process (PDPFLEX) to update or add codes to the Employee Deduction page (PDADEDN) for approved employees. Flexible benefits records not activated in the process are automatically deleted.

   NOTE: All maintenance to flexible benefits are made on the Employee Flexible Benefits page (PDAFLEX) and not on the Employee Deduction page (PDADEDN).

Manual procedure for selecting deductions

About this task

The manual procedure for selecting deductions in a new plan year for a current enrollee are as follows:

After you run PDPCFLX for the new plan year (2012), view data on PDAFLEX. The active deductions for the current plan year (2011) and inactive deductions for the new plan year (2012) are displayed.

All the 2012 plan year deductions will start on your plan year 01-JAN-2012.

In order to select the deductions for the 2012 year, first update the deduction status to `T` for the 2011 active deductions, including any overage or underage codes. Once the status is changed to `T`, proceed to select the deductions for the new plan year.

Set Up Flexible Spending Accounts

About this task

The procedure below should be used *only* when flexible spending accounts are not associated with a flexible benefits plan.

Procedure

1. Define a childcare and healthcare benefit code on the Benefits and Deductions Rule page (PTRBDCA). In the **Calculation Rule** field, enter `10`. This calculation rule allows for individual deduction amounts and limits.
2. Enter the defined spending account code in the Benefit Exclusions section of the benefit defined as Federal Tax.
3. Establish the flexible spending account period on the Flexible Spending Accounts Rule page (PTRBFSA). Specify the defined flexible spending account codes and the deduction frequency (that is, the number of payrolls per month in which the deduction should be taken) for each account code. The deduction frequency will usually coincide with the frequency on the benefit definition.
4. Assign the flexible spending account codes to the appropriate benefit categories on the Benefit Category Rule page (PTRBCAT).
5. Assign the selected flexible spending account codes and amounts on the Employee Deduction page (PDADEDN).
6. Submit claims on the Flexible Benefits Claim page (PDAFCLM).

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NOTE: The flexible balance plan year must exist on the Flexible Benefits Period Rule page (PTRFLEX) as the ending period.

The deduction effective date must be between the PTRFLEX current period and new period.

Add a New Benefit on the Employee Flexible Benefits page (PDAFLEX)

About this task

Perform the following tasks to add a new benefit on the Employee Flexible Benefits page (PDAFLEX).

Procedure

1. Run the Flex Benefits Create Process PDPCFLX.
2. Access the Employee Flexible Benefits page (PDAFLEX).
3. Enter the employee ID in the **ID** field of the Key Block.
4. Navigate to the Deductions section.
5. Select the appropriate Benefit Code.
6. (Optional) Select the appropriate Plan Option Code from the drop-down list.
7. Set the Status to Active.
8. Enter the effective date of the New Benefit in the **Begin Date** field.
9. (Optional) Enter the termination date of the New benefit in the **End Date** field.
10. (Optional) Enter the amount values that are required.
11. Click **Save**.
12. Navigate to the Approval or Balance section.
13. Check the **Approved Indicator** check box on the Approval or Balance section.
14. Click **Save**.
15. Exit from the PDAFLEX page.
16. Run the Flex Benefits Update Process (PDPFLEX).
17. Enter the benefit begin date in the **Beginning Date** field of the Flexible Plan Year.
18. Submit the PDPFLEX process.

Results

The process updates PDADEDN and you can view the changes on PDADEDN or PDAFLEX.

NOTE: If you want to move an employee from one Medical Benefit Provider to another, you have to follow the procedures to terminate the old provider benefit code and then follow the procedures to update the new provider benefit code.

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Update Benefits on the Employee Flexible Benefits page (PDAFLEX)

About this task

Perform the following tasks to update or add new benefits on the Employee Flexible Benefits page (PDAFLEX).

Procedure

1. Access the Employee Flexible Benefits page (PDAFLEX).
2. Enter the employee ID in the **ID** field of the Key Block.
3. Uncheck the **Approved Indicator** check box on the Approval or Balance section.
4. Click **Save**.
5. On the Deductions window, insert a new record.
6. Select the appropriate Benefit Code from the drop-down list.
7. (Optional) Select the appropriate Plan Option Code from the drop-down list.
8. Set the Status to Active.
9. Enter the effective date of the New Benefit in the Begin Date field.
10. (Optional) Enter the amount values that are required.
11. Click **Save**.
12. Navigate to the Approval or Balance section.
13. Check the **Approved Indicator** check box on the Approval or Balance section.
14. Click **Save**.
15. Exit from the PDAFLEX page.
16. Run the Flex Benefits Update Process (PDPFLEX).
17. Enter a date in the **Beginning Date** field of the Flexible Plan Year.
18. Submit the PDPFLEX process.

Results

The process updates PDADEDN and you can view the changes on PDADEDN or PDAFLEX.

Terminate a Benefit or Deduction on the Employee Flexible Benefits page (PDAFLEX)

About this task

Perform the following tasks to terminate a benefit or deduction in the Employee Flexible Benefits page.(PDAFLEX).

Procedure

1. Access the Employee Flexible Benefits page (PDAFLEX).

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2. Enter the employee ID in the **ID** field of the Key Block.
3. Uncheck the **Approved Indicator** check box on the Approval or Balance section.
4. Click **Save**.
5. On the Deductions window, navigate to the Deduction Code you want to terminate.
6. Set the Status to Terminated.
7. In the **End Date** field, enter the termination date.
8. Click **Save**.
9. Navigate to the Approval or Balance section.
10. Check the **Approved Indicator** check box on the Approval or Balance section.
11. Click **Save**.
12. Exit from the PDAFLEX page.
13. Run the Create Employee Deduction Recs Process (PDPFLEX).
14. Enter a date in the **Beginning Date** of the Flexible Plan Year.
15. Submit the process.

Results

The process updates PDADEDN and you can view the changes on PDADEDN or PDAFLEX.

COBRA Administration Overview

The Banner Human Resources COBRA module provides for administration of all COBRA (Consolidated Omnibus Budget Reconciliation Act) extended health insurance requirements.

COBRA administration automates the vast majority of COBRA calculations, correspondences, and billing transactions. Key features include the following:

- automatic notification of qualifying events occurring in other modules of the Human Resource System
- automatic notification and length-of-coverage date calculations
- automatic correspondence generation
- ability to capture biographic and demographic information on dependents and beneficiaries
- ability to associate dependents and beneficiaries to specific coverages
- billing and payment administration process

The procedures used in the administration of COBRA within the Banner System include the use of the following pages, off-line processes, and reports:

Data Entry pages

PCAPERS	COBRA Person page

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PCABENE	COBRA Dependents and Beneficiaries page
PCABCOV	COBRA Beneficiary Coverage page
PCACPAY	COBRA Payments Administration page

Rule pages

PTRCBEN	COBRA Benefit Coverage Rule page
PTRCOBR	COBRA Reason Rule page
PTRBREL	Beneficiary Relationship Rule page
PTRINST	Installation Rule page

Off-Line Processes

PCRLTRS	Batch Processes for COBRA
PCRNOTF	COBRA Notification Letters
PCRRATE	Rate Increase Report

Reports

PCRCORT	COBRA Persons Report

Each institution must set up its own procedures for administering COBRA benefits. These procedures will combine the use of Banner System's functionality with some manual procedures designed to support Banner.

The following is one possible procedure for using the COBRA module for the purposes of tracking COBRA eligible employees and their dependents, tracking coverage selected by COBRA Persons and their dependents, maintaining on-line payment administration, and generating eligibility notices, late notices and termination notices.

The procedures outlined in this section are divided into the following groups:

1. Set Up to Generate COBRA Letters on page *General Set Up for COBRA* on page 216.
2. Rule pages Set Up for Processing COBRA
3. On-Demand Activities for COBRA

   Activities that are handled using the data entry pages in Banner. For example, setting up a new COBRA Person, assigning coverage to a COBRA Person, or recording the receipt of a payment.
4. Monthly COBRA-related Activities

   Activities that should be performed on a regular basis (for example, monthly or quarterly) and are handled completely by Banner off-line processes

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General Set Up for COBRA

About this task

Perform the following tasks (in any order) before you run the COBRA processes in the Banner.

Procedure

1. Review the paragraph content on the Paragraph Process page (GUAPARA) to determine if you need to make updates to the identified paragraphs to coincide with site-specific practices.
2. Determine if you need to add new paragraphs. (Refer to Appendix B, "COBRA Letter Samples" for more information.)If so, use the following procedure:
   a) Establish the new paragraph code on the Paragraph Code Validation page (GTVPARA).
   b) Add paragraph content for the new paragraph on GUAPARA.
   c) Add the paragraph to the applicable letter using the Letter Process page (GUALETR).

   NOTE: Use existing variables when you enter new paragraphs and/or paragraph information.

   If you must add a new variable, you must change the source code.

   Do *not* change the source code (for example, PCRNOTF and/or PCRLTRS) when you make changes to letter codes and paragraph codes.

   WARNING! Do not delete or modify the

   `COB_TAB`

   paragraph since the paragraph contains table definitions and formatting information for each letter.

   For information regarding the Letter Generation process, refer to the "Letter Generation" chapter of the *Banner General User Guide*.
3. Update the Crosswalk Validation page (GTVSDAX) (internal code COBRAADDR) with the appropriate external codes for the mailing address. You can set up multiple external codes. You must use the COBRAADDR internal code for this purpose.
4. Update information on the COBRA/FMLA window of the Installation Rules page (PTRINST) to reflect the correct contact information.

Set Up Rule pages for COBRA

About this task

Set up rule pages that are applicable to the COBRA module.

Procedure

1. Set up the COBRA Benefit Coverage Rule page (PTRCBEN).

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Identify those benefits which a COBRA Person is eligible to elect. Benefits set up here must already exist on the Benefits and Deductions Rule page (PTRBDCA).

2. Set up the COBRA Reason Rule page (PTRCOBR).

   Identify the reasons a person becomes eligible for COBRA coverage.

3. Set up the Beneficiary Relationship Rule page (PTRBREL).

   Identify the relationships a COBRA Person may have to an employee or other benefactor.

4. Set up the Installation Rule page (PTRINST).

   Complete the COBRA Information section on this page.

Results

For detailed page and field descriptions, refer to the online help of Banner Human Resources.

On-Demand Activities for COBRA

When an Individual becomes Eligible for COBRA

About this task

Procedure

1. If an employee's status changes and he/she now qualifies for COBRA coverage, complete the following Steps A, B, and C. If the status of an employee's dependents is changing and the dependents are to become COBRA Persons, skip to Step 2.
   a) Change the employee's Job Status.
      - Access the Employee Jobs page (NBAJOBS).
      - Enter the **ID** and the primary **Position** number for the employee whose status is changing.
      - Move to the Job Detail window.
      - In the **New Effective Date** field enter the effective date for the employee's job status change.
      - In the **Status** field enter the employee's new status. Save the record. (**Note:** This step is optional)

        If the employee has a secondary or overload job, repeat the above steps for all of the employee's jobs.

   b) Terminate all of the employee's deductions.
      - Access the Employee Benefit or Deduction page (PDADEDN).
      - Enter the employee's **ID** and the code for the first benefit or deduction you want to terminate.
      - Move to the next section to see the current information for this benefit or deduction.

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- Place the cursor in the **Begin Date** field, and select **New Effective Date** from the Tools button.
- Enter the date that the benefit or deduction is to terminate and choose OK.
- In the **Status** field within the Deduction Information section and select the `Terminated` option from the pull-down list. Save the record. (This step is optional.)
- Repeat the above steps for all of the employee's benefits or deductions.

c) Enter the employee's Termination or Leave of Absence Information.

- Access the Employee page (PEAEMPL)
- Enter the **ID** for the employee whose status is changing.
- Select the General Employee section to bring in the current employee information.
- Navigate to the Termination section, enter the reason for termination in the **Reason** field and enter the date the termination becomes effective.
- For a leave of absence, access the Leave of Absence section and enter the Leave **Reason**, the **Begin Date**, and the **End Date** (if known) for the leave. Save the record.

  In the case of either a leave or termination, Banner will automatically change the employee's status on the day the leave or termination takes effect.

2. The status of an employee's beneficiaries is changing and therefore the beneficiaries will become COBRA Persons. Complete the following to add the beneficiaries to the database.

a) Add the former beneficiary to the Banner System with a unique ID.

- Access the Identification page (PPAIDEN).

  Do a name search to check if the individual is already on the database with a unique ID. If he/she is on the database, go to Step 3.)
- Enter a unique ID and complete the remainder of the page.

  The required information to make someone a COBRA Person includes an address record and the person's **SSN/SIN/TIN**, **Birth Date**, and **Gender**. Save the record.

b) Repeat Step for all beneficiaries to classify them as COBRA Persons.

3. Make the former employee or the employee's former beneficiaries COBRA Persons.

a) Access the COBRA Person page (PCAPERS).

b) In the **ID** field, enter the ID of the person who is to become a COBRA Person.

c) In the COBRA Person Information section,

- In the **Primary Benefactor ID** field, enter the ID of the COBRA Person's benefactor
- In the **Relationship to Benefactor** field, enter the valid Relationship code of the Benefactor to the COBRA Person.
- Check the **Other Coverage indicator** if the person is covered under another health plan.

  If you select this check box, the COBRA Person will not be eligible for coverage.
- Enter a valid COBRA Reason Code in the **Qualifying Reason** field.

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- Enter the date the person became eligible for COBRA benefits in the **Qualifying Date** field.
- Clear the **COBRA Coverage Accepted** check box to indicate that the person has not yet elected COBRA coverage.
- Save the record.

d) Enter information in the COBRA Benefits window.

- Enter the benefit or deduction code for the health benefits under which the COBRA Person or his/her benefactor is currently covered in the **Benefit Code** field.

  When the notification of COBRA eligibility letter is generated, the system will look at this record and match it with the other plans within the same benefit or deduction code that are in the same group as defined on the COBRA Benefit Coverage Rule page (PTRCBEN). Benefits that are grouped together on PTRCBEN will be listed on the notification letter as benefits from which the COBRA person can elect coverage.
- Enter the corresponding **Plan code**.

  The **Begin Date** field is automatically entered based on the value entered in the **Qualifying Date** field, plus the values entered in the **Delay Coverage Based on** and **Months Before Coverage Begins** fields on the COBRA Benefit Coverage Rule page (PTRCBEN) for the benefit or deduction code.

  Similarly, the **End Date** field is automatically entered based on the **Begin Date**, plus the value entered in the **Coverage Months** field on the COBRA Reason Rule page (PTRCOBR) for the reason entered.

e) Complete the COBRA Benefits window for all benefits under which the COBRA Person is currently covered.

Set Up Coverage for the COBRA Person and their Dependants

About this task

Procedure

1. Access the COBRA Person page (PCAPERS).
   a) Enter the **ID** of the COBRA Person who has elected coverage.
   b) Select the **Other Coverage** check box.
   c) Move to the **Enrollment Date** field, and enter the date the person elected to accept COBRA coverage.
   d) Go to the COBRA Benefits window and delete or change the **Benefit Code** and **Plan Code** records to reflect the coverage the person has elected.
   e) Save the records and Exit.
2. Set up the person's potential dependents and beneficiaries as follows:
   a) Access the COBRA Beneficiary page (PCABENE).
   b) Enter the **ID** of the COBRA Person.

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c) Scroll down.

d) Enter 1 in the **Sequence Number** field and first set up the COBRA Person as a dependent.

e) Move down to the next record, enter 2 in the **Sequence Number** field, and complete the rest of the record with the name of another potential dependent(s).

f) Repeat this process until a record is completed for all of a COBRA Person's potential beneficiaries.

3. Access the COBRA Beneficiary Coverage page (PCABCOV).

a) Enter the **ID** of the COBRA Person.

b) Enter valid values in the **COBRA Benefit** and **Plan** fields.

The values in the **Begin Date** and **End Date** fields default from the COBRA Benefits window of the COBRA Person page (PCAPERS).

c) Move to the COBRA Beneficiary Coverage section.

d) In the **Sequence Number** field enter the sequence number (from the COBRA Beneficiary page (PCABENE)) for the dependents who are to be covered under this benefit.

Maintain Records and Transactions of Payments

About this task

As payments are received from COBRA Persons, record the payments and close out the payments and the bill transactions to which the payments apply.

Procedure

1. Access the COBRA Payments Administration page (PCACPAY).
2. Enter the **ID** of the COBRA person from whom you have received a payment.
3. Uncheck the **View Interfaced Transactions** check box to view only those transactions which have not yet been interfaced with Banner Finance.
4. Scroll down.
5. Record a payment as follows:

a) Select the **Debt Satisfied** check box.

b) Enter the date the payment was received in the **Transaction Date** field.

c) Enter the deduction code the represents the coverage paid in the **Benefit Code** field.

d) Enter the payment received in the **Amount** field.

e) Repeat the above steps for payment received on each COBRA deduction.

6. Close bill payments as follows:

a) Select the **Debt Satisfied** indicator check box of each record for which the payment is made.

b) Repeat above step for all bill records that are covered by a payment.

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WARNING! Close bills for which a full payment has not been received in order to prevent a COBRA Person's coverage from being terminated for lack of payment.

Regular Monthly COBRA Maintenance Procedures

About this task

Perform Steps 1 - 6 on a regular, monthly basis regardless of the activities performed earlier from this section.

Procedure

1. Generate COBRA notification letters to newly eligible COBRA persons as follows.

   The process will also update the **Notification Date** and the **Election End Date** fields on the COBRA Person page (PCAPERS).

   a) Submit the off-line COBRA Notification Letters Report (PCRNOTF).

   b) Enter values for the following required parameters:

Parameter	Description
Run Date	Enter the date that must appear on the notification letters.
Application Code	Enter the application code for printing the letter.
Letter Code	Enter the letter code to print.

2. Create on-line billing records (on PCACPAY) for COBRA Persons as follows:

   a) Submit the off-line Batch Processes for COBRA Report (PCRLTRS).

   b) Enter values for the following required parameters:

Parameter	Description
Run Date	Enter the date that must appear on the notification letters.
Application Code	Enter the application code for printing the letter.
Letter Code	Enter the letter code to print.

   Billing records are created for `Eligible` COBRA Persons who have not yet enrolled, and `Active` COBRA Persons

3. Create enrollment end notices for eligible COBRA Persons whose enrollment election period has ended.

   a) Submit the off-line Batch Processes for COBRA Report (PCRLTRS).

   b) Enter values for the following required parameters:

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Parameter	Description
Run Date	Enter the date that must appear on the notification letters.
Application Code	Enter the application code for printing the letter.
Letter Code	Enter the letter code to print.

Letters are sent to COBRA People who have not elected coverage and whose election end date is less than or equal to the run date.

4. Create expiration notices for COBRA Persons whose coverage period is about to end.
   a) Submit the off-line Batch Processes for COBRA Report (PCRLTRS).
   b) Enter values for the following required parameters:

Parameter	Description
Run Date	Enter the date that must appear on the notification letters.
Application Code	Enter the application code for printing the letter.
Letter Code	Enter the letter code to print.

Letters are sent to COBRA People whose **Coverage End Date** is less than the **Run Date** + the **Parameter Days**.

5. Create late payment notices for COBRA Persons whose payments have not been received by the transaction date.
   a) Submit the off-line Batch Processes for COBRA Report (PCRLTRS).
   b) Enter values for the following required parameters:

Parameter	Description
Run Date	Enter the date that must appear on the notification letters.
Application Code	Enter the application code for printing the letter.
Letter Code	Enter the letter code to print.

Letters are created for all COBRA people whose **Transaction Date** is less than the **Run Date**. The amount due is the total for all bills regardless of their due dates.

6. Create COBRA termination notices for non-payment of premium.
   a) Submit the off-line Batch Processes for COBRA Report (PCRLTRS).
   b) Enter values for the following required parameters:

Parameter	Description
Run Date	Enter the date that must appear on the notification letters.
Application Code	Enter the application code for printing the letter.

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Parameter	Description
Letter Code	Enter the letter code to print.

Results

Letters are created for all COBRA people whose **Bill Due Date** is less than the **Run Date**.

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Payroll Processes

This chapter provides instructions to complete routine payroll functions in Banner Human Resources.

As each site is unique, you may encounter situations that are not addressed in this section. If this happens, please contact the ActionLine for assistance.

See the Troubleshooting section of this user guide for detailed information on any error messages that may appear during payroll processing.

This chapter documents the following:

- "Payroll Dispositions" explains payroll disposition codes.
- "Payroll Processing" leads you through the entire payroll process for creating an original pay event.
- "Payroll Adjustments" assists you in processing typical payroll adjustments. It describes general payroll features as they apply to adjustments and provides step-by-step instructions for performing payroll adjustments.
- "Use of the Payroll Redistribution page (PHAREDS)" describes the use of the PHAREDS page to perform single or mass redistributions.
- "FLSA (Overtime) Compensation" covers the facilities and usage of the Banner Human Resources System's FLSA module.
- "Payroll Reconciliation" provides a chart explaining payroll reconciliation by field and a sample worksheet for use in the payroll reconciliation report/process.
- "Deferred Pay Processing" includes procedures for establishing deferred pay data and for viewing deferred pay adjustment data for an employee.

Assumptions

- The instructions in this section refer to Banner function keys by their names.

  To review your installation's key mapping structures, refer to the *Banner Getting Started Guide* or select the **Show Keys** option in the **Help** menu.
- The instructions below use the Job Submission module to submit the processes.

  For more information on how to run reports in Banner, refer to "Job Submission", in the *Banner General User Guide*.

  For detailed information on each report and process mentioned in these procedures, refer to the *Banner Human Resources Reports Handbook*.
- For additional information regarding methods of time entry with automated approvals, refer to the *Banner Human Resources Time Entry With Approvals Handbook*.

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Payroll Dispositions

Payroll dispositions are system-defined codes that indicate the current status of a pay event in the payroll cycle. Payroll dispositions are maintained by the system as an employee moves through the payroll cycle.

Payroll dispositions are displayed on:

- using the On-line Time Entry page (PHAHOUR) to enter employee time data for a specified pay period. A separate disposition is displayed for each employee
- accessing the Attendance Validation page (PHCATND) from PHAHOUR or the Payroll Adjustment page (PHAADJT) to enter a detailed breakdown of time data for a specified employee
- accessing the History Deduction page (PHCDEDN) from PHAHOUR or PHAADJT to enter or view deduction codes and amounts for a specified employee and payroll;
- running the Disposition Control Report (PHRDCON)
- viewing a list of an employee's payroll transactions and adjustments on the Pay Event List page (PHILIST)
- using the Payroll Adjustment page (PHAADJT) to execute pay adjustments
- viewing the details of a single pay event via the Check Detail Query page (PHICHEK)
- viewing an employee's pay events on the Time Sheet Keys page (PHITSKY)

The following table lists and describes the payroll disposition codes that appear in the above Banner pages.

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

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Disposition	Description
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

Payroll Process Flows

The following flow chart identifies payroll processes, reports, and pages and provides a step-by-step description of a typical payroll. For an explanation of the symbols used in this flow chart, refer to the legend below.

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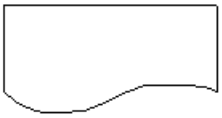
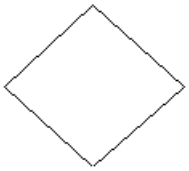
Process



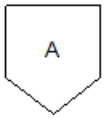
Report

Direct or Indirect Relationship to Report or Process



Decision

Connector



Off-Page Connector

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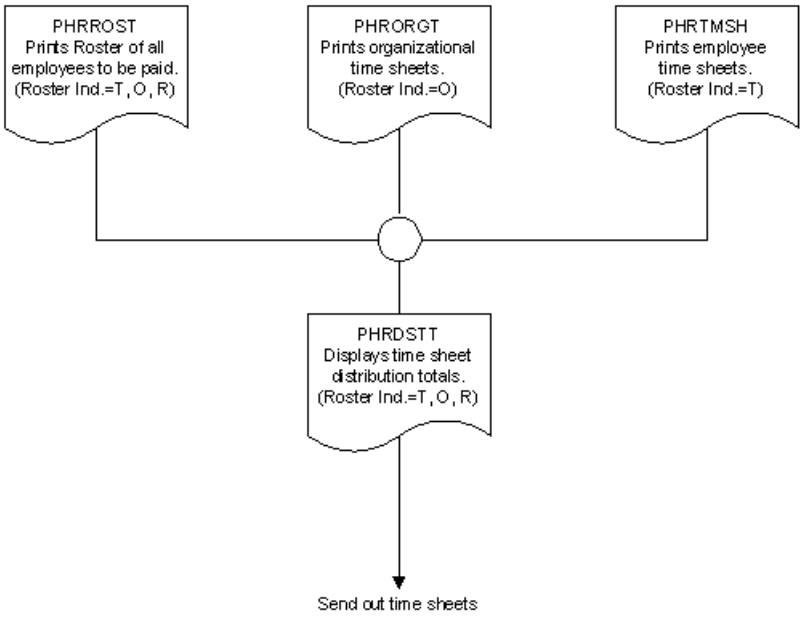
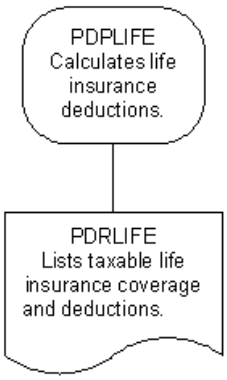
Time Sheet Generation Process Flow



Taxable Life Insurance Calculation Process Flow

NOTE: This step is optional and may not be necessary for every payroll.



Payroll Calculation Process Flow

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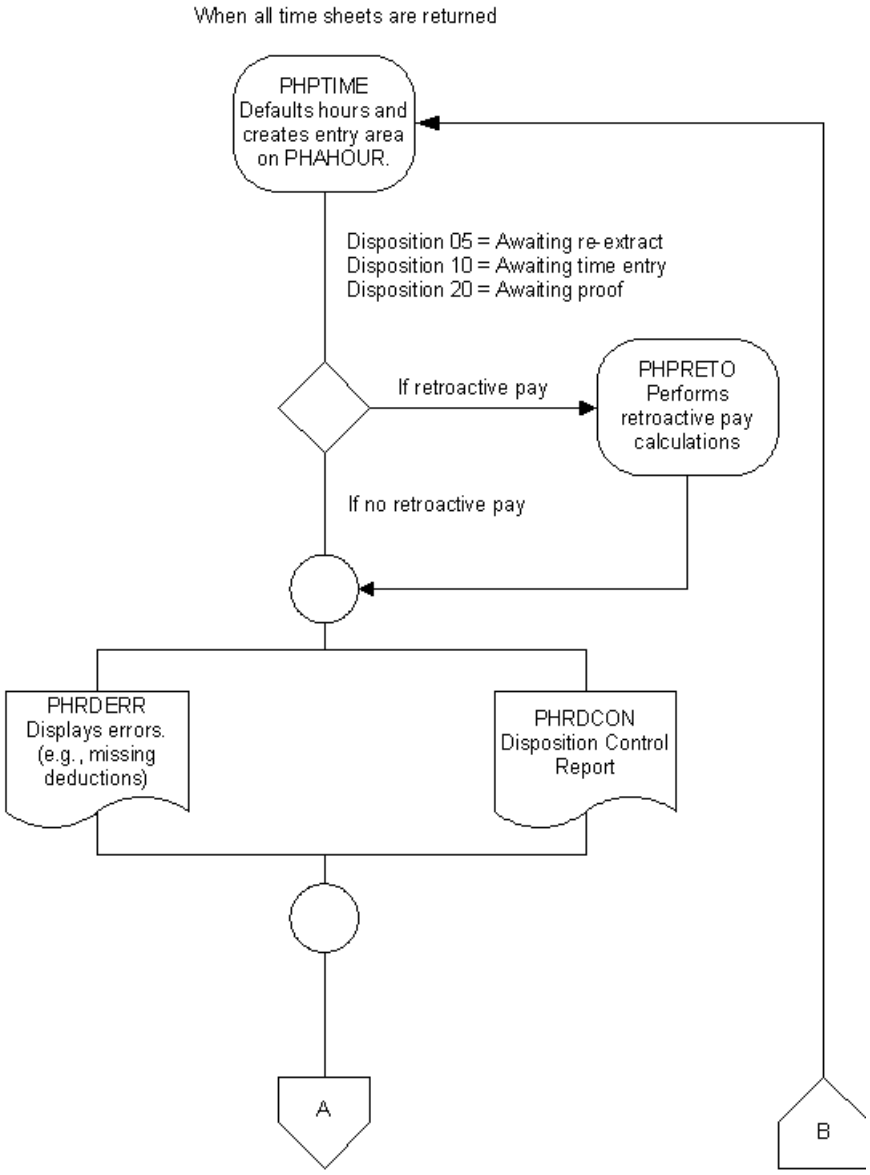
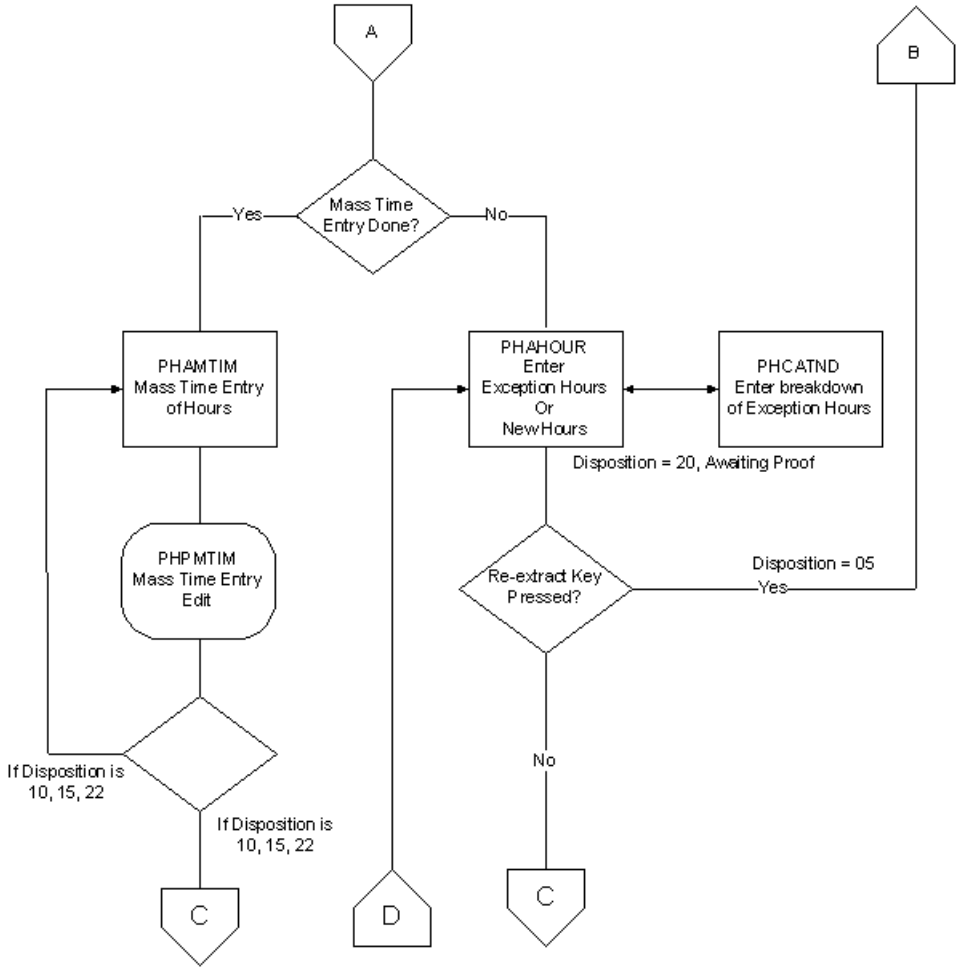
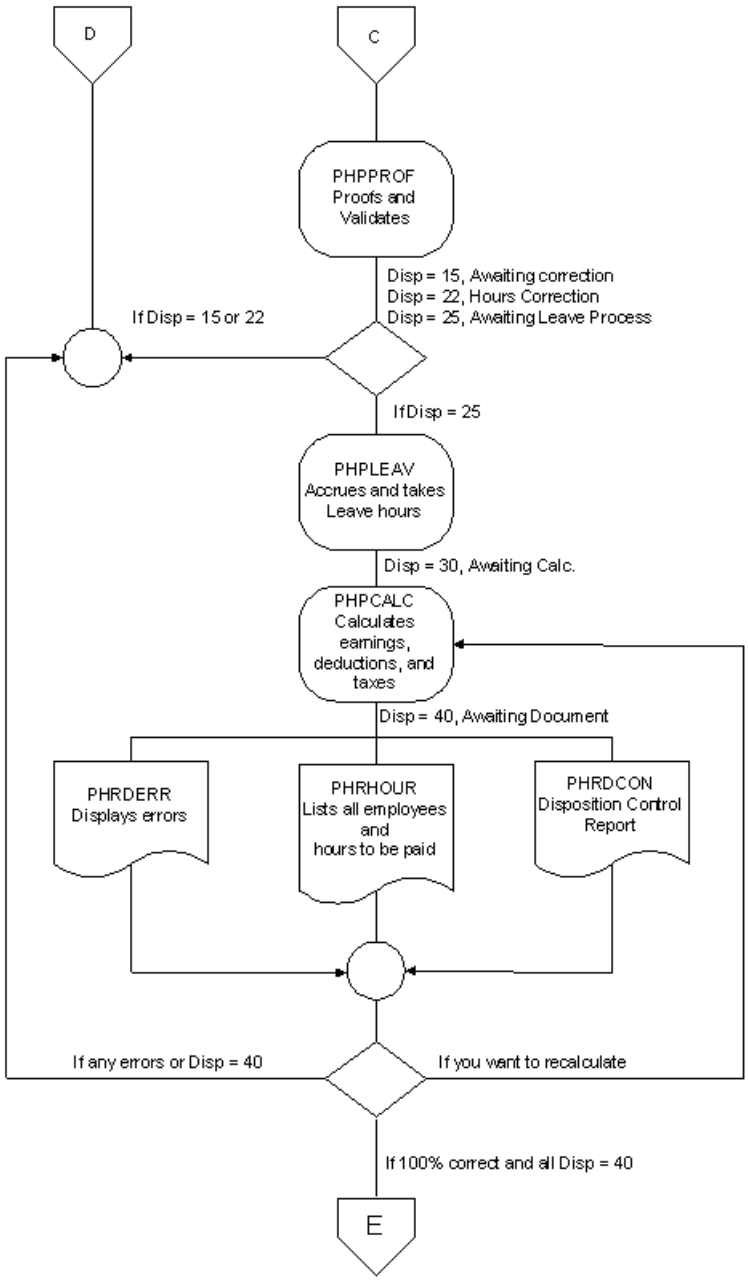

When all time sheets are returned
PHPTIME
Defaults hours and creates entry area on PHAHOUR.
Disposition 05 = Awaiting re-extract
Disposition 10 = Awaiting time entry
Disposition 20 = Awaiting proof
If retroactive pay
PHPRETO
Performs retroactive pay calculations
If no retroactive pay
PHRDERR
Displays errors. (e.g., missing deductions)
PHRDCON
Disposition Control Report
A
B


A
B
Mass Time Entry Done?
Yes
No
PHAMTIM Mass Time Entry of Hours
PHAHOUR Enter Exception Hours Or New Hours
PHCATND Enter breakdown of Exception Hours
Disposition = 20, Awaiting Proof
PHPMTIM Mass Time Entry Edit
Re-extract Key Pressed?
Disposition = 05
Yes
If Disposition is 10, 15, 22
No
If Disposition is 10, 15, 22
C
D
C



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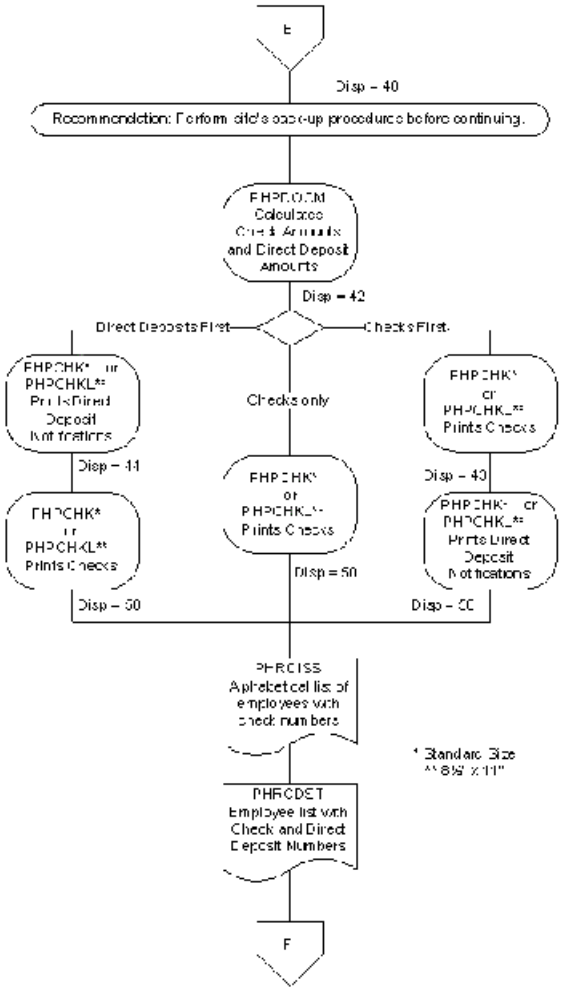
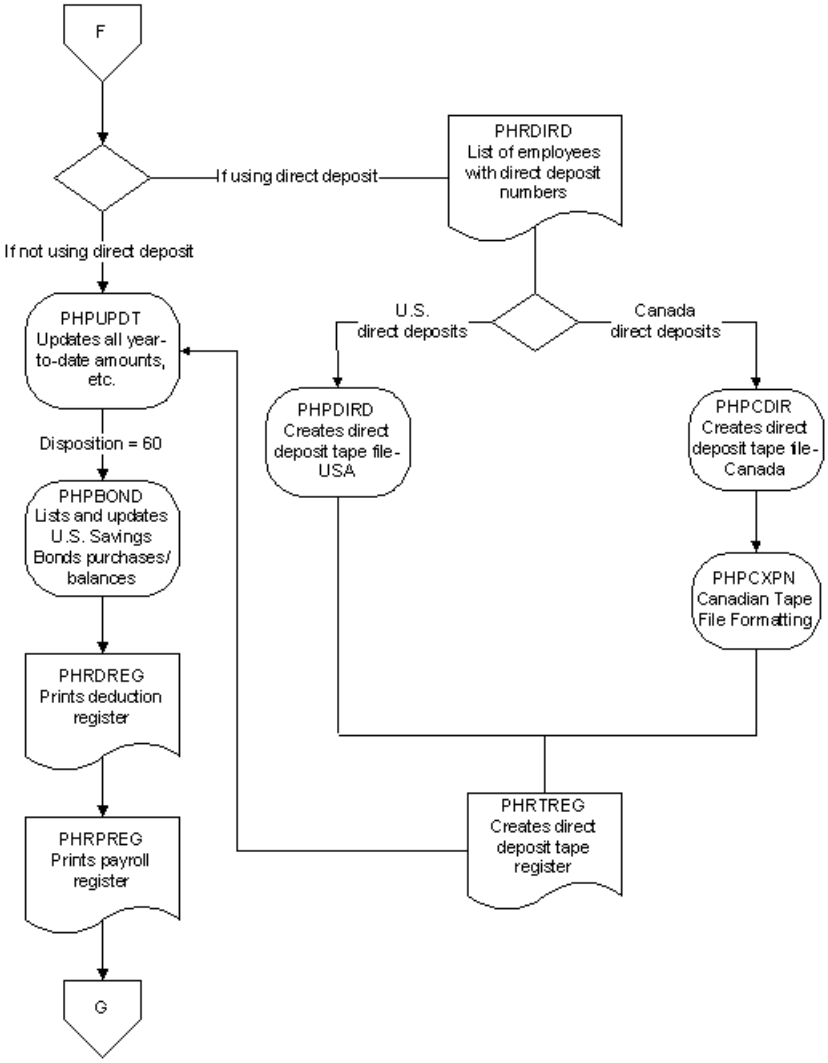
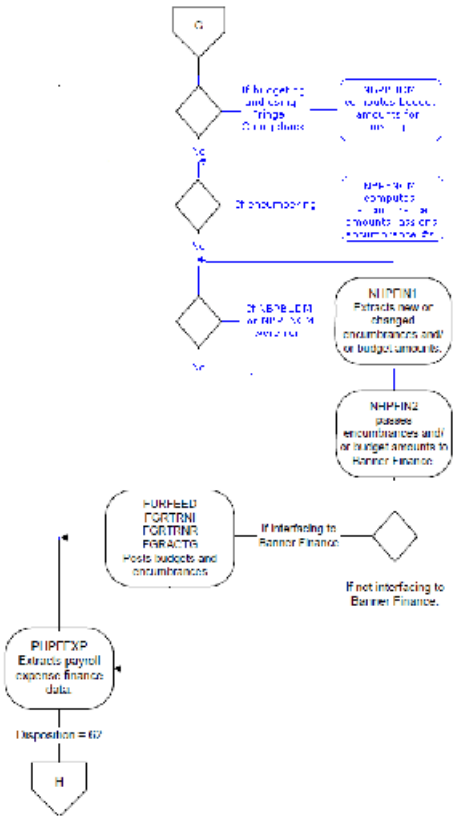
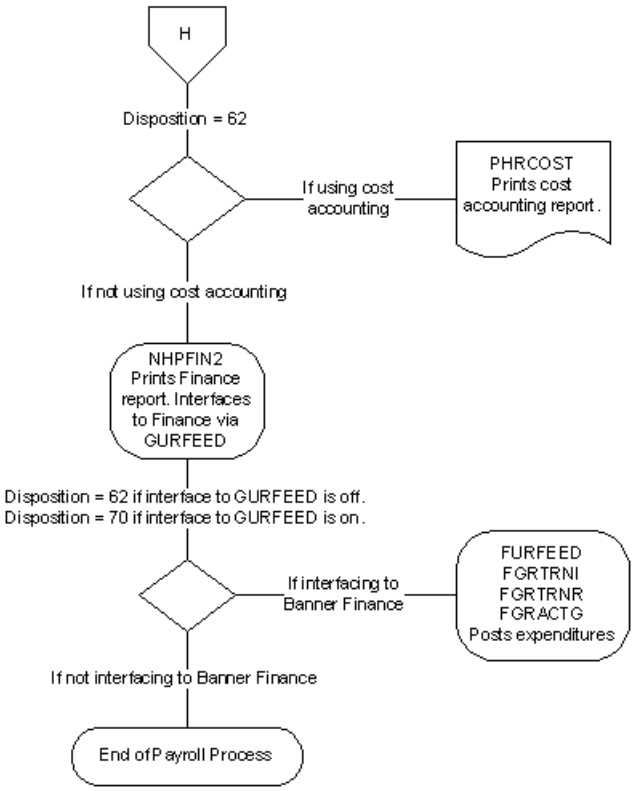

E
Disp = 40
Recommendation: Perform data back-up procedure before continuing.
Calculates Check Amounts and Direct Deposit Amounts
Disp = 42
Direct Deposits First
Checks First
Checks only
Disp = 44
Disp = 40
Disp = 50
Disp = 50
PHRCISS
Alphabetical list of employees with check numbers
* Standard Size
PHRCDST
Employee list with Check and Direct Deposit Numbers
F


F
If using direct deposit
PHRDIRD
List of employees with direct deposit numbers
If not using direct deposit
U.S. direct deposits
Canada direct deposits
PHPUPDT
Updates all year-to-date amounts, etc.
PHPDIRD
Creates direct deposit tape file - USA
PHPCDIR
Creates direct deposit tape file - Canada
Disposition = 60
PHPBOND
Lists and updates U.S. Savings Bonds purchases/ balances
PHPCXPN
Canadian Tape File Formatting
PHRDREG
Prints deduction register
PHRTREG
Creates direct deposit tape register
PHRPREG
Prints payroll register
G


G
NHRPRINI
Extracts new or changed encumbrances and/or budget amounts.
NHPPRIN2
passes encumbrances and/or budget amounts to Banner Finance
FGRFEED
FGRTRNI
FGRTRNR
FGRACTG
Posts budgets and encumbrances
If interfacing to Banner Finance
If not interfacing to Banner Finance.
PHPPTXP
Extracts payroll expense finance data
Disposition = 67
H



Payroll Calculation Process

The Banner Human Resources System's payroll processing capabilities enable you to create physical time sheets and reports, create time entry records, calculate gross and net pay (applying an unlimited number of earnings and deductions), calculate accrued and taken leave time, print and record checks and direct deposits, and feed payroll transactions to the Finance System. Payroll processing procedures are outlined below.

- *Create Time Sheets* on page 236
- *Process Life Insurance for Premiums and Imputed Taxes (Optional)* on page 237
- *Create Initial Time Entry Records for Payroll life insurance optional* on page 237
- *Re-extract Employee Time Entry Records* on page 242
- *Delete Time Entry Records time entry deletions* on page 244
- *Complete Payroll Proof, Leave Accounting, and Payroll Calculations* on page 244
- *Backup Procedures for Payroll Processing* on page 245
- *Process Checks and Direct Deposits* on page 246
- *Update Payroll Records and Interface Payroll Expenses to Banner Finance* on page 250

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NOTE: Refer to the flow charts illustrating all of the above processes in the topic, *Payroll Process Flows* on page 226 of this chapter.

Create Time Sheets

About this task

Before creating time entry records, create computer-generated physical time sheets to ensure that employees have time-reporting documents when the new pay period begins. This capability applies to any type of time sheets (individual, roster, and/or organizational time sheets).

NOTE: Some sites prefer to distribute time sheets for a future period at the same time that they distribute pay checks. If this is your procedure, remember that changes may occur in the personnel/employee modules after the physical time sheets are printed. Therefore some of the data displayed on the time entry records may not match the data on the physical time sheets. Discuss this timing issue with a Ellucian consultant.

Create Hard Copy Time Sheets

Procedure

1. Type the acronym for the Job Submission Control page (GJAPCTL) in the **Go To...** field.
2. In the **Process** field, enter the name of one of the following processes:

Type...	To Print...
PHRROST	a roster of all employees to be paid within the department. It selects all employees with a **Time Sheet Indicator** of T(ime Sheet), O(rganizational), or R(oster).
PHRORGT	an organizational time sheet listing all employees, by department, who have a **Time Sheet Indicator** of O(rganizational).
PHRTMSH	individual time sheets for each employee (by department) with a **Time Sheet Indicator** of T(ime Sheet).

NOTE: Submit each job separately to generate more than one type of time sheet—individual, organizational, or roster.

3. If necessary, enter special printer commands in the Printer Control section of the page.
4. Move to the Parameter section and enter the first parameter for the job and its value.

NOTE: Enter the Payroll Year in the format `YYYY`.

5. Continue to enter the requested parameters.
6. Move to the Submission section.
7. Check the **Save Parameter Set as** check box to save the parameter list and values for the job as user defaults.

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8. From the radio group, select either **Hold** (to hold the job for future submission) or **Submit** (to run the job immediately).
9. Click the **Save** icon to start the job.
10. For the first Job Submission Request of the session, enter your User ID, Password. and save.
11. Repeat the steps above for each type of time sheet used at your site.
12. (Optional) Using the steps outlined above, submit the Time Sheet Distribution Totals Report (PHRDSTT). This report displays employee and time sheet/roster counts by department.
13. Distribute time sheets or rosters.

Process Life Insurance for Premiums and Imputed Taxes (Optional)

If you use Banner Human Resources functionality to compute and apply taxes on life insurance premiums for insurance over $50,000, you must submit additional off-line jobs before running the Time Processing Report (PHPTIME) for the first pay of each month.

For more details on Banner-related life insurance procedures, please refer to the topic, "Set Up Life Insurance Deductions" for specific instructions in Chapter 5, "Benefits Administration" of the *Banner Human Resources User Guide*.

Create Initial Time Entry Records for Payroll life insurance optional

About this task

After the Payroll Office collects time sheets and sorts them by organization, time entry records must be created by the Time Processing Report (PHPTIME).

PHPTIME creates a time entry record on the (Online Time Entry page (PHAHOUR)) for the Payroll ID and Payroll Number specified on PHAHOUR. It defaults hours, labor distributions, and deduction information for the time entry record from the Employee Jobs page (NBAJOBS) and the Employee Benefit or Deduction page (PDADEDN).

Procedure

1. Enter PHPTIME in the **Go To...** field.
2. Continue with the steps outlined in section *Create Time Sheets* on page 236.

   NOTE: When creating time sheets for the first time for the current pay event, you must choose the Initial Extract option for the **Extract** Indicator parameter when you submit the job.

   For a description of the other options for this parameter, see step 5 below.

   After you run PHPTIME, dispositions for each time entry record will be set to:

   - `05` (Awaiting Re-Extract),

     In this case, proceed to step 5.
   - `10` (Awaiting Time Entry), or
   - `20` (Awaiting Proof).

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3. (Optional) Submit the Disposition Control Report (PHRDCON) to determine or verify employee disposition.

   You may run PHRDCON at any time during the payroll process.

4. (Optional) Access the Pay Event List page (PHILIST) to view dispositions on-line by employee.

   You may view PHILIST at any time during the payroll process.

5. If there are time entry records at disposition `05`, do one of the following to view payroll errors for those records:

   a) Return to the Process Submission Controls page (GJAPCTL),

   - Change the process to the Payroll Errors Display Report (PHRDERR)
   - Continue with the job submission process outlined in *Create Time Sheets* on page 236.

     This job generates a report listing the errors of each time entry record such as:

   - missing deductions,
   - invalid earnings codes, etc.

     You can also run the Report of Hours (PHRHOUR) at this time to determine the payroll hours for the payroll ID.

     OR

   b) Access the Pay History Display Errors page (PHIDERR).

   This page displays errors encountered during payroll for a specified employee.

   - When accessed directly, it lists all errors.
   - When accessed from the On-line Time Entry page (PHAHOUR), it displays errors for the pay event identified on the page.

     Correct all errors.

6. After all errors have been corrected, resubmit PHPTIME using the process you followed in Step 1 (above).

   WARNING! After you running PHPTIME for the first time for the payroll, you must choose the Re-extract parameter to recreate all time entry records that are at disposition 05. If you choose the Recreate 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 option, any values entered on PHAHOUR will be replaced.

7. Resubmit PHRDERR or re-access PHIDERR to ensure that all errors have been corrected.

   If errors still exist, make appropriate corrections. Continue to repeat Steps 5 and 6 until all errors are corrected.

8. Submit the Disposition Control Report (PHRDCON). This report displays all time entry records by disposition. Ensure that all time entry records are at:

   - Disposition 10 (Awaiting Time Entry) or
   - Disposition 20 (Awaiting Proof)

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Disposition 05 reflects errors that must be corrected before proceeding to Step 6. Repeat Steps 5, 6, and 7 until all records are at disposition 10 or 20.

9. Access the On-line Time Entry page (PHAHOUR), and enter the **Year**, **Payroll ID**, and **Payroll Number** for the current pay period in the Key Block.
10. Navigate to the next section. The Time Entry Selection window is displayed.
11. (Optional) In the Time Entry Selection window, further narrow the data selection criteria for the payroll defined in the PHAHOUR Key Block by entering values for the following fields:
    - **Chart of Accounts (COA)**
    - **Organization**
    - **Time Sheet Method**
    - **Employee ID**
    - **Employee Last Name**
    - **Begin Date**
    - **End Date**
    - **Check Date**

    To access this window, section past the **Payroll Number** field in the Key Block or select `Enter Selection Criteria` from the Tools button.
12. Select the **OK** button on the Time Entry Selection Criteria window to access the History Jobs section of PHAHOUR and filter the first time entry record based on the selections made in the Time Entry Selection Criteria window.

    If hours have been defaulted to the time sheet for the first employee and if no exception time needs to be reported, move to the next employee's time entry record.

    OR

    If the hours did *not* default or if exception time has to be reported for an employee, those hours must be recorded at this point.

    To enter exception time for an earnings code, move to the History Earnings section.

    a) If you wish to view available leave balances prior to entering earnings data, access the Leave Balances window. To access this window, select `List Leave Balances` from the Tools button.

    b) Enter the number of exception hours in the column and row on PHAHOUR reserved for the earnings code.

       If the **Reduce Regular Hours** check box has been selected for the earnings code on the Employee Class Rule page (PTRECLS), the defaulted regular hours will automatically be reduced by the amount of exception hours entered.
13. If you enter time for an earnings code for which you are tracking detailed attendance, use the Attendance Validation page (PHCATND) to generate or create attendance data.

    When you access this page, you must indicate whether or not you are going to track attendance *only* for earnings codes requiring attendance tracking, that is, only for codes whose **Attendance Indicator** check box has been selected on the Employee Class Rule page (PTRECLS).

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To access the Attendance Validation page (PHCATND), place the cursor in the History Jobs section of PHAHOUR and then select `Record Required Attendance` from the Tools button.

- If you indicate that you are tracking attendance only for codes requiring attendance validation, the system automatically generates the codes in alphabetic order when it displays the Attendance Validation page (PHCATND). When you first access the page, the first code appears in the **Earn Code** field. The system automatically redisplays the page with the next earnings code (if any) each time you exit the page.
- If you indicate that you are also (or only) tracking attendance for one or more codes that do not require attendance validation, both code selection and page access are manual. To track attendance for an earnings code, first select that code in the History Earnings section of the On-line Time Entry page (PHAHOUR) and then access the Attendance Validation page (PHCATND). Repeat this process for the next earnings code.

  To access PHCATND, select one of the following options from the Tools button of PHAHOUR:

Select PHAHOUR Option...	To...
Record Attendance For Selected Earn Code	enter data on the Attendance Validation page (PHCATND) for only those earnings codes whose attendance is to be tracked.
Record Required Attendance	enter data on the Attendance Validation page (PHCATND) for earnings codes for which attendance validation is required and codes for which this tracking is optional. To access PHCATND for codes for which attendance is required, move the cursor to the History Earnings section of PHAHOUR and press the Control key and lower-case e key simultaneously.

The system displays the Attendance Validation page (PHCATND). The cursor is positioned in the Generate Attendance Record section. Fields in this section enable you to enter criteria for the generation of multiple attendance entries in the Attendance Data Entry section.

NOTE: Information from the Key Block and History Jobs section of PHAHOUR appear at the top of the Attendance Validation page (PHCATND).

To generate attendance records, enter a date-range in the **Begin Date**, **End Date** fields and hours value in the **Hours Per Day** field. You can also enter a reason in the **Reason** field.

After entering the information in the above step, move to the Attendance Data Entry section. A record is then automatically generated in the Attendance Data Entry section for each day from the date entered in the **Begin Date** field through the date entered in the **End Date** field. Each record generated inherits the Hours Per Day and Reason you entered in the Generate Attendance Record section.

At the Attendance Data Entry section, enter any additions or revisions to the attendance data associated with this payroll run.

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NOTE: If the date range you entered in the Generate Attendance Record section includes a holiday, it will not appear here. If you want to include it, enter it manually as described above.

If you do not want to generate any records, do not enter any values in the Attendance Record section. Instead, immediately after entering the Attendance Validation page, move to the Attendance Data Entry section. Then, enter the tracking data for the current earnings code.

The system maintains a running total of hours in the **Total Hours** field at the bottom of the Attendance Validation page for comparison with the associated hours entered on the Main window of the On-line Time Entry page (PHAHOUR). The associated hours are displayed in the **Matching Hours** field. Before leaving the page, be sure that the two totals are the same.

After ensuring that all data in the Generate Attendance Record section is correct, perform the Save function to save the attendance data for the current earnings code to the database. Then, exit the page and return to PHAHOUR.

14. If you wish to override the normal labor distribution that defaults from NBAJOBS while you are in PHAHOUR, do the following.
    a) Select the earnings code whose labor distribution must be overridden and move to the Time Distribution section.
    b) Overwrite the account distribution data with the new distribution.
    c) If you change the percentage for any account, remember to adjust other labor distribution account amounts so that the total labor distribution remains 100%.
    d) Save, exit the page and return to PHAHOUR.
15. (Optional) Access the History Deductions page (PHCDEDN) to view the deductions that will be applied to this pay event for a particular employee.
    a) To access this page, select List Deductions for Pay Event from the Tools button of PHAHOUR.

       A list of all active deductions will default. Since this is a filter-only page for a computer-produced event, no amounts may be entered. After the Payroll Calculation Report (PHPCALC) is run, the **Employee Amount**, **Employer Amount**, and **Applicable Gross** are displayed.
    b) Exit the page to return to PHAHOUR.
16. If you wish to delete time records for an employee, proceed to Section *Delete Time Entry Records time entry deletions* on page 244". Otherwise, proceed to Step 17.
17. Repeat the previous steps until all time entry records within the specified organization with the specified Time Sheet Indicator have been processed.

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NOTE: PHAHOUR records are organized by Time Sheet Indicator within organizations. This means that if your site has some employees who have been flagged for organizational time sheets and others who are flagged for individual time sheets within the same organization:

Return to the Time Entry Selection Criteria window, Change the Time Sheet Method Indicator to `Time Sheet` or `Organization` and access additional records

Repeat Steps 9 through 16 until time entry records have been processed for all Organization/ Time Sheet Indicator combinations required for your site.

18. At this point in the payroll process, all time entry records must be at disposition `20` (Awaiting Proof).
19. (Optional) Run the Disposition Control Report (PHRDCON) to verify the dispositions.
20. Perform only one of the actions below, depending on the situation:
    a) If all time entry records are at disposition 20 and if no corrections to the Employee Jobs page (NBAJOBS) or the Employee Benefit/Deduction page (PDADEDN) are necessary, proceed to Section *Complete Payroll Proof, Leave Accounting, and Payroll Calculations* on page 244.
    b) If changes are necessary to NBAJOBS or PDADEDN after Step12 is completed, proceed to Section *Re-extract Employee Time Entry Records* on page 242.
    c) If time entry is still needed, repeat the time entry steps outlined above.

Re-extract Employee Time Entry Records

About this task

Before beginning payroll calculations, you must understand the concept of re-extraction in the Banner Human Resources.

Re-extractions are used to tell the system that something pertinent to an employee's deductions or job records has changed within the payroll currently being processed.

Specifically, the associated time entry records extracted during 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 PHPTIME, that is, extraction, proof, calc, etc., using the new job and/or deduction information. Instructions for performing the re-extraction process appear below.

When PHPTIME (described in Section C above) has been run to initially create time entry records for a particular pay event and changes must be made on any job or deduction records, you must force a re-extraction of the associated time entry records (to set the disposition of each of these records back to `05`). No changes to those records will be allowed within the pay period being processed unless you force a re-extraction on PHAHOUR.

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NOTE: There is no need to cause a re-extraction for time entry records whose disposition is set at `05` (Awaiting Re-extract) after PHPTIME is run. Simply run the Payroll Errors Display Report (PHRDERR) or access the Pay History Display Errors page (PHIDERR) and make the corrections on the relevant pages.

To re-extract a time entry record, follow these steps:

Procedure

1. Access the On-line Time Entry page (PHAHOUR).
2. Enter information in the Key Block and the Time Entry Selection Criteria window.

   Specify the **Organization** and the **Time Sheet Method** used for the employee.
3. Scroll down to go to the time entry record of the first employee in the organization.
4. Go to the next record to be re-extracted.
5. Access the Re-extract window by selecting `Reextract Employee` from the Tools button.
6. Select the **Re-Extract** check box and then select the **OK** button within the window to complete the re-extraction.

   NOTE: The disposition of the re-extracted record is now 05.
7. Save and exit the window.
8. Access NBAJOBS and/or PDADEDN and make the appropriate changes.
9. Re-run PHPTIME with the Re-extract option.

   This process redefaults standard hours per pay (if any) and erases any time previously entered on PHAHOUR for the pay event. The time entry record will be at disposition 05 (Awaiting Re-extract), 10 (Awaiting Time Entry) or 20 (Awaiting Proof).

   NOTE: You need not select individual IDs when using the Re-Extract option for PHPTIME.
10. Perform only one of the following actions, depending on the disposition of the time entry record.
    a) If the time entry record is still at disposition 05, run the Payroll Errors Display Report (PHRDERR) or access the Pay History Display Errors page (PHIDERR) to determine the problem and correct it. (You are not required to force a re-extract in this situation since the disposition is already at 05.)
    b) If the time entry record is at disposition 10, enter the time for the payroll period. The disposition automatically changes to 20 once the time entered has been committed.
    c) If the record is at disposition 20, re-enter exception time, if any. The disposition will remain at 20.

       Re-extracted time entry records must be processed through each of the payroll processes until their payroll disposition is equal to that of the rest of the time entry records being processed. (To review the payroll processes, see *Payroll Process Flows* on page 226 of this chapter.)

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Delete Time Entry Records time entry deletions

About this task

To delete a time entry record from the On-line Time Entry page (PHAHOUR) after running the Time Processing Report (PHPTIME), follow the steps outlined below.

Procedure

1. Access the On-line Time Entry page (PHAHOUR).
2. Enter information in the Key Block and the Time Entry Selection Criteria window.

   Specify the **Organization** and the **Time Sheet Method** used for the employee.
3. Scroll down to go to the first time entry record within the identified organization.
4. Go to the record to be deleted.
5. Perform the Remove Record function.

   The system displays a screen asking you to confirm that you want to delete the time sheet.
6. Select `YES`.

   The system deletes the time entry record and redisplays the PHAHOUR page with the next time entry record in the organization. If you delete the last time sheet shown, the system will show the preceding time entry record.
7. Save and exit the page.

Complete Payroll Proof, Leave Accounting, and Payroll Calculations

About this task

The next step in the payroll cycle is to complete the proof, leave, and calculation processes. After completing the time entry process,

Procedure

1. Submit the Pay Period Proof Batch Module (PHPPROF).

   This program checks for various error conditions that could prevent an employee's pay event from proceeding through the payroll flow.
2. (Optional) To ensure that no problems were encountered in the proof process,
   a) Run the Disposition Control Report (PHRDCON), and then
   b) Run the Payroll Errors Display Report (PHRDERR)

      OR

      Access the Pay History Display Errors page (PHIDERR).

      All time entry records must be at disposition 25 (Awaiting Leave Process). If there are time entry records at a disposition less than 25, correct any errors reflected in PHRDERR or PHIDERR and repeat the steps in Section *Create Initial Time Entry Records for Payroll life*

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insurance optional on page 237 or Section *Re-extract Employee Time Entry Records* on page 242.

3. Run the Leave Accruals and Taken Process (PHPLEAV)

   This process calculates leave accrued and leave taken using the data entered on PHAHOUR and the leave balances contained on PEAEMPL. If the available hours on the PEAEMPL record are less than the amount of leave hours claimed, a subsequent leave code identified on PTRLCAT will be affected in this process or, if hours are not allowed to go negative, dock pay will be generated.

   All time entry records that are successfully processed through PHPLEAV now move to a disposition of `30` (Awaiting Calc).

4. Run the Payroll Calculation Process (PHPCALC) to calculate earnings, deductions, and taxes.

   - Enter the following report parameters: **Payroll Year**, **Payroll ID**, and **Payroll Number**.
   - If you wish to recalculate the data for all time entry records, enter `Y` for the parameter **Re-calculate all Employees**. The system will calculate the data for all time entry records that are at a disposition of either 30 or 40.

     Enter N to calculate data only for time entry records that are at disposition 30.

     Follow the guidelines below to determine how to answer the prompt.
   - Enter Y, if you discover and correct a rule page error.
   - For example, on PTREARN or PTRBDCA, that affects a large group of time entry records.
   - Enter `N`, if no rule page changes are necessary but some records have been re-extracted and forced through the process up to PHPCALC.
   - Enter `Y` in all cases, although unnecessarily entering `Y` adds to run time and delays further payroll processing).
   - At the **Calculation Analysis Report** parameter prompt, enter `Y`.

     View this report to validate the accuracy of the time entry and deduction information prior to proceeding with the payroll.

     If no errors are encountered, all dispositions will be set to 40 (Awaiting Document).

5. To ensure that no errors exist, it is recommended that you run the Disposition Control Report (PHRDCON) again and then either run PHRDERR or access PHIDERR. Make corrections, if necessary, and re-run the appropriate programs to bring the dispositions to 40 (Awaiting Document).

   When all time entry records are at disposition `40`, proceed to the next section.

Backup Procedures for Payroll Processing

It is recommended that you perform your site's backup procedures before continuing.

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Process Checks and Direct Deposits

After completing all payroll calculations, perform the following procedures to process checks and direct deposits:

1. Set up Direct Deposit information in Banner
2. Set up Address Hierarchy for checks and direct deposits
3. Generate Checks and Direct Deposit orders

Set up Direct Deposit Information in Banner

About this task

The following steps describe how to set up Banner pages for processing direct deposits.

Procedure

1. Create bank information on the Bank Code Rules page (GXRBANK) as follows:
   - define bank codes for you institution's bank accounts,
   - link bank funds and bank accounts with your cash accounts, and
   - define Automatic Clearing House (ACH) information for your institution's bank accounts in the ACH Rules window.

     You can create several records for a particular bank code. Only one record per bank code is valid for a defined effective date range. Each record, however, can be distinguished by a different bank name.

     Reviews and modifications to existing bank records must be done after executing a filter. New bank codes may be defined during data entry.
2. Identify your bank on the HR/Finance Set Up Rules page (NTRFINI).

   Refer to the online help of Banner Human Resources for detailed field descriptions and information on this rules page.
3. Set up the Bank Routing Number and Bank Name on the Bank Routing Number Validation page (GXVDIRD).

   Refer to the online help of Banner General for detailed field descriptions and information on this rules page.
4. Set up the employee's direct deposit information on the Direct Deposit Recipient page (GXADIRD).

   Refer to the online help of Banner General for detailed field descriptions and information on this rules page.
5. Proceed to *Set up Address Hierarchy for Checks and Direct Deposits* on page 247.

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Set up Address Hierarchy for Checks and Direct Deposits

About this task

Use of the Crosswalk Validation page (GTVSDAX) to create an address hierarchy to prioritize the various address types for each recipient entered on the Identification page (PPAIDEN. This enables you to identify the address type for which the checks and direct deposits are to be issued.

If you run PHPCHKL through job submission, you must insert a record to add additional address types.

Once the hierarchy of address types are prioritized on GTVSDAX, the print check processes use this information to determine the addresses of recipients.

For example, if on GTVSDAX the `PR` (Permanent) address is given the first priority, a sequence of `1`, and the `BU` (Business) address is given second priority, a sequence of `2`, then the print check/direct deposit processes (PHPCHEK or PHPCHKL —whichever you select) prints all `PR` addresses on file for recipients. If a `PR` address is not available, then the system uses the `BU` address.

Establish an address hierarchy on the GTVSDAX page as follows:

Procedure

1. Access the Crosswalk Validation page (GTVSDAX).
2. Perform the Insert Record function.
3. Enter `CHECKADDR` in the **Internal Code** field.

   NOTE: To display existing address information for specific codes, enter `CHECKADDR` in the filter mode.

4. Enter the sequence number of the address type being used for the hierarchy.

   For example, if you want the PHPCHEK/PHPCHKL process to select a `MA` (Mailing) address type as the secondary address, enter `2` in the **Internal Sequence** field.
5. Enter `ADDRESS` in the **Internal Group** field.
6. Enter the address type in the **External Code** field, such as `PR` (Permanent).
7. Enter a description, to identify the type of address entered, in the **Description** field. For example, `Permanent Address`.
8. Save the record.
9. Repeat for all address types that are part of the hierarchy used when mailing checks or direct deposit notices.
10. Proceed to *Process Checks and Direct Deposits* on page 247.

    Also follow the flow chart, *Payroll Calculation Process Flow* on page 228 of this chapter.

Process Checks and Direct Deposits

About this task

Process checks and direct deposits as follows:

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Procedure

1. (Optional) Enter a check message in the Pay Stub Message section of the Payroll Calendar Rule page (PTRCALN).

   NOTE: Check/Deposit messages cannot be modified once a payroll record reaches Disposition `42` or greater.

2. Ensure that you create an address hierarchy on the Crosswalk Validation page (GTVSDAX) using the internal code `CHECKADDR`, to prioritize the various address types for each recipient.

   Refer to *Set up Address Hierarchy for Checks and Direct Deposits* on page 247 for instructions.

3. Submit the Calculate Check/Direct Deposit Amounts Process (PHPDOCM).

   PHPDOCM calculates each check and direct deposit amount. This is especially important if the employee's pay is to be distributed to multiple banks.

   NOTE: If you specify the Just Checks parameter, the process will override direct deposit information on the Direct Deposit Recipient page (GXADIRD) and produce checks for all employees in this particular payroll. Use this option for bonus or special pay situations.

   The disposition of all employee time entry records must now be at 42 (Awaiting Check/Direct Deposit Run).

4. (Optional) Re-run PHRDERR and PHRDCON to verify that there are no errors and that all records are at disposition 42.

   NOTE: Once a time entry record reaches disposition 42, changes that would change the employee's pay event can no longer be made on PTRCALN, PDADEDN, NBAJOBS, and PHAHOUR.

5. Load the checks into the printer.

6. Submit the Check/Direct Deposit Notice Process (PHPCHEK)

   OR

   Submit the Check Direct Deposit Notice - Large Process (PHPCHKL).

7. At the Check or Direct Deposit parameter, enter `C` to select the check option.

   Check messages, if entered on PTRCALN, get printed on checks and direct deposits issued by your institution for the selected pay period.

   On running PHPCHEK, text from only the first line of the Pay Stub Message section is printed on the employee's pay stub whereas PHPCHKL prints the text entered in all eight lines from the Pay Stub Message section.

   Alternative to PHPCHEK, all eight lines of the Pay Stub Message section can also be viewed in Employee Self-Service and on PHICHEK, if appropriate text has been entered.

   NOTE: To ensure that the message is consistent regardless of which page is used to view, enter only the required number of lines corresponding to your institution's method of printing checks (PHPCHEK/PHPCHKL).

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NOTE: Null text fields will not be printed.

For example, when text is not entered on Line 1, instead the message is entered on Line 2 and Line3, on PTRCALN, upon running PHPCHEK, no check message is printed as Line 1 is null. However, on viewing the check message via PHICHEK or Employee Self-Service, Lines 1, 2 and 3 are displayed in the same format as entered on PTRCALN.

a) (Optional) Restart your check run if this process is interrupted or prints incorrectly as follows:

- Resubmit PHPCHEK or PHPCHKL.
- At the **Last Good Document Number** parameter, enter a number that is one less than the original starting number.

b) (Optional) To restart in the middle of a check run,

- Resubmit PHPCHEK or PHPCHKL.
- At the **Last Good Document Number** parameter, enter the number of the last good check or direct deposit notice printed.

8. Load the checks into the printer.
9. Run PHPCHEK or PHPCHKL again.
   a) At the **Check or Direct Deposit** parameter, enter D to select the direct deposit option.
   b) If you need to restart the direct deposit run, follow the directions in Step 7.1.)

   All time entry records must now be at disposition `50` (Awaiting Update).
10. (Optional) Rerun PHRDCON and either rerun PHRDERR or re-access PHIDERR to verify that there are no errors, and all time entry records are at disposition 50.
11. (Optional) Using the Process Submission Control page, run payroll reports such as the:
    - Payroll Register (PHRPREG)
    - Check Leave Report (PHRCISS)
    - Check Distribution List (PHRCDST)
    - Direct Deposit Distribution Report (PHRDIRD)

    Refer to the *Banner Human Resources Reports Handbook* for detailed information on these payroll reports.
12. If your site uses direct deposit notices, do one of the following.

Results

If your site is not in Canada:

1. Run PHPDIRD to create the direct deposit tape file.
2. Run PHRTREG to create the direct deposit transmittal register.

If your site is in Canada:

1. Run PHPCDIR to create the direct deposit tape file.
2. Run PHPCXPN to format the tape file.

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3. Run PHRTREG to create the direct deposit transmittal register.

   Submission of these jobs does not affect the payroll dispositions.

Update Payroll Records and Interface Payroll Expenses to Banner Finance

About this task

In this phase of the payroll process,

- update the year-to-date records of each employee whose time entry record is being processed
- update position total records in the Position Control module
- Feed expenses, employee, and employer liabilities to Banner Finance, for posting to the ledgers through financial interface programs

Procedure

1. Run the Pay Period Update Batch Module (PHPUPDT) for processing.

   All time entry records must now be at disposition `60` (Finance Extract).
2. (Optional) Run the Deduction Register Report (PHRDREG) to list all deductions in the current payroll.
3. Run the Expenditures Finance Extract Process (PHPFEXP).

   PHPFEXP writes transactions for this payroll to a temporary "hold" file. This file contains extracted data from payroll to be fed to the Finance System.

   All time entry records should now be at disposition `62` (Finance Interface/Feed).
4. If you are using the Cost Accounting feature of Banner Finance, run the Cost Accounting Report (PHRCOST), specifying the **Year**, **Pay ID**, and **Pay Number** of the current payroll.
5. Through Job Submission, run the Finance Interface Report (NHPFIN2).

   This process translates data in the extracted file into a format readable by the Finance Interface Program. (FURFEED)

   All time entry records should now be at disposition `70` (Complete).

Calculation for One Time Tax Method

The value you enter in the Tax Method on the Earning Code Rules page (PTREARN) establishes the way your taxes are calculated. Banner calculates taxes using the One Time tax method much differently than it would for Annualized earnings.

If the system were to calculate taxes on One Time earnings using the regular Annualized formula, employees could be over-taxed or under-taxed depending on the size of the One Time gross. The tax calculation (PHPTAXS) within the Payroll Calculation Process (PHPCALC) will calculate regular tax and One Time tax separately, then add the results of both for a total withholding amount.

Please refer to Online Help for the Earning Code Rules page (PTREARN) and Tax Code Rules page (PXATXCD) for more information related to specific values assigned for tax calculations.

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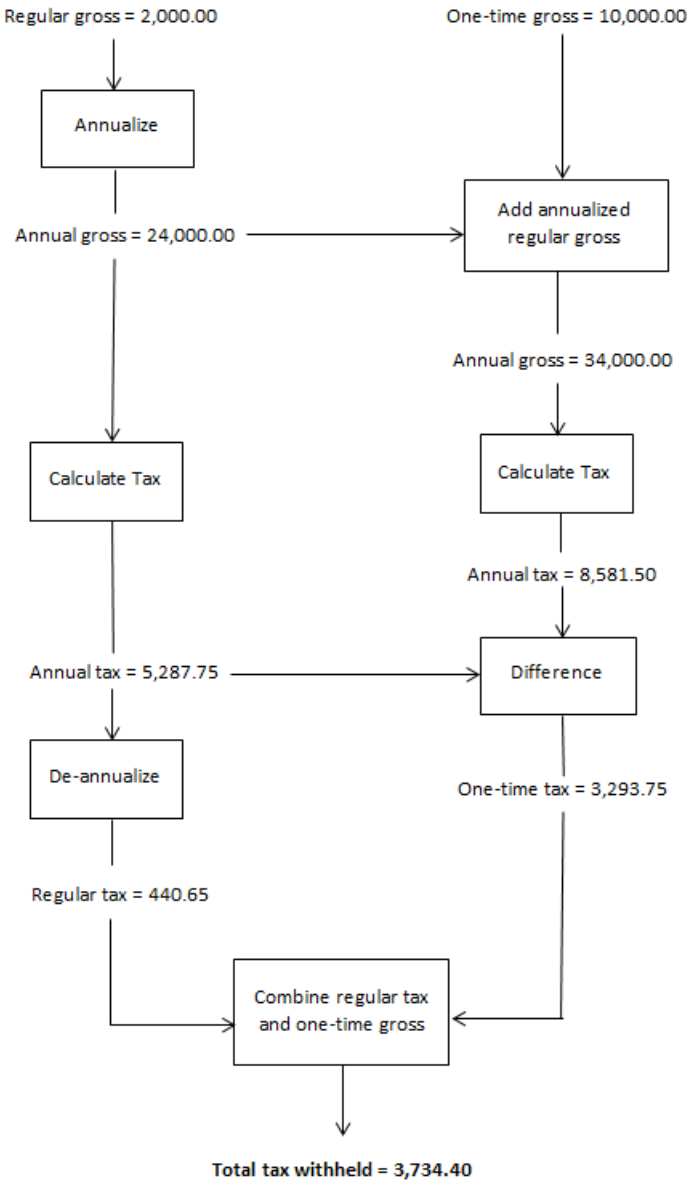
NOTE: Combining the straight annualizing method with one-time taxed earnings may result in under-withholding. Excluded earnings and benefits/deductions can also affect tax calculations resulting in under-withholding.

In this example, we will calculate Federal income tax for a monthly employee who is paid $2,000.00 regular monthly gross income and a $10,000.00 one-time bonus. See the flowchart below to see how the tax-withheld amount is calculated.



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Payroll Adjustments

This section provides guidelines that lead you through each payroll adjustment process from the entry of adjustment information through the completion of payroll processing.

NOTE: Before processing any adjustment, you must refer to the "Payroll Adjustments Disposition Flow" section of this chapter to compare the results of using computer versus manual calculation and print methods to produce the adjusted paycheck.

The contents of this section assume that you have prior knowledge of the Banner Human Resources System payroll process and that you understand the concept of dispositions. (Refer to the topic, *Payroll Dispositions* on page 225" of this chapter to review dispositions.)

The following types of payroll adjustments can be performed on the Payroll Adjustment page (PHAADJT).

Type of Adjustment	Purpose of the Adjustment
Void	To void or nullify a paycheck that was given in error.
Erase	To erase any payroll adjustment transaction prior to the approval of the event.
Redistribution	To alter the original labor distribution of an individual pay event. This action is internal to the payroll/finance office(s) and is invisible to the employee.
Manual	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.
Adjustment	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.
Reissue	To automatically void a paycheck and produce a manual check for a particular pay event. This action is most often required when an original paycheck is lost.
Duplicate	To create a manual paycheck for a future or current pay event. This action automatically creates a duplicate copy of a previous check. Earnings and deductions from the duplicated check can then be changed as necessary to create a new check. Use of this action does not alter the pay event being duplicated (that is, the original pay event).

Terms and Definitions

The following terms and features apply to payroll adjustments:

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Sequence Numbers

Each pay event, that is, each original paycheck and each adjustment, is identified by an employee ID, year, payroll ID, payroll number, and sequence number.

The employee ID, year, payroll ID, and payroll number for a particular original pay event and for each adjustment to that pay event are identical. The sequence number for each of these pay events is, however, different.

Sequence numbers are assigned by the system as follows:

1. The system always assigns a sequence number of 0 (zero) to an original pay event processed through the normal payroll process.
2. The sequence number is incremented for each adjustment to that pay event by 1.

   For example, sequence number 1 is assigned to the first adjustment, sequence number 2 to the second adjustment, etc.

Some adjustment types involve several actions. For example, a redistribution automatically creates a void transaction (to back out the original labor distribution) and a redistribution (to build an alternate labor distribution). In this case, the system assigns sequence number 1 to the void the original, and sequence number 2 to redistribute.

Advantages

- Sequence numbers uniquely identify pay events
- Simplify retrieval of related pay events.
- Sequence numbers allow you to easily filter the Payroll Adjustment page (PHAADJT) for detailed information on an original pay event and on each adjustment made to that event.

  NOTE: PHAADJT is also used for adjustment processing and is referenced throughout this chapter. Refer to the online help of Banner Human Resources for a detailed description of the Payroll Adjustment page (PHAADJT).

Calculation and Print Methods

Calculation and Print Methods allow you to either manually calculate and type checks or select automated methods to calculate and print checks. The flow of the processes required for both methods is explained in the "Payroll Adjustments Disposition Flow" section of this chapter.

Impact on Leave Accruals and Usage

The payroll adjustment process does not alter any leave accrual or usage information on the Employee page (PEAEMPL).

If the adjustment you choose affects information on leave balances, accruals, or usage, you must manually correct this information on the Employee page (PEAEMPL) at the time of, or immediately following, processing of the adjustments.

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Payroll Adjustment Procedures

Payroll adjustments can only be issued on payroll transactions that have undergone the payroll process. Therefore, before performing any of the procedures listed in this section, complete payroll processing. For more details on the payroll process, refer to page *Payroll Calculation Process* on page 235.

That is, the final disposition for the adjustment must be `70`, Complete to begin any adjustment procedure.

The "Payroll Process Flow" section of this chapter, along with the guidelines outlined below, will lead you through the payroll sequence. It is especially important that adjustments go through the update, finance extract, and finance feed processes to update various history records and to feed required information to the financial accounting area.

NOTE: You must submit the Disposition Control Report (PHRDCON) on a periodic basis for past payrolls (including adjustments) to ensure that all transactions requiring update and feeds are handled appropriately.

Procedures to perform the following types of payroll adjustments are provided:

- *Process Void Transactions* on page 254
- *Erase Payroll Adjustments* on page 256
- *Redistribute Labor Distributions* on page 256
- *Process Manual Check Transactions* on page 258
- *Adjust Checks* on page 265
- *Reissue Checks and Direct Deposits* on page 270
- *Duplicate Checks* on page 273
- *General Queries* on page 278

Process Void Transactions

About this task

NOTE: You cannot void events 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 page (PHILIST) either directly or from the Payroll Adjustment page (PHAADJT). To access PHILIST from PHAADJT, either select the **Search** feature following the **Pay Event** fields; or, with your cursor in any of the Pay Event fields, select **List** from the Help Menu.

Process void transactions as follows:

Procedure

1. Access the Payroll Adjustment page (PHAADJT).
2. In the Key Block of PHAADJT, enter the **ID**, **Year**, **Payroll ID, Payroll Number**, and **Sequence Number** for the adjustment.

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NOTE: If you are voiding an original pay event, enter `0` in the **Sequence Number** field.

If you are voiding a subsequent event, enter the sequence number assigned to that event in this field.

3. Select `Void` from the associated pull-down list in the **Adjustment Action** field.
4. In the **History Date** field enter the date you want this transaction to be recorded for tax purposes.

   In other words, put the date you want reflected for the employee's year-to-date totals for W-2, 941, and T4 reporting purposes.
5. Enter the **Posting Override Date** if it differs from the **Payroll Interface Date** in the Finance Rules section of the Installation Rule page (PTRINST).

   The **Posting Override Date** specifies the date that the adjustment is to be posted to the general ledger. This date must fall within an open accounting period.
6. Scroll down to move to the Adjustment Detail section of the page and to cause the system to default relevant information from pay history to that section.
7. Save the record to void the event.

   The cursor returns to the **Adjustment Action** field in the Key Block. The disposition of the adjustment is `47`, Pre-Balance Update. This value is displayed in the **Disposition** field, in the Adjustment Detail section of the page.

   Notice that the system assigned a new sequence number in the Key Block. (Typically, the sequence number assigned in a void transaction is a `1` since the original pay event is usually voided.) The **Event Type** will be Void, which defaults based on the entry made in the **Adjustment Action** field in the previous step.

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

   The gross and net amounts in the Adjustment Detail section 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.
8. Balance the event by selecting `Balance` from the pull-down list of the **Adjustment Action** field.
9. Scroll down and save the record to complete balance processing.

   The disposition is now `48`, Pre-Approve Update. The cursor returns to the **Adjustment Action** field in the Key Block.
10. To approve the event, select `Approve` from the pull-down list of the **Adjustment Action** field.
11. Scroll down and save the record to complete the approval.

    The disposition is `50`, Awaiting Update. The cursor returns to the **Adjustment Action** field of the Key Block.

    The online portion of the void transaction is now complete and ready to go through the update process.
12. Run the Pay Period Update Process (PHPUPDT). The resulting payroll disposition should be `60`, Finance Extract.

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

Erase Payroll Adjustments

About this task

An Erase action provides a vehicle for you to perform what-if pay events without committing any unwanted scenarios to pay history.

Any payroll adjustment transaction can be erased from the system prior to the approval of the event except for:

- Adjustments of disposition 30 or greater
- Void transactions that have been balanced or approved.

To erase an unwanted payroll transaction:

Procedure

1. Access the Payroll Adjustment page (PHAADJT).
2. In the Key Block,
   a) Enter the **ID, Year, Payroll ID, Payroll Number**, and **Sequence Number** of the pay event.
   b) Enter `E` in the **Adjustment Action** field.
3. Save your work.

Redistribute Labor Distributions

About this task

A redistribution automatically creates a void transaction (backs out the original labor distribution) and a redistribution (builds an alternate labor distribution). No physical checks are produced from this transaction.

NOTE: Payroll adjustments of disposition less than

`60`

, Finance Extract cannot be redistributed.

NOTE: Use the Pay Event List page (PHILIST) to view payroll dispositions for a specific employee. Access PHILIST from the Payroll Adjustment page (PHAADJT) by selecting

`List of Employees's Pay Events`

from the page's Tools button.

To redistribute labor distributions from a completed pay event, follow the steps outlined below.

Procedure

1. Access the Payroll Adjustment page (PHAADJT).

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2. In the Key Block, enter the **ID, Year, Payroll ID, Payroll Number,** and **Sequence Number** for the adjustment.

   If you are redistributing an original pay event, enter `0` in the **Sequence Number** field.

   If you are redistributing a subsequent event, enter the sequence number assigned to that event in the **Sequence Number** field.
3. Select `Redistribute` from the pull-down list of the **Adjustment Action** field.
4. In the **History Date** field, enter the date you want this transaction to be recorded for tax purposes.
5. Enter the **Posting Override Date** if it differs from the **Payroll Interface Date** in the Finance Rules section of the Installation Rules page (PTRINST).

   The **Posting Override Date** field specifies the date that the adjustment is to be posted to the general ledger. This date must fall within an open accounting period.
6. Move to the Adjustment Detail section of the page.

   The system defaults relevant information from pay history to this section.
7. Save to redistribute the event.

   The **Event Type** will be `R`. (defaults based on the entry made in the **Adjustment Action** field previously.)

   Since redistributions do not require any calculations or physical checks, the **Calculation Method** and **Print Method** are not relevant for redistribution transactions.

   The system assigns a new sequence number in the Key Block. Typically, the sequence number assigned will be `2` as the original pay event is usually redistributed.

   For example, the sequence number of assignments for a redistribution would be:

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

     The relationship of these sequence numbers follows:
   - Sequence Number `0` is Adjusted by Sequence Number `1`.
   - Sequence number `1` is Associated with sequence number 2 and Adjusts sequence number `0`.
   - Sequence number `2` is Associated with sequence number `1` and Adjusts sequence number `0`.

     The disposition is now `47`, Pre-Balance Update. The cursor returns to the **Adjustment Action** field in the Key Block.
8. To redistribute the labor dollars from the original event, enter the alternate accounting distribution on the On-line Time Entry page (PHAHOUR) as follows:

   a) From the Job Information window of PHAADJT access PHAHOUR by selecting `Jobs History` from the Tools button.

      The cursor rests on the first entry in the **Position** field. All jobs for the original pay event are listed in this field.

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b) Select the first position whose labor expenses are to be redistributed

c) Access PHAHOUR to view the earnings for this check by selecting `Earnings History` from the Tools button.

The cursor rests on the first earn code.

d) Redistribute labor expenses for this and subsequent earn codes

e) Save and exit the page to return to the Job Information window of PHAADJT.

9. If an employee has multiple jobs in this pay event, and you also want to redistribute earnings in the other assignments,

a) Place the cursor on the subsequent position number in the Job Information window of PHAADJT

b) Access PHAHOUR again, and repeat Step 8.

c) Repeat Step 8 and Step 9 for all jobs and all earnings for which redistribution is desired.

10. Return to the Key Block by selecting the **start over** button or by using the File menu.
11. Select `Submit` from the pull-down list of the **Adjustment Action** field to build the routing queue and submit the transaction into the queue.
12. Scroll down and save the record to complete submit processing.

    The disposition is now `48`, Pre-Approve Update and the cursor returns to the **Action** field of the Key Block
13. Balance the event by selecting `Balance` from the pull-down list of the **Adjustment Action** field.
14. Scroll down and save the record to complete balance processing.

    The disposition is now `48`, Pre-Approve Update and the cursor returns to the **Adjustment Action** field in the Key Block.
15. Log in to Employee Self-Service, access the Labor Redistribution menu, and begin the approvals process for the labor redistribution transaction.
16. Complete all approvals required for the labor redistribution transaction.
17. After the final approval has been collected in the self-service pages, the disposition will automatically be moved to `60`, Finance Extract.
18. Follow normal payroll procedures to interface to your general ledger.

Process Manual Check Transactions

About this task

To process manual check transactions, follow the steps outlined below.

Procedure

1. Access the Payroll Adjustment page (PHAADJT).
2. In the Key Block, enter the **ID, Year, Payroll ID, Payroll Number**, and **Sequence Number** for the adjustment.

   The sequence number must be greater than or equal to `1`.

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3. Select `Manual` from the pull-down list of the **Adjustment Action** field.
4. In the **History Date** field, enter the date you want this transaction to be recorded for tax purposes.
5. Enter the **Posting Override Date** if it differs from the **Payroll Interface Date** in the Finance Rules section of the Installation Rule page (PTRINST).

   The **Posting Override Date** field specifies the date that the adjustment is to be posted to the general ledger. This date must fall within an open accounting period.
6. Move to the Adjustment Detail section. The system defaults relevant information from pay history to that section.

   The **Event Type** is `M` (defaults based on the entry made in the **Adjustment Action** field in Step 3).

   The **Disposition** of the adjustment is `47`, Pre-Balance Update.

   When generating manual checks, it is important to note the values of the **Calculation Method** and **Print Method** fields:

   - To calculate and print the gross and net values of a check manually, set the default value of each of these fields to `Manual`.
   - Go to step 6.1 to see the sequence of actions.
   - If you want the computer to calculate these values, and print the check, reset the values of **Calculation Method** and the **Print Method** fields to `Computer`.
   - Go to step 6.2 to see the sequence of actions.
   - If you want the computer to calculate the Gross value for a specified net value, then set the **Calculation Method** to `Gross-up Net`, and the **Print Method** to either `Manual` or `Computer`.

     Go to step 6.3 to see the sequence of actions.

     Different processes are required for computer versus manual calculations and printing. See the "Payroll Dispositions" section of this chapter for the processes to be followed once the transaction has been committed. A site policy decision will be required for this feature.

     NOTE: The following steps must also be taken for Adjustment and Duplicate transactions, which also involve the production of manual checks. See the procedures for these transactions in Sections D and F, respectively.

   a) To manually calculate the gross and net for a manual check: (**Calculation Method** = `Manual`)

      - In the Adjustment Detail section, enter the gross and net amounts, and save.
      - Access the Job Information window by selecting Jobs History from the **Tools** button or the **Job Information** section.

        To see a list of positions for the employee, select the **Search** feature for the **Position** field. The system displays a list from which you can select the page or window to be displayed.
      - **Employee Job and Labor Distribution Changes** is the only option that allows you to select a specific Labor Distribution record;

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- Employee Jobs Query page (NBIJLST) will pull the Labor Distribution that is `less than or equal to` the Job Detail Effective Date;
- Time Sheet Keys page (PHITSKY) allows the user to select a Time Sheet associated with a specific pay event.

  On the selected job listing, select the position for which the manual check is being generated. The Job Information window of PHAADJT is redisplayed.
- Save the record.
- Access the On-line Time Entry page (PHAHOUR) by selecting Earnings History from the Tools button, and enter the **Earnings** code, **Hours or Units**, **Amount**, and/or **Special Rate** for the pay event.

  If you wish to view available leave balances prior to entering earnings, select `List Leave Balances` from the Tools button to access the Leave Balances window.
- After entering all required information, save.

  If you wish to enter a one-time override on this pay event's labor distribution, perform the next three steps. Otherwise, skip to step 6.1.9.
- Select the desired earn code.
- Move to the Time Distribution section.
- After viewing and changing the earn code's accounting distribution, use the Save function.
- Exit PHAHOUR to return to PHAADJT.
- Access the History Deductions page (PHCDEDN) by selecting the `Deduction History` from the Tools button.

  This page displays a list of all active deductions.
- Enter the **Employee Amount, Employer Amount**, and **Applicable Gross**. If no amounts are entered, no deduction or contribution will be applied.
- Save and exit the History Deductions page (PHCDEDN) to return to the Payroll Adjustment page (PHAADJT).
- Proceed to the step specified on the following chart:

If the Print Indicator is...	the resulting disposition is...	Proceed to Step...
Computer	37 (Pre-Balance Check)	22
Manual	47 (Pre-Balance Update)	13

b) To have the system calculate the gross and net for a manual check (**Calculation Method** = `Computer`)

In this case, Gross and net amounts can be left blank in the Adjustment Detail section as any amounts entered will be overlaid by PHPCALC.

Disposition at this point is `27`, Pre-Balance Calc.

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- Access the Job Information window by selecting Jobs Information from the Tools button or the Job Information section.

  To see a list of positions for the employee, select the **Search** feature for the **Position** field. The system displays a list from which you can select the page or window to be displayed.
- **Employee Job and Labor Distribution Changes** is the only option that allows you to select a specific Labor Distribution record;
- Employee Jobs Query page (NBIJLST) will pull the Labor Distribution that is `less than or equal to` the Job Detail Effective Date;
- Time Sheet Keys page (PHITSKY) allows the user to select a Time Sheet associated with a specific pay event.

  On the selected job listing, select the position for which the manual check is being generated. The Job Information window of PHAADJT is redisplayed.
- Save the selected entries.
- Access the Online Time Entry page (PHAHOUR) by selecting Earnings History from the Tools button, and enter the **Earnings** code, **Hours or Units**, **Amount**, and/or **Special Rate** for the pay event.

  If you wish to view available leave balances prior to entering earnings, select `List Leave Balances` from the Tools button to access the Leave Balances window.
- After entering all required information, save.

  If you wish to enter a one-time override on this pay event's labor distribution, perform the next three steps. Otherwise, skip to step 6.2.8.
- Select the desired earn code.
- Scroll down to go to the Time Distribution section.
- After viewing and changing this earn code's accounting distribution, save.
- Exit PHAHOUR to return to PHAADJT.
- Access the History Deductions page (PHCDEDN) by selecting `Deduction History` from the Tools button.

  This page displays a list of all active deductions.
- You can now delete those deductions not to be taken by performing the Remove Record function.
- Proceed to Step 7.

c) Perform the following sequence of actions to system-calculate the gross value for a specified net value, (That is, **Calculation Method =** `Gross-up Net`)

- The `Gross-up Net` allows you to calculate the gross pay for an entered Net amount. Select the **Calculation Method** as `Gross-up Net`, and the **Print Indicator** as `Manual` or `Computer` from the corresponding pull-down lists in the Adjustment Detail section.
- Save.

  In either case, the system displays the record at disposition `27,` (Pre-balance Update).
- Enter the **Net Amount** only.

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In this case, do not specify the gross amount**.** The Payroll Calculation Process (PHPCALC) determines the **Calculated Gross** and the **Calculated Net** based on the amount specified in the **Entered Net** field.

- Select the position with which the gross-up amount is to be associated in the Job Information window. Access this window from the Tools button of PHAADJT or selecting the Jobs Information section.

  To see a list of positions for the employee, select the **Search** feature for the **Position** field. The system displays a list from which you can select the page or window to be displayed.

  The `Employee Job and Labor Distribution Changes` option is the only option that allows the user to select a specific Labor Distribution record. The Employee Jobs Query page (NBIJLST) will pull the Labor Distribution that is less than or equal to the Job Detail Effective Date. The Time Sheet Keys page (PHITSKY) allows the user to select a Time Sheet associated with a specific pay event.

  Only one position may be selected, otherwise, the system displays the following message:

  ERROR Only 1 job selection allowed when Calc Method = Gross-up Net.

- Access the On-line Time Entry page (PHAHOUR) via the Tools button and select the **Earn Code** to be associated with the Gross pay that is to be determined.

  Only one Earn Code can be associated with this pay event, otherwise the system displays the following message, *ERROR* Only one earn code is allowed for a (G)ross-up Net manual adjustment.

  Ensure that you have predefined a Special Rate Earn Code on the Earnings Code Rule page (PTREARN).
- Save and Exit the On-line Time Entry page (PHAHOUR) to return to the Payroll Adjustment page (PHAADJT).
- (Optional) Now, access the History Deductions page (PHCDEDN) from the Tools button of PHAADJT.

  This page displays all benefits or deductions that can be associated with this adjustment event. Select and remove deductions that should not be considered with this transaction.
- Save the changes made on PHCDEDN and exit this page to return to PHAADJT.

  The system displays the record at Disposition 27 (Pre-Balance Calc).
- Now, `Balance` the **Adjustment Action** in the Key Block of PHAADJT. Select this option from the corresponding pull-down list.
- Move to the Adjustment Detail section, and save the record.

  The system updates the record to Disposition `28` (Pre-approve Calc), and returns to the Key Block of PHAADJT.
- Now, `Approve` the **Adjustment Action** in the Key Block of PHAADJT. Select this option from the corresponding pull-down list.

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- Move to the Adjustment Detail section, and save the record.

  The system again updates the record to Disposition `30` (Awaiting Calc).

- Run the Payroll Calculation Process (PHPCALC) by selecting the appropriate process from the Tools button.

If the Print Indicator is...	the resulting disposition is...
Computer	40 (Awaiting Document)
Manual	47 (Pre-Balance Update)

- Now review and compare the **Calculated Net** and the **Entered Net** amounts on PHAADJT.

  In the event, there is a difference between the initially entered Net Amount, and the calculated Net amount, PHAADJT checks for the existence of benefits or deductions that can be modified to round off the difference between the two Net amounts.

  The system checks for benefits or deductions of the following deduction types in the order of priority listed below:

Deduction Type	Description
01	Federal Tax
50	Canadian Federal Tax
20	Foreign Persons Tax 1042-S Reportable
04	State Tax

In the event, you choose *not* to apply a benefit or deduction, or the system is unable to find any benefit or deduction of deduction types listed above, appropriate warning messages are displayed which require you to manually adjust the net difference towards a benefit/deduction, with the disposition of the pay event dependent on the **Print Method** selected.

If the Print Indicator is...	the resulting disposition is...	Proceed to Step...
Computer	`40` (Awaiting Document)	6.3.15
Manual	`47` (Pre-Balance Update)	13

NOTE: To manually change a benefit/deduction amount perform the following sequence:

- On PHAADJT, set the **Calculation Method** to `Manual` and Save.
- Access the Deductions History page (PHCDEDN) from the Tools button.
- Enter or add the net difference for a benefit or deduction and Save.
- Return to the Payroll Adjustment page (PHAADJT).

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Review the associated tax deductions on PHCDEDN which displays only active deductions which are calculated as a flat amount and/or a percent on the Benefits and Deductions Rule page (PTRBDCA). Select benefits or deductions that are to be considered by the Gross-up Net method.

The following calculation rules are not allowed.

Calculation Rule	Description
15	Amount based on hours worked
50	Life Insurance Factor *annual salary
51	Life Insurance - prior W2 earnings
53	Life Insurance - flat amount salary range
54	Life Insurance - taxable coverage

Canadian, Federal and State withholding deductions are exceptions to the above calculation rules.

Review the gross amount in PHAHOUR. Then proceed to Step 22.

7. Return to the Key Block by selecting the **start over** button or by using the File menu.
8. Balance the event by selecting `Balance` from the pull-down list of the **Adjustment Action** field.
9. Scroll down and perform the Save function to complete balance processing. The disposition is now `28` (Pre-Approve Calc).

   The cursor now returns to the **Action** field of the Key Block.
10. To approve the event, select `Approve` from the pull-down list of the **Adjustment Action** field.
11. Scroll down and Save to complete approval processing. At this point, the disposition is `30` (Awaiting Calc).

    The cursor returns to the **Adjustment Action** field of the Key Block.
12. Run PHPCALC by selecting `Payroll Calculation` from the Tools button.

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

If the Print Indicator is...	the resulting disposition is...	Proceed to Step...
Computer	`40` (Awaiting Document)	22
Manual	`47` (Pre-Balance Update)	13

13. Access the Document Information window by selecting `Document History` from the Tools button. You must complete the fields in this window at this point in the process.
14. Enter the `Document Number, Document Date, Document Amount` (Net Pay of Check), `Document Type` (only `C` is allowed), and **Priority**.
15. Save.

    Note that the Document Amount defaults to the **Document Total** field in the Adjustment Detail section of PHAADJT.

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16. Select the **start over** button to return to the **Adjustment Action** field in the Key Block.
17. Balance the event by selecting `Balance` from the pull-down list of the **Adjustment Action** field.
18. Scroll down and Save to complete balance processing.

    Note that the disposition is now `48` (Pre-Approve Update). The cursor now returns to the **Adjustment Action** field of the Key Block.
19. If the Auto Hint tells you that the action does not balance, do one or more of the following:
    - Correct the gross and/or net amounts in the History section.
    - 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.
20. To approve the event, select `Approve` from the associated pull-down list in the **Adjustment Action** field.
21. Type the check. At this point, the disposition is `50` (Awaiting Update) The cursor now returns to the **Adjustment Action** field of the Key Block.

    The online portion of the transaction is now complete and ready to go through the update process. Proceed to step 26.
22. Run the Calculate Check/Direct Deposit Amount Process (PHPDOCM). The resulting payroll disposition should be `42` (Awaiting Check/Direct Deposit Run).

    If an employee's paycheck is split into multiple direct deposits or combinations of direct deposits and checks, the process now uses the existing designations to process adjustments or manual pay action checks.
23. Run the Check/Direct Deposit Notice Process (PHPCHEK or PHPCHKL). The resulting disposition should be `50` (Awaiting Update).
24. Run the PHPDIRD or PHPCDIR processes to create the direct deposit tapes in the required formats that is to be sent to the bank/clearing house.
25. Run the Create Direct Deposit Tape Register (PHRTREG).
26. Run the Pay Period Update Batch Module Process (PHPUPDT). The resulting disposition must be `60` (Finance Extract).
27. Follow normal payroll procedures to interface to your general ledger.

Adjust Checks

About this task

An adjustment adds earnings or amounts to an already processed pay event. To adjust a check, follow the steps outlined below.

Procedure

1. Access the Payroll Adjustment page (PHAADJT).
2. In the Key Block, enter the **ID, Year, Payroll ID, Payroll Number**, and **Sequence Number** for the adjustment.

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If you are adjusting an original pay event, enter `0` in the **Sequence Number** field.

If you are adjusting a subsequent event, enter the sequence number assigned to that event in this field.

3. In the **Adjustment Action** field, enter `J` or select `Adjust` from the pull-down list.
4. In the **History Date** field, enter the date you want this transaction to be recorded for tax purposes.
5. Enter the **Posting Override Date** if it differs from the **Payroll Interface Date** in the Finance Rules section of the Installation Rule page (PTRINST).

   The **Posting Override Date** field specifies the date that the adjustment is to be posted to the general ledger. This date must fall within an open accounting period.
6. Move to the Adjustment Detail section of the page. The system defaults relevant information from pay history to that section.

   The **Event Type** `J` defaults from the **Adjustment Action** field in step 3.

   At this point, the **Disposition** of the adjustment is 47, Pre-Balance Update.

   Adjusted checks can be generated by two methods: Manual or Computer.

   To adjust and print checks manually go to Step 6.1.

   OR

   To adjust and print checks by computer, go to Step 6.2.

   Different processes are required for computer versus manual calculations and printing. See the "Payroll Dispositions" section of this chapter for the processes to be followed once the transaction has been committed. A site policy decision will be required for this feature.

   a) To manually adjust the gross and net amounts of a check, specify the following values:

      - In the Adjustment Detail section, select `Manual` from the pull-down list of the **Calculation Method** field
      - Similarly, Select `Manual` from the pull-down list of the **Print Method** field
      - Enter the gross and net amounts and use the Save function.
      - To access the Job Information window go to **Tools** > **Jobs Information**.

        To see a list of positions for the employee, select the **Search** feature for the **Position** field. The system then displays a list from which you can select the page or window to be displayed.
      - **Employee Job and Labor Distribution Changes** is the only option that allows you to select a specific Labor Distribution record;
      - Employee Jobs Query page (NBIJLST) will pull the Labor Distribution that is `less than or equal to` the Job Detail Effective Date;
      - Time Sheet Keys page (PHITSKY) allows the user to select a Time Sheet associated with a specific pay event.

        On the selected job listing, select the position for which the manual check is being generated. The Job Information window of PHAADJT is redisplayed.
      - Save.

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- Access the On-line Time Entry page (PHAHOUR), **Related** > **Earnings History**, and enter the **Earning** code, **Hours or Units, Amount**, and/or **Special Rate** for the pay event.

  If you wish to view available leave balances prior to entering earnings, go to **Tools** > **List Leave Balances**to access the Leave Balances window.
- After entering all required information, Save.

  If you wish to enter a one-time override on this pay event's labor distribution, perform the next three steps. Otherwise, skip to step 6.1.11.
- Select the desired earn code.
- Move to the Time Distribution section.
- After viewing and changing the earn code's accounting distribution, use the Save function.
- Exit PHAHOUR to return to PHAADJT.
- To access the History Deductions page (PHCDEDN) go to **Tools** > **Deductions History**. This page displays a list of all active deductions.
- Enter the **Employee Amount**, **Employer Amount**, and **Applicable Gross**. If no amounts are entered, no deduction or contribution will be applied.
- Save and exit PHCDEDN to return to PHAADJT.

  Proceed to the step specified on the following chart:

If the Print Indicator is...	the resulting disposition is...	Proceed to Step...
Computer	`37` (Pre-Balance Check)	22
Manual	`47` (Pre-Balance Update)	13

b) To calculate and adjust the gross and net amounts by computer, specify the following values:

- In the Adjustment Detail section, select `Computer` from the pull-down list of **Calculation Method** field.
- Similarly, select `Computer` from the pull-down list of the **Print Method** field.

  Disposition at this point is `27`, Pre-Balance Calc.
- Leave the **Entered Gross** and **Entered Net** amount fields blank as any amounts entered will be overlaid by PHPCALC.
- Access the Job Information window go to **Tools** > **Jobs Information**.

  To see a list of positions for the employee, select the **Search** feature for the **Position** field. The system then displays a list from which you can select the page or window to be displayed.
- **Employee Job and Labor Distribution Changes** is the only option that allows you to select a specific Labor Distribution record;

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- Employee Jobs Query page (NBIJLST) will pull the Labor Distribution that is `less than or equal to` the Job Detail Effective Date;
- Time Sheet Keys page (PHITSKY) allows the user to select a Time Sheet associated with a specific pay event.

  On the selected job listing, select the position for which the manual check is being generated. The Job Information window of PHAADJT is redisplayed.
- Save.
- Access the On-line Time Entry page (PHAHOUR) by selecting `Earnings History` from the Tools button, and enter the **Earning** code, **Hours or Units**, **Amount**, and/or **Special Rate** for the pay event.

  If you wish to view available leave balances prior to entering earnings, select `List Leave Balances` from the Tools button to access the Leave Balances window.
- After entering all required information, Save.

  If you wish to enter a one-time override on this pay event's labor distribution, perform the next three steps. Otherwise, skip to step 6.2.12.
- Select the desired earn code.
- Move to the Time Distribution section.
- After viewing and changing this earn code's accounting distribution, Save.
- After entering all required information, Save.
- Exit PHAHOUR to return to PHAADJT.
- Access the History Deductions page (PHCDEDN) by selecting `Deduction History` from the Tools button. This page displays a list of all active deductions.
- You can now delete those deductions not to be taken by selecting **Remove Record** or by using the associated function keys.

7. Return to the Key Block by selecting the **start over** button or by using the File menu.
8. Balance the event by selecting `Balance` from the pull-down list in the **Adjustment Action** field.
9. Select Save to complete balance processing. At this point, the disposition is `28`, Pre-Approve Calc.

   The cursor returns to the **Action** field of the Key Block.
10. To approve the event, select `Approve` from the associated pull-down list in the **Adjustment Action** field.
11. Select Save to complete approval processing. The disposition is now `30`, Awaiting Calc.

    The cursor returns to the **Adjustment Action** field of the Key Block.
12. Run PHPCALC.

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

If the Print Indicator is...	the resulting disposition is...	Proceed to Step...
Computer	`40` (Awaiting Document)	22

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If the Print Indicator is...	the resulting disposition is...	Proceed to Step...
Manual	47 (Pre-Balance Update)	13

13. Access the Document Information window by selecting Document History from the Tools button. You must complete the fields in this window at this point in the process.
14. Enter the **Document Number**, **Document Date**, **Document Amount** (Net Pay of Check), **Document Type** (only C is allowed), and **Priority**.
15. Save.

    Note that the Document Amount defaults to the **Document Total** field in the Adjustment Detail section.
16. Select the **start over** button to return to the **Adjustment Action** field in the Key Block.
17. Balance the event by selecting Balance from the pull-down list of the **Adjustment Action** field.
18. Scroll down and Save to complete balance processing.

    Note that the disposition is now 48, Pre- Approve Update. The cursor now returns to the **Adjustment Action** field of the Key Block.
19. If Auto Help tells you that the action does not balance, do one or more of the following:
    - Correct the gross and/or net amounts in the History section.
    - 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.
20. To approve the event, select Approve from the associated pull-down list in the **Adjustment Action** field.
21. Type the check. At this point, the disposition is 50 (Awaiting Update), The cursor returns to the **Adjustment Action** field of the Key Block.

    The online portion of the transaction is now complete and ready to go through the update process. Proceed to step 26.
22. Run the Calculate Check/Direct Deposit Amount Process (PHPDOCM). The resulting payroll disposition should be 42 (Awaiting Check/Direct Deposit Run).

    If an employee's paycheck is split into multiple direct deposits or combinations of direct deposits and checks, the process now uses the existing designations to process adjustments or manual pay action checks.
23. Run the Check/Direct Deposit Notice Process (PHPCHEK or PHPCHKL). The resulting disposition should be 50 (Awaiting Update).
24. Run the PHPDIRD or PHPCDIR processes to create the direct deposit tapes in the required formats that is to be sent to the bank/clearing house.
25. Run the Direct Deposit Tape Register Process (PHRTREG).
26. Run the Pay Period Update Batch Module process (PHPUPDT). The resulting disposition should be 60 (Finance Extract).
27. Follow normal payroll procedures to interface to your general ledger.

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Reissue Checks and Direct Deposits

About this task

A reissue automatically creates a void transaction on the event being adjusted and a manual transaction to replace the event being reissued. You cannot reissue reconciled checks.

NOTE: **Y**ou cannot reissue 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 page (PHILIST) either directly or from the Payroll Adjustment page (PHAADJT). To access PHILIST from PHAADJT, either select the **Search** feature following the **Pay Event** fields; or, with the cursor in any of the **Pay Event** fields, select `List of Employee's Pay Events` from the Tools button.

Prerequisite

Before reissue, access the Direct Deposit Recipient page (GXADIRD) to review and/or update previously entered direct deposit information of the employee.

Procedure

To reissue a check or a direct deposit, follow the steps outlined below.

Procedure

1. Access the Payroll Adjustment page (PHAADJT).
2. In the Key Block, enter the **ID, Year, Payroll ID, Payroll Number**, and **Sequence Number** for the adjustment.

   If you are reissuing an original pay event, enter `0` in the **Sequence Number** field.

   If you are reissuing a subsequent event, enter the sequence number assigned to that event.
3. In the **Adjustment Action** field, enter `I`, or select `Reissue` from the pull-down list.
4. In the **History Date** field enter the date you want this transaction to be recorded for tax purposes.
5. Enter the **Posting Override Date** if it differs from the **Payroll Interface Date** in the Finance Rules section of the Installation Rule page (PTRINST).

   The **Posting Override Date** field specifies the date that the adjustment is to be posted to the general ledger. This date must fall within an open accounting period.
6. Move to the Adjustment Detail section of the page.

   The system defaults relevant information from pay history to that section.

   The **Event Type** is identical with that for the pay event you are reissuing.

   For example, the **Event Type** indicator is `C` if you are reissuing an original paycheck.
7. Save the record to reissue the event.

   The cursor returns to the **Adjustment Action** field in the Key Block.

   At this point, the **Disposition** of the adjustment is `47`, Pre-Balance Update.

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NOTE: The system assigns a sequence number in the Key Block and in the **Associated Sequence Number** and the **Adjusts Sequence Number** fields of the Adjustment Detail section. So, if you adjust an original pay event, sequence number `1` is automatically assigned to the void transaction and sequence number `2` is automatically assigned to the corresponding manual check.

Sequence number `2` is now displayed in the **Sequence Number** field.

The **Event Type** indicator I defaults from the **Adjustment Action** field in step 3.

Set the **Print Indicator** and Save.

Proceed to the step indicated in the following chart:

If the Print Indicator is...	the resulting disposition is...	Proceed to Step...
Manual	`47` (Pre-Balance Update)	8 - to reissue a check
Computer	`37` (Pre-Balance Check)	17 - to reissue a check or direct deposit Direct Deposits can be reissued only when the **Print Method** is set to `Computer (C)`.

8. Access the Document Information window by selecting Document History from the Tools button. You must complete the fields in this window at this point in the process.
9. Enter the **Document Number, Document Date, Document Amount** (Net Pay of Check), **Document Type** (only `C` is allowed), and **Priority**.
10. Save.

    The Document Amount defaults to the **Document Total** field in the Adjustment Detail section.
11. Return to the Key Block by selecting the **start over** button or by using the File menu.
12. Balance the event by selecting `Balance` from the associated pull-down list in the **Adjustment Action** field.
13. Scroll down and Save to complete balance processing.

    Note the disposition is now `48`, Pre-Approve Update. The cursor now returns to the **Adjustment Action** field of the Key Block.
14. To approve the event, select `Approve` from the associated pull-down list in the **Adjustment Action** field.
15. Scroll down and Save to complete approval processing. At this point, the disposition is `50`, Awaiting Approval for Update.

    The cursor now returns to the **Adjustment Action** field of the Key Block.

    The online portion of the procedure is now complete.
16. Type the manual check and proceed to step 23.
17. Change the **Print Method** to `Computer`. The disposition is `37`, Pre-Balance Check.

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18. Access the Document Information window by selecting the `Document Information` section or the `Document Information` option from the Tools button.

    You must complete the fields in this window at this point in the process. Otherwise, the system displays the following message:

    WARNING No reissue indicator was checked, the entire pay event will be reissued. Do you wish to continue?

    Select `Yes`, and the page automatically sets the Reissue indicator to `Yes` for all pay event records.

    Select `No`, the page displays the Document Information window to allow you to choose the item for reissue. If no item is selected, the following message is displayed:

    ERROR One document must be designated as reissued.

19. Enter the **Document Number, Document Date, Document Amount** (Net Pay of Check), **Document Type**, and **Priority**.

    If reissuing a Direct Deposit, in addition to the above fields, also enter the **Bank Routing Number**, **Account Number** and the **Account Type** information.

20. Save.

    The Document Amount defaults to the **Document Total** field in the Adjustment Detail section.

21. Select the **start over** button to return to the **Adjustment Action** field in the Key Block.

22. Balance the event by selecting `Balance` from the pull-down list of the **Adjustment Action** field.

23. Scroll down and Save to complete balance processing. The disposition is now `38`, Pre-Approve Check.

24. To approve the event, select `Approve` from the associated pull-down list in the **Adjustment Action** field. The disposition is `40`, Awaiting Document.

    The online portion of the procedure is now complete.

25. Run the Calculate Check/Direct Deposit Acts (PHPDOCM) process with the Checks Only option.

    This brings the disposition to `42`, Awaiting Check/Direct Deposit Run.

26. Run the Check/Direct Deposit Notice process (PHPCHEK or PHPCHKL).

    To reissue direct deposit transactions, the PHPCHEK/PHPCHKL processes select only those records where the **Reissue** indicator is checked in the Document Information window of the Payroll Adjustment page (PHAADJT).

    The resulting disposition is `50`, Awaiting Update.

    If reissuing a direct deposit, proceed to the next step.

    If reissuing a check proceed to Step 29.

27. Run the Direct Deposit Distribution Report (PHRDIRD) to view a list of all employees with their corresponding Direct Deposit numbers.

28. Run PHPDIRD or PHPCDIR processes to create the direct deposit tapes in the required format that is to be sent to the bank/clearing house.

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29. Run the Pay Period Update Batch Module Process (PHPUPDT). The resulting payroll disposition should be 60, Finance Extract.
30. Follow normal payroll procedures to interface to your general ledger.

Duplicate Checks

About this task

Create a new pay event transactions identical to a previous pay event with the Duplicate Adjustment function. The new pay event can be issued as is or can serve as the base or start point for the new pay event.

NOTE: Payroll adjustments that are at a disposition of less than 60, Finance Extract cannot be duplicated. To view payroll dispositions for a particular employee, access the Pay Event List page (PHILIST) either directly or by selecting the

`List of Employee's Pay Events`

option from the Tools button of the Payroll Adjustment page (PHAADJT).

To duplicate a check, follow the steps outlined below:

Procedure

1. Access the Payroll Adjustment page (PHAADJT).
2. In the Key Block, enter the **ID, Year, Payroll ID, Payroll Number**, and **Sequence Number** for the adjustment you want to duplicate.

   If this is the first adjustment to the pay event being duplicated, enter `1` in the **Sequence Number** field.

   The sequence number entered must be unique to the pay you are creating.
3. Select `Duplicate` from the pull-down list of the **Adjustment Action** field.

   The system displays the Pay Event Being Duplicated window.

   The **Year**, **Payroll ID**, **Payroll Number**, and **Sequence Number** default from the Key Block.

   Override the data in these fields as necessary to identify the event you wish to duplicate, close the window to return to the Key Block of PHAADJT.
4. In the **History Date** field, enter the date you want this transaction to be recorded for tax purposes.
5. Enter the **Posting Override Date** if it differs from the **Payroll Interface Date** in the Finance Rules section of the Installation Rule page (PTRINST).

   The **Posting Override Date** field specifies the date that the adjustment is to be posted to the general ledger. This date must fall within an open accounting period.
6. Move to the Adjustment Detail section of the page.

   The system defaults relevant information from pay history. Note that this information relates to the original pay event.
7. Save to create the new pay event.

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The **Event Type** `M`, defaults from the **Adjustment Action** field in step 3. Since the duplicate action is a second method of producing a straight manual check, the indicator is M for "manual check."

The **Disposition** is `47`, Pre-Balance Update.

8. If the new event is to be an exact duplicate of the original event, determine your next step from the chart below. Otherwise, proceed to step 9.

If the Print Indicator is...	the resulting disposition is...	Proceed to Step...
Manual	`47` (Pre-Balance Update)	16
Computer	`37` (Pre-Balance Check)	24

9. If the duplicate check function is to be used as the base or start point of the new event, you must determine whether the event will be manually or computer calculated and printed.

   Duplicate Checks can be created by two methods: Manual and Computer.

   To manually calculate and print a duplicate check go to step 9.1

   OR

   To have the computer calculate and print a duplicate check, go to step 9.2.

   Different processes are required for computer versus manual calculations and printing. See the topic, Payroll Dispositions of this chapter for the processes to be followed once the transaction has been committed. A site policy decision will be required for this feature.

   a) To manually calculate the gross and net amounts for a duplicate check, specify the following:

      - In the Adjustment Detail section, select `Manual` from the pull-down list of the **Calculation Method** field.
      - Similarly, select `Manual` from the pull-down list of the **Print Method** field.
      - If the gross and net amounts are different than those in the original pay event, enter the new amounts.
      - Save.
      - Access the Job Information window by selecting Jobs Information from the Tools button or the Job Information section. The jobs originally associated with this pay event will be displayed. You may either accept these jobs or make changes.

        If you wish to add another job to this pay event, place your cursor in the first null field and enter the position and suffix number.

        To see a list of positions for the employee, select the **Search** feature for the **Position** field. The system then displays a list from which you can select the page or window to be displayed.
      - **Employee Job and Labor Distribution Changes** is the only option that allows you to select a specific Labor Distribution record;
      - Employee Jobs Query page (NBIJLST) will pull the Labor Distribution that is `less than or equal to` the Job Detail Effective Date;

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- Time Sheet Keys page (PHITSKY) allows the user to select a Time Sheet associated with a specific pay event.

  To delete a job record, place your cursor on the job record and execute the Delete Record function.
- After you have made all necessary changes, Save.
- With your cursor on a job record, access the On-line Time Entry page (PHAHOUR) by selecting Earnings History from the Tools button.

  If this was an existing job record, the associated earnings will be displayed. You may add, change or delete any **Earning** code, **Hours or Units**, **Amount** or **Special Rate**. If this is a job record that you have added, you must enter the earn code, hours/units, amount and/or special rate for the pay event.

  If you wish to view available leave balances prior to entering earnings, select `List Leave Balances` from the Tools button to access the Leave Balances window.
- After entering all required information, Save.

  If you wish to enter a one-time override on this pay event's labor distribution, perform the next three steps. Otherwise, skip to step 9.1.12.
- Select the desired earn code.
- Move to the Time Distribution section.
- After viewing and changing this earn code's accounting distribution, Save.
- Exit PHAHOUR to return to the Job Information window.

  Repeat Steps 9.1.7 through 9.1.12 until all job records have been completed.
- Access the History Deductions page (PHCDEDN) by selecting the `Deduction History` from the Tools button. This page displays a list of all active deductions.

  You may add to, delete, or change the existing deduction records. To add a new deduction code, execute the Insert Record function and type the deduction code in the **Deduction Code** field. Enter the **Employee Amount, Employer Amount**, and **Applicable Gross**. To change the calculated amount for a deduction, enter the new **Employee Amount**, **Employer Amount**, and **Applicable Gross**. To delete a deduction, place your cursor on the deduction to be deleted and execute the Remove Record function.
- Save and exit PHCDEDN to return to the Job Information window of the Adjustment page.

  Determine your next step from the following chart:

If the Print Indicator is...	the Resulting Disposition is...	Proceed to Step...
Manual	`47` (Pre-Balance Update)	16
Computer	`37` (Pre-Balance Check)	24

b) To have the computer calculate and print the gross and net amounts for the duplicate check, perform the following steps:

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- In the Adjustment Detail section, select `Computer` from the pull-down list of the **Calculate Method** field.
- Similarly, select `Computer` from the pull-down list of the **Print Method** field.

  The resulting disposition is `27,` Pre-Balance Calc.

  Do not make any changes to the Gross and Net amounts in the Adjustment Detail section as these values will be overlaid by the Payroll Calculation Process (PHPCALC).
- Access the Job Information window by selecting Jobs Information from the Tools button or the Job Information section. The jobs originally associated with this pay event will be displayed. You may either accept these jobs or make changes.

  If you wish to add another job to this pay event, place your cursor in the first null field and type in the position and suffix number.

  To see a list of positions for the employee, select the **Search** feature for the **Position** field. The system then displays a list from which you can select the page or window to be displayed.
- **Employee Job and Labor Distribution Changes** is the only option that allows you to select a specific Labor Distribution record;
- Employee Jobs Query page (NBIJLST) will pull the Labor Distribution that is `less than or equal to` the Job Detail Effective Date;
- Time Sheet Keys page (PHITSKY) allows the user to select a Time Sheet associated with a specific pay event.

  To delete a job record, place your cursor on the job record execute the Delete Record function.
- After you have made all necessary changes, Save.
- With your cursor on a job record, access the On-line Time Entry page (PHAHOUR) by selecting Earnings History from the Tools button.

  If this was an existing job record, the associated earnings will be displayed. You may add, change or delete any **Earning** code, **Hours or Units**, **Amount** or **Special Rate**. If this is a job record that you have added, you must enter the **Earning** code, **Hours or Units**, **Amount** and/or **Special Rate** for the pay event. Any amounts entered on this page will be overlaid by the Payroll Calculation Process (PHPCALC).

  If you wish to view available leave balances prior to entering earnings, select `List Leave Balances` from the Tools button to access the Leave Balances window.
- After entering all required information, Save.

  If you wish to enter a one-time override on this pay event's labor distribution, perform the next three steps. Otherwise, skip to step 9.2.10.
- Select the desired earn code.
- Scroll down to go to the Time Distribution section.
- After viewing and changing this earn code's accounting distribution, Save.
- Exit PHAHOUR to return to the Job Information window.

  Repeat Steps 9.2.5 through 9.2.10 until all job records have been completed.

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- Access the History Deductions page (PHCDEDN) by selecting the Deduction History from the Tools button. This page displays a list of all active deductions.

  You may add to or delete the existing deduction records. To add a new deduction code, execute the insert record function and type the deduction code in the **Deduction Code** field. Enter the **Employee Amount, Employer Amount**, and **Applicable Gross**. To delete a deduction, place your cursor on the deduction to be deleted and execute the Remove Record function.
- Save and exit PHCDEDN to return to PHAADJT. Any previously calculated Employee Amount, Employer Amount or Applicable Gross will be overlaid by the Payroll Calculation Process (PHPCALC).

10. Return to the Key Block by selecting the **start over** button or by using the File menu.
11. Balance the event by selecting `Balance` from the pull-down list of the **Adjustment Action** field.
12. Scroll down.

    A warning message that existing gross and net amounts will be overlaid by PHPCALC will be displayed. Acknowledge the message and Save to complete balance processing.

    The disposition is now 28, Pre-Approve Calc.

    The cursor returns to the **Action** field of the Key Block.
13. To approve the event, select `Approve` from the pull-down list of the **Adjustment Action** field.
14. Save to complete approval processing.

    The disposition for the adjustment is now `30`, Awaiting Calc.

    The cursor returns to the **Adjustment Action** field in the Key Block.
15. Run PHPCALC.

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

If the Print Indicator is...	the Resulting Disposition is...	Proceed to Step...
Manual	`47` (Pre-Balance Update)	16
Computer	`40` (Awaiting Document)	25

16. Access the Document Information window by selecting `Document Information` from the Tools button.

    The **Document Date** defaults from the **History Date** originally entered in the Key Block.

    The document **Amount** defaults from the Net Amount on the Adjustment Detail window of the page.
17. Enter the **Document Number**, **Type** (only `C` is allowed), and **Priority**.
18. Save.

    The Document Amount defaults to the **Document Total** field in the Adjustment Detail section of the page.
19. Select the **start over** button to return to the **Adjustment Action** field in the Key Block.

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20. Balance the event by selecting `Balance` from the pull-down list of the **Adjustment Action** field.
21. Save to complete balance processing.

    Note that the disposition is now `48`, Pre- Approve Update. The cursor now returns to the **Adjustment Action** field of the Key Block.
22. If the Auto Help hint tells you that the action does not balance, do one or more of the following:
    - Correct the gross and/or net amounts in the History section.
    - 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.
23. To approve the event, select `Approve` from the associated pull-down list in the **Adjustment Action** field.
24. Type the check. At this point, the disposition is `50`, Awaiting Update.

    The cursor now returns to the **Adjustment Action** field of the Key Block.

    The online portion of the transaction is now complete and ready to go through the update process. Proceed to step 29.
25. Run the Calculate Check/Direct Deposit Amount process (PHPDOCM). The resulting payroll disposition must be `42`, Awaiting Check/Direct Deposit Run.

    If an employee's paycheck is split into multiple direct deposits or combinations of direct deposits and checks, the process now uses the existing designations to process adjustments or manual pay action checks
26. Run the Check/Direct Deposit Notice process (PHPCHEK or PHPCHKL). The resulting disposition should be `50`, Awaiting Update.
27. Run the PHPDIRD or PHPCDIR processes to create the direct deposit tapes in the required formats that is to be sent to the bank/clearing house.
28. Run the Direct Deposit Tape Register Process (PHRTREG).
29. Run the Pay Period Update Batch Module process (PHPUPDT). The resulting disposition should be `60`, Finance Extract.
30. Follow normal payroll procedures to interface to your general ledger.

General Queries

After performing void, duplicate, and reissue transactions, view the details of the earnings and deductions for either the original or subsequent pay events by following these steps.

Query Original Pay Events

About this task

Procedure

1. To view some of the detail of the original pay event, return to the Key Block of PHAADJT by selecting the **start over** button or by using the File Menu and Previous Field to return to the **Sequence Number** field.
2. Enter a sequence number of 0.
3. Move to the Adjustment Detail section of the page. The system defaults relevant information about the original pay event to that section.
4. Access the Document Information window by selecting Document History from the Tools button. You can now view the available detail from the original pay event. Data displayed includes **Document Number, Document Date**, **Document Amount**, **Document Type**, and **Priority**.
5. Close the window to return to the Main window of PHAADJT.
6. To view the earnings and deductions reflected on the original check, go to the Job Information window of PHAADJT. The cursor rests on the first entry in the **Position Number** field. All jobs for the original pay event are listed in this field.
   a) Access the On-line Time Entry page (PHAHOUR) to view the earnings for this check. To access this page, either select Earnings History from the Tools button.
   b) If an employee had multiple jobs in this pay event, you must return to PHAADJT (by exiting PHAHOUR), place the cursor on the subsequent position number, and access PHAHOUR once again.
7. To view deductions from the original pay event, access the History Deductions page (PHCDEDN) by selecting the Deduction History from the Tools button.
8. After viewing all necessary information, return to PHAADJT by exiting the page.

Results

Query Subsequent Pay Events

To view details from the void, duplicate, or reissue event, repeat the steps above, with one exception:

In step 1, enter the sequence number assigned to that transaction (typically a value of 1) in the **Sequence Number** field.

Perform Payroll Adjustments for 1042-S Employees

About this task

To facilitate 1042-S filing and reporting for Non-Resident Aliens (NRAs), the Payroll Adjustment page (PHAADJT) also allows you to make manual adjustments to pay events of non-resident or 1042-S employees.

NOTE: The 1042-S Information window can only be accessed from the History Deductions (PHCDEDN) window using the Payroll Adjustment page (PHAADJT).

To make manual pay adjustments and update 1042-S information for a non-resident employee, complete the 1042-S Information section as follows:

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Procedure

1. Follow directions in this chapter for the appropriate Adjustment Action by entering adjustment transaction data on PHAADJT, PHAHOUR and PHCDEDN.
2. Select the 1042-S Information window from the Tools button of the History Deductions Window (PHCDEDN).

   NOTE: The cursor must be positioned on a benefit or deduction code that has been defined on the Benefits and Deductions Rule page (PTRBDCA) as a Deduction Type 20, Foreign Persons Tax - 1042-S Reportable.

3. Information will default into the top portion of the window relative to the Income Type, adjustment pay amounts and Withholding Allowances.

   The "Available Withhold Allowance For This Pay" represents the pay period exemption amount and is equal to the annual exemption amount on the Tax Rule page (PXATAXS or PXACALC) divided by the number of pays for the year (i.e. monthly $3000 / 12 = $250.00). This is referred to as earned allowance and it is distributed across all pay events for a pay period. Once the entire earned allowance is taken for a pay period, no other adjustments can take an allowance.

   The "Allowance In Arrears For This Year" represents any earned allowances that were not taken during a pay period. This usually happens when the taxable gross is less than the pay period allowance.

   For example:

   Taxable gross for the pay period is $100.

   Allowance for the pay period is $3000 / 12 or $250.

   Since the taxable gross is less than the allowance, the employee should be credited $150 of allowance which is considered in arrear and can be recovered during the next pay period or a pay adjustment to the pay period.

   The "Allowance Available To Be TAKEN This Pay" is the sum of the "Available Withhold Allowance For This Pay" and the "Allowance In Arrears For This Year". This field is designed to show the user exactly how much allowance can be taken for the pay adjustment.

4. Enter values for Gross Income, Withhold Allowance, Allowance Taken, Exempt Code and Tax Withheld. The Gross Income and Tax Withheld should equal the values entered on PHCDEDN for each deduction code.

   All values must be manually entered on the 1042-S Information window. All fields are mandatory and zeros may be entered when amounts are not applicable. Multiple entries may be made to split the Gross Income into separate parts for taxing and non-taxing instances, for example: exemption code 4 versus exemption code 0. This is useful when the adjustment amount is included in and exceeds the treaty threshold.

5. Save the record.

   The information entered in the 1042-S Information window satisfies the tax entry, and it is not necessary to run the Payroll Calculation Process (PHPCALC).

6. Follow directions in this chapter for the appropriate Adjustment Action to Balance/Approve and complete the adjusted pay event.

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NOTE: Refer to the "Troubleshooting" section of this user guide to resolve 1042-S information messages displayed during this process.

Query Pay Events on the Payroll Adjustment page (PHAADJT)

To filter the detail of a particular pay event on PHAADJT, follow one of the methods described below.

Query Pay Events: Method 1

About this task

Procedure

1. In the Key Block of PHAADJT, enter the employee **ID**, **Year**, **Payroll ID, Payroll Number**, and **Sequence Number** for that pay event.
2. Move to the Adjustment Detail section of the page and view the required information.

Query Pay Events: Method 2

About this task

Procedure

1. Enter the employee **ID** for the payroll event in the Key Block of PHAADJT.
2. View all payroll events for that employee by accessing the Pay Event List page (PHILIST). To access this page, either select the **Search** feature following the **Sequence Number** field; or, with your cursor in any of the Pay Event fields, select List from the Help Menu.
3. Select the required pay event. The system redisplays PHAADJT with the year, payroll ID, payroll number, and sequence number for the selected pay event.
4. Scroll down to access the Adjustment Detail section of the page and view the required information.

Results

The following three fields at the bottom of the Adjustment Detail section of PHAADJT show the relationship between the pay event whose information you are currently viewing and other pay events:

- **This event Associated with Sequence Number**
- **This event Adjusts Sequence Number**
- **This event is Adjusted by Sequence Number**

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With a reissue, for example, the system voids (using a sequence number of 1) the original pay event (which has a sequence number of 0). At the same time, it creates a "manual check" pay event (assigning a sequence number of 2). If you view the detail of the manual action (sequence number 2), you will see an **Associated Sequence Number** of 1, meaning that the action was related to the void transaction. The **Adjusts Sequence Number** displays as 0 to reflect the original event.

When you view the detail of the voided event (sequence number 1), the **Associated Sequence Number** will reflect a value of 2, indicating that a subsequent action was taken on this adjustment.

By viewing the original pay event (sequence number 0), you can see that the **Event** was **Adjusted by** the void action (sequence number 1).

Disposition Flow Sequence

Use the following charts to understand the disposition flow for manuals, adjustments, and/or duplicates on the Payroll Adjustment page (PHAADJT).

The sequence of disposition codes primarily depends on the combination of values of the **Calculation Method** and **Print Method** fields on the Payroll Adjustment page (PHAADJT). The following cases cover all combination of values:

- Case 1. Calculation Method is set to Computer (C)
- Case 2: Calculation Method is set to Manual (M)

Case 1—Calculation Method set to Computer (C)

About this task

In this case, the **Print Method** can be set to either Computer (C) or Manual (M).

Procedure

1. Perform the following sequence of actions when the **Calculation Method** in the Adjustment Detail section is set to Computer (C).

Step	Action	Resulting Disposition
1.	Complete the adjustment	27 - Pre-Balance Calc
2.	Balance the event	28 - Pre-Approve Calc
3.	Approve the event	30 - Awaiting Calc
4.	Run PHPCALC	

   a) Is the **Print Method** field set to `Computer`?

      Then, proceed to step 2 to produce computer-printed manual checks.

   b) Is the **Print Method** field set to `Manual`?

      Then, proceed to step 3 to type manual checks.

2. Perform the following sequence of actions if the **Print Method** is set to `Computer` (C).

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Step	Action	Resulting Disposition
5	Following PHPCALC run	40 - Awaiting Document
6	Run PHPDOCM and load checks	42 - Awaiting Check/Direct Deposit Run
7	Run PHPCHEK	50 - Awaiting Update
8	Run PHPUPDT	60 - Finance Extract
9	Run PHPFEXP	62 - Finance Interface/Feed
10	Run NHPFIN2	70 - Complete
11	Correct leave data on PEAEMPL if appropriate.	

3. Perform the following sequence of actions if the **Print Method** is set to `Manual` (M).

Step	Action	Resulting Disposition
5	Following PHPCALC run	47 - Pre-Balance Update
6	Balance the event	48 - Pre-Approve Update
7	Approve the event	50 - Awaiting Update
8	Type the manual check	"--" - No effect on disposition
9	Run PHPUPDT	60 - Finance Extract
10	Run PHPFEXP	62 - Finance Interface/Feed
11	Run NHPFIN2	70 - Complete
12	Correct leave data on PEAEMPL if appropriate.	

Case 2—Calculation Method set to Manual (M)

About this task

In this case, the **Print Method** can only be set to `Manual` (`M`).

Procedure

1. Perform the following sequence of actions when the **Calculation Method** in the Adjustment Detail section is set to `Manual` (`M`).

Step	Action	Resulting Disposition
1.	Complete the adjustment	37 - Pre-Balance Check
2.	Balance the event	38 - Pre-Approve Check
3.	Approve the event	40 - Awaiting Document

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2. To type manual checks (**Print Method** set to `Manual`), perform the following action sequence.

Step	Action	Resulting Disposition
4	Complete the adjustment	47 - Pre-Balance Update
5.	Balance the event	48 - Pre-Approve Update
6	Approve the event	50 - Awaiting Update
7	Type the manual check	"--" - No effect on disposition
8	Run PHPUPDT	60 - Finance Extract
9	Run PHPFEXP	62 - Finance Interface/Feed
10	Run NHPFIN2	70 - Complete
11	Correct leave data on PEAEMPL if appropriate.	

Process and Dispositions by Combination of Print and Calculation Methods

By establishing different combinations of the Print Method and Calculation Method on the Payroll Adjustment page (PHAADJT), you can run an adjustment through the following pay processes:

Calc Ind	Print Ind	Process	Disposition—In	Disposition—Out
C(omputer)	C(omputer)	PHPCALC	30 - Awaiting Calc	40 - Awaiting Document
C(omputer)	M(anual)	PHPCALC	30 - Awaiting Calc	47 - Pre-Balance Update
M(anual)	C(omputer)	PHPDOCM	40 - Awaiting Document	42 - Awaiting Check/Direct Deposit Run
C(omputer)	C(omputer)	PHPDOCM	40 - Awaiting Document	42 - Awaiting Check/Direct Deposit Run
M(anual)	M(anual)	PHPUPDT	50 - Awaiting Update	60 - Finance Extract
C(omputer)	C(omputer)	PHPUPDT	50 - Awaiting Update	60 - Finance Extract
M(anual)	C(omputer)	PHPUPDT	50 - Awaiting Update	60 - Finance Extract
C(omputer)	M(anual)	PHPUPDT	50 - Awaiting Update	60 - Finance Extract

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Decision Matrix for Payroll Adjustments

* See Legend on *Legend* on page 298

Pay Event	Scenario	Employee Set-up	*Calculatio Indicator: (C, M and G)	*Print Indicator (C, M)	PHPDOCM - Just Checks?	Voided Transactio Created?	Result
Adjustment	Employee not paid enough during payroll cycle.	No entry in GXADIRD	All	Computer (C)	N	N	Check printed via PHPCHEK/ PHPCHKL
Adjustment	- Same as above -	Entry in GXADIRD = Prenote**	All	Computer (C)	N	N	Check printed via PHPCHEK/ PHPCHKL
Adjustment	- Same as above -	Entry in GXADIRD = Active, only one account.	All	Computer (C)	N	N	Direct Deposit Advice is produced.
Adjustment	- Same as above -	Entry in GXADIRD = Active, multiple accounts.	All	Computer (C)	N	N	Direct Deposit Advice is produced with multiple accounts.
Adjustment	- Same as above -	Entry in GXADIRD = Active, one account for % and the remainder as a check.	All	Computer (C)	N	N	Check and Direct Deposit Advice is printed via PHPCHEK/ PHPCHKL
Adjustment	- Same as above -	Entry in GXADIRD = Prenote**	All	Computer (C)	Y	N	Only check printed.

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Pay Event	Scenario	Employee Set-up	*Calculatio Indicator: (C, M and G)	*Print Indicator (C, M)	PHPDOCM - Just Checks?	Voided Transactio Created?	Result
Adjustment	Employee not paid enough during payroll cycle.	Entry in GXADIRD = Active, only one account.	All	Computer (C)	Y	N	Only check printed.
Adjustment	- Same as above -	Entry in GXADIRD = Active, multiple accounts.	All	Computer (C)	Y	N	Only check printed.
Adjustment	- Same as above -	Entry in GXADIRD = Active, one account for % and the remainder as a check.	All	Computer (C)	Y	N	Only check printed.
Adjustment	- Same as above -	No entry in GXADIRD	All	Manual (M)	PHPDOCM is not run.	N	Manual check is created.
Adjustment	- Same as above -	Entry in GXADIRD = Prenote**	All	Manual (M)	PHPDOCM is not run.	N	Manual check is created.
Adjustment	- Same as above -	Entry in GXADIRD = Active, only one account.	All	Manual (M)	PHPDOCM is not run.	N	System will not allow direct deposit type to be selected with Manual print indicator. Manual Check is created

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Pay Event	Scenario	Employee Set-up	*Calculatio Indicator: (C, M and G)	*Print Indicator (C, M)	PHPDOCM - Just Checks?	Voided Transactio Created?	Result
Adjustment	- Same as above -	Entry in GXADIRD = Active, multiple accounts.	All	Manual (M)	PHPDOCM is not run.	N	System will not allow direct deposit type to be selected with Manual print indicator. Manual Check is created
Adjustment	Employee not paid enough during payroll cycle.	Entry in GXADIRD = Active, one account for % and the remainder as a check.	All	Manual (M)	PHPDOCM is not run.	N	System will not allow direct deposit type to be selected with Manual print indicator. Manual Check is created.
Manual	For an employee who did not receive a check.	No Entry in GXADIRD	All	Computer (C)	N	N	Check printed via PHPCHEK or PHPCHKL.
Manual	For an employee who did not receive a check.	Entry in GXADIRD as Prenote*	All	Computer (C)	N	N	Check printed via PHPCHEK or PHPCHKL.
Manual	For an employee who did not receive a check.	Entry in GXADIRD = Active, only one account.	All	Computer (C)	N	N	Direct Deposit Advice is produced.

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Pay Event	Scenario	Employee Set-up	*Calculatio Indicator: (C, M and G)	*Print Indicator (C, M)	PHPDOCM - Just Checks?	Voided Transactio Created?	Result
Manual	For an employee who did not receive a check.	Entry in GXADIRD = Active, multiple accounts.	All	Computer (C)	N	N	Direct Deposit Advice is produced with multiple accounts.
Manual	For an employee who did not receive a check.	Entry in GXADIRD = Active, one account for % and the remainder as a check.	All	Computer (C)	N	N	Check and Direct Deposit Advice are printed via PHPCHEK/ PHPCHKL.
Manual	For an employee who did not receive a check.	No Entry in GXADIRD	All	Computer (C)	Y	N	Only check is printed.
Manual	For an employee who did not receive a check.	Entry in GXADIRD as Prenote*	All	Computer (C)	Y	N	Only check is printed
Manual	For an employee who did not receive a check.	Entry in GXADIRD = Active, only one account.	All	Computer (C)	Y	N	Only check is printed
Manual	For an employee who did not receive a check.	Entry in GXADIRD = Active, multiple accounts.	All	Computer (C)	Y	N	Only check is printed
Manual	For an employee who did not receive a check.	Entry in GXADIRD = Active, one account	All	Computer (C)	Y	N	Only check is printed

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Pay Event	Scenario	Employee Set-up	*Calculatio Indicator: (C, M and G)	*Print Indicator (C, M)	PHPDOCM - Just Checks?	Voided Transactio Created?	Result
		for % and the remainder as a check.					
Manual	For an employee who did not receive a check.	No Entry in GXADIRD	All	Manual (M)	PHPDOCM is not run	N	Manual check is created.
Manual	For an employee who did not receive a check.	Entry in GXADIRD as Prenote*	All	Manual (M)	PHPDOCM is not run.	N	Manual check is created.
Manual	For an employee who did not receive a check.	Entry in GXADIRD = Active, only one account.	All	Manual (M)	PHPDOCM is not run	N	System will not allow direct deposit type to be selected with Manual print indicator. Manual Check is created
Manual	For an employee who did not receive a check.	Entry in GXADIRD = Active, multiple accounts.	All	Manual (M)	PHPDOCM is not run	N	System will not allow direct deposit type to be selected with Manual print indicator. Manual Check is created.

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Pay Event	Scenario	Employee Set-up	*Calculatio Indicator: (C, M and G)	*Print Indicator (C, M)	PHPDOCM - Just Checks?	Voided Transactio Created?	Result
Manual	For an employee who did not receive a check.	Entry in GXADIRD = Active, one account for % and the remainder as a check.	All	Manual (M)	PHPDOCM is not run	N	System will not allow direct deposit type to be selected with Manual print indicator. Manual Check is created
Void	Void pay event		All	Computer (C)	N	Y	Call Bank to retract Direct Deposits. Voids all checks.
Duplicate	Create a duplicate pay event for an employee.	No Entry in GXADIRD.	All	Computer (C)	N	N	Check printed via PHPCHEK/ PHPCHKL
Duplicate	Create a duplicate pay event for an employee.	Entry in GXADIRD = PreNote*	All	Computer (C)	N	N	Check printed via PHPCHEK/ PHPCHKL
Duplicate	Create a duplicate pay event for an employee.	Entry in GXADIRD = Active, only one account.	All	Computer (C)	N	N	Direct Deposit advice is produced
Duplicate	Create a duplicate pay event for an employee.	Entry in GXADIRD = Active, multiple accounts.	All	Computer (C)	N	N	Direct Deposit advice is produced with multiple accounts.

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Pay Event	Scenario	Employee Set-up	*Calculatio Indicator: (C, M and G)	*Print Indicator (C, M)	PHPDOCM - Just Checks?	Voided Transactio Created?	Result
Duplicate	Create a duplicate pay event for an employee.	Entry in GXADIRD = Active, one account for % and the remainder as a check.	All	Computer (C)	N	N	Check and Direct Deposit advice are printed via PHPCHEK/ PHPCHKL
Duplicate	Create a duplicate pay event for an employee.	Entry in GXADIRD = PreNote*	All	Computer (C)	Y	N	Only check is printed
Duplicate	Create a duplicate pay event for an employee.	Entry in GXADIRD = Active, only one account.	All	Computer (C)	Y	N	Only check is printed
Duplicate	Create a duplicate pay event for an employee.	Entry in GXADIRD = Active, multiple accounts.	All	Computer (C)	Y	N	Only check is printed
Duplicate	Create a duplicate pay event for an employee.	Entry in GXADIRD = Active, one account for % and the remainder as a check.	All	Computer (C)	Y	N	Only check is printed
Duplicate	Create a duplicate pay event for an employee.	No Entry in GXADIRD.	All	Manual (M)	PHPDOCM is not run	N	Manual Check is created

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Pay Event	Scenario	Employee Set-up	*Calculatio Indicator: (C, M and G)	*Print Indicator (C, M)	PHPDOCM - Just Checks?	Voided Transactio Created?	Result
Duplicate	Create a duplicate pay event for an employee.	Entry in GXADIRD = PreNote*	All	Manual (M)	PHPDOCM is not run.	N	Manual Check is created
Duplicate	Create a duplicate pay event for an employee.	Entry in GXADIRD = Active, only one account.	All	Manual (M)	PHPDOCM is not run	N	System will not allow direct deposit type to be selected with Manual print indicator. Manual Check is created.
Duplicate	Create a duplicate pay event for an employee.	Entry in GXADIRD = Active, multiple accounts.	All	Manual (M)	PHPDOCM is not run	N	System will not allow direct deposit type to be selected with Manual print indicator. Manual Check is created.
Duplicate	Create a duplicate pay event for an employee.	Entry in GXADIRD = Active, one account for % and the remainder as a check.	All	Manual (M)	PHPDOCM is not run	N	System will not allow direct deposit type to be selected with Manual print indicator.

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Pay Event	Scenario	Employee Set-up	*Calculatio Indicator: (C, M and G)	*Print Indicator (C, M)	PHPDOCM - Just Checks?	Voided Transactio Created?	Result
							Manual Check is created.
Reissue Pay Event	Create a reissue pay event for an employee whose check was lost.	No entry in GXADIRD, checks only.	All	Computer (C)	N	Y	Check printed via PHPCHEK/ PHPCHKL
Reissue Pay Event	Create a reissue pay event for an employee whose check was lost.	Entry in GXADIRD = PreNote*	All	Computer (C)	N	Y	Check printed via PHPCHEK/ PHPCHKL
Reissue Pay Event	Create a reissue pay event for an employee whose direct deposit was rejected.	Entry in GXADIRD = Active, only one account.	All	Computer (C)	N	Y	Direct Deposit advice is produced
Reissue Pay Event	Create a reissue pay event for an employee whose direct deposit was rejected from checking account,	Entry in GXADIRD = Active, multiple accounts.	All	Computer (C)	N	Y	Direct Deposit advice is produced with multiple accounts.

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Pay Event	Scenario	Employee Set-up	*Calculatio Indicator: (C, M and G)	*Print Indicator (C, M)	PHPDOCM - Just Checks?	Voided Transactio Created?	Result
	but not savings.						
Reissue Pay Event	Create a reissue pay event for an employee whose direct deposit was rejected, but check was fine	Entry in GXADIRD = Active, one account for % and the remainder as a check.	All	Computer (C)	N	Y	Check and Direct Deposit advice are printed via PHPCHEK/ PHPCHKL
Reissue Pay Event	Create a reissue pay event for an employee whose direct deposit was rejected, but check is reconciled	Entry in GXADIRD = Active, one account for % and remainder is in a check	All	Computer (C)	N	Y	Direct Deposit advice is printed for the entire net amount of the direct deposit only via PHPCHEK/ PHPCHKL
Reissue Pay Event	Create a reissue pay event for an employee whose direct deposit was fine, but check was lost - reissue lost check as new check	Entry in GXADIRD = Active, one account for % and remainder is in a check	All	Computer (C)	N	Y	Check is printed for the net amount of the check only via PHPCHEK/ PHPCHKL.

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Pay Event	Scenario	Employee Set-up	*Calculatio Indicator: (C, M and G)	*Print Indicator (C, M)	PHPDOCM - Just Checks?	Voided Transactio Created?	Result
Reissue Pay Event	Create a reissue pay event for an employee whose direct deposit was fine, but check was lost - reissue lost check as Direct Deposit	Entry in GXADIRD = Active, one account for % and remainder is in a check	All	Computer (C)	N	Y	Direct Deposit Advice is printed for the check amount via PHPCHEK/ PHPCHKL
Reissue Pay Event	Create a reissue pay event for an employee whose check was lost	No entry in GXADIRD	All	Computer (C)	N	Y	Only check is printed for the entire net amount.
Reissue Pay Event	Create a reissue pay event for an employee whose check was lost	Entry in GXADIRD = PreNote*	All	Computer (C)	N	Y	Only check is printed for the entire net amount.
Reissue Pay Event	Create a reissue pay event for an employee whose direct deposit was rejected.	Entry in GXADIRD = Active, only one account.	All	Computer (C)	Y	Y	Only check is printed for the entire net amount of the direct deposit only
Reissue Pay Event	Create a reissue	Entry in GXADIRD	All	Computer (C)	Y	Y	Only check is

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Pay Event	Scenario	Employee Set-up	*Calculatio Indicator: (C, M and G)	*Print Indicator (C, M)	PHPDOCM - Just Checks?	Voided Transactio Created?	Result
	pay event for an employee whose direct deposit was rejected from checking account, but not savings.	= Active, multiple accounts.					printed for the entire net amount of the checking direct deposit only
Reissue Pay Event	Create a reissue pay event for an employee whose direct deposit was rejected, but check was fine.	Entry in GXADIRD = Active, one account for % and the remainder as a check.	All	Computer (C)	Y	Y	Check is printed for the entire direct deposit only
Reissue Pay Event	Create a reissue pay event for an employee whose direct deposit was rejected, but check is reconciled.	Entry in GXADIRD = Active, one account for % and the remainder as a check.	All	Computer (C)	Y	Y	Check is printed for the entire direct deposit only
Reissue Pay Event	Create a reissue pay event for an employee whose	No entry in GXADIRD	All	Manual (M)	PHPDOCM is not run	Y	Manual check is created.

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Pay Event	Scenario	Employee Set-up	*Calculatio Indicator: (C, M and G)	*Print Indicator (C, M)	PHPDOCM - Just Checks?	Voided Transactio Created?	Result
	check was lost.						
Reissue Pay Event	Create a reissue pay event for an employee whose check was lost	Entry in GXADIRD = PreNote*	All	Manual (M)	PHPDOCM is not run	Y	Manual check is created.
Reissue Pay Event	Create a reissue pay event for an employee whose direct deposit was rejected	Entry in GXADIRD = Active, only one account.	All	Manual (M)	PHPDOCM is not run	Y	System will not allow direct deposit type to be selected with print indicator of Manual. Manual Check is created.
Reissue Pay Event	Create a reissue pay event for an employee whose direct deposit was rejected from checking account, but not savings	Entry in GXADIRD = Active, multiple accounts.	All	Manual (M)	PHPDOCM is not run	Y	System will not allow direct deposit type to be selected with print indicator of Manual. Manual Check is created.
Reissue Pay Event	Create a reissue pay event for an employee whose	Entry in GXADIRD = Active, one account for %	All	Manual (M)	PHPDOCM is not run	Y	System will not allow direct deposit type to be

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Pay Event	Scenario	Employee Set-up	*Calculatio Indicator: (C, M and G)	*Print Indicator (C, M)	PHPDOCM - Just Checks?	Voided Transactio Created?	Result
	direct deposit was rejected, but check was fine	and the remainder as a check.					selected with print indicator of Manual. Manual Check is created.
Reissue Pay Event	Create a reissue pay event for an employee whose direct deposit was rejected, but check is reconciled	Entry in GXADIRD = Active, one account for % and the remainder as a check.	All	Manual (M)	PHPDOCM is not run	Y	System will not allow direct deposit type to be selected with print indicator of Manual. Manual Check is created.

Legend

* C = Computer, M = Manual, G = Gross-up Net

**A pre-notification or test record is created. During the Prenote status, payments will be made through regular check processing. (Default).

The Prenote status changes to an Acitve status for either a Payroll or A/P direct deposit processes. The first one to run after creating the record changes the status of the record.

Labor Redistributions

This section outlines procedures to perform single and mass redistributions in Banner Human Resources. The Labor Redistribution page (PHAREDS) is used to perform procedures described in this section.

Prerequisites

To utilize the information in this section effectively, you must have:

- prior knowledge of payroll processing in the Banner Human Resources
- an understanding of the concept of dispositions
- a general understanding of payroll adjustments

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Each of these topics have been covered earlier in this chapter.

Labor Redistribution page (PHAREDS)

The Labor Redistribution page (PHAREDS) is used to perform all types of redistributions such as, redistribution of a single record in a single pay event to the redistribution of multiple records in a pay-event span. Original, manual, adjustment, reissue, and duplicate pay events can be redistributed via the PHAREDS page if they meet the following requirements:

- The first time a pay event is redistributed it must have a disposition greater than or equal to 60 (Finance Extract).
- Previously redistributed pay events must have a disposition of 48 (Pre-Approve Update) or a disposition greater than or equal to 60.

  NOTE: Voids are not eligible for redistribution.

The Labor Redistribution (PHAREDS) page consists of four windows:

- **Main**
- **Selection Criteria**
- **Search and Replace**
- **Edit/View Labor Distributions**

Labor Redistribution page (PHAREDS): Main Window

The first and last pay events in the range of pay events whose records are to be selected for redistribution are specified in the Key Block of this window. Records selected using these criteria and (optionally) additional criteria specified on the **Selection Criteria** window are displayed in the Earnings History and Earnings Labor Distributions blocks of the window.

One line of history information is given for each pay history earnings record. This data is preceded by a **Status** field that contains a character indicating the status of the record in the redistribution process. Possible values for this field are:

Status Type	Description
`Blank`	This record has not yet been changed.
`X`	The record has been changed in the current session either through the **Search and Replace** window or through the **Edit/View Labor Distributions** window.
`P`	Changes have been saved, and the disposition of the record has been set to 48 (Pre-Approve Update).
`A`	Changes have been approved and are waiting to be saved.
`E`	A change pending approval has been erased and is waiting to be saved.

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Scroll back and forth through the selected earnings history records. The labor distribution records scroll in unison.

The Earnings Labor Distributions section displays the components of the labor distribution for the record, including the hours, percent, and amount for each FOAPAL distribution. Total hours, percent, and amount values are also displayed.

Labor Redistribution page (PHAREDS): Selection Criteria Window

Narrow the search for pay-event records in the **Selection Criteria** window.

Example

Indicate that only pay-event records for a particular earnings code or a particular FOAPAL element are to be selected for redistribution. Also, by choosing an entry from a radio group display, you can specify that only completed pay events, only events pending approval, or both types of events are to be selected.

Labor Redistribution page (PHAREDS): Search and Replace Window

Use the **Search and Replace** window to perform mass "Search For/Replace With" changes quickly and easily. The "Search For" criteria can be any combination of FOAPAL elements. The "Replace With" criteria can be any other combination of FOAPAL elements.

Example

Specify that all occurrences of Fund 1000 are to be changed to Fund 2000. This window can be used only to make changes to FOAPAL components, not to expand or contract a distribution.

Labor Redistribution page (PHAREDS): Edit/View Labor Distributions Window

The **Edit/View Labor Distributions** window provides several options for changing record distributions.

Example

Change all of a single pay-event record or a selected field in all pay-event records. Also, you can make the same distribution change in all pay-event records.

When you access the **Edit/View Labor Distributions** window, the complete set of labor distributions is displayed in the OLD Earnings and NEW Earnings sections of the page.

Example

If 50% of the distribution is charged to one FOAPAL and 50% to another FOAPAL, both distributions are displayed in both sections of the page. You can then overtype the information in the NEW Earnings section as necessary to indicate what data you want to change.

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Labor Redistribution Procedures

The following pages contain six procedures to use the Payroll Redistribution page (PHAREDS), and a seventh procedure that outlines steps to complete payroll processing for approved redistributions processed via this page. The procedures include:

Enter Key Block Information and Record Selection Criteria on page 301

Mass Redistribute FOAPAL Components on page 302

Redistribute a Single Pay Event on page 303

Redistribute Multiple Pay Events on page 303

Round Off Redistributed Values on page 305

Complete Redistribution Processing on page 305

Complete Payroll Processing for Redistributions on page 306

Enter Key Block Information and Record Selection Criteria

About this task

Procedure

1. Access the Labor Redistribution page (PHAREDS).
2. In the Key Block, enter the Banner **ID** of the employee.

   The system displays the name of the selected employee.
3. At **Payroll ID**, enter, or search and select the Begin and End Pay Events from the Pay Event List page (PHILIST).

   The system populates the rest of the Key Block fields based on the selected records. For a range of pay events,

   - The **Begin Year** displays the year of the first date of the Begin pay event.
   - The **Begin Date** displays the first date of the Begin pay event.
   - The **Begin Payroll Number** displays the first payroll number associated with the begin pay event.
   - The **End Year** displays the year of the last date of the End pay event.
   - The **End Date** displays the last date of the end pay event.
   - The **End Payroll Number** displays the last payroll number associated with the last pay event.

     NOTE: It is always more efficient to select a range of pay events when single pay events within the range, and not the entire range, are to be redistributed.
4. Access the Selection Criteria window from the Tools button of PHAREDS.

   Narrow the number of records to be retrieved for possible redistribution.

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If you wish to specify additional criteria, go to Step 4.1.

If no additional criteria is required, go to Step 5.

a) Enter, or search and select values for appropriate fields.

b) Choose any one of the following radio buttons to specify a payroll disposition criterion:

- **Completed Events Only** to specify that events meeting the other established criteria must be at a Disposition greater than or equal to 60.
- **Pending Approval Only** to specify that events meeting the other established criteria must be at Disposition 48.
- (Default) **Both** to indicate that both completed events and events awaiting approval are to be returned for possible redistribution.

5. Click **OK** to return to the Key Block of PHAREDS.

   To mass redistribute FOAPAL components, go to *Mass Redistribute FOAPAL Components* on page 302.

   To redistribute a single pay event, go to *Redistribute a Single Pay Event* on page 303.

   To redistribute multiple pay events, go to *Redistribute Multiple Pay Events* on page 303.

Mass Redistribute FOAPAL Components

About this task

To mass redistribute FOAPAL elements on PHAREDS,

Procedure

1. Access the Search and Replace window.
2. (Optional) Enter a new **Posting Date**. The new date must fall in an open accounting period.

   The Posting Date is the date on which the redistributed records are to be posted to Finance. The System Date is the default. Override the default if required.
3. In the Search section, enter or search and select values for one or more FOAPAL components. At least one field must be entered.
4. In the Replace With section, enter or search and select values for one or more FOAPAL components. At least one field must be entered.
5. Click **OK** to return to the Key Block of PHAREDS.
6. Save the records.

   The disposition of each modified records is `47`, Pre-Balance.

   Go to *Complete Redistribution Processing* on page 305.

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Redistribute a Single Pay Event

About this task

Complete the following steps to redistribute a single pay event:

Procedure

1. Access the Earnings History and Labor Distribution window of PHAREDS.
2. Select (>) a Pay Event record for redistribution.
3. Access the Edit Labor Distributions window of PHAREDS.
   a) (Optional) Enter a new **Posting Date**.

      The Posting Date is the date on which the redistributed records are to be posted to Finance. The System Date is the default. Override the default if required.

   b) In the NEW Earnings Labor Distributions section, place the cursor at **Hours**.
   c) Make any of the following changes to the distribution.
      - To change the distribution percent, enter a new value for any of the following fields:
      - **Hours**,
      - **Percent** or
      - **Amount**

        The system then calculates the other two values.

        For example, if you specify **Hours**, the system calculates the corresponding **Percent** and **Amount** values.
      - Overwrite FOAPAL values as required.
4. Click **OK** to save the updated information.

   NOTE: To round out values, go to *Round Off Redistributed Values* on page 305.
5. Review changes in the Earnings History and Labor Distribution window.
6. (Optional) Compare the old and new distributions for the pay-event record in the Edit Labor Distribution window, make additional changes if any, and go to Step 5.
7. When all changes are satisfied, save the record to the database.

   The disposition of each modified record is `47`, Pre-Balance Update.
8. (Optional) Labor Redistribution Originators may add comments to the transaction.
9. Go to *Complete Redistribution Processing* on page 305.

Redistribute Multiple Pay Events

Multiple pay event records may have identical changes to their labor distributions or varying changes to the labor distribution of each record. Two separate procedures have been described below to cater to each.

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Case 1: Redistribute Multiple Pay Events in the Same Session With Varying Changes in Each Record

About this task

Procedure

1. Complete Steps 1 through 4 from *Redistribute a Single Pay Event* on page 303.
2. Select `Next Set of Labor Distributions` from the Tools button on the Edit Labor Distribution window to access the next pay event record in succession.

   If the displayed information is not to be edited, continue to access records until you find the next one to edit.
3. Make changes as described in Steps 3 and 4 of *Redistribute a Single Pay Event* on page 303.
4. Repeat Steps 2 and 3 of this procedure until all events that require a modification have been changed.

   (Optional) Select `Previous Set of Labor Distributions` from the Tools button and scroll in the opposite direction.
5. Click **OK** to save changes.
6. Review changes in Earnings History and Labor Distribution window.
7. (Optional) Compare the old and new labor distributions for the pay event records in the Edit/View Distributions window, make additional changes, and go to Step 6.
8. When all changes are satisfied, save the record to the database.

   The disposition of each modified record is `47`, Pre-Balance Update.
9. Go to *Complete Redistribution Processing* on page 305.

Case 2: Create Mass Changes to all Pay Event Records With Identical Distributions

About this task

Complete the following steps to achieve the above objective.

NOTE: Mass changes can only be made to a percentage or to any FOAPAL component.

Procedure

1. Choose and redistribute a pay-event record in accordance with Steps 1 through 5 of *Redistribute a Single Pay Event* on page 303.
2. Select the **Change All** check box in the NEW Earnings Labor Distributions section. This action causes the system to search for all old records that are identical with the old version of the changed record and make the same changes to all matching records.

   NOTE: Select `Change All` from the Tools button to toggle the setting On/Off respectively.

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3. Click **OK** to save changes.

   NOTE: For information on rounding processing, see Procedure 5.

4. Save the record to the database.

   The disposition of each modified record is at 47, `Pre-Balance Update`.

5. Go to *Complete Redistribution Processing* on page 305.

Round Off Redistributed Values

About this task

If the sum of the redistributed values for one or more of the first three Earnings Labor Distributions fields (**Hours**, **Percent**, and **Amount**) is not equal to the corresponding sum of the values in the original distribution, any of the following error messages may appear upon save:

- *ERROR* Total NEW Labor Distribution Amount Must Equal Total OLD Earn Amount; correct the amount or press ROUND.

  OR

- *ERROR* Total Labor Distribution Percent Must Equal 100; correct the percent or press ROUND.

  OR

- *ERROR* Total NEW Labor Distribution Hours Must Equal Total OLD Earn Hours; correct the hours or press ROUND.

To correct this situation,

Procedure

1. Manually change one of the records so that the sum of each of the three fields is correct.
2. Select `Round Labor Distributions` from the Tools button to round off values.

   The system will correct the condition by modifying the record in which the cursor is located.

   NOTE: If you attempt to use the rounding function when the sum of the redistributed values for each of the fields listed above already equals the sum of its counterpart in the original distribution, the system displays the following message: `No Rounding is Needed.`

3. Save the changes and return to the Main window.

Complete Redistribution Processing

About this task

After saving all redistribution changes to the database, complete the following steps.

Procedure

1. Check all redistributed records on PHAREDS.

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If all records are correct, go to Step 3.

Otherwise, go to Step 2.

2. Scroll down to the first erroneous record and erase that record by selecting `Erase Pending Redistributions` from the Tools button.

   Repeat this step until you have erased all erroneous records.

3. Select `Submit Redistributions` from the Tools button to submit all modified records listed on the screen.

   At this point,

   - Each of the pay events whose records you have redistributed is at disposition 48, Pre-Approve Update.
   - The routing queue for the labor redistribution is created on NTRELRQ and NTRELAQ.

4. Log in to Employee Self-Service.
5. Access the Labor Redistribution menu, and click on the Approvals link.
6. Complete all approvals required for the labor redistribution transaction.
7. After the final approval has been collected in the self-service pages, the disposition of the transaction automatically moves to `60`, Finance Extract.
8. Go to Procedure 7 as described on page *Complete Payroll Processing for Redistributions* on page 306.

   NOTE: It is not necessary to run the Pay Period Update Process (PHPUPDT) as PHAREDS changes data pertaining specifically to Finance.

Complete Payroll Processing for Redistributions

About this task

You must complete payroll processing for all redistributed records to ensure that the final disposition for each of these records reaches `70`, Complete. Perform the following steps:

Procedure

1. Run the Expenditure Finance Extract process (PHPFEXP).

   The resulting disposition is `62`, Finance Interface/Feed.

2. (Optional) If you are using the Cost Accounting feature of Banner Finance, submit the Cost Accounting Report (PHRCOST) specifying the **Year**, **Pay ID**, and **Pay Number** of the current payroll.
3. Run the Finance Interface Report (NHPFIN2).

   The resulting disposition is `70`, Complete.

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Overtime (FLSA) Compensation

The Fair Labor Standards Act dictates that employees who work more than a specified number of hours in a government-defined work period must be paid 150% of their regular rate for those overtime hours. The work period is set at between 7 and 28 days for specified "safety" employees and at 7 days for "non-safety" employees. The chart below provides examples of work periods and FLSA overtime thresholds.

Work Period	FLSA Threshold
7 days	40 hours (non-safety employees)
7 days	53 hours (firefighters)
24 days	147 hours (police)

NOTE: The FLSA-defined work period is not necessarily the same as the Banner-defined pay period.

The FLSA regular rate (also referred to as the average rate) is determined by dividing the employee's FLSA-eligible gross income by the number of eligible hours in the work period as defined on the Earning Code Rule page (PTREARN).

Features of the Banner Human Resources System's FLSA module includes the following:

- An employee's overtime pay can be automatically calculated and generated via PHPCALC.
- Users can directly specify an employee's overtime hours, as an option, allowing for control over the labor distribution hours and dollars.
- In place of cash, an employee can be compensated for overtime with compensatory (comp) time.
- If the employee has two or more jobs, the hours worked in each are combined to determine overtime eligibility.

Procedure—Process Overtime Compensation

About this task

Procedure

1. Use the Work Period Rule page (PTRWKPR) to establish work period rules and codes. The work period rule specifies the number of days in the FLSA work period and the number of hours worked by employees before they are entitled to overtime compensation.

   For detailed instructions on using PTRWKPR, refer to the online help of Banner Human Resources.

   Note that the value entered at **Work Period Inception Date** tells the system when this series of work periods originally began. Together with the value entered at **Days in Work Period**, this date determines the start and end dates of all work periods from the inception date forward.

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Example

If the days in a work period is 7 and the inception date is 01-JAN-2007, the system establishes seven-day work periods as follows:

01-JAN-2007 through 07-JAN-2007

08-JAN-2007 through 14-JAN-2007

15-JAN-2007 through 21-JAN-2007

and so on.

2. Establish earnings codes for use in FLSA processing on the Earnings Code Rule page (PTREARN).

   The code(s) you create will automatically be assigned by the Payroll Calculation Process (PHPCALC) to the appropriate overtime earnings. If your FLSA compensation includes both cash and accrual (for example, comp time), you must establish a separate earnings code for each.

   Enter the following information:

   a) At **Earnings Code**, enter a unique one- to three-character code in the PTREARN Key Block. If your FLSA compensation includes both cash and accrual, you may want your code to indicate the type of compensation it represents.

   b) At the PTREARN **Type** prompt, select a value as shown in the chart below:

Earn Value	Result
FA (FLSA Accrual)	These FLSA earnings will be used to calculate accrual compensation (for example, comp time) for overtime hours. If you enter FA at **Type**, you must also enter a value in the **Leave Earned Code** field.
FC (FLSA Cash)	These FLSA earnings will be used to calculate cash compensation for overtime hours. When you define earn type FC, set the multiplication factor to 50%. (See Calculation Method 1 following the sample earn code definitions below.)
OT (Overtime Pay)	Enter this value only if your site intends to allow manual entry of overtime in addition to automated FLSA calculation. Note that all OT type earnings reduce the amount of FC or FA earnings generated by PHPCALC.
OV (FLSA Specified Overtime)	These FLSA overtime hours are to be directly set by users. When you define earn type OV, set the multiplication factor to 150%. (See Calculation Method 2 following the sample earn code definitions below.)

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NOTE: When using FLSA to compute an accrual toward a **Leave Code**, as opposed to generating Overtime Cash, an **Earn Code** must be established and associated with the **Earn Type** of `FA`. **Only one Earn Code of this type is permissible.** Additionally, under the Leave controls, the Leave Code, `Earned`, must be entered. This will indicate the Leave Balance to which the calculated hours will add or accrue.

In the case of accruing `Compensatory Time` into a Leave Balance, FLSA computations in PHPCALC will add hours to the Payroll Leave Accrual Table. **This Earn Code should not be used for time input purposes, as it is reserved for the automated calculation**. Typically, when paying out the `Compensatory Time`, an additional **Earn Code** that will generate the cash would be used to issue the payment, as well as remove the time in the balance.

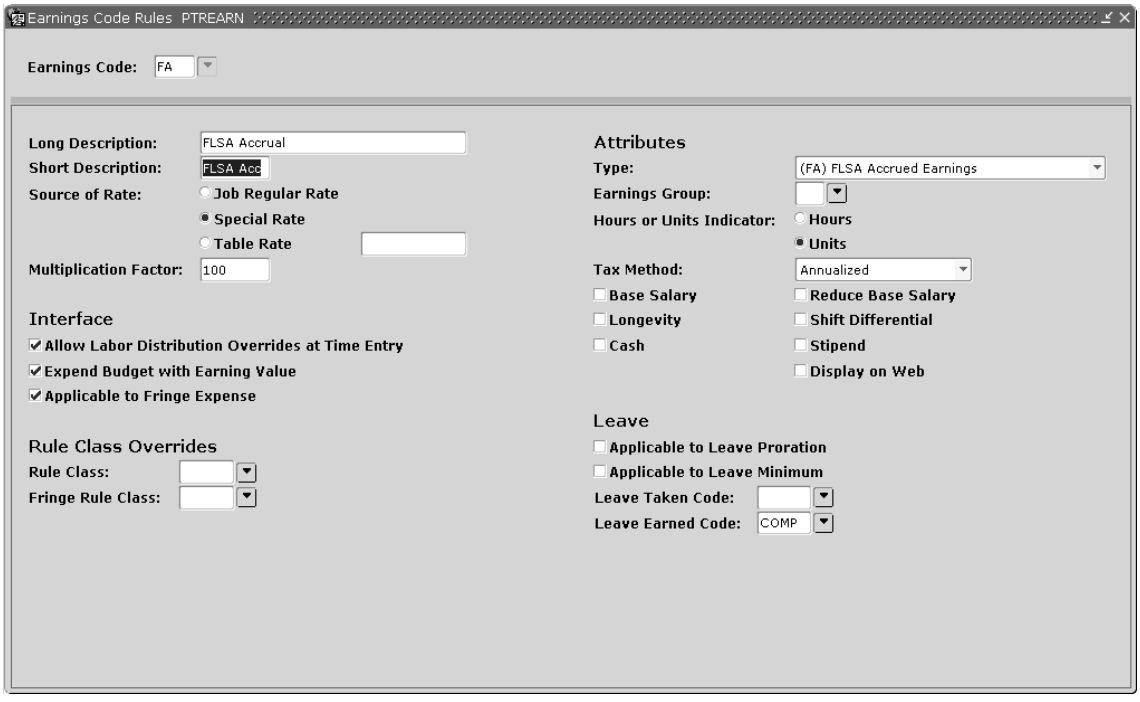
c) Select `Regulatory Information` from the Tools button of PTREARN.

The Regulatory Information window is displayed.

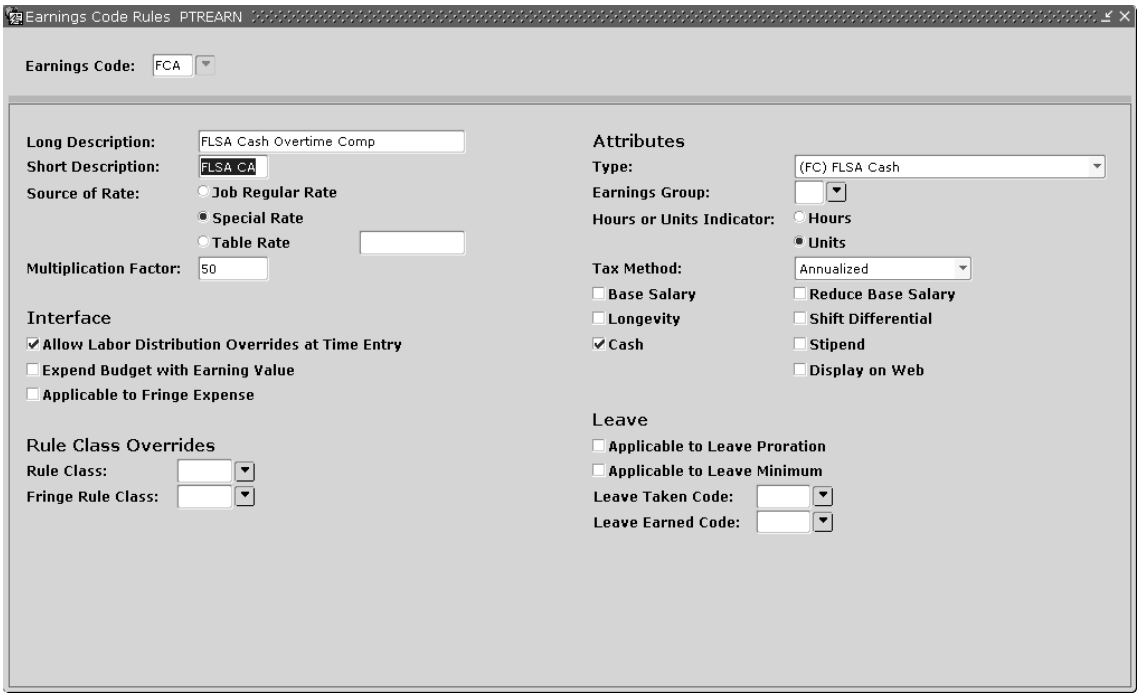
d) At the **FLSA Eligible Hours** and **FLSA Eligible Dollars** boxes, enter No Effect to indicate that this code's hours and earnings do not change FLSA totals. (Note that this earnings code will be used only after the FLSA threshold has been reached and the totals are finalized.)

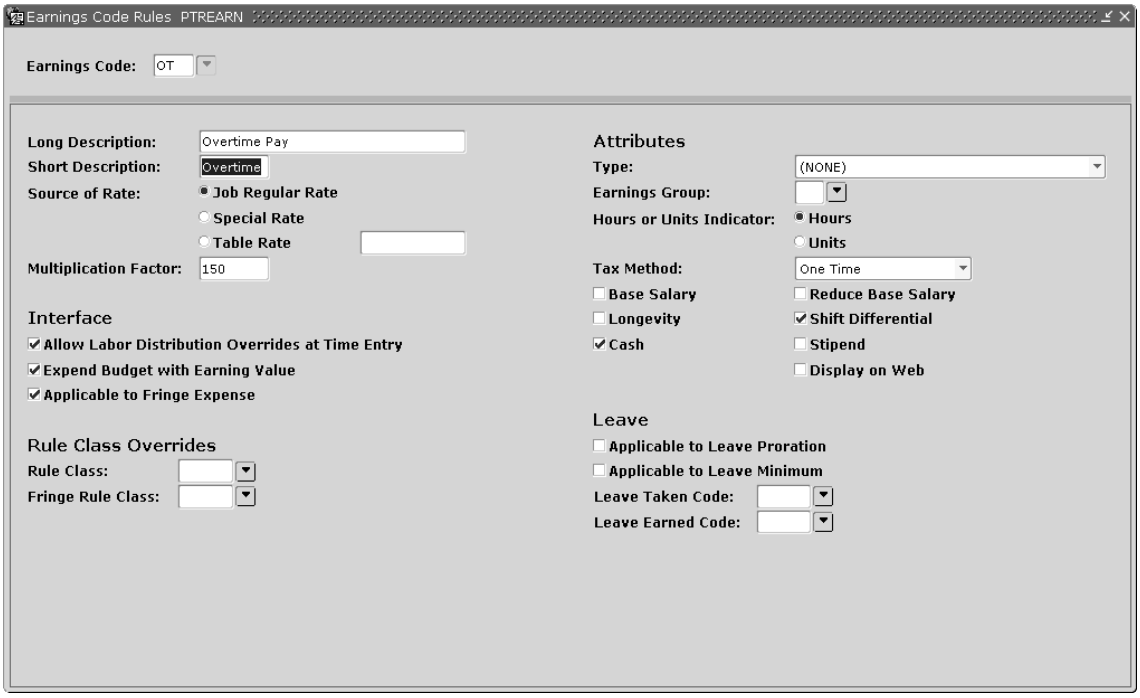
Samples of complete FLSA definitions for each of the earn types follow.

An FLSA earnings code definition for earn type FA is similar to this:

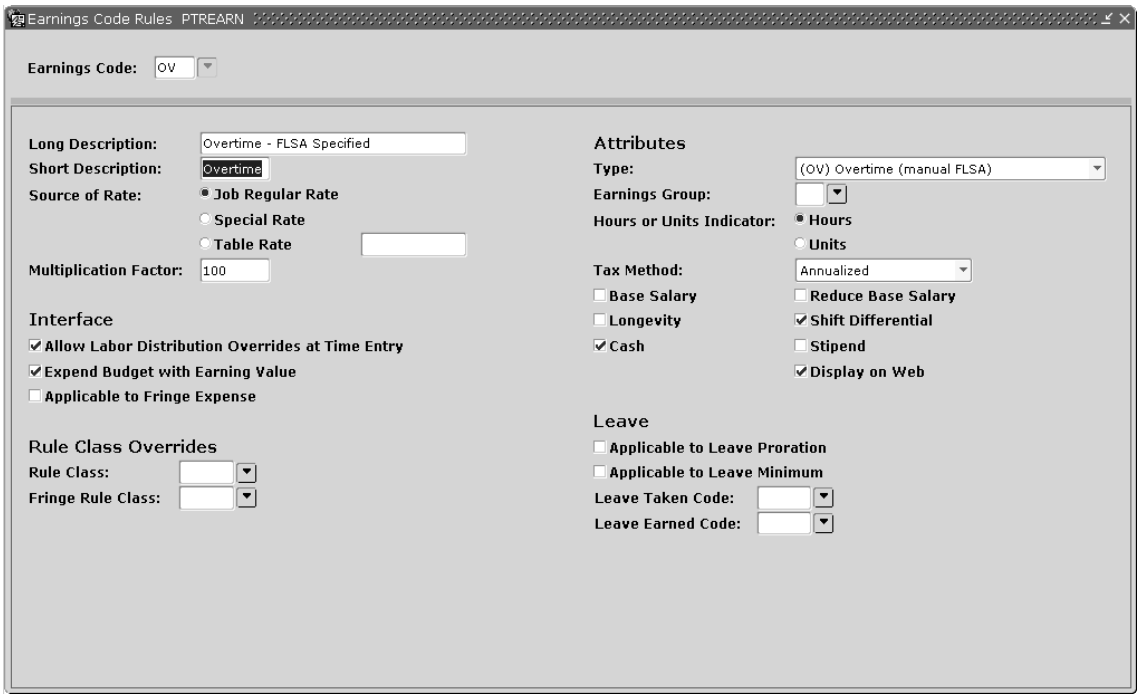


Sample definitions for earn codes FCA and OT are shown in the following pages.





An FLSA earnings code with an earn type `OV` should look like this:



Calculation Method 1 (Using a 40-hour FLSA Example)

When you input 50 regular hours for an employee, the system generates 10 FLSA overtime hours (earn type FC) at the FLSA overtime rate (a specially computed average rate). The FC earn type is automatically generated by PHPCALC. The system pays 50 hours at the FLSA average rate and applies 50% of this rate to the 10 (FC) overtime hours. The employee, therefore, receives 150% (time and a half) for the overtime hours.

Earnings for overtime are directed to the same FOAPAL as regular earnings. You can override the labor distribution for the overtime earnings *only* by entering a FOAPAL labor distribution override on the Earnings Code Labor Distribution Override window of the Earnings Code Rule page (PTREARN).

Calculation Method 2 (Using a 40-hour FLSA Example)

When you enter 40 regular hours and 10 overtime hours using two separate earn codes (REG for the regular hours and OV for the overtime hours), PHPCALC automatically assigns a computed average rate of pay to the 10 overtime hours so that the FLSA overtime is paid with the inflated average rate. OV earnings typically have a multiplication factor of 150%, not 50% like FC overtime earnings.

This method allows for direct control of overtime charges to alternate labor distributions during time entry.

3. Use PTREARN to establish FLSA eligibility for all defined earnings codes. To accomplish this, access the Regulatory Information window and enter the following information for each earnings code:

   a) At **FLSA Eligible Hours**, select a value as shown in the chart below.

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FLSA Eligible Hours Value	Result
Add	Hours are added to the total number of FLSA-eligible hours. Enter this value if the time associated with these earnings is to be included in determining whether the employee has reached the overtime hour threshold.
Reduce	The total number of FLSA-eligible hours is reduced by the number of hours associated with this earnings code.
No Effect	The FLSA-eligible hours total remains the same. Enter this value if this earnings code's hours have no effect on the total number of hours worked in the FLSA work period.

b) At **FLSA Eligible Dollars**, select a value as shown in the chart below.

FLSA Eligible Dollars Value	Result
Add	Earnings are added to the total number of FLSA-eligible dollars used to calculate overtime pay. Enter this value if these earnings are to be added to the dollar amount used by the Payroll CalPHPCALC to determine the FLSA hourly average rate. This rate (also called the regular rate by the FLSA) is computed by dividing the employee's FLSA-eligible gross income by the number of FLSA-eligible hours (as defined on PTREARN) in the work period.
Reduce	The total number of FLSA-eligible dollars is reduced by the number of dollars associated with this earnings code.
No Effect	The FLSA-eligible dollars total remains the same. Enter this value if these earnings have no effect on the dollar amount used by PHPCALC to determine average hourly rate. These earnings will be not be included in the employee's FLSA-eligible income when the FLSA average rate (also called the regular rate by the FLSA) rate is calculated.

When an earn code's eligibility is established, the PTREARN Regulatory Information window looks like this:

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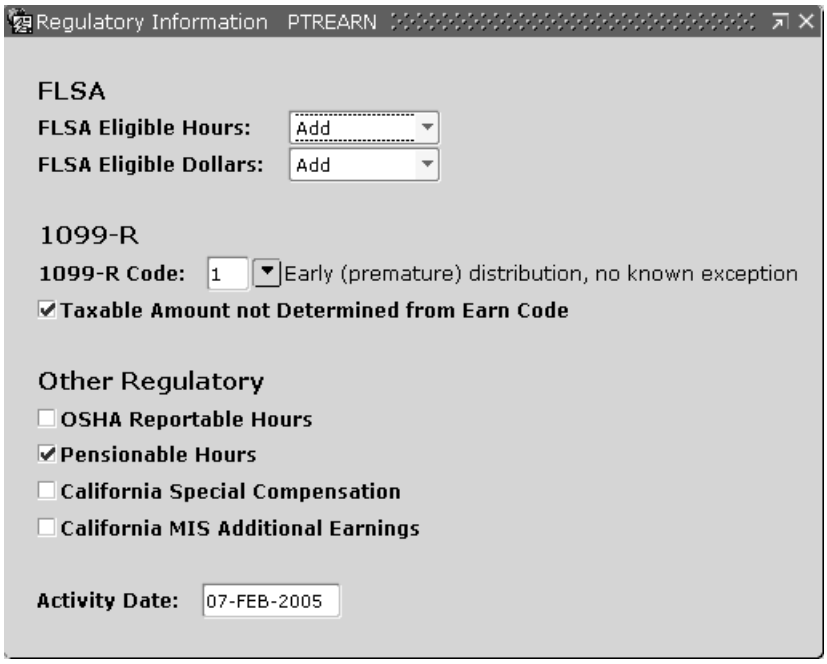

4. Access the Employee Class Rule page (PTRECLS) to specify FLSA eligibility and compensation at the employee class level.

   For each employee class, enter the following information:

   a) At **FLSA Method**, select a value as shown in the chart below. For employees with this employee class code, the value you enter here defaults to the Employee page (PEAEMPL), where it can be overridden.

FLSA Method Value	Result
`Cash`	An employee in this employee class will receive cash compensation for FLSA overtime hours. If you enter this value, an earnings code of earn type FC (FLSA cash earnings) must appear in the Employee Class Eligible Earnings section (below).
`Accrual`	An employee in this employee class will receive accrual compensation (for example, comp time) for FLSA overtime hours. If you enter this value, an earnings code of earn type `FA` (FLSA accrual non-cash earnings) must appear in the Employee Class Eligible Earnings section (below).
`N/A`	An employee in this employee class is not eligible to receive FLSA overtime compensation (that is, an exempt employee).

   b) At **FLSA Period**, enter the code of the work period (Step 1) associated with this employee class.

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For employees with this employee class code, the value you enter here defaults to the Employee page (PEAEMPL), where it can be overridden.

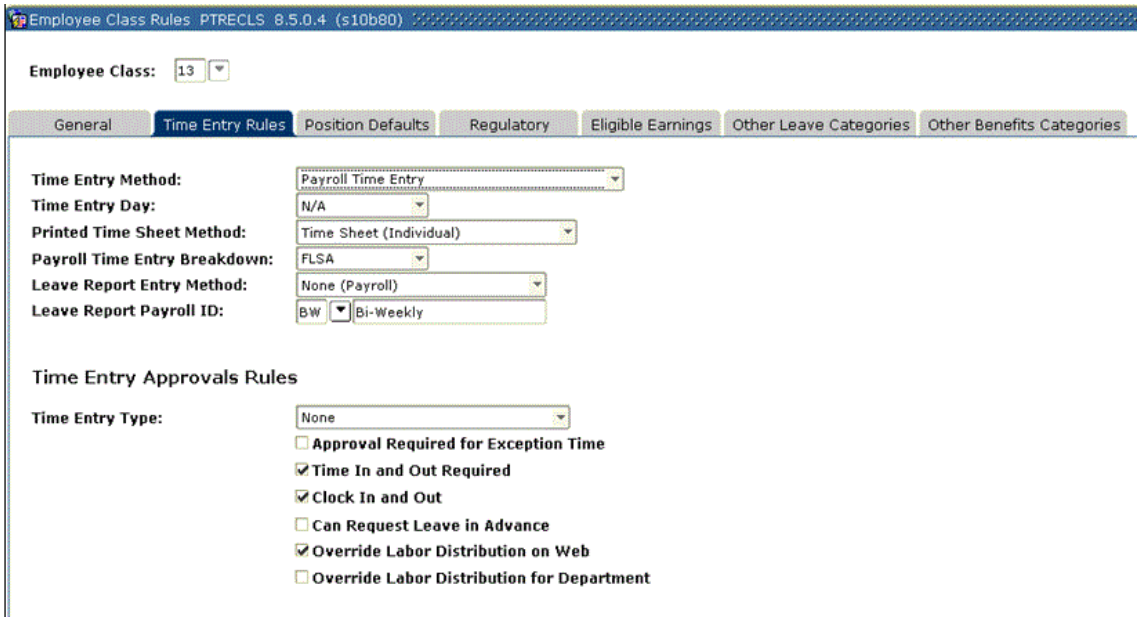
c) Selecting Eligible Earnings from the Tools button.

The Employee Class Eligible Earnings Code window is displayed.

d) Enter the appropriate earnings codes as eligible earnings for the employee class. Refer to the **FLSA Method** chart above for information on required `FA` or `FC` earn types.

NOTE: Note that you can establish only one `FA` and one `FC` per employee class. (You can use an unlimited number of `OT`s.) Be sure to enter the FLSA earnings code(s) you established at Step 2 in this section.

5. The work period and FLSA indicator established on PTRECLS in Step 4 default to the Employee page (PEAEMPL) for all employees with that employee class code. These values determine whether and how an employee's overtime compensation is calculated. To override them for a particular employee, access the Employee page (PEAEMPL), enter the employee's ID number in the Key Block, and enter the new values at **FLSA Method** and **FLSA Period**.
6. Check the value of **Payroll Time Entry Breakdown** in the Time Entry Rules window of the Employee Class Rule page (PTRECLS). As shown below, this field appears in the top area of the page.



This value must be compatible with the FLSA work period established on PTRWKPR in Step 1.

Example

You cannot have an earnings entry mode of `Pay Period` if the pay period is monthly and the FLSA work period is weekly; the system would be unable to determine how many hours were associated with each separate week. Note that a time entry mode of `None` can never be used

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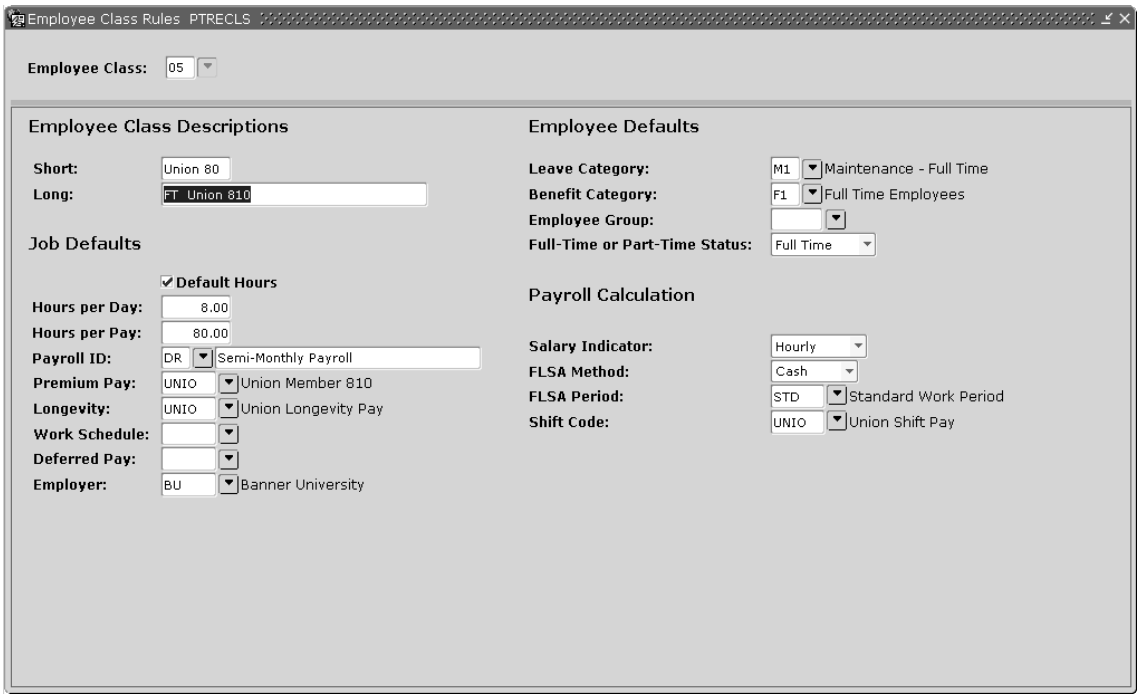
for FLSA processing. As illustrated on the following page, the FLSA work period is displayed on the Main window of PTRECLS:



7. When the previous steps are complete, process a payroll that includes one or more work period end dates.

   If the number of hours worked by an employee in a particular work period exceeds the FLSA threshold established on PTRWKPR, PHPCALC will generate overtime earnings of type `FA` or `FC`. The new earnings entry will appear on the Payroll Calculation Process (PHPCALC) and the On-line Time Entry page (PHAHOUR).

Payroll Reconciliation

About this task

This section explains payroll reconciliation by field and a sample worksheet for use in payroll reconciliation by report/process. To reconcile a payroll, compare the following totals.

This amount	on this report or process	must equal the amounts	on these reports and processes
Total Gross	PHPCALC	Total Gross	PHRPREG
		— and —	

This amount	on this report or process	must equal the amounts	on these reports and processes
		Gross Earnings Payroll Expense	PHPFEXP
		— and —	
		Gross Earnings Payroll Expense	NHPFIN2
Total Deductions	PHPCALC	Total Employee Deduction	PHRPREG
		— and —	
		Current Employee Amount	PHRDREG
		— and —	
		Employee Deduction Payroll Liability	PHPFEXP
		— and —	
		Employee Deduction Payroll Liability	NHPFIN2
Total Net	PHPCALC	Total Net	PHRCISS
			— and —
			PHRDIRD
		— and —	
		Net Payroll	PHPFEXP
			— and —
			NHPFIN2
Total Employer Deduction Amounts	PHRPREG	Current Employer Amount	PHRDREG
		— and —	
		Employer Fringe Payroll Expense	PHPFEXP
			— and —
			NHPFIN2
Deferred Pay Gross Earnings Expense	PHPFEXP	Deferred Pay Gross Earnings Expense	NHPFIN2
Employer Fringe Payroll Liability	PHPFEXP	Employer Fringe Payroll Liability	NHPFIN2

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This amount	on this report or process	must equal the amounts	on these reports and processes
Deferred Pay Accrual Amount	PHPFEXP	Deferred Pay Accrual Amount	NHPFIN2
Sum of Total Debits plus Total Credits	PHPFEXP	Sum of Total Debits plus Total Credits	NHPFIN2
Total Debits	PHPFEXP	Total Debits	NHPFIN2
Total Credits	PHPFEXP	Total Credits	NHPFIN2
Total Debits	PHPFEXP	Total Credits	PHPFEXP
Total Debits	NHPFIN2	Total Credits	NHPFIN2
Sum of Total Debits plus Total Credits	PHPFEXP	Total Debits/Credits	FURFEED
Sum of Total Debits plus Total Credits	NHPFIN2	Total Debits/Credits	FURFEED[1]

	Report 1: PHPCAL	Report 2: PHRCISS	Report 3: PHRDIRI	Report 4: PHRPRE	Report 5: PHRDRE	Report 6: PHPFEXI	Report 7: NHPFIN2	Report 8: FURFEEI ÷
Debits	Total Gross:			Total Gross:		Gross Earnings Payroll Expense:	Gross Earnings Payroll Expense:	
	$			$		$		
				Total Employer Deduction Amt:	Current Employer Amount:	Employer Fringe Payroll Expense:	Employer Fringe Payroll Expense:	
				$	$	$	$	
						Deferred Pay Gross Earnings Expense:	Deferred Pay Gross Earnings Expense:	
						$	$	
						Total Debits:	Total Debits:	
						$	$	

[1] [1]If Banner Finance is installed.

	Report 1: PHPCAL	Report 2: PHRCISS	Report 3: PHRDIRI	Report 4: PHRPRE	Report 5: PHRDRE	Report 6: PHPFEX	Report 7: NHPFIN2	Report 8: FURFEE	÷
	Total Deductions:			Total Employee Deduction Amt:	Current Employee Amount:	Employee Deduction Payroll Liability:	Employee Deduction Payroll Liability:		
	$			$	$	$	$		
Credits	Total Net:	Total Net:	Total Net:	Total Net:		Net Payroll:	Net Payroll:		
	$	$	$	$		$	$		
						Employer Fringe Payroll Liability:	Employer Fringe Payroll Liability:		
						$	$		
						Deferred Pay Accrual Amount:	Deferred Pay Accrual Amount:		
						$	$		
						Total Credits:	Total Credits:		
						$	$		
						Debit and Credit Difference	Debit and Credit Difference:		
						$	$		
						Total Debits and Credits:	Total Debits and Credits:	Total Debits and Credits:	
						$	$	$	

Deferred Pay Processing

Deferred pay processing enables you to defer portions of an employee's pay. It is designed to work with active NBAJOBS records.

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Example

The yearly wages of an employee on a ten-month contract can be paid in equal installments over twelve months.

Deferred pay processing in Banner Human Resources supports the following features:

- processing of deferred pay without using pay counts
- deferred pay advances that happen before the money is accrued
- midyear raises for employees on deferred pay
- hiring of employees on deferred pay at midyear

This section includes two procedures:

- Establish deferred pay data
- View deferred pay adjustment data for an employee

Establish Deferred Pay Data

About this task

Procedure

1. Access the Defer Pay Period Rule page (PTRDFPR).

   This page enables you to establish a deferred pay period code. The code you define is used to determine how to pay employees on deferred pay. When you establish deferred pay period codes, you define deferred pay cycles by pay period. Each deferred pay period is individually defined as an accrual period, a payout period, or an advance period.

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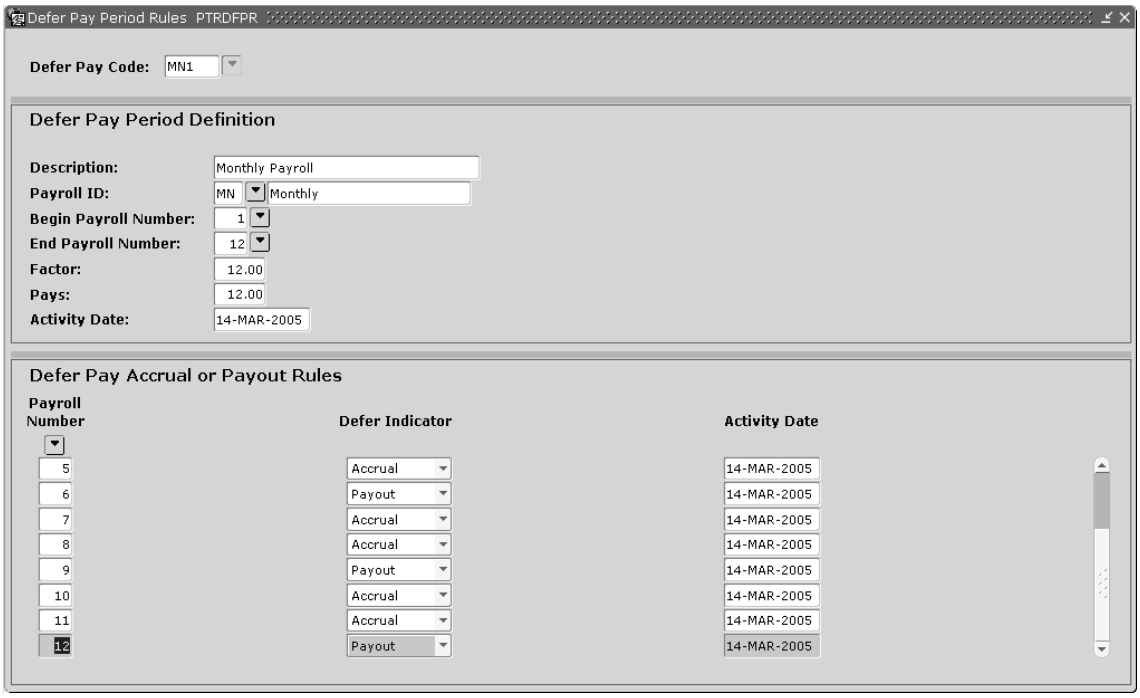

2. At **Defer Pay Code**, enter a new or existing 1- to 4-character defer pay period code.

   NOTE: To view a list of defined codes, double-click the **Defer Pay Code**.

3. Move to the Defer Pay Period Definition section. At **Description**, enter a 1- to 30-character description of this deferred pay period.
4. At **Payroll ID**, enter the payroll ID associated with this deferred pay code cycle. The value you enter must be predefined on the Payroll Identification Code Rule page (PTRPICT).

   NOTE: To view a list of defined codes, select the **Search** feature for **Payroll ID**.

5. At **Begin Payroll Number** and **End Payroll Number**, enter the numbers of the pay events that begin and end this deferred pay period.

   NOTE: To select the pay period from a list, select the **Search** feature for either the **Begin Payroll Number** or **End Payroll Number**.

   If the pay number you enter at **End Payroll Number** is lower than the one you entered at **Begin Payroll Number**, the system automatically identifies it as belonging to the following year. This feature eliminates the need to redefine your deferred pay periods each year.

   The values you enter at **Begin Payroll Number** and **End Payroll Number** must be predefined on the Payroll Calendar Rule page (PTRCALN) and must be entered in the next section of the Defer Pay Period Rule page.

6. Move to the Defer Pay Accrual or Payout Rules section.

   This section collects the pay numbers included in this defer pay period and enables you to specify a **Defer Indicator** for each pay number.

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7. At **Payroll Number**, enter the number of a pay event in the defer pay period. The value you enter must be predefined on the Payroll Calendar Rule page (PTRCALN).

   NOTE: To view a list of defined codes, select the **Search** feature for the **Payroll Number** field.

   You must enter all numbers in the deferred pay period in this field.

   Example

   If you enter 9 at **Begin Payroll Number** and 8 at **End Payroll Number**, you must enter the following numbers for the **Payroll Number**: `9, 10, 11, 12, 1, 2,`..., and `8`. The numbers will be sorted in ascending order in the display.

8. Enter one of the following values for the **Defer Indicator**.

Defer Indicator Value	Description
`Accrual`	Accrues funds in this pay period for deferred pay. A type `DA` earn code is created for these funds when you run PHPTIME. Deferred pay accrues in this pay period, which increases the deferred pay balance on NBAJOBS. The employee's pay history reflects earn codes of type `RP` and `DA`. (The system automatically creates the earn code defined as earn type `DA`. The `RP` earn type earn code defaults from the Default Earnings Code window of NBAJOBS.) The value of `RP` is equal to the amount in **Per Pay Salary** in the Deferred Pay Information window of NBAJOBS unless a revised amount exists for **Per Pay Salary** on the Deferred Pay Adjustment List page (PEADADJ). The value of `DA` is equal to the value of **Deferred Amount** on NBAJOBS unless a revised amount exists for **Per Pay Defer Amount** on PEADADJ.
`Advance`	Deferred amount is paid out regardless of balance. A negative deferred balance is allowed. A type `DO` earn code is created when you run the Time Processing Report (PHPTIME). The salary paid to the employee is equal to the value of **Per Pay Salary** on the Employee Jobs page (NBAJOBS) unless a revised amount exists for **Per Pay Salary** on PEADADJ. The earn code associated with the earn type of `DO` automatically replaces the `RP` earn type earn code residing in the Default Earnings Code window of NBAJOBS. Use this indicator if deferred pay employees are paid before they actually start work. As the advance is paid, the deferred pay balance on NBAJOBS becomes negative.
`Payout`	Deferred amount is paid out up to the amount of the deferred balance. The balance cannot be negative. A type `DO` earn code is created when you run PHPTIME. The salary paid to the employee is equal to the value of **Per Pay Salary** on the Employee Jobs page (NBAJOBS) unless a revised amount exists for **Per Pay Salary** on PEADADJ. The earn code associated with the earn type `DO` automatically replaces the `RP` earn type earn code that resides in the Default Earnings section of

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Defer Indicator Value	Description
	NBAJOBS. During the payout period, a negative defer balance on NBAJOBS is not allowed. The deferred pay employee must have a positive balance to be processed through the payroll with this deferred pay indicator.
No Action	The salary paid to the employee is equal to the assign salary amount. No salary is deferred, and no deferred amounts are paid. No earn codes of type DO or DA are created when you run the Time Processing Report (PHPTIME).

9. Create a new record to enter another pay number and defer indicator.

   You must enter a defer indicator for each pay number. Save after you have entered a number and defer indicator for each pay event in the defer pay period. Check that there are entries for every pay number between the begin and end pay numbers.

10. Go to the Earnings Code Rule page (PTREARN). Establish earnings codes with earn types of DA and DO.

11. Go to the Employee Class Rule page (PTRECLS). (A copy of the page is shown below.)

    a) At **Employee Class**, enter the code of an employee class that includes employees eligible for the deferred pay period rule you defined on PTRDFPR.

       NOTE: To view a list of employee classes, select the **Search** feature of the **Employee Class**.

    b) At **Deferred Pay**, enter the Defer Pay Code you established on PTRDFPR in Step 2. The code you enter here will default to NBAJOBS for all employees in this employee class.

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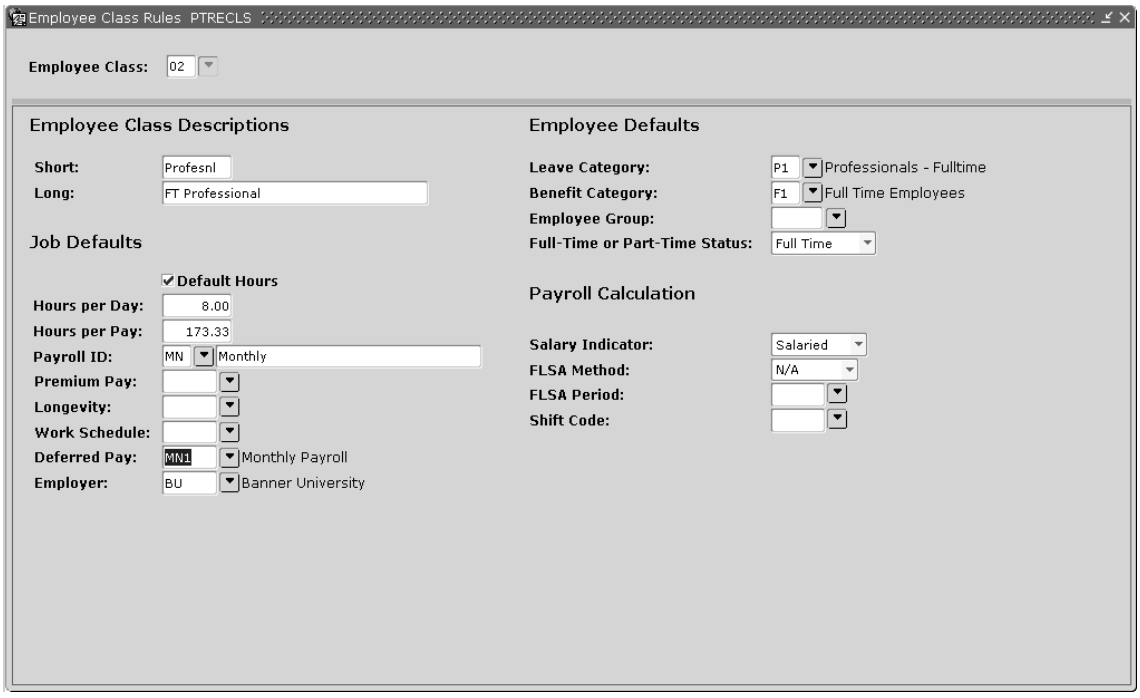

12. Select Eligible Earnings from the Tools button to access the Eligible Earnings Codes window of PTRECLS.
13. Add the deferred pay type earnings codes, `DA` and `DO`, to the codes listed in the **Earnings Code**, save and exit the page.

    If you want to override the deferred pay period for one or more employees or add new deferred pay information for any employees, perform the remaining steps in this procedure. Otherwise, the procedure is complete at this point.
14. Access the Employee Job page (NBAJOBS).

    Perform the following steps to change or add deferred pay data for each employee.

    a) Access the Deferred Pay Information window as follows:

    - Select `Job Detail Information` from the Tools button or the Job Detail section

      The Job Detail window is displayed.
    - Next, select `Deferred Pay Information` from the Tools button.

      The Deferred Pay Information window is displayed.

    b) At **Deferred Pay**, enter the defer pay period code for the employee.

    You must enter a code that has been defined on the Defer Pay Period Rule page (PTRDFPR). To view a list of defined codes, double-click on **Deferred Pay**.

    The system adjusts the values in **Factor** and/or **Pays** in the Deferred Pay Information window to reflect the new payment scheme. The value of **Factor** equals the total number of pay periods in which the employee actually works (that is, the number of pay periods in which the employee's annual wage is earned). The value of **Pays** equals the total number of pay periods in which the employee is paid.

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In the example below, the employee's annual salary is earned during a total of 10 pay periods (as entered at **Factor**). Because of pay deferral, the annual salary is disbursed over 12 pay periods (as entered at **Pays**).

Results

The system also performs automatic calculations as follows:

- When you enter a value for **Assign Salary** in the Job Information window, the system calculates the amounts for **Annual Salary** in the Job Information window and the **Per Pay Salary** and **Deferred Amount** in the Deferred Pay Information window.
- When you enter a value for **Annual Salary** in the Job Information window, the system calculates the amounts for **Assign Salary** in the Job Information window and the **Per Pay Salary** and **Deferred Amount** in the Deferred Pay Information window.

View Deferred Pay Adjustment Data

When deferred pay adjustments exist for an employee (for example, when the employee begins a job or receives a raise after the start of the deferred pay period), you can view deferred pay adjustment data for that employee. You can review this data when the Deferred Pay Information window on NBAJOBS is displayed and the **Tools** > **View Defer Adjustment** option is active. The information is not available when the **View Defer Adjustment** option is grayed. (For information on the **Deferred Pay Information** window, see Steps 14 through 16 in the previous procedure.)

The **View Defer Adjustment** option is active when deferred pay adjustments have been processed either by NBAJOBS or during a payroll run by the Mass Salary Update (NBPMASS) process.

To view the deferred pay adjustment data, select **View Defer Adjustment** from the **Tools** menu. The system then displays the Deferred Pay Adjustment List (PEADADJ) page, which is shown below. PEADADJ displays all deferred pay adjustment records for a specified person and position. Note that the new monthly salary is calculated so that it is the same in each of the remaining pay periods.

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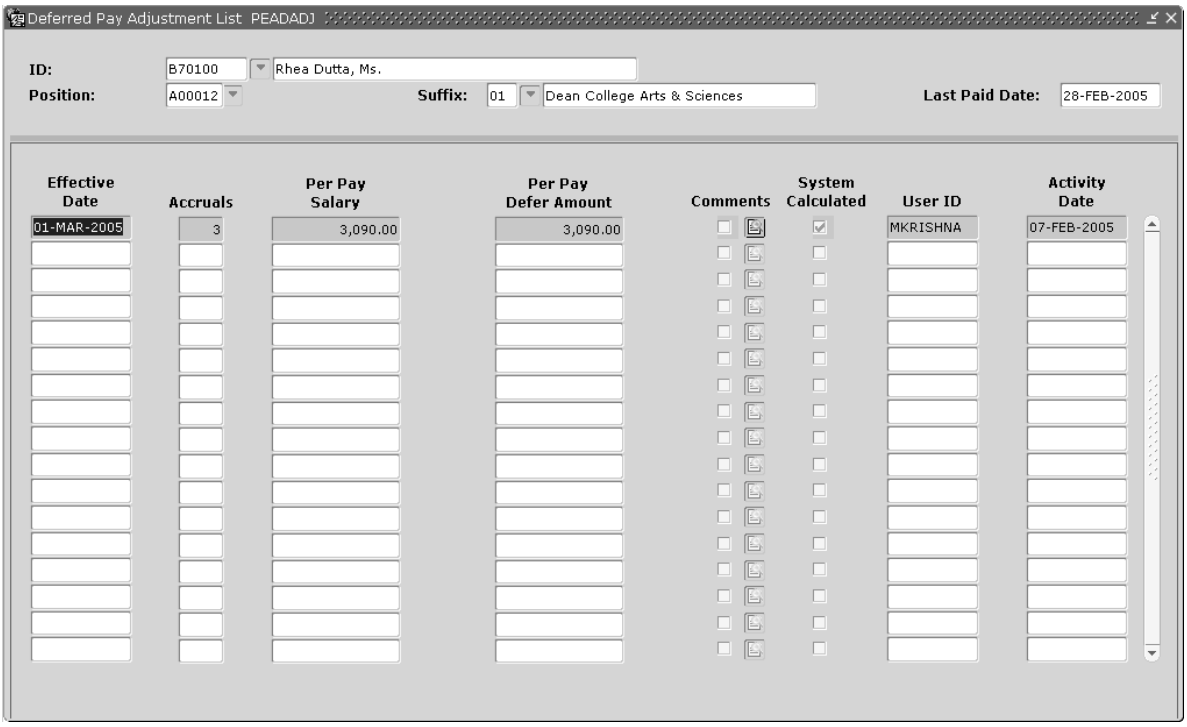

View Deferred Pay Adjustment Data: Example 1

This example shows how pay is calculated for Arnold Jones, an employee on a monthly payroll. Mr. Jones accrues pay over 9 pay periods and is paid over 12 pay periods. His salary does not change during the 12 pay periods.

The following chart lists the accrue and payout periods for Mr. Jones:

September	Accrual
October	Accrual
November	Accrual
December	Accrual
January	Accrual
February	Accrual
March	Accrual
April	Accrual
May	Accrual
June	Payout
July	Payout

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August	Payout

Mr. Jones has a contract for $24,000. He starts being paid for the contract on the first pay period of the deferred pay cycle, September 1 - 30. Mr. Jones receives a paycheck for $2000 each pay period, earns $2,666.67 during each of the first 9 pay periods, and defers $666.67 during each of the first 9 pay periods.

The pay information is shown on the Employee Jobs (NBAJOBS) page for Mr. Jones as follows:

On the **Job Detail** window: Annual Salary = $24,000

Pay Period Amount = $2000 ($24,000/12)

On the **Deferred Pay** window: Per Pay Salary = $2666.67 ($24,000/9)

Deferred Amount = $666.67 ($2,666.67 - $2,000)

The amount deferred is totaled during the year. This total is fed to the Banner Finance System using the deferred pay FOAPAL on the HR/Finance Setup Rule (NTRFINI) page to create a liability balance. By the end of the 9 pay periods of earnings, Mr. Jones will have "saved" or deferred enough to cover the "payout" pay periods, that is, the last 3 pay periods. The deferred amount is paid out during these 3 payout periods. The amount paid each period will never be over the pay period amount.

The total deferred pay balance for Mr. Jones is calculated as follows:

9 (number of accrual periods) * 666.67 (deferred amount) = $6,000.03 (deferred pay balance)

Information for Example 1 is summarized on the following chart:

Deferred Pay Example: No Salary Change

	Job Detail Window		Deferred Pay Window		
Pay Period	**Annual Salary**	**Pay Period Amount**	**Per Pay Salary**	**Deferred Amount**	**Amount Paid Out**
September	24000	2000	2666.67	666.67	2000
October	24000	2000	2666.67	666.67	2000
November	24000	2000	2666.67	666.67	2000
December	24000	2000	2666.67	666.67	2000
January	24000	2000	2666.67	666.67	2000
February	24000	2000	2666.67	666.67	2000
March	24000	2000	2666.67	666.67	2000
April	24000	2000	2666.67	666.67	2000
May	24000	2000	2666.67	666.67	2000
June	24000	2000			2000
July	24000	2000			2000
August	24000	2000			2000

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	Job Detail Window		Deferred Pay Window		
Pay Period	Annual Salary	Pay Period Amount	Per Pay Salary	Deferred Amount	Amount Paid Out
Total			24000	6000	24000

View Deferred Pay Adjustment Data: Example 2

This example shows how pay is calculated for John Palmer, an employee whose deferred pay cycle is identical with that described for Arnold Jones in Example 1. Mr. Palmer works 9 of the 12 pay periods and receives an increase at the start of the fifth month of the deferred pay cycle.

Like Mr. Jones, Mr. Palmer has a contract for $24,000. He also starts being paid for the contract on the first pay period of the deferred pay cycle, September 1 - 30. From September through December, the pay information is shown on the Employee Jobs page (NBAJOBS) for Mr. Jones as follows:

On the **Job Detail** window: Annual Salary = $24,000

Pay Period Amount = $2000 ($24,000/12)

On the **Deferred Pay** window: Per Pay Salary = $2666.67 ($24,000/9)

Deferred Amount = $666.67 ($2666.67 - $2000)

On January 1, Mr. Palmer receives a pay increase to an annual salary of $28,000. From January through August, the deferred pay information is shown on NBAJOBS as follows:

On the **Job Detail** window: Annual Salary = $28000 Pay Period Amount = $2333.33 ($28,000/12)

On the **Deferred Pay** window: Per Pay Salary = $3111.11 ($28,000/9)

Deferred Amount = $777.78 ($3,111.11 - $2,333.33)

When Mr. Palmer receives his raise, the system begins calculating his pay differently than it did prior to the raise. Since the pay increase occurs part way through the cycle, the system looks at Mr. Palmer's earnings and deferred pay since the start of the pay cycle and determines the remaining amount to be paid to Mr. Palmer. The system then calculates the total earnings for the deferred cycle and the total deferred pay.

The new per pay amount (that is, the salary an employee will receive after his/her raise) and the new defer pay amount (that is, the amount saved from the employee's salary during the accrual periods after the employee's raise) are calculated based on the effective date of the change in assignment salary on the **Job Detail** window of NBAJOBS.

The following formulas are used to calculate these values:

New Per Pay Amount =

Old Defer Pay Amount * Number of Pay Periods Passed

plus

New Amount Earned Per Pay Period * Number of Accruals Remaining

minus

Old Per Pay Salary * Number of Payouts Passed

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equals

Amount to be Paid for the Entire Deferred Pay Cycle

divided by

Number of Pays Left in Entire Deferred Pay Cycle

New Defer Pay Amount =

New Amount Earned Per Pay Period

minus

New Per Pay Amount

NOTE: The subtraction of (Old Per Pay Salary * Number of Payouts Passed) is only meaningful when your defer cycle starts with payouts. If your defer pay cycle does not start with payouts, then the number of payouts passed should be zero.

The following paragraphs show how the two formulas given above are applied in Example 2.

In this example, the following values appear in the Deferred Pay Adjustment List page accessed from the **Deferred Pay** window of NBAJOBS:

Effective Date: January 1

Accruals: 5 (specifies the number of accruals left in the deferred pay cycle)

Per Pay Salary: $2277.78 (specifies the new per pay amount)

Per Pay Defer Amount: $833.33 (specifies the new defer pay amount)

The per pay salary ($2,277.78) is calculated as follows:

Amount deferred thus far: 4 pay periods * $666.67 = $2,666.67

Plus amount to be earned for rest of year: 5 pay periods * 3,111.11 = $1,555.56

Equals: Amount to be paid out for the entire cycle: $18,222.23

Divided by number of pay periods left in the cycle: 8 (January to August)

Equals new per pay period amount: $2,277.78

The Per Pay Defer Amount ($833.33) is calculated using this formula:

New amount earned per pay: $3,111.11

Minus new per pay period amount: $2,277.78

Equals new per pay defer amount: $833.33

Information from Example 2 is summarized in the following chart.

Deferred Pay Example: Salary Change

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	Job Detail Window		Deferred Pay Window		Deferred Pay Adjustment List page (PEADADJ)		
Pay Period	Annual Salary	Pay Period Amount	Per Pay Salary	Deferred Amount	Per Pay Salary	Per Pay Defer Amount	Amount Paid Out
September	24000	2000	2666.67	666.67		666.67	2000
October	24000	2000	2666.67	666.67		666.67	2000
November	24000	2000	2666.67	666.67		666.67	2000
December	24000	2000	2666.67	666.67		666.67	2000
January	28000	2333.33	3111.11	777.78	2277.78	833.33	2277.78
February	28000	2333.33	3111.11	777.78	2277.78	833.33	2277.78
March	28000	2333.33	3111.11	777.78	2277.78	833.33	2277.78
April	28000	2333.33	3111.11	777.78	2277.78	833.33	2277.78
May	28000	2333.33	3111.11	777.78	2277.78	833.33	2277.78
June	28000	2333.33					2277.78
July	28000	2333.33					2277.78
August	28000	2333.33					2277.78
Total			26222.22			6833.33	26222.22

NOTE: The deferred pay set up in Banner does not recognize split pay periods in the calculation of deferred pay. Each pay period is set up to "accrue", "payout", or "no action" for the entire pay period.

If a job is started in a pay period indicated as a payout pay period on the Defer Pay Period Rule (PTRDFPR) page, the per pay salary of $0.00 (zero) for that period will be calculated and inserted on the Deferred Pay Adjustment List (PEADADJ) page. Since the deferred pay adjustment value overrides the per pay salary on the Deferred Pay window of NBAJOBS, a zero amount will appear on the Online Time Entry (PHAHOUR) page.

Retroactive Pay Procedures

Retroactive pay processing enables you to calculate back pay for an employee and include it on a current payroll.

Example

An employee on a monthly payroll could receive a raise on March 1, 2001 that was effective on January 1, 2001. If that employee was to receive his/her back pay on March 31, 2001, retroactive

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pay would be calculated for the employee for January 1, 2001 through February 28, 2001 and that pay would be included in the employee's March pay check.

Banner Human Resources retroactive pay processing supports these features:

- Use of specified retroactive earn codes by earnings code within an employee class
- Control of prior fiscal year and/or current fiscal year retroactive earn codes
- Use of specified earn codes on which to calculate retroactive pay

The remainder of this section includes procedures for processing retroactive pay.

Establish Retroactive Pay Data

About this task

Procedure

1. Establish retroactive earn codes on the Earnings Code Rule page (PTREARN) identifying each earn code as either an `RT` or `RO` earn type.

   Multiple `RT` and `RO` earn types can be set up to allow greater flexibility.

2. Enter at least one `RT` retroactive earn code and one `RO` retroactive earn code as Eligible Earnings on the Employee Class Rule page (PTRECLS).

   NOTE: If one or more changes have been made to the employee class for a job, the same retroactive earn codes must be defined as eligible earnings on PTRECLS for all employee classes associated with that job. If the retroactive earn codes have not been defined for a particular employee class (class xx), the following error message will print on the Retroactive Pay Calc Process (PHPRETO) report for each retroactive earn code: *ERROR* xxx earn code not eligible for employee class xx.

3. Access the Retroactive Pay Earn Code Rule page (PTRRERN).

   This page enables you to establish retro period information, retro pay earn codes, and earn codes for a specific employee class to be processed for retroactive pay. The destination payroll year, payroll ID, and payroll number must be the same for all employee classes being processed by the Retroactive Pay Calc Process (PHPRETO) at the same time.

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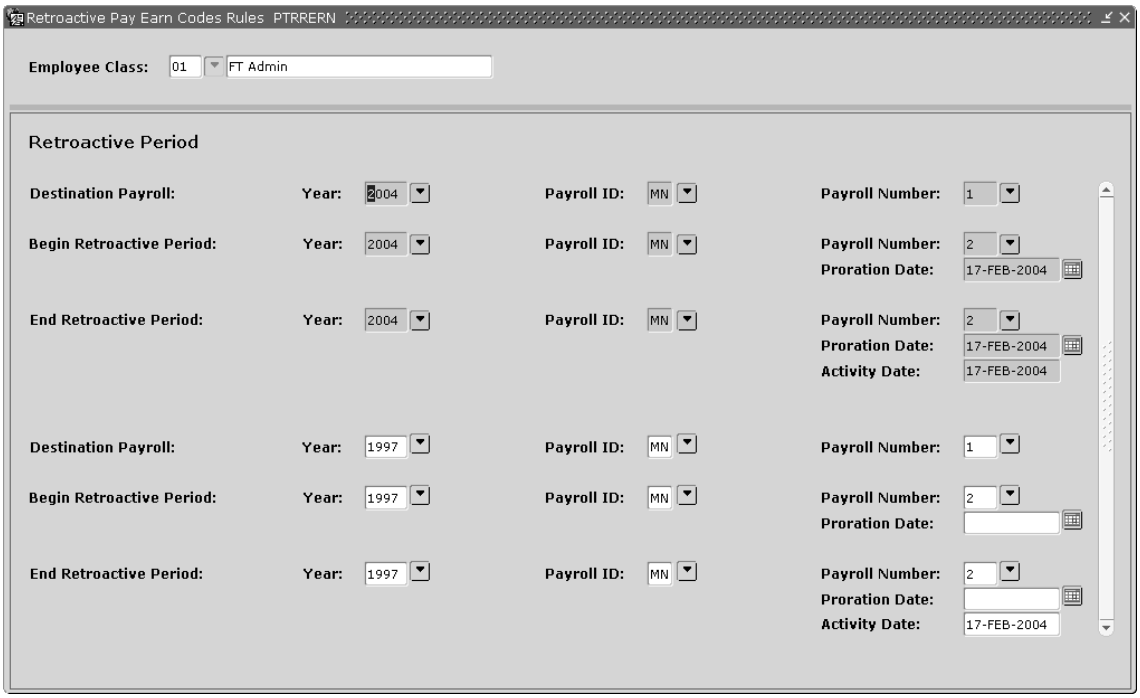

1. At **Employee Class**, enter a 2-character employee class code.

   To view a list of all employee classes or existing PTRRERN employee classes, select the **Search** feature for the **Employee Class** field, and select the type of list to be viewed from the displayed option window. As an alternative, use the List function to display a list of all employee classes or use the Count Query Hits function to display a list of PTRRERN employee classes.

2. Move to the Retro Period Information section.

   The values you enter in this section must be predefined on the Payroll Calendar Rule page (PTRCALN).

3. At **Destination Payroll Year**, enter the year for the payroll that will include the pay out of the retroactive pay amount.

   To view a list of valid years, select the **Search** feature for the **Destination Payroll Year** field.

4. At **Destination Payroll ID**, enter the payroll ID associated with the payroll that will include the pay out of the retroactive pay amount.

   To view a list of valid payroll IDs, select the **Search** feature for the **Destination Payroll ID** field.

5. At **Destination Payroll Number** enter the pay number associated with the payroll that will include the pay out of the retroactive pay amount.

   To view a list of valid payroll numbers, select the **Search** feature for the **Destination Payroll Number** field.

6. At **Begin Retroactive Period Year**, enter the year of the first payroll for which the Retroactive Pay Calc Process (PHPRETO) will calculate retroactive pay.

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To view a list of valid years, select the **Search** feature for the **Begin Retroactive Period Year** field.

7. At **Begin Retroactive Period Payroll ID**, enter the payroll ID of the first payroll for which PHPRETO will calculate retroactive pay.

   To view a list of valid payroll IDs, select the **Search** feature for the **Begin Retroactive Period Payroll ID** field.

8. At **Begin Retroactive Period Payroll Number**, enter the payroll number of the first payroll for which PHPRETO will calculate retroactive pay.

   To view a list of valid pay numbers, select the **Search** feature for the **Begin Retroactive Period Payroll Number** field.

9. At **Begin Retroactive Period Proration Date**, enter the begin date to be used by PHPRETO.

10. At **End Retroactive Period Year**, enter the year of the last payroll for which PHPRETO will calculate retroactive pay.

    To view a list of valid years, select the **Search** feature for the **End Retroactive Period Year** field.

11. At **End Retroactive Period Payroll ID**, enter the payroll ID of the last payroll for which PHPRETO will calculate retroactive pay.

    To view a list of valid pay IDs, select the **Search** feature for the **End Retroactive Period Payroll ID** field.

12. At **End Retroactive Period Payroll Number**, enter the pay number of the last payroll for which PHPRETO will calculate retroactive pay.

    To view a list of valid pay numbers, select the **Search** feature for the **End Retroactive Period Payroll Number** field.

13. At **End Retroactive Period Proration Date**, enter the end date to be used by PHPRETO.

14. Repeat Steps 3.1 through 3.13 to enter another set of Retroactive Period Information records. Unique Destination Payroll information must be entered for each set of records.

15. Go to the Earn Codes window by selecting Earn Codes from the Tools button.

    This window identifies the retroactive pay earn codes, as well as the earnings codes on which retroactive pay is to be calculated. The information in this window is used by PHPRETO.

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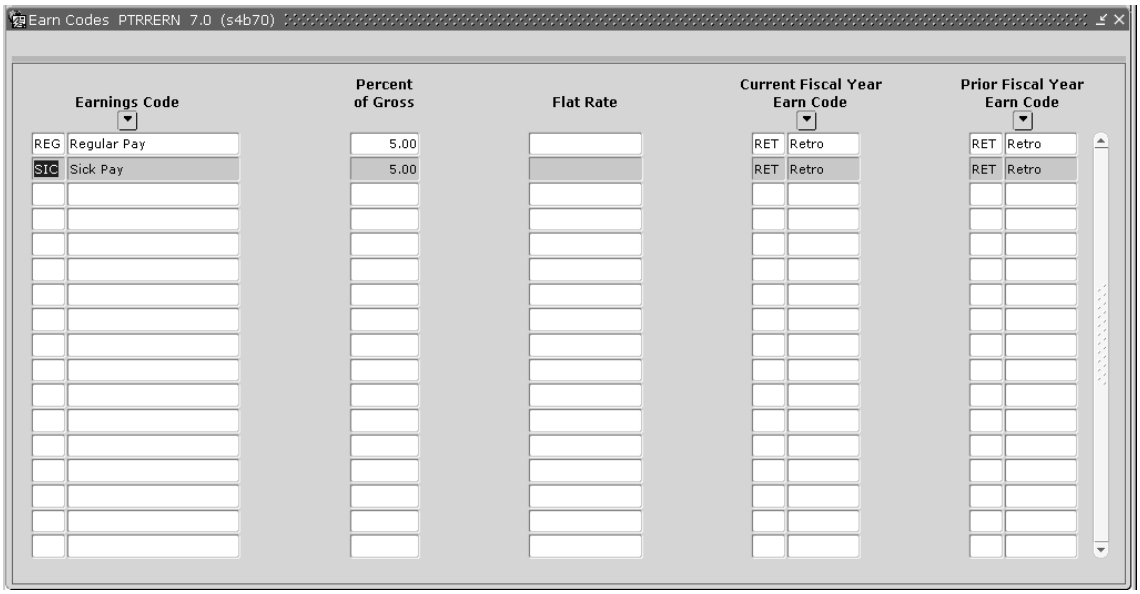

1. At **Earnings Code**, enter the earn code on which retroactive pay for the specified employee class is to be calculated.

   To view a list of valid codes, use the List function.

   NOTE: The Retroactive Pay Calc Process (PHPRETO) will not calculate retroactive pay on any non-cash earn code, even if that earn code is identified on PTRRERN. The Deferred Pay Amount (DPA) earn code is the only exception to this rule.

   If retroactive pay is being processed on deferred pay accrual (DPA), the retroactive amount calculated will be added to the deferred pay balance as shown on NBAJOBS. The retroactive amount for the deferred pay will be included in the final pay out period for the deferred pay.

2. At **Percent of Gross**, enter the percentage the system is to apply against gross pay for this earn code when calculating retroactive pay. Complete either this field or the **Flat Rate** field.
3. At **Flat Rate**, enter the dollar amount to be applied against earn hours for this earn code when calculating retroactive pay. Complete either this field or the **Percent of Gross** field.

   NOTE: As stated in the PHPRETO report information in the Banner Human Resources Reports Handbook, the NBPMASS process should be run to update NBAJOBS records for new pay rates before PHPTIME and PHPRETO are run.

4. At **Current Fiscal Year Earn Code**, enter the `RT` or `RO` earn type code listed in the eligible earnings of the specified employee class.

   To view a list of valid codes, select the **Search** feature for the **Current Fiscal Year Earn Code** field.
5. At **Prior Fiscal Year Earn Code**, enter the `RT` or `RO` earn type code listed in the eligible earnings of the specified employee class.

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To view a list of valid codes, select the **Search** feature for the **Prior Fiscal Year Earn Code** field.

4. Run the Time Processing Report (PHPTIME) for the destination payroll. For complete information on running the PHPTIME process, see the Banner Human Resources Reports Handbook.
5. Access the On-line Time Entry page (PHAHOUR).

   Enter time, if necessary, to bring all employee records to disposition `20`.
6. Run the Retroactive Pay Calc Process (PHPRETO).

   It is strongly suggested that you run this process in the Audit mode to verify data before you run it in Update mode. When you run the process in Update mode, it inserts records into the PHAHOUR page. When the process is run in Audit mode, however, it does not make any changes to the database. This is true regardless of the number of times the process is run in Audit mode.

   NOTE: Some errors may not appear when PHPRETO is run in Audit mode. Whenever you run the process in Update mode, check the Error Count on the PHPRETO report as well as running the Payroll Errors Display Report (PHRDERR).

   The PHPRETO process can now be rerun for specific employees identified using the Specify Individual Employees and Employee ID parameters.

   Information in the following table specifies how the PHPRETO process uses entered parameter information to calculate retroactive pay.

Parameters	Parameter Usage
Destination Payroll Year, Pay ID and Pay No.	The process uses these parameters to match the destination information to PTRRERN records with the same destination Year, Pay ID, and Pay No.
Employees Selection Choice	The process uses this parameter to determine which of the following parameters are required. For example, if B (for Bargaining Unit) is selected no entry is required for the Employee Class Code parameter.
Bargaining Unit Code	The process will use information from PTVBARG and PEABARG for the entered bargaining unit, and will use PTRRERN to determine the employees for whom it is to calculate retroactive pay.
Specify Individual Employees	The process uses this parameter to determine whether the Employee ID parameter is required.
Employee ID	The process uses this parameter to determine which employees' retroactive earn records should be deleted and re-inserted on PHAHOUR.
Population Selection ID, Creator ID, and Application Code	The process will use information from GLRSLCT and GLAEXTR, as well as from PTRRERN to determine the employees for whom it is to calculate retroactive pay.

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Retroactive Pay Processing Tips

Below are some tips that you should be aware of while processing retroactive pay. These tips were included in earlier write-ups in this section. All of the tips are presented together here for your convenience. The tips are in no order of importance.

Tips for the Retroactive Earn Codes Rule page (PTRRERN)

- If you receive the following error message, verify that Eligible Earnings have been defined on the Employee Class Rule page (PTRECLS) for both an `RT` and `RO` earn type:

  ERROR Both RT and RO earn codes must exist as eligible earnings on PTRELCS.
- Retroactive Period Information records are sorted in descending order by the first day of the Destination Payroll identified.
- Each Retroactive Period Information record that you create must have unique Destination Payroll information.
- The same Payroll ID must be specified in the Begin and End Payroll information within each Retroactive Period Information record.
- The Begin Retroactive Period Proration Date will usually be the first day of the Beginning Retroactive Period. If you want to have retroactive pay computed from a different date, enter that date for the **Begin Retroactive Period Proration Date**.
- The End Retroactive Period Proration Date will usually be the last day of the Ending Retroactive Period. If you want to have retroactive pay computed up to a different date, enter that date for the **End Retro Period Proration Date**.
- Only one fiscal year should be spanned (or crossed) when processing retroactive pay. The PHPRETO process can only differentiate between the current fiscal year and the previous fiscal year.
- The `RT` and `RO` type earn codes are used to create separate retroactive pay earnings records on the On-line Time Entry page (PHAHOUR), and do not affect the fiscal year in which the retroactive pay will be posted to Finance.
- The **Current Fiscal Year Earn Code** and **Prior Fiscal Year Earn Code** are required. If either field is blank, the following error message appears when you exit the page: *ERROR* Enter Retroactive Earn Codes for Earnings Code other than DA/DO earn type, or remove Earnings Code record to exit page.

Tips for Retroactive Pay Calc Process (PHPRETO)

Tips for running the Retroactive Pay Calc Process (PHPRETO) are listed below:

- Always run PHPRETO in Audit mode first to verify that retroactive pay was processed for the correct group of employees and that accurate calculations were performed.
- If PHPRETO has been run using Population Selection, you can utilize the re-create capabilities for specific employees by running the process by employee class and specifying the IDs for the employees, even if retroactive pay was not processed for those employees in the original run.

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Miscellaneous Tips

The following are miscellaneous tips for retroactive pay processing:

- The **Shift Differential** check box on the Earnings Code Rule page (PTREARN) should be unchecked for retroactive earn codes of the `RT` and `RO` earn types.
- When you rerun the PHPRETO process for specific employees, the records for all of those employees must be at disposition 20 on PHAHOUR.
- If an employee has multiple employee classes on the same job, enter the same retroactive earn codes on PTRECLS as eligible earnings for all of the employee's employee classes.
- If you are processing retroactive pay on deferred pay accrual amounts (DPA earn code), the destination period jobs (for employees with deferred pay) must be eligible for deferred pay.
- When retroactive pay is calculated on deferred pay accrual (DPA) amounts for an employee, the cash pay out will be included with the final deferred balance pay out for that employee.
- When an employee has an employee class change on a single job, both employee classes must be set up on PTRRERN for retroactive pay to be calculated on all of the employee's earnings. Also, all retroactive earn codes specified for the old employee class must also be included as eligible earnings on PTRECLS for the current employee class. If not, the following error message will appear on the PHPRETO report for each unspecified earn code, and the associated retroactive pay earnings will not be inserted on PHAHOUR:

  ERROR xxx (earn code) not eligible for employee class xx (ECLS code)

  This error message will appear only when PHPRETO is run in Update mode. Whenever you run the process in Update mode, check the Error Count on the PHPRETO report as well as running the Payroll Errors Display Report (PHRDERR).

  If you do not want retroactive pay calculated on the old employee class, you may ignore this tip.

Payroll Processing for Years with an Extra Pay Period

If your institution has weekly or biweekly pay periods, your calendar year or fiscal year will contain an extra pay period (53 weekly pay periods or 27 biweekly pay periods) whenever the day of the week on which your pay date falls occurs 53 rather than 52 times a year. This will occur whenever your first pay day for the year is January 1. In leap years you will have an extra weekly or biweekly pay period if your first pay day for the year is January 1 or January 2.

Take these steps for each year with an extra pay period:

- If you want each of your salaried employees to receive the same annual salary as he/she would receive in a year with the normal number of pay periods, modify the weekly gross wages on each of your employees' weekly or biweekly pay checks.
- If salaried employees receiving deferred pay are to receive their regular annual salaries in a year with an extra pay period, modify both the **Per Pay Salary** and the **Amount Deferred Per Pay Period** for each employee.
- Ensure that the federal tax withheld from each employee's salary is equally divided among the pay periods in the year.

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You cannot change the hourly wages of your hourly employees in a year with an extra pay period. You can, however, utilize the Banner Human Resources System to ensure that benefits and deductions are correctly calculated for those employees.

The following sections describe the processing used to make the types of adjustments described above and outline the procedures for implementing this processing on the Banner Human Resources System.

Functional Considerations

Unless you take special steps, employees will be paid more than their normal salaries during a year with an extra pay period.

Example 1

For example, if Irving, a salaried, exempt employee, is paid weekly on Monday and his weekly gross wages are $1,000, in 2001, he would earn $53,000.00 in 2001. To prevent this from occurring (that is, to ensure that Irving receives only $52,000.00 in 2001), Irving's weekly pay for that year has to be reduced to $981.13.

Adjustments similar to that described above must be made for employees who receive deferred pay. The examples described in the following paragraphs show how deferred pay is calculated in a normal year and in a year with an extra pay period.

Example 2

If Maria, a salaried exempt employee, works only during pay periods 1-20 but has opted to have her $20,000 salary paid out over the entire year, she would be paid as follows during a normal year: On payrolls 1-20, Maria would receive $769.23 cash and defer $230.77 to be paid during the time she will not be working. On payrolls 21-26, Maria would receive $769.23 cash that is withdrawn from the money she deferred during payrolls 1-20. Maria's total cash compensation for the year is $20,000.

During a year with an extra pay period, the institution might choose to accrue Maria's salary for 20 pays and pay out the deferred amount over 7 pays. In this case, she would receive $740.74 cash on payrolls 1-20 and defer $259.26 to be paid during the time that she is not working. On payrolls 21-27, Maria would receive $740.74 from the cash that she deferred during pay periods 1-20. Again, Maria's total cash compensation for the year would be $20,000.

Employers may reduce a salaried employee's pay as long as there is no contract guaranteeing a particular amount of pay to the employee each weekly or biweekly pay period and the employee's pay is not reduced below the minimum required by state or federal law. Hourly employees, however, must be paid their agreed-upon hourly wage for all hours they have worked, regardless of the extra pay period. As noted above, use Banner HR facilities to ensure that hourly employees pay required taxes and receive benefits based on the regular pay they expect to earn in a year with an extra pay period.

Many employers do *not* recompute the weekly or biweekly pay for salaried, exempt employees. Reasons for this include the probability of strained employer-employee relations if wages are reduced for each pay period, and the fact that even salaried employees are often promised a certain biweekly pay rather than guaranteed a yearly amount.

A company's payroll department must be aware well in advance that the company is facing an extra payroll period in the upcoming calendar (or fiscal) year. If weekly or biweekly pay will not be

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recomputed, wage expenses will increase in such years and these increases must be accounted for to upper management and the finance department.

Adjust Federal Withholding Tax of Employees

About this task

In a year that has an extra pay period, perform the following steps to adjust the weekly or biweekly federal withholding tax taken from each employee's pay.

Procedure

1. Multiply the employee's weekly or biweekly wages that are subject to federal income tax times the number of payroll periods in the calendar year.
2. Determine the amount that would be required to be withheld from the amount calculated in Step 1 based on an annual payroll period.
3. Divide the amount of withholding determined in step 2 by the number of payroll periods in the calendar year to determine the withholding amount for each payroll period.

Tax Adjustments

About this task

Adjust an employees' taxes for a year with an extra pay period as follows:

Procedure

1. At the start of the year with the extra pay period, change the value of the **Tax Factor** on the Payroll Identification Code Rule page (PTRPICT) to `27` (for biweekly pay periods) or `53` (for weekly pay periods).
2. At the end of the year with the extra pay period, change the value in the PTRPICT page to `26` or `52`.

Results

Other changes to be made to PTRPICT are described below.

Salary Adjustments for Salaried Employees Not Receiving Deferred Pay

About this task

If salaried employees have to receive their regular per pay salaries during a year with an extra pay period, you do not have to make any changes within Banner. Employees will continue to be paid as they were in previous years.

However, if salaried employees have to receive reduced per-pay salaries during the year, you must perform the two procedures outlined in the following pages.

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Perform this procedure at the start of the calendar year that contains the extra pay period:

Procedure

1. Change the value of **Pays Per Year** on the Payroll Identification Rule page (PTRPICT) to `26` (for biweekly pay periods) or `53` (for weekly pay periods).
2. Create a new job record on the Employee Jobs page (NBAJOBS) for each employee as follows:
   - Set the effective date of the new record to the first day of the first pay period in the new year.
   - Change the values of **Factor** and **Pays** on the Job Detail Information window of NBAJOBS to match the value of **Pays Per Year** on PTRPICT (`27` or `53`).

     After you perform step 2, the system automatically changes the value of the **Assignment Salary** on the Job Detail Information window and the **Per Pay Salary** on Deferred Pay Information window of NBAJOBS to the salary the employee is to receive each pay period. The value of **Annual Salary** in the Job Detail Information area of NBAJOBS remains the same and must not be changed.

   At the end of the calendar year, perform the following procedure:
3. Change the value of **Pays Per Year** on the Payroll Identification Rule page (PTRPICT) to `26` (for biweekly pay periods) or `52` (for weekly pay periods).
4. Create a new job record on the Employee Jobs page (NBAJOBS) for each employee as follows:
   - Set the effective date of the new record to the first day of the first pay period in the following year.
   - Change the values of **Factor** and **Pays** on the Job Detail Information window of NBAJOBS to match the value of **Pays Per Year** on PTRPICT (`26` or `52`).

     After you perform step 2, the system automatically changes the value of **Assignment Salary** in the Job Detail Information window and the **Per Pay Salary** in the Deferred Pay Information window of NBAJOBS to the salary the employee is to receive each pay period, that is, his/her regular per pay salary. The value of the **Annual Salary** in the Job Detail Information area of NBAJOBS remains the same and must not be changed.

Adjust Salary For Employees Receiving Deferred Pay

About this task

This section provides procedures for ensuring that per pay salaries and deferred pay values are accurate for employees who receive deferred pay during a year with an extra pay period. These procedures are similar to those for other salaried employees. There are two important exceptions:

- Information must be changed on the Defer Pay Rule page (PTRDFPR) rather than the Payroll Identification Rule page (PTRPICT) to control the number of pays in the defer pay cycle.
- The effective date on each new NBAJOBS record must be the first day of the defer pay cycle rather than the start of the calendar year.

Perform this procedure at the start of the defer pay cycle that will contain an extra pay period:

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Procedure

1. Change the Defer Pay Rule page (PTRDFPR) to reflect the number of pays in the new defer pay cycle (27 or 53).
2. Create a new job record on the Employee Jobs page (NBAJOBS) for each employee as follows:
   - Set the effective date of the new record to the first day of the first pay period in the defer pay cycle.
   - Change the values of **Factor** and **Pays** on the Job Detail Information window of NBAJOBS to match the value of **Pays Per Year** on PTRDFPR (27 or 53).

     After you perform step 2, the system automatically changes the value of **Assignment Salary** on the Job Detail Information window and the Deferred Pay Information window of NBAJOBS to the salary the employee is to receive each pay period in the current defer pay cycle. The value of **Annual Salary** in the Job Detail Information area of NBAJOBS remains the same and must not be changed.

   Perform this procedure at the end of the defer pay cycle:
3. Change the Defer Pay Rule page (PTRDFPR) to reflect the number of pays in the next defer pay cycle (26 or 52).
4. Create a new job record on the Employee Jobs page (NBAJOBS) for each employee as follows:
   - Set the effective date of the new record to the first day of the first pay period in the next defer pay cycle.
   - Change the values in the **Factor** and **Pays** fields on the Job Detail Information window to match the value in the **Pays Per Year** field on PTRDFPR (26 or 52).

     After you perform step 2, the system automatically changes the values in the **Assignment Salary** field on the Job Detail Information window and the **Per Pay Salary** field Deferred Pay Information window of NBAJOBS to the salary the employee is to receive each pay period, that is, his/her regular per-pay salary. The value in the **Annual Salary** field in the Job Detail Information area of NBAJOBS remains the same and must not be changed.

Adjust Salary For Hourly Employees

About this task

Remember that the per hour pay for hourly employees cannot be altered. If a year contains an extra pay period, you can, however, change the annual salary recorded for each employee to ensure that the employee will pay the correct taxes and receive the correct benefits during the year. Make this change as per the procedure indicated below.

Perform this procedure at the start of the calendar year that contains the extra pay period:

Procedure

1. Change the value of **Pays Per Year** on the Payroll Identification Rule page (PTRPICT) to 27 (for biweekly pay periods) or 53 (for weekly pay periods).
2. Create a new job record on the Employee Jobs page (NBAJOBS) for each employee as follows:
   - Set the effective date of the new record to the first day of the first pay period in the following year.

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- Change the values of **Factor** and **Pays** on the Job Detail Information window of the Employee Jobs page (NBAJOBS) to match the value of **Pays Per Year** on PTRPICT (`27` or `53`).
- Change the value of **Annual Salary** in the Job Detail Information area of NBAJOBS to the salary that the employee is expected to receive that year.

  Do not change the values of **Assignment Salary** on the Job Detail Information window and the **Per Pay Salary** on the Deferred Pay Information window of NBAJOBS. These values must remain the same each year.

Perform the following procedure at the end of the calendar year:

3. Change the value of **Pays Per Year** on the Payroll Identification Rule page (PTRPICT) to `26` (for biweekly pay periods) or `52` (for weekly pay periods).
4. Create a new job record on the Employee Jobs page (NBAJOBS) for each employee as follows:
   - Set the effective date of the new record to the first day of the first pay period in the following year.
   - Change the values of **Factor** and **Pays** on the Job Detail Information window to match the value of **Pays Per Year** on PTRPICT (`26` or `52`).
   - Change the value of **Annual Salary** in the Job Detail Information area of NBAJOBS to the employee's regular annual salary.

     Do not change the values of **Assignment Salary** on the Job Detail Information window and the **Per Pay Salary** on the Deferred Pay Information window of NBAJOBS. These values must remain the same each year.

Employee Self-Service Pay Stub Setup

The following pages are used to control the information displayed on the On Line Pay Stub in Employee Self-Service. Additional, set up information is available in the *Banner Employee Self-Service User Guide*.

Set up pay stub display rules on PTRWSTB

About this task

The Web Based Pay Stub Rules on (PTRWSTB) provides the ability to control most of the information displayed on the Pay Stub in Employee Self-Service.

Procedure

1. Access the PTRWSTB page and select the settings from the following list that meets the needs of your institution.
2. The **Display Banner ID** indicator defaults to checked. Uncheck the indicator to turn off the display of the ID.
3. Change the value in the **Label for ID** field to change the field name for the ID on the pay stub.

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4. The **Display SSN/SIN/TIN** indicator defaults to checked. Uncheck the indicator to turn off the display of the SSN/SIN/TIN.
5. Change the value in the **Label for SSN/SIN/TIN** field to change the field name for the SSN/SIN/TIN on the pay stub.
6. The **Display Name** indicator defaults to checked. Uncheck the indicator to turn off the display of the employee's name on the pay stub.
7. The **Display Address** indicator defaults to checked. Uncheck the indicator to turn off the display of the employee's address. This field works in conjunction with the address hierarchy established on the Crosswalk Validation (GTVSDAX) page. See below for more information.
8. The **Display Pay ID and Pay Number** indicator defaults to checked. Uncheck the indicator to turn off the display of the Pay ID and Pay Number on the pay stub.
9. The **Display Pay Period Start and End Date** indicator defaults to checked. Uncheck the indicator to turn off the display of the Pay Period Start and End Date on the pay stub.
10. The **Display Check and Direct Deposit Information** indicator defaults to checked. Uncheck the indicator to turn off the display of the Check and Direct Deposit Information on the pay stub.
11. The **Display YTD Earnings and Deductions** indicator defaults to checked. When checked YTD Earning and Deduction amounts will display in the Summary, Earnings, Benefits, Deductions and Taxes, and Federally Taxable Benefits sections of the web pay stub. When checked YTD Amounts will display for all of an employee's Earnings and Deductions even those not used in the pay period being displayed. Uncheck the indicator to turn off the display of the YTD Amounts in all sections of the pay stub.
12. The **Display Position-Suffix Codes** indicator defaults to checked. When checked the pay stub will display the Position-Suffix associated with the employee's earnings. Uncheck the indicator to turn off the display of the Position-Suffix on the pay stub.
13. The **Display Job Titles** indicator defaults to checked. When checked the pay stub will display the Job Title associated with the employee's earnings. Uncheck the indicator to turn off the display of Job Titles on the pay stub.
14. The **Display Employer Deduction Amounts** indicator defaults to checked. When checked the employer deduction amount associated with a deduction will display in both the Summary and Benefits, Deductions and Taxes sections of the web pay stub. Uncheck the indicator to turn off the display of employer contributions.
15. The **Display Federal and State Withholding Selections** indicator defaults to checked. When checked the employee's withholding elections for Benefit/Deduction Codes associated with Deduction Type codes of 01 - Federal Income Tax, 04 - State Income Tax and 50 - Canadian Federal Income Tax will display in the Filing Status section of the pay stub. Uncheck the indicator to turn off the display of the Filing Status section.

Verify Earnings Codes to display on the Pay Stub on PTREARN

About this task

Procedure

1. Access the PTREARN page.

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2. Review the **Display on Web Pay Stub** indicator for each earnings code. The indicator defaults to checked during installation of the 8.6 release for all existing earn codes. Uncheck the indicator for any earnings you do not want to display on the Pay Stub.

   NOTE: When an earnings code is set not to display, the amount associated with the earn code is not to be included in the total in the Earnings section of the pay stub for the current pay period or YTD amounts. However, the earnings will be included in the pay period and YTD Gross and Net Amounts displayed in the Summary section.

Verify Benefit/Deduction Codes to display on the Pay Stub on PTRBDCA

About this task

Procedure

1. Access the PTRBDCA page.
2. Review the **Display on Web Pay Stub** indicator for each benefit/deduction code. The indicator defaults to checked during installation of the 8.6 release for all existing benefit/deduction codes. Uncheck the indicator for any benefits/deductions you do not want to display on the Pay Stub.

   NOTE: When a benefit/deduction is set not to display, the amount associated with the benefit/deduction is not included in the totals in the Benefits, Deductions and Taxes section of the pay stub for the current pay period or YTD amounts. However, it is included in the Total Personal Deductions, gross to net calculation, and the Total Employer Contributions in the Summary section.

Select the Address Types to display on the Pay Stub on GTVSDAX

About this task

The Employee Self-Service Pay Stub will use the Address Type hierarchy defined for the printed pay advice on GTVSDAX (**Internal Code** equals CHECKADDR). If you want to set a different hierarchy for use with the Employee Self Service Pay Stub use the following procedures.

Access the Crosswalk Validation (GTVSDAX) page and create a hierarchy of address types to be selected and printed on the Self Service Pay Stub.

Procedure

1. Perform the Insert Record function.
2. Enter PAYADDRWEB in the **Internal Code** field.
3. Enter the **Sequence** number of the address type being used for the hierarchy.

   For example, if you want the Employee Self-Service pay stub to display an employee's MA (Mailing) address if one exists, enter 1 in the **Sequence** field for the record where the external

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code is MA. If you want the employee's PR (Permanent) address to display if the employee does not have an MA address, enter 2 in the **Sequence** field associated with the PR record, etc.

4. Enter ADDRESS in the **Internal Group** field.
5. Enter the address type in the **External Code** field, such as MA (Mailing).
6. Enter a description, to identify the type of address entered, in the **Description** field, for example, Mailing Address.
7. Save the record.
8. Repeat for all address types that are part of the hierarchy to be used.

NOTE: If there are no records on GTVSDAX with the PAYADDRWEB Internal Code the process will look for records with the CHECKADDR Internal Code which is also used for the Check Print processes (PHPCHEK and PHPCHKL).

Select the SSN/SIN/TIN format mask on GORDMSK

About this task

If you have chosen to display the SSN/SIN/TIN on the Employee Self-Service pay stub by checking the **Display SSN/SIN/TIN** indicator on PTRWSTB, you can also select a format mask to hide parts of the information.

Procedure

1. Access the Data Display Mask Rules (GORDMSK) page.
2. In the **Object** field in the Key Block enter: `**SSB_MASKING`.
3. Scroll down
4. In the main data section, perform an Enter Query function, and enter `BWPKHSTB_ALL` in the Block field.
5. Then perform an Filter function.
   - If a record was found:

     Change the **pageat Mask** field using the drop down list. An asterisk (*) indicates the digit will be hidden, and an X indicates the digit will display.

     For example, X****XXXX indicates that the first[t] and last four digits of the SSN/SIN/TIN will be displayed.
   - If no record is found, enter the following values:

Field	Values
Block	`BWPKHSTB_ALL`
Item	`%_SSN`
Sequence	`1`
Data Type	`C`

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Field	Values
Numeric Precision	Blank
Visible	Checked
pageat Mask	Choose a format from the pull-down list.
Partial Character Mask	Not applicable
Partial Unmasked Length	Blank
Apply pageatting to	Check All Users
Business Profile	Blank
User ID	Blank

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Third Party Time Entry Reporting

Banner supports time entry from a third party time reporting system. A third party time reporting system is external to Banner. Information from this third party source is uploaded into Banner for a payroll by a client written interface.

This chapter describes how time is processed for third party time entry *not* requiring approvals. This documentation is distinct from third party time with approvals. This chapter describes the pages and reports involved in processing third party time.

Banner Support For Third Party Time Reporting

The following page and reports assist third party time reporting.

- Mass Time Entry page (PHAMTIM)
- Time Processing Report (PHPTIME)
- Mass Time Entry Process (PHPMTIM)

Mass Time Entry page (PHAMTIM)

When third party information is uploaded, it appears on the Mass Time Entry page (PHAMTIM). Review and adjust information on PHAMTIM.

Inserting Records

PHAMTIM is designed to receive data from a third party interface and, consequently, performs no editing except that the page does verify the following required fields. If the information is incomplete on the page, it is not moved along in the payroll process and you receive an error when PHPMTIM is run. This is true whether data is entered on PHAMTIM or received from an interface.

The following are required fields.

PHAMTIM Required Fields
• **Year**
• **Payroll ID**
• **Pay Number**
• **(Employee) ID**
• **Position (and Suffix)**

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PHAMTIM Required Fields
• **Earn (Codes)**
• **Shift**
• **Hours/Units**
• **Begin Date**

These fields below, when populated on PHAMTIM, overwrite values on the On-line Time Entry page (PHAHOUR) after PHPMTIM is run. Examples of these appear in the Mass Time Entry Process (PHPMTIM) at the end of this chapter. The affected fields are:

PHAHOUR Fields
• **Index**
• **Fund**
• **Organization**
• **Account**
• **Program**
• **Activity**
• **Location**
• **Project**
• **Cost**
• **External Account Number (non-Finance clients)**

Changing Records

Make changes to time transactions on the Mass Time Entry page (PHAMTIM) either before or after running the Mass Time Entry Process (PHPMTIM).

If changes are made after running the PHPMTIM process, then you have to rerun PHPMTIM to insert the changed records into the Pay History tables, to view the changed information on the On-line Time Entry page (PHAHOUR).

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Deleting Records

Delete employee time records from PHAMTIM by selecting the **Delete** check box. When this box is selected and PHPMTIM is rerun, the selected records are removed from the Payroll History tables and no longer show on PHAHOUR. This record is also removed from the Mass Time Entry table (PHRMTIM).

Technical Information

PHRMTIM Table Field Descriptions

When interfacing data from a third party timekeeping system, time records are uploaded to the Mass Time Entry Table (PHRMTIM). You must develop a custom interface from your third party timekeeping system to populate this table, unless your third party has developed their own interface to Banner. Ellucian does not deliver or support an interface to populate this table as noted above. Data uploaded to PHRMTIM can be viewed and edited on the Mass Time Entry page (PHAMTIM). The chart below maps the database columns of the PHRMTIM table to the field names on the Mass Time Entry page (PHAMTIM). The Null column with the words NOT NULL indicates that the field is required. To create an interface to Banner, map the fields in the PHRMTIM table to the corresponding field in the third party timekeeping system. Refer to the data dictionary for additional information on field types and sizes.

Column Name	Field Name	Null	Comments
PHRMTIM_YEAR	Year	NOT NULL	Year associated with the payroll
PHRMTIM_PICT_CODE	Payroll ID	NOT NULL	Pay ID associated with the payroll
PHRMTIM_PAYNO	Pay Number	NOT NULL	Pay number associated with the payroll
PHRMTIM_ID	ID	NOT NULL	Employee identification number
PHRMTIM_POSN	Position	NOT NULL	Position code associated with the earnings
PHRMTIM_SUFF	Position (Suffix)	NOT NULL	Suffix code associated with the position
PHRMTIM_EFFECTIVE_DATE	Eff Date		Effective date associated with the job assignment effective date
PHRMTIM_EARN_CODE	Earn	NOT NULL	Earning code

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Column Name	Field Name	Null	Comments
PHRMTIM_SHIFT	Shift	NOT NULL	Shift associated with the earning code
PHRMTIM_BEGIN_DATE	Begin Date	NOT NULL	Begin date for hours listed for the earning code
PHRMTIM_END_DATE	End Date		End date for the hours listed for the earning code
PHRMTIM_SPECIAL_RATE	Special Rate		Special rate of pay for the earning code
PHRMTIM_HRS	Hrs/Unt	NOT NULL	Hours/Units. Number of hours/units associated with the earning code.
PHRMTIM_COAS_CODE	COA		Chart of accounts code. Used when Banner Finance is installed.
PHRMTIM_ACCI_CODE	Index		Account index code. Used when Banner Finance is installed.
PHRMTIM_FUND_CODE	Fund		Fund code. Used when Banner Finance is installed.
PHRMTIM_ORGN_CODE	Orgn		Organization code. Used when Banner Finance is installed.
PHRMTIM_ACCT_CODE	Acct		Account code. Used when Banner Finance is installed.
PHRMTIM_PROG_CODE	Prog		Program code. Used when Banner Finance is installed.
PHRMTIM_ACTV_CODE	Actv		Activity code. Used when Banner Finance is installed.
PHRMTIM_LOCN_CODE	Locn		Location code. Used when Banner Finance is installed.
PHRMTIM_ACC_CODE_	External Account Number		Free-page account code. Used by non-Finance clients.

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Column Name	Field Name	Null	Comments
EXTERNAL			
PHRMTIM_PERCENT	Percent		Percent of pay to be applied to the labor distribution
PHRMTIM_ACTIVITY_DATE	N/A	NOT NULL	Date when record was inserted or last modified
PHRMTIM_PROJ_CODE	Proj		Project code. Used when Banner Finance Cost Accounting is installed.
PHRMTIM_CTYP_CODE	Cost		Cost type code. Used when Banner Finance Cost Accounting is installed.
PHRMTIM_CHANGE_IND	N/A	NOT NULL	See the following section, PHRMTIM Table Indicators
PHRMTIM_DEEMED_HRS	Deemed		Deemed hours. Used for Canadian clients only.

PHRMTIM Table Indicators

The following indicators appear only on the PHRMTIM table. They do not display on the Mass Time Entry page (PHAMTIM). These indicators determine the status of the transactions appearing on the PHAMTIM page. Information in this section corresponds to the PHRMTIM_CHANGE_IND column name listed previously.

PHRMTIM_CHANGE_IN Value	Description
Y	Occurs when a record has been entered and saved on PHAMTIM originally.
N	Occurs when PHPMTIM has been run and PHAMTIM entries have been inserted on PHAHOUR (replaces Y or C

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PHRMTIM_CHANGE_IN Value	Description
	).
O	Occurs when data has been changed on PHAMTIM after PHPMTIM has been run (replaces N indicator). Whenever a change is made to an N record, PHAMTIM creates both an O record and a C record on PHAMTIM. The O record is not displayed but is preserved to determine the adjustment to be made to PHAHOUR.
C	Occurs when data has been changed on PHAMTIM after PHPMTIM has been run (replaces N)

The following Banner reports are used.

Time Processing Report (PHPTIME)

The Time Processing Report (PHPTIME) populates the Pay History tables at the beginning of a payroll.The information can be seen on the Online Time Entry page (PHAHOUR). You must run PHPTIME before running PHPMTIM. It extracts employee deduction/benefit information and labor distribution information.

PHPTIME reads the database and creates time transactions in PHAHOUR. Time transactions are created with the following dispositions:

- Disposition 05 (Awaiting Re-Extract),
- Disposition 10 (Awaiting Hours Entry) or
- Disposition 20 (Awaiting Proof).

For more information on payroll dispositions, refer to the topic, "Payroll Dispositions" in Chapter 6, "Payroll Processes" of the *Banner Human Resources User Guide*.

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Mass Time Entry Process (PHPMTIM)

The Mass Time Entry Process (PHPMTIM) picks up third party time entry information, validates it, and edits the information in the `PHRMTIM` table.

Errors created during PHPMTIM are listed on the Payroll Display Errors Report (PHRDERR) and can be viewed on the Pay History Display Errors page (PHIDERR).

As noted above, PHPMTIM inserts records into the Pay History tables which can be viewed on the On-line Time Entry page (PHAHOUR). This process adds time to any existing time already in payroll history (seen on PHAHOUR). You can run this process multiple times.For more information, refer to the topic,*Changing Records* on page 347.

PHPMTIM updates all records in the:

- Hour Validation table (PHRHOUR)
- Pay History Attendance Repeating table (PHRATND)
- Pay History Earnings Repeating table (PHREARN)
- Pay History L/D Override Repeating table (PHRELBD)
- Pay History Error Log Repeating table (PHRERRL)
- History Jobs table (PHRJOBS)
- Pay Event History table (PHRHIST)

Processing Notes

The following fields have a significant bearing on the PHPMTIM process.

Effective Date

PHPMTIM does not require an effective date to process time entry records.

Edits are based on begin dates. The **Begin Date**, however, is a required field. The **End Date** is needed if there are changes to the NBAJOBS records. Therefore, if a change is made to an employee job record within the reporting pay period, the begin and end dates must be entered to define the hours for each time sheet period.

If only the begin date is provided, then hours are lumped into the first pay week or day.

If combinations of the begin and end dates are used, then the dates must correspond to the employee's Payroll Time Entry Breakdown on the Employee Class Rule page (PTRECLS). See example below.

Example

If your time entry breakdown is defined as `Daily`, your begin and end dates are the same date and they reflect the hours entered on PHAMTIM for that day.

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Special Rates

If an earning code is entered that requires a special rate, the special rate must be populated. It must be a specific day and shift (current PHAHOUR) functionality. The special rate entered must also be the same within any effective-dated period within the payroll.

Example

If you are interfacing daily time for an earning requiring a special rate, the rate must be the same on all days within the payroll unless there is a corresponding effective-dated record for the employee on the Employee Jobs page (NBAJOBS).

This determination is based on the begin date entered for the earning code. If different special rates are entered for the same earning code and shift within the payroll and no corresponding effective-dated job records are found, the error message is displayed: *ERROR* Special Rate must be same within effective date period.

Attendance Records

If an earning code has the **Attend** Indicator checked on the Employee Class Rule page (PTRECLS) to track attendance, the PHPMTIM process inserts attendance records. The attendance records can be viewed on the Employee Attendance Inquiry page (PEIATND).

Labor Distributions

Enterprises where the Banner Finance System is installed can change all or part of a FOAPAL. To change a FOAPAL, enter either new values for all elements of the FOAPAL, enter only the index for the new FOAPAL, or any value within the FOAPAL (Fund, Orgn, etc.).

Enterprises that have not installed the Banner Finance System can change all or part of the External Account Number for an override to be valid.

PHPMTIM also applies any earning code labor distribution overrides entered on the Earning Code Rule page (PTREARN) based on the employee's job employee class and the earning code entered. This is done after distributing hours entered and applying any PHAMTIM overrides entered against the employee's NBAJOBS default labor distribution(s).

A labor distribution override entered on PHAMTIM is subject to the following logic.

If a portion of a new labor distribution is unspecified, the system applies it to the existing labor distribution(s). In Example 1 (below), two labor distributions exist with each one having a different organization code. The override hours entered belong to a different organization code.

In the second example, two labor distributions exist each having a different program code. The employee/administrator overrides the labor distributions with a different organization and a different program code. Having two different account code overrides creates more variations of the labor distribution.

Labor distributions changed on PHAMTIM can be seen on the On-line Time Entry page (PHAHOUR) after PHPMTIM is run.

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Labor Distributions: Example 1

Time is entered for John Smith, an employee, through a third party interface. On January 8th, John worked in a different department for part of the day than where his time is normally charged. Therefore, his time is interfaced with overrides to the organization code where John's time is typically charged. His original labor distribution contained two different organization codes. It appeared like this:

Original Labor Distribution as it appears on NBAJOBS

Percent	Fund	Orgn	Acct	Prog
50	1110	11001	6112	30
50	1110	11002	6112	30

On PHAMTIM, there are 8 regular hours entered for January 8th. Four hours are interfaced with an override for organization 11004 and 1.5 hours for organization 11003.

Hours entered on PHAMTIM:

8 hours of regular pay

4.0 override hours are applied to orgn 11004

1.5 override hours are applied to orgn 11003

The remaining hours (8 hours less the 5.5 hour override = 2.5) are applied to the original labor distribution. Since there are two labor distributions each receiving 50% of the distribution, the 2.5 hours is split between these.

1.25 (2.5 override hours x .50) is applied to orgn 11001

1.25 (2.5 override hours x .50) is applied to orgn 11002

Labor Distribution as seen on PHAHOUR after PHPMTIM is run and overrides are applied:

Hours	Fund	Orgn	Acct	Prog
4.00	1110	11004	6112	30
1.5	1110	11003	6112	30
1.25	1110	11001	6112	30
1.25	1110	11002	6112	30

Labor Distributions: Example 2

In this example, Bob has his time entered through a third party interface with FOAPAL overrides entered for an organization code and a program code. Bob's original labor distributions contained two different program codes. They appeared like this:

Original Labor Distribution as it appeared on NBAJOBS:

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Percent	Fund	Orgn	Acct	Prog
25	1000	11009	6111	20
75	1000	11009	6111	10

On PHAMTIM, 8 hours of regular time are reflected on April 8th for Bob. Four hours are interfaced with an override for organization code 11555 and one hour for program code 90.

Hours entered on PHAMTIM:

8 hours of regular pay

4.0 override hours are applied to orgn 11555

1.0 override hours are applied to prog 90

1. Four override hours are applied to the existing labor distribution to change the organization to 11555. Of this amount, (.25 x 4) one hour goes to Program 20 and (.75 x 4) three hours go to Program 10.
2. One override hour is applied to the existing labor distribution to change the organization program to 90. Since this consolidates the two distinct program codes into one, there is only need for one labor distribution. Of this amount, (100% x 1) one hour goes to Program 90.
3. The remaining hours (8 hours less the 5 hours override = 3) are applied to the original labor distribution. Since there are two labor distributions receiving 25% and 75% of the amount, the three hours are prorated between these. Of this amount, (3.0 override hours x .25) .75 hour is applied to program 20 and (3.0 override hours x .75) 2.25 hours are applied to program 10.

   Labor Distribution as seen on PHAHOUR after PHPMTIM is run and overrides are applied:

Hours	Fund	Orgn	Acct	Prog
1	1000	11555	6111	20
3	1000	11555	6111	10
1	1000	11009	6111	90
.75	1000	11009	6111	20
2.25	1000	11009	6111	10

Process Third Party Information

About this task

When third party information is uploaded into Banner, time is inserted into the Mass Time Table (PHRMTIM) and data appears on the Mass Time Entry page (PHAMTIM).

Procedure

1. Run the Time Processing Report (PHPTIME) to extract benefits, deductions, and labor distribution information.

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2. Run the Mass Time Entry Process (PHPMTIM). Time-related data is transferred from the PHRMTIM table into the Pay History tables for payroll processing.

   The Mass Time Entry Process (PHPMTIM) validates and edits information entered on PHAMTIM and creates information in the Pay History tables.

3. The On-line Time Entry page (PHAHOUR) reads the pay history information. Access this page to enter, review, or correct reported hours.

Results

For more information regarding the payroll process for third party time entry, refer to the topic, "Payroll Dispositions" in Chapter 6, "Payroll Processes" of the *Banner Human Resources User Guide*.

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Tax Administration and Regulatory Reporting

This chapter contains instructions for performing tax administration tasks and procedures. Please see the *Banner Human Resources Year-End Regulatory Handbook for U.S. and Puerto Rico* for information on U.S. W-2 and W-2c, Puerto Rico W-2PR, 1099-R, and 1042-S processing.

This chapter includes the following:

- *Setup For Tax Exemptions and Calculations* on page 357
- *Establish Deductions via PXACALC* on page 363
- *Setup For Federal and State Tax Treaties* on page 372
- *Process Electronic W-4 forms and Taxes* on page 378
- *IPEDS Reporting in Banner* on page 380

Setup For Tax Exemptions and Calculations

About this task

To establish calculation and exemption parameters for a specified tax, follow these steps.

Procedure

1. Access the Tax Set up page (PXATAXS).

   To view the **Option Code, Multiply or Add, Amount, Tax Code Indicator, Tax Type**, and **Tax Percentage**, move the horizontal scroll bar below **Maximum Annual Tax** or select Next Field.

   NOTE: This page is delivered to you with current tax calculation rules as defined and required by federal and state governments. Do not revise it unless you are advised to do so by Ellucian. If Ellucian informs you of a change in government tax reporting requirements that affects the calculation rules defined on this page, access the page and amend it to make it match the new requirements. Do not alter any fields except those specified by the revised law.

   If, during the current session, you have already entered the password used to authorize changes to your tax rules, skip to Step 3.

   NOTE: You can obtain the password by calling Ellucian. Refer to the copyright page of this manual for Ellucian's Action Line number, and the Customer Support Center website.

2. Access the Password Validation window by selecting `Enter Password for Changes` from the Tools button.
   a) Enter the required password at **Enter Password**.
   b) Click **OK** or **Cancel** to return to the Main window.
3. Use the exemption and calculation set-up instructions outlined on the following pages to revise your tax calculation rules as needed.

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Set Up pageats for Tax Exemptions

There are three formats for setting up wage exemption entries in the PXATAXS Tax Exemption section:

- Percentage of Gross Exemptions
- Flat Dollar Amount / Option Code Exemptions
- Percentage of Tax Exemptions

Each of these formats is explained and illustrated below.

Percentage of Gross Exemptions

Enter values in the **Percentage, Exemption Low Range**, and **Exemption High Range**. If no range exists, enter `0` (zero) at **Exemption Low Range** and `9999999999.99` at **Exemption High Range**.

NOTE: All three fields must have values. If any of them are blank, the system assumes that you are entering a straight percentage tax calculation.

Examples

Field	Example 1	Example 2
Percentage	`10`	`15`
Exemption Low Range	`0`	`1000.00`
Exemption High Range	`9999999999.99`	`2000.00`

Flat Dollar Amount/Option Code Exemptions

Flat dollar amounts can be specified with or without option codes. Use **Option Code, Multiply or Add**, and **Amount**.

For a flat dollar amount without an option code, enter the following values in these fields:

Field	Entry
Option Code	blank
Multiply or Add	select **Add**
Amount	dollar amount

For a flat dollar amount based on an option code, enter these values:

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Field	Entry
Option Code	A number between 2 and 5.
Multiply or Add	Multiply
Amount	A dollar amount

Examples

Field	Example 1	Example 2
Option Code	Blank	2
Multiply or Add	Add	Multiply
Amount	2000.00	1900.00

Percentage of Tax Exemptions

Enter values in the **Tax Code Indicator, Tax Type**, and **Tax Percent** as follows:

Field	Entry
Tax Code Indicator	Current tax amount **or** Annualized tax amount
Tax Type	PTVBDTY-defined tax type (i.e., 01 for federal, 02 for FICA, 03 for federal unemployment, 04 for state)
Tax Percentage	Percentage

Examples

Exemption is calculated as 20% of current state tax amount:

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Field	Entry
Tax Code Indicator	Current
Tax Type	04
Tax Percentage	20.000

Exemption is calculated as 100% of annualized FICA tax up to a limit of 2000.00:

Field	Entry
Tax Code Indicator	Annualized
Tax Type	02
Tax Percentage	100.00
Range Low	0
Range High	2000.00

Setup For Tax Calculations

There are two methods for setting up tax percentages.

- Straight percentage tax calculation
- Percentage of tax calculation

Each of these methods is explained and illustrated below.

Method 1—Straight Percentage Tax Calculation

Enter values in the Tax Exemption section of PXATAXS (that is, the section following the Key Block) in accordance with these rules:

- Enter a percentage value for **Percentage**. You can also specify the employer percentage.
- **Exemption Low Range** and **Exemption High Range** must contain blanks or zeros; otherwise, entry is interpreted as a percentage exemption.
- In order to set up a tax as self-adjusting, you should fill the **Maximum Annual Tax** and the **Wage Base** (see FICA Medicare example below).

FICA Medicare Example

This example lists all fields in the Tax Exemption section that contain entries. All other fields are blank.

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Field	Entry
Sequence Number	1
Percentage	1.45
Maximum Annual Tax	1887.90
Wage Base	130200.00
Employer Percentage	1.45

Method 2—Percentage of Tax Calculation

Enter values for **Percentage, Tax Code Indicator**, and **Tax Type**.

NOTE: The **Tax Percentage** must be blank or contain zeros. Otherwise, the entry is interpreted as a percentage of tax exemption.

Examples

Tax amount is to be 10 percent of current federal tax:

Field	Entry
Percentage	10.00
Tax Code Indicator	Current
Tax Type	01

Tax amount is to be 100 percent of annualized state tax:

Field	Entry
Percentage	100
Tax Code Indicator	Annualized
Tax Type	04

Establish Graduated Tax Table Entries

The **Graduated Tax Table** window of the Tax Setup (PXATAXS) page establishes graduated tax tables entries and additional tax calculation step parameters. It identifies wage brackets and their

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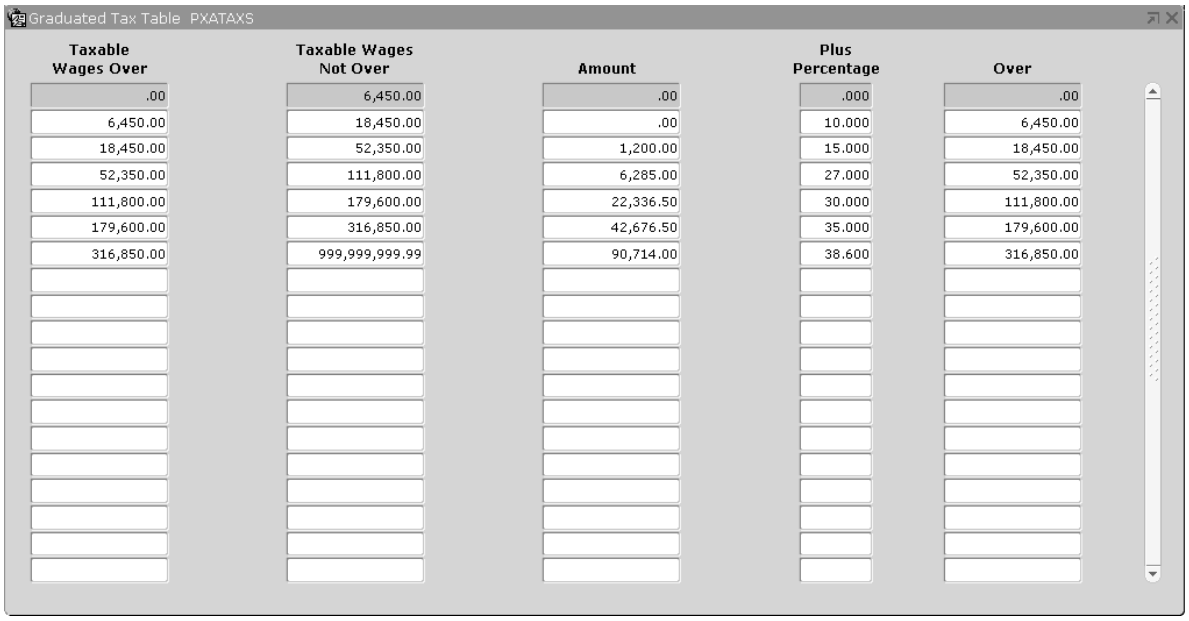
associated tax percentages, and can be used to establish rules for calculating amounts for other graduated withholdings (for example, deduction of union dues that increase with income). To access this window go to **Tools** > **Graduated Tax Table**.

NOTE: This page is delivered to you with current annual graduated tax tables as defined and required by federal and state governments. Do not revise your tax tables unless you are advised to do so by Ellucian. If Ellucian informs you of a change in government tax reporting requirements that affects the data defined in this area, access the page and amend it to make it match the new requirements. Do not alter any fields except those specified by the revised law.


Graduated Tax Table PXATAXS

Taxable Wages Over	Taxable Wages Not Over	Amount	Plus Percentage	Over
.00	6,450.00	.00	.000	.00
6,450.00	18,450.00	.00	10.000	6,450.00
18,450.00	52,350.00	1,200.00	15.000	18,450.00
52,350.00	111,800.00	6,285.00	27.000	52,350.00
111,800.00	179,600.00	22,336.50	30.000	111,800.00
179,600.00	316,850.00	42,676.50	35.000	179,600.00
316,850.00	999,999,999.99	90,714.00	38.600	316,850.00

The **Graduated Tax Table** window maintains graduated tax table parameters. Records appear in ascending order by their low-range values (that is, the values in the **Over** field) and are accessed ten at a time.

The system displays the Key-section information above the **Graduated Tax Table** window. This information includes tax, filing status, start point, and low income.

The system calculates the taxes for an employee by locating the correct wage bracket for the employee's taxable gross salary, subtracting the value in the second **Over** field from that salary, multiplying the result by the percentage in the **Plus Percentage** field (that is, by the value divided by 100), and adding the value in the **Amount** field.

Establish Additional Steps for Tax Calculations

About this task

The Additional Step window maintains additional steps for calculation of taxes. Perform the following steps after the taxable wage has passed through the graduated tax tables in the tax calculation process. Records appear in Sequence Number order and are accessed ten at a time.

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Procedure

1. Select Additional Step in Tax Calculation from the Tools button of the Tax Set Up page (PXATAXS).

   The Additional Step window is displayed
2. At **Sequence Number**, indicate when this step must be performed with regard to other steps defined in this window.
3. At **Option Code**, enter `2`, `3`, `4`, or `5`.

   The value entered at this prompt identifies the Employee Deduction page (PDADEDN) option code to be used in the calculation.

   NOTE: To review option code values, check the entry in the **Value** field appearing under the Tools button of PDADEDN. Then refer to the PTRBDCA matrix in the online help of Banner Human Resources.
4. At **Multiply or Add Indicator**, select `Multiply` if the amount in the next field is a multiplier. Select `Add` if it must be added.
5. At **Amount**, enter the amount to be used as a multiplier or added.
6. Save. The system commits your additional steps to the database and implements them as the final step in the tax calculation process.

Establish Deductions via PXACALC

About this task

Procedure

1. Establish a code for this deduction on the Tax Code page (PXATXCD). If you want your deductions to have defined filing statuses, establish them on the Tax Filing Status page (PXAFSTA). For detailed instructions on using PXATXCD and PXAFSTA, refer to the topic, *Setup For Federal and State Tax Treaties* on page 372 of this chapter.
2. Access the Tax Calculation Rule page (PXACALC).

   If, during the current session, you have already entered the password used to authorize changes to your tax rules, skip to Step 4.
3. Access the Password Validation window by selecting `Enter Password for Changes` from the Tools button.
   a) Enter the required password at the **Enter Password** field.
   b) Click either **OK** or **Cancel** to return to the Main window.

   NOTE: You can obtain the password by calling Ellucian. Refer to the copyright page of this manual for Ellucian's Customer Service number and website.

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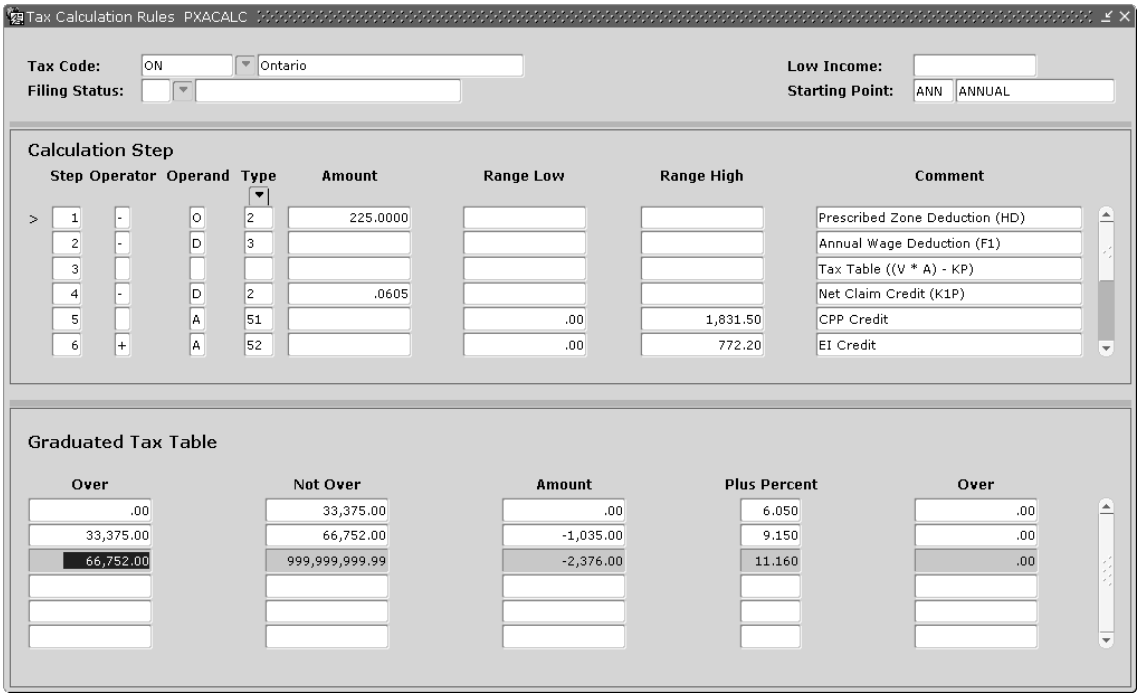
4. At **Tax Code**, enter the code of the deduction for which you are establishing a calculation rule. The code you enter must be predefined on the Tax Code page (PXATXCD). To view a list of defined codes, select the Search feature for the **Tax Code** field.
5. If a filing status exists for this deduction, enter it at **Filing Status**. The code you enter must be predefined for this tax code on the Tax Filing Status Rule page (PXAFSTA). To view a list of defined codes, select the Search feature for the **Filing Status** field.
6. At **Low Income**, the system displays the minimum gross pay amount for which this deduction can be calculated. This field is display only.
7. At **Starting Point**, the system displays the deduction start point from PXATXCD. This field is display only and tells whether the calculation in the first **Step** field (Step below) is based on an annualized or current gross.
8. Move to the Calculation Step section.

   The system displays the steps currently defined for this tax code calculation. An example of the screen display at this point in the procedure appears on the following page.
9. The **Step** field displays a system-generated sequence number. This number increases by one when you add a step.

   NOTE: A caret or arrow (>) to the left of the **Step** field identifies the step you are on.



10. At **Operator**. enter an operator code. The code you enter indicates the action to be taken on the current running total. Note that if you are at Step 1, the current running total is the annualized or current gross amount as displayed at **Starting Point**. (see Step 7 above). At subsequent steps, the running total is the result of the calculations specified at the previous step.

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Enter one of the following in the **Operator** field:

+	to add to running total
-	to subtract from running total
*	to multiply by running total
/	to divide by running total
R	to move running total into the employer amount

11. At **Operand** and **Type**. specify how to apply the operator specified at the last prompt. The following chart gives instructions for completing these fields.

Operand	Type	Meaning
A	Type Code (See Note)	Annualized tax amount.
C	Type Code (See Note)	Current tax amount
D	Deduction Amount (1, 2, 3, or 4)	Deduction amount from PDADEDN. To determine what this amount represents, refer to the calculation rule matrix in the online help of PTRBDCA.
H	Hours Worked	Certain worker's compensation and union dues require "applicable hours" as part of the deduction calculation.
O	Option Code (1, 2, 3, 4, or 5)	Option code from PDADEDN (for example, marital status or number of exemptions). To determine what this amount represents, refer to the calculation rule matrix in the online help of PTRBDCA.
S	Step Number	Another step whose result is to be used in conjuction with **Operator**. For example, to add the result of Step 3, enter a + at **Operator**. an S at **Operand**, and a 3 at **Step Number**.

NOTE: To access a list of type codes, place your cursor in the **Type** field, and select List from the Help Menu.

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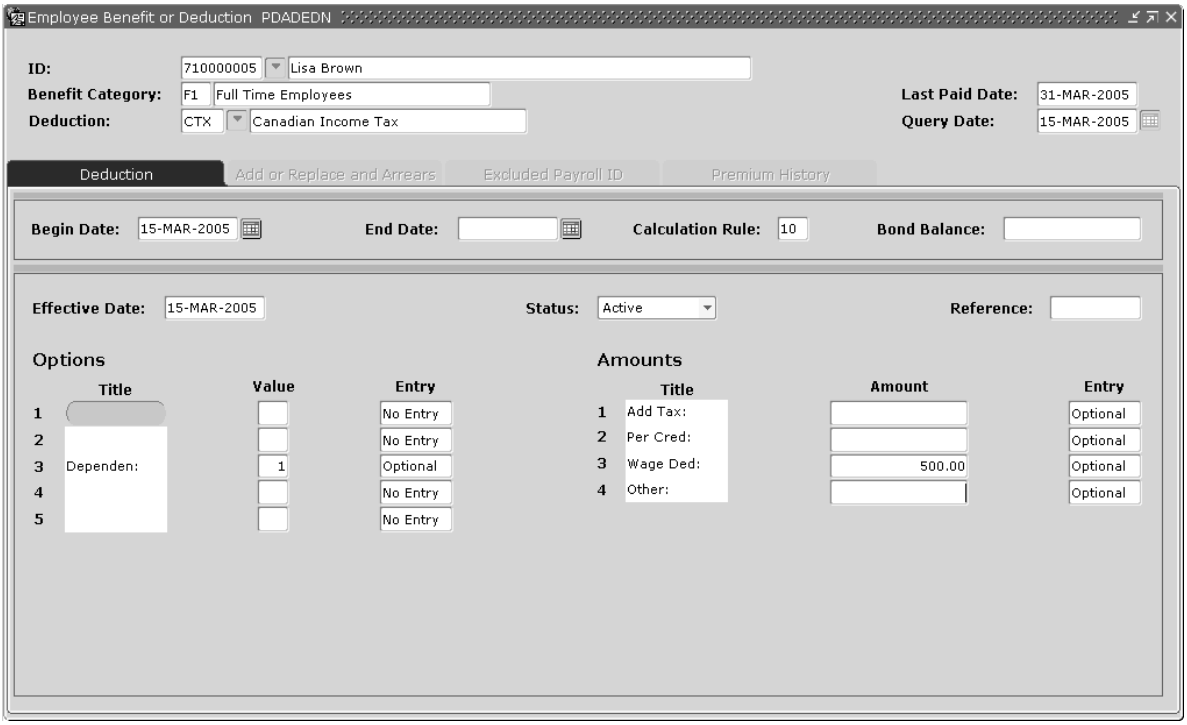
12. At **Amount**, specify the amount to be used in the calculation.

    If you identify a step in the **Operand** and **Type** fields and enter a value in the **Amount** field, the system uses the amount and the result of the specified step in its calculation. For example, if you enter * at **Operator**, S at **Operand**, 7 at **Type**, and 200 at **Amount**, the system multiplies the result of Step 7 by 200.
13. At **Range Low**, enter the minimum amount allowable as a result of the calculation. If the calculated amount is less than this, the amount you enter here is substituted for the calculation result.
14. At **Range High**, enter the maximum amount allowable as a result of the calculation. If the calculated amount is greater than this, the amount you enter here is substituted for the calculation result.
15. At **Comment**, enter a brief description of this step.
16. Scroll to the Graduated Tax Table section. When applicable, this section takes the result of the previous step (or of the step entered with S at **Operand**), determines the range from the tax table, and computes a result.
17. Arrow down to add another step, or Save to enter your calculation rule into the system.

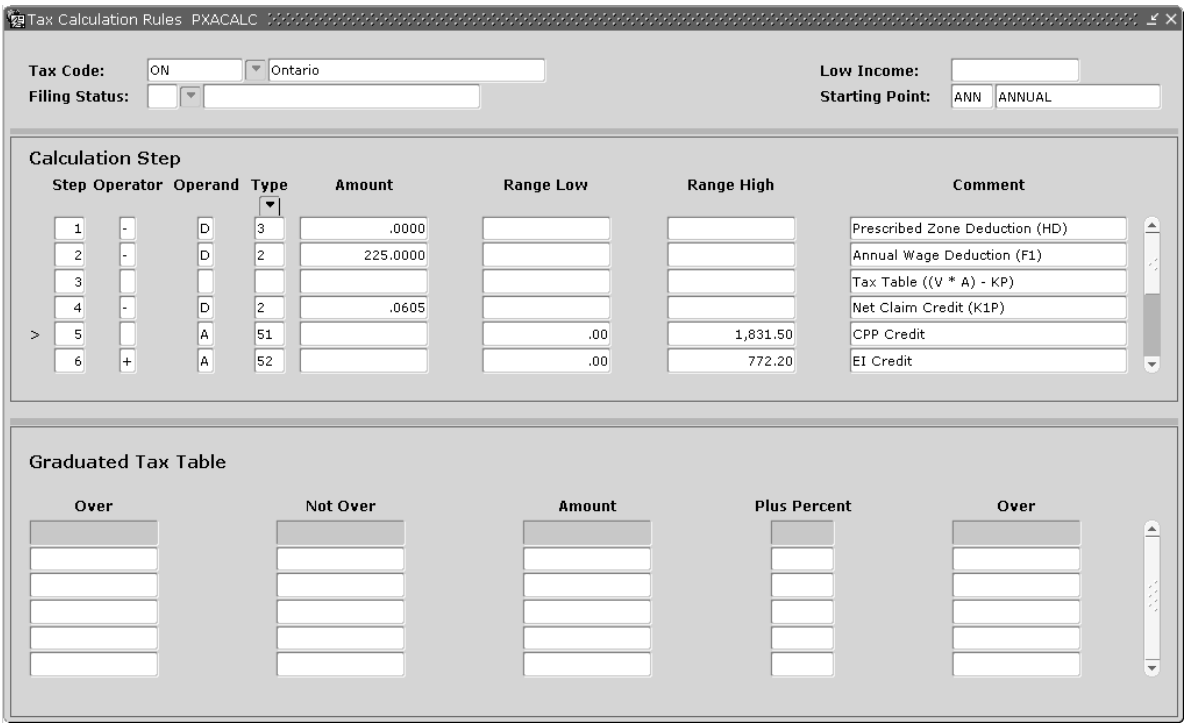
Sample PXACALC Entries

NOTE: Budget data from the Employee Benefit or Deduction page (PDADEDN) is used in the tax calculations. The PDADEDN page shown below contains budget data for an employee whose tax code (ON for Ontario) matches that used in the examples.



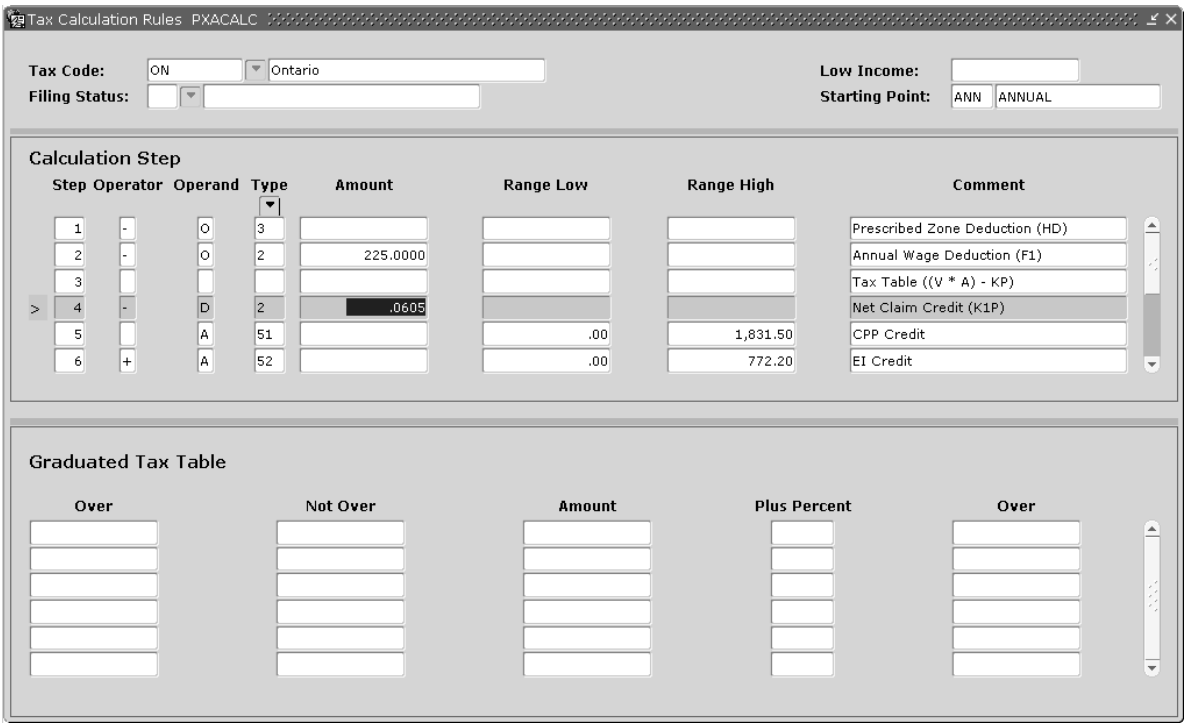
Example 1

The sample entry below instructs the tax calculation module to subtract deduction amount 3 on PDADEDN from the running total. The result of this step becomes the new running total.



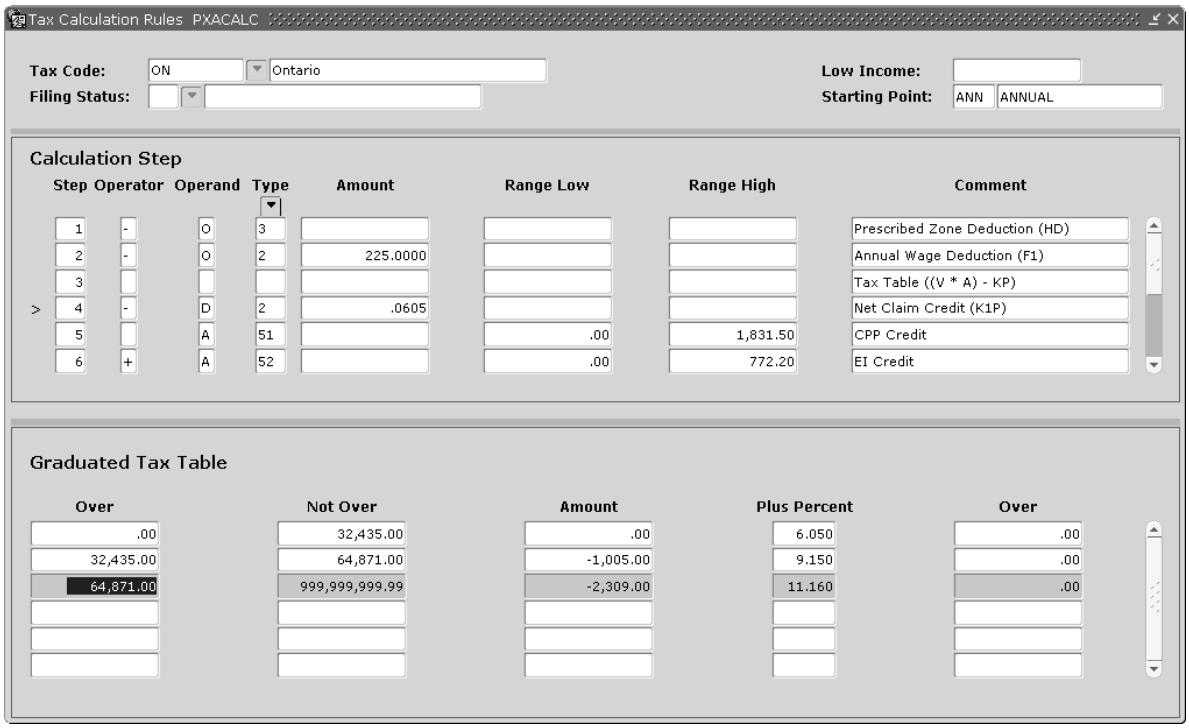
Example 2

The sample entry below instructs the tax calculation module to multiply 225 by the number in Option Code 2 on PDADEDN (and subtract the result from the running total). The result of this step becomes the new running total.



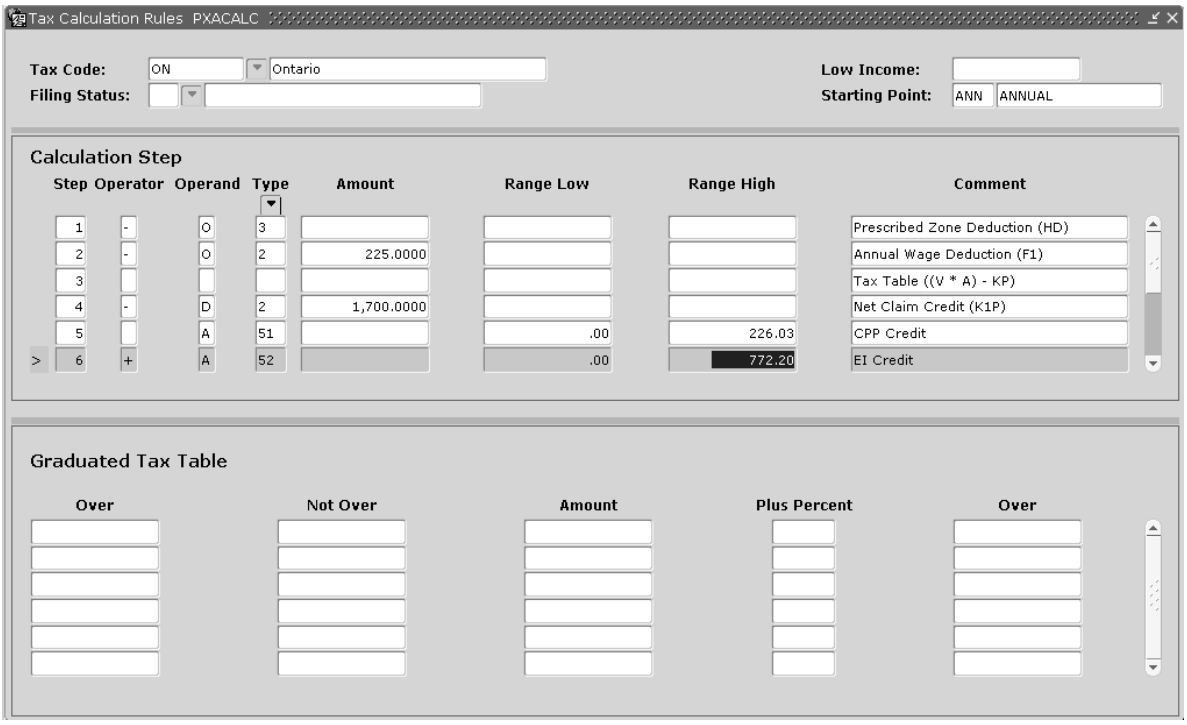
Example 3

The sample entry below instructs the tax calculation module to apply the running total to the graduated table. The result of this step becomes the new running total.



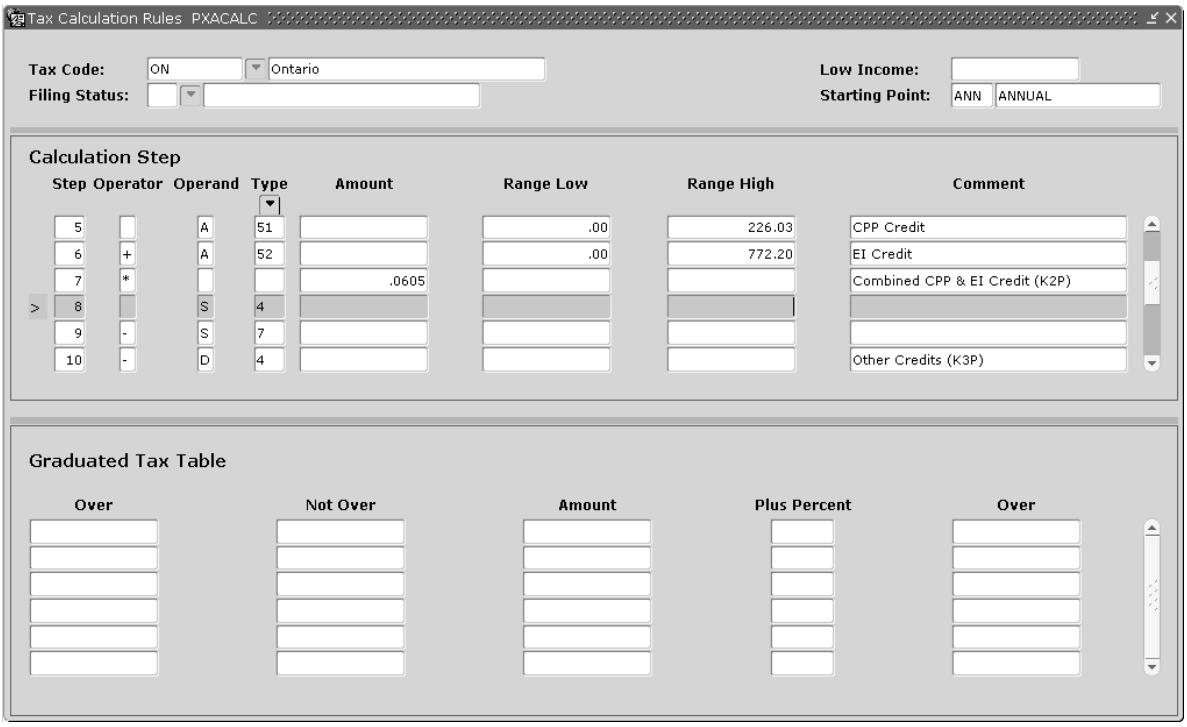
Example 4

The sample entry below instructs the tax calculation module to multiply .17 by a previously calculated tax amount (A 51). Entries in the low and high ranges prevent the result from going below zero and above 226.08. This amount is subtracted from the running total. The result of this step becomes the new running total.



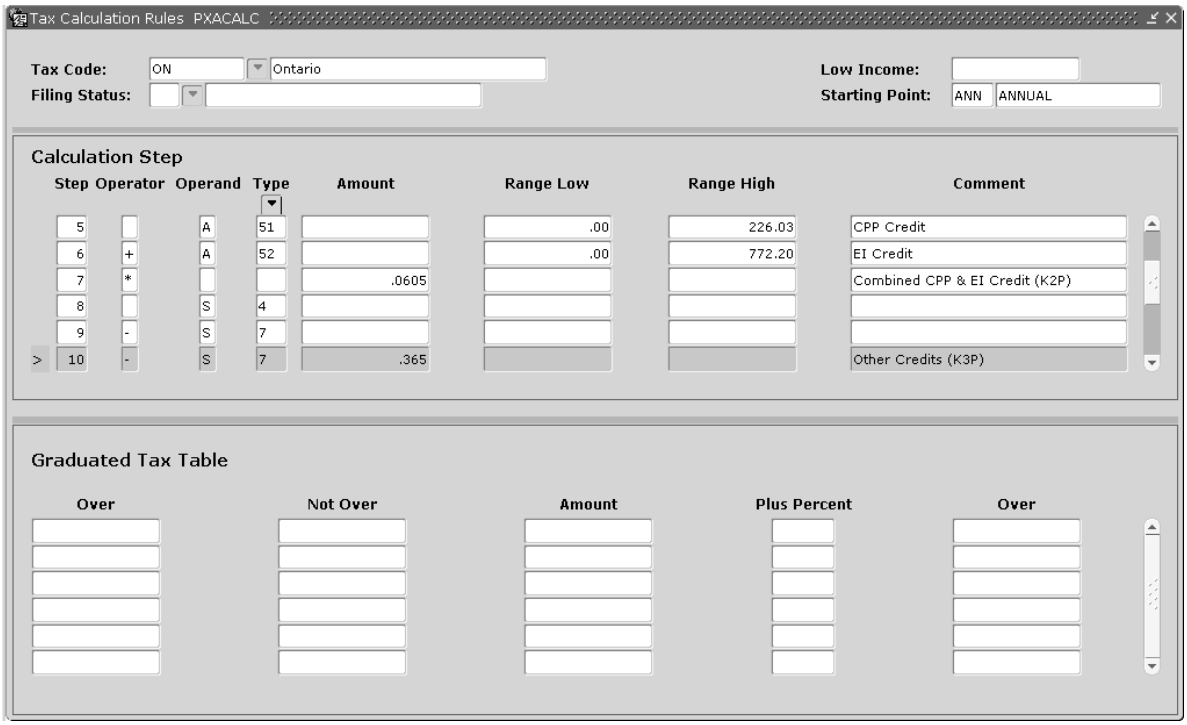
Example 5

The sample entry below instructs the tax calculation module to add the result of Step 7 to the running total. The result of this step becomes the new running total.



Example 6

The sample entry below instructs the tax calculation module to multiply 365 by the result of Step 8. The result of this step becomes the new running total.



Setup For Federal and State Tax Treaties

About this task

When United States residents and non-resident aliens receive income from U.S. sources, it is subject to U.S. taxation unless it is explicitly exempted by United States code or tax treaty agreements. These treaties typically provide U.S. non-citizens with reduced tax rates or exemption from income taxes on certain types and levels of income received from U.S. sources. For citizens of countries with which there is no tax treaty, the U.S. tax code includes statutory requirements governing different income types.

WARNING! The statutory regulations (for citizens of countries with which there is no tax treaty) and the tax treaty regulations are very complex and are subject to site interpretation. Before determining the tax liability of non-citizen employees, give careful study to all applicable tax laws.

Procedure

1. Access the Tax Code Rule page (PXATXCD).
   a) Enter your password to change information on this page.
   b) Follow the steps outlined for PXATXCD in the online help of Banner Human Resources.
   c) Define the 1042-S tax codes applicable to your institution.

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It is not necessary to define all possible 1042-S codes. Define only the ones you expect to need at your site (but be sure they follow the naming conventions shown below).

You must use the following naming conventions when you establish your 1042-S tax codes.

In this position ...	use this convention ...	for this designation
1 and 2	FD	All federal treaties
	<XY>	Specific states that honor federal treaties. For example, PA for Pennsylvania, NY for New York.
3 and 4	15	Scholarship/Fellowship Grants
	16	Independent Personal Services
	17	Dependent Personal Services
	18	Teaching
	19	Compensation During Training
	20	Earnings as an Artist or Athlete
5 (Applicable to income code 15 only)	L	Living Expenses
	Q	Qualified Expenses
	N	Subtype not applicable

d) Two state tax deduction types may be utilized for recording and reporting state taxes and treaty limits when federal treaties are honored. The following design is suggested for creating the state tax related PXATXCD records:

In this position ...	use this convention ...	for this designation
1 and 2	XX	All, where XX represents the state abbreviation. e.g. PA - Pennsylvania or NY - New York.
3 and 4	15	Scholarship/Fellowship Grants
	16	Independent Personal Services

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In this position ...	use this convention ...	for this designation
	17	Dependent Personal Services
	18	Teaching
	19	Compensation During Training
	20	Earnings as an Artist or Athlete
5 (Applicable to Income code 15 only)	L	Living Expenses
	Q	Qualified Expenses
	N	Subtype not applicable

2. Access the Tax Filing Status page (PXAFSTA).

   a) At **Tax Code**, enter a 1042-S tax code. The system displays the description defined for this code.

   NOTE: You must complete this page for each 1042-S tax code established on PXATXCD in Step *1.c* on page 372 and Step *1.d* on page 373.

   b) At **Filing Status**, enter the country codes applicable to your site.

   A country code is a two-character code defined by the U.S. government. It identifies an employee's country for purposes of determining tax treaty benefits. The rate of tax withheld is determined by this code. The country code you enter at this prompt is used to set up tax exemptions and calculations on the Tax Setup page (PXATAXS).

   Country codes have been established by the government for use in 1042-S reporting. You must enter the codes applicable to your employees in **Filing Status**.

   c) For **Minimum Year-To-Date Gross**, enter the gross income amount an employee can earn during the year without being taxed.

   WARNING! The value you enter in this field must comply with statutory and tax treaty regulations. To obtain the most recent requirements for the countries represented at your site, contact the Internal Revenue Service.

   Once an employee's year-to-date applicable gross (YTD plus applicable gross of payroll being processed) exceeds the amount entered at this prompt for his or her country code, any part of the current payroll's applicable gross that exceeds the amount entered in this field will be taxed according to the tax rules established on PXATAXS.

   Example

   A nonresident alien employee has an applicable federal gross income of $2,000 per pay. He is a citizen of Austria, and the minimum applicable YTD gross for Austria has been defined on PXAFSTA as $3,000. The employee is taxed on half of his second paycheck and all of his third.

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Payroll Number	YTD Appl Gross	Current Appl Gross	Current Gross Taxed
1	$0.00	$2,000.00	$0.00
2	$2,000.00	$2,000.00	$1,000.00
3	$4,000.00	$2,000.00	$2,000.00

3. Access the Tax Setup page (PXATAXS) and enter the appropriate tax rate for every combination of tax code (defined on PXATXCD) and country code (defined on PXAFSTA).

   WARNING! The values you enter on PXATAXS must comply with statutory and tax treaty regulations. To obtain the most recent requirements for the countries represented at your site, contact the Internal Revenue Service.

   Tax regulations may require that earnings be taxed based on any of the following:

   - a fixed percentage (taking into account possible exemptions which, for most countries, total one). Note that a country code of OC (Country Unknown) requires a fixed rate of 30%.
   - a special treaty rate
   - the graduated tax tables that apply to U.S. citizens

     These regulations determine which fields to complete and what values to enter on PXATAXS for a given tax code/country code combination. For detailed instructions on the use of PXATAXS, refer to the topic.

     Setup For Tax Exemptions and Calculations on page 357 of this chapter.

     A few supplementary instructions for using PXATAXS during 1042-S setup are listed below.

   - To establish a straight percentage without regard to personal exemptions, complete only the Main window of this page. Insert the appropriate rate of **Percentage**.
   - To establish a percentage while acknowledging personal exemptions, complete the Main window of PXATAXS. Enter the percentage rate at **Tax Percentage**, the number `2` at **Option Code**, `Multiply` at **Multiply or Add**, and the appropriate exemption amount at **Amount**.
   - Beginning in 2006, to establish the additional wage amount, mandated by the IRS when calculating tax for income codes using graduated tax tables, renumber any existing entries to allow the use of Sequence Number 1. Enter the number `1` at **Sequence Number**, the number `3` at **Option Code**, `Multiply` at **Multiply or Add**, and the appropriate additional wage amount at **Amount**. For additional information, see FAQ 1-5CB65.
   - To apply the graduated tax tables without regard to personal exemptions, leave the Tax Exemption section (that is, the section below the Key Block) blank and go to the Graduated Tax Table window. Enter the appropriate graduated tax table. Ellucian's interpretation of the tax code suggests that the graduated table used for the Single filing status for federal withholding tax (tax code `FD`) must be repeated in this area.
   - To apply the graduated tax tables while acknowledging personal exemptions, enter `2` at **Option Code**, `Multiply` at **Multiply or Add**, and the appropriate exemption amount at **Amount**. Then go to the Graduated Tax Table window and enter the appropriate graduated tax table. Ellucian's interpretation of the tax code suggests that the graduated table used for the Single filing status for federal withholding tax (tax code `FD`) must be repeated in this area.

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4. (Optional) Access the Earn Code Rule page (PTREARN).
   a) Specify a non-cash earn code to account for the 1042-S field, Box 8, Withholding by other agents.

      For example, OWH - Federal withholding by other agents.
5. Access the Employee Class Rule page (PTRECLS) to add the non-cash earn code created in Step 2, if applicable.
6. Access the Benefit/Deduction Type Validation page (PTVBDTY).
   a) At **Type Code**, enter `20` to establish a new benefit or deduction type code.
   b) At **Description**, enter `Foreign Persons Tax - 1042S reportable`.

      Similarly, create the following benefit or deduction types:

      `21` - State Tax-1042S Reportable and `22` - State Treaty Exempted
7. Access the Benefits and Deductions Rule page (PTRBDCA).
   a) Define a deduction code for each income type your site expects to use. The deduction definition should match the definition of the Federal Withholding Tax deduction code with the exception of the following fields:

PTRBDCA Field	Federal Withholding	Tax Treaty
Short [Description]	Fed Tax	FD Schlr (example for Income Type 15)
Long [Description]	Federal Withholding Tax	Fed Tax Scholarship/ Fellowship (example for Income Type 15)
Deduction Type	01	20
Tax Code	FD	FD15, 16, 17, 18, 19 and/or 20
(on the Definition of Options and Amounts window)		
Title [of Option Code] **1**	Filing Status	Country Code
Title [of Option Code] **2**	# Exemptions	# Exemptions
Title [of Option Code] 3	0 or 1	Additional Gross
Title [of Amount Code] **1**	Additional Withholding	Additional Withholding

   b) Examine the remaining windows of the Benefits and Deductions Rule page (PTRBDCA) to complete the calculation rules for these deduction codes. Pay particular attention to the following windows:
      - Precluded Benefits/Deductions
      - Included Benefits/Deductions
      - Excluded Deductions and Excluded Earnings
      - Benefit/Deduction Labor Distribution Overrides

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NOTE: Specify the non-cash earn code created on PTREARN in this window

In most cases, the rules established for the Standard Federal Withholding tax can be duplicated for the Foreign Persons Federal Withholding tax.

NOTE: Refer to the online help of Banner Human Resources for detailed field descriptions.

c) Create new Treaty State Tax deduction records utilizing the new State Tax codes created on PXAFSTA. These will be similar to the State Tax deduction type of `04`.

- Set up the Benefit/Deduction type 21 first with priority lower than that set for Type 22.
- Set up the Benefit/Deduction Type 22 with a higher priority than Type 21.
- Associate Deduction Type 22 to Deduction Type 21. Deduction Type 22 should have no associations.

8. Access the Benefit Category Rules page (PTRBCAT) and add the newly defined deduction codes to the appropriate benefit categories (that is, the benefit categories to which your 1042-S employees are assigned) on PTRBCAT.
9. Access the Employee Benefit or Deduction page (PDADEDN).
   a) Assign the newly defined deduction codes as appropriate. Keep in mind the following points:
      - Assign the appropriate deduction code for each income type included in the tax treaty with the employee's country.
      - Complete **Option Code 1** with the appropriate country code (as established on PXAFSTA).
      - **Option Code 2** can reflect the number of exemptions claimed.
      - Enter **Option Code 3** to include additional wages for tax calculation. For more information, see FAQ 1-5CB65.
      - To avoid payroll processing errors, employees who are subject to non-resident alien tax rules should have a status of E(xempt) for the Federal Withholding Tax deduction. (This is not necessary if the employee's benefit category does not include federal withholding tax in its PTRBCAT definition.) At payroll run, the system will acknowledge that the employee has the federal tax deduction (even though it is exempted) and will continue to process the employee through the payroll cycle.
10. Access the U.S. Regulatory Information window of the Employee page (PEAEMPL).
    a) At **1042S Recipient** in the U.S. Regulatory Information window, enter a 1042 recipient code for each employee who must receive a 1042-S for the current calendar year. Valid values are listed below.

Code	Recipient
01	`Individual`
02	`Corporation`
03	`Partnership`

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Code	Recipient
04	Fiduciary
05	Nominee
06	Government or international organization
07	Tax-exempt organization
08	Private foundation
09	Artist or athlete
19	Other
20	Type of recipient unknown

NOTE: Take special precautions to update the **1042S Recipient** based on the 1042-S reporting year.

For example, if an employee was eligible for 1042-S processing for the first half of the current calendar year, but not the second, the **1042S Recipient** must be populated until the 1042-S statement for that calendar year has been produced. After you print the 1042-S report and generate the 1042-S Media Transmission, you should delete the value of the **1042S Recipient** from that employee's record.

11. If an employee has more than one job, and one job is subject to the tax treaty rule and the other is subject to the standard federal withholding tax, do the following:
    - On PDADEDN, set up both the federal tax deduction and the appropriate deduction code(s) for the income and country codes applicable to this employee.
    - In the Excluded Benefits/Deductions window of the Employee Jobs page (NBAJOBS), exclude the Federal Withholding Deduction code from the job to be taxed only under nonresident alien tax rules. Standard federal tax will not be withheld from this job's earnings during the payroll process.
    - For jobs to be taxed according to the standard federal graduated tax tables, enter the nonresident alien tax code(s) in the Excluded Deductions area of the Employee Jobs page (NBAJOBS).

Process Electronic W-4 forms and Taxes

About this task

To Process Electronic W-4 forms and taxes, you must set up an initial Federal Withholding Tax deduction for the employee on the Employee Benefit or Deduction page (PDADEDN). If an IRS Lock-In Letter has been received, you must also enter that information on the PDADEDN page.

The Federal Withholding Tax deduction must also be identified on the Benefit or Deduction Grouping Rule page (PTRBDPG) to enable the Electronic W-4 in Banner Employee Self-Service.

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Perform the following steps to set up a tax related group and review the Online Help for more information on the PTRBDPG page.

Procedure

1. Access the Benefit or Deduction Grouping Rule page (PTRBDPG).
2. In the Key Block, select a tax-related **Primary Group**.
3. Select actions in the **Employer Amounts** section.
4. Create a Secondary Group with Employer actions.
5. In the **Secondary Group Associated Benefits Deductions Setup** section, enter the **Federal Withholding Tax Deduction** and identify actions.

   Once the initial deduction and rules are set up, employees may then make changes in Employee Self Service, electronically certify the changes, and submit the changes to update the PDADEDN record.

   If an IRS Lock-In Letter exists, additional edits are performed in both Employee Self Service and on the page to limit changes to the Lock-In Letter values or allow more restrictive values.

   Perform the following steps to set up initial federal tax deduction to allow processing Electronic W-4 forms and taxes:
6. Access the Employee Benefit and Deduction page (PDADEDN).
7. In the Key Block, enter the **ID** and select the **Federal Withholding Tax Deduction**.
8. In the Deduction section, set the **Status**, **Exemption Allowances**, and **Additional Withholding**, if applicable.
9. Click the **W-4 and Lock-In Letter** section and complete any necessary fields.
   a) Select the W-4 last name differs from **Social Security Card** check box, if applicable.
   b) Specify the **Letter Status**.
   c) Specify the **Letter Date** of IRS Lock-In letter.
   d) Specify the **Filing Status** for federal tax withholding.
   e) Specify the **Allowances** to indicate the number of tax allowances from Lock-In letter.

      If an employee has certified and submitted a page W-4 change, the Electronic Certification fields will be populated.

      The Deduction section and the W-4 and Lock-In Letter section are connected and represent the same record. The Deduction Effective Date is displayed from the corresponding Deduction section record. Once an IRS Lock-In Letter has been entered, valid values for the **Letter Status** are Active or Inactive. Changes to Filing Status and Allowances will change the same values on the Deduction section for that effective dated record. Deletion of a W-4 and Lock-In letter record will delete the corresponding Deduction record.

      IRS Lock-In Letter entries will update values on the Deduction record in the following situations:

      - Option 1 (Filing Status) will be updated to the IRS Lock-In Letter entered value, but may be overridden by the administrative user.

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- Option 2 (Exemptions/Allowances) will be updated if the existing value is greater than that provided for by the IRS Lock-In Letter.
- Other fields will hold the values copied forward, e.g. Amount 1 (Additional Withholding), but may be overridden by the administrative user.
- The Deduction Status may not be changed from Active when an IRS Lock-In Letter Status is Active.

IPEDS Reporting in Banner

The IPEDS reports must reflect your employee population as of a particular cutoff date and must be submitted by a specified date. The two dates may vary for each reporting year and are available online from the NCES web site.

The IPEDS reports must be submitted to the National Center for Education Statistics (NCES) via the Web. The NCES Web site supplies forms on which you can enter data. You can also use an import file to upload the data to the NCES Web site.

For more information, you can refer to the *Banner Human Resources IPEDS Survey Handbook*.

NOTE: This information applies only to Higher Education Institutions in the United States of America.

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Position Control

This chapter contains instructions for performing position management and personnel services tasks and procedures. It includes the following:

- Organizational transfers of budgeted amounts
- Reversing organizational transfers
- Encumbrance recasting
- Encumbrance recasting for multiple payrolls
- Multiple Year Encumbering
- Fringe benefit accounting under the Charge Back method
- Examples of fringe accounting under the Charge Back method

Refer to the *Interfaces* on page 443 chapter, for Position Control procedures included in the interface to Banner Finance.

Position Management

Position Management maintains position history and incumbent history.

To complete the Position Management pages correctly, you must understand the purpose and usage of position classes. These topics are covered in the following paragraphs.

Position Classes

In Banner Human Resources, a position class is a title that describes a job or group of jobs at a particular site.It should not be confused with a position, which is a budgeted entity.

For example, if four individuals at your site have the job title Accountant I, the position class named Accountant I must be entered only once on the Position Class Rule page (NTRPCLS). Each of the four positions must, however, be defined on the Position page (NBAPOSN).

Position classes describe the official job titles used at your site.Typically, each site has a Job Code/ Title Listing or a Classification Title Listing in its current manual or automated system. If such a listing does exist, it can easily be migrated to the Position Class Rule page (NTRPCLS).

Some important processing advantages can be gained by using position classes. One is the ability to group positions (and incumbents) together by official site title for purposes of EEO and HR functions. Another is the ability to develop a naming scheme that makes sorting by job titles very meaningful on reports.

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Define Position Classes

When defining position classes, you should determine whether your job titles should be generic or specific. Generic job titles might look like these: Administrative/Professional, Clerical, and Technical. Specific job titles would look like these: Accountant I, Accountant II, Accountant III, Receptionist, Secretary, Administrative Secretary, and Executive Secretary.

The specific method is preferred if your site plans to use Banner Human Resources for common human resource tasks such as analysis of salary/pay plans, completion of market surveys, and compa-ratio analyses. For example, the Position Class Incumbent Report (NBRPINC) provides a list of incumbents by position class. It specifies information on each employee's placement on the pay plan (grade/step) and gives the employee's actual salary/rate. The compa-ratio and average salary/rate are also calculated. Thus, when you are doing a survey, you can match the survey position title/description to your site's comparable position title (for example, Accountant I) and you can take the required survey data from the report.

Use of generic position class names would prohibit your site from using the system for the analysis described above. For example, many positions could fall under a position class of "Administrative".

NOTE: If you use generic names for position classes, you must specify at least one position class for each employee skill code that your site uses for EEO reporting.

Develop a Naming Convention for Position Class Codes

To simplify the formulation of on-line queries and the analysis of report output, a specific naming convention should be used in creating position class codes. The following naming convention seems to work well for most users:

NOTE: The use of this scheme is not required and is described here for illustration purposes only.

Character 1	Employee's grouping code; for example,
	`C`
	(lerical),
	`A`
	(dministrative),
	`U`
	(nclassified Administrative)

Characters 2 and 3	Employee's grade; for example,
	`01`
	,
	`02`
	,

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	03
Characters 4 and 5	Random number

Using this naming convention makes it much easier to locate the position class information needed. For example, if executive secretaries have a grade of 06, you can quickly find the data for all executive secretaries at your site by looking for Position Classes beginning with C06 in on-line listings and in reports.

Valid position class codes must be used in all on-line queries. For a complete listing of valid position class codes at your site, examine the Position Class Incumbent Report (NBRPINC) or the Position Class Listing Rule page (NBRPCLS).

Organizational Transfers of Budgeted Amounts

About this task

To transfer budgeted amounts from one organization to another, follow these steps:

Procedure

1. Access the Position Budget page (NBAPBUD).
2. Select the Salary Budget section or choose Salary Budget from the page's Tools button.

   The Position Salary Budgets window is displayed.

   NOTE: Organizational transfers can only be processed on an Approved budget record.
3. Select Organization Transfer from the Tools button to establish a new budget record.

   The system displays the following message: Process Organization Transfer.

   Select **OK** to confirm that you want to move to the new record. The cursor is positioned at **Organization** in the new record.
4. Enter the new organization number in the **Organization** field, and save the change to the database.

   Note that the status of the old record is now Transferred and the status of the new record is Approved. (Pictures of the Position Salary Budgets window before and after an organization transfer are shown on the following page.)
5. From the **Tools** button, click **Position Labor Distributions**.
6. Enter the new organization code in the **Organization** field in the distribution section of the page.

   It may also be necessary to make labor distribution changes on the Employee Jobs page (NBAJOBS), based on the new organization chosen.

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7. **Optional:** To send these changes to the Banner Finance System, run the Finance Interface Extract (NHPFIN1). For detailed information on NHPFIN1, refer to the *Banner Human Resources Reports Handbook*.

Figure 22: Position Salary Budgets Window During an Organization Transfer

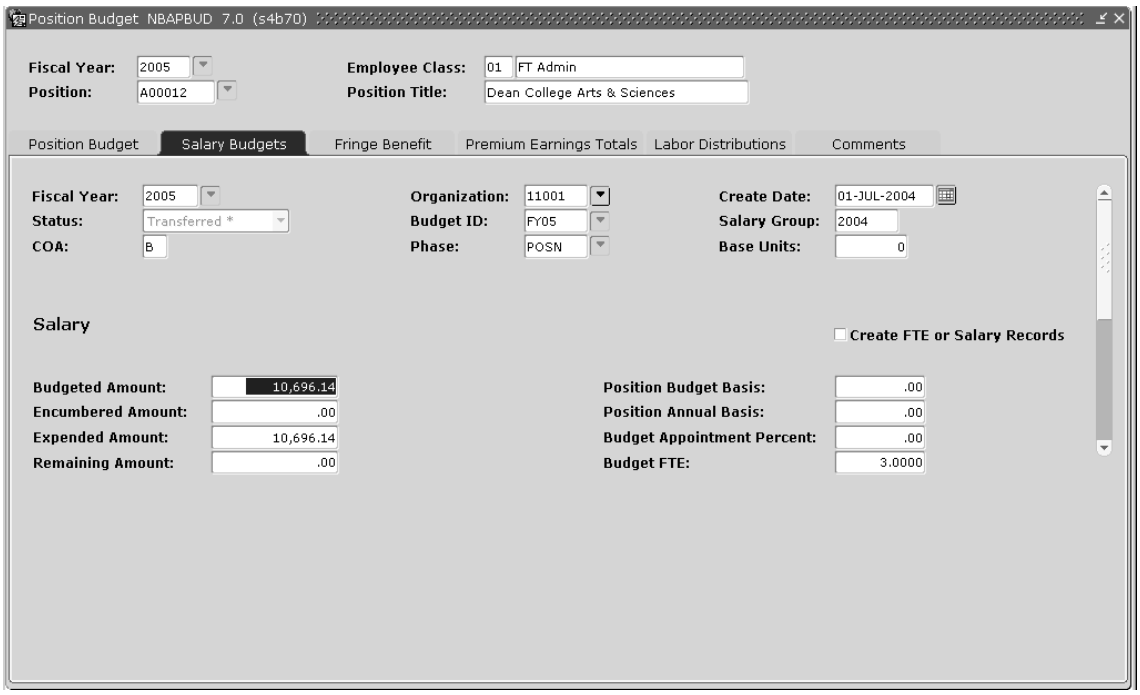
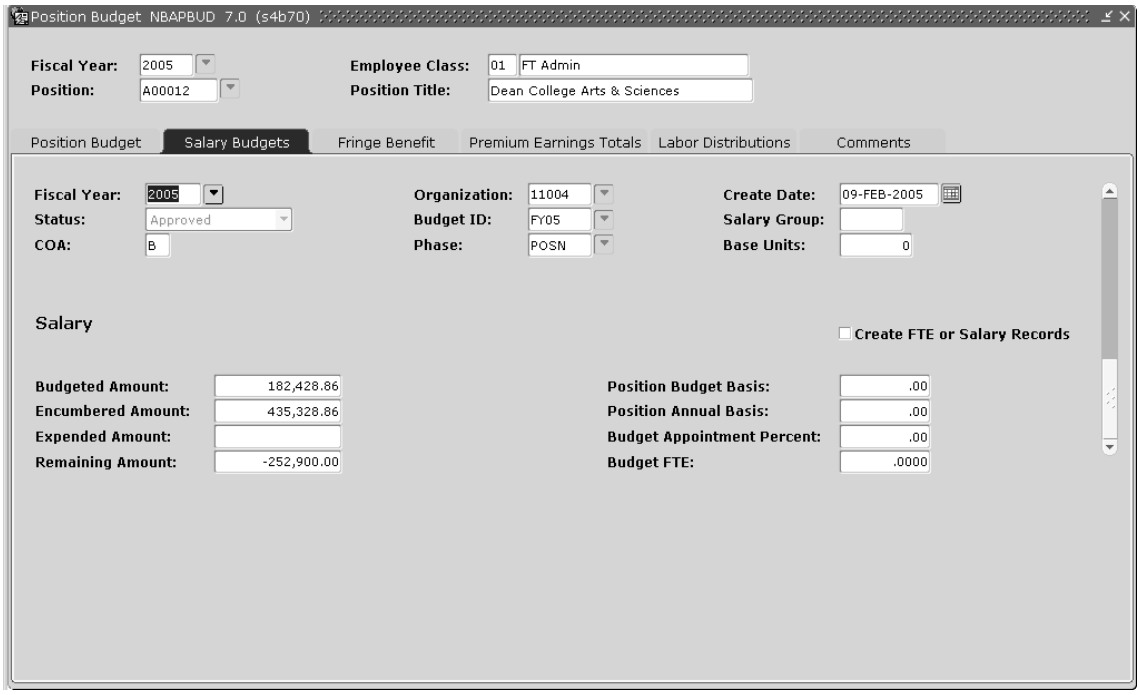


Figure 23: Position Salary Budgets Window After an Organization Transfer



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Reverse Organizational Transfers

The Position Budget (NBAPBUD) page also provides the capability to reverse a budgetary responsibility to a previously completed organization transfer. NBAPBUD required that every organization transfer executed have a unique organization number for the current fiscal year.

To perform a reversal transfer from the Position Budget (NBAPBUD) page use the Organization Untransfer option. Access this option from the **Position Salary Budgets** window of NBAPBUD.

This option allows you to select from a list of organization codes for the current fiscal year whose status is "Transferred." When a prior transferred organization code is selected, the page aggregates the position total record amount fields between the prior active Position Total record (transferring from) and the previously transferred position total record (transferring to).

The following example describes the procedure to untransfer a budget:

Example

Assume the following amounts exist on the position total record for the current fiscal year:

Status	Org	Budget	Encumbered	Expended	Remaining
Active	11103	100,000	20,000	60,000	20,000

Process an organization transfer to organization 11104

Status	Org	Budget	Encumbered	Expended	Remaining
Transferred	11103	60,000	0	60,000	0
Active	11104	40,000	20,000	0	20,000

Continuing with this example, additional payrolls are processed in the current fiscal year and the employee in this position is paid an additional $5,000. Assuming the employee is paid with an earnings code that is set up on the Earnings Code Rules (PTREARN) page and the earning code liquidates encumbrances, the position total record would now reflect:

Status	Org	Budget	Encumbered	Expended	Remaining
Active	11104	40,000	15,000	5,000	20,000
Transferred	11103	60,000	0	60,000	0

Now, if the budgetary responsibility for this position needs to return to organization 11103, perform a budget untransfer by selecting the Organization Untransfer option.

In this case only one organization code will be listed, as this position has had only one transfer performed in the current fiscal year. On selecting **OK**, for organization 11103, the system aggregates the position budget total records. Consistent with prior functionality, the budget amount on the transfer record is set equal to any expense incurred for that organization. Any remaining budget is added back to the budget amount on the previously transferred position total record.

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In addition, any remaining encumbered amount is moved to the previously transferred position total record. Finally, the status on the previously transferred record is set to "Active." The **Position Salary Budgets** window will now contain two Position Total records, which now reflect:

Status	Org	Budget	Encumbered	Expended	Remaining
Active	11103	95,000	15,000	60,000	20,000
Transferred	11104	5,000	0	5,000	0

NOTE: You may transfer to an organization code only once.

In the above example, a transfer back to organization 11104 would *not* be permitted in the current fiscal year. Instead, you could accomplish this action by doing an organization untransfer for organization 11104.

Secondly, organization transfers have no relevance to budget amounts pending posting. Consequently, the subtraction of the expended amount from the **To Be Posted** amount on premium earnings have no impact. The amount to be posted for premium earnings will be unaffected by the processing of an organization transfer.

Encumbrance Recasting

The following procedure provides an alternative to manage encumbrances throughout the fiscal year.

In the past, encumbrances could be generated through job assignments and the processing of the Budget Maintenance Process (NBPBUDM). However, these encumbrances could only be reduced through the payroll process and the reduction would be associated with actual payment, not the planned encumbered amount.

The Recast Method calculates encumbrance reductions based on a date submitted to the Encumbrance Maintenance Process (NBPENCM), rather than having each payroll liquidate each encumbrance based on the amount paid to the employee. The resulting encumbrance calculation adjustments will be posted to the employee's Labor Distribution History record that is associated with the affected job. This dollar amount which is inserted into the **To Be Posted** field would typically be a negative encumbrance adjustment as it is computed against the original or current job encumbrance.

To pass the encumbrance reductions to Finance, the Finance Extract Process (NHPFIN1) and the Finance Interface Report (NHPFIN2) have to be executed.

The Recast Method does not use the Expenditures Finance Extract (PHPFEXP) to feed encumbrance adjustments based upon the payroll expense. It is important to note that an adjustment to the Finance Setup Rules (NTRFINI) must be done prior to feeding the first payroll. This will be discussed in the setup information to follow. Otherwise, multiple encumbrance adjustments can be fed to Banner Finance.

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NOTE: Only the System Calculated encumbrance method jobs will process under the Recast guidelines described here. The other encumbrance methods: Value Input, Annual Salary, and Hours Input will process as they have in past releases. These encumbrance controls are initially established on the Employee Class Rule page (PTRECLS), which are then associated with the employee's job assignment.

Encumbrance Recasting Prerequisites

Two processes are affected by the Recast enhancement:

- Encumbrance Maintenance Process (NBPENCM)
- Expenditures Finance Extract (PHPFEXP)

Both processes execute the recast methodology when the following two conditions are satisfied:

- The **Encumbrance Recasting Indicator** located on the Position Control Installation Rules page (NTRINST) is enabled, and
- An employee's encumbrance method, as established on PTRECLS and associated with their job assignment, is system-calculated.

Enable Encumbrance Recasting Indicator

About this task

To recast encumbrances:

Procedure

1. Enable the **Encumbrance Recasting Indicator** on the Position Control Installation Rules (NTRINST).

   This indicator sets up the recast logic system-wide and controls processing in NBPENCM and PHPFEXP processes for all jobs that are affiliated with the `System-Calculated` encumbrance method.

   NOTE: Encumbrance recasting applies to only the `System-Calculated` encumbrance method.

2. Verify that the **Recalculate All Salary or Fringe Encumbrances** indicator on the HR/Finance Set up Rules page (NTRFINI) is unchecked. Otherwise, the NBPENCM process will terminate with the following message:

   ERROR Recast Date not allowed; NTRFINI Recalc All Ind is set.

   Therefore, uncheck the indicator for the appropriate Chart and fiscal year and rerun the NBPENCM process.

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Run the Encumbrance Maintenance Process

About this task

To run the Recast process, specify the following parameters in the NBPENCM process. These items only affect encumbrance recast calculations and are not referenced in any other encumbrance process:

Report Parameter	What to Enter?
Recast Chart of Accounts	The COA that is to be computed for Encumbrance Recast purposes. The process can perform calculations for only one COA during a single run. So, if the site were processing multiple charts, the process has to be run multiple times.
Recast Date	A day within the active fiscal year for which encumbrances will be computed and compared to the current job encumbrance. This date can be a pay period end, a specific day within a month, a future date or past date. The difference between the current job encumbrance and the recast calculation will be posted to the employee's Job Labor Distribution History record for the affected FOAPAL.
Process All Pay IDS?	Determine if all Pay Ids should be calculated or only one. Selecting `No` will require entry in the Recast Pay ID parameter to identify the specific Pay ID to process.
Recast Pay ID	Enter the specific Pay ID if you entered `No` for the **Process All Pay IDs** parameter.
Liquidate entire fiscal year?	Recasting will calculate encumbrances as of the Recast Date entered, inclusively. Therefore, if the Recast Date is the fiscal year end date and you don't wish to have one day calculated, enter Yes to liquidate the entire fiscal year.

Encumbrance Maintenance Processing Notes

When the NBPENCM process is executed:

1. The **Encumbrance Recasting Indicator** on NTRINST is used to determine if employees associated with the System Calculated Encumbrance Method will be processed through the recast logic.

   If the indicator is enabled, the process will require a **Recast Chart of Accounts** and **Recast Date** parameters to process recast calculatingly for selected employees.

   If these parameters are missing and you continue to process encumbrances, the process will end and issue an error message.

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2. The process then determines the value of each job assignment that qualifies by using the Recast Date as the starting point in the calculation and the Fiscal Year End Date as the end point.

   The Fiscal Year End Date is determined from the Recast Chart of Accounts parameter, and the process locates the Active Fiscal Year on the Fiscal Year table, NBAFISC.

3. After the dates have been established, the process calculates encumbrances based upon the payrolls and workdays and where the Recast Date falls in the Fiscal Year.

4. Run the NBPENCM process every pay period, once a month, or daily, based upon the financial posting needs of the site.

   NOTE: The Multiple Years Encumbering logic may affect the use of the Fiscal Year End Date in the calculation. See Multiple Years Encumbering section below or the Multiple Year Encumbering Handbook for more detailed information. Examples included here use Fiscal Year End Date only.

5. The calculations will determine the point-in-time encumbrance and compare the number with the current encumbrance amount, as stored on the Job Labor Distribution History record. The difference is then computed and inserted as adjustments to these records.

   NOTE: There may be one or more of these records for the job based upon the job labor Distributions.

   If the Fringe Chargeback method is used, fringe encumbrances will also be computed and posted as part of this process, along with salary encumbrances.

Example

The fiscal year of the site is 7/1/2007 to 6/30/2008. An employee is appointed to a position as of 7/1/2007, paid on a monthly calendar, and the annual salary is $60,000, to one FOAPAL, and the Assign Salary is $5,000.

When the assignment is posted, the Job Labor Distribution History record will hold $60,000 as an encumbrance value and this amount is also inserted in the **To Post** field so that it can be moved to finance through the processes of NHPFIN1 and NHPFIN2.

One month later, the user wishes to post encumbrance adjustments.

NBPENCM is processed with the appropriate COA and a Recast Date of 8/01/2007. The calculation determines that, as of the Recast Date, the value of the job encumbrance is $55,000 (Assign Salary x Number of Pays left = $5,000 x 1).

Therefore, compared to the current encumbrance, -$5,000 needs to be inserted in the **To Post** field on the Job Labor Distribution History record. When NHPFIN1 and NHPFIN2 are processed, the system will generate an encumbrance adjustment of -$5,000 to the appropriate FOAPAL.

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Impact on the Payroll Process

About this task

The Recast methodology no longer uses the Payroll Expenditure Feed Process (PHPFEXP) to generate encumbrance liquidations for the actual amount expended, since planned encumbrance adjustments are posted by NHPFIN1 and NHPFIN2 processes.

Therefore, PHPFEXP has been modified to determine whether recasting has been enabled and use overrides when System Calculated employees are to be posted. To set these up:

Procedure

1. Access the HR/Finance Set Up Rules page (NTRFINI).
2. Select the Encumbrance Overrides option from the Tools button.

   The Encumbrance Overrides window is displayed.
3. Enter the following values for two Finance Rule Class codes that will be used for recast employees:
   a) (Required) Enter `HGNL` for **Salary Expense-No Liquidate**. This value ensures no encumbrance liquidation will be posted, along with the gross payroll expense.

      This field establishes the override that will be used to direct the Salary Expense posting.
   b) (Required) Enter `HFNL` for **Fringe Charge Expense-No Liquidate**. This value must be entered to avoid the liquidation of Fringe Chargeback encumbrances generated through the course of the payroll posting.

      This field establishes the override for Fringe Chargeback Expense posting.

Results

Sites that use the actual, or direct charge benefit method, where the **Fringe Calculation Method** on NTRFINI is `None`, will not utilize this Rule Class control, since benefit encumbrances are never generated under this charging method.

All other employee jobs where the encumbrance methods are `Value Input`, `Hours Input`, or `Annual Salary`, continue to post in the traditional fashion. Encumbrance liquidations will occur on the actual payroll expense, using the Salary Encumbrance Adjustment and Fringe Encumbrance Adjustment Rule Classes established under the finance Rule Class Code section on NTRFINI. These methods will not access the Encumbrance Override Rule Classes.

If recasting is not enabled on NTRINST, the Encumbrance Overrides will not be accessed by PHPFEXP process.

Encumbrance Recasting for Multiple Payrolls

To facilitate encumbrance processing against multiple payrolls under the Recasting method, the Encumbrance Maintenance Process (NBPENCM) provides the ability to process a single Pay ID, or a user-defined set of Pay IDs. It also ensures that computations will occur only for employee jobs associated for a given payroll so that the process date remains synchronous with the payroll period.

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Set Up Rules

About this task

To use encumbrance recasting for multiple payrolls, set up the following rules:

Procedure

1. The Encumbrance Recasting Indicator on the Position Control Installation Rules page (NTRINST) must be enabled,
2. The Encumbrance Overrides window on the HR/Finance Set Up Rules page (NTRFINI) must be entered for Salary Expense and Fringe Charge Expense.

   For more details, refer to page *Impact on the Payroll Process* on page 390 of this chapter.
3. Set the employee's Salary Encumbrance Method, as established on the Employee Class Rules page (PTRECLS), to `System Calculated`.

Run Processes to Recast Encumbrances

About this task

To calculate and pass the recast encumbrance reductions to Finance:

Procedure

1. Run the Encumbrance Maintenance Process (NBPENCM) to calculate and insert the adjustments needed for encumbrance amounts.

   Specify the Recasting parameters in the Encumbrance Maintenance Process (NBPENCM). For more details about this process, refer to the *Banner Human Resources Reports Handbook*.
2. Run the Finance Extract Process (NHPFIN1) to extract the encumbrance adjustment amounts.
3. Run the Finance Interface Report (NHPFIN2) to interface the encumbrance adjustment amounts with Banner Finance.

   NOTE: If the Fringe Chargeback method is used, fringe encumbrances will also be computed as a part of this process, along with salary encumbrances.

Recasting for Multiple Years Encumbering

Prior to the 8.0 release in April 2008, encumbrances could only be generated for amounts within the Active fiscal year. This has been enhanced to accommodate multiple years encumbering for grant related funds used on an employee's job.

Multiple years encumbering can only be used with the Encumbrance Recasting method. Salient features of this process include the following:

- This process requires the Finance/Grant and Human Resources/Position Control products.

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- Banner Finance is used to identify which Fund or Grant records are set up for multiple year encumbering, and the timeframe to use for encumbrance calculations, i.e. before the fiscal year ends, or sometime in the future beyond the Active fiscal year. This information can be viewed on the Employee Jobs page (NBAJOBS) in the Encumbrance Information section of the Job Labor Distribution section for a specific FOAPAL record. The current and future encumbrance amounts, if applicable, may also be viewed on the Base Job section of NBAJOBS.
- An Encumbrance Override End Date may be entered on the NBAJOBS page to restrict the end of the encumbrance calculation period to an earlier date for a grant related fund.

  For example the Budget End Date is 30-SEP-2008, but you want the encumbrance calculation to stop at the end of the fiscal year, then enter 30-JUN-2008 as the Encumbrance Override End Date.
- When using multiple years encumbering features, the Encumbrance Maintenance Process (NBPENCM) determines the value of each job assignment labor distribution that qualifies by using the following dates:

  The Begin date will be based on the greater of the following dates:

  - First day of the fiscal year,
  - Job Begin Date (`NBRBJOB_BEGIN_DATE`),
  - Job Contract Begin Date (`NBRBJOB_CONTRACT_BEGIN_DATE`), or
  - Recast Date

  The End date will be based on the earliest of the following dates:

  - Job End Date (`NBRBJOB_END_DATE`),
  - Job Contract End Date (`NBRBJOB_CONTRACT_END_DATE`),
  - Grant Budget Period End Date (`FRVFUND_BUDG_PRD_END_DATE`) or Grant Project End Date (`FRBGRNT_PROJECT_END_DATE`) if Budget Period End Date does not exist, Fund Termination Date (`FTVFUND_TERM_DATE`),
  - Encumbrance Override End Date, or
  - Fiscal Year end date if the FRMFUND Budget Period End Date and Project End Date are NULL and the Job End Date, Contract End Date or Fund Termination Date do not exist or are beyond the end of the Active fiscal year.
- Encumbrance calculation amounts may be viewed on the Salary Transaction Detail section of the Labor Distribution Change History page (NBIJLHS).

  The Calculation End Date and End Date Reason are displayed here to help reconcile amounts and time periods.

For more details on this functionality, refer to the *Multiple Year Encumbering Handbook*.

NOTE: If the Fringe Chargeback method is used, multiple year fringe encumbrances will also be computed as a part of this process, along with salary encumbrances.

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Fringe Benefit Accounting Under the Charge Back Method

Fringe budgeting and expensing under the Actual Method refers to fringe budgeting capabilities based on current position budget, actual benefit enrollment, or annual salary by individual Benefit/ Deduction Codes and Plan Codes.

Departments are charged based on the actual fringe expense, that is, based on the "actual" benefit enrollment of employees within the department. Consequently, fringe benefits cannot be encumbered under this method.

In contrast, the charge back method for budgeting, encumbering, and expensing of fringe benefits refers to budgeting, encumbering (optional) and expensing of fringe benefits based on external funding source fringe rates (a percentage) and/or based on an installation (or internal) fringe rate (a percentage) by Employee Class.

Under the charge back method, fringe budgets, encumbrances (optional), and expenses are determined by multiplying the Fringe Rate defined on the Fringe Charge Back Rules page (NTRFBLD) by the labor distribution values.

NOTE: Banner Finance must be installed for sites to take advantage of the fringe charge back functionality. Users should be aware that fringe benefits must be budgeted and expended under one method or the other. The system will not allow fringe budgets to be calculated and posted under the actual method and fringe expenses to be calculated under the charge back method.

The following sections provide a comparison between the two methods of fringe accounting, and a brief description of the effect of the Budget Maintenance Process (NBPBUDM) and the Encumbrance Maintenance Process (NBPENCM) on the charge back method.

Fringe Budgeting Under the Charge Back Method

The Budget Maintenance Process (NBPBUDM) reads the **Fringe Method** Indicator on the HR/ Finance Set up Rules page (NTRFINI).

If the indicator is set to `None`, fringe benefits are not calculated by this process. Fringe budgets are calculated under the actual method by the Budget Roll Process (NBPBROL) using the rules defined on the Fringe Budgeting Rules page (NTRFRNG).

If the indicator is set to `All` or `Exception`, fringe benefits are calculated under the charge back method based on the NTRFINI Matching FOAPAL Indicators, the NTRFINI Fringe Override Indicator, the salary budgets (as they exist on the Position Budget Labor Distribution records on NBAPBUD), and Fringe rates (defined on the Fringe Charge Back Rules page (NTRFBLD)).

A flow chart of how and when these indicators are used in the budgeting of fringe benefits under the charge back method is provided in the following pages.

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WARNING! Fringe encumbering requires that your Chart of Accounts is designed so that employee classes are differentiated by a FOAPAL (Fund, Organization, Account, Program, Activity, Location) component. For example, a different Account Code designates charges for each employee class. If all FOAPAL components are the same for different employee classes within a department, then you must use the same FOAPAL override components on the Fringe Charge Back Rules page (NTRFBLD) for all employee classes.

NOTE: Salary and fringe encumbrance numbers are based on the Job Labor Distribution records on the Employee Jobs page (NBAJOBS). A unique encumbrance number is assigned to each unique FOAPAL by fiscal year for both salary and fringe encumbrances. This provides traceability for any encumbrance transaction when overrides exist.

Since the fringe charge back method allows an institution to budget a base rate by employee class and an external rate for restricted funding, the system will determine a residual value. This value is determined by computing the difference between the base employee class rate and FOAPAL-matched external rate. If a fringe residual value exists, because the external rate is less than the installation rate, the Fringe Residual FOAPAL component(s) on the Position Budget page (NBAPBUD) will be used as overrides to the Position Labor Distribution for posting the residual budget amount to Banner Finance. If the Position Budget does not have Fringe Residual FOAPALs defined, the Position Labor Distribution will be used.

Refer to the tables explaining the various relationships between the NTRFINI fields and how they affect budgeting, encumbering, and expensing of fringe benefits under the charge back method as well as how the calculated amounts are interfaced to Banner in Chapter 12, "Interfaces", of the *Banner Human Resources User Guide*.

The calculation process for fringe encumbering under the charge back method when multiple external funding sources exist is described on page *Examples of Fringe Benefit Accounting* on page 408. Under no circumstance will the budgeted amount to the installation be a negative number.

The parameter option when running the Budget Maintenance Process (NBPBUDM) for fringe budgeting enables you to specify if fringe budget calculations should be performed for positions in Approved status or Working status.

If you specify Approved status, NBPBUDM calculates/recalculates fringe benefits based on rates defined on NTRFBLD. The process is sensitive to Effective Dates (excluding End Dates) on this rules page. Only rates which fall within the Active Fiscal Year (as defined on NBAFISC) are considered in the calculation.

If you specify Working status, you will be prompted to enter the COAS code, fiscal year, Budget ID, and Phase of the Position Budget record for which fringe budgets are to be calculated/recalculated. (The Position Budget record for the COAS, Fiscal Year, Budget ID, and Phase being updated must have been created through the Budget Roll Process (NBPBROL), or manually entered prior to executing the NBPBUDM process with this parameter option.) NBPBUDM uses NTRFBLD rates defined with Effective Dates that are within the fiscal year you specify in the Fiscal Year parameter. This enables you to use the same Rules page for current year fringe budget calculations (for approved budgets) that are used for future year fringe budget calculations (for working budgets).

Regardless of the parameter option used in the budgeting of fringe benefits, the NBPBUDM process calculates fringe budget amounts by FOAPAL and inserts the calculated values (with NTRFBLD Labor Distribution Overrides) into the database table (`NBRFCLD`). These fringe budget calculations by FOAPAL are not visible to you on any page, but are used during the interfacing of budgets to the Banner Finance system.

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This process updates the Fringe Budgeted field on the Salary/Fringe Charge Back Totals on the Fringe Benefit section of the Position Budget page (NBAPBUD). In addition, the Budget Maintenance Process (NBPBUDM) inserts a new record into the new Fringe Charge Back Budget History Query page (NBIBHSC) for position budgets which are in an Approved status.

Fringe Encumbering Under the Charge Back Method

Under the Charge Back Method, the Encumbrance Maintenance Process (NBPENCM) reads the Fringe Encumbrance indicator on the HR/Finance Set up Rules page (NTRFINI).

If the indicator is set to `No`, fringe encumbrances are not calculated.

If the indicator is set to `Yes`, fringe encumbrances are calculated under the Charge Back method based on the

- NTRFINI Matching FOAPAL indicators
- NTRFINI Fringe Override Indicator
- Salary encumbrance values as they exist on the Job Labor Distribution records on the Employee Jobs page (NBAJOBS)
- Fringe Rates as defined on the Fringe Charge Back Rules page (NTRFBLD)

A flow chart of how and when these indicators are used in the encumbering of fringe benefits is provided below.

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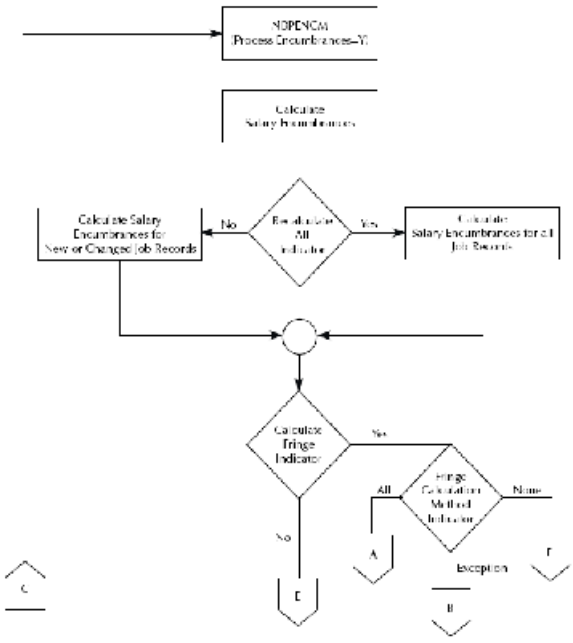


Chart A: Flow Diagram on how NTRFINI Indicators are used in the Salary/Fringe Encumbrance Process

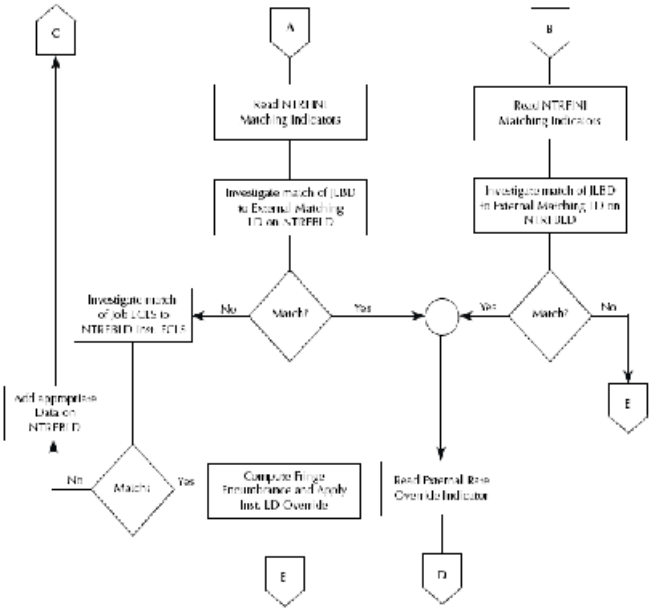
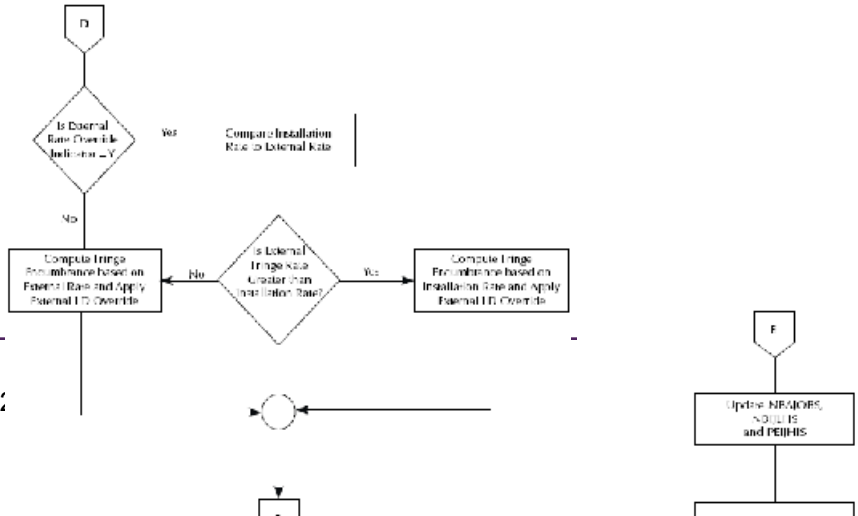


Chart B: Flow Diagram on how NTRFINI Indicators are used in the Salary/Fringe Encumbrance Process



Tables explaining the various relationships between the NTRFINI fields and how they affect the budgeting, encumbering and expensing of fringe benefits under the charge back method as well as how the calculated amounts are interfaced to Banner Finance are provided in the *Interfaces* on page 443 chapter.

The calculation process for fringe encumbering under the charge back method when multiple external funding sources exist is described on page *Examples of Fringe Benefit Accounting* on page 408. Under no circumstance will the encumbered amount to the installation be a negative amount.

The NBPENCM process calculates fringe encumbrance amounts including fringe residuals by FOAPAL and inserts the calculated values (with NTRFBLD Labor distribution overrides and NBAPBUD fringe residual labor distribution overrides) into the NBRJLBD table. These fringe encumbrance calculations by FOAPAL can be viewed on the Job Labor Distribution Change History page (NBIJLHS). The total fringe encumbrance value can be viewed on the Job Base Record section of NBAJOBS as well as on the Jobs History page (PEIJHIS).

The **Fringe Encumbrance Amount** on the Salary/Fringe Charge Back Totals section of the Position Budget page (NBAPBUD) is populated by the Finance Interface Extract Process (NHPFIN1).

Fringe Expensing Under the Charge Back Method

Employee Fringe Expense under this method is computed at the conclusion of payroll processing, during the payroll expense feed using PHPFEXP. The percent-based calculations are performed similarly to the budget and encumbrance calculations. Based upon the Earn Codes and Labor Distributions in the Payroll History tables, the process will:

- Determine which Earn Codes and amounts are eligible, based upon the PTREARN setting;
- Derive the employee rate based upon Employee Class within the job and the rate that is active on the Fringe Charge Back Rules, NTRFBLD;
- Determine whether an External Rate using FOAPAL Matching will be applied to the calculation, based upon the set-up rules on NTRFINI and NTRFBLD;
- Calculate a percent-based rate for each Job Labor Distribution that is present in the payroll.

Typically, the expense will be charged to the employee's job-based cost center using the FOAPAL Override components that were identified on NTRFBLD. In addition, if Matching has been selected, the override rate and FOAPAL will be derived from the same table.

At the conclusion of the payroll financial feed (PHPFEXP and NHPFIN2), the charges and fringe expense can be viewed on the Labor Distribution Data Inquiry page (NHIDIST).

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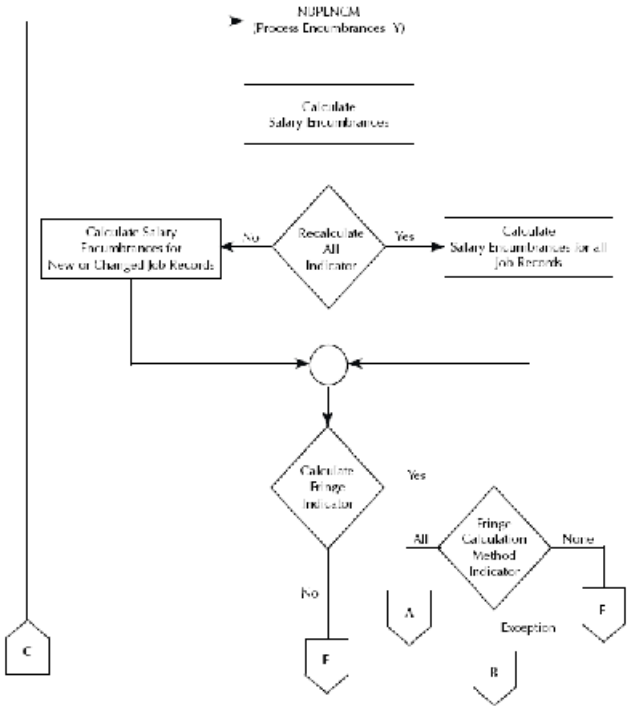

Chart A: Flow Diagram on how NTRFIN Indicators are used in the Salary/Fringe Encumbrance Process

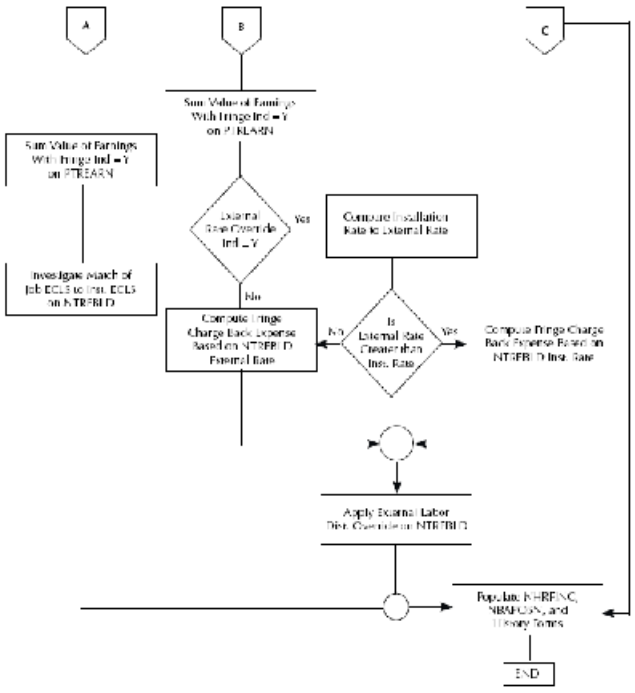

Chart B: Flow Diagram on how NTRFIN Indicators are used in the Salary/Fringe Expense Process

Comparison Chart—Actual Method Versus Charge Back Method

Function	Actual Method (Banner Finance Not required)	Charge Back Method (Banner Finance Required)
Fringe Budgets	• Based on Individual Deduction Code • Calculated by Batch Process Only When Position Budgets are Rolled From FY to FY • Requires Manual Maintenance	• Based on Position Salary Budgets and Fringe Rate • Fringe Rate Defined by Funding Source and/or Employee Class • Maintenance performed by Batch Process NBPBUDM
Fringe Encumbrances	Not calculated	• Optional feature. • Based on Salary Encumbrances and Fringe Rate • Fringe Rate Defined by Funding Source and/or Employee Class • Maintenance Performed by the Batch Process, NBPENCM • Requires Pooled Budgeting
Fringe Expenses	Fringe Benefit Costs Passed On To Employing Department Based on Actual Costs for Their Employee Population	• Fringe Benefit Costs Charged Back (Reallocated) to Employing Departments Based on Eligible Earnings and Fringe Rate • Fringe Rate Defined by Funding Source and/or Employee Class

Fringe Benefit Accounting Procedures

The following sections outline procedures that apply to fringe benefit accounting under the charge back method in the following order:

1. Create New NTRFINI Records
2. Fringe Residual Enhancements to NBAPBUD
3. General Fringe Benefit Accounting

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This procedure applies to only those sites that have selected the charge back method for fringe benefit calculations.

Create New Fiscal Year Records

About this task

To create a new fiscal year record:

Procedure

1. Access the NTRFINI rules page.

   The current fiscal year record is displayed.
2. Select `Copy Prior Year` from the Tools button.

   If Banner Finance is installed, the following message is displayed:

   Enter the value of the old year and chart when prompted for a filter and press Filter.

   If Banner Finance is not installed, the following message is displayed,

   Enter the value of the old year when prompted for a filter.
3. Select **OK** and acknowledge the message.

   The Enter Query message is displayed.
4. Enter the **Fiscal Year** and **COA** code of the record you wish to copy forward.

   If Banner Finance does not exist, enter only the **Fiscal Year**.
5. Select the Filter function.

   A message is displayed indicating that the record is being copied forward to a new year.
6. Acknowledge the message.

   NOTE: For sites that do not have Banner Finance installed, but have populated the rule class fields on NTRFINI with their own values, NTRFINI no longer displays values although the values continue to be stored in the NTRFINI table. When using the Copy Prior Year functionality, the Rule Class field values from the record being copied will not be inserted to the new record. Rather, the category codes will be inserted on executing the save function in NTRFINI.

Set Up Fringe Residual Labor Distribution Override Fields

About this task

If your site has external funding sources whose fringe rate may be less than the installation fringe rate, perform the following steps:

Procedure

1. Access the Position Budget page (NBAPBUD).
   a) Enter Key Block information for the currently active fiscal year and a position.

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b) Scroll down until the cursor is positioned in the Fringe Benefit section.

c) Navigate to the Fringe Residual Distribution FOAPAL.

Enter the FOAPAL components to be used as overrides to the External Funding FOAPAL when there is a deficit between the amount the installation would be responsible for if the external funding did not exist and the amount the external source will fund.

Example

To have the fringe residual amounts posted to the Organization, Program, and Activity that exists on the Position Labor Distribution (fringe budgets), Job Labor Distribution (fringe encumbrances), and the Earnings Code Labor Distribution (fringe charge back expenses), and have the residual charged to a different fund (e.g., unrestricted) and account (e.g., fringe benefits), enter the unrestricted fund and the fund benefit account in the Fund and Account fields (respectively) of the Fringe Residual Distribution.

1. Save the new record to the database

2. Run the Budget Maintenance Process (NBPBUDM) and the Encumbrance Maintenance Process (NBPENCM) so that adjustments to fringe benefits (under the charge back method) and salary/fringe encumbrances (if the Job Labor Distribution was also changed) are recalculated considering the new residual information.

   See the Budgeting, Encumbering, and Expensing of Fringe Benefits under the Charge Back Method for instructions on how to submit these processes.

3. Feed budgets and encumbrances to Banner Finance using NHPFIN1 and NHPFIN2.

   For more information, refer to the topic, "Payroll Process Flow" in Chapter 6, "Payroll Process" of the *Banner Human Resources User Guide*.

Step 3—General Fringe Benefit Accounting Procedures

The following topics describe budgeting, encumbering, and expensing fringe benefits under the Charge Back Method:

- With No External Funding Sources
- With External Funding Sources

Charge Back Method—No External Funding Sources

About this task

Perform the following steps to budget, encumber (optional), and expense fringe benefits under the charge back method when external funding sources do not exist.

Procedure

1. Refer to the "NTRFINI Value Combination Charts" in Chapter 12, "Interfaces", of the *Banner Human Resources User Guide*.

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2. Review the functions performed by the Budget Maintenance Process (NBPBUDM), the Encumbrance Maintenance Process (NBPENCM), and the Expenditures Finance Extract Process (PHPFEXP), and select the chart which most accurately reflects your site's practices.

   The selected chart must have a value of `No` in the **Fringe Rate Override** column since you will not be comparing "external" fringe rates to the "installation" rate.

3. Access the HR/Finance Set up Rules page (NTRFINI) in Banner.

   The current fiscal year record is displayed.

   a) To establish fringe charge back rules for the new fiscal year, create a new record to access the new fiscal year record.

      If one does not exist, create a new record using the steps outlined in the topic,

      Create New Fiscal Year Records on page 400.

   b) In the Rule Class fields, enter the rule classes appropriate for the **Fringe Calculation Method Indicator** and **Fringe Encumbrance Indicator** you have selected.

   c) Access the Fringe Rules window on NTRFINI and enter values in the following fields:

Field	Value
Fringe FOAPAL Components	Set all fields to No (unchecked).
Calculate or Process Fringe Encumbrances	Set value to Yes (checked).
Fringe Calculation Method	Set value equal to the Fringe Encumbrance value reflected on the chart you have selected.
Override External Rate with Installation Rate	Set value to No (unchecked).
Recalculate All Salary or Fringe Encumbrances	If new set up, or changes have been made, set value to `Yes`, (checked). For encumbrance recasting, set the value to `No` (unchecked).

   d) Access the Distribution Information window of NTRFINI.

   e) Enter the Fringe Clearing account information.

   f) Save the records.

4. Access the Fringe Charge Back Rules page (NTRFBLD).

   a) Enter a **Query Date** which is equal to the Effective Date of the first NTRFBLD records you wish to build.

      For example, to build rules to begin with the first day of the fiscal year, enter the fiscal year begin date for the **Query Date**.

   b) Access the Fringe Charge Back Installation section.

   c) Enter the **COA**, **Employee Class**, **Fringe Rate (%)** and **Labor Distribution Override** to be used when posting fringe budgets, encumbrances, and expenses to Banner Finance. If the

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fringe rate you enter will end (not change) during the fiscal year, enter the **End Date** for the appropriate employee class.

d) If you know of future changes to these fringe rates, select the `Create Set for Labor Distributions` option.

The Create New Date Records window is displayed.

- Enter a new Effective Date and save.

  The newly created set of records is displayed.
- Make desired changes to the copied records. Delete or change records as necessary.
- Save the records.

5. If you have not already rolled Position budgets for the year you wish to compute fringe budgets for, perform the budget maintenance steps outlined under the topic "Budget Modeling" in Chapter 12, "Interfaces" of the *Banner Human Resources User Guide*.
6. Run the Budget Maintenance Process (NBPBUDM) and verify the report.
7. Review the pages which must be updated by this process based on the parameters you selected. Validate the updates or insertions performed.
8. Feed the newly calculated fringe budgets to Banner Finance, using NHPFIN1 and NHPFIN2 processes.
9. Validate that the Position Budget page (NBAPBUD) and budget history pages were correctly updated.
10. Verify that the fringe budgets, salary encumbrances and fringe encumbrances are properly posted to Banner Finance.
11. If you wish to calculate salary and fringe encumbrances, please be aware that the encumbrance calculations are only performed for the current active fiscal year, unless you are utilizing multiple-year encumbering. If you are implementing this procedure with the beginning of the fiscal year, ensure that you have:
    - approved position budgets
    - processed salary increases (if salary increases were given effective with the first of the fiscal year or after)
    - rolled contract dates (if applicable)
    - rolled encumbrance hours (if applicable)

    Proper steps for performing each of these steps are given in the charts in Chapter 12, "Interfaces", of the *Banner Human Resources User Guide*.
12. Run the Encumbrance Maintenance Process (NBPENCM) in report mode to verify. Then run the report in the Process mode.
13. Feed the newly calculated fringe encumbrances to Banner Finance, using NHPFIN1 and NHPFIN2 processes.
14. Before running a payroll under the new rules established, access the PTREARN Rules page. Check the **Applicable to Fringe Expense** indicator for every earn code you would like to use in the calculation of fringe expenses.
15. Process a payroll and feed the transactions to Banner Finance. Validate the results using the provided reports.

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Refer to the "Budget Maintenance Checklist" in Chapter 12, "Interfaces", of the *Banner Human Resources User Guide*. to determine the appropriate processes to run when feeding payroll transactions to Banner Finance.

16. Verify the payroll feed.
17. Access NTRFINI to ensure that the **Recalculate All Salary or Fringe Encumbrances** indicator was set back to `No` by the Encumbrance Maintenance Process (NBPENCM).

Charge Back Method—With External Funding Sources

About this task

Perform the following steps to budget, encumber (optional), and expense fringe benefits under the charge back method when external funding sources exist.

Procedure

1. Refer to the "NTRFINI Value Combination Charts" in Chapter 12, "Interfaces", of the *Banner Human Resources User Guide*.

   Review the functions performed by the Budget Maintenance Process (NBPBUDM), the Encumbrance Maintenance Process (NBPENCM), and the Finance Expenditure Extract Process (PHPFEXP).

   Select the chart which most accurately reflects your site's practices.
2. Access the HR/Finance Set Up Rules page (NTRFINI) in Banner.

   The current fiscal year record will be displayed.

   a) If you wish to establish fringe charge back rules for the new fiscal year, create a new fiscal year record.

      If one does not exist, create a new record using the steps outlined in the topic,

      Create New Fiscal Year Records on page 400.

   b) In the Rule Class fields, enter the rules appropriate for the Fringe Calculation Method Indicator and Fringe Encumbrance Indicator you have selected.

   c) Access the Fringe Rules window of NTRFINI and enter values in the following fields:

Field	Value
Fringe FOAPAL Components	Set all fields to reflect the level of matching you wish the system to use in determining the appropriate External Fringe Rate and Labor Distribution Override.
Calculate or Process Fringe Encumbrance	Set value equal to Yes (checked).
Fringe Calculation Method	Set value equal to the Fringe Encumbrance value reflected on the chart you have selected.

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Field	Value
Override External Rate with Installation Rater	Set value equal to the Fringe Rate Override reflected on the Chart you have selected.
Recalculate all salary or fringe encumbrances	If new set up or changes have been made, set value equal to Yes (checked). For encumbrance recasting, set the value to `No` (unchecked).

d) Access the Distribution Information window of NTRFINI.

e) Enter the Fringe Clearing account information.

f) Save the records.

3. Access the Fringe Charge Back Rules page (NTRFBLD).

   a) Enter a **Query Date** which is equal to the Effective Date of the first NTRFBLD records you wish to build.

      For example, to build rules to begin with the first day of the fiscal year, enter the fiscal year begin date as the **Query Date**.

4. Scroll down to access the Installation Fringe Charge Back Installation Rules window in NTRFBLD.

   a) Enter the **COA**, **Employee Class**, **Fringe Rate (%)** and the **Labor Distribution Override** to be used when posting fringe budgets, encumbrances, and expenses to Banner Finance. If the fringe rate you enter will end (not change) during the fiscal year, enter the **End Date** for the appropriate employee class.

   b) If you know of future changes to these fringe rates, select the Create Set for Labor Distributions option.

      The Create New Date Records window is displayed.

      - Enter a new **Effective Date** and save.

        The newly created set of records is displayed.
      - Make desired changes to the copied records. Delete or change records as necessary.
      - Save the records.

5. Select the `External Rules` section or window from the Tools button.

   The External Funding Source Fringe Rate Definition window is displayed.

   a) Enter the COA and matching FOAPAL values reflecting the funding source.

      These values will be used by NBPBUDM, NBPENCM, and PHPFEXP in determining the appropriate Fringe Rate rules when calculating fringe amounts.

   b) Enter the Fringe Rate (%) associated with that funding source.

      Repeat this step for all desired external funding sources.

   c) Enter future changes, if known, using steps *4.b* on page 405 and *5* on page 405 above.

   d) From the first External Funding Source row, select the `Labor Distribution Overrides` section or window from the Tools button.

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e) Enter External Labor Distribution Overrides to be used for the selected record.

f) Scroll up or go to the External Funding section and press **Enter**.

The cursor is now positioned in the second row of the External Funding Source Fringe Rate Definition window.

g) Scroll down.

The cursor is positioned in the External Fringe Labor Distribution Override section for the selected External Funding Fringe Rate record.

h) Repeat steps *5.f* on page 406 and *5.g* on page 406 until all records in the External Funding Source Fringe Rate Definition window are associated with an External Fringe Labor Distribution Override.

6. Access the Position Budget page (NBAPBUD) and select the Fringe Benefits section.

a) Navigate to the Residual FOAPAL.

b) Enter the FOAPAL components to be used as overrides to the External Funding FOAPAL when there is a deficit between the amount the installation would be responsible for if the external funding did not exist and the amount the external source will fund.

For example, to have the fringe residual amounts posted to the same Organization, Program and Activity that exists on the Position Labor Distribution (Fringe budgets), Job Labor Distribution (fringe encumbrances), and Earnings Code Labor Distribution (fringe charge back expenses), and have the residual charged to a different fund (such as unrestricted) and account (such as fringe benefits), enter the fund and the fringe benefit account in the **Fund** and **Account** fields respectively of the Residual FOAPAL.

WARNING! Failure to enter one or more overriding FOAPAL components in the Fringe Residual FOAPAL will cause the residual fringe amounts to be posted to the labor distribution which appears on the Position Labor Distribution section of NBAPBUD (for fringe budgets), the Job Labor Distribution section of NBAJOBS (for fringe encumbrances), and the Time Entry Distribution section of PHAHOUR (for the charge back portion of fringe expenses).

7. If you have not already rolled Position budgets for the year you wish to compute fringe benefits for, perform budget maintenance as outlined in the topic "Budget Modeling" in Chapter 12, "Interfaces", of the *Banner Human Resources User Guide*.

Fringe Residual Distribution values which exist in the currently Approved Position Total record will be copied to the Working Position Total record during the Budget Roll Process (NBPBROL).

8. Run the Budget Maintenance Process (NBPBUDM) using the Budget parameter and verify the report.

You may choose to process the salary and fringe encumbrances at this time by running the Encumbrance Maintenance Process (NBPENCM).

9. Review the pages that should have been updated by this process, depending on the parameters you have selected.

Validate the updates or insertions performed.

10. Feed the newly calculated fringe budgets to Banner Finance using the NHPFIN1 and NHPFIN2 processes.

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11. Ensure that the Position Budget page (NBAPBUD), the Position Budget History Inquiry page (NBIBHSP), and the Fringe Charge Back Budget History Inquiry page (NBIBHSC) are properly updated.

    If you chose to calculate and interface the fringe encumbrance values, the fringe charge back values must be populated on these budget history pages as well as on the Labor Distribution Change History page (NBIJLHS) and the Employee Job History page (PEIJHIS).

12. Ensure that fringe budgets, salary encumbrances, and fringe encumbrances are properly posted to Banner Finance.

13. If you have not yet run the Encumbrance Maintenance Process (NBPENCM) to calculate salary and fringe encumbrances, please be aware that the encumbrance calculations are only performed for the current active fiscal year unless you are using multiple-year encumbering. If you are implementing this procedure with the beginning of the fiscal year, ensure that you:

    - approve position budgets
    - process salary increases (if salary increases were given effective with the first of the fiscal year or after)
    - roll contract dates (if applicable)
    - roll encumbrance hours (if applicable).

14. Using future change functionality, if you change the employee class on the Employee Jobs page (NBAJOBS) after calculating the fringe encumbrance values, you must create a new Job Labor Distribution record with the same effective date used on the Job Detail section so that encumbrance values with valid time frames at defined rates are captured and used in posting new and reversing entries. The Employee Jobs page (NBAJOBS) displays an appropriate warning message and reminds you to create the new Job Labor Distribution record.

    To simultaneously change the Job Labor Distribution on NBAJOBS and change rules on NTRFBLD that affect the calculation and posting of fringe amounts for the affected labor distributions, perform the following steps:

    a) Change the Job Labor Distribution(s) on NBAJOBS.

    b) Run the Encumbrance Maintenance Process (NBPENCM).

    c) Change Fringe Rules.

    d) Run the Encumbrance Maintenance Process (NBPENCM). Verify the report.

15. Before running a payroll under the new rules established, access the PTREARN page. Select the **Applicable to Fringe Expense** indicator for every earn code you would like to use in the calculation of fringe expenses.

16. Process a payroll and feed the transactions to Banner Finance. Validate the results using the provided reports.

    Refer to the topic, "Budget Maintenance Checklist" in Chapter 12, "Interfaces", of the *Banner Human Resources User Guide*. to determine the appropriate processes to run when feeding payroll transactions to Banner Finance.

17. Verify the payroll feed.

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Examples of Fringe Benefit Accounting

Examples of fringe budgeting, encumbering (optional) and expensing of fringe benefits under the Charge Back method are listed below.

The Budget Maintenance Process (NBPBUDM) will calculate fringe benefits based on the following logic when the Fringe Calculation method on NTRFINI is (A)ll or E(xception) and when a FOAPAL match is found between the External Funding Fringe Rate Definition section FOAPAL and the Position Labor Distribution FOAPAL. The Fringe Charge Back Rules page (NTRFBLD) will be the source of the fringe rates used in the calculations. In no case will the budgeted amount to the installation be a negative number.

1. When the position is funded by multiple sources (installation and one or more external sources and the external fringe rate(s) is less than the installation fringe rate):

   The external funding source fringe benefit calculation will be subtracted from the installation's fringe calculation. The rate calculation must be date sensitive as described in detail above to support changes in both external funding source fringe rates and installation fringe rates

Example 1

Source	Labor Percentage	Fringe Rate
Installation	50%	26.5%
External Source 1	25%	22.0%
External Source 2	25%	0.0%

Fringe budgets for external sources will be calculated as follows, based on a salary budget of $10,000. Note that the total fringe benefit budget is $2,650 ($10,000 * 26.5%).

The fringe calculation formula will be:

Salary Budget **x** Labor Percent **x** Fringe Rate

Source	Fringe Budget Value	Fringe Budget Calculation Description
External Source 1	$550.00	$10,000.00 x 25% x 22%
External Source 2	$0.00	Fund does not support fringe benefits
External Totals	$550.00	

Calculations of fringe budgets to the installation will be performed using the following formula:

Total Fringe Budget	$2,650.00
Fringe Budget supported by External Source	$550.00

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Installation Fringe Budget	$2,100.00

1. When the position is funded by multiple sources (installation and one or more external sources) and the external fringe rate(s) is greater than the installation fringe rate and the Fringe Rate Override Indicator on NTRFINI is (N)o:

   The external funding source fringe benefit calculation will be subtracted from the installation's fringe calculation as described above. The rate calculation must be date sensitive (as described in detail above) to support changes in both external funding source fringe rates and installation fringe rates.

Example 2

Source	Labor Percentage	Fringe Rate
Installation	50%	26.5%
External Source 1	25%	28.0%
External Source 2	25%	30.0%

Fringe budget values for external sources will be calculated as follows, based on a salary budget value of $10,000. Note that the total fringe benefit budget is still $2,650 ($10,000 * 26.5%).

The fringe calculation formula will be:

Salary Budget x Labor Percent x Fringe Rate

Source	Fringe Budget Value	Fringe Budget Calculation Description
External Source 1	$700.00	$10,000.00 x 25% x 28%
External Source 2	$750.00	$10,000.00 x 25% x 30%
External Totals	$1450.00	

Calculations of fringe budgets to the installation will be performed using the following formula:

Total Fringe Budget	$2,650.00
Fringe Budget supported by External Source	$1,450.00
Installation Fringe Budget	$1,200.00

1. When the position is funded by multiple sources (installation and one or more external sources) and the external fringe rate(s) is greater than the installation fringe rate and the Fringe Rate Override Indicator on NTRFINI is (N)o and the net result of the calculation is a negative amount for the installation:

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The external funding source fringe benefit calculation will be subtracted from the installation's fringe calculation as described above. The rate calculation must be date sensitive (as described in detail above) to support changes in both external funding source fringe rates and installation fringe rates.

Example 3

Source	Labor Percentage	Fringe Rate
Installation	2%	26.5%
External Source 1	95%	28.0%
External Source 2	3%	30.0%

Fringe benefit budget amounts for external sources will be calculated as follows, based on a salary budget of $10,000. Note that the total fringe benefit budget is still $2,650 ($10,000 * 26.5%). The fringe calculation formula will be:

Salary Budget x Labor Percent x Fringe Rate

Source	Fringe Budget Value	Fringe Budget Calculation Description
External Source 1	$2,600.00	$10,000.00 x 95% x 28%
External Source 2	$90.00	$10,000.00 x 3% x 30%
External Totals	$2,750.00	

Calculations of fringe budgets to the installation will be performed using the following formula:

Total Fringe Budget	$2,650.00
Fringe Budget supported by External Source	$2,750.00
Installation Fringe Budget	$-100.00

Since the sum of the calculation is a negative value, no budget will be applied to the installation.

1. When the position is funded by multiple sources (installation and one or more external sources) and the external fringe rate(s) is greater than the installation fringe rate and the Fringe Rate Override Indicator on NTRFINI is (Y)es:

   The external funding source fringe benefit calculation will be subtracted from the installation's fringe calculation as described above. The rate calculation must be date sensitive (as described in detail above) to support changes in both external funding source fringe rates and installation fringe rates.

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Example 4

Source	Labor Percentage	Fringe Rate
Installation	50%	26.5%
External Source 1	25%	28%
External Source 2	25%	30%

Fringe budgets for external sources will be calculated as follows, based on a salary budget of $10,000. Note that the total fringe benefit budget is still $2,650 ($10,000 * 26.5%).

The fringe calculation formula will be:

Salary Budget x Labor Percent x Fringe Rate

Source	Fringe Budget Value	Fringe Budget Calculation Description
External Source 2	$700.00	$10,000.00 x 25% x 28%
External Source 1	$750.00	$10,000.00 x 25% x 30%
External Totals	$1,450.00	

Calculations of fringe budgets to the installation will be performed using the following formula:

Total Fringe Budget	$2,650.00
Fringe Budget supported by External Source	$1,450.00
Installation Fringe Budget	$1,200.00

1. When the position is totally funded by one or more external sources and the fringe benefit rate(s) exceeds the installation fringe rate, a negative budget will not occur. When the HR/ Finance Set up page (NTRFINI) **Fringe Rate Override Indicator** is (Y)es, the fringe budget amount for the external source will be calculated as follows:

   This example is based on a salary budget of $10,000. Note that the total fringe benefit amount is still $2,650 ($10,000 * 26.5%) because the site has chosen to override the external funding source fringe rate with the installation fringe rate.

   The fringe calculation formula will be:

   Salary Budget x Installation Fringe Rate

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Example 5

Source	Labor Percentage	Fringe Rate
Installation	0%	26.5%
External Source 1	100%	28.0%

The calculation of fringe budget will be:

Salary Budget	Installation Fringe Rate	Fringe Budget Amount
$10,000.00	26.5%	$2,650.00

1. When the position is totally funded by one or more external sources and the fringe benefit rate(s) exceeds the installation fringe rate, a negative budget will not occur. When the HR/ Finance Set Up page (NTRFINI) Fringe Rate Override Indicator is (N)o, the fringe budget amount for the external source will be calculated and encumbered as follows:

   This example is based on a salary budget of $10,000. Note that the total fringe benefit budget amount is now $2,800 ($10,000 * 28.0%) because the site has chosen not to override the external fringe rate with the installation fringe rate.

   The fringe calculation formula will be:

   Salary Budget x External Fringe Rate

Example 6

Source	Labor Percentage	Fringe Rate
Installation	0%	26.5%
External Source 1	100%	28.0%

The calculation of fringe benefit will be:

Salary Budget	External Fringe Rate	Fringe Budget Amount
$10,000.00	28.0%	$2,800.00

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California Management Information System

The California Chancellor's Office has instructed the Community College Districts (CCD) to comply with specific reporting requirements as part of their Management Information System (MIS). The MIS module provides the ability to extract and decode (where necessary) specific employee demographic and job assignment data in a predefined file format. Data for this file is extracted from Banner Human Resources and Banner Student Systems. The system then utilizes this data to produce required reports.

NOTE: Current California-specific fields and functionality are provided *only* in Banner California Community Colleges Baseline Human Resources (CALBHR) as delivered by the California Community Colleges Solution Center (C3SC).

The fields and functionality provided in Baseline Human Resources do not support current California reporting requirements. If your institution does not have CALBHR installed and if you use any of the California-specific fields for anything other than California reporting, you can continue to do so.

CALBHR supports California State Teachers Retirement System (CalSTRS), Chancellor's Office Management Information (COMIS), and California Public Employees Retirement System (CalPERS) reporting requirements. CalPERS reporting as described in this baseline publication has been replaced by CALBHR. These localizations are documented in the CALBHR publications.

Support for CA-MIS

The MIS module is supported by the following pages. For detailed field descriptions, refer to the online help of the relevant Banner product.

Validation pages	
District/Division Code Validation page	GTVDICD
EEO Contract Group Validation page	PTVEEOG
Employee Group Code Validation page	PTVEGRP
Job Activity Code Validation page	PTVJACT
Job Change Type Validation page	PTVJCTY
Citizen Type Code Validation page	STVCITZ
College Code Validation page	STVCOLL

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Validation pages	
Disability Type Code Validation page	STVDISA
Ethnic Code Validation page	STVETHN
Term Code Validation page	STVTERM

Rule pages	
Position Class Rules page	NTRPCLS
Earnings Code Rules page	PTREARN
Employee Class Rules page	PTRECLS
Installation Rules page	PTRINST
Job Location Rules page	PTRJBLN
Job Change Reason Code Rules page	PTRJCRE
Projected Statistics Annual Salary Rules page	PTRPSAS
Statistics Annual Salary Calculation Rules page	PTRSTAN

Application pages	
Employee Demographic Extract page	PDADEMO
Employee Assignment Extract page	PDAASGN
Employee page	PEAEMPL
Employee Statistics Annual Salary Query page	PEISTAN
Identification page	PPAIDEN
Faculty Assignment page	SIAASGN

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Application pages	
Faculty Leave Assignment page	SIALVAS

CA-MIS Procedures

Set Up pages for CA-MIS

About this task

Set up the following pages for CA-MIS reporting:

Procedure

1. (Required) Establish state-assigned district codes on GTVDICD.
2. (Required) In the **Regulatory Information** window of the Employee Class Rule (PTRECLS) page, enter a value for the **EEO Contract Group**.
3. On PTVEGRP, define employee group codes and descriptions.

   The codes created on this page are used to validate entries made to the **Employee Group** field on the Employee Class Rule page (PTRECLS) and on the Employee page (PEAEMPL)
4. On PTVJCTY, define job change type codes.

   The codes you create on this page are used to validate values entered at the **Job Change Type** field on the Job Change Reason Rule page (PTRJCRE).
5. In Banner Student, set up the following validation pages:

Citizen Type Code Validation page	STVCITZ
College Code Validation page	STVCOLL
Disability Type Code Validation page	STVDISA
Ethnic Code Validation page	STVETHN
Term Code Validation page	STVTERM

For detailed field descriptions refer to the online help of Banner Student.

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NOTE: Banner Human Resources is a highly integrated system. Therefore, you must complete your rule pages in a specific order. If you try to build a rule page without first completing the prerequisites, the values for some required fields will be undefined. It is recommended that you complete your rule pages in the order specified in the online help.

6. Set up the **Employee Skill Code** value for CA-MIS reporting in the Position Class Rules page (NTRPCLS). This value is used by the Employee Demographic Extract Process (PEPEDEX).
7. In the Earnings Code Rules page (PTREARN)
   a) Select the **Stipend** check box in the Earn Code Attributes section.

      Then the earnings will be reported as a stipend in the extract process (You must select this check box if the earnings code represents a stipend, that is, earnings exceeding base salary)

   b) Select the **CA-MIS Additional Earnings** check box in the Regulatory Information window. This identifies the earn codes that are to be included in the calculation of the annual salary by the PEPCSAL process.

   c) (Optional) Longevity, shift differential and other earn codes that are not defined as stipends on PTREARN can also be included in the calculation of the annual salary.

      NOTE: If shift differential is not set up as a premium pay it will not be added for the calculation of the annual salary. However, you can indicate this earn code as an additional earning by selecting the **CA-MIS Additional Earnings** check box.

8. In the Earnings Code Rules page (PTRECLS),

   Establish employee classes for CA MIS identical with those described in the online help. If, however, your site is a member of the California Community College System, you must observe one additional rule when entering the **Employee Group** in the Employee Defaults section. In this case, you must enter a California Management Information System Employee-Employment-Classification code in this field.

   The current CA-MIS valid values include the following:

T	Academic, temporary, non-tenure track
C	Academic, contract (1st through 4th year): tenure track
R	Academic, regular: tenured
A	Educational administrator
P	Classified, permanent/probationary

   NOTE: Ellucian does not provide or update these values.

9. In the Installation Rules page (PTRINST), enter the **MIS District Code** for your institution on the California Pension or MIS Information window.

   For additional information on the use of this page, refer to Chapter 2, "Human Resources Security" in the *Banner Human Resources User Guide*.

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10. In the Job Location Rules page (PTRJBLN), specify the CA-MIS district code for each job location, where appropriate, in the **District Code** field.

    You can override the job location at the position level in the Position Definition page (NBAPOSN) or at the employee level in the Employee Jobs page (NBAJOBS). This enables the Job Assignment Extract Process (PEPAEXT) track the CA-MIS District codes for each job assignment for an employee from NBAJOBS.

11. In the Job Change Reason Code Rules page (PTRJCRE), the Job Type Codes associated with Job Change Reason Codes are evaluated and reported during the Job Assignment Extract Process (PEPAEXT).

12. The Projected Statistics Annual Salary Rule page (PTRPSAS) enables the Employee Statistics Annual Salary Process (PEPCSAL) to calculate the Projected Stats Annual Salary. Projections based on pending negotiations are also flagged. Results from this calculation can be viewed on Employee Statistics Annual Salary Inquiry page (PEISTAN).

13. In the Statistics Annual Salary Calculation Rules page (PTRSTAN), define factors used at your site to calculate total annual salary.

    Once these rules are defined, you can calculate (and view) the total annual salary of individual employees when the employee has more than one job.

    Factors affecting the salary calculation include types of positions (primary, secondary, overload), differing job statuses (leave with pay, leave without pay, leave with partial pay), and the flexibility Banner HR provides users in entering annualized (full -time, twelve month) or annual (actual annual salaries expected to be earned) in the **Annual Salary** field of the Jobs section of NBAJOBS.

    Rules established on this page affects values that appear on the Employee Statistics Annual Salary Query page (PEISTAN), after running the PEPCSAL process.

14. (Required) In the Employee page (PEAEMPL), enter the **Employee Group** field.

15. In the Faculty Assignment page (SIAASGN), enter and maintain instructional and non-instructional assignment information for a term, for a faculty or advisor.

    Ensure that you specify the **Position**, **Suffix** and the **Assignment Type** fields which are used by the extract processes. For more details refer to Chapter 7, "Faculty Load" in the *Banner Student User Guide*.

Set Up for the PEPSCAL Process

About this task

Set up the following rule pages before you run the PEPCSAL process:

Procedure

1. Establish rules on the Projected Statistics Annual Salary Rule page (PTRPSAS) for calculating the projected salary based on salary groups as follows:

   a) At **Calculate Using Salary Group**, enter the salary group code to be used for report calculations.

   b) At **Salary Table**, select a salary table code from the drop-down list.

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c) Enter the number of **Steps to Increase or Decrease** an employee's salary.

d) At **Increase or Decrease Percent,** enter the percentage by which an employee's salary is to increase or decrease if the salary step is zero (0).

e) At **Increase or Decrease Amount,** enter the amount by which an employee's salary is to increase or decrease if the salary step is zero (0).

f) Select the **Pending Negotiation** check box if the employee's salary is subject to pending negotiations.

g) At **Rounding Method**, specify the method to be used to round off the salary amounts.

h) At **Rounding Amount**, specify if the coverage amount should be rounded off to the nearest hundred (100.00) or the nearest thousand (1000.00).

i) Save. The **Activity Date** is displayed.

2. Establish factors which influence calculation of the total annual salary at your site on the Statistics Annual Salary Rule page (PTRSTAN) for each Employee Class. Factors include:

- Flexibility in entering annualized or annual salaries on NBAJOBS.
- Position Types (primary, secondary and overload)
- Varying job statuses (leave with pay, leave without pay, leave with partial pay)

To use this page,

a) At **Employee Class**, enter the employee class for which the salary calculation rule is being defined.

b) Mark the **Primary Jobs** check box if you wish to include primary jobs.

c) Mark the **Secondary Jobs** check box if you wish to include secondary jobs.

d) Mark the **Overload Jobs** check box if you wish to include overload jobs.

e) At **Calculation Source**, select the appropriate salary calculation method from the pull-down list.

f) Select the calculation method to be used for employees with leave status:

- **On Leave with Partial Pay**
- **On Leave with Full Pay**
- **On Leave with No Pay**

g) Save. The system updates and displays the **Activity Date**.

h) After specifying rules on the main window, go to **Tools** > **Excluded Suffixes**to specify job suffixes you wish to exclude while calculating the annual salary, if any.

i) Save the excluded job suffixes. The system updates the **Activity Date**.

3. Run the PEPCSAL process by specifying appropriate report parameters. The process populates the `PERSTAN` table.

4. After running the process, view, filter or update the data extracted for employees individually via the online entry page, Employee Statistics Annual Salary Inquiry page (PEISTAN).

NOTE: For more details about running PEISTAN, refer to the *Banner Human Resources Reports Handbook*.

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Set Up for the PEPAEXT Process

About this task

Establish appropriate field information in the following Banner pages before you run the PEPAEXT extract process.

Procedure

1. Establish valid assignment type codes used for CA-MIS reporting on the Assignment Type Code Validation page (STVASTY).

   NOTE: The extract process will not validate the values from this page.

2. Specify appropriate data on the Faculty Assignment page (SIAASGN) if the faculty member is active in an assignment. Otherwise, add or update data for faculty on leave using the Faculty Leave Assignment page (SIALVAS). The information from both the pages will be extracted by the process for all faculty staff members. Non-faculty information is extracted based on information in the Employee Jobs page (NBAJOBS).

Results

For more details regarding running NBAJOBS, the Banner Human Resources Reports Handbook.

Run CA-MIS Processes

About this task

Run the following processes for CA-MIS:

Calculate Statistics Salary Process	**PEPCSAL**
Employee Assignment Extract Process	**PEPAEXT**
Employee Demographic Extract Process	PEPEDEX

For a detailed description of each process, refer to the *Banner Human Resources Reports Handbook*.

Two types of information are reported to the CA-MIS authorities:

- Employee demographics at your institution via the PEPEDEX process and
- Employee job assignment information via PEPAEXT process

  NOTE: Always run the PEPCSAL process before the PEPEDEX process. The PEPCSAL process provides updated salary information for CA-MIS reporting. This information is a required component for the PEPEDEX extract.

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Example-Annual Salary Calculation for CA-MIS

Consider the example of employee Sally Jones who has earn codes set up for Premium earnings, Additional earnings, shift differential and longevity with the following NBAJOBS information:

Original Hire Date	1/1/2000
Current Hire Date	1/1/2000
Adjusted Service Date	1/1/2000
Seniority Date	1/1/2000
Employee's pay rate	$20.00
Employee's hours per pay	160
Employee's pays per year	12
Employee's base annual salary	$38,400.00

Employee's default earnings:

Earn Code	Shift	Hours	Rate (if different from regular rate)
REG	1	80	
REG	2	80	
MIL	1	10	0.50
NRP	1	20	
TTP*	1	10	

*Transition payment

Today's Date is 10/1/2003

Years of Service: 3 years 9 months

Applicable Longevity Rule:	3 years 0 months to 5 years 0 months - 10% longevity
Applicable Shift Differential Rule:	Additional $.25/hour for shift 2
Applicable Premium Pay:	Apply 1.00 per hour for REG 1 and REG 2 hours (asbestos removal)

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Additional Earnings to be included:	Mileage rate (MIL), Non-resident payment (NRP)

Longevity Earnings

The Annual Longevity Amount is calculated as follows:

Longevity per Hour	=	[(Reg rate x % longevity) + flat amount longevity]
Annual Longevity Amount	=	Longevity per hour x hours per pay x pay factor

In the above example,

Longevity per hour	=	[(20.00 x 10)+ 0]
Annual Longevity Amount	=	$2.00 x 160 x 12
	=	$3840.00

Shift Differential Earnings

The annual shift differential amount is calculated as follows:

Shift Amount per Hour	=	[(Reg rate x % shift) + flat amount shift]
Annual Shift Amount	=	Shift amount per hour x hours per pay x pay factor

In the above example,

Shift amount per hour	=	[(20.00 x 0)+ 0.25]
Annual Shift Amount	=	$0.25 x 80 x 12
	=	$240.00

Premium Pay Earnings

The annual earnings from premium pay is calculated as follows:

Premium Amount per Hour	=	[(Reg rate x % premium) + flat amount prem.]
Annual Premium Amount	=	Shift premium per hour x hours per pay x pay factor

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In the above example, applicable premium earnings are REG1 and REG2 which are calculated as follows:

REG1

Premium Amount per Hour	=	[(20.00 x 0)+ 1]
Annual Premium Amount	=	$1.00 x 80 x 12
	=	$960.00

REG2

Premium Amount per Hour	=	[(20.00 x 0)+ 1]
Annual Premium Amount	=	$1.00 x 80 x 12
	=	$960.00

Total Annual Premium Earnings = ($960 + $960) = $1920.00

Annual Additional Earnings

The annual additional earnings for calculated as follows:

Annual additional earning amount = Default Rate x Hours per Pay x Pay Factor

In the above example, applicable earnings are MIL and NRP

MIL = .50 x 10 = 5 x 12 = $60

NRP = 20 x 20 = 400 x 12 = $4800

Therefore, Total annual additional earnings = $4860

Annual Salary

The final annual salary determined from the above information and reported on PEPEDEX is calculated as:

Base annual salary	=	$ 38,400.00
Longevity	+ =	$ 3840.00
Shift Differential	+ =	$ 240.00
Premium Earnings	+ =	$ 1920.00
Additional Earnings	+ =	$ 4860.00
Total Annual Salary	**=**	**$49260.00**

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California STRS/PERS

The Banner Human Resources System provides facilities for collecting and reporting data to the California State Teachers Retirement System (STRS) and the California Public Employees Retirement System (PERS). This functionality allows you to set up rule and validation tables that are specific to California STRS/PERS requirements and enables you to use baseline payroll processing to gather the correct data for California STRS and PERS. In addition, the HR System provides all of the processes necessary to automatically populate the STRS/PERS reporting tables and to produce the monthly tape reports for STRS and PERS. All of the data that is gathered during the payroll and adjustment processes is initially included in these reports. You can, however, add, change, or delete any record on-line before producing the final tapes.

The remainder of this chapter lists the validation pages, rules pages, and application pages used in STRS/PERS processing, the processes utilized to produce the STRS/PERS reports, and step-by-step procedures used to capture and maintain the employee data for STRS/PERS reporting.

NOTE: Current California-specific fields and functionality are provided only in Banner California Community Colleges Baseline Human Resources (CALBHR) as delivered by the California Community Colleges Solution Center (C3SC).

The fields and functionality provided in Baseline Human Resources do not support current California reporting requirements. If your institution does not have CALBHR installed and if you use any of the California-specific fields for anything other than California reporting, you can continue to do so.

CALBHR supports California State Teachers Retirement System (CalSTRS), Chancellor's Office Management Information (COMIS), and California Public Employees Retirement System (CalPERS) reporting requirements. CalPERS reporting as described in this baseline publication has been replaced by CALBHR. These localizations are documented in the CALBHR publications.

Support for STRS/PERS

The STRS/PERS module is supported by the following pages. For detailed field descriptions, refer to the online help of the relevant Banner product.

Validation pages	
California STRS Employee Assignment Validation page	PTVASSN
California STRS MR-87 Transaction Validation page	PTV87TR
Benefit and Deduction Type Validation page	PTVBDTY

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Rules pages	
Position Class Rule page	NTRPCLS
Benefit/Deduction Rule page	PTRBDCA
Earnings Code Rule page	PTREARN
Employee Class Rule page	PTRECLS
Installation Rule page	PTRINST
Retroactive Pay Earn Codes Rule page	PTRRERN

Application pages	
California STRS F-496 Activity page	PDAF496
California STRS Status/Name Change Maintenance page	PDAMR87
California PERS Monthly Report of Contributions page	PDAPERS
The pages listed below contain special windows/fields for STRS/PERS reporting.	
Employee Jobs page	NBAJOBS
Position Definition page	NBAPOSN
Beneficiary Coverage page	PDABCOV
Employee page	PEAEMPL
Adjustment Processing page	PHAADJT
On-Line Time Entry page	PHAHOUR

CA STRS/PERS Procedures

The following topics highlight the processing necessary to accurately capture the employee data for California STRS/PERS reporting. These instructions describe only STRS/PERS functionality.

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Please refer to the relevant chapters of the *Banner Human Resources User Guide* for complete instructions on setting up employee records, establishing deductions, establishing job information, and performing payroll processing procedures.

Banner Human Resources pages must be completed in the following order for STRS/PERS processing:

1. Installation Rule page (PTRINST)
2. Benefit/Deduction Rule page (PTRBDCA)
3. Earnings Code Rule page (PTREARN)
4. Employee Class Rule page (PTRECLS)
5. Position Class Rule page (NTRPCLS)
6. Position Definition page (NBAPOSN)
7. Employee page (PEAEMPL)
8. Beneficiary Coverage page (PDABCOV)

Set Up pages For STRS/PERS

About this task

Set up the following pages for STRS/PERS reporting:

Procedure

1. (Required) Establish all STRS assignment codes that your site will use for California STRS reporting on the California STRS Employee Assignment Validation page (PTVASSN).

   NOTE: Each code you enter on the PTVASSN page must match an STRS-mandated code.

2. (Required) Ensure that the Benefit/Deduction Type Validation page, includes codes that your site will use to specify the pension types for STRS and PERS deductions. The codes defined on this page are entered on the Benefits and Deductions Rule page (PTRBDCA).

   The following codes and descriptions are used for STRS/PERS deductions:

Code	Description
80	California STRS Deduction
	This deduction is used for regular STRS deductions. The FTE is calculated by selecting the primary position first, followed by any secondary and/or overload positions in descending FTE order. Only those earnings that are indicated as Base Salary and Pensionable Earnings on PTREARN are considered and are processed in descending order of hours. The eligible gross for each regular earning is determined by multiplying the calculated FTE for each earn code first by the NBAJOBS regular rate and then by the multiplication factor on NBAJOBS (if the factor is less than 100). If the rate is a table

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Code	Description
	calculated rate or a special rate, the eligible gross is determined by multiplying the calculated FTE by the table rate or special rate as indicated. The STRS deduction is calculated by summing the gross amounts each of the employee's eligible earnings as selected above and multiplying the result by the STRS rate. The resulting deduction amount is stored in the PHRPENS table. If the employee's FTE hours are greater than 1, all earnings in excess of 1 FTE must be reported to STRS as not eligible.
81	California PERS All Earnings Deduction
	This deduction is used for regular PERS deductions. The FTE is calculated by selecting the primary position first, followed by any secondary and/or overload positions in descending FTE order. Only those earnings that are indicated as Base Salary and Pensionable Earnings on PTREARN are considered in and are processed in descending order of hours. The eligible gross for each regular earning is determined by multiplying the calculated FTE for each earn code first by the NBAJOBS regular rate then by the multiplication factor on NBAJOBS (if the factor is less than 100). If the rate is a table calculated rate or a special rate, the eligible gross is determined by multiplying the calculated FTE by the table rate or special rate as indicated. The PERS deduction is calculated by summing the gross amounts for each of the employee's eligible earnings as selected above and multiplying the result by the PERS rate. The resulting deduction amount is stored in the PHRPENS table.
82	California PERS Modified Earnings Deduction
	This deduction is used for PERS deductions that are applied to those earnings subject to the PERS defined modification calculation. The FTE is calculated by selecting the primary position first, followed by any secondary and/or overload positions in descending FTE order. Only those earnings that are indicated as Base Salary and Pensionable Earnings on PTREARN are considered and are processed in descending order of hours. The eligible gross for each regular earning is determined by multiplying the calculated FTE for each earn code first by the NBAJOBS regular rate and then by the multiplication factor on NBAJOBS (if the factor is less than 100). If the rate is a table calculated rate or a special rate, the eligible gross is determined by multiplying the calculated FTE by the table rate or special rate as indicated.

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Code	Description
	The PERS deduction is calculated by summing the gross amounts for each of the employee's eligible earnings as selected above and comparing the result to the PERS threshold amount (currently $400.00 monthly). The deduction depends on the amount of the total gross as follows: • If the total gross is less than or equal to $400.00, then the deduction equals • (total gross * 2/3) * PERS rate. • If the total gross is greater than $400.00, then the deduction equals • (total gross - 133.33) * PERS rate, where $133.33 is the current monthly period exemption amount. This period exemption is only taken for each employee once per reporting period.
83	California STRS Repayment
	This deduction is used when there is a repayment to STRS. The deduction is calculated and the result entered in the PHRPENS table based on the calculation rule assigned to the deduction on the Benefits and Deductions Rule page (PTRBDCA).
84	California PERS Repayment
	This deduction is used when there is a repayment to PERS. The deduction is calculated and the result entered in the PHRPENS table based on the calculation rule assigned to the deduction on the Benefits and Deductions Rule page (PTRBDCA). The resulting PERS contribution code is 04 (post tax) or 14 (pre tax).
85	California PERS Survivor Benefit
	This deduction is used if the employee is eligible for a PERS survivor benefit. The deduction is calculated and the result entered in the PHRPENS table based on the calculation rule assigned to the deduction on the Benefits and Deductions Rule page (PTRBDCA). The deduction amount will be displayed in the **Surv Amt** column on the PDPPERS report.
86	California PERS Employee Additional Contribution
	This deduction is used when the employee makes an additional contribution to PERS administration. The deduction is calculated and the result entered in the PHRPENS table based on the calculation rule assigned to the deduction on the Benefits and Deductions Rule page (PTRBDCA). The resulting PERS contribution code is 08 (post tax). There is no pre-tax contribution code as this contribution cannot be made on a pre-tax basis.

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Code	Description
87	California PERS Employer Additional Contribution
	This deduction is used when an additional contribution is made by the employer to PERS administration. The deduction is calculated and the result entered in PHRPENS based on the calculation rule assigned to the deduction on the Benefits and Deductions Rule page (PTRBDCA). The resulting PERS contribution code is 09 (post tax). There is not pre-tax contribution code as this contribution cannot be made on a pre-tax basis.
88	EMPC Contributions - PERS
	The calculation for this deduction is the same as that for a type-81 deduction. This deduction type is used to properly report those PERS deductions that are all, or in part, paid by the employer on behalf of the employee as a result of a collective bargaining unit or other employment agreement. The calculated employer share of a type-88 deduction is, however, reported in the **Tax Def** column of the PDPPERS report.
89	EMPC Modified Earnings Contributions - PERS
	The calculation for this deduction is the same as that for a type-82 deduction. This deduction type is used to properly report those PERS deductions that are all, or in part, paid by the employer on behalf of the employee as a result of a collective bargaining unit or other employment agreement. The calculated employer share of a type-89 deduction is, however, reported in the **Tax Def** column of the PDPPERS report.

WARNING! This page is delivered with predefined codes. These codes validate deduction types for payroll and personnel purposes and are necessary for the accurate generation of additional Banner Human Resources reports (including California STRS/PERS reports), U.S. federal W-2 forms, and Canadian federal T-4 forms. If your site is missing any of these STRS/PERS codes, please contact Ellucian. Do not make any revisions on this page until you are advised to do so by Ellucian.

3. Verify all of the STRS transaction codes that your site will use for California STRS reporting on the California STRS MR-87 Transaction Validation page (PTV87TR). The STRS California STRS MR-87 Report (PDPMR87) uses these codes when it gathers employee data to be submitted to STRS administration.

   The values displayed on the PTV87TR page are the California STRS-mandated MR-87 transaction codes.

   WARNING! Ellucian has delivered these codes to your site. Each site is advised not to change or delete any of these codes without first consulting with Ellucian.

4. Access the California Pension Information window of the Position Class Rules page (NTRPCLS).

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a) At the **Position Class Considered** radio group, select **Certificated** if this position class is considered certificated by California STRS administration. Otherwise, select **Classified**. The value that you enter in this field defaults to the Position Definition page (NBAPOSN). All non-members of STRS who are in positions that are tagged as "Certificated" will be reported to STRS on the MR-87 and the F-496 reports.

b) At **STRS FTE Hours**, enter the number of monthly hours that are equivalent to 1 FTE for this position class. The Payroll Calculation Process (PHPCALC) will use this value to compute the FTE for an employee holding a position in the position class being defined. Both this field and the **PERS Work Schedule Hours** field must be completed.

c) At **STRS Base Hours**, enter the number of hours in a year that a person who is employed in a part-time position would be required to work if that person were employed full-time in that position for the reporting year. This value is site defined.

d) At **PERS Work Schedule Hours**, enter the number of monthly hours that are equivalent to 1 FTE for this position class. The Payroll Calculation Process (PHPCALC) uses this value to compute the FTE for an employee holding a position in the position class being defined. Both this field and the **STRS FTE Hours** fields must be completed.

NOTE: The PERS work schedule hours should not be confused with the Banner Human Resources work schedule functionality.

5. (Required) Establish a deduction code on the Benefits and Deductions Rules page (PTRBDCA) for each type of STRS/PERS pension deduction defined on the Benefit/Deduction Type Validation page (PTVBDTY).

   Your site must establish these deduction types (80-89) on PTRBDCA in order to report correctly to California STRS/PERS administration. See the description of PDVBDTY in Step 2 for further information on the STRS/PERS pension deduction types.

6. In the Earnings Codes Rules page (PTREARN):

   a) Define Earn codes for Retroactive Pay Earn Code Types: Retro Pay-Current Fiscal Year (RT) and Retro Pay-Prior FY (RO). These earn code types are used by the Retroactive Pay Calc Process (PHPRETO) to calculate earnings that span fiscal years.

      For STRS/PERS processing, multiple earn codes can be defined for the above earn code types. It enables users to control whether retroactive payments are included in earnings reported to STRS/PERS for specified employee classes.

   Example

   Identify two earn codes, RP1 and RP2, for the RT earn code type on PTREARN.

   Designate RP1 as a PERS pensionable earn code and RP2 as a PERS non-pensionable earn code on the Regulatory Information window of PTREARN.

   On PTRRERN, for full-time administrative employees, associate earn code RP1 with **Current Fiscal Year Earn Code (**earn code type RT) for regular pay and earn code RP2 with **Current Fiscal Year Earn Code (**earn code type RT) for overload pay.

   Retroactive pay is then included in the pensionable earnings reported to PERS for regular pay for full-time administrative employees and will not be included in the pensionable earnings reported to PERS for the overload pay for those employees.

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NOTE: Use PHPRETO to calculate retroactive pay for a particular employee class only if at least one RT and one RO earn type record have been set up on PTREARN and entered as eligible earnings on the Employee Class Rule page (PTRECLS) for that employee class. For more details on this process, refer to the *Banner Human Resources Reports Handbook*.

1. Enter the following information in the Regulatory Information window of PTREARN:
   - Select the **Pensionable Hours** check box if the hours for the earn code being defined are to be identified as pensionable hours. Otherwise, leave this check box blank. All earn-code hours that count as hours in the STRS/PERS FTE calculation must be identified as pensionable hours. (The STRS/PERS FTE is separate from the FTE stored in the Employee Jobs page, NBAJOBS).
   - Select the **California Special Compensation** check box if the earnings being defined are considered special compensation as defined by California STRS/PERS administration. Otherwise, leave this check box blank.

     Earnings defined as special compensation are reported with the applicable contribution code on the STRS/PERS reports. This contribution code overrides any other contribution code that was previously defined for this earnings code.

7. Access the Regulatory Information window of the Employee Class Rules page (PTRECLS).

   a) At **STRS Assignment Code**, enter the STRS mandated assignment code for the employee class being defined.

   The code you enter must be predefined on the California STRS Employee Assignment Validation page (PTVASSN). The code you enter in this field will default to the Employee Jobs page (NBAJOBS) each time a job record is created for the employee class being defined. This value can be overridden on the NBAJOBS page.

   b) At **California STRS Pay Code**, select the pay code for the employee class being defined.

   This information determines how the employee's rate of pay will be reported on the F-496 Monthly Report of Retirement Contributions. There are eight choices:

Code	Description
None (default)	N/A
0	Annual (full-time equivalents or lump-sum payments)
1	12 Monthly Payments (July -June)
2	11 Monthly Payments (August -June)
3	10 Monthly Payments (September - June) or (August - May)
4	Hourly (non-member or substitute only)
7	13 Payments (quadri-weekly, July-June)
8	Daily (non-member or substitute only)

The code you enter in this field will default to the Employee Jobs page (NBAJOBS) each time a job record is created for the employee class being defined. This value may be overridden on the NBAJOBS page.

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c) At **California PERS Pay Code,** select the pay code for the employee class being defined.

This information determines how the employee's rate of pay will be reported on the PERS Monthly Report of Retirement Contributions. There are six choices:

Code	Description
None (default)	N/A
01	Monthly Pay Rate
02	Monthly Pay Rate (used only by L. A. City Unified and L. A. Community College District)
04	Hourly Pay Rate
08	Daily Pay Rate
09	Miscellaneous Pay Rate (for reporting special compensation only)

The code you enter in this field will default to the Employee Jobs page (NBAJOBS) each time a job record is created for the employee class being defined. This value may be overridden on the Employee Jobs page (NBAJOBS).

d) At **California PERS Coverage Group**, enter the 5-digit PERS Coverage Group code for the employee class being defined.

You can find this code on the Coverage Key information delivered to your site by PERS administration. This information cannot be changed on the Employee page (PEAEMPL) or the Position Class Rule page (NTRPCLS).

8. Access the Eligible Earnings window of the Employee Class Rule page (PTRECLS).

If you plan to calculate retroactive pay for a particular employee class, you must enter at least one earn code on this window for each of these earn code types: of Retro Pay - Current Fiscal Year (RT) and Retro Pay - Prior FY (RO).

See the online help for descriptions of the Retroactive Pay Earn Codes Rule page (PTRRERN), and the Retro Pay Calc Process (PHPRETO) in the *Banner Human Resources Reports Handbook*, for details on retroactive pay processing.

9. Access the California STRS/PERS Installation Rules window of PTRINST.

a) At **STRS County Code**, enter the 4-digit STRS County Code determined by California STRS administration for your location. This code will be used on the MR-87 Member Status/Name Change Notification Report and the F-496 Monthly Report of Retirement Contributions to identify the county submitting the report. Only the first two digits of this code will be included on the MR-87 report.

b) At the **STRS County Code Description** field, enter the description associated with the California STRS County Code. This field is 40 characters in length.

c) At **STRS District Code**, enter the 3-digit STRS district code. This code will be used on all STRS reports to identify the district submitting the report.

d) At the **STRS District Code Description** field, enter the description associated with the California STRS district code. This field is 40 characters in length.

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e) At **PERS County Code**, enter the 4-digit California PERS county code used to report your site to PERS Administration. This code will be used on the PERS Monthly Report of Retirement Contributions to identify the California county submitting the report.

f) At the **PERS County Code Description** field, enter the description associated with the California PERS county code. This field is 40 characters in length.

g) At **PERS District Code**, enter the 3-digit PERS district code. This code will be used on all PERS reports to identify the district submitting the report.

h) At the **PERS District Code Description** field, enter the description associated with the California PERS district code. This field is 40 characters in length.

i) At **Employment Date to be Used for Reporting Non-Members to STRS**, indicate which of the hire dates listed on the Employee page (PEAEMPL) is to be used for California STRS reporting when an employee is eligible for STRS deductions but is not a current member of the plan. Select the date from the pull-down list.

Here are the choices:

Entry	Meaning
`None` (default)	N/A
`Current Hire`	The employee's current date of hire
`Original Hire`	The date the employee was originally hired.(Used if there is an interruption in service.)
`Adjusted Service`	The date used for determining length of service for leave accruals when the current hire date and original hire date are different.
`Seniority`	Date currently used for reporting only

The Payroll Calculation Process (PHPCALC) will perform STRS/PERS calculations and will insert records into the Pension Contribution Table (PHRPENS) only if the **Employment Date to be Used for Reporting Non-Members to STRS** field contains a value other than None.

The employment date should not be confused with the Hire Date used for EEO reporting. When selecting the date field to be used for reporting non-members to STRS, you should review the EEO requirements for Hire Date. If the date field selected is also used for EEO reporting and could contain a date different from that required by EEO, then the EEO reports submitted from your site will be inaccurate.

10. Access the Retroactive Pay Earn Codes Rule page (PTRRERN) to specify earnings codes, rates, and retroactive pay periods by employee class for use during retroactive pay processing. This page provides retroactive pay information for use in STRS/PERS processing.

    T he Retro Period Information section, which appears immediately below the Key Block, is used to store retroactive pay period data for the employee class currently being defined. This information is utilized by the Retroactive Pay Calc Process (PHPRETO), which calculates retroactive payment amounts based on the periods defined.

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Each site has the option to define separate retroactive-pay earn codes to be used when the retroactive pay period spans fiscal years. When separate codes have been defined and the period spans fiscal years, PHPRETO splits the retroactive pay amount calculated by fiscal period. (See the *Banner Human Resources Reports Handbook* on how PHPRETO calculates earnings spanning fiscal years.)

a) Complete the fields in the Destination Payroll section as follows:

Field	Description
Year	Year in which employees are to receive retroactive pay.
Payroll ID	Pay ID for destination payroll.
Payroll Number	Number identifying pay event in which retroactive pay is to be inserted.

b) Complete the fields in the Begin Retroactive Period section as follows:

Field	Description
Year	Year in which retroactive pay period begins.
Payroll ID	Pay ID of original pay event.
Payroll Number	Number identifying first pay event in retroactive pay period.
Proration Date	Date on which retroactive pay calculation should begin.

c) Complete the fields in the End Retroactive Period section as follows:

Field	Description
Year	Year in which retroactive pay period ends.
Payroll ID	Pay ID of original pay event.
Payroll Number	Number identifying last pay event in retroactive pay period.
Proration Date	Date on which retroactive pay calculation should end.

d) Save your information to the database.

e) In the Earn Codes window of PTRRERN, specify the earn codes that the system is to use to generate retroactive earnings records on PHAHOUR for the employee class identified in the Key Block of the page. To access the Earn Codes window, select Earn Codes from the Tools button.

As noted in the section covering the Earnings Code Rule page (PTREARN), multiple earn codes can be defined for the earn code types of Retro Pay - Current Fiscal Year (RT) and Retro Pay - Prior FY (RO). The **Current Fiscal Year Earn Code** and **Prior Fiscal Year Earn Code** fields in the Earn Codes window enable users to select the earn codes to be associated with the RT and RO earn code types, respectively, for each earn code listed for the employee class identified in the Key Block of the page. These are required fields, and only one retroactive earn code can be selected for each of these fields for each earnings

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code entered on PTRRERN. The same retroactive earn code can be selected in both the RT and RO fields if a distribution between fiscal years is not desired.

At least one RT and one RO earn code must be defined on the Employee Class Rule page (PTRECLS) for the employee class that you select in the key of the PTRRERN page. Otherwise, you will be prevented from moving to the next section (that is, the Retro Period Information section), and the following warning message will be displayed: *ERROR* Both RT and RO earn codes must exist as eligible earnings on PTRECLS.

NOTE: If you do not want the selected retroactive earn code to be included in pensionable earnings, you *must* leave the **Pensionable Hours** check box on the Regulatory Information window of PTREARN unchecked; and the retroactive earn code *must* be listed as an excluded earning on PTRBDCA for the applicable STRS/PERS deduction(s).

11. Access the Miscellaneous Job Information window of the Employee Jobs page (NBAJOBS).

    Values default to the following fields based on the employee class of the employee whose record is being processed. The system obtains these values from the Employee Class Rule page (PTRECLS). You can override any of these values for the current job record.

    a) Enter the **STRS Assignment Code** to identify the employee's job status on the F-496 Monthly Report of Retirement Contributions. The STRS Assignment Code must match one of the codes established on the California STRS Employee Assignment Validation page (PTVASSN).

    b) Enter the **California STRS Pay Code** to calculate the salary amount for the F-496 report and to determine how the salary is reported (that is, hourly, monthly, etc.).

    c) Enter the **California PERS Pay Code** to calculate the salary amount for the PERS Monthly Report of Retirement Contributions and to determine how the salary is reported.

12. Access the Regulatory Information window of the Position Definition page (NBAPOSN).

    a) In the **For California Pension Purposes, Position Considered** field, indicate whether the position being defined is Certificated or Classified.

    This information defaults based on the position class assigned to the position being defined. The data is used in the selection of certificated positions for the MR-87 Member Status/ Name Change Notification Report (PDAMR87) and F-496 Monthly Report of Retirement Contributions (PDAF496).

13. (Required) Complete the Beneficiary Coverage page (PDABCOV) for an employee in order to report that employee on the STRS MR-87 Member Status/Name Change Notification Report. Only the STRS member should be listed as covered on this page.The **Coverage Begin Date** is used to report the employee's STRS membership date.

14. (Required) In the U.S. Regulatory Information window of the Employee page (PEAEMPL) specify the **Current Membership Status** of the employee.

    The value in this field determines how the employee's membership status is reported to STRS and PERS. It is important that you complete this field. If this field is not completed, the system will not select information about the employee for inclusion in the STRS and/or PERS reports. Simply setting up the appropriate deduction for STRS and/or PERS will not cause information about the employee to be reported. (Please refer to "STRS/PERS Procedures" later in this chapter for instructions for using this page.)

15. Access the Job Information window of the Payroll Adjustment page (PHAADJT) .

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Enter the **California STRS** and **California PERS** contribution codes that determine how adjustments to earnings and STRS/PERS deductions for each listed position are to be reported to California STRS/PERS administration. This must be done each time you process a computer-calculated adjustment.

Data for manually calculated adjustments must be entered on the History Deductions page (PHCDEDN). The Payroll Calculation Process (PHPCALC) uses the defined contribution code(s) when inserting information into the Pension Contribution Table (PHRPENS).

When you enter data for a manually-calculated adjustment, you must input all required California pension information for all earnings and deductions associated with each listed position. This information must be entered on the California Pension Information window of the History Deductions page (PHCDEDN). To access PHCDEDN, select Deduction History from the Tools button of the PHAADJT Job Information window The system inserts this information into the PHRPENS table.

Complete information on the use of this window is given in "STRS/PERS Processing" later in this chapter.

16. When a job record is deleted from the On-line Time Entry page (PHAHOUR), related pension data is deleted from the Pension Contribution Table (PHRPENS). If an employee has only one job record associated with the payroll defined in the Key Block, then all associated pension records are deleted when you perform the delete job record function. If the employee has multiple job records and you delete one or more of these records, the employee's time entry record is returned to disposition 20 (Awaiting Proof) so that all of the employee's pension records for the current pay event can be recalculated.

Establish Employee Pension Membership

About this task

When creating an employee record, you must establish the STRS/PERS membership status of the employee as follows:

Procedure

1. Access the Regulatory window of the Employee page (PEAEMPL) by selecting Regulatory Information from the Tools button.
2. At the **California Membership** field, from a pull-down list, select one of the following codes to indicate the employee's STRS/PERS membership status:
   - STRS Member
   - PERS Member
   - STRS/PERS Member
   - STRS Retiree
   - PERS Retiree
   - STRS/PERS Retiree
   - Non-Member
   - None

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If the employee is not a member of STRS or PERS, then select Non-Member. The value of None is reserved for non-California sites.

3. After entering all required data, save the record.

Establish Employee Pension Deductions

About this task

Procedure

1. Access the Employee Benefit/Deduction Set Up page (PDABDSU) or the Employee Benefit or Deduction page (PDADEDN).
2. Enter the deduction consistent with the employee's pension membership status.
3. After entering all required data, save the record. If the employee is not a member of STRS, then the procedure is complete at this point. If the employee is a member of STRS, go to Step 4.
4. Access the Beneficiary Coverage page (PDABCOV).
5. Enter the STRS Benefit/Deduction Code in the **Benefit Code** field of the Key Block.
6. At the **Sequence Number** field, enter 1. (This sequence number is established automatically on the Dependent and Beneficiary page, PDABENE, for each employee.)
7. Enter the STRS membership date in the **Coverage Begin Date** field. This value will be reported to STRS on the MR-87 report.
8. After entering all required data, save the record.

Establish Employee Assignment and Pay Codes

About this task

When data for an employee is to be reported to STRS administration (that is, when the employee is in a certificated position or is a STRS member), a STRS assignment code and STRS pay code must be associated with each job that the employee holds. The assignment code determines how earnings and deductions associated with the employee's job record are reported to STRS. The pay code is used by the Payroll Calculation Process (PHPCALC) to determine how the employee's rate of pay is reported to STRS.

When you establish a job record for an employee (via the Employee Jobs page, NBAJOBS), the system inserts the STRS assignment code and pay code from the Employee Class Rule page (PTRECLS) for the associated employee class. You can view this default information and, if necessary, change it, as follows:

Procedure

1. Access the Miscellaneous Job Information window of NBAJOBS from the Job Detail Information window by selecting the Miscellaneous section or Miscellaneous Job Information from the Tools button.

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2. The STRS assignment code for the employee class established on PTRECLS defaults to the **STRS Assignment Code** field on NBAJOBS. If this value is correct for this employee, no changes are necessary. If the default value is incorrect, override that value by typing over it or selecting the correct value from the associated **Lookup** button. To view the list of values, double-click in the **STRS Assignment Code** field.
3. The STRS Pay Code for the employee class established on PTRECLS defaults to the **California STRS Pay Code** field on NBAJOBS. If this value is correct for this employee, no changes are necessary. If the default value is incorrect, override that value by selecting the correct value from the pull-down list.
4. Save the record.

   When an employee is a member of PERS, a PERS pay code must be associated with each job that the employee holds. The Payroll Calculation Process (PHPCALC) uses the pay code to determine how the employee's rate of pay is reported to PERS Administration.

   When you establish a job record for an employee (via the Employee Jobs page, NBAJOBS), the system inserts the PERS pay code initially entered on the Employee Class Rules page (PTRECLS) established for the associated employee class. You can view this default code and, if necessary, change it, as follows:
5. Access the Miscellaneous Job Information window of NBAJOBS from the Job Detail Information window.
6. The PERS pay code for the employee class established on PTRECLS defaults to the **California PERS Pay Code** field on NBAJOBS. If this value is correct for this employee, no changes are necessary. If the default value is incorrect, override that value by selecting the correct value from the pull-down list.
7. Save the record.

Process Extended Leave

About this task

Perform the following steps to reduce an employee's salary during an extended leave period, such as a sabbatical leave, a leave of absence, an educational leave, or a leave for long term disability. This process should be repeated for each type of extended leave used at your enterprise since an employee's pay can differ for each of these leaves.

To place a STRS member on extended leave, change the assignment code for each of the employee's jobs to the code identifying the type of leave. You can view and change the assignment code as follows:

Procedure

1. Access the Miscellaneous Job Information window of the Employee Jobs page (NBAJOBS) from the Job Detail Information window.
2. Change the value of the assignment code to reflect the type of leave. You can type over the existing value or select the correct value from the pull-down list.
3. Save the record.

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Results

To ensure that a STRS member receives the correct earnings for a particular job during extended leave periods, create an earn code for each type of leave pay for that job. Throughout an extended leave period, use the earn code identifying the type of leave being taken.

For example, use the sabbatical earn code throughout a sabbatical leave. Begin this process by creating the earn code for the leave earnings on the Earnings Code Rule page (PTREARN). The leave earnings must be a non-cash earning. It must also reduce regular pay, be at the job rate, and have a multiplication factor equal to the percentage by which the job rate is to be multiplied for leave pay.

Use the leave earn code concurrently with your REG earn code throughout the leave. (The leave earn code can either be listed on the Default Earnings window of the Employee Jobs page, NBAJOBS, as shown in the sample window below or entered during payroll processing on the Online Time Entry page, PHAHOUR). Use of this earn code will ensure that the earnings and the pay rate reported to STRS are correct. (The earnings reported to STRS for a job equals the REG earnings for that job times the multiplication factor for the leave earning code. The pay rate matches the assign salary specified on the Job Detail Window of the NBAJOBS page for the job.)

Use of this earn code will ensure that the earnings and the pay rate reported to STRS are correct. (The earnings reported to STRS for a job equals the REG earnings for that job times the multiplication factor for the leave earning code. The pay rate matches the assign salary specified on the Job Detail Window of the NBAJOBS page for the job.)

Process Payroll for STRS/PERS Employees

The procedures for processing a payroll for STRS/PERS employees are identical with general payroll processing procedures. There are, however, several special things to consider during STRS/PERS processing. These are covered below. (For a complete discussion of payroll processing, see Chapter 6, "Payroll Processes".)

The Payroll Calculation Process (PHPCALC) now retrieves data from the Retro Pay Detail Table (PHTRETO) to populate retroactive pay information in the Pension Table (PHRPENS) for PDPF496 and PDPPERS reporting based on earn code and effective dates for rate of pay. If a manual amount is entered on PHAHOUR, the process inserts one-line entries containing the manual information for the RT and RO earn code types (if present on PHAHOUR) into this table. In addition, the PHAHOUR activity date is inserted as the service period begin date on PDPF496 or PDPPERS. This date may be changed on PDAF496 or PDAPERS as necessary.

PHPCALC calculates the STRS/PERS deductions based on the established rules. Entries are inserted into the Pension Contribution Table (PHRPENS) during this process. As noted in the preceding section, the job record for a STRS employee must contain both a STRS assignment code and a STRS pay code. The job record for a PERS employee must contain a PERS pay code. If any of these codes have not been established on the job record for an employee, the system logs a warning message, which will appear on the Payroll Errors Report (PHRDERR). You should, therefore, run the PHRDERR report after PHPCALC is complete.

If an employee's time entry record is listed on PHRDERR, you must re-extract that record, correct the employee's job record, and reprocess the time entry record through each of the remaining payroll procedures.

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If an employee has multiple jobs and one job record is deleted via the Online Time Entry page (PHAHOUR) after PHPCALC is processed, the disposition of the employee's time entry record is reset to 20, Awaiting Proof. You must then, reprocess the time entry record through each of the remaining payroll procedures.

Process Adjustments for STRS/PERS Employees

About this task

The steps for processing a pay-event adjustment for a STRS/PERS employee are identical with the general payroll adjustment procedures. There are, however, several special things to be considered when adjusting STRS/PERS payroll records. These are described below. (For a complete discussion of payroll adjustment processing, see Chapter 6, "Payroll Processes".)

When an adjustment is computer calculated, the Payroll Calculation Process (PHPCALC) inserts records into the Pension Contribution Table (PHRPENS). If you need to override the STRS/PERS contribution code that PHPCALC will insert, you must enter the necessary information prior to executing the PHPCALC program.

The procedure for overriding the contribution codes follows:

Procedure

1. Access the Payroll Adjustment page (PHAADJT).
2. Access the Job Information window by selecting Jobs History from the Tools button.
3. Select the record to be adjusted.
4. Save the record.
5. Enter the STRS or PERS contribution code in the applicable field.
6. Save the record again.

   When an adjustment is manually calculated, then you must manually enter the STRS/PERS deduction information for that adjustment into the Pension Contribution Table. Access to this table is through the History Deductions page (PHCDEDN), which is accessed via the Job Information window of PHAADJT. To select the deduction information, select Deduction History from the Tools button. Instructions for entering data for the Pension Contribution Table follow:
7. Enter the deduction code, employee amount, employer amount, and applicable gross for each deduction in the History Deductions page (PHCDEDN).
8. With the cursor on the STRS or PERS deduction code, access the California Pension Information window by selecting California Pension Information from the Tools button. Values from the Job Information window of PHAADJT and the History Deductions page default to the **Deduction**, **Position**, and **Suffix** fields of the California Pension Information window.
9. Enter the values described below in the remaining fields of the window:

   NOTE: To view fields beyond the **Employee Contribution Rate** field, move the scroll bar under the fields or perform the Next Field function.

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Field	Description
Eligible Gross	Total eligible gross used to calculate the deduction amount. The value entered here multiplied by the employee's deduction rate should equal the employee's deduction amount. Similarly, the eligible gross multiplied by the employer's deduction rate should equal the employer's deduction amount.
Pay Rate	Hourly rate or monthly salary according to the value of the **STRS/ PERS Pay Code** field on the Employee Jobs page (NBAJOBS).
Contribution Code	One of the STRS/PERS defined contribution code values based on the types of earnings and deductions.
Pension Hours	Total STRS/PERS contributory hours. This value may or may not be the same as the total hours worked in the following cases: • The multiplication factor of one of the earn codes is not equal to 100%. (This value is entered in the Earnings Code Rule page, PTREARN.) The following formula is used: pension hours = earn code hours * multiplication factor • One of the earn codes does not count toward the pensionable hours. If the **Pensionable Hours** check box on the Earnings Code Rule page (PTREARN) is not selected for one of the earnings codes, the pension hours for that earnings code equal zero. • The employee has reached one STRS/PERS FTE for the reporting period. The formulas for determining STRS and PERS FTEs for a reporting period follow: STRS FTE = total hours / STRS FTE hours • PERS FTE = total hours / PERS work schedule hours These hours are stored on the Position Class Rule page (NTRPCLS)
Calculated FTE	Pension hours / STRS FTE hours. or Pension hours / PERS work schedule hours.
Employee Contribution Rate	Percentage rate for the employee's contribution for the identified deduction
Employee Amount	Employee deduction amount
Employer Contribution Rate	Percentage rate for the employer's contribution for the identified deduction
Employer Amount	Employer deduction amount
Previous Fiscal Year	Check box indicating whether the retroactive earnings paid are for the current or previous fiscal year. Check this check box to identify

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Field	Description
	previous fiscal year earnings. Leave it blank to identify current fiscal year earnings.

STRS/PERS Tips

Below are some tips that you should be aware of while processing STRS/PERS. These are in no order of importance.

- On the Report of Payroll Activity (PDPF496) and the Report of Payroll Contribution (PDPPERS), the **Report From Date** and **Report To Date** parameters specify the range of dates on which the records were inserted into the database. This is noted to remind you that the dates input here may not reflect the actual payroll date range.
- To report earnings such as longevity pay or uniform allowances, the site must determine whether the earning should be considered a part of base pay or defined as special compensation. If the earning is considered a part of base pay, the earnings code should be marked as part of pensionable earnings on the **Regulatory Information** window of the Earnings Code Rule (PTREARN) page. To report the earning as special compensation, select the **California Special Compensation** check box.
- If an earnings code is defined as "special compensation" in the **Regulatory Information** window on PTREARN, the earnings for that code will be reported on the Report of Payroll Activity (PDPF496) and/or the Report of Payroll Contribution (PDPPERS) as a separate line item with the proper contribution code as defined by the appropriate regulatory agency.
- All salary withheld for the purpose of continuing salary payments during periods in which an employee renders no service (for example, deferred pay) should be reported when it is earned rather than when it is actually paid. In order to keep the earning from being added to the eligible gross, add the deferred pay earn code to the Excluded Earnings section on the Excluded Deductions and Excluded Earnings window of the Benefits and Deductions Rule (PTRBDCA) page.
- The pay rate is the normal base pay rate for an employee either at an hourly or monthly rate for services rendered on a full-time basis during normal working hours. Banner Human Resources uses the value in the value in the **Assign Salary** field on the **Job Detail Information** window of the Employee Jobs (NBAJOBS) page as the pay rate.
- Banner Human Resources determines an employee's membership status from the Employee (PEAEMPL) page. If the employee is not set up as a member of STRS and/or PERS, the system will not select information about the employee for inclusion in the STRS and/or PERS reports. Simply setting up the appropriate deduction for STRS and/or PERS will not cause information about the employee to be reported.
- Data can be added to the California PERS Monthly Report of Contributions (PDAPERS) page and California STRS F-496 Activity (PDAF496) page in order to make adjustments to previously reported data. Be aware that data added to or changed on these forms will not correct employee records. Also remember that it is not possible to change data in a record if the **Report Indicator** check box has been selected for that record.

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- If the STRS and/or PERS deduction is to be considered tax deferred (pre-tax), it must be excluded from the site's Federal tax deduction code and it must be assigned a higher priority than the site's Federal tax deduction.
- When a manual retroactive pay entry is made on PHAHOUR, the PHAHOUR activity date will be inserted as the service period begin date on PDPF496 or PDPPERS. These dates may be changed on PDAF496 and PDAPERS as necessary.
- The hourly and monthly pay rates in the Retro Pay Detail Table (PHTRETO) are the new rates with the retro percent or flat rate included. The rates are calculated as follows:

  Hourly Rate:

  If Percent is used:

  (PHRJOBS_SALARY_RATE * PTRRERN_PERCENT) + PHRJOBS_SALARY_RATE = New Rate

  Example: (20.00 * 10%) + 20 = 22.00

  If Flat Rate is used:

  (PHRJOBS_SALARY_RATE * PTRRERN_FLAT_RATE) = New Rate

  Example: 20.00 + 5.00 = 25.00

  Monthly Rate:

  If Percent is used:

  Step 1: Calculate the New Assign Salary based on the Percent rule.New Assign Salary = (PHRJOBS_FULL_ASSGN_SALARY * PTRRERN_PERCENT)
- + PHRJOBS_FULL_ASSGN_SALARY
- Step 2: Calculate the New Rate based on the New Assign Salary
- New Rate = (New Assign Salary * NBRJOBS_TAX_FACTOR) / 12

  If Flat Rate is used:

  Step 1: Calculate the New Assign Salary based on the Flat Rate rule.New Assign Salary = PHRJOBS_FULL_ASSGN_SALARY + PTRRERN_FLAT_RATE
- Step 2: Calculate the New Rate based on the New Assign Salary
- New Rate = (New Assign Salary * NBRJOBS_TAX_FACTOR) / 12
- For retroactive pay and deferred pay earn codes, use the Excluded Deductions and Excluded Earnings window of PTRBDCA to exclude earnings from STRS/PERS deductions that should not be considered pensionable.

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Interfaces

This chapter details the interfaces between Banner Human Resources and other Banner systems. The following is a list of the sections in this chapter and a description of the information found in each section.

- *Interface to the Banner Finance System* on page 443 identifies and explains the application pages, rule pages, reports, and processes used in the interface between the Human Resources and Finance Systems. It includes detailed instructions for performing interfaced budget and payroll transactions.
- *Interface to the Banner Advancement/Development System* on page 525 explains the interface that allows deductions from the Banner Human Resources payroll module to become gifts and installment payments in Banner Advancement/Development.
- *Integration with the Banner Student System* on page 539 lists the General Person and Faculty Load data shared with the Banner Student System.

Interface to the Banner Finance System

This section identifies and explains the application pages, rule pages, reports, and processes used in the interface with the Banner Finance System. It includes detailed process flowcharts and step-by-step procedure checklists.

Because it is presented primarily from the perspective of the Banner Human Resources user, there is limited explanation of the feeds after they hit the Banner Finance System. Refer to the *Banner Finance User Guide* for further information.

Below is a list of topics with a brief description of the information contained in each.

- *Human Resources/Finance Interface Flow Summary* on page 445 provides a visual representation of the data flow between Human Resources and Finance.
- *HR/Finance Set Up Rule page (NTRFINI)* on page 446 provides detailed instructions for completing the page that sets up the Human Resources/Finance interface.
- *Establish and Feed Original Budgets* on page 469 lists rule pages, application pages, batch processes, and process flow required to set up and feed original salary and fringe budgets in Banner.
- *Budget Modeling* on page 478 specifies the rule pages, application pages, batch processes and process flow that prepare the system for the establishment and feeds of budget models.
- *Process Wage/Salary Adjustments* on page 491 specifies the rule/application pages and batch processes necessary to update employee salary and wage information, update encumbrances, and feed encumbrances to Banner Finance.
- *Approve Working Budgets* on page 498 explains the process for approving a working budget.
- *Feed Payroll Transactions* on page 504 provides procedures for feeding payroll transactions.
- *Process COBRA Transactions* on page 511 provides information on the Human Resources/ Finance COBRA Interface.
- *Budget Development and Maintenance Time Line* on page 519 charts the fiscal-year cycle of budget preparation and approvals that parallels the corresponding Position Control activities.

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NOTE: The Position Control module, which is shared by the Human Resources and Finance systems, appears under a separate heading throughout this section.

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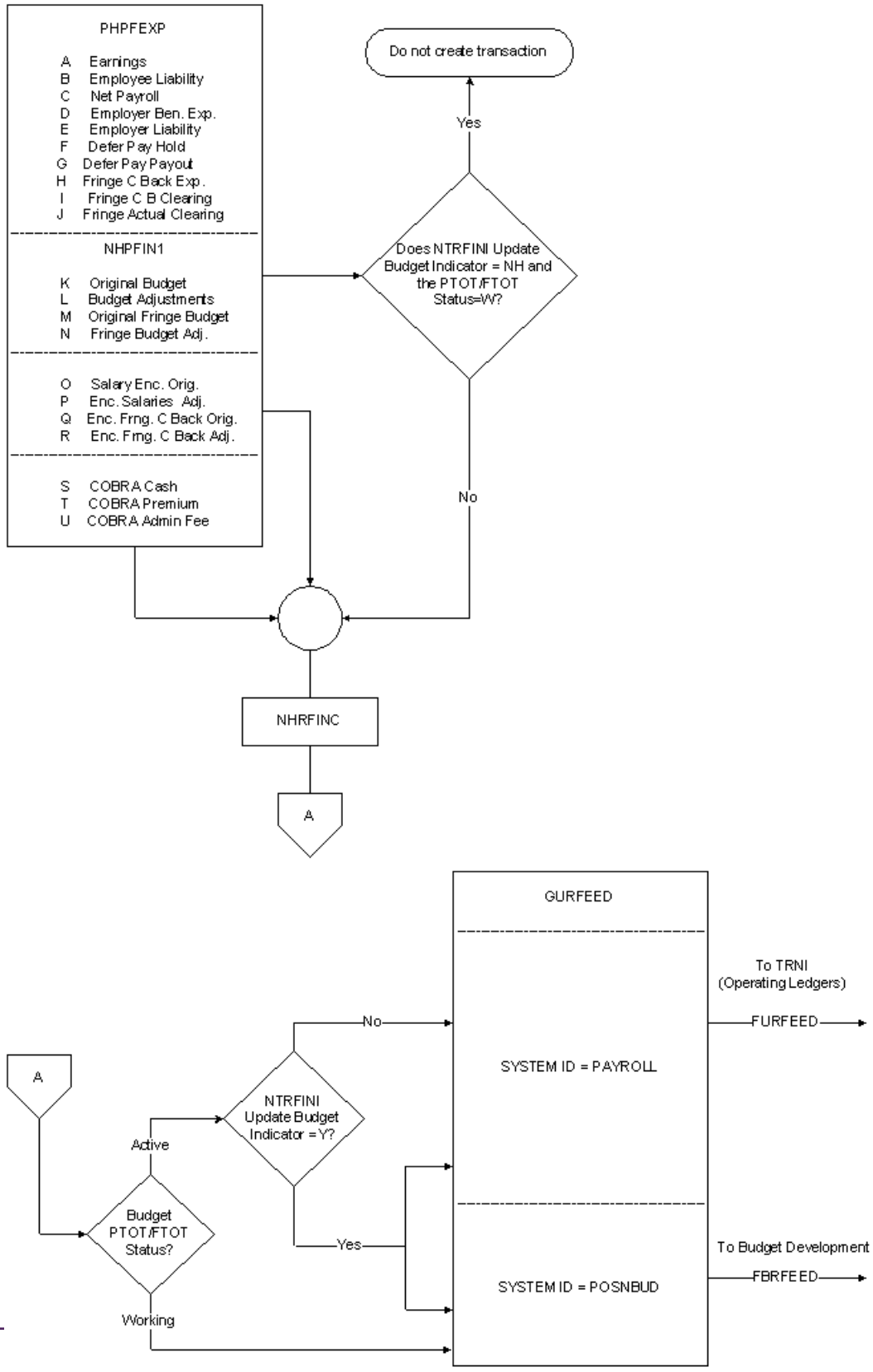
Human Resources/Finance Interface Flow Summary



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HR/Finance Set Up Rule page (NTRFINI)

About this task

Before using the interface with Banner Finance, you must define interface transaction rules on the HR/Finance Set Up page (NTRFINI). This rule page establishes interface rules, defines the accounting distribution for net pay and deferred pay, and validates rule class codes against the Finance System Rule Class Code page (FTMRUCL).

NOTE: Since this chapter is about the interface with Banner Finance, it discusses only the version of NTRFINI that appears when Banner Finance is installed. For information about using NTRFINI with non-Banner Finance systems, see the online help of Banner Human Resources.

To establish the rules governing your HR/Finance interface, follow the steps below.

Procedure

1. Access the HR/Finance Set Up Rule page (NTRFINI). All defined records are retrieved. (This requires a brief delay in processing).
2. At **Fiscal Year**, enter the fiscal year for which you are setting up an interface to Finance.

   The value you enter must be predefined on the Fiscal Year page (NBAFISC). The system displays the year's start and end dates in the **From** and **To** fields.

   NOTE: Once this page is completed for the first time, you can use the Copy Year function from this field to copy the data to ensuing fiscal years.
3. If the Banner Finance System is installed at your site, the **COA** field displays the Chart of Accounts code to be applied to the labor distributions found on the Distribution Information window. This field takes its default value from the Fiscal Year page (NBAFISC).
4. The fiscal year's active status is displayed in the **Active** check box. If it is selected, the fiscal year shown is the currently active fiscal year as defined on NBAFISC. If it is not selected, this year is not the currently active fiscal year.
5. At **Finance Fiscal Year**, enter the Finance System fiscal year for which you are setting up the interface. If Banner Finance is installed, the value you enter must be predefined on the Finance Fiscal Year page (FTMFSYR). The system displays the year's start and end dates in the **From** and **To** fields.

   NOTE: The end date should match the one that appears for the Human Resources fiscal year in Step 2.
6. At **Bank**, enter the code of the bank you use to issue payroll checks and direct deposits. The value you enter in this field must be predefined on the Bank Code Maintenance page (FTMBANK).
7. Set the **Feed Budget to Finance Budget Development** check box as follows:

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Value	Description
checked	Update the Banner Finance Budget Development module with all original and adjusted budget entries (for both working and active salary and fringe budgets).
unchecked	Do not feed original and adjusted salary and fringe budgets to the Banner Finance Budget Development module. Active budgets (original and adjusted) are fed to the operating ledger with the Payroll system's ID.

8. Move to the Finance Rule Class Code section. For each field, enter the Banner Finance System rule class code the system should use for validation. The codes you enter must be predefined on the Finance System's Rule Class Code Maintenance page (FTMRUCL).
9. Save your new or revised rules.
10. Access other windows as needed by following the instructions below.

Mouse	Keyboard	Destination
Distribution	Options>Distribution	Distribution Information window
Fringe Rules	Options>Fringe Rules	Fringe Chargeback Rules window
Copy Year	Options>Special Online Processes and Functions>Copy Prior Year	copy year confirmation window

Refer to the following pages for descriptions of these windows and instructions for their use.

Distribution Information Window

About this task

The Distribution Information window displays the accounting distributions that control the processing of Human Resource accounting transactions.

Procedure

1. At **Net Distribution**, indicate the **Index** and FOAPAL (**Fund, Orgn, Account, Program, Activity,** and **Location**) distribution to be used in the interface. If you want to default the FOAPAL components, enter a Finance Index code at the **Index** field.

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WARNING! When Banner Finance is installed, it is important to note the following: The Net Distribution fields should be blank except for **Fund**, which contains your bank fund, and **Account**, which contains the general ledger account code of your Payroll Clearing Account. The sample data delivered with your Human Resources application includes a Payroll Clearing Account value of 1060. This value corresponds to the posting modifier set up in your rule classes. (If you do not want to use 1060, the Account Maintenance page (FTMACCT) can be used to establish an equivalent account code for your institution. If you use a value other than 1060, you must also change the posting modifier on your Human Resources rules classes to reflect your new Payroll Clearing Account value.)

2. At **Deferred Pay**, indicate the FOAPAL (**Index, Fund, Orgn, Account, Program, Activity**, and **Location**) deferred pay distribution to be used in the interface. If you want to default the FOAPAL components, enter a Finance Index code at the **Index** field.

   WARNING! When Banner Finance is installed, it is important to note the following: The Deferred Pay fields should be blank except for **Fund** and **Account**, which contain the fund and account used for the accrual of deferred pay liability. Use the Fund Code Maintenance page (FTMFUND) and the Account Code Maintenance page (FTMACCT) to establish the appropriate fund and account for this purpose.

3. At **Fringe Clearing**, enter the accounting distribution (fund and account) where the actual fringe expense will be debited and the fringe charge-back amount will be credited.

Fringe Chargeback Rules Window

About this task

The Fringe Chargeback Rules window collects fringe chargeback data for use in the interface.

Procedure

1. At **Matching FOAPAL Components**, specify which components of the FOAPAL are to be considered in the matching of external funding sources. The values you enter in these fields will guide the fringe encumbrance and expense process. For each component (**Fund, Orgn, Account, Program, Activity**, and **Location**), check the box for Yes or leave it unchecked for No.
2. When you run your payroll, the Budget Maintenance Process (NBPENCM) and the Expenditures Finance Extract Process (PHPFEXP) use the values entered at the **Calculate or Process Fringe Encumbrances, Fringe Calculation Method,** and **Override External Rate with Installation Rate** fields to determine how to encumber, liquidate encumbrances, and expense fringe benefits. The chart on the following pages shows the effect of entering different value combinations.
3. Go to the **Recalculate All Salary or Fringe Encumbrances** check box. When you make changes for this fiscal year to the Fringe Charge Back Rules page (NTRFBLD), this field is updated to checked status (that is, to Yes). (This occurs if you are not using the Encumbrance Recasting Calculation method.)

   The next time the Encumbrance Maintenance Process (NBPENCM) is run, it looks at this indicator and recalculates all encumbrance values. If NBPENCM is run in process mode, it

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resets the indicator to unchecked status (that is, to No). (This check box should not be checked if you are using the Encumbrance Recasting Calculation method.)

NTRFINI Value Combinations—Effect on Payroll Processes (continued)				
This NTRFINI combination:			provides these instructions:	
Fringe Rate Override Indicator	Fringe Calc Method Indicator	Fringe Encumbrance Indicator	to NBPBUDM for budgeting and encumbering (using Position Labor Distribution and Job Labor respectively)	to PHPFEXP for expensing (using Earnings Code Labor Distribution)
No	All	Yes	Budget fringe dollars based on the Charge Back Method. Encumbrances are calculated.	
			If a match is found between the labor distribution and the external funding source Matching FOAPAL Components, budgets and encumbrances are processed according to External Fringe Rules on NTRFBLD.	If a match is found between the earnings labor distribution and the external funding source Matching FOAPAL Components, calculate fringe charge back amount and interface according to the External Fringe Rate Rules on NTRFBLD. Charge back expenses are calculated and encumbrances are liquidated based on the External Fringe Rate and the value of earnings defined with a

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NTRFINI Value Combinations—Effect on Payroll Processes (continued)				
This NTRFINI combination:			provides these instructions:	
Fringe Rate Override Indicator	Fringe Calc Method Indicator	Fringe Encumbrance Indicator	to NBPBUDM for budgeting and encumbering (using Position Labor Distribution and Job Labor respectively)	to PHPFEXP for expensing (using Earnings Code Labor Distribution)
				checked **Fringe Expense** box on PTREARN.
			If labor distribution cannot be matched to an external funding source Matching FOAPAL Components, fringe dollars are budgeted and encumbered according to Installation Fringe rules on NTRFBLD.	If the earnings code labor distribution cannot be matched to the external funding source Matching FOAPAL Components, calculate the fringe charge back amount and interface according to the Installation Fringe Rate Rules on NTRFBLD. Charge back expenses are calculated and encumbrances are liquidated based on the Installation Fringe Rate and the value of earnings defined with a checked **Fringe Expense** box on PTREARN.

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NTRFINI Value Combinations—Effect on Payroll Processes (continued)				
This NTRFINI combination:			provides these instructions:	
Fringe Rate Override Indicator	Fringe Calc Method Indicator	Fringe Encumbrance Indicator	to NBPBUDM for budgeting and encumbering (using Position Labor Distribution and Job Labor respectively)	to PHPFEXP for expensing (using Earnings Code Labor Distribution)
No (cont.)	All	Yes	No comparison is made of fringe rates to determine if the External Fringe Rate is greater than the Installation Fringe Rate since the **Override External Rate with Installation Rate?** box is set to No (that is, unchecked).	No comparison is made of fringe rates to determine if the External Fringe Rate is greater than the Installation Fringe Rate since the **Override External Rate with Installation Rate?** box is set to No (that is, unchecked).
Yes	All	Yes	Budget fringe dollars based on the Charge Back Method. Encumbrances are calculated.	
			If a match is found between the labor distribution and the external funding source Matching FOAPAL Components and if the External Fringe Rate is greater than the Installation Fringe Rate,	If a match is found between the earnings labor distribution and the external funding source Matching FOAPAL Components and if the External Fringe Rate is greater than the Installation Fringe Rate,

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NTRFINI Value Combinations—Effect on Payroll Processes (continued)				
This NTRFINI combination:			provides these instructions:	
Fringe Rate Override Indicator	Fringe Calc Method Indicator	Fringe Encumbrance Indicator	to NBPBUDM for budgeting and encumbering (using Position Labor Distribution and Job Labor respectively)	to PHPFEXP for expensing (using Earnings Code Labor Distribution)
			budgets and encumbrances are calculated using the Installation Fringe Rate and are interfaced according to the External Funding Source Labor Distribution Overrides on NTRFBLD.	charge back amounts are calculated and encumbrances are liquidated based on the Installation Fringe Rate on NTRFBLD and the value of earnings defined with a checked **Fringe Expense** box on PTREARN. Amounts are interfaced according to the External Funding Source Labor Distribution Override on NTRFBLD.
			If a match is found between the labor distribution and the external funding source Matching FOAPAL Components and if the External Fringe Rate is less than or equal to the	If a match is found between the earnings code labor distribution and the external funding source Matching FOAPAL Components and if the External Fringe Rate is less than or

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NTRFINI Value Combinations—Effect on Payroll Processes (continued)				
This NTRFINI combination:			provides these instructions:	
Fringe Rate Override Indicator	Fringe Calc Method Indicator	Fringe Encumbrance Indicator	to NBPBUDM for budgeting and encumbering (using Position Labor Distribution and Job Labor respectively)	to PHPFEXP for expensing (using Earnings Code Labor Distribution)
			Installation Fringe Rate, budgets and encumbrances are calculated using the External Fringe Rate Rules on NTRFBLD.	equal to the Installation Fringe Rate, fringe charge back amounts are calculated and encumbrances are liquidated based on the External Fringe Rate on NTRFBLD and the value of earnings defined with a checked **Fringe Expense** box on PTREARN. Amounts are interfaced according to the External Funding Source Labor Distribution Override on NTRFBLD.
Yes (cont.)	All	Yes	If labor distribution FOAPAL cannot be matched to the external funding source Matching FOAPAL Components	If the earnings code labor distribution cannot be matched to the external funding source Matching FOAPAL Components,

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NTRFINI Value Combinations—Effect on Payroll Processes (continued)				
This NTRFINI combination:			provides these instructions:	
Fringe Rate Override Indicator	Fringe Calc Method Indicator	Fringe Encumbrance Indicator	to NBPBUDM for budgeting and encumbering (using Position Labor Distribution and Job Labor respectively)	to PHPFEXP for expensing (using Earnings Code Labor Distribution)
			fringes are budgeted and encumbered according to Installation Fringe Rules on NTRFBLD and are interfaced based on installation labor distribution overrides.	charge back amounts are calculated and encumbrances are liquidated based on the Installation Fringe Rate on NTRFBLD and the value of earnings defined with a checked **Fringe Expense** box on PTREARN. Amounts are interfaced according to the Installation Labor Distribution Override on NTRFBLD.

NTRFINI Finance Rule Class Code Setup (All, Yes)

When establishing the Finance Rule Class Codes on the main window of the HR/Finance Set Up Rule page (NTRFINI), use the following codes when the Fringe Calculation Method indicator is All and the Calculate/Process Fringe Encumbrances indicator is Yes (checked) on the Fringe Chargeback Rules window of NTRFINI.

NTRFINI Rule Class Field	Finance Rule Class Code	Code Description
Employee Deductions Liability	HEEL	Payroll - Employee Liability

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NTRFINI Rule Class Field	Finance Rule Class Code	Code Description
Employer Fringe Payroll Expense (Actual)	NOOP	No operation
Employer Fringe Payroll Liability	HERL	Payroll - Employer Liability
Fringe Charge Back Expense	HFRD	Payroll - Fringe Charge Back w/ Liq.
Fringe Charge Back Clearing	HFRC	Payroll - Fringe Charge Back Clearing
Fringe Actual Expense Clearing	HFEX	Payroll - Actual Fringe Ben. Dist.
Original Fringe Encumbrance	HFEN	Payroll - Fringe Benefit Encumb.
Fringe Encumbrance Adjustments	HFEA	Payroll - Fringe Benefit Enc. Adj.

NTRFINI Finance Rule Class Code Setup (All, No)

When establishing the Finance Rule Class Codes on the Main window of the HR/Finance Set Up Rule page (NTRFINI), use the following codes when the Fringe Calculation Method indicator is All and the Calculate or Process Fringe Encumbrances indicator is No (unchecked) on the Fringe Chargeback Rules window of NTRFINI.

NTRFINI Rule Class Field	Finance Rule Class Code	Code Description
Employee Deductions Liability	HEEL	Payroll - Employee Liability
Employer Fringe Payroll Expense (Actual)	NOOP	No operation
Employer Fringe Payroll Liability	HERL	Payroll - Employer Liability
Fringe Charge Back Expense	HFNL	Payroll - Fringe Charge Back w/ o Liq.
Fringe Charge Back Clearing	HFRC	Payroll - Fringe Charge Back Clearing
Fringe Actual Expense Clearing	HFEX	Payroll - Actual Fringe Ben. Dist.
Original Fringe Encumbrance	NOOP	No operation
Fringe Encumbrance Adjustments	NOOP	No operation

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NTRFINI Value Combinations—Effect on Payroll Processes (continued)				
This NTRFINI combination:			provides these instructions:	
Fringe Rate Override Indicator	Fringe Calc Method Indicator	Fringe Encum-brance Indicator	to NBPBUDM for budgeting and encumbering (using Position Labor Distribution and Job Labor respectively)	to PHPFEXP for expensing (using Earnings Code Labor Distribution)
No	None	No	Fringe budgets are calculated based on the Actual Method using NTRBROL and NTRFRNG Rule pages during the Budget Roll Process (NTRBROL). Fringe benefits cannot be encumbered under this method. Sites choosing this option will not run NBPBUDM for any purpose.	Expenses are based on actual costs and are interfaced to the local Finance system according to the overrides established on the Benefit/Deduction Labor Distribution Override window of the Benefits and Deductions Rule page (PTRBDCA).

NTRFINI Finance Rule Class Code Setup (None, No)

When establishing the Finance Rule Class Codes on the Main window of the HR/Finance Set Up Rule page (NTRFINI), use the following codes when the Fringe Calculation Method indicator is None and the Calculate or Process Fringe Encumbrances indicator is No (unchecked) on the Fringe Chargeback Rules window of NTRFINI.

NTRFINI Rule Class Field	Finance Rule Class Code	Code Description
Employee Deductions Liability	HEEL	Payroll - Employee Liability
Employer Fringe Payroll Expense (Actual)	HGRB	Payroll - Gross Benefit Expense
Employer Fringe Payroll Liability	HERL	Payroll - Employer Liability

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NTRFINI Rule Class Field	Finance Rule Class Code	Code Description
Fringe Charge Back Expense	NOOP	No operation
Fringe Charge Back Clearing	NOOP	Payroll - Fringe Charge Back Clearing
Fringe Actual Expense Clearing	NOOP	No operation
Original Fringe Encumbrance	NOOP	No operation
Fringe Encumbrance Adjustments	NOOP	No operation

NTRFINI Value Combinations—Effect on Payroll Processes (continued)

This NTRFINI combination:			provides these instructions:	
Fringe Rate Override Indicator	Fringe Calc Method Indicator	Fringe Encum-brance Indicator	to NBPBUDM for budgeting and encumbering (using Position Labor Distribution and Job Labor respectively)	to PHPFEXP for expensing (using Earnings Code Labor Distribution)
No	(E)xception	Yes	Budget all fringe dollars based on the Charge Back Method. Encumbrances are calculated only if the Job is funded by an external funding source.	
			If a match is found between the labor distribution and the external funding source Matching FOAPAL Components, budgets and encumbrances are processed according to External	If a match is found between the earnings labor distribution and the external funding source Matching FOAPAL Components, calculate charge back amounts and interface according to External

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NTRFINI Value Combinations—Effect on Payroll Processes (continued)				
This NTRFINI combination:			provides these instructions:	
Fringe Rate Override Indicator	Fringe Calc Method Indicator	Fringe Encum-brance Indicator	to NBPBUDM for budgeting and encumbering (using Position Labor Distribution and Job Labor respectively)	to PHPFEXP for expensing (using Earnings Code Labor Distribution)
			Fringe rules on NTRFBLD and External Labor Distribution Overrides on NTRFBLD are applied.	Fringe Rate on NTRFBLD. Charge back expenses are calculated and encumbrances are liquidated based on the External Funding Source Rate and the value of earnings defined with a checked **Fringe Expense** box on PTREARN.
			If the position labor distribution cannot be matched to an external funding source Matching FOAPAL Components, fringe dollars are budgeted according to Installation Fringe rules on NTRFBLD and Installation Labor Distribution Overrides are applied. Fringe encumbrances are not calculated if there is not a	If a match is not found between the earnings code labor distribution and the external funding source Matching FOAPAL Components, the actual cost are posted to the employing department. This portion of the transaction does not relieve any encumbrances.

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NTRFINI Value Combinations—Effect on Payroll Processes (continued)				
This NTRFINI combination:			**provides these instructions:**	
Fringe Rate Override Indicator	**Fringe Calc Method Indicator**	**Fringe Encum-brance Indicator**	**to NBPBUDM for budgeting and encumbering (using Position Labor Distribution and Job Labor respectively)**	**to PHPFEXP for expensing (using Earnings Code Labor Distribution)**
			match of the Job labor distribution and the external funding source Matching FOAPAL Components.	
No (cont.)	Exception	Yes	No comparison is made of fringe rates to determine if the External Fringe Rate is greater than the Installation Fringe Rate since the **Override External Rate with Installation Rate?** box is set to No.	No comparison is made of fringe rates to determine if the External Fringe Rate is greater than the Installation Fringe Rate since the **Override External Rate with Installation Rate?** box is set to No.
Yes	Exception	Yes	Budget all fringe dollars based on the Charge Back Method. Encumbrances are calculated only if the Job is funded by an external funding source.	
			If a match is found between the labor distribution and the external funding source	If a match is found between the earnings labor distribution and the external funding source

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NTRFINI Value Combinations—Effect on Payroll Processes (continued)				
This NTRFINI combination:			provides these instructions:	
Fringe Rate Override Indicator	Fringe Calc Method Indicator	Fringe Encum-brance Indicator	to NBPBUDM for budgeting and encumbering (using Position Labor Distribution and Job Labor respectively)	to PHPFEXP for expensing (using Earnings Code Labor Distribution)
			Matching FOAPAL Components and if the External Fringe Rate is greater than the installation Fringe Rate, budgets and encumbrances are calculated using the Installation Fringe Rate. External Labor Distribution Overrides are applied.	Matching FOAPAL Components and if the External Fringe Rate is greater than the Installation Fringe Rate, fringe charge back amounts are calculated and encumbrances are liquidated based on the Installation Fringe Rate on NTRFBLD and the value of earnings defined with a checked **Fringe Expense** box on PTREARN. Amounts are interfaced according to the External Funding Source Labor Distribution Override on NTRFBLD.
			If a match is found between the labor distribution and the external funding source	If a match is found between the earnings labor distribution and the external funding source

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NTRFINI Value Combinations—Effect on Payroll Processes (continued)				
This NTRFINI combination:			provides these instructions:	
Fringe Rate Override Indicator	Fringe Calc Method Indicator	Fringe Encum-brance Indicator	to NBPBUDM for budgeting and encumbering (using Position Labor Distribution and Job Labor respectively)	to PHPFEXP for expensing (using Earnings Code Labor Distribution)
			Matching FOAPAL Components and if the External Fringe Rate is less than or equal to the Installation Fringe Rate, budgets AND encumbrances are calculated using the External Fringe Rate and External Labor Distribution Overrides are applied.	Matching FOAPAL Components and if the External Fringe Rate is less than or equal to the Installation Fringe Rate, fringe charge back amount is calculated and interfaced according to the External Fringe Rate on NTRFBLD. Charge back expenses are calculated and encumbrances are liquidated based on the External Fringe Rate and the value of earnings defined with a checked Fringe Indicator on PTREARN. Amounts are interfaced according to the External Funding Source Labor Distribution Override on NTRFBLD.

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NTRFINI Value Combinations—Effect on Payroll Processes (continued)				
This NTRFINI combination:			provides these instructions:	
Fringe Rate Override Indicator	Fringe Calc Method Indicator	Fringe Encum-brance Indicator	to NBPBUDM for budgeting and encumbering (using Position Labor Distribution and Job Labor respectively)	to PHPFEXP for expensing (using Earnings Code Labor Distribution)
Yes (cont.)	Exception	Yes	If a match is not found between the labor distribution and the external funding source Matching FOAPAL Components, fringe benefits are budgeted according to the installation fringe rate but encumbrances are not calculated.	If a match is not found between the earnings code labor distribution and the external funding source Matching FOAPAL Components, the actual cost is posted to the employing department. This portion of the transaction does not relieve any encumbrances.

NTRFINI Finance Rule Class Code Setup (Exception Only, Yes)

When establishing the Finance Rule Class Codes on the Main window of the HR/Finance Set Up Rule page (NTRFINI), use the following codes when the Fringe Calculation Method indicator is Exception only and the Calculate or Process Fringe Encumbrances indicator is Yes (checked) on the Fringe Chargeback Rules window of NTRFINI.

NTRFINI Rule Class Field	Finance Rule Class Code	Code Description
Employee Deductions Liability	HEEL	Payroll - Employee Liability
Employer Fringe Payroll Expense (Actual)	HGRB	Payroll - Gross Benefit Expense
Employer Fringe Payroll Liability	HERL	Payroll - Employer Liability
Fringe Charge Back Expense	HFRD	Payroll - Fringe Charge Back w/ Liq.

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NTRFINI Rule Class Field	Finance Rule Class Code	Code Description
Fringe Charge Back Clearing	HFRC	Payroll - Fringe Charge Back Clearing
Fringe Actual Expense Clearing	HFEX	Payroll - Actual Fringe Ben. Dist.
Original Fringe Encumbrance	HFEN	Payroll - Fringe Benefit Encumb.
Fringe Encumbrance Adjustments	HFEA	Payroll - Fringe Benefit Encumb. Adj.

NTRFINI Value Combinations—Effect on Payroll Processes (continued)

This NTRFINI combination:			provides these instructions:	
Fringe Rate Override Indicator	**Fringe Calc Method Indicator**	**Fringe Encum-brance Indicator**	**to NBPBUDM for budgeting and encumbering (using Position Labor Distribution and Job Labor respectively)**	**to PHPFEXP for expensing (using Earnings Code Labor Distribution)**
No	Exception	No	Budget all fringe dollars based on the Charge Back Method. Encumbrances are not calculated.	
			If a match is found between the labor distribution and the external funding source Matching FOAPAL Components, budgets are processed according to External Fringe rules on NTRFBLD and External Labor Distribution	If a match is found between the earnings labor distribution and the external funding source Matching FOAPAL Components, fringe charge back amounts are calculated and interfaced according to External Fringe Rate on NTRFBLD.

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NTRFINI Value Combinations—Effect on Payroll Processes (continued)				
This NTRFINI combination:			**provides these instructions:**	
Fringe Rate Override Indicator	**Fringe Calc Method Indicator**	**Fringe Encum-brance Indicator**	**to NBPBUDM for budgeting and encumbering (using Position Labor Distribution and Job Labor respectively)**	**to PHPFEXP for expensing (using Earnings Code Labor Distribution)**
			Overrides on NTRFBLD are applied.	Charge back expenses are calculated based on the External Funding Source Rate and the value of earnings defined with a checked **Fringe Expense** box on PTREARN. There are no encumbrances to liquidate.
No (cont.)	Exception	No	If the position labor distribution cannot be matched to an external funding source Matching FOAPAL Components, fringe dollars are budgeted according to Installation Fringe rules on NTRFBLD and Installation Labor Distribution Overrides are applied. Fringe encumbrances are not calculated.	If a match is not found between the earnings code labor distribution and the external funding source Matching FOAPAL Components, the actual cost is posted to the employing department. There are no encumbrances to liquidate.
			No comparison is made of fringe	No comparison is made of fringe

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NTRFINI Value Combinations—Effect on Payroll Processes (continued)				
This NTRFINI combination:			provides these instructions:	
Fringe Rate Override Indicator	Fringe Calc Method Indicator	Fringe Encum-brance Indicator	to NBPBUDM for budgeting and encumbering (using Position Labor Distribution and Job Labor respectively)	to PHPFEXP for expensing (using Earnings Code Labor Distribution)
			rates to determine if the External Fringe Rate is greater than the Installation Fringe Rate since the **Override External Rate with Installation Rate?** box is set to No (that is, unchecked).	rates to determine if the External Fringe Rate is greater than the Installation Fringe Rate since the **Override External Rate with Installation Rate?** box is set to No (that is, unchecked).
Yes	Exception	No	Budget all fringe dollars based on the Charge Back Method. Encumbrances are not calculated.	
			If a match is found between the position labor distribution and the external funding source Matching FOAPAL Components and if the External Fringe Rate is greater than the Installation Fringe Rate, budgets are calculated using the Installation Fringe Rate. External Labor	If a match is found between the earnings labor distribution and the external funding source Matching FOAPAL Components and if the External Fringe Rate is greater than the Installation Fringe Rate, fringe charge back amounts are calculated based on the Installation

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NTRFINI Value Combinations—Effect on Payroll Processes (continued)				
This NTRFINI combination:			provides these instructions:	
Fringe Rate Override Indicator	Fringe Calc Method Indicator	Fringe Encum-brance Indicator	to NBPBUDM for budgeting and encumbering (using Position Labor Distribution and Job Labor respectively)	to PHPFEXP for expensing (using Earnings Code Labor Distribution)
			Distribution Overrides are applied.	Fringe Rate on NTRFBLD and the value of earnings defined with a checked Fringe Expense box on PTREARN. Amounts are interfaced according to the External Funding Source Labor Distribution Override on NTRFBLD. There are no encumbrances to liquidate.
			If a match is found between the position labor distribution and the external funding source Matching FOAPAL Components and if the External Fringe Rate is less than or equal to the Installation Fringe Rate, budgets are calculated using the External Fringe Rate	If a match is found between the earnings labor distribution and the external funding source Matching FOAPAL Components and if the External Fringe Rate is less than or equal to the Installation Fringe Rate, fringe charge back amounts are calculated and interfaced

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NTRFINI Value Combinations—Effect on Payroll Processes (continued)				
This NTRFINI combination:			provides these instructions:	
Fringe Rate Override Indicator	Fringe Calc Method Indicator	Fringe Encum-brance Indicator	to NBPBUDM for budgeting and encumbering (using Position Labor Distribution and Job Labor respectively)	to PHPFEXP for expensing (using Earnings Code Labor Distribution)
			and External Labor Distribution Overrides are applied.	according to the External Fringe Rate on NTRFBLD. Charge back expenses are calculated based on the External Fringe Rate and the value of earnings defined with a checked Fringe Indicator on PTREARN. Amounts are interfaced according to the External Funding Source Labor Distribution Override on NTRFBLD. There are no encumbrances to liquidate.
Yes (cont.)	Exception	No	If a match is not found between the position labor distribution and the external funding source Matching FOAPAL Components, fringe benefits are budgeted according to	If a match is not found between the earnings code labor distribution and the external funding source Matching FOAPAL Components, the actual cost is posted to the employing

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NTRFINI Value Combinations—Effect on Payroll Processes (continued)				
This NTRFINI combination:			provides these instructions:	
Fringe Rate Override Indicator	Fringe Calc Method Indicator	Fringe Encum-brance Indicator	to NBPBUDM for budgeting and encumbering (using Position Labor Distribution and Job Labor respectively)	to PHPFEXP for expensing (using Earnings Code Labor Distribution)
			the Installation Fringe Rate but encumbrances are not calculated.	department. There are no encumbrances to liquidate.

NTRFINI Finance Rule Class Code Setup (Exception Only, No)

When establishing the Finance Rule Class Codes on the Main window of the HR/Finance Set Up Rule page (NTRFINI), use the following codes when the Fringe Calculation Method indicator is Exception only and the Calculate or Process Fringe Encumbrances indicator is No (unchecked) on the Fringe Chargeback Rules window of NTRFINI.

NTRFINI Rule Class Field	Finance Rule Class Code	Code Description
Employee Deductions Liability	HEEL	Payroll - Employee Liability
Employer Fringe Payroll Expense (Actual)	HGRB	Payroll - Gross Benefit Expense
Employer Fringe Payroll Liability	HERL	Payroll - Employer Liability
Fringe Charge Back Expense	HFNL	Payroll - Fringe Charge Back w/ o Liq.
Fringe Charge Back Clearing	HFRC	Payroll - Fringe Charge Back Clearing
Fringe Actual Expense Clearing	HFEX	Payroll - Actual Fringe Ben. Dist.
Original Fringe Encumbrance	NOOP	No operation
Fringe Encumbrance Adjustments	NOOP	No operation

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Establish and Feed Original Budgets

Budgets establish guidelines to assist in managing fiscal responsibilities and ensuring solvency. One of the largest budget items is labor, which encompasses salaries/wages and fringe benefits. Before you initiate a labor budget, you must complete the pages outlined below. In addition, you must run batch jobs to post original budget transactions to Finance.

Establish and Feed Original Budgets: Rules pages Interfaces Banner Finance System establishing and feeding budgets

Before you enter position data into the Banner Human Resources System, you must complete several rule pages in the Finance and Human Resources systems. The pages that impact your ability to establish and feed original labor budgets are listed below.

NOTE: Some of the data defined on the pages below is predefined as Banner Finance sample data.

Finance Rules pages

You must complete the following Finance pages.

page	Description
FTMCOAS	Establishes the Chart of Accounts for the installation.
FTMFUND	Establishes valid funds for labor expenditures. A fund is defined, in layperson's terms, as balance sheet items (General, Restricted, Auxiliary, Plant). Funds can be restricted (for example, grants) or unrestricted (for example, general).
FTMORGN	Establishes valid organizations for labor expenditures. An organization represents a department within the installation.
FTMACCT	Establishes valid accounts for labor expenditures. Accounts are line items within a site's financial structure. They include general ledger accounts (assets and liabilities) and operating ledger accounts (revenues and expenses).
FTMPROG	Establishes valid programs for labor expenditures. Programs enable you to define a method of pulling transactions across organizations and accounts. Examples include instruction, research, and plant operations. Most educational institutions use programs defined by the National Association of College and University Business Offices (NACUBO).
FTMACTV	Establishes valid activities for labor expenditures. An activity is an accounting element for use in tracking non-budget-control financial

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page	Description
	affairs. An example of an activity is the YMCA's use of your site's pool to teach lifesaving.
FTMLOCN	Establishes valid locations. Locations represent a building and room number.
FTMSDAT	Establishes the system ID as PAYROLL. The PAYROLL system ID feeds payroll, encumbrance, budget, and COBRA transactions to the operating ledgers via the FURFEED process. The PAYROLL ID is included as part of the Finance seed data.
FTMFSYR	Defines the fiscal year and fiscal periods.
FTMOBUD	Establishes valid budget phases within budget IDs for budget development purposes.
FTMRUCL	Defines valid Finance System rule class codes that identify the journal type being maintained for transactions from Human Resources. These defined rule classes are used on the HR/Finance Setup page (NTRFINI).

NOTE: When editing is performed against general ledger accounts, only a fund and account are required. When editing is performed against operating ledger accounts, you must enter fund, org, account, and program. Activity and location are always optional entries in Banner Human Resources and Finance.

Human Resources Rules pages

When the Banner Human Resources System is first implemented, the following rule pages must be completed prior to building both the Position Definition page (NBAPOSN) and the Position Budget page (NBAPBUD). Data contained in specific fields on these rule pages drives certain batch processes in the budget roll process.

NOTE: Remember that Banner Human Resources rule pages must be completed in a specified order. Refer to the topic, "Rule pages Completion Sequence" in the online help, for detailed instructions.

The following Banner Human Resources rule pages must be completed:

page	Description
NTRFBLD	Use this page only if you use the Fringe Chargeback method. It contains three windows for entering fringe chargeback rate information: • The Fringe Labor Distribution Override section in the main window is used for entering the installation fringe rate by employee class and the labor distribution override data for internal fringe benefits. The next two windows provide information on external fringe benefits.

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page	Description
	• The External Funding Source Fringe Rate Definition window is used for entering the external funding source fringe rate labor distributions on which the system is to match when performing labor distribution overrides for external fringe benefits. (The system obtains the rules for the match from the NTRFINI rule page.) • The External Fringe Labor Distribution Override window is used for entering an overriding labor distribution by employee class for each matching FOAPAL from the External Funding Source Fringe Rate Definition window.
NTRFINI	Uses predefined rule class codes from FTMRUCL in the Finance System for Human Resources transactions. It influences accounting distribution for such items as salary expense, employee/employer liabilities, net pay, deferred pay, and COBRA.
	It is important to take note of the **Feed Budget to Finance Budget Development** check box on NTRFINI and the contents of the **Status** field on the Position Salary Budgets window of the Position Budget page (NBAPBUD). If the NTRFINI **Feed Budget to Finance Budget Development** box is checked and the NBAPBUD **Status** field is set to Approved, original budgets, budget adjustments, original fringe budgets, and fringe budget adjustments are passed to the Budget Development module in Finance (as POSNBUD transactions) and to the live ledgers in Finance (as PAYROLL transactions). If the NTRFINI **Feed Budget to Finance Budget Development** check box is not selected, these transaction types are posted only to the live ledgers, regardless of the contents of the NBAPBUD **Status** field. If the NBAPBUD **Status** field is set to Working, the transactions are passed only to the Budget Development module, regardless of the setting of the NTRFINI **Feed Budget to Finance Budget Development** check box.
PTRECLS	For purposes of position control and budgeting, PTRECLS allows you to define how budgets are rolled and how salary encumbrances for current fiscal year(s) are calculated.
	The value entered at this page's **Budget Roll** box defaults to NBAPBUD for positions set up under this employee class. The defaulted value can be overridden on NBAPBUD. The NBAPBUD value determines the amounts used in the Budget Roll process.
PTRBDCA	Establishes valid benefit or deduction codes. In position budgeting, these codes define and establish budgets for selected employer-paid benefits on the Fringe Total section of NBAPBUD. You must complete this page's Labor Distribution section to ensure proper budgeting to appropriate elements within a FOAPAL. Position budgeting uses only employer expense.

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Position Control Rules pages

The following Position Control rule pages must be completed.

page	Description
NTRSGRP	Specifies the pay plan group for each salary table (defined on NTRSALA).
NTRSALA	Establishes the salary ranges and/or steps for each salary group, salary table, and grade.
NTRBROL	Establishes step increases/decreases by employee class for use in budgeting salaries/wages in the budget roll process.
NTRFRNG	Collects parameters for use in budgeting fringe benefit costs in the budget roll process when using the actual method.

Application pages

The following application pages are used to enable Banner's position budgeting features and to create and maintain position budgeting information.

Human Resources

page	Description
PPAIDEN	Provides a person's initial point of entry into the system and identifies basic biographic and demographic data on applicants, employees, beneficiaries, and COBRA persons/dependents/beneficiaries.
PEAEMPL	Establishes basic employee information such as status, leave balances, review dates, termination dates, and leave dates. This page must be completed before the Employee Jobs page (NBAJOBS).
PDADEDN	Establishes deductions and contributions for benefits and taxes, and employee-specified withholdings. These records may be used when creating fringe budgets for filled positions.

Position Control

page	Description
NBAFISC	Defines the parameters of the fiscal year. Fiscal year begin and end dates default from the FTMFSYR page in Finance.
NBAPOSN	Defines and maintains all positions from a Human Resources perspective.

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page	Description
NBAPBUD	Defines position totals, fringe totals, and position labor distributions. It provides the ability to monitor position expenditures versus budgeted amounts, allows you to perform budget modeling via budget ID and phase, and displays expended and remaining fringe benefit totals. Organizational budget transfers are also initiated on this page. When creating a new position, you must enter a Budget ID and Phase in the Position Totals section for proper feed to the Budget Development module. This page's Budget Roll Indicator determines the amounts used in the Human Resources budget roll process.
NBAJOBS	Contains salary, salary encumbrance, and fringe encumbrance information that (depending on the NBAPBUD Budget Roll Indicator value) may be used in the budgeting and encumbering processes.
PDADEDN	Contains deduction records which may be used in creating fringe budgets for filled positions.

Batch Processes

By reading position budgeting records, the following batch processes determine if there are original budgets or NBAPBUD position-total adjustments/changes that have not been interfaced to Finance.

Process	Description
NHPFIN1	Extracts data for budgeting (and for budget modeling, encumbrances and COBRA payments) for the Finance interface. This process generates budget transactions and inserts records into NHRFINC. Original budgets, budget adjustments, original fringe budgets, and fringe budget adjustments are passed to the Budget Development module in Finance (as POSNBUD transactions) and to the live ledgers in Finance (as PAYROLL transactions) if the **Feed Budget to Finance Budget Development** box on NTRFINI is checked. If the **Feed Budget to Finance Budget Development** box is unchecked, these transaction types are posted only to the live ledgers (as PAYROLL transactions). In either case, only budgets in approved status are passed to the live ledgers. Salary encumbrances and COBRA transactions are posted only to the live ledgers. All of these transactions are passed to Finance via NHPFIN2. Parameters include the following: • *COBRA Processing (Y/N) • *Budget Processing (Y/N) • *Encumbrance Processing (Y/N)
NHPFIN2	This process extracts the budget transactions from the NHRFINC table and inserts them into the GURFEED table.

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Process	Description
	GURFEED is a collector table through which all interfacing transactions to the Finance System are passed. Parameters include the following: • *Detail Report (Y/N) • *Interface (Y/N) • *Transactions to GURFEED As noted above, if the NTRFINI **Feed Budget to Finance Budget Development** box is checked, any changes to the **Budgeted Amount** field of the NBAPBUD Position Total section are flagged for concurrent interface to the Budget Development module and the Operating Ledgers. You must then submit the following process to feed to the Budget Development module. This step must be performed before you submit processes to feed transactions to the Banner Finance live ledgers.
FBRFEED	Selects budget transactions from GURFEED when the System ID is POSNBUD and creates and/or updates records to insert in to the Budget Development area of Finance. The program actually creates/updates FBBBLIN records, which is the Budgeted Line Item Table in Finance. This table contains annualized amounts. This program must be run only if the **Feed Budget to Finance Budget Development** box on NTRFINI is checked and the System ID is POSNBUD.
To post the transactions to the live ledgers, submit the following processes.	
FURFEED	Selects records from GURFEED when the System ID is PAYROLL. It then creates and/or updates records to insert into the Finance Interface Table (FGBTRNI) and updates the Finance ledgers.
FGRTRNI	Edits the documents (journal vouchers) and inserts the approved documents into the Approved Documents Table (FOBAPPD).
FGRTRNR	Produces an error report that displays the system edits of suspended documents from the FGRTRNI process.
FGRACTG	Selects approved documents from the FGRTRNI process and posts the transactions to the ledgers in the Finance System.
	If the NTRFINI **Feed Budget to Finance Budget Development** box is unchecked, changes to the Budgeted Amount field in the Position Total section of NBAPBUD will be flagged for interface only to the Operating Ledgers in the Finance System. Thus, you should not run FBRFEED and run only FURFEED, FGRTRNI, FGRTRNR, FGRACTG.

Process Flow

1. Complete all rule and application pages described above.

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2. For original budget processing, only pages up to and including the Position Definition page (NBAPOSN) and the Position Budget page (NBAPBUD) must be completed to place a recently created (but not filled) position in the budget module.
3. Once an employee is hired to fill the position and an actual salary is known, you may choose to adjust the original budget on the Position Budget page (NBAPBUD) to reflect the salary of the new incumbent and to post the encumbrance to Banner Finance and to the NBAPBUD Position Total section. Encumbrances must be posted to Finance prior to feeding payroll transactions to Finance.
4. Run the following batch programs to feed budgets and budget adjustments to Finance.

Process Name	Comments/Special Instructions
NHPFIN1	Enter Y for the Budget Processing parameter.
NHPFIN2	Do not enter a parameter value for PAY ID. The PAY ID parameter does not appear if no Payroll expenditure transactions exist.
FBRFEED	Only if NTRFINI **Feed Budget to Finance Budget Development** box is checked.
FURFEED	
FGRTRNI	
FGRTRNR	
FGRACTG	

Budget Maint. Checklist: Establishing and Feeding Original Budgets

About this task

Step	page Or Process	Description
1	NTRFINI	Verify criteria for Fringe Budgeting.
2	NTRFRNG Or	Establish criteria for the computation of original fringe budgets for filled and vacant positions under the actual method.
	NTRFBLD	Establish criteria for the computation of original fringe budgets based on salary budget under the charge back method.

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Step	page Or Process	Description
3	NBAPOSN	Define position (budgeted entity).
4	NBAPBUD	Define position salary budget, premium earnings budget, and position labor distribution.
5	NBPBUDM (Charge Back Method only)	Run process using the Budget Processing option. Specify processing of Active budgets. Calculates fringe budget amounts under the charge back method.
6	NBPENCM	Run process to calculate encumbrance amounts for salary/wage and fringe (under the charge back method.
7	NHPFIN1	Run process using the Budget Processing option. Extracts data for original budgets for the Finance Interface based on COAS, Fiscal Year, Budget ID and Budget Phase. Generates Budget transactions for original budgets and inserts records into NHRFINC.
8	NHPFIN2	Run process to extract original budget transactions from the NHRFINC table. Optionally inserts records into GURFEED (collector table).
9	Various	Run desired Position Control Reports.
10	Finance Feed	Run Finance processes to post to Operating Ledgers in Banner Finance (after NHPFIN2 has been used to populate the GURFEED table). (FBRFEED, FURFEED, FGRTRNI, FGRTRNR, FGRACTG)

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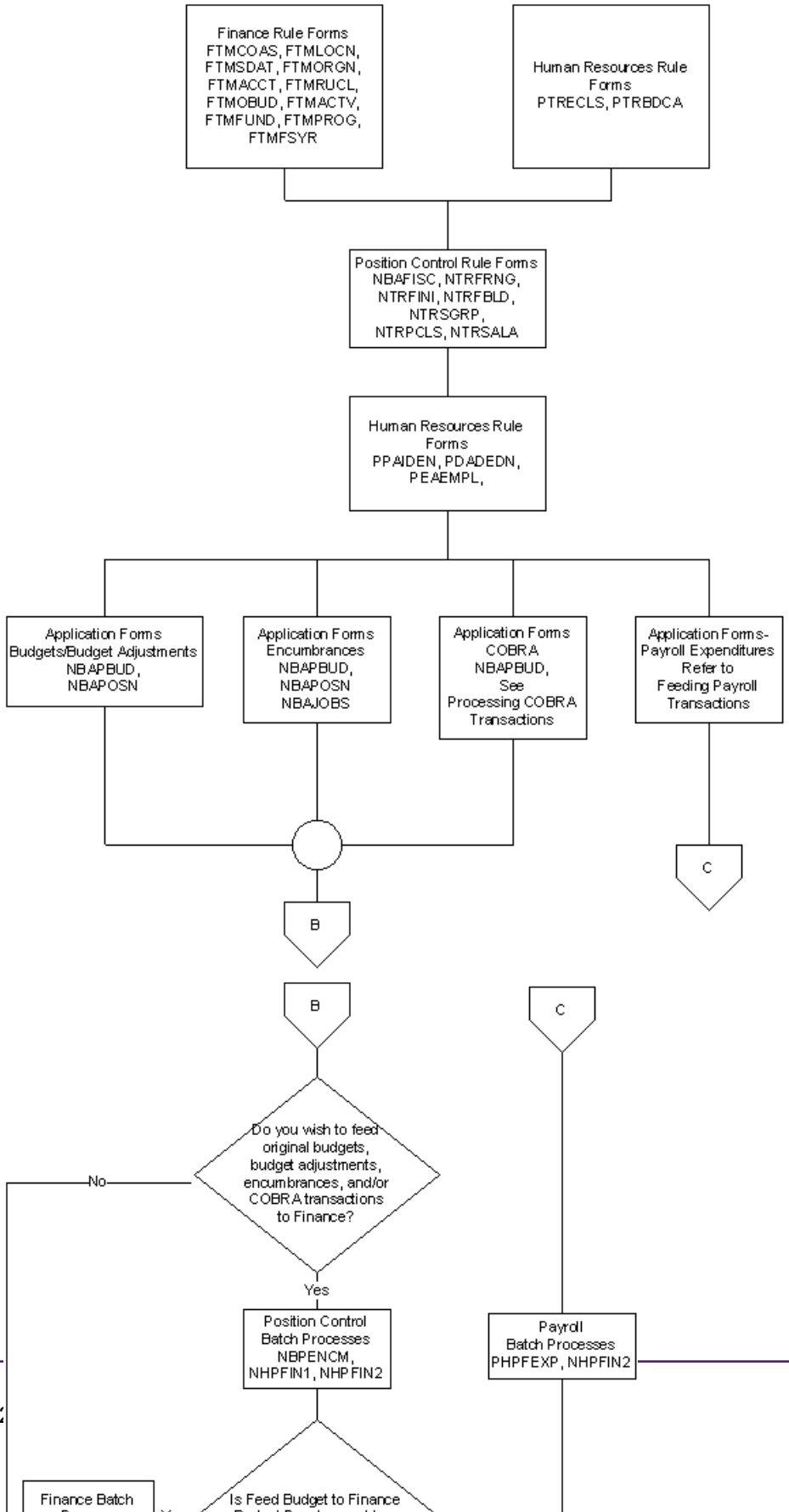
Establishing and Feeding Original Budgets Flow Diagram



Budget Modeling

One of the features of Banner Position Control and Budgeting is its ability to provide an avenue for wage/salary and fringe budgeting for specified fiscal years. A variety of options enable you to create what-if scenarios on proposed budget adjustments to salaries and fringe benefits.

Each created model can then be fed to the Budget Development module within the Banner Finance System to be included in overall Budget Development.

To prepare the system for budget modeling, you must complete the pages outlined below. Once budgets have been created, several batch processes must be run to feed the budget transactions to Finance.

Budget Modeling: Rules pages

By the time you are ready to do budget modeling, you should already have completed the Finance and Human Resources rule/control pages listed under *Establishing and Feeding Original Budgets Flow Diagram* on page 477. They are repeated below for your convenience. Additional required pages are explained below under Position Control.

Human Resources

You must complete the following pages in Banner Human Resources

page	Description
PTRECLS	For position budgeting and control purposes, this page allows you to define how budgets are rolled and how salary encumbrances for current fiscal year(s) are calculated. The value entered at this page's Budget Roll Indicator defaults to the Position Budget page (NBAPBUD) for positions set up under this employee class. The defaulted value can be overridden on NBAPBUD. The value on NBAPBUD determines the amounts used in the budget roll process. For each calculation involving an increase/decrease in salary for an employee class, the system uses the employee class specified for the position on the Position Definition page (NBAPOSN). To roll budgets to future fiscal periods, choose from the following budget roll options by employee class.
	Actual Expense The system rolls the actual salary expenditure for each position as shown in the **Expended** field on the Position Budget page (NBAPBUD).
	Current Annual Salary

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page	Description
	The system takes one of the following actions for each filled position depending on the attributes of the associated jobs: • Job Salary Step = Zero Roll the sum of the active annual salaries from the Employee Jobs page (NBAJOBS) that have a step equal to zero for this position, plus or minus any employee class increase/decrease as defined on the Budget Roll Process Parameter Rule page (NTRBROL). • Job Salary Step > Zero and Salary Group = Salary For each NBAJOBS record with a step greater than zero and a salary indicator on the Salary Rate Structure Rule page (NTRSALA), roll the specific salary step value for the new/specified salary group from NTRSALA times the appointment percent from the Job FTE/Salary Calculations and Tracking page (NBAJFTE) or NBAJOBS, plus or minus any employee class increase/decrease as defined on NTRBROL.
	• Job Salary Step > Zero and Salary Group = Hourly For each NBAJOBS record with a step greater than zero and an hourly indicator on NTRSALA, roll the specific step value for the job in the new/specified salary group times the NBAJOBS hours-per-pay, times the NBAJOBS pay factor, times the appointment percent from NBAJFTE or NBAJOBS, plus or minus any employee class increase/decrease as defined on NTRBROL. For vacant positions, the system uses the Midpoint of Pay Range method described below. Budgets will be rolled only for positions that have active or frozen status and do not have end dates prior to the new fiscal year.
	Current Budget The system rolls the current budgeted amount of this position, plus or minus any employee class increase/decrease as defined on NTRBROL. Current Encumbrance Balance For filled positions, the system rolls the sum of all active salary encumbrances from NBAJOBS, plus or minus any employee class increase/decrease as defined on the Budget NTRBROL. For vacant positions, it uses the Midpoint of Pay Range method described below.
	Midpoint of Pay Range The system takes one of the following actions for each filled position depending on the attributes of the associated jobs: • Salary Group = Salary For each NBAJOBS record with a salary indicator on NTRSALA, the system rolls the salary range midpoint amount times the NBAPBUD

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page	Description
	appointment percent, plus or minus any employee class increase/ decrease as defined on NTRBROL, times one of the following: The number of FTEs from NBAJFTE or The number of incumbent FTEs
	• Salary Group = Hourly The rate for an NBAJOBS record with an hourly indicator on NTRSALA must be annualized before information for that job can be rolled. For each NBAJOBS record of this type, the system rolls the salary range midpoint rate times the NBAJOBS hour-per-pay, times the pay factor, times the NBAPBUD appointment percent, plus or minus any employee class increase/decrease as defined on NTRBROL, times the greater of the following: The number of FTEs from NBAJFTE or The number of incumbent FTEs For each vacant position, the system rolls the salary range midpoint rate, times the PTRECLS hours-per-pay, times the Payroll Identification Code Rule page (PTRPICT) tax factor, times the NBAPBUD appointment percent, times the number of budgeted FTEs from NBAPBUD, plus or minus any employee class increase/decrease from NTRBROL. The salary range midpoint reflects the probable salary/rate and may not be the mathematical midpoint for the range. For additional information, refer to the online help of Banner Human Resources for NTRSALA. Remaining Budget The system rolls the remaining amount of the budget for this position as shown on NBAPBUD. Zero The system rolls a zero amount (for zero-based budgeting).
PTRBDCA	Establishes valid benefit/deduction codes. In position budgeting, these codes are used to define and establish budgets for employer-paid benefits on the Fringe Total section of the Position page (NBAPOSN).

Position Control

You must complete the following pages in Banner Position Control.

page	Description
NTRSGRP	Specifies the pay plan group for each salary table (defined on NTRSALA).
NTRSALA	Establishes the salary ranges and/or steps for each salary table and grade.

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page	Description
NTRPCLS	Creates and associates position classes with employee classes, employee skill levels, position groups, and salary/wage ranges.
NTRSTRL	Establishes the parameters used in the mass salary update process (NBPMASS) to roll data from one salary group to another.
NTRBROL	Provides parameters for rolling the current Human Resources budget into the new fiscal year. Users must complete this parameter page, which determines how budgets are computed for the Human Resources budget roll/budget modeling process. You may choose to increase or decrease the base budget amounts (defined for each employee class in NBAPBUD) to be used in the Human Resources Budget Roll Process (NBPBROL) by a specified percentage on this rule page.
NTRFBLD	Enables you to define rules for calculating fringe budgets, encumbrances, and fringe expenses. This functionality is used when you choose to "charge back" accounts based on a percent versus the actual amount. It allows for the definition of installation fringe rates and external funding source fringe rates. It also contains the overriding labor distributions used for posting fringe amounts based on earnings defined when the fringe indicator on the Earnings Code Rule page (PTREARN) is set to Yes.
NTRFRNG	Enables you to establish budgets for fringe benefits that have employer contributions. These parameters are specified by employee class, deduction, and plan code and can be entered in terms of percentages or flat amounts.
	The Budget Indicator (the **Bud Ind** prompt) on this rule page determines how fringe budgets are calculated and what type of fringe calculations are performed in the budget roll process. Refer to the NTRFRNG page in the online help for a detailed explanation of Budget Indicator options.
NTRFINI	Uses predefined rule class codes from the FTMRUCL page in the Finance System for Position Control and Payroll transactions. It determines accounting distributions for such items as salary expense, employee/employer liabilities, net pay, deferred pay, COBRA, etc. It is important to take note of the **Feed Budget to Finance Budget Development** box. When this box is checked, budget transactions will continue to be interfaced to the Budget Development module of the Finance System (as well as to the operating ledgers) after the position budgets have been approved in the Position Control module. This enables the budget development area to stay in sync with the Position Control module.
	Please keep in mind that data transferred to the Finance System from the Position Control module always posts to the operating ledgers. Only when the **Feed Budget to Finance Budget Development** box is checked will the budget transactions also post to the Budget Development area of Finance.

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Application pages

The following application pages enable you to use the budget modeling features of Banner.

Position Control

page	Description
NBAFISC	Defines the parameters of the fiscal year. Fiscal year begin and end dates default from the FTMFSYR page in Finance.
NBAPOSN	Defines and maintains all positions (budgeted entities).
NBAPBUD	Defines position totals, fringe totals, and position labor distributions. It provides the ability to monitor position expenditures versus budgeted amounts, allows you to perform budget modeling via budget ID and phase, and displays expended and remaining fringe benefit totals. Organizational budget transfers are also initiated on this page. When creating a new position, you must enter a Budget Id and Phase in the Position Totals section for proper feed to the Budget Development module. To roll budgets to future fiscal periods, choose from the following budget roll options by employee class. For each calculation involving an increase/decrease in salary for an employee class, the system uses the employee class specified for the position on the Position Definition page (NBAPOSN).
Actual Expense	The system rolls the actual salary expenditure for each position as shown in the **Expended** field on the Position Budget page (NBAPBUD).
Current Annual Salary	The system takes one of the following actions for each filled position depending on the attributes of the associated jobs: • Job Salary Step = Zero Roll the sum of the active annual salaries from the Employee Jobs page (NBAJOBS) that have a step equal to zero for this position, plus or minus any employee class increase/decrease as defined on the Budget Roll Process Parameter Rule page (NTRBROL).
	• Job Salary Step > Zero and Salary Group = Salary For each NBAJOBS record with a step greater than zero and a salary indicator on the Salary Rate Structure Rule page (NTRSALA), roll the specific salary step value for the new/specified salary group from NTRSALA times the appointment percent from the Job FTE/Salary Calculations and Tracking page (NBAJFTE) or NBAJOBS, plus or minus any employee class increase/decrease as defined on NTRBROL. • Job Salary Step > Zero and Salary Group = Hourly

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	For each NBAJOBS record with a step greater than zero and an hourly indicator on NTRSALA, roll the specific step value for the job in the new/specified salary group times the NBAJOBS hours-per-pay, times the NBAJOBS pay factor, times the appointment percent from NBAJFTE or NBAJOBS, plus or minus any employee class increase/decrease as defined on NTRBROL. For vacant positions, the system uses the Midpoint of Pay Range method described below. Budgets will be rolled only for positions that have active or frozen status and do not have end dates prior to the new fiscal year.
Current Budget	The system rolls the current budgeted amount of this position, plus or minus any employee class increase/decrease as defined on NTRBROL.
Current Encumbrance Balance	For filled positions, the system rolls the sum of all active salary encumbrances from NBAJOBS, plus or minus any employee class increase/decrease as defined on the Budget NTRBROL. For vacant positions, it uses the Midpoint of Pay Range method described below.
Midpoint of Pay Range	The system takes one of the following actions for each filled position depending on the attributes of the associated jobs: • Salary Group = Salary For each NBAJOBS record with a salary indicator on NTRSALA, the system rolls the salary range midpoint amount times the NBAPBUD appointment percent, plus or minus any employee class increase/decrease as defined on NTRBROL, times one of the following: The number of FTEs from NBAJFTE or The number of incumbent FTEs • Salary Group = Hourly The rate for an NBAJOBS record with an hourly indicator on NTRSALA must be annualized before information for that job can be rolled. For each NBAJOBS record of this type, the system rolls the salary range midpoint rate times the NBAJOBS hour-per-pay, times the pay factor, times the NBAPBUD appointment percent, plus or minus any employee class increase/decrease as defined on NTRBROL, times the greater of the following: The number of FTEs from NBAJFTE or The number of incumbent FTEs For each vacant position, the system rolls the salary range midpoint rate, times the PTRECLS hours-per-pay, times the Payroll Identification Code Rule page (PTRPICT) tax factor, times the NBAPBUD appointment percent, times the number of budgeted FTEs from NBAPBUD, plus or minus any employee class increase/decrease from NTRBROL.

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The salary range midpoint reflects the probable salary/rate and may not be the mathematical midpoint for the range. For additional information on NTRSALA, refer to the online help of Banner Human Resources.	
Remaining Budget	The system rolls the remaining amount of the budget for this position as shown on NBAPBUD.
Zero	The system rolls a zero amount (for zero-based budgeting).

NBAJOBS	Contains salary and salary encumbrance information that (depending on the budget roll indicator value used in PTRECLS) may be used in the budgeting and encumbering processes.

General Person

PPAIDEN	Provides a person's initial point of entry into the system and identifies basic biographic and demographic data on applicants, employees, beneficiaries, and COBRA persons/dependents/beneficiaries.

Human Resources

PEAEMPL	Establishes basic employee information such as status, leave balances, review dates, termination and leave dates, etc. This page must be completed prior to NBAJOBS.
PDADEDN	Establishes deductions and contributions for benefits and taxes, and employee specified withholdings. These records may be used when creating fringe budgets for filled positions.

Budget Modeling: Batch Processes

The following batch processes will be run to prepare the system for the actual budget modeling process.

Finance

Batch Process	Description
FBRBDBB	Rolls budget from the current year's Operating Ledger to the initial budget phase or from phase to phase.

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Position Control

Batch Process	Description
NBPMASS	This program posts changes to NBAJOBS, calculates automatic step increases (and posts changes to NBAJOBS if desired), and updates NTRSALA table entries by a percent or amount. For budget modeling, NBPMASS must be run prior to the Budget Roll Process to create new salary table entries on NTRSALA for the new salary group being entered as a parameter on NBPBROL. Parameters for this job are: • Report or Process - P (Process) • Process Type - U (Update table/grade steps) • Salary Group to roll from • New Salary Group to roll to Select the Process Type U and enter remaining parameters as prompted.
The following batch process reads the parameters established on NTRBROL and NTRFRNG and actually creates each requested budget model.	
NBPBROL	Allows you to roll current position and fringe budgets (using Actual Method) to proposed position and fringe budgets (in working status) to single or multiple budget phases (explained in this section); to roll the adopted position and fringe budgets to approved status for the new fiscal year (see Approving Working Budgets); and to delete the working budgets no longer needed (see Approving Working Budgets). Results of this process are posted to the Position Totals section of NBAPBUD. You may overwrite a previously-used Budget ID and Phase. Parameters include the following: • New Fiscal Year • Budget ID • Budget Phase • Current Fiscal Year • Chart of Accounts Code • Salary Group Code • Report Choice - choices include: Roll a Budget to Working Status, Roll Working Budget to Approved Status, or Delete Working Budget No Longer Needed.

The batch processes below read position budgeting records to determine if there are original budgets or adjustments/changes to position total records on NBAPBUD that have not been interfaced to Finance.

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Batch Process	Description
NBPBUDM (Chargeback Method only)	Run process using the Budget Processing option. Specify processing of Active budgets. Calculates fringe budget amounts under the charge back method.
NHPFIN1	Extracts data for budget models (and for position budgeting, encumbrances and COBRA payments) for the Finance Interface. This process generates budget transactions for the new working budgets and inserts records into NHRFINC. They are then passed through to the Budget Development module in Finance. Parameters include the following: • COBRA Processing (Y/N) • Budget Processing (Y/N) • Encumbrance Processing (Y/N)
NHPFIN2	This process extracts the budget transactions from the NHRFINC table and inserts them into the GURFEED table. GURFEED is a collector table through which all interfacing transactions to the Finance System are passed. Parameters include the following: • Detail Report (Y/N) • Interface (Y/N) • Pay ID
FBRFEED	Selects budget transactions off GURFEED and creates and/or updates records to insert in to the Budget Development area of Finance. The program actually creates/updates FBBBLIN records, which is the Budgeted Line Item Table in Finance. This table contains annualized amounts.

Reports

NBRBWRK	Produces a budget worksheet for salary budget modeling. Parameters include the following: • *COAS Code • *Previous Fiscal Year • *Proposed Fiscal Year • *Budget ID • *Budget Phase • *Average Percent Raise

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Budget Modeling Process Flow

About this task

Procedure

1. Complete the rule and application pages described above. Take special note of the following:
   - If you are rolling salary and fringe budgets based on budgeted amounts, median of salary, range, or zero amount, NBAPOSN and NBAPBUD must be completed.
   - If you are rolling salary and fringe budgets based on remaining budgets, actual annual salaries, or salary encumbrances, NBAPOSN, NBAPBUD, PPAIDEN, PEAEMPL, and NBAJOBS must be completed.
   - PDADEDN must be completed if you wish to base fringe budgets on actual deduction records.
2. Ensure you have a new fiscal year defined on NBAFISC. The current year should have an checked **Active** box. The **Active** box for all other fiscal years should be unchecked.
3. Complete the NTRSGRP rule page. Ensure that all salary tables on NTRSALA are represented on NTRSGRP for the new salary group code.
4. Establish the budget roll parameters for salary (NTRBROL) and fringe (NTRFRNG and NTRFBLD) budgeting.
5. Run the following batch processes as noted.

Process Name	Comments/Special Instructions
NBPMASS	Process Type = U. You must have already completed NTRSGRP with a new salary group code. Complete NTRSTRL, specifying how each salary table is to be rolled.
NTRBROL	Enter R in the Report Choice Parameter and complete the remaining parameters.
NBRBWRK (Optional)	Enter N in the Current Budget Parameter and complete the remaining parameters.

6. (Optional) Make manual adjustments to the Position Total section of NBAPBUD to handle "exceptions" to the mass roll process.
7. (Optional) To feed the budget model to the Budget Development module, run the following processes:

Process Name	Comments/Special Instructions
NBPBUDM (If using the Fringe Charge Back Method)	Enter A or W to process Active or Working budgets and complete the remaining parameters.

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Process Name	Comments/Special Instructions
NHPFIN1	Enter Y for Budget Processing.
NHPFIN2	Enter parameters as desired
FBRFEED	Enter parameters as desired

8. (Optional) Produce an additional model or models.

Budget Maintenance Checklist: Budget Modeling

Step	page Or Process	Description
1	NBAFISC	Establish new Fiscal Year.
2	NTRSGRP	Establish new Salary Groups for all existing salary tables.
3	NTRSTRL	Establish criteria for updating pay plans/salary tables on NTRSALA.
4	NBPMASS	Run process using the U (update table/grade/step) option.
5	NTRBROL	Establishes criteria for rolling salary budgets as well as premium earnings budgets.
6	NTRFINI	Verify criteria that determines Fringe Budgeting.
7	NTRFRNG or NTRFBLD	Establish/verify criteria for rolling fringe budgets for filled and vacant positions under the actual method. Establish/verify criteria for rolling fringe budgets based on salary budget under the charge back method.
8	NBPBROL	Run process using the R (roll a budget) option. Rolls new salary, premium earning, and fringe budgets (under the actual method) into working status.
9	NBPBUDM (Charge Back Method only)	Run the process using the Budget Processing option. Specify working budgets, COAS, Fiscal Year, Budget

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Step	page Or Process	Description
		ID and Budget Phase for the working budgets being calculated. Calculates fringe budget amounts under the charge back method.
10	NHPFIN1	Run the process using the Budget Processing option. Extracts data for working budgets for the Finance Interface based on COAS, Fiscal Year, Budget ID, and Budget Phase. Inserts working budget transaction records into NHRFINC.
11	NHPFIN2	Run the process to extract working budget transactions from the NHRFINC table. Optionally inserts transactions into GURFEED (collector table).
12	Various	Run desired Position Control reports.
13	Finance Feed	Run Finance Processes to post to Budget Development in Banner Finance (after NHPFIN2 has been used to populate the GURFEED table). (FBRFEED)

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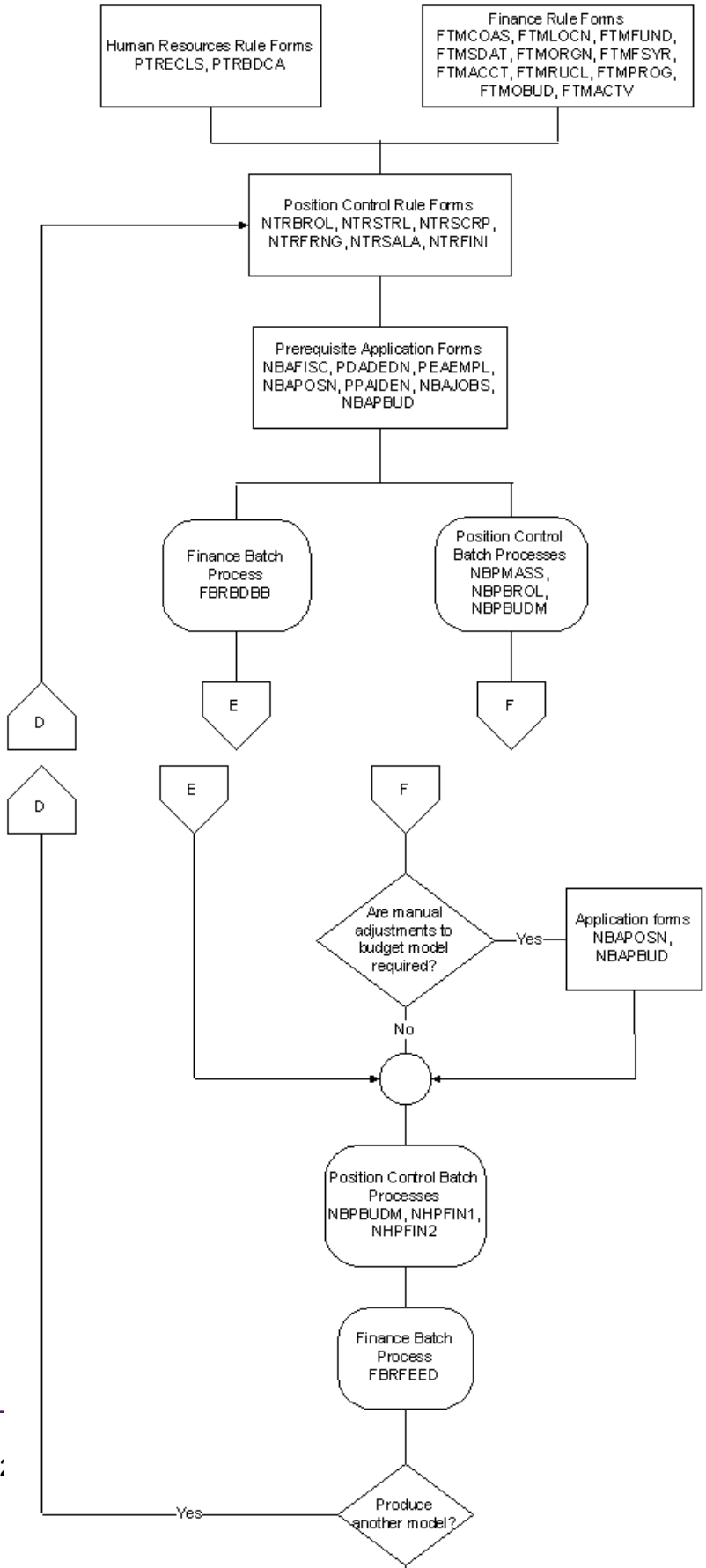
Budget Modeling Flow Diagram



Process Wage/Salary Adjustments

The mass processing of wage and/or salary adjustments typically occurs after budgets are determined for the new year. Through the use of rule pages and batch processes, the system creates new jobs records reflecting increases/decreases to current job records by salary table and posts resulting changes in encumbrances to the Finance System.

When an employee is assigned to a specific assignment (or job), a salary encumbrance for the fiscal year is calculated (or entered, depending on the rules established on PTRECLS) on NBAJOBS. This salary encumbrance is the value of the encumbrance which is posted to the Finance System and to the Position Total section of the Position Budget page (NBAPBUD) through batch processes explained in this section. Organizational budget transfers and budget adjustments (on NBAPBUD) and certain changes made to NBAJOBS are reflected in the same manner.

Rule pages

Position Control

page	Description
NTRSGRP	Specifies the pay plan group for each salary table (defined on NTRSALA).
NTRSALA	Establishes the salary ranges and/or steps for each salary group, table and grade.
NTRJINC	Establishes parameters used in the Mass Salary Update Process (NBPMASS) to implement step and salary increases.
NTRHROL	Establish the parameters used in Mass Salary Update Process (NBPMASS) to update encumbrance hours.
NTRCROL	Establish the parameters used in Mass Salary Update Process (NBPMASS) to update contract start/end dates.

Application pages

Position Control

page	Description
NBAJOBS	Contains salary and salary encumbrance information by assigned job(s) per employee. The current step and rates from each job record will be used in the mass salary/wage adjustment process.

NOTE: Completion of NBAPOSN, NBAPBUD, PPAIDEN, and PEAEMPL is necessary before a job can be assigned to an employee on NBAJOBS.

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Batch Processes

The following batch processes apply the rules established in NTRJINC to create new job records reflecting increased/decreased wages/salaries, update encumbrances, and feed the new encumbrances to Finance.

Position Control

Batch Process	Description
NBPMASS	This program posts changes to NBAJOBS, calculates automatic step increases (and posts changes to NBAJOBS if desired), and updates NTRSALA table entries by a percent or amount. Parameters for this job are: • *Report or Process - P (Process) • **Process Type - J (Update job records) • ***Job Change Reason Code • ***Salary Group (From) • ***Salary Group (To) • ***Rule Set • ***Personnel Change Date • ***Use Population Selection (Y/N) • ****Selection ID (Y only) • ****Creator Id (Y only) • ****Application (Y only) For the purpose of processing mass salary changes, select Process Type J.
NBPENCM	Calculates encumbrances.
NHPFIN1	Extracts data for encumbrances (and for budgeting, budget modeling and COBRA transactions) for the Finance Interface. This process generates encumbrance transactions and inserts records into NHRFINC. They are then passed through to the Finance System by NHPFIN2. Parameters include the following: • *COBRA Processing (Y/N) • *Budget Processing (Y/N) • *Encumbrance Processing (Y/N)
NHPFIN2	This process extracts encumbrances (and budget transactions) from the NHRFINC table and inserts them into the GURFEED table.

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Batch Process	Description
	GURFEED is a collector table through which all interfacing transactions to the Finance System are passed. Parameters include the following: • *Detail Report (Y/N) • *Interface (Y/N) • *Pay ID

If you have made manual adjustments to the budgeted amounts as a result of the mass salary process, it may be desirable to send the budget adjustments to Finance.

If the NTRFINI **Feed Budget to Finance Budget Development** box is checked, any changes to the Budgeted Amount field of the Position Total section on NBAPBUD will be flagged for interface to both the Budget Development module and to the Operating Ledgers concurrently. You would then submit the following process to feed to the Budget Development module prior to submitting the processes to feed transactions to the live ledgers in Banner Finance.

Process	Description
FBRFEED	Selects budget transactions from GURFEED (with a system ID of POSNBUD) and creates and/or updates records to insert in to the Budget Development area of Finance. The program actually creates/ updates FBBBLIN records, which is the Budgeted Line Item Table in Finance. This table contains annualized amounts. It will also update only the Finance-distributed budget table FBRDIST. Updates to FBRDIST will be reflected in Period 1 of the distributed budget.

To post the encumbrance transactions (and budget adjustments, if any) to the live ledgers, submit the following processes.

Process	Description
FURFEED	Selects records from GURFEED based on the System ID of PAYROLL. It then creates and/or updates records to insert into the Finance Interface Table (FGBTRNI).
FGRTRNI	Edits the documents (journal vouchers) and inserts the approved documents into the Approved Documents Table (FOBAPPD).
FGRTRNR	Produces an error report that displays the system edits of suspended documents from the FGRTRNI process.
FGRACTG	Selects approved documents from the FGRTRNI process and posts the transactions to the ledgers in the Finance System.

If the NTRFINI **Feed Budget to Finance Budget Development** box is unchecked, changes to the Budgeted Amount field in the Position Total section of NBAPBUD will be flagged for interface only to the Operating Ledgers in the Finance System. Thus, you should not run FBRFEED and run only FURFEED, FGRTRNI, FGRTRNR, FGRACTG.

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Wage/Salary Adjustment Process Flow

About this task

Procedure

1. Complete all rule and application pages described above.
2. Be sure that a new Salary Group (NTRSGRP) and new Salary Table (NTRSALA) have been created (see Budget Modeling) for the period in which the mass increases will be effective.
3. Be sure to complete NTRJINC with desired information for salary and wage increases.
4. Run NBPMASS using the Process Type Value of J to update the jobs records.

   It is recommended that you run NBPMASS for the first time using the Report Mode of R, which will calculate and print changes to be made after you audit and approve results. If desired, make changes to NTRJINC and rerun NBPMASS in Report Mode (R) until desired results are realized. Once the audit is complete, run NBPMASS again in the Process Mode (P) to actually perform the database updates.
5. Since this is a mass update program, it is expected that some manual adjustments to the Employee Jobs page (NBAJOBS) will be necessary to handle exception employees. Prior to updating and feeding new encumbrances, these adjustments should be made.
6. Should you choose to make the budgeted amounts exactly the same as the new salary amounts, these budget adjustments should be made at this time on the Position Total section of the Position Budget page (NBAPBUD).

   NOTE: Updating job records does not automatically cause a change to budgeted amounts (wages or fringes) on NBAPBUD.
7. If you are updating job records with an effective date that falls within a fiscal year that is not currently active (as noted on NBAFISC), you should not proceed any further. Updating and posting encumbrances should not be done until working budgets (discussed in Budget Modeling) are approved (see Approving Working Budgets). Approving a working budget (through NBPBROL) causes the NBAFISC **Active** box to change to checked status for the approved fiscal year and to unchecked for all other years. Only after this approval is completed will salary encumbrance calculations and encumbrance transactions sent to Finance be correct.

   If the effective date of the mass salary updates fall within a currently active year, submit the following jobs.

Process Name	Comments/Special Instructions
NBPENCM	Process encumbrances to calculate the new salary encumbrances for the current fiscal year. If you made changes to budgeted amounts since the last feed to Banner Finance, run NBPBUDM prior to NBPENCM for budget processing.

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Process Name	Comments/Special Instructions
NHPFIN1	Enter a Y for the Encumbrance Processing parameter option. If you made changes to budgeted amounts since the last feed to Finance, you may opt to enter a Y for the Budget Processing parameter option.
NHPFIN2	Complete parameter options as desired.
FBRFEED (Optional)	If you ran NHPFIN1 with the parameter option of Y for Budget Processing, run this program with desired parameter options. Otherwise, do not submit this job.
FURFEED	Complete parameter options as desired.
FGRTRNI	Complete parameter options as desired.
FGRTRNR	Complete parameter options as desired.
FGRACTG	Complete parameter options as desired.

Budget Maintenance Checklist: Processing Wage/Salary Adjustments

NOTE: Complete the following steps only if salary adjustments are to be processed with the first day of the new fiscal year.

Step	page Or Process	Description
1	NTRCROL (If using System Generated Salary Encumbrance)	Establish parameters used in Mass Salary Update Process (NBPMASS) to update Contract Start/End dates.
2	NTRHROL (If using Encumbrance Hours Input)	Establish parameters used in Mass Salary Update Process (NBPMASS) to update Encumbrance Hours.
3	NTRJINC	Establish parameters used in Mass Salary Update Process (NBPMASS) to implement step and salary adjustments.
4	NBPMASS	Run process using the J (update <J> records) option.
5	NBAJOBS	Make necessary adjustments to Job Records of exception employees (for example, red-circled employees).
6	NBPENCM	Run process to calculate encumbrances.

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Step	page Or Process	Description
7	NHPFIN1	Run process using the following parameters: COBRA Processing: (Y/N) N Budget Processing: (Y/N) N Encumbrance Processing (Y/N) Y Extracts approved encumbrance data and inserts records into NHRFINC.
8	NHPFIN2	Extracts encumbrance and adjustment transactions from the NHRFINC table. Inserts transactions into GURFEED (collector table).
9	Various	Run desired Position Control reports.
10	Finance Feed	Run Finance processes to post adjustments to Operating Ledgers. FBRFEED, FURFEED, FGRTRNI, FGRTRNR, FGRACTG.

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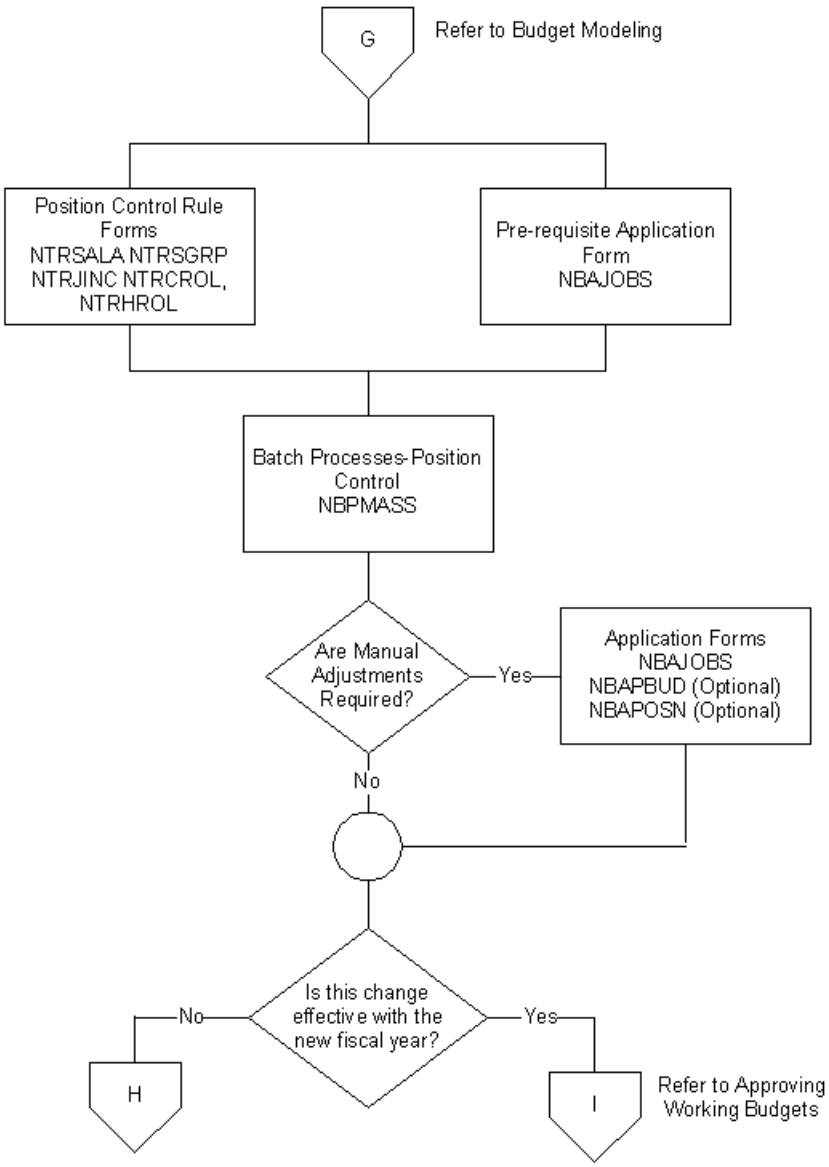
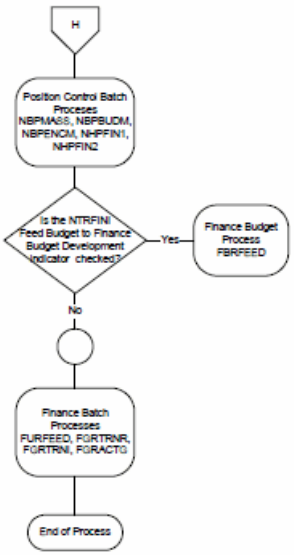
Wage/Salary Adjustment Flow Diagram





Approve Working Budgets

Once budget modeling is complete, manual adjustments to rolled budgeted amounts have been made on the Position Total section of NBAPBUD, and a selected working budget is ready to be approved, you must complete the processes explained in this section to approve the working budgets.

Ideally, an approved budget will be determined by the beginning of the new fiscal year. Human Resources and Finance personnel must work together to coordinate the processes and ensure that both systems have the same approved fiscal year. Once a budget model is accepted, it must be approved in the Position Control module and in the Finance System via separate batch processes.

Application pages

When position data is first entered in the Banner Human Resources System, several preliminary rule pages must be completed in both the Finance and Human Resources Systems. These pages are listed below.

Finance

page	Description
FBABPRC	Establishes a record for each phase of the budget process for which a roll from another phase is required. This page defines the Base Budget and/or Phase from which each phase will be created or rolled. This page also provides for the deletion of any phase or the activation of the phase that is to be rolled to the General Ledger. The parameters entered on this page are used to run two reports - FBRBDBB and FBRBDRL.
FBABDDS	Distribute all or part of the budget over budget periods. If only the annual budget is used for budget reporting and available balance checking, there is no need to use the distribution feature. Enter the FOAPAL combination to be distributed. The **Distribution Periods** window is used to define periodic distribution by percentage. The FBRBDDS report must then be run to actually distribute the budget.
NTRCROL	Establish parameters used in the Mass Salary Update Process (NBPMASS) to update Contract Start/End dates (if using system-generated salary encumbrance).
NTRHROL	Establish parameters used in the Mass Salary Update Process (NBPMASS) to update Encumbrance Hours (if using encumbrance hours input).

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Batch Processes

The following batch processes will approve a working budget and close the current active budget on NBAPBUD, update encumbrances on the jobs records (NBAJOBS) for the new fiscal year, post the new encumbrances to Finance, and set the **Active** box on NBAFISC to unchecked status for the fiscal year just ending and checked status for the fiscal year just beginning.

Position Control

Batch Process	Description
NBPBROL	Allows you to roll the adopted position and fringe budgets to approved status for the new fiscal year; to roll current position and fringe budgets to proposed position and fringe budgets (in working status) to single or multiple budget phases (see Budget Modeling); and to delete the working budgets no longer needed. Results of this process are posted to the Position Totals section of the Position Budget page (NBAPBUD). Parameters include the following: • New Fiscal Year • Budget ID • Budget Phase • Current Fiscal Year • Chart of Accounts Code • Salary Group Code • Report Choice - choices include: Roll a Budget to Working Status, Roll Working Budget to Approved Status or Delete Working Budget No Longer Needed.
NBPMASS	This program updates contract start/end dates and/or encumbrance hours for the fiscal year entered in the parameters (for system-generated salary encumbrances only) and posts changes to NBAJOBS. In addition, it calculates automatic step increases (and posts changes to NBAJOBS if desired), updates NTRSALA table entries by a percent or amount, and updates job records with new table/grade combinations (if desired). Parameters for this job are: • Report or Process • Process Type - Choices include, J (Update Jobs), U (Update Table/ Grade/Steps), D (Roll Contract Dates), or E (Roll Encumbrance Hour) • Job Change Reason Code • Personnel Change Date • Salary Group (FROM) • Salary Group (TO)

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Batch Process	Description
NBPENCM	Run process entering Y at the Process Encumbrance prompt. Make sure that the **Fringe Rate Rules Change** indicator on the Finance Setup Rule page (NTRFINI) is set to Y.
NHPFIN1	Extracts data for encumbrances and budget adjustments (and for budget modeling, budgeting, and COBRA transactions) for the Finance interface. This process generates budget transactions and inserts records into NHRFINC. Original budgets, budget adjustments, original fringe budgets, and fringe budget adjustments will be passed to the Budget Development module in Finance (as POSNBUD transactions) and to the live ledgers (as PAYROLL transactions) in Finance if the **Feed Budget to Finance Budget Development** box on NTRFINI is checked. If the **Feed Budget to Finance Budget Development** box is not checked, these transaction types will only be posted to the live ledgers (as PAYROLL transactions). Salary encumbrances and COBRA transactions are posted only to the live ledgers. All of these transactions are passed to Finance through NHPFIN2. Parameters include the following: • COBRA Processing (Y/N) • Budget Processing (Y/N) • Encumbrance Processing (Y/N)
NHPFIN2	This process extracts the encumbrance, budget, and COBRA transactions from the NHRFINC table and inserts them into the GURFEED table. GURFEED is a collector table through which all interfacing transactions to the Finance System are passed. Parameters include the following: • Detail Report (Y/N) • Interface (Y/N) • Pay ID

Finance

Batch Process	Description
FBRBDDS	Distributes the budget based on parameters entered on FBABDDS.
FBRBDRL	Rolls the final budget phase into the new fiscal year Operating Ledger.
	If you are rolling the current year budget into your first phase, define Action as 0

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Batch Process	Description

	for OPAL and enter the COA code and Fiscal Year. Use B for a phase to phase roll.
	`A`
	and
	`D`
	are used for activation and deletion respectively.

FURFEED	Selects records from GURFEED when the System ID is PAYROLL. It then creates and/or updates records to insert into the Finance Interface Table (FGBTRNI) and updates the Finance ledgers.
FGRTRNI	Edits the documents (journal vouchers) and inserts the approved documents into the Approved Documents Table (FOBAPPD).
FGRTRNR	Produces an error report that displays the system edits of suspended documents from the FGRTRNI process.
FGRACTG	Selects approved documents from the FGRTRNI process and posts the transactions to the ledgers in the Finance System.

Approve Working Budgets Process Flow

About this task

Ideally, on the first day of the new fiscal year, there will be a budget to be approved for that fiscal year.

When working budgets are rolled to Approved status in the Position Control module, the status of currently active budgets changes from A to C and the status of the chosen working budget changes to A. In addition, you may choose to delete all other working budgets or to leave them indefinitely. The current fiscal year is made inactive and the approved fiscal year active in the NBAFISC **Active** box.

Procedure

1. Complete the FBABPRC and FBABDDS pages to establish parameters for the necessary batch process in finance to approve a budget.
2. Run the following batch processes.

Process Name	Comments/Special Instructions
NBPBROL	Use the Report Choice of A to roll a working budget to approved status. Enter the Budget ID and Phase of the working budget to be approved. Through this process, the **Active** box of NBAFISC for the fiscal year just ending is changed from checked to unchecked. The **Active**

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Process Name	Comments/Special Instructions
	box for the fiscal year just beginning is changed from unchecked to checked status.
FBRBDDS	Complete parameter options as desired.
FBRBDRL	Complete parameter options as desired.
NBPENCM	Calculate encumbrances. Complete parameter options as desired.
NHPFIN1	Enter Y in the Encumbrance Processing parameter.
NHPFIN2	Complete parameter options as desired.
FURFEED	Complete parameter options as desired.
FGRTRNI	Complete parameter options as desired.
FGRFRNR	Complete parameter options as desired.
FGRACTG	Complete parameter options as desired.
NBPBROL (Optional)	If you wish to delete all working budgets, submit this process by entering Y at the Delete Working Budgets No Longer Needed parameter.

Budget Maintenance Checklist: Approving a Working Budget

Step	page Or Process	Description
Complete Steps 1-4 to ensure that there are no outstanding budgets and/or encumbrances to post for the fiscal year coming to a close.		
1	NBPBUDM (Charge Back Method only)	Run the process for Active Budgets.
2	NBPENCM	Calculates encumbrances. Run the process in Report mode (R) to verify new year information. Then run NBPENCM in the Process mode (P) to update the database.
3	NHPFIN1	Run process using the following parameters: COBRA Processing: (Y/N) N Budget Processing: (Y/N) Y Encumbrance Processing (Y/N) Y Extracts unposted encumbrance and budgets amounts and inserts records

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Step	page Or Process	Description
		into NHRFINC for the fiscal year coming to a close.
3	NHPFIN2	Various finance feed processes.
4	NBPBROL (Optional)	Run process using the A (approve a budget) option. Run process using the D (delete working budgets) option.
12	Finance Feed	Run Finance processes to post approved budgets to Live Ledgers. FBRFEED, FURFEED, FGRTRNI, FGRTRNR, FGRACTG. Finance must approve the budget so that it moves from budget development to the operating ledger.

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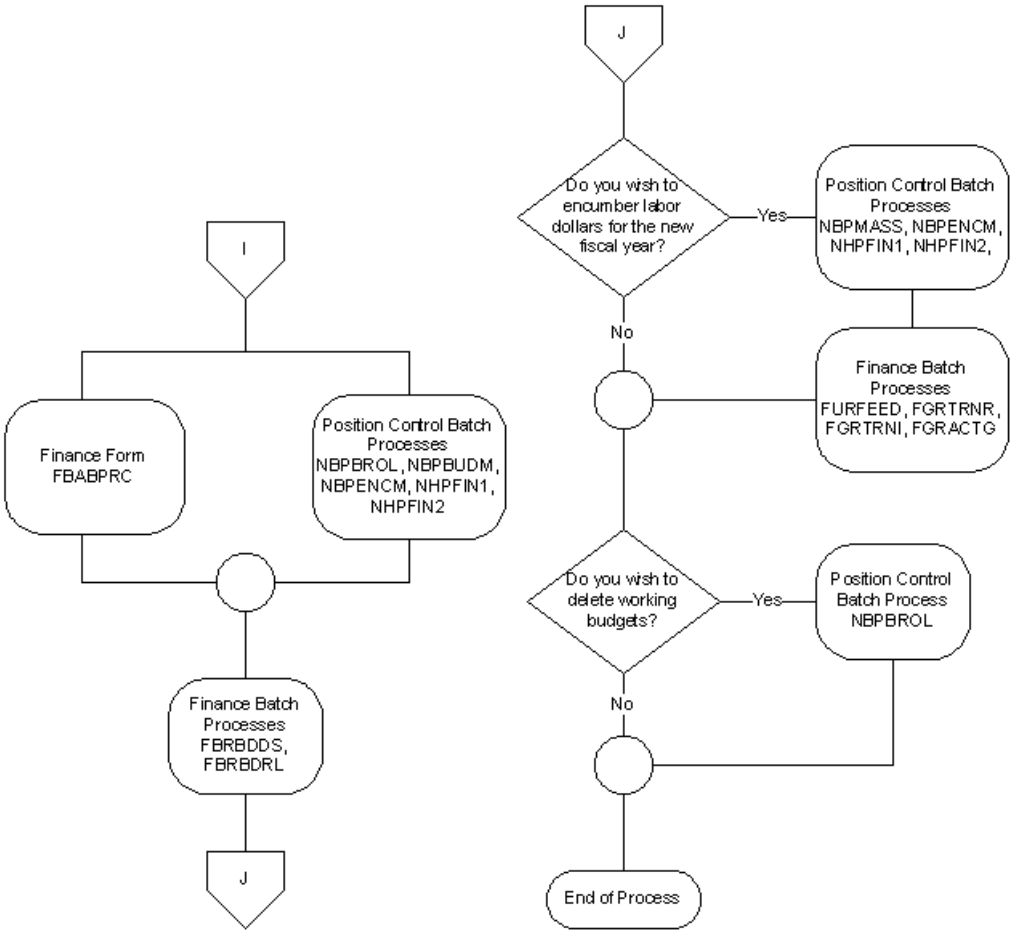
Approving Working Budgets Flow Diagram



Feed Payroll Transactions

A position labor distribution hierarchy allows the desired position labor distributions to default to application pages through various levels of the personnel and payroll processes. The default hierarchy flows as follows:

NBAPBUD	**Position Labor Distribution** window—Defines the labor distribution that will be used to post budgets to the Finance System. Labor distributions may be split, but the total percent must equal 100.
NBAJOBS	**Job Labor Distribution** window—The values in the Position Labor Distribution section default from NBAPBUD but can be overridden at this level. These will be used to post payroll expenditure amounts to the Finance System.

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PHAHOUR	**Main** window, Time Distribution Information Area—The values shown on this page default from the Job Labor Distribution section on NBAJOBS. The accounting distributions that default can be overridden at payroll entry time. After the payroll is processed, Payroll could choose to do a payroll distribution adjustment (termed Redistribution in Banner Human Resources) to redistribute labor distribution transactions to alternate accounts from pay events that have or have not been interfaced to Finance. This is accomplished by accessing the Labor Redistribution (PHAREDS) page.

During the actual feed to Banner Finance, the following Banner Human Resources rule pages allow you to post transactions to labor distributions for specific earn codes and/or deductions other than the labor distribution on PHAHOUR.

PTRBDCA	The Benefit/Deduction Labor Distribution section enables users to post fringe liabilities (employer and/or employee) and expenses to different labor distribution(s) other than those defaulting from PHAHOUR during the feed to Finance. The override is by employee class and COAS code for each deduction code.
PTREARN	The Employee Class Labor Distribution section allows you to define labor distributions for specific earn codes by employee class. For example, if the client wishes to charge all overtime to a different Fund, Organization, Account, Program, Activity, and/or Location, that information would be entered on this page and would be considered in the Finance feed.

An employee's pay events (for example, adjustments and manual checks) are assigned dispositions ranging from 05 to 70 to indicate where they are in the multiple step payroll process. (Refer to Chapter 6, "Payroll Processes", for more information on dispositions.) The following dispositions are associated with the interfacing of payroll expenses through to the Finance System:

60	Awaiting Finance Extract
62	Awaiting Finance Interface
70	Complete

All pay events related to a particular payroll (as identified by Year, Pay ID, and Pay Number) must reach disposition 60 in order to be extracted and subsequently passed to the Finance System. This includes various adjustments (for example, voids, reissues, and redistributions) that are often processed some time after the main payroll run. In these cases, a payroll run may contain more than one pay event (and, therefore, more than one disposition) for an employee. For example, an employee may have an original pay event at disposition 70 and, because of the adjustment, have another pay event at a lower disposition. The objective is to get all dispositions for original pay events and adjustments to 70, which ensures that all payroll transactions have been posted to Finance.

The **Expend Budget with Earning Value** check box on PTREARN controls whether or not a particular earning is added to the earnings expended amount on NBAPBUD.

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The **Gross Salaries Rule Class** (HGRS or HGNL) controls encumbrance liquidation. This can be overridden on PTREARN.

Through the payroll process, year-to-date totals are updated for each employee by job(s), by earning code, and/or by deduction code. Each payroll (designated by year, pay ID, and pay number) is then fed to the Finance System. The manner in which financial transactions post to the Banner Finance System from the Human Resources module depends on the rule classes developed in Finance and indicated on NTRFINI.

There are two options for selective encumbrance liquidation processing:

- to bypass encumbrance liquidation on selected types of earnings
- to bypass encumbrance liquidation entirely

To bypass encumbrance liquidation on selected types of earnings, follow these steps:

1. Access the Earnings Code Rule (PTREARN) page and enter the earnings code in the **Earnings Code** field.
2. In the **Rule Class** field enter the rule class HGNL and **Save**.

   This rule class directs the HR Finance Expenditures Extract (PHPFEXP) program and the Finance Posting (FGRACTG) program to do everything that the existing HGRS rule class does, but to skip the encumbrance liquidation step.

   Because the HGNL rule class overrides the NTRFINI default rule class governing salary expenditures, you do not have to enter a value in this field for every earnings code. Enter a value for only an earnings code that should use a rule class different from the NTRFINI default.

   For example, you may choose to leave regular pay (REG) as it is and install the HGNL override on PTREARN only for overtime pay (OT). When subsequent payrolls are run and fed from HR to Finance, the encumbered amount for the position (specified in the Position Total section of NBAPBUD) is not reduced; the payroll encumbrance on the Finance side is not reduced when the transaction is posted.

To bypass encumbrance liquidation entirely, access NTRFINI and substitute HGNL for HGRS. In this case, you do not have to specify any overrides on PTREARN. Encumbrances are not reduced on either the Human Resources or the Finance sides.

Rule pages

Finance

You must complete the following Finance pages:

page	Description
FTMCOAS	Establishes the Chart of Accounts for the installation.
FTMFUND	Establishes valid funds for labor expenditures. A fund is defined, in layperson's terms, as balance sheet items (General, Restricted, Auxiliary, Plant). Funds can be restricted (for example, grants) or unrestricted (for example, general).

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page	Description
FTMORGN	Establishes valid organizations for labor expenditures. An organization represents a department within the installation.
FTMACCT	Establishes valid accounts for labor expenditures. Accounts are line items within an installation's financial structure. They include general ledger accounts (assets and liabilities) and operating ledger accounts (revenues and expenses).
FTMPROG	Establishes valid programs for labor expenditures. Programs enable an installation to define a way of pulling transactions across organizations and accounts.
FTMACTV	Establishes valid activities for labor expenditures. Example: A number assigned to the YMCA for using the site's pool to teach lifesaving.
FTMLOCN	Establishes valid locations. Locations represent a building and room number.
FTMSDAT	Establishes the system ID as PAYROLL . The PAYROLL system ID feeds payroll, encumbrance, budget, and COBRA transactions to the operating ledgers via the FURFEED process.
FTMFSYR	Defines the fiscal year and fiscal periods.
FTMOBUD	Establishes valid budget phases within budget IDs for budget development purposes.
FTMRUCL	Defines valid Finance System rule class codes that are being maintained for transactions from Human Resources. Banner Human Resources uses these rule class codes on NTRFINI in the Position Control module. Banner Finance uses them with transaction processing codes from other sources in the Budget Development module. When editing is performed against general ledger accounts, only a fund and account are required. When editing is performed against operating ledger accounts, you must enter fund, org, account, and program. Activity and location are always optional entries in Banner Human Resources.

Human Resources

Several rule pages must be completed to run payrolls in Banner Human Resources. For detailed information, refer to the online help of Banner Human Resources.

Position Control

page	Description
NTRSGRP	Defines the salary group for each salary table (defined on NTRSALA).
NTRSALA	Establishes the salary ranges and/or steps for each salary group, table, and grade.

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page	Description
NTRPCLS	Creates and associates position classes with employee classes, employee skill levels, position groups, and salary/wage ranges. This rule page must be completed prior to completing NBAPOSN.

Application pages

There are several application pages which must be completed to run a payroll cycle. Refer to Chapter 6, "Payroll Processes" of the *Banner Human Resources User Guide* for more details on the procedures for payroll processing and payroll adjustments.

It is important to note that the Banner Human Resources System allows you to override specific labor distributions by earn code (PTREARN) and by benefit/deduction code (PTRBDCA). This ensures that specified earnings and benefits/deductions can be charged to accounts which are different from the accounts where individual position labor expenses are charged. For example, if you charge all overtime to a central org or account, the appropriate entry must be made on PTREARN for the overtime earn code.

In the Position Control module, NTRFINI determines accounting distributions for salary expenses, employee/employer liabilities, net pay, deferred pay, etc., through the use of rule classes established on FTMRUCL

Batch Processes

The following batch processes feed payroll expenses (including adjustments) to the Finance System.

Human Resources

Batch Process	Description
PHPFEXP	Generates labor distributions based on the rules set up in Banner Human Resources. Updates the position totals encumbrance and expended amounts on NBAPBUD. This is a COBOL process that must be run from the host command or at the system level. It is run when the pay event disposition is at disposition 60 (Awaiting Finance Extract) and takes the pay event to disposition 62 (Awaiting Finance Interface). Parameters include the following: • Payroll Year • Payroll ID • Payroll Number

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Position Control

Batch Process	Description
NHPFIN2	Extracts the labor, fringe benefits and net pay distributions and inserts them into a table called GURFEED. This process is run when the pay event is at disposition 62 (Awaiting Finance Interface) and takes the pay event to disposition 70 (Complete). Parameters include the following: • Detail Report (Y/N) • Interface (Y/N) • Pay ID

Finance

Batch Process	Description
FURFEED	Selects records from GURFEED where the System ID is PAYROLL and inserts the records into the Finance Interface Table (FGBTRNI).
FGRTRNI	Edits the documents (journal vouchers) and inserts the approved documents into the Approved Documents Table (FOBAPPD).
FGRTRNR	Produces an error report which displays the system edits of suspended documents from the FGRTRNI process.
FGRACTG	Selects approved documents from the FGRTRNI process and posts the transactions to the ledgers in the Finance System.

Feed Payroll Transactions Process Flow

About this task

Procedure

1. Ensure that all rule pages in Finance, Human Resources, and Position Control have been completed.
2. Run the payroll process and/or payroll adjustments completely through PHPUPDT. (The disposition will equal 60).
3. Submit NBPBUDM, NBPENCM, NHPFIN1, NHPFIN2, FURFEED, FGRTRNI, FGRTRNR, and FGRACTG to extract new or changed budget and encumbrance transactions and post them to Finance.
4. Submit PHPFEXP, NHPFIN2, FURFEED, FGRTRNI, FGRTRNR, and FGRACTG to process payroll expenditures.

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5. Use the Organization Budget Status page (FGIBDST), the Detail Encumbrance Activity page (FGIENCD), and the Detail Transaction Activity page (FGITRND) to reconcile the payroll to the Finance feed.

Payroll Feed Checklist

Step	page Or Process	Description
1	NTRFINI	Establish/verify Finance Rule Classes used in the Interface process. Defines net, fringe, and deferred pay distributions.
2	PHPFEXP	Run process using the Year, Pay ID, Pay Number. The process uses amounts calculated by Payroll Calculation Process (PHPCALC) and assigns the appropriate rule classes as established on NTRFINI (above). Populates the Finance Interface Collector table (NHRFINC) in detail broken down by earn code and deduction code within each rule class.
3	NHPFIN2	Run process to extract labor, fringe benefit and net pay distribution from NHRFINC. pageats journal entry for submission to Finance with system ID and time stamp. Journal entry inserted into GURFEED. Produces a detailed audit report of the submitted transactions. Primary source document for reconciliation of Payroll to Finance.
4	Various	Run desired reports.
5	Finance Feed	Run Finance processes to post transactions to the Operating Ledgers. (FURFEED, FGRTRNI, FGRTRNR, FGRACTG)

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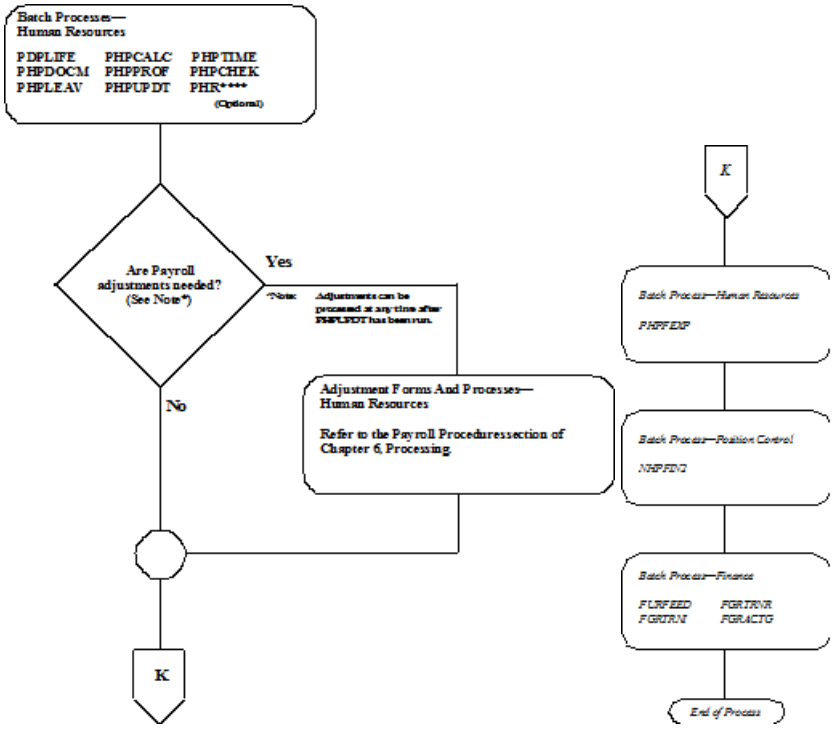
Feeding Payroll Transactions Flow Diagram



Process COBRA Transactions

The Consolidated Omnibus Budget Reconciliation Act (COBRA) is the federal act requiring employers to extend medical coverage to individuals who lose their eligibility to participate in the employer's group health plan through certain qualifying events. Continuation of health coverage is administered separately by the employer and includes an administrative fee. (For detailed information on COBRA, refer to the "COBRA Administration" section of Chapter 5, "Benefits Administration" in the *Banner Human Resources User Guide*.)

Please note that posting of COBRA transactions to the Finance System does not create receivable transactions.

Rule pages

Below is a list of rule pages that apply to the actual feeding of COBRA transactions. It does not include all rule pages pertaining to this module.

Finance

You must complete the following Finance pages:

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page	Description
FTMCOAS	Establishes the Chart of Accounts for the installation.
FTMFUND	Establishes valid funds for labor expenditures. A fund is defined, in layperson's terms, as balance sheet items (assets, liabilities, equity). Funds can be restricted (for example, grants) or unrestricted (for example, general).
FTMORGN	Establishes valid organizations for labor expenditures. An organization represents a department within the installation.
FTMACCT	Establishes valid accounts for labor expenditures. Accounts are line items within a site's financial structure. They include general ledger accounts (assets and liabilities) and operating ledger accounts (revenues and expenses).
FTMPROG	Establishes valid programs for labor expenditures. Programs enable you to define a method of pulling transactions across organizations and accounts. Most educational institutions use programs defined by NACUBO (for example, Instruction).
FTMACTV	Establishes valid activities for labor expenditures. An example of an activity is a number assigned to the YMCA for using your site's pool to teach lifesaving.
FTMLOCN	Establishes valid locations. Locations represent a building and room number.
FTMSDAT	Establishes the system ID as PAYROLL or POSNBUD. The PAYROLL system ID feeds payroll, encumbrance, budget, and COBRA transactions to the operating ledgers via the FURFEED process. The POSNBUD system ID feeds budget transactions to the Budget Development module via the FURFEED process. Both the PAYROLL and POSNBUD IDs are included as part of the Finance seed data.
FTMFSYR	Defines the fiscal year and fiscal periods.
FTMOBUD	Establishes valid budget phases within budget IDs for budget development purposes.
FTMRUCL	Defines valid Finance System rule class codes that identify the journal type being maintained for transactions from Human Resources. These defined rule classes are used on the HR/Finance Setup page (NTRFINI). When editing is performed against general ledger accounts, only a fund and account are required. When editing is performed against operating ledger accounts, you must enter fund, org, account, and program.

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page	Description
	Activity and location are always optional entries in Banner Human Resources.

Human Resources

page	Description
PTRCBEN	Establishes COBRA payment distribution (total payment/bill amount, administrative fee, benefit premium).

Position Control

page	Description
NTRFINI	Uses predefined rule class codes from FTMRUCL in the Finance System for Human Resources transactions. It determines accounting distributions for such items as salary expense, employee/employer liabilities, net pay, deferred pay, COBRA, etc.

Application pages

Human Resources

page	Description
PCAPERS	Maintains data on persons eligible for COBRA benefits as well as dates of notification, qualification, enrollment, acceptance, coverage begin/end, election, etc. It also collects data on benefits accepted with the premium cost, administrative cost, and total cost.
PCABENE	Maintains data on COBRA dependents and beneficiaries.
PCABCOV	Defines a list of beneficiaries covered by each plan in which a COBRA person is enrolled.
PCACPAY	Collects billing and payment information on COBRA persons. The actual COBRA transactions to post to the Finance System are compiled after batch processing of billing amounts and manual entry of payments are completed on PCACPAY.

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Batch Processes

WARNING! The manner in which the financial transactions for COBRA post in Banner Finance from Human Resources depends on the Finance System rule class codes specified on NTRFINI. Do not post COBRA payments to Finance without first discussing system setup with a Ellucian financial consultant.

Human Resources

Batch Process	Description
PCRLTRS	Performs a batch process to generate letters. COBRA billing transactions are created on PCACPAY by using Report Choice 5, Create Bills.

Position Control

Batch Process	Description
NHPFIN1	Extracts data for COBRA payments (and for budgeting, budget modeling, and encumbrances) for the Finance Interface. This process generates COBRA transactions and inserts records into NHRFINC. They are then passed through to the Finance System by NHPFIN2. Parameters include the following: • COBRA Processing (Y/N) • Budget Processing (Y/N) • Encumbrance Processing (Y/N)
NHPFIN2	This process extracts the transactions from the NHRFINC table and inserts them into the GURFEED table. GURFEED is a collector table through which all interfacing transactions to the Finance System are passed. Parameters include the following: • Detail Report (Y/N) • Interface (Y/N) • Pay ID

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Finance

Batch Process	Description
FURFEED	Selects records from GURFEED based on the System ID you specify and inserts the records into the Finance Interface Table (FGBTRNI) to update the Finance ledgers.
FGRTRNI	Edits the documents (journal vouchers) and inserts the approved documents into the Approved Documents Table (FOBAPPD).
FGRTRNR	Produces an error report which displays the system edits of suspended documents from the FGRTRNI process.
FGRACTG	Selects approved documents from the FGRTRNI process and posts the transactions to the ledgers in the Finance System.

COBRA Transactions Process Flow

About this task

Procedure

1. Complete all rule and application pages as noted above.
2. Establish COBRA person(s) following the procedures outlined in the COBRA Administration section of Chapter 5, "Benefits Administration" in the *Banner Human Resources User Guide*.
3. Run PCRLTRS, entering a 5 in the Report Choice parameter to create billing transactions on PCACPAY.
4. Enter COBRA payments on PCACPAY. The Close Indicator on COBRA Payments Administration page (PCACPAY) must be manually changed to Y for payment(s) to be posted to Finance. If the Indicator is left at N, the payment will not feed to Finance.
5. Once the system has been set up to have the payments interfaced to Finance, submit the following batch processes.

Process Name	Comments/Special Instructions
NHPFIN1	Enter Y at the COBRA Processing parameter.
NHPFIN2	Complete parameter options as desired.
FURFEED	Complete parameter options as desired.
FGRTRNI	Complete parameter options as desired.
FGRTRNR	Complete parameter options as desired.
FGRACTG	Complete parameter options as desired.

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COBRA Feed Checklist

WARNING! The manner in which the financial transactions for COBRA post in Banner Finance from Human Resources depends on the Finance System rule class codes specified on NTRFINI. Do not post COBRA payments to Finance without first discussing system setup with a Ellucian financial consultant.

Step	page Or Process	Description
1	PCAPERS	Establish data on persons eligible for COBRA benefits as well as dates of notification, qualification, enrollment, acceptance, coverage begin/ end, election, etc. This page also collects data on benefits accepted with the premium cost, administrative cost, and total cost
2	PCABENE	Establish data on COBRA dependents and beneficiaries.
3	PCABCOV	Define a list of beneficiaries covered by each plan in which a COBRA person is enrolled.
4	PCACPAY	Collects billing and payment information on COBRA persons. The actual COBRA transactions to post to the Finance System are compiled after batch processing of billing amounts and manual entry of payments are completed on this page.
5	PCRLTRS	Enter 5 in the Report Choice parameter to create billing transactions on PCACPAY.
6	PCACPAY	Enter COBRA payments. The Close Indicator on COBRA Payments Administration page (PCACPAY) must be manually changed to Y for payment(s) to be posted to Finance. If the Indicator is left at N, the payment will not feed to Finance.

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Step	page Or Process	Description
7	NHPFIN1	Extracts data for COBRA payments (and for budgeting, budget modeling, and encumbrances) for the Finance Interface. This process generates COBRA transactions and inserts records into NHRFINC.
8	NHPFIN2	Extracts the transactions from the NHRFINC table and inserts them into the GURFEED table.
9	Finance Feed	Selects records from GURFEED based on the System ID you specify and insert the records into the Finance Interface Table (FGBTRNI) to update the Finance ledgers. Edits the documents (journal vouchers) and inserts the approved documents into the Approved Documents Table (FOBAPPD). Produces an error report which displays the system edits of suspended documents. Selects approved documents and posts the transactions to the ledgers in the Finance System. (FURFEED, FGRTRNI, FGRTRNR, FGRACTG)

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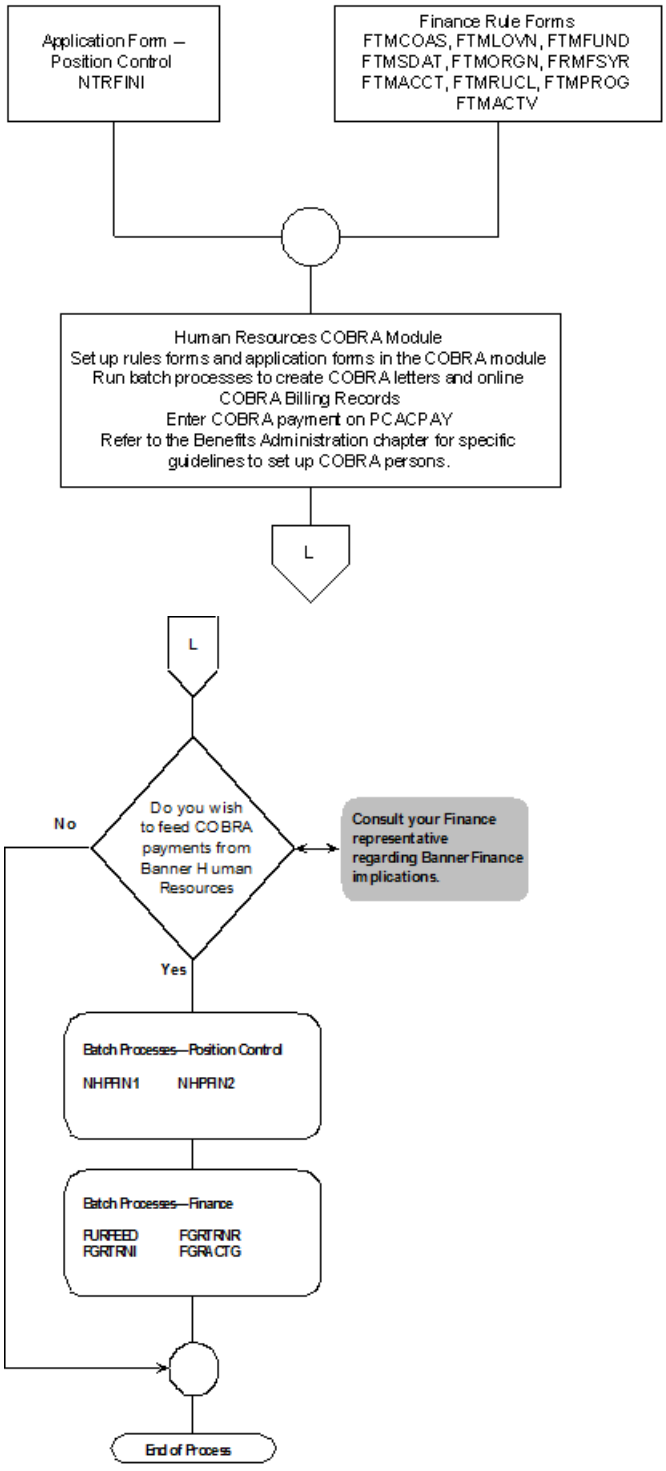
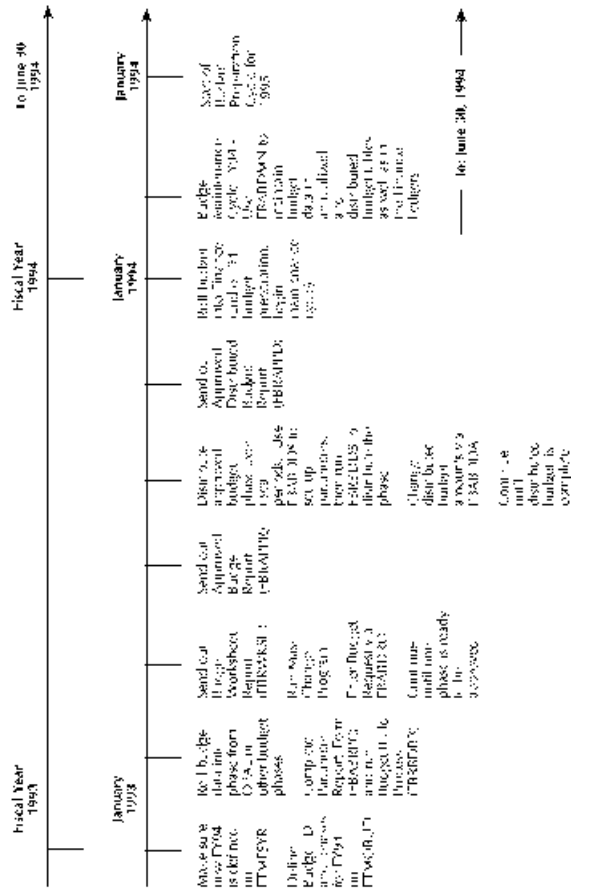
Processing COBRA Transactions Flow Diagram



Budget Development and Maintenance Time Line

(Fiscal Year July 1 through June 30)



Finance Document Number Capture

This section describes the process that occurs when payroll, encumbrance, and active and working budget information is generated and then transmitted between the Human Resources module and the Finance module of Banner. Flow charts that appear later in this section illustrate transactions occurring for each of these areas.

Overview

The Finance Document Number transmits payroll, encumbrance, and active and working budget data generated from the Finance Interface Report (NHPFIN2) to Banner Finance. This process

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captures the document number that interfaces to Finance in the Position Control Tables (NHRDIST) and the Temporary Budget Table (NHRTBUD). Therefore, the user can reconcile the summary information fed to Finance and using the document number that is stored, match it with the detail on the Labor Distribution Inquiry page (NHIDIST) for payrolls, budgets, and encumbrances.

NTRINST Supports the Finance Document Number Capture

The NHPFIN2 process generates a document number based on the user-specified **Maximum Document Sequence Number** on the Position Control Installation Rule page (NTRINST). The user can specify when a new document number should be generated by entering a numeric value in that field on NTRINST.

Example

If 100 is entered into the field, NHPFIN2 will generate a new document number for every 100 sequences (a sequence is defined as a detailed roll in the journal voucher found on the Journal Voucher Entry page, FGAJVCD) it processes. If no value is entered in the field, NHPFIN2 will continue to use the 9990 value it currently uses.

Structure of a Finance Document Number

The NHPFIN2 captures the specifics of a pay event (year, pay ID, pay number, and sequence number) within the GURFEED table transaction description field. This description is then viewed when looking at the Finance Document Number from GURFEED on the NHIDIST page and on various finance pages such as the Journal Voucher Entry page (FGAJVCD). If the payroll is composed of adjustments, then the year, payroll ID, payroll number, and the abbreviation adj (for adjustments) will appear in the description. A new Finance Document Number will be generated by NHPFIN2 if it processes original pay events (payroll sequence number with all zeros) and adjustments (payroll sequence numbers greater than zero).

The original pay event will have one Finance Document Number, while the adjustments will have another. A new Finance Document Number will not be generated for every sequence adjustment, however.

Printed Output

The Finance Document Numbers sent to Banner Finance print on the Finance Interface Report (NHPFIN2). The output of the NHPFIN2 report prints summary information first before the detail. The associated document number for the data being interfaced is also printed. The **PAY DOC** (Payroll Document Number) field is the document number for the data being interfaced to the Finance Ledgers. The **POS DOC** (Position Budget) field is the document number for the data being fed to the Finance Budget module. These fields are found within both the Summary and Detail areas of the report. Also, at the end of the summary section of the report, all document numbers generated by NHPFIN2 are listed. Finally, the **Category** listed in the summary area of the report lists the specifics of the payroll (year, payroll ID, payroll number, and sequence number) to aid in the reconciliation process.

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Finance Document Number Capture Process Flow

When encumbrance values and payroll expenses are calculated or working budgets are created with Banner Human Resources, certain processes prepare these numbers to be fed to the Finance system. The following sections describe these processes and the flowcharts illustrate them.

Encumbrances

Before encumbrance information can be passed to Banner Finance, you must run the Encumbrance Maintenance Process (NBPENCM). To extract new or changed encumbrances, run the Finance Interface Extract (NHPFIN1). NHPFIN1 populates the Finance Distribution Table (NHRDIST) and the Finance Interface Collector Table (NHRFINC) with identical sets of detailed information.

Information sent to the NHRDIST table supplies data for salary reporting and the use of the Labor Distribution Data Inquiry page (NHIDIST) and the Employee Distribution Inquiry page (NHIEDST). The data in NHRFINC is used in the next step when processing encumbrance information.

The next part of the process is to run the Finance Interface Report (NHPFIN2) in order to pass encumbrance amounts to Banner Finance. NHPFIN2 creates the Finance Document Number for the transactions. The transactions going to Finance supply the Finance Transaction Input Table (GURFEED) with the Finance Document Numbers containing encumbrance amounts. NHPFIN2 also sends the Finance Document Number back to the NHRDIST table and the NHRFINC table. This transfer of data is represented by the arrows on the flowchart on the next page. NHPFIN2 captures the Finance Document number for the Human Resources side within NHRDIST so information can be viewed on the Labor Distribution Data Inquiry page (NHIDIST).

Data sent to the GURFEED table is interfaced to Finance. It appears on various pages and reports throughout the Finance system.

Encumbrances Flow Chart

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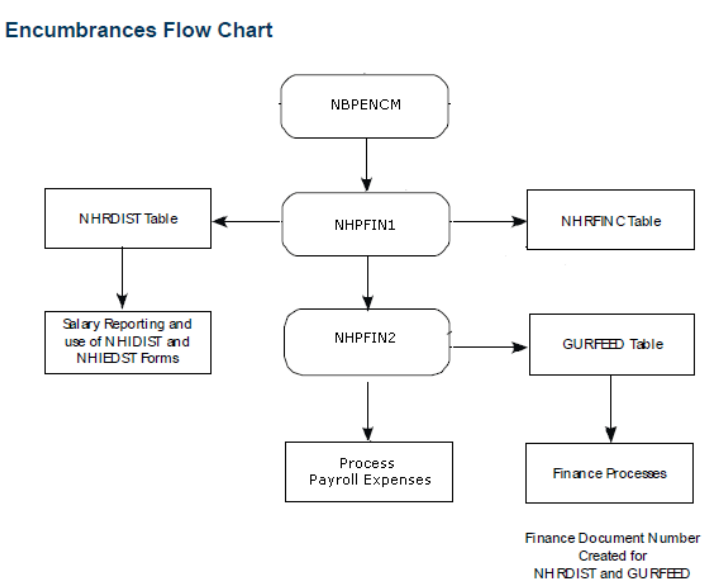

Payroll Expenses

In order to pass payroll expenses to Banner Finance, complete the payroll processes as you normally would. When you run the Expenditures Finance Extract (PHPFEXP), this process populates the Finance Distribution Table (NHRDIST) and the Finance Interface Collector Table (NHRFINC) with identical sets of detailed payroll transaction data.

Information sent to the NHRDIST table supplies data for salary reporting and the use of the Labor Distribution Data Inquiry page (NHIDIST) and the Employee Distribution Inquiry page (NHIEDST). The data in NHRFINC is used in the next step when processing payroll information.

The next part of the payroll process is to run the Finance Interface Report (NHPFIN2) in order to pass payroll amounts to Finance. NHPFIN2 creates the Finance Document Number for the transactions. The transactions going to Finance supply the Finance Transaction Input Table (GURFEED) with the Finance Document Number having payroll amounts. NHPFIN2 also sends the Finance Document Number back to the NHRDIST table and the NHRFINC table. This transfer of data is represented by the arrows on the flow chart on the next page. NHPFIN2 now captures the Finance Document number for the Human Resources side within NHRDIST so information can now be viewed on the Labor Distribution Data Inquiry page (NHIDIST).

Data sent to the GURFEED table is interfaced to Banner Finance. It appears on various pages and reports throughout the Finance system.

Payroll Expenses Flow Chart

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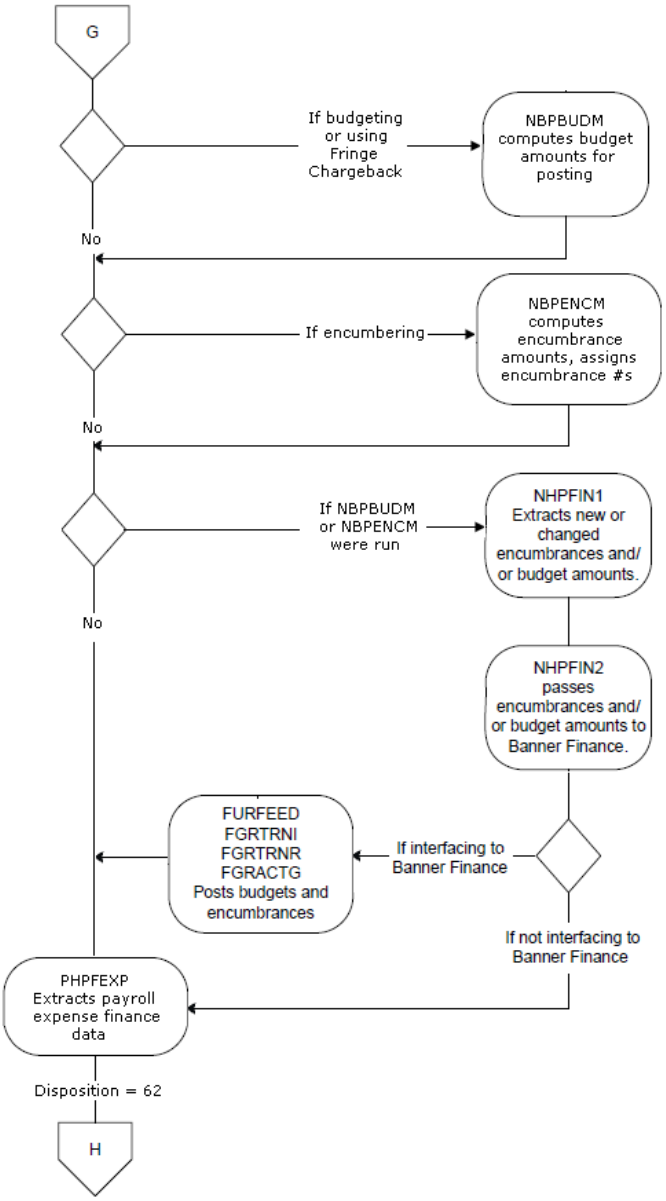

Working Budgets

Working budgets are created for a specific fiscal year, budget phase and budget ID. To create a working budget run the Budget Roll Process (NBPBROL). Then, in order to send these working

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budgets over for Finance administrative users to work with, run the Budget Maintenance Process (NBPBUDM) to calculate the budget and fringe amounts. Next, run the Finance Interface Extract (NHPFIN1) to prepare extracts for working budget amounts. The Finance Interface Extract (NHPFIN1) populates the Temporary Budget Table (NHRTBUD) and the Finance Interface Collector Table (NHRFINC) with identical sets of detailed information.

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

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

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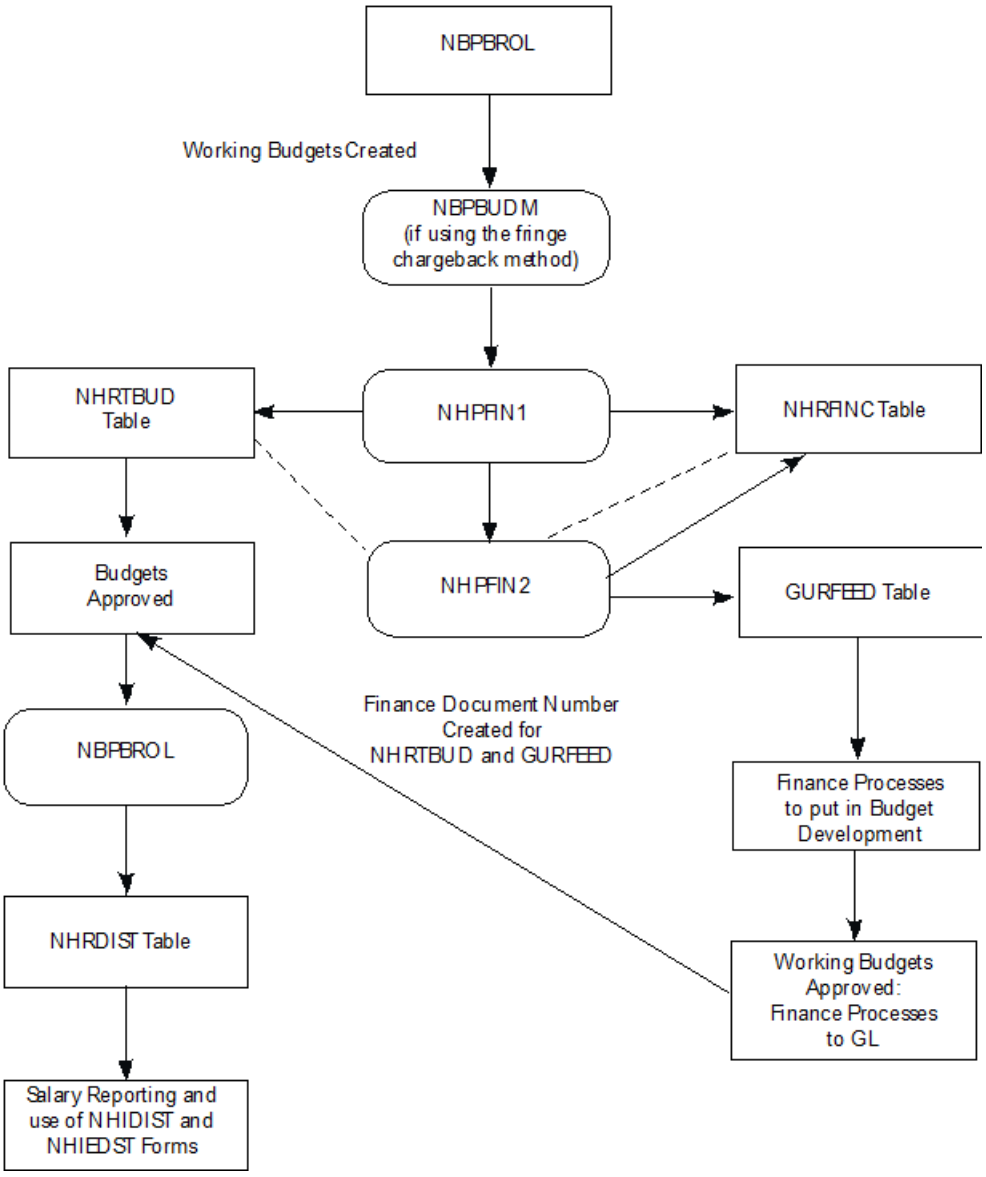
Working Budgets Flow Chart



Interface to the Banner Advancement/Development System

The interface between Banner Human Resources and the Banner Advancement/Development System allows deductions from the Human Resources payroll module to become gift/installment payments in Advancement/Development. The interface runs two ways:

- Advancement/Development feeds pledges to Human Resources.
- HR feeds the deductions back in order to create the gift/installment payment records.

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pages and Processes Used in the Interface

The interface with Advancement/Development uses these pages and processes:

- The Constituent Pledge Payroll Deduction page (PEAFDED) collects pledge information for alumni who are also employees. This page enables the payroll process to start a payroll deduction once an employee signature is obtained. The approved payroll deductions are then used to create the deduction information on the Employee Benefits or Deductions page (PDADEDN).
- The Employee Benefit Deduction page (PDADEDN) maintains the base information for deduction payments. (For detailed instructions on the use of this page, refer to the online help of Banner Human Resources, and the procedure to "Change an Employee's Deduction Record" in Chapter 5, "Benefits Administration".)
- The Pledge Type Validation page (ATVPLDG) is used to define the pledge types that are assigned to pledges.
- The Source Code Validation page (ATVSRCE) is used to define codes and descriptions for payment sources. Each source code must be associated with a gift/payment type code defined on the Gift/Payment Type Validation page (ATVGIFT) and may optionally be associated with a gift class defined on the Gift Classification Code Validation page (ATVGCLS).
- The Pledge page (AGAPLDG) is used to enter new pledges and filter existing pledges.
- The Pledge Mass Entry page (AGAPMAS) is used to enter high volumes of pledges with single campaign/designation combinations and, optionally, to establish installment and solicitation information.
- The Pledge Installment page (AGAPINS) is used to create and maintain installment plans for pledges and to provide data for the interface to the Human Resources System.
- The Deduction List page (AGCFDED) displays all deduction information for a single ID.
- The Automatic Deduction Process (AGPALMP) creates gift/installment payments in Advancement/Development from the deduction information in Human Resources.

Procedure Summary

This section provides a high-level summary of the procedure used to implement HR's interface with the Advancement/Development System.

Step	System	Action	Result
1	HR	Set up deduction rule on PTRBDCA.	
2	A/D	Set up pledge on AGAPLDG (or AGAPMAS).	
3	A/D	Set up installment on AGAPINS (or AGAPMAS).	Corresponding entries are created on PEAFDED and

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Step	System	Action	Result
			AGCFDED (see chart below).
4	HR	Check the PEAFDED **Signature Received** box. Revise deduction amount and/or deduction start date if necessary.	The current date defaults into **Signature Date**. **Status** is automatically updated to Active. Pledge information defaults to PDADEDN (see chart below) and the deduction record is automatically generated.

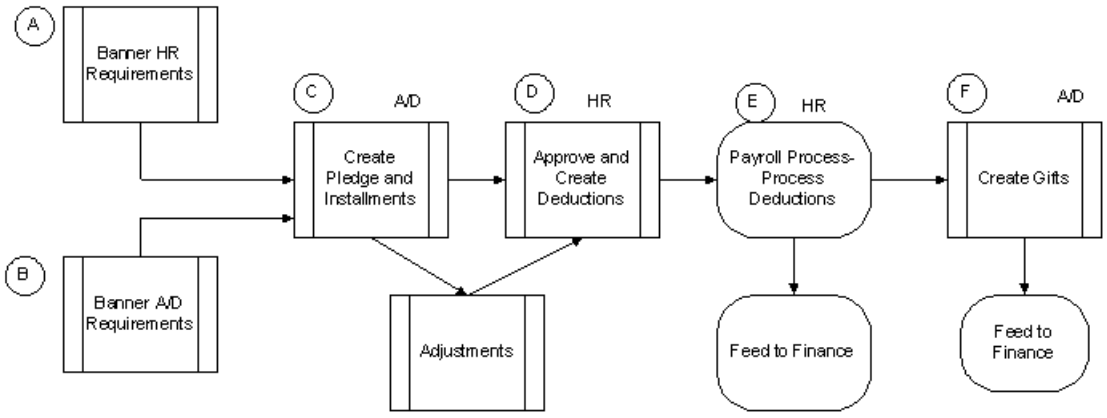
Note the following field correspondences from Step 3 (above):

The value in this field on AGAPINS...	...defaults into this field on PEAFDED and AGCFDED...	...and this field on PDADEDN
Amount in Pledge Installment section	**Deduction Amount**	**Amount 1**
Total Amount in Pledge Installment section	**Pledge Amount**	**Amount 2**

Detailed information on using the interface is provided in the following sections.

Flow Summary

The flowchart below provides an overview of the interface process. Each item in the flow is mapped by letter (A through F) to its explanation in the following pages.



Human Resources Requirements

About this task

Human Resources must accomplish the following tasks related to employees and deduction codes:

Procedure

1. On the Benefits and Deductions Rule page (PTRBDCA), define the payroll deduction code(s) that will be used for the deduction(s) associated with this interface.
2. Associate the payroll deduction code(s) with appropriate benefit categories on the Benefit Category Rule page (PTRBCAT).
3. On the Identification page (PPAIDEN), define each employee with at least the following information:
   - Date of Birth
   - Ethnicity
   - Gender
   - Social Security Number
   - Address

   NOTE: If you complete the Advancement/Development Identification page (APAIDEN), you do not need to complete PPAIDEN.
4. Define each employee on the Employee page (PEAEMPL) and assign an employee class and a benefit category.
5. Define each employee's job on the Employee Jobs page (NBAJOBS).

Advancement/Development Requirements

About this task

Banner Advancement/Development must accomplish the following tasks as related to constituents:

Procedure

1. If you have not entered the constituent into the system via PPAIDEN (in Step 3), define the ID on the Advancement/Development Identification page (APAIDEN).
2. Establish the ID as a constituent on the Constituent Information page (APACONS).

Create Pledge and Pledge Installments in Advancement/Development

About this task

This step begins the interface process. All deductions must be initialized, creating a pledge with a specific pledge type. Installments must be created for each pledge. The installments then feed the

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information to Human Resources. This is accomplished online and does not require any automated processes.

Procedure

1. Create Pledge Types. Create pledge types on the Pledge Type Validation page (ATVPLDG).

   Pledge types that have P(ayroll) in the **Deduction Indicator** column signify pledges whose installment payments will be created by the interface. Additional valid values in this column are O(ther) and blank.

2. Enter Pledges. Pledges can be entered one at a time on the Pledge page (AGAPLDG), in volume on the Pledge Mass Entry page (AGAPMAS), or concurrently with the first pledge payment on the Gift page (AGAGIFT).

   Enter the pledges of employees who want to make their pledge installment payments through payroll deductions. These pledges must be assigned a pledge type that has a P in the **Deduction Indicator** column on ATVPLDG. Enter in **Pledge Amount** (on either page) the entire amount of the pledge, not the amount of an individual deduction/installment payment.

   NOTE: If you are using AGAPMAS to enter pledges, see the notes on installments in Step 3 below.

   To create a pledge with continuous deductions and an unspecified amount, see the *Create a Continuous Deduction with an Unspecified Limit* on page 538 of this chapter.

3. Create installments.

   Pledge installments can be created on the Pledge Installment page (AGAPINS) or, as pledges are entered, on the Pledge Mass Entry page (AGAPMAS) or the Gift page (AGAGIFT).

   Installments are the source of the information needed by Banner Human Resources. Once installments are created, the following data is sent to HR:

   - Constituent ID
   - Full Pledge Amount
   - Pledge Type
   - Date of First Installment (Date when deductions should begin)
   - Amount of First Installment (Amount to be deducted per payroll)
   - Pledge Frequency Code (how often deduction should be made; from AGAPINS)
   - Pledge Number
   - Pledge Comment

     The information fed to Human Resources is displayed in view-only mode on the Deduction List page (AGCFDED) and updated by payroll personnel on the Constituent Pledge Payroll Deduction page (PEAFDED).

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Approve and Create Deductions in Human Resources

About this task

In this step, payroll personnel:

- indicate that the employee has approved the deduction
- assign a deduction code to the pledge
- create the deduction record which the payroll process will use

Procedure

1. Access the Constituent Pledge Payroll Deduction page (PEAFDED).

   This page displays the information that was fed to Banner HR when the pledge installments were created by Advancement/Development (see *Create Pledge and Pledge Installments in Advancement/Development* on page 528).

2. Indicate that the employee has approved the deduction by checking the **Received Signature** box on PEAFDED. When you check this box, the current date defaults into **Signature Date** and **Status** is updated to A(ctive).

   Fields on PEAFDED and the Employee Benefit or Deduction page (PDADEDN) that can be adjusted are:

Deduction Amount	Amount to be deducted per payroll.
Start Date	Date when first deduction should take place. The frequency of the payroll and the date that the **Received Signature** box is checked identify whether this date needs to be changed.
Signature Date	Defaults to current date but can be overwritten.

   Updates made to information on PEAFDED can be viewed in Advancement/ Development on the Deduction List page (AGCFDED).

3. For more information on adjusting, see the "Adjustments" section later in this chapter.
4. Associate a deduction code with the pledge by entering a deduction code associated with the employee's benefit category in **Deduction Code**.

   NOTE: If a constituent has more than one pledge for which payroll deductions are taking place, each pledge must have a separate deduction code. This assures that deduction amounts for each pledge are distinct.

5. save the information entered in Steps 2 and 3.

   This creates a deduction record on the PDADEDN. The payroll process looks at this record to identify which deductions to process.

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Payroll Process/Process Deductions in Human Resources

The next step is the Human Resources payroll process (see Chapter 6, "Payroll Processes"). The Pay Period Update Process (PHPUPDT) creates the records for the pledge installment payments. PHPUPDT places the deductions in a temporary table (GURALMP), which then allows Advancement/Development to create pledge payments.

The information created in the temporary table includes:

- Employee's/Constituent's ID
- Deduction Amount (pledge installment payment amount)
- Payment source code of BPAY
- Pledge Number
- Payment Date (date printed on the check)

Create Gifts and Pledge Installment Payments in Advancement/Development

About this task

This step creates gifts and pledge installment payments from deductions. To complete this step, you need to run the Automatic Deduction Process (AGPALMP), which evaluates the deduction information, creates the gifts, and updates all appropriate giving history records for the constituent. The process can be run in report or update mode.

Procedure

1. On the Payment Source Validation page (ATVSRCE):
   - Create the code BPAY with the description Banner HR Payroll Deduction.
   - Associate a valid gift type and an optional gift class with BPAY. This type and class will be assigned to each pledge installment payment created by the interface.

     Banner HR puts the source code of BPAY on every deduction record identified for Advancement/Development.
2. Run the Automatic Deduction Process (AGPALMP). This creates the pledge installment payments from the deducted amounts.

Automatic Deduction Process (AGPALMP)

This section provides parameter descriptions, field descriptions, and sample output for the Automatic Deduction Process (AGPALMP).

Parameters

Parameter values can be entered either on the Process Parameter Entry page (GJAPCTL) or from the operating system during execution. For further details on using Job Submission, see the Banner General User Guide.

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Parameter	Description
1. Delete Old Processed Records	Enter Y to delete from the temporary table GURALMP deduction records for which gift/installment payments have already been created. Enter N to leave in the temporary table GURALMP deduction records for which gift/installment payments have already been created.
2. Report or Report/ Update	Enter R to produce a report of gift/installment payments without creating them or updating the database. Enter U to produce a report, create gift/installment payments from deductions, and update the database.
3. Source Code	Enter BPAY, the code that HR associates with every deduction. If your institution accepts pledge payments from outside sources, see Deductions from Outside Sources (below).
4. User	Enter the Banner user ID to be associated with the payments. This ID is necessary for cashiering purposes. If an invalid user ID is entered, the user ID of the person running the report will be used.
5. Start Payment Date	Enter the first day (inclusive) of the range in which the payment date of the deductions being included must fall. The payment date associated with each deduction is the check date that comes from payroll. If left blank, the default is the beginning of time.
6. End Payment Date	Enter the last day (inclusive) of the range in which the payment date of the deductions being included must fall. The payment date associated with each deduction is the employee's payroll check date. If left blank, the default is the end of time.
7. Single/Multiple Payment	IDs with more than one deduction payment per pledge that has not yet been processed: • Enter S to create one gift/installment payment from the sum of all deduction payment amounts per pledge. • Enter M to create one gift/installment payment for each deduction payment.

Output — AGPALMP

The output for AGPALMP, whether it is run in report or update mode, shows all the pledge installment payments that were created. At the end of the output, the report control information page shows the values entered for the parameters.

The report output is sorted alphabetically by the ID's last name within the payment source code. Totals are given by source code with a grand total for all source codes. If no external payroll deductions are being processed (that is, if the only payroll deductions being processed are those

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from Banner HR that have a source code of BPAY), then the amounts in **Total** and **Grand Total** are always the same.

Refer to the "Reports and Processes" chapter of the *Banner Advancement User Guide* for a sample of the AGPALMP report.

Field	Description
ID and NAME	Constituent/Employee ID and name.
PAYMENT	Amount of the installment payment.
AMOUNT	The pledge amount associated with this campaign/designation combination
GIFT NO	Gift number of the installment payment. Only appears if run in update mode.
PAYMENT DATE	Date entered as the gift/installment payment date. Same as the date printed on the employee's payroll check.
SOL	Indicates whether solicitation information was created because it existed on the pledge. If none was created, this field is blank.
PLEDGE	Pledge number the gift/installment payment is applied to.
CAMPAIGN and DESIGNATION	Campaign/designation combination associated with the gift/installment payment. Same combination(s) that is (are) associated with the pledge.
Split Gift Information	ID, Name, Amount, and Type of Split. This information appears for all IDs who receive memo or multiple credit as the result of a split rule. Only appears if split rules exist for the ID or institution and the ID's pledge qualifies for a split rule. (Split rules are defined on the Institution Split Rules page (AGASPRL) and the ID Split Rules page (AGAIDRL).)

Records Marked with Asterisks

Records with asterisks placed in front of them were processed and need to be manually evaluated. The two reasons for not processing a record are:

Negative Pledge Amount	The report found a pledge with a negative amount. The amount is shown in the output, but no gift/pledge installment payment as created for it.
Pledge does not exist	The report did not find a pledge number in the constituent's record. The amount is shown in the report, but no gift/pledge installment payment is created for it.

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Payments with a Zero Amount

If the report finds a deduction/installment payment that has a zero amount, it marks the transaction as processed (so that it will not be selected by the report again), but it does not include that record in the report output (see Adjustments).

Paying the Entire Pledge/Completing the Deductions

When the entire amount of the pledge has been deducted, the Pay Period Update Process (PHPUPDT) deletes the record that was viewed on the Deduction List page (AGCFDED) and the Constituent Pledge Payroll Deduction page (PEAFDED). If the record no longer appears on AGCFDED, then the pledge has been completely paid.

Pledge information can still be viewed on the Pledge page (AGAPLDG), the Pledge List page (AGCPLDG), and the Pledge/Gift List page (AGAPPAY); pledge installment information can still be viewed on the Pledge Installment page (AGAPINS).

Adjustments

Both, Advancement/Development and Human Resources can adjust an employee's deduction information and cause the deduction payment, when it is processed, to change. Adjustments made on the Banner A/D side do *not* change the actual deduction record but do change the information displayed on AGCFDED and PEAFDED.

- Adjustments made on PEAFDED update PDADEDN; however, adjustments made on PDADEDN do not update PEAFDED. Since PHPDUPT uses the amounts and dates associated with the deduction record on PDADEDN, and not the record associated with PEAFDED (or AGCFDED), adjustments do not take effect until payroll personnel update **Received Signature** and **Signature Date** on PEAFDED.
- Adjustments in Banner HR should be made on PEAFDED. This then updates the deduction record on the Employee Benefit or Deduction page (PDADEDN). Adjusting in this manner allows Banner A/D users to see the most current information on AGCFDED, because adjustments made directly on PDADEDN do *not* adjust the information displayed on AGCFDED or on PEAFDED.
- Adjustments in Advancement/Development can be made on the Pledge/Gift Adjustment page (AGAADJS) or the Pledge Installment page (AGAPINS). Adjustments made on these pages update **Deduction Status** on AGCFDED and **Status** on PEAFDED.
- Deduction status codes are displayed in **Deduction Status** on AGCFDED and **Status** on PEAFDED

Pledge Status Codes

- Pledge status codes may be active or inactive. Whether a status code is active or inactive is determined by the setting of the **Active** indicator for each status code, and shouldn't be confused with status codes named **Active** or **Inactive**.

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- Each active status code has a value in the **CHG** column. This value is an inactive status code and represents a "paid-off" status. When a pledge that has an active status is paid off or is overpaid (balance of zero or less), its status changes to the status code entered in **CHG**.

Banner Human Resources Adjustments

Terminating a Deduction	Enter T in **Status** in the Deduction section of the Employee Benefit or Deduction page (PDADEDN). The next time the Pay Period Update Process (PHPUPDT) is run, it will put I(nactive) in **Status** on AGCFDED and PEAFDED.
Adjusting **Amount** after the Deduction is made	HR updates the amount of the deduction on the Payroll Adjustment page (PHAADJT). The next time PHPUPDT is run, the adjustment to the deduction is made.
	If a gift/installment payment has been created by AGPALMP, PHPUPDT puts the negative of the deduction amount in the temporary table and recognizes that deduction transaction's record as requiring manual evaluation and possibly adjustment in Advancement/Development.
	If a gift/installment payment has not yet been created by AGPALMP, PHPUPDT updates the amount of the deduction previously created.
	Example: $50 is deducted from a check. The deduction is later adjusted in Human Resources by $ -10 on PHAADJT. • If a gift/installment payment has been created in Advancement/ Development, PHPUPDT creates an additional deduction of $ -10. When AGPALMP is next run, the record of the negative deduction will have asterisks next to it, signifying that it needs manual evaluation. If a $50 gift/installment payment has not yet been created in Advancement/ Development, PHPUPDT updates the deduction to be $40 instead of $50.
If the sum of adjustments on an individual deduction transaction is $0, they do not appear in AGPALMP's output. The deduction transaction will be marked as a processed transaction. Therefore, if a deduction of $50 was adjusted by $ -50 (removing an unintentional deduction), the sum of the adjustments is $0; that is the amount AGPALMP will evaluate. See Payments with a Zero Amount, above.	

Banner A/D Adjustments

Pledge Amount	Pledge/Gift Adjustment page (AGAADJS) Updates installment amounts on the Pledge Installment page (AGAPINS). On AGCFDED: If **Deduction Status** is blank, the amount is updated with the new pledge amount minus payments already made. If **Deduction Status** has a value, it is updated to C(hanged),

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Signature Indicator and **Signature Date** is blanked out, and **Pledge Amount** is updated with the new pledge amount of the pledge minus amounts already deducted. These changes are not effective until **Signature Indicator** and **Signature Date** are entered again on PEAFDED, noting approval of the change and updating the deduction record used by the payroll process.

Pledge Type Pledge/Gift Adjustment page (AGAADJS)	
From deduction to non-deduction:	On AGCFDED: • If **Deduction Status** is blank, the deduction record is deleted. • If **Deduction Status** is C(hanged) or A(ctive), an Autohelp warning message will appear and the adjustment is made. • If **Deduction Status** is I(nactive), the adjustment is made.
From non-deduction to deduction:	If installments exist, an Autohelp message appears noting that a record is created on AGCFDED and PEAFDED for the deduction. If installments do not exist, an Autohelp warning message appears instructing you to create installments. Without installment information, the deductions cannot be turned into pledge installment payments because the pledge information is not interfaced to Banner HR.
Status Pledge/Gift Adjustment page (AGAADJS)	
To Inactive from Active:	On AGCFDED: If **Deduction Status** is blank, the deduction record is deleted. • If **Deduction Status** is A(ctive) or C(hanged), an Autohelp warning message will appear and the adjustment is made. • If **Deduction Status** is I(nactive), the adjustment is made.
To Active from Inactive:	And information already appears on AGCFDED and PEAFDED: • If **Deduction Status** is A(ctive) or I(nactive), the status changes to C(hanged). • If **Deduction Status** is blank, nothing is updated.
	And information does not display on AGCFDED and PEAFDED: If installments exist, information is created for AGCFDED and PEAFDED; an Autohelp warning message appears noting the deduction record creation. The amount in **Total Amount** on AGCFDED becomes the remaining balance; amounts already deducted have been subtracted. If installments do not exist, an Autohelp warning message appears instructing you to create installments. Without installment information, information cannot be fed to HR.
Installment Information Pledge Installment page (AGAPINS)	
Information fed to HR from installments includes the date and amount of the first installment and the frequency of subsequent installments.	

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Adjusting Amounts/ Dates/Frequency	• If **Deduction Status** on AGCFDED and **Status** on PEAFDED are blank, this information is updated. • If **Deduction Status** is A(ctive) or I(nactive), it is adjusted to C(hanged) and **Amount** and/or **Date** are updated as necessary on the deduction record on AGCFDED. • If the pledge has an inactive status, information on AGCFDED and PEAFDED is neither updated (if it exists) nor created (if it does not already exist).
Deleting Installments	Any information on AGCFDED and PEAFDED remains; an Autohelp warning message appears noting the deletion.
Voiding the Pledge	Pledge/Gift Adjustment page (AGAADJS)
	• If **Deduction Status** on AGCFDED and **Status** on PEAFDED are blank or I(nactive), pledge information will be deleted. • If **Deduction Status** is A(ctive) or C(hanged), the pledge cannot be voided on this page. Voiding a pledge is done by HR on PDADEDN. After it is voided on PDADEDN, PHPUPDT can then read it and put an I in **Deduction Status**. Once this is done, the pledge can be voided on AGAADJS.

Installments/Feed to Finance

As shown in the flowchart at the beginning of this section, both Banner Human Resources and Advancement/Development feed to Finance the transactions relating to the deductions. These transactions cannot be posted twice. This process is similar to the way FICA deductions are handled between Banner HR and Finance. Finance personnel must enter a transaction to offset a liability account and produce an accounts payable check. This assures that the money gets to the correct "bank" and fund.

Payroll deduction gifts are fed to Finance via the following procedure:

1. Human Resources captures the deduction amount used to create a gift/installment payment in Advancement/Development. The deduction creates a credit to a liability account when HR feeds the same deduction to Finance.
2. Finance creates a transaction to offset the liability. This may result in a check being produced.
3. Finance creates a second transaction to credit Accounts Receivable and debit Cash Receipt.
4. Advancement/Development feeds the same gift/installment payment with a gift/payment type (such as rule class) that will debit Accounts Receivable and credit the actual designation of the gift/installment payment.

   NOTE: A sample rule class, ASDE, is delivered to be used with the gift/payment type for payroll deduction gifts.

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Deductions From Outside Sources

About this task

If your institution has other outside sources (for example, banks and credit card companies) that perform automatic deductions which eventually become gifts, you can use this interface to assist in that deduction process.

Procedure

1. On the Pledge Type Validation page (ATVPLDG), enter a pledge type. Enter O(ther) in **Deduction Indicator** to identify that an "other" deduction will take place. Entering pledges and installments via this pledge type creates records in GURFDED.

   NOTE: Any data entered in **Comment** on the Pledge page (AGAPLDG) is passed to this table. This can be information such as a bank routing number.

2. These deductions can be viewed on the Deduction List page (AGCFDED).
3. Your institution must then create a process that takes the information from GURFDED and puts it into the format the other deduction source needs.
4. Once your institution receives the information from the outside source regarding the deductions they have made, your institution must create a process to load information into the GURALMP table. A specific payment source code must be established on the Payment Source Validation page (ATVSRCE) and used for these deductions.
5. Assure that the payment source code used for those deductions has an appropriate gift/payment type and an optional gift class on ATVSRCE.
6. Run the Automatic Deduction Process (AGPALMP), using the payment source code as a parameter entry, to create the payments.

Create a Continuous Deduction with an Unspecified Limit

There are three ways to set up a pledge/deduction cycle that continues indefinitely and totals an unspecified amount. They are explained below using a sample scenario.

Scenario

John Smith, an employee and alumnus of your institution, asks you to deduct $10 a month from his paycheck indefinitely for his support of the capital campaign.

Option 1	Advancement personnel set up a pledge for John, giving it a specified duration such as a year. The total amount of these pledges is calculated as (Number of Deduction Periods in the Pledge Duration) x (Amount Withheld for Each Deduction). When this pledge expires, establish another one like it. This process can be repeated for as long as the unspecified amount is to be deducted. Pros: Provides Advancement personnel with an opportunity to ask John to increase his pledge at the end of the pledge period.

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	Cons: Requires Advancement personnel to set up (and remember to set up) a new pledge for each time period.
Option 2	Advancement personnel set up John's pledge with an unreachable amount (for example, $99999.99). Pros: The deduction is continuous. Cons: The pledge amount inflates pledge totals for campaigns.
Option 3	Advancement personnel set up a realistic pledge for John with a pledge type indicating an unspecified limit. Based on this pledge type, payroll personnel then update the PDADEDN **Amount 2** field with an amount like 99999.99. Pros: Advancement personnel have a realistic pledge total. Cons: Payroll must add a step to the deduction process.

Calculation Rule

When you create Advancement deduction codes on the Benefits or Deductions Rule page (PTRBDCA), you should give careful attention to the value you enter at the **Calculation Rule** prompt. It is important to remember the following:

1. Calculation rule `10` is an annual limit that continuously takes deductions up to the Amount 2 limit each calendar year.
2. Calculation rule `12` crosses calendar years and continuously takes the deduction until the Amount 2 limit is reached.

Integration with the Banner Student System

The points of integration of the Banner Human Resources System with the Banner Student System include the following shared data in the General Person and Faculty Load modules.

HR page	Data Shared	Student page
Identification page (PPAIDEN)	Current ID and Name Previous ID(s) and Name(s) Address data Telephone data	Identification page (SPAIDEN)
Identification page (PPAIDEN)	Gender Date of Birth SS Number	General Person page (SPAPERS)

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HR page	Data Shared	Student page
	Ethnic Code	
	Marital Status	
	Religion	
	Legacy	
	Vet File Number	
	Vietnam Era	
	Deceased	
	Date	
	Prefix	
	Suffix	
	Preferred Name	
	Legal Name	
Identification page (PPAIDEN)	All data	Emergency Contact page (SPAEMRG)

HR page/Process/Report	Shared Data	Student page/Report
Faculty Action Tracking page (PEAFACT) Employee page (PEAEMPL)	Tenure Code Tenure Date Review Date AAUP Membership Years Experience Sabbatical Dates Title	Faculty Personnel page (SIAFPER)
General Information page (PPAGENL)	Institution Code Transcript Dates Degree Year GPA Hours Major Minor Area of Concentration	Faculty Degree Information page (SIAFDEG)

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HR page/Process/Report	Shared Data	Student page/Report
from Human Resources	Show salary option	Faculty Load Contract Analysis Report (SIRCTAL)
Faculty Load Update Process (PEPFACL) (updates PERFACL, below) Faculty Load page (PEAFACL) Faculty Load Comparison Report (PERFACL) (matching information from SIAASGN, Contact Hours, and FTE appears)	Position Suffix FTE	Faculty Assignment page (SIAASGN)

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VBS Setup In Banner Human Resources

The following example illustrates how to set up Value Based Security (VBS) This type of security is primarily to define row level access to records in the database and is used in conjunction with the Banner HR application security.

Example

This example provides details of securing employee job records based upon Position Class, which resides on the Position record. This example is intended to define classifications such as Administrative users and Faculty users, so that VBS will restrict insert, update, and delete privileges on jobs data for specific user populations. As a component of defining FGAC rules, the user defines the tables that will be analyzed when records are accessed by an end user. In this example, the employee jobs tables are targeted, including, basic (base) job information, job detail, labor distributions, default earnings, and work schedules.

Step 1—Define the Domain and Plan the Rules

In this step, do the following.

1. (Required) Define a domain which provides the primary driver table to allow Oracle to begin the data analysis.
2. (Required) Determine the driver table within the application.

   In this example, we are identifying the Position table (NBBPOSN), so that we can determine where to find the Position Class Code that is ultimately associated with the employee's job assignment.

Domain	Driver Table
PB_POSITION_CLASS_VBS	NBBPOSN

   For example, we're using a user-defined domain name, for which we have chosen pb_position_class_vbs, and the Position table (NBBPOSN) as the driver to determine the specific Position Class.
3. Define tables in which the VBS restriction will execute, besides the driver table (NBBPOSN).

   This will ensure that the user attempting to insert, update, or delete an employee job assignment, has authority over the record. The join conditions that will need to be defined for these tables are input later in the process, on the FGAC VBS Table Rules page (GORFDPL).

Table	Class
NBBPOSN	
NBRBJOB	EXISTS (SELECT 'X' FROM NBBPOSN WHERE NBBPOSN_POSN = NBRBJOB_POSN
NBRJOBS	EXISTS (SELECT 'X' FROM NBBPOSN WHERE NBBPOSN_POSN = NBRJOBS_POSN

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Table	Class
NBRJLBD	EXISTS (SELECT 'X' FROM NBBPOSN WHERE NBBPOSN_POSN = NBRJLBD_POSN
NBREARN	EXISTS (SELECT 'X' FROM NBBPOSN WHERE NBBPOSN_POSN = NBREARN_POSN
NBBWKSH	EXISTS (SELECT 'X' FROM NBBPOSN WHERE NBBPOSN_POSN = NBBWKSH_POSN
NBRWKSH	EXISTS (SELECT 'X' FROM NBBPOSN WHERE NBBPOSN_POSN = NBRWKSH_POSN

NOTE: When defining the Join command on the FGAC VBS Table Rules page (GORFDPL), the trailing parenthesis should be left out. It is handled by the FGAC package.

To further define the implementation of this scenario, we are documenting a set of Business Cases and are indicating how they will be enforced, on a user-by-user basis. The following chart helps to further define the premise for our example, as described above. The population, or user, for each business case is restricted to records associated with the Position, where the Position Class Code begins with the value listed in the SQL Predicate. SQL predicates are used to determine which conditions should be tested as each row of data is presented to the user. These are defined later on the FGAC Group Rules page (GOAFGAC).

Business Case	SQL Predicate
Administrative User Group may only insert, update, and delete job data belonging to administrative-type Position Class Codes. Jobs data includes basic job, job detail, labor distributions, default earnings, and work schedules.	(NBBPOSN_PCLS_CODE LIKE 'A%' , NBBPOSN_PCLS_CODE LIKE 'B%' , NBBPOSN_PCLS_CODE LIKE 'C%' , NBBPOSN_PCLS_CODE LIKE 'K%' , NBBPOSN_PCLS_CODE LIKE 'L%' , NBBPOSN_PCLS_CODE LIKE 'M%' , NBBPOSN_PCLS_CODE LIKE 'N%' , NBBPOSN_PCLS_CODE LIKE 'P%' , NBBPOSN_PCLS_CODE LIKE 'S%' , NBBPOSN_PCLS_CODE LIKE 'U%')
Faculty User Group may only insert, update, and delete job data belonging to faculty-type Position Class Codes. Jobs data includes basic job, job detail, labor distributions, default earnings, and work schedules.	NBBPOSN_PCLS_CODE LIKE 'F%'

1. Enter user-designed domain code on the FGAC Domain Validation page (GTVFDMN), and provide a business-oriented description as shown below.

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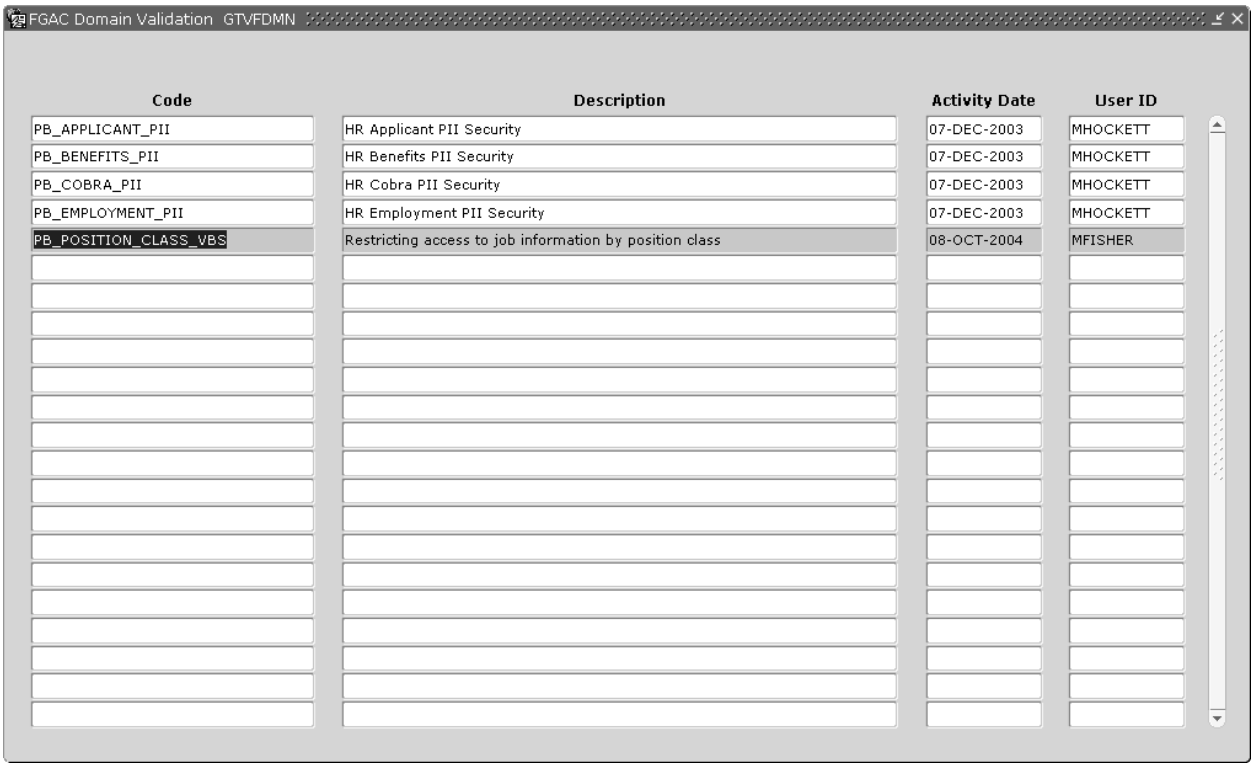

Step 2 - Enter Domain Driver on the FGAC Domain Driver Rules page (GORFDMN)

Now that the Domain Code has been established as a valid value for our Human Resources example, the primary Driver Table, `NBBPOSN`, must be established. This will identify where the Position Class Code can be found to further evaluate data for the VBS rules.

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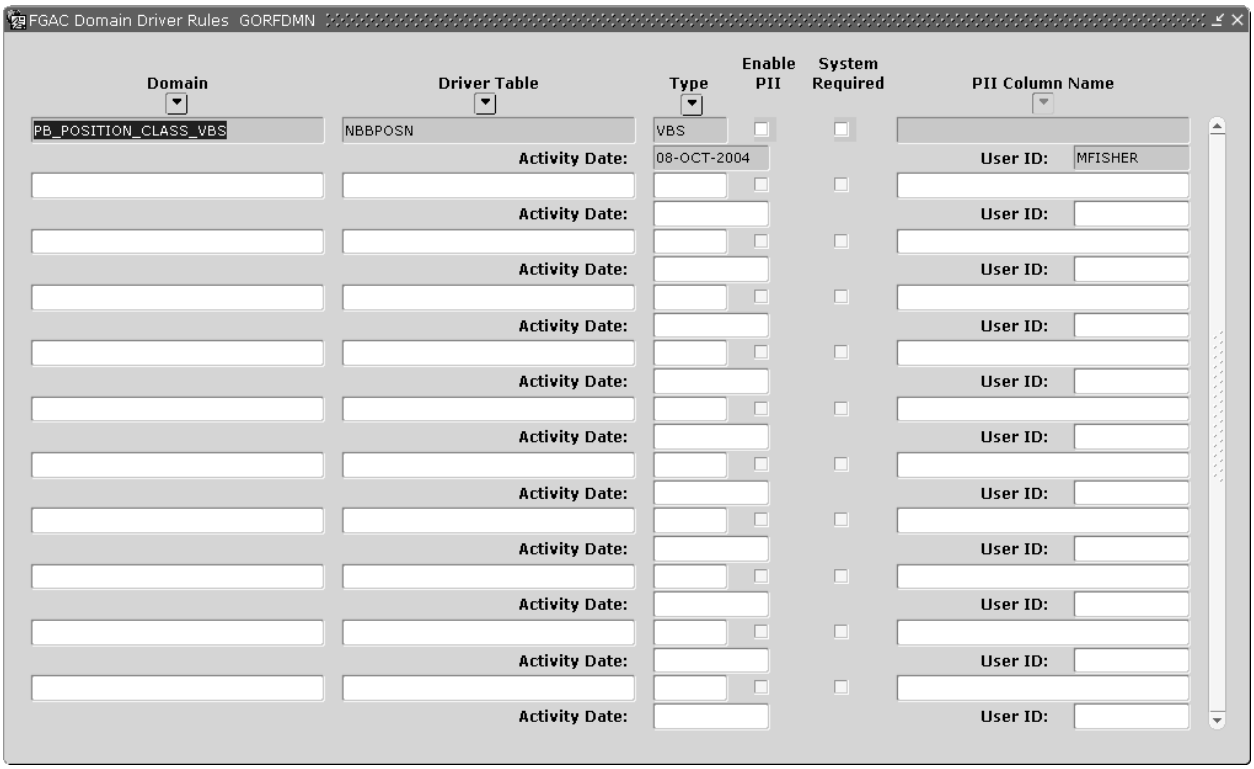
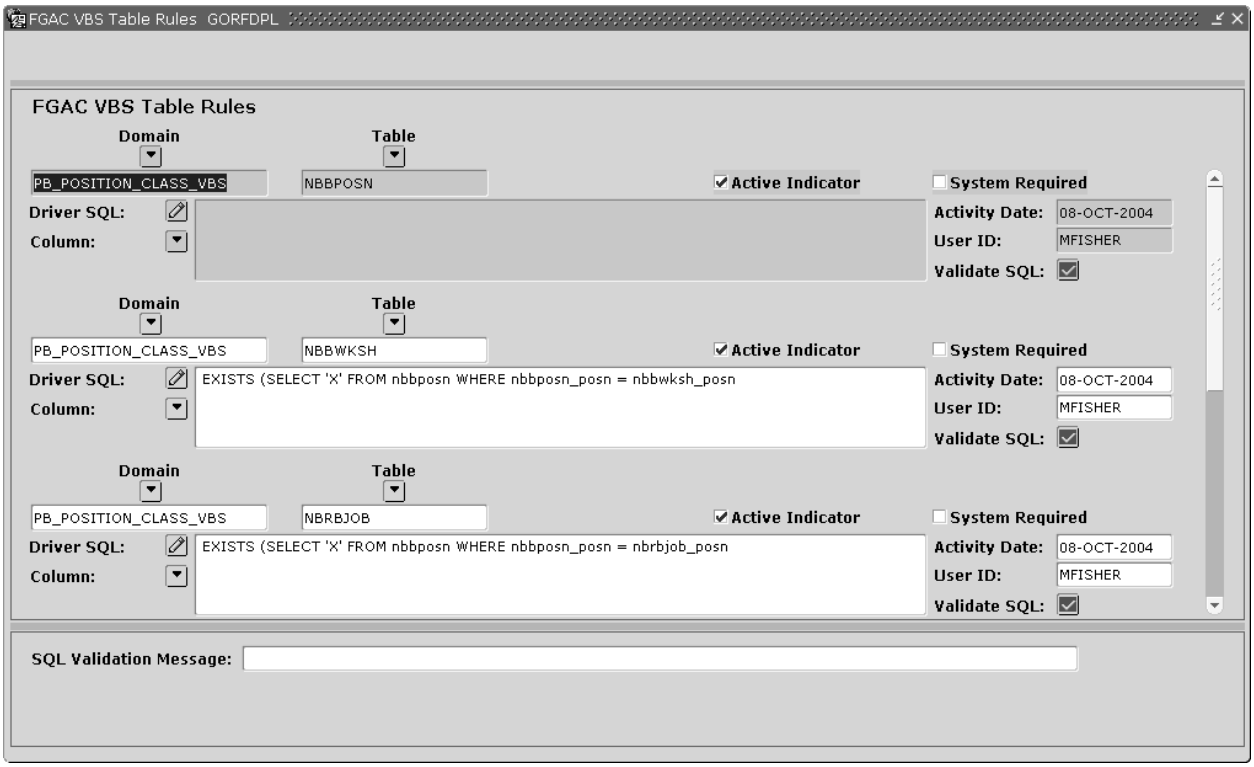


Step 3—Enter All Domain Tables

On the FGAC VBS Table Rules page (GORFDPL) associate the Domain driver to the tables where row-level security will be enforced. The driver table is established first, followed by the tables affiliated with the employee job tables as shown below.



In this example,

- The Driver table is NBBPOSN. Restrictions are going to be based on values in this table.
- Enforce the rule for the following tables:
- NBRBJOB, NBRJOBS, NBRJLBD, NBREARN, NBBWKSH, and NBRWKSH.

  The join conditions are entered in the Driver SQL for these tables. These conditions join back to NBBPOSN.
- Select the **Validate SQL** check box to ensure that the Driver SQL that entered is valid.

  NOTE: The trailing right parenthesis, ")" is omitted on the SQL statement because it is handled in the FGAC package.
- The **Active Indicator** needs to be on for the VBS rules to take effect.

Similarly, set up the

```
NBREARN,
NBRJLBD
```

, NBRWKSH, and NBRJOBS tables on the FGAC VBS Table Rules page (GORFDPL) as shown below.

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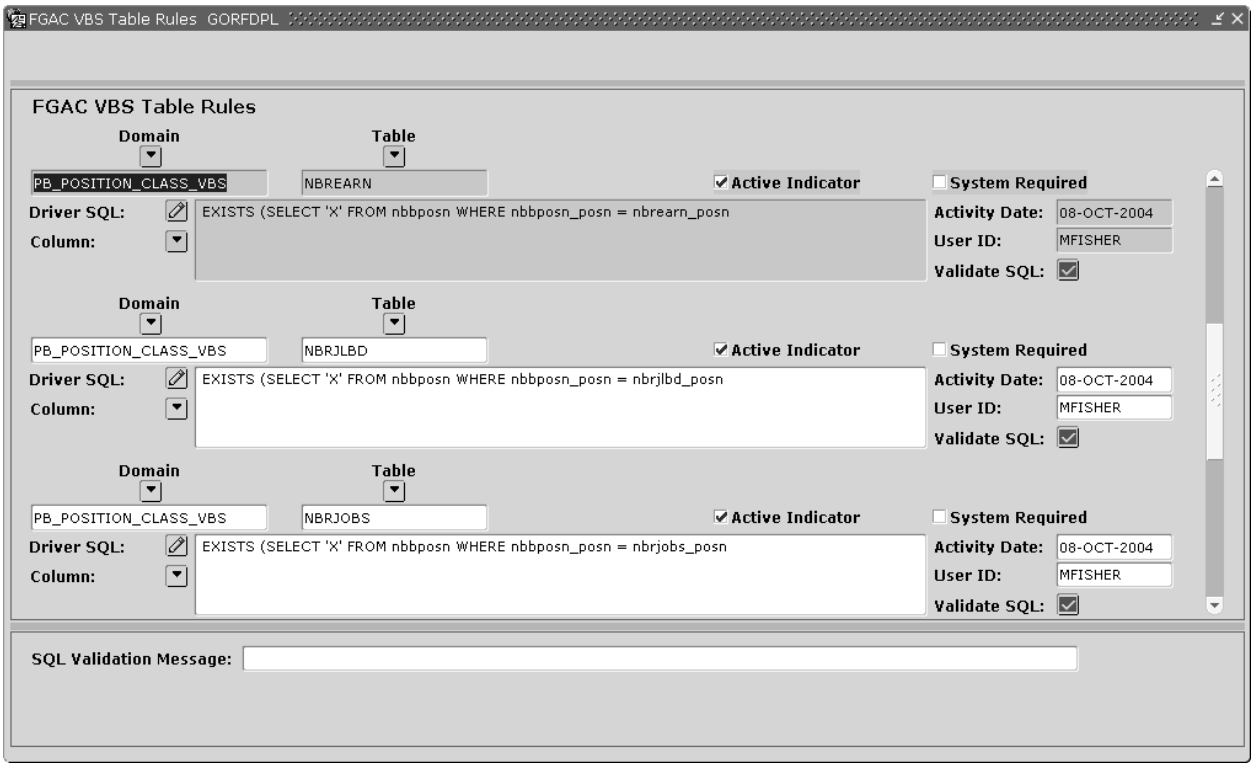

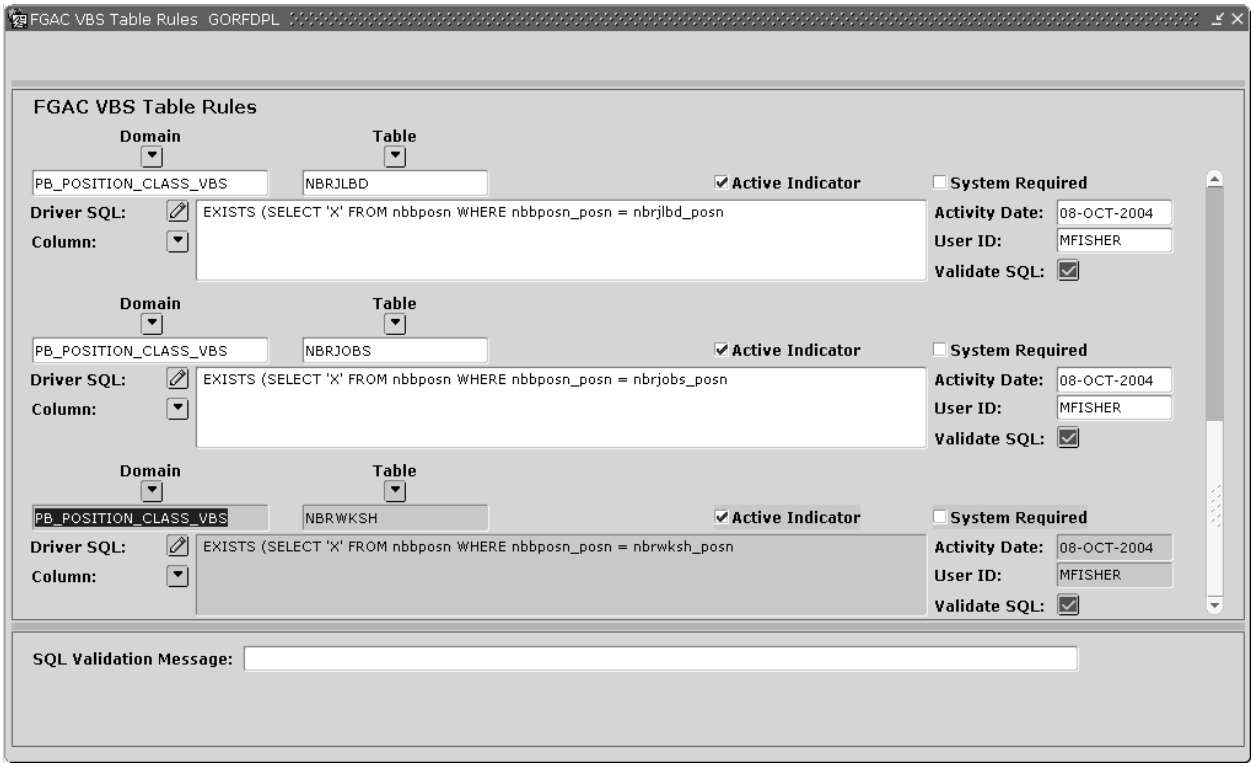

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Step 4 - Set Up FGAC Business Profile Validation Codes (GTVFBPR)

Next, establish the Business Profile Codes for the business cases, or user groupings, as noted in the Business Case chart below.

Business Case	SQL Predicate
Administrative User Group may only insert, update, and delete job data belonging to administrative-type Position Class Codes. Jobs data includes basic job, job detail, labor distributions, default earnings, and work schedules.	(`NBBPOSN_PCLS_CODE LIKE 'A%' , NBBPOSN_PCLS_CODE LIKE 'B%' , NBBPOSN_PCLS_CODE LIKE 'C%' , NBBPOSN_PCLS_CODE LIKE 'K%' , NBBPOSN_PCLS_CODE LIKE 'L%' , NBBPOSN_PCLS_CODE LIKE 'M%' , NBBPOSN_PCLS_CODE LIKE 'N%' , NBBPOSN_PCLS_CODE LIKE 'P%' , NBBPOSN_PCLS_CODE LIKE 'S%' , NBBPOSN_PCLS_CODE LIKE 'U%'`)
Faculty User Group may only insert, update, and delete job data belonging to faculty-type Position Class Codes. Jobs data includes basic job, job detail, labor distributions, default earnings, and work schedules.	`NBBPOSN_PCLS_CODE LIKE 'F%'`

This will initiate the code that is used to link specific Oracle User IDs to a specific Business Profile. In this example we'll use `HR_STAFF_ADMIN`, to associate "Administrative" type users, and `HR_ACADEMIC_ADMIN`, to associate users to the "Faculty" users.

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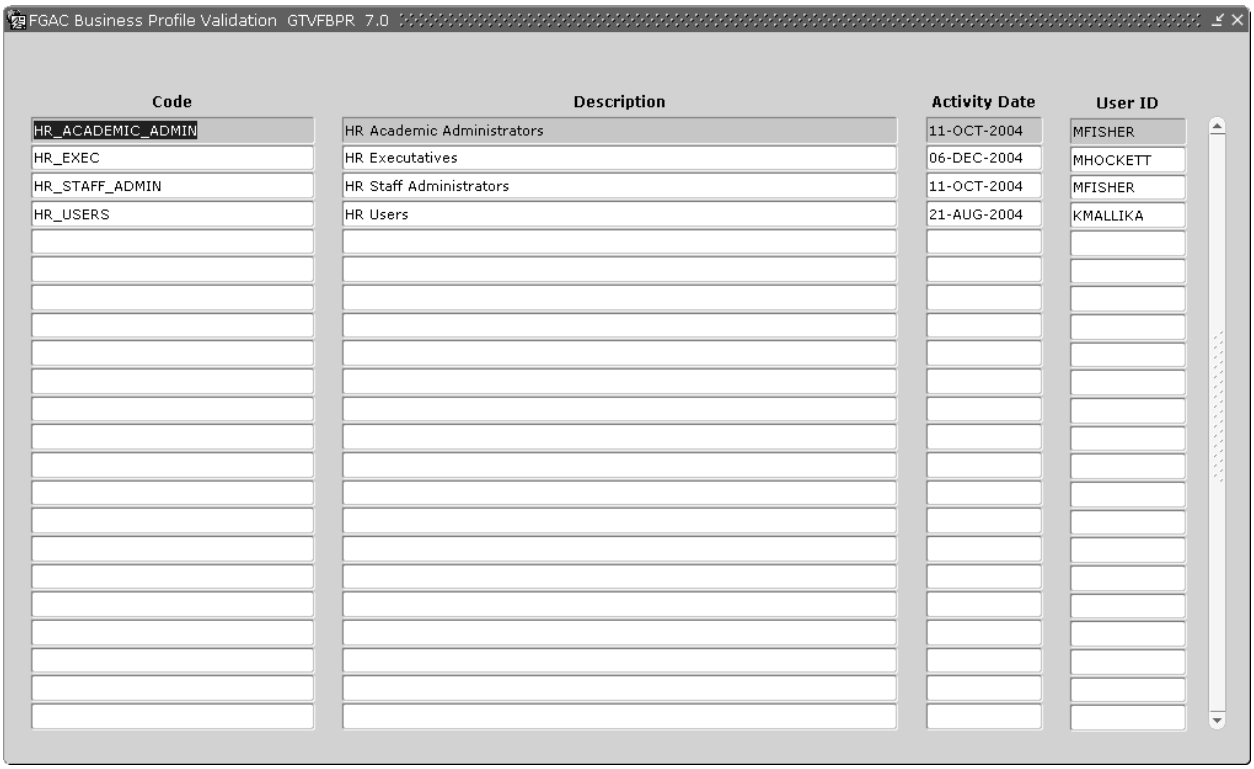

Step 5 - Associate Oracle User IDs With Business Profiles

Using the Business Profiles established in the previous step, affiliate the User IDs to FGAC Business Profile Assignments on the FGAC Business Profile Assignments page (GOAFBPR). The first profile is to set up users that should have row-level security for employee jobs that are associated with staff-type Position Classes.

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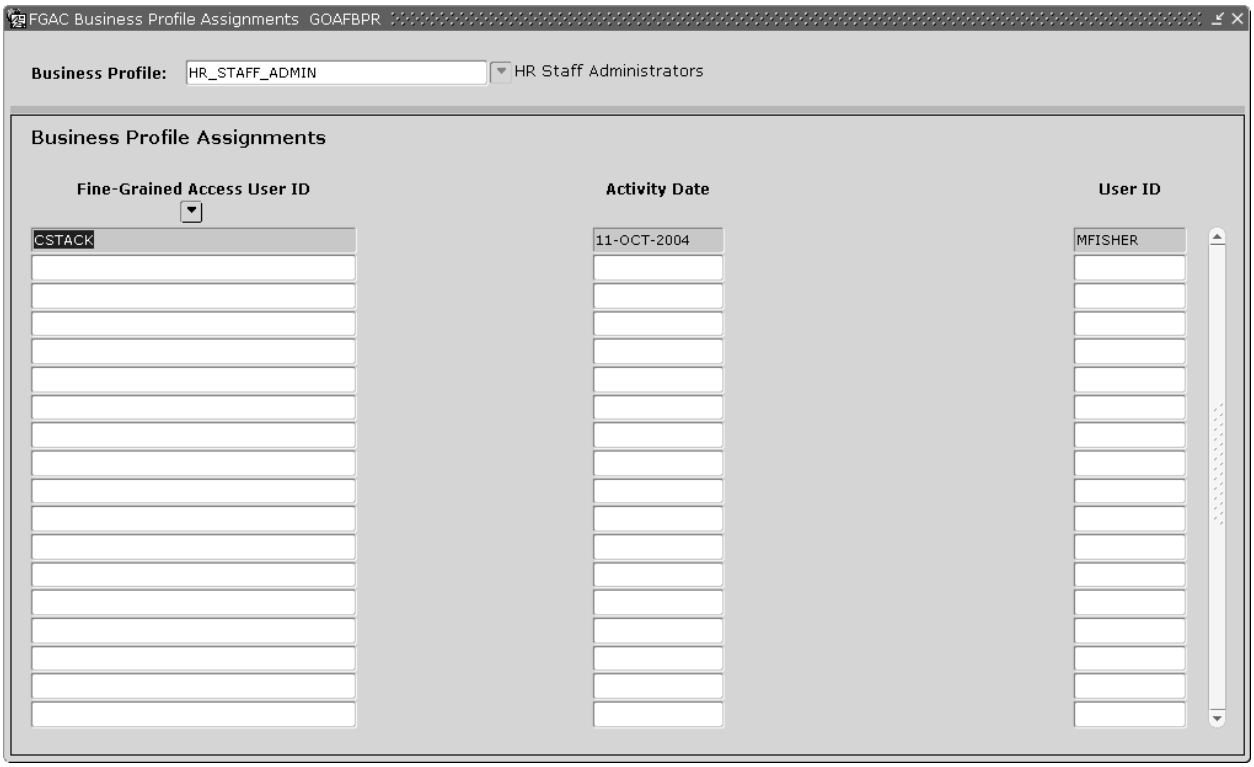

As the Business Profile Code is changed to associate Faculty, or Academic employee jobs with a set of users, several Oracle User IDs have been entered that should have row-level security for employee jobs that are associated with faculty-type Position Classes.

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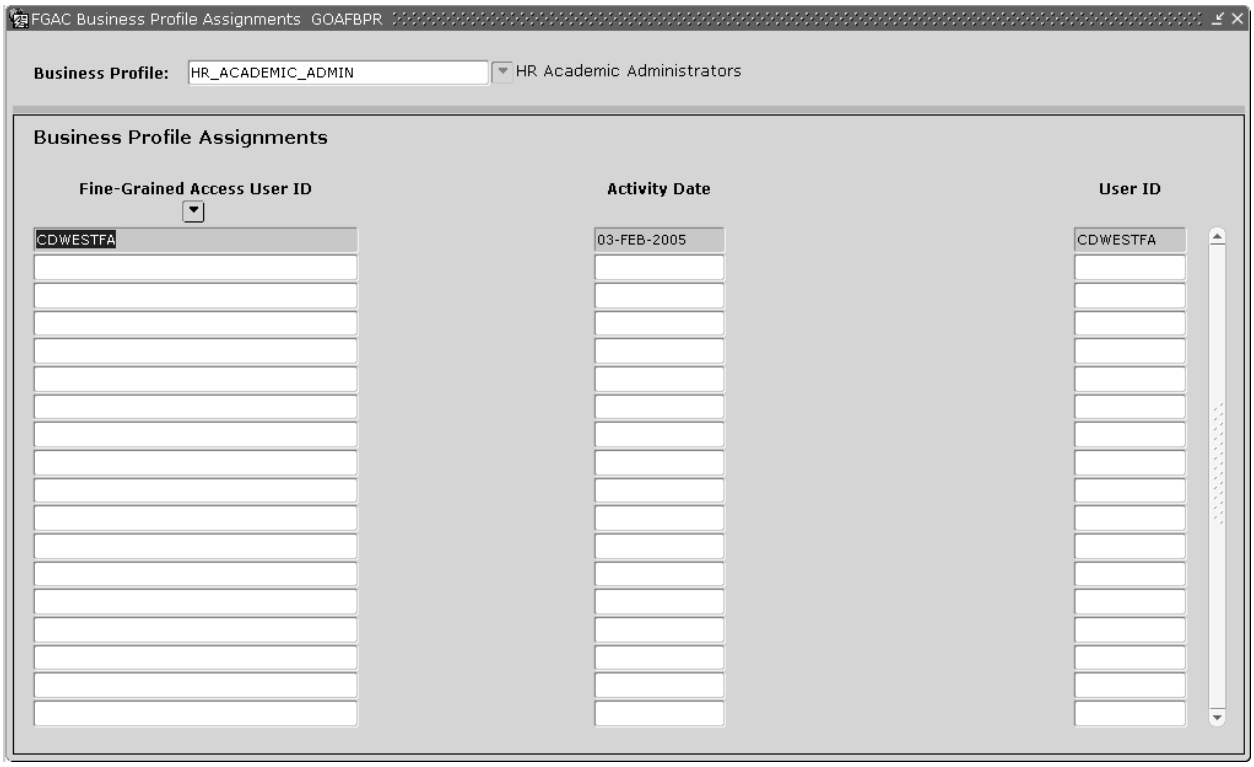

Step 6 - Add VBS Group Validation Codes

On GTVFGAC add the VBS Group Validation Codes for the Business Cases. This validation table establishes group codes that will ultimately allow the security logic to be affiliated with Administrative and Faculty users.

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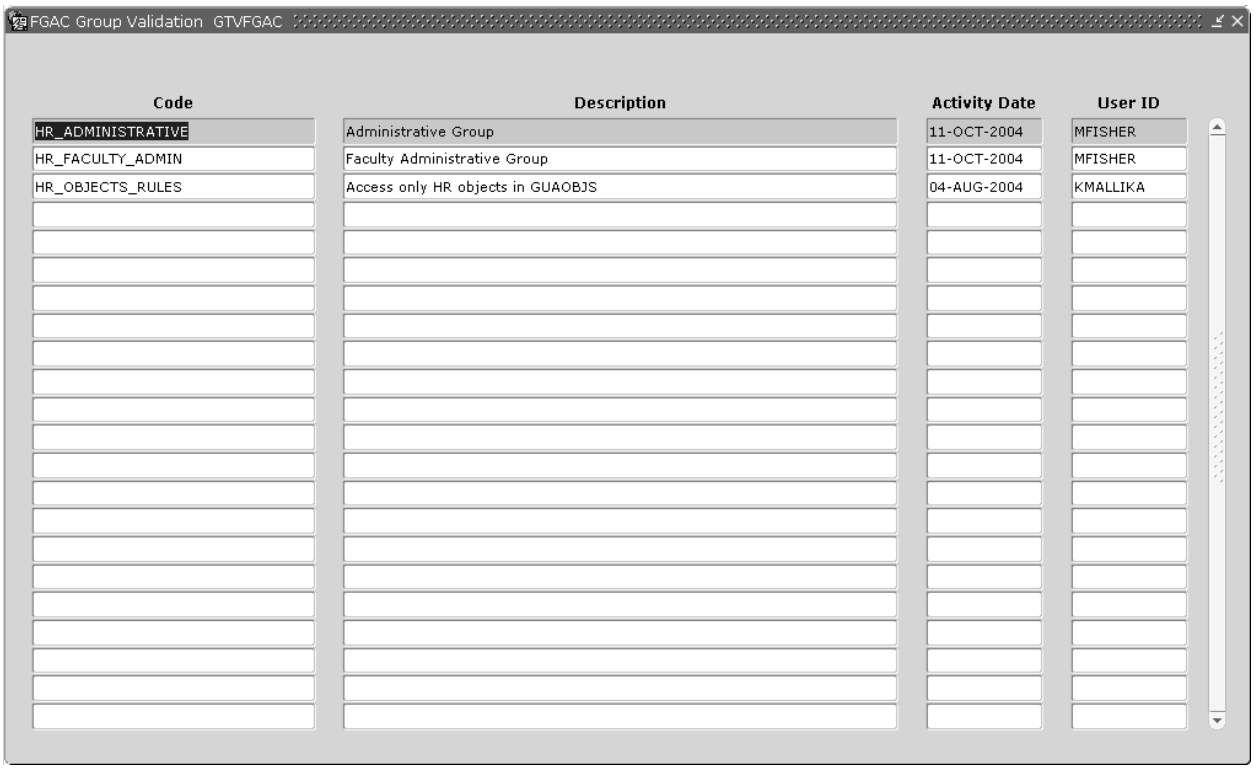

Step 7 - Establish the VBS Group Rule - GOAFGAC

On GOAFGAC, establish VBS Group Codes to connect the FGAC Group with the logic associated with processing the data for the user. First, we are setting up rules for the `HR_ADMINISTRATIVE` Group Code using the SQL Predicate that we have planned in our Business Cases. The Predicate information will test the Position Class Code, where the first character of the code indicates that these Positions are affiliated with staff employees.

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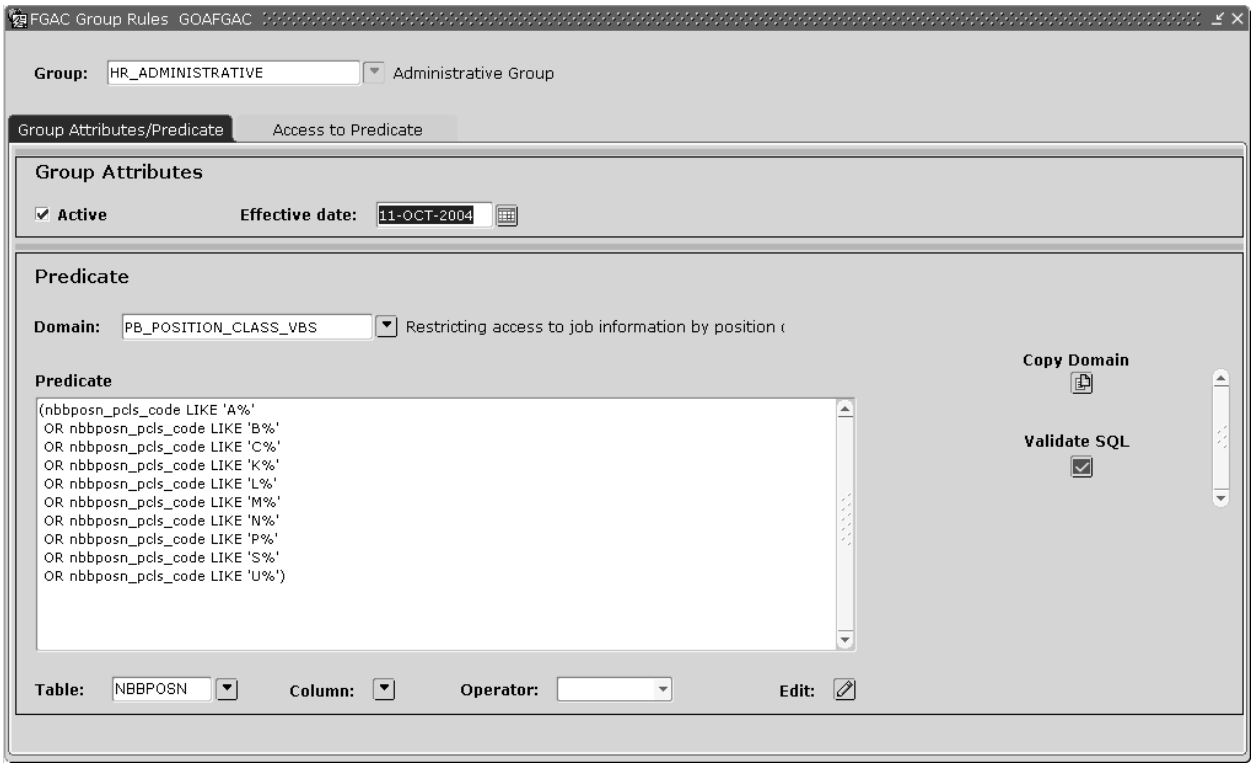

On the same rule page, we then assign the VBS Group Rule to Business Profile and, in turn to the User IDs.

`HR_STAFF_ADMIN` users (Business Profile) within the `HR_ADMINISTRATIVE` group can insert, update, and delete jobs data only for jobs that have Non-Academic Staff Position Classifications.

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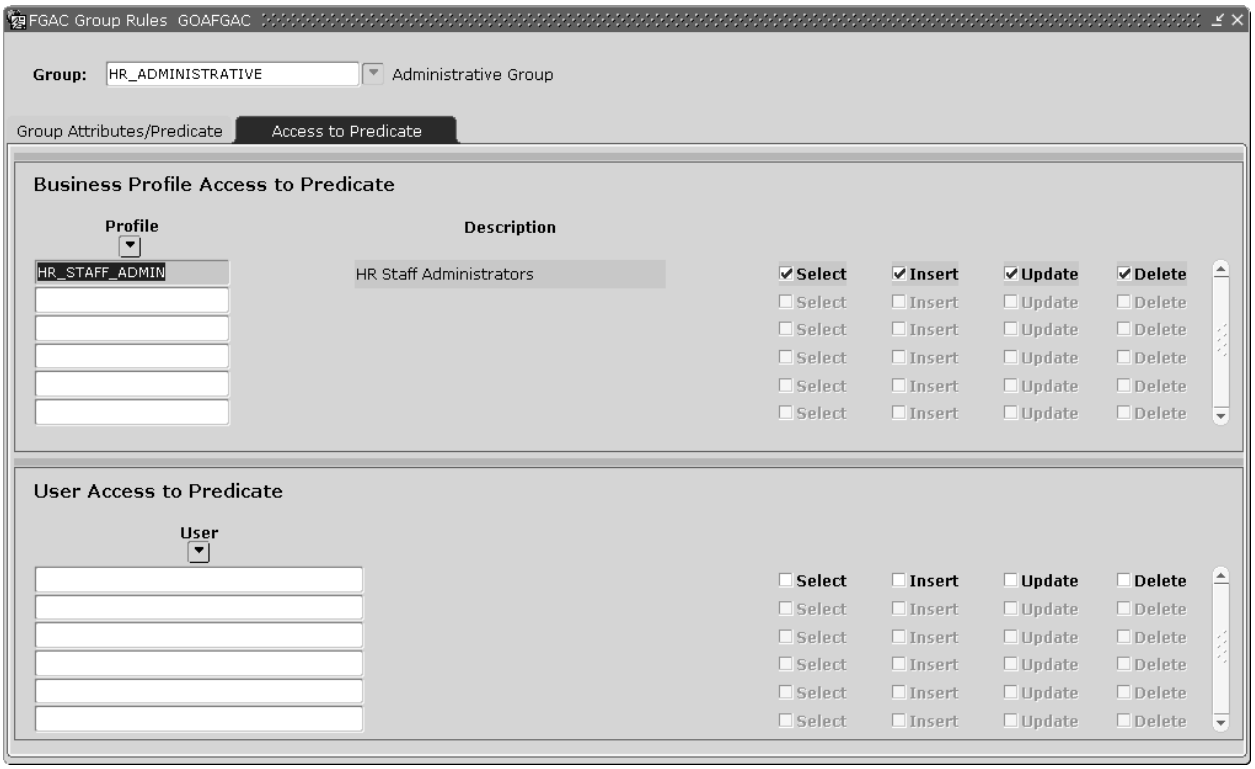
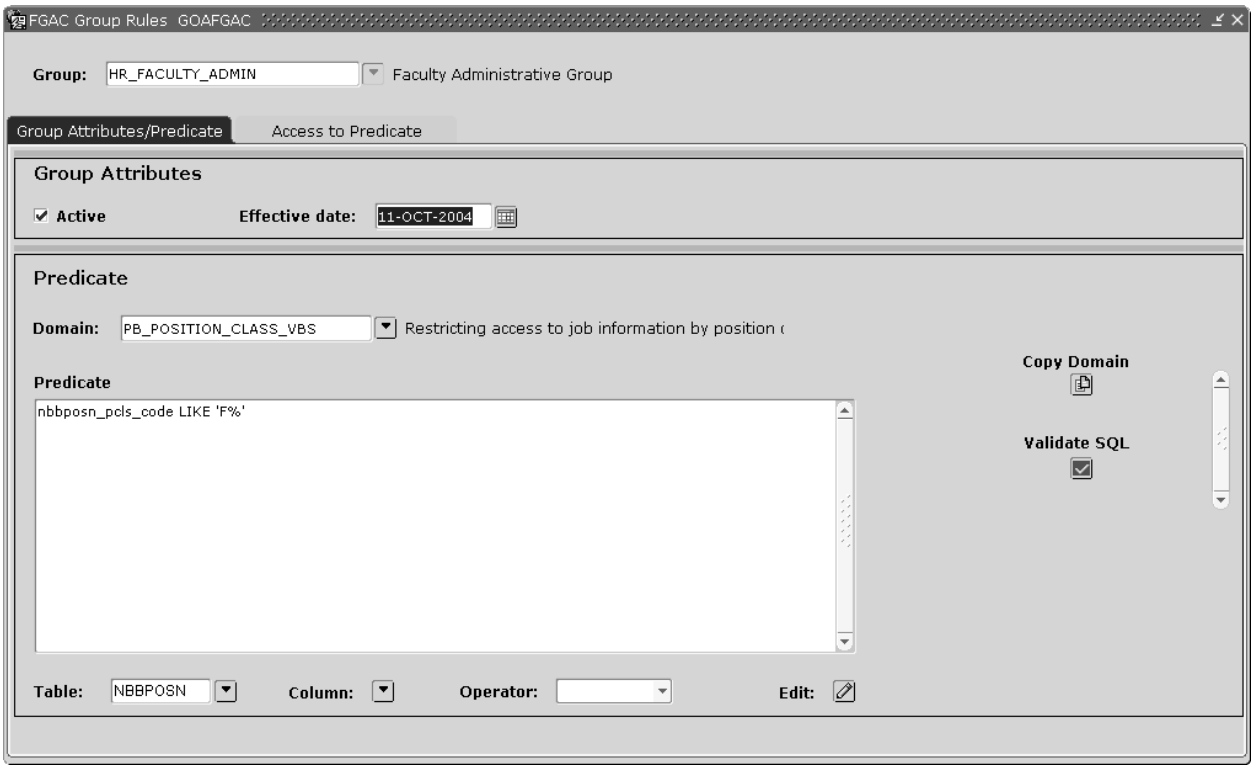


We now establish the second set of Group Rules Set up rules for the `HR_FACULTY_ADMIN` group code. In this case, the predicate indicates that it will allow access to Position Class Codes that begin with the character F, which designates faculty positions.



Further define the rules for the `HR_ACADEMIC_ADMIN` users (Business Profile) within the `HR_FACULTY_ADMIN` group and indicate that they can insert, update, and delete jobs data only for jobs that have Faculty (Academic) Position Classifications.

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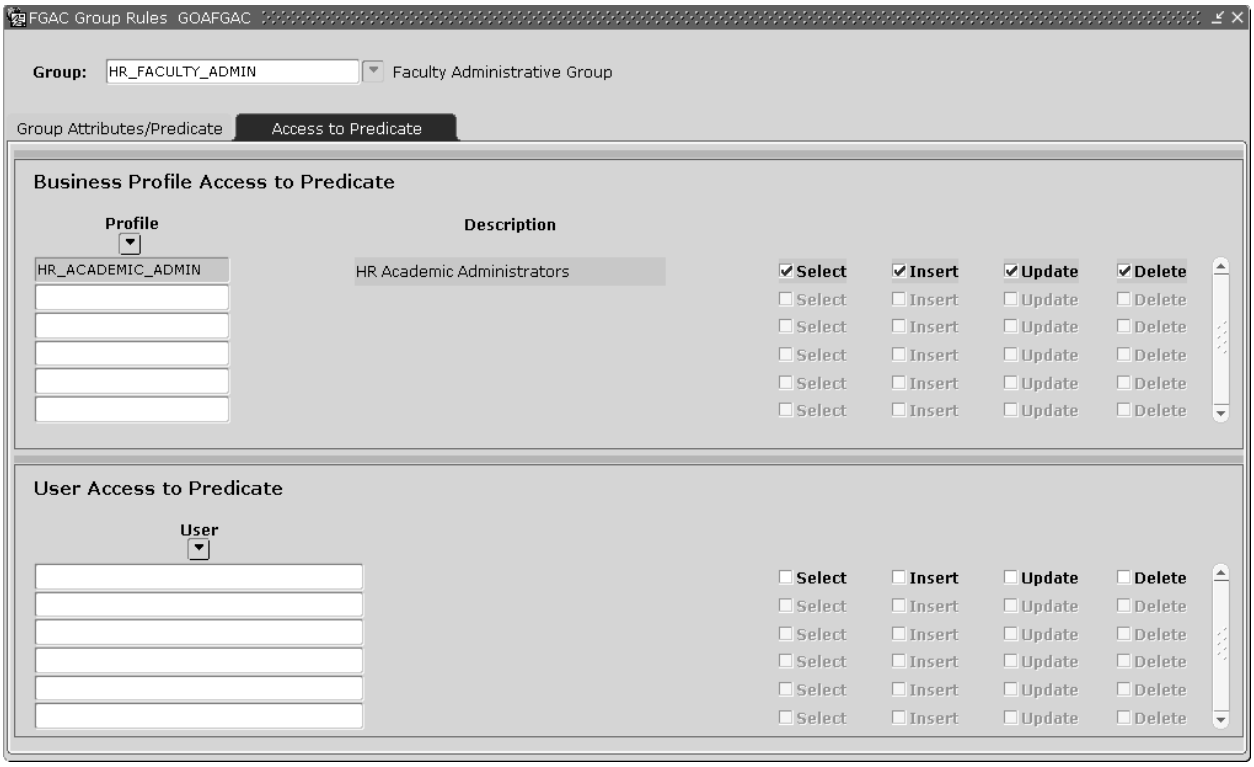

Summary Results of User Rules:

User MFISHER has been restricted to inserting, updating, and deleting only job data that belong to Faculty Position Classifications (those position class codes starting with F).

User CSTACK has been restricted to inserting, updating, and deleting only job data that belong to a Non-Academic Position Classifications (those position class codes starting with A, B, C, K, L, M, N, P, S, U).

All other users are not restricted and can select, insert, update, and delete any job data.

Step 8 - Run the Delivered Policy Scripts

In order to create the Oracle policies for the appropriate tables, a script must be run against the database. This is a technical step and must be performed by the DBA for the site.

The following example describes this step.

- Connect as Baninst1 and run `gfvbsaddpol.sql` once for each of the seven tables that are defined in the `PB_POSITION_CLASS_VBS` domain (`NBBPOSN`, `NBRBJOB`, `NBRJOBS`, `NBRJLBD`, `NBREARN`, `NBBWKSH`, and `NBRWKSH`) to create the policies.

```
SQL> @gfvbsaddpol


 The Table you wish to create policies for (partial name acceptable):
 nbbposn
 Table Policies for:NBBPOSN%
 Table selected from GORFDPL NBBPOSN
```

```
PL/SQL procedure successfully completed.

Elapsed: 00:00:00.32


 NBBPOSN                        GOKFGAC_NBBPOSN_DEL
 NBBPOSN                        GOKFGAC_NBBPOSN_INS
 NBBPOSN                        GOKFGAC_NBBPOSN_SEL
 NBBPOSN                        GOKFGAC_NBBPOSN_UPD


 Elapsed: 00:00:00.03
 SQL> select * from dba_policies where object_name = 'NBBPOSN';


 POSNCTL                        NBBPOSN
 SYS_DEFAULT                    GOKFGAC_NBBPOSN_DEL
 BANINST1                       GOKFGAC
 F_DELETE_FNC                   NO  NO  NO  YES YES YES NO


 POSNCTL                        NBBPOSN
 SYS_DEFAULT                    GOKFGAC_NBBPOSN_INS
 BANINST1                       GOKFGAC
 F_INSERT_FNC                   NO  YES NO  NO  YES YES NO


 POSNCTL                        NBBPOSN
 SYS_DEFAULT                    GOKFGAC_NBBPOSN_SEL
 BANINST1                       GOKFGAC

F_SELECT_FNC YES NO NO NO YES YES NO


 POSNCTL                        NBBPOSN
 SYS_DEFAULT                    GOKFGAC_NBBPOSN_UPD
 BANINST1                       GOKFGAC
 F_UPDATE_FNC                   NO  NO  YES NO  YES YES NO
```

Run `gfvbsaddpol.sql` for the remaining tables in the domain.

View Restrictions for User IDs

On the FGAC Predicate Inquiry page (GOIFGAC), view what restrictions are in effect for each User ID and table to test the access controls on a user-by-user basis. This filter allows the user to have a direct tool to test the policies that have been established and to help diagnose access problems. It is executed against the specified table for a User ID.

NBRJOBS

Results of the VBS Group Rule example that has been created and the policies that have been added to the tables `NBBPOSN` and `NBRBJOB`.

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Example

Logging in as MFISHER (restricted to Faculty Position Classifications insert, update, and delete), MFISHER tries to insert a job that belongs to a non-academic position class. Position U60002 is defined as Position Class UFC01 - Clerical. This violates the policy because MFISHER should input only Position Classes that begin with the character F (Faculty).

Select **OK** to receive the security violation message in the status bar as shown in the following page.

Additional Information

Please refer to the *Banner Data Security Handbook* for additional, detailed information on the rules associated with Value Based Security. There are many considerations associated with using Value Based Security and a site-defined VBS rule could have unexpected results when establishing policies on the data. In addition, there can be cross-system implications with Banner Finance VBS policies in conflict with Banner HR policies and normal application level security.

For example, if a Finance VBS policy is established to restrict access to an Account, errors could be generated on pages such as the On-Line Time Entry page (PHAHOUR), the Employee Jobs page (NBAJOBS), the Position Budget page (NBAPBUD), or any page that is attempting to balance FOAPAL distributions to 100 percent.

Thoroughly evaluate all policies in a test environment against any page or process that utilizes the data that is described in the policy restrictions, as they can have far-reaching implications.

Any Banner process or page can be excluded from VBS to avoid processing difficulties. All current batch processes have been excluded from VBS. This will ensure that policies that are activated do not interfere with payroll, finance, and general reporting processes. It is also recommended that any custom page, report or process be evaluated for addition to the exclusions, to ensure that they continue to function properly.

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COBRA Letter Templates

These written materials should not be construed as constituting legal advice and are only intended for use as a template for your site. Consultation with your legal professionals before, and in conjunction with the use of these materials, is recommended.

Letter for 18 Month Qualifying Event - Initial Notification

Qualifying events for the 18-month letters include: employee termination, employee involuntary layoff, entitlement to Medicare coverage, and employee retirement or employee reduction in schedule. Variable names are enclosed in [ ] brackets.

This letter is comprised of:

```
COB_PCRNOTF_18M
**Paragraph COB_HDR
```

First and Last Name of Key Block PIDM and all covered dependents

`[GTVSDAX` external code for `COBRAADDR]`

Date of Notification: `[*COB_RUN_DATE]`

Loss of Coverage: `[*COB_COV_TERM_DATE]`

Paragraph `COB_NTA`

REF: NOTICE OF RIGHT OF EACH COVERED INDIVIDUAL TO ELECT GROUP HEALTH INSURANCE CONTINUATION COVERAGE

This notice of rights to elect group health insurance continuation coverage applies individually to the following former plan participants: `[All *COB_BENE_NAME].`

This letter is being provided to you at this time because you have recently, or you are about to, lose your group health insurance under `[COB_COBRA_INST_NAME]` (The Plan). It is important that all covered individuals take the time to read this notice carefully and be familiar with its contents. If there is a covered dependent whose legal residence is not yours, please provide written notification to the benefits department so a notice can be sent to them as well. If you have any questions concerning the information in this notice or your rights to coverage, you should contact: `[*COB_ADMIN_NAME, *COB_ADMIN_TITLE, *COB_COBRA_ADDR, *COB_COBRA_CITY, *COB_COBRA_STATE, *COB_COBRA_ZIP, *COB_COBRA_PHONE].`

Loss of Health Coverage and Qualifying Event - Your last day of health insurance coverage under the group health plan is `[*COB_QUALIFY_DATE]`. This loss of health insurance is resulting from `[*COB_COBRA_ELIG_CD_DESC]` on `[*COB_QUALIFY_DATE]`. So any claims for services incurred after that end date, including prescription drug charges, will be denied. However, under provisions of federal COBRA law, this constitutes a "qualifying event" which allows all covered individuals the right to buy back your group health insurance and continue the coverage for a period of time after the above loss of coverage date. Covered participants continuation rights and obligations are detailed in this notification.

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Each individual listed above is a "qualified beneficiary" and has independent election rights to continuation coverage. This means each individual can independently elect to continue coverage. For example, a spouse could elect continuation coverage even if the covered employee does not elect to continue coverage. Or a parent could elect to continue coverage on behalf of their dependent child who is losing coverage as a result of the qualifying event. Premium rates will be determined by the number of qualified beneficiaries electing to continue coverage. If elected, continuation coverage is available to qualified beneficiaries subject to their continued eligibility. [*COB_COBRA_INST_NAME] reserves the right to verify eligibility and terminate continuation coverage back to the original continuation effective date, if it is determined you are ineligible or coverage was obtained through a material misrepresentation of the facts.

If elected and paid for, each qualified beneficiary has the right to continue coverage for a maximum [*COB_COV_COVERAGE_MONTHS] months from the date of the qualifying event. This means continuation coverage will begin on [*COB_COV_BEGIN_DATE] and can last until [*COB_COV_END_DATE]. Exception: If you are participating in a health flexible spending account at the time of the qualifying event, you will only be allowed to continue the health flexible spending account until the end of the current plan year in which the qualifying event occurs. Two situations, however, will extend continuation coverage beyond that date if applicable.

Paragraph COB_SSD

Two situations, however, will extend continuation coverage beyond that date if applicable.

Social Security Disability - The 18 months of continuation coverage will be extended for an additional 11 months of coverage, to a maximum of 29 months, for all qualified beneficiaries, if the Social Security Administration determines a qualified beneficiary was disabled according to Title II or XVI of the Social Security Act as of the date of the qualifying event or at any time during the first 60 days of continuation coverage. If a new born or adopted child is added to a covered employee's continuation coverage, then the 60-day disability window for the new born or adopted child is measured from the date of the birth or the date of adoption. It is the qualified beneficiaries responsibility to obtain the disability determination from the Social Security Administration and provide a copy of the Social Security Disability determination to [*COB_ADMIN_NAME, *COB_COBRA_INST_NAME] within 60 days of the date of determination and before the original 18 months of continuation coverage expire. This notice can be made by any of the qualified beneficiaries. See the below listed procedures for making this notice. If these time frames are not complied with, then the additional 11-month extension of continuation coverage will not be provided. If coverage is extended to 29 months due to a Social Security disability, premiums will equal 150% of the applicable premium during the extended 11-month coverage period.

This extension applies separately to each qualified beneficiary. If the disabled qualified beneficiary chooses not to continue coverage, the other qualified beneficiaries are still eligible for the extension. If coverage is extended, and the disabled qualified beneficiary has elected the extension, then the applicable premium rate is 150% of the rate. If only non-disabled qualified beneficiaries extend coverage, the premium rate will remain at the 102% level. It is also the qualified beneficiaries responsibility to notify [*COB_COBRA_INST_NAME] within 30 days if a final determination has been made that they are no longer disabled.

Secondary Events - An extension of the original 18, or above mentioned 29 month, continuation period can also occur, if during the 18 or 29 months of continuation coverage, a second qualifying event takes place (divorce, legal separation, death, Medicare entitlement, or a dependent child ceasing to be a dependent). If a second event occurs, then the original 18 or 29 months of continuation coverage will be extended to 36 months from the date of the original qualifying event date for dependent qualified beneficiaries. If a second event occurs, it is the qualified beneficiaries responsibility to notify [*COB_COBRA_INST_NAME] in writing within 60 days of the second event

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and within the original 18-month continuation coverage timeline. See the below listed procedures for making this notice. In no event, however, will continuation coverage last beyond three years from the date of the event that originally made the qualified beneficiary eligible for continuation coverage.

Paragraph `COB_SSP` (This paragraph *must* be updated to reflect your site-specific procedure)

Social Security Disability/Second Qualifying Event Notification Procedures

1. Complete the enclosed COBRA Qualifying event notification page.
2. Make a copy of the page for your records.
3. Attach the required documentation depending upon the qualifying event.
4. Mail the notification page to the address listed on the page and document your mailing.
5. Call within 10 days to insure the notification page has been received.

Paragraph `COB_NTB`

Consequences of Not Electing To Continue Your Group Health Insurance: In considering whether to elect continuation coverage, you should take into account that a failure to continue your group health coverage will affect your future rights under federal law. First, you could lose the right to avoid having pre-existing condition exclusions applied to you by other group health plans if you have more than a 63-day gap in coverage, and election of continuation coverage may help you not have such a gap. Second, you will lose the guaranteed right to purchase individual health insurance policies that do not impose such pre-existing condition exclusions if you do not maintain continuation coverage for the maximum time available to you. Finally, you should take into account that you have special enrollment rights under federal law. You have the right to request special enrollment in another group health plan for which you are otherwise eligible (such as a plan sponsored by your spouse's employer) within 30 days after your group health coverage ends because of the qualifying event listed above. You will also have the same special enrollment right at the end of continuation coverage if you get continuation coverage for the maximum time available to you.

Electing Continuation Coverage: To protect your continuation coverage rights, please follow the below listed election procedures.

Please note the last day to elect continuation coverage is `[*COB_ELEC_END_DATE]`!

Step 1 - Sign and date the enclosed election page.

Step 2 - Make a copy of the signed election page for your records.

Step 3 - Mail the election page back to `[*COB_COBRA_INST_NAME]` at the address listed on the election page. It is recommended you obtain proof from the Post Office you mailed the election page. Your election is deemed made on the date the election page is sent to the plan administrator. If the election page is not postmarked by `[*COB_ELEC_END_DATE]`, then rights to continue coverage will end. No late elections will be accepted.

Step 4 - Call the plan administrator within 10 days to insure the election page has been received.

No Health Coverage During Election Period - Qualified beneficiaries will not be covered under the plan during the above election period. If a health claim is submitted during this time, it will not be paid. In addition, if a medical provider calls for verification of benefits, they will be told you currently do not have benefits, but upon election and payment of applicable premium all valid claims will be released for payment.

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Retroactive Reinstatement Of Health Insurance Coverage: Please remember that your health insurance will not be re-activated until you elect and pay. If an election to continue coverage is made and applicable premiums paid as detailed in this notice, then your health insurance coverage will be retroactively reinstated back to your loss of coverage date and any pending claims will be released for payment. Keep in mind, however, that it may take a period of time for the paperwork to be processed by the insurance carrier and the coverage to be re-activated. Should you receive medical services prior to reinstatement of your coverage, keep any medical payment receipts and upon reinstatement submit the claims for payment under the plan provisions.

Premium Payments: If a qualified beneficiary elects to continue health insurance, a qualified beneficiary is responsible for the full (100%) applicable premium payment for the coverage selected, plus a 2% administration charge. The applicable premium includes both the employer and employee's share of the total premium. Monthly premium amounts are fixed based on the plan year, but the possibility of a rate increase or decrease in your monthly premium amount could occur. If the applicable premium amount is adjusted, you will be notified as soon as possible prior to the new premium rates going into effect. Any person or entity can pay health insurance premium for a qualified beneficiary, however, it is the qualified beneficiaries responsibility to insure that the payment is made on a timely basis. If a third party agrees to pay your continuation coverage premium, you should call each month to insure that a timely premium has been made. Your state may also have a premium payment program that may assist you with the payment of your premiums.

Paragraph `COB_NTC`

Premium payments can be either hand delivered or mailed. If hand delivered, it must be delivered to personnel in the benefits department. If mailed, document the date the premium is sent and call within 10 days to insure the payment has been received. If premiums are not hand delivered, or if mailed, postmarked, within the required premium periods as described below, then insurance continuation rights and protections will be forfeited and coverage will not be reinstated.

Initial Premiums: A qualified beneficiary has a maximum 45 calendar days from the date of election (postmark date if mailed) to pay the initial premium. This initial premium payment is for the retroactive coverage period from the date of loss of coverage to the date you elect continuation coverage. For example, if you lost health insurance on January 31 and elected continuation coverage on March 1, you would have until April 16 to pay for the retroactive month of February.

If you take full advantage of this 45-day premium payment period, however, additional monthly premiums will also be due with this initial payment. This additional premium would cover any monthly coverage periods that fall after the date of election but within the 45 day time period. For example, if you pay for February on April 16th, but needed health coverage for the month of March also, your initial premium would also have to cover that period as well. You will not be allowed to pay for March and not pay for February. This 45-day period is the maximum period in which to make the initial premium payments. You are responsible for making sure the amount of your first payment is enough to cover this entire period. You may contact `[[*COB_ADMIN_NAME, *COB_ADMIN_TITLE, *COB_COBRA_INST_NAME]` to confirm the correct amount of your first payment.

Benefits Verification: If a provider (hospital, physician, pharmacy, etc.) requests verification of benefits during this period, they will be told that you have elected coverage but have yet to pay the premium and that no claims, including prescription drug charges, will be paid until the premium is paid.

Monthly Premiums: Once your initial premiums are paid, future monthly premiums are due on the first of each month. You will have a maximum 30-day grace period following the due date in which

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to make these premium payments. If applicable payment is not made within the grace period, then coverage will be canceled back to the end of the prior month. Once continuation coverage is canceled you will not be reinstated. It is the qualified beneficiaries responsibility to make these monthly payments, as you will not receive a monthly billing or warning notice.

Your first payment for continuation coverage should be sent to:

```
[*COB_ADMIN_NAME, *COB_ADMIN_TITLE, *COB_COBRA_INST_NAME,
*COB_COBRA_ADDR, *COB_COBRA_CITY, *COB_COBRA_STATE, *COB_COBRA_ZIP]
```

Benefits Verification: Any claims occurring during a future month will be held pending payment being made. If a medical provider requests verification of benefits during this period, they will be told that you are covered, but that the monthly premium has not been paid, and coverage is subject to retroactive cancellation.

Coverage Available To Elect: Our records indicate that you and/or your dependents are eligible to select from the benefit plans on the enclosed election page.

If you are covered by a region specific HMO and are moving outside of the HMO service area, additional rights may be available to you at the time of the event. Please call the benefits department for additional information. Once an election of continuation coverage is made, the coverage may change in the future if modifications are made to the coverage provided to similarly situated active employees or an open enrollment occurs.

New Dependents and Open Enrollments: If, during a period of continuation coverage, a qualified beneficiary gains a new dependent (such as through marriage or birth), the new dependent(s) may be added to the coverage according to the rules of the plan. However, the new dependents do not gain the status of a qualified beneficiary and will lose coverage if the qualified beneficiary who added them to the plan loses coverage.

An exception to this is if a child is born to or a child is placed for adoption with the covered employee qualified beneficiary. If the new born or adopted child is added to the covered employee's continuation coverage, then unlike a new spouse, the new born or adopted child will gain the rights of all other "qualified beneficiaries". The addition of a new born or adopted child does not extend the continuation coverage period. Plan procedures for adding new dependents can be found in the summary plan description. Premium rates will be adjusted at that time to the applicable rate.

In addition, should an open enrollment period occur during your continuation period, we will notify you of that right as well. Each qualified beneficiary will have independent election rights to select any of the options or plans that are available for similarly situated non-COBRA participants.

Paragraph `COB_NTD`

Cancellation Of Continuation Coverage: Continuation coverage will end prior to the expiration of the 18-month (29 if applicable) continuation period for any of the following reasons:

1. `[*COB_COBRA_INST_NAME]` ceases to provide any group health plan to any of its employees;
2. Any required premium for continuation coverage is not paid in a timely manner;
3. A qualified beneficiary becomes, after the date of election, covered under another group health plan that does not contain any exclusion or limitation with respect to any preexisting condition of such beneficiary other than such an exclusion or limitation which does not apply to (or is satisfied by) such beneficiary by reason of the Health Insurance Portability and Accountability Act of 1996;
4. A qualified beneficiary becomes, after the date of election, entitled to Medicare;

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5. A qualified beneficiary extended continuation coverage to 29 months due to a Social Security disability and a final determination has been made the qualified beneficiary is no longer disabled (first day of the month after 30 days from the final determination);
6. A qualified beneficiary notifies `[*COB_COBRA_INST_NAME]` they wish to cancel continuation coverage.
7. For cause, on the same basis that the plan terminates for cause the coverage of similarly situated non-COBRA participants.

Important Requirement: If you become covered by another group health plan or become entitled to Medicare after electing to continue your group health insurance, you are required to notify us in writing at that time so a determination can be made as to your continued eligibility for our group health insurance.

Paragraph `COB_NTF`

Address Change And Questions: To receive accurate and timely information regarding your continuation rights, please notify `[*COB_COBRA_INST_NAME]` of any change in address immediately by mailing to the listed address. You should keep a copy of the notification for your own records and call within 10 days to insure that it has been received.

This notice is not a description of actual benefits under the policy. Should a qualified beneficiary need actual plan benefits information to assist in making the election decision, please consult your summary plan description. You can request a copy of your summary plan description from:

```
[*COB_ADMIN_NAME, *COB_ADMIN_TITLE, *COB_COBRA_INST_NAME,
*COB_COBRA_ADDR, *COB_COBRA_CITY, *COB_COBRA_STATE, *COB_COBRA_ZIP]
```

For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, you may also contact the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA web site at *http://www.dol.gov/ebsa*.

Letter for 36 Month Qualifying Event - Initial Notification

NOTE: Qualifying events for the 36-month letters include: death of the employee, divorce or legal separation, and dependent child(ren) ceasing to be dependent. Variable names are enclosed in [ ] brackets.

This letter is comprised of:

```
COB_PCRNOTF_36M
**Paragraph COB_HDR
```

First and Last Name of Key Block PIDM and all covered dependents

`[GTVSDAX` external code for `COBRAADDR]`

Date of Notification: `[*COB_RUN_DATE]`

Loss of Coverage: `[*COB_COV_TERM_DATE]`

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Paragraph COB_NTA

REF: NOTICE OF RIGHT OF EACH COVERED INDIVIDUAL TO ELECT GROUP HEALTH INSURANCE CONTINUATION COVERAGE

This notice of rights to elect group health insurance continuation coverage applies individually to the following former plan participants: [All *COB_BENE_NAME].

This letter is being provided to you at this time because you have recently, or you are about to, lose your group health insurance under [COB_COBRA_INST_NAME] (The Plan). It is important that all covered individuals take the time to read this notice carefully and be familiar with its contents. If there is a covered dependent whose legal residence is not yours, please provide written notification to the benefits department so a notice can be sent to them as well. If you have any questions concerning the information in this notice or your rights to coverage, you should contact: [*COB_ADMIN_NAME, *COB_ADMIN_TITLE, *COB_COBRA_ADDR, *COB_COBRA_CITY, *COB_COBRA_STATE, *COB_COBRA_ZIP, *COB_COBRA_PHONE].

Loss of Health Coverage and Qualifying Event - Your last day of health insurance coverage under the group health plan is [*COB_QUALIFY_DATE]. This loss of health insurance is resulting from [*COB_COBRA_ELIG_CD_DESC] on [*COB_QUALIFY_DATE]. So any claims for services incurred after that end date, including prescription drug charges, will be denied. However, under provisions of federal COBRA law, this constitutes a "qualifying event" which allows all covered individuals the right to buy back your group health insurance and continue the coverage for a period of time after the above loss of coverage date. Covered participants continuation rights and obligations are detailed in this notification.

Each individual listed above is a "qualified beneficiary" and has independent election rights to continuation coverage. This means each individual can independently elect to continue coverage. For example, a spouse could elect continuation coverage even if the covered employee does not elect to continue coverage. Or a parent could elect to continue coverage on behalf of their dependent child who is losing coverage as a result of the qualifying event. Premium rates will be determined by the number of qualified beneficiaries electing to continue coverage. If elected, continuation coverage is available to qualified beneficiaries subject to their continued eligibility. [*COB_COBRA_INST_NAME] reserves the right to verify eligibility and terminate continuation coverage back to the original continuation effective date, if it is determined you are ineligible or coverage was obtained through a material misrepresentation of the facts.

If elected and paid for, each qualified beneficiary has the right to continue coverage for a maximum [*COB_COV_COVERAGE_MONTHS] months from the date of the qualifying event. This means continuation coverage will begin on [*COB_COV_BEGIN_DATE] and can last until [*COB_COV_END_DATE]. Exception: If you are participating in a health flexible spending account at the time of the qualifying event, you will only be allowed to continue the health flexible spending account until the end of the current plan year in which the qualifying event occurs.

Paragraph COB_NTC

Premium payments can be either hand delivered or mailed. If hand delivered, it must be delivered to personnel in the benefits department. If mailed, document the date the premium is sent and call within 10 days to insure the payment has been received. If premiums are not hand delivered, or if mailed, postmarked, within the required premium periods as described below, then insurance continuation rights and protections will be forfeited and coverage will not be reinstated.

Initial Premiums: A qualified beneficiary has a maximum 45 calendar days from the date of election (postmark date if mailed) to pay the initial premium. This initial premium payment is for the retroactive coverage period from the date of loss of coverage to the date you elect continuation

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coverage. For example, if you lost health insurance on January 31 and elected continuation coverage on March 1, you would have until April 16 to pay for the retroactive month of February.

If you take full advantage of this 45-day premium payment period, however, additional monthly premiums will also be due with this initial payment. This additional premium would cover any monthly coverage periods that fall after the date of election but within the 45 day time period. For example, if you pay for February on April 16th, but needed health coverage for the month of March also, your initial premium would also have to cover that period as well. You will not be allowed to pay for March and not pay for February. This 45-day period is the maximum period in which to make the initial premium payments. You are responsible for making sure the amount of your first payment is enough to cover this entire period. You may contact `[*COB_ADMIN_NAME, *COB_ADMIN_TITLE, *COB_COBRA_INST_NAME]` to confirm the correct amount of your first payment.

Benefits Verification: If a provider (hospital, physician, pharmacy, etc.) requests verification of benefits during this period, they will be told that you have elected coverage but have yet to pay the premium and that no claims, including prescription drug charges, will be paid until the premium is paid.

Monthly Premiums: Once your initial premiums are paid, future monthly premiums are due on the first of each month. You will have a maximum 30-day grace period following the due date in which to make these premium payments. If applicable payment is not made within the grace period, then coverage will be canceled back to the end of the prior month. Once continuation coverage is canceled you will not be reinstated. It is the qualified beneficiaries responsibility to make these monthly payments, as you will not receive a monthly billing or warning notice.

Your first payment for continuation coverage should be sent to:

`[*COB_ADMIN_NAME, *COB_ADMIN_TITLE, *COB_COBRA_INST_NAME, *COB_COBRA_ADDR, *COB_COBRA_CITY, *COB_COBRA_STATE, *COB_COBRA_ZIP]`

Benefits Verification: Any claims occurring during a future month will be held pending payment being made. If a medical provider requests verification of benefits during this period, they will be told that you are covered, but that the monthly premium has not been paid, and coverage is subject to retroactive cancellation.

Coverage Available To Elect: Our records indicate that you and/or your dependents are eligible to select from the benefit plans on the enclosed election page.

If you are covered by a region specific HMO and are moving outside of the HMO service area, additional rights may be available to you at the time of the event. Please call the benefits department for additional information. Once an election of continuation coverage is made, the coverage may change in the future if modifications are made to the coverage provided to similarly situated active employees or an open enrollment occurs.

New Dependents and Open Enrollments: If, during a period of continuation coverage, a qualified beneficiary gains a new dependent (such as through marriage or birth), the new dependent(s) may be added to the coverage according to the rules of the plan. However, the new dependents do not gain the status of a qualified beneficiary and will lose coverage if the qualified beneficiary who added them to the plan loses coverage.

An exception to this is if a child is born to or a child is placed for adoption with the covered employee qualified beneficiary. If the new born or adopted child is added to the covered employee's continuation coverage, then unlike a new spouse, the new born or adopted child will gain the rights of all other "qualified beneficiaries". The addition of a new born or adopted child does not extend

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the continuation coverage period. Plan procedures for adding new dependents can be found in the summary plan description. Premium rates will be adjusted at that time to the applicable rate.

In addition, should an open enrollment period occur during your continuation period, we will notify you of that right as well. Each qualified beneficiary will have independent election rights to select any of the options or plans that are available for similarly situated non-COBRA participants.

Paragraph `COB_NTE`

Cancellation Of Continuation Coverage: Continuation coverage will end prior to the expiration of the 36-month continuation period for any of the following reasons:

1. `[*COB_COBRA_INST_NAME]` ceases to provide any group health plan to any of its employees;
2. Any required premium for continuation coverage is not paid in a timely manner;
3. A qualified beneficiary becomes, after the date of election, covered under another group health plan that does not contain any exclusion or limitation with respect to any preexisting condition of such beneficiary other than such an exclusion or limitation which does not apply to (or is satisfied by) such beneficiary by reason of the Health Insurance Portability and Accountability Act of 1996;
4. A qualified beneficiary becomes, after the date of election, entitled to Medicare;
5. A qualified beneficiary notifies `[*COB_COBRA_INST_NAME]` they wish to cancel continuation coverage.
6. For cause, on the same basis that the plan terminates for cause the coverage of similarly situated non-COBRA participants.

Important Requirement: If you become covered by another group health plan or become entitled to Medicare after electing to continue your group health insurance, you are required to notify us in writing at that time so a determination can be made as to your continued eligibility for our group health insurance.

Paragraph `COB_NTF`

Address Change And Questions: To receive accurate and timely information regarding your continuation rights, please notify `[*COB_COBRA_INST_NAME]` of any change in address immediately by mailing to the listed address. You should keep a copy of the notification for your own records and call within 10 days to insure that it has been received.

This notice is not a description of actual benefits under the policy. Should a qualified beneficiary need actual plan benefits information to assist in making the election decision, please consult your summary plan description. You can request a copy of your summary plan description from:

```
[*COB_ADMIN_NAME, *COB_ADMIN_TITLE, *COB_COBRA_INST_NAME,
*COB_COBRA_ADDR, *COB_COBRA_CITY, *COB_COBRA_STATE, *COB_COBRA_ZIP]
```

For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, you may also contact the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA web site at *http://www.dol.gov/ebsa*.

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Election page (To Be Printed with the 18- and 36-Month Qualifying Event Notice)

Paragraph COB_ELE

COBRA ELECTION page

Please choose among the following plans. You can only choose ONE Medical Plan, ONE Dental Plan and/or ONE Vision Plan (as available).

Table of *COB_CBEN_DESC, *COB_PLAN_DESC, *COB_BEN_COST

_____ I have read this page and the notice of rights. I would like to decline/waive my rights to continuation coverage under this Plan.

Signature:_____

Date:_____

Name (please print): _____

Address:_____

Telephone: _____

Return Election page by [*COB_ELEC_END_DATE] to:

[*COB_ADMIN_NAME, *COB_ADMIN_TITLE, *COB_COBRA_INST_NAME, *COB_COBRA_ADDR, *COB_COBRA_CITY, *COB_COBRA_STATE, *COB_COBRA_ZIP]

For office use only:

Received by Administrator: _____ Date: _____

Expiration of Election Period

NOTE: This letter is option 1 on the PCRLTRS process (

COB_PCRLTRS_ENR

). The letter should be addressed to all qualified beneficiaries.

Paragraph COB_ENR

First and Last Name of Key Block PIDM and all qualified beneficiaries

[GTVSDAX external code for COBRAADDR]

Date of Notification: [*COB_RUN_DATE]

EXPIRATION OF ELECTION PERIOD AND CONTINUATION COVERAGE RIGHTS

On [*COB_NOTIFIED DATE] you were notified of your rights under the federal COBRA law to continue your group health insurance that ended due to [*COB_COBRA_ELIG_CD_DESC] on [*COB__QUALIFY_DATE]. To exercise your rights and continue your health insurance, you were

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required, as detailed in your initial notification, to elect your continuation coverage no later than [*COB_ELEC_END_DATE]. As of this date, no election has been made.

Therefore, your right to elect continuation coverage has effectively expired and you have forfeited any rights and protections that were afforded to you and/or your dependents under the COBRA law.

Your health insurance will remain canceled as of [*COB_QUALIFY_DATE]. If a medical provider (hospital, physician, pharmacy) calls to verify benefits they will be advised that you are not a participant under the plan, therefore, any claims for health plan services will remain unpaid.

Paragraph COB_HLP

Should you have any questions regarding this notice, please contact:

[*COB_ADMIN_NAME, *COB_ADMIN_TITLE, *COB_COBRA_INST_NAME, *COB_COBRA_ADDR, *COB_COBRA_CITY, *COB_COBRA_STATE, *COB_COBRA_ZIP, *COB_COBRA_PHONE_NO].

Termination of Coverage Prior to End of Eligibility Period (Early Termination)

NOTE: This letter is option 4 for the PCRLTRS process (

COB_PCRLTRS_PEX

). The letter should be addressed to all qualifying beneficiaries.

Paragraph COB_PEX

First and Last Name of Key Block PIDM and all qualified beneficiaries

[GTVSDAX external code for COBRAADDR]

Date of Notification: [*COB_RUN_DATE]

Loss of Coverage: [*COB_COV_TERM_DATE]

IMPORTANT NOTICE REGARDING EARLY TERMINATION OF YOUR GROUP HEALTH INSURANCE CONTINUATION COVERAGE

This notification applies to all of the following qualified beneficiaries:

[all *COB_BENE_NAME]

Please be advised that as of [*COB_COV_TERM_DATE] your group health insurance continuation coverage ended prior to your maximum continuation coverage period for the following reason:

_____ The employer or employee organization has ceased to provide any group health plan.

_____ Timely premium payment for your group health insurance continuation coverage was not made within the maximum 30-day grace period for the month of _____.

_____ You have become covered under another group health plan (as an employee or otherwise) which does not contain any exclusion or limitation with respect to any pre-existing condition of such beneficiary.

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_____ You have become entitled to Medicare.

_____ A determination has been made that while covered under your group health insurance continuation coverage, you committed insurance fraud. (Describe fraudulent activity).

_____

_____

_____

_____

_____ Your request that your group health insurance continuation coverage be terminated.

If a medical provider (hospital, physician, pharmacy) calls to verify benefits for medical services after the above loss of coverage date, they will be advised that you are no longer a participant under the plan, therefore, any payments for health plan services will be denied.

Paragraph `COB_HLP`

Should you have any questions regarding this notice, please contact:

```
[*COB_ADMIN_NAME, *COB_ADMIN_TITLE, *COB_COBRA_INST_NAME,
*COB_COBRA_ADDR, *COB_COBRA_CITY, *COB_COBRA_STATE, *COB_COBRA_ZIP,
*COB_COBRA_PHONE_NO]
```

Late Payment Notice

NOTE: This is option 2 under the PCRLTRS process (

`COB_PCRLTRS_LAT`

).

Paragraph `COB_LAT`

First and Last Name of Key Block PIDM and all qualified beneficiaries

`[GTVSDAX external code for COBRAADDR]`

Date of Notification: `[*COB_RUN_DATE]`

This is to notify you that your balance of `[*COB_BALANCE_AMOUNT]` has not been received. Please send in your payment immediately. If it is received within your 30-day grace period, your coverage will continue without interruption. Payments received after your grace period will not be accepted and coverage will be terminated without possibility of reinstatement. Keep in mind that premium payments are always due on the first of each month of coverage.

Please make check payable to `[*COB_COBRA_INST_NAME]`.

Paragraph `COB_HLP`

Should you have any questions regarding this notice, please contact:

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```
[*COB_ADMIN_NAME, *COB_ADMIN_TITLE, *COB_COBRA_INST_NAME,
*COB_COBRA_ADDR, *COB_COBRA_CITY, *COB_COBRA_STATE, *COB_COBRA_ZIP,
*COB_COBRA_PHONE_NO]
```

Termination Notice

NOTE: This letter is option 3 under the PCRLTRS process (

`COB_PCRLTRS_TER`

). This letter contains information that you may need to update.Paragraph

`COB_TER`

First and Last Name of Key Block PIDM and all qualified beneficiaries

`[GTVSDAX external code for COBRAADDR]`

Date of Notification: [`*COB_RUN_DATE`]

REF: NOTICE OF CANCELLATION OF CONTINUATION COVERAGE

This notice regarding cancellation of group health insurance continuation coverage applies individually to the following former plan participants: `[All *COB_BENE_NAME]`

This letter is to notify all qualified beneficiaries that your last day of health insurance continuation coverage will be `[*COB_COV_END_DATE]`. This completes the `[*COB_COV_MONTHS]` months of elected continuation coverage that resulted from `[*COB_COBRA_ELIG_CD_DESC]` on `[*COB_COV_BEGIN_DATE]`. Do not pay any additional premiums after `[*COB_COV_END_DATE]`.

NOTE: Add additional paragraphs about availability of conversion and HIPAA certificate information as necessary.

Paragraph `COB_HLP`

Should you have any questions regarding this notice, please contact:

```
[*COB_ADMIN_NAME, *COB_ADMIN_TITLE, *COB_COBRA_INST_NAME,
*COB_COBRA_ADDR, *COB_COBRA_CITY, *COB_COBRA_STATE, *COB_COBRA_ZIP,
*COB_COBRA_PHONE_NO]
```

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COBRA Optional Paragraphs

Social Security Disability/Second Qualifying Event Notification Procedures

NOTE: For the 18-month Qualifying Event Letter - this paragraph/section needs to be modified to reflect the site-specific procedures for the notification of Social Security Disability/Second Qualifying events. This paragraph is

`COB_SSP`

.

Social Security Disability/Second Qualifying Event Notification Procedures

1. Complete the enclosed COBRA Qualifying event notification page.
2. Make a copy of the page for your records.
3. Attach the required documentation depending upon the qualifying event.
4. Mail the notification page to the address listed on the page and document your mailing.
5. Call within 10 days to insure the notification page has been received.

Trade Act of 2002 Language

NOTE: If an employee has been laid off or put on a reduced work schedule because of a trade import/export situation, add the following paragraph to the 18 and/or 36 month qualifying event letter. Insert this paragraph after paragraph

`COB_NTB`

.

The Trade Act of 2002 created a new tax credit for certain individuals who become eligible for trade adjustment assistance (eligible individuals). Under the new tax provisions, eligible individuals can either take a tax credit or get advance payment of 65% of premiums paid for qualified health insurance, including continuation coverage. If you have questions about these new tax provisions, see the enclosed information, or you my call the Health Care Tax Credit Customer Contact Center toll-free at 1-866-628-4282. TTD/TTY callers may call toll-free at 1-866-626-4282. More information about the Trade Act is also available at *http://www.doleta.gov/tradeact/2002act_index.asp*.

Termination Letter - Conversion Available Under the Plan

NOTE: Modify and add this paragraph/section to the Termination Letter if your plan offers conversion coverage after the end of the COBRA continuation period.

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Conversion Policy: If available, at the end of your continuation coverage, a qualified beneficiary must be allowed to enroll in the individual conversion health plan provided by (Name of Group Health Plan). [*COB_COBRA_INST_NAME] will notify you in writing of this right approximately 30 days prior to the continuation coverage expiration date.

[If the Plan provides any election of other health coverage besides continuation coverage (such as alternative coverage in lieu of continuation coverage, individual conversion rights, etc.), enter description of all such coverage and explain how election of such other coverage would affect continuation coverage rights under the Plan.]

Termination Letter - Conversion Coverage Not Available

NOTE: Modify and add this paragraph/section to the Termination letter if your plan does NOT offer conversion coverage after the end of the COBRA continuation period.

No Individual Conversion Policy Available: The group health plan does not contain an individual conversion policy.

[If the Plan provides any election of other health coverage besides continuation coverage (such as alternative coverage in lieu of continuation coverage, individual conversion rights, etc.), enter description of all such coverage and explain how election of such other coverage would affect continuation coverage rights under the Plan.]

HIPAA Coverage

NOTE: Add this paragraph/section to early termination notice (prior to paragraph

COB_HLP

), the 18-month qualifying event letter (at end of paragraph

COB_NTD

) and/or the 36-month qualifying letter (at the end of paragraph

COB_NTE

) depending on your site's handling of HIPAA requirements.

Certificate of Health Insurance Portability: Enclosed with this notice is your Certificate of Health Insurance Portability. Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the time covered under our group health plan (including continuation coverage, if elected) may be used to reduce a new group health plans pre-existing condition period. However, for your coverage under our plan to be counted under a new health plan, there must not be a break in coverage for more than (63) days from the time our plan (including continuation coverage, if elected) ceases, to the date of enrollment in your new health plan. If you obtain other health insurance, present this Certificate of Health Insurance Portability to your new health insurance plan and they will determine if any benefits are available to you in this matter. If you lose the enclosed certificate, one can be requested up to 24 months from the date your coverage (or continuation coverage) ceases.

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Troubleshooting

This chapter explains and provides solutions for problems that may arise when you use various modules of the Banner Human Resources System.

NOTE: For information on specific rule pages, refer to the online help of Banner Human Resources.

Employment Administration

Unable to Return to Main Window of PEAEMPL from U.S. Regulatory Information Window

I tried to return to the **Main** window of the Employee (PEAEMPL) page from the **U.S. Regulatory Information** window by exiting the window. When I did this, I returned to the Main Menu page. Why did this happen?

You can return to the **Main** window by closing the regulatory window. To return to the **Main** window of PEAEMPL from the Identification (PPAIDEDN) page, however, you must exit the page. A good rule to remember is: Always close a window and exit a page.

Direct Deposit Tape Returned for Incorrect pageat

The Direct Deposit tape generated by PHPDIRD was returned by the bank because its format was incorrect. What does this mean?

Not all automated clearing houses (ACH) use the same format. Regulations are sometimes set forth by a local clearing house. Banner Human Resources cannot support all the different formats. It supports only the format defined by the National Automated Clearing House Association (NACHA).

The following associations have adopted the NACHA standard for all transactions:

Alabama Automated Clearing House Association

Central Regional Automated Funds Transfer System

Chemical ACH Association

CitiACH, Inc.CoreStates Automated Clearing House Association

First Chicago ACH

First Interstate Automated Clearing House Association

Georgia Automated Clearing House Association

Harris Automated Clearing House Association

Indiana Exchange, Inc.Iowa Automated Clearing House Association

Kentuckiana Automated Clearing House Association

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Mellon Automated Clearing House Association

Mid-America Automated Payments System

Mid-Atlantic Clearing House Association

Midwest Automated Clearing House Association

North Carolina Automated Clearing House Association

Oregon Automated Clearing House Association

Rocky Mountain Automated Clearing House Association

SouthWestern Automated Clearing House Association

Tennessee Automated Clearing House Association

Upper Midwest Automated Clearing House Association

Virginias Automated Clearing House Association

Visa U.S.A.Wachovia Automated Clearing House Association

Wisconsin Automated Clearing House Association

The list below identifies local and regional associations that may or may not use the national standard. Most use a slightly modified version of this standard. If your bank uses one of these, you may have to modify your program to comply with the local requirements.

Arizona Clearing House Association

Calwestern Automated Clearing House Association

Chase ACH, Inc.Electronic Payments Exchange

Florida Payment Systems, Inc.Michigan Automated Clearing House Association

Mid-America Payment Exchange

New England ACH Association

New York Automated Clearing House Northwest Clearing House Association

South Carolina Automated Clearing House Association

Southern Financial Exchange

Third District Funds Transfer Association

Tri-State ACH Association

Split Payroll Expenditures for Pay Period at Fiscal Year End

At our site, the final pay period spans the fiscal year end. Can Banner split the payroll expenditures for that pay period?

Yes. If you leave the **Fisc Year** field blank on the Payroll Calendar Rule page (PTRCALN), Banner will prorate the payroll and will allocate one portion to the old year and the remaining portion to the new year. If you enter a fiscal year, the system will post all payroll expenditures for the pay period to that fiscal year.

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Employee deduction amount too little or too much

The amount taken for an employee deduction was less (or greater) than it should have been. How can this be corrected?

Use the Add/Replace feature on the Employee Benefit/Deduction page (PDADEDN). This feature allows you to increase or decrease the normal deduction amount for the next pay event only.

To compensate for a deduction that was less than it should have been, follow these steps on PDADEDN:

1. At **Add/Replace Ind**, enter A.
2. At **Empl Amt**, enter the amount that must be added to the employee portion of the deduction in order to compensate for the mistake.
3. At **Empr Amt**, enter the amount that must be added to the employer portion of the deduction in order to compensate for the mistake.

   If the deduction was incorrect because it deducted too large an amount, enter negative amounts at **Empl Amt** and/or **Empr Amt**.

Payroll Error and Warning Messages

This section identifies the causes of payroll error and warning messages and the actions to take when they appear.

PHPCALC

ERROR PHPCALC - Person has more than 20 jobs

One pay event has more than 20 PHRJOBS records associated with it. PHPCALC can store a maximum of 20 PHRJOBS records and will ignore any beyond that.

Re-extract the individual pay event and reduce the number of PHRJOBS records.

Warning Advance Recovery Earn Code (AR) not found

The system is attempting to recover earnings that were advanced to an employee by use of an earnings with earnings code "AR," but there is no such earnings code set up for that particular employee class. No recovery will take place until this problem is resolved.

Make sure that an earnings code of "AR" is established via the **Eligible Earnings Code** window of PTRECLS for all employee classes that allow an advance payment (earnings code "ADV").

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Warning Exception Earnings exceed Base Salary

The total dollar amount for earnings with a PTREARN **Expt Rpt** Indicator = Y is greater than the total dollar amount for earnings with a PTREARN **Base Salary** Indicator = Y for a particular pay event. This will result in negative earnings as exception earnings are subtracted from base salary earnings.

This may be the intended result, in which case no action is required. Inspect earnings for employee to verify that what has been entered is correct.

WARNING FLSA Earn Code not found (FC/FA)

PHPCALC calculated FLSA overtime to be paid but could not find a valid earnings code of type FC or FA for the employee's employee class.

Set up the earnings code with FC and/or FA earnings type(s) via PTREARN, and make the earnings code eligible under the employee class via PTRECLS.

WARNING Invalid Work Period data, check PTRWKPR

The system has been set up to calculate FLSA overtime automatically, but the data on PTRWKPR has been set up incorrectly.

Correct PTRWKPR information.

WARNING Negative Net Pay

The total dollar amount for employee deductions reduced the cash earnings to less than zero.

This may be the intended result. Review the employee data to be sure all data is correct and verify that less-than-zero earnings are desired.

WARNING No appropriate job for FLSA OT payment

PHPCALC computed FLSA overtime to pay to an individual, but it could not identify an appropriate PHRJOBS record to associate with the payment.

Review the employee's PHRJOBS/timesheet data in relation to the FLSA period in question and change as necessary.

Warning Not Eligible for Premium Earn Code (see PTRECLS)

The employee has been set up to receive premium earnings as generated by the system but the employee's employee class does not list the premium earn code that PHPCALC would generate.

Make all appropriate premium earnings codes eligible under the employee class in question via PTRECLS.

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PHPMTIM

Errors and Warning messages created from running the Mass Time Entry Process (PHPMTIM) are listed on the Payroll Display Error Report (PHRDERR) and displayed on the Pay History Display Errors page (PHIDERR).

† If one of these errors is encountered for an employee, the process stops processing the employee at that point. Additional errors may exist for the employee. You should correct the reported error and resubmit PHPMTIM to complete processing and validation of the employee's data.

ERROR Account index is terminated

This Account Index is no longer in effect in Banner Finance.

Enter an Account Index that has not passed its termination date on the Account Index Code Maintenance page (FTMACCI).

ERROR Account is terminated

This account is no longer in effect in Banner Finance.

Enter an account that has not passed its termination date on the Account Code Maintenance page (FTMACCT).

ERROR Account is not a Labor Account

The Account Type is not of a Labor Account and/or the Internal Account Type Code is not set to 60 in Banner Finance.

Enter an Account Type Code with an Internal Account Type Code set to 60 in Banner Finance.

ERROR Account is not defined as Data Entry

This account is not defined to be used for data entry in Banner Finance.

Enter an account defined for data entry in Banner Finance.

ERROR Activity is terminated

This activity is no longer in effect in Banner Finance. Enter an activity that has not passed its termination date on the Activity Code Maintenance page (FTMACTV).

ERROR Affected Leave Ineligible for Employee's Leave

An earning code is associated with a leave code that is not eligible for the employee's leave category.

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Verify PTRLCAT setup for eligible leaves.

***ERROR* Affected Leave Ineligible for Employee's Leave**

The leave associated with the earn code entered is ineligible in the employee's leave category.

Make sure the appropriate leave code is entered in the **Leave Taken** field on the Earnings Code Rule page (PTREARN), or change the earn code for this leave on the Online Time Entry page (PHAHOUR), or associate this leave code with this earn code on the Leave Category Rule page (PTRLCAT).

ERROR Base salary earnings could not be inserted †

Verify the employee's job status on PHAHOUR. Ensure that for the employee's job employee class, the required eligible earnings/earning type associated with the job status is defined on PTRECLS.

between the Pay Period Start and End Dates.

ERROR Begin Date is not in the Pay Period

The Begin Date is not between the Pay Period Start and End Dates.

Verify date on the Mass Time Entry page (PHAMTIM), enter a Begin Date that falls *ERROR* Begin/End Date Cross Time Breakdown Period †

Review PHAHOUR History Jobs section for split time sheets. Begin and End dates cannot overlap with the Effective Date.

ERROR Begin/End Date Cross Time Breakdown Period †

Review PHAHOUR History Jobs section for split time sheets. Begin and End dates cannot overlap with the Effective Date.

ERROR Employee disposition > 42, cannot process

Verify disposition on PHAHOUR or run the PHRDCON report.

ERROR Employee not Active, hrs cannot be entered

The employee status of this employee is not active.

Set the employee status to A(ctive) on the Employee page (PEAEMPL) and assign the employee a job on the Employee Job page (NBAJOBS).

ERROR End Date is not in the Pay Period

The End Date is not between the Pay Period Start and End Dates.

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On the Mass Time Entry page (PHAMTIM), enter an End Date that falls between the Pay Period Start and End Dates.

ERROR Exception hours are greater than base hours. This will result in negative base hours.

Verify on PHAMTIM and /or PHAHOUR that base hours are greater than or equal to exception hours for this employee.

ERROR Fund is terminated

This fund is no longer in effect in Banner Finance.

Enter a fund that has not passed its termination date on the Fund Code Maintenance page (FTMFUND).

ERROR Fund is not defined as Data Entry

This fund is not defined to be used for data entry in Banner Finance.

Enter a fund defined for data entry in Banner Finance.

ERROR Hours exist beyond termination date †

Verify NBAJOBS Effective Dates against PHAMTIM entry dates

ERROR ID entered is not valid.†

An invalid ID has been entered.

Verify ID on the Employee Search page (POIIDEN) and enter a valid ID on the Mass Time Entry page (PHAMTIM).

ERROR ID not extracted for pay event

Verify PHPTIME was run for this payroll. Also, verify that the employee was extracted for this payroll on PHAHOUR and they are not at Disposition `05`.

Rerun PHPTIME in the initial extract mode for the employee if they have not been extracted or run PHPTIME in the re-extract mode if they are at Disposition `05`.

ERROR Inactive Account code

The **Account Status Indicator** for this account code is not A(ctive).

Enter an active account code on the Mass Time Entry page (PHAMTIM).

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ERROR Inactive Account Index

The **Account Index Status Indicator** for this Account Index code is not A(ctive).

Enter an active Account Index on the Mass Time Entry page (PHAMTIM).

ERROR Inactive Activity code

The **Activity Status Indicator** for this activity code is not A(ctive).

Enter an active activity code on the Mass Time Entry page (PHAMTIM).

ERROR Inactive Chart of Accounts code

The **Chart of Accounts Status Indicator** for this Chart of Accounts code is not A(ctive).

Enter an active Chart of Accounts code on the Mass Time Entry page (PHAMTIM).

ERROR Invalid Cost Type code

An invalid **Cost Type** code has been entered in Banner Finance.

Enter a valid Cost Type code for this account in Banner Finance.

ERROR Inactive Fund code

The **Fund Status Indicator** for this fund code is not A(ctive).

Enter an active fund code on the Mass Entry page (PHAMTIM).

ERROR Inactive Location code

The **Location Status Indicator** for this location code is not A(ctive).

Enter an active location code on the Mass Time Entry page (PHAMTIM).

ERROR Inactive Organization code

The **Organization Status Indicator** for this organization code is not A(ctive). Enter an active organization code on the Mass Time Entry page (PHAMTIM).

ERROR Inactive Program code

The **Program Status Indicator** for this account code is not A(ctive).

Enter an active program code on the Mass Time Entry page (PHAMTIM).

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ERROR Invalid Earn Code entered for employee

An invalid earn code has been entered for this employee.

Verify PTRECLS for eligible earnings and enter a valid earn code for this employee on the Mass Time Entry page (PHAMTIM).

ERROR Invalid Posn/Suff/Effect Date for employee

An invalid Position/Suffix/Effective Date has been entered for this employee.

Enter a valid Position/Suffix/Effective Date for this employee on the Mass Time Entry page (PHAMTIM).

ERROR Invalid Project code

An invalid project code has been entered in Banner Finance.

Enter a valid project code for this Chart of Accounts in Banner Finance.

ERROR Location is terminated

This location is no longer in effect in Banner Finance.

Enter a location that has not passed its termination date on the Location Code Maintenance page (FTMLOCN).

Enter the Begin and End Dates for this account on the Mass Time Entry page (PHAMTIM).

ERROR No Base Salary Hours for employee in Shift

The Base Salary Hours for this employee in this shift are missing.

Validate the shift on the Mass Time Entry page (PHAMTIM) or enter the Hrs/Units on PHAMTIM for the Earn Code defined on the Earnings Code Rule page (PTREARN) with **Base Salary** set to Y(es).

ERROR No Begin or End Dates entered

The Begin and End Dates are missing on the Mass Time Entry page (PHAMTIM).

ERROR No corresponding Base Salary Hours found †

An earning code was entered that reduces base pay and no base pay earning code was entered for the employee for this payroll.

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ERROR Organization is terminated

This organization is no longer in effect in Banner Finance.

Enter an organization that has not passed its termination date on the Organization Code Maintenance page (FTMORGN).

ERROR Organization is not defined as Data Entry

This organization is not defined to be used for data entry in Banner Finance.

Enter an organization defined for data entry in Banner Finance.

ERROR Posn/Suf/Eff date not found. Extract Emp?

Verify on PHAHOUR in the History Jobs section that the employee was extracted for this payroll for the position and suffix entered.

ERROR Program is terminated

This program is no longer in effect in Banner Finance.

Enter a program that has not passed its termination date on the Program Code Maintenance page (FTMPROG).

ERROR Program is not defined as Data Entry

This program is not defined to be used for data entry in Banner Finance.

Enter a program defined for data entry in Banner Finance.

ERROR Special Rate must be same within effective date period

Verify on PHAMTIM that for earning with a special rate, the special rate is the same within all shifts for the same effective date

ERROR Special Rate must be entered rate ind = (S)p

The **Rate Indicator** on the Earnings Code Rule page (PTREARN) has been set to S(pecial) Rate, but the Special Rate has not been entered on the Mass Time Entry page (PHAMTIM).

Enter the **Special Rate** value for this employee's earn code on the Mass Time Entry page (PHAMTIM).

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ERROR Special Rate not allowed for this earn code

The **Rate Indicator** on the Earnings Code Rule page (PTREARN) has been set to R(egular) or T(able), but the Special Rate has been entered.

Remove the Special Rate or set the **Rate Indicator** to S(pecial) Rate in the Earnings Code Rule page for this earn code.

WARNING Employee is not Active

Hours were entered for a terminated employee.

Review PEAEMPL status.

WARNING Possible Insufficient Leave Balance

The total number of leave hours for this employee exceeds the employee's current available leave balance on the Employee page (PEAEMPL).

Review employee's available leave on PEAEMPL. Check to make sure that leave hours entered on the Mass Time Entry page (PHAMTIM) are correct.

WARNING Regular Hrs for Employee exceeds hrs/pay

The total number of regular hours for this employee is greater than the standard hours per pay on the Employee Job page (NBAJOBS).

Check to make sure that the hours entered on the Mass Time Entry page (PHAMTIM) are correct.

PHPPROF

ERROR Employee has another job at a different disposition

One of the employee's pay events is not at disposition 20 (Awaiting Proof).

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.

ERROR Employee's total hours do not match hrs breakdown

Required time entry breakdown of hours does not match the total hours on PHAHOUR. This may occur when the **Time Entry** indicator is other than None, and the correct hours did not default.

Use PHAHOUR to correct the employee's hours.

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ERROR Leave code ineligible for employee's leave category

An employee is not eligible for the Leave Taken code associated with an earn code for which the employee is being paid.

Check to see if the correct Leave Taken code is on the Earn Codes Rule page (PTREARN). If it is, then add that code to the employee leave category on the Leave Category Rule page (PTRLCAT). Then add the leave code to the employee's leave balances section in the Employee page (PEAEMPL).

ERROR Multiple earn codes exist with base salary ind - Y

Two earn codes with base salary indicator of Y but with different shifts were entered for one employee job.

Amend PHAHOUR to show only one base salary earn code per employee job.

WARNING PHREARN_HRS should not be 0 or NULL

Zero or null hours defaulted for the employee.

Check the hours for the employee on PHAHOUR. Check to see that the correct number of default hours is entered on NBAJOBS.

WARNING Possible insufficient leave balance: <leave_code>

The employee's leave balance may be less than the hours assigned to this leave code for this pay event.

Verify the employee's PEAEMPL leave balances and PHAHOUR hours for the leave code.

WARNING Special rate must be entered for earn code

A special rate did not default for the earn code.

Use PHAHOUR to enter a special rate for the pay event. Check that the special rate is entered in NBAJOBS for the default earn code.

WARNING Two base salary codes exist for 2 different shifts

Two earn codes with base salary indicator of Y but with different shifts were entered for one employee job.

Check PHAHOUR to determine whether both earn codes are valid.

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PHPRETO

ERROR PHPRETO Earn Code of Type RT Not Found

Retro Pay earn code of type RT is not found in the Employee Class Eligible Earnings.

Enter earn code of type RT at Eligible Earnings on PTRECLS.

ERROR PHPRETO - Earn Code of Type: XX Not found

There is no Defer Accrual or Payout earn code in the Employee Class Eligible Earnings.

Enter an earn code at Eligible Earnings on PTRECLS.

ERROR This Job is Not Found in The Destination Payroll For Employee

Job terminated prior to the Begin Date of the destination payroll.

Give retro pay by doing an adjustment on PHAADJT for this job. Alternatively, all jobs will be extracted if you set up the destination payroll as Supplementary Pay with the pay's begin and end dates spanning the entire retro pay period.

PHPTIME

ERROR PHPTIME - No Deduction record for required deduction

A deduction specified as required on PTRBCAT for the employee's benefit category is missing for this employee.

Enter the missing deduction on PDADEDN for this employee.

ERROR PHPTIME - No Holiday Earn code found

No earn code of type HP is in the Employee Class Eligible Earnings.

Enter earn code of type HP at Eligible Earnings on PTRECLS.

ERROR* PHPTIME - No labor dist. record for this job

Labor Distribution data is missing for this job on NBAJOBS.

Enter labor distribution data on NBAJOBS for this job. Also check NBAPOSN to make sure this position has labor distribution data.

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

When an earn code has to be defaulted for base pay for a job status other than A(ctive), and that earn code is not found in the list of eligible earnings for the job's employee class code, this message appears. It is also displayed when defer pay earn codes for defer pay accrual or payout are missing from the employee class eligible earnings.

Enter earn code of specified type at Eligible Earnings on PTRECLS.

WARNING PHPTIME-Cannot Create Holiday Rec. No Base Earnings

The holiday is set up on PTREHOL, but no base earnings are set up to default on NBAJOBS.

Enter the holiday earn code on PHAHOUR during time entry for this employee.

Encumbrance Processing Error and Warning Messages

The following errors and warning messages are seen in the NBPENCM **Information** window.

ERROR After fringe rule date elimination, no labor distribution information remained

1. SOURCE=REAL: All Job LD effective dates within the fiscal year.
2. SOURCE=RULE: NTRFBIN, All Fringe Installation Rate and Labor Distribution Override Rules.
3. SOURCE=RULE: NTRFBEX, Fringe External Funding Source Rate Definition Rule Table.
4. SOURCE=RULE: NTRFELD, Fringe External Funding Source Labor Distribution Override Rule Table.

No active jobs LD with active change indicator is found.

Check NTRFBLD for fringe rate effective date within fiscal year. Check NBAJOBS for labor distribution effective date within fiscal year.

ERROR All Encumbrance Override End Dates must be the same for Fund %01% Effective Date %02%

The JLBD set must have unique encumbrance override end date for same fund sets.

Check NBAJOBS for Encumbrance Override End Date for specific Fund. Date must be the same for same fund.

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***ERROR* All Encumbrance Override End Dates must be the same for Fund %01% Effective Date %02%**

While inserting backout record, the JLBD set does not have a unique encumbrance override end date for same fund sets.

Check NBAJOBS for Encumbrance Override End Date for specific fund. Date must be the same for same fund.

ERROR An encumbrance end date could not be found for salary encumbrance calculation

While calculating salary encumbrance, encumbrance end date is not found.

Check NBAFISC and PTRCALN.

ERROR Any messages in nb_job_labor_rules.p_validate

While inserting backout record, `nb_job_labor_rules.p_validate` is called.

Check API Position Control documentation package `nb_job_labor_strings` for specific message.

ERROR Cannot assign encumbrance number; fiscal year could not be determined

While generating the next encumbrance number. fiscal Year is not found.

Check NBAFISC.

ERROR Cannot find Job Base record using ROWID

While attempting to create a Job History, current Job Base record is not found.

Check NBAJOBS existence and effective dates within fiscal year.

ERROR Cannot find record using primary or unique key for Job Detail

When attempt to update a Job Base record, Job Base record is not found.

Check NBAJOBS existence and effective dates within fiscal year.

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ERROR Could not fetch a new document from SOBSEQN

While generating the next encumbrance number.

Check SOBSEQN table for existing encumbrance numbers. Possible corrupt data.

ERROR Could not insert a new record into SOBSEQN table

When generating the next encumbrance number, SOBSEQN table.

Check SOBSEQN table for existing encumbrance numbers. Possible corrupt data.

ERROR Could not update SOBSEQN table for generating next encumbrance number

While generating the next encumbrance number.

Check SOBSEQN table for existing encumbrance numbers. Possible corrupt data.

ERROR Employee's Base Job being updated on page; record not processed

Employee's Base Job being updated on page.

Exit NBAJOBS for this record.

ERROR Employee's Job Detail being updated on page; record not processed

Employee's Job Detail being updated on page.

Exit NBAJOBS for this record.

ERROR Employee's Job Labor Distribution being updated on page; record not processed

Employee's Job Labor Distribution being updated on page.

Exit NBAJOBS for this record.

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ERROR Encumbrance Override End Date entered, %01%, must be equal to or greater than fiscal year begin date %02%, for Fund %03%

Encumbrance Override End Date is not greater than active fiscal year begin date.

Check NBAFISC for Active fiscal year. Check NBAJOBS for Encumbrance Override End Date.

ERROR Found Job Labor record for prior fiscal year

While calculating salary encumbrance, found a JLBD effective date is before the fiscal year.

Check NBAJOBS labor distribution effective dates within fiscal year.

ERROR Invalid Recast COA or COA not active for any fiscal year

About this task

Procedure

1. The `NTRINST_ENCUMBRANCE_RECAST_IND` is checked.
2. NTRFINI record does not exist for the Recast COA, or COA is not active for any fiscal years.

Results

Check NBAFISC and NTRFINI rules.

ERROR Invalid Recast Pay ID

About this task

Procedure

1. **Recast All Pay ID** is N.
2. The entered Recast Pay ID is invalid; it is not defined in PTRPICT.

Results

Enter a valid Pay ID from PTRPICT/PTRCALN.

ERROR Job Assignment for salary encumbrance calculation was not found

While attempting to calculate Salary Encumbrance, Job Base record is not found.

Check NBAJOBS existence and effective dates within fiscal year.

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ERROR Job Labor records does not have the same key

While inserting backout record, key fields, PIDM, position, suffix, or effective date, is different in the JLBD records set.

Review NBAJOBS and job history NBIJLHS.

ERROR No active Job Assignment or Contract found within the active fiscal year for calculating salary encumbrance

While calculating salary encumbrance:

```
(Job Base begin date > fiscal year end date OR Job Base end date < fiscal year begin date)
```

OR

```
(Job Contract begin date > fiscal year end date OR Job Contract end date < fiscal year begin date)
```

OR

```
(Given filter date := NVL(recast date, SYSDATE);

IF filter date < Job Base begin date THEN

Get the next Job Detail record has effective date > filter date.

ELSE

Get the most recent Job Detail record has effective date <= filter date.

Job Detail record is not found.)
```

Check NBAJOBS effective dates within fiscal year.

ERROR No external job/fringe labor distribution information could be found

About this task

FRINGE CALCULATION INDICATOR (`NTRFINI_FRNG_CALC_IND`): A: (All) Match external first; if not found, use installation rules. E: (Exception Only) Only match external. N: (None) No calculations are done.

If `NTRFINI_FRNG_CALC_IND` <> A, then Load union without considering installation rules.

Procedure

1. SOURCE=REAL: All Job LD effective dates within the fiscal year.
2. SOURCE=RULE: NTRFBEX, Fringe External Funding Source Rate Definition Rule Table.
3. SOURCE=RULE: NTRFELD, Fringe External Funding Source Labor Distribution Override Rule Table.

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Results

None of these records are found.

Check NTRFBLD for fringe rate effective date within fiscal year. Check NTRFINI for fringe encumbrance rules.

ERROR No job/fringe labor distribution information could be found

About this task

FRINGE CALCULATION INDICATOR(`NTRFINI_FRNG_CALC_IND`): A: (All) Match external first; if not found, use installation rules. E: (Exception Only) Only match external. N: (None) No calculations are done.

If `NTRFINI_FRNG_CALC_IND` <> A, then Load union without considering installation rules.

Procedure

1. SOURCE=REAL: All Job LD effective dates within the fiscal year.
2. SOURCE=RULE: NTRFBIN, All Fringe Installation Rate and Labor Distribution Override Rules.
3. SOURCE=RULE: NTRFBEX, Fringe External Funding Source Rate Definition Rule Table.
4. SOURCE=RULE: NTRFELD, Fringe External Funding Source Labor Distribution Override Rule Table.

Results

None of these records are found.

Check NTRFBLD for fringe rate effective date within fiscal year. Check NTRFINI for fringe encumbrance rules.

ERROR No jobs could be found for encumbrance processing for fiscal year %01%, chart %02%

RULES CHANGE INDICATOR (`NTRFINI_NTRFBLD_CHANGE_IND`): A Y in this column will instruct NBPBUDM to recalculate encumbrances for ALL jobs the next time it is run.

ENCUMBRANCE CHANGE INDICATOR (`NBRBJOB_ENCUMBRANCE_CHANGE_IND`): Indicates if the encumbrance amount has changed for this job. Valid values are Y = Yes and N = No

Recalculate encumbrances for ALL jobs indicator is N, or No jobs have changed encumbrance amount.

Enter a valid combination of COA and active fiscal year. Check NTRFBLD for fringe effective date within fiscal year.

ERROR One or more parameter errors halted program execution

Invalid parameters.

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Review parameters for valid values.

ERROR Override End Date only allowed for multi-year records

The fund is not a grant related and multiple year encumbering fund.

Check FRMFUND for multi-year indicator. Check NBAJOBS for Override End Date.

ERROR Parameter Sequence number is invalid, aborting job

Running from command line and the entered Parameter Sequence Number is null.

Enter a valid Parameter Sequence Number.

ERROR Recast date must equal fiscal year end date

About this task

Procedure

1. Liquidate entire year is Y.
2. The Recast Date is not equal the fiscal year end date of the active fiscal and Recast COA.

Results

Enter end of fiscal year Recast Date when liquidating entire year is set to Yes.

ERROR Recast Date not allowed; NTRFINI Recalc All Ind is set

About this task

Procedure

1. The `NTRINST_ENCUMBRANCE_RECAST_IND` is checked.
2. The `NTRFINI_NTRFBLD_CHANGE_IND` is checked.
3. The Recast Date is entered.

Results

If using Encumbrance Recasting on NTRINST, uncheck the **Recalculate All Salary ...** box on NTRFINI.

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ERROR Recast Date not between active fiscal begin and end dates

About this task

Procedure

1. The NTRINST_ENCUMBRANCE_RECAST_IND is checked.
2. The NTRFINI_NTRFBLD_CHANGE_IND is unchecked.
3. The entered Recast Date is not between the active fiscal begin and end dates of the Recast COA.

Results

Enter a valid Recast Date within the Active fiscal year.

ERROR Recast Pay ID required when Process All Pay ID is equal to N

About this task

Procedure

1. **Recast All Pay ID** is N.
2. The entered Recast Pay ID is null.

Results

Enter a valid Pay ID from PTRPICT/PTRCALN.

ERROR Salary Encumbrance Calculation: Employee Class %01% not found

Job Detail Employee Class is not found.

Check NBAJOBS for employee class.

ERROR Salary Encumbrance Calculation: Encumb ind must be "A"nnual and "V"alue for non-payroll users

If HR is not installed and Employee Class encumbrance indicator, FTVECLS_CONTRACT_IND, is (S)ystem Calculated, (H)ours Input.

Non-Finance; check **Contract Indicator** on FTMECLS. Must be A or V.

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ERROR Salary Encumbrance Calculation: No NBRJOBS records found for this assignment

Retrieve Job Detail record.

```
filter date := NVL(recast date, SYSDATE);
IF filter date < Job Base begin date THEN
Get the next Job Detail record has effective date > filter date.
ELSE
Get the most recent Job Detail record has effective date <= filter date.
```

Job Detail record is not found.

Check NBAJOBS effective dates within fiscal year.

ERROR Too many matching external funding source fringe rates defined for FOAPAL: %01%

Match Fringe Rules: get fringe rates, rate type, optional overriding FOAPAL, optional End Date, from fringe te/FOAPAL rule tables NTRFBIN, NTRFBEX, and NTRFELD.

```
Installation fringe rate, NTRFBIN, is found
AND ntrfini_frng_calc_ind <> 'A' AND ntrfini_frng_rate_ovr_ind = 'N'
AND External Fringe Rate, NTRFBEX, is found
```

Check NTRFBLD for fringe rules. Check NTRFINI for fringe encumbrance rules.

ERROR Unable To Insert or Update Job Labor records

While inserting backout record, no JLBD records.

Review NBAJOBS and job history NBIJLHS.

ERROR Unable to retrieve active fiscal year data from NBBFISC, aborting job

Active fiscal year is not found in NBAFISC for the entered COA or any COAs.

Enter a valid combination of COA and active fiscal year. Check NBAFISC.

ERROR Unable to retrieve indicators from NTRFINI for fiscal year %01%, chart %02%

NTRFINI record is not found for the COA and fiscal year.

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Check NTRFINI rules for COA and fiscal year defined.

ERROR Unable to retrieve required installation data from GUBINST, aborting job

Missing GUBINST record.

Create a GUBINST record.

INFO Installation Fringe Residual Not Covered By External Funding Sources

FRINGE ENCUMBRANCE RESIDUAL (NBRJLBD_FRINGE_RESIDUAL: Fringe encumbrance residual amount assigned to this externally funded labor distribution.

If process fringe and Fringe encumbrance residual amount is different than zero.

```
PROCESSING_FRINGES = hr_is_here
&& finance_is_here
&& NTRFINI_FRNG_ENCUMB_IND = Y
&& NTRFINI_FRNG_CALC_IND = Y
```

Check NTRFBLD for fringe rate effective date within fiscal year. Check NTRFINI for fringe encumbrance rules.

INFO No installation rate found for Employee Class %01%, Effective Date %02%; proceeding with a rate of 0 for the date shown

FRINGE CALCULATION INDICATOR (NTRFINI_FRNG_CALC_IND): A: (All) Match external first; if not found, use installation rules. E: (Exception Only) Only match external. N: (None) No calculations are done.

FRINGE RATE OVERRIDE (NTRFINI_FRNG_RATE_OVR_IND): Y: If the installation fringe rate is found to be less than the external rate, override the external rate with the installation rate. N: Do not override the external rate when less.

```
Installation fringe rate, NTRFBIN, is not found.
AND (ntrfini_frng_calc_ind = 'A' OR ntrfini_frng_rate_ovr_ind = 'Y')
```

Check NTRFBLD for fringe rate effective date within fiscal year; define employee class and rate.

INFO No job labor distribution information could be found

Check NBAJOBS for labor distribution effective date within fiscal year.

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INFO Transactions Shown Have Been Applied To The Database

The process was run in Process mode; changes to the database.

INFO Transactions Shown Have Not Been Applied To The Database

The process was run in Report mode; no changes applied to database.

WARNING Fund terminated in the current fiscal year for %01% effective %02%

While calculating salary encumbrance, the fund ends during the current fiscal year.

Check FTMFUND end date.

WARNING Grant ended in the current fiscal year for %01% effective %02%

While calculating salary encumbrance, the grant ends during the current fiscal year.

Check FRMFUND and FRAGRNT end dates.

WARNING Payroll Calendar records missing for Encumbrance Override End Date, %01%, on Job Labor Distribution, Fund %02%

Encumbrance Override End Date is *not* within the payroll calendar period.

Check PTRCALN records. Check NBAJOBS for Encumbrance Override End Date.

WARNING Salary Encumbrance for Job Assignment defaulted to zero because method is Hours Input

While calculating salary encumbrance, after adding the JLBD current and future encumbrance amounts to their respective total amount fields, the **Salary Encumbrance** is 0 (zero) and **Employee Class Salary Encumbrance Indicator** is Hours Input.

Enter encumbrance hours on NBAJOBS.

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WARNING Salary Encumbrance for Job Assignment defaulted to zero because method is Value Input

While calculating salary encumbrance, after adding the JLBD current and future encumbrance amounts to their respective total amount fields, the **Salary Encumbrance** is 0 (zero) and **Employee Class Salary Encumbrance Indicator** is Value Input.

Enter encumbrance value on NBAJOBS.

1042-S Errors and Warning Messages

The following errors and warning messages are seen in the **1042-S Information** window of PHAADJT or the **History Deductions** window (PHCDEDN), both of which can be accessed only through the Payroll Adjustment (PHAADJT) page.

NOTE: These messages appear only when you do adjustments to a 1042-S type payment.

PHAADJT

ERROR Employee does not have a country code defined during this pay period

Employee's deduction on PDADEDN is missing an Option code 1 for Country Code.

Enter Option Code 1 for the Country Code in PDADEDN

ERROR Nonresident Alien tax rate is missing

Tax rate information is missing from the Tax Set Up (PXATAXS) page. Either a tax rate or graduated table must exist for each combination of Tax Code and Filing Status (Country Code). In this event an adjustment to 1042-S information will not be allowed because there is no gross amount in the Deduction History Table for the Foreign Persons Tax deduction and therefore no tax rate was populated.

Correct the PXATAXS record before processing any further payrolls. This will correct the problem and allow adjustments on future pay events.

NOTE: The original pay event may be voided and a manual pay event completed.

WARNING Allowance Taken is greater than Gross Income Paid

Adjust either the Allowance Taken or the Gross Income for pay event.

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*WARNING * Nonresident alien 1042-S data missing

Access the **1042-S Information** window of PHAADJT to input changes to treaty deduction.

WARNING Total Allowance Taken not equal to Allowance Available To Be Taken

Adjust the Allowance Taken amount entered.

WARNING Total Tax Withheld should not be greater than Total Gross Paid

Adjust either the Tax Withheld or the Gross Income amount entered.

WARNING Total Withhold Allowance not equal to Available Withholding Allowance

Adjust the Withhold Allowance amount entered.

WARNING Tax Withheld does not agree with the computed tax withheld

Verify Tax Rate and/or calculated amount entered.

WARNING 1042-S Total Gross is not Equal to Deduction Applicable Gross

Adjust either the **Gross Income** on the **1042-S Information** window or the **Deduction Applicable Gross** on the **History Deductions** window.

WARNING 1042-S Total Tax Withheld not Equal to Deduction Employee Amount

Adjust either the **Tax Withheld** on the **1042-S Information** window or the **Deduction Employee Amount** on the **History Deductions** window.

Pay Adjustment Errors and Warning Messages

The following errors and warning messages are seen when adjustments are made to pay events on the Payroll Adjustment page (PHAADJT)

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PHAADJT

ERROR Bank Routing Number, Account No and Account Type are required for Direct Deposit

In the **Document History** window, navigate to the **Bank Routing Number** field and enter routing information or change **Document Type** from Direct Deposit to Check.

ERROR Direct Deposit selection is only allowed if Print Indicator is Computer (C)

This message is displayed when you change the issue from a Check to Direct Deposit. The page will not allow you to navigate out of the Document section to the **Main** window to change the **Print Method**.

Reset the document for issue as a Check first, change the **Print Method** field in the Adjustment Detail section to Computer, then return to the Document section to set it to Direct Deposit.

ERROR Document amount must equal net pay amount

In the **Document Information** window, navigate to the amount fields and correct the amounts.

ERROR Invalid Account Number for employee; press LIST for valid codes

In the **Document Information** window, navigate to the **Account Number** field and select an active record from the corresponding **Lookup** button.

ERROR Invalid Account Type for employee; Check GXADIRD for valid types

In the **Document Information** window, navigate to the **Account Type** field and select an active record from the corresponding drop-down list.

ERROR Invalid Bank Routing Number for employee; press LIST for valid codes

In the **Document Information** window, navigate to the **Bank Routing Number** field and select an active record from the corresponding **Lookup** button.

ERROR Gross-up Net allowed for Manual Adjustment Actions only

Set the **Adjustment Action** field value to Manual in the Key Block of the Payroll Adjustment page (PHAADJT).

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ERROR Net amount entered must be less than 80,000. Two pay events must be created

Specify an **Entered Net Value** of less than $80,000 on PHAADJT.

ERROR No active Payroll direct deposit record(s) available

Navigate to the GXADIRD page, and create direct deposit records.

ERROR One document must be designated as reissued

On the **Document History** window, mark the indicator for the specific pay event record to be reissued.

ERROR Print Indicator must be 'Computer' for a Direct Deposit adjustment

Navigate to the Adjustment Detail section, choose Computer in the **Print Method** field, and save the transaction.

WARNING Deduction History must be adjusted manually. Adjust benefit/deduction amount

This message is displayed when you choose not to apply the net difference towards a benefit/deduction.

To manually adjust the net difference, go to **Tools** > **Deductions History**.

WARNING No reissue indicator was checked, the entire pay event will be reissued. Do you wish to continue?

Select **Yes** or **No**.

If you choose "Yes," the page will set the **Reissue** indicator to "Y" for all pay event records.

If you choose "No," the page displays the **Document History** window and allows you to choose the item to reissue. If the transaction for reissue is not indicated, the following message is displayed: `*ERROR* One document must be designated as reissued.`

WARNING Tax deduction type does not exist. Change deduction history for adjustment amount of $<x.yy>

This message is displayed when benefits/deductions of deduction types 01, 50, 20 or 04 do not exist.

To manually adjust the net difference, go to **Tools** > **Deductions History**.

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Leave Processing Errors and Warning Messages

The following errors and messages are displayed in Banner HR pages when processing leaves using the Leave by Job Method.

NBAJOBS

ERROR Invalid Position Class Skill Code for Job Detail Employee Class"

This message is displayed when the user tries to do a reclassification of employee classes on NBAJOBS. NBAJOBS triggers are set to check for appropriate EEO Category Code (established on the PTRECLS Employee Class Rule page) and EEO Skill Code (established on NTRPCLS Position Class Rule page) combinations for IPEDS and Vets 4212 reporting purposes.

In order to accomplish the reclassification, you need to follow the steps outlined below:

1. Add in a new effective dated record on NBAJOBS (leaving the old employee class there).
2. Access NBAPOSN and update the position with the new employee class.
3. Go back to NBAJOBS and correct the employee class on the new effective dated record.

   You can also refer to FAQ 1-1U0OEH for a list of valid EEO Category Codes and EEO Skill Class Codes combinations.

ERROR Leave Category cannot be changed. Non-zero leave balances exist

This message is displayed when the user attempts to change the value of the Leave Category code for an existing job, and the employee has non-zero leave balances for the leave codes associated with that leave category. The page will not allow a change that results in the employee having non-zero leave balances for leave codes not valid for any leave category the employee has on a current, past or future job.

To correct this error, review the employee's leave balances for the job on the PEALEAV page and reallocate any non-zero balance to any other valid leave code and/or job accruing leave.

ERROR Record cannot be deleted. Non-zero leave balances exist for this leave category

This message is displayed when the user attempts to remove an effective dated job record, and the employee has non-zero leave balances for the leave codes associated with the leave category. The page will not allow a change that results in the employee having non-zero leave balances for leave codes not valid for any leave category the employee has on a current, past or future job.

To correct this error, review the employee's leave balances for the job on the PEALEAV page and reallocate any non-zero balance to another valid leave code and/or job.

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NOAEPAF

ERROR Invalid Category Code; Press LIST for valid ID codes

This error is displayed when the value entered for the Leave Report Approval Category has not been defined in NTVACAT.

Establish a Leave Report Approval Category in NTVACAT.

PTRINST

ERROR Minimum Leave Day Increment must be a multiple of 0.05

This error is displayed when the entered value for **Minimum Leave Day Increment** is not a multiple of 0.05 in the **Leave Processing Rules** window of PTRINST.

WARNING You have changed the Leave Processing Method. Employee Leave Balances may need to be converted to the proper table for proper leave accrual and usage processing.

This alert is displayed when the Leave Processing Method is changed.

When changing from one leave processing method to another, data conversion is required. Ellucian provides utility scripts to assist in converting from processing by employee to processing by job. Ellucian does *not* support any utility scripts to reverse the conversion from processing by job to processing by employee.

If you select **Continue**, the change will be committed upon saving. If you select **Cancel**, the current method is retained.

PTRLCAT

ERROR Record cannot be deleted as non-zero balance empl leave record exists

This message is displayed when you try to delete a leave code that has a non-zero balance for an employee. A leave code cannot be deleted unless its current balance is zero for all employees.

Leave code or Priority Leave Code; At least one requires "Allow Negative Balance" setting

This error may occur when the **Leave Report Indicator** for the leave category on PTVLCAT is set to Leave Report.

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In PTRLCAT, at least one of the leave category's leave codes must allow for a negative leave balance within a leave category for Leave Reports.

Whenever a change is made to a leave code for a leave category that is defined as leave report, the page will check to see if either the current or one of the priority leave codes has the **Allow Neg Balance** indicator marked.

To correct this error, either mark the **Allow Neg Balance** indicator for the leave code or add a leave code as a priority in the **Leave Code Priorities** window of PTRLCAT that has the **Allow Neg Balance** indicator marked.

Allow Negative Balance'' indicator can not be unchecked because it is in use in a Leave Priority

Refer to the previous message. The **Allow Neg Balance** indicator cannot be unmarked when it is associated with a leave category that is defined for a leave report on PTVLCAT, and it is the only leave code defined as a priority on another leave code that does not allow a negative balance. That is, the change would violate the rule enforced by the previous message.

To correct this problem, either change the leave code with this leave code as a priority to allow a negative balance, or add another leave code as a priority that does allow a negative balance.

PTVLCAT

ERROR Day/Hour Indicator cannot be 'Day' when Leave Report Ind is 'Payroll'

Recording time taken in terms of Days is only supported when leave reports are utilized.

The **Day/Hour Indicator** must be set to Hours when the **Leave Report Indicator** is set to Payroll.

PEALEAV

ERROR Delete not allowed. Employee's job is eligible for this leave code

This error is displayed when the user attempts to delete a leave code that is eligible for the employee's job leave category (past, present, or future), and the Leave Processing Method as defined on PTRINST is by Job.

A leave code can only be deleted when it is not eligible for the employee's job benefit category and both, current available balance and banked balance are zero.

Review the employee's leave balances for the job and reallocate any non-zero balance to another valid leave code and/or job.

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ERROR* Leave value must be a multiple of {min_leav_day_increment}

This error message is displayed when the **Day/Hour** Indicator on PTVLCAT for the leave category associated with the leave code is Days, and the value entered is not a multiple of the Minimum Leave Day Increment value established on PTRINST.

Reenter a multiple of the increment defined on PTRINST.

WARNING Leave Code, XYZ, is not valid for employee's job. Balance will not be viewable by employee but is available when processing time taken. Do you wish to continue?

About this task

This alert is displayed when you process leaves by job, and you attempt to update the leave balances of a leave code that is not valid for any leave category defined on the employee's job records (past, present, or future).

NOTE: Leave codes and their balances that are not valid for the employee's leave categories are not printed on checks and cannot be viewed in Employee Self-Service. However, PHPLEAV process considers the balance as being available when assessing whether sufficient leave balance exists when processing time taken. It will not accrue any time for these records.

Choose Yes to save the change, or choose No to cancel the change.

NOTE: When processing leave by job, normal defaulting of leave codes valid for leave category will occur whenever a job's leave category code is initially entered (new job) or changed on the Employee Jobs page (NBAJOBS). Since NBAJOBS does not contain the logic to delete leave balance records, the following series of actions may result in an invalid leave code existing on the PEALEAV page:

Procedure

1. Create a new job with a leave category that contains the leave code VAC.
2. Immediately change the job leave category to one that does not contain the leave code VAC.

   A leave balance record now exists on PEALEAV for leave code VAC, with a zero balance. PHPUPDT has been modified to delete this invalid leave code when run, as long as the balance is zero.

Results

It is recommended that you do not update leave codes that are invalid for the employee's job leave categories. Instead, allow PHPUPDT to remove the invalid record.

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PHATIME

ERROR Earnings Code is invalid for entering leave time

This error only occurs during Leave Report time entry. The Earn code entered must have a leave code entered in the **Leave Taken Code** field on the Earnings Code Rule page (PTREARN).

ERROR Time must be greater than or equal to 0

This warning only occurs during Leave Report time entry and the **Day/Hour Indicator** on PTVLCAT for the leave category associated with the leave code is Days. The value entered for a day must be greater than or equal to zero.

ERROR Value for day must be entered in increment of x.xx days

This error is displayed when the **Day/Hour Indicator** on PTVLCAT for the leave category associated with the leave code is Days, and the value entered is not a multiple of the Minimum Leave Day Increment value established in PTRINST.

Reenter a multiple of the increment defined on PTRINST.

WARNING Leave Report Period not open for Time Entry

This warning only occurs during Leave Report time entry. The period is no longer available for leave reporting as defined on the Payroll Calendar Rule page (PTRCALN).

WARNING Possible Insufficient Leave Balance

This warning is displayed when the user enters time greater than what is available for that leave code, for all job leave balance records.

PHPLEAV

WARNING ####.## Hours of DOCK earning generated

This message is displayed for both leave processing methods, Leave by Employee and Leave by Job, when the overall leave balance for a particular leave code or its priorities does not have sufficient balance for the leave taken, and the leave code or one of its priorities does not allow a negative balance.

NOTE: The functionality for docking pay is unchanged in Release 6.0. Prior to this release, no message was generated to alert the user to the fact that pay had been docked.

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WARNING Insufficient Leave Balance for this job; Balance taken from another job

This message is displayed for each leave code associated with the leave category of the job processed in the following instances:

- When Leave By Job is marked as the **Leave Processing Method** in the Installation Rule page (PTRINST).
- When the **Allow Neg Balance** indicator is unmarked on PTRLCAT. That is, the balance for the current job's leave code cannot go negative.
- When leave balance for a particular leave code on the current processed job is not adequate for the requested leave and the balance from another job for the same leave code is used.
- It is also displayed when leave balance is taken from another job based on the leave code priorities in PTRLCAT.

PHPPROF

WARNING More than one leave category was found: XX

NOTE: (where XX: Leave Category Code)

This message is inserted into the error table, PHRERRL, when more than one leave category exists within the same payroll event for the same job due to a split time sheet.

For example, the Leave Category was changed on the job in the middle of the pay event, resulting in a split timesheet (i.e., two different Effective Dates), or the employee has multiple jobs in the same payroll with different leave categories.

NOTE: This is an informational message only. In the case of split time sheet, leave is processed based on the leave category that is in affect at the end of the pay period.

PHPUPDT

PHPUPDT - Leave Code deleted since Leave Category Changed

This message is inserted into the Job Leave History Table (PERJLHS), when PHPUPDT deletes zero balance leave codes on PEALEAV that are no longer valid for any of the leave categories on the employee's job.

Faculty Tracking Error and Warning Messages

The following error and warning messages are displayed during faculty tracking

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PEAFACT

WARNING This faculty action is not approved. The transaction will be saved in an unapproved state

This message is displayed on the **Appointment/Tenure Action** window of PEAFACT, when you try to save a record that you are not authorized to approve.

The transaction will be saved with an unapproved status. The authorized person will have to approve the saved record.

PTRINST

ERROR You must enter a Rank Level Code or uncheck the Rank Auto Approval Indicator

Uncheck the **Rank** indicator or select an appropriate approval Level Code from NTRALVL

ERROR You must enter a Tenure Level Code or uncheck the Tenure Auto Approval Indicator

Uncheck the **Tenure** indicator or select an appropriate approval Level Code from NTRALVL

Disability Accommodation Tracking Messages

The following errors and warning messages are displayed on the Employee Accommodation Tracking page (PEAEACC)

PEAEACC

ERROR Begin Date must be greater than or equal to the Request Date

Change Begin Date on PEAEACC accordingly.

ERROR ID is not defined as employee

Navigate to the POIIDEN page and select an ID for an employee.

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ERROR Invalid Medical Condition Code. Press LIST for valid codes

Navigate to the GOAMEDI page and select a valid medical condition for the employee.

ERROR No medical conditions exist for employee. Go to GOAMEDI to enter medical conditions

Exit PEAEACC and open GOAMEDI to create medical condition records for the employee.

ERROR The medical code may not be changed on a record with a request date earlier than SYSDATE

If you try to update the medical code for an accommodation with a previous request date, the system will not allow the change.

If a record was entered in error, delete the erroneous record and re-enter a record.

Salary Planner Warnings and Messages

The following error and warning messages are displayed in Banner pages and processes that are related to the Salary Planner application of Employee Self-Service.

NTRSPEX

ERROR Date entered is outside of Fiscal Year

Job Effective Date must fall within, and be inclusive of, the begin and end date of the fiscal year defined on the **Main** window of NTRSPEX.

ERROR Employee Class must be saved before continuing

Enter at least one employee class in the **Employee Classes** window of NTRSPEX.

ERROR Fiscal Year has not been defined; press LIST for valid codes

Define Fiscal Year on the NBAFISC page.

ERROR New Budget Extract ID already exists, please re-enter

Extract ID entered for new ID already exists.

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Enter a new unique Extract ID.

ERROR This data has been saved to this Extract ID and may not be changed

Extract data exists in the Salary Planner tables and may not be deleted.

Use the Salary Planner Upload Process (NBPSPUP) to delete the extract and all scenarios. Return to NTRSPEX and delete rule record.

WARNING Budget Extract ID not found, Add assumed

Acknowledge message and enter extract data. If Extract ID was entered in error, acknowledge message and then Exit the page.

NBPSPEX

ERROR Budget Extract ID already exists in the working budget table

Extract ID has already been used for an initial extract.

Error will print on a `.lis` report and the totals associated with the records in the Salary Planner table for the original Extract will be displayed.

ERROR No matching budgets for extract rule specified

Review the NTRSPEX page for the Extract Rule based on valid position information for COA, Fiscal Year, Budget ID, Phase, and Budget Status.

ERROR The following Salary Group/Table/Grade/Step combinations are invalid

Review NBAJOBS and NTRSALA records for valid Salary Group combinations. Make corrections on NBAJOBS as needed.

NBPSPUP - Process Parameter Errors

ERROR At least one scenario must be entered

Enter a valid scenario.

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ERROR Invalid Budget Extract ID

Review Budget Extract IDs in Salary Planner for valid values and enter here.

ERROR Invalid Budget ID/Phase for this fiscal year

Verify Budget ID or Phase identified on NBAPBUD and enter a valid value.

ERROR Invalid or Inactive Fiscal Year

Enter a valid Fiscal Year identified on NBAFISC.

ERROR Invalid Job Change Reason Code

Verify Job Change Reason Code and enter here.

ERROR Invalid Scenario

Review scenarios in the Salary Planner for valid values and enter here.

ERROR Process Mode must be P, J, or B when Report Mode is R or P

Enter the correct Process Mode for Position, Job, or Both.

ERROR Report Mode must be R, P, or D

Enter the correct Report Mode for Report, Process, or Delete.

ERROR Single Scenario required when uploading data

Review scenarios in the Salary Planner for valid values and enter here.

NBPSPUP Process Errors

ERROR Salary Planner not setup correctly on NTRINST

Review NTRINST setup for identification of Approval Categories.

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ERROR These organizations are unlocked, process aborted

Review Organizations for locked status in Salary Planner. Rerun upload.

ERROR User Needs Exactly One NTRROUT Apply Record for:<lists acat_code>

Process User needs to set up NTRROUT records for each Approval Category identified on NTRINST for Salary Planner processing.

NBPSPUP - Position Upload Errors

ERROR Labor Distribution Amounts do not total Position Budget

Correct Position Budget records in Salary Planner and rerun upload.

ERROR Labor Distribution Percents do not add up to 100.00%

Correct Position Budget records in Salary Planner and rerun upload.

ERROR Position begins after fiscal year ends

Correct the Begin Date of the position on NBAPBUD.

ERROR Position budget must not be negative

Correct Position Budget in Salary Planner and rerun upload.

ERROR Position budget must be less than 999,999,999.99

Correct Position Budget in Salary Planner and rerun upload.

ERROR Position status is not active

Correct Position status on NBAPBUD.

NOTE: EPAF errors related to data will be printed on report identifying employee, position/suffix, EPAF Transaction Number, and error.

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COBRA Process and Letter Generation

The following points should be noted with regard to the generation of COBRA Letters:

- As data is extracted by the COBRA Notification Letters (PCRNOTF) or the Batch Processes for COBRA (PCRLTRS), the original data extraction process that is part of letter generation (GLBLSEL), cannot be used.
- As variables are hard coded, new variables cannot be added. But existing variables can be deleted from the letter text and can be used anywhere on the letter.
- When run from the HOST, you should first run the selected COBRA process (PCRNOTF or PCRLTRS), followed by the Letter Generation Print Report (GLRLETR).
- Single user support: The same type of letter cannot be printed at the same time by multiple users
- When defining the Letter Codes on the Letter Code Validation page (GTVLETR), select the Duplicate function to print the letter multiple times.
- The following GLRLETR parameters are hard coded. You cannot change the values from job submission.

Table 1:

Parameter	Hard coded Value
Parameter 02 - Word Processor Extract Option	`0`
Parameter 03 - Print ALL Pending Letters	`N`
Parameter 06 - Term Code	`999999`
Parameter 07 - Module Code	`F`
Parameter 08 - Audit Indicator	`N`
Parameter 09 - Free pageat Date 1	`Null`
Parameter 10 - Free pageat Date 2	`Null`
Parameter 11 - Free pageat Date 3	`Null`
Parameter 12 - Aid Year Code	`Null`

- Address errors (if any) can be found in the `pcrltrs_<one_up_number>.log` or `pcrnotf_<one_up_number>.log` file. To correct these errors, be sure that either (1)the

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GTVSDAX entry has the proper address type listed or (2) the COBRA person in question has an address of the type listed in Crosswalk Validation page (GTVSDAX).

- When you run the PCRNOTF process, the letter code and letter type parameters must match (e.g., COB_PCRNOTF_36M and 36 or COB_PCRNOTF_18M and 18). The process uses the letter type to select the population. The letter code is used as the template in which to enter the variables.
- The COBRA Notification Letters (PCRNOTF) and the Batch Processes for COBRA (PCRLTRS) produce hard copy letters that are to be sent to the appropriate COBRA eligible individuals. A history of the letters sent and their send dates can be found in various places within Banner. The page Mail Query page (GUIMAIL) or the Mail page (PUAMAIL) shows what letter was run, and on what date, for individuals by ID. Dates are entered on the COBRA Person page (PCAPERS) from the PCRLTRS process to indicate when enrollment notification, termination letters, pre-expiration notices and/or late payment letters are sent. It is also possible to save hard copy of the specific letters by printing duplicate copies, or if you have a document imaging solution such as Banner XtenderSolutions, you may image the letter and save it based on the individual who received the letter.
- When running the COBRA Notification Letters (PCRNOTF) and the Batch Processes for COBRA (PCRLTRS), it is easiest to view the appropriate `glrletr.lis` file by first opening the file in a word processing software program, changing the margins to .5" right and left, and changing the font size for the entire document to Courier New 8pt. This helps you see where the page breaks and allows you to make any changes to the document prior to the printing and mailing.
- As originally designed, you may only choose one letter option at a time when running the PCRLTRS process. If multiple options are required, the process must be run multiple times. Also, only one user can run the process for the same option at any one time otherwise the process will overwrite the originally selected letters.

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Glossary

actual method

A method of calculating fringe benefits and interfacing fringe amounts to Banner Finance. When you use the actual method, fringes are expensed at the departmental level (based on actual benefit costs) and encumbrances are not created or liquidated. The alternative is the *charge back method* (below).

adjustment

One of the six categories of payroll adjustments. An adjustment adds earnings or amounts to an already-processed pay event. It processes a manual check for an employee who (because of unreported hours, misentered hours, or excessive deduction amounts) was not given enough pay during the normal payroll cycle.

Note that *adjustment* and *payroll adjustment* are defined differently. Refer to the definition of *payroll adjustment* (below).

approval category

In the electronic approval process, approval categories represent the purpose of the personnel action -- the reason the Personnel Action is being created. Approval categories are commonly performed functions at an institution such as the transfer of an employee or the reclassification of an employee.

approval type

In the electronic approval process, approval types are defined to be the most basic type of action and specific to the processing of a Personnel Action. They are actions such as establishing a new job assignment for an employee or terminating an existing job assignment for an employee.

charge back method

A method of calculating fringe benefits and interfacing fringe amounts to the Banner Finance System. It is termed the *charge back method* because it charges employing departments for

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employer-paid benefits based on a predefined fringe rate rather than on an employee's actual benefit selection. It allows you to budget (based on salary budget multiplied by fringe rate), encumber fringes (based on salary encumbrance multiplied by fringe rate), and/or expend fringes (based on value of earnings defined with a PTREARN Fringe Indicator of *Y* multiplied by the appropriate fringe rate). The alternative is the *actual method* (above).

compa-ratio

A compensation index that indicates the ratio of an individual's rate of compensation to the midpoint of the salary or wage range for the job held by that individual. For instance, if an individual earns $20,000 annually in a job whose midpoint is $20,000, the compa-ratio for that position would be 1.00, more commonly expressed as a compa-ratio of 100. The formula is salary/midpoint of salary range.

deferred pay processing

The withholding of portions of an employee's pay for disbursement at a later date. For example, the yearly wages of an employee on a ten-month contract can be paid in equal installments over twelve months.

disposition

System-defined code indicating the current status of a pay event in the payroll cycle.

duplicate

A payroll adjustment that creates a manual paycheck for a future or current pay event. A duplicate can be used to provide a starting point for creating a manual check. Earnings and deductions from a previous check are used as the "base" and can be changed to reflect appropriate earnings and deductions for a manual check in a different pay event.

encumbrance

The reservation of budgeted dollars for costs associated with a specific position. As funds are expended for the position, the encumbrance is reduced or liquidated.

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FLSA

The U.S. Fair Labor Standards Act. This act governs overtime compensation. It dictates that employees who work more than a specified number of hours in a government-defined work period must be paid 150% of their regular rate for those overtime hours. (Employees whose compensation is exempted from this law are referred to as *exempt* employees.)

FOAPAL

The Banner Finance System fund, organization, account, program, activity, and location specified for a particular labor distribution. Components are defined as follows:

Fund	A balance sheet item (assets, liabilities, equity). A fund can be restricted (e.g., grants) or unrestricted (e.g. general).
Organization	A department within the installation.
Account	A line item within a site's financial structure. Categories include general ledger accounts (assets and liabilities) and operating ledger accounts (revenues and expenses).
Program	A defined function. Programs enable you to establish a method of pulling transactions across organizations and accounts. Examples include instruction, research, and plant operations. Most educational institutions use programs defined by the National Association of College and University Business Offices (NACUBO).
Activity	An accounting element for use in tracking non-budget-control financial affairs. An example of an *activity* is the YMCA's use of your site's pool to teach lifesaving.

location

A building and room number.

labor distribution

The accounts to which position expenses are charged. Refer to the definition of *FOAPAL* (above).

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manual

One of the six categories of payroll adjustments. A manual generates a pay event or check transaction outside of the normal payroll process. It is performed to provide a pay advance or to process an employee who was missed during the original pay cycle.

module

A series of related functions or processes.

originator

The creator of an Electronic Personnel Action. In this enhancement, the originator will be the first person who commits data entered on the Electronic Personnel Action page (NOAEPAF) to the database

overload job

A position that takes the employee over full time.

Refer to the definitions of *primary job* and *secondary job* (below).

pay event

That entity which is defined by Year, Pay ID, Pay Number, Employee ID, and Sequence Number. Examples include a regular paycheck, a void, a manual, and an adjustment. PHALIST lists all pay events that have occurred for an individual.

Each pay event includes only one PHRHIST record and at least one PHRJOBS record. A pay event typically includes multiple records on PHREARN, PHRDEDN, PHRELBD, PHRDOCM, etc.

Refer to the definition of *payroll* (below).

payroll

That entity which is defined by Year, Pay ID, and Pay Number. A payroll contains multiple pay events (mostly regular paychecks).

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Refer to the definition of *pay event* (above).

payroll adjustment

A correction to a payroll that has already been run. There are six types of payroll adjustments in Banner HR: voids, redistributions, manuals, adjustments, reissues, and duplicates.

Note that *payroll adjustment* and *adjustment* are defined differently.

Refer to the definition of *adjustment* (above).

primary job

The job for which the employee was hired. This is the job used for EEO1/IPEDS reporting.

Refer to the definitions of *overload job* (above) and *secondary job* (below).

proxy

During the electronic approval process, proxies are individuals authorized to take approval action in the absence of the approver.

queue status

The status of the Electronic Personnel Action (PAF) for each individual defined in the approval queue.

filter

A request for data from the database.

redistribution

One of the six categories of payroll adjustments. A redistribution alters the original labor distribution of an individual pay event. This action is internal to the payroll/finance office(s) and is invisible to the employee.

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re-extract

A payroll procedure performed when something about a deduction or job record changes within the payroll currently being processed. It tells the system that the employee records extracted during PHPTIME and the values for records defaulted to the electronic timesheets must be erased and replaced with a revised electronic time record.

reissue

One of the six categories of payroll adjustments. A reissue automatically creates a void transaction on the original event and a manual transaction to replace the original event. Its most common use occurs when an original paycheck is lost or destroyed.

secondary job

An additional position that takes the employee to (but not over) full time.

Refer to the definitions of *overload job* and *primary job* (above).

superuser

A "superuser" has the ability to approve any transaction at any time during the approval process and bypass the people in the approval queue that have not yet taken action (approved, in the queue, etc.) on the transaction. This functionality is critical to the timeliness of the payroll process. The payroll or human resources office can view (on-line or in a report) those PAFs pending approval. With verbal communication from each approver in the queue, they can approve pending transactions (and bypass all approvers) when the changes must be applied to the database for accurate payroll processing. The only approver action that is not valid for the superuser is the action of "disapproval". If action needs to be taken on a PAF that would mandate that the PAF be withdrawn from the approval process, the superuser can "void" the transaction or "return it for correction".

void

One of the six categories of payroll adjustments. A void nullifies a check.

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