



Banner
Human Resources and Position Control
User Guide
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Banner Human Resources and Position Control overview

The Banner Human Resources and Position Control application 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.

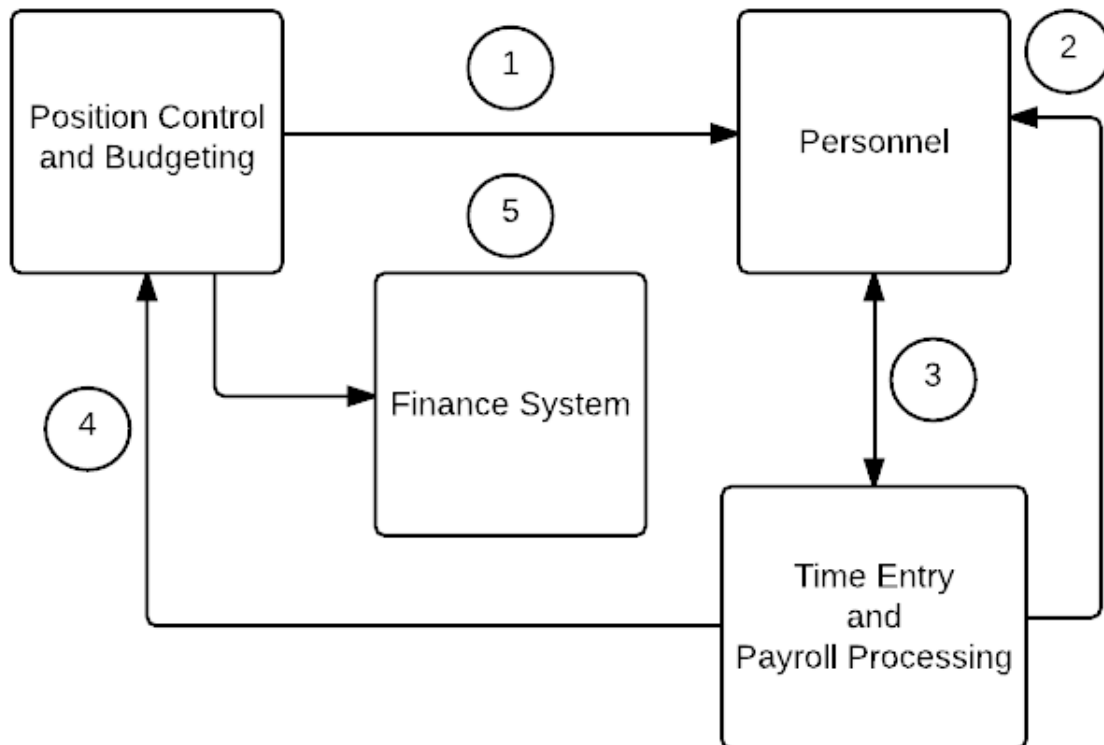
Banner Human Resources and Position Control supports the following human resource administration areas:

- employment and compensation
- budget preparation and monitoring
- position control and staffing
- applicant tracking
- requisitioning
- regulatory and tax reporting
- payroll processing
- labor relations
- health and safety administration
- benefits and leave

The application 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, you can fully integrate Banner Human Resources and Position Control with other Banner applications: Student, Finance, Advancement, and Financial Aid. It is also available as a comprehensive stand-alone system.

Department work flow

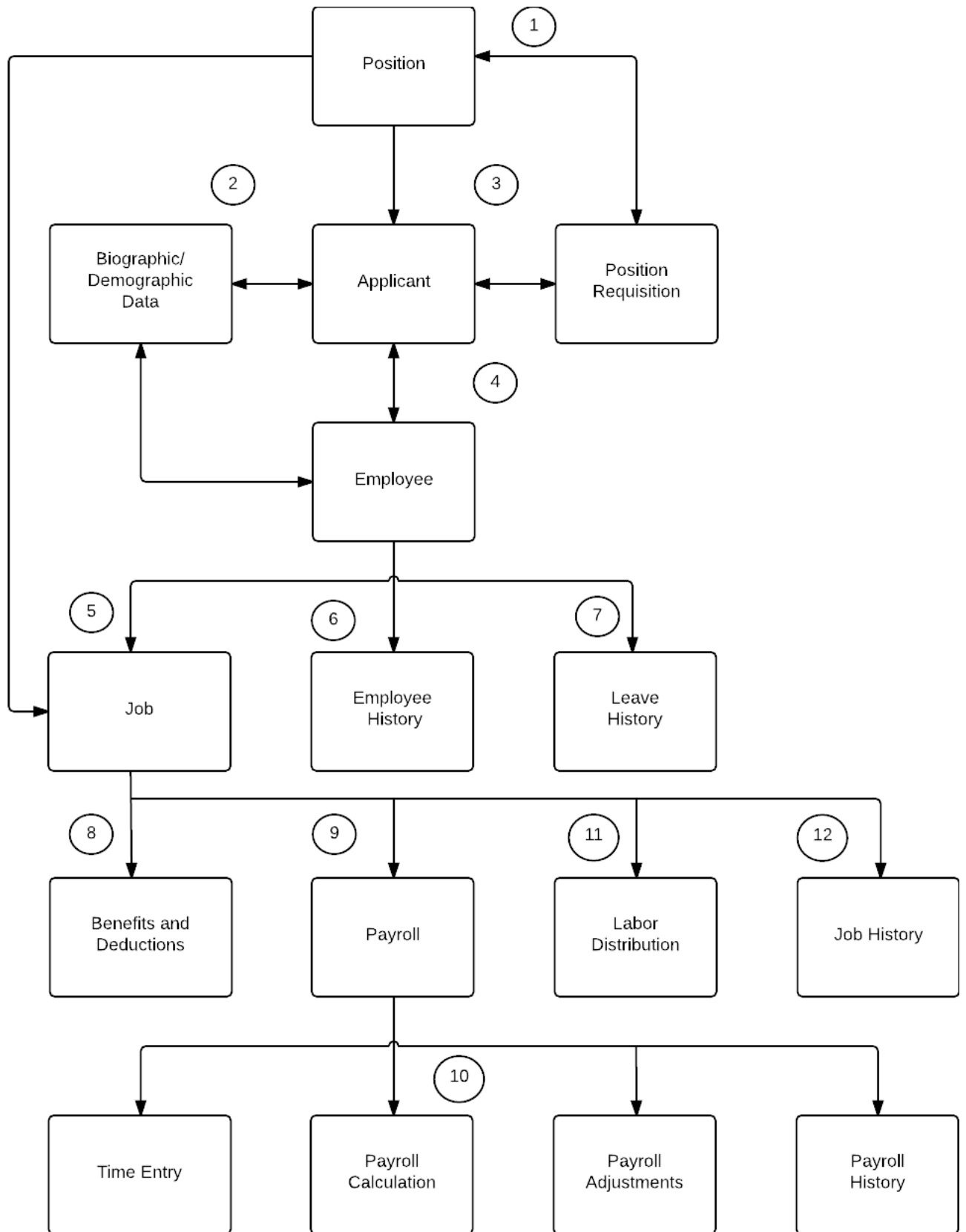
This flow shows how data moves through Position Control and related departments at an institution.



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 the Position Control module.



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.
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, redistribution amounts, 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 leave, deferred pay status, work schedules, and annual salary/wage rate).

About biographic and 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.

You can use PPAIDEN 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 in 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

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**.
 - 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 20. If you are defining a person, go to [4](#) on page 20.

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.
6. In the Non-Person section on **Name**, enter the name of the entity.
7. Click **Save**.

Note:

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

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, address and 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.

Procedure

1. Select the appropriate section or window from the **Options** menu.

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

| Access this Window/section... | To Enter... |
|--------------------------------------|--|
| Biographic Information | Birth date, legal sex, 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 |

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 entered into Banner Human Resources and Position Control 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 of the person to be hired, you can search using the ID and Name Extended Search window or select the ... search feature and choose one of the following options:
 - Person Search (SOAIDEN)
 - Non-Person Search (SOACOMP)
 - Alternate ID Search (GUIALTI)
3. Select the required record.
4. Make changes as necessary.

| Information | Where to enter on PPAIDEN |
|--|---|
| <ul style="list-style-type: none"> • Birth Date • Ethnicity • Legal Sex • Marital Status • Citizenship • Deceased Date • Veteran information • Confidentiality Specification • Religion specification • Legacy information | Biographical window |
| Alternate Identification | Alternate Identification section/window |
| Emergency contact | Emergency Contact section/window |

5. Click **Save**.

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**.

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.

Before you begin

You can define comment codes on the Comment Code Validation (PTVCMTY) page and use them here.

Procedure

1. Go to the Comment (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 to enter reference information for a particular job.
6. Save your changes.
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**.

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. **Optional:** On the **Score** field, enter the score the person received on the examination.
If the Scoring Method field on the Exam Code Rule (PTREXAM) page is set to Pass/Fail, this step and the next one are optional.
8. **Optional:** On the **Percent** field, enter the percentile ranking of the examination score.
9. Select the Pass/Fail option for the Pass field to indicate whether the person passed the exam.
10. Click **Save**.

Enter publication information

You can enter a person'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**.

Enter skill information

You can enter a person'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 **Skill**, enter the code identifying one of the person's skills.
5. **Optional:** On **Level**, enter the code identifying the person's level of skill ability.
The system requires this field if the Level Required check box on the Skill Codes Rule (PTRSKIL) page is checked for a skill, Otherwise, leave this 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. **Optional:** Enter the **International Access Code** if it is an international number.
7. 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 organization

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.
8. Save the change.

Employment administration

You can use the Employment Administration module to capture and maintain employee information and classify salary structures.

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 or 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.
- Establish a new employee on the system, terminate an employee, place an employee on leave, or reactivate an employee who was on leave.
- Set up and hire new persons and issue a one-time payment.
- Check an employee's salary history.
- Collect ACH information to make direct deposit payments for payroll.

Hire a new employee

You can establish a new employee in Banner using the New Hire (PEAHIRE) page. PEAHIRE uses the default Banner Human Resources functionality and requires you to enter a minimum amount of data.

Banner automatically transfers information you enter on this page to the Person Identification (PPAIDEN) page, Employee (PEAEMPL) page, and Employee Job (NBAJOBS) page.

Enter Key Block information for new hire

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 and click **Go**.
3. **Optional:** If you do not know the ID of the person, click ... and perform one of the following searches:
 - If the person was an applicant before being hired, use the Employee Search (POIDEN) page.
 - If applicant tracking is not used at your installation, then use the Person Search (SOAIDEN) page.
 - 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.

4. If a record is found, exit with value.
5. If a match is not found, enter or generate the new ID number based on your site policy.

If your site policy permits it, enter the number in the ID field and go to the next step.

If your site policy requires a generated number for all new persons, type `GENERATED` in the **ID** field or click **+** to generate an ID.

Note: If the Common Matching feature is turned on at the institutional level, you will be taken to the Common Matching Entry (GOAMTCH) page when you enter a new Banner ID using the Employee Quick Hire (PEAHIRE) page, the One-Time Payment (PEA1PAY) page or the Person Identification (PPAIDEN) page.

6. Click **Go**.

Enter Biographic and Demographic information for new hire

Complete the fields in the Biographic and Demographic section of the PEAHIRE page.

Procedure

1. Use the following guidelines to enter information in the Biographic and Demographic section.
 - If the person's record was previously established, any information contained on that record will be displayed in the corresponding field. You cannot update these fields on PEAHIRE; you must change them on the Person Identification (PPAIDEN) page.
 - You must complete any null fields on PEAHIRE.
2. After entering information, move to the next data grouping.

Enter Address and Telephone information for new hire

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

Procedure

1. Use the following guidelines to enter Address and 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 institution. A field that is optional in the system may be required at your institution based on your site's standards, policies, and procedures.
2. After entering information, move to the next data grouping.

Enter Employee information for new hire

The Employee section allows you to assign an employee class, original hire date, home department, and benefit category for the new employee.

About this task

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.

Enter Job information for new hire

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

About this task

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.

Save New Hire data

After you have entered all required job information, execute the Save function. The system will 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.

About this task

After you save the record the options on the **Tools** menu 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. If any errors occur during the creation of the deduction records, the system displays PDABDSU with an error message. You can correct the error and save your change.

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

To facilitate the use of Employee Self-Service, you can enable a GUAPPRF setting to automatically create a PIN for an employee when you create their record on PEBEMPL in Banner. The Crosswalk Validation (GTVSDAX) page controls this function.

About this task

A PIN must not exist for a new employee on the Third Party Access Audit (GOATPAD) page.

The logic to create an automatic PIN uses the values specified on GUAPPRF, either alphanumeric or numeric and birth date or a random value. If birth date is specified and the birth date is null, then it uses the last six characters of the ID. If a six character numeric PIN cannot be generated, then the PIN will be NULL. After a PIN has been created for an employee, it may be viewed on GOATPAD.

Procedure

1. Access the GUAPPRF page.
2. In the Table PIN Creation Controls, select the **Create PIN?** check box for the PEBEMPL table.
3. Click **Save**.

Leave administration

You can use the Employee Status Change (PEAESCH) page to terminate an employee, place an employee on extended leave, or reactivate an employee after a leave. You can change the status on all records for the employee or only selected records.

Change employee status

You can use the Employee Status Change (PEAESCH) page to terminate an employee, place an employee on extended leave, or reactivate an employee after a leave. You can change the status on all records for the employee or only selected records.

About this task

The following conditions cause an error when you enter the ID:

- The ID selected does not identify an employee. Only employee records can be processed using PEAESCH.
- The employee identified by the ID selected is already terminated from the Human Resources system. You cannot use PEAESCH to process records for an employee whose status is Terminated on all of the following pages: the Employee (PEAEMPL) page, all deduction records specified on the Employee Benefit/Deduction (PDAEDN) page, and all job records specified on the Employee Jobs (NBAJOBS) page. You can use PEAESCH to terminate deductions for an employee whose current status on PEAEMPL is Terminated.

Note: You can use PEAESCH to terminate a deceased employee.

Procedure

1. Access the **Employee Status Change (PEAESCH)** page.
2. Enter the ID of the person with a status change.

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

3. 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 06-25-2018 and that for the employee's last monthly paycheck was 06-30-2018, then the last paid date would be 06-30-2018.
4. Select the **Action** to be performed on the employee record.
5. Select the **All Records** check box to automatically select all job and deduction records for the action entered.

6. In **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 or did occur.

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 will default when the action selected is <code>Terminate</code> ; 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 |

| Data Grouping | Field | Value |
|---------------|--|--|
| | Effective Date (in Deduction Information window) | <p>When the <code>Terminate</code> 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 <code>Terminate</code> action is selected.</p> <p>Deduction records are not affected by the <code>Leave</code> and <code>Return from Leave</code> actions.</p> |
| | 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. |

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

Results

You can now complete the sections of PEAESCH to terminate the employee, place the employee on leave, or return the employee from leave.

Terminate employees

To terminate an employee from Banner Human Resources, you can terminate them from the Employee (PEAEMPL) page or change their information on the Employee Status Change (PEAESCH) page. This topic describes how to terminate using PEAEMPL.

About this task

Note: Using either method, if the termination date is in the future, the employee status can remain Active. When you run the payroll that encompasses the termination date, the Pay Period Update (PHPUPDT) process automatically updates the employee's status.

Procedure

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

Complete PEAESCH Job information when terminating employees

The Job information section of PEAESCH includes records for all of an employee's jobs that have not been terminated as of the specified personnel date.

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.
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 |
| 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-2018 and the effective dates for job changes are 01-SEP-2019, 01-JUL-2019, and 01-JUL-2018, the current effective date is 01-JUL-2018 because 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.

Adjust encumbrance information when terminating employees

If the salary encumbrance method for the employee class specified of the job from which the employee is being terminated is Hours Input or Value Input, you may need to adjust the salary encumbrance or total encumbrance hours for the job.

About this task

You maintain the Salary Encumbrance Method on the Employee Class Rule (PTRECLS) page.

Procedure

1. On PEAESCH, select the Encumbrance window.
2. In **Salary Encumbrance** or **Total Encumbrance Hours**, enter the new value.
3. Click **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 a terminated employee Contract End Date

If an employee is terminated before the previously defined contract end date, you must change the Contract End Date.

Procedure

1. On PEAESCH, select the Encumbrance window.
2. Under Contract Information in **End Date**, enter the new value.
3. Click **Save**.

Establish Default Earnings

You can establish default termination earnings, for example, severance pay, for an employee's last pay.

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.

Complete PEAESCH Deduction information

Use the Deduction window to complete the deduction information.

Procedure

1. On PEAESCH, select the **Deduction** window.
2. Select the check box identifying the deduction or benefit that you want to change.
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. 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 on the Employee Deduction (PDAEDN) page, or excluded from a particular job on 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.

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 the check box is selected, the deduction is in arrears and you may need to take other actions to recover the money owed. If this check box is not selected, the deduction is not in arrears.

Save PEAESCH termination data

After you have selected all of the job and deduction records to be terminated, execute the **Save** function. Banner Human Resources performs edits to ensure that the data is entered correctly and can be applied to the database successfully.

COBRA processing when terminating employees

You may need to establish a terminated employee as a COBRA person after they leave the institution.

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

You may need to process leave balances when you terminate an employee.

You can view the current leave balances for a terminated employee by accessing the Employee (PEAEMPL) page and selecting **Tools > Leave Balances**. Follow your institution procedures to pay out or zero out balances.

Place an employee on leave

You have two options for placing an employee on leave: use the Employee Jobs (NBAJOBS) and Employee (PEAEMPL) to enter leave absence information or use the Employee Status Change (PEAESCH) page to place an employee on leave.

Using either method, if the termination date is in the future, the employee status can remain Active. When you run the payroll that encompasses the termination date, the Pay Period Update (PHPUPDT) process automatically updates the employee's status.

Follow your institution's policies and procedures to determine which process to use to put an employee on leave.

Place an employee on leave by defining a leave of absence

You have two options for placing an employee on leave: use the Employee Jobs (NBAJOBS) and Employee (PEAEMPL) to enter leave absence information or use the Employee Status Change (PEAESCH) page to place an employee on leave.

Procedure

1. Access the **Employee Jobs (NBAJOBS)** page and 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.

Place an employee on leave by defining an employee status change

You can use the Employee Status Change (PEAESCH) page to place an employee on leave.

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.
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) |

| Field | Description |
|------------------------|--|
| 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-2018 and the effective dates for job changes are 01-SEP-2019, 01-JUL-2019, and 01-JUL-2018, the current effective date is 01-JUL-2018 because 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.
 - `Leave With Full Pay and Benefits` - The employee will be placed on leave but will continue to be paid their 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 their 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 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.
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.

Adjust encumbrance information when placing employees on leave

If the salary encumbrance method of 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.

About this task

The **Salary Encumbrance Method** field is located on the Employee Class Rule (PTRECLS) page.

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 placing employees on leave

You can establish an additional default leave earning, for example, maternity leave, or discontinue a special earning, for example, supervisor bonus, for an employee's pay during the leave period.

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

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

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

You can make changes to the employee's deduction data.

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.

Save employee leave data

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

About this task

At this point, various edits will be performed to ensure that the data is entered correctly and can be applied to the database successfully.

Additional leave procedures

When you are placing someone on leave, you may need to access other information about the person, for example, short term leave information or COBRA information if you terminate the employee.

COBRA processing when placing employees on leave

Use the COBRA page to make a terminated employee a COBRA person and establish all necessary records for COBRA processing.

To access the COBRA Person (PCAPERS) page, go to **Tools > COBRA Information**. Perform this function according to the procedures and policies in effect at your site.

ROE processing

You can use the Record of Employment Generation (PEAROEC) page to generate a record of employment for the employee.

To access the PEAROEC page, go to **Tools > ROE Information**. Perform this function according to the procedures and policies in effect at your site.

Short term leave processing when placing employees on leave

You can view the current leave balances for the employee on the **Leave Balances** window of the Employee (PEAEMPL) page window.

To access the PEAEMPL **Leave Balances** window, go to **Tools > Leave Balances**. 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, modify field values in the Employee Status Change (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

You may need to change some information when an employee returns from leave. Follow the guidelines in these steps.

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.

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

You may need to change some job information when an employee returns from leave. Follow the guidelines in these steps.

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 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-2018 and the effective dates for job changes are 01-SEP-2019, 01-JUL-2019, and 01-JUL-2018, the current effective date is 01-JUL-1995 because the other two effective dates fall after the personnel date. |
| Status | Current status of displayed job record |

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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.

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 defined at your institution.

Adjust encumbrance information when returning employees from leave

You may need to adjust encumbrance information when an employee returns from leave. Follow the guidelines in these steps.

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.

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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

You may need to change their default earnings when an employee returns from leave. You can establish a default value for an additional earning, for example, supervisor bonus or discontinue a special earning like maternity leave.

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

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

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

You can make necessary changes to the employee's deduction data.

Procedure

1. Go to the Employee Deduction (PDADEDN) page by selecting **Employee Deduction Information** from the **Tools** button.

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2. Update the deduction records according the policies and procedures in effect at your site.

Save returning employee data

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

About this task

At this point, various edits will be performed to ensure that the data is entered correctly and can be applied to the database successfully.

Leave processing using Leave by Job method

Banner Human Resources processes leave, by default, only at the employee level. Employees are associated with only one Leave Category, established on the Employee (PEAEMPL) page.

About this task

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.

Because 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 and 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.

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 on the following pages:

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

Because 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.

Additionally, leave balances in PEALEAV can be viewed in terms of hours and 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:

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. Review leave categories that were updated on NBAJOBS as a result of the conversion scripts, and make any manual corrections.
3. 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.
4. Proceed with normal payroll processing.

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5. PHPLEAV calculates the leave accruals for each leave code based on the rules associated with each job's leave category.

Note: Banner Human Resources calculates leave maximums for each leave code using rules defined on the Leave Category Rules (PTRLCAT) page. The Leave Accrual/Taken Process (PHPLEAV) calculates leave maximums when processing leaves by job.

6. 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:

- 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. Because 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.

7. 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, because the leave code is not valid for the current leave category.

8. Review pay period accruals by accessing the Employee Leave History (PEILHIS) page.

Comparison of Leave by Job and Leave by Employee methods

This 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. |

| Feature | Leave by Job Method | Leave by Employee Method (default) |
|----------------------------------|--|--|
| Maximum Leave Calculation Method | Maximum leave is prorated and calculated at the job and employee levels. | Maximum leave is calculated at the employee level only with existing maximums as established on PTRLCAT. |

Roll leave balances in Leave by Job method

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 specified on the Leave Category Rules (PTRLCAT) page.

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 malances in Leave by Job method

In this example, an employee has two 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 because it can only be rolled against the secondary job, the result will be posted with the second job (See Example Calculation 4.)

- 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 before 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 Calculation 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 before leave roll execution, if they are to be saved and to avoid the loss of time through the prorated hour calculation.

- The enhancement will use 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;
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.

Example Calculation 1

This is Example Calculation 1 of rolling a leave balance using the Leave by Job method.

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

This is Example Calculation 2 of rolling a leave balance using the Leave by Job method.

Assume the same criteria, but no primary job.

| 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

This is Example Calculation 3 of rolling a leave balance using the Leave by Job method.

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 before 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 |

| Job | FTE | Leave Category | Leave Code | Primary | Current Balance | Prorate max Roll Hours | After Roll |
|-------|-----|----------------|------------|----------------------------------|-----------------|------------------------|------------|
| 2 | N/A | L2 | VACA | S (Terminated before payroll) | 45 | N/A | 0 |
| Total | 0.5 | | | | 145 | 150 | 145 |

Example Calculation 4

This is Example Calculation 4 of rolling a leave balance using the Leave by Job method.

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.

| 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.

Employee compensation administration

To administer employee compensation, you may need to process multiple salary changes in one day, automate step increases, and administer one-time payments.

Process multiple salary changes in one day

Your institution may be required to ensure that employees receive the maximum benefit from multiple salary changes implemented on the same day. To do this, you must review the actual sequence of multiple job actions implemented on an employee's job record.

About this task

This process allows you to specify job actions and update an employee's job record using 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 using 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 using any of the following pages in Banner:
 - Employee Jobs (NBAJOBS)
 - Employee New Hire (PEAHIRE)
 - Mass Salary Table Update (NBPMASS)
 - Electronic Personnel Action (NOAEPAF)
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

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, or Step.

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.

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.

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 Human Resources Security, the one-time payment process allows you to set up and hire new persons and issue a one-time payment using 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, PEA1PAY 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 and 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.

Set up rules for one-time payments

You need to set up rules to implement one-time payments.

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

Use this task to define a one-time payment.

Procedure

1. Access the One-Time Payment (PEA1PAY) page and 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 Biographic and Demographic information from its history.

2. Enter the **Begin Date** and **End Date** of work.
3. Select the pay period for the payment.
4. Enter the Rate and Earn code(s) for payment.
5. Change **Job Labor Distribution**, if required.
6. Have the previously entered information reviewed and applied by the concerned applier.
7. Run the payroll process for the one-time payment for the pay period selected in Step 1(c) above.
8. The employee's job is terminated after this payroll process is run past Disposition 50 (PHPUDT).

One-time payments for non-employees

You can 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 you have enabled the Common Matching feature at the institutional level by selecting the **Online Matching Process Enabled** indicator on the Installation Controls (GUAINST) page, the Common Matching Entry (GOAMTCH) displays when you enter a new Banner ID on PEA1PAY.
 - c) Select **Tools > Job Information Window** and add job-related information.
 - 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 during the Data Apply process.
2. Appliers begin the Data Apply process after they have reviewed 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

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, refer to *Direct Deposit Recipient (GXADIRD) population process*.

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.

Note: An administrator cannot create or view information on the GXADIRD page until the one time payment has an Applied status.

- 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. When you use the Data Apply Process to review or change one-time payment information, the status of the information changes to Applied. After the transaction status changes to Applied, you can then access the Employee Benefit/Deduction (PDAEDN) page or the Employee Benefit/Deduction Setup (PDABDSU) page using the **Tools** button on PEA1PAY to establish relevant benefits/deductions for the employee with regard to the one-time payment.

Note: For more information, refer to *Data apply process for one-time payments*.

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

Related concepts

[Direct Deposit Recipient \(GXADIRD\) population process](#) on page 69

[Data apply process for one-time payments](#) on page 64

Data apply process for one-time payments

The data apply process lets you enter information one time and then Banner routes and applies the data to various locations in the Banner database.

For one-time payments, departments enter information about a person, job, or payment details and the function stores the biographic and demographic information in the SPRIDEN table. It stores other information in temporary tables.

An applier initiates the data apply process by reviewing or changing data entered on the One-Time Payment (PEA1PAY) page and selecting the Apply Data option, which applies all changes to the base Banner tables.

The delivered electronic approvals contain all fields needed to apply data to the database. Your institution names the approval category and approval levels when you apply the npayacat.sql script.

Note: The delivered electronic approval populates the needed items for a one-time payment. Do not modify the approval types because this can cause the one-time payment process to work incorrectly.

After an applier applies data using PEA1PAY, the following information is added into Banner:

- 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.

For detailed field mappings, see *Field mapping matrix—PEA1PAY and Banner pages*.

Related reference

[Field mapping matrix—PEA1PAY and Banner pages](#) on page 65

Field mapping matrix—PEA1PAY and Banner pages

When you select the **Apply Data** option on the One-Time Payment (PEA1PAY) page to apply the one-time payment information, data entered on PEA1PAY populates fields on other Banner pages.

The following table identifies the Banner fields populated based on information entered on PEA1PAY.

| 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 | | Biographic Information section | Date of Birth |
| | Gender | Biographic Information section | Gender | |
| | Ethnicity | Biographic Information section | Ethnicity | |
| | Citizenship | Biographic Information section | Citizenship | |
| Address and Telephone Information | Address | PPAIDEN | Address Information section | Address |

| From | | To | | |
|------------------------|----------------------|-------------------------|-------------------------------|---------------------|
| PEA1PAY section | PEA1PAY Field | Banner page | Banner Block | Banner Field |
| | 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 |
| | Suffix | | Key Block | Suffix |
| | Title | | Job Detail Information Window | Title |
| | Change Reason | | Job Detail Information Window | Change Reason |

| From | | To | | |
|-----------------------|------------------|---|-------------------------------|--------------------------------------|
| PEA1PAY section | PEA1PAY Field | Banner page | Banner Block | Banner Field |
| | 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. | | |
| | 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 |

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

Direct Deposit Recipient (GXADIRD) population process

This process inserts the bank account information into the Direct Deposit Recipient (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

To administer labor relations, you may need to track employee seniority and manage employee disability information.

Track employee seniority by position class

You can use this procedure to track employee seniority by position class.

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 want 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 want 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.

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 their 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 because 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.
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

The Employee Accommodation Tracking (PEAEACC) page allows you to track and view an employee's requested disability accommodations by 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)

Set up rules to track multiple disability accommodations

You can use this procedure to set up your institution's rules that track multiple disability accommodations.

Procedure

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

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

2. Access the 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 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 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.
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

The Personal Medical Information (GOAMEDI) page captures 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.

About this task

GOAMEDI dynamically invokes Human Resources application level security.

Procedure

1. Access GOAMEDI using 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.

Enter employee accommodation information

The Employee Accommodation Tracking (PEAEACC) page identifies disability accommodations provided for each employee according to their job.

Before you begin

You must define medical condition records for the person on the Personal Medical Information (GOAMEDI) page. You can only enter accommodations for active employees with a current job.

Procedure

1. Access PEAEACC using one of the following methods.
The Job Information section displays all job records of any status that are less than or equal to the Query Date.
2. Select the job record that requires a disability accommodation.
3. Enter the **Request Date of the Accommodation** in the Employee Accommodation section.
4. Enter the current status of the Accommodation Request.
5. Enter the Medical Condition code for this accommodation request.
6. Indicate if the medical verification has been received. Default is unchecked (not verified).
7. **Optional:** Enter the Disability Type code. If a disability type has been associated with the medical condition in the **Personal Medical Information (GOAMEDI)** page then the disability type will default.
8. Enter the required Medical Equipment to meet the accommodation request's needs.
9. **Optional:** At the **Comments** field, select the **Detail** icon and add comments. Initial and date the comment added.

10. Save the transaction.

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

Note: If a record was entered in error, use the delete functionality to remove the record.

Update employee disability accommodation information

The Employee Accommodation Tracking (PEAEACC) page captures employee disability accommodations information.

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

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

About this task

After deleting an accommodation record using PEAEACC, Human Resources saves the record in the Accommodation History table (PERAHIS). It identifies a deleted record by entering a check in the **Deleted** check box on the Employee Accommodation History (PEIAHIS) page.

Procedure

1. Access PEIAHIS in one of the following ways:
 - Direct Access
 - **Employee Historical Information** menu in Human Resources
 - **Maintain and Monitor Employee Accommodations** menu in Business Processes
2. In the Key Block, enter the **Employee ID**, **Query Date**, **Position**, and **Suffix**.
3. Navigate to the History Information section.
4. A history of all changes made to the records displays.

Faculty tracking and administration

Faculty tracking and administration includes tasks to manage your faculty like creating tenure records and faculty leave, establishing promotions, and tracking FTE.

Create a reappointment or tenure record

You can establish a reappointment/tenure history on the Faculty Action Tracking (PEAFAC) page.

Consider the following scenario:

Dr. Minor is an instructor on tenure track whose first appointment is August 1, 2014. Annual reappointment decisions occur every March for the academic year that begins in August and ends in May of the following year. If Dr. Minor gets tenure, it would become effective in the sixth year (August 1, 2019) with a decision in the fifth year (March 2018). If tenure is denied in year five, they would usually have year six to find another job. (August 1, 2018 through May 31, 2019). Because Dr. Minor taught at another college for one year, this institution will give 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 Faculty Load and Compensation Non-Instructional Rules (PTRINST) page is "Faculty Member" for this example.

Reappointment/Tenure processing: Year One

These steps describe how to establish a reappointment/tenure history for a faculty member during year one.

Procedure

1. Access the Faculty Action Tracking (PEAFAC) page.
2. Enter Dr. Minor's ID so you can update the tenure information.

-
3. Move to the General Information section.
 - a) Enter 01-AUG-2016 in the **Original Appointment Begin Date** field.
 - b) Because the academic year ends in May, enter 31-MAY-2017 in the **Original Appointment End Date** field.
 - c) Complete the rest of this window.
 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 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.")
 5. The decision for this appointment occurred in May 1, 2016. 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 because this information represents the original appointment record for this faculty member.
 8. Because Dr. Minor has credit from a previous institution, enter 1.00 in the **Previous Tenure Grant** field.
 9. Because 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) Change these dates. Dr. Minor's review actually takes place in the beginning of March. Enter March 1, 2017 in the **Next Review Date** field.
 12. Because 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 because 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, 2021.
 13. **Save** the original appointment information.
 14. **Approve** the original appointment.
-

Related tasks

[Approve a faculty action](#) on page 82

Reappointment/Tenure processing: Year Two

These steps describe how to establish a reappointment/tenure history for a faculty member during year two.

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, 2017* and the **Proposed Effective Date** as *August 1, 2017*.
7. Enter the appointment information for the second year and 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.")
8. The decision for this appointment occurred in May 1, 2017. 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, 2017* and *May 31, 2018*, 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, 2017* and *March 1, 2018*, respectively. Other information in the Tenure Information area can remain unchanged.
13. **Save** the reappointment information for year two.
14. **Approve** the reappointment.

Related tasks

[Approve a faculty action](#) on page 82

Reappointment/Tenure processing: Year Three

These steps describe how to establish a reappointment/tenure history for a faculty member during year three.

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, 2018* and the **Proposed Effective Date** as *August 1, 2018*.
6. Enter the appointment information for the third year and 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.")
7. The decision for this appointment occurred in May 1, 2018. 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, 2018* and *May 31, 2019*, 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, 2018*, and *March 1, 2019*, respectively. Other information in the Tenure Information area can remain unchanged.
11. **Save** the reappointment information for year three.
12. **Approve** the reappointment.

Related tasks

[Approve a faculty action](#) on page 82

Reappointment/Tenure processing: Year Four

These steps describe how to establish a reappointment/tenure history for a faculty member during year four.

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, 2019* and the **Proposed Effective Date** as *August 1, 2019*.
6. Enter the appointment information for the fourth year and 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.")
7. The decision for this appointment occurred in May 1, 2019. 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, 2019*, and *May 31, 2020*, 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, 2019*, and *March 1, 2020*, respectively. Other information in the Tenure Information area can remain unchanged.
11. **Save** the reappointment information for year four.
12. **Approve** the reappointment.

Related tasks

[Approve a faculty action](#) on page 82

Reappointment/Tenure processing: Year Five

For year five there are two scenarios. In the first scenario, tenure is granted to Dr. Minor. In the second scenario, tenure is not granted.

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.

Reappointment/Tenure processing: Tenure granted

These steps describe how to establish a reappointment/tenure history for a faculty member during year five when tenure is granted.

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, 2020*, and the **Proposed Effective Date** as *August 1, 2020*.

6. Enter the appointment information for the fifth year and the decision to continue forward into year six. As noted above, the decision for year six determines whether this institution offers Dr. Minor tenure.
7. In this scenario, Dr. Minor receives tenure from the institution.
8. The decision for this appointment occurred in May 1, 2020.

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, 2020`, and `May 31, 2021`, 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, 2020`.
12. Because Dr. Minor receives tenure, there is no need to review for reappointment. 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, 2021`, as the date the tenure becomes effective.
15. **Save** the reappointment/tenure information for year five.
16. **Approve** the tenure decision.
17. Reappointments leading to tenure are complete. Tenure was granted to Dr. Minor. This concludes the reappointment process in Banner.

Related tasks

[Approve a faculty action](#) on page 82

Reappointment/Tenure processing: Tenure not granted

These steps describe how to establish a reappointment/tenure history for a faculty member during year five when tenure is not granted.

Procedure

1. Access PEAFAC.
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, 2020`, and the **Proposed Effective Date** as `August 1, 2020`.
6. Enter the appointment information for the fifth year and the decision for year six. The decision for year six determines whether this institution offers Dr. Minor tenure.
7. In this scenario, Dr. Minor does not receive tenure from the institution.

8. Enter the **Appt or Reappt Begin and End Dates** for year five as `August 1, 2020`, and `May 31, 2021`, respectively. Do this because Dr. Minor has one year to find employment elsewhere.
9. Select the **Terminal Appointment** check box because this is the last time Dr. Minor 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, 2020` in the Appointment Information area.
12. Because Dr. Minor does not receive tenure, there is no need to review for reappointment. 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.

Related tasks

[Approve a faculty action](#) on page 82

Establish a promotion

You can establish a promotion on the Faculty Action Tracking (PEAFAC) page.

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. It is time for Dr. Baldwin's annual review. These steps establish a faculty record and display the faculty action for the first annual review.

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

Procedure

1. Access PEAFAC.
2. Enter Dr. Baldwin's ID number. The system enters the name and status.
3. Move to the General Information section.
4. Complete the fields in the General Information section. 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.

The Rank Action window is displays. Determine how faculty actions are to be tracked on the Installation Rule (PTRINST) page.
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. In the **Rank Effective Date** field, enter the date the Contract Faculty rank became effective for Dr. Baldwin, which is the promotion date.
10. Schedule the **Next Review Date** keeping in mind that Dr. Baldwin receives an annual review.
11. Click **Save** to record this promotion.
12. Click **Approve** to approve this faculty action.

Related tasks

[Approve a faculty action](#) on page 82

Create a faculty leave

You can establish a sabbatical leave on the Faculty Action Tracking (PEAFAC) page.

About this task

Consider the following scenario:

Dr. Zatkos would like to take a sabbatical leave to do some research for a book they want to write about French literature. They would like to take the sabbatical from January 15, 2019, to September 15, 2019. The book based on the research done on the sabbatical leave needs to be completed by December 1, 2019. They will not be eligible for another leave until January 1, 2021.

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

Procedure

1. Access PEAFAC.
2. Enter Dr. Zatkos' ID number. The system enters name and status.
3. Move to the General Information section.
4. Complete the fields in the General Information section.
5. Select **Faculty Leave Records** from the **Tools** button to enter leave information. The **Faculty Leaves Action** window displays. Determine how faculty actions are tracked on the Installation Rule (PTRINST) page.
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`. Because 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, 2019`, and end the sabbatical on `September 15, 2019`.

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. The system selects the **Commitment Fulfillment** check box because Dr. Zatkos must make a commitment to write a paper or book to take this sabbatical leave.
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, 2020. Enter 01-JAN-2020, in the **Next Eligibility Date**. At that time, Dr. Zatkos is eligible for another `Sabbatical` leave. Enter this value in the **Next Leave Type**.
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.

Related tasks

[Approve a faculty action](#) on page 82

Approve a faculty action

After each decision, an approver must approve the faculty action to update the module.

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 (PEAFAC) page.
3. Enter the **ID** of the faculty member for which you want to approve a faculty action. The system enters the faculty member's name and status.
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 the approver makes their decision, that decision is displayed in the **Decision** of the associated **Action** window.
13. Save to record this approval.

Track departmental FTEs

You can evaluate and track the fraction of FTE achieved by a faculty member in each associated department.

About this task

You can 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 tenure in the **Faculty Action Rules** window of the Installation Rule (PTRINST) page.

The auto-approvals process provides your enterprise with the ability to automate the approvals process for a specific rank or tenure record specified on PEAFACT.

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

The main advantage of using the auto-approvals process is that the system approves the rank and 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 tenure records.

3. Specify review codes, discipline codes and tenure codes and tenure eligibility rules in the respective rule pages:
 - Review Type Validation (PTVREVT)
 - Discipline Code Validation (PTVDISP)
 - Tenure Code Rule (PTRTENR)
4. Enter data for rank and tenure set up for auto-approvals and track full time equivalence of tenure and 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

Use this procedure 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 after 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.

After 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."

Miscellaneous procedures for faculty leave

There are some procedures you may need to perform to administer faculty leave.

Uncouple faculty leave editing from employee jobs

Define the **Edit employee job records against Faculty Leave Records** indicator to establish faculty leave records that are not tied to a payroll period or when the faculty leave information is not established until after the payroll period has occurred.

Procedure

1. Access the Installation Rules (PTRINST) page.
2. Click the **Faculty** tab.
3. In the **Faculty Action Rules** section, choose the **Edit employee job records against Faculty Leave Records** indicator value.

| Indicator value | Action |
|--------------------|--|
| Edit | The faculty action will be edited against the job status of the employee's job assignment. |
| Do Not Edit | When someone approves the employee's faculty leave record, Banner does not analyze the job record to ensure it is coded for the proper job status; it approves the Faculty Leave record does not wait for the job record to synchronize. |

4. Click **Save**.

Flexibility editing overlapping faculty leave dates

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

Record new faculty title without changing the rank record

When tracking faculty actions by Position/Suffix or by Organization Codes aligned with the employee job assignments, effective-dated Rank records are required to initiate an Academic Title change.

About this task

A table exists that contains multiple Academic Titles, each based upon a date.

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.

Determine where comments are listed in faculty actions

Users can make comments on any of the three Faculty Action areas including Appointment/Tenure, Rank, and Faculty Leave. The Employee List by Faculty Action (PEIELFA) page includes a Comments Exist field that indicates whether comments are present on a given action record.

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.

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).

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 want 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 because 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 want 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 (SHACOMI) page.

- 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.

Faculty tracking and administration for Canada

If your site tracks faculty actions within Banner and intends to use 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`.

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 *Create a reappointment or tenure record* for this type of tracking.

Related concepts

[Create a reappointment or tenure record](#) on page 74

Create a reappointment/tenure record for Canadian sites

You can establish a reappointment/tenure history on the Faculty Action Tracking (PEAFACT) page.

Consider the following scenario.

Dr. Cynthia Minor is a new faculty member. On March 30, 2016, the university agreed to hire Dr. Minor into a limited term appointment commencing July 1, 2016 until June 30, 2017. This appointment can be renewed if Dr. Minor successfully completes the first appointment. Dr. Minor is considered eligible for tenure after successfully completing each of the 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, Dr. Minor would then be eligible for a two year appointment commencing July 1, 2017 and ending July 30, 2019. Should this appointment be successfully completed, Dr. Minor would be eligible for a final two year appointment from July 1, 2019 through June 30, 2021.

At the end of the fifth year of the final appointment, a decision to grant tenure effective July 1, 2021 would be made. If tenure is granted, then a final open-ended appointment would be granted commencing July 1, 2021. If Dr. Minor is not granted tenure, then the last appointment would end on June 30, 2021.

Canadian Reappointment/Tenure processing: Year One

These steps describe how to establish a reappointment/tenure history for a faculty member during year one.

Procedure

1. Access the Faculty Action Tracking (PEAFACT) page.
2. Enter Dr. Minor's ID.

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-2016.

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-2017.
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.
9. Select **Appt or Tenure Record** from the **Tools** button to enter the original appointment information on the **Action** window.
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 you entered is not identified as reportable to Statistics Canada, you will get a warning message when trying to go to the next section. 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. Because 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**.

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 their appointment record within the appointment begin and end dates. They 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 because this information represents the original appointment record for this faculty member.
14. Because 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, 2016. 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, 2017*, as the **Next Review Date** because 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. They teach 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.

Related tasks

[Approve a faculty action](#) on page 82

Canadian Reappointment/Tenure processing: Year Two/Three

These steps describe how to establish a reappointment/tenure history for a faculty member during year two and three.

Procedure

1. Access the Faculty Action Tracking (PEAFACT) page.
2. Enter Dr. Minor's ID.
3. In the General Information section, select **Appt or Tenure** Record from the **Tools** button. The original appointment information previously entered displays.
4. Enter the **Position** and **Suffix** codes for Dr. Minor and then move the cursor into the next section.
5. Select **New Date** from the **Tools** button.
6. Enter the **New Action Date** as *February 1, 2017*.
7. Enter the **Proposed Effective Date** as *July 1, 2017*.
8. Enter the appointment information for the second and third year.
9. The **Action Date** of *February 1, 2017*, defaults from the value entered in the **Create New Action** window.
10. Enter the **Appt or Reappt Begin Date** and **End Date** for this reappointment as *July 1, 2017*, and *June 30, 2019*, respectively. Notice that this reappointment is two years.
11. Enter *1.00* for the **Previous Tenure Grant**. This value is brought forward from the original appointment.
12. 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.

13. The **Effective Date** displays as July 1, 2017. This date comes from the date entered on the **Create New Action** window.
14. Change the **Next Review Date** in the Appointment Information area to February 1, 2019. 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.

Related tasks

[Approve a faculty action](#) on page 82

Canadian Reappointment/Tenure processing: Year Four/Five

These steps describe how to establish a reappointment/tenure history for a faculty member during year four and five.

Procedure

1. Access the Faculty Action Tracking (PEAFAC) page.
2. Enter Dr. Minor's ID.
3. In the General Information section, select **Appt or Tenure Records**.
4. Enter the **Position** and **Suffix** codes for Dr. Minor and then move the cursor into the next section.
5. Select **New Date** from the **Tools** button.
6. Enter the **New Action Date** as February 1, 2019.
7. Enter the **Proposed Effective Date** as July 1, 2019.
8. Enter the appointment information for the fourth and fifth year.
9. The **This Action Date** of February 1, 2019, defaults from the value entered in the **Create New Action** window.
10. Enter the **Appt or Reappt Begin Date** and **End Date** for this reappointment as July 1, 2019, and June 30, 2021, respectively.
11. Enter 3.00 for the **Previous Tenure Grant**.
12. 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.
13. The **Effective Date** displays as July 1, 2019. This date comes from the date entered on the **Create New Action** window.
14. Change the **Next Review Date** in the Appointment Information area to February 1, 2020. Other information displayed in the Tenure Information area can remain unchanged at this time.
15. **Save** the reappointment information for years four and five.
16. **Approve** the reappointment.

Related tasks

[Approve a faculty action](#) on page 82

Canadian Reappointment/Tenure processing: Tenure Granted

These steps describe how to establish a reappointment/tenure history for a faculty member when tenure is granted.

Procedure

1. Access the Faculty Action Tracking (PEAFACT) page.
2. Enter Dr. Minor's ID.
3. In the General Information section, select **Appt or Tenure Record** from the **Tools** button. The original appointment information previously entered is displayed.
4. Enter the **Position** and **Suffix** codes for Dr. Minor and then move the cursor into the next section.
5. Select **New Date** from the Tools button.
6. Enter the **New Action Date** as `February 1, 2020`.
7. Enter the **Proposed Effective Date** as `July 1, 2021`.
8. The final appointment decision to grant tenure effective July 1, 2021, is made now, in year five.
9. The **This Action Date** of `February 1, 2020`, defaults from the value entered in the **Create New Action** window.
10. Enter the **Appt or Reappt Begin Date** for this final reappointment as `July 1, 2021`.
11. Enter `5.00` for the **Previous Tenure Grant**.
12. Enter zero for **Tenure Credit This Appt**.
13. The **Effective Date** displays as `July 1, 2021`. This date comes from the date entered on the **Create New Action** window. It is the date the tenured status takes effect.
14. Change the appointment **Review Type** to `Tenure Review`.
15. Remove the value in the **Next Review Date**.
16. In the Tenure Information area, change the **Review Type** to `Tenure Review`.
17. Change the **Tenure Code** to `Tenured`. The value of the **Tenure Status** also changes.
18. Enter the date tenure becomes effective in the **Tenure On** field. Use `July 1, 2021`.
19. **Save** the tenure information for year five. Dr. Minor is granted tenure. Therefore, the reappointment process is complete.
20. **Approve** the reappointment.

Related tasks

[Approve a faculty action](#) on page 82

Establish a promotion for Canadian sites

This example shows how to establish a faculty record and display the faculty action for the first annual review.

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. Because Dr. Baldwin's annual review is due.

Perform the following steps to establish a promotion.

Procedure

1. Access the Faculty Action Tracking (PEAFACT) page.
2. Enter Dr. Baldwin's ID number.
3. Complete the fields in the General Information section.
4. Select **Rank Records** from the **Tools** button to enter promotion information.
5. Enter the **Position** and **Suffix** codes for Dr. Baldwin.
6. Change the **This Action Date** to the date the action was initiated.
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 institutional **Rank** that describes Dr. Baldwin's job. Use `Contract Faculty`.
9. Enter the **Rank Effective Date** as the date the Contract Faculty rank became effective for Dr. Baldwin.
10. Normally, Dr. Baldwin is reviewed annually. Schedule the next **Rank Effective Date** for the next year.
11. Save to record this promotion.
12. **Approve** this faculty action.

Related tasks

[Approve a faculty action](#) on page 82

Create a faculty leave for Canadian sites

You can establish a sabbatical leave on the Faculty Action Tracking (PEAFACT) page.

About this task

Consider the following scenario:

Dr. Zatkos would like to take a sabbatical leave to do some research for a book they want to write about French literature. They would like to take the sabbatical from January 1, 2018, to September 15, 2018. The book based on the research done on the sabbatical leave needs to be completed by December 1, 2018. They will not be eligible for another leave until January 1, 2021.

Procedure

1. Access the Faculty Action Tracking (PEAFACT) page.
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.
5. Select Faculty Leave information from the General Information section to enter leave information.
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`. Because 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, 2018`, and end the sabbatical on `September 15, 2018`.
11. However, the leave is only approved from `January 1, 2018, to May 31, 2018`.
12. The system selects the **Commitment Fulfillment** check box because Dr. Zatkos must make a commitment to write a paper or book to take this sabbatical leave.
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-2018` 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, 2019. Enter `01-JAN-2019`, in the **Next Eligibility Date**. At that time, Dr. Zatkos is eligible for another `Sabbatical` leave. Enter this value in the **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.

Related tasks

[Approve a faculty action](#) on page 82

Miscellaneous procedures for Canadian sites

There are some miscellaneous procedures that span across modules in Banner.

Convert race and ethnicity codes to new categories

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

Banner collects 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 and Position Control 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.

Regulatory race codes

This table lists the ethnicity and race categories that meet OMB regulations.

| | |
|------------------|--|
| Ethnicity codes: | Not Hispanic or Latino |
| | Hispanic or Latino |
| | None |
| Race codes: | American Indian or Alaskan Native |
| | Asian |
| | Black or African American |
| | Native Hawaiian and Other Pacific Islander |
| | White |

These Banner General pages use the above race categories:

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

These General pages are shared with other Banner products.

The Regulatory Race Validation (GTVRRAC) page 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. You define these codes on the Race Rules (GORRACE) page.

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.

Common matching functionality in Human Resources

Common Matching is a process that helps you 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 on 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.

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 use 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.

Common person API in Human Resources

Banner Human Resources and Position Control provides the Common Person API and the Employee API. These APIs process biographic and demographic information associated with a person or employee record, and are consistent with other Banner applications.

Refer to API topics for descriptions of API processing.

Most of the API information resides on the Identification (PPAIDEN) page including the following information types:

- Current Identification

-
- Alternate Identification
 - Address
 - Biographical
 - Emergency Contact

The following pages allow the creation of a PIDM within Human Resources:

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

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

These additional pages executed the Common Person API:

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

All pages use these guidelines when process person data:

- The Identification (PPAIDEN) page does not edit for a missing address when you create a person record. This is consistent across all Banner Identification pages. However, if you access the Employee (PEAEMPL) page, you will receive an error that an address is missing.
- When you enable Common Matching, the matching page allows 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.
- The Common API logic does not require a Deceased Date when specifying that the person is deceased. Selecting the Deceased Indicator activates the logic for deceased notification.
- 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 across all Banner 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, you can use SDE 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.
- Masking is not currently supported with SDE. Supplemental data fields cannot be masked, concealed, or hidden.

Benefit/Deduction administration overview

The Benefit/Deduction Administration module offers these benefit capabilities: benefit definition and eligibility, flexible benefit, and COBRA administration.

You can 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 an unlimited number of benefits and benefit plans using a variety of calculation methods and flexible rule structures.

Key features of benefit definition 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

Initial setup of benefits and deductions

Access the Employee Benefit or Deduction Set Up (PDABDSU) page 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 (PTRBCAT) page and designated for a quick setup.

About this task

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.

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

Procedure

1. Access the PDABDSU page.
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 PTRBCAT page 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 or for a particular benefit or deduction with a user-specified begin date.

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 | <i>Blank</i> | Select this benefit or deduction for set up unless the value in the Setup Status field is Previously Setup. |
| | <i>Checked</i> | 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 PTRBCAT page has been set to Auto. You must manually check any other benefit or deduction that you want to set up for an employee during the current session. |
| Setup Status | <i>Blank</i> | This benefit or deduction has been marked for Quick Setup on the PTRBCAT page. It has already been automatically checked or can be checked manually. |

| Field | Values | Description |
|------------------------|----------------------------|--|
| | <i>Possible Preclusion</i> | 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. |
| | <i>Previously Setup</i> | The benefit or deduction has been set up in a previous session. |
| Benefits or Deductions | <i>Eligible</i> | The associated benefits or deductions benefit or available for the employee's benefit deduction category are listed. |
| Required | <i>Blank</i> | The benefit or deduction is not required for all employees in the benefit category. |
| | <i>Checked</i> | The benefit or deduction is required for all employees in the benefit category. |
| Begin Date Indicator | <i>Begin date</i> | N/A. Indicator entered on PTRBCAT for this benefit deduction. |
| Defaults Exist | <i>Blank</i> | No default values have been established on the PTRBCAT page for this benefit or deduction. |
| | <i>Checked</i> | Default values have been established on the PTRBCAT page for the benefit or deduction |

- The system checks all benefits or deductions that have been assigned *Auto* setup on the PTRBCAT page. 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*.
- 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 PTRBCAT page. 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 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 PTRBCAT page, 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.
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 and deductions

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 check for the maximum levels of contribution.

About this task

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 use this facility when only one PTRBDCA code is being used.

This feature allows benefits administrators to:

- Establish individual deduction code limits and 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: Set up of calculation rule 29 is exactly the same as calculation rule 21; 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 processes 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 after 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 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 you typically adjust 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 before 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. All employee deduction records will reflect the change immediately.

2. Access the Benefits and Deductions Rules .

- 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 one time per Benefit/Deduction record and is provided as a default value when an employee's deduction is created.

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 . 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 . 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 employers who may be contributing to retirement plans, catch-up contributions, or 15-year rule plans.

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 .
- 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 PDAEDN.

- 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.

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.

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 |

| Calculation Rule | Description |
|------------------|--|
| 28 | Percent of Gross with Employer Share |
| 29 | Percent of Gross each plan with Employer Match |

Example of pages set up 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, and 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 |
| PTRBDCA (for deduction code RT3) | Combined Limit Group | Benefit or Deduction Code | RT1 RT2 |
| PDAEDN (for this employee's RT1) | Deduction | Benefit or Deduction Code | UNDER50(*) |
| PDAEDN (for this employee's RT2) | Deduction | Benefit or Deduction Code | UNDER50(*) |
| PDAEDN (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 PDAEDN 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:

| page | section | Field | Values |
|--|----------------------|---------------------------|------------|
| 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: | | | |
| PDAEDN (for this employee's RT1) | Deduction | Benefit or Deduction Code | OVER50 |
| PDAEDN (for this employee's RT2) | Deduction | Benefit or Deduction Code | OVER50 |
| PDAEDN (for this employee's RT3) | Deduction | Benefit or Deduction Code | OVER50 |

Life insurance deductions setup

The Banner Human Resources application 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.

The result is checked to insure it is within the range specified using the minimum and maximum coverage amounts on the Life Insurance Rule. The coverage amount can be fixed for the year (fixed life) or variable to reflect an employee's salary changes. In addition, premium and 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 their dependents.

Method 1: Set up deductions rules pages

The first task you need to do when setting up life insurance deductions is to set up the benefits and deductions rules.

About this task

Procedure

1. Set up the Benefits and Deductions Rule (PTRBDCA) page.
 - 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) |

| In Field... | Enter a value of... |
|-------------|----------------------------|
| 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.

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

- Enter the Deduction Code defined in Step 1.a on page 106.
- If applicable, enter the code identifying the plan associated with the identified life insurance benefit.
- At the **Deduction Indicator** field, specify if the premium will be paid by the employee or by the institution.
- 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.
- Enter the rounding indicator: U, D, or N (for up, down, or nearest, respectively).
- Enter the rounding amount.
- Enter the minimum and maximum amounts of coverage an employee can have.

3. Set up the Premium Rule for the **Benefit or Deduction Code** defined in Step 1.a on page 106).

- 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.

- Enter the **Premium Rate Per \$1000** of coverage per frequency per month.

4. Check the Tax Free Coverage Amounts on the Installation Rule . 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 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 for the benefit or deduction code defined in Step 1.a on page 106 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 106 in the Included Benefits or Deductions window of the Benefits and Deductions Rule 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 (PTRBCAT) page, 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

You can set up deductions for employees who elect life insurance coverage on the Employee Deduction (PDADEDN) page.

About this task

Procedure

1. On PDADEDN, assign the employee to the benefit or deduction code you defined in Step 1.a on page 106.
If you want 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 106.

Method 1: Process life insurance calculations

Run the Life Insurance Calculation Process (PDPLIFE) and Report (PDRLIFE) at the beginning of the month, before running the monthly payrolls, to process life insurance calculations.

About this task

The PDPLIFE process determines Coverage Amounts, Premium Amounts, and Taxable Premium Amounts and compares them to existing amounts on the Employee Deduction (PDADEDN) page. 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.

Procedure

1. Establish the effective date parameters on the Life Insurance Calculation Process Parameter Rule for the life insurance deduction code and all applicable plan codes created when you set up the deduction rules on the PTRBDCA page. The effective dates serve as parameters for the PDPLIFE process.

| 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 and the contract type entered on the Employee Jobs for that employee. |
| Age Effective Date | <p>This is the "as of" date used to determine the age of the employee or dependent for premium and coverage (calc rule 53) calculations based on rules defined on the Life Insurance Premium Rules (PTRPREM).</p> <p>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.</p> |

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. |

| Select Option... | When... | To... |
|-----------------------------------|---|--|
| 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-2018 to 31-MAR-2018.

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 2018, the Insurance Salary Effective Date and the Age Effective Date should each be 01-JUL-2018. For August, the dates should each be 01-AUG-2018.

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-2018 between 01-MAY-2018 and 30-APR-2019. Whenever the PDPLIFE process is run during that period, it will select the employee's annual salary as of 01-MAY-2018. 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-2018, PDPLIFE will use salary data from that employee's first job record effective after 01-MAY-2018 to determine their 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 annually and the Insurance Salary Effective Date should be updated monthly.

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

| Report Parameter | Description |
|--------------------------|---|
| Deduction Effective Date | Enter the date that you will enter on the Employee Deduction (PDADEDN) page with the system-calculated Premium Amount and Coverage Amount for the deduction you previously set up on PDADEDN, and with the new taxable premium amount entered on the deduction set up on PDADEDN. |

| Report Parameter | Description |
|--------------------|--|
| Age Effective Date | <p>This is the "as of" date used to determine the age of the employee or dependent for premium and coverage (calc rule 53) calculations based on rules defined on the Life Insurance Premium Rules (PTRPREM) page.</p> <p>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.</p> |

For example, if you run PDPLIFE to calculate Coverage Amounts, Premium Amounts, and Taxable Premium Amounts for the month of July 2018, the value in the **Deduction Effective Date** field should be 01-JUL-2018. This date will change for each month being run.

3. Run the Life Insurance Calculation Report (PDRLIFE) to display the results of the PDPLIFE process.

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 their dependents.

Method 2: Set up deductions rules pages

The first task you need to do when setting up life insurance deductions is to set up the benefits and deductions rules.

About this task

Procedure

1. Set up the Benefits and Deductions Rule (PTRBDCA) page.

- 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**
- :

| 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 for the **Benefit or Deduction Code** defined in Step [1.a](#) on page 106).
 - 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 (PTRLIFI) page.
 - 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.
 - 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 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 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 for the benefit or deduction code you defined in Step [1.a](#) on page 106.

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 112 to the Included Benefits or Deductions window on the Benefits and Deductions Rule 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

You can set up deductions for employees who elect life insurance coverage on the Employee Deduction (PDADEDN) page.

About this task

On the Employee Deduction ,

Procedure

1. Assign the employee the benefit or deduction code defined in Step [1.a](#) on page 106. If the employee has no prior year earnings or if you want 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 112.

Method 2: Process life insurance calculations

Run the Life Insurance Calculation Process (PDPLIFE) and Report (PDRLIFE) at the beginning of the month, before running the monthly payrolls, to process life insurance calculations.

About this task

The PDPLIFE process determines Coverage Amounts, Premium Amounts, and Taxable Premium Amounts and compares them to existing amounts on the Employee Deduction (PDADEDN) page. 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.

Procedure

1. Establish the effective date parameters on the Life Insurance Calculation Process Parameter Rule for the life insurance deduction code and all applicable plan codes created when you set up the deduction rules on the PTRBDCA page. The effective dates serve as parameters for the PDPLIFE process.

| 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 and the contract type entered on the Employee Jobs for that employee. |

| Report Parameter | Description |
|--------------------|---|
| Age Effective Date | <p>This is the "as of" date used to determine the age of the employee or dependent for premium and coverage (calc rule 53) calculations based on rules defined on the Life Insurance Premium Rules (PTRPREM).</p> <p>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.</p> |

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-2018 to 31-MAR-2018.

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 2018, the Insurance Salary Effective Date and the Age Effective Date should each be 01-JUL-2018. For August, the dates should each be 01-AUG-2018.

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-2018 between 01-MAY-2018 and 30-APR-2019. Whenever the PDPLIFE process is run during that period, it will select the employee's annual salary as of 01-MAY-2018. 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-2018, PDPLIFE will

use salary data from that employee's first job record effective after 01-MAY-2018 to determine their 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 annually and the Insurance Salary Effective Date should be updated monthly.

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

| Report Parameter | Description |
|--------------------------|---|
| Deduction Effective Date | Enter the date that you will enter on the Employee Deduction (PDADEDN) page with the system-calculated Premium Amount and Coverage Amount for the deduction you previously set up on PDADEDN, and with the new taxable premium amount entered on the deduction set up on PDADEDN. |

For example, if you run PDPLIFE to calculate Coverage Amounts, Premium Amounts, and Taxable Premium Amounts for the month of July 2018, the value in the **Deduction Effective Date** field should be 01-JUL-2018. This date will change for each month being run.

3. Run the Life Insurance Calculation Report (PDRLIFE) to display the results of the PDPLIFE process.

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 their dependents.

Method 3: Set up deductions rules pages

The first task you need to do when setting up life insurance deductions is to set up the benefits and deductions rules.

About this task

Procedure

1. Set up the Benefits and Deductions Rule .

- 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.

2. Set up the Life Insurance Rule for the deduction code defined in Step 1.a on page 117.
 - a) Indicate whether the Annual Salaries from Primary, Secondary, 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 .

- b) Also indicate whether the premium will be paid by the employee or by the institution.
3. Set up the Life Insurance Coverage Rule using the deduction code set up in Step 1.a on page 117.

Enter the salary ranges and corresponding coverage amounts.

4. Set up the Premium Rule for the deduction code defined in Step 1.a on page 117.
 - 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 to insure they reflect the tax-free coverage amounts for employees and their dependents.
6. Check the Taxable Life Insurance Premium Rule 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 for the benefit or deduction code defined in Step 1.a on page 117 that 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 117 to the Included Benefits or Deductions window on the Benefits and Deductions Rule 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

You can set up deductions for employees who elect life insurance coverage on the Employee Deduction (PDADEDN) page.

About this task

On the Employee Deduction ,

Procedure

1. Assign the employee the benefit or deduction code defined in Step 1.a on page 106. If you want 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 117.

Method 3: Process life insurance calculations

Run the Life Insurance Calculation Process (PDPLIFE) and Report (PDRLIFE) at the beginning of the month, before running the monthly payrolls, to process life insurance calculations.

About this task

The PDPLIFE process determines Coverage Amounts, Premium Amounts, and Taxable Premium Amounts and compares them to existing amounts on the Employee Deduction (PDADEDN) page. 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.

Procedure

1. Establish the effective date parameters on the Life Insurance Calculation Process Parameter Rule for the life insurance deduction code and all applicable plan codes created when you set up the deduction rules on the PTRBDCA page. The effective dates serve as parameters for the PDPLIFE process.

| 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 and the contract type entered on the Employee Jobs for that employee. |

| Report Parameter | Description |
|--------------------|---|
| Age Effective Date | <p>This is the "as of" date used to determine the age of the employee or dependent for premium and coverage (calc rule 53) calculations based on rules defined on the Life Insurance Premium Rules (PTRPREM).</p> <p>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.</p> |

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-2018 to 31-MAR-2018.

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 2018, the Insurance Salary Effective Date and the Age Effective Date should each be 01-JUL-2018. For August, the dates should each be 01-AUG-2018.

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-2018 between 01-MAY-2018 and 30-APR-2019. Whenever the PDPLIFE process is run during that period, it will select the employee's annual salary as of 01-MAY-2018. 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-2018, PDPLIFE will

use salary data from that employee's first job record effective after 01-MAY-2018 to determine their 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 annually and the Insurance Salary Effective Date should be updated monthly.

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

| Report Parameter | Description |
|--------------------------|---|
| Deduction Effective Date | Enter the date that you will enter on the Employee Deduction (PDADEDN) page with the system-calculated Premium Amount and Coverage Amount for the deduction you previously set up on PDADEDN, and with the new taxable premium amount entered on the deduction set up on PDADEDN. |

For example, if you run PDPLIFE to calculate Coverage Amounts, Premium Amounts, and Taxable Premium Amounts for the month of July 2018, the value in the **Deduction Effective Date** field should be 01-JUL-2018. This date will change for each month being run.

3. Run the Life Insurance Calculation Report (PDRIFE) to display the results of the PDPLIFE process.

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 deductions rules pages

The first task you need to do when setting up life insurance deductions is to set up the benefits and deductions rules.

About this task

Procedure

1. Set up the Benefits and Deductions Rule .

- 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**
- :

| 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 for the deduction code defined in Step 1.a on page 122.
 - 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 using the deduction code set up in Step 1.a on page 122.
 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 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 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 for the benefit or deduction code defined in Step 1.a on page 122.
 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.
7. Add the benefit or deduction code defined in Step 1.b on page 122 to the Included Benefits or Deductions window of the Benefits and Deductions Rule 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

You can set up deductions for employees who elect life insurance coverage on the Employee Deduction (PDADEDN) page.

About this task

On the Employee Deduction ,

Procedure

1. Assign the employee the benefit or deduction code defined in Step 1.a on page 112. If you want 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 122.

Method 4: Process life insurance calculations

Run the Life Insurance Calculation Process (PDPLIFE) and Report (PDRLIFE) at the beginning of the month, before running the monthly payrolls, to process life insurance calculations.

About this task

The PDPLIFE process determines Coverage Amounts, Premium Amounts, and Taxable Premium Amounts and compares them to existing amounts on the Employee Deduction (PDADEDN) page. 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.

Procedure

1. Establish the effective date parameters on the Life Insurance Calculation Process Parameter Rule for the life insurance deduction code and all applicable plan codes created when you set up the deduction rules on the PTRBDCA page. The effective dates serve as parameters for the PDPLIFE process.

| 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 and the contract type entered on the Employee Jobs 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 coverage (calc rule 53) calculations based on rules defined on the Life Insurance Premium Rules (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. |

| Select Option... | When... | To... |
|-----------------------------------|---|--|
| 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-2018 to 31-MAR-2018.

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 2018, the Insurance Salary Effective Date and the Age Effective Date should each be 01-JUL-2018. For August, the dates should each be 01-AUG-2018.

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-2018 between 01-MAY-2018 and 30-APR-2019. Whenever the PDPLIFE process is run during that period, it will select the employee's annual salary as of 01-MAY-2018. 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-2018, PDPLIFE will use salary data from that employee's first job record effective after 01-MAY-2018 to determine their 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 annually and the Insurance Salary Effective Date should be updated monthly.

- Submit the Life Insurance Calculation Process (PDPLIFE) with the following parameter:

| Report Parameter | Description |
|--------------------------|---|
| Deduction Effective Date | Enter the date that you will enter on the Employee Deduction (PDADEDN) page with the system-calculated Premium Amount and Coverage Amount for the deduction you previously set up on PDADEDN, and with the new taxable premium amount entered on the deduction set up on PDADEDN. |

For example, if you run PDPLIFE to calculate Coverage Amounts, Premium Amounts, and Taxable Premium Amounts for the month of July 2018, the value in the **Deduction Effective Date** field should be 01-JUL-2018. This date will change for each month being run.

- Run the Life Insurance Calculation Report (PDRLIFE) to display the results of the PDPLIFE process.

Set up benefit and deduction Termination Reason codes

The PTRBREA page defines reasons for employee benefit changes and associates those reasons with a change type.

About this task

These controls primarily supply the valid Life Event categories that employees can use throughout the benefit year. The Life Event Change Rule (PTRLFCH) page accesses these codes 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 (PDAEDN) page, and can be used as a notation as to why the record was inserted or changed.

Procedure

1. Access the Benefit Deduction Change Reason Code Rule (PTRBREA) page 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.

Set up benefit or deduction grouping rules

Benefit or deduction grouping rules define which benefit groups to present to a new employee and whether employees can maintain coverage and allocation records. The rules control what data an employee can see during the New Hire Enrollment process within Self-Service.

Procedure

1. Access the **Benefit or Deduction Grouping Rules (PTRBDPG)** page.
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. Click **Save**.

Set up benefit and deduction rules

The benefits and deductions rules determine whether Dependent Coverage or Beneficiary Allocation records can be maintained for a particular benefit. You set these indicators on the main benefit page. For benefits with Plan Codes, you must set them at the plan level.

About this task

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.

Procedure

1. Access the Benefits and Deductions Rules (PTRBDCA) page.
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.
5. Specify the **Priority**.
6. Select the **Calculation Rule**. For more information about the Calculation Rules and how to use them, refer to the section [Calculation Rule field values](#) on page 127 and the detailed descriptions of each Calculation Rule. For more detailed information about each Calculation Rule see [Calculation Rule descriptions](#) on page 134.
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

The table in this topic 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 PDAEDN. 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 PDAEDN.

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 PDAEDN |
|--|--|
| 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 PDAEDN.

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 the deduction and employer amount properly. For example, for Calculation Rule 10, the Employee Amount must be associated with the Amount 1 field on PDAEDN.

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 135 | Annual | PDAEDN | 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 135 | 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 | Limit Type | Where Amounts & Limits Defined | Amount Descriptions |
|--|------------|--------------------------------|--|
| Calculation Rule 12 - Flat Amount with Lifetime Limit on page 136 | Lifetime | PDAEDN | 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 136 | Annual | PDAEDN | 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 137 | Annual | PTRBDCA (use Option 1) | Amount 1 - Employee Amount Amount 2 - Employee Annual Limit Amount 3 - Minimum YTD Applicable Gross |
| Calculation Rule 15 - Hours Worked (Plan-based) on page 137 | 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 138 | Annual | PDAEDN | Amount 1 - Employee Amount Amount 2 - Employer Amount Amount 3 - Employee Annual Limit Amount 4 - Employer Annual Limit |

| Calculation Rule | Limit Type | Where Amounts & Limits Defined | Amount Descriptions |
|---|------------|---|---|
| Calculation Rule 20 - Percent of Gross Pay on page 138 | Annual | PDAEDN | 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 139 | 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 Percent Amount (Plan-based) on page 139 | None | both PTRBDCA and PDAEDN (use Option 1) | PTRBDCA Amount 1 - Employee Percent Amount 2 - Employer Percent PDAEDN Amount 1 - Employee Amount Amount 2 - Employer Amount |
| Calculation Rule 23 - Percent of Gross Pay with Lifetime limit on page 140 | Lifetime | PDAEDN | Amount 1 - Employee Percent Amount 2 - Employee Life-to-Date Limit Amount 3 - Protected Minimum Earnings Amount 4 - Employee MTD Limit |

| Calculation Rule | Limit Type | Where Amounts & Limits Defined | Amount Descriptions |
|---|------------|--------------------------------|--|
| Calculation Rule 24 - Percent of Gross Pay with Annual Limit on page 140 | Annual | PDAEDN | 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 141 | 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 141 | 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 Limit and Employer Share (Plan-based) on page 142 | Monthly | PTRBDCA (use Option1) | Amount 1 - Employee Amount 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 143 | Annual | PDAEDN | Amount 1 - Employee Percent Amount 2 - Employer Percent Amount 3 - Employee Annual Limit Amount 4 - Employer Annual Limit |

| Calculation Rule | Limit Type | Where Amounts & Limits Defined | Amount Descriptions |
|--|----------------|--------------------------------|---|
| Calculation Rule 29 - Percent of Gross with Employer Match and Optional Combined Limits (Plan-based) on page 143 | 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 144 | 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 145 | Based on Range | PTRBDCA (use Option1) | Amount 1 - Employee Percent Amount 2 - Employer Percent Amount 3 - Low range of YTD Gross Amount 4 - High range of YTD Gross |
| Calculation Rule 32 - Percent of Gross with Annual Salary Range and Employer Share (Plan-based) on page 145 | 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 | Limit Type | Where Amounts & Limits Defined | Amount Descriptions |
|---|------------|--------------------------------|--|
| Calculation Rule 40 - Flat Amount Bond Purchase with Annual Limit on page 146 | Annual | PDAEDN | 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 147 | None | PDAEDN (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 148 | None | PDAEDN (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 Plan-based) on page 149 | None | PDAEDN (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 | Limit Type | Where Amounts & Limits Defined | Amount Descriptions |
|--|------------|--|--|
| Calculation Rule 53 - Decreasing Term Insurance (Optional Plan-based) on page 150 | None | PDAEDN (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 150 | None | PDAEDN (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 151 | None | PDAEDN, PTRBDCA, and other tax-related forms | varies according to tax code |

Calculation Rule descriptions

The Calculation Rule descriptions give details for each Calculation Rule and instructions describing how to enter the information you need to use each 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 PDAEDN 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 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 or Deduction that requires a flat amount deduction with an annual limit.

When a Benefit or 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 (PDADEDN) page.

When creating a Benefit or 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 or Deduction that requires a plan-based, flat amount deduction, which may include an employer contribution and an annual limit.

Because Calculation Rule 11 is plan-based, you need to define the Amounts you want to use for each plan for the Benefit or Deduction on the Benefits and Deductions Rule (PTRBDCA) page. You also 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:

| 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 or Deduction that requires a flat amount deduction with a lifetime (ongoing) limit.

When a Benefit or 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 (PDADEDN) page.

When creating a Benefit or Deduction on the Benefits and Deductions Rule (PTRBDCA) page 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 or Deduction that requires a flat amount deduction with an annual limit and threshold.

When a Benefit or 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 (PDADEDN) page.

When creating a Benefit or Deduction on the Benefits and Deductions Rule (PTRBDCA) page 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.

Calculation Rule 14 - Flat Amount with Annual Limit and Threshold (Plan-based)

Use Calculation Rule 14 for a Benefit or Deduction that requires a plan-based, flat amount deduction, which includes an annual limit and annual threshold.

Because Calculation Rule 14 is plan-based, you need to define the Amounts you want to use for each plan for the Benefit or Deduction on the Benefits and Deductions Rule (PTRBDCA) page. You also 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 (PDAEDN) 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 or Deduction that requires a plan-based calculation that uses the hours worked to calculate the deduction.

Because Calculation Rule 15 is plan-based, you need to define the Amounts you want to use for each plan for the Benefit or Deduction on the Benefits and Deductions Rule (PTRBDCA) page. You also 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 (PDAEDN) 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 or Deduction when you created it on PTRBDCA.

When creating a Benefit or 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 |

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 or Deduction that requires a flat amount deduction from the employee with an employer share.

When a Benefit or 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 (PDAEDN).

When creating a Benefit or Deduction on the Benefits and Deductions Rule (PTRBDCA) page 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 (PDAEDN) page.

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 or Deduction that requires a plan-based calculation that uses the gross pay to calculate the deduction with an annual limit.

Because Calculation Rule 21 is plan-based, you need to define the Amounts you want to use for each plan for the Benefit or Deduction on the Benefits and Deductions Rule (PTRBDCA) page. You also 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 (PDAEDN) 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 after 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.

Because Calculation Rule 22 is plan-based, you need to define the Amounts you want to use for each plan for the Benefit or Deduction on the Benefits and Deductions Rule (PTRBDCA) page. You also 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 (PDAEDN) 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:

| Amount 1 | Amount 2 | Amount 3 | Amount 4 |
|-------------------------------|-------------------------------|----------|----------|
| Employee Amount from PDAEDN | Employer Amount from PDAEDN | | |
| and | and | | |
| Employee Percent from PTRBDCA | Employer Percent from PTRBDCA | | |

The employee deduction amount is calculated according to an algorithm: PDAEDN Amount 1 times (PTRBDCA Amount 1 times .01) is used. The employer deduction amount is calculated according to the algorithm: PDAEDN 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 (PDAEDN) page.

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 (PDAEDN) page.

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 | |

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 or 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.

Because Calculation Rule 25 is plan-based, you need to define the Amounts you want to use for each plan for the Benefit or Deduction on the Benefits and Deductions Rule (PTRBDCA) page. You also 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 (PDAEDN) 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 or 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.

Because Calculation Rule 26 is plan-based, you need to define the Amounts you want to use for each plan for the Benefit or Deduction on the Benefits and Deductions Rule (PTRBDCA) page. You also 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 (PDAEDN) 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.

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)

Because Calculation Rule 27 is plan-based, you need to define the Amounts you want to use for each plan for the Benefit or Deduction on the Benefits and Deductions Rule (PTRBDCA) page.

You also 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 (PDAEDN) page 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-to-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, 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 based on the Amounts you enter for that employee on the Employee Benefit or Deduction (PDAEDN) page.

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 or Deduction that requires a plan-based calculation, uses a percentage of the employee's gross income, and requires an employer match and optional combined limits to calculate the deduction.

Because Calculation Rule 29 is plan-based, you need to define the Amounts you want to use for each plan for the Benefit or Deduction on the Benefits and Deductions Rule (PTRBDCA) page. You also 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 (PDAEDN) page 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, because this is an Employer Match, the

employer contribution will stop after the employee deduction stops. A zero or blank in Amount 3 or 4 indicates an unlimited amount.

Note: The setup of Calculation Rule 29 is exactly the same as Calculation Rule 21; 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 continues 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 after 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 or Deduction that requires a plan-based calculation that uses a percentage of the employee's gross income, and requires an employer share to calculate the deduction.

Because Calculation Rule 30 is plan-based, you need to define the Amounts you want to use for each plan for the Benefit or Deduction on the Benefits and Deductions Rule (PTRBDCA) page. You also 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 (PDAEDN) 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 $\text{Gross pay times (Amount 1 times .01)}$. The employer deduction amount is calculated according to the algorithm $\text{Gross pay times (Amount 2 times .01)}$.

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.

Because Calculation Rule 31 is plan-based, you need to define the Amounts you want 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 (PDAEDN) page 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 $\text{Gross pay times (Amount 1 times .01)}$. The employer deduction amount is calculated according to the algorithm $\text{Gross pay times (Amount 2 times .01)}$.

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.

Because Calculation Rule 32 is plan-based, you need to define the Amounts you want 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 (PDAEDN) page 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 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 $\text{Gross pay times (Amount 1 times .01)}$. The employer deduction amount is calculated according to the algorithm $\text{Gross pay times (Amount 2 times .01)}$.

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 (PDADEDN) page.

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)

Calculation Rules 50 through 54 are specialized calculations that were designed for life insurance coverage and premium calculations.

Note: 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 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 want 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 (PDAEDN) 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.

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)

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.

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.

If using Calculation Rule 51 as plan-based, you would need to define the Amounts you want 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 (PDAEDN) 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:

| 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 PDAEDN 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 (PTVBPTY) page and should not be changed without consultation.

Calculation Rule 52 - Flat Benefit Based on Salary Range (Optional Plan-based)

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.

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.

If using Calculation Rule 52 as plan-based, you would need to define the Amounts you want 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 (PDAEDN) 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 (PTRCOVER) 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 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)

Use Calculation Rule 53 for a Benefit/Deduction that requires can use a plan-based calculation for insurance with a decreasing term value.

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.

If using Calculation Rule 53 as plan-based, you would need to define the Amounts you want 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 (PDAEDN) page 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 (PTVBPTY) page. Plan codes can be used on PTRPREM and PTRBDCA to set up multiple insurance schemes.

Calculation Rule 54 - Excess Taxable Coverage

Use Calculation Rule 54 for a Benefit/Deduction that requires a deduction for 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 (PTRINST) page.

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 (PDADEDN) page.

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 1. 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).

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.

United States users should assign the following values to the Amounts and Options categories for U.S. Federal Tax:

- Amount 2 is defined as Dependent Amount.
- Amount 3 is defined as Other Income.
- Amount 4 is defined as Deductions.

To determine the values assigned to the five Option categories, locate your tax code on the following list. If it is not there, 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 |
| Earned Income Credit | 1 | Filing Status |
| Federal Tax | 1 | Filing Status |
| | 2 | Number of Exemptions (Only displays when Effective Date is before 01-JAN-2020) |
| | 3 | NRA Indicator (Optional set up) |
| | 4 | Step 2C Indicator |
| | 5 | Year Indicator |

| | | |
|------------------------------|---|--|
| 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 |
| 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 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 |
| | 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 | 1 | Filing Status |
| Distribution | | |
| Rhode Island | 1 | Filing Status |
| | 2 | Number of Allowances |

| | | |
|----------------|---|----------------------|
| South Carolina | 1 | Filing Status |
| | 2 | Number of Exemptions |
| Utah | 1 | Filing Status |
| 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

Use the Benefit Category (PTRBCAT) page to establish two sets of controls for New Hire Enrollment.

About this task

You manage the new hire enrollment controls as follows:

- 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.

Procedure

1. Access the Benefit Category (PTRBCAT) page.
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

This chart displays combinations of data with examples of deriving the Benefit/Deduction Begin Date for new hires. Several examples illustrate how a waiting period may be imposed on a benefit when an employee is initially 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 (PTRLFCH) page for this information.

| 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 begins between 16th and 30/31st, that month is not included. After 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 |

| 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 email access for Benefit Administrators

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.

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

The User Codes Rules (PTRUSER) page ensures that the Benefit Administrator has a valid User ID established and the Benefits Administrator option is enabled. This allows the administrator correct access to the Benefit Administration link in Employee Self-Service.

About this task

You can use normal levels of Human Resources security to filter appropriate records to the administrator.

Procedure

1. Access the User Codes Rules (PTRUSER) page.
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

You must set up rules, define supporting documents, and set up benefit and deduction change reason code rules to support the Life Event Change processing in Banner Employee Self Service.

Set up Life Event Change rules

Each of the valid Life Event Change codes establish rules 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.

Procedure

1. Access the Life Event Change Rules (PTRLFCH) page.
 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

The Benefit Deduction Supporting Documents Validation (PTVBDOC) page 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.

Procedure

1. Access the PTVBDOC page.
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

The Life Event Change process invokes the Benefit Deduction Change Reason Code Rule (PTRBREA) page. 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.

Procedure

1. Access the PTRBREA page.
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

Use the Employee FMLA Information (PEAFMLA) page to track information related to an employee's claim for a Family and Medical Leave Act (FMLA) leave.

After an employee's FMLA information is entered on PEAFMLA, your institution can process the employee's payroll through your standard payroll procedures.

FMLA validation pages

Before you can begin entering information on PEAFMLA, you must enter the appropriate codes for FMLA processing on the FMLA validation pages.

FMLA Status Validation (PTVFMST) page

On the PTVFMST page in the **Leave Event Record Status** field, select the appropriate FMLA status codes that indicate the current status of the FMLA request in process for the employee.

FMLA Leave Reason Validation (PTVFREA) page

On PTVFREA in the **Leave Event Record Reason** field, select the appropriate leave reason codes and descriptions that identify the employee's reason for the FMLA request.

Rules pages

Make sure your institution has entered the appropriate information for FMLA processing on the following rules pages.

FMLA Installation rules

Your institution must set up rules on the Installation Rules (PTRINST) page 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

Your institution must use the Earnings Code Rules (PTREARN) page to set up 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

After your institution has entered the prerequisite FMLA information, you can enter employee FMLA claim information on PEAFMLA.

The page consists of a Key block and the following windows.

- **Leave Event Record**
- **Leave Usage**
- **Comments**
- **History**

PEAFMLA Key block

The PEAFMLA Key block includes the following fields that you can enter information.

| Fields | Descriptions |
|--------|---|
| ID | Banner ID of the employee for whom FMLA information is to be entered. The Employee Class defaults from the Employee record. |

| Fields | Descriptions |
|------------------------|--|
| Leave Period Indicator | <p>Type of year used by your institution for calculation purposes.</p> <p>The value of this field defaults from the Installation Rules (PTRINST) page. Choices include:</p> <ul style="list-style-type: none"> Calendar Fiscal Institution Year Service Year Qualifying Event Rolling Backward |
| Hours Query Date | <p>Current date by default.</p> <p>Change the date if you want to filter for an alternate 12-month work period.</p> |
| 12 Month Hours | <p>Total number of eligible work hours based on the type of year selected in the Leave Period Indicator.</p> <p>Scroll down.</p> <p>The cursor moves to the FMLA Units Indicator on the Leave Event Record window and displays the default as specified on PTRINST.</p> |
| Year | <p>Year for which the FMLA information is to be entered in</p> <p>YYYY</p> <p>format.</p> <p>For example, 2008.</p> <p>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.</p> <p>Click the Calendar icon to specify a date other than the default.</p> |

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 | <p>Select the unit of measure that is used by your institution for calculating FMLA from the pull-down list.</p> <p>By default the Units Indicator value set on the Installation Rules (PTRINST) page is displayed. Choices include the following:</p> <ul style="list-style-type: none"> – Hours – Days – Weeks |
| Current Maximum FMLA Units Allowed | <p>Maximum number of units that is allowed by your institution to be used for the 12-month FMLA.</p> <p>This value could be calculated in terms of Hours, Days, or Weeks.</p> <p>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.</p> |
| Care for Military Member Authorized | <p>Check this check box if applicable for the employee.</p> |
| Spouse Employed | <p>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.</p> <p>Be sure to enter spouse information to ensure it shows up on POIIDEN.</p> <p>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.</p> <p>The Comments Exist field indicates if comments exist for the leave event. By default the field is unchecked.</p> |
| Leave Requested Date | <p>Date on which the employee made a request for FMLA leave.</p> <p>This is a required field.</p> |
| Leave Effective Begin Date | <p>Start date that the employee plans to go on FMLA leave.</p> <p>This is a required field.</p> |
| Leave Effective End Date | <p>End date that the employee's FMLA leave.</p> <p>This is a required field.</p> |

| Fields | Descriptions |
|---|--|
| 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 option. |
| 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 POIDEN. |
| 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: | |
| <ul style="list-style-type: none"> – 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 option 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. |

| Fields | Descriptions |
|----------------------------|---|
| Actual Back to Work Status | Select the appropriate option 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 a 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.

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. 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. |
| Earnings Code | Select an earning code from the Employee Earnings Code (PTQEERN) page against which the FMLA leave is to be accrued. |

| Fields | Descriptions |
|----------------------|---|
| 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 | <p>Number of FMLA units that will be claimed under each earning code.</p> <p>Add as many earning codes to track the FMLA leave.</p> <p>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:</p> |
| FMLA Year | Year that the employee last claimed FMLA |
| Year Begin Date | <p>Start date of the FMLA year for the employee.</p> <p>The date will depend on the Service Year Type value specified on the Installation Rules (PTRINST) page.</p> <p>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.</p> |
| 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 | <p>Number of FMLA units available for the employee during the FMLA year.</p> <p>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.</p> <p>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.</p> <p>Create and save a record for the period December 28 through December 31, 2007.</p> <p>Create and save a second record for the period January 1 through January 6, 2008.</p> <p>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.</p> |

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.

After saving, comments you 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 whenever you save on the Employee FMLA Information (PEAFMLA) page. The information is for display only.

All fields on this window are identical to the **Leave Event Record** window.

Employee FMLA Status Inquiry (PEIFMLA) page

Use PEIFMLA to view a history of the leaves an employee has taken under FMLA for a specific FMLA year.

You can only filter and view data on this page because it is an inquiry page. It consists of a Key block and the following two windows:

- **Leave Event Record**
- **Comments**

Key block

You must enter information in the PEAFMLA 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 window

The **Leave Event Record** window displays information based on the data entered in the Key block.

Based on the data you entered in the Key block, the following information displays.

- **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.
- **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

You can modify self-nominated beneficiaries on the Beneficiary (PDABENE) page.

Procedure

1. Access the PDABENE page.
2. Enter the employee's **ID**.
3. Go to the next section.
4. If the employee is currently attending college, select the **Attending College** option.
5. Save.

Nominate a previously identified beneficiary

You can nominate a previously identified beneficiary on the Beneficiary (PDABENE) page.

Procedure

1. Access the PDABENE page.
 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 (PDABCOV) page.

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 (SOAIDEN) page, 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.

Nominate a beneficiary not identified in Banner

You can nominate a beneficiary not previously identified in Banner on the Beneficiary (PDABENE) page.

Procedure

1. Access the PDABENE page.
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 (PDABCOV) page.
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

You can assign benefit coverage to a dependent on the Beneficiary Coverage (PDABCOV) page.

Procedure

1. Access the PDABCOV page.
2. Enter the **ID** of the employee whose dependent is to be covered.
3. Select the **Benefit** for which coverage is to be assigned.
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 (PDABENE) page.
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

You can assign benefit allocations on the Beneficiary Coverage (PDABCOV) page.

Procedure

1. Access the PDABCOV page.
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 use 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 (PDABENE) page.
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

You can review benefits assigned to a beneficiary on the Beneficiary Coverage Inquiry (PDICLST) page.

Procedure

1. Access the PDICLST page.
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 (PDAEDN) page to revise an employee's deduction records.

Prerequisites

There are some required prerequisites that you must meet before you can change an employee's deduction record.

About this task

- The employee must have an employee record established on the Employee (PEAEMPL) page before a deduction record can be created.
- The deduction code must be previously established on the Benefits and Deductions Rule (PTRBDCA) page. 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 PTRBDCA page.

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, PDAEDN displays the Core-Contingent Enrollment (PDCCOCE) page.

Procedure

1. Access the Employee Deduction (PDAEDN) page.

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 (PTRBCAT) page and assigned to this employee on the Employee (PEAEMPL) page. 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 (PTRBDCA) page. 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 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 <code>Add</code> to add an additional amount to the standard deduction amount or <code>Replace</code> to replace an existing deduction amount with a new amount. This indicator normally defaults to <code>Neither</code> . |
| 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.
9. Next, access the Create Future Change window by selecting `New Effective Date` from the Tools button.

-
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 because 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 because 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.

Change an employee's deduction code governed by a benefit dependency

You can establish a core-contingent relationship between two or more benefit/deductions in the Benefits and Deductions Rule (PTRBDCA) page. This relationship creates a dependency where one benefit or deduction is 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 before 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 the event you change the **Active** status of a core benefit or deduction on the Employee Deduction (PDADEDN) page, without previously inactivating the associated contingent benefits or deductions, the Core/Contingent Enrollment (PDCCOCE) page is invoked.

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 (PDIDLST) page.
- 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.`

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.

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 |

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

The Verification of Student Hours Process (PHPSHRS) identifies student employees who are enrolled in the current term. Based on their level of credit hours, the process determines the status

of the FICA tax records. This enables payroll administrators to automate changes for taxes on the specified payroll.

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.

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 to use this process.

To generate a summary report of the student-employee population for a specific term in your institution and establish the benefit or deduction status for the student-employee population.

Procedure

1. Establish a payroll associated term code on the Associated Term Validation (PTVATRM) page. 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 (PTRATRM) page, 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 (PTRSCRD) page 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 (PTRSTDE) page.
5. Set up benefits or deductions for student-employees on the Employee Benefit or Deduction (PDAEDN) page.
6. During payroll, run the Verification of Student Hours Process (PHPSHRS) for a pay period before 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

You need to access several pages to set up flexible benefit plans. Follow the procedure described here.

Procedure

1. On the Benefits and Deductions Rule (PTRBDCA) page, 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 (PTRFLEX) page.
2. Assign the tax-free benefits in the benefit exclusions area on the PTRBDCA page.
3. Enter the flex amount for each benefit category on the Benefit Category Rule (PTRBCAT) page.
4. Define the flexible period on the Flexible Benefits Period Rule (PTRFLEX) page. The calculation factor determines how to specify the flex amount on the PTRBCAT page. (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 (PTRFBEN) page to specify which benefit or deduction codes from the PTRBDCA page 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 PTRFLEX page to establish the begin and end dates of the benefit or deduction.
7. Select benefits for each employee on the Employee Flexible Benefits (PDAFLEX) page 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.
8. Run the Flex Benefits Update Process (PDPFLEX) to update or add codes to the Employee Deduction (PDAEDN) page for approved employees. Flexible benefits records not activated in the process are automatically deleted.

Note: All maintenance to flexible benefits are made on the PDAFLEX page not on the PDAEDN page.

Manual procedure for selecting deductions

Use this procedure to manually select deductions in a new plan year for a currently enrolled employee.

Procedure

1. Run PDPCFLX for the new plan year.
2. View data on PDAFLEX.
Result: The active deductions for the current plan year and inactive deductions for the new plan year display. All the 2012 plan year deductions will start on your plan year 01-JAN-2012.
3. To select the deductions for the new plan year, first update the deduction status to T for the current plan year active deductions including any overage or underage codes.
4. Select the deductions for the new plan year.

Set up Flexible Spending Accounts

Use this procedure to set up Flexible Spending Accounts (FSA) only when the accounts are not associated with a flexible benefits plan.

Procedure

1. Define a childcare and healthcare benefit code on the Benefits and Deductions Rule (PTRBDCA) page. 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 (PTRBFSA) page. 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 (PTRBCAT) page.
5. Assign the selected flexible spending account codes and amounts on the Employee Deduction (PDAEDN) page.
6. Submit claims on the Flexible Benefits Claim (PDAFCLM) page.

Note: The flexible balance plan year must exist on the Flexible Benefits Period Rule (PTRFLEX) page 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

Perform the following tasks to add a new benefit on the Employee Flexible Benefits (PDAFLEX) page.

Procedure

1. Run the Flex Benefits Create Process (PDPCFLX).
2. Access the PDAFLEX page.
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**.
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.

Update benefits on the Employee Flexible Benefits page

Perform this task to update or add new benefits.

Procedure

1. Access the Employee Flexible Benefits (PDAFLEX) page.
2. Enter the employee ID in the **ID** field of the Key block.

3. Clear 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 PDAEDN and you can view the changes on PDAEDN or PDAFLEX.

Terminate a benefit or deduction on the Employee Flexible Benefits page

Perform the following task to terminate a benefit or deduction.

Procedure

1. Access the Employee Flexible Benefits (PDAFLEX) page.
2. Enter the employee ID in the **ID** field of the Key block.
3. Clear 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 PDAEDN and you can view the changes on PDAEDN 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 |
| 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 COBRA setup](#) on page 184.
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

General COBRA setup

Perform the following tasks in any order before you run the COBRA processes in Banner.

Procedure

1. Review the paragraph content on the Paragraph Process (GUAPARA) page 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 (GTVPARA) page.
 - b) Add paragraph content for the new paragraph on GUAPARA.
 - c) Add the paragraph to the applicable letter using the Letter Process (GUALETR) page.

Note: Use existing variables when you enter new paragraphs and 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 PCRLTRS) when you make changes to letter codes and paragraph codes.

Warning! Do not delete or modify the

COB_TAB

paragraph because the paragraph contains table definitions and formatting information for each letter.

3. Update the Crosswalk Validation (GTVSDAX) page (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 (PTRINST) page to reflect the correct contact information.

Set up rule pages for COBRA

Set up rule pages that are applicable to the COBRA module.

Procedure

1. Set up the COBRA Benefit Coverage Rule (PTRCBEN) page.

Identify those benefits which a COBRA Person is eligible to elect. Benefits set up here must already exist on the Benefits and Deductions Rule (PTRBDCA) page.
2. Set up the COBRA Reason Rule (PTRCOBR) page.

Identify the reasons a person becomes eligible for COBRA coverage.
3. Set up the Beneficiary Relationship Rule (PTRBREL) page.

Identify the relationships a COBRA Person may have to an employee or other benefactor.
4. Set up the Installation Rule (PTRINST) page.

Complete the COBRA Information section on this page.

On-Demand activities for COBRA

COBRA activities include setting up COBRA coverage for a person and their dependents, maintaining records and payment transactions, and other maintenance procedures that you should perform on a regular cadence.

Update information when an individual becomes eligible for COBRA

Use this task to update an employee's information when the employee or their dependents become eligible for COBRA.

Procedure

1. If an employee's status changes and they qualify 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 (NBAJOBS) page.
 - 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 (PDADEDN) page.
 - 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.
 - 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 (PEAEMPL) page.
 - 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.

- 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.
 - Add the former beneficiary to the Banner System with a unique ID.
 - Access the Identification (PPAIDEN) page.

Do a name search to check if the individual is already on the database with a unique ID. If they are on the database, go to the next step.
 - 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.
 - Repeat Step for all beneficiaries to classify them as COBRA Persons.
- Make the former employee or the employee's former beneficiaries COBRA Persons.
 - Access the COBRA Person (PCAPERS) page.
 - In the **ID** field, enter the ID of the person who is to become a COBRA Person.
 - 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.
 - 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.
- Enter information in the COBRA Benefits window.
 - Enter the benefit or deduction code for the health benefits under which the COBRA Person or their 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 (PTRCBEN)

page. 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 (PTRCBEN) page 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 (PTRCOBR) page 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 a COBRA person and their dependents

Use this task to set up coverage for a COBRA person and their dependents when they are eligible.

Procedure

1. Access the COBRA Person (PCAPERS) page.
 - a) Enter the **ID** of the COBRA Person who has elected coverage.
 - b) Check the **Accepted** and **Active** check boxes.
 - 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 (PCABENE) page.
 - b) Enter the **ID** of the COBRA Person.
 - 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.
 - f) Repeat this process until a record is completed for all of a COBRA Person's potential beneficiaries.

3. Access the COBRA Beneficiary Coverage (PCABCOV) page.
 - 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 (PCAPERS) page.
 - c) Move to the COBRA Beneficiary Coverage section.
 - d) In the **Sequence Number** field enter the sequence number (from the PCABENE page) for the dependents who are to be covered under this benefit.

Maintain records and payment transactions

As you receive payments 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 (PCACPAY) page.
2. Enter the **ID** of the COBRA person from whom you have received a payment.
3. Clear 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 that 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.

Warning! Close bills for which a full payment has not been received to prevent a COBRA Person's coverage from being terminated for lack of payment.

Regular monthly COBRA maintenance procedures

Ellucian recommends that you perform these tasks on a regular, monthly basis in addition to other COBRA activities you perform.

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 (PCAPERS) page.

- 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:

| 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.
- Submit the off-line Batch Processes for COBRA Report (PCRLTRS).
 - 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.
- Submit the off-line Batch Processes for COBRA Report (PCRLTRS).
 - 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.
- Submit the off-line Batch Processes for COBRA Report (PCRLTRS).
 - 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. |

Results

Letters are created for all COBRA people whose **Bill Due Date** is less than the **Run Date**.

Payroll processes

Banner includes several functions that streamline your payroll processing tasks. You can use Banner payroll processes to manage dispositions, adjustments, redistributions, payroll reconciliation, overtime, and deferred pay.

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 display when you do the following:

- Use the On-line Time Entry (PHAHOUR) page to enter employee time data for a specified pay period. A separate disposition is displayed for each employee
- Access the Attendance Validation (PHCATND) page from PHAHOUR or the Payroll Adjustment (PHAADJT) page to enter a detailed breakdown of time data for a specified employee
- Access the History Deduction (PHCDEDN) page from PHAHOUR or PHAADJT to enter or view deduction codes and amounts for a specified employee and payroll
- Run the Disposition Control Report (PHRDCON)
- View a list of an employee's payroll transactions and adjustments on the Pay Event List (PHILIST) page
- Use the Payroll Adjustment (PHAADJT) page to execute pay adjustments
- View the details of a single pay event on the Check Detail Query (PHICHEK) page
- View an employee's pay events on the Time Sheet Keys (PHITSKY) page

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 |

| Disposition | Description |
|--------------------|-----------------------------------|
| 30 | Awaiting Calc |
| 37 | Pre-Balance Check |
| 38 | Pre-Approve Check |
| 40 | Awaiting Document |
| 42 | Awaiting Check/Direct Deposit Run |
| 43 | Awaiting Direct Deposit Run |
| 44 | Awaiting Check Run |
| 47 | Pre-Balance Update |
| 48 | Pre-Approve Update |
| 50 | Awaiting Update |
| 60 | Finance Extract |
| 62 | Finance Interface/Feed |
| 70 | Complete |

Related concepts

[Payroll Adjustments](#) on page 211

Related tasks

[Process manual check transactions](#) on page 217

Payroll Calculation Process

You can use the payroll processing capabilities to create time sheets, reports, and time entry records; calculate gross and net pay, accrued and taken leave time; print and record checks and direct deposits, and feed payroll transactions to the Finance System.

Related concepts

[Payroll adjustment procedures](#) on page 212

Create hard copy time sheets

Before you create 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 time sheet type - individual, roster, or organizational.

About this task

If your site distributes time sheets for a future period at the same time when you distribute pay checks, be aware that changes may occur in the personnel/employee modules after you print the physical time sheets. Therefore, some of the data displayed on the time entry records may not match the data on the physical time sheets.

Procedure

1. Type the acronym for the Job Submission Control (GJAPCTL) page in the **Go To...** field.
2. In the **Process** field, enter the name of one of the following processes:

| Type... | To Print... |
|----------------|---|
| PHRRST | A roster of all employees to be paid within the department. It selects all employees with a Time Sheet Indicator of T = Time Sheet, O = Organizational, or R = Roster. |
| PHRORGT | An organizational time sheet listing all employees, by department, who have a Time Sheet Indicator of O. |
| PHRTMSH | Individual time sheets for each employee by department with a Time Sheet Indicator of T |

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.
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. 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.

Related tasks

[Create initial time entry records for payroll](#) on page 195

[Complete Payroll Proof, Leave Accounting, and Payroll calculations](#) on page 202

[Re-extract employee Time Entry records](#) on page 200

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.

Create initial time entry records for payroll

After the Payroll Office collects time sheets and sorts them by organization, you must create time entry records using the Time Processing Report (PHPTIME).

About this task

PHPTIME creates a time entry record on the (Online Time Entry (PHAHOUR) page for the Payroll ID and Payroll Number specified on PHAHOURL. It defaults hours, labor distributions, and deduction information for the time entry record from the Employee Jobs (NBAJOBS) page and the Employee Benefit or Deduction (PDADEDN) page.

Procedure

1. Enter PHPTIME in the **Go To...** field.
2. Continue with the *Create time sheets* process.

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.

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).
3. Submit the Disposition Control Report (PHRDCON) to determine or verify employee disposition.
You may run PHRDCON at any time during the payroll process.
 4. Access the Pay Event List (PHILIST) page 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 (GJAPCTL) page,

- Change the process to the Payroll Errors Display Report (PHRDERR)
- Continue with the job submission process.

This job generates a report listing the errors of each time entry record such as: missing deductions earnings codes that are not valid.

- You can also run the Report of Hours (PHRHOURL) at this time to determine the payroll hours for the payroll ID.

- b) Access the Pay History Display Errors (PHIDERR) page.

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 (PHAHOURL) page, 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 PHAHOURL 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)

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 (PHAHOURL) page, 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 PHAHOURL 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 PHAHOURL 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 want to view available leave balances before 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 PHAHOURL reserved for the earnings code.

If the **Reduce Regular Hours** check box has been selected for the earnings code on the Employee Class Rule (PTRECLS) page, 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 (PHCATND) page 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 (PTRECLS) page.

To access the Attendance Validation (PHCATND) page, place the cursor in the History Jobs section of PHAHOURL 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 (PHCATND) page. When you first access the page, the first code appears in the **Earn Code** field. The system automatically redisplay 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 (PHAHOUR) page and then access the Attendance Validation (PHCATND) page. 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 (PHCATND) page for only those earnings codes whose attendance is to be tracked. |
| Record Required Attendance | enter data on the Attendance Validation (PHCATND) page 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 (PHCATND) page. 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 (PHCATND) page.

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.

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 (PHAHOUR) page. 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 want 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 (PHCDEDN) page 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. Because 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 want to delete time records for an employee, refer to the *Delete Time Entry records time entry deletions* topic. Otherwise, proceed to the next step.
17. Repeat the previous steps until all time entry records within the specified organization with the specified Time Sheet Indicator have been processed.

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 (NBAJOBS) page or the Employee Benefit/Deduction (PDAEDN) page are necessary, proceed to *Complete Payroll Proof, Leave Accounting, and Payroll calculations*.
- b) If changes are necessary to NBAJOBS or PDAEDN after you complete Step 12, proceed to *Re-extract employee Time Entry records*.
- c) If time entry is still needed, repeat the time entry steps outlined above.

Related tasks

[Complete Payroll Proof, Leave Accounting, and Payroll calculations](#) on page 202

[Re-extract employee Time Entry records](#) on page 200

[Delete time entry records](#) on page 201

[Create hard copy time sheets](#) on page 193

Re-extract employee Time Entry records

Before beginning payroll calculations, you must understand the concept of re-extraction in the Banner Human Resources.

About this task

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. Because 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, and so on, using the new job and deduction information. Instructions for performing the re-extraction process appear below.

When PHPTIME 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.

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 (PHIDERR) page 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 (PHAHOUR) page.

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 or PDAEDN 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 PHAHOURL 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 (PHIDERR) page to determine the problem and correct it. (You are not required to force a re-extract in this situation because 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 after 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.

Related tasks

[Complete Payroll Proof, Leave Accounting, and Payroll calculations](#) on page 202

[Create initial time entry records for payroll](#) on page 195

[Create hard copy time sheets](#) on page 193

Delete time entry records

You can delete a time entry record from the On-line Time Entry (PHAHOURL) page after running the Time Processing Report (PHPTIME).

Procedure

1. Access the On-line Time Entry (PHAHOURL) page.

-
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 redisplay 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.

Related tasks

[Create initial time entry records for payroll](#) on page 195

Complete Payroll Proof, Leave Accounting, and Payroll calculations

After completing the time entry process, the next step in the payroll cycle is to complete the proof, leave, and calculation processes.

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. 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 (PHIDERR) page.

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 *Create initial Time Entry records for payroll life insurance optional* or *Re-extract employee Time Entry records*.

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 PEALEAV. If the available hours on the PEALEAV 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.

Dock pay is a required eligible earning on the Employee Class (PTRECLS) page. Banner Human Resources and Position Control generates dock pay when the overall leave balance for a particular leave code or its priorities don't have sufficient balance for the leave taken, and the leave code or one of its priorities don't allow a negative balance.

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 want to recalculate the data for all time entry records, enter **Y** for the parameter **Recalculate 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 before 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).

Related tasks

[Create initial time entry records for payroll](#) on page 195

[Re-extract employee Time Entry records](#) on page 200

[Create hard copy time sheets](#) on page 193

Backup procedures for payroll processing

Ellucian recommends that you perform your site's backup procedures before setting up check and direct deposit processes and updating payroll records.

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Checks and Direct Deposits procedures

After completing all payroll calculations, you need to set up direct deposit information in Banner, set up address hierarchies for checks and direct deposits, and generate checks and direct deposit orders to process checks and direct deposits.

Set up Direct Deposit information in Banner

Follow these steps to set up Banner for processing direct deposits.

Procedure

1. Create bank information on the Bank Code Rules (GXR BANK) page as follows:
 - define bank codes for your 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 (NTRFINI) page.
3. Set up the Bank Routing Number and Bank Name on the Bank Routing Number Validation (GXVDIRD) page.
4. Set up the employee's direct deposit information on the Direct Deposit Recipient (GXADIRD) page.

What to do next

Proceed to the topic *Set up Address Hierarchy for Checks and Direct Deposits*.

Set up address hierarchy for checks and direct deposits

Use the Crosswalk Validation (GTVSDAX) page to create an address hierarchy that prioritizes the address types for each recipient entered on the Identification (PPAIDEN) page. This enables you to identify which address to use when issuing checks and direct deposits.

About this task

If you run PHPCHKL through job submission, you must insert a record to add additional address types.

After you have prioritized the address types in the hierarchy 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 GTVSDAX page.
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.

What to do next

You can now process checks and direct deposits.

Related tasks

[Process checks and direct deposits](#) on page 205

Process checks and direct deposits

Use these steps to process checks and direct deposit transactions.

Procedure

1. **Optional:** Enter a check message in the Pay Stub Message section of the Payroll Calendar Rule (PTRCALN) page.

Note: You cannot modify check and deposit messages after a payroll record reaches Disposition 42 or greater.

2. Ensure that you create an address hierarchy on the Crosswalk Validation (GTVSDAX) page using the internal code CHECKADDR, to prioritize the various address types for each recipient.

Refer to the *Set up address hierarchy for checks and direct deposits* topic 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 (GXADIRD) page 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: After a time entry record reaches disposition 42, changes that would change the employee's pay event can no longer be made on PTRCALN, PDAEDN, 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).

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 Line 3, on PTRCALN, upon running PHPCHEK, no check message is printed as Line 1 is null. However, on viewing the check message using 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.
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)
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.
3. Run PHRTREG to create the direct deposit transmittal register.

Submission of these jobs does not affect the payroll dispositions.

Related tasks

[Set up address hierarchy for checks and direct deposits](#) on page 204

Update payroll records and Interface payroll expenses to Banner Finance

In this phase of the payroll process, update the year-to-date records of each employee being processed, update position total records, and 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. 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).

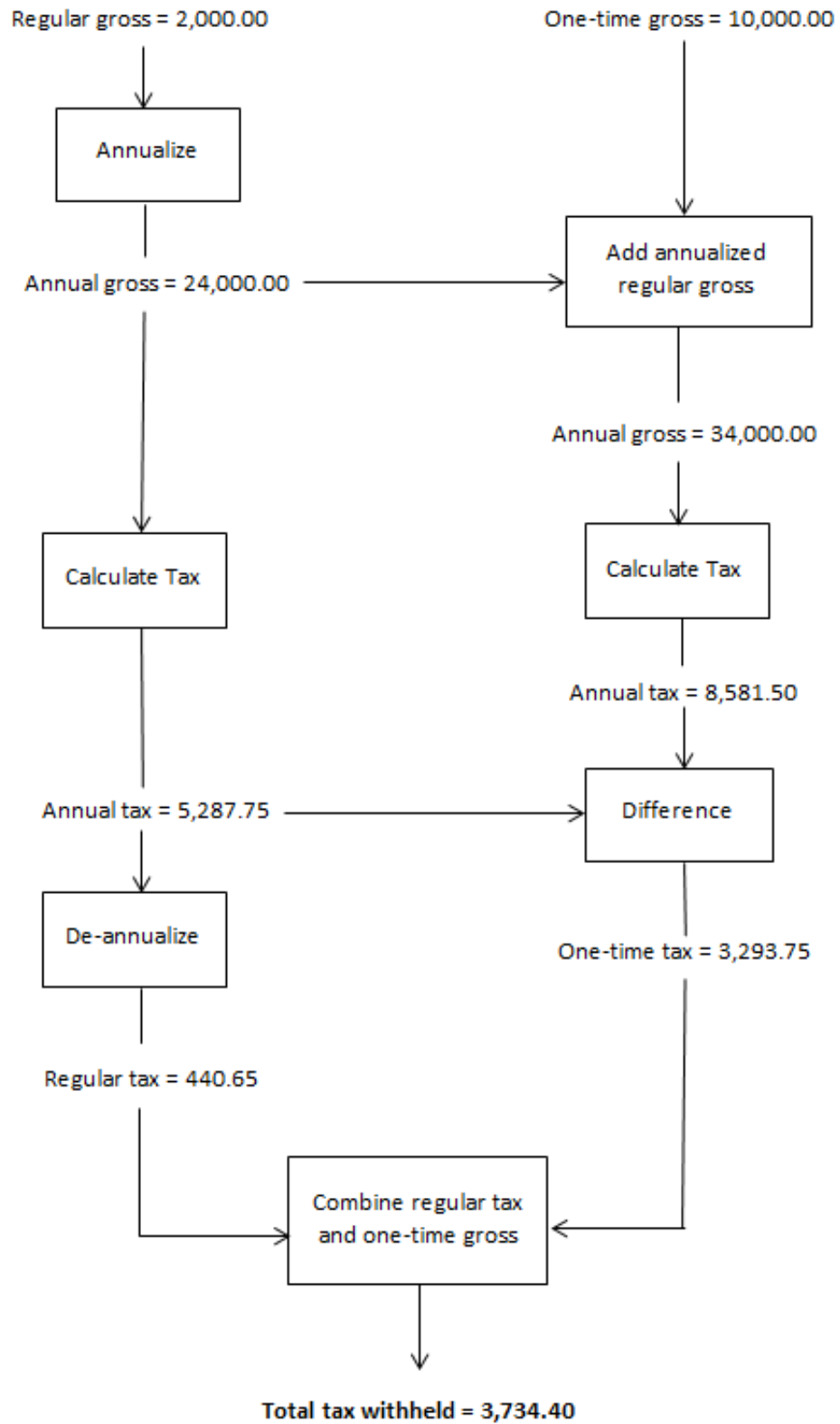
Calculation for One Time Tax Method

The value you enter in the Tax Method on the Earning Code Rules (PTREARN) page 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.

Note: Combining the straight annualized 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.



Payroll Adjustments

You can perform several types of payroll adjustments on the Payroll Adjustment (PHAADJT) page.

| Adjustment type | Adjustment purpose |
|-----------------|---|
| Void | Void or nullify a paycheck that was given in error. |
| Erase | Erase any payroll adjustment transaction before the event approval. |
| Redistribution | 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 | 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 | 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 | 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 | 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). |

Related concepts

[Payroll dispositions](#) on page 192

Sequence numbers

A paycheck and any related adjustments share the same employee ID, year, payroll ID, and payroll number. The sequence number for each pay event uniquely identifies it from the related events.

Banner assigns sequence numbers 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 (PHAADJT) page for detailed information on an original pay event and on each adjustment made to that event.

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.

Impact on Leave Accruals and Usage

The payroll adjustment process does not alter any leave accrual or usage information on the Employee (PEAEMPL) page.

If the adjustment you choose affects information on leave balances, accruals, or usage, you must manually correct this information on the Employee (PEAEMPL) page at the time of, or immediately following, processing of the adjustments.

Payroll adjustment procedures

Before you perform any payroll adjustments, payroll transactions must go through payroll processing. The final disposition for a payroll adjustment must be 70 (Complete) before you can begin an adjustment procedure.

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.

You must submit the Disposition Control Report (PHRDCON) on a periodic basis for past payrolls (including adjustments) to ensure that Banner appropriately handles all feed and transactions that require updates.

Related concepts

[Payroll Calculation Process](#) on page 193

Process void transactions

You can process void transactions on the Payroll Adjustment (PHAADJT) page.

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, directly access the Pay Event List (PHILIST) page or from the Payroll Adjustment (PHAADJT) page. To access PHILIST from PHAADJT, select the **Search** feature following the **Pay Event** fields.

Procedure

1. Access the PHAADJT page.
2. In the Key Block of PHAADJT, enter the **ID**, **Year**, **Payroll ID**, **Payroll Number**, and **Sequence Number** for the adjustment.

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 (PTRINST) page.

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 because 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.
13. Follow normal payroll procedures to interface to your general ledger.

Erase payroll adjustments

You can use an Erase action to perform what-if pay events without committing unwanted scenarios to pay history.

About this task

You can erase a payroll adjustment transaction from the system before approving the event except in the following cases:

- Adjustments of disposition 30 or greater.
- Void transactions that have been balanced or approved.

Procedure

1. Access the Payroll Adjustment (PHAADJT) page.
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

You can redistribute labor distributions from a completed pay event. A redistribution automatically creates a void transaction by backing out the original labor distribution and a redistribution, which builds an alternate labor distribution. This transaction does not produce a physical check.

About this task

For the Finance extract, you cannot redistribute payroll adjustments with a disposition less than 60. To view payroll dispositions for a specific employee, use the Pay Event List (PHILIST) page from the Payroll Adjustment (PHAADJT) page by selecting **Tools > List of Employee's Pay Events**.

Procedure

1. Access the Payroll Adjustment (PHAADJT) page.
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 (PTRINST) page.

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.)

Because 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 (PHAHOUR) page 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.

- 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

Follow this procedure to process manual check transactions.

Procedure

1. Access the Payroll Adjustment (PHAADJT) page.
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.

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 (PTRINST) page.

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* topic for the processes to be followed after you have committed the transaction. 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;
 - Employee Jobs Query (NBIJLST) page will pull the Labor Distribution that is `less than or equal to` the Job Detail Effective Date;
 - Time Sheet Keys (PHITSKY) page 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 (PHAHOUR) page by selecting Earnings History from the Tools button, and enter the **Earnings code**, **Hours or Units**, **Amount**, and **Special Rate** for the pay event.

If you want to view available leave balances before entering earnings, select `List Leave Balances` from the Tools button to access the Leave Balances window.

- After entering all required information, save.

If you want 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 (PHCDEDN) page 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 (PHCDEDN) page to return to the Payroll Adjustment (PHAADJT) page.
- 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 |

| If the Print Indicator is... | the resulting disposition is... | Proceed to Step... |
|------------------------------|---------------------------------|--------------------|
| 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.

- 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 (NBIJLST) page will pull the Labor Distribution that is *less than or equal to* the Job Detail Effective Date;
- Time Sheet Keys (PHITSKY) page 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 (PHAHOUR) page by selecting Earnings History from the Tools button, and enter the **Earnings** code, **Hours or Units**, **Amount**, and **Special Rate** for the pay event.

If you want to view available leave balances before entering earnings, select *List Leave Balances* from the Tools button to access the Leave Balances window.

- After entering all required information, save.

If you want 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 (PHCDEDN) page 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.

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 (NBIJLST) page will pull the Labor Distribution that is less than or equal to the

Job Detail Effective Date. The Time Sheet Keys (PHITSKY) page 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 (PHAHOUR) page using 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 (PTREARN) page.

- Save and Exit the On-line Time Entry (PHAHOUR) page to return to the Payroll Adjustment (PHAADJT) page.
- (Optional) Now, access the History Deductions (PHCDEDN) page 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.
- 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) |
|----------|------------------------|

| If the Print Indicator is... | the resulting disposition is... |
|-------------------------------------|--|
| 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 (PHCDEDN) page from the Tools button.
- Enter or add the net difference for a benefit or deduction and Save.
- Return to the Payroll Adjustment (PHAADJT) page.

Review the associated tax deductions on PHCDEDN which displays only active deductions that are calculated as a flat amount and a percent on the Benefits and Deductions Rule (PTRBDCA) page. 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 |

| Calculation Rule | Description |
|------------------|---|
| 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.

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 net amounts in the History section.
 - Return to PHAHOURL to correct the earnings for the appropriate gross amount.
 - Return to PHCDEDN to correct the deductions and 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.

Related concepts

[Payroll dispositions](#) on page 192

Adjust checks

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

Procedure

1. Access the Payroll Adjustment (PHAADJT) page.
2. In the Key Block, enter the **ID**, **Year**, **Payroll ID**, **Payroll Number**, and **Sequence Number** for the adjustment.

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 (PTRINST) page.

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** \downarrow defaults from the **Adjustment Action** field.

At this point, the **Disposition** of the adjustment is 47, Pre-Balance Update.

Adjusted checks can be generated by two methods: Manual or Computer.

Follow the appropriate sub-step to adjust and print checks manually or by computer.

- 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 (NBIJLST) page will pull the Labor Distribution that is `less than or equal to` the Job Detail Effective Date;
- Time Sheet Keys (PHITSKY) page 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 (PHAHOUR) page, **Related > Earnings History**, and enter the **Earning code**, **Hours or Units**, **Amount**, and **Special Rate** for the pay event.

If you want to view available leave balances before you enter earnings, go to **Tools > List Leave Balances** to access the Leave Balances window.

- After entering all required information, Save.

If you want 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 (PHCDEDN) page 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 |

| If the Print Indicator is... | the resulting disposition is... | Proceed to Step... |
|------------------------------|---------------------------------|--------------------|
| 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;
- Employee Jobs Query (NBIJLST) page will pull the Labor Distribution that is `less than or equal to` the Job Detail Effective Date;
- Time Sheet Keys (PHITSKY) page 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 (PHAHOUR) page by selecting **Tools > Earnings History** and entering the **Earning code**, **Hours or Units**, **Amount**, and **Special Rate** for the pay event.

If you want to view available leave balances before you enter earnings, select **Tools > List Leave Balances** to access the Leave Balances window.

- After entering all required information, Save.

If you want 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 (PHCDEDN) page 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.
- c) Different processes are required for computer versus manual calculations and printing. See *Payroll Dispositions* to determine which processes you must follow after committing the transaction.
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 |
| 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 the action does not balance, do one or more of the following:
 - Correct the gross and net amounts in the History section.
 - Return to PHAHOUR to correct the earnings for the appropriate gross amount.
 - Return to PHCEDN to correct the deductions and 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.

Related concepts

[Payroll dispositions](#) on page 192

Reissue checks and direct deposits

You can reissue checks and direct deposits, which creates a void transaction on the event you are adjusting and a manual transaction to replace the event being reissued. You cannot reissue reconciled checks.

Before you begin

Before you reissue, access the Direct Deposit Recipient (GXADIRD) page to review and update the employee's direct deposit information.

About this task

For the Finance extract, you cannot reissue events with a disposition less than 60. To view payroll dispositions for a specific employee, use the Pay Event List (PHILIST) page from the Payroll Adjustment (PHAADJT) page by selecting **Tools > List of Employee's Pay Events**.

Procedure

1. Access the Payroll Adjustment (PHAADJT) page.
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 (PTRINST) page.

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.

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.
 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 want 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 (PHAADJT) page.

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.
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

Create a new pay event transactions identical to a previous pay event with the Duplicate Adjustment function. You can issue the new pay event as is or it can serve as the basis for the new pay event.

About this task

Payroll adjustments that are at a disposition of less than 60, Finance Extract cannot be duplicated. To view payroll dispositions for a particular employee, directly access the Pay Event List (PHILIST) page or on the Payroll Adjustment (PHAADJT) page, select **Tools > List of Employee's Pay Events**.

Procedure

1. Access the Payroll Adjustment (PHAADJT) page.
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 want 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 (PTRINST) page.

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.

The **Event Type** `M`, defaults from the **Adjustment Action** field in step 3. Because 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* for the processes to follow after 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 want 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 (NBIJLST) page will pull the Labor Distribution that is `less than or equal to` the Job Detail Effective Date;
- Time Sheet Keys (PHITSKY) page 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 (PHAHOUR) page 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 special rate for the pay event.

If you want to view available leave balances before you enter earnings, select `List Leave Balances` from the Tools button to access the Leave Balances window.

- After entering all required information, Save.

If you want 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 (PHCDEDN) page 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 |

| If the Print Indicator is... | the Resulting Disposition is... | Proceed to Step... |
|------------------------------|---------------------------------|--------------------|
| 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:

- 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 want 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 (NBIJLST) page will pull the Labor Distribution that is `less than or equal to` the Job Detail Effective Date;
- Time Sheet Keys (PHITSKY) page 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 (PHAHOUR) page 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 **Special Rate** for the pay event. Any amounts entered on this page will be overlaid by the Payroll Calculation Process (PHPCALC).

If you want to view available leave balances before you enter earnings, select `List Leave Balances` from the Tools button to access the Leave Balances window.

- After entering all required information, Save.

If you want 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.

- Access the History Deductions (PHCDEDN) page 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 |

| If the Print Indicator is... | the Resulting Disposition is... | Proceed to Step... |
|------------------------------|---------------------------------|--------------------|
| 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.
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 action does not balance, do one or more of the following:

- Correct the gross and 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 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.

Query Original Pay Events

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.

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 (PHAHOUR) page 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 again.
7. To view deductions from the original pay event, access the History Deductions (PHCDEDN) page 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

Complete the 1042-S Information section of the Payroll Adjustment (PHAADJT) page to make manual pay adjustments and update 1042-S information for a non-resident employee, known as a non-resident aliens (NRA).

About this task

Note: You can only access the 1042-S Information window from the History Deductions (PHCDEDN) window using the Payroll Adjustment (PHAADJT) page.

Procedure

1. Follow directions for the appropriate Adjustment Action by entering adjustment transaction data on PHAADJT, PHAHOURL 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 (PTRBDCA) page 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 (PXATAXS or PXACALC) page 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. After 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.

Because 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 processes for the appropriate Adjustment Action to Balance/Approve and complete the adjusted pay event.

Query pay events: method 1

This procedure describes method 1 for querying pay events to filter the detail of a particular pay event on PHAADJT.

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

This procedure describes method 2 for querying pay events to filter the detail of a particular pay event on PHAADJT.

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 (PHILIST) page. To access this page, select the **Search** feature following the **Sequence Number** field.
3. Select the required pay event. The system redisplay 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**

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 duplicates on the Payroll Adjustment (PHAADJT) page.

The sequence of disposition codes primarily depends on the combination of values of the **Calculation Method** and **Print Method** fields on the Payroll Adjustment (PHAADJT) page. There are two cases that cover all value combinations:

- Case 1: Calculation Method set to Computer (C)
- Case 2: Calculation Method set to Manual (M)

Calculation Method set to Computer (C)

This case shows an example with the Calculation Method set to C and the **Print Method** 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 |

| Step | Action | Resulting Disposition |
|------|-------------|-----------------------|
| 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)*.

| 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. | |

Calculation Method set to Manual (M)

This case shows an example with the Calculation Method set to M and the **Print Method** must 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 |

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

You can run an adjustment through the following pay processes by establishing different combinations of the Print Method and Calculation Method on the Payroll Adjustment (PHAADJT) page.

| Calc Ind | Print Ind | Process | Disposition—In | Disposition—Out |
|------------|------------|---------|------------------------|--|
| C(omputer) | C(omputer) | PHPCALC | 30 - Awaiting Calc | 40 - Awaiting Document |
| C(omputer) | M(annual) | PHPCALC | 30 - Awaiting Calc | 47 - Pre-Balance Update |
| M(annual) | C(omputer) | PHPDOCM | 40 - Awaiting Document | 42 - Awaiting Check/Direct Deposit Run |

| Calc Ind | Print Ind | Process | Disposition—In | Disposition—Out |
|------------|------------|---------|------------------------|--|
| C(omputer) | C(omputer) | PHPDOCM | 40 - Awaiting Document | 42 - Awaiting Check/Direct Deposit Run |
| M(annual) | M(annual) | PHPUPDT | 50 - Awaiting Update | 60 - Finance Extract |
| C(omputer) | C(omputer) | PHPUPDT | 50 - Awaiting Update | 60 - Finance Extract |
| M(annual) | C(omputer) | PHPUPDT | 50 - Awaiting Update | 60 - Finance Extract |
| C(omputer) | M(annual) | PHPUPDT | 50 - Awaiting Update | 60 - Finance Extract |

Decision matrix for payroll adjustments

This table lists the payroll adjustment decision combinations. See the legend at the end of the topic for information about the abbreviations.

| Pay Event | Scenario | Employee Set-up | *Calc Indicator: (C, M and G) | *Print Indicator (C, M) | PHPDOCM - Just Checks? | Voided Transaction Created? | Result |
|------------|--|---|-------------------------------|-------------------------|------------------------|-----------------------------|--|
| Adjustment | Employee not paid enough during payroll cycle. | No entry in GXADIRD | All | C | N | N | Check printed by PHPCHEK or PHPCHKL. |
| Adjustment | - Same as above - | Entry in GXADIRD = Prenote** | All | C | N | N | Check printed by PHPCHEK or PHPCHKL. |
| Adjustment | - Same as above - | Entry in GXADIRD = Active, only one account. | All | C | N | N | Produces Direct Deposit Advice. |
| Adjustment | - Same as above - | Entry in GXADIRD = Active, multiple accounts. | All | C | N | N | Produces Direct Deposit Advice with multiple accounts. |

| Pay Event | Scenario | Employee Set-up | *Calc Indicator: (C, M and G) | *Print Indicator (C, M) | PHPDOCM - Just Checks? | Voided Transaction Created? | Result |
|------------|--|--|-------------------------------|-------------------------|------------------------|-----------------------------|--|
| Adjustment | - Same as above - | Entry in GXADIRD = Active, one account for % and the remainder as a check. | All | C | N | N | Check and Direct Deposit Advice printed by PHPCHEK or PHPCHKL. |
| Adjustment | - Same as above - | Entry in GXADIRD = Prenote** | All | C | Y | N | Only check printed. |
| Adjustment | Employee not paid enough during payroll cycle. | Entry in GXADIRD = Active, only one account. | All | C | Y | N | Only check printed. |
| Adjustment | - Same as above - | Entry in GXADIRD = Active, multiple accounts. | All | C | Y | N | Only check printed. |
| Adjustment | - Same as above - | Entry in GXADIRD = Active, one account for % and the remainder as a check. | All | C | Y | N | Only check printed. |
| Adjustment | - Same as above - | No entry in GXADIRD | All | M | PHPDOCM is not run. | N | Creates manual check. |
| Adjustment | - Same as above - | Entry in GXADIRD = Prenote** | All | M | PHPDOCM is not run. | N | Creates manual check. |

| Pay Event | Scenario | Employee Set-up | *Calc Indicator: (C, M and G) | *Print Indicator (C, M) | PHPDOCM - Just Checks? | Voided Transaction Created? | Result |
|------------|--|--|-------------------------------|-------------------------|------------------------|-----------------------------|--|
| Adjustment | - Same as above - | Entry in GXADIRD = Active, only one account. | All | M | PHPDOCM is not run. | N | Cannot select Direct Deposit type with Manual print indicator. Creates manual check. |
| Adjustment | - Same as above - | Entry in GXADIRD = Active, multiple accounts. | All | M | PHPDOCM is not run. | N | Cannot select Direct Deposit type with Manual print indicator. Creates manual check. |
| Adjustment | Employee not paid enough during payroll cycle. | Entry in GXADIRD = Active, one account for % and the remainder as a check. | All | M | PHPDOCM is not run. | N | Cannot select Direct Deposit type with Manual print indicator. Creates manual check. |
| Manual | For an employee who did not receive a check. | No Entry in GXADIRD | All | M | N | N | Check printed by PHPCHEK or PHPCHKL. |
| Manual | For an employee who did not receive a check. | Entry in GXADIRD as Prenote* | All | C | N | N | Check printed by PHPCHEK or PHPCHKL. |

| Pay Event | Scenario | Employee Set-up | *Calc Indicator: (C, M and G) | *Print Indicator (C, M) | PHPDOCM - Just Checks? | Voided Transaction Created? | Result |
|-----------|--|--|-------------------------------|-------------------------|------------------------|-----------------------------|--|
| Manual | For an employee who did not receive a check. | Entry in GXADIRD = Active, only one account. | All | C | N | N | Produces Direct Deposit Advice. |
| Manual | For an employee who did not receive a check. | Entry in GXADIRD = Active, multiple accounts. | All | C | N | N | Produces Direct Deposit Advice 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 | C | N | N | Check and Direct Deposit Advice printed by PHPCHEK or PHPCHKL. |
| Manual | For an employee who did not receive a check. | No Entry in GXADIRD | All | C | Y | N | Only check printed. |
| Manual | For an employee who did not receive a check. | Entry in GXADIRD as Prenote* | All | C | Y | N | Only check printed. |
| Manual | For an employee who did not receive a check. | Entry in GXADIRD = Active, only one account. | All | C | Y | N | Only check printed. |
| Manual | For an employee who did not receive a check. | Entry in GXADIRD = Active, multiple accounts. | All | C | Y | N | Only check printed. |

| Pay Event | Scenario | Employee Set-up | *Calc Indicator: (C, M and G) | *Print Indicator (C, M) | PHPDOCM - Just Checks? | Voided Transaction 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 | C | Y | N | Only check printed. |
| Manual | For an employee who did not receive a check. | No Entry in GXADIRD | All | M | PHPDOCM is not run | N | Creates manual check. |
| Manual | For an employee who did not receive a check. | Entry in GXADIRD as Prenote* | All | M | PHPDOCM is not run. | N | Creates manual check. |
| Manual | For an employee who did not receive a check. | Entry in GXADIRD = Active, only one account. | All | M | PHPDOCM is not run | N | Cannot select Direct Deposit type with Manual print indicator. Creates manual check. |
| Manual | For an employee who did not receive a check. | Entry in GXADIRD = Active, multiple accounts. | All | M | PHPDOCM is not run | N | Cannot select Direct Deposit type with Manual print indicator. Creates manual check. |

| Pay Event | Scenario | Employee Set-up | *Calc Indicator: (C, M and G) | *Print Indicator (C, M) | PHPDOCM - Just Checks? | Voided Transaction 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 | M | PHPDOCM is not run | N | Cannot select Direct Deposit type with Manual print indicator. Creates manual check. |
| Void | Void pay event | | All | 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 | C | N | N | Check printed by PHPCHEK or PHPCHKL. |
| Duplicate | Create a duplicate pay event for an employee. | Entry in GXADIRD = PreNote* | All | C | N | N | Check printed by PHPCHEK or PHPCHKL. |
| Duplicate | Create a duplicate pay event for an employee. | Entry in GXADIRD = Active, only one account. | All | C | N | N | Produces Direct Deposit Advice. |
| Duplicate | Create a duplicate pay event for an employee. | Entry in GXADIRD = Active, multiple accounts. | All | C | N | N | Produces Direct Deposit Advice with multiple accounts. |

| Pay Event | Scenario | Employee Set-up | *Calc Indicator: (C, M and G) | *Print Indicator (C, M) | PHPDOCM - Just Checks? | Voided Transaction 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 | C | N | N | Check and Direct Deposit Advice printed by PHPCHEK or PHPCHKL. |
| Duplicate | Create a duplicate pay event for an employee. | Entry in GXADIRD = PreNote* | All | C | Y | N | Only check printed. |
| Duplicate | Create a duplicate pay event for an employee. | Entry in GXADIRD = Active, only one account. | All | C | Y | N | Only check printed. |
| Duplicate | Create a duplicate pay event for an employee. | Entry in GXADIRD = Active, multiple accounts. | All | C | Y | N | Only check printed. |
| Duplicate | Create a duplicate pay event for an employee. | Entry in GXADIRD = Active, one account for % and the remainder as a check. | All | C | Y | N | Only check printed. |
| Duplicate | Create a duplicate pay event for an employee. | No Entry in GXADIRD. | All | M | PHPDOCM is not run | N | Creates manual check. |

| Pay Event | Scenario | Employee Set-up | *Calc Indicator: (C, M and G) | *Print Indicator (C, M) | PHPDOCM - Just Checks? | Voided Transaction Created? | Result |
|------------------|---|--|--------------------------------------|--------------------------------|-------------------------------|------------------------------------|--|
| Duplicate | Create a duplicate pay event for an employee. | Entry in GXADIRD = PreNote* | All | M | PHPDOCM is not run. | N | Creates manual check. |
| Duplicate | Create a duplicate pay event for an employee. | Entry in GXADIRD = Active, only one account. | All | M | PHPDOCM is not run | N | Cannot select Direct Deposit type with Manual print indicator. Creates manual check. |
| Duplicate | Create a duplicate pay event for an employee. | Entry in GXADIRD = Active, multiple accounts. | All | 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 | M | PHPDOCM is not run | N | Cannot select Direct Deposit type with Manual print indicator. Creates manual check. |

| Pay Event | Scenario | Employee Set-up | *Calc Indicator: (C, M and G) | *Print Indicator (C, M) | PHPDOCM - Just Checks? | Voided Transaction Created? | Result |
|-------------------|--|---|--------------------------------------|--------------------------------|-------------------------------|------------------------------------|--|
| Reissue Pay Event | Create a reissue pay event for an employee whose check was lost. | No entry in GXADIRD, checks only. | All | C | N | Y | Check printed by PHPCHEK or PHPCHKL. |
| Reissue Pay Event | Create a reissue pay event for an employee whose check was lost. | Entry in GXADIRD = PreNote* | All | C | N | Y | Check printed by PHPCHEK or 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 | C | N | Y | Produces Direct Deposit Advice. |
| 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 | C | N | Y | Produces Direct Deposit Advice with multiple accounts. |

| Pay Event | Scenario | Employee Set-up | *Calc Indicator: (C, M and G) | *Print Indicator (C, M) | PHPDOCM - Just Checks? | Voided Transaction Created? | Result |
|-------------------|--|--|--------------------------------------|--------------------------------|-------------------------------|------------------------------------|---|
| 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 | C | N | Y | Check and Direct Deposit Advice printed by PHPCHEK or 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 | C | N | Y | Direct Deposit Advice printed for the entire net amount of the direct deposit only by PHPCHEK or 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 | C | N | Y | Check is printed for the net amount of the check only by PHPCHEK or PHPCHKL. |

| Pay Event | Scenario | Employee Set-up | *Calc Indicator: (C, M and G) | *Print Indicator (C, M) | PHPDOCM - Just Checks? | Voided Transaction 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 | C | N | Y | Direct Deposit Advice printed for the check amount by PHPCHEK or PHPCHKL. |
| Reissue Pay Event | Create a reissue pay event for an employee whose check was lost | No entry in GXADIRD | All | C | N | Y | Only check 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 | C | N | Y | Only check 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 | C | Y | Y | Only check printed for the entire net amount of the direct deposit only |

| Pay Event | Scenario | Employee Set-up | *Calc Indicator: (C, M and G) | *Print Indicator (C, M) | PHPDOCM - Just Checks? | Voided Transaction Created? | Result |
|-------------------|--|--|-------------------------------|-------------------------|------------------------|-----------------------------|---|
| 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 | C | Y | Y | Only check 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 | C | Y | Y | Check 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 | C | Y | Y | Check printed for the entire direct deposit only. |

| Pay Event | Scenario | Employee Set-up | *Calc Indicator: (C, M and G) | *Print Indicator (C, M) | PHPDOCM - Just Checks? | Voided Transaction Created? | Result |
|-------------------|---|---|--------------------------------------|--------------------------------|-------------------------------|------------------------------------|--|
| Reissue Pay Event | Create a reissue pay event for an employee whose check was lost. | No entry in GXADIRD | All | M | PHPDOCM is not run | Y | Creates manual check. |
| Reissue Pay Event | Create a reissue pay event for an employee whose check was lost | Entry in GXADIRD = PreNote* | All | M | PHPDOCM is not run | Y | Creates manual check. |
| Reissue Pay Event | Create a reissue pay event for an employee whose direct deposit was rejected | Entry in GXADIRD = Active, only one account. | All | M | PHPDOCM is not run | Y | Cannot select Direct Deposit type with Manual print indicator. Creates manual check. |
| 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 | M | PHPDOCM is not run | Y | Cannot select Direct Deposit type with Manual print indicator. Creates manual check. |

| Pay Event | Scenario | Employee Set-up | *Calc Indicator: (C, M and G) | *Print Indicator (C, M) | PHPDOCM - Just Checks? | Voided Transaction Created? | Result |
|-------------------|---|--|-------------------------------|-------------------------|------------------------|-----------------------------|--|
| 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 | M | PHPDOCM is not run | Y | Cannot select Direct Deposit type with Manual print indicator. Creates manual check. |
| 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 | M | PHPDOCM is not run | Y | Cannot select Direct Deposit type with Manual print indicator. Creates manual check. |

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 Active 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

You can perform single or mass redistributions using the Labor Redistribution (PHAREDS) page.

Labor Redistribution (PHAREDS) page

Use the Labor Redistribution (PHAREDS) page to perform redistribution of all kinds, 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 using 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 (PHAREDS) page: 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 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. |

| Status Type | Description |
|-------------|---|
| 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. |

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 (PHAREDS) page: Selection Criteria Window

You can narrow the search for pay-event records in the **Selection Criteria** window.

For 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 (PHAREDS) page: Search and Replace Window

Use the **Search and Replace** window to quickly and easily perform mass "Search For/Replace With" changes.

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 (PHAREDS) page: 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 overwrite the information in the NEW Earnings section as necessary to indicate what data you want to change.

Labor redistribution procedures

Use the Payroll Redistribution (PHAREDS) page to perform labor redistribution and complete payroll processing for approved redistributions.

Enter key block information and record selection criteria

To begin a labor redistribution, enter the key block and record selection criteria.

Procedure

1. Access the Labor Redistribution (PHAREDS) page.
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 (PHILIST) page.

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.

If you want 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 options 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.

Related concepts

[Redistribute multiple pay events](#) on page 266

Related tasks

[Mass redistribute FOAPAL components](#) on page 264

[Redistribute a single pay event](#) on page 265

Mass redistribute FOAPAL components

Follow these steps to mass redistribute FOAPAL elements on PHAREDS.

Procedure

1. Access the Search and Replace window.
2. 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.

Results

The disposition of each modified record is 47, Pre-Balance.

What to do next

You can go to [Complete Redistribution Processing](#) on page 268.

Related concepts

[Redistribute multiple pay events](#) on page 266

Related tasks

[Enter key block information and record selection criteria](#) on page 263

[Redistribute a single pay event](#) on page 265

Redistribute a single pay event

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) 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.
5. Review changes in the Earnings History and Labor Distribution window.
6. Compare the old and new distributions for the pay-event record in the Edit Labor Distribution window, make additional changes if any, and repeat the previous step.
7. When all changes are satisfied, save the record to the database.

The disposition of each modified record is ⁴⁷, Pre-Balance Update.

8. Labor Redistribution Originators may add comments to the transaction.

What to do next

Go to the *Complete Redistribution Processing* topic.

Related concepts

[Redistribute multiple pay events](#) on page 266

Related tasks

[Redistribute multiple pay events with varying changes](#) on page 266

[Create mass changes to records with identical distributions](#) on page 267

[Complete Redistribution Processing](#) on page 268

[Enter key block information and record selection criteria](#) on page 263

[Mass redistribute FOAPAL components](#) on page 264

Redistribute multiple pay events

Multiple pay event records can have identical changes to their labor distributions or varying changes to the labor distribution of each record. Two procedures describe how to handle the various redistributions.

Related tasks

[Redistribute multiple pay events with varying changes](#) on page 266

[Create mass changes to records with identical distributions](#) on page 267

[Complete Redistribution Processing](#) on page 268

[Redistribute a single pay event](#) on page 265

[Enter key block information and record selection criteria](#) on page 263

[Mass redistribute FOAPAL components](#) on page 264

Redistribute multiple pay events with varying changes

You can redistribute multiple pay events in the same session with varying changes in each record.

Procedure

1. Complete Steps 1 through 4 from *Redistribute a single pay event* topic.
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* topic.
4. Repeat Steps 2 and 3 of this procedure until all events that require a modification have been changed.
5. Select **Tools > Previous Set of Labor Distributions** and scroll in the opposite direction.
6. Click **OK** to save changes.
7. Review changes in Earnings History and Labor Distribution window.
8. 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.
9. When all changes are satisfied, save the record to the database.

The disposition of each modified record is 47, Pre-Balance Update.

What to do next

Go to the *Complete Redistribution Processing* topic.

Related concepts

[Redistribute multiple pay events](#) on page 266

Related tasks

[Create mass changes to records with identical distributions](#) on page 267

[Complete Redistribution Processing](#) on page 268

[Redistribute a single pay event](#) on page 265

Create mass changes to records with identical distributions

You can create mass changes to all pay event records with identical distributions. You can only make mass changes to a percentage or to any FOAPAL component.

Procedure

1. Choose and redistribute a pay-event record following Steps 1 through 5 of *Redistribute a single pay event* topic.
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.

3. Click **OK** to save changes.
4. Save the record to the database.

The disposition of each modified record is at 47, `Pre-Balance Update`.

What to do next

Go to the *Complete Redistribution Processing* topic.

Related concepts

[Redistribute multiple pay events](#) on page 266

Related tasks

[Redistribute multiple pay events with varying changes](#) on page 266

[Complete Redistribution Processing](#) on page 268

[Redistribute a single pay event](#) on page 265

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.

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.

What to do next

Go to Procedure 7 *Complete Payroll Processing for Redistributions*

Note: It is not necessary to run the Pay Period Update Process (PHPUPDT) as PHAREDS changes data pertaining specifically to Finance.

Related concepts

[Redistribute multiple pay events](#) on page 266

Related tasks

[Redistribute multiple pay events with varying changes](#) on page 266

[Create mass changes to records with identical distributions](#) on page 267

[Redistribute a single pay event](#) on page 265

[Complete Payroll Processing for Redistributions](#) on page 269

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. 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.

Related tasks

[Complete Redistribution Processing](#) on page 268

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 pay period defined in Banner.

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 (PTREARN) page.

The FLSA module includes the following features:

- An employee's overtime pay can be automatically calculated and generated using 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

Procedure

1. Use the Work Period Rule (PTRWKPR) page 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.

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.

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 (PTREARN) page.

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) | <p>These FLSA earnings will be used to calculate accrual compensation (for example, comp time) for overtime hours.</p> <p>If you enter FA at Type, you must also enter a value in the Leave Earned Code field.</p> |
| FC (FLSA Cash) | <p>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.)</p> |
| OT (Overtime Pay) | <p>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.</p> |

| Earn Value | Result |
|------------------------------|--|
| 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.) |

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 add hours to the Payroll Leave Accrual Table. Do not use this Earn Code for time input purposes because it is reserved for the automated calculation. Typically, when paying out the `Compensatory Time`, FLSA uses an additional **Earn Code** to generate the cash that is used to issue the payment and 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.)

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 (PTREARN) page.

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.

| 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. |

4. Access the Employee Class Rule (PTRECLS) page 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 (PEAEMPL) page, where it can be overridden.

| FLSA Method Value | Result |
|-------------------|--|
| Cash | <p>An employee in this employee class will receive cash compensation for FLSA overtime hours.</p> <p>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).</p> |
| Accrual | <p>An employee in this employee class will receive accrual compensation (for example, comp time) for FLSA overtime hours.</p> <p>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).</p> |
| N/A | <p>An employee in this employee class is not eligible to receive FLSA overtime compensation (that is, an exempt employee).</p> |

- b) At **FLSA Period**, enter the code of the work period (Step 1) associated with this employee class.

For employees with this employee class code, the value you enter here defaults to the Employee (PEAEMPL) page, 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 OTs.) Be sure to enter the FLSA earnings code(s) you established at Step 2.

5. The work period and FLSA indicator established on PTRECLS in Step 4 default to the Employee (PEAEMPL) page 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 (PEAEMPL) page, 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 (PTRECLS) 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 for FLSA processing.

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 (PHAHOUR) page.

Payroll reconciliation

The following table illustrates payroll reconciliation by field and includes a sample worksheet for use in payroll reconciliation by report/process. To reconcile a payroll, compare the totals.

| This amount | on this report or process | must equal the amounts | on these reports and processes |
|--------------------|----------------------------------|--------------------------------------|---------------------------------------|
| Total Gross | PHPCALC | Total Gross | PHRPREG |
| | | — and — | |
| | | 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 — | |

| This amount | on this report or process | must equal the amounts | on these reports and processes |
|--|----------------------------------|--|---------------------------------------|
| | | 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 |
| 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 |
| | | | If Banner Finance is installed |
| Sum of Total Debits plus Total Credits | NHPFIN2 | Total Debits/Credits | FURFEED |
| | | | If Banner Finance is installed |

| | Report 1: PHPCAL | Report 2: PHR | Report 3: CISSP | Report 4: HRDIRD | Report 5: PHRPRE | Report 6: PHRDRE | Report 7: PHFEXN | Report 8: PHFIN2 | Report 8: FURFEED |
|---------|---------------------|------------------|--------------------|-------------------------------|--------------------------|--------------------------------------|--------------------------------------|---------------------|----------------------|
| 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: | | |
| | | | | | | \$ | \$ | | |
| | Total Deductions: | | | Total Employee Deduction Amt: | Current Employee Amount: | Employee Deduction Liability: | Employee Deduction 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: | | |

| Report 1: | Report 2: | Report 3: | Report 4: | Report 5: | Report 6: | Report 7: | Report 8: |
|-----------|-----------|-----------|-----------|-----------|------------------------------|------------------------------|---------------------------|
| PHPCAL | PHRCISS | PHRDIRD | PHRPRE | PHRDRE | PHPFEX | PHNHP | PHFIN2 |
| | | | | | | | FURFEED |
| | | | | | \$ | \$ | |
| | | | | | 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. For example, the yearly wages of an employee on a ten-month contract can be paid in equal installments over twelve months.

Deferred pay processing supports the following features:

- Processing deferred pay without using pay counts.
- Deferred pay advances that happen before the money is accrued.
- Midyear raises for employees on deferred pay.
- Hiring employees on deferred pay at midyear.

Establish Deferred Pay Data

About this task

Procedure

1. Access the Defer Pay Period Rule (PTRDFPR) page.

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.

2. At **Defer Pay Code**, enter a new or existing 1- to 4-character defer pay period code.
3. Move to the Defer Pay Period Definition section. At **Description**, enter a 1- to 30-character description of this deferred pay period.

-
- 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 (PTRPICT) page.

Note: To view a list of defined codes, select the **Search** feature for **Payroll ID**.

- 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 (PTRCALN) page and must be entered in the next section of the Defer Pay Period Rule page.

- 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.

- 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 (PTRCALN) page.

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.

- Enter one of the following values for the **Defer Indicator**.

| Defer Indicator Value | Description |
|------------------------------|---|
| Accrual | <p>Accrues funds in this pay period for deferred pay. A type DA earn code is created for these funds when you run PHPTIME.</p> <p>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 (PEADADJ) page. 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.</p> |

| Defer Indicator Value | Description |
|-----------------------|--|
| Advance | <p>Deferred amount is paid out regardless of balance. A negative deferred balance is allowed. A type <code>DO</code> earn code is created when you run the Time Processing Report (PHPTIME).</p> <p>The salary paid to the employee is equal to the value of Per Pay Salary on the Employee Jobs (NBAJOBS) page unless a revised amount exists for Per Pay Salary on PEADADJ. The earn code associated with the earn type of <code>DO</code> automatically replaces the <code>RP</code> 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.</p> |
| Payout | <p>Deferred amount is paid out up to the amount of the deferred balance. The balance cannot be negative. A type <code>DO</code> earn code is created when you run PHPTIME.</p> <p>The salary paid to the employee is equal to the value of Per Pay Salary on the Employee Jobs (NBAJOBS) page unless a revised amount exists for Per Pay Salary on PEADADJ. The earn code associated with the earn type <code>DO</code> automatically replaces the <code>RP</code> earn type earn code that resides in the Default Earnings section of 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.</p> |
| No Action | <p>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 <code>DO</code> or <code>DA</code> are created when you run the Time Processing Report (PHPTIME).</p> |

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 (PTREARN) page. Establish earnings codes with earn types of `DA` and `DO`.
11. Go to the Employee Class Rule (PTRECLS) page.
 - 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.
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 (NBAJOBS) page.

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 (PTRDFPR) page. To view a list of defined codes, double-click on **Deferred Pay**.

The system adjusts the values in **Factor** and **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.

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 the Employee Jobs (NBAJOBS) page is displayed and the **Tools > View Defer Adjustment** option is active. The information is not available when the **View Defer Adjustment** option is grayed.

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. 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.

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 nine pay periods and is paid over twelve pay periods. The salary does not change during the twelve 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 |
| August | Payout |

Mr. Jones has a contract for \$24,000, and 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 nine pay periods, and defers \$666.67 during each of the first nine 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
- Assignment Salary = \$2666.667 ($\$24,000 / 9$)

On the **Deferred Pay** window:

- Per Pay Salary = \$2000 ($\$24,000 / 12$)
- Deferred Amount = \$666.67 ($\$2,666.67 - \$2,000$)

The amount deferred is totaled during the year. This total is fed to Banner Finance 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:

$$9 \text{ (number of accrual periods)} * 666.67 \text{ (deferred amount)} = \$6,000.03 \text{ (deferred pay balance)}$$

Information for Example 1 is summarized on the following chart:

Deferred Pay Example: No Salary Change

| Pay Period | Job Detail Window | | Deferred Pay Window | | |
|------------|-------------------|-------------------|---------------------|-----------------|-----------------|
| | 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 |
| 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 nine of the twelve 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 that 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 (NBAJOBS) page for Mr. Jones as follows:

On the **Job Detail** window:

- Annual Salary = \$24,000
- Assignment Salary = \$2666.667 (\$24,000 / 9)

On the **Deferred Pay** window:

- Per Pay Salary = \$2000 (\$24,000 / 12)
- 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
- Assignment Salary = 3111.11 (\$28,000 / 9)

On the **Deferred Pay** window:

- Per Pay Salary = \$2333.33 (\$28,000 / 12)
- Deferred Amount = \$777.78 (\$3,111.11 - \$2,333.33)

When Mr. Palmer receives a raise, the system begins calculating the pay differently than it did before the raise. Because the pay increase occurs part way through the cycle, the system looks at Mr. Palmer's earnings and deferred pay because 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 (the salary an employee receives after their raise) and the new defer pay amount (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 system uses the following formulas 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

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 (PEADADJ) 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 Salary amount: @\$,277.78

The Per Pay Defer Amount (\$833.33) is calculated using this formula:

New Assignment Salary: \$3111.11

Minus new Per Pay Salary 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

| Pay Period | Job Detail Window | | Deferred Pay Window | | Deferred Pay Adjustment List (PEADADJ) page | | |
|------------|-------------------|-------------------|---------------------|-----------------|---|----------------------|-----------------|
| | 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 |

| Pay Period | Job Detail Window | | Deferred Pay Window | | Deferred Pay Adjustment List (PEADADJ) page | | |
|------------|-------------------|-------------------|---------------------|-----------------|---|----------------------|-----------------|
| | Annual Salary | Pay Period Amount | Per Pay Salary | Deferred Amount | Per Pay Salary | Per Pay Defer Amount | Amount Paid Out |
| 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. Because 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, 2019 that was effective on January 1, 2019. If that employee was to receive their back pay on March 31, 2019, retroactive pay would be calculated for the employee for January 1, 2019 through February 28, 2019 and that pay would be included in the employee's March pay check.

Retroactive pay processing supports these features:

- Specified retroactive earn codes by earnings code within an employee class.
- Control of prior fiscal year and current fiscal year retroactive earn codes.
- Specified earn codes on which to calculate retroactive pay.

Establish Retroactive Pay Data

About this task

Procedure

1. Establish retroactive earn codes on the Earnings Code Rule (PTREARN) page 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 (PTRECLS) page.

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 (PTRRERN) page.

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.

- a. 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.

- b. Move to the Retro Period Information section.

The values you enter in this section must be predefined on the Payroll Calendar Rule (PTRCALN) page.

- c. 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.

- d. 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.

- e. 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.

- f. At **Begin Retroactive Period Year**, enter the year of the first payroll for which the Retroactive Pay Calc Process (PHPRETO) will calculate retroactive pay.

To view a list of valid years, select the **Search** feature for the **Begin Retroactive Period Year** field.

- g. 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.

- h. 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.

- i. At **Begin Retroactive Period Proration Date**, enter the begin date to be used by PHPRETO.

- j. 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.

- k. 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.

- l. 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.

- m. At **End Retroactive Period Proration Date**, enter the end date to be used by PHPRETO.
- n. 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.
- o. Go to the Earn Codes window by selecting **Earn Codes** from the Tools button.

This window identifies the retroactive pay earn codes and the earnings codes on which retroactive pay is to be calculated. PHPRETO uses the information in this window.

- a. At **Earnings Code**, enter the earn code on which retroactive pay for the specified employee class is to be calculated.

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.

- b. 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.
- c. 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: You must run the NBPMASS process to update NBAJOBS records for new pay rates before you run PHPTIME and PHPRETO.

- d. 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.

- e. At **Prior 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 **Prior Fiscal Year Earn Code** field.

4. Run the Time Processing Report (PHPTIME) for the destination payroll.
5. Access the On-line Time Entry (PHAHOUR) page.

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 PHA HOUR 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 and run 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 PHAHOOR. |
| Population Selection ID, Creator ID, and Application Code | The process uses information from GLRSLCT, GLAEXTR, and PTRRERN to determine the employees for whom it is to calculate retroactive pay. |

Retroactive Pay Processing Tips

Ellucian offers some tips for processing retroactive pay using the Retroactive Earn Codes Rule (PTRRERN) page and Retroactive Pay Calc Process (PHPRETO).

Tips for the Retroactive Earn Codes Rule (PTRRERN) page

These tips can help you set up and maintain Retroactive Earn Code rules on the PTRRERN page.

- If you receive the following error message, verify that Eligible Earnings have been defined on the Employee Class Rule (PTRECLS) page for both an RT and RO earn type:

```
*ERROR* Both RT and RO earn codes must exist as eligible earnings on PTRECLS.
```

-
- 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 (PHAHOUR) page, 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)

These tips can help you when running the PHPRETO process.

- 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 use 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.

Miscellaneous Tips

These tips can help you when working with retroactive pay processing.

- The **Shift Differential** check box on the Earnings Code Rule (PTREARN) page 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 PHA HOUR.
- 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. 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 associated retroactive pay earnings will not be inserted on PHAHOUR.

Whenever you run the process in Update mode, check the Error Count on the PHPRETO report and run the Payroll Errors Display Report (PHRDERR).

If you do not want retroactive pay calculated on the old employee class, 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 have an extra pay period (53 weekly pay periods or 27 biweekly pay periods) if 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 salaried employee to receive the same annual salary as they 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.

You cannot change the hourly wages of your hourly employees in a year with an extra pay period. You can, however, use Banner Human Resources to ensure that benefits and deductions are correctly calculated for those employees.

Related tasks

[Salary adjustments for salaried employees not receiving deferred pay](#) on page 294

[Adjust salary for employees receiving deferred pay](#) on page 295

[Adjust Salary For Hourly Employees](#) on page 296

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 earns weekly gross wages of \$1,000, Irving would earn \$53,000 in one year. To ensure that Irving receives only \$52,000 a year, you must reduce Irving's weekly pay 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 the \$20,000 salary paid out over the entire year, it 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 when not working. On payrolls 21-26, Maria would receive \$769.23 cash that is withdrawn from the money deferred during payrolls 1-20. Maria's total cash compensation for the year is \$20,000.

During a year with an extra pay period, your institution might choose to accrue Maria's salary for 20 pays and pay out the deferred amount over 7 pays. In this case, Maria would receive \$740.74 cash on payrolls 1-20 and defer \$259.26 to be paid during the time not working. On payrolls 21-27, Maria would receive \$740.74 from the cash that was 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 Human Resources 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 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 (PTRPICT) page 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

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 in Banner. Employees will continue to be paid as they were in previous years.

About this task

If salaried employees have to receive reduced per-pay salaries during the year, you must perform the following two procedures.

Procedure

1. Change the value of **Pays Per Year** on the Payroll Identification Rule (PTRPICT) page to 26 (for biweekly pay periods) or 53 (for weekly pay periods).

-
2. Create a new job record on the Employee Jobs (NBAJOBS) page 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 (PTRPICT) page to 26 (for biweekly pay periods) or 52 (for weekly pay periods).
4. Create a new job record on the Employee Jobs (NBAJOBS) page 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, their 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.

Related concepts

[Payroll Processing for years with an extra pay period](#) on page 292

Adjust salary for employees receiving deferred pay

Perform this procedure at the start of the defer pay cycle that will contain an extra pay period.

About this task

The procedures that ensure that per pay salaries and deferred pay values are accurate for employees who receive deferred pay during a year with an extra pay period are similar to those for other salaried employees with two important exceptions:

- Information must be changed on the Defer Pay Rule (PTRDFPR) page rather than the Payroll Identification Rule (PTRPICT) page 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.

Procedure

1. Change the Defer Pay Rule (PTRDFPR) page 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 (NBAJOBS) page 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 create a new job record on NBAJOBS, 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, their 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.

Perform this procedure at the end of the defer pay cycle:

3. Change the Defer Pay Rule (PTRDFPR) page 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 (NBAJOBS) page 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 create a new job record on NBAJOBS, 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, their 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.

Related concepts

[Payroll Processing for years with an extra pay period](#) on page 292

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 (PTRPICT) page to 27 (for biweekly pay periods) or 53 (for weekly pay periods).

2. Create a new job record on the Employee Jobs (NBAJOBS) page 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 the Employee Jobs (NBAJOBS) page 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 (PTRPICT) page to 26 (for biweekly pay periods) or 52 (for weekly pay periods).
4. Create a new job record on the Employee Jobs (NBAJOBS) page 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.

Related concepts

[Payroll Processing for years with an extra pay period](#) on page 292

Employee Self-Service pay stub setup

You can use the PTRWSTB, PTREARN, PTRBDCA, GTVSDAX, and GORDMSK pages to set up and define aspects of the Employee Self-Service pay stub.

Set up pay stub display rules on PTRWSTB

The Web Based Pay Stub Rules on PTRWSTB provide 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. Clear the **Display Banner ID** 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.
 4. The **Display SSN/SIN/TIN** indicator defaults to checked. Clear 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. Clear the indicator to turn off the display of the employee's name on the pay stub.
 7. The **Display Address** indicator defaults to checked. Clear 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. Clear 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. Clear 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. Clear 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. Clear 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. Clear 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. Clear 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. Clear 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. Clear the indicator to turn off the display of the Filing Status section.

Verify Earnings Codes to display on the pay stub on PTREARN

You can specify whether to display earnings on the pay stub.

About this task

When you specify not to display an earnings code, Banner Human Resources does not include the amount associated with the earn code in the total in the Earnings section of the pay stub for the current pay period or YTD amounts. However, it does include the earnings in the pay period and YTD Gross and Net Amounts displayed in the Summary section.

Note: When Banner Human Resources displays Special Rate Earn Codes, that give an amount per hour or unit, it does not adjust the special rate by the multiplication factor. It does use the multiplication factor to calculate the Gross Amount.

Procedure

1. Access the Earnings Code Rule (PTREARN) page.
2. Review the **Display on Web Pay Stub** indicator for each earnings code and clear the indicator for any earnings you do not want to display on the pay stub.
3. Save your changes.

Verify Benefit or Deduction codes to display on the pay stub on PTRBDCA

About this task

When you specify not to display a benefit or deduction code, the amount associated with the benefit or deduction is not included in the total 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.

Procedure

1. Access the Benefits and Deductions Rule (PTRBDCA) page.
2. Review the **Display on Web Pay Stub** indicator for each benefit or deduction code and clear the indicator for any benefits or deductions you do not want to display on the pay stub.
3. Save your changes.

Define the address to display on the employee pay stub

Define an address hierarchy that specifies which address to print on the Employee Self-Service pay stub. The hierarchy defines the priority order of which address type to look for and print.

About this task

You define Address Type hierarchies on the Crosswalk Validation (GTVSDAX) page. You can define an address hierarchy used specifically for pay stub processing by creating GTVSDAX records with an Internal Code = PAYADDRWEB. If there are no records on GTVSDAX with this Internal Code value, the process uses the records with Internal Code = CHECKADDR. This is the address hierarchy used by the Check Print processes (PHPCHEK and PHPCHKL).

For example, if you want the Employee Self-Service pay stub to display an employee's mailing address and if one does not exist then display the permanent address, create two records on GTVSDAX. Define the record for mailing address to use a Seq value of 1 and External Code = MA (Mailing Address code). Define the record for permanent address to use a Seq value of 2 and External Code = PR (Permanent Address code).

Procedure

1. Access the GTVSDAX page.
2. Click **Insert**.
3. On the **Code** field, enter PAYADDRWEB.
4. On the **Sequence** field, enter the hierarchical number, for example 1, 2, 3, and so on, for the address type defined by this record.
5. On the **Group** field, enter ADDRESS.
6. On the **External Code** field, enter an address type such as MA (for mailing address).
7. On the **Description** field, enter a description of the address, for example, mailing address.
8. On the **Sys** field, select PW (Employee Self-Service) to identify that this record and code are associated with the Employee Self-Service application.
9. Save the record.
10. Repeat these steps for all address types that you want to define as part of the hierarchy.

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[†] 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 |
| 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 |

Third party time entry reporting

Banner supports time entry from an external third party time reporting system. You upload information from the third party source into Banner for a payroll using your own interface.

This describes how time is processed for third party time entry that does not require approvals, which is distinct from third party time with approvals.

Mass Time Entry (PHAMTIM) page

When third party information is uploaded, it appears on the **Mass Time Entry (PHAMTIM)** page. Review and adjust information on PHAMTIM.

Insert records

PHAMTIM receives data from a third party interface; it does not edit the data but it does verify that the required fields exist. If the information is incomplete, it is not moved along in the payroll process and you receive an error when you run PHPMTIM.

These are the PHAMTIM required fields.

- Year
- Payroll ID
- Pay Number
- (Employee) ID
- Position (and Suffix)
- Earn (Codes)
- Shift
- Hours/Units
- Begin Date

The following fields, when populated on PHAMTIM, overwrite values on the **On-line Time Entry (PHAHOUR)** page after you run PHPMTIM.

- Index
- Fund
- Organization
- Account
- Program
- Activity
- Location

- Project
- Cost
- External Account Number (non-Finance clients)

Change records

You must make changes to time transactions on the **Mass Time Entry (PHAMTIM)** page either before or after running the Mass Time Entry Process (PHPMTIM).

If you make changes after running the PHPMTIM process, then you have to rerun PHPMTIM to insert the changed records into the Pay History tables and view the changed information on the **On-line Time Entry (PHAHOUR)** page.

Delete records

After you delete employee time records from PHAMTIM, you must rerun PHPMTIM to remove the records from the Payroll History and the Mass Time Entry (PHRMTIM) tables and no longer display them on PHAHOURL.

PHRMTIM table fields

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 (PHAMTIM)** page. The chart below maps the database columns of the PHRMTIM table to the field names on 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 |

| Column Name | Field Name | Null | Comments |
|------------------------|-------------------|----------|--|
| 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 |
| 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. |

| Column Name | Field Name | Null | Comments |
|---------------------------|-------------------------|----------|--|
| 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 | External Account Number | | Free-page account code. Used when BannerFinance is not installed. |
| 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 PHRMTIM table indicators on page 305 |
| PHRMTIM_DEEMED_HRS | Deemed | | Deemed hours. Used for Canadian clients only. |

PHRMTIM table indicators

The PHRMTIM indicators determine the status of the transactions appearing on the **Mass Time Entry (PHAMTIM)** page.

These indicators are only included on the PHRMTIM table; they do not display on the PHAMTIM page.

| PHRMTIM_CHANGE_IND Value | Description |
|--------------------------|--|
| Y | Occurs when a record has been entered and saved on PHAMTIM originally. |

| PHRMTIM_CHANGE_IND | |
|--------------------|---|
| Value | Description |
| N | Occurs when PHPMTIM has been run and PHAMTIM entries have been inserted on PHAHOUR (replaces Y or C). |
| 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) |

Time Processing Report (PHPTIME)

The Time Processing Report (PHPTIME) populates the Pay History tables at the beginning of a payroll. You can see the information on the **Online Time Entry (PHAHOUR)** page.

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 with the following dispositions:

- Disposition 05 (Awaiting Re-Extract),

-
- Disposition 10 (Awaiting Hours Entry) or
 - Disposition 20 (Awaiting Proof).

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.

The Payroll Display Errors Report (PHRDERR) lists errors created during PHPMTIM. You can view the errors on the **Pay History Display Errors (PHIDERR)** page.

As noted above, PHPMTIM inserts records into the Pay History tables which can be viewed on the **On-line Time Entry (PHAHOUR)** page. This process adds time to any existing time already in payroll history seen on PHAHOURL. You can run this process multiple times.

PHPMTIM updates all records in the following tables:

- Hour Validation (PHRHOURL)
- Pay History Attendance Repeating (PHRATND)
- Pay History Earnings Repeating (PHREARN)
- Pay History L/D Override Repeating (PHRELBD)
- Pay History Error Log Repeating (PHRERRL)
- History Jobs (PHRJOBS)
- Pay Event History (PHRHIST)

PHPMTIM 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 (PTRECLS)** page. 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.

PHPMTIM special rates

If you enter an earning code that requires a special rate, you must also enter the special rate as a specific day and shift. You must enter the same special rate in any effective-dated period within the payroll.

When Banner Human Resources displays Special Rate Earn Codes, that give an amount per hour or unit, it does not adjust the special rate by the multiplication factor. It does use the multiplication factor to calculate the Gross Amount.

Example

If you are interfacing daily time for an earning requiring a special rate, you must make the rate the same on all days within the payroll unless there is a corresponding record with the effective-date for the employee on the **Employee Jobs (NBAJOBS)** page.

This determination is based on the earning code begin date that you enter. If you enter different special rates for the same earning code and shift within the payroll and the system does not find any corresponding effective-date job records, the system returns an error.

PHPMTIM attendance records

If an earning code has the **Attend** indicator checked on the **Employee Class Rule (PTRECLS)** page to track attendance, the PHPMTIM process inserts attendance records. You can view the attendance records on the **Employee Attendance Inquiry (PEIATND)** page.

PHAMTIM labor distributions

If your institution uses Banner Finance, you can change all or part of a FOAPAL by entering new values for all FOAPAL elements, only the new FOAPAL index, or any value within the FOAPAL.

If your institution does not have Banner Finance installed, you 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 (PTREARN)** page 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 distributions. In Example 1, 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 (PHAHOUR)** page after PHPMTIM is run.

PHAMTIM labor distributions: Example 1

This example describes the labor distribution for an employee who works part of their time in a different department.

Time is entered for John Smith, an employee, through a third party interface. On January 8th, John worked part of the day in a different department than where time is normally charged. Therefore, John's time is interfaced with overrides to the organization code where it is typically charged. John's original labor distribution contained two different organization codes. It appeared like the following.

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. Because 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 |

PHAMTIM labor distributions: Example 2

In this example, Bob has entered time through a third party interface with FOAPAL overrides entered for an organization code and a program code.

Bob's original labor distributions included two different program codes that appeared like the following.

Original Labor Distribution as it appeared on NBAJOBS:

| 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. Because 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. Because 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 PHAHOURL 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

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 (PHAMTIM)** page.

Procedure

1. Run the Time Processing Report (PHPTIME) to extract benefits, deductions, and labor distribution information.
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 (PHAHOUR)** page reads the pay history information. Access this page to enter, review, or correct reported hours.

Tax administration and regulatory reporting

Tax administration and regulatory reporting involves setting up exemptions and tax treaties, defining deductions, processing electronic W-4 forms and taxed, and doing IPEDS reporting.

Set up tax exemptions and calculations

You must establish calculation and exemption parameters to define them for a specified tax.

Procedure

1. Access the **Tax Set up (PXATAXS)** page.

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: Contact the Ellucian Support Center to obtain the password.

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 setup instructions for the exemption type you are defining.

Set up pages for tax exemptions

You have three format options for setting up wage exemption entries in the PXATAXS Tax Exemption section: percentage of gross exemptions, flat dollar amount/option code exemptions, and percentage of tax exemptions.

Percentage of gross exemptions

To set up wage exemptions using percentage of gross exemptions, enter values in the **Percentage**, **Exemption Low Range**, and **Exemption High Range** fields.

If no range exists, enter 0 (zero) in **Exemption Low Range** and 9999999999.99 in **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

To set up wage exemptions using dollar amount/option code exemptions, you can specify flat dollar amounts with or without option codes. Use the **Option Code**, **Multiply or Add**, and **Amount** fields.

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:

| Field | Entry |
|-----------------|---------------------------|
| Option Code | A number between 2 and 5. |
| Multiply or Add | Multiply |

| Field | Entry |
|--------|-----------------|
| 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

To set up wage exemptions using percentage of tax exemptions, enter values in the **Tax Code Indicator**, **Tax Type**, and **Tax Percent** fields.

| Field | Entry |
|--------------------|---|
| | Current tax amount or Annualized tax amount |
| Tax Code Indicator | |
| 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:

| 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 |

Set up tax calculations

You can set up tax percentages using either a straight percentage tax calculation or percentage of tax calculation.

Straight percentage tax calculation method

You must enter values in the Tax Exemption section of PXATAXS to define the straight percentage tax calculation method.

Use these rules to enter values in the Tax Exemption section of PXATAXS:

- 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.

| Field | Entry |
|---------------------|-----------|
| Sequence Number | 1 |
| Percentage | 1.45 |
| Maximum Annual Tax | 1887.90 |
| Wage Base | 130200.00 |
| Employer Percentage | 1.45 |

Percentage of tax calculation method

You must enter values in the Tax Exemption section of PXATAXS to define the percentage tax calculation method.

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 table entries and additional tax calculation step parameters.

This window identifies wage brackets and their 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 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.

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 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 tax calculations steps

The Additional Step window maintains additional steps for tax calculations. You must perform the following steps after the taxable wage passes through the graduated tax tables in the tax calculation process.

Procedure

1. Select Additional Step in Tax Calculation from the Tools button of the **Tax Set Up (PXATAXS)** page.

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 (PDAEDN)** page 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 PDAEDN. Then refer to the PTRBDCA matrix in the Banner Human Resources Online Help.

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 on PXACALC

You can establish deductions using the **Tax Calculation Rule (PXACALC)** page.

Procedure

1. Establish a code for this deduction on the **Tax Code (PXATXCD)** page. If you want your deductions to have defined filing statuses, establish them on the **Tax Filing Status page (PXAFSTA)** page. For detailed instructions on using PXATXCD and PXAFSTA, refer to [Set up federal and state tax treaties](#) on page 320.
2. Access the **Tax Calculation Rule (PXACALC)** page.

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: Contact the Ellucian Support Center to obtain the password.

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.
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.

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 PDAEDN. 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 PDAEDN (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 conjunction 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.

-
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.

Set up federal and state tax treaties

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.

About this task

Tax 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 (PXATXCD)** page.
 - a) Enter your password to change information on this page.
 - b) Follow the steps described for the **Tax Code Rules (PXATXCD)** page.
 - c) Define the 1042-S tax codes applicable to your institution.

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.

| Position | Convention | Designation |
|---|------------|--|
| 1 and 2 | NR | All federal treaties |
| | <XY> | Specific states that honor federal treaties. For example, PA for Pennsylvania, NY for New York. |
| 3 and 4 | 16 | Scholarship/Fellowship Grants |
| | 17 | Independent Personal Services |
| | 18 | Dependent Personal Services |
| | 19 | Teaching |
| | 20 | Compensation During Training |
| | 42 or 43 | Earnings as an Artist or Athlete |
| 5 (Applicable to income code L 16 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:

| Position | Convention | Designation |
|----------|------------|---|
| 1 and 2 | XX | All, where XX represents the state abbreviation. for example, PA - Pennsylvania or NY - New York. |

| Position | Convention | Designation |
|---|------------|----------------------------------|
| 3 and 4 treaties | NR | All state |
| 5 and 6 | 16 | Scholarship/Fellowship Grants |
| | 17 | Independent Personal Services |
| | 18 | Dependent Personal Services |
| | 19 | Teaching |
| | 20 | Compensation During Training |
| | 42 or 43 | Earnings as an Artist or Athlete |
| 7 (Applicable to Income code L 16 only) | L | Living Expenses |
| | Q | Qualified Expenses |
| | N | Subtype not applicable |

2. Access the **Tax Filing Status (PXAFSTA)** page.

- 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 321 and Step 1.d on page 321.

- 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 (PXATAXS)** page.

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.

When an employee's year-to-date applicable gross (YTD plus applicable gross of payroll being processed) exceeds the amount entered at this prompt for their 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 and is a citizen of Austria. The minimum applicable YTD gross for Austria has been defined on PXAFSTA as \$3,000. The employee is taxed on half of the second paycheck and all of the third.

| 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 (PXATAXS)** page 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.

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. 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. 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.

4. Access the **Earn Code Rule (PTREARN)** page.

- 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 (PTRECLS)** page to add the non-cash earn code created in Step 2, if applicable.

6. Access the **Benefit/Deduction Type Validation (PTVBDTY)** page.

- 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 (PTRBDCA)** page.

- 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 | NR Schlr (example for Income Type 16) |
| Long [Description] | Federal Withholding Tax | Fed Tax Scholarship/ Fellowship (example for Income Type 16) |
| Deduction Type | 01 | 20 |
| Tax Code | NR | NR16, 17, 18, 19, 20, 42 or 43 |
| (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 |

| PTRBDCA Field | Federal Withholding | Tax Treaty |
|---------------------------------|----------------------------|------------------------|
| Title [of Amount Code] 1 | Additional Withholding | Additional Withholding |

- b) Examine the remaining windows of the **Benefits and Deductions Rule (PTRBDCA)** page 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

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.

- 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 Rule (PTRBCAT)** page 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 (PDAEDN)** page.
- 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 (PEAEMPL)** page.

- 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 |
| 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 PDAEDN, 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 (NBAJOBS)** page, 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 (NBAJOBS)** page.

Process electronic W-4 forms and taxes

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 (PDAEDN)** page. If you received an IRS Lock-In Letter, you must also enter that information on the PDAEDN page.

About this task

The Federal Withholding Tax deduction must also be identified on the **Benefit or Deduction Grouping Rule (PTRBDPG)** page to enable the Electronic W-4 in Banner Employee Self-Service. 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 (PTRBDPG)** page.
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.

After you set up the initial deduction and rules, employees can then make changes in Employee Self Service, electronically certify the changes, and submit the changes to update the PDAEDN 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 (PDAEDN)** page.
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. After you have entered an IRS Lock-In Letter, 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.
- 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, for example. 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

IPEDS reports must reflect your employee population as of a particular cutoff date and you must submit them by a specified date. The two dates can vary for each reporting year and are available online from the NCES web site.

You must submit the IPEDS reports to the National Center for Education Statistics (NCES) using 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.

Refer to other IPEDS topics for more information.

Note: IPEDS reporting applies only to Higher Education Institutions in the U.S.

Health and Safety Administration

The Health and Safety module supports entering and reporting job-related health and safety information about an employee. You can use this information to satisfy Occupational Safety and Health Act (OSHA) requirements.

Use the Health and Safety Incident (PEAHISN) page to maintain information about health and safety issues including incident details, physician and facility information, and descriptions of the activity and injury.

OSHA Forms 300/300A and 301

OSHA Forms 300/300A and 301 are the forms you must submit to the Department of Labor to report required employee health information.

You will use the following forms, processes, and reports to collect the information you need to complete and file OSHA Forms 300/300A and 301.

- Disability Status Code (PTVDISA)
- Health and Safety Cost Reason Code (PTVHSCR)
- Health and Safety Location Type Code (PTVHSLT)
- Health and Safety Medical Condition Type (PTVHSMT)
- Health and Safety Party Classification Type Code (PTVHSPC)
- Health and Safety Incident Type Code (PTVHSTC)
- Hazard Standard Precautions (PTVHZSP)
- Hazard Type Code (PTVHZTC)
- Incident Status (PTVISTA)
- Litigation Status (PTVLITG)
- Manufacturers (PTVMANU)
- Recommendation Status Code (PTVRSTA)
- Workers' Compensation Classification (PTVWKCP)
- Hazardous Materials (PTRHAZD)
- Incident Locations (PTRHSIL)
- Health and Safety Medical Codes (PTRHSME)
- Health and Safety Incident (PEAHSIN)
- Canadian Form 7 (PERCAF7)
- OSHA Form 300/300A (PEROSHA)
- OSHA Form 301 (PERO301)

Configure Banner for OSHA reporting

Banner Human Resources and Position Control uses information from several rule and validation forms to produce OSHA reports. The OSHA reports will contain accurate data only if this information is complete and correct. Use the following instructions to ensure you are providing the required information.

Procedure

1. Complete name and address fields on the Employer Rule page (PTREMPR).
2. Access the Disability Status Code page (PTVDISA) and enter the codes used by your institution. These codes are used on the Health and Safety Incident page (PEAHSIN).
3. Access the Health and Safety Cost Reason Code page (PTVHSCR) and enter the codes used by your institution. These codes are used on the Health and Safety Incident page (PEAHSIN).
4. Access the Health and Safety Location Type Code page (PTVHSLT) and enter the codes used by your institution. These codes are used on the Health and Safety Incident page (PEAHSIN).
5. Access the Health and Safety Medical Condition Type page (PTVHSMT) and enter the codes used by your institution. These codes are used on the Health and Safety Medical Codes page (PTRHSME).
6. Access the Health and Safety Party Classification Type Code page (PTVHSPC) and enter the MMREF Code for all Nation Codes used by your institution. These codes are used on the Health and Safety Incident page (PEAHSIN).
7. Access the Health and Safety Incident Type Code page (PTVHSTC) and enter the codes used by your institution. These codes are used on the Health and Safety Incident page (PEAHSIN).
8. Access the Hazard Standard Precautions page (PTVHZSP) and enter the codes used by your institution. These codes are used on the Hazardous Materials page (PTRHAZD).
9. Access the Hazard Type Code page (PTVHZTC) and enter the codes used by your institution. These codes are used on the Hazardous Materials page (PTRHAZD).
10. Access the Incident Status page (PTVISTA) and enter the codes used by your institution. These codes are used on the Health and Safety Incident page (PEAHSIN).
11. Access the Litigation Status page (PTVLITG) and enter the codes used by your institution. These codes are used on the Health and Safety Incident page (PEAHSIN).
12. Access the Manufacturers page (PTVMANU) and enter the codes used by your institution. These codes are used on the Hazardous Materials page (PTRHAZD).
13. Access the Recommendation Status Code page (PTRSTA) and enter the codes used by your institution. These codes are used on the Health and Safety Incident page (PEAHSIN).
14. Access the Hazardous Materials page (PTRHAZD) and enter the Manufacturer, Hazard Types and Precautions Codes associated with each Hazard Code. These field values are used on the Health and Safety Incident page (PEAHSIN).
15. Access the Incident Locations page (PTRHSIL) and enter Incident Location information for sites around your campus. These locations are used on the Health and Safety Incident page (PEAHSIN).

-
16. Access the Health and Safety Medical Codes page (PTRHSME) and enter the Medical Codes used by your institution. These codes are used on the Health and Safety Incident page (PEAHSIN).
 17. Access the Identification page (PPAIDEN) and do the following:
 - a) Enter the person information for any person or party involved in an incident entered on the Health and Safety Incident page (PEAHSIN).
 - b) Create non-person identifications as needed.
 18. On the Health and Safety Incident page (PEAHSIN) do the following:
 - a) Enter information on the **Incident** and **Involved Persons** tabs. These tabs identify the information reported on OSHA Forms 300 and 301.
 - b) Enter information on the **Treatment** tab, if relevant, for Form 301.
 - c) Enter information on the **Resolution and Follow Up Information** tab, if desired

Results

You successfully set up information for OSHA reporting and can now process OSHA reports.

Generate 301 report

Run the PERO301 process to produce the OSHA Form 301 Injury and Illness Incident report.

About this task

Refer to reports content about *OSHA Form 301* for information and instructions on running the PERO301 process.

You can use the `pero301.lis` file to view the form 301 report created by this process.

Procedure

Run the OSHA Form 301 Report (PERO301) process to produce OSHA Form 301 Injury and Illness Incident report.

Generate 300/300A reports

Run the PEROSHA process to produce OSHA Forms 300/300A. By default, the Summary report, Form 300A, is generated following the detailed OSHA report, Form 300.

About this task

Refer to reports content about *OSHA Form 300* and *OSHA Form 300A* for information and instructions on running the PEROSHA process.

You can use the `perosha.lis` file to view both of the reports created by this process. If generated, the `.csv` file is saved in the job submission folder.

Procedure

Run the OSHA Forms 300/300A (PEROSHA) process to produce forms 300/300A.

Position Control

Position Control provides you with the ability to perform position management and personnel services tasks.

You can perform the following types of position control procedures:

- Organizational transfer of budgeted amounts
- Reverse organizational transfers
- Encumbrance recasting
- Encumbrance recasting for multiple payrolls
- Multiple Year Encumbering
- Fringe benefit accounting under the Charge Back method

Position management

Position management is the process of maintaining position history and incumbent history.

Position class

A position class refers to a job or group of jobs. This is different from a position, which is a budgeted entity.

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, you can easily migrate it to the **Position Class Rule page (NTRPCLS)**.

You gain some processing advantages by using position classes.

- Ability to group positions (and incumbents) together by official site title for purposes of EEO and Human Resources functions.
- Ability to develop a naming scheme that offers meaningful sorts by job titles on reports.

You could use a position class for four individuals at your site who have the job title Accountant I. You must enter the Accountant I position class only one time on the **Position Class Rule (NTRPCLS)** page and define the four positions on the **Position (NBAPOSN)** page.

Position class definition

You can define position classes to use generic or specific job titles. For example, you could define generic job titles: Administrative, Professional, Clerical, and Technical and specific job titles: Accountant I, Accountant II, Receptionist, Secretary, Administrative Secretary, and Executive Secretary.

Ellucian recommends using specific job titles if plan to use Banner Human Resources for common human resource tasks such as salary/pay plans analysis, completing market surveys, and compa-ratio analysis.

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), gives the employee's actual salary/rate, and calculates the compa-ratio and average salary/rate. 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 take the required survey data from the report.

If you use generic position class names, your site cannot perform the same system analysis because many positions could fall under the same position class.

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

A naming convention for position class codes simplifies the creation of online queries and makes it easier to analyze report output.

Following is a sample naming convention.

| | |
|--------------------|---|
| Character 1 | Employee's grouping code; for example, C = Clerical, A = Administrative, or U = Unclassified Administrative |
| Characters 2 and 3 | Employee's grade; for example, 01, 02, or 03 |
| Characters 4 and 5 | Random number |

Using this naming convention makes it easier to locate the specific position class information. 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 online listings and in reports.

You must use valid position class codes in all online queries. For a complete list of valid position class codes at your site, review the Position Class Incumbent Report (NBRPINC) or the **Position Class Listing Rule (NBRPCLS)** page.

Organizational transfers of budgeted amounts

You can transfer budgeted amounts from one organization to another.

Procedure

1. Access the **Position Budget (NBAPBUD)** page.

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.
7. **Optional:** To send these changes to the Banner Finance System, run the Finance Interface Extract (NHPFIN1).

Related tasks

[Enable Encumbrance Recasting Indicator](#) on page 338

Reverse organizational transfers

The **Position Budget (NBAPBUD)** page provides the ability to reverse a budgetary responsibility to a previously completed organization transfer. NBAPBUD requires 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** tab 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. 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 one time.

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

Encumbrance recasting gives you an alternative method to manage encumbrances throughout the fiscal year.

Initially, you could only generate encumbrances using job assignments and 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 before you feed the first payroll. This will be discussed in the setup information to follow. Otherwise, multiple encumbrance adjustments can be fed to Banner Finance.

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 (PTRECLS)** page, which are then associated with the employee's job assignment.

Encumbrance recasting prerequisites

Encumbrance recasting affects the Encumbrance Maintenance Process (NBPENCM) and Expenditures Finance Extract (PHPFEXP) processes.

Both processes execute the recast methodology when the following two conditions are satisfied:

- The Encumbrance Recasting Indicator located on the Position Control **Installation Rules (NTRINST)** page 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

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.

About this task

Encumbrance recasting only applies to the System-Calculated encumbrance method.

Procedure

1. Access the **Position Control Installation Rules (NTRINST)** page.
2. In the Finance Rules section, enable the **Encumbrance Recasting Indicator**.
3. Access the **HR/Finance Set up Rules (NTRFINI)** page.
4. Clear the **Recalculate All Salary or Fringe Encumbrances** indicator.
If you do not clear this indicator, the NBPENCM process will terminate. If this happens, clear the indicator for the appropriate chart and fiscal year and rerun the NBPENCM process.

Encumbrance maintenance process parameters

When you run the Recast process, you need to specify parameters for the NBPENCM process. These items only affect encumbrance recast calculations and are not referenced in any other encumbrance process.

| Parameter | Description |
|--------------------------|--|
| 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. |

| Parameter | Description |
|-------------------------------|--|
| Liquidate entire fiscal year? | Recasting will inclusively calculate encumbrances as of the Recast Date entered. Therefore, if the Recast Date is the fiscal year end date and you don't want to have one day calculated, enter Yes to liquidate the entire fiscal year. |

Encumbrance maintenance processing notes

When you run the NBPENCM process it uses the **Encumbrance Recasting Indicator** on NTRINST to determine whether to process employees associated with the System Calculated Encumbrance Method using 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.

1. 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.

2. 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.
3. Run the NBPENCM process every pay period, monthly, 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.

4. 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 you use the Fringe Chargeback method, fringe encumbrances are computed and posted as part of this process 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.

Related concepts

[Recast for multiple years encumbering](#) on page 342

Encumbrance recasting impact on Payroll process

PHPFEXP determines whether you have enabled recasting and uses overrides when System Calculated employees are to be posted.

About this task

The NHPFIN1 and NHPFIN2 processes post planned encumbrance adjustments.

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.
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 use this Rule Class control because 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

The Encumbrance Maintenance Process (NBPENCM) provides the ability to process a single Pay ID or a user-defined set of Pay IDs. This facilitates encumbrance processing against multiple payrolls under the Recasting method.

The NBPENCM process also ensures that calculations occur only for employee jobs associated with a given payroll so that the process date remains synchronous with the payroll period.

Set up rules

You must set up specific rules to use encumbrance recasting for multiple payrolls.

Procedure

1. Enable the Encumbrance Recasting Indicator on the Position Control Installation Rules (NTRINST) page.
2. Enter information for Salary Expense and Fringe Charge Expense on the **HR/Finance Set Up Rules (NTRFINI)** page in the Encumbrance Overrides window.
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

You must run some processes to calculate and pass the recast encumbrance reductions to Banner 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).
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 you use the Fringe Chargeback method, fringe encumbrances are computed with salary encumbrances as a part of this process.

Recast for multiple years encumbering

Banner Human Resources and Position Control accommodates multiple years encumbering for grant related funds used on an employee's job.

You can only use multiple years encumbering with the Encumbrance Recasting method. This process includes the following features:

- Requires the Finance/Grant and Human Resources and Position Control products.
- Uses Banner Finance to identify which Fund or Grant records are set up for multiple year encumbering, and the timeframe to use for encumbrance calculations, that is before the fiscal year ends or sometime in the future beyond the Active fiscal year.
- 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.
- You can view encumbrance calculation amounts on the **Labor Distribution Change History (NBIJLHS)** page in the Salary Transaction Detail section.

The Calculation End Date and End Date Reason are displayed here to help reconcile amounts and time periods.

Note: If you use the Fringe Chargeback method, multiple year fringe encumbrances are computed as a part of this process with salary encumbrances.

Related concepts

[Encumbrance maintenance processing notes](#) on page 339

Fringe benefit accounting under the charge back method

Fringe budget and expense accounting 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) 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 (NTRFBLD)** page 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.

Fringe budgeting under the charge back method

If the Fringe Method Indicator on the HR/Finance Set up Rules (NTRFINI) page is set to `All` or `Exception`, the Budget Maintenance Process (NBPBUDM) calculates fringe benefits under the charge back method.

The charge back method bases its calculations 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 the Fringe rates defined on the Fringe Charge Back Rules page (NTRFBLD).

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.

Because 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 relationships between the NTRFINI fields and how they affect budgeting, encumbering, and expensing of fringe benefits under the charge back method and how the calculated amounts are interfaced to Banner.

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 before 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.

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)

See the *Interface to Banner Finance* topic for descriptions of the relationships between the NTRFINI fields and how they affect fringe benefit budgeting, encumbering and expensing under the charge back method.

See the *Fringe benefit accounting examples* topic to help you understand the calculation process for fringe encumbering under the charge back method when multiple external funding sources exist.

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). You can view the total fringe encumbrance value on the Job Base Record section of NBAJOBS and 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 the charge back 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 on the Earn Codes and Labor Distributions in the Payroll History tables, the process does the following:

- Determines which Earn Codes and amounts are eligible, based on the PTREARN setting
- Derives the employee rate based on Employee Class within the job and the rate that is active on the Fringe Charge Back Rules, NTRFBLD
- Determines whether an External Rate using FOAPAL Matching will be applied to the calculation, based on the set-up rules on NTRFINI and NTRFBLD
- Calculates 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).

Comparison chart—actual method versus charge back method

| Function | Actual Method (Banner Finance Not required) | Charge Back Method (Banner Finance Required) |
|---------------------|--|--|
| Fringe Budgets | <ul style="list-style-type: none"> • Based on Individual Deduction Code • Calculated by Batch Process Only When Position Budgets are Rolled From FY to FY • Requires Manual Maintenance | <ul style="list-style-type: none"> • Based on Position Salary Budgets and Fringe Rate • Fringe Rate Defined by Funding Source or Employee Class • Maintenance performed by Batch Process NBPBUDM |
| Fringe Encumbrances | Not calculated | <ul style="list-style-type: none"> • Optional feature. • Based on Salary Encumbrances and Fringe Rate • Fringe Rate Defined by Funding Source 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 | <ul style="list-style-type: none"> • Fringe Benefit Costs Charged Back (Reallocated) to Employing Departments Based on Eligible Earnings and Fringe Rate • Fringe Rate Defined by Funding Source or Employee Class |

Fringe benefit accounting procedures

As part of fringe benefit accounting you may need to create new NTRFINI records, set up fringe residual labor distribution overrides. If your institution uses the charge back method, you can also perform budgeting, encumbering, and expensing for fringe benefit calculations.

Create new fiscal year records

You can create a new fiscal year records before the start of a new fiscal year.

Procedure

1. Access the NTRFINI rules page.
2. Select `Copy Prior Year` from the Tools button.
3. Select **OK** and acknowledge the message.

The Enter Query message is displayed.

4. Enter the **Fiscal Year** and **COA** code of the record 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.

Related tasks

[Charge back method—no external funding sources](#) on page 348

[Charge back method—with external funding sources](#) on page 350

Set up fringe residual labor distribution override fields

If your site has external funding sources with a fringe rate that may be less than the installation fringe rate, you must define overrides to the External Funding FOAPAL and run processes to recalculate fringe benefits and encumbrances.

Procedure

1. Access the **Position Budget (NBAPBUD)** page.
 2. Enter Key Block information for the currently active fiscal year and a position.
 3. Scroll down until the cursor is positioned in the Fringe Benefit section.
 4. Navigate to the **Fringe Residual Distribution FOAPAL** page.
-

5. 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 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.

6. Save the record to the database.
7. Run the Budget Maintenance Process (NBPBUDM) and the Encumbrance Maintenance Process (NBPENCM) recalculate adjustments to fringe benefits (under the charge back method) and salary/fringe encumbrances (if the Job Labor Distribution was also changed) 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.

8. Feed budgets and encumbrances to Banner Finance using NHPFIN1 and NHPFIN2.

Charge back method—no external funding sources

You can budget, optionally encumber, and expense fringe benefits under the charge back method when external funding sources do not exist.

Procedure

1. Refer to the Value Combination charts described with the HR/Finance Set Up Rule (NTRFINI) page topics.
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 because you will not be comparing "external" fringe rates to the "installation" rate.

3. Access the HR/Finance Set up Rules page (NTRFINI) in Banner.
 - a) To establish fringe charge back rules for the new fiscal year, create a new record to access the new fiscal year record.
 - 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). |

| Field | Value |
|---|---|
| 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) In **Query Date**, enter the date equal to the Effective Date of the first NTRFBLD records 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 fringe rate you enter will end (not change) during the fiscal year, enter the **End Date** for the appropriate employee class.
5. If you know of future changes to these fringe rates, select the **Create Set for Labor Distributions** option.
6. In the Create New Date Records window, enter the **Effective Date**, make other changes as needed, and save.
7. If you have not already rolled Position budgets for the year you want to compute fringe benefits for, perform budget maintenance. See the *Budget modeling* topics.

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) and verify the report.
 9. Review the pages which must be updated by this process based on the parameters you selected. Validate the updates or insertions performed.
 10. Feed the newly calculated fringe budgets to Banner Finance, using NHPFIN1 and NHPFIN2 processes.
 11. Validate that the Position Budget page (NBAPBUD) and budget history pages were correctly updated.
 12. Verify that the fringe budgets, salary encumbrances and fringe encumbrances are properly posted to Banner Finance.
 13. To calculate salary and fringe encumbrances, 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)
14. Run the Encumbrance Maintenance Process (NBPENCM) in report mode to verify. Then run the report in the Process mode.
 15. Feed the newly calculated fringe encumbrances to Banner Finance, using NHPFIN1 and NHPFIN2 processes.
 16. 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.
 17. Process a payroll and feed the transactions to Banner Finance. Validate the results using the provided reports.

See the *Budget modeling budget maintenance checklist* topic to determine the appropriate processes to run when feeding payroll transactions to Banner Finance.
 18. Verify the payroll feed.
 19. Access NTRFINI to ensure that the **Recalculate All Salary or Fringe Encumbrances** indicator was set back to **No** by the Encumbrance Maintenance Process (NBPENCM).

Related concepts

[Budget modeling](#) on page 400

[Budget modeling budget maintenance checklist](#) on page 411

Related tasks

[Create new fiscal year records](#) on page 347

Charge back method—with external funding sources

You can budget, optionally encumber, and expense fringe benefits under the charge back method when external funding sources exist.

Procedure

1. Refer to the Value Combination charts described with the HR/Finance Set Up Rule (NTRFINI) page topics.

Select the chart which most accurately reflects your site's practices. Review the functions performed by the Budget Maintenance Process (NBPBUDM), the Encumbrance Maintenance Process (NBPENCM), and the Finance Expenditure Extract Process (PHPFEXP).

2. Access the HR/Finance Set Up Rules page (NTRFINI) in Banner.
 - a) To establish fringe charge back rules for the new fiscal year, create a new record to access the new fiscal year record.
 - 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 the level of matching you want the system to use to determine 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. |
| 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) In **Query Date**, enter the date equal to the Effective Date of the first NTRFBLD records to build.

For example, to build rules that 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.
5. If you know of future changes to these fringe rates, select the **Create Set for Labor Distributions** option.
6. In the Create New Date Records window, enter the **Effective Date**, make other changes as needed, and save.

7. Select **Tools > External Rules**.

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 you know them.

- d) From the first External Funding Source row, select **Tools > Labor Distribution Overrides**.

- e) Enter External Labor Distribution Overrides to be used for the selected record.

- f) 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) Repeat these steps until all records in the External Funding Source Fringe Rate Definition window are associated with an External Fringe Labor Distribution Override.

8. 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).

9. If you have not already rolled Position budgets for the year you want to compute fringe benefits for, perform budget maintenance. See the *Budget modeling* topics.

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).

10. 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).

-
11. Review the pages that should have been updated by this process, depending on the parameters you have selected.

Validate the updates or insertions performed.

12. Feed the newly calculated fringe budgets to Banner Finance using the NHPFIN1 and NHPFIN2 processes.
13. 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 and on the Labor Distribution Change History page (NBIJLHS) and the Employee Job History page (PEIJHIS).

14. Ensure that fringe budgets, salary encumbrances, and fringe encumbrances are properly posted to Banner Finance.
15. 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).

16. 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.
17. 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.

18. Process a payroll and feed the transactions to Banner Finance. Validate the results using the provided reports.

See the *Budget modeling budget maintenance checklist* topic to determine the appropriate processes to run when feeding payroll transactions to Banner Finance.

19. Verify the payroll feed.

Related concepts

[Budget modeling](#) on page 400

[Budget modeling budget maintenance checklist](#) on page 411

Related tasks

[Create new fiscal year records](#) on page 347

Fringe benefit accounting examples

Use the examples of fringe budgeting, encumbering, and expensing of fringe benefits under the Charge Back method to better understand how this fringe benefit accounting works.

The Budget Maintenance Process (NBPBUDM) calculates fringe benefits based on the following logic when the Fringe Calculation method on NTRFINI is All or Exception 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 (NTRFBLD)** page 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 |
| 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 ($\$10,000 \times 26.5\%$).

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 | $\$10,000.00 \times 25\% \times 28\%$ |
| External Source 2 | \$750.00 | $\$10,000.00 \times 25\% \times 30\%$ |
| 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:

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 |

Because 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.

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 (NTRFINI)** page **Fringe Rate Override Indicator** is Yes, 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

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 rates exceeds the installation fringe rate, a negative budget will not occur. When the **HR/Finance Set Up (NTRFINI)** page Fringe Rate Override Indicator is No, 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 |

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 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. The system then uses 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). 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.

CA-MIS support

The MIS module is supported by the following pages.

Validation pages

- District/Division Code Validation (GTVDICD) page
- EEO Contract Group Validation (PTVEEOG) page
- Employee Group Code Validation (PTVEGRP) page
- Job Activity Code Validation (PTVJACT) page
- Job Change Type Validation (PTVJCTY) page
- Citizen Type Code Validation (STVCITZ) page
- College Code Validation (STVCOLL) page
- Disability Type Code Validation (STVDISA) page
- Ethnic Code Validation (STVETHN) page
- Term Code Validation (STVTERM) page

Rule pages

- Position Class Rules (NTRPCLS) page
- Earnings Code Rules (PTREARN) page
- Employee Class Rules (PTRECLS) page
- Installation Rules (PTRINST) page
- Job Location Rules (PTRJBLN) page
- Job Change Reason Code Rules (PTRJCRE) page

- Projected Statistics Annual Salary Rules (PTRPSAS) page
- Statistics Annual Salary Calculation Rules (PTRSTAN) page

Application pages

- Employee Demographic Extract (PDADEMO) page
- Employee Assignment Extract (PDAASGN) page
- Employee (PEAEMPL) page
- Employee Statistics Annual Salary Query (PEISTAN) page
- Identification (PPAIDEN) page
- Faculty Assignment (SIAASGN) page
- Faculty Leave Assignment (SIALVAS) page

Set up CA-MIS pages

You must define some information to set up CA-MIS reporting.

Procedure

1. Establish state-assigned district codes on GTVDICD.
2. Access the Employee Class Rule (PTRECLS) page, **Regulatory Information** window, and 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. Set up the following validation pages in Banner Student.

| | |
|--------------------------------------|----------|
| Citizen Type Code Validation page | STVCITZ |
| College Code Validation page | STV_COLL |
| Disability Type Code Validation page | STVDISA |
| Ethnic Code Validation page | STVETHN |
| Term Code Validation page | STVTERM |

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.

-
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 PEPCAL process.
- c) 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.

If 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 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.
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 (PEPCAL) 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.

After 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 Human Resources 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 PEPCAL process.

14. (Required) In the Employee page (PEEMPL), 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.

Set up the PEPSCAL process

Before you run the PEPSCAL process, you need to define rules on the the Projected Statistics Annual Salary Rule (PTRPSAS) and Statistics Annual Salary Rule (PTRSTAN) pages.

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.
 - 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) Select the **Primary Jobs** check box to include primary jobs.
 - c) Select the **Secondary Jobs** check box to include secondary jobs.
 - d) Select the **Overload Jobs** check box 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 to exclude when calculating the annual salary.
 - i) Save the excluded job suffixes. The system updates the **Activity Date**.
3. Run the PEPCAL 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 using the online entry page, Employee Statistics Annual Salary Inquiry (PEISTAN).

Set up PEPAEXT process

Before you run the PEPAEXT extract process, you must establish appropriate field information on some Banner pages.

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).

Run CA-MIS processes

Run the PEPCAL, PEPAEXT, and PEPEDEX processes for CA-MIS.

About this task

| Process | |
|--------------------------------------|---------|
| Calculate Statistics Salary Process | PEPCAL |
| Employee Assignment Extract Process | PEPAEXT |
| Employee Demographic Extract Process | PEPEDEX |

Two types of information are reported to the CA-MIS authorities:

- Employee demographics at your institution by the PEPEDEX process and
- Employee job assignment information by the PEPAEXT process

Note: Always run the PEPCAL process before the PEPEDEX process. The PEPCAL process provides updated salary information for CA-MIS reporting. This information is a required component for the PEPEDEX extract.

Example: Annual salary calculation for CA-MIS

This is an annual salary calculation example for employee Sally Jones who has earn codes set up for Premium earnings, Additional earnings, shift differential and longevity.

The following table lists the NBAJOBS information for Sally Jones.

| | |
|-------------------------------|-----------------|
| 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) |
| 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 |

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

$$\text{MIL} = .50 \times 10 = 5 \times 12 = \$60$$

$$\text{NRP} = 20 \times 20 = 400 \times 12 = \$4800$$

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 |

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 Human Resources 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.

Note: Current California-specific fields and functionality are provided only in Banner California Community Colleges Baseline Human Resources (CALBHR).

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.

STRS/PERS support

The STRS/PERS module is supported by these pages in Banner.

Validation pages

- California STRS Employee Assignment Validation (PTVASSN) page
- California STRS MR-87 Transaction Validation (PTV87TR) page
- Benefit and Deduction Type Validation (PTVBPTY) page

Rules pages

- Position Class Rule (NTRPCLS) page
- Benefit/Deduction Rule (PTRBDCA) page
- Earnings Code Rule (PTREARN) page
- Employee Class Rule (PTRECLS) page
- Installation Rule (PTRINST) page
- Retroactive Pay Earn Codes Rule (PTRRERN) page

Application pages

- California STRS F-496 Activity (PDAF496) page
- California STRS Status/Name Change Maintenance (PDAMR87) page
- California PERS Monthly Report of Contributions (PDAPERS) page

The following pages contain windows and fields for STRS/PERS reporting:

- Employee Jobs (NBAJOBS) page
- Position Definition (NBAPOSN) page
- Beneficiary Coverage (PDABCOV) page
- Employee (PEAEMPL) page
- Adjustment Processing (PHAADJT) page
- On-Line Time Entry (PHAHOUR) page

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.

Banner Human Resources pages must be completed in the following order for STRS/PERS processing:

1. Installation Rule (PTRINST) page
2. Benefit/Deduction Rule (PTRBDCA) page
3. Earnings Code Rule (PTREARN) page
4. Employee Class Rule (PTRECLS) page
5. Position Class Rule (NTRPCLS) page
6. Position Definition (NBAPOSN) page
7. Employee (PEAEMPL) page
8. Beneficiary Coverage (PDABCOV) page

Set up STRS/PERS pages

Set up the following pages for STRS/PERS reporting.

Procedure

1. Establish all STRS assignment codes that your site will use for California STRS reporting on the **California STRS Employee Assignment Validation (PTVASSN)** page.

Note: Each code you enter on PTVASSN must match an STRS-mandated code.

2. 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 (PTRBDCA)** page.

The following codes and descriptions are used for STRS/PERS deductions:

| Code | Description |
|------|--|
| 80 | <p data-bbox="662 468 979 495">California STRS Deduction</p> <p data-bbox="662 520 1393 705">This deduction is used for regular STRS deductions. The FTE is calculated by selecting the primary position first, followed by any secondary 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.</p> <p data-bbox="662 730 1425 949">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.</p> <p data-bbox="662 974 1414 1100">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.</p> <p data-bbox="662 1125 1393 1184">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.</p> |
| 81 | <p data-bbox="662 1220 1130 1247">California PERS All Earnings Deduction</p> <p data-bbox="662 1272 1401 1457">This deduction is used for regular PERS deductions. The FTE is calculated by selecting the primary position first, followed by any secondary 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.</p> <p data-bbox="662 1482 1425 1701">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.</p> <p data-bbox="662 1726 1425 1850">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.</p> |

| Code | Description |
|------|--|
| 82 | <p data-bbox="662 300 1198 327">California PERS Modified Earnings Deduction</p> <p data-bbox="662 352 1370 443">This deduction is used for PERS deductions that are applied to those earnings subject to the PERS defined modification calculation.</p> <p data-bbox="662 468 1409 625">The FTE is calculated by selecting the primary position first, followed by any secondary 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.</p> <p data-bbox="662 651 1422 867">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.</p> <p data-bbox="662 892 1422 1050">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:</p> <ul data-bbox="662 1075 1422 1394" style="list-style-type: none"> <li data-bbox="662 1075 1386 1136">• If the total gross is less than or equal to \$400.00, then the deduction equals <li data-bbox="662 1150 1068 1178">• $(\text{total gross} * 2/3) * \text{PERS rate}$. <li data-bbox="662 1192 1422 1253">• If the total gross is greater than \$400.00, then the deduction equals <li data-bbox="662 1268 1370 1394">• $(\text{total gross} - 133.33) * \text{PERS rate}$, where \$133.33 is the current monthly period exemption amount. This period exemption is only taken for each employee one time per reporting period. |
| 83 | <p data-bbox="662 1430 997 1457">California STRS Repayment</p> <p data-bbox="662 1482 1422 1608">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 (PTRBDCA) page.</p> |
| 84 | <p data-bbox="662 1644 997 1671">California PERS Repayment</p> <p data-bbox="662 1696 1422 1850">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 (PTRBDCA) page. The resulting PERS contribution code is 04 (post tax) or 14 (pre tax).</p> |

| Code | Description |
|------|---|
| 85 | <p>California PERS Survivor Benefit</p> <p>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 (PTRBDCA) page. The deduction amount will be displayed in the Surv Amt column on the PDPPERS report.</p> |
| 86 | <p>California PERS Employee Additional Contribution</p> <p>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 (PTRBDCA) page. 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.</p> |
| 87 | <p>California PERS Employer Additional Contribution</p> <p>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 (PTRBDCA) page. 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.</p> |
| 88 | <p>EMPC Contributions - PERS</p> <p>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.</p> |

| Code | Description |
|------|--|
| 89 | <p>EMPC Modified Earnings Contributions - PERS</p> <p>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.</p> |

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 (PTV87TR)** page. The STRS California STRS MR-87 (PDPMR87) report 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 (NTRPCLS)** page.
 - 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 (NBAPOSN) page. 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 the **STRS FTE Hours** field, 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. Establish a deduction code on the **Benefits and Deductions Rules (PTRBDCA)** page for each type of STRS/PERS pension deduction defined on the Benefit/Deduction Type Validation (PTVBDTY) page.

Your site must establish these deduction types (80-89) on PTRBDCA to report correctly to California STRS/PERS administration. See the description of PTVBDTY in Step 2 for further information on the STRS/PERS pension deduction types.

6. In the **Earnings Codes Rules (PTREARN)** page:
 - 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.

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 (PTRECLS) page for that employee class.

- a. 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 (PTRECLS)** page.
- 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 (PTVASSN) page. The code you enter in this field will default to the Employee Jobs (NBAJOBS) page 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 (NBAJOBS) page each time a job record is created for the employee class being defined. This value may be overridden on the NBAJOBS page.

- 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) |

| Code | Description |
|------|--|
| 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 (NBAJOBS) page 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 (NTRPCLS) page.

8. Access the **Eligible Earnings** window of the **Employee Class Rule (PTRECLS)** page.

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).

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.
- 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 (PEAEMPL) page 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 (PTRRERN)** page 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.

The Retro Period Information section 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.

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.

- 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. |

| Field | Description |
|----------------|--|
| 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.

You can define multiple earn codes 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 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 (PTRECLS) page 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).

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11. Access the **Miscellaneous Job Information** window of the **Employee Jobs (NBAJOBS)** page.

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 (PTVASSN) page.
- 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 (NBAPOSN)** page.

- 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. Complete the **Beneficiary Coverage (PDABCOV)** page for an employee 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. In the **U.S. Regulatory Information** window of the **Employee (PEAEMPL)** page 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 PERS reports. Simply setting up the appropriate deduction for STRS and PERS will not cause information about the employee to be reported.

15. Access the **Job Information** window of the **Payroll Adjustment (PHAADJT)** page.

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 (PHCDEDN) page. 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 (PHCDEDN) page. 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.

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16. When a job record is deleted from the On-line Time Entry (PHAHOUR) page, 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

When creating an employee record, you must establish the STRS/PERS membership status of the employee.

Procedure

1. Access the **Regulatory** window of the **Employee (PEAEMPL)** page by selecting *Regulatory Information* from the **Tools** button.
2. At the **California Membership** field, from a drop-down list, select the code that indicates the employee's STRS/PERS membership status.

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.

Establish employee pension deductions

When creating an employee record, you must establish the employee's pension deductions.

About this task

Procedure

1. Access the **Employee Benefit/Deduction Set Up (PDABDSU)** page or the **Employee Benefit or Deduction (PDADEDN)** page.
2. Enter the deduction consistent with the employee's pension membership status.
3. After entering all required data, save the record.
Result: 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 the next step.
4. Access the **Beneficiary Coverage (PDABCOV)** page.
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 (PDABENE) page, 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.

Establish employee assignment and pay codes

When you establish a job record for an employee on the Employee Jobs (NBAJOBS) page, the system inserts the STRS assignment code and pay code from the Employee Class Rule (PTRECLS) page for the associated employee class. You can view and edit this default information.

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.

Procedure

1. Access the **Miscellaneous Job Information** window of NBAJOBS from the Job Detail Information window by selecting **Tools > Miscellaneous Job Information**.
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.
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 drop-down list.

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 (NBAJOBS) page), the system inserts the PERS pay code initially entered on the Employee Class Rules (PTRECLS) page established for the associated employee class. You can view this default code and, if necessary, change it, as follows:

4. Access the **Miscellaneous Job Information** window of NBAJOBS from the **Job Detail Information** window.
5. 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 drop-down list.

Process extended leave

You can process a leave to reduce an employee's salary during an extended leave period, such as a sabbatical, a leave of absence, or a long term disability. You must repeat the process for each leave type at your institution because an employee's pay can differ for each type.

About this task

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 (NBAJOBS) page from the Job Detail Information window.
2. Change the value of the assignment code to reflect the type of leave.
3. Save the record.

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 (PTREARN) page. 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 (NBAJOBS) page, as shown in the sample window below or entered during payroll processing on the Online Time Entry (PHAHOUR) page. 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 NBAJOBS 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 NBAJOBS 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. This topic describes special considerations you should follow during STRS/PERS processing.

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. 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.

If an employee has multiple jobs and one job record is deleted through 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

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 things to consider when adjusting STRS/PERS payroll records.

About this task

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 before executing the PHPCALC program.

The procedure for overriding the contribution codes follows:

Procedure

1. Access the **Payroll Adjustment (PHAADJT)** page.
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 (PHCDEDN) page, which is accessed through 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 (PHCDEDN)** page.
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:

| 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 (NBAJOBS) page. |
| Contribution Code | One of the STRS/PERS defined contribution code values based on the types of earnings and deductions. |
| Pension Hours | <p>Total STRS/PERS contributory hours. This value may or may not be the same as the total hours worked in the following cases:</p> <ul style="list-style-type: none"> • The multiplication factor of one of the earn codes is not equal to 100%. (This value is entered in the Earnings Code Rule (PTREARN) page. 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 (PTREARN) page 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: <p style="margin-left: 20px;">STRS FTE = total hours / STRS FTE hours</p> <p style="margin-left: 20px;">PERS FTE = total hours / PERS work schedule hours</p> <p style="margin-left: 20px;">These hours are stored on the Position Class Rule (NTRPCLS) page.</p> |

| Field | Description |
|----------------------------|--|
| 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 previous fiscal year earnings. Leave it blank to identify current fiscal year earnings. |

STRS/PERS tips

The following are some tips that you should be aware of while processing STRS/PERS.

- 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 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 PERS, the system will not select information about the employee for inclusion in the STRS and PERS reports. Simply setting up the appropriate deduction for STRS and 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 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.
- If the STRS and 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:

$$(\text{PHRJOBS_SALARY_RATE} * \text{PTRRERN_PERCENT}) + \text{PHRJOBS_SALARY_RATE} = \text{New Rate}$$

Example: $(20.00 * 10\%) + 20 = 22.00$

If Flat Rate is used:

$$(\text{PHRJOBS_SALARY_RATE} * \text{PTRRERN_FLAT_RATE}) = \text{New Rate}$$

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 = $(\text{PHRJOBS_FULL_ASSGN_SALARY} * \text{PTRRERN_PERCENT})$

- + PHRJOBS_FULL_ASSGN_SALARY
- Step 2: Calculate the New Rate based on the New Assign Salary
- New Rate = $(\text{New Assign Salary} * \text{NBRJOBS_TAX_FACTOR}) / 12$

If Flat Rate is used:

Step 1: Calculate the New Assign Salary based on the Flat Rate rule. New Assign Salary = $\text{PHRJOBS_FULL_ASSGN_SALARY} + \text{PTRRERN_FLAT_RATE}$

- Step 2: Calculate the New Rate based on the New Assign Salary
- New Rate = $(\text{New Assign Salary} * \text{NBRJOBS_TAX_FACTOR}) / 12$

- 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.

Interfaces

Banner Human Resources includes interfaces to Banner Finance to perform budget and payroll transactions and Banner Advancement to support gift and installment payments.

Banner Human Resources also integrates with Banner Student to share General Person and Faculty Load data.

Interface to the Banner Finance application

Banner Human Resources and Position Control uses application pages, rule pages, reports, and processes in the interface with Banner Finance.

You will use the following concepts and tasks to implement the Human Resources interface with Finance.

- Set up rules that define the interface between Banner Human Resources and Position Control and Banner Finance.
- Set up and feed original salary and fringe budgets.
- Prepare Banner to establish and feed budget models.
- Update employee salary and wage information, update encumbrances, and feed encumbrances to Banner Finance.
- Approve working budgets.
- Feed payroll transactions.
- Understand the Human Resources/Finance COBRA Interface.
- Understand the timeline of the fiscal-year cycle budget preparation and approvals that parallels the corresponding Position Control activities.

HR/Finance Set Up Rule (NTRFINI) page

Before you use the Human Resources interface with Banner Finance, you must define interface transaction rules on the Human Resources/Finance Set Up (NTRFINI) page to establish interface rules, define the accounting distribution for net pay and deferred pay, and validate rule class codes.

Procedure

1. Access the NTRFINI page.

2. In **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 (NBAFISC) page. The system displays the year's start and end dates in the **From** and **To** fields.

Note: After you complete this page 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 (NBAFISC) page.
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 (FTMFYSR) page. 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 (FTMBANK) page.
7. Set the **Feed Budget to Finance Budget Development** check box as follows:

| 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 (FTMRUCL) page.
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 |

| Mouse | Keyboard | Destination |
|-----------|--|----------------------------------|
| 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

The Distribution Information window displays the accounting distributions that control the processing of Human Resources 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.

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 (FTMACCT) page 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 (FTMFUND) page and the Account Code Maintenance (FTMACCT) page 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

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 (NTRFBLD) page, this field is updated to checked status, which means 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 deselects the indicator, setting it to No. Do not select this check box if you are using the Encumbrance Recasting Calculation method.

Establish and feed original budgets

Budgets establish guidelines that help you manage fiscal responsibilities and ensure 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 Finance rule pages

Before you enter position data into Banner Human Resources, you must complete several rule pages in Banner Finance.

Note: Some of the data defined on these pages is predefined as Banner Finance sample data.

| 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. |

| page | Description |
|---------|--|
| 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 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 through 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 Human Resources/Finance Setup (NTRFINI) page. |

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.

Establish and feed original budgets Human Resources rule pages

When you first implement Banner Human Resources, you must complete some rule pages before building the Position Definition (NBAPOSN) and the Position Budget (NBAPBUD) pages. Data on these rule pages drives certain batch processes in the budget roll process.

Note: You must complete Banner Human Resources rule pages in a specified order. Refer to the "Rule pages Completion Sequence" topic for detailed instructions.

The following Banner Human Resources rule pages must be completed:

| page | Description |
|---------|---|
| NTRFBLD | <p>Use this page only if you use the Fringe Chargeback method. It contains three windows for entering fringe chargeback rate information:</p> <p>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.</p> <p>The next two windows provide information on external fringe benefits.</p> <ul style="list-style-type: none"> • 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 | <p>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.</p> <p>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 (NBAPBUD) page. 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.</p> |
| PTRECLS | <p>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.</p> <p>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.</p> |

| page | Description |
|---------|---|
| 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. |

Establish and feed original budgets Position Control rule pages

You must complete some Position Control rule pages before building budgets.

| page | Description |
|---------|--|
| NTRSGRP | Specifies the pay plan group for each salary table (defined on NTRSALA). |
| NTRSALA | Establishes the salary ranges and 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. |

Establish and feed original budgets application pages

The following application pages are used to enable Banner 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 (NBAJOBS) page. |
| 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. |
| 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 by 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. |
| PDAEDN | Contains deduction records which may be used in creating fringe budgets for filled positions. |

Establish and feed original budgets batch processes

The following batch processes read position budgeting records to determine whether there are original budgets or NBAPBUD position-total adjustments and changes that have not been interfaced to Finance.

| Process | Description |
|---------|--|
| NHPFIN1 | <p>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 not checked, 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 by NHPFIN2.</p> <p>Parameters include the following:</p> <ul style="list-style-type: none"> • *COBRA Processing (Y/N) • *Budget Processing (Y/N) • *Encumbrance Processing (Y/N) |
| NHPFIN2 | <p>This process extracts the budget transactions from the NHRFINC table and inserts them into the GURFEED table.</p> <p>GURFEED is a collector table through which all interfacing transactions to the Finance System are passed.</p> <p>Parameters include the following:</p> <ul style="list-style-type: none"> • *Detail Report (Y/N) • *Interface (Y/N) • *Transactions to GURFEED <p>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.</p> |

| Process | Description |
|--|---|
| FBRFEED | Selects budget transactions from GURFEED when the System ID is POSNBUD and creates 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 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. | |

Establish and feed original budgets process

Follow this workflow to establish and feed budgets.

1. Complete all rule and application pages described in topics associated with establishing original budgets..
2. For original budget processing, you only need to complete the pages up to and including the Position Definition (NBAPOSN) page and the Position Budget (NBAPBUD) page to place a recently created (but not filled) position in the budget module.
3. After you hire an employee to fill the position and have their salary, you may can adjust the original budget on the Position Budget (NBAPBUD) page to reflect the salary of the new incumbent and to post the encumbrance to Banner Finance and to the NBAPBUD Position Total section. You must post encumbrances to Finance before 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. |

| Process Name | Comments/Special Instructions |
|--------------|--|
| 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 | |

Related reference

[Establish and feed original budgets Finance rule pages](#) on page 392

[Establish and feed original budgets Human Resources rule pages](#) on page 393

[Establish and feed original budgets Position Controlrule pages](#) on page 395

[Establish and feed original budgets application pages](#) on page 395

Establish and feed original budgets budget maintenance checklist

Use this checklist to establish and feed original budgets.

| Step | page Or Process | Description |
|------|--------------------------------------|--|
| 1 | NTRFINI | Verify criteria for Fringe Budgeting. |
| 2 | NTRFRNG Or NTRFBLD | Establish criteria for the computation of original fringe budgets for filled and vacant positions under the actual method. Establish criteria for the computation of original fringe budgets based on salary budget under the charge back method. |
| 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). |

| Step | page Or Process | Description |
|------|-----------------|---|
| 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, FGRCTG) |

Budget modeling

One feature 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. After you have created budgets, you must run several batch processes to feed the budget transactions to Finance.

Related tasks

[Charge back method—no external funding sources](#) on page 348

[Charge back method—with external funding sources](#) on page 350

Human Resources budget modeling rule pages

Before you do budget modeling, you must complete the following pages in Banner Human Resources.

| Page | Description |
|---------|---|
| PTRECLS | <p>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.</p> <p>The value entered at this page's Budget Roll Indicator defaults to the Position Budget (NBAPBUD) page 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.</p> <p>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 (NBAPOSN) page.</p> <p>To roll budgets to future fiscal periods, choose from the following budget roll options by employee class.</p> |
| | <p>Actual Expense</p> <p>The system rolls the actual salary expenditure for each position as shown in the Expended field on the Position Budget (NBAPBUD) page.</p> |
| | <p>Current Annual Salary</p> <p>The system takes one of the following actions for each filled position depending on the attributes of the associated jobs:</p> <p>Job Salary Step = Zero</p> <p>Roll the sum of the active annual salaries from the Employee Jobs (NBAJOBS) page 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 (NTRBROL) page.</p> <p>Job Salary Step > Zero and Salary Group = Salary</p> <p>For each NBAJOBS record with a step greater than zero and a salary indicator on the Salary Rate Structure Rule (NTRSALA) page, 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 (NBAJFTE) page or NBAJOBS, plus or minus any employee class increase/decrease as defined on NTRBROL.</p> |

| Page | Description |
|------|---|
| | <p>Job Salary Step > Zero and Salary Group = Hourly</p> <p>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.</p> <p>For vacant positions, the system uses the Midpoint of Pay Range method described below.</p> <p>Budgets will be rolled only for positions that have active or frozen status and do not have end dates before the new fiscal year.</p> |
| | <p>Current Budget</p> <p>The system rolls the current budgeted amount of this position, plus or minus any employee class increase/decrease as defined on NTRBROL.</p> <p>Current Encumbrance Balance</p> <p>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.</p> |
| | <p>Midpoint of Pay Range</p> <p>The system takes one of the following actions for each filled position depending on the attributes of the associated jobs:</p> <p>Salary Group = Salary</p> <p>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:</p> <p>The number of FTEs from NBAJFTE or</p> <p>The number of incumbent FTEs</p> |

| Page | Description |
|---------|---|
| | <p>Salary Group = Hourly</p> <p>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:</p> <p>The number of FTEs from NBAJFTE or</p> <p>The number of incumbent FTEs</p> <p>For each vacant position, the system rolls the salary range midpoint rate, times the PTRECLS hours-per-pay, times the Payroll Identification Code Rule (PTRPICT) page 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.</p> <p>The salary range midpoint reflects the probable salary/rate and may not be the mathematical midpoint for the range.</p> <p>Remaining Budget The system rolls the remaining amount of the budget for this position as shown on NBAPBUD.</p> <p>Zero The system rolls a zero amount (for zero-based budgeting).</p> |
| 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 (NBAPOSN) page. |

Position Control budget modeling rule pages

Before you do budget modeling, 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 steps for each salary table and grade. |
| 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. |

| page | Description |
|---------|---|
| 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 (PTREARN) page 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. |
| 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 and operating ledgers of the Finance System 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. |

Budget modeling 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 | <p>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 by 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.</p> <p>To roll budgets to future fiscal periods, choose from the following budget roll options by employee class.</p> <p>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 (NBAPOSN) page.</p> |
| Actual Expense | The system rolls the actual salary expenditure for each position as shown in the Expended field on the Position Budget (NBAPBUD) page. |
| Current Annual Salary | <p>The system takes one of the following actions for each filled position depending on the attributes of the associated jobs:</p> <p>Job Salary Step = Zero</p> <p>Roll the sum of the active annual salaries from the Employee Jobs (NBAJOBS) page 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 (NTRBROL) page.</p> |

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 (NTRSALA) page, 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 (NBAJFTE) page 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 before 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 | <p>The system takes one of the following actions for each filled position depending on the attributes of the associated jobs:</p> <p>Salary Group = Salary</p> <p>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:</p> <p>The number of FTEs from NBAJFTE or</p> <p>The number of incumbent FTEs</p> <p>Salary Group = Hourly</p> <p>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:</p> <p>The number of FTEs from NBAJFTE or</p> <p>The number of incumbent FTEs</p> <p>For each vacant position, the system rolls the salary range midpoint rate, times the PTRECLS hours-per-pay, times the Payroll Identification Code Rule (PTRPICT) page 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.</p> |
| <p>The salary range midpoint reflects the probable salary/rate and may not be the mathematical midpoint for the range.</p> | |
| Remaining Budget | <p>The system rolls the remaining amount of the budget for this position as shown on NBAPBUD.</p> |
| Zero | <p>The system rolls a zero amount (for zero-based budgeting).</p> |
| NBAJOBS | <p>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.</p> |
| <p>General Person</p> | |
| PPAIDEN | <p>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.</p> |

Human Resources

| | |
|---------|--|
| PEAEMPL | Establishes basic employee information such as status, leave balances, review dates, termination and leave dates. You must complete this page before 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. |

Position Control

| Batch Process | Description |
|---------------|---|
| NBPMASS | <p>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.</p> <p>For budget modeling, NBPMASS must be run before the Budget Roll Process to create new salary table entries on NTRSALA for the new salary group being entered as a parameter on NBPBROL.</p> <p>Parameters for this job are:</p> <ul style="list-style-type: none"> • Report or Process - P (Process) • Process Type - U (Update table/grade steps) • Salary Group to roll from • New Salary Group to roll to <p>Select the Process Type U and enter remaining parameters as prompted.</p> |

The following batch process reads the parameters established on NTRBROL and NTRFRNG and actually creates each requested budget model.

| Batch Process | Description |
|----------------------|--|
| NBPBROL | <p>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; 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.</p> <p>You may overwrite a previously-used Budget ID and Phase.</p> <p>Parameters include the following:</p> <ul style="list-style-type: none"> • 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.

| 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 | <p>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.</p> <p>Parameters include the following:</p> <ul style="list-style-type: none"> • COBRA Processing (Y/N) • Budget Processing (Y/N) • Encumbrance Processing (Y/N) |

| Batch Process | Description |
|----------------|---|
| NHPFIN2 | <p>This process extracts the budget transactions from the NHRFINC table and inserts them into the GURFEED table.</p> <p>GURFEED is a collector table through which all interfacing transactions to the Finance System are passed.</p> <p>Parameters include the following:</p> <ul style="list-style-type: none"> • Detail Report (Y/N) • Interface (Y/N) • Pay ID |
| FBRFEED | <p>Selects budget transactions off GURFEED and creates 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.</p> |
| Reports | |
| NBRBWRK | <p>Produces a budget worksheet for salary budget modeling.</p> <p>Parameters include the following:</p> <ul style="list-style-type: none"> • *COAS Code • *Previous Fiscal Year • *Proposed Fiscal Year • *Budget ID • *Budget Phase • *Average Percent Raise |

Budget modeling process flow

Follow this workflow to set up budget modeling.

Procedure

1. Complete the rule and application pages. Take 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.
 - PDAEDN must be completed if you want 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. Make manual adjustments to the Position Total section of NBAPBUD to handle "exceptions" to the mass roll process.
7. 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. |
| NHPFIN1 | Enter Y for Budget Processing. |
| NHPFIN2 | Enter parameters as desired |
| FBRFEED | Enter parameters as desired |

8. Produce an additional model or models.

Budget modeling budget maintenance checklist

Use this checklist to determine the appropriate processes to run when feeding payroll transactions to Banner Finance.

| 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. |

| Step | Page or Process | Description |
|------|--------------------------------------|---|
| 4 | NBPMASS | Run process using the U (update table/grade/step) option. |
| 5 | NTRBROL | Establishes criteria for rolling salary budgets and 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 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) |

Related tasks

[Charge back method—no external funding sources](#) on page 348

[Charge back method—with external funding sources](#) on page 350

Process Wage/Salary adjustments

The mass processing of wage and salary adjustments typically occurs after you determine budgets 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 (NBAPBUD) page through batch processes. Organizational budget transfers and budget adjustments (on NBAPBUD) and certain changes made to NBAJOBS are reflected in the same manner.

Wage/Salary adjustments rule pages

Before you can make wage/salary adjustments, you must complete the following pages in Position Control.

Position Control

| Page | Description |
|---------|---|
| NTRSGRP | Specifies the pay plan group for each salary table (defined on NTRSALA). |
| NTRSALA | Establishes the salary ranges and 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. |

Wage/Salary adjustments application pages

The following application pages enable you to use the wage salary features of Banner.

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.

Wage/Salary adjustments 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 | <p>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.</p> <p>Parameters for this job are:</p> <ul style="list-style-type: none"> • *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) <p>For the purpose of processing mass salary changes, select Process Type J.</p> |
| NBPENCM | Calculates encumbrances. |
| NHPFIN1 | <p>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.</p> <p>Parameters include the following:</p> <ul style="list-style-type: none"> • *COBRA Processing (Y/N) • *Budget Processing (Y/N) • *Encumbrance Processing (Y/N) |

| Batch Process | Description |
|---------------|---|
| NHPFIN2 | <p>This process extracts encumbrances (and budget transactions) from the NHRFINC table and inserts them into the GURFEED table.</p> <p>GURFEED is a collector table through which all interfacing transactions to the Finance System are passed.</p> <p>Parameters include the following:</p> <ul style="list-style-type: none"> • *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 before submitting the processes to feed transactions to the live ledgers in Banner Finance.

| Process | Description |
|---------|---|
| FBRFEED | <p>Selects budget transactions from GURFEED (with a system ID of POSNBUD) and creates 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.</p> |

To post the encumbrance transactions (and budget adjustments, if any) to the live ledgers, submit the following processes.

| Process | Description |
|----------|---|
| FURFEED | <p>Selects records from GURFEED based on the System ID of PAYROLL. It then creates or updates records to insert into the Finance Interface Table (FGBTRNI).</p> |
| FGTRTRNI | <p>Edits the documents (journal vouchers) and inserts the approved documents into the Approved Documents Table (FOBAPPD).</p> |
| FGTRTRNR | <p>Produces an error report that displays the system edits of suspended documents from the FGTRTRNI process.</p> |
| FGRACTG | <p>Selects approved documents from the FGTRTRNI process and posts the transactions to the ledgers in the Finance System.</p> |

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.

Wage/Salary adjustments process flow

Follow this workflow to set up wage/salary adjustments.

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. After the audit is complete, run NBPMASS again in the Process Mode (P) to actually perform the database updates.

5. Because this is a mass update program, it is expected that some manual adjustments to the Employee Jobs (NBAJOBS) page will be necessary to handle exception employees. Before 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 (NBAPBUD) page.

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 because the last feed to Banner Finance, run NBPBUDM before NBPENCM for budget processing. |

| Process Name | Comments/Special Instructions |
|-----------------------|---|
| NHPFIN1 | Enter a Y for the Encumbrance Processing parameter option. If you made changes to budgeted amounts because 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. |
| FGTRNI | Complete parameter options as desired. |
| FGTRNR | Complete parameter options as desired. |
| FGRACTG | Complete parameter options as desired. |

Processing Wage/Salary adjustments checklist

Use this checklist to process 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. |

| 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. |

Approve working budgets

After 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 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. After a budget model is accepted, it must be approved in the Position Control module and in the Finance System using separate batch processes.

Approve working budgets application pages

The following application pages enable you to approve working budgets in Banner.

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 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). |

Approve working budgets batch processes

The following batch processes approve a working budget and close the current active budget on NBAPBUD.

These processes also 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 | <p>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 (NBAPBUD) page.</p> <p>Parameters include the following:</p> <ul style="list-style-type: none"> • 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 | <p>This program updates contract start and end dates and 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).</p> <p>Parameters for this job are:</p> <ul style="list-style-type: none"> • 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) |
| NBPENCM | <p>Run process entering Y at the Process Encumbrance prompt.</p> <p>Make sure that the Fringe Rate Rules Change indicator on the Finance Setup Rule (NTRFINI) page is set to Y.</p> |

| Batch Process | Description |
|----------------|--|
| NHPFIN1 | <p>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.</p> <p>Parameters include the following:</p> <ul style="list-style-type: none"> • COBRA Processing (Y/N) • Budget Processing (Y/N) • Encumbrance Processing (Y/N) |
| NHPFIN2 | <p>This process extracts the encumbrance, budget, and COBRA transactions from the NHRFINC table and inserts them into the GURFEED table.</p> <p>GURFEED is a collector table through which all interfacing transactions to the Finance System are passed.</p> <p>Parameters include the following:</p> <ul style="list-style-type: none"> • 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. |

| Batch Process | Description |
|---------------|--|
| | <p>If you are rolling the current year budget into your first phase, define Action as</p> <p>0</p> <p>for OPAL and enter the COA code and Fiscal Year. Use B for a phase to phase roll.</p> <p>A</p> <p>and</p> <p>D</p> <p>are used for activation and deletion respectively.</p> |
| FURFEED | Selects records from GURFEED when the System ID is PAYROLL. It then creates and updates records to insert into the Finance Interface Table (FGBTRNI) and updates the Finance ledgers. |
| FGTRNI | Edits the documents (journal vouchers) and inserts the approved documents into the Approved Documents Table (FOBAPPD). |
| FGTRNR | Produces an error report that displays the system edits of suspended documents from the FGTRNI process. |
| FGRCTG | Selects approved documents from the FGTRNI process and posts the transactions to the ledgers in the Finance System. |

Approve working budgets process flow

Follow this workflow to approve working budgets.

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 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. |
| FGTRNI | Complete parameter options as desired. |
| FGRFRNR | Complete parameter options as desired. |
| FGRACTG | Complete parameter options as desired. |
| NBPBROL (Optional) | If you want to delete all working budgets, submit this process by entering Y at the Delete Working Budgets No Longer Needed parameter. |

Approve a working budget checklist

Use this checklist to approve a working budget.

| Step | page Or Process | Description |
|---|-----------------------------------|--|
| Complete Steps 1-4 to ensure that there are no outstanding budgets 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. |

| Step | page Or Process | Description |
|------|-----------------------|---|
| 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 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, FGRCTG. Finance must approve the budget so that it moves from budget development to the operating ledger. |

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. |

| | |
|---------|---|
| 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 deductions other than the labor distribution on PHAHOUR.

| | |
|---------|---|
| PTRBDCA | The Benefit/Deduction Labor Distribution section enables users to post fringe liabilities (employer 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 wants to charge all overtime to a different Fund, Organization, Account, Program, Activity, 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. 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 must reach disposition 60 to be extracted and 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.

The **Gross Salaries Rule Class** (HGRS or HGNI) controls encumbrance liquidation. This can be overridden on PTREARN.

Through the payroll process, year-to-date totals are updated for each employee by jobs, earning code, and 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 Human Resources 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 Human Resources 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.

Feed payroll transaction rule pages

Before you can feed payroll transactions, you must complete the following 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). |
| FTMORGN | Establishes valid organizations for labor expenditures. An organization represents a department within the installation. |

| Page | Description |
|-------------|---|
| 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 using the FURFEED process. |
| FTMFSYR | Defines the fiscal year and fiscal periods. |
| FTMOBUD | Establishes valid budget phases within budget IDs for budget development purposes. |
| FTMRUCL | <p>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.</p> <p>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.</p> |

Human Resources

Several rule pages must be completed to run payrolls in 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 steps for each salary group, table, and grade. |
| NTRPCLS | Creates and associates position classes with employee classes, employee skill levels, position groups, and salary/wage ranges. You must complete this rule page before completing NBAPOSN. |

Feed payroll transactions application pages

There are several application pages that you must complete to run a payroll cycle. Refer to the *Payroll Processes* topics 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

Feed payroll transactions batch processes

The following batch processes feed payroll expenses (including adjustments) to Banner Finance.

Human Resources

| Batch Process | Description |
|---------------|--|
| PHPFEXP | <p>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).</p> <p>Parameters include the following:</p> <ul style="list-style-type: none"> • Payroll Year • Payroll ID • Payroll Number |

Position Control

| Batch Process | Description |
|---------------|---|
| NHPFIN2 | <p>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).</p> <p>Parameters include the following:</p> <ul style="list-style-type: none"> • 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

Follow this workflow to feed payroll transactions.

Procedure

1. Ensure that all rule pages in Finance, Human Resources, and Position Control have been completed.
2. Run the payroll process and 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.
5. Use the Organization Budget Status (FGIBDST) page, the Detail Encumbrance Activity (FGIENCD) page, and the Detail Transaction Activity (FGITRND) page to reconcile the payroll to the Finance feed.

Related concepts

[Payroll processes](#) on page 192

Feed payroll checklist

Use this checklist to feed payroll transactions.

| 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) |

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.

Employers separately administer continuation health coverage that includes an administrative fee.

Note: Posting COBRA transactions to Banner Finance does not create receivable transactions.

COBRA related rule pages

You must complete several rule pages within Finance and Human Resources to set up the correctly feed the COBRA transactions from Human Resources to Finance.

Finance

| 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. |

| Page | Description |
|-------------|--|
| FTMSDAT | <p>Establishes the system ID as PAYROLL or POSNBUD.</p> <p>The PAYROLL system ID feeds payroll, encumbrance, budget, and COBRA transactions to the operating ledgers using the FURFEED process.</p> <p>The POSNBUD system ID feeds budget transactions to the Budget Development module using the FURFEED process.</p> <p>Both the PAYROLL and POSNBUD IDs are included as part of the Finance seed data.</p> |
| FTMFSYR | Defines the fiscal year and fiscal periods. |
| FTMOBUD | Establishes valid budget phases within budget IDs for budget development purposes. |
| FTMRUCL | <p>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 Human Resources/Finance Setup (NTRFINI) page.</p> <p>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.</p> |

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. |

COBRA related application pages

Use the following application pages to maintain the information needed to process COBRA transactions.

Human Resources

| Page | Description |
|---------|---|
| PCAPERS | Maintains data on persons eligible for COBRA benefits and 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. |

COBRA related batch processes

The following batch processes support COBRA related transactions.

Warning! The manner in which the financial transactions for COBRA post in Banner Finance from Human Resources depends on the Finance rule class codes specified on NTRFINI. Do not post COBRA payments to Finance without first discussing system setup with an 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 | <p>Extracts data for COBRA payments (and for budgeting, budget modeling, and encumbrances) for the Finance Interface.</p> <p>This process generates COBRA transactions and inserts records into NHRFINC. They are then passed through to the Finance System by NHPFIN2.</p> <p>Parameters include the following:</p> <ul style="list-style-type: none"> • COBRA Processing (Y/N) • Budget Processing (Y/N) • Encumbrance Processing (Y/N) |
| NHPFIN2 | <p>This process extracts the transactions from the NHRFINC table and inserts them into the GURFEED table.</p> <p>GURFEED is a collector table through which all interfacing transactions to the Finance System are passed.</p> <p>Parameters include the following:</p> <ul style="list-style-type: none"> • Detail Report (Y/N) • Interface (Y/N) • Pay ID |

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. |
| FGTRNI | Edits the documents (journal vouchers) and inserts the approved documents into the Approved Documents Table (FOBAPPD). |
| FGTRNR | Produces an error report which displays the system edits of suspended documents from the FGTRNI process. |
| FGRCTG | Selects approved documents from the FGTRNI process and posts the transactions to the ledgers in the Finance System. |

COBRA transactions process flow

Follow this workflow to process a COBRA person.

Procedure

1. Complete all rule and application pages.
2. Establish COBRA persons following the procedures outlined in the COBRA Administration instructions.
3. Run PCRLTRS, entering a 5 in the Report Choice parameter to create billing transactions on PCACPAY.
4. Enter COBRA payments on PCACPAY. On the COBRA Payments Administration (PCACPAY) page, you must change the Close Indicator to Y to post payments to Finance.
5. After you have set up to interface the payments 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. |

COBRA feed checklist

Financial transactions for COBRA post in Finance from Human Resources depending on the Finance rule class codes that you define on NTRFINI.

Warning! Before you post COBRA payments to Finance discuss system setup with an Ellucian finance consultant.

| Step | page Or Process | Description |
|------|-----------------|---|
| 1 | PCAPERS | Establish data on persons eligible for COBRA benefits and 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 |

| Step | page Or Process | Description |
|-------------|------------------------|--|
| 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 (PCACPAY) page 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. |
| 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. |

| Step | page Or Process | Description |
|------|-----------------|---|
| 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) |

Finance Document Number capture

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 captures the document number that interfaces to Finance in the Position Control Tables (NHRDIST) and the Temporary Budget Table (NHRTBUD). You can reconcile the summary information fed to Finance and use the document number to match it with the detail on the Labor Distribution Inquiry (NHIDIST) page for payrolls, budgets, and encumbrances.

NTRINST supports 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 (NTRINST) page. You can specify when to generate a new document number by entering a numeric value in that field.

For example, if you enter 100 in the **Maximum Document Sequence Number** field, NHPFIN2 generates 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 (FGAJVCD) page it processes. If there is no value in the field, NHPFIN2 uses the value 9990.

Finance Document Number structure

The NHPFIN2 captures the specifics of a pay event (year, pay ID, pay number, and sequence number) within the GURFEED table transaction description field. Users see this description when

viewing the Finance Document Number from GURFEED on the NHIDIST page and on other Finance pages.

If the payroll is composed of adjustments, then the year, payroll ID, payroll number, and the abbreviation adjustments appear in the description. NHPFIN2 generates a new Finance Document Number if it processes original pay events (payroll sequence number with all zeros) and adjustments (payroll sequence numbers greater than zero).

The original pay event has one Finance Document Number and the adjustments have another. NHPFIN2 does not generate a new Finance Document Number for every sequence adjustment.

Finance Document Number Capture process

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.

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 (NHIDIST) page and the Employee Distribution Inquiry (NHIEDST) page. 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) 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 (NHIDIST) page.

Data sent to the GURFEED table is interfaced to Finance. It appears on various pages and reports throughout the Finance system.

Payroll expenses

To pass payroll expenses to Banner Finance, complete the payroll processes. When you run the Expenditures Finance Extract (PHPFEXP), it 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 (NHIDIST) page and the Employee Distribution Inquiry (NHIEDST) page. 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) 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 (NHIDIST) page.

Data sent to the GURFEED table is interfaced to Banner Finance. It appears on various pages and reports throughout the Finance system.

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).

After creating a working budget, send it for Finance administrative users to work with by running 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, and 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 (NHIDIST) page by filtering on the Finance Document Number.

Interface to Banner Advancement

The interface between Banner Human Resources and Banner Advancement allows deductions from the Human Resources payroll module to become gift/installment payments in Advancement.

The interface runs two ways:

- Advancement feeds pledges to Human Resources.
- Human Resources feeds the deductions back to create the gift/installment payment records.

Pages and processes used in the Banner Advancement Interface

The interface with Advancement uses several Banner administrative pages.

The interface with Advancement uses these pages and processes:

- The Constituent Pledge Payroll Deduction (PEAFDED) page collects pledge information for alumni who are also employees. This page enables the payroll process to start a payroll deduction after an employee signature is obtained. The approved payroll deductions are then used to create the deduction information on the Employee Benefits or Deductions (PDAEDN) page.
- The Employee Benefit Deduction (PDAEDN) page maintains the base information for deduction payments.
- The Pledge Type Validation (ATVPLDG) page is used to define the pledge types that are assigned to pledges.
- The Source Code Validation (ATVSRCE) page 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 (ATVGIFT) page and may optionally be associated with a gift class defined on the Gift Classification Code Validation (ATVGCLS) page.
- The Pledge (AGAPLDG) page is used to enter new pledges and filter existing pledges.
- The Pledge Mass Entry (AGAPMAS) page is used to enter high volumes of pledges with single campaign/designation combinations and, optionally, to establish installment and solicitation information.
- The Pledge Installment (AGAPINS) page 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 (AGCFDED) page displays all deduction information for a single ID.
- The Automatic Deduction Process (AGPALMP) creates gift/installment payments in Advancement from the deduction information in Human Resources.

Procedure summary

This is a high-level summary of the procedure used to implement the Human Resources interface with the Advancement system.

| Step | System | Action | Result |
|------|--------|--|--------|
| 1 | HR | Set up deduction rule on PTRBDCA. | |
| 2 | A/D | Set up pledge on AGAPLDG (or AGAPMAS). | |

| Step | System | Action | Result |
|------|--------|--|---|
| 3 | A/D | Set up installment on AGAPINS (or AGAPMAS). | Corresponding entries are created on PEAFCDED and AGCFDED (see chart below). |
| 4 | HR | Check the PEAFCDED Signature Received box. Revise deduction amount and deduction start date if necessary. | The current date defaults into Signature Date . Status is automatically updated to Active. Pledge information defaults to PDAFCDEDN (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 PEAFCDED and AGCFDED... | ...and this field on PDAFCDEDN |
|---|--|--------------------------------|
| Amount in Pledge Installment section | Deduction Amount | Amount 1 |
| Total Amount in Pledge Installment section | Pledge Amount | Amount 2 |

Human Resources requirements

Human Resources must accomplish several tasks related to employees and deduction codes.

Procedure

1. On the Benefits and Deductions Rule (PTRBDCA) page, 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 (PTRBCAT) page.

-
3. On the Identification (PPAIDEN) page, define each employee with at least the following information:
 - Date of Birth
 - Ethnicity
 - Legal Sex
 - Social Security Number
 - Address

Note: If you complete the Advancement Identification (APAIDEN) page, you do not need to complete PPAIDEN.
 4. Define each employee on the Employee (PEAEMPL) page and assign an employee class and a benefit category.
 5. Define each employee's job on the Employee Jobs (NBAJOBS) page.

Advancement requirements

Banner Advancement must accomplish several tasks related to constituents.

Procedure

1. If you have not entered the constituent into the system on PPAIDEN, define the ID on the Advancement Identification (APAIDEN) page.
2. Establish the ID as a constituent on the Constituent Information (APACONS) page.

Create pledges and pledge installments in Advancement

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 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 (ATVPLDG) page.

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 (AGAPLDG) page, in volume on the Pledge Mass Entry (AGAPMAS) page, or concurrently with the first pledge payment on the Gift (AGAGIFT) page.

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.

3. Create installments.

Pledge installments can be created on the Pledge Installment (AGAPINS) page or, as pledges are entered, on the Pledge Mass Entry (AGAPMAS) page or the Gift (AGAGIFT) page.

Installments are the source of the information needed by Banner Human Resources. After installments are created, the following data is sent to Human Resources:

- 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 (AGCFDED) page and updated by payroll personnel on the Constituent Pledge Payroll Deduction (PEAFDED) page.

Approve and create deductions in Human Resources

In this step, payroll personnel indicate that the employee has approved the deduction, assign a deduction code to the pledge, and create the deduction record that the payroll process uses.

Procedure

1. Access the Constituent Pledge Payroll Deduction (PEAFDED) page.

This page displays the information that was fed to Banner Human Resources when the pledge installments were created by Advancement (see [Create pledges and pledge installments in Advancement](#) on page 442).

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 (PDAEDEN) page 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 PEAFFED can be viewed in Advancement/ Development on the Deduction List (AGCFDED) page.

3. For more information on adjusting, see the Adjustments topic.
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 PDAEDN. The payroll process looks at this record to identify which deductions to process.

Payroll process/process deductions in Human Resources

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 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

This step creates gifts and pledge installment payments from deductions. 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. You can run the process in report or update mode.

Procedure

1. On the Payment Source Validation (ATVSRCE) page:
 - Create the code BPAY with the description Banner Human Resources 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 Human Resources puts the source code of BPAY on every deduction record identified for Advancement.

2. Run the Automatic Deduction Process (AGPALMP). This creates the pledge installment payments from the deducted amounts.

Automatic Deduction process (AGPALMP)

These topics provide parameter descriptions, field descriptions, and sample output for the Automatic Deduction Process (AGPALMP).

AGPALMP process parameters

You enter parameter values on the Process Parameter Entry (GJAPCTL) page or from the operating system during execution.

| Parameter | Description |
|---------------------------------|---|
| 1. Delete Old Processed Records | <p>Enter Y to delete from the temporary <code>GURALMP</code> table deduction records that already have gift/installment payments.</p> <p>Enter N to keep in the temporary table <code>GURALMP</code> deduction records that already have gift/installment payments.</p> |
| 2. Report or Report/Update | <p>Enter R to produce a report of gift/installment payments without creating them or updating the database.</p> <p>Enter U to produce a report, create gift/installment payments from deductions, and update the database.</p> |
| 3. Source Code | <p>Enter <code>BPAY</code>, the code that Human Resources associates with every deduction.</p> <p>If your institution accepts pledge payments from outside sources, see Deductions from Outside Sources (below).</p> |
| 4. User | <p>Enter the Banner user ID to be associated with the payments. This ID is necessary for cashiering purposes. If you enter a user ID that is not valid, the user ID of the person running the report will be used.</p> |
| 5. Start Payment Date | <p>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.</p> |
| 6. End Payment Date | <p>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.</p> |

| Parameter | Description |
|----------------------------|--|
| 7. Single/Multiple Payment | <p>IDs with more than one deduction payment per pledge that has not yet been processed:</p> <ul style="list-style-type: none"> • 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. |

AGPALMP process output

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 from Banner Human Resources that have a source code of BPAY), then the amounts in **Total** and **Grand Total** are always the same.

| 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 | <p>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.</p> <p>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 (AGASPRL) page and the ID Split Rules (AGAIDRL) page.)</p> |

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. |

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).

Pay the entire pledge/complete 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 (AGCFDED) page and the Constituent Pledge Payroll Deduction (PEAFDED) page.

If the record no longer appears on AGCFDED, then the pledge has been completely paid.

Pledge information can still be viewed on the Pledge (AGAPLDG) page, the Pledge List (AGCPLDG) page, and the Pledge/Gift List (AGAPPAY) page; pledge installment information can still be viewed on the Pledge Installment (AGAPINS) page.

Deduction adjustments

Banner Advancement and Human Resources can adjust an employee's deduction information and cause the deduction payment to change. Adjustments made in Advancement do not change the actual deduction record but do change the information displayed on AGCFDED and PEAFFDED.

Deduction adjustment guidelines:

- Adjustments made on PEAFFDED update PDAEDN; however, adjustments made on PDAEDN do not update PEAFFDED. Because PHPDUPT uses the amounts and dates associated with the deduction record on PDAEDN, and not the record associated with PEAFFDED (or AGCFDED), adjustments do not take effect until payroll personnel update **Received Signature** and **Signature Date** on PEAFFDED.
- Adjustments in Banner Human Resources should be made on PEAFFDED. This then updates the deduction record on the Employee Benefit or Deduction (PDAEDN) page. Adjusting in this manner allows Banner A/D users to see the most current information on AGCFDED, because adjustments made directly on PDAEDN do not adjust the information displayed on AGCFDED or on PEAFFDED.
- Adjustments in Advancement can be made on the Pledge/Gift Adjustment (AGAADJS) page or the Pledge Installment (AGAPINS) page. Adjustments made on these pages update **Deduction Status** on AGCFDED and **Status** on PEAFFDED.

- Deduction status codes are displayed in **Deduction Status** on AGCFDED and **Status** on PEAFFDED

Pledge status codes

Pledges include a status code that can be active or inactive. The Active indicator for each pledge status code defines whether it is active or inactive. This indicator is different from status codes named Active or Inactive.

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

You can make the following type of deduction adjustments in Banner Human Resources.

| | |
|---|---|
| Terminating a Deduction | Enter T in Status in the Deduction section of the Employee Benefit or Deduction (PDAEDN) page. |
| | The next time the Pay Period Update Process (PHPUPDT) is run, it will put I(nactive) in Status on AGCFDED and PEAFFDED. |
| Adjusting Amount after the Deduction is made | HR updates the amount of the deduction on the Payroll Adjustment (PHAADJT) page. 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. |
| | If a gift/installment payment has not yet been created by AGPALMP, PHPUPDT updates the amount of the deduction previously created. |
| | <p>Example:</p> <p>\$50 is deducted from a check. The deduction is later adjusted in Human Resources by \$ -10 on PHAADJT.</p> <ul style="list-style-type: none"> • If a gift/installment payment has been created in Advancement, 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. <p>If a \$50 gift/installment payment has not yet been created in Advancement/ Development, PHPUPDT updates the deduction to be \$40 instead of \$50.</p> |

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 Advancement adjustments

You can make the following type of deduction adjustments in Banner Advancement.

Pledge Amount Pledge/Gift Adjustment (AGAADJS) page

Updates installment amounts on the Pledge Installment (AGAPINS) page.

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), **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 PEAFFDED, noting approval of the change and updating the deduction record used by the payroll process.

Pledge Type Pledge/Gift Adjustment (AGAADJS) page

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), a 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, a message appears noting that a record is created on AGCFDED and PEAFFDED for the deduction.

If installments do not exist, a 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 Human Resources.

Status Pledge/Gift Adjustment (AGAADJS) page

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: | <p>And information already appears on AGCFDED and PEAFFDED:</p> <ul style="list-style-type: none"> • 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 PEAFFDED:

If installments exist, information is created for AGCFDED and PEAFFDED; a 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, a warning message appears instructing you to create installments. Without installment information, information cannot be fed to Human Resources.

Installment Information Pledge Installment (AGAPINS) page

Information fed to Human Resources from installments includes the date and amount of the first installment and the frequency of subsequent installments.

| | |
|---------------------------------------|---|
| Adjusting Amounts/ Dates/Frequency | <ul style="list-style-type: none"> • If Deduction Status on AGCFDED and Status on PEAFFDED are blank, this information is updated. • If Deduction Status is A (Active) or I (Inactive), it is adjusted to C (Changed) and the Amount or Date are updated as necessary on the deduction record on AGCFDED. • If the pledge has an inactive status, information on AGCFDED and PEAFFDED is neither updated (if it exists) nor created (if it does not already exist). |
|---------------------------------------|---|

| | |
|-----------------------|---|
| Deleting Installments | Any information on AGCFDED and PEAFFDED remains; a warning message appears noting the deletion. |
|-----------------------|---|

Voiding the Pledge Pledge/Gift Adjustment (AGAADJS) page

- If **Deduction Status** on AGCFDED and **Status** on PEAFFDED are blank or I (Inactive), pledge information will be deleted.
 - If **Deduction Status** is A (Active) or C (Changed), the pledge cannot be voided on this page. Voiding a pledge is done by Human Resources on PDAEDN. After it is voided on PDAEDN, PHPUPDT can then read it and put an I in **Deduction Status**. After this is done, the pledge can be voided on AGAADJS.
-

Installments/feed to Finance

Both Banner Human Resources and Advancement feed to Finance the transactions relating to the deductions. You cannot post these transactions twice.

This process is similar to the way FICA deductions are handled between Banner Human Resources 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 feed to Finance procedure

This procedure lists the steps to feed payroll deduction gifts to Banner Finance.

1. Human Resources captures the deduction amount used to create a gift/installment payment in Advancement. The deduction creates a credit to a liability account when Human Resources 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 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.

Deductions from outside sources

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 (ATVPLDG) page, enter a pledge type. Enter (Other) in **Deduction Indicator** to identify that an "other" deduction will take place. Entering pledges and installments using this pledge type creates records in `GURFDED`.

Note: Any data entered in **Comment** on the Pledge (AGAPLDG) page 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 (AGCFDED) page.
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. After 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 (ATVSRCE) page 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.

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. The following sample scenario illustrates each option.

Scenario

John Smith, an employee and alumnus of your institution, asks you to set up a \$10 a month payroll deduction that lasts indefinitely to support the capital campaign.

| | |
|-----------------|--|
| Option 1 | <p>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.</p> <p>Pros: Provides Advancement personnel with an opportunity to ask John to increase the pledge at the end of the pledge period.</p> <p>Cons: Requires Advancement personnel to set up (and remember to set up) a new pledge for each time period.</p> |
| Option 2 | <p>Advancement personnel set up John's pledge with an unreachable amount (for example, \$99999.99).</p> <p>Pros: The deduction is continuous.</p> <p>Cons: The pledge amount inflates pledge totals for campaigns.</p> |
| Option 3 | <p>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 PDAEDN Amount 2 field with an amount like 99999.99.</p> <p>Pros: Advancement personnel have a realistic pledge total.</p> <p>Cons: Payroll must add a step to the deduction process.</p> |

Calculation rule

When you create Advancement deduction codes on the Benefits or Deductions Rule (PTRBDCA) page, give careful attention to the value you enter for the Calculation Rule prompt.

Keep in mind the following guidelines:

- Calculation rule 10 is an annual limit that continuously takes deductions up to the Amount 2 limit each calendar year.
- Calculation rule 12 crosses calendar years and continuously takes the deduction until the Amount 2 limit is reached.

Integration with Banner Student

The points of integration between Banner Human Resources and Banner Student include shared data in the General Person and Faculty Load modules.

| HR page | Data Shared | Student page |
|---------------------------------------|--|---|
| Identification (PPAIDEN) page | Current ID and Name, Previous ID(s) and Name(s), Address data, Telephone data | Identification (SPAIDEN) page |
| Identification (PPAIDEN) page | Legal Sex, Date of Birth, SS Number, Ethnic Code, Marital Status, Religion, Legacy, Vet File Number, Vietnam Era, Deceased, Date, Prefix, Suffix, Preferred Name, Legal Name | General Person (SPAPERS) page |
| Identification (PPAIDEN) page | All data | Emergency Contact (SPAEMRG) page |
| HR page/Process/Report | Shared Data | Student page/Report |
| Faculty Action Tracking (PEAFAC) page | Tenure Code, Tenure Date, Review Date, AAUP Membership, Years Experience, Sabbatical Dates, Title | Faculty Personnel (SIAPER) page |
| Employee (PEAEMPL) page | | |
| General Information (PPAGENL) page | Institution Code, Transcript Dates, Degree, Year, GPA, Hours, Major, Minor, Area of Concentration | Faculty Degree Information (SIAFDEG) page |
| from Human Resources | Show salary option | Faculty Load Contract Analysis Report (SIRCTAL) |

| HR page/Process/Report | Shared Data | Student page/Report |
|---|-----------------------|-----------------------------------|
| Faculty Load Update Process (PEPFACL) (updates PERFACL, below) | Position, Suffix, FTE | Faculty Assignment (SIAASGN) page |
| Faculty Load (PEAFACL) page | | |
| Faculty Load Comparison Report (PERFACL) | | |
| (matching information from SIAASGN, Contact Hours, and FTE appears) | | |

VBS setup in Banner Human Resources

Value Based Security (VBS) defines row level access to records in the database. You can use it in conjunction with the Banner Human Resources 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 |

| 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, the following chart documents a set of Business Cases and indicates how they will be enforced on a user-by-user basis. This 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 (GTVFDMN)** page.
2. Provide a business-oriented description.

Step 2—Enter Domain Driver on the FGAC Domain Driver Rules (GORFDMN) page

Establish the primary Driver Table, `NBBPOSN`. This identifies where to find the Position Class Code for data evaluation for the VBS rules.

Step 3—Enter All Domain Tables

On the **FGAC VBS Table Rules (GORFDPL)** page associate the domain driver to the tables where row-level security will be enforced. Establish the driver table first, followed by the tables affiliated with the employee job tables.

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 (GORFDPL) page.

Step 4 - Set Up FGAC Business Profile Validation Codes (GTVFBPR)

Establish the Business Profile Codes for the business cases, or user groupings, as shown in the following Business Case chart.

| 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. | (<code>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%'</code>) |

| Business Case | SQL Predicate |
|--|--|
| 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. | <code>NBBPOSN_PCLS_CODE LIKE 'F%'</code> |

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.

Step 5 - Associate Oracle User IDs With Business Profiles

Using existing Business Profiles, 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.

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.

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.

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.

On the same rule page, 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.

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.

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.

Connect as Baninst1 and run `gfvbsaddpol.sql` one time for each of the seven tables that are defined in the `PB_POSITION_CLASS_VBS` domain (NBBPOSN, NBRBJOB, NBRJOBS, NBRJLBD, NBRREARN, NBBWKSH, and NBRWKSH) to create the policies.

```
SQL> @gfvbsaddpol
```

```
The Table you want 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
```

```
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 result

Results of the VBS Group Rule example that has been created and the policies that have been added to the tables `NBBPOSN` and `NBRBJOB`.

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 VBS information

There are many considerations associated with using Value Based Security. A site-defined VBS rule could have unexpected results when establishing policies on the data. You must also consider cross-system possible conflicts between Banner Finance and Banner Human Resources VBS 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.

COBRA letter templates

You can use the COBRA letter templates as a starting point for letters you send to employees regarding their COBRA eligibility and status.

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

Use this template to create a letter to employees who have experienced an event that qualifies them for 18 months of continuation coverage under COBRA.

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.

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 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.

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. 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 before 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 before 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: After 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. After 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 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. After 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 dependents 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 before 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;
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 want 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

Use this template to create a letter to employees who have experienced an event that qualifies them for 36 months of continuation coverage under COBRA.

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]

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 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: After 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. After 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 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. After 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_NTE

Cancellation Of Continuation Coverage: Continuation coverage will end before 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 want 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>.

Election page (To be printed with the 18- and 36-Month Qualifying Event Notice)

Use this template as an example of a COBRA election page.

Paragraph COB_ELE

COBRA ELECTION page

Please choose among the following plans. You can only choose ONE Medical Plan, ONE Dental Plan and 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

Use this template to notify employees that the period to elect health insurance continuation coverage under the COBRA law is about to end.

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 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 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 before end of eligibility period (Early termination)

Use this template to notify an employee that their health insurance continuation coverage was ended before the end date of their continuation coverage period.

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 before 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.

_____ 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

Use this template to notify an employee that you have not received an expected premium payment on their health insurance continuation coverage.

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:

[*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

Use this template to notify an employee that you have cancelled their health insurance continuation coverage.

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]

COBRA optional paragraphs

There are some paragraphs that you may want to add to the letters you send to employees regarding their COBRA eligibility and status.

Social Security Disability/Second Qualifying Event notification procedures

You need to modify the following section for the 18-month Qualifying Event Letter to reflect the site-specific procedures for the notification of Social Security Disability/Second Qualifying events. This is the COB_SSP paragraph.

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

If an employee has been laid off or put on a reduced work schedule because of a trade import or export situation, add the following paragraph to the 18 and 36 month qualifying event letter.

Insert this paragraph after the COB_NTB paragraph.

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 may 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

If your plan offers conversion coverage after the end of the COBRA continuation period, add this section to the Termination Letter. Modify the information in brackets [] to use your institution's information.

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 before 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 or individual conversion rights, enter a description of all such coverage and explain how election of this other coverage would affect continuation coverage rights under the Plan.]

Termination letter - conversion coverage not available

If your plan does not offer conversion coverage after the end of the COBRA continuation period, add this section to the Termination letter. Modify the information in brackets [] to use your institution's information.

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 or individual conversion rights, enter a description of all such coverage and explain how election of this other coverage would affect continuation coverage rights under the Plan.]

HIPAA coverage

Depending on how your site handles HIPAA requirements, you may want to add the Certificate of Health Insurance Portability statement to the early termination notice, 18-month qualifying event letter, and the 36-month qualifying event letter.

Add the statement in the following locations of the notice or letter.

- Early termination notice - add before paragraph COB_HLP.
- 18-month qualifying event letter - add at the end of the COB_NTD paragraph.
- 36-month qualifying letter - add at the end of the COB_NTE) paragraph.

Statement to add

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.