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**South Dakota Board of Regents  
Customization Id: SDBOR 021  
Banner® Human Resources  
Payroll Reports  
Functional Specification**

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**Functional Consultant Lead:** Erik Schwarz

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## **1 Functional Requirement**

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### **1.1 Introduction**

The South Dakota Board of Regents (SDBOR) needs a custom report of institution paid salary and fringe benefit expenses to assist with their grant billing activities. In order to provide the detail necessary for SDBOR to properly bill each grant the report must have the ability to sort the data 3 different ways: By Employee, by Fund/Organization, or by Activity.

### **1.2 Overview**

### **1.3 Scope**

#### **1.3.1 Product Release**

<b>Module</b>	<b>Release Number</b>
Banner General	7.3
Banner Human Resources	7.2
Banner Position Control	7.3
Banner Finance	7.2

#### **1.3.2 Assumptions**

1. The fringe benefits are ONLY employer paid benefits; the report does not include Employee paid benefits.
2. The format of the report and the data reported remains the same regardless of the sort order; however the subtotals will be different.
3. The 'Create NHRDIST Records' checkbox on the Position Control Institution Rule Form (NTRINST) will be checked so that payroll transactions are captured in the NHRDIST table.

#### **1.3.3 Exclusions**

TBD

#### **1.3.4 Concerns**

#### **1.3.5 Terminology**

TBD

1.3.6 Security

TBD

1.3.7 Site Policy Impact

TBD

**1.4 Functionality**

1.4.1 Functional Process Flow [Optional]

1. Review the set-up of the GZAXWLK form. See section 1.4.3
2. Run the Payroll Expenditure Distribution File (PZRPAYR) as needed.

1.4.2 New Human Computer Interactions (HCI)/Forms

NA

1.4.3 Modified Human Computer Interactions (HCI)/Forms

A script will be written and delivered with the customization that will populate the Crosswalk Values Form (GZAXWLK) with values to map Benefit Deduction Codes in Banner to a State Value that corresponds to a column on the Payroll Report (i.e. Health, Worker, FICA, Unemp, Retire, or Other).

Process ID:  Crosswalk Label/Table:  Source Column:

Crosswalk Values			
Banner Value	State Value	User ID	Activity Date
020	FICA	DELIVERED VALUE	16-MAY-2007
025	FICA	DELIVERED VALUE	16-MAY-2007
030	WORKER	DELIVERED VALUE	16-MAY-2007
035	UNEMP	DELIVERED VALUE	16-MAY-2007
100	RETIRE	DELIVERED VALUE	16-MAY-2007
102	RETIRE	DELIVERED VALUE	16-MAY-2007
105	RETIRE	DELIVERED VALUE	16-MAY-2007
110	RETIRE	DELIVERED VALUE	16-MAY-2007
120	RETIRE	DELIVERED VALUE	16-MAY-2007
122	RETIRE	DELIVERED VALUE	16-MAY-2007
123	RETIRE	DELIVERED VALUE	16-MAY-2007
190	RETIRE	DELIVERED VALUE	16-MAY-2007
191	OTHER	DELIVERED VALUE	16-MAY-2007
195	OTHER	DELIVERED VALUE	16-MAY-2007
196	OTHER	DELIVERED VALUE	16-MAY-2007
202	HEALTH	DELIVERED VALUE	16-MAY-2007
203	HEALTH	DELIVERED VALUE	16-MAY-2007
204	HEALTH	DELIVERED VALUE	16-MAY-2007
208	HEALTH	DELIVERED VALUE	16-MAY-2007

**Actual Crosswalk values to be used:**

**Process ID:** PZRPAYR  
**Crosswalk Label/Table:** PTRBDCA  
**Source Column:** PTRBDCA\_CODE

Banner Benefit Code	Description	State Value
020	FICA	FICA
025	Medicare	FICA
030	Workers Comp	WC
035	Unemployment	Unemploy
100	Retirement	Retire
102	Retirement	Retire
105	Retirement	Retire
110	Retirement	Retire
120	Retirement	Retire
122	Retirement	Retire
123	Retirement	Retire
190	Retirement	Retire
191	Fed Life	Other
195	PEPL	Other
196	Fed Life	Other
201		Health

202	Health Network	HEALTH
203	Health 1000	HEALTH
204	Health 2000	HEALTH
208	Health Opt Out	HEALTH
B30	Workers Comp	WC
D30	Workers Comp	WC
M30	Workers Comp	WC
N30	Workers Comp	WC
S30	Workers Comp	WC
U30	Workers Comp	WC
V30	Workers Comp	WC
R00	PEPL	Other
U00	PEPL	Other
S00	PEPL	Other
M00	PEPL	Other
N00	PEPL	Other
B00	PEPL	Other
D00	PEPL	Other
V00	PEPL	Other
H00	PEPL	Other

1.4.4 New Web Applications

NA

1.4.5 Modified Web Applications

NA

1.4.6 New Processes

**PZRPAYR - Employer Expense Report**

In order to meet the business requirements a single report will be written to run from job submission. The report will include the following parameters:

#	Parameter Name	Parameter Help Text	Req'd	Allow Multiples	Length	List, Validation, Default & Valid Values
01	Begin Transaction Date	Enter the Begin Date for transactions	Yes	No	Date	None
02	End Transaction Date	Enter the End Date for transactions	Yes	No	Date	None
03	Sort Order	Enter Sort order for report: 'F'und/Orgn, 'A'ctivity, 'E'mployee	Yes	No	1	F, f, A, a, E, e



#	Parameter Name	Parameter Help Text	Req'd	Allow Multiples	Length	List, Validation, Default & Valid Values
04	Fund Code	Enter a Fund Code (wildcards allowed) Example: 23%, or multiple fund codes by inserting a new row	No	Yes	6	FTVFUND
05	Grant Code	Enter a Grant Code	No	No	9	FGIGRNT
06	Employee ID	Enter an ID leave blank for all IDs	No	No	9	POIDEN
07	Activity Code	Enter an Activity Code (wildcards allowed) Example: 4Z%, or multiple Activity codes by inserting a new row. Leave blank for all Activities.	No	Yes	6	FTVACTV
08	Included Earn Codes	Enter the Earn Code to be included	No	Yes	3	PTREARN

**Parameter Notes:**

Begin Transaction Date – The process will select transactions with a date (NHRDIST\_TRANS\_DATE) equal to or greater than this date.

End Transaction Date - The process will select transactions with a date (NHRDIST\_TRANS\_DATE) equal to or less than this date.

Sort Order – The process will sort and subtotal based on this parameter, see below for details.

Fund Code – This parameter is not required. This parameter can be used to select all funds for an institution or all funds related to a grant. If this parameter is entered the Grant Code Parameter must be blank. If both parameters are entered the program will generate an error “Must enter either a Grant Code or a Fund Code, not both”. Only one wild card can be entered (e.g. 1% or 8%, not 1% and 8%). If the field is left blank or only the % sign is entered, all Funds will be selected.

Grant Code – This Parameter is NOT required, If this parameter is entered the Fund Code must be blank. The user can enter multiple Grant Codes or use a wildcard (%). The value in this parameter will be used to select the Funds associated with this Grant Code as of the current date via the FTVFUND\_GRNT\_CODE.

Employee ID – This parameter is NOT required. Only 1 ID can be entered. This parameter will work in conjunction with the Fund & Activity parameters to select data for a single employee.

Activity Code - This parameter is NOT required. All activities will be reported if this parameter is left blank. Users can enter a wildcard (%) or multiple Activity Codes.

Include Earn Codes – This parameter is not required and will allow multiple entries. This parameter can be used to limit the Earn Codes that are reported. This will be done by comparing the Earn Codes entered in the parameter with the data in the NHRDIST\_EARN\_CODE column. If left blank all earn codes will be reported.

Data for the reports will be selected from the Payroll Distribution History Table (NHRDIST). Note: This means that only Pay Events with Disposition 70 – Interfaced to Finance will be reported. The data in the report will be subtotaled based on the Sort Order selected. If the Sort Order is Fund/Orgn the data will be sorted by Grant, then Fund, then Org. and subtotaled by Fund/Orgn, Fund, and then Grant; if the Sort Order is Activity the data will be sorted and subtotaled by Activity; if the sort order is by Employee then the data will be sorted & subtotaled by employee. In all cases the detailed transactions for each employee & Pay event will be reported.

The Benefit Amounts reported will be based on earnings associated with the Earn Codes entered in parameter 08 in the reporting of Benefit expenses. This will be done by comparing the Earn Codes entered in the parameter with the data in the NHRDIST\_SOURCE column.

The reports will show individual transactions for each employee by pay period.

Credit transactions will be reported as negative amounts

Sample Report: Employee Sort

PZRPAYR

South Dakota Board of Regents  
Employer Expense Report by Employee  
\*\*\* Time Period MM/DD/YYYY - MM/DD/YYYY \*\*\*

Page 1  
Date

<u>Employee Name</u>	<u>Grant</u>	<u>Fund</u>	<u>ORGN</u>	<u>ACCT</u>	<u>PROG</u>	<u>ACTV</u>	<u>Gross</u>	<u>FICA</u>	<u>RETIRE</u>	<u>HEALTH</u>	<u>WC</u>	<u>Un empl</u>	<u>Other</u>	<u>Total Fringe</u>	<u>TOTAL</u>	<u>Pay Number</u>	<u>Date</u>	
Allen, Sally		435030	480235	611060	223344	200000	2,140.32	158.80	128.42	441.66	5.56	1.39		735.83	2,876.15	2007-MN-1	2/21/2	
Basa, Ashley		435030	480235	611060			11.59	0.00	0.00	0.00	0.03	0.00		0.03	11.62	2007-MN-1	2/21/2	
Basa, Ashley		440259	480235	611060			81.11	0.00	0.00	0.00	0.21	0.00		0.21	81.32	2007-MN-1	2/21/2	
Employee Total							92.70	0.00	0.00	0.00	0.24	0.00		0.24	0.24			
Catlin, Mark		410000	480205	611030	45	4ZCS02	2,239.00	164.55	134.33	132.49	5.82	1.45		438.64	2,677.64	2007-MN-1	2/21/2	
Catlin, Mark		435110	480207	611030	45		5,224.18	383.97	313.46	309.17	13.58	3.40		1,023.58	6,247.76	2007-MN-1	2/21/2	
Employee Total							7,463.18	548.52	447.79	441.66	19.40	4.85		1,462.22	1,462.22			
Doe, Andy		440204	440703	611030	234		2,916.67	215.98	175.00	441.66	7.58	1.90		842.12	3,758.79	2007-MN-1	2/21/2	
French, David		440285	480285	611030	456		6,047.33	446.18	362.84	441.66	15.72	3.93		1,270.33	7,317.66	2007-MN-1	2/21/2	
Ebert, Cory		440285	480285	611040	24		136.88	0.00	0.00	0.00	0.36	0.00		0.36	137.24	2007-MN-1	2/21/2	
Ebert, Cory		437000	440640	611040	24		504.00	0.00	0.00	0.00	1.31	0.00		1.31	505.31	2007-MN-1	2/21/2	
Employee Total							640.88	0.00	0.00	0.00	1.67	0.00		1.67	1.67			
Green, Marie		435110	480207	611040	678		102.38	0.00	0.00	0.00	0.27	0.00		0.27	102.65	2007-MN-1	2/21/2	
Hansen, Dave		410000	480205	611030	978	4ZCS02	1,392.50	100.88	83.54	79.49	3.61	0.90		268.42	1,660.92	2007-MN-1	2/21/2	
Hansen, Dave		410000	480205	611030	978	4ZCS03	618.83	44.82	37.13	35.33	1.60	0.40		119.28	738.11	2007-MN-1	2/21/2	
Hansen, Dave		410000	480205	611030	978		5,724.58	414.76	343.48	326.84	14.90	3.73		1,103.71	3,828.29	2007-MN-1	2/21/2	
Employee Total							7,735.91	560.46	464.15	441.66	20.11	5.03		1,491.41	9,227.32			
GRAND TOTAL							xxx,xxx.xx	xxx,xxx	xxx,xxx.x	xxx,xxx.x	xxx,x	xxx,xx	xxx,x		xxx,xxx.x	xxx,xxx.x		



Sample Report: Fund/Orgn Sort

PZRPAYR

SDBOR  
Employer Expense Report by Fund/Orgn  
\*\*\* Time Period MM/DD/YYYY - MM/DD/YYYY \*\*\*

Page 1  
Date

<u>Employee Name</u>	<u>Grant</u>	<u>Fund</u>	<u>ORGN</u>	<u>ACCT</u>	<u>PROG</u>	<u>ACTV</u>	<u>Gross</u>	<u>FICA</u>	<u>RETIRE</u>	<u>HEALTH</u>	<u>WC</u>	<u>Un empl</u>	<u>Other</u>	<u>Total Fringe</u>	<u>TOTAL</u>	<u>Pay Numbe</u>	
Zurn, Mark		410000	480205	611030	345	4ZCS02	2,239.00	164.55	134.33	132.49	5.82	1.45		438.64	2,677.64	2007-MN	
Yank, Dave		410000	480205	611030	221	4ZCS02	1,392.50	100.88	83.54	79.49	3.61	0.90		268.42	1,660.92	2007-MN	
Wall, Andy		410000	480205	611030	654	4ZCS03	618.83	44.82	37.13	35.33	1.60	0.40		119.28	738.11	2007-MN	
Verona, Sam		410000	480205	611030	221		5,724.58	414.76	343.48	326.84	14.90	3.73		1,103.71	3,828.29	2007-MN	
						Fund/Org Total	9,974.91	725.01	598.48	574.15	25.93	6.48		1,930.05	8,904.96		
Doe, Sally		410000	480207	611060			2,140.32	158.80	128.42	441.66	5.56	1.39		735.83	2,876.15	2007-MN	
Damgard, Ash		410000	480207	611060			11.59	0.00	0.00	0.00	0.03	0.00		0.03	11.62	2007-MN	
						Fund/Org Total	2,151.91	158.80	128.42	441.66	5.59	1.39		735.86	2,887.77		
						Fund Total	12,126.82	883.81	426.90	1015.81	31.52	7.87		2665.91	11,792.73		
Snider, Jim		435110	480207	611030			5,224.18	383.97	313.46	309.17	13.58	3.40		1,023.58	6,247.76	2007-MN	
Tanner, Tim		435110	480207	611040			102.38	0.00	0.00	0.00	0.27	0.00		0.27	102.65	2007-MN	
						Fund/Org Total	5,326.56	383.97	313.46	309.17	13.85	3.40		1,023.85	6,350.41		
						Fund Total	5,326.56	383.97	313.46	309.17	13.85	3.40		1,023.85	6,350.41		
						GRAND TOTAL	xxx,xxx.xx	xxx,xxx.xx	xxx,xxx.xx	xxx,xxx.xx	xxx,xxx.xx	xxx,xxx.xx	xxx,xxx.xx	xxx,xxx.xx	xxx,xxx.xx	xxx,xxx.xx	

Sample Report: Activity Sort

PZRPAYR

SDBOR  
Employer Expense Report by Activity  
\*\*\* Time Period MM/DD/YYYY - MM/DD/YYYY \*\*\*

Page 1  
Date

<u>Employee Name</u>	<u>Grant</u>	<u>Fund</u>	<u>ORGN</u>	<u>ACCT</u>	<u>PROG</u>	<u>ACTV</u>	<u>Gross</u>	<u>FICA</u>	<u>RETIRE</u>	<u>HEALTH</u>	<u>WC</u>	<u>Un empl</u>	<u>Other</u>	<u>Total Fringe</u>	<u>TOTAL</u>	<u>Pay Num</u>	
Good, Jeff		435110	480205			4ZCS02	2,239.00	164.55	134.33	132.49	5.82	1.45		438.64	2,677.64		
Harlow, Steve		410000	480207			4ZCS02	1,392.50	100.88	83.54	79.49	3.61	0.90		268.42	1,660.92		
						Activity Total	3,631.50	265.43	217.87	211.98	9.43	2.35		707.06	4,338.56		
Martini, Harry		1110	456123	123	11445	4ZCS03	618.83	44.82	37.13	35.33	1.60	0.40		119.28	738.11		
Bass, Jeff		12200	657421	566765	10	3RBT01	2,140.32	158.80	128.42	441.66	5.56	1.39		735.83	2,876.15		
St. Onge, Eric		12200	657421	445566	20	3RBT01	11.59	0.00	0.00	0.00	0.03	0.00		0.03	11.62		
						Activity Total	2,151.91	158.80	128.42	441.66	5.59	1.39		735.86	2,887.77		
						GRAND TOTAL	xxx,xxx.xx	xxx,xxx.xx	xxx,xxx.xx	xxx,xxx.xx	xxx,xxx.xx	xxx,xxx.xx	xxx,xxx.xx	xxx,xxx.xx	xxx,xxx.xx	xxx,xxx.xx	

NOTES on each column

Employee Name

GRANT – Report the Grant Code associated with the Fund (FTVFUND\_GRNT\_CODE) as of the Transaction Date

Fund - NHRDIST\_FUND\_CODE

Orgn - NHRDIST\_ORGN\_CODE

Acct - NHRDIST\_ACCT\_CODE

Prog - NHRDIST\_PROG\_CODE

Actv - NHRDIST\_ACTV\_CODE

- Gross** – Selected from NHRDIST where the Rule Code matches the rule code from NTRFINI – Gross Earnings Payroll Expense (NTRFINI\_RUCL\_CODE\_EXP\_SAL) and the NHRDIST\_EARN\_CODE = the Earn Codes from Parameter 08. Credit Transactions (NHRDIST\_DR\_CR\_IND = C) will be reported as negative amounts.
- FICA** – Selected from NHRDIST where the Benefit/Deduction Code (NHRDIST\_BDCA\_CODE) equals the codes that crosswalk to the State Value of FICA on the GZAXWLK form, and the Rule Code equals the rule code entered on NTRFINI – Employer Fringe Payroll Expense) (NTRFINI\_RUCL\_CODE\_EXP\_BENE), and the NHRDIST\_SOURCE = the Earn Codes from Parameter 08. Credit Transactions (NHRDIST\_DR\_CR\_IND = C) will be reported as negative amounts.
- Retirement** – Selected from NHRDIST where the Benefit/Deduction Code (NHRDIST\_BDCA\_CODE) equals the codes that crosswalk to the State Value of RETIREMENT on the GZAXWLK form, and the Rule Code equals the rule code entered on NTRFINI – Employer Fringe Payroll Expense) (NTRFINI\_RUCL\_CODE\_EXP\_BENE), and the NHRDIST\_SOURCE = the Earn Codes from Parameter 08. Credit Transactions (NHRDIST\_DR\_CR\_IND = C) will be reported as negative amounts.
- Health Insurance** – Selected from NHRDIST where the Benefit/Deduction Code (NHRDIST\_BDCA\_CODE) equals the codes that crosswalk to the State Value of HEALTH on the GZAXWLK form, and the Rule Code equals the rule code entered on NTRFINI – Employer Fringe Payroll Expense) (NTRFINI\_RUCL\_CODE\_EXP\_BENE), and the NHRDIST\_SOURCE = the Earn Codes from Parameter 08. Credit Transactions (NHRDIST\_DR\_CR\_IND = C) will be reported as negative amounts.
- Worker’s Compensation** – Selected from NHRDIST where the Benefit/Deduction Code (NHRDIST\_BDCA\_CODE) equals the codes that crosswalk to the State Value of WC on the GZAXWLK form, and the Rule Code equals the rule code entered on NTRFINI – Employer Fringe Payroll Expense) (NTRFINI\_RUCL\_CODE\_EXP\_BENE), and the NHRDIST\_SOURCE = the Earn Codes from Parameter 08. Credit Transactions (NHRDIST\_DR\_CR\_IND = C) will be reported as negative amounts.
- Unemployment**– Selected from NHRDIST where the Benefit/Deduction Code (NHRDIST\_BDCA\_CODE) equals the codes that crosswalk to the State Value of UNEMPLOY on the GZAXWLK form, and the Rule Code equals the rule code entered on NTRFINI – Employer Fringe Payroll Expense) (NTRFINI\_RUCL\_CODE\_EXP\_BENE), and the NHRDIST\_SOURCE = the Earn Codes from Parameter 08. Credit Transactions (NHRDIST\_DR\_CR\_IND = C) will be reported as negative amounts.
- Other** - Selected from NHRDIST where the Benefit/Deduction Code (NHRDIST\_BDCA\_CODE) equals the codes that crosswalk to the State Value of OTHER on the GZAXWLK form, and the Rule Code equals the rule code entered on NTRFINI – Employer Fringe Payroll Expense) (NTRFINI\_RUCL\_CODE\_EXP\_BENE), and the NHRDIST\_SOURCE = the Earn Codes from Parameter 08. Credit Transactions (NHRDIST\_DR\_CR\_IND = C) will be reported as negative amounts.
- Pay Event** (Formerly PV#)  
This column will report the Year, Pay ID, Pay Number & Sequence number associated with the transaction. The data will be concatenated and separated by hyphens (e.g. 2007-MN-8-0).
- Date**  
The transaction date (NHRDIST\_TRANS\_DATE). The date the transaction used to post the transaction in Banner finance.

1.4.7 Modified Processes

1.4.8 New Reports

1.4.9 Modified Reports

1.4.10 New Reporting Structures

1.4.11 Modified Reporting Structures

**1.5 Database [See Technical Specification]**



## 2 Contract Information

---

Modification Data	
	Initial Proposal Date: Product(s) Targeted for Modification: Intended Release:
Institutional Data	
	Product(s) Currently in Use:
Client Contact(s)	
1.	Last Name: First Name: Telephone Number: Email Address:
2.	Last Name: First Name: Telephone Number: Email Address:

### **3 Approval to Proceed**

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The signatures below indicate that SDBOR 021 Payroll Report Functional Spec v0.10.doc meets the approval of the undersigned and thereby grants SunGard Higher Education the approval to proceed.

Please fax this approval page to Erik Schwarz at 610-578-3104.

\_\_\_\_\_  
Signature Date

Print Name:
Print Title:

\_\_\_\_\_  
Signature Date

Print Name:
Print Title:

## 4 Document History

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### Revision Record

Number	Date and Sections	Author	Notes
.01	4/30/2007	E. Schwarz	Initial release
.02	4/30/2007	E. Schwarz	Edit from walkthrough
.03	5/2/2007	E. Schwarz	Updated with notes from client walkthrough. Sent to SDBOR for review
.04	5/4/2007	E. Schwarz	Edits from client walkthrough
.05	5/4/2007	E. Schwarz	Accepted all changes
.06	5/16/2007	E. Schwarz	Changes since last walk-through
.07	5/22/2007	E. Schwarz	Additional changes
.08	5/30/2007	E. Schwarz	Saved all changes
.09	5/30/2007	E. Schwarz	New changes
.10	10/4/2007	E. Schwarz	Included CR 001