

## HR YEAR-END PREPARATION AND SET-UP

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**Note:** The following procedures comprise two areas, year-end preparation and set-up. Actual year-end roll procedures **MUST** be coordinated with the finance module manager and run in conjunction with the finance year-end roll.

### **Step 1 - Job Review (NBAJOBS)**

Verify that all terminations have taken place prior to roll. (e.g. temporary/occasional, student workers, etc.)

Any adjustments to a job are completed prior to the roll, in the current year. (e.g. job reclass, salary adjustments, number of hours changed, etc.)

Any new jobs for an existing employee are set-up properly prior to the roll.

### **Step 2 - Position Class Rule Form Review (NTRPCLS)**

If any new classifications have been established for the new fiscal year they must be set-up on the rule form NTRPCLS.

**Note:** If any upgrades during the current fiscal year for the HR module have occurred you will need to go in to all rule forms and verify that the set-up is correct.

### **Step 3 - Form Set-up**

These forms can be set-up prior to the roll.

#### ***Payroll Calendar Rule Form (PTRCALN)***

Must be in place to encumber assigned jobs properly for the entire fiscal year.

#### ***Employee Holiday Rule Form (PTREHOL)***

Must be in place for the new fiscal year prior to the roll

**Note:** The following Salary Group data may already exist from the budgeting process.

#### ***Salary Group Rule Form (NTRSGRP)***

Must define new years salary group to be used on NTRSTRL & NTRSALA. Some institutions may not update the salary group from year to year. If the tables and grades are built broad enough, it may not be necessary.

**Salary Table Roll Process (NTRSTRL)**

Define roll parameters to create new year salary group and tables.

**Salary/Rate Structure Rule Form (NTRSALA)**

Must be defined with the Salary Group code matched to each Salary Table code.

**Step 4 - Process/Update Salary Tables (NBPMASS)**

**NBPMASS (1<sup>st</sup> Run) Print Report only to verify**

Parameters:	01	<b>R</b>	Report only no updates
	02	<b>U</b>	Update table/grade/steps
	03	N/A	Job Change Reason
	04	<b>2002</b>	From Salary Group
	05	<b>2006</b>	To Salary Group
	06	N/A	Personnel Change date used with J mode
	07	N/A	Population Selection
	08	N/A	Population Selection
	09	N/A	Population Selection
	10	N/A	Population Selection

**NBPMASS (2<sup>nd</sup> Run) Update Reports**

Parameters:	01	<b>P</b>	Process updates
	02	<b>U</b>	Update table/grade/steps
	03	N/A	Job Change Reason
	04	<b>2002</b>	From Salary Group
	05	<b>2006</b>	To Salary Group
	06	N/A	Personnel Change date used with J mode
	07	N/A	Population Selection
	08	N/A	Population Selection
	09	N/A	Population Selection
	10	N/A	Population Selection

This process may be rerun to make corrections, however, errors should be found and corrected from the report run. Verify results on NTRSALA.

**Step 5 - Year-end Roll Procedures**

All of the following procedures must be completed in the following **EXACT ORDER**. They must be performed during the interim period after the last payroll of the current fiscal year, and **PRIOR** to HR entry for the first pay period of the new fiscal year. This would be when the entire Payroll to Finance feeds and reconciliations are complete.

**Verification/Update:**

**Installation Rule Form (PTRINST)**

Verify for completeness and accuracy.

**Position Control Installation Rule Form (NTRINST)**

Verify for completeness and accuracy. This is where position budget checking is setup.

**Payroll Identification Code Rule Form (PTRPICT)**

Verify for completeness and accuracy for Pay ID Code and Pays per Year. Used on the PTRCALN form.

**Fiscal year Form (NBAFISC)**

Verify/setup new fiscal year.

**Note:** you can only have ONE active fiscal year at a time set-up. The actual activation will take place during the roll process.

**Fiscal Year Maintenance Form (FTMFSYR)**

Verify new year is setup and the first month or quarter is open.

**Operating Budget Maintenance Form (FTMOBUD)**

Verify Budget ID and Phase exists.

**Defer Pay Period Rule Form (PTRDFPR)**

Verify contract dates for full time faculty with pay numbers for accrual, advance, no action or payout. Since you can't split a pay period for uneven accruals (e.g. bi-weekly payroll first week accrue, second week payout) you must pick only one action.

**HR/Finance Set Up Rule Form (NTRFINI)**

Verify/create new year record. **CRITICAL** Click on the copy year option, enter values of old year, execute query to automatically copy to new year.

### **Employee Class Rule Form (PTRECLS)**

Verify position defaults for encumbrance or budget changes. If changes are made, similar changes may be needed to the Budget Roll Rules on the Position Budget Form (NBAPBUD).

Position defaults may be changed for the roll process and then returned to their original value if desired.

### **Roll Processes:**

#### **Budget Roll (NBPBROL)**

Approve working position budgets.

Parameters:	01	<b>2006</b>	New fiscal year
	02	<b>FY2006</b>	Budget ID
	03	Budget Phase	
	04	<b>2002</b>	Current fiscal year
	05	<b>X</b>	Chard of Accounts
	06	<b>2006</b>	Salary Group
	07	<b>A</b>	Approve (need to run R first for Working)
		<b>Projected and Final Date...</b>	

#### **Contract Dates Roll Parameter Rule Form (NTRCROL)**

Verify/update the contract begin and end dates. Verify that all contract dates are the same, if not, a new line will need to be entered for each unique set of dates. This is used for contract employee groups. This can be done after FY begins. Final liquidation of encumbrances occur. Begin/End is new Begin and End Date... Will need to create report to provide all types. No middle of the year deferred pay...?

#### **Encumbrance Hours Roll Parameter Rule Form (NTRHROL)**

Verify/update the employee classes and roll methods. Use for positions that are not encumbered using the Value Input method. This is often used for student workers. Will Not Be Using for SD.

#### **Mass Update (NBPMASS)**

(1<sup>st</sup> Run) Print Report only – If using Salary Planner, then should not need this. Will need this for NTRCROL at the end after liquidation.

Parameters	01	<b>R</b>	Report only no updates
	02	<b>D</b>	Roll Contract Dates

The rest of parameters are N/A

### **Position Class Incumbent Report (NBRPINC)**

Parameters: 01 As of date

Verify the NBPMASS report and the NBRPINC report and document all employees not included. Make corrections or note manual entry.

Could run to see if all things are correct...timing after Jobs have been updated. Not helpful...by position class.

### **Mass Update (NBPMASS)**

(2nd Run) Process Contract Dates

Parameters	01	<b>P</b>	Process updates
	02	<b>D</b>	Roll Contract Dates

The rest of parameters are N/A

### **Mass Update (NBPMASS)**

(3rd Run) Process Encumbrance Hours

Parameters	01	<b>P</b>	Process updates
	02	<b>E</b>	Roll Encumbrance Hours

The rest of parameters are N/A

### **Job Increment Parameter Form (NTRJINC)**

This form must be filled out in order to perform the Job Record Update below. "Process Step Zero Employees" must be checked if any NBAJOBS records are at Step 0 (zero) that you wish to update to the new fiscal year. **Once setup, NTRJINC does not erase the data you have entered. Therefore, it is necessary to remove previous records you do not wish to process in the current year.**

### **Changes in Functionality on the form (NTRJINC) in the 6.0 release.**

The form NTRJINC was changed in the 6.0 release to allow not only annual increases, but to do specific increases based on the use of rule sets.

In the key block of the form you will enter the salary group that you are using that has been predefined on NTRSGRP for the new fiscal year (for annual increases) or the existing fiscal year salary group if this change is for mid-year increases. Next you enter a rule set name that will be meaningful to what type of increase you are currently doing. For example you might select 'Annual' to reflect your fiscal year annual increases. Save and next block.

You will then enter the description of the rule set, as in the example above you may enter annual increase. Save and next block.

In the Mass job salary increase block you have two ways of entering increases. If you use the MM/DD functionality on NBAJOBS (see NBAJOBS general information block) then you would use these rules. If you do not then you would define your increases by first checking zero step employees if any job records have step zero and the effective date which typically is the first day of the fiscal year. The remaining fields would then be blank. Save and next block.

In the Mass Job Table Roll rules this is where you define the salary tables and increases/decrease by either a percent, flat amount or both. You will also select the rounding methods. When you are doing annual increases you would normally select all the salary tables used. You can also use another rule set and select a few salary tables that are getting increases for mid year for example. After you have entered all the information for the one salary table do a down arrow to get to a blank record and repeat. You can select all grades and position classes or only a few to be updated. Once all the salary tables are defined save the record.

One point of note if you have used this form prior to the upgrade and click on the flashlight next to rule set all you will see displayed are all zeros.

### **Mass Update (NBPMASS)**

(4th Run) Update Job Records

Parameters	01	<b>P</b>	Process updates
	02	<b>J</b>	Roll Encumbrance Hours
	03		Job Change Reason code
	04	2006	From Salary Group used on NTRJINC
	05	N/A	To Salary Group
	06		Rule Set
	07		Personnel Change Date

The rest of parameters are used for population selection and if you are not using that for this purpose they can be left blank.

You will note the addition of the rule set parameter.

HR may need to go into job records that need to be manually changed/updated.

**Feeding Data to Finance:**

Finance feeds must be run in order and completed successfully before proceeding to the next process.

**HR Processes:**

**Budget Maintenance Process (NBPBUDM)**

Parameters:	01	<b>P</b>	Process updates
	02	<b>Y</b>	Process Budgets
	03	<b>Y</b>	Process Encumbrances
	04	<b>A</b>	Active or Working Budgets
	05	<b>X</b>	Chart of Accounts
	06	<b>2006</b>	Fiscal Year to process
	07	<b>FY2006</b>	Budget ID
	08	<b>Phase</b>	Budget Phase of Active position budgets

**Finance Extract Process (NHPFIN1)**

Parameters	01	<b>N</b>	Interface COBRA Flag
	02	<b>Y</b>	Interface Budget Flag
	03	<b>Y</b>	Interface Encumbrance Flag

**Finance Interface Process (NHPFIN2)**

Parameters:	01	<b>Y</b>	Detail Report Flag (provides data by employee)
	02	<b>Y</b>	Interface to GURFEED
	03		Pay ID

**Finance Processes:**

**Finance Feed (FURFEED)**

**Interface Process (FGRTRNI)**

**Transaction Error Report (FGRTRNR)**

**Posting Process (FGRACTG)**