

Monthly Payroll Processing Procedures Manual

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Introduction

Overview

Welcome to the South Dakota Board of Regents Human Resource Information System. This chapter explains the Payroll Processing module in the Banner Human Resources System. The goal of this workbook is to provide you with the knowledge and practice for time sheet data collection, paycheck calculation and generation, and pay history data maintenance. In addition, you will learn how to make adjustments to the completed payroll process through the void, reissue, and redistribution procedures.

Intended Audience

The intended audience for this manual is the Shared Payroll Center, Human Resource Departments, Finance Departments, Budget Departments, Grants Departments and general employees understanding the payroll processing.

Documentation and Disclaimer

All information that is entered into this system must be free of discriminatory intent. All information used should be reflective of the position or work required or related information. It is the policy of the South Dakota Board of Regents to take affirmative action and to ensure that all employment practices are free of discrimination. In addition, the Board of Regents fully supports incorporation of non-discrimination and Affirmative Action rules and regulations into all of its employment practices. South Dakota Board of Regents is an equal employment opportunity employer.

Glossary

Default Hours – This is established on PTRECLS for all employee classes that are exempt from Overtime. For those positions that are Overtime eligible an institution can override the work schedule on NBAJOBS to have a set work schedule which would manually populate in the timesheet. Default hours on ECLS or NBAJOBS will cause the hours/pay to default to the Default Earnings block, and subsequently to PHAHOUR.

EEO Contract Group – Used for Institutional Post-Secondary Education Data Summary (IPEDS) reporting. This is established on PTRECLS on all employee classes. The options include: 9/10 month, 11/12 month, < 9 month faculty, full time employees, other part time employees, and non-EEO reportable.

Eligible Earning Codes – All potential earning codes that could be paid to an employee in a particular employee class must be identified. If it is not listed on PTRECLS, it cannot be paid. This is used to control paying employees types of earnings that they are not allowed to receive.

Employer Code – This is identified on PTREMPR and identified as defaulted to BOR on PTRECLS. This will default on NBAJOBS and must be changed to the individual institutions to identify the job belongs to the appropriate institution. This is key for tax reporting, for report generation, and security access to the Job.

Hours Per Pay – Used to identify the typical hours for employee's in the employee class on PTRECLS. This can and should be overridden on NBAJOBS for any position that is less than one FTE. On NBAJOBS, encumbrance calculations (system calc) use the hours/pay in the formula. This means that part-time positions should be as accurate as possible. Budget and HR may need to run reports on actual hours and update this annually based on past history.

Roster Indicator – This field specifies the type of SCT Banner time sheets to be printed for employee in the employee class. Options are: Roster, Organizational, Timesheet. Most employees will have Organizational identified.

Salary Budget – This is identified on PTRECLS and will default to NBAPBUD. This can be overridden. This identifies the starting point for position budget rolling. Budget roll is defined on NTRBROL by employee class and can be rolled with increases/decreases by percent or fixed dollar amount. The NTRBROL is completed by the system BOR office as it is a process that impacts every institution. Choices are: Current Budget, Current Salary, Remaining Budget, Midpoint of Salary range, Encumbrance Value, Actual Expense. It was agreed that all employee classes are set to default to Current Budget with the exception of Chief Executive Officer (01) which are set to current salary.

Salary Indicator – There are three options: hourly, salaried, or variable. This field indicates if the employees are paid a salary (the same pay each pay period), or paid by the hour (hours X rate). All exempt from overtime employee classes are established as salaried and all employee classes that are overtime eligible are established as hourly.

Shift Code – If assigned to an employee class, will be in effect for ALL employees in class; however, will only calculate shift differential if rules are met on PTRSHFT. When shift premium is calculated using the PTRSHFT code, premium amounts are included in the applicable gross pay on the pay stub and are NOT broken out. This has been identified to be set up on PTRECLS 04 to allow those institutions that need shift differential to place on NBAPOSN and to identify on NBAJOBS for the work schedule. Institutions should place STND in the NBAPOSN as a default for all positions and those positions needing shift differential shall select SHFT (as well as identify the schedule on NBAJOBS in the work schedule tab).

Time Entry Breakdown Period – South Dakota has identified the time entry breakdown as the Pay Period (22nd – 21st).

Rule, Validation, Maintenance Forms

The Payroll Processing Module relies on rule and validation set up as defined in all of the manuals. For a greater understanding of the rules and validations identified, please review the following manuals: Position Control, Employee Compensation, Benefit Deductions, and

Payroll Installation = PTRINST
Pay ID = PTRPICT
Calendar = PTRCALN
Employee Class = PTRECLS
Position Class = NTRPCLS
Position = NBAPOSN
Jobs = NBAJOBS
Labor Distribution = NBAJOBS and NBAPBUD
Benefits and Deductions = PTRBDCA
Benefit Categories = PTRBCAT

A. Tax Reporting Validation Form

The Tax Reporting Validation Form establishes tax report codes for entry on the Tax Reporting Rule Form (PXAREPT). This will be maintained by SDBOR.

Warning: This form is delivered to you with predefined tax report codes. Do not revise it unless you are advised to do so by SunGard SCT.

B. Tax Code Rules

The Tax Code Rules Form establishes tax codes and associates them with tax definitions. The codes defined on this form are used in the remaining tax forms and in the Benefit/Deduction Administration module. This will be maintained by SDBOR.

This form requires a password before it can be edited. (You can obtain a view-only access without a password via the security procedures outlined in Chapter 4, “Security”.)

To gain update access to this form, follow the steps below.

1. Select Enter Password for Changes in the Options menu (this is limited to BOR).
2. Call SunGard SCT to obtain the password used to authorize changes to your tax rules. (Refer to the Preface of this manual for SunGard SCT's Customer Service number.)
3. Enter the required password at the Enter Password prompt.
4. Select OK to return to the Main window and revise your tax codes.

Warning: The value you enter at the Annualization Method prompt establishes the way your taxes are calculated when you use annualizing (that is, when you enter Annual at the Starting Point prompt). If you entered Annual at Starting Point, you must enter one of the following values at Annualization Method:

Annualize. The system uses the straight annualizing method. This method annualizes only the current period's earnings (that is, it multiplies the current pay amount by the number of pays per year). It does not consider year-to-date gross.

Cumulative. The system uses the cumulative annualizing method. This method considers year-to-date gross when it calculates tax withholding amounts.

Note that the annualization method you select affects the tax calculation of supplemental and one-time earnings:

Supplemental earnings are taxed at the rate specified in the Supplemental Percent field. If you use the cumulative annualization method (that is, if you enter Cumulative at the Annualization Method prompt), these earnings are considered when subsequent payrolls are processed. This increases the accuracy of the annual withholding. If you use the straight annualization method (that is, if you enter Annualize at Annualization Method), these earnings are not considered when subsequent payrolls are processed.

One-time earnings are taxed as one-time payments and added to the annualized gross. As with supplemental earnings, they are considered when subsequent payrolls are processed only if you entered Cumulative at the Annualization Method prompt. If you entered Annualize, the one-time earnings will correctly be included in the pay period in which they occur, but will not be considered in subsequent payrolls. Therefore, combining the straight annualizing method with one-time earnings may result in under withholding.

Because the average pay (and therefore the projected yearly earnings) changes with each pay event following a rate change, the cumulative method adjusts the tax calculation rate with each subsequent pay. Although this results in withholding amounts that vary from one pay to the next, it also produces a more accurate yearly withholding amount.

Note: This form is delivered to you with current tax codes as defined and required by federal, state, and local governments. Do not revise it unless you are advised to do so by SunGard SCT.

If SunGard SCT informs you of a change in government tax reporting requirements that affects the codes defined on this form, access the form and amend it to make it match the new requirements. Do not alter any fields except those specified by the revised law.

C. Tax Filing Status Rules

The Tax Filing Status Rules Form associates filing status information with a specified tax code. Data includes status code, description, minimum income for collection, and minimum YTD gross.

This form requires a password before it can be edited. (You can obtain view-only access without a password via the security procedures outlined in Chapter 4, “Security”.) To gain update access to this form, follow the steps below.

1. Select Enter Password for Changes from the Options menu.
2. Call SunGard SCT to obtain the password used to authorize changes to your tax rules. (Refer to the Preface of this manual for SunGard SCT's Customer Service Number.)
3. Enter the required password at the Enter Password prompt.
4. Select OK (or press the Save key) to return to the main window and revise your tax filing status.

Note: This form is delivered to you with current tax filing status codes as defined and required by federal, state, and local governments. Do not revise it unless you are advised to do so by SunGard SCT.

If SunGard SCT informs you of a change in government tax reporting requirements that affects the codes defined on this form, access the form and amend it to make it match the new requirements. Do not alter any fields except those specified by the revised law.

D. Tax Set Up

The Tax Set Up Form (PXATAXS) establishes calculation and exemption parameters for a specified tax. It identifies wage brackets and their associated tax percentages, and can be used to establish rules for calculating amounts for other graduated withholding (for example, deduction of union dues that increase with income).

This form requires a password before it can be edited. (You can obtain view-only access without a password via the security procedures outlined in Chapter 4 of the HR User's Guide, "Security".) To gain update access to this form, follow the steps below.

Refer to the "Tax Administration" section of Chapter 5 of the HR User's Guide, "Processing", for additional information on this form.

1. Select Enter Password for Changes from the Options menu. The system displays a window on which you can enter your password.
2. Call SunGard SCT to obtain the password used to authorize changes to your tax rules. (Refer to the Preface of this manual for SunGard SCT's Customer Service number.)
3. Enter the required password at the Enter Password prompt.
4. Select OK to return to the Main window and revise your tax setup parameters.

Note: This form is delivered to you with current annual graduated tax tables as defined and required by federal, state, and local governments. Do not revise your tax tables unless you are advised to do so by SunGard SCT.

If SunGard SCT informs you of a change in government tax reporting requirements that affects the data defined in this block, access the form and amend it to make it match the new requirements. Do not alter any fields except those specified by the revised law.

Graduated Tax Table Window

The Graduated Tax Table window establishes graduated tax tables entries and maintains graduated tax table parameters. Records appear in Low Range (that is, "greater than" or "over")

order and are accessed eight at a time. To access this window, select Graduated Tax Table in the Options menu.

The system calculates graduated taxes for a specified tax code and filing status by locating the correct wage bracket, subtracting the value in the second Over field, multiplying by the percentage in Plus Percent (that is, by the value divided by 100), and adding the value in Amount.

Additional Step Window

The Additional Step window maintains additional steps for calculation of taxes. Steps established in this block are executed after the taxable wage has passed through the graduated tax tables (above) in the tax calculation process. Records appear in Sequence Number order and are accessed four at a time. To access this window, select Additional Step in Tax Calculation in the Options menu.

1. At the Sequence Number prompt, indicate when this step should be performed in relationship to the other steps defined in this block.
2. At Option Code, enter 2, 3, 4, or 5. The value you enter at this prompt identifies the Employee Benefit or Deduction Form (PDAEDN) option code to be used in the calculation. (To review option code values, check the value in the Calculation Rule field in the Deduction Block of the Employee Benefit or Deduction Form (PDAEDN). Then refer to the matrix in the Benefits and Deductions Rules Form (PTRBDCA) section of Chapter 3, "Rule Forms".)
3. At Multiply or Add Indicator, enter X if the amount in the next field is a multiplier. Enter + if it should be added.
4. At Amount, enter the amount to be added or used as a multiplier.

E. Tax Reporting Rules

The Tax Reporting Rule Form enables you to define and maintain rules for the data supplied in tax reports (for example, W-2, T4, 1099-R). It identifies the boxes associated with the report and the benefit or deduction codes associated with specified boxes. You can also associate earnings codes with a tax form box. A box can contain only deduction codes, only earning codes, both, or neither.

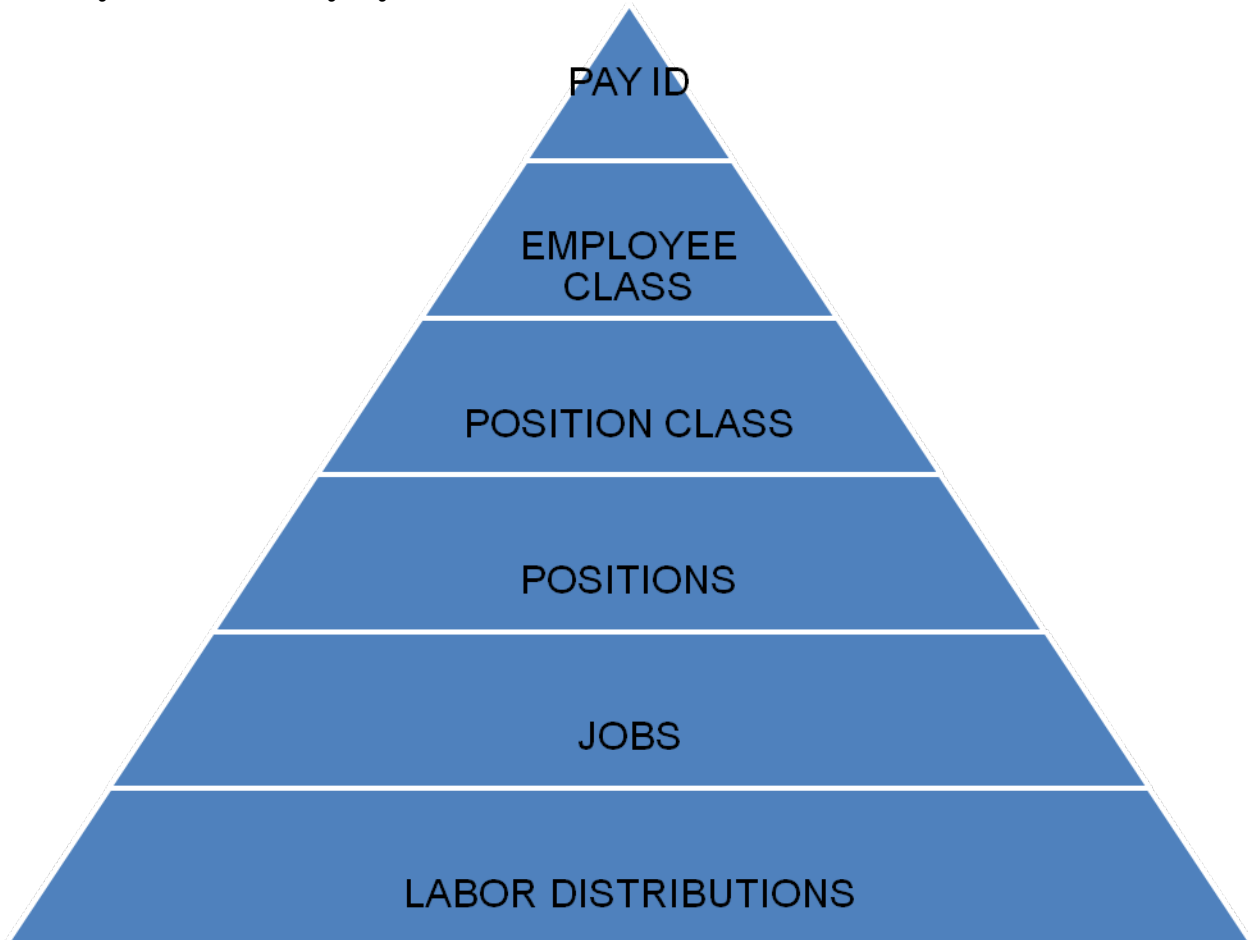
Warning: If you do not complete this form correctly, your tax reporting will be wrong. Be sure to follow the instructions below when you use this form.

1. At Tax Report Code, enter the code of the tax report for which you are defining rules. The code you enter must be predefined in the Tax Report Code Validation Form (PTVREPT). To view a list of defined codes, double-click in the Tax Report Code field. Note: These tax report codes are delivered by SunGard SCT. The system displays the full name of the report whose code you entered. Move to the Box Identification block.
2. The Box Identification block displays box numbers from the tax report. The Box Code field provides box number descriptions for the report whose Tax Report code was entered in the previous block. Note: This form is delivered to you with box identifications as established by SunGard SCT for use with your Banner Human Resources payroll module. Do not revise them unless you are advised to do so by SunGard SCT.

3. Move to the Benefit or Deduction Code block. Note: Data in this block is site-specific and should be carefully defined on the basis of your benefit or deduction code and other rules. Because it controls your tax reporting, it is particularly important that you complete this block accurately.
4. The box number and description from the Box Identification block (above) are displayed in the Benefit or Deduction Code block. At Benefit or Deduction Code, enter the benefit or deduction code(s) associated with this box. The value you enter must be predefined on the Benefit and Deductions Rules Form (PTRBDCA). To view a list of defined values, double-click in the Benefit or Deduction Code field. The system displays the description defined for the deduction code you entered.
5. At Deduction Amount Indicator, indicate the nature of the amount appearing in this box. Be sure to enter the correct indicator. If you make a mistake, your tax report will be inaccurate. Enter one of the following indicators:
 - E Employee amount
 - R Employer amount
 - A Applicable gross
 - N NoneTo enter another benefit or deduction code, use the scroll bar to the right or the Next Record function. When all desired codes have been entered, move to the Earnings Code block.
6. At Earn Code, enter the earnings codes associated with this tax form box. The values you enter must be predefined on the Earnings Code Rules Form (PTREARN). To view a list of defined codes appropriate for this field, select the Search feature for the Earn Code field. To enter more than one earnings code, use the scroll bar to the right or the Next Record function. The system displays the description defined for the earnings code you entered.
7. Use the Save function to commit the tax reporting rule for this box to the database.
8. To define rules for another box, press Previous Block twice to return to the Box Identification Block. Then use the Next Record or Previous Record function to select a box.

Business Process

A. Payroll Hierarchy Pyramid



Pay ID (PTRPICT) – The Pay ID controls when the employees will be paid. For the South Dakota Board of Regents, the Pay ID is monthly.

Employee Class (PTRECLS) – The Employee Class (ECLS) is the most powerful rule form within SCT Banner HR, and its attributes "trickle down" to many other areas of the system. The ECLS is assigned to the Position Class (NTRPCLS), which is then assigned to the Position (NBAPOSN/NBAPBUD), which is then assigned to the Job (NBAJOBS).

Position Class (NTRPCLS) – The Position Class (PCLS) is a major HR tool for tracking and reporting positions. It is used for compensation analysis.

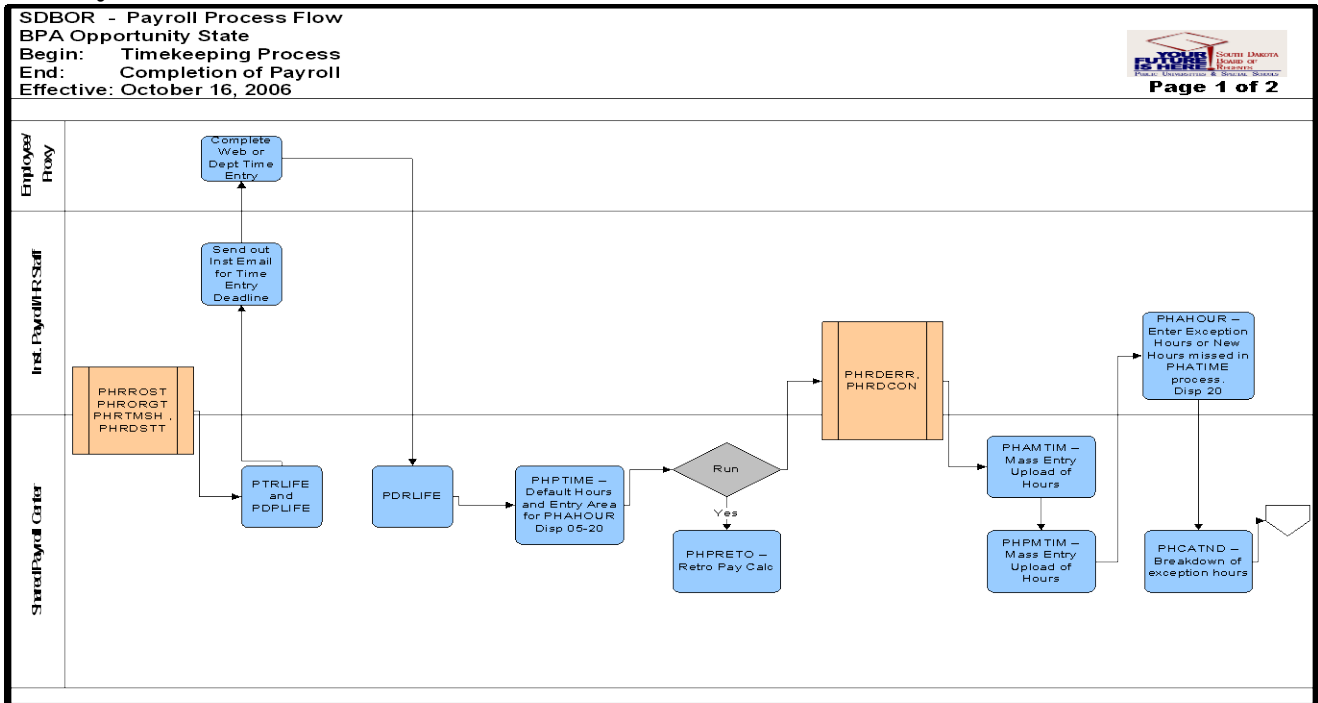
Position (NBAPOSN) – The position is the budgeted entity assigned to a particular department. A position has a classification budget, FTE, and department. Use single positions for "regularly

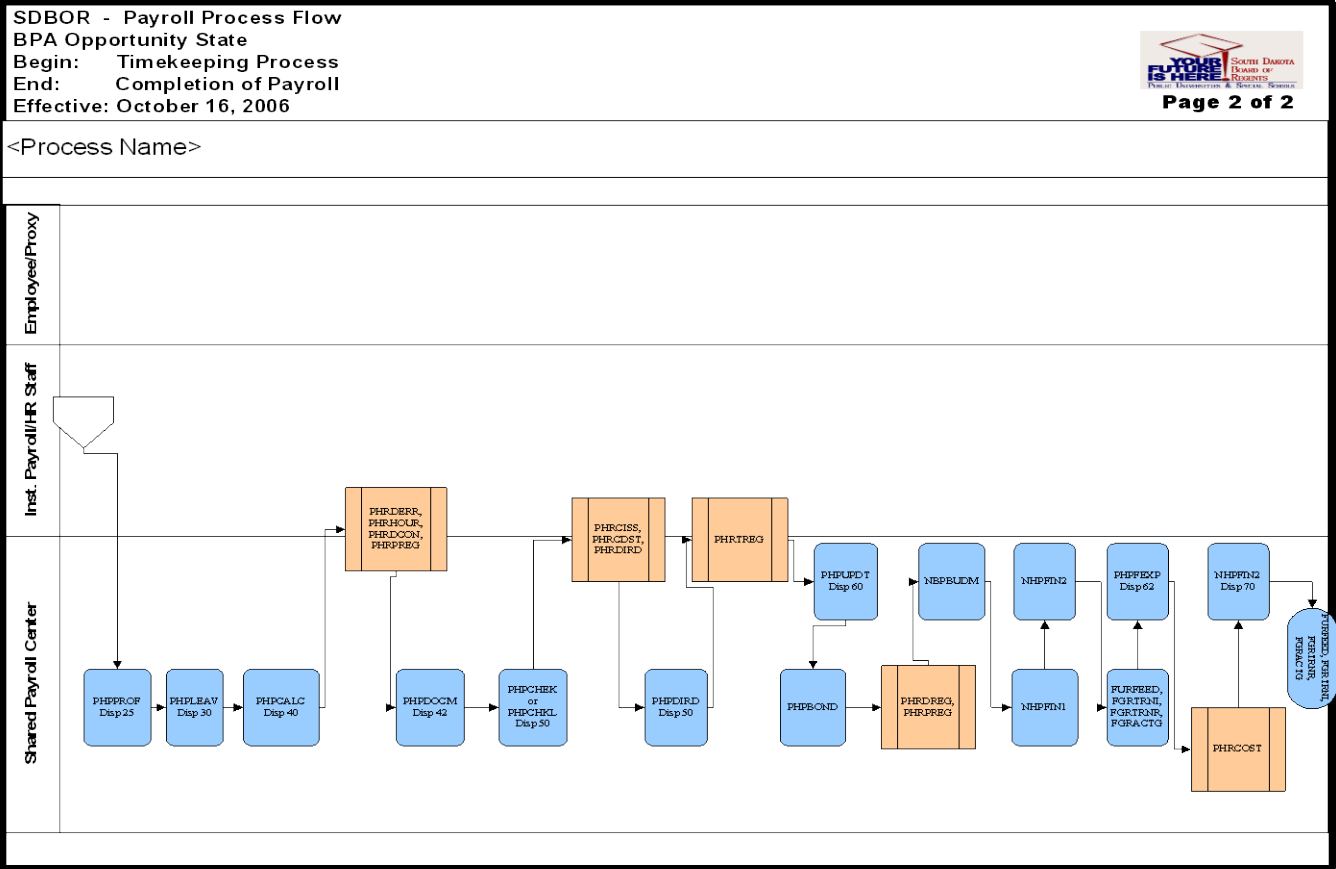
budgeted positions"; use pooled positions for students, temporary help, etc. NBIJLST and NBIPINC are used to track position related data.

Jobs (NBAJOBS) – The Job is where you assign the employee to the position. An employee can have more than one job with more than one position.

Labor Distributions (NBAPBUD and NBAJOBS) – Institutions can establish multiple labor distributions. It also indicates the importance of the Labor Distribution overrides that can occur based on Employee Class for Benefits/Deductions and Fringe Budgeting. Permanent labor distributions default to NBAJOBS from NBAPBUD. Temporary labor distributions may only be changed on NBAJOBS or if needed on PHAHOUR and PHAREDS.

B. Payroll Process Flow





C. Payroll Process Analysis Checklist

Step 1:

PTRLIFE – Life Insurance Calculation Process parameter rule form. Every pay period will run to change the insurance salary for the last day of the pay period and age effective dates to last day of the following month. I.e., PTRLIFE (Salary Date – 21-FEB-2007) and (Age Date – 31-MAR-2007). Shared Payroll Center performs this function prior to payroll beginning. No disposition exists at this step.

Step 2: **PZPLIFE**– Life Insurance Calculation Process. Defines the salary and age effective dates. Run every pay period. Use last day of pay period for parameter 01. Correct any errors and resubmit the life process until all errors are corrected. Shared Payroll Center performs this function prior to payroll beginning. *****ALWAYS CHECK LIS and LOG REPORT FOR ERRORS.** No disposition exists at this step.

Step 3: **PHPTIME** – Payroll Time Extraction Process. Reads all Job Assignments, NBAJOBS records, creates timesheet records. Shared Payroll Center performs this option and will bring the dispositions in the range of 5 – 10. There are several extract options listed below.

(I) Initial, ALWAYS run this extract option first. (I) Initial for SPECIFIC employees, allows employees to be added by ID number to the time file individually after all initial extract option has run.

(R)Reextract, used to REFRESH time file with current employee information. Time entry is lost in this process. Requires time entry.

(C) Recreate, used only when MASSIVE errors exist in the payroll. All time entry is lost when the re-create option is run.

Step 4: PHPMTIM – Payroll Time Extraction for Web Time Entry. This process pulls in all of the time entry either from INB – PHATIME, PHADSUM or from SSB – Web Time Entry from Self Service. The Shared Payroll Center performs this option and will bring the dispositions from 5-10.

Step 5: PZRTXBL – Run in Audit Mode First then Update. Send Update to ePrint. This is a process that brings in the taxable benefits from BOP. There is no disposition for this process. It is a South Dakota defined process and the Shared Payroll Center has to run this. This process will populate PHRMTIM which will allow taxable benefits to be loaded into PHAHOURL after PHPMTIM is re-processed.

Step 6: FZRTAXB – Run in Audit Mode First then Update. Send Update to ePrint. This is a process that brings in the taxable meals from Finance Banner so FZRTXBL can be processed. The Shared Payroll Center will run this process prior to FZRTXBL.

Step 7: FZRTXBL – Run in Audit Mode First then Update. Send Update to ePrint. This is a process that brings in the taxable meals from Finance Banner. There is no disposition for this process. It is a South Dakota defined process and the Shared Payroll Center has to run this. This process will populate PHRMTIM which will allow taxable benefits to be loaded into PHAHOURL after PHPMTIM is re-processed.

Step 8: PHPPROF is the next process to bring payroll to Disposition 20. It is a proof system to validate time entry. If there are errors during this process the employee would not move to Disposition 20. Shared Payroll Center runs this process.

Step 9: PHPLEAV is the next process to bring payroll to Disposition 25 and will validate leave used in the timesheets. If there are errors, the employee will not move to disposition 25.

Step 10: PHPCALC is the next process and is the calculation of payroll: Overtime, Leave Use, Earning Codes, etc. This will bring payroll to Disposition 40 and is processed by the Shared Payroll Center. If there are errors, employees will not move to Disposition 40.

Step 11: PHAHOUR is an application form in Banner where payroll/hr staff can validate payroll processing. This is where corrections can be made. This has no effect in moving dispositions forward but corrections may at any point bring an employee off payroll or to a lower disposition.

Step 12: PHRDERR will report any employee errors, PHIDERR is used to view individual employee errors. HR and Payroll will want to evaluate all of this information. If assistance is needed, the Shared Payroll Center or BOR office may be called. If an employee is re-extracted (brought to Disposition 5), PDAEDN can be used to correct benefit/deduction errors, NBAJOBS can be used to correct Job Assignment errors.

Step 13: Shared Payroll Center will run Steps 4, 8, 9 and 10 multiple times throughout the process.

Step 14: NZHRFOP is an Edit Report on FOAP from PHRELBD. This is run by the Shared Payroll Center and should be validated by HR, Payroll, Budget and Finance. This report will document any FOAP errors in payroll. If there are invalid FOAPs, they need to be corrected either in PHAHOUR or NBAJOBS. There is no impact on Disposition status.

Step 15: PZRBFMF is a state process. It is run in Audit to determine if there are Errors. This is the interface for the Bureau of Personnel for employee data as well as benefits. If errors exist, they must be fixed or the process cannot be run in Update. Shared Payroll Center runs this process. There is no impact on Disposition status.

Step 16: GZRHPCT is an edit that is run to determine if there are errors in GXADIRD. If Errors, need to get them fixed. Send to ePrint. This is run by the Shared Payroll Center and should be validated by HR and Payroll. There is no impact on Disposition status.

Step 17: PZRHXWK is an edit to determine if there are missing values in the Regents crosswalk. Board Office will fix as applicable. There is no impact on Disposition status.

Step 18: PZRNEPT is an edit report that checks for inactive 020 and 025 PTRBDCA codes. Send to ePrint. This is run by the Shared Payroll Center and should be validated by HR and Payroll. There is no impact on Disposition status.

Step 19: PZRHNEG is an edit report for negative gross and net pay amounts. Send to ePrint. This is run by the Shared Payroll Center and should be validated by HR and Payroll. There is no impact on Disposition status.

Step 20: PZRCOMP is an edit report to check EE and ER FICA amounts are in balance. Send to ePrint. This is run by the Shared Payroll Center and should be validated by HR and Payroll. There is no impact on Disposition status.

Step 21: PZRHOT is an edit report to document overtime and comp time. This will help institutions document if the calculated OT and payment of CT is accurate. Send to ePrint. This is run by the Shared Payroll Center and should be validated by HR and Payroll. There is no impact on Disposition status.

Step 22: PZRHDOT is an edit report for DOT pay earnings code. Send to ePrint. This is run by the Shared Payroll Center and should be validated by HR and Payroll. There is no impact on Disposition status.

Step 23: PZRHDSP is a Disposition Control edit report. Send to ePrint. This is run by the Shared Payroll Center and should be validated by HR and Payroll. There is no impact on Disposition status.

Step 24: PZRHSF2 is a Shift 2 edit report notifying all who will receive shift differential. This is run by the Shared Payroll Center and should be validated by HR and Payroll. There is no impact on Disposition status.

Step 25: NZRHJOB is an edit report that checks for multiple EMPR's. This is run by the Shared Payroll Center and should be validated by HR and Payroll. There is no impact on Disposition status.

Step 26: PZRHNRG is an edit report that checks for negative REG earnings code. This is run by the Shared Payroll Center and should be validated by HR and Payroll. There is no impact on Disposition status.

Step 27: PHPDOCM is a process completed by the Shared Payroll Center that calculates the Check/Direct Deposit Amounts Process. Selects all employees at disposition 40. This will move the disposition to 42.

Step 28: PHPCHKL is a process completed by the Shared Payroll Center that completes the Check/Direct Deposit Notice Process. Updates the Check and Direct Deposit numbers. Generates Checks and Direct Deposit notices for employees at disposition 42. If parameter 05, "just checks", value was N in the PHPDOCM process, then the PHPCHKL process will be run twice. One time for checks (Disp 43) and one time for Direct Deposits (Disp 44, the order does not matter). When both processes are completed, the disposition advances to 50 Awaiting Update Process. Caution: Double verify the Parameter 06 "Manual Document Number" to avoid duplicate document numbers (this will aid in Check reconciliation later).

Step 29: Shared Payroll Center to submit PHRCISS – report of checks. This has no impact of Disposition.

Step 30: PHPDIRD is a process completed by Shared Payroll Center that creates the direct deposit tape process. This process does transmit data to the clearinghouse bank. This process has no impact on the disposition number. This process can be run anytime after PHPCHKL during the monthly payroll schedule. It should be run after the CHKL process.

Shared Payroll Center will submit PHRDIRD(report of direct deposits) and PHRTREG (tape register) jobs.

Step 31: PHPUPDT is a process that is run by the Shared Payroll Center. This process updates the pay period including leave balances. This process also updates PEAEMPL and permanent history payroll tables. This process advances disposition to 60 Awaiting Finance Extraction.

Step 32: PHPFEXP is a process that is run by the Shared Payroll Center. This is the Expenditure Finance Extract Process. Extracts payroll transactions for interface to finance (NHRFINC). It updates expended amounts, advances the disposition to 62 Awaiting Finance Interface.

Step 33: NZPFRCD is a process that is run by the Shared Payroll Center and only impacts SDSU. This cleans up the retirement 5 and 1% fund source. It is run in Audit Mode, then is validated by SDSU. If no errors, then run in Update Mode. There is no impact on disposition.

Step 34: NZPSRPT is a process that is run by the Shared Payroll Center. This process is the interface S009 for the Bureau of Finance and Management. It is first run in Audit Mode, validated, if no errors, then run in Update Mode. There is no impact on disposition.

Step 35: PZRBFMF is a process that is run by the Shared Payroll Center. This process is the interface S007 for the Bureau of Personnel. It is first run in Audit Mode, validated, if no errors, then run in Update Mode. There is no impact on disposition.

Step 36: NZRBPED is a process that is run by the Shared Payroll Center. This process is the interface S008 for the Bureau of Finance Management. There is no impact on disposition.

Step 37: PXRTDEP is a report that is run by the Shared Payroll Center. This is a Monthly report that is sent to the Auditor and SDRS state departments.

Step 38: PXR941 is a report that is run by the Shared Payroll Center. This is a Monthly report that is sent to the Auditor's department.

Step 39: PZRSDRS is an interface that is run by the Shared Payroll Center. This is a process that is run with each payroll and transmitted to SDRS. This has no impact on disposition.

Step 40: PZRUNEM is an interface that is run by the Shared Payroll Center. This is a process that is run quarterly and transmitted to the Department of Labor for unemployment wage calculations. This has no impact on disposition.

Step 41: NHPFIN1 is a process that is run by the Shared Payroll Center. This is the Finance Interface Extract Process. This process has no impact on disposition. This process

extracts budget and encumbrance data for finance (NHRFINC). This process also supports the budget development for the next fiscal year.

Step 42: NHPFIN2 is a process that is run by the Shared Payroll Center. This is the Finance Interface Report Process. Reads NHRFINC table and passes PHPFEXP payroll transactions to finance system (GURFEED). When run "AFTER" PHPFEXP, a finance journal document is created for salary expenditures, deduction liabilities, net pay, fringe expense, fringe liabilities, deferred pay liability, deferred pay, gross earnings and deferred pay amount. This moves the disposition to 70. Payroll is completed on Banner HR.

Step 43: FURFEED, FGRTRNI, FGRTRNR and FGRACTG. This is processed by Finance Banner Accounts Payable Center. It is the interface to BANNER Finance and posts expenditures.

Step 44: PZRPREG and PZRDCON are reports that are run throughout the process of payroll by the Shared Payroll Center. They are the payroll register and disposition control reports and are run by campus (EMPR) codes.

D. Disposition Description

05	Awaiting Re-Extract
10	Awaiting Time Entry
15	Awaiting Correction
20	Awaiting Proof
22	Hours Correction
25	Awaiting Leave Process
27	Pre-Balance Calc
28	Pre-Approve Calc
30	Awaiting Calc
37	Pre-Balance Check
38	Pre-Approve Check
40	Awaiting Document
42	Awaiting Check/Direct Deposit Run
43	Awaiting Direct Deposit Run
44	Awaiting Check Run
47	Pre-Balance Update
48	Pre-Approve Update
50	Awaiting Update
60	Finance Extract
62	Finance Interface/Feed
70	Complete

E. Troubleshooting During Payroll

1. Payroll Error and Warning Messages

This section identifies the causes of payroll error and warning messages and the actions to take when they appear.

PHPCALC

Message: *ERROR* PHPCALC - Person has more than 20 jobs

Cause: One pay event has more than 20 PHRJOB records associated with it. PHPCALC can store a maximum of 20 PHRJOB records and will ignore any beyond that.

Action: Re-extract the individual pay event and reduce the number of PHRJOB records.

Message: *Warning* Advance Recovery Earn Code (AR) not found

Cause: The system is attempting to recover earnings that were advanced to an employee by use of an earnings with earnings code AR, but there is no such earnings code set up for that particular employee class. No recovery will take place until this problem is resolved.

Action: Make sure that an earnings code of AR is established via the Eligible Earnings Code window of PTRECLS for all employee classes that allow an advance payment (earnings code ADV).

Message: *Warning* Exception Earnings exceed Base Salary

Cause: The total dollar amount for earnings with a PTREARN **Expt Rpt** Indicator = Y is greater than the total dollar amount for earnings with a PTREARN **Base Salary** Indicator = Y for a particular pay event. This will result in negative earnings as exception earnings are subtracted from base salary earnings

Action: This may be the intended result, in which case no action is required. Inspect earnings for employee to verify that what has been entered is correct.

Message: *Warning* Not Eligible for Premium Earn Code (see PTRECLS)

Cause: The employee has been set up to receive premium earnings as generated by the system but the employee's employee class does not list the premium earn code that PHPCALC would generate.

Action: Make all appropriate premium earnings codes eligible under the employee class in question via PTRECLS.

Message: *WARNING* FLSA Earn Code not found (FC/FA)

Cause: PHPCALC calculated FLSA overtime to be paid but could not find a valid earnings code of type FC or FA for the employee's employee class.

Action: Set up the earnings code with FC and/or FA earnings type(s) via PTREARN, and make the earnings code eligible under the employee class via PTRECLS.

Message: *WARNING* Invalid Work Period data, check PTRWKPR

Cause: The system has been set up to calculate FLSA overtime automatically, but the data on PTRWKPR has been set up incorrectly.

Action: Correct PTRWKPR information.

Message: *WARNING* No appropriate job for FLSA OT payment

Cause: PHPCALC computed FLSA overtime to pay to an individual, but it could not identify an appropriate PHRJOBS record to associate with the payment.

Action: Review the employee's PHRJOBS/timesheet data in relation to the FLSA period in question and change as necessary.

Message: *WARNING* Negative Net Pay

Cause: The total dollar amount for employee deductions reduced the cash earnings to less than zero.

Action: This may be the intended result. Review the employee data to be sure all data is correct and verify that less-than-zero earnings are desired.

PHPMTIM

Message: *ERROR* Employee not Active, hrs cannot be entered

Cause: The employee status of this employee is not active.

Action: Set the employee status to A(ctive) on the Employee Form (PEAEMPL) and assign the employee a job on the Employee Job Form (NBAJOBS).

Message: *ERROR* ID entered is not valid

Cause: An invalid ID has been entered.

Action: Enter a valid ID on the Mass Time Entry Form (PHAMTIM).

Message: *ERROR* Invalid Earn Code entered for employee

Cause: An invalid earn code has been entered for this employee.

Action: Enter a valid earn code for this employee on the Mass Time Entry Form (PHAMTIM).

Message: *ERROR* Invalid Posn/Suff/Effect Date for employee

Cause: An invalid Position/Suffix/Effective Date has been entered for this employee.

Action: Enter a valid Position/Suffix/Effective Date for this employee on the Mass Time Entry Form (PHAMTIM).

Message: *ERROR* Begin Date is not in the Pay Period

Cause: The Begin Date is not between the Pay Period Start and End Dates.

Action: On the Mass Time Entry Form (PHAMTIM), enter a Begin Date that falls between the Pay Period Start and End Dates.

Message: *ERROR* End Date is not in the Pay Period

Cause: The End Date is not between the Pay Period Start and End Dates.

Action: On the Mass Time Entry Form (PHAMTIM), enter an End Date that falls between the Pay Period Start and End Dates.

Message: *ERROR* Affected Leave Ineligible for Employee's Lea

Cause: The leave associated with the earn code entered is ineligible in the employee's leave category.

Action: Make sure the appropriate leave code is entered in the **Leave Taken** field on the Earnings Code Rule Form (PTREARN), or change the earn code for this leave on the Online Time Entry Form (PHAHOUR), or associate this leave code with this earn code on the Leave Category Rule Form (PTRLCAT).

Message: PHPMTIM *ERROR* Special Rate must be entered rate ind = (S)p

Cause: The Rate Indicator on the Earnings Code Rule Form (PTREARN) has been set to S(pecial) Rate, but the Special Rate has not been entered on the Mass Time Entry Form (PHAMTIM).

Action: Enter the Special Rate value for this employee's earn code on the Mass Time Entry Form (PHAMTIM).

Message: *ERROR* Special Rate not allowed for this earn code

Cause: The Rate Indicator on the Earnings Code Rule Form (PTREARN) has been set to R(egular) or T(able), but the Special Rate has been entered.

Action: Remove the Special Rate or set the Rate Indicator to S(pecial) Rate in the Earnings Code Rule Form for this earn code.

Message: *ERROR* Inactive Chart of Accounts code

Cause: The Chart of Accounts Status Indicator for this Chart of Accounts code is not A(ctive).

Action: Enter an active Chart of Accounts code on the Mass Time Entry Form (PHAMTIM).

Message: *ERROR* Inactive Account Index

Cause: The Account Index Status Indicator for this Account Index code is not A(ctive).

Action: Enter an active Account Index on the Mass Time Entry Form (PHAMTIM).

Message: *ERROR* Account Index is terminated

Cause: This Account Index is no longer in effect in SCT Banner Finance.

Action: Enter an Account Index that has not passed its termination date on the Account Index Code Maintenance Form (FTMACCI).

Message: *ERROR* Inactive Fund code

Cause: The Fund Status Indicator for this fund code is not A(ctive).

Action: Enter an active fund code on the Mass Entry Form (PHAMTIM).

Message: *ERROR* Fund is terminated

Cause: This fund is no longer in effect in SCT Banner Finance.

Action: Enter a fund that has not passed its termination date on the Fund Code Maintenance Form (FTMFUND).

Message: *ERROR* Fund is not defined as Data Entry

Cause: This fund is not defined to be used for data entry in SCT Banner Finance.

Action: Enter a fund defined for data entry in SCT Banner Finance.

Message: *ERROR* Inactive Organization code

Cause: The Organization Status Indicator for this organization code is not A(ctive).

Action: Enter an active organization code on the Mass Time Entry Form (PHAMTIM).

Message: *ERROR* Organization is terminated

Cause: This organization is no longer in effect in SCT Banner Finance.

Action: Enter an organization that has not passed its termination date on the Organization Code Maintenance Form (FTMORGN).

Message: *ERROR* Organization is not defined as Data Entry

Cause: This organization is not defined to be used for data entry in SCT Banner Finance.

Action: Enter an organization defined for data entry in SCT Banner Finance.

Message: *ERROR* Inactive Account code

Cause: The Account Status Indicator for this account code is not A(ctive).

Action: Enter an active account code on the Mass Time Entry Form (PHAMTIM).

Message: *ERROR* Account is not a Labor Account

Cause: The Account Type is not of a Labor Account and/or the Internal Account Type Code is not set to 60 in SCT Banner Finance.

Action: Enter an Account Type Code with an Internal Account Type Code set to 60 in SCT Banner Finance.

Message: *ERROR* Account is terminated

Cause: This account is no longer in effect in SCT Banner Finance.

Action: Enter an account that has not passed its termination date on the Account Code Maintenance Form (FTMACCT).

Message: *ERROR* Account is not defined as Data Entry

Cause: This account is not defined to be used for data entry in SCT Banner Finance.

Action: Enter an account defined for data entry in SCT Banner Finance.

Message: *ERROR* Inactive Program code

Cause: The Program Status Indicator for this account code is not A(ctive).

Action: Enter an active program code on the Mass Time Entry Form (PHAMTIM).

Message: *ERROR* Program is terminated

Cause: This program is no longer in effect in SCT Banner Finance.

Action: Enter a program that has not passed its termination date on the Program Code Maintenance Form (FTMPROG).

Message: *ERROR* Program is not defined as Data Entry

Cause: This program is not defined to be used for data entry in SCT Banner Finance.

Action: Enter a program defined for data entry in SCT Banner Finance.

Message: *ERROR* Inactive Activity code

Cause: The Activity Status Indicator for this activity code is not A(ctive),

Action: Enter an active activity code on the Mass Time Entry Form (PHAMTIM).

Message: *ERROR* Activity is terminated

Cause: This activity is no longer in effect in SCT Banner Finance.

Action: Enter an activity that has not passed its termination date on the Activity Code Maintenance Form (FTMACTV).

Message: *ERROR* Inactive Location code

Cause: The Location Status Indicator for this location code is not A(ctive),

Action: Enter an active location code on the Mass Time Entry Form (PHAMTIM).

Message: *ERROR* Location is terminated

Cause: This location is no longer in effect in SCT Banner Finance.

Action: Enter a location that has not passed its termination date on the Location Code Maintenance Form (FTMLOCN).

Message: *ERROR* Invalid Project code

Cause: An invalid project code has been entered in SCT Banner Finance.

Action: Enter a valid project code for this Chart of Accounts in SCT Banner Finance.

Message: *ERROR* Invalid Cost Type code

Cause: An invalid Cost Type code has been entered in SCT Banner Finance.

Action: Enter a valid Cost Type code for this account in SCT Banner Finance.

Message: *ERROR* No Begin or End Dates entered

Cause: The Begin and End Dates are missing on the Mass Time Entry Form (PHAMTIM).

Action: Enter the Begin and End Dates for this account on the Mass Time Entry Form (PHAMTIM).

Message: *ERROR* No Base Salary Hours for employee in Shift

Cause: The Base Salary Hours for this employee in this shift are missing.

Action: Validate the shift on the Mass Time Entry Form (PHAMTIM) or enter the Hrs/Units on PHAMTIM for the Earn Code defined on the Earnings Code Rule Form (PTREARN) with Base Salary set to Y(es).

Message: *WARNING* Regular Hrs for Employee exceeds hrs/pay

Cause: The total number of regular hours for this employee is greater than the standard hours per pay on the Employee Job Form (NBAJOBS).

Action: Check to make sure that the hours entered on the Mass Time Entry Form (PHAMTIM) are correct.

Message: *WARNING* Possible Insufficient Leave Balance

Cause: The total number of leave hours for this employee exceeds the employee's current available leave balance on the Employee Form (PEAEMPL).

Action: Check to make sure that leave hours entered on the Mass Time Entry Form (PHAMTIM) are correct.

PHPPROF

Message: *ERROR* Leave code ineligible for employee's leave category

Cause: An employee is not eligible for the Leave Taken code associated with an earn code for which the employee is being paid.

Action: Check to see if the correct Leave Taken code is on the Earn Codes Rule Form (PTREARN). If it is, then add that code to the employee leave category on the Leave Category Rule Form (PTRLCAT). Then add the leave code to the employee's leave balances block in the Employee Form (PEAEMPL).

Message: *ERROR* Employee has another job at a different disposition

Cause: One of the employee's pay events is not at disposition 20 (Awaiting Proof).

Action: Check to see if there are errors for any of the employee's pay events and correct them. Then run the appropriate processes to advance the pay event to disposition 20.

Message: *ERROR* Employee's total hours do not match hrs breakdown

Cause: Required time entry breakdown of hours does not match the total hours on PHAHOUR. This may occur when the time entry indicator is other than None and the correct hours did not default.

Action: Use PHAHOUR to correct the employee's hours.

Message: *WARNING* PHREARN_HRS should not be 0 or NULL

Cause: Zero or null hours defaulted for the employee.

Action: Check the hours for the employee on PHAHOUR. Check to see that the correct number of default hours is entered on NBAJOBS.

Message: *WARNING* Special rate must be entered for earn code

Cause: A special rate did not default for the earn code.

Action: Use PHAHOUR to enter a special rate for the pay event. Check that the special rate is entered in NBAJOBS for the default earn code.

Message: *WARNING* Possible insufficient leave balance: <leave_code>

Cause: The employee's leave balance may be less than the hours assigned to this leave code for this pay event.

Action: Verify the employee's PEAEMPL leave balances and PHAHOUR hours for the leave code.

Message: *WARNING* Two base salary codes exist for 2 different shifts

Cause: Two earn codes with base salary indicator of Y but with different shifts were entered for one employee job.

Action: Check PHAHOUR to determine whether both earn codes are valid.

Message: *ERROR* Multiple earn codes exist with base salary ind - Y

Cause: Two earn codes with base salary indicator of Y but with different shifts were entered for one employee job.

Action: Amend PHAHOUR to show only one base salary earn code per employee job.

PHPRETO

Message: *ERROR* PHPRETO - Earn Code of Type: XX Not found

Cause: There is no Defer Accrual or Payout earn code in the Employee Class Eligible Earnings.

Action: Enter an earn code at Eligible Earnings on PTRECLS.

Message: *ERROR* PHPRETO Earn Code of Type RT Not Found

Cause: Retro Pay earn code of type RT is not found in the Employee Class Eligible Earnings.

Action: Enter earn code of type RT at Eligible Earnings on PTRECLS.

Message: *ERROR* This Job is Not Found in The Destination Payroll For Employee

Cause: Job terminated prior to the Begin Date of the destination payroll.

Action: Give retro pay by doing an adjustment on PHAADJT for this job. Alternatively, all jobs will be extracted if you set up the destination payroll as Supplementary Pay with the pay's begin and end dates spanning the entire retro pay period.

PHPTIME

Message: *ERROR* PHPTIME - No Valid Earn Code of Type: XX Found

Cause: When an earn code has to be defaulted for base pay for a job status other than A(ctive), and that earn code is not found in the list of eligible earnings for the job's employee class code, this message appears. It is also displayed when defer pay earn codes for defer pay accrual or payout are missing from the employee class eligible earnings.

Action: Enter earn code of specified type at Eligible Earnings on PTRECLS.

Message: *ERROR* PHPTIME - No labor dist. record for this job

Cause: Labor Distribution data is missing for this job on NBAJOBS.

Action: Enter labor distribution data on NBAJOBS for this job. Also check NBAPOSN to make sure this position has labor distribution data.

Message: *ERROR* PHPTIME - No Holiday Earn code found

Cause: No earn code of type HP is in the Employee Class Eligible Earnings.

Action: Enter earn code of type HP at Eligible Earnings on PTRECLS.

Message: *ERROR* PHPTIME - No Deduction record for required deduction

Cause: A deduction specified as required on PTRBCAT for the employee's benefit category is missing for this employee.

Action: Enter the missing deduction on PDADEDN for this employee.

Message: *WARNING* PHPTIME-Cannot Create Holiday Rec. No Base Earnings

Cause: The holiday is set up on PTREHOL, but no base earnings are set up to default on NBAJOBS.

Action: Enter the holiday earn code on PHAHOURL during time entry for this employee.

1042-S Errors and Warning Messages

The following errors and warning messages are seen in the 1042-S Information window of PHAADJT or the History Deductions window (PHCDEDN), both of which can be accessed only through the Adjustment Processing Form (PHAADJT).

Note: These messages appear only when you do adjustments to a 1042-S type payment.

PHAADJT

Message: *WARNING * Nonresident alien 1042-S data missing.

Action: Access the 1042-S Information window of PHAADJT to input changes to treaty deduction.

Message: *ERROR* Nonresident Alien tax rate is missing.

Cause: Tax rate information is missing from the Tax Set Up (PXATAXS) form. Either a tax rate or graduated table must exist for each combination of Tax Code and Filing Status (Country Code).

Action: In this event an adjustment to 1042-S information will not be allowed because there is no gross amount in the Deduction History Table for the Foreign Persons Tax deduction and therefore no tax rate was populated. Correct the PXATAXS record before processing any further payrolls. This will correct the problem and allow adjustments on future pay events. The original pay event may be voided and a manual pay event completed.

Message: *ERROR* Employee does not have a country code defined during this pay period.

Cause: Employee's deduction on PDAEDN is missing an Option code 1 for Country Code.

Action: Enter Option Code 1 for the Country Code in PDAEDN

Message: *WARNING* Allowance Taken is greater than Gross Income Paid.

Action: Adjust either the Allowance Taken or the Gross Income for pay event.

Message: *WARNING* Tax Withheld does not agree with the computed tax withheld.

Action: Verify Tax Rate and/or calculated amount entered.

Message: *WARNING* Total Withhold Allowance not equal to Available Withholding Allowance.

Action: Adjust the Withhold Allowance amount entered.

Message: *WARNING* Total Allowance Taken not equal to Allowance Available To Be Taken.

Action: Adjust the Allowance Taken amount entered.

Message: *WARNING* Total Tax Withheld should not be greater than Total Gross Paid.

Action: Adjust either the Tax Withheld or the Gross Income amount entered.

Message: *WARNING* 1042-S Total Gross is not Equal to Deduction Applicable Gross.

Action: Adjust either the Gross Income on the 1042-S Information window or the Deduction Applicable Gross on the History Deductions window.

Message: WARNING 1042-S Total Tax Withheld not Equal to Deduction Employee Amount.

Action: Adjust either the Tax Withheld on the 1042-S Information window or the Deduction Employee Amount on the History Deductions window.

Pay Adjustment Errors and Warning Messages

The following errors and warning messages are seen when adjustments are made to pay events on the Adjustment Processing Form (PHAADJT)

PHAADJT

Message: *WARNING* Deduction History must be adjusted manually.

Adjust benefit/deduction amount.

Cause: This message is displayed when you choose not to apply the net difference towards a benefit/deduction.

Action: To manually adjust the net difference, access the Deductions History window from the Options menu

Message: *WARNING* Tax deduction type does not exist. Change deduction history for adjustment amount of \$<x.yy>.

Cause: This message is displayed when benefits/deductions of deduction types 01, 50, 20 or 04 do not exist.

Action: To manually adjust the net difference, access the Deductions History window from the Options menu.

Message: *ERROR* Net amount entered must be less than 80,000. Two pay events must be created.

Action: Specify an **Entered Net Value** less than \$80,000 on PHAADJT.

Message: *ERROR* Gross-up Net allowed for Manual Adjustment Actions only.

Action: Set the Adjustment Action field value to Manual in the Key block of the Adjustment Processing Form (PHAADJT).

Message: *ERROR* Direct Deposit selection is only allowed if Print Indicator is Computer (C).

Cause: This message is displayed when you change the issue from a Check to Direct Deposit. The form will not allow you to navigate out of the Document block to the Main window to change the Print Method.

Action: Reset the document for issue as a Check first, change the **Print Method** field in the Adjustment Detail block to Computer, then return to the Document block to set it to Direct Deposit.

Message: *ERROR* Print Indicator must be 'Computer' for a Direct Deposit adjustment.

Action: Navigate to the Adjustment Detail block, choose Computer in the **Print Method** field, and save the transaction.

Message: *ERROR* One document must be designated as reissued.

Action: On the Document History window, mark the indicator for the specific pay event record to be reissued.

Message: *ERROR* Bank Routing Number, Account No and Account Type are required for Direct Deposit.

Action: In the Document History window, navigate to the **Bank Routing Number** field and enter routing information or change **Document Type** from Direct Deposit to Check.

Message: *WARNING* No reissue indicator was checked, the entire pay event will be reissued. Do you wish to continue?

Cause: Select Yes or No. If you choose **Yes**, the form will set the **Reissue** indicator to Y for all pay event records. If you choose **No**, the form displays the Document History window and allows you to choose the item to reissue. If the transaction for reissue is not indicated, the following message is displayed: ***ERROR* One document must be designated as reissued.**

Message: *ERROR* Invalid Bank Routing Number for employee; press LIST for valid codes.

Action: In the Document Information window, navigate to the **Bank Routing Number** field and select an active record from the corresponding List of Values.

Message: *ERROR* Invalid Account Number for employee; press LIST for valid codes.

Action: In the Document Information window, navigate to the **Account Number** field and select an active record from the corresponding List of Values.

Message: *ERROR* Invalid Account Type for employee; Check GXADIRD for valid types.

Action: In the Document Information window, navigate to the **Account Type** field and select an active record from the corresponding drop-down list.

Message: *ERROR* No active Payroll direct deposit record(s) available.

Action: Navigate to the GXADIRD form and create direct deposit records.

Message: *ERROR* Document amount must equal net pay amount.

Action: In the Document Information window, navigate to the amount fields and correct the amounts.

Leave Processing Errors and Warning Messages

The following errors and messages are displayed in Banner HR Forms when processing leaves using the Leave by Job Method.

NBAJOBS

Message: *ERROR* Leave Category cannot be changed. Non-zero leave balances exist.

Cause: This message is displayed when the user attempts to change the value of the Leave Category code for an existing job, and the employee has non-zero leave balances for the leave codes associated with that leave category. The form will not allow a change that results in the employee having non-zero leave balances for leave codes not valid for any leave category the employee has on a current, past or future job.

Action: To correct this error, review the employee's leave balances for the job on the PEALEAV form and reallocate any non-zero balance to any other valid leave code and/or job accruing leave.

Message: *ERROR* Record cannot be deleted. Non-zero leave balances exist for this leave category.

Cause: This message is displayed when the user attempts to remove an effective dated job record, and the employee has non-zero leave balances for the leave codes associated with the leave category. The form will not allow a change that results in the employee having non-zero leave balances for leave codes not valid for any leave category the employee has on a current, past or future job.

Action: To correct this error, review the employee's leave balances for the job on the PEALEAV form and reallocate any non-zero balance to another valid leave code and/or job.

NOAEPAF

Message: *ERROR* Invalid Category Code; Press LIST for valid ID codes.

Cause: This error is displayed when the value entered for the Leave Report Approval Category has not been defined in NTVACAT.

Action: Establish a Leave Report Approval Category in NTVACAT.

PTRINST

Message: *WARNING* You have changed the Leave Processing Method. Employee Leave Balances may need to be converted to the proper table for proper leave accrual and usage processing.

Cause: This alert is displayed when the Leave Processing Method is changed. When changing from one leave processing method to another, data conversion is required. SCT provides utility scripts to assist in converting from processing by employee to processing by job. SCT does not support any utility scripts to reverse the conversion from processing by job to processing by employee.

Action: If you select **Continue**, the change will be committed upon saving. If you select **Cancel**, the current method is retained.

Message: *ERROR* Minimum Leave Day Increment must be a multiple of 0.05.

Cause: This error is displayed when the entered value for **Minimum Leave Day Increment** is not a multiple of 0.05 in the Leave Processing Rules window of PTRINST.

PTRLCAT

Message: *ERROR* Record cannot be deleted as non-zero balance empl leave record exists.

Cause: This message is displayed when you try to delete a leave code that has a non-zero balance for an employee. A leave code cannot be deleted unless its current balance is zero for all employees.

Message: Leave code or Priority Leave Code; At least one requires "Allow Negative Balance" setting.

Cause: This error may occur when the **Leave Report Indicator** for the leave category on PTVLCAT is set to Leave Report. In PTRLCAT, at least one of the leave category's leave codes must allow for a negative leave balance within a leave category for Leave Reports. Whenever a change is made to a leave code for a leave category that is defined as leave report, the form will check to see if either the current or one of the priority leave codes has the Allow Neg Balance indicator marked.

Action: To correct this error, either mark the **Allow Neg Balance** indicator for the leave code or add a leave code as a priority in the Leave Code Priorities window of PTRLCAT that has the Allow Neg Balance indicator marked.

Message: Allow Negative Balance" indicator can not be unchecked because it is in use in a Leave Priority.

Cause: Refer to the previous message. The **Allow Neg. Balance** indicator cannot be unmarked when it is associated with a leave category that is defined for a leave report on PTVLCAT, and it is the only leave code defined as a priority on another leave code that does not allow a negative balance. That is, the change would violate the rule enforced by the previous message.

Action: To correct this problem, either change the leave code with this leave code as a priority to allow a negative balance, or add another leave code as a priority that does allow a negative balance.

PTVLCAT

Message: *ERROR* Day/Hour Indicator cannot be 'Day' when Leave Report Ind is 'Payroll'.

Cause: Recording time taken in terms of Days is only supported when leave reports are utilized.

Action: The Day/Hour Indicator must be set to Hours when the Leave Report Indicator is set to Payroll.

PEALEAV

Message: *ERROR* Delete not allowed. Employee's job is eligible for this leave code.

Cause: This error is displayed when the user attempts to delete a leave code that is eligible for the employee's job leave category (past, present, or future), and the Leave Processing method as defined on PTRINST is by Job. A leave code can only be deleted when it is not eligible for the employee's job benefit category and both, current available balance and banked balance are zero.

Action: Review the employee's leave balances for the job and reallocate any non-zero balance to another valid leave code and/or job.

Message: ERROR* Leave value must be a multiple of {min_leav_day_increment}.

Cause: This error message is displayed when the Day/Hour Indicator on PTVLCAT for the leave category associated with the leave code is Days, and the value entered is not a multiple of the Minimum Leave Day Increment value established on PTRINST.

Action: Reenter a multiple of the increment defined on PTRINST.

Message: *WARNING* Leave Code, XYZ, is not valid for employee's job. Balance will not be viewable by employee but is available when processing time taken. Do you wish to continue?

Cause: This alert is displayed when you process leaves by job, and you attempt to update the leave balances of a leave code that is not valid for any leave category defined on the employee's job records (past, present, or future). Leave codes and their balances that are not valid for the employee's leave categories are not printed on checks and cannot be viewed in Employee Self-Service. However, PHPLEAV process considers the balance as being available when assessing whether sufficient leave balance exists when processing time taken. It will not accrue any time for these records.

Action: Choose **Yes** to commit the change or choose **No** to cancel the change.

Note:When processing leave by job, normal defaulting of leave codes valid for leave category will occur whenever a job's leave category code is initially entered (new job) or changed on the Employee Jobs Form (NBAJOBS). Since NBAJOBS does not contain the logic to delete leave balance records, the following series of actions may result in an invalid leave code existing on the PEALEAV form: 1. Create a new job with a leave category that contains the leave code VAC. 2. Immediately change the job's leave category to one that does not contain the leave code VAC. A leave balance record now exists on PEALEAV for leave code VAC, with a zero balance. PHPUPDT has been modified to delete this invalid leave code when run, as long as the balance is zero. It is recommended that you do not update leave codes that are invalid for the employee's job leave categories. Instead, allow PHPUPDT to remove the invalid record.

PHATIME

Message: *ERROR* Value for day must be entered in increment of x.xx days.

Cause: This error is displayed when the Day/Hour Indicator on PTVLCAT for the leave category associated with the leave code is Days, and the value entered is not a multiple of the Minimum Leave Day Increment value established in PTRINST.

Action: Reenter a multiple of the increment defined on PTRINST.

Message: *ERROR* Earnings Code is invalid for entering leave time.

Cause: This error only occurs during Leave Report time entry. The Earn code entered must have a leave code entered in the **Leave Taken Code** field on the Earnings Code Rule Form (PTREARN).

Message: *WARNING* Leave Report Period not open for Time Entry.

Cause: This warning only occurs during Leave Report time entry. The period is no longer available for leave reporting as defined on the Payroll Calendar Rule Form (PTRCALN).

Message: *WARNING* Possible Insufficient Leave Balance.

Cause: This warning is displayed when the user enters time greater than what is available for that leave code, for all job leave balance records.

Message: *ERROR* Time must be greater than or equal to 0

Cause: This warning only occurs during Leave Report time entry and the **Day/Hour Indicator** on PTVLCAT for the leave category associated with the leave code is Days. The value entered for a day must be greater than or equal to zero.

PHPLEAV

Message: *WARNING* #####.## Hours of DOCK earning generated.

Cause: This message is displayed for both leave processing methods – Leave by Employee and Leave by Job, when the overall leave balance for a particular leave code or its priorities does not have sufficient balance for the leave taken, and the leave code or one of its priorities does not allow a negative balance.

Note: The functionality for docking pay is unchanged in Release 6.0. Prior to this release, no message was generated to alert the user to the fact that pay had been docked.

Message: *WARNING* Insufficient Leave Balance for this job; Balance taken from another job.

Cause: This message is displayed for each leave code associated with the leave category of the job processed in the following instances: •When Leave By Job is marked as the **Leave Processing Method** in the Installation Rule Form (PTRINST). •When the Allow Neg Balance indicator is unmarked on PTRLCAT. That is, the balance for the current job's leave code cannot go negative. •When leave balance for a particular leave code on the current processed job is not adequate for the requested leave and the balance from another job for the same leave code is used. •It is also displayed when leave balance is taken from another job based on the leave code priorities in PTRLCAT.

PHPPROF

Message: *WARNING* More than one leave category was found: XX (where XX: Leave Category Code)

Cause: This message is inserted into the error table, PHRERRL, when more than one leave category exists within the same payroll event for the same job due to a split time sheet. For example, the Leave Category was changed on the job in the middle of the pay event, resulting in a split timesheet (i.e., two different Effective Dates), or the employee has multiple jobs in the same payroll with different leave categories. This is an

informational message only. In the case of split time sheet, leave is processed based on the leave category that is in affect at the end of the pay period.

PHPUPDT

Message: PHPUPDT - Leave Code deleted since Leave Category Changed.

Cause: This message is inserted into the Job Leave History Table (PERJLHS), when PHPUPDT deletes zero balance leave codes on PEALEAV that are no longer valid for any of the leave categories on the employee's job.

Faculty Tracking

The following error and warning messages are displayed during faculty tracking

PEAFACT

Message: *WARNING* This faculty action is not approved. The transaction will be saved in an unapproved state.

Cause: This message is displayed on the Appointment/Tenure Action Window of PEAFACT, when you try to save a record that you are not authorized to approve.

Action: The transaction will be saved with an unapproved status. The authorized person will have to approve the saved record.

PTRINST

Message: *ERROR* You must enter a Rank Level Code or uncheck the Rank Auto Approval Indicator.

Action: Unmark the **Rank** indicator or select an appropriate approval Level Code from NTRALVL

Message: *ERROR* You must enter a Tenure Level Code or uncheck the Tenure Auto Approval Indicator.

Action: Unmark the **Tenure** indicator or select an appropriate approval Level Code from NTRALVL

Disability Accommodation Tracking Messages

The following errors and warning messages are displayed on the Employee Accommodation Tracking Form (PEAEACC)

PEAEACC

Message: *ERROR* ID is not defined as employee.

Action: Navigate to the POIIDEN form and select an ID for an employee.

Message: *ERROR* Invalid Medical Condition Code. Press LIST for valid codes.

Action: Navigate to the GOAMEDI form and select a valid medical condition for the employee.

Message: *ERROR* The medical code may not be changed on a record with a request date earlier than SYSDATE.

Cause: If you try to update the medical code for an accommodation with a previous request date, the system will not allow the change.

Action: If a record was entered in error, delete the erroneous record and re-enter a record.

Message: *ERROR* No medical conditions exist for employee. Go to GOAMEDI to enter medical conditions.

Action: Exit PEAEACC and open GOAMEDI to create medical condition records for the employee.

Message: *ERROR* Begin Date must be greater than or equal to the Request Date.

Action: Change Begin Date on PEAEACC accordingly.

Salary Planner Warnings and Messages

The following error and warning messages are displayed in Banner forms and processes that are related to the Salary Planner application of Employee Self-Service.

NTRSPEX

Message: *ERROR* This data has been saved to this Extract ID and may not be changed.

Cause: Extract data exists in the Salary Planner tables and may not be deleted.

Action: Use the Salary Planner Upload Process (NBPSUP) to delete the extract and all scenarios. Return to NTRSPEX and delete rule record.

Message: *ERROR* New Budget Extract ID already exists, please re-enter.

Cause: Extract ID entered for new ID already exists.

Action: Enter a new unique Extract ID.

Message: *ERROR* Fiscal Year has not been defined; press LIST for valid codes.

Action: Define Fiscal Year on the NBAFISC form.

Message: *ERROR* Employee Class must be saved before continuing.

Action: Enter at least one employee class in the Employee Classes window of NTRSPEX.

Message: *ERROR* Date entered is outside of Fiscal Year.

Cause: Job Effective Date must fall within, and inclusive of, the begin and end date of the fiscal year defined on the Main window of NTRSPEX.

Message: *WARNING* Budget Extract ID not found, Add assumed.

Action: Acknowledge message and enter extract data. If Extract ID was entered in error, acknowledge message and then Exit the form.

NBPSPEX

Message: *ERROR* Budget Extract ID already exists in the working budget table.

Cause: Extract ID has already been used for an initial extract.

Action: Error will print on a .lis report and the totals associated with the records in the Salary Planner table for the original Extract will be displayed.

Message: *ERROR* The following Salary Group/Table/Grade/Step combinations are invalid:

Action: Review NBAJOBS and NTRSALA records for valid Salary Group combinations. Make corrections on NBAJOBS as needed.

Message: *ERROR* No matching budgets for extract rule specified.

Action: Review the NTRSPEX form for the Extract Rule based on valid position information for COA, Fiscal Year, Budget ID, Phase and Budget Status.

NBPSPUP - Process Parameter Errors

Message: *ERROR* Report Mode must be R,P, or D.

Action: Enter the correct Report Mode for Report, Process or Delete.

Message: *ERROR* Process Mode must be P, J, or B when Report Mode is R or P.

Action: Enter the correct Process Mode for Position, Job or Both.

Message: *ERROR* Invalid Budget Extract ID.

Action: Review Budget Extract IDs in Salary Planner for valid values and enter here.

Message: *ERROR* At least one scenario must be entered.

Action: Enter a valid scenario.

Message: *ERROR* Single Scenario required when uploading data.

Action: Review scenarios in the Salary Planner for valid values and enter here.

Message: *ERROR* Invalid Scenario.

Action: Review scenarios in the Salary Planner for valid values and enter here.

Message: *ERROR* Invalid or Inactive Fiscal Year.

Action: Enter a valid Fiscal Year identified on NBAFISC.

Message: *ERROR* Invalid Budget ID/Phase for this fiscal year.

Action: Verify Budget ID or Phase identified on NBAPBUD and enter a valid value.

Message: *ERROR* Invalid Job Change Reason Code.

Action: Verify Job Change Reason Code and enter here.

NBPSUP Process Errors

Message: *ERROR* Salary Planner not setup correctly on NTRINST.

Action: Review NTRINST setup for identification of Approval Categories.

Message: *ERROR* User Needs Exactly One NTRROUT Apply Record for:<lists acat_code>

Action: Process User needs to set up NTRROUT records for each Approval Category identified on NTRINST for Salary Planner processing.

Message: *ERROR* These organizations are unlocked, process aborted.

Action: Review Organizations for locked status in Salary Planner. Rerun upload.

NBPSUP - Position Upload Errors

Message: *ERROR* Position begins after fiscal year ends.

Action: Correct the Begin Date of the position on NBAPBUD.

Message: *ERROR* Position budget must not be negative.

Action: Correct Position Budget in Salary Planner and rerun upload.

Message: *ERROR* Position budget must be less than 999,999,999.99.

Action: Correct Position Budget in Salary Planner and rerun upload.

Message: *ERROR* Position status is not active.

Action: Correct Position status on NBAPBUD.

Message: *ERROR* Labor Distribution Amounts do not total Position Budget.

Action: Correct Position Budget records in Salary Planner and rerun upload.

Message: *ERROR* Labor Distribution Percents do not add up to 100.00%

Action: Correct Position Budget records in Salary Planner and rerun upload.

Note: EPAF errors related to data will be printed on report identifying employee, position/suffix, EPAF Transaction Number and error.

2. Rule Form Errors

When an error occurs due to rule forms (PTREARN, PTRBDCA, etc.), payroll processing can run the Payroll Calculation Process (PHPCALC) recalculate all option by entering (Yes) for the recalc all parameter value on the Payroll Calculation Process (PHPCALC). If no rule form changes are necessary but some records have been re-extracted and forced through the process up to calc, enter N (No). You may wish to enter Y (Yes) in all cases (though unnecessarily entering Y adds to run time and delays further payroll processing).

F. Preparing for the Payroll

Institutional payroll/hr/budget staff should ensure that the following is completed prior to the beginning of processing payroll:

- Performing the Hiring Process (PPAIDEN, PEAEMPL, NBAJOBS, and PDABDSU) prior to 5:00 PM on the 21st of the month,
- Send communication to Secretaries, SuperUsers, Supervisors and Employees on timesheet completion by the 15th of the month (SPC will place message on SNAP),
- Update Earnings Tab on NBAJOBS prior to 5:00 PM on the 21st of the month, and
- Update any benefit changes on PDAEDN prior to 5:00 PM on the 21st of the month.

G. Details of Processing Payroll

1. Calculating Life Insurance Premiums on Base Salary – PTRLIFE and PZPLIFE

Benefits and deductions calculated from the Annual Salary on the Employee Jobs Form (NBAJOBS) which are calculated with the life insurance process. Use the salary effective date to obtain the annual salary. Base salary is taken from Primary and Secondary Jobs only and is rounded to the nearest 1000.

PTRLIFE - Follow these steps to complete the process.

1. Access the Life Insurance Calculation Process Parameter Rules Form (PTRLIFE).
2. Deduction codes 271, 277 & 287 will be listed.

3. Tab to the Insurance Salary Effective Date field and enter the last day of the pay period you are currently processing.
4. Tab to the Age Effective Date and enter the last day of the next month.
5. Click the Save icon.
6. Click the Exit icon.

PZPLIFE - Follow these steps to complete the process.

1. Access the Life Insurance Calc Process (PZPLIFE).
2. In the Printer field, enter DATABASE.
3. Enter the pay period end date in DD-MM-YYYY format in the Values field for the Parameter 01 Effective Date. Click the Save Parameter Set as checkbox if you will be using the same printer and date value again.
Note: You can enter a name and description for your parameters.
4. Click the Submit radio button to process the calculation.
5. Click the Save icon.
6. Click on Options, Review Output.

Note: After PZPLIFE is run, deductions are created on the Employee Benefit/Deduction Form (PDADEDN). PDADEDN can be accessed to view/verify changes.

Caution: Once you run PHPTIME, you can no longer make any corrections to the Life Process. Institutions will need to override the rate if it is not correct.

2. Processing the Initial Extract (PHPTIME and PHPMTIM)

A. Time Process (PHPTIME)

The Time Processing Report (PHPTIME) initial extract selects jobs and deduction records that are effective during the pay period dates. This creates electronic timesheet entry records on the Online Time Entry Form (PHAHOUR).

Once the Time Processing Report (PHPTIME) is run with an initial extract, the Last Paid Date field is populated on the Employee Jobs Form (NBAJOBS) and the Employee Benefit/Deduction Form (PDADEDN). No updates can be made to that form prior to that date unless the record is re-extracted on the Online Time Entry Form (PHAHOUR). The end result is that the Employee Jobs Form (NBAJOBS) and the Employee Benefit/Deduction Form (PDADEDN) records are not updateable prior to the pay period end date. This creates a stable pay history.

Time Processing Report data can be verified by running the Payroll Errors Display Report (PHRDERR) and the Disposition Control Report (PHRDCON). The PHRDCON report contains information regarding Payroll dispositions. Payroll dispositions are system-defined codes indicating the current status of the pay event in the payroll cycle.

They are maintained by the system as an employee moves through the payroll cycle. Payroll Disposition Codes can be found in a previous section of this manual.

Follow these steps to complete the process.

1. Access the Time Processing Report (PHPTIME).
2. In the Printer field, enter DATABASE.
3. Enter the calendar year in YYYY format in the Values field for the Parameter 01 Payroll Year,
4. Enter MN (Monthly) in the Values field for the Parameter 02 Payroll ID.
5. Enter the number of the pay period to be run in the Values field for the Parameter 03 Payroll Number. Select the Search function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
6. Enter I in the Values field to denote Initial extract for the Parameter 04 Extract Indicator.
7. Enter N in the Values field to denote No individual ID's entered for the Parameter 05 ID Entry Choice Indicator.
8. Leave the Values field blank for the Parameter 06 ID.
9. Enter R in the Values field to denote Regular payroll for the Parameter 07 Supplemental/Regular Payroll.
10. Enter N in the Values field to denote No don't use it for the Parameter 08 Use Population Selection.
11. Use the scroll bar to view more parameters.
12. Leave the Values field blank for the Parameter 09 Population Selection ID.
13. Leave the Values field blank for the Parameter 10 Creator ID.
14. Leave the Values field blank for the Parameter 11 Application ID.
15. Click the Save Parameter Set As checkbox. Enter a name and description if desired.
16. Click the Submit radio button to process the calculation.
17. Click the Save icon.
- 18.
19. Select Review Output from the Options menu and select the file name.
20. Review the report for errors. Employee count is reported to perform checks along with the number of errors.

Results

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

At this point, the History Jobs Inquiry Form (PHIJOBS), Pay Event List Form (PHILIST), and Check Detail Inquiry Form (PHICHEK) records are all updated.

Processing of Payroll Re-Extractions

Re-extractions are used to tell the system that something pertinent to employee deduction or job records has changed within the payroll currently being processed. Specifically, the associated time entry records extracted during the Time Processing Report (PHPTIME) must be erased and replaced with revised time entry records.

Since changes to these records may be required throughout the payroll cycle, you must manually set up records for re-extraction before changes can be made to job and deduction information. This manual action causes the dispositions of these records to be reduced to 05, awaiting re-extract, thereby forcing the records to repeat during the Time Processing Report (PHPTIME) using the new job and/or deduction information.

Note: After you have run the Time Processing Report (PHPTIME) for the first time for the payroll, you must choose the Re-extract parameter option to recreate all time entry records that are at disposition 05. If you choose the Recreate parameter option, the system will totally wipe out all time entry records for that payroll, including those at dispositions other than 05, and create new ones. If you use the Recreate parameter option, any values entered on the Online Time Entry Form (PHAHOUR) will be replaced. The Payroll Extract Process (PHPTIME) can be run with the selection of the Initial Extract option multiple times during the payroll process. This option could be used, for example, to extract records for employees whose jobs have been added to the system during the payroll process.

B. Mass Time Entry (PHAMTIM)

The Mass Time Entry Form (PHAMTIM) enables you to enter or display hours for a number of employees. Data collected includes year, pay ID, pay number, special rate, cost type, and time sheet/roster indicator. The pay period begin, end, and check dates are displayed from the Payroll Calendar Rule Form (PTRCALN).

Note: To validate hours entered via this form, run the Mass Time Entry Process (PHPMTIM). Hours entered via this form are not validated when they are entered.

If Banner Finance is installed at your site, you can view the FOAPAL fields by moving the horizontal scroll bar below the Special Rate field or by using the Next Field function.

If Banner Finance is not installed at your site, you can view the external account number and percentage fields by moving the horizontal scroll bar below the Begin Date and End Date fields or by using the Next Field function.

1. Follow these steps to complete the process. Access the Mass Time Entry Process (PHPMTIM).
2. In the printer field, enter DATABASE.
3. Enter the calendar year in YYYY format in the Values field for the Parameter 01 Payroll Year.

4. Enter MN in the Values field for the Parameter 02 Payroll ID.
 5. Enter the number of the pay period to be run in the Values field for the Parameter 03 Payroll Number. Select the Search function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
 6. Click the Save Parameter Set As checkbox. Enter a name and description if desired.
 7. Click the Submit radio button to process the calculation.
 8. Click the Save icon.
9. Select Review Output from the Options menu and select the file name.

C. Processing Taxable Benefits

You can only process these after PHPMTIM is run. The update file will be sent to ePrint.

1. PZRTXBL – Run in Audit, validate and then run in Update.
2. FZRTAXB – Run in Audit, validate and then run in Update.
3. FZRTXBL – Run in Audit, validate and then run in Update.
4. Run PHPMTIM again following the instructions above.

3. Processing the Time Entry Process (PHAHOUR)

A. The Time Entry Form (PHAHOUR) allows the payroll office at the institution to enter exception hours, correction hours, or new hours.

Follow these steps to complete the process.

1. Access the Online Time Entry Form (PHAHOUR).
2. Enter the active calendar year in the Year field.
3. In the Payroll ID field, enter MN for Monthly.
4. In the Payroll Number field, enter the current Payroll number.
5. Perform a Next Block function.
6. The values in both the History Jobs block and History Earnings block are populated by the system.
7. Enter the employee's A-ID or select the Search function in the ID field to select an employee.
8. Perform a Next Block function to move to the History Earnings block.
9. Arrow down to the next blank line and enter a new earnings code if you require additional Earnings Codes.
10. Select the Search function in the Earnings field to select an earnings code.
11. Tab to the Hours or Units field.
12. Enter the number of hours worked in the Hours or Units field.

Note: The hours, percent and FOAPAL will default to the time distribution block and must total the hours in the previous block and the percentage must total 100%.

13. Click the Save icon.

14. Click the Exit icon.

B. Additional Time Entry Process Information

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

If the Reduce Regular Hours checkbox has been selected for the Earnings code on the Employee Class Rule Form (PTRECLS), the number of exception hours entered will automatically reduce the defaulted regular hours.

If you have entered a blank line, a record line is reserved. You will not be able to leave that line until you have entered a value or have done a Record Remove function.

To change any part of the FOAPAL: Replace the Account Distribution codes with the new values.

To change the percentage for any account, replace the percentages. The hours should be adjusted by the system to match the percent. Verify that the total of all labor distribution account amounts totals to 100%.

Employees with default hours on the Employee Jobs Form (NBAJOBS) will be at disposition 20, awaiting proof. Employees not set-up with default hours will be at disposition 10, awaiting time entry. Click on the code to display eligible Earnings codes for the employee as established on the Employee Class Rule Form (PTRECLS).

The Time Distribution is a dependent block that represents the labor distribution for the specific Earnings code. These change dynamically as one moves from Earnings code to Earnings code. The labor distribution may be changed if allowed by the Earnings Code Rule Form (PTREARN). The labor distribution changes affect only this pay event. Permanent labor distribution changes require job assignment maintenance.

If an employee is at a disposition greater than 05, then record maintenance on the Employee Benefit/Deduction Form (PDADEDN) and the Employee Jobs Form (NBAJOBS) is not allowed within the pay period, until you perform a re-extract as noted below. The pay period end date is reported on PDADEDN and NBAJOBS.

The Time Entry Form (PHAHOUR) provides for a re-extract function that, if performed, drops the disposition back to 05 and allows maintenance to employee's benefit/deduction and job assignment records. To re-extract an employee, go to Options, Re-extract Employee. Time sheet records may also be removed if the employee is not to be paid. To remove a timesheet, click on Record and then Remove.

4. Processing the Pay Period Proof Process (PHPPROF)

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

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

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

Follow these steps to complete the process.

1. Access the Pay Period Proof Process (PHPPROF).
2. In the Printer field, enter DATABASE.
3. Enter the calendar year in YYYY format in the Values field for the Parameter 01 Payroll Year.
4. Enter MN (Monthly) in the Values field for the Parameter 02 Payroll ID.
5. Enter the number of the pay period to be run in the Values field for the Parameter 03 Payroll Number. Select the Search function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
6. Enter an 'A' to denote All in the Values field for the Parameter 04 Delete Timesheets with no Hours.

Notes: This will automatically remove the employee's time sheet records with zero hours. If an employee has multiple jobs, this parameter deletes all time records without time entered for that employee. If this weren't done, the employee would not be moved to the next disposition.

7. Click the Save Parameter Set As checkbox if you will be using the same printer and date value again.
8. Click the Submit radio button to process the calculation.
9. Click the Save icon.
10. Select the Review Output from the Options menu and select the file name.
11. Review the report for errors. Employee count is reported to perform checks along with the number of errors. Check for employees at disposition 15 or 22. All employees should have advanced to disposition 25, awaiting leave.

5. Processing the Leave Accruals and Taken Process (PHPLEAV)

Completion of the leave process performs edits and calculates leave accruals as defined on the Leave Category Rule Form (PTRLCAT). Leave taken hours input on the time file are processed as taken with a current leave available balance calculated. Based on the specific leave rule setup, doc pay Earnings code may update automatically to the

employee history of the Earnings block on the Time Entry Form (PHAHOUR) when an insufficient balance exists to cover the leave taken. The leave process will move the disposition to 30, awaiting calculation.

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

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

Follow these steps to complete the process.

1. Access the Leave Accruals and Taken Process (PHPLEAV).
2. In the Printer field, enter DATABASE.
3. Enter the calendar year in YYYY format in the Values field for the Parameter 01 Payroll Year.
4. Enter MN (Monthly) in the Values field for the Parameter 02 Payroll ID.
5. Enter the number of the pay period to be run in the Values field for the Parameter 03 Payroll Number. Select the Search function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
6. Perform a Next Block function.
7. Click the Save Parameter Set As checkbox if you will be using the same printer and date value again.
8. Click the Submit radio button to process the calculation.
9. Click the Save icon.
- 10.
11. Select Review Output from the Options menu and select the file name.
12. Review for employees at disposition 25. All employees should have advanced to disposition 30, awaiting calculation.

Note: Look at the number of records that have accrued leave and make sure it is right. If not, start looking at the data to see what the problem(s) might be.

Note: The number of records that had more absence time reported than existed in the leave balances will have a doc pay record created, if you do not allow your employees to use excess leave. The number of such records will appear on this report.

6. Processing the Payroll Calculation Process (PHPCALC)

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

The calculation process performs all gross to net calculations. The process will move the disposition to 40, awaiting document.

The results of the calculation process may be viewed on the Time Entry Form (PHAHOUR). The Payroll Register Report (PHRPREG) may also be printed.

At this point, the check detail information and expense accounting is known. There is an opportunity to review and audit calculation process results. Hour input errors are corrected by entering the correct hours, and adding/deleting Earnings codes with hours or units as required on PHAHOUR. The disposition will drop back to 20, awaiting the Pay Period Proof Process (PHPPROF). The re-extract function allows correction to the benefit/deduction and/or the job assignment records, or rule tables, as required to obtain the correct results.

After a re-extract function is performed, it is necessary to run the Time Processing Report (PHPTIME) extract process. The PHPTIME extract option will be equal to R (Re-extract). Reenter time, if necessary, then run the Pay Period Proof Process (PHPPROF), the Leave Accruals and Taken Process (PHPLEAV), and the Payroll Calculation Report (PHPCALC) to bring the disposition back to 40.

Follow these steps to complete the process.

1. Access the Payroll Calculation Report (PHPCALC).
2. In the Printer field, enter DATABASE.
3. Enter the calendar year in YYYY format in the Values field for the Parameter 01 Payroll Year.
4. Enter MN (Monthly) in the Values field for the Parameter 02 Payroll ID.
5. Enter the number of the pay period to be run in the Values field for the Parameter 03 Payroll Number. Select the Search function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
6. Enter N to denote No in the Values field for the Parameter 04 Re-Calculate All Employees, or select Y if a rule form has been changed and the PHPCALC process is being re-run.
7. Enter Y to denote Yes in the Values field for the Parameter 05 Calculation Analysis Report.
8. Click the Save Parameter Set As checkbox if you will be using the same printer and date value again.
9. Click the Submit radio button to process the calculation.
10. Click the Save icon.
11. Select Review Output from the Options menu and select the file name.
12. View the report for errors. Employee count is reported on the .log file. The gross dollar information can be found on the .lis file.
13. Perform the error identification process.
 - a. Check for employees at disposition 30.
 - b. All employees should have advanced to disposition 40, awaiting document. It is important to verify that all employees requiring a paycheck are at disposition 40.
14. If corrections are required, repeat PHPCALC. Go to the Check Detail Inquiry Form (PHICHEK) to check the gross to net calculations for an individual employee.

Notes: Up to this point, the employee records can be re-extracted and corrected. Make sure all records are correct (to the best of your knowledge) before the next process is run.

Disposition 40 is the point of no return.

Once PHPDOCM is run, the checks have to be taken through the feed to SCT Banner Finance before any changes can be made.

Payroll Inquiry Screens for Institutions

PHIJOBS: Displays all records that have been selected for this payroll.

PHILIST: Displays gross to net person by person. Net will be displayed on this form after checks are calculated.

PHICHEK: Displays earnings (as earnings are entered), deductions, and gross to net. This is the check displayed online. The net will be displayed on this form after checks are calculated. Check numbers are displayed after the check run. Once PHPCHKL has been run, you can view the pay stub message that was created on PTRCALN.

Payroll Errors Report

Follow these steps to complete the process.

1. Access the Payroll Errors Display Report (PHRDERR).
2. In the Printer field, enter DATABASE
3. Enter the calendar year in YYYY format in the Values field for the Parameter 01 Payroll Year.
4. Enter MN (Monthly) in the Values field for the Parameter 02 Payroll ID.
5. Enter the number of the pay period to be run in the Values field for the Parameter 03 Payroll Number. Select the Search function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
6. Click the Save Parameter Set As checkbox if you will be using the same printer and date value again.
7. Click the Submit radio button to process the calculation.
8. Click the Save icon.
9. Select Review Output from the Options menu and select the file name.

Disposition Control Report

Follow these steps to complete the process.

1. Access the Disposition Control Report (PHRDCON).

2. In the Printer field, enter DATABASE.
3. Enter the calendar year in YYYY format in the Values field for the Parameter 01 Payroll Year.
4. Enter MN (Monthly) in the Values field for the Parameter 02 Payroll ID.
5. Enter the number of the pay period to be run in the Values field for the Parameter 03 Payroll Number. Select the Search function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
6. Click the Save Parameter Set As checkbox if you will be using the same printer and date value again.
7. Click the Submit radio button to process the calculation.
8. Click the Save icon.
9. Select Review Output from the Options menu and select the file name.

Note: If there are any time entry records at disposition 05, go to the Fix Records section of this workbook to make sure that you reference the error report for the error indicated.

7. Processing Check/Direct Deposit Amounts (PHPDOCM)

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

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

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

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

Follow these steps to complete the process.

1. Access the Calculate Check/Direct Deposit Amounts Process (PHPDOCM).
2. In the Printer field, enter DATABASE .
3. Enter the calendar year in YYYY format in the Values field for the Parameter 01 Payroll Year.
4. Enter MN (Monthly) in the Values field for the Parameter 02 Payroll ID.
5. Enter the number of the pay period to be run in the Values field for the Parameter 03 Payroll Number. Select the Search function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.

6. Leave the Values field blank (this is only used in adjustment runs) for the Parameter 04 Check Date. .
7. Enter an N to allow for direct deposits in the Values field for the Parameter 05 Just Checks. Note: Entering a Y in the Just Checks Parameter Values field turns off direct deposits for all employees.
8. Click the Save Parameter Set As checkbox if you will be using the same printer and date value again.
9. Click the Submit radio button to process the calculation.
10. Click the Save icon.
11. Select Review Output from the Options menu and select the file name.

8. Processing Update Check/Direct Deposit Amounts (PHPCHKL)

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

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

If the Just Checks parameter (05) in the Calculation Check/Deposit Amount Process (PHPDOCM) was N, then this process will be run two times: one time for checks and one time for direct deposits. The order does not matter.

If the Just Checks parameter (05), in the Calculation Check/Deposit Amount Process (PHPDOCM) was Y, then this process is run one time for checks and the disposition will move to 50, awaiting update.

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

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

Follow these steps to complete the process.

1. Access the Checks/Direct Deposit Notice Process (PHPCHKL).
2. Enter DATABASE in the Printer field.

Note: Checks/direct deposits will print, or if the DATABASE print option was designated, you view the checks/direct deposits online. The output file can be moved to

printing devices if the enterprise uses third party software to print checks and direct deposit notices.

3. Enter the calendar year in YYYY format in the Values field for the Parameter 01 Payroll Year.
4. Enter MN (Monthly) in the Values field for the Parameter 02 Payroll ID.
5. Enter the number of the pay period to be run in the Values field for the Parameter 03 Payroll Number. Select the Search function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
6. Enter either C for checks or D for direct deposits in the Values field for the Parameter 04 Check or Direct Deposit.
7. Enter M (Manual Assignment) or A (Automatic Assignment) in the Values field for the Parameter 05 Manual or Automatic (M/A).
8. Enter the beginning check number in the Values field for the Parameter 06 Manual Document Number.
9. Leave the Values field blank for the Parameter 07 Beginning Range Number.
10. Leave the Values field blank for the Parameter 08 Ending Range Number.
11. Leave the Values field blank for the Parameter 09 Last Good Document No.
Note: Enter the last good document number used, if you need to re-run checks. Leave it blank unless the output was directed to a printer device that produced defective checks or direct deposit notices. This is a re-start instruction.
12. Enter Y in the Values field for Parameter 10 Suppress SSN/SIN/TIM on Check.
13. Click the Save Parameter Set As checkbox if you will be using the same printer and date value again.
14. Click the Submit radio button to process the calculation.
15. Click the Save icon.
16. Select Review Output from the Options menu and select the file name.

If the employee does not have the address completed on the Identification Form(PPAIDEN), a check/deposit notice will not be produced. The employee's record will show as an error on the execution listing. A manual adjustment check would then be required.

If your check run is interrupted or prints incorrectly, use the restart option. To restart with a new starting number, use these instructions:

- To reprint the entire check run, resubmit PHPCHKL. At the Last Good Document Number parameter, enter the number that is one less than the original starting number.
- To restart in the middle of a check run, resubmit PHPCHKL. At the Last Good Document Number parameter, enter the number of the last good check or direct deposit printed.

Check Issue Report (PHRCISS)

1. Follow these steps to complete the process.

2. Access the Check Issue Report (PHRCISS).
3. In the printer field, enter DATABASE.
4. Enter the calendar year in YYYY format in the Values field for the Parameter 01 Pay Year.
5. Enter MN (Monthly) in the Values field for the Parameter 02 Pay ID.
6. Enter the number of the pay period to be run in the Values field for the Parameter 03 Pay Number. Select the Search function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
7. Click the Save Parameter Set As checkbox if you will be using the same printer and date value again.
8. Click the Submit radio button to process the calculation.
9. Click the Save icon.
10. Review the Output by using the Options menu, and select the file name.

9. Processing Running Direct Deposit (PHPDIRD)

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

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

Follow these steps to complete the process.

1. Access the Create Direct Deposit Tape Process (PHPDIRD).
2. In the Printer field, enter DATABASE.
3. Enter the calendar year in YYYY format in the Values field for the Parameter 01 Payroll Year.
4. Enter MN (Monthly) in the Values field for the Parameter 02 Payroll ID.
5. Enter the number of the pay period to be run in the Values field for the Parameter 03 Payroll Number. Select the Search function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
6. Enter 2 (Payroll Only) in the Values field for the Parameter 04 Type of Records to Process. Enter 3 (New Adjustments) if processing an adjustment payroll.
7. Leave the Values field blank for the Parameter 05 Direct Deposit Date. If you are processing an adjustment payroll, enter the direct deposit date in this field.
8. Enter 2 (Employee ID) in the Values field for the Parameter 06 ID Type.
9. Click the Save Parameter Set As checkbox if you will be using the same printer and date value again.
10. Click the Submit radio button to process the calculation.
11. Click the Save icon.
12. Review the output using the Options menu, and select the file name.

Direct Deposit Distribution Report (PHRDIRD)

Follow these steps to complete the process.

1. Access the Direct Deposit Distribution Report (PHRDIRD).
2. In the Printer field, enter DATABASE.
3. Enter the calendar year in YYYY format in the Values field for the Parameter 01 Payroll Year.
4. Enter MN (Monthly) in the Values field for the Parameter 02 Payroll ID.
5. Enter the number of the pay period to be run in the Values field for the Parameter 03 Payroll Number. Select the Search function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
6. Enter 2 (Payroll Only) in the Values field for the Parameter 04 Type of Records to Process. Enter 3 (New Adjustments) if processing an adjustment payroll.
7. Click the Save Parameter Set As checkbox if you will be using the same printer and date value again.
8. Click the Submit radio button to process the calculation.
9. Click the Save icon.
10. Review the Output using the Options menu, and select the file name.

Note: This report displays direct deposit information for the banks/account numbers to be used in bank reconciliation.

10. Processing the Pay Period Update (PHPUPDT)

Use the pay period update process to select employees with a disposition of 50, awaiting update, and update the pay event history information to the personnel records, including all employee, leave, benefit/deduction, and job assignment records. The process updates employees to a disposition of 60, awaiting Finance Extract.

Follow these steps to complete the process.

1. Access the Pay Period Update Process (PHPUPDT).
2. In the Printer field, enter DATABASE.
3. Perform a Next Block function.
4. Enter the calendar year in YYYY format in the Values field for the Parameter 01 Payroll Year.
5. Enter MN (Monthly) in the Values field for the Parameter 02 Payroll ID.
6. Enter N for the Parameter 03 Multiple Pay Numbers.
7. Enter the number of the pay period to be run in the Values field for the Parameter 04 Payroll Number. Select the Search function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
8. Click the Save Parameter Set As checkbox if you will be using the same printer and date value again.
9. Click the Submit radio button to process the calculation.
10. Click the Save icon.

11. Review the Output using the Options menu, and select the file name.

11. Processing the Expenditure to Finance (PHPFEXP)

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

Follow these steps to complete the process.

1. Access the Expenditure Finance Extract Process (PHPFEXP).
2. In the Printer field, enter DATABASE.
3. Enter N in the Values field for the Parameter 01 Process All Payrolls. If left blank, or if Y is entered, all Payrolls will process.
4. Enter N in the Values field for the Parameter 02 Process All Redistributions. If left blank, or Y is entered, all Redistributions will process.
5. Enter the calendar year in YYYY format in the Values field for the Parameter 03 Payroll Year.
6. Enter MN in the Values field for the Parameter 04 Payroll ID.
7. Enter the number of the pay period to be run in the Values field for the Parameter 05 Payroll Number. Select the Search function if you need to view the Payroll Calendar Rule Form (PTRCALN) for values.
8. Click the Save Parameter Set as checkbox if you will be using the same printer and date value again.
9. Click the Submit radio button to process the calculation.
10. Click the Save icon.
11. Review the Output by using the Options menu, and select the file name.

12. Processing the Feed to Finance (Multiple Processes)

The Finance Extract Process, NHPFIN1, extracts COBRA and budget data for Finance System interface and updates the position totals with encumbered amounts. This process inserts records into the Finance Interface Rule Form (NHRFINC) for original budget and budget changes that were input on the Position Budget Form (NBAPBUD) to the current fiscal and salary encumbrance and COBRA transactions. These transactions will be journalized to the current fiscal year finance operating ledgers. This process has no impact on the disposition number.

This process also supports the budget development for the next fiscal year and will generate working budget transactions for the next fiscal year to the SCT Banner Finance: Budget Development module if the Feed Budget to Finance Budget Development checkbox is checked on the HR/Finance Set Up Rule Form (NTRFINI). This function is documented in the SCT Budget Development Manual.

The Finance Interface Report Process (NHPFIN2) passes the Finance Extract Process (NHPFIN1) and the Expenditures Finance Extract (PHPFEXP) transactions to the SCT Banner Finance System. It provides an optional report detailing the data extracted and passed to SCT Banner Finance. The process performs two distinct functions. It is also run to create expenditure and liability transactions to SCT Banner Finance by populating the Pay ID parameter.

The process submission should be managed accordingly. Specifically, this process reads the Finance Extract table and updates the General System's Finance Transaction Input table (GURFEED) with the journal entry details for updating SCT Banner Finance. GURFEED is a Collector table through which all interfacing transactions to SCT Banner Finance are passed.

An option exists to print out a detail report that provides all the supporting documentation by Finance Rule code, Payroll Earnings code, and Benefit/Deduction code to support the summary journal entry that updates SCT Banner Finance.

A summary report presents the information summarized by line item that is journalized to SCT Banner Finance. When run after NHPFIN1 with the Pay ID parameter left blank, a finance journal document is created for the original budget and budget adjustments.

A. NHPFIN1 Process (Budget Data)

1. Access the Finance Extract Process (NHPFIN1).
2. In the Printer field, enter DATABASE.
3. Enter N in the Values field for no interfacing with COBRA for the Parameter 01 Interface COBRA Flag.
4. Enter Y in the Values field to allow for interface budgeting for the Parameter 02 Interface Budget Flag.
5. Enter Y in the Values field to allow for interface encumbrance for the Parameter 03 Interface Encumbrance Flag.
6. Click the Save Parameter Set as checkbox if you will be using the same printer and date value again.
7. Click the Submit radio button to process the calculation.
8. Click the Save icon.
9. Review the Output using the Options menu, and select the file name.

B. Processing the Finance Interface Report (NHPFIN2)

Follow these steps to complete the process.

1. Access the Finance Interface Report Process (NHPFIN2).
2. In the Printer field, enter DATABASE.
3. Enter Y in the Values field for the Parameter 01 Produce Detail Report.

4. Enter Y in the Values field to allow interface to Finance for the Parameter 02 Interface Transactions to GURFEED.
5. Enter MN in the Values field to denote Monthly for the Parameter 03 Expenditure Payroll ID.
6. Click the Save Parameter Set as checkbox if you will be using the same printer and date value again.
7. Click the Submit radio button to process the calculation.
8. Click the Save icon.
9. Review the Output by using the Options menu, and select the file name.

Queries and Reports

All whitepapers for the SDBOR System are located on <http://mytraining.sdbor.edu> and will cover all SD reporting needs.

A. PHRBOND U.S. Savings Bond

- **Description**
 - Updates the U.S. Savings Bond balance on the deduction records and provides a list of bond purchases and balances.
- **Sort Order**
 - Alphabetically by employee name (last, first, middle)
- **Data Source**
 - PDAEDN and PTRBDCA
- **Frequency**
 - On demand
- **Output**
 - Standard horizontal report format

- **Parameters**

Name	Description/Values	Required?	Default	Validation
Purchase As of Date	Report as-of date which includes bonds according to purchase date	Yes	None	Format must be DD-MMM-YYYY or DD-MMM-YY

B. Time Sheet Keys

The Time Sheet Keys Form (PHITSKY) enables you to view the pay events, time sheet organizations, and roster indicators for a specified person. It is a display-only form.

C. Time Sheet Totals

The Time Sheet Totals Form (PHITTOT) is a query form. It enables you to view the total hours for each payroll by organization and roster indicator.

D. PHRCISS Check Issue

- **Description**
 - Lists issued checks
- **Parameters**

Name	Description/Values	Required?	Default	Validation
Pay Year	Payroll year	Yes	None	Format must be YYYY or

YY

Pay ID	ID of payroll to be included in report	Yes	None	PTRPICT
Pay Number	Number of payroll to be included in report	Yes	None	PTRCALN

- **Sort Order**
 - By employee name (last, first, and middle)
- **Data Source**
 - Payroll forms and tables
- **Frequency**
 - At payroll run
- **Output**
 - Standard horizontal report format

E. PHRDREG Deduction Register

- **Description**
 - Lists all deductions for a specified payroll
- **Parameters**

Name	Description/Values	Required?	Default	Validation
Payroll Year	Payroll year	Yes	None	Format must be YYYY or YY
Payroll ID	ID of payroll to be included in report	Yes	None	PTRPICT
Payroll Number	Number of payroll to be included in report	Yes	None	PTRCALN
Report Choice	Report choice O Report on original pay events only A Report on adjustments only	Yes	None	None

B Report on both adjustments and original pay events

Current Period Only	Include current period activity only indicator	Yes	Y(es)	None
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Y Report only on deductions with activity in this payroll

N Report on both of the following:

- deductions with activity in this payroll run
- deductions with year-to-date totals prior to this payroll run, but no activity for this payroll

Process ALL Employer Codes	Process all employer codes indicator	Yes	None	None
	Y Report on all employers			
	N Report on one employer			

Employer Codes	Employer code. This is a repeating parameter. This parameter appears only if N is entered at the Process ALL Employer Codes parameter.	Yes (at first appearance)	None	PTREMPR
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- **Sort Order**
 - First by deduction, then alphabetically by employee
- **Data Source**
 - Payroll forms and tables
- **Frequency**
 - At payroll run following PHPUPDT
- **Output**
 - Standard horizontal report format

F. PORAUDT Audit Trail Report

- **Description**

- Prints information from the history tables. An audit trail entry is created each time one of the following types of employee records is changed on the Web or during regular Banner operations:
 - Address/Telephone record
 - Benefit/Deduction record
 - Dependent/Beneficiary record
 - Beneficiary Coverage record
- A separate report is printed for each type of change. Using the report parameters, you can determine the types of reports to be printed, the period to be covered, and the employees whose data is to be included in the reports.
- There are three types of audit trail entries. When a record is added to the database or a database record is changed, a copy of the new or changed record is written to the audit trail. When any record except an address/telephone record is deleted, a copy of the record is written to the history records with a note specifying that the record was deleted. The history is not updated when an address record is deleted.

- **Parameters**

Name	Description/Values	Required?	Default	Validation
Change From Date	First date of period for which changes are to be printed (in DD-MON-YYYY format)	Yes	None	Format must be DD-MMM-YYYY or DD-MMM-YY
Change To Date	Last date of period for which changes are to be printed (in DD-MON-YYYY format)	Yes	None	Format must be DD-MMM-YYYY or DD-MMM-YY
User ID	Oracle user ID of user who made the addition, change, or deletion. To request changes made via the Web, enter the Oracle Web	No	None	Must be ALL or a valid Oracle user ID

Server ID here. To request changes made by all users, enter ALL. This is a repeating parameter.

Print Address/ Telephone Change	Specification of whether address/telephone changes are to be printed: Y Print address/telephone changes N Do not print address/telephone changes	No	Y	None
Print Benefit/Deduction Change	Specification of whether benefit/deduction changes should be printed: Y Print benefit/deduction changes N Do not print benefit/deduction changes	No	Y	None
Print Dependent/ Benefit Change	Specification of whether dependent/beneficiary changes should be printed: Y Print dependent/beneficiary changes N Do not print dependent/beneficiary Changes	No	Y	None
Print Benefit Coverage	Specification of whether beneficiary coverage	No	Y	None

Change changes should be printed:

Y Print beneficiary
coverage changes

N Do not print beneficiary
coverage

Changes

- **Sort Order**
 - By last name and then first name
- **Data Source**
 - Addresses – SPRADDR Deduction History – PERDHIS Beneficiary Coverage – BDRBCHS
 - Phone Numbers – SPRTELE Beneficiaries/Dependents – PDRBEHS
- **Frequency**
 - On demand
- **Output**
 - Standard horizontal report format

G. PXRLIST Tax Table Report

- **Description**
 - Lists the current data in the tax tables for all federal, state, and local taxes.
- **Parameters**
 - None
- **Sort Order**
 - First alphabetically by state or province, then alphabetically by filing status within tax jurisdiction code
- **Data Source**
 - PXACALC, PXAFSTA, PXATAXS, PXATXCD
- **Frequency**
 - On demand
- **Output**
 - Standard horizontal report format

H. SDBOR Edit Processes

PZRHNEG - Report to identify people with a negative gross or net. This is run against PHRHIST with parameters for institution, year, pay no, and payroll id. This will be run early in the payroll process to identify people and have them corrected prior to Payroll.

GZRPPCT/GZRHPCT - Report to identify people with HR ACH records on GXDIRD that do not total 100%. GZRPPCT can be run weekly against the LIVE tables. It is sorted by Job Location & E-Class with a parameter of institution. GZRHPCT can be run early in the payroll process to identify people that need to have GXADIRD corrected prior to Payroll; parameters include institution, year, pay no, and payroll id.

NZRPFOP/NZRHFOF - Report to take the FOAP codes and check them against 1. the FOAP tables to be sure they are valid, 2. the FATA to verify they are valid and 3. TRNR. NZRPFOP can be run weekly against the LIVE tables. It is sorted by Job Location & E-Class with a parameter of institution. NZRHFOF can be run early in the payroll process to identify records that need to have FOAP corrected prior to Payroll; parameters include institution, year, pay no, and payroll id.

PZRPXWK/PZRHXWK - Report to identify deduction/benefit values defined in Banner but not in GZRXWLK for BOP OPTION, BOP PLAN, NZRSRPT, PTRBDCA. PZRPXWK can be run weekly against the LIVE tables. PZRHXWK can be run early in the payroll process to identify records that need to have the crosswalk corrected prior to Payroll; parameters include institution, year, pay no, and payroll id.

NZRPJOB/NZRHJOB - Report to identify people who have multiple job records in JLBD/JOBS with EMPR codes from more than one University/School. This process checks the effective dates to select those that are active as of the coming check date. NZRPJOB can be run weekly against the LIVE tables with a parameter for institution. NZRHJOB can be run early in the payroll process to identify records that have multiple job records that may need to be corrected prior to Payroll; parameters include institution, year, pay no, and payroll id.

PZRNEPT – Report to verify that if BDCA 020 is exempt that 025 is also exempt.

PZRCOMP – Report to check that the employee and employer amounts are equal for FICA deductions.

PZRHCOF – Report that shows those employees who have comp time and overtime.

PZRHDOC – Report that lists those employees who are receiving DOC pay.

PZRHDSF – Report that lists those employees who are at Dispositions 05, 15 and 22.

PZRHSF2 – Report that lists those employees who are receiving Shift 2 pay.

PZRHNRG – Report that shows those employees who have negative REG pay.

Other Information

Rules and Validation Tables

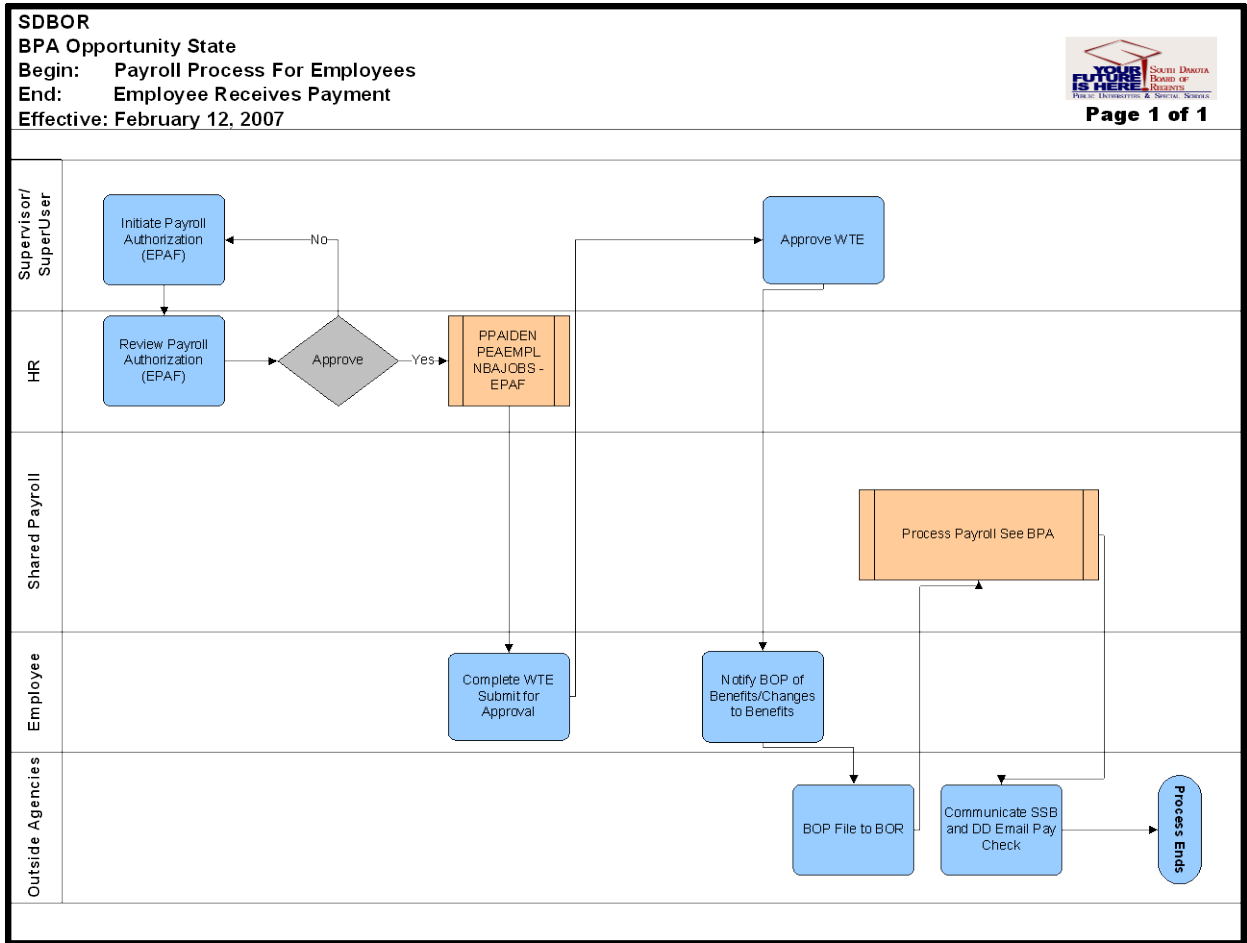
All variables are previously covered in other manuals. Benefits, Employment Administration, Biographic and Demographic Manual.

PTRCALN – System has only one Calendar (Calendar Year and Month).

PTRPICT – System has only one Pay ID (MN – Monthly).

Business Process Analysis

A. Paying Employees



B. Web Time Entry

