| Title	**Understanding HR, Budget and Finance Connections**
Version	1.1
Date	20100920
Created by	Janice Minder, SDBOR
Edited by	Minder
Copyright	South Dakota Board of Regents
Process Owner	Janice Minder, Mary Ellen Garrett, Don Coble, Claudean Hluchy
Dept/Division	HR, Budget, Finance
Get help with this process	Minder, Coble, Garrett, Hluchy
Processes	NTRPCLS
	NBAPOSN
	NBAPBUD
	NBAJOBS
	NA

Description:
This white paper is only trying to isolate out the coupling between Budget, Finance and HR as it relates to payroll expenditures and budget.

Reference Information:
HR Banner interfaces directly to Finance Banner. Budget Banner is a module that intersects between HR and Finance.

Banner Pyramid:
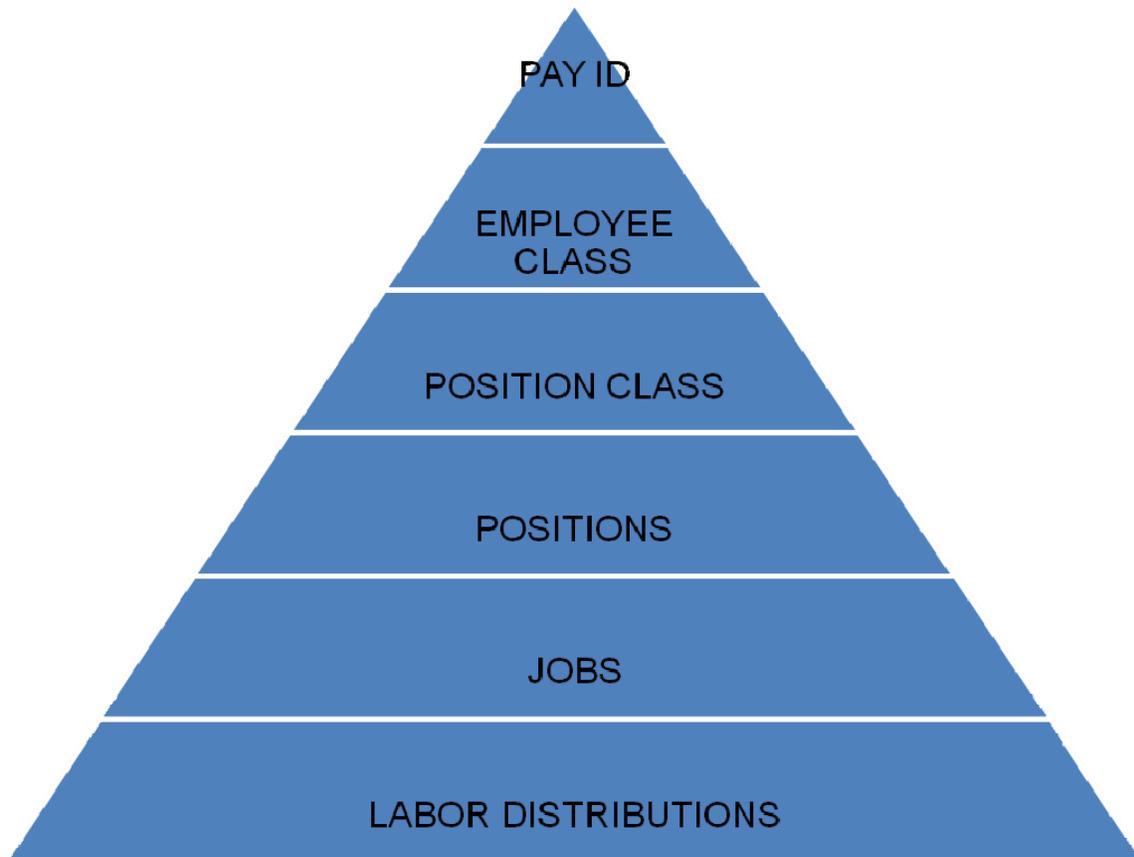
PAY ID:

The Pay ID controls when employees with NBAJOBS records associated with it will be paid. It is recommended that users NOT override the PAY ID on the NBAJOBS since other attributes typically associated with the frequency of pay will need to be changed also (hours per pay, default hours).

The first payment January will always be numbered pay of the year #1, following constructive receipt rules. Payroll departments must report earnings in the period in which they are paid to the employee. The fiscal year field on PTRCALN will be left blank for almost all of the pay periods throughout the year. Banner knows which fiscal year each pay period will fall. In cases where

the pay period crosses the end of the fiscal year, leaving the fiscal year field blank will cause Banner to split the pay period to allocate a portion to the old fiscal year, and a portion to the new fiscal year. When this occurs, multiple time sheets are created and multiple PHAHOUR records are automatically created to allow the users to enter the time worked in each fiscal year. For salaried or default hour employees, Banner will split the hours automatically.

The Board of Regents has selected MN as the only payroll ID in the system.

EMPLOYEE CLASS:

The Employee Class is the most powerful rule form within 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).

For most higher education clients 18 to 25 Employee Classes are sufficient. Many other rule forms are established "by" Employee Class, so, the fewer Employee Classes, the less data entry needed on these other forms (PTRBDCA, PTREHOL, NTRBROL to name a few).

POSITION CLASS:

Position Classes are a significant tool for tracking and reporting Human Resource/Institutional Research/Compensation information. Some payroll departments may not care about this for their needs. This 5 digit code should not be generic. Use logic in the naming convention for sorting and organizing position classes on Banner's many reports.

Position Class is the official classification title (although somewhat generic). You can override the title at the position and job level to have an accurate working title. Salary tables are defined and linked to the Position Class.

The salary group is the period for the pay plan and important for rolling from one pay plan to another. To roll successfully there cannot be multiple salary group names. Salary tables are groups of pay plans.

POSITION:

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. A position can be shared even if it is a single position -two half time employees, for example.

JOBS and LABOR DISTRIBUTION:

The job is the employee payroll expenditure record. On this record the employee will have a specific employer, job reason, salary, hourly rate, hours per pay period and day for calculating leave, holiday, and payroll. There will also be information on the labor distribution. This labor distribution is intended to include either permanent or temporary FOAPALS. The Budget screen (NBAPBUD) is geared at permanent FOAPALs only.

Rule Forms:
1. NTRPCLS – Position Class in Pyramid
   PTRECLS
   Title
   Probationary Period
   Employee Skill
   Position Group (Budget_FTE Categories)

2. NBAPOSN – Position in Pyramid
Driven from PTRECLS and NTRPCLS

3. NBAPBUD – Position in Pyramid
    Assign Permanent FOAPAL
    Account should match NTRPCLS Position Group

    I.e., Dr. Perry 01 ECLS, PCLS 00110, Position Group Non_Instructional
Administrator, FOAP Account 611010.

4. NBAJOBS – JOBS and LABOR DISTRIBUTION in Pyramid
   PTRECLS
   NTRPCLS
   Ties to Position Group
   FOALAL – Permanent or Temporary
   Ties to Salary Expense Account Distribution

Related Documents:
See the payroll manual, correction payroll manual and position control manual on the training site.

Monthly two reports are generated through BI Publisher and sent out to a group of budget and hr staff. It is important that accounts on the FOAP on JOBS match the Position Group and FOAP on PBUD match the Position Group on NTRPCLS for that employee. This cannot be overridden. NTRPCLS is the driver of many reports.

Links:
NA