

Title	Banner Payroll Processes Technical Table Guide
Version	1.1
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Copyright	South Dakota Board of Regents
Process Owner	Human Resources
Dept/Division	Human Resoruces
Get help with this process	RIS HR Applicators 605-677-5834 BOR HR 605-773-3455
Processes	For more detail – See Payroll Manual
	For more detail – See HR Technical Guide
	NA
	NA
	NA

Description:

This paper is geared toward technical staff and the shared payroll center for processing payroll and tables that are populated during that process.

Reference Information:

See Monthly and Correction Payroll Manual for more in depth information.

Related Documents:

See Monthly and Correction Payroll Manual for more in depth information.

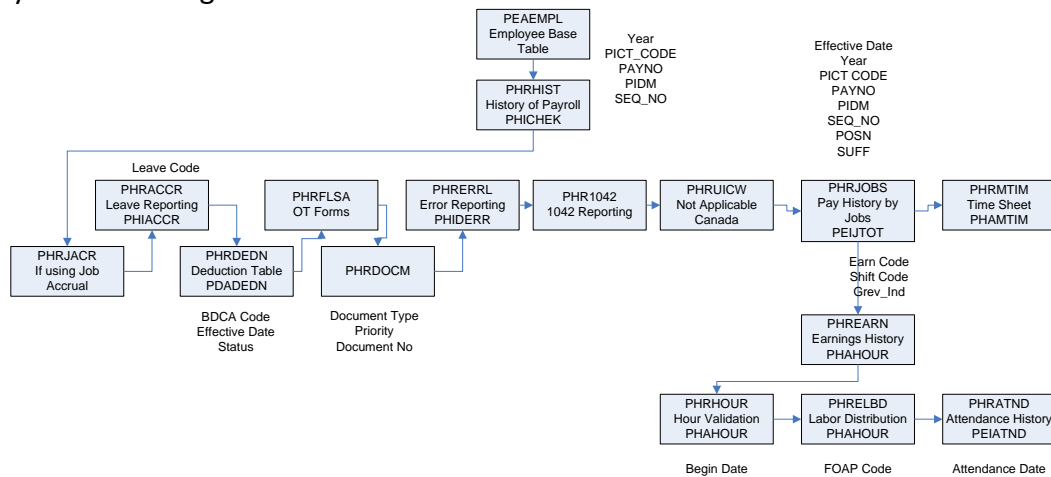
Links:

Not Applicable

Process Name:

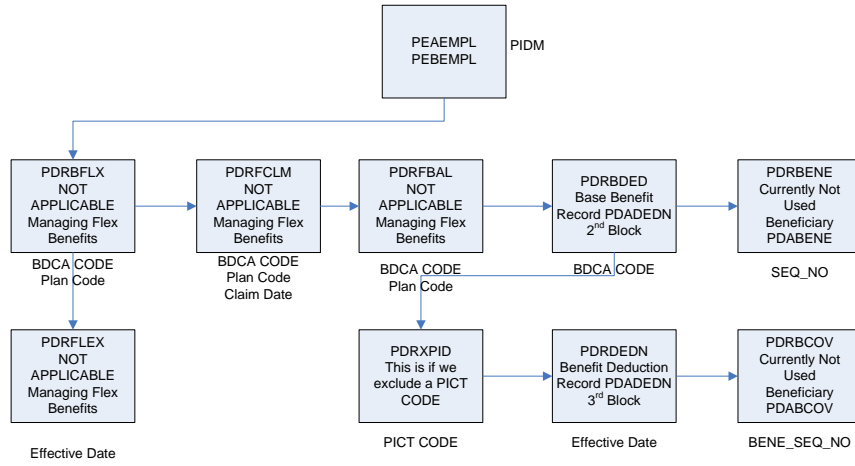
There are multiple processes with payroll. This item is geared as a very short reference guide to assist stakeholders in the processing of payroll and technical tables used.

Payroll Processing:



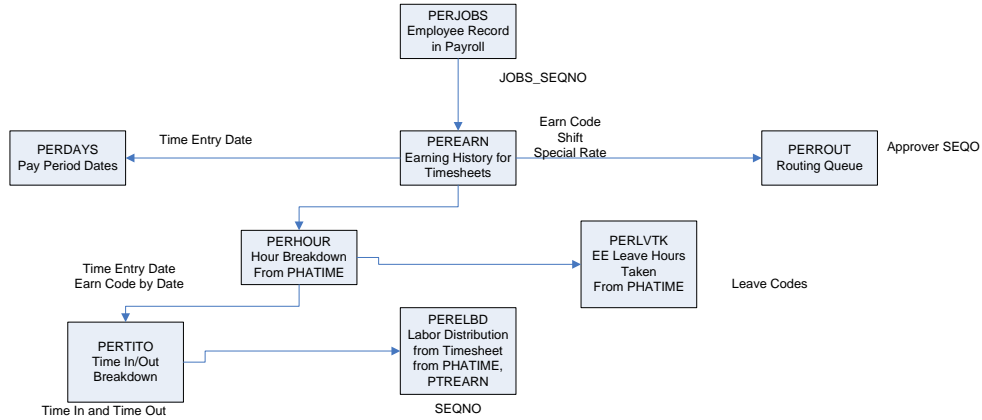
1. PHPTIME – Pulls all employees from PERJOBS from Time Entry Process into PHAHOUR/PHRHOUR (there are multiple other payroll tables including history such as PHRJOBS, PERJOBH, etc.. This starts employees at DISP 10/20. If errors, will remain at 05/15.
2. PHPTIM – Pulls all timesheets from Time Entry Process into PHAHOUR/PHRHOUR. This populates the timesheets from PHAMTIM/PHRMTIM into PHAHOUR/PHRHOUR. Disp 20
3. Taxable Benefit Load – PZRTXBL and FZRTXBL into PHRMTIM (PHAMTIM). Disp 20
4. PHPTIM – Pulls all taxable Benefits into PHAHOUR. Disp 20
5. PZROTCT – This places a UNIT into PHRHOUR/PHREARN for PHAHOUR and the FLSA process. Disp 20
6. PHPROF – This proofs all payroll and will through any errors into DISP 22. The listing of errors can be found on PHIDERR or PHRDERR. The error table is PHRERRL. Disp 25
7. PHPLEAV – This calculates leave taken/acrued in the system from timesheet process. Populates PHIACCR (PHRACCR) for accrual/taken purposes. Disp 30
8. PHPCALC – This is the calculate program that takes all earn codes and benefit deductions and process payroll. PHICHEK is the screen where payroll can be located. This process is impacted by several tables: PTRPCAT, PTREARN, PTRBDCA, PHRDEDN, PHREARN, PHRFLSA. Disp 40
9. **Several Edits need to be completed prior to running the final CALC Process. These are listed in the payroll process calendar.**
10. PHPDOCM – This process takes the GXADIRD (GXRDIRD) information and processes checks/ACH depending on GXRDIRD. It assigns a document number to the individual. Disp 42. PHRDOCM is populated.
11. PZRHFMT – This is a report for BOP that is fed from PDRBDED.
12. PHPCHKL (run once for Checks and run once for ACH). This assigns the number of the DOCM. (At this point will run the checks and ACH report) Disp 43/44 (PHRDOCM)
13. PHPDIRD – This is the process to create the electronic ACH tape for the distribution of funds. Disp 50 (PHRDIRD)
14. PHPPUDT – This is the process that updates Banner. If there are any problems with Checks or ACH, STOP and rerun PHPCHKL. This process drives from PEAEMPL (PEBEMPL). If an error is thrown out, check the PIDM and PEBEMPL. Disp 60. Updates PERLEAV during this process (PEALEAV).
15. PHPBOND – This process updates Bonds.
16. NHPFIN1 – Feeds Budget to Finance.
17. PHPFEXP – This populates NHRDIST. This is the process by which earnings are getting ready to be pushed to Finance. DISP 62
18. NZPSRPT – This populates NZRSRPT for Finance Interface S009 to the state. Is populated from NHRDIST.
19. NZRBFMT – This populates from PHRDEDN for the State Interface S007.
20. NZRBPED – This populates from NHRDIST for State Interface S008.
21. NHPFIN2 – This populates NHRFINC and pushes payroll to Finance. Disp 70
22. Finance Process to populate Finance.

Deduction Processing:



1. All benefits start by initially placed within PDABDSU. This is strictly a set up form for new hires. This is from the technical table of PTRBCDN.
2. Once benefits are established, they will be loaded on PDRBDED which is the base record for PDRDEDN. Parent Child. You cannot have PDRDEDN without PDRBDED and you cannot have PDRBDED without PDRDEDN. If one of these exist without the other, it will cause data errors and require a SQL fix.
3. Once PDRBDED and PDRDEDN are established (PDAEDN). Then this information is fed to PHRDEDN during the payroll process.

Web Time Entry Processing – Does not include History Tables



This is not looking at the History Tables. There are different history tables being hit as well.

1. Employee enters time on SNAP or Department enters time on PHATIME.
2. PHATIME creates a row out in PERJOBS. There are statuses associated with these rows.
3. A sequence is tied to PERJOBS and that is what is tied to employees as there is no PIDM information on any of the timekeeping tables. Parent Child relationship.
4. PEREARN shows all earnings from timesheets.
5. PERROUT shows routing queues.
6. PERDAYS shows calendar dates.
7. PERHOUR is the table that most reporting will be completed. PERHOUR will provide by SEQNO the breakdown by date earnings, hours, etc.
8. PERLVTK is leave reporting from leave reports.
9. PERTITO is the time in and out reporting table.
10. PERELBD is the labor distributions if changed at time entry.