

Title	PZRAMNT
Version	1.0
Date	8/6/2013
Created by	Kayla Bastian
Edited by	Brenda Ferguson, SPC
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Process Owner	NA
Dept/Division	Human Resources/SDBOR
Get help with this process	Kayla Bastian, 605-773-3455
Processes	PHICHEK
	PHAHOUR

Description:

This is a payroll edit that is loaded in Banner Job Sub for campuses to run during payroll processes so that they can identify anyone who has a gross pay amount over a certain dollar amount. The report will pull in gross pay for individuals at or above Disposition 40 and should be run by institutions to validate payroll data prior to final payroll processes.

The HR Generalist Banner security class has access to run this report, and it should be made available to employees responsible for payroll at each institution. Parameters for this report are included below, along with a screen shot of the form and report.

- 01 University (% sign for all)
- 02 Maximum Amount (Gross pay value)
- 03 Year
- 04 Pay Period

Process Name - PZRAMNT

Process:

Parameter Set:

Printer Control

Printer:

Special Print:

Lines:

Parameter Values

Number	Parameters <input type="text"/>	Values <input type="text"/>
<input type="text" value="01"/>	<input type="text" value="University"/>	<input type="text" value="BOR"/>
<input type="text" value="02"/>	<input type="text" value="Maximum Amount"/>	<input type="text" value="10000"/>
<input type="text" value="03"/>	<input type="text" value="Year"/>	<input type="text" value="2013"/>
<input type="text" value="04"/>	<input type="text" value="Pay Period"/>	<input type="text" value="7"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

LENGTH: 20 TYPE: Character O/R: Required M/S: Single
% for all or the university initials

PZRAMNT

South Dakota Board of Regents
Employees with Gross Pay Over a Given Amount

08/06/2013 12:24:28

Ver. 082013.06

Banner ID	Name	Inst.	ORGN	Amount
A00004780	Samuel Gingerich	BOR	1VPAA1	15,020.83
A00005917	Monte Kramer	BOR	1VPPA1	15,235.81
A00003464	James Shekleton	BOR	1LEG1	11,712.72
A00043813	Paul Turman	BOR	1VPRA1	12,756.37
A00104790	Jack Warner	BOR	1PRES1	28,833.17
A00004093	Warren Wilson	BOR	1LIBR1	10,327.76

Parameters :

University : BOR
Over Amount : 10000
Year : 2013
Pay Period : 7