

What institution is requesting ECLS or BDCA Code?

BHSU    DSU    NSU    SDSMT    SDSU    USD    SDSBVI    SDSD    BOR

What are you requesting to add?

BDCA    ECLS

Reason for Request (including directions of how you want to use the item). Example: BHSU needs an institutional BDCA Code for Parking. This will only be used for benefit eligible positions.

**PTRBDCA:**

PTRBCAT – What Benefit Categories?

01   02   03   04   05   06

Begin Date of Benefit:

PTRBDCA FOAP (if Institutional)

	Index	Fund	Orgn	Acct	Program	Activity
EE Liability						
ER Expense						
ER Liability						

Will this FOAP be the default for all ECLS's? Yes, proceed to next question. No, please enter the remaining FOAP's below.

PTRBDCA Short Name (limited to 8 characters):

PTRBDCA Long Name (limited to 30 characters):

PTRBDCA – Do you have another BDCA CODE you would like to copy for rules?

Yes, please list the code.

No, please complete the next set of questions.

Calculation Rule:

Priority:

Plan if any:

Web Information if any:

Excluded Earnings:

Excluded Deductions:

PTRBDPG – Do you want to display on the SNAP Benefits page? If Institutional, will go under MISC with other institutional codes. Yes No

**PTRECLS:**

General Tab:

Short Name (limited to 8 characters):

Long Name (limited to 30 characters):

(Will default Job Defaults and Payroll Calculation based on description in request).

Leave Category:

Benefit Category:

Employee Group:

FT or PT:

Time Entry Rules: Will Default as other ECLS Codes.

Position Default Rules: Will Default as other ECLS Codes.

Regulatory: Will Default as other ECLS Codes.

Earnings: What Eligible Earn Codes should be tied?

Other LCAT Codes:

Other BCAT Codes:

Steps for Approval and Entering into Banner:

1. Send to BOR HR for Approval.
2. BOR HR to notify originator of pending approval/denial. May need more information.
3. BOR HR to send to SPC Accounting for BDCA Updates.
4. SPC/BOR HR/Finance Module leads to complete GZAX walk.
5. SPC Accounting to notify BOR HR completion date (proposed).
6. BOR HR to complete PTRBCAT.
7. BOR HR to notify Institution When Available if Approved.