

Monthly Payroll Processing starts on the 22nd of month at 5:00				DATE:
PROGRAM	JOB NUMBER	PRINTER	SPECIAL INSTURCTIONS and /or PARAMETERS	JOB DESCRIPTION
Initial Processes				
PZRTRAN - Audit		DATABASE	Run this to pick up trinkets file for the month.	Run this process at 4:30 on the 22nd of month.
PZRTRAN - Update		DATABASE	Run this to pick up trinkets file for the month.	Run this process at 4:30 on the 22nd of month.
FZPTAXB - AUDIT		DATABASE	Date- use last day of pay period. Pull .lis output into a show file and get total at bottom TOTAL_____	Process taxable benefits from Finance and prepare it for the FZRTXBL process.
FZPTAXB -UPDATE		DATABASE	Date- use last day of pay period. Print .log file Pull .lis output into a show file and get total at bottom TOTAL_____	Process taxable benefits from Finance and prepare it for the FZRTXBL process.
PTRLIFE		N/A	Salary date - end of current pay period Age date - last day of next months	Life insurance calculatoin process rule form.
PZPLIFE		DATABASE	Date- Last day of current pay period	Life insurance calculation process
PHPTIME- Initial		DATABASE	R- Regular payroll	Payroll Time Extraction Process
PHPMTIM		DATABASE	Payroll Year - 20XX; ID - MN and Pay number	Payroll Time Extraction for Web Time Entry
PZRTXBL-Audit		DATABASE	Enter BOP file name from RIS ex: PZRTXBL200712314578.DAT Check dates	Process BOP Wellness/Trinkets file .
PZRTXBL-Update		hr_epd	Enter BOP file name from RIS ex: PZRTXBL200712314578.DAT	Process BOP Wellness/Trinkets file .
FZRTXBL - Audit		DATABASE	File name from FZPTAXB Check totals and check for errors on .lis file	Process Travel/non-overnight meal etc from Finance
FZRTXBL - Update		hr_epd	File name from FZPTAXB	Process Travel/non-overnight meal etc from Finance
PHPMTIM		DATABASE	Run again after taxable benefit load.	Payroll Time Extraction for Web Time Entry
PZROTCT - Audit		DATABASE		Overtime /comp time
PZROTCT - Update		DATABASE		
PHPPROF		DATABASE	Delete timesheets - N	Pay Period Proof Process- Performs extensive edits on data
PHPLEAV		DATABASE	Payroll Year, ID, and Number	Leave Accrual and Taken Process
PHPCALC		DATABASE	Payroll Year, ID, and Number; Recalc all - N Analysis - Y	Payroll calculation process. Gross to net, deductions, & taxes
PZRBKUP		DATABASE		
PZRPREG		Inst e-print	SDSD - hhr_epd SDSU - shr_epd	Institutional Pay Registers

			SDMT - mhr_epd	USD - uhr_epd	
			NSU - nhr_epd	BHSU - bhr_epd	
			DSU - dhr_epd	SDVI - vhr_epd	
			BOR - rhr_epd		
PZRDCON		Inst e-print	SDSD - hhr_epd	SDSU - shr_epd	Institutional Disposition Report
			SDMT - mhr_epd	USD - uhr_epd	
			NSU - nhr_epd	BHSU - bhr_epd	
			DSU - dhr_epd	SDVI - vhr_epd	
			BOR - rhr_epd		
PHRDCON		database			System Disposition Report
PHRDERR		database			Report of employee errors.
NZRHFOF		hr_epd			Edit report on FOAP issues
GZRHPCCT		hr_epd	Institution, year, pay no., and pay ID		Checks GXADIRD for 100% disbursements
PZRNEPT		DATABASE			Check exemption status on FICA's
PZRHXWK		hr_epd			History Deductions not in XLWK
PZRHNEG		hr_epd			Check negative amounts
PZRBFMF-AUDIT		DATABASE	Check for error messages.		BOP employee and benefit interface file information
Run SQL Edits					
Process 1st Run					
PHPTIME- Initial		DATABASE	R- Regular payroll		Payroll Time Extraction Process
PHPTIME- Re-extract		DATABASE	R- Regular payroll		Payroll Time Extraction Process
PHPMTIM		DATABASE	Payroll Year - 20XX; ID - MN and Pay number		Payroll Time Extraction for Web Time Entry
PZROTCT- Audit		DATABASE			Overtime /comp time
PZROTCT- Update		DATABASE			Overtime /comp time
PHPPROF		DATABASE	Delete timesheets - N		Pay Period Proof Process- Performs extensive edits on data
PHPLEAV		DATABASE	Payroll Year, ID, and Number		Leave Accrual and Taken Process
PHPCALC		DATABASE	Payroll Year, ID, and Number; Recalc all - N Analysis - Y		Payroll calculation process. Gross to net, deductions, & taxes
PZRPREG		Inst e-print	SDSD - hhr_epd	SDSU - shr_epd	Institutional Pay Registers
			SDMT - mhr_epd	USD - uhr_epd	

			NSU - nhr_epd	BHSU - bhr_epd	
			DSU - dhr_epd	SDVI - vhr_epd	
			BOR - rhr_epd		
PZRDCON		Inst e-print	SDSD - hhr_epd	SDSU - shr_epd	Institutional Disposition Report
			SDMT - mhr_epd	USD - uhr_epd	
			NSU - nhr_epd	BHSU - bhr_epd	
			DSU - dhr_epd	SDVI - vhr_epd	
			BOR - rhr_epd		
PHRDERR		database			Report of employee errors
PHRDCON		database			System Disposition Report
Run SQL Edits					
NZRHFOF		hr_epd	Institution, year, pay no, and payroll id		Edit report on FOAP issues
PZRBFMF-AUDIT		DATABASE	Check for error messages.		BOP employee and benefit interface file information
GZRHPC		hr_epd	Institution, year, pay no, and payroll id		Checks GXADIRD for 100% disbursements
PZRCOMP		DATABASE			
PZRNEPT		DATABASE			Check exemption status on FICA's
PZRHXWK		hr_epd			History Deductions not in XLWK
PZRHNEG		hr_epd			Check negative amounts
Process 2nd Run					
PHPTIME- Initial		DATABASE	R- Regular payroll		Payroll Time Extraction Process
PHPTIME- Re-extract		DATABASE	R- Regular payroll		Payroll Time Extraction Process
PHPMTIM		DATABASE	Payroll Year - 20XX; ID - MN and Pay number		Payroll Time Extraction for Web Time Entry
PZROTCT - Audit		DATABASE			Overtime /comp time
PZROTCT - Update		DATABASE			Overtime /comp time
PHPPROF		DATABASE	Delete timesheets - N		Pay Period Proof Process- Performs extensive edits on data
PHPLEAV		DATABASE	Payroll Year, ID, and Number		Leave Accrual and Taken Process
PHPCALC		DATABASE	Payroll Year, ID, and Number; Recalc all - N Analysis - Y		Payroll calculation process. Gross to net, deductions, & taxes

PZRPREG		Inst e-print	SDSD - hhr_epd SDMT - mhr_epd NSU - nhr_epd DSU - dhr_epd BOR - rhr_epd	SDSU - shr_epd USD - uhr_epd BHSU - bhr_epd SDVI - vhr_epd	Institutional Pay Registers
PZRDCON		Inst e-print	SDSD - hhr_epd SDMT - mhr_epd NSU - nhr_epd DSU - dhr_epd BOR - rhr_epd	SDSU - shr_epd USD - uhr_epd BHSU - bhr_epd SDVI - vhr_epd	Institutional Disposition Report
PHRDERR		database			Report of employee errors
PHRDCON		database			System Disposition Report
Run SQL Edits					
PZRCOMP		DATABASE			Check to see if there are differences in Medicare and FICA
NZRHFOF		hr_epd	Institution, year, pay no, and payroll id		Edit report on FOAP issues
PZRBFMF-AUDIT		DATABASE			BOP employee and benefit interface file information
GZRHPCCT		hr_epd	Institution, year, pay no, and payroll id		Checks GXADIRD for 100% disbursements
PZRHNEG		hr_epd			Check negative amounts
PZRNEPT		DATABASE			
PZRHXWK		hr_epd			History Deductions not in XLWK
Process 3rd Run					
PHPTIME- Initial		DATABASE	R- Regular payroll		Payroll Time Extraction Process
PHPTIME- Re-extract		DATABASE	R- Regular payroll		Payroll Time Extraction Process
PHPMTIM		DATABASE	Payroll Year - 20XX; ID - MN and Pay number		Payroll Time Extraction for Web Time Entry
PZROTCT - Audit		DATABASE			Overtime /comp time
PZROTCT -Update		DATABASE			Overtime /comp time
PHPPROF		DATABASE	Delete timesheets - N		Pay Period Proof Process- Performs extensive edits on data
PHPLEAV		DATABASE	Payroll Year, ID, and Number		Leave Accrual and Taken Process

PHPCALC		DATABASE	Payroll Year, ID, and Number; Recalc all - N Analysis - Y	Payroll calculation process. Gross to net, deductions, & taxes
PZRPREG		Inst e-print	SDSD - hhr_epd SDMT - mhr_epd NSU - nhr_epd DSU - dhr_epd BOR - rhr_epd	SDSU - shr_epd USD - uhr_epd BHSU - bhr_epd SDVI - vhr_epd
				Institutional Pay Registers
PZRDCON		Inst e-print	SDSD - hhr_epd SDMT - mhr_epd NSU - nhr_epd DSU - dhr_epd BOR - rhr_epd	SDSU - shr_epd USD - uhr_epd BHSU - bhr_epd SDVI - vhr_epd
				Institutional Disposition Report
PHRDERR		database		Report of employee errors
PHRDCON		database		System Disposition Report
Run SQL Edits				
NZRHFOF		hr_epd	Institution, year, pay no, and payroll id	Edit report on FOAP issues
PZRBFMF-AUDIT		DATABASE		BOP employee and benefit interface file information
PZRHNEG		DATABASE		Check for Negative Gross and Net
GZRHPCCT		hr_epd	Institution, year, pay no, and payroll id	Checks GXADIRD for 100% disbursements
PZRHXWK		hr_epd		History Deductions not in XLWK
PZRNEPT		DATABASE		
PZRCOMP		DATABASE		Check to see if there are differences in Medicare and FICA
Process 4th Run				
PHPTIME- Initial		DATABASE	R- Regular payroll	Payroll Time Extraction Process
PHPTIME- Re-extract		DATABASE	R- Regular payroll	Payroll Time Extraction Process
PHPMTIM		DATABASE	Payroll Year - 20XX; ID - MN and Pay number	Payroll Time Extraction for Web Time Entry
PZROTCT - Audit		DATABASE		Overtime /comp time
PZROTCT - Update		DATABASE		Overtime /comp time
PHPPROF		DATABASE	Delete timesheets - N	Pay Period Proof Process- Performs extensive edits on data

PHPLEAV		DATABASE	Payroll Year, ID, and Number	Leave Accrual and Taken Process
PHPCALC		DATABASE	Payroll Year, ID, and Number; Recalc all - N Analysis - Y	Payroll calculation process. Gross to net, deductions, & taxes
PZRPREG		Inst e-print	SDSD - hhr_epd SDMT - mhr_epd NSU - nhr_epd DSU - dhr_epd BOR - rhr_epd	SDSU - shr_epd USD - uhr_epd BHSU - bhr_epd SDVI - vhr_epd
				Institutional Pay Registers
PZRDCON		Inst e-print	SDSD - hhr_epd SDMT - mhr_epd NSU - nhr_epd DSU - dhr_epd BOR - rhr_epd	SDSU - shr_epd USD - uhr_epd BHSU - bhr_epd SDVI - vhr_epd
				Institutional Disposition Report
PHRDERR		database		Report of employee errors
PHRDCON		database		System Disposition Report
Run SQL Edits				
PZRNEPT		DATABASE		
PZRCOMP		DATABASE		Check to see if there are differences in Medicare and FICA
PZRHNEG		hr_epd		Check negative amounts
NZRHFOF		hr_epd	Institution, year, pay no, and payroll id	Edit report on FOAP issues
PZRBFMF-AUDIT		DATABASE		BOP employee and benefit interface file information
GZRHPCCT		hr_epd	Institution, year, pay no, and payroll id	Checks GXADIRD for 100% disbursements
PZRHXWK		hr_epd		History Deductions not in XLWK
Process 5th Run				
PHPTIME- Initial		DATABASE	R- Regular payroll	Payroll Time Extraction Process
PHPTIME- Re-extract		DATABASE	R- Regular payroll	Payroll Time Extraction Process
PHPMTIM		DATABASE	Payroll Year - 20XX; ID - MN and Pay number	Payroll Time Extraction for Web Time Entry
PZROTCT - Audit		DATABASE		Overtime /comp time
PZROTCT - Update		DATABASE		Overtime /comp time
PHPPROF		DATABASE	Delete timesheets - A	Pay Period Proof Process- Performs extensive edits on data

PHPLEAV		DATABASE	Payroll Year, ID, and Number	Leave Accrual and Taken Process
PHPCALC		DATABASE	Payroll Year, ID, and Number; Recalc all - N Analysis - Y	Payroll calculation process. Gross to net, deductions, & taxes
PZREMP		hr_epd		Edit of employees not included in payroll
PZRPREG		Inst e-print	SDSD - hhr_epd SDSU - shr_epd SDMT - mhr_epd USD - uhr_epd NSU - nhr_epd BHSU - bhr_epd DSU - dhr_epd SDVI - vhr_epd BOR - rhr_epd	Institutional Pay Registers
PZRDCON		Inst e-print	SDSD - hhr_epd SDSU - shr_epd SDMT - mhr_epd USD - uhr_epd NSU - nhr_epd BHSU - bhr_epd DSU - dhr_epd SDVI - vhr_epd BOR - rhr_epd	Institutional Disposition Report
PHRDERR		database		Report of employee errors
PHRDCON		database		System Disposition Report
Run SQL Edits				
PZRCOMP		DATABASE		Check to see if there are differences in Medicare and FICA
NZRHFOF		hr_epd	Institution, year, pay no, and payroll id	Edit report on FOAP issues
PZRBFMF-AUDIT		hr_epd		BOP employee and benefit interface file information
GZRHPCF		hr_epd	Institution, year, pay no, and payroll id	Checks GXADIRD for 100% disbursements
PZRHNEG		DATABASE		Check for Negative Gross and Net
PZRNEPT		DATABASE		
PZRHXWK		hr_epd		History Deductions not in XLWK
Process 6th Run				
PHPTIME- Initial		DATABASE	R- Regular payroll	Payroll Time Extraction Process
PHPTIME- Re-extract		DATABASE	R- Regular payroll	Payroll Time Extraction Process
PHPMTIM		DATABASE	Payroll Year - 20XX; ID - MN and Pay number	Payroll Time Extraction for Web Time Entry
PZROTCT - Audit		DATABASE		Overtime /comp time

PZROTCT - Update		DATABASE		Overtime /comp time
PHPPROF		DATABASE	Delete timesheets - A	Pay Period Proof Process- Performs extensive edits on data
PHPLEAV		DATABASE	Payroll Year, ID, and Number	Leave Accrual and Taken Process
PHPCALC		DATABASE	Payroll Year, ID, and Number; Recalc all - N Analysis - Y	Payroll calculation process. Gross to net, deductions, & taxes
PZREMPC		hr_epd		Edit of employees not included in payroll
PZRPREG		Inst e-print	SDSD - hhr_epd SDSU - shr_epd SDMT - mhr_epd USD - uhr_epd NSU - nhr_epd BHSU - bhr_epd DSU - dhr_epd SDVI - vhr_epd BOR - rhr_epd	Institutional Pay Registers
PZRDCON		Inst e-print	SDSD - hhr_epd SDSU - shr_epd SDMT - mhr_epd USD - uhr_epd NSU - nhr_epd BHSU - bhr_epd DSU - dhr_epd SDVI - vhr_epd BOR - rhr_epd	Institutional Disposition Report
PHRDERR		database		Report of employee errors
PHRDCON		database		System Disposition Report
Run SQL Edits				
Process 7th Run				
PHPTIME- Initial		DATABASE	R- Regular payroll	Payroll Time Extraction Process
PHPTIME- Re-extract		DATABASE	R- Regular payroll	Payroll Time Extraction Process
PHPMTIM		DATABASE	Payroll Year - 20XX; ID - MN and Pay number	Payroll Time Extraction for Web Time Entry
PZROTCT - Audit		DATABASE		Overtime /comp time
PZROTCT - Update		DATABASE		Overtime /comp time
PHPPROF		DATABASE	Delete timesheets - A	Pay Period Proof Process- Performs extensive edits on data
PHPLEAV		DATABASE	Payroll Year, ID, and Number	Leave Accrual and Taken Process
PHPCALC		DATABASE	Payroll Year, ID, and Number; Recalc all - N Analysis - Y	Payroll calculation process. Gross to net, deductions, & taxes

PZRBKUP		DATABASE			
PZREMP		DATABASE			Edit of employees not included in payroll
PZRPREG		Inst e-print	SDSD - hhr_epd SDMT - mhr_epd NSU - nhr_epd DSU - dhr_epd BOR - rhr_epd	SDSU - shr_epd USD - uhr_epd BHSU - bhr_epd SDVI - vhr_epd	Institutional Pay Registers
PZRDCON		Inst e-print	SDSD - hhr_epd SDMT - mhr_epd NSU - nhr_epd DSU - dhr_epd BOR - rhr_epd	SDSU - shr_epd USD - uhr_epd BHSU - bhr_epd SDVI - vhr_epd	Institutional Disposition Report
PHRDERR		database			Report of employee errors
PHRDCON		database			System Disposition Report
Run SQL Edits					
PZRCOMP		DATABASE			Check to see if there are differences in Medicare and FICA
NZRHFOF		hr_epd	Institution, year, pay no, and payroll id		Edit report on FOAP issues
PZRBFBM-AUDIT		hr_epd			BOP employee and benefit interface file information
GZRHPC		hr_epd	Institution, year, pay no, and payroll id		Checks GXADIRD for 100% disbursements
PZRNEPT		DATABASE			
PZRHXWK		hr_epd			History Deductions not in XLWK
PZRHNEG		DATABASE			Check for Negative Gross and Net
FINAL PROCESSES					
PHPTIME- Initial		DATABASE	R- Regular payroll		Payroll Time Extraction Process
PHPTIME- Re-extract		DATABASE	R- Regular payroll		Payroll Time Extraction Process
PHPMTIM		DATABASE	Payroll Year - 20XX; ID - MN and Pay number		Payroll Time Extraction for Web Time Entry
PZROTCT - Audit		DATABASE			Overtime /comp time
PZROTCT - Update		DATABASE			Overtime /comp time
PHPPROF		DATABASE	Delete timesheets - A		Pay Period Proof Process- Performs extensive edits on data

PHPLEAV		DATABASE	Payroll Year, ID, and Number	Leave Accrual and Taken Process
PHPCALC		DATABASE	Payroll Year, ID, and Number; Recalc all - N Analysis - Y	Payroll calculation process. Gross to net, deductions, & taxes
PZRBKUP		DATABASE		
PZRCTFX -Audit		DATABASE		Comp time accrual fix
PZRCTFX -Update		DATABASE		
PZREMP		hr_epd	Disp 40	Edit of employees not included in payroll
PZRBFMF-AUDIT		DATABASE		BOP employee and benefit interface file information
PZRCOMP - FINAL		DATABASE		Check to see if there are differences in Medicare and FICA
PHPDOCM		DATABASE	Calendar determines check date - leave blank	Calc of checks and DD amount process. Pulls all at disp 40
PZRHFMF		DATABASE	Save to Desktop to send to BOP later	Refund Report
USERS OFF THE SYSTEM				
RUN SQL			Run SQL to check for last check and DD numbers used.	
PHPCHKL - DD		DATABASE	FIRST DD# 90 _____ Amt: _____	DD Notices Process -Updates numbers - No .lis file
PHPCHKL - CHECKS		DATABASE	FIRST CK# 10 _____ Amt: _____	CK Process- Updates ck numbers - .no .lis file
PHRCISS		DATABASE	Comp totals to Evisions- Pull to show file, totals at bottom - don't print	Report that lists check numbers
PRINT & EMAIL		EVISIONS	CHANGE EMAIL MESSAGE. - MICR CARTRIDGE FOR CHECKS - PRINT APPROX 15 - 20 PAGES TO CLEAR REG INK OUT OF PRINTER DIRECT DEPOSITS - EMAIL THAN PRINT DOCUMENT COUNTS	Evision process takes about 2 hours. Sort by Status to remove void checks print range.
PHPDIRD		DATABASE	Date - leave blank uses PTRCALN Comp DD total to Evisions	Create DD Tape. Transmits data to clearinghouse bank.
PHRDIRD		DATABASE	Same parameters as above- informational only - do not print	Report of Direct Deposits
PHRTREG		DATABASE	Check totals only	Tape Register- Not used
PHPUPDT		DATA BASE	Normal Param. - Multiple pay no. - N Check for errors on .log	Updates pay history and leave balances - Can view on SNAP
PZRBKUP		DATABASE	Disp 60	
PHPBOND		DATABASE	Param. Date- Use last day of current month	Bond Report - Not used but must be run.
NHPFIN1		DATABASE	See print screen for parameters	Finance Interface Extract Process

			Wait for report to show up on e-print before moving forward.	
NHPFIN2	DATABASE		See print screen for parameters Wait for report to show up on e-print before moving forward.	Finance Interface Report Process
PHPFEXP	DATABASE		Process All P/R - N; Process All Redistrib. - N Check for errors, if it gives position errors look up on NBIPINC (unless multiple people in the position)	Extracts payroll transactions for interface to finance.
NZPFRCD -Audit	DATABASE		Fed Appr Redistribution	
NZPFRCD -Update	shr_epd		Fed Appr Redistribution	
PZRBFBM -AUDIT	DATABASE		Validate there are no errors before running in update	(007)
PZRBFBM -UPDATE	DATABASE		File to be sent to Bop File: BOPM200X-----.SLK & BOPM200X-----.DAT	Captures employment & benefit record for BOP - Interface file
NZPSRPT-Audit	DATABASE		Check for errors - Put in show file and send to Kim or Jeff for reconciliation	(009)
NZPSRPT- Update	DATABASE		Final - Run after we hear that file is reconciled. File: RCNTRANS200X-----.DAT; FSI_BAN200X-----.SLK FSI200X-----.SLK	Outbound interface file (RCNTRANS) of financial info
NZRBPED	DATABASE		File: PAY200X-----.SLK; PAY200X-----.DAT	(008)
PZRSRDS - AUDIT	DATABASE		Balance totals of this report to Tax Dep before running in update.	SDRS Reporting
PXRTDEP	DATABASE		Put in show document and print Employee - BOP---->SLK This file is balanced against Tax Dep. Rpt Total Withheld - FSI_BAN This file is balanced against Tax Dep. Rpt	Tax Depository
PZRSRDS - UPDATE	DATABASE			SDRS Reporting
NHPFIN2	DATABASE			Finance Interface Extract Process
Notify Doug to send file to RM				
PZRBKUP	DATABASE		Disp 70	
PZREMP	DATABASE			Edit of employees not included in payroll
PXRP941	DATABASE			
PZRHALL	Inst eprint		SDSD - hhr_epd SDSU - shr_epd SDMT - mhr_epd USD - uhr_epd NSU - nhr_epd BHSU - bhr_epd DSU - dhr_epd SDVI - vhr_epd BOR - rhr_epd	Institutional Deduction Registers.

PZRPREG -FINAL		Inst e-print	SDSD - hhr_epd SDMT - mhr_epd NSU - nhr_epd DSU - dhr_epd BOR - rhr_epd	SDSU - shr_epd USD - uhr_epd BHSU - bhr_epd SDVI - vhr_epd	Institutional Pay Registers
PHRDCON Notification Only		DATABASE			System Disposition Report
PHRDREG		DATABASE	Orig- O, Current only- Y, All employees- Y, ER code - blank		Deduction reports for Maria and Lolly
PEATMVF					Record termination
PZRDLEV -Audit PZRDLEV - Update		DATABASE hr_epd			
Balancing Process:					
PZRTSPC			Retrieve files to review NZPSRPT, PZRBFMF, & NZRBPED		
Balance PGP files returned from PXRTSPC to Tax Depository					Send copy of PGP file to Kim
Prepare Report of Checks and ACH					Email totals to Kim
Prepare BOR Voucher					
Complete Interface transmittal form					
PZRTRAN - Audit					
PZRTRAN -Update					
Complete ACH transmittal letter for each DIRD file					Change date, file name. and amounts
Send letter to Interface group with attachments.					
GZREPR			Program to send .lis file to eprint if sent to database in error.		

Correction Payroll- Run first and second Tuesday of the month			
PROGRAM	JOB NUMBER	PRINTER	SPECIAL INSTURCTIONS and /or PARAMETERS
PZRBFMF - Audit		DATABASE	Parameter 3 - no date needed
PZRCOMP	RUN SQL		FICA COMPARE CORRECTIONS - SQL January May September February June October March July November April August December
PZRHNEG		DATABASE	January May September February June October March July November April August December
PHPDOCM		DATABASE	Parameter 4: Use Posting date for Check Date January May September February June October March July November April August December
Run DOCM Disp. QUERY		SQL	
USERS OFF THE SYSTEM			
PHPCHKL - DD		DATABASE	FIRST DD# 90 Amt: _____ January May September February June October March July November April August December
PHPCHKL - CHECKS		DATABASE	FIRST CK# 10 Amt: _____ January May September February June October March July November April August December
RUN SQL			Check for invalid check numbers.
PHRCISS		DATABASE	Comp totals to Evisions- Pull to show file, totals at bottom - don't print January May September February June October March July November

			April	August	December
PRINT & EMAIL		EVISIONS	CHANGE EMAIL MESSAGE. - MICR CARTRIDGE FOR CHECKS - PRINT APPROX 15 - 20 PAGES TO CLEAR REG INK OUT OF PRINTER DIRECT DEPOSITS - EMAIL THAN PRINT DOCUMENT COUNTS		
PHPDIRD		DATABASE	Type of Record - 3 (adjustments) Use posting date for DD date January May September February June October March July November April August December		
PHPUPDT		DATA BASE	Pay no.= blank; Multiple pay no. = Y Check for errors on .log		
PZRBKUP		DATABASE	Disp. 50		
PHPBOND		DATABASE	Param. Date- Use end of last month		
NHPPIN1		hr_epd	See print screen for parameters Wait for report to show up on e-print before moving forward.		
NHPPIN2		hr_epd	See print screen for parameters Wait for report to show up on e-print before moving forward.		
PHPFEXP		DATABASE	Process All P/R - Y; Process All Redistrib. -Y Pay No. Blank Check for errors. If it gives a position errors, look up on NBIPICC (unless multiple people in the position)		
NZPFRCD -Audit		DATABASE	Fed Appr Redistribution		
NZPFRCD -Update		shr_epd	Federal Appropriated Redistribution		
PZRBFMF -AUDIT		DATABASE	Validate there are no errors before running in update		
PZRBFMF -UPDATE		DATABASE	File to be sent to Bop (.DAT & .SLK files)		
NZPSRPT-Audit		DATABASE	If there are errors, put in show file and send to Kim or Jeff for reconcillation.		
NZPSRPT- Update		DATABASE	If no errors, run update and sent output to Kim. (RCNTRANS and two .SLK files for Doug)		
NZRBPED		DATABASE	Do not run.		
PZRSDRS - AUDIT		DATABASE	Balance to Tax Depository before running in update mode		
PXRTDEP		DATABASE	Date = Week of corr run Fri - Thurs) Put in show document and print Event choice - Ajustments Reporting choice - D		

PZRSDRS - UPDATE		DATABASE	
NHPFIN2		hr-epd	
PXRP941		DATABASE	
PZRBKUP		DATABASE	Disp 70
PZRHALL		hr_epd	All institutions = % and run by the month
			January May September
			February June October
			March July November
			April August December
PHRDREG		hr_epd	Orig- A, Current only- Y, All employees- Y, ER code - blank
			January May September
			February June October
			March July November
			April August December
Balancing Process:			
PZRTSPC			Retrieve files to review NZPSRPT, PZRBFBMF, & PZRSDRS
SQL Query			NZPSRPT - List of checks, ACH, Void checks and Void ACH
Balance PGP files returned from PXRTSPC to Tax Depository			
Prepare Report of Checks and ACH			Verify against RCNTRANS
Prepare BOR Voucher			
PZRTRAN - Audit			
PZRTRAN -Update			
Complete Interface transmittal form			
Complete ACH transmittal letter for each DIRD file			
Send letter to Interface group with attachments.			

GZREPT			Program to send .lis file to eprint if sent to database in error.
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DATE
JOB DESCRIPTION
Captures employment & benefit record for BOP-Interface file
Checks for FICA & Medicare that do not match
Check for negative gross or net check amounts.
Calc of checks and DD amount process. Pulls all at disp 40
DD Notices Process -Updates numbers - No .lis file
CK Process- Updates ck numbers - .no .lis file
Report that lists check numbers

Sort by Status to remove void checks print range.
Create DD Tape. Transmits data to clearinghouse bank.
Updates pay history and leave balances - Can view on SNAP
Bond Report - Not used but must be run.
Finance Interface Extract Process
Finance Interface Report Process
Extracts payroll transactions for interface to finance.
(007)
Captures employment & benefit record for BOP - Interface file
(009)
Outbound interface file (RCNTRANS) of financial info
(008)
SDRS Reporting
Tax Depository

SDRS Reporting
Finance Interface Extract Process
Institutional Deduction Registers.
Deduction reports for Maria and Lolly
Send copy to Kim along with NZPSRPT output
Send copy of PGP file to Kim
Email totals to Kim
Change date, file name. and amounts

Weekly Edits - Run on Monday's			DATE:
PROGRAM	JOB NUMBER	PRINTER	JOB DESCRIPTION
PZRHIRE		DATABASE	New hire reporting to DOL. Will run every Monday regardless of a payroll. No Parameters. Click in name at bottom and then save at top of screen. Copy file name to weekly transmit document.
PZRBFBM -AUDIT		DATABASE	Weekly parameter by date for BOP Employment Demographics. This will show the employment data that will go to the state. Warnings are OK. If "Errors" contact campus to correct problem. May have to contact Janice to see what error msg. means.
PZRBFBM -UPDATE		DATABASE	ABOVE FILES WILL BE SENT ON THE WEEKLY TRANSMIT REPORT
GZRPPCT		hr_epd	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 tht need to have GXADIRD corrected prior to Payroll. Parameters include institution, year, pay no., and payroll id.
NZRPFOP		hr_epd	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 agains the LIVE tables. It is sorted by job location & E-class with a parameter of institution.
NZRPPBD		hr_epd	Report to take the PLBD and FINI overrides and verify the FOAP is 1. in FATA and 2. passes the TRNR checks. NZRPPDB can be run weekly against the LIVE tables. It is sorted by job location and E-class. There are no parameters
PZRPXWK		hr_epd	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.
NZRPJOB		hr_epd	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.
GZRADDR		hr_epd	Employee Address Check - To check if active employees have a PR, MA or IN address. Parameter includes institution.
GZRPADR		hr_epd	Addresses Missing/Length - Report that checks to make sure addresses are not over 25 characters long or Address Line 1 is missing. Parameter includes institution.
PZRTRAN -Audit			
PZRTRAN- Update			

