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|-----------------------------------|---|
| <b>Title</b>                      | <b>Correction of Under or Over Utilization of FTE</b> |
| <b>Version</b>                    | 1.0   |
| <b>Date</b>                       | August 19, 2010                                       |
| <b>Created by</b>                 | Janice Minder, Director of Human Resources, BOR       |
| <b>Edited by</b>                  | Janice Minder   |
| <b>Copyright</b>                  | South Dakota Board of Regents                         |
| <b>Process Owner</b>              | NA  |
| <b>Dept/Division</b>              | Human Resources/BOR                                   |
| <b>Get help with this process</b> | Janice Minder, 605-773-3455                           |
| <b>Processes</b>                  | PZRFTEU   |
|                                   | PZRFTED   |
|                                   | PZRFTSU   |
|                                   | PZRFTSD   |
|                                   | NZRPED – See S008 (Technical)                         |
|                                   | PHAADJT   |

**Description:**

Institutions are responsible for the data in the Banner System. The Board of Regents system is required to submit monthly and annually reporting of FTE. NZRBPED is a state interface that submits all original monthly payroll data and one final correction run at the end of the FY. You can learn more about NZRBPED on the Technical Link in the Training Site (S008).

PZRFTU and PZRFTD were created to mirror NZRBPED. This report complies with the Statute of Reportable FTE. This report will not utilize fte on any students.

PZRFTSU and PZRFTSD were created to cover students that are no longer included in the count of FTE. These reports allow for the tracking of utilized hours for students in the event there is a need for historical data.

**Reference Information:**

The SQL below will help institutions review Exempt employees that may have inaccurate hours in payroll. Typically this occurs when there are incorrect Default Hours on the NBAJOBS tab are incorrect. This SQL can be used in coordination with PZRFTD. The parameters will need to be modified to reflect the current FY.

It is essential that institutions evaluate their data preferably more than once a year. PZRFTD and the SQL below can be run at any time to help you monitor errors. Once the last PHAADJT run occurs in the FY, you will not be able to make any more adjustments.

```
select sum(phrearn_hrs), phrearn_pidm, spriden_ID, Spriden_last_name,
Spriden_first_Name, pebempl_ecls_code, phrearn_payno
from phrhist, phrearn, nbrbjob, spriden, pebempl
where phrhist_pidm = phrearn_pidm
and phrhist_pidm = nbrbjob_pidm
and phrhist_pidm = spriden_pidm
and phrhist_pidm = pebempl_pidm
and spriden_change_ind is null
and phrhist_year = phrearn_year
and phrhist_payno = phrearn_payno
and phrhist_seq_no = phrearn_seq_no
and phrhist_disp = '70'
and ((phrhist_year = 2007
      and phrhist_payno in (7, 8, 9, 10, 11, 12))
     or phrhist_year = 2008
      and phrhist_payno in (1, 2, 3, 4, 5, 6))
and phrearn_earn_code in ('REG', 'HOL', 'SLT', 'ALT', 'PLT','ADM', 'EDU',
'CJL','MLT')

and nbrbjob_contract_type != '0'
and phrearn_posn = nbrbjob_posn
and phrearn_suff = nbrbjob_suff

and pebempl_jbln_code = 'ENTER YOUR INSTITUTION'
and pebempl_ecls_code in ('01','03','28','32','07','15','16','17','18','21','14')

group by phrearn_pidm, spriden_id, spriden_last_name, spriden_first_name,
pebempl_ecls_code, phrearn_payno
```

**Related Documents:** Not Applicable.

**Links:** Not Applicable

**Process Name: PHAADJT Corrections for FTE**

| Step | Action   |
|------|--|
| 1    | Go to PHAADJT  |
| 2    | Select Manual  |
| 3    | Select the appropriate history and posting dates as identified by SPC  |
| 4    | Select Manual (Calculation)/Computer(Print)  |
| 5    | Select Job Information Tab   |
| 6    | Select the position to correct the hours   |
| 7    | Save   |
| 8    | Select Options/Earnings History  |
| 9    | Since it is a manual, select REG (FTE Earn Code) and enter the number of hours to be corrected. If need to remove hours, use a negative number, if need to add hours us a positive number. |
| 10   | Once the hours are entered, place a 0.00 amount in the amount as a manual override. No dollars should be provided to this correction.  |
| 11   | Save   |
| 12   | Exit back to the Position, and select Options/PHCDEDN and remove all benefits as no benefits are impacted by this correction.  |
| 13   | Save   |
| 14   | Go to the Comments Tab and document what/why you are correction. If you are correcting the entire error on one payroll, please document the detail for the year on the comments.           |
| 15   | Save   |
| 16   | Go to Adjustment Detail and be sure to place 0.00 in the Gross and Net Amounts.  |
| 17   | Because this is a computer print, Balance and Approve.   |
| 18   | Save   |
| 19   | Go to Disp 40 and Review PHICHEK to be sure the hours are corrected and the amount is \$0.00 with no benefits.   |
| 20   | Once reviewed, have another employee review.   |
| 21   | Remember to complete the payroll documentation to the SPC so they are aware of the correction. This form can be found on the training site.  |
| 22   | SPC will take to DISP 70.  |

See the screen shots below for an example of how the PHAADJT will look. Remember to place comments on the comments screen to ensure a proper documentation trail.



