Semi Monthly Payroll Instructions

Policy 506.4

1 Introduction

2 Scope

3 Definitions

4 Policy and Procedure Statements

4.1 Semi-Monthly Payroll Instructions

4.1.1 Introduction to Banner

4.1.1.1 The Semi-Monthly Payroll will process payments for hourly paid student temporary, non-student temporary and work-study student employees.

4.1.1.2 These employees will be paid for hours worked 1st thru 15th on the last working day of the month. Hours worked 16th thru the last day of the month will be paid on the 15th of the following month.

4.1.1.3 Each department must designate a time sheet Originator and an Approver. The originator enters information on the time sheet. The approver is required to approve the time sheet submitted by the originator. Also, the approver has the ability to update, change, and return the time sheet to the originator for correction and or comments. A proxy must be designated by the originator and approver. The proxy can act on another person's behalf to access the time sheet or to approve it. The proxy cannot be the same person as the originator or the approver. These employees will be assigned a Banner user name and password. Departments must contact Payroll any time there is a change in any of these positions. Departments must contact Payroll to establish a proxy's banner access.

4.1.1.4 All university employees will be assigned a position number. The position number will be created by the Student Placement Office for student employees, phone number 262-2879 OR Human Resource Office, for non-student temporary, phone number 262-3186 when the authorization form is submitted for their HR approval.

4.1.1.5 Each department should code their Banner Time Sheet organization number on each approval beside their department name prior to submitting the form to Student Placement Office or HRS.

4.1.1.6 Departments will also need to include the FOAP account number on all work authorizations, time sheets, manual check requests, etc.

   1. Fund = The 6 digit account number
   2. Organization Code = The 6 digit Organization number that the budget code is paid from
   3. Account = The 6 digit object code number the employee is paid from
   4. Program = The 3 digit code that identifies which program the fund is associate with on campus.

4.1.1.7 Examples of position numbers:

   1. Student Temporary; U followed by the 5 digit budget code (example: U32550)
   2. Work Study Student; W followed by the 5 digit budget code (example: W01340)
   3. Non-Student Temporary; N followed by the 5 digit budget code (example: N37110)

4.1.1.8 The payroll system calculates employee pay with the use of earn codes by employee class; student temporary, non-student temporary, work study. (Note: Click on the down arrow icon for a list of earn codes applicable to the employee).

4.1.2 Student Temporary
XSR 100% of all regular hours worked not greater than 40. Including hours worked on a Holiday
XSH All hours worked on a Holiday to receive premium pay
XSO All Overtime hours worked over 40 in a workweek (Monday 12 am thru Sunday midnight)

NOTE: If workweek is split between pay periods review hours previously reported to determine overtime to be paid.

4.1.2.1 The earn codes are defined as follows:

XSR: X= Semi Monthly S= Student Temporary R= Regular Pay
XSH: X= Semi Monthly S= Student Temporary H= Holiday Hours
XSO: X= Semi Monthly S= Student O= Overtime Hours

4.1.2.2 Earn codes will be charged as follows:

XSR = @@@@@@ 614510 or 614520
XSH = @@@@@@ 614700
XSO = @@@@@@ 614600

4.1.3 Non-Student Temporary

XTR: 100% of all regular hours worked not greater than 40. Including hours worked on a holiday
XTH: All hours worked on a holiday to receive premium pay
XTO: All Overtime hours worked over 40 in a workweek (Monday 12 am thru Sunday midnight)

NOTE: If workweek is split between pay periods review hours previously reported to determine overtime to be paid.

4.1.3.1 The earn codes are defined as follows:

XTR: X= Semi Monthly T= Non-Student Temporary R= Regular Pay
XTH: X= Semi Monthly T= Non-Student Temporary H= Holiday Hours
XTO: X= Semi Monthly T= Non-Student O= Overtime Hours

4.1.3.2 Earn codes will be charged as follows:

XTR = @@@@@@ 614110 or 614120
XTH = @@@@@@ 614310
XTO = @@@@@@ 614200

4.1.4 Work Study

XWR 100% of all regular hours worked not greater than 40. Including hours worked on a Holiday
XWH All hours worked on a Holiday to receive premium pay
XWO All Overtime hours worked over 40 in a workweek (Monday 12 am thru Sunday midnight)

NOTE: If workweek is split between pay periods review hours previously reported to determine overtime to be paid.
4.1.4.1 Earn codes will be charged as follows:

<table>
<thead>
<tr>
<th>Earn Code</th>
<th>Description</th>
<th>Code</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>XWR</td>
<td>Regular Pay</td>
<td>614530</td>
<td>$5.00</td>
</tr>
<tr>
<td>XWH</td>
<td>Holiday Hours</td>
<td>614700</td>
<td>$5.00</td>
</tr>
<tr>
<td>XWO</td>
<td>Overtime Hours</td>
<td>614630</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

4.1.4.2 All hourly paid employees require a daily breakdown of hours worked by each earn code.

4.1.4.3 Select the earn code and enter the number of hours worked per day. The system will total hours from all daily entries by each earn code. Use the base hourly rate with each of these earn codes.

4.1.4.4 The total of hours only should then be verified against employee time sheet. The system will add the 50% holiday premium and 50% overtime premium to be paid.

4.1.4.5 The total amount paid shown on PHATIME does not reflect the additional premium.

4.1.4.6 These are calculated when payroll processing is complete. Use the base hourly rate with each of these earn codes.

4.1.4.7 If a person has approvals for more than one hourly rate for the same position number the shift code should be entered in chronological order with the varying hourly rates.

4.1.4.8 If you have Prior Pay Period Adjustments you must use shift 1 to process these adjustments then chronologically number the varying hourly rate entries for the current months pay.

**Example:**

<table>
<thead>
<tr>
<th>Earn Code</th>
<th>Shift</th>
<th>Special Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>XAR</td>
<td>shift 1</td>
<td>$50.00 (10 hrs @ $5.00/hr) &amp; enter a 1 on the first day of the calendar</td>
</tr>
<tr>
<td>XSR</td>
<td>shift 2</td>
<td>$5.00 and corresponding numbers of hours worked &amp; enter a 1 on the first day of the calendar</td>
</tr>
</tbody>
</table>

4.1.4.9 Note: The system will default the shift to be 1 if only one hourly rate applies to the employee.

**Example:**

XSR shift 1 $6.00 and corresponding number of hours worked
XSR shift 2 $6.50 and corresponding number of hours worked

4.1.4.10 The message bar is at the bottom left side of the screen. Check this area often to verify information has been saved successfully or if you have an error on the information entered. Example: Saved successfully; error status, etc.

All other payments made to hourly paid employees must be submitted to Payroll for processing according to the payroll submission calendar. Example: Deceased employee wages, tips, one time payments, etc.

4.1.5 Originators User Documentation

4.1.5.1 Please note: Please use Internet Explorer to access the Banner payroll system. Using Internet Explorer you can
add "Welcome to Banner" to your favorites or bookmarks.

4.1.5.2 Departmental time will be entered online in Banner PHATIME.

4.1.5.3 To access the online Banner system, go to the ASU home page.

1. Click on My ASU (bottom left hand corner).
2. Select Administrative Resources
3. Select the AppLEAP Administrative Systems Project
4. Select System Access
5. Click on Internet Native Banner
6. Enter Banner username, password and click on connect (Please leave the DATABASE blank)
7. Once in the Banner system the cursor will be at "Go to:" block enter PHATIME, press enter.

4.1.5.4 NOTE: If you are an originators proxy, you will need to enter the originators user name in the box: Proxy for:

4.1.5.5 Step 1: Enter the organization code for your department (for security purposes, you should only have access for your department's organization codes).

4.1.5.6 Step 2: Transaction status should be NOT STARTED.

4.1.5.7 Step 3: Payroll ID: will be SM. Tab or click to the Payroll Number: block.

4.1.5.8 Step 4: Enter the Pay Period Number

4.1.5.9 IF a box with the title of TIME ENTRY SELECTION CRITERIA appears, DO NOT enter any Information in this box. Please select cancel.

4.1.5.10 Please note: if the beginning or ending dates on the electronic form conflicts with employee's actual beginning or ending date of employment, contact your HR office.

4.1.5.11 Step 5: Click in the ID field and a message should appear "Do you want to extract time to begin time entry?" Click YES.

4.1.5.12 If you receive a message "xx number of time record(s) had errors: Click on view errors, call the Payroll Department 262-(7117,6416,6421,8279,6422) with the error message.

4.1.5.13 If you receive a message "xx number of time record(s) processed with no errors, you are ready to begin time entry.

4.1.5.14 List of transaction status (use drop down bar for status menu):

4.1.5.15 Not Started: This triggers an extract process that pulls all new transactions for the pay period. When you access time transactions with a Not Started status, you receive a message, "Do you want to extract time to begin time entry?" Respond Yes to extract the time for the employees.

4.1.5.16 In Progress: Once a time extract is begun and the time is entered against it, it resides in this status until submitted to the approver.

4.1.5.17 Pending: Time sheets have been submitted to the approver.

4.1.5.18 Approved: All time sheets in the individual's approval queue has been approved.

4.1.5.19 Completed: All time sheets at an Approved status is picked up by the Mass Time Entry.

4.1.5.20 Error: During time entry, submission or approval, time sheets can go into this status. Please review the time entry data and correct the errors.

4.1.5.21 Return for Correction: When an approver returns the time sheet for correction. The originator must go to PHATIME and change the transaction status to Return for correction to view the time entry data that has been returned. The originator for a department time sheet is required to correct the time sheet and send it back to the approver for approval of the corrections.

4.1.5.22 Step 6: The cursor should be in the ID block, this is the current employee to enter time for. Using the down arrow icon will allow you to select another employee or use the up/down arrow keys to access another employee's time sheet. The
employee list is in alphabetical order.

4.1.5.23 **Step 7**: Verify the employee name, banner ID number and position number.

4.1.5.24 **Step 8**: Begin time entry, select earn code, shift, hourly rate, daily hours.

4.1.5.25 **Step 9**: To SAVE time sheet click on first icon (blue/white disk) or click on file (on the menu bar at top of page), then select save.

4.1.5.26 **Step 10**: Verify the hours entered by each earn code.

4.1.5.27 **Step 11**: Go to Options (third from the left on the menu bar) click on "Submit Time for Approvals"

4.1.5.28 The transaction status of this employee should now be pending. The time sheet is awaiting approval from the departmental approver.

4.1.5.29 The originator should view each Transaction Status before completing the total hours report for payroll

4.1.5.30 The SM Payroll Department Total Report is to be completed and faxed to Payroll #7219.

4.1.5.31 This report is to verify totals sent electronically from your department for audit purposes.

4.1.5.32 **Approvers User Documentation**

4.1.5.33 Please note: Please use Internet Explorer to access the banner payroll system. Using Internet Explorer you can add "Welcome to Banner" to your favorites or bookmarks. Departmental time will be approved online in Banner PHADSUM.

4.1.5.34 To access the on line Banner system, go to the ASU home page.

1. Click on My ASU (bottom left hand corner).
2. Select Administrative Resources
3. Select the AppLEAP Administrative Systems Project
4. Select System Access
5. Click on Internet Native Banner
6. Enter Banner username, password and click on connect (Please leave the DATABASE blank)
7. Once in the Banner system the cursor will be at "Go to:" block enter PHADSUM, press enter.

4.1.5.35 You should receive a message "You have electronic approval transactions. Do you wish to view them now?" Click on Yes.

4.1.5.36 A second question, "Do you wish to be notified of new transactions during the current session?" Click on Yes.

4.1.5.37 **NOTE**: If you are an approvers proxy, you will need to enter the approvers user name in the box: Proxy for:

4.1.5.38 **Step 1**: Enter the organization code for your department (for security purposes, you should only have access for your department's organization codes).

4.1.5.39 **Step 2**: Payroll ID will be SM. Tab or click to the Payroll Number block.

4.1.5.40 **Step 3**: Enter the Pay Period Number.

4.1.5.41 **Step 4**: Click in the ID block (use up and down arrow to scroll the list of employees).

4.1.5.42 **Step 5**: Review time entered. To approve the time sheet, click Approve or Acknowledge box. To return the time sheet to the originator for correction, click Return for Correction box.

4.1.5.43 **Step 6**: Once all employees with hours to be paid have been reviewed and selected to be approved/acknowledged or returned for correction, click on Options (third from the left on the menu bar) and select "Apply all actions". This allows the originator to verify all approvals have been obtained and allows Payroll to pull time sheets in for payment.

4.1.5.44 **Setup for Approver and Originator Proxies**

4.1.5.45 **Step 1**: Complete the on line ITS account options access request and security form (For instructions to assist you in
processing these requests, go to the Electronic forms page, under Controllers Office, Payroll, then Instructions for Requesting account options).

4.1.5.46 The department head will be contacted via email to approve the changes requested.

4.1.5.47 The proxy will be contacted with their banner user name and password upon approval.

4.1.5.48 To establish a Proxy for the Originator or Approver, it must be entered online in the Banner system (see directions (Step 1 – 6) listed below for proxy setup).

4.1.5.49 To access the on line Banner system, go to the ASU home page.

1. Click on My ASU (bottom left hand corner).
2. Select Administrative Resources
3. Select the AppLEAP Administrative Systems Project
4. Select System Access
5. Click on Internet Native Banner
6. Enter Banner username, password and click on connect (Please leave the DATABASE blank)

4.1.5.50 **Step 1**: Once in the Banner system the curser will be at "Go to…..:” block, enter NTRPROX press enter.

4.1.5.51 Banner will bring in user’s ID based upon logon.

4.1.5.52 **Step 2**: Click on Options (menu bar) and click Time Entry Proxy

4.1.5.53 **Step 3**: A message will appear "Query caused no records to be retrieved” click ok. (If you have your proxy assigned, the name will appear and not the above message).

4.1.5.54 **Step 4**: On the left, under Proxy ID please type in the proxy’s banner user name.

4.1.5.55 **Step 5**: Then tab or enter. The proxy’s name should appear in the Name field on the right.

4.1.5.56 **Step 6**: Click on the SAVE icon (blue/white icon) or click on file (on the menu bar at top of page), then select save.

4.1.5.57 User Documentation to change your Banner Password

4.1.5.58 **Step 1**: Log onto the banner payroll system. At the "Go to" block enter GUAPSWD press enter.

4.1.5.59 **Step 2**: Enter your current Oracle Password

4.1.5.60 **Step 3**: Tab to the New Oracle Password field and enter your new password. The new password must be 6 characters or more and contain alpha and numeric characters (Please do not use symbols).

4.1.5.61 **Step 4**: Tab to the Verify password and enter your new password.

4.1.5.62 **Step 5**: Click on the blue/white disk icon, a small window will appear with "Password has been changed, reconnecting" click on OK.

5 Additional References

- Appalachian State University Payroll

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates