

Processing Special Payments

Status employees sometimes receive special payments that create an exception to normal pay. These payments are governed by USNH policy and policy should be reviewed prior to processing any special payment. These payments include payout of earned time, traditional vacation, or vacation time following a status termination or change to a different occupational type; SIP payments, ARC payouts, and bonuses. They may also include one-time payments made to an employee to compensate when additional dollars are due to the employee that hadn't previously been paid (i.e., if a shift premium was overlooked or a late hire processed).

Overview

Banner will require that ANY compensation be processed against an NBAJOBS record that is in turn associated with an active Position. For "Special Payments," some are processed against the base appointment and some are processed using KE (Part-Time/Full-Time Temp/Casual Exempt) positions as a source of funds.

Payments against employee's base appointment

Will be entered as a default earnings change that provides special earnings as a lump sum and gets charged to the labor distribution of the NBAJOBS base appointment. The value of the payment is calculated off-line.

Payments against a separate source of fund, a pooled Part-Time/Full-Time Temp/Casual Exempt position

Will require that the employee first be associated with the pooled Part-Time/Full-Time Temp/Casual Exempt position, and then established default earnings by associating a lump-sum value with a particular earn code. The EPAF's to process these payments will include a job creation step, an earnings step, a termination step to terminate the job record, and a labor distribution override step. The value of these payments should be calculated off-line.

Types of Payments

- Vacation Payouts will be processed to employees who are terminating a status appointment that has accrued exempt employee vacation. The employee may be ending service to USNH or simply moving from one occupational type that earns vacation to one that doesn't, (i.e., PAT moving to faculty).
- Earned Time/Traditional Vacation Payouts will be processed to employees who are terminating a status appointment that has accrued earned time or traditional vacation through their Operating Staff appointment. The employee may be ending service to USNH or simply moving from one occupational type that earns earned time/traditional vacation to one that doesn't, (i.e., OS moving to PAT).
- Bonuses are provided to employees as additional compensation for several reasons, including recruitment bonuses, bonuses for serving in an Acting Appointment or taking on additional duties, or completion of a special project and/or exemplary performance. Please review USNH policy for further information.

- Awards are one-time payments processed for status employees who receive an “Award” such as annual Distinguished Teacher awards at the campuses.
- SIP Payments will be processed for employees who are terminating their service from USNH under a formal separation agreement.
- ARC Payments will be processed by the System Benefits Office for those terminating employees who have elected the ARC benefit as opposed to retiree medical and qualify for a lump sum payment under the ARC guidelines.
- UNH Police Clothing Allowance Payouts will be processed to employees who are receiving a clothing allowance for undercover duty.

Payments Against a Pooled Part-Time/Full-Time Temp/Casual Exempt Position

Payments Against a Pooled Part-Time/Full-Time Temp/Casual Exempt position will be processed through 4 steps: Establishing a “Shell” job record, adjusting the Labor Distribution, entering the default earnings, and establishing the termination record.

Establishing the (Shell) Job Record

The Payment Job Entry (**POJB**EY) Approval Type (EPAF Step) connects the employee to a pooled position. The job is associated with a daily (regular) rate of \$0.00 so that by itself, it will produce no earnings. The only values available for discretion and entry include:

1. **Jobs Detail Eff Date.** Enter as first day of the pay period the special earnings are being applied to.
2. **Personnel Date.** Enter equal to Jobs Detail Eff Date.
3. **Job Begin Date.** Enter equal to Jobs Detail Eff Date.
4. **Payroll ID.** Can be set to B1 or B2 to accommodate payment needs (i.e., alternate payroll, processing in hourly payroll though processed against a “salaried position.”)
5. **Timesheet Orgn.**
6. <Save>

Adjusting the Labor Distribution

- The Position Labor Distribution will default and should be overridden to identify the correct source of funds for this payment. Be sure that the total labor distribution percent equals 100%.
- The labor distribution step will be available on BONPAY and *AWARD epaf’s. Limited Labor Distribution will be available on Earned Time and Vacation Payout epaf’s.
- The Labor Step on each *AWARD mirrors the campus approach for budgeting. Therefore on UAWARD and PAWARD, the Labor Distribution override provides full labor distribution access. KAWARD allows only adjustment to percent and deletion of lines. SAWARD and CAWARD have no Labor Distribution step
- Labor Distribution step on the Vacation/Earned Time Payout epaf’s are limited to adjusting the Activity code only to indicate campus.
- The Labor Distribution step is omitted from the SIP and ARC payment epafs.

Setting the Termination Record

The Termination (**TERMIN**) Approval Type (EPAF Step) is built into each of these special payment EPAF Approval Categories. The Job Status will always default in = “T” and the Job Change Reason will default in = “TTERM.”

1. Enter the **Jobs Detail Eff Date** = Enter as the first day of the pay period following the Job creation.

2. Enter the **Personnel Date** = Jobs Detail Eff Date.
3. <Save>

Establishing Default Earnings to Create One-Time Payments

The **EARN** Approval Type (EPAF step) is used in all special payment EPAF's. **The earnings should be set up to cover a full pay period so that proration does not occur.**

1. If default earnings already exist for the querydate, they will be displayed on the *Current Default Earnings Information Window*.
2. In the *New Default Earnings Information Window*, on a blank line enter the "Effective Date" set equal to the first day of the pay period the earnings are being processed for.
3. Enter the Earn Code as appropriate. A short text description will appear in the next field.
4. Enter a value of "1" in the Hrs/Units field.
5. Enter the lump sum value of the payment to be processed in "Special Rate."
6. Deemed: Leave blank.
7. Enter the "Ended As Of Date" set equal to the first day of the FOLLOWING pay period.
8. <Save>

Sample:

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Help Window

Default Earnings Information NOAEPAF 5.3.1 (BPRD)

Current Default Earnings Information

Effective	Earnings Code	Hrs/Units	Special Rate	Shift	Ended As Of
01-JUL-2003	110 Exempt Earn-FAC,A	10.00		1	

New Default Earnings Information

Effective	Earnings Code	Hrs/Units	Special Rate	Shift	Ended As Of
05-JUL-2003	417 Bonus	1.00	300	1	19-JUL-2003

Effective date.

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Notes:

The “Effective Date” and “Ended As Of Date” entered are Saturday to Saturday, first day of a pay period to the first day of the NEXT pay period.

If a “Special Payment” is being processed for the salary payrun (B1 payid), the EPAF must be submitted and approved by the Friday BEFORE the payday.

Special Payment Processing Cheat Sheet Against Separate Position as Source of Funds

	VACPAY	ETTVPO	BONPAY	UBONPY	SIPPAY	ARCPAY	*AWARD	UNJPCA
	Used to process vacation payouts	Used to process earned time or traditional vacation payouts	Used to process bonuses (using a KE pooled position as source of funds)	Used to process bonuses (using a KE pooled position as source of funds) Adds BSCMAN approval	Used to process a SIP payment in accordance with formal SIP agreement. (NOTE if SIP payment is not one lump sum, divide the amount due by the number of payments to determine the "Special Rate" amount)	Used to payout monies due by policy for ARC enrollment	Used to payouts "awards" to status employees (such as distinguished teacher award)	Used to process clothing allowance for UNH Police
EPAF Keyblock Entry								
Enter Employee ID/Name								
Querydate	Set to first day of pay period	Set to first day of pay period	Set to first day of pay period	Set to first day of pay period	Set to first day of pay period	Set to first day of pay period	Set to first day of pay period	Set to first day of pay period
Approval Category	VACPAY	ETTVPO	BONPAY	UBONPY	SIPPAY	ARCPAY	*AWARD (CAWARD, KAWARD, PAWARD, UAWARD, SAWARD)	UNJPCA
Approval Type	Will populate from Approval Category-no	Will populate from Approval Category-no entry required	Will populate from Approval Category-no entry required	Will populate from Approval Category-no entry required	Will populate from Approval Category-no entry required	Will populate from Approval	Will populate from Approval Category-no entry required	Will populate from Approval

	entry required					Category-no entry required		Category-no entry required
Position	YEPVSB	YEPESB	Cite a KE pooled position	Cite a KE pooled position	CETFSB for CLL KETFSB for KSC PETFSB for PSU UETFSB for UNH YETFSB for Sys	YEARSB	Cite a KE pooled position	UNJPCA
Suffix	00, iterate if person/ position record already exists.	00, iterate if person/ position record already exists.	00, iterate if person/position record already exists.	00, iterate if person/position record already exists.	00, iterate if person/position record already exists.	00, iterate if person/ position record already exists.	00, iterate if person/position record already exists.	00, iterate if person/ position record already exists.
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EPAF Approval Type and Field	VACPAY	ETTVPO	BONPAY	UBONPY	SIPPAY	ARCP AY	AWARD	UNJPCA
POJBEY								
Jobs Detail Eff Date	Enter as first day (Saturday) of the pay period for which earnings are being processed. Will default as querydate.	Enter as first day (Saturday) of the pay period for which earnings are being processed. Will default as querydate.	Enter as first day (Saturday) of the pay period for which earnings are being processed. Will default as querydate.	Enter as first day (Saturday) of the pay period for which earnings are being processed. Will default as querydate.	Enter as first day (Saturday) of the pay period for which earnings are being processed. Will default as querydate.	Enter as first day (Saturday) of the pay period for which earnings are being processed. Will default as querydate.	Enter as first day (Saturday) of the pay period for which earnings are being processed. Will default as querydate.	Enter as first day (Saturday) of the pay period for which earnings are being processed. Will default as querydate.

						sed. Will default as querydate.		
Personnel Date	Will default as querydate.	Will default as querydate.	Will default as querydate.	Will default as querydate.	Will default as querydate.	Will default as querydate.	Will default as querydate.	Will default as querydate.
Job Begin Date	Enter as first day (Saturday) of the pay period for which earnings are being processed. Will default as querydate.	Enter as first day (Saturday) of the pay period for which earnings are being processed. Will default as querydate.	Enter as first day (Saturday) of the pay period for which earnings are being processed. Will default as querydate.	Enter as first day (Saturday) of the pay period for which earnings are being processed. Will default as querydate.	Enter as first day (Saturday) of the pay period for which earnings are being processed. Will default as querydate.	Enter as first day (Saturday) of the pay period for which earnings are being processed. Will default as querydate.	Enter as first day (Saturday) of the pay period for which earnings are being processed. Will default as querydate.	Enter as first day (Saturday) of the pay period for which earnings are being processed. Will default as querydate.
Pay ID	Position will create a B1 value at Jobs creation. B2 may be entered to	Position will create a B1 value at Jobs creation. B2 may be entered to create a	Position will create a B1 value at Jobs creation. B2 may be entered to create a	Position will create a B1 value at Jobs creation. B2 may be entered to create a	Position will create a B1 value at Jobs creation. B2 may be entered to create a	Position will create a B1 value at Jobs creation. B2 may be entered to create a payment from the “Hourly” payroll	Position will create a B1 value at Jobs creation. B2 may be entered to create a	Position will create a B1 value at Jobs creation. B2 may be

	create a payment from the “Hourly” payroll	payment from the “Hourly” payroll	payment from the “Hourly” payroll	payment from the “Hourly” payroll		creation. B2 may be entered to create a payment from the “Hourly” payroll	payment from the “Hourly” payroll	entered to create a payment from the “Hourly” payroll
Regular Rate	Default \$0.00; may not be overridden.	Default \$0.00; may not be overridden.	Default \$0.00; may not be overridden.	Default \$0.00; may not be overridden.	Default \$0.00; may not be overridden.	Default \$0.00; may not be overridden.	Default \$0.00; may not be overridden.	Default \$0.00; may not be overridden.
Timesheet Orgn	YZBE30	YZBE30	As appropriate.	As appropriate.	YZBST2	YZBE30	As appropriate.	UJPPOL
Job Type	Overload	Overload	Overload	Overload	Secondary	Secondary	Overload	Overload
Job Change Reason	PAYOT	PAYOT	PAYOT	PAYOT	If a SIP (Incentive Separation Plan Payment) payment, PSAIP; If a Severance/Release Agreement Payment, PASRA.	PAYOT	AEAWD	PAYOT
Accrue Leave	N	N	N	N	N	N	N	N
Step	0	0	0	0	0	0	0	0
Workers	Required.	Required.	Required.	Required.	Required. Normally	Required	Required.	Required.

Comp Code	Normally coded 8868; however, risk factors may require 9101. For example, code 9101 for employees who work in the care/maintenance of buildings and facilities. Contact HR for more information.	Normally coded 8868; however, risk factors may require 9101. For example, code 9101 for employees who work in the care/maintenance of buildings and facilities. Contact HR for more information.	Normally coded 8868; however, risk factors may require 9101. For example, code 9101 for employees who work in the care/maintenance of buildings and facilities. Contact HR for more information.	Normally coded 8868; however, risk factors may require 9101. For example, code 9101 for employees who work in the care/maintenance of buildings and facilities. Contact HR for more information.	coded 8868; however, risk factors may require 9101. For example, code 9101 for employees who work in the care/maintenance of buildings and facilities. Contact HR for more information.	ed. Normally coded 8868; however, risk factors may require 9101. For example, code 9101 for employees who work in the care/maintenance of buildings and facilities. Contact HR for more information.	Normally coded 8868; however, risk factors may require 9101. For example, code 9101 for employees who work in the care/maintenance of buildings and facilities. Contact HR for more information.	Normally coded 8868; however, risk factors may require 9101. For example, code 9101 for employees who work in the care/maintenance of buildings and facilities. Contact HR for more information.
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LABFUL or LDOACT	VACPAY	ETTVPO	BONPAY	UBONPY	SIPPAY (use to remove unwanted lines	ARCPAY (omits this step)	AWARD	UNJPCA
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					by tabbing to the unwanted FOAPAL string and selecting Record-Remove)			
Effective Date	Defaults from querydate date; should be equal to Jobs Detail Eff Date.	Defaults from querydate date; should be equal to Jobs Detail Eff Date.	Defaults from querydate date; should be equal to Jobs Detail Eff Date.	Defaults from querydate date; should be equal to Jobs Detail Eff Date.	Defaults from querydate date; should be equal to Jobs Detail Eff Date.	N/A	Defaults from querydate date; should be equal to Jobs Detail Eff Date.	Defaults from querydate date; should be equal to Jobs Detail Eff Date.
Fund	No entry allowed	No entry allowed	Enter FUND	Enter FUND	No entry allowed	N/A	Enter FUND*	No entry allowed
Orgn	No entry allowed	No entry allowed	Enter ORGN	Enter ORGN	No entry allowed	N/A	Enter ORGN *	No entry allowed
Account	No entry allowed	No entry allowed	No entry required	No entry required	No entry allowed	N/A	No entry required	No entry allowed
Activity	Set to specify campus: YCLL00=CLL YKSC00=KSC YPSC00=PSU YSYS00=System YUNH00=UNH	Set to specify campus: YCLL00=CLL YKSC00=KSC YPSC00=PSU YSYS00=System YUNH00=UNH	N/A	N/A	N/A	N/A	No entry required	N/A
Percent					Adjust if necessary to total 100%			

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EARN	VACPAY	ETTVPO	BONPAY	UBONPY	SIPPAY	ARCPAY	AWARD	UNJPCA
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Effective Date	Set equal to the first day of the pay period.	Set equal to the first day of the pay period.	Set equal to the first day of the pay period.	Set equal to the first day of the pay period.	Set equal to the first day of the pay period.	Set equal to the first day of the pay period.	Set equal to the first day of the pay period.	Set equal to the first day of the pay period.
Earnings Code	450	421	417 for Bonus or Recruitment; 410 for Acting Appt Stipend	417 for Bonus or Recruitment; 410 for Acting Appt Stipend	125	174	411	431
Hrs/Units	1	1	1	1	1	1	1	1
Deemed	Leave blank	Leave blank	Leave blank	Leave blank	Leave blank	Leave blank	Leave blank	Leave blank
Special Rate	Enter Lump Sum Value	Enter Lump Sum Value	Enter Lump Sum Value	Enter Lump Sum Value	Enter Lump Sum Value	Enter Lump Sum Value	Enter Lump Sum Value	Enter Lump Sum Value
Shift	N/a	N/a	N/a	N/a	N/a	N/a	N/a	N/a
Ended As of Date	First Day of the following Pay Period	First Day of the Following Pay Period	First Day of the Following Pay Period	First Day of the Following Pay Period	First Day of the Following Pay Period	First Day of the Following Pay Period	First Day of the Following Pay Period	First Day of the following Pay Period

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TERMIN	VACPAY	ETTVPO	BONPAY	UBONPY	SIPPAY	ARCPAY	AWARD	UNJPCA
Jobs Detail Eff Date	Enter as the first day of the following pay period (should be same as EARN step "Ended as of Date.")	Enter as the first day of the following pay period (should be same as EARN step "Ended as of Date.")	Enter as the first day of the following pay period (should be same as EARN step "Ended as of Date.")	Enter as the first day of the following pay period (should be same as EARN step "Ended as of Date.")	Enter as the first day of the following pay period (should be same as EARN step "Ended as of Date.")	Enter as the first day of the following pay period (should be same as EARN step "Ended as of Date.")	Enter as the first day of the following pay period (should be same as EARN step "Ended as of Date.")	Enter as the first day of the following pay period (should be same as EARN step "Ended as of Date.")
Personnel Date	Enter as first day of the following pay period.	Enter as first day of the following pay period.	Enter as first day of the following pay period.	Enter as first day of the following pay period.	Enter as first day of the following pay period.	Enter as first day of the following pay period.	Enter as first day of the following pay period.	Enter as first day of the following pay period.
Job Status	T	T	T	T	T	T	T	T

Job Change Reason	TTERM	TTERM	TTERM	TTERM	TTERM	TTERM	TTERM	TTERM
Contract End Date	Leave blank	Leave blank	Leave blank	Leave blank	Leave blank	Leave blank	Leave blank	Leave blank
Contract Begin Date	Leave blank	Leave blank	Leave blank	Leave blank	Leave blank	Leave blank	Leave blank	Leave blank
<Save>, Routing, <Submit Transaction>								
	VACPAY	ETTVPO	BONPAY	UBONPY	SIPPAY	ARCPAY	AWARD	UNJPCA
Special Notes	Campus HR approver should reduce Vacation balance to zero if on-line balances are maintained.	Campus HR approver should reduce earned time/vacation balances to zero if on-line balances are maintained.		For UNH use, adds a BSC Manager approval requirement to the Bonus payment epaf.	Should not be processed until after the effective termination date. Contact System Benefits Office for assistance as needed.	To be processed by System Benefits Office only.		

* At KSC, Approval Category KAWARD will allow override of FOAPAL Percent only.

Payments against Employee's Base Appointment

***DEFER EPAF's.** A * DEFER (CDEFER, KDEFER, PDEFER, SDEFER, or UDEFER) may be used to process a one-time special payment against the employee's base position. To do this, confirm that the base position is continuing past the current pay period otherwise the payment may be prorated by an early termination. The *DEFER epaf's consist only of the EARN step as described above. Appropriate payments may include a bonus or a retroactive payment of longevity. The payments will be charged to the base position's labor distribution and will be processed in the employee's normal pay id (hourly versus salary payrun).

Eligible Earn Codes include but are not limited to:

- 155, Retroactive payment of regular earnings due
- 340, Longevity, Retroactive payment due
- 347, Retroactive Payment for Shift Premium payment due
- 410, Acting Appointment Stipend
- 417, Bonus/Recruitment Bonus payment
- 418, Employee Transition Allowance

Entering *DEFER	
Access NOAEPAF	
Enter Keyblock Information	
Name/ID	
Querydate	Enter as first day of current pay period.
Approval Category	*DEFER (CDEFER, KDEFER, PDEFER, SDEFER, UDEFER)
Approval Type	Will automatically populate from Approval Category selection
<Next Block>	
EARN	
Default Earning Effective Date	Will default from Querydate, override if necessary to first day of the current pay period
Earnings Code	Enter as appropriate: 155 Retroactive Compensation; 340 Retroactive Longevity Due, 347 Retroactive Shift Premium Due, 410 Acting Appointment Stipend; 417 Bonus/Recruitment Bonus or as directed by System Payroll; 418, Employee Transition Allowance.
Hours/Units	1
Deemed	Leave blank
Special Rate	Enter lump sum value
Ended As of Date	Enter as the first day of the following pay period*
<Options-Transaction Comments>	
<Options-Routing Information>	
<Submit>	

- If the NBAJOBS record for this employee will terminate within the pay period that the default earnings are being established for, proration will occur. For example,

Field	If *DEFER change to “hit” on 1/1 and pay period ends 1/14 and job continues past current pay period	If *DEFER to change “hit” on 1/1 and pay period ends 1/14 but NBAJOBS record ends on 1/10
Querydate	Enter as Saturday, 1/1	Enter as Saturday, 1/1
Default Earning Effective Date	Enter as 1/1	Enter as 1/1
Earnings Code	Enter as appropriate	Enter as appropriate
Units	1	1
Special Rate	\$1000	\$1000
Ended as of Date	Enter as 1/15 – the first day of the following pay.	Enter as 1/15 – the first day of the following pay
NBAJOBS termination date	Not in current pay	1/10
Result:	As record is active for the full pay period identified, full payout of \$1000 will be processed.	Job is not active for last four days of pay period and so will payout only 60% of the lump sum value or \$600
Recommendation	Enter as prescribed	The Special Rate will have to be adjusted to accommodate the proration that will occur. (Intended Payout x 10 units per pay)/ Days of Active Appointment = Adjusted Special Rate.
Example		(\$1000 x 10 units per pay)/6 active appointment days in period = Adjusted Special Rate of \$1666.66