

# Benefits Tuition Earning [BNTUIT] EPAF Upload

Benefits Tuition Earning			
Purpose	Complete the data fields on the BNTUIT EPAF UPLOAD spreadsheet. This upload should be used only by the USNH Benefits Office.		
	<b>Required Data</b>	Column Name	<i>If any required data is missing or is invalid job record(s) will not be created.</i>
	Y	ID:	USNH ID (9 digit #)
	N	User Employee Last Name:	Optional user field to enter last name for easier tracking of data
	Y	Query Date:	First day of initial Pay Period that the taxable earnings will be processed for.
	Y	Approval Category: (Uppercase)	BNTUIT
	Y	Position: (Uppercase)	YXB2BN
	Y	Suff:	00  Using the suffix entered in the Suff column, the NZPELOD program will create an EPAF with the next available one-up suffix as determined by reviewing existing jobs and outstanding EPAFs.  If an employee has more than one job to be created from the same file each job must have a separate suffix number.
	Y	Originator: (Uppercase)	Must be the Banner User Name in UPPERCASE. Template is setup to default to Liz Pelletier's ID as the primary user.
	Y	Payroll Id:	Payroll employee normally receives payment. Enter B1 for "Salary" payroll, B2 for "Hourly" payroll.
	Y	Special Rate:	Enter taxable earning amount to be processed each pay period.
	Y	Cancel Date:	First Day of the Pay Period following the final pay period that the taxable earnings should be processed for.
	Y	Effective Date: [Term]	First Day of the Pay Period following the final pay period that the taxable earnings should be processed for. Formula is this cell to set it the same as the earnings cancel date, that can be overwritten.
		Comments	