

Gift with Taxation [GIFTAX] EPAF Upload

Gift with Taxation			
Purpose	Complete the data fields on the GIFTAX EPAF UPLOAD spreadsheet.		
Required Data	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 #)	
	User Employee Last Name	Optional user field to enter last name for easier tracking of data	
Y	Query Date:	First day of Selected Pay Period	
Y	Approval Category: (Uppercase)	GIFTAX	
Y	Position: (Uppercase)	*EPTAX <i>The position used MUST have an ECLS of KE – One Time Payment.</i>	
Y	Suff:	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. Any character can be entered (1, 2, 3, a,b,c, etc.) for Suff column. If an employee has multiple jobs records in the file referencing the same position number the suffix must be unique for each job record. If multiple FOAPALs are entered for a job all rows must use the same Suffix.	
Y	Originator: (Uppercase)	Must be the Banner User Name in UPPERCASE.	
	Personnel Date:	Enter actual hire date if different from Query Date.	
Y	Payroll Id:	Payroll employee normally receives payment. Enter B1 for "Salary" payroll, B2 for "Hourly" payroll.	
Y	Fund Code:	Fund... Org and Account must also be provided.	
Y	Organization Code:	Org... Fund and Account must also be provided.	
Y	Account Code:	61JBEX	
Y	Earnings Code:	923-NC HR Incentive –Tax FB Earn; or 942-TFB Healthy Returns Incentive; or 943-TFB Health Risk Questionnaire; or 944-TFB Fitness Club Membership; or 945-TFB Activity Rewards; or 946-TFB Health Provider Incentive	
	Activity Code	Optional	
kmdY	Percent:	100	
Y	Special Rate:	ENTER lump sum value of Gift.	

	Y	Cancel Date:	First Day of the Following Pay Period.
	Y	Effective Date: [Term]	First Day of the Following Pay Period.
		Personnel Date: [Term]	Last day of work if this is different from the Effective Date of the termination.
		Comments	