

The old year/new year process successfully ran on June 20, and Banner HR is now in FY09 and all 7/1 JOBS records and labor distributions have been created.

Here is what will happen this week:

- **June 23** – STHRs will send Campus HR offices a list of job change reason codes (JCRE) that were overwritten by the NBPMASS process. In this transmission will be the deadline dates users have for making corrections.
- **June 23-June 27, 2008:**
  - The B1-13 payroll will be run and will create a last paid date of 6/27/08. Note that the pay dates for this payroll are 6/14-6/27/2008.
- **June 23-July 7, 2008:**
  - **For B1 Employees** – If there are changes to a JOBS record effective **ON** 7/1/08, it will be necessary to update the 7/1 JOBS record. Please note that if FY08 is closed, no B1 job records can be changed with an effective date prior to 7/1 because of the last paid date and encumbrance calculations.
- **June 25-June 27, 2008**
  - **For B2 Employees** – If there are changes with an effective date **PRIOR** to 7/1, users will need to delete the 7/1 JOBS record **and the 7/1 labor lines**. The last NBPMASS process will run on 6/27, and that process will create a new 7/1 JOBS record and the associated labor distribution line(s).
  - For B2 Employees – Any changes or new hires effective 7/1, users will need to add the 7/1 JOBS record. **AND if there is also a labor distribution change or addition effective 7/1, users will also need to add a 7/1 labor line.**
- **June 27, 2008:**

The final NBPMASS process will be run. A separate email will be sent highlighting the timeline for running this task.
- **June 27-July 2, 2008:**
  - The B2-13 payroll will be run and will create a last paid date of 6/27/08. Note that the pay dates for this payroll are 6/14-6/27/08.
- **July 7-July 9, 2008:**
  - The B1-14 payroll will be run and will create a last paid date of 7/11/08. Note the following:
    - The pay dates for this payroll are 6/28-7/11/08; and,
    - The expense will be automatically split between FY08 and FY09 based on the number of business days in each fiscal year (e.g., 1 day in FY08=10%; 9 days in FY09=90%).
- **July 14-July 15, 2008:**
  - The B2-14 payroll will be run and will create a last paid date of 7/11/08. Note the following:
    - The pay dates for this payroll are 6/28-7/11/08; and,
    - The expense will be automatically split between FY08 and FY09 based on the number of business days in each fiscal year (e.g., 1 day in FY08=10%; 9 days in FY09=90%).