

FY16-17
OLD YEAR/NEW YEAR
USEFUL INFORMATION AND CRITICAL DATES
****Revised 06.17.2016****

USEFUL INFORMATION

- **Old Year / New Year Testing**

Now thru mid-June USNH HR and FAST are testing old year/new year processes and SQL scripts in BTST to ensure they work properly.

- **Fiscal Year Business Days**

In FY17 there are 261 business days, a decrease of 1 from the number of business days in FY16 (262). As of 07.01.2016 exempt staff bi-weekly pay amount will be increased. This is the result of the annual rate being divided by 261 days instead of 262.

- **Positions Ending On or Before 06.30.2016**

Effective Dated NBAJOBS termination records MUST BE ENTERED for any position that ends On or Prior To the end of the current Fiscal Year.

- **Changes to Jobs**

FY16 EPAFs for job changes should be entered NO LATER than End of Business on June 16, 2016. This will ensure changes are in place BEFORE the first run of NBPMASS-J process scheduled for June 17, 2016 to create the July 1, 2016 NBAJOBS records and reduce the need for corrections. (Note that FY16 EPAF adjustments may affect the calculation of FY17 BASE in NZAWBUD.) Position and appointment changes DO NOT occur via submission of TADs and must be processed via EPAF.

- **Old Year/New Year - Payroll Expense reallocation via PHAREDS**

Generally a PHAREDS labor redistribution Posting Date should reflect the date the redistribution is being processed **EXCEPT** during 13th month.

All FY16 labor redistribution changes should be made via PHAREDS prior to June 30th.

If a PHAREDS transaction was not completed prior to June 30th and must be processed during the 13th month, please keep the following in mind:

- A 'Posting Date' of **06.30.2016** or before will cause the entry to be reflected in **FY16**
- A 'Posting Date' of **07.01.2016** or after will cause the entry to be reflected in **FY17**

During OY/NY processing do **NOT** select '**Change All**' unless you are looking to redistribute ALL.

Once the FY16 13th month is closed, all reallocations will post to finance as FY17 July expenses.

- **College Work Study FOAPALS**

Review labor distributions for College Work Study jobs to ensure that the July 1, 2016 NBAJOBS record labor distribution has the correct FY17 FOAPAL. Complete a labor distribution change EPAF [1LDCHG] if needed.

- **College Work Study EPAF Trappings**

By May 9, 2016 all of the CWS EPAF Trappings will be updated to reflect the FY17 college work study/federal split values for all campuses. Be sure to budget the paying college work study positions to achieve the appropriate split and offset the amount budgeted to the Federal FOAPAL in a *Z**ZZ position.

- **COMP Transactions**

Identify any outstanding FY16 reclassifications, equity increases, etc. which should be processed in FY16.

- **Salary Tables**

No changes have been made to the Salary Tables. The low, midpoint and high values will remain the same for start of FY17.

- **Removing July 1, 2016 NBAJOBS Records**

Removing July 1, 2016 NBAJOBS records AFTER we have rolled to FY17 will **require special handling and 2-days** to ensure orphaned encumbrances are not created. It is **STRONGLY RECOMMENDED** that all jobs which should have termination records on or before June 30, 2016 have termination records coded by end of business on June 16, 2016.

Steps for removing July 1, 2016 NBAJOBS Records:

1. On the July 1, 2016 job set the annual salary to zero (if an hourly employee enter in a 0.00 hourly rate).
2. Save the record.
3. Wait for NBPENCM and NHPFIN1/NHPFIN2 to run overnight to clear out and feed the encumbrance liquidation to Finance.
4. Delete the July 1, 2016 job record so that it is not pulled into a pay period.
5. Confirm a termination record with an effective date on or before June 30, 2016 exists.

- **Budget Prep**

May 12, 2016 UNH General User access ends at Start of Business.
May 30, 2016 Campus entry and review complete. All budgets to be in balance at end of day.
May 31, 2016 All campus user access ends at Start of Business.
June 13, 2016 Last automated update to the BASE position budget occurs in NZAWBUD.
(This ensures position budget values are not impacted by the creation of July 1, 2016 NBAJOBS records.)
After today, any adjustments to position budgets will need to be done in the new fiscal year via NWAPBAD.
June 13, 2016 Access to NBAPOSN changes from Update to Query at End of Business
June 16, 2016 Banner HR Budget Development is closed at End of Business.
The final automated refresh of personnel and fringe data into Banner Finance Budget Development will also happen on this day.
June 20, 2016 Access to NBAPOSN changes from Query to Update at the Start of Business

- **Work Schedules and Default Earnings**

May 12, 2016 – The ‘Stop Work Schedules’ process for hourly employees and the ‘Stop Earnings’ process for exempt employees with contract dates are run on this date. These processes look at the end date of contract appointments and stop payments to the employee based on the FY16 end dates. It also creates ‘zero’ records for the span of time between the end of the contract in FY16 and the start of the contract in FY17. Once these records have been created, processes and SQL scripts will be run on a weekly basis to identify any new job appointments for employees hired with contract dates that require earnings to be stopped.

- **EPAF Deadline Changes**

Pay Period 2016-B2-12 [Work Period: 06.04.2016 – 06.17.2016]:

EPAF Deadline changes due to old year / new year processing:

FROM: Monday, June 20th at 10:45 am

TO: **Friday, June 17th at Noon for data entry and 1:30 pm for Approvals.**

This is due to the roll from FY16 to FY17.

Pay Period 2016-B2-13 [Work Period: 06.18.2016 – 07.01.2016]:

EPAF Deadline changes due to Early Payroll:

FROM: Monday, July 4th at 10:45 am

TO: **Friday, July 1st at 10:45 am**

This is due to the July 4th holiday.

Up-to-date information can be found on the USNH HR & Payroll Production Deadline calendar located at:

http://www.usnh.edu/sites/www.usnh.edu/files/media/financial-services/docs/2016_hr_payroll_deadlines_updated_20151125.pdf

- **Creation of July 1, 2016 NBAJOBS records**

June 17, 27, & July 1, 2016 –NBPMASS-J process will be run to create missing July 1, 2016 NBAJOBS records.

- **NOPEAMA Early Shut Down**

June 17, 2016 – NOPEAMA will be stopped earlier than usual to accommodate run of NBPMASS-J process.

- **Deferred Pay Deadlines**

1. Deadline for ACYR Faculty to select or change their defer pay choice: **August 1, 2016.**
2. Deadline for PATs (with Contract Dates) to submit their request to their campus payroll office for initial selection or to change to their defer pay choice: **Two weeks prior to their initial appointment date.**

NOTE: The approved forms for KSC and PSU PATs must be received by USNH Payroll from Campus Payroll no later than this date.

CRITICAL DATES

May 9, 2016	Monday	College Work Study EPAF Trappings Updated.	See above.
May 12, 2016	Thursday	Campus Budget Prep-UNH General User access ends at Start of Business	
May 12, 2016	Thursday	USNH HR will Void *DEFER EPAFs not Completed.	This prevents default earnings from being reactivated inadvertently.
May 12, 2016	Thursday	Work Schedules and Default Earnings Updated.	See above.
May 30, 2016	Monday	Campus Budget Prep entry and review complete. All budgets to be in balance at end of day..	
May 31, 2016	Tuesday	Campus Budget Prep-All campus user access ends at Start of Business.	
June 13, 2016	Monday	Last automated update to the BASE position budget occurs.	This ensures position budget values are not impacted by the creation of July 1, 2016 NBAJOBS records.)
		Access to NBAPOSN and NBAPBUD changes from Update to Query at End of Business.	
June 16, 2016	Thursday	Banner HR Budget Development closed at End of Business.	The final automated refresh of personnel and fringe data into Banner Finance Budget Development will also happen on this day.
		Changes to Summer Jobs Entered by End of Business.	See above.
June 17, 2016	Friday	CRITICAL DATE for New Year Roll	
		Noon – EPAF Deadline Change FROM: Monday, June 20 th at 10:45 am TO: Friday, June 17 th at Noon	This will ensure that all transactions for the old year have been processed prior to the new year roll. No direct job entry can be made after this date.
		1:30 pm – NOAAPSM access disabled in all security classes. <ul style="list-style-type: none"> EPAF transactions with an ‘Approved’ status will be processed; EPAF transactions with a ‘Pending’ status will be returned for correction. Campus HR offices will receive a report of these transactions. EPAF transactions with a ‘Waiting’ status will be deleted by USNH HR. 	This ensures that all EPAF transactions in the queue have been processed prior to the new year roll.
		1:30 pm – NOPEAMA stops.	EPAF processing stops.
		5:00 pm – User access to the Banner production instance (BPRD) is removed for roll from FY16 to FY17.	This is the target date.
		<ul style="list-style-type: none"> NBPMAS-J process will be run by USNH HR to create July 1, 2016 job records. 	See above. Removing July 1, 2016 jobs AFTER we have rolled to the FY17 will require special handling and 2-days to ensure orphaned encumbrances which will exist for the entire FY are not created.
		<ul style="list-style-type: none"> The Contract Date Rolls (CROL) and Budget Rolls (BROL) processes will be run by USNH HR and FAST. FY17 New Year Budgets posted to Finance. FY17 New Year encumbrances calculated and posted to Finance. 	
June 18, 2016	Saturday	Noon – User access to BPRD, NOAEPAF and NOAAPSM restored.	NOTE: Noon is an estimate! REMINDER: NOPEAMA starts again on Tuesday, June 21, 2016 at 6:00 pm.

CRITICAL DATES cont'd

FY17 is OPEN			
June 20, 2016	Monday	NZPFYFT Runs to Update FTE values as required.	
		NWPNJOB Runs to create CHIS records for new FY17 jobs.	
		NZPFYCH Runs to create July 1, 2016 CHIS records.	
June 21, 2016	Tuesday	6:00 pm – NOPEAMA starts.	EPAF processing resumes.
		FY16 Job Changes	Any changes to a person's NBAJOBS record with an effective date in June (FY16) will require special review of the July 1, 2016 job record as well as the June job record to ensure they have the appropriate values.
		FY16 New Hires	When new jobs are added with Effective Dates between June 18 – 30, 2016, the required July 1, 2016 job record will be created automatically when NBPMASS runs on June 24 and again on July 1, 2016. In order to allow newly hired benefits eligible employees to enroll in their benefits in July, the Personnel Date on the July 1, 2016 job record will be updated manually to match the Personnel Date on the new hire record.
June 22, 2016	Wednesday	4:00 pm - COMP Processing for 2016-B1-13 (FY17)	
June 24, 2016 to July 1, 2016		USNH HR continues to run error reports and forward them to the Campus HR offices with specific instruction for fixes.	
June 27, 2016 Normal payroll deadlines.	Monday	10:45 am – NOPEAMA Stops	Deadline Date Corrected
		11:00 am – NBPMASS-J process run by USNH HR to create July 1, 2016 job records.	
		NZPFYFT Runs to Update FTE values as required.	
		NWPNJOB Runs to create CHIS records for new FY17 jobs.	
		NZPFYCH Runs to create missing July 1, 2016 CHIS records	
June 28, 2016	Tuesday	6:00 pm - NOPEAMA Starts	EPAF Processing resumes.
FY17 is HERE			
Jun 29, 2016	Wednesday	4:00 pm – COMP Processing for 2016-B2-13 (FY17)	
July 1, 2016	Friday	10:45 am – NOPEAMA Stops	
		11:00 am – NBPMASS-J process run by USNH HR to create July 1, 2016 job records.	
		NZPFYFT Runs to Update FTE values as required.	
		NWPNJOB Runs to create CHIS records for new FY17 jobs.	
		NZPFYCH Runs to create missing July 1, 2016 CHIS records	
July 5, 2016	Tuesday	6:00 pm – NOPEAMA starts.	EPAF processing resumes.
August 1, 2016	Monday	Deadline for ACYR Faculty to select or change their defer pay choice: August 1, 2016. NOTE: The approved forms for KSC and PSU PATs must be received by USNH Payroll from Campus Payroll no later than this date.	