

**FY17-18
OLD YEAR/NEW YEAR
USEFUL INFORMATION AND CRITICAL DATES**

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 FY18 there are 260 business days, a decrease of 1 from the number of business days in FY17 (261). As of 07.01.2017 exempt staff bi-weekly pay amount will reflect a higher amount as a result of the annual rate being divided by 260 days instead of 261.

- **Positions Ending On or Before 06.30.2017**

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**

FY17 EPAFs for job changes should be entered NO LATER than End of Business on June 22, 2017. This will ensure changes are in place BEFORE the first run of NBPMAS-J process scheduled for June 23, 2017 to create the July 1, 2017 NBAJOBS records and reduce the need for corrections. (Note that FY17 EPAF adjustments may affect the calculation of FY18 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 FY17 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 **06.30.2017** or before will cause the entry to be reflected in **FY17**
- A 'Posting Date' of **07.01.2017** or after will cause the entry to be reflected in **FY18**

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

Once the FY17 13th month is closed, all reallocations will post to finance as FY18 July expenses.

- **College Work Study FOAPALS**

Review labor distributions for College Work Study jobs to ensure that the July 1, 2017 NBAJOBS record labor distribution has the correct FY18 FOAPAL. Complete a labor distribution change EPAF [1LDCHG] if needed.

- **College Work Study EPAF Trappings**

By May 8, 2017 all of the CWS EPAF Trappings will be updated to reflect the FY18 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 FY17 reclassifications, equity increases, etc. which should be processed in FY17.

Deadlines for final FY17 COMP processing are as follows:

2017-B1-13 [06.17.2017 – 06.30.2017]	June 21, 2017	Wednesday	4:00 pm
2017-B2-13 [06.17.2017 – 06.30.2017]	June 22, 2017	Thursday	Noon

- **Salary Tables**

No changes have been made to the Salary Tables. The low, midpoint and high values will remain the same for start of FY18.

- **Removing July 1, 2017 NBAJOBS Records**

Removing July 1, 2017 NBAJOBS records AFTER we have rolled to FY18 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, 2017 have termination records coded by end of business on June 22, 2017.

Steps for removing July 1, 2017 NBAJOBS Records:

1. On the July 1, 2017 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, 2017 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, 2017 exists.

- **Budget Prep**

May 11, 2017 UNH General User access ends at Start of Business.
June 4, 2017 Campus entry and review complete. All budgets to be in balance at end of day.
June 5, 2017 All campus user access ends at Start of Business.
June 19, 2017 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, 2017 NBAJOBS records.)
After today, any adjustments to position budgets will need to be done in the new fiscal year via NWAPBAD.
June 20, 2017 Access to NBAPOSN changes from Update to Query at End of Business
June 22, 2017 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.

- **Work Schedules and Default Earnings**

May 11, 2017 – 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 FY17 end dates. It also creates ‘zero’ records for the span of time between the end of the contract in FY17 and the start of the contract in FY18. 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 2017-B1-13 [Work Period: 06.17.2017 – 06.30.2017]:

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

FROM: Monday, June 26th at 10:45 am

TO: **Friday, June 23rd at Noon for data entry and 1:30 pm for Approvals.**

This is due to the roll from FY17 to FY18.

Pay Period 2017-B2-13 [Work Period: 06.17.2017 – 06.30.2017]:

EPAF Deadline changes due to Early Payroll:

FROM: Monday, July 3rd at 10:45 am

TO: **Thursday, June 29th 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/2017_hr_payroll_deadlines_updated_20161027.pdf

- **Creation of July 1, 2017 JOBS records**

June 23 & June 30, 2017 –NBPMASS-J process will be run to create missing July 1, 2017 NBAJOBS records.

- **Deferred Pay Deadlines**

1. Deadline for ACYR Faculty to select or change their defer pay choice: **August 1, 2017.**
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. Please 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 8, 2017	Monday	College Work Study EPAF Trappings Updated.	See above.
May 11, 2017	Thursday	Campus Budget Prep-UNH General User access ends at Start of Business	
May 11, 2017	Thursday	USNH HR will Void *DEFER EPAFs not Completed.	Prevents reactivating default earnings.
May 11, 2017	Thursday	Work Schedules and Default Earnings Updated.	See above.
June 4, 2017	Sunday	Campus Budget Prep entry and review complete. All budgets to be in balance at end of day.	
June 5, 2017	Monday	Campus Budget Prep-All campus user access ends at Start of Business.	
June 19, 2017	Monday	Last automated update to the BASE position budget occurs.	This ensures position budget values are not impacted by the creation of July 1, 2017 NBAJOBS records.)
June 20, 2017	Tuesday	Access to NBAPOSN and NBAPBUD changes from Update to Query at End of Business.	
June 21, 2017	Wednesday	4:00 pm - COMP Processing for 2017-B1-13 (FY17)	
June 22, 2017	Thursday	Noon - COMP Processing for 2017-B2-13 (FY17)	
June 22, 2017	Thursday	FY17 Job Changes to B1 jobs should be entered by end of business.	The Final FY17 B1 payroll begins with the early EPAF deadline on Friday, June 23rd at Noon.
June 22, 2017	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 Changes to Jobs above.
June 23, 2017	Friday	CRITICAL DATE for New Year Roll	
		Noon – EPAF Deadline Change FROM: Monday, June 26 th at 10:45 am TO: Friday, June 23 rd at Noon • NOAEPAF access disabled in all security classes.	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. • EPAF transactions with a ‘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 FY17 to FY18.	
		• NBPMASS-J process will be run by USNH HR to create July 1, 2017 job records.	See above. Removing July 1, 2017 jobs AFTER we have rolled to the FY18 will require special handling and 2-days to ensure orphaned encumbrances which will exist for the entire FY are not created.
		• The Contract Date Rolls (CROL) and Budget Rolls (BROL) processes will be run by USNH HR and FAST.	
		• FY18 New Year Budgets posted to Finance. • FY18 New Year encumbrances calculated and posted to Finance.	
June 24, 2017	Saturday	Noon – User access to BPRD, NOAEPAF and NOAAPSM restored.	NOTE: Noon is an estimate! REMINDER: NOPEAMA starts again on Tuesday, June 27, 2017 at 4:00 pm.

CRITICAL DATES cont'd

FY18 is OPEN			
June 26, 2017	Monday	NZPFYFT Runs to Update FTE values as required.	
		NWPNJOB Runs to create CHIS records for new FY18 jobs.	
		NZPFYCH Runs to create July 1, 2017 CHIS records.	
June 27, 2017	Tuesday	4:00 pm – NOPEAMA starts. FY17 Job Changes (B2 jobs only). <i>Final FY17 B1 Payroll will already be in process.</i>	EPAF processing resumes. Any changes to a person's NBAJOBS record with an effective date in June (FY17) will require special review of the July 1, 2017 job record as well as the June job record to ensure they have the appropriate values.
		FY17 New Hires (B2 jobs only). <i>Final FY17 B1 Payroll will already be in process.</i>	When new jobs are added with Effective Dates between June 17 – 30, 2017, the required July 1, 2017 job record will be created automatically when NBPMASS runs on June 30 th . In order to allow newly hired benefits eligible employees to enroll in their benefits in July, the Personnel Date on the July 1, 2017 job record will be updated manually to match the Personnel Date on the new hire record.
June 26, 2017 to June 29, 2017		USNH HR continues to run error reports and forward them to the Campus HR offices with specific instruction for fixes.	
June 29, 2017	Thursday	10:45 am – NOPEAMA Stops	
		11:00 am – NBPMASS-J process run by USNH HR to create July 1, 2017 job records.	
		NZPFYFT Runs to Update FTE values as required.	
		NWPNJOB Runs to create CHIS records for new FY18 jobs.	
		NZPFYCH Runs to create missing July 1, 2017 CHIS records	
July 4, 2017	Tuesday	4:00 pm - NOPEAMA Starts	EPAF Processing resumes.
FY18 is HERE			
July 5, 2017	Wednesday	4:00 pm – COMP Processing for 2017-B1-14 (FY18)	
August 1, 2017	Tuesday	Deadline for ACYR Faculty to select or change their defer pay choice: August 1, 2017. NOTE: The approved forms for KSC and PSU PATs must be received by USNH Payroll from Campus Payroll no later than this date.	