

Processing Special Payments

Status employees sometimes receive special payments that create an exception to normal pay. These payments are governed by USNH policy and policy should be reviewed prior to processing any special payment. These payments include payout of earned time, traditional vacation, or vacation time following a status termination or change to a different occupational type; SIP payments, ARC payouts, and bonuses. They may also include one-time payments made to an employee to compensate when additional dollars are due to the employee that hadn't previously been paid (i.e., if a shift premium was overlooked or a late hire processed).

Overview

Banner will require that ANY compensation be processed against an NBAJOBS record that is in turn associated with an active Position. For “Special Payments,” some are processed against the base appointment, if the source of funds is the exact same as that of the base appointment, and some are processed using KE (Part-Time/Full-Time Temp/Casual Exempt) positions as a source of funds.

This cheat sheet covers those payments using a separate source of funds from a base appointment that require a pooled Part-Time/Full-Time Temp/Casual Exempt position be setup for the payment. The EPAF's to process these payments will include a job creation step, an earnings step, a termination step to terminate the job record, and a labor distribution override step. The value of these payments should be calculated off-line.

Types of Payments Covered in this Cheat Sheet

- Bonuses are provided to employees as additional compensation for several reasons, including recruitment bonuses, bonuses for serving in an Acting Appointment or taking on additional duties, or completion of a special project and/or exemplary performance. Please review USNH policy for further information. This cheat sheet covers only those bonuses that require a separate source of funds from a base job. If the special payment uses the same source of funds as a base job use the Special Payments – Base Job cheat sheet.
- Awards are one-time payments processed for employees who receive an “Award” such as annual Distinguished Teacher awards at the campuses.
- SIP Payments for a formal separation agreement for employees who are terminating their service from USNH. This cheat sheet covers a regular SIP payment; it does not cover payments for former employees who are being paid a SIP as part of a legal settlement. Those instructions are found in Legal Settlement Cheat Sheet.
- ARC Payments will be processed by the System Benefits Office for those terminating employees who have elected the ARC benefit as opposed to retiree medical and qualify for a lump sum payment under the ARC guidelines.
- UNH Police Clothing Allowance Payouts will be processed to employees who are receiving a clothing allowance for undercover duty.

Types of Payments Covered in other Cheat Sheets

- Bonuses are provided to employees as additional compensation for several reasons, including recruitment bonuses, bonuses for serving in an Acting Appointment or taking on additional duties, or completion of a special project and/or exemplary performance. Please review USNH policy for further information. If the special payment uses the same source of funds as a base job use the Special Payments – Base Job cheat sheet to pay the bonus as part of an existing job.
- SIP Payments for a legal settlement with a former employee. These instructions are found in Legal Settlement Cheat Sheet.
- Vacation Payouts will be processed to employees who are terminating a status appointment that has accrued exempt employee vacation. The employee may be ending service to USNH or simply moving from one occupational type that earns vacation to one that doesn't, (i.e., PAT moving to tenure track faculty). These instructions are found in the Vacation and Earned Time Payout cheat sheet.
- Earned Time/Traditional Vacation Payouts will be processed to employees who are terminating a status appointment that has accrued earned time or traditional vacation through their Operating Staff appointment. The employee may be ending service to USNH or simply moving from one occupational type that earns earned time/traditional vacation to one that doesn't, (i.e., OS moving to PAT). These instructions are found in the Special Payments - Vacation and Earned Time Payout cheat sheet.
- Retroactive Earnings Adjustments for base earnings that were not paid in the expected pay period because of late entry of a transaction or missed payments for items like shift or longevity. These payments will use the same source of funds as a base job and the Special Payments – Base Job cheat sheet should be used.

EPAF Entry

EPAF Approval Type	BONPAY	UBONPY	SIPPAY	ARCPAY	*AWARD	UNJPCA
	Used to process bonuses (using a KE pooled position as source of funds for Faculty and Staff and an SW or SH Position for Students)	Used to process bonuses (using a KE pooled position as source of funds for Faculty and Staff and an SW or SH Position for Students) Adds BSCMAN approval	Used to process a SIP payment in accordance with formal SIP agreement. (NOTE if SIP payment is not one lump sum, divide the amount due by the number of payments to determine the "Special Rate" amount)	Used to payout monies due by policy for ARC enrollment	Used to payouts "awards" to employees (such as distinguished teacher award)	Used to process clothing allowance for UNH Police
Access NOAEPAF						
Enter Key Block Information:						
Enter Employee ID/Name						
Query Date	Enter as first day (Saturday) of the pay period for which earnings are being processed.					
Approval Category	BONPAY	UBONPY	SIPPAY	ARCPAY	*AWARD (use first character to indicate campus GSC=C, KSC=K, PSU=P, SYS=S and UNH=U)	UNJPCA
Position	Cite a KE pooled position for Faculty and Staff and an SW or SH Position for Students	Cite a KE pooled position for Faculty and Staff and an SW or SH Position for Students	CETFSB for GSC KETFSB for KSC PETFSB for PSU UETFSB for UNH YETFSB for Sys	YEARSB	Cite a KE pooled position	UNJPCA
Suffix	00, iterate if person/position record already exists.					
Next Block						
POJBEY						
Jobs Detail Eff Date	Same as Query Date					
Personnel Date	Same as Query Date					
Job Begin Date	Same as Query Date					
Pay ID	Position will create a B1 value at Jobs creation. B2 may be entered to create a payment from the "Hourly" payroll. (Student workers must always be paid special payments on the same pay ID as their regular appointment for proper tax					

EPAF Approval Type	BONPAY	UBONPY	SIPPAY	ARCPAY	*AWARD	UNJPCA
	withholding)					
Regular Rate	Default \$0.00; may not be overridden.					
Timesheet Orgn	As appropriate.	As appropriate.	YZBST2	YZBE30	As appropriate.	UJPPOL
Job Type	Overload	Overload	Secondary	Secondary	Overload	Overload
Job Change Reason	PAYOT	PAYOT	If a SIP (Incentive Separation Plan Payment) payment, PSAIP; If a Severance/Release Agreement Payment, PASRA.	PAYOT	AEAWD	PAYOT
Accrue Leave	N					
Step	0					
Workers Comp Code	Required. Normally coded 8868; however, risk factors may require 9101. For example, code 9101 for employees who work in the care/maintenance of buildings and facilities. Contact HR for more information.					
Save, Next Action, Next Block						
LABFUL or LDOACT	Replace default accounting info with correct labor distribution info or remove unwanted FOAPALS and adjust % on remaining FOAPALS to equal 100%.	No Labor Distribution Step		Replace default accounting info with correct labor distribution info or remove unwanted FOAPALS and adjust % on remaining FOAPALS to equal 100%.		
Save, Next Action, Next Block						
EARN	<i>Note: The earnings must be set up to cover a full pay period so that proration does not occur. The dates in this cheat sheet reflect that full period setup.</i>					
Effective Date	Same as Query Date					
Earnings Code	408-Bonus Recruitment 409-Bonus Range Max 410-Bonus Acting Appointment 417-Bonus Performance	408-Bonus Recruitment 409-Bonus Range Max 410-Bonus Acting Appointment 417-Bonus Performance	125 – Separation Earnings** 126 – Severance Pay T** 127 – SIP Noncash Defer** 128 – Sip2 Cash w/no FICA** ** See detailed descriptions of these earn codes and their usage below	174-Retirement - ARC Payout	411-Awards	431-Clothing Allowance-Supp Pay
Hrs/Units	1					

EPAF Approval Type	BONPAY	UBONPY	SIPPAY	ARCPAY	*AWARD	UNJPCA
Deemed						Leave blank
Special Rate						Enter Lump Sum Value
Shift						No visit field
Ended As of Date						First Day of the Following Pay Period
Save, Next Action, Next Block						
TERMIN						
Jobs Detail Eff Date						Enter as the first day of the following pay period (should be same as EARN step "Ended as of Date.")
Personnel Date						Enter as first day of the following pay period.
Job Status						T
Job Change Reason						TTERM
Contract End Date						Leave blank
Contract Begin Date						Leave blank
Save						
Routing Information, Save						
Transaction Comments, Save						
Submit Transaction						

** Earn Codes used for SIPPAY

125 – Separation Earnings	Separation payments to employees as a result of SIP Plan. Use to process payment when disbursement is a one-time payment or in the initial year for any payments made in multiple-awards (i.e., 2 payments with one deferred to future date).
126 – Severance Pay T	<p>Payment associated with a separation agreement. Agreement would be reached between HR and employee/supervisor and legal counsel.</p> <p>Payments may be a one-time payment or over an agreed upon time period like 30 days, 6 months, etc.</p> <p>Payments should be made on the B1 payroll and not entered as hours worked to avoid the misinterpretation that the time was worked.</p>
127 – SIP NonCash Defer	Deferred compensation associated with a multiple payment SIP Plan. In this circumstance, the full value of the SIP is FICA taxable at the time the employee begins SIP, therefore the value

	of the delayed payment must be recorded as non-cash payment to allow for the value to be reported as applicable to FICA earnings and taxed.
128 – Sip2 Cash w/no FICA	Payment to employee of the 2 nd or multiple components of the deferred compensation associated with a multiple payment SIP Plan. Use of this earn code will not have FICA earning generated or tax withheld given that the value of the payment was taxed when the employee began the SIP and non-cash earnings were processed against EC 127.