USING BANNER: HR

Payroll

Check Processing & Distribution

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Introduction

Summary

Payments to USNH employees will be generated through the Banner HR system based on active employee NBAJOBS records. Banner functionality will determine if the payment will be the result of default earnings (exempt appointments – Faculty, PAT, non-status exempt, etc) or through a combination of default earnings based on work schedules and exception time entry (Operating staff) or through positive time entry (hourly and students). The payroll production processes will build the payroll history files; collect the exception entries, positive time entries, and 3rd party feeds moving the payroll data into the payroll tables.

Payroll processes will run producing three files; one used for direct deposit payments, one used to produce employee direct deposit notices, and the third of employee check data. The direct deposit data will be transmitted to Citizen's Bank where it will be transmitted through ACH to employee bank accounts. The other two files are transmitted to Bottomline Technology software where the files are used to print employee notices and employee checks. These two sets of documents are then distributed to campuses for distribution to employees either through campus mail or via U.S. Mail.

Lesson

1

Check Production

PZPCHKL is run twice each payroll cycle. The job will be run once with parameters set to produce the file of direct deposit payments and then run the second time with parameters to produce employee checks. The USNH Payroll office runs this job. PZPCHKL must be run on Wednesday morning. This deadline is essential to be able to meet the associated deadlines for processing checks and direct deposit file transmission.

- The direct deposit file to be transmitted to Citizen's bank prior to their deadline of Wednesday at 3:00 pm (extreme case deadline is 5:30 pm with notification) to ensure employee payments are transmitted to their bank accounts on Friday morning.

- The KSC and PSC checks must be at UNH Mail Service by Wednesday at 3:00 pm to make the afternoon mailing to ensure delivery at the campus on Thursday.

- UNH, CLL, and System checks are provided to UNH Mail Service on Thursday for processing and mailing to employees on Friday. Checks that are mailed via U.S. Mail leave UNH on Thursday afternoon.

Following running PZPCHKL, USNH Payroll will notify FAST (Eric at 2-1163) or Julien at 2-1477) that the check file is ready to be transferred to Bottomline Technology (BLT) files and then available for printing. Eric or Julien will move the file, and then notify Accounting Services that the checks are ready to be printed. Accounting Services will print the checks. Once the printing is complete, the checks will be given to the Accounts Payable – Control Team (Valerie LeBrun or Carol Morgan).

Lesson

2

Check Sorting

The AP Control Team will identify and remove checks that are needed for Accounting's weekly check audit (checks < $1.00 and > $10,000) and sort the remaining checks by campus (KSC, PSC, all else). They will pull any checks that have been authorized for early pick-up and notify the individual when their check is available. The KSC and PSC checks will be readied for mailing to the campuses. If the checks are ready before 1:00 pm, UNH Mail Services will pick-up with their afternoon mail pick-up; otherwise, the checks need to be delivered to UNH Mail Services before 3:00 pm. This will ensure checks leave UNH and arrive at the campus destination on Thursday.

Lesson

3

Bottom Line Pre-sort

The BLT processes have a built in pre-sort that takes the Banner check production sort (all checks sorted alphabetically A through Z) and sorts them to be ready for distribution to campuses and UNH employees. Essentially, the pre-sort takes existing Banner data and shuffles the checks according to the USNH determined print order of the checks. Once the BLT pre-sort process has run, it will assign a "control number" to each check sequentially so that we will be able to locate a check within the output.

The pre-sort process orders the check as follows:

1. Void or $.00 amount checks
2. Any check that is greater than $10,000
3. Campus
4. Distribution Org (X…CK, X…CM, X…PM)
5. Zip code
6. Building
7. Mail stop
8. Department
9. Name (last, first)

The pre-sort was determined to facilitate campus delivery of checks to employees, with every attempt being made to duplicate the current legacy system check sorts. Banner does not have building codes therefore we must rely on the Building name. If a building name is not entered consistently and according to address coding standards, checks will not sort properly. For example: Checks that may be intended for delivery to UNH Thompson Hall will all be sorted differently if their Building is entered in the following way: Thompson Hall, T-Hall, T Hall, etc. This will make if difficult for Mail Services to deliver checks in an accurate or timely manner. Be careful.

The assignment of the employee's distribution org in their PEAEMPL address and the address data is critical to ensuring that the employee's check will be mailed appropriately and that the check will contain the correct address. See the attachment on Distribution Orgs to determine the proper Distribution Org to use.

Lesson

4

Check Address Data Printed on Check

The address data to be printed on checks and direct deposit notices will be obtained from the employee's Banner address information (SPRADDR) based on the Distribution Org entered in PEAEMPL.

If they have indicated to use a Campus address (CM) the address will display as follows:

Employee Name
Department
Building – Room
Mail Stop code
Campus - _____ Campus code

Example:
Barbara Jones
English
Hamilton-Smith Hall Room 104
104
Campus-Durham, UNH

If they have indicated to use a Permanent Address (PM), the address will display as follows:

Employee Name
Address 1
Address 2
City, state code, zip code

Example:
Sue Snow
59 Maple Avenue
Apt #85
Keene NH 03421

Distribution Org Chart

USNH Check Distribution

The *Check Distribution ORGN* represents the code used to inform the check production process of the employee's campus and which address type to select when printing pay checks or direct deposit notices. This code is located on the Banner Employee Form (PEAEMPL). It is very important that the appropriate *Check Distribution ORGN* be entered when an EPAF is processed. If the appropriate code is not entered, the USNH check or direct deposit notice will be sent to the USNH Payroll Office. This will result in an unnecessary delay in payment while the USNH Payroll Office researches the correct code, contacts the Campus Payroll Office or the UNH BSC to route the check or direct deposit notice to the employee.

Check Distribution Code (X***CK): Use when the employee requests that their check be mailed to a different address than their campus or permanent address. Checks/notices will be distributed through the Campus Mail Services via either campus mail or U.S. Mail, depending on the address contents.

Campus Check Distribution Code (X***CM): Every employee will have a campus address. The campus address is the USNH preferred address choice and will be used unless the employee completes the Check Distribution Form to select a different address for check distribution. Checks/notices will be disbursed through the Campus Mail Services via campus mail.

Permanent Address (X***PM): Every employee will have a permanent address that will be used to mail the employee's annual IRS Form W2. Employees who are not located on campus can choose to use their permanent address for check distribution by completing the Check Distribution Form. Checks/notices will be disbursed through the Campus Mail Services via U.S. Mail.

Org	Definition
XCLLCK	CLL Check Distribution Code
XCLLCM	CLL Campus Check Distribution Code
XCLLPM	CLL Permanent Address Distribution Code
XKSCCK	KSC Check Distribution Code
XKSCCM	KSC Campus Check Distribution Code
XKSCPM	KSC Permanent Address Distribution Code
XPSCCK	PSC Check Distribution Code
XPSCCM	PSC Campus Check Distribution Code
XPSCPM	PSC Permanent Address Distribution Code

XSYSCK	System Check Distribution Code
XSYSCM	System Campus Check Distribution Code
XSYSPM	System Permanent Address Distribution Code
XUNHCK	UNH Check Distribution Code
XUNHCM	UNH Campus Check Distribution Code
XUNHPM	UNH Permanent Address Distribution Code

For example, if Dist Org is XUNHCM, employee's campus address would be selected and printed on their check/notice. The check/notice will be grouped with UNH's checks and disbursed via "campus" mail.

Important: The Check Distribution ORGN code defaults from the PEAEMPL record to the Employee's Time Sheet ORGN in their NBAJOBS record. Therefore, it is very important to be certain to enter the employee's Time Sheet ORGN when completing EPAF documents. An incorrect Time Sheet ORGN will prevent the ability to do PHATIME time entry for positive pay for hourly and student employees or exception time for Operating Staff.

Questions? Contact your Campus Payroll Office or Campus HR Office.