

# Banner Human Resources Managing Benefits and Deductions Training Workbook

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September 2008	Updated version that supports Banner Human Resources 8.1 software.
June 2009	Updated version that supports Banner Human Resources 8.2 software.
November 2010	Updated version that supports Banner Human Resources 8.4 software (New Hire/Life Events Enrollment)
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Think before you print.

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# Introduction



## Course goal

The goal of this workbook is to provide you with the knowledge and practice to accurately record employee benefits and deductions into the Banner Human Resources system.

## Course objectives

In this course you will learn how to maintain

- benefits and deductions
- beneficiary and FMLA coverage
- 403(b) and 457 plans with combined limit.

## Intended audience

Human Resources Administrators and Benefits Specialists/Administrators.

## Prerequisites

To complete this course, you should have

- completed the Training Services' web-based training (WBT) tutorial *Banner 8 Fundamentals*, or have equivalent experience navigating in the Banner system.

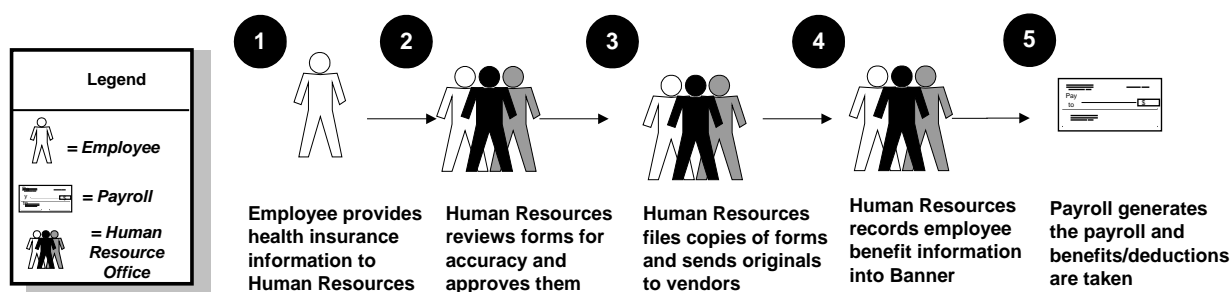
# Process Introduction

## Introduction

The Human Resource Office can record information about an employee such as benefit categories and deduction information.

## Flow diagram

This diagram highlights the processes used to record benefits and deductions.



## What happens

The stages of the process are described in this table.

Stage	Description
Human Resource Office	
1	Employee is hired, a current employee experiences a qualifying event, or open enrollment begins and he/she completes necessary forms. (Select health insurance, etc. and completes forms).
2	<b>Human Resources</b> reviews forms for accuracy and approves them.
3	<b>Human Resources</b> files copies of forms and send originals to vendors. Forwards copies to Centralized Payroll.
4	<b>Human Resources</b> records benefit information into Banner.
5	Payroll generates the payroll and benefits/deductions are taken.

# Managing Benefits and Deductions



## Section goal

The goal of this section is to explain the procedures for entering and maintaining benefit and deduction information in the Banner Human Resources system.

## Section objectives

In this section you will learn how to

- set up initial benefits/deductions
- establish a benefit/deduction record
- set up employee-elected life insurance coverage
- modify employee benefits/deductions in mass – Centralized Payroll Function
- create a one-time add/replace deduction - Centralized Payroll Function
- terminate/re-activate deductions
- collect information on deduction arrears
- view benefits/deductions in Banner
- view employee changes to benefits/deductions

# Setting Up Initial Benefits or Deductions

## Introduction

The Employee Benefit/Deduction Set up Form (PDABDSU) is used only for initial setup of benefit/deductions, and cannot be used for updates or deletions of data. The Employee Benefit/Deduction Form (PDAEDN) is used for subsequent maintenance of this information.

Note: Anything that takes away from gross earnings is a deduction; it includes benefits, taxes, life insurance, etc. Based on the benefit category for the employee class, the benefits and deductions category is determined on the Employee Form (PEAEMPL). The person identified in the Key block must first be established as an employee in the system in PEAEMPL.

Note: The Combined Limits Rule can be defaulted or changed on PDABDSU.

## Banner form

Employee Benefit/Deduction Set up PDABDSU 8.4

ID: A00010706 Rich F. Stuart

Benefit Category: F1 Full Time Employees

Default Begin Date:

Setup	Setup Status	Benefits or Deductions	Required	Begin Date Indicator	Defaults Exist
<input checked="" type="checkbox"/>	Previously Setup	DN1 Dental	<input type="checkbox"/>	Current Hire	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Previously Setup	FED Fed Tax	<input type="checkbox"/>	Current Hire	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Previously Setup	FIM Fica Med	<input type="checkbox"/>	Current Hire	<input type="checkbox"/>
<input type="checkbox"/>	Previously Setup	FIO Fica	<input type="checkbox"/>	Current Hire	<input type="checkbox"/>
<input type="checkbox"/>	Previously Setup	I50 Life Imp	<input type="checkbox"/>	Current Hire	<input type="checkbox"/>
<input type="checkbox"/>	Previously Setup	LIF Life Ins	<input type="checkbox"/>	Current Hire	<input type="checkbox"/>
<input type="checkbox"/>	Previously Setup	MD1 Medical	<input type="checkbox"/>	Current Hire	<input checked="" type="checkbox"/>
<input type="checkbox"/>		R01 403B	<input type="checkbox"/>	User Specified	<input type="checkbox"/>
<input type="checkbox"/>		R02 403b	<input type="checkbox"/>	User Specified	<input type="checkbox"/>
<input type="checkbox"/>		R03 401k	<input type="checkbox"/>	User Specified	<input type="checkbox"/>
<input type="checkbox"/>		R04 401k	<input type="checkbox"/>	User Specified	<input type="checkbox"/>
<input type="checkbox"/>		R09 Health	<input type="checkbox"/>	User Specified	<input type="checkbox"/>

## Steps

Follow the steps to complete the initial setup of benefit/deductions.

1. Access the Employee Benefit/Deduction Form (PDABDSU).
2. Click the **ID** Search icon and select a valid ID code for your employee from the Employee Search Form (POIIDEN).
3. Based on the ID, the system displays values in the remaining fields in the Key block: **Name**, **Benefit Category**, and **Default Begin Date** fields. DO NOT ENTER a date in the **Default Begin Date**. The user MUST enter a date for each specific benefit / deduction code

Note: You can override the system generated begin date for all of the employee's benefits/deductions that have a user-specified begin date *or* for a particular benefit/deduction with a user-specified begin date. Begin dates that are not user-specified are automatically filled with the appropriate date (as specified on PTRBCAT), i.e., Current Hire, 1st of Next Month, etc.

4. Click the **Next Block** icon.
5. Click the **Setup** checkbox to specify whether the benefit or deduction identified in the associated Benefits/Deductions field is to be set up for the employee.

Note: If the Quick Setup indicator for the associated benefit or deduction has been set to Auto on the Benefit Category Rule Form (PTRBCAT) describing the employee's benefit category, this check box is automatically selected by the system. You can set up the benefit or deduction in the current session. If the Quick Setup indicator for the associated benefit or deduction has been set to Manual on PTRBCAT, and the benefit or deduction has not been previously set up, the check box is clear and can be selected. During the current session, you can select the check box and then set up the benefit or deduction.

6. In the **Setup Status** field, *Previously Setup* (benefit/deduction has been set up), *Null* (has yet to be setup), or *Possible Preclusion* (another option for this benefit/deduction may already have been established) will appear depending on the status of the deduction.
7. The **Benefits or Deductions**, **Required**, **Begin Date Indicator**, and **Default Exist** fields are populated by the system based on all benefits and deductions that have been assigned as required on PTRBCAT.





12. If it applies, enter a new begin date in the **Begin Date** field to override existing date.

Notes: The system places values in the **Begin Date** field in accordance with the values specified in the **Begin Date Indicator** field on PTRBCAT.

If the **Begin Date Indicator** for a particular benefit/deduction was set to user specified and a begin date was entered on PTRBCAT, the **Begin Date** field (on PDABDSU) is set to the specified begin date.

If the value was user specified and no begin date was entered, the begin date value is set to the current system date.

13. Enter a date that the coverage ends, if necessary, in the **End Date** field.

14. Enter values or change assigned values for the benefit/deduction **Options**, if necessary, in the **Options** field.

Note: For taxes, this is where you specify filing status and number of exemptions, or for a medical plan, the plan code.

15. Enter values or change assigned values for the benefit/deduction amounts in the **Amounts** field, if necessary. (Use the down-arrow to enter amounts for each of the Benefit codes).

Note: See the **User's Manual** for data required in the **Options** and **Amounts** fields based on the benefit/deduction calculation rule.

16. Repeat Step 2, if necessary, to complete each Benefit/Deduction.  
To change or view default Combined Limit Rule Code for the appropriate benefit.
17. Click the **Combined Limit Rule Code Selection** button and change the rule to the appropriate rule for the 403(b) or 457 plan.
18. Click the **Save** icon.

## Options – Create Beneficiary Records

The Create Beneficiary Records window option maintains a list of all beneficiaries and dependents of the employee.

Note: The Beneficiary Form, PDABENE, maintains a list of all beneficiaries and dependents of the employee. When the employee is entered on PEAEMPL, the system automatically populates the first block of PDABENE with the employee name and ID. This entry is automatic and may not be updated or deleted.

### Banner form

The screenshot displays the 'Beneficiary PDABENE 8.4' window. It contains two forms for adding beneficiaries. The first form is for 'Rich F. Stuart' (ID: A00010706, Sequence Number: 1). The second form is for 'Mary Stuart' (ID: blank, Sequence Number: 2). Both forms include fields for personal information, relationship to the employee, and employment status.

Field	Entry 1 (Rich F. Stuart)	Entry 2 (Mary Stuart)
Sequence Number	1	2
ID	A00010706	
Benefit Category	F1 Full Time Employees	
Employee Status	Active	
Last Name Prefix		
Last Name	Stuart	Stuart
First Name	Rich	Mary
Middle Name	F.	
Member Type	Both	Both
Relationship to Employee	S Self	W Wife
SSN	999880029	
Birth Date	01-JAN-1960	
Age	50	
Gender	Male	Female
Marital Status		
Date Added		
Attending College	<input type="checkbox"/>	<input type="checkbox"/>
From		
To		

## Steps

Follow these steps to complete the process.

1. Click **Create Beneficiary Records** from the **Options** menu.
2. Click the **Next Block** icon.
3. Enter the sequence number in the Sequence **Number** field.
4. If the person exists in the system (through PPAIDEN), click the **ID Search** icon and select a person's ID.

Note: This will automatically populate the **Name**, **Gender**, and **Birth Date** fields.

5. If the person does not exist in the system, manually enter the name of the person in the **Last Name**, **First Name**, and **Middle Initial** fields.
6. Click the **Member Type** drop-down arrow and select member type.
7. Click the **Relationship to Employee** Search icon and select a Relationship code.
8. Enter the beneficiary's Social Security Number in the **SSN** field.
9. Enter the birth date of the beneficiary/dependent in the **Birth Date** field.
10. Click the **Gender** drop-down arrow and select a gender.
11. Click the **Disabled** checkbox if disabled.
12. Click the **Marital Status** drop-down arrow and select a marital status.
13. Click the **Attending College** checkbox if the beneficiary/dependent is attending college.
14. Insert a record and repeat **Steps 3** through **13** for every dependent/beneficiary of the employee.
15. Click the **Save** icon.
16. Click the **Exit** icon.

# Establishing a Benefits/Deductions Record

## Introduction

The Employee Benefit/Deduction Form (PDAEDN) establishes benefits and deductions for an employee. This is the form that you will use for day-to-day maintenance and changes.

Note: If Combined Limit Code is applied to an employee, it must be present on PDAEDN. The Payroll Proof process, PHPPROF, has been changed to include an edit function that will ensure all 'Combined' 403(b) and 457 plan deductions carry the same Combined Limit Rule Code.

## Banner form

Employee Benefit/Deduction PDAEDN 8.4

ID: A00010706 Rich F. Stuart

Benefit Category: F1 Full Time Employees

Deduction: DN1 Pretax Dental Insurance

Last Paid Date: 31-MAR-2010

Query Date: 01-JAN-2005

**Deduction** Add or Replace and Arrears Excluded Payroll ID Premium History Comments

Begin Date: 01-JAN-2005 End Date: Calculation Rule: 11 Bond Balance:

Effective Date: 01-JAN-2005 Status: Active Reference: Comments Exist

Deduction Change Reason: Options

Title	Value	Entry	Title	Amount	Entry
1 Plan:	M2	Required	1 EE Amnt:	19.17	No Entry
2		No Entry	2 ER Amnt:	16.67	No Entry
3		No Entry	3		No Entry
4		No Entry	4		No Entry
5		No Entry			

Combined Limit Rule Code Description Employee Limit Employer Limit Combined Limit Applicable Gross Limit

## Steps

Follow the steps to establish benefits and deductions for an employee.

1. Access the Employee Benefit/Deduction Form (PDAEDN).
2. Click the **ID** Search icon and select an employee ID from Employee Search Form (POIIDEN).
3. If a Benefit Category did not default in the **Benefit Category** field for your employee, click the **Benefit Category** Search icon and select a category. .
4. Click the **Deduction** Search icon and select a deduction from the Employee Deduction Query form (PDIDLST).
5. Enter the date you want the change to take effect in the **Query Date** field. This will save you a step in setting up the deduction: the query date will default into the deduction begin and effective date fields lower in the form.

Note: The Key block must have a valid ID, Benefit/Deduction code and Query Date entered before moving to other blocks in the form.

6. Click the **Next Block** icon.
7. Enter the date the deduction was established for the employee in the **Begin Date** field.
8. Leave the **End Date** field blank.
9. Review the **Calculation Rule**; it is populated by the system.
10. Click the **Next Block** icon.
11. Review the **Effective Date** field; it should be the same as the **Begin Date** field.
12. Click the **Status** drop down arrow and select a status.

Note: Active, Exempt, Terminated or Waived.

13. Enter free-form text, if required, in the **Reference** field.
14. View the values displayed under the **Options** and **Amounts** sections.

Note: The behavior of fields under the Options and Amounts titles differ based on the deduction. The Benefit and Deduction Rules Form (PTRBDCA) determines this behavior based on the calculation rule.

15. View or select a Combined Limit Rule Code from the **Combined Limit Rule Code** drop down, if applicable. You should enter a combined limit rule for 403(b) and 457 plans.

Note: Displays the code originally entered on PTRBDCL and associated with the specific deduction on PTRBDCA.

16. View the description in the **Description** field.

Note: Displays a description of the combined limit rule code.

17. View the amount in the **Employee Limit** field.

Note: Displays the employee limit as set up for the combined limit rule on PTRBDCL.

18. View the amount in the **Employer Limit** field.

Note: Employer Limit Displays the employer limit as set up for the combined limit rule on PTRBDCL.

19. View the amount in the **Combined Limit** field.

Note: Combine Limit Displays the combined limit as set up for the rule on PTRBDCL.

20. View the **Applicable Gross Limit** displays the applicable gross limit as set up on PTRBDCL, available.

21. Click the **Save** icon.

22. Click the **Exit** icon.

# Setting Up Employee Elected Life Insurance Coverage (Both employer and employee setup is required)

## Introduction

The Employee Benefits/Deduction Form (PDAEDN) allows you to assign life insurance coverage to employee(s).

## Banner form

Employee Benefit/Deduction PDAEDN 8.4

ID: A00010809 Brian F Bell

Benefit Category: F1 Full Time Employees

Deduction: LIF Life Insurance 2X Salary

Last Paid Date: 30-APR-2010

Query Date: 03-AUG-2009

**Deduction** Add or Replace and Arrears Excluded Payroll ID Premium History Comments

Begin Date: 03-AUG-2009 End Date: Calculation Rule: 50 Bond Balance:

Effective Date: 03-AUG-2009 Status: Active Reference: Event Date: ☐ Comments Exist

Deduction Change Reason:

Options

Title	Value	Entry
1 Plan:	01	Optional
2		No Entry
3		No Entry
4		No Entry
5 E/I Ind.:		System

Amounts

Title	Amount	Entry
1 Override:		Optional
2 Premium:		System
3 Salary:		System
4 Cov Amnt:		System

Combined Limit Rule Code Description Employee Limit Employer Limit Combined Limit Applicable Gross Limit

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## Steps

Follow the steps to assign the employee life insurance coverage.

1. Access the Employee Benefits/Deductions Form (PDADEDN).
2. Assign the employee to the Benefit/Deduction code defined in Topic A - Benefits/Deductions day-to-day procedures.

# Adding a New Deduction

## Introduction

The Employee Benefit/Deduction Form (PDAEDN) allows you to add or change a deduction amount, change options within a plan (for example, change your medical coverage from Single to Family), change the number of Federal tax exemptions, or terminate one deduction, and substitute another, such as changing from a company-operated medical coverage to an outside HMO.

## Banner form

**Employee Benefit/Deduction PDAEDN 8.2 (SEED8)**

ID: A00010809 Brian F Bell  
Benefit Category: F1 Full Time Employees  
Deduction: DN1 Pretax Dental Insurance  
Last Paid Date: 30-NOV-2009  
Query Date: 01-DEC-2009

**Deduction** | Add or Replace and Arrears | Excluded Payroll ID | Premium History

Begin Date: 03-AUG-2009 | End Date: | Calculation Rule: 11 | Bond Balance: |

Effective Date: 01-DEC-2009 | Status: Active | Reference: |

Options			Amounts		
Title	Value	Entry	Title	Amount	Entry
1 Plan:	M1	Required	1 EE Amnt:	15.00	No Entry
2		No Entry	2 ER Amnt:	16.67	No Entry
3		No Entry	3		No Entry
4		No Entry	4		No Entry
5		No Entry			

Combined Limit Rule Code	Description	Employee Limit	Employer Limit	Combined Limit	Applicable Gross Limit

## Steps

Follow the steps to add or change a benefit option.

1. Access the Employee Benefit/Deduction Form (PDADEDN).
2. Click the **ID** Search icon and select an employee ID from the Employee Search Form (POIIDEN).
3. If a Benefit Category did not default in the field for your employee, select the **Benefit Category** Search icon and select a benefit category.
4. Click the **Deduction** Search icon and select the deduction code of the record you are adding using the Employee Deduction Query form (PDIDLST).
5. Enter today's date (or beginning date for the new deduction) in the **Query Date** field. **Enter the first day of the pay period in which you the deduction should be withheld.**
6. Click the **Next Block** icon.
7. Enter the date the deduction was established for the employee in the **Begin Date** field. **Enter the first day of the pay period in which you the deduction should be withheld.**
8. Leave the **End Date** field blank.
9. Review the **Calculation Rule** field and the **Bond Balance** field; they are populated by the system.
10. Click the **Next Block** icon.
11. Review the **Effective Date** field; it should be the same as the **Begin Date** field.
12. The **Status** field is populated with *Active* by the system.
13. In the Options section, click the **Plan** button, and select a benefit plan.  
  
Note: This is assuming that the benefit has plans associated with it.
14. Click the **Save** icon.
15. Click the **Exit** icon.

# Changing an Employee's Deduction Record

## Introduction

Deduction records are created and revised using the Employee Benefit/Deduction Form (PDAEDN).

## Banner form

Employee Benefit/Deduction PDAEDN 8.4

ID: A00010706 Rich F. Stuart  
Benefit Category: F1 Full Time Employees  
Deduction: LFE Life Insurance Flat Amount  
Last Paid Date: 31-MAR-2010  
Query Date: 01-JAN-2005

Deduction Add or Replace and Arrears Excluded Payroll ID Premium History Comments

Begin Date: 01-JAN-2005 End Date: Calculation Rule: 50 Bond Balance:

Effective Date: 01-JAN-2005 Status: Active Reference: Comments Exist  
Deduction Change Reason:

Options

Title	Value	Entry
1 Plan:		Required
2		No Entry
3		No Entry
4		No Entry
5 ER:		System

Amounts

Title	Amount	Entry
1 Override:		Optional
2 Premium:		System
3 Salary:		System
4 Coverage:		System

Combined Limit Rule Code Description Employee Limit Employer Limit Combined Limit Applicable Gross Limit

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## Steps

Follow the steps to change an employee's deduction record.

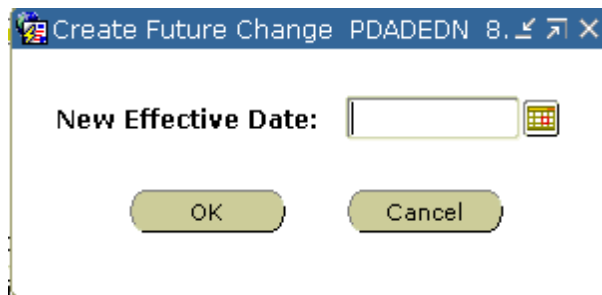
1. Access the Employee Benefit/Deduction Form (PDADEDN).
2. Click the **ID** Search icon and select an employee ID from the Employee Search Form (POIIDEN).
3. The **Benefit Category** field automatically populates.
4. Click the **Deduction** Search icon and select the Deduction code of the record you are revising using the Employee Deduction Query form (PDIDLST)

Note: It lists all deductions the employee is *eligible* for from the benefit category. The Employee Deduction Query Form (PDIDLST) lists all deductions *assigned* to this employee.

5. Click the **Next Block** icon twice

Note: If this deduction has history, (if it has been processed), the **Last Date Paid** field in the Key block will be populated.

## Options – New Effective Date



## Steps

Follow these steps to complete the process.

19. Select New Effective Date from the Options menu.

20. Enter the date this change is to take place in the **New Effective Date** field.

Note: The date must be at least one day after the date in the **Last Date Paid** field. **Recommended** to use the **first day of the next pay period** in which you do not want the deduction to stop the deduction.

21. Enter the changes to the information when the duplicate of the original Deduction Information window appears.

22. Click the **Save** icon.

23. Click the **Exit** icon.

Notes: Deductions are never pro-rated. If a person changes benefits on the first day of the month and another person on the last day of the month, there will be no difference between these employee benefits.

The best practice is to start and change benefits beginning with the first day of the pay period.

# Modifying Benefits/Deductions in Mass – Centralized Payroll Function

---

## Introduction

The Mass Deduction capability allows for the insertion, update, or termination of deductions for large groups of employees.

The following factors must be evaluated before implementing the Mass Deduction Capability.

- Is the start and end dates consistent with the dates on PTRBCAT?
- Is the update consistent with the preclusion rules on PTRBDCA?
- Is the core and contingent process affected by the potential transaction?
- Is the Last Paid Date consistent with the start date on PTRBDMC?
- Will all employees in the benefit category be affected by the transaction?

Rules must be specified first on the Benefit/Deduction Mass Change Rules Form (PTRBDMC).

This process will be a Centralized Payroll Function.

# Creating a One-Time Add/Replace Deduction – This is a Centralized Payroll Function

## Introduction

The Employee Benefit/Deduction Form (PDAEDN) is used to replace or add to the amount of the current deduction for the next pay period.

In the initial phase this will be a Centralized Payroll Function and will require the submission of a one-time/add replace form to Centralized Payroll.

See appendix for the one-time/add replace form.

## Banner form

Employee Benefit/Deduction PDAEDN 8.4

ID: A00010809 Brian F Bell

Benefit Category: F1 Full Time Employees

Deduction: FED Federal Tax

Last Paid Date: 30-APR-2010

Query Date: 03-AUG-2009

Deduction Add or Replace and Arrears Excluded Payroll ID Premium History Comments W-4 and Lock-In Letter

Begin Date: 03-AUG-2009 End Date: Calculation Rule: 60 Bond Balance:

Effective Date: 03-AUG-2009 Status: Active Reference: Event Date: ☐ Comments Exist ☐ IRS Lock-In Letter

Deduction Change Reason:

Options

Title	Value	Entry
1 Filing S:	S	Required
2 #Exempt:	0	Optional
3		No Entry
4		No Entry
5		No Entry

Amounts

Title	Amount	Entry
1 Addl With:		Optional
2		No Entry
3		No Entry
4		No Entry

Combined Limit

Rule Code	Description	Employee Limit	Employer Limit	Combined Limit	Applicable Gross Limit



## Steps

Follow the steps to edit the amount of a current deduction.

1. Access the Employee Benefit/Deduction Form (PDAEDN).
2. Click the **ID** Search icon and select an employee ID from the Employee Search Form (POIIDEN).
3. If a Benefit Category did not default in the Benefit Category field for your employee, click the **Benefit Category Search** icon and select a Benefit Category.
4. Click the **Deduction** Search icon and select the deduction code of the record you are adding using the Employee Deduction Query form (PDIDLST).
5. Enter today's date in the **Query Date** field.
6. Click the **Next Block** icon.

## Add or Replace and Arrears tab

The screenshot shows a web application interface with four tabs: 'Deduction', 'Add or Replace and Arrears' (selected), 'Excluded Payroll ID', and 'Premium History'. The 'Add or Replace' section contains three radio buttons: 'Add', 'Replace', and 'Neither', with 'Neither' selected. Below these are input fields for 'Employee Amount', 'Employer Amount', and 'Applicable Gross'. The 'Payroll ID' field includes a dropdown arrow and a text input. The 'Arrears' section has a checkbox for 'Active Arrear Status', and input fields for 'Arrear Balance' and 'Maximum Recover Amount'.

Deduction    Add or Replace and Arrears    Excluded Payroll ID    Premium History			
<b>Add or Replace</b>			
<input type="radio"/> Add <input type="radio"/> Replace <input checked="" type="radio"/> Neither			
Employee Amount:	<input type="text"/>		
Employer Amount:	<input type="text"/>		
Applicable Gross:	<input type="text"/>		
Payroll ID:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Arrears</b>			
<input type="checkbox"/> Active Arrear Status			
Arrear Balance:	<input type="text"/>		
Maximum Recover Amount:	<input type="text"/>		

## Steps

Follow these steps to add or replace deduction information.

1. Click the **Add or Replace and Arrears** tab.
2. Click the appropriate **Add** or **Replace** radio button at the top of the **Add or Replace and Arrears** tab.

Note: The Add/Replace function is a one-time add/replace for any benefit/deduction defined in PTRBDCA. The Add, Replace, Neither radio group allows a one-time-only override of the employee and employer amounts for this deduction (i.e., of the amounts in the Employee Amount and Employer Amount fields below). It indicates whether the amount is to be added to the employee's normal deduction or is to replace the normal deduction. Neither is the default value.

3. To add an additional amount to the standard deduction amount, or replace an existing deduction amount with a new amount, enter the one-time change you are making to the amount of the employee's deduction in the **Employee Amount** field.
4. Enter the one-time change you are making to the amount of the employer's deduction in the **Employer Amount** field.
5. Enter the one-time applicable gross pay amount by which the employee's year-to-date applicable gross for this deduction should be increased or decreased in the **Applicable Gross** field.
6. Click the **Pay ID Search** icon and select a Payroll Identification Code from PTRPICT to identify the employee payroll from which the deduction is taken.
7. Click the **Save** icon.
8. Click on the **Deduction** tab to return to the **Deduction Information** block.
9. Click the **Save** icon.
10. Click the **Exit** icon.

# Terminating and Reactivating a Deduction

## Introduction

The Employee Benefit/Deduction Form (PDAEDN) is used to terminate a deduction from the employee record, and then reactivate it.

## Banner form

Employee Benefit/Deduction PDAEDN 8.4

ID: A00010706 Rich F. Stuart  
Benefit Category: F1 Full Time Employees  
Deduction: LFE Life Insurance Flat Amount  
Last Paid Date: 31-MAR-2010  
Query Date: 01-JAN-2005

Deduction Add or Replace and Arrears Excluded Payroll ID Premium History Comments

Begin Date: 01-JAN-2005 End Date: Calculation Rule: 50 Bond Balance:

Effective Date: 01-JAN-2005 Status: Active Reference: Event Date: Comments Exist

Deduction Change Reason:

Options

Title	Value	Entry
1 Plan:		Required
2		No Entry
3		No Entry
4		No Entry
5 ER:		System

Amounts

Title	Amount	Entry
1 Override:		Optional
2 Premium:		System
3 Salary:		System
4 Coverage:		System

Combined Limit Rule Code Description Employee Limit Employer Limit Combined Limit Applicable Gross Limit

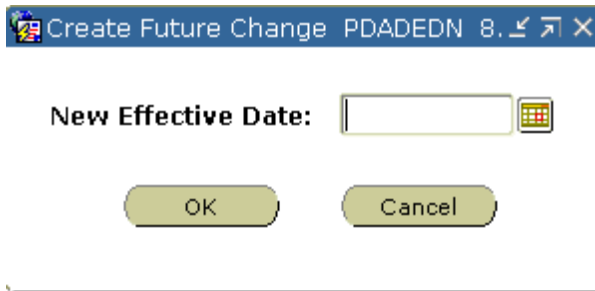
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## Steps

Follow the steps to terminate a deduction from the employee record, and then reactivate it.

1. Access the Employee Benefit/Deduction Form (PDAEDN).
2. Click the **ID** Search icon and select an employee ID from the Employee Search Form (POIIDEN).
3. The **Benefit Category** field automatically populates for the employee.
4. Enter the code of the deduction record you are terminating in the **Deduction** field.
5. Click the **Next Block** icon twice to access the Deduction Information block.

## Options – New Effective Date (Terminate)



The screenshot shows a Windows-style dialog box titled "Create Future Change PDAEDN 8.". Inside the dialog, there is a label "New Effective Date:" followed by a text input field and a small calendar icon. Below the input field are two buttons: "OK" and "Cancel".

## Steps

Follow these steps to terminate a deduction.

1. Select **New Effective Date** from the **Options** menu.
2. Enter the date the termination of the deduction is to take place in the **New Effective Date** field. You can terminate deductions as of the last paid date.

Note: Benefits that are established, changed, or stopped within the pay period will apply the last effective dated status for the entire payroll period as Benefits/Deductions do not prorate during the pay period.

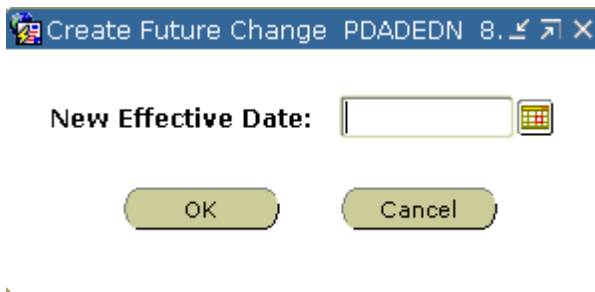
3. Click **OK**.

4. Click the **Status** drop-down arrow and select *Terminated*.


Note: The benefit/deduction will become inactive on the date entered in the **New Effective Date** field. The system will populate the **End Date** field in the **General Deduction Information** block.

5. Click the **Save** icon.
6. Select the **Previous Block** function.
7. To reactivate the deduction we just terminated, blank out the **End Date** field.

## Options – New Effective Date (Reactivate)



Create Future Change PDAEDN 8.1

New Effective Date:  

OK Cancel

## Steps

Follow these steps to reactivate a deduction.

1. Select **New Effective Date** from the **Options** menu.
2. Note: The Create Future Change window appears.
3. In the **Create Future Change** window, enter the date the reactivation is to take place in the **New Effective Date** field.
4. Click **OK**.
5. Click the **Next Block** icon.
6. Click the **Status** drop-down arrow and select **Active**.
7. Click the **Save** icon.
8. Click the **Exit** icon.

# Collecting Information on Deduction Arrears

## Introduction

The Employee Benefit/Deduction Form (PDAEDN) is used to collect information on deduction arrears according to the rule selected for arrears on PTRBDCA. If there is not enough money in the paycheck to cover deductions, the account goes into arrears. The user can select each deduction individually to determine which ones go into arrears. The balance of arrears is dynamically maintained, but can be overridden by the user.

LCTCS will not be using auto deduction arrears.

## Banner form

Employee Benefit/Deduction PDAEDN 8.0 (BAN8)

ID: 701000010 Mrs. Judy M. Johnson  
Benefit Category: WS Work Study  
Deduction: FED Federal Withholding Tax  
Last Paid Date: 01-NOV-1992  
Query Date: 19-MAR-2008

Deduction Add or Replace and Arrears Excluded Payroll ID Premium History

Begin Date: 01-SEP-1992 End Date: Calculation Rule: 60 Bond Balance:

Effective Date: 01-SEP-1992 Status: Active Reference:

Options			Amounts		
Title	Value	Entry	Title	Amount	Entry
1 Fill Stat:	S	Required	1 Add W/H:		Optional
2 # Exemp:	0	Required	2		No Entry
3		No Entry	3		No Entry
4		No Entry	4		No Entry
5		No Entry			

Combined Limit Rule Code	Description	Employee Limit	Employer Limit	Combined Limit	Applicable Gross Limit

## Steps

Follow the steps to collect information on deduction arrears.

1. Access the Employee Benefit/Deduction Form (PDADEDN).
2. Click the **ID** Search icon and select an employee ID from the Employee Search Form (POIIDEN).
3. The **Benefit Category** field automatically populates.
4. Click the **Deductions** Search icon and select the code of the deduction record you are selecting for arrears.
5. Click the **Next Block** icon.

Add or Replace and Arrears tab – this function may be used to set up installment plan for recoupment/collection purposes- this will be centralized payroll function

The screenshot shows a software interface with four tabs: 'Deduction', 'Add or Replace and Arrears' (selected), 'Excluded Payroll ID', and 'Premium History'. The 'Add or Replace and Arrears' tab contains the following fields:

- Add or Replace:** Three radio buttons: 'Add', 'Replace', and 'Neither' (selected).
- Employee Amount:** A text input field.
- Employer Amount:** A text input field.
- Applicable Gross:** A text input field.
- Payroll ID:** A dropdown menu and a text input field.
- Arrears:** A checkbox labeled 'Active Arrear Status'.
- Arrear Balance:** A text input field.
- Maximum Recover Amount:** A text input field.

## Steps

Follow these steps to collect information on deduction arrears.

1. Select the **Add or Replace and Arrears** tab.
2. If necessary, override the value in the **Active** field; this field is automatically populated if there is a benefit/deduction in an arrears status.
3. Enter dollar amount in the **Arrear Balance** field.

Note: This field displays the total amount owed by the employee to the employer. It is updated by the Payroll process, but may also be updated online.

4. Enter dollar amount in the **Maximum Recover Amount** field.

Notes: This value specifies the maximum amount that can be deducted for an arrears payment from one paycheck. This will display the total amount owed, but can be changed to a different amount. Deductions will continue until the total amount has been recovered

If an arrears balance can be satisfied from one paycheck, the system applies the change to the next payroll only, and then reverts to the original deduction record. The total owed will be reduced by \$50.00 by the next payroll.

If you want an installment, enter dollars in the Maximum Recover Amount field otherwise Banner will recover the entire amount from one check.



The balance will now be the reduced amount. The balance will continue to be reduced until the total has been satisfied.

5. Click the **Save** icon.
6. Click the **Exit** icon

# Viewing Benefits/Deductions

## Introduction

The Deduction Year-to-Date Totals Form (PEIDTOT) allows you to view the year-to-date totals, life-to-date total and the monthly total for a single benefit/deduction.

**Note:** All query forms will only show results for your institution.

## Banner form

**Deduction Year To Date Totals PEIDTOT 8.4**

ID: A00010809 Brian F Bell Year: 2009 Query Year Type: ☒ Calendar  
Deduction: FED Federal Tax From: 01-JAN-2009  
Employer: BU Banner University To: 31-DEC-2009 ☐ Fiscal ☐ Plan

Month	Employee Amount	Employer Amount	Applicable Gross
AUGUST	1,381.97	0.00	6,975.44
OCTOBER	1,390.46	0.00	7,005.79
NOVEMBER	1,271.35	0.00	6,580.39

**Yearly Totals**

Employee:	4,043.78
Employer:	0.00
Applicable Gross:	20,561.62

**Quarterly Totals**

Quarter 1:			
Quarter 2:			
Quarter 3:	1,381.97	0.00	6,975.44
Quarter 4:	2,661.81	0.00	13,586.18

**Life to Date Totals**

Employee:	4,043.78
Employer:	0.00
Applicable Gross:	20,561.62

## Steps

Follow these steps to view the year-to-date totals, life-to-date total, and the monthly total for a single benefit/deduction.

1. Access the Benefit/Deduction Year-to-Date Total Form (PEIDTOT).
2. Click the **ID** Search icon and select a person's ID.
3. Click the **Deduction** Search icon and select a deduction.
4. Click the **Employer** Search icon and select an employer code.

5. Click the **Next Block** icon.
6. View the information.
7. Click the **Exit** icon.

## Introduction

The Aggregated Benefits/Deductions Totals Form (PEIATOT) allows benefit administrators to view the cumulative year-to-date, life-to-date, and monthly totals of all benefits/deductions that are grouped by deduction type for each employee.

## Banner form

**Aggregated Benefit/Deduction Totals PEIATOT 8.3**

ID: A00010809 Brian F Bell  
 Deduction: FED Federal Tax  
 Deduction Type:  
 Employer: BU Banner University

From Year: 2009 01-JAN-2009 To: 31-DEC-2009  
 To Year: 2010 01-JAN-2010 To: 31-DEC-2010  
 Year Type: ☒ Calendar ☐ Fiscal

Year	Employee Total	Employer Total
>> 2009	4,043.78	0.00
<b>Total:</b>	4,043.78	.00

**Life to Date Totals**

Employee: 4,043.78  
 Employer: .00

Month	Employee Amount	Employer Amount
AUGUST	1,381.97	0.00
OCTOBER	1,390.46	0.00
NOVEMBER	1,271.35	0.00

## Steps

Follow these steps to view totals by deduction type for each employee.

1. Access the Aggregated Benefit/Deduction Totals Form (PEIATOT).
2. Enter the **ID** number or click the **ID Search** icon and select a person's ID.
3. Click the **Deduction Search** icon and select the deduction.
4. Enter the year in the **From Year** field.

5. Enter the year in the **To Year** field.

Note: The combination of the information selected in the key block will determine the information that is displayed. The PEIATOT allows you to display health and tax related information for an employee.

6. Click the **Next Block** icon.
7. View the information.
8. Click the **Exit** icon.

# Viewing Employee Changes to Benefits/Deductions

## Introduction

The Employee Deduction History Form (PEIDHIS) displays a record of changes made to the Employee Deduction Form. Information is displayed by **Captured Date and Time** with a secondary sort by **Effective Date** followed by **Deduction Code**.

## Banner form

Employee Deduction History PEIDHIS 8.4

ID:

---

Capture Date and Time:  User ID:

Deduction Code:  Status:  Effective Date:  Reference Number:

Option 1: ☐ Amount 1:   
Option 2: ☐ Amount 2:   
Option 3: ☐ Amount 3:   
Option 4: ☐ Amount 4:   
Option 5: ☐

Deduction Change Reason:   
Event Date:

☐ W-4 last name differs from social security card

Letter Status:   
Letter Date:   
Filing Status:   
Allowances:   
Signed Date:   
Updated By:

Open Enrollment: ☐  
☐ Deleted  
Begin Date:   
End Date:   
Combined Limit Rule Code:   
Arrear Balance:   
☐ Arrear Status

Add or Replace  
Indicator: ☐  
Payroll ID:   
Employee Amount:   
Employer Amount:   
Applicable Gross:

## Steps

1. Access the Employee Deduction History Form (PEIDHIS).
2. Type an ID number in the **ID** field. Or, click the **ID** Search icon to search for and enter an ID.
3. Click the **Next Block** icon.
4. View the results displayed.
5. Click the **Exit** icon.

# Self Check

---

## Directions

Use the information you have learned in this workbook to complete this self check activity.

### Question 1

Which rule form allows for the insertion or termination of deductions for large groups of employees?

- a. PTRBDMC
- b. PTRBDCA
- c. PDAEDN
- d. PDABENE
- e. PEIATOT

### Question 2

In the form PDABENE, the Sequence 1 beneficiary should always be the employee.

True or False

### Question 3

Which of the following benefits can be set up as Auto on PDABDSU?

- a. FICA/social security
- b. FICA/old age
- c. Standard employer paid life insurance
- d. All of the above
- e. Only b and c

# Answer Key

---

## Question 1

Which rule form allows for the insertion or termination of deductions for large groups of employees?

**A. PTRBCMC**

## Question 2

In the form PDABENE, the Sequence 1 beneficiary should always be the employee.

**True**

## Question 3

Which of the following benefits can be set up as Auto on PDABDSU?

**D. All of the above**



# Managing Life Insurance



## Section goal

The goal of this section is to explain the procedures for manage life insurance information in the Banner Human Resources system.

## Section objectives

In this section you will learn how to

- create deductions for employee-elected life insurance coverage
- run the Life Insurance Calculation Process. The Life Insurance Calculation Process (PDPLIFE) is run by payroll during payroll processing.

# Creating Deductions for Employee-Elected Life Insurance Coverage

## Introduction

The Employee Benefits/Deduction Form (PDAEDN) allows you to assign life insurance coverage to employee(s).

## Banner form

Employee Benefit/Deduction PDAEDN 8.4

ID: A00010809 Brian F Bell

Benefit Category: F1 Full Time Employees

Deduction: LIF Life Insurance 2X Salary

Last Paid Date: 30-APR-2010

Query Date: 03-AUG-2009

Deduction Add or Replace and Arrears Excluded Payroll ID Premium History Comments

Begin Date: 03-AUG-2009 End Date: Calculation Rule: 50 Bond Balance:

Effective Date: 03-AUG-2009 Status: Active Reference: Comments Exist

Deduction Change Reason:

Options

Title	Value	Entry
1 Plan:	01	Optional
2		No Entry
3		No Entry
4		No Entry
5 E/I Ind.:		System

Amounts

Title	Amount	Entry
1 Override:		Optional
2 Premium:		System
3 Salary:		System
4 Cov Amnt:		System

Combined Limit Rule Code Description Employee Limit Employer Limit Combined Limit Applicable Gross Limit

## Steps

Follow the steps to assign the employee life insurance coverage.

24. Access the Employee Benefits/Deductions Form (PDAEDN).
25. Assign the employee to the Benefit/Deduction code defined in Topic A - Benefits/Deductions day-to-day procedures.

# Managing Beneficiary and FMLA Coverage



## Section goal

The goal of this section is to explain the procedures for entering and maintaining beneficiary and FMLA coverage in the Banner Human Resources system.

## Section objectives

In this section you will learn how to

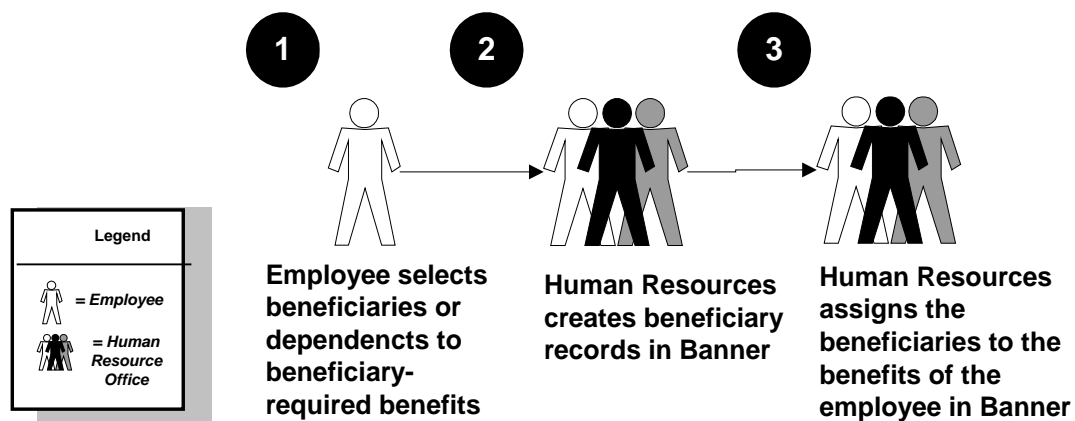
- maintain beneficiary coverage
- track beneficiary information
- enter employee FMLA information
- view benefit enrollees.

# Process Introduction for Maintaining Benefit Coverage

## About the process

The Human Resource Office can record information about an employee such as beneficiary information.

## Flow diagram



This diagram highlights the processes used to maintain beneficiary coverage.

## What happens

The stages of the process are described in this table.

Stage	Description
Human Resource Office	
1	Employee lists beneficiaries or dependents to beneficiary-required benefits.
2	<b>Human Resources</b> creates beneficiary records in Banner (Beneficiary Form, PDABENE).
3	<b>Human Resources</b> assign the beneficiaries to the benefits of the employee in Banner (Beneficiary Coverage Form, PDABCOV).

# Maintaining Beneficiary Coverage

## Introduction

The Beneficiary Coverage Form (PDABCOV) allows you to view, add, or delete dependents and beneficiaries by employee for each benefit.

## Banner form

Sequence Number	Name	Relationship to Employee	Gender	Coverage Begin Date	Coverage End Date	Termination Reason
2	Mary Stuart	W Wife	F	01-JAN-2005		

## Steps

Follow the steps to complete the process.

1. Access the Beneficiary Coverage Form (PDABCOV).
2. Click the **ID** Search icon and select the ID of the person who has elected coverage.
3. Click the **Benefit** Search icon and select a Benefit code from the Employee Deduction Query Form (PDIDLST).
4. The plan code will display in the **Plan Code** field when a Benefit code is selected. The **Query Date** will default to the current date.
5. Click the **Next Block** icon.

6. Click the **Sequence Number Search** icon and select each sequence number from the Beneficiary Form (PDABENE).

Note: The employee is always Sequence Number One.

7. Click the **Save** icon.
8. Repeat these steps for each benefit code.
9. Click the **Exit** icon.

# Entering Employee FMLA Information

---

## Introduction

The Employee FMLA Information Form (PEAFMLA) enables you to enter relevant information for an employee claiming a leave under The Family and Medical Leave Act (FMLA).

Three new tabs have been created to access the corresponding windows of the Employee FMLA Information (PEAFMLA):

- Record Detail
- Leave Tracking
- Comments

Before entering information into the Employee Information Form (PEAFMLA), populate the following forms with relevant data:

- FMLA Status Validation Form (PTVFMST)
- FMLA Leave Reason Validation Form (PTVFREA)
- Beneficiary Relationship Rules Form (PTRBREL)
- Earning Codes Rule Form (PTREARN)
- Installation Rules Form (PTRINST)



## Banner form

Employee FMLA Information - PEAFMLA 8.3

ID: A00010706 Rich F. Stuart Leave Period Indicator: Rolling Backward Hours Query Date: 21-DEC-2010  
Employee Class: 08 Permanent Full-time Faculty 12 Month Hours: 0.00

Leave Event Record Leave Usage Comments History

Leave Balance Allowed

FMLA Units Indicator: Hours ☒ Care for Military Member Authorized ☐ Spouse Employed  
Current Maximum FMLA Units Allowed: 80 Spouse ID:

Leave Event Record

☒ Comments Exist

Leave Requested Date: 04-JAN-2010  
Leave Effective Begin Date: 04-JAN-2010  
Leave Effective End Date: 10-JAN-2010  
Eligibility Notification Date:

Status Date: 04-JAN-2010  
Status: AP ☐ FMLA Leave Approved  
Reason: HP ☐ Serious Health Condition of Parent

Duration: ☒ Full Time ☐ Intermittent ☐ Combined  
Duration Notes:

Approval ID:   
Approval Date:   
Unpaid Status Date:

☒ Eligible for Benefit Continuation  
☐ Medical Certification Received  
Received Date:   
Military Member Name:   
Relationship:   
Type of Care:   
☐ Military Service Documentation Received  
Military Documentation Date:   
Scheduled Back to Work  
Status: ☒ Full Time ☐ Part Time  
Scheduled Date:   
Actual Back to Work  
Status: ☒ Full Time ☐ Part Time  
Actual Date:

## Steps

Follow the steps to enter FMLA information.

1. Access the Employee FMLA Information Form (PEAFMLA).
2. Click the **ID** Search icon and select the employee taking family leave from the Employee Search Form (POIIDEN).
3. Click the **Leave Period Indicator** drop-down arrow and select the type of year used by your institution for calculation purposes.

Note: The Leave Period Indicator default is based on value selected on PTRINST; however, it can be changed.

4. Enter the date in the **Hours Query Date** field.

Note: Displays system date by default. Change the date if you wish to query for an alternate 12 month work period.

5. View the **12 Month Hours** field.

Note: This field displays the total number of eligible work hours based on the type of year that was selected in the **Leave Period Indicator**.

6. Click the **Next Block** icon.

7. The **FMLA Units Indicator** field is populated but can be overridden.
8. Enter the maximum number of units allowed for FMLA leave in the **Maximum FLMA Units Allowed** field.

Example: If the units were expressed in hours, the maximum allowed, based on 12 weeks of leave stipulation, could be entered as 480, assuming a normal week of 40 hours.

9. Click the **Care for Military Member Authorized** checkbox if it applies.
10. Click the **Spouse Employed** checkbox if the employee has a spouse that is employed by the institution.

Note: If the **Spouse Employed** box was checked, select the **Search** function at the **Spouse ID** field and select the spouse's ID from the Employee Search Form (POIIDEN).

11. Click the **Next Block** icon.
12. Enter the leave request date in the **Leave Request Date** field.
13. Enter the date that the leave will begin in the **Leave Effective Begin Date** field.
14. Enter the date that the leave will end in the **Leave Effective End Date** field.
15. Enter the date in the **Eligibility Notification Date** field.
16. Enter the current date in the **Status Date** field.
17. Click the **Status** Search icon, and select a status from the FMLA Status Validation Form (PTVFMST).
18. Click the **Reason** drop-down arrow and select the reason that the FMLA leave has been requested from the FMLA Leave Reason Validation Form (PTVFREA).
19. Click the appropriate **Duration** radio button.

Note: This indicates if the FMLA leave is full-time, intermittent, or a combination of both

20. Enter notes in the **Duration Notes** field regarding the planned duration of the FMLA leave.
21. Enter the approval ID in the **Approval ID** field.
22. Enter or select from calendar icon the approval date in the **Approval Date** field the FMLA leave was approved.

23. Enter the unpaid status date in the **Unpaid Status Date** field to indicate the date that the employee's status will change to Unpaid Leave.
24. Click the **Eligible for Benefit Continuation** checkbox if applicable.
25. Click the **Medical Certification Received** checkbox if one has been received for the employee's FMLA leave.
26. Enter the date that medical certification was received in the **Received Date** field.
27. Enter the family member name in the **Military Member Name** field if FMLA leave is used to care for a family member employed in the armed forces:.
28. Click the **Relationship** drop-down arrow and select the code from the Beneficiary Relationship Rules Form (PTRBREL) that best describes the employee's relationship with the military member.
29. Enter comment in the **Type of Care** field to specify the nature of care to be provided.
30. Click the **Military Service Documentation Received** checkbox if applicable, and enter the Military Documentation Date.
31. Click the appropriate radio button for the **Scheduled Back to Work Status** to indicate if the employee will be back on a full-time or a part-time basis upon completion of FMLA leave.
32. Enter the date or click the **Scheduled Date** Calendar icon to specify when the employee is due to return back to work.
33. Select the appropriate radio button for the **Actual Back to Work Status** to indicate if the employee returned back on a full-time or a part-time basis upon completion of FMLA leave.
34. Enter the date or click the Calendar icon in the **Actual Date** field to specify when the employee returned back to work.
35. Click the **Save** icon the updated information

## Automatically import hours into Leave Usage tab if PTREARN is set up

36. Click **Import Payroll History** in the **Options** menu.
37. Review information. Data can be edited if necessary.

## Leave Usage tab

The screenshot shows the 'Employee FMLA Information - PEAFMLA 8.3' application window. The 'Leave Usage' tab is selected. At the top, there are fields for 'ID' (A00010706), 'Employee Class' (08 Permanent Full-time Faculty), 'Leave Period Indicator' (Rolling Backward), 'Hours Query Date' (21-DEC-2010), and '12 Month Hours' (0.00). Below these are tabs for 'Leave Event Record', 'Leave Usage', 'Comments', and 'History'. The main area contains several summary fields: 'Maximum Units Allowed' (80.00), 'Total Life To Date Claimed' (0.00), 'Leave Begin Date' (04-JAN-2010), 'Leave End Date' (10-JAN-2010), and 'Status' (AP FMLA Leave Approved). A table with 6 columns is visible: 'Earnings Code', 'Payroll History', 'Unit Indicator', 'Begin Date', 'End Date', and 'FMLA Units Claimed'. The 'Payroll History' column has a checkbox. At the bottom, there are fields for 'FMLA Year', 'Year Begin Date', 'Year End Date', 'FMLA YTD Claimed' (0.00), and 'FMLA Units Available' (80.00).

38. Click the **Next Block** icon or click the **Leave Usage** tab.
39. View the **Maximum Units Allowed** field to review the maximum number of units allowed for FMLA leave.
40. View the **Leave Begin Date** field to review the start date of the FMLA leave.
41. View the **Leave End Date** to review the end date of the FMLA leave.
42. View the **Total Life to Date Claimed** field to review the running total of the total number of FMLA units claimed.
43. View the **Status** to review the current status code of the FMLA leave record from the FMLA Status Validation Form (PTVFMST).
44. Click the **Earnings Code** Search function and select an earning code from the Employee Earnings Code Form (PTQEERN) that the FMLA leave will be accrued.
45. View the **Units Indicator** field.  
  
Note: This displays the units that the leave is tracked for that earning code. All will be hours.
46. Click the **Payroll History** checkbox.
47. Enter the begin date in the **Begin Date** field to indicate the start date for which the FMLA leave is to be accounted under the particular earning code.
48. Enter the end date in the **End Date** field to indicate that FMLA leave is to be

accounted under the particular earning code.

49. Enter the number of FMLA units that will be claimed under each earning code in the **FLMA Units Claim** field.

50. Repeat steps to add additional earning codes to track the FMLA leave.

51. The **FMLA YTD Claimed** field will automatically populate with a cumulative total of the FMLA Units Claimed. The **FMLA Units Available** field will be re-calculated to reflect the remaining FMLA units available for the employee.

**52. NOTE: LCTCS has established FMLA earn codes that should be entered by the HR timekeeper on PHAHOUR as the official record of tracking FMLA leave.**

53. Click the **Save** icon.

## Comments tab

The screenshot displays the 'Employee FMLA Information - PEAFMLA 8.2 (SEEDS)' application window. The 'Comments' tab is selected, showing a form for adding or editing comments. The form includes fields for 'FMLA Unit Indicator' (set to 'Hours'), 'Leave Begin Date' (04-JAN-2010), and 'Leave End Date' (29-JAN-2010). Below these, there are two sections for comments. The first section has a large text area for comments, a 'Date and Time' field, and a 'Made By' field (containing 'RGROSSBA'). The second section is identical but empty. The top of the window shows employee details: ID: A00010706, Name: Rich F. Stuart, Employee Class: 08 Permanent Full-time Faculty, Leave Period Indicator: Rolling Backward, Hours Query Date: 04-JAN-2010, and 12 Month Hours: 0.00. Navigation tabs include 'Leave Event Record', 'Leave Usage', 'Comments', and 'History'.

## Steps

Follow these steps to complete the process.

54. Click the **Next Block** icon to access the Comments tab.

55. Enter any comments relevant to the employee's leave in the **Comments** field.

## History tab

The screenshot displays the 'Employee FMLA Information - PEAFMLA 8.2 (SEED8)' application window. The 'History' tab is selected, showing a detailed record of an FMLA event. The record includes fields for Employee ID (A00010706), Employee Name (Rich F. Stuart), Leave Period Indicator (Rolling Backward), Hours Query Date (04-JAN-2010), and 12 Month Hours (0.00). The 'Leave Event Record' section shows the Capture Date and Time (04-JAN-2010 08:24:40 AM) and User ID (RGROSSBA). The 'Leave Balance Allowed' section shows the FMLA Units Indicator (Hours) and Maximum FMLA Units Allowed (80). The 'Leave Management Event Record' section includes a checkbox for 'Comments Exist' and various dates: Leave Requested Date (04-JAN-2010), Leave Effective Begin Date (04-JAN-2010), Leave Effective End Date (29-JAN-2010), and Eligibility Notification Date. The 'Status' section shows Status Date (04-JAN-2010), Status (AP - FMLA Leave Approved), Reason (HP - Serious Health Condition of Parent), and Duration (Full Time). The 'Approval' section shows Approval ID, Approval Date, and Unpaid Status Date. The 'Military' section includes checkboxes for 'Care for Military Member Authorized', 'Spouse Employed', 'Eligible for Benefit Continuation', 'Medical Certification Received', and 'Military Documentation Received', along with fields for Spouse ID, Received Date, Military Member Name, Relationship, Type of Care, and Military Documentation Date. The 'Scheduled Back to Work' section shows Status (Full Time) and Date. The 'Actual Back to Work' section shows Status (Full Time) and Date.

Employee FMLA Information - PEAFMLA 8.2 (SEED8)

ID: A00010706 Rich F. Stuart Leave Period Indicator: Rolling Backward Hours Query Date: 04-JAN-2010  
Employee Class: 08 Permanent Full-time Faculty 12 Month Hours: 0.00

Leave Event Record Leave Usage Comments History

Capture Date and Time: 04-JAN-2010 08:24:40 AM User ID: RGROSSBA

Leave Balance Allowed  
FMLA Units Indicator: Hours  
Maximum FMLA Units Allowed: 80

Leave Management Event Record  
☐ Comments Exist  
Leave Requested Date: 04-JAN-2010  
Leave Effective Begin Date: 04-JAN-2010  
Leave Effective End Date: 29-JAN-2010  
Eligibility Notification Date:   
Status Date: 04-JAN-2010  
Status: AP FMLA Leave Approved  
Reason: HP Serious Health Condition of Parent  
Duration: Full Time  
Duration Notes:   
Approval ID:   
Approval Date:   
Unpaid Status Date:   
  
Care for Military Member Authorized  
☐ Spouse Employed  
Spouse ID:   
  
Eligible for Benefit Continuation  
☐ Medical Certification Received  
Received Date:   
Military Member Name:   
Relationship:   
Type of Care:   
  
Military Documentation Received  
Military Documentation Date:   
  
Scheduled Back to Work  
Status: Full Time Date:   
  
Actual Back to Work  
Status: Full Time Date:

## Steps

Follow these steps to complete the process.

56. Click the **Next Block** icon or click the **History** tab.
57. View saved history.
58. Note: The information presented is for display only.
59. Click the **Exit** icon.

# Viewing Benefit Enrollees

## Introduction

The Benefit Enrollment Report (PDRBFDN) lists employees enrolled in each benefit.

## Banner form

Process Submission Controls GJAPCTL 8.3.0.2

Process:   Parameter Set:

**Printer Control**

Printer:  Special Print:  Lines:  Submit Time:

**Parameter Values**

Number	Parameters	Values
<input checked="" type="checkbox"/> 01	As of Date	
<input type="checkbox"/> 02	All Benefit Codes Flag	
<input type="checkbox"/> 03	Benefit Code	
<input type="checkbox"/> 04	Plan Option Flag	Y
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

LENGTH: 11 TYPE: Date O/R: Required M/S: Single

**Submission**

☐ Save Parameter Set as Name:  Description:  ☐ Hold ☒ Submit

## Steps

1. Access the Benefit Enrollment Report (PDRBFDN).
2. Click the **Next Block** icon to access the Printer Control block.
3. Type *DATABASE* in the **Printer** field.
4. Click the **Next Block** icon to access the Parameter Values block.
5. Type the date on which the report is run in the **Parameter 01 As of Date Values** field.

6. Enter *Y* (for all benefits) or *N* (for not all benefits) in the **Parameter 02 All Benefit Codes Flag Values** field. Or, click the **Parameter 02 All Benefit Codes Flag Search** icon to search for and select a valid code.

7. (optional) Enter the benefit code(s) to be included in the report in the **Parameter 03 Benefit Code Values** field. Or, click the **Parameter 03 Benefit Code Search** icon to search for and select a valid code.

Note: This is a repeating parameter. It appears only if *N* (for No) was entered in Parameter 02.

8. Enter *Y* (for by plans) or *N* (for not by plans) in the **Parameter 04 Plan Option Flag Values** field. Or, click the **Parameter 04 Plan Option Flag Search** icon to search for and select a valid code.

9. Note: The default is *Y* (by plans).

10. Click the **Next Block** icon to access the Submission block.

11. (optional) Click the **Save Parameter Set as** checkbox if you would like to save these parameters. If you are saving the parameters, enter a name and description for it in the **Name** and **Description** fields.

12. Verify the **Submit** radio button is selected.

Note: If you would like to run the report later, click the **Hold** radio button.

13. Click the **Save** icon to run the report.

### To view the results

14. Click the **Options** menu and select **Review Output**.

15. Click the **File Search** icon.

16. Double-click on the .lis file to review the report results.

17. Click the **Exit** icon to close the Review Output Form (GJIREVO).

18. Click the **Exit** icon to close PDRBFDN.



# Self Check

---

## Directions

Use the information you have learned in this workbook to complete this self check activity.

## Question 1

You may define the benefit code(s) to appear in the Benefit Enrollment Report (PDRBFDN).

True or False

# Answer Key

---

## Question 1

You may define the benefit code(s) to appear in the Benefit Enrollment Report (PDRBFDN).

**True.**

# How to Set up 403(b) and 457 Plans with Combined Limits



## Section goal

The goal of this section is to explain the procedures for maintaining 403(b) and 457 plans with combined limits the Banner Human Resources system.

## Section objectives

In this section you will learn how to

- define combined limit rules
- enter combined limit 403(b) and 457 benefits
- view combined limit results after Payroll.

---

[illegible]

# Entering Combined Limit 403(b) and 457 Plan Benefits

## Introduction

You may enter 403(b) and 457 benefits/deductions for an employee and identify the Combined Limit rule for the person and benefit using the Employee Benefit/Deduction Form (PDAEDN). In addition, you may have one Combined Limit rule code for multiple deductions; however, you cannot have two deductions with two different Combined Limit rule codes for a person. It is important to remember that an employee can only fall into one Combined Limit category.

Notes: The Calculation Rule for the 403(b) and 457 plan deduction must be 11, 16, 21, 28, or 29. Some 403(b) and 457 plans automatically have established defaults on the Employee Benefit/Deduction Form. Validate the appropriate combined limit rule.

## Banner form

Employee Benefit/Deduction PDAEDN 8.4

ID:

Benefit Category:

Deduction:

Last Paid Date:

Query Date:

**Deduction** | Add or Replace and Arrears | Excluded Payroll ID | Premium History | Comments | W-4 and Lock-In Letter

Begin Date:  End Date:  Calculation Rule:  Bond Balance:

Effective Date:  Status:  Reference:  ☐ Comments Exist

Deduction Change Reason:

Event Date:

**Options**

	Title	Value	Entry
1		<input type="text"/>	<input type="text"/>
2		<input type="text"/>	<input type="text"/>
3		<input type="text"/>	<input type="text"/>
4		<input type="text"/>	<input type="text"/>
5		<input type="text"/>	<input type="text"/>

**Amounts**

	Title	Amount	Entry
1		<input type="text"/>	<input type="text"/>
2		<input type="text"/>	<input type="text"/>
3		<input type="text"/>	<input type="text"/>
4		<input type="text"/>	<input type="text"/>

Combined Limit Rule Code:

Description	Employee Limit	Employer Limit	Combined Limit	Applicable Gross Limit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Steps

Follow these steps to add 403(b) and 457 plan deductions to an employee record.

1. Access the Employee Benefit/Deduction Form (PDAEDN).
2. Enter an ID number in the **ID** field. Or click the **ID Search** icon to search for and select an ID.
3. Click in the **Deduction** field.
4. Enter a 403(b) and 457 plan deduction code (e.g., *RA1* for the TIAA/CREF benefit) in the **Deduction** field. Or click the **Deduction Search** icon to search for and select a code.
5. Click the **Next Block** icon.
6. Review the default values for the deduction amounts.
7. Click the **Save** icon.
8. Click the **Rollback** icon to enter another benefit/deduction.
9. Click in the **Deduction** field.
10. Enter a 403(b) and 457 plan deduction code (e.g., *SR1* for Supplemental Annuity Fidelity) in the **Deduction** field. Or click the **Deduction Search** icon to search for and select a code.
11. Click the **Next Block** icon.
12. Click the **Next Block** icon.
13. If default values do not exist, enter them in the **Amount** fields as appropriate.
14. Click the **Combined Limit Rule Code Search** icon to search for and select a combined limit rule code. Or, type a rule code in the **Combined Limit Rule Code** field.
15. Click the **Save** icon.
16. Click the **Exit** icon.

# Viewing Combined Limit Results after Payroll

## Introduction

To view the effects of Combined Limit rules for an employee's 403(b) and 457 plan benefit contributions, access the Aggregated Benefit/Deduction Totals Form (PEIATOT). This form lists the employee and employer contributions by year and month. You may view this form by deduction (e.g., TIAA/CREF Retirement Annuity) or deduction type (e.g., 403b). In addition, this form may be helpful for determining if and when an employee reached the maximum Combined Limit amount for a benefit.

Note: A specific date range may be identified to view the benefit/deduction totals. The totals are displayed on the form by year and the amounts are further detailed by month.

## Banner form

**Aggregated Benefit/Deduction Totals PEIATOT 8.5**

ID:

Deduction:

Deduction Type:

Employer: BU  Banner University

From Year:   To:

To Year:   To:

Year Type: ☒ Calendar ☐ Fiscal

Year	Employee Total	Employer Total
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total:</b>	<input type="text"/>	<input type="text"/>

**Life to Date Totals**  
Employee:   
Employer:

Month	Employee Amount	Employer Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Steps

Follow these steps to view combined limit results.

1. Access the Aggregated Benefit/Deduction Totals Form (PEIATOT).
2. Enter an ID number in the **ID** field. Or click the **ID Search** icon to search for and select an ID.
3. Enter either a deduction or a deduction type. In this example, type a deduction type (e.g., *10* for 403B) in the **Deduction Type** field.
4. Click the **Next Block** icon.
5. Review the values that display.
6. Click the **Exit** icon.



# Self Check

---

## Directions

Use the information you have learned in this workbook to complete this self check activity.

### Question 1

At a minimum, how often must the employee, employer, and combined limits be updated on the Benefit/Deduction Combined Limit Rules Form (PTRBDCL)?

- A) Daily
- B) Weekly
- C) Monthly
- D) Annually

### Question 2

The Combined Limit on the Benefit/Deduction Combined Limit Rules Form (PTRBDCL) will always equal the Employee Limit plus the Employer Limit?

True or False

### Question 3

An employee may fall into multiple Combined Limit categories.

True or False

## Question 4

Which item below does not need to be identified in order to view the effects of Combined Limit using the Aggregated Benefit/Deduction Totals Form (PEIATOT).

- A) Employee ID
- B) Deduction or Deduction Type
- C) Employee Start Date
- D) Employer

# Answer Key

---

## Question 1

At a minimum, how often must the employee, employer, and combined limits be updated on the Benefit/Deduction Combined Limit Rules Form (PTRBCL)?

**D. Annually. The limits must be updated on at least an annual basis. However the IRS may provide updated limits throughout the year.**

## Question 2

The Combined Limit on the Benefit/Deduction Combined Limit Rules Form (PTRBDCL) will always equal the Employee Limit plus the Employer Limit?

**False.**

## Question 3

An employee may fall into multiple Combined Limit categories.

**False.**

## Question 4

Which item below does not need to be identified in order to view the effects of Combined Limit using the Aggregated Benefit/Deduction Totals Form (PEIATOT).

**C) Employee Start Date.**

# Appendix



## Section goal

The purpose of this section is to provide reference materials related to the workbook.

## Banner HCM Query Forms

Banner HCM offers numerous query forms, which can be used as an on-line report to view data. Data cannot be entered or modified on a query form. In most instances, query results can be extracted into Excel spreadsheets for ease of use/viewing or further manipulation.

Query forms always have the letter 'I' as the third character and follow these naming conventions:

- Position Control/Position Budget – N\_IXXXX
- Payroll, Employment Administration, Benefit Administration – P\_IXXXX

The second character varies depending on the module within each system. This is not an all-inclusive list.

Area	Form	Description
------	------	-------------

Area	Form	Description
Position Control	NBIBHSP – Position Budget History Inquiry Form	The Position Budget History Inquiry Form provides query access to position budget totals. You can access it from the Personnel Services Budget Menu (*HRSPSBUDGET) or by selecting <i>Salary Budget History</i> from the Options menu on the Position Definition Form (NBAPOSN).
Position Control	NBIBTOT – Position Budget Totals Inquiry form	The Position Budget Totals Inquiry Form provides query access to budget totals for regular salaries, premium earnings such as overtime, and fringe benefits. You can access it from the Personnel Services Budget Menu (*HRSPSBUDGET) or by selecting <i>Position Budget Totals</i> from the Options menu of the Position Definition Form (NBAPOSN).
Position Control	NBICLSH – Position Class History Form	The Position Class History Form displays a history of the changes made to a specified position class in the Position Class Rule Form (NTRPCLS). The changes are shown in descending order by date; that is, the most current change is shown first, and the information originally entered for the position is shown last.

Area	Form	Description
Position Control	NBIJLHS – Labor Distribution Change History Form	<p>The Labor Distribution Change History Form allows you to query and display all Job Labor Distribution Changes created for a specified employee and assignment on the Employee Jobs Form (NBAJOBS).</p> <p>Additionally, you may document the change by entering one or more comments as to why the change occurred, such as a new grant, change in funding sources, etc. A free-form explanation can be entered at <b>Change Reason</b>. This form also reports all details of the labor distribution changes by Capture Date and lists specific encumbrance data affiliated with each Job Labor Distribution.</p>
Position Control	NBIJLST – Employee Job Inquiry Form	The Employee Job Inquiry Form lists the primary, secondary, and overload positions occupied by a specified employee.
Position Control	NBIPINC – Position Incumbent List Form	The Position Incumbent List Form lists position incumbents by fiscal year as of a user-specified date. It provides data on past and present incumbents of each position, future incumbents by the effective job date, and total occupied FTEs for each position. Data provided for each incumbent includes identification number, name, job begin/end dates, and employee status.

Area	Form	Description
Position Control	NBIPLST – Position List by Position Classification Form	The Position List by Position Classification Form displays all the positions assigned to a position classification. Fields displayed include position number, position title, status, begin/end dates, type of position, and number of budgeted and filled FTEs.
Position Control	NBIPORG – Position List by Organization Form	The Position List by Organization Form provides a list of positions defined for a specified organization. Positions appear in sequence according to defined Position Number. Position FTE totals appear for each position.
Position Control	NBIPOSH – Position History form	The Position History Form displays a history of the changes made to a specified position via the Position Definition Form (NBAPOSN). The changes are shown in descending order by date; that is, the most current change is shown first, and the information originally entered for the position is shown last.
Position Control	NHIDIST – Labor Distribution Data Inquiry Form	The Labor Distribution Data Inquiry Form provides query access to all payroll distribution data for the Finance Document Number, Chart of Accounts, time frame and FOAPAL elements entered in the Key Block. The displayed information specifies the dollar amount distributed to the FOAPAL, earning and/or benefit by Employee ID. This form displays earnings and/or benefit data for the Chart of Accounts, FOAPAL elements, category, and date range entered in the Key block. To view fields that are not currently visible on the screen, move the horizontal scroll bar beneath ID or use the Next Field function.

Area	Form	Description
Position Control	NHIEDST – Employee Distribution Inquiry Form	The Employee Distribution Inquiry form provides query access to payroll distribution data. The form displays payroll distribution data for the Employee ID, time period, and category entered in the Key block. In response to your query, the system displays earnings and/or benefit data for a particular employee. Each line specifies the dollar amount distributed to the FOAPAL by earnings or deduction. The <b>Home Organization</b> displayed in the Key block is informational only, and does not determine what information is retrieved.
Benefits	PDICLST – Beneficiary Coverage Inquiry Form	The Beneficiary Coverage Inquiry Form displays data on all benefits assigned to a particular beneficiary.
Benefits	PDIDLST – Employee Deduction Query Form	The Employee Deduction Query Form lists the deductions established for a specified employee.
Benefits	PEIDHIS – Employee Deduction History Form	The Employee Deduction History Form displays a record of changes made to the Employee Deduction Form.
Benefits	PEIDTOT – Deduction Year to Date Totals Form	The Deduction Year To Date Totals Form provides monthly, quarterly, year-to-date, and life-to-date employee and employer deduction totals by fiscal, calendar, or plan year.
Benefits	PEIATOT – Aggregated Benefits/Deductions Totals Form	This form displays the cumulative year-to-date totals, life-to date totals and monthly totals contributed by the employee and the employer for all benefits or deductions that are grouped either by association or by deduction type for each employee.



Area	Form	Description
Employee Information	PEIEHIS – Employee History Form	The Employee History Form displays specified changes made to the Employee Form (PEAEMPL). It maintains data on changes to leave and benefit categories, and termination dates and reasons.
Employee Information	PEIEPRO – Employee Probationary Period Query Form	The Employee Probationary Period Query Form (PEIEPRO) provides probationary period information by Chart of Accounts (COA) and Time Sheet Organization codes.
Employee Information	PEIESUM – Employee Summary View Form	The Employee Summary View Form (PEIESUM) provides all information related to an employee including jobs, faculty assignments, faculty rank and faculty leave information, plus position budgets all on a single form.
Employee Information – Faculty	PEIFACT – Faculty Information Inquiry Form	<p>Information that appears on this form defaults from the Faculty Action Tracking Form (PEAFAC). <b>PEIFACT</b> only queries information. Records that appear here are retrieved from the current values on the Action Window of the PEAFAC form based on the query date.</p> <p>Only <i>Approved</i> faculty actions are displayed on this form. Faculty actions with any other approval decision do not appear here.</p>
Employee Information – Earnings	PEIETOT – Employee Year to Date Totals Form	The Employee Year To Date Totals Form provides monthly, quarterly, and year-to-date employee totals by designated fiscal/calendar year. Data displayed includes hours worked, gross amount, and net amount.

Area	Form	Description
Employee Information – Earnings	PEIJTOT – Job Year to Date Totals Form	The Job Year To Date Totals Form provides monthly, quarterly, and year-to-date job totals by either fiscal or calendar year. It displays data on hours and gross amounts accumulated for the requested earnings code and all earnings in a specific assignment.
Employee Information – Leaves	PEIFMLA – Employee FMLA Status Inquiry Form	The Employee FMLA Status Inquiry Form displays a history of the leaves that a specified employee has taken under the Family and Medical Leave Act (FMLA) during the specified FMLA year.
Employee Information – Leaves	PHIACCR – Pay History Leave Accruals Form	The Pay History Leave Accruals Form displays an employee's leave accrual history as of a specified payroll. Data displayed includes each leave code, hours accrued, hours taken, and a banked hours indicator. If the <b>Bank Indicator</b> field is checked, the current accrued hours are banked hours.
Employee Information – Leaves	PEILHIS – Employee Leave History Form	The Employee Leave History Form displays the leave history of a specified employee. It includes changes made to an employee's leave records on the Employee Leave Balances Form (PEALEAV) and during payroll runs. Data displayed includes leave code, effective date, hours banked, hours accrued, hours taken, date available, change reason, and ID of the user who made the change.
Employee Information – Job	PEIJHIS – Employee Job History Form	The Employee Job History Form displays data on each job held by a specific employee.

Area	Form	Description
Employee Information – Job	PEISALH – Employee Salary History Inquiry Form	<p>The Employee Salary History Inquiry Form (PEISALH) lists the primary, secondary, and overload positions occupied by a specified employee. Related job information from the Employee Jobs Form (NBAJOBS) defaults here for each position.</p> <p>The PEISALH form contains the same information as the Employee Job Inquiry Form (NBIJLST), except that PEISALH is intended to be used by someone who is allowed to have access to the <b>Annual Salary</b> and the <b>Appointment Percent</b> of an employee. These two fields are the only distinction between the two forms.</p>
Payroll – Pay Events	PHICHEK – Check Detail Inquiry Form	The Check Detail Inquiry Form provides the details of a specified pay event, including check/Direct Deposit numbers, recipient, gross and net amounts, earnings codes and rates, deductions, and hours worked during the pay period.
Payroll – Pay Events	PHILIST – Pay Event List Form	The Pay Event List Form provides a record of all payroll transactions and adjustments for a specified employee. Transactions are displayed in chronological order, with the most recent transactions appearing first.

Area	Form	Description
Payroll – Payroll Processing	PHIDERR – Pay History Display Errors Form	The Pay History Display Errors Form (PHIDERR) displays the errors encountered during payroll for a specified employee. The Main window displays the error messages associated with each pay event. The Disposition Error List Position Details window displays detailed data on the position associated with this error message. To access this window, select <i>Disposition Error List Position Details</i> from the Options menu.
Payroll – Payroll Processing	PHIJOBS – History Jobs Inquiry Form	The History Jobs Inquiry Form displays the history jobs records of employees by pay event, time sheet organization, and time sheet/roster indicator. Records are displayed only for computer-generated pay events. The total hours and units for specific records are also displayed.
Payroll – Payroll Processing/ Time Entry	PHIETIM – Web/Department Employee Time Inquiry Form	The Web/Department Employee time Inquiry Form provides a summary of hours entered.
Payroll – Payroll Processing/ Time Entry	PHITSKY – Time Sheet Keys Form	The Time Sheet Keys Form (PHITSKY) enables you to view the pay events, time sheet organizations, and roster indicators for a specified person.

Area	Form	Description
Payroll – Payroll Processing/ Time Entry	PHITTOT – Time Sheet Totals Form	<p>The Time Sheet Totals Form (PHITTOT) is a query form. It enables you to view the total hours for each payroll by organization and roster indicator.</p> <p>The only earnings codes totaled are those whose <b>Hours or Units Indicator</b> field on the Earnings Code Rule Form (PTREARN) is set to <i>Hours</i>.</p>

# Centralized Payroll Forms

One Time Additional Deduction – Used to process a missed payroll deduction

One Time Refund Deduction – Used to process a refund of a payroll deduction

One Time Over-ride Deduction – Used to process a over-ride of a payroll deduction

## ONE-TIME ADDITIONAL DEDUCTION

Processed by \_\_\_\_\_

Institution \_\_\_\_\_

**Instruction to Complete**

**Complete Supporting Document (SED) and fax (225)922-2813**

**Supporting Document Mailed to Vendor Date mailed:**

**Forward to PAYROLL TO BE PROCESSED**

### Select Reason for One-Time

NE- New Hire

C- Change in Coverage

N- Not Eligible

R- Retirement enrollment

I- Incorrect deduction code

T- Transfer from BU or Other State Agency

Emplid	Name	Location	E-Class	Position	HIRE DATE	Coverage Begin Date	Deduction Begin Date	Reason	Deduction Code	B or A Tax	Taxable Gross	Due FROM EmployEE	Due FROM EmployER	SED FORM REC'D Y N

## LCTCS PAYROLL NOTIFICATION OF FINAL PAY CHECK

Pay period Dates:

Effective Date of Action:

Employee:

EMPLID:

Institution:

/Campus (if applicable):

Final Paycheck Action Taken:

/ / Termination    / /Resignation    / /Retirement    / / Other \_\_\_\_\_

Terminal Leave Payout (only if not transferring to another state agency w/o a break in service)

Effective Date:

Annual Leave (300 hrs max):    Hours:                      Amount (\$):

Sick Leave (200 hrs max at retirement and death only – and only for Unclassified Employees):

Hours:                      Amount (\$):

1 ½ Compensatory Leave when TERM from (classified) to an unclassified position or leaves employment:

Hours:                      Amount (\$):

Straight time compensatory leave not eligible for payout.

Exist forms have been completed for payroll deduction to stop (faxed to the vendor and payroll)    yes ( )                      no ( )

Action Entered by:

# Terminology

---

## Amount

The Amount value is the sum to be deducted per pay period for the specified deduction option. It is established on PTRBDCA.

## Amount entry

Specifies whether you must enter data into this field. The content of this field matches the content of the corresponding **Amount Entry** field on PTRBDCA. See below for descriptions of each entry:

**No Entry** – No entry required or allowed in the **Amount** field

**Required** - The **Amount** field must be completed. If an amount is specified on PTRBDCA, it will be displayed.

**Optional** – You may enter a value in the **Amount** field, but it is not required.

## Begin date

The date the deduction was established for the employee. If the current deduction was established on the Employee Benefit/Deduction Setup Form (PDABDSU), the Begin Date for that benefit/deduction matches the Begin Date specified on PDABDSU.

## Calc rule

Specifies the calculation rule associated with the deduction. It provides formulas that show how a deduction will behave. The rule determines how the system calculates the employer amount (if any) and the employee amount applied to the deduction. The system



obtains this value from the Benefit/Deduction Rule Form (PTRBDCA), which defines the rules for the deduction. Most enterprises will have between twenty and thirty calculation rules.

## Combined Limit benefit /deduction

Combined Limit benefits/deductions refer to benefits/deductions are linked together to enforce employee, employer, and applicable gross maximums, as established on the Combined Limits Rule form.

## Contingent benefit /deduction

Contingent benefits/deductions refer to benefits/deductions that require enrollment in a predefined, related core benefit/deduction.

## Core benefits /deductions

Core benefits/deductions refer to benefits/deductions that are prerequisites that should be satisfied prior to enrollment in a related contingent benefit/deduction.

## Effective date

Represents the date the information currently displayed went into effect, or will go into effect, for payroll purposes. To record the actual date of coverage, if different from the effective date, use the **Coverage Begin Date** from the Beneficiary Coverage Form (PDABCOV). The Effective Date must equal the Begin Date for the initial setup of the benefit/deduction.

## End date

Specifies when the deduction terminated.

## Last paid

Represents the employee's last paid date. It is the end of the latest pay cycle for which the employee has been paid, or for which the payroll extraction process via the Time Processing Report (PHPTIME) has been run. The system does not accept any benefit changes with an effective date prior to the last paid date.

## Options value

Use is determined by the calculation rule assigned to the benefit/deduction. The associated **Options Entry** field specifies whether you must enter data into this field. The content of this field matches the content of the corresponding **Options Entry** field on the Benefit/Deduction Rule Form (PTRBDCA). See below for descriptions of each value:

**No Entry** – No entry required or allowed in the **Options Value** field.

**Required** – The **Options Value** field must be completed.

**Optional** – You may enter a value in the **Options Value** field, but it is not required.

**System** – Generated value used for life insurance processing.

## Query date

The date that the deduction information is required. The system displays information that was, is, or will be in effect for the deduction on the specified date. The current date or the query date last used displays, but this date may be updated.

## Status

Specifies the standing of the deduction: Active, Terminated, Waived, or Exempt.

**Active** – The deduction has been established for the employee and the deduction is currently being processed. The effective date associated with this value must be after the date in the **Last Paid** field.

**Exempt** – The deduction has been established for the employee, but the deduction is not being taken. In this case, the system does not maintain the applicable gross and does not calculate the deduction amount.

**Terminated** – The employee's enrollment in this deduction has been terminated. The system places the effective date associated with this value in the **End Date** field.

**Waived** – The deduction has been established for the employee but the deduction is not being taken. The system maintains the applicable gross, but does not calculate the deduction amount.

## System

The value that the system calculates based on a Calc rule. This entry is used primarily for life insurance.

## Forms Job Aid

Form	Full Name	Use this Form to...
NBAJOBS	Employee Jobs Form	change employee status.
PCABENE	COBRA Dependent and Beneficiary Form	set up COBRA employees and beneficiaries.
PCAPERS	COBRA Person Form	maintain data on persons eligible for COBRA benefits. Appropriate notification, late payment, enrollment end, and termination notices are run in a background process.
PDABCOV	Beneficiary Coverage Form	view, add, or delete dependents and beneficiaries by employee for each benefit.
PEAEMPL	Employee Form	enter the employee termination or leave of absence info.
PTRBCAT	Benefit Category Rule Form	establish groupings or packages of benefits to manage the distribution of benefits according to employee eligibility.
PTRBDCA	Benefit/Deduction Rule Form	establish and define the Benefit and Deduction codes used by the Payroll System.
PTRBDCL	Benefit/Deduction Combined Limit Rules Form	specify annual dollar limits for combinations of employee retirement plans, 50+ catch-up contributions, and the 15-year rule plan.

Form	Full Name	Use this Form to...
PTRBDFQ	Benefit Payroll Frequency Rule Form	specify how many times a life insurance premium is taken in a given month.
PTRBDMC	Mass Change Rule Form	specify rules for mass change and the criteria for including any benefit or deduction record in the Benefit/Deduction Mass Change Process (PDPBDMC) can be determined, controlled, and defined in the Benefit/Deduction Mass Change Rule Form (PTRBDMC). This rule form gives you the ability to influence which benefits or deductions should be modified and what information is to be modified.
PTRBREA	Benefit Deduction Change Reason Rules Form	define reasons for employee benefit change and associate those reasons with a change type.
PTRBREL	Beneficiary Relationship Rule Form	establish codes that identify the relationship to an employee (or other benefactor) that makes a beneficiary eligible for benefits.
PTRGTAX	Taxable Life Insurance Premium Rule Form	review tax information.
PTRINST	Installation Rules Form	identify rules that apply throughout your installation and establish them in the database at an installation level.
PTRLFCH	Life Event Change Rules Form	defines rules to control the Self-Service processing for a primary group, and each associate benefit or deduction in the primary group.
PTRLIFE	Life Insurance Calculation Process Parameter Rule Form	set up parameters to calculate the life insurance amounts.

Form	Full Name	Use this Form to...
PTRLIFI	Life Insurance Rule Form	establish and define life insurance coverage amounts.
PTRLIFI	Life Insurance Rule Form	establish and define life insurance coverage amounts.
PTRPREM	Life Insurance Premium Rule Form	establish life insurance coverage amounts.
PTVDDOC	Benefit Deduction Supporting Documents Validation Form	define any supporting documentation employees will need to provide as part of enrollment as a new hire or with a life event.
PTVDREA	Benefit Deduction Termination Reason Code	define benefit and deduction termination reasons for your employer
PTVFMST	FMLA Status Validation Form	identify the statuses that you can assign to leaves claimed under the Family and Medical Leave Act (FMLA).
PTVFREA	FMLA Leave Reason Validation Form	set up FMLA Leave Reason codes.