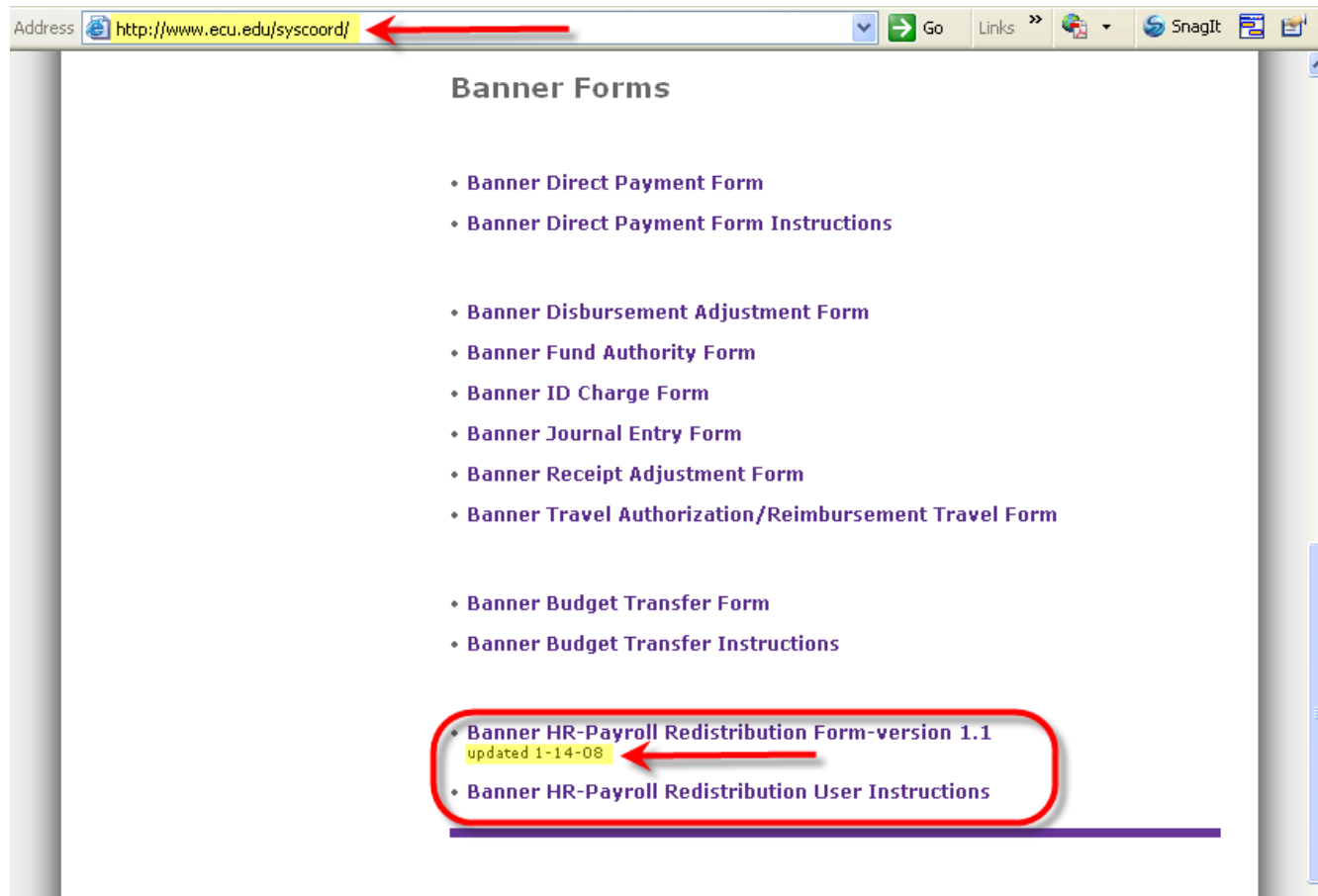# How to Use the Banner HR-Payroll Redistribution Form

The Banner HR-Payroll Redistribution Form was developed by Systems Coordination. The forms and instructions may be found on the Systems Coordination website at https://financialservices.ecu.edu/systems-coordination/. You will want to periodically go to the Systems Coordination website to see if there have been any changes to the form.


Please be sure to read the instructions found on the Systems Coordination website.

Below, I will provide additional tips and instructions learned from using the form a few times. The instructions that follow are written using Excel 2007.

When you open the form, you will see a "Security Warning" and will need to click on the "Options" button.

You will need to click on the radio buttons to "Enable this content" in the Macro section and in the Data Connection section.   Then click on "OK".
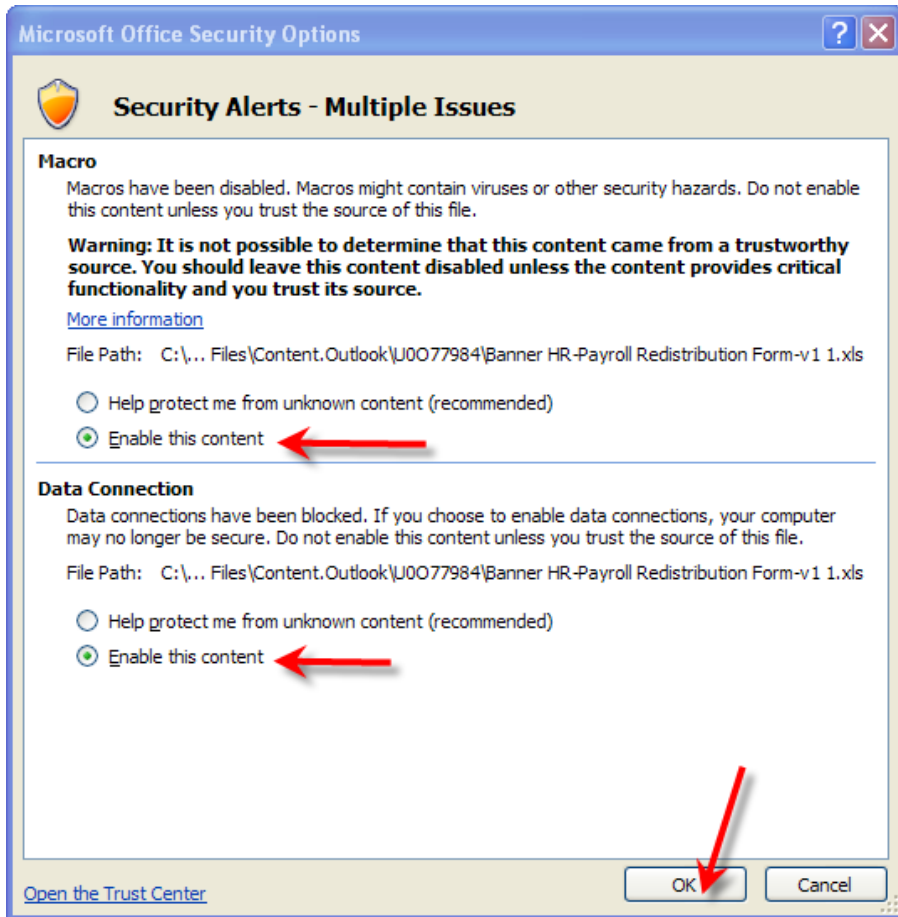
If you still receive error below stating "Because of your security settings, macros have been disabled."
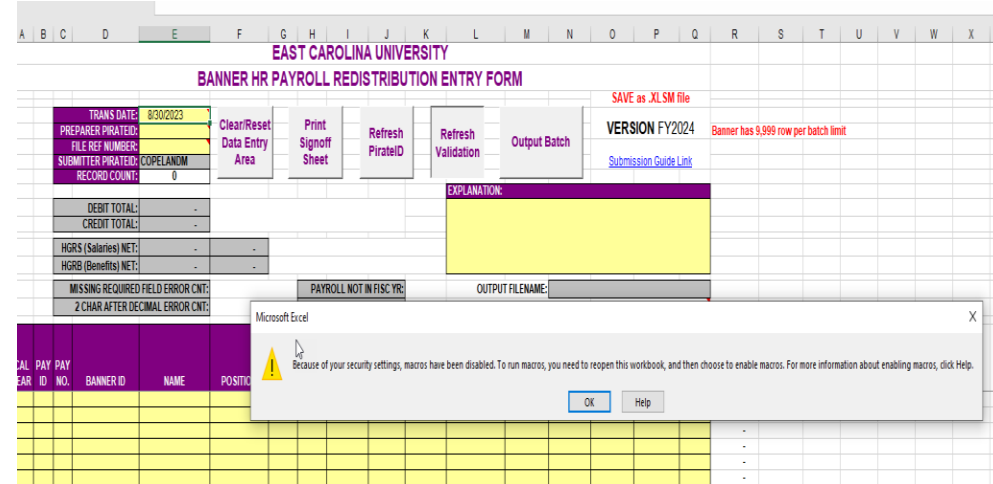
Close file and navigate to where file downloaded or where it was saved and right click on it and then go to properties, In General tab check the Unblock box.
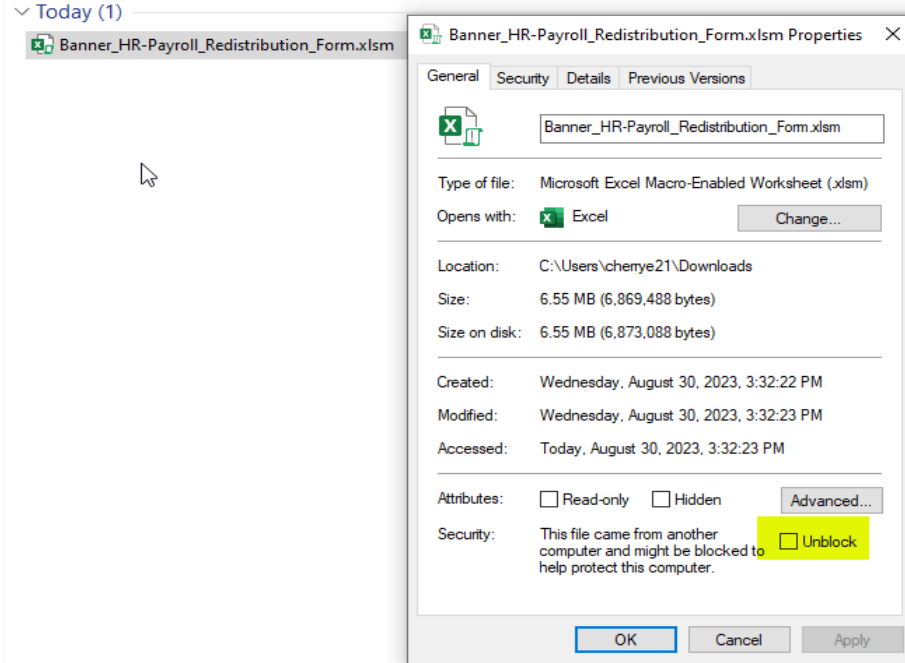
You will then be prompted to login to ODS. This login is <u>required</u> for the data validation to work. Without the validation, the form will not function properly.
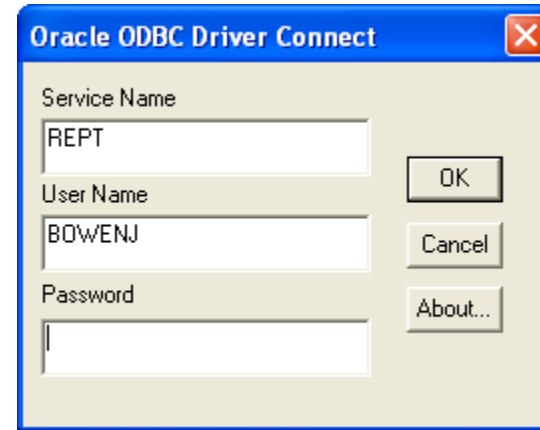
The spreadsheet will look like the following screen print.

EAST CAROLINA UNIVERSITY
BANNER HR PAYROLL REDISTRIBUTION ENTRY FORM

TRANS DATE:	1/11/2008
PREPARER ID:	
FILE REF NUMBER:	
RECORD COUNT:	0
DEBIT TOTAL:	-
CREDIT TOTAL:	-
MISSING REQUIRED FIELD ERROR CNT	

Clear/Reset Data Entry Area

Output Batch

CAL YEAR	PAY ID	PAY NO	BANNER ID	NAME	POSITION	JOB SUFFIX	JOB E-CLASS	EARN or BDCA CODE	RULE CODE (HGRS or HGRB)	FUND (6 Digits)	ORGANIZATION (2-6 Digits)	ACCOUNT (5 Digits)	PROGRAM (4 Digits)	ACTIVITY (1-6 Digits) *Optional*	AMOUNT	D/C

Data Entry | Payroll Inquiry | GURFEED | OUTPUT

- The TRANS DATE: will default to today's date. Do not alter the transaction date.

- You will enter your Exchange User ID in the PREPARER ID: box. This is the same as your user name used to login to ODS.

- The FILE REF NUMBER: is any three-digit combination of numbers or letters that you choose. If you prepare more than one redistribution in a day, the file reference number MUST be different otherwise the first file will be overwritten.

After filling in the above mentioned items, I suggest that you move to the second tab, "Payroll Inquiry", to gather the data you need to change. That spreadsheet looks like the following screen print.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	**Payroll Inquiry**																	
2																		
3	Calendar year	2007																
4	Banner ID	B00000000			REFRESH Query			Load Reversal Rows to Data Entry Area (based on Query results)										
5	Position	%																
6	Payroll ID	%																
7	Payroll Start #	21																
8	Payroll End #	24																
9	Fund	%						Load Original Rows to Data Entry Area (from Query results)										
10	Orgn	%																
11	Acct	%																
12	Prog	%																
13	Earn Code	%	Only restrict by Earn Code if the Account on the gross salary needs correction.															
14																		
15																		
16	CAL YEAR	PAYROLL ID	PAY NO.	BANNER ID	NAME	POSITION	JOB SUFF	E-CLASS	EARN CODE or BDCA CODE	RULE CODE	FUND	ORGN	ACCT	PROG	ACTV	AMOUNT	D/C	REVERSAL SIGN
17																		
18																		
19																		

Data Entry | **Payroll Inquiry** | GURFEED | OUTPUT

- **Calendar year** is just that—January 1 through December 31; do not confuse this with the Fiscal or Academic Year.

- Enter the **Banner ID** of the person for whom you want to make a change to how he/she was paid; or enter B% if you will be selecting multiple persons.

- Leave the % sign in the **Position** field unless you know the specific position involved; i.e., 912345 for pre-Banner positions or 00000X for numbers assigned since Banner HR has gone live.

- **Payroll ID** will be one of the following: "%" if you are unsure of the ID; "PB" if for payrolls from July 1 – October 31, 2007 which were Pre-Banner transactions.; "SM" for Semi-Monthly payrolls of regular employees; or "TS" for those temps and students whose time must be submitted on a timesheet.

- **Payroll Start # and Payroll End #:** please refer to the following list:
    - 1 = January 15   2 = January 31
    - 3 = February 15   4 = February 28 (29th if leap year)
    - 5 = March 15   6 = March 31
    - 7 = April 1   8 = April 30
    - 9 = May 15   10 = May 31
    - 11 = June 15   12 = June 30
    - 13 = July 15   14 = July 31
    - 15 = August 15   16 = August 31
    - 17 = September 15   18 = September 30
    - 19 = October 15   20 = October 31
    - 21 = November 15   22 = November 30
    - 23 = December 15   24 = December 31

- **Fund**

- **Orgn**

- **Acct**

- **Prog**

> Leave the "%" if you are unsure of an entry. You may complete any part of the FOAP that will help narrow down your search for the entries that need to be redistributed. Example: you want all EPA salaries paid from 60100 and 60150, plus the associated accounts for graduate assistantship pay, enter 601%, to pull all of those payroll salary entries. NOTE: You will not get the associated benefits since they begin with 61%.

- **Earn Code** is used if you are looking for a specific earnings code, such as Pre-Banner earnings code 225 for Summer School Pay. Please be sure to read the note on the form as to when you may want to use this criteria option.

Once you have completed as much of the criteria as you feel is necessary for extracting the data you want, move your cursor into cell **A17**. Then click on "Refresh Query".
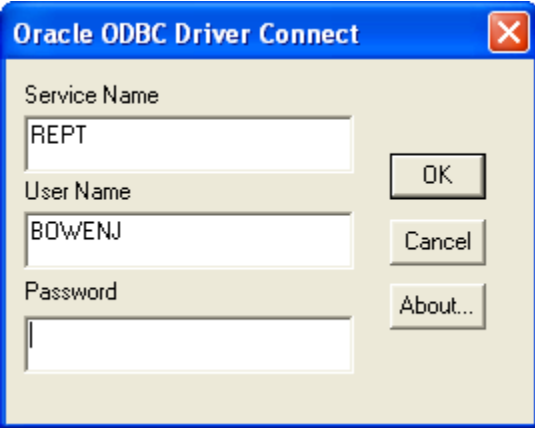
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	**Payroll Inquiry**																	
2																		
3	Calendar year	2007																
4	Banner ID	B					**Load Reversal Rows to**											
5	Position	%			**REFRESH Query**		**Data Entry Area**											
6	Payroll ID	%					**(based on Query results)**											
7	Payroll Start #	13																
8	Payroll End #	24																
9	Fund	%					**Load Original Rows to**											
10	Orgn	%					**Data Entry Area**											
11	Acct	%					**(from Query results)**											
12	Prog	%																
13	Earn Code	%		Only restrict by Earn Code if the Account on the gross salary needs correction.														
14																		
15																		
16	CAL YEAR	PAYROLL ID	PAY NO.	BANNER ID	NAME	POSITION	JOB SUFF	E-CLASS	EARN CODE or BDCA CODE	RULE CODE	FUND	ORGN	ACCT	PROG	ACTV	AMOUNT	D/C	REVERSAL SIGN
17																		
18																		
19																		
20																		
21																		

Data Entry | **Payroll Inquiry** | GURFEED | OUTPUT

You will be prompted to login to ODS again.

The spreadsheet should populate with the data based upon your criteria.

In the example below, I populated Calendar Year, Banner ID (blocked from view), Payroll Start and End Dates. The results provided the person's name based on the Banner ID provided. This is a double check that you have pulled the information on the correct person (person's name blocked from view). If you are satisfied with the data retrieved, click on "Load Reversal Rows to Data Entry Area (based on Query results)" button. NOTE: You may realize that you can be more specific in your criteria, make a change to the criteria, return to cell A17 and Refresh the Query again to narrow the search.

Payroll Inquiry

Calendar year	2007	
Banner ID	B	
Position	%	
Payroll ID	%	
Payroll Start #	13	
Payroll End #	24	
Fund	%	
Orgn	%	
Acct	%	
Prog	%	
Earn Code	%	Only restrict by Earn Code if the Account on the gross salary needs correction.

REFRESH Query

Load Reversal Rows to Data Entry Area (based on Query results)

Load Original Rows to Data Entry Area (from Query results)

CAL YEAR	PAYROLL ID	PAY NO.	BANNER ID	NAME	POSITION	JOB SUFF	E-CLASS	EARN CODE or BDCA CODE	RULE CODE	FUND	ORGN	ACCT	PROG	ACTV	AMOUNT	D/C	REVERSAL SIGN
2007	PB	13	B		908923	PB	ZZ	001		HGRS	111170	27	60200	0000		2,865.12	D	C
2007	PB	13	B		908923	PB	ZZ			HGRB	111170	27	61202	0000		218.72	D	C
2007	PB	13	B		908923	PB	ZZ			HGRB	111170	27	61205	0000		204.57	D	C
2007	PB	13	B		908923	PB	ZZ			HGRB	111170	27	61271	0000		160.57	D	C
2007	PB	14	B		908923	PB	ZZ	001		HGRS	111170	27	60200	0000		2,865.12	D	C
2007	PB	14	B		908923	PB	ZZ	136		HGRS	111170	27	60444	0000		125.00	D	C
2007	PB	14	B		908923	PB	ZZ			HGRB	111170	27	61202	0000		218.75	D	C
2007	PB	14	B		908923	PB	ZZ			HGRB	111170	27	61202	0000		9.54	D	C
2007	PB	14	B		908923	PB	ZZ			HGRB	111170	27	61205	0000		204.57	D	C
2007	PB	14	B		908923	PB	ZZ			HGRB	111170	27	61205	0000		8.92	D	C
2007	PB	14	B		908923	PB	ZZ			HGRB	111170	27	61271	0000		160.57	D	C
2007	PB	15	B		908923	PB	ZZ	001		HGRS	111170	27	60200	0000		2,865.12	D	C
2007		15	B			PB	ZZ				111170							

This is what you will see.

EAST CAROLINA UNIVERSITY
BANNER HR PAYROLL REDISTRIBUTION ENTRY FORM

TRANS DATE:	1/11/2008
PREPARER ID:	bowenj
FILE REF NUMBER:	001

Clear/Reset Data Entry Area

Output Batch

| RECORD COUNT: | 59 |

DEBIT TOTAL:	-	**ERROR-Debits must equal Credits**
CREDIT TOTAL:	43,576.33	
MISSING REQUIRED FIELD ERROR CNT		

CAL YEAR	PAY ID	PAY NO	BANNER ID	NAME	POSITION	JOB SUFFIX	JOB E-CLASS	EARN or BDCA CODE	RULE CODE (HGRS or HGRB)	FUND (6 Digits)	ORGANIZATION (2-6 Digits)	ACCOUNT (5 Digits)	PROGRAM (4 Digits)	ACTIVITY (1-6 Digits) Optional	AMOUNT	D/C
2007	PB	13	B		908923	PB	ZZ	001	HGRS	111170	27	60200	0000		2,865.12	C
2007	PB	13	B		908923	PB	ZZ		HGRB	111170	27	61202	0000		218.72	C
2007	PB	13	B		908923	PB	ZZ		HGRB	111170	27	61205	0000		204.57	C
2007	PB	13	B		908923	PB	ZZ		HGRB	111170	27	61271	0000		160.57	C
2007	PB	14	B		908923	PB	ZZ	001	HGRS	111170	27	60200	0000		2,865.12	C
2007	PB	14	B		908923	PB	ZZ	136	HGRS	111170	27	60444	0000		125.00	C
2007	PB	14	B		908923	PB	ZZ		HGRB	111170	27	61202	0000		218.75	C
2007	PB	14	B		908923	PB	ZZ		HGRB	111170	27	61202	0000		9.54	C
2007	PB	14	B		908923	PB	ZZ		HGRB	111170	27	61205	0000		204.57	C
2007	PB	14	B		908923	PB	ZZ		HGRB	111170	27	61205	0000		8.92	C
2007	PB	14	B		908923	PB	ZZ		HGRB	111170	27	61271	0000		160.57	C
2007	PB		B		908923	PB	ZZ	001	HGRS	111170	27	60200	0000		2,865.12	C

All entries are now in red and have the appropriate reversal C or D(as the case may be). At this time, because you have only loaded the reversal entries, you will get an error message.

Return to the "Payroll Inquiry' Tab. At this point you should be ready to click on "Load Original Rows to Data Entry Area (from Query results).

Payroll Inquiry

Calendar Year	2007
Banner ID	B
Position	%
Payroll ID	%
Payroll Start #	13
Payroll End #	24
Fund	%
Orgn	%
Acct	%
Prog	%
Earn Code	%

REFRESH Query

Load Reversal Rows to Data Entry Area (based on Query results)

Load Original Rows to Data Entry Area (from Query results)

Only restrict by Earn Code if the Account on the gross salary needs correction.

CAL YEAR	PAYROLL ID	PAY NO.	BANNER ID	NAME	POSITION	JOB SUFF	E-CLASS	EARN CODE or BDCA CODE	RULE CODE	FUND	ORGN	ACCT	PROG	ACTV	AMOUNT	D/C	REVERSAL SIGN
2007	PB	13	B		908923	PB	ZZ	001		HGRS	111170	27	60200	0000		2,865.12	D	C
2007	PB	13	B		908923	PB	ZZ			HGRB	111170	27	61202	0000		218.72	D	C
2007	PB	13	B		908923	PB	ZZ			HGRB	111170	27	61205	0000		204.57	D	C
2007	PB	13	B		908923	PB	ZZ			HGRB	111170	27	61271	0000		160.57	D	C
2007	PB	14	B		908923	PB	ZZ	001		HGRS	111170	27	60200	0000		2,865.12	D	C
2007	PB	14	B		908923	PB	ZZ	136		HGRS	111170	27	60444	0000		125.00	D	C
2007	PB	14	B		908923	PB	ZZ			HGRB	111170	27	61202	0000		218.75	D	C
2007	PB	14	B		908923	PB	ZZ			HGRB	111170	27	61202	0000		9.54	D	C
2007	PB	14	B		908923	PB	ZZ			HGRB	111170	27	61205	0000		204.57	D	C
2007	PB	14	B		908923	PB	ZZ			HGRB	111170	27	61205	0000		8.92	D	C
2007	PB	14	B		908923	PB	ZZ			HGRB	111170	27	61271	0000		160.57	D	C
2007	PB	15	B		908923	PB	ZZ	001		HGRS	111170	27	60200	0000		2,865.12	D	C
2007	PB	15	B		908923	PB	ZZ			HGRB	111170	27	61202	0000		218.72	D	C
2007	PB	15	B		908923	PB	ZZ			HGRB	111170	27	61205	0000		204.57	D	C

This is what you will see.

At this point, you need to make the necessary changes to the lines in black—the original entries—to effect the redistribution.

NOTE: If you are changing the position number that a person was paid from, be sure to check in INB that the E-Class is still correct for the position. One recent example that I encountered, was a redistribution from 60100 (EPA-NT) to 60200 (SPA)—the E-class had to be changed!!

If you should need to delete one or more lines of data on the "Data Entry" tab, you must do it in two steps as you cannot delete the row or clear the contents of the row because of the validation.   Please see the following example for how to remove one line of data from the "data Entry" tab.

You want to remove the line in Payroll 14 with earnings code 136 from your redistribution.

Part one of the removal of an entry involves selecting the first four columns—CAL YEAR, PAY ID, PAY NO, and BANNER ID only. You may press delete to remove the contents of those cells and the name will also disappear from the spreadsheet.

EAST CAROLINA UNIVERSITY
BANNER HR PAYROLL REDISTRIBUTION ENTRY FORM

TRANS DATE:	1/30/2008
PREPARER ID:	bowenj
FILE REF NUMBER:	001

Clear/Reset Data Entry Area

Output Batch

| RECORD COUNT: | 59 |

DEBIT TOTAL:	-	ERROR-Debits must
CREDIT TOTAL:	43,576.33	equal Credits
MISSING REQUIRED FIELD ERROR CNT	5	

CAL YEAR	PAY ID	PAY NO	BANNER ID	NAME	POSITION	JOB SUFFIX	JOB E-CLASS	EARN or BDCA CODE	RULE CODE (HGRS or HGRB)	FUND (6 Digits)	ORGANIZATION (2-6 Digits)	ACCOUNT (5 Digits)	PROGRAM (4 Digits)	ACTIVITY (1-6 Digits) Optional	AMOUNT	D/C
2007	PB	13	B0		908923	PB	ZZ	001	HGRS	111170	27	60200	0000		2,865.12	C
2007	PB	13	B0		908923	PB	ZZ		HGRB	111170	27	61202	0000		218.72	C
2007	PB	13	B0		908923	PB	ZZ		HGRB	111170	27	61205	0000		204.57	C
2007	PB	13	B0		908923	PB	ZZ		HGRB	111170	27	61271	0000		160.57	C
2007	PB	14	B0		908923	PB	ZZ	001	HGRS	111170	27	60200	0000		2,865.12	C
					908923	PB	ZZ	136	HGRS	111170	27	60444	0000		125.00	C
2007	PB	14	B		908923	PB	ZZ		HGRB	111170	27	61202	0000		9.54	C
2007	PB	14	B		908923	PB	ZZ		HGRB	111170	27	61202	0000		218.75	C
2007	PB	14	B		908923	PB	ZZ		HGRB	111170	27	61205	0000		8.92	C
2007	PB	14	B		908923	PB	ZZ		HGRB	111170	27	61205	0000		204.57	C
2007	PB	14	B		908923	PB	ZZ		HGRB	111170	27	61271	0000		160.57	C
2007	PB	15	B		908923	PB	ZZ	001	HGRS	111170	27	60200	0000		2,865.12	C
2007	PB	15	B		908923	PB	ZZ		HGRB	111170	27	61202	0000		218.72	C
2007	PB	15	B		908923	PB			HGRB	111170	27	61205	0000			

Part two of the removal of an entry involves selecting all cells to the right of NAME. You may press delete to remove the contents of those cells.

EAST CAROLINA UNIVERSITY
BANNER HR PAYROLL REDISTRIBUTION ENTRY FORM

TRANS DATE:	1/30/2008
PREPARER ID:	bowenj
FILE REF NUMBER:	001

| RECORD COUNT: | 58 |

DEBIT TOTAL:	-	ERROR-Debits must equal Credits
CREDIT TOTAL:	43,451.33	
MISSING REQUIRED FIELD ERROR CNT		

Clear/Reset Data Entry Area

Output Batch

CAL YEAR	PAY ID	PAY NO	BANNER ID	NAME	POSITION	JOB SUFFIX	JOB E-CLASS	EARN or BDCA CODE	RULE CODE (HGRS or HGRB)	FUND (6 Digits)	ORGANIZATION (2-6 Digits)	ACCOUNT (5 Digits)	PROGRAM (4 Digits)	ACTIVITY (1-6 Digits) Optional	AMOUNT	D/C
2007	PB	13	B		908923	PB	ZZ	001	HGRS	111170	27	60200	0000		2,865.12	C
2007	PB	13	B		908923	PB	ZZ		HGRB	111170	27	61202	0000		218.72	C
2007	PB	13	B		908923	PB	ZZ		HGRB	111170	27	61205	0000		204.57	C
2007	PB	13	B		908923	PB	ZZ		HGRB	111170	27	61271	0000		160.57	C
2007	PB	14	B		908923	PB	ZZ	001	HGRS	111170	27	60200	0000		2,865.12	C
2007	PB	14	B		908923	PB	ZZ		HGRB	111170	27	61202	0000		9.54	C
2007	PB	14	B		908923	PB	ZZ		HGRB	111170	27	61202	0000		218.75	C
2007	PB	14	B		908923	PB	ZZ		HGRB	111170	27	61205	0000		8.92	C
2007	PB	14	B		908923	PB	ZZ		HGRB	111170	27	61205	0000		204.57	C
2007	PB	14	B		908923	PB	ZZ		HGRB	111170	27	61271	0000		160.57	C
2007	PB	15	B		908923	PB	ZZ	001	HGRS	111170	27	60200	0000		2,865.12	C
2007	PB	15	B		908923	PB	ZZ		HGRB	111170	27	61202	0000		218.72	C
2007	PB	15	B		908923	PB	ZZ		HGRB	111170	27	61205	0000		204.57	C

You now have a blank row in the middle of your "Data Entry" spreadsheet. It will not hurt anything. If you need to select additional payrolls for redistribution, the entries will be placed below the last entry on the spreadsheet.