



BANNER FINANCIAL AID SYSTEM

Work-Study Award Year Transition 2006-07 to 2007-08

In this document, we will outline important information concerning the posting and adjusting of the end-of-year student work-study payrolls in Banner. Also, for your reference we are including the **2007-2008 Payroll and Payroll Load Dates** schedule.

As in past years, the last two work-study payrolls in June 2007 will be batch posted to the 2007-08 aid year. Depending upon your business practices, you may want to include the earnings from Payroll #1 and a portion of the earnings from Payroll # 2 as students' earnings and expenditures for the 2006-07 aid year. This will require manual adjustments to students' Banner records.

The payrolls are:

Payroll #1	6/8 – 6/21/07	Payroll Load Date	7/13/2007
Payroll #2	6/22 – 7/5/07	Payroll Load Date	7/27/2007

After these payrolls have loaded into Banner, make the adjustments as outlined on the following page:

1. From the first block of RJASEME (Student Employment Mass Entry Form), enter the **Aid Year - 0708** along with the **Period End Date** of **21-JUN-07**. In the next block, your student workers are displayed.

2. In the **Gross** column, you will see an amount for each student who had earnings during this pay period. You must **deduct** these earnings from the 0708 aid year by entering the gross amount as a negative amount in the **Adjusted Amount** column. (Be sure to make a note of the students and amounts you are adjusting. On step 3 since you will **add** these amounts to the students' 0607 earnings.) **SAVE**

3. Still on RJASEME, rollback and enter the **Aid Year - 0607** and the **Period End Date** of **07-JUN-07**. (This is the last 0607 payroll that was posted in Banner.) In the **Adjusted Amount** column, you must **add** the amount deducted in Step 2. **SAVE**
The gross earnings column will now include the actual earnings for the pay period ending 07_JUN-2007 plus the earnings for the pay period ending 21_JUN_2007.

4. Be sure to check your PROD/Reports folder for a Payroll Exception report. If you have an exception report for this payroll, be sure to post earnings to the correct aid year.

5. Repeat steps 1–4 for Payroll #2 – **Period End Date** of **05-July-2007**.

Board of Trustees of Community-Technical Colleges

2007-08 Payroll and Commitment Dates

Payroll #	Payrolls Remaining	Payroll Period		Pay Date	Payroll Load Date
		From	To		
1	26	8-Jun-07	21-Jun-07	6-Jul-07	13-Jul-07
2	25	22-Jun-07	5-Jul-07	20-Jul-07	27-Jul-07
3	24	6-Jul-07	19-Jul-07	3-Aug-07	10-Aug-07
4	23	20-Jul-07	2-Aug-07	17-Aug-07	24-Aug-07
5	22	3-Aug-07	16-Aug-07	31-Aug-07	7-Sep-07
6	21	17-Aug-07	30-Aug-07	14-Sep-07	21-Sep-07
7	20	31-Aug-07	13-Sep-07	28-Sep-07	5-Oct-07
8	19	14-Sep-07	27-Sep-07	12-Oct-07	19-Oct-07
9	18	28-Sep-07	11-Oct-07	26-Oct-07	2-Nov-07
10	17	12-Oct-07	25-Oct-07	9-Nov-07	16-Nov-07
11	16	26-Oct-07	8-Nov-07	23-Nov-07	30-Nov-07
12	15	9-Nov-07	22-Nov-07	7-Dec-07	14-Dec-07
13	14	23-Nov-07	6-Dec-07	21-Dec-07	28-Dec-07
14	13	7-Dec-07	20-Dec-07	4-Jan-08	11-Jan-08
15	12	21-Dec-07	3-Jan-08	18-Jan-08	25-Jan-08
16	11	4-Jan-08	17-Jan-08	1-Feb-08	8-Feb-08
17	10	18-Jan-08	31-Jan-08	15-Feb-08	22-Feb-08
18	9	1-Feb-08	14-Feb-08	29-Feb-08	7-Mar-08
19	8	15-Feb-08	28-Feb-08	14-Mar-08	21-Mar-08
20	7	29-Feb-08	13-Mar-08	28-Mar-08	4-Apr-08
21	6	14-Mar-08	27-Mar-08	11-Apr-08	18-Apr-08
22	5	28-Mar-08	10-Apr-08	25-Apr-08	2-May-08
23	4	11-Apr-08	24-Apr-08	9-May-08	16-May-08
24	3	25-Apr-08	8-May-08	23-May-08	30-May-08
25	2	9-May-08	22-May-08	6-Jun-08	13-Jun-08
26	1	23-May-08	5-Jun-08	20-Jun-08	27-Jun-08

2008-09 Payroll and Commitment Dates

1	26	6-Jun-08	19-Jun-08	4-Jul-08	11-Jul-08
2	25	20-Jun-08	3-Jul-08	18-Jul-08	25-Jul-08