



## **BANNER FINANCIAL AID SYSTEM**

### **Work-Study Award Year Transition 2007-08 to 2008-09**

In this document, we outline important information concerning the posting and adjusting of the end-of-year student work-study payrolls in Banner. Also, for your reference, we have included the 2008-2009 Payroll and Payroll Load Dates schedule.

As in past years, the last 2 work-study payrolls in June are batch posted to the upcoming aid year. In order for these earnings to be properly reported, you must manually adjust the students' Banner records to include Payroll #1 and a portion of Payroll #2 as student earnings and expenditures to the 2007-08 aid year.

The payrolls are:

Payroll #1	6/6 – 6/19/08	Payroll Load Date	7/11/2008
Payroll #2	6/20 – 7/3/08	Payroll Load Date	7/25/2008

Once these payrolls have loaded into Banner, adjust the students' records as outlined on the following page:

1. From the first block of RJASEME (Student Employment Mass Entry Form), enter the Aid Year – 0809 along with the Period End Date of 19-JUN-2008. 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 posted for this pay period. In order to adjust these amounts, you must deduct these earnings from the 0809 aid year by entering the gross amount as a negative amount in the Adjusted Amount column. Be sure to note the students and amounts you are adjusting. On step 3, you will add these amounts back to each student for 0708. SAVE
3. Still on RJASEME, rollback and enter the Aid Year – 0708 with the Period End Date – 05-JUN-2008. This is the last payroll for 0708 that was posted in Banner. In the adjusted column, you must now add the amount(s) deducted from each student in Step 2. SAVE. The gross earnings column will now include the actual earnings for the pay period ending 05-JUN-2008 plus the earnings for the pay period ending 19-Jun-2008.
4. Be sure to check your PROD/Reports folder for a Payroll Exception report. If you have an exception report, be sure to post earnings to the correct aid year.
5. Repeat steps 1 – 4 for Payroll #2 – Period End Date 03-JULY-2008.

If you have any questions or need further assistance with this process, please feel free to contact user support.

**Board of Trustees of Community-Technical Colleges**

**2008-09 Payroll and Payroll Load Dates**

Payroll #	Payrolls Remaining	Payroll Period			Pay Date	Payroll Load Date
		From	-	To		
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
3	24	4-Jul-08	-	17-Jul-08	1-Aug-08	8-Aug-08
4	23	18-Jul-08	-	31-Jul-08	15-Aug-08	22-Aug-08
5	22	1-Aug-08	-	14-Aug-08	29-Aug-08	5-Sep-08
6	21	15-Aug-08	-	28-Aug-08	12-Sep-08	19-Sep-08
7	20	29-Aug-08	-	11-Sep-08	26-Sep-08	3-Oct-08
8	19	12-Sep-08	-	25-Sep-08	10-Oct-08	17-Oct-08
9	18	26-Sep-08	-	9-Oct-08	24-Oct-08	31-Oct-08
10	17	10-Oct-08	-	23-Oct-08	7-Nov-08	14-Nov-08
11	16	24-Oct-08	-	6-Nov-08	21-Nov-08	28-Nov-08
12	15	7-Nov-08	-	20-Nov-08	5-Dec-08	12-Dec-08
13	14	21-Nov-08	-	4-Dec-08	19-Dec-08	26-Dec-08
14	13	5-Dec-08	-	18-Dec-08	2-Jan-09	9-Jan-09
15	12	19-Dec-08	-	1-Jan-09	16-Jan-09	23-Jan-09
16	11	2-Jan-09	-	15-Jan-09	30-Jan-09	6-Feb-09
17	10	16-Jan-09	-	29-Jan-09	13-Feb-09	20-Feb-09
18	9	30-Jan-09	-	12-Feb-09	27-Feb-09	6-Mar-09
19	8	13-Feb-09	-	26-Feb-09	13-Mar-09	20-Mar-09
20	7	27-Feb-09	-	12-Mar-09	27-Mar-09	3-Apr-09
21	6	13-Mar-09	-	26-Mar-09	10-Apr-09	17-Apr-09
22	5	27-Mar-09	-	9-Apr-09	24-Apr-09	1-May-09
23	4	10-Apr-09	-	23-Apr-09	8-May-09	15-May-09
24	3	24-Apr-09	-	7-May-09	22-May-09	29-May-09
25	2	8-May-09	-	21-May-09	5-Jun-09	12-Jun-09
26	1	22-May-09	-	4-Jun-09	19-Jun-09	26-Jun-09
<b>2009-10 Payroll and Commitment Dates</b>						
1	26	5-Jun-09	-	18-Jun-09	3-Jul-09	10-Jul-09
2	25	19-Jun-09	-	2-Jul-09	17-Jul-09	24-Jul-09