



BANNER FINANCIAL AID SYSTEM

Work-Study Award Year Transition 2008-09 to 2009-2010

As in past years, the last two work-study payrolls in June 2009 will be batch posted to the upcoming aid year. In order for these earnings to be reported properly, 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 2008-09 aid year.

In this document, we will outline steps 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.

The payrolls to be adjusted are:

Payroll #1	6/5 – 6/18/09	Payroll Load Date	7/10/2009
Payroll #2	6/19 – 7/2/09	Payroll Load Date	7/24/2009

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 – 0910 along with the Period End Date of 18-JUN-2009. In the next block, your student workers will be displayed.
2. In the Gross column, you will see an amount for each student who had earnings posted for this pay period. To adjust these amounts, you must deduct the earnings from the 0910 aid year by entering the gross amount as a **negative** amount in the Adjusted Amount column. (Be sure to note the students and the amounts that you are adjusting. On step 3, you will add these amounts back to each student for 0809.) SAVE
3. Still on RJASEME, rollback and enter the Aid Year – 0809 with the Period End Date – 04-JUN-2009. This is the last 0809 payroll for which earnings were posted in Banner. In the adjusted column, you must now add the amount(s) that you deducted in Step 2 for each student. SAVE. The gross earnings column will now include the actual earnings for the pay period ending 04-JUN-2009 plus the earnings for the pay period ending 18-Jun-2009.
4. Check your PROD/Reports folder for a payroll exception report (_Payroll_except_03-JUL-2009_10jul_XXXXXX.pdf) and post the earnings to the correct aid year.
5. Repeat steps 1 – 4 for Payroll #2 – Period End Date 02-JULY-2009 and _Payroll_except_17-JUL-2009_24jul_XXXXXX.pdf.

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
2009-10 Payroll and Payroll Load Dates

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

2010-11 Payroll and Payroll Load Dates

1	26	4-Jun-10	17-Jun-10	2-Jul-10	9-Jul-10
2	25	18-Jun-10	1-Jul-10	16-Jul-10	23-Jul-10