

BANNER FINANCIAL AID USER'S UPDATE

June 2003



In This Issue:

- **2002-03 Work-Study End-Of-Year Adjustments**
- **2003-04 Work-Study Set-Up Information**
- **RWRXL01 Letter Generation Modifications (SAP)**
- **2003-04 Sallie Mae/Laurete/OpenNet**
- ***Online* Display of Student Resource/Exemption/Contract Information**

I. 2002-03 Work-Study End-Of-Year Adjustments

As you will recall from past years, the last two work-study payrolls of June are batch posted to the coming aid year. Depending on your business practices, you may want to include Payroll 1 and part of Payroll 2 as 2002-03 student earnings. This will require manual adjustments to your student's Banner work-study records.

The payrolls listed below, will be batch posted to the 2003-04 aid year.

Payroll #1	6/13-6/26/2003	Payroll Load Date	7/18/2003
#2	6/27-7/10/2003		8/1/2003

If you want these payrolls to be included as earnings for the 2002-03 aid year, you need to make the following manual adjustments:

1. After 7/18/03, which is the date Payroll 1 will load into Banner, go to RJASEME (Student Employment Mass Entry Form) and enter the aid year 0304 and the period end date 26-JUN-03.
2. For each student with gross earnings, enter this amount as a **negative** for 0304 in the "Adjusted Amount" column.
3. You must now **add** this amount to the student's 0203 earnings. Still on RJASEME, rollback and enter the period end date of 12-JUN-2003, which is the last batch posted pay period of 0203, and the aid year 0203. Find your student from step 2 and add the amount taken from 0304 to this Payroll ending 12-JUN-2003.
4. Be sure to check your PROD/Reports folder for a Payroll Exception Report for either of these payrolls and post earnings as required.
5. After 8/1/03, which is the date Payroll 2 will load into Banner, repeat steps 1-4 starting with RJASEME, 0304, period end date 10-JUL-2003.

II. 2003-04 Work-Study Set-Up Information

Please be sure to review the following Banner work-study forms and update if needed for 2003-04.

RJAPLBD/ Placement Base Data Form
RJRJOBT /Job Title Base Data Form - review/update pay range and defaults
RJRREQ/Job Title Requirements Form

The schedule of 2003-04 payroll dates has been entered into Banner. This schedule,

“2003-04 Payroll and Payroll Load Dates”, is also available on the [Financial Aid Services](#) web site under Research and Publications.

III. RWRXL01 Letter Generation Modifications (SAP)

SAP letter modifications were recently made to the RWRXL01 Letter Generation process.

A new parameter has been added to the RWRXL01 Letter Generation process pertaining to SAP letters. This parameter, **07 – SAP code or blank for all**, allows you to enter a specific SAP code when running SAP letters. For example, if you decide to run only your NOTSAP letters, this parameter now allows you to do so. If this parameter is left blank, all applicable SAP letters will be generated as before.

In addition to this new parameter, the sort order of SAP letters has also been modified. When you run SAP letters for all codes, by leaving parameter 07 blank, the letters will now be sorted in alphabetical order within each SAP status.

IV. 2003-04 Sallie Mae/Laurete/OpenNet Update

We are in communication and testing with Sallie Mae in preparation of OpenNet processing for 2003-04. As more information becomes available, we will certainly pass it along to you.

V. *Online* Display of Student Resource/Exemption/Contract Information

Those students who are receiving resource/exemption/contract funds are now able to view this information in greater detail through the ***Online*** system. Listed as “Additional Resources” on the Award Package By Aid Year screen, students will now see the specific resource name, term and expected or actual amount of the resource/exemption/contract posted to their record.