



Education That Works For a Lifetime

## BANNER FINANCIAL AID SYSTEM

### Work-Study Award Year Transition 2003-04 AY/2004-05 AY

As in past years, the last two work-study payrolls in June 2004 will be batch posted to the 2004-05 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 student earnings and expenditures for the 2003-04 aid year. The payrolls are:

Payroll #1	6/11 - 6/24/2004	Payroll Load Date	7/16/2004
Payroll #2	6/25 - 7/8/2004	Payroll Load Date	7/30/2004

To include these payrolls as 2003-04 aid year earnings, you must manually deduct the earnings from 0405 and add them to 0304. After these payrolls have loaded into Banner, (7/16 for Payroll #1 and 7/30 for Payroll #2), make the adjustments as follows:

1. From the first block of RJASEME (Student Employment Mass Entry Form), enter the **Aid Year - 0405** along with the **Period End Date** of **24-JUN-04**. 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 0405 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 you will **add** these amounts to the students' 0304 earnings.) **SAVE**
3. Still on RJASEME, rollback and enter the **Aid Year - 0304** and the **Period End Date** of **10-JUN-04**. (This is the last 0304 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 10\_JUN-2004 plus the earnings for the pay period ending 24\_JUN\_2004.
4. Be sure to check your PROD/Reports folder for a Payroll Exception report. If you have an exception report for this pay period, be sure to post earnings to the proper aid year.
5. After 7/30/2004, repeat steps 1–4 for Payroll #2 – **Period End Date** of **08-July-2004**.

The **2004-05 Payroll and Payroll Load Dates** schedule is included on the following page.

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

**2004-05 Payroll and Payroll Load Dates**

<b>Payroll #</b>	<b>Payrolls Remaining</b>	<b>Payroll Period</b>		<b>Pay Date</b>	<b>Payroll Load Dates</b>
		<b>From</b>	<b>To</b>		
1	26	11-Jun-04	24-Jun-04	9-Jul-04	16-Jul-04
2	25	25-Jun-04	8-Jul-04	23-Jul-04	30-Jul-04
3	24	9-Jul-04	22-Jul-04	6-Aug-04	13-Aug-04
4	23	23-Jul-04	5-Aug-04	20-Aug-04	27-Aug-04
5	22	6-Aug-04	19-Aug-04	3-Sep-04	10-Sep-04
6	21	20-Aug-04	2-Sep-04	17-Sep-04	24-Sep-04
7	20	3-Sep-04	16-Sep-04	1-Oct-04	8-Oct-04
8	19	17-Sep-04	30-Sep-04	15-Oct-04	22-Oct-04
9	18	1-Oct-04	14-Oct-04	29-Oct-04	5-Nov-04
10	17	15-Oct-04	28-Oct-04	12-Nov-04	19-Nov-04
11	16	29-Oct-04	11-Nov-04	26-Nov-04	3-Dec-04
12	15	12-Nov-04	25-Nov-04	10-Dec-04	17-Dec-04
13	14	26-Nov-04	9-Dec-04	24-Dec-04	31-Dec-04
14	13	10-Dec-04	23-Dec-04	7-Jan-05	14-Jan-05
15	12	24-Dec-04	6-Jan-05	21-Jan-05	28-Jan-05
16	11	7-Jan-05	20-Jan-05	4-Feb-05	11-Feb-05
17	10	21-Jan-05	3-Feb-05	18-Feb-05	25-Feb-05
18	9	4-Feb-05	17-Feb-05	4-Mar-05	11-Mar-05
19	8	18-Feb-05	3-Mar-05	18-Mar-05	25-Mar-05
20	7	4-Mar-05	17-Mar-05	1-Apr-05	8-Apr-05
21	6	18-Mar-05	31-Mar-05	15-Apr-05	22-Apr-05
22	5	1-Apr-05	14-Apr-05	29-Apr-05	6-May-05
23	4	15-Apr-05	28-Apr-05	13-May-05	20-May-05
24	3	29-Apr-05	12-May-05	27-May-05	3-Jun-05
25	2	13-May-05	26-May-05	10-Jun-05	17-Jun-05
26	1	27-May-05	9-Jun-05	24-Jun-05	1-Jul-05
<b>2005-06 Payroll and Payroll Load Dates</b>					
1	26	10-Jun-05	23-Jun-05	8-Jul-05	15-Jul-05
2	25	24-Jun-05	7-Jul-05	22-Jul-05	29-Jul-05