



## **BANNER FINANCIAL AID SYSTEM**

### **Work-Study Award Year Transition**

**2004-05 to 2005-06**

This document contains important information concerning the posting and adjusting of the end-of-year student work-study payrolls in Banner.

As in past years, the last two work-study payrolls in June 2005 will be batch posted to the 2005-06 Aid Year in Banner. Depending upon your business practices, you may want to adjust these payrolls so they will be included as student earnings for the 2004-05 Aid Year. These payrolls are:

Payroll #1      6/10 - 6/23/2005      Payroll Load Date      7/15/2005

Payroll #2      6/24 - 7/7/2005      Payroll Load Date      7/29/2005

In order to include these payrolls as 2004-05 Aid Year earnings, you must manually deduct the earnings from 2005-06 and add them to 2004-05. After these payrolls have loaded into Banner, (7/15 for Payroll #1 and 7/29 for Payroll #2), make the manual adjustments as outlined on the following page:

1. From the first block of RJASEME (Student Employment Mass Entry Form), enter the **Aid Year - 0506** along with the **Period End Date** of **23-JUN-05**. 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 during this pay period. You must **deduct** these earnings from the 0506 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' 0405 Aid Year earnings.) **SAVE**
3. Still on RJASEME, rollback and enter the **Aid Year - 0405** and the **Period End Date** of **9-Jun-05**. (This is the last 0405 payroll that was batch posted in Banner.) In the **Adjusted Amount** column, you must **add** the amounts deducted from each student in Step 2. **SAVE** The gross earnings column will now include the actual earnings for the pay period ending 9\_JUN-2005 plus the earnings for the pay period ending 23\_JUN\_2005.
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 7/29/2005, repeat steps 1–4 for Payroll #2 – **Period End Date** of **07-July-2005**. Since this payroll is split between the 0405 and 0506 Aid Year, you may want to adjust only the portion that the student earned prior to July 1, 2005.

For your use, we are including a copy of the **2005-06 Payroll and Payroll Load Dates** schedule on the following page.

As always, if you have any questions regarding this work-study adjustment process, please contact User Support.

## Board of Trustees of Community-Technical Colleges

### 2005-06 Payroll and Payroll Load Dates

Payroll #	Payrolls Remaining	Payroll Period		Pay Date	Payroll Load
		From	To		Date
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
3	24	8-Jul-05	21-Jul-05	5-Aug-05	12-Aug-05
4	23	22-Jul-05	4-Aug-05	19-Aug-05	26-Aug-05
5	22	5-Aug-05	18-Aug-05	2-Sep-05	9-Sep-05
6	21	19-Aug-05	1-Sep-05	16-Sep-05	23-Sep-05
7	20	2-Sep-05	15-Sep-05	30-Sep-05	7-Oct-05
8	19	16-Sep-05	29-Sep-05	14-Oct-05	21-Oct-05
9	18	30-Sep-05	13-Oct-05	28-Oct-05	4-Nov-05
10	17	14-Oct-05	27-Oct-05	11-Nov-05	18-Nov-05
11	16	28-Oct-05	10-Nov-05	25-Nov-05	2-Dec-05
12	15	11-Nov-05	24-Nov-05	9-Dec-05	16-Dec-05
13	14	25-Nov-05	8-Dec-05	23-Dec-05	30-Dec-05
14	13	9-Dec-05	22-Dec-05	6-Jan-06	13-Jan-06
15	12	23-Dec-05	5-Jan-06	20-Jan-06	27-Jan-06
16	11	6-Jan-06	19-Jan-06	3-Feb-06	10-Feb-06
17	10	20-Jan-06	2-Feb-06	17-Feb-06	24-Feb-06
18	9	3-Feb-06	16-Feb-06	3-Mar-06	10-Mar-06
19	8	17-Feb-06	2-Mar-06	17-Mar-06	24-Mar-06
20	7	3-Mar-06	16-Mar-06	31-Mar-06	7-Apr-06
21	6	17-Mar-06	30-Mar-06	14-Apr-06	21-Apr-06
22	5	31-Mar-06	13-Apr-06	28-Apr-06	5-May-06
23	4	14-Apr-06	27-Apr-06	12-May-06	19-May-06
24	3	28-Apr-06	11-May-06	26-May-06	2-Jun-06
25	2	12-May-06	25-May-06	9-Jun-06	16-Jun-06
26	1	26-May-06	8-Jun-06	23-Jun-06	30-Jun-06
<b>2006-07 Payroll and Commitment Dates</b>					
1	26	9-Jun-06	22-Jun-06	7-Jul-06	14-Jul-06
2	25	23-Jun-06	6-Jul-06	21-Jul-06	28-Jul-06