



**BANNER FINANCIAL AID SYSTEM**

**Work-Study Award Year Transition**  
**2005-06 to 2006-07**

This document contains 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 **2006-07 Payroll and Payroll Load Dates** schedule.

As in past years, the last two work-study payrolls in June 2006 will be batch posted to the 2006-07 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 students' earnings and expenditures for the 2005-06 aid year. This will require manual adjustments to students' Banner records. These adjustments are outlined on the following page.

The payrolls are:

Payroll #1	6/9 - 6/22/2006	Payroll Load Date	7/14/2006
Payroll #2	6/23 -7/6/2006	Payroll Load Date	7/28/2006

After these payrolls have loaded into Banner, make the adjustments as follows:

1. From the first block of RJASEME (Student Employment Mass Entry Form), enter the **Aid Year - 0607** along with the **Period End Date** of **22-JUN-06**. 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 0607 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' 0506 earnings.) **SAVE**
3. Still on RJASEME, rollback and enter the **Aid Year - 0506** and the **Period End Date** of **07-JUN-06**. (This is the last 0506 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 07\_JUN-2006 plus the earnings for the pay period ending 22\_JUN\_2006.
4. Be sure to check your PROD/Reports folder for a Payroll Exception report. If you have an exception report for this payroll, be sure to post earnings to the correct aid year.
5. Repeat steps 1–4 for Payroll #2 – **Period End Date** of **06-July-2006**.

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

**2006-07 Payroll and Commitment Dates**

Payroll #	Payrolls Remaining	Payroll Period		Pay Date	Payroll Load Date
		From	To		
1	26	09-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
3	24	07-Jul-06	- 20-Jul-06	4-Aug-06	11-Aug-06
4	23	21-Jul-06	- 03-Aug-06	18-Aug-06	25-Aug-06
5	22	4-Aug-06	- 17-Aug-06	1-Sep-06	8-Sep-06
6	21	18-Aug-06	- 31-Aug-06	15-Sep-06	22-Sep-06
7	20	1-Sep-06	- 14-Sep-06	29-Sep-06	6-Oct-06
8	19	15-Sep-06	- 28-Sep-06	13-Oct-06	20-Oct-06
9	18	29-Sep-06	- 12-Oct-06	27-Oct-06	3-Nov-06
10	17	13-Oct-06	- 26-Oct-06	9-Nov-06	17-Nov-06
11	16	27-Oct-06	- 9-Nov-06	24-Nov-06	1-Dec-06
12	15	10-Nov-06	- 23-Nov-06	8-Dec-06	15-Dec-06
13	14	24-Nov-06	- 7-Dec-06	22-Dec-06	29-Dec-06
14	13	8-Dec-06	- 21-Dec-06	5-Jan-07	12-Jan-07
15	12	22-Dec-06	- 4-Jan-07	19-Jan-07	26-Jan-07
16	11	5-Jan-07	- 18-Jan-07	2-Feb-07	9-Feb-07
17	10	19-Jan-07	- 1-Feb-07	16-Feb-07	23-Feb-07
18	9	2-Feb-07	- 15-Feb-07	2-Mar-07	9-Mar-07
19	8	16-Feb-07	- 1-Mar-07	16-Mar-07	23-Mar-07
20	7	2-Mar-07	- 15-Mar-07	30-Mar-07	6-Apr-07
21	6	16-Mar-07	- 29-Mar-07	13-Apr-07	20-Apr-07
22	5	30-Mar-07	- 12-Apr-07	27-Apr-07	4-May-07
23	4	13-Apr-07	- 26-Apr-07	11-May-07	18-May-07
24	3	27-Apr-07	- 10-May-07	25-May-07	1-Jun-07
25	2	11-May-07	- 24-May-07	8-Jun-07	15-Jun-07
26	1	25-May-07	- 7-Jun-07	22-Jun-07	29-Jun-07
<b>2007-08 Payroll and Commitment Dates</b>					
1	26	8-Jun-07	- 21-Jun-07	6-Jul-07	13-Jul-07
2	25	22-Jun-07	- 5-Jul-07	20-Jul-07	27-Jul-07