

BUSINESS & FINANCE

Search this site 

Accounting & Budgeting

Buying & Contracts

Paying People

Travel

Equipment Management

Payments to the University

Policies & Procedures

» [Policies & Procedures](#) » [4 Payroll](#) » 4.1.2 Set up a New Unit or Location for Timesheets

Policies & Procedures

4 Payroll

Responsibilities

Definitions

FAQs

4.1.1 Serve as a Unit Payroll Contact

4.1.2 Set up a New Unit or Location for Timesheets

4.1.3 Set Up Payroll Function in Banner and ANA

4.1.4 Change an Employee's Job

4.1.2 Set up a New Unit or Location for Timesheets

Policy Statement

If you are involved in creating a new unit that will need to report employee time, that new unit must have its business need approved by University Accounting and Financial Reporting. Once the new unit is approved, it will be set up in the Finance module of Banner and available for use as a Time Sheet organization for time entry.

Procedure

To set up a new unit or location for paying employees:

1. Contact University Accounting and Financial Reporting to be set up in the Finance module of Banner.
2. Once the new unit is approved, it will be set up in the Finance module of Banner and available for use as a Time Sheet organization for time entry.
3. Ask your unit security contact to set your permissions in the Security Application.
Every Time Sheet organization must have a Superuser, Time Approver, and an approval routing queue.
4. The Superuser assigns people to the routing queue in Banner.
5. When Steps 1 through 3 have been completed, submit and approve an HR Front End transaction to change the timesheet organization for each employee affected.

Additional Resources

4.1.5 Handle
Unclaimed
Payroll Checks

Avoiding
Payroll
Problems

Payroll Roles in
Banner and
ANA

Payroll
Deductions

4.2.1 Submit
Employee Work
Time

4.2.2 Report Tip
Income

4.3.1 Adjust an
Employee's Pay
(Underpayments)

4.3.2 Process
Payments for
Employment-
Related
Agreements

4.3.3 Process
Employee
Recognition
Awards

4.3.4 Correct
Payroll
Overpayments

4.3.5 Submit
Taxable Fringe
Benefit
Payments

4.3.6 Process
Payroll
Separation

[Working with Routing Queues in Banner](#)

[Time Entry and Security Setup Process](#)

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Vacation and Sick Leaves

Business and Finance

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