Policies & Procedures

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

4.1.3 Set Up Payroll Function in Banner and ANA

Policy Statement

Your unit must be set up in Banner with a designated Banner payroll Superuser before payroll can be processed for your unit.

Procedure

To set up the payroll function in Banner and ANA:

1. Arrange with your unit security contact to set your permissions for Banner and ANA in the Security Application.
2. The Superuser sets up the Time Sheet routing queue in Banner.
3. Arrange for all users to attend Banner training for time entry.

Additional Resources

Web Time Entry Job Aids
Creating a Proxy for a Time Entry Role (NTRPROX) Job Aid
Banner Training
Payroll Roles in Banner and ANA

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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

Vacation and Sick Leaves

Business and Finance

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