

Payroll Data Entry Procedures for HR System Termination (HRST) Workflow Process

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Purpose

To explain the payroll entry required for the employee system termination process via Workflow and Banner HR. For more information, refer to the Workflow Resources page at <http://www.alaska.edu/hr/hr-procedures/paperless-job-processing/workflow/>

An overview of the entire Termination Workflow process is available at http://www.alaska.edu/files/hr/ua_wf_term_overview.pdf

Workflow Process

Workflow is a software application that allows users to build automated electronic processes to improve the “flow” and efficiency of current processes. Workflow can help minimize or eliminate the need for paper forms and the need to physically forward that paper on to its next destination. Workflow can interact with other software applications and system servers. For example, Workflow can interact with Banner to open forms automatically and can work with email servers to send messages to specific users.

Before Accessing Workflow

The appropriate security accesses and Workflow role assignments must be granted. Fill out a security access request form requesting the WF_HR_USERS_CLS and submit it to your campus Security Administrator for the appropriate database instance (i.e. PROD, PREP, etc.). A security request form should be available from your campus Help Desk or Security Administrator; links to these forms are also listed on the Workflow Resources web page.

Accessing Workflow

To access the Banner Workflow application, click on the Workflow link under My Links on the Banner General Menu page or direct your browser to the following URL:

PROD: <https://workflowprod.alaska.edu:9044/workflow>
 PREP: <https://workflowprep.alaska.edu:9024/workflow>
 LRGP: <https://workflowlrgp.alaska.edu:9124/workflow>

Once the Banner Workflow page opens, enter your username and password (same login as Banner PROD/PREP/LRGP) and select Submit.

After logging into Workflow, your specific Worklist will appear.

Worklist items that may require an action from you will be listed under the Workflow column. The following fields will be listed (from left to right) for each Worklist item:

Proxy

This icon is displayed to alert the user that they are listed as a proxy for another user. The worklist item is normally performed by the other user; however, the proxy can perform this item if the other user is unavailable.

Organization: Can be used to direct a Workflow to a specific area or location (i.e., an MAU). For HRJT and HRST Workflows, this designation is not used. All items will appear as “Root” in the Organization column.

Workflow: Shows details about the Workflow (see the example below). The status of the Workflow is also listed (e.g. Ready).

HRST_[TKL]_[Last Name]_[employee ID]_[PCN]_[Suffix]_[Term Date]_[Term Code]

Activity: Shows the position of the item in the Workflow process.

Priority: In the current setup, all of the activities are designated with a “Normal” priority. The status will escalate if the Workflow is delayed.

Created: Shows the date the Workflow was created.

When you select an item from the Worklist, the status of “Ready” under the Worklist item will change to “Performing.” Within a few seconds, the appropriate form will automatically open in Workflow or in Banner HR (if not, refer to the Troubleshooting section at the end of this document).

If you are not logged into Banner, the Workflow will automatically log you in to Banner and open the appropriate form. If you are already logged into Banner, clicking on an item in your worklist may open a new session in Banner; you may need to select the application from your system tray at the bottom of your system’s screen to view the opened Banner form.

Payroll Emails

Three separate emails may be sent to the campus payroll office as part of the Termination Workflow process. Links to samples of the emails are listed below:

Job Term with Continued Employment:

http://www.alaska.edu/files/hr/HRJT_Payroll_Email_Final.pdf

Terminal Leave Usage:

http://www.alaska.edu/files/hr/HRJT_Payroll_Term_Lv_Email_Final.pdf

Primary Job End (copied from Personnel email):

http://www.alaska.edu/files/hr/HRJT_Personnel_Email_Final.pdf

A listing of email contacts by campus for the Workflow process is also available at

<http://www.alaska.edu/hr/hr-procedures/paperless-job-processing/workflow/#contacts>.

For updates to the listing, please send a request to the HR On-Call Helpline at

ua-syhr@alaska.edu.

Manual Snd Complt TS (Final Timesheet)

After a terminated employee has processed through the HRJT Workflow, payroll will receive a Worklist item with an Activity of “Manual Snd Complt TS.” This item alerts payroll that a system termination Workflow (HRST) has begun for an employee and that payroll should expect or may need to request a final time sheet from the employee or the employee’s department.

Organization	Workflow	Activity	Priority	Created
Root	HRJT_T800_R_30038626_305746_00_26-DEC-2007_FT Ready	NOAEPAF	Normal	10-Dec-2007 10:57:17 AM
Root	HRST_T801_Splitpayroll_Jeremy_30029587_08-DEC-2007_QR Ready	Manual Snd Complt TS	Normal	10-Dec-2007 10:35:16 AM
Root	HRST_T800_MacKenzie_Bob_30038532_14-DEC-2007_QR Ready	Manual Snd Complt TS	Normal	06-Dec-2007 08:37:56 AM
Root	HRST_T800_Jackson_Andrew_30038769_27-APR-2007 Ready	Manual Snd Complt TS	Normal	06-Dec-2007 08:37:50 AM

Select the item. The following manual activity form will display in Workflow: “Completed Time Sheet Received and Final Pay are ready to be calculated and processed.”

If the time sheet has been received or is not required, select “Complete.” If a time sheet has not been received or the item needs to be released for another user, select “Cancel.” The “Cancel” option places the item back on the Worklist. “Complete” moves the process to the next step.

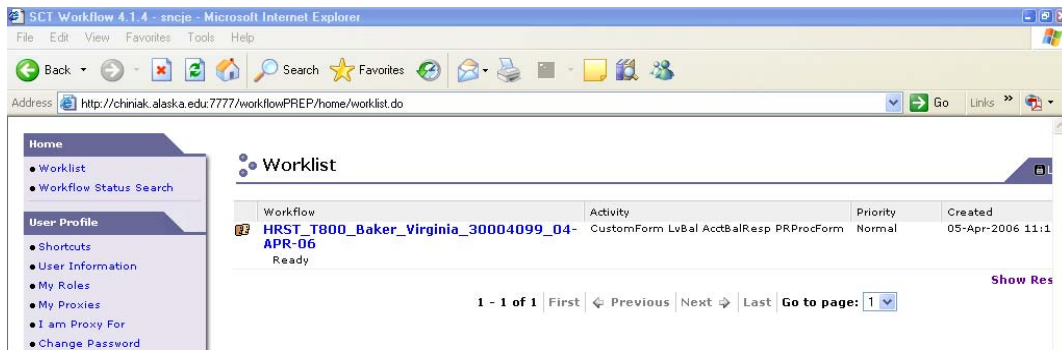
Final Pay Not Required: Circumventing the Final Pay Process

For those terminating employees that do not require final pay (i.e., the employee has already received all required pay and/or the “clean up” (termination) of active records for a past employee is needed), the “Final Pay Not Required” checkbox can be selected on the NEA2TRM form.

If this box is checked, the department has signaled that the employee does not require any payment. In the following section, the procedures note the selections on the custom form that cause the process to circumvent the pay processes in the HRST workflow (the PHAHOUR or PHAADJT activities through the PEALEAV activity).

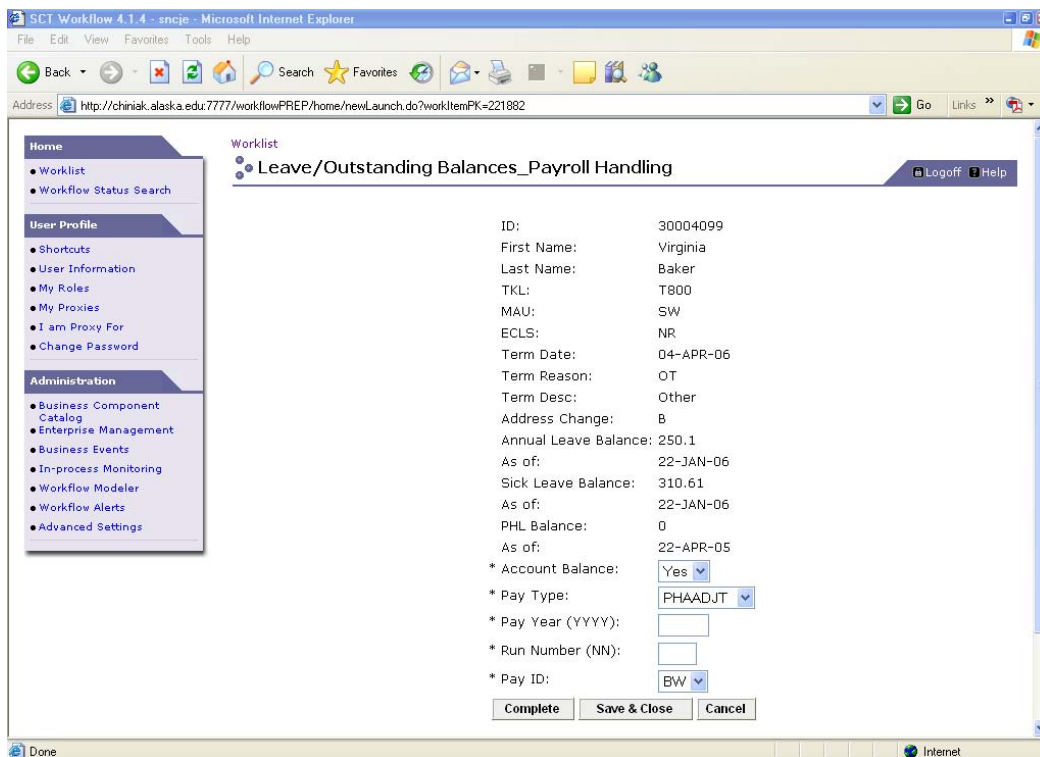
CustomForm_LvBal_AcctBalResp_PRProcForm (Leave/Outstanding Balances)

Once the timesheet is received and the “Complete” button is selected, the next step in the termination Workflow process is initiated. The following Custom Form_Leave/Outstanding Balances Payroll Handling item will appear on your Worklist:



After selecting the Worklist item, the following form opens and lists outstanding leave balances for leave-eligible employees. For non-leave-eligible employees, the balance fields will be blank. You may need to manually adjust the annual leave hours (for annual leave payoff) based on the hours taken on the timesheet for the final pay period and the hours accrued for the final pay period.

Refer to UA termination procedures on how to calculate the number of annual leave hours at <http://www.alaska.edu/files/hr/payroll.terminations.terminations.pdf>. Note: Per University Regulation R04.06.120.D, the maximum number of annual leave hours that can be paid out to a leave-eligible employee at termination is 240 hours. For more information, refer to <http://www.alaska.edu/bor/policy/04-06.pdf>.



As part of the automated system termination (HRST) Workflow process, emails are distributed to the clearance departments for your campus one business day before the employee's termination date. Email samples from the HRST Workflow are available at <http://www.alaska.edu/hr/hr-procedures/paperless-job-processing/workflow/>

The clearance departments should forward any outstanding balances to your payroll email account by 3 p.m. of the following business day.

Deductions for the outstanding amounts can then be setup for the employee's final pay (this process is covered on the following page). If a response from a particular clearance department is not received by the 3 p.m. deadline or before the final check is processed, the clearance department is responsible for collecting any outstanding amounts from the employee.

Account Balance: If any outstanding balances are to be collected in the employee's final pay, select "Yes" in the Account Balance field; otherwise, leave "No" in the Accounts Balance field (the default value for this field is "No").

Selecting "Yes" in the Account Balance field will cause the Workflow to display a PDAEDN Worklist item once you complete the Outstanding Balances form.

Notes regarding final pay:

- **The employee's PHA HOUR record may need to be re-extracted before any deduction records can be entered and/or revised by Payroll or Personnel.**
- **The disposable income cannot be reduced below the State of Alaska hourly minimum wage.**

Pay Type: Select whether the employee's final pay will be entered/paid through a regular run, "PHA HOUR," through an adjustment run, "PHA ADJT" (the default value for this field is "PHA HOUR"). If the employee is not due any final pay, select "None"; the pay process will then be circumvented.

In the event that the employee resigns, he/she must be paid by the next regular payday.

If the employee is terminated involuntarily (dismissed), Alaska state law requires that certain termination situations necessitate that the employee receive all monies owed to them within three working (business) days after their termination date. Termination codes that require payment within three working (business) days are listed below:

FA	Dismissal - Attendance	FN	Dismissal – Not Eligible Employ
FC	Dismissal – Cause	FO	Dismissal – Other
FE	Dismissal - Credentials Revoked	FP	Dismissal - Performance
FF	Dismissal - Unable to Perform ADA	FQ	Dismissal - Probationary
FI	Dismissal - Ineligible for Re-Hire	FR	Dismissal – Reduction in Force
FK	Dismissal – Layoff	FS	Dismissal – Temporary At Will
FL	Dismissal – No Longer Eligible	FW	Dismissal – Union Enforcement
FM	Dismissal – Non Retention		

A full listing of Termination Code definitions is available at http://www.alaska.edu/files/hr/termination_code_definitions.pdf

Pay Year: The Pay Year must be entered in a four-digit format, as notated. If the employee is not due any final pay, enter "9999" in the field.

Run Number: The Run Number must be entered in a two-digit format and must correspond with the final time sheet. If the employee is not due any final pay, enter “99” in the field.

Once you have finished your entries, select the appropriate button at the bottom of the form. “Complete” moves the process to the next step. “Save & Close” will save your entry and hold the process until you re-select the item from your Worklist. “Cancel” places the item back on the Worklist.

If you selected a Pay Type of “None” on the form, the workflow will bypass all of the pay processes and route directly to GXADIRD. The GXADIRD section begins on page 12 of these procedures.

PDAEDN

If you selected “Yes” in the Account Balance field of the Leave/Outstanding Balances form, the following item of “PDAEDN” will appear on your Worklist.



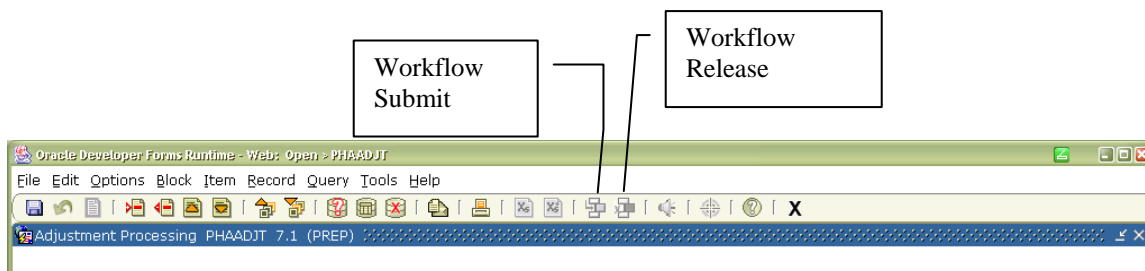
After selecting PDAEDN from your Worklist, the PDAEDN form in Banner opens and will allow you to key any required deduction(s) for the employee’s final pay. Follow the deduction entry instructions to enter any amounts that may need to be withheld from the employee’s final pay using the appropriate deduction code.

Select Save. Then, click the “Workflow Submit” icon on the toolbar to complete the Workflow item.

Workflow Submit Icon

After you have completed and saved your entry in a Banner form, click on the “Workflow Submit” icon at the top of the form before exiting. **You must select the “Workflow Submit” button to acknowledge that this portion of the Workflow entry is complete and trigger the Workflow to proceed.**

Exit Banner HR and return to the Worklist. Clicking on the “Workflow Release” icon in Banner will also return you to the Worklist. Selecting the Release button will place the item back on the Worklist of the payroll technicians with access to the employee’s TKL. The item must be submitted to Workflow by a payroll technician in order for the next step in the Workflow to be initiated.

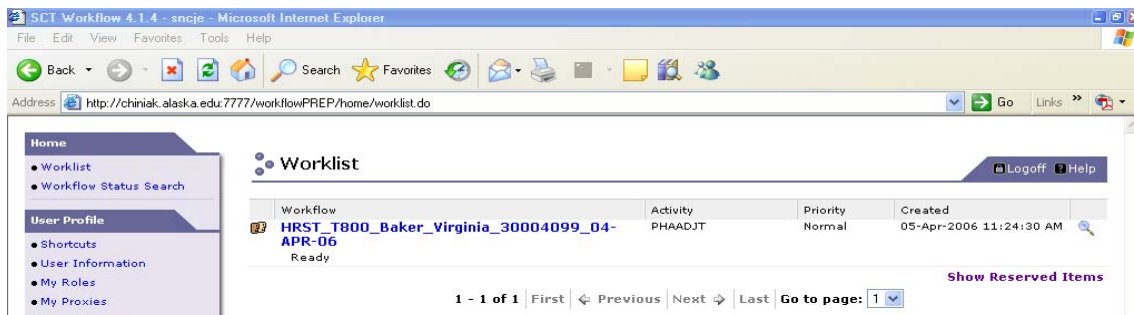


When a task is completed in a Banner form, you may Exit completely out of your Banner session or leave the Banner form open. If Banner was opened from a Worklist item selection, the Workflow process will continue to use that active Banner session for any future Worklist items.

Please note that the Banner window may not automatically “pop-up” on your screen; you may need to select the open Banner session from your computer’s task bar at the bottom of the screen. Any Banner sessions opened independently from Workflow will not respond to any Worklist item selections.

PHAHOUR / PHAADJT

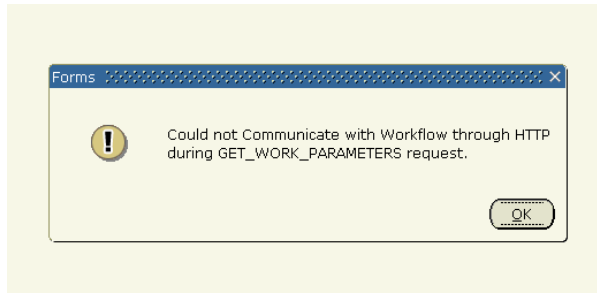
After completing the form, an item will appear on your Worklist with an Activity of either “PHAADJT” or “PHAHOUR.” See the example below.



Selecting the Worklist item will cause Banner to open automatically and proceed to the appropriate form (PHAHOUR or PHAADJT). You may then enter the employee’s termination pay information.

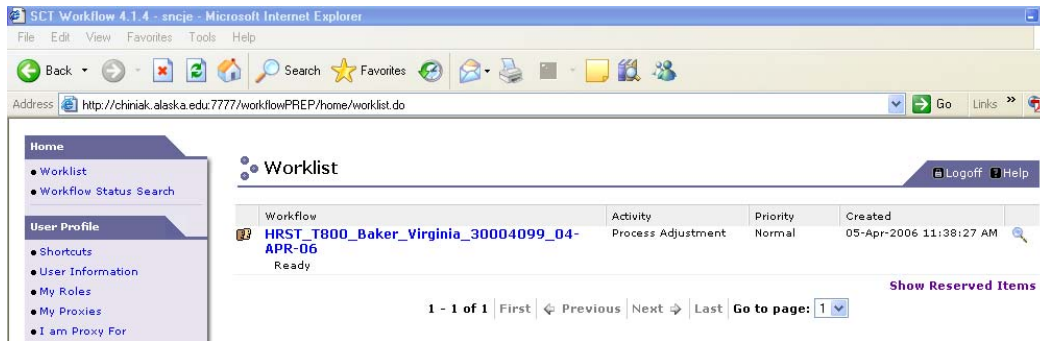
Notes about PHAHOUR

- PHAHOUR entry can only be made if the run is in an entry status, (i.e., initial extract has been completed by Statewide HR and the record is at a disposition status of 40 or less).
- After clicking the PHAHOUR Worklist item, Banner will show the error message below. Click OK and Banner will finish opening PHAHOUR. The error message does not appear when opening PHAADJT.
- The Year, Pay ID, and Pay Number will default into PHAHOUR; however, you must enter the employee’s ID in the Time Entry Selection Criteria window.
- If the Workflow login screen appears, your session has been disconnected. Please close your session and log back in to Workflow.

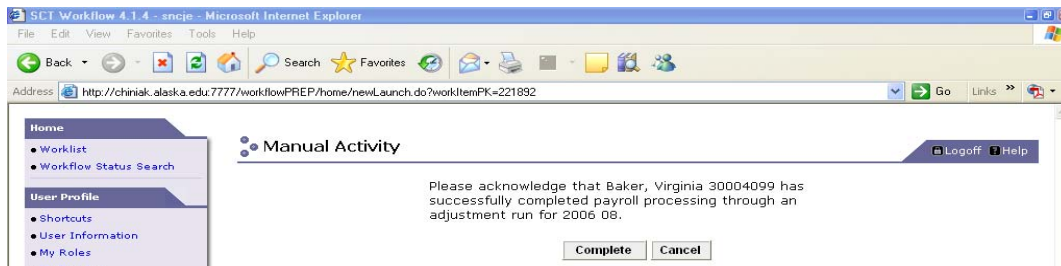


Process Adjustment

For any payments processed through PHAADJT, the following item of “Process Adjustment” will appear on the Worklist once the adjustment run is completed:



The Manual Activity form is used to acknowledge that the employee’s pay has processed successfully in the adjustment run. Select the “Complete” button to acknowledge that the adjustment run has processed. If selecting Cancel, the item will be placed back on the Worklist of the payroll technicians with access to the employee’s TKL. The item must be submitted to Workflow by a payroll technician in order for the next step in the Workflow to be initiated.

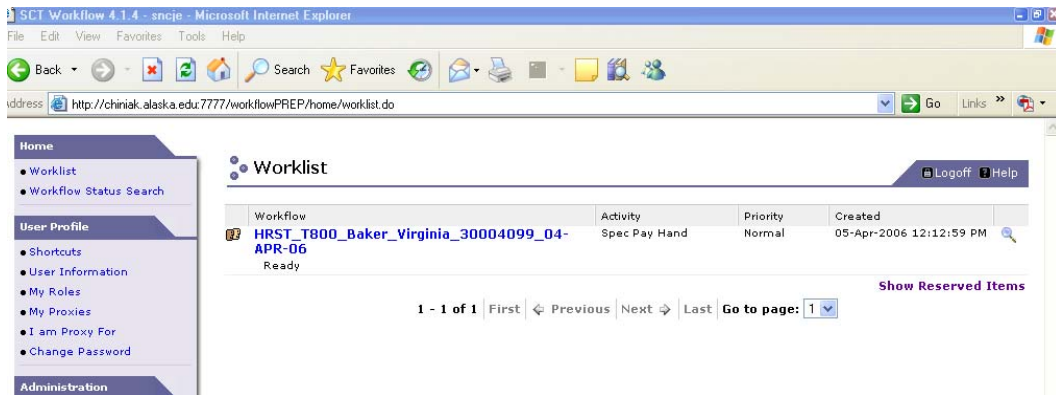


PHAHOUR Payments

For payments processed in the regular run, Statewide HR will receive and acknowledge the “Process Payroll” Worklist item on the Monday following the regular run. This activity will not appear on your Worklist.

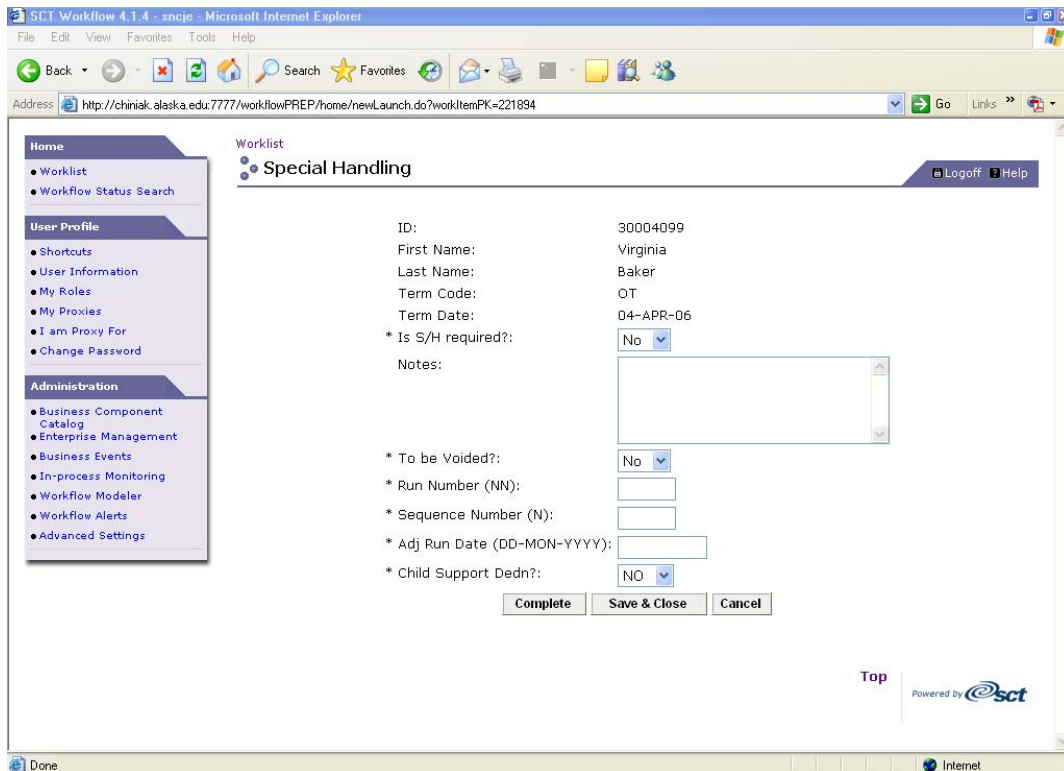
Spec Pay Hand (Special Pay Handling)

Once the “Process Adjustment” or “Process Payroll” item is confirmed, an item with a “Spec Pay Hand” activity will display in the Worklist. See the example below.



The custom “Special Handling” form is used to notify Statewide Payroll if special handling of the employee’s final pay is required and, if so, what type. Special Handling, for the purposes of this form, is defined as one or more of the following:

- pulling and voiding the paycheck that processed in the adjustment or regular run,
- holding the paycheck for restricted release, and/or
- alerting Statewide Payroll that an employee with a child support deduction has terminated employment (Statewide Payroll will then notify the appropriate agencies).



Complete the following fields of the form:

Is Special Handling required?: Select “Yes” only if any of the conditions noted above apply to the final pay (the default value is “No”).

Notes: If special handling is required, enter any comments that you want to include for Statewide Payroll regarding the final pay.

Is the payment to be voided?: Select “Yes” only if you want the final pay to be pulled and marked as “Void” by Statewide Payroll. In the event that the check amount is incorrect or the payment needs to be delayed, the adjustment process will be re-routed through the PHAADJT form to allow the entry of the void and, if necessary, a new adjustment payment entry. (The default value for the field is “No.”)

Run number: Enter the run number of the final pay in a two-digit format.

Sequence Number: Enter the sequence number of the final pay in a one-digit format.


Adj Run Date: Enter the date of the adjustment run in which the final pay was processed in a DD-MON-YYYY format (two digits for the day, capitalized three-letter abbreviation for the month, and four digits for the year).

Child Support Dedn?: Select “Yes” only if the terminating employee has an active Child Support deduction in PDAEDN (the default value is “No”).

Note: Deductions for child support, garnishments, and levies cannot be terminated unless a Notification of Termination of the order is received from the issuing agency. Statewide Payroll must be notified when an employee with a withholding order terminates.

Once you have finished your entries, select the appropriate button at the bottom of the form. “Complete” moves the process to the next step in the Workflow and send the appropriate notifications to Statewide Payroll. “Save & Close” will save your entry and hold the process until you re-select the item from your Worklist. “Cancel” places the item back on the Worklist.

If any of the entries are not made in the correct format, the following message will be displayed at the top of the form.

 **An Error Has Occurred**
You must correct the following error(s) before proceeding:

- The "Run Number (NN)" field is not a number.
- The "Run Date (DD-MON-YYYY)" field requires text.

Correct/complete your entries and select “Complete” to move the process to the next step in Workflow.

PHAADJT2

If you selected in the Special Pay Handling form that the employee’s payment was to be voided, the following item of “PHAADJT2” will appear on your Worklist.



The screenshot shows a web interface with a header "Worklist" and "Logoff Help" buttons. Below is a table with one row of data:

Organization	Workflow	Activity	Priority	Created
Root	HRST_T800_ALLEN_JAMES_30005617_16-FEB-2008_QJ	PHAADJT2	Normal	11-Mar-2008 02:36:47 PM

Below the table, it says "Ready" and "Show Reserved Items". At the bottom, there is a pagination control: "1 - 1 of 1 | First | Previous | Next | Last | Go to page: 1".

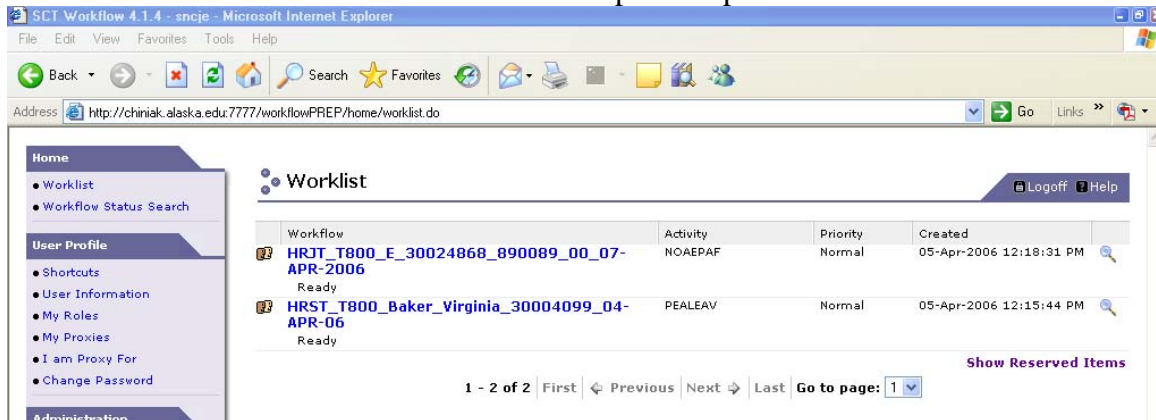
After selecting PHAADJT2 from your Worklist, the PHAADJT form in Banner opens and will allow you to enter a void adjustment and, if necessary, a new adjustment payment entry.

Once you have completed your entry in PHAADJT, select the “Workflow Submit” icon on the toolbar to complete the Workflow item.

The Workflow will again route the employee’s record through the “Process Adjustment” and “Spec Pay Hand” items. Refer back to these sections of the procedures on pages 9-10.

PEALEAV

An item will then appear on your Worklist with an Activity of “PEALEAV.” Selecting the “PEALEAV” Worklist item causes Banner to open and proceed to the leave balances form.



In the PEALEAV form:

1. Clear (zero out) the hours in the SICK “Current Available” field. For the Change Reason, enter the termination code, the termination date, and the final leave balance. Select Save.
2. Clear (zero out) the hours in the VAC “Current Available” field. For the Change Reason, enter the termination code, the termination date, and the final annual leave hours that were actually paid to the employee (not to exceed 240 hours). Select Save.
3. Clear (zero out) the hours in the PHL Current Available field. For the Change Reason, enter the termination code, the termination date, and the final leave balance. Select Save.

Remember to click the “Workflow Submit” icon on the toolbar after PEALEAV entry is finished to complete the Workflow item and to return to the Worklist.

GXADIRD

If the employee has an automatic deposit setup in Banner, an item will appear on the Worklist with an activity of “GXADIRD.” Selecting the item will cause Banner to open and proceed to GXADIRD. While in the form, inactivate the HR auto deposit on GXADIRD. Select Save.

Remember to click the “Workflow Submit” icon on the toolbar after GXADIRD entry is finished to complete the Workflow item.

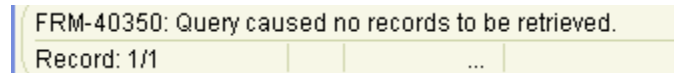
PEA2EMP

If the “Print Deposit Advice”¹ field is selected for the employee in the PEA2EMP form in Banner, an item will appear on the Worklist with an activity of “PEA2EMP.” Selecting the item will cause Banner to open and proceed to the PEA2EMP form.

¹As of April 2014, direct deposit statements are no longer printed/mailed to employees.

Before performing any entry in the PEA2EMP form, select Next Block (Ctrl+Page Down) so that your cursor is in the main part of the form. If not, you may receive an Oracle error message when trying to save your changes.

If no record exists when you page down, the following error message will appear on the status line at the bottom of the screen.



While in the PEA2EMP form, remove (deselect) the indicator from the “Print Deposit Advice” field, if applicable. Select Save.

Remember to click the “Workflow Submit” icon on the toolbar after the PEA2EMP entry is finished to complete the Workflow item and to return to the Worklist.

The screenshot shows the Oracle Worklist interface. At the top left is the "Worklist" header with a search icon. At the top right are "Logoff" and "Help" buttons. Below the header is a table with the following columns: Organization, Workflow, Activity, Priority, and Created. The table contains four rows of data. At the bottom of the table is a "Show Reserved Items" link. Below the table is a pagination bar showing "1 - 4 of 4" and navigation buttons for "First", "Previous", "Next", and "Last". A "Go to page:" dropdown menu is set to "1".

Organization	Workflow	Activity	Priority	Created
Root	HRST_T800_NRA_Test_30038600_31-AUG-2007 Ready	Manual Snd Complt TS	Normal	06-Sep-2007 04:55:21 PM
Root	Test Ready	CustomActivity 1	Normal	05-Sep-2007 05:17:15 PM
Root	HRJT_T800_S_30038623_210126_00_31-AUG-2007 Ready	NOAEPAF	Normal	30-Aug-2007 01:46:51 PM
Root	HRJT_T800_W_30038602_880035_00_31-AUG-2007 Ready	PEA2EMP	Normal	30-Aug-2007 01:02:04 PM

Payroll’s portion of the termination process is complete when the correct final payment has been issued and the appropriate Banner forms have been cleared or inactivated. The employee’s name should no longer appear on the Worklist. The next Worklist item, PEAESCH, will be directed to your campus personnel technician(s) to complete the remaining steps of the system termination Workflow.

Troubleshooting – Payroll Entry

How do I know if the payroll process is complete and/or if the Workflow has stalled?

To verify that the payroll process has completed in Workflow for the employee (or to verify that the process has not stalled), select “Workflow Status Search” from the left menu in Workflow. Enter search criteria in the “Workflow Specifics Name” field (enter an asterisk “*” on either side of the entry as wild card values) and select “Search.”

Workflow Status Search

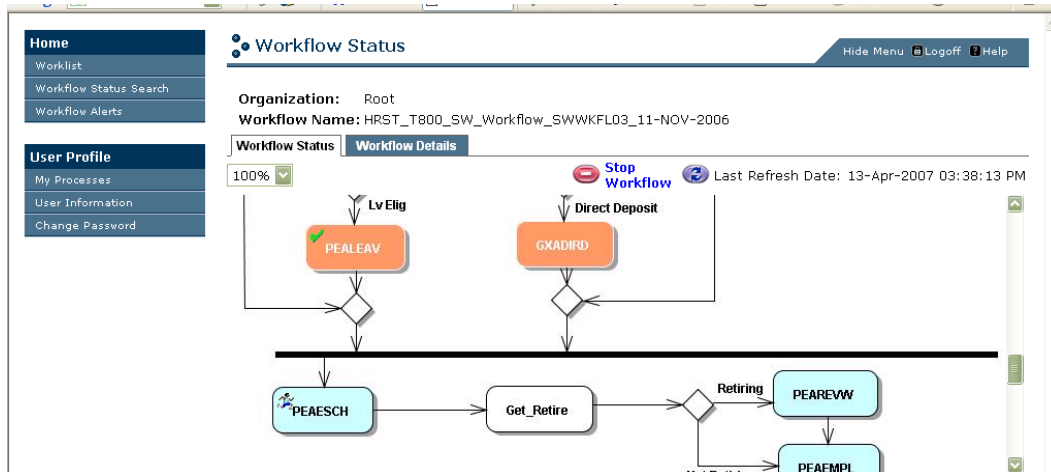
Search

Workflow Organization: [dropdown]
Workflow Specifics Name: *Dirt*
Business Process Name: [dropdown]
Definition Organization: [dropdown] Name and Version: [dropdown]
Start Date: [calendar] To [calendar]
End Date: [calendar] To [calendar]
Status: [dropdown]

Search Clear Search Reset



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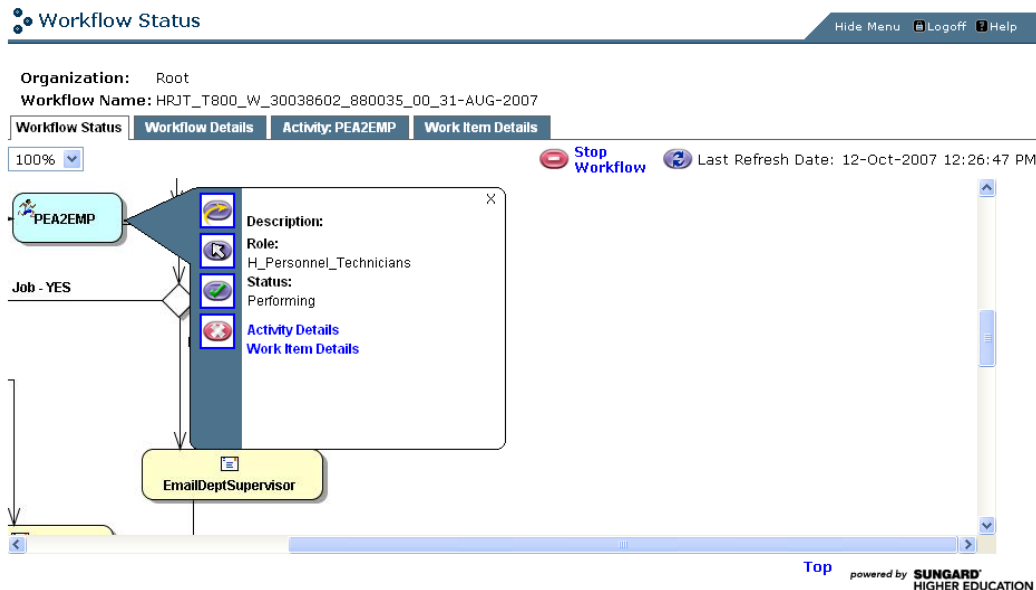
The results of your search will be displayed. Select the appropriate item and the Workflow Status window for the item will appear. See the example below.



If the Workflow has successfully completed through the payroll portion of the Workflow, the “running man” will be on the PEAESCH box. Note that the running man will only remain at this step in the Workflow until a personnel technician selects “PEAESCH” from their Worklist and proceeds to the next point in the Workflow. Any items in the Workflow that are completed are marked with a green check mark.

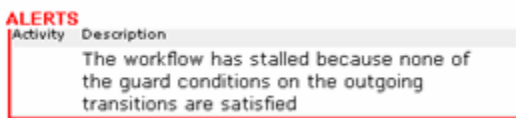
If the “running man” is at a payroll activity (such as Process Adjustment or PEALEAV) but is not on your Worklist, the Workflow may be stalled or the Worklist item may have been selected by another payroll technician. Only one technician can reserve a selected Worklist item at one time. If the item has been selected by another technician, that person must complete the entry or “Release” the item back to the Worklist. The item can be released:

- by selecting the “Workflow Release” button  at the top of the Banner form (i.e., PEA2EMP) for the appropriate Worklist item, or
- by selecting the “Release” button  on the appropriate process in the Workflow Status window. For example, if the “running man” is on PEA2EMP, left-click on the process and select the “Release” button. See the example below:



What do I do if a Workflow Alert is listed at the top of the Workflow Status window?

If you note an Alert in the Workflow Status window (see the examples below), report the Alert to your campus Workflow Administrator. If possible, take a print screen of the Alert message for the administrator’s reference. Your campus administrator will research the cause of the Alert and notify you of the reason for the error and when entry may continue for the Workflow.



Why doesn't the Workflow and/or Banner window appear when I select the Worklist item?

Your browser settings may not allow pop-up windows. Since Workflow and Banner use pop-up windows, you must turn off any pop-up blocker software that you have installed on your system when logging in to these applications. You may allow pop-ups by:

- completely turning off the pop-up blocker tool in your browser preferences, or
- adding “*.alaska.edu” to the list of your allowable pop-ups in your preferences.

Some sites, such as Yahoo and Google, have toolbars that usually sit under the main browser’s toolbar or main menu. These site toolbars may also include pop-up blocker add-ons that will need to be disabled when you log into Workflow or Banner.

For more information on pop-up blocker settings, please refer to your browser's Help section for more information.

If Banner was opened from a Worklist item selection, the Workflow process will continue to use that active Banner session for any future Worklist items. When you make future Worklist selections, the Banner window may not automatically “pop-up” on your screen; you may need to select the open Banner session from your computer's task bar at the bottom of the screen. Any Banner sessions opened independently from Workflow will not respond to Worklist item selections.

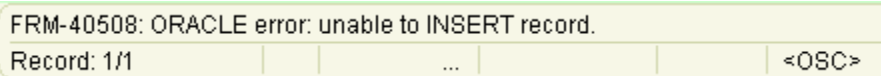
What if the Workflow login window reappears after I've entered my username and password?

First, close out of Workflow and login to Banner. Your username and password for Workflow are the same as those for Banner. If your Banner password has expired, you cannot log into Workflow until you first change your password in Banner. If your password has expired in Banner, you will be prompted to change your password. You should then be able to login to Workflow directly.

What if I'm prompted to login to Banner (username and password) when I select a Worklist item?

If you are prompted to login to Banner after you have logged into Workflow, you must reboot (shut down and restart) your computer. An incorrect version of the Java plug-in that Banner does not recognize has been installed on your system. Once this issue occurs, Workflow will not automatically take you to the appropriate Banner forms or offer the Workflow options in the Banner forms until you reboot your system.

Why does the following error message appear when I try to make a change in PEA2EMP?



FRM-40508: ORACLE error: unable to INSERT record.			
Record: 1/1		...	<OSC>

Before performing any entry in the PEA2EMP form, you must select Next Block (Ctrl+Page Down) so that your cursor is in the main part of the form. If not, you will receive this Oracle error message when trying to save your changes.

If you receive this error message, Rollback (Shift+F7) to the top of the form. If you are prompted to save your changes, select “No.” Once in the top of the form, Next Block to the main part of the form, make the appropriate changes to the field(s), and save the record. Be sure to select the Workflow Submit button before exiting the form.

Who do I contact with problems?

Each MAU HR office has one personnel technician and one payroll technician with administrative access to perform any corrections or movements through the Workflow. These technicians are referred to as “Workflow Administrators” and will be able to assist you with questions or problems regarding Workflow. All other issues can be sent to the HR On-Call Helpline at ua-syhr@alaska.edu or at 907-450-8208.