HR 104

Banner Human Resources

Entering Benefit, Deduction, Tax and Direct Deposit Data

Training Workbook
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About this workbook

Workbook goal
The goal of this workbook is to provide you with the knowledge and practice to enter/update/view and terminate employee deductions, benefits, taxes and direct deposit records in Banner.

Intended audience
Non-payroll staff responsible for entering/updating/maintaining benefit, deduction, tax or direct deposit data should complete this workbook and use it for reference.

Prerequisites
Before you can complete this workbook, you should have:

- Completed the SCT Banner Fundamentals CBT (computer-based training)
- Completed HR 101
- Completed HR 102

Workbook revision history

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<tr>
<td>1.0 OCT08</td>
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<td>2.1 JAN09</td>
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<td>Clarification on Default Begin Date on PDABDSU, and on Waive Code for Supplemental Life Insurance</td>
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Initial Setup of **Required** Benefits/Deductions (Including Taxes) for New Employee - PDABDSU

The Employee Benefit/Deduction Set Up Form, **PDABDSU** is used to establish benefits, deductions, and taxes for a new employee.

The initial setup of required benefits/deductions/taxes may have been completed when the **PEAEMPL** record was activated. To verify if the benefits/deductions/taxes have been previously setup, go to the Employee Deduction Query Form, **PDIDLST**, enter the employee’s ID, and then perform a *Next Block* function.

1. In the *Go To* field, enter the Employee Benefit/Deduction Set Up Form, **PDABDSU**, and then press Enter.
2. In the ID field, enter the employee’s ID (CXXXXXXXX) or click the drop down arrow and select **List for Employee (POIIDEN)** to perform a query, and then select the employee.
3. The **Default Begin Date** defaults to the Banner System Date (the current date). Please note that in MOST instances, the **Default Begin Date needs to be replaced**. In the **Default Begin Date** field, enter the effective date of the benefit/deduction/tax. This should match the **Seniority Date** on PEAEMPL for full-time benefits-eligible employees and the **Current Hire Date** for part-time non-benefits-eligible employees. Refer to the **PDABDSU Default Begin Date Job Aid** for more information on this subject and on how to correct an error.

4. Perform a **Next Block** function.

5. The following required benefits/deductions/taxes will have the **Setup** box checked and are automatically setup at this time based on the employee’s **Benefit Category**:

   - **30B** Basic Life Insurance – ER Paid (Full-Time Employees Only)
   - **350** Imputed Life Taxable (Full-Time Employees Only)
   - **F01** FICA Tax
   - **F02** Medicare Tax
   - **FT1** Federal Withholding Tax

6. Perform a **Next Block** function.

   Note: The required benefits/deductions/taxes being setup will appear in the **Setup Benefits/Deductions Information** block.

7. Perform a **Save** function.
8. For non-benefits-eligible employees, proceed to Step 9.

For benefits-eligible employees, the actual coverage begin date must be entered on the Employee Benefit/Deduction Form, PDADEDN for Basic Life Insurance by completing the following:

a. From the Menu Bar, choose Options, and select View Detailed Benefits or Deductions [PDADEDN].
b. From the Employee Benefit/Deduction Form, **PDADEDN**, in the **Deduction** field, enter **30B**.

c. Perform a **Next Block** function **twice**.

d. In the **Reference** field, enter the same date as displayed in the **Effective Date** field in DD-MMM-YY format.

e. Perform a **Save** function.

f. Perform an **Exit** function.

9. Perform an **Exit** function.
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Entering Additional Tax Codes and Elected Benefits/Deductions - PDABDSU

The Employee Benefit/Deduction Set Up Form, PDABDSU is used to establish benefits, deductions, and taxes for all new hires or employees changing to a benefits-eligible job.

1. In the Go To field, Enter the Employee Benefit/Deduction Set Up, PDABDSU, and then press Enter.

   ![Go To field with PDABDSU entered]
2. In the **ID** field, enter the employee’s ID (CXXXXXXXX) or click the drop down arrow and select **List for Employee (POIIDEN)** to perform a query, and then select the employee.
3. In the **Default Begin Date** field, enter the effective date of the benefit/deduction/tax. This should match the **Seniority Date** on PEAEMPL for full-time benefits-eligible employees and the **Current Hire Date** for part-time non-benefits-eligible employees.

4. Perform a **Next Block** function.

5. All the benefits/deductions/taxes the employee is eligible for based on his/her **Benefit Category** will appear on this form. Check the **Setup** box for the benefits/deductions/taxes being established for this employee.

   All benefits/deductions/taxes that have already been established for the employee will display **Previously Setup** in the **Setup Status** field.

   Preclusions have been set up to prevent multiple dental, health, and retirement codes from being established concurrently for the employee. If a dental, health, or retirement code is selected, **Possible Preclusion** will be displayed in the **Setup Status** field for the other dental, health or retirement codes.

6. Perform a **Next Block** function.
7. The benefits/deductions/taxes selected on the previous form are displayed on the **Setup Benefits/Deductions Information** block. Some benefits/deductions/taxes may require additional set up in the **Options** and **Amounts** fields on the right side of the form. In the **Code** field, select each benefit/deduction/tax code individually to complete any additional information.

The **Status** will default to **Active. Do Not Change**. Below **Options**, the **Button** will populate with the title of the additional information that is required, if applicable. Click the **Button** to view the valid codes. Select or enter the appropriate code. The system will populate the appropriate fields. Refer to the **Benefit/Deduction/Tax Job Aid** for code options. Enter any other necessary information in the **Options** and **Amounts** fields.

Note: If the employee waives coverage for health, dental or LTD, the appropriate waive code must be entered. Waiving supplemental life is done as Plan option within the supplemental life code.

8. Perform a **Save** function.

If the employee is a non-benefits-eligible employee, perform an **Exit** function. If the employee is a benefits-eligible employee, proceed to **Step 9**.
The actual coverage begin date **MUST** be entered for **ALL** health, dental, life insurance, LTD and retirement codes by completing the following:

9. From the **Menu Bar**, choose **Options**, and select **View Detailed Benefits or Deductions [PDADEDN]**.

![Screenshot of Banner HR interface with step 9 highlighted]
10. From the Employee Benefit/Deduction Form, PDADEDN, in the Deduction field, enter the code for the benefit/deduction. This is for health, dental, life insurance, LTD and retirement codes ONLY.

11. Perform a Next Block function twice.

12. In the Reference field, enter the actual coverage begin date in DD-MMM-YY format.

13. Perform a Save function.

14. If the Reference field should be entered for other codes, perform a Roll Back function and repeat Steps 10 – 13.

Note: When entering all LTD codes, except the Waived code, the annual salary amount must be entered before Banner will allow the record to be saved. For code 412, enter $1.00. After the initial code set-up, a Banner process will be run before every pay period to update the annual salary. Therefore, it is NOT necessary to make any manual adjustments to the annual salary for the LTD code after initial entry of the code. Refer to the Banner Benefit/Deduction/Tax Codes Reference Guide for more information.
Entering and Linking Dependents for Health/Dental Insurance

For health and dental benefit/deduction codes *ONLY*, the beneficiaries/dependents of the benefit/deduction need to be entered on the Beneficiary Form, **PDABENE**. Once complete, the beneficiary/dependent will need to be linked to the health or dental benefit/deduction on the Beneficiary Coverage Form, **PDABCOV**.

15. From the **Menu Bar**, choose **Options**, and select **Beneficiaries [PDABENE]**.

16. Perform a **Next Block** function.
The first beneficiary/dependent record in this block identifies the employee as his/her own beneficiary/dependent. This record is generated automatically when the employee is first established on the Employee Record, **PEAEMPL**. Select a blank row to enter the information for the next (actual) beneficiary/dependent.

17. Enter the **Sequence Number** that will identify the record for the beneficiary/dependent on the Beneficiary Coverage Form, **PDABCOV**.

18. Enter the **Name** (Last, First, Middle Initial), **Relationship to Employee**, **Birth Date** and **Gender** for the beneficiary/dependent in the appropriate fields.

19. If the beneficiary/dependent is currently attending college, click the **Attending College** box.

20. Perform a **Save** function.

21. If adding additional beneficiaries/dependents, perform a **Roll Back** function, and then repeat **Steps 17 – 20**.

22. Perform an **Exit** function.
23. From the **Menu Bar**, choose **Options**, and then select **Beneficiaries Benefit Coverage [PDABCOV]**.
24. In the **Benefit** field, enter or select the health or dental code for which coverage is to be assigned.

25. To use a **Query Date** other than today’s date, change the query date to the appropriate date.

26. Perform a **Next Block** function.

27. Enter the **Sequence Number** identifying the person to be covered, or click the drop down arrow to view the beneficiaries/dependents from the Beneficiary Form, PDABENE, and then select the beneficiary/dependent.

28. In the **Coverage Begin Date** field, enter the actual coverage begin date for this beneficiary/dependent.

29. Perform a **Save** function.

30. If assigning additional beneficiaries/dependents, perform a **Roll Back** function, and then repeat Steps 24 - 29.

31. Perform an **Exit** function.
Creating Benefits/Deductions/Taxes – PDADEDDN

Benefits/deductions/taxes can be created on the Employee Benefit/Deduction Form PDADEDDN. Some examples – employee changes county tax, employee elects PERF voluntary deductions, Union Dues.

1. In the Go To field, enter the Employee Benefit/Deduction Form, PDADEDDN, and then press Enter.
2. In the ID field, enter the employee’s ID (CXXXXXXXX) or click the drop down arrow and select List for Employee (POIIDEN) to perform a query, and then select the employee.
3. In the **Deduction** field, enter the benefit/deduction/tax code to be created or click the drop down arrow and select **Eligible Deductions (PTRBCAT)** to view all codes available. Note: If the employee waives coverage for health, dental or LTD, the appropriate waive code must be entered. Waiving supplemental life is done as Plan option within the supplemental life code.
4. In the **Query Date** field, enter the first day of the pay period that the benefit/deduction/tax should begin, and press Tab. This date must be after the **Last Paid Date**.

5. Perform a **Next Block** function *twice*. 
6. In the **Options** and **Amounts** fields, enter or select the appropriate information for the benefit/deduction/tax code.

   ![Image of the Banner HR Entering Benefit, Deduction, Tax and Direct Deposit Data Training Workbook](image)

6. In the **Options** and **Amounts** fields, enter or select the appropriate information for the benefit/deduction/tax code.

   ![Image of the Banner HR Entering Benefit, Deduction, Tax and Direct Deposit Data Training Workbook](image)

7. The actual coverage begin date **MUST** be recorded for **ALL** health, dental, life insurance, LTD and retirement codes. In the **Reference** field, enter the actual coverage begin date in DD-MMM-YY format.

   Note: When entering all LTD codes, except the Waived code, the annual salary amount must be entered before Banner will allow the record to be saved. For code **412**, enter $1.00. After the initial code set-up, a Banner process will be run before every pay period to update the annual salary. Therefore, it is **NOT** necessary to make any manual adjustments to the annual salary for the LTD code after initial entry of the code. Refer to the **Banner Benefit/Deduction/Tax Codes Reference Guide** for more information.

8. Perform a **Save** function.

9. If this is a voluntary deduction and the employee is on both **Payroll ID’s**, **BW** for Bi-Weekly and **SM** for Semi-Monthly, and the employee **DOES NOT** want the deduction to be taken on both **Payroll ID’s**, click the **Excluded Payroll ID** tab. (Ex: An Administrative employee with an Adjunct Contract would be on both ID’s.)
10. In the **Payroll ID** field, enter the Payroll ID to be excluded. (Ex: If an Administrative employee with an Adjunct Contract has a United Way deduction, in the **Payroll ID** field, enter **BW** to exclude the United Way deduction from the Adjunct Assignment.)

11. Perform a **Save** function.

12. If additional benefits/deductions/taxes need to be created, perform a **Rollback** function and repeat **Steps 3 – 11**.

13. Perform an **Exit** function.

To verify the benefit/deduction/tax codes created go to the Employee Deduction Query Form, **PDIDLST**, enter the employee’s ID and in the **Query Date** field, enter the same date entered in the **Effective Date** field, and then perform a **Next Block** function.
Terminating Benefits/Deductions

Benefits/deductions/taxes previously established for an employee are terminated on the Employee Benefit/Deduction Form PDADEDN. Do Not terminate the benefit/deduction/tax if the coverage level is the only thing changing.

1. In the Go To field, enter the Employee Benefit/Deduction Form, PDADEDN, and then press Enter.
2. In the **ID** field, enter the employee’s ID (CXXXXXXXX) or click the drop down arrow and select **List for Employee (POIIDEN)** to perform a query, and then select the employee.

![Image of the screen with the UI for entering employee data]
3. In the **Deduction** field, enter the benefit/deduction code, or click the drop down arrow and select **Employee Deductions (PDIDLST)** to perform a query, and then select the appropriate benefit/deduction code.
4. Perform a **Next Block** function *twice*.

5. From the **Menu Bar**, choose **Options**, and select **New Effective Date**.
6. In the **New Effective Date** field, enter the new effective date, press Tab, and select **OK**. The effective date must be greater than the **Last Paid Date**.

Enter the last date of the pay period from which the benefit/deduction/tax being terminated should be taken if the payroll process has not yet been run for that pay period. (Ex: An employee notifies the Human Resources/Payroll Office on April 8th that his/her spouse has a new job and will begin carrying health coverage for the entire family on May 8th; this employee currently has family coverage through the College and will waive coverage effective May 16th. Since the payroll has not been processed for the May 15th check date, enter 5/15 as the **New Effective Date** for the health “family” code.)

If the payroll process has already been run for the pay period in which the benefit/deduction/tax should have been terminated, enter the first date of the pay period in which the benefit/deduction/tax should not be taken. (Ex: An employee notifies the Human Resources/Payroll Office on May 20th that his/her spouse has a new job and began carrying health coverage for the entire family on May 8th; this employee currently has family coverage for the entire family through the College and the employee’s coverage should have ended effective May 16th. Since the payroll has already been run for the May 15th check, enter 5/16 as the **New Effective Date** for the health “family” code.)
7. In the **Status** field, select **Terminated**.

8. Perform a **Save** function.
9. If a new benefit/deduction/tax code is being added, follow the **Creating Benefits/Deductions/Taxes** instructions in this workbook. Note: If health, dental or LTD is being terminated, the appropriate waive code must be entered. Waiving supplemental life is done as Plan option within the supplemental life code.

10. Perform an **Exit** function.
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Updating Benefits/Deductions/Taxes

Benefits/deductions/taxes previously established for an employee can be updated on the Employee Benefit/Deduction Form PDADEDN. Some examples – employee changes coverage level for dental or health insurance, employee changes filing status or exemptions for taxes, employee changes deduction amount for United Way.

1. In the **Go To** field, enter the Employee Benefit/Deduction Form, **PDADEDN**, and then press Enter.
2. In the **ID** field, enter the employee’s ID (CXXXXXXXX) or click the drop down arrow and select **List for Employee (POIIDEN)** to perform a query, and then select the employee.
3. In the **Deduction** field, enter the benefit/deduction/tax to be updated or click the drop down arrow and select **Employee Deductions (PDIDLST)** to perform a query, and then select the appropriate benefit/deduction/tax to be updated.
4. Perform a **Next Block** function *twice*.

5. From the **Menu Bar**, choose **Options** and select **New Effective Date**.
6. If the date of the change is prior to the Last Paid Date, in the New Effective Date field, enter the next day following the Last Paid Date, press Tab, and then click OK.

If the date of the change is after the Last Paid Date, enter that date in the New Effective Date field, press Tab, and then click OK.
7. Update the record by entering or selecting the appropriate information in the Options and/or Amount fields.

8. The actual coverage begin date must be recorded for all health, dental, life insurance, LTD and retirement codes. In the Reference field, enter the actual coverage begin date in DD-MMM-YY format.

   Note: When entering all LTD codes, except the Waived code, the annual salary amount must be entered before Banner will allow the record to be saved. For code 412, enter $1.00. After the initial code set-up, a Banner process will be run before every pay period to update the annual salary. Therefore, it is NOT necessary to make any manual adjustments to the annual salary for the LTD code after initial entry of the code. Refer to the Banner Benefit/Deduction/Tax Codes Reference Guide for more information.

9. Perform a Save function.

10. If this is a voluntary deduction and the employee is on both Payroll ID’s, BW for Bi-Weekly and SM for Semi-Monthly, and the employee DOES NOT want the deduction to be taken on both Payroll ID’s, click the Excluded Payroll ID tab. (Ex: An Administrative employee with an Adjunct Contract would be on both ID’s.)
11. In the **Payroll ID** field, enter the Payroll ID to be excluded. (Ex: If an Administrative employee with an Adjunct Contract has a United Way deduction, in the **Payroll ID** field, enter **BW** to exclude the United Way deduction from the Adjunct Assignment.)

12. Perform a **Save** function.

13. If additional benefits/deductions/taxes need to be created, perform a **Rollback** function and repeat **Steps 3 – 12**.

To verify the benefit/deduction/tax codes created go to the Employee Deduction Query Form, **PDIDLST**, enter the employee’s ID and in the **Query Date** field, enter the same date entered in the **Effective Date** field, and then perform a **Next Block** function.
Entering and Linking Dependents for Health/Dental Insurance

For health and dental benefit/deduction codes **ONLY**, the beneficiaries/dependents of the benefit/deduction need to be entered on the Beneficiary Form, **PDABENE**. Once complete, the beneficiary/dependent will need to be linked to the health or dental benefit/deduction on the Beneficiary Coverage Form, **PDABCOV**.

14. From the **Menu Bar**, choose **Options**, and select **Beneficiaries [PDABENE]**.

15. Perform a **Next Block** function.
16. The first beneficiary/dependent record in this block identifies the employee as his/her own beneficiary/dependent. This record is generated automatically when the employee is first established on the Employee Record, PEAEMPL. Select a blank row to enter the information for the next (actual) beneficiary/dependent.

17. Enter the **Sequence Number** that will identify the record for the beneficiary/dependent on the Beneficiary Coverage Form, PDABCOV.

18. Enter the **Birth Date**, **Name** (Last, First, Middle Initial), **Relationship to Employee** and **Gender** for the beneficiary/dependent in the appropriate fields.

19. If the beneficiary/dependent is currently attending college, click the **Attending College** box.

20. Perform a **Save** function.

21. If adding additional beneficiaries/dependents, perform a **Roll Back** function, and then repeat **Steps 16 – 20**.

22. Perform an **Exit** function.
23. From the **Menu Bar**, choose **Options**, and then select **Beneficiaries Benefit Coverage [PDABCOV]**.
24. In the **Benefit** field, enter or select the health or dental code for which coverage is to be assigned.

25. To use a **Query Date** other than today’s date, change the query date to the appropriate date.

26. Perform a **Next Block** function.

27. Enter the **Sequence Number** identifying the person to be covered, or click the drop down arrow to view the beneficiaries/dependents from the Beneficiary Form, **PDABENE**, and then select the beneficiary/dependent.

28. In the **Coverage Begin Date** field, enter the actual coverage begin date for this beneficiary/dependent.

29. Perform a **Save** function.

30. If assigning additional beneficiaries/dependents, perform a **Roll Back** function, and then repeat **Steps 24 - 29**.

31. Perform an **Exit** function.
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Entering Employee Foundation Payroll Deductions – PEAFDED

An employee pledge is initiated in the Banner Advancement system by the Statewide Development Office. The Constituent Pledge Payroll Deduction Form, **PEAFDED**, is automatically populated after the pledge has been entered in Banner Advancement. The **Pledge** information will be populated on the Employee Benefit/Deduction Form, **PDADEDN** automatically after **PEAFDED** has been updated by HR or Payroll. Additional data entry is required on **PDADEDN**. **DO NOT** directly establish foundation payroll deductions on **PDADEDN**.

1. In the *Go To* field, enter the Constituent Pledge Payroll Deduction Form, **PEAFDED**, and then press Enter.
2. In the **ID** field, enter the employee’s ID (CXXXXXXXX) or click the drop down arrow and select **List for Employee (POIIDEN)** to perform a query, and then select the employee.

3. Perform a **Next Block** function.
   If an error message appears stating “Pledges must exist for this function,” contact the Statewide Development Office to find out when the pledge will be entered in Banner Advancement.
The employee pledge card or appropriate source document **MUST** be received and used to complete **PEAFDED**.

If the pledge type is AG, proceed to Step 4
If the pledge type is AN, proceed to Step 11
If the pledge type is PG, proceed to Step 19
If the pledge type is PN, proceed to Step 26

4. If the **Pledge Type** is **AG** (Amount with Goal), complete the following:
   a. Confirm the pledge in the **Amount** field matches the goal on the documentation received. If it doesn’t match, **STOP** and contact the Statewide Development Office.
   b. In the **Deduction Code** field, enter or select the appropriate deduction code, 6A0 – 6A9. The first deduction is 6A0. Subsequent codes are used to differentiate additional campaign pledges.
   c. The **Start Date** will default to the date entered in Banner Advancement. Review to determine if the start date precedes the last paid date for the employee. If so, enter the next date following the last paid date.
   d. Confirm the amount in the **Deduction Amount** field matches the per pay amount on the documentation received. If not, **STOP** and contact the Statewide Development Office.
   e. Check the **Signature Received** box.
   f. Make a note of the pledge designation code listed in the **Comments** field.
   g. Perform a **Save** function.
   h. Perform an **Exit** function.
5. In the Go To field, enter the Employee Benefit/Deduction Form, PDADEDN, and then press Enter.
6. In the Deduction field, enter or select the deduction code entered in Step 4b.

7. Perform a Next Block function twice.

8. In the Reference field, enter the pledge designation code noted in the Comments field in Step 4f.

9. Perform a Save function.


Note: Banner will automatically stop taking the deduction when the goal amount is met.
11. If the **Type** is **AN** (Amount No Goal) complete the following:
   a. In the **Deduction Code** field, enter or select the appropriate deduction code, **6A0 – 6A9**. The first deduction is **6A0**. The subsequent codes are used to differentiate additional campaign pledges.
   b. The **Start Date** will default to the date entered in Banner Advancement. Review to determine if the start date precedes the last paid date for the employee. If so, enter the next date following the last paid date.
   c. Confirm the amount in the **Deduction Amount** field matches the per pay amount on the documentation received. If not, **STOP** and contact the Statewide Development Office.
   d. Check the **Signature Received** box.
   e. Make a note of the pledge designation code listed in the **Comments** field.
   f. Perform a **Save** function.
   g. Perform an **Exit** function.
12. In the **Go To** field, enter the Employee Benefit/Deduction Form, **PDADEDN**, and then press Enter.
13. In the **Deduction** field, enter or select the deduction code entered in **Step 11a**.

14. Perform a **Next Block** function **twice**.

15. In the **Reference** field, enter the pledge designation code noted in the **Comments** field in **Step 11e**.

16. In the **Amount 2** field (**Ded Lmt**), change the amount to **1,000,000**. Banner Advancement requires a pledge amount even when there is no goal. The fictitious goal amount of $1,000,000 allows the deduction to continue and the goal of $1,000,000 will likely not be met.

17. Perform a **Save** function.

18. Perform an **Exit** function.
19. If the **Pledge Type** is **PG** (Percent with Goal), complete the following:
   a. Confirm the pledge in the **Amount** field matches the goal on the documentation received. If it doesn’t match, STOP and contact the Statewide Development Office.
   b. In the **Deduction Code** field, enter or select the appropriate deduction code, 6P0 – 6P9. The first deduction is 6P0. Subsequent codes are used to differentiate additional campaign pledges.
   c. The **Start Date** will default to the date entered in Banner Advancement. Review to determine if the start date precedes the last paid date for the employee. If so, enter the next date following the last paid date.
   d. In the **Deduction Amount** field replace the deduction amount with the percentage listed on the documentation received or noted in the **Comments** field.
   e. Check the **Signature Received** box.
   f. Make a note of the pledge designation code listed in the **Comments** field.
   g. Perform a **Save** function.
   h. Perform an **Exit** function.
20. In the **Go To** field, enter the Employee Benefit/Deduction Form, **PDADEDN**, and then press Enter.
21. In the **Deduction** field, enter or select the deduction code entered in **Step 19b**.

22. Perform a **Next Block** function **twice**.

23. In the **Reference** field, enter the pledge designation code noted in the **Comments** field in **Step 19f**.

24. Perform a **Save** function.

25. Perform an **Exit** function.

Note: Banner will automatically stop taking the deduction when the goal amount is met.
26. If the Type is PN (Percent No Goal) complete the following:
   a. In the Deduction Code field, enter or select the appropriate deduction code, 6P0 – 6P9. The first deduction is 6P0. The subsequent codes are used to differentiate additional campaign pledges.
   b. The Start Date will default to the date entered in Banner Advancement. Review to determine if the start date precedes the last paid date for the employee. If so, enter the next date following the last paid date.
   c. In the Deduction Amount field replace the deduction amount with the percentage listed on the documentation received or noted in the Comments field.
   d. Check the Signature Received box.
   e. Make a note of the pledge designation code listed in the Comments field.
   f. Perform a Save function.
   g. Perform an Exit function.
27. In the **Go To** field, enter the Employee Benefit/Deduction Form, **PDADEDN**, and then press Enter.
28. In the **Deduction** field, enter or select the deduction code entered in **Step 26a**.

29. Perform a **Next Block** function *twice*.

30. In the **Reference** field, enter the pledge designation code noted in the **Comments** field in **Step 26e**.

31. In the **Amount 2** field (**Ded Lmt**), change the amount to **1,000,000**. Banner Advancement requires a pledge amount even when there is no goal. The fictitious goal amount of $1,000,000 allows the deduction to continue and the goal of $1,000,000 will likely not be met.

32. Perform a **Save** function.

33. Perform an **Exit** function.
Creating a Direct Deposit Record - GXADIRD

The Direct Deposit Recipient Form, **GXADIRD** is used to enter employee checking and/or savings direct deposit information. This form is a general form and can be used by Human Resources and Finance.

1. In the **Go To** field, enter the Direct Deposit Recipient Form **GXADIRD**, and then press Enter.
2. In the **ID** field, enter the employee’s ID (CXXXXXXX) or click the drop down arrow and select **List for Person (SOAIDEN)** to perform a query, and then select the employee.
3. Perform a **Next Block** function.

4. In the **Bank Routing** field, enter the bank routing number or click the drop down arrow to perform a query.

   a. Perform an **Enter Query** function.

   b. In the **Bank Name** field and enter the name of the bank followed by %.

   c. Perform an **Execute Query** function.

   d. Select the appropriate bank routing number.
5. Check the **Payroll** box.

6. In the **Account Number** field, enter the employee’s bank account number.

7. Check either **Checking** or **Savings**, as appropriate.

8. The **Direct Deposit Status** defaults to **Prenote** and will automatically change to **Active** after the first payroll is run.

9. In the **Priority** field, enter 1, 2, 3, 4 or 5 in deposit deduction order or 6 for net remaining amount. Banner will process the direct deposits in **Priority** number order.

10. In the **Amount** or **Percent** fields, enter the dollar amount or percent of funds to be deposited. The percent **MUST** be 100 on priority 6 (net remaining amount).

11. Perform a **Save** function.

12. Repeat **Steps 4 - 11** to enter additional direct deposit records.

13. Perform an **Exit** function.
Updating a Direct Deposit Record

When an employee requests a change to his/her current direct deposit records, **GXADIRD** must be updated using the following steps.

1. In the **Go To** field, enter the Direct Deposit Recipient Form **GXADIRD**, and then press Enter.
2. In the **ID** field, enter the employee’s ID (CXXXXX) or click the drop down arrow and select **List for Person (SOAIDEN)** to perform a query, and then select the employee.
3. Perform a **Next Block** function.

4. Select the direct deposit record to be updated.

5. For **Amount** or **Percent** changes, enter the new amount in the **Amount** field or the new percent in the **Percent** field.
6. For **Bank Routing** and/or **Account Number** changes:
   a. If the bank routing number is changing, in the **Bank Routing** field, enter the bank routing number or click the drop down arrow to perform a query, and then select the routing number.
   b. In the **Account Number** field, enter the employee’s bank account number.
   c. Verify and make any necessary changes to the **Checking** or **Savings** boxes.
   d. Change the **Direct Deposit Status** to **Prenote**.
   e. Update the **Priority**, **Amount** and/or **Percent** fields as necessary.

7. Perform a **Save** function.

8. Perform an **Exit** function.
Inactivating a Direct Deposit Record

1. In the **Go To** field, enter the Direct Deposit Recipient Form **GXADIRD**, and then press Enter.
2. In the **ID** field, enter the employee’s ID (CXXXXXXX) or click the drop down arrow and select **List for Person (SOAIDEN)** to perform a query, and then select the employee.
3. Perform a **Next Block** function.

4. Select the direct deposit record to be inactivated.

5. In the **Direct Deposit Status** field, select **Inactive**.

6. Perform a **Save** function.

7. Perform an **Exit** function.
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Viewing Employee Deduction History - PEIDHIS

The Employee Deduction History Form, PEIDHIS displays a record of updates made to the Employee Deduction Form, PDADEDN.

1. In the Go To field, enter the Employee Deduction History Form PEIDHIS, and then press Enter.
2. In the ID field, enter the employee’s ID (CXXXXXXXX) or click the drop down arrow and select List for Employee (POIIDEN) to perform a query, and then select the employee.
3. Perform a **Next Block** function.

4. The form will auto populate with all of the employee’s benefit/deduction/tax information. The benefit/deduction/tax that is being viewed appears in the **Deduction Code** field. To view a different benefit/deduction/tax use the **Scroll Bar** on the right side of the form.

5. The **Arrear Balance** field will show if the employee has an arrear balance for the specific deduction code.

6. The **Add or Replace** section will show the history of all deduction and tax adjustments entered on the **Add or Replace** tab on PDADEDN.

7. The **Open Enrollment** field contains one of these values:
   - **C** The employee has continued the deduction through the Open Enrollment function.
   - **S** The deduction is newly selected by the employee through the Open Enrollment function.
   - **T** The employee has terminated the deduction through the Open Enrollment process.
   - **Y** The employee has indicated that this deduction is among his/her final choices by selecting the Complete Open Enrollment button.
   - **N** The deduction is not in Open Enrollment.

8. Perform an **Exit** function.
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Viewing Deduction Year To Date Totals - PEIDTOT

Deduction total information for an employee can be viewed on the Deduction Year To Date Totals Form, PEIDTOT, by month, quarter, year and lifetime; by calendar or fiscal year.

1. In the Go To field, enter the Deduction Year To Date Totals Form, PEIDTOT, and then press Enter.

*Step 1*
2. In the ID field, enter the employee’s ID (CXXXXXXXX) or click the drop down arrow and select List for Employee (POIIDEN) to perform a query, and then select the employee.
3. In the **Deduction** field, enter the benefit/deduction/tax to be viewed or click the drop down arrow and select **Employee Deductions (PDIDLST)** to perform a query, and then select the appropriate benefit/deduction/tax to be viewed.
4. In the **Year** field, enter the year (YYYY) to be viewed. The **From** and **To** fields will auto populate from January 1\(^{st}\) to December 31\(^{st}\) for the year entered; however, these will automatically change if **Fiscal** is selected in **Step 5**.

5. In the **Query Year Type** field, select the **Query Year Type** based on the **Deduction** selected. (**Calendar** or **Fiscal**) The **From** and **To** fields will change if **Fiscal** is selected.

6. Perform a **Next Block** function.

7. The **Month**, **Quarterly Totals**, **Yearly Totals**, and **Life to Date Totals** blocks will populate with the appropriate totals for the specific deduction entered. Deduction totals are always displayed by month, regardless of the **Payroll ID** (**SM** or **BW**). The check date is used to determine the appropriate month.

   The amounts in the **Life to Date Totals** fields will vary depending on the **Deduction** type.

   The **Life to Date Totals** for garnishments, insurance repayments and miscellaneous will include HRS deduction totals as of December 2008.

   The **Life to Date Totals** for flexible spending will include HRS deduction totals from July – December 2008.

   All other deduction codes will be totals as of January 2009.

8. To view a different deduction, perform a **Rollback** function and repeat **Steps 3 - 7** above.

9. Perform an **Exit** function.