



Salary Encumbrances in Banner Finance

Important Items to Remember

- Salary encumbrances do not encumber for hourly employees, including student workers and work study.
- Salary encumbrance is calculated up to the end of fiscal year or contract date, whichever is earlier. Multi-year encumbering for grants is not functioning properly.
- The process will run after each payday, so any PHAREDS done after payroll will not be recognized until the next time the job is submitted (see schedule on page three).
- Payroll in Banner Finance will now post after the process runs, not just twice a month.
- A salary encumbrance report is being created for the Reporting Center.
- Direct any additional questions to the Banner Helpdesk at (804) 828-0388.

Pay Period For Online Entry	Time File Open To Key Online	PAF Received By HR	Time File Closes At 10 A.M. For Payroll Processing	Payroll Finalizes	Pay Date	Banner Finance Posting Date
2016						
Nov. 10 - Nov. 24	Nov. 10 - Nov. 22**	Nov. 14	Nov. 22**	Nov. 23	Dec. 1	Dec. 1
Nov. 25 - Dec. 9	Nov. 25 - Dec. 12*	Dec. 2	Dec. 12*	Dec. 13	Dec. 16	Dec. 16
Dec. 10 - Dec. 25	Dec. 10 - Dec. 21**	Dec. 13	Dec. 21**	Dec. 22	Dec. 31	Jan. 3
2017						
Dec. 25 - Jan. 9	Dec. 25 - Jan. 9*	Dec. 19	Jan. 9*	Jan. 10	Jan. 13	Jan. 13
Jan. 10 - Jan. 24	Jan. 10 - Jan. 26*	Jan. 18	Jan. 26*	Jan. 27	Feb. 1	Feb. 1
Jan. 25 - Feb. 9	Jan. 25 - Feb. 10*	Feb. 2	Feb. 10*	Feb. 13	Feb. 16	Feb. 16
Feb. 10 - Feb. 24	Feb. 10 - Feb. 23*	Feb. 15	Feb. 23*	Feb. 24	Mar. 1	Mar. 1
Feb. 25 - Mar. 9	Feb. 25 - Mar. 10*	Mar. 2	Mar. 10*	Mar. 13	Mar. 16	Mar. 16
Mar. 10 - Mar. 24	Mar. 10 - Mar. 27*	Mar. 17	Mar. 27*	Mar. 28	Mar. 31	Mar. 31
Mar. 25 - Apr. 9	Mar. 25 - Apr. 10*	Mar. 31	Apr. 10*	Apr. 11	Apr. 14	Apr. 14
Apr. 10 - Apr. 24	Apr. 10 - Apr. 25*	Apr. 17	Apr. 25*	Apr. 26	May. 1	May. 1
Apr. 25 - May. 9	Apr. 25 - May 10*	May. 2	May 10*	May. 11	May. 16	May. 16
May. 10 - May. 24	May 10 - May 25*	May. 17	May 25*	May. 26	Jun. 1	Jun. 1

Pay Period For Online Entry	Time File Open To Key Online	PAF Received By HR	Time File Closes At 10 A.M. For Payroll Processing	Payroll Finalizes	Pay Date	Banner Finance Posting Date
May 25 - June. 9	May 25 - June 12*	Jun. 2	June 12*	Jun. 13	Jun. 16	Jun. 16
June 10 - June. 24	June 10 - June 27*	Jun. 19	June 27*	Jun. 28	Jul. 3	Jul. 5
June 25 - July. 9	June 25 - July 10*	Jun. 29	July 10*	Jul. 11	Jul. 14	Jul. 14
July 10 - July. 24	July 10 - July 26*	July. 18	July 26*	Jul. 27	Aug. 1	Aug. 1
July. 25 - Aug. 9	July 25 - Aug. 10*	July. 28	Aug. 10*	Aug. 11	Aug. 16	Aug. 16
Aug. 10 - Aug. 24	Aug. 10 - Aug. 28*	Aug. 15	Aug. 28*	Aug. 29	Sep. 1	Sep. 1
Aug. 25 - Sept. 9	Aug. 25 - Sept. 11*	Aug. 28	Sept. 11*	Sep. 12	Sep. 15	Sep. 15
Sept. 10 - Sept. 24	Sept. 10 - Sept. 25*	Sept. 12	Sept. 25*	Sep. 26	Sep. 29	Sep. 29
Sept. 25 - Oct. 9	Sept. 25 - Oct. 10*	Oct. 2	Oct. 10*	Oct. 11	Oct. 16	Oct. 16
Oct. 10 - Oct. 24	Oct. 10 - Oct. 26*	Oct. 18	Oct. 26*	Oct. 27	Nov. 1	Nov. 1
Oct. 25 - Nov. 9	Oct. 25 - Nov. 10*	Nov. 2	Nov. 10*	Nov. 13	Nov. 16	Nov. 16
Nov. 10 - Nov. 24	Nov. 10 - Nov. 27**	Nov. 15	Nov. 27**	Nov. 28	Dec. 1	Dec. 1
Nov. 25 - Dec. 9	Nov. 25 - Dec. 11*	Dec. 1	Dec. 11*	Dec. 12	Dec. 15	Dec. 15
Dec. 10 - Dec. 25	Dec. 10 - Dec. 18**	Dec. 8	Dec. 18**	Dec. 19	Dec. 29	Jan. 2

NBIJLHS

Oracle Fusion Middleware Forms Services: Open > NBIJLHS

File Edit Options Block Item Record Query Tools Help

Labor Distribution Change History NBIJLHS 8.6 (PPRD8)

ID: V00677835 Solomon Girmay Position: 999988 00 As of Date: 11-FEB-2013

Job Labor Distribution Changes

Effective Date	Change Reason
>> 25-JAN-2013	NHPPIN1 Encumbrance amount posted.Change to existing Record
25-JAN-2013	NBPENCM encumbrance calculation: change to existing record.

Job Labor Distribution Detail

Percent	COA	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
100	V	9100EG	123301	520182	5200				

Capture Date and Time: 11-FEB-2013 13:16:37 Fund: 9100EG E and G General
Encumbrance Number: PR130001 Encumber Multi Year Labor
Encumbrance Sequence: 7799 Encumbrance Override End Date:
Latest Recast Date: 25-JAN-2013

Encumbrance To Post Salary Transaction Detail

	Current Encumbrance	Current Encumbrance to Post	Future Encumbrance	Future Encumbrance to Post
Salary:	20,625.03	0.00	0.00	0.00
Fringe:	6,661.88	0.00	0.00	0.00
Residual:	0.00	0.00	0.00	0.00

Record: 1/? <OSC>

Banner HR forms NBIJLHS and NHIDIST will show the salary/fringe encumbrance in these fields.

FGIBDSR

Oracle Fusion Middleware Forms Services: Open > FGIBDSR

File Edit Options Block Item Record Query Tools Help

Executive Summary FGIBDSR 8.5 (PPRD8)

Chart: V
 Fiscal Year: 13
 Index: 123301

Organization: 123301 HR General
 Fund: 9100EG E and G General
 Program: 5200 General Administrative Services
 Account:
 Account Type:
 Activity:
 Location:

Query Specific Account
 Include Revenue Accounts
 Commit Type: Both

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
400651	R	Fees	0.00	174.10	0.00	-174.10
400689	R	Misc Revenue Oth E G	24,486.00	0.00	0.00	24,486.00
420689	R	Other Hospital Services Reven	0.00	16,820.00	0.00	-16,820.06
510110	L	Administrative Faculty Salaries	368,325.00	197,204.44	101,538.42	69,582.14
510120	L	Admin Faculty Term Annual Le	0.00	19,217.29	0.00	-19,217.29
510130	L	Administrative Faculty Term H	0.00	1,090.34	0.00	-1,090.34
510170	L	Administrative Faculty Bonus F	11,531.00	11,531.00	0.00	0.00
510180	L	Administrative Faculty FB Full	119,851.11	85,649.28	40,427.79	-6,225.96
511181	L	T R Faculty FB Part Time	0.00	1,171.44	0.00	-1,171.44
512110	L	Professional Faculty Salaries	78,005.00	84,877.86	52,876.89	-59,749.75
512170	L	Professional Faculty Bonus Pay	2,340.00	3,340.00	0.00	-1,000.00
512180	L	Professional Faculty FB Full Tir	25,375.01	16,826.11	9,448.36	-899.46
Net Total:			-3,389,266.57	-1,870,652.00	1,224,943.68	

FRM-40100: At first record.
 Record: 1/77 | ... | <08C>

On Banner Finance form FGIBDSR, the salary/fringe commitments appear in the Commitments column.

FGITRND

Oracle Fusion Middleware Forms Services: Open > FGITRND

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGITRND 8.4.0.3 (PPRD8)

COA: V Fiscal Year: 13 Index: 123301 Fund: 9100EG Organization: 123301 Account: Program: 5200 Activity: Location: Period: Commit Type: Both

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)	
510110	123301	5200	11-FEB-2013	HENC	F0051853	Encumbrance Salarie	101,538.42	+	
510180	123301	5200	11-FEB-2013	HFEN	F0051853	Encumbrance Fringe	40,427.79	+	
512110	123301	5200	11-FEB-2013	HENC	F0051853	Encumbrance Salarie	52,876.89	+	
512180	123301	5200	11-FEB-2013	HFEN	F0051853	Encumbrance Fringe	9,448.36	+	
520110	123301	5200	11-FEB-2013	HENC	F0051853	Encumbrance Salarie	543,039.53	+	
520182	123301	5200	11-FEB-2013	HFEN	F0051853	Encumbrance Fringe	175,401.77	+	
							Total:	922,732.76	

Press Key Dup Item for document query forms; Count Query for encumbrance detail
Record: 1/6 | ... | <OSC>

Banner Finance form FGITRND shows the detail for the salary encumbrance entries.