

Salary Encumbrances

Banner Finance

University Controller’s Office

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).

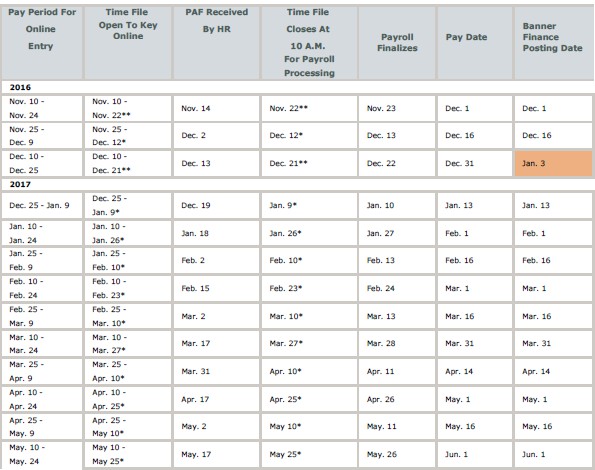
• Payroll in Banner Finance will now post after the process runs, not just twice a month.

• A salary encumbrance report is being created for the Reporting Center.

• Direct any additional questions to the Banner Helpdesk at (804) 828- 0388.

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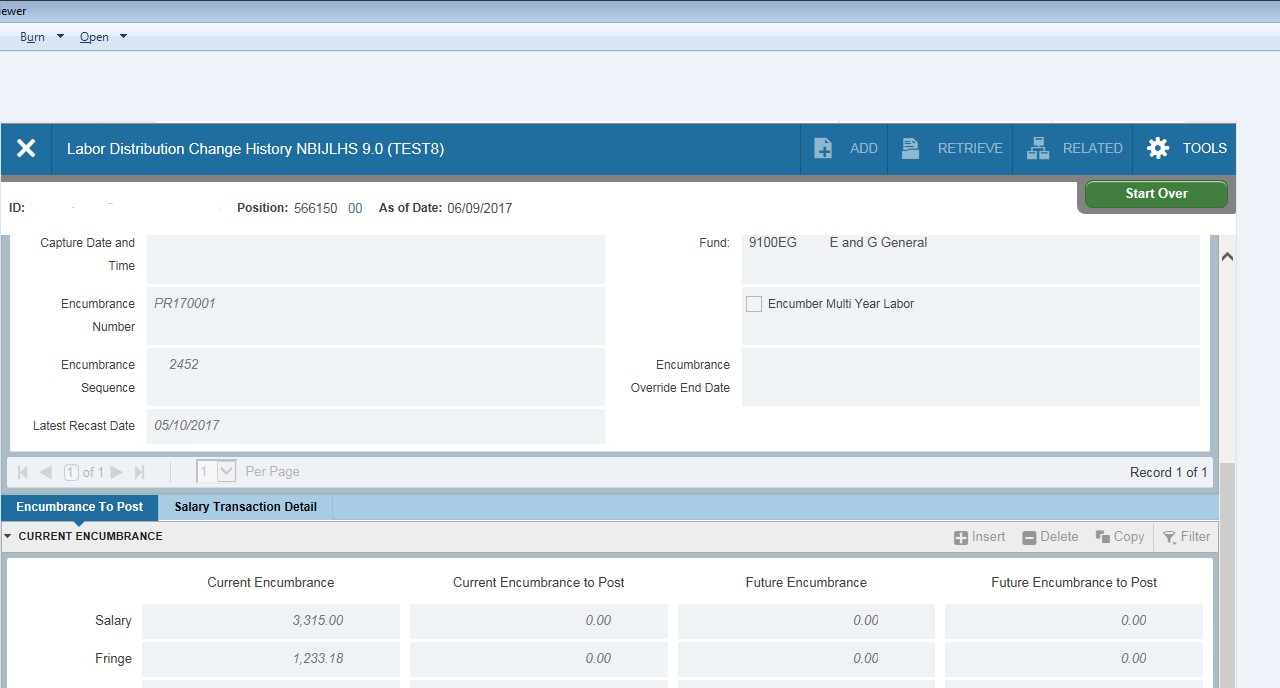
Banner Finance Posting Schedule



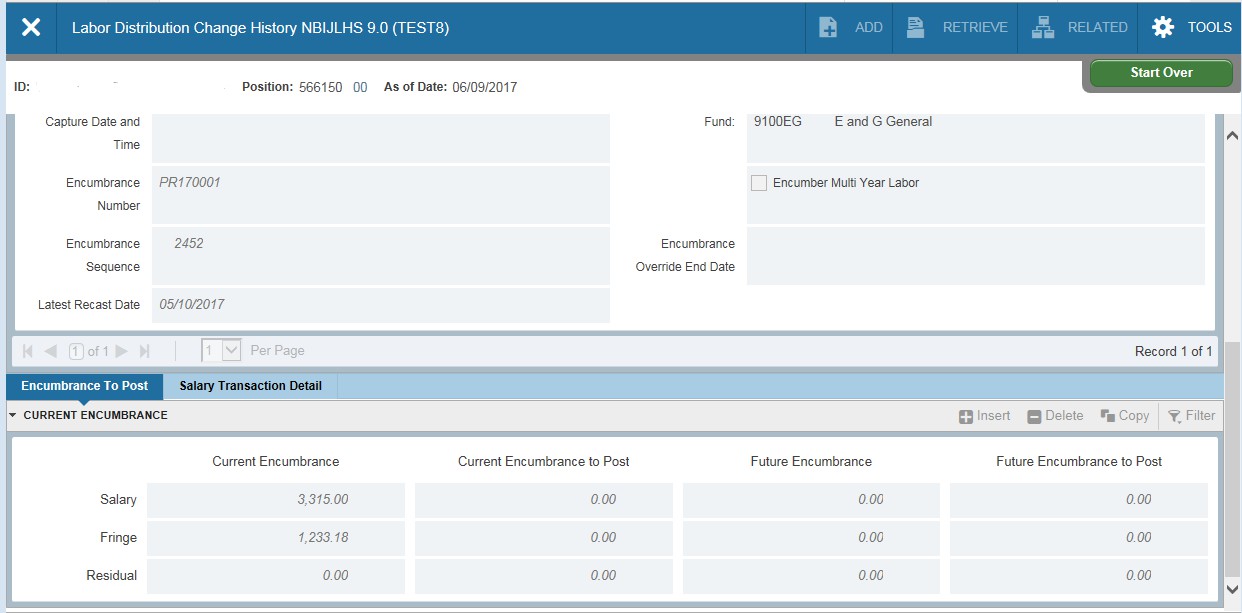
Banner HR Forms NBIJLHS and NHIDIST will show

the salary/fringe encumbrance in the below fields.

NBIJLHS

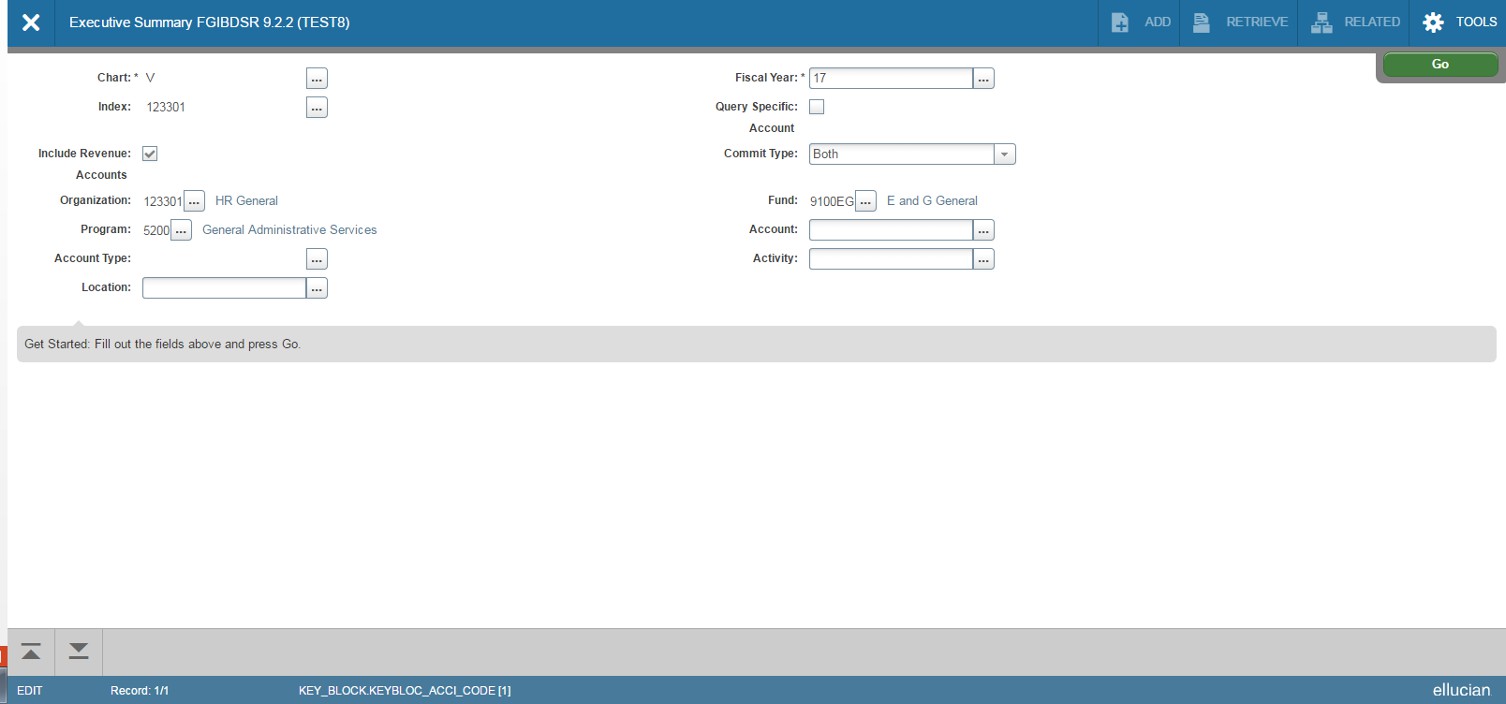


NHIDIST



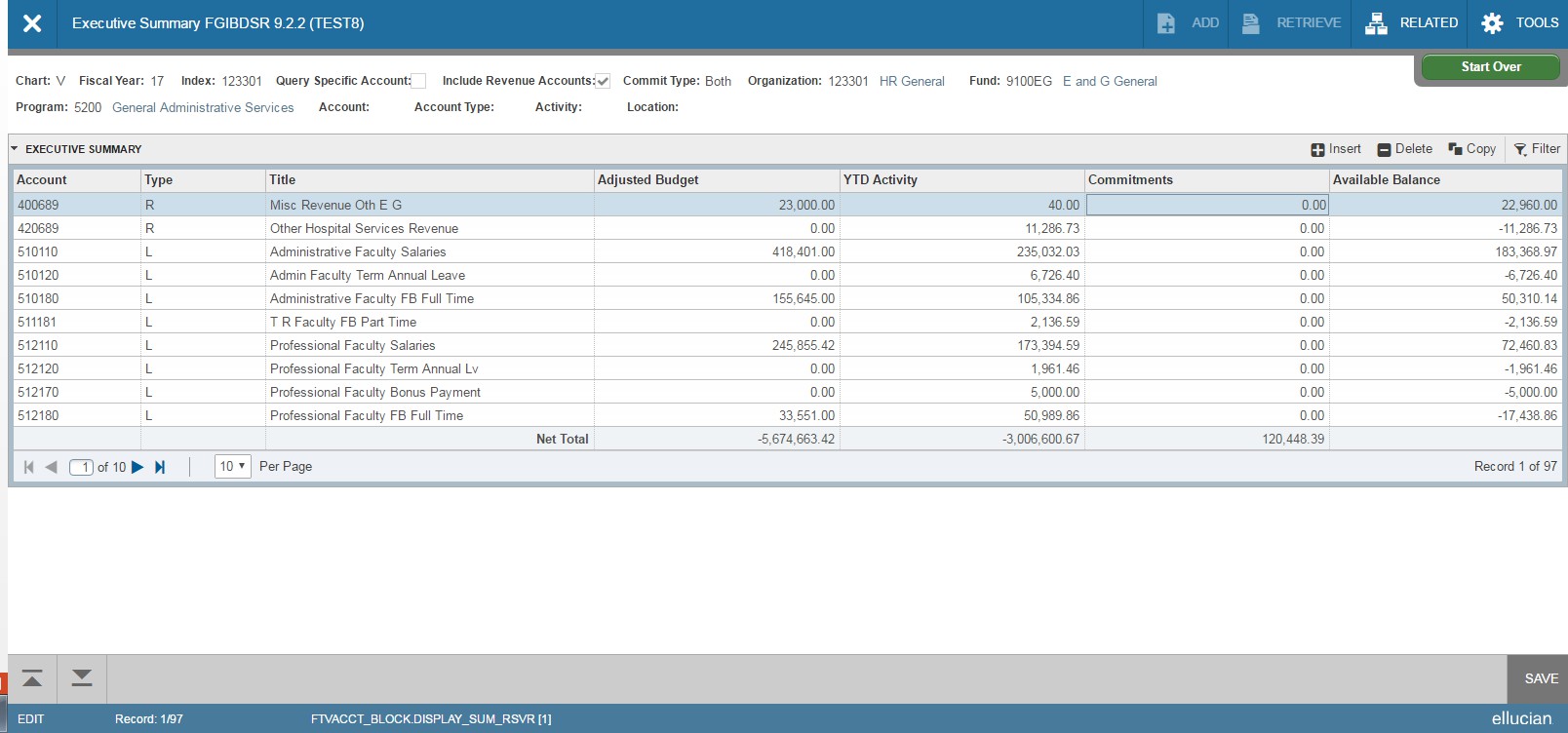
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FGIBDSR



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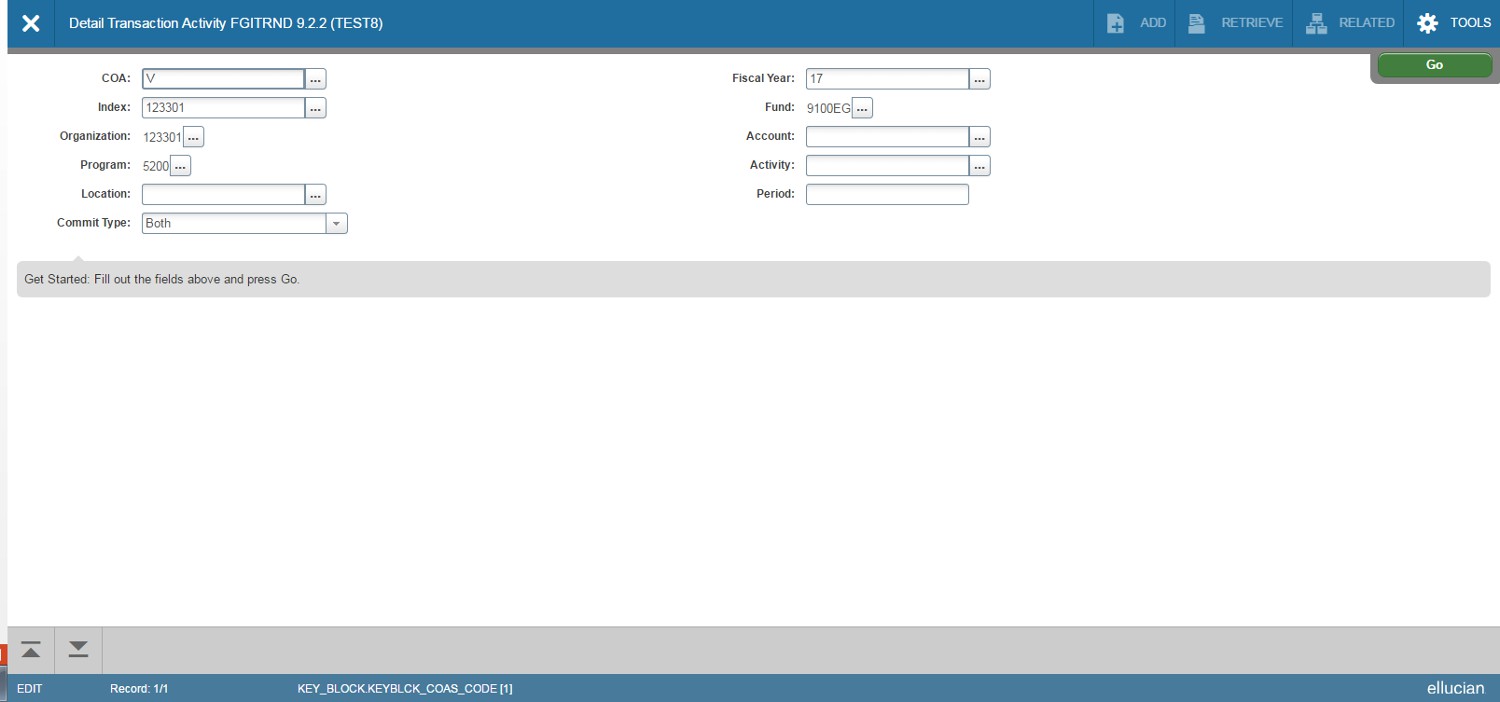
FGIBDSR



On Banner Finance Form FGIBDSR, the salary/Fringe commitments appear in the Commitments Column.

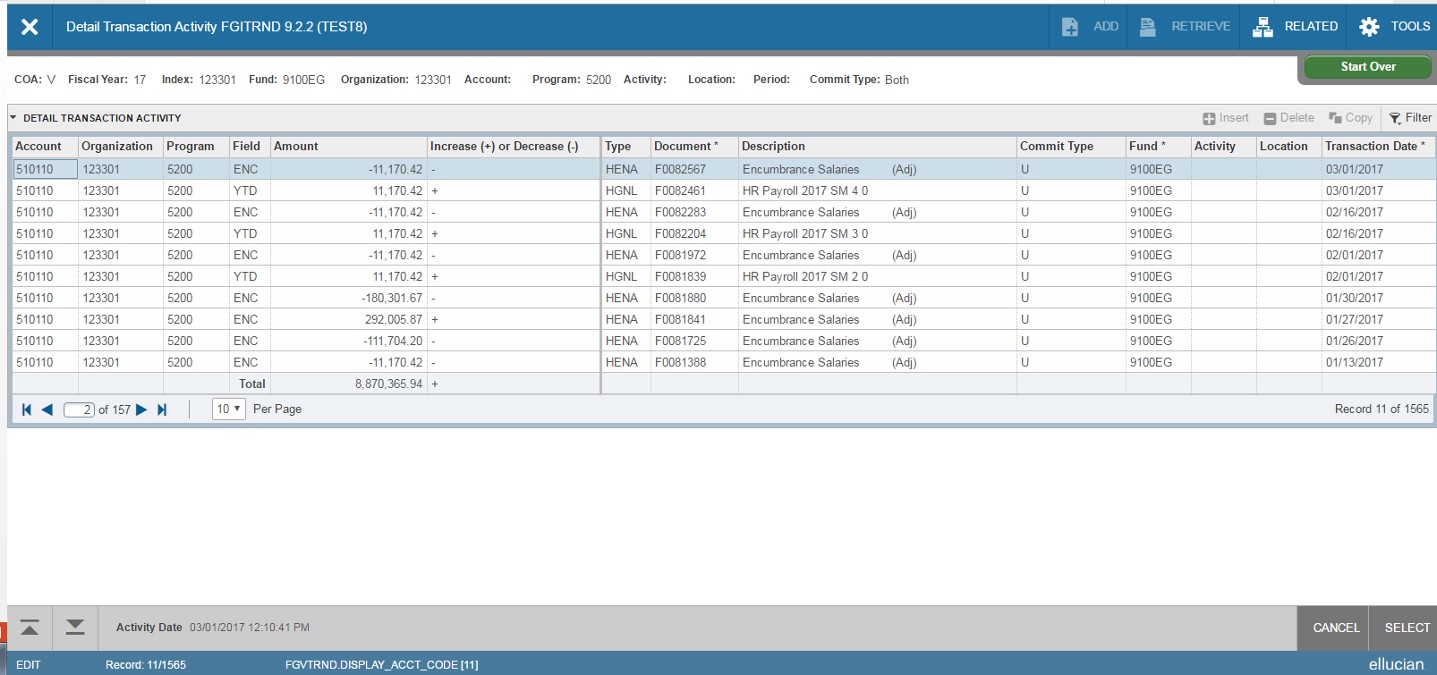
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FGITRND



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FGITRND



Banner Finance Form FGITRND shows the detail for the salary

encumbrance entries.

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