

Highlights and Hot Topics

PZAADJT vs. ANA

By *Angela Alonzo*

University Payroll is frequently asked if an adjustment should be submitted using the Banner Adjustment Processing Form (PZAADJT) or the Adjustment Notification Application (ANA). The method the unit will use will depend upon when, within the payroll cycle, the error is discovered and the adjustment type.

Overpayments

Both current pay period and prior pay period overpayment adjustment requests should always be submitted by the unit using the Adjustment Notification Application (ANA). For more detailed information about the overpayment policies and process, please refer to the [Overpayments](#) Web page.

Time Entry Error before Payroll Calculation

If a time entry error is discovered on an approved timesheet, the unit cannot correct the erroneous hours. However, if payroll calculation has not yet occurred, Payroll can correct an employee's time record. In this instance, the unit should submit an adjustment request to Payroll using ANA. The unit must submit and approve the request by 5 p.m. on the day of the payroll calculation. (refer to the [University of Illinois Payroll Schedule](#)). If Payroll receives the request after 5 p.m. on the day of the payroll calculation, the adjustment request will be rejected with instructions for the unit to process the adjustment using PZAADJT.

Underpayments for Previous Pay Periods

Most adjustment requests submitted by units to University Payroll are to correct underpayments for previous pay periods. The units should submit these adjustment requests using the Banner Adjustment Processing Form (PZAADJT). If this type of adjustment is submitted using ANA, the request will be rejected and the unit will be directed to continue processing the request using PZAADJT.

Pay Stops

Sometimes a pay error can be avoided by submitting a Pay Stop request to Payroll using ANA. A Pay Stop request should be submitted by the unit when the payroll calculation process reveals that an employee will receive incorrect pay but that pay has not yet been distributed (by check or direct deposit) to the employee. For further information and procedures related to Pay Stops and other ANA transaction types, refer to the [ANA Guide](#).

The training course, Payroll Adjustment Processing for Units (HRPPR120), offers more information and guidance on the adjustment process. If you wish to attend this hands-on training course, visit the [OBES Training Center](#) to register.

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UIUC/UIC Appointments for Foreign Nationals to Update Tax Status

By *Monica Bonifield*

New Hires

Foreign nationals employed by the University must meet with University Payroll to accurately analyze and determine residency and tax status classification.

For new hires beginning this Fall, University Payroll will be offering mass processing sessions at UIUC and UIC for residency analysis and tax treaty applications at the start of the academic year.

All foreign nationals are required to bring to the session a completed [Foreign National Tax Information Form](#) (PDF: 262 kb) as well as the original documentation and copies defined in the Foreign National Documentation Chart.

To register for a mass appointment, select a session title from the left panel at [Registration for Tax Status Review Appointments for Foreign Nationals](#).

In addition to the mass appointment process, Payroll will still accept individual appointments at all campuses. An appointment can be scheduled by calling at Urbana: 217-265-6363, Chicago: 312-996-7200, Springfield: 217-206-7211.

Renewals

Mass application sessions and individual appointments for the **renewal** of tax treaty benefits for current foreign national employees will be held in November and December.

Information on how to register for these renewal sessions will be communicated through an OBFS Announcement when it is available.

For more information on NRA Processing, Application and Renewal of Tax Treaty Exemptions and Voucher Processing can be found on the [Payments to Foreign Nationals](#) Web site.

VISA STATUS	DOCUMENTS
F1	Passport identification page Current U. S. Visa All U. S. entry stamps I-20 (front and back) page 1 & 3 I-94 card (front and back) EAD for OPT Social Security Card i-card
F2*	I-797 EAD
J1	Passport identification page Current U. S. Visa All U. S. entry stamps DS-2019 All prior IAP-66 and/or DS-2019 I-94 card (front and back) Social Security Card or Receipt of Application for SSN i-card
J2	Passport identification page Current U. S. Visa All U. S. entry stamps DS-2019 All prior IAP-66 and /or DS-2019 I-94 card (front and back) Social Security Card or Receipt of Application for SSN i-card
H1 B1	Passport identification page Current U. S. Visa All U. S. entry stamps I-797 I-94 card (front and back) Social Security Card or Receipt of Application for SSN i-card
H4*	I-797 EAD
O1	Passport identification page Current U. S. Visa All U. S. entry stamps I-797 I-94 card (front and back) Invitation Letter Social Security Card or Receipt of Application for SSN i-card

Current Quarter

Mandatory Direct Deposit Policy Enforcement

Effective August 1, 2003, University of Illinois adopted a policy of mandatory direct deposit for all new employees with a grace period for new employees who do not have an account at the time of hire. University Payroll will begin enforcing this policy effective September 1, 2005.

Employees hired after August 1, 2003, still receiving paper checks will be sent a letter reminding them of the policy and notifying them of 30 days to compliance requirement. Employees out of compliance will be issued a PayCard on the subsequent payroll processed. For more information on PayCards, please refer to the [Direct Deposit](#) guide for your campus.

PZAADJT Transaction Cleanup

In order to manage incomplete adjustments in Banner, University Payroll has established a 30-day rule to purge adjustments that have not been approved within 30 days of initiating the transaction.

This deletion of payroll adjustments applies only to adjustments processed in Banner; it does not apply to adjustments submitted in ANA (Adjustment Notification Application).

Last Quarter

Customer Service Metrics

April – June 2005

	April	May	June
Total Activity	2641	1804	2345
Pending Resolution	23	40	18
Closed	2618	1752	2309

Total Activity represents the number of Clarify cases handled by Payroll Customer Service. Pending resolution refers to the number of cases still open out of those submitted at the end of each month. Closed are resolved issues.

Payroll Operations Metrics

During the last quarter, a total of **268** timesheets fell into an error status at Disposition 05 and had to be manually fixed by Payroll Operations. This error occurs when an employee's required statutory deductions are not active or do not exist during the pay period.

Adjustments Processed

April – June 2005

April	May	June
3588	2477	2779

Important Payroll Dates Payroll Training Events

Now Open for Registration

UIUC

Payroll Overview

August 16, 2005 – 9:00am to 12:00pm

August 25, 2005 – 1:30 am to 4:30 pm

August 30, 2005 – 9:00pm to 12:00pm

Payments to Foreign Nationals Overview

August 16, 2005 – 1:00pm to 4:00pm

August 17, 2005 – 9:00am to 12:00pm

August 30, 2005 – 1:00pm to 4:00pm

August 31, 2005 – 9:00am to 12:00pm

Payroll Adjustment Processing for Units, HRPPR120

August 24, 2005 – 8:30am to 1:00pm

Labor Redistributions, HRPPR130

August 24, 2005 – 2:00pm to 3:30pm

Department Time Entry, HRPTA105

August 25, 2005 – 8:30am to 12:30pm

UIC

Payroll Overview

August 23, 2005 – 1:00pm to 4:00pm

Payments to Foreign Nationals Overview

August 18, 2005 – 9:00am to 12:00pm

August 24, 2005 – 2:00pm to 5:00pm

August 29, 2005 – 9:00am to 12:00pm

August 29, 2005 – 1:00pm to 4:00pm

Payroll Adjustment Processing for Units, HRPPR120

August 22, 2005 – 8:30am to 1:00pm

One Time Payments, HRPPR135

August 22, 2005 – 2:00pm to 3:30pm

Department Time Entry, HRPTA105

August 23, 2005 – 8:30am to 12:30pm

For further information on the Payroll courses or to register for a class, please visit the [OBFS Training Center](#).

Tuition Waiver Schedule for 2005

Summer	Pay Date
BW 20	10/05/05
BW 21	10/19/05
BW 22	11/02/05
BW 23	11/16/05
MN 10	10/14/05
MN 11	11/16/05

Payroll Calculation Deadlines

Pay Event		Calc date/ Time entry due	Pay Date
BW	17	08/16/05	08/24/05
BW	18	08/30/05	09/07/05
MN	9	09/08/05	09/16/05
BW	19	09/13/05	09/21/05
BW	20	09/27/05	10/05/05
MN	10	10/06/05*	10/14/05
BW	21	10/11/05	10/19/05
BW	22	10/25/05	11/02/05
MN	11	11/09/05*	11/16/05

*Indicates a revision to a previously published calc date.

Questions and Answers

Q: I initiated a pay adjustment in PZAADJT, but Workflow shows that two adjustments were created for this pay correction. One shows a sequence number of 1 and the other shows a sequence number of 2. What happened?

A: When Workflow launches Banner, it opens the adjustment in PZAADJT. In the key block of PZAADJT, the employee's ID and name are displayed along with the pay event information. The Adjustment Action shows (None) and the History Date is blank. If the department originator or department approver selects an adjustment action and enters in a history date before moving to the next block, a new adjustment (an adjustment for the adjustment) is created.

No edits should be made to the key block unless the intention is to create an adjustment for the existing adjustment. If the duplicate adjustment effort is not identified by the unit and reaches University Payroll via Workflow, payroll staff will review both adjustments. One of the adjustments will be rejected. The department originator will receive an e-mail message requesting that the duplicate adjustment be erased in Banner.

If the unit identifies the existence of a duplicate adjustment prior to Payroll receiving it, they may stop the work item and erase the adjustment in Banner.

To "Stop" a work item, go to your worklist and select the View Details icon to the right of the work item. This icon appears as a magnifying glass. From the Details screen, select the Stop icon (a red button with an X). This action will stop the work item and remove it from your worklist. You will need to erase the adjustment created in Banner separately. The job aid "[Erasing an Adjustment](#)" on the OBFS Job Aids site outlines the steps for removing the Banner side of the adjustment.

Q: An employee was paid overtime with an OVF earn code when they did not work any overtime. How did this occur?

A: OVF is a system generated overtime code. When regular work hours exceed the hours the employee should have worked during the week, Banner generates overtime in order to abide by FLSA (Fair Labor Standards Act) regulations. The most common reasons for system generated overtime are:

- Hours worked for a previous pay period are added onto the current pay period using a regular earnings code. The total regular hours exceed what the employee should work during a normal work week.

To avoid this situation, you may submit an adjustment for the missed pay using PZAADJT or you may use the adjust hours earn code on the timesheet.

If the timesheet and the adjustment earn code is used, the correction should not exceed 10 hours since reporting requirements for SURS and unemployment will be affected. **Note:** *The 10-hour restriction does not apply to student employees.*

For auditing purposes, a note in the Comments of the timesheet should be added to explain why the adjustment earn code was used.

- The employee has two or more jobs and the combined total of regular earnings exceeds what should have been worked. In this case, the primary job will be charged the overtime. If no active primary job exists for the employee, then the first job in numerical order will be charged the overtime.

To correct the overpayment, submit a pay event adjustment request via ANA.