Batch Process for Creating/Adding Additional Pays

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Things to Know

- Earning codes allowed for Add Pays are based on employee group (see table below)
- Some earning codes in employee groups require a justification on the Add Pay. Those would have to be on the spreadsheet to prevent an error (see table below).
- Quarterly SPNSR Incentives are only available during the week the incentives are due.
- Recurring Add Pays cannot be submitted in the Batch Process.

Employee Groups

Employee Group	Norman Campus Earning Codes Allowed to Load	HSC Campus Earning Codes Allowed to Load
Faculty Salaried	**CRG**, Contract Earnings **SUM**, Summer Money. Justification required **OSS**, One-Time Salary Supplement **SWC**, Severe Weather Coordinator **OLB**, Over Load Base. Justification required **FSP**, Supplemental Earnings - Faculty **VEH**, Vehicle. Justification required **AWD**, Award **OUW**, Wellness Incentive **RTP**, Retropay **FCR**, Family Care Resources **MET**, Moving Expenses Taxable*. Justification required	**OUW**, Wellness Incentive **109**, Other Taxable Expense. Justification required **144**, Supplemental Exception. Justification required **145**, Supplemental Exception SPNSR. Justification required **FCR**, Family Care Resources **AWD**, Award. Justification required **RTP**, Retropay. Justification required **200**, Professional Practice Plan **160**, Incentive Earns-Faculty-SPNSR
Faculty Hourly		**AWD**, Award. Justification required **RTP**, Retropay. Justification required **OUW**, Wellness Incentive **200**, Professional Practice Plan **109**, Other Taxable Expense. Justification required **144**, Supplemental Exception. Justification required **145**, Supplemental Exception SPNSR. Justification required **FCR**, Family Care Resources **160**, Incentive Earns-Faculty-SPNSR
Salaried Staff	**FCR**, Family Care Resources **OUW**, Wellness Incentive **RTP**, Retropay. Justification required **SUP**, Supplemental Earnings – Staff **TIN**, Temporary Instructor	**AWD**, Award. Justification required **RTP**, Retropay. Justification required **OUW**, Wellness Incentive **109**, Other Taxable Expense. Justification required

(Updated 1/3/21)

Employee Group	Norman Campus Earning Codes Allowed to Load	HSC Campus Earning Codes Allowed to Load
	MET, Moving Expenses Taxable*. **VEH**, Vehicle. **SWC**, Severe Weather Coordinator	**143**, Technology Allowance **144**, Supplemental Exception. Justification required **145**, Supplemental Exception SPNSR. Justification required **147**, On Call - HSC **SFT**, Shift Differential. Justification required **163**, Incentive Earns-OUP Tulsa. Justification required **FCR**, Family Care Resources **TIN**, Temporary Instructor. Justification required
Hourly Staff	**RTP**, Retropay **AWD**, Award. Justification required **SWC**, Severe Weather Coordinator **OUW**, Wellness Incentive **SPM**, Supplemental Pay **FCR**, Family Care Resources **TMP**, Temp Payment **MER**, Moving Allowance. Justification required **PSL**, PEAK Supplemental Pay **MET**, Moving Expenses Taxable*. Justification required	**025**, Additional Duty-Hourly. Justification required **OUW**, Wellness Incentive **109**, Other Taxable Expense. Justification required **143**, Technology Allowance **144**, Supplemental Exception. Justification required **145**, Supplemental Exception SPNSR. Justification required **147**, On Call – HSC. Justification required **FCR**, Family Care Resources **STU**, Summer Students. Justification required **TIN**, Temporary Instructor. Justification required **AWD**, Award. Justification required **RTP**, Retropay. Justification required
Peak	**RTP**, Retropay **PSL**, PEAK Supplemental Pay. Justification required	
Police	**OLB**, Over Load Base. **AWD**, Award **FCR**, Family Care Resources **OUW**, Wellness Incentive **RTP**, Retropay **SUP**, Supplemental Earnings - Mthly	**AWD**, Award. Justification required **RTP**, Retropay. Justification required **025**, Additional Duty-Hourly. Justification required **OUW**, Wellness Incentive **109**, Other Taxable Expense. Justification required **144**, Supplemental Exception. Justification required **FCR**, Family Care Resources
Student Salaried		**AWD**, Award. Justification required **RTP**, Retropay. Justification required

Employee Group	Norman Campus Earning Codes Allowed to Load	HSC Campus Earning Codes Allowed to Load
		144, Supplemental Exception. Justification required
Student Hourly	**AWD**, Award **RTP**, Retropay **SPM**, Supplemental Pay **TMP**, Temp Payment	**Justification is required for all codes.** **AWD**, Award **RTP**, Retropay **025**, Additional Duty-Hourly **109**, Other Taxable Expense **148**, Shift Differential
Resident/Fellow Salaried		**AWD**, Award. Justification required **RTP**, Retropay. Justification required **OUW**, Wellness Incentive **109**, Other Taxable Expense. Justification required **144**, Supplemental Exception. Justification required **145**, Supplemental Exception SPNSR. Justification required **146,** Resident Extra Duty **FCR**, Family Care Resources
Resident/Fellow Hourly		**AWD**, Award. Justification required **RTP**, Retropay. Justification required **OUW**, Wellness Incentive **109**, Other Taxable Expense. Justification required **144**, Supplemental Exception. Justification required **145**, Supplemental Exception SPNSR. Justification required **146,** Resident Extra Duty **FCR**, Family Care Resources
Temporary		**Justification is required for all codes.** **AWD**, Award **RTP**, Retropay **109**, Other Taxable Expense **144**, Supplemental Exception **STU**, Summer Students **TIN**, Temporary Instructor

Batch Process

Overview

Batch processing allows Add Pay initiators to populate and submit many forms at once. This document will describe the excel file template, how to create .csv files from the template, and how to upload, prepare, and process the files.

File Template

An excel file template is provided for the Add Pay ePAF that has preformatted fields on the MASTER tab. The Lookups tab is for Payroll use only. This template is in .xlsx format and includes features to assist users with data entry such as prompts and instructional text. **DO NOT alter these templates.**

Line 1 of this template represents the PeopleSoft coding titles. Line 2 represents the field titles on the ePAF. To ensure you get the information in the correct excel cell, use line 2 as your guide.

Use the following to help enter data into the template.

- **For HSC employees, please use 0 as the Employee Record.**

- **For the number of payments, please enter 1. Reoccurring payments are not allowed in the Batch Tool.**

- **The Pay Period End Date must be in the format: YYYY-MM-DD**

- **Other dates on the spreadsheet including Work Begin Date and Work End Date need to be in the format: MM/DD/YYYY.**

	B	C	D	E	F	G	H	I
1	EMPL_RCD	GSEARNINGS_DATE	ERNCD	GSAP_NUM_PAYMENT	DEPTID	OTH_PAY	START_DATE	END_DATE
2	Emp Record	Pay Period End Date	Earnings Code	Number of Payments	Department	Amount Per Paycheck	Work Begin Date	Work End Date
3								

Creating CSV Files for Upload

The Batch Process tool reads .csv files. To convert the excel template to a .csv file, follow the procedure below.

1. Enter your data into the excel template

2. Right click on the MASTER tab and select 'Move or Copy…'
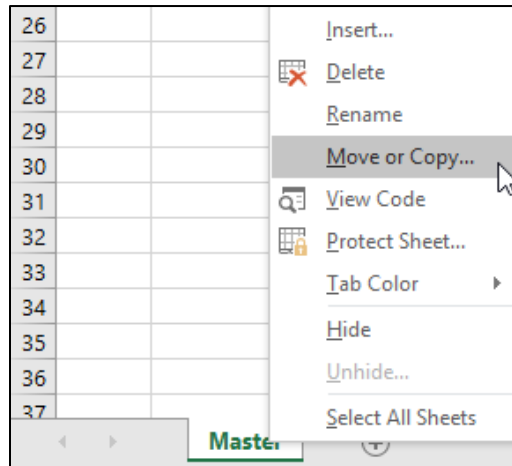
3. Select '(new book)' and check 'Create a copy'
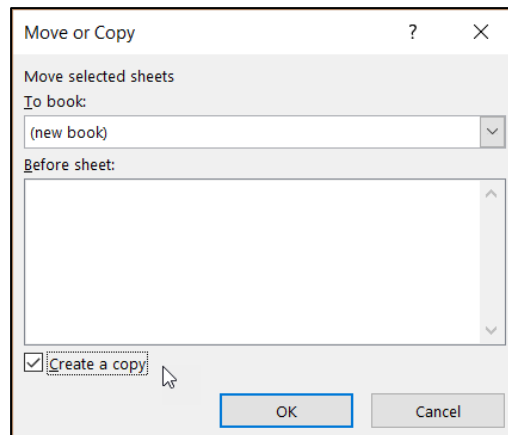
4. A new excel window will open
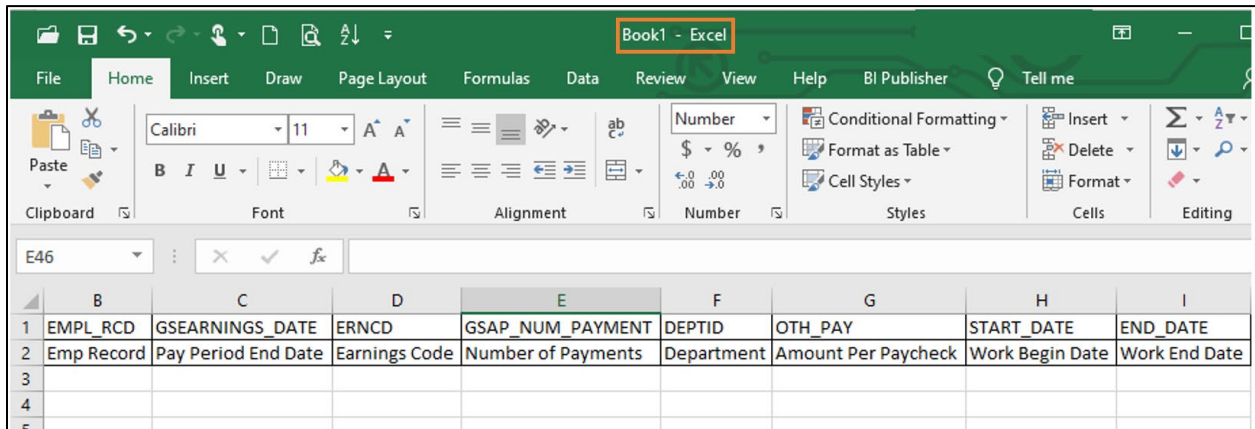
5. Click on File > Save As
6. Choose a location and file name, then select 'CSV comma delimited' from the 'Save as type' dropdown.
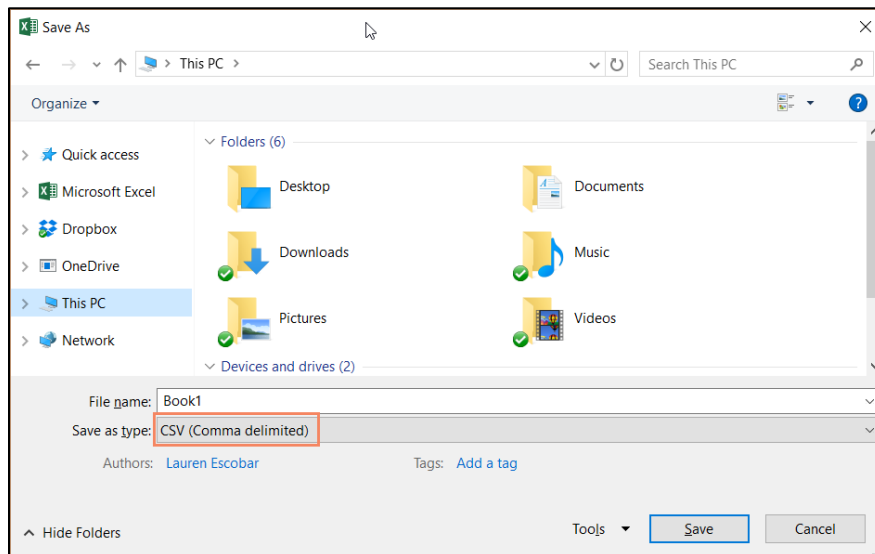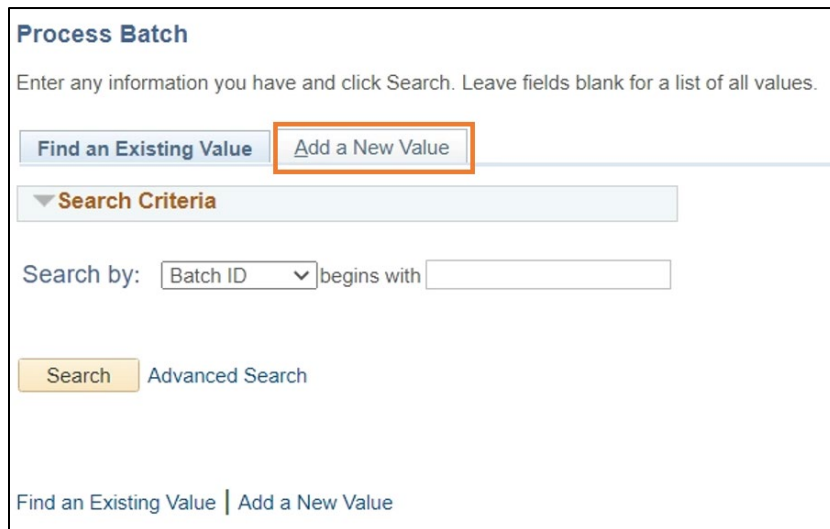
Note: Once the file is saved as CSV file, it should NOT be reopened to verify anything as it will cause the leading zeros to drop off the template. To reuse the template again for another transaction, save the file in xlsx file and reuse as often as needed.

Processing a File

New

To upload, prepare, and process a new batch file, follow the procedure below.

1. Navigate to Main Menu > Manage GT eForms 3.x > Batch > Process Batch

2. Select 'Add a New Value'.

Process Batch

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Add a New Value |
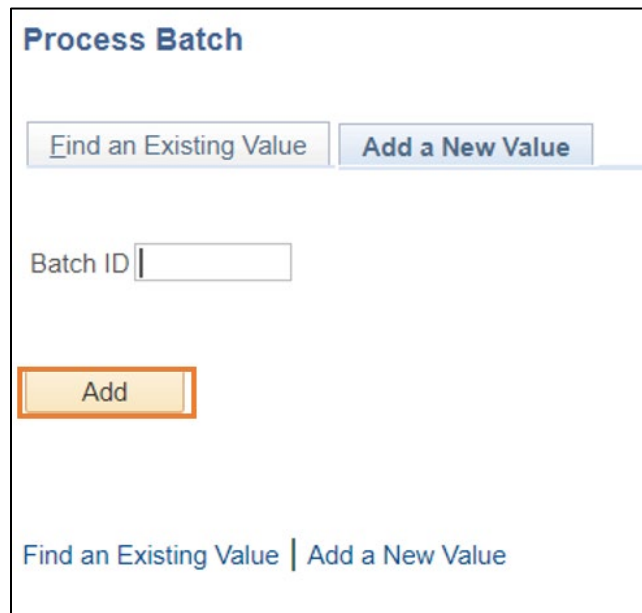
▼ Search Criteria

Search by: Batch ID ⌄ begins with [   ]

[Search] Advanced Search

Find an Existing Value | Add a New Value

3. The Batch ID will default to 'New'. Click 'Add.'

Process Batch

| Find an Existing Value | Add a New Value |

Batch ID [   ]

[Add]

Find an Existing Value | Add a New Value

4. Click on the magnifying glass to open the Form Type prompt and select 'ADDLPAY' Form Type.

5. Click on the magnifying glass to open the Batch Configuration prompt and select '1'.

6. Click 'Upload File'

7. A File Attachment dialog will open. Click 'Choose File' and select an appropriate .csv file.

8. The name of the file will populate. Click 'Upload' to continue.

9. Note that the Batch ID is now assigned, and the Batch Status is 'Loaded'. Click 'Prepare'.

10. Note that the status is now 'Prepared' and a total count is displayed. If you wish to preview the data to be loaded, click on the batch line number. To continue, click 'Process'

11. Note that the batch status may now be 'Partial' or 'Complete'. If there are errors, you will see a count as well as Line Error Text. Complete rows will update with a corresponding eForm ID.

The procedure is now complete. For information on reviewing and resolving errors, see the **Troubleshooting** section.

Existing

To review an existing batch, follow the procedure below.

1. Navigate to Main Menu > Manage GT eForms 3.x > Batch > Process Batch

2. Search for an existing batch by ID number, or click on the Advanced Search link to search by additional criteria. If all criteria are left blank, and 'Search' is clicked, all batches that have been loaded by the operator will result. Note that the search is restricted by Operator ID.

3. Choose the desired Batch ID and click on the link to review.

4. Review the batch.

5. Select a batch line ID to see more information.

6. The Line Error Text box will note the issue with the form. For information on reviewing and resolving errors, see the **Troubleshooting** section. Note that the 'Launch Form' link is only visible after successfully processing a line.

The procedure is now complete.

Troubleshooting

Batch Line Errors

If a batch line is in Error status, follow the procedure below to resolve it.

1. Select the batch line ID number to go to the Batch Line Details screen

2. Review the error message(s). In this scenario, the error message "Percent Total must equal 100%" indicates that all the distribution amounts do not equal the Amount Per Paycheck Amount.

3. Correct the applicable field(s).

4. Click 'Process.'

5. If the line processes successfully, the status will update to 'Complete' and a 'Launch Form' link will appear. If there is still an error(s) continue to correct errors and process until 'Complete.' Items can be left in 'Error' status; it will not prevent those that are in 'Complete' status to launch the ePAF.

Batch Line Details			
Batch ID 00000058	**Line** 12	**Batch Source** Mass	
Process	**Batch Line Status** Complete	**Date** 06/14/2017	**eForm ID** 227709	Launch Form
Line Error Text Pay period end date adjusted from 2017-05-27 to 2017-06-24			

Common Errors and Troubleshooting

Line Text Error	What It Means	Steps to Resolve the Error
Combination Not Found on General Ledger, Please SELECT CANCEL, check your entry, if it matches the paperwork please contact department for correct Chartfield spread (0,0)	The Combination Code that is attempting to be used or created is not valid in the Financials system.	Contact the department for additional help if you believe this is a valid combo code.
Earn code is not valid for employee's group and campus (0,0)	The earnings code that is selected is not valid based on the employee's campus and employee group.	The earnings code will need to be changed to a valid code.
HSC ONLY Unable to Submit (24844, 54)	The form cannot be submitted as another pending form currently exists using the same earning code.	The pending form will need to be reviewed and the payment balance fully paid before another form for that same earnings code can be submitted.
Invalid account specified for earn code. (0,0)	The selected earnings code has a current restriction on the Account within the funding chartstring that is not valid.	The account code will need to be updated and the valid Account code needs to be used.
Invalid account specified for employee group. (0,0)	The selected GL Account is not valid based on the employee group.	The GL account code will need to be updated and the valid GL Account code needs to be used.
Only one-time additional payments are allowed via mass load. (0,0)	Reoccurring payments are not allowed in the Batch Tool.	Update the Number of Payments field to 1.
Percent Total must equal 100% (24847,4)	The distribution amounts do not equal the Amount Per Paycheck Amount.	Review the Distribution Amount fields as the sum should equal the Amount Per Paycheck field.

Line Text Error	What It Means	Steps to Resolve the Error
The earn code specified cannot be used for mass upload. (0,0)	The requested payment uses an earnings code that is not allowed in the Batch Tool.	This payment will need to be entered through the Additional Pay eForm rather than the Batch Tool process.
Invalid Pay Period End Date (24844,63)	The Pay Period End date is not valid for this transaction.	The Pay Period End Date must be the end date of the current pay period of either of the next two pay periods.
Justification Required (24844,64)	This earning code requires a justification for the payment.	Enter a justification.
Start date must be before end date. (0,0)	The Work End Date is before the Work Start Date.	Review the Work Start Date and Work End date and ensure the Work End date is before the Work Start Date.
Error resolving default smart source for PAY_END_DT: Invalid date. (180,112)	The Pay Period End Date is in the wrong format.	Correct the Pay Period End Date so the date is in the format: YYYY-MM-DD