



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 O UW , Wellness Incentive RTP , Retropay FCR , Family Care Resources MET , Moving Expenses Taxable*. Justification required	O UW , 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 O UW , 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 O UW , Wellness Incentive RTP , Retropay. Justification required SUP , Supplemental Earnings – Staff TIN , Temporary Instructor	AWD , Award. Justification required RTP , Retropay. Justification required O UW , Wellness Incentive 109 , Other Taxable Expense. Justification required

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 OUIW , 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 OUIW , 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 OUIW , Wellness Incentive RTP , Retropay SUP , Supplemental Earnings - Mthly	AWD , Award. Justification required RTP , Retropay. Justification required 025 , Additional Duty-Hourly. Justification required OUIW , 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 OJW , 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 OJW , 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.

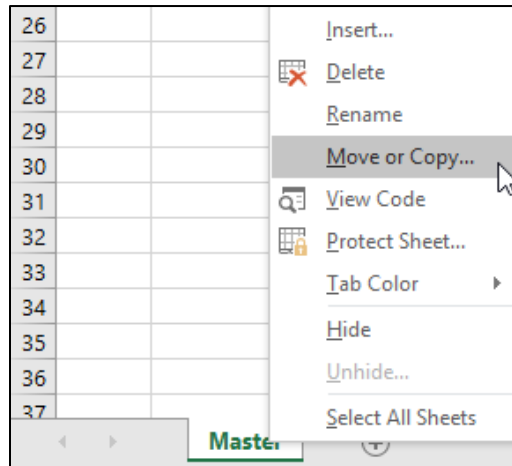
- **For HSC employees, please use 0 as the Employee Record.**
- **For the number of payments, please enter 1. Reoccurring payments are not allowed in the Batch Tool.**
- **The Pay Period End Date must be in the format: YYYY-MM-DD**
- **Other dates on the spreadsheet including Work Begin Date and Work 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								

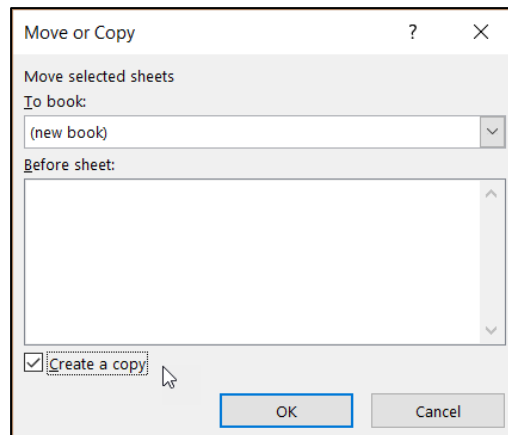
Creating CSV Files for Upload

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

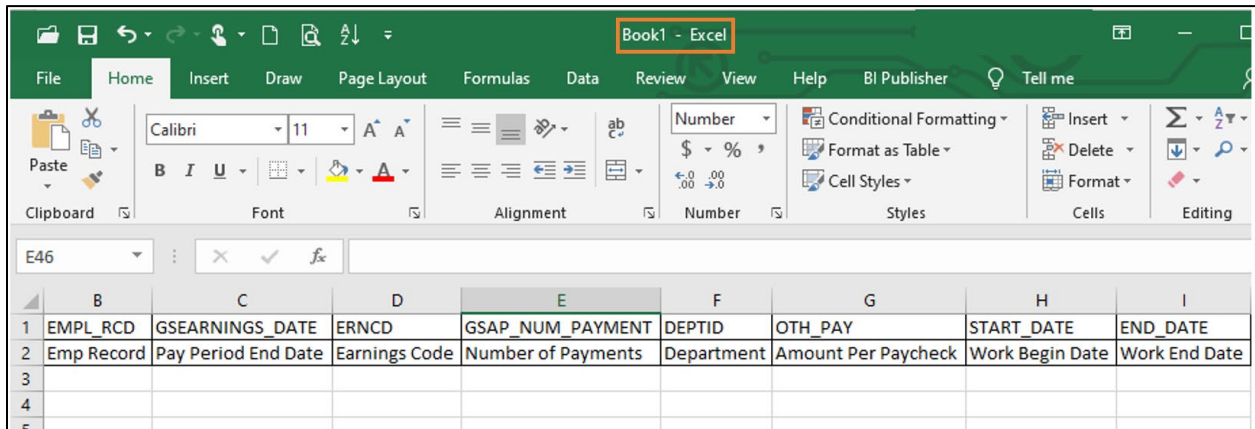
1. Enter your data into the excel template
2. Right click on the MASTER tab and select 'Move or Copy...'



3. Select '(new book)' and check 'Create a copy'

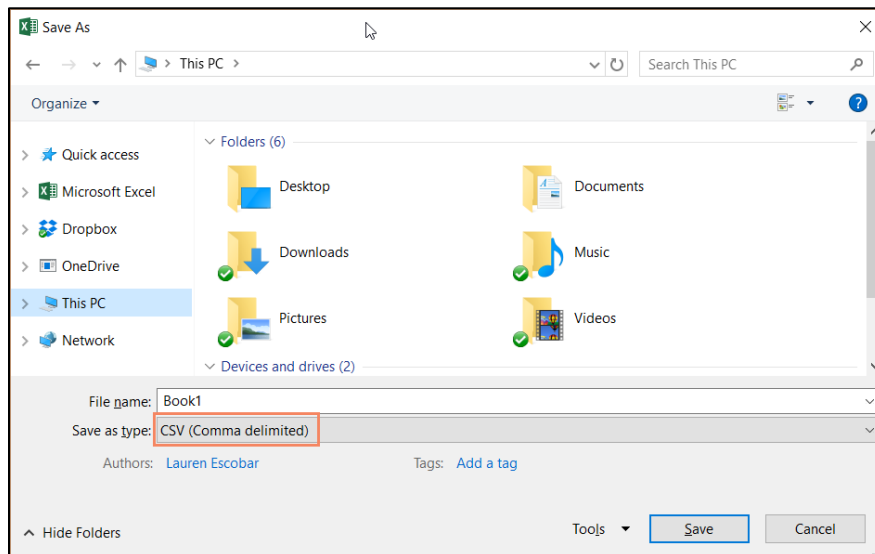


4. A new excel window will open



5. Click on File > Save As

6. Choose a location and file name, then select 'CSV comma delimited' from the 'Save as type' dropdown.



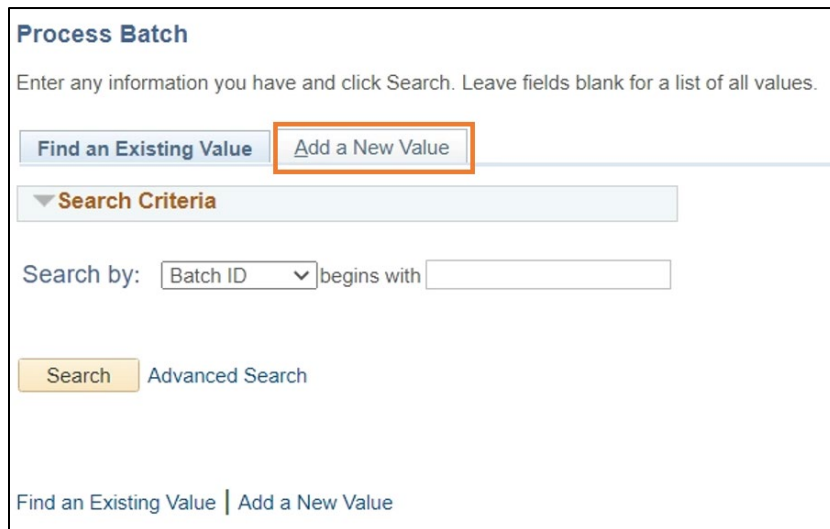
Note: Once the file is saved as CSV file, it should NOT be reopened to verify anything as it will cause the leading zeros to drop off the template. To reuse the template again for another transaction, save the file in xlsx file and reuse as often as needed.

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](#)

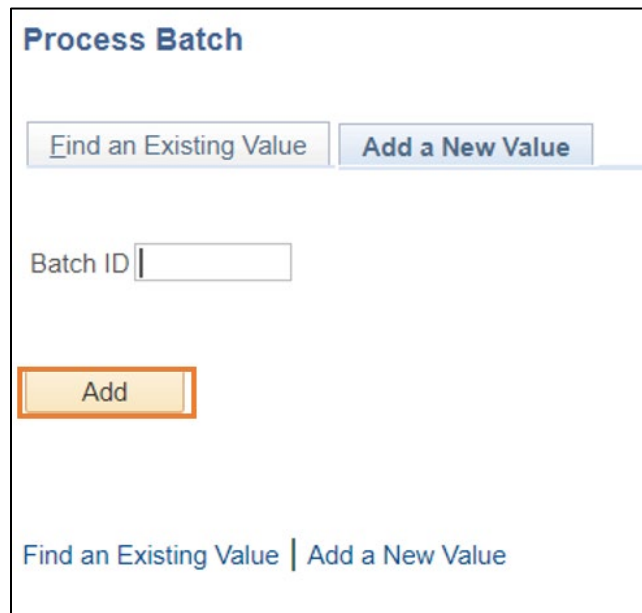
▼ **Search Criteria**

Search by: 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.

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

Process Batch

*Form Type: ADDPAY
Batch Configuration: 1
*Form Condition: Default

Upload File

Save Notify

Don't generate eForm if error encountered

Add Update/Display

- Click 'Upload File'

Process Batch

*Form Type: ADDPAY
Batch Configuration: 1
*Form Condition: Default

Upload File

Save Notify

Don't generate eForm if error encountered

Add Update/Display

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

File Attachment

Help

Choose File No file chosen

Upload Cancel

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

File Attachment

Help

Browse... Book2.csv

Upload Cancel

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

The screenshot shows the 'Process Batch' interface. At the top, there are three search fields: '*Form Type' with 'ADDLPAY', 'Batch Configuration' with '1', and '*Form Condition' with 'Default'. Below these are several buttons: 'Upload File', 'Prepare' (highlighted with a red box), 'Use Process Scheduler' (checkbox), and 'Don't generate eForm if error encountered' (checkbox). The 'Batch ID' is '00000035', 'User ID' is redacted, and 'Date' is '12/04/2020'. The 'Batch Status' is 'Loaded'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

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'

The screenshot shows the 'Process Batch' interface after the 'Prepare' action. The 'Batch ID' remains '00000035', 'User ID' is redacted, and 'Date' is '12/04/2020'. The 'Batch Status' is now 'Prepared' and the 'Count' is '1'. The 'Process' button is highlighted with a red box. Below the form fields is a table with the following data:

Batch ID	1	Status	Form ID	Date	Line Error Text
1 00000035	1	Prepared		12/04/2020	

At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

- 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 screenshot shows the 'Process Batch' interface. At the top, there are configuration fields for 'Form Type' (ADDLPAY), 'Batch Configuration' (with a search icon), and 'Form Condition' (Default). Below these are buttons for 'Upload File', 'Prepare', and 'Process', along with checkboxes for 'Use Process Scheduler' and 'Don't generate eForm if error encountered'. A summary section displays 'Batch ID' (00000028), 'User ID', and 'Date' (12/01/2020). A 'Batch Status' box is highlighted in orange and shows 'Partial'. Below this, a table shows 'Count' (4), 'Errors' (4), and 'Completed' (0). The main table has columns for 'Batch ID', 'Status', 'Form ID', 'Date', and 'Line Error Text'. It contains four rows, all with 'Error' status and the message 'Percent Total must equal 100% (24847,4)'. At the bottom, there are navigation buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

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.

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: begins with

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

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

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**

Batch ID begins with

User ID begins with

As Of Date =

Batch Status =

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-29 of 29 Last

Batch ID	User ID	As Of Date	Batch Status	Line Count	Error Count	Complete Count
00000002		10/13/2020	Partial	1	1	0
00000003		10/14/2020	Complete	5	0	5
00000004		11/02/2020	Complete	4	0	4
00000005		11/13/2020	Partial	4	3	1
00000006		11/13/2020	Complete	4	0	4
00000007		11/16/2020	Complete	5	0	5
00000008		11/18/2020	Prepared	61	0	0
00000009		11/18/2020	Complete	61	0	61

4. Review the batch.

Process Batch

*Form Type: ADDLPAY Batch Configuration: 1 *Form Condition: Default

Upload File Prepare Process Use Process Scheduler Don't generate eForm if error encountered

Batch ID: 00000026 User ID: Date: 12/01/2020

Batch Status: Partial Count: 4 Errors: 4 Completed: 0

Batch ID	1	Status	Form ID	Date	Line Error Text
1	00000026	1	Error	12/01/2020	Percent Total must equal 100% (24847,4)
2	00000026	2	Error	12/01/2020	Percent Total must equal 100% (24847,4)
3	00000026	3	Error	12/01/2020	Percent Total must equal 100% (24847,4)
4	00000026	4	Error	12/01/2020	Percent Total must equal 100% (24847,4)

Save Return to Search Previous in List Next in List Notify Add Update/Display

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

Process Batch

*Form Type: ADDLPAY Batch Configuration: 1 *Form Condition: Default

Upload File Prepare Process Use Process Scheduler Don't generate eForm if error encountered

Batch ID: 00000026 User ID: Date: 12/01/2020

Batch Status: Partial Count: 4 Errors: 4 Completed: 0

Batch ID	1	Status	Form ID	Date	Line Error Text
1	00000026	1	Error	12/01/2020	Percent Total must equal 100% (24847,4)
2	00000026	2	Error	12/01/2020	Percent Total must equal 100% (24847,4)
3	00000026	3	Error	12/01/2020	Percent Total must equal 100% (24847,4)
4	00000026	4	Error	12/01/2020	Percent Total must equal 100% (24847,4)

Save Return to Search Previous in List Next in List Notify Add Update/Display

- 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.

Batch Line Details

Batch ID: 00000026 Line: 3 Form Type: J Form ADD Task: ID Form ID: 100129

Process Batch Line Status: Error Date: 12/01/2020 [Launch Form](#)

Line Error Text
Percent Total must equal 100% (24847,4)

Num	Input Field ID	Input Field Label	Input Field Value
1	1 EMPLID	Employee	
2	2 EMPL_RCD	Emp Record	0
3	3 GSEARNINGS_DATE	Pay Period End Date	12/31/2020
4	4 ERNCD	Earnings Code	SUP
5	5 GSAP_NUM_PAYMENT	Number of Payments	1

The procedure is now complete.

Troubleshooting

Batch Line Errors

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

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

Process Batch

*Form Type: ADDPAY Batch Configuration: 1 *Form Condition: Default

Upload File Prepare Process Use Process Scheduler Don't generate eForm if error encountered

Batch ID: 00000026 User ID: Date: 12/01/2020

Batch Status: Partial Count: 4 Errors: 4 Completed: 0

Batch ID	Line	Status	Form ID	Date	Line Error Text
1 00000026	1	Error		12/01/2020	Percent Total must equal 100% (24847,4)
2 00000026	2	Error		12/01/2020	Percent Total must equal 100% (24847,4)
3 00000026	3	Error		12/01/2020	Percent Total must equal 100% (24847,4)
4 00000026	4	Error		12/01/2020	Percent Total must equal 100% (24847,4)

Save Return to Search Previous in List Next in List Notify Add Update/Display

- 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.

Batch Line Details

Batch ID: 00000026 Line: 3 Form Type: [Redacted] Form ADD Form 100129
Task: [Redacted] ID: [Redacted]

 Batch Line Status: Error Date: 12/01/2020

Line Error Text

Percent Total must equal 100% (24847.4)

Num	Input Field ID	Input Field Label	Input Field Value
1	1 EMPLID	Employee	[Redacted]
2	2 EMPL_RCD	Emp Record	0
3	3 GSEARNINGS_DATE	Pay Period End Date	12/31/2020
4	4 ERNCD	Earnings Code	SUP
5	5 GSAP_NUM_PAYMENT	Number of Payments	1
6	6 DEPTID	Department	ADCTPES
7	7 OTH_PAY	Amount Per Paycheck	500.000000
8	8 START_DATE	Work Begin Date	12/1/2020
9	9 END_DATE	Work End Date	12/31/2020
10	10 GSAP_WORK_PERFORM	Justification	
11	11 DIST_AMOUNT1_1	Dist Amount	100.000000
12	12 ACCOUNT_1	Account	511011
13	13 FUND_CODE_1	Fund	EDGEN
14	14 DEPTID_CF_1	Org	ADN01001
15	15 PROGRAM_CODE_1	Function	00116
16	16 CLASS_FLD_1	Entity	00000
17	17 CHARTFIELD1_1	Source	
18	18 CHARTFIELD2_1	Purpose	
19	19 PROJECT_ID_1	Project	
20	20 DIST_AMOUNT1_2	Dist Amount	
21	21 ACCOUNT_2	Account	

- Correct the applicable field(s).

11	11 DIST_AMOUNT1_1	Dist Amount	100.000000	<input type="button" value="+"/>	<input type="button" value="-"/>
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- 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.

The screenshot shows a 'Batch Line Details' window. It contains a table with the following data:

Batch ID	Line	Batch Source
00000058	12	Mass

Below the table, there is a 'Process' button and a 'Launch Form' link. The 'Batch Line Status' is 'Complete', the 'Date' is '06/14/2017', and the 'eForm ID' is '227709'. At the bottom, there is a 'Line Error Text' field containing the message: '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