

# Mass One-Time Training Pay EPAFs Process Guide

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## Introduction and Required Criteria

This process guide provides instructions in how to authorize an identical one-time payment for a large number of employees (over ten).

**The following criteria are required for this process to apply:**

- **there must be over ten (10) employees needing the same, identical payment**
- **all employees must share the same position number**
- **all employees must be paid the same amount of pay for the same worked hours**

### Prerequisites

- HR Banner access (requires completing HR 101 through HR 104a)
- EPAF form access (requires completing HR 104b)

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## Action Items

1. [Ensure you have a default routing queue for Approval Category, “STIPND”](#)
2. [Upload your G numbers using GWRPOPR](#)
3. [Send your parameters to HRIS](#)
4. [Wait to hear if you have Errors from HRIS](#)

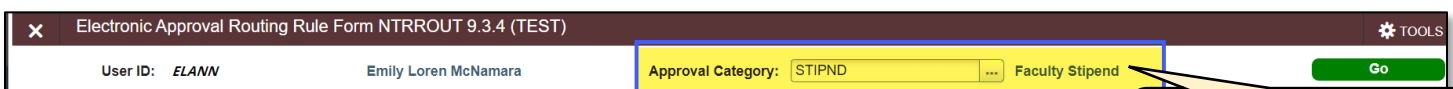
## 1. Ensure You Have a Default Routing Queue for Approval Category, “STIPND”

- Having a default routing queue for STIPND is **REQUIRED**.
- You only have to set it up **ONCE** (until you ever need to change it).
- Setting this up must be done in Banner (not Banweb).
- If you have previously set up a default routing queue for STIPND and it is still correct, go to [Action Item 2: Upload your G numbers using GWRPOPR](#).

### Default Routing Queue

**Step 1:** In Banner, go to page **NTRROUT**

**Step 2:** In the Approval Category field, enter **STIPND** or click on the ellipsis and scroll through the pages to select **STIPND**. The text should say ‘Faculty Stipend’.



**Step 3:** Click **Go**.

Text should say  
'Faculty Stipend'

**Note:** The **STIPND** default routing queue must have **ONLY ONE EACH** of the following approval levels and must appear in this order:

- 1) HRIS
- 2) AUTHSG
- 3) APPLY

**Step 4:** Ensure the Routing Queue matches the following parameters.

To set up your Routing Queue, click in the field needing adjustment and enter the data. If you don't know it, click on the ellipsis in the field and search.

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Level Code	Level	User ID	Required Action
HRIS	20	HRIS Specialist User ID (i.e. MLEE)	Approval
AUTHSG	80	Employees' manager's User ID	Approval
APPLY	90	HR Systems Manager's User ID (JKINNEY)	Apply

Level Code	Level	User ID	User ID Name	Required Action *
HRIS	20	MMLEE	Michelle M Lee	Approval
AUTHSG	80	LJONES	Lisa Jones	Approval
APPLY	90	JKINNEY	Julie B Kinney	Apply

**Step 5:** Click **Save**.

## 2. Upload Your G Numbers Using GWRPOPR

This action item has two parts:

Part 1: Create a .txt file of G Numbers and upload it into Banner

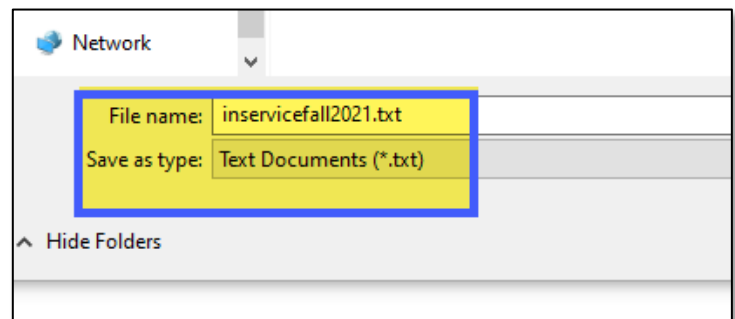
Part 2: Run the .txt. file in **GWRPOPR**

### Part 1: Create a .txt. of G Numbers and Upload It into Banner

**Step 1:** Open a new .txt file using the Notepad app

**Step 2:** Copy and paste the **G Numbers** and ONLY the G Numbers into your Notepad file. If you have a list of G Numbers in an Excel file, be sure to copy and paste JUST the G Numbers and not any other information from the Excel file into your Notepad file. Make sure the Notepad file has ONLY the G Numbers and not the column name.

**Step 3:** Save the file with a unique name that's easy for you to remember. Keep it simple with no special characters. It must end with.txt. (For example: inservicefall2021.txt)



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**Step 4: Upload the file into Banner.** Upload the file using the [Banner upload link](#).

- a. Hit **Choose File** and attach your .txt file.
- b. Be sure the Database is '**Banner Prod**'.
- c. Click **Submit**.

Your file has been successfully uploaded.

Repeat the process to continue uploading additional files.

## Banner Upload Form

Use the BROWSE button to select the file to upload, choose the appropriate database, and then select Submit:

Attachment: \*

Choose File No file chosen

Database: \*

Banner Prod  Banner Test

Submit

Reset

Only one attachment permitted.  
Submit this form again for multiple attachments.

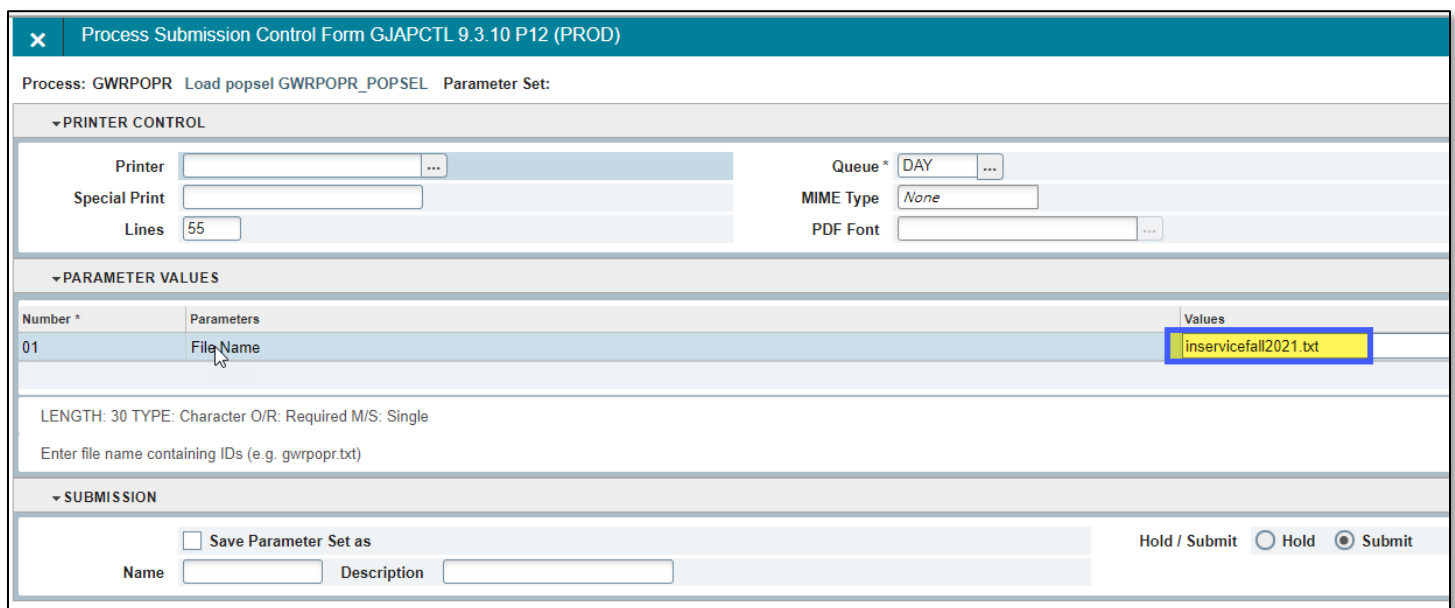
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## Part 2: Run the .txt in GWRPOPR

Load the file into a 'faux popsel' by running the Banner process **GWRPOPR**.

**Step 1:** In Banner, type in **GWRPOPR** (Load popsel) and press **Enter**

- Once in Job Submission, NEXT BLOCK (  ) down to the parameter 'File Name'.
- Enter the name of the file that you uploaded as the parameter. It must include the .txt.



Process Submission Control Form GJAPCTL 9.3.10 P12 (PROD)

Process: GWRPOPR Load popsel GWRPOPR\_POPSEL Parameter Set:

PRINTER CONTROL

Printer: [ ] Queue \*: DAY [ ]  
Special Print: [ ] MIME Type: None [ ]  
Lines: 55 [ ] PDF Font: [ ]

PARAMETER VALUES

Number *	Parameters	Values
01	File Name	inservicefall2021.txt

LENGTH: 30 TYPE: Character O/R: Required M/S: Single  
Enter file name containing IDs (e.g. gwrpopr.txt)

SUBMISSION

Save Parameter Set as

Name: [ ] Description: [ ]

Hold / Submit  Hold  Submit

- NEXT BLOCK to the submission block and click **Save**.

**Step 2:** Check to make sure **GWRPOPR** ran successfully.

- From the Intranet or Welcome to Banner page, open Report Viewer and click **Submit**
- Locate your **GWRPOPR** report from your output and view it.

```
08-Oct-2021 01:57:09 PM
GWRPOPR

Input record          Message
G03408938  accepted
G03408933  accepted
G03461509  accepted
G02859872  accepted
G01453727  accepted
G03830564  accepted
G02251111  accepted
```

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## Unsuccessful GWRPOPR Reports

- **NO OUTPUT:** If you do not see your **GWRPOPR** report, it did not run successfully.
  1. Check to make sure you typed in the file name as the parameter **EXACTLY** as you named it before you uploaded it.
  2. Case matters. “Inservicefall2021.txt” is *not* the same as “inservicefall2021.txt”.
- **OUTPUT WITH ERRORS:** Report contains G Numbers that are not accepted. Two common errors in the Message column are:

a. **duplicate ID**

b. **invalid ID**

Input record	Message
G03408938	accepted
G03408938	duplicate ID
G03461509	accepted
G02859872	accepted
G01453727	accepted
G03630564	accepted
G02251111	invalid ID

**Note:** You cannot add more G Numbers after HRIS starts their part of the process. Be sure the G Numbers are correct before moving on to [Action Item 3: Send Parameters to your HRIS Specialist](#).

- **CORRECTING G NUMBERS after error checking:**

- **Duplicate ID:** From your source materials, verify if the duplicate ID is a duplicated record of the same employee, or if it's a different employee but with the wrong G Number. Locate the correct G Number in Banner if applicable.
- **Invalid ID:** From your source materials and Banner, locate the correct G Number

**Step 1:** In Banner, go to the form **GLAEXTR**

- a. **Application:** Click the ellipsis and select **General**
- b. **Selection ID:** Click the ellipsis and select **GWRPOPR\_POPSEL**
- c. **Creator ID:** Leave as **Common**
- d. **Sort by:** Leave on **Name**

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Population Selection Extract Data GLAEXTR 9.3.16 (TEST)

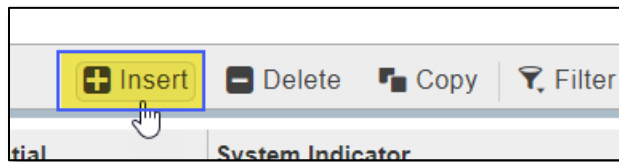
Application: GENERAL Selection ID: GWRPOPR\_POPSEL Popsel loaded via GWRPOPR

Creator ID: COMMON User ID: ELANN

Delete All:  Sort by Name  Sort by ID

Sort Manual:  Records First

- e. Click **Go**.
- f. NEXT BLOCK (  ) down to the G Numbers and click **Insert** to add a new row.



- g. Enter the correct G Number and click **Save**.
- h. Repeat as many times as needed.

## 3. Send Parameters to Your HRIS Specialist

**Step 1:** Send the following parameters to [HRIS-group@pcc.edu](mailto:HRIS-group@pcc.edu):

- a. **Position Number:** Must be a Part-Time Faculty position number (ADJ)
- b. **Title:** Job Title
- c. **Org Code:** Job's Org Code
- d. **Job Location:** Center or Campus
- e. **Rate:** Full dollar amount of the pay
- f. **Year:** HRIS will use this for the current Bi-Weekly pay period
- g. **BW Pay Number:** HRIS will use this for the current Bi-Weekly pay period. Use the BW payroll calendar to determine the BW Pay Number.

BI-WEEKLY PAYROLL SCHEDULE 2021/2022						
Period in	Pay Period End	BW	Authorization s Due in HR (generally	EE Time Sheets SUBMIT by 10 pm (generally	EE Time Sheets APPROV	
Summer Term begins 6/21/21						
6/13	6/26	14	June 25	June 28	June 30	7/9/21
6/27	7/10	15	July 09	July 12	July 14	7/23/21

The **2021-2022** BW Payroll Calendar

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- h. **Attendance Date:** Actual date of attendance
- i. **User:** Your Banner ID
- j. While not required, it's a good idea to include **the count of G Numbers** from your **GWRPOPR** report.

## 4. Wait to Hear If You Have Errors from HRIS

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Once HRIS receives your parameters, they will run your report through a separate Banner Report. This new report may show additional errors to HRIS that did not appear in your **GWRPOPR** report when you initially ran it.

**Step 1: Wait to hear from HRIS.** Your report may still have errors. The most common error is a G Number for someone who is not a current employee.

**Note:** In the event HRIS encounters a G Number for someone who is not a current employee, your department will need to hire them (including running a Criminal Background Check and submitting an EMPL EPAF) in order for them to be paid.

When HRIS successfully creates your EPAFs, the list of G Numbers will be removed from your popsel GWRPOPR\_POPSEL population (in **GLAEXTR**).

There will be no G Numbers listed in **GLAEXTR** until you run **GWRPOPR** again.

**Step 2:** Once HRIS has successfully run their part and created the EPAFs, wait for your manager to approve them and for the new jobs to appear in **NBAJOBS**.

**Step 3:** After the new jobs appear in **NBAJOBS**, you can then upload a new file for other payments if needed.

**Note:** If you upload a file **BEFORE** HRIS has completed their part, you will wipe out your previous G Numbers and replace them with your new ones. **DO NOT** start to load another file until you've confirmed the first one is complete!

**Step 4:** If HRIS replies that they found errors, visit [Troubleshooting Action Item 4](#) below.



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## Troubleshooting

### Action Item 1: Default Routing Queue for Approval Category, “STIPND”

- I don't have access to **NTRROUT** to set up my default routing queue

You should have access to **NTRROUT** if you have completed HR Banner training. Contact HR Business Process Specialist Emily McNamara if you are not sure if you have completed HR Banner training.

### Action Item 2: Upload Your G Numbers Using GWRPOPR

- I don't have access to **GWRPOPR**.

You should have access if you completed Intro to Banner training. Contact the Service Desk if you are not sure if you have completed Intro to Banner training.

- I have questions about how to run **GWRPOPR** or upload a file into Banner.

Contact the Service Desk.

### Action Item 3: Send Your Parameters to HRIS

- My Org does not have a Part-Time Faculty position number in **NBIPORG**.

If you have checked **NBIPORG** for your Org Code and you have confirmed that there is no Part-Time Faculty position number (ADJ), follow these steps:

**Step 1:** Send an email to [HRComp-Group@pcc.edu](mailto:HRComp-Group@pcc.edu).

**Step 2:** CC the appropriate Finance team:

- a. For General Fund positions: CC Dana Peterson.
- b. For 100% Grant or Contract (4-Fund) positions: CC Lori Presley

**Step 3:** In the body of the email, request a Part-Time Faculty (AJ) position number be set up. Include the following:

- a. Org Code
- b. FOAP
- c. Managing supervisor's name and position number (locate in **NBIPORG/NBIPINC**)
- d. Start Date

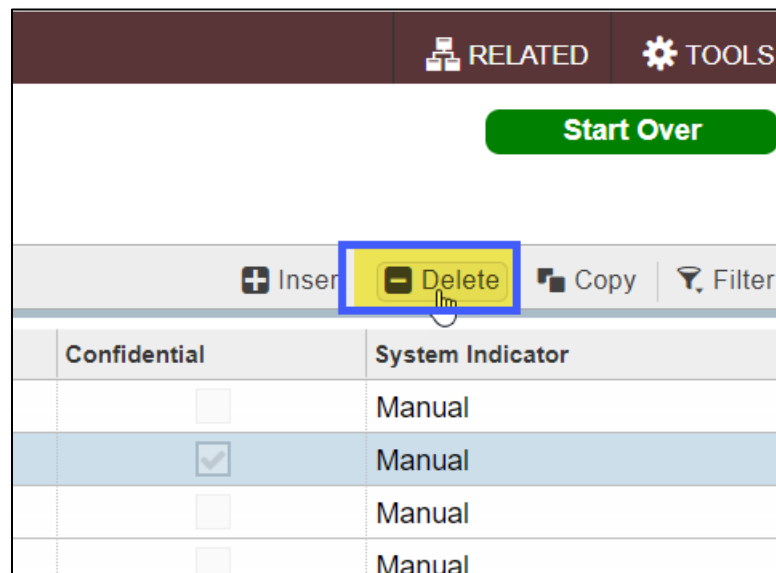
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## Action Item 4: Wait to Hear if You Have Errors from HRIS

- HRIS found several G Numbers with errors (i.e. G Number is not a current employee or Background Check has not cleared) that I need to delete from my popsel.

### Removing Only a Few G Numbers

**Step 1:** In Banner, go to **GLAEXTR** and remove the IDs from your population manually. Highlight the ID/Row and click **Remove**.



**Step 2:** Click **Save**.

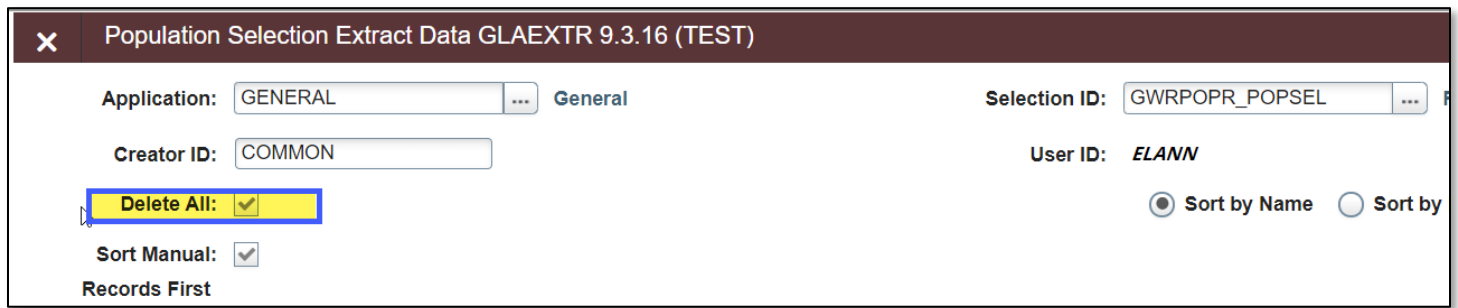
### Removing Many G Numbers

To remove a large number of G Numbers you will first need to remove all records from your POPSEL, and start the process over.

**Step 1:** Remove all G Numbers from your POPSEL report.

- a. In Banner, visit **GLAEXTR** and enter the following parameters.
  - **Application:** Click the ellipsis and select **General**
  - **Selection ID:** Click the ellipsis and select **GWRPOPR\_POPSEL**
  - **Creator ID:** Leave as **Common**
  - **Sort by:** Leave on **Name**
- b. Check the “**Delete All**” checkbox.

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Population Selection Extract Data GLAEXTR 9.3.16 (TEST)

Application: GENERAL ... General Selection ID: GWRPOPR\_POPEL ...

Creator ID: COMMON User ID: ELANN

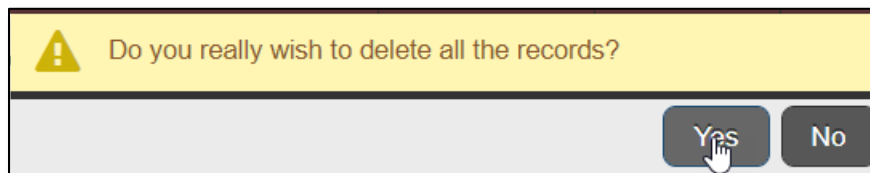
**Delete All:**

Sort Manual:

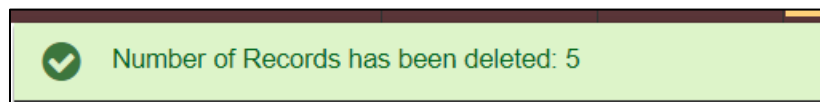
Records First

Sort by Name  Sort by

- c. You will receive a pop-up message, 'Do you really wish to delete all the records?'. Select **Yes**.



- d. You should receive the message, "Number of Record has been deleted: #".



- Step 2:** Upload your corrected .txt file into Banner using the [Banner upload link](#).
- Step 3:** Load the file into a 'faux popsel' by running the Banner process **GWRPOPR**
- Step 4:** Ensure the file was run successfully through **GWRPOPR** and contains no errors
- Step 5:** Send the popsel parameters to HRIS
- Step 6:** Wait to hear if you have errors from HRIS

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## Additional Resources

Who is my HRIS Specialist?

- [Melissa Morton \(Org Codes A, S, T\)](#)
- [Michelle Lee \(Org Codes B, C, E, R, U and V\)](#)

Who do I ask general business process questions?

- [Emily McNamara](#)

[Banner Report Help](#)

[Bi-Weekly Payroll Calendar](#)

[How to look up a G Number](#)

[Part-time Faculty Pay Schedules](#)