

# Batch Process for Creating/Adding Additional Pays

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## Things to Know

- Earning codes allowed for Add'l Pays are based on employee group (see table below)
- Some earning codes in employee groups require a comment on the Add'l Pay. Those would have to be on the spreadsheet to prevent an error (see table below).
- Earning Codes that require an attachment cannot be loaded. Currently the only code this applies to is 030, Retro Pay. Therefore no 030 payments can be loaded. They will have to be entered individually.
- Quarterly SPNSR Incentives are only available during the week the incentives are due.
- This process is for the primary record only, does not work for PPP.

## Employee Groups

Employee Group	Earning Codes Allowed to Load
Faculty	031, Lump Sum (Non-Base) Payment, Comment Required 101, Wellness Incentive (HR Use ONLY) 144/145, Supplemental Exceptions 162, OU Physicians ONLY Incentive AWA, Award, Comment Required
Salaried Staff	031, Lump Sum (Non-Base) Payment, Comment Required 101, Wellness Incentive (HR Use ONLY) 143, Technology Allowance (IT Use ONLY) 144/145, Supplemental Exceptions, Comment Required 147, On Call 148, Shift Differential, Comment Required 162, OU Physicians ONLY Incentive AWA, Award, Comment Required
Hourly Staff	<b>COMMENT REQUIRED ON ALL HOURLY EXCEPT WELLNESS</b> 025, Additional Duty-Hourly 031, Lump Sum (Non-Base) Payment, Comment Required 101, Wellness Incentive (HR Use ONLY) 144/145, Supplemental Exceptions 147, On Call 162, OU Physicians ONLY Incentive AWA, Award, Comment Required SUM, Summer Students
Student	AWA, Award, Comment Required
Resident/Fellow	101, Wellness Incentive (HR Use ONLY) 144/145, Supplemental Exceptions 146, Resident Extra Duty AWA, Award, Comment Required
Temporary	SUM, Summer Students TIN, Temporary Instructor

# Batch Process

## Overview

Batch processing allows Add'l 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'l 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.

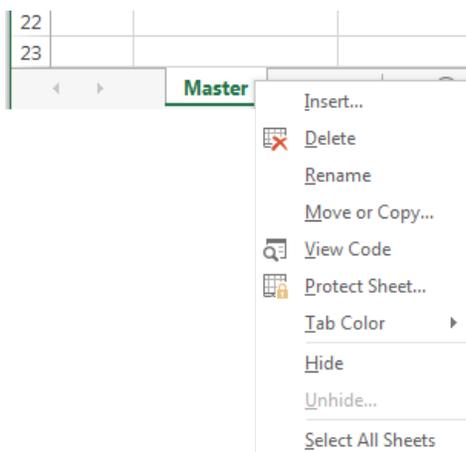
NOTE: the # of pay periods only applies

	A	B	C	D	E	F	G	H	I	J
1	EMPLID	PAY_END_DT	ERNCD	G_NUM_OF_PYMNT	DEPTID	OTH_PAY	BEGIN_DT	END_DT	G_THIS_COMMENT	ACCOUNT1
2	Empl ID	Pay Period End Date	Earnings Code	Number of Payments	Department	Pay Amount	Work Begin Date	Work End Date	Comments	GL Account1
3										
4										
5										

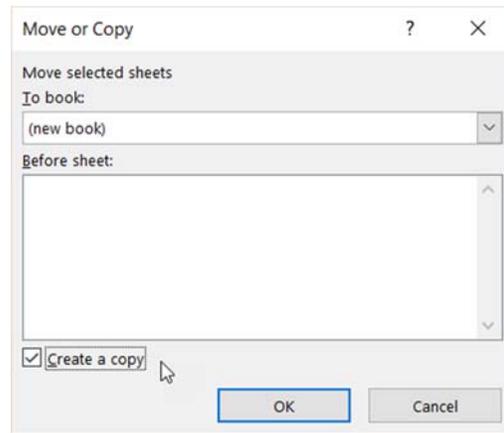
## Creating CSV Files for Upload

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

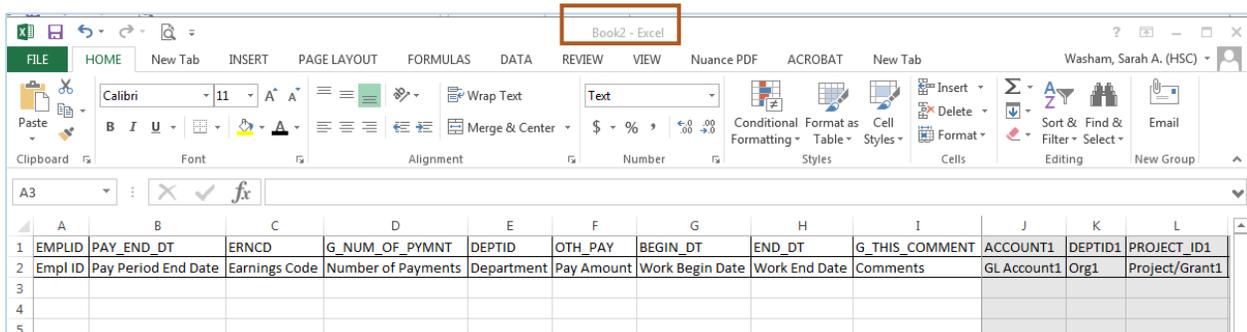
1. Enter your data into the excel template
2. Right click on the MASTER tab and select 'Move or Copy...'



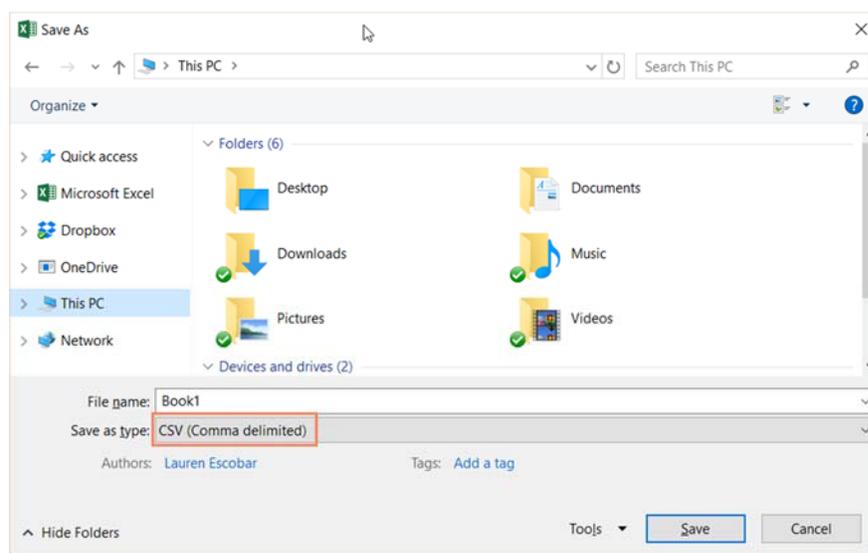
3. Select '(new book)' and check 'Create a copy'



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.

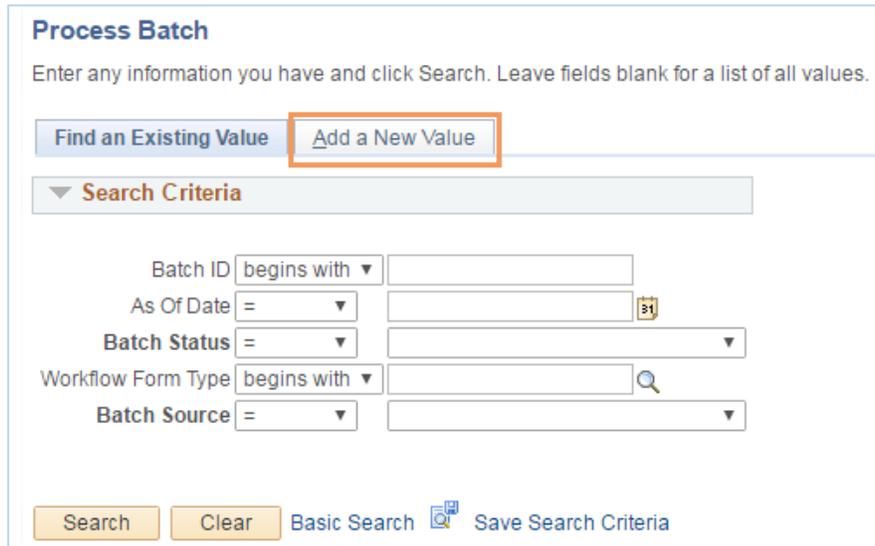


## Processing a File

### New

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

1. Navigate to Main Menu > Department Self Service > 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**

Batch ID begins with ▾

As Of Date = ▾  

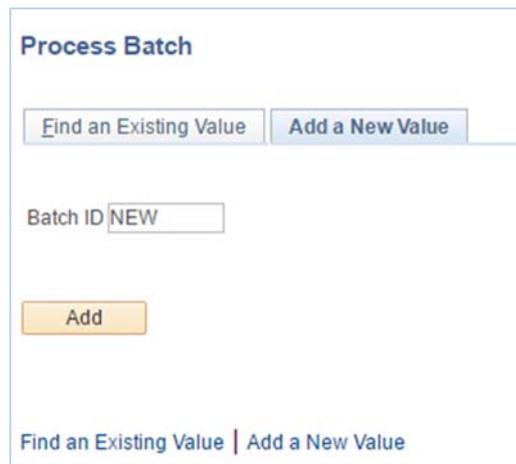
Batch Status = ▾

Workflow Form Type begins with ▾  

Batch Source = ▾

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

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



**Process Batch**

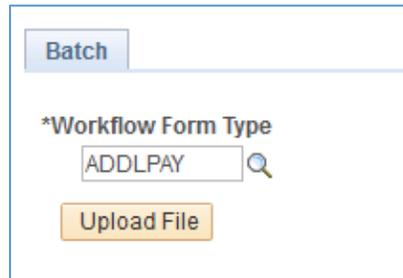
[Find an Existing Value](#) [Add a New Value](#)

Batch ID

[Add](#)

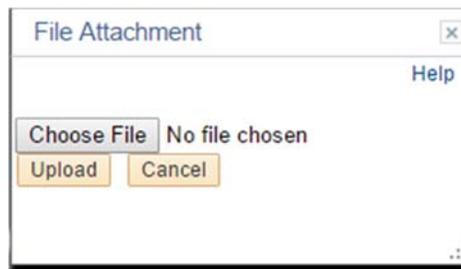
[Find an Existing Value](#) | [Add a New Value](#)

4. Choose the JOBCHANGE Form Type and click 'Upload File'



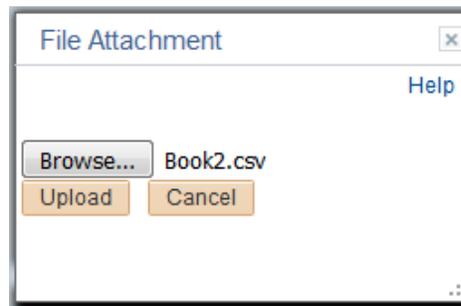
The screenshot shows a web form titled "Batch". At the top, there is a tab labeled "Batch". Below the tab, there is a section labeled "\*Workflow Form Type" with a dropdown menu containing the text "ADDLPAY" and a magnifying glass icon. Below the dropdown menu is an orange button labeled "Upload File".

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



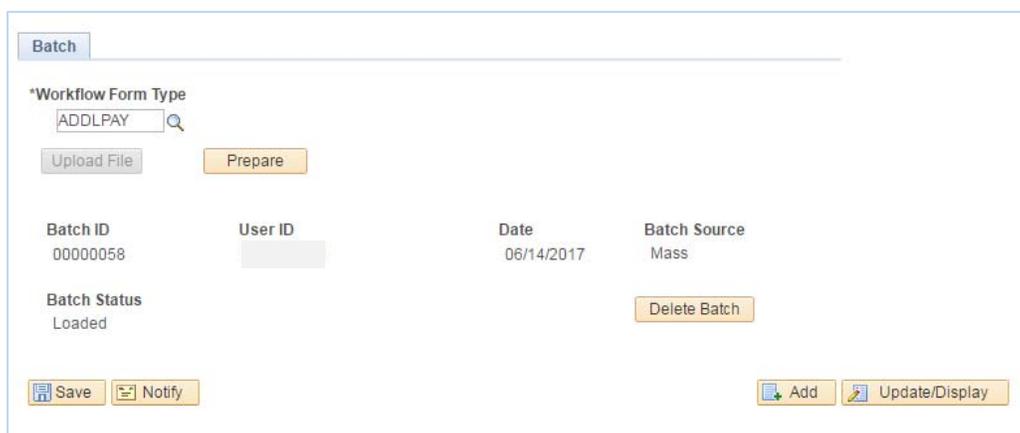
The screenshot shows a dialog box titled "File Attachment" with a close button (X) in the top right corner and a "Help" link. Below the title bar, there is a "Choose File" button, a text field containing "No file chosen", and two orange buttons labeled "Upload" and "Cancel".

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



The screenshot shows the "File Attachment" dialog box. The "Choose File" button has been replaced by a "Browse..." button. The text field now contains "Book2.csv". The "Upload" and "Cancel" buttons are still present.

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



The screenshot shows the "Batch" form. The "Upload File" button is now disabled, and a new orange button labeled "Prepare" is visible. Below the form, there is a table with the following data:

Batch ID	User ID	Date	Batch Source
00000058		06/14/2017	Mass

Below the table, the "Batch Status" is "Loaded". There is a "Delete Batch" button. At the bottom of the form, there are buttons for "Save", "Notify", "Add", and "Update/Display".

- 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'

**Batch**

\*Workflow Form Type  
ADDLPAY

Upload File Prepare Process

Batch ID: 00000058    User ID: [redacted]    Date: 06/14/2017    Batch Source: Mass

Batch Status: Prepared    Count: 14    Delete Batch

Batch ID	1	Batch Line Status	eForm ID	As Of Date	Line Error Text
1	00000058	1	Prepared	06/14/2017	
2	00000058	2	Prepared	06/14/2017	
3	00000058	3	Prepared	06/14/2017	
4	00000058	4	Prepared	06/14/2017	
5	00000058	5	Prepared	06/14/2017	
6	00000058	6	Prepared	06/14/2017	
7	00000058	7	Prepared	06/14/2017	

- 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.

**Batch**

\*Workflow Form Type  
ADDLPAY

Upload File Prepare Process

Batch ID: 00000058    User ID: [redacted]    Date: 06/14/2017    Batch Source: Mass

Batch Status: Partial    Count: 14    Errors: 7    Completed: 7    Delete Batch

Batch ID	1	Batch Line Status	eForm ID	As Of Date	Line Error Text	
1	00000058	1	Complete	227698	06/14/2017	Pay period end date adjusted from 2017-05-27 to 2017-06-24
2	00000058	2	Complete	227702	06/14/2017	Pay period end date adjusted from 2017-05-27 to 2017-06-24
3	00000058	3	Complete	227703	06/14/2017	Pay period end date adjusted from 2017-05-27 to 2017-06-24
4	00000058	4	Complete	227704	06/14/2017	Pay period end date adjusted from 2017-05-27 to 2017-06-24
5	00000058	5	Complete	227705	06/14/2017	Pay period end date adjusted from 2017-05-27 to 2017-06-24
6	00000058	6	Complete	227706	06/14/2017	Pay period end date adjusted from 2017-05-27 to 2017-06-24
7	00000058	7	Error		06/14/2017	Error on submitting form Information (15,11) - Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11) Error (91,34) - Error changing value. (G_FORM_ADDL_A.DEPTID) (91,34) Error (20002,205) - Make an entry in the following record field(s) to proceed: Department

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 > Department Self Service > Batch > Process Batch
2. Search for an existing batch by ID number, or use other 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**

Batch ID

As Of Date

Batch Status

Workflow Form Type

Batch Source

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

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

As Of Date

Batch Status

Workflow Form Type

Batch Source

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

**Search Results**

View All First 1-11 of 11 Last

Batch ID	User ID	As Of Date	Batch Status	Workflow Form Type	Batch Source
00000022		06/02/2017	Complete	ADDLPAY	Mass
00000023		06/02/2017	Complete	ADDLPAY	Mass
00000024		06/02/2017	Partial	ADDLPAY	Mass
00000025		06/02/2017	Complete	ADDLPAY	Mass
00000026		06/02/2017	Partial	ADDLPAY	Mass
00000027		06/02/2017	Complete	ADDLPAY	Mass

4. Review the batch.

**Batch**

\*Workflow Form Type  
ADDLPAY

Upload File Prepare Process

Batch ID: 00000058    User ID: [redacted]    Date: 06/14/2017    Batch Source: Mass

Batch Status: Partial    Count: 14    Errors: 7    Completed: 7    Delete Batch

Batch ID	1	Batch Line Status	eForm ID	As Of Date	Line Error Text
1 00000058	1	Complete	227698	06/14/2017	Pay period end date adjusted from 2017-05-27 to 2017-06-24
2 00000058	2	Complete	227702	06/14/2017	Pay period end date adjusted from 2017-05-27 to 2017-06-24
3 00000058	3	Complete	227703	06/14/2017	Pay period end date adjusted from 2017-05-27 to 2017-06-24
4 00000058	4	Complete	227704	06/14/2017	Pay period end date adjusted from 2017-05-27 to 2017-06-24
5 00000058	5	Complete	227705	06/14/2017	Pay period end date adjusted from 2017-05-27 to 2017-06-24
6 00000058	6	Complete	227706	06/14/2017	Pay period end date adjusted from 2017-05-27 to 2017-06-24
7 00000058	7	Error		06/14/2017	Error on submitting form Information (15,11) - Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11) Error (91,34) - Error changing value. (G_FORM_ADDL_A_DEPTID) (91,34) Error (20002,205) - Make an entry in the following required field(s) to proceed: Department

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

**Batch**

\*Workflow Form Type  
ADDLPAY

Upload File Prepare Process

Batch ID: 00000058    User ID: [redacted]    Date: 06/14/2017    Batch Source: Mass

Batch Status: Partial    Count: 14    Errors: 7    Completed: 7    Delete Batch

Batch ID	1	Batch Line Status	eForm ID	As Of Date	Line Error Text
1 00000058	1	Complete	227698	06/14/2017	Pay period end date adjusted from 2017-05-27 to 2017-06-24
2 00000058	2	Complete	227702	06/14/2017	Pay period end date adjusted from 2017-05-27 to 2017-06-24
3 00000058	3	Complete	227703	06/14/2017	Pay period end date adjusted from 2017-05-27 to 2017-06-24
4 00000058	4	Complete	227704	06/14/2017	Pay period end date adjusted from 2017-05-27 to 2017-06-24
5 00000058	5	Complete	227705	06/14/2017	Pay period end date adjusted from 2017-05-27 to 2017-06-24
6 00000058	6	Complete	227706	06/14/2017	Pay period end date adjusted from 2017-05-27 to 2017-06-24
					Error on submitting form Information (15,11) - Invalid value -- press the

6. Note that the 'Launch Form' link is only visible after successfully processing a line.

**Batch Line Details**

<b>Batch ID</b> 00000058	<b>Line</b> 4	<b>Batch Source</b> Mass		
<input type="button" value="Process"/>	<b>Batch Line Status</b> Complete	<b>Date</b> 06/14/2017	<b>eForm ID</b> 227704	<a href="#">Launch Form</a>

**Line Error Text**

Pay period end date adjusted from 2017-05-27 to 2017-06-24

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

## 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

**Batch**

**\*Workflow Form Type**  
ADDLPAY

<b>Batch ID</b> 00000058	<b>User ID</b> [Redacted]	<b>Date</b> 06/14/2017	<b>Batch Source</b> Mass
<b>Batch Status</b> Partial	<b>Count</b> 14	<b>Errors</b> 7	<b>Completed</b> 7

Batch ID	1	Batch Line Status	eForm ID	As Of Date	Line Error Text
1 00000058	1	Complete	227698	06/14/2017	Pay period end date adjusted from 2017-05-27 to 2017-06-24
2 00000058	2	Complete	227702	06/14/2017	Pay period end date adjusted from 2017-05-27 to 2017-06-24
3 00000058	3	Complete	227703	06/14/2017	Pay period end date adjusted from 2017-05-27 to 2017-06-24
4 00000058	4	Complete	227704	06/14/2017	Pay period end date adjusted from 2017-05-27 to 2017-06-24
5 00000058	5	Complete	227705	06/14/2017	Pay period end date adjusted from 2017-05-27 to 2017-06-24
6 00000058	6	Complete	227706	06/14/2017	Pay period end date adjusted from 2017-05-27 to 2017-06-24
7 00000058	<span style="border: 2px solid red; border-radius: 50%; padding: 2px;">7</span>	Error		06/14/2017	Error on submitting form Information (15,11) - Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11) Error (91,34) - Error changing value. (G_FORM_ADDL_A.DEPTID) (91,34) Error (20002,205) - Make an entry in the following required field(s) to proceed: Department

- Review the error message(s). In this scenario, the error message “Distribution total amount does not equal the monthly amount” indicates that all the distribution amounts do not equal the Pay Amount.

**Batch Line Details**

Batch ID: 00000058      Line: 12      Batch Source: Mass  
 Process      Batch Line Status: Error      Date: 06/14/2017

**Line Error Text**

Error on submitting form  
 Information (20002,1078) - The distribution total amount does not equal the monthly amount. (20002,1078)  
 Error (91,34) - Error changing value. {G\_FORM\_ADDL\_A.SUBMIT\_PB} (91,34)

Num	Input Field ID	Input Field Label	Input Field Value
1	1 EMPLID	Empl ID	502140
2	2 EMPL_RCD	Empl Record	
3	3 PAY_END_DT	Pay Period End Date	5/27/2017
4	4 ERNCD	Earnings Code	148
5	5 G_NUM_OF_PYMNT	Number of Payments	
6	6 DEPTID	Department	cop147
7	7 OTH_PAY	Pay Amount	55.500000
8	8 BEGIN_DT	Work Begin Date	
9	9 END_DT	Work End Date	
10	10 G_THIS_COMMENT	Comments	test
11	11 ACCOUNT1	GL Account1	511011
12	12 DEPTID1	Org1	cop147
13	13 PROJECT_ID1	Project/Grant1	
14	14 FUND_CODE1	Fund1	misca
15	15 PROGRAM_CODE1	Program1	00013
16	16 CLASS_FLD1	SubClass1	00000
17	17 G_ACCT_AMT1	Amount1	55.550000

- Correct the applicable field(s).

7	7 OTH_PAY	Pay Amount	55.500000
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- Click ‘Process.’
- 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

## Deleting a Batch

Old batches can be deleted otherwise they will keep showing up in the search results.

1. Choose the desired Batch ID and click on the link.

**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 [ ]  
As Of Date = [ ] [B]  
Batch Status = [ ] Processing Complete [ ]  
Workflow Form Type begins with [ADDLPAY] [Q]  
Batch Source = [ ]

Search Clear Basic Search Save Search Criteria

**Search Results**

View All First 1-8 of 8 Last

Batch ID	User ID	As Of Date	Batch Status	Workflow Form Type	Batch Source
00000005		05/31/2017	Complete	ADDLPAY	Mass
00000014		06/01/2017	Complete	ADDLPAY	Mass
00000022		06/02/2017	Complete	ADDLPAY	Mass
00000023		06/02/2017	Complete	ADDLPAY	Mass
00000025		06/02/2017	Complete	ADDLPAY	Mass

2. Click 'Delete Batch' to remove the unwanted batch from the search results. All line items do not have to be in 'Complete' status to delete a batch.

**Batch**

\*Workflow Form Type  
ADDLPAY

Upload File Prepare Process

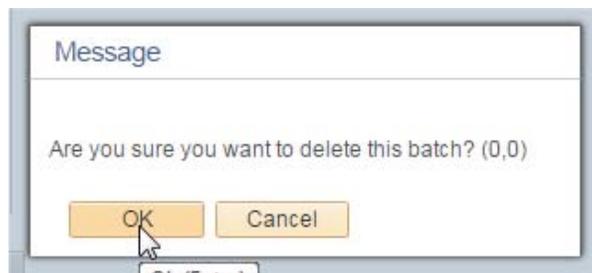
Batch ID 00000005 User ID [ ] Date 05/31/2017 Batch Source Mass

Batch Status Complete Count 2 Errors 0 Completed 2 Delete Batch

Batch ID	1	Batch Line Status	eForm ID	As Of Date	Line Error Text	
1	00000005	1	Complete	227402	05/31/2017	Pay period end date adjusted from 2017-05-13 to 2017-06-10
2	00000005	2	Complete	227403	05/31/2017	Pay period end date adjusted from 2017-05-12 to 2017-06-10

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

3. Click 'OK' to delete the batch.



4. Once deleted, you will be directed back to the search page. Click 'Search' to verify batch was deleted.
5. Batch 05 is no longer in search results.

### Search Results

View All		First 1-7 of 7 Last			
Batch ID	User ID	As Of Date	Batch Status	Workflow Form Type	Batch Source
00000014		06/01/2017	Complete	ADDLPAY	Mass
00000022		06/02/2017	Complete	ADDLPAY	Mass
00000023		06/02/2017	Complete	ADDLPAY	Mass
00000025		06/02/2017	Complete	ADDLPAY	Mass
00000027		06/02/2017	Complete	ADDLPAY	Mass
00000028		06/02/2017	Complete	ADDLPAY	Mass
00000029		06/02/2017	Complete	ADDLPAY	Mass