



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 justification on the Add'l 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.

Employee Groups

Employee Group	Norman Campus Earning Codes Allowed to Load	HSC Campus Earning Codes Allowed to Load
Faculty Salaried	<p>CRG, Contract Earnings</p> <p>SUM, Summer Money. Justification required</p> <p>OSS, One-Time Salary Supplement</p> <p>SWC, Severe Weather Coordinator</p> <p>OLB, Over Load Base. Justification required</p> <p>FSP, Supplemental Earnings - Faculty</p> <p>VEH, Vehicle. Justification required</p> <p>AWD, Award</p> <p>Ouw, Wellness Incentive</p> <p>RTP, Retropay</p> <p>FCR, Family Care Resources</p> <p>MET, Moving Expenses Taxable*. Justification required</p>	<p>109, Other Taxable Expense. Justification required</p> <p>160, Incentive Earns-Faculty-SPNSR</p> <p>200, Professional Practice Plan</p> <p>201, PPP Monthly Affiliate</p> <p>ADS, Temporary Addtl Dutes-Salary. Justification required</p> <p>AWD, Award. Justification required</p> <p>FCR, Family Care Resources</p> <p>HON, Honorarium. Justification required</p> <p>ICE, Intercampus Earnings. Justification required.</p> <p>ORE, Other Earnings. Justification required</p> <p>ORS, Other Earnings-SPNSR. Justification required</p> <p>OTM, One-Time Merit Recognition. Justification required</p> <p>Ouw, Wellness Incentive</p> <p>PIN, Performance Incentive. Justification required</p> <p>RTP, Retropay. Justification required</p> <p>SIO, Sign On Incentive. Justification required</p>
Faculty Hourly		<p>109, Other Taxable Expense. Justification required</p> <p>160, Incentive Earns-Faculty-SPNSR</p> <p>200, Professional Practice Plan</p> <p>201, PPP Monthly Affiliate</p> <p>AWD, Award. Justification required</p> <p>FCR, Family Care Resources</p> <p>HON, Honorarium. Justification required</p>

Employee Group	Norman Campus Earning Codes Allowed to Load	HSC Campus Earning Codes Allowed to Load
		ICE , Intercampus Earnings. Justification required. ORE , Other Earnings. Justification required ORS , Other Earnings-SPNSR. Justification required OTM , One-Time Merit Recognition. Justification required O UW , Wellness Incentive RTP , Retropay. Justification required SIO , Sign On Incentive. Justification required
Salaried Staff	FCR , Family Care Resources O UW , Wellness Incentive RTP , Retropay. Justification required SUP , Supplemental Earnings – Staff TIN , Temporary Instructor MET , Moving Expenses Taxable*. VEH , Vehicle. SWC , Severe Weather Coordinator	109 , Other Taxable Expense. Justification required 143 , Technology Allowance 147 , On Call - HSC 163 , Incentive Earns-OUP Tulsa. Justification required ADS , Temp Addtl Duties-Salary. Justification required APE , Artistic Performance. Justification required AWD , Award. Justification required CEC , Cert/Education Completion FCR , Family Care Resources HWD , Holiday/Weather Differential. Justification required ICE , Intercampus Earnings ORE , Other Earnings. Justification required ORS , Other Earnings SPNSR. Justification required OTM , One-Time Merit Recognition. Justification required O UW , Wellness Incentive RTP , Retropay. Justification required SFT , Shift Differential. Justification required SIO , Sign On Incentive. Justification required
Hourly Staff	RTP , Retropay AWD , Award. Justification required SWC , Severe Weather Coordinator O UW , Wellness Incentive SPM , Supplemental Pay FCR , Family Care Resources TMP , Temp Payment	025 , Additional Duty-Hourly. Justification required 109 , Other Taxable Expense. Justification required 143 , Technology Allowance AWD , Award. Justification required

Employee Group	Norman Campus Earning Codes Allowed to Load	HSC Campus Earning Codes Allowed to Load
	MER , Moving Allowance. Justification required PSL , PEAK Supplemental Pay MET , Moving Expenses Taxable*. Justification required	CEC , Cert/Education Completion. Justification required FCR , Family Care Resources HWD , Holiday/Weather Differential. Justification required. ICE , Intercampus Earnings ORE , Other Earnings ORS , Other Earnings SPNSR OTM , One-Time Merit Recognition OJW , Wellness Incentive RTP , Retropay. Justification required SIO , Sign On Incentive STU , Summer Students. Justification required TIN , Temporary Instructor. Justification required
Peak	RTP , Retropay PSL , PEAK Supplemental Pay. Justification required	
Police	OLB , Over Load Base. AWD , Award FCR , Family Care Resources OJW , Wellness Incentive RTP , Retropay SUP , Supplemental Earnings - Mthly	025 , Additional Duty-Hourly. Justification required 109 , Other Taxable Expense. Justification required AWD , Award. Justification required FCR , Family Care Resources ICE , Intercampus Earnings. Justification required ORE , Other Earnings. Justification required OTM , One-Time Merit Recognition. Justification required OJW , Wellness Incentive RTP , Retropay. Justification required SIO , Sign On Incentive
Student Salaried		Justification is required for all codes. ADS , Temp Addtl Duties-Salary. AWD , Award. ORE , Other Earnings PPC , Dental Payment Per Piece RTP , Retropay. SAJ , Student Additional Job
Student Hourly	AWD , Award RTP , Retropay SPM , Supplemental Pay TMP , Temp Payment	Justification is required for all codes. AWD , Award PPC , Dental Payment Per Piece. RTP , Retropay SAJ , Student Additional Job SFT , Shift Differential

Employee Group	Norman Campus Earning Codes Allowed to Load	HSC Campus Earning Codes Allowed to Load
		025 , Additional Duty-Hourly 109 , Other Taxable Expense
Resident/Fellow Salaried		109 , Other Taxable Expense. Justification required 146 , Resident Extra Duty AWD , Award. Justification required FCR , Family Care Resources ORE , Other Earnings ORS , Other Earnings SPNSR OJW , Wellness Incentive RTP , Retropay. Justification required SIO , Sign On Incentive
Resident/Fellow Hourly		109 , Other Taxable Expense. Justification required 146 , Resident Extra Duty AWD , Award. Justification required FCR , Family Care Resources ORE , Other Earnings ORS , Other Earnings SPNSR OJW , Wellness Incentive RTP , Retropay. Justification required SIO , Sign On Incentive
Temporary		Justification is required for all codes. AWD , Award ORE , Other Earnings ORS , Other Earnings SPNSR OTM , One-Time Merit Recognition PPC , Dental Payment Per Piece RTP , Retropay 109 , Other Taxable Expense STU , 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 Template tab. This template is in .xlsx format and includes features to assist users with data entry such as prompts and instructional text. **DO NOT alter the formatting on these templates.**

Line 1 of this template represents the PeopleSoft coding titles. Line 2 represents the field titles on the ePAF that you are familiar with. 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.

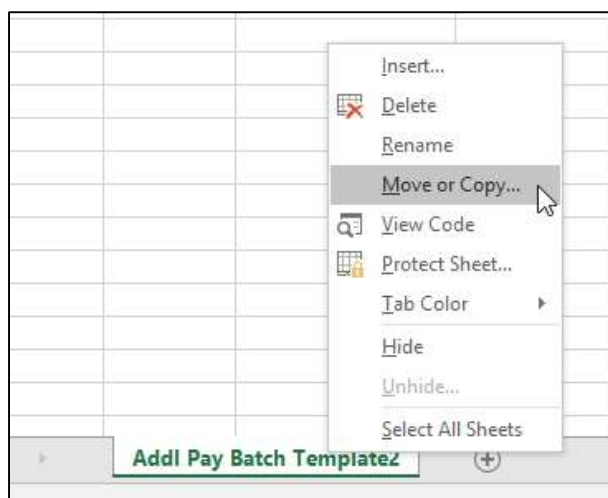
- **For HSC employees: please only use 0 as the Employee Record.**
- **For both campuses:**
 - **The number of payments, please enter 1. Reoccurring payments are not allowed in the Batch Tool.**
 - **The Pay Period End Date must be in the format: YYYY-MM-DD**
 - **Other dates on the spreadsheet including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

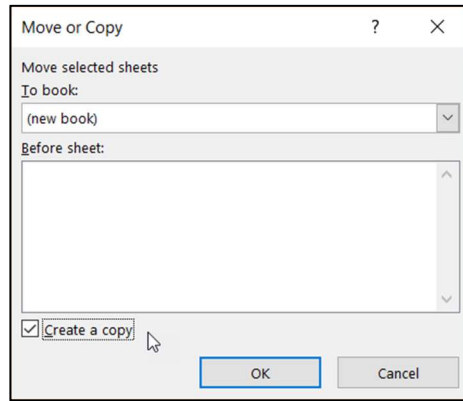
Creating CSV Files for Upload

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

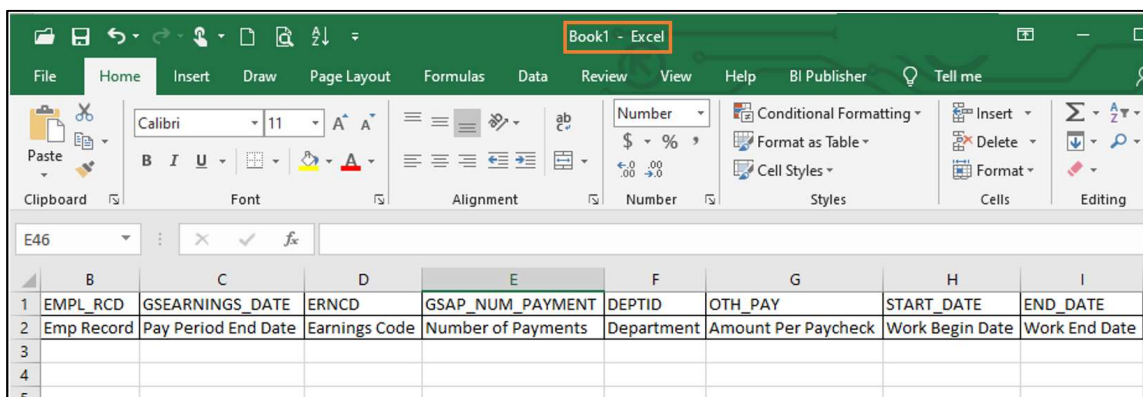
1. Enter your data into the excel template. Save this somewhere safe so you can use it again in the future without having to reenter all data.
2. Right click on the Template tab and select 'Move or Copy...'



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

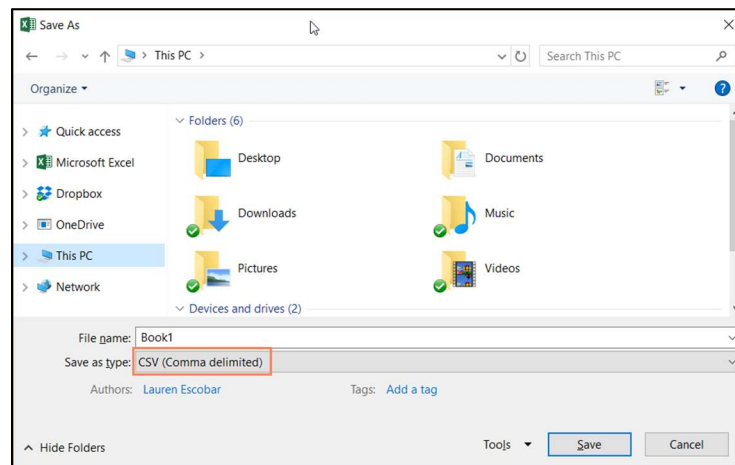


4. A new excel window will open



5. Click on File > Save As

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



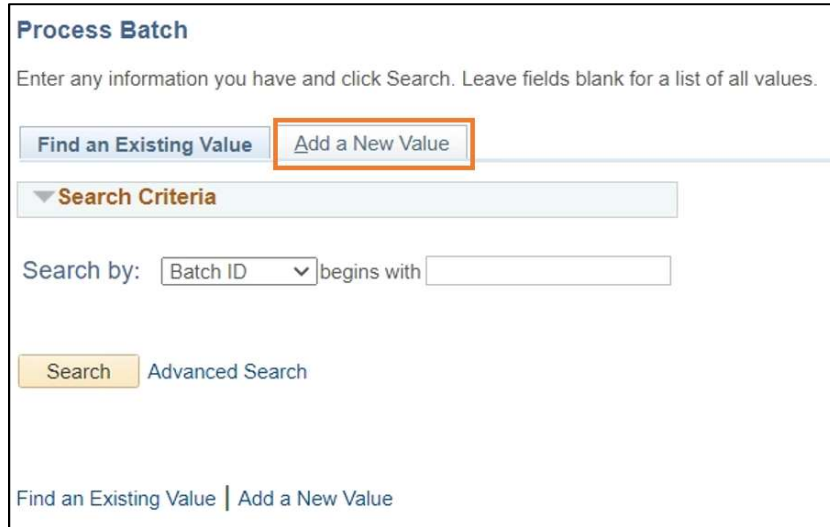
Note: Once the file is saved as CSV file, it should NOT be reopened to verify anything as it will cause the leading zeros to drop off the template. To reuse the template again for another transaction, save the file in xlsx file *prior to saving as a csv file* and reuse as often as needed.

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](#)

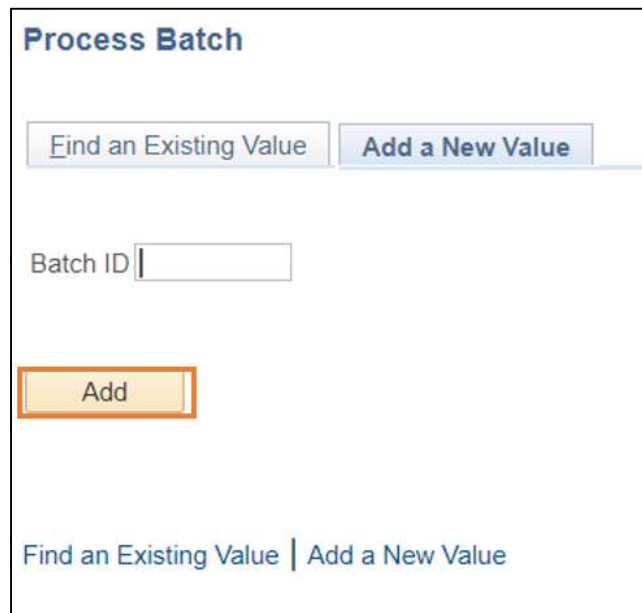
▼ **Search Criteria**

Search by: begins with

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

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

3. The Batch ID will default to a blank field. Do not enter a value in this field. Click 'Add.'



Process Batch

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

Batch ID

[Add](#)

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

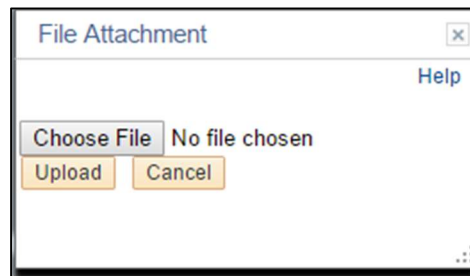
- Click on the magnifying glass to open the Form Type prompt and select 'ADDLPAY' Form Type. Click on the magnifying glass to open the Batch Configuration prompt and select '1' for the template with 5 chartfields or '10' for the template with 10 chartfields.



- Click 'Upload File'



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



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



- 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 tabs: '*Form Type', 'Batch Configuration', and '*Form Condition'. Under '*Form Type', 'ADDLPAY' is selected. Under 'Batch Configuration', '10' is entered. Under '*Form Condition', 'Default' is selected. There are three buttons: 'Upload File', 'Prepare' (highlighted in red), and 'Use Process Scheduler'. Below these, there are fields for 'Batch ID' (00000078), 'User ID', and 'Date' (04/29/2021). The 'Batch Status' is 'Loaded'. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

- 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 and process the file, click 'Process'

The screenshot shows the 'Process Batch' interface. The 'Prepare' button is now disabled, and the 'Process' button is highlighted in red. The 'Batch Status' is 'Prepared' and the 'Count' is 2. Below this, there is a table with columns: 'Batch ID', '1', 'Status', 'Form ID', 'Date', and 'Line Error Text'. The table contains two rows, both with 'Prepared' status and '04/29/2021' date.

- 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. The 'Process' button is highlighted in red. The 'Batch Status' is 'Partial', 'Count' is 2, 'Errors' is 2, and 'Completed' is 0. Below this, there is a table with columns: 'Batch ID', '1', 'Status', 'Form ID', 'Date', and 'Line Error Text'. The table contains two rows, both with 'Error' status and '04/29/2021' date. The 'Line Error Text' for both rows is 'Pending Form Exists. Unable to Submit (24844,54)'. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

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**

Search by: begins with

Search [Advanced Search](#)

Search Results

View All First 1-7 of 77 Last

Batch ID	User ID	Date of Batch	Batch Status	Line Count	Error Count	Complete Count
00000078	7	04/29/2021	Partial	2	2	0
00000077	7	04/23/2021	Complete	2	0	2
00000076	7	04/23/2021	Complete	3	0	3
00000075	7	04/15/2021	Prepared	88	0	0
00000074	3	02/08/2021	Partial	22	1	21
00000073	4	02/08/2021	Partial	18	3	15
00000072	3	02/02/2021	Partial	16	1	15
00000071	5	02/02/2021	Partial	14	1	13

4. Review the batch.

The screenshot shows the 'Process Batch' interface. At the top, there are sections for 'Form Type' (ADDLPAY), 'Batch Configuration' (10), and 'Form Condition' (Default). Below these are buttons for 'Upload File', 'Prepare', and 'Process', along with a checkbox for 'Use Process Scheduler' and a note: 'Don't generate eForm if error encountered'. A summary section shows: Batch ID: 00000078, User ID, Date: 04/29/2021, Batch Status: Partial, Count: 2, Errors: 2, Completed: 0. A table below lists two batch lines, both with status 'Error' and the message 'Pending Form Exists. Unable to Submit (24844.54)'. The table has columns: Batch ID, Line, Status, Form ID, Date, Line Error Text. At the bottom are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

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

This screenshot is identical to the previous one, but the number '2' in the second row of the batch lines table is highlighted with a red square, indicating it has been selected for further details.

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 screenshot shows the 'Batch Line Details' interface. It displays: Batch ID: 00000026, Line: 3, Form Type: ADD, Form ID: 100129, Task ID, Batch Line Status: Error, Date: 12/01/2020, and a 'Launch Form' button. A 'Line Error Text' box contains the message: 'Percent Total must equal 100% (24847.4)'. Below this is a table of input fields with columns: Num, Input Field ID, Input Field Label, and Input Field Value. The table contains five rows of data.

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.

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

The screenshot shows the 'Process Batch' interface. At the top, there are fields for 'Form Type' (ADDLPAY), 'Batch Configuration' (10), and 'Form Condition' (Default). Below these are buttons for 'Upload File', 'Prepare', 'Process', and a checkbox for 'Use Process Scheduler'. A 'Batch ID' of 00000078 is shown, along with 'User ID' and 'Date' (04/29/2021). A summary table indicates 'Batch Status' is Partial, 'Count' is 2, 'Errors' is 2, and 'Completed' is 0. A table below lists the batch lines with columns for Batch ID, Line, Status, Form ID, Date, and Line Error Text. Two lines are listed, both with a status of 'Error' and the message 'Pending Form Exists. Unable to Submit (24844,54)'. A red box highlights the '2' in the 'Line' column of the second row. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

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.

The screenshot shows the 'Batch Line Details' screen. It displays 'Batch ID' 00000026, 'Line' 3, 'Form Type' ADD, 'Form ID' 100129, and 'Task' ID. The 'Batch Line Status' is 'Error' and the 'Date' is 12/01/2020. A 'Launch Form' button is visible. The 'Line Error Text' field contains the message: 'Percent Total must equal 100% (24847,4)'. Below this is a table of input fields with columns for Num, Input Field ID, Input Field Label, and Input Field Value. The table contains 17 rows of data, including fields like EMPLID, EMPLOYEE, EMP_RECORD, PAY_PERIOD_END_DATE, EARNINGS_CODE, NUMBER_OF_PAYMENTS, DEPARTMENT, AMOUNT_PER_PAYCHECK, WORK_BEGIN_DATE, WORK_END_DATE, JUSTIFICATION, DIST_AMOUNT, ACCOUNT, FUND_CODE, ORG, FUNCTION, ENTITY, and SOURCE.

- 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.'
- 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	Line	Batch Source		
00000058	12	Mass		
<input type="button" value="Process"/>	Batch Line Status	Date	eForm ID	Launch Form
	Complete	06/14/2017	227709	
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
Fetching array element 2: index is not in range 1 to 1. While fetching the value of an array element, the index was not within the length of the array.	This means the spreadsheet loaded was not saved as a CSV prior to loading.	Save xlsx file to CSV (do not open afterwards) and then load.
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.
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.

Line Text Error	What It Means	Steps to Resolve the Error
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.
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