| Step | PPP Batch Load Details |
|---|---|
| **Navigation: Main Menu > Manage GT eForms 3.x > Batch > Process Batch** | |
| 1 | In this document, we will discuss details about PPP Batch Loads. |
| 2 | Watch the mass (batch) load training in OnPoint Library <br> • Add Pay, Mass Upload, & Mass Approval |
| 3 | Use the Where's the Menu job aid to find the navigation listed above. |
| 4 | Use the Batch Processing of Add Pays job aid document for steps to create and load an add pay batch. |
| 5 | The add pay batch mass upload template is located on Payroll Services website at here. |
| 6 | These are the details on what belongs in each field of the header lines on the template for each employee. See table below for choosing the correct Earning Code. |

| Scenario | Earn Code |
|---|---|
| Employees who receive regular biweekly paycheck and a PPP payment paid monthly | 200 |
| Employees who receive a regular biweekly paycheck and a PPP payment paid biweekly | 200 |
| Employees who do not receive any regular biweekly paycheck (AFF employees) and receive a PPP payment paid monthly | 201 |
| Employees who do not receive any regular biweekly paycheck (AFF employees) and receive a PPP payment paid biweekly | 200 |
| Employees receiving other clinical payments as defined by COM Deans Office. Must use GL code 511318. | 202 |
| Employees receiving PPP Production payments as defined by COM Deans Office. Must use GL code 511319. | 203 |
| Employees receiving PPP QMP payments as defined by COM Deans Office. Must use GL code 511320. | 204 |
| Employees receiving PPP Non-Clinical payments as defined by COM Deans Office. Must use GL code 511322. | 205 |

| EMPLID | EMPL_RCD | GSEARNINGS_DATE | ERNCD | GSAP_NUM_PAYMENT | DEPTID | OTH_PAY | START_DATE | END_DATE | GSAP_WORK_PERFORM |
|---|---|---|---|---|---|---|---|---|---|
| Employee | Emp Record | Pay Period End Date | Earnings Code | Number of Payments | Department | Amount Per Paycheck | Work Begin Date | Work End Date | Justification |
| 000123 | 0 | 2023-06-03 | 200 | 1 | ABC123 | 10000.000000 | 1/1/2023 | 3/31/2023 | Jan PPP |

Employee ID must have leading zeroes.

All employees are paid on 0 record

Pay End Date must be correct for period payment pertains to and formatted like this

PPP earn code is 200, unless the employee is an Affiliate with no base pay, or this is a clinical payment.

All payments are non-reoccurring so this is equal to 1.

This is HR Dept ID not financial ORG

Total amount of PPP payment

First and Last date of period you are paying for. For reference, this PPP payment covered from Jan 1-Mar 31.

This is open for your justification/comment

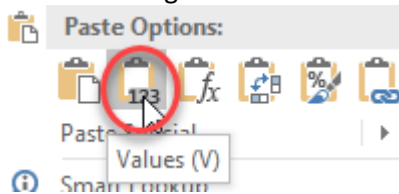| 7 | These are the details of what belongs in each field of the chartfield on the template for each employee. You can enter up to 5 chartfield spreads for each employee. |

| DIST_AMOUNT1_1 | ACCOUNT_1 | FUND_CODE_1 | DEPTID_CF_1 | PROGRAM_CODE_1 | CLASS_FLD_1 | CHARTFIELD1_1 | CHARTFIELD2_1 | PROJECT_ID_1 |
|---|---|---|---|---|---|---|---|---|
| Dist Amount | Account | Fund | Org | Function | Entity | Source | Purpose | Project |
| 10000.000000 | 511XXX | CLNOP | ABC12345 | 00124 | A1234 | ABC12345 | | |
| All Dist amounts must equal total amount per paycheck | All PPP payments require the specified account per code used | CLNOP or CLNOU are the only funds for PPP | Financial ORG | Function must end in 24 for PPP payments | Entity | Source | Purpose | Project |

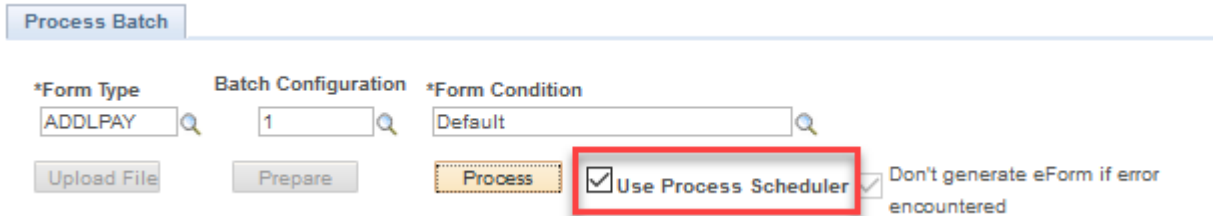| 8 | Additional Notes about processing PPP payments: |

- DEPTID field on the load is the department that the form will flow to for approvals and the department that will see the additional pay on their reports.

  | F |
  |---|
  | DEPTID |
  | Department |
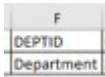
- If you copy and paste, you have to paste values only, not formatting so the form has the leading zeros and formatting.
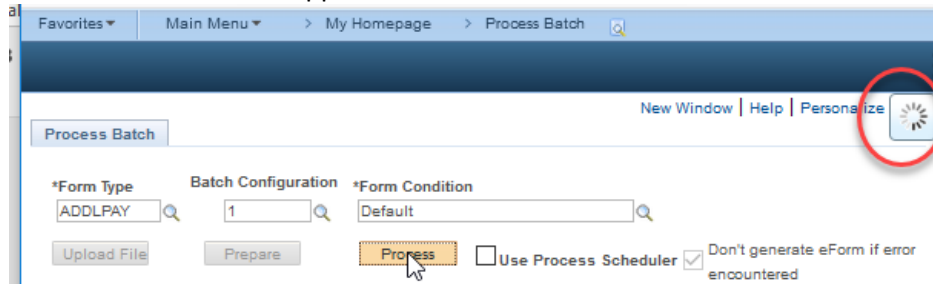
  Paste Options:

  Values (V)

- If you have a large batch, process using the process monitor.

  Process Batch

  *Form Type  Batch Configuration  *Form Condition
  ADDLPAY     1                    Default

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

- When you "Process" a batch, please be patient and wait for the batch to fully process (do not click process multiple times). The system has to go through all the lines and create the forms and depending on the size this could take a few minutes. You can leave that page open (if you want to go work on something else) and check back in a few minutes.
  - If you process on the batch page, the process is finished when the burst in the upper right corner of the screen disappears.

    Favorites ▼   Main Menu ▼   > My Homepage   > Process Batch

    New Window | Help | Personalize

    Process Batch

    *Form Type  Batch Configuration  *Form Condition
    ADDLPAY     1                    Default

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

- If you process using the Process Scheduler you can see the status of the process on the Process Monitor.
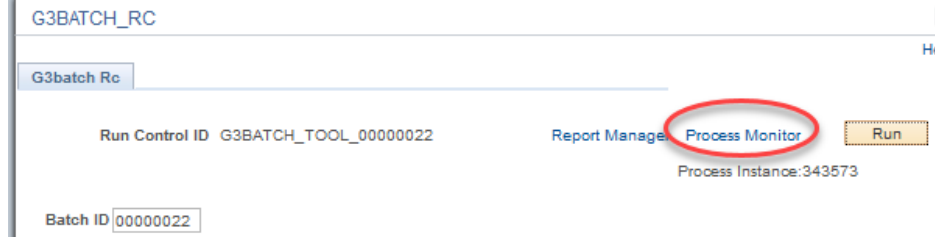


- You can only have one add pay per employee pending at one time. Once executed, you can enter a second add pay with the same earning code but it has to be a different HR department ID or different Amount. If you need one to be executed and it is ready for payroll approval then email payroll-services@ouhsc.edu for approval. Earning Code 200 does not flow through Payroll. After Department approval it will Execute.
- PPP payments can be loaded biweekly or monthly. All Affiliate monthly PPP payments (earning code 201) should be loaded once a month according to the PPP Payday Calendar. You can use the Pay Date to determine the pay period you need to enter the payment based on the Pay Period Calendar on the payroll website.
- No job change is necessary for changing funding for PPP. It is all on the add pay now. As long as the employee has a HSC job that isn't a non-paid position (volunteer) they can be paid.
- Terminated employees that need a last PPP payment must be submitted on a paper OU Pay Form. These should be submitted as early as possible, before the entry period passes.
- Employees paid PPP from multiple departments, the second department can submit their add pay through batch/entry once the first department approves the first add pay.
- All Add Pays can be reviewed on the Additional Pay Report in PeopleSoft during payroll processing (this should be run during every payroll in accordance with the Payroll Coordinator Checklist), but they can also be viewed once the payroll processing has started and any time after confirmation using one of the following queries:

| OUDR_PPP_BY_DEPTID_AND_DATE | PPP payments by DeptID & dt |
| --- | --- |
| OUDR_PPP_BY_EMPLOYEE_AND_DATE | PPP payments by employee & dt |
| OUDR_PPP_BY_PAY_PERIOD_END_DT | PPP payments by pay period end |

- Anyone that has access to enter Add Pay forms has access to batch, but it is not located in the ePaf page. Please see the batch load information on the Compass website for navigation and directions. If an employee needs access to enter Payroll ePaf forms (Add Pays) in HR, they will need to complete the Security Form located on the Payroll website. The same form is for setting up a department Payroll ePaf approver.
- PPP payments are only routed to the department approver for payment. These do not route through the Deans Office or Payroll Services.