

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](#)
 - 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

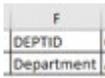
↑	↑	↑	↑	↑	↑	↑	↑	↑	↑
Employee ID must have leading zeroes.	All employees are paid on 0 record	Pay End Date must be correct for period payment pertains to and formatted like this	PPP earn code is 200, unless the employee is an Affiliate with no base pay, or this is a clinical payment.	All payments are 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.

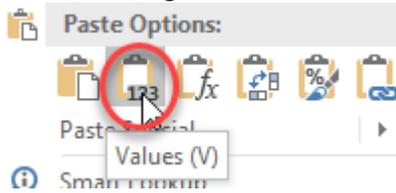
DIST_AMOUNT1_1	ACCOUNT_1	FUND_CODE_1	DEPTID_CF_1	PROGRAM_CODE_1	CLASS_FLD_1	CHARTFIELD1_1	CHARTFIELD2_1	PROJECT_ID_1
Dist Amount	Account	Fund	Org	Function	Entity	Source	Purpose	Project
10000.000000	511XXX	CLNOP	ABC12345	00124	A1234	ABC12345		
All Dist amounts must equal total amount per paycheck	All 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:

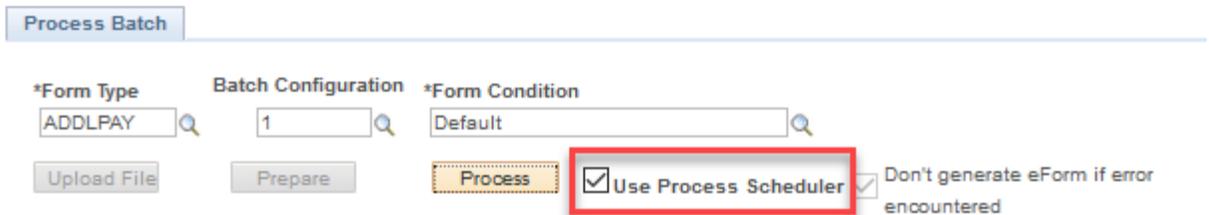
- DEPTID field on the load is the department that the form will flow to for approvals and the department that will see the additional pay on their reports.



- If you copy and paste, you have to paste values only, not formatting so the form has the leading zeros and formatting.

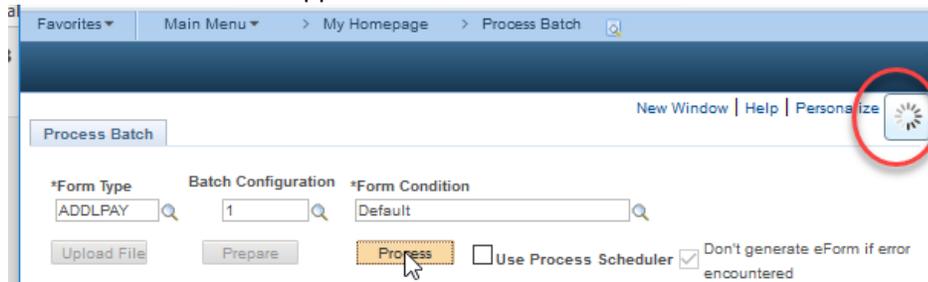


- If you have a large batch, process using the process monitor.

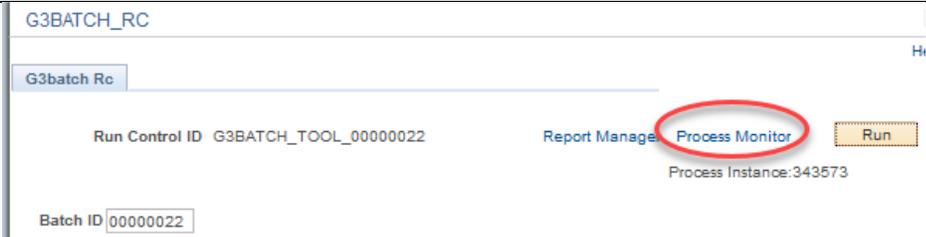


- When you "Process" a batch, please be patient and wait for the batch to fully process (do not click process multiple times). The system has to go through all the lines and create the forms and depending on the size this could take a few minutes. You can leave that page open (if you want to go work 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.



- 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.