Uploading Payroll Spreadsheet in BA4

July 18, 2023

1. Login to BA4 with the link found here

   Click on "Sign In Using Active Directory Account

   BA4 uses active directory so the first time a pop-up window may appear asking for user ID and password. Before user ID type AD\ (example: AD\abcdef01). The password is the same password that is used for ULINK or any other university system. Click "remember my credentials" and then click OK.

2. Click on the Accounting tab
   3. Click on the Data Import button

4. From the Actions menu on the right-hand side click on Download Import Library:
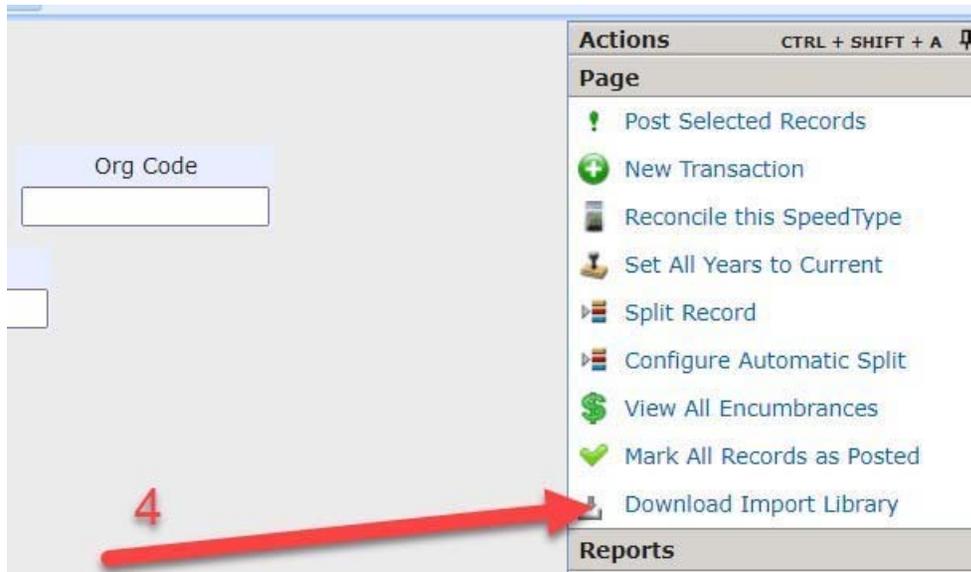
5. a) After clicking "download library", rather than opening the file, browse to its location/directory. See below for instructions on how to do this on the browser that you are using:

In **Firefox** this can be done by clicking the folder:
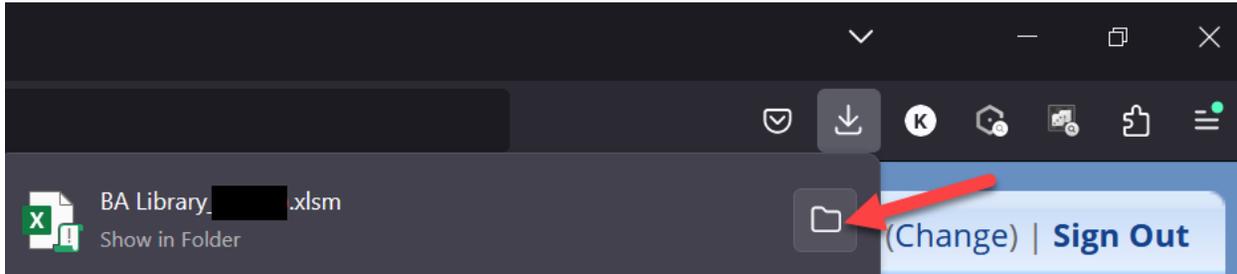
In **Chrome**, click the dropdown and pick "Show in Folder":
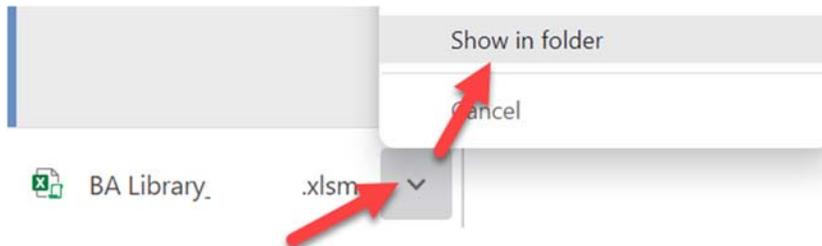
In **Edge**, click "show in folder":
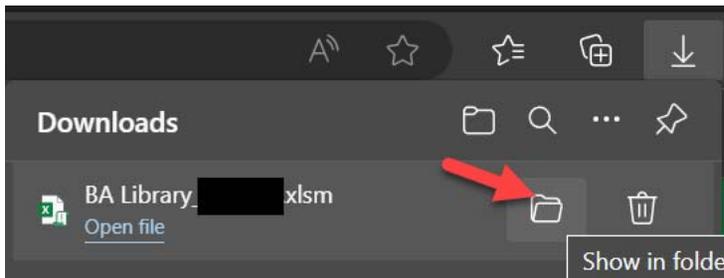
b) Copy the file from the downloads folder.
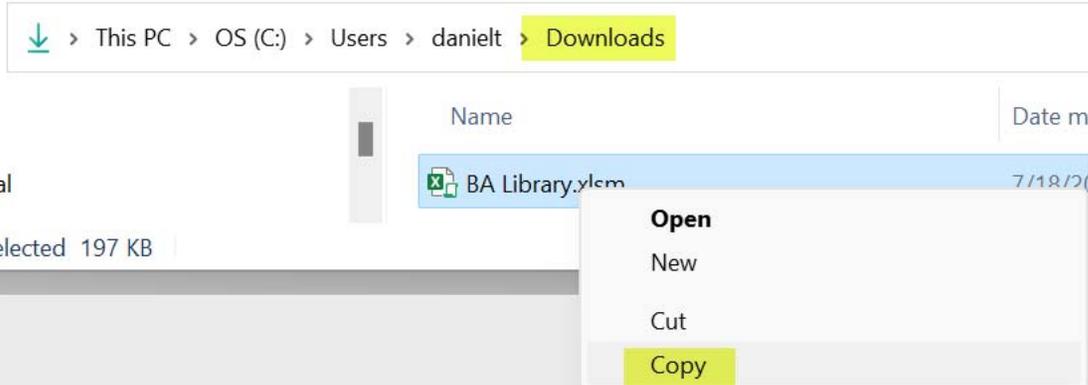
c) Paste the document into the documents (or similar) folder.
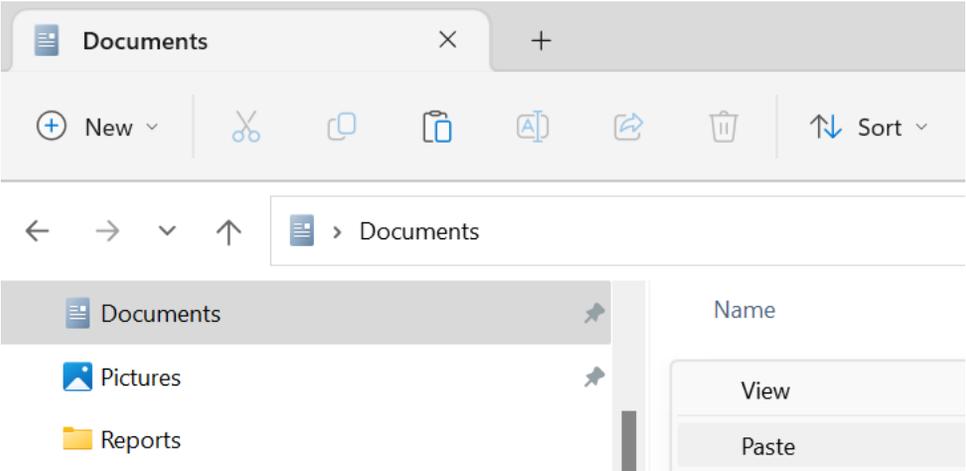
d) Right-click on the file and select properties. Check [x]Unblock (if available) and click Apply.

BA Library.xlsm

BA Library.xlsm Properties

General | Security | Details | Previous Versions

BA Library.xlsm

Type of file:	Microsoft Excel Macro-Enabled Worksheet (.xlsm)
Opens with:	Excel Change...
Location:	C:\Users\danielt\Documents
Size:	197 KB (202,654 bytes)
Size on disk:	200 KB (204,800 bytes)
Created:	Tuesday, July 18, 2023, 1:43:05 PM
Modified:	Tuesday, July 18, 2023, 1:37:29 PM
Accessed:	Today, July 18, 2023, 1:43:05 PM
Attributes:	☐ Read-only ☐ Hidden Advanced...
Security:	This file came from another computer and might be blocked to help protect this computer. ☑ Unblock

OK   Cancel   Apply

6. Click Enable Content
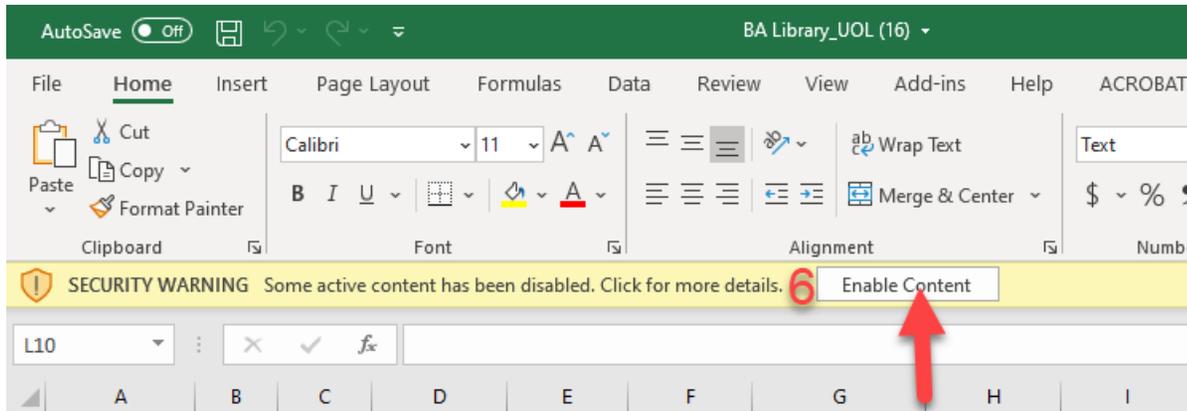
7. Go to the PayDoc tab. The first two lines are an example one of a monthly paid employee and the other is a bi-weekly paid employee These lines can be deleted or left depending on the user's preference:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	AreaCode	DirectoryName	EmployeeID	PayScheduleType	AppointmentId	StartDate	EndDate	Accountnumber	AccountYear	ProjectCode	ObjectCode	PeriodAmount	Percentage	FringeRate	FringeObjectCode	PositionCode	JobCode	Upload Results
2	Medicine	Jones, Tim	1111111	B	1	2/17/17	6/30/17	01100	2017		511400	1376	1.00	0.35	512000	00006379		Upload Successf
3	Medicine	Smith, Jane	1111112	M	1	3/1/17	6/30/17	01100	2017		511300	9583	1.00	0.35	512000	90016834		Upload Successf
4																		
5			Example Rows															

8. Fields should contain the below information. The letters represent the columns in the example spreadsheet above:

    a. AreaCode – The name of the Area found on the paydocs in your department. The AreaCode should be the exact name found in the parenthesis below
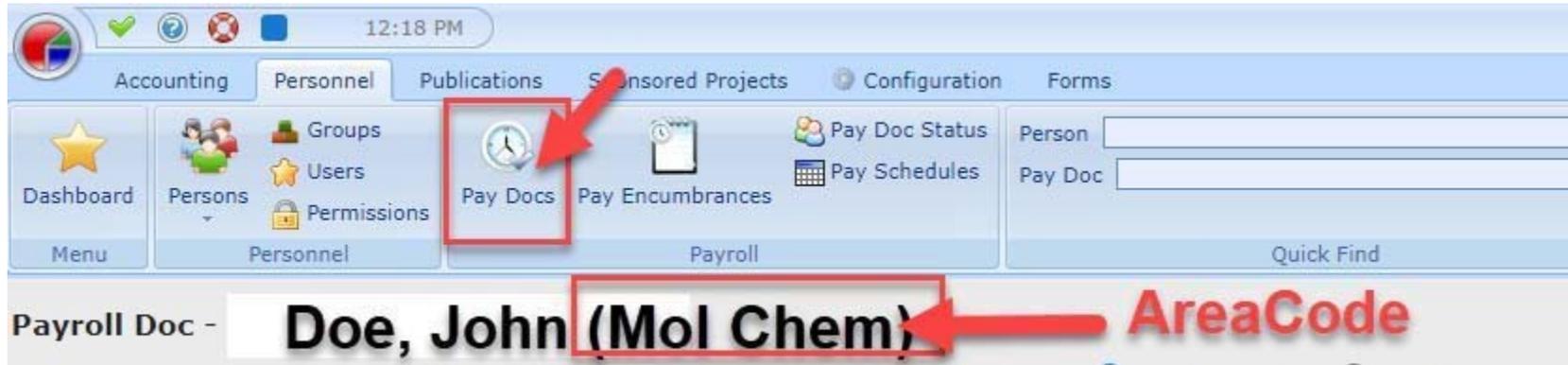
    b. DirectoryName – Name as it appears on the Payroll Doc as shown above - usually last name, first name

    c. EmployeeID – Seven-digit employee ID number

    d. PayScheduleType – M = Monthly paid employees B = Bi-weekly paid employees

    e. AppointmentID – Every Position Number (PCN) for the same person should have a different Appointment ID number example:

      i. Doe, John PCN 100000587

      ii. Doe, John PCN 190051874

      iii. If you are loading payroll for employees who already have a current paydoc in BA you can leave Appointment ID blank and BA knows how to map the Appointment ID number correctly.

      iv. Use the new Workday PCN's without the leading P.

    f. Start Date – Monthly employees should be the first day of the month unless someone is hired mid-month then it should be actual start date. Bi-weekly employees when doing salary upload for new fiscal year the start date should be the first day of the bi-weekly pay period that will be paid out in the new fiscal year. Example FY22 calendar below:

UNIVERSITY OF LOUISVILLE 2021 BIWEEKLY PAYROLL UNIT BUSINESS ADMINISTRATOR CALENDAR								
PAY PERIOD START DATE	PAY PERIOD END DATE	PAY RUN ID	DEDUCTION PERIOD	FORMS DUE TO: HR/POSITION MANAGEMENT JOB DATA CHANGES FOR CURRENT PAY PERIOD	FORMS DUE TO: PAYROLL JOB DATA CHANGES FOR CURRENT PAY PERIOD	PAY SHEETS OPEN/LOAD BUS OPS 12:00 - 4:30	INDIVIDUAL TIME SHEETS DUE TO PAYROLL and FUNDING FILE DUE TO POSITION MANAGEMENT BY 8:00 AM	PAYDAY

6/18/2021	7/1/2021	21BN	1	Friday, June 4, 2021	6/18/2021	Friday 07/02/2021	Friday 07/02/2021	7/9/2021

Start date for FY22 bi-weekly employees will be 7/2/23

g. Enddate- On Program Speedtypes (Non-Sponsored Programs) end date is always 6/30/xx (whatever year the fiscal year is ending). On Sponsored Programs they are usually run on a grant year not a fiscal year so the end date would be the end date of that grant year.

h. AccountNumber –Speedtype

i. AcccountYear – On Program Speedtypes (Non-Sponsored Programs) the year will be the fiscal year that payroll encumbrances are being loaded. On Sponsored Programs they are usually run on a grant year not a fiscal year so the year will be the year of that the grant is on.

    j. ProjectCode – If a department is using project accounting for salaries in BA a project should be assigned here

    k. ObjectCode- Account code

l. PeriodAmount – Amount the employee gets paid every pay period (for monthly employees that is their pay for one month, for byweekly employees it is their pay for a 2 week pay period) for that speedtype. For example if an employee gets paid $1,000 per month 40% on speedtype 01111 and 60% on speedtype 01112 the PeriodAmount for 01111 will be $400 and the PeriodAmount for 01112 will be $600.

See example:

	H	I	J	K	L	M
	Accountnumber	AccountYear	ProjectCode	ObjectCode	PeriodAmount	Percentage
	01111	2022		511300	400	0.40
	01112	2022		511300	600	0.60

m. Percentage – The percent that they are paid on that speedtype. **Make sure that you do not format this cell as a percent. If they are paid 45% on one speedtype input .45**

n. Now with the new consolidation of PCN's the total amount per speedtype should be put into the period amount. For example, if Dr. Smith has a supp and base pay that total $300,000 (200,000 base and 100,000 supp) and 25% of the base is on speedtype 01111 and 30% of the supp is on 01111 you would input 6,666.67 in the period amount for 01111 for a total of 80,000 per year.

o. Fringerate – Percentage of fringe benefits. This can be actual or an estimate depending on what the department wants to encumber **Make sure that you do not format this cell as a percent. If they are paid 28.5% fringe input .285**

p. FringeObjectCode – Account code for fringe should always be 512000

q. PositionCode – Position Number (PCN)

r. JobCobe – Optional can be found on payroll reports out of BI for every position. An example job code is 000823

s. Upload Results – Automatically filled in as payroll documents are created in BA. If there are any errors there will be an error comment in this column. Any lines with errors will not upload a payroll document. Instructions are how to upload are found below.

9. Prior to uploading the Settings tab should be checked to make sure that number 2 Database says "PSDB" and that number 3 Trusted says "True" as shown below:

10. Click on the Add-ins tab:
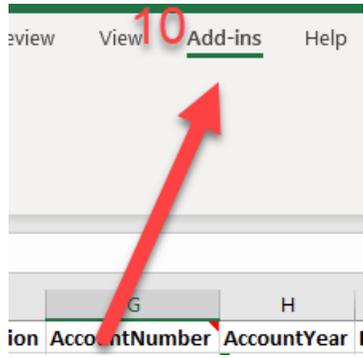
11. Click on the triangle next to BA:
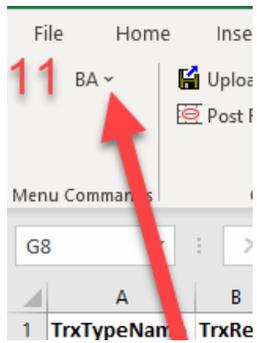
12. Click on Current Sheet – Post to BA Database:
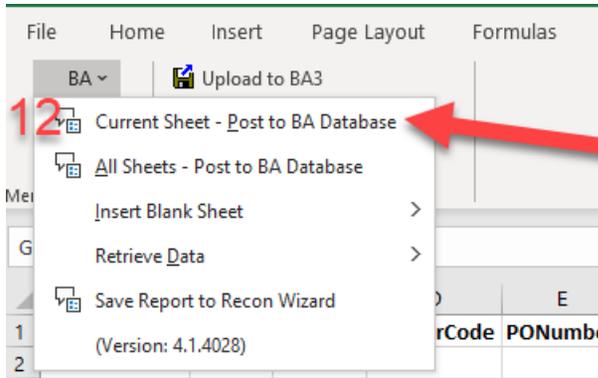
13. You may be asked to supply your user ID and password. Use your UofL user ID (not employee ID or email address) and your university password
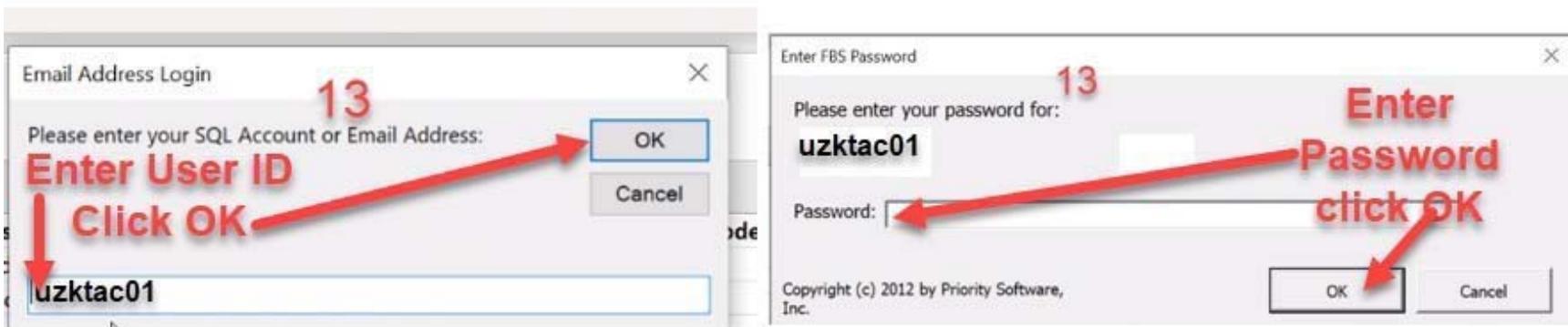
One spreadsheet can be maintained and uploaded but the Upload Successful must remain in the Upload Results so that BA will not pick it up twice.