

Payroll Ledgers (Previously Payroll Certifications)

Please note: This will go into effect with the January 2, 2009 Pay Date

Will I have Payroll Certifications in Banner HR?

- Departments will no longer receive Payroll Certifications in Banner HR. Instead departments may access a Payroll Ledger for their department using COGNOS reports

What type of information will the Payroll Ledger contain?

- Employee Banner Id (R-number)
- Pay Period Begin Date
- Pay End Date
- Check Date
- Last Name
- First Name
- FOAP
- Payment Type (Check/Direct Deposit)
- Gross Pay
- Account Distribution

How do I access my Payroll Ledgers?

- HSC
 - Webraider/F&A Work Tools Tab/Human Resources/Reports
- TTU and TTUSA
 - Raiderlink/A&F Work Tools Tab/Human Resources/Reports

How do I make adjustments if an employee was paid wrong?

- If employee is underpaid Request Manual Check (see Manual Check Request Section)
- If employee is overpaid, send e-mail to Payroll Services (webmaster.payroll@ttu.edu) with employee ID, amount of overpayment, reason for overpayment

Frequently Asked Questions

- HSC - <http://www.ttuhs.edu/hr/ConnecTech/default.aspx>
- TTU and TTUSA- <http://neon.tosm.ttu.edu/kb/default.php>