TO: All Department Heads

FROM: Payroll Office

RE: Banner Payroll System

We are in the final stages of the new Human Resource/Payroll system implementation. In preparation of the January 15, 2005 payroll it is now necessary to request that all additional earnings forms, personnel requisitions, salary increase authorization forms, and any other document indicating an account number, be coded with the Banner Chart of Accounts structure. The FOAPAL as it is known in the system indicates the accounting string that permits the proper application of costs within the general ledger of the University. As a reminder, you need only include the appropriate Index code (shortcut) and account code on the forms. The Payroll Office and the Human Resources Department cannot expend the time to translate old numbers to new numbers. At the Chart of Accounts training sessions the special website that we created was shared and it will provide the necessary information for you to complete the forms.

Thank you for your continuing support and cooperation as the next phase of the SPARTA project is unveiled.