



Office of the Controller
Payroll Division
777 Glades Road
Administration Bldg. Room 148
Boca Raton, FL 33410
Ph. (561) 297-6401
Fax (561) 297-1062
<http://wise.fau.edu/controller/payroll>

Procedure for Liquidating Payroll encumbrances

Payroll encumbrances may only be deleted manually when the system has failed to liquidate the encumbrance.

Departments should look into NBAJOBS and verify that the position # has been terminated. If the position is still active, contact Human resources to terminate the assignment. Once the position has been terminated, wait at least two weeks before contacting Payroll.

The Job labor distribution tab in NBAJOBS should also not have any effective dates after the Termination date. Please have Human resources remove future effective dates. Please wait two weeks before contacting Payroll.

If all the data is correct in NBAJOBS, and two weeks have passed since HR physically made the changes in NBAJOBS, the department may submit a request to Payroll to initiate the deletion of the encumbrance.

The attached form must be submitted per request

I hereby confirm that all of the procedures noted above have been completed.

Authorized Signature _____ Date _____

Please attach to the form



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To: Payroll

Request to delete encumbrance that has not liquidated in Banner.

Employee Name _____ Employee Z# _____

Position # _____ Suffix # _____

Salary encumbrance amount _____ Fringe encumbrance amount _____

Date HR physically went in to BANNER and terminated assignment _____

The following screen prints* **must** be attached to the request:

1. Screen print from FGIENCD* showing that the encumbrance is still outstanding (one copy for salary and one for Fringe charge).
2. Screen print shot from NBAJOBS* which shows the last effective date in the **JOB DETAIL** window. This should have a termination record.
3. Screen print shot from NBAJOBS* from the **JOB LABOR DISTRIBUTION** window. This should reflect the very last future effective date.

Authorized Signature _____ Date _____

Phone _____ Campus Address _____

**Please note that Payroll does not give access or training for these screens.*

****Incomplete forms will be returned.**