Salary Encumbrances

Banner Finance

University Controller’s Office

Important Items to Remember

• Salary encumbrances do not encumber for hourly employees, including student
 workers and work study.

• Salary encumbrance is calculated up to the end of fiscal year or contract date,

whichever is earlier. Multi-year encumbering for grants is not functioning properly.

• The process will run after each payday, so any PHAREDS done after payroll will not be
 recognized until the next time the job is submitted (see schedule on page three).

• Payroll in Banner Finance will now post after the process runs, not just twice a month.

• A salary encumbrance report is being created for the Reporting Center.

• Direct any additional questions to the Banner Helpdesk at (804) 828- 0388.

VCU Controller's Office

Banner Finance Posting Schedule

Banner HR Forms NBIJLHS and NHIDIST will show

the salary/fringe encumbrance in the below fields.

NBIJLHS

NHIDIST

VCU Controller's Office

FGIBDSR

VCU Controller's Office

FGIBDSR

On Banner Finance Form FGIBDSR, the salary/Fringe commitments appear in the Commitments Column.

VCU Controller's Office

FGITRND

VCU Controller's Office

FGITRND

Banner Finance Form FGITRND shows the detail for the salary

encumbrance entries.

VCU Controller's Office