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Banner Employee Self-Service

Release 8.10.1
December 2013



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Introduction

This release guide provides an overview of the Banner® Employee Self-Service 8.10.1 release. The 8.10.1 release includes the updates you need to perform Employee Self-Service year-end processing.

Special installation instructions based on your current version of Banner Employee Self-Service

Follow the instructions below based on the version of Banner Employee Self-Service (ESS) you are currently running.

If you are running Banner ESS 8.8 with ESS 8.8.1

You must be running both Banner ESS 8.8 and 8.8.1 to successfully install and run Banner ESS 8.10.1. In addition, you need to have the following minimum versions of each of these applications installed.

Banner General	Banner Human Resources	Position Control	Banner Web General	Banner Web Tailor
8.3	8.10.1	8.8	8.2	8.2

After you complete the ESS 8.10.1 installation, ensure the following ESS patch is installed.

- pcr-000105980_bwp8100101 - In the Banner HR 8.9 release, RPE 1-15Y75ET was implemented, which masked the employee SSN on the viewable copy of the W-2 in Employee Self-Service. In the 8.10.1 release, a new object was delivered to view the employee 2013 W-2, which contains the code to mask the employee SSN. This patch is necessary to provide a new copy of this object with one that does not have logic to mask the employee SSN. This will allow users to have a consistent view of all employees W-2's that are available, without the SSN masked. Without applying this patch, employees would see the SSN masked on the 2013 W-2, but not on any previous year W-2 that is available for viewing in Employee Self-Service.

If you are running Banner ESS 8.9

If you are running Banner ESS 8.9, you need to have the following minimum versions of these applications installed.

Banner General	Banner Human Resources	Position Control	Banner Web General	Banner Web Tailor
8.5	8.10.1	8.9	8.2	8.2

If you are running Banner ESS 8.10

If you are running Banner ESS 8.10, you need to have the following minimum versions of these applications installed.

Banner General	Banner Human Resources	Position Control	Banner Web General	Banner Web Tailor
8.6	8.10.1	8.10	8.2	8.2

Refer to the *Banner Employee Self-Service Upgrade Guide 8.10.1* for more information about installing this release.

Upgrading Banner ESS after Banner 8.10.1 is installed

During the last several years, we have provided "easy-upgrade" patches that enable you to quickly and easily re-apply any affected modules after you have installed the Year-End Regulatory release. We are continuing that practice with the 2013 release.

Follow the instructions below based on the version of ESS you are running.

Upgrading from Banner ESS 8.8 to Banner ESS 8.9

When upgrading from Banner ESS 8.8 to 8.9, apply the following ESS patch immediately after upgrading Banner ESS to 8.9.

- pcr-000106059_bwp8100102 - In Banner HR 8.9, RPE 1-15Y75ET was implemented, which masked the employee SSN on the viewable copy of the W-2 in Employee Self-Service. In the 8.10.1 release, a new object was delivered to view the employee 2013 W-2, which contains the code to mask the employee SSN. Previously, the patch pcr-000105980_bwp8100101 was applied to provide a copy of this object with one that did not have logic to mask the employee SSN. This allows the user to have a consistent view of all employee W-2's that are available, without the SSN masked. The application

of the patch pcr-00106059_bwp8100102 is necessary to reapply the 8.10.1 version of the object with the code in place to mask the employee SSN.

Documentation related to the 8.10.1 release

For more information about Banner Employee Self-Service/Human Resources year-end processing, refer to the *Banner Human Resources Year-End Regulatory Handbook for U.S. and Puerto Rico* in the Documentation Libraries in the Ellucian Support Center.

2013 U.S. W-2/W-2c Wage and Tax Statement changes

There were no functional changes for the W-2/W-2c Wage and Tax Statement. The following technical changes were made for 2013 processing.

New packages

The following packages have been created to generate the 2013 W-2 and W-2c tax documents.

`bwpkx13s.sql` and `bwpkx131.sql`

These packages contain common functions and procedures to create the 2013 U.S. W-2 and W-2c tax documents.

Update Help for W-2, W-2c, and W-4 forms (1-1B8LTNC)

The online Help topics for the W-2 and W-2c forms have been updated to include all required text for the Notice to Employee. This text is usually printed on the employee copy of the forms. In addition, the Help topic for the W-4 form has been expanded to include a note related to the browser font size when viewing the form.

New seed data

The following new scripts are delivered with this release.

Script	Reason
bwptwgrinfod_081001.sql	Deleted existing online Help text for bwpktxs.P_ViewW2, bwpktxs.P_ViewW2c, and bwpktxs.P_ViewW4.
bwptwgrinfoi_081001.sql	Added a new version of the online Help text for bwpktxs.P_ViewW2, bwpktxs.P_ViewW2c, and bwpktxs.P_ViewW4

Resolutions

The only defect associated with the 8.10.1 Banner Employee Self-Service release is documented in this release guide, so a separate Resolution Report has not been created for the 8.10.1 Banner Employee Self-Service release.