

Payroll Accounting

FSUN September 2015



UNIVERSITY OF MINNESOTA

Driven to DiscoverSM

Distribution Entry

- DeptID default funding
 - Maintained by departments
 - May use Program code 23000
 - Used when no special funding has been established for a position pool, position, or appointment
- DeptID suspense
 - Centrally maintained
 - Uses Program code 21853
 - For system processing errors and problem transactions

Distribution Entry

- PeopleSoft uses percentages

Effective Date: Find | View All First 1 of 1 Last

*Effective Date: 06/15/2015 Effective Sequence: 0 *Status: Active

Earnings Distribution Find First 1 of 1 Last

Earnings Code: Dist Seq: 1 Total Dist %: 100.000 Pay Pd Earnings: \$1,491.20 Pay Pd Fringe: \$408.59 ReCalc

Distribution Details Find | View 1 First 1-2 of 2 Last

*Combination Code:	*Dist Pct	PP Earns	PP Fringe	Fringe Type	Redirect Combination Cd
1000 System Committees	25.000	\$372.80	\$102.15		
1000 System Finance	75.000	\$1,118.40	\$306.44		

Fund DeptID Program Project Fin EmplID ChartField 1 ChartField 2 Cost Shr Retrieve

Fund DeptID Program Project Fin EmplID ChartField 1 ChartField 2 Cost Shr Retrieve

Distribution Entry

- Distributions are bound first by fiscal year
 - Choose the fiscal year based on pay date
- Then the system looks at the home HR DeptID that is associated with each type of pay
- If position overrides are used in additional pay, the distribution is based on the home HR DeptID of the overriding position

Distribution Entry

- Position override in additional pay example

The screenshot displays a software interface for job information and overrides. It is divided into three main sections:

- Job Information:** Shows Employee Type as 'Excep Hrly', Standard Hours as '40.00', Compensation Rate as '\$28.290000', and Frequency as 'Hourly'. A red arrow points to this section.
- Default Job Data:** Shows Position as a redacted box, Business Unit as 'UMNHR' (UMN BUSINESS UNIT), Department as '10425' (General & Administrative Services), Job Code as '8461' (Prin Student Personnel Worker), and Shift as 'Not Applicable'. A red arrow points to this section.
- Job Data Override:** Shows Position as a redacted box, Business Unit as 'UMNHR', Department as a redacted box, Job Code as '9404' (Instructor), and *Add Shift as 'Use Job Shift'. A red arrow points to this section.

Additional fields in the Job Data Override section include 'Combination Code', 'GL Pay Type', and 'Edit ChartFields'.

Distribution Entry

- Faculty with admin appointments
 - Issue: PeopleSoft calculates admin appointment differently
 - In most cases, more expense charged to admin chartstring
 - Generally, admin charges cannot be charged to sponsor
- Resolution has been identified
- Currently in testing
- Until fix implemented: Correct expense using HSA (8.9) or Retro distribution

Distribution Entry

- Position Pool IDs, access issue corrected
- Combo Code creation
 - All non-sponsored codes use Account 700001
 - Sponsored and Cost Share codes continue to use detailed Account values

Encumbering

- Expected end date and return date both impact encumbering but in different ways:
- End Date:
 - Used to identify last day worked for active appointments
 - Encumbering stops as of this date
- Return Date:
 - Used to identify first day returning to work after inactivity
 - Encumbering starts as of this date

Encumbering

*Effective Date

Effective Sequence

HR Status Active

Payroll Status Suspended

Go To Row

*Action

Reason

*Job Indicator

Future

Position Number Bus/Sys Anlst 2 No Entry

Position Entry Date

Position Management Record

Regulatory Region USA United States of America

Company UMN UNIVERSITY OF MINNESOTA

Business Unit UMNHR UMN BUSINESS UNIT

Department 10

Department Entry Date

Location TCEASTBANK UMTC, East Bank

Establishment ID University of Minnesota

Date Created

Last Start Date

Expected Job End Date

Expected Return Date

Override Last Date Worked

Last Date Worked



Encumbering

- Current issue: Additional pay **goal amounts** not being picked up (use end date instead)

The screenshot shows the 'Additional Pay' form in an HR system. The form is divided into several sections: 'Additional Pay', 'Effective Date', and 'Payment Details'. The 'Additional Pay' section includes fields for '*Earnings Code' (FSR) and 'Fellowship/Scholarship'. The 'Effective Date' section shows 'Effective Date' as 08/31/2015. The 'Payment Details' section contains fields for '*Addl Seq Nbr' (1), 'Rate Code', 'Earnings' (\$1,000.00), 'Hours', 'Goal Amount' (\$5,000.00), and 'Sep Check Nbr'. There are also checkboxes for 'OK to Pay', 'Disable Direct Deposit', and 'Prorate Additional Pay'. A red box highlights the 'Goal Amount' field, and another red box highlights the 'End Date' field in the 'Payment Details' section. Red arrows point to these fields from the text in the slide above.

Field	Value
*Earnings Code	FSR
Effective Date	08/31/2015
*Addl Seq Nbr	1
Rate Code	
Earnings	\$1,000.00
Hours	
Goal Amount	\$5,000.00
Sep Check Nbr	
End Date	
Reason	Not Specified
Hourly Rate	
Goal Balance	\$3,000.00

Encumbering

- Known issue: Combo Code override on additional pay

The screenshot displays a software interface for job information. It is divided into three main sections: Job Information, Default Job Data, and Job Data Override. Red arrows point to the Default Job Data and Job Data Override sections.

Job Information

Employee Type	Salaried	Standard Hours	40.00
Compensation Rate	\$2,681.615385	Frequency	Biweekly

Default Job Data

Position	[Redacted]	
Business Unit	UMNHR	UMN BUSINESS UNIT
Department	10172	Institutional Research
Job Code	9371	Analyst
Combination Code		
GL Pay Type		
Shift	Not Applicable	

Job Data Override

Position	[Redacted]	[Search]
Business Unit	UMNHR	[Search]
Department	10109	[Search] LEAD-UP
Job Code	9754	[Search] Teaching Specialist
Combination Code	100010109	[Redacted] 051858 Edit ChartFields
GL Pay Type	[Redacted]	
*Addl Shift	Use Job Shift [Dropdown]	

Actuals Distribution

- Suspense: Account 700999 and Program 21853
 - Departments responsible for cleanup using retros
- Default funding: Program 23000
 - Departments responsible for cleanup using retros
- Payroll Pre-Confirmation query is time sensitive
 - For a typical payroll, run this on Thursday and determine if any Payroll Update Requests are needed; communicate to Payroll by Friday at 10 a.m.

Actuals Distribution

- In PeopleSoft - UM_PY_PRECONFIRM_QRY

The screenshot displays the PeopleSoft navigation menu with three main columns. The first column contains 'Reports Run For Me', 'My Favorite Reports', and 'Reporting Tools'. The second column contains 'Finance', 'Human Resource Management', and 'Payroll & Time'. The third column contains 'Research' and 'Student Services'. A red box highlights 'Payroll & Time' in the second column, and a red arrow points to 'Payroll Pre-Confirmation' in the same column.

Reports Run For Me ^

- > FINANCE
- > HR STABILITY PYMT
- > HRMS REPORTS
- > PY ABSTRACT RPT
- > PY FN EXP WARN RPT
- > PY PROCESSING
- > PY SNR DEPT RPT

My Favorite Reports ^

- Account Budget Status for Current Non-Sponsored Funds ⓘ
- Vacation, Sick and Comp Balances ⓘ

Reporting Tools ^

- Data Warehouse Web Query Tool
- EDMS
- HRMS Query Viewer
- OVPR Research Reporting
- UM Analytics

Finance ^

- > Budget/Actual Management
- > Capital Asset Management
- > Endowments
- > Other Reports
- > PI/Internet ID Mapped

Human Resource Management ^

- > Collegiate Personnel Plans
- > EOAA
- > HR Queries
- > Human Resources
- > Pay/Time Queries
- > **Payroll & Time**
- Bi-Weekly Overtime with Year-to-Date Totals ⓘ
- Employee MultiYear Payroll Detail ⓘ
- Employees With Change of Status in Pay Period ⓘ
- Pay Change Report ⓘ
- Payroll Actuals and Encumbrance Summary ⓘ
- Payroll Pre-Confirmation**
- Payroll Transactions ⓘ

Research ^

- > Grants, Projects & Contracts

Student Services ^

- > Admissions
- > Advising
- > Athletics
- > Course Scheduling
- > Degree Clearance
- > Education Abroad
- > Enrollment
- > Financial Aid
- > Grading
- > Instructor Activity
- > NSF-NIH
- > Student Financials
- > Student Records
- > Tuition

Actuals Distribution

- Payroll Abstract being replaced with Payroll Verification Report
- Estimated release date, winter 2016
- Payroll Verification Report will be report used for verification and audit

Retro Distributions

- Issue: multiple credits on one Retro
 - One credit line per Retro
- Certified Approvers should ***not*** prepare Retros for DeptIDs where they are the only Certified Approver

Retro Distributions

- Don't forget to Submit!
 - Submit button appears only after saving

UM Direct Retro Adjustment

Empl ID: [REDACTED] UM Retro ID 100 [REDACTED] Creator: [REDACTED]

Approval Dept ID 10089 [REDACTED] Justification MOVE 20% OF PAY FOR 1ST PAY PERIOD OF FY 2016 [REDACTED]

Adjustments Find | View All First 1 of 1 Last


Range Begin Dt: 06/15/2015 Range End Dt: 06/28/2015

Empl Rcd	Ern Cd	Credit Combination Code	Fund	DeptID	Program	Project	FinEmpID	ChartField 1	ChartField 2	CS	Trans	Acct	Earnings	Credit Amount
0	REG	1000100 [REDACTED] 24	1000	10089	20004						2	700501	2,788.80	557.76

	Debit Combination Code	Fund Code	DeptID	Program	Project	FinEmpID	ChartField 1	ChartField 2	CS	Get Combo CD	Debit Amount		
1	1000100 [REDACTED] 66	1000	10005	20135						Get Combo CD	557.76	+	-

Personalize | Find | View All | [?] [] First 1 of 1 Last

Return to Search Delete Save **Submit**



Additional Pay

- We use additional pay so we don't need so many appointments
- Multiple appointments cause issues
 - Accurate HR data results in accurate reporting
 - Multiple appointments create benefit challenges

Additional Pay

- When the system automatically prorates for you

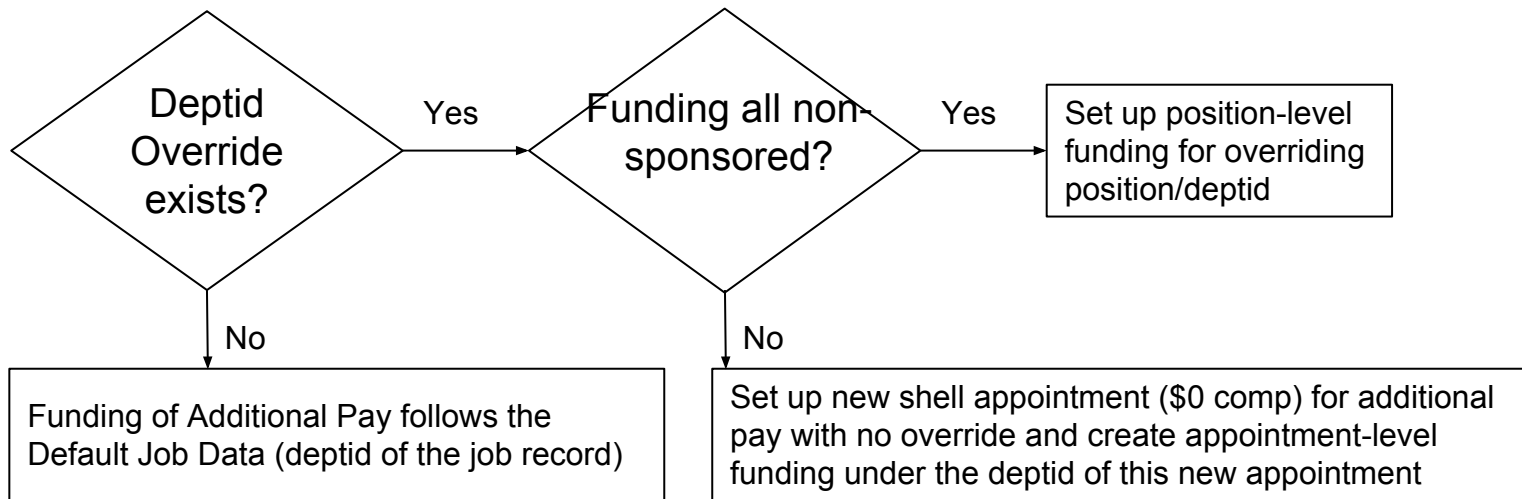
JOB DATA ACTIONS THAT AUTOMATICALLY PRORATE ADDITIONAL PAY

Additional Job (ADL)	Retirement (RET)*
Hire (HIR)	Return From Disability (RFD)
Unpaid Leave Of Absence (LOA)*	Return From Leave Of Absence (if employee was on an unpaid LOA) (RFL)
Layoff (LOF)*	Return From Short Work Break (RWB)
Long Term Disability Without Pay (LTO)*	Suspension (SUS)*
Add A Person Of Interest (POI)	Short Work Break (SWB)*
Recall (REC)	Termination (TER)*
Rehire (REH)	

*The actions noted with an asterisk also cause an inactive payroll status, meaning the employee will not receive regular pay.

Additional Pay

- Breaking down the funding for additional pay



Resources

- HRMS Super User Help Desk
 - 612-625-8500 or hrmshelp@umn.edu
- University Financial Helpline
 - 612-624-1617 or controller@umn.edu

Payroll Accounting

FSUN General Membership Meeting September 2015

This is a collection of helpful job aids found on Training Services' website, on the HRMS Course Materials page.

Budget Journals: Creating Combo Codes for HRMS and Campus Solutions (Student) Transactions	http://z.umn.edu/fsunpa01
Distribution Funding Levels and Strategies	http://z.umn.edu/fsunpa02
Position Overrides in Additional Pay and Distribution Entry	http://z.umn.edu/fsunpa03
Retro Distributions Certified Approval	http://z.umn.edu/fsunpa04
Setting Up Distributions for Payroll Earnings	http://z.umn.edu/fsunpa05
Setting Up Summer Funding	http://z.umn.edu/fsunpa06
Setting up UNS Funding	http://z.umn.edu/fsunpa07
Earnings Codes	http://z.umn.edu/fsunpa08
Additional Pay Instructions Job Aid	http://z.umn.edu/fsunpa09
Understanding Additional Pay Prorating Job Aid	http://z.umn.edu/fsunpa10
Expected Job End Date Job Aid	http://z.umn.edu/fsunpa11

Need help?

HRMS Super User Helpline 612-625-8500 hrmshelp@umn.edu

University Financial Helpline 612-624-1617 controller@umn.edu