Payroll Commitment Accounting

Scenario

In this lesson, the SHARP trainer, Hall, will show the newly hired Payroll Finance Specialist, Jenny, how to maintain payroll funding in SHARP.



Hall



Jenny

Lesson Objectives

After completing this lesson, you will be able to:

- Understand how payroll expenditure is integrated into SMART
- Create combination codes using SMART chartfields
- Set up default funding for a payroll department
- Explain the advantage of funding positions using position pools
- Associate combination codes to a position pool using the Department Budget Table
- Set up override funding for certain earnings codes, deduction codes, and taxes classes
- View salary expenditure data online or via reports
- Learn prior period funding adjustments

Lesson Topics

In this lesson you will learn about the following topics. Click **Home** (at the lower left corner) at any time to return to this menu. Click each topic name to navigate to that topic.

Topic 1: Payroll Funding Overview

Topic 2: Creating Combination Codes

Topic 3: Adding a Position Pool ID

Topic 4: Setting Up Default Funding for a Department

Topic 5: Setting Up Funding for a Position Pool

Topic 6: Override Funding

Topic 7: Viewing Salary Expenditure Data

Topic 8: Prior Period Funding Adjustments

Payroll Funding Overview - 1

Payroll accounting consists of establishing funding for payroll expenses in SHARP, generating accounting transactions to perform budget check to ensure adequate funds and spending authority are available to fund the payroll expenditures, recording the payroll expenditures in the state's accounting system (SMART), and making funding changes to prior period payroll funding if necessary.

To charge payroll expenditures, agencies must first set up combination codes using SMART chartfields. The combination codes are associated with the employee's position pool or position through the Department Budget Table, or through the employee's timesheets via task profiles to record the payroll charges. Payroll expenditures are then passed from SHARP to SMART's General Ledger.

Payroll Funding Overview - 2

Generally, both on- and off-cycle payrolls are budget checked and posted to SMART two days prior to the check issue date. Paychecks are charged to the fiscal year in which the paycheck is dated.

Salary expenditure data provides funding details for every paycheck generated in each on- and off-cycle payroll. The salary expenditure data can be viewed on-line the first working day after pay confirmation for on-cycle payrolls and the next working day after each off-cycle payroll. This information is also available from selected reports after each pay cycle.

Payroll Funding Overview - 3

Funding changes for payroll processed prior to SHARP V9.2 and pay funded through the Department Budget Table (those charged to XXXNONTASK on the employee timesheet) cannot be made in SHARP. They must be made through SMART via journal entries. Agencies should keep in mind that these changes will not reflect in payroll reports and take them into consideration when reconciling payroll reports to SMART balances.

Prior period funding adjustments for pay processed in SHARP V9.2 (pay periods with pay period end date after 05/06/2017) and funded through time and labor using task profiles may be made through Time and Labor on employee timesheets. These changes will reflect on both subsequent payroll reports and SMART balances.

Establishing Payroll Funding in SHARP - 1

To charge payroll expenditures, agencies must first create combination codes using SMART chartfields (department, fund, budget unit, program, account, project ID, etc.). The combination codes are then associated with the employee's position pool/position through the Department Budget Table or task profiles through employee timesheets to record the payroll charges.

Agency IBARS (Internet Budget and Reporting System) reports are generated using the funding distribution on the Department Budget Table, agencies should carefully consider how the funding should be set up so their reports will be correct. Payroll funding processing priority is as follows: task, position/position pool, department default funding. If a task specific Taskgroup is selected to report time on the employee's timesheet, the pay will be funded using the task funding sources, If the XXXNONTASK Taskgroup is used to report time, position/position pool funding sources, if established, will be used. If no position/position pool funding exists, department default funding will be used to fund the pay.

Establishing Payroll Funding in SHARP - 2

When using a department for payroll for the first time, default funding must be set up for the department to ensure payroll process will not be suspended due to unfunded positions.

For positions that will be funded using the Department Budget Table, agencies are strongly encouraged to establish payroll funding using position pools to reduce the amount of data entry required. The use of position pools allows agencies to establish one set of funding that can be used for all positions in a department that have the same funding sources.

Funding changes on the Department Budget Table can be made until final pay calculation (Day 6) to be effective for the pay period.

Establishing Payroll Funding in SHARP - 3

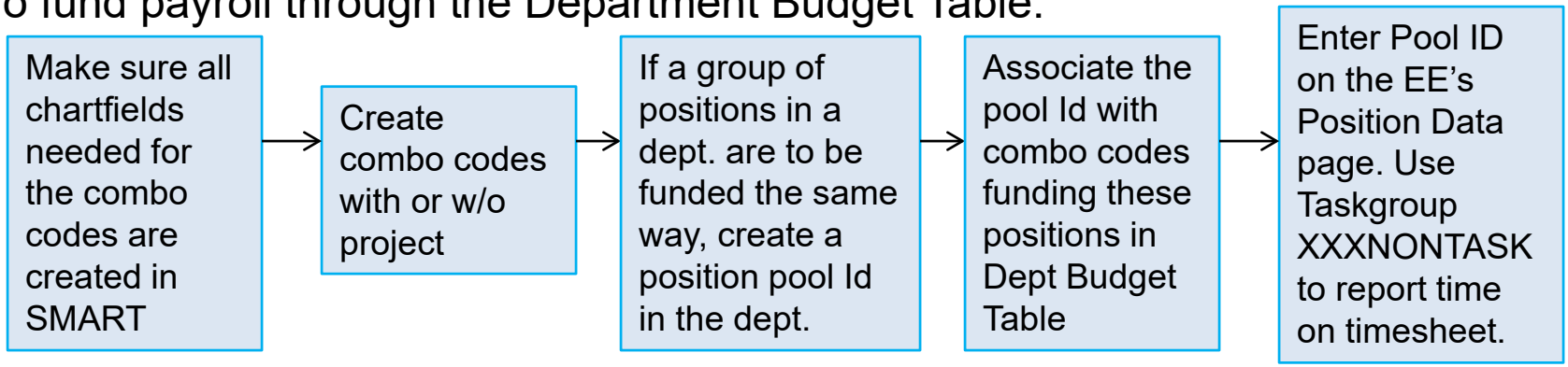
Project costing can be tracked through the Department Budget Table, provided project information is established on the combination codes used to fund the position. Project costing tracked through the Department Budget Table will carry dollar amount, but not hours, to SMART.

For agencies that wish to track task specific details, task profiles can be added to combination codes to track payroll expenditures, such as employee ID, hours, task information, etc., through employee timesheets. The TL373, Finance Maintenance training course provides detail instructions on funding payroll charges through Time and Labor.

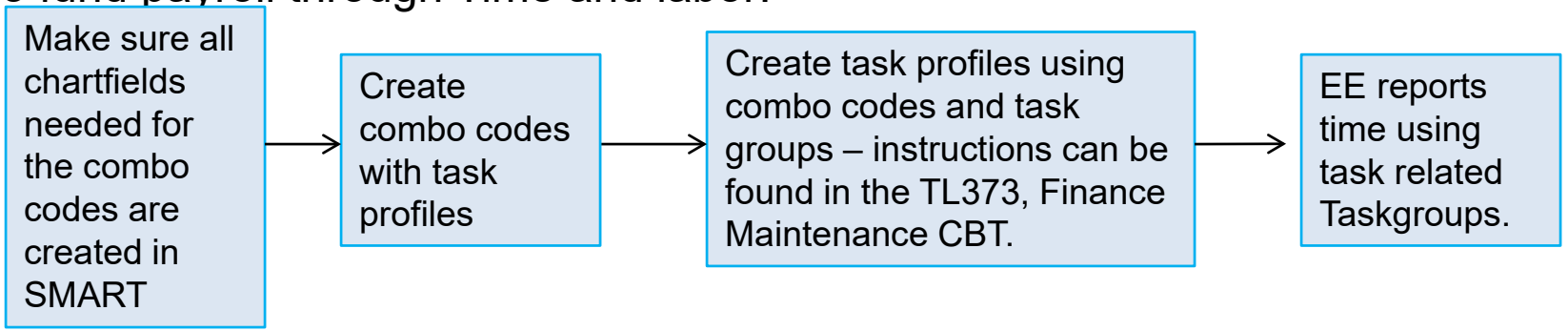
Establishing Payroll Funding in SHARP - 4

Below are the flow charts of two ways payroll can be funded in SHARP:

To fund payroll through the Department Budget Table:



To fund payroll through Time and labor:



Creating Combination Codes - 1

Combination codes (combo codes) are unique SMART chartfields, such as Department, Budget Unit, Fund, Program, Account, Project, Activity, Category, etc., combinations to be used as salary expenditure funding distribution sources. **All individual chartfield values must be already established in SMART to be used in a combo code in SHARP.**

Agencies should create combo codes using the INF46 Combo Code Task Profile Load File standard spreadsheet and instructions found at https://www.admin.ks.gov/offices/personnel-services/sharp/fluid-9-2-training

The completed spreadsheet should be named INF46.XXX, with XXX being the agency number, and attached to an email and sent to Payroll Services at Tlload@ks.gov for upload to SHARP.

Creating Combination Codes - 2

If you have any combination code and/or funding questions, please contact Heather DeBusk via email at heather.debusk@ks.gov, or by phone at 785 296 2434.

Once a combo code is uploaded, it can be viewed on-line at:
Fluid Location: **Time and Labor** homepage > **Funding** tile > **Current Combination Codes**.

You can also view your agency's combo codes on the KTL111, Combo Code/Task Profile report. This report lists the combo codes in your agency, which task profiles, if any, are attached to each combo code, and whether a combo code is being used on the department budget table. The KTL111 report details can be found at https://www.admin.ks.gov/offices/personnel-services/sharp/reports

Adding a Position Pool ID - 1

Positions may be funded individually in SHARP. However, if you have several positions in a department that will be funded the same way, it's a good idea to fund these positions using position pool to reduce the amount of data entry required.

Position pools are department specific, so if the same funding distribution will be used in several different departments, the position pool ID and its funding structure will have to be entered separately for each department. For the same reason, the same pool ID can have different funding structures in different departments.

After a position pool ID is created, it can then be used in the Department Budget Table to associate funding sources or combination code distributions. The position that references the pool ID on its Position Data page will be funded using that position pool's funding sources.

Adding a Position Pool ID - 2

Position pool IDs are added on the Position Pool Table page.
Fluid location: Click on **NavBar** > ***Navigator > Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Position Pool Table***



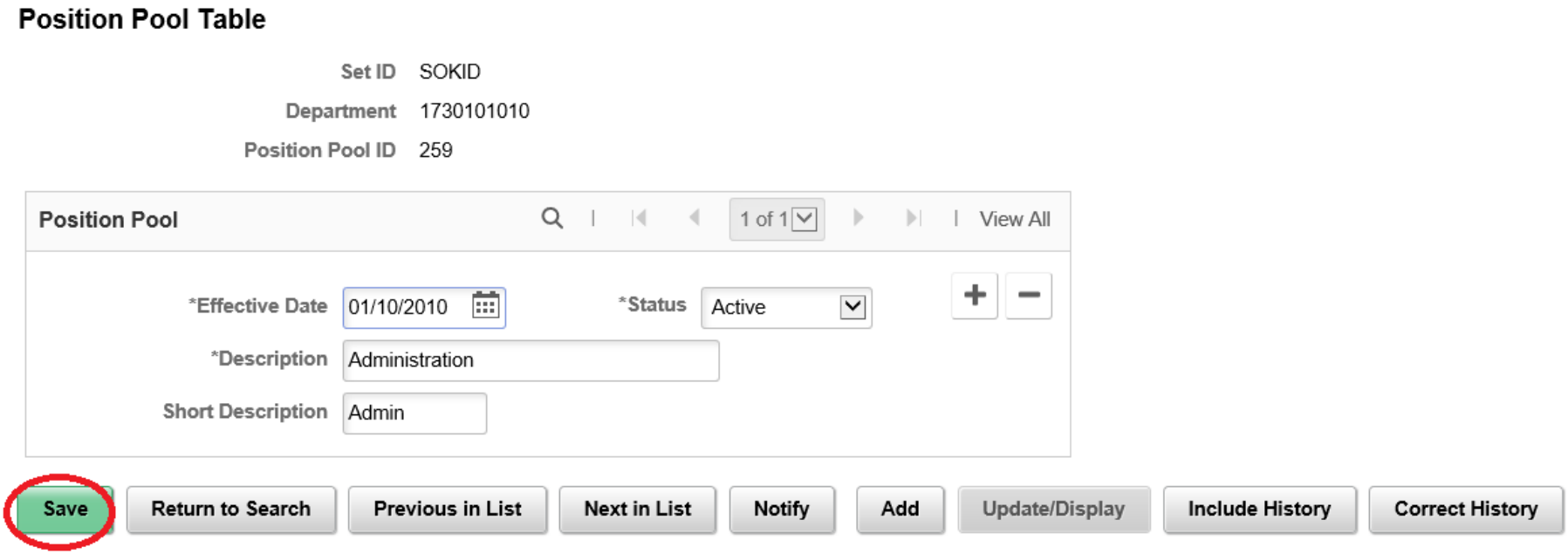
Adding a position Pool ID - 3



Click on the **Add a New Value** tab, Set ID should default to **SOKID**, enter the **Department** and **Position Pool ID**, then click the **Add** button.

Position pool ID must be a 3-digit number.

Adding a position Pool ID - 4



Enter **Effective Date**, **Description**, **Short Description** of the pool ID, then click **Save**. Status should be Active. Effective date should be the first date of a pay period that hasn't been confirmed; and be entered in MM/DD/YYYY format. **A two-digit year causes general ledger errors.**

Setting Up Default Funding For A Department - 1

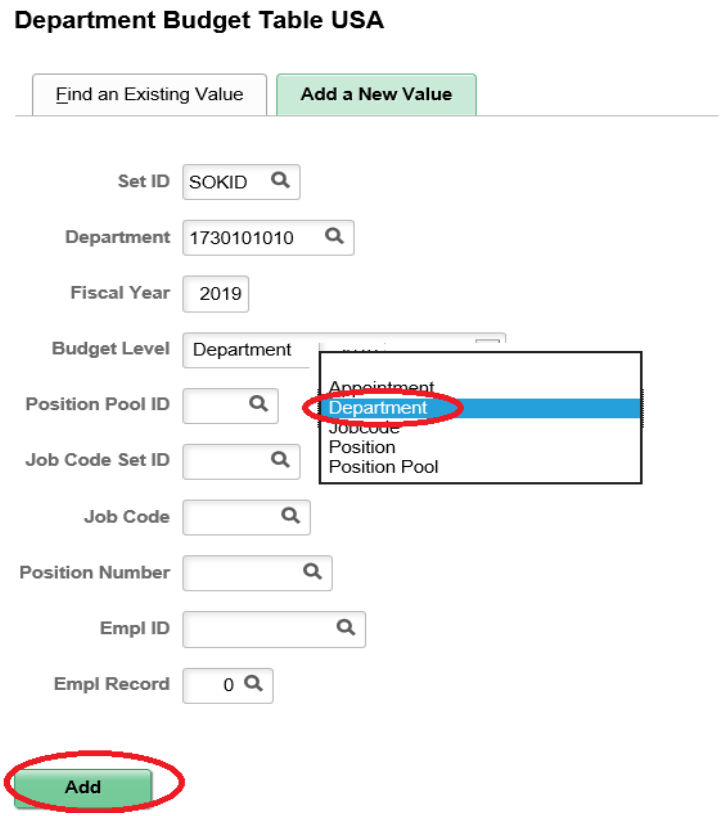
When using a department for payroll for the first time, regardless of whether the positions in the department will be funded through Department Budget Table or Time and Labor, default funding must be set up for the department to ensure no position is unfunded.

The procedures shown in this section is only needed **when using a department for payroll for the first time**.

Funding sources (combination codes) for the department default funding are assigned on the Department Budget Table USA.

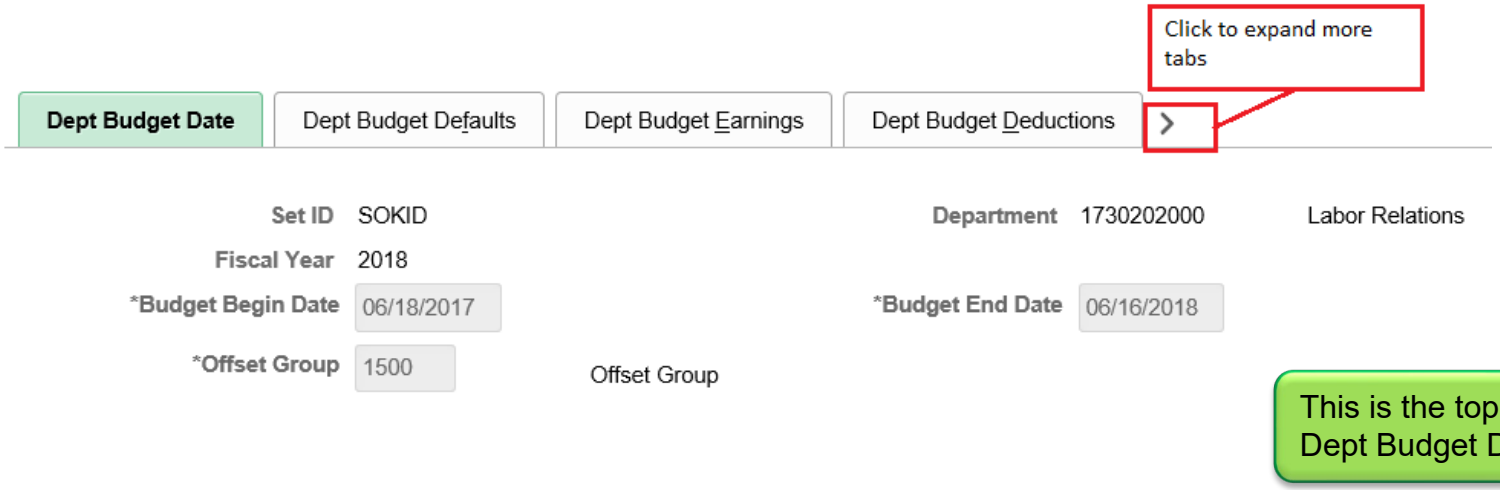
Fluid Location: click on **NavBar > Navigator > *Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA***

Setting Up Default Funding For A Department - 2



To set up default funding for a department, click on the **Add a New Value** tab. Enter the **Department, Fiscal Year**, select the appropriate Budget Level (in this case **Department)**, then click **Add**.

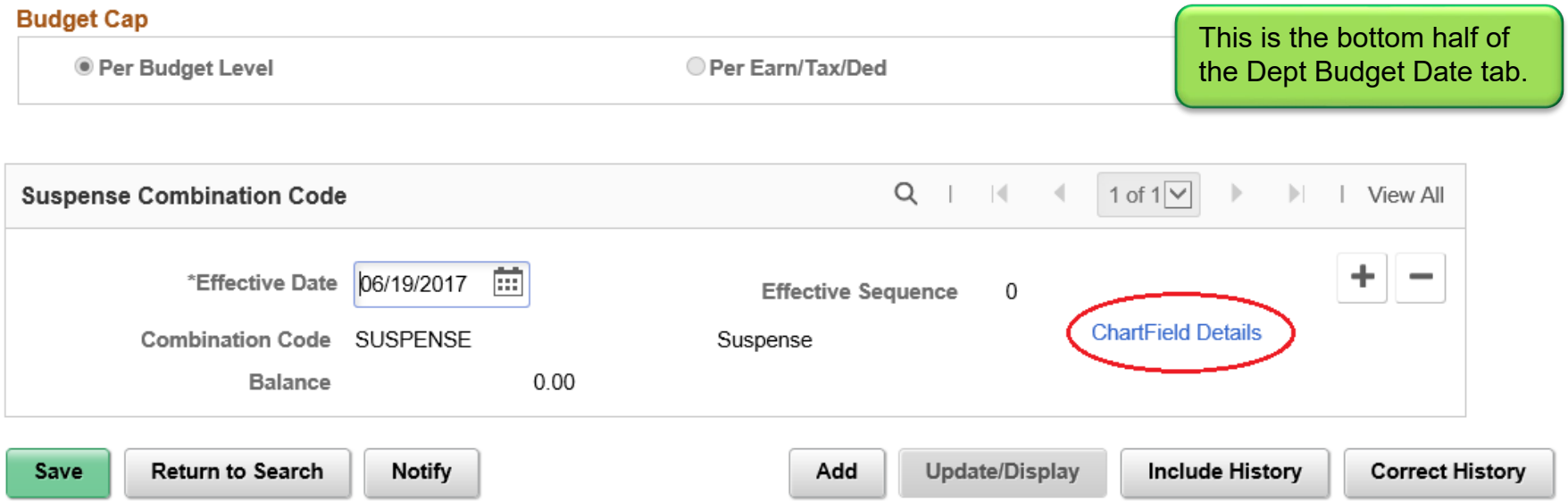
Setting Up Default Funding For A Department - 3



Budget Begin Date and **Budget End Date** are the beginning and end dates of the current fiscal year. The dates are inserted centrally at the beginning of a fiscal year for existing departments and should not be changed. When establishing funding for a new Department, use the first date of the pay period when the department will be in effect as the Budget Begin Date. You can look up the Budget End Date from an existing payroll department.

Offset Group is the offsetting accounting entries group for payroll expenses. Use the default value (1500).

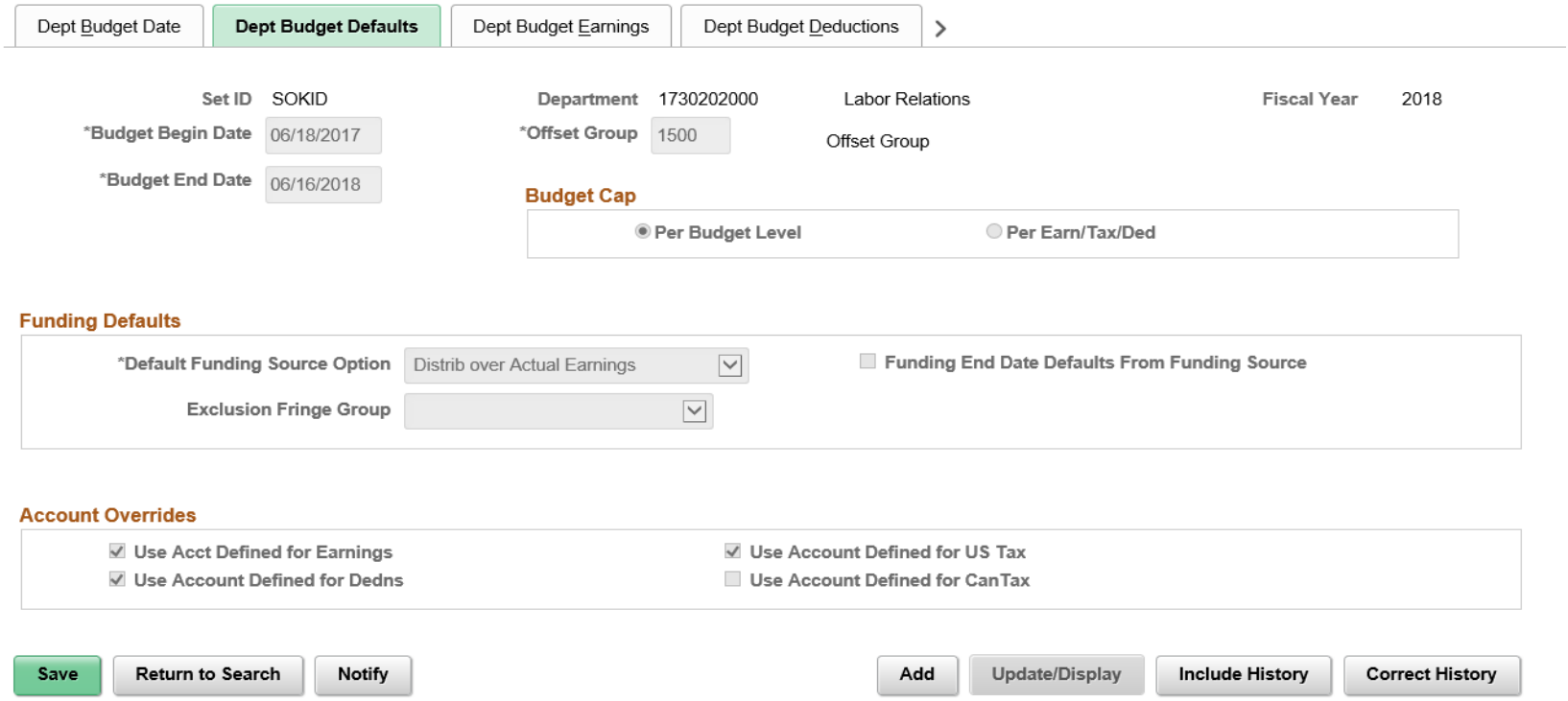
Setting Up Default Funding For A Department - 4



For **Budget Cap**, always select **Per Budget Level** which sets a spending limit for each budget level and takes into account all earnings, deductions, and taxes budgets.

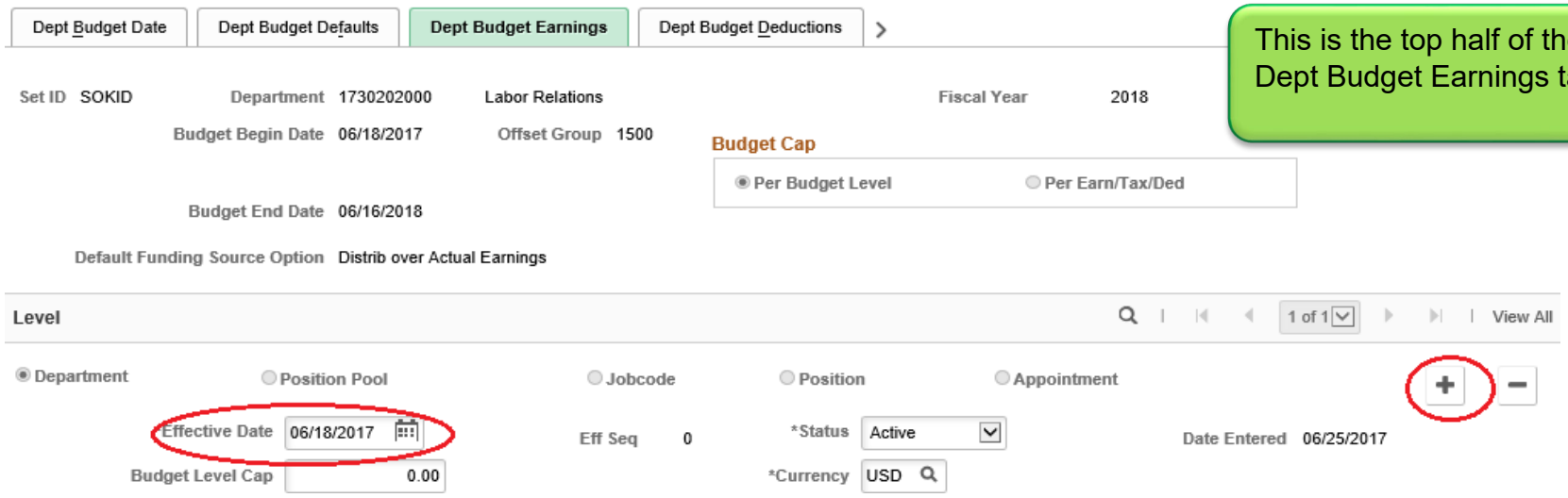
(Suspense) Combination Code must be "**SUSPENSE**". The SUSPENSE combination code can be found by clicking on the **Chartfield Details** link, typing “SUSPENSE” in the Combination Code field, then clicking Search. Select the combo code when it’s found.

Setting Up Default Funding For A Department - 5



The information on the **Dept Budget Defaults** tab is defaulted in and should not be changed.

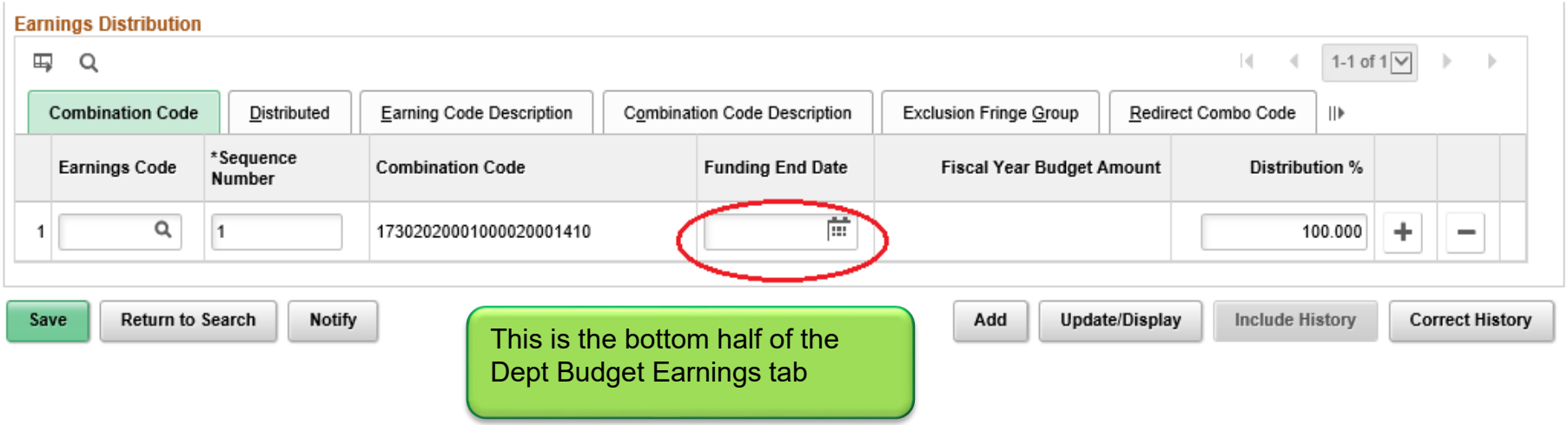
Setting Up Default Funding For A Department - 6



The **Dept Budget Earnings** tab is where the combo codes distributions for the department, position, or position pool are selected/entered. **Effective Date** will default to the current date and should be changed to the first date of the effective (and not yet confirmed) pay period. Leave all other fields shown here unchanged.

Note: If you are making changes to an existing department, position, or position pool, you should first add a new effective dated row.

Setting Up Default Funding For A Department - 7

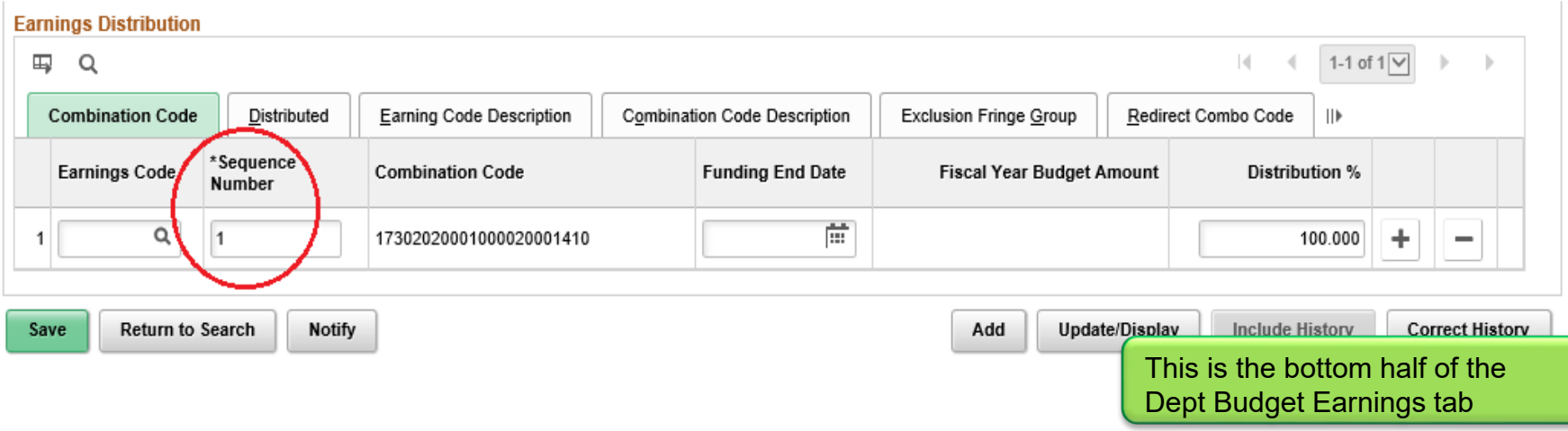


This is the bottom half of the Dept Budget Earnings tab

Leave the **Earnings Code** field blank. This field is only used when setting up override funding to fund a certain earnings code differently than regular funding.

On **Funding End Date**, enter the date (if applicable) on which this funding source ends. Leave this field blank if the funding source isn't date controlled.

Setting Up Default Funding For A Department - 8



This is the bottom half of the Dept Budget Earnings tab

Sequence Number: The system calculation sequence. This field allows the calculation of both amount and percent distributions. All combination codes related to percent calculations should use the same highest sequence number to allow the flat amounts to be calculated first. For example, to set up a position pool with four combination codes - two flat amounts and two percents. Use Seq #1 for the flat amounts and use Seq #2 for the two combination codes with percents so that the system will calculate the flat amounts first. The sequence numbers used in regular funding are independent from those for override funding, i.e, even if you used Seq #1 for regular funding, you can still use Seq #1 for an override funding (for a certain earnings code), as long as each adds up to 100%.

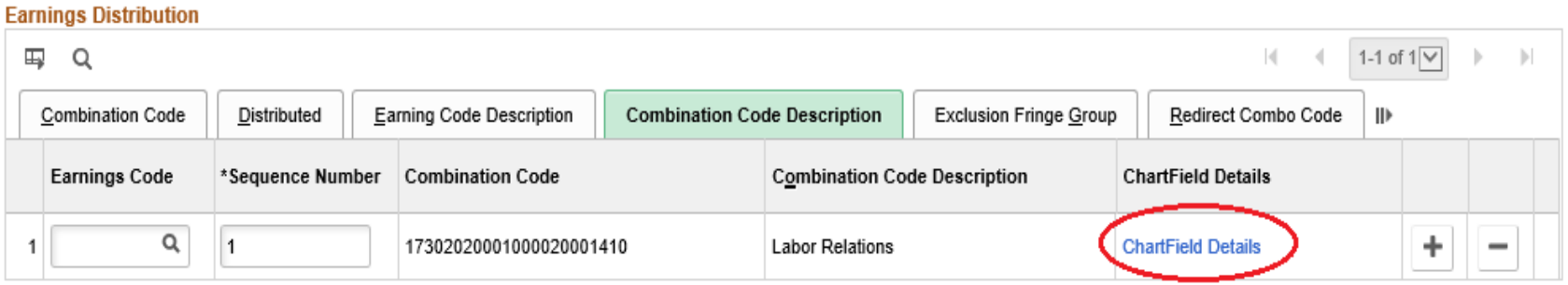
Setting Up Default Funding For A Department - 9

The Combination Code Tab:

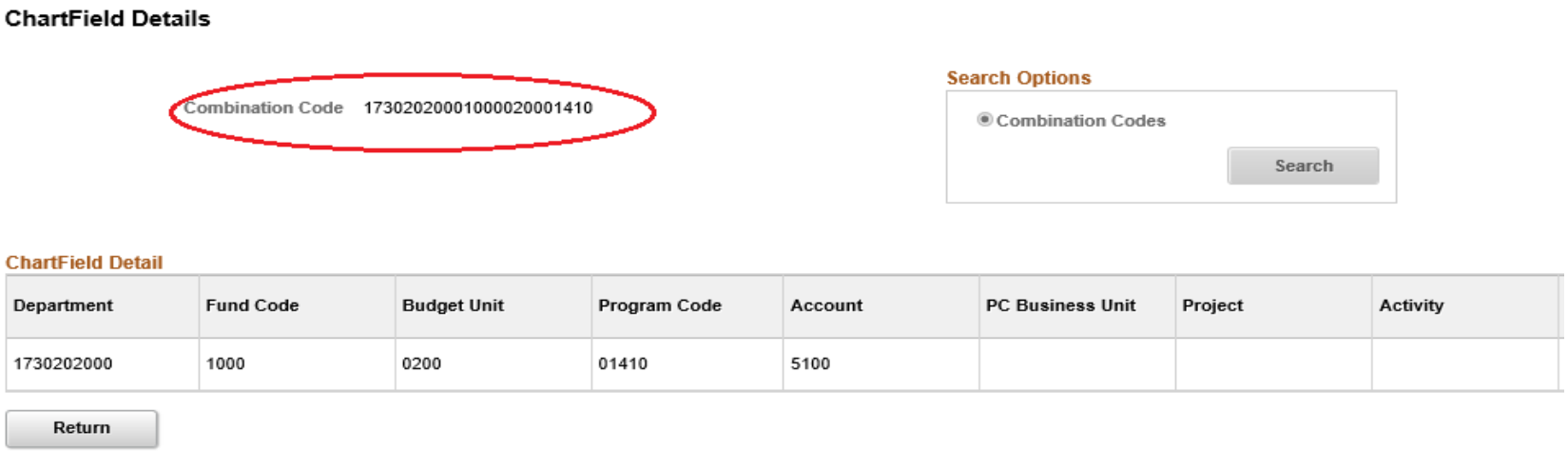
These are sections in the bottom half of the Dept Budget Earnings tab



Type **1** in the **Sequence Number** field, click the **Combination Code Description** tab to reveal the **Chartfield Details** link, then click on the link.



Setting Up Default Funding For A Department - 10

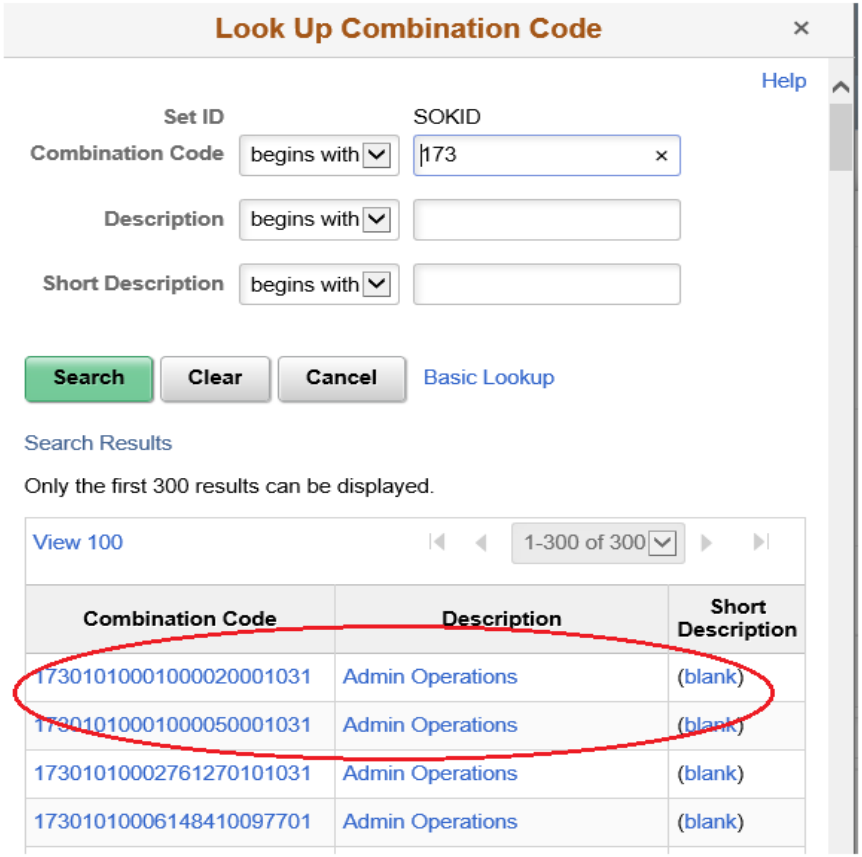


More fields to the right are not shown here.

On the **ChartField Details** screen, type, if known, the **Combination Code** you want to use in the field, then click the **Search** button. When the combination code appears, click on the Select button (not shown here).

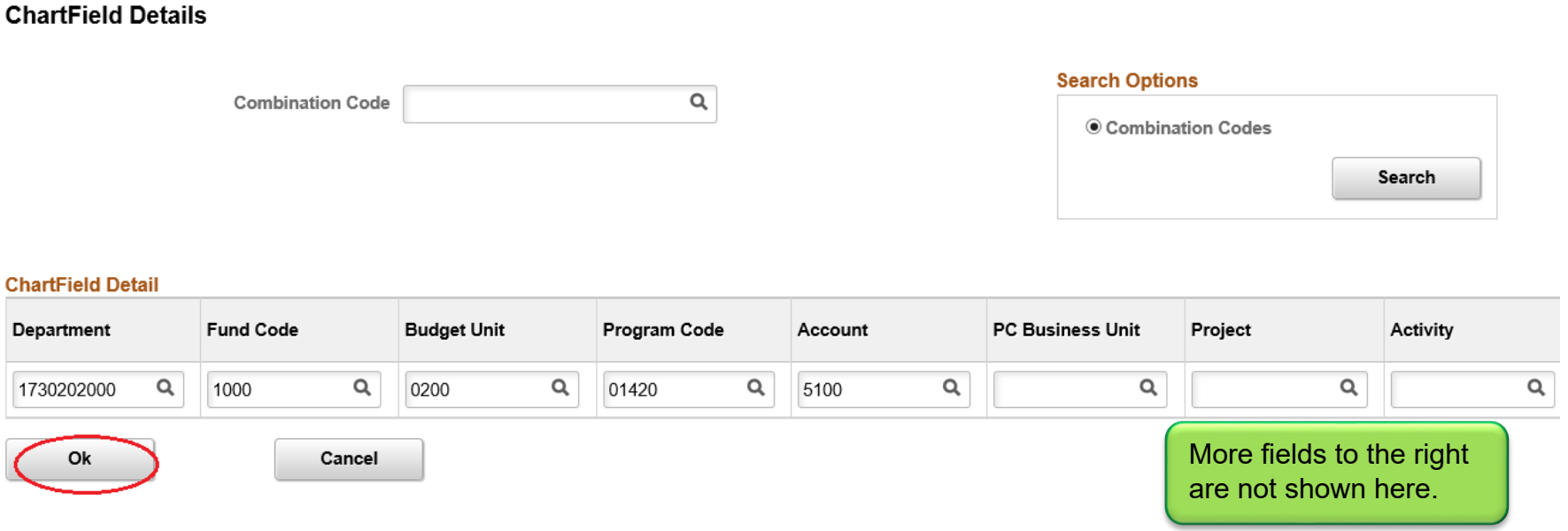
Or, alternatively, type the **3-digit agency number** and click on the **Lookup** button by the field to pull up a list of available combination codes to select from.

Setting Up Default Funding For A Department - 11



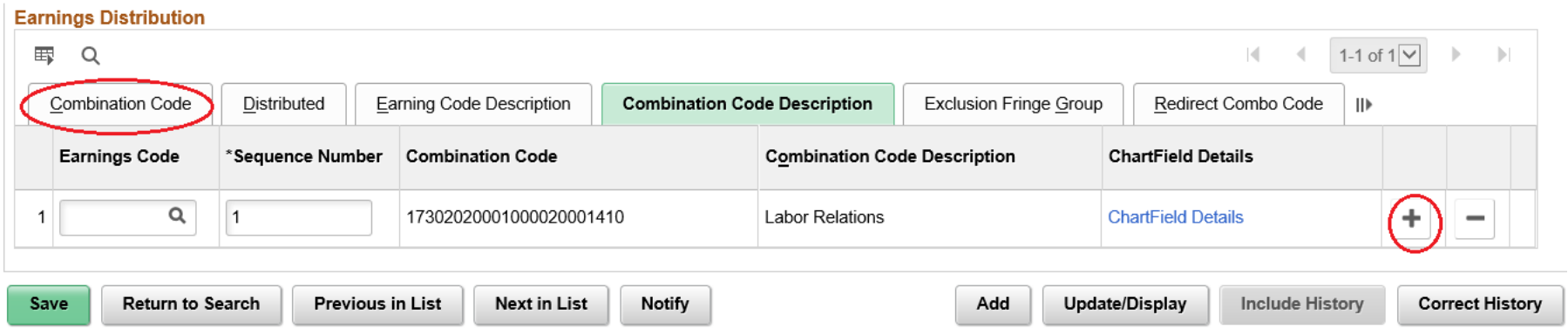
Scroll to find the code you want to use, then click to select it.

Setting Up Default Funding For A Department - 12



After selecting the combo code from the list, its chartfields will populate. Verify the codes are correct, then click the **OK** button.

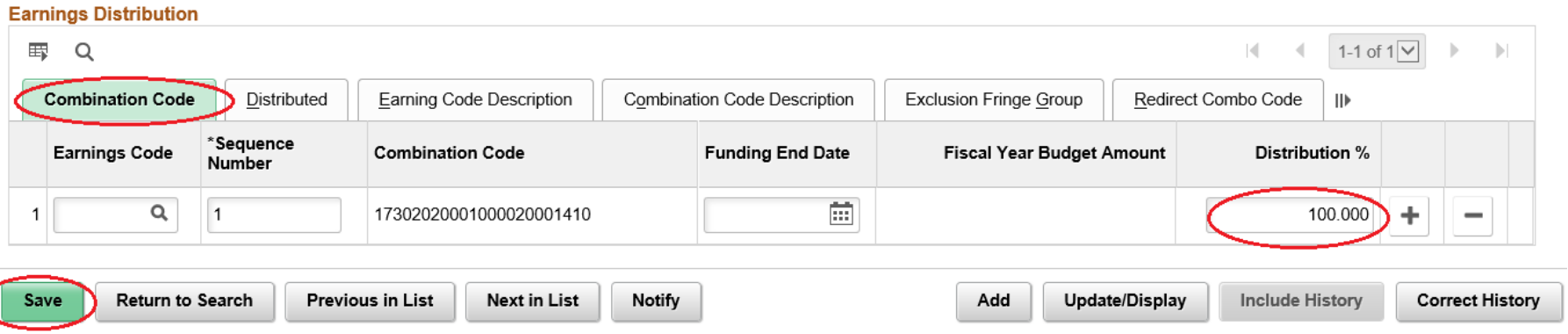
Setting Up Default Funding For A Department - 13



The system will return you to the Dept Budget Earnings tab with the selected combination code populated. If there are more combo codes, click the **Add Row** button to add a new line and repeat the combo code selection procedures as described above for each combo code. In this example, the default funding will be funded 100% by this combination code, so no additional row will be added.

Click on the **Combination Code** tab.

Setting Up Default Funding For A Department - 14



On the Combination Code tab, verify all lines for each Sequence Number total 100%, then click the **Save** button.

Note: In this example, only one combo code is selected, the system automatically defaults100 (percent) to the Distribution% field. If more than one line exists, you will have to enter Distribution % for each line manually.

Setting Up Funding For A Position Pool - 1

Positions can be funded either through position or position pool using the Department Budget Table or through Time and Labor. The procedures to set up position or position pool funding on the Department Budget table will be discussed in detail below.

The funding structure usually used to fund a position or position pool is called regular funding. The system also allows certain earnings codes, deduction codes, or tax class to be funded differently. These exceptions are called override funding. Both regular funding and override funding are set up using the Department Budget Table USA.

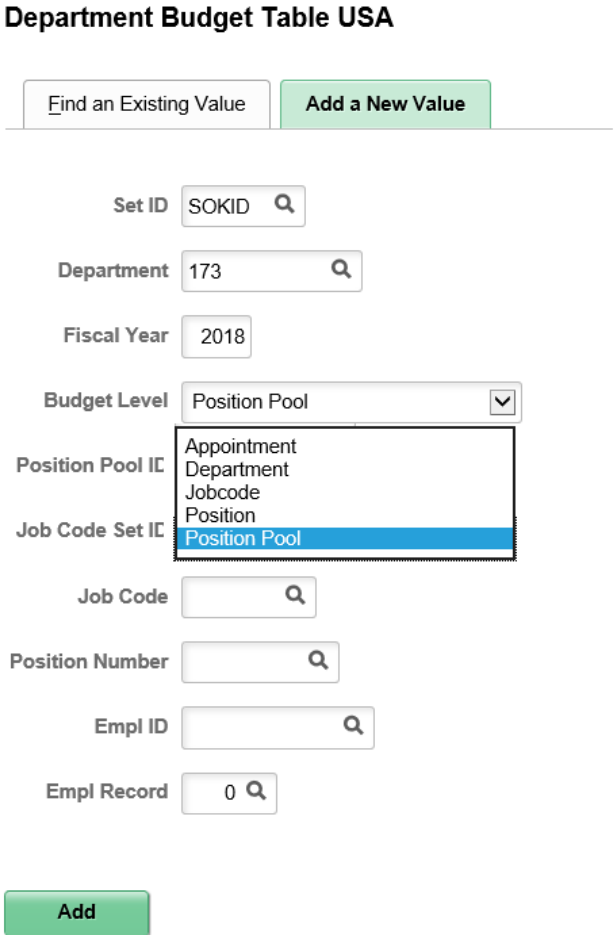
Setting Up Funding For A Position Pool - 2

Funding sources for a position or position pool are assigned on the Department Budget Table USA.

Fluid Location: click on **NavBar > Navigation > *Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA***



Setting Up Funding For A Position Pool - 3



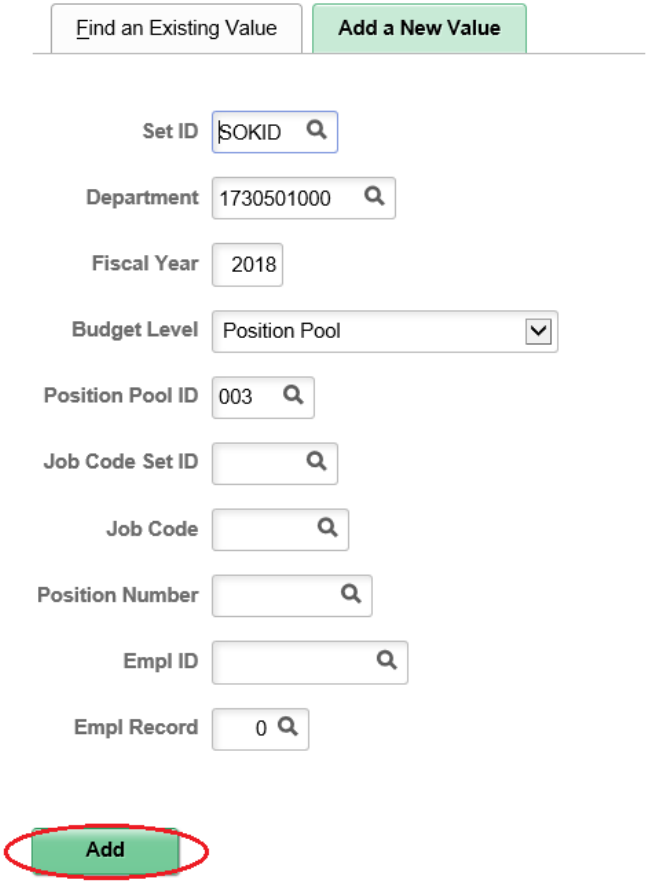
To set up funding for a department, position, or position pool for the first time, click on the **Add a New Value** tab. Enter the **Department ID, Fiscal Year**, then select the appropriate **Budget Level**.

In this example, we will select **Position Pool** for Budget Level.

Note: If changing an existing position/pool ID's funding, you would click on the Find an Existing Value tab to perform a search on the existing position number or pool ID.

Setting Up Funding For A Position Pool - 4

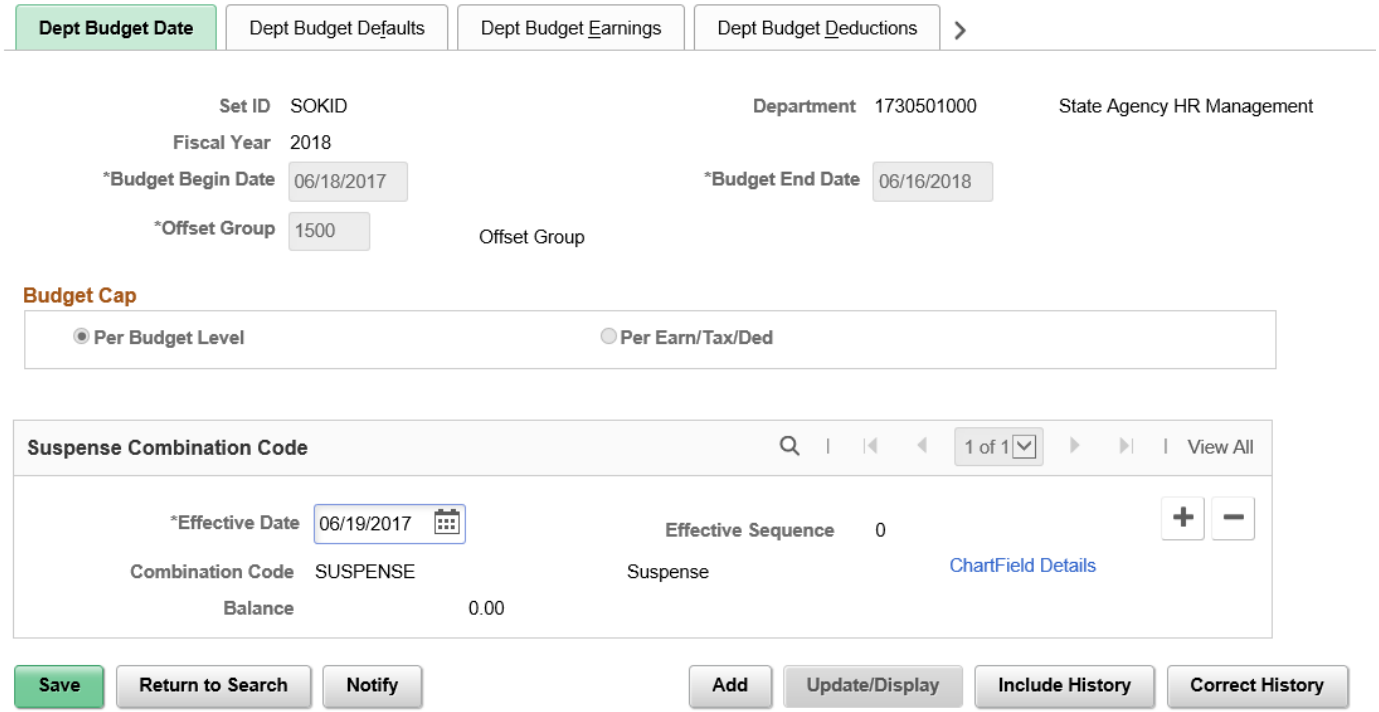
Department Budget Table USA



Depending on the Budget Level selected, enter the ID in the appropriate field - Position Pool ID for “Position Pool”, Position number for “Position”, etc.

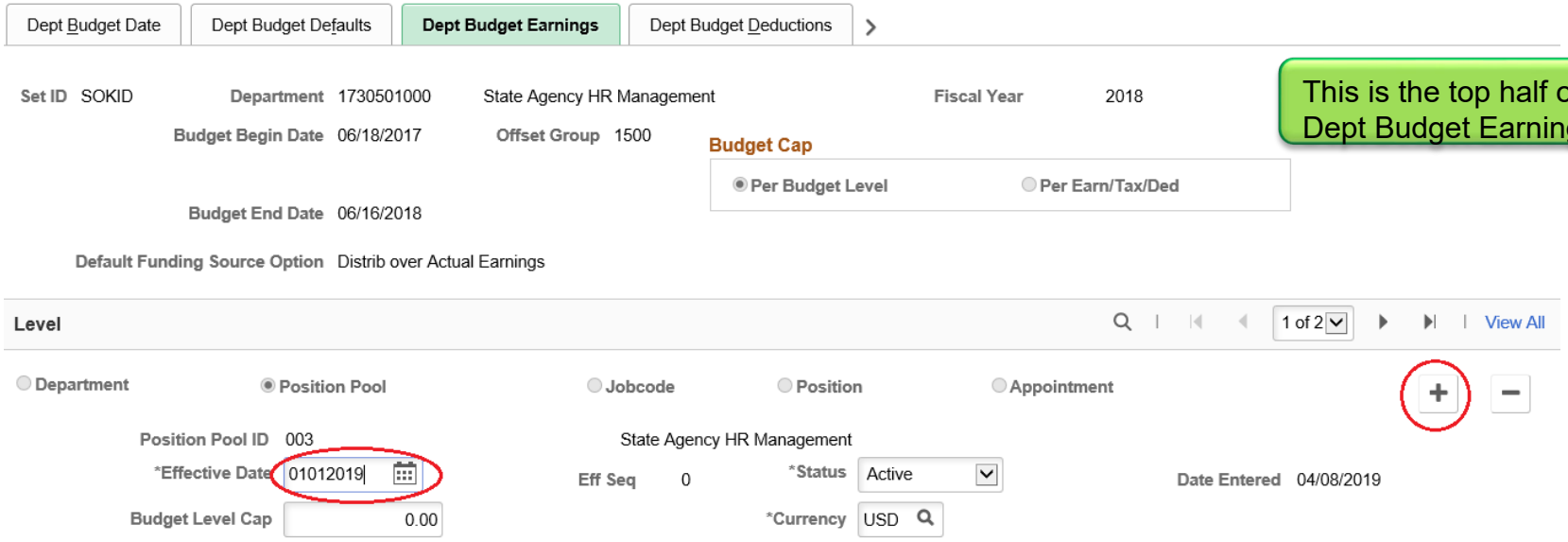
In this example, select Budget Level “**Position Pool**”, enter **“003”** in the Position Pool ID field, and click the **Add** button.

Setting Up Funding For A Position Pool - 5



The Dept Budget Date and Dept Budget Defaults tabs are only used when setting up default funding for a department for the first time. To set up position or position pool funding, go directly to the **Dept Budget Earnings** tab.

Setting Up Funding For A Position Pool - 6

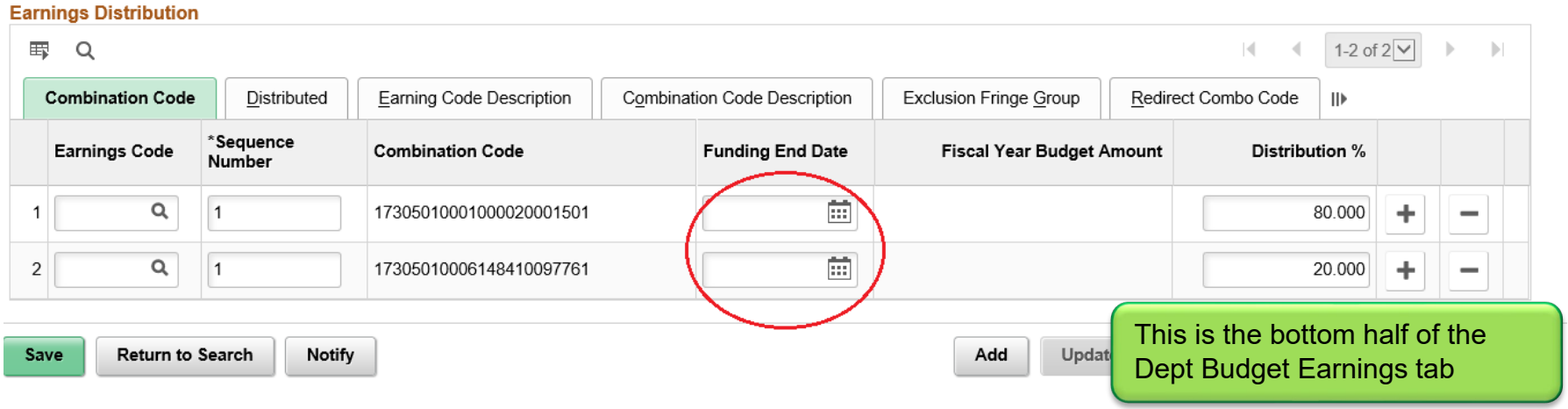


This is the top half of the Dept Budget Earnings tab

The Dept Budget Earnings tab is where the funding (combo codes) distribution for the position/position pool is entered. **Effective Date** will default to the current date and should be changed to the first date of the effective pay period that has not been confirmed. Leave all other fields displayed here unchanged.

Note: If you are making changes to an existing position/position pool, you should first add a new effective dated row by clicking the **Add Row** button.

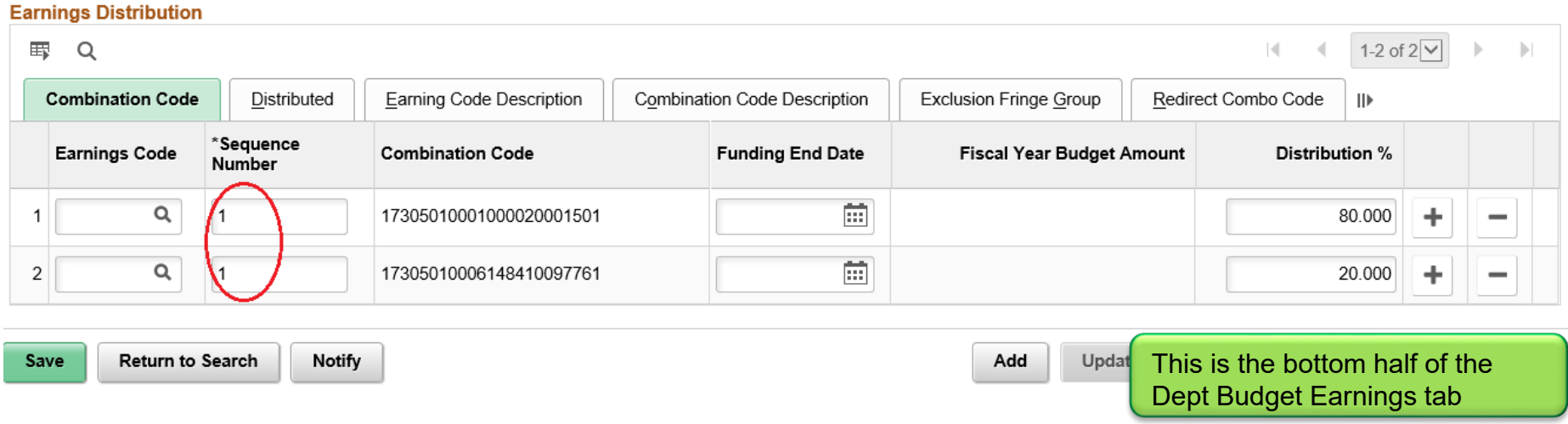
Setting Up Funding For A Position Pool - 7



For regular funding, leave the **Earnings Code** field blank. The Earnings Code field is only used when setting up override funding to fund a certain earnings code differently than regular funding.

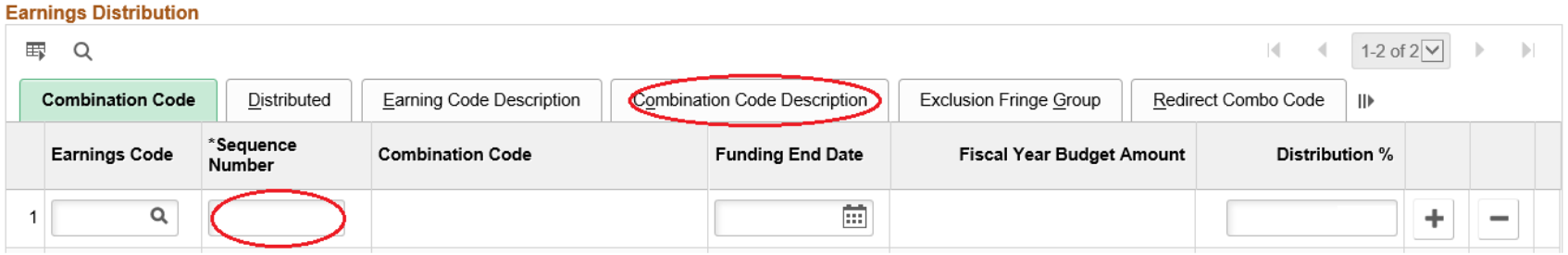
On **Funding End Date**, enter the date (if applicable) on which this funding source ends. Leave this field blank if the funding source isn't date controlled.

Setting Up Funding For A Position Pool - 8



Sequence Number: The system calculation sequence. This field allows the calculation of both amount and percent distributions. All combination codes related to percent calculations should use the same highest sequence number to allow the flat amounts to be calculated first. For example, to set up a position pool with four combination codes - two flat amounts and two percents. Use Seq #1 for the flat amounts and use Seq #2 for the two combination codes with percents so that the system will calculate the flat amounts first. The sequence numbers used in regular funding are independent from those for override funding, i.e, even if you used Seq #1 for regular funding, you can still use Seq #1 for an override funding (for a certain earnings code), as long as each adds up to 100%.

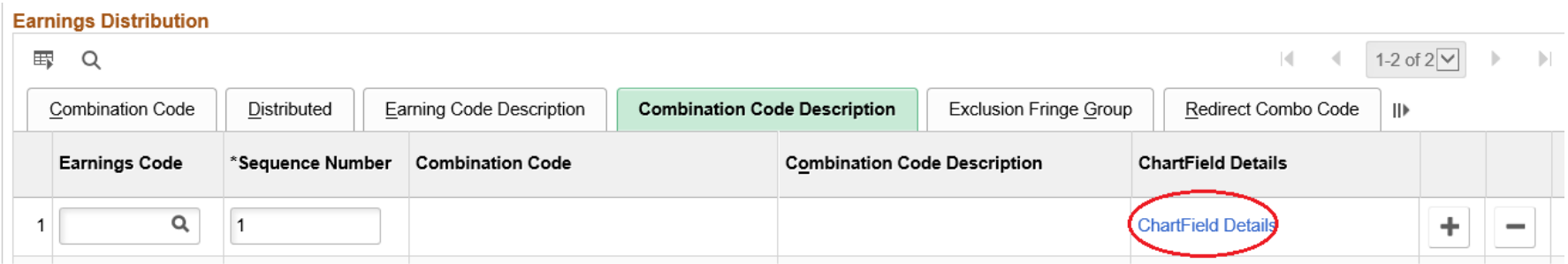
Setting Up Funding For A Position Pool - 9



Before

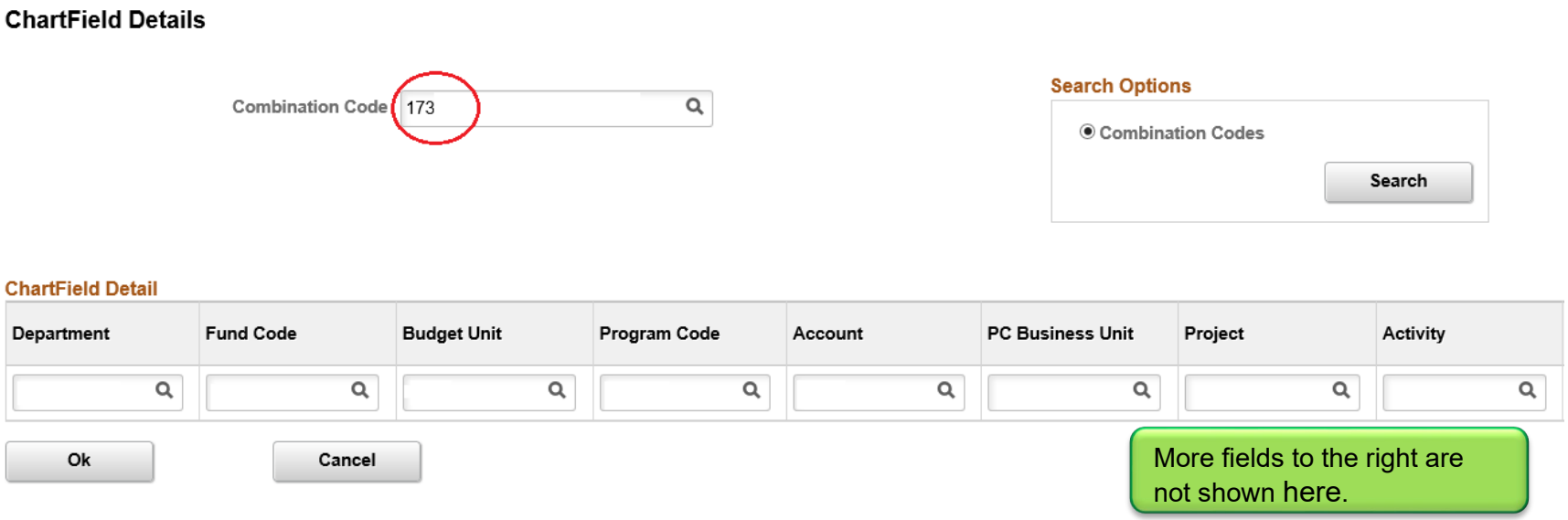
This is the bottom half of the Dept Budget Earnings tab

Type **1** in the **Sequence Number** field, click the **Combination Code Description** tab to reveal the **ChartField Details** link, then click on the link.



After

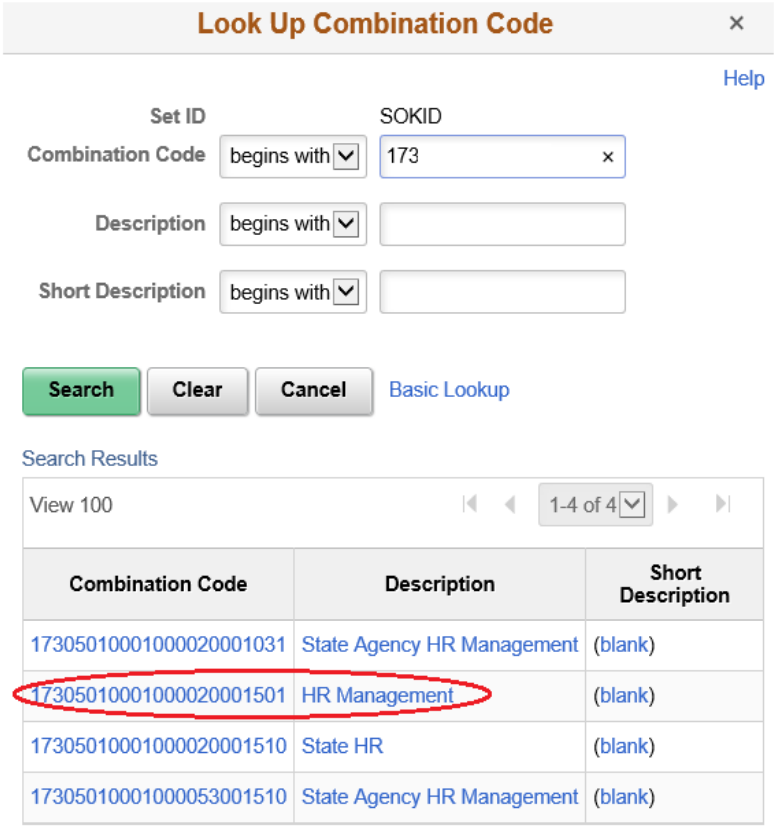
Setting Up Funding For A Position Pool - 10



On the the ChartField Details screen, type, if known, the **Combination Code** you want to use in the field, then click the **Search** button. When the combination code appears, click on the Select button (not shown here).

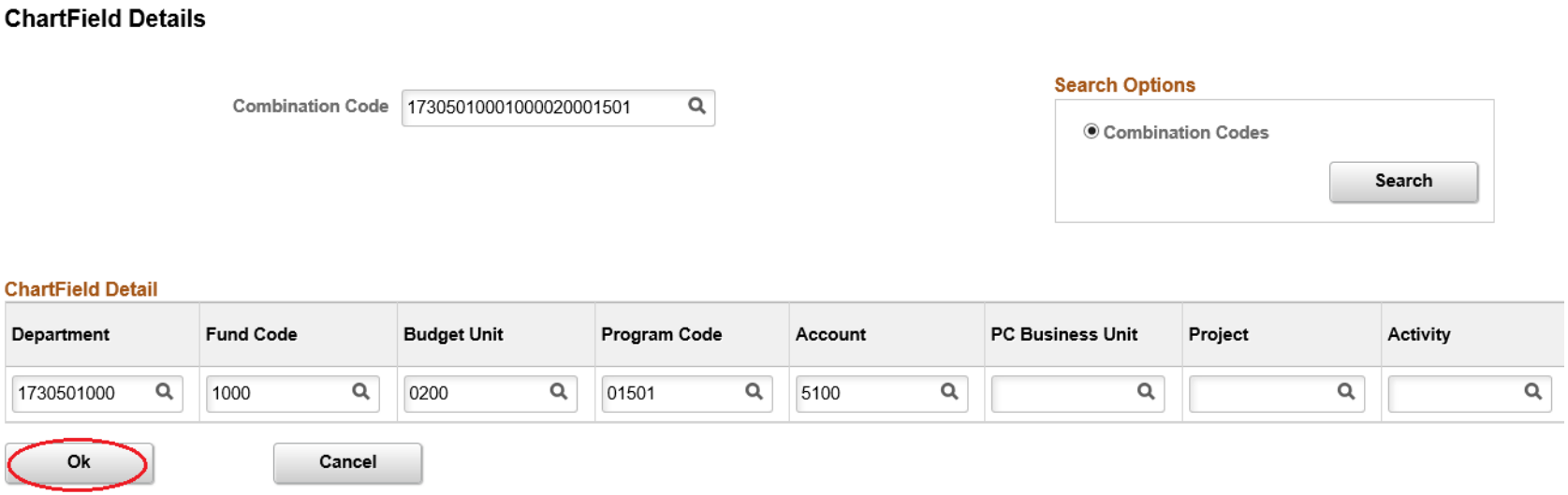
Or alternatively, type the **3-digit agency number** in the Combination Code field and click on the **Lookup** button by the field to pull up a list of available combination codes to select from.

Setting Up Funding For A Position Pool - 11



Scroll to find the code you want to use, then click to select it.

Setting Up Funding For A Position Pool - 12



More fields to the right are not shown here.

After selecting the combo code from the list, its chartfields will populate. Verify the codes are correct, then click the **OK** button.

Setting Up Funding For A Position Pool - 13

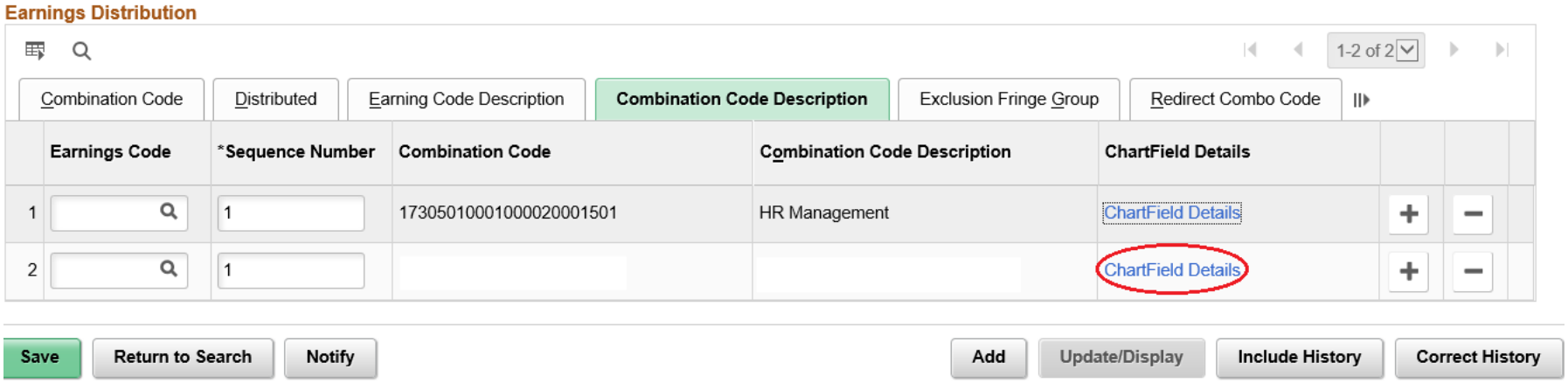


This is the bottom half of the Dept Budget Earnings tab

After clicking OK, the system will return you to the Dept Budget Earnings tab with the selected combination code populated.

In this example, there will be 2 combination codes for this pool ID, so click on the **Add Row** button to add a row.

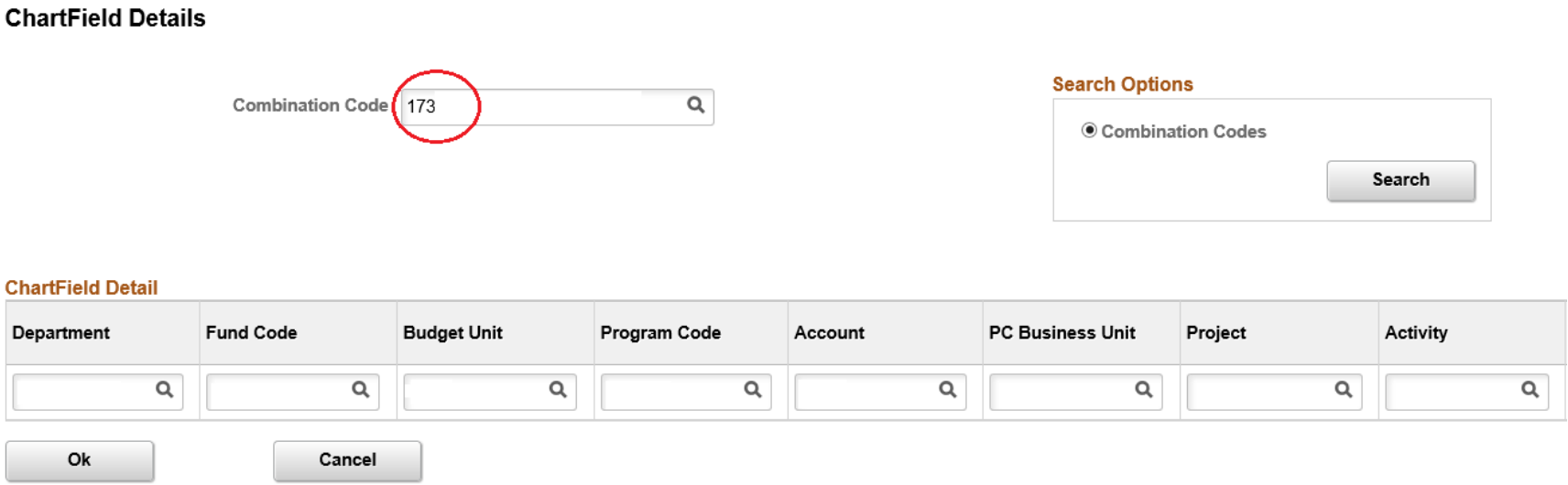
Setting Up Funding For A Position Pool - 14



This is the bottom half of the Dept Budget Earnings tab

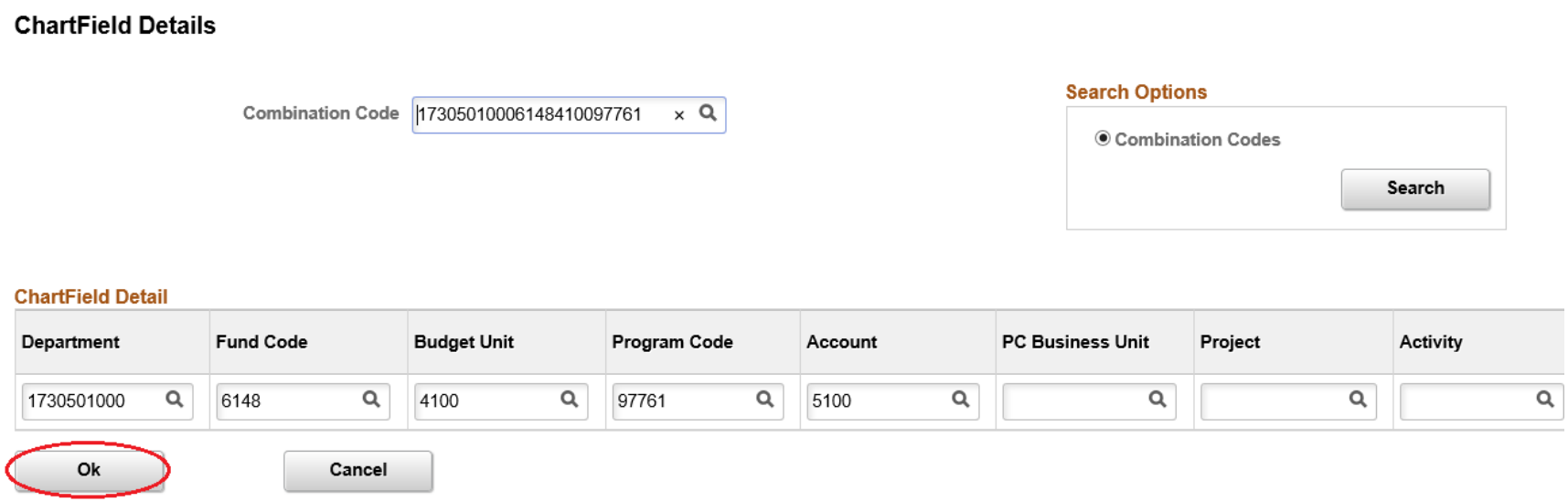
Type **1** in the Sequence Number field, then click on the **ChartField Details** link.

Setting Up Funding For A Position Pool - 15



Type the 3-digit agency number in the Combination Code field, then click the Lookup button to display a list of available codes to select from. Click to select the desired code as previously shown.

Setting Up Funding For A Position Pool - 16



After the selection, the Combination Code and its chartfields will display. Verify they are correct, then click the **OK** button.

Setting Up Funding For A Position Pool - 17

Earnings Distribution

1-2 of 2

Combination Code | Distributed | Earning Code Description | **Combination Code Description** | Exclusion Fringe Group | Redirect Combo Code

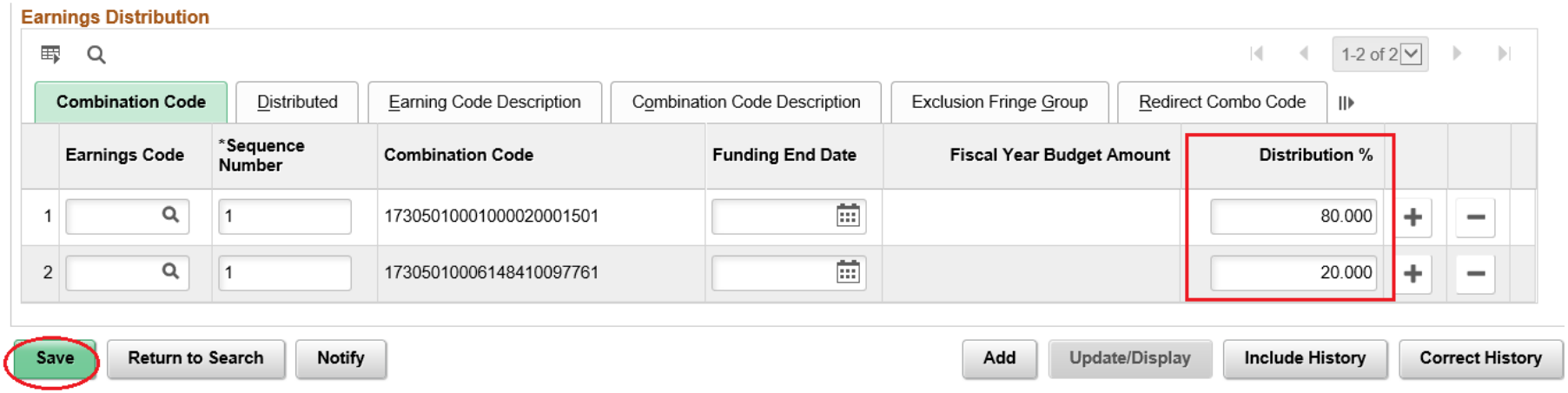
	Earnings Code	*Sequence Number	Combination Code	Combination Code Description	ChartField Details
1		1	17305010001000020001501	HR Management	ChartField Details
2		1	17305010006148410097761	State Agency HR Management	ChartField Details

This is the bottom half of the Dept Budget Earnings tab

The system will return you to the Dept Budget Earnings tab where you can see both codes that you selected.

Click on the **Combination Code** tab to reveal the Distributions % field.

Setting Up Funding For A Position Pool - 18



Type the distribution percent for each combination code in the Distribution % field. In this example, **80%** for #1 and **20%** for #2 combination code. Click the **Save** button.
Note: All combination codes related to percent calculations should use the same sequence number, and total percentage should be equal to **100%**.

Earnings, deductions, and taxes must be funded the same way for regular funding, so you only need to enter funding sources once on the Dept Budget Earnings tab. After the transaction is saved, the funding sources will flow from earnings to deductions and taxes.

Override Funding

Override funding is established **in addition to** the regular funding. At least one line (combination code) of regular funding must exist in the position/position pool before an override funding can be added for that position/position pool.

An earnings override is established on the Dept Budget Earnings tab.

A deductions override is established on the Dept Budget Deductions tab and should only be established for the **employer contributions** (the '**N**' – nontaxable deduction class).

A tax override is established on the Dept Budget Taxes tab and should only apply to the employer portion (the "**ER**" Tax Class) of the taxes.

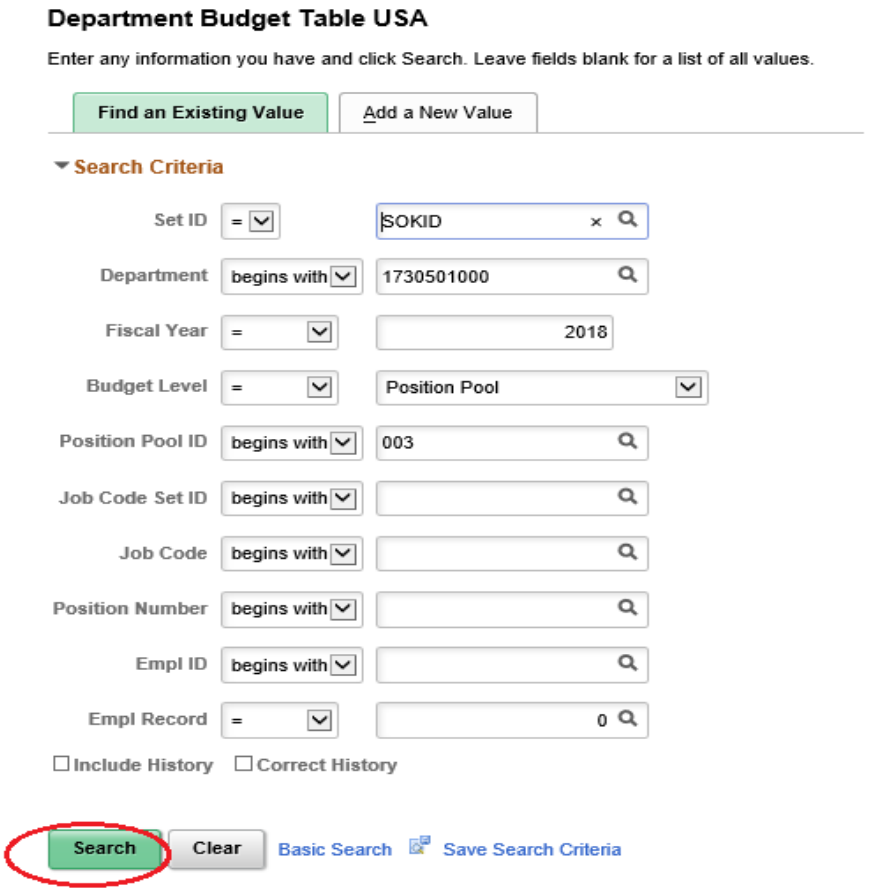
Setting Up an Earnings Override Funding - 1

Override funding for a position or position pool, like regular funding, is set up on the Department Budget Table USA.

Fluid location is: click on **NavBar > Navigator > *Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA***

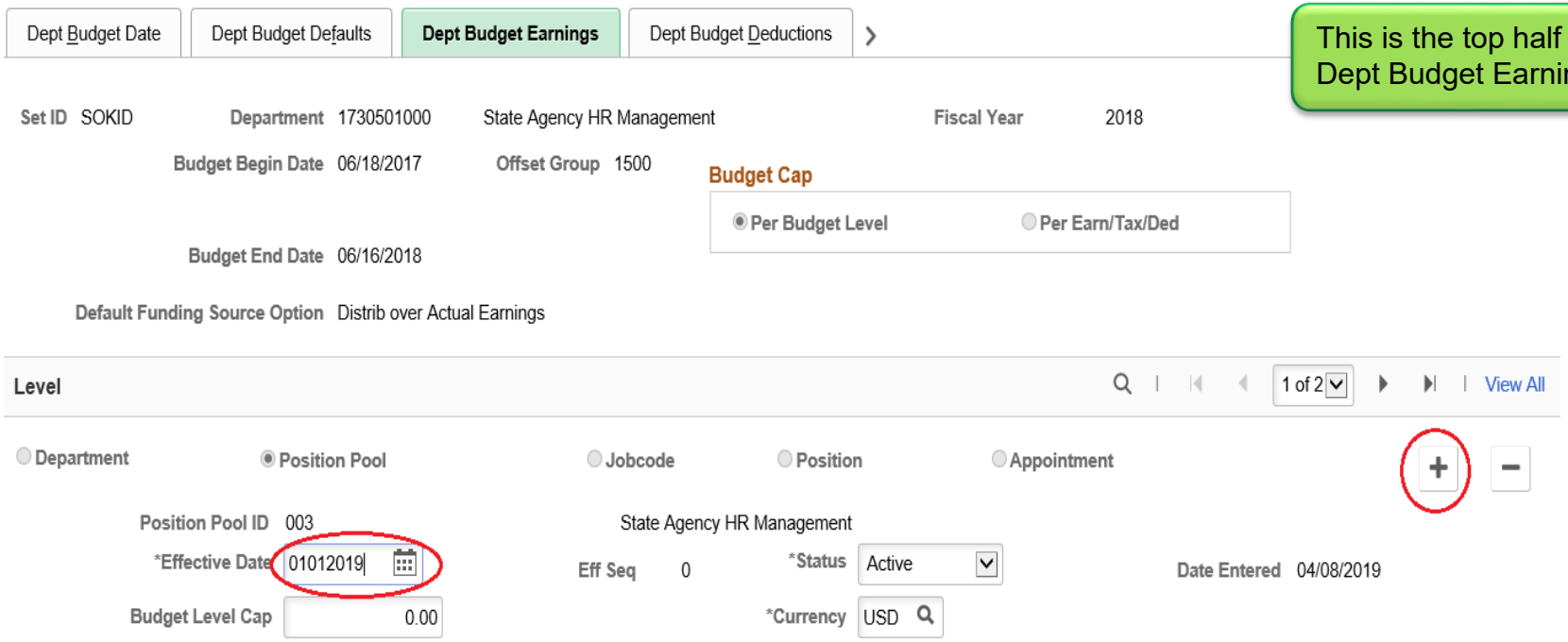


Setting Up an Earnings Override Funding - 2



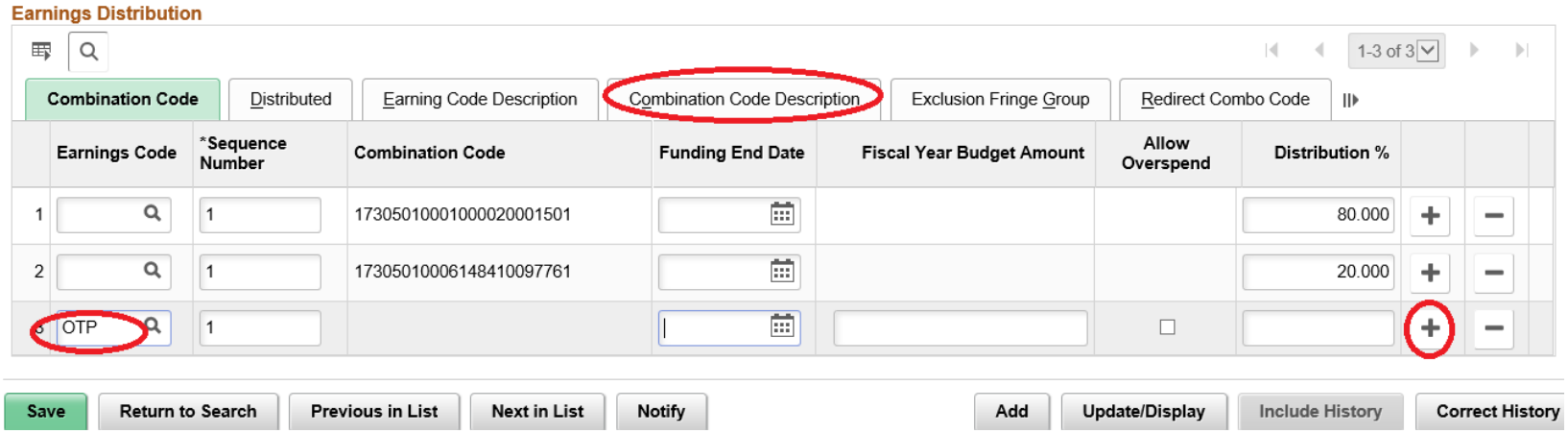
On the Department Budget Table USA search page, enter the **Department**, **Fiscal Year**, **Budget Level** (either position or position pool), **Position Pool ID** or **Position Number** depending on the budget level selected, then click on the **Search** button.

Setting Up an Earnings Override Funding - 3



Go directly to the Dept Budget Earnings tab. First add a new effective dated row, then change the effective date to the first day of the (not yet confirmed) effective pay period.

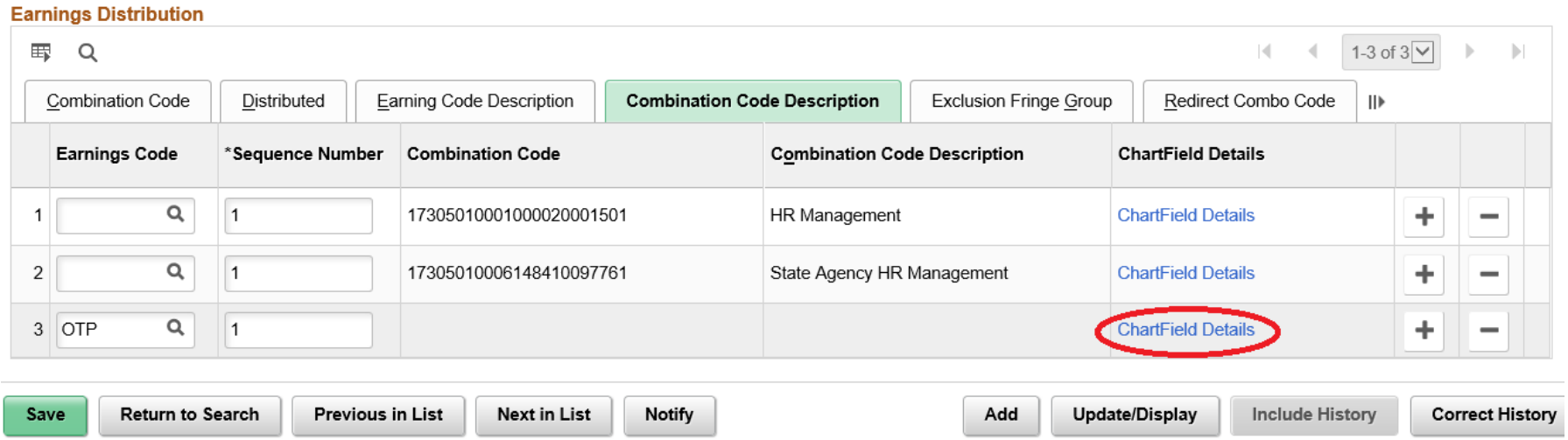
Setting Up an Earnings Override Funding - 4



The regular funding will already display in the Earnings Distribution section. Click the **Add Row** button to add a new row. In this example, we will set up an earnings override to fund the OTP (overtime pay) earnings code differently than the regular funding. On the new line, type or select **OTP** in the Earnings Code field, type **1** in the Sequence Number field, then click the **Combination Code Description** tab to display the ChartField Details link.

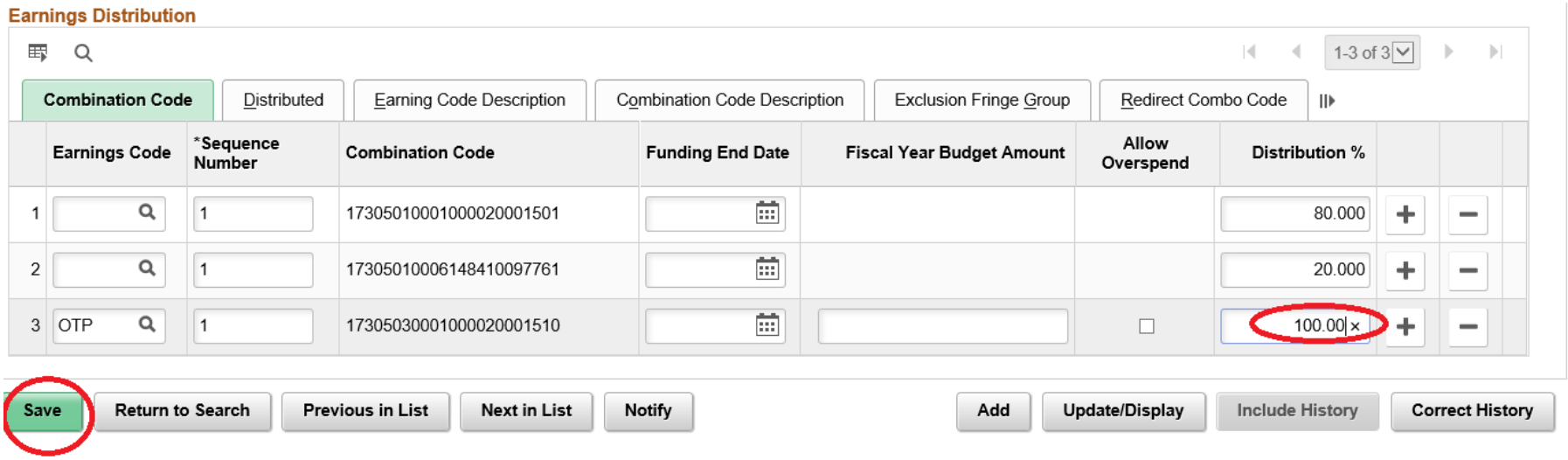
Note: The sequence numbers used in regular funding are independent from those for override funding, so Sequence Number 1 can be reused in override funding.

Setting Up an Earnings Override Funding - 5



Click on the **ChartField Details** link, then select the desired combination code as previously described in setting up regular funding.

Set Up an Earnings Override Funding - 6



After selecting the combination code, you will be returned to the Dept Budget Earnings tab. Click on the **Combination Code** tab to display the Distribution % field. Type the Distribution % in the field (in this example, **100**%). Click on the **Save** button.

Setting Up a Deductions Override Funding

The procedures to set up a deductions override is similar to that of an earnings override funding.

1. First perform a search for the position/position pool where the override funding will be added on the Department Budget Table USA.
2. On the **Dept Budget Earnings** tab, Click the **Add Row** button in the **Level** scroll area to add a new effective dated row. Enter the **effective date**.
3. On the **Dept Budget Deductions** tab, click the **Add Row** button in the Deduction Distribution section to add a new row. Enter the **Plan Type**, **Plan**, **Deduction Code**, **Deduction Class**, and **Sequence Number**. Select the combination code. Repeat the above procedures for each additional combo code. Complete the **Distribution %** for the combo code(s) used for the override funding. Click **Save** when done.

Note: While the system will allow entry of all deduction classes, the override functionality will only apply to 'Nontaxable' deduction classes, or employer contributions.

Setting Up a Taxes Override Funding

The procedures to set up a taxes override is similar to that of an earnings override funding.

1. First perform a search for the position/position pool where the override funding will be added on the Department Budget Table USA.
2. On the **Dept Budget Earnings** tab, Click the **Add Row** button in the **Level** scroll area to add a new effective dated row. Enter the **effective date**.
3. On the **Dept Budget Taxes** tab, click the **Add Row** button in the Tax Distribution section to add a new row. Complete the **State**, **Tax Class**, **Locality**, **Sequence Number** fields. Select the combination code. Repeat the above procedures for each additional combo code. Complete the **Distribution %** for the combo code(s) used for the override funding. Click **Save** when done.

Note: While the system will allow entry of all tax classes, the override functionality will only apply to the employer (ER tax class) portion of the taxes. For federal taxes, choose $U for the State code.

Viewing Salary Expenditure Data - 1

Salary expenditures may be viewed online or via various reports and data files the day after pay confirmation for on-cycles and the next day after each off-cycle for off-cycle payroll.

The following reports or data files are available to agencies. Please click on each report link to view the report description, file layout, when the report will be generated, and how to download/request the report.

KPAY303 – Salary/Wage Breakdown By Classification File
KPAY710 – Department Budget Earnings
KPAY711 – Department Positions and Budget Earnings
KPAY286B – Agency Extract Payroll (by request only)
KPAYGL5C – General Ledger Extract

Viewing Salary Expenditure Data - 2

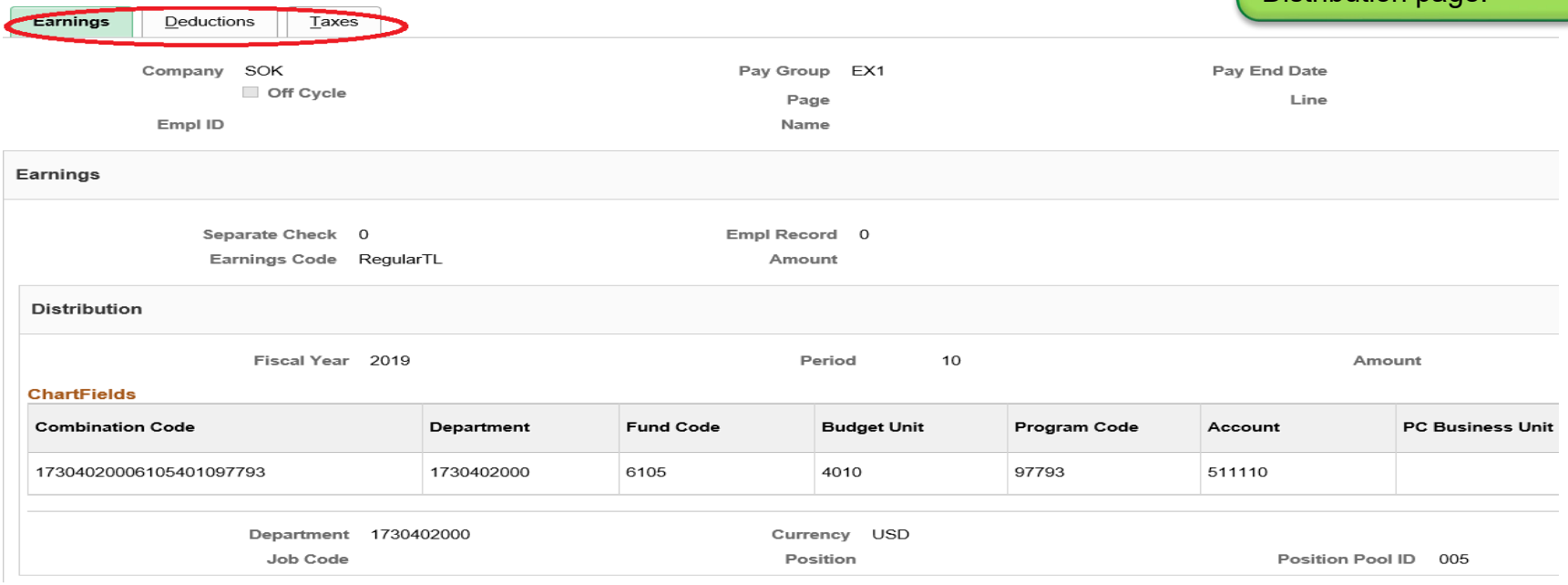
The salary expenditure data will also be available by paycheck online.

Fluid location is:
SHARP Homepage > Payroll *homepage* ***> Payroll Processing*** *tile* ***> Review Actuals Distribution***

Payroll Commitment Accounting

Viewing Salary Expenditure Data - 3

This is the left section of the Review Actuals Distribution page.



Earnings | Deductions | Taxes

Company SOK
Off Cycle
Empl ID

Pay Group EX1
Page
Name

Pay End Date
Line

Earnings

Separate Check 0
Earnings Code RegularTL

Empl Record 0
Amount

Distribution

Fiscal Year 2019

Period 10

Amount

ChartFields

Combination Code	Department	Fund Code	Budget Unit	Program Code	Account	PC Business Unit
1730402000610540109779 3	1730402000	6105	4010	97793	511110	

Department 1730402000
Job Code

Currency USD
Position

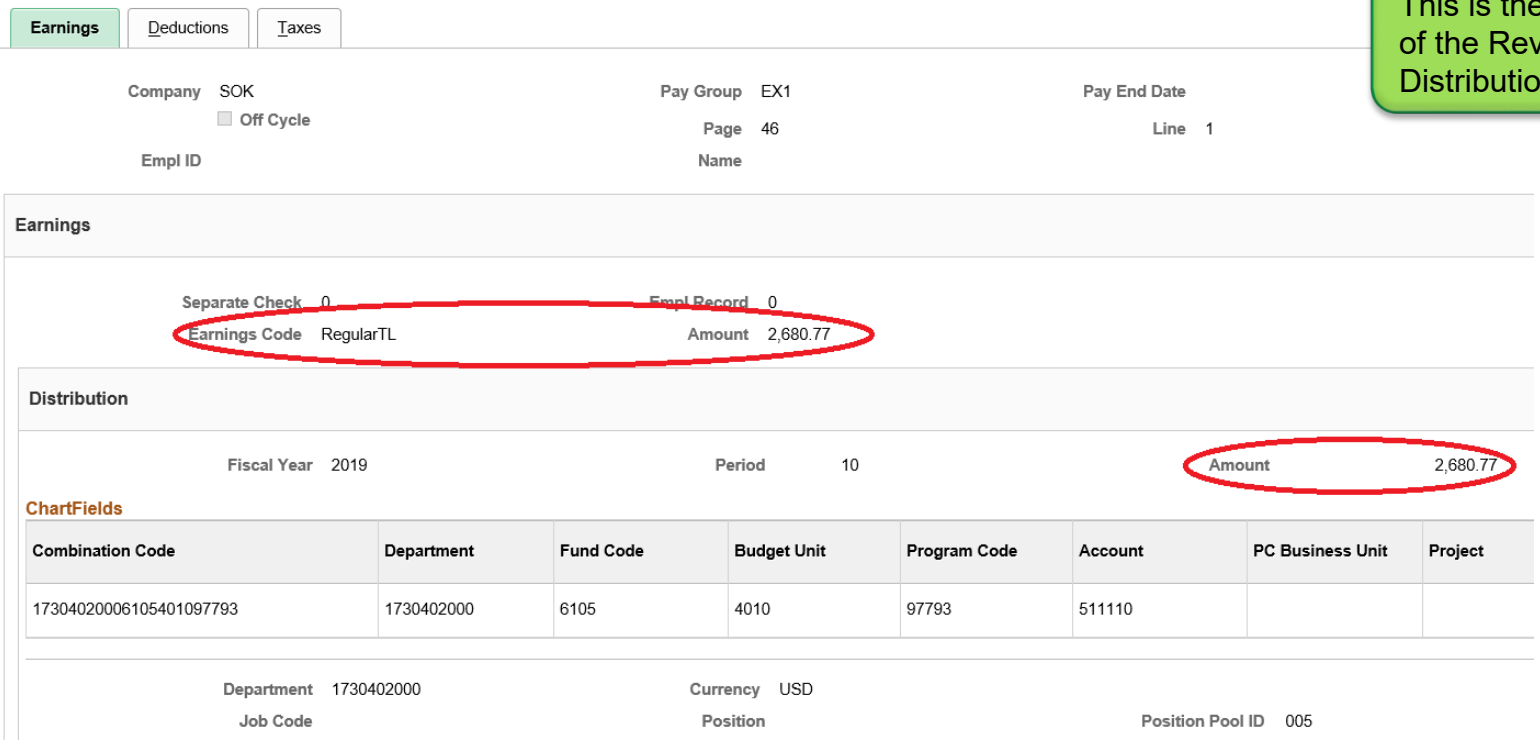
Position Pool ID 005

There are 3 tabs to view the employee's earnings, deductions, and taxes distributions. There may be multiple rows of earnings and combo codes, you will need to click the View All button at the far right of the page to view more.

Payroll Commitment Accounting

Viewing Salary Expenditure Data - 4

This is the left section of the Review Actuals Distribution page.



Earnings | Deductions | Taxes

Company SOK
Off Cycle
Empl ID

Pay Group EX1
Page 46
Name

Pay End Date
Line 1

Earnings

Separate Check 0
Empl Record 0
Earnings Code RegularTL
Amount 2,680.77

Distribution

Fiscal Year 2019
Period 10
Amount 2,680.77

ChartFields

Combination Code	Department	Fund Code	Budget Unit	Program Code	Account	PC Business Unit	Project
17304020006105401097793	1730402000	6105	4010	97793	511110		

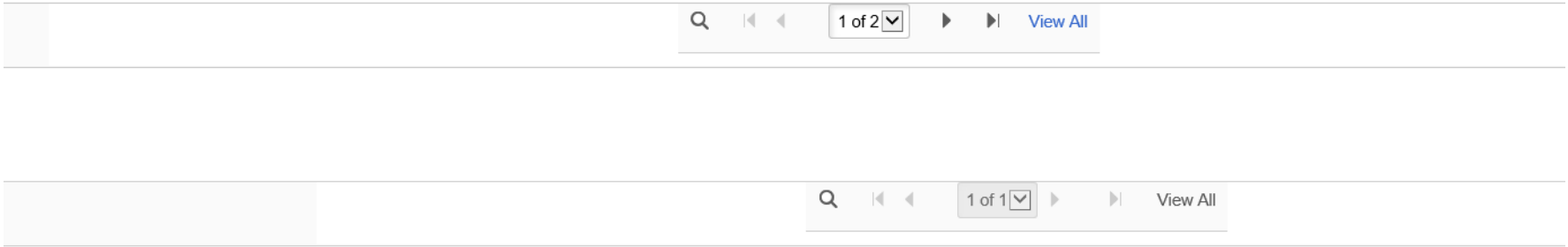
Department 1730402000
Job Code
Currency USD
Position
Position Pool ID 005

Earnings are listed by earnings code, then by combo code distribution. Deductions are listed by deduction code, then by combo code distribution. Employer portion of taxes are listed by tax class, then by combo code distribution.

Payroll Commitment Accounting

Viewing Salary Expenditure Data - 5

This is the mid-section of the Review Actuals Distribution page.



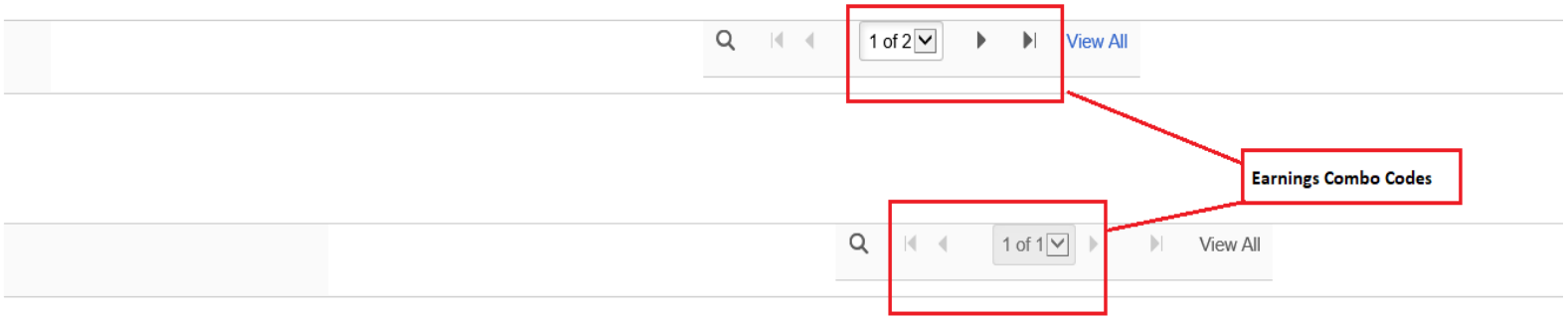
Activity	Source Type	Category	Subcategory	Service Location	Agency Use	ChartField 2	Fund Affiliate	Affiliate

More of the combo code's chartfields are shown in the mid section of the page.

Payroll Commitment Accounting

Viewing Salary Expenditure Data - 6

This is the right section of the Review Actuals Distribution page.



Activity	Source Type	Category	Subcategory	Service Location	Agency Use	ChartField 2	Fund Affiliate	Affiliate

More chartfields are shown in the far right section. There may be multiple rows of earnings (top scroll bar) and combo codes (bottom scroll bar), you will need to click each View All button to view the entire earnings or combo code distribution.

Prior Period Funding Adjustments - 1

A prior period funding adjustment (PPFA) is used to change payroll funding that previously had been charged to the SMART accounting system.

Funding changes for payroll periods processed prior to SHARP Version 9.2 (pay periods on or prior pay period end date 05/06/2017) or pay funded through the Department Budget Table (those charged to XXXNONTASK on the employee timesheet) cannot be made in SHARP. These changes must be made in SMART through the journal entry process.

Because these changes are made outside the SHARP system, they will not reflect in subsequent payroll reports and should be taken into consideration when reconciling SHARP reports to SMART balances.

Prior Period Funding Adjustments - 2

Prior period funding adjustments for pay processed through Time and Labor using task profiles in SHARP V9.2 may be made through employee timesheets in the on-cycle using the non-pay affecting adjustment process. To make a PPFA using this process, both the original and the new Taskgroup codes used on the timesheet cannot be XXXNONTASK. This type of funding changes will reflect in subsequent payroll reports and SMART balances.

To make this type of PPFA, you would open the employee's timesheet for the pay period in need of correction, make the Taskgroup changes, then submit and approve (if an Employee Self Service employee) the timesheet. After the Time Administration process is run, approve the payable time as usual. For detailed instructions, please refer to the Non-Pay Affecting Adjustments topic in the Reversals and Adjustments lesson in the Payroll book.

Lesson Checkpoint

Now is your opportunity to ensure that you are learning the course material. After you read the question, make your selection, then compare your response to the correct answer provided at the bottom of the page.

Lesson Checkpoint

Which of the following is correct?

A) Non-Regent agencies should process prior period payroll funding adjustments through journal entries in SMART.
B) A combination code is a unique combination of SMART chartfields used for payroll funding.
C) The Department Budget Table is used to associate combo codes to departments, positions, or position pools.
D) All of the above.

The correct answer is D.

Lesson Checkpoint

In order to be effective for the pay period, funding updates to the Department Budget Table must be made by…?

A) Before paysheets are created
B) Before final pay calculation
C) Before pay date.

The correct answer is B.

Lesson Checkpoint

True or False? Default funding must be set up on the Department Budget Table for every department used for payroll for the first time.

A) True
B) False

The correct answer is A.

Lesson Checkpoint

Chartfields used in a combination code…?

A) must be entered in SMART after the combo code is set up in SHARP.
B) must be entered in SMART before the final pay calculation.
C) must be entered in SMART before they can be used in the combo code.

The correct answer is C.

Payroll Commitment Accounting

Lesson Summary



Payroll charges can be funded either through the Department Budget Table or through Time and Labor.



Position pool is used when several positions in a department will be funded the same way.



A Chartfield must already exist in SMART before it can be used in a combo code.



Override funding can be set up to fund certain earnings codes or employer portion of deductions or taxes differently than the regular funding.

In this lesson, I explained payroll funding and demonstrated how to set up payroll funding for different Budget Levels – department, position pool, etc.. On the left are some key concepts discussed in this lesson.



Lesson Completion

Congratulations! You have finished the lesson.

