RUNNING THE RETROACTIVE SUSPENSE REPORT

VERSION: 6/11/2015
Running the Retroactive Suspense Report

Overview

Use this report to display employees who have had retroactive salary adjustment requests submitted for them. This report shows you the:

- person who had money put in suspense
- pay period the adjustment was requested for
- name of the person who submitted the request
- status of the request
- amount still in suspense
- amount requested for salary adjustment
- current net total

Approvals

Approvals for retroactive funding swaps mirror your department's approvals for the Funding Swap ePAR form, except the retroactive funding swaps do not go to the Budget Office for approval. There are three levels of approvals after the originator submits the request:

1. Level 1 approvers (usually departmental)
2. Level 2 approvers (usually Major Organizational Unit (MOU))
3. Level 3 approvers (The Office of Sponsored Research (OSR) if the salary adjustment involves a contract or grant)

If the request does not involve a contract or grant, the approval process is complete after the Level 2 approval.

Each night, the system pushes each approved retro into ConnectCarolina, and you can see the retro in InfoPorte a day later. Budget-checking, encumbrance of new funds, and posting to the General Ledger (GL) occurs at this time.

Related Reference

For more information on retroactive funding swaps (for information entered in the system after October 1, 2014), see Entering a Retroactive Funding Swap.
Menu Path

Main Menu > HR WorkCenter > Funding Sources > Retro Funding Swap-Post 10/1

Steps - Running the Retroactive Suspense Report

Follow these steps:

1. Choose this menu option:

   Main Menu > HR WorkCenter > Funding Sources > Retro Funding Swap-Post 10/1
   
   Result: The Salary Redistribution system opens in a new window.

2. Enter your onyen and password.

3. Click on the Login button.

   ![Salary Redistribution @ UNC-Chapel Hill
   ONYEN: [blank] Password: [blank] Login]

4. Choose this menu option:

   Reports > Suspense

   ![Salary Redistribution @ UNC Chapel Hill](https://example.com/salary_redistribution)

   Result: The system displays the Reporting for Salary Redistribution section.

5. You can create a report showing retro funding swaps for either a specific department, or a specific school or division. Choose one of the following options:
- To show a report for a department, choose your department in the Department Number field.

**Note:** If you choose a department, the report shows all employees funded by that department, even if they technically work for a different department.

- To show a report for a school or division, choose your school in the School field.

6. Click on the **Show Report** button underneath the option you chose.

![Screenshot of the Reporting for Salary Redistribution interface](image)

Result: The system opens the report in a new browser window. The report is sectioned off by each employee who has had adjusted funding.

7. Review the report results:

<table>
<thead>
<tr>
<th>Report Column</th>
<th>Defines</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>The number assigned to the adjustment request. You can click on the ID number to display the request details.</td>
</tr>
<tr>
<td>Check Date</td>
<td>The pay period end date entered on the request.</td>
</tr>
<tr>
<td>Submitter</td>
<td>The name of the person who filled out and submitted the request.</td>
</tr>
<tr>
<td>Report Column:</td>
<td>Defines:</td>
</tr>
<tr>
<td>---------------</td>
<td>----------</td>
</tr>
</tbody>
</table>
| Submissions Status | The status of the request in the approvals process. The status can be one of the following:  
- Unsubmitted - the request has been started but not submitted for approval  
- Submitted - the request has been submitted for approval  
- L1 Approved - the request has been approved at the first level  
- L2 Approved - the request has been approved at the second level  
- Reopened - the request was rejected at some level and has to be reopened, corrected, and resubmitted for approvals  
- Approved - the request been approved by all levels, including OSR, if necessary  
- Ready to Send - the request is ready to post to Finance in ConnectCarolina, and will be posted overnight  
- Posted - the request has been posted to ConnectCarolina, but not yet confirmed by Salary Redistribution system admin team  
- Completed - the request was approved at all levels, and has been posted to ConnectCarolina, and confirmed by Salary Redistribution system admin team  
- Attention Required - the request has a validation problem that must be resolved by Central Office |
| Suspense Amt. | The amount of the person's earnings that was sent to suspense by the system, for that pay period. |
|Suspense Adjustments | The amount entered on the request to be moved out of suspense. |
| NET Total | The amount left in suspense for this person after adjustments have been requested or made. |
8. Close the browser window to return to the Salary Redistribution system.