A prior memo provided 10/13/14 regarding Departmental Suspense is copied below. The prior memo explains the different types of departmental default/suspense. After hearing a new question from campus this week, we now see a need to go into further detail about why transactions post to suspense. There are 3 reasons:

1) **Funding End Date**: For OSR projects, the funding end date is the project end date. A funding end date can also be used on non-OSR funds. If a funding end date approaches and a new funding source is not identified, that portion of salary will be charged to suspense.

2) **Inactivated Combo Code**: If a chartfield value is inactivated, all combo codes that use that chartfield are also inactivated. If a replacement combo code is not identified within an employee’s funding sources, that portion of salary will be charged to suspense.

3) **Exceeds Budget in the Department Budget Table**: Each appointment and position has an entry in the Department Budget Table (this table resides in the HR/Payroll system). That budget entry is based on the annual salary for salaried employees, and is based on a calculation of hourly rate * FTE for the year for hourly employees. If this budget is exceeded at any point during the fiscal year, the excess amount is charged to the department’s suspense funds. The budget referenced here is NOT the budget in Commitment Control (which resides in Finance). See example below:

SPA Student Assistant is hired at an hourly rate of $12/hour. The FTE assigned is 0.05, or 2 hours/week. The budget amount for the fiscal year is $1,248. At the point the employee’s earnings exceed $1,248, the excess is charged to the home department’s suspense combo code. For this reason, having the correct FTE assigned to the appointment/position is key in determining where an employee’s pay gets charged.

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