

InfoPorte Updates June 2015

- **Finance**
- **Coming soon**

Summary of the Changes

Finance

- The BMS Report now includes payroll actuals for earnings for state funds for July, August, and September, including retroactive funding transfers (with one minor exception). Payroll projections are included, replacing the personnel encumbrances, which are no longer available in ConnectCarolina. ([click here for more information](#))
- The SAS Income Statement report has been fully tested and is available to users with access to the Cash/Bal tab. You can filter by business unit, accounting period, fund, and department.
- A new SAS report has been added under Finance > Financial Reporting > Misc called the Summer Salary and Overload Payments report. This report allows you to see compensation for nine-month and twelve-month employees who work during the summer. ([click here for more information](#))

Coming soon

- The Payroll Check Register will be available as a SAS report under the HR > Payroll tab. The SAS version of the report will show information at a rolled up level and other features such as a field for voluntary distributions.
- The security on the Grant Profile tab and the OSR Ledger Rollup tab will be lifted so more people can access the grant information they need.
- The HR Funding Report will show personnel expense actuals (earnings and fringes) and include retroactive funding transfers (with one minor exception) and July – September converted actuals. There will also be some new filters and an Actuals Summary tab.
- The Foundation report is in the final stages of testing and validation.

DETAILS ABOUT THE CHANGES: FINANCE

BMS Report updated to better manage State funds as we near fiscal-year end

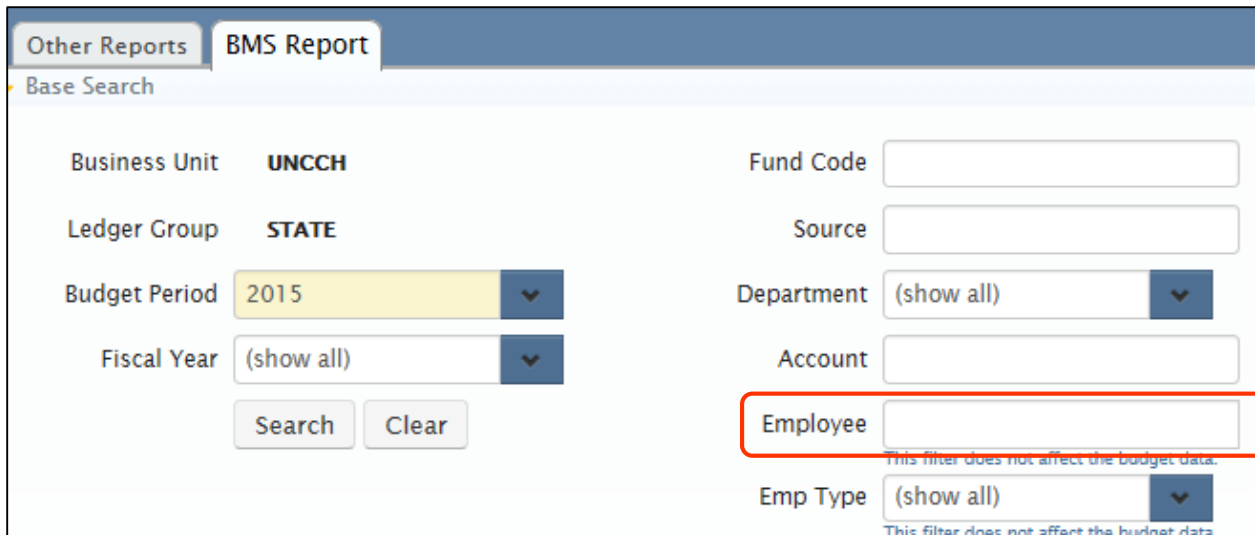
The BMS Report provides a fiscal year-to-date budget balance of your state personnel funds. The report now includes payroll actuals for July, August, and September, including retroactive funding transfers.

Exception: The only retroactive funding transfers that are not reflected on the BMS report are journals entered directly to the General Ledger to correct converted data. These journals are entered by OSR and the Budget Office and are requested via a remedy ticket. There are only a small number of these in the system.

There is now a filter on the BMS report for employee. You can enter either the name of the PID.

The BMS report also now includes SPA.

Note! Do not use the Emp Type field to filter results. Leave it defaulted to “show all” to ensure you get accurate search results.



The screenshot shows the 'BMS Report' search interface. It includes a 'Base Search' section with the following fields and values:

- Business Unit: UNCCH
- Ledger Group: STATE
- Budget Period: 2015
- Fiscal Year: (show all)
- Fund Code: [empty]
- Source: [empty]
- Department: (show all)
- Account: [empty]
- Employee: [empty] (highlighted with a red box)
- Emp Type: (show all) (highlighted with a red box)

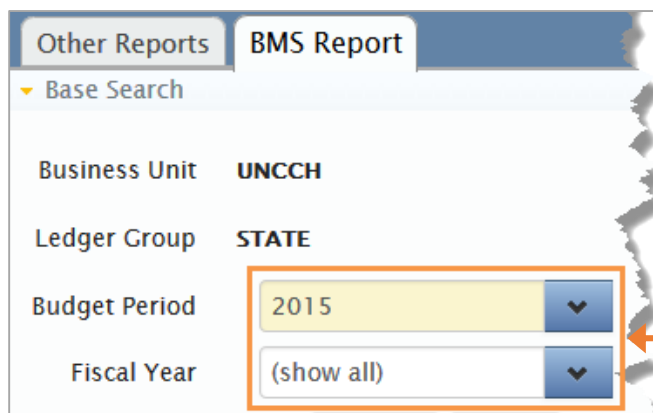
Below the 'Employee' field, there is a note: "This filter does not affect the budget data." Below the 'Emp Type' field, there is another note: "This filter does not affect the budget data." There are also 'Search' and 'Clear' buttons.

Budget Period and Fiscal Year filters

It's helpful to understand the difference between the Budget Period and Fiscal Year filters. Budget Period is the fiscal year the budget applies to, so generally speaking, the budget period and fiscal year are the same.

The Budget Period filter defaults to the current budget period, which is the current fiscal year. The Fiscal Year filter searches the fiscal year when a budget transaction is *entered* in ConnectCarolina.

For example, if you entered a budget increase on November 1, 2015 with a Budget Period of 2016 (because it's a permanent increase), Budget Period is 2016, but the Fiscal Year is 2015. To provide the most accurate view of your balances, the Fiscal Year filter defaults to "show all."



| | |
|---------------|------------|
| Other Reports | BMS Report |
| ▼ Base Search | |
| Business Unit | UNCCH |
| Ledger Group | STATE |
| Budget Period | 2015 |
| Fiscal Year | (show all) |

To get the most accurate information, it's recommended you used the default values.

Summary section

There are two columns in the Summary section of the BMS Report, each showing different information about your State funds.

Left column. The left column gives you a budget balance for the future year (2016) based on: your 2016 state budget and the 2016 salary expenditure based on the current ePar funding grids. This column is a way to see, “If I don’t change anything on my current funding grids, this is my ending budget balance for 2016.”

Note: When you filter by employee type, SPA for example, you can ensure future budget is established and sufficient for SPA employees.

| Summary | | | |
|--------------------------------|------------|-------------------------------------|------------|
| Future Year FMS Budget | 61,676,827 | Current Year FMS Budget | 62,228,979 |
| Current Salary Distribution | 67,294,692 | Current Year Actuals + Encumbrances | 48,067,856 |
| Future Salary Budget Available | -5,617,865 | Current Year Budget Available | 14,161,123 |

| Summary | |
|--------------------------------|------------|
| Future Year FMS Budget | 61,676,827 |
| Current Salary Distribution | 67,294,692 |
| Future Salary Budget Available | -5,617,865 |


The fields of this column are defined below.

- **Future Year FMS Budget** – the amount for the next budget period from the Commitment Control Budget Ledger.
 - For example, if you filtered by Budget Period 2015, the amount on this line is for Budget Period 2016.
- **Current Salary Distribution** – the total salaries you will spend in the next fiscal year that correspond to the budget chartfield string you searched (there can be multiple detail chartfield strings that roll up to the same budget chartfield string). This amount is based on the most recent ePAR funding grids.
 - For example, if you filtered by Budget Period 2015, the amount on this line is how much you will spend in FY2016, based on the most recent ePAR funding grids.
- **Future Salary Budget Available** – Future Year FMS Budget minus Current Salary Distribution

Right column. The right column gives you a current budget balance (2015) based on: your 2015 state budget and 2015 actuals YTD and encumbrances through the end of 2015. This column is a way to see, “If I don’t change anything on my current funding grids, this is my ending budget balance for 2015.”

Use this section determine available personnel budget for additional salaries, or transfers to other accounts during the current fiscal year.

| Summary | | | |
|--------------------------------|------------|-------------------------------------|------------|
| Future Year FMS Budget | 61,676,827 | Current Year FMS Budget | 62,228,979 |
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| | |
|-------------------------------------|------------|
| Current Year FMS Budget | 62,228,979 |
| Current Year Actuals + Encumbrances | 48,067,856 |
| Current Year Budget Available | 14,161,123 |

The fields of this column are defined below.

- **Current Year FMS Budget** – the amount for the budget period you searched based on the Commitment Control Budget Ledger
 - For example, if you filtered by Budget Period 2015, the amount on this line is for Budget Period 2015.
- **Current Actuals + Encumbrances** – personnel costs for the fiscal year that corresponds to the budget period you searched.
 - For example, if you filtered by Budget Period 2015, the amount on this line is how much you will spend in FY2015, based on the most recent ePAR funding grids.
- **Current Year Budget Available** – Current Year FMS Budget minus Current Actuals and Encumbrances

HCM Detail Data section

This section lists employees with State funding. In addition to the chartfield string the employee is paid from, the detail also includes employee ID, employee name, employee type, position number, and position name.

Financial information includes:

- Current Distribution – is the amount a person is funded by that chartfield string as of the latest effective date in the Department Budget Table.

For example, if the department funded a person at \$20,000 from combo code “A” effective 5/1/15, but later did a funding swap to increase the funding from combo code A to \$25,000 effective 6/1/15, the report would display \$25,000 as the distribution amount for that employee.

- Actuals – amount paid to the employee on the corresponding chartfield string
- Encumbrances – amount employee will be paid based on the employee’s current ePAR funding grid; this amount is based on the projections tool that replaced the personnel encumbrances, which are no longer available in ConnectCarolina.
- Total – Actuals plus Encumbrances
- A subtotal line by chartfield string is displayed in bold.

| Position | Current Distribution | Actuals | Encumbrances | Total |
|-----------------|-----------------------------|----------------|---------------------|---------------|
| | 5,000 | 4,583 | 417 | 5,000 |
| | 5,000 | 4,583 | 417 | 5,000 |
| SUBTOTAL | 10,000 | 9,167 | 833 | 10,000 |

Note! There is currently an error on the BMS detail section regarding the position. If a person changed positions on October 1, 2014 or after, the position that displays on one line of the BMS report is incorrect, but the amount is correct. Here is what you will see:

Refer to the screenshot below. The four rows on the screenshot below are all for the same person, for the same department search. That is, if you search by your whole department and you have someone who has changed positions, this is how it will display.

- Row 1 – reflects the position the person left. Actuals are zero.
- Row 2 – reflects the position the person left. Actuals are zero. Current Distribution reflects the ePAR funding grid from that position.
- Row 3 – reflects the Actuals charged to your department, for the position the person held when they were in your department. The dollar amount is correct, the PID is correct (not displayed here for privacy reasons), but the position number and name shown with that dollar amount is incorrect. The amount, \$46,338, applies to the Assistant Dean position. The Director position is the new position the person took.
- Row 4 – the same concept as Row 3 except for converted data, so July, August and September. In other words, Row 3 reflects Actuals since October 1, and Row 4 reflects July, August, and September.

Note: All blank rows reflect July, August, and September actuals.

| Emp Type | Pos # | Position | Current Distribution | Actuals | Encumbrances | Total |
|-----------------|----------|----------------|----------------------|---------------|--------------|---------------|
| EPA Non Faculty | 01002567 | Assistant Dean | 0 | 0 | 0 | 0 |
| | 01002567 | Assistant Dean | 77,665 | 0 | 0 | 0 |
| EPA Non Faculty | 20001860 | Director | 0 | 46,338 | 0 | 46,338 |
| | | | 0 | 19,009 | 0 | 19,009 |
| SUBTOTAL | | | 77,665 | 65,347 | 0 | 65,347 |
| EPA Faculty | | | 0 | 7,500 | 0 | 7,500 |

Summary Salary and Overload Payments Report

The Summer Salary and Overload Payments report shows lump-sum payments for both nine-month and twelve-month employees who receive compensation for work during the summer months or overload payments.

You can use this report to help manage the limits on summer compensation and overload payments.

Following University policy, HR representatives must manually calculate the salary limitation entered on the ePAR form. The Summary Salary and Overload Payments report provides a validation tool to monitor employee compensation in order to ensure the limits are not exceeded.

For complete instructions on calculating an employee's summer salary limit per this policy, refer to the [Summer Compensation Policy](http://academicpersonnel.unc.edu) found at academicpersonnel.unc.edu.

The Summer Salary and Overload Payments Report is available to those who have enhanced access to the ConnectCarolina finance queries in RPT, and is found on the Finance > Financial Reporting > Misc. tab in InfoPorte.

The report has the following four tabs:

1. Summer Salary – Summary
2. Summer Salary – Detail
3. Overload Payments – Summary
4. Overload Payments – Detail

The Summer Salary tabs provide data on nine-month employees. The Overload Payments tabs provide data on both nine-month and twelve-month employees.

| | | | |
|-------------------------|------------------------|-----------------------------|---------------------------|
| Summer Salary - Summary | Summer Salary - Detail | Overload Payments - Summary | Overload Payments -Detail |
|-------------------------|------------------------|-----------------------------|---------------------------|

Note: The report pulls data for employees with a Payment Type of Summer Salary. The Summer Salary tabs contain these earning codes: SMS, SMT, SMY, SMD, SUD, SUT, SUS, and SUM. The Overload Payments tabs include these earnings codes: ADL, SAE, OVR, OVD, OVS, and OVH.

Summer Salary – Summary tab

Summer Salary - Summary

Summer Salary - Detail

Overload Payments - Summary

Overload Payments -Detail

The Summer Salary – Summary tab shows data on nine-month employees who receive compensation for work during the summer months. This tab shows the total summer payment amount and the total summer payment amount available.

You can search by any combination of the following filters:

- Business Unit – defaults to UNCCCH
- Reg/Temp Flag – defaults to R. You can change it as needed.
- Full/Part Time – defaults to both selected. You can change it as needed.
- Calendar Year – note that this is calendar year and not fiscal year. (The Overload Payments tabs filter by fiscal year.)

Select the calendar year you want. The “Missing Values” option allows you to search for a null value.

- Employee Name – enter the last name, followed by a space, and then the first name. Do not use a comma.
- PID
- Service Period – the page defaults to display all service periods. Select the “9 Month” checkbox to just see 9-month employees.

If you want to verify whether no other employees are receiving summer pay, select the “12 Month” and “Not Available” checkboxes and make sure the search results are blank.

Note! The Overload Payments tab defaults to both 9-month and 12-month employees displayed.

- Department

The payment fields are highlighted if an employee exceeds his or her limitation for summer compensation.

InfoPorte System Updates



Calendar Year
2015

Employee Name (Last First)
EMPLOYEE_FULL_NAME

PID
PID

Service Period
 12 Month
 9 Month
 Not Available

Departments

Department Level 6

- Allied Health Sciences
- Anesthesiology
- Applied Physical Sciences
- Arts and Sciences Deans Office
- Asian Studies

Level 3

Summer Salary Summary

| Employee Full Name | Base Salary | Beg Amt Available | Summer Payment Amt | Payment Amt Available |
|--------------------|-------------|-------------------|--------------------|-----------------------|
| [REDACTED] | \$94,000.00 | \$31,330.20 | \$10,000.00 | \$21,330.20 |

For employees who receive compensation from more than one funding source, the data from all sources is combined and shows on one line.

You can double-click the number either in the Summer Payment Amt or Payment Amt Available fields to see the detail. When you click these numbers, it brings you to the Detail page, where there is a separate line for each funding source.

| Base Salary | Beg Amt Available | Summer Payment Amt | Payment Amt Available |
|-------------|-------------------|--------------------|-----------------------|
| \$73,653.00 | \$24,548.54 | \$1,168.58 | \$23,838.96 |

When you click either of these numbers....

....the Detail page shows. If there are multiple funding sources, there will be a separate line for each one.

| Lump Sum Start Date | Lump Sum End Date | Lump Sum Effective Date | Earnings Code | Summer Payment Amt | Payment Amt Available |
|---------------------|-------------------|-------------------------|---------------|--------------------|-----------------------|
| May/15/2015 | May/31/2015 | May/15/2015 | SMS | \$459.00 | \$24,089.54 |
| May/15/2015 | May/31/2015 | May/15/2015 | SMS | \$709.58 | \$23,838.96 |

Summer Salary –Detail tab

| | | | |
|-------------------------|-------------------------------|-----------------------------|---------------------------|
| Summer Salary - Summary | Summer Salary - Detail | Overload Payments - Summary | Overload Payments -Detail |
|-------------------------|-------------------------------|-----------------------------|---------------------------|

The Summer Salary – Detail tab shows the detail data on nine-month employees who receive compensation for work during the summer. This detail includes things like base salary, dates, and chartfields.

For employees who receive compensation from more than one source, the data is split by funding source on this tab.

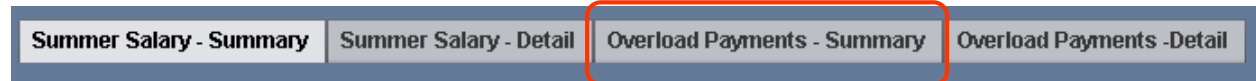
| Last Name | First Name | PID | Calendar Year | Service Period | Job Department Description |
|------------|------------|------------|---------------|----------------|--|
| [REDACTED] | [REDACTED] | [REDACTED] | 2015 | 9 Month | 319200 - Statistics and Operations Res |

| Reg / Temp Flag | Full / Part Time | Primary Job | Base Salary | Custom Base Salary | Beg Amt Available |
|-----------------|------------------|-------------|--------------|--------------------|-------------------|
| R | F | P | \$135,561.00 | \$135,561.00 | \$45,182.48 |

| Lump Sum Start Date | Lump Sum End Date | Lump Sum Effective Date | Earnings Code | Summer Payment Amt | Payment Amt Available | Funding Dept ID Descr |
|---------------------|-------------------|-------------------------|---------------|--------------------|-----------------------|------------------------------|
| May/11/2015 | May/31/2015 | May/01/2015 | SMS | \$2,890.00 | \$42,292.48 | 462001 - Biostatistics - Ops |

| ePAR Form ID | Fund | Source | Source _ Description | Account | Account Description | Project ID | Pr |
|--------------|-------|--------|--------------------------------|---------|-------------------------|------------|----|
| 182230 | 25210 | 49100 | Educ And Research Institutions | 511120 | EPA Non Teach On Campus | 5057570 | |

Overload Payments – Summary tab



The Overload Payments – Summary tab provides data on nine-month and twelve-month employees who receive overload payments. This tab shows the total overload payment amount to date and the total overload payment amount available.

The filters on this tab are the same as the Summer Salary – Summary tab, except:

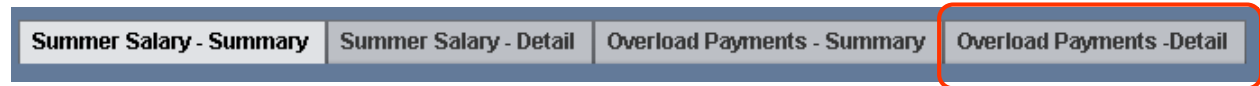
- Fiscal Year. The Summer Salary – Summary tab filters by calendar year rather than fiscal year.
- Service Period. This tab defaults to display all service periods. Select the appropriate service periods you want.

For employees who receive compensation from more than one funding source, the data from all sources is combined and shows on one line.

The Overload Payments tabs act the same way as the Summer Salary tabs to show details. That is, if you click either number in the Overload Payment Amt or Payment Amt Available fields, it will bring you to the Overload Payments – Detail page and show one line for each funding source.

| EMPLOYEE_FULL_NAME | Base Salary | Beg Amt A... | Overload Payment Amt | Payment Amt A |
|--------------------|-------------|--------------|----------------------|---------------|
| [REDACTED] | | \$11,937.50 | \$3,800 | \$ |

Overload Payments – Detail tab



The Overload Payments – Detail tab shows the detail data on nine-month and twelve-month employees who receive overload payments. This detail includes things like base salary, job type, and chartfields.

For employees who receive compensation from more than one source, the data is split by funding source on this tab.

| Overload Payments Detail | | | | | | |
|--------------------------|--------------|-----|-------------|----------------|--------------------------------|---------|
| Last Name ▲ | First Name ▲ | PID | Fiscal Year | Service Period | Job Department Description | Primary |
| | | | 2015 | 12 Month | 330100 - Kenan-Flagler Bus Sch | P |
| | | | 2015 | 12 Month | 330100 - Kenan-Flagler Bus Sch | P |

| Primary Job | Full / Part Time | Reg / Temp Flag | Base Salary | Beg Amt Avail... | Funding Dept D... | Account (CF) | Accounting_Pe.. |
|-------------|------------------|-----------------|-------------|------------------|-------------------|--------------|-----------------|
| | | | | | | | |

| Payroll Status ... | Job_Annual_C... | Earnings C... ▲ | Overload Paym.. | Payment Amt Available | ePAR Form ID |
|--------------------|-----------------|-----------------|-----------------|-----------------------|--------------|
| | | | | | |

| Fund | Source | Source_Desc... | Account | Account Descr... | Project ID |
|------|--------|----------------|---------|------------------|------------|
| | | | | | |

| Program | Cost Code 1 | Cost Code 2 | Cost Code 3 |
|---------|-------------|-------------|-------------|
| | | | |