Using the Payroll Accounting Adjustment Tool (PAAT)

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1 Entering and Approving a Payroll Accounting Adjustment

In this chapter, you will learn:

- How to create a payroll accounting adjustment in ConnectCarolina.
- About the PAAT approval process.
- How to approve, recycle, and cancel an adjustment.

Entering and Approving a Payroll Accounting Adjustment

Overview

You use the Payroll Accounting Adjustment Tool (PAAT) to retroactively move a person's salary in a certain pay period to different funding sources. You may need to adjust funding sources for a variety of reasons, such as:

- A person's expended effort (via effort reporting) is different than the salary paid from a project.
- Salary and fringe benefit expenses placed in suspense accounts need to be moved to the proper accounts.

PAAT lets you adjust funding sources for past pay periods and for all earnings codes except clinical pay and bonuses. If you need to change an employee's salary sources for the current or for a future pay period, use the Funding Swap ePAR found on the ePAR Home Page.

Three Levels of Access

If you had access to the short term retro tool you have what is called basic access to PAAT to change the distribution of funds on an employee's salary. With basic access you can move the earnings for an employee to different funding sources, and the deductions and taxes automatically follow. If you need the flexibility to change funding sources for deductions and taxes separately from earnings, you need what is called advanced access. A few employees need to be able to edit retro funding adjustments originated and submitted by others, which means they need super user access. Super users are central office level employees.

Approvals

After a PAAT transaction is submitted, there are several paths through the approval process:

For UNC-Chapel Hill:

1. If the adjustment changes a State fund (increases or decreases), the adjustment must be approved by the Level 1 budget for that funding department before it routes to the Level 2 budget approver. Level 2 budget approval is also required in this scenario.
2. If the adjustment changes a non-State fund (increases or decreases), the adjustment is approved by either the Level 1 approver **or** Level 2 budget approver. As soon as one of those levels approves, the adjustment skips the other level and routes to Level 3 Budget Office/OSR.

3. If the adjustment changes an OSR chartfield string (increases or decreases) **more than 90 days** from the pay end date of the paycheck (based on the date the retro was submitted by the originator), Level 3 approval by OSR is required. If an OSR chartfield string changes (increases or decreases) less than 90 days from the pay end date of the paycheck (based on the date the adjustment was submitted by the originator), Level 3 approval by OSR isnot required.

4. Level 3 Budget Office approval is required for every adjustment that generates a change to a non-OSR chartfield string, even if a project ID exists on the non-OSR chartfield string (cost share).

For UNC-General Administration:

1. All GA adjustments route to one departmental level approval, dept 105500, regardless of the fund type or funding department you use. Approvers in this department satisfy all Level 1 and Level 2 approvers for GA.

2. All GA adjustments route to Level 3 (there is no distinction between Budget Office and OSR for GA).

As the funding source adjustments are entered in the system, all of the approver's worklists are updated throughout the day. An email is also sent to the approvers each night to notify them they have a PAAT form to approve. Most approvers cannot change requests. If changes are needed they recycle the request so that the originator can make the corrections and resubmit the form. Only a few super users can edit PAAT forms created by others.

Justifications Required for OSR Chartfield Strings

An explanation for the transaction is required when you use a chartfield with a Project ID number. The options on the justification list mirror those on the retired short term retro tool. When you select specific explanations, the system asks you to identify the role of the employee the change is being made for. Both questions must be filled in before you can submit the form.

Tips

- You can't start an adjustment for a pay period if another adjustment has been initiated but not completed on that same pay period. The pay periods in an incomplete PAAT transaction show a status of In Progress, Submitted, etc. and cannot be used again until the first transaction is approved or canceled.

- If an adjustment has been completed, you can perform another adjustment on top of it.

- You can't increase or decrease a person's total funding using this tool. The funding change has to net to zero before the system lets you submit the adjustment.
- There is no limit to the lines of funding a person can have.
- You can change multiple pay periods for an employee in one adjustment.
- If you have any issues completing an adjustment, contact the Help Desk.

Related Reference

- For guidance on making salary re-distributions on contracts and grants (project numbers beginning with 3, 4, or 5), see https://research.unc.edu/offices/sponsored-research/resources/connectcarolina/

Menu Paths

Main Menu > HR/Payroll Menu > Payroll Acct Adj. Tool (PAAT) > Enter PAAT Transaction

or

HR/Payroll > HR WorkCenter > Funding Sources > Enter PAAT Transaction

Steps - Entering a Retroactive Funding Swap

Follow these steps:

1. Choose a menu option:

   Main Menu > HR/Payroll Menu > Payroll Acct Adj. Tool (PAAT) > Enter PAAT Transaction

   or

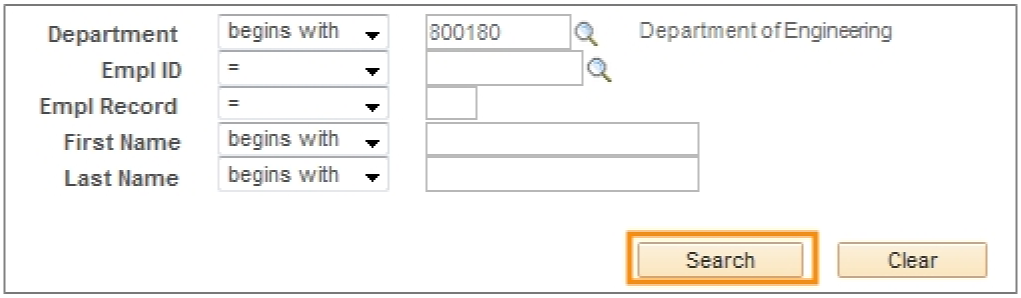
   HR/Payroll > HR WorkCenter > Funding Sources > Enter PAAT Transaction

2. Complete as many fields as necessary to find the employee you are looking for. The employee's PID is a unique identifier, and quickly narrows the search.

In this field:	Do the following:
Department	Enter the home department number for the employee.
Empl ID	Enter the employee's PID.
Empl Record	Enter the employee's job record or employee record.

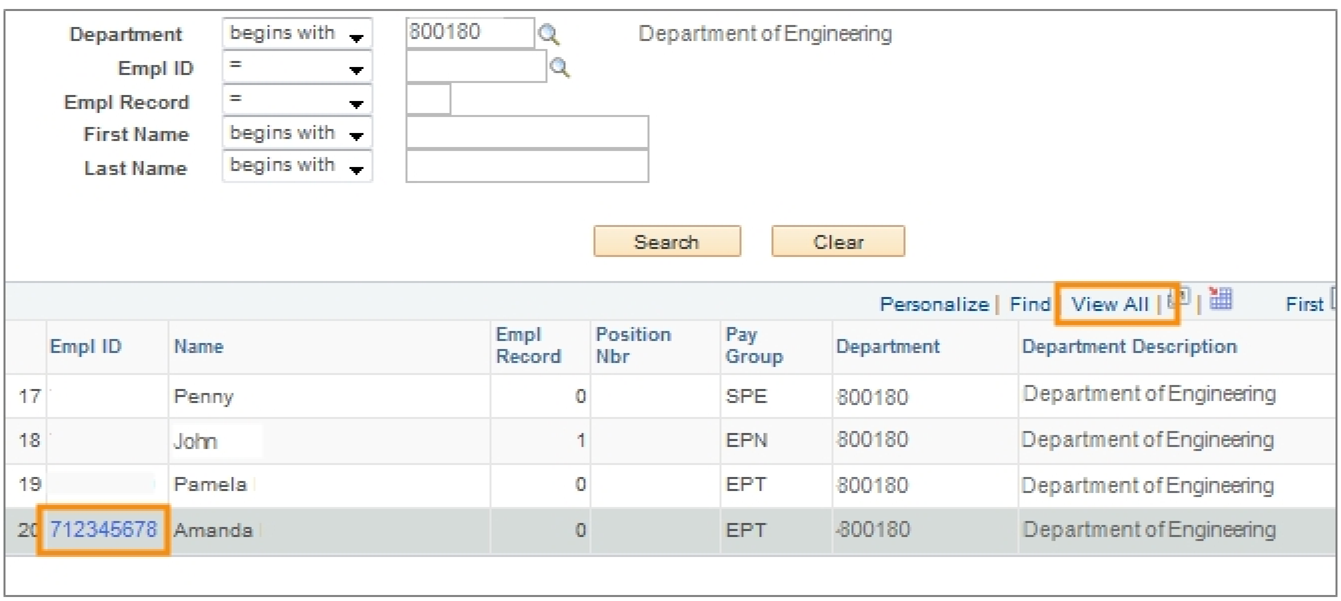
In this field:	Do the following:
First Name	Enter the first name of the employee you want to find.
Last Name	Enter the last name of the employee you want to find.

3. Click the **Search** button.



Result: The system displays a list of employees, up to 99 rows, for you to choose from. Click the View All link to display a complete list.

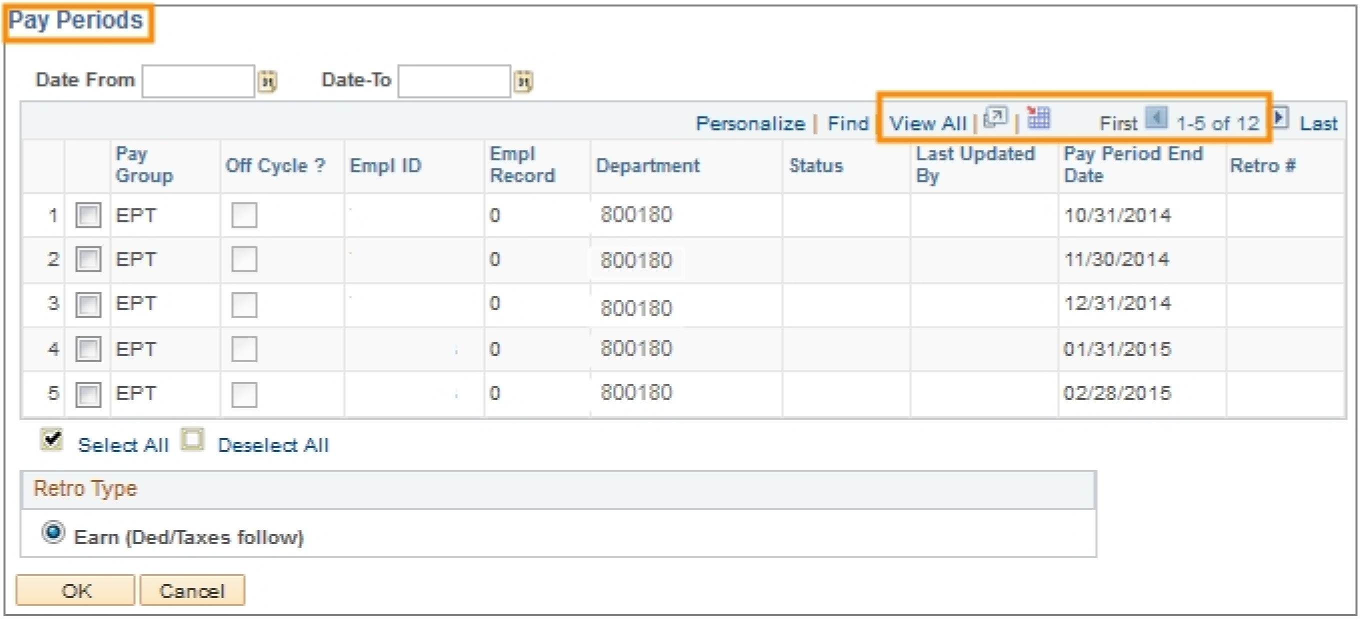
4. Click the PID in the **Empl ID** column of the employee you are looking for from the Search Results list.



Result: The system displays the first few pay periods on the **Pay Periods** page for that employee.

5. Enter dates in the **Date From** and **Date To** fields to narrow the list of pay periods to a specific range.

Note: Click the **View All** link to see the complete list of pay periods.



6. Mark the checkboxes to select the pay periods you want to change.

   Notes:

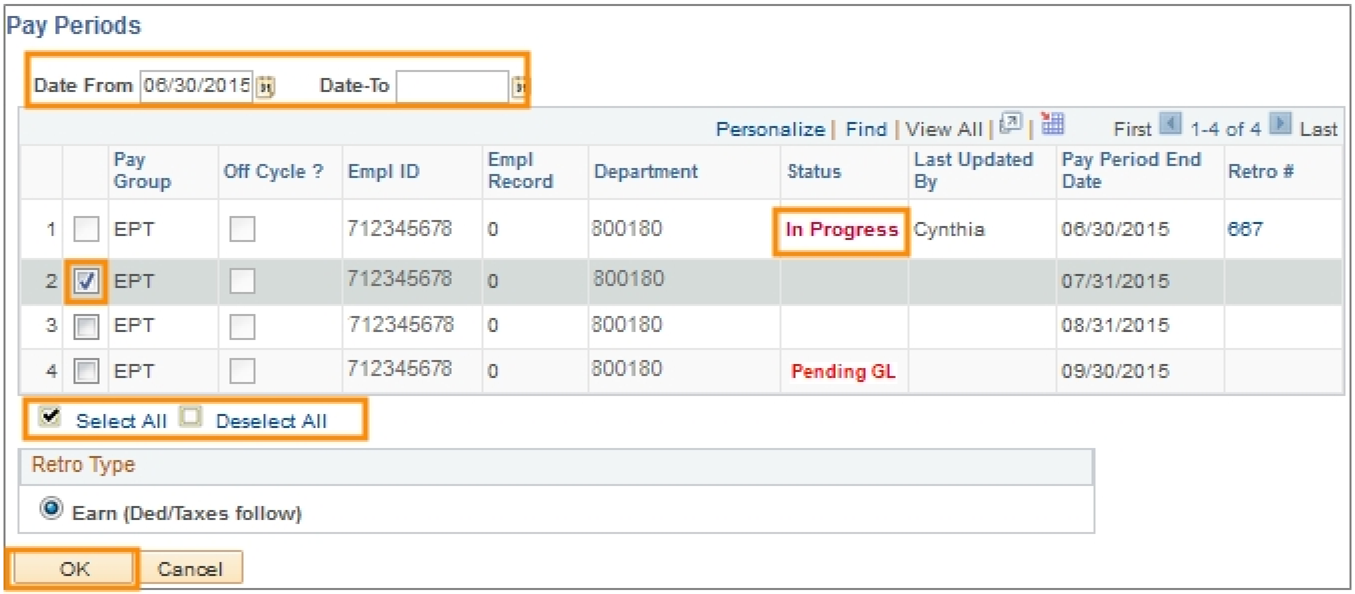
   - If a pay period is marked **In Progress** (or any other type of status) in the Status column, you can't select it. A pay period is marked as In Progress as soon as it is opened in PAAT, even if you don't save.

   - If a pay period is marked **Pending GL** in the Status column, you won't be able to select it until the original distribution of the paycheck has been sent to the General Ledger.

   - You won't be able to see pay periods in which an employee was on disability.

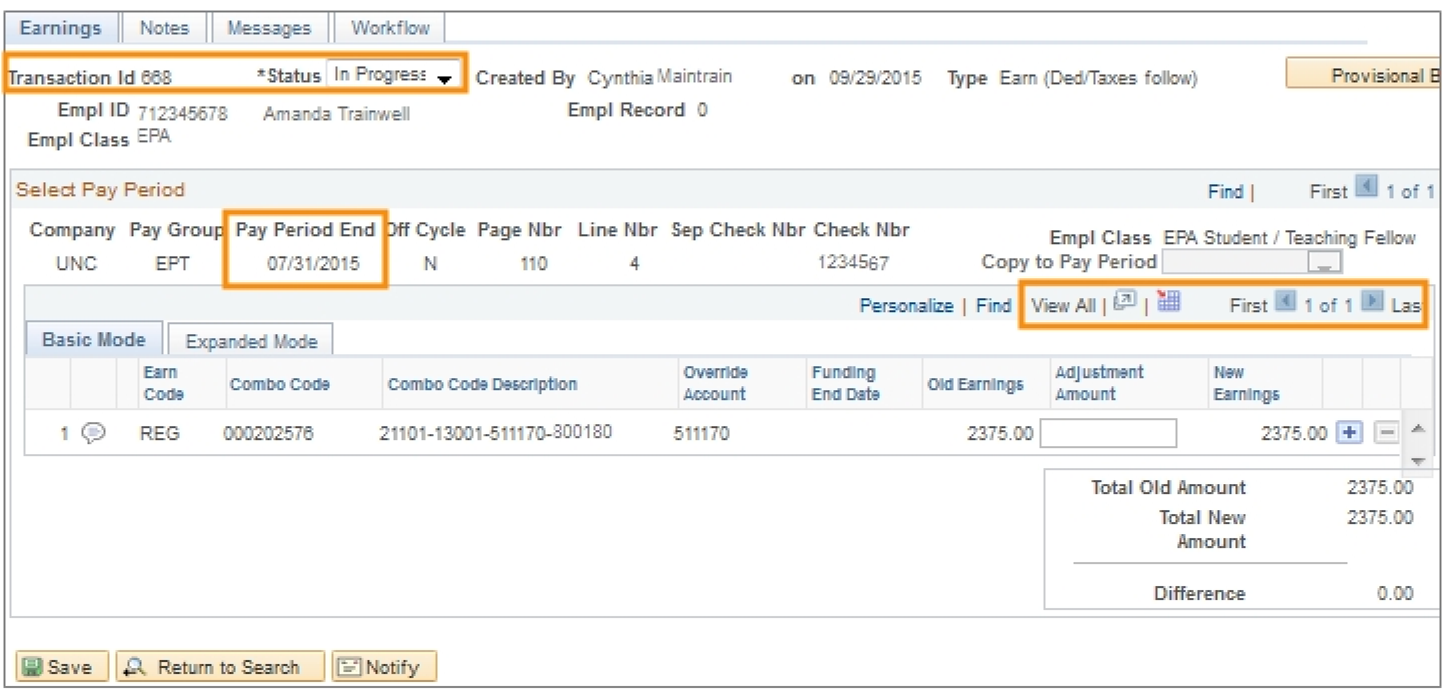
   - If you selected multiple pay periods, each one displays separately on the Earnings page.

7. Click the **OK** button.



Result: The system displays the Earnings page for the pay periods you chose.

8. Click the **View All** link to see all the rows of funding for a person if they have more that fifteen funding sources.



Result: A transaction ID is generated for this form even if you didn't click the **Save** button.

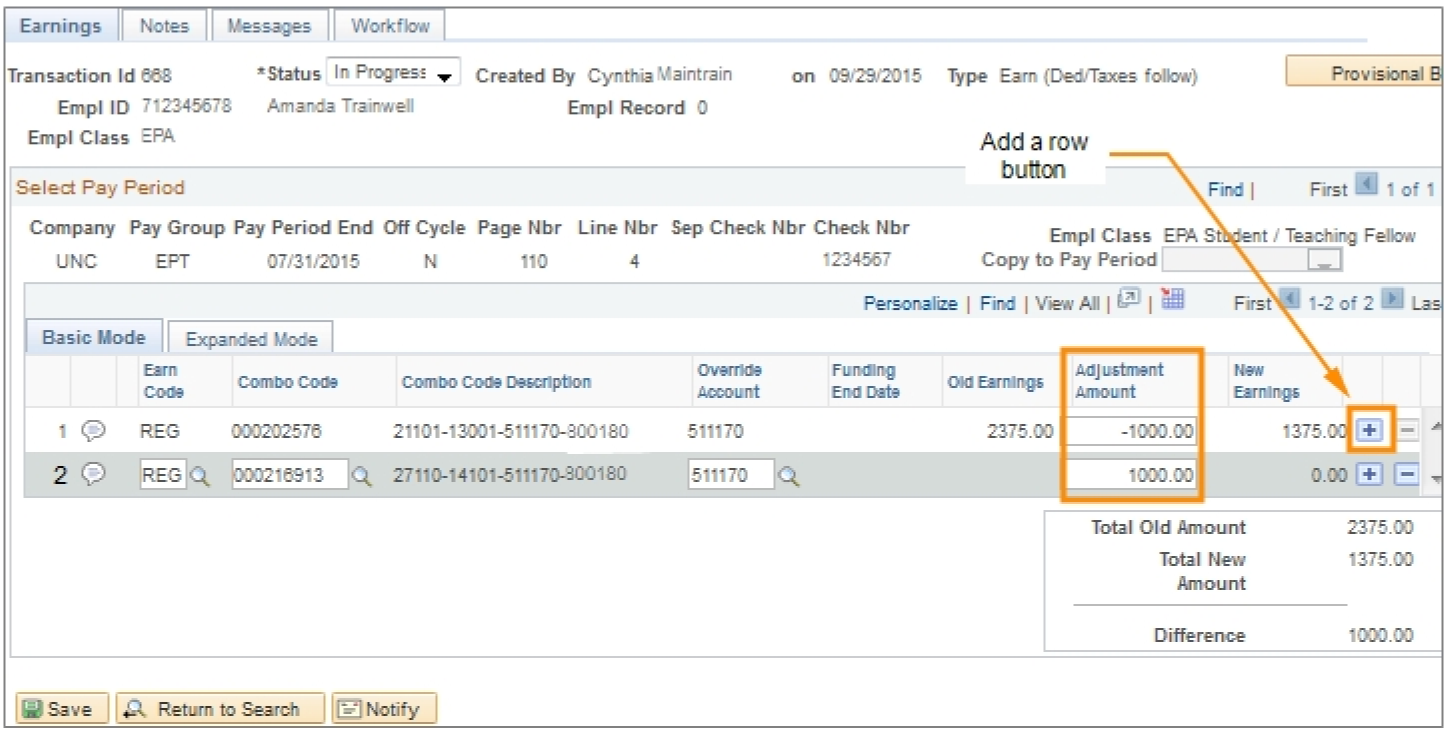
Important! No other adjustment can be submitted for the same pay periods selected before this form is executed or canceled in the system.

9. In the **Adjustment Amount** field, type the amount you want to adjust the charged balance.

   Notes:

   - The minus sign before the amount signifies that you are removing funds from the current source.
   - When you move the amount to other sources, the system calculates and moves the associated taxes and deductions automatically.

10. Click on the **Add a row** to create a new row of funding.

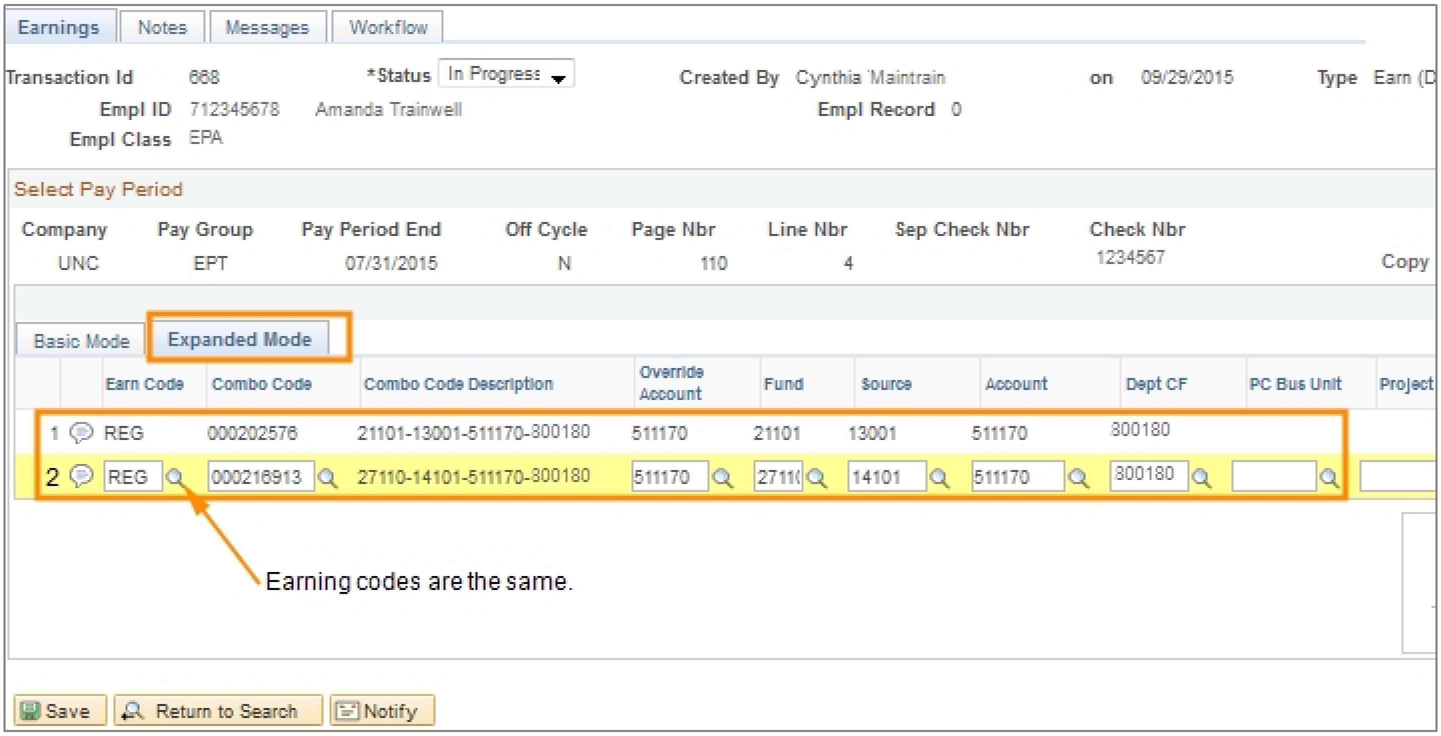


11. Click on the **Expanded Mode** tab to see the complete chartfield.

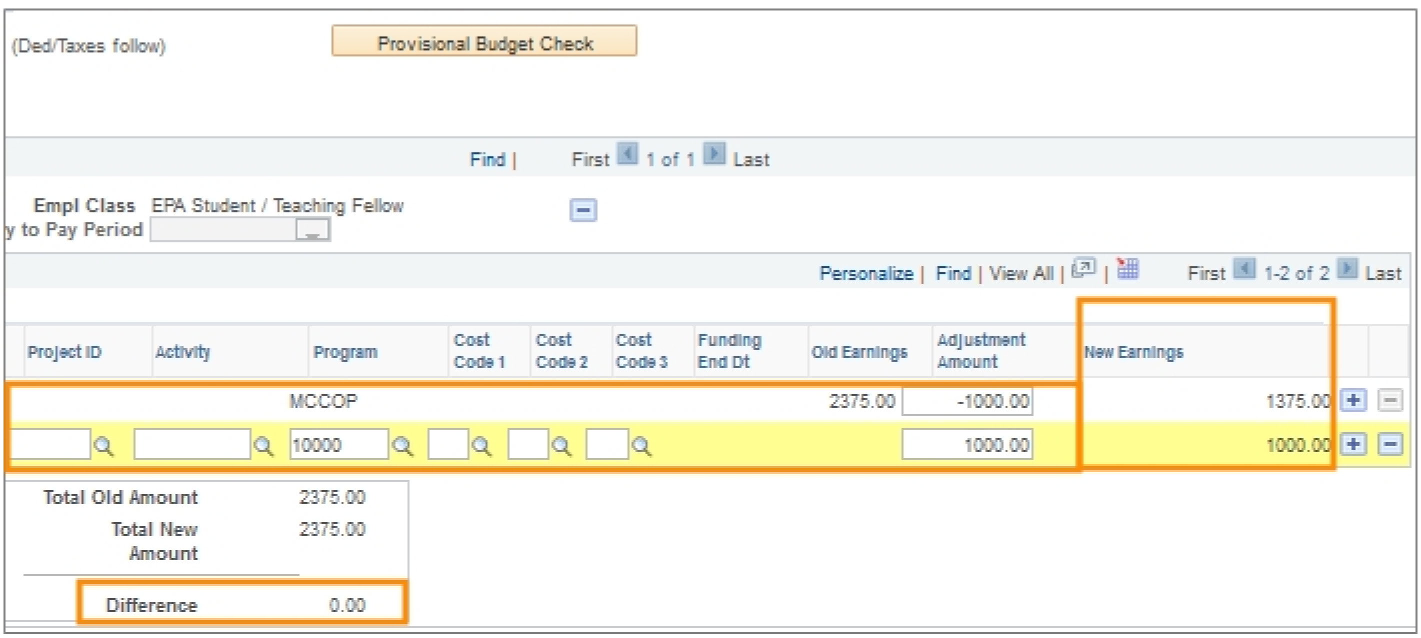
12. In the new row, complete the following fields on the **Expanded Mode** tab for the new funding source.

In this field:	Do the following:
Earn Code	Enter the earnings code for the new source of funding. It needs to match the earnings code on the row of funding you are adjusting. Certain earn codes, such as VAC, SCK, HOL roll up to REG.
Combo Code	Enter the combo code and the system fills in the individual chartfields.

In this field:	Do the following:
Override Account	When necessary, enter a different account number that specifically supports the earnings code. This account number is used during payroll distribution.
Fund	Enter the fund number.
Source	Enter the source number.
Account	Enter the account number.
Dept CF	Enter the department number.
PC Bus Unit	Enter the business unit, if applicable.
Project ID	Enter the project ID, if applicable.
Activity	Enter the number 1 for sponsored projects only.
Program	Enter the program code, if applicable.
Cost Code 1	Enter the first cost code number, if applicable.
Cost Code 2	Enter the second cost code number, if applicable.
Cost Code 3	Enter the third cost code number, if applicable.
Funding End Date	The funding end date assigned to the chartfield string displays.
Old Earnings	The existing dollar amount of funding on each chartfield displays.
Adjustment Amount	Type the dollar amount of the adjustment you are making to the funding source. Note: Deductions and taxes automatically adjust when the transaction is executed in PAAT.
New Earnings	PAAT shows the new dollar amount that will be applied to the funding source you specified.



Note: The screen continues below.



Result: The system shows the new amounts applied to each row of funding in the New Earnings column.

Important! The **Earnings Code** must be the same as the original source and the **Difference** must equal zero to proceed.

13. If you are adjusting the funding amount on a source that includes a **Project ID** number, click on the Dialogue bubble to add the required justification.

    Note: Justifications are only required when adjusting funding on chartfield strings that include a **Project ID**. This includes cost sharing charges.

Basic Mode | Expanded Mode

	Earn Code	Combo Code	Combo Code Description	Override Account	Funding End Date	Old Earnings	Adjustment Amount	New Earnings
1	REG	000202576	21101-13001-511170-800180	511170		2375.00	-1000.00	1375.00
2	REG	000216913	27110-14101-511170-800180	511170			1000.00	1000.00

Dialogue bubble

Result: The system directs you to a new page with the justification drop down menu. The Dialogue bubble turns red if you attempt to save without entering a justification when it is required.

14. Choose the Justification from the list using the drop down menu.

Justification

- Adjusting payroll based on certified effort report
- Adjusting payroll based upon project budget
- Adjusting payroll based upon review of generated effort report
- Adjusting payroll given changes in effort devoted between/among activities
- Adjusting payroll on non-sponsored funding sources
- Collaborative project across departments: Was not aware of employee involvement on sponsored project
- Delay in sponsored project charged payroll to non-sponsored source
- Other: Requires explanation in Submission Notes on why the adjustment is needed
- Payroll applied to wrong year/budget period of the same sponsored award
- Payroll distribution is not accurate noted during reconciliation of project costs
- Removing payroll to non-sponsored source to clear cost overrun/deficit
- Removing payroll to non-sponsored source to satisfy cost share commitment
- Suspense: No-cost extension not in place in time to charge proper sponsored project
- Suspense: Payroll distribution schedule/plan not establishe
- Suspense: Project/budget end date (multi-year program) forced payroll to suspense
- Transposition/Keying Error

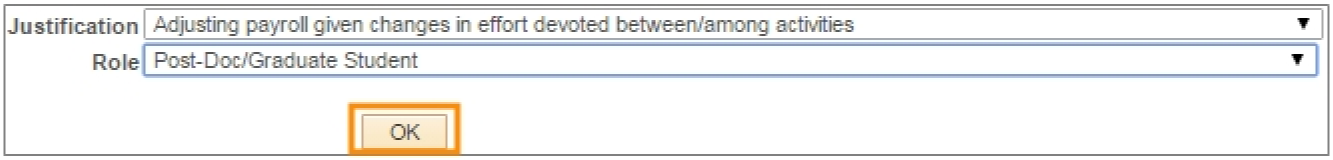
15. Choose a **Role** from the list using the drop down menu when prompted.

Justification Adjusting payroll given changes in effort devoted between/among activities

Role

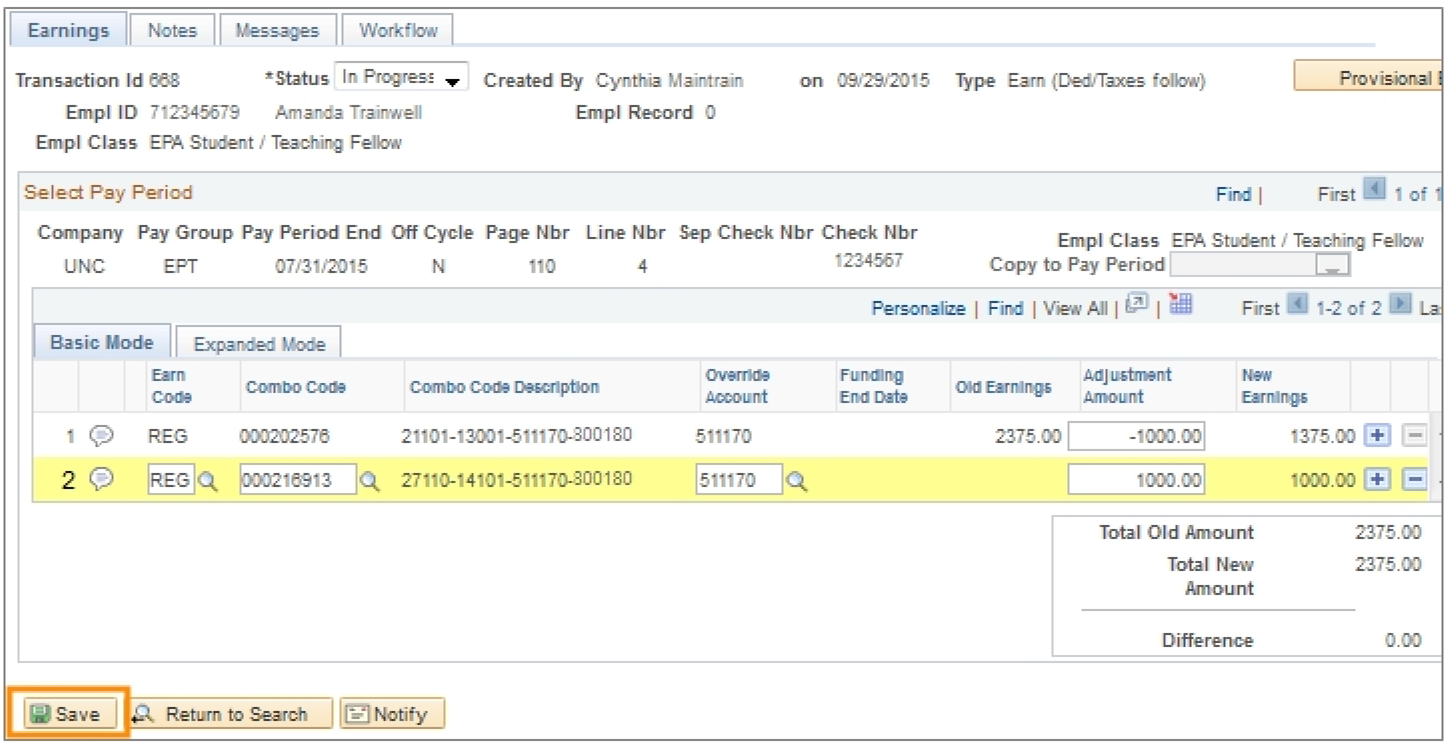
- Analysts/Biostatistician/Data Manager, Programmer
- Clinical Research Coordinator
- Co-PI or Co-Investigator
- Fellows/Trainees (not receiving stipends)
- Lab Personnel (Managers, Specialists, Technicians)
- Other/General Support (Program Support, Undergrad and Wage Students, Admin, Clerical, Accounting Mgr, Fiscal Tech,
- PI/Investigator
- Post-Doc/Graduate Student
- Research Associate/Assistants

16. Click the **OK** button.



Result: The system returns to the Earnings page.

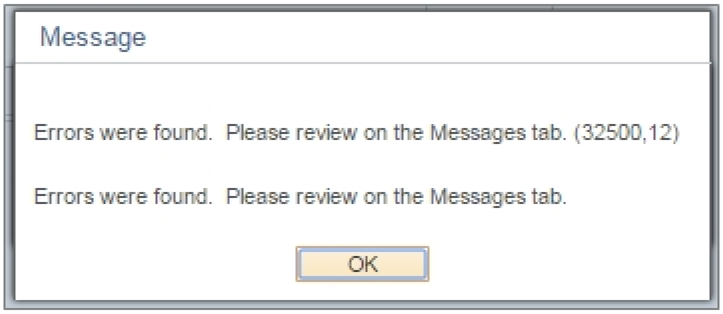
17. Click the **Save** button.



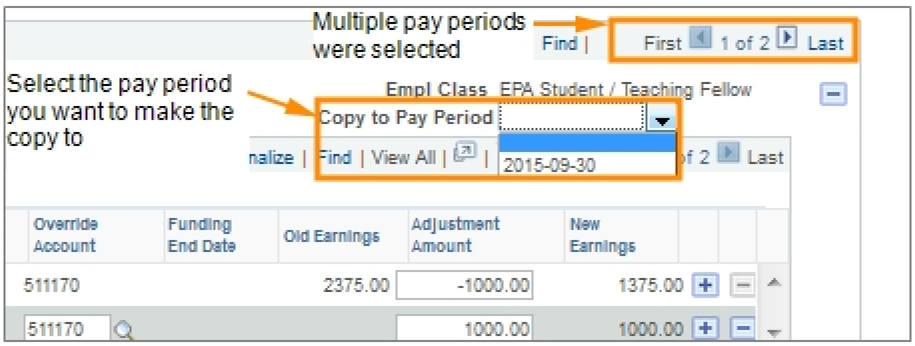
Result: The system performs several checks, including checking that the chartfields and combo codes are valid, that the adjustment balance equals zero, and that any required justifications are entered.

Important!

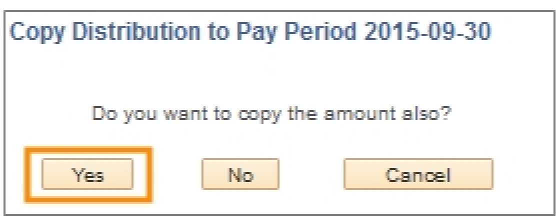
- If a chartfield is invalid, the system can not save your form until you correct the error. The chartfields need to be valid for the type of accounting adjustment and employee class on the form before the system can save the adjustment.
- If the system detects an error that is not related to the chartfield, it displays an error message directing you to the **Message tab** for more information.



18. If you selected multiple pay periods when starting your adjustment and you want to copy the funding changes you just made to a different pay period, click the **Copy to Pay Period** drop down menu to select the pay period you want to copy to.



19. Click the **Yes** button to copy the dollar amounts and chartfields to the new pay period. If you want to copy just the chartfields, select **No**.

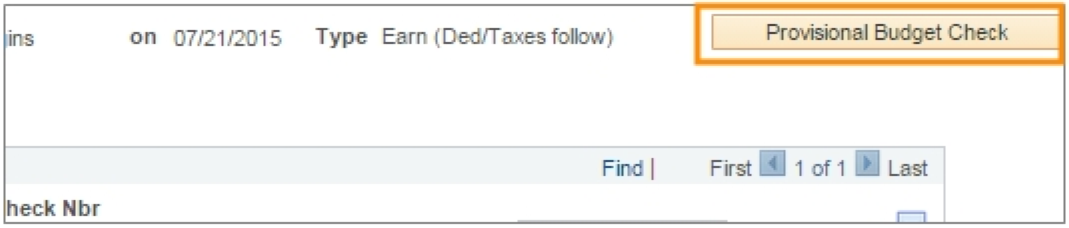


Result: The new funding changes and justifications are copied into the selected pay period.

Important! - Review each pay period. Additional rows of funding and different existing balances in each pay period may affect the net difference on each adjustment.

20. Click the **Provisional Budget Check** button to see if budget exists on the chartfields you are using on the PAAT form.

Note: This step is optional and does not prevent you from submitting the transaction, even if the transaction doesn't pass the budget check.

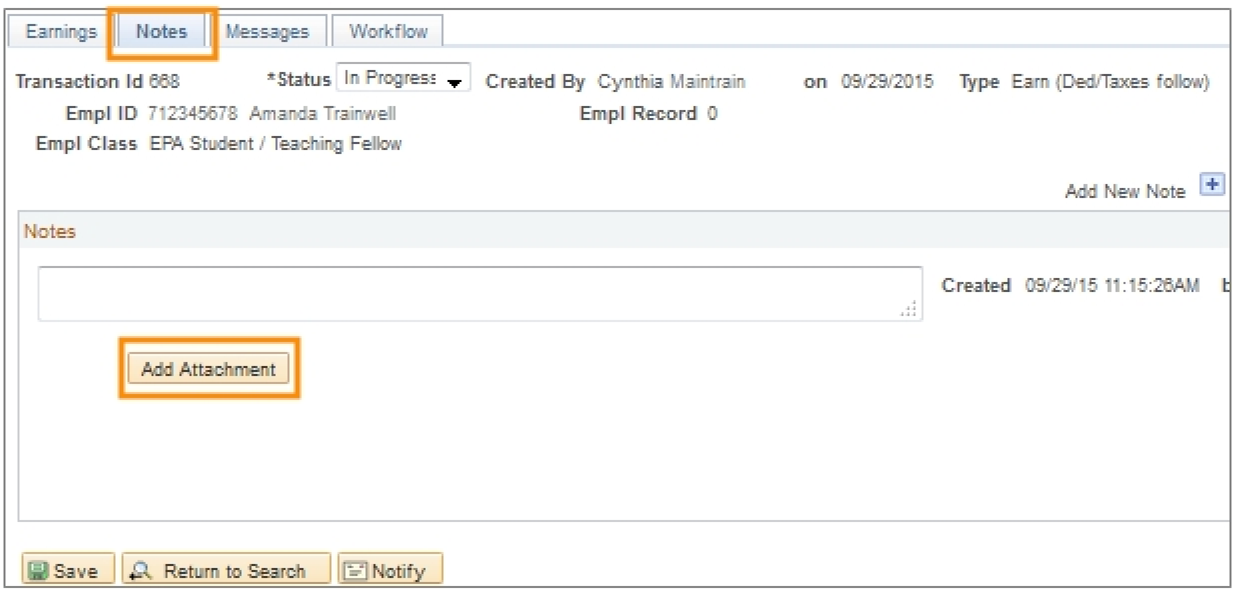


21. Click the **Notes** tab and enter your initials and additional comments supporting the funding change.

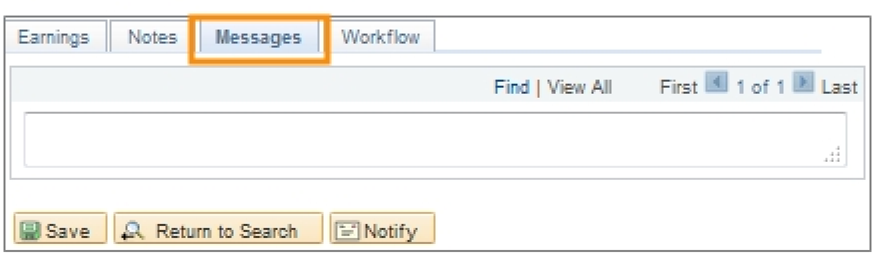
    Note: Refer to https://research.unc.edu/offices/sponsored-research/resources/connectcarolina/ for the type of information required in this field.

    Caution! Protect social security numbers, credit card information, and other sensitive data; be sure not to type them in the Your Comment, Description, or other free form text fields. Read the University's Information Security policy for more information.

22. On the Notes tab, click **Add Attachment** to upload supporting files from your computer.



23. Click the **Messages** tab to see any error messages.



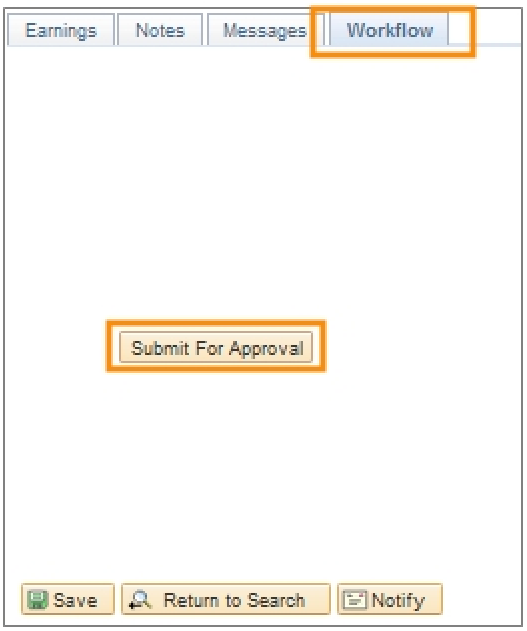
Result: The system displays error messages that may prevent you from submitting your funding source change.

24. Click the **Save** button again if you have used the **Copy to Pay Period** feature or added notes or attachments.

25. To submit the adjustment for approval:

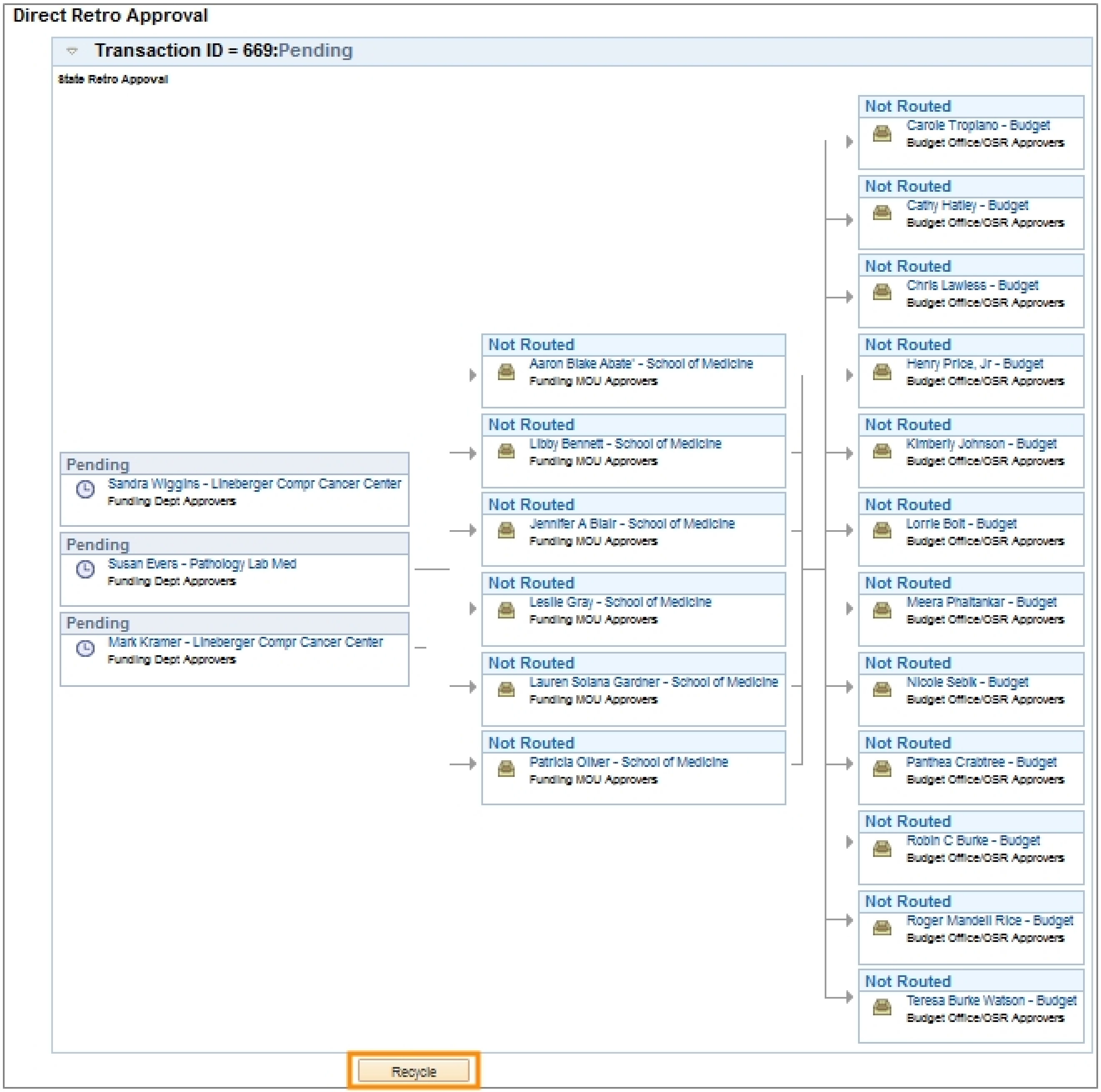
    - Click the Workflow tab and click the **Submit For Approval** button

    - Change the status to Submit for Approval and click the **Save** button from the Earnings or Notes tabs on your form.



Result: Your adjustment is submitted into the approval process.

26. After submitting the adjustment for approval, click the Workflow tab to see the approval route.



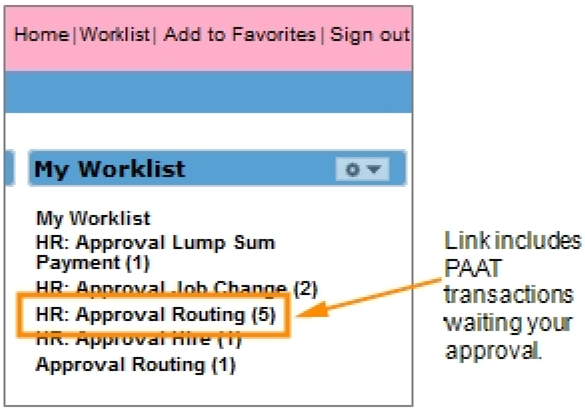
Result: The approvers on each level are displayed in columns.

27. If you need to make a change or want to pull your adjustment out of the approval process, click the **Recycle** button on the Workflow tab.

Steps - Approving a PAAT Transaction

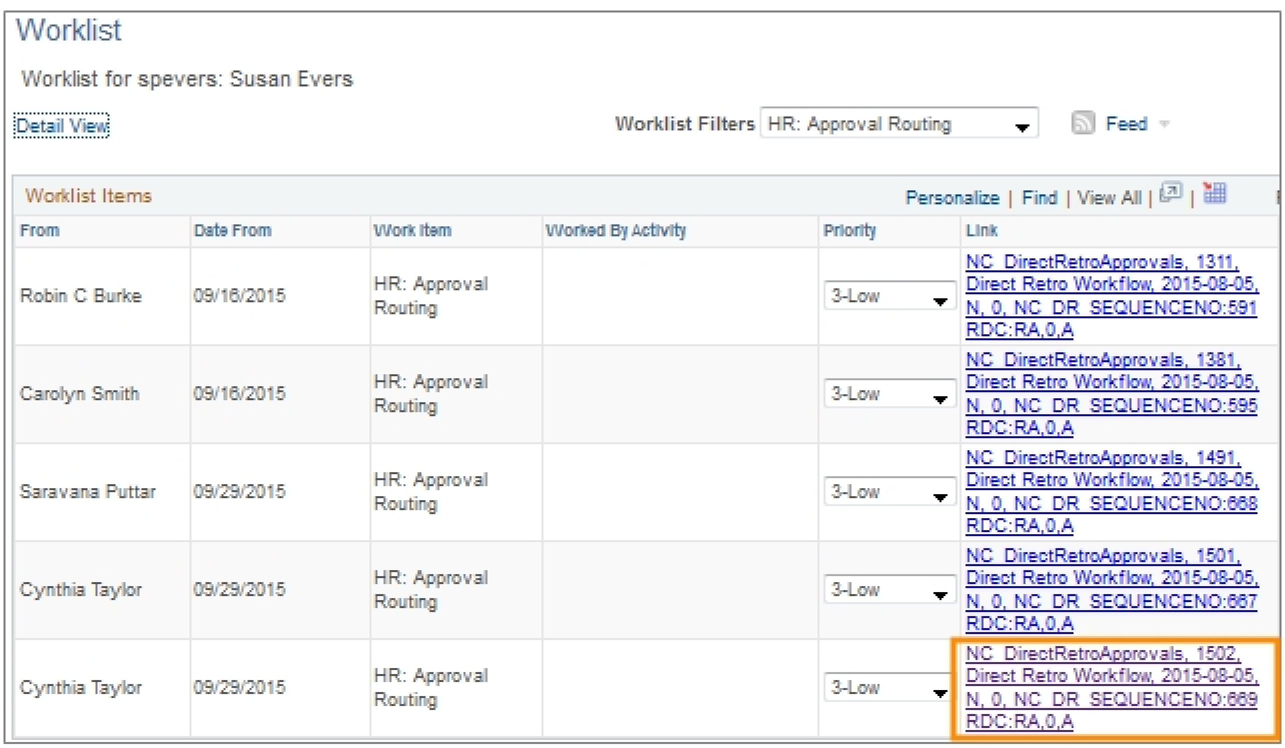
Follow these steps:

1. Click the link to PAAT transactions from the **Worklist** on your ConnectCarolina home page.



Result: The system displays your worklist, showing all transactions waiting for your approval.

2. Click the link to select the retro transaction you want to approve.



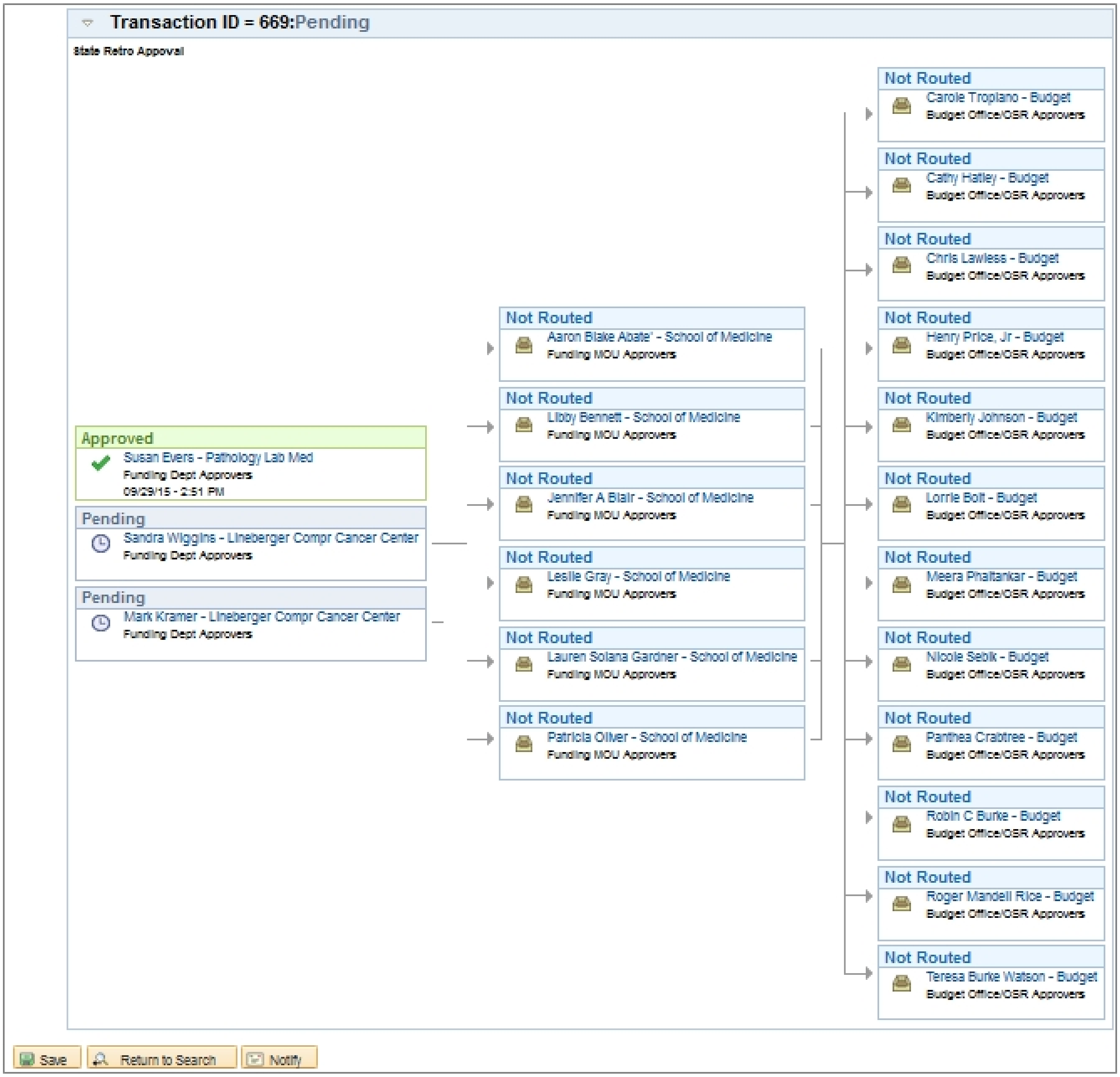
From	Date From	Work Item	Worked By Activity	Priority	Link
Robin C Burke	09/16/2015	HR: Approval Routing		3-Low	NC_DirectRetroApprovals, 1311, Direct Retro Workflow, 2015-08-05, N, 0, NC_DR_SEQUENCENO:591 RDC:RA,0,A
Carolyn Smith	09/16/2015	HR: Approval Routing		3-Low	NC_DirectRetroApprovals, 1381, Direct Retro Workflow, 2015-08-05, N, 0, NC_DR_SEQUENCENO:595 RDC:RA,0,A
Saravana Puttar	09/29/2015	HR: Approval Routing		3-Low	NC_DirectRetroApprovals, 1491, Direct Retro Workflow, 2015-08-05, N, 0, NC_DR_SEQUENCENO:668 RDC:RA,0,A
Cynthia Taylor	09/29/2015	HR: Approval Routing		3-Low	NC_DirectRetroApprovals, 1501, Direct Retro Workflow, 2015-08-05, N, 0, NC_DR_SEQUENCENO:667 RDC:RA,0,A
Cynthia Taylor	09/29/2015	HR: Approval Routing		3-Low	NC_DirectRetroApprovals, 1502, Direct Retro Workflow, 2015-08-05, N, 0, NC_DR_SEQUENCENO:669 RDC:RA,0,A

Result: The system displays the adjustment.

3. Review the information on the Earnings tab for each pay period included in the transaction.

4. Review additional information on the Notes tab and Messages tab when necessary.

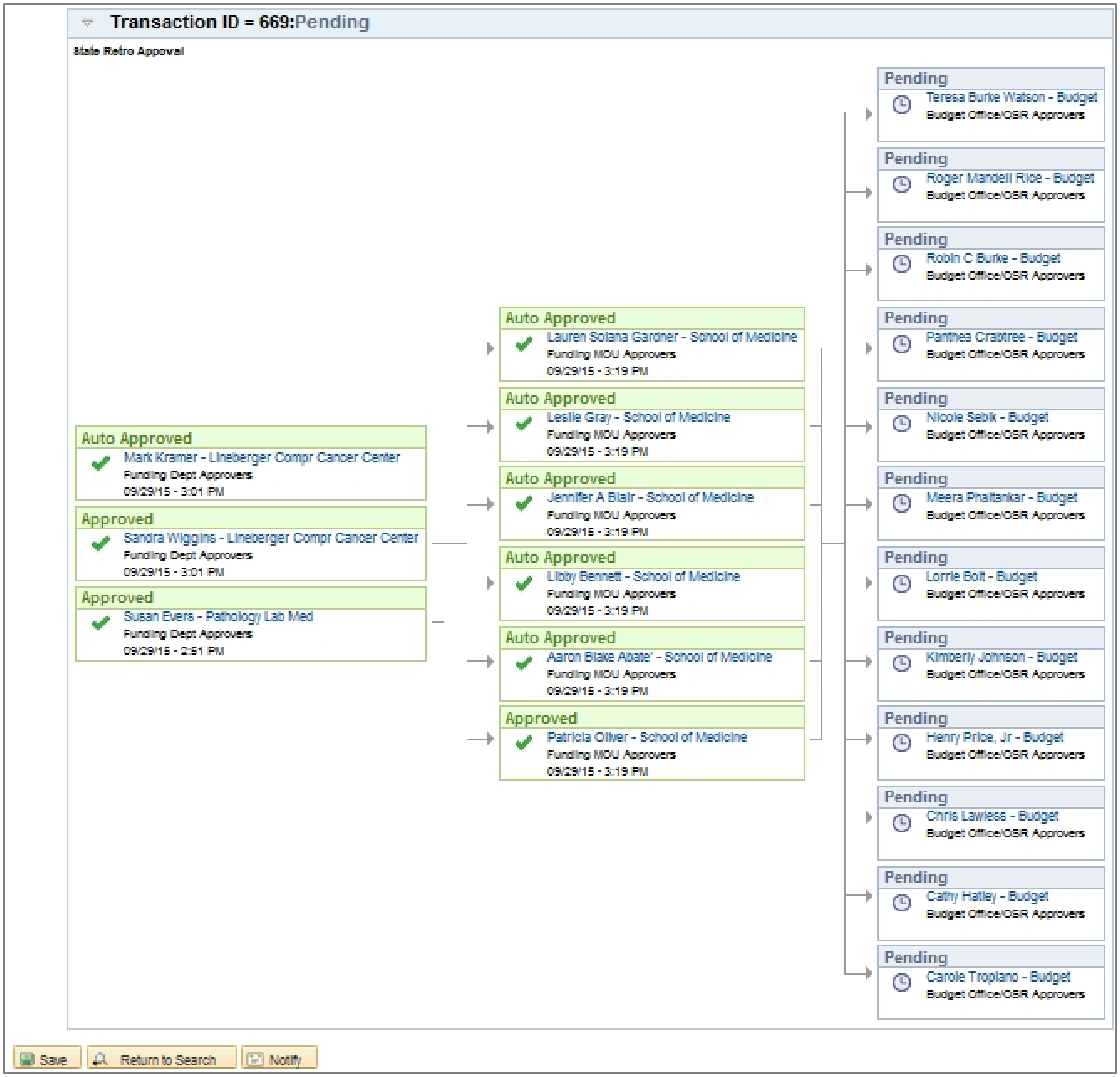
5. Click the Workflow tab.



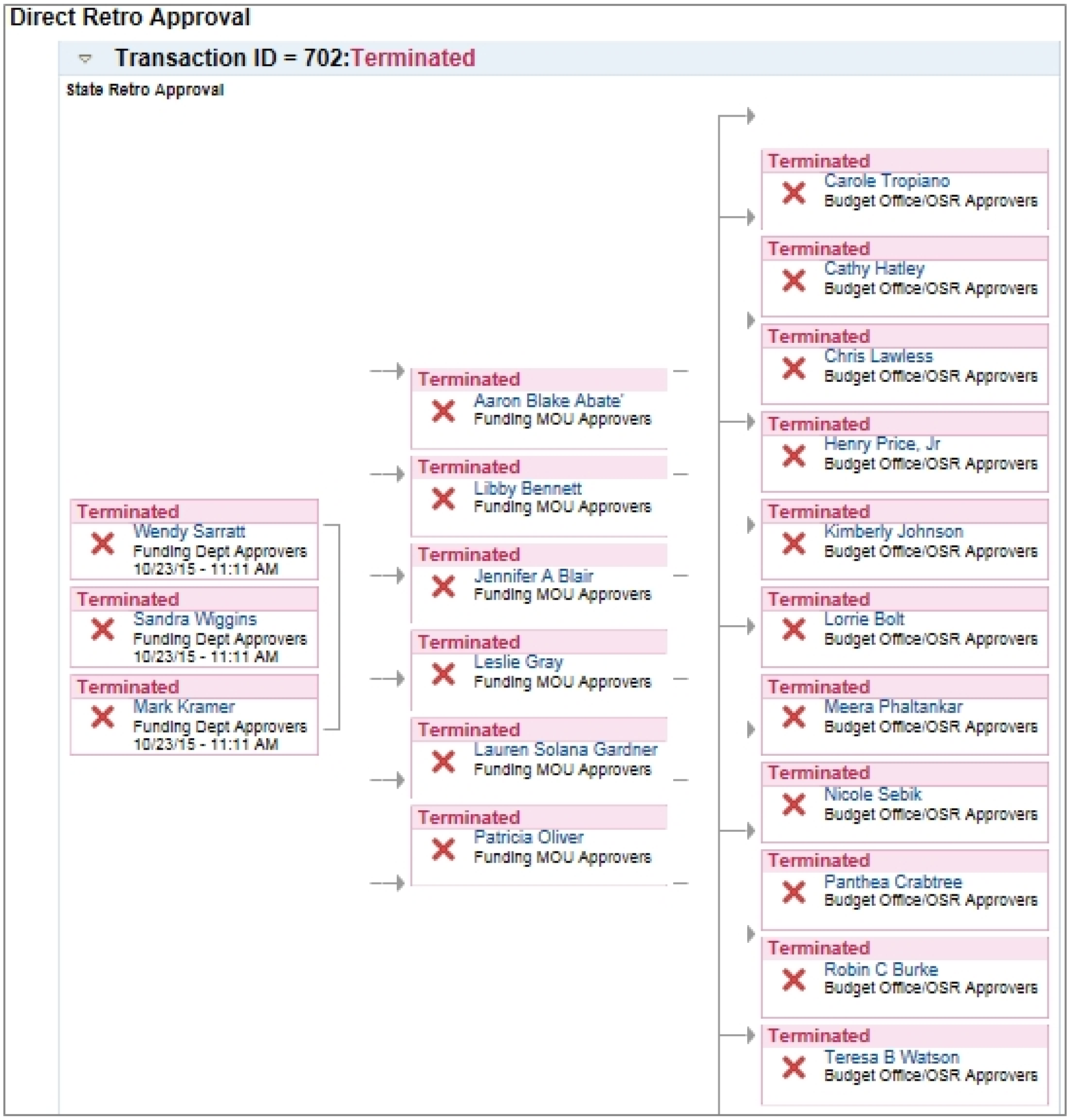
Result: The approval path is displayed and action buttons appear at the bottom.

6. As an approver, click either:

- Approve - After you click Approve, your name on the list shows that you Approved the transaction, and all other approvers in your department and level are labeled Auto Approved. Only one approver for each department on each level needs to approve the transaction. The transaction moves off of your Worklist and onto the next step in workflow.

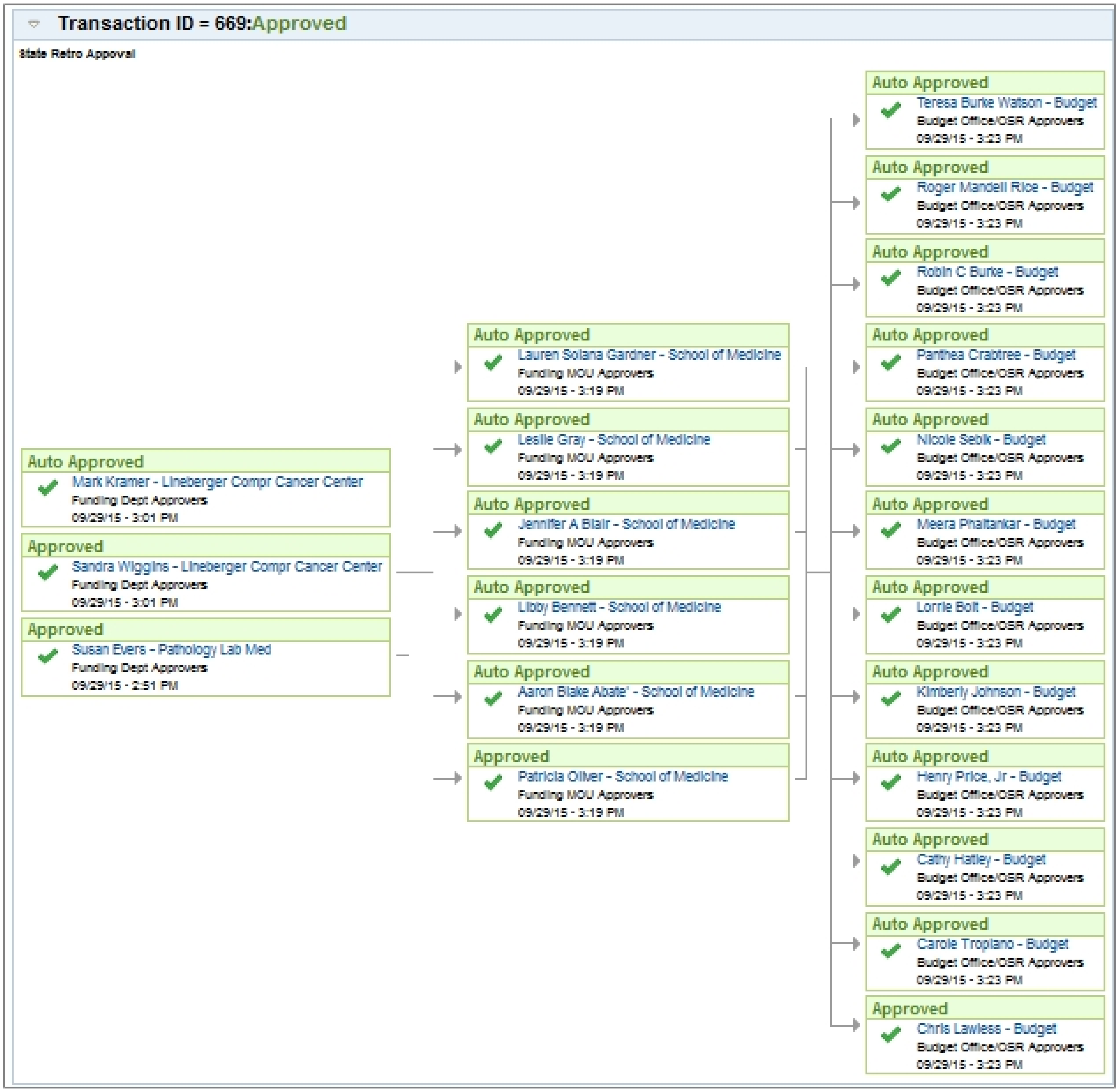


- Recycle - This returns the PAAT transaction to the originator for changes. Approvers are required to enter the reason for the workflow termination (recycle).



Result: The adjustment is sent to the originator's Worklist for changes and resubmission.

7. Fully approved adjustments are executed and updated nightly in ConnectCarolina.


Transaction ID = 669:Approved
State Retro Appoval
Auto Approved
Mark Kramer - Lineberger Compr Cancer Center
Funding Dept Approvers
09/29/15 - 3:01 PM
Approved
Sandra Wiggins - Lineberger Compr Cancer Center
Funding Dept Approvers
09/29/15 - 3:01 PM
Approved
Susan Evers - Pathology Lab Med
Funding Dept Approvers
09/29/15 - 2:51 PM
Auto Approved
Lauren Solana Gardner - School of Medicine
Funding MOU Approvers
09/29/15 - 3:19 PM
Auto Approved
Leslie Gray - School of Medicine
Funding MOU Approvers
09/29/15 - 3:19 PM
Auto Approved
Jennifer A Blair - School of Medicine
Funding MOU Approvers
09/29/15 - 3:19 PM
Auto Approved
Libby Bennett - School of Medicine
Funding MOU Approvers
09/29/15 - 3:19 PM
Auto Approved
Aaron Blake Abate' - School of Medicine
Funding MOU Approvers
09/29/15 - 3:19 PM
Approved
Patricia Oliver - School of Medicine
Funding MOU Approvers
09/29/15 - 3:19 PM
Auto Approved
Teresa Burke Watson - Budget
Budget Office/OSR Approvers
09/29/15 - 3:23 PM
Auto Approved
Roger Mandell Rice - Budget
Budget Office/OSR Approvers
09/29/15 - 3:23 PM
Auto Approved
Robin C Burke - Budget
Budget Office/OSR Approvers
09/29/15 - 3:23 PM
Auto Approved
Panthea Crabtree - Budget
Budget Office/OSR Approvers
09/29/15 - 3:23 PM
Auto Approved
Nicole Sebik - Budget
Budget Office/OSR Approvers
09/29/15 - 3:23 PM
Auto Approved
Meera Phaltankar - Budget
Budget Office/OSR Approvers
09/29/15 - 3:23 PM
Auto Approved
Lorrie Bolt - Budget
Budget Office/OSR Approvers
09/29/15 - 3:23 PM
Auto Approved
Kimberly Johnson - Budget
Budget Office/OSR Approvers
09/29/15 - 3:23 PM
Auto Approved
Henry Price, Jr - Budget
Budget Office/OSR Approvers
09/29/15 - 3:23 PM
Auto Approved
Cathy Hatley - Budget
Budget Office/OSR Approvers
09/29/15 - 3:23 PM
Auto Approved
Carole Tropiano - Budget
Budget Office/OSR Approvers
09/29/15 - 3:23 PM
Approved
Chris Lawless - Budget
Budget Office/OSR Approvers
09/29/15 - 3:23 PM

2 Managing Payroll Accounting Adjustments

In this chapter, you will learn:

- About the different statuses an accounting adjustment can have in ConnectCarolina.
- How to find an existing adjustment in ConnectCarolina.

Managing Payroll Accounting Adjustments

Overview

When you start a transaction in the Payroll Accounting Adjustment Tool (PAAT), it is assigned a transaction ID number and a status of **In Progress**. The act of beginning an adjustment essentially puts a pay period on hold, even before the adjustment is saved or submitted for approval. If a pay period for an employee is in progress, no one else can enter an adjustment for that same time until the first adjustment is executed in the system or canceled.

Everyone who uses PAAT can view any employee's funding change, regardless of the department they have access to see. You can easily make changes before you submit the form for approval and, you can go into the approval process to recycle your own adjustments. Recycling an adjustment sends the form back to yourself so you can make changes. Only a super user has the security access to edit another user's adjustment.

Approvers can also recycle transactions back to the originator for changes. Approvers can not cancel though, if a submitted adjustment needs to be permanently stopped, the originator or the approver needs to first recycle it, and then the originator can cancel it.

Status

There are several statuses in PAAT.

- **In Progress**: As soon as you navigate to the Earnings page for a pay period, the pay period for that employee shows an In Progress status. Even if you do not enter any information on the form, you have locked out other users from working on the same pay period for the same employee. Saving the form also displays an In Progress status.

- **Submitted:** Once you submit the form for approval, the system displays a Submitted status throughout the approval process. The originator or an approver can recycle the adjustment, which removes it from the approval process and sends it back to the originator for changes.

- **Canceled**: An adjustment permanently stopped displays a Canceled status. If you need to make a change for that same pay period, you need to begin a new adjustment which generates a new transaction ID number. If the adjustment has been submitted and is in the approval process, the originator or the approver needs to recycle the form first, sending it back to the originator for changes. Then the originator or a super user can change the form and change the status to Canceled.

- **Approved**: The adjustment shows an Approved status after the Level 3 budget approver has approved the adjustment and while it waits for the system to distribute the funds.

- **Distributed:** After the system distributes the funds of an approved adjustment, the adjustment shows a Distributed status.

Menu Paths

Main Menu > HR/Payroll Menu > Payroll Acct Adj. Tool (PAAT) > Manage PAAT Transactions

or

HR/Payroll > HR WorkCenter > Funding Sources > Manage PAAT Transactions

Steps - Finding and Making Changes to an Adjustment in PAAT

Follow these steps:

1. Choose a menu option:

   Main Menu > HR/Payroll Menu > Payroll Acct Adj. Tool (PAAT) > Manage PAAT Transactions

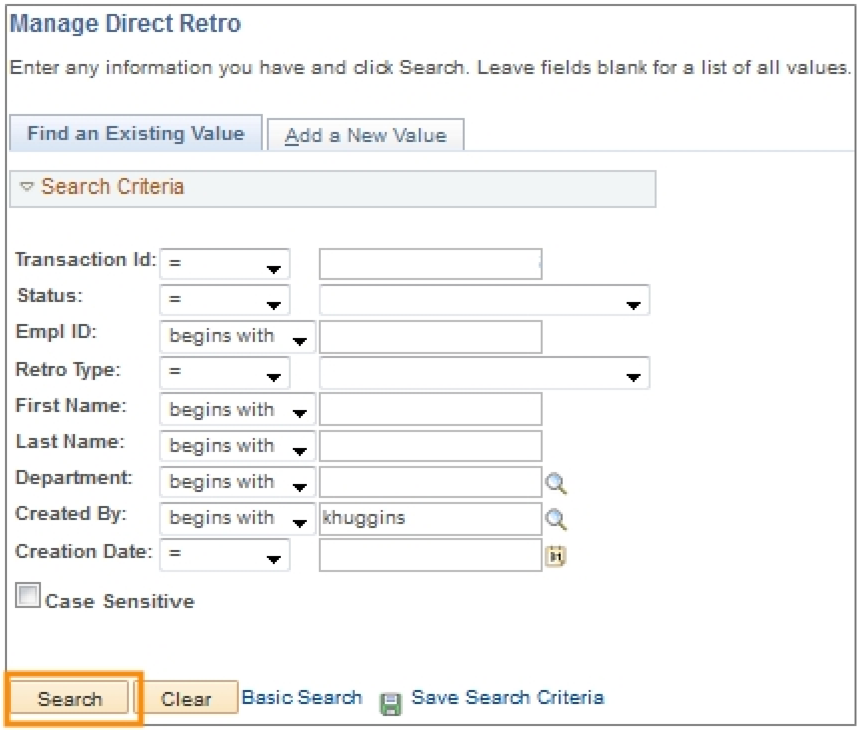
   or

   HR/Payroll > HR WorkCenter > Funding Sources > Manage PAAT Transactions

2. Complete as many fields as necessary to find the transaction you are looking for. The Transaction ID is a unique identifier, and quickly narrows the search.

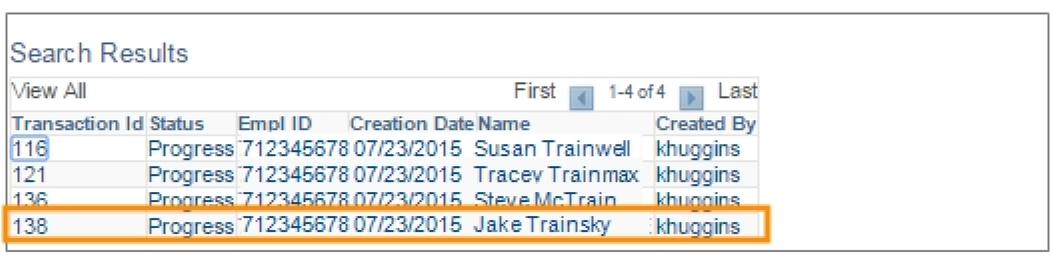
In this field:	**Do the following:**
Transaction Id	Enter the transaction number of the adjustment you are trying to find.
Status	Enter the status of the PAAT adjustment.
Empl ID	Enter the employee's PID.
Retro Type	Choose whether you want to see only deductions or taxes, earnings without deductions and taxes, or earnings with deductions and taxes.
First Name	Type the first name of the employee you want to find.
Last Name	Type the last name of the employee you want to find.
Department	Type the department number.
Created By	By default, your Onyen is displayed. To see adjustments created by others, blank out your Onyen and either type another person's Onyen or leave it blank to see all.
Creation Date	Enter the date the transaction was created.

3. Click the **Search** button.



Result: The system displays a list of adjustments that meet your search criteria.

4. Click the adjustment link in the search results list you want to edit.

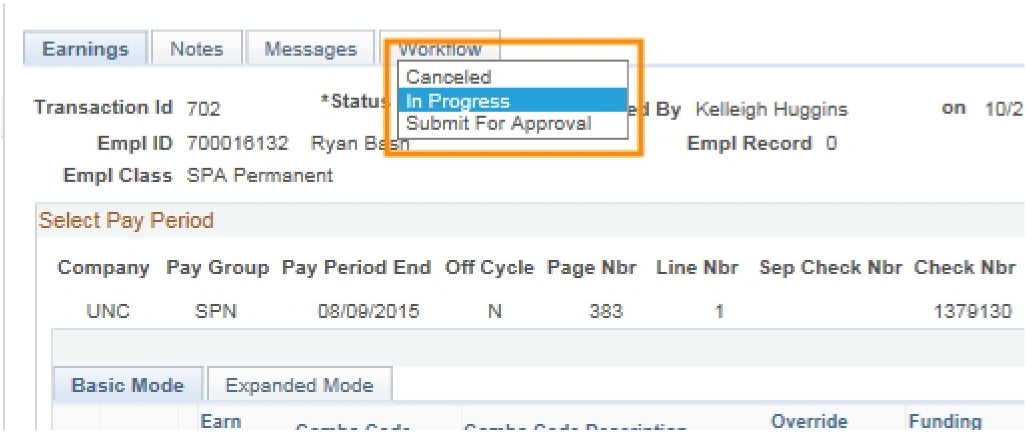


Result: The system displays the adjustment you chose.

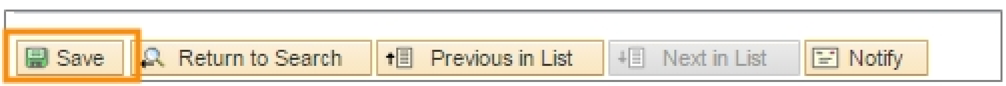
5. Add additional funding changes to the form if needed.
   - For information on using the Payroll Accounting Adjustment Tool, see *Entering and Approving a Payroll Accounting Adjustment , page 4.*

6. In the Status field, if you need to change the **Status** of your transaction, choose one of the following options:

- Canceled: If you want to allow others to make changes to the same pay period on a new action.
- Submit For Approval: If you want to submit the form for approval.



7. Click the **Save** button.

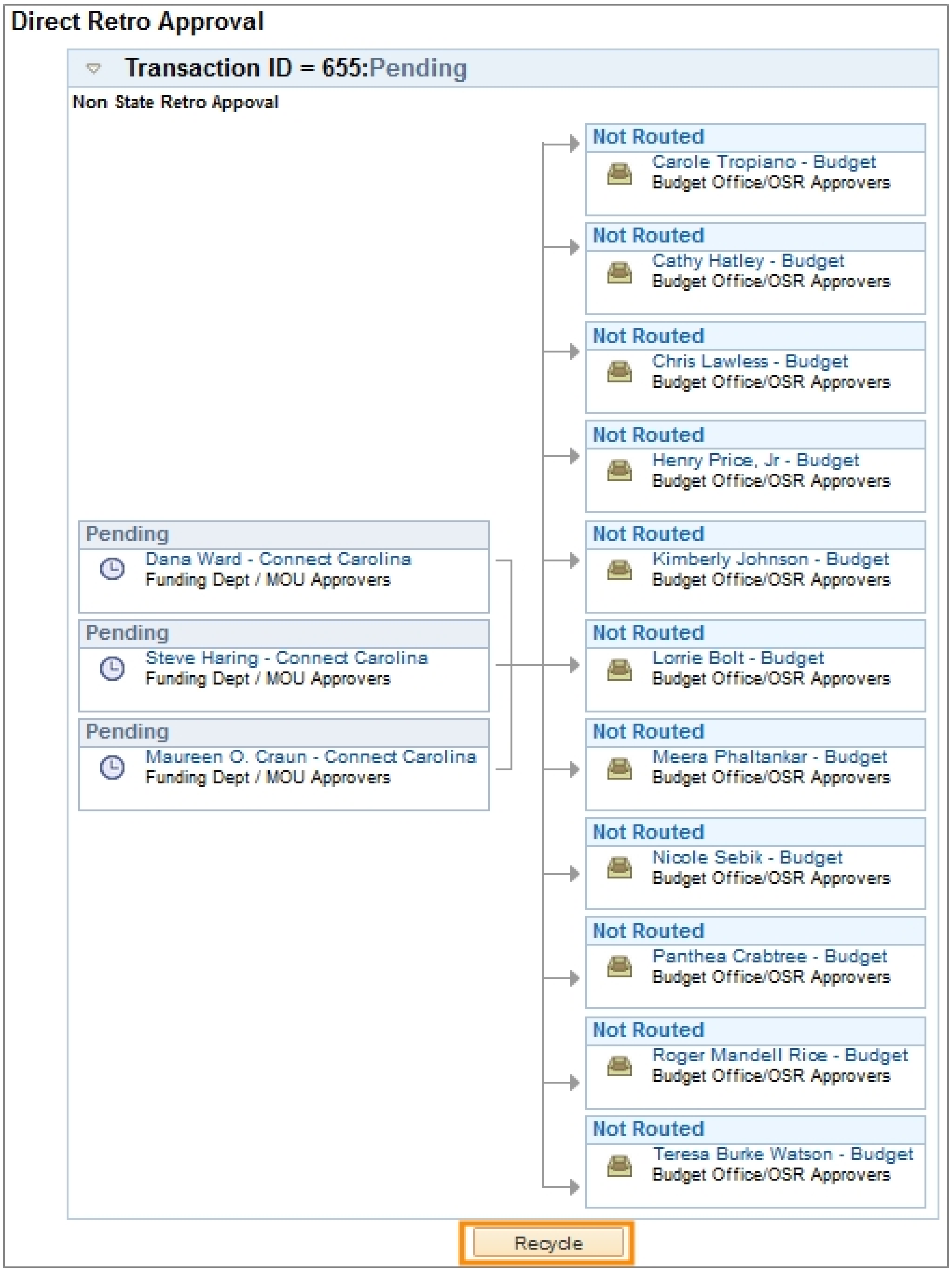


Result: If you canceled the transaction, the status shows as **Canceled** and the form can no longer be changed. If you submitted the transaction, the status shows as **Submitted** and the form is in the approval process.

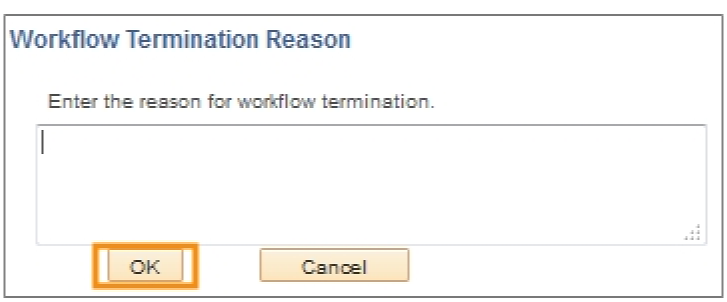
8. If you need to pull your transaction out of the approval process so you can make changes, click the **Workflow** tab on your transaction form.

Result: The system displays the approvers for this form.

9. Click the **Recycle** button.



10. Type in the reason for withdrawing the adjustment from the approval process.



11. Click the **OK** button.

    Result: The adjustment is no longer in the approval process and the status is updated to In Progress. Now you can make changes to the adjustment and resubmit it or you can cancel.

3 Running PAAT Reports

In this chapter, you will learn how to run three reports:

- Review Pending Transactions
- Current Suspense Charges
- Labor & Expense Report

Running PAAT Reports

Overview

There are three PAAT reports available:

- Review Pending Transactions: The link to this report is in the HR WorkCenter in ConnectCarolina. This report provides a list of all pending transactions for a department or school, including those with In Progress and Needs Approval statuses. Each transaction listed has a link to the adjustment.
- Current Suspense Charges: The link to this report is also in the HR WorkCenter in ConnectCarolina. This report provides a list of charges for a department or school that have gone to the suspense account, broken down by employee and pay period.
- Labor Expense Report: This report is located in InfoPorte, in the HR application, on the Payroll tab. This report mirrors the Labor Expense Report that was available in the Retroactive Funding Transfer Application (short term retro tool).

Review Pending Transactions

Run this report if you want to see a list of all the pending PAAT transactions.

Menu Path

Main Menu > HR/Payroll Menu > Payroll Acct Adj. Tool (PAAT) > Review Pending Transactions

or

HR/Payroll > HR WorkCenter > Funding Sources > Review Pending Transactions

Steps - Running a Pending Transactions Report

Follow these steps:

1. Choose a menu option:

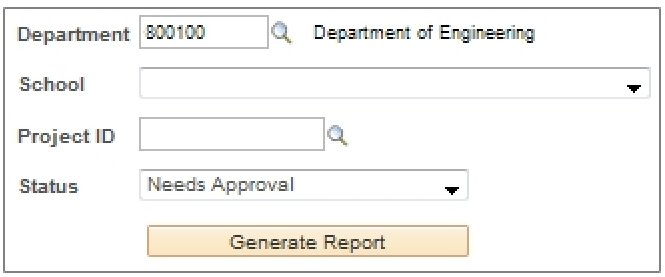
   Main Menu > HR/Payroll Menu > Payroll Acct Adj. Tool (PAAT) > Review Pending Transactions

   or

   HR/Payroll > HR WorkCenter > Funding Sources > Review Pending Transactions

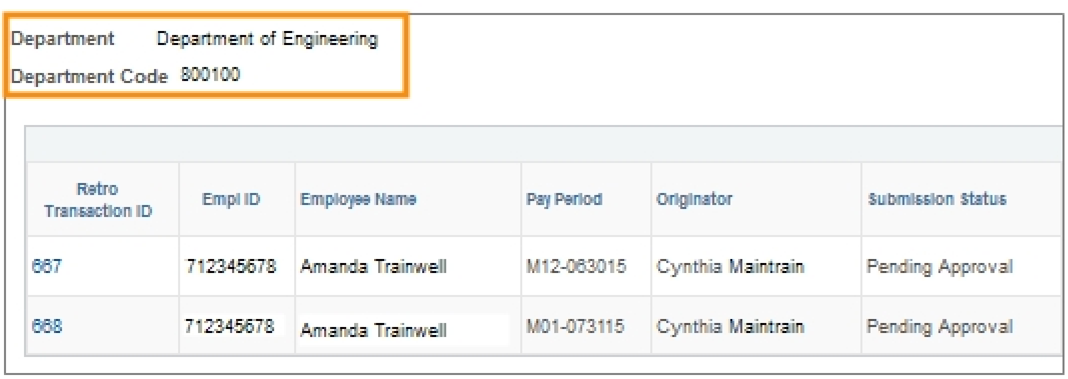
2. Complete as many fields as necessary to narrow the search.

In this field:	Do the following:
Department	Enter the department number.
School	Select a school from the drop down menu.
Project ID	Type in the project ID number.
Status	Using the drop down menu, select : • In Progress - search for adjustments that have not been submitted for approval. • Needs Approval - search for adjustments that are in the approval process. • Both (In Progress/Needs Aprvl) - Include both statuses in the search.



3. Click the **Generate Report** button.

   Result: The system displays a list of pending transactions broken down by department.


Department Department of Engineering
Department Code 800100

Retro Transaction ID	Empl ID	Employee Name	Pay Period	Originator	Submission Status
667	712345678	Amanda Trainwell	M12-063015	Cynthia Maintrain	Pending Approval
668	712345678	Amanda Trainwell	M01-073115	Cynthia Maintrain	Pending Approval

4. Click the **Retro Transaction ID** number to see the adjustment.

Result: The system displays the adjustment. If needed, you can make changes and submit the adjustment.

Running a Current Suspense Charges Report

Run this report if you want to see what payroll adjustments that need to be moved from suspense accounts.

Menu Path

Main Menu > HR/Payroll Menu > Payroll Acct Adj. Tool (PAAT) > Current Suspense Charges

or

HR/Payroll > HR WorkCenter > Funding Sources > Current Suspense Charges

Steps - Running a Suspense Transaction Report

Follow these steps:

1. Choose a menu option:

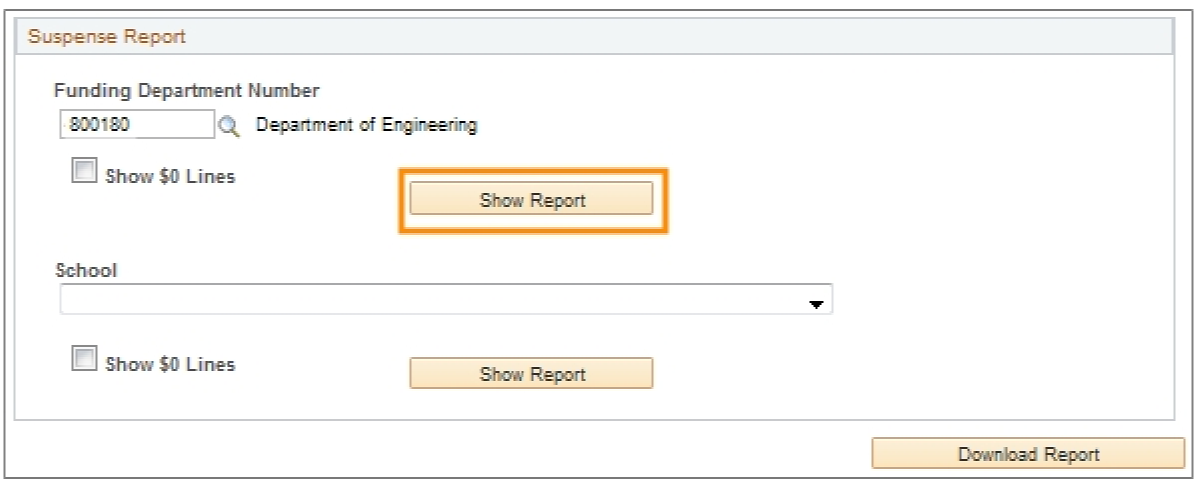
Main Menu > HR/Payroll Menu > Payroll Acct Adj. Tool (PAAT) > Current Suspense Charges

or

HR/Payroll > HR WorkCenter > Funding Sources > Current Suspense Charges

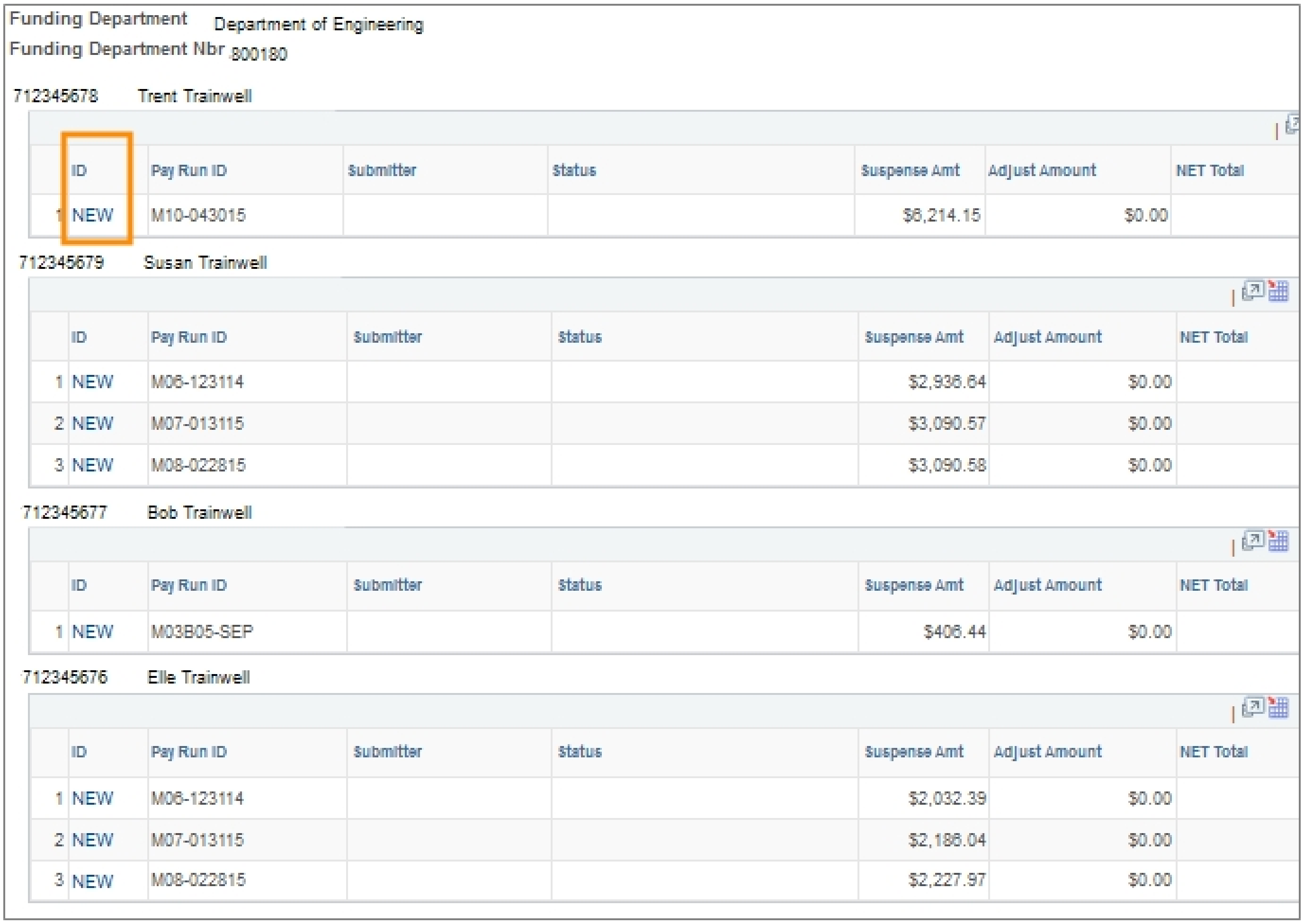
2. Complete one of the following fields to narrow the search.

In this field:	Do the following:
Funding Department Number	Type the **funding** department number.
School	Select a school from the drop down menu.
Show $0 Lines	Mark this checkbox if you want to see the names of employees that had a charge on a suspense account but are currently showing a $0 balance.



3. Click the **Show Report** button.

Note: You can download the report into Excel by using the **Download Report** button.



Funding Department Department of Engineering
Funding Department Nbr 800180

712345678 Trent Trainwell

	ID	Pay Run ID	Submitter	Status	Suspense Amt	Adjust Amount	NET Total
1	NEW	M10-043015			$6,214.15	$0.00	

712345679 Susan Trainwell

	ID	Pay Run ID	Submitter	Status	Suspense Amt	Adjust Amount	NET Total
1	NEW	M06-123114			$2,936.64	$0.00	
2	NEW	M07-013115			$3,090.57	$0.00	
3	NEW	M08-022815			$3,090.58	$0.00	

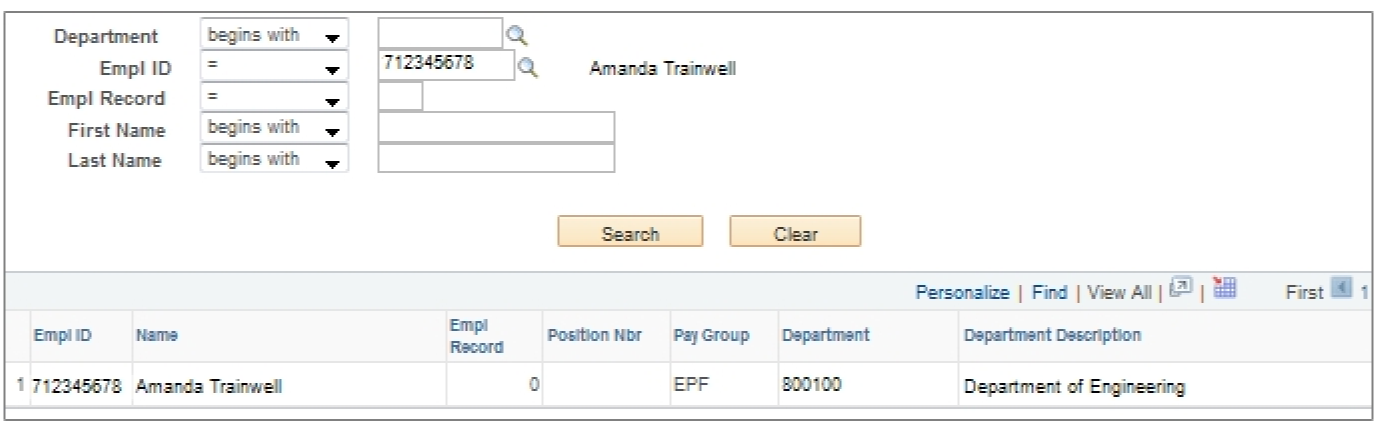
712345677 Bob Trainwell

	ID	Pay Run ID	Submitter	Status	Suspense Amt	Adjust Amount	NET Total
1	NEW	M03B05-SEP			$406.44	$0.00	

712345676 Elle Trainwell

	ID	Pay Run ID	Submitter	Status	Suspense Amt	Adjust Amount	NET Total
1	NEW	M06-123114			$2,032.39	$0.00	
2	NEW	M07-013115			$2,186.04	$0.00	
3	NEW	M08-022815			$2,227.97	$0.00	

4. From this report, you can click on **NEW** in the **ID** column on the row of funding you want to enter an adjustment for.



	Empl ID	Name	Empl Record	Position Nbr	Pay Group	Department	Department Description
1	712345678	Amanda Trainwell	0		EPF	800100	Department of Engineering

Result: The system navigates to and begins the process of entering a new PAAT transaction.

Labor Expense Report

Run this report if you want to see what labor expenses have been charged to particular funding sources.

Menu Path

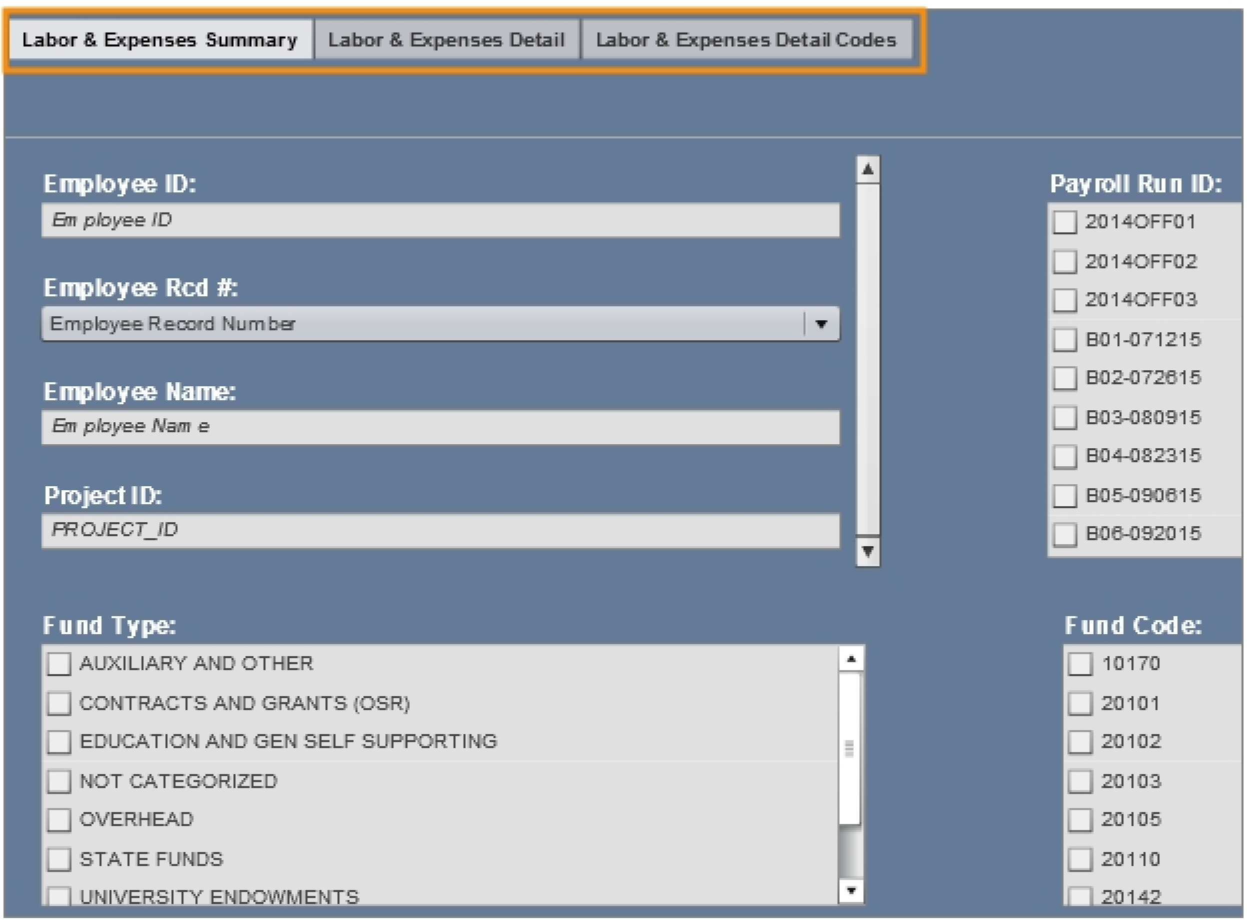
Login into ConnectCarolina > Enterprise Reporting > Infoporte > Login > HR > Payroll > PAAT

Steps - Running a Labor & Expenses Report in InfoPorte

Follow these steps:

1. Choose this menu option:

   Login into ConnectCarolina > Enterprise Reporting > Infoporte > Login > HR > Payroll > PAAT



   Result: The system displays the Labor & Expenses Summary tab.

2. Complete the following fields to define your search.

In this field:	Do the following:
Employee ID	Enter the PID of an employee.
Employee Rcd #	Enter the employee job record.
Employee Name	Enter the employee's name, last name first.
Project ID	Enter the project ID number.
Fund Type	Select the fund types you want to include.
Payroll Run ID	Select the bi-weekly and monthly pay periods you want to include.
Fund Code	Select the fund codes for your search.
Funding Department	Select the departments for your search.
Accounts	Mark each account number for your search.
Source	Select your source number.

Note: The screen continues below.

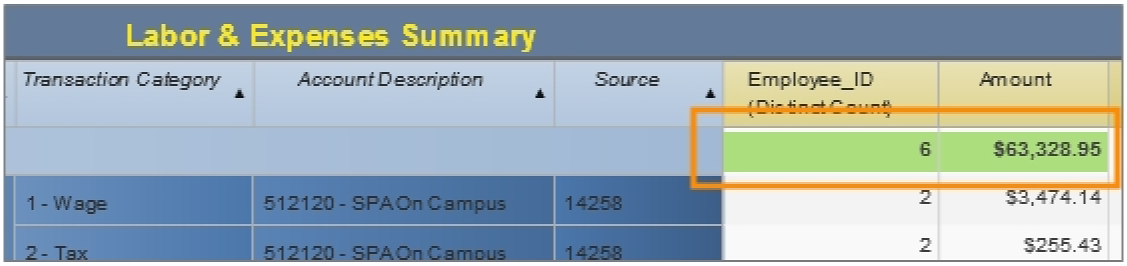
Result: The system displays the summary totals for each pay period on the Labor & Expenses Summary report at the bottom of the page.

3. If you want to expand the report on your screen, click the report name and the system displays the maximize option.

4. Click the **Maximize** icon.

5. To minimize an expanded report, click on the **Minimize** icon.

6. To see greater detail on the summary report, double-click the highlighted area.



Results: The filters you selected remain in effect and the detail for each employee displays on the **Labor & Expense Detail** tab.

7. To see more information about a subtotal, double-click on the highlighted area at the intersection of the subtotal row and the pay period column.

Result: The system displays the detail expenses by account for each subtotal per pay period.

8. In order to keep your selected filters and switch between the levels of detail displayed on each tab, click the **Link Filters Back Button**.