

**Questions from the**

**PAAT Webinar**

**Does this mean you can enter more than one the same day?**

You can enter another a transaction for the same employee and pay period the NEXT day assuming the first transaction gets fully approved. It will post to the GL overnight and be available for use in another adjustment by morning.

**Is this system a part of ConnectCarolina or is it a stand-alone system?**

PAAT is part of ConnectCarolina

**Will the transaction ID show up on the monthly reports ?**

Not at this time. Future enhancement

**Can you adjust only half of one pay period for an EPA employee? This is when a grant starts middle of the month.**

Yes, since the PAAT action will cover an entire pay period the department would need to calculate the appropriate dollars for that partial month. It is recommended that you include notes or an attachment as appropriate to specify what dates and at what percentage is being covered, to facilitate the approvers’ review.

**Are there going to be written SOP's and/or job aids for using this tool?**

The step-by- guide is on ccinfo. Go to the Training menu, select Resource Documents, and search the page using the key word PAAT.

**When these transactions show up in the Ledger, will the particular payroll be noted?**

Not at this time in the finance system (possible future enhancement), but the adjustment results should be reflected on the employee’s Labor and Expense Report in Infoporte.

**Are we going to be able to adjust the earnings code via a PAAT?**

No, this is not the tool to use when you need to change an earnings code. Please call the help desk.

**Are there any specific deadlines or lockout periods that apply to PAAT transactions?**

Not at this time. A process runs at 5:00 that distributes approved adjustments to the GL nightly.

**Will the PAAT tab show up in InfoPorte tomorrow as well?**

Yes.

**Will the budget and project end dates be checked by PAAT?**

No, they appear on the funding grid, but they are not checked or enforced.

**How far back can we go?**

10/1/2014 for EPA employees and 09/08/14 for SPA employees: i.e. the first payroll cycles processed in ConnectCarolina.

**Can we retro benefits only?**

Yes, Advance Users (already designated) are able to adjust benefits, taxes, etc. separately from earnings.

**Will the project end date be displayed in PAAT?**

Yes, on the funding grid

**Then how do we change the earnings code if that's what needs to change? e.g. 513120 to 511120 or 511170 to 568770?**

PAAT will allow changes to be made on Accounts (such as between 511120, 513120, etc) if they are appropriate to the Employee Type. But redistributions cannot be made across Earnings Codes (such as moving charges between REG, LON, MCD, etc.)

**Does this tool budget check with OSR projects?**

There is a PROVISIONAL Budget Check button. It will not encumber funds or prevent the submission of the adjustment if it fails. It is for informational purposes.

**How do we know who the advanced users are?**

Check with your MOU leads

**Does this take care of the retros prior to 10-1?**

No, you cannot make a retro prior to 10/1/14

**Will the comments stay the same if the action is reopened?**

Yes

**What do you do if you want to only view/verify payroll distribution?**

The Labor & Expense Report in Infoporte can be used to view a specific pay cycle distribution for the employee. You can also use the Manage PAAT Transactions option in PAAT to see if there is an action pending for that employee.

**Will there be additional training for Advanced Users?**

There can be. At this time the materials are available and a CBT is in the works. We are also planning on collecting and posting information about tricky transactions after go live.

**Any plan to add a print button? It's time consuming in the current way.**

Possible future enhancement.

**With the labor report, are we restricted to our department employees, or will we be able to see anyone paid from our department's sources?**

Yes, you should be able to see any employees paid from your department’s funding sources.

**Will the actual pay period dates be on the transaction report?**

They will be on the Labor & Expense report.