

Reports for Employee Funding

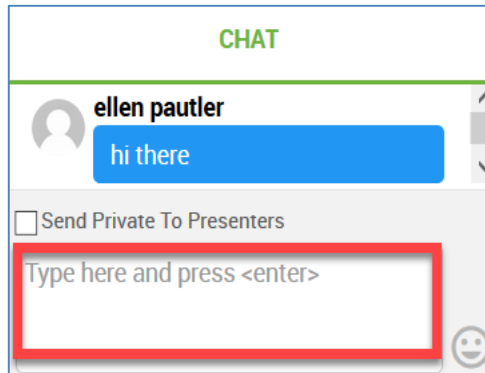
June 27, 2018



Presenters

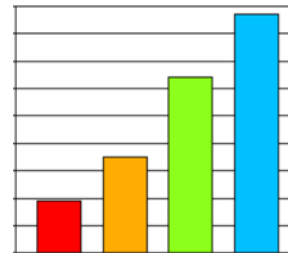
- **Jackie Treschl**, ConnectCarolina Change Management
- **Chris Minter**, ConnectCarolina Change Management
- **Robin Burke**, Business Systems Manager
- **Chris Lawless**, Business Systems Analyst
- **Crystal Jackson**, Sr. Business Systems Analyst

Webinar Format



Use the chat window to ask a question. We'll keep track of them and stop at the end of each section to answer them.

We'll use polling questions to check for understanding



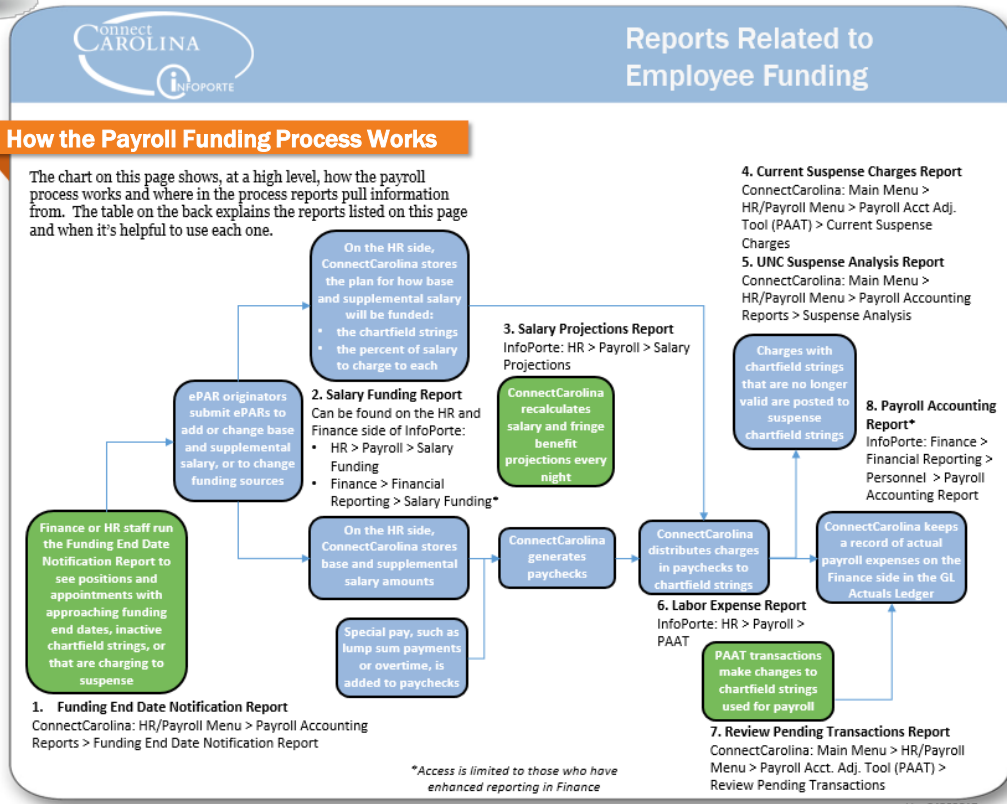
The webinar recording will be posted on <https://ccinfo.unc.edu>

Today's Topics

- 1 How** the payroll funding process works
- 2 Where** in the process reports pull information from
- 3 When** it's helpful to use each report

Helpful Information

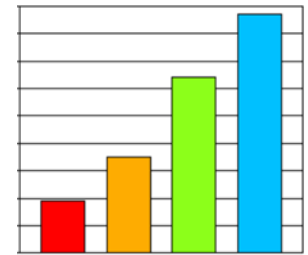
Reminder!
Check on
ccinfo.unc.edu
for Reference card



Before We Get Started....

How much do you already know about the payroll funding process and the reports associated with them?

- A. I don't know very much at all.
- B. I only know a little bit – but the report names are confusing.
- C. I know enough to get the information I need.
- D. I am a master but want to see if there are additional reports I may not know about.



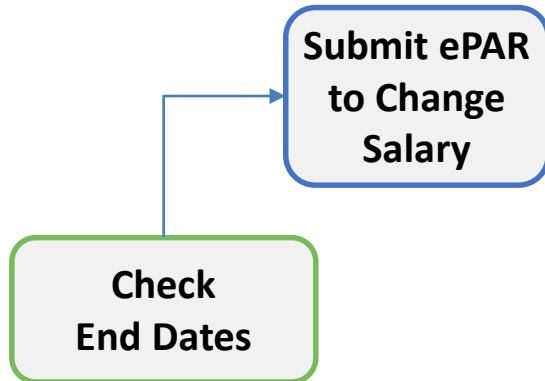
How the payroll funding process works



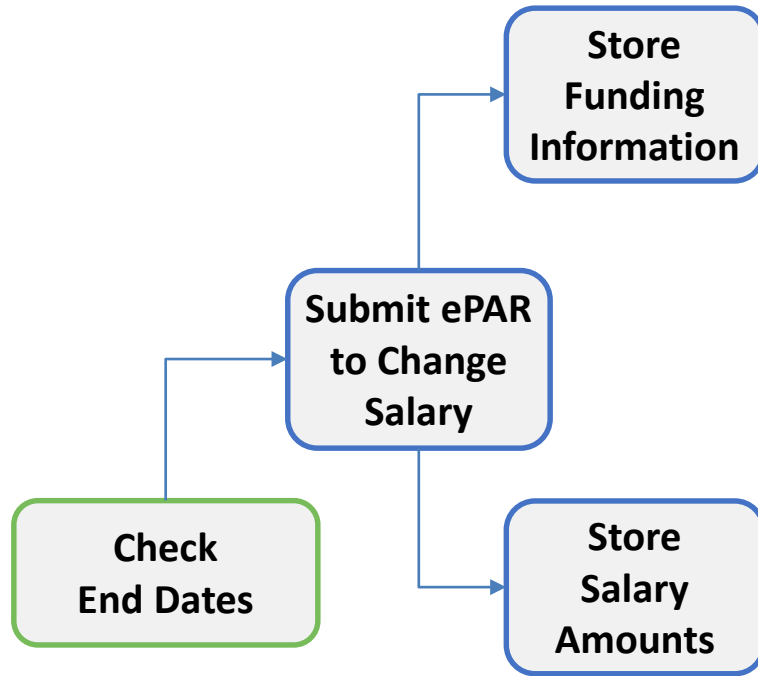
The Payroll Funding Process

**Check
End Dates**

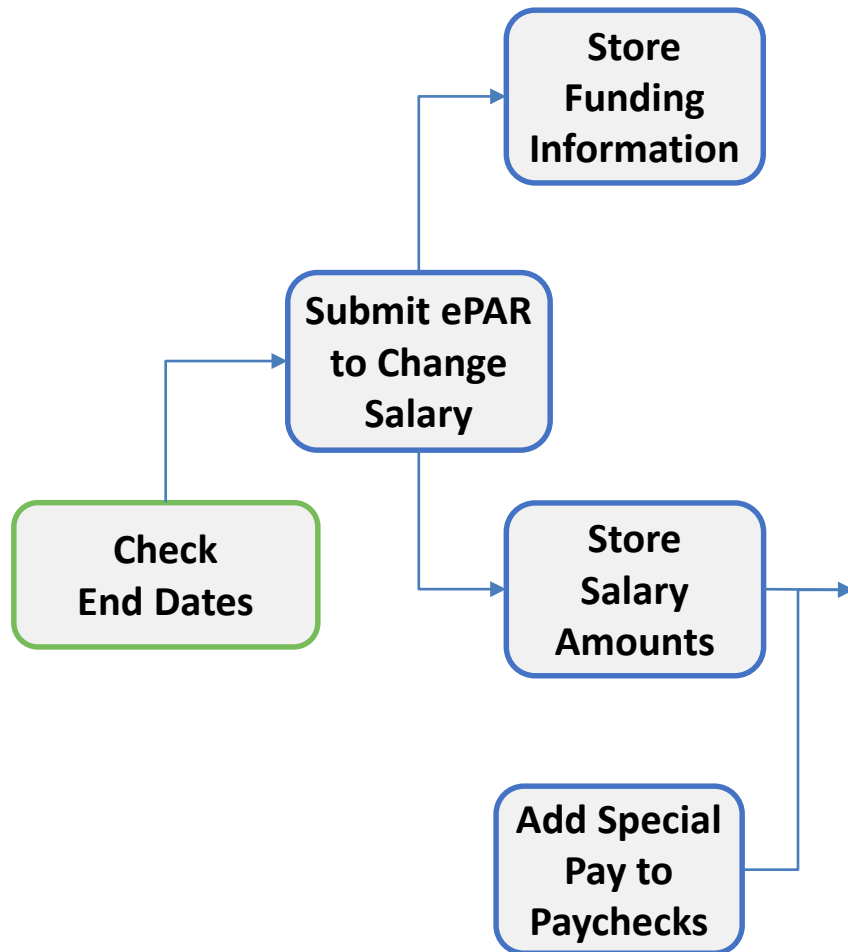
The Payroll Funding Process



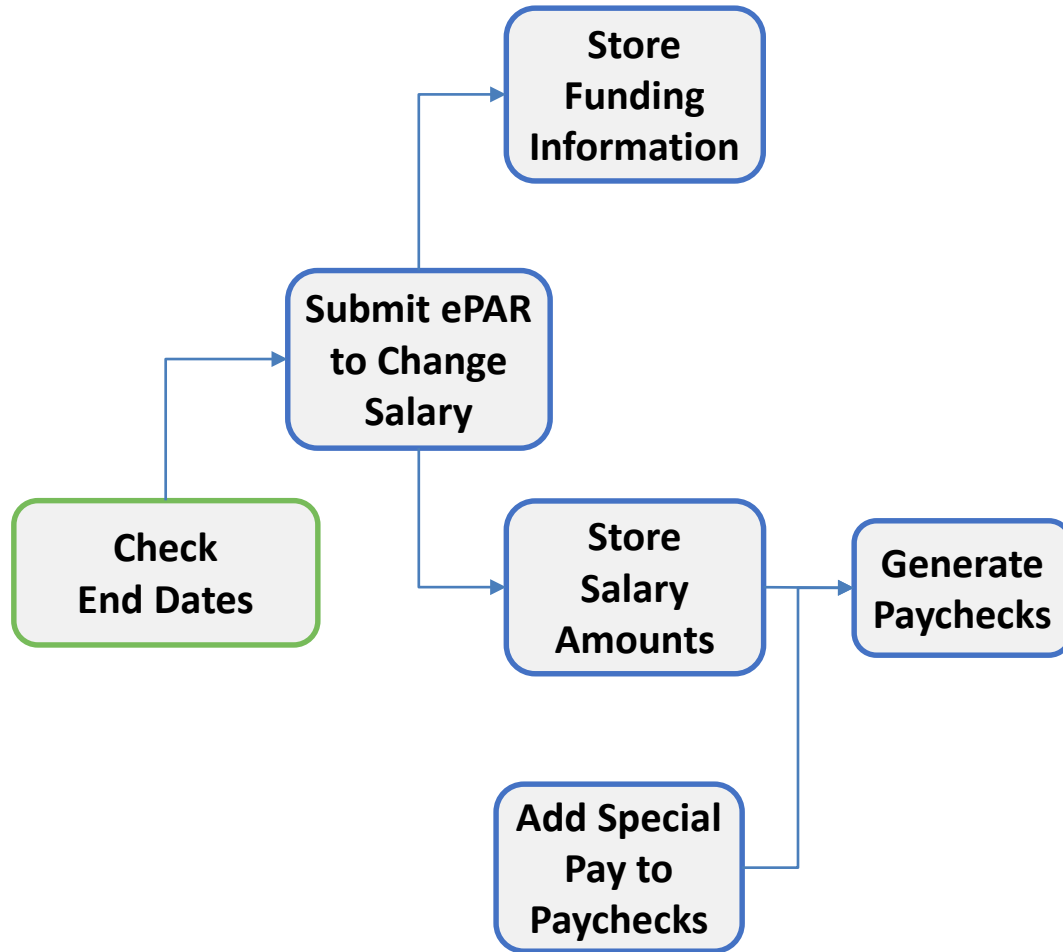
The Payroll Funding Process



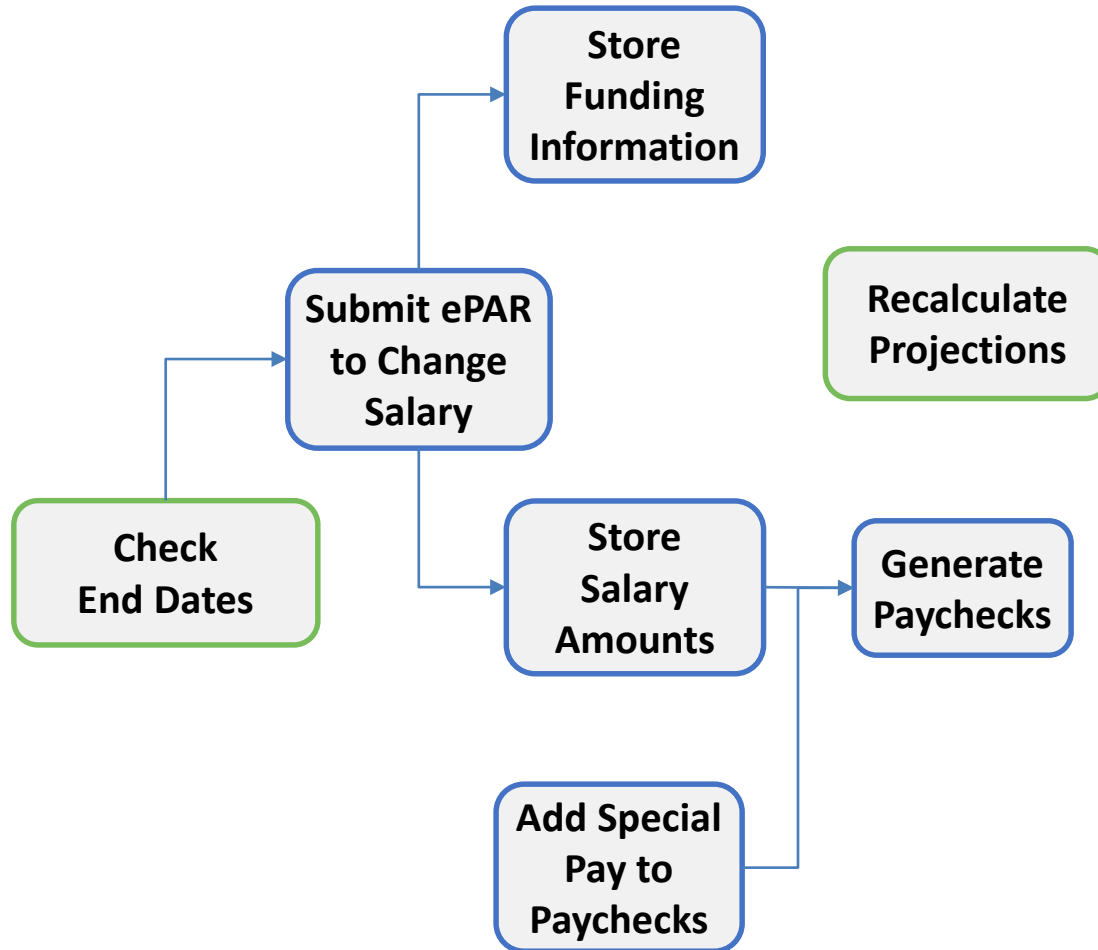
The Payroll Funding Process



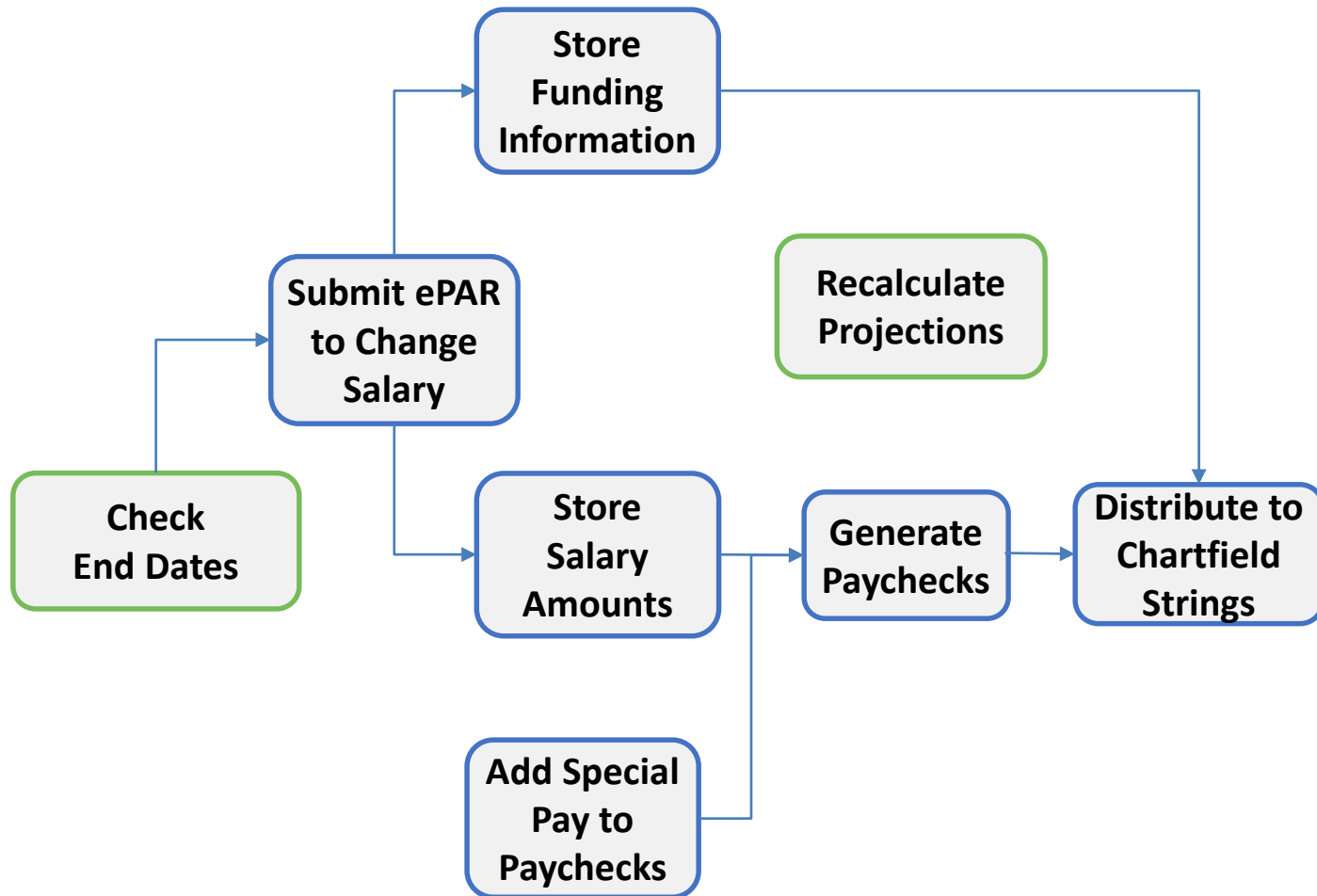
The Payroll Funding Process



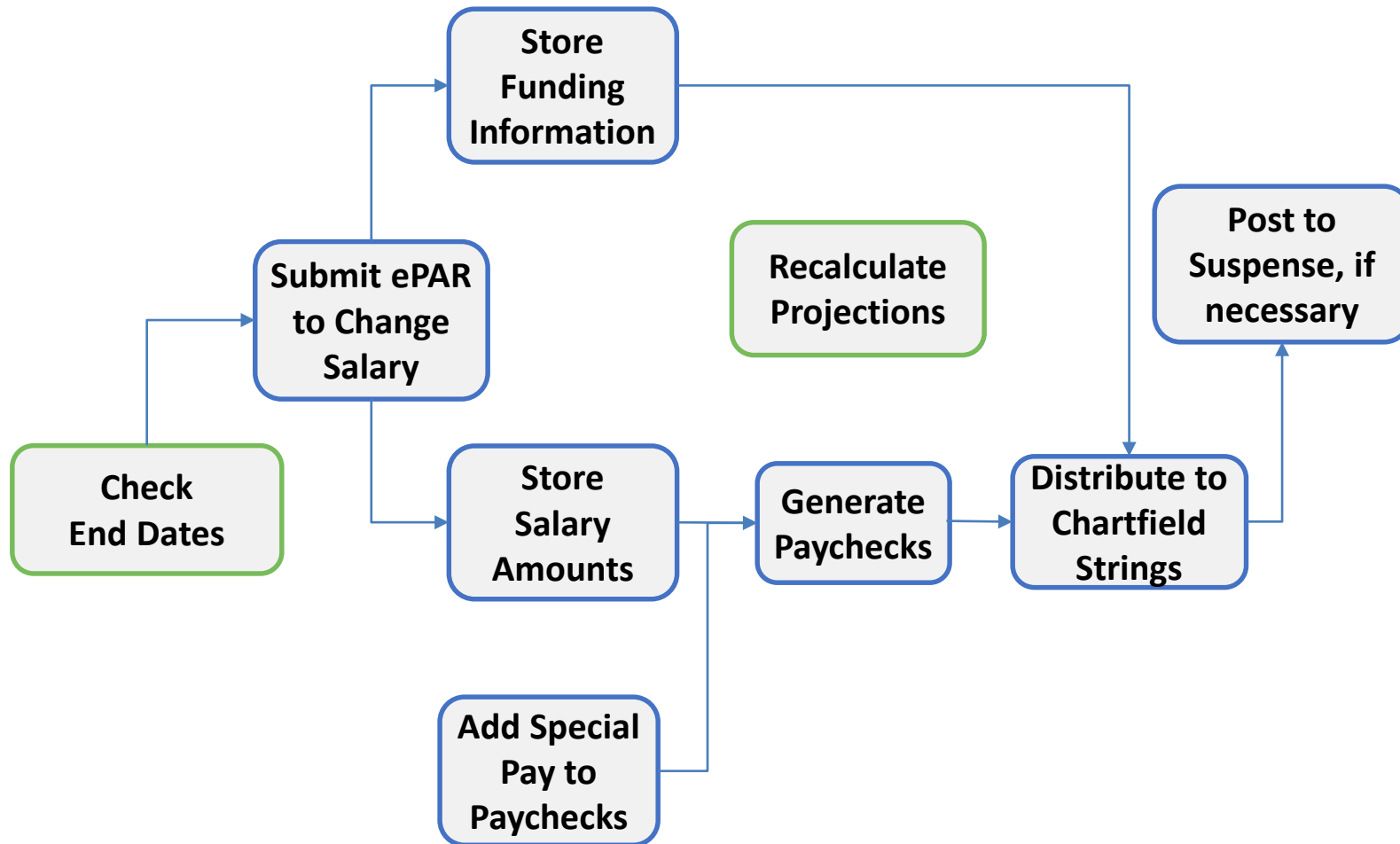
The Payroll Funding Process



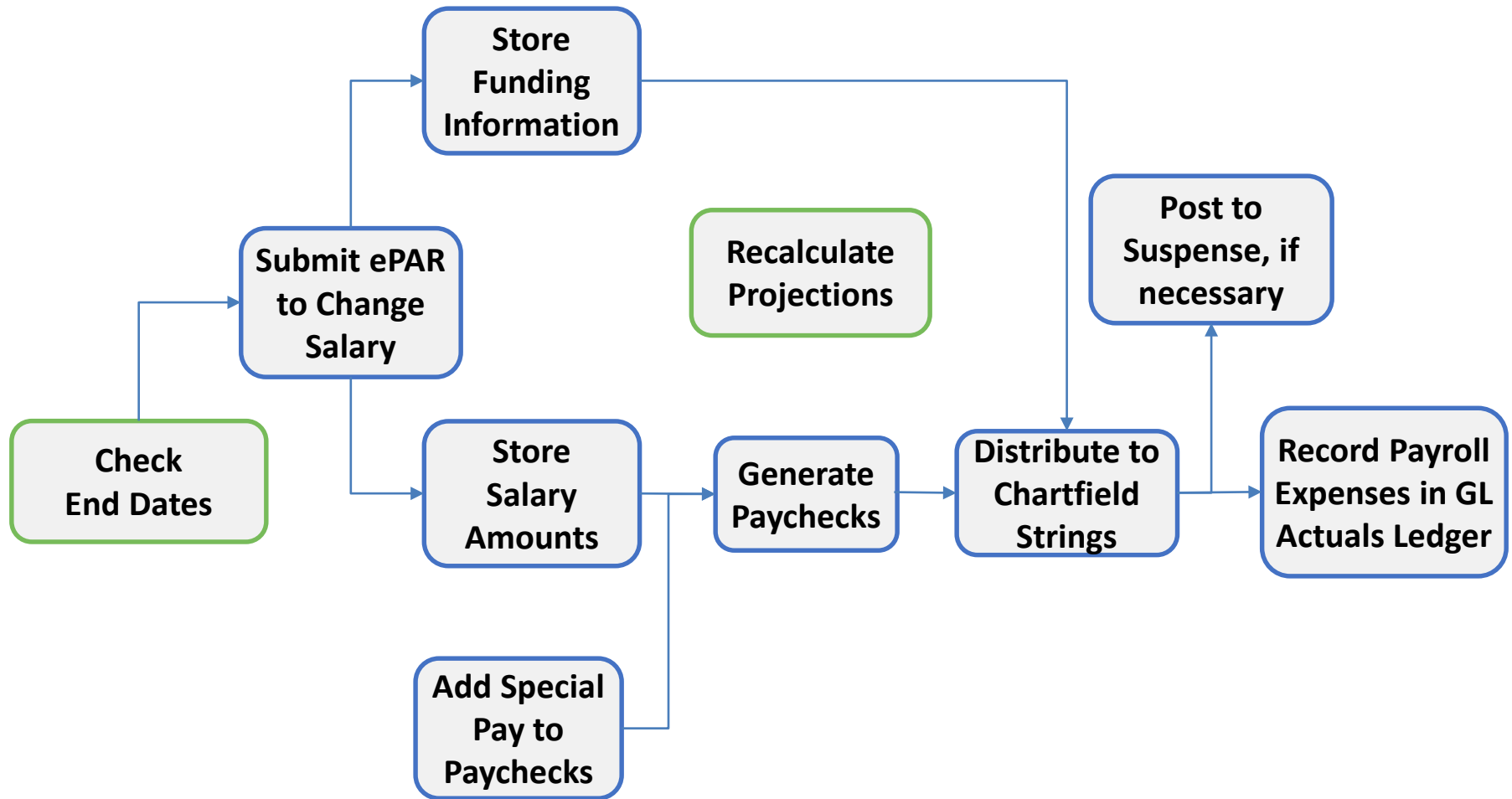
The Payroll Funding Process



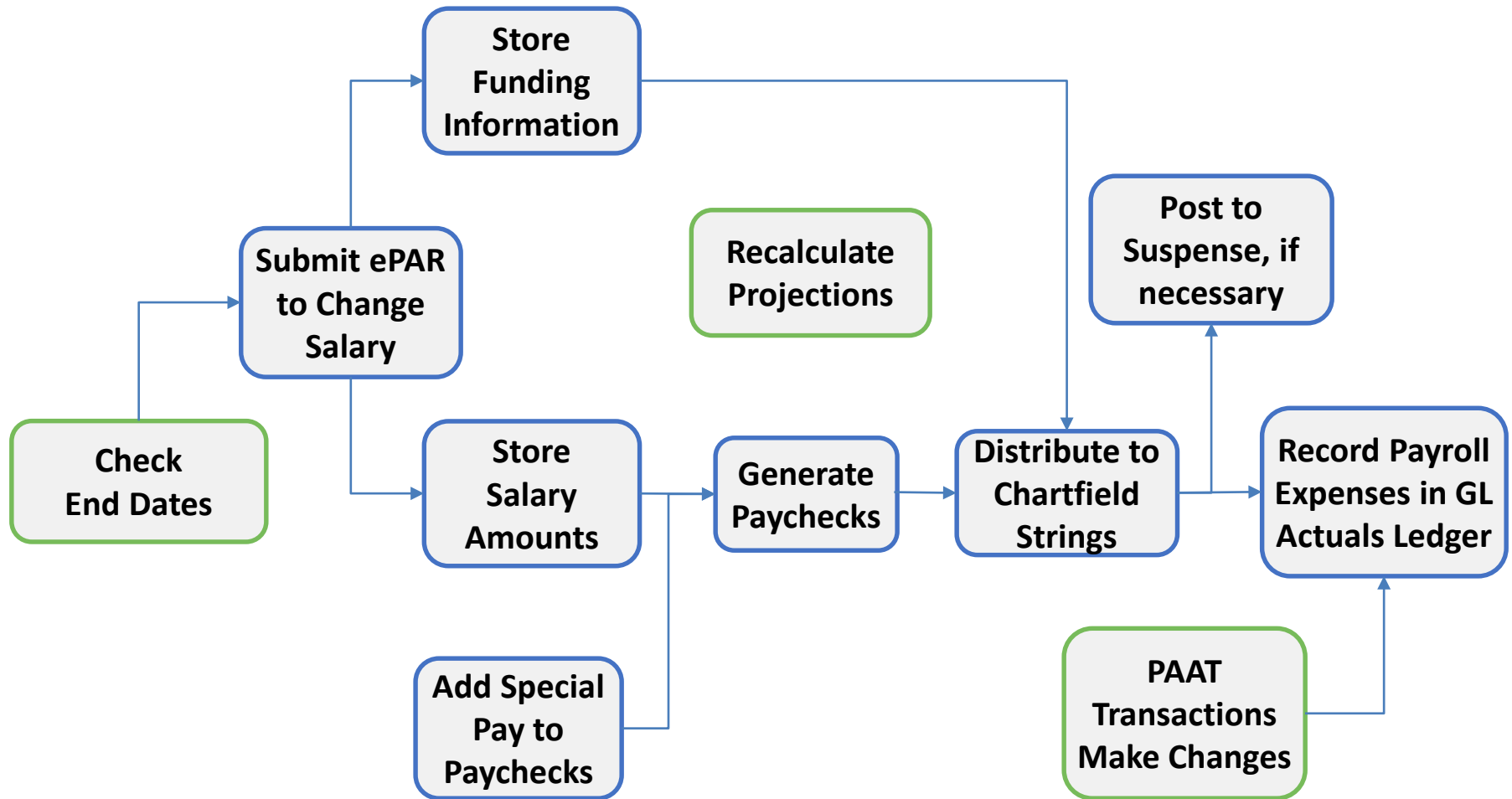
The Payroll Funding Process



The Payroll Funding Process



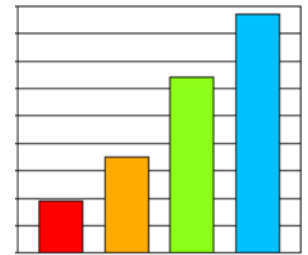
The Payroll Funding Process



Check Your Understanding

True or False?

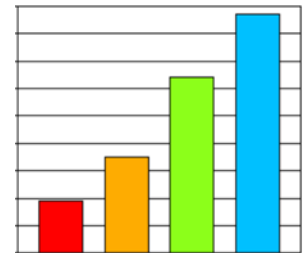
ConnectCarolina stores the chartfield strings and the percent to charge for base and supplemental salary separately from the base and supplemental salary amounts.



Check Your Understanding

When are the charges in paychecks distributed to chartfield strings?

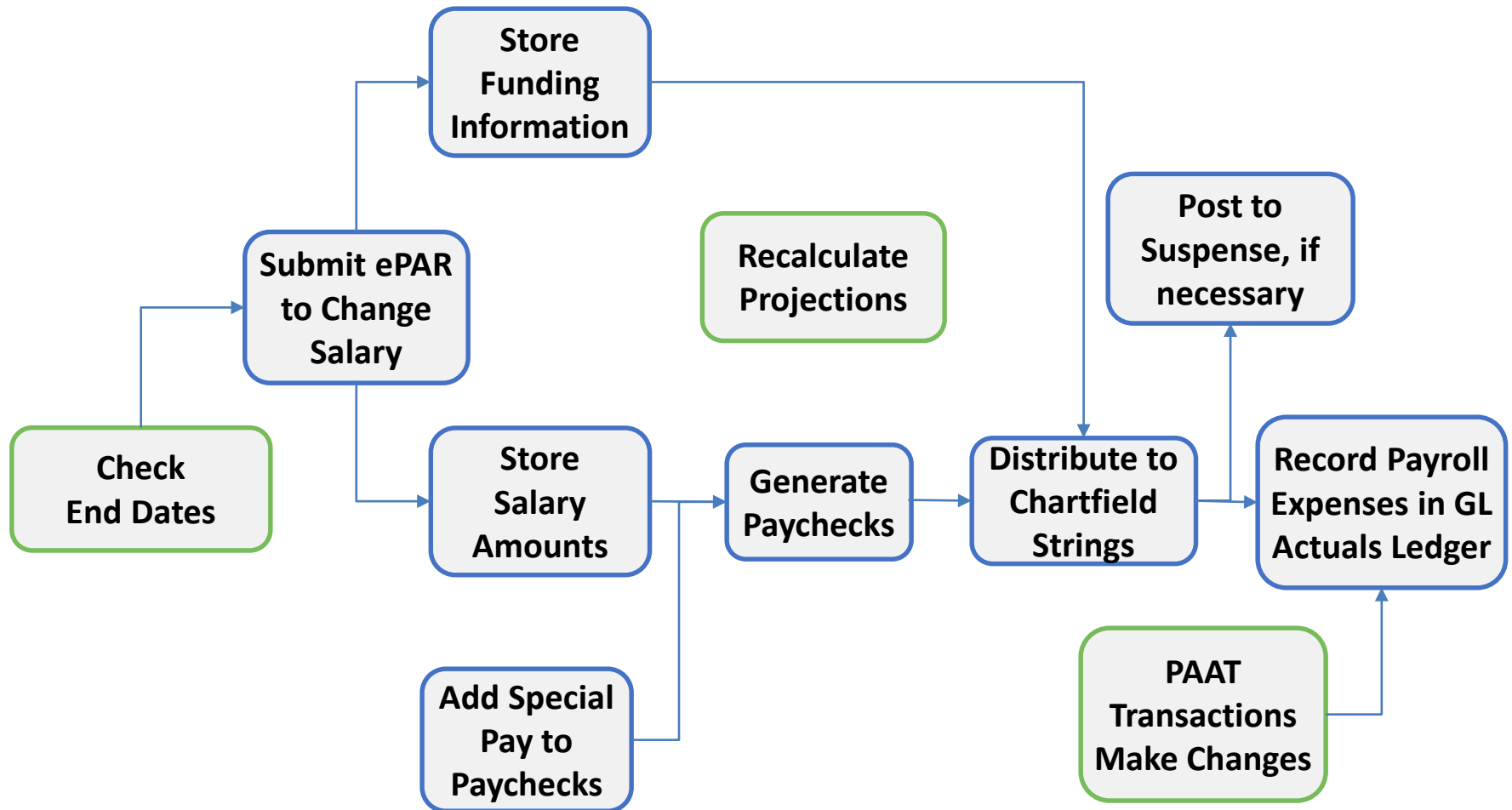
- A. After posting in the General Ledger
- B. Before paychecks are generated
- C. After paychecks are generated
- D. When the ePAR is submitted



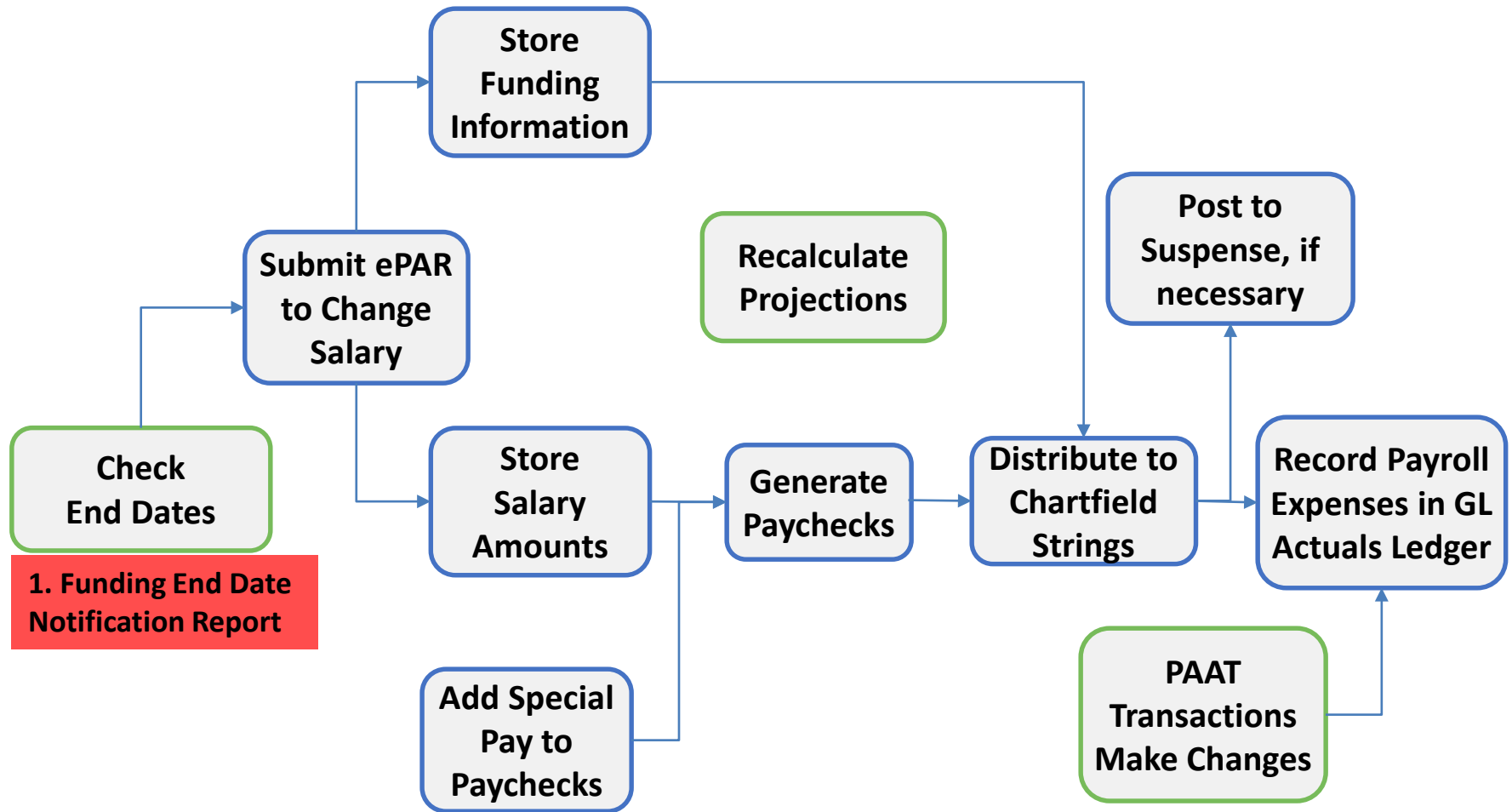
**Where in the process reports pull
information from**



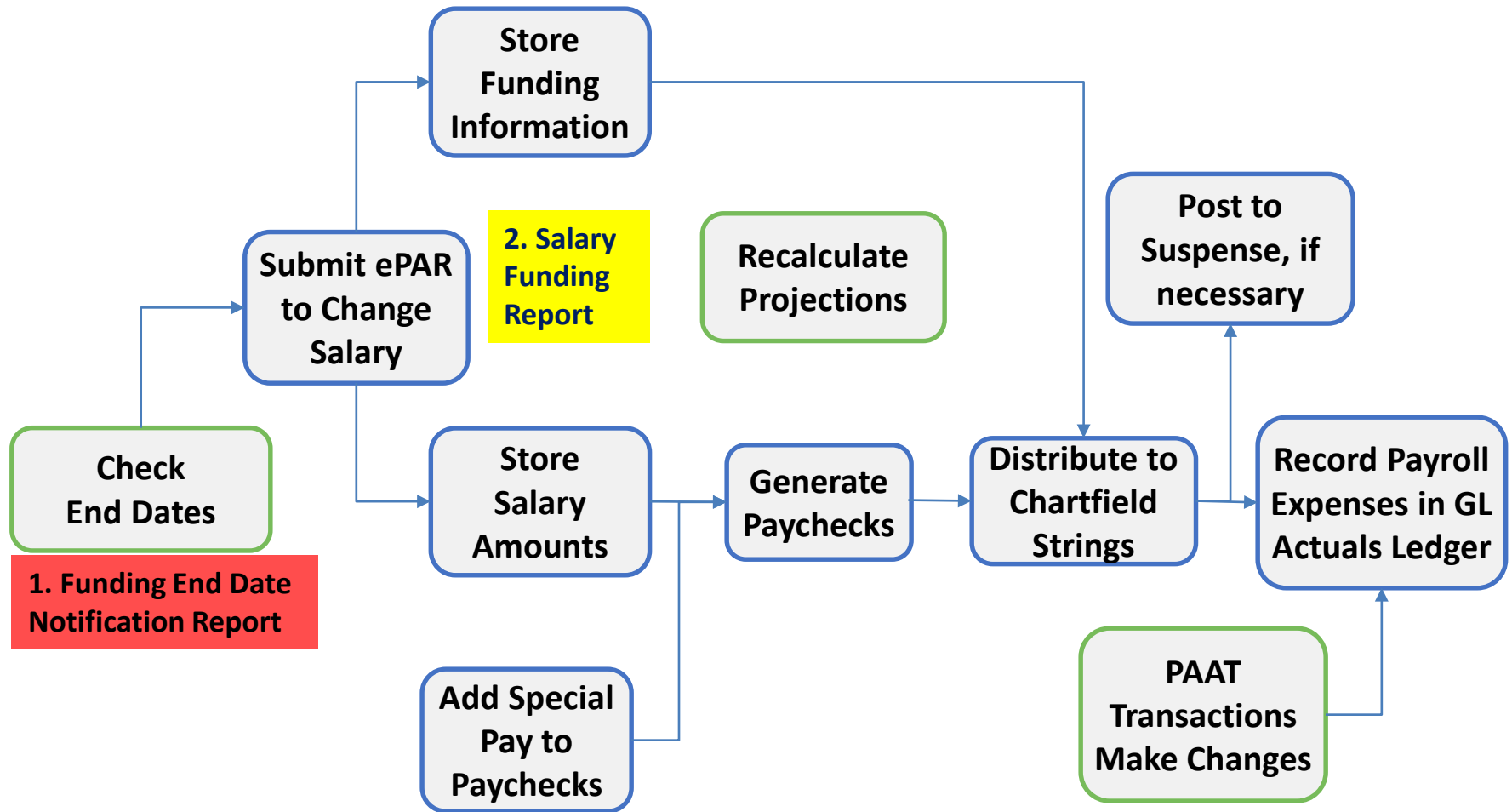
The Payroll Process



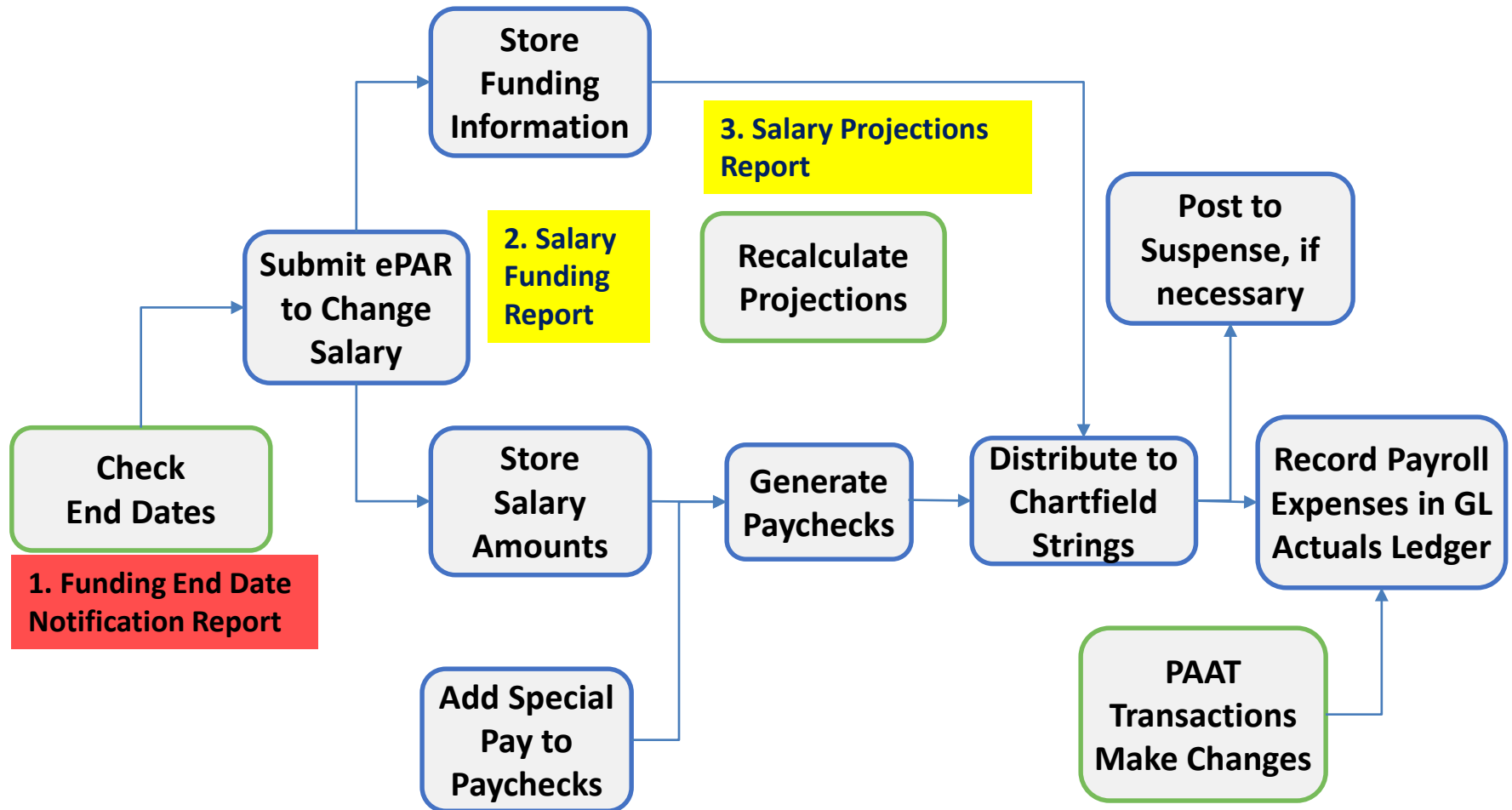
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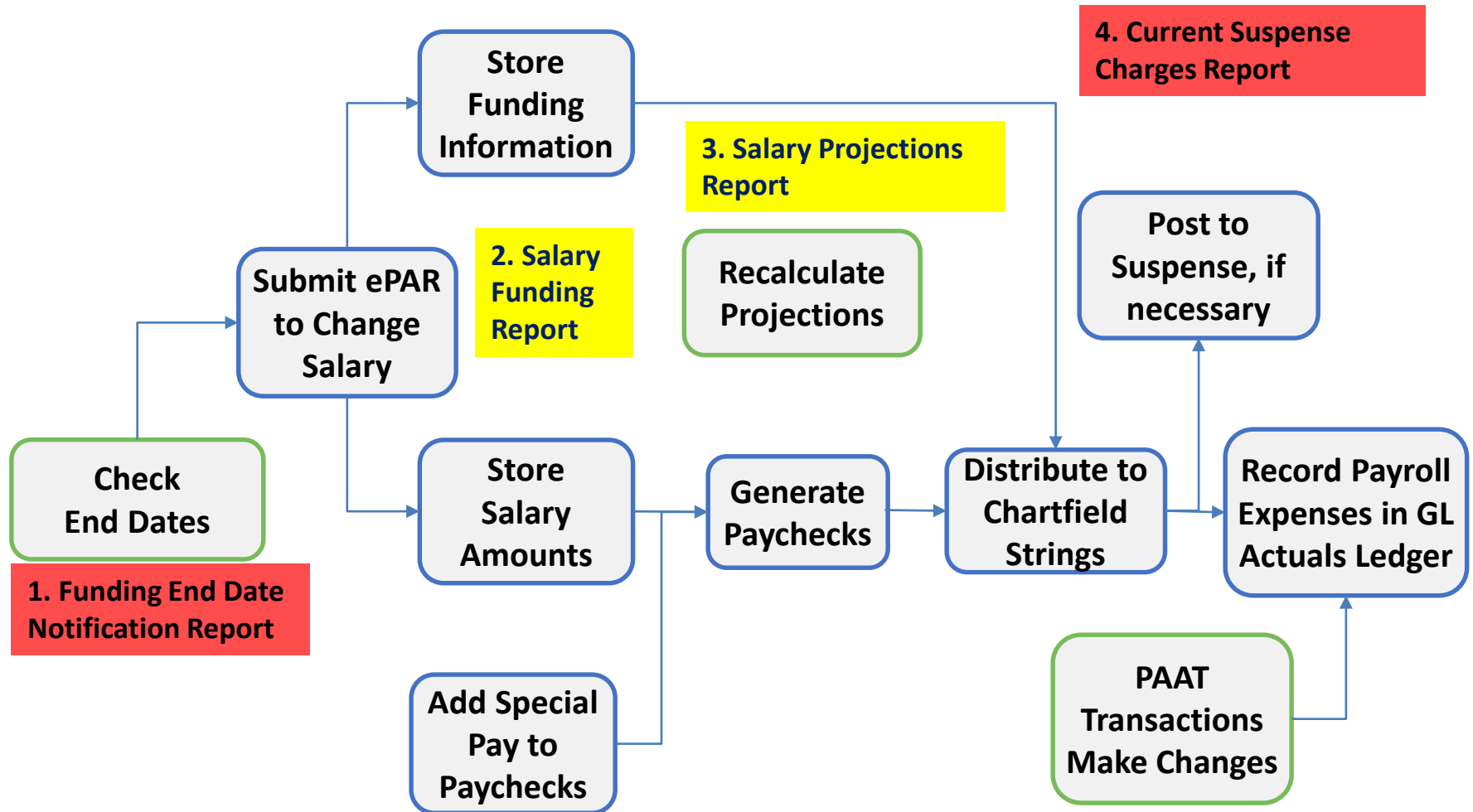
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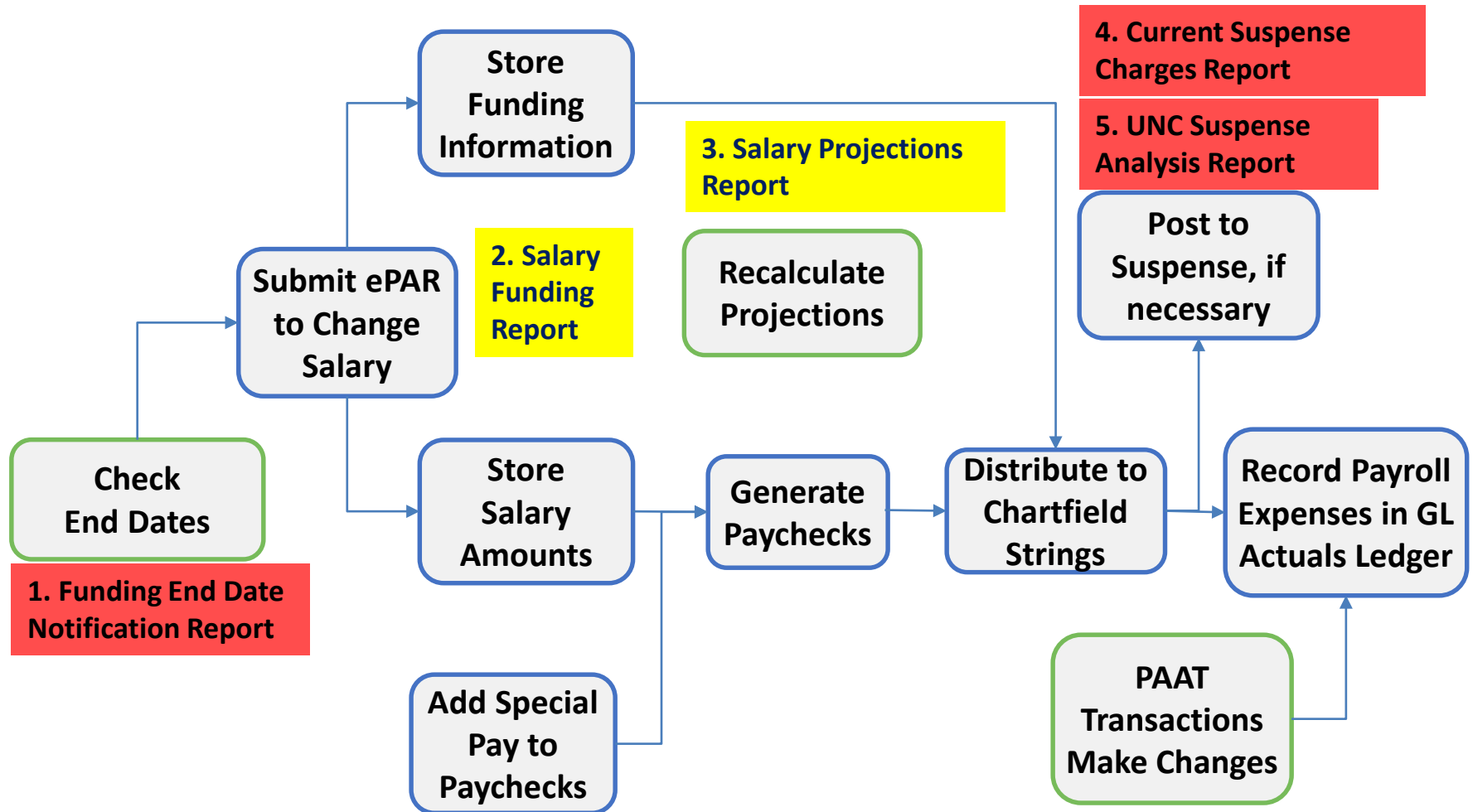
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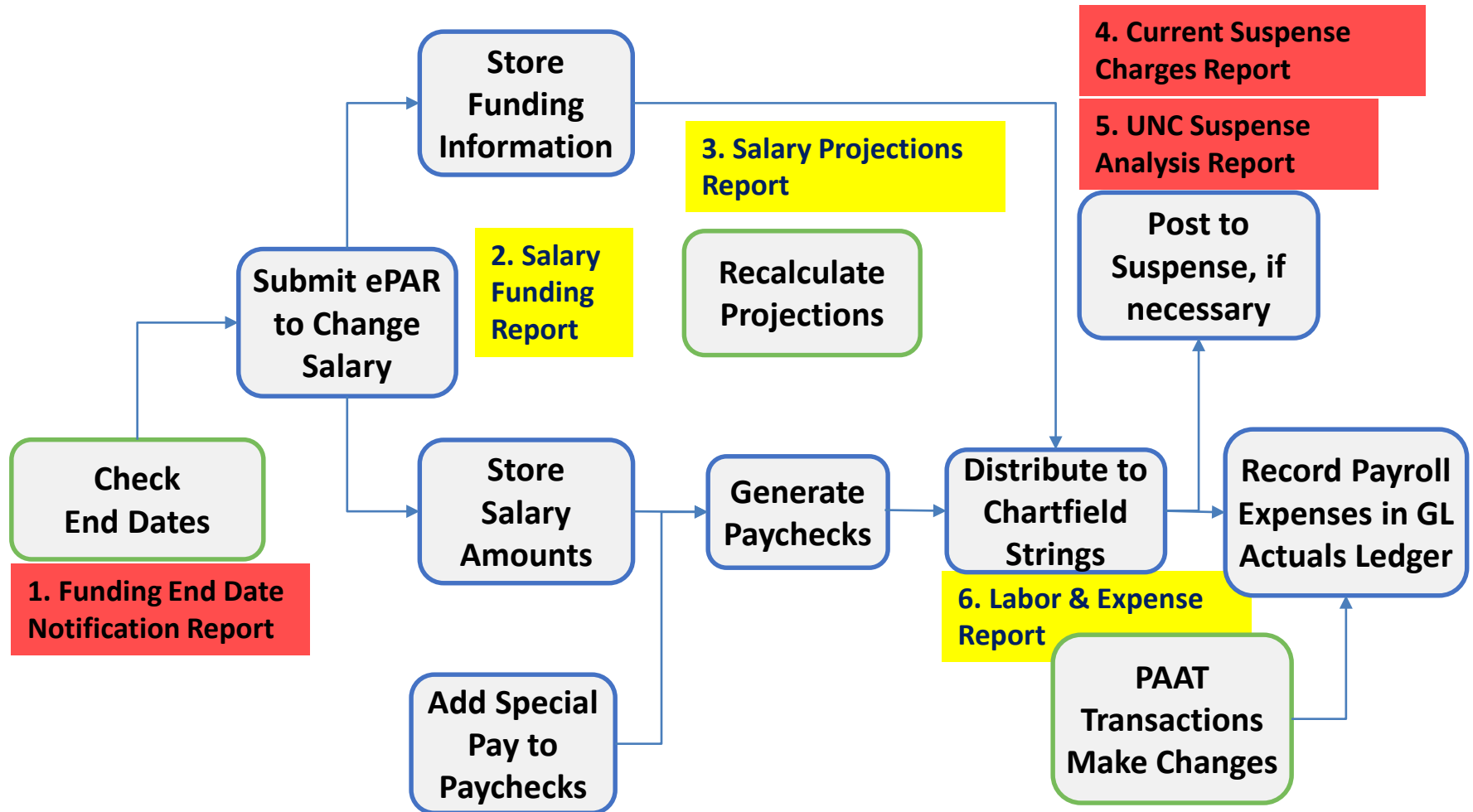
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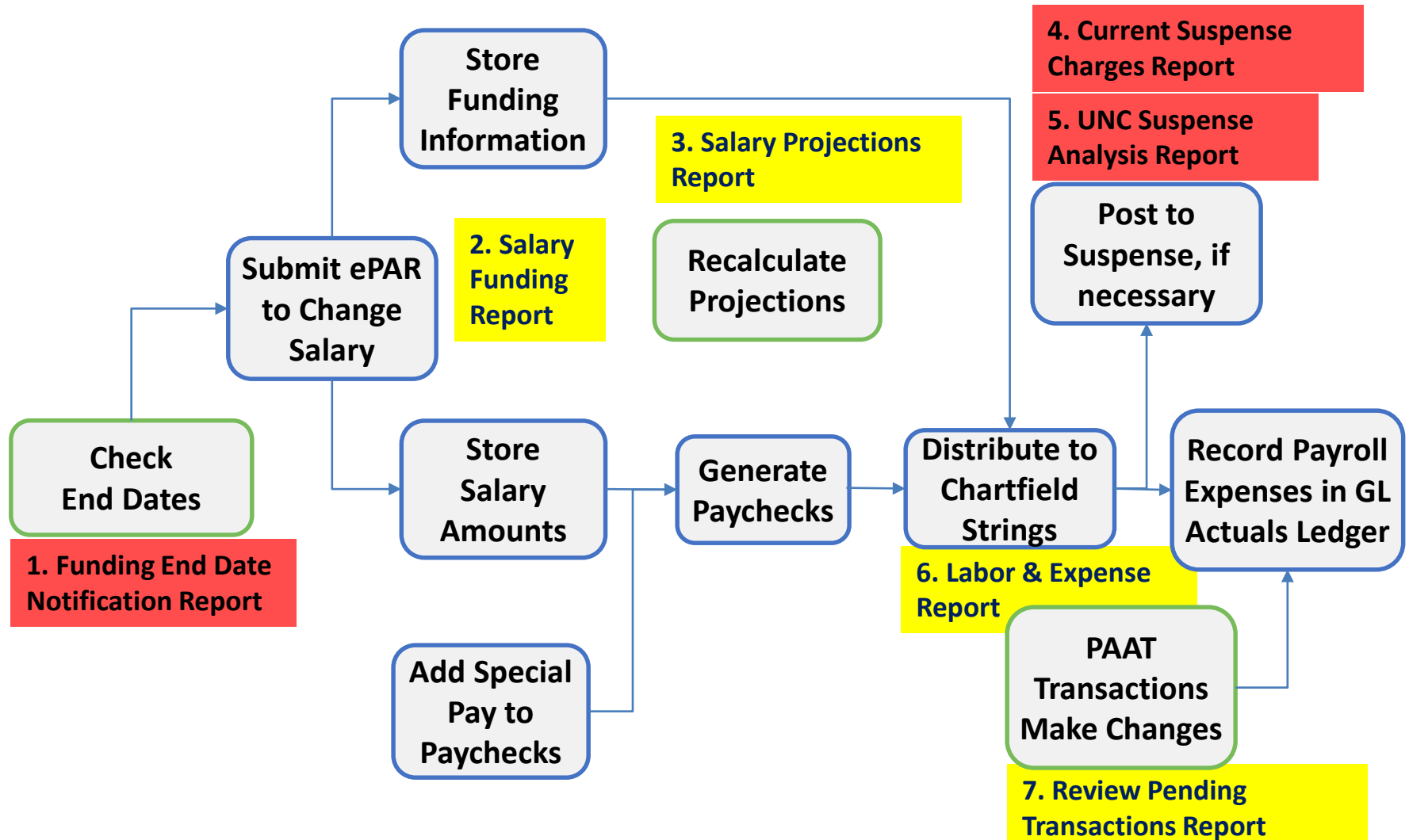
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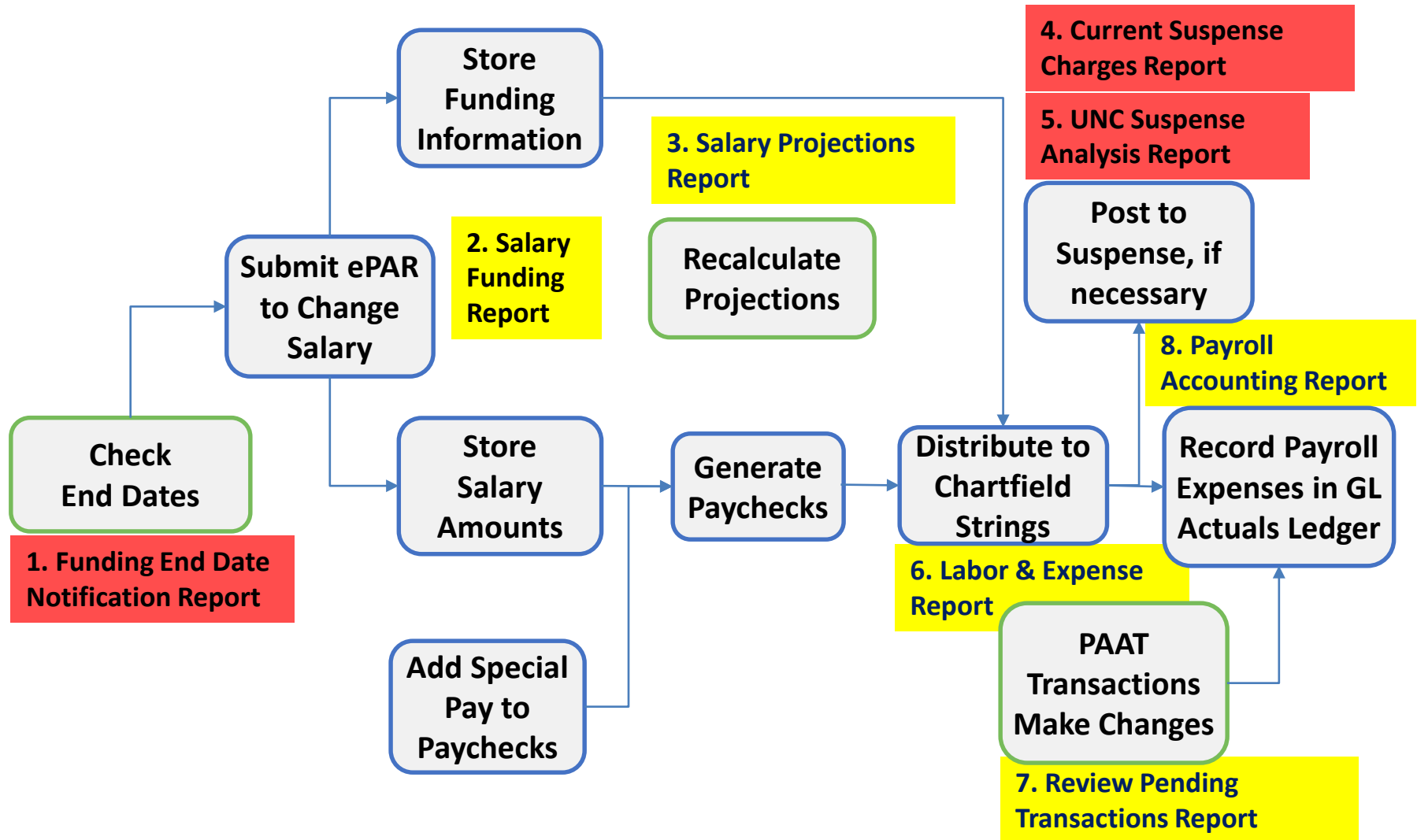
The Payroll Process



The Payroll Process



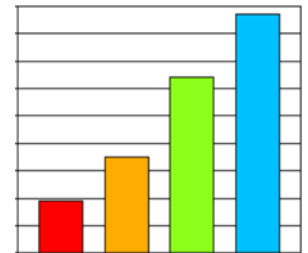
The Payroll Process



Check Your Understanding

When is the best time to run the Funding End Date Notification Report?

- A. After you notice an error
- B. At the beginning of each pay period
- C. When paychecks are generated
- D. After charges are posted to suspense accounts



e each report

Access to the Reports



1. Funding End Date Notification Report

- Run this report at the beginning of a pay period.
- See positions or appointments for which a portion of the paycheck may be charged to **suspense**.
- See the reason a portion of the paycheck may be charged to suspense.
 - Project ending
 - Expired or inactive chartfield string
 - No funding assigned

**ConnectCarolina: HR/Payroll Menu > Payroll
Accounting Reports > Funding End Date
Notification**



ALERT!

2. Salary Funding Report

- Run this report to see how base and supplemental was **planned** to be charged.
- Doesn't include the following:
 - Lump sum payments
 - Overtime
 - PAAT transactions

InfoPorte: HR > Payroll > Salary Funding
or
InfoPorte: Finance > Financial Reporting > Salary Funding



3. Salary Projections Report

- Run this report to see how the salary is **projected** to be paid in the future.
- Based on the earliest of the job end date, funding end date, or budget end date.
- Doesn't include the following:
 - Temporary employees
 - PAAT transactions

InfoPorte: HR > Payroll > Salary Projections

FUTURE

FUTURE

4. Current Suspense Charges Report

- Run this report to see **ALL** current transactions that have been posted to departmental **suspense** accounts due to invalid chartfield strings.
- Includes all payroll transactions **and** PAAT transactions

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



ALERT!

5. UNC Suspense Analysis Report

- Run this report to see **WHY** payroll transactions have been posted to departmental **suspense** accounts.
- Details include:
 - The Chartfield string that's in error
 - Funding end date
 - Number of days the charge has been in suspense
- Includes all **payroll** transactions.
- Doesn't include PAAT transactions.

**ConnectCarolina: Main Menu > HR/Payroll
Menu > Payroll Accounting Reports > UNC
Suspense Analysis**



ALERT!

6. Labor & Expense Report

- Run this report to review the charges of salary and fringe benefit expenses from an HR point of view.
- Shows where a pay period is **currently** charged, regardless of where it was originally charged.
- Doesn't show history.

InfoPorte: HR > Payroll > PAAT

CURRENT

CURRENT

7. Review Pending Transactions Report

- Run this report to check the **approval status** of all pending PAAT transactions.



**PENDING
APPROVAL**

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

8. Payroll Accounting Report

- Run this report to see a **complete history** of payroll transactions for an employee or chartfield string.
- Includes accounting information.

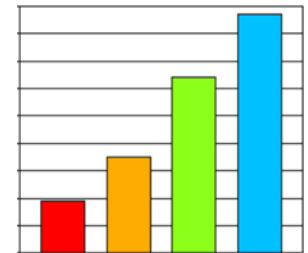
**COMPLETE
HISTORY**

**InfoPorte: Finance > Financial Reporting >
Personnel > Payroll Accounting Report**

Check Your Understanding

Which report shows you how base and supplemental salary was planned to be charged?

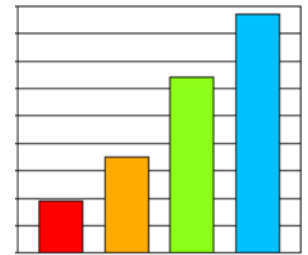
- A. Salary Funding Report
- B. Payroll Accounting Report
- C. Labor Expense Report
- D. Funding End Date Notification Report



Check Your Understanding

Which report shows you a complete history of payroll transactions, including PAAT transactions?

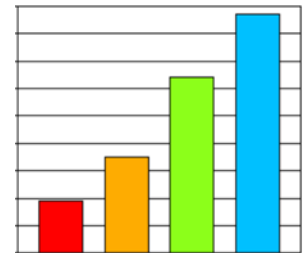
- A. Salary Funding Report
- B. Payroll Accounting Report
- C. Labor Expense Report
- D. Review Pending Transactions Report



Check Your Understanding

Which of the suspense reports includes information about PAAT Transactions?

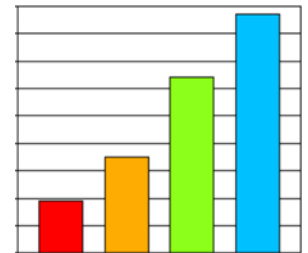
- A. UNC Suspense Analysis Report
- B. Current Suspense Charges Report



Check Your Understanding

True or False?

The Review Pending Transactions Report shows all payroll related transactions that are waiting for approval.

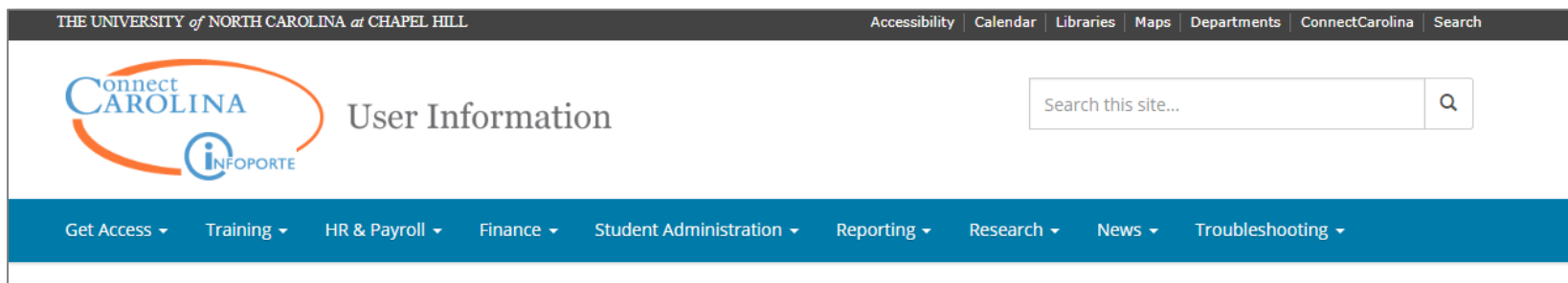


Today We Covered

- 1 How** the payroll funding process works
- 2 Where** in the process reports pull information from
- 3 When** it's helpful to use each report

Want More Information?

- Check out ccinfo.unc.edu
 - Training guides with step-by-step instructions for running the reports
 - Finance and HR Reporting Guides lists the reports and training materials
 - Online trainings for PAAT
 - Register for the InfoPorte Finance and HR classes
 - Recorded webinars for some reports from when reports were released







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The Payroll Process

