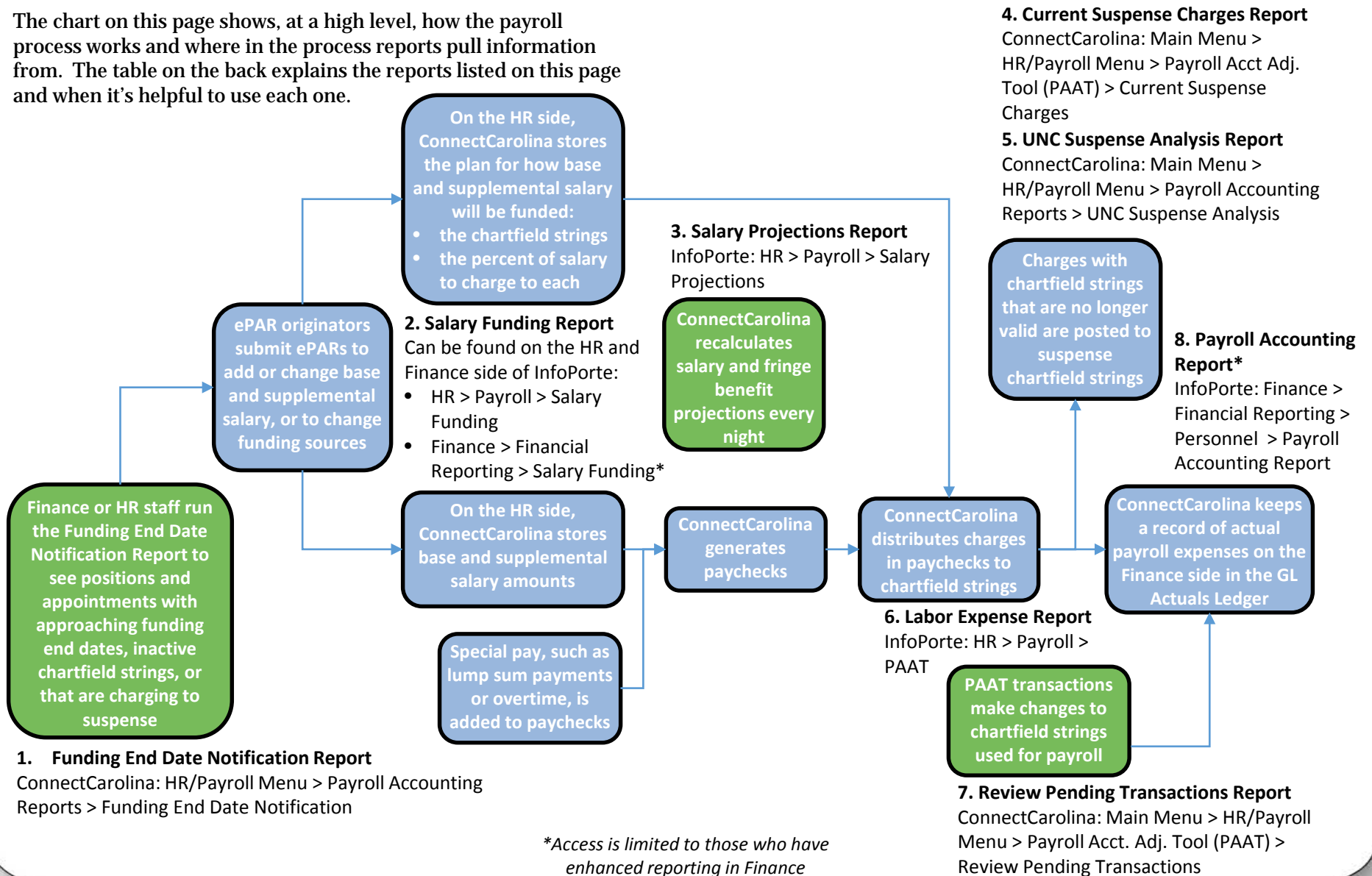## How the Payroll Funding Process Works

The chart on this page shows, at a high level, how the payroll process works and where in the process reports pull information from. The table on the back explains the reports listed on this page and when it's helpful to use each one.

On the HR side, ConnectCarolina stores the plan for how base and supplemental salary will be funded:
- **the chartfield strings**
- **the percent of salary to charge to each**

ePAR originators submit ePARs to add or change base and supplemental salary, or to change funding sources

Finance or HR staff run the Funding End Date Notification Report to see positions and appointments with approaching funding end dates, inactive chartfield strings, or that are charging to suspense

On the HR side, ConnectCarolina stores base and supplemental salary amounts

Special pay, such as lump sum payments or overtime, is added to paychecks

3. Salary Projections Report
InfoPorte: HR > Payroll > Salary Projections

ConnectCarolina recalculates salary and fringe benefit projections every night

2. Salary Funding Report
Can be found on the HR and Finance side of InfoPorte:
- HR > Payroll > Salary Funding
- Finance > Financial Reporting > Salary Funding*

ConnectCarolina generates paychecks

ConnectCarolina distributes charges in paychecks to chartfield strings

6. Labor Expense Report
InfoPorte: HR > Payroll > PAAT

PAAT transactions make changes to chartfield strings used for payroll

Charges with chartfield strings that are no longer valid are posted to suspense chartfield strings

ConnectCarolina keeps a record of actual payroll expenses on the Finance side in the GL Actuals Ledger

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

5. UNC Suspense Analysis Report
ConnectCarolina: Main Menu > HR/Payroll Menu > Payroll Accounting Reports > UNC Suspense Analysis

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

1. Funding End Date Notification Report
ConnectCarolina: HR/Payroll Menu > Payroll Accounting Reports > Funding End Date Notification

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

Access is limited to those who have enhanced reporting in Finance

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When to Use These Reports

This report...	is best used to...	and can be found...
1. Funding End Date Notification Report	see positions or appointments for which a portion of the paycheck will be charged to suspense. Charging to suspense could be due to an expired or inactive chartfield string, or due to no funding assigned for that combination of position and department or appointment, department, and employee record.	ConnectCarolina: HR/Payroll Menu > Payroll Accounting Reports > Funding End Date Notification
2. Salary Funding Report*	see how base and supplemental salary was originally planned to be charged. The Salary Funding Report does not include any payments that were not included in the salary planning, such as lump sum payments, overtime, or PAAT transactions.	on the HR and Finance side of InfoPorte: • HR > Payroll > Salary Funding • Finance > Financial Reporting > Salary Funding
3. Salary Projections Report	determine the amount of salary and fringe benefits projected to be paid between now and the earliest of the job end date, funding end date, or budget end date. The Projections Report does not include PAAT transactions or hourly employees.	InfoPorte: HR > Payroll > Salary Projections
4. Current Suspense Charges Report	see all current transactions that have been posted to departmental suspense accounts due to invalid chartfield strings. This report includes all payroll transactions and PAAT transactions.	ConnectCarolina: Main Menu > HR/Payroll Menu > Payroll Acct Adj. Tool (PAAT) > Current Suspense Charges
5. UNC Suspense Analysis Report	see why payroll transactions have been posted to departmental suspense accounts, including details such as the chartfield string in error, the funding end date, and the number of days the charge has been in suspense. This report only includes payroll transactions, not PAAT transactions.	ConnectCarolina: Main Menu > HR/Payroll Menu > Payroll Accounting Reports > UNC Suspense Analysis
6. Labor & Expense Report	review the charges of your salary and fringe benefit expenses from an HR point of view. The report shows where a pay period is currently charged, regardless of where it was originally charged, but does not show history.	InfoPorte: HR > Payroll > PAAT
7. Review Pending Transactions Report	check the approval status of all pending PAAT transactions.	ConnectCarolina: Main Menu > HR/Payroll Menu > Payroll Acct. Adj. Tool (PAAT) > Review Pending Transactions
8. Payroll Accounting Report*	see a complete history of payroll transactions for an employee or chartfield string, along with accounting information.	InfoPorte: Finance > Financial Reporting > Personnel > Payroll Accounting Report
Other reports that help manage salary and fringe benefits are: • BMS Report (currently, only shows State funds) • Summer Salary & Overloads Report • Transactions tab in InfoPorte • Ledger Rollup tab in InfoPorte		*Access is limited to those who have enhanced reporting access in Finance.