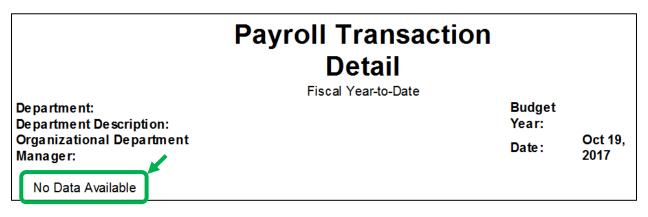
September Payroll Reporting Issue - CORRECTED

An issue was identified with the September payroll journal HR00055447 that posted on October, 2nd. The journal bypassed the budget-check process. As a result, September payroll expenses did not appear in Cognos reports or in Budget Overview in EIS. Dis-encumbrances posted appropriately and were not affected. The issue was limited to budgetary chartstrings which are those with a Fund Cat of 105, 120, or 200.

The Budget Office posted a correction journal, HR0055447B, on Friday, 10/13 which appears in COGNOS as shown below.

Department	Fund Category	Fund	Account Type	D-Level Account	Account	Function	Program	Purpose	Ste	JournalID/KKTranID	Journal/KK Transaction Line	Description	Line Description
121200 - Chemistry	105 - Educational & General	- GRD-	Expense	D5010 - Salaries- Faculty/Academic	50101 - Salaries - Faculty 9 Mo-FT	100 - Instruction- General				HR0055447B	2574		10.01.17 Monthly Pyri
121200 - Chemistry	105 - Educational & General	- GRD-	Expense	D5010 - Salaries- Faculty/Academic	50105 - Salaries - Faculty-12 Mo-FT	100 - Instruction- General				HR0055447B	3808		10.01.17 Monthly Pyrl
121200 - Chemistry	105 - Educational & General	- GRD-	Expense		D5010 - Salaries- Faculty/Academic	100 - Instruction- General				HP00055836	134		Payroll PreEncumbrance

The correction journal reflects the payroll expense amounts, but <u>the journal cannot be drilled through</u> to view individual employee charges. If journal HR0055447B is drilled on, the following screen will appear:



Detailed payroll information is still available via the Department Payroll Transaction Detail report. Users should search by the <u>original payroll entry (HR00055447)</u> rather than by the correcting entry (HR0055447B). Please refer to the screenshots below for additional details. 1. From the employee portal (my.unt.edu) select the Reports tab. Within the Financial Reporting section, select "More" to view additional report options.

UNT [®] EST. 1890	Email Blackboard Catalogs People & Departments Calendar Map									
	Student Human Resources Reports									
Student Center	Campus Community Reporting 😂 🕍 EIS Infrastructure Reporting 🤤									
Email Message Center	You do not have permission to view these reports. Contact your security administrator (ACE) if you require access. You do not have permission to view these reports. Contact your security administrator (ACE) if you require access.	E S								
My Classes	Cognos Training Reporting C 🖬 Financial Aid Reporting C									
Enrollment	You do not have permission to view these reports. Contact Cognos Connection Links for ReportNet Business and Professional Authors and Administrators									
Financial Aid	Cognos Connection Financial Reporting									
Finances >	Contributor Relations Reports C Budgets 9. (New as of 3/1/16) View 9.2 Budget Reports for your Department or Project/Grant New as of 3/1/16) Department Judget Summary Project Budg t Summary Department I under Summary Department I under Summary									
	Decision Support Reports									

2. Within the Financial Reporting section, select the Department Payroll Transaction Detail report.

UNT [®] EST. 1890	Email Blackboard Catalogs People & Departments Map							
	Student Human Resources Reports							
Student Center	Financial Reporting							
Email	Budgets 9.2 (New as of 3/1/16) View 9.2 Budget Reports for your Department or Project/Grant (New as of 3/1/16)							
Message Center	Department Budget Summary Project Budget Summary Department Transaction Detail							
My Classes	Budget Overview Report Project Transaction Detail							
Enrollment	Department Payroll Transaction Detail							

3. Within the search parameters, enter HR00055447 and run the report. Do not search for HR0055447B. There is no underlying detail associated with the correcting journal.

Journal ID	HR00055447				
Business Unit	University of North Texas	\checkmark			
Budget Year	2018	\checkmark			
DepartmentID	DEPARTMENT_UNIQUE_DESC	\checkmark			
Account	Account	\checkmark			
Fund Category	FUND_CATEGORY_UNIQUE_DESC	\checkmark			
Fund	FUND_UNIQUE_DESC	\checkmark			
Em ployee ID					
Function	UniqueDescription	\checkmark			
Program	UniqueDescription	\checkmark			
Purpose	UniqueDescription	\checkmark			
Site	UniqueDescription	\checkmark			

4. The report contains the underlying payroll transaction detail for September.

								Keep this ve		nive		y of	No	report
	nt: nt Descripti onal Depai		ager:									Fiscal Ye	ar-to-D	ate
Department	Account	Fund Category	Fund	Project	Program	Site	Purpose	Function	Employee Name	Employee D#	Employee Record #	Position ID#	Job Code	Job Title
	50167 - Salaries- Graduate Other	200 - Designated Operating- Managed	830001 - Designated Tuition				11532 - Graduate Student Support	400 - Academic Support			7		0853	Grad Svcs Asst Non- Acad L3
	50501 - Payroll Tax Expense	200 - Designated Operating- Managed	830001 - Designated Tuition					400 - Academic Support			9		8823	Administration Coordinator
	50501 - Payroll Tax	200 - Designated	830001 - Designated					400 - Academic			9		8823	Administration Coordinator