

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	Site	JournalID/KKTranID	Journal/KK Transaction Line	Description	Line Description	V
121200 - Chemistry	105 - Educational & General	800001 - GRD-General	Expense	D5010 - Salaries-Faculty/Academic	50101 - Salaries-Faculty 9 Mo-FT	100 - Instruction-General				HR0055447B	2574		10.01.17 Monthly Pyrl	
121200 - Chemistry	105 - Educational & General	800001 - GRD-General	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	800001 - GRD-General	Expense	D5010 - Salaries-Faculty/Academic	D5010 - Salaries-Faculty/Academic	100 - Instruction-General				HP00055836	134		Payroll PreEncumbrance	

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

Payroll Transaction Detail

Fiscal Year-to-Date

Department:

Department Description:
Organizational Department

Manager:

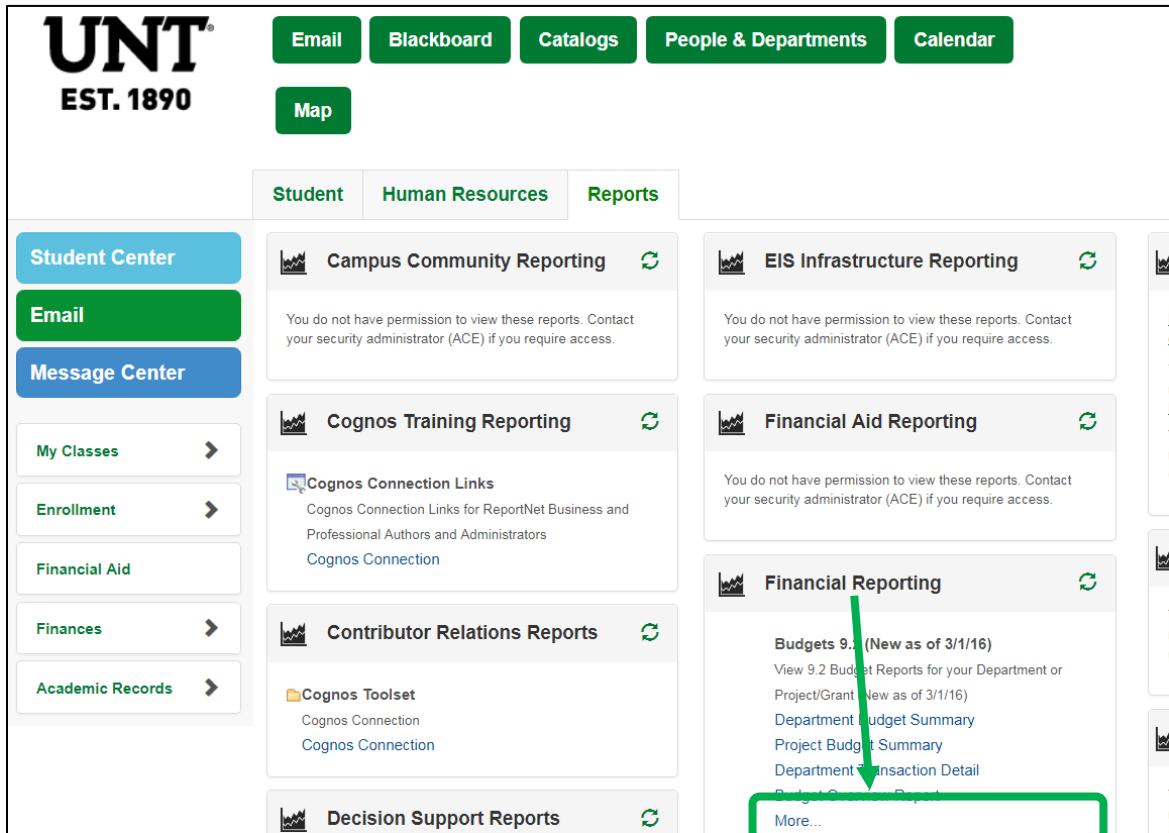
Budget Year:

Date: Oct 19, 2017

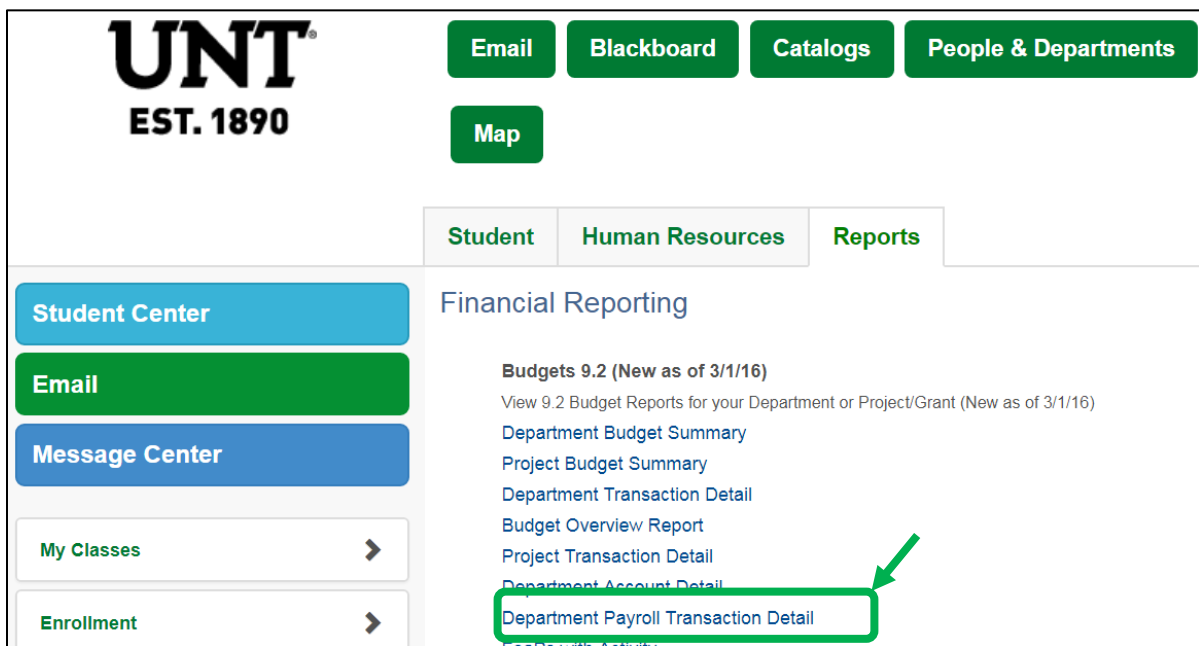
No Data Available

Detailed payroll information is still available via the Department Payroll Transaction Detail report. Users should search by the original payroll entry (HR00055447) 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.



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



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
Budget Year	2018
Department ID	DEPARTMENT_UNIQUE_DESC
Account	Account
Fund Category	FUND_CATEGORY_UNIQUE_DESC
Fund	FUND_UNIQUE_DESC
Employee ID	
Function	UniqueDescription
Program	UniqueDescription
Purpose	UniqueDescription
Site	UniqueDescription

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

University of North Texas
Payroll Transaction Detail
Fiscal Year-to-Date

Department: [Redacted]
Department Description: [Redacted]
Organizational Department Manager: [Redacted]

Department	Account	Fund Category	Fund	Project	Program	Site	Purpose	Function	Employee Name	Employee ID#	Employee Record #	Position ID#	Job Code	Job Title
[Redacted]	50167 - Salaries-Graduate Other	200 - Designated Operating-Managed	830001 - Designated Tuition				11532 - Graduate Student Support	400 - Academic Support	[Redacted]	[Redacted]	7	[Redacted]	0853	Grad Svcs Asst Non-Acad L3
[Redacted]	50501 - Payroll Tax Expense	200 - Designated Operating-Managed	830001 - Designated Tuition					400 - Academic Support	[Redacted]	[Redacted]	9	[Redacted]	8823	Administrative Coordinator
[Redacted]	50501 - Payroll Tax	200 - Designated	830001 - Designated					400 - Academic	[Redacted]	[Redacted]	9	[Redacted]	8823	Administrative Coordinator