

Pay & Effort System

The Pay & Effort System will enable the user to do the following IBIS tasks:

- Pay and Effort is a subsystem of the IBIS Financial System that will replace Salary Distribution, as well as the IMS files and functions.
 - Pay and Effort provides on-line updating and on-line browsing.
 - The Total Pay, Earned and Distributions information can be viewed on-line and on one screen.
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05/02/00
09:24:13.6

INTEGRATED BUSINESS INFORMATION SYSTEM
PAY & EFFORT FUNCTIONS

M2PE
JWD1

Any of the functions included in this system can be invoked by entering the corresponding function code on the command line next to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION	DESCRIPTION	FUNCTION	DESCRIPTION
IPES	Pay and Effort Inquiry	PYTR	Payroll Transfer Form
UPES	Update Pay and Effort		
UPEX	Crossfoot a Pay Period		
UPEV	Update Paid Information		
UPET	Transfer Distributions		
UPCR	Resolve C/S batch recs		



NEXT FUNCTION: IPES ① **PREV MENU: M1M1**
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
② HELP MENU CMPS END KEYS PRNT . █

1. At **Next Function**, enter **IPES**.
2. Press **Enter**.

IPES is the Pay & Effort Inquiry Function

05/02/00		Pay and Effort Inquiry			Page: 1.1	IPES	
09:28	HB: 08-7-54 UP	F0015 N L0015LASTNAM	914-01-0015	SPln: 3	JWD1		
PAY 1		DIST 1		10			
00-001-02 HN 6		TOTAL PAY	TOT EARNED	00-001-02 HN			
S Ppd	10010 0124	8	9	10010	0124		
4	- M01	500.00	500.00	500.00	500.00		
	- 5	450.00	450.00	450.00	450.00		
	- M03	450.00	450.00	450.00	450.00		
	- M04	450.00	450.00	450.00	450.00		
	- M05	450.00	450.00	450.00	450.00		
	- M06	450.00	450.00	450.00	450.00		
	- M07	450.00	450.00	450.00	450.00		
	- M08	450.00	450.00	450.00	450.00		
	- M09	450.00	450.00	450.00	450.00		
	- M10	450.00	450.00	450.00	450.00		
	- M11	450.00	450.00	450.00	450.00		
	- M12	450.00	450.00	450.00	450.00		
	- TTL	5450.00	5450.00	5450.00	5450.00		
-							
NEXT KEY		SSN: 914-1-0015	FISCAL YR: 99-00	TotPd: 500.00	D: 5450.00		
NEXT FUNCTION:						(MENU, KEYS, END)	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							
○ HELP MENU CMPS END LEFT RIGHT BACK FWRD . KEYS PRNT .							

This function allows the user to view an individual's pay information on-line.

The Total Pay, Earned and Distribution can be viewed on one screen.

1. At **Next Key SSN:** function, enter social security number.
2. At the **Fiscal Year** function, enter 99/00 and press **Enter**.
The screen will display the following information.
3. Salary Plan — 36, 48, 52wk or 12m.
4. Select the pay period to update or change — Select the **Pay Period** you want to update by placing an 'X' next to it and press **ENTER**, this will advance the screen to the **UPES** function. You **do not** need to enter **UPES** at the **Next Function** area to advance to the **UPES** screen.
5. Pay Period
6. Pay Budget (can have more than one).

> Note:

When there is one non-1002 or non-clearing pay budget, there can be only one distribution.

7. Home Budget
8. Total Pay
9. Total Earned
10. Distribution (can have more than one).
11. Total Paid To Date
12. Distribution (total distribution for the year)

Five columns of information can be viewed on the screen at a time. At the top of the screen, the word **more>** will appear if there is additional information to be viewed. To view additional distributions, press **PF6** to move to the right and **PF5** to move to the left and the standard **PF7/8** allows you to do forward or backward scrolling.

UPES Screen — Pay & Effort Update Function

The screenshot shows the 'Pay and Effort Modify' screen with the following data and callouts:

- 1** UPES JWD1
- 05/30/00 08:48:48.0 F00 15 N L00 15LASTMAN 914-01-00 15 SPIn: NA
- Pay Period to Modify: M01 **4** Ppd Status: PAID
- Table 1:

Num	Cat	Obj.	Account#	Pay Amt	Earn Amt	Voucher#
1	5	0124	00 - 001 - 02_ HN 10010	500.00	500.00	7437
2						
3						
- 6** Sel 1 **8** D I S T R I B U T I O N S
- 7** Table 2:

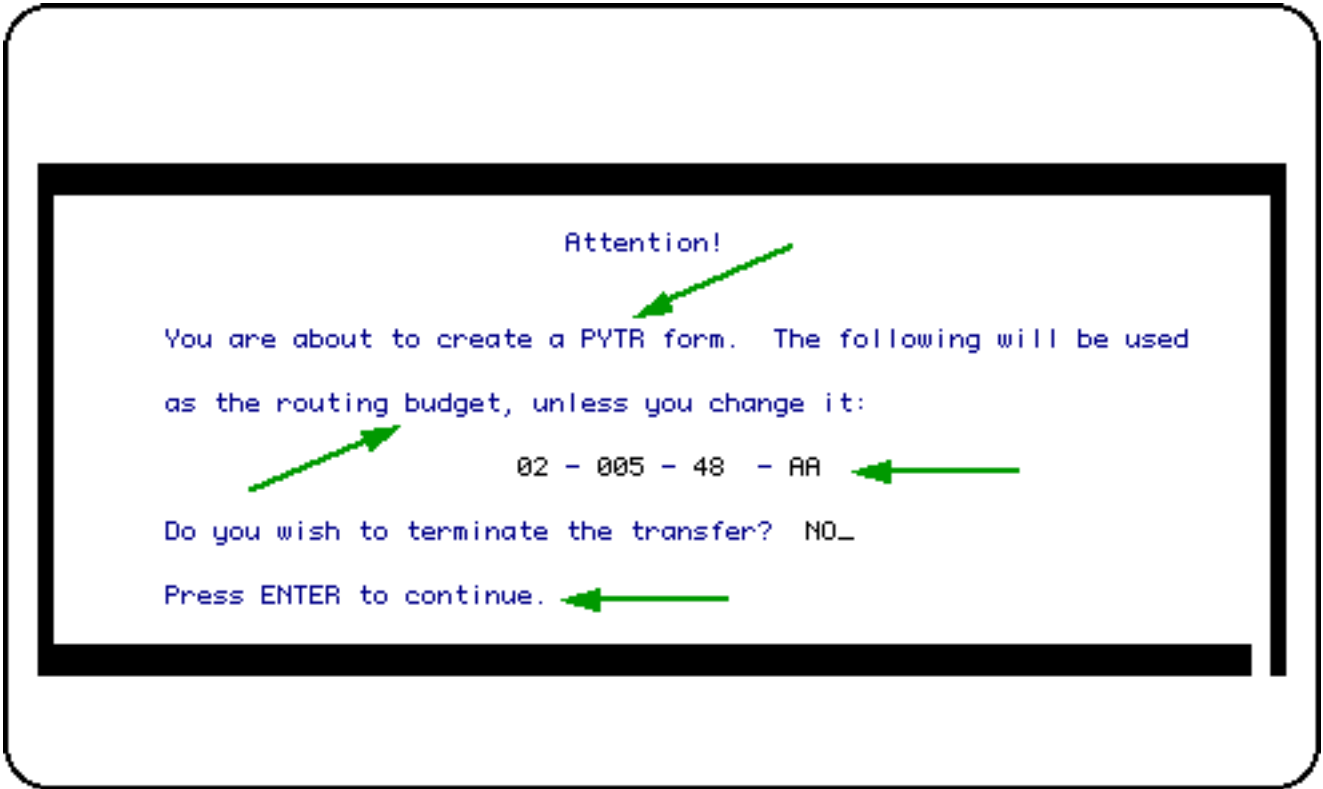
Sem	Obj.	Account#	Amount	Change	Amount	Dept	Adm	%
	0124	00 - 001 - 02_ HN 10010	500.00	9		10		11
- Go to **12** Repeat for **13** thru ___
- 2** NEXT KEY SSN: 914010015 PPD: M01 FISCAL YR: 1999 / 2000
- NEXT FUNCTION: **3** (MENU, KEYS, END)
- Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END P Bck P Fwd D Bck D Fwd IPES KEYS PRNT UPDT

1. The Pay & Effort Update Function is done through the UPES screen. You can add,

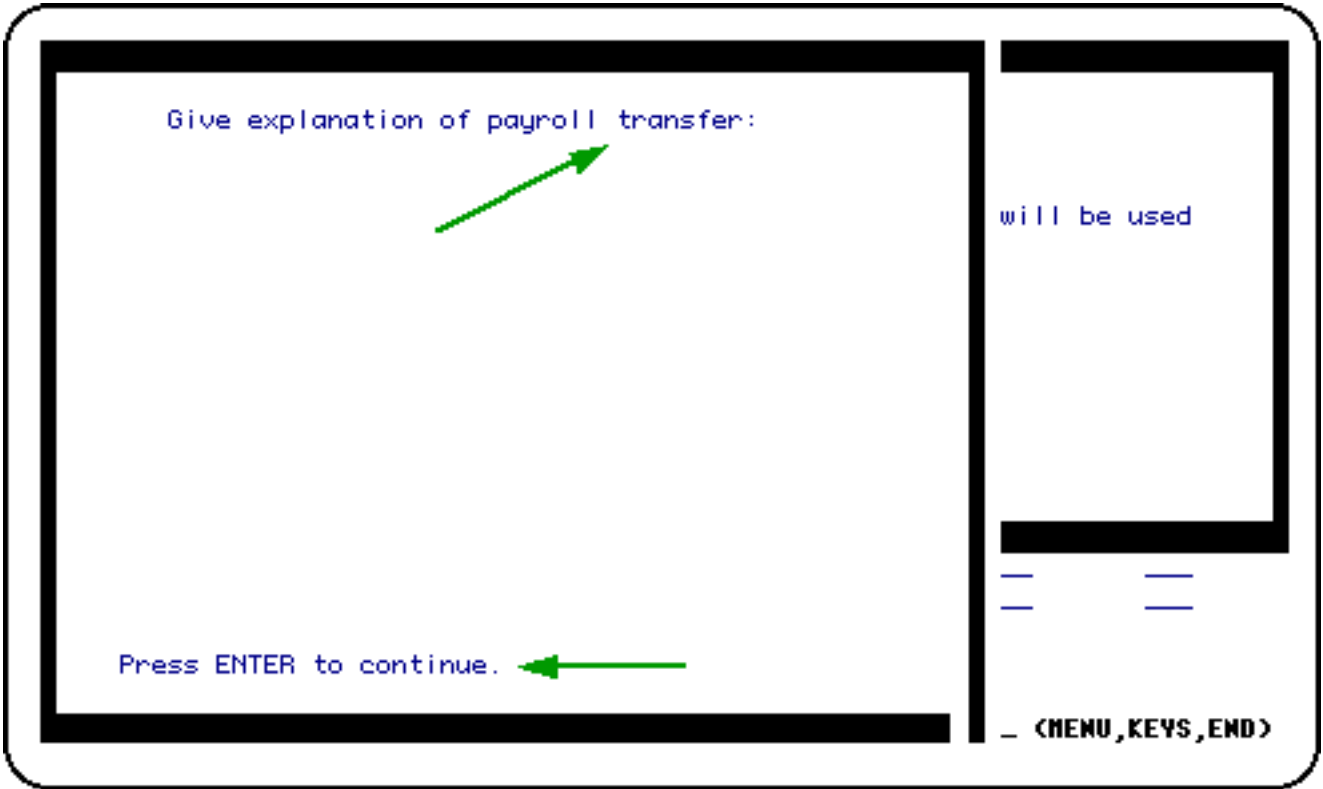
change or redistribute a pay period or pay periods on-line. **You can use UPES only when the pay status is encumbered or paid.**

2. At the **Next Key SSN:** Enter the social security number, at **PPD:** Enter the pay period you want to update and at the **Fiscal YR:** Enter the fiscal year (1999/2000) and press **Enter**.
3. Pay Period to Modify.
4. Pay Period Status — Encumbered, Paid or Distributed.
5. The **Object Code, Pay Account** (Budget/Fund), **Pay Amount, Earned** and **Voucher Number** is displayed (up to three at a time). If you need to view additional pay accounts, press **PF6** to go forward, **PF5** to go back.
6. Select the **Distribution Account** you want to update by entering the corresponding number of the pay account at the **Sel** area, otherwise **Sel** defaults to number 1.
7. Semester — SU is entered in this area. This is used for the months of May and August because they can be split between spring and summer or summer and fall. This information is also used by the Budget Office for the Snyder Reporting requirements.
8. Distribution of the Earned Amount (up to 8 are displayed at a time), to view additional distributions, use **PF8** to scroll forward and **PF7** to scroll backward.
9. Change Amount — Enter the new value or values.
10. Department Administration — Enter the dollar value (optional).
11. Percentage (%) — Enter the percentage (optional).
> Note:
If entering both dollar value and percentage, the percentage will be used for the calculation.
12. Go To — Enter the pay period to be repeated.
13. Repeat for/thru — Enter the pay period or periods the information is to be repeated to.

After the data is entered or changes made, press **PF12** to update. If the update is successful, the following will appear at the top of the screen:



After pressing enter, an additional window will appear requesting an explanation for the transfer.



After providing the explanation, the FANS window will appear for the user to resolve each transaction.

A **FANS** (Financial Accounts Numbers) window will appear for the user to resolve each transaction.

1. The debit and credit side of the transfer.
2. Enter the number of the account you will resolve. The FANS will appear for the user to enter notation in the free space and a detail description.
3. Press **PF10** to resolve.

The following message will appear:	Resolution Completed.
-------------------------------------------	------------------------------

- Press **PF9** to return.

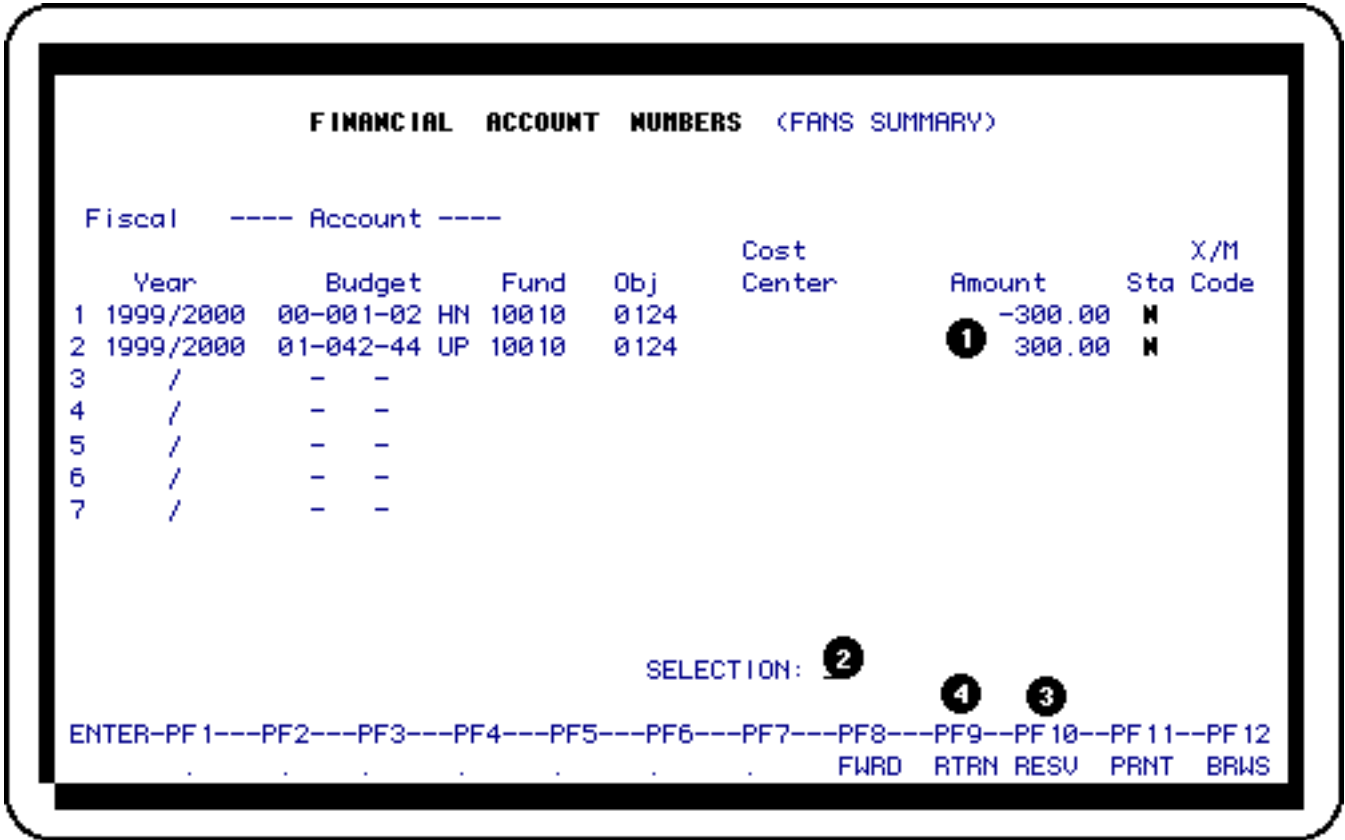
When resolution is complete, an "**R**" will be displayed in the Status column.
Press **PF9** to return to the **UPET** screen.

1. If the account has **Cost Centers**, an additional **FANS** window will appear for resolution at the **Cost Center** level.
2. After resolving, press **PF10**.

The following message will appear:	Resolution Completed.
-------------------------------------------	------------------------------

- Press **PF9** to return.

Financial Account Numbers (FANS) Transfer Screen



When processing a transfer between two different accounts, the **FANS** window (screen sample above) will appear displaying the following:

1. The debit and credit side of the transfer.
2. Select which account you will resolve.
The FANS window that provides space for **Tieback** and **Detail Description**, will appear.
3. Press **PF10** to Resolve.
4. Press **PF9** to return.

Financial Accounts Numbers (FANS) Resolutions Screen

FINANCIAL ACCOUNT NUMBERS (FANS SUMMARY)

Fiscal	Account			Cost	Amount	X/M
Year	Budget	Fund	Obj	Center		Sta Code
1 1999/2000	00-001-02	HN 10010	0124		-300.00	R 1
2 1999/2000	01-042-44	UP 10010	0124		300.00	R
3 /	- -					
4 /	- -					
5 /	- -					
6 /	- -					
7 /	- -					

SELECTION: _

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--PF10--PF11--PF12
 FWRD RTRN RESU PRNT BRWS

1. With all resolutions complete, an "R" will be displayed in the **Status** column.

PYTR Form NUM Created Screen

NO UPDATING ALLOWED FOR PPD M01 - FORM 102796 AWAITING PROCESSING. ←

06/01/00

Pay and Effort Payroll Transfer

UPET

11:09:24.8

SPIn:

JWD1

Pay Period to Modify:

Ppd Status: **DISTRIBUTED**

Num Cat Obj. Account# Fund Pay Amnt Earn Amnt Voucher#

Sel	D I S T R I B U T I O N S				Amount	Change Amount	Dept Adm %
Sem	Obj.	Account#	Fund				
—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—

Go to ___ Repeat for ___ thru ___

NEXT KEY SSM: 914010007 PPD: M01 FISCAL YR: 1999 / 2000

NEXT FUNCTION: _____ (MENU, KEYS, END)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--

HELP MENU CMPS END P Bck P Fwd D Bck D Fwd IPES KEYS PRNT UPDT

With all resolutions completed, a blank **UPET** screen will appear with the following message at the top of the screen:

PYTR FORM NUM ____ AWAITING PROCESSING

PYTR Function Screen

ENTER FORM ACTION OR PRESS 'PF10' FOR 'FAMS' OR 'UPET' AUTO-RESOLUTION ←

06/01/00

PAY AND EFFORT MAINTENANCE SYSTEM

Page 1 of 2

11:10:48.5

PAYROLL TRANSFER FORM

PYTR

Form Action: ___ Document#: ___ Unit: ___ Confidential: Y
Next Approver: ___ Cent Ref #: ___ Document Status: ___

Ssno: ___ - ___ - ___	Name: _____	Fiscal Year: ___ / ___				
Ppd Vchr#	Account #	X/M	Cobj	% Eff	DB-Amount	CR-Amount
___	___	___	___	___	___	___
___	___	___	___	___	___	___
___	___	___	___	___	___	___
___	___	___	___	___	___	___
___	___	___	___	___	___	___

Document Total:

More Lines: N For more lines, press 'PF2'

Explanation: _____

For more explanation lines, press 'PF3'

Send copies to: ___ ___ ___ ___ ___

Budget to be used for Approval Routing: ___ - ___ - ___ UP

NEXT FUNCTION: _____ (MENU, KEYS, END)

- The **PYTR** form is created from the **UPET** function when transferring salary information. All the required information will be reflected on the form.
- Once the form is created, the user can add tuition charges, x/m code, percent of effort, modify the explanation and add individuals to receive a copy.
- The **PYTR** form will follow the approval path of the routing budget.
- The **PYTR** form created from the **UPET** function cannot be rejected or cancelled. A reversing form will have to be created to correct the initial transfer.
- The **PYTR** form is also used to transfer wages. The user will have to enter all required information because the form is not created using the **UPET** function but by accessing the form at the next function line by entering **PYTR**.
- The **PYTR** form for wages can be rejected or cancelled.
- Transfers involving federal funds are subject to the Federal Pass Through. Transfers processed after the 30-day limit will go to the Central Desk for approval.

10. % of Effort
11. Space to provide an explanation for the transfer
12. To provide copies of the form to others by typing in the userIDs
13. Display of the routing Approval Budget (cannot be changed on this screen)

UPEX Function Screen

```

06/01/00                               Pay and Effort Modify
11:13:54.8                               UPEX
PPD CROSSFOOTED - TRANSACTION COMPLETED ← JWD1
F0184 M L0184LASTNAM 914-01-0184 SPIn: 36M
Pay Period to Modify: M03                Ppd Status: DISTRIBUTED ←

```

Cat	Obj.	Account#	Fund	Actual Paid	Earn Amt	Dist Amt
	0174	02 - 006 -	19 SL 10010	3417.00	3417.00	3417.00
		-				
		-				
		-				
		-				
		-				
		-				
		-				

```

NEXT KEY  SSM: 914010184 PPD: M03 FISCAL YR: 1999 / 2000
NEXT FUNCTION: _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  MENU  CMPS  END      .      .      .      .      .      .      .      .      .      .

```

The **UPEX** function is the on-line cross-foot or reconciliation that ensures the pay period is in balance.

UPEX is used to take a pay period from **PAID** to **DISTRIBUTED**.

Any errors existing in the pay period will have to be removed.

Use **UPEX** only after payroll has been processed.

When using **UPEX** for an individual that is on the clearing account, you must change the distribution back to the clearing account and do a transfer to the

