

# 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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## IBIS Main Menu Functions

05/02/00  
09:18:40.2

**INTEGRATED BUSINESS INFORMATION SYSTEM**

M1M1  
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
FORM	Help Selecting HRS Forms	M2PI	Property Inventory
M2AH	IBIS Adhoc Functions	M2PR	Purchasing System
M2AS	EASY Elec. Appr. System	M2VA	Vendor System
M2BG	Budgeting System	BAMM	Budget Planning: BudAuto
M2FN	Financial System	M2IM	Inventory Management
M2FS	Facilities System	CODE	Codeset Maint. System
M2HR	Human Resources System	M2NC	Nat Conn. Applications
M2PA	Payroll System	M2PE	Pay & Effort Functions

**NEXT FUNCTION: M2PE** ① PREV MENU: NONE

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 **M2PE**.
2. Press **Enter**.

## Pay & Effort Functions


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		
	- 5	450.00	450.00	450.00		
	- M03	450.00	450.00	450.00		
	- M04	450.00	450.00	450.00		
	- M05	450.00	450.00	450.00		
	- M06	450.00	450.00	450.00		
	- M07	450.00	450.00	450.00		
	- M08	450.00	450.00	450.00		
	- M09	450.00	450.00	450.00		
	- M10	450.00	450.00	450.00		
	- M11	450.00	450.00	450.00		
	- M12	450.00	450.00	450.00		
	- TTL	5450.00	5450.00	5450.00		
<b>NEXT KEY SSN: 914-1-0015 FISCAL YR: 99-2-00 TotPd: 500.00 11 D: 5450.00 12</b> <b>NEXT FUNCTION: (MENU, KEYS, END)</b> 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. At the top, it displays the date '05/30/00', time '08:48:48.0', and user information 'F00 15 N L00 15LASTMAN 9 14-01-00 15'. The 'UPES JWD1' label is circled with a '1'. Below this, 'Pay Period to Modify: M01' and 'Ppd Status: PAID' are shown, with 'PAID' circled with a '4'. A table of pay items follows, with the first row circled with a '5'. Below the table, 'Sel 1' and 'DISTRIBUTIONS' are shown, with 'DISTRIBUTIONS' circled with an '8'. A second table shows distribution details, with 'Amount Change Amount' circled with a '9', 'Dept Adm' circled with a '10', and a percentage sign circled with a '11'. At the bottom, 'Go to' and 'Repeat for' are circled with '12' and '13' respectively. The 'NEXT KEY' and 'NEXT FUNCTION' sections are circled with '2' and '3'. The bottom of the screen shows a row of function keys: 'Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---' and '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:

A message will appear at the top of the screen:

Pay Period \_\_\_\_\_ has been updated.

```
ACCT 0000102 HN 10010 HAS BEEN UPDATED FOR PPD M01 ←
05/30/00                               Pay and Effort Modify          UPES
08:55:43.4   F0015 N L0015LASTNAM     914-01-0015   SPIn: NA      JWD1
Pay Period to Modify: M01                Ppd Status: PAID
Num  Cat  Obj.      Account#          Pay Amnt    Earn Amnt    Voucher#
  1  _  0124    00 - 001 - 02_ HN 10010    500.00      500.00      7437
  2  _  _      _ - _ - _ - _ - _ - _ - _ - _
  3  _  _      _ - _ - _ - _ - _ - _ - _ - _
Sel 1  D I S T R I B U T I O N S
Sem  Obj.      Account#          Amount  Change Amount    Dept Adm    %
_  0124    00 - 001 - 02_ HN 10010    500.00
_  _      _ - _ - _ - _ - _ - _ - _ - _
_  _      _ - _ - _ - _ - _ - _ - _ - _
_  _      _ - _ - _ - _ - _ - _ - _ - _
_  _      _ - _ - _ - _ - _ - _ - _ - _
_  _      _ - _ - _ - _ - _ - _ - _ - _
_  _      _ - _ - _ - _ - _ - _ - _ - _
_  _      _ - _ - _ - _ - _ - _ - _ - _

Go to ___ Repeat for ___ thru ___
NEXT KEY  SSN: 914010015 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
```

## UPET — Pay & Effort Transfer Function

1. The **Pay & Effort Transfer Function** is handled through the **UPET** screen.
2. This function transfers a pay period or periods from one account to another or change the distribution of the pay.
3. To process a transfer, the pay period status must be in the **Distributed Status**. The transfer must have a debit and credit entry, the **UPET** will not process a one-sided transfer.

## UPET — Pay & Effort Distributions Function Screen

```

06/01/00                               Pay and Effort Payroll Transfer                               UPET
10:04:37.7   F0007 M L0007LASTMAN   914-01-0007   SPIn: 36W   JWD1
Pay Period to Modify: M01   Ppd Status: DISTRIBUTED
Num  Cat  Obj.   Account#   Fund   Pay Amnt   Earn Amnt   Voucher#
 1      0104  00 - 001 - 02  HN 10010   300.00   300.00   4554
 2      -    -    -    -    -    -    -    -
 3      -    -    -    -    -    -    -    -
Sel 1  D I S T R I B U T I O N S
Sem  Obj.  ① Account#   Fund   Amount   Change Amount   Dept Adm %
___ 0124  00 - 001 - 02_ HN 10010   300.00   0 ②
___ 0124  01 - 042 - 44_ up 10010   -        300 ③
___  ___  ___  ___  ___  ___  ___  ___
___  ___  ___  ___  ___  ___  ___  ___
___  ___  ___  ___  ___  ___  ___  ___
___  ___  ___  ___  ___  ___  ___  ___
___  ___  ___  ___  ___  ___  ___  ___
___  ___  ___  ___  ___  ___  ___  ___
___  ___  ___  ___  ___  ___  ___  ___
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 ④

```

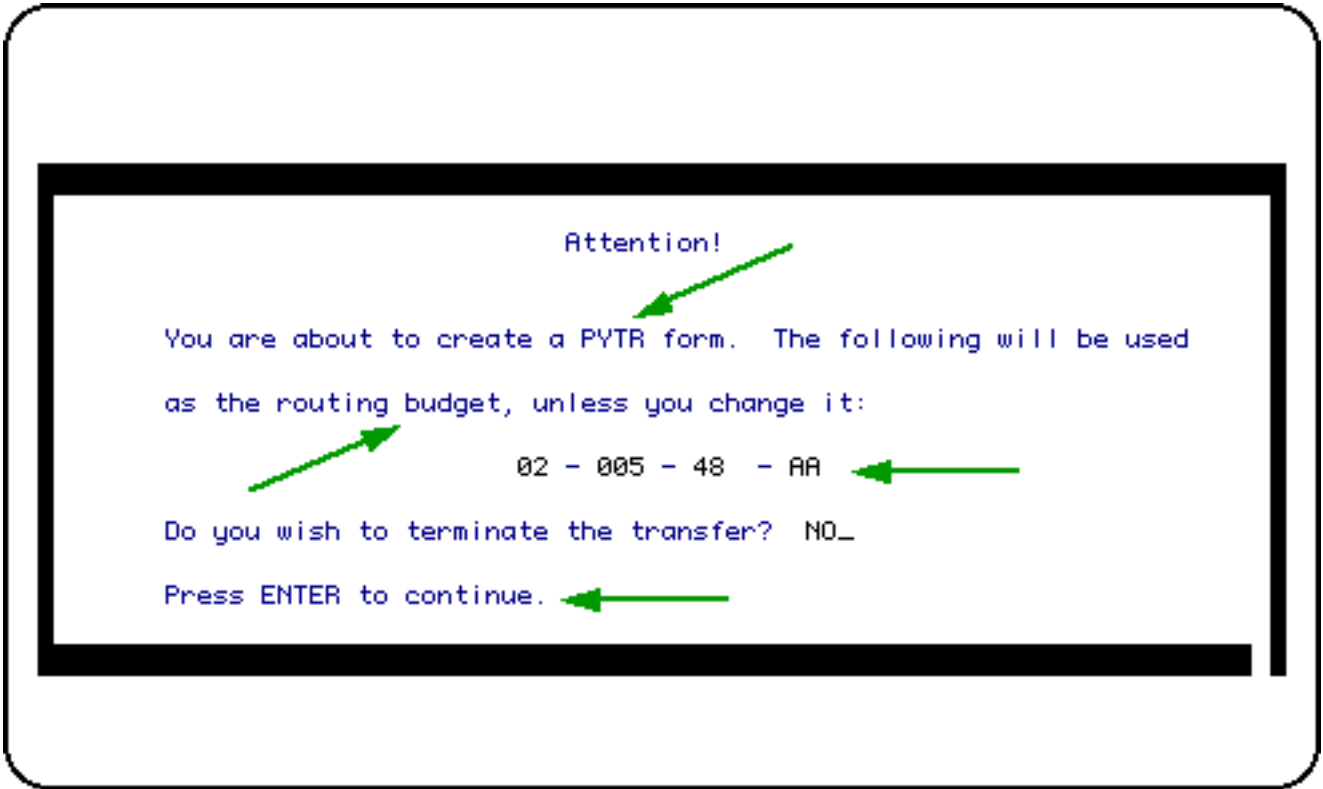
To make changes to a pay period after the pay period status is *distributed*, use the **UPET** function.

1. The account under Distributions is where the changes will be entered.
2. The current account and dollar value is displayed. To bring the current to zero, enter a zero in the **Change Amount** column (not a Credit value).
3. On the next line, enter the new account and dollar value in the **Change Amount** column.
4. Press **PF12** to update.

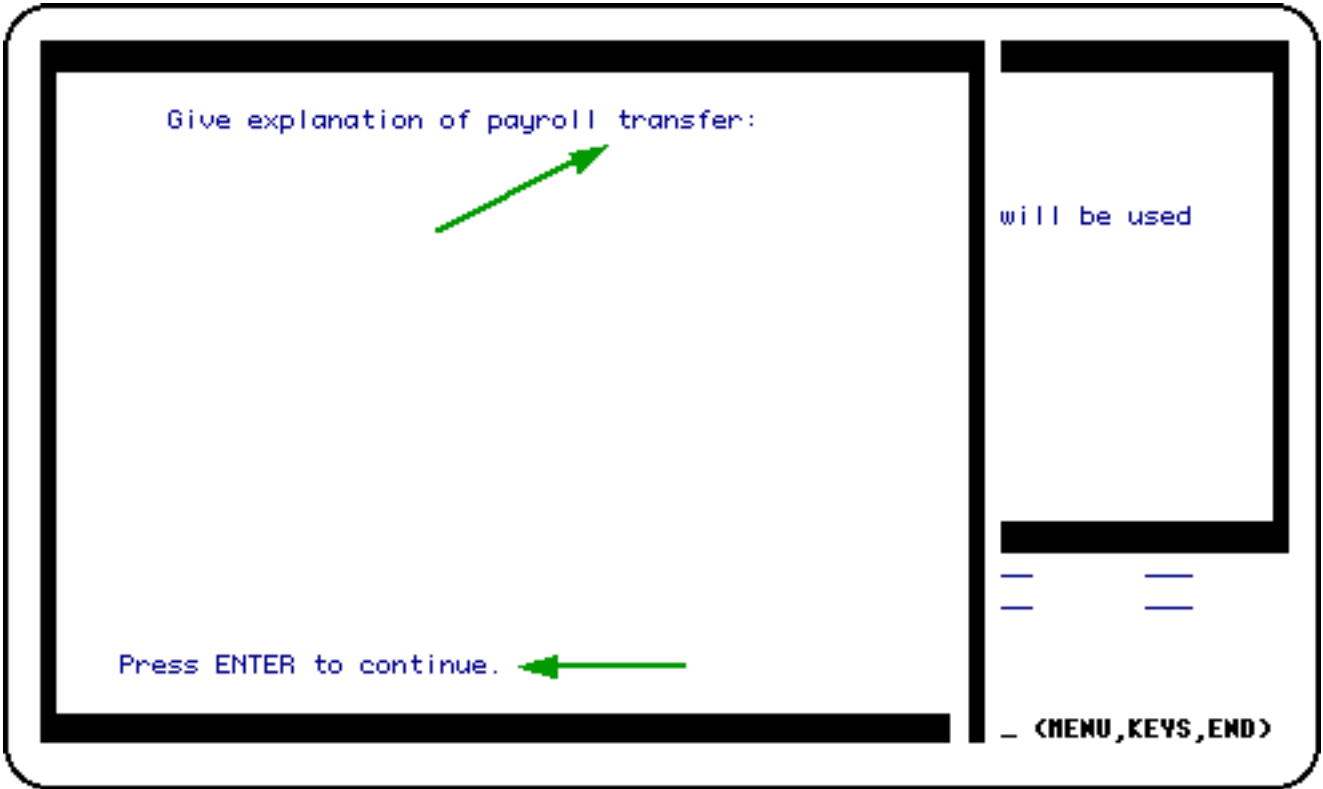
A pop-up window will appear stating that the user is creating a **PYTR** form and the user has the option to change the routing budget.

> **Note:**  
If changing the budget reflected in the pop-up window it must be a debit budget.





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**.

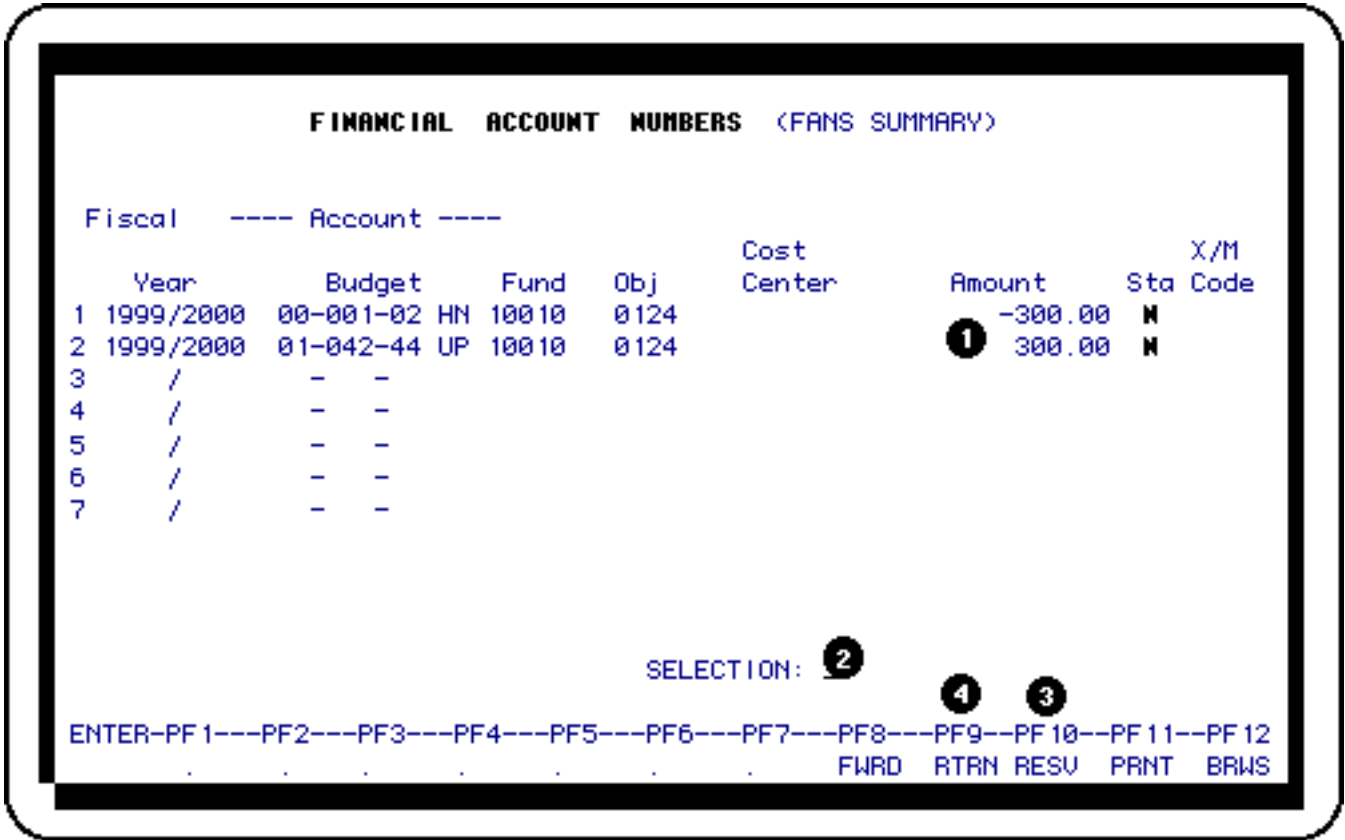
**The following message will appear:**

**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

Sem Obj. Account# Fund Amount Change Amount Dept Adm %

Sem	Obj.	Account#	Fund	Amount	Change Amount	Dept Adm %
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-

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.

# PYTR Form Actions 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
11:12:01.9              PAYROLL TRANSFER FORM                          PYTR
Form Action: 1          Document#: 102796 2          Unit: MS 3          Confidential: Y 4
Next Approver: 5      Cent Ref #: S911963 6          Document Statu 7 SUB
Ssno: 914 - 01 - 0007 Name: L0007LASTN,F0007,M,          Fiscal Year: 1999 / 2000
Ppd  Vchr#              Account # 8 X/M  Cobj 9 % Eff  DB-Amount  CR-Amount
M01 4554 0 02 - 024 - 04_ UP 10010_ - 0104 - 0 10  _____ 300.00
M01 4554 0 01 - 042 - 44_ UP 10010_ - 0104 - 0  _____ 300.00
_____ - _____ - _____ - _____ - _____
_____ - _____ - _____ - _____ - _____
_____ - _____ - _____ - _____ - _____
_____ - _____ - _____ - _____ - _____

Document Total:                300.00        300.00
More Lines: N For more lines, press 'PF2'
Explanation: TEST 11
For more explanation lines, press 'PF3'
Send copies to: 12 _____
Budget to be used for Approval Routing: 01 - 042 - 44_ UP 13
NEXT FUNCTION: _____ (MENU,KEYS,END)
  
```

A message at the top of the form will instruct you as to what action or actions should be taken.

1. Form Action – App or Sub
2. Document number – assigned by the system
3. Unit – College or Campus
4. Confidential indicator – Y or N
5. Next Approver – use if not following normal approval path
6. Central Reference Number – assigned by the system
7. Document Status – Sub, App or Pro
8. X/M coding
9. Departmental Administration – 0/No – 1/Yes

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      .      .      .      .      .      .      KEYS  PRNT  .

```

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



applicable account. If you do not, the individual will not clear properly and the clearing account will have an unreconciled balance.

## UPEV Function Screen

```
06/01/00                               Pay and Effort Modify           UPEV
11:15:03.6                               JWD1

F0115 N L0115LASTMAN          914-01-0115          SPIn: 12M
Pay Period to Modify: M10          Ppd Status: DISTRIBUTED

  Cat  Obj.   Account#    Fund  Actual Paid    Earn Amt    Voucher#
  --  --   - - - - -    --  -  -----    -----    -
  -   0175  04 - 032 - 98_ UP 10020    2649.00    2649.00    0
  -   - - - - -    - - - - -    - - - - -    - - - - -    -
  -   - - - - -    - - - - -    - - - - -    - - - - -    -
  -   - - - - -    - - - - -    - - - - -    - - - - -    -
  -   - - - - -    - - - - -    - - - - -    - - - - -    -
  -   - - - - -    - - - - -    - - - - -    - - - - -    -
  -   - - - - -    - - - - -    - - - - -    - - - - -    -
  -   - - - - -    - - - - -    - - - - -    - - - - -    -
  -   - - - - -    - - - - -    - - - - -    - - - - -    -
  -   - - - - -    - - - - -    - - - - -    - - - - -    -

                                         Four Wk Sal: 2649.00
NEXT KEY  SSN: 914010115 PPD: M10 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   .       .       .       .       .       KEYS  PRNT  UPDT
```

**UPEV** is the on-line update function that allows corrections to be made to the **PAID** information.

Access to this function will be limited to *Central Office Use Only*.

Once corrections are entered, press **PF12** to update.