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

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1. **At Next Function**, enter **M2PE**.

2. **Press Enter**.

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### Pay & Effort Functions
1. At Next Function, enter IPES.

2. Press Enter.

IPES is the Pay & Effort Inquiry Function
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

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.**


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.

**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**
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.


   The following message will appear: Resolution Completed.

   * Press PF9 to return.

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**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.

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**Financial Accounts Numbers (FANS) Resolutions Screen**
1. With all resolutions complete, an "R" will be displayed in the Status column.

PYTR Form NUM Created Screen
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**
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.
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

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**

![UPEV Function Screen](image)

**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.

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