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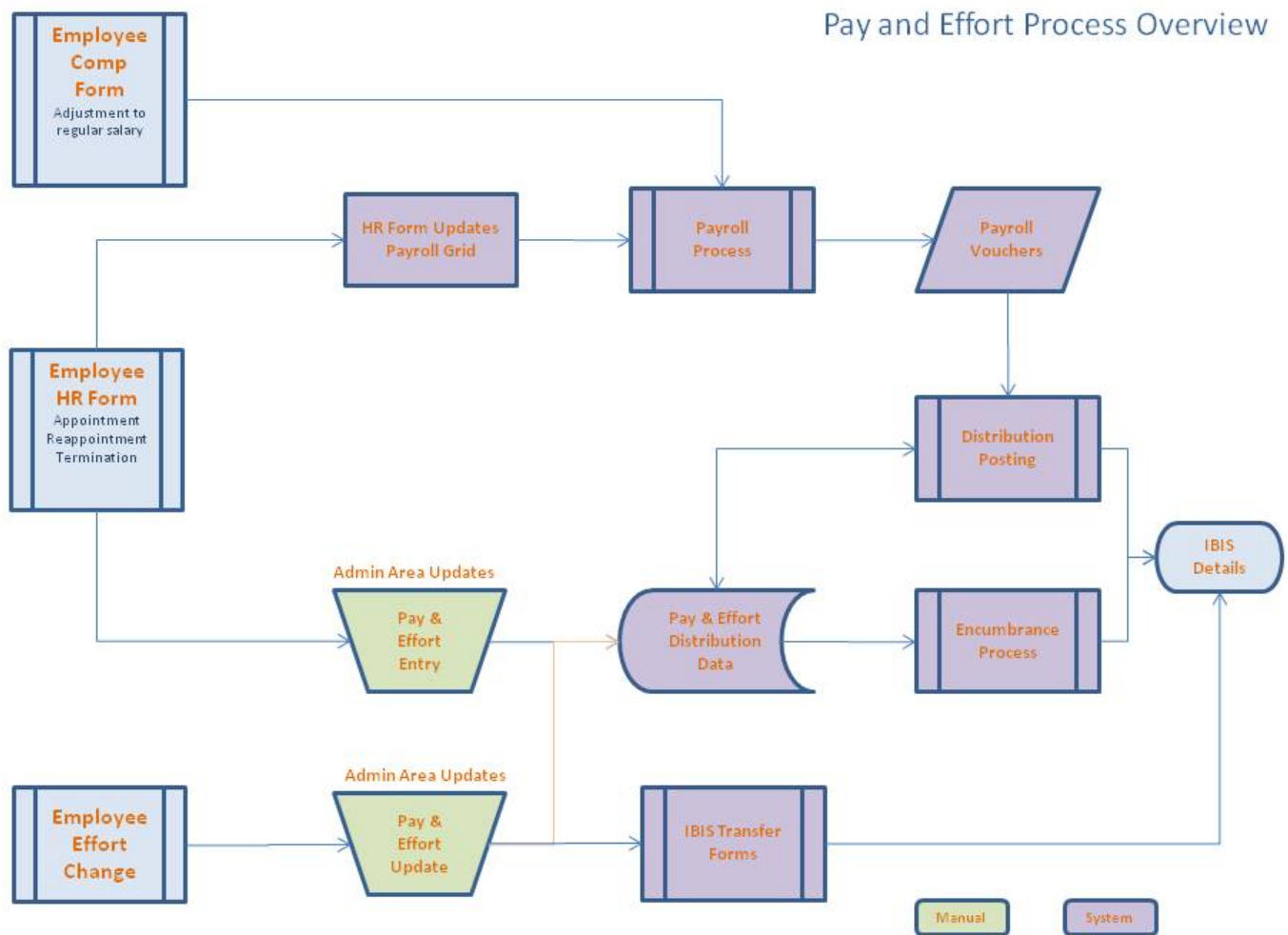
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PAY AND EFFORT SYSTEM OVERVIEW AND DOCUMENTATION

OVERVIEW

The Pay and Effort System is an adjunct system to IBIS and is used to distribute labor charges appropriately. It is required to be used for distributing labor to sponsored projects, with the exception of the Defense-Related Research Units and is also mandated in situations where an employee's salary will be distributed to more than one account, even if sponsored programs are not involved. [Procedure CR2015 – Labor Distribution](#) is the primary source for information on the process for labor distribution at Penn State.



March 2012

Wages are not entered into Pay and Effort. Wages are direct charged, and if transfers are required, the PYTR form in IBIS is used. See document – Wage Transfers – for more detail.

PAY AND EFFORT CONCEPTS

EARNED VS PAY

Pay is defined as what the individual will receive in their paycheck. Typically, the salary is divided amongst the 12 months of the year.

Earned amount is defined as the salary allocated to reflect the effort provided during a specific month.

- All 12 month (Staff)/48 week (Academic) appointments will have the pay and earn equal as well as graduate assistants and fellowship appointments.
- Any Academic appointment less than 48 weeks will have a pay and earn that are different since the salary is earned to reflect the weeks that they are working. See the Academic appointment section for an example. HR88 appointments may also have different pay and earn amounts.

DISTRIBUTION SCHEDULE

In progress – will be updated soon!

CLEARING PROCESS

The Clearing Account is a salary pass thru account designated by a fund number of 10020. This allows a unit to distribute a salary to more than one account and/or to accurately distribute the effort for an employee whose appointment is less than 48 weeks for Academic or 12 months for Staff.

PRE-CLEARING

Payroll runs approximately four business days prior to the pay date. Emails are sent to the Financial Officers and/or their delegates to notify them that the following error reports are posted to eDDs (also referred to as COLD):

```
From: Pay & Effort IBIS System [mailto:L-P+E@LISTS.PSU.EDU] On Behalf Of Scheduling Email
Sent: Monday, March 12, 2012 6:37 PM
To: L-P+E@LISTS.PSU.EDU
Subject: PGDB006C
```

PGDB006C has run.

Please check your COLD Server file for the report:

BIWEEKLY CROSSFOOT ERROR MESSAGES

```
From: Financial Officers [mailto:L-FINOFF@LISTS.PSU.EDU] On Behalf Of Scheduling Email
Sent: Monday, March 19, 2012 5:52 PM
To: L-FINOFF@LISTS.PSU.EDU
Subject: PGDB005
```

PGDB005 HAS RUN.

PLEASE CHECK EDDS FOR THE FOLLOWING REPORTS:
VOUCHERS NOT POSTED
VOUCHER WARNING MESSAGES

From: Financial Officers [mailto:L-FINOFF@LISTS.PSU.EDU] On Behalf Of Scheduling Email
 Sent: Thursday, March 01, 2012 9:03 PM
 To: L-FINOFF@LISTS.PSU.EDU
 Subject: PGDB006S

PGDB006S has run.

Please check your COLD Server file for the report:

MONTHLY CROSSFOOT ERROR MESSAGES

From: Financial Officers [mailto:L-FINOFF@LISTS.PSU.EDU] On Behalf Of Scheduling Email
 Sent: Friday, February 24, 2012 1:58 AM
 To: L-FINOFF@LISTS.PSU.EDU
 Subject: PGDB008

PGDB008 has run.

Please check your COLD Server file for the reports:

PRE-CLEARING ERROR MESSAGES and
 EXPECTED CLEARINGS

These reports should be checked and any errors corrected:

- Biweekly Crossfoot Error Messages – these reports are run with each biweekly payroll but do not clear until the clearing process runs at the end of the month.
- Vouchers Not Posted
- Voucher Warning Messages
- Monthly Crossfoot Error Messages
- Pre-clearing Error Messages
- Expected Clearings
- Distribution Errors

NOTE: From the time pre-clearing runs until the end of the day on the pay date, errors may be corrected using UPES.

CLEARING

The clearing process will run the evening of the pay date. This will change the pay period status from "PAID" to "DISTRIBUTED".

```

03/01/12                      Pay and Effort Modify                      UPES
13:56:39.7,  XXXXXXXXXXXXXXXXXXXXXXXX  9-XXXX-XXXX  SPLn:,12M  SRS2
Pay Period to Modify: M08                      Ppd Status:  PAID
Num  Cat  Obj.      Account#      Fund      Pay Amnt      Earn Amnt      Voucher#
 1  _  0105  02 - 001 - 01_ XX 10010  _____  _____  045538
 2  _  _____  - - - - - _____  _____
 3  _  _____  - - - - - _____  _____
Sel 1  D I S T R I B U T I O N S
Sem  Obj.      Account#      Fund      Amount  Change Amount      Dept Adm  %
__  0105  02 - 001 - 01_ XX 10010  1000.00  _____  _____
__  _____  - - - - - _____  _____
Go to __  Repeat for __ thru __  Override: _
  
```

| | | | | | | | |
|-----------------------------------|-------|-----------------------|-------------------|--------------------------------|---------------|-----------------|----------|
| 03/01/12 | | Pay and Effort Modify | | | | UPES | |
| 3:20:15.7, | | XXXXXXXXXXXXXX | | 9-XXXX-XXXX | | SPln: 12M, SRS2 | |
| Pay Period to Modify: M08 | | | | Ppd Status: DISTRIBUTED | | | |
| Num | Cat | Obj. | Account# | Fund | Pay Amnt | Earn Amnt | Voucher# |
| 1 | _ | 0175 | 02 - 001 - 01_ XX | 10010 | 1000.00 | 1000.00 | 044252 |
| 2 | _ | _____ | _____ | _____ | _____ | _____ | _____ |
| 3 | _ | _____ | _____ | _____ | _____ | _____ | _____ |
| Sel 1 D I S T R I B U T I O N S | | | | | | | |
| Sem | Obj. | Account# | Fund | Amount | Change Amount | Dept Adm | % |
| _ | 0175 | 02 - 001 - 01_ XX | 10010 | 1000.00 | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| | | | | Override: _ | | | |
| Go to ___ Repeat for ___ thru ___ | | | | | | | |

Emails are sent to the Financial Officers and/or their delegates to notify them that the following error reports are posted to eDDs. These reports should be checked and any errors corrected:

- Redistributed Vouchers
- 10020 Distributions
- 10020 Not Distributed
- Clearing Error Messages

NOTE: After the clearing process runs, errors must be corrected with a payroll transfer using UPET.

CROSSFOOT ERRORS

The following are examples of some of the error reports on eDDs:

| | | | | | | | | | |
|---------------------------|----------------|---|------|-----------|-------|----------|------|------|------------------|
| PAYOHR-PGDB007-CERRS | | PAY & EFFORT | | | | PGCLR04P | | | |
| 07/29/11 19:39:40.3 | | 10020 CLEARING EXTRACT MESSAGES FOR M01 B01 B02 | | | | PAGE 1 | | | |
| FIN OFCR: 72 | ADM AREA: XXXX | | | | | | | | |
| ID# | NAME | PPD | OBJ | BUDGET | FUND | PAID | EARN | DIST | MESSAGE |
| _____ | _____ | M01 | 0134 | 04-060-98 | 10020 | 500.00 | 0.00 | 0.00 | NO EARNED AMOUNT |
| TOTAL EXTRACT MESSAGES: | | 2 | | | | | | | |
| ***** END OF REPORT ***** | | | | | | | | | |

This SUPPI pay was not posted prior to monthly payroll run. Only pay amounts were entered – earn and distribution amounts must be entered manually.

| | | | | | | | | | |
|---------------------------|----------------|---|------|-----------|-------|----------|---------|---------|----------------------|
| PAYOHR-PGDB007-CERRS | | PAY & EFFORT | | | | PGCLR04P | | | |
| 09/30/10 19:32:37.7 | | 10020 CLEARING EXTRACT MESSAGES FOR M03 B05 B06 | | | | PAGE 1 | | | |
| FIN OFCR: 72 | ADM AREA: XXXX | | | | | | | | |
| ID# | NAME | PPD | OBJ | BUDGET | FUND | PAID | EARN | DIST | MESSAGE |
| _____ | _____ | M03 | 0176 | 04-060-98 | 10020 | 2592.00 | 2592.00 | 221.00 | DISTRIBUTED TO 10020 |
| _____ | _____ | M03 | 0176 | 04-060-98 | 10020 | 2265.00 | 2265.00 | 84.00 | DISTRIBUTED TO 10020 |
| _____ | _____ | M03 | 0175 | 04-060-98 | 10020 | 4247.00 | 4247.00 | 360.00 | DISTRIBUTED TO 10020 |
| _____ | _____ | M03 | 0175 | 04-060-98 | 10020 | 3377.00 | 3377.00 | 1699.00 | DISTRIBUTED TO 10020 |
| TOTAL EXTRACT MESSAGES: | | 4 | | | | | | | |
| ***** END OF REPORT ***** | | | | | | | | | |

These amounts are distributed to the clearing account. The balance is distributed to an account other than the clearing account.

PAYOHR-PGDB006B-XFOOT
02/06/12 20:23:15.4
FIN OFCR: 72 ADM AREA: [REDACTED]

CROSSFOOT ERROR MESSAGES FOR B16
HOME BUDGET: [REDACTED] FISCAL YEAR: 2011-2012

PGXFT02P
PAGE 1

| ID# | LAST NAME | PAID AMT | PROJ AMT | EARN AMT | DIST AMT | CAT | OBJ | BUDGET | FUND | SAL PLAN | ERROR |
|------------|------------|----------|----------|----------|----------|-----|-----------|------------|-------|----------|----------------------------|
| [REDACTED] | [REDACTED] | 1217.60 | 1217.60 | 1205.60 | 1205.60 | 108 | 04-060-98 | [REDACTED] | 10020 | 52W | PAID EARN DIST NOT =, 1002 |

***** END OF REPORT *****

The paid, earn, and distribution amounts are not the same.

PAYOHR-PGDB006S-XFOOT
03/26/12 19:30:35.8
FIN OFCR: 72 ADM AREA: [REDACTED]

CROSSFOOT ERROR MESSAGES FOR M09
HOME BUDGET: [REDACTED] FISCAL YEAR: 2011-2012

PGXFT02P
PAGE 1

| ID# | LAST NAME | PAID AMT | PROJ AMT | EARN AMT | DIST AMT | CAT | OBJ | BUDGET | FUND | SAL PLAN | ERROR |
|------------|------------|----------|----------|----------|----------|-----|-----------|------------|-------|----------|-----------------|
| [REDACTED] | [REDACTED] | 0.00 | 3000.00 | 3000.00 | 3000.00 | 144 | 02-060-50 | [REDACTED] | 10010 | 36W | PAID AMOUNT = 0 |

***** END OF REPORT *****

This amount was not paid in this month.

PAYOHR-PGDB005A-PERRS
07/18/11 19:34:25.4
FIN OFCR: 72 ADM AREA: [REDACTED]

POST VOUCHER ERROR MESSAGES FOR PAYPD: M01
VCHRS NOT POSTED

PGPST03P
PAGE 1

| ID# | PREFERRED NAME | PAID AMT | PROJ PAID AMT | FISCAL YEAR | CAT | OBJ | BUDG | FUND | DESCRIPTION |
|------------|----------------|----------|---------------|-------------|-----|-----|-----------|------------|--|
| [REDACTED] | [REDACTED] | 24778.00 | 12389.00 | 20112012 | P | 134 | 04-060-98 | [REDACTED] | 10020 PAID NOT EQUAL PROJ PAY FOR 1002 |
| [REDACTED] | [REDACTED] | 10404.00 | 11322.00 | 20112012 | P | 134 | 04-060-98 | [REDACTED] | 10020 PAID NOT EQUAL PROJ PAY FOR 1002 |
| [REDACTED] | [REDACTED] | 14769.00 | 19788.00 | 20112012 | P | 134 | 04-060-98 | [REDACTED] | 10020 PAID NOT EQUAL PROJ PAY FOR 1002 |
| [REDACTED] | [REDACTED] | 13218.00 | 13593.00 | 20112012 | P | 134 | 04-060-98 | [REDACTED] | 10020 PAID NOT EQUAL PROJ PAY FOR 1002 |
| [REDACTED] | [REDACTED] | 6426.00 | 6462.00 | 20112012 | P | 134 | 04-060-98 | [REDACTED] | 10020 PAID NOT EQUAL PROJ PAY FOR 1002 |
| [REDACTED] | [REDACTED] | 5661.00 | 11322.00 | 20112012 | P | 134 | 04-060-98 | [REDACTED] | 10020 PAID NOT EQUAL PROJ PAY FOR 1002 |
| [REDACTED] | [REDACTED] | 7638.00 | 15276.00 | 20112012 | P | 134 | 04-060-98 | [REDACTED] | 10020 PAID NOT EQUAL PROJ PAY FOR 1002 |
| [REDACTED] | [REDACTED] | 6120.00 | 9495.00 | 20112012 | P | 134 | 04-060-98 | [REDACTED] | 10020 PAID NOT EQUAL PROJ PAY FOR 1002 |

***** END OF REPORT *****

These amounts are different than what was posted in Pay and Effort.

YEAR-END RECONCILIATION

The Clearing Account balance must be zero at the end of the fiscal year. Checking your error reports and making corrections each month should prevent problems at the end of the fiscal year.

A report is available at any time throughout the year to help find errors. This report will typically be most helpful after the December clearing process has run and after the June payroll has run. Units may get a copy of the report for their area by contacting the Assistant Payroll Manager (for University Park) or the Assistant Financial Officer for the Vice President for Commonwealth Campuses Office (for the Commonwealth Campuses).

NOTE: If all of your employees paid on the clearing account are not working during the summer, your clearing account should also be zero after the clearing process has run for December.

DIRECT CHARGES VS CLEARING

The clearing account **must** be used as the pay budget for:

- *All Academic with a salary plan less than 48 weeks
- *All employees whose salary is distributed to multiple accounts
- *All supplemental I payments
- *All salary charges to federally sponsored projects
- *All charges for departmental administration
- *All HR88 appointments

Operating account **must** be charged directly for:

- *SUPP II pays
- *Summer session Graduate Assistants paid from general funds
- *Fellowships paid as object code 395

Operating account **can** be charged directly for:

- *All Staff paid from one account

When salaries are loaded into IBIS at the beginning of the fiscal year (mid-July):

- *All salaries being paid on the clearing account will also be distributed to the clearing account. Use UPES to change the distribution to the operating account(s).
- *All salaries being paid directly from an operating account will be distributed to that same account. If that account has cost centers, use UPCR to resolve to the appropriate cost center.

When salaries are manually entered at any time using UPES:

- * For all salaries being paid on the clearing account, enter the clearing account on the pay/earn line and enter the operating account(s) on the distribution line.
- * For all salaries being paid directly from an operating account, enter the operating account on the pay/earn line and the same account on the distribution line.

INITIAL LOADING OF GRIDS

LOADING GRIDS IN JULY

Units have the option to either have the default grids loaded in July or to enter information into Pay and Effort manually. This decision must be made for the entire administrative area – and cannot be done differently for different mnemonics or accounts within an administrative area. Following are some reasons for choosing to have the grids loaded:

- Saves on a lot of input (the pay budget and amounts are loaded along with the correct object code)
- Helps make sure the right amounts are entered since the normal distribution is calculated and entered
- Generally then only the budgets for distribution need to be updated or entered.

Reasons NOT to have the default grids loaded:

- Areas may wish to begin entering salary and distribution information prior to July due to volume
 - However, please note that anything entered into Pay and Effort before the default grids load will NOT be overwritten – the records will be skipped.

Another option for selection is the **Auto Resolution of wage details**. Reasons for doing so are:

- Keeps records off CRFN which saves a lot of time
- If the majority of wages are charged to the same account/cost center each month, saves having to resolve wages each pay period.
- If you need to change the auto resolution you can start a new wage card (don't use the batch card) and it will pick up the new resolution from then on.

Reasons NOT to use Auto Resolution for wages:

- Cost centers change on a regular basis. If the wages auto-resolve, RACC can be used to reallocate to the correct cost centers.

An email is sent annually for units to select which options to use:

From: Pay & Effort IBIS System [<mailto:L-P+E@LISTS.PSU.EDU>] **On Behalf Of** Burke, Raymond

Sent: Monday, June 28, 2010 9:03 AM

To: L-P+E@LISTS.PSU.EDU

Subject: Pay and Effort Grid Reset

This is the annual notification for selecting your options for the P&E default grids and auto resolution for wages.

The default grids are automatically created. Direct pays are paid and distributed to the same account. If they need resolving use the UPCR function. This allows you to resolve one employee ID at a time.

Clearing account pays will be paid and distributed to the clearing account. You will have to change the distributions to the applicable accounts.

Auto resolution for wages will resolve wages to the previous resolution.
When you resolve the first pay period, the second will follow the same resolution.

Attached document shows your choice for each option

NOTE: *This is an Excel spreadsheet showing each admin area's current choice – Y or N for Default Grid and Auto-Resolution.*

Unless directed otherwise, the choices for the Default Grid and Auto Resolution for Wages stay in place from the previous year.

UPCR – RESOLVE BATCH RECORDS

This function allows you to resolve up to 14 pay periods for one individual at the same time, providing that the resolution for each pay period is the same.

On next function line, type UPCR and press enter to bring up the following screen.

```
RESOLVE FINANCIAL NUMBERS,                                UPCR
                                                           SRS2

PLEASE ENTER ONE OF THE FOLLOWING:

1) ADMIN AREA: ____
2) MNEMONIC:  _____
3) ACCOUNT:   __ - __ - __ UP 10010_
```

Enter the admin area number, the mnemonic or the account number and press enter to display the records that need to be resolved. Each screen will only display the records for one individual. Press F8 to go to records for next individual.

```
SELECT UP TO 14 PAY PERIODS FOR SIMILAR RESOLUTION, THEN PRESS <ENTR>
10/14/10                                RESOLVE FINANCIAL NUMBERS                                UPCR
11:25:03.4                                SRS2

PLEASE SELECT ACCOUNTS TO BE RESOLVED:

SEL      ACCOUNT      COBJ  FIS YR CAT      EMPL ID      AMOUNT  DTL TYP
_ M02 0504601 XX10010 0105 20102011    X-XXXX-XXXX    4061.00 PAYS OE
_ M03 0504601 XX10010 0105 20102011    X-XXXX-XXXX    4061.00 PAYS OE
_ M04 0504601 XX10010 0105 20102011    X-XXXX-XXXX    4061.00 PAYS OE
_ M05 0504601 XX10010 0105 20102011    X-XXXX-XXXX    4061.00 PAYS OE
_ M06 0504601 XX10010 0105 20102011    X-XXXX-XXXX    4061.00 PAYS OE
_ M07 0504601 XX10010 0105 20102011    X-XXXX-XXXX    4061.00 PAYS OE
_ M08 0504601 XX10010 0105 20102011    X-XXXX-XXXX    4061.00 PAYS OE
_ M09 0504601 XX10010 0105 20102011    X-XXXX-XXXX    4061.00 PAYS OE
_ M10 0504601 XX10010 0105 20102011    X-XXXX-XXXX    4061.00 PAYS OE
_ M11 0504601 XX10010 0105 20102011    X-XXXX-XXXX    4061.00 PAYS OE
_ M12 0504601 XX10010 0105 20102011    X-XXXX-XXXX    4061.00 PAYS OE

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  MENU  CMPS  END   ERR   TOPSS TOP   FWRD  RTRN  ADTL  PRNT  .
```

Place an 'X' beside each pay period to be resolved and press enter. Type information in free space, press F10 to display window with cost centers. Enter amount(s) on cost center line(s) and press enter.

All of these records will also show on CRFN. **However, CRFN will only allow you to resolve one pay period at a time.**

If there are no records to be resolved, the screen will display: "NO RECORDS FOUND FOR THIS ADMIN-AREA: XXX"

TRANSFERS

UPET – PAY AND EFFORT TRANSFER FUNCTION

1. The **Pay & Effort Transfer Function** for salaried employees is handled through the **UPET** screen.
2. This function is used to transfer a pay period or periods from one account to another or to 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. Additionally, the transfer must be balanced. If the effort for the month is \$300, the distribution totals must equal \$300.

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

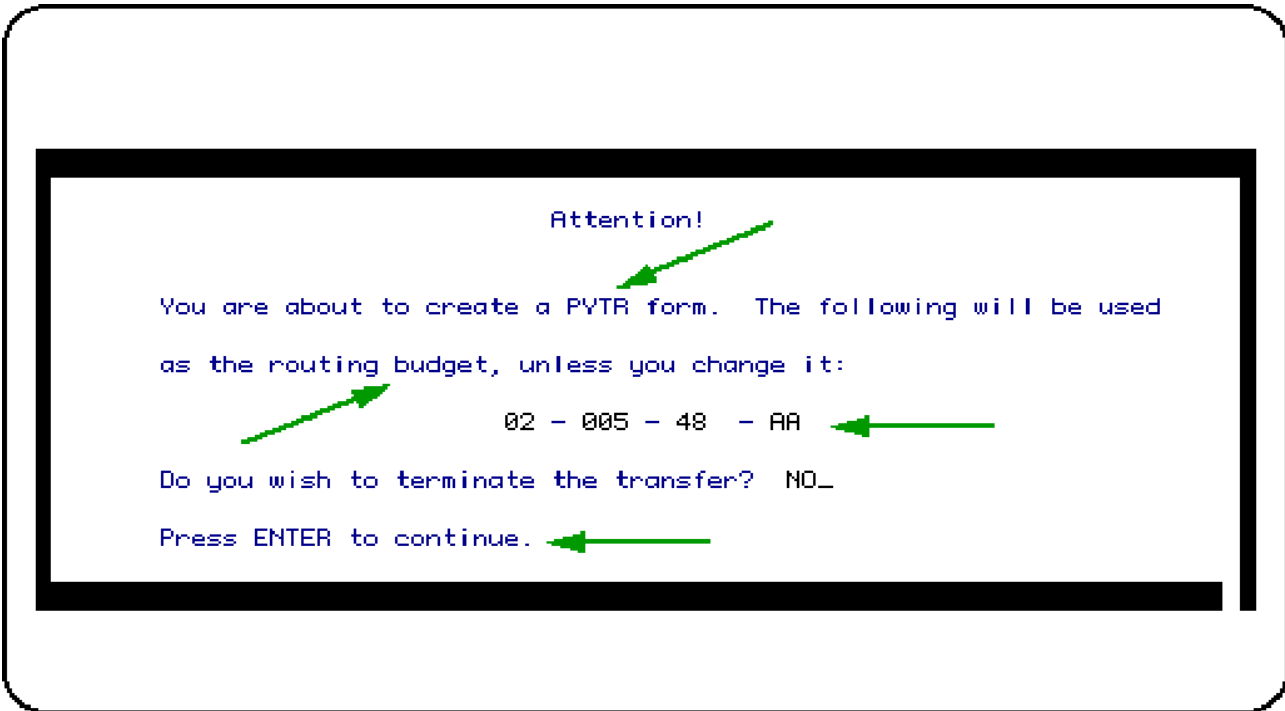
```
06/01/00                               Pay and Effort Payroll Transfer                               UPET
10:04:37.7      F0007 H L0007LASTNAM      914-01-0007      SPIn: 36W      JWD1
Pay Period to Modify: M01                Ppd Status: DISTRIBUTED
Num  Cat  Obj.      Account#      Fund      Pay 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  SSN: 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
```

1. The account or accounts listed under the Distributions section 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).
NOTE: In our example, the amount was changed to zero but there are times when it is not necessary to transfer 100% of a charge. When transferring a portion of the monthly effort, the amount that is to remain in the original distribution budget is noted in the change amount column.

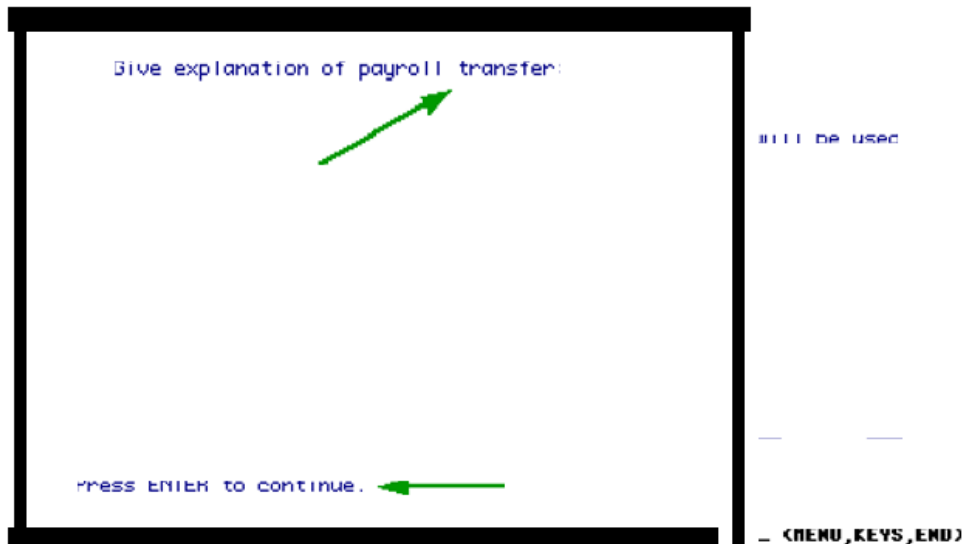
3. On the next line, enter the new account and dollar value in the **Change Amount** column.
4. Press **PF12** to update.

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 you wish to change the routing budget, it must be one of the budgets being charged.



After pressing **ENTER**, an additional window will appear requesting an explanation for the transfer. The explanation must state why the transfer is being done – stating that it is to transfer salary is **NOT** an explanation. Provide detail on why the salary was posted to the wrong account originally, and why it is appropriate on the new account, especially if the account being charged is a federal or federal flow-through account. It is important that there is a clear audit trail.



After providing the explanation and pressing **ENTER**, the FANS window will appear for the user to resolve each transaction:

| 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 100 10 | 0 124 | | -300.00 | M | |
| 2 1999/2000 | 01-042-44 | UP 100 10 | 0 124 | | 300.00 | M | |
| 3 / | - - | | | | | | |
| 4 / | - - | | | | | | |
| 5 / | - - | | | | | | |
| 6 / | - - | | | | | | |
| 7 / | - - | | | | | | |

SELECTION: 2

4 3

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

1. The debit and credit side of the transfer.

If the account does not have Cost Centers:

- At **SELECTION:** Enter the line item number of the account you would like to resolve.
- Press **PF10** to resolve. The FANS will appear for the user to enter notation in the free space and a detailed description.
- Press **PF10** again.
- **The following message will appear:**

RESOLUTION IS COMPLETE, ENTER PF9(EXIT) OR PF12(BROWSE DETAILS).

- Press **PF9** to return.

If the account has Cost Centers:

- At **SELECTION:** Enter the line item number of the account you would like to resolve.
- Press **PF10** to resolve. The FANS will appear for the user to enter notation in the free space and a detailed description.
- Press **PF10**. An additional **FANS** window will appear for resolution at the **Cost Center** level.
- After resolving, press **ENTER**.
- **The following message will appear:**

RESOLUTION IS COMPLETE, ENTER PF9(EXIT) OR PF12(BROWSE DETAILS).

- Press **PF9** to return.

| 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

- When resolution is complete, an “R” will be displayed in the Status column.
- Press **PF9** to return to the **UPET** screen.
- **The following message will appear at the top of the UPET screen:**

NO UPDATING ALLOWED FOR PPD M01 – FORM _____ AWAITING PROCESSING.

- A **PYTR** form is created through the **UPET** function when transferring salary information. All the required information is reflected on the form.
- Once the form is created, the user can add percent of effort information, modify the explanation, and add individuals to receive a copy.
- The **PYTR** form will follow the approval path of the routing budget identified during the **UPET** Process.
- The **PYTR** form created from the **UPET** function can be rejected but not cancelled.
- Transfers involving federal funds must be processed within the month following the paydate. If a transfer is processed after that limit, the form will go to the &PYT Central Desk for approval and must be supported by an explanation memo. See CENTRAL DESK – 30 DAY MEMOS below for more detail.

IPES AND IPED

IPES – INQUIRY ON INDIVIDUAL

This function allows you to view an individual’s total pay, earned and distribution information for the fiscal year on one screen.


```

10/14/10      MORE >      Pay and Effort Inquiry      Page: 1.01      IPES
13:16  HB: 02-021-18 XX  NAME                      X-XXXX-XXXX Spln: 36W  SRS2

```

| | PAY 1 | PAY 2 | TOTAL PAY | TOT EARNED | DIST 1 |
|-------|--------------|--------------|-----------|------------|--------------|
| | 04-060-98 XX | 04-060-98 XX | | | 02-021-18 XX |
| S Ppd | 10020 0104 | 10020 0134 | | | 10010 0104 |
| _ M01 | 7227.00 | | 7227.00 | | |
| _ M02 | 7227.00 | | 7227.00 | 4818.00 | 4818.00 |
| _ M03 | 7227.00 | 300.00 | 7527.00 | 9936.00 | 9636.00 |
| _ M04 | 7227.00 | | 7227.00 | 9636.00 | 9636.00 |
| _ M05 | 7227.00 | | 7227.00 | 9636.00 | 9636.00 |
| _ M06 | 7227.00 | | 7227.00 | 9636.00 | 9636.00 |
| _ M07 | 7227.00 | | 7227.00 | 9636.00 | 9636.00 |
| _ M08 | 7227.00 | | 7227.00 | 9636.00 | 9636.00 |
| _ M09 | 7227.00 | | 7227.00 | 9636.00 | 9636.00 |
| _ M10 | 7227.00 | | 7227.00 | 9636.00 | 9636.00 |
| _ M11 | 7227.00 | | 7227.00 | 4818.00 | 4818.00 |
| _ M12 | 7227.00 | | 7227.00 | | |
| _ TTL | 86724.00 | 300.00 | 87024.00 | 87024.00 | 86724.00 |

```

NEXT EMPL ID: XXXXXXXXXXXX FISCAL YR: 10 / 11 TotPd: 21981.00 D: ,87024.00
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  .

```

NOTE: Only five columns can be displayed on the screen at a time. If "MORE>" appears at the top left of the screen, there are additional columns to be displayed. Press F6 to move right and F5 to move left to view the additional columns:

```

10/14/10      < MORE      Pay and Effort Inquiry      Page: 1.02      IPES
13:16  HB: 02-021-18 XX  NAME                      X-XXXX-XXXX Spln: 36W  SRS2

```

| | PAY 2 | TOTAL PAY | TOT EARNED | DIST 1 | DIST 2 |
|-------|--------------|-----------|------------|--------------|--------------|
| | 04-060-98 XX | | | 02-021-18 XX | 05-045-89 XX |
| S Ppd | 10020 0134 | | | 10010 0104 | 10010 0134 |
| _ M01 | | 7227.00 | | | |
| _ M02 | | 7227.00 | 4818.00 | 4818.00 | |
| _ M03 | 300.00 | 7527.00 | 9936.00 | 9636.00 | 300.00 |
| _ M04 | | 7227.00 | 9636.00 | 9636.00 | |
| _ M05 | | 7227.00 | 9636.00 | 9636.00 | |
| _ M06 | | 7227.00 | 9636.00 | 9636.00 | |
| _ M07 | | 7227.00 | 9636.00 | 9636.00 | |
| _ M08 | | 7227.00 | 9636.00 | 9636.00 | |
| _ M09 | | 7227.00 | 9636.00 | 9636.00 | |
| _ M10 | | 7227.00 | 9636.00 | 9636.00 | |
| _ M11 | | 7227.00 | 4818.00 | 4818.00 | |
| _ M12 | | 7227.00 | | | |
| _ TTL | 300.00 | 87024.00 | 87024.00 | 86724.00 | 300.00 |

```

NEXT EMPL ID: XXXXXXXXXXXX FISCAL YR: 10 / 11 TotPd: 21981.00 D: ,87024.00
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  .

```

If you want to view/update a specific pay period, place an 'X' next to the pay period number and press enter. This will take you to the UPES screen.

To print this report, select PF11 and enter printer destination.

IPED – INQUIRY ON DISTRIBUTION

This function allows you to request a salary distribution report for a specific budget. This is not an on-line inquiry, but produces a report which is loaded into eDDS.

IPED should be used as the effort confirmation report during the year, when restricted accounts are closed. Also, if after the annual effort confirmation report is produced and corrections have to be made, an IPED report is used to replace the original effort confirmation report.

To access, at next function line, type IPED and press enter to display the following screen:

```
10/15/10                PAY and EFFORT SYSTEM                IPED
10:35:00.1             Request for Salary Distribution Report    SRS2

                        Budget:  _  _  _  _

                        Fund:  _____

                        Fiscal Year: 2010 2011

Do you want encumbrances included (Y or N):  _

                        Press <enter> to submit request.

NEXT FUNCTION: , _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      HELP  MENU  CMPS  END   .   .   .   .   .   KEYS  PRNT  .
```

Enter the budget and fund. Type a 'Y' to include or an 'N' to exclude encumbrances. The following message will be displayed on the screen:

```
JOB HAS BEEN SUBMITTED

IF YOU DO NOT GET AN E-MAIL MESSAGE FROM THE PROCEDURE #PGRP020

BY TOMORROW MORNING, CALL THE SUPPORT CENTER (3-2276) BEFORE 10AM

AND REPORT THAT A #PGRP020 HAS ABENDED.
```

An email will be sent from MSCHED@psu.edu . A copy is shown below.

```
#PGRP020 has run successfully. You should find the 1002 distribution report
you requested on the COLD server.
```

```
FISCAL YR: 2010-2011 ADMIN AREA: 072
BUDGET: XX-XXX-XX XX FUND: 10010
INCLUDE ENCUMBRANCES= Y
```

The report will be in eDDs under –

Financial Officers

FO Reports

Fin Ofcr: XX Adm Area: XXX

Pay and Effort Distribution Report

The report looks like the effort confirmation reports but will include the encumbrances for the remainder of the fiscal year if you selected 'Y'.

SPECIFIC PROCESSES BY APPOINTMENT CLASSIFICATION

GENERAL

TRANSITIONS INTO NEW POSITIONS BETWEEN ADMINISTRATIVE AREAS

If an employee transfers from one administrative area to another and the start date at the new area is not the first of the month, the salary will need to be pro-rated for each area and distributed accordingly; the split distribution will not occur automatically, because the payroll grid only captures the new (latest) home / pay budget and the full base salary for the month.

If the transfer also involves an appointment type change (such as, Staff / Academic, Fixed-term / Standing), the distribution will need to be processed via UPET. This is because the payroll grid only allows one object code per month for the base salary; which defaults to the new (latest) position's object code.

POSITIONS SPLIT BETWEEN ADMIN AREAS: MULTIPLE FIXED TERM 2 APPOINTMENTS

Employees on a Fixed Term 2 (FT2) appointment can have multiple FT2 appointments for the same effective time period. FT2 appointments are governed by the Full Time Equivalency (FTE) percentage. There are two things to consider when appointing an employee on multiple FT2 appointments...

1. Is the initial FT2 appointment at 100% FTE? If yes, the FTE needs to be adjusted using the appropriate IBIS form depending on the employee's classification – e.g. Academic or Staff, to reduce the FTE to allow for additional FT2 appointments.
2. Is the initial FT2 appointment paid as a direct charge or on a clearing account?

- a. Direct Charge – process the additional FT2 appointment using the appropriate IBIS form. Use the account that the FT2 salary should be direct charged to on this IBIS form. This will automatically update the Pay and Effort system.
- b. Clearing Account – process the additional FT2 appointment using the clearing account from the “Home” Admin Area. Only one clearing account can be used per employee, so there needs to be communication between the Admin Areas paying this employee.
 - i. Pay and Effort will need to be updated to distribute the salary to the appropriate charge budget.

PAYBACKS

When a unit determines that they have overpaid an employee and need to collect a payback, the Finance Officer or Financial Assistant should:

1. Check Pay & Effort to make sure the gross amount of the needed payback is showing the charge to the “original pay” budget. Ex.—If paid on the clearing account, make sure the gross amount of the payback is “Distributed” back onto the clearing account (i.e., pay and distribution should be the clearing account).
2. Email the Assistant Payroll Manager with a request for the payback. Include the employee name, ID number, gross amount of the payback, the pay date the overpayment occurred, and a brief description of what happened.
3. The net amount will be calculated and sent back to FO/Financial Assistant. Contact the employee and make arrangements to collect the payback.

When payment is received from the employee:

1. Deposit the check and process a Report of Cash Receipts (ROCR) and credit Accrued Payroll – Fund 05100. Recommendation: Please provide detailed explanation on page 3 of ROCR (such as, employee name, employee ID, explanation of payment and account information). Copy the Assistant Payroll Manager on the Cash Report. Note- if the Assistant Payroll Manager is not copied on the Cash Report, there is NO way for them to know the payment was received.
2. After the Assistant Payroll Manager receives the Cash Report, the employees’ pay record will be adjusted. The payroll adjustment will be posted on the next Payroll Adjustment Journal which will credit the Units’ Distribution account.
3. After the Journal is approved, the Assistant Payroll Manager will make the necessary corrections in Pay & Effort to reflect the corrected pay amount.

Units should work closely with the Payroll Office on all payback situations.

PAYBACKS THAT CROSS FISCAL YEAR

If a payback crosses the fiscal year:

1. Transfer the charge off of the clearing account before the PYTR cutoff date (recommendation: charge to an unrestricted account). This will ensure your clearing account will be zeroed out for fiscal year end close. Payroll will not credit the clearing account after the June Supplemental Journal is processed.
2. When the payback amount is received, notify the Assistant Payroll Manager which direct budget to credit in lieu of the clearing account where it was originally charged.

PLEASE NOTE: After year end close Payroll will not make any adjustments or changes to Pay & Effort that pertain to paybacks. A comment must be placed on the Effort Confirmation to explain the payback.

TERMINATIONS

When a termination is processed mid-year or mid-month, the department must remove the future month's distributions and adjust the last month's pay to reflect the correct amount paid, if other than the normal base monthly pay.

If the employee received pay-outs (for vacation or other compensatory time) the last month's pay may be higher than the normal base rate.

Terminations for full-time and FT2 employees are processed via Workflow using the TRMN form. Wage appointment terminations are processed in IBIS using WTER form (not a required step). Graduate Assistant/Fellow appointments are terminated via IBIS using the GFST form.

For mid-semester Graduate Assistant terminations, it is important to make sure the tuition is cleared correctly. Please see the section on Graduate Assistants for specific detail.

TECH SERVICE

Tech Service employees can be direct charges or paid via a clearing account. This determination has an impact on the handling of Shift Differential, Overtime or additional payments by other areas. Overtime payments are made by processing a BIPY form in IBIS. Shift Differential payments are automatically generated based on the individual's appointment.

It is recommended that Tech Service employees be handled as direct charges, unless an employee's pay needs to be distributed to several accounts. This would require being paid on a Clearing account.

When paid as a direct charge, Shift Differential and Overtime payments will flow directly through Pay and Effort following the direct charge budget identified on the appropriate IBIS forms. Tech Service employees paid on a clearing account will result in the Shift Differential/Overtime being posted to the clearing account, and generating a cross foot error that will appear on UPCR. This cross foot error will need to be resolved for the Shift Differential/Overtime to post to an appropriate budget, not the clearing account. This error is corrected by distributing the Shift Differential/Overtime payments to the appropriate account by resolving in UPCR.

NOTE: If a Tech Service employee is normally paid on a Clearing account, shift differential or overtime submitted on a BIPY must be charged to and paid on the Clearing account. If a BIPY or timecard for this employee is submitted with a direct charge, they "kick-out" in Payroll, where they are required to manually change the entry.

GRADUATE ASSISTANTS

The following steps should be followed when posting Graduate Assistantships to Pay and Effort:

1. Review the GRAD form and compare the grade and time ($\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$) to the Table of Stipends (see below). Check appointment begin and end dates to determine if pay information has been calculated correctly.
2. Compare graduate appointment with Salary Assignment Schedule and/or post form information in notepad on GRAD form.
3. Enter information from GRAD form on UPES:
 - a. Enter employee ID and pay period
 - b. Enter Pay Period Info to include object code (164), pay budget (always on clearing account) and pay and earned amount from graduate appointment
 - c. Enter distribution information for the stipend and tuition to reflect budget and fund that is to be charged, then press F10 to resolve
 - d. FANS window pops up which reflects the 164 pay and tuition (403) amount according to how the student is registered (refer to Grant-in-Aid tuition schedule below).
 - e. Resolve to appropriate cost center and include last name in Department Free Space
 - f. After resolution, on UPES screen, repeat pay periods for remaining pays of GRAD appointment (this step may be done at the same time as step “c” above)
 - g. Check IPES screen to verify posting agrees with Salary Assignment Schedule and/or notepad of GRAD form

Changes in student’s registration happen often—utilize the eDDS reports to ensure that the appropriate amounts have been distributed based on the student’s current registration status (full time, 601/611).

STIPEND SCHEDULES

A schedule of stipends is included in GURU and is updated annually or as stipends change due to salary increases:

<https://guru.psu.edu/gfug/appendices/APP05.html>

TUITION

The tuition rates for graduate assistants are listed in GURU: <https://guru.psu.edu/gfug/appendices/GIA1112.html>. It can also be found by clicking on the link at the bottom of the stipend schedule.

All tuition is initially charged to the central Grant-in-Aid account 01-041-43 UP 10010 when posted to the student account in ISIS. The tuition is then distributed to the correct account through Pay and Effort. The system will post the tuition to the default account. The default tuition account for general funds is the admin areas GIA account, on grants (or any non-general fund) the default for tuition is the same account as the stipend, and the world campus default tuition budget is 01-041-43 UP 10010.

If the stipend is all charged to one account or is an even split between two accounts you can allow the system to calculate the tuition. If the stipend distribution is odd amounts the system will calculate odd tuition amounts so you will want to override and enter the tuition.

When would you want to use the override option on UPES for a Grad Assistant (adjust the tuition amount)?

- Tuition should not be charged to the default account.
- Stipend is odd amounts and you don't want the odd tuition amounts calculated by the system
- 601 (PhD dissertation) and the default tuition amount is too high
- World campus budgets all need to be overridden so that the tuition does not post to 01-041-43 UP 10010
- You are posting tuition and the students have not yet registered for classes yet. If you do not override, you will get an error message. Use cautiously – students must be registered to be appointed as a graduate assistant.

A 'Y' must be entered to update/correct or to manually enter the tuition amount if not already defaulted.

POST-CLEARING RECONCILIATION FOR 601 STUDENTS

Graduate Assistants who are registered for 601 do not pay the full amount of the Grant-in-Aid tuition amount. There is a report which is produced Graduate Assistants (Post Clearing) which will list all graduate assistants registered for dissertation fee (601) or courses for audit & credit. These students must be reviewed in IPES to assure that the correct tuition amount has been charged. If there is a discrepancy, the tuition can be adjusted via UPET.

TUITION ADJUSTMENT PROCESSES

The corrections for overcharging or undercharging of GIA tuition must go against the central 01-041-43 account. Corrections for actuals should be by a payroll transfer (PYTR) otherwise the record will not contain the PSU ID required for running reports. Payroll will need to adjust IPES based on the scenario and the 01-041-43 account.

The following scenarios are provided to clarify required actions:

| Scenario | FO Action | Payroll | Bursar |
|--|--|--|--------|
| Tuition Rate Adjustments | | | |
| High tuition rate changed to low tuition rate (example: from Full Time Rate to 601 Rate) | <ol style="list-style-type: none"> 1. Process UPET to transfer excess tuition to central 01-041-43 GIA account. 2. Contact Payroll by email to have them remove the 01-041-43 charges from IPES. | Payroll to remove 01-041-43 charges from IPES. | |
| Low tuition rate changed to high tuition rate (example: from 601 Rate to Full Time Rate) | <ol style="list-style-type: none"> 1. Contact Payroll by email to have them add the 01-041-43 charges to IPES. 2. Process UPET to transfer tuition from 01-041-43 to unit GIA account. | Payroll to add 01-041-43 charges to IPES. | |
| Partial Semester Tuition | | | |
| Graduate Student Does Not Register Or Drops Classes (tuition has been charged) | <ol style="list-style-type: none"> 1. Process UPET to transfer excess tuition to central 01-041-43. 2. Contact Payroll by email to have them remove the 01-041-43 charges from IPES. | Payroll to remove 01-041-43 charges from IPES. | |

| | | | |
|--|--|---|--|
| Late Appointments-No Retro Stipend (example: appointment begin date October 1 st covering stipend and tuition October through December) | <ol style="list-style-type: none"> 1. Tuition will be charged at the full semester rate. 2. Post to P&E the full semester tuition amount over the remaining months. | | |
| Early Terminations (example: appointment. end date November 30th) | <ol style="list-style-type: none"> 1. Communicate with Department Grad Staff Assistant and Fee Assessor to determine tuition coverage or pro-rated tuition amount. 2. If final pay month status is encumbered adjust P&E to reflect tuition coverage. 3. If final pay month status is distributed contact Payroll by email to add additional tuition charges to 01-041-43. 4. Process UPET to transfer tuition from central 01-041-43 account to unit GIA account. | Payroll to add 01-041-43 charges to IPES. | |
| Summer Semester Tuition Prepaid | | | |
| Summer Semester Tuition Prepaid | <ol style="list-style-type: none"> 1. Contact Payroll by email to have them add the 01-041-43 charges to IPES. 2. Process UPET to transfer tuition from central 01-041-43 account to unit GIA account. | Payroll to add 01-041-43 charges to IPES. | |
| Appointment Changes | | | |
| Student Graduate Assistantship Cancelled | <ol style="list-style-type: none"> 1. FO or Assistant FO must send a request to payroll to cancel or reject the appointment form, with a copy to the Fee Assessor in the Bursar's Office. | | Bursar to update ISIS to reflect the change in responsibility. |
| Appointment Changed to Fellowship | <ol style="list-style-type: none"> 1. Graduate Assistant appointment must be terminated. 2. Process Fellowship appointment form. | | |

TERMINATION – STIPEND AND TUITION

For mid-semester Graduate assistant terminations, it is important to make sure the tuition is cleared correctly, based on the following guidelines:

I. Cancellation: when a student cancels his/her registration and does not attend any classes, the tuition does not get billed to either the department or the student (administrative cancellation, requires form signed by student and Faculty).

II. Withdrawal: if a Graduate Assistant withdraws from the University after the start of the semester and he/she has attended classes, the full semester tuition will be charged to the Grant-in-Aid account. The department will be responsible for clearing the balance (after the final pay) to one of their accounts; the tuition balance may not

be charged to Grants or Contracts; only allowed on Miscellaneous Unrestricted Funds or Student Aid accounts (688-xx), if available.

If the withdrawal is due to medical reasons, the department may submit a request for a one-time exception to get the tuition pro-rated; requires medical proof, Doctors order, etc.

III. Termination: if the last day of class attendance is the same as the termination date, the tuition will be charged at 100% to the Grant-in-aid account; the department will have to clear the balance (after the final pay) to charge one of their accounts.

- a. if a student is not finishing the semester, the department will be responsible for the full semester tuition.
- b. if a student is finishing the semester, the tuition will be pro-rated to charge the department up to the termination date, then the student will be billed for the remaining portion (billed at the in-state or out-of-state rate). A department may choose to pay the full semester tuition, but cannot charge a Grant or Contract; only allowed on Miscellaneous Unrestricted Funds or Student Aid accounts (688-xx), if available.

NOTE: *If the last day of class attendance is after the termination date, the tuition will be prorated, the department will be credited for the weeks after the termination and the student will be charged for the weeks not covered by the department; unless the department agrees to pay the full tuition for the student. In either case, it is recommended that a note be placed in the GFST's notepad indicating to the Bursar how the tuition will be covered.*

Instructions to clear the Grant-in-Aid account: When clearing tuition for a termination/withdrawal, the department must determine which account is covering the balance of the semester before the end of the last month of pay to include all of the (remaining) tuition on Pay & Effort.

Example: if a student is terminated in mid-October (Fall 2006), you need to find out before the end of October who is picking up the rest of the tuition for Fall 06 and distribute the tuition on Pay & Effort by 10/31/06.

If for some reason the tuition cannot be cleared before the end of the month (of the last pay), the Financial Officer (or Assistant FO) may contact Payroll (Tammy Crater) and ask her to put a distribution on 01-041-43 for the following month; a UPET can then be processed to charge the appropriate account, therefore avoiding the use of a JVDP.

Tuition must be cleared via the Pay & Effort/UPET because it makes it easier to track the expenses based on employee ID in IPES.

FELLOWS – PAID AS OBJECT CODE 395

Fellows must be direct charged to the appropriate account (Clearing account may NOT be used). A fellowship must be the PRIMARY appointment. Tuition for fellows is also not posted through Pay and Effort, as it is for graduate assistants.

The following steps should be completed for posting Fellows into Pay and Effort:

1. Review appointment form for accuracy including verification that the pay period distribution equals the appointment salary.
2. Pay budget cannot be on the clearing account; fellows must be direct charged.
3. Make sure the "Pay Freq" (on appointment form) is always marked as TAXM

4. Enter information from appointment form on UPES to include pay information and distribution to the direct charge budget as pay class 395.

NOTE: *Tuition is NOT posted through Pay and Effort for fellows. Tuition is billed once a semester by the Bursar's Office via a central journal voucher. The account to be charged for the tuition should be noted in the "notepad" on the appointment form. To view the details of the central journal vouchers, you can view in EDDS under the company Bursar.*

5. Complete the FANS resolution
6. Check IPES for accuracy.

STIPEND ONLY

Fellows may be paid only a stipend, which should be entered as a direct charge in Pay and Effort. Note that the form does ask from where tuition is being paid (ie. Student or other source).

STAFF

DEPARTMENTAL ADMINISTRATION

Departmental Admin (applies only with the following requirements: (i) UP Academic Colleges, VPR, and Hershey COM (ii) non-research general funds accounts under Central, account structure had to be 200, 300, 400, 500, so maybe re-state as function has to be instruction, instructional support (whatever describes 300), research, outreach (iii) accounts that are not fully X-coded) Staff distributed to non-research general funds must have their salary (or a percent of it) included in the Dept. Admin calculations, except for those with the following duties which need to be excluded either fully or partially (based on the percent effort of these duties):

- Curriculum development
- Development functions
- Alumni functions
- Student records / support
- Student Career services
- Above student items usually explained as any function that looks like student services administration
- Anyone on Charge-out Rates
- Anyone who is included in match or cost share

```

01/04/12          Pay and Effort Modify,          UPES
11:19:33.6      X-XXXX-XXXX          SPln: 12M          LZM6
Pay Period to Modify: M02          Ppd Status: DISTRIBUTED
Num  Cat  Obj.      Account#      Fund      Pay Amnt      Earn Amnt  Voucher#
 1  _  0106  0X - 0XX - XX_ UP 10010  2418.00  2418.00
 2  _  _  _  _  _  _  _  _  _  _  _  _
 3  _  _  _  _  _  _  _  _  _  _  _  _
Sel 1  D I S T R I B U T I O N S
Sem  Obj.      Account#      Fund      Amount  Change Amount      Dept Adm  %
  _  0106  0X - 0XX - XX_ UP 10010  2418.00  _  2418.00  100
  _  _  _  _  _  _  _  _  _  _  _  _
  _  _  _  _  _  _  _  _  _  _  _  _
  _  _  _  _  _  _  _  _  _  _  _  _

Override: _

Go to__ Repeat for__thru__
NEXT EMPL ID:XXXXXXXXX PPD: M02 FISCAL YR: 2011 / 2012
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

```

NOTE: When processing UPET/PYTR, to add or remove dept admin, the codes 0 and 1 must be used (0=no dept admin, 1=full dept admin) following the object code.

```

01/04/12          PAY AND EFFORT MAINTENANCE SYSTEM          Page 1 of 2
16:42:49.3      PAYROLL TRANSFER FORM          PYTR
Form Action:____ Document#: 0000000 Unit: XX          Confidential: Y
Next Approver:_____ Cent Ref #: S000000          Document Status: PRO

Emp1 Id: X - XXXX - XXXX Name:          Fiscal Year: 2011 / 2012
Ppd Vchr#  Account #          X/M Cobj          %Eff  DB-Amount  CR-Amount
M01 _0000 0X - 0XX - XX_ UP 10010_ _ 0106 - 0 2142.00
M01 _0000 0X - 0XX - XX_ UP 10010_ _ 0106 - 1 2142.00
M02 _0000 0X - 0XX - XX_ UP 10010_ _ 0106 - 0 2142.00
M02 _0000 0X - 0XX - XX_ UP 10010_ _ 0106 - 1 2142.00
  _  _  _  _  _  _  _  _  _  _  _  _
  _  _  _  _  _  _  _  _  _  _  _  _

Document Total:          4284.00          4284.00

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: 0X - 0XX - XX_ UP
NEXT FUNCTION:_____(MENU,KEYS,END)

```

If someone transfers in from another department during the fiscal year, department administration can be added through the same process. The key is to remember to add it when the new person comes on board.

NON-EXEMPT – SLPY

Non-exempt SLPY, are processed to pay Staff for overtime hours worked during a specific month. The overtime hours must be identified by type (shift differential, regular hours, Holiday or non-Holiday, etc.). P&E must be adjusted to reflect the added amount.

Overtime cannot be charged directly to a federal fund unless there is approval from the agency.

SALARY PAYROLL - DETAIL Page 3 of 4

Form Action: ____ Document #: XXXXXXXX Unit: XYZ Confidential: Y

Empl Id: X - XXXX - XXXX Name: _____

Pay Period End Date: 05/31/ 2011

Budget: 0X -0XX - XX_ UP Fund: 10010_ Project:_____ Pay Class: 6

Rate: 15.54__ Hours Worked-Shift Differential (SD) Shift Code: _

| | | |
|----------------|-------|--------|
| Shift Diff | Hours | Amount |
| Reg | _____ | |
| OT | _____ | |
| Hol/OT | _____ | |
| Reg Hours | | |
| (Hol Only) Reg | _____ | |
| (Non-Hol) OT | _2.0 | 46.62 |
| Hol/OT | _____ | |

GROSS PAY: 46.62

Next Function: _____ (MENU,END)

01/04/12 Pay and Effort Inquiry Page: 1.01 IPES

12:06 HB: 0 X-0XX-XX UP X-XXXX-XXXX Spln: 12M LZM6

PAY 1 DIST 1

| | X-0XX-XX UP | TOTAL PAY | TOT EARNED | X-0XX-XX UP |
|-------|-------------|-----------|------------|-------------|
| S Ppd | 10010 0176 | | | 10010 0176 |
| _ M01 | 2493.00 | 2493.00 | 2493.00 | 2493.00 |
| _ M02 | 2493.00 | 2493.00 | 2493.00 | 2493.00 |
| _ M03 | 2493.00 | 2493.00 | 2493.00 | 2493.00 |
| _ M04 | 2493.00 | 2493.00 | 2493.00 | 2493.00 |
| _ M05 | 2493.00 | 2493.00 | 2493.00 | 2493.00 |
| _ M06 | 2493.00 | 2493.00 | 2493.00 | 2493.00 |
| _ M07 | 2493.00 | 2493.00 | 2493.00 | 2493.00 |
| _ M08 | 2493.00 | 2493.00 | 2493.00 | 2493.00 |
| _ M09 | 2493.00 | 2493.00 | 2493.00 | 2493.00 |
| _ M10 | 2493.00 | 2493.00 | 2493.00 | 2493.00 |
| _ M11 | 2539.62 | 2539.62 | 2539.62 | 2539.62 |
| _ M12 | 2493.00 | 2493.00 | 2493.00 | 2493.00 |
| _ TTL | 29962.62 | 29962.62 | 29962.62 | 29962.62 |

NEXT EMPL ID: XXXXXXXXXX FISCAL YR: 10 / 11 TotPd: 30512.27 D: 29962.62

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 .

SUPP 2, used to pay **Exempt Staff** for extra work performed beyond their normal job duties. These payments post directly to the pay account (not on the clearing account) and are coded 0145 for Staff. Pay and earned amount are the same.

SUPP 2 cannot be charged directly to a federal fund unless approved by the agency.

FIXED TERM 2

Fixed Term 2, applies only to **Exempt Staff**. The P&E is handles the same as any other Staff position, except the object code is 0195 for Staff.

HR88

HR-88, reduced workload for Staff either working less than 12 months or less than 40 hours a week. For Staff working less than 40 hours a week, the P&E will be distributed the same way as all the other full-time Staff employees; earned amount the same as the paid.

For Staff working less than 12 months, the P&E for those would be handled the same as Academic on less than 48 weeks; the paid amount will be distributed over 12 months, but the earned amount is distributed across the months the Staff is expected to work.

The work schedule for the HR88 appointment must be documented in the notepad (such as, less than 40 hours/week, or 10 months August through May, etc.) to provide the detail required to appropriately enter the information into the Pay and Effort system.

WAGES FOR STAFF

Wages for Exempt Staff are not permitted because they are not reflected in Pay and Effort. Supplemental payments should be processed.

ACADEMIC

Academic appointments have the ability to earn up to 48 weeks of pay during the fiscal year. This is considered their annualized salary, which can be located on the ISAL screen in IBIS. Academic appointments that are less than 48 weeks are handled differently across the University. Each college may allocate the time off differently. The distribution of salary for appointments other than 48 week is calculated based on the weeks they are working. For example, if a Academic member is on a 42 week appointment you will need to know which 6 weeks are “off-load” (i.e., not on contract) and distribute accordingly.

PAY VS EARN

Pay is defined as what the individual will receive in their paycheck. Typically, the salary is divided amongst the 12 months of the year. For example, if an Academic is appointed on a 36 week appointment with a salary of \$58,176/12 they will receive \$4,848 in pay each month.

Earned amount is defined as the salary allocated to reflect the effort during a specific month. For example, an Academic on a 36 week appointment with a salary of \$58,176 works doing the Academic year—mid-August through mid-May;

they earn 2 weeks of salary in August and May, and 4 weeks of salary September through April. \$58,176/36 weeks=\$1,616 per week

May/August earn 2 weeks= \$1,616 x2= \$3,232

September-April earn 4 weeks=\$1,616 x 4=\$6,464

NOTE: When you are distributing in Pay and Effort for appointments less than 48 weeks, the Pay and Earned amounts do not need to match on a monthly basis but the total for the year must balance.

```
01/09/12 Pay and Effort Modify UPE
09:28:41.3 9- - SPIn: 36W UXSE
Pay Period to Modify: M02 Ppd Status: DISTRIBUTED
Num Cat Obj. Account# Fund Pay Amnt Earn Amnt Voucher
1 - 0104 04 - 02 - 98_ UP 10020 4848.00 3232.00 01 95
2 - - - - - - - - - - -
3 - - - - - - - - - - -
Sel 1 D I S T R I B U T I O N S
Sem Obj. Account# Fund Amount Change Amount Dept Adm
_ 0104 02 - - _ UP 10010 3232.00
_ - - - - - - - - - -
_ - - - - - - - - - -
_ - - - - - - - - - -
_ - - - - - - - - - -
_ - - - - - - - - - -
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_ - - - - - - - - - -
_ - - - - - - - - - -
Override: _
Go to Repeat for thru
NEXT EMPL ID: 9 PPD: M02 FISCAL YR: 2011 / 2012
```

```
01/09/12 Pay and Effort Modify UPI
09:34:23.4 9- - SPIn: 36W UX:
Pay Period to Modify: M03 Ppd Status: DISTRIBUTED
Num Cat Obj. Account# Fund Pay Amnt Earn Amnt Voucher
1 - 0104 04 - 02 - 98_ UP 10020 4848.00 6464.00 01 1
2 - - - - - - - - - - -
3 - - - - - - - - - - -
Sel 1 D I S T R I B U T I O N S
Sem Obj. Account# Fund Amount Change Amount Dept Adm
_ 0104 02 - - _ UP 10010 6464.00
_ - - - - - - - - - -
_ - - - - - - - - - -
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_ - - - - - - - - - -
_ - - - - - - - - - -
_ - - - - - - - - - -
_ - - - - - - - - - -
_ - - - - - - - - - -
_ - - - - - - - - - -
Override: _
Go to Repeat for thru
NEXT EMPL ID: PPD: M03 FISCAL YR: 2011 / 2012
```

ACADEMIC APPOINTMENTS – DISTRIBUTING EARN EQUALLY THROUGHOUT THE FISCAL YEAR

Equal distributions throughout the year is another option available for the earn amounts distribution (for appointments less than 48 weeks). Some colleges may distribute the earned amount across 12 months equally versus when actually earned. A benefit to this is that reconciling the clearing account on a monthly basis is easier.

Pay VS Earn

Pay – same as in previous section

Earn – If Earn Amounts are distributed evenly throughout the year then using the same example as listed above, the Academic would be paid \$4848 per month. The earn amount per month would also be \$4848. Therefore, every month's pay and earn would be equal.

SUPP I (for this scenario) The Academic is then able to earn up to 1 week's salary in the form of SUPP I pay each month throughout the entire year. The actual and earn for this one week would be equal as well. (SUPP discussed more in detail later in this document.)

SPECIAL CONSIDERATIONS – SPONSORED AWARDS

SALARY CAPS ON SPONSORED AWARDS

A sponsored award may impose a salary cap limit. This is common for NIH awards, but may also be implemented for other awards as well. In these situations, the award will not pay for salary that exceeds the cap, and the excess amount must be accounted for as cost sharing. [Policy RA08 Reimbursement Salary Caps and Plan Effort Confirmation](#) provides more detail, but a brief summary is provided below:

- NIH Salary Cap amounts change every calendar year; new rates are effective January 1st based on a 48 week salary/annualized salary. Salary caps in effect for NIH can be found at http://grants.nih.gov/grants/policy/salcap_summary.htm
- Salary over the salary cap must be tracked as cost share in accordance with the guidelines in [RAG10 – Cost Sharing](#)
 - A Salary Cap amount for a research account (such as, 423-XX 59ZZ) must have a cost center (titled: Cap59ZZ) on the General Fund account (where the cap amount is charged) to identify the cost center as the one for the specific NIH grant (the grant fund number should be used as the identifier).
 - The cost center must be setup on the general fund of the same budget (i.e. research account 523-XX 99BB, the cost center must be created in account 523-XX 1001 cc:Cap99BB)
- Notations are required on the Effort Confirmation reports when salary caps are applied to a sponsored award. See the [Policy RA08](#) for the exact language that must be used.

CONTRIBUTED TIME/COST SHARING

Contributed Time must be tracked as cost share in accordance with [Guideline RAG10 – Cost Sharing](#).

- What is contributed time?
 - Any time worked on a research project that is not charged directly to the research project
 - In-kind cost sharing
 - Effort written into narrative of a research proposal
- We are required to track any contributed time in a cost center on a General fund account as with any other cost share
 - Contributed time on research account, 423-XX 59ZZ; must be charged to cost center (titled: CT59ZZ) on the general fund account (423-XX 1001)

- For example: If 10% effort is contributed to working on the research project , then 10% of the salary must be moved from the department general fund account to the “contributed time” cost center
- NOTE, if someone is 100% grant funded they should not be contributing any time
-

MOVING TO ANOTHER SALARY PLAN (I.E. 36 WEEK TO 48 WEEK)

When Academics switch from one salary plan to another, it is important to make sure that the first salary plan is paid and earned out correctly. You may need to work with Payroll to make the necessary adjustments in Pay & Effort. If a 36 week Academic switches their appointment in July or January, you should not have any adjustments because the pay and earn will match. If the switch occurs during the academic year, you will need to make sure that the individual was not under/overpaid for the weeks they worked.

For example: a 36 week Academic is appointed for \$58,176 and is switching to a 48 week appointment effective September 1 with a salary of \$78,000.

| | Paid | Earned | | | |
|--------|-------------|-------------|-------------|-------------|--|
| July | \$ 4,848.00 | \$ - | | | |
| August | \$ 4,848.00 | \$ 3,232.00 | | | |
| Total | \$ 9,696.00 | \$ 3,232.00 | \$ 6,464.00 | overpaid by | |

To keep the record clean, request a payback from Payroll for the \$6,464 overpayment. Then an ARCA can be done to change the salary plan to 48 weeks and the salary to \$78,000. The Academic will then be paid and earn \$6,500 each month.

This is a complex situation. Please contact Payroll for direction BEFORE doing any processing.

SUPPLEMENTAL COMPENSATION APPOINTMENTS

SUPPLEMENTARY I APPOINTMENT:

Per [Policy HR06](#): Supplementary I appointments designate those appointments which are supplementary to Standing appointments and have the effect of providing additional contractual obligation beyond the terms of the Standing appointment. For example, a Supplementary appointment will be made so that an individual who’s standing contractual obligation is for 36 weeks is employed temporarily for one to twelve additional weeks.

Payment for Supplementary I appointments is made at the time the services are performed (whenever possible this should be in the same tax year). In no circumstance will the University process payment for services performed more than six months in the past.

Academic appointments that are on a 36 week appointment who take their 12 weeks of supplemental pay in the summer will pay and earn as follows—2 weeks in May, 4 weeks in June and July and 2 weeks in August. They cannot receive more than their annualized 48 week salary. Anything over this amount will need to be paid as SUPP II. All SUPP I payments need to run through the college’s clearing account.

SUPPLEMENTARY II APPOINTMENT:

Per [Policy HR06](#)-Supplementary II appointments designate appointments which are supplementary to Standing or Fixed-term I appointments for approved additional services provided during the same weeks of service of these appointments. Supplementary II appointments are made to Academic personnel, and may be made to Exempt Staff personnel when performing extra non-continuing assignments.

Payment for Supplemental II appointments is made at the time the services are performed (whenever possible this should be in the same tax year). In no circumstance will the University process payment for services performed more than six months in the past.

When the SUPP II form is done in IBIS, the pay is charged directly to the budget. They do not run through the clearing account.

NOTE: SUPP II CANNOT be charged to a federal/federal flow through account, since this pay is considered overtime pay. If you have this situation, you need to charge the regular Academic salary to the grant and pay the SUPPII on the account that the Academic salary is paid from.

```
PLEASE ENTER FORM ACTION
SUPPLEMENTARY COMPENSATION FORM
Page 1 of 2

Form Action: █ Form Number: Unit: Confidential: Y
Prior Approval (Y or N): N Status:
Effective Date: 01 / 09 / 2012

EMPL ID EMPLOYEE NAME: LAST NAME FIRST
- - - - -

Department Number Fund Number Class # Amt Pay
- - - - - UP - - - - -
Pay Date Pre-paid CARD CLASS Permanent Salary Plan
- / - / - N E - - - - -

Supplemental I -
Supplemental II -

Explanation:
_____
_____
_____
```

FIXED TERM 2-ACADEMIC APPOINTMENTS

The pay and earned in Pay and Effort must always equal (monthly and yearly). Any work performed over and beyond their normal duties is paid as a SUPPII. If a Fixed Term 2 Academic appointment terminates early, the termination is calculated based on a 7 day work week.

SABBATICAL-[POLICY HR17](#)

If an Academic goes on sabbatical an LVLO needs to be processed in IBIS. In Pay & Effort the salary will **pay** as object code 104 but must be distributed as object code 109. If they are only on sabbatical for one semester they will receive

100% of their salary, there will be no change in the amount of pay that they receive. If they are on sabbatical for 2 semesters they will receive 67% of their salary. They can receive the additional 33% salary as SUPP I compensation which is reflected as object code 133/134. If they are working on a research grant during this time and wish to charge the salary to a research grant, they must have agency approval for the sabbatical pay.

PREPAIDS

Paying summer supplemental in advance (January through April, i.e., Spring Semester) in anticipation of services to be performed (i.e., summer session) is not permitted. Salary expense that is unearned may not be paid and distributed to a clearing account and redistributed at a later date to another account. This practice is not in compliance with our effort confirmation process. In addition, extensive effort would be required to correct payments made in advance if anticipated funding is not received or if employment issues (i.e., termination, retirement, etc.) require collection of wages paid in error.

NOTE: *Paying summer supplemental in May and June and charging the expense to the new fiscal year is permissible (pre-paid expense). In this situation, the Academic receives the supplemental payment when the salary is earned, but the expense is deferred to the following fiscal year.*

You can prepay Fixed Term II and SUPP appointments. On Fixed Term II appointments a special note is made in the notepad of the form. On SUPP forms you will enter a "Y" in the Pre-paid section of the form. Information from Payroll will be received referencing the requirements prior to the May-June payrolls (summer session).

PLEASE ENTER FORM ACTION

SUPPLEMENTARY COMPENSATION FORM

Page 1 of 2

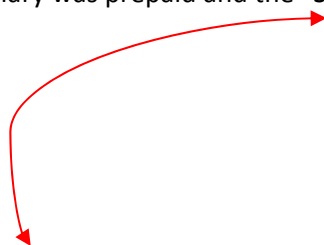
Form Action: Form Number: Unit: Confidential: Y
 Prior Approval (Y or N): N Status:
 Effective Date: 01 / 09 / 2012

| | | | | | |
|-------------------|--------------------------------|------------|------------|-----------------------|---------|
| EMPL ID | EMPLOYEE NAME: LAST NAME FIRST | | | | |
| Department Number | Fund Number | Class Supp | Obj | # Pays | Amt Pay |
| Pay Date | Pre-paid | CARD Type | CLASS Perm | Permanent Salary Plan | |
| | N | E | - | Supplemental I | - |
| | | | | Supplemental II | - |

Explanation:

Below is an example of how to distribute a prepaid salary in Pay & Effort:

The "P" denotes that this salary was prepaid and the "SS" on the budget and fund denotes a summer session budget.



2) **IPED:** This report is used for effort confirmations for sponsored awards closing during the fiscal year.

WAGE AND SUPP

Wage and SUPP II payments are charged directly to accounts, and cannot be done through the clearing. Supplemental II payments will be included on effort confirmation reports for those accounts where SUPP II was direct charged. However, wages are NOT posted in the pay and effort system; therefore they are NOT included in the effort confirmation process.

NOTE: Supplemental II cannot be charged to federally sponsored awards, so effort confirmation for those accounts should not have SUPP II payments included.

PERCENTAGE CALCULATIONS

In the effort confirmation process, the percentages of effort are calculated for each month, as a percent of the person's 4 week pay, for each distribution.

If the percentage of effort calculates at higher than 100% or cannot be calculated, asterisk (**) will be shown on the reports. In these cases, notations should be made indicating why the percentage could not be calculated. This happens often with final pays when individuals are leaving the University, either retiring or terminating, due to vacation and/or sick day payoffs. It could also happen with late or adjusted pay situations. Overtime payments for nonexempt Staff would also result in ** on the report.

SALARY CAP REQUIREMENTS

If a salary cap limits the effort being posted to a sponsored award, a statement needs to be added to the effort confirmation report regarding the salary cap calculation. Detail on the required statement is available at <http://guru.psu.edu/policies/Ra08.html>

OTHER

IBIS FORMS THAT IMPACT PAY AND EFFORT

Documentation on these forms can be found in IBIS Documentation: [Alphabetical List of IBIS Forms, Functions & Transactions:](#)

| | |
|-------------|--|
| AEXT | Academic Appointment Extension |
| ARCA | Academic Rank Class Appointment |
| ARCZ | ARCA will create an ARCZ (Academic Form) Example: Academic move from one department/admin area to another |
| BIPY | Bi-weekly Payroll |
| BUPR | Budget Work Unit/Work Location Change |
| GFSA | New Appointment for Grads |
| GRAD | Grad Assistant/Fellow/Scholar |
| GRAZ | GRAD will create a GRAZ (Grad Form) Example: Grad move from one department/admin area to another |

| | |
|-------------|--|
| LVLO | Leave of Absence |
| NAPP | New Appointment |
| NEWP | New Pay |
| NPDL | Non-Academic Promotion/Demotion/Lateral Charges |
| NPDZ | NPDL will create a NPDZ (Non-Academic Form) Example: Staff move from Non-exempt to Exempt or move from one department/admin area to another |
| PADJ | Paycheck Adjustment |
| PAYC | Payroll Change Form |
| REAP | Reappointment |
| SADJ | Salary Adjustment |
| SLPY | Salary Payroll |
| SUPP | Supplemental Compensation |
| TERM | Termination for Grads and Fellows |
| TRMN | Termination (this form is now on Workflow) |

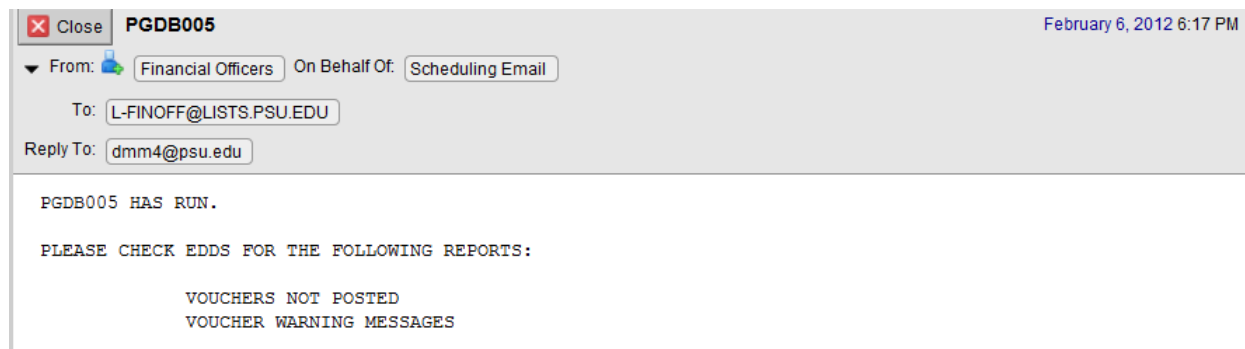
IBIS FUNCTIONS

There is a separate document – Appendix A – which provides detail on all the Pay and Effort functions.

RESOURCES

EDDS REPORTS

When working with pay and effort there are a number of reports that can be used to reconcile and manage the distribution. These reports are available in the Financial Officers Company, FO Reports within EDDs. When a report has run a notification email is received:



LIST OF REPORTS:

- **Bi-Weekly Crossfoot Error Messages**
 - **Timing:** Report is created when the bi-weekly calculate process is run. This process is run 4 business days prior to the pay date.
 - **Purpose:** Report provides detailed information, at the employee level, of bi-weekly payroll that does not crossfoot. The Paid Amount, Projected Amount, Earned Amount, and Distributed Amount should all agree when a pay date properly crossfoots. Located in the **ERROR** field of the report is a reason.
 - **Use:** For employees appearing on this report, use **UPES (Update Pay and Effort System)** to update the necessary information if the pay date has not yet passed. If the pay date has passed, it will appear on **CRFN** for resolution.

- **Vouchers Not Posted**
 - **Timing:** Report is created when the monthly payroll calculate process is run. This process is run 4 business days prior to the pay date.
 - **Purpose:** Report provides detailed information, at the employee level, of monthly payroll that will not properly post from the clearing account. The Paid Amount and Projected Paid Amount must agree in order for a pay date to properly post from the clearing account. Located in the **DESCRIPTION** field of the report is an explanation of the reason.
 - **Use:** For employees appearing on this report, use **UPES (Update Pay and Effort System)** to update the necessary information if the pay date has not yet passed. If the pay date has passed, a payroll transfer will need to be processed via **UPET (Update Pay and Effort Transfer)**.
- **Monthly Crossfoot Error Messages**
 - **Timing:** Report is created when the monthly payroll calculate process is run. This process is run 4 business days prior to the pay date.
 - **Purpose:** Report provides detailed information, at the employee level, of monthly payroll that does not crossfoot. The Paid Amount, Projected Amount, Earned Amount, and Distributed Amount should all agree when a pay date properly crossfoots. Located in the **ERROR** field of the report is a reason.
 - **Use:** For employees appearing on this report, use **UPES (Update Pay and Effort System)** to update the necessary information if the pay date has not yet passed. If the pay date has passed and the individual is not paid on the clearing account, it will appear on **CRFN** for resolution. If the pay date has passed and the individual is paid on the clearing account, a payroll transfer will need to be processed via **UPET (Update Pay and Effort Transfer)** to clear the charge.
- **Pre-Clearing Error Messages**
 - **Timing:** Report is created when the monthly payroll calculate process is run. This process is run 4 business days prior to the pay date.
 - **Purpose:** Report provides detailed information, at the employee level, of bi-weekly and monthly payroll that if not corrected will not properly post from the clearing account. The Paid Amount, Earned Amount, and Distributed Amount should all agree for clearing to occur. Located in the **MESSAGE** field of the report is an explanation of the reason.
 - **Use:** For employees appearing on this report, use **UPES (Update Pay and Effort System)** to update the projected amount paid if the pay date has not yet passed. If the pay date has passed, a payroll transfer will need to be processed via **UPET (Update Pay and Effort Transfer)** to clear the charge.
- **Expected Clearings**
 - **Timing:** Report is created when the monthly payroll calculate process is run. This process is run 4 business days prior to the pay date.
 - **Purpose:** Report provides a list of all individuals paid on the clearing account and the budget and fund that the salary will be distributed to.
 - **Use:** Upon review of the report, if the distribution budget listed is the clearing account budget, use **UPES (Update Pay and Effort System)** to update the distribution if the pay date has not yet passed. If the pay date has passed, a payroll transfer will need to be processed via **UPET (Update Pay and Effort Transfer)** to clear the charge.
- **Redistributed Vouchers**
 - **Timing:** Report is created when the clearing process runs on the evening of the pay date.
 - **Purpose:** Report provides a payroll voucher for each budget distributed to. The information included on the report includes employee name, PSU ID, % effort, and amount.
 - **Use:** Report can be distributed to PI's for review to make sure the effort being charged agrees with the effort being performed. EDD's report includes a certification statement which the PI's are to sign upon their review.
- **10020 Distributions**
 - **Timing:** Report is created when the clearing process runs on the evening of the pay date.
 - **Purpose:** Report provides detailed information, at the employee level, of monthly payroll that distributed to the clearing account.

- **Use:** The clearing account is to have a zero balance. If a payroll has distributed to the clearing account, a payroll transfer will need to be processed via **UPET (Update Pay and Effort Transaction)** to clear the account and distribute the charge. This report provides a detailed list, with employee ID, of monthly salary to be transferred.
- **10020 Not Distributed**
 - **Timing:** Report is created when the clearing process runs on the evening of the pay date.
 - **Purpose:** Report provides detailed information including pay period, at the employee level, of employees paid on the clearing account that did not distribute. Due to missing or incorrect distribution information, the salary did not post to the clearing account or to a distribution budget. When looking at IPES (Inquiry Pay and Effort System) for an individual on this report, the clearing account information will appear in the pay budget category but distribution information is missing.
 - **Use:** For employees appearing on this report, you will need to work with the Payroll Office to establish that missing distribution. If the Payroll Office distributes to the clearing account, you will then need to initiate a payroll transfer via **UPET (Update Pay and Effort Transaction)** to clear the charge.
- **Clearing Error Messages**
 - **Timing:** Report is created when the clearing process runs on the evening of the pay date.
 - **Purpose:** Report provides detailed information, at the employee level, of bi-weekly and monthly payroll that has not properly posted from the clearing account. The Paid Amount, Earned Amount, and Distributed Amount must all agree for clearing. Located in the **MESSAGE** field of the report is an explanation of the reason.
 - **Use:** For employees appearing on this report, a payroll transfer will need to be processed via **UPET (Update Pay and Effort Transfer)** to clear the charge.

PAY AND EFFORT WAREHOUSE

Information on the datasets available in the Pay and Effort data warehouse are available here:

https://www.warehouse.ais.psu.edu/datadict/datadict2.ASP?database_name=payeffort

CENTRAL FUNCTIONS

CENTRAL DESK – 30 DAY MEMOS

&PYT

PYTRs which are debiting federal or federal flow-through accounts, which were not started in the month following the pay date, require additional approval by the Assistant Controller. Before approval, the Assistant Controller must receive a memo of explanation, signed by the Principal Investigator. These memos are commonly referred to as “30 day memos” because the previous rule was that transfers had to be done within 30 days of the pay date.

[Procedure CR2015 – Labor Distribution](#) provides more detail on this process. These memos are reviewed and audited by the Defense Contract Audit Agency and should be thorough, with a detailed description as to why the transfer needs to be done, and why it was not done in the month following the pay date.

CENTRAL ONLY FUNCTIONS

Certain functions can only be done by the Assistant Payroll Manager or by the Assistant Financial Officer in the VP for Commonwealth Campuses (through delegation from the Payroll Office).

After monthly payroll calculation runs, there are approximately 4 days until distribution (clearing) process runs. During this time, changes may be made to account distributions. After distribution process runs, changes to account distributions can only be made by processing a payroll transfer (PYTR).

If any of the following corrections are needed, contact Assistant Payroll Manager. The Commonwealth Campuses should contact the Assistant Financial Officer for the Vice President for Commonwealth Campuses Office. These corrections can be made using the central functions UPEV, UPEF and UPEX.

UPEV – changes a pay period from distributed to paid status

UPEF – allows changes to pay & effort but does not affect the budget

UPEX – cross-foots or distributes a pay period

Types of corrections requiring a central function to correct:

- Decrease/Increase tuition and distribution on the 141-43 account
 - Reduce pay amount and distribution due to payback situations
 - Increase pay amounts and distribution due to special issue situations
 - Remove encumbrances after distribution process runs
 - Increase/Decrease earned amounts
 - Cross-foot a pay period- force distribution – (no detail provided below)
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Created by Pay and Effort Documentation Team – March 2012

Questions or Comments: Contact Payroll Office or Assistant Controller for University Financial Officers

Updated 11-16-2012 – Payback detail added.