

Financial Advisory Services & Training Financial Services Department www.finance.utoronto.ca/fast

Work Instruction

Payroll Distribution Report and Payroll Distribution Report for archived data

When to Use

Payroll Distribution Report

This report is most commonly used to perform a monthly reconciliation of payroll charges between payroll entries in HRIS and the payroll charges posted to FIS.

This report is required to be run each month by departmental business officers in order to reconcile the departmental accounts.

Payroll Distribution Report for archived data

This report is used to review payroll charges to FIS accounts older than 18 months.

Report Functionality

The report provides the details of the payroll transactions that were calculated within HRIS and "sent over" to FIS for posting. The report:

- Presents the HRIS details of the actual salary and benefit charges incurred as well as the payroll
 reserves calculated for a specific month, the totals of which should agree to the actual postings in
 FIS*.
- Summarizes the payroll payment information using FIS account information and coding.
- Subtotals the payroll information by general ledger accounts to facilitate reconciliation to FIS reports, namely the <u>Monthly Statement of Accounts</u>.
- Downloads the payroll details into an excel spreadsheet providing the user with the flexibility of being able to re-sort the data to meet other reporting requirements.
- Download contains additional information not available in the *Online* version, namely, Position number, Employee sub-group, Contract type, Job. This additional information can be used to prepare analysis and management reports on FIS salary & benefit costs using HR (i.e. HRIS) information. For example, the Employee sub-group can be used to allocate FIS salary & benefit costs between Tenured and Non-tenured staff.

NOTE:

Actuals: These will be posted to the FIS accounts listed within the HRIS records irrespective of

whether there are sufficient funds; the only exception to this rule relates to Fund accounts. If the Fund date is in the past, indicating that the fund is closed for further postings; the payroll entry is re-directed to the CFC listed on the HRIS record.

Reserves: If there are sufficient funds available, there should be no difference between the payroll

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reserve amount reported on the Payroll Distribution report and the payroll reserves reported in FIS. If there are insufficient funds to cover the payroll reserve requirement, the payroll program will reserve whatever it can until funds available is "0". A payroll reserve will never create an overdraft in a FIS account.

Detailed Procedures

Access the report using any of the following menu paths:

Payroll Distribution Report

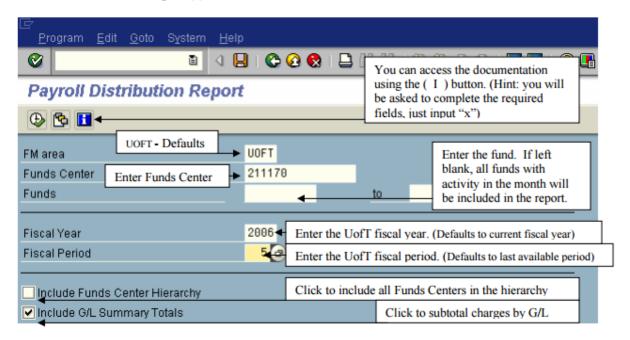
| Menu - FIS | Accounting >> Financial Accounting >> Funds Management >> Information System >> Funds Management Section(U of T Reports) >> Month-End Reports >> Payroll Distribution Report |
|------------------|--|
| Menu - HRIS | Human Resources >> Information System >> Personnel Management >> Administration >> Departmental Level Administration >> Payroll >> Reports from Payroll Posting >> Payroll Distribution Report |
| Transaction Code | ZHJR ZHJR004 |

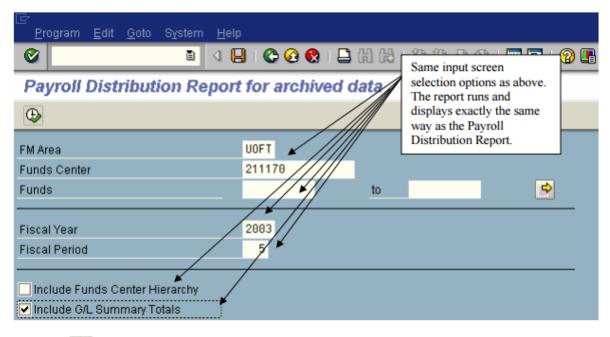
OR

Payroll Distribution for archived data Report

| Menu - FIS | Accounting >> Financial Accounting >> Funds Management >> Information System >> Funds Management Section(U of T Reports) >> Month-End Reports >> Payroll Distribution Report for archived data |
|------------------|--|
| Menu - HRIS | Human Resources >> Information System >> Personnel Management >> Administration >> Departmental Level Administration >> Payroll >> Reports from Payroll Posting >> Payroll Distribution Report for archived data |
| Transaction Code | ZHJR_ZHJR004A |

Selection screen for Report(s):

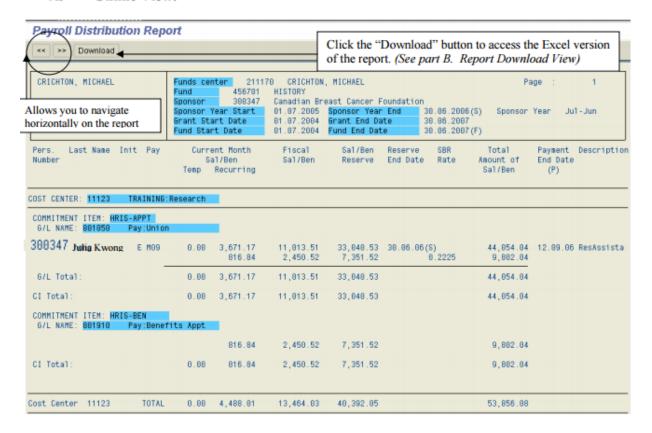




Click on to execute the report.

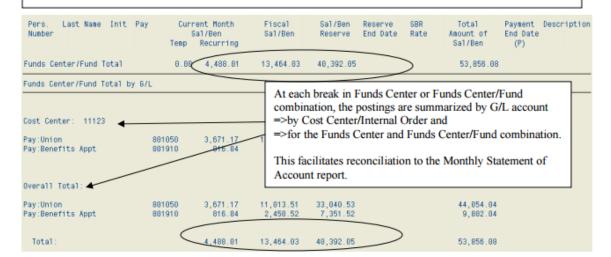
Report output views:

A. Online View:



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If the Include G/L Summary Totals checkbox was selected on the selection screen, the following additional information is provided at each break in the Funds Center or Fund Center/Fund combination:



Information provided on the Online view of the Report:

Header information:

| Field Name | Description |
|---------------------------------------|---|
| Funds center | Funds Center number and name |
| Fund | Fund number and name |
| Sponsor | Sponsor (funding agency) number and name |
| Sponsor Year Start / Sponsor Year End | Current fiscal year reporting period for the Sponsor |
| Sponsor Year | Fiscal reporting period of Sponsor displayed in months; will be used to determine the amounts reported under the Fiscal Sal/Ben and Sal/Ben Reserve columns |
| Grant Start Date / Grant End Date | Start and end date for this particular funding source as defined by the Sponsor. |
| Fund Start Date / Fund End Date | FIS dates assigned to the Fund account which defines the dates during which the system will allow postings to the Fund. |

Report details:

| Item | Description |
|-------------|---|
| Pers Number | The Personnel Number for the employee as shown in HRIS. |
| Last Name | The employee's last name, as entered onto Personnel Data (Infotype 2). |
| Init | The employee's first name initial, as entered onto Personnel Data (Infotype 2). |

| Pay | Pay period representing the following: | | |
|----------------------------|--|--|--|
| | M =Monthly paid employee + Number= calendar month | | |
| | F = Fortnightly/Biweekly paid employee + Number=number of pay period in the calendar year | | |
| Current Month Sal/E | Ben: | | |
| → Temp | "One-Time-Only" type of payroll payments or adjustments. i.e. retroactive payroll adjustments. Amounts listed here would be on Additional Payments (Infotype 15), Time Management (Infotype 2052) and any retroactive payments to the employee. | | |
| → Recurring | Regular payroll payments, such as salary & benefit charges. Salary listed here would be on Basic Pay (Infotype 8) and Recurring Payments (Infotype 14). | | |
| Fiscal Sal/ Ben | Year to date* salary & benefit charges payroll activity is listed here and should agree to the year to date postings in FIS. *(Typically "Year to date" refers to the UofT fiscal year end, however for Funds, this will refer to the Sponsor fiscal year end) | | |
| Sal/ Ben Reserve | This amount represents the amount of payroll reserve that has been calculated by HRIS to encumber <i>available</i> FIS funds to the <i>Reserve End Date</i> . | | |
| Reserve End Date | For Operating and Ancillary CFC accounts: | | |
| | Payroll reserves are encumbered until the fiscal year end (i.e. April 30th); the exceptions to this rule being when a <i>payment end date (P)</i> is indicated for the employee and the <i>payment end date</i> is earlier than April 30th. | | |
| | For all Fund accounts: | | |
| | The fiscal year period used for reporting is either: | | |
| | Uoff Fiscal year end (blank) = April 30 th OR Sponsor End Date (S) = Sponsor fiscal year end, and therefore the payroll reserves will be encumbered using the "earliest" date available as follows: | | |
| | Fiscal year end = Either UofT (blank) or Sponsor (S) Fund end date (F) = Last date a posting will be allowed to Fund = Last date that a payroll payment is scheduled for the employee | | |
| SBR Rate | Information provided to facilitate the verification of the calculation of benefit charges. | | |
| Total Amount of Sal/Ben | The salary and benefits that will be incurred to the end of the current reporting period i.e. fiscal yearend, sponsor yearend, or fund end date and should be the sum of the Fiscal Sal/Ben and the Sal/Ben Reserve amounts. | | |
| Payment End Date (P) | Date indicating that there will be a "final" salary payment made to the employee out of the specific funding source and may be used in the calculation of the Sal/Ben Reserve. | | |

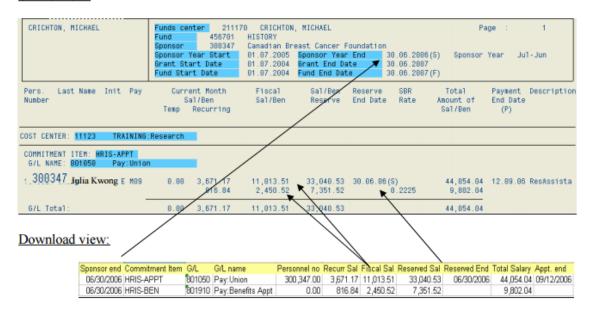
B. Report Download View

Download the report to Excel using the "Download" icon:



The same basic information contained in the *Online view* of the report is provided in the excel download. In the downloaded report, the information is presented in a format designed to facilitate data management, i.e. sorting, filtering, summing by employee, etc. For example:

Online view:



The *Download View* also contains additional HRIS data that can be used in the analysis of payroll data as well as in the preparation of management reports as follows:

| Position Subgroup | Subgroup Desc. | Job | Job Desc. | Contract Type | Contract Type text |
|-------------------|----------------|--------|--------------------|---------------|--------------------|
| 22,280.00 U3 | USWA | 367.00 | Research Officer 2 | 05 | Term |

| Field Name | Description |
|--------------------|---|
| Position | Position number assigned to employee |
| Subgroup | Alpha numeric code identifying the employee's staff grouping (i.e. Research Associate, USW, Prof tenure Stream) |
| Subgroup Desc. | Description for Subgroup code |
| Job | Alpha numeric code for the Job group (i.e. Research Assoc-Term) |
| Job Desc. | Description for the Job code |
| Contract Type | Alpha numeric code identifying the employee's appointment type (i.e. Term, Annual, Continuing, etc.) |
| Contract Type text | Description for the Contract Type code |

End of Procedure.