

Departmental Payroll Default Chartstrings

When payroll transactions are processed in HRMS, if the combo code or chartstring does not exist, the transaction is recorded to a central default payroll string. Human Resources and/or Accounting Services then work with the department to move the activity to the correct chartstring.

After meeting with several departments, the preference was to have the transactions with errors post to a departmental default payroll chartstring. This allows departmental staff to be able to quickly identify the processing errors so they can correct both the existing transactions as well as fix the issue for future payrolls.

As a result, we have created a departmental chartstring for each DeptID with payroll transactions. If an error occurs during the payroll process, the transaction will post to this default string. Each department will then need to move these transactions to their correct chartstring via an HSA. Payroll errors for all activity, including sponsored projects, will also post to the default chartstring.

The default payroll string will be as follows:

Fund: 1026

DeptID: same department as the payroll chartstring in error

Program: 21853

Account: same account as the payroll chartstring in error

The new process will be effective with the October 3, 2012 payroll. The expectation is that departments will monitor the default chartstring for their departments and complete the HSAs within the timeframe allowed by policy. If the transaction in error relates to a sponsored project where the bi-annual effort certification process is about to occur, the HSA may need to be completed earlier than the 60 days defined in the policy.

If you have any questions, please feel free to contact Sherrie Kutzler at kutzl013@umn.edu or 5-0126, Julie Tonneson at tonne001@umn.edu or 6-9278 or Sue Paulson at spaul@umn.edu or 4-5007.

Thank you,

Sherrie Kutzler

Sue Paulson

Julie Tonneson