Summary of Upgrade Changes: Payroll Accounting (as of 4/16/15)

- Future-dated distribution rows in 8.9 will not convert. Central will provide a list of distributions that did not convert.
- Future-dated distribution rows will be allowed in 9.2.
- Distribution entry is no longer tied to an appointment. If a distribution is entered on the HRTS3, the payroll cluster will attempt to enter the distribution. If the combo code is not set up or if there is no distribution information on the HRTS3, the payroll cluster will notify the department of this. It will then be up to the department to enter the distribution.
- Distribution entry is overridden by additional pay, work study, and funding changes on a timesheet.
- There are four funding levels:
  - Appointment. Tied to an individual appointment just like today's world.
  - Position. Effective for multi-headcount positions that share funding (e.g., TAs). No sponsored account strings allowed at this level.
  - Position pool. Effective for groups of positions that share funding (e.g., administrative staff in a department). No sponsored account strings allowed at this level. Position pools are set up in position management, so departments would need to work with the payroll cluster to have position pools set up.
  - Department. Set up initially for each CSE deptID as 1026-xxxxx-23000. This was chosen as a simple way to see what distributions in a department have not been addressed. Departments can change this after go-live.
- We chose to have all records in CSE convert at appointment level funding. This gives units a chance to get familiar with the new distribution entry process before making decisions about changing funding levels.
- Vacant positions will be automatically reassigned to department level funding.
- Distribution entry will be only by percentage. Using amounts is no longer an option.
- Nonsponsored combo codes are not tied to account values. If you budgeted for one salary code on a nonsponsored account string, all salary codes will be available.
- Combo codes for sponsored and cost share account strings will still be tied to individual account values.
- Components of pay on job data (base salary, administrative augmentation, regents professor award, and increment) all roll into the REG earnings code.
- Distribution can be done by earnings code. There should be one row with a blank earnings code to catch all other pay. But for example,
  - Distribution for a faculty member is setup as 50% on account string A, 50% on account string B.
  - Faculty member is getting overload which is to be paid 100% from account string C.
  - Distribution entry should be an additional row with the earnings code OME and 100% account string C.
- Work study credit is still done as a central process.
- Distribution conversion is a very complicated program. It will be important for departments to compare the abstract for the 4/15 payday and the abstract for the 4/29 payday to ensure distributions converted correctly.
• Retro distributions are just like HSAs in today’s world.
• Documentation for retro distributions can be uploaded to ImageNow.
• The Review/Approval screen for retro distributions will break out a retro distribution by each credit and debit line for each pay period.
• Retro distributions will require the same approvals that HSAs currently do: CA approval if the transaction is 60 days or older; SPA approval if the retro distribution is affecting a closed effort period.
• The “Approval DeptID” on a retro distribution is similar to “Journal Class” on a JE. The retro distribution is routed for approvals based on the deptID in that field.
• Retro distributions are updated to the GL overnight.
• HSAs must be done in 8.9 for pay processed in 8.9. Nonsponsored HSAs in 8.9 will be due by the fiscal year end deadlines. Sponsored HSAs in 8.9 will be available through the end of the effort reporting period in October.
• Department default is changing from 1026-xxxxx-21853 to 1026-xxxxx-23000. 1026-xxxxx-21853 will continue to be used by central as a suspense account string.
• Job aids available on the upgrade website:
  o Anatomy of a Pay Statement
  o Distribution Funding Levels and Strategies