JOURNEY 2019

A&M System IT Shared Services Conference

Payroll Encumbrances A to Z

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Agenda

- FAMIS Payroll Encumbrances
  - Encumbrance Flow / Posting
- Encumbrance Adjustments
- Vacancies
- End of Period / Impacts
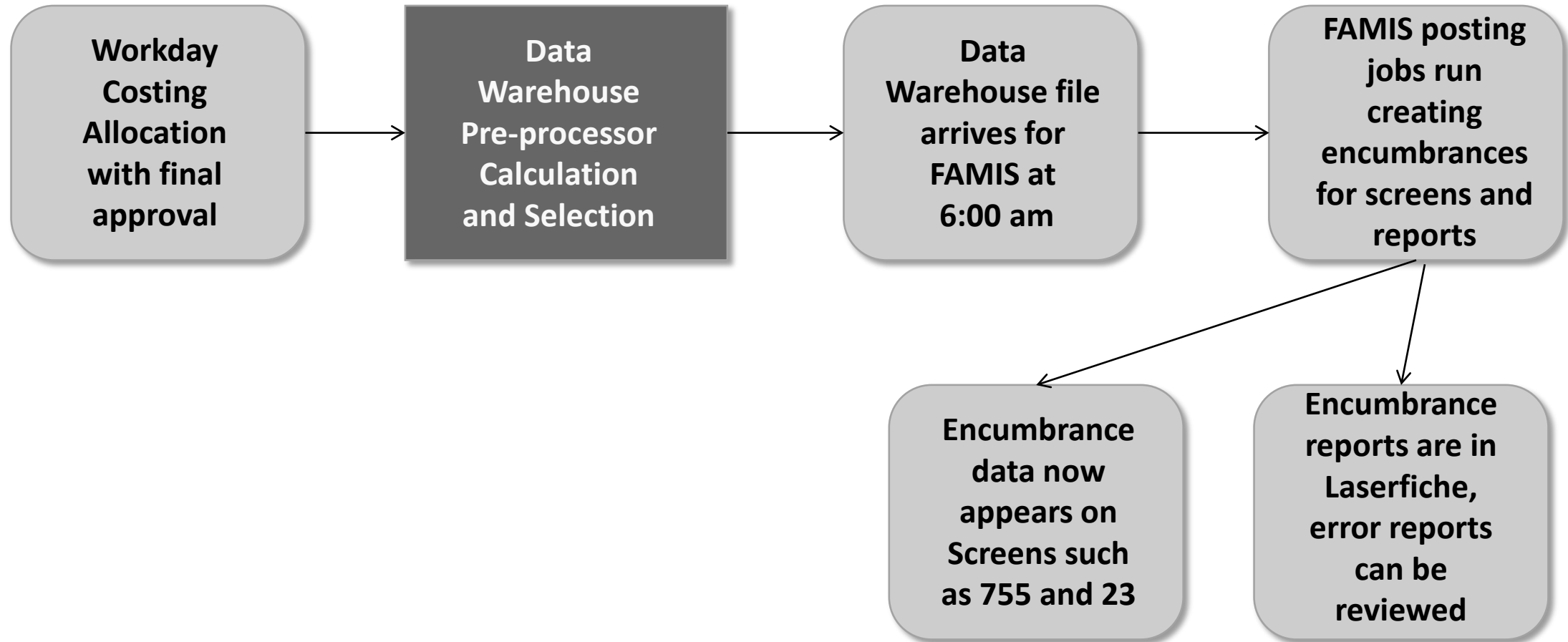- Trouble-shooting
- Feedback and Questions?

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FAMIS Payroll Encumbrances

FAMIS Payroll Encumbrances

- FAMIS receives Payroll encumbrance data from Workday
  - This data flows through Data Warehouse then to FAMIS
- Encumbrance data is received daily
- End of Month Auto-Adjust will post adjustments to encumbrances
- Reductions due to vacant positions may occur
  - Budget Transfers will post based on SSAV Account entry on FAMIS screens

Encumbrance Flow to FAMIS

```
┌─────────────────┐     ┌─────────────────┐     ┌─────────────────┐     ┌─────────────────┐
│ Workday         │     │ Data            │     │ Data            │     │ FAMIS posting   │
│ Costing         │     │ Warehouse       │     │ Warehouse file  │     │ jobs run        │
│ Allocation   ───┼────▶│ Pre-processor───┼────▶│ arrives for  ───┼────▶│ creating        │
│ with final      │     │ Calculation     │     │ FAMIS at        │     │ encumbrances    │
│ approval        │     │ and Selection   │     │ 6:00 am         │     │ for screens and │
└─────────────────┘     └─────────────────┘     └─────────────────┘     │ reports         │
                                                                         └─────────────────┘
```

Workday Costing Allocation with final approval → **Data Warehouse Pre-processor Calculation and Selection** → **Data Warehouse file arrives for FAMIS at 6:00 am** → **FAMIS posting jobs run creating encumbrances for screens and reports**

Encumbrance data now appears on Screens such as 755 and 23

Encumbrance reports are in Laserfiche, error reports can be reviewed

Process Flow

From Workday to Data Warehouse to FAMIS

- Source of encumbrance data in Data Warehouse
  - Position
  - Compensation Plan
  - Costing Allocations
    - Filled positions MUST have a Worker Position or Worker Position Earning
    - FAMIS will not post encumbrances without the WP or WPE Costing Allocations
      - Default Account is substituted in the process
      - FAMIS does not post to the Default Account
    - Open positions require a Position Restriction
  - Data is loaded into Data Warehouse daily
  - Business Objects report with Workday data to verify Costing Allocations
    - Missing Costing Allocations

Encumbrance Decision Matrix

Employee Type	Budget / Wage	Filled / Vacant	Base / Allowance	Encumber
Temp / Casual Student	Wage	Vacant	Base Pay	No
		Filled	Base Pay	No
			Allowance	Yes
Staff Faculty Grad Assistant	Budget	Vacant	Base Pay	Y/N see screen 842
		Filled	Base Pay	Yes
			Allowance	Yes, as wage

Screen 842 Encumber Vacant Flags

```
F0013 Please enter desired modifications
 842 Campus Allow Flag Maintenance                    03/28/19 09:31
                                                      FY 2019 CC 02
  Screen: ___


           Allow Attributes: Y          Allow PCT Docs: Y

           Allow Purchasing: Y     Allow Pyrl Enc Trans: Y

         Allow Transactions: Y         Allow USAS Code: N

       Allow FFX Attributes: Y         Encumber Vacant
                                       ---------------
     Allow FFX Transactions: Y                  Staff: Y
                                             Faculty: Y
                                                Grad: N
                                         Adjunct Fac: N
```

Screen 842 Encumber Vacant Flags

- Fiscal Office decision

- Setting impacts the entire member

- Can be any combination of
  - Encumber Staff
  - Encumber Faculty
  - Encumber Grad
  - Encumber Adjunct Faculty

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Encumbrance Posting Criteria - FAMIS

- Effective Dates – use the most restrictive of
  - Costing Allocation date range
  - Position Annual Term

- Annual Terms
  - FAMIS will encumber based on the Annual Terms on the position
    - Faculty, Annual Term 9/1-5/31 will only encumber through 5/31
    - Changes have recently been implemented which will encumber Future Dated Annual Work Terms upon approval

- Received Date – Encumbrance Data
  - FAMIS receives encumbrance data **after** final approval in Workday
  - The timing of business process approval in Workday may affect the encumbrance calculation in FAMIS

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Encumbrance Adjustments

FAMIS Daily Encumbrance Adjustments

- Daily Posting Schedule
  - Posted before normal business hours

- FBPU516 – Business Office Report
  - Report of daily encumbrances by member

- FBPU507 – Allowances
  - All allowances received from Data Warehouse are encumbered
  - Allowances encumber at the wage level, but pay by true object
    - Example, budget at 1100 pool rather than the 1700 pool

- FBPR517 Daily report
  - Report of encumbrances
  - Bookkeeper breakout now available in Laserfiche

Manual Payroll Encumbrance Adjustments

- Encumbrances may be adjusted manually in FAMIS
  - Daily posting from Workday may override
  - Monthly auto-adjust will adjust encumbrances to match Workday
- FAMIS Screens – found on M75
  - Screen 746 – Supplemental Pay Estimated – Budgeted
  - Screen 747 – Supplemental Pay Estimated – Wages
  - Screen 748 – Payroll Encumbrance Adjustment – Budget Corrections
  - Screen 749 – Payroll Encumbrance Adjustment – Wage Corrections
  - Screen 753 – Payroll Encumbrance Adjustment – Budgeted
  - Screen 754 – Payroll Encumbrance Adjustment - Wage

Vacancies

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Vacancies

- Leave Without Pay (LWOP) – Auto-adjust, not on Salary Savings
  - No Budget Transfers will occur

- New Positions – not encumbered until filled
  - Position Budget Application - Costing no impact

Vacant Position Overrides and Defaults

- Position Restrictions do not have an annual term or percent effort attached to them

- When FAMIS receives a Position Restriction costing allocation on a vacant position, the default values below are applied

Employee Type	Position Percent Effort	Annual Terms
Staff	100%	12 mos (Sep-Aug)
Faculty	100%	9 mos (Sep-May)
Graduate Assistant	50%	12 mos (Sep-Aug)

End of Period Impacts

End of Month

- FBPU526 – Monthly Auto-Adjust

- FBPR527 – Monthly Departmental Report
  - Report of encumbrances
  - Bookkeeper breakout now available in Laserfiche

- FBPU050 – Monthly Salary Savings
  - SSV Batches

- FBPR051 – Salary Savings Adjustments
  - Available at Department or Mailstop level in Laserfiche

Payroll Encumbrance Impacts in FAMIS

Encumbrance Action	Financial Accounting Detail (Screens 23, 46, 63, 76)	Payroll Encumbrance Detail (Screens 755 – 758)
Beginning of Fiscal Year Batch EPA0*nn* Report F*cc*YR405	Summary	Detail
Biweekly and Monthly Processing Batches PAYB*nn*, PAYM*nn* Reports F*cc*PRBW, F*cc*PRMON and F*cc*PPYRL	Summary	Detail
Costing Allocation Changes (WD) Batch SENC*nn* Reports F*cc*PU515 (member) F*cc*P517s (separated)	Detail	Detail

Payroll Encumbrance Impacts in FAMIS (con't)

Encumbrance Action	Financial Accounting Detail (Screens 23, 46, 63, 76)	Payroll Encumbrance Detail (Screens 755 – 758)
Salary Savings Batch SSV001 Report F*cc*PR050,F*cc*SSSAV	Detail	Detail
Auto Adjust Batch SEA001 Reports F*cc*PU525 (member) F*cc*P527*s* (separated)	Detail	Detail
End of Fiscal Year Batch EPA9*nn* Report F*cc*YR410	Summary	Detail

Temporary encumbrances will occur throughout the year due to PCT transactions in process pending final approval and posting

Trouble Shooting

Trouble-Shooting

- Reports
- Screens
  - M75 – Payroll Encumbrance Module Menu
  - Screen 755 – Payroll Encumbrances by PIN
    - Screen 19 and Screen 21 – accounting view
  - Screen 756 – Payroll Encumbrance Transactions by PIN
  - Screen 757 – Payroll Encumbrances by Account
  - Screen 758 – Payroll Encumbrance Transactions by Account
- Workday Dual PINs
- Annual Term

Screen 755 – Payroll Encumbrances by PIN

F2321 Make selection to proceed to screen 756
755 Payroll Encumbrances by PIN   03/27/19 16:56
                                                         FY 2019 CC 06

Screen: ▮___   Pin: _____   FY: 2019 Thru Month: 3_ March
       S/W Acct: __ _____ _____   Include Completed(Y/N): Y
    Salary/Wage   Bud/
S   Account   Account Name   Wage Salary/Wage Longevity   Benefit   C
_ _____ _____ ____ _____ _____ _____ ___

_ 02 _____ 10000 DMITRY KUROUSKI   B
_ 06 _____ 08325 FY19   CROP IMPRO B
_ 06 _____ 08325 DZMITRY KUROUSKI   B
_ 06 _____ 96210 MANDADI - A SCAL   B   15833.35   7499.26
          ** Total Salary/Wages >>   15833.35   7499.26

_ 06 _____ 96210 MANDADI - A SCAL   B   3166.67   1499.86 Y
          ** Total Cost Transfer >>   3166.67   1499.86

** Total   19000.02   8999.12
          *** End of Encumbrance List ***

Screen 756 – Payroll Enc Transactions by PIN

When you select an individual record from Screen 755 and press enter, Screen 756 then shows the posting detail for Encumbrances, Payroll Liquidations, Adjustments and other payroll transaction types

Feedback and Questions?

Thank you for attending

We appreciate your time and hope to see you next year!

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