

Sunset of Historical Salary Adjustment in HRMS 8.9

How to process payroll cost transfers

- Pay periods ending prior to April 5, 2015: all HSAs must be completed in PeopleSoft 8.9.
- Pay periods ending April 5, 2015 and later, salary adjustments will be completed in PeopleSoft 9.2 with a Direct Retro.

HSA timing and sunset

For **sponsored** HSAs, departments have until the close out of the effort reporting period in the fall of 2015 (October). Refer to MyU > U Finance tab > Payroll Accounting for more information.

What to do now prior to the October Effort Period Close - Clean Up

Process HSAs in a timely manner regardless of the effort cycle.

- **Active awards** Rely on the normal expenditure review process and the effort cycle review process to identify necessary HSAs.
- **Closeouts** Awards that ended prior to the cutover (April 20, 2015) process an HSA for payroll that is unallowable or for after the award period. Run the report Sponsored Award Summary for your College, ZDeptID or DeptID (check the 'exclude F&A encumbrance' box) and sort the report by end date. For awards that have reached their end date:
 1. Compare the final SFR report/invoice to the ending balance.
 2. For any awards with a difference, process a cost transfer (journal entry for non-payroll and HSA for payroll) for the expenditures not included in on the final report/invoice.

What happens after the close of the October Effort Period

In the extenuating circumstances where a salary adjustment is necessary for payroll in pay period ending prior to April 5, 2015 a journal entry must be processed, as follows:

1. In ECRT, upload a manual recertification statement that reflects the adjustment, and the required cover letter documenting the reason for the re-certification as noted in the Effort FAQ's. The recertification letter must be signed by the Department Head, Principal Investigator and Certified Approver.
 - The cover letter must contain the EFS journal entry (JE) number. **NOTE:** The academic unit must enter the complete journal entry but **cannot SUBMIT** the journal entry. Submission can only be done by SFR. The journal entry must reflect the movement of both salary and fringe.
2. Notify SPA Effort Unit Staff that the documents have been uploaded. SPA will review the letter and, if approved, will notify SFR to approve (JE).
3. During the semi-monthly Sunday maintenance window in EFS, SFR will submit the journal entry.
4. Once submitted, the normal workflow process is initiated in EFS and the respective Certified Approver and Department Approver will receive a notice of the pending journal entry for approval.
5. SFR will notify the SPA Effort unit staff when the journal entry is approved, and SPA will give final approval to the manual recertification in ECRT.

Why is the clean-up in PeopleSoft 8.9 so important?

Processing a journal entry in EFS breaks the connection between payroll and general ledger data. The disconnection means that for the remainder of the project:

- a. The Finance Payroll Detail Report and all the Payroll Reports will not render complete data by person.
- b. Any local systems or reports will be impacted and may not render complete payroll detail data by person.
- c. Manual effort re-certification will be required going forward. Electronic re-certification of effort related to pay periods ending prior to April 5, 2015 will not be possible after PeopleSoft 8.9 has been decommissioned.

Sundown and Shutdown

1. All HSAs must be in approved status by October 24, 2015.
2. Any HSAs not in approved status prior to shutdown will be deleted.