



# **SALARY AND BENEFIT ACCOUNTING REDISTRIBUTION AT THE UNIVERSITY OF ALBERTA**

SESSION 6037  
NOVEMBER 14, 2018

CANADA ALLIANCE 12-14 NOVEMBER 2018

# PRESENTERS

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# UNIVERSITY OF ALBERTA

The UofA serves 38,311 students from 148 countries and is the 4<sup>th</sup> largest employer in Alberta, employing 15,000 staff on 5 campuses. It is a Top 5 Canadian university and one of the Top 100 in the world.





# UNIVERSITY OF ALBERTA & ORACLE

PeopleSoft HCM 9.2 –  
November 2016  
PeopleTools 8.55.16 –  
November 2017

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# AGENDA/CONTENTS

1. Overview
2. Our Solution
3. System Processing
4. Summary



# OVERVIEW

Background, Our  
requirements, Direct Retro  
limitations and supporting  
business procedures

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# BACKGROUND

- During the HCM 9.2 upgrade, we went from a custom General Ledger Interface process to using PeopleSoft HCM Commitment Accounting
- Required a new solution to replace the custom redistribution process from version 9.0
- Direct Retro Distribution processing was considered, but due to limitations, a custom process was preferred

# OUR REQUIREMENTS

Distributed process that would provide faculties and departments with the ability to process redistributions by amount or percentage for individual employees for one or more pay periods, one or more time in a fiscal year

Structured process with built in rules and edits to ensure:

- Reason for redistribution was provided
- Chartfields used in the process are active – both the original and new transaction
- Accounting date is set appropriately for processing
- Process is used to clear suspense entries or to transfer current fiscal year salary and benefit expenses when the original entry was expensed to an incorrect combination code



# DIRECT RETRO PROCESSING LIMITATIONS

Review of PeopleSoft delivered Direct Retro processing revealed that:

- The functionality was not user friendly
- Does not allow redistribution of Time and Labor entries
- Tended to be problematic when a redistribution of earnings and deductions was required more than once

# BUSINESS PROCEDURES

Business Procedures were developed in support of the process to outline:

- When to use SBA – faculties and departments should attempt to correct transactions prior to payroll confirmation and GL distribution
- Risks to the University (e.g. inaccurate reporting, eligibility for distribution)
- Guidance to the Senior Financial Officer to ensure that faculties and departments are monitoring the volume, timeliness and reasons for changes
- Roles and Responsibilities to ensure that faculties and departments understand who is responsible to ensure that processing is compliant with university policies and procedures

Access to process Salary and Benefits Adjustments requires Senior Financials Officer approval



# OUR SOLUTION

An overview of the pages  
used to enter the  
adjustment transactions

# OUR SOLUTION

Developed a custom front end that utilizes delivered Retro Distribution records and processes to complete the transaction

New process is called Employee Salary and Benefit Adjustment\* (SBA)

Search record:

- Default search results displays only pay periods where the GL Interface has been run within the 12 months prior to the current processing period
- Parameters can be used to select results back to November 2016 (upgrade implementation)



# OUR SOLUTION

## Employee Sal/Ben Adjustment\* page

- Displays transactions for the pay period(s) selected
- Provides a prompt to select a reason and a comments section
- Criteria selections shows the existing combination code, allows the user to select all transactions, enter a percentage, select a new combination code and apply the values to all transactions for entry
- Allows for more than one combination code to be selected
- Transaction entry allows the user to change values at the transaction level

## Review & Submit\* page







- Displays only data selected and saved on the adjustment page
- Calculates new transactions amounts and ensure that the amount does not equal more or less than the reversal and the original amount
- Allows the user to submit the transaction for the accounting date shown on the top of the page

# SBA SEARCH

## Employee Salary and Benefits Adjustment\*

Enter any information you have and click Search. Leave fields blank for a list of all values.

### Find an Existing value

Company:	Begins With ▼	UOA	
Pay Group:	Begins With ▼		
Pay Period End Date:	= ▼		
Off Cycle:		<input type="checkbox"/>	
Page Number:	= ▼		
Line Number:	= ▼		
Paycheck Number:	= ▼		
Empl ID:	Begins With ▼		
Name:	Begins With ▼		
Status:	= ▼		

Uses the same search parameters as paycheque search, except for "Status"





Status Options are: Completed, Editing, New, Submitted

Search

Clear

Basic Search

# SEARCH RESULTS

Search Results								Personalize   Find   View All    				First 	1-10 of 23 	Last
	Select	Company	Pay Period End Date	Pay Group	Off Cycle	Paycheque Number	Empl ID	Name	Empl Record	Department ID	Department Name	Status		
1	<input type="checkbox"/>	UOA	09/15/2018	SM2	N	7405115	1560454	Kaqbeme,Mitov Kapdo	0	100300	ALES AFNS General	New		
2	<input type="checkbox"/>	UOA	08/31/2018	SM2	N	7394312	1560454	Kaqbeme,Mitov Kapdo	0	100300	ALES AFNS General	New		
3	<input type="checkbox"/>	UOA	08/15/2018	SM2	N	7387716	1560454	Kaqbeme,Mitov Kapdo	0	100300	ALES AFNS General	New		
4	<input type="checkbox"/>	UOA	07/31/2018	SM2	N	7376919	1560454	Kaqbeme,Mitov Kapdo	0	100300	ALES AFNS General	New		
5	<input type="checkbox"/>	UOA	07/15/2018	SM2	N	7370326	1560454	Kaqbeme,Mitov Kapdo	0	100300	ALES AFNS General	New		
6	<input type="checkbox"/>	UOA	06/30/2018	SM2	N	7359486	1560454	Kaqbeme,Mitov Kapdo	0	100300	ALES AFNS General	New		
7	<input type="checkbox"/>	UOA	06/15/2018	SM2	N	7352881	1560454	Kaqbeme,Mitov Kapdo	0	100300	ALES AFNS General	Completed		
8	<input type="checkbox"/>	UOA	05/31/2018	SM2	N	7342021	1560454	Kaqbeme,Mitov Kapdo	0	100300	ALES AFNS General	New		
9	<input checked="" type="checkbox"/>	UOA	05/15/2018	SM2	N	7335272	1560454	Kaqbeme,Mitov Kapdo	0	100300	ALES AFNS General	New		
10	<input type="checkbox"/>	UOA	04/30/2018	SM2	N	7323620	1560454	Kaqbeme,Mitov Kapdo	0	100300	ALES AFNS General	Completed		

OK

# EMPLOYEE SAL/BEN ADJUSTMENT PAGE

Employee Sal/Ben Adjustment\*

Review & Submit\*

Empl ID: 1560454

Name: Kaqbeme,Mitov Kapdo

\*Reason:

Comment:

Status: Editing

Criteria Selection

Find | | First 1 of 1 Last

Existing Combination Code	Select All	Percentage	New Combination Code	Select Combination Code	Apply
1 000027886	<input type="checkbox"/>	<input type="text"/>		Select Combination Code	Apply

Transaction Entry

Find | | First 1-7 of 7 Last

Select	Pay Period End Date	Account	Fund	GL Dept ID	Program	Class	Project	Sponsor	Combination Code	Transaction Code	Description	Amount	Flat Amount	Percentage	New Combination Code	Select Combination Code	New Account	New Fund	New GL Dept ID	New Program	New Class	New Project	New Sponsor	Last Updated User	Last Updated Date
1 <input type="checkbox"/>	05/15/2018	500001	210	100300	0	0			000027886	003	Reg Salary	\$ 1,875.00				Select Combination Code									
2 <input type="checkbox"/>	05/15/2018	500001	210	100300	0	0			000027886	CPR	CPP - ER	\$ 85.59				Select Combination Code									
3 <input type="checkbox"/>	05/15/2018	500001	210	100300	0	0			000027886	DNPD	Dental	\$ 74.91				Select Combination Code									
4 <input type="checkbox"/>	05/15/2018	500001	210	100300	0	0			000027886	EFAP	EFAP	\$ 4.13				Select Combination Code									
5 <input type="checkbox"/>	05/15/2018	500001	210	100300	0	0			000027886	EIR	EI - ER	\$ 43.57				Select Combination Code									
6 <input type="checkbox"/>	05/15/2018	500001	210	100300	0	0			000027886	SHPD	Supp Hlth	\$ 95.10				Select Combination Code									
7 <input type="checkbox"/>	05/15/2018	500001	210	100300	0	0			000027886	WCBAB	WCB	\$ 2.63				Select Combination Code									

Save

Clear

Return to Search

Total



# SBA ADJUSTMENT PAGE

The reason for the transaction must be selected from the delivered list of reasons and additional supporting comments can be added.

Criteria selection will populate values in the transaction entry section.

Employee Sal/Ben Adjustment\*

Review & Submit\*

Empl ID: 1560454

Name: Kqgbeme.Mitov Kapdo

\*Reason: 007  Clear Suspense.

Comment: Clearing suspesne

Status: Editing

Criteria Selection

Find |  |  First  1 of 1  Last

Existing Combination Code	SelectAll	Percentage	New Combination Code	Select Combination Code	Apply	
1 000027886	<input checked="" type="checkbox"/>	100.00	000000877	Select Combination Code	Apply	

# TRANSACTION ENTRY PAGE

The transactions are selected and criteria defaults from the criteria selection section.

Note: the account chartfield is only open for editing when the reason is “Clear Suspense”.

Transaction Entry																				Find	First	1-7 of 7	Last			
Select	Pay Period End Date	Account	Fund	GL Dept ID	Program	Class	Project	Sponsor	Combination Code	Transaction Code	Description	Amount	Flat Amount	Percentage	New Combination Code	Select Combination Code	New Account	New Fund	New GL Dept ID	New Program	New Class	New Project	New Sponsor	Last Updated User	Last Updated Date	
1	<input checked="" type="checkbox"/>	05/15/2018	500001	210	100300	0	0		000027886	003	Reg Salary	\$ 1,875.00	1875.00	100.00	000000877	Select Combination Code	500048	530	100300	0	0	RES0030275	SFR1888			+
2	<input checked="" type="checkbox"/>	05/15/2018	500001	210	100300	0	0		000027886	CPR	CPP - ER	\$ 85.59	85.59	100.00	000000877	Select Combination Code	501110	530	100300	0	0	RES0030275	SFR1888			+
3	<input checked="" type="checkbox"/>	05/15/2018	500001	210	100300	0	0		000027886	DNPD	Dental	\$ 74.91	74.91	100.00	000000877	Select Combination Code	501113	530	100300	0	0	RES0030275	SFR1888			+
4	<input checked="" type="checkbox"/>	05/15/2018	500001	210	100300	0	0		000027886	EFAP	EFAP	\$ 4.13	4.13	100.00	000000877	Select Combination Code	501111	530	100300	0	0	RES0030275	SFR1888			+
5	<input checked="" type="checkbox"/>	05/15/2018	500001	210	100300	0	0		000027886	EIR	EI - ER	\$ 43.57	43.57	100.00	000000877	Select Combination Code	501110	530	100300	0	0	RES0030275	SFR1888			+
6	<input checked="" type="checkbox"/>	05/15/2018	500001	210	100300	0	0		000027886	SHPD	Supp Hlth	\$ 95.10	95.10	100.00	000000877	Select Combination Code	501113	530	100300	0	0	RES0030275	SFR1888			+
7	<input checked="" type="checkbox"/>	05/15/2018	500001	210	100300	0	0		000027886	WCBAB	WCB	\$ 2.63	2.63	100.00	000000877	Select Combination Code	501110	530	100300	0	0	RES0030275	SFR1888			+

Save

Clear

Return to Search

Total

# TRANSACTION ENTRY

The transaction entry values are separated between old and new values. The first half of the page shows the old values.

Transaction Entry													
	Select	Pay Period End Date	Account	Fund	GL Dept ID	Program	Class	Project	Sponsor	Combination Code	Transaction Code	Description	Amount
1	<input checked="" type="checkbox"/>	05/15/2018	500001	210	100300	0	0			000027886	003	Reg Salary	\$ 1,875.00
2	<input checked="" type="checkbox"/>	05/15/2018	500001	210	100300	0	0			000027886	CPR	CPP - ER	\$ 85.59
3	<input checked="" type="checkbox"/>	05/15/2018	500001	210	100300	0	0			000027886	DNPD	Dental	\$ 74.91
4	<input checked="" type="checkbox"/>	05/15/2018	500001	210	100300	0	0			000027886	EFAP	EFAP	\$ 4.13
5	<input checked="" type="checkbox"/>	05/15/2018	500001	210	100300	0	0			000027886	EIR	EI - ER	\$ 43.57
6	<input checked="" type="checkbox"/>	05/15/2018	500001	210	100300	0	0			000027886	SHPD	Supp Hlth	\$ 95.10
7	<input checked="" type="checkbox"/>	05/15/2018	500001	210	100300	0	0			000027886	WCBAB	WCB	\$ 2.63

Save

Clear

Return to Search



















Total

Old Amount: \$ 2,180.93

New Amount: \$ 2,180.93

# TRANSACTION ENTRY

The second half of the page shows the new values. The new combination code is defaulted to the new section of the transaction entry.

Find       First  1-7 of 7  Last													
Flat Amount	Percentage	New Combination Code	Select Combination Code	New Account	New Fund	New GL Dept ID	New Program	New Class	New Project	New Sponsor	Last Updated User	Last Updated Date	
1875.00	100.00	000000877	Select Combination Code	500048 	530	100300	0	0	RES0030275	SFR1888	LMCCRIMM	11/04/18 4:09:39PM	
85.59	100.00	000000877	Select Combination Code	501110 	530	100300	0	0	RES0030275	SFR1888	LMCCRIMM	11/04/18 4:09:39PM	
74.91	100.00	000000877	Select Combination Code	501113 	530	100300	0	0	RES0030275	SFR1888	LMCCRIMM	11/04/18 4:09:39PM	
4.13	100.00	000000877	Select Combination Code	501111 	530	100300	0	0	RES0030275	SFR1888	LMCCRIMM	11/04/18 4:09:39PM	
43.57	100.00	000000877	Select Combination Code	501110 	530	100300	0	0	RES0030275	SFR1888	LMCCRIMM	11/04/18 4:09:39PM	
95.10	100.00	000000877	Select Combination Code	501113 	530	100300	0	0	RES0030275	SFR1888	LMCCRIMM	11/04/18 4:09:39PM	
2.63	100.00	000000877	Select Combination Code	501110 	530	100300	0	0	RES0030275	SFR1888	LMCCRIMM	11/04/18 4:09:39PM	



# REVIEW & SUBMIT\*

Once the transaction is saved, the system calculates the old amount and new amount. These values must match. The user can then use the “Review & Submit\*” tab to complete a final review and submit the transaction. The status of the transaction will be “Editing” until it is submitted.

Employee Sal/Ben Adjustment\*

Review & Submit\*

Empl ID: 1560454

Name: Kaqbeme,Mitov Kapdo

Status: Editing

Accounting Date: 11/15/2018

Review Transactions									
	Empl ID	Name	Pay Period End Date	Account	Fund	GL Deptid	Program	Class	Project
1	1560454	Kaqbeme,Mitov Kapdo	05/15/2018	500001	210	100300	0	0	
2	1560454	Kaqbeme,Mitov Kapdo	05/15/2018	500001	210	100300	0	0	
3	1560454	Kaqbeme,Mitov Kapdo	05/15/2018	500001	210	100300	0	0	
4	1560454	Kaqbeme,Mitov Kapdo	05/15/2018	500001	210	100300	0	0	
5	1560454	Kaqbeme,Mitov Kapdo	05/15/2018	500001	210	100300	0	0	
6	1560454	Kaqbeme,Mitov Kapdo	05/15/2018	500001	210	100300	0	0	
7	1560454	Kaqbeme,Mitov Kapdo	05/15/2018	500001	210	100300	0	0	

Submit

Old Amount: \$ 2,180.93

New Amount: \$ 2,180.93

# REVIEW & SUBMIT\*

The Last Updated User and the Last Updated Date are populated on the transaction to identify who created the transaction and when it was created.

Sponsor	Combination Code	Transaction Code	Description	Amount	New Amount	New Account	New Fund	New GL Deptid	New Program	New Class	New Project	New Sponser	New Combination Code	Last Updated User	Last Updated Date
	000027886	003	Reg Salary	\$1,875.00	\$1,875.00	500048	530	100300	0	0	RES0030275	SFR1888	000000877	LMCCRIMM	11/04/2018 4:09:39PM
	000027886	CPR	CPP - ER	\$85.59	\$85.59	501110	530	100300	0	0	RES0030275	SFR1888	000000877	LMCCRIMM	11/04/2018 4:09:39PM
	000027886	DNPD	Dental	\$74.91	\$74.91	501113	530	100300	0	0	RES0030275	SFR1888	000000877	LMCCRIMM	11/04/2018 4:09:39PM
	000027886	EFAP	EFAP	\$4.13	\$4.13	501111	530	100300	0	0	RES0030275	SFR1888	000000877	LMCCRIMM	11/04/2018 4:09:39PM
	000027886	EIR	EI - ER	\$43.57	\$43.57	501110	530	100300	0	0	RES0030275	SFR1888	000000877	LMCCRIMM	11/04/2018 4:09:39PM
	000027886	SHPD	Supp Hlth	\$95.10	\$95.10	501113	530	100300	0	0	RES0030275	SFR1888	000000877	LMCCRIMM	11/04/2018 4:09:39PM
	000027886	WCBAB	WCB	\$2.63	\$2.63	501110	530	100300	0	0	RES0030275	SFR1888	000000877	LMCCRIMM	11/04/2018 4:09:39PM

# REVIEW & SUBMIT\*

The user is prompted to ensure that they wish to submit the transaction and to confirm that the transactions are eligible expenses and are authorized by the budget owner.

0	0		000027886	DNPD	Dental	\$74.91	\$74.91	501113	530
---	---	--	-----------	------	--------	---------	---------	--------	-----

Message

Are you sure you want to submit (22300,20)

I confirm that the salary and benefits being charged to the updated combination code are eligible expenses, reflect the work conducted and the expense was authorized by the budget owner.

OK Cancel



# EDITS/ERRORS

Pay periods selected for entry must have the same SBA reason and/or status

Pay periods in the prior fiscal year are available for view only

Inactive chartfields for both the old distribution and the new distribution

All required fields are entered

New amount must equal the old amount





# SYSTEM PROCESSING

Overview of the processes  
used to finalize the  
redistribution

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# PROCESSING

Once the SBA has been submitted, it is not available for changes until it has been processed

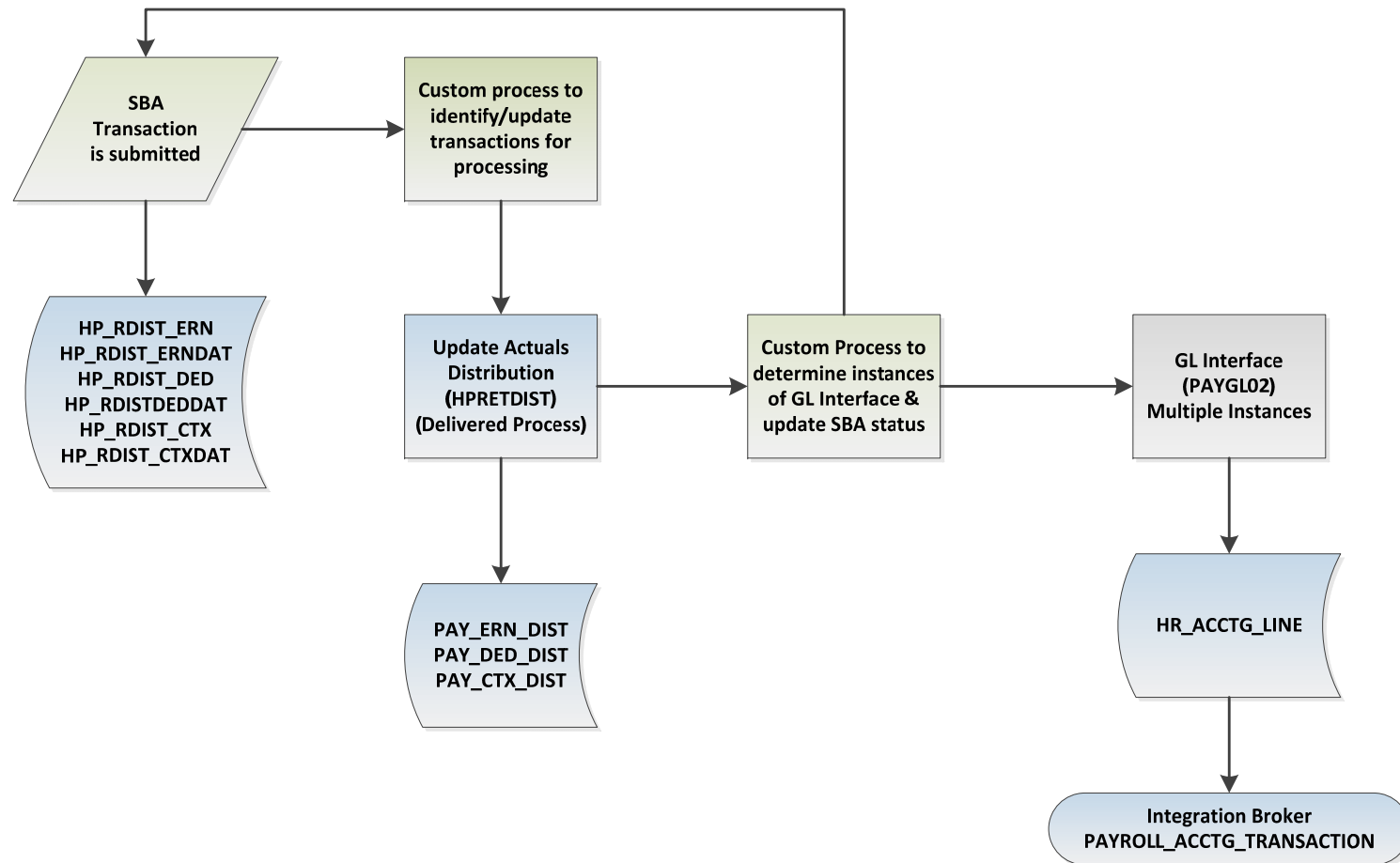
Delivered Update Actuals Distribution (HPRETDIST) process is run to update Actuals Distribution

GL Interface (PAYGL02) is run

## Modifications made:

- Custom process to update the processing date of transactions that were not processed during a previous run (e.g. submitted on the weekend or after the nightly batch runs) to allow them to be processed in the following day's batch
- Custom process to identify how many times GL Interface will need to run and the run control parameters that need to be created and to set the status of the SBA transaction to completed
- GL Interface (PAYGL02) was modified to populate the journal template for normal payroll transactions and adjustment transactions so that adjustment transactions are distinguished from normal journal transactions

# PROCESS FLOW CHART





# REPORTING

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# SALARY & BENEFITS EXPENDITURE REPORT

Custom Salary & Benefits Expenditure Report allows users to report on the distribution of salary and benefits in a variety of ways:

- Pay end date ranges or accounting date ranges
- Specific employees, departments (ranges or all departments) or combination codes
- Pay frequency (monthly, semi-monthly or all)
- Salaries, Benefits or both
- Specific earnings or deductions

This report allows users to validate the changes they've made in HCM and compare those changes with reports from PeopleSoft Financials



# REPORT PARAMETERS

Salary Benefit Expenditure\*

Run Control ID LMCCRIMM      Report Manager      Process Monitor      Run

\*Business Unit UOFAB      \*Company: UOA      ☐ Contingent

Pay End Date Range		Accounting Date Range	
From:	To:	From: 04/01/2018	To: 10/31/2018

Report By	Department Selection	Pay Frequency Selection	Salary / Benefit Selection
<input checked="" type="radio"/> Employee(s) <input type="radio"/> Department(s) <input type="radio"/> Combinationcode(s) <input type="radio"/> SpeedType Key(s)	<input checked="" type="radio"/> Individual Department(s) <input type="radio"/> Department Range(s) <input type="radio"/> All Departments	<input type="radio"/> Biweekly <input type="radio"/> Semi Monthly <input type="radio"/> Monthly <input checked="" type="radio"/> All	<input checked="" type="radio"/> Salaries <input type="radio"/> Benefits <input type="radio"/> Both

Earnings      Find      First      1 of 1      Last

Code	Description

Employee      Find      First      1 of 1      Last

Empl ID	Name
1560454	Yuafkit,Zkinvie Legoqi

Save      Return to Search      Previous in List      Next in List      Notify      Add      Update/Display

# REPORT OUTPUT

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC		
1	ZHRE075 - Salary and Benefit Expenditures																														
2	Report Run date/time: 11/09/2018 10:32:58																														
3	Parameters																														
4	UserID: LMCCRIMM																														
5	Run Control ID: LMCCRIMM																														
6	Business Unit: UOFAB																														
7	Company: UOA																														
8	Contingent: No																														
9	Pay End Date Range: From To																														
10	Accounting Date Range: From 01-APR-2018 To 31-OCT-2018																														
11	Report By: Employee(s)																														
12	Department Selection:																														
13	PayFrequency Selection: All																														
14	Salary/Benefit Selection: Salaries																														
15	Earnings:																														
16	Deductions:																														
17	Speedtype keys:																														
18	Combination Codes:																														
19	Employees: '1560454'																														
20	Departments:																														
21	Department Ranges:																														
22																															
23	Departme	Depart Na	Employee	Employee	Employee	Paygroup	Position N	Position D	Reg Temp	Full Part T	Earning/Ti	Descriptic	Earnings F	Earning/D	Account	Pay End D	D Accountin	FTE	GL Depart	Project/Gi	Fund	Program	Class	Sponsor	Combinat	Speedcode					
24	100300	ALES AFN:1560454	Kaqbeme,	0 SM2	N/A	N/A	Temporar	Full-Time	003	Regular S:	80	1875 500048	#####	#####	1.000000	100300	RES002147	535	0	0	PAB01144	000012355									
25	100300	ALES AFN:1560454	Kaqbeme,	0 SM2	N/A	N/A	Temporar	Full-Time	003	Regular S:	88	1875 500001	#####	#####	1.000000	100300	210	0	0		000027886	00171									
26	100300	ALES AFN:1560454	Kaqbeme,	0 SM2	N/A	N/A	Temporar	Full-Time	003	Regular S:	80	1875 500048	15-Jul-18	15-Jul-18	1.000000	100300	RES003027	530	0	0	SFR1888	000000877	ZE794								
27																															
28																															
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36																															
37																															



# SUMMARY

Lessons learned and  
achievements

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# LESSONS LEARNED

Don't assume that delivered processes won't have unexpected flaws

Spend more time monitoring or validating the results of transactions (within HCM and between HCM and Financials) before it becomes critical

Build the foundation and then add the house

# ACHIEVEMENTS

## Salary and Benefit Adjustments processed:

- 2017 = 7,585
- 2018 = 26,966
- 2019 (to October 31) = 8,126

## Reduction in reported incidents in 2018



# PRESENTERS

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THANK YOU!



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