Salary Encumbrances
Agenda

• Discuss Salary Encumbrances
• Budget Overview for Salary Encumbrances
• Salary Encumbrance Report
• Department Budget Table (DBT)
Salary Encumbrances

**Salary encumbrance:** Salary or payroll encumbrances represent projections on expected future salary expenses from June 1, 2015 through the end of the fiscal year.

**Who will be encumbered:** All salaried monthly employees

**What will be encumbered:** Any additional pay such as regular pay, longevity pay, supplemental pay, etc.

**How it works:** Funds will be encumbered from June 1, 2015, the baseline will only change if the following transactions are processed:

- Job data impacting salary amounts, employee status, termination, standard hour changes, FTE, or department changes.
- Position data changes impacting department, FTE or standard hours, or job code.
- Additional pay changes
Budget Overview

• PeopleSoft page that lists the Salary Encumbrance balances by Cost Center/Project
  – Cost Center: Staff Salaries (A1000), Faculty Salaries (A2000), Payroll Related Costs (A3000)
  – Projects: Staff Salaries (G6030), Faculty Salaries (G6010)

• Page navigation:
  – Main Menu> Commitment Control> Review Budget Activities> Budget Overview

• Use Budget Overview quick guides
  – Guides located on the PeopleSoft web site under: Training> Documents> Salary Encumbrances
1. Click on the Add a New Value tab.
2. Enter an Inquiry Name, this could be any name.
3. Click on Add button.
Budget Overview (project example)

1. Select UTEP1 under Business Unit.

To Enter Cost Centers:
2. Select Ledger Inquiry Set under Ledger Group/Set.
3. Enter UTEP under Ledger Inquiry Set.

To Enter Projects:
2. Select Ledger Group under Ledger Group/Set.
3. Enter GRT_CHILD1 under Ledger Group.

4. Enter Cost Center/Projects under ChartField criteria.
5. Click Save.
6. Click Search.
Budget Overview (project example)

1. For Cost Centers: Search for account **A1000** (Staff Salaries) or account **A2000** (Faculty & TA Salaries), for Projects search for account **G6030** (Staff Salaries) or account **G6010** (Faculty Salaries).

2. Click the **Encumbrance** hyperlink to drill down to salary encumbrance transaction lines.

3. Click on ![to view in Full Screen](image) or ![to export to Excel](image).
# Budget Overview

<table>
<thead>
<tr>
<th>Drill Down</th>
<th>Document Label</th>
<th>Tran Line</th>
<th>Account</th>
<th>Document ID</th>
<th>Dept</th>
<th>Cost Centr</th>
<th>Project</th>
<th>Year</th>
<th>Period</th>
<th>Monetary Amount</th>
<th>PC Bus Unit</th>
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1. Salary Encumbered for the fiscal year
2. Salary liquidated (dis-encumbered) during the fiscal year by fiscal period.
Salary Encumbrance Report

- Lists monthly employees with salaries encumbered for each Cost Center/Project.
- Run after month has been officially closed.
- Report navigation:
  - Main Menu> UTZ Customizations> Commitment Accounting> Reports> Encumbrance Dtls by Empl ID/Sal
- Use Salary Encumbrance Report Quick Guide
  - Guide located on PeopleSoft web site under: Training> Documents> Salary Encumbrances
Salary Encumbrance Report
Main Menu > UTZ Customizations > Commitment Accounting > Reports >
Encumbrance Dtls by Empl ID/Sal

1. Click on the Add a new Value tab.
2. Enter any name next to Run Control ID.
3. Click on Add button.
4. Set ID must be UTEP1.
5. Enter Fiscal Year and enter either a Cost Center, Department Code, or Project for Grants.
6. Click Save.
7. Click Run.
Salary Encumbrance Report

1. Select XLS for format to export to Excel.
2. Click OK.
3. Write down your Process Instance number. This number will be used to help you identify and select your reports.
Salary Encumbrance Report

1. Select correct **Process Instance** report.

![Image of the Salary Encumbrance Report](image_url)
# Salary Encumbrance Report

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</table>
Department Budget Table (DBT)

- PeopleSoft page that lists employees by position number within your department
  - Distribution % & Funding Source by combination code
  - HR Reviewer role required for access
- Page navigation:
  - Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA
- Use Department Budget Table (DBT) quick guide
  - Guide located on the PeopleSoft web site under: Training > Documents > Salary Encumbrances
Department Budget Table (DBT)

Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

1. Set ID must be **UTEP1**
2. Enter **Fiscal Year** (YYYY).
3. Enter **Position Number**. (see Salary Enc Rpt)
4. Click **Search**.
5. Click the **Dept Budget Earnings** tab:

6. Click the **Combination Code** tab:
   - The number of rows indicates number of funding sources.
   - **Combination Code** identifies the distribution % for the position
   - **Funding End Date** identifies the end date of the position
   - **Distribution %** shows the distribution allocation between funding sources.
Department Budget Table (DBT)

7. Click **Combination Code Description** tab.
8. Click **ChartField Details** hyperlink to view **Cost Center** or **Project** funding sources for each line, once reviewed select **Return**.
QUESTIONS ?