

Payroll Accruals



Payroll/Personnel System

April, 2014

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Manual Method

In the Payroll/Personnel System, districts input time (worked in prior fiscal year to be paid in current fiscal year beginning with M01 payroll) on time screens with object 9511 by Fund and Resource. When Payroll processes, Salaries and Fringes are expensed by Fund and Resource.

When payroll posts to FIS, both Salaries and Fringes are posted to object 9511 by Fund and Resource with an offset to 9910-xxx by Fund and Resource. If object 9511 by Fund and Resource does not exist in FIS at Payroll Post time, expenditures will post to object 9511 suspense (object 9511 by Fund and Resource 9999, i.e. 03-00 – 9999 - 9511).

Districts then balance object 9510 in FIS (in prior fiscal year) to object 9511 posted from Payroll (current fiscal year).

Payroll/Personnel System – CURRENT METHOD

ACCRL - similar to **TMMAS** was designed to accept time transactions for prior fiscal year time worked. Time is entered with the actual expenditure account number, not with object 9511. This screen creates a copy of time transactions which are visible on **TMLST**. The transactions visible on **TMLST** display object 9511 by Fund and Resource.

ACCEX - similar to **EXTRA** was designed to accept extra pay transactions for prior fiscal year time worked. Extra Pay is entered with the actual expenditure account number, not with object 9511. This screen creates a copy of extra pay transactions which are visible on **LXTRA**. The transactions visible on **LXTRA** display object 9511 by Fund and Resource.

ACADJ – similar to **GPADJ** was designed to allow a mass input of Gross Pay Adjustment entries for prior fiscal year. Adjustments are entered with the actual expenditure account, not with the object 9511. This screen creates a copy of the adjustment transactions which are visible on the **GPAJL** screen with an object of 9511.

ACLVP – similar to **LVPAY** was designed to allow a mass input of Leave Time Payoff entries for prior fiscal year. Entries are entered with the actual expenditure account, not with the object 9511. This screen creates a copy of the leave payoff transactions which are visible on the **LVLST** screen with an object of 9511

A file is created from transactions entered on ACCRL, ACCEX, ACLVP, and ACADJ at Payroll Run Time. This file is used to:

1. **Expense transactions to object 9511 by Fund and Resource in the Payroll System in the Current Fiscal Year. (Type 1, 2, 3, or 4).**

2. **Post transactions to object 9511 by Fund and Resource to FIS in the Current Fiscal Year.** (Type 1, 2, or 3 only).
3. **Post individual (Salary and Fringes) expenditure transactions to FIS with an offset to object 9510 in the Prior Fiscal Year.** (The offset to object 9510 is by Fund and Resource). (Type 1 or 2 only).

(See screen descriptions on pages 4-6)

Payroll/Personnel System – SCREENS

ACADJ – Gross Pay Adjustment Accrual - Screen used to input Gross Pay Adjustments Payroll Accruals. Screen is similar to **GPMAS**. Screen fields include: Fiscal Year, Payroll Cycle, Emp/Soc. Sec. #, Posit#, ExPay, Adj Type, Time, Rate, Amount, MY worked, CDAYS, Line#, and Account Number. Actual Expenditure Account Number is used (not object 9511). Screen will validate against Prior Year Chart of Accounts (**SACTE / SACTL**). In Current Fiscal Year, object 9511 by Fund and Resource must exist in Chart of Accounts (**SACTE / SACTL**). Screen function is **ADD**.

ACCEX – Accrual Extra Pay Transactions – **Screen used to input extra pay Payroll Accruals.** Screen is similar to **EXTRA**. Screen fields include: Fiscal Year, Payroll Cycle, Type, Code, Description, Audits, On EMP, DXPAY AMT, MM/YY Worked, Emp/Soc., Posit #, #of units, Rate, Amount, Line #, and Account Number. Actual Expenditure Account Number is used (not object 9511). Screen will validate against Prior Year Chart of Accounts (**SACTE / SACTL**). In Current Fiscal Year, object 9511 by Fund and Resource must exist in Chart of Accounts (**SACTE / SACTL**). Screen functions are **INQ, ADD**.

ACCRL – Time Accrual Mass Input – **Screen used to input time Payroll Accruals.** Screen is similar to **TMMAS**. Screen fields include: Fiscal Year, Payroll Cycle, Emp/SS#, Pos#, Type, Time, Rate, Line#, MM & CCYY Worked, and Account Number. Actual Expenditure Account Number is used (not object 9511). Screen will validate against Prior Year Chart of Accounts (**SACTE / SACTL**). In Current Fiscal Year, object 9511 by Fund and Resource must exist in Chart of Accounts (**SACTE / SACTL**). Screen function is **ADD**.

ACEMP – List Employee Accruals – Screen used to list transactions input on **Accrual input screens. The transactions are displayed in employee name sequence.** Screen fields include: Fiscal Year, Payroll Cycle, Name, Emp#, Accrual type, Pos#, ExPay, Type, Time, HDM Flag, Rate, Amount, MM / CCYY Worked, Account Number, and Next Name. Screen function is **List**.

ACLST – Accrual Transaction List –Screen used to list accrual transactions. **The transactions are displayed in account number sequence.** Screen fields include: Fiscal Year, Payroll Cycle, Account Number, Amount, Name, and Next Account Number. Screen function is **List**.

ACLVP – Leave Time Payoff Accrual - Screen used to input Leave Time Payoff Accruals. Screen is similar to **LVPAY**, **but allows for mass input.** Screen fields include: Fiscal Year, Payroll Cycle, Emp/Soc. Sec. #, Posit#, Time, Unit, Leave Type, Rate, Line#, and Account Number. Actual Expenditure Account Number is used (not object 9511). Screen will validate against Prior Year Chart of Accounts (**SACTE / SACTL**). In Current Fiscal Year, object 9511 by Fund and Resource must exist in Chart of Accounts (**SACTE / SACTL**). Screen function is **ADD**.

ACTOT – Accruals Totals –Screen to list totals of time transactions input on ACCRL screen. Totals may be listed by C/N Code, Time Loc, Position, and Input Date. Screen fields include: Pay Cycle; Fiscal Year; C/N, Time Loc; Position; Input Date; Total Number of Transactions; Regular Time, Overtime, and Overall Totals by Hours, Days, and total Hours and Days. Screen function is **List**.

ACUPD – Time Accrual Update –**Screen used to delete time transactions input on ACCRL if necessary. DElete Function also automatically deletes the time transaction on TMLST that was originally created from ACCRL.** Screen fields include: Fiscal Year, Payroll Cycle, Name, Emp/SS#, Pos#, Time, Type, Amount, MM / CCYY Worked, Account Number, and Next Name. Screen functions are **INQ, LST, DEL**.

ACUPJ – Gross Pay Adjustment Accrual Update –Screen used to delete gross pay adjustment transactions input on ACADJ if necessary. **DElete Function also automatically deletes the gross pay adjustment pay transaction on GPAJL that was originally created from ACADJ.** Screen fields include: Fiscal Year, Payroll Cycle, Upd, Name, Pos#, ExPay, Typ, Time, Rate, Amount, MY Work, Account Number, and Next Name. Screen functions are **INQ and DEL**.

ACUPL – Leave Payoff Accrual UPD/List - Screen used to delete Leave Time Payoff transactions input on ACLVP if necessary. **DElete Function also automatically deletes the gross pay adjustment pay transaction on LVLST that was originally created from ACLVP.** Screen fields include: Fiscal Year, Payroll Cycle, Upd, Name, Pos#, Time, Unit, Leave Type, Rate, Amount, and Account Number. Screen functions are **INQ and DEL**.

ACUPX – Extra Pay Accrual Update – **Screen used to delete extra pay transactions input on ACCEX if necessary. DElete Function also automatically deletes the extra pay transaction on LXTRA that was originally created from ACCEX.** Screen fields include: Fiscal Year, Payroll Cycle, Upd, Name, Emp/Soc. Sec. No., Pos#, ExPay, Time, Amount, MY Work, Account Number, and Next Name. Screen functions are **INQ, LST, DEL**.

AJTOT – Gross Pay Adjustment Accrual Totals – Screen used to list totals of gross pay adjustment transactions input on ACADJ screen. Totals may be listed by Pay Cycle, C/N code or Adjustment Type. Screen fields include: Fiscal Year, Pay Cycle, C/N, Adjust Type, Total Time, Total Amount and Total Number Transactions. Screen function is **LST**.

ALTOT – Leave Payoff Accrual Totals – Screen used to list totals of Leave pay transactions input on ACLVP screen. Totals may be listed by Pay Cycle, C/N code or Leave Type. Screen fields include: Fiscal Year, Pay Cycle, C/N, Leave Type, Total Time, Total Amount and Total Number Transactions. Screen function is **LST**.

AXTOT – One-Time Extra Pay Accrual Totals – Screen used to list totals of extra pay transactions input on ACCEX screen. Totals are listed by Pay Cycle. Screen fields include: Fiscal Year, Pay Cycle, Extra Pay Type and Code, Description, Audits, On Emp, Units, Total \$, and Trans. Screen function is **List**.

DIST – District Information – “**Use Accrual Screens**” Field. A “**Y**” in this field will require the use of Payroll Accrual Screens for M01 & S02 Payrolls.

GPAJL – Gross Pay Adjustment Transactions List - When gross pay adjustment transactions are input on **ACADJ**, system will create a gross pay adjustment transaction on **GPAJL** with Account Number of **Object 9511** by Fund and Resource. Screen function is **LST**.

LVLST – Leave Pay Transaction List – When leave pay transactions are input on **ACLVP**, system will create a Leave Pay Transaction on **LVLST** with line number associated with **Object 9511** by Fund and Resource on the **SXPOS** screen. Screen function is **List**.

LXTRA - Extra Pay Transactions List - When extra pay transactions are input on **ACCEX**, system will create an extra pay transaction on **LXTRA** with Account Number of **Object 9511** by Fund and Resource. Screen functions are **INQ, LST, DEL**.

TMLST – Time Transactions List – When time transactions are input on **ACCRL**, system will create a Time Transaction on **TMLST** with Account Number of **Object 9511** by Fund and Resource. Screen function is **List**.

(see screen samples on pages 7-13)

Payroll/Personnel System – Screen Samples

```

♦DIST T000859MAR0101♦♦0103♦          ▶INQ♦
District No.          Fiscal Year          District Name          99.1.2
  ▶99♦                ▶2001♦              ▶COUNTY OFFICE OF EDUCATION
Contact ▶MICHELE BRUNO          Addr 1 ▶6401 LINDA VISTA RD. RM. 606
  Tele. ▶858♦ ▶292♦ ▶3533♦      Addr 2
City ▶SAN DIEGO
State ▶CA          Zip ▶92111♦ ▶7319♦
WCOMP Factor ▶01.1400♦ ACH ID ▶XXXXXXXXXXXX♦

Fed. Tax ID ▶XX-XXXXXXX♦ State Tax ID ▶XX-XXXX-X♦ Soc. Sec. ID ▶XX-XXXXXXX♦ SUI ID ▶XX-XXXX♦ SDI ID Auditor ID
▶XX-XXXXXXX♦ ▶XX-XXXX-X♦ ▶XX-XXXXXXX♦ ▶XX-XXXX♦ ▶XX-XXXX♦ ▶XXXX♦

Dist Type Acct Type SACS Type Pay Periods D/H Variable Tax Defer Eff Date
E,H,U ▶0♦ 182=FACS ▶1♦ 1,2, ▶1♦ Monthly ▶Y♦ M=Monthly ▶2♦ PERS Y 04-01-1986
C.O 3=Other 3,4 Semi-Mo ▶Y♦ 2=2nd Semi STRS Y 01-01-1986
Ten/Twelve Pay ▶Y♦ Employee Pay SDI ▶N♦ STRS CB N
Auto Adv. Class. ▶Y♦ Vac/Sick Sub System ▶N♦ ARS Y 01-01-2000
Auto Adv. Cert. ▶Y♦ Vac/Sick on Warrant ▶Y♦ ..CERT N ..CLASS N
Encumb D/H Fixed ▶Y♦ PERS Contrib. Paid N
Encumb Vacant Pos. ▶N♦ Soc Sec on STRS OT N Fringe Objt. Subs ▶N♦
Encumb Step Advnc ▶Y♦ Medicare on STRS OT N N Exp Non-Position Fringes ▶P♦
Encumb Fringes ▶Y♦ STRS Buybacks Tx Dfr Y Use Accrual Screens ▶Y♦
Record SHOWN ok
  
```

DIST

```

♦ACADJT014826APR2307♦♦0704♦
Fiscal Yr/Cycle 2006 ▶1111 Gross Pay Adjustment Accrual 06.0829

Emp / SS # Pos# ExPay AdjTyp Time Rate Amount C Days
▶ MY Wrkd ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶
Acct ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶
▶ MY Wrkd ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶
Acct ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶
▶ MY Wrkd ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶
Acct ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶
▶ MY Wrkd ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶
Acct ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶
▶ MY Wrkd ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶
Acct ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶ ▶▶▶▶
Next Screen ▶ACADJ▶@▶
  
```

ACADJ

Payroll/Personnel System – Screen Samples – cont.’

```

◆ACUPJT014999APR2407◆0704◆          ▶|NQ|
Fiscal Yr/Cycle 2006 ▶M11|          Gross Pay Adjustment Accrual          06.1016
Updt Name          Pos# ExPay Typ Time Rate Amount MY Wrkd
▶| BEEDMAN, JEREMY 6225          P          4300.92 900.00+ 06/2006
          03-00 0000-015 4900 1000-000 1100-030 410
▶|
▶|
▶|
▶|
▶|
▶|
▶|
▶|
▶|
Next ▶
Accruals displayed; End of file          Next Screen ▶ACUPJ|@|
    
```

ACUPJ

```

◆AJTOT015000APR2407◆0704|          099 SUPT OF SCHOOLS, SAN DIEGO CO
          GROSS PAY ACCRUAL ADJUSTMENT TOTALS          10:52 AM
Pay Cycle          Fiscal Year          C/N          Adjust Type
▶|M11|          2006          ▶|          ▶|
Total Time:
Total Amount:          900.00+
Total Number Transactions:          1
Next Screen ▶AJTOT|@|
    
```

AJTOT

```

◆GPAJLT015000APR2407◆0704|          099 SUPT OF SCHOOLS, SAN DIEGO CO
          GROSS PAY ADJUSTMENTS LIST
Pay Cycle          Fiscal Year          C/N          Adjust Type          Starting Name
▶|M11|          2006          ▶|          ▶|          ▶|
Name          - Time          - Rate          Amount          Pos#          -XPAY-          MM/YYYY
Fund          Resource          Goal          Function          Object          Tp          Cd          Worked
BEEDMAN, JEREMY P          03-00          0000-000          0000          0000-000          6225          9511-000          000          06-2006
-----
    
```

GPAJL

Payroll/Personnel System – Screen Samples – cont.’

▼ACCEXT000022MAR1102402034 ADD 99 SUPT OF SCHOOLS, SAN DIEGO CO 02.0212

Fiscal Year Cycle Type Code Accrual Extra Pay Transactions Audits On EMP DXPAY AMT

▶2002▶ M01▶ 89▶ 01▶ XCURR ACT-CERT AB DEF Y

MM/YY Worked ▶06▶▶2002▶

Soc. Sec. No.	Posit#	#of units	Rate	Amount	Line#	Loc	C	C	Y
Fund	Resource	Goal	Function	Object	Sch				
▶111110011▶	▶6148▶	▶1.4▶	▶135.5▶	▶▶1300▶▶	▶▶400▶▶	▶▶	▶▶	▶▶	▶▶
▶06▶▶	▶5810▶▶401▶▶	▶8600▶▶	▶2100▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶
▶222220022▶	▶4027▶	▶2.4▶	▶135.5▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶
▶333330033▶	▶6089▶	▶1.4▶	▶144.4▶	▶▶1100▶▶	▶▶480▶▶	▶▶	▶▶	▶▶	▶▶
▶06▶▶	▶6500▶▶071▶▶	▶5710▶▶	▶1110▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶
▶444440044▶	▶6098▶	▶1.2▶	▶144.4▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶
▶555550055▶	▶6052▶	▶1.5▶	▶125.4▶	▶▶1300▶▶	▶▶400▶▶	▶▶	▶▶	▶▶	▶▶
▶03▶▶	▶410▶▶8600▶▶	▶2100▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶

Next Screen ▶ACCEX▶

Enter transactions please

ACCEX

▼ACUPXT000029MAR1102402034 INQ 02.0212

▶2002▶ M01▶ Extra Pay Accrual Update

Upd	Name	Soc. Sec. No.	Pos#	ExPay	Time	Amount	MY Work
▶	◀ CANARIS, WALTER	0111-22-1111	7771	19-01	1.25+	125.00+	06/2002
		03-00 0000-410	8600	2100-000	2400-000	400	
▶	◀ CARR, SARAH	0333-44-3333	6175	58-01	1.25+	275.00+	06/2002
		06-00 2410-310	3600	1000-000	1100-000	400	
▶	◀ CARRILLO, RACHEL	0222-33-2222	6240	58-01	1.75+	306.25+	06/2002
		06-00 2410-310	3600	1000-000	1100-000	400	
▶	◀ CASTRO, RAYMOND	0666-44-6666	7205	19-01	.68+	68.00+	06/2002
		03-00 0000-410	8600	2100-000	2400-000	400	
▶	◀ CELLA, SYLVIA	0555-66-5555	4138	58-01	2.50+	400.00+	06/2002
		06-00 5810-401	1 8600	2100-000	1300-000	400	
▶	◀ CERVANTES, SUSAN E	0444-55-4444	7531	19-01	2.59+	259.00+	06/2002
		06-00 9010-361	8600	2100-000	2400-010	500	

▶CHARD, NANCY R ▶
Accruals displayed;

Next Screen ▶ACUPX▶▶▶

ACUPX

▼AXTOT000037MAR1202402034 99 SUPT OF SCHOOLS, SAN DIEGO CO 02.0311

Fiscal Year Pay Cycle One Time Extra Pay Accrual Totals

2002 ▶M01▶

Description	Audits	On Emp	Units	Total \$	Trans
10-02 BILINGL STIPND	ABCDEF I	Y	3.00	645.00	3
19-01 CONFNTL-CLASS	ABCDEF I	N	5.86	586.00	4
54-01 OFFSKD PY-PERS	ABCDEF I	Y	3.00	1,259.00	3
58-01 LEAD TEACHER	ABCDEF I	Y	8.00	1,381.25	4
63-01 MENTOR/PAR	ABCDEF I	Y	3.80	1,216.00	2
89-01 XCURR ACT-CERT	ABCDEF I	Y	6.70	910.80	5

No more EXTRA PAY accruals on file for cycle

Next Screen ▶AXTOT▶▶▶

AXTOT

Payroll/Personnel System – Screen Samples – cont.’

```

LXTRAT000033MAR11020203 LST 99 SUPT OF SCHOOLS, SAN DIEGO CO
Fiscal Year Cycle Type Code EXTRA PAY TRANSACTIONS LIST On
2001 M01 58 01 LEAD TEACHER EMP DXPAY AMT
Y
Del Name Soc sec no Pos# Units Rate Amount
CARR, SARAH 0333-44-3333 6175 1.25 220.00 275.00+
06-00 2410-000 0000 0000-000 9511-000 000
CARRILLO, R 0222-33-2222 6240 1.75 175.00 306.25+
06-00 2410-000 0000 0000-000 9511-000 000
CELLA, SYLV 0555-66-5555 4138 2.50 160.00 400.00+
06-00 5810-000 0000 0000-000 9511-000 000
CHARD, ROSS 0777-88-7777 4144 2.50 160.00 400.00+
06-00 5810-000 0000 0000-000 9511-000 000
04 Record<s> SHOWN ok
    
```

LXTRA

```

ACCRLT000851MAR01010103 99 COUNTY OFFICE OF EDUCATION 00.1201
Fiscal year Cycle TIME ACCRUAL MASS INPUT
2001 M01
Soc Sec no. Pos# Typ Time Rate Line MM CCYY
Fund Resource Goal Function Object Worked Sch Loc CC PY
111110001 0320 0 23 150. 1300 06 2001
06 2410 050 3600 2700 1300 06 2001
222220002 7007 0 15 100. 1100 06 2001
06 2410 210 3600 1000 1100 030 400
333330003 0340 0 10 160. 1300 06 2001
06 6350 710 6000 2100 1300 400
444440004 0550 0 15 140. 1300 06 2001
03 021 7200 1300 400
555550005 7006 0 10 100. 2100 06 2001
03 010 4900 1000 2100 400
666660006 7002 0 60 7430. 2400 06 2001
03 220 8600 7430 2400 200
Next Screen ACCRL
    
```

ACCRL

```

ACUPDT000822MAR010103 LST 00.1201
2001 M01 Time Accrual Update
Upd Name Soc.Sec.No. Pos# Time Amount MY Work
BOYLAN, GLORIA M 0111-11-0001 0320 023.00+ 0 003450.00+ 06/2001
06-00 2410-050 3600 2700-00 1300-000 400
DANIELSON, DENNIS 0222-22-0002 7007 015.00+ T 000240.00+ 06/2001
06-00 2410-210 3600 1000-00 1100-030 400
JIMENEZ, ANGELA MA 0333-33-0003 0340 010.00+ 0 001600.00+ 06/2001
06-00 6350-710 6000 2100-00 1300-000 400
LEACH, JOANNE M 0444-44-0004 0550 015.00+ 0 002100.00+ 06/2001
03-00 0000-021 0000 7200-00 1300-000 400
MERIWEATHER, MERRI 0555-55-0005 7006 010.00+ T 000146.70+ 06/2001
03-00 0000-010 4900 1000-00 2100-000 400
RAMIREZ, MARIA V 0666-66-0006 7002 060.00+ T 000994.80+ 06/2001
03-00 0000-220 8600 7430-00 2400-000 200
Accruals displayed; End of file Next Screen ACUPD
    
```

ACUPD

Payroll/Personnel System – Screen Samples – cont.’

```

ACTOTT0000057MOD110202034 99 SUPT OF SCHOOLS, SAN DIEGO CO
Forms Model ACCRUAL TOTALS 01.0709
Pay Cycle Fiscal Year C/N Time Loc Position Input Date
M01 2002
Total Number of Transactions: 31
Hours Days Total
Regular Time: 286.20+ 19.25+ 305.45+
Overtime:
Overall Total: 286.20+ 19.25+ 305.45+
    
```

ACTOT

```

TMLSTT000850MAR010101034 99 COUNTY OFFICE OF EDUCATION
TIME TRANSACTIONS LIST 99.2.4
Pay Cycle Fiscal Year C/N HDM Time Loc Position Input MDY Starting Name
M01 2001
Name Soc. Sec. No Pos. Typ Time Rate MM CCYY -Wrkd- Line
Fund Resource Goal Function Object Sch Loc CC PY
BOYLAN, GLORIA 0111-11-0001 0320 0 23.00+D 150.00 06 2001 000 002
06-00 2410-000 0000 0000-000 9511-000 000
DANIELSON, DENN 0222-22-0002 7007 T 15.00+H 16.00 06 2001 000 002
06-00 2410-000 0000 0000-000 9511-000 000
JIMENEZ, ANGELA 0333-33-0003 0340 0 10.00+D 160.00 06 2001 000 002
06-00 6350-000 0000 0000-000 9511-000 000
LEACH, JOANNE M 0444-44-0004 0550 0 15.00+D 140.00 06 2001 000 002
03-00 0000-000 0000 0000-000 9511-000 000
MERIWEATHER, ME 0555-55-0004 7006 T 10.00+H 14.67 06 2001 000 002
03-00 0000-000 0000 0000-000 9511-000 000
RAMIREZ, MARIA 0666-66-0006 7002 T 60.00+H 16.58 06 2001 000 002
03-00 0000-000 0000 0000-000 9511-000 000
END OF LIST NEXT SCREEN TMLST
    
```

TMLST

```

ACLVPT025447MAR090909054 SAN DIEGO CO
Fiscal Yr/Cycle 2008 0909 Leave Time Payoff Accrual 08.0314
Emp / SS # Pos# Time Unit(D,H) Leave Type Rate Line
Acct Acct Acct Acct Acct Acct Acct Acct
    
```

ACLVPT

Payroll/Personnel System – Screen Samples – cont.?

```

♦ACUPLT025448MAR0909♦♦0903◀          ▶INQ◀          SAN DIEGO CO
                                Leave Payoff Accrual UPD/List          08.0314
Fiscal Yr/Cycle 2008 ▶M09◀
Updt Name          Pos#    Time    Unit Leave Type    Rate    Amount
▶◀
▶◀
▶◀
▶◀
▶◀
▶◀
▶◀
▶◀
▶◀
▶◀
Next ▶          ◀          Next Screen ▶ACUPL◀@◀
    
```

ACUPL

```

♦ALTOTT025448MAR0909♦♦0903◀          SAN DIEGO CO
                                LEAVE PAYOFF ACCRUAL TOTALS          3:35 PM
                                08.0314
Pay Cycle          Fiscal Year          C/N          Leave Type
▶M09◀          2008          ▶◀          ▶◀

Total Time:

Total Amount:

Total Number Transactions:

Next Screen ▶ALTOT◀@◀
    
```

ALTOT

```

♦LVLSTT025536MAR1609♦♦0903◀          SAN DIEGO CO
                                LEAVE PAY TRANSACTIONS LIST          06.1101
Fiscal Year 2008 Pay Cycle ▶M09◀          Starting name
Name          Emp No.          Pos. Typ D/H Time    Rate    Amount Line
CAN          433          0600 V D 2.00+    150.00    300.00+ 004
CARPEN          439          5031 V H 145.50+    52.50    7,638.75+ 005
    
```

LVLST

Payroll/Personnel System – Screen Samples – cont.’

ACEMPT025442MAR0909◀◀0903◀
 Fiscal year cycle
 ▶2008◀ ▶M09◀

List Employee Accruals

08.0312

Name	Emp No.	Pos#	EXPay	Time	Rate	Amount	MM	CCYY
Acrl-Typ	Fund	Resource	Goal	Function	Object	Sch	Loc	CC PY
CAN	A 433	0600	89-01	1.00+	175.00+	175.00+	03/2009	
	EXTRA	06-00	2410-310	3600	1000-000	1100-010	420	
CARLI	361	0600	89-01	1.00+	200.00+	200.00+	03/2009	
	EXTRA	06-00	2410-811	3600	1000-000	1100-010	420	
CARPEN	439	5031	87-01	1.00+	165.00+	165.00+	03/2009	
	EXTRA	03-00	0000-410	8600	2100-000	2400-000	400	
CARR	214	0600	89-01	1.00+	175.00+	175.00+	03/2009	
	EXTRA	06-00	6500-261	5770	1190-000	1100-010	455	

End of file ◀

Next Screen ▶ACEMP◀▶@◀

ACEMP

ACLST1025438MAR0509◀◀0903◀
 Fiscal year cycle
 ▶2008◀ ▶M09◀

Accrual Transaction List

02.0816

Account	Amount
03-00 0000-410 8600 2100-000 2400-000 400	165.00+ CARPEN
06-00 2410-310 3600 1000-000 1100-010 420	175.00+ CANI
06-00 2410-811 3600 1000-000 1100-010 420	200.00+ CARL
06-00 6500-261 5770 1190-000 1100-010 455	175.00+ CARR

End of file ◀

Next Screen ▶ACLST◀▶@◀

ACLST

Payroll/Personnel System – ACCRUALS REPORT

ACCRLRPT – Payroll Accruals Report – Report lists transactions with fringes entered on **ACCRL**, **ACADJ**, **ACLVP**, and **ACCEX** screens in account number sequence. Following detail, summary pages include: Total Salary and Fringes by Fund and Resource; Total Salary and Fringes by Fund. This report is produced at Payroll Run Time (for Payroll Cycles M01 & S02 only).

NOTE: The account numbers that have become Restricted, Terminated or Deleted in the Payroll Chart of Accounts (**SACTE**) after the account was entered on the **ACCRL**, **ACADJ**, **ACLVP**, and **ACCEX** screens and prior to the Payroll Run Time will be flagged with an asterisk (*) as **invalid** in this report.

There will be no attempt to post these account numbers to FIS.

Report fields include:

Account Number, SS#, Name, Pos#, Gross Amount, STRS/CB/PERS Amount, EPMC Amount, SS Amount, Medi Amount, ARS Amount, SUI Amount, WC Amount, Account Totals, District Totals.

Summary pages include:

- Fund-sub, Resource, Total Salary Amount, Total Fringe Amount, and Fringe Object and Amount detail.
- Fund-sub, Total Salary Amount, Total Fringe Amount, and Fringe Object and Amount detail.

Payroll/Personnel System – Accruals Report Sample

S. D. COUNTY OFFICE OF EDUCATION REPORT: ACCRLRPT 02.1001 DISTRICT:		P A Y R O L L / P E R S O N N E L S Y S T E M PAYROLL ACCRUALS REPORT								PAGE 1 RUN: JUL 21, 2006 AS OF 11:03 PM CYCLE: M01 ISSUED: JUL 31, 2006	
SOC	Sec No	Name	Pos#	Gross	3111/3121 STRS/CB PERS	3801/ PERS Red.	3221/ EPMC	3311/ SS	3321/ Medi	3501/ SUI	3601/ WC
03-00	0000-010	4900 1000-000 2100-010 410									
		5299 PALMER,	0789	1,302.00	0.00	0.00	0.00	0.00	18.88	0.65	28.32
		3111 JED K	7818	79.26	6.54 S	0.00	0.00	0.00	1.15	0.04	1.72
		3600 MORRIS,	7176	37.74	0.00	0.00	0.00	2.34	0.55	0.02	0.82
		5370 REBECCA LEO	7462	50.32	0.00	0.00	0.00	3.12	0.73	0.03	1.09
		Account Totals		1,469.32	6.54	0.00	0.00	5.46	21.31	0.74	31.95
03-00	0000-011	4900 1000-000 2100-010 410									
		-7264 MARK R	7247	62.64	0.00	0.00	0.00	3.88	0.91	0.03	1.36
		Account Totals		62.64	0.00	0.00	0.00	3.88	0.91	0.03	1.36
03-00	0000-030	4900 3140-000 2200-010 410									
		1354 ALICE	7190	59.74	8.63 P	0.00	0.00	3.70	0.87	0.03	1.30
		Account Totals		59.74	8.63	0.00	0.00	3.70	0.87	0.03	1.30
03-00	0000-041	0000 8100-000 2200-010 410									
		3619 RAYMOND C	8085	107.06	0.00	0.00	0.00	6.64	1.56	0.06	2.32
		Account Totals		107.06	0.00	0.00	0.00	6.64	1.56	0.06	2.32

03-00 0000-042 0000 8100-000 2200-010 4100

Payroll/Personnel System – Accruals Report Sample – cont.’

S.D. COUNTY OFFICE OF EDUCATION
 TEST: ACCRLRPT 00.0201
 DISTRICT:

PAYROLL / PERSONEL SYSTEM
 PAYROLL ACCRUALS REPORT
 UNION ELEM SCH DIST

PAGE 11
 RUN: JULY 19, 2002 AS OF 10:06 PM
 CYCLE: M01 ISSUED: JULY 31, 2002

Fund	Resource	Salary	Fringe	
03-00	0000	16,360.02	2010.95	
			3111	1,144.84
			3212	323.30
			3312	153.95
			3321	130.16
			3322	36.00
			3501	6.96
			3502	1.24
			3601	181.92
			3602	32.58
03-00	1100	2,720.00	232.66	
			3111	138.60
			3311	57.04
			3321	39.44
			3501	1.36
			3601	35.66
06-00	6660	1,538.59	170.19	
			3111	126.93
			3321	22.31
			3501	.77
			3601	20.18
06-00	7240	1,757.88	158.40	
			3212	228.88
			3312	108.99
			3322	25.49
			3502	.88
			3602	23.04
06-00	7260	1,325.34	291.98	
			3212	172.58
			3312	82.17
			3322	19.22
			3502	.66
			3602	17.37
13-00	5310	2,628.53	579.12	
			3212	342.24
			3312	162.97
			3322	38.12
			3502	1.32
			3602	34.47
		26,330.36	3443.30	District Totals

S.D. COUNTY OFFICE OF EDUCATION
 TEST: ACCRLRPT 00.0201
 DISTRICT:

PAYROLL / PERSONEL SYSTEM
 PAYROLL ACCRUALS REPORT
 UNION ELEM SCH DIST

PAGE 12
 RUN: JULY 19, 2002 AS OF 10:06 PM
 CYCLE: M01 ISSUED: JULY 31, 2002

Fund	Salary	Fringe	
03-00	19,080.02	2,243.61	
		3211	1,283.44
		3212	323.30
		3311	57.04
		3312	153.95
		3321	130.16
		3322	36.00
		3501	8.32
		3502	1.24
		3601	217.58
		3602	32.58
06-00	4,621.81	620.57	
		3111	126.93
		3212	172.56
		3312	191.16
		3321	22.31
		3322	44.71
		3501	.77
		3502	1.54
		3601	20.18
		3602	40.41
13-00	2,628.53	579.12	
		3212	342.24
		3312	162.97
		3322	38.12
		3502	1.32
		3602	34.47
	26,330.36	3443.30	District Totals

**Payroll / Personnel System - ACCRUALS REPORT AS AN EXTRACT
FILE**

The Accruals Report may be requested as an **extract file**. This applies to Type 1, 2, 3, or 4 districts. This extract file is requested on **PRQST**, category **EXTRACT #16** for comma delimited or category **EXTRACT #44** for tab delimited. This request can be done the day after the M01 & S02 payroll runs. Once processed, the extract file is available for download until the M02 payroll cycle runs.

Payroll/Personnel System – ACCRUALS EXTRACT FILE LAYOUT

- All names contained in the following file descriptions are Warrant Name.
- Due to mainframe limitations, all records have a blank field at the end. The fields contain spaces and vary in length.
- The mainframe **CANDE** filename is as follows: (where **##** is district two digit number).

(DIST##)DATA/EXT/ACCRLEXT/M ON TIMESHARE
(DIST##)DATA/EXT/ACCRLEXT/S ON TIMESHARE

Description	Length	Type
District Number	3	A/N
Fiscal Year	4	N
Payroll Cycle	3	A/N
Social Security Number (nnnn-nn-nnnn)	12	A/N
Employee Id Number	7	A/N
Last Name	18	A/N
First Name	12	A/N
Middle Name	10	A/N
Position Number	4	A/N
Cancelled Flag	1	A/N
Typed Flag	1	A/N
Invalid Account Flag	1	A/N
“S”alary or “F”ringe	1	A/N
Amount (+nnnnnn.nn)	10	A/N
Salary Object	4	N
Salary Object-Sub	3	N
EPMC Flag	1	A/N
Extra Pay Type	2	A/N
Extra Pay Code	2	A/N
Account Number	39	N
Extract Creation Date (mm/dd/yy)	10	A/N
Blank Field	-	

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Payroll / Personnel System

ACCRUALS EXTRACT FILE LAYOUT – cont.’

- **Account Number** format in all records varies by district type.

For Type 1, 2, or 4 users only:

Description	Max Length	Type
Fund	2	A/N
Fund-sub	2	A/N
Resource	4	A/N
Resource-sub	3	A/N
Project Year	1	A/N
Goal	4	A/N
Function	4	A/N
Function-sub	3	A/N
Object	4	A/N
Object-sub	3	A/N
School	3	A/N
Location	3	A/N
Cost Center	3	A/N
39		

For Type 3 users only:

Description	Max Length	Type
Fund	2	A/N
Object	4	A/N
Object-Sub	2	A/N
Field1	4	A/N
Field2	4	A/N
Field3	4	A/N
Field4	4	A/N
Blank	15	A/N
39		

Payroll / Personnel System - ACCRUALS REPORT AS A DATA FILE

The Accrual Report is also available as a **data file**. This applies to Type 2, 3, & 4 districts. This data file is automatically generated at payroll run time. Once processed, the data file is available for download for 30 days. File layout is similar to **SXDENC** data file currently (optionally) available with each Payroll Run. However, advance notification is required. If interested in data file, contact Joan Gentry at 858-292-3503 or Rick Gardner at 858-292-3533 in the Systems Utilization Department.

Payroll/Personnel System - ACCRUALS DATA FILE LAYOUT

- Accrual files are created as part of the M01 and S02 payroll runs.
- Files are generated only for districts that have made formal requests, which are being processed as part of the pay cycle being run, and if the created files contain data.
- Each requesting district receives a file with only their data which is in social security number order, then account number sequence.
- Characters per record: 172
- All flags on this file have one of the following values:
 - Y = Yes
 - N = No
 - blank = No
- All fields on this file (including numeric fields) are in display format.
- All signed fields carry the sign in the last position of the field. The sign takes up its own characteristics.
- The mainframe **CANDE** filename is as follows: (where **##** is district two digit number).

(DIST##)DATA/ACRL/M01 ON TIMESHARE
(DIST##)DATA/ACRL/S02 ON TIMESHARE

Payroll/Personnel System -ACCRUALS DATA FILE LAYOUT-
cont.'

<u>Field Name</u>	<u>Type</u>	<u>Length</u>	<u>Decimals</u>	<u>Position</u>
District number	A/N	2		1 - 2
Fiscal year	Numeric	4		3 - 6
Payroll cycle	A/N	3		7 - 9
Social Security number	A/N	10		10 - 19
Last name	A/N	24		20 - 43
First name	A/N	18		44 - 61
Middle name	A/N	12		62 - 73
"ACC" - Record type	A/N	3		74 - 76
"S"alary or "F"ringe	A/N	1		77 - 77
Type 1, 2 or 4 account number:				
Fund	Numeric	2		78 - 79
Fund-sub	Numeric	2		80 - 81
Resource	Numeric	4		82 - 85
Resource-sub	Numeric	3		86 - 88
Project Year	A/N	1		89 - 89
Goal	Numeric	4		90 - 93
Function	Numeric	4		94 - 97
Function-sub	Numeric	3		98 - 100
Object	Numeric	4		101 - 104
Object-sub	Numeric	3		105 - 107
School	Numeric	3		108 - 110
Location	A/N	3		111 - 113
Cost Center	A/N	3		114 - 116
Type 3 account number:				
Fund	Numeric	2		78 - 79
Object	Numeric	4		80 - 83
Object-sub	Numeric	2		84 - 85
Field1	Numeric	4		86 - 89
Field2	Numeric	4		90 - 93
Field3	Numeric	4		94 - 97
Field4	Numeric	4		98 - 101
Blank	A/N	15		102 - 116

Payroll/Personnel System -ACCRUALS DATA FILE LAYOUT-cont.'

<u>Field Name</u>	<u>Type</u>	<u>Length</u>	<u>Decimals</u>	<u>Position</u>
Amount	Numeric	S7	2	117 – 123
Blank		1		124 – 124
Category “ACCRL”		5		125 – 129
Cancelled "Y", "N"	A/N	1		130 – 130
Typed "Y", "N"	A/N	1		131 – 131
Salary object	A/N	4		132 – 135
Salary object-sub	A/N	3		136 – 138
Blank		10		139 – 148
PERS EPMC "Y", "N"	A/N	1		149 – 149
Position number	A/N	4		150 – 153
Blank	A/N	1		154 – 154
Job class	A/N	5		155 – 159
Extra pay type	A/N	2		160 – 161
Extra pay code	A/N	2		162 – 163
Blank		9		164 – 172

Financial Information System (FIS) - CURRENT METHOD

A file will be created from time, leave payoff, gross pay adjustments, and extra pay transactions entered on ACCRL, ACADJ, ACLVP, and ACCEX screens at Payroll Run Time.

This file is used to:

- Step 1. Expense transactions to object 9511 by Fund and Resource in the Payroll System in the Current Fiscal Year. (Type 1, 2, 3, or 4).**
- Step 2. Post transactions to object 9511 by Fund and Resource to FIS in the Current Fiscal Year. If object 9511 by Fund and Resource does not exist in FIS at Payroll Post time, expenditures will post to object 9511 suspense (object 9511 by Fund and Resource 9999, i.e. 03-00 – 9999 - 9511). (Type 1, 2, or 3 only).**
- Step 3. Post individual (Salary and Fringes) expenditure transactions to FIS with an offset to object 9510 in the Prior Fiscal Year. (The offset to object 9510 is by Fund and Resource). (Type 1 or 2 only).**

After Step 3, The Prior Year Accruals Error Report will list all transactions that could not be posted to FIS for the following reasons:

- The expenditure accounts on file do not exist in FIS (in the Prior Fiscal Year).
- The expenditure accounts on file have the status of T (terminated) or R (restricted) in FIS (in the Prior Fiscal Year).
- The object 9510 for the Fund and Resource does not exist in FIS (in the Prior Fiscal Year).

Transaction Postings from Step 3 can be viewed on-line using the Monthly Transaction Screen (**TRANS**). The transactions posted will have the following identifiers:

Document Date: **06-30-2013**
Document Number: **ACRM01** or **ACRS02**
Reference Number: **PR ACRL 01-02**
Form Name: **PAYACR**

Financial Information System (FIS) – Current Method

REMINDER:

ACCRLRPT – Payroll Accruals Report – Payroll Report lists time and extra pay transactions with fringes entered on **ACCRL**, **ACADJ**, **ACLVP**, or **ACCEX** screens in account number sequence. Following detail, summary pages include: Total Salary and Fringes by Fund and Resource; Total Salary and Fringes by Fund. This report is produced at Payroll Run Time (for Payroll Cycles M01 & S02 only).

NOTE: The account numbers that have become Restricted, Terminated or Deleted in the prior fiscal year Payroll Chart of Accounts (**SACTE**) after the account was entered on the **ACCRL**, **ACADJ**, **ACLVP**, or **ACCEX** screens and prior to the Payroll Run Time will be flagged with an asterisk (*) as **invalid** in this report.

There will be no attempt to post these account numbers to FIS.

NOTE:

Steps 2 and 3 use information from the same source (**ACCRL**, **ACADJ**, **ACLVP**, or **ACCEX** transactions). Therefore, when balancing object 9510 to object 9511 there should not be any differences unless there are exceptions when posting to FIS or there are invalids on the Accruals Report (**ACCRLRPT**).

Frequently Asked Questions – FAQ’s

Who can use this process?

Districts with a “SACS Account Type” of 1, 2, 3 or 4. If unsure of your account type, check **DIST** screen.

Do I have to use this feature?

No, this Automated Payroll Accrual Process is optional.

Can I use Payroll Accrual Process for Retro?

No, only time normally input on **TMMAS** (Regular, Overtime, or Holiday), extra pays normally input on **EXTRA**, gross pay adjustments on **GPADJ**, and leave pay off on **LVPAY**, are included in Payroll Accrual Process

If I decide to use this process, can I still use TMMAS for Object 9511?

No, must use **ACCRL** for M01 & S02. For future cycles, you would revert back to using **TMMAS**.

If I decide to use this process, can I still use EXTRA for Object 9511?

No, must use **ACCEX** for M01 & S02. For future cycles, you would revert back to using **EXTRA**.

If I decide to use this process, can I still use GPADJ for Object 9511?

No, must use **ACADJ** for M01 & S02. For future cycles, you would revert back to using **GPADJ**.

If I decide to use this process, can I still use LVPAY for Object 9511?

No, must use **ACLVP** for M01 & S02. For future cycles, you would revert back to using **LVPAY**

Further Questions? - Call Systems Utilizations

F I S	Michele O’Hagan	(858) 292-3673
	Jocelyn Milla	(858) 292-3827
Payroll	Joan Gentry	(858) 292-3503
	Rick Gardner	(858) 292-3533

Glossary

9510 – Current Liabilities – Expense Distribution Object used in Financial Information System only.

9511 – Current Liabilities Payments – Expense Distribution Object used in both Payroll and Financial Information System. In Payroll, only salary is expensed to object 9511 (related fringe objects are expensed to the fringe object). In FIS, salary and fringes are expensed to 9511. (Fringes “roll up” to 9511).

ACADJ –Gross Pay Adjustment Accrual –Payroll Screen used to input Gross Pay Adjustment Accruals. A “copy” of gross pay adjustment transactions with 9511 by Fund and Resource will be viewable on **GPAJL**.

ACCEX –Accrual Extra Pay Transactions – Payroll Screen used to input Extra Pay Payroll Accruals. A “copy” of time transaction with Object 9511 by Fund and Resource will be viewable on **LXTRA**.

ACCRL – Time Accrual Mass Input – Payroll Screen used to input Payroll Accruals. A “copy” of time transaction with Object 9511 by Fund and Resource will be viewable on **TMLST**.

ACCRLRPT – Payroll Accruals Report – Payroll Report used to list transactions with fringes entered on **ACCRL**, **ACADJ**, **ACLVP**, or **ACCEX** screens in account number sequence. Report includes: Account Totals, District Totals, Summary Salary and Fringe Totals by Fund and Resource, Summary Salary and Fringe Totals by Fund, and Fringe Object and Amount detail.

ACEMP – List Employee Accruals – Payroll Screen used to list time, extra pays, gross pay adjustments, and leave payoffs, input on **ACCRL**, **ACADJ**, **ACLVP**, or **ACCEX**. The transactions are displayed in employee name sequence.

ACLST –Accrual Transaction List – Payroll Screen used to list time, extra pays, gross pay adjustments, and leave payoffs, input on **ACCRL**, **ACADJ**, **ACLVP**, or **ACCEX**. The transactions are displayed in account number sequence.

ACLVP – Leave Time Payoff Accrual –Payroll Screen used to input Leave payoff Accruals. A “copy” of gross pay adjustment transactions with 9511 by Fund and Resource will be viewable on **LVLST**.

ACTOT – Accruals Totals – Payroll Screen used to list totals of transactions input on accrual screen.

ACUPD – Time Accrual Update –Payroll Screen used to delete time transactions input on **ACCRL** if necessary. A **DELEte** Function on this screen will also delete the “copy” time transaction viewable on **TMLST**.

ACUPJ – Gross Pay Adjustment Accrual List– Payroll Screen used to delete gross pay adjustment transactions input on **ACADJ** if necessary. A **DE**lete Function on this screen will also delete the “copy” gross pay adjustment viewable on **GPAJL**.

ACUPL – Leave Payoff Accrual UPD/List– Payroll Screen used to delete leave payoff transactions input on **ACLVP** if necessary. A **DE**lete Function on this screen will also delete the “copy” gross pay adjustment viewable on **LVLST**.

ACUPX – Extra Pay Accrual Update - Payroll Screen used to delete extra pay transactions input on **ACCEX** if necessary. A **DE**lete Function on this screen will also delete the “copy” extra pay transaction viewable on **LXTRA**.

AJTOT – Gross Pay Adjustment Accrual Totals - Payroll Screen used to list totals of gross pay adjustment transactions input on **ACADJ** screen.

ALTOT – Leave Payoff Accrual Totals - Payroll Screen used to list totals of leave payoff transactions input on **ACLVP** screen.

AXTOT – One-time Extra Pay Accrual Totals - Payroll Screen used to list totals of extra pay transactions input on **ACCEX** screen.

Data File – Term used to identify a file which is not delimited by commas or tabs. Field position is specified for record. File typically used to import into other programs by pointing to specific record position.

DIST – Payroll screen used to establish and maintain information about a district. “Use Accrual Screens” field was added for this Payroll Accrual Process.

Extract File – Term used to identify a file which may be delimited by commas or tabs. File typically used to import to spreadsheets or databases such as Excel or Access. Further manipulation by user may be done.

GPAJL – Gross Pay Adjustment List – Payroll screen used to list gross pay adjustment transactions with the corresponding distribution for employees for a given pay cycle. For Payroll Accruals Process, this screen will list the gross pay adjustment transaction “copy” that originated from **ACADJ** screen.

LVLST – Leave Pay Time Transactions List - Payroll screen used to list leave payoff transactions with the corresponding distribution for employees for a given pay cycle. For Payroll Accruals Process, this screen will list the time transaction “copy” that originated from **ACLVP** screen.

LXTRA – One-Time Extra Pay Transactions List - Payroll screen used to list one-time extra pay transactions with the corresponding distribution for employees for a given pay cycle. For Payroll Accruals Process, this screen will list the extra pay transaction “copy” that originated from **ACCEX** screen.

Payroll Accruals – for the purposes of this document, in the Payroll System - “**Payroll Accruals**” means time worked in **prior** fiscal year which is paid in **current** fiscal year.

PEDR – Payroll Expenditure Detail Report - Reports lists all employer paid expenses by account number sequence. This report will have the Object 9511 by Fund and Resource expensed from the time, gross pay adjustment, leave payoff, and extra pay transactions copied from the **ACCRL**, **ACADJ**, **ACLVP**, and **ACCEX** screens.

PRQST – Payroll Report Request - Payroll screen used to request reports or extracts files.

REPCAT – Report Categories - Financial Information System screen used to request reports or download files.

SACTE – SACS Chart of Accounts –Payroll screen used to build and maintain a file of account numbers which represent the validated payroll chart of accounts. Screen is used to change the status of account: Deleted, Restricted, or Terminated.

SACTL – SACS Accounts Listing - Payroll screen used to view the list of account numbers which represent the validated payroll chart of accounts.

SXEXP – SACS Extra Pay Expense Distribution - Screen where the expenditure account entered on **ACCEX** will display in Prior Fiscal Year. The corresponding account number with object 9511 will display in Current Fiscal Year.

SXPOS – SACS Position Expense Distribution – Screen where the expenditure account entered on **ACCRL** will display in Prior Fiscal Year. The corresponding account number with object 9511 will display in Current Fiscal Year.

TMLST – Time Transaction List - Payroll screen used to list time transactions with the corresponding distribution for employees for a given pay cycle. For Payroll Accruals Process, this screen will list the time transaction “copy” that originated from **ACCRL** screen.

TMUPD – Employee Time Entry Update - Payroll screen used to input, list, and delete time transactions for employees as entered on **TMMAS** and **TMUPD**. For the Payroll Accruals Process, **this screen is not used to delete the time transaction “copy” from ACCRL screen**, procedure is to use **ACUPD**.

TRANS – Financial Information System (FIS) screen used to list account transactions on file for the current and seventeen prior months. For the Payroll Accruals Process, transactions posted can be viewed on this screen.