


CROSS-FUNCTION BASICS

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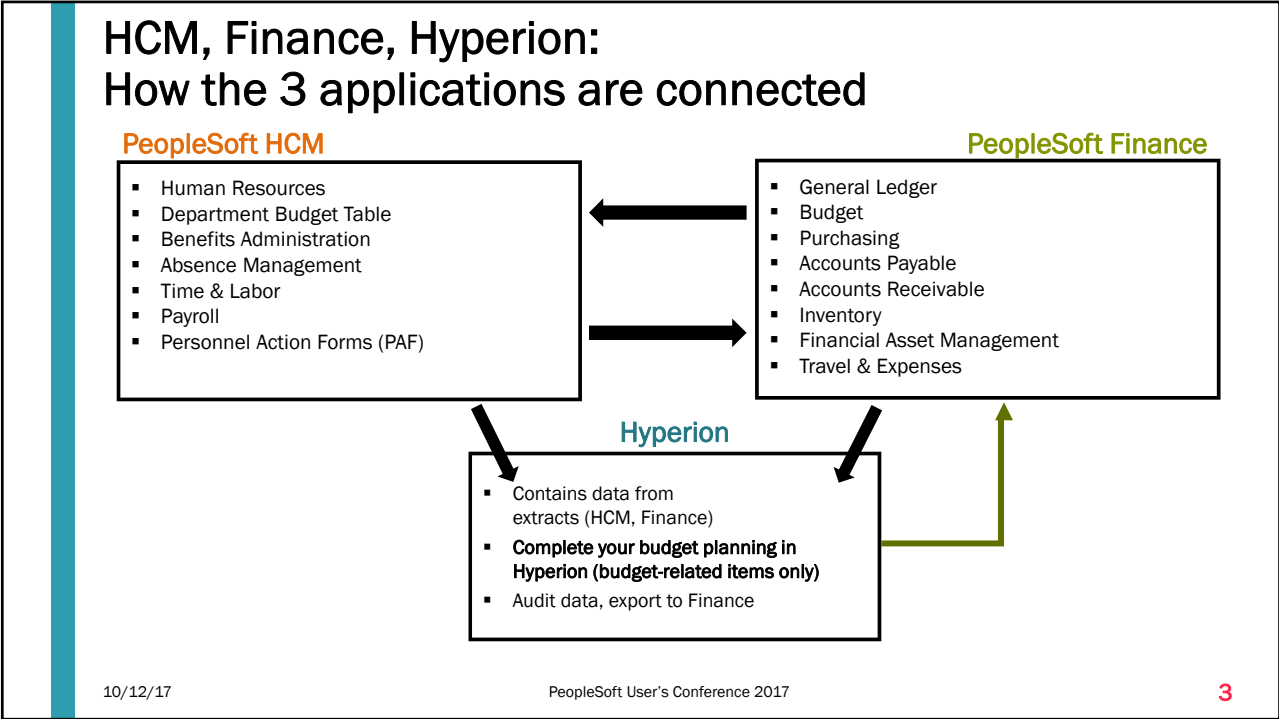
Session Topics

- Welcome & Introductions (5 min)
- Cross Function Basics (30 min)
 - Finance and HCM
 - HCM to Finance
 - HCM
 - Adjusting Payroll Expenditures
 - Hyperion
- Open Discussion (20 min)
 - Table talk
 - Share out
- Wrap up & Closing (5 min)

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FINANCE TO HCM

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Entire combo code process (Finance to HCM)

This process describes how a combo code is created.

NOTE: The times listed here are not in Production yet – this reflects the new schedule that is currently in test.

	FIN		FIN	FIN	FIN	FIN		HCM	HCM	HCM	
Cycle	User creates or modifies ChartField	Combo Code Process Start Time	FS_CEBD (2 hrs)	SEC_BLD (5 min)	User has 45 min to enter budget journal	M_COMBO_INTF (5 min)	INTEGRATION BROKER IB moves info into HCM Staging Table	Offlines upload to FTP and run M_COMBO_LOAD	EOP_PUBLISH_F (5 min)	BUD003 (95 min)	End Time Combo Code ready for use
1	By 8:00 am	8:00 am	8:00 - 10:00 am	10:10 - 10:15 am	10:15 - 11:00 am	11:00 - 11:05 am		By 11:00 am	11:15 - 11:20 am	11:30 am - 1:05 pm	1:05 pm
2	By 11:00 am	11:00 am	11:00 am - 1:00 pm	1:10 - 1:15 pm	1:15 - 2:00 pm	2:00 - 2:05 pm		By 2:00 pm	2:15 - 2:20 pm	2:30 - 4:05 pm	4:05 pm
3	By 2:00 pm	2:00 pm	2:00 - 4:00 pm	4:10 - 4:15 pm	4:15 - 5:00 pm	5:00 - 5:05 pm		By 5:00 pm	5:15 - 5:20 pm	5:30 - 7:05 pm	7:05 pm
4	By 5:00 pm	5:00 pm	5:00 - 7:00 pm	7:10 - 7:15 pm	7:15 - 8:00 pm	8:00 - 8:05 pm		By 8:00 pm	8:15 - 8:20 pm	8:30 - 10:05 pm	10:05 pm

Finance to HCM

- A budget journal or transfer is completed in PeopleSoft Financial to open up a specific string of ChartFields for expenditures to be charged to
- In PeopleSoft HCM, a combo code is assigned to each specific string of ChartFields that was opened in Financial
- Best practice is open up each possible combination of payroll benefit ChartFields related to a payroll salary ChartField
 - This ensures a combo code exists for any possible combination of benefit accounts before payroll runs, which will help minimize payroll suspense.

Finance to HCM

- Complete a Budget Import to open up applicable benefit object ChartFields related to a salary object ChartField.

Label	Entry Type	Business Unit	Journal ID	Journal Date	Parent Type	Gen Parent	Entry Event	Ledger Group	Description	Foreign CC	Rate Type	Cur ERM	Exc Rate	Long Descr	OPEN LINES								
M	S	0900	INXK	07/11/2017	S	Y		KK_DETAIL	CREATE HCM CODS														
Label	Line #	Object	Site	Product	Fund	Cost	Function	Project Year	Affiliate	Fund Affiliate	Oper Affiliate	CF1	CF2	CF3	PC DU	Resource	Activity	Resource Type	Budget Period	Stat Code	Stat Amt	Curr Code	Amount
L	1	340102	600		0100	0000	7200									0000796		2018				USD	0
L	2	3112000	600		0100	0000	7200									0000796		2018				USD	0
L	3	3122000	600		0100	0000	7200									0000796		2018				USD	0
L	4	3132000	600		0100	0000	7200									0000796		2018				USD	0
L	5	3212000	600		0100	0000	7200									0000796		2018				USD	0
L	6	3222000	600		0100	0000	7200									0000796		2018				USD	0
L	7	3312000	600		0100	0000	7200									0000796		2018				USD	0
L	8	3322000	600		0100	0000	7200									0000796		2018				USD	0
L	9	3332000	600		0100	0000	7200									0000796		2018				USD	0
L	10	3402000	600		0100	0000	7200									0000796		2018				USD	0
L	11	3502000	600		0100	0000	7200									0000796		2018				USD	0
L	12	3602000	600		0100	0000	7200									0000796		2018				USD	0
L	13	3712000	600		0100	0000	7200									0000796		2018				USD	0
L	14	3792000	600		0100	0000	7200									0000796		2018				USD	0
L	15	3902000	600		0100	0000	7200									0000796		2018				USD	0
L	16	3402103	600		0100	0000	7200									0000796		2018				USD	0

HCM TO FINANCE

HCM to Finance

- Payroll Encumbrances and Pre-Encumbrances are driven by Position Information.

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HCM to Finance

- Pre-Encumbrance Indicator
 - Ensure "Encumber immediately" is selected on Position Information to pre-encumber vacant positions.
- Encumber Salary Option
 - Select the appropriate method for encumbering vacant positions based on the districts budgeting practices.
 - i.e. Max Step
 - Filled positions are encumbered based on the employee compensation on Job Data

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HCM to Finance

Salary Grade Table | Categorization Defaults | Salary Step Components | Grade Advance Criteria

Set ID 09900 Salary Administration Plan 050 CLASSIFIED MANAGEMENT

Salary Grade 042 Standard Hours 40.00 Salary Basis A Annl Basis

&Salary Grade (?) Find | View All First 1 of 1 Last

Effective Date 07/01/2017 Status Active

Description CLASSIFIED MANAGEMENT Short Description CLASSIFIED

Additional Description

Salary Matrix Code

Rating Model

Range Spread 21.6 %

Salary Ranges (?)	Minimum	Midpoint	Maximum
Annual	101,695.000	112,658.000	123,621.000
Monthly	8,474.580	9,388.170	10,301.750
Daily	391.130	433.300	475.470
Hourly	48.891827	54.162500	59.433173
BiWeekly			

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

HCM to Finance

- In order to obtain detailed information regarding salary and benefit encumbrances and pre-encumbrances, utilize the following query in HCM:
 - M_BUDGET_ACTUALS

M_BUDGET_ACTUALS - Encumb/PEncumb by Emp/Position

Company 099

Fiscal Year 2018

Fund % 0100

Resource % 0000001

Goal % %

Function % %

Object % %

Site % %

Oper Unit % %

Proj Year % %

Empl ID % %

Position Nbr % %

Posn Eff Status I or A or % %

View Results



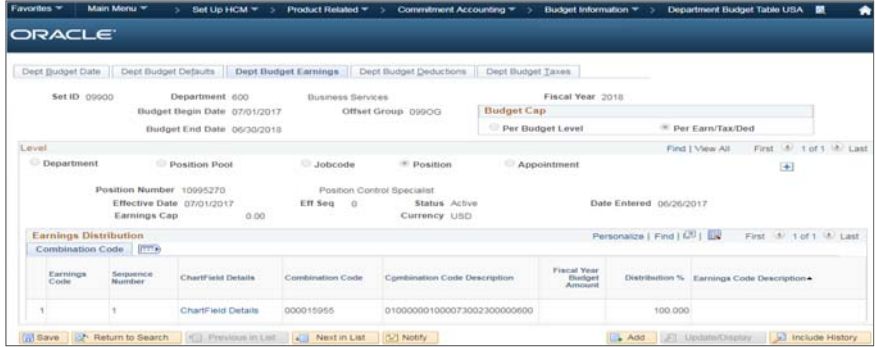
M_BUDGET_ACTUALS

- Provides detailed payroll expenditure and encumbrance information by:
 - Position Number
 - Employee Name
 - Department Budget Table ChartFields
- Provides a link between HCM and Finance
 - Enables a user to drill down in reviewing actuals to determine which employee's incurred expenses in a specific ChartField

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Department Budget Table (DBT)

- Once payroll has processed each month, the ChartFields an employee is charged to cannot be updated.
 - The Department Budget Table, or DBT, contains the ChartFields related to each position and where the expense should be coded for personnel



ADJUSTING PAYROLL EXPENDITURES

Adjusting Payroll Expenditures

- In Legacy, payroll expenses could be journalized through a SXADJ adjustment/form
 - At SDCOE, the payroll department used to complete these adjustments

- In PeopleSoft Financials, a manual General Ledger Journal entry must be completed to move actual payroll expenditures
 - At SDCOE, the budget department completes these adjustments

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Adjusting Payroll Expenditures

- In order to move actual payroll and benefit expenditures in PeopleSoft Financials, the following steps should occur:
 - Step 1: In PeopleSoft HCM, download the query: **M_BETTERPEDR**
 - Select the applicable month for which an employee's payroll expenditures should be moved

M_BETTERPEDR - Better PEDR

Co

Pay Period End From MM/DD/YYYY

Pay Period End To MM/DD/YYYY

Site %

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Adjusting Payroll Expenditures

- Step 2: Review the payroll expenditure detail for the employee that requires an adjustment on the PEDR

Better PEDR 19499																				
Co	Pa	Line	Fu	Resour	Gc	Funct	Objec	S	Oper U	Proj Ye	Combo Co	ID	Name	COL	Descr	Sum	Earnin	Position	Gr	Pay Period End
099	36	5	0100	0000001	0000	7300	2300000	600				000015955	536470	Mouse, Minnie	REG Regular	9061.08	10995270	99M		9/30/2017
099	36	5	0100	0000001	0000	7300	3212000	600				000013736	536470	Mouse, Minnie	SDPER PERS Deduction	1701.49	10995270	99M		9/30/2017
099	36	5	0100	0000001	0000	7300	3312000	600				000012506	536470	Mouse, Minnie	E OASDI/ER	554.70	10995270	99M		9/30/2017
099	36	5	0100	0000001	0000	7300	3322000	600				000014085	536470	Mouse, Minnie	Q Med/ER	129.73	10995270	99M		9/30/2017
099	36	5	0100	0000001	0000	7300	3402000	600				000016637	536470	Mouse, Minnie	SDDEN Dental Deduction After Tax	119.96	10995270	99M		9/30/2017
099	36	5	0100	0000001	0000	7300	3402000	600				000016637	536470	Mouse, Minnie	SDUFE Life Insurance Deduction	17.88	10995270	99M		9/30/2017
099	36	5	0100	0000001	0000	7300	3402000	600				000016637	536470	Mouse, Minnie	SDMET Medical Deductions Pre-Tax	1166.29	10995270	99M		9/30/2017
099	36	5	0100	0000001	0000	7300	3402000	600				000016637	536470	Mouse, Minnie	SDVIS Vision Deduction After Tax	8.78	10995270	99M		9/30/2017
099	36	5	0100	0000001	0000	7300	3502000	600				000012079	536470	Mouse, Minnie	U Unempl ER	4.53	10995270	99M		9/30/2017
099	36	5	0100	0000001	0000	7300	3602000	600				000012027	536470	Mouse, Minnie	099PW SDCOE Workers Comp	115.08	10995270	99M		9/30/2017
099	36	5	0100	0000001	0000	7300	3712000	600				000012755	536470	Mouse, Minnie	99OPB OPEB % DEDUCTION	117.79	10995270	99M		9/30/2017
099	36	5	0100	0000001	0000	7300	3752000	600				000016581	536470	Mouse, Minnie	99OPB OPEB AMOUNT DEDUCTION	114.00	10995270	99M		9/30/2017

Adjusting Payroll Expenditures

- Step 3: Utilize the General Ledger Import Spreadsheet template to correct an employee's actual payroll expenditures to the necessary chartfields
 - General Ledger Import Spreadsheet template can be found on the CRC website

General Ledger - Other						
<input type="checkbox"/>		Adding New ChartField Values v1.3.pdf	Describes how to add new ChartField values in PeopleSoft (Resource, Fund, Goal, Function, Object, Site). Updated 03/14/16 (6 pp.)	221k	v. 3	Mar 14, 2016, 5:55 PM Peyri Herrera
<input type="checkbox"/>		GL Journal Import Process v1.0.pdf	Version 1.0, updated on 09/28/15 (14 pp.)	1007k	v. 3	Sep 28, 2015, 4:54 PM Vanessa Boyle
<input checked="" type="checkbox"/>		GL_Journal_Import_Staging(1).xlsx		39k	v. 2	Sep 28, 2015, 4:55 PM Vanessa Boyle
<input type="checkbox"/>		GL Trial Bal PS v8.1.docx		150k	v. 2	Jan 20, 2016, 4:22 PM Peyri Herrera
<input checked="" type="checkbox"/>		GL Trial Bal PS v8.1.xlsx		9713k	v. 2	Jan 20, 2016, 4:22 PM Peyri Herrera
<input checked="" type="checkbox"/>		Import_Spreadsheet_Production_SDF PG2(1).xls		1641k	v. 2	Sep 28, 2015, 4:55 PM Vanessa Boyle
<input checked="" type="checkbox"/>		Import_Spreadsheet_Sandbox_SDFX9 2(1).xls		6145k	v. 2	Sep 28, 2015, 4:56 PM Vanessa Boyle
<input type="checkbox"/>		JRNLMCRO.xls		371k	v. 2	Nov 17, 2015, 9:10 AM Peyri Herrera

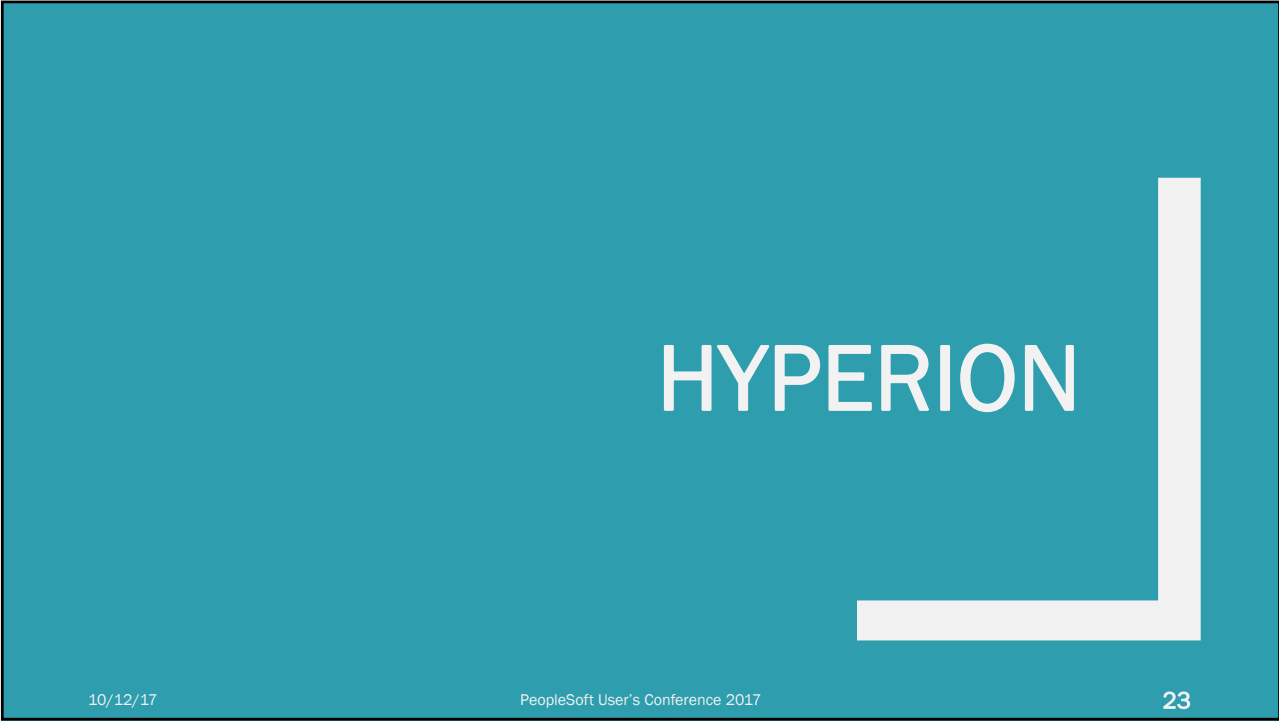
Adjusting Payroll Expenditures

- Step 4: Utilize the Reference and Description columns on the import template to include the employee's Position # and Employee Identification Number

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Fund	Resource	Org	Function	Site	Oper Unit	Proj Year	Amount	Speed Type	Currency	N/R	Rate Type	Rate	Base Amount	Stat Code	Stat Amount	Reference	Description	
1157	NEXT	1	09900	ACTUALS	2300000	0100	0000001	0000	7300	600			(9,061.00)									ENR536470 Position#10995270		
1157	NEXT	2	09900	ACTUALS	3212000	0100	0000001	0000	7300	600			(1,791.49)										ENR536470 Position#10995270	
1157	NEXT	3	09900	ACTUALS	3312000	0100	0000001	0000	7300	600			(954.70)										ENR536470 Position#10995270	
1157	NEXT	4	09900	ACTUALS	3322000	0100	0000001	0000	7300	600			(129.73)										ENR536470 Position#10995270	
1157	NEXT	5	09900	ACTUALS	3402000	0100	0000001	0000	7300	600			(119.96)										ENR536470 Position#10995270	
1157	NEXT	6	09900	ACTUALS	3402000	0100	0000001	0000	7300	600			(17.80)										ENR536470 Position#10995270	
1157	NEXT	7	09900	ACTUALS	3402000	0100	0000001	0000	7300	600			(1,199.29)										ENR536470 Position#10995270	
1157	NEXT	8	09900	ACTUALS	3402000	0100	0000001	0000	7300	600			(9.76)										ENR536470 Position#10995270	
1157	NEXT	9	09900	ACTUALS	3502000	0100	0000001	0000	7300	600			(4.53)										ENR536470 Position#10995270	
1157	NEXT	10	09900	ACTUALS	3602000	0100	0000001	0000	7300	600			(115.00)										ENR536470 Position#10995270	
1157	NEXT	11	09900	ACTUALS	3712000	0100	0000001	0000	7300	600			(117.79)										ENR536470 Position#10995270	
1157	NEXT	12	09900	ACTUALS	3792000	0100	0000001	0000	7300	600			(114.00)										ENR536470 Position#10995270	
1157	NEXT	13	09900	ACTUALS	2300000	0100	0944527	0000	7300	600			9,061.00										ENR536470 Position#10995270	
1157	NEXT	14	09900	ACTUALS	3212000	0100	0944527	0000	7300	600			1,791.49										ENR536470 Position#10995270	
1157	NEXT	15	09900	ACTUALS	3312000	0100	0944527	0000	7300	600			954.70										ENR536470 Position#10995270	
1157	NEXT	16	09900	ACTUALS	3322000	0100	0944527	0000	7300	600			129.73										ENR536470 Position#10995270	
1157	NEXT	17	09900	ACTUALS	3402000	0100	0944527	0000	7300	600			119.96										ENR536470 Position#10995270	
1157	NEXT	18	09900	ACTUALS	3402000	0100	0944527	0000	7300	600			17.80										ENR536470 Position#10995270	
1157	NEXT	19	09900	ACTUALS	3402000	0100	0944527	0000	7300	600			1,199.29										ENR536470 Position#10995270	
1157	NEXT	20	09900	ACTUALS	3402000	0100	0944527	0000	7300	600			9.76										ENR536470 Position#10995270	
1157	NEXT	21	09900	ACTUALS	3502000	0100	0944527	0000	7300	600			4.53										ENR536470 Position#10995270	
1157	NEXT	22	09900	ACTUALS	3602000	0100	0944527	0000	7300	600			115.00										ENR536470 Position#10995270	
1157	NEXT	23	09900	ACTUALS	3712000	0100	0944527	0000	7300	600			117.79										ENR536470 Position#10995270	
1157	NEXT	24	09900	ACTUALS	3792000	0100	0944527	0000	7300	600			114.00										ENR536470 Position#10995270	

Adjusting Payroll Expenditures

- The use of the Position # and EIN on the PAJ journal entry allows for users to easily determine which position/person an adjustment is for when reviewing financial data related to actuals
 - Provides a better audit trail for when external auditors/FPM auditors are on-site reviewing payroll expenditures



HCM to Hyperion

- Hyperion is loaded with Position Data from PeopleSoft HCM
 - Crucial to audit the initial load in Hyperion to ensure the Position Information was loaded correctly

DISCUSSION (20 MIN)

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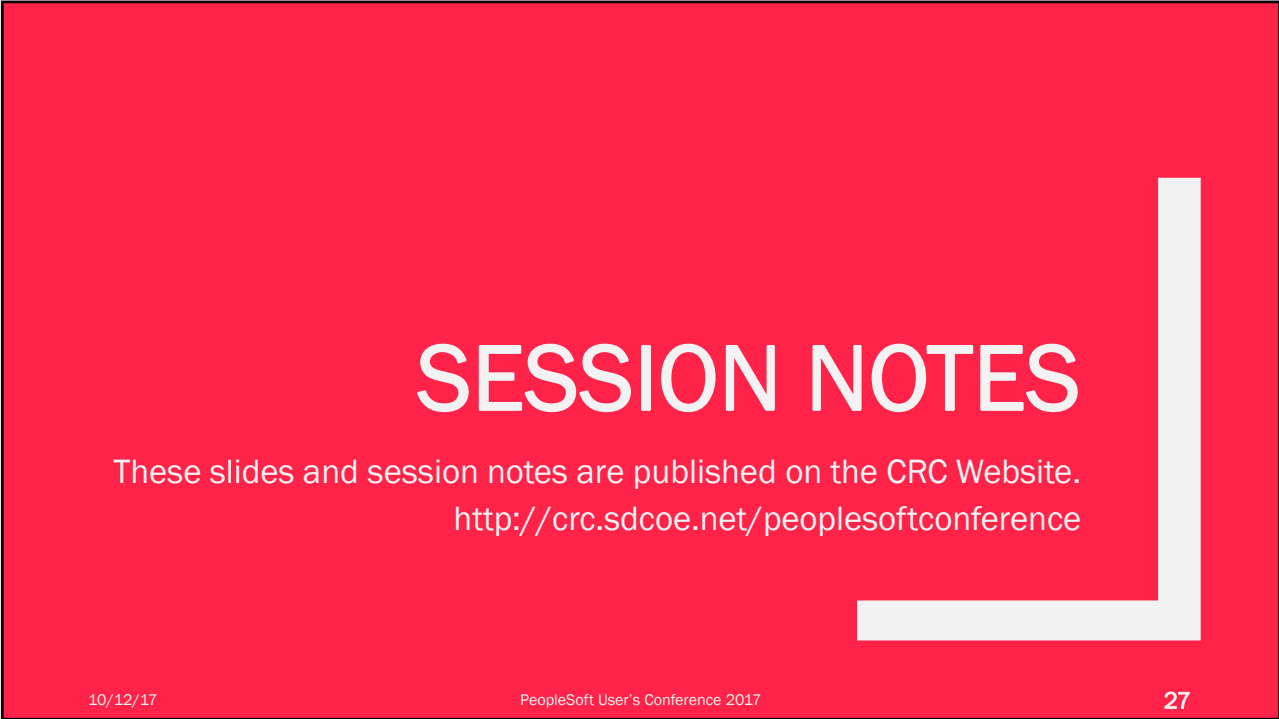
Discussion

- Are there other areas you are interested in a better understanding of how HCM and Finance interact?
- What have been your challenges in learning to understand how the systems work together?
- What about additional training needs or other helpful documents such as more detailed information about HCM and Finance interfaces?

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SESSION NOTES

These slides and session notes are published on the CRC Website.
<http://crc.sdcoe.net/peoplesoftconference>

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