


Payroll Suspense


Kay Pugh and Barbara Thiss (SDCOE EBS)

conference 2018 *building bridges*

PEOPLESOFT



San Diego County Office of
EDUCATION
FUTURE WITHOUT BOUNDARIES

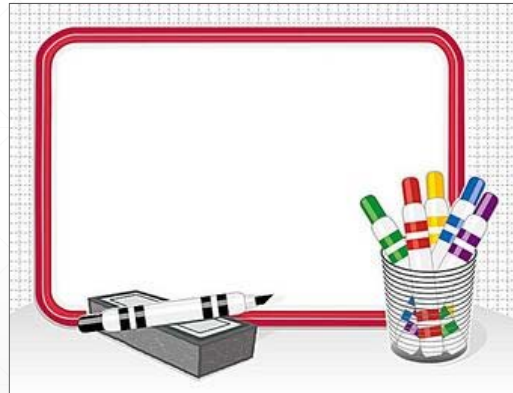
peoplesoft user's conference 2018 | 10-22-18 | *building bridges* 

Session Topics

- Welcome & Introductions (5 min)
- Warm Up: What have you come hoping to learn? (5 min)
- What is Suspense? (5 min)
- What Causes Suspense? (10 min) – *Group participation*
- Why Should You Care? (5 min)
- How to Identify the Suspense Correction (10 min)
- Recommended Process for Clearing Suspense (5 min)
- Review Checklist & Discussion (10 min)
- Wrap up & Closing (5 min)

SESSION B - Payroll Suspense 2

Warm Up: What have you come hoping to learn?



SESSION B - Payroll Suspense

3

peoplesoft user's conference 2018 | 10-22-18 | *building bridges* 

What is Suspense?

- On the HCM side: suspense is generated when the HCM system is running distribution and it can't find a valid combo code.
 - This could also happen if a combo code was inactivated in HCM but the combo code still exists on a DBT.
 - The file that is sent from HCM to Finance contains these suspense lines and the PEDR shows suspense.
 - This is not considered suspense by the finance system so it will not show up on the suspense clearing screen in finance.
- On the Finance side: suspense is generated when the HCM file contains a regular chartstring, but the chartstring or a field in the chartstring is inactive in Finance, or there is some other problem with all or part of the chartstring.
 - This is considered suspense by the Finance system and it will show up on the suspense clearing screen.

SESSION B - Payroll Suspense

4

What Causes Suspense?

- Paysheet and Additional Pay entries to the wrong employee record number where no combo code is entered
- Timesheets, combo code left blank
- No DBT created
- Inactive combo code left on a DBT
- Inactive chartfield
- No budget exists
- Closed budget

Why Should You Care?

HCM: Payroll is over



Finance: Payroll is over



Other Ways to Avoid Suspense

Before Payroll Runs

- HCM/Payroll team will:
 - Run queries to see if anything will hit suspense for timecards and paysheets and enter corrections
 - For Timecard entries:
 - M_TL_PAYABLE_TIME_AUDIT – TL Payable Time Audit
 - For Paysheet entries
 - M_PY_PAYSHEET_ADJ_AUDIT_COMBO – Audit Paysheet Adj Entries
 - Filter on the Earnings suspense combo code 000019394
 - Run query to verify that all active positions have a DBT
 - M_EE_MISSING_DEPT_BUDGET – Positions w/ Active EEs, No DBT
 - Remove inactive Combo Codes from DBTs
- Finance Team will
 - Enter and post budget lines with at least a \$0 amount

How to Identify the Suspense Correction

After Payroll Runs

- Run M_BETTERPEDR
- Put into payroll spreadsheet, filter by object 7999xxx
 - HINT: view the entire distribution of the employee and not just what went to suspense
- Sometimes where an expense needs to be moved is easily seen when shown in a payroll spreadsheet with the distribution aggregated by employee (can be done with a pivot table)
- If you have access, review the originating entry screen yourself, if not, work with Payroll to understand if something special happened that month for the employee.

How to Identify the Suspense Correction

- A sample payroll spreadsheet helping to identify a suspense correction
 - Pivot table aggregates pay distributions into one line.
 - In the example below, all of the fringe/labor-related costs for site 210 are in suspense.
 - How might this have happened?
 - This employee has pay allocated 50% each to two different sites
 - First guess would be that budget lines haven't been created for 3000 object codes for site 210.

Sum of Sum Earnings										Object									
Name	ID	Fund	Resource	Goal	Function	Site	Oper Unit	2100000	3212000	3312000	3322000	3402000	3502000	3602000	7999002	7999003	Grand Total		
Jdkmodjhaabupl,Fkaldsmqmvhp	609170	0100	5640000	5770	1190	110 850		1,610.75	223.70	99.87	23.36	5.37	0.81	33.02			1,996.88		
						210 850		1,610.74									1,610.74		
			9999000	0000	0000	000 (blank)											262.09		
Grand Total								3,221.49	223.70	99.87	23.36	5.37	0.81	33.02	262.09	124.01	3,993.72		

Recommended Process for Clearing Suspense

- Payroll suspense should be cleared by line item per employee
 - This allows finance personnel and auditors to see how suspense was cleared
- Components of the GL Journal Entry Lines tab:
 - Individual line items of suspense and their clearing account line
 - Employee ID in the Line Reference field
 - Employee Name (as it appears on the M_BETTERPEDR) in the Line Description field
- No need to clear \$0 entries
 - Retirees post a \$0 to suspense on the path to have their benefits post to the right account line
- Enter into GL Journal Staging Template
- Use DT/DF when corrections cross funds
- Clear suspense with one GL import

Checklist & Discussion

CHECKLIST

After 1st Calc but before Final Calc:

- Run M_TL_PAYABLE_TIME_AUDIT query: TL Payable Time Audit
- Run M_PY_PAYSHEET_ADJ_AUDIT_COMBO query: Audit Paysheet Adj Entries
- Run M_EE_MISSING_DEPT_BUDGET query: Positions w/Active EEs, No DBT
- Do all newly created budgets include Fringe Benefit lines (3000xxx objects)?

After Payroll:

- Run M_BETTERPEDR query to identify suspense entries
- Work with payroll to identify why an entry went to suspense
- Make necessary changes to avoid recurrences
- Create GL entry to clear suspense and include specific employee information

Wrap-up & Closing



Session Notes

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