

The slide features a large title 'Advanced DBT and Positions' in black. To the right is a blue circular badge with 'HCM SESSION C'. Below the title, the speakers 'Becky Fino and Rhonda Caldwell (SDCOE EBS)' are listed. The main graphic is a blue truss bridge structure with 'PEOPLESOFT' written in orange letters across its top. Above the bridge, it says 'conference 2018 building bridges'. On the right side of the bridge, there is a logo for 'San Diego County Office of EDUCATION' with the tagline 'FUTURE WITHOUT BOUNDARIES'.

The slide has a blue header bar with the text 'peoplesoft user's conference 2018 | 10-22-18 | building bridges' and a small bridge icon. The main content is titled 'Session Topics' and lists several items with their durations. At the bottom left, it says 'SESSION C - Advanced DBT and Positions' and at the bottom right, the number '2'.

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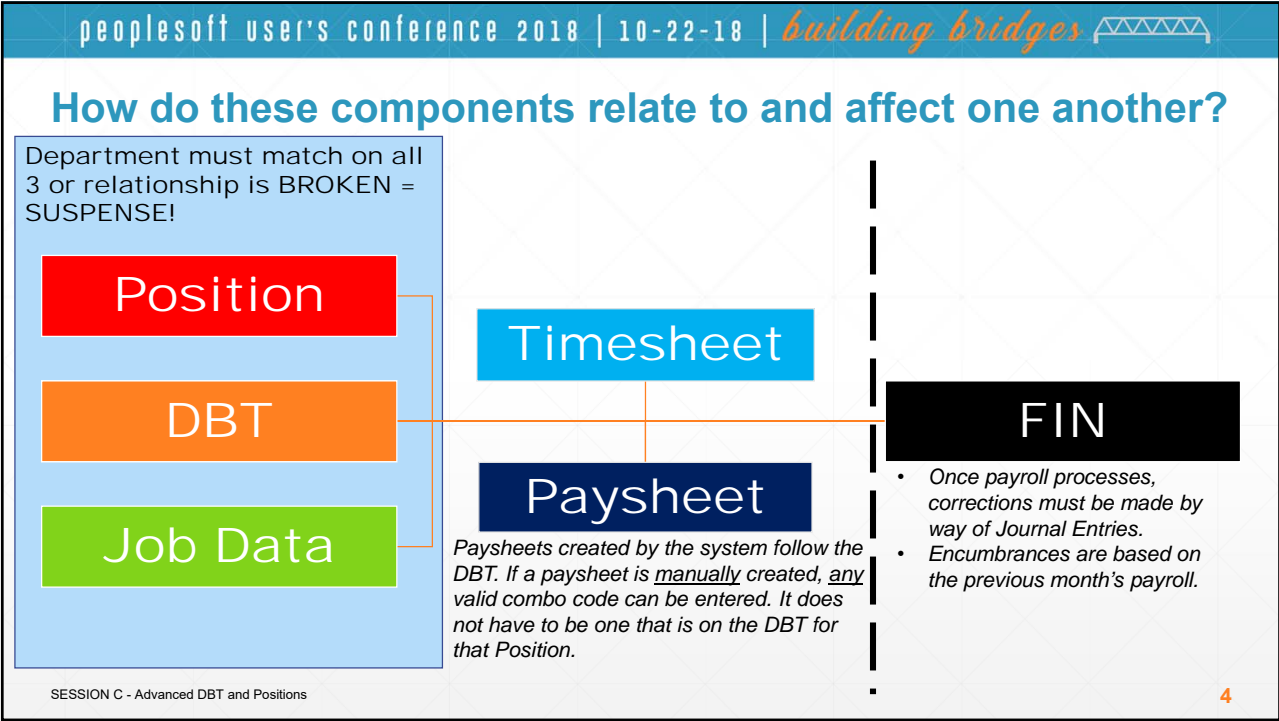
### Session Topics

- Welcome & Introductions (5 min)
- Important Considerations (20 min)
  - The relationship between 6 components
  - Effective Dates
  - Updating Positions – Updating incumbent manually when Position updates do not carry over to Job Data
- Timing and Communication (10 min)
  - **With Guest Speaker:** Lisa Lee, Bonsall
  - Who does what? Who needs to know when a change is made?
  - Changing a Department on a Position *correctly* (inactivating the old DBT)
  - Payroll Dates
  - Date "LOCKED"
- What Went Wrong? (5 min)
- Discussion: Planning, Best Practices, and Lessons Learned (15 min)
- Wrap up & Closing (5 min)

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# Important Considerations

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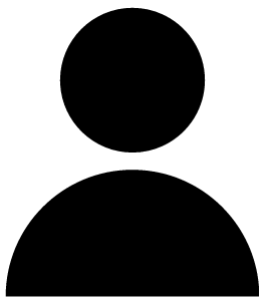
## Effective Dates

An effective date is a way to make changes to the system while maintaining the history of how it was before the change. Rather than deleting something or changing the original record, you add a new row and put a date on it. On a Position, an Effective Date determines when a change will take effect. On the DBT, an Effective Date determines when a change to funding for a Position will take effect.

**Example:** You were notified on 10/15/2018 that several Positions will be under a new Department beginning on 11/01/2018. Although you will be inserting the row on each Position today, by making the Effective Date 11/01/2018, the system will not apply that Department Change until November 1, 2018. In addition, though you create a new DBT today, it will not take effect until November 1.

**NOTE:** You must ensure that the update made to Position is reflected on Job Data record!

## Updating Positions



### 1 Active Incumbent

When updating Position Data (Standard Hours, FTE, Title, Department, etc.) with 1 active incumbent, **the Effective Date plays an especially critical part** in ensuring the Position data updates get reflected on the Job Data of the incumbent.



### Multiple Incumbents – Contact the CRC


**IMPORTANT:** When updating positions with multiple incumbents it is critical that your changes are done with care. If you have not updated a multiple headcount position before or are unsure of the process, please contact the CRC for assistance as position changes affect each and every incumbent's job data.

# Timing and Communication

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With Guest Speaker: Lisa Lee, Bonsall, [lisa.lee@bonsallusd.com](mailto:lisa.lee@bonsallusd.com)

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## Who does what? Who needs to know when a change is made?

|                 |  |
|-----------------|--|
| <b>Position</b> | <ul style="list-style-type: none"><li>• A department change needs to be communicated to the staff that input DBTs PRIOR to making the change so that the old DBT can be inactivated properly. Also, a new DBT must be established or earnings will end up in suspense.</li></ul> |
| <b>DBT</b>      |  |
| <b>Job Data</b> | <ul style="list-style-type: none"><li>• A department change needs to be communicated to the staff that update Job Data soon after making the change so that they can ensure that the Job Data record reflects the change.</li></ul>  |

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## Changing a Department on a Position *correctly* (It may take a village depending on your business process)

When changing a Position from one department to another you'll need to Inactivate the DBT and create a new one with the new Department number. This must be done in a specific order.

- Step 1 – Confirm the Effective Date of the Department Change
- Step 2 – Inactivate the old DBT
- Step 3 – Change the Department on Position
- Step 4 – Verify that Job Data reflects the new Department
- Step 5 – Create the new DBT

**IMPORTANT! : Step 2 cannot be done after the Department is changed. If you skip step 2, the Department change must be undone in order to inactivate the Department.**

## Payroll Calendar – Timelines for Data Entry and Changes

**Payroll/Off Cycle Processing Schedule - F/Y 2018/2019**  
**PEOPLESOFT**

**OCTOBER 2018**

| Sunday | Monday                          | Tuesday                               | Wednesday   | Thursday                               | Friday  | Saturday |
|--------|---------------------------------|---------------------------------------|---|--|---|----------|
|        | 1                               | 2                                     | 3   | 4                                      | 5 Issue OFF Warrants<br>M10 Paysheets Available<br>6X HRV LOAD<br>TL - APRV LOAD<br>AM - APRV | 6        |
|        | Cancels                         | Cancels                               | 2PM - OFF TL Entries<br>3PM-4:30 - OFF Edits<br>OFF Confirm | Cancels                                | Cancels   |          |
| 7      | 8                               | 9                                     | 10  | 11                                     | 12  | 13       |
|        | TL-APRV<br>AM - APRV<br>Cancels | TL-APRV<br>AM - APRV<br>Cancels       | TL-APRV<br>AM - APRV<br>Cancels                             | TL-APRV<br>AM - APRV<br>Cancels        | TL-APRV LOAD<br>AM - APRV<br>Cancels  |          |
| 14     | 15                              | 16 Pre-Calc1 M10<br>AM - MORNING LOAD | 17 Pre-Calc2 M10  | 18 Final Calc M10                      | 19 Confirm M10  | 20       |
|        | TL-APRV<br>AM - APRV<br>Cancels | TL-APRV LOAD<br>Cancels               | Review Payroll Reports<br>TL-APRV LOAD                      | Review Payroll Reports<br>TL-APRV LOAD | Review Payroll Reports  |          |
| 21     | 22                              | 23                                    | 24  | 25                                     | 26  | 27       |
|        | Cancels                         | Cancels                               | Cancels   | Cancels                                | Cancels   |          |
| 28     | 29                              | 30 Payroll Pick-up                    | 31 Issue M10  |  |   |          |
|        | Cancels                         | Cancels                               | Cancels   |  |   |          |

Off Cycles calculation processes begin at 2:00pm. Edits to be completed from 3pm - 4:30pm.  
Final Calc and Off Confirm dates have a 5pm system cutoff for all entries (including TL & AM).  
\*Exception Hourly Schedules Loaded

District Days: 10  
County Days: 7

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## Payroll Distribution Status Announcements

[Announcements](#) > [PeopleSoft Announcements](#) >  
**September 2018 Payroll Distribution Status 3 of 3 – ALL PAYROLL PROCESSING COMPLETE, ENCUMBRANCES UPDATED**  
 posted Sep 27, 2018, 3:35 PM by Barbara Thiss

All payroll distribution, including encumbrances, is complete for September 2018 payroll. Expense journals and cash journals will post the night before 09/28/2018.

**Payroll Distribution Status 1**

- Expense distribution processed in HCM.
- PEDR data available to run in HCM.

➔

**Payroll Distribution Status 2**

- Expenses budget checked in Finance.
- Expense and cash journals created in Finance.
- Encumbrances calculated in HCM.
- Offline extracts available to run in HCM.

➔

**Payroll Distribution Status 3**

- Payroll encumbrances budget checked in Finance.
- Payroll encumbrance adjustments processed.
- Payroll encumbrance adjustment report sent via email from EBS to Finance Directors List.
- All payroll processing complete.

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## DBT with Effective Date "LOCKED"

Once payroll runs and a DBT is expensed against, the DBT's Effective Date become locked and can no longer be taken back to an earlier date. That is the case with this one. You can see this on the DBT because there is no longer a box around the Effective Date.

EXAMPLE: DBT with "locked" Effective Date

Set ID: 06400 | Department: 140 | Warehouse: | Fiscal Year: 2019  
 Budget Begin Date: 07/01/2019 | Offset Group: PROSA | Budget Cap:  Per Budget Level  Per Earn/Tax/Ded  
 Budget End Date: 06/30/2019

Level: Department | Position Pool | Jobcode | **Position** | Appointment

Position Number: 10649405 | Delivery Driver  
 Effective Date: 07/02/2018 | Eff Seq: 0 | Status: Active | Date Entered: 08/24/2019  
 Earnings Cap: 0.00 | Currency: USD

**No box around Effective Date = Date LOCKED.**

Earnings Distribution

| Earnings Code | Sequence Number | ChartField Details | Combination Code | Combination Code Description | Fiscal Year Budget Amount | Distribution % | Earnings Code Description |
|---------------|-----------------|--------------------|------------------|------------------------------|---------------------------|----------------|---------------------------|
| 1             | 1               | ChartField Details | 001039192        | 010000900000075402200262140  |                           | 100.000        |                           |

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

Dept Budget Date | Dept Budget Defaults | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes

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# What Went Wrong?

How do Position changes affect FIN Suspense and Encumbrances?

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## Remember how these relate to and affect one another?

Department must match on all 3 or relationship is BROKEN = SUSPENSE!

```
graph LR; subgraph Group1 [ ]; P[Position]; DBT[DBT]; JD[Job Data]; end; T[Timesheet]; PS[Paysheet]; FIN[FIN]; Group1 --- T; Group1 --- PS; T -.- FIN; PS -.- FIN;
```

**Position**

**DBT**

**Job Data**

**Timesheet**

**Paysheet**


**FIN**

*Paysheets created by the system follow the DBT. If a paysheet is manually created, any valid combo code can be entered. It does not have to be one that is on the DBT for that Position.*

- Once payroll processes, corrections must be made by way of Journal Entries.
- Encumbrances are based on the previous month's payroll.

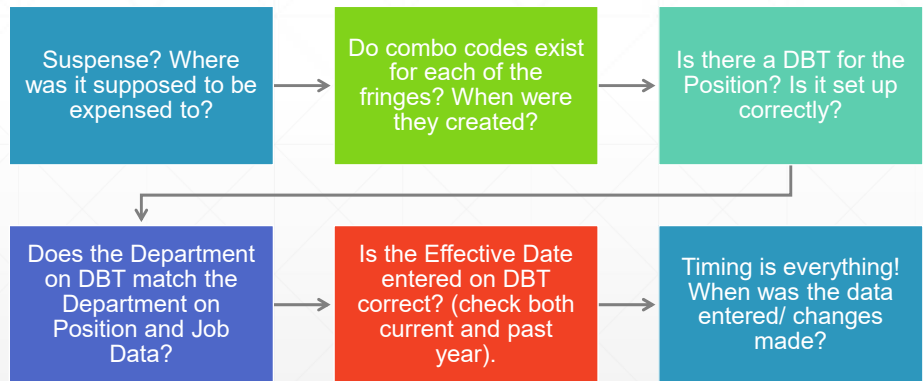
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## What went wrong? "HELP! Why did everything go to SUSPENSE???"

**The detective work involved when FIN staff is looking for WHY something went awry:**



```
graph TD; A[Suspense? Where was it supposed to be expensed to?] --> B[Do combo codes exist for each of the fringes? When were they created?]; B --> C[Is there a DBT for the Position? Is it set up correctly?]; C --> D[Does the Department on DBT match the Department on Position and Job Data?]; D --> E[Is the Effective Date entered on DBT correct? (check both current and past year).]; E --> F[Timing is everything! When was the data entered/ changes made?];
```

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# DISCUSSION

## Planning, Best Practices, and Lessons Learned...

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# Session Notes

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