ABC 2015 Fall Summit

Payroll Expenses and Position Funding Forms

How to Ensure Your Payroll Gets Paid Where You Want!

September 10, 2015

Session Topics

- Overview of How LCD Works
- LCD Set-Up Reports
- Position Funding Forms
- Payroll Expenditure Transfers
How Payroll Gets Charged

- Payroll (salaries and benefits) are distributed in one of three ways:
  - Position Pools (Pool ID)
  - Position
  - Appointment

Positions

- Positions are created in three Departments:
  - **Human Resources** – Staff Positions
  - **Academic Personnel** – Academic Positions, ISA, TA, and GA Student Positions
  - **Budget and Finance** – Regular Student Assistant Positions
Positions

- One to One: One position per employee
  - Academic
  - Staff
  - Management
- One to Many: One position for several employees
  - Student Assistants
  - Lecturers
  - Custodial

Position Pool

- Each Position has a Pool ID
  - Pool ID is similar to Speedcharts
    - SL001-125100 = Pool 100
    - SL001-125100-CU001 = Pool 101
    - SL001-125100-CU026 = Pool 102
  - Pool Examples
    - SL001 = Pool 100 range
    - CBF = Pool 150
    - SSF = Pool 160
    - SL002 = Pool 200 range
    - MK Funds = 500 range
    - UCP Funds = 700 range
### Position Pool

#### Paid by Position

- **Paid by Position**
  - Hired in one DeptID but paid in another
  - Permanent or temporary change
  - Overrides the Position Pool
  - Reverts back to Position Pool after expiration date (if temp. change)
Paid by Appointment

- Paid by Appointment
  - Several employees in one position (lecturer)
    - Need one paid differently
  - Permanent or temporary change
  - Overrides the Position, and Position Pool
  - Reverts back to Position Pool after expiration (if it is a temporary change)

What is this and what do I do with it?!

- Report will show active employees only
  - You will see old student assistants if they have not been inactivated.
- Contents:
  - EmplID and Empl Record #
  - Employee Name
  - Position Number
  - Position Pool
  - Effective Date
  - Distribution Percentage
  - Combo Code
  - Chartfields
LCD Set-Up Reports

- Demo of LCD Reports
- What to do if someone isn’t being paid out of the correct chartfields. **Hint: it starts with a P!**

Position Funding Form
Position Funding Forms

- Should be used with the HR 101 form for:
  - Appointment (permanent or temporary)
  - Promotion / Demotion
  - Reassignment
  - Position Detail Change

- Should be used with Academic Personnel
  - AP 101, ISA 101, AP 101-SS, SC 100
  - *Only* if the chartfields are other than just SL001
    - Any other Fund, Program, Project or Class

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**Position Funding Form**

Email completed form to payrolltransactions@calpoly.edu or drop off at Admin Bldg, Room 112.

Questions? Contact Laura Hourih (466-416) or Vil Mejia (461-187)

**Employee Information:**

- Name (Last, First, MI):
- EmpID* (leave blank for new hires):
- Position ID* (leave blank for new hires):
- Department Name:
- This is a new / existing position
- This is a staff / academic position
- Are multiple employees hired in this position? Yes No
- Is this a permanent funding change? Yes No
- If no, what is the ending date??

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- Please email to payrolltransactions@calpoly.edu, not budgettranactions@calpoly.edu.
- If this applies to multiple employees in the same position, only complete one form.
- If this is not a permanent change, it will be set up as paid by Position or Appointment. After the ending date, the position will resume being paid by Position Pool.
- This can be used to change funding for only months at a time. Does not need to be a permanent change.
Position Funding Form

Funding Information – Where should this position be charged? (Must total 100%)
Note: If a Fund other than SL001 is used as the funding source for this position, the department acknowledges that should the Cal Poly Corporation have insufficient funds to cover the costs, this employee will be paid from the regular state payroll unit account (SL001).

<table>
<thead>
<tr>
<th>%</th>
<th>Fund</th>
<th>DeptID</th>
<th>Program</th>
<th>Project</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

- Must total 100%
- Include all chartfields
- Enter any comments

- Make sure to enter and sign your name
- University Campus Program Funds need approval (we will forward to them for signature)
- Forms submitted by the 25th of the month will be effective that month.
Payroll Expenditure Transfer

- Changes for this Fiscal Year
  - Mid-Year Close
    - Payroll posted from July – November 2015
  - Accepted reasons for transfer
    - Department reorganization
    - Typo on HR101 or Position Funding Form
    - Employee hired in wrong position
  - Sorry!
    - Overspending a Fund
    - Managing budget with payroll transfers

- Required fields
  - Employee Name
  - EmplID (found in LCD Dashboard)
  - Empl Record Number (found in LCD Dashboard)
  - Position (found in LCD Dashboard)
  - Pay Period (found in LCD Dashboard)
  - Percentage to transfer
  - Transfer from chartfields
  - Transfer to chartfields
  - Reason for transfer
  - Signatures
Payroll Expenditure Transfer

- Submit by the 20th of the month
- Email to payrolltransactions@calpoly.edu (both Laurie and I receive these.)
- PLEASE complete all fields, and submit with signatures.
- Empl Record Number
  - Very important - especially for students!
- Pay Period vs. Charge Period
  - Pay period is when pay was earned
  - Charge period (just says Period in LCD) is when pay is posted

Pay Period

<table>
<thead>
<tr>
<th>Activity Type Group</th>
<th>Account Number</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
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<tr>
<td>Salaries Total</td>
<td></td>
<td>6,322.00</td>
<td>101.00</td>
<td>200.00</td>
<td>6,709.00</td>
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<td>Salaries</td>
<td>000001-05001</td>
<td>391.96</td>
<td>6.26</td>
<td>17.73</td>
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<td></td>
<td>000003-Dental</td>
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<td></td>
<td>000004-Health and Welfare</td>
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<td>24.52</td>
<td>69.44</td>
<td>1,328.94</td>
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<td></td>
<td>000011-Life Insurance</td>
<td>7.50</td>
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<tr>
<td></td>
<td>000012-Medicare</td>
<td>81.87</td>
<td>1.46</td>
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<td>000013-Vision Care</td>
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<tr>
<td></td>
<td>000014-Long Term Disability Insurance</td>
<td>4.10</td>
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<td>Benefits Total</td>
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<td>6,984.76</td>
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</table>
Pay Period vs. Charge Period

2014 general salary increases were posted in December (charge period), but included July – December pay periods.

Charge Period

[Table and diagram showing detailed compensation and benefits information]
Payroll Expenditure Transfer

Links to Forms

Position Funding Form:
https://afd.calpoly.edu/business_connection/documents/Position_Funding_Form.docx

Student Assistant Request and Funding Form:
https://afd.calpoly.edu/business_connection/Documents/New_Student_Position_Form.docx

Payroll Expenditure Transfer Form (updated August 2015):
https://afd.calpoly.edu/business_connection/documents/Payroll%20Expenditure%20Transfer%202013.xlsx
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