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EMPLOYEE SERVICES

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Suspense: What is it? What Causes It And How To Prevent It?

The Human Resources Management System (HRMS) requires current and approved funding for all expenses and charges related to payroll for each University of Colorado employee.

If the system cannot find a current, approved funding distribution to which it can expense the charges, the transactions will all be charged to a suspense SpeedType. These payroll transactions include wage payments, employer contributions to the medical, dental, life, disability and retirement plans, and employer contributions to the Old Age, Survivors and Disability Insurance Program, and Medicare tax.

The Anschutz Medical Campus and UCCS campus each have two suspense SpeedTypes:

1. one for inactive SpeedType combinations; and
2. one for expired or missing funding.

Each department at CU-Boulder has a suspense SpeedType. The CU-Boulder campus also maintains two suspense SpeedTypes for unidentifiable departmental suspense SpeedTypes:

1. one for inactive SpeedType combinations; and
2. one for expired or missing funding.

Most of the transactions that are charged into the suspense SpeedTypes on a monthly basis are due to expired or missing funding.

Note: If funding is updated but not approved by the next regularly scheduled payroll processing date, the system will assign a ?no action taken? designation to the unapproved funding, and will charge all salary and expenses to the most recently approved funding row on the Funding Distribution page.

Read a [detailed explanation of suspense issues](#) [1] including what causes suspense, how to prevent suspense and how to fix suspense.

Source URL: <http://www.cu.edu/employee-services/business-partners-ppldrl/business-partner-resources/employee-services-procedure-55>

Links:

[1] http://www.cu.edu/sites/default/files/policies/docs/What-Causes-Suspense_0.pdf