

# PAYROLL REPORTING IN HCM AND THE GENERAL LEDGER

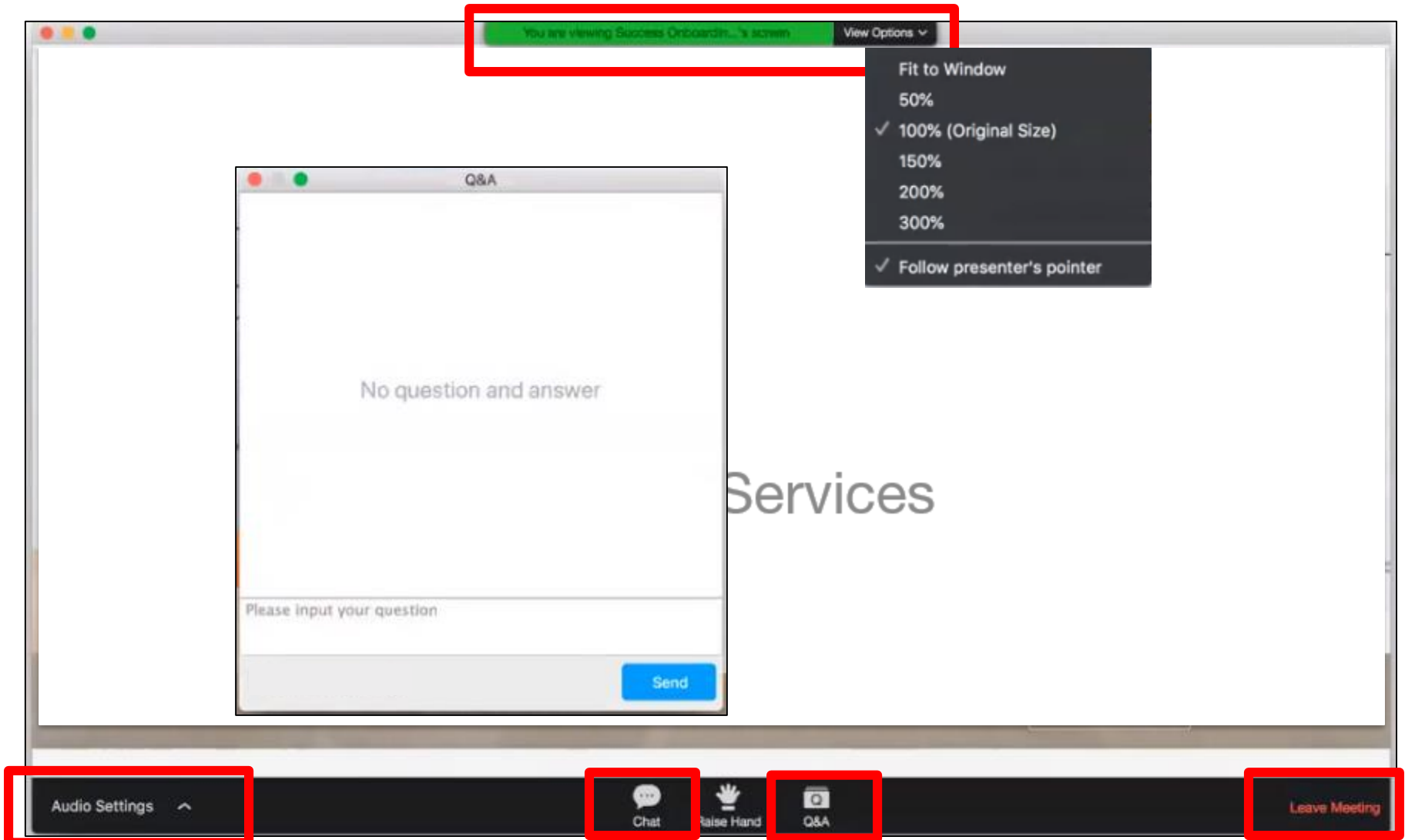
7/1/2019

CU Employee Services HR/GL Tools



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus



# Zoom Webinar Controls



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# Payroll Reporting in HCM and the General Ledger (GL)

## Welcome

- This course is for HCM users who enter and confirm payroll and or review and reconcile payroll in the General Ledger (GL). This webinar is one hour in length.

## Objectives

- After completing this course, you should be able to:
  - Understand the payroll cycle in HCM
  - Identify which HCM queries verify payroll before, during and after processing
  - Identify reports in CU-Data for GL payroll review and reconciliation

## Resource Page

- Provides links to websites, documents and materials to help you with payroll reporting.



# Agenda

- **HCM Payroll Reporting – What To Report?**
- **HCM Payroll Reporting – Payroll Cycle**
- **HCM Payroll Reporting – Finding the Data**
  - HCM HR Entry – Data Verification
  - HCM Create Payroll – Data Verification
  - HCM Create Payroll – HCM Leave and My Leave Query Suites
  - HCM Payroll to the General Ledger (GL) – Data & Queries
    - HCM Position Funding History
    - HCM HRGL Requests – CU Funding Entry
    - HCM Funding Queries
    - HCM HRGL Requests – Payroll Expense Transfers (PET)
- **CU-Data Payroll Reporting**



# HCM PAYROLL REPORTING – WHAT TO REPORT?



# HCM – HR Entry to General Ledger (GL)

## HCM – Database

- Master Record of Human Resources & Payroll Data

## HCM HR Entries

- HCM Position and Funding are created/updated for new hires
- HCM Personal Data is created/updated for new/existing employees
- HCM Job Data connects the employee to position/funding and compensation/payroll data

## HCM Creates Payroll

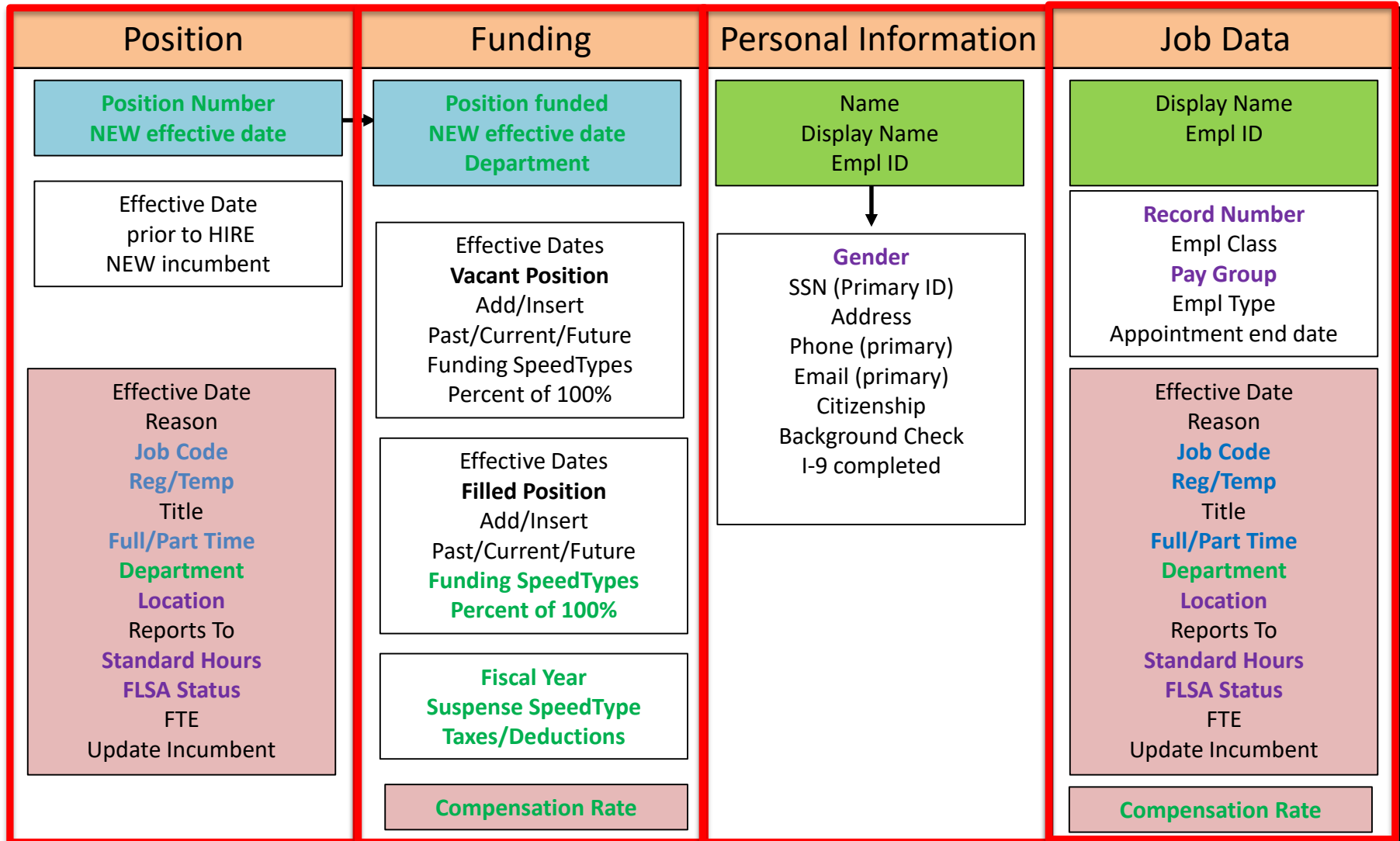
- HCM Job Data and CU Time entries are approved for payroll processing
- Data populates paylines and becomes paychecks
- Payroll post processing applies funding
- Leave balances adjusted and accruals posted

## HCM Payroll to the General Ledger

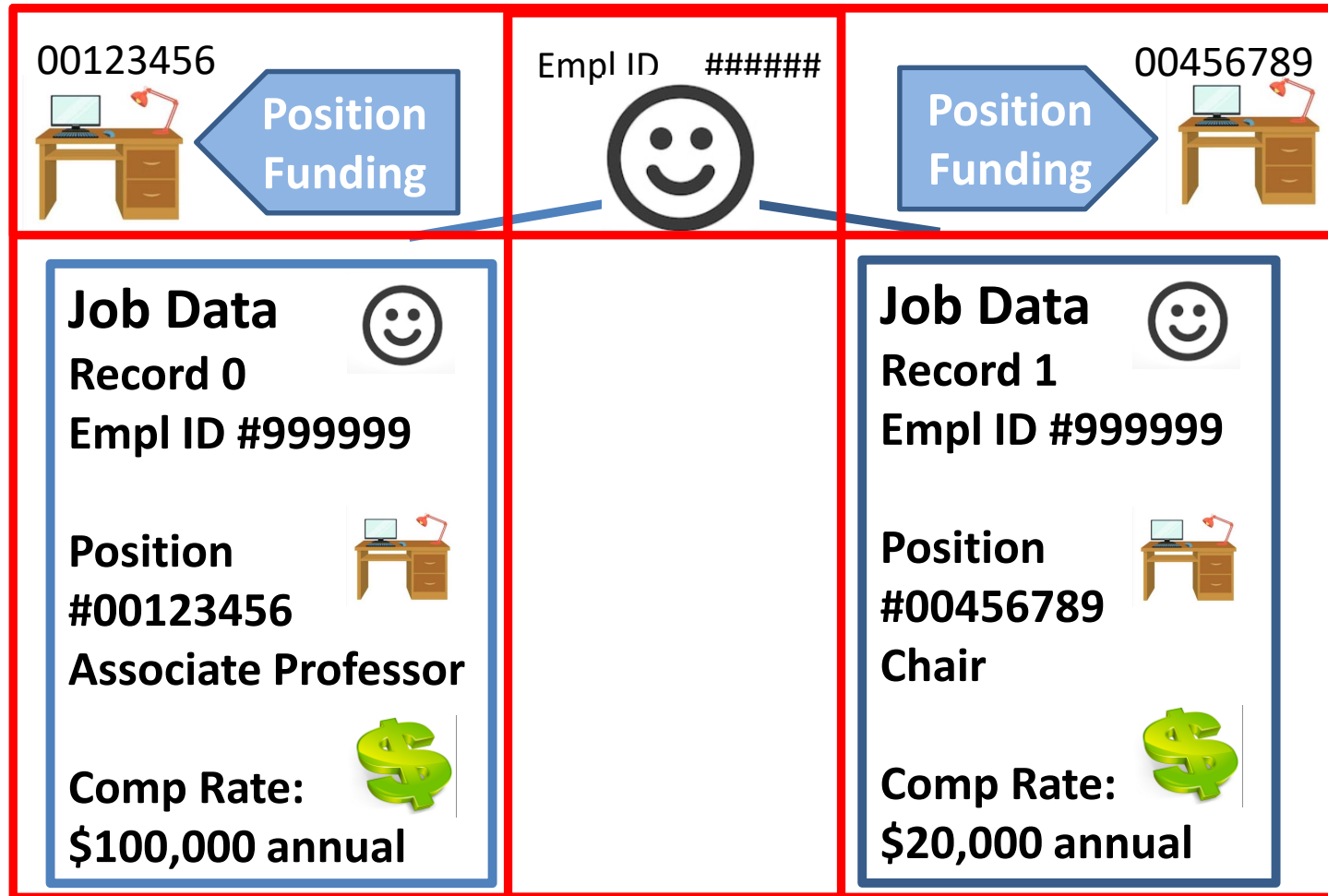
- HCM sends accounting lines to GL to post (SpeedTypes/account codes)
- HCM Payroll Expense Transfers create/send new accounting lines to the GL



# HCM HR Entries – Position – Funding – Personal – Job Data



# HCM HR Entries – Position – Funding – Personal – Job Data





# HCM Creates Payroll – One Paycheck

## **Multi Employee Records**

- Multi Record #s
- Multi Positions

## **Multi Earnings End Dates**

- Mid-Month Funding Dates
- Leave amounts (VAC, SCK, PPL, FSK, ADM)
- Other Pay (DK1, OTM)

## **Multi Earn Codes**

- Leave amounts (VAC, SCK, PPL, FSK, ADM)
- Additional Pay (Restricted) (MVP, UPI, Work Study)
- Additional Pay(Unrestricted) (APF, UOC)
- Work Study (Restricted)

## **Multi Pay Period End Dates**

- Check Pulls
- Overpayments
- Manual Check Updates



# HCM Creates Payroll – Pay/Funding Options

## Position Funding – CU Funding Entry

- Department Budget Table

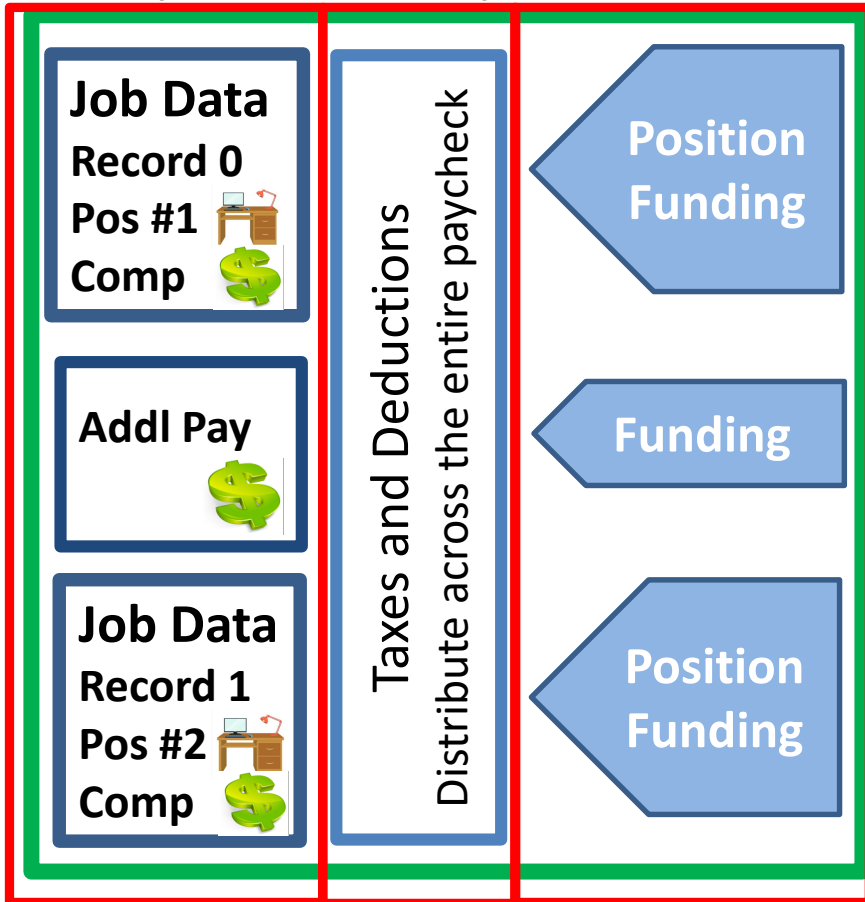
## CU Time Override SpeedType

- Earnings Override ONLY
  - **My Leave** Override SpeedType
    - Earnings Override ONLY
    - Feeds to CU Time with Upload
  - **ePAR Additional Pay**
  - Pay and Funding
  - Payroll for North America > Create Additional Pay



# HCM Creates Payroll – Apply Funding and Post to FIN (Finance)

## One Paycheck per Pay Period



## Employee/Employer Costs

Paycheck Amounts	ER Pays	HCM Creates Accounting Lines to post to FIN
Earnings & Leave	<input checked="" type="checkbox"/>	TO FIN
Additional Pay	<input checked="" type="checkbox"/>	TO FIN
Taxes		TO FIN
Social Security	<input checked="" type="checkbox"/>	TO FIN
FICA/Medicare	<input checked="" type="checkbox"/>	TO FIN
Deductions		TO FIN
PERA	<input checked="" type="checkbox"/>	TO FIN
401a ORP	<input checked="" type="checkbox"/>	TO FIN
Health/Dental/Life	<input checked="" type="checkbox"/>	TO FIN
Other Deductions		



# HCM Data to the General Ledger (GL)

## Payroll Method to Distribute Expenses/Effort

- CU Funding Entry and the Department Budget Table
- CU Payroll Expense Transfer (PET)

## HCM Data to the General Ledger

- HCM sends accounting lines to GL to post payroll in SpeedTypes with account codes with a Journal ID
- HCM Payroll Expense Transfers (PETs) change post-payroll funding with new accounting lines to send to the GL in batches with Journal ID

## Downstream Impact

- Payroll Expense to the General Ledger
- Fringe Allocations applied by campus controllers' offices
- Payroll Encumbrances to the General Ledger
- Payroll Effort to the Electronic Personal Effort Reporting System (ePERS)




# HCM Data to the GL – Payroll Expense Transfers (PET)

## HCM Funding Before Payroll

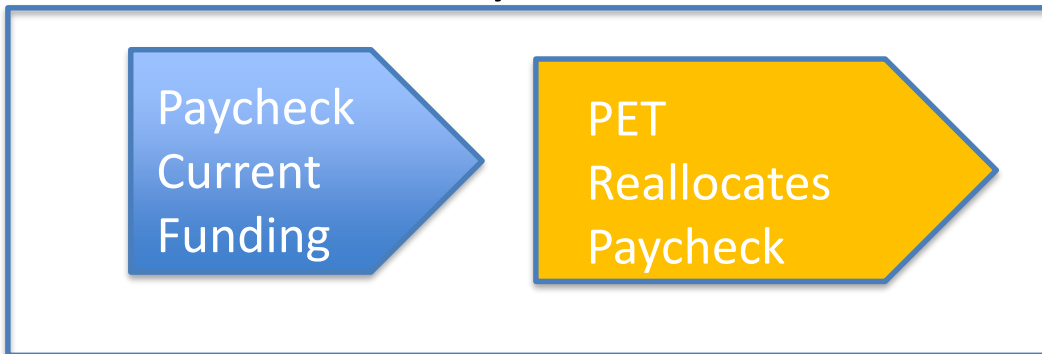


**FINANCIAL DETAIL**  
FISCAL YEAR ACCOUNTING PERIOD: 2019 0 – FY BEGIN  
THROUGH FISCAL YEAR ACCOUNTING PERIOD: 2019 12 – JUN



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## HCM PET After Payroll



**FINANCIAL DETAIL**  
FISCAL YEAR ACCOUNTING PERIOD: 2019 0 – FY BEGIN  
THROUGH FISCAL YEAR ACCOUNTING PERIOD: 2019 12 – JUN



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# HCM Data to the GL – Account Codes

(blank)				
Row Labels	Regular		Temporary	
	Full-Time	Part-Time	Full-Time	Part-Time
1100				
1199				
400100	1			
401300		1		
401355			1	
401400				1

(blank)				
Row Labels	Regular		Temporary	
	Full-Time	Part-Time	Full-Time	Part-Time
2100				
2999				
402600	1			
402700		1		
402800			1	
402900				1

VCT				
Row Labels	Regular		Temporary	
	Full-Time	Part-Time	Full-Time	Part-Time
1100				
1999				
400120	1	1	1	1
2100				
2999				
402620	1	1		
402841			1	
402941				1
A				
Z				
405120	1	1	1	1



# HCM PAYROLL REPORTING – PAYROLL CYCLE



# HCM Payroll Reporting – Payroll Cycle: Monthly (MON) and Biweekly (BW)

<https://www.cu.edu/hcm-community/payroll-cycle-timeline>



## 1st Week (10<sup>th</sup>) (MON & BW Cycle Begins)

(Employees submit timesheets/Supervisors approve)  
(Job Data and Funding updates due by the 10th)

- **Personnel Roster/Department Org Report**
- **Position Data**
- **Funding Distribution**
- **Funding Suspende**

## 2<sup>nd</sup> Week (15<sup>th</sup>)

(Confirm SUSPENSE items cleared)

- **Payroll Register w Acct Detail (last pay period)**

## 3<sup>rd</sup> Week (before MON or BW Cycle Deadline)

(Units upload and approve timesheets/payroll entries)

- **Time Entry – confirm approved**

## 4<sup>th</sup> Week (MON or BW Pay Processed)

(Confirm payroll processed as intended)

(Request check pulls for overpayments)

(Clear Suspende with PET – Current MO)

- **Time Entry – confirm sent to payroll**
- **Paycheck Distribution (confirm pay/tax/ded)**
- **Payroll Registers (current)**
- **Payroll Register with Accounting Detail (current)**
- **Funding Suspende Reports –Next month**





# HCM Payroll Reporting – Payroll Cycle

## **HCM HR Entries Data**

- Personnel Roster
- Department Personnel & Org Roster
- Position Data

## **HCM Create Payroll**

- Time Entry Report
- Paycheck Distribution
- Payroll Register
- Payroll Register with Accounting Detail

## **• HCM Time Reporting Query Suite**

## **• HCM My Leave Reporting Suite**

## **HCM Data to the General Ledger (GL)**

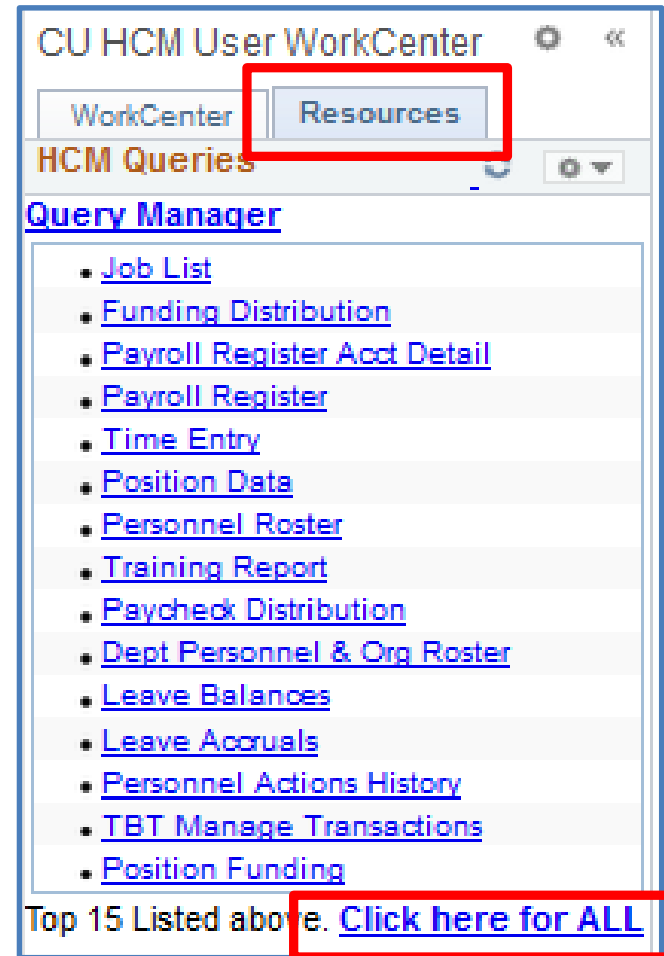
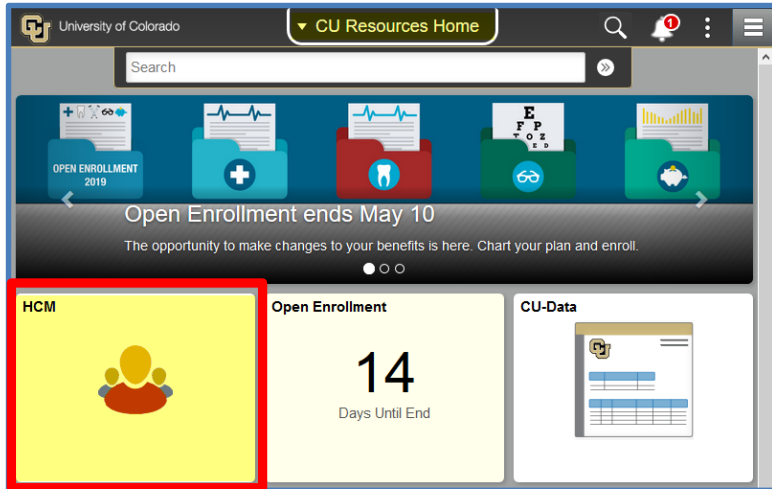
- Position Funding History
- HRGL Requests - Funding
- Funding Distribution Suite
- HRGL Requests - PETs



# HCM PAYROLL REPORTING – FINDING THE DATA



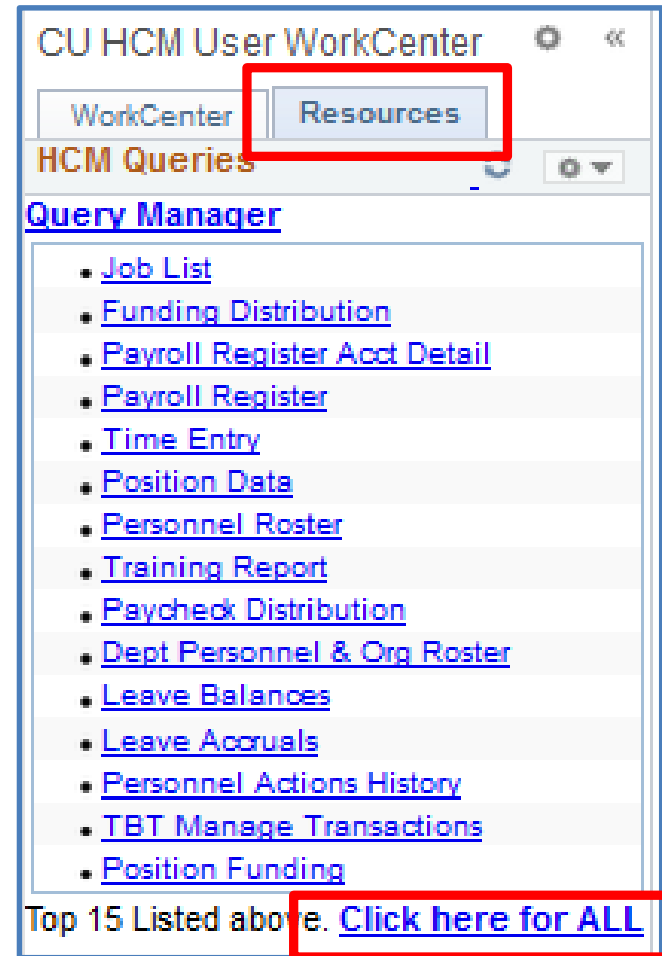
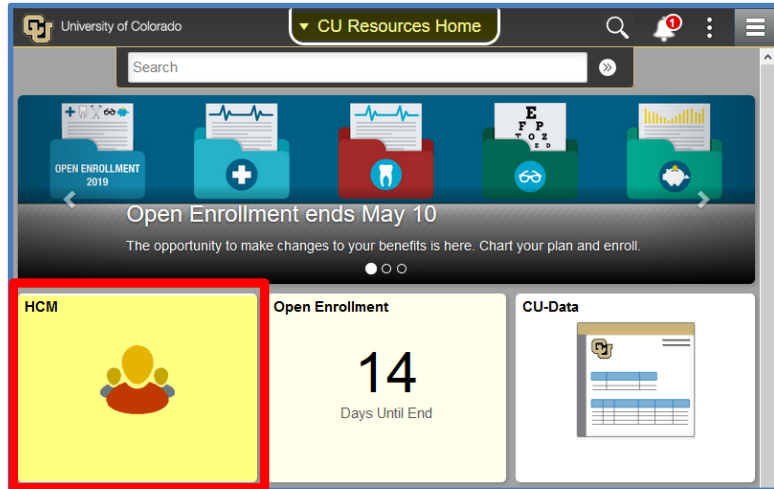
# HCM Payroll Reporting – Finding the Data



# HCM HR Entry – Data Verification



# HCM HR Entry – Data Verification



# HCM HR Entry – Data Verification

CU HCM User WorkCenter

WorkCenter

Resources

HCM Queries

Query Manager

- Job List
- Funding Distribution
- Payroll Register Acct Detail
- Payroll Register
- Time Entry
- Position Data
- Personnel Roster
- Training Report
- Paycheck Distribution
- Dept Personnel & Org Roster
- Leave Balances
- Leave Accruals
- TBT Manage Transactions
- Personnel Actions History
- Position Funding

Top 15 Listed above. [Click here for ALL](#)

Reports/Processes

CU HCM User WorkCenter

12	Dept Personnel & Org Roster	This query returns a list of all active employees with position and job data.	21814	CUES_HCM_PERSONNEL_ORG
74	Personnel Actions History	This query returns a history of an employee's action/reason code information by empl ID, dept ID, job code, action/reason codes and/or eff dates.	14636	CUES_HCM_PERSONNEL_ACTNS_HIST
75	Personnel Roster	Includes information such as name, job description, FTE, reg/temp, employee class, etc. for active employees by department ID or campus.	33743	CUES_HCM_PERSONNEL_ROSTER
76	Position Data	This query returns current position data with options to search for vacant or inactive positions.	34317	CUES_HCM_POSITION_DATA
77	Position Funding	This query returns current position funding for active positions only.	12026	CUES_HCM_POSITION_FUNDING
78	Position History	This query returns historical position data. It also returns future-dated position data as long as a current effective-dated row exists.	969	CUES_HCM_POSITION_HISTORY
79	Position Incumbents	This query returns the incumbent history for positions and includes a current incumbent flag.	1338	CUES_HCM_POSITION_INCUMBENTS



# HCM HR Entry – HCM Personnel Roster

## CUES\_HCM\_PERSONNEL\_ROSTER - Personnel Roster

Business Unit (Optional)

Node (Optional)

Dept ID (Optional)

Job Code (Optional)

Include Future Job Data ☐

Min Job Code (Optional)

Max Job Code (Optional)

[View Results](#)

Last Name	First Name	Empl ID	Empl Rcd	Eff Date	Pay Status	Business Unit	Dept ID	Job Code	Job Title	Position Nbr	Position Title
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Reg/Temp	FLSA Status	% Time	Std Hrs/Wk	Empl Class	Pay Group	Comp Rate	Comp Freq	Hourly Rt	Monthly Rt	Annual Rt
----------	-------------	--------	------------	------------	-----------	-----------	-----------	-----------	------------	-----------

Job Rcd IBS (UCB Only)	Overall IBS (UCB Only)	Official Email	Supervisor ID	Supervisor Name	Supervisor Email
------------------------	------------------------	----------------	---------------	-----------------	------------------

Last Name	First Name	Empl ID	Empl Rcd	Eff Date	Pay Status	Business Unit	Dept ID	Job Code	Job Title	Position Nbr	Position Title	Reg/Temp	FLSA Status	% Time	Std Hrs/Wk	Empl Class	Pay Group	Comp Rate	Comp Freq	Hourly Rt	Monthly Rt	Annual Rt
			0	4/1/2019	A	UAMC		2267		00750808		R	X	100.00	40.00	1 Unv Fac/Staff - All Benefits	USX	4166.67	M	24.04	4166.67	60000.04
			0	6/1/2019	A	UAMC		1411		00752748		T	X	2.50	1.00	2 Unv Fac/Staff - TDA Only	FOT	0.00	M	0.00	0.00	0.00
			0	6/1/2019	A	UAMC		1413		00742554		T	X	10.00	4.00	2 Unv Fac/Staff - TDA Only	FOT	0.00	M	0.00	0.00	0.00
			0	6/1/2019	A	UAMC		1506		00758127		T	X	24.00	9.60	S Student Employee	STM	1800.00	M	43.27	1800.00	21600.00
			0	7/1/2018	A	UAMC		1413		00728193		T	X	8.00	3.20	2 Unv Fac/Staff - TDA Only	F12	0.00	M	0.00	0.00	0.00
			0	7/1/2018	A	UAMC		4105		00684493		T	N	25.00	10.00	S Student Employee	STU	15.50	H	15.50	671.67	8060.00



# HCM HR Entry – HCM Department Personnel & Org Roster

## CUES\_HCM\_PERSONNEL\_ORG - Dept Personnel & Org Roster

Business Unit (Optional)

Node (Optional)

Dept ID (Optional)

Job Code (Optional)

[View Results](#)

Last Name	First Name	Empl ID	Empl Rcd	Eff Date	Pay Status	Dept ID	Dept Name	Job Code	Job Title	Position Nbr	Position Title
-----------	------------	---------	----------	----------	------------	---------	-----------	----------	-----------	--------------	----------------

FLSA	% Time	Empl Type	Pay Group	Comp Freq	Hourly Rt	Monthly Rt	Annual Rt
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Job Rcd IBS (UCB Only)	Overall IBS (UCB Only)	CU Hire Date	Official Email	Reports To	Supervisor ID	Supervisor Name	Supervisor Official Email	Location	Location Descr
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Eff Date	Pay Status	Dept ID	Dept Name	Job Code	Job Title	Position Nbr	Position Title	FLSA	% Time	Empl Type	Pay Group	Comp Freq	Hourly Rt	Monthly Rt	Annual Rt	Job Rcd IBS (UCB Only)	Overall IBS (UCB Only)	CU Hire Date	Reports To	Location
6/25/2018	A			2509		00744614		X	100.0	S	USX	M	21.394	\$ 3,708.33	\$ 44,500.00	0.00	0.00	6/25/2018	00698546	1C4C
9/1/2018	A			H1A3XX		00107101		X	85.0	S	CLX	M	45.672	\$ 6,729.00	\$ 80,748.00	0.00	0.00	11/7/1994	00676287	1C4C
5/15/2019	A			2582		00719699		N	2.5	H	TMP	H	17	\$ 73.67	\$ 884.00	0.00	0.00	9/11/2013	00707116	1C4C
7/16/2018	A			4103		00626281		N	2.5	H	STU	H	13	\$ 56.33	\$ 676.00	0.00	0.00	7/16/2018	00707116	1C4C
6/12/2019	A			1433		00666550		X	2.5	S	MON	C	122.11	\$ 529.17	\$ 6,350.00	6350.00	70726.00	9/15/1997	00676287	1ENVD





# HCM HR Entry – HCM Position Data

## CUES\_HCM\_POSITION\_DATA - Position Data

Position Nbr (Optional)

Business Unit (Optional)

Node (Optional)

Dept ID (Optional)

Job Code (Optional)

Company (Optional)

Location (Optional)

Eff Status Active

Position Status (Optional)

FLSA Status (Optional)

Reg/Temp (Optional)

Full/Part Time (Optional)

Reports To (Optional)

Dotted-Line (Optional)

Vacant ONLY ☐

Include Future Dated ☒

[View Results](#)

Position Nbr	Eff Date	Eff Status	Position Status	Status Date	Business Title	Business Unit	Dept ID	Dept Name
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Job Code	Job Title	Company	Action Reason	Action Date	Location
----------	-----------	---------	---------------	-------------	----------

Std Hrs/Wk	FLSA Status	Reg/Temp	Full/Part Time	FTE	Reports To	Dotted-Line	Campus Box	Job Share
------------	-------------	----------	----------------	-----	------------	-------------	------------	-----------

Headcount Status	Current Headcount	Max Headcount	Future Position Entry Date	View Funding	View History	View Incumbents
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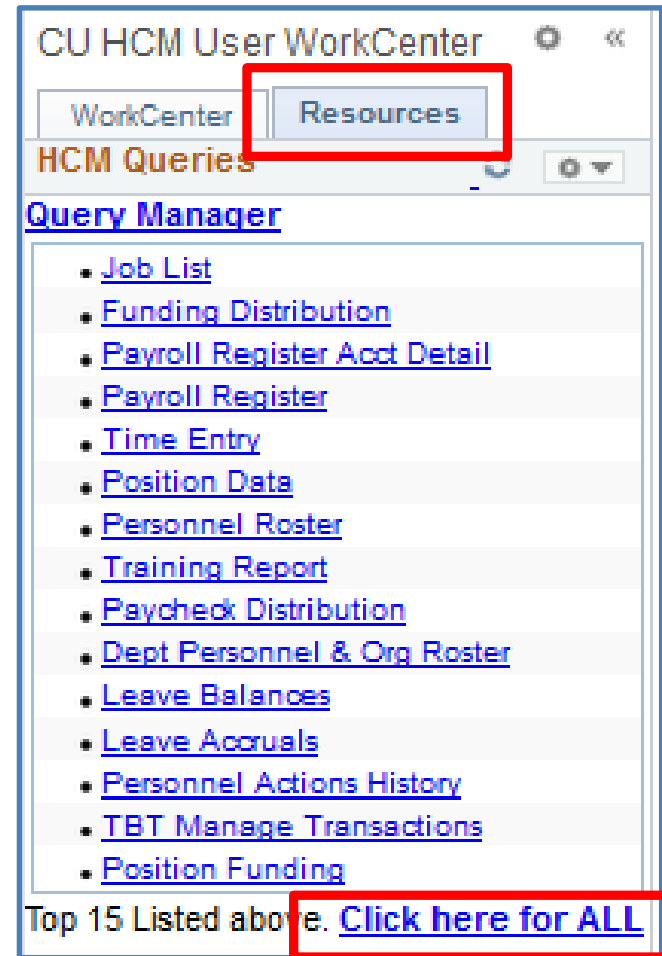
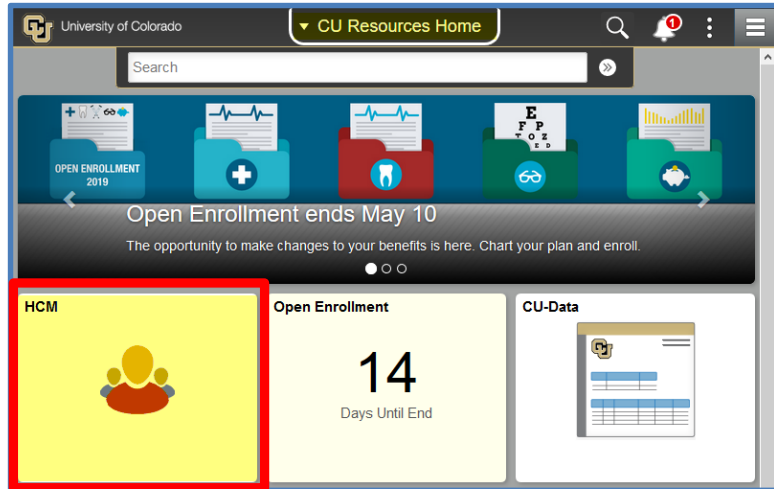
Position Nbr	Eff Date	Eff Status	Position Status	Job Code	Action Reason	Action Date	Location	Std Hrs/Wk	FLSA Status	Reg/Temp	Full/Part Time	FTE	Reports To	Dotted-Line	Campus Box	Job Share	Headcount Status	Current Headcount	Max Headcount	Future Position Entry Date	View Funding	View History	View Incumbents
00001844	11/1/2017	Active	Approved	2507	OTH	11/1/2017	1C40	40.00	Exempt	Regular	Full-Time	0.000000	00107101	00629159	123 UCB	N	Filled	1	1	N	<a href="#">Funding</a>	<a href="#">History</a>	<a href="#">Incumbents</a>
00001959	11/1/2015	Active	Approved	G3A3XX	CNV	11/24/2015	1C40	20.00	Nonexempt	Regular	Full-Time	0.500000	00102604		123 UCB	N	Open	0	1	N	<a href="#">Funding</a>	<a href="#">History</a>	<a href="#">Incumbents</a>
00002058	4/1/2018	Active	Approved	2508	OTH	3/12/2018	1C40	40.00	Exempt	Regular	Full-Time	0.000000	00698546	00653063	123 UCB	N	Open	0	1	N	<a href="#">Funding</a>	<a href="#">History</a>	<a href="#">Incumbents</a>
00661544	4/1/2019	Active	Approved	1433	PCT	4/17/2019	1C40	1.00	Exempt	Regular	Part-Time	0.025000	00676287	00676287	123 UCB	N	Filled	1	1	N	<a href="#">Funding</a>	<a href="#">History</a>	<a href="#">Incumbents</a>
00603040	11/27/2019	Active	Approved	4102	JCC	2/1/2019	1C40	1.00	Nonexempt	Temporary	Part-Time	0.025000	00707116	00676287	123 UCB	N	Open	0	1	N	<a href="#">Funding</a>	<a href="#">History</a>	<a href="#">Incumbents</a>



# HCM Create Payroll – Data Verification



# HCM Create Payroll – Data Verification



# HCM Create Payroll – Data Verification

CU HCM User WorkCenter

WorkCenter

Resources

HCM Queries

Query Manager

- Job List
- Funding Distribution
- Payroll Register Acct Detail
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- Dept Personnel & Org Roster
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- Leave Accruals
- TBT Manage Transactions
- Personnel Actions History
- Position Funding

Top 15 Listed above. [Click here for ALL](#)

Reports/Processes

CU HCM User WorkCenter

92	Time Entry	This query will return a sum of reported time and approval information.	42746	CUES_HCM_REPORTED_TIME
71	Payroll Register	This query returns pay check information and an earnings breakdown by PPE.	52443	CUES_HCM_PAYROLL_REGISTER
72	Payroll Register Acct Detail	This query returns pay check information and an earnings breakdown with accounting details by PPE.	72955	CUES_HCM_PAYROLL_REGISTER_DTL
73	Payroll Register Summary	This query returns pay check information by PPE (no earnings breakdown) and includes a pay card flag.	1473	CUES_HCM_PAYROLL_REGISTER_SUM
68	Paycheck Distribution	This query returns employee earnings and employer deductions/taxes with corresponding speedtypes by PPE.	23613	CUES_HCM_PAYCHECK_DISTRIBUTION



# HCM Create Payroll – HCM Time Entry Query

## CUES\_HCM\_REPORTED\_TIME - Time Entry

First Earns End Dt (Optional)

Last Earns End Dt (Optional)

Empl ID (Optional)

Dept ID (Optional)

Pay Group (Optional)

Company (Optional)

Earn Code (Optional)

Pay Run ID (Optional)

Batch Run ID (Optional)

Campus (Optional)

Off Cycle ONLY ☐

Needs Approval ONLY ☐

Node (Optional)

Status

Pay Freq (BW, MON) (Optional)

[View Results](#)

Empl ID	Empl Rcd	Name	Posn Nbr	Batch Run ID	Pay Run ID	Off Cycle
---------	----------	------	----------	--------------	------------	-----------

Earns Begin	Earns End	Company	Pay Group	Dept ID	Dept Name
-------------	-----------	---------	-----------	---------	-----------

Earn Code	Earn Code Descr	Entry Type	Hours	Oth Pay	Hrly Rate	Amount	Actual Hours
-----------	-----------------	------------	-------	---------	-----------	--------	--------------

SpeedType	Status	Approval Date	Approver Name	Date Time Modified	Date Time Created	Term Date
-----------	--------	---------------	---------------	--------------------	-------------------	-----------

Batch Run ID	Pay Run ID	Off Cycle	Earn Code	Earn Code Descr	Entry Type	Hours	Oth Pay	Hrly Rate	Amount	Actual Hours	SpeedType	Off Hours Only	Include Lunch	Status	Approval Date	Approver Name	Date Time Modified	Date Time Created
		Y	APF	Additional P OneTime Payment		0.000000	0.00	0.000000	2500.000	0.00	61000535			Denied	7/25/2017		7/26/2017 10:41	7/25/2017 15:11
	05/31/18	N	APF	Additional P OneTime Payment		0.000000	0.00	0.000000	500.000	0.00	61000535			Denied	5/3/2018		4/5/2017 13:26	4/4/2017 11:08
	03/31/17	N	DK1	Unpaid Othe My Leave		-3.040000	0.00	0.000000		0.00				Sent to Payroll	3/21/2017		5/18/2018 17:09	5/16/2018 13:29
LAMV08		N	MVP	BeColorado f OneTime Payment		0.000000	0.00	0.000000	25.000	0.00				Rejected by Pay	8/22/2016		3/21/2017 18:13	3/21/2017 11:46
	12/17/16	N	OTM	Overtime My Leave		0.500000	0.00	0.000000		0.00				Sent to Payroll	12/19/2016		8/26/2016 11:07	8/22/2016 13:23
	02/25/17	N	REG	Regular Earni My Leave		72.000000	0.00	0.000000		0.00				Sent to Payroll	2/26/2017		12/22/2016 9:24	12/20/2016 8:50
	07/31/16	N	RGN	Regular Earni My Leave		6.000000	0.00	0.000000		0.00				Sent to Payroll	7/19/2016		3/3/2017 9:05	2/27/2017 12:35
		N	SCA	Sick Hours B Manual Time Sheet		-54.000000	0.00	0.000000		0.00				Sent to Payroll	5/16/2018		7/19/2016 16:16	7/19/2016 16:16
		Y	SCA	Sick Hours B Manual Time Sheet		1.260000	0.00	0.000000		0.00				Sent to Payroll	4/28/2016		5/18/2018 17:10	5/16/2018 10:50
	04/30/18	N	SCK	Sick Leave My Leave		8.000000	0.00	0.000000		0.00				Sent to Payroll	4/16/2018		4/28/2016 13:32	4/28/2016 13:31
		Y	STH	Student Hour Manual Time Sheet		20.000000	0.00	0.000000		0.00				Sent to Payroll	4/20/2017		4/18/2018 18:33	4/16/2018 16:09
	03/25/17	N	STH	Student Hour My Leave		15.000000	0.00	0.000000		0.00				Sent to Payroll	3/29/2017		4/26/2017 12:49	4/20/2017 14:31
	06/02/18	N	STH	Student Hour My Leave		20.000000	0.00	0.000000	0.000	0.00				Approved	5/29/2018		3/31/2017 9:55	3/30/2017 12:37
																	6/4/2018 11:42	6/4/2018 11:42



# HCM Create Payroll – HCM Payroll Register Query

## CUES\_HCM\_PAYROLL\_REGISTER - Payroll Register

First Pay Period End

Last Pay Period End

Empl ID (Optional)

Dept ID (Optional)

Node (Optional)

Frequency (Optional)

Pay Group (Optional)

Check Nbr (Optional)

Off Cycle ONLY ☐

Job Code (Optional)

[View Results](#)

Name	Empl ID	Pay Group	Pay Period End	Off Cycle
------	---------	-----------	----------------	-----------

Form ID	Check Dt	Check Status	Check Nbr
---------	----------	--------------	-----------

Dept ID	Dept Name	Job Code	Frequency
---------	-----------	----------	-----------

Earn Begin Dt	Earn End Dt	Earn Code	Hours	Earnings	Total Gross
---------------	-------------	-----------	-------	----------	-------------

Payroll Register																		
Name	Empl ID	Pay Group	Pay Period End	Off Cycle	Form ID	Check Dt	Check Status	Check Nbr	Dept ID	Dept Name	Frequency	Earn Begin Dt	Earn End Dt	Earn Code	Hours	Earnings	Total Gross	
		USX	5/31/2018	N	ADVICE	5/31/2018	Confirmed	6730825							0.00	0.00	5333.33	
		USX	5/31/2018	N				6730825			M	4/1/2018	4/30/2018	RGS	-24.00	-738.46	0.00	
		USX	5/31/2018	N				6730825			M	4/1/2018	4/30/2018	SCK	8.00	246.15	0.00	
		USX	5/31/2018	N				6730825			M	4/1/2018	4/30/2018	VAC	16.00	492.31	0.00	
		USX	5/31/2018	N				6730825			M	5/1/2018	5/31/2018	RGS	184.00	5333.33	0.00	
		USX	5/10/2018	Y	ADVICE	5/18/2018	Confirmed	6707519							0.00	0.00	6400.00	
		USX	5/10/2018	Y				6707519			M	12/18/2017	3/31/2018	INC	0.00	6400.00	0.00	



# HCM Create Payroll – HCM Payroll Register Query

Earn End Dt	Earn Code	Hours	Earnings	Total Gross
		\$ -	\$ -	\$ 3,750.00
8/31/2018	RGS	\$ (19.00)	\$ (411.06)	\$ -
8/31/2018	SCK	\$ 11.00	\$ 237.98	\$ -
8/31/2018	VAC	\$ 8.00	\$ 173.08	\$ -
9/30/2018	RGS	\$ 160.00	\$ 3,750.00	\$ -



# HCM Create Payroll – HCM Payroll Register Query

Pay C	Pay Period	Off	Form ID	Check Dt	Check Status	Check Nb	Dept ID	Fre	Earns Begin	Earns End	Earn	Hours	Earnings	Total Gross
F12	8/31/2017	N	ADVICE	8/31/2017	Confirmed	6334900						0.00	0.00	7729.58
F12	8/31/2017	N				6334900	10159	M	8/1/2017	8/31/2017	RGS	36.80	1533.33	0.00
F12	8/31/2017	N				6334900	10948	M	7/1/2017	7/31/2017	RGS	-64.00	-2859.81	0.00
F12	8/31/2017	N				6334900	10948	M	7/1/2017	7/31/2017	VAC	64.00	2859.81	0.00
F12	8/31/2017	N				6334900	10948	M	8/1/2017	8/31/2017	RGS	147.20	6196.25	0.00

## 1. JULY MY LEAVE

64 hours VAC

- ✓ requested
- ✓ used
- ✓ approved

## 2. AUGUST MY LEAVE

- ✓ My Leave July timesheet
- ✓ uploaded to CU Time
- ✓ Log 64 VAC hours
- ✓ Reduce VAC leave balance by 64 hours

## 3. AUGUST PAYROLL

- ✓ Add JUL VAC pay = \$2859.81 (64 hours)
- ✓ Offset RGS pay = -\$2859.81.

## AUGUST PAYCHECK

10159 AUG RGS = \$1533.33

10948 AUG RGS = \$6196.25

**10948 JUL VAC = \$2859.81**

**10948 JUL RGS = \$-2859.81**

**AUG Pay Total      \$7729.58**





# HCM Create Payroll – HCM Payroll Register with Accounting Detail Query

## CUES\_HCM\_PAYROLL\_REGISTER\_DTL - Payroll Register Acct Detail

First Pay Period End

Last Pay Period End

Empl ID (Optional)

Dept ID (Optional)

Node (Optional)

Frequency (Optional)

Pay Group (Optional)

Job Code (Optional)

Earn Code (Optional)

Check Nbr (Optional)

Off Cycle ONLY ☐

[View Results](#)

Name	Empl ID	Company	Pay Group	Pay Period End	Off Cycle	Form ID	Check Dt
------	---------	---------	-----------	----------------	-----------	---------	----------

Check Status	Check Nbr	Reversed	Fiscal Year	Acct Period	Dept ID	Dept Name
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Job Code	Posn Nbr	Earn End Dt	Earn Code	Earn Descr	Earnings	Account	SpeedType
----------	----------	-------------	-----------	------------	----------	---------	-----------

SpeedType Descr	Fund	Org	Program	Project	Sub-Class	Total Gross
-----------------	------	-----	---------	---------	-----------	-------------

Comp any	Pay Group	Pay Period End	Off Cycle	Form ID	Check Dt	Check Status	Check Nbr	Reversed	Fiscal Year	Acct Period	Dept ID	Job Code	Posn Nbr	Earn End Dt	Earn Code	Earnings	Account	SpeedType	Total Gross
CU	USX	5/29/2019	N	ADVICE	5/31/2019	Confirmed	7252067	N	2019	11/10244	2245	00760756		5/31/2019	RGS	756.22	405100	11027004	756.22
CU	COT	5/31/2019	N	ADVICE	5/31/2019	Confirmed	7217772	N	2019	11/10244	H4R1XX	00667488		5/31/2019	RGS	2877.42	405100	11086737	4077.00
CU	COT	5/31/2019	N	ADVICE	5/31/2019	Confirmed	7217772	N	2019	11/10244	H4R1XX	00667488		4/30/2019	VAC	1129.02	405100	11086737	4077.00
CU	COT	5/31/2019	N	ADVICE	5/31/2019	Confirmed	7217772	N	2019	11/10244	H4R1XX	00667488		4/30/2019	SCK	70.56	405100	11086737	4077.00
CU	STU	5/18/2019	N	ADVICE	5/31/2019	Confirmed	7246849	N	2019	11/10244	4102	00759113		5/18/2019	CWS	67.20	407700	13030173	96.00
CU	STU	5/18/2019	N	ADVICE	5/31/2019	Confirmed	7246849	N	2019	11/10244	4102	00759113		5/18/2019	WSR	28.80	407700	11005395	96.00



CUES\_HCM\_PAYROLL\_REGISTER\_DTL - Payroll Register Acct Det

# HCM Create Payroll – HCM Docked Pay with Funding Changes

## CUES\_HCM\_DOCKED\_PAY\_FUNDING

The screenshot displays the CU HCM User WorkCenter interface. On the left, the 'Resources' tab is highlighted in the 'HCM Queries' section. The main content area shows the 'CUES\_HCM\_DOCKED\_PAY\_FUNDING - Docked Pay w/ Funding Changes' report. The report includes a search filter for 'Pay End Date >= 07/01/2018' and a 'View Results' button. Below the search, there are download options: 'Excel Spreadsheet', 'CSV Text File', and 'XML File (9 kb)'. A table of results is displayed, with the following columns: 'Business Unit', 'Dept ID', 'Empl ID', 'Name', 'Position', 'Pay End Date', 'Earns End Date', 'Funding Eff Date', 'Earn Code', and 'Earnings'. The table shows data for the UCB business unit, with a total earnings of \$ (1,346.16). A red box highlights the 'Funding Eff Date' and 'Earn Code' columns. On the right side of the interface, a 'Sum of Earnings' table is visible, showing a total of -\$24,242.80.


Business Unit	Dept ID	Empl ID	Name	Position	Pay End Date	Earns End Date	Funding Eff Date	Earn Code	Earnings
UCB	10080			00675352	9/30/2018	8/31/2018	9/1/2018	DK1	\$ (1,346.16)


Row Labels	Sum of Earnings
UAMC	-\$11,337.74
20148	-\$2,402.24
20468	-\$3,165.79
20581	-\$272.36
21448	-\$1,341.35
21577	-\$4,156.00
UCB	-\$9,013.62
10080	-\$8,813.48
10175	-\$189.75
10287	-\$10.39
UCCS	-\$3,658.68
40062	-\$1,053.35
40081	-\$2,400.00
40387	-\$162.74
40392	-\$42.59
UCD	-\$232.76
20468	-\$168.04
60120	-\$64.72
Grand Total	-\$24,242.80





# HCM Create Payroll – HCM Paycheck Distribution Query


CUES\_HCM\_PAYCHECK\_DISTRIBUTION - Paycheck Distribution

First Pay Period End  

Last Pay Period End  

Empl ID (Optional)  


Dept ID (Optional)  


Node (Optional)  

Check Nbr (Optional)

Page Nbr (Optional)

Line Nbr (Optional)

Company (Optional)  

Pay Group (Optional)  

Off Cycle ONLY ☐

Earnings ONLY ☐

Current GL Distribution ONLY ☐

[View Results](#)

Pay Group	Pay Period End	Company	Page Nbr	Line Nbr	Sep Check Nbr	Budgt_Dta Sequence	Form ID	Code	Description	Amount
MON	06/30/2010	CU	3416	3	0		ADVICE	RGS	Regular Earnings Salary	3253.84
MON	06/30/2010	CU	3416	3	0		ADVICE	SCK	Sick Leave	390.46
MON	06/30/2010	CU	3416	3	0		ADVICE	VAC	Vacation Leave	585.70
MON	06/30/2010	CU	3416	3	0		ADVICE	10	Medical	574.77
MON	06/30/2010	CU	3416	3	0		ADVICE	11	Dental	23.52
MON	06/30/2010	CU	3416	3	0		ADVICE	20	Employee Basic Life	5.54
MON	06/30/2010	CU	3416	3	0		ADVICE	30	Short-Term Disability	5.50
MON	06/30/2010	CU	3416	3	0		ADVICE	70	PERA	422.45
MON	06/30/2010	CU	3416	3	0		ADVICE	71	PERA AED	91.56
MON	06/30/2010	CU	3416	3	0		ADVICE	72	PERA Supplemental AED	62.43
MON	06/30/2010	CU	3416	3	0		ADVICE	Q	FICA Med Hospital Ins / ER	60.36

Name	Empl ID	Empl Rcd	Check Nbr	Check Dt	Check Status	Off Cycle	Pay Group	Pay Period End
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Page Nbr	Line Nbr	Sep Check Nbr	Budgt_Dta Sequence	Form ID	Code	Description	Amount
----------	----------	---------------	--------------------	---------	------	-------------	--------

SpeedType	Account	Fund Option	Dept ID	Position Nbr	Job Code	Category	CASE WHEN B.HP_RETDIST_STATUS
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# HCM Create Payroll –

## HCM Paycheck Distribution – Benefits Pooled

Sum of Amount	Column L 			
	3 -			3 - Original
	Original			Total
Row Labels	12855830	13009669	13011459	
1-Earnings		\$1,717.65	\$4,294.12	\$6,011.77
Regular Earnings Salary		\$1,717.65	\$4,294.12	\$6,011.77
2-Deductions	\$1,186.98			\$1,186.98
401(a) ORP Retirement	\$601.18			\$601.18
Dental	\$28.50			\$28.50
Employee Basic Life	\$7.70			\$7.70
Long-Term Disability	\$16.60			\$16.60
Medical	\$533.00			\$533.00
3-Taxes	\$459.94			\$459.94
FICA Med Hospital Ins / ER	\$87.18			\$87.18
OASDI/Disability - ER	\$372.76			\$372.76
Grand Total	\$1,646.92	\$1,717.65	\$4,294.12	\$7,658.69



# HCM Create Payroll – HCM Paycheck Distribution – Benefits Follow Earnings with Additional Pay

Sum of Amount	Column Labels									
Row Labels	30-Sep	30-Sep Total	31-Oct	31-Oct Total	Grand Total					
	53400006	61001084	61029668	63009007	61001084	61029668	63009007			
1-Earnings	\$25,000.00	\$9,658.82	-\$2,541.79	\$508.36	\$32,625.39	\$9,658.82	-\$2,541.79	\$508.36	\$7,625.39	\$40,250.78
Awards - Taxable	\$25,000.00				\$25,000.00					\$25,000.00
Contract		\$9,658.82		\$508.36	\$10,167.18	\$9,658.82		\$508.36	\$10,167.18	\$20,334.36
Earnings Earned Not Paid			-\$2,541.79		-\$2,541.79		-\$2,541.79		-\$2,541.79	-\$5,083.58
2-Deductions		\$1,201.68		\$63.25	\$1,264.93	\$1,201.70		\$63.23	\$1,264.93	\$2,529.86
401(a) Accrual		\$241.47		\$12.71	\$254.18	\$241.47		\$12.71	\$254.18	\$508.36
401(a) ORP Retirement		\$724.41		\$38.13	\$762.54	\$724.42		\$38.12	\$762.54	\$1,525.08
Dental		\$27.08		\$1.42	\$28.50	\$27.08		\$1.42	\$28.50	\$57.00
Employee Basic Life		\$7.32		\$0.38	\$7.70	\$7.31		\$0.39	\$7.70	\$15.40
FICA Accrual		\$185.64		\$9.77	\$195.41	\$185.64		\$9.77	\$195.41	\$390.82
Long-Term Disability		\$15.76		\$0.84	\$16.60	\$15.78		\$0.82	\$16.60	\$33.20
3-Taxes		\$2,373.34		\$124.91	\$2,498.25	\$556.45		\$29.29	\$585.74	\$3,083.99
FICA Med Hospital Ins / ER		\$449.84		\$23.68	\$473.52	\$105.47		\$5.55	\$111.02	\$584.54
OASDI/Disability - ER		\$1,923.50		\$101.23	\$2,024.73	\$450.98		\$23.74	\$474.72	\$2,499.45
Grand Total	\$25,000.00	\$13,233.84	-\$2,541.79	\$696.52	\$36,388.57	\$11,416.97	-\$2,541.79	\$600.88	\$9,476.06	\$45,864.63

AWD Taxes		
\$ 362.50	1.45%	
\$ 1,550.01	6.20%	
\$ 1,912.51		



# HCM Create Payroll – HCM Paycheck Distribution – Benefits Distributed Across Positions

Sum of Amount	Column			Sum of Amount	Column		
Row Labels	00679416	00679477	Grand Total	Row Labels	00679416	00679477	Grand Total
1-Earnings	\$734.56	\$1,787.89	\$2,522.45	1-Earnings	29.12%	70.88%	100.00%
Regular Earnings	\$734.56	\$1,787.89	\$2,522.45	Regular Earnings	29.12%	70.88%	100.00%
2-Deductions	\$312.83	\$761.30	\$1,074.13	2-Deductions	29.12%	70.88%	100.00%
Dental	\$8.60	\$20.90	\$29.50	Dental	29.15%	70.85%	100.00%
Employee Basic Life	\$2.02	\$4.91	\$6.93	Employee Basic Life	29.15%	70.85%	100.00%
Medical	\$155.22	\$377.78	\$533.00	Medical	29.12%	70.88%	100.00%
PERA	\$73.91	\$179.87	\$253.78	PERA	29.12%	70.88%	100.00%
PERA AED	\$36.41	\$88.60	\$125.01	PERA AED	29.13%	70.87%	100.00%
PERA Supplemental AED	\$36.41	\$88.60	\$125.01	PERA Supplemental AED	29.13%	70.87%	100.00%
Short-Term Disability	\$0.26	\$0.64	\$0.90	Short-Term Disability	28.89%	71.11%	100.00%
3-Taxes	\$10.43	\$25.40	\$35.83	3-Taxes	29.11%	70.89%	100.00%
FICA Med Hospital Ins / ER	\$10.43	\$25.40	\$35.83	FICA Med Hospital Ins / ER	29.11%	70.89%	100.00%
Grand Total	\$1,057.82	\$2,574.59	\$3,632.41	Grand Total	29.12%	70.88%	100.00%

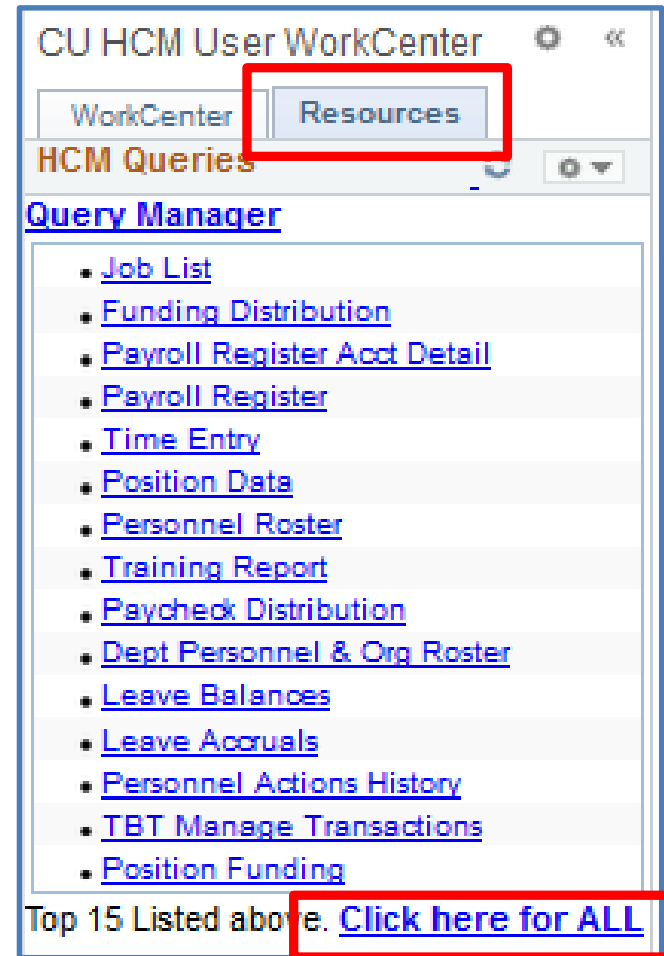
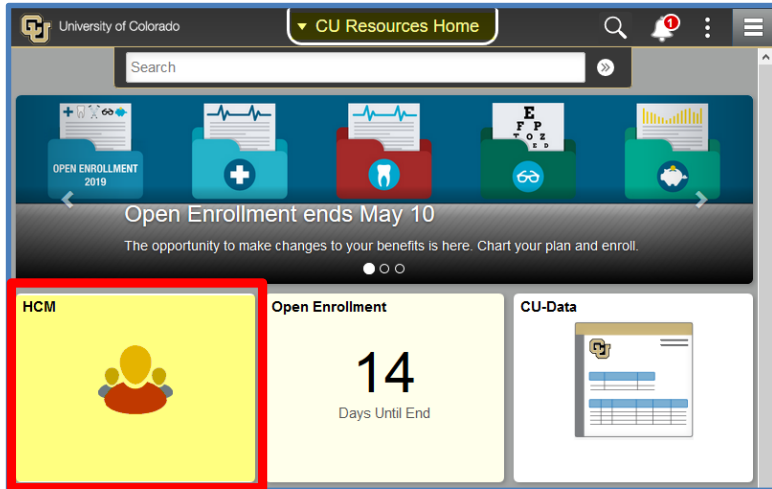


# HCM Create Payroll – HCM Leave and My Leave Query Suites





# HCM Create Payroll – HCM Leave and My Leave Query Suites



# HCM Create Payroll – HCM Time Reporting Query Suite

[HCM Community Users](#)

CU HCM User WorkCenter

CU HCM User WorkCenter

WorkCenter

Resources

HCM Queries

Query Manager

- [Job List](#)
- [Funding Distribution](#)
- [Payroll Register Acct Detail](#)
- [Payroll Register](#)
- [Time Entry](#)
- [Position Data](#)
- [Personnel Roster](#)
- [Training Report](#)
- [Paycheck Distribution](#)
- [Dept Personnel & Org Roster](#)
- [Leave Balances](#)
- [Leave Accruals](#)
- [TBT Manage Transactions](#)
- [Personnel Actions History](#)
- [Position Funding](#)

Top 15 Listed above

[Click here for ALL](#)

Reports/Processes

36	<a href="#">Leave Accrual Detail</a>	report CAN be run for an entire department. PLEASE NOTE: This report returns a large volume of data and may time out if not limited by department, pay period, or employee. Larger reports should be run using the Process Scheduler tool instead of the Workcenter.	2125 CUES_HCM_LEAVE_ACCRUAL_DETAIL
37	<a href="#">Leave Accruals</a>	This query returns a summary of current sick and vacation leave accruals by empl ID or dept ID.	15430 CUES_HCM_LEAVE_ACCRUALS
38	<a href="#">Leave Adjustments Confirmed</a>	Finds adjustments in Sick and Vacation time.	258 CUES_HCM_LEAVE_ADJUST_CONFIRM
39	<a href="#">Leave Balance Termed Employees</a>	Provides vacation and sick balances for terminated employees	734 CUES_HCM_LEAVE_BAL_TERMED_EE
40	<a href="#">Leave Balances</a>	This query returns a detailed history of sick and vacation leave balances by empl ID.	16536 CUES_HCM_LEAVE_BALANCES
41	<a href="#">Leave Certification</a>	This query returns information for all employees for who have completed the annual certification of their leave balances for a given FY.	2607 CUES_HCM_ANNUAL_LV_CERT
42	<a href="#">Leave Earnings by Pay End Dt</a>	This report returns employee sick and vacation leave earnings for a specified department and Pay Period End Date.	140 CUES_HCM_LEAVE_EARNINGS_BY_DT
43	<a href="#">Leave Not Certified</a>	For a given fiscal year, returns a list of employees who have not submitted their leave certification.	166 CUES_HCM_LEAVE_NOT_CERTIFIED
44	<a href="#">Leave Sweep</a>	This query returns a current estimate of leave balances to be adjusted as a result of the annual "sweep" process.	3006 CUES_HCM_LEAVE_SWEEP
45	<a href="#">Leave Taken</a>	This query returns data on leave taken. Can be limited by department ID, pay period begin and end dates, and/or employee ID.	2298 CUES_HCM_LEAVE_TAKEN



# HCM Create Payroll – HCM My Leave Reporting Query Suite

CU HCM Community Users
CU HCM User WorkCenter

CU HCM User WorkCenter

WorkCenter
Resources

**HCM Queries**

[Query Manager](#)

- [Job List](#)
- [Funding Distribution](#)
- [Payroll Register Acct Detail](#)
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- [Leave Accruals](#)
- [TBT Manage Transactions](#)
- [Personnel Actions History](#)
- [Position Funding](#)

Top 15 Listed above: [Click here for ALL](#)

**Reports/Processes**

51	<a href="#">My Leave Calendar View</a>	This query returns detailed information about My Leave requests shown on the calendar view, excluding holidays. Please note that your view of the supervisor ID/name may be limited by row level security.	963 CUES_HCM_MY_LEAVE_CALENDAR
52	<a href="#">My Leave Pay Estimates</a>	This query returns My Leave entries and their associated pay estimates based on hours worked, current hourly rate, funding distribution %, and the earnings code multiplication factor for overtime. *This version includes Reports To name & ID - TB	445 CUES_HCM_MYLEAVE_PAYEST_RPTSTO
53	<a href="#">My Leave Set-up Preferences</a>	MyLeave preference (set-up) values for employees using MyLeave including, Week Begin Day, Holiday Schedule, OT settings, weekly schedule, etc.	68 CUES_HCM_MY_LEAVE_PREFERENCES
54	<a href="#">My Leave Timesheet Detail</a>	This query returns detailed information about My Leave timesheets, including weekly OTM and ATS calculations as well as the override speedtype, if one was entered.	946 CUES_HCM_MY_LEAVE_TMSHT_DTL
55	<a href="#">My Leave Timesheet Summary</a>	This query returns summary information about My Leave timesheets, including OTM and ATS calculations.	549 CUES_HCM_MY_LEAVE_TMSHT_SUM
56	<a href="#">My Leave Timesheets</a>	This query returns submission and approval information regarding My Leave timesheets.	2473 CUES_HCM_MY_LEAVE_TMSHTS
57	<a href="#">My Leave Timeshts Not Submtd</a>	This query returns a list of employees who have not submitted a My Leave timesheet for a given pay end date, i.e. no time has been entered in HCM Time Entry for the employee for the pay date.	1394 CUES_HCM_TIMESHT_NOT_SUBMITTED
58	<a href="#">MyLeave Std Tmeshts Not Submtd</a>	This query returns a list of Student Hourly employees who have not submitted a My Leave timesheet for a given pay end date.	120 CUES_HCM_STD_TIMESHT_NT_SUBMIT

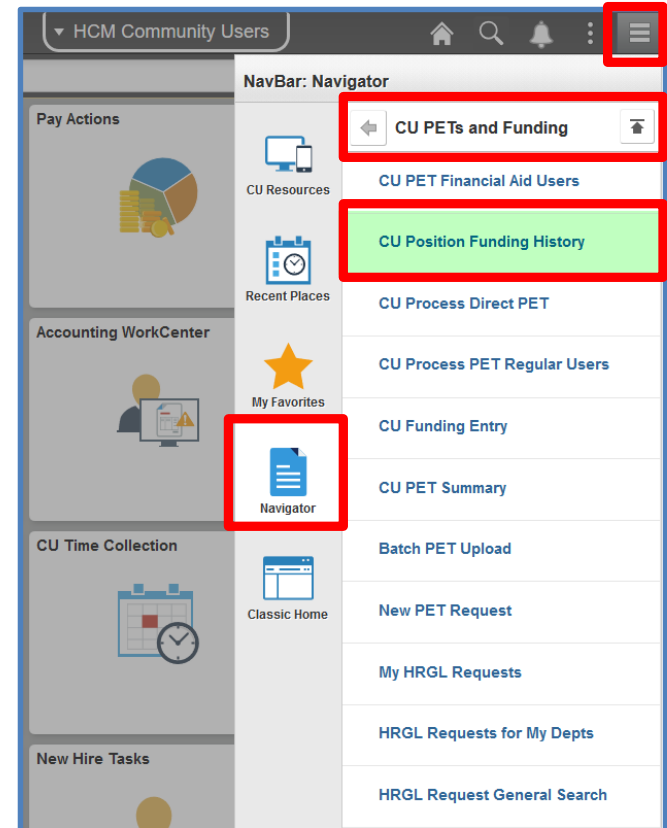
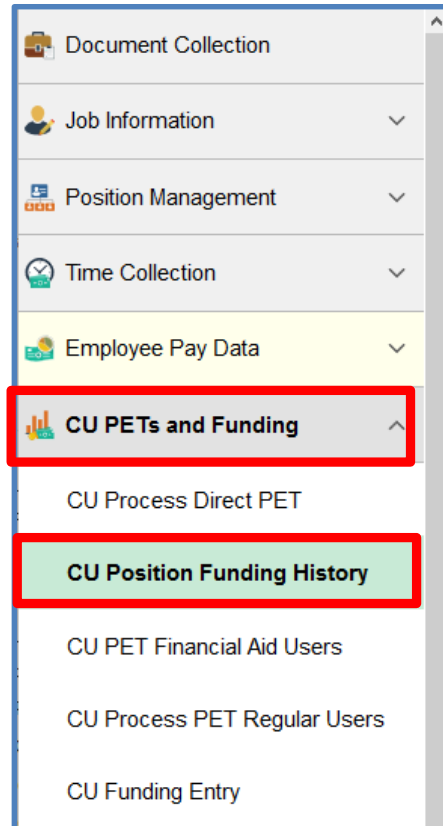
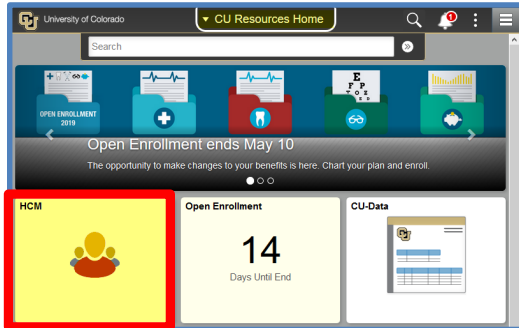
# HCM Data To The General Ledger (GL) – Data & Queries



# HCM Data To The GL – HCM Position Funding History



# HCM Data To The GL – HCM HRGL Requests – Position Funding History



# HCM Data To The GL – Position Funding History & Paycheck

## Position Funding History

**CU Pay Actions**

- Document Collection
- Job Information
- Position Management
- Time Collection
- Employee Pay Data
- CU PETs and Funding**
  - CU Process Direct PET
  - CU Position Funding History**
  - CU PET Financial Aid Users

**CU Position Funding History**

Enter any information you have and click Search. Leave fields blank

Find an Existing Value

**Search Criteria**

Position Number begins with 00699684

Department begins with

Description begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

**Search Results**

View All First 1-2 of 2 Last

Position Number	Description	Job Code	Department
00699684	Grad Assistant	1502	21434

**CU Position Funding History**

Funding Find | View All First 7 of 20 Last

Position Number 00699684 Student Asst VI Budget End Date 06/30/17

Job Code 1502 Grad Assistant Department 21434

Funding Begin Date 07/01/2016 Status Active Eff Seq 1 Date Entered 06/21/2016

**Distribution** Personalize | Find | First 1 of 1 Last

Combination Code	Description	% of Distribution	Fund Code	Organization	Program Code	Project	Sub Class	Funding End Date
1 63011318	CDPHE CD STUDENT INT FY16 FC	100.000	30	21435		25A3254		12/31/2016

## Payroll Register with Accounting Detail

Pay Group	Pay Period End	Off cycle	Form ID	Check Dt	Check Status	Check Nbr	Fiscal Year	Acct Period	Dept ID	Dept Name	Job Code	Posn Nbr	Earn Code	Earn Code Descr	Earnings	Account	SpeedType	SpeedType Descr	und	Org	Program	Sub-Class	Project	Total Gross
STU	12/08/2016		ADVICE	12/16/2016	Confirmed	6010281	2017		6 21434	CSPH-Epidemiology General Ops	4106	00699684	STH	Student Hourly	760.00	407600	63011318	CDPHE CD STUDENT INT FY16 FC	0	21435			25A3254	760.00

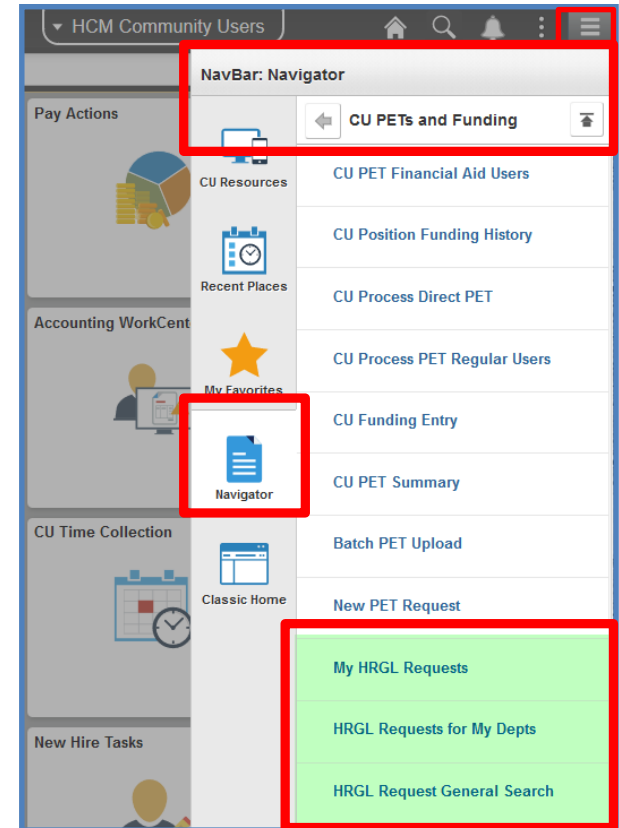
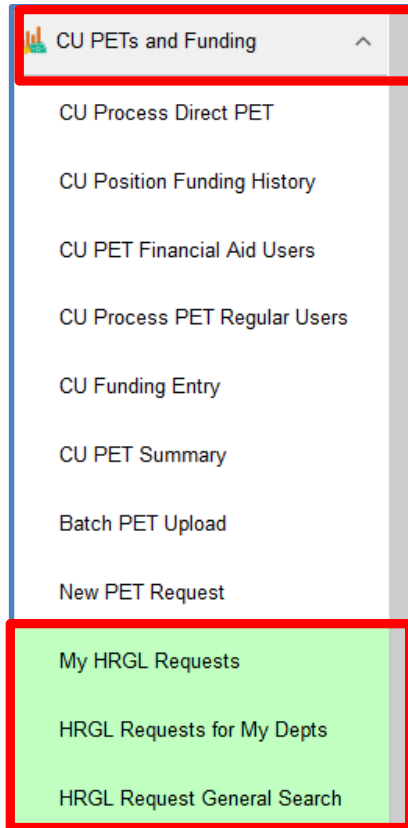
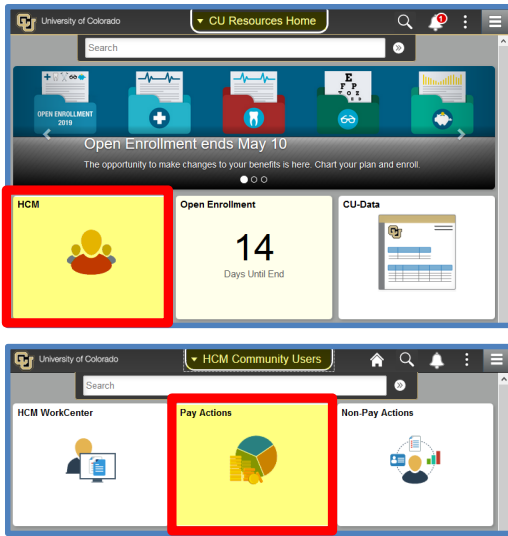


# HCM Data To The General Ledger – HCM HRGL Requests – CU Funding Entry





# HCM Data To The GL – HCM HRGL Requests – CU Funding Entry



# HCM Data To The GL – HCM HRGL Request – CU Funding Entry

## HRGL Request General Search

**Search Filters**

HRGL Request #  
MCCO  
(Starts with)

Request Type  
Funding Change

Status  
▼

Department  
🔍

Position Number  
🔍

Created Date Range  
Begin  
End

Completed Date Range  
Begin  
End

Originator  
🔍

Empl ID  
🔍

SpeedType  
🔍

Project  
🔍

Submitter  
🔍

☐ Only Fin Aid / Controllers Office

Search

HRGL Request #	Request Type	Status	Originator	Submitter	Created Datetime
MCCO000605-20180322-008	Funding Change	Completed	McCoy,Catherine Louise	McCoy,Catherine Louise	03/22/18 5:12PM
MCCO000605-20180322-007	Funding Change	Completed	McCoy,Catherine Louise	McCoy,Catherine Louise	03/22/18 5:10PM



# HCM Data To The GL – HCM HRGL Request – CU Funding Entry

CU Funding Earnings

CU Funding Entry Deductions

CU Funding Entry Taxes

HRGL Request #:

Funding Entry Status: Searched/Craft

Originator: Laura A Siedzik

Initiator:

Created Datetime: 03/29/2017 1:04PM

Submitted Date Time:

Completed Date/Time:

Last Update Timestamp:

Funding Entry

Position Number 00681580 Dir Academic Svcs & Ops

Effective Date 04/01/2017

Effective Sequence 0

Job Data Snapshot

Name	Empl ID	Empl Rcd	Job Eff Date	Job Eff Seq	Department	Position	Job Code	Job Description
1	135522	0	04/01/2016	1-10255	60624350	0244		Academic Services Assoc Dir

Department Budget and PET History

HRGL Request #	Request Type	Effective Date	Pay Period End Date	Effective Sequence	Status	Last Update Timestamp	Originator
1 View Details	DBT	07/01/2017		0			
2 View Details	DBT	03/15/2017		0			
3 PAT2000016-20170316-005	Funding	03/15/2017		0	Completed	03/16/17 2:57PM	PAT2000016
4 PAT2000016-20170307-003	Funding	03/01/2017		0	Completed	03/07/17 2:19PM	PAT2000016
5 BCG2000001-20170320-002	Funding	03/01/2017		1	Approved	03/20/17 10:11AM	BCG2000001

Clear New Distribution Grid

☐ Apply to Next Fiscal Year

New Distribution Data

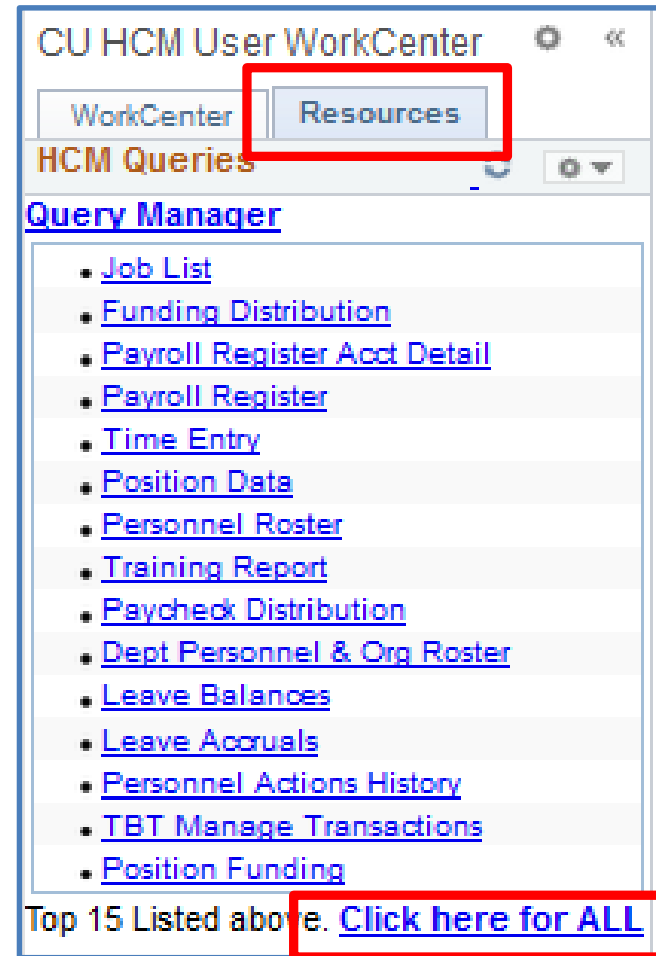
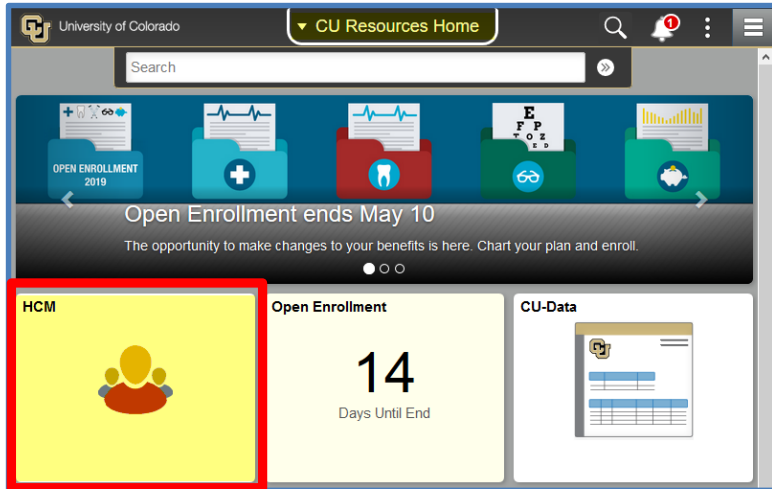
ERNCD	SpeedType	SpeedType Description	Department	Project	Account	Fund Code	Program Code	PC Business Unit
1	11061162	MBA Staff	10255		44444	10	35439	
2	11011643	CHEM Salaries	10255		44444	10	11587	



# HCM Data To The General Ledger (GL) – HCM Funding Queries



# HCM Data To The GL – HCM Funding Queries



# HCM Data To The GL – HCM Funding Queries

CU HCM User WorkCenter

WorkCenter Resources

HCM Queries

Query Manager


- Job List
- Funding Distribution**
- Payroll Register Acct Detail
- Payroll Register
- Time Entry
- Position Data
- Personnel Roster
- Training Report
- Paycheck Distribution
- Dept Personnel & Org Roster
- Leave Balances
- Leave Accruals
- TBT Manage Transactions
- Personnel Actions History
- Position Funding


25	Funding Distribution	This query returns job data and funding distribution info by empl ID, dept ID, org, and/or posn nbr. Position number returned as hyperlink - clicking the link will open a new tab with funding history, including future dated info.	86557	CUES_HCM_FUNDING_DISTRIBUTION
26	Funding Suspense Current Row	This query returns active employees who have a project end date, funding end date, or budget end date on their CURRENT funding row that falls in the past or up to 45 days in the future.	10568	CUES_HCM_FUNDING_SUSPENSE
27	Funding Suspense Max Row	This query returns active employees who have a project end date, funding end date, or budget end date on their MAX funding row that falls in the past or up to 45 days in the future (includes future date funding rows).	627	CUES_HCM_FUNDING_SUSPENSE_MAX
28	Funding Suspense Previous Rows	This query returns active employees who have a project end date, funding end date, or budget end date on their CURRENT funding row that falls on today's date or in the past. This report DOES NOT include any future dated rows.	201	CUES_HCM_FUNDING_SUSPENSE_OLD



# HCM Data To The GL – HCM Funding Distributions

## CUES\_HCM\_FUNDING\_DISTRIBUTION - Funding Distribution


Empl ID (Optional)  

Dept ID (Optional)  

SpeedType Org (Optional)

Posn Nbr (Optional)

SpeedType (Optional)

Node (Optional)  

Include Future Job Data ☐

Speedtype Status (Optional)

Project Status (Optional)

[View Results](#)

Name	Empl ID	Empl Rcd	Job Dept ID	Job Dept Name	Job Eff Date	Job Eff Seq	Pay Status
------	---------	----------	-------------	---------------	--------------	-------------	------------

Job Code	Job Title	Reg/Temp	Std Hrs/Wk	% Time	Comp Rate	Comp Freq	Appoint End Dt	Position Nbr	Posn Dept ID	Posn Entry Dt
----------	-----------	----------	------------	--------	-----------	-----------	----------------	--------------	--------------	---------------

Fund Eff Dt	Fund Eff Seq	Distrb %	SpeedType	SpeedType Descr	SpeedType Status	Fund	Org	Program	Project	Project Status
-------------	--------------	----------	-----------	-----------------	------------------	------	-----	---------	---------	----------------


Project End Date	Funding End Dt	Budget End Dt
------------------	----------------	---------------


Position Nbr	Posn Dept ID	Posn Entry Dt	Fund Eff Dt	Fund Eff Seq	Distrb %	SpeedType	SpeedType Descr	SpeedType Status	Fund	Org	Program	Project	Project Status	Sub-Class	Project End Date	Funding End Dt	Budget End Dt
00721719	51000	04/10/2017	07/01/2018	0	100.000	51090510	ES PAYROLL COUNSELORS	Active	10	51005	47319			ICCA			06/30/2019




# HCM Data To The GL – HCM Funding Suspense Current Row

## CUES\_HCM\_FUNDING\_SUSPENSE - Funding Suspense Current Row

Dept ID (Optional)  

Campus (Optional)  

Empl ID (Optional)  

Position Nbr (Optional)

Project ID (Optional)

Combo Code (Optional)

[View Results](#)

Name	Dept ID	Position Nbr	Empl ID	Empl Rcd
------	---------	--------------	---------	----------

Pay Group	Comp Freq	Comp Rate	Benefit Eligible
-----------	-----------	-----------	------------------

Funding Eff Date	Dist Percent	Dist Amount	Combo Code	Code Descr
------------------	--------------	-------------	------------	------------

Appoint End Dt	Project ID	Project End Date	Funding End Dt	Budget End Dt
----------------	------------	------------------	----------------	---------------


Dept ID	Position Nbr	Empl ID	Empl Rcd	Pay Group	Comp Freq	Comp Rate	Benefit Eligible	Funding Eff Date	Dist Percent	Dist Amount	Combo Code	Appoint End Dt	Project ID	Project End Date	Funding End Dt	Budget End Dt
	00641280		0	STM	M	864.00	No	6/1/2019	100.000	864.00	61000160	7/31/2019			7/31/2019	6/30/2019
	00758722		2	STM	M	1895.83	No	6/1/2019	100.000	1895.83	63016796	5/31/2020	35M6037	5/31/2020	5/31/2020	6/30/2019
	00350789		0	MON	C	97753.00	Yes	7/1/2018	100.000	97753.00	61000069					6/30/2019
	00735980		2	MON	C	10069.00	Yes	6/1/2019	100.000	10069.00	63018780		35A1647	5/31/2021	5/31/2021	6/30/2019
	00763167		0	TMP	H	22.00	No	5/15/2019	100.000	22.00	63018999	7/15/2019	35M6075	7/15/2019	7/15/2019	6/30/2019







# HCM Data To The GL – HCM Funding Suspense Max Row

CUES\_HCM\_FUNDING\_SUSPENSE\_MAX - Funding Suspense Max Row

Dept ID (Optional)  

Campus (Optional)  

Empl ID (Optional)  

Position Nbr (Optional)

Project ID (Optional)

Combo Code (Optional)

[View Results](#)

Name	Dept ID	Position Nbr	Empl ID	Empl Rcd
------	---------	--------------	---------	----------

Pay Group	Comp Freq	Comp Rate	Benefit Eligible
-----------	-----------	-----------	------------------

Funding Eff Date	Dist Percent	Dist Amount
------------------	--------------	-------------

Combo Code	Code Descr	Appoint End Dt
------------	------------	----------------

Project ID	Project End Date	Funding End Dt	Budget End Dt
------------	------------------	----------------	---------------

Dept ID	Position Nbr	Empl ID	Empl Rcd	Pay Group	Comp Freq	Comp Rate	Benefit Eligible	Funding Eff Date	Dist Percent	Dist Amount	Combo Code	Appoint End Dt	Project ID	Project End Date	Funding End Dt	Budget End Dt
	00641280		0	STM	M	864.00	No	6/1/2019	100.000	864.00	61000160	7/31/2019			7/31/2019	6/30/2019
	00758722		2	STM	M	1895.83	No	6/1/2019	100.000	1895.83	63016796	5/31/2020	35M6037	5/31/2020	5/31/2020	6/30/2019
	00350789		0	MON	C	97753.00	Yes	7/1/2018	100.000	97753.00	61000069					6/30/2019
	00735980		2	MON	C	10069.00	Yes	6/1/2019	100.000	10069.00	63018780		35A1647	5/31/2021	5/31/2021	6/30/2019
	00763167		0	TMP	H	22.00	No	5/15/2019	100.000	22.00	63018999	7/15/2019	35M6075	7/15/2019	7/15/2019	6/30/2019



# HCM Data To The GL – HCM Position Queries

CU HCM User WorkCenter

WorkCenterResources

HCM Queries

Query Manager

- Job List
- Funding Distribution
- Payroll Register Acct Detail
- Payroll Register
- Time Entry
- Position Data**
- Personnel Roster
- Training Report
- Paycheck Distribution
- Dept Personnel & Org Roster
- Leave Balances
- Leave Accruals
- TBT Manage Transactions
- Personnel Actions History
- Position Funding**

CU HCM User WorkCenter

		department ID or campus.		
76	Position Data	This query returns current position data with options to search for vacant or inactive positions.	34254	CUES_HCM_POSITION_DATA
77	Position Funding	This query returns current position funding for active positions only.	11941	CUES_HCM_POSITION_FUNDING
78	Position History	This query returns historical position data. It also returns future-dated position data as long as a current effective-dated row exists.	968	CUES_HCM_POSITION_HISTORY
79	Position Incumbents	This query returns the incumbent history for positions and includes a current incumbent flag.	1335	CUES_HCM_POSITION_INCUMBENTS



# HCM Data To The GL – HCM Position Funding

## CUES\_HCM\_POSITION\_FUNDING - Position Funding

Position Nbr (Optional)

Business Unit (Optional)

Node (Optional)

Dept ID (Optional)

Job Code (Optional)

Company (Optional)

SpeedType (Optional)

SpeedType Status (Optional)

Fund Code (Optional)

Organization (Optional)

Program Code (Optional)

Project ID (Optional)

Project Status (Optional)

Sub-Class (Optional)

Vacant ONLY ☐

[View Results](#)

Position Nbr	Business Title	Busniess Unit	Dept ID	Dept Name	Job Code	Job Title	Company
--------------	----------------	---------------	---------	-----------	----------	-----------	---------

Funding Begin Date	Date Entered	SpeedType	SpeedType Status	SpeedType Descr	% of Distribution
--------------------	--------------	-----------	------------------	-----------------	-------------------

Fund Code	Organization	Program Code	Project ID	Project Status	Project End Date	Sub-Class
-----------	--------------	--------------	------------	----------------	------------------	-----------

Funding End Date	Budget End Date	Headcount Status	Current Headcount	Max Headcount
------------------	-----------------	------------------	-------------------	---------------

Position Nbr	Business Title	Busniess Unit	Dept ID	Dept Name	Job Code	Job Title	Company	Funding Begin Date	Date Entered	SpeedType	SpeedType Status	SpeedType Descr	% of Distribution	Fund Code	Organization	Program Code	Project ID	Project Status	Project End Date	Sub-Class	Funding End Date	Budget End Date	Headcount Status	Current Headcount	Max Headcount
00107692		UCB			T1A2XX	IT Profess	CU	7/1/2018	6/8/2018	11086737	Active		100.000	10	10244	45785						6/30/2019	Open	0	1
00150531		UCB			2240	Academic	CU	12/1/2018	12/6/2018	11200048	Active		9.374	12	10762		1554824	Open	9/30/2019		9/30/2019	6/30/2019	Filled	1	1
00150531		UCB			2240	Academic	CU	12/1/2018	12/6/2018	11027004	Active		90.626	10	10244	13063						6/30/2019	Filled	1	1
00164005		UCB			1419	Lecturer	CU	7/1/2018	6/8/2018	12948002	Active		100.000	29	10244	29888						6/30/2019	Open	0	1
00605128		UCB			4104	Student A	CU	7/15/2018	7/23/2018	11005395	Active		100.000	10	10244	71668						6/30/2019	Open	0	1
00605173		UCB			4106	Student A	CU	7/1/2018	6/8/2018	11023888	Active		100.000	10	10244	13062						6/30/2019	Open	0	1



# HCM Data To The General Ledger (GL) – HCM HRGL Requests – Payroll Expense Transfers (PETs) in HCM

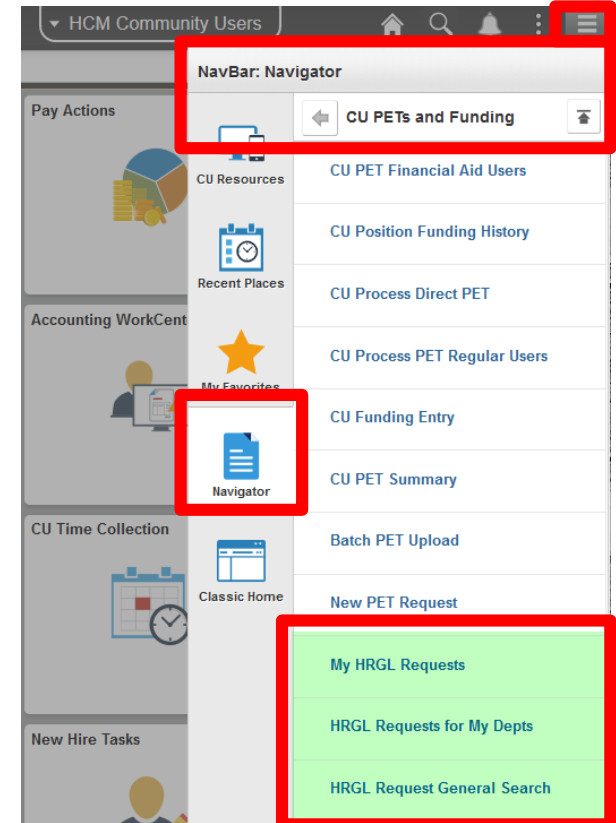
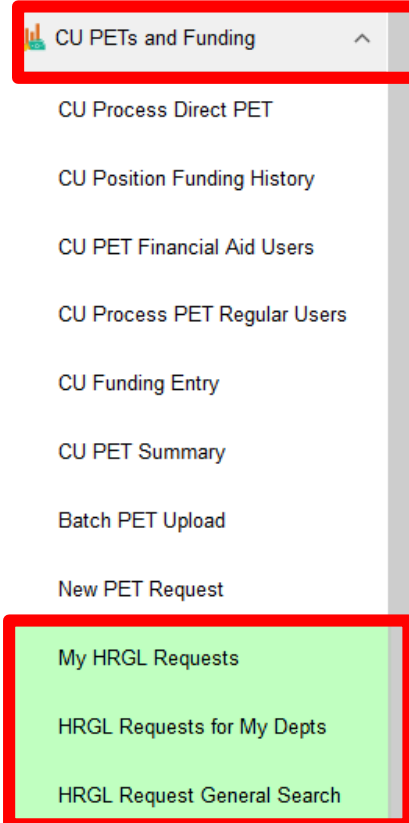
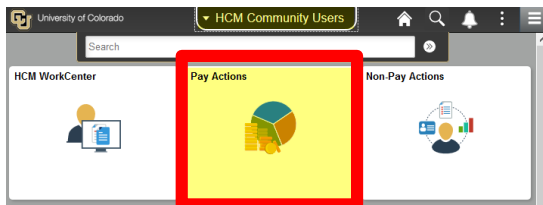
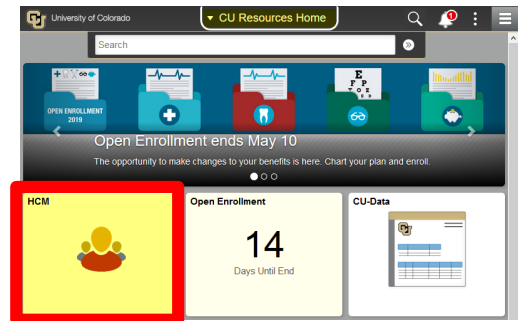


# HCM Data To The GL – HCM HRGL Requests – Payroll Expense Transfers (PETs)

- **Current PET (HRGL Request)**  
– April 20, 2017 – Current
- **Legacy PET (HRGL Request)**  
**Student Financial Aid (HRGL Request)**  
– December 2015 – April 19, 2017
- **FIN (mFIN Journal)**  
– Prior to December 2015



# HCM Data To The GL – HCM HRGL Requests – PETs (Since April 20, 2017)



# HCM Data To The GL – HCM HRGL Requests – PETs (Since April 20, 2017)

CU PETs and Funding

CU Process Direct PET

CU Position Funding History

CU PET Financial Aid Users

CU Process PET Regular Users

CU Funding Entry

CU PET Summary

Batch PET Upload

New PET Request

My HRGL Requests

HRGL Requests for My Depts

HRGL Request General Search

PET Pending Approvals

## HRGL Request General Search

### Search Filters

HRGL Request # <input type="text"/> (Starts with)	Request Type <input type="text"/>	Status <input type="text"/>	Department <input type="text"/>
	Originator <input type="text"/>	Empl ID <input type="text"/>	
	Submitter <input type="text"/>	SpeedType <input type="text"/>	
<input type="button" value="Search"/>		<input type="checkbox"/> Only Fin Aid / Controllers Office	Project <input type="text"/>

Position Number

Created Date Range

Begin

End

Completed Date Range

Begin

End

University of Colorado  
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

[Back to Agenda](#) 63

# HCM Data To The GL – HCM HRGL Requests – PETs (Since April 20, 2017)

Document Collection

Job Information

Position Management

Time Collection

Employee Pay Data

CU PETs and Funding

CU Process Direct PET

CU Position Funding History

CU PET Financial Aid Users

CU Process PET Regular Users

CU Funding Entry

CU PET Summary

Batch PET Upload

New PET Request

My HRGL Requests

HRGL Requests for My Depts

HRGL Request General Search

## My HRGL Requests

Search Filters

HRGL Request #

Request Type

Status

Created Date Range

Completed Date Range

(Starts with)

Originator

Submitter

Search

Only Fin Aid / Controllers Office (PET)

HRGL Request #	Request Type	Status	Submitter	Created Datetime	Submitted Date Time
MCCO000605-20190410-002	Payroll Expense Transfer	Completed	McCoy,Catherine Louise	04/10/19 1:24PM	04/10/19 1:46PM
MCCO000605-20190410-001	Payroll Expense Transfer	Completed	McCoy,Catherine Louise	04/10/19 11:55AM	04/10/19 12:06PM
MCCO000605-20190218-001	Payroll Expense Transfer	Completed	McCoy,Catherine Louise	02/18/19 2:27PM	02/18/19 2:31PM
MCCO000605-20190213-002	Payroll Expense Transfer	Completed	McCoy,Catherine Louise	02/13/19 10:47AM	02/13/19 10:53AM
MCCO000605-20190211-001	Payroll Expense Transfer	Completed	McCoy,Catherine Louise	02/11/19 2:00PM	02/12/19 8:54AM
MCCO000605-20190204-008	Payroll Expense Transfer	Completed	McCoy,Catherine Louise	02/04/19 7:29PM	02/07/19 5:20PM
MCCO000605-20190204-007	Payroll Expense Transfer	Completed	McCoy,Catherine Louise	02/04/19 7:20PM	02/07/19 5:19PM
MCCO000605-20190204-006	Payroll Expense Transfer	Completed	McCoy,Catherine Louise	02/04/19 7:02PM	02/07/19 5:19PM
MCCO000605-20190204-005	Payroll Expense Transfer	Completed	McCoy,Catherine Louise	02/04/19 6:48PM	02/07/19 5:19PM
MCCO000605-20190204-004	Payroll Expense Transfer	Completed	McCoy,Catherine Louise	02/04/19 6:15PM	02/07/19 5:18PM
MCCO000605-20190204-003	Payroll Expense Transfer	Completed	McCoy,Catherine Louise	02/04/19 4:55PM	02/07/19 5:18PM
MCCO000605-20190204-002	Payroll Expense Transfer	Completed	McCoy,Catherine Louise	02/04/19 2:28PM	02/07/19 5:18PM
MCCO000605-20190204-001	Payroll Expense Transfer	Completed	McCoy,Catherine Louise	02/04/19 11:36AM	02/04/19 11:52AM
MCCO000605-20190201-005	Payroll Expense Transfer	Completed	McCoy,Catherine Louise	02/01/19 3:33PM	02/01/19 4:22PM
MCCO000605-20190201-004	Payroll Expense Transfer	Completed	McCoy,Catherine Louise	02/01/19 3:24PM	02/01/19 3:32PM
MCCO000605-20190201-003	Payroll Expense Transfer	Completed	McCoy,Catherine Louise	02/01/19 3:13PM	02/01/19 3:23PM
MCCO000605-20190201-002	Payroll Expense Transfer	Completed	McCoy,Catherine Louise	02/01/19 2:28PM	02/11/19 11:59AM
MCCO000605-20190201-001	Payroll Expense Transfer	Completed	McCoy,Catherine Louise	02/01/19 2:01PM	02/11/19 11:45AM





# HCM Data To The GL – HCM HRGL Requests – Legacy/Financial Aid PETs (Work Study) (December 2015 – April 19, 2017)

CU Users

NavBar: Navigator

- CU Resources
  - CU PETs and Funding
    - CU PET Financial Aid Users
    - CU Position Funding History
    - CU Process Direct PET
    - CU Process PET Regular Users**
    - CU Funding Entry
    - CU PET Summary**
    - Batch PET Upload
    - New PET Request
    - My HRGL Requests
    - HRGL Requests for My Depts
    - HRGL Request General Search
- Recent Places
- My Favorites
- Navigator
- Classic Home

### CU Process PET Regular Users

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

PET Request Number : begins with

Field Description : begins with

Field Value : begins with

Approval Status : =

☐ Case Sensitive

[Search](#) [Clear](#)

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

### Search Results

Only the first 300 results can be displayed.

View All First 1-100 of 300 Last

PET Request Number :	Field Description	Field Value	CREATION_DT :	Approval Status
MCCO000605-20160128-54	Position Number	00699677	01/28/2016	Withdrawn
MCCO000605-20160201-2	Combination Code	63100368	02/01/2016	Complete
MCCO000605-20160201-2	Position Number	00667198	02/01/2016	Complete
MCCO000605-20160201-44	Combination Code	63010837	02/01/2016	Complete
MCCO000605-20160201-44	Position Number	00700847	02/01/2016	Complete
MCCO000605-20160201-45	Position Number	00698343	02/01/2016	Withdrawn
MCCO000605-20160201-46	Combination Code	68026060	02/01/2016	Complete
MCCO000605-20160201-46	Position Number	00622883	02/01/2016	Complete



# HCM Data To The GL – HCM HRGL Requests – Legacy/Financial Aid PETs (Work Study) (December 2015 – April 19, 2017)

CU Process PET

CU Earning Distributions

CU Deduction Distributions

CU Tax Distributions

CU PET Comments

PET Request Number MCCO000605-20160201-2

Originator

Set ID

See attachments

Attach

Workflow

CU Process PET

CU Earning Distributions

CU Deduction Distributions

CU Tax Distributions

CU PET Comments

**Retro Distribution Transaction**

PET Request Number MCCO000605-20160201-2

Last Operator to Access MCCO000605

Creation Date 02/01/2016

Transaction Type Direct

Date of Pay 02/04/2016

Select All Trans

Deselect All

**Check Earnings Line**

Personalize | Find | First 1 of 1 Last

Employee ID

Employee Name

View Details

Transaction Selected

Company

Pay Group

Pay End Date

Off Cycle ?

Employee ID

Page Nbr

Line

Separate Check

☒

☐

CU

F12

01/31/2016

☐

139065

1102

3

**\*\*Please Save Your Changes before Viewing Next Check Details**

Personalize | Find | First 1-2 of 2 Last

Earnings Code

Earnings

Combination Code

Department

Account

Job Code

Position Number

Pay Period End Date

1 RGS

-185.66

63100368

21424

400500

1310

00667198

01/31/2016

2 RGS

185.66

63100419

21424

400500

1310

00667198

01/31/2016

Save

Return to Search

Previous in List

Next in List



Notify

CU Process PET | CU Earning Distributions | CU Deduction Distributions | CU Tax Distributions | CU PET Comments



# HCM Data To The GL – HCM HRGL Requests – Legacy/Financial Aid PETs (Work Study) (December 2015 – April 19, 2017)

File Attachments

OK Cancel

Header Level

Add Delete

☐ Attachment: PET\_MCCO000605-20160201\_Bridge\_1601.pdf

Uploaded By - MCCO000605 Time - February.01.2016 10:49 AM

Approval Map

PETApproval

:Approved

Path 1

Approved

Mays, Shanelle Vee

Grants

02/24/16 - 1:31 PM

Comments

See attachments at 02/01/16 - 10:50 AM

MCCO000605

Attach Workflow

Process Direct Retro Distribution

PET Request Number MCCO000605-20160201-2

Originator McCoy, Catherine Louise

Set ID UCOLO

Review Data

PET Status : Complete

Process PET

Summary Report

Withdraw

Processing Option

Apply to Transactions All

Transaction Date Range

Begin Date 01/01/2016 End Date 01/31/2016

Search Fields

Field Description	Field Value
Combination Code	63100368
Position Number	00667198

Update Sequences

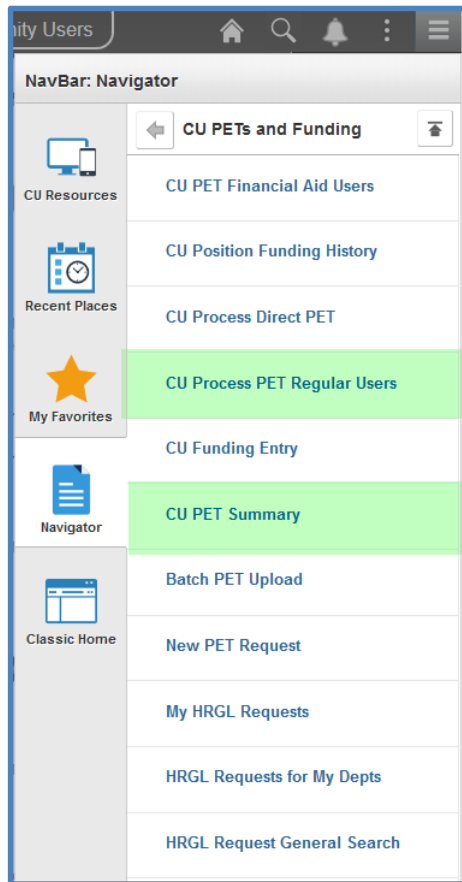
Sequence	Percentage
1	100.00

Update Value

Field Description	Field Value
Combination Code	63100419



# HCM Data To The GL – HCM HRGL Requests – Legacy/Financial Aid PETs (Work Study) (December 2015 – April 19, 2017)



The screenshot shows the "PET Summary" page of the HCM HRGL Requests application. The page displays the "PET Request Number" as MCCO000605-20160201-2. Below this, there are three summary tables: "Earnings Summary", "University-Paid Benefits Summary", and "University-Paid Tax Summary". Each table has a "Find" button and a "View All" button. The "University-Paid Benefits Summary" table is highlighted with a red box, and the "University-Paid Tax Summary" table is also highlighted with a red box. The "University-Paid Benefits Summary" table shows 13 rows of data, and the "University-Paid Tax Summary" table shows 4 rows of data. The tables are organized into columns: "Deductions", "Combination Code", "Account", and "Description".

	Earnings	Combination Code	Account	Description
1				

	Deductions	Combination Code	Account	Description
1	-25.02	63100368	418720	CDPHE U.S. YOUTH HLT SURVEY
2	-0.38	63100368	418721	CDPHE U.S. YOUTH HLT SURVEY
3	-1.24	63100368	418722	CDPHE U.S. YOUTH HLT SURVEY
4	-0.82	63100368	418723	CDPHE U.S. YOUTH HLT SURVEY
5	-18.56	63100368	418733	CDPHE U.S. YOUTH HLT SURVEY
6	-3.56	63100368	418750	CDPHE U.S. YOUTH HLT SURVEY
7	-0.12	63100368	419600	CDPHE U.S. YOUTH HLT SURVEY
8	25.02	63100419	418720	CDPHE TOBACCO EVAL
9	0.38	63100419	418721	CDPHE TOBACCO EVAL
10	1.24	63100419	418722	CDPHE TOBACCO EVAL
11	0.82	63100419	418723	CDPHE TOBACCO EVAL
12	18.56	63100419	418733	CDPHE TOBACCO EVAL
13	3.68	63100419	419600	CDPHE TOBACCO EVAL

	Taxes	Combination Code	Account	Description
1	-11.39	63100368	418730	CDPHE U.S. YOUTH HLT SURVEY
2	-2.66	63100368	418734	CDPHE U.S. YOUTH HLT SURVEY
3	11.39	63100419	418730	CDPHE TOBACCO EVAL
4	2.66	63100419	418734	CDPHE TOBACCO EVAL



# HCM Data To The GL – HCM HRGL Requests – Legacy/Financial Aid PETs (Work Study) (December 2015 – April 19, 2017)

PET Summary | PET Detail

PET Request Number: MCCO000605-20160201-2

**Earning Details** Find | View All | [Print] First 1 of 1 Last

Earnings Code	Earnings	Combination Code	Department	Account	Job Code	Position Number	Pay Period End Date	Company	Pay Group	Page Nbr	Line Nbr	Separate Check Nbr	Empl ID	Empl Record
1														

**Deduction Details** Find | View All | [Print] First 1-6 of 18 Last

Deduction Code	Deductions	Combination Code	Department	Account	Job Code	Position Number	Pay Period End Date	Company	Pay Group	Page Nbr	Line Nbr	Separate Check Nbr	Empl ID	Empl Record
1 ANTMDB	\$-25.02	63100368	21424	418720	1310	00667198	01/31/2016	CU	F12	1102	3		139065	
2 STNDRD	\$-0.38	63100368	21424	418721	1310	00667198	01/31/2016	CU	F12	1102	3		139065	
3 CUDNTB	\$-1.24	63100368	21424	418722	1310	00667198	01/31/2016	CU	F12	1102	3		139065	
4 LTDTIA	\$-0.82	63100368	21424	418723	1310	00667198	01/31/2016	CU	F12	1102	3		139065	
5 401A	\$-18.56	63100368	21424	418733	1310	00667198	01/31/2016	CU	F12	1102	3		139065	
6 DHLDF	\$-0.94	63100368	21424	418750	1310	00667198	01/31/2016	CU	F12	1102	3		139065	

**Tax Details** Find | View All | [Print] First 1-4 of 4 Last

Tax Balance Class	Tax	Combination Code	Department	Account	Job Code	Position Number	Pay Period End Date	Company	Pay Group	Page Nbr	Line Nbr	Separate Check Nbr	Empl ID	Empl Record
1 E	-11.39	63100368	21424	418730	1310	00667198	01/31/2016	CU	F12	1102	3		139065	
2 Q	-2.66	63100368	21424	418734	1310	00667198	01/31/2016	CU	F12	1102	3		139065	
3 E	11.39	63100419	21424	418730	1310	00667198	01/31/2016	CU	F12	1102	3		139065	
4 Q	2.66	63100419	21424	418734	1310	00667198	01/31/2016	CU	F12	1102	3		139065	

Return to Search Previous in List Next in List Notify

PET Summary | PET Detail



# HCM Data To The GL – HCM HRGL Requests – PETs (Prior to December 2015)

- HRMS 8.9 PETs prior to December 2015
  - Pages are no longer available
- PET ID = Journal ID
  - mFIN statements
- Use CU-DATA mFIN reports
  - Search for the Journal ID for PET detail
  - Each Journal ID beginning with PET = unique PET reference
  - No additional documentation is available in HCM or FIN
  - Refer to departments for additional information



# HCM Data To The General Ledger (GL) – HCM HRGL Requests – Payroll Expense Transfers (PETs) HCM Queries



# HCM Data To The GL – HCM HRGL Requests – Payroll Expense Transfers (PETs) HCM Queries

## CUES\_HRGL\_PET\_DIST\_MISMATCH

NavBar: Navigator

CU Resources

Recent Places

My Favorites

Navigator

Reporting Tools

Reporting Tools

Composite Query

Query

Query Manager

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query | Create New Query

\*Search By  begins with

Search Results

\*Folder View

\*Action

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
<input type="checkbox"/>	CUES_HRGL_ORPHAN_VAC_SCK	Orphaned Vac and Sick	Public		Edit	HTML	Excel	XML	Schedule	Lookup References

CUES\_HRGL\_PET\_DIST\_MISMATCH

Pay End Date >

Dept ID (Optional)

User ID (Optional)

Fiscal Year 2019 - 7/1/18 - 5/31/2019			
Count of Request#	Colu		
		Grand	
		+ 2018	+ 2019 Total
Row Labels			
+ UCB	44	22	66
+ UCCS	3		3
+ UCD	145	53	198
Grand Total	192	75	267

PC Busin ess Unit	Dept	Request#	User ID	Empl ID	PET Submit	Pay Period End	RGS Amou	VAC/SCK Amount	Earns End Date
UCB	10099	NEWT000198-20181025-001	NEWT00019	262152		7/31/2018	\$ 18,672.72	\$ 290.87	6/30/2018
UCB	10180	CLAR002172-20190114-007	CLAR002172	286503		7/31/2018	\$ 3,863.80	\$ 1,782.35	6/30/2018
UCB	10190	KEIS000002-20190516-002	KEIS000002	322299		7/31/2018	\$ 1,215.64	\$ 274.30	6/30/2018





# HCM Data To The GL – HCM HRGL Requests – Payroll Expense Transfers (PETs) HCM Queries

Payroll Expense Transfer												
Fin Aid / Controllers: <input checked="" type="checkbox"/> Benefits Override: <input type="checkbox"/> Fin Aid / Controllers Office												
Paycheck Search Results Personalize Find View All First 1-8 of 8 Last												
Main Add Info												
Selected	Pay End Date	Earnings End Date	Off Cycle	Empl ID	Empl Rcd#	Department	Position Number	Job Code	Pay Group	Total Earnings	Total Taxes	Total Deductions
<input type="checkbox"/>	05/03/2018	03/31/2018	<input checked="" type="checkbox"/>	164556	0	10180	00706971	1309	F12	0.00	0.00	0.00
<input type="checkbox"/>	05/24/2018	10/31/2017	<input checked="" type="checkbox"/>	164556	0	10180	00706971	1309	F12	0.00	0.00	0.00
<input type="checkbox"/>	05/31/2018	05/31/2018	<input type="checkbox"/>	164556	0	10180	00706971	1309	F12	8,130.03	1,638.55	545.00
<input type="checkbox"/>	06/30/2018	06/30/2018	<input type="checkbox"/>	164556	0	10180	00706971	1309	F12	8,130.03	1,638.37	545.00
<input type="checkbox"/>	07/31/2018	06/30/2018	<input type="checkbox"/>	164556	0	10180	00706971	1309	F12	8,130.03	1,668.72	409.20
<input checked="" type="checkbox"/>	07/31/2018	07/31/2018	<input type="checkbox"/>	164556	0	10180	00706971	1309	F12	8,130.03	1,668.72	409.20
<input type="checkbox"/>	08/31/2018	07/31/2018	<input type="checkbox"/>	164556	0	10180	00706971	1309	F12	8,130.03	1,669.11	409.20
<input type="checkbox"/>	08/31/2018	08/31/2018	<input type="checkbox"/>	164556	0	10180	00706971	1309	F12	8,130.03	1,669.11	409.20

## Paycheck Detail

Find View All First 1 of 1

### Paycheck Information

Name	Empl ID	Rcd#	Paycheck Number	Pay Group	Pay End Date	Off Cycle ?	Page Nbr	Line Nbr	Sep Chk	Total Gross	Total Deductions	Total Taxes
		0	6789856	F12	07/31/2018	<input type="checkbox"/>	246	7	0	8,130.03	409.20	1,668.72

### Job Data Snapshot

Personalize Find View All First 1 of 1 Last

Rcd#	Job Eff Date	Job Eff Seq	Department	Position Number	Job Code	Job Description	HR Status	Action	Action Reason	Pay Frequency	Pay Group	FTE	Std Hours	Comp Rate	Reports To	Empl Class	Reg/Temp
0	10/01/2017	0	10180	00706971	1309	Sr Professional Research Asst	Active	PAY	MER	M	F12	1.000000	40.00	\$8,130.030000	0159428	1	Regular

### Current Check Distribution

Personalize Find View All First 1 of 1 Last

Pay End Date	Earnings End Date	Rcd#	Department	Position #	Jobcode	Earn Code	SpeedType	SpeedType Description	Account	Project	Project End Date	Amount	Distrib %
07/31/2018	07/31/2018	0	10180	00706971	1309	RGS	11030236	Dessau - Research	400500			6,347.68	100.000



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# CU-DATA PAYROLL REPORTING

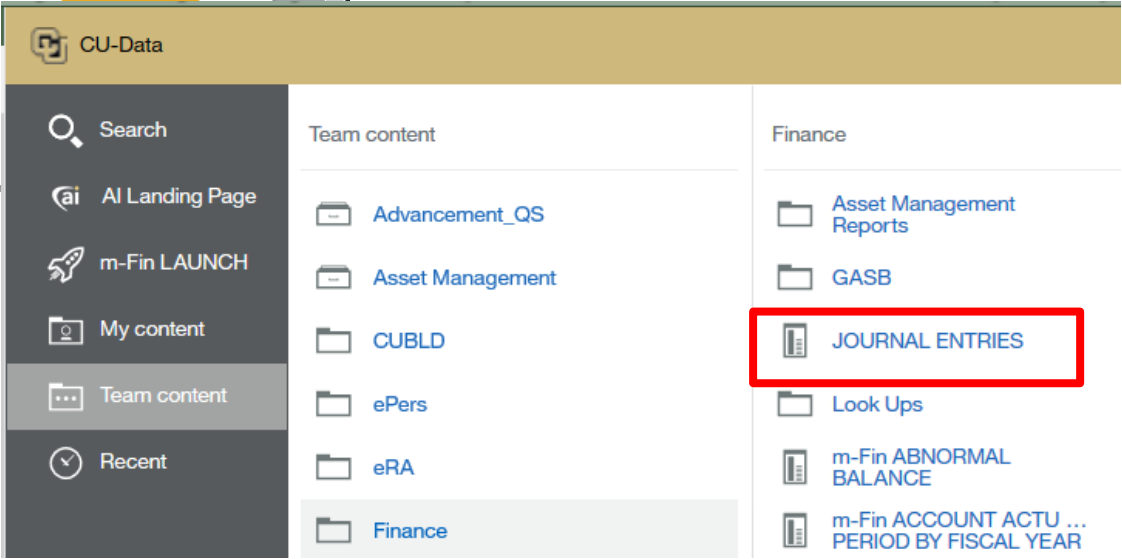
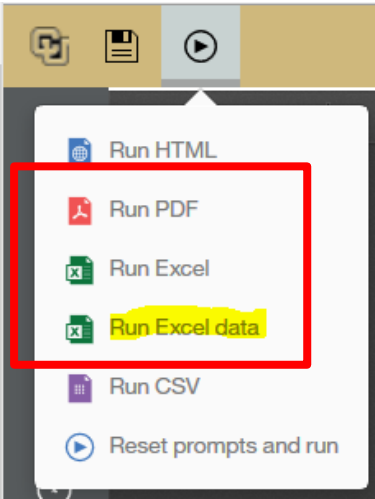
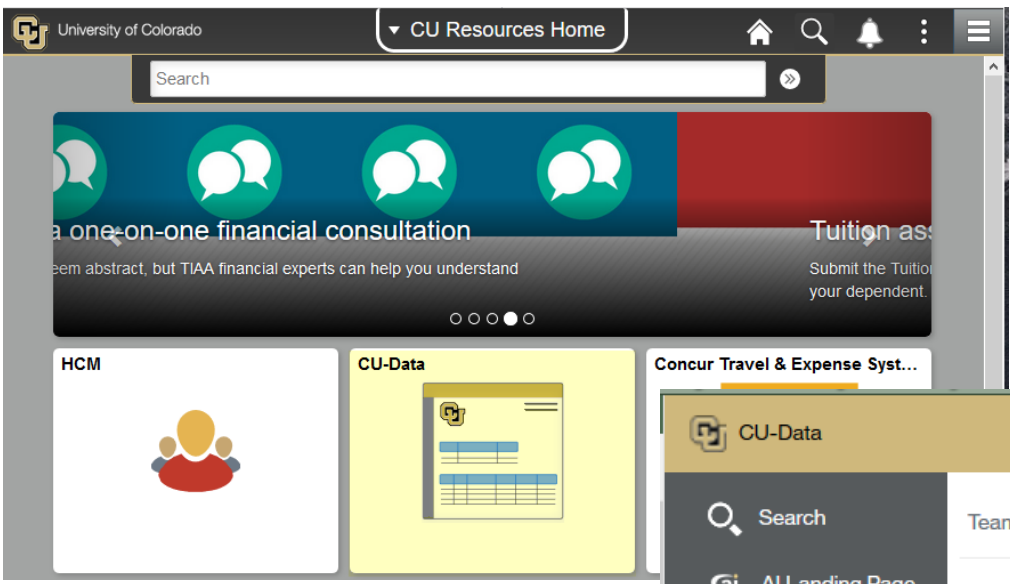


# CU-Data Reports

- Journal Entry Lookup
- PET Lookup
- Employee Compensation
- Payroll Fiscal Year
- Payroll Fiscal Year Detail
- Payroll Transactions
- Personal Roster and Departmental Budget
- Position Budget
- Position Budget – Actuals Detail
- Position Budget II
- Encumbrances
- Financial Detail

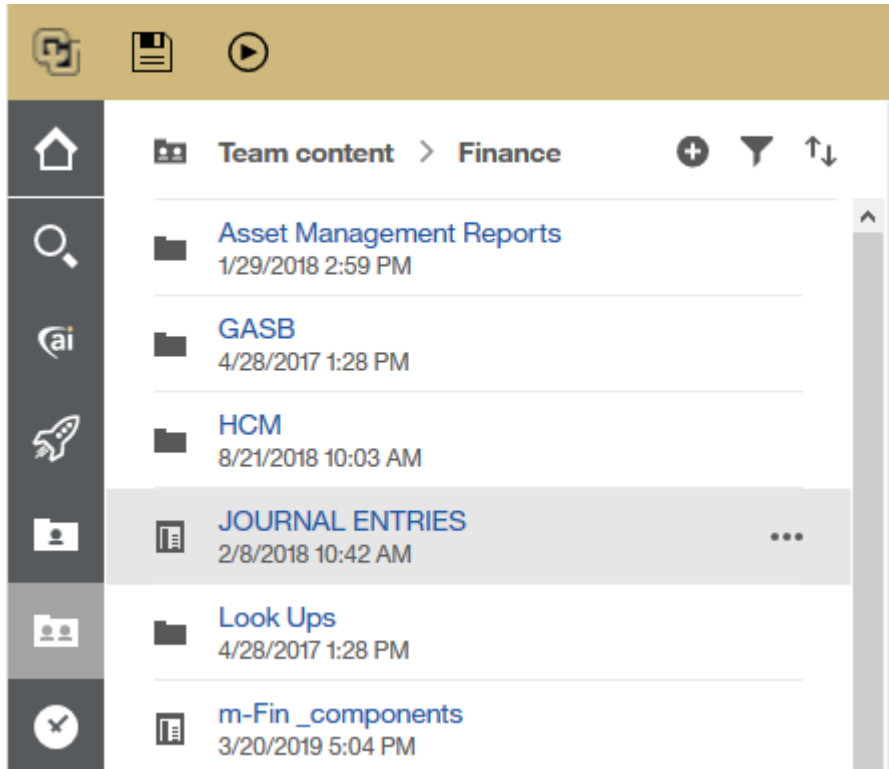


# CU-Data



# CU Data Journal Entry Lookup

(Before December 2015)



## Journal ID

Before December 2015

- PET Journal ID individual for each PET

After December 15

- PET Journal Includes ALL PETs since last JOURNAL processed
- “Bundle” at noon and 6 pm



# CU Data Journal Entry Lookup

(Before December 2015)

JOURNAL ENTRIES

JOURNAL ID

STARTS WITH

PET

FISCAL YEAR

FISCAL YEAR

ACCOUNTING PERIOD

ACCOUNTING PERIOD

Current

Clear

JOURNAL DATE

From:

☒ Nov 1, 2015

☐ Earliest date

To:

☒ Nov 30, 2015

☐ Latest date

STATUS

JOURNAL STATUS

OPER ID

SOURCE

SRCE CODE

LEDGER

LEDGER\_TYPE

Finish

JOURNAL ID	JOURNAL DATE	STATUS	LEDGER CODE	OPER ID	SOURCE	LINE COUNT	DOLLAR TOTAL	DESCRIPTION
<a href="#">PETB348011</a>	Nov 1, 2015	P	ACTUALS	BROW001918	PET	9	0.00	BATCH PAYROLL EXPENSE TRANSFER BUDGET LINE MOVED FROM PN: 00640762 TO PN: 00150291.
<a href="#">PETB349921</a>	Nov 1, 2015	P	ACTUALS	BROW001918	PET	6	748.74	BATCH PAYROLL EXPENSE TRANSFER
<a href="#">PETC338798</a>	Nov 1, 2015	P	ACTUALS	KIPL000005	PET	18	12,963.34	REALLOCATE PAY OUT OF SUSPENSE INTO CORRECT ST43000191 - HR MISSED APPROVING THE FUNDING IN TIME.
<a href="#">PETC338820</a>	Nov 1, 2015	P	ACTUALS	KIPL000005	PET	12	7,425.90	REALLOCATE PAY OUT OF SUSPENSE INTO CORRECT ST43000104 - DEPT FORGOT TO UPDATE THE FUNDING END DATE WHEN THE PROJECT END DATE WAS UPDATED.
<a href="#">PETC338854</a>	Nov 1, 2015	P	ACTUALS	KIPL000005	PET	14	6,612.66	REALLOCATE PAY OUT OF SUSPENSE INTO CORRECT ST43000269 - GRANT ENDED BUT IS BEING RENEWED IT JUST HAS SOME UNFORESEEN ISSUES.
<a href="#">PETC344508</a>	Nov 1, 2015	P	ACTUALS	KIPL000005	PET	19	22,399.96	REALLOCATE PAY OUT OF SUSPENSE INTO CORRECT ST41015671.



# CU Data Journal Entry Lookup

(Before December 2015)

</

# CU-DATA SEARCH FOR HRGL REQUESTS





# CU Data PET Lookup

(Since December 2015)

The screenshot shows the 'CU Resources Home' dashboard. At the top, there's a navigation bar with the University of Colorado logo, a search bar, and a 'CU Resources Home' dropdown. Below the navigation bar is a banner for 'Open Enrollment 2019' with a countdown timer showing 'Open Enrollment ends May 10'. The main content area is divided into three sections: 'HCM' with a group of people icon, 'Open Enrollment' with a large '9' and 'Days Until End', and 'CU-Data' with a document icon.


The screenshot shows the 'CU Data PET Lookup' interface. It features a sidebar with navigation icons (home, search, AI, rocket, folder, people, and a checkmark). The main content area is titled 'Team content > Finance' and lists several items:

- m-Fin PAYROLL FISCAL YEAR DETAIL (3/5/2019 2:46 PM)
- m-Fin PAYROLL TRANSACTIONS (4/27/2019 9:28 AM)
- m-Fin PERSONNEL ROSTER AND DEPAR (4/23/2019 8:47 PM)
- m-Fin PET** (6/18/2018 8:22 AM) - This item is highlighted with a tooltip that says 'm-Fin PET'.
- m-Fin POSITION BUDGET (4/9/2019 8:11 AM)
- m-Fin POSITION BUDGET - ACTUALS DE (6/22/2017 11:35 AM)
- m-Fin POSITION BUDGET II (7/4/2018 11:28 AM)



# CU Data PET Lookup

(Since December 2015)



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PET

m-Fin

FISCAL YEAR

\* 2023

2022

2021

2020

2019

2018

2017

2016

A B

C D

E F

G H

I J

K L

M N

O P

Q R

S T

U V

W X

Y Z

ALL

PET OPERATOR

\* MACKENZIE, ELLEN L. (MACK000370)

MADEN, KELLY BRIANNE (MADE000084)

MADY, ERICA (MADY000003)

MAESTAS, KRISTIN MARIE (GAR0001506)

MALEY, CAROLYN (MALE000051)

MALONE, SUSAN ELIZABETH (MALO000512)

MANDOS, SARAH MICHELLE (MAND000061)

MANLY, FREDERICK S (MANL000026)

MANSBACH, RUTH SMITH (MANS000205)

MARGENAU, KATHLEEN MARIE (MARG000218)

MARTIN, FELICIA (MART002385)

MARTIN, LINDSAY (MART002384)

MARTINEZ, ROBERTA (MART002412)

MASKER, KRISTIN (GRAB000144)

MASON, TIFFANY ANN (MASO000172)

MATTHEWS, ALEX MICHAEL (MATT000846)

MCCANDLESS, LINDSAY RENAE (MCCA000809)

MCCOY, CATHERINE LOUISE (MCCO000605)

MCCRIMMON, KIRK R (MCCR000145)

MCDONALD, CHRISTIANA LYNN HERNANDO (MCDO000554)

MCDONNELL, AMBER LYNN (MCDO000965)

MCDONNELL, SHERRY (MCDO000327)

MCGOWAN, M.B.A., BECKY LYNN (MCGO000127)

MCILVRIDE, KELLY ANNE (MCIL000012)

MCMULLIN, EMILY ROSE (MCMU000126)

MEARA, BRIAN (MEAR000020)

MELONIS, MAUREEN ANN (MELO000022)

MELSEN, SARAH (MELS000007)

MENDEL, KRISTINA (MEN000000)

PET DATE

\* Fri, Jun 30, 2017

Thu, May 11, 2017

Tue, May 09, 2017

Thu, Apr 20, 2017

Thu, Mar 30, 2017

Thu, Mar 16, 2017

Fri, Mar 10, 2017

Wed, Mar 08, 2017

Mon, Mar 06, 2017

Fri, Feb 24, 2017

Thu, Feb 09, 2017

Tue, Feb 07, 2017

Mon, Feb 06, 2017

Mon, Jan 23, 2017

Fri, Jan 20, 2017

Thu, Jan 19, 2017

Wed, Jan 11, 2017

Tue, Dec 20, 2016

Fri, Dec 16, 2016

Wed, Dec 14, 2016

Wed, Nov 30, 2016

Mon, Nov 14, 2016

Wed, Nov 02, 2016

Mon, Oct 24, 2016

Mon, Oct 17, 2016

Wed, Oct 12, 2016

Tue, Oct 11, 2016

Mon, Oct 10, 2016

Fri, Oct 07, 2016

PET SEQ NUM

\* 001 (DELSO)

002 (DELSO)

003 (DELSO)



(Since December 2015)



# CU-DATA SEARCH FOR PAYROLL DATA



# mFIN Reports

Welcome

Home

Search

AI Landing Page

m-Fin LAUNCH

My content

Team content

Recent

Team content > Finance

m-Fin PAYROLL ACCOUNTING PERIOD

9/24/2018 7:51 AM

m-Fin PAYROLL FISCAL YEAR

9/24/2018 8:44 AM

m-Fin PAYROLL FISCAL YEAR DETAIL

3/5/2019 2:46 PM

m-Fin PAYROLL TRANSACTIONS

6/14/2019 3:21 PM

m-Fin PERSONNEL ROSTER AND DEPARTMENTAL BUD

4/23/2019 8:47 PM

m-Fin PET

6/18/2018 8:22 AM

m-Fin POSITION BUDGET

5/23/2019 1:59 PM

m-Fin POSITION BUDGET - ACTUALS DETAIL

6/22/2017 11:35 AM

m-Fin POSITION BUDGET II

7/4/2018 11:28 AM

Welcome

Welcome to CU-Data

Get started by opening a dashboard, report or story!

Recent

Show more...

REPORT

m-Fin FINANCIAL DETAIL

6/17/2019 1:03 PM

REPORT

m-Fin COMPENSATION SUMMARY

6/17/2019 1:02 PM

REPORT

m-Fin PET

5/29/2019 4:24 PM

REPORT

m-Fin OUTSTANDING ENCUMBRANCES

5/24/2019 3:56 PM

REPORT

m-Fin SPEEDTYPE SUMMARY

5/24/2019 3:18 PM


REPORT

JOURNAL ENTRIES

5/10/2019 3:28 PM



# mFIN Employee Compensation



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COMPENSA

FISCAL YEAR AND ACCOUNTING PERIOD

FROM \* 2019

TO \* 2019

Fri May 31 2019

\* 1 -- JUL

\* 11 -- MAY

EMPLOYEE ID -- EMPLOYEE NAME (HOME DEPT ORG)

Keywords:

Type one or more keywords separated by spaces.

302124

Search

Search Prompt Tips

Options

Results:

302124 RAJFFRTY,BKEXGd t

Insert

Remove

Select all Deselect all

Choice:

302124 RAJFFRTY,BKEXGd t

Select all Deselect all


Resize

Cancel

< Back

Next >

Finish



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COMPENSATION SUMMARY

FISCAL YEAR ACCOUNTING PERIOD: 2017 1 – JUL  
THROUGH FISCAL YEAR ACCOUNTING PERIOD: 2017 11 – MAY

POSITION, SPEEDTYPE SUMMARY BY JOURNAL MONTH

Position	Speedtype	Type	PET	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
<div> <a href="#">View</a>   <a href="#">Print</a>   <a href="#">Download</a>   <a href="#">Refresh</a> </div>															
00699687	61001589 – LEAD SHORT TERM BRIDGE	Payroll		0.00	0.00	0.00	0.00	0.00	121.51	106.00	127.50	154.01	471.88	500.01	1,480.91
			PET	0.00	0.00	0.00	0.00	0.00	(70.51)	0.00	0.00	0.00	0.00	0.00	(70.51)
	63011415 – FED WORK STUDY	Payroll		0.00	0.00	0.00	0.00	0.00	710.13	619.25	745.00	498.26	0.00	0.00	2,572.64
			PET	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	63013053 – CDC SEARCH	Payroll		0.00	0.00	0.00	0.00	0.00	121.49	106.00	127.50	154.00	471.87	499.99	1,480.85
PET			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	63013519 – WFUSM SEARCH COHRT.FC	Payroll	PET	0.00	0.00	0.00	0.00	0.00	70.51	0.00	0.00	0.00	0.00	0.00	70.51
302124 – RAFFERTY,BRIDGET A				0.00	0.00	0.00	0.00	0.00	953.13	831.25	1,000.00	806.27	943.75	1,000.00	5,534.40



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FISCAL YEAR ACCOUNTING PERIOD: 2017 1 – JUL

THROUGH FISCAL YEAR ACCOUNTING PERIOD: 2017 11 – MAY

POSITION, SPEEDTYPE SUMMARY BY PAY PERIOD END MONTH

Position	Speedtype	Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
302124 – RAFFERTY, BRIDGET A														
00699587	61001589 – LEAD SHORT TERM BRIDGE	Payroll	0.00	0.00	0.00	0.00	0.00	114.75	106.00	102.82	336.82	500.00	250.01	1,410.40
	63011415 – FED WORK STUDY	Payroll	0.00	0.00	0.00	0.00	186.25	896.38	619.25	600.63	270.13	0.00	0.00	2,572.64
	63013053 – CDC SEARCH	Payroll	0.00	0.00	0.00	0.00	31.87	153.37	106.00	102.81	336.81	500.00	249.99	1,480.85
	63013519 – WFLUM SEARCH COHRT.FC	Payroll	0.00	0.00	0.00	0.00	31.88	38.63	0.00	0.00	0.00	0.00	0.00	70.51
302124 – RAFFERTY, BRIDGET A			0.00	0.00	0.00	0.00	250.00	1,203.13	831.25	806.26	943.76	1,000.00	500.00	5,534.40

# mFIN Payroll Fiscal Year

m-Fin PAYROLL FISCAL YEAR

**PAYROLL FISCAL YEAR**

FISCAL YEAR: 2019

THROUGH ACCOUNTING PERIOD: 12 -- JUN

EMPLOYEE ID -- NAME

Keywords: Type one or more keywords separated by spaces.

Search

Options

Results:

Choices:

Insert

Remove

Select all Deselect all

Resize

SPEEDTYPE CODE -- DESC

Keywords: Type one or more keywords separated by spaces.

Search

Options

Results:

Choices:

Insert

Remove

Select all Deselect all

Resize

SORT

EMPLOYEE NAME

EMPLOYEE ID

SPEEDTYPE search results will be limited by employee if FISCAL YEAR, THROUGH ACCOUNTING PERIOD, and EMPLOYEE prompts are set.



## PAYROLL FISCAL YEAR TOTAL



FISCAL YEAR 2019  
THROUGH ACCOUNTING PERIOD 12 -- JUN  
SPEEDTYPE

ACCTTREE LEVEL04 NAME	ACCOUNTING PERIOD	ACTUALS AMT	ENCUMB AMT	ACTUALS AND ENCUMB AMT
SALARIES AND WAGES	1 -- JUL	6,689.94	73,589.29	80,279.23
	2 -- AUG	6,689.94	-6,689.93	0.01
	3 -- SEP	6,689.94	-6,689.94	0.00
	4 -- OCT	107,902.78	355,742.83	463,645.61
	5 -- NOV	58,507.96	-287,168.76	-228,660.80
	6 -- DEC	75,023.43	-12,079.71	62,943.72
	7 -- JAN	54,719.10	70,332.61	125,051.71
	8 -- FEB	37,021.74	-45,118.50	-8,096.76
	9 -- MAR	36,556.41	-32,248.69	4,307.72
	10 -- APR	36,084.67	-43,777.68	-7,693.01
	11 -- MAY	34,077.52	-34,105.23	-27.71
	12 -- JUN	34,294.71	-31,786.29	2,508.42
SALARIES AND WAGES		494,258.14	0.00	494,258.14
BEN	1 -- JUL	1,750.94	14,288.53	16,039.47
	2 -- AUG	1,631.64	-5,375.46	-3,743.82
	3 -- SEP	1,346.54	5,710.40	7,056.94
	4 -- OCT	39,039.78	131,935.79	170,975.57
	5 -- NOV	19,208.70	-106,748.78	-87,540.08
	6 -- DEC	24,828.92	-8,239.72	16,589.20
	7 -- JAN	17,167.77	29,933.13	47,100.90
	8 -- FEB	11,936.60	-14,716.29	-2,779.69
	9 -- MAR	11,863.00	-10,341.01	1,521.99
	10 -- APR	12,057.56	-14,100.44	-2,042.88
	11 -- MAY	11,036.79	-11,087.77	-50.98
	12 -- JUN	11,636.51	-11,258.38	378.13
BEN		163,504.75	0.00	163,504.75
Total		657,762.89	0.00	657,762.89



# mFIN Payroll Fiscal Year Detail

**PAYROLL FISCAL YEAR DETAIL**

FISCAL YEAR: 2019

FROM ACCOUNTING PERIOD: 1 -- JUL

THROUGH ACCOUNTING PERIOD: 12 -- JUN

EMPLOYEE: EMPLOYEE ID -- NAME

Results:

SPEEDTYPE: SPEEDTYPE CODE -- DESC

Results:

POSITION:

SORT: ☐ EMPLOYEE NAME ☒ EMPLOYEE ID



## PAYROLL FISCAL YEAR DETAIL



FISCAL YEAR 2019  
 FROM ACCOUNTING PERIOD 1 -- JUL  
 THROUGH ACCOUNTING PERIOD 12 -- JUN  
 SPEEDTYPE

EMPLID Last Name, First

POSITION CODE	SPDTYPE CODE	ACCTTREE LEVEL04	ACCT	ACCOUNTING PERIOD	BAE CODE	SRCE CODE	PAYCHECK DATE	PAY PERIOD END DATE	JOURNAL DATE	JOURNAL ID	ERN CODE	ACTUALS AMT	ENCUMB AMT	ACTUALS AND ENCUMB AMT		
*****	SpeedType	418400 - 439999 -- BEN	422536 -- O/E FTP SUPP PERA AED	9 -- MAR	EN_PAY	PAY		Mar 31, 2019	Mar 31, 2019				-144.67	-144.67		
				10 -- APR	EN_PAY	PAY		Apr 30, 2019	Apr 30, 2019				-124.00	-124.00		
					ACTUALS	PAY	Apr 30, 2019	Apr 30, 2019	Apr 30, 2019	PAY1465234	124.00		124.00			
				11 -- MAY	EN_PAY	PAY		May 31, 2019	May 31, 2019				-153.71	-153.71		
					ACTUALS	PAY	May 31, 2019	May 31, 2019	May 31, 2019	PAY1472887	120.13		120.13			
				12 -- JUN	ACTUALS	PAY	Jun 28, 2019	Jun 30, 2019	Jun 28, 2019	PAY1481125	94.29		94.29			
					EN_PAY	PAY		Jun 30, 2019	Jun 30, 2019				-94.29	-94.29		
												</				





# mFIN Payroll Transactions

University of Colorado  
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

**PAYROLL TRANSACTIONS**

FISCAL YEAR AND ACCOUNTING PERIOD

FROM 2004 TO 2004 Tue Sep 30 2003

3 -- SEP 3 -- SEP

EMPLOYEE ID -- EMPLOYEE NAME (HOME DEPT ORG)

Keywords:  
Type one or more keywords separated by spaces.

Search

Options

Choice:



## PAYROLL TRANSACTIONS

### COMPENSATION SUMMARY

FISCAL YEAR ACCOUNTING PERIOD: 2004 3 -- SEP  
THROUGH FISCAL YEAR ACCOUNTING PERIOD: 2004 3 -- SEP

EMPLOYEE ID: NAME: HOME DEPT: 30081

### POSITION SUMMARY

Position	From Date	To Date	To FY Period	Sal (A)	Ben (B)	Total (D=A+B)	Ben Rate (B/A)
00350025	Sep 25, 2003	Sep 30, 2003	2004 3	11,083.25	1,782.31	12,865.56	16.08%

### SPEEDTYPE, POSITION SUMMARY

Speedtype	Pgm   Proj	Position	From Date	To Date	To FY Period	Sal (A)	Ben (B)	Total (D=A+B)	%
61020653 -- SPA PA INSTRUCTION	22292	00350025	Sep 25, 2003	Sep 30, 2003	2004 3	11,083.25	0.00	11,083.25	86.15%
61037929 -- 1100 INSTRUCTION BENEFITS	22937	00350025	Sep 30, 2003	Sep 30, 2003	2004 3	0.00	1,782.31	1,782.31	13.85%
TOTAL						11,083.25	1,782.31	12,865.56	100.00%

### POSITION, SPEEDTYPE SUMMARY BY JOURNAL MONTH

Position	Speedtype	Type	PET	Sep	Total
00350025	61020653 -- SPA PA INSTRUCTION	Payroll		11,083.25	11,083.25
			PET	0.00	0.00
	61037929 -- 1100 INSTRUCTION BENEFITS	Benefits		1,782.31	1,782.31
TOTAL				12,865.56	12,865.56

### POSITION, SPEEDTYPE SUMMARY BY PAY PERIOD END MONTH

Position	Speedtype	Type	Sep	Total
00350025	61020653 -- SPA PA INSTRUCTION	Payroll	11,083.25	11,083.25
	61037929 -- 1100 INSTRUCTION BENEFITS	Benefits	1,782.31	1,782.31
TOTAL			12,865.56	12,865.56

Other Months	Total With Other Months
0.00	11,083.25
0.00	1,782.31
0.00	12,865.56

Transactions having pay period end dates that are not between the months of the requested FROM and TO accounting periods are reported in the Other Months column.



# mFIN Payroll Transactions



University of Colorado  
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## PAYROLL TRANSACTIONS

FISCAL YEAR ACCOUNTING PERIOD: 2004 3 -- SEP  
THROUGH FISCAL YEAR ACCOUNTING PERIOD: 2004 3 -- SEP

m-Fin

EMPLOYEE ID: 100698 NAME: HOME DEPT: 30081

ACCT CODE	PAY PERIOD END DATE	JOURNAL DATE	FY	PRD	JOURNAL ID	SPEEDTYPE	DESCRIPTION	FUND	ORG	PGM/ PROJ	ACTIVITY ID	SUBCLASS	EXPENSE PURPOSE CODE	ERN CODE	POSITION CODE	JB CODE	AMOUNT
<b>402600 -- O/E FTP PAY</b>																	
402600	Aug 31, 2003	Sep 25, 2003	2004	3	PETB007833	61020653	SPA PA INSTRUCTION	10	30080	22292			1100	SCK	00350025	2119	1,534.60
402600	Aug 31, 2003	Sep 25, 2003	2004	3	PETB007833	61020653	SPA PA INSTRUCTION	10	30080	22292			1100	VAC	00350025	2119	511.53
402600	Sep 30, 2003	Sep 30, 2003	2004	3	PAY0000347	61020653	SPA PA INSTRUCTION	10	30080	22292			1100	RGS	00350025	2119	10,571.71
402600	Sep 30, 2003	Sep 30, 2003	2004	3	PAY0000347	61020653	SPA PA INSTRUCTION	10	30080	22292			1100	VAC	00350025	2119	511.54
<b>402600 -- O/E FTP PAY</b>																	<b>13,129.38</b>
<b>402641 -- O/E FTP OTH PAY</b>																	
402641	Aug 31, 2003	Sep 25, 2003	2004	3	PETB007833	61020653	SPA PA INSTRUCTION	10	30080	22292			1100	SCK	00350025	2119	(1,534.60)
402641	Aug 31, 2003	Sep 25, 2003	2004	3	PETB007833	61020653	SPA PA INSTRUCTION	10	30080	22292			1100	VAC	00350025	2119	(511.53)
<b>402641 -- O/E FTP OTH PAY</b>																	<b>(2,046.13)</b>
<b>422520 -- O/E FTP HEALTH INS</b>																	
422520	Sep 30, 2003	Sep 30, 2003	2004	3	PAY0000347	61037929	1100 INSTRUCTION BENEFITS	10	30144	22937			1100		00350025	2119	225.15
<b>422520 -- O/E FTP HEALTH INS</b>																	<b>225.15</b>
<b>422521 -- O/E FTP LIFE INS</b>																	
422521	Sep 30, 2003	Sep 30, 2003	2004	3	PAY0000347	61037929	1100 INSTRUCTION BENEFITS	10	30144	22937			1100		00350025	2119	10.55
<b>422521 -- O/E FTP LIFE INS</b>																	<b>10.55</b>
<b>422522 -- O/E FTP DENTAL INS</b>																	
422522	Sep 30, 2003	Sep 30, 2003	2004	3	PAY0000347	61037929	1100 INSTRUCTION BENEFITS	10	30144	22937			1100		00350025	2119	18.94
<b>422522 -- O/E FTP DENTAL INS</b>																	<b>18.94</b>



# mFIN Payroll Transactions

ACCT	ACCT CODE	PAY PERIOD END DATE	JOURNAL DATE	FY	PRD	JOURNAL ID	SPEEDTYP E
402600 --	402600	8/31/2003	9/25/2003	2004	3	PETB00783	61020653
402600 --	402600	8/31/2003	9/25/2003	2004	3	PETB00783	61020653
402600 --	402600	9/30/2003	9/30/2003	2004	3	PAY000034	61020653
402600 --	402600	9/30/2003	9/30/2003	2004	3	PAY000034	61020653
402641 --	402641	8/31/2003	9/25/2003	2004	3	PETB00783	61020653
402641 --	402641	8/31/2003	9/25/2003	2004	3	PETB00783	61020653
422520 --	422520	9/30/2003	9/30/2003	2004	3	PAY000034	61037929
422521 --	422521	9/30/2003	9/30/2003	2004	3	PAY000034	61037929
422522 --	422522	9/30/2003	9/30/2003	2004	3	PAY000034	61037929
422523 --	422523	9/30/2003	9/30/2003	2004	3	PAY000034	61037929
422530 --	422530	9/30/2003	9/30/2003	2004	3	PAY000034	61037929
422533 --	422533	9/30/2003	9/30/2003	2004	3	PAY000034	61037929
422534 --	422534	9/30/2003	9/30/2003	2004	3	PAY000034	61037929

CODE	ERN CODE	POSITION CODE	JB CODE	AMOUNT	O AI
1100	SCK	00350025	2119	1,534.6	
1100	VAC	00350025	2119	511.53	
1100	RGS	00350025	2119	10,571.71	
1100	VAC	00350025	2119	511.54	
1100	SCK	00350025	2119	-1,534.6	
1100	VAC	00350025	2119	-511.53	
1100		00350025	2119	225.15	
1100		00350025	2119	10.55	
1100		00350025	2119	18.94	
1100		00350025	2119	20.78	
1100		00350025	2119	248.12	
1100		00350025	2119	1,108.33	
1100		00350025	2119	150.44	



# mFIN Personal Roster and Departmental Budget

PERSONNEL ROSTER AND DEPARTMENTAL BUDGET

University of Colorado  
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**FISCAL YEAR**   Fri May 31 2019

**ACCOUNTING PERIOD**

**SPEEDTYPE** **SPEEDTYPE CODE -- DESCRIPTION (STATUS)**

**Keywords:**  
 Fast link for report resources separated by spaces

[Search Prompt Tips](#)

[Online](#)

**Results:**

**Choices:**

[Results](#) [Details](#)

☒ A -- ACTIVE

☒ I -- INACTIVE [Results](#) [Details](#)

**SINGLE SPEEDTYPE**  [Explanation](#)

**MEASURES**

☒ CONT AMT  
☒ TEMP AMT  
☒ CONT FTE  
☒ TEMP FTE

[Results](#) [Details](#)

ORG | ORGCODE  
 PROGRAM  
 PROJECT  
 SUBCLASS

ORG | ORGCODE, PROGRAM, and PROJECT must multiple values separated by a space.



University of Colorado  
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

PERSONNEL ROSTER AND DEPARTMENTAL BUDGET

FISCAL YEAR 2019 THROUGH ACCOUNTING PERIOD 11 (May 31, 2019)

**SPEEDTYPE:**

POSITION NUM	JOB CODE	JOB DESC	EMPLOYEE NAME	CONT AMT	TEMP AMT	AMT	CONT FTE	TEMP FTE	FTE
FUND 10									
10									
1400 -- ACADEMIC SUPPORT									
450000 - 699999 -- OPERATING EXPENSES				0.00	598,181.00	598,181.00	0.00	0.00	0.00
995000 - 996999 -- VOLUNTARY TRANSFERS IN				0.00	(598,181.00)	(598,181.00)	0.00	0.00	0.00
61001476 REVENUES									
EXPENDITURES					598,181.00	598,181.00			
TRANSFERS IN					(598,181.00)	(598,181.00)			
TRANSFERS OUT									
TOTAL					0.00	0.00			
10 REVENUES									
EXPENDITURES					598,181.00	598,181.00			
TRANSFERS IN					(598,181.00)	(598,181.00)			
TRANSFERS OUT									
TOTAL					0.00	0.00			
10 REVENUES									
EXPENDITURES					598,181.00	598,181.00			
TRANSFERS IN					(598,181.00)	(598,181.00)			
TRANSFERS OUT									
TOTAL					0.00	0.00			
TOTAL REVENUES									
EXPENDITURES					598,181.00	598,181.00			
TRANSFERS IN					(598,181.00)	(598,181.00)			
TRANSFERS OUT									
TOTAL					0.00	0.00			

Jun 26, 2019 cu-data.cu.edu

- 1 -

If the position num is blank then  
m-Fin PERSONNEL ROST

# mFIN Position Budget

[illegible]

**POSITION BUDGET (by Fund)**  
FISCAL YEAR ACCOUNTING PERIOD: 2019 0 – FY BEGIN  
THROUGH FISCAL YEAR ACCOUNTING PERIOD: 2019 12 – JUN



SPEEDTYPE: SpeedType Number

FUND	PGM	LEVEL05 DESC	POSITION NUM - INCUMBENT ID -- NAME	HR Salary	HR FTE	BUDG FTE	CONT BUDG	TEMP BUDG	TOTAL BUDG	PERIOD 12 [CURRENT]	ACTUALS	ENCUMB AMT	ENCUMB (ann. FY2019)	BALANCE AVAILABLE
10		400000 - 400999 -- FAC FTP SAL	XXXXXXXX - ##### -- Last, First	222,573.12	1.00		0.00	0.00	0.00	3,709.55	43,059.12	0.00	/0	(43,059.12)
			XXXXXXXX - ##### -- Last, First	212,457.96	1.00		0.00	0.00	0.00	4,426.21	48,043.72	0.00	/0	(48,043.72)
		400000 - 400999 -- FAC FTP SAL		435,031.08	2.00		0.00	0.00	0.00	8,135.76	91,102.84	0.00	/0	-91,102.84
		402500 - 404999 -- O/E & MDRS SAL	XXXXXXXX - ##### -- Last, First	85,547.00	1.00		0.00	0.00	0.00	3,564.46	54,232.01	0.00	/0	(54,232.01)
							0.00	0.00	0.00	0	38,121.38	0.00	/0	(38,121.38)
				72,000.00	1.00		0.00	0.00	0.00	3,000	36,828.20	0.00	/0	(36,828.20)
							0.00	0.00	0.00	0	28,217.15	0.00	/0	(28,217.15)
				69,999.96	1.00		0.00	0.00	0.00	2,916.67	27,965.81	0.00	/0	(27,965.81)
							0.00	0.00	0.00	0	40,456.11	0.00	/0	(40,456.11)
				47,379.96	1.00		0.00	0.00	0.00	2,033.97	30,302.05	0.00	/0	(30,302.05)
				53,559.96	1.00		0.00	0.00	0.00	0	4,463.34	0.00	/0	(4,463.34)
							0.00	0.00	0.00	1,405.93	31,952.77	0.00	/0	(31,952.77)
				64,450.00	1.00		0.00	0.00	0.00	2,685.42	31,784.79	0.00	/0	(31,784.79)
				105,000.00	1.00		0.00	0.00	0.00	4,375	48,125.00	0.00	/0	(48,125.00)

FUND	PGM	LEVELS DESC	POSITION NUM - INCUMBENT ID -- NAME	HR Salary	HR FTE	BUDG FTE	CONT BUDG	TEMP BUDG	TOTAL BUDG	PERIOD 12 [CURRENT]	ACTUALS	ENCUMB AMT	ENCUMB (ann. FY2019)	BALANCE AVAILABLE
10		402500 - 404999 -- O/E &MDRS SAL		62,000.00	1.00		0.00	0.00	0.00	1,885.83	22,165.02	0.00	/0	(22,165.02)
				51,000.00	1.00		0.00	0.00	0.00	2,125	6,375.00	0.00	/0	(6,375.00)
				52,000.00	1.00		0.00	0.00	0.00	2,166.67	2,166.67	0.00	/0	(2,166.67)
		402500 - 404999 -- O/E &MDRS SAL		719,173.92	11.00		0.00	0.00	0.00	26,158.95	403,155.30	0.00	/0	-403,155.30
		63284 -- CSPH-ECHO CHANCELLOR'S SUPPORT		1,154,205.00	13.00		0.00	0.00	0.00	34,294.71	494,258.14	0.00	/0	-494,258.14
		FUND 10		1,154,205.00	13.00		0.00	0.00	0.00	34,294.71	494,258.14	0.00	/0	-494,258.14
		GRAND TOTAL		1,154,205.00	13.00		0.00	0.00	0.00	34,294.71	494,258.14	0.00	/0	(494,258.14)

# mFIN Position Budget – Actuals Detail

**m-Fin POSITION BUDGET - ACTUALS DETAIL**

**Prompt**  
Provide values for the report you are about to run.

Indicates a required field.  
Points to missing information.

**EFFECTIVE\_DATE**  
Provide a date:  
2019

**DEPTID**  
Provide a value:

**ACCOUNTING PERIOD NUM (PERIOD\_FROM)**  
Provide a number:  
0

**FISCAL YEAR (FY)**  
Provide a value:  
2003

**ACCOUNTING PERIOD NUM (PERIOD\_B)**  
Provide a number:  
998

**FISCAL YEAR (FY\_FROM)**  
Provide a value:  
2003

**SPDTYPE CODE**  
Provide a value:  
10034498  
10034499  
10034500  
10034501  
10034502  
10034503  
10034506  
10034507  
10034508  
10034510

Select all Deselect all

University of Colorado  
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

**POSITION BUDGET - ACTUALS DETAIL**  
FISCAL YEAR ACCOUNTING PERIOD: 2019 1  
THROUGH FISCAL YEAR ACCOUNTING PERIOD: 2019 12  
POSITION: 00350982 SPEEDTYPE STATUS: , A, I



mFin

FISCAL YEAR	ACCOUNTING PERIOD	POSITION NUM	SPDTYPE	FND	ORG	PGM	BUSINESS UNIT PC	PROJ	ACTIVITY ID	SUBCLS	JOURNAL ID	JOURNAL DATE	JRNL LN	SRCE	POSTED DATE	PAY PERIOD END DATE	EMPLOYEE ID	ERN CODE	ACCT	ACTUALS	
<b>400000 - 400999 -- FAC FTP SAL</b>																					
2019	1 -- JUL	00350982	61000069 -- ME FACULTY	10	30075	49794					PET1403105	Jul 31, 2018	82	PET	Aug 3, 2018	Dec 31, 2017	105493	CRG	400100 -- FAC FTP PAY	0.00	
		00350982	61000069 -- ME FACULTY	10	30075	49794					PET1403105	Jul 31, 2018	82	PET	Aug 3, 2018	Jan 31, 2018	105493	CRG	400100 -- FAC FTP PAY	0.00	
		00350982	61000069 -- ME FACULTY	10	30075	49794					PET1403105	Jul 31, 2018	82	PET	Aug 3, 2018	Feb 28, 2018	105493	CRG	400100 -- FAC FTP PAY	0.00	
	1 -- JUL																				0.00
	2 -- AUG	00350982	61000069 -- ME FACULTY	10	30075	49794					PET1409563	Aug 30, 2018	71	PET	Aug 30, 2018	May 31, 2018	105493	CRG	400100 -- FAC FTP PAY	0.00	
		00350982	61000069 -- ME FACULTY	10	30075	49794					PET1409563	Aug 30, 2018	71	PET	Aug 30, 2018	Apr 30, 2018	105493	CRG	400100 -- FAC FTP PAY	0.00	
		00350982	61000069 -- ME FACULTY	10	30075	49794					PET1409563	Aug 30, 2018	71	PET	Aug 30, 2018	Mar 31, 2018	105493	CRG	400100 -- FAC FTP PAY	0.00	
	2 -- AUG																				0.00
	3 -- SEP	00350982	61000069 -- ME FACULTY	10	30075	49794					PAY1414408	Sep 28, 2018	3,207	PAY	Sep 21, 2018	Sep 30, 2018	105493	CRG	400100 -- FAC FTP PAY	11,470.00	
3 -- SEP																					11,470.00
4 -- OCT																					11,470.00
4 -- OCT																					11,470.00
5 -- NOV																					11,470.00
5 -- NOV																					11,470.00









## mFIN Position Budget II

[illegible]

 <b>University of Colorado</b> Boulder   Colorado Springs   Denver   Anschutz Medical Campus		<b>POSITION BUDGET II</b> FISCAL YEAR 2004 THROUGH ACCOUNTING PERIOD 12 (Jun 30, 2004)																	
SPEEDTYPE: 61020653																			
BUDGET								ACTUALS											
LEDGER	JRNL ID	JRNL DATE	DESCRIPTION	SPEED	ACCT	AMOUNT	FTE	NAME	EMP ID	JRNL ID	SPEED	ACCT	AMOUNT	JRNL DATE	PAY DATE				
POSITION 00300000																			
B_INI_CONT	DINVRFY2004	Jul 1, 2003	FY2004 CONT BASE BUDGET	61020653	401300	3,075.00													
B_INI_CONT	DINVRFY2004	Jul 1, 2003	FY2004 CONT BASE BUDGET	61020653	402200	14,000.00													
B_CUR_CONT	0000357328	Oct 7, 2003	C/ACCOUNT CODE CHANGE	61020653	401300	(3,075.00)													
B_CUR_CONT	0000357328	Oct 7, 2003	C/ACCOUNT CODE CHANGE	61020653	401850	3,075.00													
CONT				TEMP		TOTAL	FTE	ACTUAL				ENCUMB		TOTAL					
17,075.00				0.00		17,075.00		0.00				0.00		0.00					
POSITION 00300267																			
B_INI_CONT	DINVRFY2004	Jul 1, 2003	FY2004 CONT BASE BUDGET	61020653	405000	41,016.00	1			PAY0000335	61020653	405100	3,418.00	Jul 31, 2003	Jul 31, 2003				
										PAY0000342	61020653	405100	2,944.75	Aug 29, 2003	Aug 29, 2003				
										PAY0000342	61020653	405141	(177.80)	Aug 29, 2003	Aug 29, 2003				
										PET8007833	61020653	405100	473.25	Sep 25, 2003	Aug 29, 2003				
										PET8007833	61020653	405141	(473.25)	Sep 25, 2003	Aug 29, 2003				
										PAY0000347	61020653	405100	3,418.00	Sep 30, 2003	Sep 30, 2003				
										PAY0000351	61020653	405100	3,418.00	Oct 31, 2003	Oct 31, 2003				
										PAY0000354	61020653	405100	3,418.00	Nov 28, 2003	Nov 28, 2003				
										PAY0000357	61020653	405100	3,418.00	Dec 31, 2003	Dec 31, 2003				
										PAY0000363	61020653	405100	3,289.83	Jan 30, 2004	Jan 30, 2004				
										PAY0000363	61020653	405141	128.17	Jan 30, 2004	Jan 30, 2004				
										PAY0000366	61020653	405100	3,418.00	Feb 27, 2004	Feb 27, 2004				
										PAY0000369	61020653	405100	3,418.00	Mar 31, 2004	Mar 31, 2004				
										PAY0000372	61020653	405100	3,418.00	Apr 30, 2004	Apr 30, 2004				
										PAY0000375	61020653	405100	3,418.00	May 28, 2004	May 28, 2004				
										PAY0000376	61020653	405100	3,418.00	Jun 30, 2004	Jul 1, 2004				
CONT				TEMP		TOTAL	FTE	ACTUAL											

# mFIN Encumbrance Report





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m-Fin OUTSTANDING ENCUMBRANCES

OUTSTANDING ENCUMBRANCES

FISCAL YEAR  Sun Jun 30 2019

ACCOUNTING PERIOD   

To run for speedtypes: Search and insert speedtypes. Use the FOPPS prompts to constrain search results, if desired.

To run for org, orgnode, program, project, subclass, or purchase order: Use one or more of these prompts instead of the SPEEDTYPE prompt.

SPEEDTYPE

Keywords:

Type one or more keywords separated by spaces.

[Search Prompt Tips](#)

[Options](#)

Results:

Insert

Remove

Select all

Deselect all

Choice:

Select all

Deselect all

☒ A -- ACTIVE

☒ I -- INACTIVE

Select all

Deselect all

ACCOUNT CODE

From:

☐ Lowest value

To:

☐ Highest value

For a single account enter the code into both "From" and "To"

PAGE SORT

FUND

ORG | ORGNODE

PROGRAM

PROJECT

ACTIVITY ID

SUBCLASS

PURCHASE ORDER

Cancel

< Back

Next >

Finish

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[Back to Agenda](#)

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# mFIN Encumbrance Report



## OUTSTANDING ENCUMBRANCES

FISCAL YEAR 2019  
THROUGH ACCOUNTING PERIOD 12 (Jun 30, 2019)



SPEEDTYPE: 61000074 -- CSPH-DEAN'S OFFICE (ACTIVE)  
FUND: 10 -- UNRESTRICTED GEN OPER  
ORG: 21411 -- CSPH-DEAN ADMINISTRATION  
PROGRAM: 48846 -- CSPH-DEAN'S OFFICE  
SUBCLASS: NO SUBCLASS

EXPENSE PURPOSE: 1400 -- ACADEMIC SUPPORT  
PROGRAM PRINCIPAL: GILLEN,CHRISTINE CLARK  
PROGRAM FISCAL MANAGER: WARD,MARSHALL

SPEEDTYPE: 61000074 --

FUND: 10 -- UNRESTRICTED GEN OPER

ORG: 21411 -- CSPH-DEAN ADMINISTRATION

PROGRAM: 48846 -- CSPH-DEAN'S OFFICE

SUBCLASS: NO SUBCLASS

EXPENSE PURPOSE: 1400 -- ACADEMIC SUPPORT

PROGRAM PRINCIPAL: GILLEN,CHRISTINE CLARK

PROGRAM FISCAL MANAGER: WARD,MARSHALL

ID	DATE	VENDOR NAME/ DESCRIPTION	POSN	ENCUMBRANCE
<b>400100 -- FAC FTP PAY</b>				
115105	May 31, 2019		00689045	418.72
234736	May 31, 2019		00688808	2,665.63
264119	May 31, 2019		00618421	5,440.98
400100 -- FAC FTP PAY				8,525.33
<b>400310 -- RSCHFAC FTP PAY</b>				
240666	May 31, 2019		00623497	881.42
400310 -- RSCHFAC FTP PAY				881.42
<b>402600 -- O/E FTP PAY</b>				
331164	May 31, 2019		00652730	4,000.00
233148	May 31, 2019		00753056	4,250.00
271443	May 31, 2019		00685666	6,285.60
402600 -- O/E FTP PAY				14,535.60
<b>418420 -- FAC FTP HEALTH INS</b>				
115105	May 31, 2019		00689045	35.75
234736	May 31, 2019		00688808	133.25
264119	May 31, 2019		00618421	250.70
418420 -- FAC FTP HEALTH INS				419.70
<b>418421 -- FAC FTP LIFE INS</b>				
115105	May 31, 2019		00689045	0.28
234736	May 31, 2019		00688808	1.93
264119	May 31, 2019		00618421	1.35
418421 -- FAC FTP LIFE INS				3.56

ID	DATE	VENDOR NAME/ DESCRIPTION	POSN	ENCUMBRANCE
<b>422522 -- O/E FTP DENTAL INS</b>				
331164	May 31, 2019		00652730	45.00
233148	May 31, 2019		00753056	40.50
271443	May 31, 2019		00685666	42.00
422522 -- O/E FTP DENTAL INS				127.50
<b>422523 -- O/E FTP DISAB INS</b>				
271443	May 31, 2019		00685666	16.60
422523 -- O/E FTP DISAB INS				16.60
<b>422530 -- O/E FTP FICA CNT</b>				
331164	May 31, 2019		00652730	248.00
233148	May 31, 2019		00753056	263.50
271443	May 31, 2019		00685666	389.71
422530 -- O/E FTP FICA CNT				901.21
<b>422533 -- O/E FTP OTH RTRPL</b>				
331164	May 31, 2019		00652730	400.00
271443	May 31, 2019		00685666	628.56
422533 -- O/E FTP OTH RTRPL				1,028.56
<b>422534 -- O/E FTP MEDICARE</b>				
331164	May 31, 2019		00652730	58.00
233148	May 31, 2019		00753056	61.63
271443	May 31, 2019		00685666	91.14
422534 -- O/E FTP MEDICARE				210.77
<b>480101 -- OFFICE SUPPLIES</b>				
PO 1001058427	Sep 18, 2018	STAPLES CONTRACT & COMMERCIAL INC		8.88
PO 1001061879	Sep 24, 2018	STAPLES CONTRACT & COMMERCIAL INC		11.87
PO 1001061891	Sep 24, 2018	STAPLES CONTRACT & COMMERCIAL INC		9.80
480101 -- OFFICE SUPPLIES				30.55



# mFIN Financial Detail

m-Fin FINANCIAL DETAIL

**FINANCIAL DETAIL**

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To run for for Speedtypes: Search and insert. The OPPS group of prompts and the award code prompt can be used to constrain search results, if desired.

To run for for org, program, project, subclass, or award code: Use one or more of these prompts instead of the speedtype prompt.

FISCAL YEAR AND ACCOUNTING PERIOD  
FROM 2016 TO 2017  
\* 0 -- FY BEGIN 6 -- DEC

**SPEEDTYPE**  
Keywords:  
Type one or more keywords separated by spaces.  
Search Prompt Tips  
Options

Results:  
Insert Remove  
Choice: 62900154 -- T. BYERS STUDEN

FOPPAS  
FUND (see next prompt page)  
ORG | ORGNODE  
PROGRAM  
BUSINESS UNIT PC  
PROJECT  
ACTIVITY ID  
SUBCLASS  
Clear

PROJECT REF AWARD CODE  
PROJECT AVAIL BAL TYPE  
CLINICAL TRIAL  
PROGRAM INCOME  
OTHER

PAGE SORT  
\* SPEEDTYPE

Cancel < Back Next > Finish

m-Fin FINANCIAL DETAIL

**FINANCIAL DETAIL**

LEVEL03  
200000 - 097999 -- ASSETS  
098000 - 099999 -- DEFERRED OUTFLOWS  
100000 - 197999 -- LIABILITIES  
198000 - 199899 -- DEFERRED INFLOWS  
200000 - 399999 -- REVENUES  
400000 - 999999 -- EXPENDITURES  
Select all Deselect all

LEVEL04 (ACCT TYPE)  
200000 - 200099 -- REVENUE GENERAL BUDGET  
200100 - 201999 -- APPROPRIATIONS AND REFUNDS  
202000 - 202999 -- CONTRIBUTIONS FROM STATE  
203000 - 215001 -- TUITION AND TUITION REFUNDS  
220000 - 229999 -- STUDENT FEES & FEE REFUNDS  
230000 - 232499 -- INVESTMENT REVENUE  
235000 - 240999 -- GRANTS, CONTRACTS, & GIFTS  
250000 - 259999 -- SALES&SRVS EDUCATIONAL ACTIVTS  
260000 - 279999 -- PLACEHOLDER  
280000 - 289999 -- AUXILIARY ENTERPRISE REVENUE  
290000 - 309999 -- PLACEHOLDER  
Select all Deselect all

LEVEL05  
200000 - 200097 -- REVENUE GENERAL BUDGET  
200100 - 201997 -- APPROPRIATIONS AND REFUNDS  
202000 -- CONTRIBUTION FROM STATE GEN BUDG  
203001 -- COP CAPITAL CONTRIBUT TRANSFER  
202002 -- COP CAP CONTRIBUT-INT EXP  
202003 -- COP CAP CONTRIBUT-INT REV  
202004 -- COP CAP CONTRIBUT-SSS COSTS  
202005 -- COP 2008 CAPITAL CONTRIBUTION  
202006 -- COP 2008 CAP CONT INTEREST REV  
205000 - 214997 -- TUITION AND TUITION REFUNDS  
214998 - 215001 -- TUITION SCHOL ALLOWANCE CONTRA  
Select all Deselect all

LEVEL06  
ACCTREE LEVEL06  
TRANSACTION TYPE  
BUDGET  
ACTUAL  
ENCUMBRANCE  
Select all Deselect all

EXTRAS  
VENDOR SHORT NAME  
VENDOR NAME  
INVOICE ID  
INVOICE OR PAY-PERIOD-END DATE  
POSTED DATE  
PET ORDER ID, DATE, SEQ  
Select all Deselect all

FUND  
29 -- OTHER SELF-FUNDED OPERATIONS  
Select all Deselect all

ACCOUNT CODE  
From: Lowest value  
To: Highest value  
Insert Remove  
Choice:

ROLL DETAIL  
YES NO

SCRUNCH  
YES NO  
Truncates description, operator name, and vendor so that they do not take more than one line, resulting in more data lines fitting per page. Affects HTML and PDF output only.

Reprompt

Cancel < Back Next > Finish



# mFIN Financial Detail

m-Fin FINANCIAL DETAIL

**FINANCIAL DETAIL**

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FISCAL YEAR AND ACCOUNTING PERIOD  
FROM 2016 TO 2017  
\* 0 -- FY BEGIN 6 -- DEC

**SPEEDTYPE**  
Keywords:  
Type one or more keywords separated by spaces.  
Search Prompt Tips  
Options

Results:  
Insert Remove  
Choice: 62900154 -- T. BYERS STUDEN

FOPPAS  
FUND (see next prompt page)  
ORG | ORGNODE  
PROGRAM  
BUSINESS UNIT PC  
PROJECT  
ACTIVITY ID  
SUBCLASS  
Clear

PROJECT REF AWARD CODE  
PROJECT AVAIL BAL TYPE  
CLINICAL TRIAL  
PROGRAM INCOME  
OTHER

PAGE SORT  
\* SPEEDTYPE

Cancel < Back Next > Finish

m-Fin FINANCIAL DETAIL

**FINANCIAL DETAIL**

LEVEL03  
200000 - 097999 -- ASSETS  
098000 - 099999 -- DEFERRED OUTFLOWS  
100000 - 197999 -- LIABILITIES  
198000 - 199899 -- DEFERRED INFLOWS  
200000 - 399999 -- REVENUES  
400000 - 999999 -- EXPENDITURES  
Select all Deselect all

LEVEL04 (ACCT TYPE)  
200000 - 200099 -- REVENUE GENERAL BUDGET  
200100 - 201999 -- APPROPRIATIONS AND REFUNDS  
202000 - 202999 -- CONTRIBUTIONS FROM STATE  
203000 - 215001 -- TUITION AND TUITION REFUNDS  
220000 - 229999 -- STUDENT FEES & FEE REFUNDS  
230000 - 232499 -- INVESTMENT REVENUE  
235000 - 240999 -- GRANTS, CONTRACTS, & GIFTS  
250000 - 259999 -- SALES&SRVS EDUCATIONAL ACTIVTS  
260000 - 279999 -- PLACEHOLDER  
280000 - 289999 -- AUXILIARY ENTERPRISE REVENUE  
290000 - 309999 -- PLACEHOLDER  
Select all Deselect all

LEVEL05  
200000 - 200097 -- REVENUE GENERAL BUDGET  
200100 - 201997 -- APPROPRIATIONS AND REFUNDS  
202000 -- CONTRIBUTION FROM STATE GEN BUDG  
203001 -- COP CAPITAL CONTRIBUT TRANSFER  
202002 -- COP CAP CONTRIBUT-INT EXP  
202003 -- COP CAP CONTRIBUT-INT REV  
202004 -- COP CAP CONTRIBUT-SSS COSTS  
202005 -- COP 2008 CAPITAL CONTRIBUTION  
202006 -- COP 2008 CAP CONT INTEREST REV  
205000 - 214997 -- TUITION AND TUITION REFUNDS  
214998 - 215001 -- TUITION SCHOL ALLOWANCE CONTRA  
Select all Deselect all

LEVEL06  
ACCTREE LEVEL06  
TRANSACTION TYPE  
BUDGET  
ACTUAL  
ENCUMBRANCE  
Select all Deselect all

EXTRAS  
VENDOR SHORT NAME  
VENDOR NAME  
INVOICE ID  
INVOICE OR PAY-PERIOD-END DATE  
POSTED DATE  
PET ORDER ID, DATE, SEQ  
Select all Deselect all

FUND  
29 -- OTHER SELF-FUNDED OPERATIONS  
Select all Deselect all

ACCOUNT CODE  
From: Lowest value  
To: Highest value  
Insert Remove  
Choice: 62900154 -- T. BYERS STUDEN

ROLL DETAIL  
YES NO

SCRUNCH  
YES NO  
Truncates description, operator name, and vendor so that they do not take more than one line, resulting in more data lines fitting per page. Affects HTML and PDF output only.

Reprompt

Cancel < Back Next > Finish



# mFIN Financial Detail

m-Fin FINANCIAL DETAIL

University of Colorado  
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FINANCIAL DETAIL

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FISCAL YEAR AND ACCOUNTING PERIOD  
FROM 2017 TO 2017  
0 - FY BEGIN 11 - MAY

SPEEDTYPE  
Keywords:  
Type one or more keywords separated by spaces.  
63013053 Search Prompt Tips  
Options  
Results:  
63013053 - CDC SEARCH (ACT) Insert Remove  
Select all Deselect all  
A - ACTIVE  
I - INACTIVE  
PAGE SORT  
SPEEDTYPE  
Cancel < Back Next > Finish

FOPPAS  
FUND  
ORG  
PROJ  
BUSI  
PROG  
ACT  
SUB  
Clear  
PROJECT REF AWARD CODE  
PROJECT AVAIL BAL TYPE  
CLINICAL TRIAL  
PROGRAM INCOME  
OTHER  
Select all Deselect all

LEVEL03  
000000 - 097999 -- ASSETS  
098000 - 099999 -- DEFERRED OUTFLOWS  
100000 - 197999 -- LIABILITIES  
198000 - 199999 -- DEFERRED INFLOWS  
200000 - 399999 -- REVENUES  
400000 - 989999 -- EXPENDITURES  
990000 - 999999 -- TRANSFERS  
Select all Deselect all

LEVEL04 (ACCT TYPE)  
200000 - 200099 -- REVENUE GENERAL BUDGET  
200100 - 201999 -- APPROPRIATIONS AND REFUNDS  
202000 - 202999 -- CONTRIBUTIONS FROM STATE  
205000 - 215001 -- TUITION AND TUITION REFUNDS  
220000 - 229999 -- STUDENT FEES & FEE REFUNDS  
230000 - 232499 -- INVESTMENT REVENUE  
235000 - 240999 -- GRANTS, CONTRACTS, & GIFTS  
250000 - 259999 -- SALES&SRVS EDUCATIONAL ACTIVTS  
260000 - 279999 -- PLACEHOLDER  
280000 - 289999 -- AUXILIARY ENTERPRISE REVENUE  
290000 - 309999 -- PLACEHOLDER  
Select all Deselect all

LEVEL05  
200000 - 200097 -- REVENUE GENERAL BUDGET  
200100 - 201997 -- APPROPRIATIONS AND REFUNDS  
202000 -- CONTRIBUTN FROM STATE GEN BUDG  
202001 -- COP CAPITAL CONTRIBUT TRANSFER  
202002 -- COP CAP CONTRIBUT-INT EXP  
202003 -- COP CAP CONTRIBUT-INT REV  
202004 -- COP CAP CONTRIBUT-ISS COSTS  
202005 -- COP 2008 CAPITAL CONTRIBUTION  
202006 -- COP 2008 CAP CONT INTEREST REV  
205000 - 214997 -- TUITION AND TUITION REFUNDS  
214998 - 215001 -- TUITION SCHOL ALLOWANCE CONTRA  
Select all Deselect all

LEVEL06  
ACCTTREE LEVEL06

TRANSACTION TYPE  
BUDGET  
ACTUAL  
ENCUMBRANCE  
Select all Deselect all

EXTRAS  
VENDOR SHORT NAME  
VENDOR NAME  
INVOICE ID  
INVOICE OR PAY-PERIOD-END DATE  
POSTED DATE  
PET OPER ID, DATE, SEQ  
Select all Deselect all

PAYROLL DETAIL  
YES  
NO

SCRUNCH  
YES  
NO  
Truncates description, operator name, and vendor so that they do not take more than one line, resulting in more data lines fitting per page. Affects HTML, and PDF output only.

FUND  
30 -- SPONSORED PROJECTS- FED & PRIV  
Select all Deselect all

To run for all funds, you may leave this prompt unused (Deselect all rather than Select all).

All account prompts on this page are optional. You need only select values in a level if you want a subset of values in that level. Examples: For revenues, select REVENUES in level 3 and select nothing in levels 4, 5, and 6. For OPERATING EXPENSES and TRAVEL, select these two in level 4 and select nothing in levels 5 and 6. For a single account code such as 400100, enter the code (into both "From" and "To" and then click insert) and select nothing in any of the levels.

The Reprompt button refreshes the choices available in levels below based on values selected in levels above. Selecting ASSETS in level 3, for example, and then clicking Reprompt, makes the subranges under ASSETS available in levels 4, 5 and 6.

ACCOUNT CODE  
From: Lowest value Highest value  
To: Lowest value Highest value  
Insert Remove  
Choices

Reprompt

Cancel < Back Next > Finish



# CU DATA: Financial Detail

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
ACCTTR		CON					BU		S	E			M	M	M	L			
EE		CUR		JOURNAL	JOURNAL		DG		F	N		SRCE	U	U	A	N			POSTED
LEVEL03	ACCT	OR	ACCT	LN DESC	LN DESC	JOURNAL LN DESC	ET	ACTUAL	A	C	BAE CODE	CODE	L	L	X	#	ID	DATE	DATE
400000 -	407600	-SOU	407600		#####	Last, First Employee Name	0	\$ 308.75	0	0	ACTUALS	PAY	1	1	3	#	PAY0001188	10/23/2015	#####
400000 -	407600	-SOU	407600		#####	Last, First Employee Name	0	\$ 285.00	0	0	ACTUALS	PAY	1	1	3	#	PAY0001194	11/6/2015	#####
400000 -	407600	-SOU	407600		#####	Last, First Employee Name	0	\$ 522.50	0	0	ACTUALS	PAY	1	1	3	#	PAY0001199	11/20/2015	#####
400000 -	407600	-SOU	407600		#####	Last, First Employee Name	0	\$ 242.25	0	0	ACTUALS	PAY	1	1	3	#	PAY0001205	12/4/2015	#####

AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH
REF	PO	ID	Concatenate	INVOICE DATE	VN	DR	OJ	OJ	OJ	OJ	OJ	OJ	OJ	OJ	OJ	OJ	OJ	OJ	PET OPER ID	PET DATE	PET SEQ NUM	LN #
00699684			MCCO000605 20160405-113	1/28/2016					OTI										MCCO000605	4/5/2016	113	962
00699684			MCCO000605 20160405-113	1/30/2016					OTI										MCCO000605	4/5/2016	113	963
00699684			MCCO000605 20160405-113	2/13/2016					OTI										MCCO000605	4/5/2016	113	964
00699684			MCCO000605 20160405-113	2/27/2016					OTI										MCCO000605	4/5/2016	113	965

## COLUMN AND DESCRIPTION

- (B) ACCT = FIN Account Code
- (F) Journal LN DESC2 = Employee ID
- (G) Journal LN DESC3 = Employee Name
- (I) Actual = Actual expense
- (M) SRCE Code = Pay or PET
- (R) ID = Journal ID (daily PAY/PET bundle)
- (S) Date of the transaction
- (T) Date posted to FIN

## COLUMN AND DESCRIPTION

- (AL) REF = Position Number
- (AP) Invoice Date = Original Payroll Date
- (BE) PET OPER ID = Who completed PET
- (BF) PET Date
- (BG) SEQ NUM: PET Reference



# CU DATA: Financial Detail

## CONCATENATE

HRGL Request #

LAST#####-YYYYMMDD-###

Operator ID-Date-Sequence

- Insert Column (AO)

=CONCATENATE(R2," ",BE2,"-",TEXT(BF2,"yyymmdd"),"-",BG2)

AL	AM	AN	AO	AP	BE	BF	BG
REF	PO	INVOICE ID	Concatenate	INVOICE DATE	PET OPER ID	PET DATE	PET SEQ NUM
00699684			MCCO000605 20160405-113	1/28/2016	MCCO000605	4/5/2016	113
00699684			MCCO000605 20160405-113	1/30/2016	MCCO000605	4/5/2016	113
00699684			MCCO000605 20160405-113	2/13/2016	MCCO000605	4/5/2016	113
00699684			MCCO000605 20160405-113	2/27/2016	MCCO000605	4/5/2016	113

(R) ID = Journal ID (daily PAY/PET bundle)

(AL) REF = Position Number

(AP) Invoice Date = Original Payroll Date

(BE) PET OPER ID = Who completed PET

(BF) PET Date

(BG) SEQ NUM: PET Reference

### EXTRAS

- ☐ VENDOR SHORT NAME
- ☒ VENDOR NAME
- ☒ INVOICE ID
- ☒ INVOICE OR PAY-PERIOD-END DATE
- ☒ POSTED DATE
- ☒ PET OPER ID, DATE, SEQ



# CU DATA: Financial Detail--Pivot Table

## PIVOT TABLE SET-UP FIELDS

SPDTYPE CODE (if multiple)

JOURNAL LN DESC ACTUAL

INVOICE DATE (*Original Pay*)

**PivotTable Fields**

Choose fields to add to report:

Search

- ☐ PO
- ☐ INVOICE ID
- ☒ concatenate
- ☒ INVOICE DATE
- ☐ VNDR
- ☐ VNDR NAME
- ☐ PROJ ACCOUNTANT NAME

Drag fields between areas below:

FILTERS	COLUMNS
SPDTYPE	SPDTYPE CODE
JOURNAL LN ...	
ROWS	VALUES
Years	Sum of ACTUAL
INVOICE DATE	
concatenate	

PET Reference (since 12/2015)

(\*create a CONCATENATE column to reflect the HRGL Request #)

PET OPER ID (*Whose PET*) + PET DATE + PET SEQ NUM

SPDTYPE	61040593 -- P/R SUSPENSE-PROCESSING REJECT		
JOURNAL LN DESC2	283851		
<b>Sum of ACTUAL</b>	Column Labels		
Row Labels	61040593		Grand Total
2015			
Dec		\$0.00	\$0.00
PAY1163204 -19000100-		\$26.80	\$26.80
PET1198767 NGUY000566-20160524-102		-\$26.80	-\$26.80
<b>Grand Total</b>		<b>\$0.00</b>	<b>\$0.00</b>



# **CU OFFICE OF THE UNIVERSITY CONTROLLER FINANCE REFERENCES**



University of Colorado

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# Chartfields (FOPPS) and Account Codes

<https://www.cu.edu/controller/accounting-finance/chartfields-attributes>

- Chartfields
- SpeedTypes
- FOPPS
- Fund
- Organization
- Program
- Project
- Sub-Class
- Account Codes

[HOME](#) | [CONTROLLER](#) | [ACCOUNTING & FINANCE](#) | [CHARTFIELDS & ATTRIBUTES](#)

## ChartFields & Attributes

### Finance System Structure

In the Finance System, blocks of information called ChartFields are joined together in various combinations to identify where to record a transaction.

- [Finance System Values](#)

### Account Information

The Account ChartField describes the activity that is being done by identifying the natural classification of the transaction: Asset, Liability, Fund Balance/Net Position, Revenue, Expense, or Transfer.

- [Account Quick Reference Card](#)
- [Chart of Accounts](#)
- [Account Description Abbreviations](#)
- [CORE Crosswalk table](#)

### Fund Information

The Fund ChartField identifies the source of the money being received and spent.

- [Expanded Fund Descriptions](#)
- [Fund Transfer Rules](#)

### Organization (Org) Information

The Org ChartField identifies the entity (campus, school, department, etc.) receiving or spending the funds.

- Run the [m-Fin Org Tree List report](#) in CU-Data

### Program/Project Information

The Program ChartField tracks the financial impact of a distinct activity within an Org during a budget (fiscal) year.

The Project ChartField tracks the financial impact of a specific sponsored activity within the University and is based upon the period of the project (not the fiscal year).

- [Expense Purpose Codes](#)
- [Unrestricted Net Position Designation Descriptions](#)

### SpeedType Information

The SpeedType is an 8-digit shortcut for a FOPPS (Fund+Org+Program or Project+optional Subclass) ChartField combination. The first digit of a SpeedType represents the campus, the second and third digits represent the Fund, and the remaining five digits of the SpeedType are randomly assigned.

- [Gift Purpose Codes](#)
- [Gift Purpose Crossover Table](#)

#### RESOURCES

[Other List](#)

[Source Source Code List](#)

#### RELATED LINKS

[ChartFields & Attributes](#)

[Finance System Values](#)

[Account Quick Reference Card](#)

[Expanded Fund Descriptions](#)

[Account Description Abbreviations](#)

[CORE Crosswalk table](#)

[Expanded Fund Descriptions](#)

[Fund Transfer Rules](#)

[m-Fin Org Tree List Report](#)

[Expense Purpose Codes](#)

[Unrestricted Net Position Designation Descriptions](#)

[Gift Purpose Codes](#)

[Gift Purpose Crossover Table](#)

#### NEED HELP?

Finance & Procurement Help Desk

• Email: [FinProj-help@cu.edu](mailto:FinProj-help@cu.edu)

• Voice: 303.837.2161

• Manager: [Leslie Nitoli](#)

Finance & Procurement Help Chat

[Start Chat Now](#)



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# Chartfields (FOPPS) and Account Codes

<https://www.cu.edu/controller/accounting-finance/chartfields-attributes>

<https://www.cu.edu/controller/accounting-finance/chartfields-attributes/account-quick-reference-card>

<https://www.cu.edu/controller/accounting-finance/chartfields-attributes/chart-accounts>

## Payroll Account Codes --Account Sub-groups:

- Expenses 400000 - 989999
- Faculty salaries & wages 400000 – 402199
- Student faculty salaries & wages 402200 – 402499
- Officer/exempt salaries & wages 402500 – 404999
- Classified staff salaries & wages 405000 – 407499
- Hourly wages 407500 – 409999
- Faculty benefits 418400 – 422209
- Student faculty benefits 422210 – 422499
- Officer/exempt benefits 422500 – 424999
- Classified staff benefits 425000 – 427499
- Hourly benefits 427500 – 429999



# RESOURCES



# Payroll Reporting Resources

## **HCM Queries (HCM WorkCenter – Resources)**

**[www.cu.edu/docs](http://www.cu.edu/docs)**

## **CU DATA**

**[www.cu.edu/hcm-community-training](http://www.cu.edu/hcm-community-training)**

**Payroll Expense Transfer (PET) Lab**

**[HCM Department Budget Table and Fiscal  
Year Rollover](#)**

**[HCM Funding Distribution Basics](#)**

**[HCM and General Ledger for Payroll](#)**

**[HCM Faculty Contracts](#)**



# Payroll Reporting in HCM and mFIN

## HCM Payroll Queries

- Personnel Roster
- Department Personnel & Org Roster
- Position Data
- Time Entry Report
- Paycheck Distribution
- Payroll Register
- Payroll Register with Accounting Detail
- Time Reporting Query Suite
- Funding Distribution Suite
- Position Funding History
- HRGL Requests

## CU-Data mFIN Reports

- Journal Entry Lookup
- PET Lookup
- Employee Compensation
- Payroll Fiscal Year
- Payroll Fiscal Year Detail
- Payroll Transactions
- Personal Roster and Departmental Budget
- Position Budget
- Position Budget – Actuals Detail
- Position Budget II
- Encumbrances
- Financial Detail



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- O
- P
- Q
- R
- S
- T
- U
- V
- W
- X
- Y
- Z

DOCUMENT NAME	TYPE	DEPARTMENT
Funding Entry		HCM Community
Manage Funding Suspense		HCM Community
Payroll Expense Transfers - PETs (Regular Users)		HCM Community



# HR/GL Learning Suite

<https://www.cu.edu/hcm-community/hcm-projects/training-webinars>

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## Training & Webinars

Learn more about HCM and CU's processes with training resources.

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**[Recorded Webinars](#)**

[HCM Practice](#)

 [HCM Faculty Contracts](#)

 [HCM and General Ledger for Payroll](#)

 [HCM Funding Distribution Basics](#)

 [HCM Department Budget Table and Fiscal Year Rollover](#)



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## Training & Webinars

Learn more about HCM and CU's processes with training resources.

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**[HCM Practice](#)**

### Payroll Expense Transfer (PET) Lab

 PDF: [Introduction to Payroll Expense Transfer \(PET\) Lab](#)

#### Courses

HCM PET Paycheck Search and Distributions: In this training exercise, you will create a payroll expense transfer, or PET. You will search for checks, update earnings, and confirm taxes and deductions.

**Complete Captivate course**

HCM PET Multiline with Grant: In this training exercise, you will create a payroll expense transfer, or PET, for multiple checks with multiple paylines (earnings, deductions and taxes).

**Complete Captivate course**

#### Course Resources

⚡ Quick Reference Guide: [PET Data Page Map](#)

⚡ Captivate Training Guide: [Search for Paychecks and Update Distributions](#)

#### Course Resources

⚡ Quick Reference Guide: [PET Data Page Map](#)

⚡ Captivate Training Guide: [Creating a PET with Multiple Lines and Grant Funding](#)



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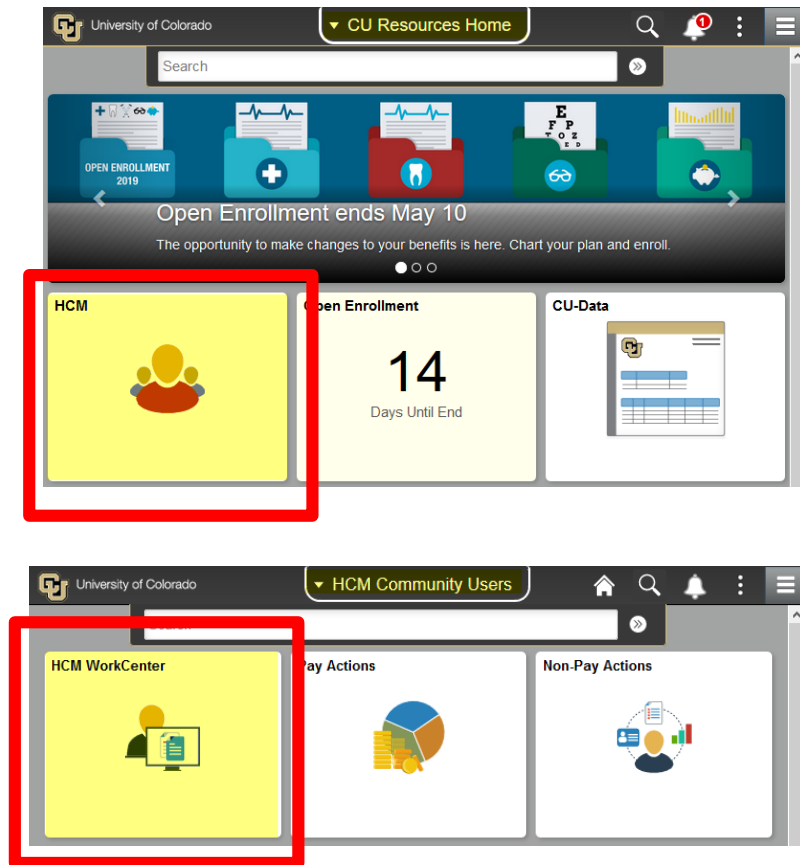
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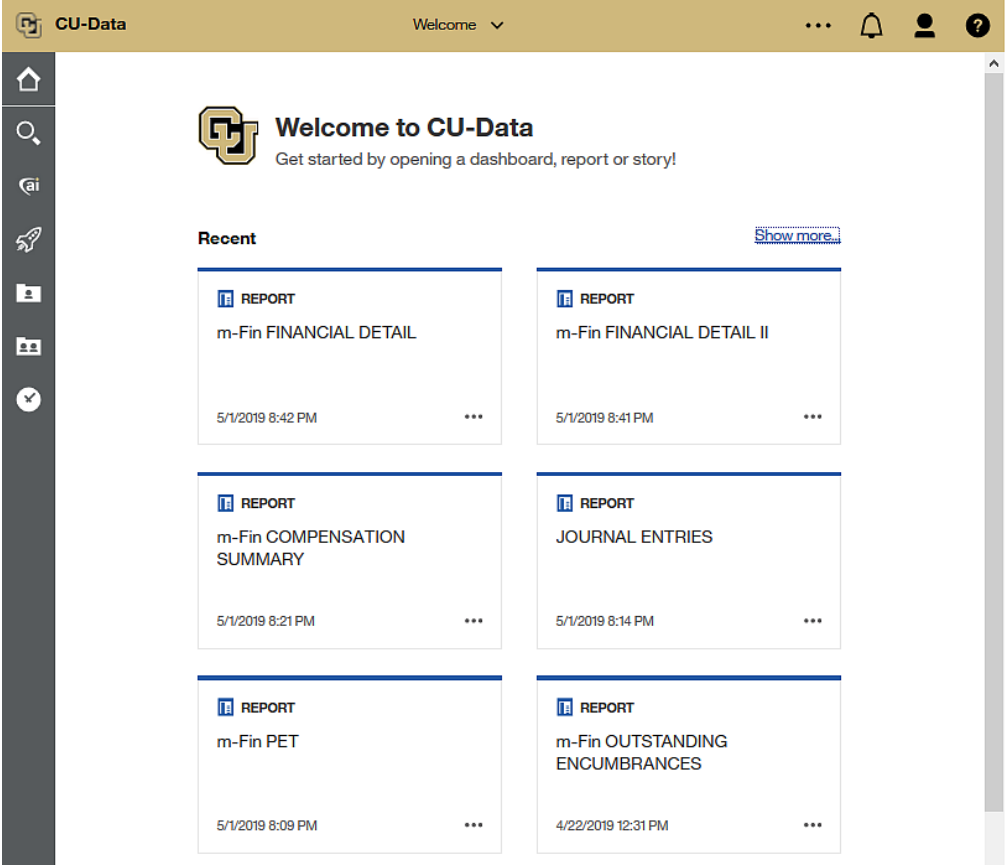
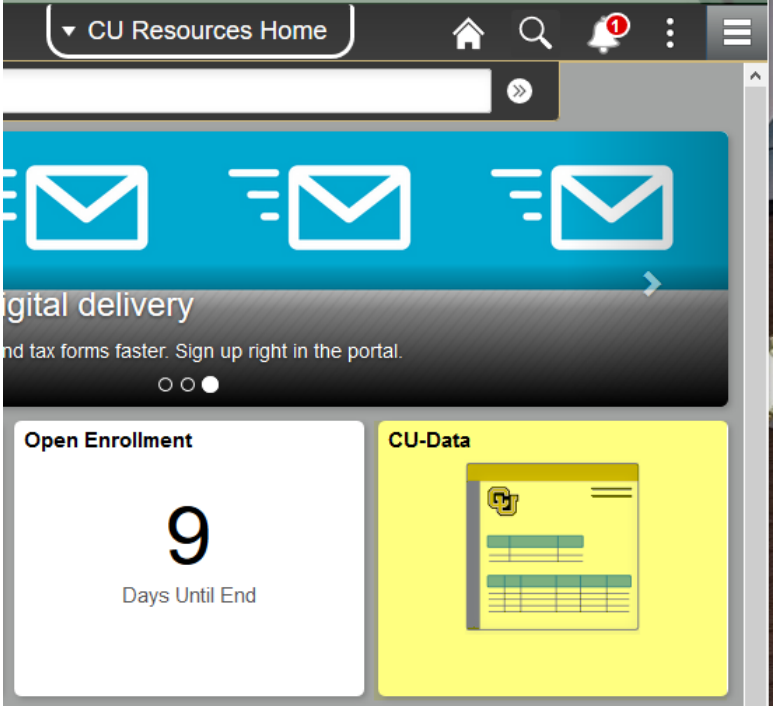
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# HCM User WorkCenter Resource Tab



# CU-Data



# Thank You

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Questions and comments are always welcome

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