Use these HR/GL payroll reporting tools to verify payroll funding

October 9, 2022 by Employee Services

Each payroll cycle, funding for payroll is applied during post-processing. It creates accounting lines that are sent to the PeopleSoft Finance System (FIN) in a payroll journal. Payroll Expense Transfers (PETs), which are used to make payroll funding changes after payroll has processed, are sent to FIN in a single batch two times per day (with a few exceptions when other processes overlap).

Use HCM payroll queries to confirm payroll and PET details within HCM. These are available as soon as payroll or the PET is complete.

- **HCM Payroll Register Accounting Detail**: Returns payroll earnings and funding sources.
- **HCM Paycheck Distribution**: Returns payroll earnings and employer-paid taxes and deductions and funding sources.
- **Find PETs from the CU PET and Funding menu in the HRGL General Search feature**.

Use mFIN reports to verify the HCM payroll data in CU-Data the day after payroll and PETs complete. Here are several CU Data mFIN reports to help you.

- **m-Fin Compensation Summary**: Returns the total compensation by employee for each position by month detailed by SpeedType, salary, benefits and PETs.
- **m-Fin Payroll Transactions**: Returns pay and benefits for an employee over a range of accounting periods. The final page displays the Compensation Summary.
- **m-Fin Outstanding Encumbrances**: Returns an itemized list of committed but not yet incurred payroll by SpeedType.
- **m-Fin Financial Detail**: Returns an itemized list of all transactions for a SpeedType which can be filtered for payroll account codes.
- **m-Fin SpeedType Summary**: Confirms the details of active SpeedTypes.
- **m-FIN Operating Summary**: Provides detail for projects including budget periods.
- **m-Fin Account Tree List**: Returns the hierarchy of account codes including those for payroll.
- **m-Fin PET**: Returns the details of a Payroll Expense Transfer (PET). You can search PETs by fiscal year, PET Operator, and PET Date.
- **Journal Entries**: PETs created before December 2015 are found using their own
individual PET journal ID.

**Need extra help?**

Learn more about payroll processing in this recording of the HRGL Payroll Reporting webinar [3]. Just click on the “Budget and Funding” heading. You can also email: hcm_community@cu.edu [4] or System.HRGL.Team@cu.edu [5].

Additionally, you can find further information on the Department Budget Table [6], payroll expense transfers [7] and other HRGL resources through the HCM Community page [8].

And you can find HCM queries here:

1. Log into the employee portal [9].
2. Open the CU Resources dropdown menu and click Business Tools.
3. Select the HCM tile and choose HCM Community Users from the drop-down menu.
4. Click the HCM WorkCenter tile.
5. Select the Resources tab and click the query you desire.

Find CU-Data queries from here:

1. Log into the employee portal [9].
2. Open the CU-Data tile.

HRGL [10], payroll [11], CU-Data [12], m-FIN [13]

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