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Use these HR/GL payroll reporting tools to verify payroll funding [1]



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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], m-FIN [12]
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