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Use these payroll reporting tools to verify proper 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), used to make payroll funding changes after payroll has processed, are sent to FIN in a single batch two times per day.

You can 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 benefits and funding sources.

Find PETs using the **CU PET and Funding** menu item and the **HRGL General Search** feature.

Use mFIN reports to verify CU 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:** Includes 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 journal entry.

Need extra help?

Learn more about payroll processing in this recording of the Payroll Reporting webinar. You can also email: hcm-community@cu.edu [3] or System.HRGL.Team@cu.edu [4].

Additionally, you can find HCM queries here:

1. Log into the **employee portal** [5].
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** [5].
2. Open the **CU-Data** tile.

HRGL [6], payroll [7], m-FIN [8]
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