

Verify payroll funding ahead of year-end with these HR/GL payroll reporting tools ^[1]



October 17, 2024 by [Employee Services](#) ^[2]

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.

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