Combo Code Creation and Payroll Audit Report Job Aide

Revised 3-7-2008

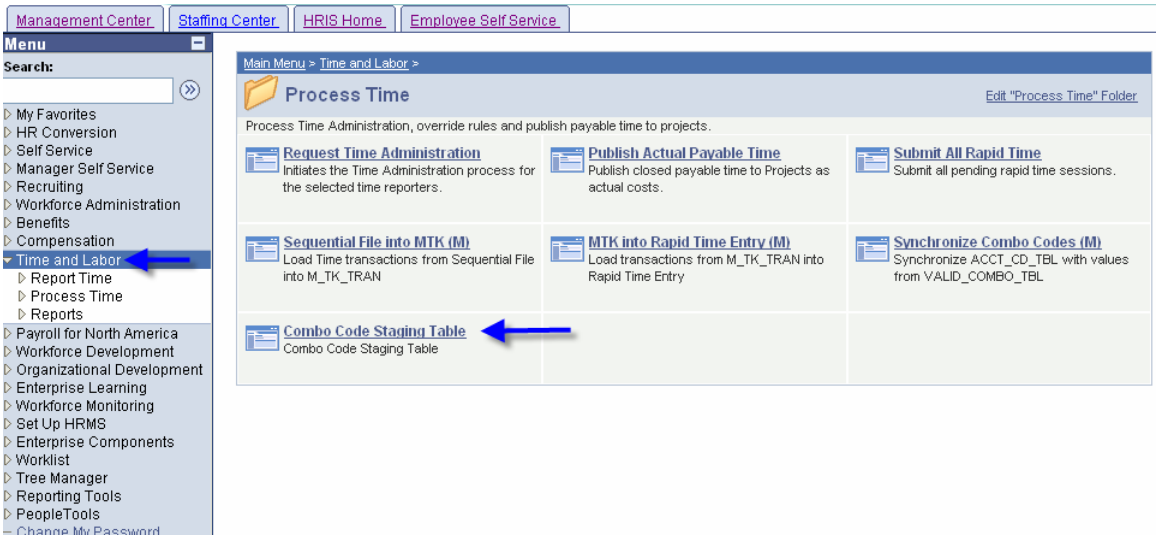
See 'NEW' features & reports

COMBO CODES IN HRIS

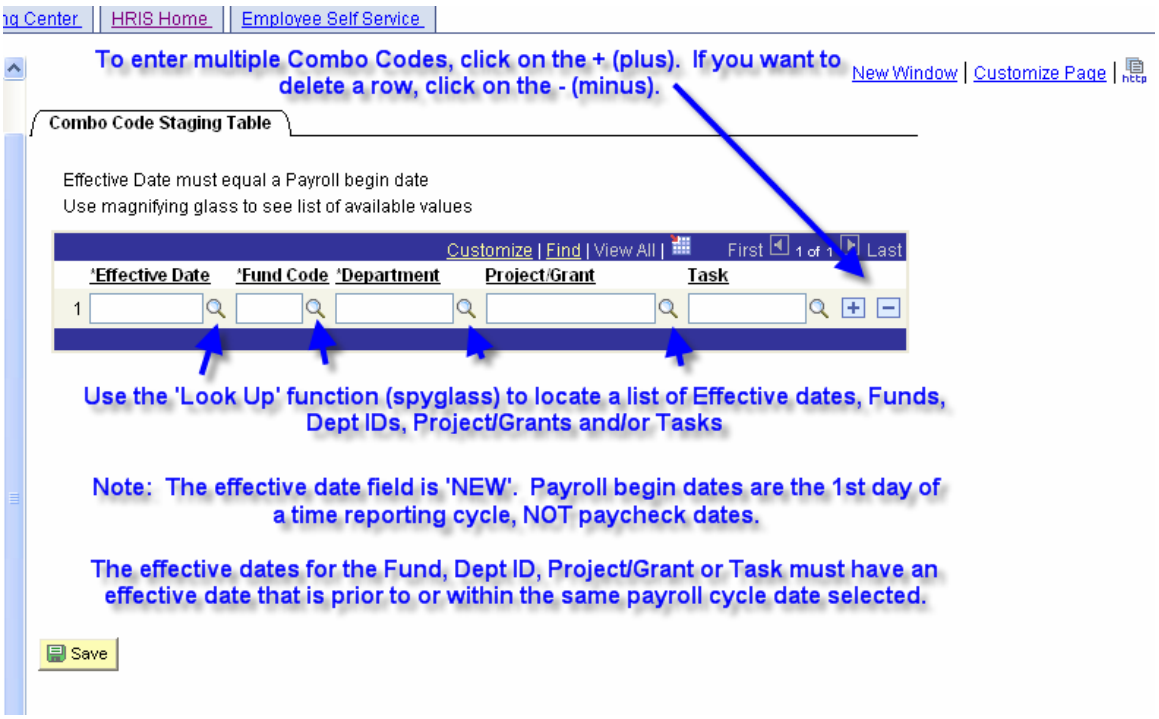
Accountant Guide

Creating/Entering a 'new' Combo Code in HRIS

STEP 1. **Sign in to *HRIS, Click the HRIS Home tab:* *Time and Labor > Process Time > Combo Code Staging Table***



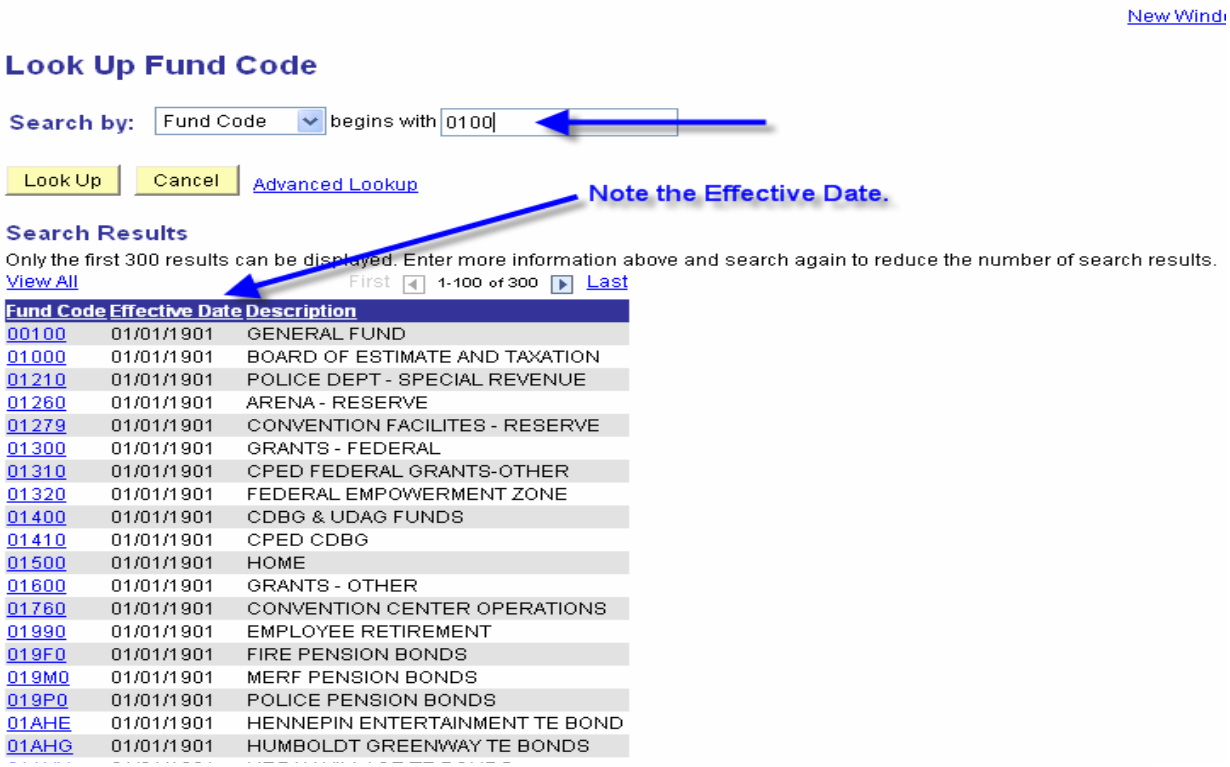
Step 2. Enter the appropriate fund, department, Project/Grant and/or Task.



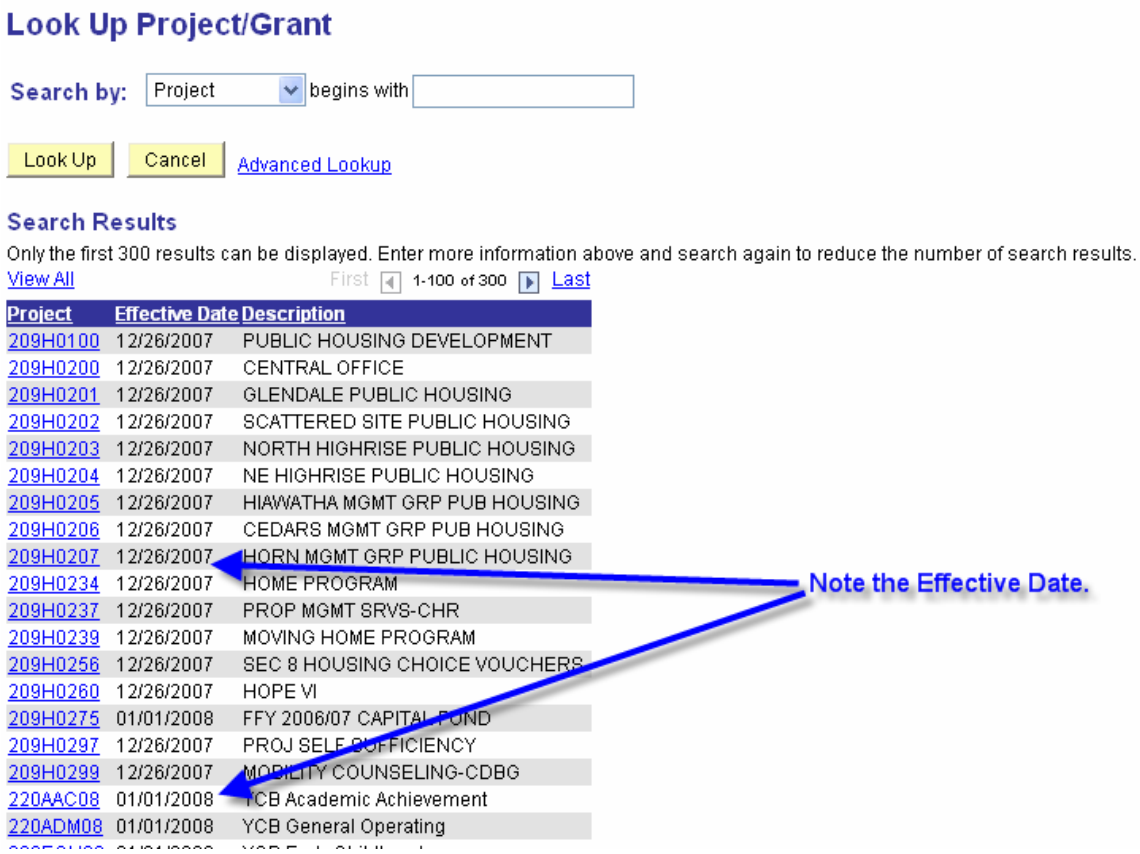
Pay Cycle Table for 2008

2008 Paycheck Date	Pay Period Dates	
	BEGIN	END
1/04/2008	12/09/2007	12/22/2007
1/18/2008	12/23/2007	1/05/2008
2/01/2008	1/06/2008	1/19/2008
2/15/2008	1/20/2008	2/02/2008
2/29/2008	2/03/2008	2/16/2008
3/14/2008	2/17/2008	3/01/2008
3/28/2008	3/02/2008	3/15/2008
4/11/2008	3/16/2008	3/29/2008
4/25/2008	3/30/2008	4/12/2008
5/09/2008	4/13/2008	4/26/2008
5/23/2008	4/27/2008	5/10/2008
6/06/2008	5/11/2008	5/24/2008
6/20/2008	5/25/2008	6/07/2008
7/03/2008	6/08/2008	6/21/2008
7/18/2008	6/22/2008	7/05/2008
8/01/2008	7/06/2008	7/19/2008
8/15/2008	7/20/2008	8/02/2008
8/29/2008	8/03/2008	8/16/2008
9/12/2008	8/17/2008	8/30/2008
9/26/2008	8/31/2008	9/13/2008
10/10/2008	9/14/2008	9/27/2008
10/24/2008	9/28/2008	10/11/2008
11/07/2008	10/12/2008	10/25/2008
11/21/2008	10/26/2008	11/08/2008
12/05/2008	11/09/2008	11/22/2008
12/19/2008	11/23/2008	12/06/2008
1/02/2009	12/07/2008	12/20/2008

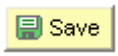
Step 3. Each field has a 'look up' spyglass that can be used to help narrow your search and produce a valid selection list:



Fund Code	Effective Date	Description
00100	01/01/1901	GENERAL FUND
01000	01/01/1901	BOARD OF ESTIMATE AND TAXATION
01210	01/01/1901	POLICE DEPT - SPECIAL REVENUE
01260	01/01/1901	ARENA - RESERVE
01279	01/01/1901	CONVENTION FACILITES - RESERVE
01300	01/01/1901	GRANTS - FEDERAL
01310	01/01/1901	CPED FEDERAL GRANTS-OTHER
01320	01/01/1901	FEDERAL EMPOWERMENT ZONE
01400	01/01/1901	CDBG & UDAG FUNDS
01410	01/01/1901	CPED CDBG
01500	01/01/1901	HOME
01600	01/01/1901	GRANTS - OTHER
01760	01/01/1901	CONVENTION CENTER OPERATIONS
01990	01/01/1901	EMPLOYEE RETIREMENT
019F0	01/01/1901	FIRE PENSION BONDS
019M0	01/01/1901	MERF PENSION BONDS
019P0	01/01/1901	POLICE PENSION BONDS
01AHE	01/01/1901	HENNEPIN ENTERTAINMENT TE BOND
01AHG	01/01/1901	HUMBOLDT GREENWAY TE BONDS



Project	Effective Date	Description
209H0100	12/26/2007	PUBLIC HOUSING DEVELOPMENT
209H0200	12/26/2007	CENTRAL OFFICE
209H0201	12/26/2007	GLENDALE PUBLIC HOUSING
209H0202	12/26/2007	SCATTERED SITE PUBLIC HOUSING
209H0203	12/26/2007	NORTH HIGHRISE PUBLIC HOUSING
209H0204	12/26/2007	NE HIGHRISE PUBLIC HOUSING
209H0205	12/26/2007	HIAWATHA MGMT GRP PUB HOUSING
209H0206	12/26/2007	CEDARS MGMT GRP PUB HOUSING
209H0207	12/26/2007	HORN MGMT GRP PUBLIC HOUSING
209H0234	12/26/2007	HOME PROGRAM
209H0237	12/26/2007	PROP MGMT SRVS-CHR
209H0239	12/26/2007	MOVING HOME PROGRAM
209H0256	12/26/2007	SEC 8 HOUSING CHOICE VOUCHERS
209H0260	12/26/2007	HOPE VI
209H0275	01/01/2008	FFY 2006/07 CAPITAL FUND
209H0297	12/26/2007	PROJ SELF SUFFICIENCY
209H0299	12/26/2007	MOBILITY COUNSELING-CDBG
220AAC08	01/01/2008	YCB Academic Achievement
220ADM08	01/01/2008	YCB General Operating

Step 4. Once you have filled in the required fields, click on 

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- **Each evening a custom batch process will be run by BIS-Operations to load the new code(s) to the Valid Combo Code Table in HRIS. (Synchronize Combo Codes (M)**

- **As you enter new Combo Codes in the tables, your entries are available to view only by you. Another accountant cannot access or view your entries. If someone else has entered the same code as you, the system will save only one when the process is run.**

- **Security access is at the level of the individual, based on your job title.**

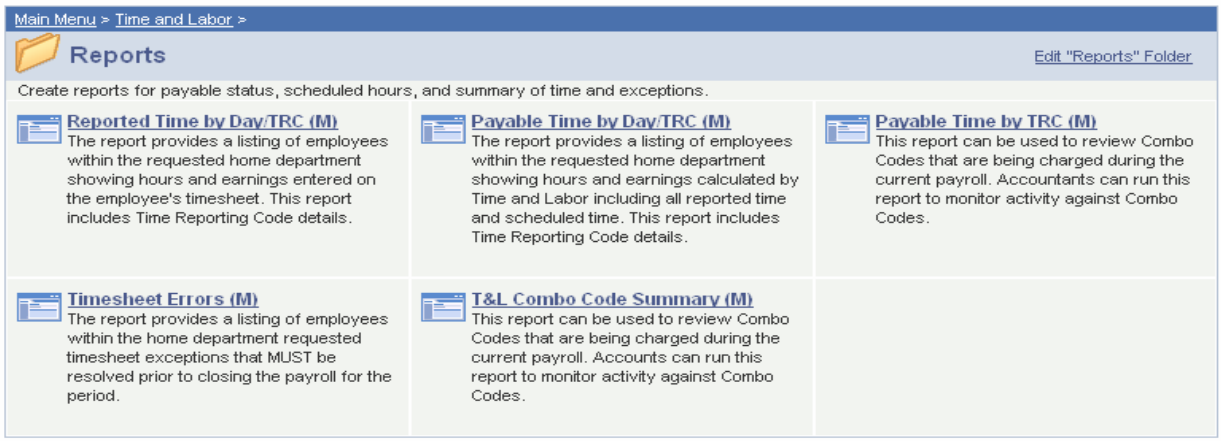
- **'Emergency Run': If the 'new' code is needed right away, rather than overnight, contact HRIS staff or Central Payroll to request an 'emergency run' of the process. The system will validate and add the Combo Code to the Combination Code Table ASAP for payroll processing. You can 'view' the table the next day to see if the Combo Codes you created have been added.**

Step 5. *Optional* - 'Viewing' the Combination Code Table in HRIS to verify that your codes were loaded to the table overnight.

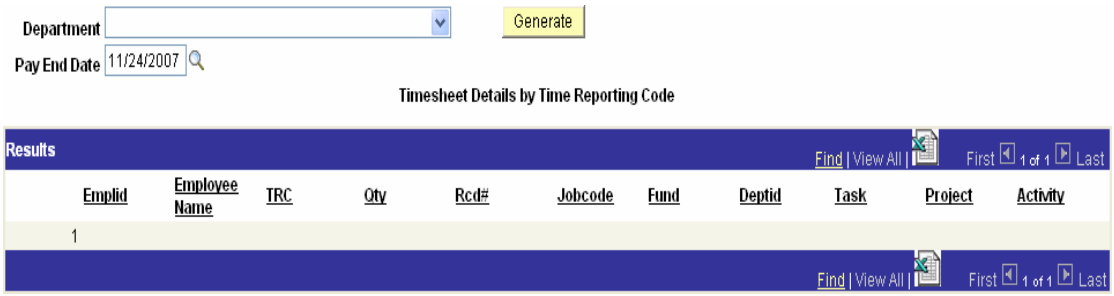
HRIS Home tab: Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Combination Code Table

2 'NEW' reports for your use

Accountant access to Payroll Reports for auditing purposes.



Running these reports requires that the user select specific parameters. All reports require the same parameters as show in this example:



- Using the drop down feature, select the Department employees you want to review, based on the employee's "home department" in the Job Data record. Do **not** use the funding string Deptid.
    - **Example:** If a Human Resource employee worked all 80 hours on a Finance project, the employee would still be reported under Dept. ID 8150000, Human Resources, rather than 8200000, Finance. Users can only run reports for the Departments they support.
- The current pay period will default, but you can select a different pay end date to view other pay cycles.
- Beginning in 2008, these Reports can only be run for pay periods ending 1/19/08, forward. *This is the **first** payroll processing in the new COMPASS/HRIS system. Note: Periods prior to this will not be available via these reports.*

1. **‘Reported’ (entered) Time by Day/TRC (M)**
   This report provides a listing of employees within the requested ‘home department’ showing hours and earnings entered on the employee's timesheet. Salaried employees may show only ‘exception’ (sick, vac) time. This report includes Time Reporting Code (TRC) details.

Department CPED Generate
Pay End Date 01/19/2008

Reported Time by Day & Time Reporting Code

Results Find | View 100 | First 1-50 of 2003 Last

	First_Name	Last_Name	Emplid	Rptd_Work_Dt	Rcd#	Location	Jobcode	Empl_Status	Empl_Type	TRC	Quantity	Combo_Code	Activity	Rptd_Status	Last_Update
1	Aaron	Hanauer	109306	2008-01-07	0	C8960	01880C	Active	Hourly	REG	8.00	001008900510--		Submitted	064634
2	Aaron	Hanauer	109306	2008-01-08	0	C8960	01880C	Active	Hourly	REG	8.00	001008900510--		Submitted	064634
3	Aaron	Hanauer	109306	2008-01-09	0	C8960	01880C	Active	Hourly	REG	8.00	001008900510--		Submitted	064634
4	Aaron	Hanauer	109306	2008-01-10	0	C8960	01880C	Active	Hourly	REG	8.00	001008900510--		Submitted	064634
5	Aaron	Hanauer	109306	2008-01-11	0	C8960	01880C	Active	Hourly	REG	8.00	001008900510--		Submitted	064634
6	Aaron	Hanauer	109306	2008-01-14	0	C8960	01880C	Active	Hourly	REG	8.00	001008900510--		Submitted	064634
7	Aaron	Hanauer	109306	2008-01-15	0	C8960	01880C	Active	Hourly	REG	8.00	001008900510--		Submitted	064634
8	Aaron	Hanauer	109306	2008-01-16	0	C8960	01880C	Active	Hourly	REG	8.00	001008900510--		Submitted	064634
9	Aaron	Hanauer	109306	2008-01-17	0	C8960	01880C	Active	Hourly	REG	8.00	001008900510--		Submitted	064634
10	Aaron	Hanauer	109306	2008-01-18	0	C8960	01880C	Active	Hourly	VAC	8.00	001008900510--		Submitted	064634
11	Amanda	Arnold	109669	2008-01-07	0	C8960	08285C	Active	Salaried	REG	8.00	001008900420--		Submitted	064634
12	Amanda	Arnold	109669	2008-01-08	0	C8960	08285C	Active	Salaried	REG	8.00	001008900420--		Submitted	064634
13	Amanda	Arnold	109669	2008-01-09	0	C8960	08285C	Active	Salaried	REG	8.00	001008900420--		Submitted	064634
14	Amanda	Arnold	109669	2008-01-10	0	C8960	08285C	Active	Salaried	REG	8.00	001008900420--		Submitted	064634

- Empl ID of entering Payroll Rep is to the far right.

2. **Payable Time (transferred from ‘reportable time’) by Day/TRC (M)**

   This report provides a listing of employees within the requested ‘home department’ showing hours and estimated earnings calculated by Time and Labor including all actual reported time and scheduled (usually exception employees) time. This report also includes Time Reporting Code (TRC) details.

Department HUMAN RESOURCES Generate
Pay End Date 01/19/2008

Payable Time by Day & Time Reporting Code

Results Find | View 100 | First 1-50 of 606 Last

	First_Name	Last_Name	Emplid	Rptd_Work_Dt	Rcd#	Location	Jobcode	Empl_Status	Empl_Type	TRC	Quantity	Est. Pay	Combo_Code	Activity	Payable_Status
1	Amy	Friedman	067412	2008-01-07	0	C8156	05428C	Active	Salaried	REG	7.00	252.11	069008150400--		Paid
2	Amy	Friedman	067412	2008-01-08	0	C8156	05428C	Active	Salaried	RGS	-4.00	-144.06	069008150300--		Closed
3	Amy	Friedman	067412	2008-01-08	0	C8156	05428C	Active	Salaried	RGS	4.00	144.06	069008150300--		Paid
4	Amy	Friedman	067412	2008-01-09	0	C8156	05428C	Active	Salaried	REG	7.00	252.11	069008150400--		Paid
5	Amy	Friedman	067412	2008-01-10	0	C8156	05428C	Active	Salaried	REG	6.00	216.10	069008150400--		Paid
6	Amy	Friedman	067412	2008-01-11	0	C8156	05428C	Active	Salaried	RGS	4.00	144.06	069008150300--		Paid
7	Amy	Friedman	067412	2008-01-11	0	C8156	05428C	Active	Salaried	RGS	-4.00	-144.06	069008150300--		Closed
8	Amy	Friedman	067412	2008-01-14	0	C8156	05428C	Active	Salaried	REG	7.00	252.11	069008150400--		Paid
9	Amy	Friedman	067412	2008-01-15	0	C8156	05428C	Active	Salaried	RGS	-4.00	-144.06	069008150300--		Closed
10	Amy	Friedman	067412	2008-01-15	0	C8156	05428C	Active	Salaried	RGS	4.00	144.06	069008150300--		Paid
11	Amy	Friedman	067412	2008-01-16	0	C8156	05428C	Active	Salaried	REG	7.00	252.11	069008150400--		Paid
12	Amy	Friedman	067412	2008-01-17	0	C8156	05428C	Active	Salaried	VAC	6.00	216.10	069008150400--		Paid
13	Amy	Friedman	067412	2008-01-18	0	C8156	05428C	Active	Salaried	RGS	-4.00	-144.06	069008150300--		Closed
14	Amy	Friedman	067412	2008-01-18	0	C8156	05428C	Active	Salaried	RGS	4.00	144.06	069008150300--		Paid
15	Archimedes	Carlos	102870	2008-01-07	0	C8155	05428C	Active	Salaried	REG	8.00	255.38	001008150200--		Paid
16	Archimedes	Carlos	102870	2008-01-08	0	C8155	05428C	Active	Salaried	REG	8.00	255.38	001008150200--		Paid
17	Archimedes	Carlos	102870	2008-01-09	0	C8155	05428C	Active	Salaried	REG	8.00	255.38	001008150200--		Paid

3. Payable Time by TRC (M)

This report is the same as Report 2. except that the hours and estimated pay are summarized at the TRC level for the full 2 week cycle, rather than by day. Consequently, the reported work date is not included in the report.

Department FINANCE Generate

Pay End Date 01/19/2008

Payable Time Summary by Time Reporting Code

Results Find | View 100 | First 1-50 of 355 Last

	First_Name	Last_Name	Emplid	Rcd#	Jobcode	Empl_Status	Empl_Type	TRC	Quantity	Est. Pay	Combo_Code	Activity	Payable_Status
1	Abel	DeCora	070936	0	08440C	Active	Salaried	REG	80.00	3,184.88	001008200230--		Paid
2	Adar	Jackson	063612	0	07281C	Suspend	Hourly	RGS	80.00	1,570.48	001008200400--		Rejected by PR
3	Alice	Rutt	066852	0	00070C	Active	Hourly	VAC	16.00	354.80	001008200230--		Paid
4	Alice	Rutt	066852	0	00070C	Active	Hourly	SCK	32.00	709.60	001008200230--		Paid
5	Alice	Rutt	066852	0	00070C	Active	Hourly	REG	32.00	709.60	001008200230--		Paid
6	Andrew	Lenz	112554	0	04351C	Active	Salaried	RGS	80.00	1,916.38	001008200100--		Paid
7	Anh	Nguyen	099802	0	00180C	Active	Hourly	RGS	80.00	1,724.32	001008200230--		Paid
8	Anita	Birmingham	063335	0	01456C	Active	Salaried	RGS	80.00	2,929.53	001008200300--		Paid
9	Ann	Mathews	040353	0	00220C	Active	Salaried	VAC	8.00	246.48	001008200230--		Paid
10	Ann	Mathews	040353	0	00220C	Active	Salaried	REG	72.00	2,218.30	001008200230--		Paid
11	Anne	Davis	061611	0	00070C	Active	Hourly	VAC	80.00	1,785.36	001008200230--		Paid
12	Antonello	DiPietrantonio	101125	0	00850C	Active	Salaried	REG	64.00	1,794.51	001008200300--		Paid
13	Antonello	DiPietrantonio	101125	0	00850C	Active	Salaried	VAC	16.00	448.63	001008200300--		Paid
14	Antonette	Johnson	013525	1	08350C	Active	Hourly	VAC	.50	11.97	001008200220--		Paid
15	Antonette	Johnson	013525	1	08350C	Active	Hourly	REG	79.50	1,902.83	001008200220--		Paid
16	April	Posner	066607	0	00070C	Active	Hourly	REG	79.50	1,762.91	001008200220--		Paid
17	April	Posner	066607	0	00070C	Active	Hourly	VAC	.50	11.09	001008200220--		Paid
18	Ardis	Gardner	097079	0	00170C	Active	Hourly	REG	80.00	1,538.96	001008200300--		Paid

Timesheet Errors (for correction by payroll reps)

4. Timesheet Errors (M)

This report provides a listing of employees within the 'home department' who have timesheet 'exceptions' (errors) relating to reported time. These errors **MUST** be resolved prior to closing the payroll for the current period. The report provides some information about the error. **The accountant will have to request the appropriate payroll data entry representative correct and resolve the exception/error before payroll is run.**

Department POLICE DEPARTMENT Generate

Pay End Date 11/10/2007

Timesheet Exceptions

Results Find | View All | First 1-2 of 2 Last

	Emplid	Employee Name	Work Date	Rcd#	Jobcode	Exception_Message	Exception_Details
1	002242	Gentz,Gregory Michael	2007-11-10	0	08170C	More than 24 hours reported	30
2	003871	Kriegel,Dean	2007-11-10	0	08170C	More than 24 hours reported	30

Find | View All | First 1-2 of 2 Last

5. T&L Combo Code Summary (M) (Summary level)

This report can be used to review Combo Codes that are being charged during the current payroll. Accountants can run this report to monitor activity against Combo Codes.

Department PW - PROPERTY SERVICES Generate

Pay End Date 01/19/2008

Payable Time Combo Code Summary

Results Find | View 100 | First 1-50 of 1114 Last

	Combo_Code	Activity	First_Name	Last_Name	Emplid	Rcd#	Empl_Status	Est. Gross	Payable_Status
1	06200680010068086801-	BM01	Greg	Goeke	023335	0	Active	3,872.62	Paid
2	06200680010068086801-	BM87	Lynette	Rounds	022852	0	Active	1,495.71	Paid
3	06200680010068086801-	BM91	Lynette	Rounds	022852	0	Active	65.03	Paid
4	06200680010068086801-	BM92	Lynette	Rounds	022852	0	Active	173.42	Paid
5	062006800200--		Rodney	Olson	101965	0	Active	2,697.36	Paid
6	062006800200-680R0000		Daniel	Gottwald	104018	0	Active	2,046.96	Paid
7	062006800200-680R0000		Gary	Niehaus	112639	0	Active	122.45	Paid
8	062006800200-680R0000		Geoffrey	Ernst	103634	0	Active	239.31	Paid
9	062006800200-680R0000		Jeremy	Tharaldson	102587	0	Active	701.67	Paid
10	062006800200-680R0000		Kristopher	Massie	104019	0	Active	312.65	Paid
11	062006800200-680R0000		Lawrence	Haugberg	097489	0	Active	465.33	Paid
12	062006800200-680R0000		Michael	Blumhoefer	109648	0	Active	342.14	Paid
13	062006800200-680R0000		Wade	Johnson	082825	0	Active	554.32	Paid
14	062006800200-680R0001		Gary	Niehaus	112639	0	Active	63.89	Paid
15	062006800200-680R0001		Geoffrey	Ernst	103634	0	Active	93.07	Paid
16	062006800200-680R0001		Jeremy	Tharaldson	102587	0	Active	37.26	Paid
17	062006800200-680R0001		Kristopher	Massie	104019	0	Active	23.60	Paid
18	062006800200-680R0001		Lawrence	Haugberg	097489	0	Active	33.24	Paid
19	062006800200-680R0001		Michael	Blumhoefer	109648	0	Active	100.28	Paid
20	062006800200-680R0001		Wade	Johnson	082825	0	Active	54.08	Paid

Reporting Features or "Tricks"

- Sort reports by clicking the column title; click a 2nd time to sort in the opposite direction

- Click 'Find' to locate a specific employee, Jobcode, Project Id, etc.

- Note the excel symbol in the heading of the report. You can download the data to Excel in the same manner as the other City Management Reports by clicking on the symbol. This functionality will give you access to more advanced features for organizing and sorting the data.

The HRIS project team may develop additional Time and Labor reports. If you have critical reporting needs for auditing reported time, contact Sandy Allshouse or Lisa Brown.