PeopleSoft User Training Guide

Salary & Benefits Adjustment (SBA)
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<th>Comments</th>
<th>Contributor(s) – First and Last Name</th>
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<td>Dec. 23, 2016</td>
<td>Initial draft</td>
<td>Lisa Di Silva</td>
</tr>
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<td>Jan. 11, 2017</td>
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<td>Lisa Di Silva</td>
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<td>Updates to objectives</td>
<td>Lorraine McCrimmon</td>
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Introduction

Learning Outcome
By the end of the training session, participants will understand how to transfer salary and benefit expenses from one combination code to another as required, using the Salary & Benefits Adjustment function in the PeopleSoft Human Capital Management (HCM) application.

Audience
Staff who process salary and benefit adjustments in the PeopleSoft HCM application.

Pre-Requisites:
- Security Role – ZHPY_SALBEN_DIST_ADJUSTMT
- Department Security Access

About this Guide
This Training Guide is a document for participants to follow in the classroom and to be used as a reference, along with the Salary & Benefits Adjustment (SBA) Procedure, when completing Salary and Benefits adjustments. The content presented in the guide is based on clearly defined learning objectives which are statements that identify what learners will be able to do upon completion of the training.
Learning Objectives

By the end of this guide, the learner will be able to:

1. Describe the purpose and function of PeopleSoft Human Capital Management (HCM) Salary & Benefits Adjustment

2. Briefly describe the Salary & Benefits Adjustment Process in PS HCM

3. Complete Salary & Benefits Adjustments for each distribution method
CONCEPT 1 – Salary & Benefits Adjustment

What is Salary & Benefits Adjustment?

The transfer of salary and benefit expenses from one combination code to another in PS HCM, in order to have salary and benefit expenses applied to the appropriate combination code.

Example: Perhaps a project is going to be extended but the amendment has not yet been processed, so salary and benefits are charged to another combination code. Once the amendment has been processed, salary and benefit expenses from prior pay periods can be moved to the appropriate combination code using Salary & Benefits Adjustment.

Example: When a combination code becomes inactive, salary and benefit expenses will be charged against the department suspense account. Departments/Faculties then process a Salary & Benefits Adjustment to move salary and benefit expenses to the appropriate department combination code.

Types of payroll expenses that can be distributed:
- Salary expenses
- Benefit expenses
  - Benefit Premiums (Life, Long Term Disability (LTD), Dental, Supplementary Health, Pension, EFAP)
- Statutory Deductions (CPP, EI, WCB)

NOTE: Combination codes represent the ChartField values (excluding account) that earnings, deductions and taxes are distributed to. The combination code will have the same ChartFields as a speedcode, but will include the suspense account 500001 as the default account. Earnings, deductions and tax accounts are determined using account mapping during the payroll distribution process.

When do you enter a Salary & Benefits Adjustment

Salary and Benefits Adjustments can only be entered once the required documentation has been received. Please refer to the Salary & Benefits Adjustment (SBA) Procedure for further information regarding required documentation.

Changes to the combination code set up for an employee’s salary and benefit expenses will have to be submitted either to Human Resource Services, using a paper Pay Action Form or an eForm – Distribution Only Change.
Timing of Salary & Benefits Adjustment

Salary and Benefit Adjustments are available in People Soft HCM for a pay period the day after the pay confirm has been run in PeopleSoft HCM for that period.

Salary and Benefit Adjustments can be entered in to PeopleSoft HCM Monday to Friday, between 7AM and 7PM.

The Payroll to General Ledger process runs nightly for both semi-monthly and monthly payrolls. Transactions will be available to process through the Salary & Benefits Adjustment page in HCM the following day.

Accounting Dates

Accounting dates on the 'Review & Submit' page of Salary & Benefits Adjustment, and when batched to PeopleSoft Financials will follow the rules outlined below:

Note: The Accounting Date is no longer the same as the transaction (or posted) date as it was in PeopleSoft HCM 9.0.

The Posted Date can still be viewed in PeopleSoft query:
FS_GL_TRANSACTION_DETAILS-all FS_GL_TRANSACTION_DETAILS - All Accts- Curr + Last Yr

### Monthly Payroll (excluding year-end)

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Date of Adjustment</th>
<th>Accounting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the first to the last day of the month</td>
<td>Pay Period End Date of the current pay period</td>
</tr>
<tr>
<td></td>
<td>For example:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>From January 1 to January 31, 2017</td>
<td>January 31, 2017</td>
</tr>
<tr>
<td></td>
<td>From February 1 to February 28, 2017</td>
<td>February 28, 2017</td>
</tr>
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</table>

### Semi-Monthly Payroll (excluding year-end)

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Date of Adjustment</th>
<th>Accounting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the first day of the month to the Pay Confirm Date of the first semi-monthly pay of the month</td>
<td>Pay Period End Date of the first semi-monthly pay of the current month</td>
</tr>
<tr>
<td></td>
<td>Examples:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>From: January 1, 2017</td>
<td>January 15, 2017</td>
</tr>
<tr>
<td></td>
<td>To: January 19, 2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Pay Confirm Date for the first semi-monthly pay in January 2017)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>From: February 1, 2017</td>
<td>February 15, 2017</td>
</tr>
<tr>
<td></td>
<td>To: February 15, 2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Pay Confirm Date for the first semi-</td>
<td></td>
</tr>
<tr>
<td>Scenario</td>
<td>Date of Adjustment</td>
<td>Accounting Date</td>
</tr>
<tr>
<td>----------</td>
<td>-------------------------------------------------------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>2</td>
<td>From the day after the Pay Confirm Date of the first semi-monthly pay period of the current month to the last day of the month</td>
<td>Pay Period End Date of the second semi-monthly pay of the current month</td>
</tr>
<tr>
<td></td>
<td>Examples:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>From: January 20, 2017</td>
<td>January 31, 2017</td>
</tr>
<tr>
<td></td>
<td>(Day after the Pay Confirm Date of the first semi-monthly pay in January)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To: January 31, 2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td>From: February 16, 2017</td>
<td>February 28, 2017</td>
</tr>
<tr>
<td></td>
<td>(Day after the Pay Confirm Date of the first semi-monthly pay in February)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To: February 28, 2017</td>
<td></td>
</tr>
</tbody>
</table>

**Accounting Dates at Year-End**

Each year-end schedule will detail the posting deadline for Salary & Benefits Adjustments. **For illustration purposes only:**

**Year:** 2017  
**From:** April 1, 2017  
**To:** April 6, 2017  
**Accounting Date:** March 31, 2017

In this example, for adjustments completed from April 1 to April 6, 2017, the Accounting Date will be March 31, 2017.

All adjustments performed during the year-end period will be posted to the previous fiscal year.
Salary & Benefits Adjustment – Processing

- Suspension distribution processes are run daily during a pay cycle in edit mode until the night of pay confirm when it is run in final mode. The process writes a record to suspense distribution using the department suspense defaults and the suspense account 500001. The suspense distribution process validates all ChartFields except the account.
- Suspension and other required salary and benefits adjustments are made on the HCM Salary & Benefits Adjustment page.
- Nightly Processes are run:
  - Update Actuals Distribution
  - Commitment Accounting Actuals
- Transactions are sent to PS Financials, eTrac and Journals are generated. Journals should be posted the same night unless there are batch processing issues.
  - Salary & Benefits Adjustment creates a journal in department ledgers.
- Adjustments can be viewed
  - Department can view the transfer after the Salary & Benefits Adjustment processes have been run.
  - View the adjustment results on the Add Adjustment page and on the Salary and Benefit Expenditures report
Concept 2 – Salary & Benefits Adjustment in PeopleSoft

Start Salary & Benefits Adjustment

Navigation

Home ▶ Payroll for North America ▶ Payroll Distribution ▶ Commitment Accounting CAN ▶ Employee Sal/Ben Adjustment*

[Favorites ▶ Main Menu ▶ Payroll for North America ▶ Payroll Distribution ▶ Commitment Accounting CAN ▶ Employee Sal/Ben Adjustment*  ▶ Home]

Employee Salary and Benefits Adjustment*

Enter any information you have and click Search. Leave fields blank for a list of all values.
1. Enter the Search Criteria and click **Search**

PeopleSoft HCM will return the pay cheque numbers and pay period end dates for the employee. Select the cheque to be adjusted from the list by selecting the checkbox associated with it and click **OK**
2. Review the **Employee ID** and **Name** before you proceed with the Salary & Benefits Adjustment.

3. **Pay Period** – confirm you are on the correct pay cheque/advice.

4. **Reason:** This is a required field where you must look up the reason for the adjustment: Select 📜 for Reason selection.

5. **Status:** While you are updating the page, as well as, when the page is saved, the Status gets set to “EDITING” by the program.
Employee Sal/Ben Adjustments Page (fields explained)

**Existing Combination Codes:** Displays the current combination code(s) for the transactions available for adjustment in the "Transaction Entry" area for the pay period(s) selected

**Select All:** If “Select All” is checked, all transactions with that existing combination code will be selected

**Percentage – Adjustment by percentage (100%, 50% etc):** If a percent amount is entered in the Percentage box, the Percentage is updated on the transaction lines and the New Combination Code fields will be updated and open for the user to enter the changes once the user clicks Apply

**Flat Amount – Adjustment by dollar amount:** If “Flat Amount” is checked, the Flat Amount fields and the New Combination Code fields will be updated and open for the user to enter the changes once the user clicks Apply

**Select Combination Code:** This is used for combination code/chartfield lookup

**Apply:** When is selected, the applicable fields in transaction lines are updated and open for the user to enter the changes

**Download:** When is selected, the current table details can be exported to Excel

**Add/Remove Rows:** You can add or remove rows using the buttons
Adjustment by Percent %

1. Review the **Combination Code**(s) for this transaction.

2. **Select All**: If the adjustment applies to all earnings and deductions, click the Select All checkbox and the system will insert a checkmark, new Combination Code, percentage, and dollar amount to be adjusted, in the applicable transaction line field when the user clicks Apply.

3. **Unselect All**: Click the Select All Checkbox again to deselect all lines previously selected. The system will remove the editable fields from the transaction lines when the user clicks Apply.

4. **Percentage**: Enter the percentage that you want to adjust.

5. **New Combination Code**: Select the Link labeled “Select Combination Code” in order to bring up the Search for the new Combination Code that you wish to use.

6. **Apply**: When **Apply** is selected, the applicable fields in transaction lines are updated and open for the user to enter the changes.
7. **Transaction Entry Fields:** The Transaction Entry fields are determined by the criteria selected. For the percentage adjustment the Percentage and New Combination Code fields are required.

8. **Transaction Line Select:** If the adjustment does not apply to all earnings and deductions, do not Select All. After the user clicks Apply, they must Select a transaction line by clicking the checkbox at the left of the row. The system will then update and open the applicable fields for the user to enter changes.
9. **Save**: Click the **Save** button to **Save** the applicable changes.

10. **Clear**: Click the **Clear** button to **Clear All Changes** that have been entered on the page if an error is made and you need to start the adjustment over.

**Note**: When [ ] is selected, the current table details can be exported to Excel. This action can be completed on both the Transaction Entry Table and the Review Transactions Table.

**Review and Submit**

11. **Review and Submit** – Select the Review and Submit tab at the top of the page to review all adjusted transactions.

12. Review the **Transactions** listed, and the **Old Amount** and **New Amount** values.

**Old Amount (credit)**: displays the total of the **Amount** column in the Review Transaction lines.

**New Amount (debit)**: displays the total of the **New Amount** column in the Review Transaction lines.
13. If you are not satisfied with the adjustment, return to the Employee Sal/Ben Adjustment* tab to make as many changes as required until you are satisfied with the data on the Review & Submit page.

14. Download to Excel – Select to download the adjustments table to excel.

15. If you are satisfied with the adjustment, complete the transaction by clicking

Once the Submit button has been selected, you will be prompted with a question asking if you are sure you wish to proceed with the Submit function.

Once the adjustment is Submitted, the Status is changed to “SUBMITTED” and no changes on the Employee Sal/Ben Adjustment* page are allowed.

16. Return to the Employee Sal/Ben Adjustment* Tab and click Return to Search to access another pay cheque/advice or another employee.

Adjustment by Percent % – To More Than One Combination Code

1. Review the Combination Code(s) for this transaction.

2. Select All: If the adjustment applies to all earnings and deductions, click the Select All checkbox and the system will insert a checkmark, new Combination Code, percentage, and dollar amount to be adjusted, in the applicable transaction line field when the user clicks Apply.

3. Unselect All: Click the Select All Checkbox again to deselect all lines previously selected. The system will remove the editable fields from the transaction lines when the user clicks Apply.

4. Percentage: Enter the first percentage amount that you want to adjust.
5. **New Combination Code**: Select the Link labeled “Select Combination Code” in order to bring up the Search for the new Combination Code that you wish to use.

6. Insert a new row by clicking the + key.

7. Enter the second percentage and Combination code on the second row.

8. Insert additional rows for additional percentages and Combination codes.

9. **Apply**: When **Apply** is selected, the applicable fields in transaction lines are updated and open for the user to enter the changes.

10. **Transaction Entry Fields**: The Transaction Entry fields are determined by the criteria selected. For the percentage redistribution the Percentage and New Combination Code fields are required.

11. **Transaction Line Select**: If the adjustment does not apply to all earnings and deductions, do not Select All. After the user clicks Apply, they must **Select** a transaction line by clicking the checkbox at the left of the row. The system will then update and open the applicable fields for the user to enter changes.

12. **Save**: Click the **Save** button to **Save** the applicable changes.

13. **Clear**: Click the **Clear** button to **Clear All Changes** that have been entered on the page if an error is made and you need to start the adjustment over.
14. **Review and Submit** – Select the Review and Submit tab at the top of the page to review all adjusted transactions

15. Review the **Transactions** listed, and the **Old Amount** and **New Amount** values

   - **Old Amount (credit)**: displays the total of the **Amount** column in the Review Transaction lines
   - **New Amount (debit)**: displays the total of the **New Amount** column in the Review Transaction lines

16. If you are **not** satisfied with the adjustment, return to the Employee Sal/Ben Adjustment* tab to make as many changes as required until you are satisfied with the data on the Review & Submit page

17. If you are **satisfied** with the adjustment, complete the transaction by clicking **SUBMIT**

Once the Submit button has been selected, you will be prompted with a question asking if you are sure you wish to proceed with the Submit function
Once the adjustment is Submitted, the Status is changed to “SUBMITTED” and no changes on the Employee Sal/Ben Adjustment* page are allowed

18. Return to the Employee Sal/Ben Adjustment* Tab and click Return to Search to access another pay cheque/advice or another employee.

The Actuals Distribution process is run on a nightly basis. Once the process has been run, you can verify the results of the adjustment by returning to the Employee Sal/Ben Adjustment page or by running the Salary Benefit Expenditure Report.

Flat Amount Adjustment

1. Review the combination code(s) for this transaction

2. Select All: If the adjustment applies to all earnings and deductions, click the Select All checkbox and the system will insert a checkmark, new Combination Code, percentage, and dollar amount to be adjusted, in the applicable transaction line field when the user clicks Apply

3. Unselect All: Click the Select All Checkbox again to deselect all lines previously selected. The system will remove the editable fields from the transaction lines when the user clicks Apply

4. Flat Amount: If completing a Flat Amount adjustment, do not enter a percentage in the criteria selection

5. New Combination Code: Select the Link labeled “Select Combination Code” in order to bring up the Search for the new Combination Code that you wish to use
6. **Apply:** When Apply is selected, the applicable fields in transaction lines are updated and open for the user to enter the changes

7. **Transaction Entry Fields:** The Transaction Entry fields are determined by the criteria selected. For the flat amount redistribution the Flat Amount and New Combination Code fields are required

8. **Transaction Line Select:** If the adjustment does not apply to all earnings and deductions, do not Select All. After the user clicks Apply, they must Select a transaction line by clicking the checkbox [ ] at the left of the row. The system will then update and open the applicable fields for the user to enter changes

9. For the Flat Amount adjustments you must enter the amount to be adjusted on each of the transaction lines in the Flat Amount field.

10. **Save:** Click the button to Save the applicable changes.

11. **Clear:** Click the button to Clear All Changes that have been entered on the page if an error is made and you need to start the adjustment over

**Review and Submit**

12. **Review and Submit** – Select the Review and Submit tab at the top of the page to review all adjusted transactions

13. Review the Transactions listed, and the Old Amount and New Amount values
Old Amount (credit): displays the total of the Amount column in the Review Transaction lines

New Amount (debit): displays the total of the New Amount column in the Review Transaction lines

14. If you are not satisfied with the adjustment, return to the Employee Sal/Ben Adjustment* tab to make as many changes as required until you are satisfied with the data on the Review & Submit page.

15. If you are satisfied with the adjustment, complete the transaction by clicking SUBMIT.

Once the Submit button has been selected, you will be prompted with a question asking if you are sure you wish to proceed with the Submit function.

Once the adjustment is Submitted, the Status is changed to “SUBMITTED” and no changes on the Employee Sal/Ben Adjustment* page are allowed.

16. Return to the Employee Sal/Ben Adjustment* Tab and click Return to Search to access another pay cheque/advice or another employee.

Flat Amount Adjustment – To More Than One Combination Code

1. Review the Combination Code(s) for this transaction.

2. Select All: If the adjustment applies to all earnings and deductions, click the Select All checkbox and the system will insert a checkmark, new
Combination Code, percentage, and dollar amount to be adjusted, in the applicable transaction line field when the user clicks Apply

3. **Unselect All**: Click the Select All Checkbox again to deselect all lines previously selected. The system will remove the editable fields from the transaction lines when the user clicks Apply

4. **Flat Amount**: If completing a Flat Amount adjustment, do not enter a percentage in the criteria selection

5. **New Combination Code**: Select the Link labeled “Select Combination Code” in order to bring up the Search for the first new Combination Code that you wish to use

6. Insert a new row by clicking the key.

7. **Second New Combination Code**: Select the Link labeled “Select Combination Code” in order to bring up the Search for the second new Combination Code that you wish to use

8. Insert additional rows for additional Combination codes

9. **Apply**: When is selected, the applicable fields in transaction lines are updated and open for the user to enter the changes

10. **Transaction Entry Fields**: The Transaction Entry fields are determined by the criteria selected. For the flat amount redistribution the Flat Amount and New Combination Code fields are required
11. **Transaction Line Select**: If the adjustment does not apply to all earnings and deductions, do not Select All. After the user clicks Apply, they must **Select** a transaction line by clicking the checkbox at the left of the row. The system will then update and open the applicable fields for the user to enter changes.

12. For the **Flat Amount** adjustments you must enter the amount to be adjusted on each of the transaction lines in the **Flat Amount** field.

13. **Save**: Click the button to **Save** the applicable changes.

14. **Clear**: Click the button to **Clear All Changes** that have been entered on the page if an error is made and you need to start the adjustment over.

**Review and Submit**

15. **Review and Submit** – Select the Review and Submit tab at the top of the page to review all adjusted transactions.

16. Review the **Transactions** listed, and the **Old Amount** and **New Amount** values.

17. **Old Amount (credit)**: displays the total of the **Amount** column in the Review Transaction lines.

18. **New Amount (debit)**: displays the total of the **New Amount** column in the Review Transaction lines.
19. If you are not satisfied with the adjustment, return to the Employee Sal/Ben Adjustment* tab to make as many changes as required until you are satisfied with the data on the Review & Submit page.

20. If you are satisfied with the adjustment, complete the transaction by clicking SUBMIT.

Once the Submit button has been selected, you will be prompted with a question asking if you are sure you wish to proceed with the Submit function.

Once the adjustment is Submitted, the Status is changed to “SUBMITTED” and no changes on the Employee Sal/Ben Adjustment* page are allowed.

21. Return to the Employee Sal/Ben Adjustment* Tab and click Return to Search to access another pay cheque/advice or another employee.
Clear Suspense Adjustment

1. Review the **Combination Code**(s) for this transaction
2. If the adjustment is to change the Account number from Suspense to the applicable Salary or Benefit Account number, Select the “Reason Code 007-Clear suspense transactions
3. Update the Criteria Selection as required using Flat Amount or Percentage
4. Select the Link labeled “Select Combination Code” in order to bring up the Search for the new Combination Code that you wish to use
5. **Apply**: When Apply is selected, the applicable fields in transaction lines are updated and open for the user to enter the changes
6. **Transaction Line Select**: Select the applicable transaction line which is currently in Suspense (Account Number 500001) by clicking the checkbox □ at the left of the row. The system will then update and open the applicable fields for the user to enter changes
7. Update the **New Account** field on the transaction line by selecting ✉ for New Account selection
8. For Salaries, select the applicable Salary Account Number from the list provided

9. For Earnings, select the applicable Account Number from the list provided – See chart below to identify which Account Number applies

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Name</th>
<th>Purpose</th>
</tr>
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<tbody>
<tr>
<td>100430</td>
<td>AR Paymaster St Josephs</td>
<td>Do Not Use</td>
</tr>
<tr>
<td>100450</td>
<td>AR Paymaster AASUA</td>
<td>Do Not Use</td>
</tr>
<tr>
<td>100470</td>
<td>AR Paymaster NASA</td>
<td>Do Not Use</td>
</tr>
<tr>
<td>100483</td>
<td>AR Paymaster GSA</td>
<td>Do Not Use</td>
</tr>
<tr>
<td>100802</td>
<td>AR GST Mixed Apportionment</td>
<td>Do Not Use</td>
</tr>
<tr>
<td>200601</td>
<td>Employee Prepaid Benefits</td>
<td>Do Not Use</td>
</tr>
<tr>
<td>200856</td>
<td>Salary Advances</td>
<td>Do Not Use</td>
</tr>
<tr>
<td>500011</td>
<td>Faculty</td>
<td>Available</td>
</tr>
<tr>
<td>500021</td>
<td>Admin Professional Officers</td>
<td>Available</td>
</tr>
<tr>
<td>500025</td>
<td>Faculty Service Officers</td>
<td>Available</td>
</tr>
<tr>
<td>500031</td>
<td>Professional Librarians</td>
<td>Available</td>
</tr>
<tr>
<td>500041</td>
<td>Sessional &amp; Other Temp Staff</td>
<td>Available</td>
</tr>
<tr>
<td>500042</td>
<td>Contract Acad Staff Teaching</td>
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<td>500043</td>
<td>Trust/Research Academic Staff</td>
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<td>500046</td>
<td>Other Academic Colleagues</td>
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<td>Postdoctoral Fellows</td>
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<tr>
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<td>Graduate Students</td>
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</tr>
<tr>
<td>500121</td>
<td>Undergrad Award/Bursary</td>
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<td>500125</td>
<td>Grad Award/Bursary</td>
<td>Available</td>
</tr>
<tr>
<td>500311</td>
<td>Support Staff – Continuing</td>
<td>Available</td>
</tr>
<tr>
<td>500312</td>
<td>Support Staff – Temporary</td>
<td>Available</td>
</tr>
<tr>
<td>500321</td>
<td>Excluded – Support/Students</td>
<td>Available</td>
</tr>
<tr>
<td>502491</td>
<td>Registration</td>
<td>Do Not Use</td>
</tr>
</tbody>
</table>
10. For Deductions, select the applicable Benefit Account Number from the list provided – see chart below to identify which Benefit Account Number applies to each deduction

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Name</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>100430</td>
<td>AR Paymaster St Josephs</td>
<td>Do Not Use</td>
</tr>
<tr>
<td>501110</td>
<td>Government Plans</td>
<td>CPP/EI/WCB</td>
</tr>
<tr>
<td>501111</td>
<td>Self-Insured Plans</td>
<td>Health, Dental, Life Insurance, LTD, EFAP (other ER paid plans)</td>
</tr>
<tr>
<td>501112</td>
<td>Pension Plans</td>
<td>UAPP/PSPP/SRP</td>
</tr>
<tr>
<td>501113</td>
<td>Other Benefits</td>
<td>Undistributed and other benefits (CIM, DNPD, SHPD)</td>
</tr>
<tr>
<td>502401</td>
<td>Services General</td>
<td>Deduction OFFSF Only</td>
</tr>
</tbody>
</table>

11. **Save**: Click the **Save** button to **Save** the applicable changes.

12. **Clear**: Click the **Clear** button to **Clear All Changes** that have been entered on the page if an error is made and you need to start the adjustment over

**Review and Submit**

13. **Review and Submit** – Select the Review and Submit tab at the top of the page to review all adjusted transactions

14. Review the **Transactions** listed, and the **Old Amount** and **New Amount** values

**Old Amount (credit)**: displays the total of the **Amount** column in the Review Transaction lines

**New Amount (debit)**: displays the total of the **New Amount** column in the Review Transaction lines
15. If you are not satisfied with the adjustment, return to the Employee Sal/Ben Adjustment* tab to make as many changes as required until you are satisfied with the data on the Review & Submit page.

16. If you are satisfied with the adjustment, complete the transaction by clicking **SUBMIT**

Once the Submit button has been selected, you will be prompted with a question asking if you are sure you wish to proceed with the Submit function.

![Message]

Once the adjustment is Submitted, the Status is changed to “SUBMITTED” and no changes on the Employee Sal/Ben Adjustment* page are allowed.

17. Return to the Employee Sal/Ben Adjustment* Tab and click **Return to Search** to access another pay cheque/advice or another employee.
**Error Messages**

1. **ChartField(s) Inactive**: The Combination Code has a ChartField(s) with an inactive status. (e.g. inactive research project)

   What should I do?

   - Contact the preparer, independent reviewer, or budget owner.
2. **Invalid ChartField**: The value entered into the ChartField Details is not valid.

**What should I do?**

- Check the ChartField that was entered.
- The value you entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.
- Contact the preparer, independent reviewer, or budget owner.
3. **Transaction Fields missing or incomplete:** All change information fields must be filled in before saving an adjustment. You must fill in the Reason, New Combination Code, and Amount or Percentage prior to saving a transaction for processing.

What should I do?

Complete all fields on the page prior to clicking the **Save** button.
4. **Pay periods that have a different SBA Reason or other criteria cannot be selected together, and Pay periods that have a different SBA Status cannot be selected together:** Multiple Pay periods can't be selected together if they have a different status (editing, submitted, complete). Multiple Pay periods can't be selected together if saved with a different reason code, criteria selection.

**What should I do?**

Select each pay period separately for review.
Helpful Tips

1. **Salary and benefits adjustment system issues**
   If you encounter an issue when completing a salary and benefits adjustment, contact the IST Help Desk.

2. **Salary and benefits adjustment process questions**
   If you have any questions regarding the Business Process or details regarding the SBA you are processing, contact your SFO.

3. **Cross-referencing Speed Type to Combo Code**
   Refer to Job Aid Link provided:

4. **Viewing completed salary and benefits adjustments**
   Completed adjustments can be viewed on the Salary and Benefits Adjustment page, Review Actuals Distribution page, and by running the Salary and Benefits Expenditure Report (SER).

5. **Creating combination codes**
   Combination codes can be created on the Salary and Benefits Adjustment Page by using the Select New Combination Code link. If all ChartField details are entered and valid, and there is no existing combination code, the system will create a combination code once you select OK.

6. **Entering salary and benefits adjustments ‘after hours’**
   If adjustments are entered after 7PM on weekdays, or on the weekends, the user MUST contact IST to have the adjustments processed manually.

7. **Salary and benefit adjustment page criteria box**
   If you have selected a transaction line to adjust, then move back up the page to the criteria box and make changes and APPLY, the previous selected transaction line details will be removed.
Summary Questions

1. What is the navigation to the Salary & Benefits Adjustment?

2. Salary and benefit adjustments are in most cases to change what piece of data?

3. Can you adjust one line to more than one Combination Code?

4. Can you adjust one transaction line to a particular Combination Code and then adjust a different transaction line to a different Combination Code, within the same adjustment?

5. By what 2 methods can you complete a Salary & Benefits Adjustment?

6. If you enter and submit a Salary & Benefits Adjustment today, can you clear the adjustment tomorrow?
Security Access

Salary & Benefits Adjustment access in HCM requires the appropriate security role.

The SFO in your department can complete a Security Form to grant this additional security role.

You must also have security access to the department id.

Request security role: ZHPY_SALBEN_DIST_ADJUSTMT
Helpful Resources

**IST Help Desk**

e-mail: helpdesk@ualberta.ca

phone: (780) 492-9400

**Human Resource Services**

www.hrs.ualberta.ca / reception: (780) 492-4555

- Contact Us link
### Appendix A - PeopleSoft HCM Functions

The following are the functions used in the Salary & Benefits Adjustment:

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td>Finds an existing value. Search by Employee ID to review the pay period end dates and cheques numbers. Search by ChartField details to review Combination Codes for selection.</td>
</tr>
<tr>
<td>OK</td>
<td>Opens the Adjustment page where all transaction lines associated with the chosen pay period end date are displayed. Process the required adjustments.</td>
</tr>
<tr>
<td>Apply</td>
<td>When Selected the applicable fields in transaction lines are updated and open for the user to enter the changes.</td>
</tr>
<tr>
<td>Save</td>
<td>Saves the transaction. The adjustment will be pending until the nightly update.</td>
</tr>
<tr>
<td>Total</td>
<td>Opens the Old Amount and New Amount Fields to validate the Old and New Amount values.</td>
</tr>
<tr>
<td>Return to search</td>
<td>Return to Search in order to access another pay cheque/advice or another employee.</td>
</tr>
<tr>
<td>Clear</td>
<td>Clears All Changes that have been entered on the page</td>
</tr>
<tr>
<td>Submit</td>
<td>Select Submit to complete an adjustment</td>
</tr>
<tr>
<td>New Window</td>
<td>Opens a new window to perform another task while the original window is open and occupied running other tasks.</td>
</tr>
<tr>
<td>Select Combination Code</td>
<td>Opens up the Search window to select a Combination Code. Search by Account, Fund Code, Department, Program Code, Class Field, Project/Grant, and/or Sponsor</td>
</tr>
<tr>
<td>Download</td>
<td>When selected, the current table details can be exported to Excel.</td>
</tr>
</tbody>
</table>