HRIS Reconciliations

Section: Payroll
Title: HRIS Reconciliations

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POLICY

.100 POLICY STATEMENT

The policy sets forth reconciliation requirements for all OUS institutions in order to maintain adequate controls and ensure the accuracy of the HRIS to FIS interface.

This policy supersedes FASOM 10.89. No substantive changes have been made to the content.

.110 POLICY RATIONALE

OUS seeks to ensure that the roles and responsibilities of the Chancellor's Office and the Institutions related to HRIS reconciliations are documented, communicated, and clearly understood and applied.
.120 AUTHORITY

- IMD Section 6 - Finance & Business Affairs - Accounting Policies
- OAR 166-475-0040(11) - Operating and General Ledger Reconciliation Records
- OAR 580-040-0005 - Board's Financial Powers - Delegation & Assignment of Responsibility

.130 APPROVAL AND EFFECTIVE DATE OF POLICY

Approved by the Associate Vice Chancellor for Finance and Administration/Controller on August 18, 2008. The HRIS reconciliation processes contained in the appendix of this policy have been online since May of 2000 under FASOM 10.89. This policy supersedes FASOM 10.89. No substantive changes have been made to the content.

.140 KNOWLEDGE OF THIS POLICY

All Chancellor's Office and institutional personnel with payroll and related responsibilities should be knowledgeable of this policy.

.150 DEFINITIONS

None.

.160 ROLES AND RESPONSIBILITIES

CHANCELLOR'S OFFICE

The Chancellor's Office develops and maintains standardized Banner reconciliation processes (see Appendix .710 for HRIS reconciliation processes required to be performed at all institutions). The Chancellor's Office also provides guidance to institutions on the correction processes (using NWADIST, PHAADT, non-standard updates), and will either correct or work with institutions to correct the rule and validation tables when necessary.

INSTITUTION

It is the institution's responsibility to perform the listed reconciliations within the prescribed time frames (see Appendix .710 for HRIS reconciliation processes required to be performed at all institutions).

It is also the institution's responsibility to archive process outputs and manual reconciliation records as required by OAR 166-475-0040(11) - Operating and General Ledger Reconciliation Records.

The list of HRIS reconciliation processes (see Appendix .710) does not include any institutionally-specific reconciliations. Institutions will need to assign responsibility for
each level of reconciliation; in some instances, this may be in different administrative units.

The institution is to contact the Controller's Division in a timely manner to request assistance or to report apparent errors.

**.690 CONTACT INFORMATION**

Direct questions about this policy to the following offices:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>General questions from institutional personnel</td>
<td>Institution Office of Business Affairs</td>
</tr>
<tr>
<td>General questions from institutional central administration and Chancellor's Office personnel</td>
<td>Chancellor's Office Controller's Division</td>
</tr>
</tbody>
</table>

**.695 HISTORY**

08/18/08 - Approved

*Policy Last Updated: 08/18/08*

**APPENDIX**

**.710 HRIS RECONCILIATION PROCESSES**

*Title:* BANNER PAYROLL BATCH RECONCILIATION  
*Frequency:* Monthly, after last payroll feed for the month  
*Distribution:* Retain in Dept.  
*Reference:* PWRRECN.pc  
*Description:* This report replaces the HR batch reconciliation SQL scripts. It reconciles HR to itself for various stages of the payroll process for gross, deducts, net and liabilities. Page one reconciles data at dispositions greater than 60 by year and payno; page two reconciles by history date for all dispositions. The report runs from job submission and has two parameters, 'Fiscal Year' and 'Run all Error Reports'. The later is used to control how the error reports are ran. If this parameter is set to 'N', then only the error reports for the out-of-balance sections are ran and appended to the main report. (This functionality was developed to speed up processing time of*
this report.) If the error report flag is set to 'Y', then all error reports are ran
regardless of the balancing condition on the main report. (Only out-of-balance
error reports are appended and printed with the main report.) Please run this report
with the 'Run all Error Reports' parameter set to 'Y' at least quarterly to catch any
offsetting errors. Please contact John Craven or Barb Childers with any out-of-
balance conditions.

Title:  HR to FIS RECONCILIATION REPORT
Frequency:  Monthly, after Fiscal Period closing.
Distribution:  Retain in Dept.
Reference:  PWRFHRR.pc
Description:  This report replaces the HR-FIS reconciliation spreadsheet previously performed.
It reconciles HR totals from NHRDIST to posted totals in Finance. This report
reconciles the interface at a high level for total Gross, Employee Deducts,
Employer Fringe Expense, Employee Liabilities and total Net between systems by
fiscal period within a given fiscal year. You will notice that the report output has a
different layout but contains the same data (plus a little more). You will, however,
need to visually review the output for any out-of-balance conditions within each
category, Gross, Deducts, Net, etc. Any out-of-balance conditions need to be
addressed and any unresolved issues communicated to the Controller's Division
each month.

Title:  HR ENCUMBRANCE RECONCILIATION
Frequency:  Monthly, after NHPFIN1 completes.
Distribution:  Retain in Dept.
Reference:  PWRENCC.pc
Description:  This report reconciles encumbrance information between various HR tables for a
given fiscal year using an encumbrance date. Be sure to value the encumbrance
date parameter using the same date used during NHPFIN1 processing. The report
uses this date to determine the encumbrance number prefix used in the
reconciliation, and is used in the Fringe Percent calculation to reconcile fringes to
NHRDIST. This reconciliation should be run immediately after NHPFIN1 each
month and any issues resolved prior to your next month's encumbrance
processing. (A word of caution: if NTRFRNG or Jobs records change between
NHPFIN1 and the execution of this report, you can get unexpected results.)

Title:  HR = FIS DETAIL FOAPAL RECONCILIATION REPORT
Frequency:  Monthly, after Fiscal Period closing.
Distribution:  Retain in Dept.
Reference:  FWRPDIF.pc
Description:  This report reconciles HR history detail from NHRDIST to posted data in Finance
for both expenses and encumbrances. It summarizes data, FOAPAL by FOAPAL,
in HR and FIS and reports any discrepancies in amounts. The FWRPDIF report has parameters for COAS, fiscal year, fiscal period, year-to-date or current period, and expense or encumbrance. This report needs to be run twice per period, once for expenses and once for encumbrances.

Also, please run this report at least quarterly with the YTD parameter set to 'Y'. The only 'valid' discrepancies you should see on this report are related to HR data that has been posted to your institution's payroll error clearing FOAPAL. These discrepancies should 'clear' off the report when the HR redistribution posts to FIS. Any other discrepancies need to be addressed in the current period.

**Title:** HR PRE-FEED FOAPAL VALIDATION REPORT  
**Frequency:** Minimum: Once before PHPTIME and once after PHPCALC  
**Reference:** PWRVALD.pc  
**Description:** This is a pre-feed validation process that reports invalid FOAPALs before the feed to finance. These invalid FOAPALs can then be corrected using the specified HR online forms. This process should be performed multiple times per month during the payroll process, once before PHPTIME and once after PHPCALC at a minimum.

**Title:** ERRONEOUS EMPLOYEE DEDUCTION  
**Frequency:** Monthly, after Fiscal Period closing.  
**Reference:** Fund 935075  
**Description:** This is an error fund and should always be zero with no activity. Any activity in this fund indicates that a deduction is either setup incorrectly or has inappropriate accounting overrides in place. Any activity in this fund should be corrected to the appropriate FOAPALs using the redistribution functionality of the NWADIST update form and the deduction corrected in PTRBDCA. Please contact Barb Childers @ (541) 737-6617, in the Controller's Division for any activity in this fund or for non-zero balances. Please contact John Craven @ 7-3466, in the Controller's Division before changing any OUS-wide deductions.

**Title:** ERRONEOUS OPE CHARGES  
**Frequency:** Monthly, after Fiscal Period closing.  
**Reference:** Fund 936035  
**Description:** This is an error fund and should always be zero with no activity. Any activity in this fund indicates that a deduction is either setup incorrectly or has inappropriate accounting overrides in place. Any activity in this fund should be corrected to the appropriate FOAPALs using the redistribution functionality of the NWADIST
update form and the deduction corrected in PTRBDCA. Please contact Barb Childers @ (541) 737-6617, in the Controller's Division for any activity in this fund or for non-zero balances. Please contact John Craven @ 7-3466, in the Controller's Division before changing any OUS-wide deductions.

Title: HRIS NET PAYROLL CLEARING
Frequency: Monthly, after Fiscal Period closing.
Reference: Fund 095860
Description: This is the net payroll clearing fund and should always be zero. All activity should only be in accounts A0901 and B1360 with zero balances on the trial balance. Please contact Barb Childers @ (541) 737-6617, in the Controller's Division for any other activity in this fund or for non-zero balances.

Title: HRIS FRINGE PAYROLL CLEARING
Frequency: Monthly, after Fiscal Period closing.
Reference: Fund 095870
Description: This is the fringe payroll clearing fund and should always be zero. All activity should only be in accounts A0901 and B1370 with zero balances on the trial balance. Please contact Barb Childers @ (541) 737-6617, in the Controller's Division for any other activity in this fund or for non-zero balances.

Title: PAYROLL ERROR CLEARING FUNDS
Frequency: Monthly, after Fiscal Period closing.
Reference: Various 095xxx funds (Institution specific)
Description: Institution specific payroll error clearing funds should be reconciled on a regular basis. All activity should be cleared via payroll adjustments. Activity in these funds should only be related to bad accounting distributions fed from HR that can not post to Finance. These labor distributions should be changed on the errored HR documents to the payroll error clearing Fund, Orgn, Prog and posted. Redistributions should then be done in HR to correct the labor distributions - as well as any necessary labor distribution changes in JOBS to correct future pay. One side of the redistributions should error in the following payroll feed and be changed to the payroll error clearing Fund, Orgn, Prog to clear the clearing. (The above pre-feed validation should keep the activity in these funds to a minimum.)

Title: DEFERRED PAY AGENCY FUND
Frequency: Monthly, after Fiscal Period closing.
Reference: Fund 935078, acct B1180 and B1181
Description: The Deferred Pay agency fund liability should be reconciled regularly.

Title: ADVANCES/OVERPAYMENTS CLEARING FUNDS
**Frequency:** Monthly, after Fiscal Period closing.

**Reference:** Fund 095871, acct. A3120 and A3121

**Description:** See deduction codes MRO and MAD. Overpayments should be recorded in account A3120. Advances should be recorded in account A3121. FIS balances should be reconciled to the HR deduction registers for the MAD & MRO deductions. Debits will be made via payroll adjustment; credits to the accounts may result from either payroll deductions, or cash payments. See the documentation "Procedures for Processing Overpayment and Repayment in Banner HRIS" for steps to create the payroll entries.

**Title:** VARIOUS HR AGENCY FUND INDEXES

**Frequency:** Monthly, after Fiscal Period closing.

**Reference:** Various 935xxx and 936xxx funds

**Description:** Reconcile all other HR Agency funds not stated above on a regular basis. The FIS balances should be reconciled to the HR deduction registers. The OUS- wide funds will have activity on the operating ledger using a full FOAPA. The IIJVs moving the $ to the Chancellor's books will only have FOAP. This will aid in the reconciliation to the deduction registers as you can always see what fed from payroll by using the activity code.

**.995 HISTORY**

08/18/08 - Approved

*Appendix Last Updated: 08/18/08*