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UNIVERSITY OF ALBERTA

PeopleSoft HCM

# Salary and Benefits Adjustment (SBA)

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Prepared by: IST

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## Salary & Benefits Adjustment (SBA)

This module will provide an understanding of Salary and Benefit Adjustments and how to use the PeopleSoft HCM application specific to this functionality. This Training Guide is to be used as a reference, along with the Salary & Benefits Adjustment (SBA) Procedure document, when completing Salary and Benefits adjustments.

### Audience

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

### Pre-Requisites:

- Security Role – ZHPY\_SALBEN\_DIST\_ADJUSTMT
- Department Security Access

## What is Salary & Benefits Adjustment?

The transfer of salary and benefit expenses from one combination code to another in PS HCM, 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)

## Training Guide

### Salary & Benefits Adjustment (SBA)

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 **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 speed code 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 document 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 at any time. SBA transactions that are submitted after 7 PM or on weekends will be processed the next business day.

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.

## Training Guide Salary & Benefits Adjustment (SBA)

The Posted Date can still be viewed in PeopleSoft query:

FS\_GL\_TRANSACTION\_DETAILS-all FS\_GL\_TRANSACTION\_DETAILS - All Accts-  
Curr + Last Yr

<b>Monthly Payroll (excluding year-end)</b>		
<b>Scenario</b>	<b>Date of Adjustment</b>	<b>Accounting Date</b>
1	From the first to the last day of the month  For example: <b>From January 1 to January 31, 2017</b> <b>From February 1 to February 28, 2017</b>	Pay Period End Date of the current pay period  <b>January 31, 2017</b> <b>February 28, 2017</b>

<b>Semi-Monthly Payroll (excluding year-end)</b>		
<b>Scenario</b>	<b>Date of Adjustment</b>	<b>Accounting Date</b>
1	From the first day of the month to the Pay Confirm Date of the first semi-monthly pay of the month  Examples: <b>From: January 1, 2017</b> <b>To: January 19, 2017</b> (Pay Confirm Date for the first semi-monthly pay in January 2017)  <b>From: February 1, 2017</b> <b>To: February 15, 2017</b> (Pay Confirm Date for the first semi-monthly pay in February 2017)	Pay Period End Date of the first semi-monthly pay of the current month  <b>January 15, 2017</b>  <b>February 15, 2017</b>
2	From the day <b>after</b> the Pay Confirm Date of the first semi-monthly pay period of the current month to the last day of the month  Examples: <b>From: January 20, 2017</b> (Day after the Pay Confirm Date of the first semi-monthly pay in January) <b>To: January 31, 2017</b>  <b>From: February 16, 2017</b> (Day after the Pay Confirm Date of the first semi-monthly pay in February) <b>To: February 28, 2017</b>	Pay Period End Date of the second semi-monthly pay of the current month  <b>January 31, 2017</b>  <b>February 28, 2017</b>

## Training Guide Salary & Benefits Adjustment (SBA)

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### 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.

## Processing Salary & Benefits Adjustment

Suspense 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.

Suspense and other required salary and benefits adjustments are made on the HCM Salary & Benefits Adjustment page.

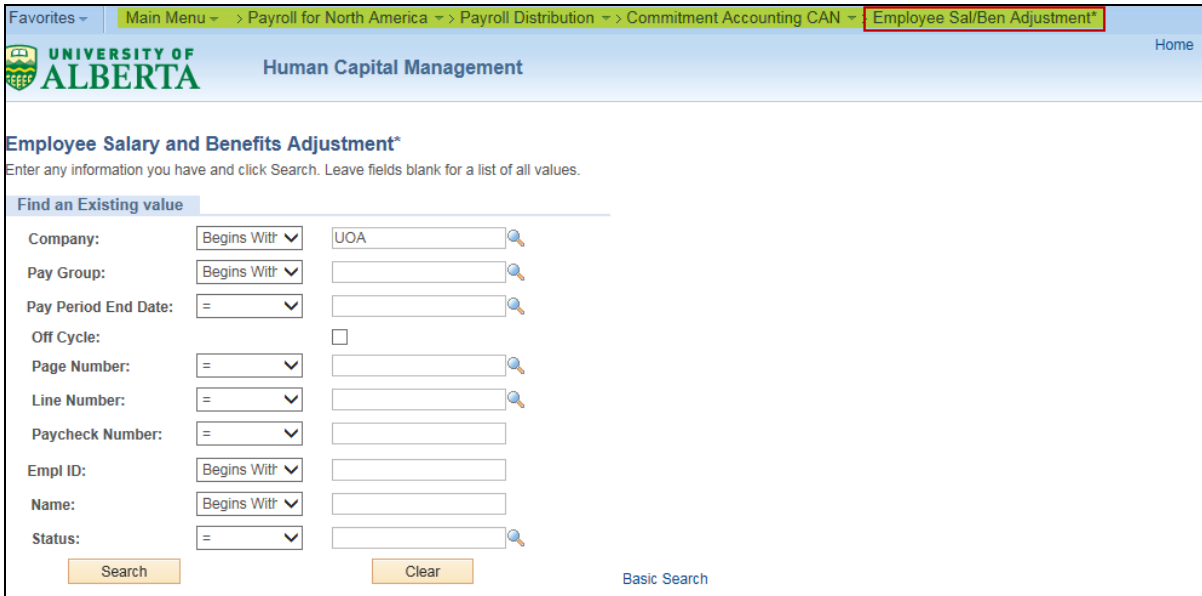
- Nightly Processes are run:
  - Update Actuals Distribution
  - Commitment Accounting Actuals
- Transactions are sent to PS Financials, eTrac and Journals are generated. Journals should be posted the same night unless there are batch processing issues.
  - Salary & Benefits Adjustment creates a journal 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

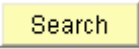



## Salary & Benefits Adjustment in PeopleSoft

### Start Salary and Benefits Adjustment

Navigation Path: [Main Menu](#) > [Payroll for North America](#) > [Payroll Distribution](#) > [Commitment Accounting CAN](#) > [Employee Sal/Ben Adjustment\\*](#)



1. Enter the Search Criteria and click the **Search** button. 
2. 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.
3. Click the **OK** button



# Training Guide

## Salary & Benefits Adjustment (SBA)



[Favorites](#) > [Main Menu](#) > [Payroll for North America](#) > [Payroll Distribution](#) > [Commitment Accounting CAN](#) > [Employee Sal/Ben Adjustment\\*](#)

**Human Capital Management**
Home | Worklist | Add to Favorites | Sign

New Window | Help | Personalize Page

### Employee Salary and Benefits Adjustment\*

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

**Find an Existing value**

Company:

Pay Group:

Pay Period End Date:

Off Cycle:

Page Number:

Line Number:

Paycheck Number:

Empl ID:

Name:

Status:

Basic Search

---

**Search Results** Personalize | Find | View All |  |  First 1-2 of 2 Last

Select	Company	Pay Period End Date	Paycheque Number	Empl ID	Name	Empl Record	Department ID	Department Name	Status
1 <input type="checkbox"/>	UOA	11/15/2016	6850106	1532277	Jejionn,Zifonoe	0	322500	PER Ac Progs - Graduate	NEW
2 <input type="checkbox"/>	UOA	11/30/2016	6864035	1532277	Jejionn,Zifonoe	0	322500	PER Ac Progs - Graduate	NEW

**Note:** When searching by Empl ID, the search results will be limited to payments in the last 12 months. Payments prior to that can be searched using the Pay Period End Date search parameter. No payments prior to November 1, 2016 can be adjusted using the SBA.

# Training Guide Salary & Benefits Adjustment (SBA)



## Employee Sal/Ben Adjustment Page

Favorites ▾ Main Menu ▾ Payroll for North America ▾ Payroll Distribution ▾ Commitment Accounting CAN ▾ Employee Sal/Ben Adjustment\*

UNIVERSITY OF ALBERTA Human Capital Management Home Worklist Add to Favorites

Employee Sal/Ben Adjustment\* Review & Submit\*

Empl ID: 1519783  
 Name: Cute,Udtekep  
 \*Reason:    
 Comment:   
 Status: Editing

Existing Combination Code	SelectAll	Percentage	New Combination Code	Select Combination Code	Apply
1 00000248	<input type="checkbox"/>	<input type="text"/>		Select Combination Code	Apply
2 000005842	<input type="checkbox"/>	<input type="text"/>		Select Combination Code	Apply

Select	Pay Period	Account	Fund	GL Dept ID	Program	Class	Project	Sponsor	Combination Code	Transaction Code	Description	Amount	Flat Am
<input type="checkbox"/>	11/15/2016	500311	530	250301	0	0	RES0032434	SFR1019	00000248	001	Reg Salary	\$ 1,711.87	
<input type="checkbox"/>	11/15/2016	500311	210	250301	25LLL	253AP			000005842	001	Reg Salary	\$ 1,711.86	
<input type="checkbox"/>	11/15/2016	500311	530	250301	0	0	RES0032434	SFR1019	00000248	027	PenNeRetro	\$ 259.15	
<input type="checkbox"/>	11/15/2016	500311	210	250301	25LLL	253AP			000005842	027	PenNeRetro	\$ 259.15	
<input type="checkbox"/>	11/15/2016	501113	530	250301	0	0	RES0032434	SFR1019	00000248	CIM	CIMandator	\$ 1.81	
<input type="checkbox"/>	11/15/2016	501113	210	250301	25LLL	253AP			000005842	CIM	CIMandator	\$ 1.79	
<input type="checkbox"/>	11/15/2016	501110	530	250301	0	0	RES0032434	SFR1019	00000248	CPR	CPP - ER	\$ 94.37	
<input type="checkbox"/>	11/15/2016	501110	210	250301	25LLL	253AP			000005842	CPR	CPP - ER	\$ 94.35	
<input type="checkbox"/>	11/15/2016	501111	530	250301	0	0	RES0032434	SFR1019	00000248	DENSS	Dental	\$ 35.00	
<input type="checkbox"/>	11/15/2016	501111	210	250301	25LLL	253AP			000005842	DENSS	Dental	\$ 35.00	
<input type="checkbox"/>	11/15/2016	501111	530	250301	0	0	RES0032434	SFR1019	00000248	EFAP	EFAP	\$ 1.38	
<input type="checkbox"/>	11/15/2016	501111	210	250301	25LLL	253AP			000005842	EFAP	EFAP	\$ 1.37	

1. Review the **Employee ID** and **Name** before you proceed with the Salary & Benefits Adjustment.
2. **Pay Period** – confirm you are on the correct pay cheque/advice.
3. The **Reason Field** is a required field where you must look up the reason for the adjustment.


Click the button to the right of the **\*Reason** field to view the list of valid reasons to select from.

Reason Code	Description
003	Research (restricted) salary transfer.
007	Clear Suspense.
010	Operating salary transfer.

4. The **Status** field automatically changes to “Editing” when you are updating the page and when the page is saved.

**Employee Sal/Ben Adjustments Page (fields explained)**

Employee Sal/Ben Adjustment\*    Review & Submit\*

Empl ID: 1519783  
 Name: Cute,Udtekep  
 \*Reason:    
 Comment:   
 Status: Editing

Existing Combination Code	SelectAll	Percentage	New Combination Code	Select Combination Code	Apply
1 000000248	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>		Select Combination Code	Apply <span style="float: right;">+ -</span>
2 000005842	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>		Select Combination Code	Apply <span style="float: right;">+ -</span>

The **Existing Combination Codes** column displays the current combination code(s) for the transactions available for adjustment in the "Transaction Entry" area for the pay period(s) selected.

The **Select All** column is used to indicate whether all transactions with that existing combination code will be selected (box is checked) or not (box is not checked).

The **Percentage** column provides the adjustment by percentage (100%, 50%, etc.). If a percent amount is entered, the Percentage is updated on the transaction lines and the New Combination Code fields are updated and will be available for you to enter the changes once you click Apply.

The **Select Combination Code** column contains a link to select a combination code/chartfield applicable to the row.

When the **Apply** button is selected, the applicable fields in the row are updated and available for you to enter the changes.

The **Add/Remove** buttons   are used to add or remove the row.

To export the current table details to an Excel spreadsheet, click the **Download** icon.



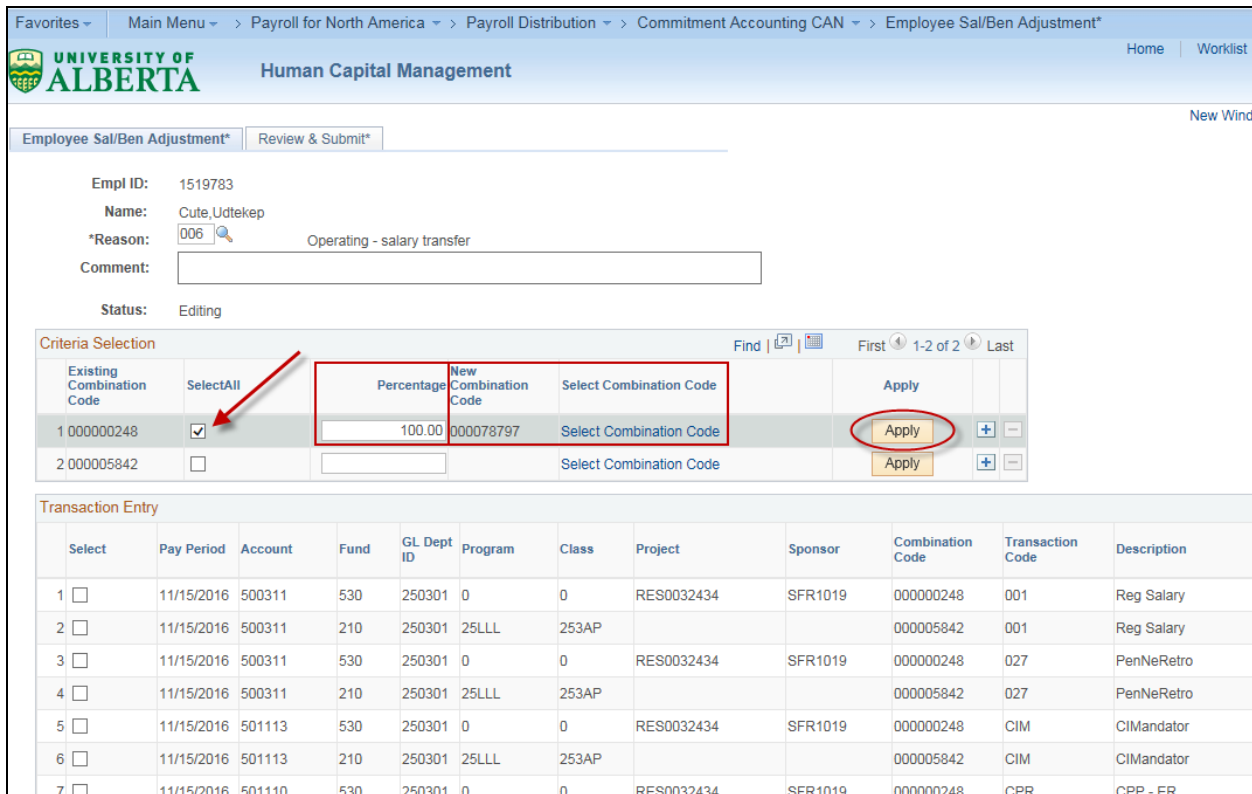
# Training Guide

## Salary & Benefits Adjustment (SBA)

Transaction Entry													
Select	Pay Period	Account	Fund	GL Dept ID	Program	Class	Project	Sponsor	Combination Code	Transaction Code	Description	Amount	Flat Amount
<input type="checkbox"/>	11/15/2016	500311	530	250301	0	0	RES0032434	SFR1019	00000248	001	Reg Salary	\$ 1,711.87	
<input type="checkbox"/>	11/15/2016	500311	210	250301	25LLL	253AP			000005842	001	Reg Salary	\$ 1,711.86	
<input type="checkbox"/>	11/15/2016	500311	530	250301	0	0	RES0032434	SFR1019	00000248	027	PenNeRetro	\$ 259.15	
<input type="checkbox"/>	11/15/2016	500311	210	250301	25LLL	253AP			000005842	027	PenNeRetro	\$ 259.15	
<input type="checkbox"/>	11/15/2016	501113	530	250301	0	0	RES0032434	SFR1019	00000248	CJM	CJMandator	\$ 1.81	

The **Flat Amount** column is used to make and 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 you to enter the changes once you click the Apply button.

### Adjustment by Percent %



Employee Sal/Ben Adjustment\* Review & Submit\*

Empl ID: 1519783  
 Name: Cufe,Udtekep  
 \*Reason: 006 Operating - salary transfer  
 Comment:   
 Status: Editing

Existing Combination Code	SelectAll	Percentage	New Combination Code	Select Combination Code	Apply
1 00000248	<input checked="" type="checkbox"/>	100.00	000078797	Select Combination Code	Apply
2 000005842	<input type="checkbox"/>			Select Combination Code	Apply

Transaction Entry												
Select	Pay Period	Account	Fund	GL Dept ID	Program	Class	Project	Sponsor	Combination Code	Transaction Code	Description	
<input type="checkbox"/>	11/15/2016	500311	530	250301	0	0	RES0032434	SFR1019	00000248	001	Reg Salary	
<input type="checkbox"/>	11/15/2016	500311	210	250301	25LLL	253AP			000005842	001	Reg Salary	
<input type="checkbox"/>	11/15/2016	500311	530	250301	0	0	RES0032434	SFR1019	00000248	027	PenNeRetro	
<input type="checkbox"/>	11/15/2016	500311	210	250301	25LLL	253AP			000005842	027	PenNeRetro	
<input type="checkbox"/>	11/15/2016	501113	530	250301	0	0	RES0032434	SFR1019	00000248	CJM	CJMandator	
<input type="checkbox"/>	11/15/2016	501113	210	250301	25LLL	253AP			000005842	CJM	CJMandator	
<input type="checkbox"/>	11/15/2016	501110	530	250301	0	0	RES0032434	SFR1019	00000248	CPR	CPP - ER	

1. Review the **Combination Code(s)** for this transaction.
2. 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 you click Apply.

## Training Guide Salary & Benefits Adjustment (SBA)

- Click the **Select All Checkbox** again to deselect all lines previously selected. The system will remove the editable fields from the transaction lines when you click Apply.
- Enter the percentage that you want to adjust into the **Percentage** field.
- Select the Link labeled “**Select Combination Code**” to search for the new Combination Code that you wish to use.
- When **Apply** is selected, the applicable fields in transaction lines are updated and open for the user to enter the changes
- The **Transaction Entry** grid information is determined by the criteria selected. For the percentage adjustment the Percentage and New Combination Code fields are required.

Employee Sal/Ben Adjustment\* | Review & Submit\*

Empl ID: 1516783  
Name: Cute,Udtekep  
\*Reason: 006 | Operating - salary transfer  
Comment:  
Status: Editing

Criteria Selection Find | First 1-2 of 2 Last

Existing Combination Code	Select All	New Percentage Combination Code	Select Combination Code	Apply
1 00000248	<input checked="" type="checkbox"/>	100.00 000078797	Select Combination Code	Apply
2 000005842	<input type="checkbox"/>		Select Combination Code	Apply

**Transaction Entry**

Select	Pay Period	Account	Fund	GL Dept ID	Program	Class	Project	Sponsor	Combination Code	Transaction Code	Description	Amount	Flat Amount	Percentage	New Combination Code
<input checked="" type="checkbox"/>	11/15/2016	500311	530	250301	0	0	RES0032434	SFR1019	00000248	001	Reg Salary	\$ 1,711.87	1711.87	100.00	000078797
<input type="checkbox"/>	11/15/2016	500311	210	250301	25LLL	253AP			000005842	001	Reg Salary	\$ 1,711.88			
<input checked="" type="checkbox"/>	11/15/2016	500311	530	250301	0	0	RES0032434	SFR1019	00000248	027	PenNeRetro	\$ 259.15	259.15	100.00	000078797
<input type="checkbox"/>	11/15/2016	500311	210	250301	25LLL	253AP			000005842	027	PenNeRetro	\$ 259.15			
<input checked="" type="checkbox"/>	11/15/2016	501113	530	250301	0	0	RES0032434	SFR1019	00000248	CIM	CIMandator	\$ 1.81	1.81	100.00	000078797
<input type="checkbox"/>	11/15/2016	501113	210	250301	25LLL	253AP			000005842	CIM	CIMandator	\$ 1.79			
<input checked="" type="checkbox"/>	11/15/2016	501110	530	250301	0	0	RES0032434	SFR1019	00000248	CPR	CPP - ER	\$ 94.37	94.37	100.00	000078797
<input type="checkbox"/>	11/15/2016	501110	210	250301	25LLL	253AP			000005842	CPR	CPP - ER	\$ 94.35			
<input checked="" type="checkbox"/>	11/15/2016	501111	530	250301	0	0	RES0032434	SFR1019	00000248	DENSS	Dental	\$ 35.00	35.00	100.00	000078797
<input type="checkbox"/>	11/15/2016	501111	210	250301	25LLL	253AP			000005842	DENSS	Dental	\$ 35.00			
<input checked="" type="checkbox"/>	11/15/2016	501111	530	250301	0	0	RES0032434	SFR1019	00000248	EFAP	EFAP	\$ 1.38	1.38	100.00	000078797
<input type="checkbox"/>	11/15/2016	501111	210	250301	25LLL	253AP			000005842	EFAP	EFAP	\$ 1.37			
<input checked="" type="checkbox"/>	11/15/2016	501110	530	250301	0	0	RES0032434	SFR1019	00000248	EIR	EI - ER	\$ 45.07	45.07	100.00	000078797
<input type="checkbox"/>	11/15/2016	501110	210	250301	25LLL	253AP			000005842	EIR	EI - ER	\$ 45.05			
<input checked="" type="checkbox"/>	11/15/2016	501111	530	250301	0	0	RES0032434	SFR1019	00000248	LIFBAS	Life Ins	\$ 6.36	6.36	100.00	000078797

Save Clear Return to Search Total

- If the adjustment does not apply to all earnings and deductions, **DO NOT Select All**.
- After you click **Apply**, you must **Select a transaction line** by clicking the checkbox  to the left of the row. The system will update and open the applicable fields for you to enter changes.

# Training Guide

## Salary & Benefits Adjustment (SBA)



Employee Sal/Ben Adjustment\*    Review & Submit\*

Empl ID: 1519783  
 Name: Cute,Udtekep  
 \*Reason: 006    Operating - salary transfer  
 Comment:  
 Status: Editing

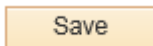
Criteria Selection    Find | |    First 1-2 of 2 Last

Existing Combination Code	Select All	New Percentage Combination Code	Select Combination Code	Apply
1 000000248	<input type="checkbox"/>	100.00 000078797	Select Combination Code	Apply
2 000005842	<input type="checkbox"/>		Select Combination Code	Apply

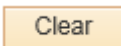
Transaction Entry

Select	Pay Period	Account	Fund	GL Dept ID	Program	Class	Project	Sponsor	Combination Code	Transaction Code	Description	Amount	Fl
<input checked="" type="checkbox"/>	11/15/2016	500311	530	250301	0	0	RES0032434	SFR1019	000000248	001	Reg Salary	\$ 1,711.87	<input type="checkbox"/>
<input type="checkbox"/>	11/15/2016	500311	210	250301	25LLL	253AP			000005842	001	Reg Salary	\$ 1,711.86	<input type="checkbox"/>
<input checked="" type="checkbox"/>	11/15/2016	500311	530	250301	0	0	RES0032434	SFR1019	000000248	027	PenNeRetro	\$ 259.15	<input type="checkbox"/>
<input type="checkbox"/>	11/15/2016	500311	210	250301	25LLL	253AP			000005842	027	PenNeRetro	\$ 259.15	<input type="checkbox"/>
<input checked="" type="checkbox"/>	11/15/2016	501113	530	250301	0	0	RES0032434	SFR1019	000000248	CIM	CIMandator	\$ 1.81	<input type="checkbox"/>
<input type="checkbox"/>	11/15/2016	501113	210	250301	25LLL	253AP			000005842	CIM	CIMandator	\$ 1.79	<input type="checkbox"/>
<input type="checkbox"/>	11/15/2016	501110	530	250301	0	0	RES0032434	SFR1019	000000248	CPR	CPP - ER	\$ 94.37	<input type="checkbox"/>
<input type="checkbox"/>	11/15/2016	501110	210	250301	25LLL	253AP			000005842	CPR	CPP - ER	\$ 94.35	<input type="checkbox"/>
<input type="checkbox"/>	11/15/2016	501111	530	250301	0	0	RES0032434	SFR1019	000000248	DENSS	Dental	\$ 35.00	<input type="checkbox"/>
<input type="checkbox"/>	11/15/2016	501111	210	250301	25LLL	253AP			000005842	DENSS	Dental	\$ 35.00	<input type="checkbox"/>

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



11. 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.



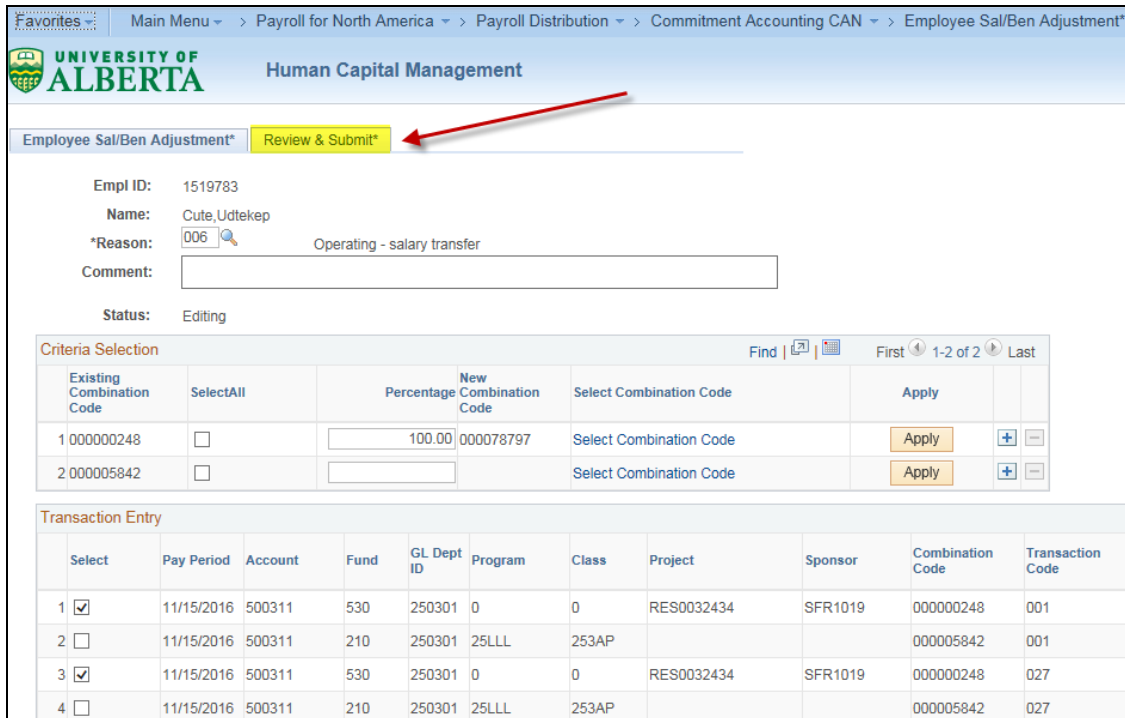
**Note:** When is selected, the current table details can be exported to Excel. This action can be completed on both the Transaction Entry Table and the Review Transactions Table.

### Review and Submit

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

# Training Guide

## Salary & Benefits Adjustment (SBA)



Employee Sal/Ben Adjustment\* **Review & Submit\***

Empl ID: 1519783  
 Name: Cufe,Udtekep  
 \*Reason: 006 Operating - salary transfer  
 Comment:   
 Status: Editing

Criteria Selection Find | First 1-2 of 2 Last

Existing Combination Code	SelectAll	Percentage	New Combination Code	Select Combination Code	Apply
1 000000248	<input type="checkbox"/>	100.00	000078797	Select Combination Code	Apply
2 000005842	<input type="checkbox"/>			Select Combination Code	Apply

Transaction Entry

Select	Pay Period	Account	Fund	GL Dept ID	Program	Class	Project	Sponsor	Combination Code	Transaction Code
1 <input checked="" type="checkbox"/>	11/15/2016	500311	530	250301	0	0	RES0032434	SFR1019	000000248	001
2 <input type="checkbox"/>	11/15/2016	500311	210	250301	25LLL	253AP			000005842	001
3 <input checked="" type="checkbox"/>	11/15/2016	500311	530	250301	0	0	RES0032434	SFR1019	000000248	027
4 <input type="checkbox"/>	11/15/2016	500311	210	250301	25LLL	253AP			000005842	027

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




Employee Sal/Ben Adjustment\* **Review & Submit\***

Empl ID: 123304  
 Name: Harold Gueg  
 Status: Submitted  
 Accounting Date: 01/15/2017

Review Transactions

Pay Period	Account	Fund	GL Dept	Program	Class	Project	Sponsor	Combination Code	Transaction Code	Description	Amount	New Amount	App Account	Re
1 12/15/2016	500311	381	270833	0	0			00044047	001	Reg Salary	\$ 2,853.61	\$ 2,853.61	500311	210
2 12/31/2016	500311	381	270833	0	0			00044047	001	Reg Salary	\$ 2,853.61	\$ 2,853.61	500311	210

Old Amount: \$ 5,707.22  
 New Amount: \$ 5,707.22

 **Note:** Empl ID and Name have been added to the grid view.

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. To download the adjustments table to an excel spreadsheet, select .



## Training Guide Salary & Benefits Adjustment (SBA)

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
	Pay Period End Date	Account	Fund	GL Deptid	Program	Class	Project	Sponsor	Combination Code	Transaction Code	Description	Amount	New Amount	New Account	New Fund	New GL Deptid	New Program	New Class	New Project	New Sponsor	New Combination Code	Last Updated User	Last Updated Date
1																							
2	11/15/2016	500311	551	250503	25125	0	E		4748	1	RegSalary	\$1,573.86	\$1,573.86	500311	551	250503	25125	0	GME		23719	DISILVA	8:28:01AM
3	11/30/2016	500311	551	250503	25125	0	E		4748	1	RegSalary	\$1,573.86	\$1,573.86	500311	551	250503	25125	0	GME		23719	DISILVA	8:28:01AM

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



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


Are you sure you want to submit (22300,20)

I confirm that the salary and benefits being charged to the updated combination code are eligible expenses, reflect the work conducted and the expense was authorized by the budget owner.

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.

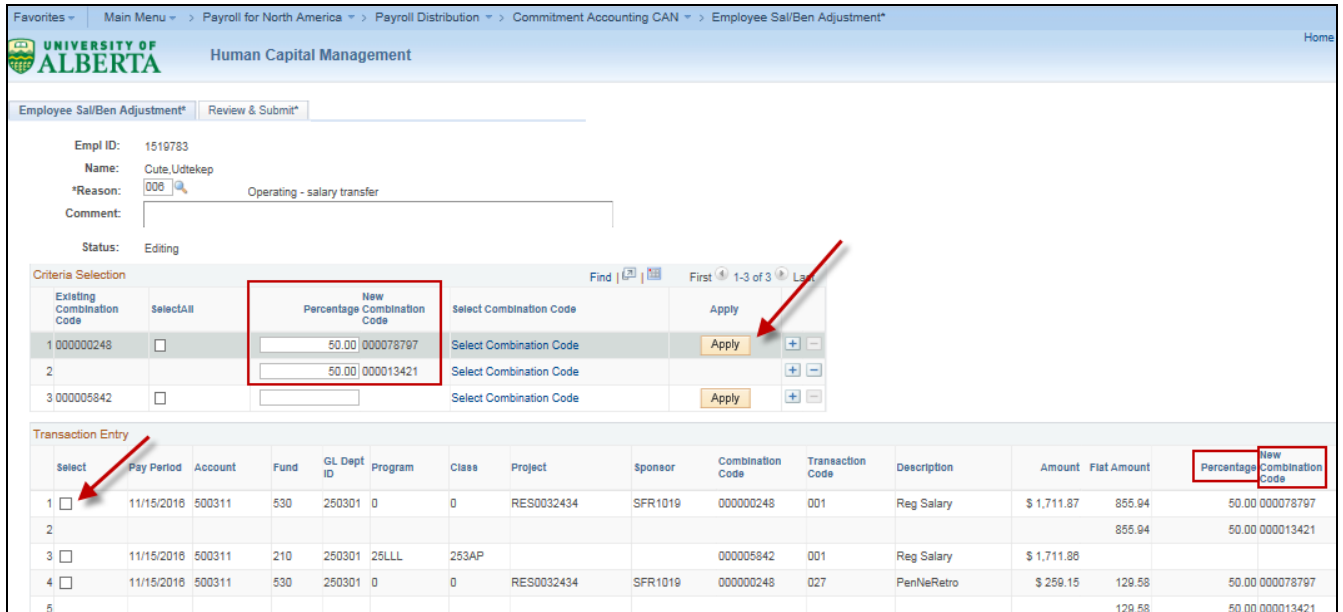
### Adjustment by Percent % – To More Than One Combination Code

- Review the **Combination Code(s)** for this transaction
- 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
- 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
- Percentage:** Enter the first percentage amount that you want to adjust
- 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
- Insert a new row by clicking the  key.
- Enter the second percentage and Combination code on the second row.
- Insert additional rows for additional percentages and Combination codes

# Training Guide

## Salary & Benefits Adjustment (SBA)

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



Employee Sal/Ben Adjustment\* Review & Submit\*


Empl ID: 1519783  
Name: Cute,Udtekep  
\*Reason: 006 Operating - salary transfer  
Comment:  
Status: Editing

Existing Combination Code	Select All	New Percentage Combination Code	Select Combination Code	Apply
1 000000248	<input type="checkbox"/>	50.00 000078797	Select Combination Code	Apply
2	<input type="checkbox"/>	50.00 000013421	Select Combination Code	Apply
3 000005842	<input type="checkbox"/>		Select Combination Code	Apply

Select	Pay Period	Account	Fund	GL Dept ID	Program	Class	Project	Sponsor	Combination Code	Transaction Code	Description	Amount	Fiat Amount	Percentage	New Combination Code
<input type="checkbox"/>	11/15/2018	500311	530	250301	0	0	RES0032434	SFR1019	000000248	001	Reg Salary	\$ 1,711.87	855.94	50.00	000078797
<input type="checkbox"/>	11/15/2018	500311	210	250301	25LLL	253AP			000005842	001	Reg Salary	\$ 1,711.88	855.94	50.00	000013421
<input type="checkbox"/>	11/15/2018	500311	530	250301	0	0	RES0032434	SFR1019	000000248	027	PenNeRetro	\$ 259.15	129.58	50.00	000078797
												129.58		50.00	000013421

- 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

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

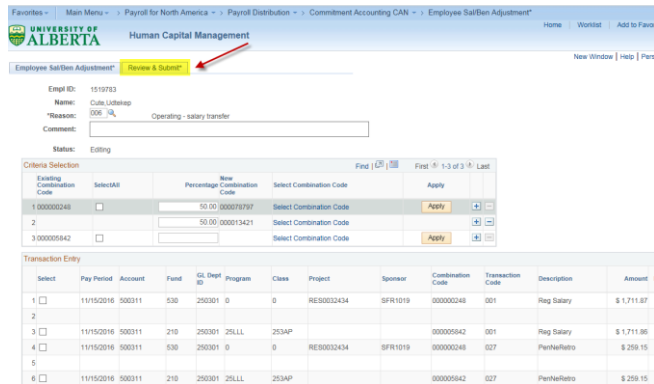
- Clear:** Click the  button to **Clear All Changes** that have been entered on the page if an error is made and you need to start the adjustment over

### Review and Submit

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

# Training Guide

## Salary & Benefits Adjustment (SBA)



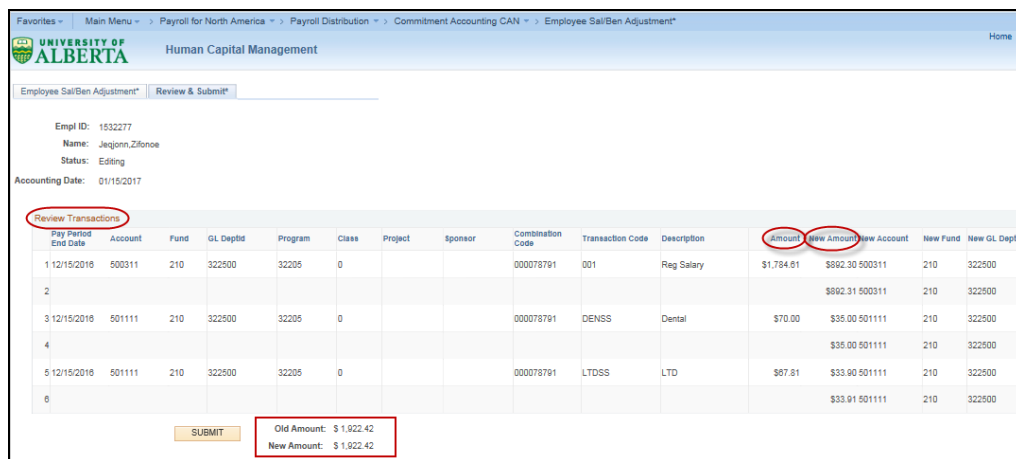
Existing Combination Code	Select All	New Percentage	Combination Code	Select Combination Code	Apply
1 00000248	<input type="checkbox"/>	50.00	000078797	Select Combination Code	Apply
2	<input type="checkbox"/>	50.00	000013421	Select Combination Code	Apply
3 00000542	<input type="checkbox"/>			Select Combination Code	Apply

Select	Pay Period	Account	Fund	GL Dept ID	Program	Class	Project	Sponsor	Combination Code	Transaction Code	Description	Amount
<input type="checkbox"/>	1 11/15/2016	500311	530	250301	0	0	RE50032434	SFR1019	00000248	001	Reg Salary	\$ 1,711.87
<input type="checkbox"/>	2											
<input type="checkbox"/>	3 11/15/2016	500311	210	250301	25LL	253AP			00000542	001	Reg Salary	\$ 1,711.86
<input type="checkbox"/>	4 11/15/2016	500311	530	250301	0	0	RE50032434	SFR1019	00000248	027	Pen/Netto	\$ 259.15
<input type="checkbox"/>	5											
<input type="checkbox"/>	6 11/15/2016	500311	210	250301	25LL	253AP			00000542	027	Pen/Netto	\$ 259.15

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



Pay Period End Date	Account	Fund	GL Dept	Program	Class	Project	Sponsor	Combination Code	Transaction Code	Description	Old Amount	New Amount	New Account	New Fund	New GL Dept
1 12/15/2016	500311	210	322500	32205	0			000078791	001	Reg Salary	\$1,784.61	\$892.30	500311	210	322500
2												\$892.31	500311	210	322500
3 12/15/2016	501111	210	322500	32205	0			000078791	DENSS	Dental	\$70.00	\$35.00	501111	210	322500
4												\$35.00	501111	210	322500
5 12/15/2016	501111	210	322500	32205	0			000078791	LTDSS	LTD	\$67.81	\$33.90	501111	210	322500
6												\$33.91	501111	210	322500

Old Amount: \$ 1,922.42  
New Amount: \$ 1,922.42

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

## Training Guide

### Salary & Benefits Adjustment (SBA)


Message

Are you sure you want to submit (22300,20)

I confirm that the salary and benefits being charged to the updated combination code are eligible expenses, reflect the work conducted and the expense was authorized by the budget owner.

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

# Training Guide

## Salary & Benefits Adjustment (SBA)

Favorites ▾ Main Menu ▾ Payroll for North America ▾ Payroll Distribution ▾ Commitment Accounting CAN ▾ Employee Sal/Ben Adjustment\*


**Human Capital Management**
Home

Employee Sal/Ben Adjustment\* Review & Submit\*


Empl ID: 1519783  
 Name: Cute,Udtekep  
 \*Reason: 008 Operating - salary transfer  
 Comment:  
 Status: Editing

**Criteria Selection** Find (F3) | First 1-2 of 2 | Last

Existing Combination Code	Select All	Percentage	New Combination Code	Select Combination Code	Apply
1 00000248	<input type="checkbox"/>		000088612	Select Combination Code	Apply
2 00005842	<input type="checkbox"/>			Select Combination Code	Apply

**Transaction Entry**

Select	Pay Period	Account	Fund	GL Dept ID	Program	Class	Project	Sponsor	Combination Code	Transaction Code	Description	Amount	Flat Amount	Percentage	New Combination Code
<input checked="" type="checkbox"/>	11/15/2016	500311	530	250301	0	0	RES0032434	SFR1019	00000248	001	Reg Salary	\$ 1,711.87			000088612
<input type="checkbox"/>	11/15/2016	500311	210	250301	25LLL	253AP			00005842	001	Reg Salary	\$ 1,711.88			
<input checked="" type="checkbox"/>	11/15/2016	500311	530	250301	0	0	RES0032434	SFR1019	00000248	027	PenNeRetro	\$ 250.15			000088612
<input type="checkbox"/>	11/15/2016	500311	210	250301	25LLL	253AP			00005842	027	PenNeRetro	\$ 250.15			
<input type="checkbox"/>	11/15/2016	501113	530	250301	0	0	RES0032434	SFR1019	00000248		CIM	\$ 1.81			000088612


6. **Apply:** When  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

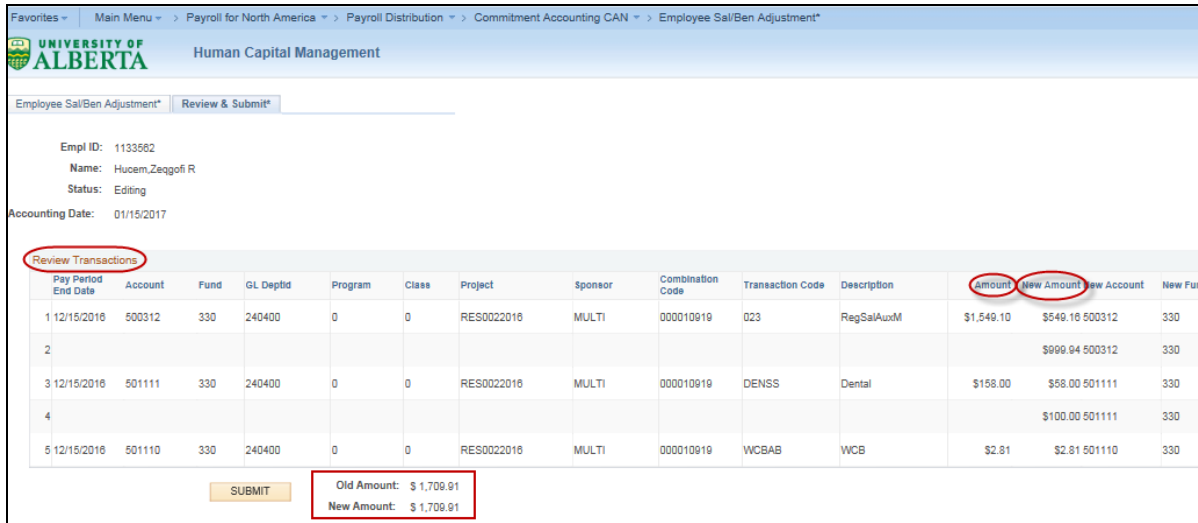
12. **Review and Submit** – Select the Review and Submit tab at the top of the page to review all adjusted transactions

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

## Training Guide Salary & Benefits Adjustment (SBA)

**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



Pay Period End Date	Account	Fund	GL DeptId	Program	Class	Project	Sponsor	Combination Code	Transaction Code	Description	Amount	New Amount	New Account	New Fun
1 12/15/2016	500312	330	240400	0	0	RES0022016	MULTI	000010919	023	RegSalAuxM	\$1,549.10	\$549.16	500312	330
2												\$999.94	500312	330
3 12/15/2016	501111	330	240400	0	0	RES0022016	MULTI	000010919	DENSS	Dental	\$158.00	\$58.00	501111	330
4												\$100.00	501111	330
5 12/15/2016	501110	330	240400	0	0	RES0022016	MULTI	000010919	WCBAB	WCB	\$2.81	\$2.81	501110	330

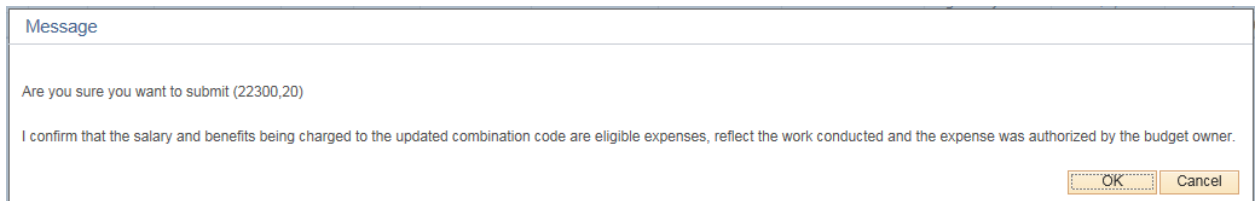
Old Amount: \$ 1,709.91  
New Amount: \$ 1,709.91

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.



Message

Are you sure you want to submit (22300,20)

I confirm that the salary and benefits being charged to the updated combination code are eligible expenses, reflect the work conducted and the expense was authorized by the budget owner.

OK Cancel


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.

# Training Guide

## Salary & Benefits Adjustment (SBA)

### 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.

Employee Sal/Ben Adjustment\*    Review & Submit\*

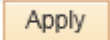
Empl ID: 1519783  
Name: Cute,Udtekep  
\*Reason: 006    Operating - salary transfer  
Comment:  
Status: Editing

Criteria Selection

Existing Combination Code	Select All	Percentage	New Combination Code	Select Combination Code	Apply
1 000000248	<input type="checkbox"/>		000088612	Select Combination Code	Apply
2			000050172	Select Combination Code	Apply
3 000005842	<input type="checkbox"/>			Select Combination Code	Apply

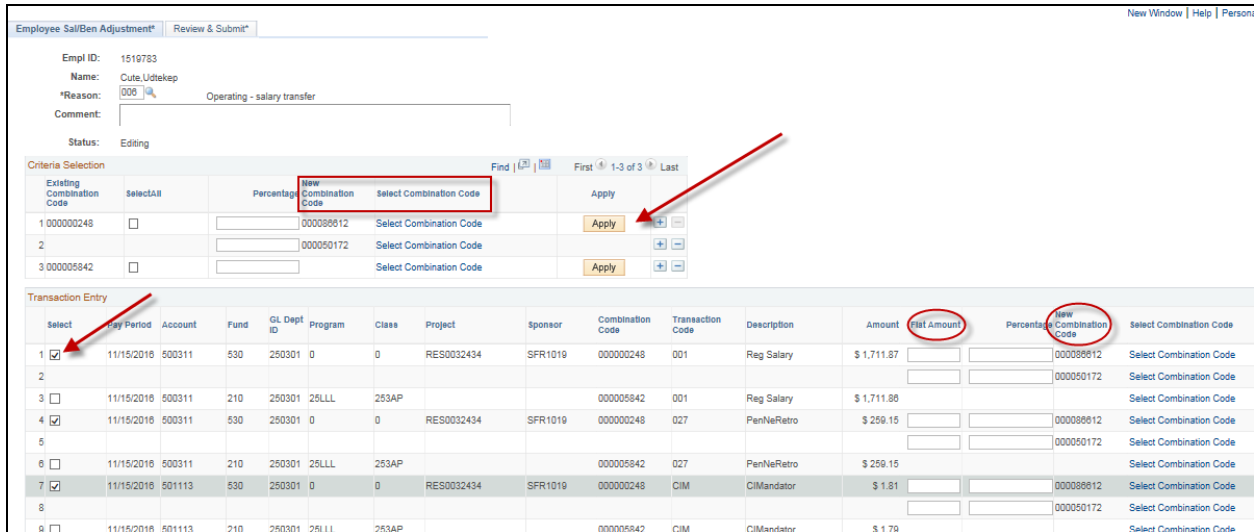
Transaction Entry

Select	Pay Period	Account	Fund	GL Dept ID	Program	Class	Project	Sponsor	Combination Code	Transaction Code	Description	Amount	Flat Amount	Percentage	New Combination Code
1 <input checked="" type="checkbox"/>	11/15/2016	500311	530	250301	0	0	RES0032434	SFR1019	000000248	001	Reg Salary	\$ 1,711.87			0000886
2															0000501
3 <input type="checkbox"/>	11/15/2016	500311	210	250301	25LLL	253AP			000005842	001	Reg Salary	\$ 1,711.86			0000501
4 <input checked="" type="checkbox"/>	11/15/2016	500311	530	250301	0	0	RES0032434	SFR1019	000000248	027	PenNeRetro	\$ 259.15			0000886
5															0000501
6 <input type="checkbox"/>	11/15/2016	500311	210	250301	25LLL	253AP			000005842	027	PenNeRetro	\$ 259.15			0000501
7 <input checked="" type="checkbox"/>	11/15/2016	501113	530	260301	0	0	RES0032434	SFR1019	000000248	CIM	CIMandator	\$ 1.81			0000886
8															0000501
9 <input type="checkbox"/>	11/15/2016	501113	210	250301	25LLL	253AP			000005842	CIM	CIMandator	\$ 1.79			0000501

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

## Training Guide Salary & Benefits Adjustment (SBA)

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



Employee Sal/Ben Adjustment | Review & Submit

Empl ID: 1519783  
Name: Cute,Udtekep  
Reason: 006 Operating - salary transfer  
Comment:  
Status: Editing

Criteria Selection

Existing Combination Code	Select All	Percentage	New Combination Code	Select Combination Code	Apply
1 000000248	<input type="checkbox"/>		000058612	Select Combination Code	Apply
2			000050172	Select Combination Code	
3 000005842	<input type="checkbox"/>			Select Combination Code	Apply

Transaction Entry

Select	Pay Period	Account	Fund	GL Dept ID	Program	Class	Project	Sponsor	Combination Code	Transaction Code	Description	Amount	Flat Amount	Percentage	New Combination Code	Select Combination Code
<input checked="" type="checkbox"/>	11/15/2016	500311	530	250301	0	0	RES0032434	SFR1019	000000248	001	Reg Salary	\$ 1,711.87			000058612	Select Combination Code
															000050172	Select Combination Code
<input type="checkbox"/>	11/15/2016	500311	210	250301	25LLL	253AP			000005842	001	Reg Salary	\$ 1,711.88				Select Combination Code
<input checked="" type="checkbox"/>	11/15/2016	500311	530	250301	0	0	RES0032434	SFR1019	000000248	027	PenNeRetro	\$ 256.15			000058612	Select Combination Code
															000050172	Select Combination Code
<input type="checkbox"/>	11/15/2016	500311	210	250301	25LLL	253AP			000005842	027	PenNeRetro	\$ 256.15				Select Combination Code
<input checked="" type="checkbox"/>	11/15/2016	501113	530	250301	0	0	RES0032434	SFR1019	000000248	CIM	CIMandator	\$ 1.81			000058612	Select Combination Code
															000050172	Select Combination Code
<input type="checkbox"/>	11/15/2016	501113	210	250301	25LLL	253AP			000005842	CIM	CIMandator	\$ 1.79				Select Combination Code

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

**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



# Training Guide

## Salary & Benefits Adjustment (SBA)

Favorites ▾ | Main Menu ▾ > Payroll for North America ▾ > Payroll Distribution ▾ > Commitment Accounting CAN ▾ > Employee Sal/Ben Adjustment\*

**UNIVERSITY OF ALBERTA** Human Capital Management

Employee Sal/Ben Adjustment\* | Review & Submit\*

Empl ID: 1374980  
 Name: Mbqq.Qkeqquq Pawk Uqqi  
 Status: Editing  
 Accounting Date: 01/15/2017

Review Transactions

Pay Period End Date	Account	Fund	GL DeptId	Program	Class	Project	Sponsor	Combination Code	Transaction Code	Description	Amount	New Amount	New Account
1 12/15/2016	500081	530	323000	0	0	RES0028131	SFR1145	000001440	003	Reg Salary	\$534.05	\$267.02	500081
2												\$267.03	500081
3 12/15/2016	500125	530	323000	0	0	RES0028131	SFR1145	000001440	550	Bursary	\$450.01	\$225.00	500125
4												\$225.01	500125
5 12/15/2016	501110	530	323000	0	0	RES0028131	SFR1145	000001440	CPR	CPP - ER	\$19.22	\$9.61	501110
6												\$9.61	501110
7 12/15/2016	501110	530	323000	0	0	RES0028131	SFR1145	000001440	EIR	EI - ER	\$14.08	\$7.03	501110
8												\$7.03	501110
9 12/15/2016	501110	530	323000	0	0	RES0028131	SFR1145	000001440	WCBAB	WCB	\$96	\$48	501110
10												\$48	501110

Old Amount: \$ 1,018.30  
 New Amount: \$ 1,018.30

17. 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

18. 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

Message

Are you sure you want to submit (22300,20)

I confirm that the salary and benefits being charged to the updated combination code are eligible expenses, reflect the work conducted and the expense was authorized by the budget owner.

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

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


# Training Guide

## Salary & Benefits Adjustment (SBA)

### 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  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

[Favorites](#) > [Main Menu](#) > [Payroll for North America](#) > [Payroll Distribution](#) > [Commitment Accounting CAN](#) > [Employee Sal/Ben Adjustment\\*](#)


**Human Capital Management**

[Employee Sal/Ben Adjustment\\*](#) | [Review & Submit\\*](#)


Empl ID: 1453293  
 Name: Fevkipoeq,Jione  
 \*Reason: 007   
 Comment:   
 Status: Editing

Existing Combination Code	Select All	New Percentage Combination Code	Select Combination Code	Apply
1 000025888	<input checked="" type="checkbox"/>	100.00 000052198	<a href="#">Select Combination Code</a>	<input type="button" value="Apply"/> <input type="button" value="+"/> <input type="button" value="-"/>
2 000100721	<input type="checkbox"/>		<a href="#">Select Combination Code</a>	<input type="button" value="Apply"/> <input type="button" value="+"/> <input type="button" value="-"/>

Select	Pay Period	Account	Fund	GL Dept ID	Program	Class	Project	Sponsor	Combination Code	Transaction Code	Description
1 <input checked="" type="checkbox"/>	11/15/2018	500001	210	200400	0	0			000025888	130	Post Doc
2 <input type="checkbox"/>	11/15/2018	500048	535	200400	0	0	RES0019272	SFR02815	000100721	130	Post Doc
3 <input checked="" type="checkbox"/>	11/15/2018	500001	210	200400	0	0			000025888	DNPD	Dental
4 <input type="checkbox"/>	11/15/2018	501113	535	200400	0	0	RES0019272	SFR02815	000100721	DNPD	Dental
5 <input checked="" type="checkbox"/>	11/15/2018	500001	210	200400	0	0			000025888	EFAP	EFAP
6 <input type="checkbox"/>	11/15/2018	501111	535	200400	0	0	RES0019272	SFR02815	000100721	EFAP	EFAP
7 <input checked="" type="checkbox"/>	11/15/2018	500001	210	200400	0	0			000025888	SHPD	Supp Hlth
8 <input type="checkbox"/>	11/15/2018	501113	535	200400	0	0	RES0019272	SFR02815	000100721	SHPD	Supp Hlth
9 <input checked="" type="checkbox"/>	11/15/2018	500001	210	200400	0	0			000025888	WCBAB	WCB
10 <input type="checkbox"/>	11/15/2018	501110	535	200400	0	0	RES0019272	SFR02815	000100721	WCBAB	WCB

# Training Guide

## Salary & Benefits Adjustment (SBA)

- Update the **New Account** field on the transaction line by selecting  for New Account selection

Use transactions

Find |  | First 1-2 of 2 | Last

New Percentage Combination Code	Select Combination Code	Apply	
100.00   000052198	Select Combination Code	Apply	+   -
	Select Combination Code	Apply	+   -

GL Dept ID	Program	Class	Project	Sponsor	Combination Code	Transaction Code	Description	Amount	Flat Amount	Percentage	New Combination Code	Select Combination Code	New Account	New Fund
200400	0	0			000025898	130	Post Doc	\$ 291.68	291.68	100.00	000052198	Select Combination Code	<input type="text" value=""/>	551
200400	0	0	RES0019272	SFR02815	000100721	130	Post Doc	\$ 2,291.67				Select Combination Code	<input type="text" value=""/>	
200400	0	0			000025898	DNPD	Dental	\$ 8.05	8.05	100.00	000052198	Select Combination Code	<input type="text" value=""/>	551
200400	0	0	RES0019272	SFR02815	000100721	DNPD	Dental	\$ 63.29				Select Combination Code	<input type="text" value=""/>	
200400	0	0			000025898	EFAP	EFAP	\$ 0.31	0.31	100.00	000052198	Select Combination Code	<input type="text" value=""/>	551
200400	0	0	RES0019272	SFR02815	000100721	EFAP	EFAP	\$ 2.44				Select Combination Code	<input type="text" value=""/>	
200400	0	0			000025898	SHPD	Supp Hlth	\$ 9.78	9.78	100.00	000052198	Select Combination Code	<input type="text" value=""/>	551
200400	0	0	RES0019272	SFR02815	000100721	SHPD	Supp Hlth	\$ 78.69				Select Combination Code	<input type="text" value=""/>	
200400	0	0			000025898	WCBAB	WCB	\$ 0.52	0.52	100.00	000052198	Select Combination Code	<input type="text" value=""/>	551
200400	0	0	RES0019272	SFR02815	000100721	WCBAB	WCB	\$ 4.13				Select Combination Code	<input type="text" value=""/>	

- For Salaries, select the applicable Salary Account Number from the list provided
- For Earnings, select the applicable Account Number from the list provided – See chart below to identify which Account Number applies

Account Number	Account Name	Purpose
100430	AR Paymaster St Josephs	Do Not Use
100450	AR Paymaster AASUA	Do Not Use
100470	AR Paymaster NASA	Do Not Use
100483	AR Paymaster GSA	Do Not Use
100802	AR GST Mixed Apportionment	Do Not Use
200601	Employee Prepaid Benefits	Do Not Use
200856	Salary Advances	Do Not Use
500011	Faculty	Available
500021	Admin Professional Officers	Available
500025	Faculty Service Officers	Available
500031	Professional Librarians	Available
500041	Sessional & Other Temp Staff	Available
500042	Contract Acad Staff Teaching	Available
500043	Trust/Research Academic Staff	Available
500046	Other Academic Colleagues	Available
500048	Postdoctoral Fellows	Available
500061	Graduate Students	Available
500121	Undergrad Award/Bursary	Available


# Training Guide

## Salary & Benefits Adjustment (SBA)

Account Number	Account Name	Purpose
500125	Grad Award/Bursary	Available
500311	Support Staff – Continuing	Available
500312	Support Staff – Temporary	Available
500321	Excluded – Support/Students	Available
502491	Registration	Do Not Use

10. For Deductions, the applicable Benefit Account Number will be the only option available for selection.

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

12. **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

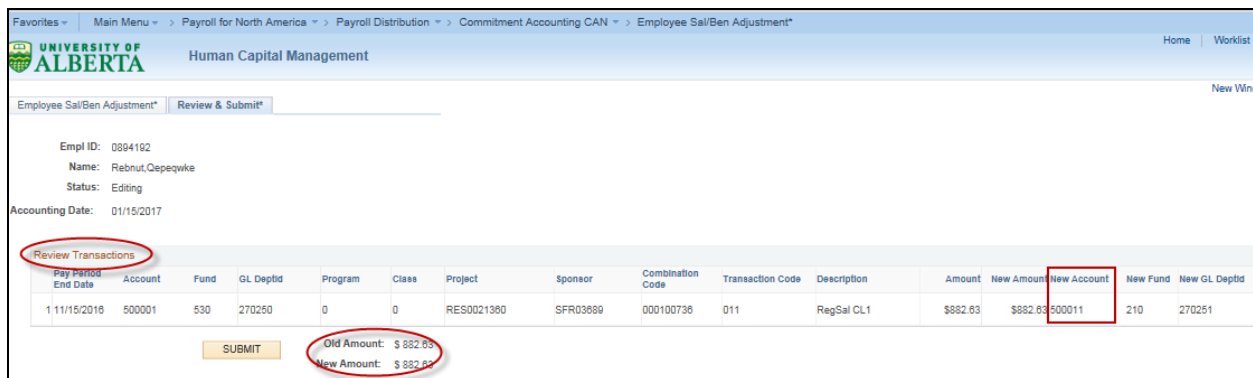
### Review and Submit

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



Employee Sal/Ben Adjustment\*    Review & Submit\*

Empl ID: 0894192  
Name: Rebrut, Qepeqwike  
Status: Editing  
Accounting Date: 01/15/2017

Pay Period End Date	Account	Fund	GL Deptid	Program	Class	Project	Sponsor	Combination Code	Transaction Code	Description	Amount	New Amount	New Account	New Fund	New GL Deptid
11/15/2016	500001	530	270250	0	0	RES0021360	SFR03689	000100736	011	RegSal CL1	\$882.63	\$882.63	500011	210	270251

Old Amount: \$ 882.63  
New Amount: \$ 882.63

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

## Training Guide

### Salary & Benefits Adjustment (SBA)

---

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

Are you sure you want to submit (22300,20)

I confirm that the salary and benefits being charged to the updated combination code are eligible expenses, reflect the work conducted and the expense was authorized by the budget owner.

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.

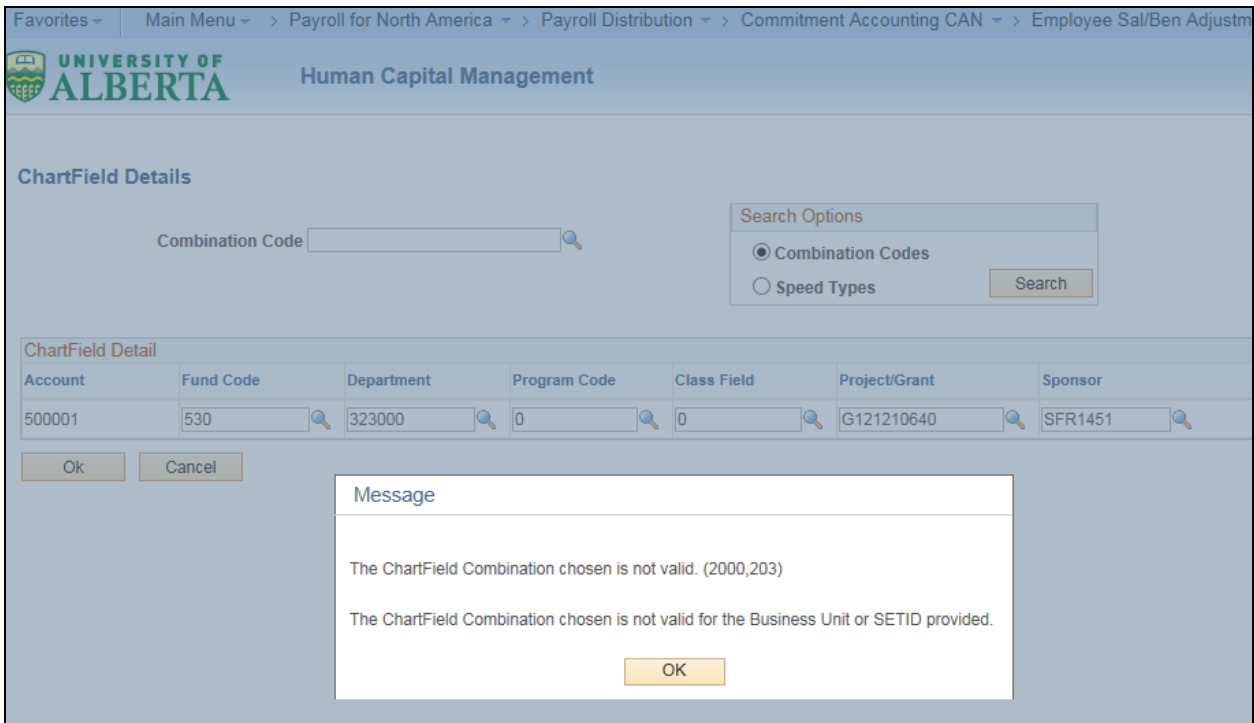
## Error Messages

### 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.



The screenshot shows the 'ChartField Details' page in the University of Alberta Human Capital Management system. The page includes a search bar for 'Combination Code' and a 'Search Options' section with radio buttons for 'Combination Codes' (selected) and 'Speed Types'. Below this is a table with columns for Account, Fund Code, Department, Program Code, Class Field, Project/Grant, and Sponsor. The table contains one row with values: 500001, 530, 323000, 0, 0, G121210640, and SFR1451. A 'Message' dialog box is open in the foreground, displaying two error messages: 'The ChartField Combination chosen is not valid. (2000,203)' and 'The ChartField Combination chosen is not valid for the Business Unit or SETID provided.' The dialog box has an 'OK' button at the bottom.

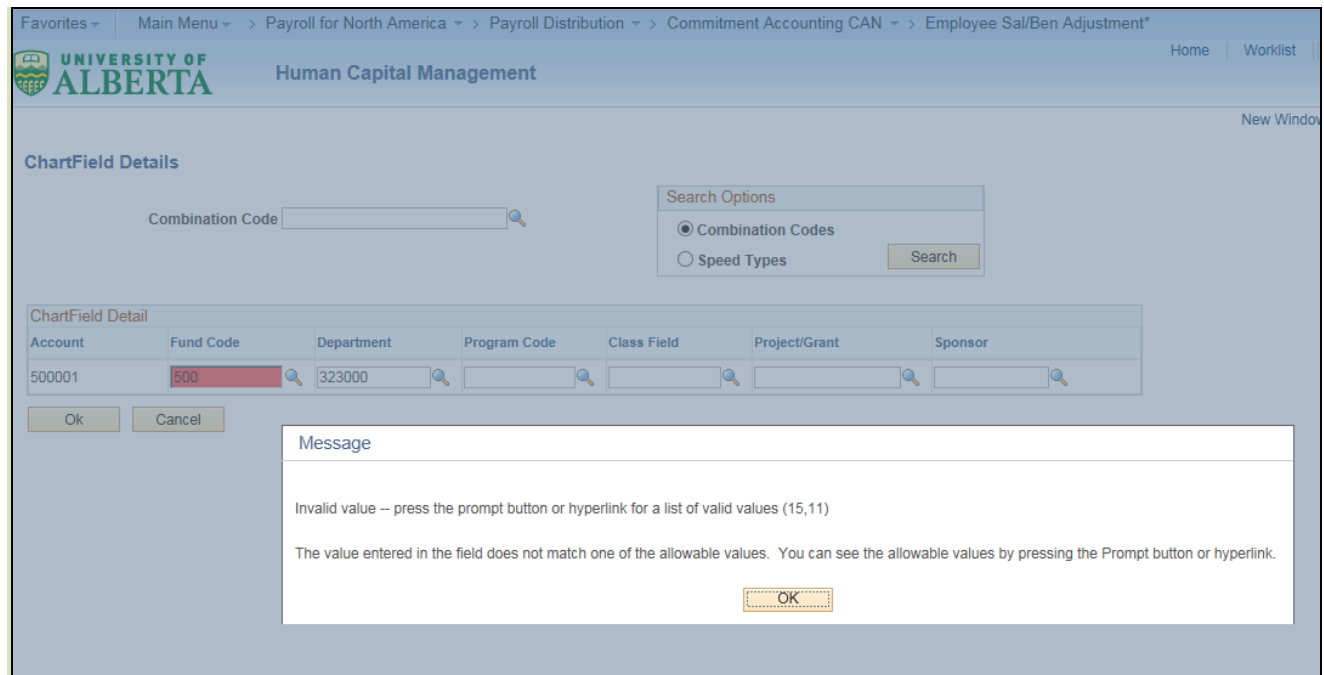
Account	Fund Code	Department	Program Code	Class Field	Project/Grant	Sponsor
500001	530	323000	0	0	G121210640	SFR1451

### 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.



The screenshot shows the 'Employee Sal/Ben Adjustment' screen in the Human Capital Management system. The 'ChartField Details' section has a 'Combination Code' field with a search icon. Below it is a 'Search Options' box with radio buttons for 'Combination Codes' (selected) and 'Speed Types', and a 'Search' button. A 'ChartField Detail' table is visible with columns: Account, Fund Code, Department, Program Code, Class Field, Project/Grant, and Sponsor. The 'Fund Code' field contains '500' and is highlighted in red. Below the table are 'Ok' and 'Cancel' buttons. A 'Message' box displays the following text:

Message

Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)

The value 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.

OK

# Training Guide

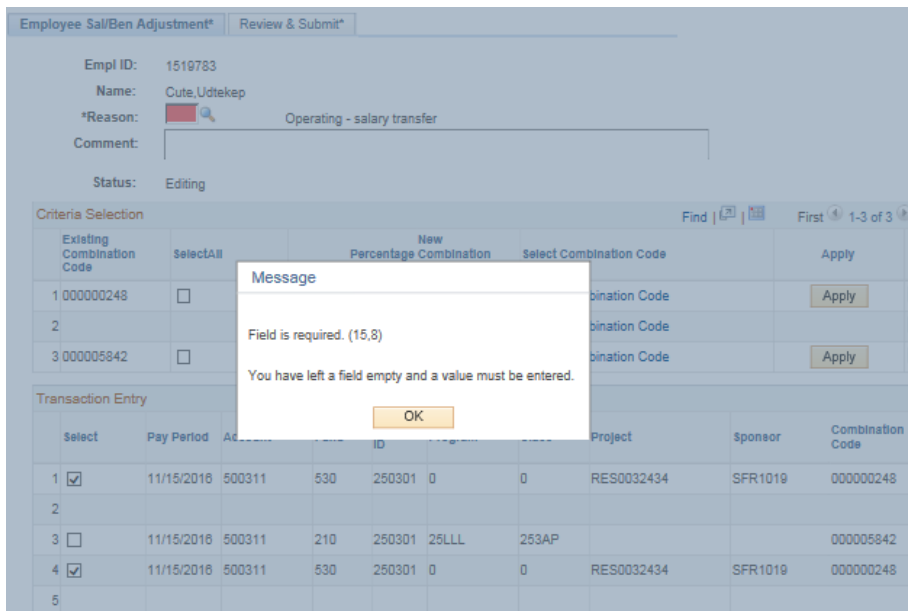
## Salary & Benefits Adjustment (SBA)

### 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  button.



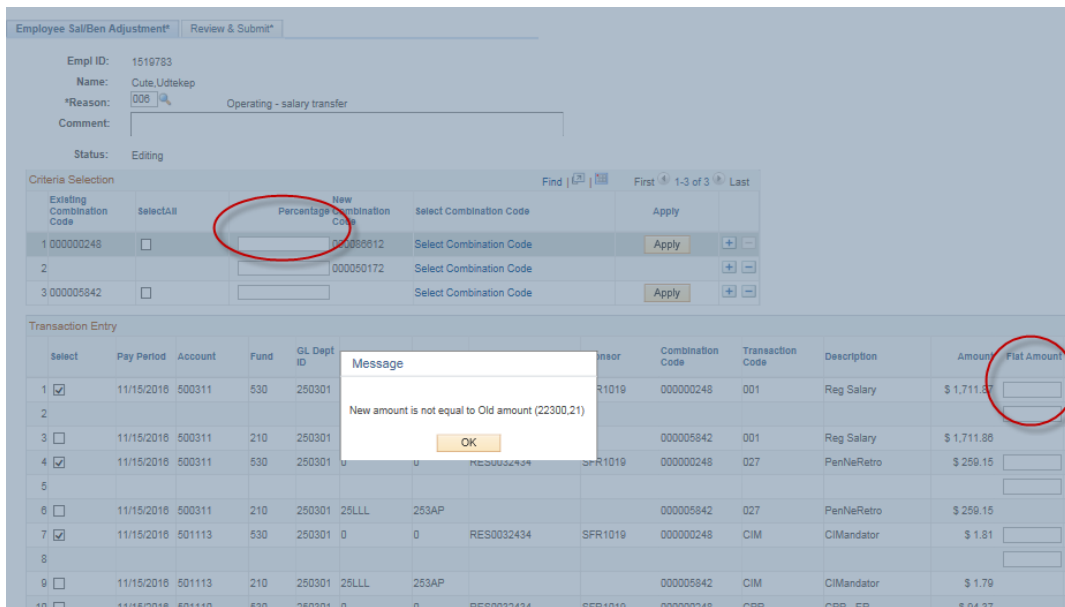
Employee Sal/Ben Adjustment\* Review & Submit\*

Empl ID: 1519783  
 Name: Cute,Udtekep  
 \*Reason: Operating - salary transfer  
 Comment:  
 Status: Editing

Existing Combination Code	Select All	New Percentage Combination Code	Select Combination Code	Apply
1 000000248	<input type="checkbox"/>		Select Combination Code	Apply
2	<input type="checkbox"/>		Select Combination Code	Apply
3 000005842	<input type="checkbox"/>		Select Combination Code	Apply

Transaction Entry

Select	Pay Period	Account	Fund	GL Dept ID	Dept	Project	Sponsor	Combination Code	
1 <input checked="" type="checkbox"/>	11/15/2016	500311	530	250301	0	0	RES0032434	SFR1019	000000248
2									
3 <input type="checkbox"/>	11/15/2016	500311	210	250301	25LLL	253AP			000005842
4 <input checked="" type="checkbox"/>	11/15/2016	500311	530	250301	0	0	RES0032434	SFR1019	000000248
5									



Employee Sal/Ben Adjustment\* Review & Submit\*

Empl ID: 1519783  
 Name: Cute,Udtekep  
 \*Reason: Operating - salary transfer  
 Comment:  
 Status: Editing

Existing Combination Code	Select All	New Percentage Combination Code	Select Combination Code	Apply
1 000000248	<input type="checkbox"/>	000006612	Select Combination Code	Apply
2	<input type="checkbox"/>	00000172	Select Combination Code	Apply
3 000005842	<input type="checkbox"/>		Select Combination Code	Apply

Transaction Entry

Select	Pay Period	Account	Fund	GL Dept ID	Dept	Project	Sponsor	Combination Code	Transaction Code	Description	Amount	Flat Amount	
1 <input checked="" type="checkbox"/>	11/15/2016	500311	530	250301	0	0	SFR1019	000000248	001	Reg Salary	\$ 1,711.87		
2													
3 <input type="checkbox"/>	11/15/2016	500311	210	250301	0	0		000005842	001	Reg Salary	\$ 1,711.88		
4 <input checked="" type="checkbox"/>	11/15/2016	500311	530	250301	0	0	RES0032434	SFR1019	000000248	027	Pen/NeRetro	\$ 259.15	
5													
6 <input type="checkbox"/>	11/15/2016	500311	210	250301	25LLL	253AP		000005842	027	Pen/NeRetro	\$ 259.15		
7 <input checked="" type="checkbox"/>	11/15/2016	501113	530	250301	0	0	RES0032434	SFR1019	000000248	CIM	CIMandator	\$ 1.81	
8													
9 <input type="checkbox"/>	11/15/2016	501113	210	250301	25LLL	253AP		000005842	CIM	CIMandator	\$ 1.79		
10 <input type="checkbox"/>	11/15/2016	501113	530	250301	0	0	RES0032434	SFR1019	000000248	CPR	CPR - FR	\$ 94.37	



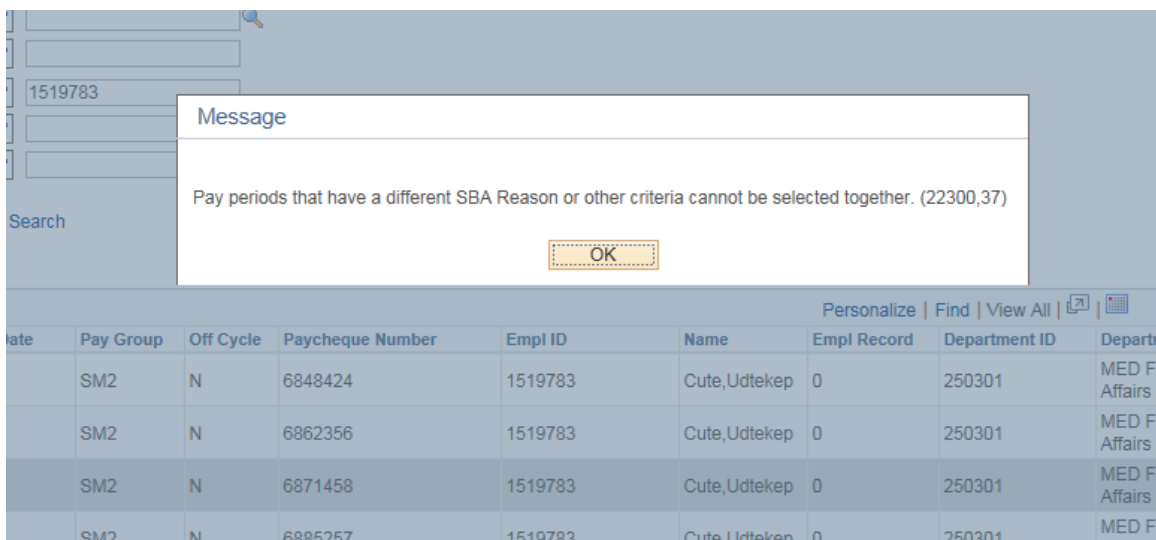
## Training Guide Salary & Benefits Adjustment (SBA)

**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:**

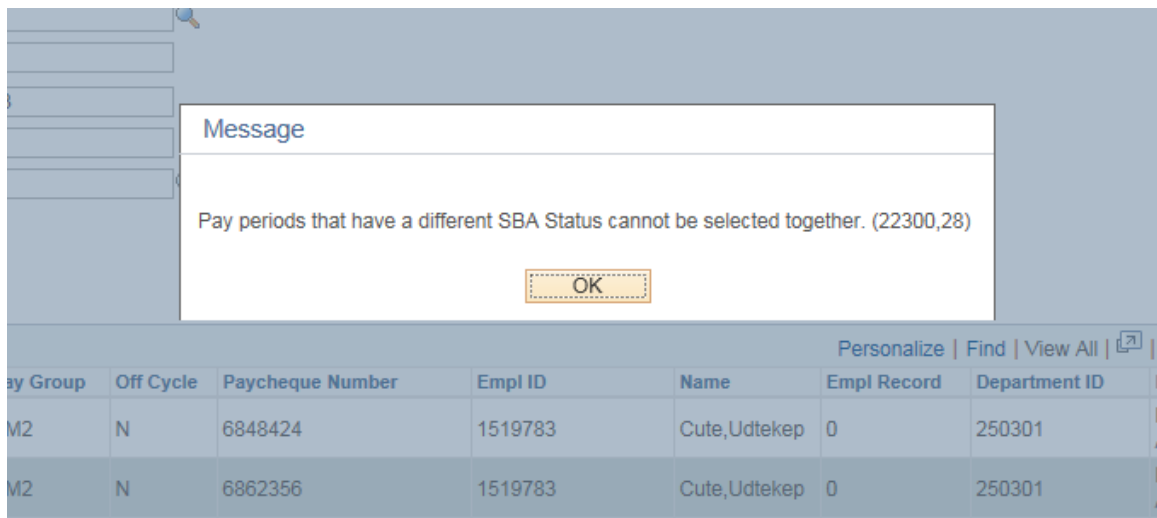
Multiple Pay periods can't be selected together if they have a different status (editing, submitted, complete). Multiple Pay periods can't be selected together if saved with a different reason code, criteria selection.

### What should I do?

- Select each pay period separately for review.



Date	Pay Group	Off Cycle	Paycheque Number	Empl ID	Name	Empl Record	Department ID	Department Name
	SM2	N	6848424	1519783	Cute,Udtekep	0	250301	MED F Affairs
	SM2	N	6862356	1519783	Cute,Udtekep	0	250301	MED F Affairs
	SM2	N	6871458	1519783	Cute,Udtekep	0	250301	MED F Affairs
	SM2	N	6885257	1519783	Cute,Udtekep	0	250301	MED F Affairs



Pay Group	Off Cycle	Paycheque Number	Empl ID	Name	Empl Record	Department ID	Department Name
M2	N	6848424	1519783	Cute,Udtekep	0	250301	MED F Affairs
M2	N	6862356	1519783	Cute,Udtekep	0	250301	MED F Affairs

## 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: <https://cloudfront.ualberta.ca/-/media/hrs/peoplesoft-training/training-material/time-and-labor/cross-referencing-speed-type-to-combo-codetrain.pdf>
- 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](mailto:helpdesk@ualberta.ca)

phone: (780) 492-9400


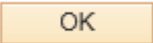
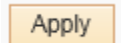
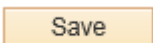
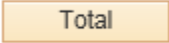
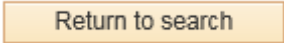
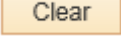
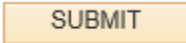

### **Human Resource Services**

[www.hrs.ualberta.ca](http://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:

	Search	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.
	OK	Opens the Adjustment page where all transaction lines associated with the chosen pay period end date are displayed. Process the required adjustments.
	Apply	When Selected the applicable fields in transaction lines are updated and open for the user to enter the changes.
	Save	Saves the transaction. The adjustment will be pending until the nightly update.
	Total	Opens the Old Amount and New Amount Fields to validate the Old and New Amount values.
	Return to Search	Return to Search in order to access another pay cheque/advice or another employee.
	Clear	Clears All Changes that have been entered on the page
	Submit	Select Submit to complete an adjustment
<a href="#">New Window</a>	New Window	Opens a new window to perform another task while the original window is open and occupied running other tasks.
<a href="#">Select Combination Code</a>	Select Combination Code	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
	Download	When selected, the current table details can be exported to Excel.