

College of Education &
Human Ecology
Payroll Reconciliation Process

presented by

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and
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March 27, 2006

Revised July 2007

Create a Payroll Spreadsheet

Example: Spreadsheet Template

The screenshot shows a Microsoft Excel spreadsheet titled "Reconciliation Template.xls". The spreadsheet has columns for user information, rates, hours worked, compensation earned, and check distribution. The columns are color-coded: yellow for hours worked, purple for compensation earned, and orange for check distribution. The spreadsheet includes a header row with the following labels: USER DEFINED NAME, Emp ID, HOURLY RATE, CHANGE IN RATE, HOURS WORKED, COMPENSATION EARNED, and CHECK DIST. The HOURS WORKED column is further divided into sub-columns for 1/7, 1/21, 2/4, and 2/18. The COMPENSATION EARNED column is divided into sub-columns for 1/7, 1/21, 2/4, and 2/18. The CHECK DIST column is divided into sub-columns for 1/7 and 1/21. The spreadsheet also includes a row for "Overtime" and a row for "Terminated".

USER DEFINED NAME	Emp ID	HOURLY RATE	CHANGE IN RATE	HOURS WORKED				COMPENSATION EARNED				CHECK DIST	
Pay	Period	End Date:		1/7	1/21	2/4	2/18	1/7	1/21	2/4	2/18	1/7	1/21
Overtime													
Terminated													

How You Do It

1. Pull information from HRB320 – Salary Listing Report from eReports to populate template.

www.oit.ohio-state.edu/hrfin/index.html

[Human Resources > Personnel > HRB320 (Salary Listing) > Choose Criteria]

The screenshot shows the "OSU-HR - Salary Listing" web application. The page title is "OSU-HR - Salary Listing" and the URL is "https://morphus.erp.ohio-state.edu/typerion/dataaccess/Browse?REQUEST_TYPE=GET_DOCUMENT&DOC_UU - Microsoft Internet Explorer". The application has a "Select From the Following Options" section with "AS OF DATE" set to "Jan 1 2006". There are three options for selection: "Option 1" (VP/College or COLLEGE_1 Level), "Option 2" (DEPARTMENT(Dxxxx) or ORGANIZATION), and "Option 3" (EMPLOYEE ID). The "Option 1" section has a list box with "VP/College" selected. The "Option 2" section has a text box with "Department Level (Dxxxx)" selected. The "Option 3" section has a text box with "Employee ID" selected. There are "Clear Form" and "Run Report" buttons.

2. Export report and save to your desktop. To Export from eReports click on the EXPORT button and save to your desktop.
3. Open exported file in Excel

A1	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
JED Org	Fund	Account	Project	Program	User Defin	Name	Empld	Empl Rcd	Home Org	Classificat	Position N	Appt Leng	JED Annl	JED FTE	Rate
12711	011000	60044				Magliocca,76035386	0	0	12700	Ex Dir-Ctr	00003392	12/12	Mon	51,972.	0.5
12711	011000	60055				Clark,Pam91040504	0	0	12711	Office Adm	00014609	52/52	Wee	#####	9.47
12711	017000	60065				Clark,Pam91040504	0	0	12711	Office Adm	00014609	52/52	Wee	#####	0.23
12711	110651	60044				Bodeker,M01108883	0	0	12711	Systems	00046662	12/12	Mon	23,214.6	0.45
12711	110651	60044				Bohm,Lisa95111248	0	0	12711	Systems	00042094	12/12	Mon	9,572.64	0.2035
12711	110651	60044				Galbraith,J01109366	1	1	12711	Program	00059759	12/12	Mon	1,890	0.0525
12711	110651	60044				James,Ch99091415	0	0	12711	Systems	00031103	12/12	Mon	25,034.4	0.45
12711	110651	60044				Johnson,C92097708	0	0	12711	Systems	00032532	12/12	Mon	13,869.	0.25
12711	110651	60044				Lynd,Char76005171	0	0	12711	Senior Sy	00015336	12/12	Mon	32,842.8	0.45
12711	110651	60044	60005602			James,Ch99091415	0	0	12711	Systems	00031103	12/12	Mon	8,344.8	0.15
12711	110651	60055				Takacs,La97008406	0	0	12711	Office Ass	00056365	52/52	Wee	1,642.16	0.05
12711	110651	60131				Gessler,K05147326	0	0	12711	Student A	00043677	52/52	Wee	8,320.	0.5
12711	530469	60044				Bodeker,M01108883	0	0	12711	Systems	00046662	12/12	Mon	15,476.4	0.3
12711	530469	60044				Bohm,Lisa95111248	0	0	12711	Systems	00042094	12/12	Mon	9,313.92	0.199
12711	530469	60044				Dray,Vven05166897	0	0	12711	Editor	00059283	12/12	Mon	22,002.	0.5
12711	530469	60044				Galbraith,J01109366	1	1	12711	Program	00059759	12/12	Mon	7,290.	0.2025
12711	530469	60044				James,Ch99091415	0	0	12711	Systems	00031103	12/12	Mon	13,908.	0.25
12711	530469	60044				Johnson,C92097708	0	0	12711	Systems	00032532	12/12	Mon	11,095.2	0.2
12711	530469	60044				Lynd,Char76005171	0	0	12711	Senior Sy	00015336	12/12	Mon	14,596.8	0.2
12711	530469	60044				Rider,Kath05168550	0	0	12711	Program	00060005	12/12	Mon	#####	0.9
12711	530469	60044				Sullivan,ZI99039210	0	0	12711	Program	00059755	12/12	Mon	54,937.2	0.9
12711	530469	60044				Sykes,Der88035001	0	0	15000	Director-00	00009520	12/12	Mon	12,776.4	0.15
12711	530469	60055				Clark,Pam91040504	0	0	12711	Office Adm	00014609	52/52	Wee	4,051.84	0.1
12711	530469	60055				Takacs,La97008406	0	0	12711	Office Ass	00056365	52/52	Wee	6,568.64	0.2
12711	530469	60031				Blasky,K05160736	0	0	12711	Program	00059811	52/52	Wee	5,535.876	0.2475
12711	590000	60044	60005524			Daniels,Ce77017041	0	0	12711	Senior Res	00023111	12/12	Mon	62,220.	1.
12711	590000	60044	60005524			Magliocca,76035386	0	0	12700	Ex Dir-Ctr	00003392	12/12	Mon	51,972.	0.5
12711	590000	60044	60005524			Reece,Rot02122973	0	0	12711	Senior Res	00039756	12/12	Mon	48,504.	1.
12711	590000	60044	60005602			Bodeker,M01108883	0	0	12711	Systems	00046662	12/12	Mon	12,897.	0.25

- Sort or filter data by Appt Length to determine if biweekly (52/52 weeks) or monthly (9/12, 12/12, Quarters) paid employee.
- Add formula to calculate monthly or hourly rates.

$$\text{Monthly Rate} = \text{JED Annual Rate}/12$$

$$\text{Hourly Rate} = \text{JED Annual Rate}/\text{JED FTE}/2080$$

- Add formula to calculate standard hours for all permanent biweekly employees.

$$\text{Standard Hours} = \text{FTE Sum} * 80$$

- Open Reconciliation Template in Excel.
- Arrange sheets horizontally in same window. (**WINDOW – ARRANGE – HORIZONTAL**)
- Copy **chartfield values, name, and employee id** for biweekly paid employees from Salary Listing Report to Reconciliation Template Biweekly sheet. (columns A through H)
- Copy your calculated values of **hourly rate** from Salary Listing Report for biweekly employees to Reconciliation Template sheet. (column I).
- Copy your calculated values or **standard hours** from Salary Listing Report for biweekly employees to the Reconciliation Template sheet into all **Hours Worked Pay Periods**.
- Edit spreadsheet for new hires, terms, or changes to JED, standard hours, or pay rate, etc. per pay period.
- Close the Salary Listing Report. Save your work on the Reconciliation Template.

Step 1: Verify Timekeeping Entry

1. Ensure timekeeping entry is completed on alternate Mondays for biweekly and two days prior to monthly deadline to ensure enough time to verify and correct entries.
2. Run HRB710 - Data Entry Verification Report from e-Reports. (www.oit.ohio-state.edu/hrfin/index.html)
[Human Resources > Timekeeping and Leave > HRB710 > Choose Criteria]

Report ID: HRB710PPD
The Ohio State University
BIWEEKLY DATA ENTRY - PAY PERIOD DETAIL
Pay End: 01/07/2006
Page 1 of 2
Run Date: 01/30/06 12:50 PM

Timekeeping Group: 00115

TI Org	Name/Emplid	Empl Rcd #	Org	Fund	Acct	OVT Flag	Project	Program	User Def	JED CR	Time Rpt Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wkly Total	
C	Alicie,Valerie 96004618	0	12421	011000	60055					Y	REG	wk1	0.0	0.0	0.0	8.0	8.0	8.0	0.0	24.0
											wk2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	24.0
																				48.0
C	Alicie,Valerie 96004618	0	12421	011000	60055					Y	HPB	wk1	0.0	8.0	8.0	0.0	0.0	0.0	0.0	16.0
											wk2	0.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	8.0
																				24.0
C	Alicie,Valerie 96004618	0	12421	011000	60055					Y	VCT	wk1	0.0	0.0	8.0	0.0	0.0	0.0	0.0	8.0
											wk2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	8.0
																				8.0
C	Alicie,Valerie 96004618	0	12421	011000	60057					N	OVT	wk1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5.0
											wk2	0.0	0.0	5.0	1.5	0.0	0.0	0.0	0.0	6.5
																				11.5
C	Naumoff,Dena Kay 80084912	0	12411	011000	60055					Y	REG	wk1	0.0	0.0	0.0	8.0	8.0	8.0	0.0	24.0
											wk2	0.0	0.0	8.0	8.0	8.0	8.0	0.0	0.0	32.0
																				56.0
C	Naumoff,Dena Kay 80084912	0	12411	011000	60055					Y	HPB	wk1	0.0	8.0	8.0	0.0	0.0	0.0	0.0	16.0
											wk2	0.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	8.0
																				24.0
C	Sondrini,Andrea Mari 96114966	0	12431	011000	60055					Y	REG	wk1	0.0	0.0	0.0	6.3	6.3	6.3	0.0	18.9
											wk2	0.0	0.0	0.0	6.3	6.3	6.3	0.0	0.0	25.2
																				44.2
C	Sondrini,Andrea Mari 96114966	0	12431	011000	60055					Y	HPB	wk1	0.0	6.3	6.3	0.0	0.0	0.0	0.0	12.6
											wk2	0.0	6.3	0.0	0.0	0.0	0.0	0.0	0.0	6.3
																				18.9

3. Ensure all hours worked are entered in the correct pay period. You will need to run the Prior Pay Period Detail if any entries were made outside of the current pay period.
4. Ensure all entries correspond to documented and approved Timesheets and/or Leave forms.
5. Ensure all hires and changes to active records have been entered correctly on Job Data Activity Reports.
6. Ensure all activities have been entered correctly on the Additional Pay Activity Report.
7. Document your verification on the Payroll Processing Checklist for the pay period.
8. Retain Timesheets and leave forms according to retention guidelines.
9. **Input Hours Worked on Payroll Spreadsheet for Student or Temporary Employees.**

How You Do It

1. Pull information from HRB710 – Biweekly Data Entry Verification Summary Report from eReports to populate template.
(www.oit.ohio-state.edu/hrfin/index.html)
[Human Resources > Timekeeping and Leave > HRB710 > Choose Criteria]

https://persphone.erp.ohio-state.edu/typerion/dataaccess/Browse?REQUEST_TYPE=GET_DOCUMENTDOC... Microsoft Internet Explorer

Report ID: HRB710PPS The Ohio State University BIWEEKLY DATA ENTRY - PAY PERIOD SUMMARY Page 1 of 1
 Pay End: 01/07/2006 Run Date: 01/25/06 01:10 PM

Timekeeping Group: 01013

Org	Name/Emplid	Empl Rcd #	Org	Fund	Acct	OVT Flag	Project	Program	User Def	JED Dflr	Time Rpt Code	Hours	F50 Hour
C	Clark, Pamela Sue	0	12711	011000	60055					N	REG	26.3	
			12711	017000	60055					Y	REG	15.7	
			12711	017000	60055					Y	HPB	9.7	
			12711	630466	60055					N	REG	5.5	
			12711	630466	60055					N	HPB	2.4	
			12711	590000	60055		60005602			N	REG	3.4	
			12711	590000	60055		60005602			N	HPB	3.6	
												88.0	
C	Takacs, Laurie Jo	0	12711	110661	60055					Y	REG	2.6	
			12711	630466	60055					N	HPB	1.2	
			12711	630466	60055					N	REG	14.2	
			12711	630466	60055					N	HPB	3.4	
			12711	590000	60055		60005524			N	REG	0.4	
			12711	590000	60055		60005524			N	HPB	0.6	
			12711	590000	60055		60005602			N	REG	22.4	
			12711	590000	60055		60005602			N	HPB	9.6	
			12711	590000	60055		60006430			N	REG	11.2	
			12711	590000	60055		60006430			N	HPB	4.8	
			12711	590000	60057		60006430			N	OVT	8.8	
												88.0	
S	Cesztar, Kevin P.	0	12711	110661	60131					Y	REG	1.6	
												1.6	
U	Blahety, Kyle A.F.	0	12711	630466	60061		60003663			N	REG	24.8	
			12711	630466	60061		60003663			N	REG	24.8	
			12711	590000	60061		60005602			Y	REG	26.6	
												76.2	

2. Either manually enter total hours worked from report into Template Spreadsheet, or Cut and Paste from Exported copy of report. (Hint: a pivot table easily calculates the totals for the two week period per chartfield.) Remember, you will only need to enter student and temporary employee hours worked each pay period.
3. Open the exported file in Excel.

Microsoft Excel - 1241hr_biweekly_data_entry_pps_report.xls

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
Ttl	Grp	Name	Emplid	Empl Rcd	Org	Fund	Acct	Project_n	Program_r	User Def_r	JED Dflr	Time Rpt	CTime Rpt	CTotal	Total	Non-Tot	Total																
	C	Alicie_Vale	96004618	0	12421	011000	60055				Y	1	REG	48.0	80.0		80.0																
	C	Alicie_Vale	96004618	0	12421	011000	60055				Y	2	VCT	8.0	80.0		80.0																
	C	Alicie_Vale	96004618	0	12421	011000	60057				N	2	OVT	11.5	11.5		11.5																
	C	Naumoff_D	80084912	0	12411	011000	60055				Y	1	REG	56.0	80.0		80.0																
	C	Naumoff_D	80084912	0	12411	011000	60055				Y	2	HPB	24.0	80.0		80.0																
	C	Sondrini_A	86114966	0	12431	011000	60055				Y	1	REG	44.2	63.1		63.1																
	C	Sondrini_A	86114966	0	12431	011000	60055				Y	2	HPB	18.9	63.1		63.1																
	C	Sondrini_A	86114966	0	12431	011000	60057				N	2	OVT	6.5	6.5		6.5																
	C	Sondrini_A	86114966	0	12431	110428	60055				N	1	REG	11.8	18.9		18.9																
	C	Sondrini_A	86114966	0	12431	011000	60055				N	2	REG	44.2	63.1		63.1																
	S	Song_Sun	06159191	0	12411	011000	60131				Y	1	REG	10.0	10.0		10.0																
	S	Villacres_J	04137245	0	12411	011000	60131				Y	1	REG	12.0	12.0		12.0																
	U	Brandt_Pet	90075612	0	12411	011000	60044				Y	2	REG	19.0	27.2		27.2																
	U	Brandt_Pet	90075612	0	12411	011000	60044				Y	1	HPB	8.2	27.2		27.2																
	U	Brandt_Pet	90075612	0	12421	011000	60044				N	1	REG	18.5	26.4		26.4																
	U	Brandt_Pet	90075612	0	12421	011000	60044				N	2	HPB	7.9	26.4		26.4																
	U	Brandt_Pet	90075612	0	12431	011000	60044				N	1	REG	18.5	26.4		26.4																
	U	Brandt_Pet	90075612	0	12431	011000	60044				N	2	HPB	7.9	26.4		26.4																

4. Create a pivot table. Position cursor in cell A1. From menu [Data – Pivot Table – Data from Excel (Next) – Enter Range (Next) – New Worksheet (Finish)]. Consider that the Pivot Table will sort in ascending order from left to right.
5. Drag chartfield and name information to Row Fields as desired.
6. Drag Totals to Data Items.
7. Filter on account code for students and temporary staff only.

Timek	Org	Fund	Acct	Name short	Total
00115	12411	011000	60131	Song, Sun Yung	10
				Villacres, Jennifer L	12
			60131 Total		22
		011000 Total			22
	12411 Total				22
00115 Total					22
Grand Total					22

8. Enter total hours to be paid into Template Spreadsheet under appropriate pay period in category **Hours Worked**. (Hint: you can hide the field Total and Grand Totals if you desire)
9. It is important for your template and the pivot table to be in agreement if you would like to Cut and Paste directly. Otherwise, the names and/or funds will not reconcile without manual manipulation on your part.

Your Reconciliation Spreadsheet should now look like this. Compensation Earned and Variance are calculated by a formula formatted within the spreadsheet.

NAME	Emp ID	HOURLY RATE	CHANGE IN RATE	HOURS WORKED	COMPENSATION EARNED	CHECK DISTRIBUTION	VARIANCE
Brandt, Peter J	90075612	17.8		80	1,424.00		
Naumoff, Dena Kay	90084912	22.67					
Villacres, Jennifer Lee	04137245	7.9					

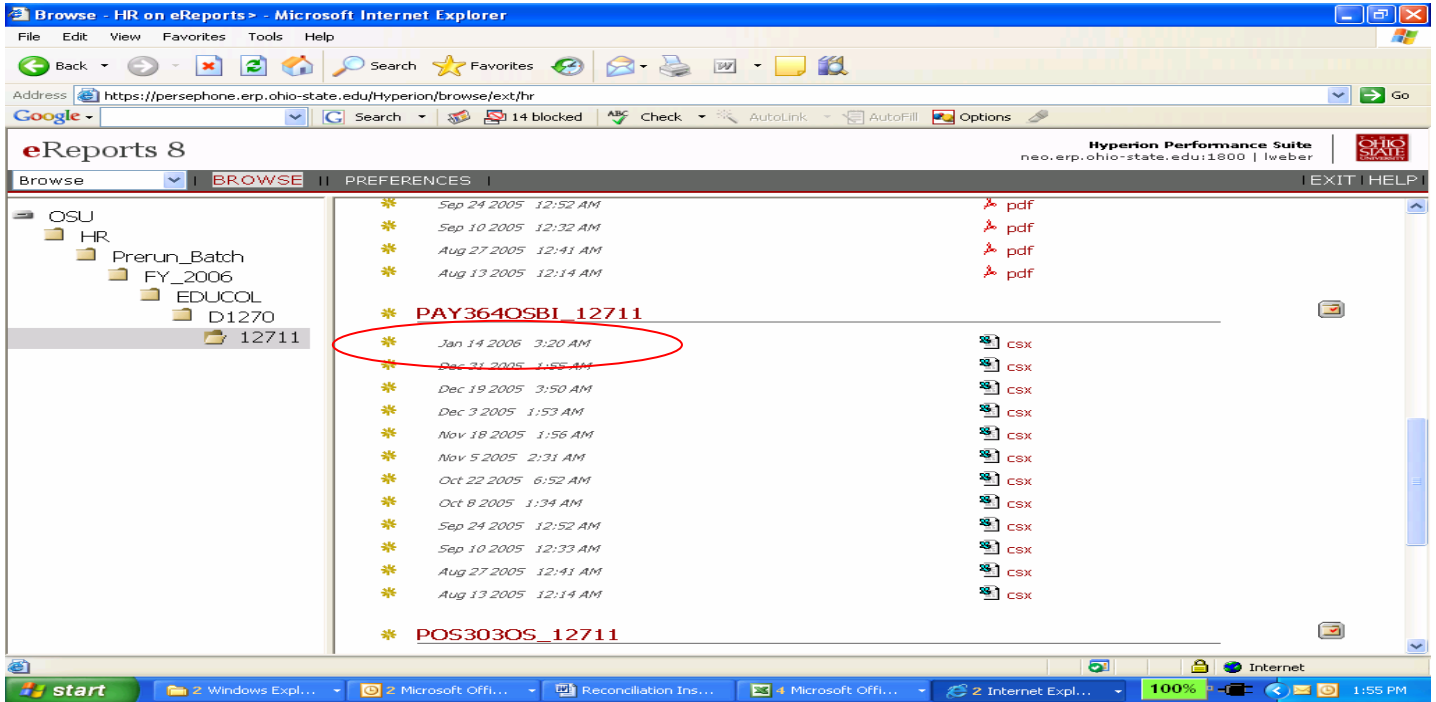
Step 2. Reconcile Check Distribution Report

How You Do It

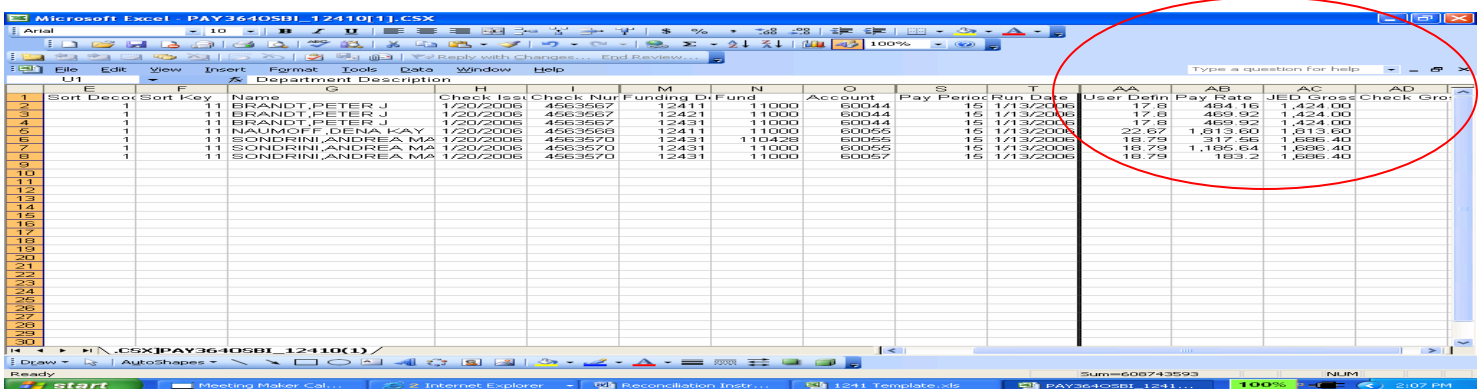
1. Pull information from PAY364OSBI – Check Distribution Report from eReports to populate template once payroll has been confirmed by OHR.

(www.oit.ohio-state.edu/hrfin/index.html)

Human Resources > Prerun Batch > FY 2006 > EDUCOL > D# > Org # > PAY364OSBI_12XX



(NOTE: The report is pre-run for each org and delivered as a pdf or csx file. The date listed corresponds to the date the report is posted to eReports.)



2. Open .csx file and format into columns. (Note: Last 4 columns are labeled incorrectly)
3. Filtering with the Sort Key or Sort Decode Key will eliminate duplications due to check sort and department distribution on report.
4. Again, you want to make certain to sort the file by name and chartfield to coincide with your Reconciliation worksheet.
5. Open your Reconciliation worksheet.

Step 3. Reconcile Status of Leave

How You Do It

1. Run HRB730 – Status of Leave Report from eReports.

(www.oit.ohio-state.edu/hrfin/index.html)

[Human Resources > Timekeeping and Leave > HRB730 (Status of Leave) > Choose Criteria]

Report ID: HRB730MNG The Ohio State University Page 1 of 2
STATUS OF LEAVE Pay End: 01/07/2006 Frequency: Biweekly Run Date: 01/26/06 02:33 PM

Timekeeping Group: 01013 Organization: 12711 Department: D1270 - Schl of Phy Act & Eduo Serv

Title Group: C

Name: Clark, Pamela Sue Employee ID: 91040504 Service Date: 06/10/91

Leave Type	Beginning Balance	Earned	Used	Adjusted	Ending Balance	Maximum Carry Forward
Vacation	451.9	5.1	0.0	0.0	456.1	400
Sick Leave	885.2	4.6	0.0	0.0	889.8	
Military	176.0	176.0	0.0	0.0	176.0	

Name: Takacs, Laurie Jo Employee ID: 97008406 Service Date: 01/27/97

Leave Type	Beginning Balance	Earned	Used	Adjusted	Ending Balance	Maximum Carry Forward
Vacation	55.2	4.6	0.0	0.0	59.8	380
Sick Leave	86.0	5.0	0.0	0.0	91.1	
Compensatory Time	0.0	0.0	0.0	0.0	0.0	
Family Medical	470.8	0.0	0.0	0.0	470.8	
Military	176.0	176.0	0.0	0.0	176.0	

Organization: 12711 Department: D1270 - Schl of Phy Act & Eduo Serv

Title Group: U

Name: Blakely, Kyle A.F. Employee ID: 05150736 Service Date: 05/23/05

Leave Type	Beginning Balance	Earned	Used	Adjusted	Ending Balance	Maximum Carry Forward
Sick Leave	27.7	4.3	0.0	0.0	32.1	
Military	176.0	176.0	0.0	0.0	176.0	

2. Verify leave used, earned, and adjusted, ensuring each employee's balances are correct, in accordance to University policy. Leave balances are to be maintained on a formal and current basis and will be verified prior to the next payroll period.
3. Make correcting entries into the HRIS as necessary, documenting reason for correction in the comments field.
4. Print and process Status of Leave reports according to School policy.
5. Verify yearly balances with employees. An individual report is available to do so.
6. Document your verification on the Payroll Processing Checklist for the pay period.
7. Retain the Status of Leave Report on file according to retention guidelines.

Step 4. Reconcile to GL

How You Do It

1. Export the HRB140 (Schedule 4.3 and 4.4) (www.oit.ohio-state.edu/hrfin/index.html)

[Human Resources > Financial > Reconciliation > HRB140 (YTD HR-GL Activity) > Choose Criteria]

Line	Acct	Emp	Net Activity	HR P/R Exp	HR Enc Bal	Total Cash Comm	Annual Rate for Rpt	Ann Rate for Cash Comm
1	60044	Magliocco, Larry Anth	25,723.50	25,986.00	51,709.50	51,972.00	0.00	0.00
2	60055	Clark, Pamela Sue	9,371.91	10,254.27	19,626.08	19,043.65	-732.45	-732.45
3	60057	Takacs, Laurie Jo	243.75	0.00	243.75	0.00	-243.75	-243.75
4	60081	Gessler, Catherine Jo	-61.23	0.00	-61.23	0.00	61.23	61.23
5	60044	Reece, Robert W.	1,373.40	0.00	1,373.40	0.00	-1,461.90	-1,461.90
6	60055	Clark, Pamela Sue	5,583.19	6,108.93	11,692.12	11,345.15	-436.35	-436.35
7	60044	Bodeker, Martens A	-262.55	5,215.55	7,738.20	13,955.05	15,476.40	1,621.35
8	60044	Galbraith, J	1,800.00	1,890.00	3,690.00	3,780.00	90.00	90.00
9	60057	Kelsey, Sh	0.00	3,253.55	0.00	3,253.55	0.00	-3,253.55
10	60044	Lynd, Char	0.00	11,938.70	9,123.00	20,761.70	19,246.00	-2,515.70
11	60044	Johnson, C	-517.22	4,512.95	1,386.90	5,893.75	2,773.80	-3,125.95
12	60044	Bohm, Lisa	0.00	7,579.75	5,821.20	13,400.95	11,642.40	-1,858.02
13	60044	James, Ch	-135.54	5,921.01	8,344.80	14,255.81	16,689.60	2,433.79
14	60055	Clark, Pam	-105.90	694.44	0.00	694.44	0.00	-710.40
15	60055	Takacs, La	0.00	685.88	884.24	1,570.12	1,642.15	69.15
16	60057	Clark, Pamela Sue	0.00	85.10	0.00	85.10	0.00	-85.10
17	60081	Gessler, Catherine Jo	-171.44	1,182.95	0.00	1,182.95	0.00	-1,182.95
18	60057	Blakely, Ky	0.00	315.00	1,890.00	2,205.00	3,780.00	1,575.00
19	60092	Galbraith, Jeanne Sus	0.00	1,457.27	0.00	1,457.27	0.00	-1,457.27
20	60044	James, Ch	0.00	875.80	0.00	875.80	0.00	-875.80
21	60044	James, Ch	0.00	10,633.53	9,735.60	20,369.23	19,471.20	-898.03
22	60044	Bodeker, M	0.00	429.90	2,579.40	3,009.30	5,158.80	2,149.50
23	60044	Galbraith, J	0.00	315.00	1,890.00	2,205.00	3,780.00	1,575.00
24	60044	Dray, Wend	0.00	1,455.80	8,800.80	10,257.60	17,601.60	7,344.00
25	60044	Rider, Kath	0.00	1,268.19	13,350.04	15,216.23	27,900.07	12,681.84
26	60044	Lynd, Char	0.00	4,405.20	3,643.20	4,405.20	7,255.40	3,041.00
27	60044	Johnson, C	0.00	462.30	2,773.80	3,236.10	5,547.60	2,311.50
28	60044	Bohm, Lisa	0.00	793.60	4,762.80	6,556.60	9,525.60	3,863.00
29	60044	Sullivan, St	0.00	4,575.60	27,453.60	32,029.20	54,907.20	22,878.00

2. Create a pivot table to extrapolate Expense, Encumbrance, and Annual Rate for Reporting for all lines.

Fund	Project	Acct	Employee Name	Total
011000	(blank)	60044	Magliocco, Larry Anthony	25,723.5
			Sum of HR P/R Exp - Cur Bud Yr	25,986
			Sum of HR Enc Bal - Cur Bud Yr	51,972
			Sum of Annual Rate for Rpt	25,723.5
			Sum of Annual Rate for Rpt	51,972
		60055	Clark, Pamela Sue	9,371.91
			Sum of HR P/R Exp - Cur Bud Yr	10,254.27
			Sum of HR Enc Bal - Cur Bud Yr	19,043.65
			Sum of Annual Rate for Rpt	9,371.91
			Sum of Annual Rate for Rpt	25,986
		60057	Takacs, Laurie Jo	243.75
			Sum of HR P/R Exp - Cur Bud Yr	0
			Sum of HR Enc Bal - Cur Bud Yr	243.75
			Sum of Annual Rate for Rpt	0
		60081	Gessler, Catherine Jo	-61.23
			Sum of HR P/R Exp - Cur Bud Yr	0
			Sum of HR Enc Bal - Cur Bud Yr	-61.23
			Sum of Annual Rate for Rpt	0
		60081	Reece, Robert W	1,373.40
			Sum of HR P/R Exp - Cur Bud Yr	0
			Sum of HR Enc Bal - Cur Bud Yr	0
			Sum of Annual Rate for Rpt	1,373.40
		60055	Clark, Pamela Sue	5,583.19
			Sum of HR P/R Exp - Cur Bud Yr	6,108.93
			Sum of HR Enc Bal - Cur Bud Yr	11,692.12
			Sum of Annual Rate for Rpt	5,583.19
			Sum of Annual Rate for Rpt	11,692.12
		60044	Bodeker, Martens A	-262.55
			Sum of HR P/R Exp - Cur Bud Yr	5,215.55
			Sum of HR Enc Bal - Cur Bud Yr	7,738.20
			Sum of Annual Rate for Rpt	-262.55
			Sum of Annual Rate for Rpt	10,254.27
		60044	Galbraith, J	1,800.00
			Sum of HR P/R Exp - Cur Bud Yr	1,890.00
			Sum of HR Enc Bal - Cur Bud Yr	3,690.00
			Sum of Annual Rate for Rpt	1,800.00
			Sum of Annual Rate for Rpt	3,690.00
		60057	Kelsey, Sh	0.00
			Sum of HR P/R Exp - Cur Bud Yr	3,253.55
			Sum of HR Enc Bal - Cur Bud Yr	0.00
			Sum of Annual Rate for Rpt	0.00
			Sum of Annual Rate for Rpt	3,253.55
		60081	Lynd, Char	0.00
			Sum of HR P/R Exp - Cur Bud Yr	11,938.70
			Sum of HR Enc Bal - Cur Bud Yr	9,123.00
			Sum of Annual Rate for Rpt	0.00
			Sum of Annual Rate for Rpt	11,938.70
		60044	Johnson, C	-517.22
			Sum of HR P/R Exp - Cur Bud Yr	4,512.95
			Sum of HR Enc Bal - Cur Bud Yr	1,386.90
			Sum of Annual Rate for Rpt	-517.22
			Sum of Annual Rate for Rpt	4,512.95
		60044	Bohm, Lisa	0.00
			Sum of HR P/R Exp - Cur Bud Yr	7,579.75
			Sum of HR Enc Bal - Cur Bud Yr	5,821.20
			Sum of Annual Rate for Rpt	0.00
			Sum of Annual Rate for Rpt	7,579.75
		60044	James, Ch	-135.54
			Sum of HR P/R Exp - Cur Bud Yr	5,921.01
			Sum of HR Enc Bal - Cur Bud Yr	8,344.80
			Sum of Annual Rate for Rpt	-135.54
			Sum of Annual Rate for Rpt	5,921.01
		60055	Clark, Pam	-105.90
			Sum of HR P/R Exp - Cur Bud Yr	694.44
			Sum of HR Enc Bal - Cur Bud Yr	0.00
			Sum of Annual Rate for Rpt	-105.90
			Sum of Annual Rate for Rpt	694.44
		60055	Takacs, La	0.00
			Sum of HR P/R Exp - Cur Bud Yr	685.88
			Sum of HR Enc Bal - Cur Bud Yr	884.24
			Sum of Annual Rate for Rpt	0.00
			Sum of Annual Rate for Rpt	685.88
		60057	Clark, Pamela Sue	0.00
			Sum of HR P/R Exp - Cur Bud Yr	85.10
			Sum of HR Enc Bal - Cur Bud Yr	0.00
			Sum of Annual Rate for Rpt	0.00
			Sum of Annual Rate for Rpt	85.10
		60081	Gessler, Catherine Jo	-171.44
			Sum of HR P/R Exp - Cur Bud Yr	1,182.95
			Sum of HR Enc Bal - Cur Bud Yr	0.00
			Sum of Annual Rate for Rpt	-171.44
			Sum of Annual Rate for Rpt	1,182.95
		60057	Blakely, Ky	0.00
			Sum of HR P/R Exp - Cur Bud Yr	315.00
			Sum of HR Enc Bal - Cur Bud Yr	1,890.00
			Sum of Annual Rate for Rpt	0.00
			Sum of Annual Rate for Rpt	315.00
		60092	Galbraith, Jeanne Sus	0.00
			Sum of HR P/R Exp - Cur Bud Yr	1,457.27
			Sum of HR Enc Bal - Cur Bud Yr	0.00
			Sum of Annual Rate for Rpt	0.00
			Sum of Annual Rate for Rpt	1,457.27
		60044	James, Ch	0.00
			Sum of HR P/R Exp - Cur Bud Yr	875.80
			Sum of HR Enc Bal - Cur Bud Yr	0.00
			Sum of Annual Rate for Rpt	0.00
			Sum of Annual Rate for Rpt	875.80
		60044	James, Ch	0.00
			Sum of HR P/R Exp - Cur Bud Yr	10,633.53
			Sum of HR Enc Bal - Cur Bud Yr	9,735.60
			Sum of Annual Rate for Rpt	0.00
			Sum of Annual Rate for Rpt	10,633.53
		60044	Bodeker, M	0.00
			Sum of HR P/R Exp - Cur Bud Yr	429.90
			Sum of HR Enc Bal - Cur Bud Yr	2,579.40
			Sum of Annual Rate for Rpt	0.00
			Sum of Annual Rate for Rpt	429.90
		60044	Galbraith, J	0.00
			Sum of HR P/R Exp - Cur Bud Yr	315.00
			Sum of HR Enc Bal - Cur Bud Yr	1,890.00
			Sum of Annual Rate for Rpt	0.00
			Sum of Annual Rate for Rpt	315.00
		60044	Dray, Wend	0.00
			Sum of HR P/R Exp - Cur Bud Yr	1,455.80
			Sum of HR Enc Bal - Cur Bud Yr	8,800.80
			Sum of Annual Rate for Rpt	0.00
			Sum of Annual Rate for Rpt	1,455.80
		60044	Rider, Kath	0.00
			Sum of HR P/R Exp - Cur Bud Yr	1,268.19
			Sum of HR Enc Bal - Cur Bud Yr	13,350.04
			Sum of Annual Rate for Rpt	0.00
			Sum of Annual Rate for Rpt	1,268.19
		60044	Lynd, Char	0.00
			Sum of HR P/R Exp - Cur Bud Yr	4,405.20
			Sum of HR Enc Bal - Cur Bud Yr	3,643.20
			Sum of Annual Rate for Rpt	0.00
			Sum of Annual Rate for Rpt	4,405.20
		60044	Johnson, C	0.00
			Sum of HR P/R Exp - Cur Bud Yr	462.30
			Sum of HR Enc Bal - Cur Bud Yr	2,773.80
			Sum of Annual Rate for Rpt	0.00
			Sum of Annual Rate for Rpt	462.30
		60044	Bohm, Lisa	0.00
			Sum of HR P/R Exp - Cur Bud Yr	793.60
			Sum of HR Enc Bal - Cur Bud Yr	4,762.80
			Sum of Annual Rate for Rpt	0.00
			Sum of Annual Rate for Rpt	793.60
		60044	Sullivan, St	0.00
			Sum of HR P/R Exp - Cur Bud Yr	4,575.60
			Sum of HR Enc Bal - Cur Bud Yr	27,453.60
			Sum of Annual Rate for Rpt	0.00
			Sum of Annual Rate for Rpt	4,575.60

3. This can be performed within eReports as well.

Org	Fund	Acct	Net Activity Last Year	HR P/R Exp - Cur Bud Yr	HR Enc Bal - Cur Bud Yr	Total Cash Comm - Cur Bud Yr	Annual Rate for Rpt	Ann Rate for Cash Comm
12711	011000	60044	0.00	25,723.50	25,986.00	51,709.50	51,972.00	0.00
		60055	0.00	9,371.91	10,254.27	19,626.08	19,043.65	-732.45
		60057	0.00	243.75	0.00	243.75	0.00	-243.75
		60081	0.00	-61.23	0.00	-61.23	0.00	61.23
	017000	60044	0.00	1,373.40	0.00	1,373.40	0.00	-1,461.90
		60055	0.00	5,583.19	6,108.93	11,692.12	11,345.15	-436.35
	110661	60044	-905.42	51,585.36	44,039.70	95,626.06	88,073.40	-7,650.12
		60055	-105.90	1,373.40	884.24	2,258.58	1,642.15	-611.24
		60057	0.00	85.10	0.00	85.10	0.00	-85.10
		60081	-707.14	3,278.10	0.00	3,278.10	0.00	-3,278.10
		60092	0.00	1,457.27	0.00	1,457.27	0.00	-1,457.27
	530469	60131	0.00					

Schedule 4.4 details monthly expense

Sch 4.4 Pivot

Org	Fund	Acct	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
12711	011000	60044	4,243.50	4,331.00	4,331.00	4,331.00	0.00	0.00	0.00	0.00	0.00	0.00	25,723.50
		60055	2,133.05	1,464.90	1,464.89	1,464.90	0.00	0.00	0.00	0.00	0.00	0.00	9,371.81
		60057	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	243.75
		60081	0.00	-61.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-61.23
	017000	60044	981.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,373.40
		60055	1,270.75	872.70	872.71	872.70	0.00	0.00	0.00	0.00	0.00	0.00	5,583.19
	110661	60044	9,664.19	10,238.45	11,022.45	7,687.75	0.00	0.00	0.00	0.00	0.00	0.00	51,586.36
		60055	259.29	281.84	282.63	282.80	0.00	0.00	0.00	0.00	0.00	0.00	1,380.32
		60057	85.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85.10
		60081	540.27	214.30	112.26	100.00	0.00	0.00	0.00	0.00	0.00	0.00	3,279.10
		60092	312.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,457.27
		60131	0.00	372.00	262.40	242.40	0.00	0.00	0.00	0.00	0.00	0.00	876.80
	530469	60044	0.00	0.00	0.00	10,846.99	0.00	0.00	0.00	0.00	0.00	0.00	10,846.99
	590000	60044	31,077.13	39,714.44	38,358.35	37,339.15	0.00	0.00	0.00	0.00	0.00	0.00	223,989.50
		60047	0.00	-168.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,798.92
		60055	4,554.51	3,023.75	3,022.97	3,022.81	0.00	0.00	0.00	0.00	0.00	0.00	19,768.68
		60057	0.00	0.00	94.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	94.74
		60081	7,065.39	153.07	112.26	100.00	0.00	0.00	0.00	0.00	0.00	0.00	24,380.02
		60092	312.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,457.28
		800.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00

4. Run the GLU004OS-90 Standard Monthly Report from eReports.

(www.oit.ohio-state.edu/hrfin/index.html)

[Financials > Standard Monthly Report > FY 2006 > Education > Dept # > Org # > GLU004OS-90]

THE OHIO STATE UNIVERSITY
CHARTFIELD COMBINATION
REVENUE AND EXPENSE - BUDGET VERSUS ACTUAL

Account	Description	B U D G E T				A C T U A L		Pre-Encum/Encumbrance	Budget Bal Available
		Original	Carry Fwd	Net Changes	Total Budget	Period	Year to Date		
60040	Admin & Professional Bdg Pool	50,922.00	-0.01	787.50	\$1,709.49	4,331.00	25,723.50	26,986.00	
60044	Unclassified Regular->50% ADMINISTRATIVE & PROFESSIONAL	50,922.00	-0.01	787.50	\$1,709.49	4,331.00	25,723.50	26,986.00	-0.01
60055	Classified Civil Serv Bdg Pool	18,496.42	947.33	1,161.09	20,594.84	1,464.90	9,371.81	10,254.27	
60057	Classified Staff Overtime						243.75		
60057	CLASSIFIED REG SAL/HRLY->50%	18,496.42	947.33	1,161.09	20,594.84	1,464.90	9,615.56	10,254.27	725.01
60060	Specials Budget Pool		-2,220.00		-2,220.00				
60081	Unclassified Temp or <50% STAFF SPECIALS	0.00	0.00	0.00	0.00	0.00	-61.23	0.00	61.23
	SPECIALS	0.00	-2,220.00	0.00	-2,220.00	0.00	-61.23	0.00	-2,158.77
	PERSONNEL	69,408.42	-1,272.68	1,948.59	70,084.33	5,795.90	35,277.83	36,240.27	-1,433.77
60200	Benefits Budget Pool		8,544.65		8,544.65				
60210	Employee Benefits Budget Pool		-8,531.86	1,120.01	14,843.54				
60244	Emft-Unclass Regular->50%	22,255.39				1,342.61	7,872.45	8,055.66	
60255	Emft-Class Reg Sal/HRly->50%					558.13	3,525.87	3,906.87	
60257	Emft-Class Staff Overtime						39.03		
60281	Emft-Unclass Temp, Reg->50% EMPLOYEE BENEFITS	22,255.39	-8,531.86	1,120.01	14,843.54	1,900.74	11,426.55	11,962.53	-8,545.54
	BENEFITS	22,255.39	12.79	1,120.01	23,388.19	1,900.74	11,426.55	11,962.53	-0.89
60600	Supplies & Service Bdg Pool		5,310.36		5,310.36				

5. Ensure all personnel lines are expensed correctly.

6. Run a Flex report GLU604OS – Detail Activity Report for both GFSA and PBA to determine if any adjustments were made in the period.

[Financials > Flexible Report > GLU604OS (Detail Activity Report) > Choose Criteria]

ChartField Specific Parameters - Column explanations on bottom of this page.

Business Unit	Print Order	Criteria
UNIV		
Organization	1	12711
Fund	2	011000
Account		PERSONNEL
Function		
Project		
Program		
User Defined		
Exclude Org	N/A	
Exclude Fund	N/A	

Ledger Specific Parameters

Beginning Fiscal Year [Required] This allows you to specify the beginning Fiscal Year.
 Fiscal Year: _____ The valid format is: (YYYY) e.g. 2004

Results of Cash Transfers:

Business Unit: UNIV
 Activity Period: 07/01/2005-12/31/2005

THE OHIO STATE UNIVERSITY
 DETAIL ACTIVITY REPORT

Page No. 2
 Run Date: 01/31/2006
 Run Time: 05:47:25
 Report ID: W004000001

Journal ID	Line	Journal Line Description	Posted Date	Reference	Class	S/O	Unit	Fund	Account	Punc	Project	Prog	User Def	Amount
000101201	204	Spec Needs Population	07-28-05		CF	CFD	UNIV	011000	60040					-0.01
000101201	205		07-28-05		CF	CFD	UNIV	011000	60050					247.32
000101201	206		07-28-05		CF	CFD	UNIV	011000	60060					-0.220.00
000101201	208	BLISS	08-23-05		CFD	JFF	UNIV	011000	60040					897.22
000101225	24	PROG Pay Increase	10-06-05		PBA	JFF	UNIV	011000	60040					787.00
000101225	27	PROG Pay Increase	10-06-05		PBA	JFF	UNIV	011000	60050					3,193.00
TOTAL CTR FOR SPEC NEEDS POPULATION														70,084.32

Results of PBA Transfers:

Business Unit: UNIV
 Activity Period: 07/01/2005-12/31/2005

THE OHIO STATE UNIVERSITY
 DETAIL ACTIVITY REPORT

Page No. 2
 Run Date: 01/31/2006
 Run Time: 10:28:33
 Report ID: GLU604OS-91

Journal ID	Line	Journal Line Description	Posted Date	Reference	Class	S/O	Unit	Fund	Account	Punc	Project	Prog	User Def	Amount
000101225	24	GF-Departmental Budgets	10-06-05		PBA	JFF	UNIV	011000	60040					1,050.00
000101225	27	PROG Pay Increase	10-06-05		PBA	JFF	UNIV	011000	60050					897.22
TOTAL GF-DEPARTMENTAL BUDGETS														1,607.22