Document the Department of Criminal Justice (DCJS) process to record payroll costs for employees, specifically as related to the process of recording federal payroll charges. Many times payroll costs must be split among grants/state initiatives for employees that work on at least one federal grant and another initiative (grant or state funded). Their payroll costs are split between the federal grant(s)/initiatives based on timesheets.

When an employee is hired

When an employee is hired, the funding source for the position is determined by the hiring manager. If the employee is working solely on **one** federal grant or only on state initiatives, the employee's payroll costs can go directly to that grant/those state initiatives. This is accomplished by assigning a CIPPS cost code(s) to the employee that corresponds to an existing Cardinal Speedtype that generates the correct funding source to the payroll when it interfaces to Cardinal from CIPPS. If no existing speedtype matches the desired funding stream, then a speedtype must be established that will translate to the correct funding source (Fund, Department, Program, Project...) in Cardinal. Once the new speedtype is established, the CIPPS data must be updated to include this speedtype as the employee's "Cost Code" in CIPPS.

Cardinal page where new SpeedTypes can be added:

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This is an example of an existing speedtype. It shows the configuration for payroll costs related to the Public Safety Training unit employees that work on the 18 STOP School Violence program. This should only be used for employees that work solely on that program and would not need to split their time between grants/other state initiatives.

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If an employee is going to work on more than one grant or their time needs to be tracked for some other reason, they should use Cost Code 125 in their CIPPS and PMIS records. This translates to Speedtype 125 in Cardinal and Speedtype 125 will post their payroll to Project CJS73000, Fund 01000. All CJS73000 payroll costs are moved out of this project monthly and posted to the correct projects/initiatives based on the employees' timesheets. This is how

Speedtype 125 appears in Cardinal and these are the ChartFields used on those payrolls.

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Obtain CIPPS Data from DOA's Payroll Audit Tool (PAT)

Once a payroll has been certified and posted to Cardinal, download the U033 CIPPS data from DOA's Payroll Audit Tool (PAT). Separate access is required.

Choose Payroll Audit Tool (PAT)

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Click on Online Services



Enter Employee Number and Password (obtain access and information from Payroll Operations at DOA)



Click on Main Menu



Desk Procedures

Click on Payroll Audit Tool (PAT)

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DCJS Desk Procedures

Select U033 Detail Inquiry

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	CIPPS Masterfile Reports		
	Employee Masterfile Inquiry		
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	Masterfile Special Pay Inquiry		
	Masterfile Programmatic Inquiry		
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Select All Details; Date Range to include checkwrite(s) desired for download; Agency #; Entire Agency; Sort by Employee Name; Download to EXCEL; Click on Submit Request

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Choose Open when file is brought down by PAT.

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Then save as an EXCEL file in the PAT Downloads folder in the Management Reports Access Drive (<u>\covaplces-apl19</u>).

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Replace the column headings in the download with the headings found in the Excel file "Column Headings for U033 download". This is required so that the data can be uploaded into a database and appended to an existing table. The headings must match the database table to import correctly

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Verify that the checkwrite dates returned in the download are only those checkwrites desired. Save each checkwrite as its own file.

Update the DCJS PAT Database

Open the PAT Database (PAT Database.accdb) created by DCJS to hold the CIPPS data.

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Load the newly downloaded information into the database by choosing the External Data tab and then clicking on the Excel icon

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When the popup window appears, click on the browse button and then find the checkwrite file to be imported into the database. Click on that file and then click on Open

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Once the correct file is chosen, select the "Append a copy of the records to the table:" radio button.

From the dropdown, choose the table to which the new information is to be added. (See below for FY19. A new table can be started each fiscal year).

Click OK.

Get External Data - Excel Spreadsheet
Select the source and destination of the data
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Verify/update the table name in the "Import to Table" box, then Click Finish

Desk Procedures

Click Close
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Do you want to save these import steps? This will allow you to quickly repeat the operation without using the wizard.
Sa <u>v</u> e import steps
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Reconcile CIPPS data to the Cardinal Payroll Journal

Create a new excel file "Recon U033…" and prepare a reconciliation of the PAT download to Cardinal to ensure that all the CIPPS data made it to the database

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	Recon U033 12-21-18 Download to Cardinal.xlsx	1/3/2019 4:38 PM	Microsoft Excel W	123 KB		
	Recon U033 12-31-18 Download to Cardinal.xlsx	1/3/2019 5:01 PM	Microsoft Excel W	36 KB		
	Recon_July and August 2018.xlsx	8/30/2018 9:16 AM	Microsoft Excel W	403 KB		
	U033 Checkwrite 1-10-19.xlsx	1/11/2019 3:54 PM	Microsoft Excel W	37 KB		
	U033 Checkwrite 9-10-18.xlsx	9/11/2018 11:30 AM	Microsoft Excel W	38 KB		
Recon U033 1-	10-19 Download to Cardin Title: Add a title	Size: 122 KB Tags:	Add a tag Con	tent status: Add	text	

In the PAT Database, run the query "Q Summary FY19 U033 Information" by double clicking on the query in the Queries list on the left side of the screen. Copy the results into the Reconciliation spreadsheet and name the Tab "Recon High Level"

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P	Q Summary FY19 U	1033 Informati	ion			10/26/2	018	288354.	11	3444.51	387	71.64	20660.16	3856.6	60847	131358.02
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	1033-All Details					11/9/2	018	280374.	56	3304.38	371	52.47	20297.61	3699.74	1 59659.5	127827.54
	U022 Dudent Our					11/19/2	018	16743	.2	0		0	1271.5		0 0	1271.5
	0033-Budget Quer	ry				11/26/2	018	303982.	64	3197.2	35	913.9	21960.67	3579.7	3 57170.5	125439.04
	U033-Less Detail					12/4/2	018	12757.	06	0		0	966.52		0 0	966.52
						12/10/2	018	277167.	84	3238.64	363	92.73	20090.57	3626.1	3 58071.5	125088.57
						12/18/2	018	12487.	59	0		0	945.95		0 0	945.95
						12/21/2	018	277167.	84	3238.64	363	92.73	19848.18	3626.1	3 59217.5	125992.18
						12/31/2	018	17164.	54	0		0	1303.72		0 0	1303.72
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3									Pivot of Card	inal Journal CIP11035	50
4	6/26/2018	271,316.85	3,190.77	35,322.73	19,517.89	3,593.79	55,428.50	120,707.82	Row Label	Sum of Amount	
5	7/3/2018	13,846.42	-	-	1,053.63	-	-	1,053.63	101010	(402,257.72)	
6	7/10/2018	274,374.22	3,243.58	36,323.90	19,846.37	3,631.66	59,383.50	126,028.66	111220	(1,935.50)	
7	7/17/2018	12,119.76	-	-	921.56	-	-	921.56	5011110	36,432.26	*
8	7/25/2018	272,121.47	3,178.10	35,567.19	19,482.64	3,558.34	57,581.50	122,932.72	5011120	20,216.44	*
9	7/31/2018	15,739.37	-	-	1,198.41	-	-	1,198.41	5011140	3,660.85	*
10	8/10/2018	274,908.98	3,212.23	35,932.36	19,910.18	3,596.55	58,211.50	124,500.02	5011150	58,087.00	*
11	8/14/2018	13,407.31	-	-	1,020.06	-	-	1,020.06	5011160	3,269.65	*
12	8/27/2018	280,847.06	3,212.23	35,723.08	20,148.19	3,596.55	58,211.50	124,528.75	5011170	1,650.18	*
13	8/28/2018	13,378.54	-	-	1,023.46	-	-	1,023.46	5011190	318.75	*
14	9/10/2018	283,673.79	3,216.92	36,092.21	20,549.64	3,601.79	58,482.50	125,619.85	5011220	6,875.00	
15	9/11/2018	12,301.31	-	-	933.55	-	-	933.55	5011230	245,791.73	
16	9/24/2018	286,581.96	3,290.05	36,937.21	20,562.75	3,683.67	58,482.50	126,651.72	5011280	24,361.11	
17	9/25/2018	13,356.18	-	-	1,014.25	-	-	1,014.25	5011380	1,222.50	*
18	10/9/2018	13,772.96	-	-	1,046.12	-	-	1,046.12	5011530	1,375.00	
19	10/10/2018	290,345.01	3,341.12	37,426.71	21,037.10	3,740.87	61,524.00	130,943.31	5011660	842.75	*
20	10/23/2018	12,698.05	-	-	962.04	-	-	962.04	5012170	90.00	
21	10/26/2018	288,354.11	3,444.51	38,771.64	20,660.16	3,856.63	60,847.00	131,358.02	Grand Total	(0.00)	
22	11/6/2018	16,597.74	-	-	1,260.36	-	-	1,260.36			
23	11/9/2018	280,374.56	3,304.38	37,152.47	20,297.61	3,699.74	59,659.50	127,827.54			
24	11/19/2018	16,743.20	-	-	1,271.50	-	-	1,271.50	* Total Costs	per CIPPS	
25	11/26/2018	303,982.64	3,197.20	35,913.90	21,960.67	3,579.73	57,170.50	125,439.04			
26	12/4/2018	12,757.06	-	-	966.52	-	-	966.52			
27	12/10/2018	277,167.84	3,238.64	36,392.73	20,090.57	3,626.13	58,071.50	125,088.57			
28	12/18/2018	12,487.59	-	-	945.95	-	-	945.95			
29	12/21/2018	277,167.84	3,238.64	36,392.73	19,848.18	3,626.13	59,217.50	125,992.18			
30	12/31/2018	17,164.54	-	-	1,303.72	-	-	1,303.72			
31	1/10/2019	278,492.84	3,269.65	36,751.01	20,216.44	3,660.85	58,087.00	125,700.38	*		
32											
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34	Accounts										
35	5011110	Employer Retire	Contrb-Def Be	Cost							
36	5011120	Salary Social Sec	curty&Medicare	Cost							
37	5011140	Group Life Insur	ance	Cost							
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40	5011170	VSDB & Longter	m Disability Ins	Cost							
41	5011190	Employer Retire	e-Defined Contr	Cost							
42	5011220	Salaries, Appoin	nted Officials	Earnings							
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лл	5011280	Salarias Info Ta	chn Employees	Farnings		2 with Consolts	nas Ywalkad	CID1102506			_

Review the set up of the U033-All Details query to ensure that the latest speedtypes are being used in the design and that the correct checkwrite date is being pulled for reconciliation. If speedtypes have been updated but not loaded into the PAT database, download a copy of the latest speedtypes from Cardinal using Cardinal query "FIN0007_SPEEDTYPES" and add as a table to the database.

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In this example, no updates to speedtypes have been made since 1/2/19, so this table is used in the design. Then Click Run. This query returns the details of the payroll by employee and funding stream based on speedtypes in use when the payroll was certified.

Desk Procedures



Copy the results of the query into the Reconciliation spreadsheet and name the tab "U033 with Speedtypes Xwalked". This will provide detail by fund, program and project for a lower level recon of CIPPS data/Database to Cardinal. Example below shows an example employee. Employee data includes CIPPS payroll data and the funding strings based on the speedtypes in the query design:

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Log into Cardinal and pull up the CIP Journal that relates to the CIPPS checkwrite being reconciled. Then download the CIP Journal into the reconciliation file and name the tab with the name of the CIP Journal

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6	N	5	14000	ACTUALS			5011140	1000	303004	14000	CJS70030	STATE				
7	N	6	14000	ACTUALS			5011150	1000	303004	14000	CJS70030	STATE				
8	N	7	14000	ACTUALS			5011160	1000	303004	14000	CJS70030	STATE				
9	N	8	14000	ACTUALS			5011170	1000	303004	14000	CJS70030	STATE				
10	N	9	14000	ACTUALS			5011380	1000	303004	14000	CJS70030	STATE				
11	Ν	10	14000	ACTUALS			5011230	1000	303003	14000	CJS70030	STATE				
12	N	11	14000	ACTUALS			5011230	1000	303003	14000	CJS70030	STATE				
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Pivot the Cardinal Journal by Account and Amount and place in the Recon High Level Tab next to the CIPPS data. Reconcile the Data in the Pivot to the data from CIPPS (PAT database).

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1	Source CIPPS	(PAT Database)									
	Checkwrite		SumOfRetiree	SumOfRetire		SumOfGroup	SumOfHealth	SumOfTotal			
2	Date	SumOfEarnings	Credit	ment	SumOfFICA	Insurance	Insurance	Costs			
3									Pivot of Card	inal Journal CIP110350	
4	6/26/2018	271,316.85	3,190.77	35,322.73	19,517.89	3,593.79	55,428.50	120,70/.82	Row Label	Sum of Amount	
5	7/3/2018	13,846.42	-	-	1,053.63	-	-	1,053.63	101010	(402,257.72)	
6	7/10/2018	274,374.22	3,243.58	36,323.90	19,846.37	3,631.66	59,383.50	126 028.66	111220	(1,935.50)	
7	7/17/2018	12,119.76	-	-	921.56	-	-	921.56	5011110	36,432.26 *	
8	7/25/2018	272,121.47	3,178.10	35,567.19	19,482.64	3,558.34	57,581.50	122,932.72	5011120	20,216.44 *	
9	7/31/2018	15,739.37	-	-	1,198.41	-	-	1,198.41	5011140	3,660.85 *	
10	8/10/2018	274,908.98	3,212.23	35,932.36	19,910.18	3,596.55	58,211.50	124,500.02	5011150	58,087.00 *	
11	8/14/2018	13,407.31	-	-	1,020.06	-	-	1,020.06	5011160	3,269.65 *	
12	8/2//2018	280,847.06	3,212.23	35,723.08	20,148.19	3,596.55	58,211.50	124,528.75	5011170	1,650.18 *	
13	8/28/2018	13,378.54	-	-	1,023.46	-	-	1,023.46	5011190	318.75 *	
14	9/10/2018	283,073.79	3,210.92	36,092.21	20,549.64	3,601.79	58,482.50	1.5,619.85	5011220	6,875.00	
15	9/11/2018	12,301.31	-	-	933.55	-	-	933.55	5011230	245,791.73	
10	9/24/2018	280,581.90	3,290.05	30,937.21	20,302.75	3,083.07	58,482.50	120,051.72	5011280	24,301.11	
1/	9/25/2018	13,350.18	-	-	1,014.25	-	-	1014.25	5011380	1,222.50 ~	
18	10/9/2018	13,772.96	-	-	1,046.12	-	-	1,046.12	5011530	1,375.00	
19	10/10/2018	290,345.01	3,341.12	37,426.71	21,037.10	3,740.87	61,524.00	130,913.31	5011660	842.75 *	
20	10/23/2018	12,098.05	-	-	902.04	-	-	902.04	SUI2170	90.00	
21	11/6/2018	288,354.11	3,444.51	38,771.04	20,000.10	3,850.03	60,847.00	131,358.02	Grand Total	(0.00)	
22	11/0/2018	290 274 56	2 204 29	27 152 47	1,200.50	2 600 74	59 659 50	127 927 54			
25	11/3/2018	16 742 20	5,504.56	57,152.47	1 271 50	3,033.74	39,039.30	1 271 50	* total Costs	por CIDDS	
24	11/15/2018	202 092 64	2 107 20	25 012 00	21 960 67	2 570 72	57 170 50	125 429 04	I ttal Costs	per cipps	
25	12/4/2018	12 757 06	3,137.20	35,513.50	966 52	3,375.73	57,170.50	966 52			
20	12/10/2018	277 167 84	3 238 64	36 392 73	20 090 57	3 626 13	58 071 50	125 088 57			
28	12/18/2018	12 487 59	5,250104		945 95			945.95			
29	12/21/2018	277.167.84	3.238.64	36.392.73	19.848.18	3.626.13	59.217.50	125,992,18			
30	12/31/2018	17.164.54	-		1.303.72	-		1.303.72			
31	1/10/2019	278,492.84	3,269.65	36,751.01	20,216.44	3,660.85	58,087.00	125,700.38 *			
32											
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35	5011110	Employer Retire	e Contrb-Def Be	Cost							
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Use the following guide to crosswalk the Cardinal Accounts to the Description in the PAT database

Accounts	Description	Category
	Employer Retire Contrb-	
5011110	Def Ben	Cost
5011120	Salary Social Securty&Medicare	Cost
5011140	Group Life Insurance	Cost
5011150	Employer Health Ins Premium	Cost
5011160	Retiree Health Ins Cr Premium	Cost
5011170	VSDB & Longterm Disability Ins	Cost
5011190	Employer Retire-Defined Contrb	Cost
		·
5011220	Salaries, Appointed Officials	Earnings
5011000		. .
5011230	Salaries, Classified	Earnings
5011280	Salaries, Info Techn Employees	Earnings
5011380	Deferred Comp Match Payments	Cost
	1	
5011410	Wages, General	Earnings
5011530	Short-Term Disability Benefits	Cost
5011620	Salaries, Annual Leave Balance	Cost
5011640	Salaries, Comp Leave Balances	Cost
5011660	DefContMatch-VRS HybridRetPlan	Cost

If any discrepancies are found, resolve before continuing to use the data from the database. If no discrepancies are found, complete a more detailed recon by Fund and Program.

Reconcile the data in the U033 PAT Database with the CIP Journal to the Fund, Program and Account level as follows:Pivot data in "U033 with Speedtypes Xwalked" Tab as follows:

PivotTable Fields	- ×
Choose fields to add to report:	Ø
Search	٩
 EmployeeNumber LastName FirstName CheckwriteDate Costcode Percent SumOfTotalCosts SumOfRetireeCredit SumOfRetirement SumOfGroupInsurance SumOfHealthInsurance Fund Project Program Cost Center Drag fields between areas below:	III COLUMNS Σ Values ▼
	Σ VALUES
Fund	Sum of SumOfTotalCosts
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	Sum of SumOfRetirement
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Desk Procedures

1. Pivot the CIP Journal Data as follows:

PivotTable Fields	* ×	
Choose fields to add to report:	Ø	
Search	٩	
 Select Line Unit Ledger SpeedType SpeedType Account Fund Program PC Bus Unit Project Activity Department Cost Center Task FIPS Amount 		
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2. Compare results. If all amounts match by Fund, Program and Account, use the data in the database for detailed information by employee.

Obtain Employee Timesheet Information from TAL

Obtain employee timesheet information by logging into TAL. Access is given by DHRM and you must login using Internet Explorer

DHRM TAL Project, rr <tal@dhrm.virginia.gov> (sent by jamie.norman@dhrm.virginia.gov) to me 👻

To do administrative work you should log into HuRMan. Be sure to use Internet Explorer: https://secure.dhrm.virginia.gov/Portal/SecureLogin.aspx

Ø Virginia Secure Portal Login - Internet Explorer	
A Service of the Department of Human Resource Management	lanagement
	Agency Web Portal Login Please enter your username and password to access your agency data.
	Username Password:
	NOTICE:
	Thank you and have a good day

Ø DHRM Agency Portal - Internet Explorer	
HUMAN RESOURCE MANAGEment	
Select an Application: TAL	
Employee HR Review Agency Config	
Agency 140	TAL Query Screen
Go	Select a Query
■ Pay Group	Continue
HuRMan Security Checked	

Select the TAL application, HR Review Tab and then click on TAL Query Screen.

Select the query "Timesheets-Employee Hours By Date Range and Employee Type"

Human Resource Management ect an Application: TAL V	
Employee HR Review Agency Config	TAL Query Screen
Go - TAL Query Screen	Select a Query Timesheets - Employee I mekeepers - Current Timesheet Monitor
Pay Group	Timesheets - Details for Timesheets Approved within Date Range Timesheets - Details for Specific Timesheets Timesheets - Employee Hours By Date Range and Employee Type Timesheets - Hours Charged by Category Timesheets - Timesheet Detail by TAL (Batch) ID



Click Continue

S	Human elect an App	Resource Managem		
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	Agency	140		TAL Query Screen
		Go		Select a Query
				Timesheets - Employee 🗙 🔽
	- TAL Quen Pay Group	y Screen		Continue

Enter the parameters when the following screen appears. In this scenario, the date range related to the payroll was 12/25/18-1/9/19 and only Salaried payroll was included. Choose all employees regardless of whether or not they entered a category. Click the "Submit Data Query" button

<i>i</i> DHRM Agency Portal - Internet Ex	plorer	
HURAN RESOURCE MANAGE	Sin	
Select an Application: TA	AL 🗸 🔁	
Employee HR Review	v Agency Config	
Agency 140		Filter
Go → TAL Query Screen ⊕ Pay Group HuRMan Sc	ecurity Checked	From Date (format = mm/dd/yyyy) 12/25/18 To Date (format = mm/dd/yyyy) 1/9/19 × Only Hours for Employees who charged a Category (enter 'Y' or 'N') N Employee Type (Enter 'S' for Salary, 'W' for Wage or 'B' for Both) S Submit Data Query

Desk Procedures

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	Agency	Employe	e	Employee Identifier	Employee	Employee Fire	st		Times	heet			c
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93	140	Salary		001462593	JOHNSON	BEVERLY		Y	12	/25/2018		8 Holiday	
94	140	Salary		001462593	JOHNSON	BEVERLY		Y	12	/26/2018		8 Annual	
95	140	Salary		001462593	JOHNSON	BEVERLY		Y	12	/27/2018		7 Hours Worked	
													-

Choose Export to XLSX. Then click open

Save the TAL download with the dates worked in the file name. Save in the "TAL Reports" folder in the correct year.

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Authors: Fisher, O	Constance (DCJS) Tags: Add a tag	Title: Add a title			
	Save Thumbnail				
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Determine which employees are charged to CJS73000

Return to the reconciliation of the PAT Tool to Cardinal to determine which employees were charged to CJS73000. This is available on the Tab "U033 with Speedtypes Xwalked" and filtered by Project CJS73000. Their earnings and total costs are included in the query results (hidden here).

Verify that the total earnings and costs for these employees match CJS73000 in Cardinal (either the journal or the Trial Balance for Fund 01000, CJS73000 if this is the only checkwrite posted and not cleared at this time).

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15	MARKS	LAUREL	01000	CJS73000	390004		99999			
1	VADAS	KRISTINA	01000	CJS73000	390004		99999			
1	FULLER-	JULIA	01000	CJS73000	390004		99999			
:5	FOSTER	PATRICIA	01000	CJS73000	390004		99999			
8	MILES	MICHELLE	01000	CJS73000	390004		99999			
9	KINCH	ANDREW	01000	CJS73000	390004		99999			
21	JACKSON	MONICA	01000	CJS73000	390004		99999			
29	SHAFFER	ANYA	01000	CJS73000	390004		99999			
13	SELF	LISA	01000	CJS73000	390004		99999			
20	FITZPATR	THOMAS	01000	CJS73000	390004		99999			
21	SMITH	TIERRA	01000	CJS73000	390004		99999			
23	BARROW	AMIA	01000	CJS73000	390004		99999			
29	BASSETT	DIONE	01000	CJS73000	390004		99999			
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Analyze the Employee Time

Once the list of employees posted to CJS73000 is confirmed, analyze their timesheets. Verify that all the days in the payperiod are included in the timesheet information and that the time is approved. If the time is not approved or days are missing for an employee, contact HR and ask them to contact the employee/employee supervisor to make updates in TAL. Then download the information again to have complete data.

🖬 5 * C* = Employee Hours By Date Range and Type.xtsx [Read-Only] - Excel		
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1 Agency Number 🔻 Employee Type 👻 Employee Identifier Number 👻 Employee Last Name 📝 Employee First Name 🔍 Approved	 Timesheet Detail Date 	- Ho
661 140 Salary 006746445 BARROWS AMIA Y	12/25/2	2018
662 140 Salary 006746445 BARROWS AMIA Y	12/26/2	2018

Once all timesheet data is confirmed to be included and approved, run a pivot table of the data for the employees charged to CJS73000. See the Pivot table below. Use only Hours Worked. Then determine the percentage worked by category.

6	5 ° °						
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	А	В	с		D	E	F
1	Pivot TAL						
2	Hours Type	Hours Worke 🖵					
3							
4	Count of Hours						
5	Employee Last Name 💌	Employee Fir 💌	Category Name	*	Category Code 💌	Total	
6	BARROWS	■AMIA	CJS7651602 16 VST	ГОР	CJS7651602	1	0.11
7			Viic Wit SF Admin	(V/W) 99002	99002	1	0.11
8			■VOCA Admin 7601	.602	7601602	7	0.78
9		AMIA Tota	al			9	
10	BARROWS Total					9	
11	BASSETT		CJS7651602 16 VST	ГОР	CJS7651602	6	0.35
12			Viic Wit SF Admin	(V/W) 99002	99002	3	0.18
13			■VOCA Admin 7601	.602	7601602	8	0.47
14		DIONE Tota	al			17	
15	BASSETT Total					17	

Determine Payroll Costs based on Timesheets

Record each person's total Earnings and Salary by Object Code. This requires downloading the U033 in paper form from DOA's Reportline because the CIPPS U033 downloaded to PAT does not show the breakout of the phone from Earnings or the breakout of Hybrid, LT Disability or Deferred Comp, which are included in total costs.

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DCJS

Click on Main Menu



Agency = 140; Report Family = CIPPS; Report Run Date = include checkwrite desired; Report ID = U033

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Select the pdf version and click OPEN

For each employee posted to CJS73000, find the Hybrid, LT Disab and DC/ANN amounts. Put these amounts in the correct account codes so that the correct account codes can be cleared with the journal moving the costs out of CJS73000. Also, determine who has telephone charges that are in Total Earnings in CIPPS data that need to be posted to the Phone Account 5012170 (usually only directors).

CO. NO. CHECKWR	140 ITE DATE - 0	1/10/2019		DETAIL P	COMMONWE DEPARTM AYROLL EX	ALTH OF V ENT OF AC PENDITURE	VIRGINIA CCOUNTS S BY CAP	RS CODING	;		RE RU PA	PORT N ON .GE	U033 01/10 549	P# 0/2019	AYB3() AT)50 20:4	40:42	:
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A format is below for an example. The total payroll costs posted to CJS73000 would be put in the cost code 125 column using the PAT data and the U033 paper copy for 5011660, 5011170, 5011380, 5012170 and 5011230(reduced for phone). Then, TAL would be used to see how to actually split the total payroll by grant/initiative. (Amounts are hidden for these procedures). NOTE!!! Only currency (2 decimal places) will work on the Cardinal Journal Upload. Therefore, before moving the results into a journal spreadsheet, make sure all values are only 2 digits!

LastName			BARR	ows		
FirstName			AN	11A		
CheckwriteDate			1/10/	2019		
		r		Victim		r
				Witness		
			16 VSTOP	(99001	16 VOCA	
Costcode		125	(7651602)	Admin)	(7601602)	125
Percent	Object	100	0.11	0.11	0.78	
SumOfTotalCosts						1
SumOfEarnings**	5011230					2
SumOfRetireeCredit	5011160					
SumOfRetirement	5011110					
SumOfFICA	5011120					
SumOfGroupInsurance	5011140					
SumOfHealthInsurance	5011150					
Hybrid*	5011660					
LT Disability*	5011170					
Deferred Comp*	5011380					
Phone*	5012170					

Make a journal

Put each employee's payroll costs as determined using TAL by project, fund, account, program, task into a journal template (not the Cardinal spreadsheet upload template yet). Add the employee initials by their line so that the information can be used to consolidate payroll information by employee if necessary.

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15	2	14000		5011120	01000	390004	CJS73000	99999						(3,180.24)	Dis	tribute 01-10-1	9 Salary Payrolls
16	3	14000		5011140	01000	390004	CJS73000	99999						(588.03)	Dis	tribute 01-10-1	9 Salary Payrolls
17	4	14000		5011150	01000	390004	CJS73000	99999						(11,583.00)	Dis	tribute 01-10-1	9 Salary Payrolls
18	5	14000		5011160	01000	390004	CJS73000	99999						(525.21)	Dis	tribute 01-10-1	9 Salary Payrolls
19	6	14000		5011170	01000	390004	CJS73000	99999						(278.32)	Dis	tribute 01-10-1	9 Salary Payrolls
20	7	14000		5011230	01000	390004	CJS73000	99999						(43,513.22)	Dis	tribute 01-10-1	9 Salary Payrolls
21	8	14000		5011380	01000	390004	CJS73000	99999						(210.00)	Dis	tribute 01-10-1	9 Salary Payrolls
22	9	14000		5011530	01000	390004	CJS73000	99999						(1,375.00)	Dis	tribute 01-10-1	9 Salary Payrolls
23	10	14000		5011660	01000	390004	CJS73000	99999						(195.29)	Dis	tribute 01-10-1	9 Salary Payrolls
24	11	14000		5012170	01000	390004	CJS73000	99999						(45.00)	Dis	tribute 01-10-1	9 Salary Payrolls
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283	270	14000		5011110	10000	390004	CJS5651702	10330								Distribute 12	2/25-1/9 Pay-AB
284	271	14000		5011120	10000	390004	CJS5651702	10330								Distribute 12	2/25-1/9 Pay-AB
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286	273	14000		5011150	10000	390004	CJS5651702	10330								Distribute 12	2/25-1/9 Pay-AB
287	274	14000		5011660	10000	390004	CJS5651702	10330								Distribute 12	2/25-1/9 Pay-AB
288	275	14000		5011170	10000	390004	CJS5651702	10330								Distribute 12	2/25-1/9 Pay-AB
289	276	14000		5011230	09300	390004	CJS99001	10330		ADMIN						Distribute 12	2/25-1/9 Pay-AB
290	277	14000		5011160	09300	390004	CJS99001	10330		ADMIN						Distribute 12	2/25-1/9 Pay-AB
291	278	14000		5011110	09300	390004	CJS99001	10330		ADMIN						Distribute 12	2/25-1/9 Pay-AB
292	279	14000		5011120	09300	390004	CJS99001	10330		ADMIN						Distribute 12	2/25-1/9 Pay-AB
293	280	14000		5011140	09300	390004	CJS99001	10330		ADMIN						Distribute 12	2/25-1/9 Pay-AB
294	281	14000		5011150	09300	390004	CJS99001	10330		ADMIN						Distribute 12	2/25-1/9 Pay-AB
295	282	14000		5011660	09300	390004	CJS99001	10330		ADMIN						Distribute 12	2/25-1/9 Pay-AB
296	283	14000		5011170	09300	390004	CJS99001	10330		ADMIN						Distribute 12	2/25-1/9 Pay-AB
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298	285	14000		5011160	10000	390004	CJS7601602	10330								Distribute 12	2/25-1/9 Pay-AB
299	286	14000		5011110	10000	390004	CJS7601602	10330								Distribute 12	2/25-1/9 Pay-AB
300	287	14000		5011120	10000	390004	CJS7601602	10330								Distribute 12	2/25-1/9 Pay-AB
301	288	14000		5011140	10000	390004	CJS7601602	10330								Distribute 12	2/25-1/9 Pay-AB

Once the information is in the journal template, verify that the accounts net to zero and that the amount to be moved out of CJS73000 is correct.

Upload the Journal into Cardinal

Copy the data from the journal template above into the Cardinal Journal Upload template and upload the journal into Cardinal. The journal template AND THE MACRO that accompanies it are found in FORMS on the Cardinal Website.



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	Application:	
	SW_Financials	
	Module:	
	SW_General Ledger	help
	Form:	
	GL Journal Spreadsheet Upload Excel Template	
	Submit Cancel	
	Submit	
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The job aid is also found on the Cardinal website. It gives directions for the actual populating and uploading of the journal to Cardinal

Once the Cardinal Journal is uploaded, run the Edit Process. Ensure that the journal goes to Valid "V" for Journal Status and Valid "V" for Budget Status. Once in valid status, submit the journal for approval. Make a hard copy of the support, record the journal in the GL Batch Log and create a header. Give the documentation to the CFO for review and posting.