

Extract payroll account codes

Table of Contents

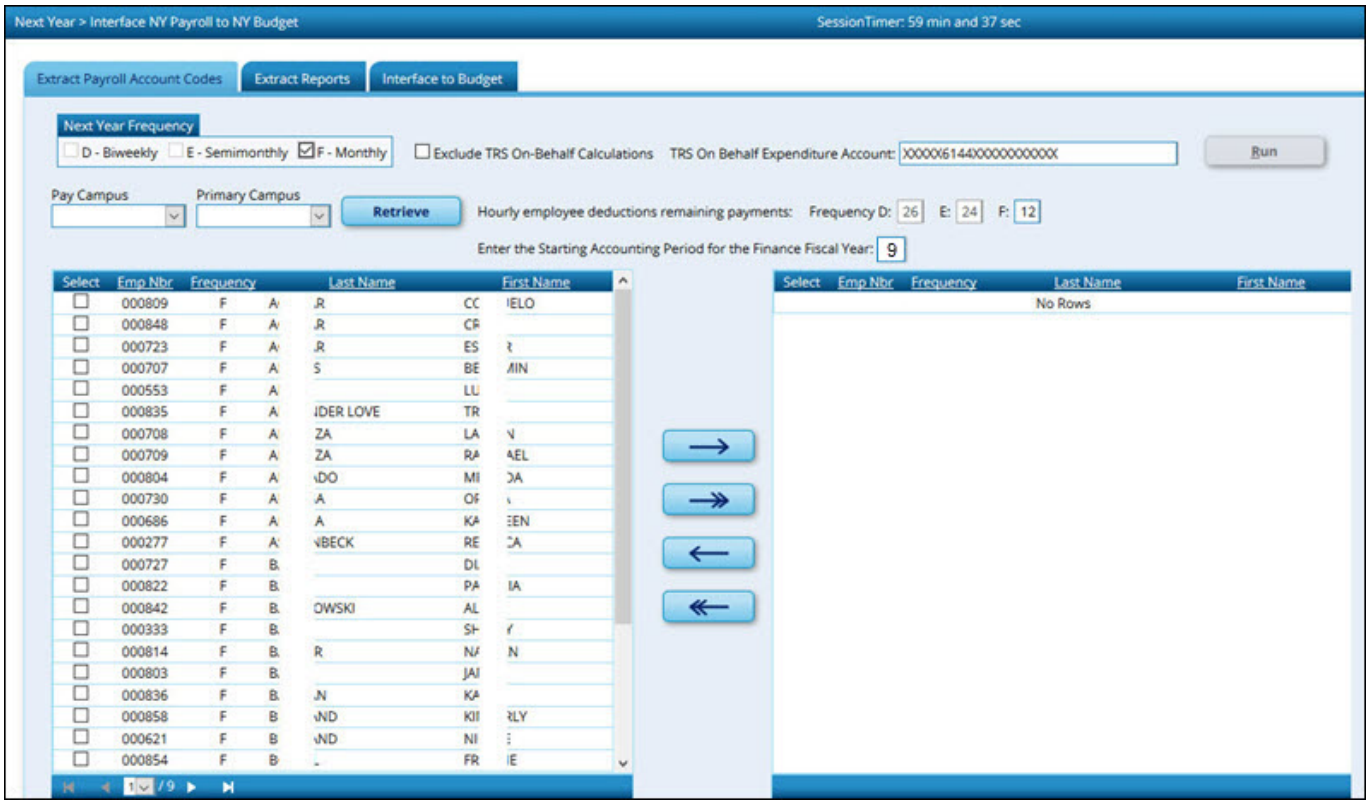
Extract payroll account codes i

Human Resources > Next Year > Interface NY Payroll to NY Budget > Extract Payroll Account Codes

Before interfacing the payroll to the budget, ask the following questions:

- Are all new employees in the system?
- Are all employees active that are to be extracted to budget?
- Are all Staff/Job Pay data tabs updated and complete for new and existing employees?
- Does the next fiscal year in distributions match the budget fiscal year?
- Are all deductions updated?
- Are all extra duty stipends updated?

Run this utility to extract payroll account codes for specific active (pay status 1) employees who are in the next year payroll. The resulting extract is used to transfer this information to the budget. This process can be repeated as often as necessary.



❑ If applicable, select **Exclude TRS On-Behalf Calculations**.

❑ If you interface the on-behalf expenditures (6144) into Budget, manually input the revenue for the on-behalf account codes (5831).

Note: If a pay type 3 employee has an amount in the **Estimated Annual Salary** field on the Employee Info tab, an amount in the **Contract Total** field on the Job Info tab, and salary account codes on the Distribution tab, the amount in the **Estimated Annual Salary** field and the salary account codes from the Distribution tab are extracted to Budget.