



ASCENDER GUIDES



Extract payroll account codes

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Before interfacing the payroll to the budget, verify the following:

- 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?
- Since the next year payroll budget calculations use the s-type extra duty remaining amounts, verify that these amounts have been 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.

Session Timer: 59 min and 37 sec

Extract Payroll Account Codes Extract Reports Interface to Budget

Next Year Frequency: D - Biweekly E - Semimonthly F - Monthly Exclude TRS On-Behalf Calculations TRS On Behalf Expenditure Account: X0000X6144XXXXXXXXXXXXX

Pay Campus: Primary Campus Hourly employee deductions remaining payments: Frequency D: 26 E: 24 F: 12

Enter the Starting Accounting Period for the Finance Fiscal Year: 9

Select	Emp Nbr	Frequency	Last Name	First Name
<input type="checkbox"/>	000809	F	A	R
<input type="checkbox"/>	000848	F	A	CR
<input type="checkbox"/>	000723	F	A	ES
<input type="checkbox"/>	000707	F	A	S
<input type="checkbox"/>	000553	F	A	BE
<input type="checkbox"/>	000835	F	A	LU
<input type="checkbox"/>	000708	F	A	IDER LOVE
<input type="checkbox"/>	000709	F	A	ZA
<input type="checkbox"/>	000804	F	A	ZA
<input type="checkbox"/>	000730	F	A	DO
<input type="checkbox"/>	000686	F	A	A
<input type="checkbox"/>	000277	F	A	BECK
<input type="checkbox"/>	000727	F	B	B
<input type="checkbox"/>	000822	F	B	DL
<input type="checkbox"/>	000842	F	B	PA
<input type="checkbox"/>	000333	F	B	OWSKI
<input type="checkbox"/>	000814	F	B	AL
<input type="checkbox"/>	000803	F	B	SH
<input type="checkbox"/>	000836	F	B	R
<input type="checkbox"/>	000858	F	B	JAI
<input type="checkbox"/>	000621	F	B	JN
<input type="checkbox"/>	000854	F	B	ND
<input type="checkbox"/>				KA
<input type="checkbox"/>				ND
<input type="checkbox"/>				RILY
<input type="checkbox"/>				NI
<input type="checkbox"/>				IE

Select	Emp Nbr	Frequency	Last Name	First Name
No Rows				

- 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.



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