PMIS Payroll Rejections - HRS6160

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This page is used to review Change in Position records. After payroll has received records from the PMIS Change in Position (CIP) processing, the payroll user has the option to either accept the CIP records and apply the changes to the current payroll or reject the CIP records. If the CIP records were rejected, the records will be available on this tab page to allow the PMIS user to determine the reason for the rejection and the impact of the rejection on the position records.

The Position Management user has two options when dealing with rejected records, either mark them as reviewed and do nothing to the existing position records, or rollback the CIP records and undo all of the changes made by the CIP.

Run a payroll rejection inquiry:

Field	Description
Employee	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee, and click **Retrieve**. Or, click ⋮ to perform a search in the Employees directory. Type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select an employee name from the list. Otherwise, click **Cancel**.

The payroll rejections information is displayed. The following information is displayed for each employee in the grid:

- **Position Number**
- **Position Description**
- **Billet**
- **Sch YR**
- **Job Code**
- **Begin Date**
- **End Date**
- **Status**

❑ Click 🔍 to display the payroll rejections detail information for the selected position. The bottom section of the page displays the following fields for each position:

❑ Under **Occupant**:

- **Vacate**
- **Effective Date**
- **Job Code**
- **Primary Job**
- **Percent Day Employed**

- **Percent Year Employed**
- **Pay Concept**
- **Pay Grade**
- **Pay Step**
- **Schedule**
- **State Step**
- **Begin Date**
- **End Date**
- **Payoff Date**
- **Max Days**
- **Days Off**
- **Nbr Days Employed**
- **Hours Per Day**
- **Hourly Rate**
- **Actual Salary**
- **Remaining Payments**
- **Primary Campus**
- **Dept.**
- **Calendar Code**
- **TRS Member Pos**

❑ Under **Distributions**:

- **Activity Code**
- **Account Code**
- **Grant Code**
- **Workers' Comp**
- **Expense 373**
- **Employer Contribution**
- **One Time Suppl**
- **Percent**
- **Amount**

Date Reviewed	Type the date the transaction was reviewed by a payroll user in MMDDYYYY format, then click **Mark Reviewed**. No changes will be made to the existing position records.

❑ Click **Rollback** to undo all of the changes made by the CIP.

❑ Click **Skip** to continue to the next payroll rejection record without approving or rejecting it. The **Skip** button is only available if there is more than one record to approve.

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