

Reconciling the Payroll Ledger June 18, 2019

- Basics of Manipulating Data
- Reconciliation Based on Job Code
- Balancing to the General Ledger
- Specific Reconciliation by Employee

Basics of Manipulating Data

In Data Warehouse EZ Access:

The screenshot shows a web browser window with the URL <https://ezaccess.isc.ucsb.edu/EZaccess/index.cfm>. The page features a navigation bar with links: Show All, Hide All, Logout, and Contact Us. Below this is a list of menu items organized in two columns. The second column includes 'UCPath Payroll' and 'Payroll Expense Inquiry', which is highlighted with a red arrow.

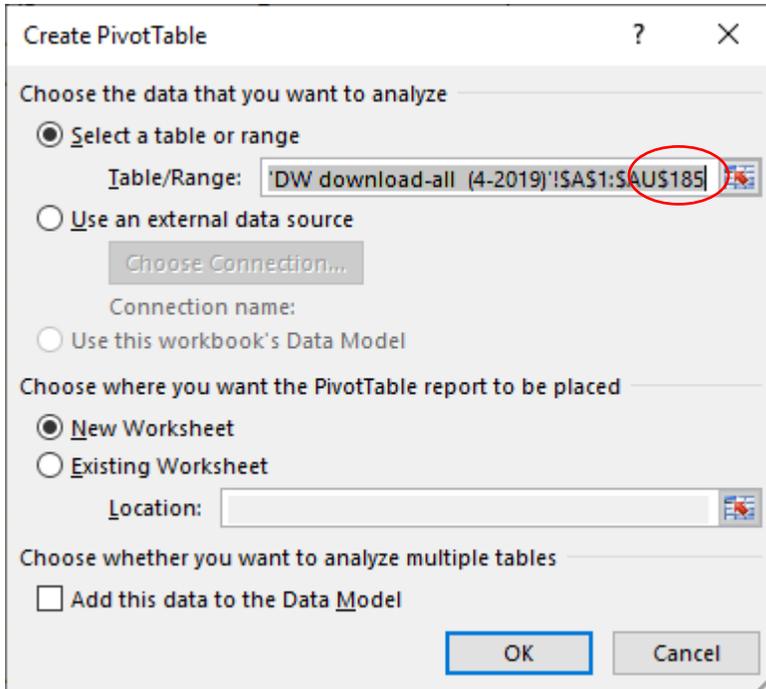
Menu Item
Accounts Payable
Chart of Accounts
Design and Facilities
Employee (PPS Historical)
Equipment Inventory
General Ledger
Payroll Ledger (PPS Historical)
Permanent Budget
Signature Authorization
Sponsored Projects
Staff Lookup
Staffing
Tools
UCPath Employee
UCPath Payroll
Payroll by Sub & Object
Payroll Expense Inquiry
Payroll Inquiry by Employee
Payroll Plus by Employee
Payroll Plus by Primary Job Class
UC Path Dist of Payroll Expense

1. Navigate to UCPath Payroll
2. Payroll Expense Inquiry
3. Choose your limiting factor(s) as appropriate: ledger date, LAFS, Earn Code, etc.
4. Submit Request
5. Export to Excel

In Excel:

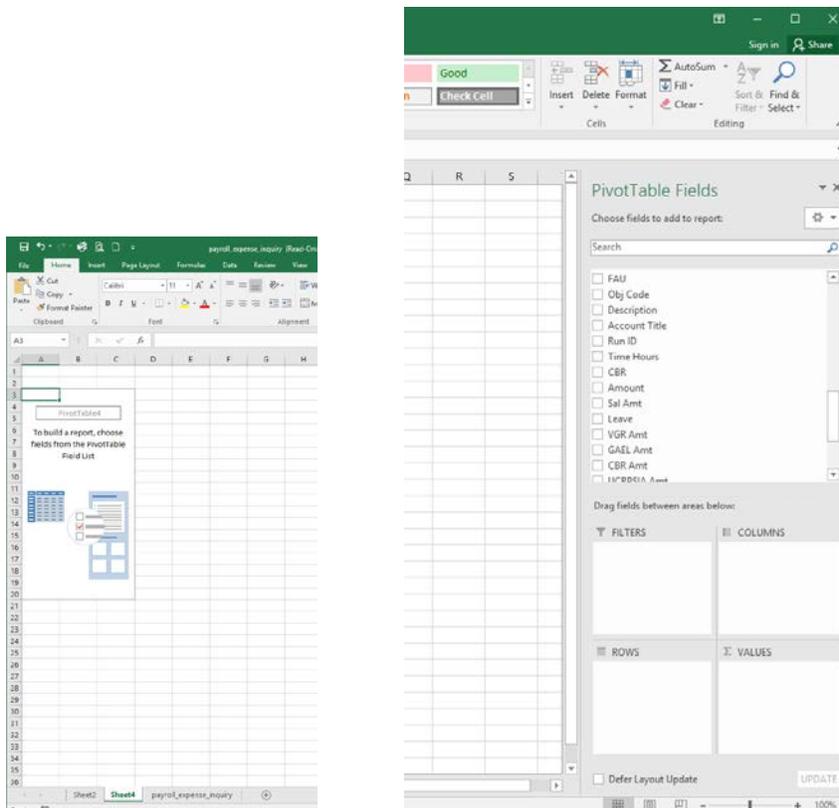
1. Choose “Insert” on the Ribbon Bar
2. In the upper left corner choose PivotTable
3. The “Create PivotTable” wizard will automatically choose the range from the payroll inquiry spreadsheet
4. Click OK

Tip: reduce the row range by one row so you’ll exclude the row that totals the “Amount” in your spreadsheet. If you include that row, it can cause some confusion as you look at totals in the pivot table.

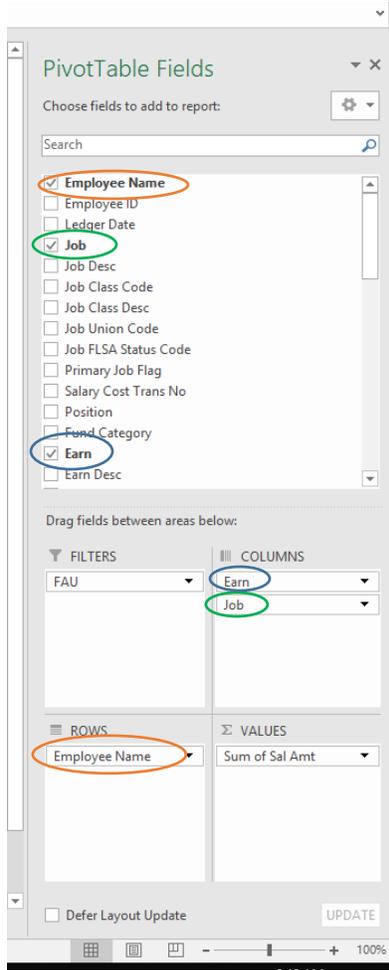


In this sample case, I would change the selection to go through row \$AU\$184

A new worksheet tab will be created and prompt you to define the fields of your PivotTable



As you click on the fields, your PivotTable will populate with data from your spreadsheet.



The screenshot shows an Excel spreadsheet with a PivotTable. The PivotTable is filtered by 'FAU' and has 'Job' as columns and 'Employee Name' as rows. The values are 'Sum of Sal Amt'. The PivotTable Fields task pane is visible on the right side of the spreadsheet.

Sum of Sal Amt	Column Labels	CON Total	HLN	HLN Total	REG	REG Total	
	CON	4722	4553	4722	1100	1200	
	REG				1300	1506	
	REG				1630	1632	
	REG				2310	2850	
	REG				4353	4722	
	REG				4922	6205	
	REG				7377	7377	
Abrams, Geoffrey						4250.4	4250.43
Attkin, Harry							360
Baldwin, Alan					9241.67		9241.67
Balmer, Jenny						2363.67	2363.67
Barbeto, Robert						2363.67	2363.67
Bernhard, Clinton					4074.9		4074.94
Blount, Annabel						2363.67	2363.67
Brady, David					10050		10050
Carrera, Andrea						2363.67	2363.67
Crutcher, Enya							176
Endicut, Carrie						199	199.2
Erdley, Christian						2363.67	2363.67
Faccani, Opel						2363.67	2363.67
Farrell, Robert		204.2		204.24			3472.08
Fuller, Erica						3472.1	3472.08
Garcia, Nan			230	230			6952.3
George, Omar							4370
Gilbert, Immanuel							360
Goodwin, George					13058.3		13058.33
Jackson, Kayla						2363.67	2363.67
Jackson, Kayla						2363.67	2363.67
Lin, Barbara					8900		8900
Massey, Robert						7933.3	7933.33
Matthews, Diane						1975	1974.99
Potter, Oren						2476.4	2476.44
Schooler, Emmaline						2476.4	2476.44
Simonsen, Emily						2476.4	2476.44

Balancing to the General Ledger

To balance to the general ledger we need to know our year-to-date appropriations and expenditures. The simple spreadsheet that we used in the previous example provides a way to track both, with the end result matching the general ledger.

TA Account Reconciliation Spreadsheet

TA	2018-19 EXPENSE												Total Expense	Budget - Expense	
Name	Appropriation	July	August	September	October	November	December	January	February	March	April	May	June		
Budget	287,627.00													0.00	287,627.00
Fall TA total					36,636.89	36,636.89	36,636.89							109,910.66	(109,910.66)
Winter TA total								33,091.38	33,091.38	33,091.38				99,274.14	(99,274.14)
Spring TA total											28,364.04			28,364.04	(28,364.04)
	287,627.00	0.00	0.00	0.00	36,636.89	36,636.89	36,636.89	33,091.38	33,091.38	33,091.38	28,364.04	0.00	0.00	237,548.84	50,078.17
															ledger balance

Appropriation Detail		
Allocations		
TA allocation	280,536.00	TOF #102
add'l TA for SB	7,091.00	TOF #365
TA range adj	6,650.00	TOF #
Total Budget	294,277.00	

This TOF is not included in the appropriation because it has not yet hit the general ledger.

TA Account General Ledger

Account Title :	TREE - TA/READER	PI(S) :	Loc/Account/Fund/Sub:	8-404234-19900-0											
Fund Title :	STATE GENERAL FUNDS		Start/End Date:												
Sub Title :	SALARIES - ACADEMIC		Closed:												
Agency :			FDP:												
Obj	Cost	Project	Cost	Trans	Description	Ref no	Req No	AP Ref No	Vcher	TE	Award Number	Appropriation	Expenditure	Encumbrance	
1000				043019	APR19 M0 Payroll	190430				53			28,364.04		
													0.00	28,364.04	0.00
													287,627.00	237,584.84	0.00
														82.60% committed	50,078.17

Specific Reconciliation by Employee

Ladder faculty and Sub 1 career staff are permanently funded via the Staffing List. Merits and range adjustments for those paid on state funds are covered by campus. The July 1 staffing list amounts are noted on your July General Ledger as “July 1 Adjusted Budget” (July 1 ADJ Budget). Because funding for these employees can come from several sources it may be best to track their payroll individually.

Ladder Faculty Staffing List – July 1 Complete

STAFFING LIST BY LOC-ACCOUNT-FUND-												
FISCAL YEAR	2019		SUB AND TITLE CODE									
STAFFING CYCLE	July 1		TREE									
CYCLE STATUS	Complete		TREE RING SCIENCE									
Sub 0 Salaries, Academic </TD												
8-401234-19900-0												
Appt Title Code & Description	Record Type	Description	EmpID Prov No	TUC	Rep	Grade /Step	Mon/Hrly Amount	Annual Amount	Dist FTE	Gross Salary	Budget FTE	Budget Amt
	Perm Budget	July 1 Budget									7.5	951,600
	Perm Budget	70001 Webb merit 7/1/18	1100								0	10,600
	Perm Budget	70001 Gilbert merit 7/1/18	1100								0	9,500
	Perm Budget	ACAD1 AUTOMATED RANGE AD	1100								0	30,100
	Perm Budget	ACAD1 AUTOMATED RANGE AD	1200								0	14,500
	Perm Budget	70001 Summer merit 7/1/18	1300								0	5,600
	Perm Budget	70001 Strong merit 7/1/18	1300								0	5,100
	Perm Budget	ACAD1 AUTOMATED RANGE AD	1300								0	6,200
	Perm Budget	ACAD1 AUTOMATED RANGE AD	1603								0	1,500
Total Perm Budget											7.5	1,044,700
1099 ADMIN STIPEND	Open Provision	ADMIN STIPEND	999901	AS	C		0	15,000	0	15,000		
Total 1099 ADMIN STIPEND												15,000
1100 PROF-AY	Appointment	WEBB,ALANA	EEID	AS	C		19,908.33	238,900	1	238,900		
1100 PROF-AY	Appointment	GILBERT,IMMANUEL	EEID	AS	C		13,058.33	156,700	1	156,700		
1100 PROF-AY	Appointment	LIN,BARBARA	EEID	AS	C		17,800.00	213,500	0.5	106,800		
Total 1100 PROF-AY											2.5	502,400
1200 ASSOC PROF-AY	Appointment	BALDWIN,ALAN	EEID	AS	C		9,241.67	110,900	1	110,900		
1200 ASSOC PROF-AY	Appointment	BRADY,DAVID	EEID	AS	C		10,050.00	120,500	1	120,600		
Total 1200 ASSOC PROF-AY											2	231,500
1300 ASST PROF-AY	Appointment	SUMMER,MALLORY	EEID	AS	C		7,700.00	92,400	1	92,400		
1300 ASST PROF-AY	Appointment	STRONG,PATRICK	EEID	AS	C		9,016.67	108,200	1	108,200		
1300 ASST PROF-AY	Appointment	MASSEY,ROBERT	EEID	AS	C		7,933.33	95,200	1	95,200		
Total 1300 ASST PROF-AY											3	295,800
Total 8-401234-19900-0											7.5	1,044,700

Ladder Faculty Reconciliation Spreadsheet – April

Ladder Faculty - Sub 0		2018-19 EXPENSE												Budget - Expense	
Name	Appropriation	July	August	September	October	November	December	January	February	March	April	May	June	Total Expense	Budget - Expense
Baldwin	110,900.00	9,241.67	9,241.67	9,241.67	9,241.67	9,241.67	9,241.67	9,241.67	9,241.67	9,241.67	9,241.67			92,416.70	18,483.30
Brady	80,400.00	10,050.00	10,050.00	10,050.00	10,050.00						10,050.00			60,300.00	20,100.00
Gilbert	156,700.00	13,058.33	13,058.33	13,058.33	13,058.33	13,058.33	13,058.33	13,058.33	13,058.33	13,058.33	13,058.33			130,583.30	26,116.70
Lin	106,800.00	8,900.00	8,900.00	8,900.00	8,900.00	8,900.00	8,900.00	8,900.00	8,900.00	8,900.00	8,900.00			89,000.00	17,800.00
Lin - Chair STP	15,000.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00			12,500.00	2,500.00
Massey	95,200.00	7,933.33	7,933.33	7,933.33	7,933.33	7,933.33	7,933.33	7,933.33	7,933.33	7,933.33	7,933.33			79,333.30	15,866.70
Strong	108,200.00	9,016.67	9,016.67	9,016.67	9,016.67	9,016.67	9,016.67	9,016.67	9,016.67	9,016.67	9,016.67			90,166.70	18,033.30
Summer	92,400.00	7,700.00	7,700.00	7,700.00	7,700.00	7,700.00	7,700.00	7,700.00	7,700.00	7,700.00	7,700.00			77,000.00	15,400.00
Webb	238,900.00	19,908.33	19,908.33	19,908.33	19,908.33	19,908.33	19,908.33	19,908.33	19,908.33	19,908.33	19,908.33			199,083.30	39,816.70
	1,004,500.00	87,058.33	87,058.33	87,058.33	87,058.33	77,008.33	77,008.33	77,008.33	77,008.33	87,058.33	87,058.33	0.00	0.00	830,383.30	174,116.70
															ledger balance

Appropriation Detail	
Permanent Staffing	
List	1,044,700.00
Adjustments	
Brady LNS to L&S	(40,200.00) TOF #200
	TOF #
	TOF #
	TOF #
Total Budget	1,004,500.00

Ladder Faculty PivotTable – April payroll

FAU	8-401234 -19900 - -0							
Sum of Sal Amt	Column Labels				REG Total	STP	STP Total	Grand Total
Row Labels	REG	1100	1200	1300		1096		
Baldwin, Alan			9241.67		9241.67			9241.67
Brady, David				10050	10050			10050
Gilbert, Immanuel		13058.33			13058.33			13058.33
Lin, Barbara		8900			8900	1250	1250	10150
Massey, Robert				7933.33	7933.33			7933.33
Strong, Patrick				9016.7	9016.67			9016.67
Summer, Mallory				7700	7700			7700
Webb, Alana		19908.33			19908.33			19908.33
Grand Total		41866.66	19291.7	24650	85808.3	1250	1250	87058.33

Ladder Faculty General Ledger - April

Detailed Transaction Report with Balances										TREE RING SCIENCE (TREE)			Ledger Date 201904	
Account Title : TREE RING SCIENCE										PI(S) :		Loc/Account/Fund/Sub: 8-401234-19900-0		
Fund Title : STATE GENERAL FUNDS												Start/End Date:		
Sub Title : SALARIES - ACADEMIC												Closed:		
Agency :										Award Number :		FDP:		
Obj	Cost Ctr	Project	Cost Type	Trans Date	Description (28 positions)	Ref no	Req No	AP Ref No	Vcher No	TE	Appropriation	Expenditure	Encumbrance	
1000				103118	APR19 M0 Payroll	190430M0X		-	00200	53	40,200.00	87,058.33		
				043019	BradyLNS sal savings			-		14				
										Current Month	40,200.00	87,058.33	0.00	
										Cumulative	1,004,500.00-	830,383.30	0.00	
										Balance		82.66% committed	174,116.70-	

Career Staff Staffing List – July 1 Complete

STAFFING LIST BY LOC-ACCOUNT-FUND- SUB AND TITLE CODE												
FISCAL YEAR	2019											
STAFFING CYCLE	July 1		TREE									
CYCLE STATUS	Complete		TREE RING SCIENCE									
Sub 1 Salaries, Staff </TD												
8-401234-19900-1												
Appt Title Code & Description	Record Type	Description	EmpID Prov No	TUC	Rep	Grade /Step	Mon/Hrly Amount	Annual Amount	Dist FTE	Gross Salary	Budget FTE	Budget Amt
	Perm Budget	July 1 Budget									5	293,190
	Perm Budget	99_18 AUTOMATED MERIT IN	4353								0	2,714
	Perm Budget	CX_18 AUTOMATED RANGE AD	4722								0	3,216
	Perm Budget	99_18 AUTOMATED MERIT IN	7377								0	2,473
Total Perm Budget											5	301,594
4353 STDT AFFAIRS OFCR 2	Appointment	FARRELL,ROBERT	EEID	99	C		24.79	51,762	1	51,762		
Total 4353 STDT AFFAIRS OFCR 2							33.56	51,762	1	51,762		
4722 BLANK AST 3	Appointment	WELTON,GEORGE	EEID	CX	C		26.45	55,228	1	55,228		
4722 BLANK AST 3	Appointment	TAYLOR,ANNA	EEID	CX	C		26.45	55,228	1	55,228		
Total 4722 BLANK AST 3							52.9	110,455	2	110,455		
6205 RSCH ADM 2	Appointment	GARCIA,NAN	EEID	99	C		26.09	54,476	1	54,476		
Total 6205 RSCH ADM 2							26.09	54,476	1	54,476		
7377 ADMIN OFCR 3	Appointment	FULLER,ERICA	EEID	99	S		7,075.10	84,901	1	84,901		
Total 7377 ADMIN OFCR 3							7,075.10	84,901	1	84,901		
Total 8-401234-19900-1							7,161.56	301,594	5	301,594	5	301,594

Career Staff Costing Report – July Merit

UNIVERSITY OF CALIFORNIA-SANTA BARBARA PAYROLL PROCESSING FUNDED STAFF SALARIES COST REPORT CURRENT FISCAL YEAR 18-19												PAGE NO.
												RUN DATE
PPPXXX												
LOCATION 8												
ACTION 27 - AUTOMATIC MERIT INCREASE												
ACCOUNT 401234 TREE RING SCIENCE												
IDENT NUMBER	EMPLOYEE NAME	EFFECT DATE	STOP DATE	DSC SVC	TITLE CODE	OLD PAYRATE	NEW PAYRATE	RATE DIFFER	OLD ANN RATE	NEW ANN RATE	DIST %	AUGMENTATION CURRENT PERM
COST CENTER () FUND (19900)		PROJECT CODE () SUB (1)										
EEID	FULLER,ERICA J	7/1/2018	INDEF	REG	7377	7075.10	7287.35	212.25	84901.2	87448.24	1.0000	2547.04 2547.04
EEID	GARCIA,NAN	7/1/2018	INDEF	REG	6205	26.0900	26.8727	0.78	54475.92	56110.20	1.0000	1634.28 1634.28
EEID	FARRELL,ROBERT	7/1/2018	INDEF	REG	4353	24.7900	25.5300	0.74	51761.52	53306.64	1.0000	1545.12 1545.12
SUBTOTAL AUTOMATED MERITS-APPROPRIATED FROM 8-801512- -19900-1											5726.43	5726.43

Career Staff Reconciliation Spreadsheet – April

2018-19 EXPENSE														Total Expense	Budget - Expense
Name	Appropriation	July	August	September	October	November	December	January	February	March	April	May	June		
Farrell	53,307.00	3,966.40	4,203.20	4,192.01	4,084.80	4,084.80	6,127.21	4,084.80	4,084.81	4,084.80	7,084.80			42,997.63	10,309.37
Fuller	87,448.00	7,075.10	7,499.60	7,287.35	7,287.35	7,287.35	7,287.35	7,287.35	7,287.35	7,287.35	7,287.35			72,873.50	14,574.50
Garcia	56,110.00	4,174.40	4,424.00	4,299.20	4,299.20	4,600.00	6,900.00	4,600.00	4,600.00	4,600.00	4,600.00			47,096.80	9,013.20
Taylor	55,228.00	4,232.00	4,232.00	4,232.00	4,232.00	4,232.00	6,348.02	4,232.00	4,232.00	4,232.00	4,232.00			44,436.02	10,791.98
Welton	55,228.00	4,232.00	4,232.00	4,232.00	4,232.00	4,232.00	6,348.02	4,232.00	4,232.00	4,232.00	4,232.00			44,436.02	10,791.98
	307,321.00	23,679.90	24,590.80	24,242.56	24,135.35	24,436.15	33,010.60	24,436.15	24,436.16	24,436.15	24,436.15	0.00	0.00	251,839.97	55,481.03

Appropriation Detail	
Permanent Staffing List	301,595.00
Adjustments	
7/1/18 merit-Fuller	2,547.00 costing
7/1/18 merit-Farrell	1,545.00 costing
7/1/18 merit-Garcia	1,634.00 costing
	TDF #
Total Budget	307,321.00

Appropriations = Staffing List + Costing Report

Career Staff General Ledger – April

Obj	Cost Ctr	Projct	Cost Type	Trans Date	Description (28 positions)	Ref no	Req No	AP Ref No	Vcher No	TE	Award Number : Appropriation	Expenditure	Encumbrance	
1100				040619	APR19 B2 Payroll	190406B2X		-		53		8,370.16		
1100				043019	APR19 M0 Payroll	190430M0X		-		53		6,952.30		
1950				040619	APR19 B2 Payroll	190406B2X		-		53		204.24		
1950				043019	APR19 M0 Payroll	190430M0X		-		53		335.05		
1100				042019	APR19 B1 Payroll	190420B1X		-		53		7,536.99		
1950				042019	APR19 B1 Payroll	190420B1X		-		53		1,037.42		
											Current Month	0.00	24,436.16	0.00
											Cumulative	307,321.00-	251,839.97	0.00
											Balance		81.95% committed	55,481.03-

Payroll Object Codes:

	M0	B1/2X
1100	REG + SKL	REG + SK1 + HLN + CON
1950	VAC	VCN