QUICK REFERENCE GUIDE:
HRIS PAYROLL TRANSACTION CORRECTIONS
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Payroll Transactions are initiated in HRIS after each bi-weekly and daily Payroll runs. They are scheduled to be interfaced nightly into New AFIS using Payroll Expenditure Department Fund (PEDF1) documents.

Since these documents contain aggregated payroll information, they are grouped by like Chart of Accounts elements. For example, they are grouped when the Function, Program, and Program Period Code are the same or they simply have the same Function.

The Document ID is the unique identifier for each record within the new AFIS Document Catalog. The Document ID will be generated as follows:

Document ID parameter (M=Manual Payroll or S=Statewide Payroll) + Date of the payroll run in YYMMDD format + 5-digit sequence number

Example:

M15070600001 (for manual Payroll processing on 7/6/15)

Or

S15070700001 (for Main Payroll Compute on 7/7/15)

Whenever a change in value of Chart of Accounts occurs, the 5-digit sequence number portion of the Document ID field should be incremented by one.

However, when a change in value occurs for the New AFIS Object, the sequence number portion of the Document ID will not be incremented. For changes of Object values, a new Accounting line will be created within a Document ID.

Locating a PEDF1 Document

Log into AFIS. Navigate to the Document Catalog

1. In the Code field, enter PEDF1

2. In the Dept. field, enter your agency code

3. Expand User Information

In the Create Date field, you can:

Enter the date when the document was interfaced from HRIS to new AFIS or
Leave the date blank to see all outstanding agency documents

1. Expand **Document State**
2. In the **Status** field, select **Rejected**. 
   **Note**: Status options available: Held, Rejected, Submitted
3. In the **Phase** field, select **Draft** 
   **Note**: Phase options available: Draft, Pending, Historical-Final
4. Click **Browse**

The document results that meet the criteria entered will appear below the search:

Select the document for review.
1. Select the box next to the document to review
2. Click **Open**
Errors relating to that document appear at the top of the document; see examples of errors that may appear on a rejected document.

Click View All to see all errors displayed and the corresponding line with the error.

- View All shows the first three errors, make sure to scroll down to see additional errors.

Navigate to the Accounting section to fix errors. There are limited values that can be modified by the user.

**General Information tab**

Only one field on this tab may be updated.

- Budget FY
Detail Accounting tab

**Function** field- Only Functions with Rollup type equal to HRIS and HRLG should be used on PEDF1 documents.

The following fields may be updated assuming that the Function does not already infer these fields; a hard inference cannot be overwritten during transaction entry:

- Location
- Activity
- Major Program
- Program
- Phase
- Program Period

**Validate** the PEDF1 document.

- Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor

**Submit** the PEDF1 document

*Note: There is no approval necessary for PEDF1 documents*

Use these steps to clear out each document your agency has for payroll errors.

*Note: PEDF1 Documents can be edited and modified by individuals who have the security role DEPT_PYRL_ANLST.*