HRIS Payroll Transaction Corrections

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.

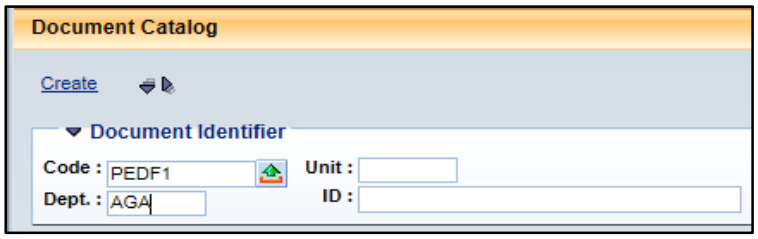
However, when a change in value occurs for the New AFIS Object, the sequence number portion of the Document ID will not be incremented. For changes of Object values, a new Accounting line will be created within a Document ID.

Procedure – Locating a PEDF1 Document

A. Log into AFIS.

B. **Navigate** to the Document Catalog.

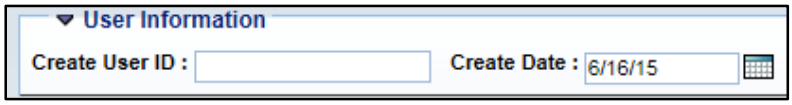
1. In the **Code** field, enter ***PEDF1***
2. In the **Dept**. field, enter ***your agency code***



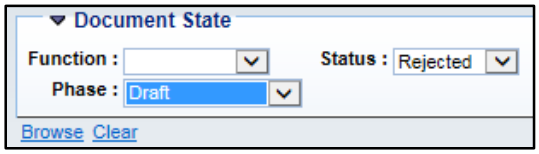
3. Expand **User Information**

4. 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

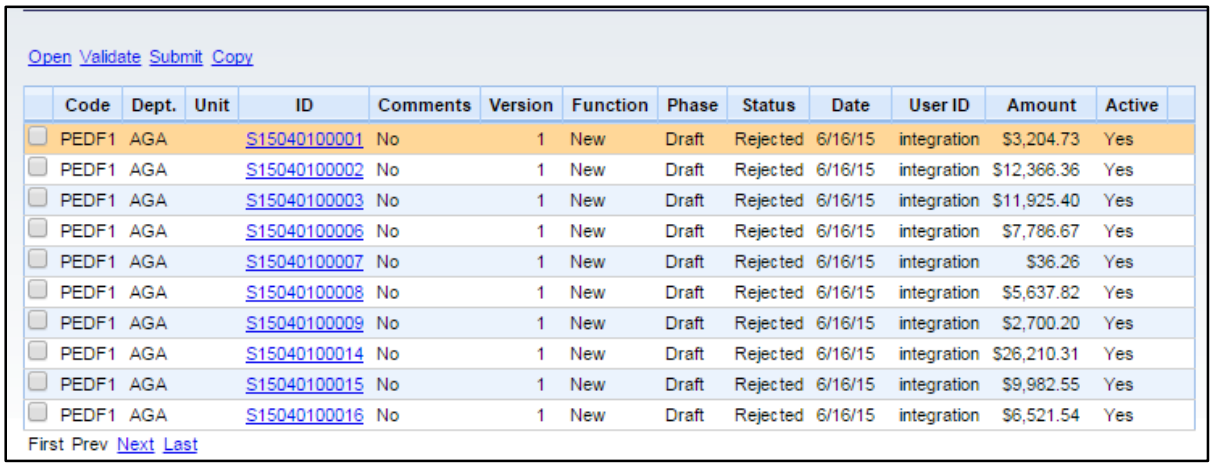


5. Expand **Document State**
6. In the **Status** field, select ***Rejected***.
   Note: Status options available: Held, Rejected, Submitted
7. In the **Phase** field, select ***Draft***
   Note: Phase options available: Draft, Pending, Historical-Final



C. Click **Browse**.

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



Open Validate Submit Copy

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
☐	PEDF1	AGA		S15040100001	No	1	New	Draft	Rejected	6/16/15	integration	$3,204.73	Yes
☐	PEDF1	AGA		S15040100002	No	1	New	Draft	Rejected	6/16/15	integration	$12,366.36	Yes
☐	PEDF1	AGA		S15040100003	No	1	New	Draft	Rejected	6/16/15	integration	$11,925.40	Yes
☐	PEDF1	AGA		S15040100006	No	1	New	Draft	Rejected	6/16/15	integration	$7,786.67	Yes
☐	PEDF1	AGA		S15040100007	No	1	New	Draft	Rejected	6/16/15	integration	$36.26	Yes
☐	PEDF1	AGA		S15040100008	No	1	New	Draft	Rejected	6/16/15	integration	$5,637.82	Yes
☐	PEDF1	AGA		S15040100009	No	1	New	Draft	Rejected	6/16/15	integration	$2,700.20	Yes
☐	PEDF1	AGA		S15040100014	No	1	New	Draft	Rejected	6/16/15	integration	$26,210.31	Yes
☐	PEDF1	AGA		S15040100015	No	1	New	Draft	Rejected	6/16/15	integration	$9,982.55	Yes
☐	PEDF1	AGA		S15040100016	No	1	New	Draft	Rejected	6/16/15	integration	$6,521.54	Yes

First Prev Next Last

E. Select the document for review.

1. Select the box next to the document to review
2. Click **Open**

Open Validate Submit Copy

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
☑	PEDF1	AGA		S15040100001	No	1	New	Draft	Rejected	6/16/15	integration	$3,204.73	Yes

F. Errors relating to that document appear at the top of the document; see examples of errors that may appear on the rejected document.

View All 1 of 125 | Accounting Period closed - transaction not allowed. (A1598)

View All 1 of 19 | Transaction amount exceeds available cash balance for Fund AG2130. ...

View All 1 of 12 | Budget line not found for Dept Expense 91:Level 2 within Departmen ...

View All 1 of 58 | This transaction exceeds the uncommitted funds for this budget. (A ...

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

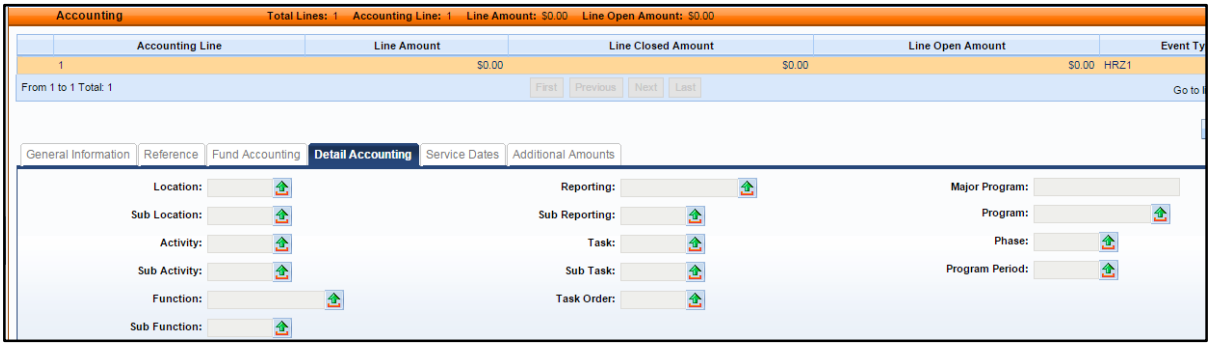
- View All shows the first three errors, make sure to scroll down to see additional errors

Severity	Component	Line Number	Override	Message
Error	DOC_ACTG	VEND Line 1 ACTG Line 1	---	Unit is required.
Error	DOC_ACTG	VEND Line 1 ACTG Line 1	---	Appr Unit is required.
Error	DOC_ACTG	VEND Line 1 ACTG Line 1	---	Fund is required.

H. Navigate to the Accounting section to fix errors

1. There are limited values that can be modified by the user

- General Information tab
  - Budget FY
- Detail Accounting tab
  - Function
    - 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

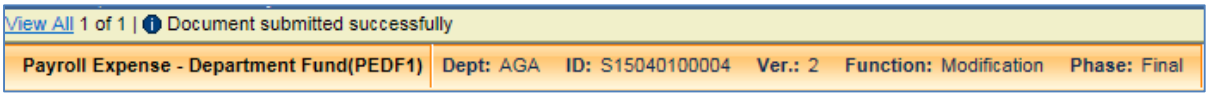


I. **Validate** the PEDF1 document

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

J. **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.