



## RF Payroll Encumbrance by Project

Use these instructions to view the status of individual payroll encumbrances by project.

### Prerequisites

- You must have a minimum responsibility of ORG Grants Inquiry to perform this task. Use any responsibility that can access the required Navigator Path.
- The PTAE0 assignment must exist in Oracle.
- You must have security access to view award payroll information.

### To perform a payroll encumbrance by project inquiry:

1. Navigate by selecting **RF Payroll Enc by Project** to go to the **Payroll Encumbrance Detail** window.
2. Enter the project number of the selected payroll encumbrances to be reviewed.
3. Press Enter to display the requested information.
4. Use the horizontal scroll bar to view the fields to the far right of the window.
5. Use the Print button to print or display the Payroll Encumbrance by Award document.

Research Foundation's Payroll Encumbrance Detail							
Project	1133132	Description	Comprehensive Primary Care & Prevention Program for Adolescents At Risk or Infecte				
Name	100 NYSDOH-Birnbaum	PI					
Start Date	01-JUL-2016	End	30-JUN-2019				
Status	APPROVED			Print			
Salary Shortage:	0.00	Exception:	0.00	FB Shortage:	0.00	Exception:	0.00
Detail Payroll Encumbrance Information							
Award	Task	Expenditure Type	Person	Total Salary	Total FB	Salary Shortage	Salary Exception
81692	4	SWI SUNY IFR Regular		3,745.96	2,340.48	0.00	0.00
81692	4	SWR Regular Exempt		492.41	196.97	0.00	0.00
81692	4	SWR Regular Exempt		4,625.10	1,850.04	0.00	0.00
81692	4	SWR Regular Exempt		3,375.00	1,350.00	0.00	0.00
81692	4	SWR Regular Exempt		3,251.25	1,300.50	0.00	0.00
81692	4	SWR Regular Exempt		6,507.69	2,603.08	0.00	0.00
81692	4	SWR Regular Exempt		3,461.54	1,384.62	0.00	0.00
81692	4	SWR Regular Nonexemp		5,252.02	2,100.81	0.00	0.00
81692	4	SWR Regular Nonexemp		6,057.69	2,423.08	0.00	0.00
81692	4	SWR Regular Nonexemp		4,520.86	1,808.34	0.00	0.00

\*\*\* Does NOT Include Manually Entered Encumbrances \*\*\*

6. Review the following information, using the horizontal scroll bar to view remaining fields.

Project	The number of the project associated with the encumbrance information displayed.
Description	The full title assigned to the project.
Name	The short title description of the project.
PI	The principal investigator on the project.
Start Date	The first effective date of the project.
End Date	The last effective date of the project.
Status	The status of the project.
Salary Shortage	The amount of salary encumbrance that could not be posted to Grants because sufficient funds were not available for the project.
Exception (Salary)	The amount of salary encumbrance that could not be posted to Grants because of an exception (error in processing) for the project.
FB Shortage	The amount of fringe benefit encumbrance that could not be posted to Grants because sufficient funds were not available for the project.
Exception (Fringe Benefits)	The amount of fringe benefit encumbrance that could not be posted to Grants because of an exception (error in processing) for the project.
Award	The award number associated with the encumbrance calculated.
Task	The task number associated with the encumbrance calculated.
Expenditure Type	The subcategory classification of the encumbrance.
Person	The full name of the person associated with the calculated encumbrance.
Grants - Total Salary	The RF calculated encumbrance amount for total salary, which has been transferred to Grants. <b>Note:</b> This amount does not include any salary shortage or salary exception amounts.
Grants - Total FB	The RF calculated encumbrance amount for fringe benefits transferred to Grants. Note: This amount does not include any FB shortage or FB exception amounts.

Salary Shortage	The amount of salary encumbrance that could not be posted to Grants because sufficient funds were not available for this line of information.
Salary Exception	The amount of salary encumbrance that could not be posted to Grants because of the exception reason for this line of information.
FB Shortage	The amount of fringe benefit encumbrance that could not be posted to Grants because sufficient funds were not available for this line of information.
FB Exception	The amount of fringe benefit encumbrance that could not be posted to Grants because of the exception reason for this line of information.
Calc Encumbrance, Total Salary	The total salary amount calculated by the RF encumbering process.
Calc Encumbrance - Total FB	The total fringe benefit encumbrance amount calculated by the RF encumbering process.
Assignment	The assignment number associated with this person.
Earning Element	The payroll element used to determine the daily rate.
Effective Start Date	The first day of coverage of the encumbrance.
ESD Srce	The source used to determine the start date of the encumbrance.
Effective End Date	The last day of coverage of the encumbrance.
EED Srce	The source used to determine the encumbrance end date.
Work Days	The total number of working days in the period starting with the encumbrance effective start date and ending with the encumbrance effective end date.
Days Short	The number of working days for the salary shortage. <b>Days Short</b> is calculated by dividing the <b>Salary Shortage</b> amount by the <b>Daily Rate</b> (rounded up to a whole number).
Daily Rate	The rate used in the encumbrance calculation. The rate is determined by using the calculations rules for the earnings element on the labor schedule for the assignment.
LS %	The labor schedule percentage associated with the salary encumbrance distribution.
FB Rate %	The fringe benefit percentage associated with the salary encumbrance.
Exception Reason	The error encountered during processing.
Assignment Organization	The business entity associated with the HR assignment related to the labor encumbrance.