RF Payroll Encumbrance by Person

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

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 PTAEO assignment must exist in Oracle.
- You must have security access to view award payroll information.

To perform a payroll encumbrance by person inquiry:

1. Navigate to **RF Payroll Enc by Person** to go to the **Payroll Encumbrance Detail** window.
2. Enter the **Person's Name or Employee Number**.
3. Press the **Enter** key to display 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

Name _____ Employee Number _____ (Print)

Detail Payroll Encumbrance Information

Award	Project	Task	Expenditure Type	--- Transferred to Grants ---		Salary Shortage	Salary Exception	F Sho
				Total Salary	Total FB			
81382	1143585	2	SWR Regular Exempt	164.14	65.66	0.00	0.00	
81692	1133132	4	SWR Regular Exempt	492.41	196.97	0.00	0.00	
81843	1133076	3	SWR Regular Exempt	492.41	196.97	0.00	0.00	
82193	1126360	6	SWR Regular Exempt	2,830.17	1,132.07	0.00	0.00	
82193	1126360	6	SWR Regular Exempt	1,981.12	832.07	0.00	0.00	
82232	1146333	3	SWR Regular Exempt	437.70	175.08	0.00	0.00	
82232	1146333	3	SWR Regular Exempt	306.39	128.68	0.00	0.00	
82283	1073657	3	SWR Regular Exempt	2,816.16	1,126.46	0.00	0.00	
82283	1073657	3	SWR Regular Exempt	1,971.31	827.95	0.00	0.00	
82817	1075320	24	SWR Regular Exempt	21.89	8.75	0.00	0.00	
83142	1088726	16	SWR Regular Exempt	437.70	175.08	0.00	0.00	
83142	1088726	16	SWR Regular Exempt	1,258.39	528.52	0.00	0.00	
83151	1099943	14	SWR Regular Exempt	21.89	8.75	0.00	0.00	
83950	1135545	4	SWR Regular Exempt	136.78	54.71	0.00	0.00	

** Does NOT Include Manually Entered Encumbrances **

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

Award	The award number associated with the encumbrance calculated.
Project	The project number associated with the encumbrance calculated.
Task	The task number associated with the encumbrance calculated.
Expenditure Type	The subcategory classification of the encumbrance.
Grants - Total Salary	The RF calculated encumbrance amount for total salary, which has been transferred to Grants. **Note:** 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.
Total Salary	The total salary amount calculated by the RF encumbering process.
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. Days Short is calculated by dividing the Salary Shortage amount by the Daily Rate (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.