



## RF Payroll Encumbrance by Award

Use this procedure to view the status of individual payroll encumbrances by award.

### 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.
- You must have security access to view award payroll information.
- A PTAE0 assignment must exist in Oracle.

### To view the status of individual payroll encumbrances by award:

1. Navigate to **RF Payroll Enc by Award** to go to the **Payroll Encumbrance Detail** window.
2. Enter the **Award Number** of selected payroll encumbrances you need to review.
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.

Project	Task	Expenditure Type	Person	Total Salary	Total FB	Earning Element	Effective Start Date
1153206	1	SWR Regular Exempt		415.82	166.33	Salary 1	01-MAY-2019
1153206	1	SWR Regular Exempt		306.39	128.68	Salary 1	22-JUN-2019
1153206	1	SWR Regular Exempt		2,964.00	1,185.60	Salary 1	01-MAY-2019
1153206	1	SWR Regular Exempt		2,184.00	917.28	Salary 1	22-JUN-2019
1153206	1	SWR Regular Exempt		1,315.38	526.15	Salary 1	01-MAY-2019
1153206	1	SWR Regular Exempt		969.23	407.08	Salary 1	22-JUN-2019
1153206	1	SWR Regular Exempt		3,133.10	1,253.24	Salary 1	01-MAY-2019
1153206	1	SWR Regular Exempt		2,308.60	969.61	Salary 1	22-JUN-2019
1153206	1	SWR Regular Exempt		1,373.85	549.54	Salary 1	01-MAY-2019
1153206	1	SWR Regular Exempt		1,012.31	425.17	Salary 1	22-JUN-2019

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

Award	The number of the award associated with the encumbrance information displayed.
Description	The full title assigned to the award.
Name	The short title description of the award.
PI	The principal investigator on the award.
Start Date	The first effective date of the award based on sponsor documentation.
End Date	The last effective date of the award based on sponsor documentation.
Sponsor	The name that identifies the organization that is sponsoring the award administered by the Research Foundation.
Close Date	The close date of the award (all transactions and invoicing stop based on this date).
Status	The status of the award.
Salary Shortage	The amount of salary encumbrance that could not be posted to Grants because sufficient funds were not available for the award.
Exception (Salary)	The amount of salary encumbrance that could not be posted to Grants because of an exception (error in processing) for the award.
FB Shortage	The amount of fringe benefit encumbrance that could not be posted to Grants because sufficient funds were not available for the award.
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 award.

7. Review the following detail-line information, which is displayed from **left to right**:

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.
Person	The full name of the person associated with the calculated encumbrance.
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.
Total FB	The RF calculated encumbrance amount for fringe benefits transferred to Grants. <b>Note:</b> 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 .
RF Calculated Encumbrance - Total Salary	The total salary amount calculated by the RF encumbering process.
RF Calculated 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. 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.