

RF Payroll Encumbrance by Project

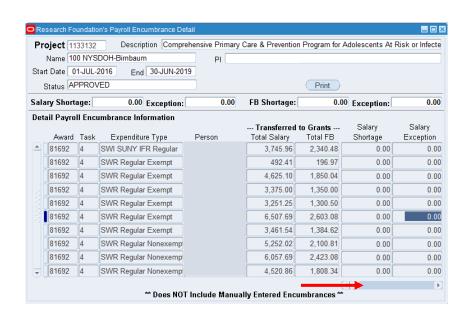
Use these instructions to view the status of individual payroll encumbrances by project.

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 PTAEO 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.



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.

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.

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. **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.