Payroll Suspense Approval Process – Approver Guidelines

Once suspended payroll lines have been marked as ‘Submitted’ for approval in the Payroll Suspense Correction page, those lines will display in the Payroll Suspense Approval page.

Approvers have a security role specific to this page. A message displays if there is an unauthorized attempt.

The Search criteria are similar to the Payroll Suspense Correction page with the additions of ‘PET/JE’, ‘Orig AcctgDate’ and ‘Submitted By’. Unlike the Payroll Suspense Correction function, there is no requirement to enter any search criteria. The user may simply click the ‘Search’ button and all uncleared transactions that have a journal source code (as determined by the submitter’s default journal source code) for which the user has GL approval access appear in the search results. Lines populated in the Payroll Suspense Approval page pertain to the approver route control security for that user, similar to journal routing.

The process actions available are ‘Approve’ and ‘Un-Approve’.

Approvers review the request ensuring that it is appropriate and valid. Approver then approves lines.

Note that the journals generated as a result of JE lines may fail (for a variety of reasons just like other journal processes). The new GL Source, PPC, is set up to reject should there be any errors; that is, no entries will be allowed to post back to suspense. Therefore, it is extremely important to review submitted and approved entries to confirm they have posted.
The menu path to for the Payroll Suspense Approval page is Main Menu – CAL Components – GL – Payroll – Payroll Suspense Approval
As mentioned previously, unlike the Payroll Suspense Correction page, search criteria are not mandatory. The approver may simply click the 'Search' button and all qualifying lines for that approver will display for all accounting dates.

If the approver chooses to specify search criteria the program populates the grid and sorts the grid given the criteria specified.

The sort criteria items provided are the same as the search criteria items except for 'Org Node'. A number is placed before the search criteria item to indicate the sort sequence for that item where 1 is the highest sort level. Any number between 1-99 may be used; the program will sort the sort sequences accordingly. When no sort sequence is specified for any item, the sort defaults to PET/JE and Employee ID.

Approvers may narrow their search results by entering information in any of the following search criteria fields. The search fields are as follows:

1. Orig AcctgDate
2. Fund
3. Department
4. Chartfield 1
5. Chartfield 2
6. PET/JE
7. Employee ID
8. Pay End Date
9. Org Node
10. Submitted By
Here is an example of the displayed results sorted by 1) Employee ID, 2) Pay EndDate, 3) Fund, and 4) Dept.
Use the tabs at the top of the list to gather information about the transactions. For more detailed information about what is contained in these tabs, please review the “Payroll Correction Training” guide. Approvers can also scroll to the right and select the ‘OrigCOA’ link to see the original chartstring that was entered into the PPS system.
To select which items to approve, just change the ‘Approval Status’ to ‘Approve’. Click the ‘Save’ button.

Or, if you prefer to approve all the transactions at one time, click the ‘Select All’ button and select ‘Approve’ from the ‘Action’ drop-down.
Click on the ‘Process’ button. A message box summarizes the intended action. Click ‘OK’ to process your request.

The approval process is the same regardless of if a PET or JE was requested. Approved transactions will no longer appear on Payroll Suspense Approval page once they have cleared suspense. JE transactions clear upon journal-generation during the nightly maintenance cycle. PET transactions approved by the cut-off date will clear after the monthly payroll feed from PPS if processed correctly.

Note that the payroll data in the BAIRS BIS_EXPENSEDETAIL_CURR.bqy is updated with the monthly payroll feed from PPS. A Campus Shared Services Timekeeper may process a PET request mid-month, however, it will not be reflected in the BAIRS report until the monthly feed from PPS has been processed.
Conclusion / Summarization

- A preparer may not self-approve. If an approver makes a correction in the Payroll Suspense Correction page, the approver may see these lines in the Payroll Suspense Approval page but may not approve. Appropriate message will display.
- Approver should review each line prior to approval.
- Lines may be approved or un-approved by selecting the appropriate process for the lines selected.
- Any JE lines that have approval status = ‘APPROVE’ will be selected in the nightly batch process and will be marked for journal-generation.
- The suspended lines that display in this component exclude any lines that have been cleared or any line that has already been journal-generated. JE lines previously approved but are in error will continue to display on this page until corrected and cleared from suspense.