

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.

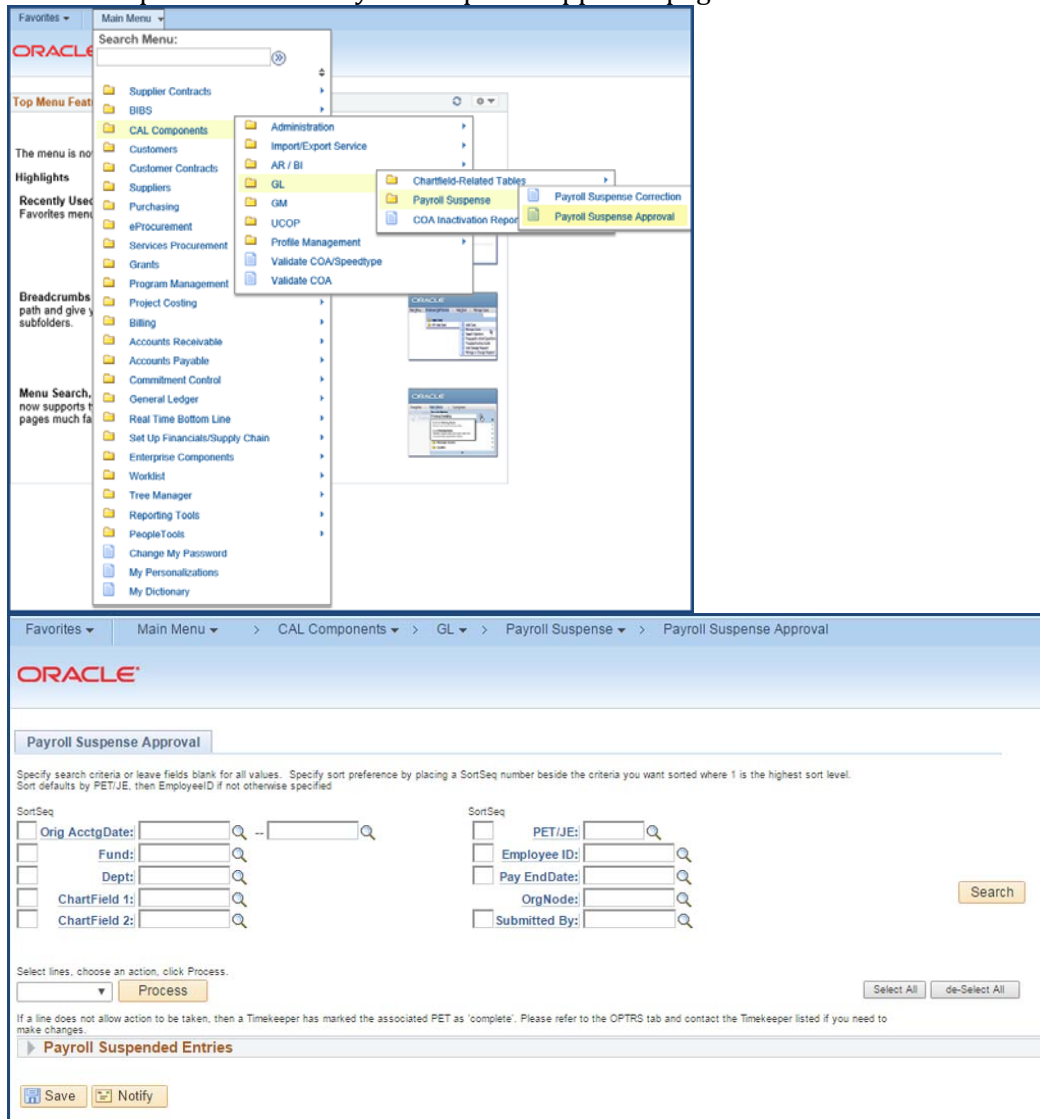
The Search criteria are similar to the Payroll Suspense Correction page with the additions of 'PET/JE', 'Orig AcctgDate' and 'Submitted By'. Unlike the Payroll Suspense Correction function, there is no requirement to enter any search criteria. The user may simply click the 'Search' button and all uncleared 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

Payroll Suspense Approval

SortBy: 3 Orig AcctgDate, 4 Fund, 4 Dept, ChartField 1, ChartField 2

SortSeq: 1 Employee ID, 2 Pay EndDate, OrgNode, Submitted By

Search

Select lines, choose an action, click Process

If a line does not allow action to be taken, then a Timekeeper has marked the associated PET as 'complete'. Please refer to the OPTRS tab and contact the Timekeeper listed if you need to make changes.

Payroll Suspended Entries

COA	Select	Journal Attributes	Last Update	Error Message	Approval	OPTRS Entry	PET / JE	BuUnit	Account	Fund	Dept	Program	ChartField 1	ChartField 2	PC BuUnit	Project	Activity	An Type	ET Month	ET Page	ET Line	PET Zero Gross?	Original Gross Earnings	Total Benefits	Title Code	Dos Code	OrigCOA	Notes	Error	Corrected Line COA Edit Message
1	<input type="checkbox"/>	011223344	06/30/2016		Approve		PET 10000	50211	82313	25665	44	OLSMRT			GM100	1010286	01	PAY	1703	33154	2	<input type="checkbox"/>	1,963.00	64.16	3266	REG	OrigCOA	N	Successful chartstring validation.	
2	<input type="checkbox"/>	012345678	06/24/2016		Approve		PET 10000	51029	23502	15604	60				PC100	9999999	01	PAY	1703	19231	3	<input type="checkbox"/>	141.54	4.29	4921	REG	OrigCOA	N	Successful chartstring validation.	
3	<input type="checkbox"/>	013456789	07/02/2016		Approve		PET 10000	51210	89627	15726	62				GM100	1009955	01	PAY	1702	19186	1	<input type="checkbox"/>	536.40	215.16	4167	REG	OrigCOA	N	Successful chartstring validation.	
4	<input type="checkbox"/>	022222222	06/10/2016		Approve		PET 10000	51029	19600	25665	40				PC100	9999999	01	PAY	1703	33120	1	<input type="checkbox"/>	47.25	1.44	4921	REG	OrigCOA	N	Successful chartstring validation.	
5	<input type="checkbox"/>	022222222	06/10/2016		Approve		PET 10000	51029	20146	25665	40				PC100	9999999	01	PAY	1703	33144	1	<input type="checkbox"/>	87.75	2.69	4921	REG	OrigCOA	N	Successful chartstring validation.	
6	<input type="checkbox"/>	022222222	06/24/2016		Approve		PET 10000	51029	19600	25665	40				PC100	9999999	01	PAY	1703	33120	4	<input type="checkbox"/>	51.19	1.55	4921	REG	OrigCOA	N	Successful chartstring validation.	
7	<input type="checkbox"/>	022222222	06/24/2016		Approve		PET 10000	51029	20146	25665	40				PC100	9999999	01	PAY	1703	33144	6	<input type="checkbox"/>	95.06	2.88	4921	REG	OrigCOA	N	Successful chartstring validation.	
8	<input type="checkbox"/>	034567890	06/10/2016		Approve		PET 10000	51029	23502	15604	60				PC100	9999999	01	PAY	1703	19231	1	<input type="checkbox"/>	40.14	1.21	4921	REG	OrigCOA	N	Successful chartstring validation.	
9	<input type="checkbox"/>	044556677	06/24/2016		Approve		PET 10000	51029	23502	15604	60				PC100	9999999	01	PAY	1703	19231	2	<input type="checkbox"/>	219.70	6.66	4921	REG	OrigCOA	N	Successful chartstring validation.	

Save Notify

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.

Payroll Suspense Approval

Specify search criteria or leave fields blank for all values. Specify sort preference by placing a SortSeq number beside the criteria you want sorted where 1 is the highest sort level. Sort defaults by PET/IE, then EmployeeID if not otherwise specified.

Search criteria: Orig AcctgDate, Fund, Dept, ChartField 1, ChartField 2, PET/IE, Employee ID, Pay EndDate, OrigNode, Submitted By.

Process

Payroll Suspended Entries

COA	Journal Attributes	Last Update	Error Message	Approval	OPTRS Entry	PT	Select	EmployeeID	Employee Name	Pay EndDate	Amount	Approval Status	PET	BusUnit	Account	Fund	Dept	Program	ChartField 1	ChartField 2	PC BusUnit	Project	Activity	An Type	ET Month	ET Page	ET Line	PET Zero Gross?	Original Gross Earnings	Total Benefits	Title Code	Doc Code	OrigCOA	Notes	Error	Corrected Line COA Edit Message
1							<input type="checkbox"/>	011223344	COLLIE, KEVIN L	06/30/2016	1,983.00		PET	10000	50211	82313	25955	44	OLSMRT		GM100	1010288	01	PAY	1703	33154	2		1,983.00	64.18	3288	REG	OrigCOA		N	Successful chartstring validation.
2							<input type="checkbox"/>	012345678	PORCUPINE, PAITY	06/24/2016	141.54		PET	10000	51029	23502	15904	80			PC100	9999999	01	PAY	1703	19231	3		141.54	4.29	4921	REG	OrigCOA		N	Successful chartstring validation.
3				Approve			<input type="checkbox"/>	013456789	PLATYPUS, PAULINE R	07/02/2016	536.40		PET	10000	51210	88927	15726	82			GM100	1000955	01	PAY	1702	19185	1		536.40	215.16	4187	REG	OrigCOA		N	Successful chartstring validation.
4							<input type="checkbox"/>	022222222	DEER, DAVID	09/10/2016	47.25		PET	10000	51029	19900	25955	40			PC100	9999999	01	PAY	1703	33120	1		47.25	1.44	4921	REG	OrigCOA		N	Successful chartstring validation.
5							<input type="checkbox"/>	022222222	DEER, DAVID	09/10/2016	87.75		PET	10000	51029	20146	25955	40			PC100	9999999	01	PAY	1703	33144	1		87.75	2.86	4921	REG	OrigCOA		N	Successful chartstring validation.
6							<input type="checkbox"/>	022222222	DEER, DAVID	09/24/2016	51.19		PET	10000	51029	19900	25955	40			PC100	9999999	01	PAY	1703	33120	4		51.19	1.55	4921	REG	OrigCOA		N	Successful chartstring validation.
7							<input type="checkbox"/>	022222222	DEER, DAVID	09/24/2016	95.08		PET	10000	51029	20146	25955	40			PC100	9999999	01	PAY	1703	33144	6		95.08	2.88	4921	REG	OrigCOA		N	Successful chartstring validation.
8							<input type="checkbox"/>	034567890	HAMSTER, HENRIETTA	09/10/2016	40.14		PET	10000	51029	23502	15904	80			PC100	9999999	01	PAY	1703	19231	1		40.14	1.21	4921	REG	OrigCOA		N	Successful chartstring validation.
9							<input type="checkbox"/>	044556677	FERRET, FRED P	09/24/2016	219.70		PET	10000	51029	23502	15904	80			PC100	9999999	01	PAY	1703	19231	2		219.70	6.66	4921	REG	OrigCOA		N	Successful chartstring validation.

Save Notify

To select which items to approve, just change the 'Approval Status' to 'Approve'. Click the 'Save' button.

The screenshot shows the Oracle Payroll Suspense Approval interface. At the top, there are navigation menus and the Oracle logo. Below that, there are search filters for 'Orig AcctgDate', 'Fund', 'Dept', 'ChartField 1', 'ChartField 2', 'PET/IE', 'Employee ID', 'Pay EndDate', 'OrgNode', and 'Submitted By'. A 'Search' button is present. Below the search filters, there are buttons for 'Process', 'Select All', and 'de-Select All'. The main part of the interface is a table titled 'Payroll Suspended Entries'. The table has columns for COA, Journal Attributes, Last Update, Error Message, Approval, OTRS Entry, and various financial and organizational fields. The 'Approval' column has a dropdown menu with 'Approve' selected for rows 1 through 9. At the bottom left, there are 'Save' and 'Notify' buttons.

COA	Journal Attributes	Last Update	Error Message	Approval	OTRS Entry	Employee ID	Employee Name	Pay EndDate	Amount	PET /IE	BusUnit	Account	Fund	Dept	Program	ChartField 1	ChartField 2	PC BusUnit	Project	Activity	An Type	ET Month	ET Page	ET Line	PET Zero Gross?	Original Gross Earnings	Total Benefits	Title Code	Doc Code	OrigCOA	Notes	Error	Corrected Line COA Edit Message
1	011223344	COLLIE, KEVIN L		Approve		50211	82313	09/30/2016	1,983.00	PET	10000	50211	82313	25965	44	CLSMRT		GM100	1010288	01	PAY	1703	33154	2		1,983.00	84.18	3286	REG	OrigCOA	N	Successful chartstring validation.	
2	012345678	PORCUPINE, PATTY		Approve		51029	23502	09/24/2016	141.54	PET	10000	51029	23502	15904	60			PC100	9999999	01	PAY	1703	19231	3		141.54	4.26	4921	REG	OrigCOA	N	Successful chartstring validation.	
3	013456789	PLATYPUS, PAULINE R		Approve		51210	88927	07/02/2016	536.40	PET	10000	51210	88927	15726	62			GM100	1009955	01	PAY	1702	19185	1		536.40	215.16	4167	REG	OrigCOA	N	Successful chartstring validation.	
4	022222222	DEER, DAVID				51029	19900	09/10/2016	47.25	PET	10000	51029	19900	25965	40			PC100	9999999	01	PAY	1703	33120	1		47.25	1.44	4921	REG	OrigCOA	N	Successful chartstring validation.	
5	022222222	DEER, DAVID				51029	20148	09/10/2016	87.75	PET	10000	51029	20148	25965	40			PC100	9999999	01	PAY	1703	33144	1		87.75	2.86	4921	REG	OrigCOA	N	Successful chartstring validation.	
6	022222222	DEER, DAVID				51029	19900	09/24/2016	51.19	PET	10000	51029	19900	25965	40			PC100	9999999	01	PAY	1703	33120	4		51.19	1.55	4921	REG	OrigCOA	N	Successful chartstring validation.	
7	022222222	DEER, DAVID				51029	20148	09/24/2016	95.06	PET	10000	51029	20148	25965	40			PC100	9999999	01	PAY	1703	33144	6		95.06	2.88	4921	REG	OrigCOA	N	Successful chartstring validation.	
8	034567890	HAMSTER, HENRIETTA				51029	23502	09/10/2016	40.14	PET	10000	51029	23502	15904	60			PC100	9999999	01	PAY	1703	19231	1		40.14	1.21	4921	REG	OrigCOA	N	Successful chartstring validation.	
9	044556677	FERRET, FRED P				51029	23502	09/24/2016	219.70	PET	10000	51029	23502	15904	60			PC100	9999999	01	PAY	1703	19231	2		219.70	6.66	4921	REG	OrigCOA	N	Successful chartstring validation.	

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.

The screenshot shows the Oracle Payroll Suspense Approval interface. The 'Approve' button is selected in the 'Action' dropdown menu. The 'Select All' checkbox is checked in the table header. The table data is the same as in the previous screenshot, but with the 'Approve' action applied to all rows. At the bottom left, there are 'Save' and 'Notify' buttons.

COA	Journal Attributes	Last Update	Error Message	Approval	OTRS Entry	Employee ID	Employee Name	Pay EndDate	Amount	PET /IE	BusUnit	Account	Fund	Dept	Program	ChartField 1	ChartField 2	PC BusUnit	Project	Activity	An Type	ET Month	ET Page	ET Line	PET Zero Gross?	Original Gross Earnings	Total Benefits	Title Code	Doc Code	OrigCOA	Notes	Error	Corrected Line COA Edit Message
1	011223344	COLLIE, KEVIN L		Approve		50211	82313	09/30/2016	1,983.00	PET	10000	50211	82313	25965	44	CLSMRT		GM100	1010288	01	PAY	1703	33154	2		1,983.00	84.18	3286	REG	OrigCOA	N	Successful chartstring validation.	
2	012345678	PORCUPINE, PATTY		Approve		51029	23502	09/24/2016	141.54	PET	10000	51029	23502	15904	60			PC100	9999999	01	PAY	1703	19231	3		141.54	4.26	4921	REG	OrigCOA	N	Successful chartstring validation.	
3	013456789	PLATYPUS, PAULINE R		Approve		51210	88927	07/02/2016	536.40	PET	10000	51210	88927	15726	62			GM100	1009955	01	PAY	1702	19185	1		536.40	215.16	4167	REG	OrigCOA	N	Successful chartstring validation.	
4	022222222	DEER, DAVID				51029	19900	09/10/2016	47.25	PET	10000	51029	19900	25965	40			PC100	9999999	01	PAY	1703	33120	1		47.25	1.44	4921	REG	OrigCOA	N	Successful chartstring validation.	
5	022222222	DEER, DAVID				51029	20148	09/10/2016	87.75	PET	10000	51029	20148	25965	40			PC100	9999999	01	PAY	1703	33144	1		87.75	2.86	4921	REG	OrigCOA	N	Successful chartstring validation.	
6	022222222	DEER, DAVID				51029	19900	09/24/2016	51.19	PET	10000	51029	19900	25965	40			PC100	9999999	01	PAY	1703	33120	4		51.19	1.55	4921	REG	OrigCOA	N	Successful chartstring validation.	
7	022222222	DEER, DAVID				51029	20148	09/24/2016	95.06	PET	10000	51029	20148	25965	40			PC100	9999999	01	PAY	1703	33144	6		95.06	2.88	4921	REG	OrigCOA	N	Successful chartstring validation.	
8	034567890	HAMSTER, HENRIETTA				51029	23502	09/10/2016	40.14	PET	10000	51029	23502	15904	60			PC100	9999999	01	PAY	1703	19231	1		40.14	1.21	4921	REG	OrigCOA	N	Successful chartstring validation.	
9	044556677	FERRET, FRED P				51029	23502	09/24/2016	219.70	PET	10000	51029	23502	15904	60			PC100	9999999	01	PAY	1703	19231	2		219.70	6.66	4921	REG	OrigCOA	N	Successful chartstring validation.	

Click on the 'Process' button. A message box summarizes the intended action. Click 'OK' to process your request.

The screenshot shows the Oracle Payroll Suspense Approval interface. At the top, there are navigation menus and a search area with various filters. Below the search area, there are buttons for 'Approve' and 'Process'. A table titled 'Payroll Suspended Entries' is displayed, showing a list of transactions with columns for COA, Journal Attributes, Last Update, Error Message, Approval, OPTRS Entry, and various financial and organizational fields. A message box is overlaid on the table, stating: 'There are 0 JE rows Approved. There are 5 PET rows Approved. (24000.070)'. The message box has an 'OK' button.

COA	Journal Attributes	Last Update	Error Message	Approval	OPTRS Entry	ET	select	EmployeeID i.lnsDef	Employee Name i.lnsDescr	Pay EndDate	Amount	Approval Status	PET JE	BusUnit	Account	Fund	Dept	Program	ChartField 1	ChartField 2	PC BusUnit	Project	Activity	An Type	ET Month	ET Page	ET Line	PET Zero Gross?	Original Gross Earnings	Total Benefits	Title Code	Doc Code	OrigCOA	Notes	Error	Corrected Line COA Edit Message
1							<input checked="" type="checkbox"/>	011223344	COLLIE, KEVIN L	06/30/2016	1,663.00		PET	10000	50211	82313	25965	44	OLSMRT		GM100	1010280	01	PAY	1703	33154	2		1,663.00	64.18	3288	REG	OrigCOA	N	Successful charstrng validation.	
2							<input checked="" type="checkbox"/>	012345678	PORCUPINE, PATTY	06/24/2016	141.54		PET	10000	51029	23502	19904	60			PC100	9999999	01	PAY	1703	16231	3		141.54	4.29	4921	REG	OrigCOA	N	Successful charstrng validation.	
3							<input checked="" type="checkbox"/>	013456789	PLATYPUS, PALLINE R	07/02/2016	538.40	Approve	PET	10000	51210	88627	15726	82			GM100	1009955	01	PAY	1702	19185	1		538.40	215.16	4107	REG	OrigCOA	N	Successful charstrng validation.	
4							<input checked="" type="checkbox"/>	022222222	DEER, DAVID	09/10/2016	47.25		PET	10000	51029	19900	25965	40			PC100	9999999	01	PAY	1703	33120	1		47.25	1.44	4921	REG	OrigCOA	N	Successful charstrng validation.	
5							<input checked="" type="checkbox"/>	022222222	DEER, DAVID	09/10/2016	87.75		PET	10000	51029	20148	25965	40			PC100	9999999	01	PAY	1703	33144	1		87.75	2.66	4921	REG	OrigCOA	N	Successful charstrng validation.	
6							<input checked="" type="checkbox"/>	022222222	DEER, DAVID	09/24/2016	51.19		PET	10000	51029	19900	25965	40			PC100	9999999	01	PAY	1703	33120	4		51.19	1.56	4921	REG	OrigCOA	N	Successful charstrng validation.	
7							<input checked="" type="checkbox"/>	022222222	DEER, DAVID	09/24/2016	95.06		PET	10000	51029	20148	25965	40			PC100	9999999	01	PAY	1703	33144	6		95.06	2.88	4921	REG	OrigCOA	N	Successful charstrng validation.	
8							<input checked="" type="checkbox"/>	034567890	HAMSTER, HENRIETTA	09/10/2016	40.14		PET	10000	51029	23502	19904	60											40.14	1.21	4921	REG	OrigCOA	N	Successful charstrng validation.	
9							<input checked="" type="checkbox"/>	044566677	FERRET, FRED P	09/24/2016	216.70		PET	10000	51029	23502	19904	60											216.70	6.96	4921	REG	OrigCOA	N	Successful charstrng validation.	

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_EXPENSE_DETAIL_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.