

**SUBJECT:** Important notice concerning January 2011 Encumbrance Projection

**POSTED:** February 7, 2011

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**ANNOUNCEMENT**

**Important Notice concerning January Encumbrance Projection**

If you did not run the January Encumbrance Projection (epop002) on Thursday January 27, 2011 as directed by SSC (see below) .....

The Encumbrance Projection process (epop002) utilizes data from the last confirmed payroll for each paygroup as of the date that the process is run. Due to the timing of the HSA Seed payroll, **users attempting to run the epop002 after 1/27/2011 will receive incorrect results.**

The staff at SSC and ITS have been actively working with ADP to provide assistance to institutions that were unable to run the January Encumbrance Projection (epop002) prior to the confirmation of the HSA seed payroll. As a workaround, ADP has run a script in the BV2R database that will allow ITS to run the January Encumbrance Projection and provide the necessary files to the institution. If your institution would like ITS to provide your institution with the January epop002 file, please submit a ticket to SSC with a listing of the parameters with which you would like the process run. The parameters needed are:

- Monthly Pay Periods Remaining
- Faculty Pay Periods Remaining
- PT Faculty Pay Periods Remaining
- Biweekly Pay Periods Remaining
- Number of June Work days
- Number of 3<sup>rd</sup> biweekly payrolls
- Encumber Retirees? Y or N

Because the BV2R database is refreshed nightly, **it is imperative that we hear from any institutions that require their January epop002 file by no later than 12:00 noon on Wednesday, 2/9/2011.**

***Notes from UTTM Call 1/25/2011***

**HSA Seed Payroll and Benefits Encumbrance**

Currently the HSA seed payroll is set to take place on Thursday, 1/27/11 with a posting date of 1/31/11. When an additional payroll is added for the month, the benefits encumbrance process which runs off the last payroll processed for the pay group will pull information from the off-cycle payroll rather than a specific payroll. In order to ensure that the correct payrolls are used for the benefits encumbrance, the SSC is asking that all institutions run the benefits encumbrance process on Thursday 1/27/11 before

noon. This will ensure that the correct information is reported to your financial users before the HSA seed payroll is completed.

**SUPPORTING DOCUMENTATION**

N/A

**MORE INFORMATION AND SUPPORT**

For a production down, business interrupting (emergency) situation, call the ITS Helpdesk immediately at 706-582-2001 or 1-888-875-3697 (toll-free within Georgia). For anything else, contact the ITS Helpdesk at [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services) (self-service support requests requires a User ID and Password; contact the ITS Helpdesk to obtain self-service login credentials), or email [helpdesk@usg.edu](mailto:helpdesk@usg.edu).

**ADDITIONAL RESOURCES**

For information about ITS maintenance schedules or Service Level Guidelines, please visit <http://www.usg.edu/oiit/policies>.