FY2026 Budget Prep User Guide

Georgia*FIRST* Financials

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FISCAL YEAR 2026 BUDGET PREP USER GUIDE

This user guide provides an overview of the following aspects of the Budget Prep Process:

- Budget Prep Process Flow
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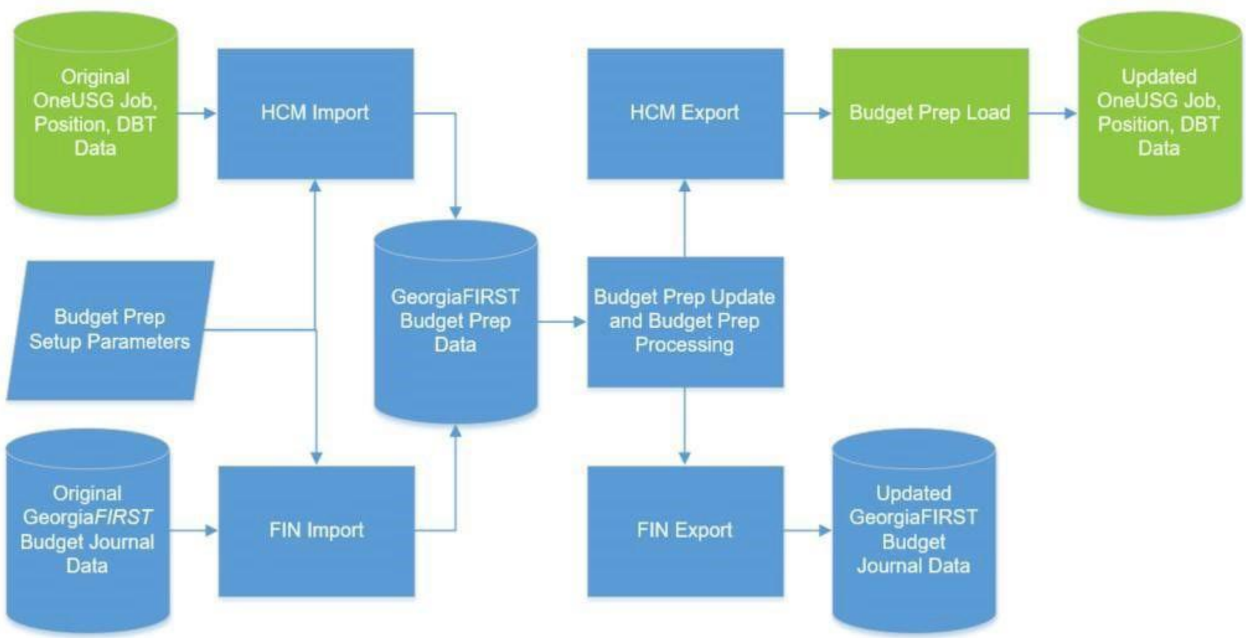
- Budget Prep Reporting Guide
- Recommended Values for Budget Prep Setup
- Recommended Cleanup before beginning Budget Prep
- Recommended Cleanup after Budget Load

CHAPTER 1: INTRODUCTION TO BUDGET PREP

Each year, University System of Georgia (USG) institutions complete development of proposed budgets for the upcoming fiscal year. This process includes budgeting for Personal Services, Fringe Benefits and Non-Personal Services data sourced from OneUSG Connect and PeopleSoft Financials.

Planned budgets are then updated and balanced to budget allocations provided by the Board of Regents using queries and reports in PeopleSoft Financials. After Board approval, users will export Budget Prep data back to OneUSG Connect and PeopleSoft Financials.

Budget Process Flow Overview



The flowchart above illustrates data flows from OneUSG Connect and PeopleSoft Financials to the Budget Prep Module. After making updates for the new budget year, data then flows back to OneUSG Connect and PeopleSoft Financials to update production data for changes made.

Before running any import processes, the following Budget Prep Setup steps must be completed:

- Updating Year/Hour Parameters for the new fiscal year
- Updating Promotion, BP Raise Type 1, and BP Raise Type 2 raise dates on Pay Groups setup
- Reviewing and adjusting Reason Codes and Descriptions
- Updating Fringe Rates for changes to Health and Retirement

After completing setup steps, users will run the HCM Import Process. The HCM Import pulls data from several OneUSG Connect tables, including JOB and POSITION_DATA and populates Personal Services records in Budget Prep. If updates need to be made to Position or Job information beyond adding raises or adjusting budget distribution, the changes should be made in OneUSG Connect then reimported to Budget Prep.

Note: *It is critical that each institution's Human Resources, Payroll, Position Management and Budget practitioners coordinate processing of Job, Position, Department Budget Table, and Payroll changes for the period between importing and exporting data back to the OneUSG Connect application to keep the systems in sync.*

Part Time, Vacant, or Lump Sum positions do not populate Health or Retirement data. Vacant and Lump Sum positions only create one row with EMPLID VACANT or LUMPSM regardless of actual position headcount.

Next, run the Financials Import Process to pull Revenue Estimates, Non-Personal Services Appropriation, and Organization & Grant budget data from Financials into the Budget Prep module. The Financials Import Process calculates proposed budget amounts by applying permanent amendments from the current fiscal year to the original budget amount from the current fiscal year. Other one-time or temporary changes are not included.

Both import processes create REFERENCE and CURRENT versions of budget data:

- *REFERENCE*: this version is read-only and can be used for comparison when making changes to the *CURRENT* version.

- *CURRENT*: this version is updated through Budget Prep processes and update pages.

If the import processes are re-run the system replaces matching *CURRENT* rows with newly imported information, overwriting any changes made to that point. Both imports can be run for a range of departments or a single department. The HCM Import can be run for a single position.

Raises and Budget Adjustments can be entered through the Personal Services Data Update page (Budget Prep Data Update) or through the Personal Services Upload/Post process and fringes can be populated using the Fringe Update process. Other changes to positions must be made through the Personal Services Data Update page.

Non-Personal Service budgets are updated through the Update Non-Personal Services, Revenue Estimate, and Update Grants pages. New budget lines can be created if needed.

The Financials Build Process populates aggregate and journal tables with financials budget information. Users can run this process and query data to analyze budget information and balance the budget utilizing a variety of inquiries, queries, and reports.

Once users submit the budget to the University System Office (USO), no more changes should be made in Budget Prep. When users receive confirmation from the USO that the budget is approved, users can run the final export processes – HCM Export (BORBPHEX) and Financials Export (BORBPFEX).

The Fin Export process creates budget journals for the budget year in Commitment Control. After posting, these budget journals are the original budget entry in KK Ledgers. For more information on the structure of budget data, see the GeorgiaFIRST Budget Structure: Commitment Control job aid.

CHAPTER 2: CLEANUP BEFORE BUDGET PREP

Before beginning work in the Budget Prep module, it is important to clean up invalid funding and make sure departments are in sync between OneUSG Connect and Financials.

Invalid Funding

Most items that appear on the invalid funding report result in a 'hard stop' error when loading HR data back to OneUSG Connect. Most common invalid funding errors include:

- Grant/Funding End Dates – users can deactivate positions with funding end date errors, if appropriate. Alternatively, users can update funding to an active grant. If the position itself should continue and the new project ID related to the grant is effective later than the date export to OneUSG Connect will be completed, it may be necessary to temporarily extend the funding end date while the export process is ongoing.

- HR Departments – users can change positions where the HR Department ID is an inactive department by making the department active again (in Financials *and* OneUSG Connect), updating the HR Department on Position data (which requires a new Department Budget Table row for the new HR Department/Position combination), or by making the position inactive, if appropriate.

- No Department Budget Table/Earnings (DBE) – users can fix positions with no DBE entry or an invalid DBE entry by adding a Department Budget Table row for the appropriate HR Department/Position combination or by making the position inactive, if appropriate.

Department Cleanup

No sync process exists for departments between Financials and OneUSG Connect. Any departments added to Financials and used for Budget Prep need to be added to the Department table in OneUSG Connect. Make sure the effective date on the department is a date before Budget Prep processing starts – if users attempt export back to OneUSG Connect before the effective date on the department, OneUSG Connect will not recognize the department as valid.

HR – Short Work Break Rows

Budgets needs to work with HR to make sure SWB (Short Work Break) rows are entered in Job for all J and X pay group employees **before** loading data back to OneUSG Connect. The Budget Prep Process enters a RWB (Return from Work Break) and SWB row for the next fiscal year when HCM load is complete. F Paygroup positions set up for Academic Year Pay should not have SWB rows.

New Departments/Job Codes/Combo Codes

ITS recommends setting up any newly created Departments, Job Codes, or Combo Codes with an effective date before the date users started Budget Prep. If the effective date for new rows is later than the date users run HCM Import, OneUSG Connect may not recognize the entry as valid.

CHAPTER 3: BUDGET PREP PROCESSING

Parameters Setup and Initial Import

See below for a checklist of steps to complete setup and the initial data import in Budget Prep. The steps below result in both the HCM and FIN import being completed, Fringe Update run for the first time, and the Financials Build run to populate BOR_BP_AGG_DTL, the aggregate detail table. These steps are typically only run once.

Step	Action	Process	System
1.	Setup Year/Hour Parameters. See **Appendix A: Setup Values.**	BP.010.001 – Setup Year/Hour Parameters	PSFIN
2.	Setup Pay Groups. See **Appendix A: Setup Values.** ***Note**: If any of the Paygroup Options need adjusted (HCM Import, Health Ins, etc.), submit an ITS Helpdesk ticket to have those adjusted before proceeding past this step.*	BP.010.002 – Setup Pay Groups	PSFIN
3.	Setup Fringe Accounts. See **Appendix A: Setup Values.**	BP.010.003 – Setup Fringe Accounts	PSFIN
4.	Setup Reason Codes. See **Appendix A: Setup Values.**	BP.010.004 – Setup Reason Codes	PSFIN
5.	Run the HCM Import for position, job, and funding data. • Create Report/Run HCM Import: Selected • Business Unit: Verify • As of Date: 6/30 of current Fiscal Year or 7/1 of the upcoming fiscal year • All Departments: Selected • Budget Positions Only: As Needed	BP.010.011 – Importing HCM Data	PSFIN

Step	Action	Process	System
6.	Run the FIN Import for operating and revenue budgets. • Create Report/Run FIN Import: Selected • Business Unit: Verify • All Departments: Selected	BP.010.012 – Importing FIN Data	PSFIN
7.	Run the Fringe Update for an initial estimate of fringe budgets. • Business Unit: Verify • All Departments: Selected	BP.010.013 – Processing the Fringe Update	PSFIN
8.	Run the Financials Build to compile data into a budget aggregate. • Business Unit: Verify • Bud Ref: Verify (May require new run control ID if Bud Ref does not update as expected) • All Departments: Selected	BP.010.014 – Processing the Financials Build	PSFIN
9.	Query BOR_BP_HCM_AGGDTL to review data for any required cleanup or changes needed. This query can be compared to an aggregate from the prior Budget Ref for reviewing and validating changes. • Unit: Institution’s Business Unit • Budget Ref: Year being developed • Ledger: % for all Ledgers ***Note***: *Aggregate detail is useful for comparing the year in development to prior year budgets and for researching where cleanup is needed.*	N/A	PSFIN

Rerunning the HCM Import

The below checklist covers steps needed for rerunning the HCM Import. Typically, the first import and review will reveal where Job or Position data cleanup is needed in OneUSG Connect. Best practice after this cleanup is to re-import affected positions to ensure Budget Prep data is clean and in sync with OneUSG Connect. These steps may be run multiple times during Budget Prep for individual positions or multiple departments.

Step	Action	Process	System
1.	Query BOR_BP_PERS_SERV_EXPORT to provide a backup of entered raises. • Business Unit: Institution's Business Unit • Budget Ref: Year being developed • Department: % for all Departments or a specific Department ID	N/A	PSFIN
2.	Run the HCM Import to import HR data corrections or other changes. • Create Report/Run HCM Import: Selected • Business Unit: Verify • As of Date: As Needed • Budget Positions Only: As Needed Populate From Department and To Department for a range of departments or select a specific Position Number. Submit an ITS Helpdesk ticket if the All Departments option needs selected. ***Note***: *The import will overwrite raises and other changes for reimported positions.*	BP.010.011 – Importing the HCM Data	PSFIN
3.	Run Raise Upload if raises were entered before rerunning the HCM Import. Query results from Step 1 can be used as the upload file.	BP.010.051 – Uploading Personal Services Raises	PSFIN

Step	Action	Process	System
4.	Run Fringe Update to repopulate fringe estimates. • Business Unit: Verify • All Departments: Selected ***Note**: ITS recommends running Fringe Update for All Departments, but it can be run for a specific single department or for a range of departments.*	BP.010.013 – Processing the Fringe Update	PSFIN
5.	Run the Financials Build to compile data into a budget aggregate. • Business Unit: Verify • Bud Ref: Verify • All Departments: Selected ***Note**: ITS recommends running Financials Build for All Departments, but it can be run for a specific single department or for a range of departments.*	BP.010.014 – Processing Financials Build	PSFIN
6.	Query BOR_BP_HCM_AGGDTL to review reimported data and verify all needed changes were made. This query can be compared to an aggregate from earlier in the Budget Prep cycle for reviewing changes, or to an aggregate from the prior Budget Ref for reviewing and validating changes. • Unit: Institution's Business Unit • Budget Ref: Year being developed • Ledger: % for all Ledgers	N/A	PSFIN

Updating Personal Services

The below checklist covers recommended steps for updating Personal Services, beginning with using the Raise Upload process to handle promotions and other raises.

After updating raises, ITS recommends running queries to help review further corrections needed and adjusting as needed. These steps are run many times during Budget Prep as raises and adjustments are made to individual positions.

Step	Action	Process	System
1.	Run the Raise Upload process for any mass updates to raise amounts needed. Review the .out file in View Log/Trace to review positions that were excluded and will need manual updates.	BP.010.051 – Uploading Personal Services Raises	PSFIN
2.	Query BOR_BP_HCM_PROP_BUD_MISMATCH to review positions where the total budgeted amount does not match the amount distributed on the New Distrib tab of Update Personal Services. Positions returned by this query may have invalid funding defined for one or more entries on the New Distrib tab or may have incomplete funding for range of dates.	N/A	PSFIN
3.	Query BOR_BP_HCM_ERN_CD_LIST to review positions set up with MCOP funding.	N/A	PSFIN
4.	Query BOR_BP_INVALID_FUNDING to review positions with invalid funding, including where funding expires before the funding start date.	N/A	PSFIN
5.	Make manual updates to raise amounts on the Budgets tab of the Update Personal Services page, including entering raises and a reason code for positions excluded in Step 1.	BP.010.021 – Updating Personal Services Budgets	PSFIN

Step	Action	Process	System
6.	Adjust and correct position funding as needed on the New Distrib tab of the Update Personal Services page.	BP.010.022 – Updating Personal Services Funding	PSFIN
7.	Review and adjust Fringe budgets as needed on the Fringes tab of the Update Personal Services page. Review Lump Sum positions with salary budgets higher than the FICA max – FICA budgets for these will need adjusted and locked.	BP.010.023 – Updating Personal Services Fringe Budgets	PSFIN
8.	If needed, run the Reset Raise process. The process runs by raise type and paygroup.	BP.010.052 – Resetting Raise Dates	PSFIN
9.	Query BOR_BP_HCM_PROP_BUD_MISMATCH to review any remaining mismatches between budget and distributed amount.	N/A	PSFIN
10.	Query BOR_BP_INVALID_FUNDING to review any remaining positions with invalid funding.	N/A	PSFIN

Updating Non-Personal Services

The below checklist is a high-level overview of steps involved in updating and reviewing Revenue, Travel, Operating, Equipment, and Grants budgets. These steps are run many times during Budget Prep as revenue estimates are entered and operating budgets adjusted.

Step	Action	Process	System
1.	Query BOR_BP_HCM_AGGDTL to review proposed budget totals and to research where adjustments need made. • Unit: Institution's Business Unit • Budget Ref: Year being developed • Ledger: % for all Ledgers	N/A	PSFIN
2.	Make updates to Travel, Operating, and Equipment budgets with the Non-Personal Services page or add new entries for new budgets. If funding that is not tied to a specific position should be budgeted between Accounts 500000 and 599999, add a new Non-Personal Services entry. ***Note****: The Non-Personal Services page will not allow creation of budget lines set up in funds 20000 through 29999. Use the Grants page for updating and adding operating and other expense budgets.*	Updates: BP.010.024 – Updating Non-Personal Services Budgets Add: BP.010.025 - Adding New Non-Personal Services	PSFIN
3.	Make updates to Revenue budgets or add new entries for new revenue sources. Grant revenues are also updated through the Update Revenue page.	Updates: BP.010.026 – Updating Revenue Estimates Add: BP.010.027 – Adding New Revenue Estimates	PSFIN

Step	Action	Process	System
4.	Make updates to Grant budgets or add new entries for new Project IDs.	Updates: BP.010.028 – Updating Grants Budgets Add: BP.010.029 – Adding New Grants Budgets	PSFIN
5.	Run the Financials Build to compile data into a budget aggregate. • Business Unit: Verify • Bud Ref: Verify • All Departments: Selected ***Note**: ITS recommends running Financials Build for All Departments, but it can be run for a specific single department or for a range of departments.*	BP.010.014 – Processing the Financials Build	PSFIN
6.	Query BOR_BP_HCM_AGGDTL to review updated data and verify all needed changes were made. This query can be compared to an aggregate from earlier in the Budget Prep cycle for reviewing changes, or to an aggregate from the prior Budget Ref for reviewing and validating changes. • Unit: Institution's Business Unit • Budget Ref: Year being developed • Ledger: % for all Ledgers	N/A	PSFIN

Finalizing a Balanced Budget

The below checklist covers suggested steps to review proposed budgets to confirm that Revenues and Expenses are balanced after all raises, cleanup, and other adjustments have been entered. These steps will typically be repeated multiple times to verify budget balances and adjust for last-minute changes.

Step	Action	Process	System
1.	Run Fringe Update to verify all adjustments to fringe estimates are complete. • Business Unit: Verify • All Departments: Selected ***Note***: *ITS recommends running Fringe Update for All Departments, but it can be run for a specific single department or for a range of departments.*	BP.010.013 – Processing the Fringe Update	PSFIN
2.	Run the Financials Build to verify all adjustments are included in balancing. • Business Unit: Verify • Bud Ref: Verify • All Departments: Selected ***Note***: *ITS recommends running Financials Build for All Departments, but it can be run for a specific single department or for a range of departments.*	BP.010.014 – Processing the Financials Build	PSFIN

Step	Action	Process	System
3.	Run the Revenue Expense Compare Report to review balance by fund. BOR Menus > BOR Budget Prep > Budget Prep Reports • Business Unit: Institution's Business Unit • Budget Reference: Year being developed • Fund Code: % for All Funds • Show ORG Ledger: As Needed • Remove $0 Budget Lines: As Needed • Sort Fields: As Needed	N/A	PSFIN
4.	Query BOR_BP_HCM_AGGDTL to review balance by Class, Project, or to review APPROP and ORG balance. • Unit: Institution's Business Unit • Budget Ref: Year being developed • Ledger: % for all Ledgers	N/A	PSFIN
5.	Adjust Personal Services, Non-Personal Services, Revenues, and Grants as needed.	N/A	PSFIN
6.	Repeat Query and Adjustment steps as needed.	N/A	PSFIN

Preparing for Budget Submission

The below checklist covers steps for finalizing Position data changes prior to submitting the budget to the System Office. These steps are only run once during the Budget Prep cycle.

Prior to submitting budget to System Office:

Step	Action	Process	System
1.	Run Fringe Update to verify all adjustments to fringe estimates are complete. Changes cannot be made after this point. • Business Unit: Verify • All Departments: Selected	BP.010.013 – Processing the Fringe Update	PSFIN
2.	Run the Financials Build to verify all adjustments are included in balancing. Changes cannot be made after this point. • Business Unit: Verify • Bud Ref: Verify • All Departments: Selected	BP.010.014 – Processing the Financials Build	PSFIN
3.	Query BOR_BP_HCM_AGGDTL to verify steps 1 and 2 did not cause any unexpected changes to budget balances. • Unit: Institution's Business Unit • Budget Ref: Year being developed • Ledger: % for all Ledgers	N/A	PSFIN
4.	Repeat Checklist "Finalizing a Balanced Budget" if any balances changed unexpectedly.	N/A	PSFIN

Step	Action	Process	System
5.	Run All Schedules. For more information, see the Budget Prep Reports, Queries, and Tables Guide.	N/A	PSFIN

Exporting HR Data to OneUSG Connect

The below checklist covers steps for loading Budget Prep data into OneUSG Connect as Job, Position, and Department Budget Table entries. ITS recommends scheduling a window to receive support during this process. These steps are only run once during the Budget Prep cycle.

After Board of Regents Budget Approval:

Step	Action	Process	System
1.	Run HCM Export Process. If this process needs rerun, submit a Helpdesk ticket to have the page unlocked.	BP.010.016 – Staging HR Data with the HCM Export	PSFIN
2.	Run Budget Prep Audit process and review errors. The user that will run the Budget Prep Load process should be the last user to run the Budget Prep Audit.	BP.020.001 – Validating BP Staging Tables with the HCM Audit	OneUSG
3.	Run Budget Prep Load.	BP.020.002 – Processing the Budget Prep Load	OneUSG

Exporting Financials Data and Posting Original Budgets

The below checklist covers steps for creating and posting Original Budget Journals from Budget Prep Data in PeopleSoft Financials. These steps are only run once during the Budget Prep cycle.

After Board of Regents Budget Approval:

Step	Action	Process	System
1.	Run FIN Export Process. If this process needs rerun, submit a Helpdesk ticket to have the page unlocked.	BP.010.015 – Creating Original Budget Journals with the FIN Export	PSFIN
2.	Query and review all created Budget Journals.	N/A	PSFIN
3.	Use the Batch Post process for posting Original Budget Journals.	KK.030.002 – Posting Budget Journal in Batch	PSFIN

Adding the Budget Prep Dashboard Tile to User Homepage

The Budget Prep Dashboard simplifies navigation through the Budget Prep process. A tile to access the dashboard can be added to any homepage in PeopleSoft Financials.

Step	Action
1.	Click on the Action List icon.
2.	Click on the **Personalize Homepage** link.
3.	Select a homepage from the list on the left of the page.
4.	Click the **Add Tile** button.
5.	Click the **FSCM Navigation Collections** link.
6.	Click the **Budget Prep Dashboard** link.
7.	Click the **Save** button.

CHAPTER 4: CLEANUP AFTER BUDGET PREP

While data in Budget Prep is fixed as of early May, changes continue at the Position and Job levels that require review after Position and Job rows are created at the end of the Budget Prep Process. There are a few queries available in OneUSG Connect to help:

Query Name	Description	Parameters
BOR_HR_POSITION_ACTIVITY	Changes made to positions as of a specified Action Date – pulls rows based on when the change was made rather than the effective date of the change. Will include Budget Prep changes with Reason “NFY”	Action Date
BOR_HR_JOB_ACTIVITY	Changes made to Job data as of a specified Action Date – pulls rows based on when the change was made rather than the effective date of the change. Will include Budget Prep changes.	Action Date
BOR_BP_POS_CHECK	Returns positions that have changes to Job Code, Department, Standard Hours, Reg/Temp Status, FT/PT Status, or Pay group between two dates. Will also pull positions that are new as of the later date.	• Last Day of Old Fiscal Year • First Day of New Fiscal Year
BOR_BP_JOB_CHECK	Returns Job rows that have changes to Position Number, HR Status, Payroll Status, Benefits Status, Comp Frequency, or Comp Rate between two dates. Will also pull new hires as of the later date.	• Last Day of Old Fiscal Year • First Day of New Fiscal Year

Remember to follow up on any projects or grants where the End Date was temporarily extended to facilitate Budget load.

APPENDIX A: SETUP VALUES

Year/Hour Parameters

BP.010.001 – Setup Year/Hour Parameters

Field	Suggested Value
Budget Ref	2026
Hours Per Year	2088
Prior Year Hours Per Year	2088
10M Hours Per Year	1728
Prior Year 10M Hours Per Year	1736
Maximum Annual Rate	As Needed
BP Raise Type 1 **(New)**	**Select Option**
BP Raise Type 2 **(New)**	**Select Option**
Show Position Detail on Budget Journals	Selected

***All fields required.**

Pay Groups

BP.010.002 – Setup Pay Groups

Pay Groups	Promotion	BP Raise Type 1	BP Raise Type 2
10 Month: F, X, and J	08/01/2025	08/01/2025	08/01/2025
Others:	07/01/2025	07/01/2025	07/01/2025

Fringe Accounts

BP.010.003 – Setup Fringe Accounts

FICA:

Account	FICA Percent	Fringe Account
Accounts for Part Time Positions (512xxx, 525xxx, etc.)	0.00	551000
Accounts for Full Time Positions, including supplemental pay (511xxx, 516xxx, etc.)	6.20	551000

FICA Maximum: $176,100
FICA Medical Percent: 1.45
Reference: https://www.irs.gov/publications/p80
https://www.ssa.gov/oact/cola/cbb.html

Retirement:

Benefit Plan	Retirement Percent	Retirement Account
TRS	21.91	552000
TRSLMT	21.91	552000
ORP	9.24	552000
ORPLMT	9.24	552000
ERSNEW	29.15	552000
ERS	24.40	552000
Vacant	As Needed	552000
Summer Faculty	As Needed	552000
Future Row Faculty	As Needed	552000

Retirement Maximum: $350,000
Reference: https://www.trsga.com/employer/historical-rates/
https://www.trsga.com/publications/
https://www.trsga.com/employer/contribution-rates/

Group Health:

Note: These are the current rates. Future rates are not yet finalized. Institutions should consider setting these values to cover potential increases based on prior-year trends.

Benefit Plan	Coverage Code	Insurance Amount	Group Health Account
BHMO	1	7,413.36	553000
BHMO	2	15,122.64	553000
BHMO	5	12,962.40	553000
BHMO	7	21,603.84	553000
CCHSA	1	7,413.36	553000
CCHSA	2	15,122.64	553000
CCHSA	5	12,962.40	553000
CCHSA	7	21,603.84	553000
COMCR	1	7,413.36	553000
COMCR	2	15,122.64	553000
COMCR	5	12,962.40	553000
COMCR	7	21,603.84	553000
KHMO	1	6,017.28	553000
KHMO	2	12,293.76	553000
KHMO	5	10,537.44	553000
KHMO	7	17,562.24	553000
Vacant		As Needed	553000
Future Row Faculty		As Needed	553000
Group Life		226.44	553200

Reason Codes

[BP.010.004 – Setup Reason Codes]()

Setup all values as needed.

APPENDIX B: COMMON ISSUES & RESOLUTIONS

Budget Prep HCM Import Errors – Job Data Unique Constraints

Duplicate Rate Codes: Figures 1 & 2 below show examples where duplicate Rate Codes exists on the Job Data Compensation tab. This duplication will cause the HCM Import process to fail.

NOTE: The issue may not be on the top-of-stack row. Lower rows can cause the position not to import if the Effective Date falls within the fiscal year.

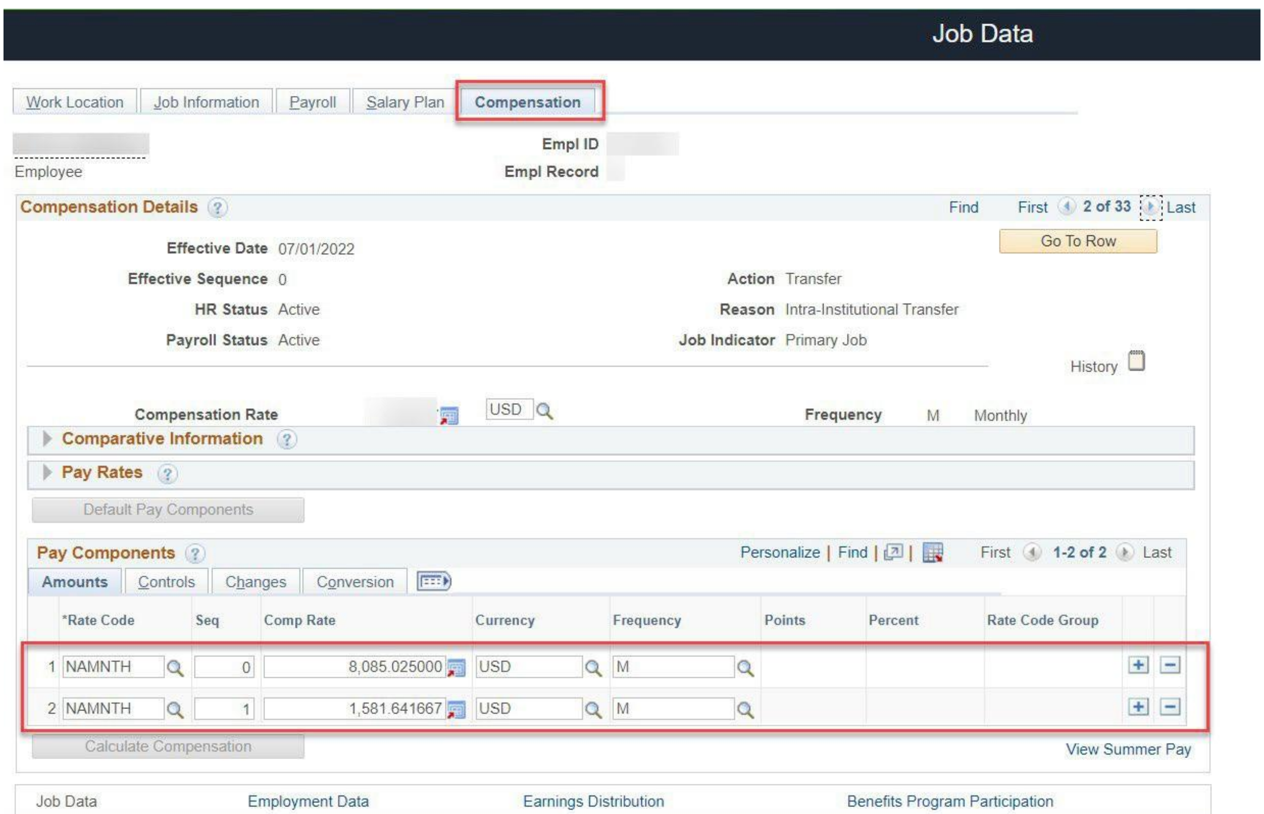


Figure 1 – Duplicate NAMNTH Rate codes.

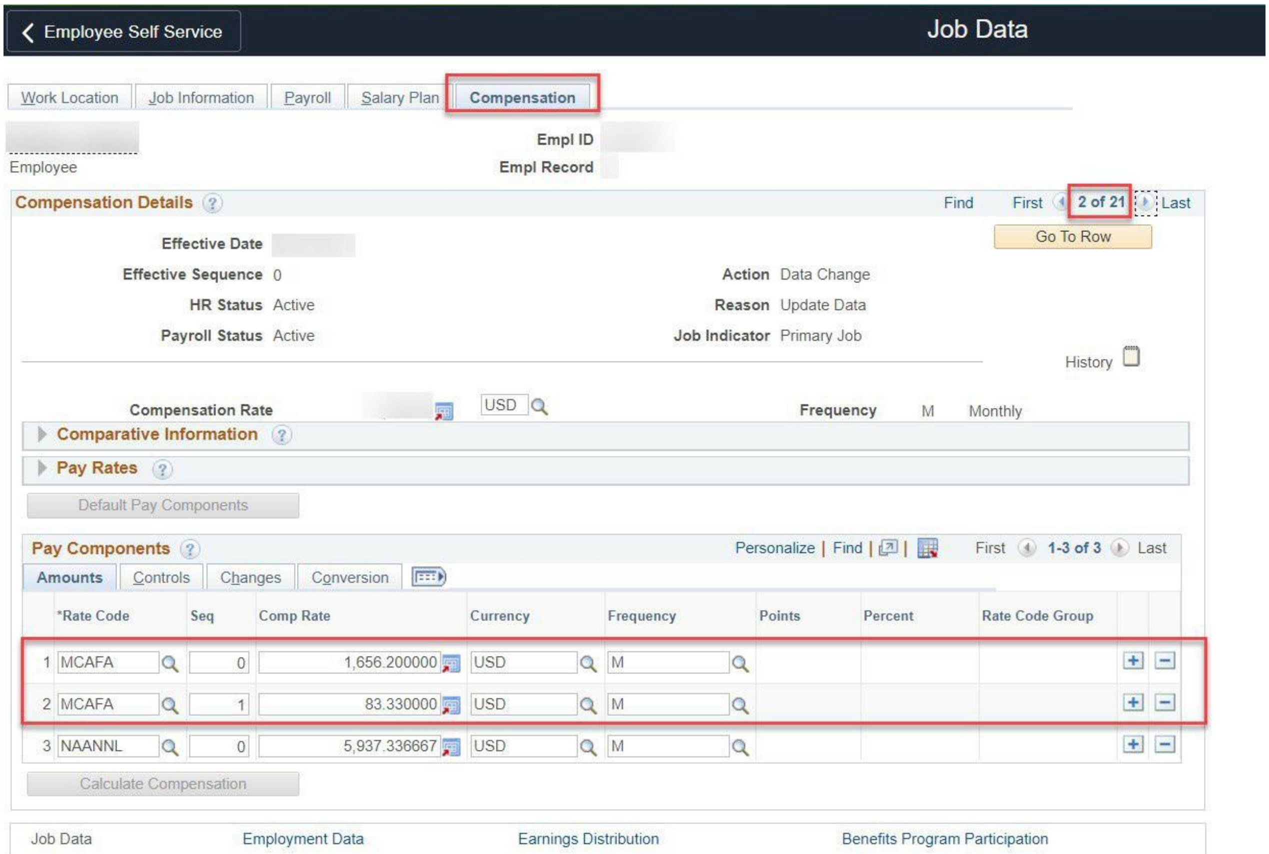


Figure 2 – Duplicate MCAFA Rate codes.

<u>RESOLUTION</u>: Work with your Human Resources department to have any duplicate rows consolidated into a single entry, per Rate Code. Re-run the HCM Import process, after the corrections have been made.

<u>Duplicate Earnings Codes</u>: Figure 3 below shows an example where there are duplicate Earnings Codes on the Job Earnings Distribution page. This duplication will cause the HCM Import process to fail.

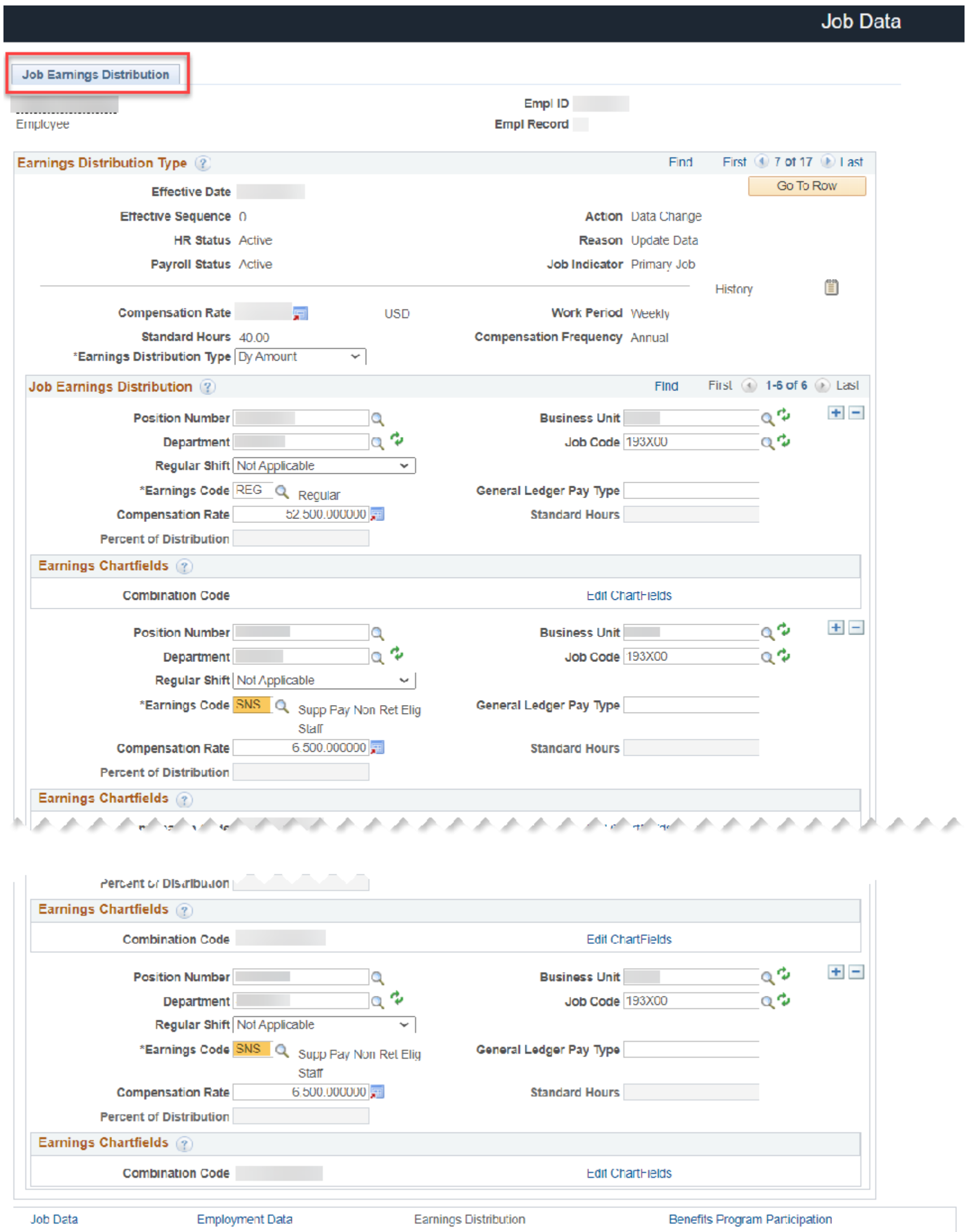


Figure 3 – Duplicate Earnings codes entries.

RESOLUTION: Work with your Human Resources department to have any rows that have the same Earnings Code consolidated into a single entry. Re-run the HCM Import process, after the corrections have been made.

Job Earnings Distribution & Pay Compensation data mismatch: Figures 4 & 5 below show an example of a data conflict between Job Earnings Distribution and the Pay Compensation tab. This discrepancy will cause the HCM Import process to fail.

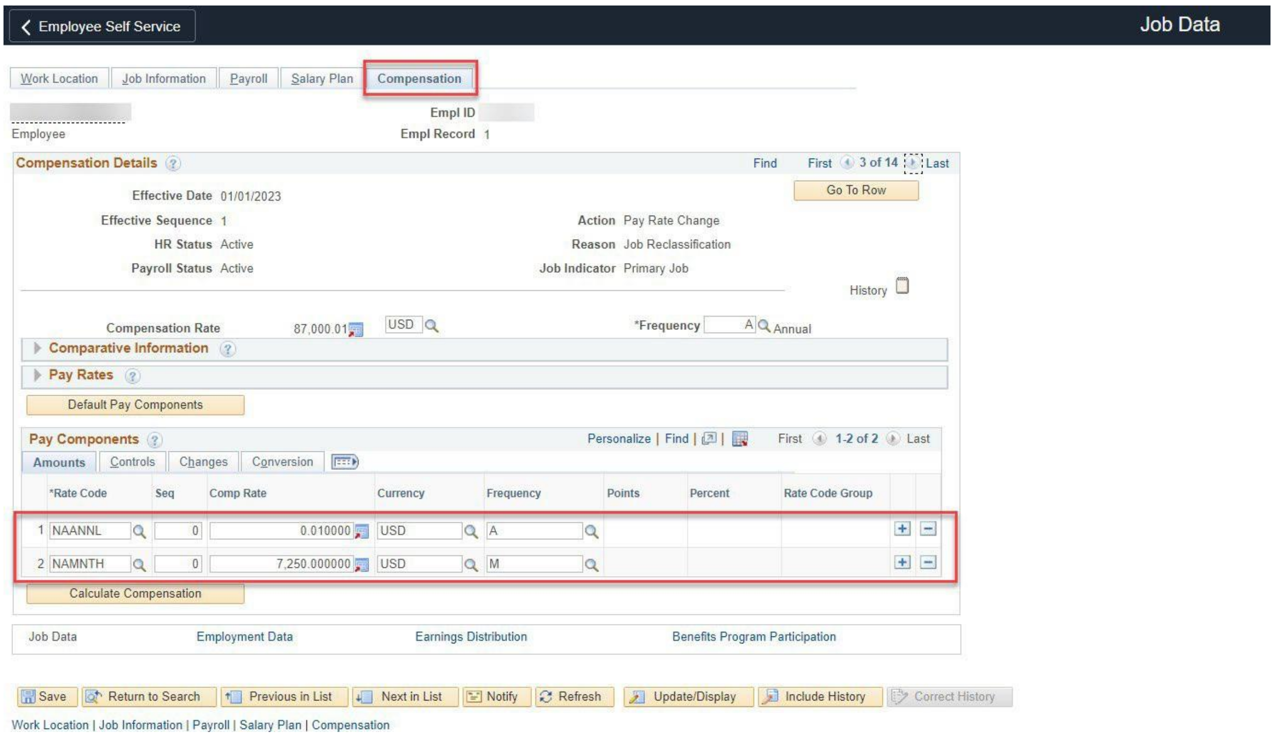


Figure 4 - Job Earnings Distribution and Pay Components code(s) do not match.

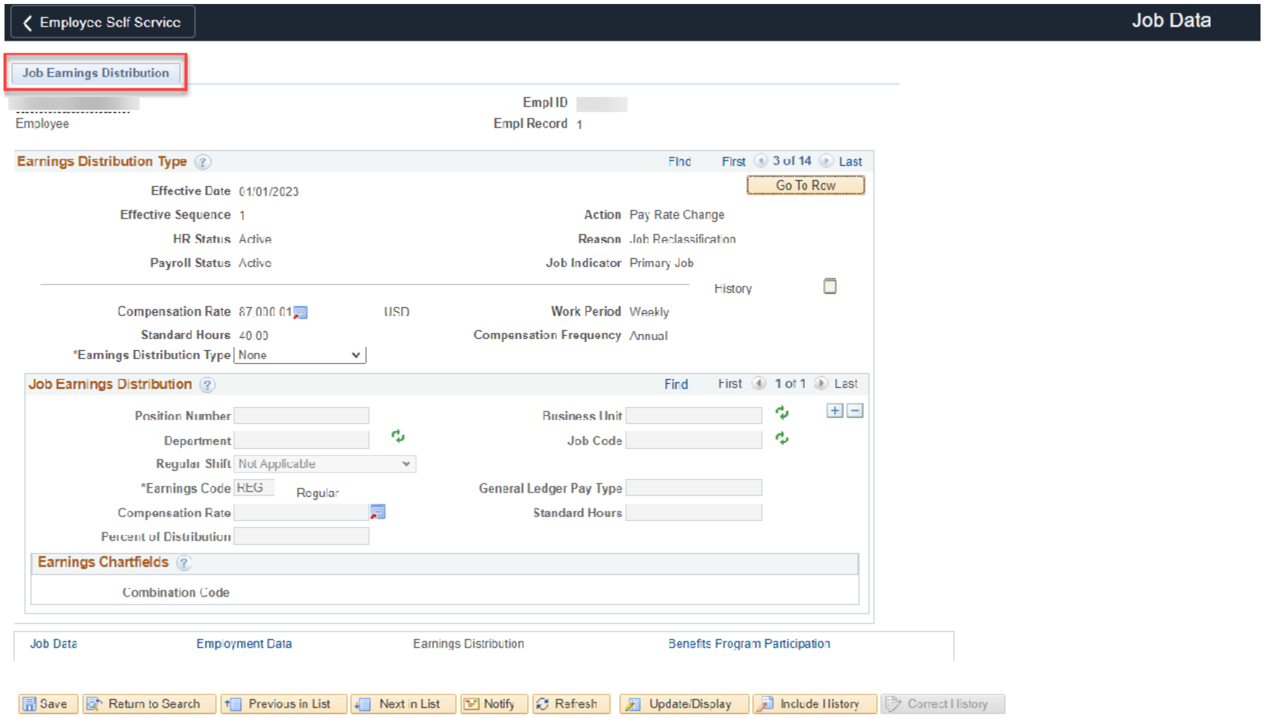


Figure 5 - Job Earnings Distribution and Pay Components code(s) do not match.

RESOLUTION: Work with your Human Resources department to identify which code is correct and update the information to match in both areas. Re-run the HCM Import process, after the corrections have been made.

Multiple employees in the same position: Figures 6 & 7 below show an example where there are multiple, active employees in the same position with the same effective date. This discrepancy will cause the HCM Import process to fail.

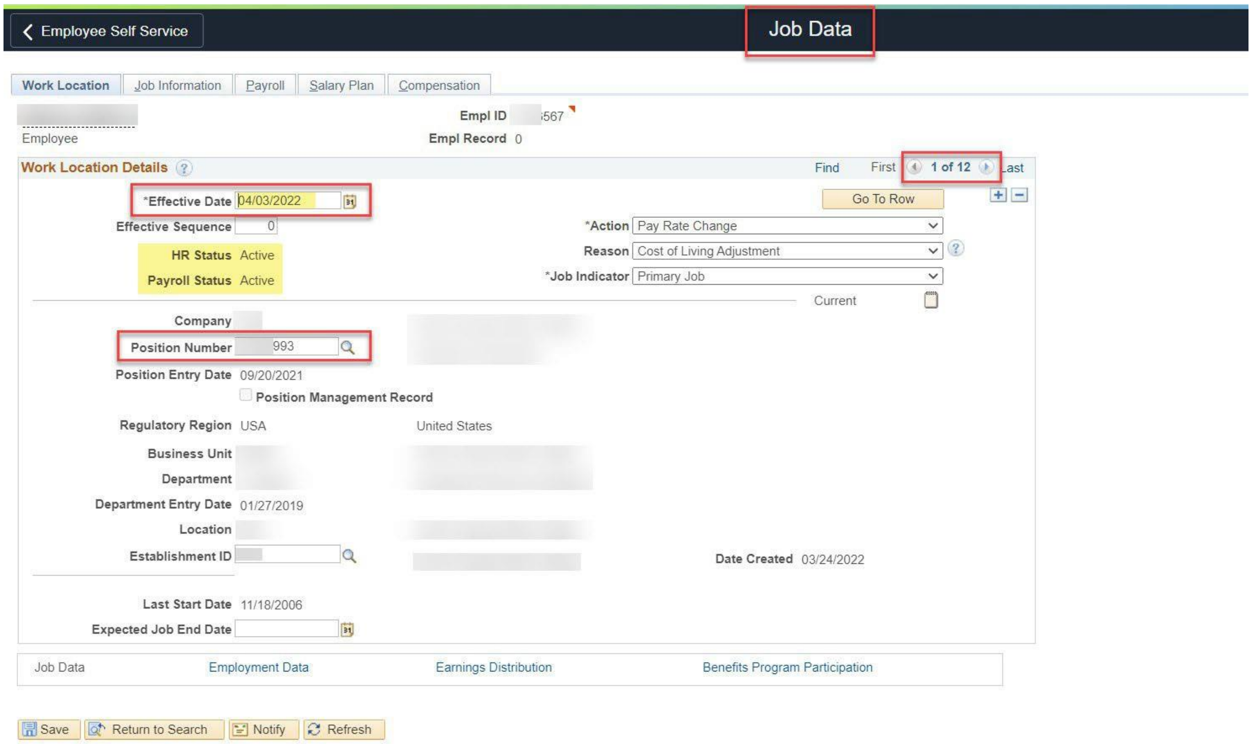


Figure 6 – Active employee 1 in position ending in 993 with the same effective date.

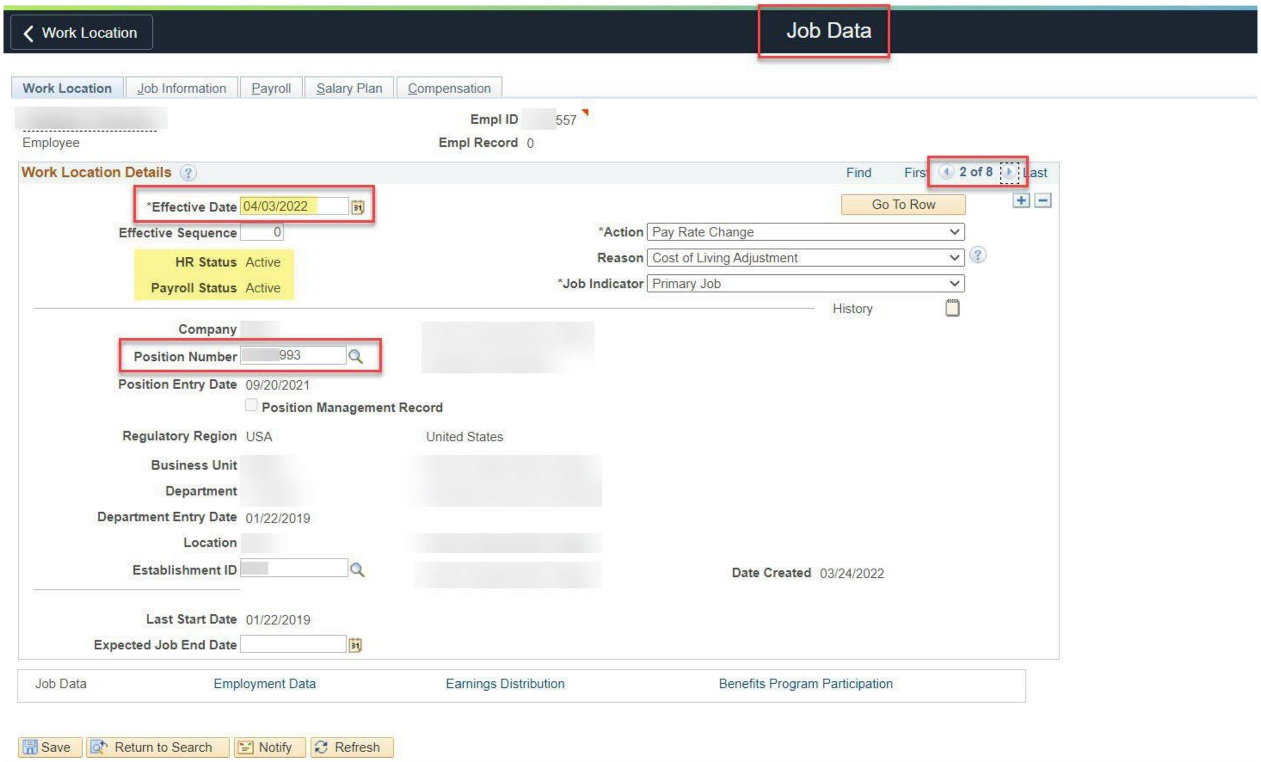


Figure 7 – Active employee 2 in position ending in 993 with same the effective date.

<u>**RESOLUTION**</u>**:** Please identify the employee that actually belongs in the position and add a more recent/top of stack row in Job Data for that employee.

NOTE: It is acceptable to enter the newly added row as: Action / Reason = Data Change/Update Data - with no actual changes. Re-run the HCM Import process, after the corrections have been made.