

KNOWN ISSUE: KI.2-117_CA - Encumbrance Calculation Issues

POSTED: June 7, 2019

STATUS: Active

As institutions analyze encumbrances and amounts available for year-end surplus, please consider these encumbrance calculation items:

- Return from Short Work Break Effective June 1, 2019
- Taxes for H Paygroup for June 30, 2019
- Negative or Out-of-Sync Encumbrances

Below are further details regarding each issues identified that may impact encumbrances as well as functional workarounds for the institution:

Item 1: Return from Short Work Break Effective June 1, 2019

ISSUE: The encumbrance calculation produces health, life, retirement and tax encumbrances for employees returned from short work break. The calculation is based on the employee's last check.

Summer faculty should have an encumbrance for retirement and taxes. However, the amount currently encumbered may or may not be appropriate for the amount the employee will be paid in June. The encumbrance for health and life is not needed. However, a fix for health and life encumbrances will not be available before 2019 fiscal year-end.

FUNCTIONAL WORKAROUND: Institutions can identify the health and life encumbrance amounts on the CURR query by filtering for the F paygroup, pay period end June 30, 2019, and health and life expenditure accounts (553XXX accounts). If the institution wants to eliminate this from encumbrance, it can be accomplished by using the chartfields on the CURR query to create an online encumbrance journal to make corrections.

Item 2: Taxes for H Paygroup for June 30, 2019

ISSUE: The encumbrance calculation is overstating tax encumbrances for the H

paygroup by one pay period. Institutions can identify the tax encumbrance amount on the CURR query by filtering for the H paygroup with a pay period end of June 30, 2019.

FUNCTIONAL WORKAROUND: Institutions can utilize the CURR query uploaded to the SSC ftp site for each institution to determine amounts which should be eliminated from encumbrances. This can be accomplished by using the chartfields on the CURR query to create an online encumbrance journal to make corrections.

Item 3: Negative or Out-of-Sync Encumbrances

ISSUE: Several institutions reported their encumbrances in Finance are negative or not in sync with HCM. One possible reason for this issue is users not processing the retro distribution encumbrance journal entries.

FUNCTIONAL WORKAROUND: If this issue arises, first review encumbrance journal entries to determine if journal entries have not posted. Users can run the BOR_CA_HRA_NOT_JGEN query to identify items not yet processed.

If after reviewing encumbrance journal entries the issue remains, contact ITS at oneusgsupport@usg.edu to request the institution be included in the zero encumbrance calculation run on Tuesday night, June 11, 2019.

ITS will run a new encumbrance calculation on Wednesday night, June 12, 2019. This will allow the institution the opportunity to process the zero encumbrance journal entry and analyze FIN to determine whether or not FIN needs to be zeroed out.

If the institution is included in the Wednesday night run, then by Thursday when the institution posts the new encumbrance calculation encumbrances should be back in sync between the two systems. After this encumbrance calculation, you will still need to consider the above items for short work break and taxes for the H paygroup.

MORE INFORMATION AND SUPPORT: For business impact issues, contact OneUSG Connect Support at oneusgsupport@usg.edu.

