

Sul Ross State University
Business Process Analysis – Finance Module

Process Name: Payroll Interface Encumbrancing

Date: September 7, 2005

Time: 1:00 pm

Location: ACR207

Participants: Judy Perry, Carolyn Todd, Tanya Romero, Liliana Mason, Karlin Devoll, Gail Collier

Session Lead: Judy Perry; Visio, Carolyn Todd; Narrative

Narrative/Description: HRS system settings are reviewed and set by HR to feed encumbrance but not budget to FRS. Monthly paid positions are set to encumber and hourly paid positions are set not to encumber. Positions are rolled first and then Assignments are rolled into HRS from prior to new FY and updated by HR. Office of VPBA loads budget into FRS and HRS for the new year and sets up accounts in HRS (screen 063). HR runs first FY payroll process to create EBC520 program prior to feeding EBC425 (labor and expense). OIT reformats files before feeding into FRS. These programs are run monthly with payroll and fed to FRS to liquidate encumbrances.

Electronic Inputs: None

Manual/Paper Inputs: Update salaries from budget, PAF's.

Key Decision Points (list all): Are system settings correct, are flags on positions and assignments correct, have assignments changed since budget document was prepared, have position or assignments changed after the role was performed.

Related Policy(s): Pay plan, merit policy, and performance appraisal policy.

Interface to Other Systems: HRS feeds to FRS

Web Features: None

Electronic Outputs: EBM570, EBM572, EBM574, EBM576, EBM578

Manual/Paper Outputs:

Customer(s): HR and Budget Office, Controller

Regulatory Items: None

Frequency/Volume: Annual budget load and monthly payroll encumbrance liquidation.

Potential Break Points: Data entry errors, incorrect data, programs processed out of sequence.

Automation: None

Issues: System does not encumber longevity, BRP or hazardous duty pay. Not able to encumber hourly salaries accurately. Timely submission of merit increase, faculty salaries, and PAF's pending approval.