

Prepping to Begin

- <u>Regular Faculty</u> You will utilize the <u>FES</u> system to process payroll cost distributions for regular faculty.
- <u>Grant End Date</u> Verify the grant end date, via transaction **gmgrantd**, before beginning. The 27 screen dates should not exceed the end date of the grant.
- <u>Federal Capacity Grant</u> The federal fiscal year (FFY) is 10/1 9/30. Each FFY has a fund. The fund column automatically populates, and should match the correct FFY. 27 screens should not cross FFYs.
- <u>Cost Share</u> The fund column automatically populates when you save or enter. If you need to add cost share, then you would need to manually enter the cost share fund <u>0011890300</u>.
- <u>**Review**</u> Review current/previous 27 entries before beginning.

Entry

Note: When payroll is running, PA30 is not available.

- Access transaction PA30
- Select the employee
- Select 27 screen
- Select the create icon



- Enter the appropriate start and end date.
- Enter the Distrib (it is always **01**)
- Enter the appropriate Cost Center(s) and/or WBS element(s) along with the associated percentages (the total percentage should equal 100).

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Start		12/	12/01/2018		То		06/30/2019					
Distrib. 0		01	W	Wage/Salary								
Master cost center				1012150880			KCES-DISTRICT 3					
	Cost distribution											
	CoCd	Cost ctr	Ord	ler		WE	BS element		Name		Pct.	
		123456789	90								50	
						30	0000000				50	

Note: If you need to access the fund, scroll to the right.

Cost distribution										
	Name of aux. account	BusA	Fund	Name						
		0201	0226000000	Federal Sponsor						
	Scroll									

Review

After the payroll preliminary, you may utilize the <u>/SPIN/ER – Payroll Preliminary Posting Report</u> to review your entries prior to the payroll deadline.