

RIAS Phase III FAQ's and Helpful Hints

FAQs

PeopleSoft Templates:

1. Where can I find my Project or Subcode on the Dept Activity Lists in the **Time and Labor** or **Commitment Accounting** Modules? Since these modules only display the first 300 values in the Dept Activity 1 & 2 lists, yours may not appear. Instead of searching with 'SEBS' only, try limiting your search using more characters. For example, if you are looking for a Project starting with '12', search using 'SEBS12'.

Commitment Accounting:

2. Why does my payroll continue to be charged to my default (suspense) account even after I've updated my charging instructions in the Commitment Accounting Module? Under the **Earnings Distribution** section of the **Department Budget Table USA** menu, go to the **Combination Code** Tab and verify that either the '**Funding End Date**' field is blank or has a future date. If there is a date in this field and it is less than the current date, the charging instructions will be ignored because the account has "expired". Then the payroll will post to the default account with suspense natural account 1699. We have seen this occur even on non-grant accounts so you should always verify this field.

3. Why was my payroll charged to my default account when I submitted hours for an hourly employee (Class 4 or 5)? Either appointment level charging instructions were not set up on the Dept Budget Table.

4. Can I pre-load combination codes for use at a later date without saving them for one specific employee? Yes, you can. Once you have finished creating your code(s) and then you try to navigate from that page, you will be prompted to "**Click OK to go back and save or Cancel to continue**". Select **Cancel**. Do **NOT** save your charging instructions on this record. Your new combination codes will still be available for use.

5. How do we change a default account? Please contact Lucy Kwiecinski in the Business Office at 848-932-3791 or Kwiecinski@aesop.rutgers.edu.

Helpful Hints

Paychecks:

1. Please go to 'View Paycheck' tab under 'Self Service' Menu within PeopleSoft and review all withholdings on your paycheck and verify that they are accurate. If the withholdings seem inaccurate, please contact UHR. If an employee is unable to reach UHR, please Jackie Rusnak at SEBS Payroll (rusnak@aesop.rutgers.edu).

2. Department Administrators (HR preparers only) are responsible for maintaining the Supervisor field. In order to do so, please go to the REQUEST REPORTING CHANGE on their Manager Self Service menu.

Contact Information

Central Payroll (Commitment Accounting Issues): 848-445-2113 or 848-445-2114

University HR (Payroll Action Issues): 848-932-3020

Jackie Rusnak (General Issues): 848-932-3682

Links

Payroll website: <http://payroll.rutgers.edu/>

RIAS Phase III website: <http://rias.rutgers.edu/HRPayroll.htm>