Reconciling the Payroll Ledger June 18, 2019

- Basics of Manipulating Data
- Reconciliation Based on Job Code
- Balancing to the General Ledger
- Specific Reconciliation by Employee

Basics of Manipulating Data

In Data Warehouse EZ Access:



- 1. Navigate to UCPath Payroll
- 2. Payroll Expense Inquiry
- 3. Choose your limiting factor(s) as appropriate: ledger date, LAFS, Earn Code, etc.
- 4. Submit Request
- 5. Export to Excel

In Excel:

- 1. Choose "Insert" on the Ribbon Bar
- 2. In the upper left corner choose PivotTable
- 3. The "Create PivotTable" wizard will automatically choose the range from the payroll inquiry spreadsheet
- 4. Click OK

Tip: reduce the row range by one row so you'll exclude the row that totals the "Amount" in your spreadsheet. If you include that row, it can cause some confusion as you look at totals in the pivot table.

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In this sample case, I would change the selection to go through row \$AU\$184

A new worksheet tab will be created and prompt you to define the fields of your PivotTable

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As you click on the fields, your PivotTable will populate with data from your spreadsheet.

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Reconciliation Based on Job Code

Using our TA account as an example, here's our PivotTable and the fields we've chosen:

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8	Barbeto, Robert		2363.67	2363.67	2363.67	
9	Biount, Annabel		2303.07	2363.67	2363.67	
10	Carrera, Andrea		2363.67	2363.67	2363.67	
11	Erdiey, Christian		2303.07	2303.07	2303.07	
12	Goodwin, Oper		2303.07	2505.07	2505.07	
14	lackson Kayla		2363.67	2363.67	2363.67	
15	Schooler, Emmaline		2363.67	2363.67	2363.67	
16	Swiftt, Allen		2363.67	2363.67	2363.67	
17	Vegas, Julian		2363.67	2363.67	2363.67	
18	Yuan, Wexi		2363.67	2363.67	2363.67	
19	Grand Total		28364.04	28364.04	28364.04	
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Data can be transferred as a lump sum to a reconciliation spreadsheet:

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5	Winter TA total					
6	Spring TA total					
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					÷	
					ledger balance	

Balancing to the General Ledger

To balance to the general ledger we need to know our year-to-date appropriations and expenditures. The simple spreadsheet that we used in the previous example provides a way to track both, with the end result matching the general ledger.

TA Account Reconciliation Spreadsheet

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3	Budget	287,627.00	1								Cristian -				0.00	287,627.00	
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8		287,627.00	0.00	0.00	0.00	36,636.89	36,636.89	36,636.89	33,091.38	33,091.38	33,091.38	28,364.04	0.00	0.00	237,548.84	50,078.17	
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This TOF is not included in the appropriation because it has not yet hit the general ledger.

TA Account General Ledger

	Ac	count Title	6	TREE	TA/READER						PI(S) :	Loc/Account/Fund/Sub:	8-404234-19900-0
		Fund Title	: :	STATE	GENERAL FUNDS							Start/End Date:	
		Sub Title	÷ :	SALAF	RIES - ACADEMIC							Closed:	
		Agency	t - 1								Award Number :	FDP:	
Obj	Cost	Projct	Cost	Trans	Description	Ref no	Req No	AP Ref No	Vcher	TE	Appropriation	Expenditure	Encumbrance
	Ctr		Type	Date	(28 positions)				No				
1000				043019	APR19 M0 Payroll	190430				53		28,364.04	
									Current 1	Month	0.00	28,364.04	0.00
									Cum	ulative	287,627.00-	237,584.84	0.00
									В	alance		82.60% committed	50,078.17-

Specific Reconciliation by Employee

Ladder faculty and Sub 1 career staff are permanently funded via the Staffing List. Merits and range adjustments for those paid on state funds are covered by campus. The July 1 staffing list amounts are noted on your July General Ledger as "July 1 Adjusted Budget" (July 1 ADJ Budget). Because funding for these employees can come from several sources it may be best to track their payroll individually.

STAFFING LIST BY LOC-ACCOUNT-FUND FISCAL YEAR 2019 SUB AND TITLE CODE STAFFING CYCLE July 1 TREE CYCLE STATUS Complete TREE RING SCIENCE Sub 0 Salaries, Academic </TD 8-401234-19900-0 Budge EmpID Grade Mon/Hrly Annua Dis Gros Budge TIC FTE FTE Appt Title Code & Description Record Type Description Prov No /Step Amoun Amoun Salar Amt Ren Perm Budget July 1 Budget 7.5 951,600 70001 Webb merit 7/1/18 1100 Perm Budget 10.600 70001 Gilbert merit 7/1/18 1100 9,500 Perm Budget Perm Budget ACAD1 AUTOMATED RANGE AD 1100 30,100 ACAD1 AUTOMATED RANGE AD 14,500 1200 Perm Budget 1300 5,600 Perm Budget 70001 Summer merit 7/1/18 70001 Strong merit 7/1/18 5,100 Perm Budget ACAD1 AUTOMATED RANGE AD 1300 6,200 Perm Budget Perm Budget ACAD1 AUTOMATED RANGE AD 1603 1.50 1,044,700 Total Perm Budget 7.5 1099 ADMIN STIPEN Open Provision ADMIN STIPEND 999901 A8 15,000 15,00 Total 1099 ADMIN STIPEND 15,000 15,000 WEBB, ALANA 19,908.33 238,900 238,900 1100 PROF-AY Appointment EEID 1100 PROF-AY Appointment GILBERT, IMMANUEL EEID 13,058.33 156,700 156,700 AS 1100 PROF-AY LIN, BARBARA EEID AS 17,800.00 213,500 106,800 Appointment 0.5 Total 1100 PROF-AY 50,766.66 1,147,400 2.! 502,400 1200 ASSOC PROF-AY BALDWIN, ALAN EEID 9,241.67 110,900 110,900 Appointment AS 1200 ASSOC PROF-AY Appointment BRADY, DAVID EEID AS 10,050.00 120,600 120,600 Total 1200 ASSOC PROF-AY 19,291.67 232,400 231,500 1300 ASST PROF-AY Appointment SUMMER, MALLORY EEID AS 7,700.00 92.400 92.400 1300 ASST PROF-AY Appointment STRONG, PATRICK EEID AS 9.016.67 108,200 108,200 1300 ASST PROF-AY Appointment MASSEY, ROBERT EEID AS 7,933,33 95.200 95,200 Total 1300 ASST PROF-AY 24,650.00 295,800 295,800 7.5 1,044,700 Total 8-401234-19900-0 94,708.33 1,690,600 7.5 1,044,700

Ladder Faculty Staffing List – July 1 Complete

Ladder Faculty Reconciliation Spreadsheet – April

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Name	Appropriation	July	August	September	October	November	December	January	February	March	April	May	June	Expense	Expense
Baldwin	110,900.00	9,241.67	9,241.67	9,241.67	9,241.67	9,241.67	9,241.67	9,241.67	9,241.67	9,241.67	0,241.			92,416.70	18,483
Brady	80,400.00	10,050.00	10,050.00	10,050.00	10,050.00	12.050.22	13.050.33			10,050.00	10,050.00			60,500.00	20,100
Gilbert	156,700.00	13,058.33	13,058.33	13,058.33	13,058.33	13,058.33	13,058.33	13,058.33	13,058.33	13,058.33	13,058.33			130,583.30	26,116
Lin chul carp	106,800.00	8,900.00	8,900.00	8,900.00	8,900.00	8,900.00	8,900.00	8,900.00	8,900.00	8,900.00	8,900.00			89,000.00	17,800
Lin - Chair STP	15,000.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00			12,500.00	2,500
Massey	95,200.00	7,933.33	7,933.33	7,933.33	7,953.33	7,933.33	7,933.33	7,933.33	7,933.33	7,933.33	7,933.33			79,333.30	15,866
Strong	108,200.00	9,016.67	9,016.67	9,016.67	9,016.67	9,016.67	9,016.67	9,016.67	9,016.67	9,016.67	9,016.67			90,166.70	18,033
Summer	92,400.00	10,009,33	10,000,00	7,700.00	10,000,00	10,008,33	10,008,33	10,008,33	10,008,33	10,000,00	7,700.00			100.083.30	15,400
webb	238,900.00	19,908.33	19,908.55	19,908.55	19,908.55	19,908.55	19,908.55	19,908.55	19,908.55	19,908.55	9,908.30			199,085.50	39,810
	1,004,500.00	87,058.33	87,058.33	87,058.33	87,058.33	77,008.33	77,008.33	77,008.33	77,008.33	87,058.33	87,058.33	0.00	0.00	830,383.30	174,116
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Total Budget	1,004,500.00														
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Ladder Faculty PivotTable – April payroll

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8	Brady, David		10050		10050			1005	0	
9	Gilbert, Immanuel	13058.33			13058.3			13058.3	3	
10	Lin, Barbara	8900			8900	1250	1250	1015	0	
11	Massey, Robert			7933.3	7933.33			7933.3	3	
12	Strong, Patrick			9016.7	9016.67			9016.6	7	
13	Summer, Mallory			7700	7700			770	0	
14	Webb, Alana	19908.33			19908.3			19908.3	3	
15	Grand Total	41866.66	19291.7	24650	85808.3	1250	1250	87058.3	3	
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Ladder Faculty General Ledger - April

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Detailed	Detailed Transaction Report with Balances						TREE RING SCIENCE (TREE)							
	Ac	count Titl Fund Titl Sub Titl	e : e :	TREE STATI SALAI	RING SCIENCE 5 GENERAL FUNDS RIES - ACADEMIC						PI(S) :	Loc/Account/Fund/Sub Start/End Date: Closed	8-401	234-19900-0
		Agenc	у :								Award Number :	FDP		
Ођ	Cost Ctr	Projet	Cost Type	Date	(28 positions)	Ref no	Req No	AP Ref No	V cher No	TE	Appropriation	Expenditure	Encum	brance
1000				10311	8 APR 19 M0 Payroll 9 Brady LNS sal savings	190430M0X		:	00200	53 14	40,200.00	87,058.33		
									Current I Current	Month	40,200.00 1,004,500.00-	87,058.33 830,383.30	0.00 0.00	
									В	alance		82.66% committed		174,116.70-

Career Staff Staffing List – July 1 Complete

FISCAL YEAR	2019	STAFFING LIST BY LOC-ACCOUNT-FUND SUB AND TITLE CODE										
STAFFING CYCLE	July 1	TREE										
CYCLE STATUS	Complete	TREE RING SCIENCE										
Sub 1 Salaries, Staff <th></th>												
8-401234-19900-1												
			EmpID			Grade	Mon/Hrly	Annual	Dist	Gross	Budget	Budget
Appt Title Code & Description	Record Type	Description	Prov No	TUC	Rep	/Step	Amount	Amount	FTE	Salary	FTE	Amt
	Perm Budget	July 1 Budget									5	293,190
	Perm Budget	99_18 AUTOMATED MERIT IN	4353								0	2,714
	Perm Budget	CX_18 AUTOMATED RANGE AD	4722								0	3,216
	Perm Budget	99_18 AUTOMATED MERIT IN	7377								0	2,473
Total Perm Budget											5	301,594
4353 STDT AFFAIRS OFCR 2	Appointment	FARRELL,ROBERT	EEID	99	С		24.79	51,762	1	51,762		
Total 4353 STDT AFFAIRS OFCR 2							33.56	51,762	1	51,762		
4722 BLANK AST 3	Appointment	WELTON, GEORGE	EEID	сх	C		26.45	55,228	1	55,228		
4722 BLANK AST 3	Appointment	TAYLOR, ANNA	EEID	сх	С		26.45	55,228	1	55,228		
Total 4722 BLANK AST 3 52.9 110,455 2 110,455												
6205 RSCH ADM 2	Appointment	GARCIA,NAN	EEID	99	С		26.09	54,476	1	54,476		
Total 6205 RSCH ADM 2 26.09 54,476 1 54,476												
7377 ADMIN OFCR 3	Appointment	FULLER, ERICA	EEID	99	s		7,075.10	84,901	1	84,901		
Total 7377 ADMIN OFCR 3							7,075.10	84,901	1	84,901		
Total 8-401234-19900-1							7,161.56	301,594	5	301,594	5	301,594

Career Staff Costing Report – July Merit

PPPXXX UNIVERSITY OF CALIFORNIA-SANTA BARBARA PAYROLL PROCESSING FUNDED STAFF SALARIES COST REPORT CURRENT FISCAL YEAR 18-19											PAGE NO. RUN DATE		
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COST CENT	ER () FUND (19900)	PROJECT CODE () SUB (1)									
EEID	FULLER, ERICA J	7/1/2018 INDEF	REG	7377	7075.10	7287.35	212.25	84901.2	87448.24	1.0000	2547.04	2547.04	
	CARGIN MAN	7/1/2019 INIDEE	REG	6205	26.0900	26.8727	0.78	54475.92	56110.20	1.0000	1634.28	1634.28	
EEID	GARCIA,NAN	//1/2010 INDEF											
EEID	GARCIA,NAN FARRELL,ROBERT	7/1/2018 INDEF	REG	4353	24.7900	25.5300	0.74	51761.52	53306.64	1.0000	1545.12	1545.12	

Career Staff Reconciliation Spreadsheet – April

ዘን·∂-ቆይ⊡ -	•					20	18-19 payroll reconcil	ation - Excel						Œ	- 0
Ac Plane Insert	Page Layout Formula • 11 • A • <u>1</u> • ⊞ • <u>0</u> • , Font		Alignment	o Text Cust ge & Center • \$	tom • • % • % % %	Conditional Form Formatting ~ Tabl	at as le *	Accent6 Percent	Comma	Comms [0]	Currency		Format	Sum * Aver for filter - Select Editing	Sign in Applia 8 t
A1 * : × ~	f. Career Staf	f - Sub 1													
A	В	С	D	E	F	G	Н	1	J	К	L	М	N	0 F	Q
1 Career Staff - Sub 1							2018-19	EXPENSE							
2 Name	Appropriation	July	August	September	October	November	December	January	February	March	April	May	June	Total Expense	Budget - Expense
3 Farrell	53,307.00	3,966.40	4,203.20	4,192.01	4,084.80	4,084.80	6,127.21	4,084.80	4,084.81	4,084.80	,084.80			42,997.63	10,309.37
4 Fuller	\$ 87,448.00	7,075.10	7,499.60	7,287.35	7,287.35	7,287.35	7,287.35	7,287.35	7,287.35	7,287.35	7,287.35			72,873.50	14,574.50
5 Garcia	56,110.00	4,174.40	4,424.00	4,299.20	4,299.20	4,600.00	6,900.00	4,600.00	4,600.00	4,600.00	4,600.00			47,096.80	9,013.20
6 Taylor	55,228.00	4,232.00	4,232.00	4,232.00	4,232.00	4,232.00	6,348.02	4,232.00	4,232.00	4,232.00	4,232.00			44,436.02	10,791.98
7 Welton	\$5,228.00	4,232.00	4,232.00	4,232.00	4,232.00	4,232.00	6,348.02	4,232.00	4,232.00	4,232.00	4,232.00			44,436.02	10,791.98
9	307,321.00	23,679.90	24,590.80	24,242.56	24,135.35	24,436.15	33,010.60	24,436.15	24,436.16	24,436.15	24,436.15	0.00	0.00	251,839.97	55,481.03
0															4
1															ledger balance
2 Appro	opriation Detail														
Permanent Staffing	201 505 00														
Adjustments	301,333.00														
5 7/1/18 merit-Fuller	2 547 00	castina													
6 7/1/18 merit-Farrell	1.545.00	costing													
7 7/1/18 merit-Garcia	1,634.00	costing													
8	2,001.00	TOF #													
0 Total Budget	307,321.00														
21															



Career Staff General Ledger – April

	А	ccount Tit Fund Tit Sub Tit	le : le : le :	TREE I STATE SALAF	RING SCIENCE : GENERAL FUNDS RIES - STAFF						PI(S) :	Loc/Account/Fund/Sub Start/End Date Closed	8-40	1234-19900-1
		Agen	y :								Award Number :	FDP		
Ob	j Cost	Projct	Cost	Trans	Description	Refno	Req No	AP Ref No	Vcher	TE	Appropriation	Expenditure	Encun	ibrance
	Ctr		Туре	Date	(28 positions)				No					
110	00			040619	APR 19 B2 Payroll	190406B2X		-		53		8,370.16		
110	00			043019	APR 19 M0 Payroll	190430M0X		~		53		6,952.30		
19:	50			040619	APR 19 B2 Payroll	190406B2X		-		53		204.24		
19:	50			043019	APR 19 M0 Payroll	190430M0X		-		53		335.05		
110	00			042019	APR 19 B1 Payroll	190420B1X				53		7,536.99		
19:	50			042019	APR 19 B1 Payroll	190420B1X				53		1,037.42		
									Current M	Month	0.00	24,436.16	0.00	
									Cum	ulative	307,321.00-	251,839.97	0.00	
									B	alance		81.95% committed		55.481.03-

Payroll Object Codes:

	M0	B1/2X
1100	REG + SKL	REG + SK1 + HLN + CON
1950	VAC	VCN