

## Balancing Authorized Hours (PR0103UG)

### Contents

|                                                          |   |
|----------------------------------------------------------|---|
| Introduction .....                                       | 1 |
| Do This First! .....                                     | 2 |
| Security .....                                           | 2 |
| How to Access the Product .....                          | 3 |
| Definition of Terms .....                                | 3 |
| Balancing Hours .....                                    | 3 |
| Roster Hours/Lump Sum .....                              | 3 |
| Approved Hours/Lump Sum .....                            | 3 |
| Balancing Authorized Hours (PR0103UG) Screen Print ..... | 4 |
| Screen Fields .....                                      | 4 |
| Screen Buttons .....                                     | 5 |
| Tips and Tricks .....                                    | 6 |
| Balancing Hours for a Routing ID .....                   | 6 |
| Additional Documentation .....                           | 6 |
| Need Help? .....                                         | 6 |

### Introduction

After entering timesheets in the student payroll system, department supervisors will need to check the hours and the lump sum amounts reported for the Routing ID(s) for all approved timesheets to ensure accuracy of the data. This process is known as "balancing" and is completed on the *Balancing Authorized Hours* screen (PR0103UG).

The top part of the screen is used to retrieve information for the needed pay period. Users will also need to enter a Routing ID and do a second retrieve before they can balance hours. The screen requires that one Routing ID be balanced at a time.

**NOTE:** As of Fall 2014 the Student eTime Reporting Web Application was release where students can enter their hours worked through Student eServices or via a mobile device. Through the implementation period, some schools will partially be on both Student eTime and Paper Timesheet. In that case, only work authorizations that are flagged as NOT eTime eligible, as indicated on the Student Employee Work Authorization Entry (PR0024UG) screen, will need to be balanced. All contracts and taxable benefits will be added during the balancing process. This is no change from existing system.

**IMPORTANT:** It is critical that the *Payroll Processor* or *Department Supervisor* add hours for the Routing ID and total them ON PAPER prior to using this screen.

**IMPORTANT:** All hours and lump sum amounts for employees must be balanced before the payroll department can start payroll processing for the institution. If the payroll process encounters a Routing ID that was not balanced by the department supervisor, the final payroll process will be stopped until ALL *Routing IDs* are balanced.

**NOTE:** The Taxable Benefit audit process will be run when the balancing process is submitted. If any audit results are discovered, you won't be able to balance the Routing ID until the audit result is resolved.

## Do This First!

### Security

You need one of the following security roles to access the Balancing Authorized Hours (PR0103UG):

- PR\_01H Payroll Supervisor - System Office
- PR\_01L Student Payroll View Only
- PR\_02H Payroll Controller
- PR\_02L Payroll Clerk
- PR\_02MPayroll Process Incharge
- PR\_03L Department Clerk
- PR\_03MDepartment Supervisor

Please see the [Security Administration Application Documentation](#) for details on how to request security. (Login using your [StarID@minnstate.edu](mailto:StarID@minnstate.edu) required)

## How to Access the Product

Start from the Main Menu:

1. Double-click on the green arrow next to **Student Payroll System**.
2. Double-click on the green arrow next to **Payroll Transactions**.
3. Double-click on the screen description *Balancing Authorized Hours*.

OR

Enter **PR0103UG** in the *Direct Access* field.

## Definition of Terms

### Balancing Hours

*Balancing* refers to the process by which the total number of roster hours that has been entered in the **system** is checked against the number of approved hours recorded and totaled on **paper**. The purpose of this balancing system is to check the system record against the paper record. In this way it is hoped that user data-entry errors can be identified prior to processing payroll.

### Roster Hours/Lump Sum

On this screen, *roster hours and lump sum* refers to the system-generated **total hours and lump sum amount** for a Routing ID. The system takes the hours and lump sum amount entered and approved for each individual student on the Payroll Roster Data Entry screen (PR0102UG) and adds them together to get this total. Roster hours and lump sum amounts may have been entered by individuals in each department on campus.

**NOTE:** These totals are **system-determined** and automatically display on this screen

### Approved Hours/Lump Sum

On this screen, *approved hours and lump sum amount* represent the total determined by the Payroll Department or Department Supervisor as a result of manually adding the number of hours and lump sum amount submitted on paper timesheets. The approved hours and lump sum amount total is entered by either the Payroll Department or the Department Supervisor.

**NOTE:** This total is **user-determined** and entered by the user on this screen

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## Balancing Authorized Hours (PR0103UG) Screen Print

### Screen Fields

An asterisk (\*) indicates a required field.

| Field Name            | Description                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Pay Period*</b>    | Enter the fiscal year and pay period for the Routing ID that you want to balance. <b>Example:</b> 2014 25                                                                                                                                                                                                                                                                                              |
|                       | The <i>Pay Period</i> or the <i>End Date</i> field is required.                                                                                                                                                                                                                                                                                                                                        |
| <b>End Date*</b>      | Displays the end date for the pay period entered in the previous field. You can enter the pay period end date in this field to retrieve pay period information upon entering this screen if you do not know the pay period number.                                                                                                                                                                     |
|                       | The <i>Pay Period</i> or the <i>End Date</i> field is required.                                                                                                                                                                                                                                                                                                                                        |
| <b>Routing ID*</b>    | Double-click to select a Routing ID from the lookup table.                                                                                                                                                                                                                                                                                                                                             |
| <b>Balance Status</b> | DISPLAY ONLY - This field displays the balancing status for the Routing ID. The value that shows can be one of the following: <ul style="list-style-type: none"> <li>• <b>*Balanced*</b> - Routing ID is balanced</li> <li>• <b>*To be balanced*</b> - Routing ID is not balanced</li> <li>• <b>*Processed*</b> - Routing ID is already processed by payroll; modifications are not allowed</li> </ul> |

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Total Timesheets</b>   | <p>DISPLAY ONLY - This field displays if the Balance Status is <b>To be balanced</b> or <b>Balanced</b>. This field does not display if the <i>Balance Status</i> is <b>Processed</b>.</p> <p>If the Balance Status is <b>To be balanced</b>, then this field displays the total number of timesheets that have been approved for the Routing ID and pay period.</p> <p>If the <i>Balance Status</i> is <b>Balanced</b>, then this field displays the number of timesheets that have been balanced.</p> |
| <b>Approved Hours*</b>    | Enter the total number of hours that have been approved for all timesheets for the Routing ID and pay period.                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Roster Hours</b>       | DISPLAY ONLY - This field displays the total number of approved hours for the Routing ID and pay period as reported in the system. This field is hidden until Routing ID is balanced.                                                                                                                                                                                                                                                                                                                   |
| <b>Approved Lump Sum*</b> | Enter the total approved lump sum for all timesheets for the Routing ID and pay period.                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Roster Lump Sum</b>    | <p>DISPLAY ONLY - This field displays the total approved lump sum for the Routing ID and pay period as reported in the system. This field is hidden until the Routing ID is balanced.</p> <p>This field displays the contract records as well as the records for taxable benefits.</p>                                                                                                                                                                                                                  |
| <b>Comments</b>           | Enter any necessary comments about the Routing ID record.                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Supervisor ID</b>      | DISPLAY ONLY - This field displays the Tech ID of the supervisor or payroll staff person who balanced this Routing ID for the pay period.                                                                                                                                                                                                                                                                                                                                                               |

## Screen Buttons

| Field Name                                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Get Contracts/Taxable Benefits (Gkp1)</b> | Use this button to collect all approved contract timesheets and taxable benefits once the hours and lump sum amounts have been entered.                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Balance Routing ID (Gkp2)</b>             | Use this button to balance hours and lump sum amounts. System will compare hours you type into the <i>Approved Hours</i> field against the system's total of all hours entered using the <i>Payroll Roster-Data Entry</i> screen (PR0102UG). System will compare the lump sum amount you type into the <i>Approved Lump Sum</i> field against the system's total of all lump sum amounts entered in the system. For the Routing IDs that are in balance, the <i>Balance Status</i> field will change to <i>*Balanced*</i> after this button has been used. |
| <b>List Reported Timesheets (Gkp3)</b>       | Use this button to display a detailed list of all individual student employee timesheets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Print Timesheets (Gkp9)</b>               | Use this button to print blank timesheets for a Routing ID for the next pay period. All timesheets for the Routing ID will be printed.                                                                                                                                                                                                                                                                                                                                                                                                                     |

## Tips and Tricks

### Balancing Hours for a Routing ID

Start from the Balancing Authorized Hours screen (PR0103UG)

1. Enter the pay period for which you want to balance hours in the *Pay Period* fields and **[Tab]**. If you do not know the pay period number, you can enter the end date of the pay period in the *End Date* field and **[Tab]**.
2. Enter the Routing ID that you want to balance in the *Routing ID* field or double-click on the *Routing ID* field to select from an index listing.
3. Enter the total number of approved hours in the *Approved Hours* field.
4. Enter the total amount of approved lump sum in the *Approved Lump Sum* field.
5. Click the **[Get Contracts/Taxable Benefits] (Gkp1)** button to collect all approved contract timesheets and taxable benefits.
6. Click the **[Balance Routing ID] (Gkp2)** button to balance the Routing ID.
7. Confirm that the *Balance Status* field changed to **\*Balanced\***. If the status did not change, then there is a discrepancy between what was entered into ISRS and the paper timesheets. This needs to be resolved before you can balance the Routing ID.

### Additional Documentation

- Payroll Roster Data Entry screen (PR0102UG)

### Need Help?

For additional assistance, please submit a ticket via the Minnesota State IT Service Desk portal:

<http://servicedesk.minnstate.edu/CherwellPortal/MNSO>

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