

FINANCIAL INFORMATION SYSTEM

Managing Payroll in FIS





Agenda

- Review Flow of Information Between HRIS and FIS
- Payroll (*i.e. HRIS*) Information Reported in FIS Reports
- Features of the Excel Download View of the Payroll Distribution Report
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- Reconciling Payroll Distribution Report to FIS Account Details via Monthly Statement of Accounts Report
 - ✓ Actuals
 - ✓ Reserves
- Understanding Calculation of Payroll Reserves
- Detecting and Troubleshooting Payroll Errors



Review flow of information between HRIS and FIS

When updating an HRIS record with FIS coding, HRIS will verify whether the coding is valid by checking FIS Master Data Tables.



HRIS:
Employee/
Contractor
information,
FIS coding
information

When the payroll program is run, FIS receives payroll posting and reserve information. Funds Availability checking is done at this point.



FIS:
FM/CO/FI
master data
information



Review flow of information between HRIS and FIS (cont'd)

- In HRIS, a batch payroll entry is created to post the pay transactions to FIS (*i.e. transactions that are*

Entered by	PROCNTL
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 ,
- Posting of this batch entry results in the following events in FIS:
 - ✓ Existing payroll reserves are released (*monthly pay run only*).
 - ✓ Payroll payment data (*actual salary and standard benefit costs*) are posted.
 - ✓ Payroll reserve amount is set up in the FM account (*monthly pay run only*).

NOTE: *Actuals will be posted to the FIS accounts listed within the HRIS records, irrespective of whether there are sufficient funds; the only exception to this rule, is when the Fund date is in the past, indicating that the fund is closed for further postings; the payroll entry is then redirected to the CFC listed on the HRIS record.*

Payroll (i.e. HRIS) Information Reported in FIS Reports



FIS reports containing Payroll details include:

- **Payroll Distribution Report**

- ❖ provides the financial details of the bi-weekly/monthly payroll postings (*actual payroll payments, benefit costs and **calculated** payroll reserve amounts*) for each UofT employee, summarized and subtalled by G/L and FIS account (*CFC, CFC/Fund, Cost Center, etc.*)
- ❖ provides *non-financial payroll information* for each UofT employee listed in the report (*i.e. position name/number, tenured/non-tenured status, etc.*)

- **Monthly Statement of Account**

- ❖ provides the financial details of the payroll postings (*actual payroll payments, benefit costs and **posted** payroll reserve amounts for each FIS account*)



Payroll (i.e. HRIS) information reported in FIS reports (cont'd)

Payroll Distribution Report output...

Financial and non-financial payroll information provided in the **on-line** view:

University of Toronto Payroll Distribution Period: May-2005											Date	09.06.2006
											Time	15:11:17
											Report	ZHJR004
											Instance	TNS
Pers. Number	Last Name	Init	Pay	Current Month Sal/Ben Temp Recurring	Fiscal Sal/Ben	Sal/Ben Reserve	Reserve End Date	SBR Rate	Total Amount of Sal/Ben	Payment End Date (P)	Description	

Additional non-financial payroll information provided when accessing the Excel option from the on-line view screen:

Position	Subgroup	Subgroup Desc.	Job	Job Desc.	Contract Type	Contract Type text
3,050.00	F1	Prof Tenure Strm	31.00	Professoriate Tn-Strm	01	Continuing
3,050.00	F1	Prof Tenure Strm	31.00	Professoriate Tn-Strm	01	Continuing

Features of the Excel Download View of the Payroll Distribution Report



The Excel download view of the Payroll Distribution report is designed to facilitate data management, in that it:

- ✓ looks similar to other FIS report downloads
- ✓ has Excel's sorting, filtering & summing capabilities
- ✓ provides valuable HRIS information which can be used in the analysis of the financial data, such as the financial commitment to Tenure & Non-Tenured stream employees

The *seven* additional fields available in the download view of the Report, which are not available in the on-live view are:

- ✓ **Position** (*Position number assigned to employee*)
- ✓ **Subgroup & Subgroup Description** (*Alpha-numeric code identifying employee's staff grouping & description of code, i.e. Prof Tenure Stream, USWA, Hourly, etc.*)
- ✓ **Job & Job Description** (*Numeric code for the Job group & description of code, i.e. clerk, admin asst, SGS1, etc.*)
- ✓ **Contract Type & Contract Type Text** (*Numeric code identifying the employee's appt. type & description of code, i.e. Term, Annual, Continuing, etc.*)



Breakdown of FIS Payroll Postings

(via Excel Download of Payroll Distribution Report)

The Excel download version of the Payroll Distribution report allows easy sorting of NON-financial information within G/L and/or funding source, etc.

Example 1 (with hidden fields, subtalled recurring S&B, and grand total of both):

A	M	R	U	X	AF	AL	AO	AP
Fund Center	Cost center	G/L	EE Name	Recurr Sal	Recurr Ben	Subgroup Desc.	Contract Type	Contract Type text
123456	12345	801010	Bert	11,199.83	2,491.96	Prof Tenure Strm	01	Continuing
123456	12345	801010	Earnie	5,122.83	1,139.83	Prof Non Tenure Strm	04	Acad C.L.T.A.
123456	12345	801010	Elmo	6,525.58	1,451.94	Prof Tenure Strm	01	Continuing
123456	12345	801010	Grouch	5,122.83	1,139.83	Prof Non Tenure Strm	04	Acad C.L.T.A.
				27,971.07	6,223.56			
								34,194.63

Example 1, shows a recurring S&B grand total amount of \$34,194.63.

Example 2 (same as above, except sorted by "Subgroup Desc." field):

A	M	R	U	X	AF	AL	AO	AP
Fund Center	Cost center	G/L	EE Name	Recurr Sal	Recurr Ben	Subgroup Desc.	Contract Type	Contract Type text
123456	12345	801010	Earnie	5,122.83	1,139.83	Prof Non Tenure Strm	04	Acad C.L.T.A.
123456	12345	801010	Grouch	5,122.83	1,139.83	Prof Non Tenure Strm	04	Acad C.L.T.A.
				10,245.66	2,279.66			
								12,525.32
123456	12345	801010	Bert	11,199.83	2,491.96	Prof Tenure Strm	01	Continuing
123456	12345	801010	Elmo	6,525.58	1,451.94	Prof Tenure Strm	01	Continuing
				17,725.41	3,943.90			
								21,669.31
								34,194.63

Example 2, sorted by "Subgroup Desc." allows the breakdown of **Non-Tenure Strm** (\$12,525.32) vs. **Tenure Strm** (\$21,669.31) for the same grand total of \$34,194.63, as in ex. 1.

Reconciling Payroll Dist. Report to FIS acct. details via Monthly Statement of Accts. Report



The **Payroll Distribution Report** is most commonly used to perform reconciliation of payroll charges between payroll entries in HRIS and payroll charges posted to FIS. It can be run by itself, to reconcile the bi-weekly payroll or to view the Excel download of non-financial payroll data, as illustrated on slide 6. Procedural documentation on this report can be found at:

http://finance.utoronto.ca/wp-content/uploads/2015/11/Payrol_Distribution.pdf .

This example shows the report being run on a single FC and using the “Include G/L Summary Totals” option. Note that it can also be run using a top level FC and can “Include Funds Center Hierarchy”.

FM area	UOFT		
Funds Center	xxxxxxx		
Funds		to	
Fiscal Year	2008		
Fiscal Period	1		
<input type="checkbox"/> Include Funds Center Hierarchy			
Hierarchy variant	0000		
<input checked="" type="checkbox"/> Include G/L Summary Totals			

Enter the fund, if applicable. If left blank, all funds with activity in the month will be included in the report.

NOTE: This report can also be run with the Statement of Accounts, as part of the Month-End process (see next slide).

Reconciling P/R Dist. Report to FIS acct. details via Mnthly Statement of Accts. Report (cont'd)



The FIS report most commonly used for reconciliation and analysis of account activity is the **Monthly Statement of Accounts**. Procedural documentation on this report can be found at: http://finance.utoronto.ca/wp-content/uploads/2015/11/Statement_of_Accounts_Funds_Center_and_Non-Research.pdf.

STEP 1: Run the **Statement of Accounts** selecting “Revenue & Expense details” and “Outstanding Commitments” with the following display options:

For demonstration purposes, we will use this report with the following selections:

Revenue & Expense details
Display by: Line items without payroll details by GL within CC/IO
 Line items with payroll details by GL within CC/IO
 Line items by date within Budget CI, no CC/IO

Outstanding commitments
Display by: GL summary totals within commitment type, within CC/IO
 Commitment type summary, no CC/IO

Payroll distribution Include G/L summary totals

For one-stop-shopping, click on the “Payroll distribution” and “Include G/L summary totals” options to receive exactly the same report you would have received had you run it separately, as shown on the previous slide. Only limitation to running it as part of the Statement of Accounts...you can’t download this report to Excel.

Reconciliation of P/R Dist. & FIS - ACTUALS



STEP 2: Within each cost center, compare the G/L summary totals from the payroll distribution for both **actuals** and **reserves (commitments)** to the G/L summary totals of the Statement of Accounts:

Pers. Number	Last Name	Init	Pay	Current Month Sal/Ben Temp	Fiscal Sal/Ben	Sal/Ben Reserve	Reserve End Date	SBR Rate	Total Amount of Sal/Ben	Payment End Date (P)	Description
Payroll Distribution											
Funds Center/Fund Total by G/L											
Internal Order: 924935											
Pay:Casual Admin.			801140	0.00	624.00	0.00			624.00		
Pay:Benefits No Appt			801920	0.00	62.40	0.00			62.40		
Cost Center: 10427											
Pay:Academic			801010	100042.70	715,443.48	483,334.82			1,198,778.30		
Pay:Admin/Clinic St			801015	91.67	641.69	458.35			1,100.04		
Pay:Admin			801040	4,957.17	34,169.18	24,785.85			58,955.03		
Pay:Union			801050	17,972.59	126,170.61	74,462.50			200,633.11		
Pay:Casual Admin.			801140	2,168.40	15,098.30	0.00			15,098.30		
Pay:Unions - Temp.			801150	0.00	4,308.72	0.00			4,308.72		
Pay:Stipend Teach			801160	3,000.00	5,080.00	0.00			5,080.00		
Pay:Benefits Appt			801910	27,381.80	194,777.02	129,726.75			324,503.77		
Pay:Benefits No Appt			801920	516.84	2,448.55	0.00			2,448.55		
Statement of Accounts											
Posting Date	G/L Account	G/L Account Name	Document Number	User ID	Document Line	Item Text	Amount				
00.00.00	801010	Pay:Academic					100,042.70				
00.00.00	801015	Pay:Admin/Clinic St					91.67				
00.00.00	801040	Pay:Admin					4,957.17				
00.00.00	801050	Pay:Union					17,972.59				
00.00.00	801140	Pay:Casual Admin.					2,168.40				
00.00.00	801160	Pay:Stipend Teach					3,000.00				
00.00.00	801910	Pay:Benefits Appt					27,381.80				
00.00.00	801920	Pay:Benefits No Appt					516.84				

Reconciliation of P/R Dist. & FIS – RESERVES



STEP 2 (cont'd) :

Pers. Number	Last Name	Init	Pay	Current Month Sal/Ben Temp Recurring	Fiscal Sal/Ben	Sal/Ben Reserve	Reserve End Date	SBR Rate	Total Amount of Sal/Ben	Payment End Date (P)	Description
Funds Center/Fund Total by G/L											
Payroll Distribution											
Internal Order: 924935											
Pay:Casual Admin.			801140	0.00	624.00	0.00			624.00		
Pay:Benefits No Appt			801920	0.00	62.40	0.00			62.40		
Cost Center: 10427											
Pay:Academic			801010	100042.70	715,443.48	483,334.82			1,198,778.30		
Pay:Admin/Clinic St			801015	91.67	641.69	458.35			1,100.04		
Pay:Admin			801040	4,957.17	34,169.18	24,785.85			58,955.03		
Pay:Union			801050	17,972.59	126,170.61	74,462.50			200,633.11		
Pay:Casual Admin.			801140	2,168.40	15,098.30	0.00			15,098.30		
Pay:Unions - Temp.			801150	0.00	4,308.72	0.00			4,308.72		
Pay:Stipend Teach			801160	3,000.00	5,000.00	0.00			5,000.00		
Pay:Benefits Appt			801910	27,381.80	194,777.02	129,726.75			324,503.77		
Pay:Benefits No Appt			801920	516.84	2,448.55	0.00			2,448.55		

Posting Date	G/L AccountName	G/L Account	Document Number	Vendor Name	Reserve Amount	Document Text
Statement of Accounts						
Fund Reservations:						
18.11.2005	801010	Pay:Academic	100696530	001	483,334.82	Payroll Commitments
18.11.2005	801015	Pay:Admin/Clinic St	100696520	001	458.35	Payroll Commitments
18.11.2005	801040	Pay:Admin	100696514	001	24,785.85	Payroll Commitments
18.11.2005	801050	Pay:Union	100696525	001	74,462.50	Payroll Commitments
18.11.2005	801910	Pay:Benefits Appt	100696534	001	129,726.75	Payroll Commitments
Total Fund Reservations:					712,768.27	



Understanding Calculation of P/R Reserves

Payroll reserve calculations are only done:

- as part of the **monthly** pay run and not during the bi-weekly pay run
- for those employees paid through “**payroll area 03**” - Monthly Pay

The payroll reserve is calculated using the following:

$$\begin{aligned} & \text{Current month actual} * \text{Recurring salary \& benefits} \\ & \quad + \\ & \quad \text{Current month actual Temp amounts} \\ & \quad \text{(only for 4\% vacation pay amounts, for specific wage types)} \\ & \quad \quad \times \\ & \quad \text{Number of outstanding months in the “Reserve Period”} \end{aligned}$$

***NOTE:** *The Reserve formula uses the “ACTUAL” amount paid in the calculation; therefore, if the actual payment for that month is less than a “full” payment, (i.e. 50% because employee started work mid-month) then the calculated reserve will be understated for this reporting period.*

Understanding Calculation of Payroll Reserves (cont'd)



HRIS/FIS information that impacts the Payroll reserve calculation:

Recurring salary & benefits; ***HRIS*** Info types (IT):

- 0008, 9009, 0014

Temp column; 4% vacation pay payments made using the following ***HRIS*** wage types:

- 0112, 0113, 0115, 0116, 0127
- 0210, 0211, 0214, 0218, 0222, 0240, 0241, 0242, 0245
- 0510, 0511, 0520, 0521, 0530, 0531
- 9804

Understanding Calc. of P/R Reserves (cont'd)



“Reserve Period” is defined as follows:

- ➔ Cannot be more than 12 months and
- ➔ Represents the time elapsed between the current pay period and one of the following:
 - **UofT Fiscal year end** ➔ April 30th; true for all monthly paid employees paid through a CFC account, not having a *Payment end date (P)* indicator on the report.
 - **Sponsor fiscal year end (S)** ➔ Variable date determined by the Sponsor; found only on FIS Fund accounts, typically Research funds.
 - **Fund end date (F)** ➔ Date recorded in FIS indicating when a Fund is to be closed (*found only on FIS Fund accounts*).
 - **Payment end date (P)** ➔ **HRIS** date indicating the date of the last payroll payment to be made to an individual as a result of termination, end of paid leaves, etc.

NOTE: *Reserves for future salary & benefit costs: If there are sufficient funds available, there should be no difference between the payroll reserve amount reported on the Payroll Distribution report and the payroll reserves reported in FIS. If there are insufficient funds to cover the payroll reserve requirement, the payroll program will reserve what ever it can until funds available is “0”. A payroll reserve (as opposed to an actual) will never create an overdraft in a FIS account.*

Understanding Calculation of Payroll Reserves (cont'd)



An example of how the calculation is done:

Sample data: *Current payroll month=Oct. 2004; Fiscal year end=April 30, 2005*

HRIS data:	<i>Start date</i>	<i>Payment End date(P)</i>	<i>Monthly Salary & Benefits</i>
<i>Employee 1</i>	<i>May 1, 1999</i>	<i>N/A (continuing)</i>	<i>1,000</i>
<i>Employee 2</i>	<i>May 1, 1999</i>	<i>Nov. 15, 2004</i>	<i>1,200</i>
<i>Employee 3</i>	<i>Oct. 15, 2004</i>	<i>N/A (continuing)</i>	<i>800</i>
<i>Employee 4</i>	<i>May 1, 1999</i>	<i>N/A (continuing)</i>	<i>1,000</i>
		Total monthly S&B	4,000

FIS data:	<i>CFC</i>	<i>Fund</i>	<i>Sponsor date (S)</i>	<i>Fund date (F)</i>
<i>Employee 1</i>	<i>100123</i>	<i>N/A</i>		
<i>Employee 2</i>	<i>200123</i>	<i>401234</i>	<i>Feb. 28, 2005</i>	<i>Mar. 31, 2006</i>
<i>Employee 3</i>	<i>200456</i>	<i>407899</i>	<i>May 31, 2005</i>	<i>Mar. 31, 2005</i>
<i>Employee 4</i>	<i>200123</i>	<i>401234</i>	<i>Feb. 28, 2005</i>	<i>Mar. 31, 2006</i>

Payroll actuals for the month of Oct. 2004:

	<i>Recurring</i>
<i>Employee 1</i>	<i>1,000</i>
<i>Employee 2</i>	<i>1,200</i>
<i>Employee 3*</i>	<i>400</i>
<i>Employee 4</i>	<i>1,000</i>
Total	3,600

(Salary is 50% due to mid month hire)

Understanding Calculation of Payroll Reserves (cont'd)



Using Sample Data, calculate reserve for November 2004:

	Reserve End Date	# of o/s months	x	Salary	=	Reserve
<i>Employee 1</i>	April 30, 2005	6	x	1,000	=	6,000
<i>Employee 2</i>	Nov. 15, 2004 (P)	1	x	1,200	=	1,200
<i>Employee 3*</i>	Mar. 31, 2005 (F)	5	x	400	=	2,000
<i>Employee 4</i>	Feb. 28, 2005 (S)	4	x	1,000	=	4,000
		Totals		3,600		13,200

Analysis:

The reserve for **Employee 3** is too low as a result of the mid-month hiring (i.e. only 50% of the true monthly salary is posted). This will be corrected in the following month, but for the current month, the funds will not be fully reserved for this employee's salary and benefits.

Understanding Calculation of Payroll Reserves (cont'd)



Using Sample Data, calculate reserve for December 2004:

	Reserve End Date	# of o/s months	x	Salary	=	Reserve
<i>Employee 1</i>	April 30, 2005	5	x	1,000	=	5,000
<i>Employee 2*</i>	Nov. 15, 2004 (P)	0	x	600	=	
<i>Employee 3</i>	Mar. 31, 2005 (F)	4	x	800	=	3,200
<i>Employee 4</i>	Feb. 28, 2005 (S)	3	x	1,000	=	3,000
		Totals		3,400		11,200

**Salary is 50%*

Analysis:

- a) No reserve calculated for **Employee 2** because the payment end date is Nov 15, 2004 and therefore, no further salary payments are expected in the future.
- b) The reserve for **Employee 3** is now correct as it is based on 100% of the monthly pay amount.

Understanding Calculation of Payroll Reserves (cont'd)



Special attention is required when paid leaves are in effect. The Payroll reserve program will calculate reserves for individuals based on their current status and not on future information available in HRIS. HRIS will reserve up to the most recent “reserve end date” available in the system.

Example of reserve for employee with continuing appointment, going on leave effective Oct. 1, 2004 and returning Jan. 1, 2005.

- HRIS Data:** Monthly appointed Salary = \$1,200/month
 Date of Hire = May 1, 1999
 End date for status as continuous = Sept. 30, 2004 → Payment end date (1)
 Start of paid leave = Oct. 1, 2004
 End of paid leave = Dec. 31, 2004 → Payment end date (2)
 Date to be re-instated as continuous = Jan. 1, 2005

Calculate Payroll reserves for each of the following months:

Month of pay run	Month of reserve	Reserve End Date used in reserve cal'n	# of o/s months	x	Monthly Salary	=	Calculated Reserve
Aug. 2004	Sept. 2004	Sept. 30, 2004 (P)	1	x	1,200	=	1,200
Sept. 2004	Oct. 2004	Dec. 31, 2004 (P)	3	x	1,200	=	3,600
Oct. 2004	Nov. 2004	Dec. 31, 2004 (P)	2	x	1,200	=	2,400
Nov. 2004	Dec. 2004	Dec. 31, 2004 (P)	1	x	1,200	=	1,200
Dec. 2004	Jan. 2005	April 30, 2005	4	x	1,200		4,800



Detecting and Troubleshooting Payroll Errors

“The best Defense is a strong Offense”...translates into

**CHECK THE PAYROLL DISTRIBUTION REPORT AS SOON AS
THE PAYROLL HAS BEEN RUN**

Why? You want to identify and correct any errors *before* the pay information is transmitted to the bank.

How? When you receive the AMS listserv message for HRIS users that the Monthly or Bi-weekly “pay area is now open”, it is your indicator that the payroll program has been run, the payroll results have been posted to your FIS accounts, and the payroll distribution report is available for review. This message is typically issued 2-3 days before the pay information is transmitted to the bank.



Detecting and Troubleshooting P/R Errors (cont'd)

University of Toronto
Payroll Distribution
Period: May-2005

Date : 16.06.2005
Time : 10:59:33
Report : ZHJR004
Instance: QNA

Funds center Page : 6

Pers. Number	Last Name	Init	Pay	Current Month Sal/Ben Temp Recurring	Fiscal Sal/Ben	Sal/Ben Reserve	Reserve End Date	SDR Rate	Total Amount of Sal/Ben	Payment End Date (P)	Description
Overall Total:											
Pay:Academic				801010 95,033.06	0.00	762,466.86			762,466.86		
Pay:Admin/Clinic St				801015 91.67	0.00	91.67			91.67		
Pay:Admin				801040 4,691.67	0.00	51,608.37			51,608.37		
Pay:Union				801050 19,704.73	0.00	190,061.63			190,061.63		
Pay:Casual Admin.				801140 624.00	0.00	0.00			0.00		
Pay:Stipend Teach				801160 2,080.00	0.00	0.00			0.00		
Pay:Benefits Appt				801910 26,557.06	0.00	223,440.85			223,440.85		
Pay:Benefits No Appt				801920 270.40	0.00	0.00			0.00		
Total:				149052.59	0.00	1227,669.38			1,227,669.38		

Funding: FC or Fund Assignments

Select Print Left Right

FM area: UOFT Fiscal year: 2006 Period: 1
Budget-version: 3
Funds Center: 100
Fund:

Commitment item	Expenditure assignments	Account No.	Expenditures	Purch orders and salary reserves
Expenditures				
EXPENSE-S	1,372,991.91		45,082.50	1,327,909.41
Pay:Academic		801010	95,033.06	762,466.86
Pay:Admin/Clinic St		801015	91.67	91.67
Pay:Admin		801040	4,691.67	51,608.37
Pay:Union		801050	19,704.73	190,061.63
Pay:Casual Admin.		801140	624.00	0.00
Pay:Stipend Teach		801160	2,080.00	0.00
Pay:Benefits Appt		801910	26,557.06	223,440.85
Pay:Benefits No Appt		801920	270.40	0.00

- Make sure you are comparing the same periods (FY May=1, April=12)
- Check both **actuals** and **reserve** amounts

Detecting and Troubleshooting P/R Errors (cont'd)



Examples of situations where you want to stop/change the pay information from going to the bank:

- **Wrong amount paid**
- **Wrong individual paid**

What to do? *Call Payroll (416-978-0452) right away* to notify them of the error. They need to begin the process of “recalling” the bank payments and processing the reversal(s) and/or correction(s) in HRIS, as soon as possible.

NOTE: *Payroll payments can be recalled from the bank up to 12:00 noon, the day before the actual pay date. (i.e. 12:00 noon on October 27th is the latest a payment can be recalled before the October 28th payment is made.)*



Detecting and Troubleshooting P/R Errors (cont'd)

Some examples of errors that *do not* impact the payments made, but *do* impact the proper reporting of payroll activity:

Wrong FIS accounts used (G/L, CFC, CC, IO, Fund):

Between your own accounts → change the HRIS record so that the correction will be reflected in all future postings, as well as moving year-to-date FIS postings to the correct account(s) the next time the payroll is run.

Payroll transaction doesn't belong to your unit → call the Payroll department. There is no way for you to trace the origin of the incorrect coding, but the Payroll department can, and will contact the responsible department and ensure that the correction is made.

NOTE: *Corrections will not post retroactively in FIS, but will correct the year to date balances in the month of the correction.*



Detecting and Troubleshooting P/R Errors (cont'd)

Some examples of errors that *do not* impact the payments made, but *do* impact the proper reporting of payroll activity (cont'd):

Payment is coded incorrectly (i.e. T4 versus T4A):

This correction must be made in HRIS prior to the *calendar* year-end T4 process, so that the individual receives the proper records for the Income Tax filing process.

NOTE: *Information on when **an individual is an employee versus an independent contractor** can be found in **section 3.2** of the **U of T Income Tax Guide**. If you require further clarification, please call Payroll.*



Detecting and Troubleshooting P/R Errors (cont'd)

Some examples of errors that *do not* impact the payments made, but *do* impact the proper reporting of payroll activity (cont'd):

FIS account is in an overdraft position:

Depending on what caused the overdraft, there are a number of options:

- **Overdraft due to wrong account coding** → change HRIS info
- **Overdraft due to salary “sharing” and recovery not yet posted** → process an Internal Revenue/Expense Recovery*. Detailed instructions available at: <http://finance.utoronto.ca/wp-content/uploads/2015/09/intrevexprec.pdf>
- **Overdraft due to unbudgeted salary costs** → process budget transfer document to increase budget.

***NOTE:** *All HRIS accounts (801xxx series) are blocked for posting and therefore all manual entries for payroll sharing have to be processed using the 800xxx series of payroll accounts.*

NEED HELP?



<https://easi.its.utoronto.ca/ams-help-form/>

Help is a facility for all AMS subsystems:

- Use the WEB form found at the above address
- Select the appropriate AMS module
(e.g., FIS: FAST Team)
- Complete all the information required on the form
- Click on the **Send it!** button

**Mail box is monitored Monday to Friday
9:00 a.m. - 5:00 p.m.**

FAST Team Contacts



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FIS Standard Curriculum Evaluation:

<http://finance.utoronto.ca/fast/fis-training/course-evaluation-fis-training/>

FAST website:

<http://finance.utoronto.ca/fast/>