• Quick Tips for Budget Management
  o OneUSG:
    • Job Data – Provides job information about an employee
      • Navigation – Navigator > Workforce Administration > Job Information > Job Data
    • View/Approve Position Funding – Provides detail to Change Position Funding transactions that have been entered. This function can also be used to find the OneUSG Transaction # (Alternate Name is Report ID) if you forget to record at the time a Change Position Funding Transaction is entered.
      • Navigation – Navigator > Manager Self Service > Position and Funding > View/Approve Position Funding
    • Change Position Funding – Used to enter distribution changes (the source of funds charged) and the effective dates of those changes.
      • Navigation – Navigator > Manager Self Service > Position and Funding > Change Position Funding
    • 090_ACTIVE_POS_WITHFUNDING – Indicates the HR Position # current distribution and source of funds
      • Navigation – Navigator > Reporting Tools > Query > Query Viewer > 090_ACTIVE_POS_WITHFUNDING
    • 090_PY_PAY_CHECK – Can provide Check numbers for a department or individual. Also provides the time period the check covers.
      • Navigation – Navigator > Reporting Tools > Query > Query Viewer > 090_PY_PAY_CHECK
  o Spectrum
    • Budget Overview – Provide a real time view of fund code 10XXX Budgets
      • Navigation – Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

• Queries
  o OneUSG:
    • 090_ACTIVE_POS_WITHFUNDING – Indicates the HR Position # current distribution and source of funds
    • 090_ACTIVE_EMPLOYEE_DATA – Can provide hire dates of employees in addition to other useful information
    • 090_BP_ALL.Positions – Indicates all HR position # in a department
• 090_WF_APPROVERS – Indicates current department workflow approvers in 1 USG
• Manager Self Service Request Inquiry – Gives loads of helpful information including 1 USG Transaction numbers
• 090_ABS_NOT_Approved – Identifies a list of unapproved absences and have the supervisors approve them
• 090_TL_INCOMPLETET_PUNCH_BYGRP – Identifies incomplete punches. Supervisors need to review via time sheet and make changes as needed. It is “Critical” that incomplete punches are corrected so that employees are not over or underpaid
• 09_TL_RPTD_TIME_NOTAPPROVED – Identifies reported time not approved for the current pay cycle. Supervisors need to review and approve reported time on a daily basis
• 09_TL_RPTD_HOURS_GREATER – Identifies employees who have reported greater than 40, 80, etc hours in the biweekly cycle to prevent over payments
• 09_RPTD_TIME_MISSING_PYBL – Identifies reported time not in payable time for the biweekly pay cycle.
• BOR_TL_EXCEPTIONS – Identifies employees with exceptions. Exceptions need to be corrected for correct payable time

  o Spectrum:
    • GL_HR_EARNINGS_DISTRIBUTION – Indicates actual earnings and distribution with Fringe Benefits
    • GL_HR_EARNINGS_DIST_WO_FB - Indicates actual earnings and distribution without Fringe Benefits
    • GL_HR_EARN_DIST_HOMEDEPHT_IVF – Indicates payroll positing to a University Holding Account
    • GSU_ACCOUNT_LIST – Gives a description of account codes
    • GSU_SPEEDTYPE_DEPT_WITH_DATES – Gives a list of Speedtypes and ended dates
    • GSU_ORGBUDGCHGS – Gives detail to budget amendments and transfers
    • Other Recommended Spectrum Queries

• Formulas
  o Payroll
    • How to Prorate Payroll
      • Bi-Weekly Staff
Bi-Weekly Pay = ((Number of Days Worked in a pay period divided by Number of working days in a pay period) multiplied by (Annual Salary divided by 26)) divided by (Monthly Salary)

- Example: Pounce Panther – Annual Salary $29,036.80 with a start date of 1/1/19 (Note Pay Period #15 is from 12/30/18 through 1/12/19)
  - $1,005.12 = ((9/10)*(29036.80/26))/1116.80

- Monthly Staff

- Monthly Pay = ((Number of Days Worked in a pay period divided by Number of working days in a pay period) multiplied by (Annual Salary divided by 12)) divided by (Monthly Salary)
  - Example: Pounce Panther – Annual Salary $50,000 with a start date of 1/14/19
    - $2,536.23 = ((14/23)*(50000/12))/4166.67

- Helpful GSU Webpages
  - Panther Mart Training Guides
  - Spectrum Training Guides
  - Disbursements Information and Forms
  - Purchasing
GSURF RESIDUAL PROJECT BALANCES
To get the balance of a GSURF residual account, run the query with the parameters shown below:

- The funds from a GSURF residual account are recorded in fund 98100
- The department ID is not used in this fund. Instead, use a department number that starts with ‘2140’ and ends in the last 5 digits of the project ID. For example, RR000ALR60 would have a department ID of 2140ALR60.
- Revenue is typically from IDC distributions or residual revenue from closed projects
- Expense is shown as a lump sum reimbursement – you will not see expense details here
- Expense reflected is as of the end of the last month closed

**TRIAL_BALANCE_JRNL_DETAIL_PUB - Jnl Line Detail**

<table>
<thead>
<tr>
<th>Account</th>
<th>321100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept</td>
<td>2140XXXX</td>
</tr>
<tr>
<td>Fund</td>
<td>98100</td>
</tr>
<tr>
<td>Class</td>
<td>%</td>
</tr>
<tr>
<td>Program</td>
<td>%</td>
</tr>
<tr>
<td>Project</td>
<td>%</td>
</tr>
<tr>
<td>Jnl Date From</td>
<td>01/01/09</td>
</tr>
<tr>
<td>To</td>
<td>12/31/09</td>
</tr>
</tbody>
</table>

Queries run with the project ID for a residual account show:

- Expense detail that posts in fund 20300
- GSURF reimbursements to GSU booked as revenue in fund 20300
- Revenue and expense under the project ID should equal zero at year end in fund 20300

Budget Overview reflects an accurate balance but may be off if the budget was increased for payroll errors.