

Fund Responsibility: **1xxx's except for 1104 & 1801**

Contact: Karen M Miller
 Office: 561-434-8693 PX: 48693
 Fax: 561-357-5938 PX: 25938

Fund Responsibility: **1801**

Contact: Marysue Bean
 Office: 561-434-8264 PX: 48264
 Fax: 561-357-5938 PX: 25938

Fund Responsibility: **Grants (1104 and 4xxx)** (Grant Manager/Grant Accountant)

Quick Review

- 1) What is the Gross & Fringe Report?

The Gross & Fringe Report is a payroll report that shows payroll expenses for individuals by funding source which consists of the combo source and funding strip. This report is run by payroll accounting period and may be run for all or specific funds. (See example of report below)

Report ID: HPCA012 Gross & Fringe Detail Report

Company PBC School Dist of Palm Beach Co

Fiscal Year: 2008 Accounting Period: 1
 Department: SHARE-0881 S D Spady Elementary
 Funding Source: 0881-PRT1303-9110-0000 (0881 1303 0000 2006 9110 518400 BD01)

Name	Empl ID-Rcd#	JobCode	Combo Source		Funding Strip		OVT Earnings
			Position#	Check#	Total Gross	Total Fringe	
			Pool	PayEndDt			OVT Earnings
Jane Doe	102 0000 001	33190	10039007	00581491	1011.86	177.08	-155.40
				2007-07-20			

- 2) Where is this report located?

This report can be accessed via PeopleSoft – HCM HRPRD

- 3) Are there instructions for running and printing the Gross & Fringe report?

Yes. Log into PeopleSoft and look to the left of your screen (see below)



Click on payroll Gross and Fringe Report Information and follow instructions.

Requesting Payroll Transfers/adjustments Instructions

The Gross & Fringe Detail Report is refreshed after each pay cycle. Upon reviewing/analyzing the report **each period**, you determined that the combo source/funding strip was charged incorrectly for one or more individuals. The next step is to figure out the correct combo source/funding strip that should have been charged and request that the charges be moved. In order to make the correction, you will need to submit the following via email, fax, or pony:

- 1) A **copy of the Gross & Fringe report** which will show where the payroll expenditures are currently being charged.
- 2) A **brief description** as to why the incorrect combo source/funding strip was charged.
- 3) **The Gross and Fringe** will have the funding strip to be credited.
- 4) **Clearly indicate** on the report the individuals' expenses to be moved.
- 5) **Provide the complete funding strip** where the charges are to be moved.

For example:

Dept	Fund	Function	Account	Program	Budget Manger	Local Code
1611	1000	5160	512000	0000	BD02	000

- 6) **Provide the total amount** (total gross+ total fringe+ any overtime) to be moved. This is helpful for verification purposes.
- 7) **See example below of steps 1 to 6**

Report ID: HPCA012

Company FBC School Dist of Palm Beach Co

Fiscal Year: 2009 Accounting Period: 10
 Department: SHARE- 0101 Palm Beach Public
 Funding Source: 0101-SUB1000-5160-0000 (0101 1000 0000 5160 575200 BD02)

PeopleSoft
Gross & Fringe Detail Report

1) Print the Gross & Fringe Report

2) State the reason for the transfer

3) This funding source will receive the **CREDIT**

Page No. 1
Run Date 08/03/2009
Run Time 08:16:46

Name	Empl ID-Rec#	JobCode	Position#	Check#	Total Gross	Total Fringe	OVT Earnings	OVT Earnings	Total
Sue Smith 1010101-001		50150	10032963	01250076 2008-10-10	109.20	19.11	0.00		128.31
Joe Smith 1020202-002		50150	10032963	01250409 2008-10-10	31.50	0.42	0.00		31.92
Jane Doe 1030303-003		50150	10032963	01250035 2008-10-10	36.40	0.49	0.00		36.89
John Doe 1040404-004		50150	10032963	01250405 2008-10-10	36.40	0.49	0.00		36.89

- 4) Clearly indicate the expenses to be transferred (*).
- 5) Provide the complete funding strip where the charges are to be moved or **DEBITED**.
For example: Dept-Fund-Function-Account-Program-Budget Manager-Local Code
 1611-1000- 5161- 5xxxxx- 0000- BD02- 000
 Total Gross = \$213.50 Total Fringe = \$20.51 Overtime = \$0.00

Other tips to consider before submitting request:

- 1) Make sure the **funding strip you want to charge exists**. If the strip does not exist, it **will delay** the processing of your request.
 - a. Use your budget overview screens to verify funding strip or
 - b. Confirm it with your budget analyst
- 2) If funding strip does not exist, contact your budget analyst to create the lines and please remember that all benefit accounts such as 521000, 522000, 523000, 524000, and 525000 **must be setup**.

What happens after correction has been made?

- 1) You will receive confirmation that your request has been completed via email.
- 2) Once expenditures are moved, the changes will be reflected when you view your budget overview screen in [Financials FNPRD](#).
- 3) Please note that the **corrections will not be reflected** on the Gross & Fringe Report.
- 4) Please take the necessary steps to prevent the same mistake from happening on the next pay cycle by:
 - a. Choosing the correct combo source
 - b. Correcting the individual's Position # if necessary
 - c. Contacting your budget analyst to assist with the combo source to be used
- 5) Please feel free to contact Accounting with any questions in regard to the correction.
- 6) See pay calendar as a reference.

*Year	*Period	*Begin Date	*End Date	*Period Name
2012	1	07/01/11	07/01/11	Pay 1 - Accounting Period 1
2012	2	07/02/11	07/15/11	Pay 2 - Accounting Period 1
2012	3	07/16/11	07/29/11	Pay 3 - Accounting Period 1
2012	4	07/30/11	07/31/11	Pay 4 - Accounting Period 1
2012	5	08/01/11	08/12/11	Pay 5 - Accounting Period 2
2012	6	08/13/11	08/26/11	Pay 6 - Accounting Period 2
2012	7	08/27/11	08/31/11	Pay 7 - Accounting Period 2
2012	8	09/01/11	09/09/11	Pay 8 - Accounting Period 3
2012	9	09/10/11	09/23/11	Pay 9 - Accounting Period 3
2012	10	09/24/11	09/30/11	Pay 10 - Accounting Period 3
2012	11	10/01/11	10/07/11	Pay 11 - Accounting Period 4
2012	12	10/08/11	10/21/11	Pay 12 - Accounting Period 4
2012	13	10/22/11	11/04/11	Pay 13 - Accounting Period 5
2012	14	11/05/11	11/18/11	Pay 14 - Accounting Period 5
2012	15	11/19/11	12/02/11	Pay 15 - Accounting Period 6
2012	16	12/03/11	12/16/11	Pay 16 - Accounting Period 6
2012	17	12/17/11	12/30/11	Pay 17 - Accounting Period 6
2012	18	12/31/11	01/13/12	Pay 18 - Accounting Period 7
2012	19	01/14/12	01/27/12	Pay 19 - Accounting Period 7
2012	20	01/28/12	02/10/12	Pay 20 - Accounting Period 8
2012	21	02/11/12	02/24/12	Pay 21 - Accounting Period 8
2012	22	02/25/12	03/09/12	Pay 22 - Accounting Period 9
2012	23	03/10/12	03/23/12	Pay 23 - Accounting Period 9
2012	24	03/24/12	04/06/12	Pay 24 - Accounting Period 10
2012	25	04/07/12	04/20/12	Pay 25 - Accounting Period 10
2012	26	04/21/12	05/04/12	Pay 26 - Accounting Period 11
2012	27	05/05/12	05/18/12	Pay 27 - Accounting Period 11
2012	28	05/19/12	06/01/12	Pay 28 - Accounting Period 12
2012	29	06/02/12	06/15/12	Pay 29 - Accounting Period 12
2012	30	06/16/12	06/29/12	Pay 30 - Accounting Period 12