CURTIS FORCK
CENTRAL PAYROLL SUPERVISOR
OFFICE OF ADMINISTRATION
DIVISION OF ACCOUNTING

SAM II OUTPUTS

Agenda

- Payroll Accounting Changes
  - PACC vs. PMAC
- JVP Document Numbering Scheme
- Useful Mobius Reports
- Downloading Mobius Reports to Excel
- Running reports on the Front-end and Back-end of SAMII

Payroll Accounting Adjustment(PACC)

Purpose: To adjust existing accounting line in the HR/Payroll system to one or more new accounting line(s) and update the Financial system

Limit is 10 lines per PACC

PACC changes labor accounting charges AFTER they have posted to the Financial system.

Also generates all down stream transactions

- Fringe documents
- Transfer documents
- Changes to payment vouchers
- FX, PX, & JC

Payroll Accounting Adjustment(PACC)

- Document Numbering
  - Original Document (Will Always have a "0" iteration)

HR/Payroll Original Document		Financial Original Document
JVP 300 PRL061**0**BDCF	→	JVP 300 PRL061**0**BDCF
PACC		PACC
JVP 300 PR**R**061**1**BDCF (Reversal)	→	JVP 300 PR**R**061**1**BDCF (Reversal)
JVP 300 PR**L**061**2**BDCF (New)	→	JVP 300 PR**L**061**2**BDCF (New)

PACC Cut Off Dates For FY16

MONTH POSTED	CUT-OFF DATE
July 2015 – September 2015	October 31, 2015
October 2015 – December 2015	January 31, 2016
January 2016 – March 2016	April 30, 2016
April 2016	May 31, 2016
May 2016	June 15, 2016
June 2016	July 15, 2016 NOON

Payroll Mass Accounting Change (PMAC)

- JVP PRL documents reject to PMAC when the accounting info is not valid in SAMII Financial.
- This occurs from Pay Cycle or from PACC changes.
- Agencies are responsible for maintaining valid accounting information in the Financial Systems

Payroll Mass Accounting Change (PMAC)

- Document Numbering
  - Original Document (Will Always have a "0" iteration)

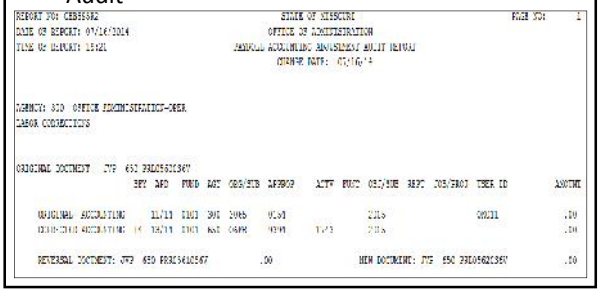
HR/Payroll Original Document	Financial Original Document
JVP 300 PRL061**0**BDCF	JVP 300 PRL061**0**BDCF (Rejects)
PMAC Line is changed to new acctg	PMAC
JVP 300 PR**R**061**0**BDCF (Reversal) ←	This transaction is never seen.
JVP 300 PR**L**061**1**BDCF (New)	JVP 300 PR**L**061**1**BDCF (Accepts)

Available Resources

- Mobius Reports
- Front-end Data Warehouse Reports
- Back-end Data Warehouse

Mobius Reports

- OHB595R2 – Payroll Accounting Adjustments Audit


REPORT NO: OHB595R2 STATE OF MISSOURI PAGE NO: 1
DATE OF REPORT: 07/16/2014 OFFICE OF ADMINISTRATION
TIME OF REPORT: 15:21 PAYROLL ACCOUNTING ADJUSTMENT AUDIT REPORT
CYCLE DATE: 07/16/14

AGENCY: 500 OFFICE ADMINISTRATION-DESE
LABOR CORRECTIONS

ORIGINAL DOCUMENT JVP 650 PRL061C567

	FPY	APD	FUND	AGY	ORG/SUB	AF3903	ACTV	FUNC	OBJ/SUB	REFC	JOB/PAOI	TRER ID	AMOUNT
ORIGINAL ACCRUALS	11/13	1003	301	2065	[illegible]				2216		09U31		.00
[illegible] ACCRUALS	14	12/13	1003	6a2	0498	[illegible]	[illegible]		[illegible]				.00

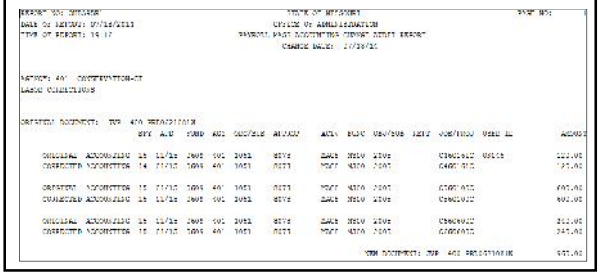
REVERSAL DOCUMENT: JVP 650 PRR061C567 .00 NEW DOCUMENT: JVP 650 PRL061C567 .00

Mobius Reports

- Ran daily and sorted by fund
- Retention is 3 months
- Can be searched by PRL number
- Provides original and corrected accounting info
- Reversal document number
- New document number

Mobius Reports

- OHB595R1 – Payroll Accounting Adjustments Audit



Mobius Reports

- Ran daily and sorted by fund
- Retention is 3 months
- Can be searched by PRL number
- Provides original and corrected accounting info
- New document number

Mobius Reports

- HAR5200 – Payroll Register Report

Mobius Reports

- Ran every Pay Cycle and sorted by Agency\Pay Location
- Retention is 6 months
- Tax window Info at the time Pay Cycle was ran
- Gross Pay
- Total Deductions by deduction type
- Net Pay

Mobius Reports

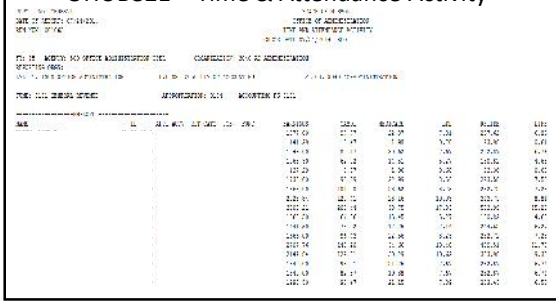
- HAR5300 – Hours to Gross Register Report

Mobius Reports

- Ran every Pay Cycle and sorted by Agency\Pay Location
- Retention is 6 months
- Gross Pay
- Total Hours the employee will be paid for
- Any CPER's Or PPER's
- Hourly Rate

Mobius Reports

- OHUB821 – Time & Attendance Activity

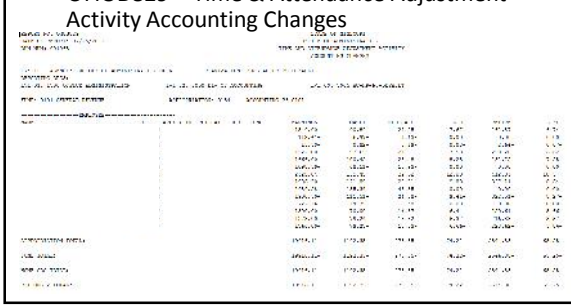


Mobius Reports

- Ran every Pay Cycle and sorted by Agency\Organization\Fund
- Retention is 2 Regular Pay Cycles
- Fringes by Employee based on the information available the day the report is ran out of paycycle

Mobius Reports

- OHUB829 – Time & Attendance Adjustment Activity Accounting Changes

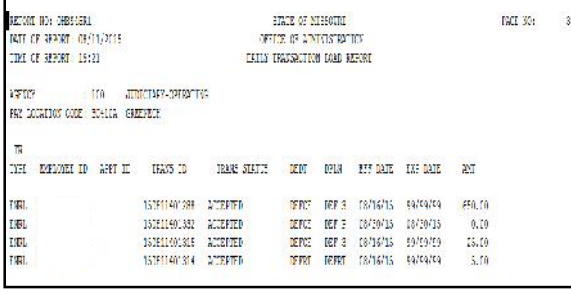


Mobius Reports

- Changes generated from PACC & PMAC transactions
- Ran daily and sorted by Agency\Org\Fund
- Retention is 2 Regular Pay Cycles
- Fringe changes by employee

Mobius Reports

- OHB945R1 – Daily Transaction Load Report

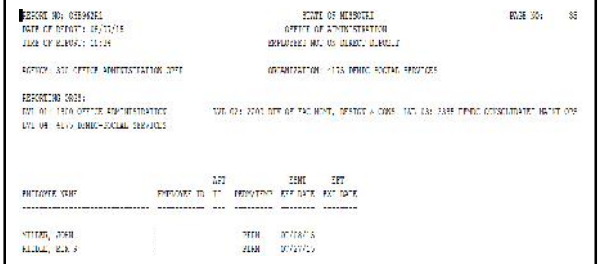


Mobius Reports

- Ran daily and sorted by Agency\Pay Location
- Retention is 3 months
- Daily MOSER/MCHCP/Deferred Comp Transactions or any deductions loaded by interface file
- Effective date
- Amount of deduction
- Accepted/Rejected

Mobius Reports

- OHB962R1 - Employees Not on Direct Deposit

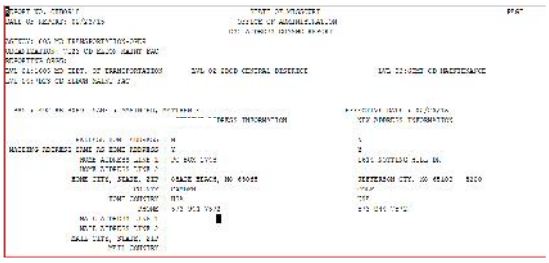


Mobius Reports

- Ran every Paycycle and sorted by Agency\Org
- Retention is 2 Regular Paycycles
- List of Employees within your agency not on Direct Deposit
- All employee are require to be on Direct Deposit unless duration of employment is less than three months or an exception is grant through OA Commissioner Office
- If employee switches financial institutions employee should re-establish direct deposit within two pay cycles
- OA will notify agency when employee has exceeded two paycycles and is still not on direct deposit

Mobius Reports

- OHB0918 – ESS Address Change Report

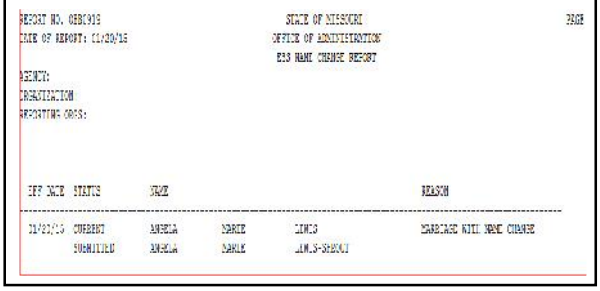


Mobius Reports

- Ran Daily and sorted by Agency\Org
- Retention is 3 months
- Shows employee's Current and New address
- Agencies to look at St Louis/ Kansas city address changes for Earning taxes
- Loaded directly into SAMII HR
- Potential to reject when employee tabs through EXT field
- Review SUSE

Mobius Reports

- OHB0919 – ESS Name Change Report

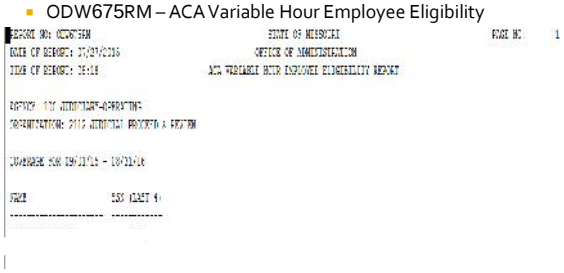


Mobius Reports

- Ran Daily and sorted by Agency\Org
- Retention is 3 months
- Current and New Name
- Reason
- Name changes are transmitted to SAMII HR, but require Agency approvals of the Employee Name Change (ENCH) transaction in SAMII HR

Mobius Reports

- ODW675RM – ACA Variable Hour Employee Eligibility

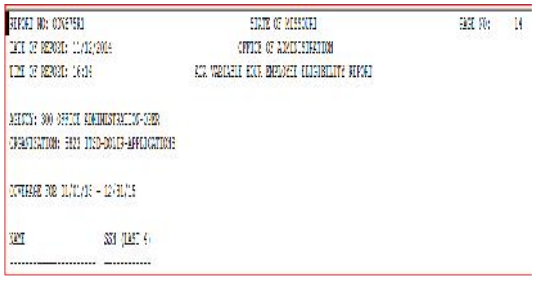


Mobius Reports

- Ran Monthly and sorted by Agency\Org
- Retention is 7 years
- List of employee's eligible for healthcare through the Affordable Care Act by month
- New hire employee's that were not measured through the Annual report
- Dates the healthcare is available to them

Mobius Reports

- ODW675R1 – ACA Variable Hour Employee Eligibility

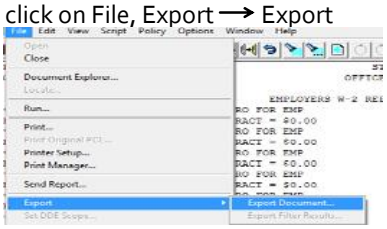


Mobius Reports

- Ran Yearly and sorted by Agency\Org
- Retention is 7 years
- List of employee's eligible for healthcare through the Affordable Care Act
- Dates the healthcare is available to them

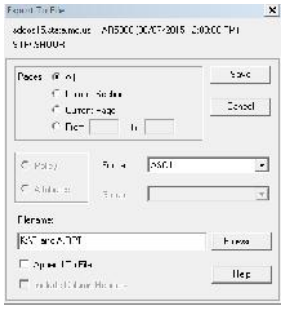
Downloading Mobius Reports to Excel

- Open Mobius and choose the report you want to export to Excel (for example I used HAR5300)
- Once open click on File, Export → Export Document



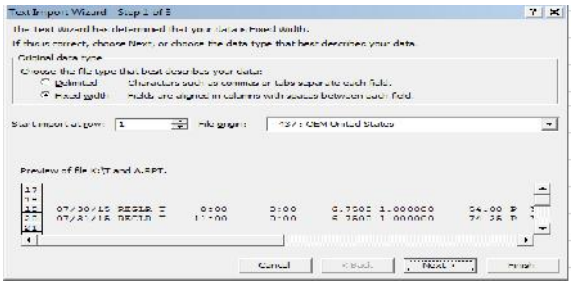
Downloading Mobius Reports to Excel

- Specify where you want to save the document by using Browse
- Then click Save
- Open the document in Excel
- Will need to select all file types (it will be saved as txt document)



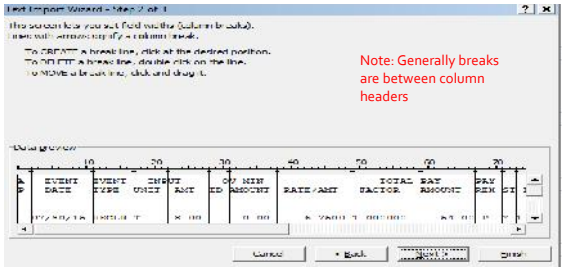
Downloading Mobius Reports to Excel

- Make sure Fixed width if Selected, hit Next



Downloading Mobius Reports to Excel

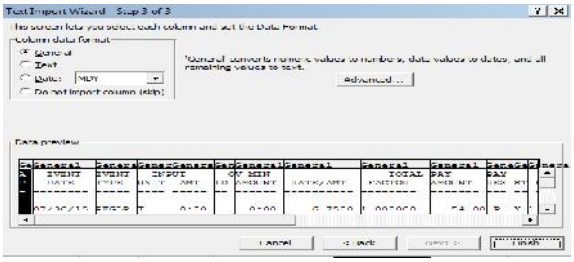
- Create breaks in the info you are downloading, hit Next



Note: Generally breaks are between column headers

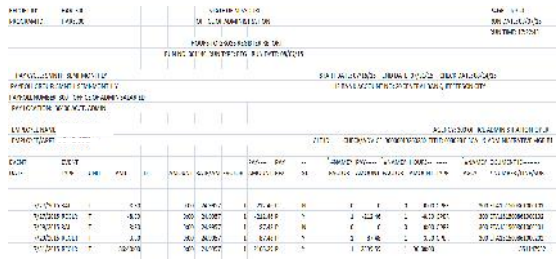
Downloading Mobius Reports to Excel

- Make sure General is checked, hit Finish



Downloading Mobius Reports to Excel

- Example of Excel spreadsheet

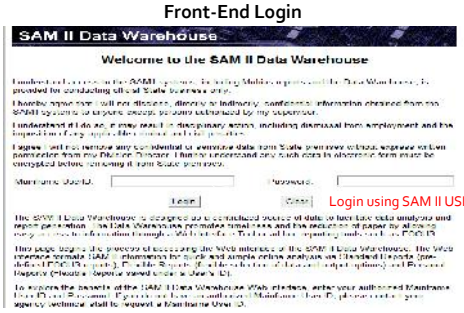


Data Warehouse

- Front- End Data Warehouse
  -Access from internet, using SAM II userID
    * http://samii.mo.gov/hr/hrdw/
  - Run Reports BY:
    * Check Number
    *Employee Name
    *Employee SSN
    * Document Number
    *GTN Run Number

Front-End Data Warehouse Reports

Front-End Login



Login using SAM II USERID

Front-End Data Warehouse Reports

- Choose HR/Payroll

Front-End Data Warehouse Reports

- Decide between a Current Run (last two years) or a Historical run

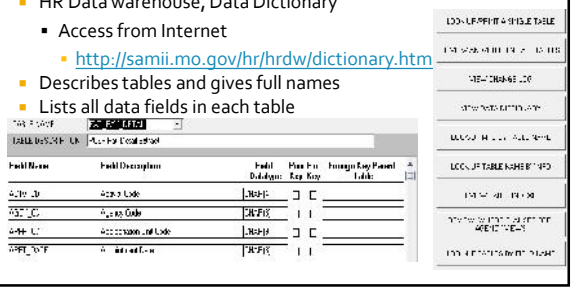
Front-End Data Warehouse Reports

- GTN Run Number
  - All payroll info associated with a certain run
    - *Pay Detail
    - *Deduction Detail
    - *Fringe Detail
- Note: Deduction/Fringe will not show up on the Front-end of the data warehouse if on the ENRL

Back-end of Data Warehouse Reports

DATA Viewer

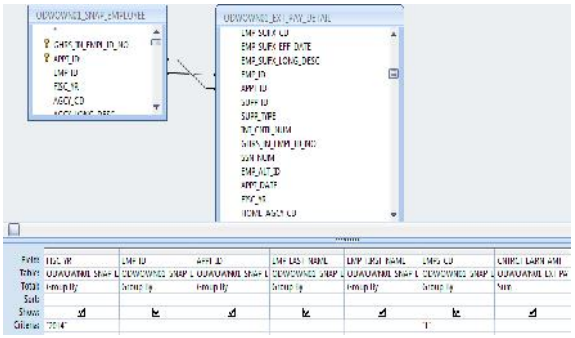
- HR Data warehouse, Data Dictionary
  - Access from Internet
    - http://samii.mo.gov/hr/hrdw/dictionary.htm
- Describes tables and gives full names
- Lists all data fields in each table



Back-end of Data Warehouse Reports

- Link Microsoft Access to Sam II using an ODBC connection
- Create customized reports
- Link tables and select fields to query
- Restrict the info you are pulling by put criteria
  - Example : You just need a certain employee's pay info for the last Fiscal Year. You can enter criteria in access that will just pull that information.

Back-end of Data Warehouse Reports



SAMII HR Information

- Calendar year end Memo
- Fiscal year end Memo
- Payroll Calendars
- Other Important Memo
- Supplemental Form
- Deduction/Benefit codes
- FNDR info
- Direct deposit Form

Web address: http://samii.mo.gov/hr/

Questions ?