September Payroll Reporting Issue - CORRECTED

An issue was identified with the September payroll journal HR00055447 that posted on October, 2nd. The journal bypassed the budget-check process. As a result, September payroll expenses did not appear in Cognos reports or in Budget Overview in EIS. Dis-encumbrances posted appropriately and were not affected. The issue was limited to budgetary chartstrings which are those with a Fund Cat of 105, 120, or 200.

The Budget Office posted a correction journal, HR0055447B, on Friday, 10/13 which appears in COGNOS as shown below.

![Correction Journal](image)

The correction journal reflects the payroll expense amounts, but the journal cannot be drilled through to view individual employee charges. If journal HR0055447B is drilled on, the following screen will appear:

![Payroll Transaction Detail](image)

Detailed payroll information is still available via the Department Payroll Transaction Detail report. Users should search by the original payroll entry (HR00055447) rather than by the correcting entry (HR0055447B). Please refer to the screenshots below for additional details.
1. From the employee portal (my.unt.edu) select the Reports tab. Within the Financial Reporting section, select “More” to view additional report options.

2. Within the Financial Reporting section, select the Department Payroll Transaction Detail report.
3. Within the search parameters, enter HR00055447 and run the report. **Do not search for HR0055447B. There is no underlying detail associated with the correcting journal.**

4. The report contains the underlying payroll transaction detail for September.