

Payroll Transaction Tracking Query System Guide for Codes and Columns

I. Heading and Codes used on the DEMIS Transaction Report for Tracking Position

A) Key values used for selecting the report:

ARSP - Area of Responsibility - Number used to designate the university reporting structure – used in allocations and budgeting as well.

Dept No.- Department Number - The 7 digit number that represents a designated Department – this is not a funding source.

B) Required Values to be displayed if available:

Eff Date - Effective Date – The date the new data entered in the HR/Payroll System is to be effective. (Example – First day the new Job Code goes into affect.)

Position Number - Each person is assigned a position number in the HR/Payroll System. This number is also used for reporting and possibly allocations. Paid employees are either funded by a Position Number or a Pool ID.

Name(s) –If an employee is on the position as of the effective date of the transaction, the name is displayed.

P C - C designates the “C”hanged row – the new row that was entered. P designates the “P”revious data that was in place; D designates what data was “D”eleted.

C) Key Values that are only displayed if a change was made:

Jobcode Descr – The short description of the official Job Code title.

Empl Class – Paid employee classes are

A = Academic Staff

C = University Support Staff

F = Faculty

S = Student

U = Unclassified Professional Staff

FTE – Full Time Equivalent – based on the weekly standard hours. 40 hours a week is equal to 1.00 FTE

Std Hrs – The number of hours that the position is scheduled to work in a week. For regular employees it is very important this is kept accurate as this does affect benefits and possibly leave accruals. Maximum standard hours in a week are 40.

Reg Temp = Designates whether the position is regular and possibly eligible for benefits, or temporary not eligible for benefits. For non student temporary positions the employees are limited to 999 hours in a calendar year and an employee should not work more than one year at a temporary position.

FT PT – Full Time or Part Time indicator. If an employee’s standard hours are 40 hours a week – it is designated at full time and all others are part time.

Pay Grp – Pay Group - the way in which employees are grouped for the calculation of pay based on their type of position

CUN – University Support and Unclassified Professional staff that are paid hourly.

CUX – University Support & Unclassified Professional staff, Fiscal Year Faculty and Academic staff that are salaried. (10 day prorate)

LFC – Academic Year Faculty and Academic staff (salaried) (14 day prorate)

STN – Students who are paid hourly

STX – Students who are salaried generally Graduate Teaching Assistants (14 day prorate)

SRX - Students who are salaried generally Graduate Research Assistants (10 day prorate)

Pool ID – Temporary positions/employees are assigned to a pool-funding source, there are some regular lectures and instructors assigned to pools. This number is also used for reporting and possibly allocations. A Pool ID must be associated with a Dept No. Paid employees are either funded by a Position Number or a Pool ID.

Empl Type – Employee Type - designates the way an employee’s time is entered for leave reporting and pay calculation. H = Hourly, E= Exception Hourly (paid hourly but works a regular set daily schedule,) S = Salaried

Shift –USS employees who are eligible to be paid overtime and whose shift commences before 6:00 a.m. or ends after 6:00 p.m. on a regular basis are eligible to be paid shift differential.

FLSA Stat – Fair Labor Standards Act Status – Designated by Human Resources & Equal Opportunity based on the job duties and responsibilities and employee.

A - Administratively Exempt (salaried –not eligible for overtime)

E - Executive Exempt (salaried –not eligible for overtime)

N - Non Exempt (hourly – eligible for overtime)

P – Professional Exempt (salaried –not eligible for overtime)

Other Deptid – Other Department if the position was moved from one department to another it is listed here for the alternate reporting department.

Mon, Tue, Wed, Thu, Fri, Sat, Sun – days of the week in which hours the employee is designated to work or the default takes the standard hours and allocates Monday through Friday. The total of these hours equals the standard hours.

II. Heading and Codes used on the DEMIS Transaction Report for Tracking Job

A) Key values used for selecting the report:

ARSP - Area of Responsibility - Number used to designate the university reporting structure – used in allocations and budgeting as well.

Dept No.- Department Number - The 7 digit number that represents a designated Department – this is not a funding source.

B) Required Values to be displayed if available:

Eff Date - Effective Date – The date the new data entered in the HR/Payroll System is to be effective. (Examples – First day of pay increase or for terminations –the first day they no longer work in that position.)

Name(s) –Employee’s Name is displayed.

EmplID – Employee ID – used and assigned in the HR/Payroll System unique value assigned to each employee.

P C - C designates the “C”hanged row – the new row that was entered. P designates the “P”revious data that was in place; D designates what data was “D”eleted.

Position - Each person is assigned a position number in the HR/Payroll System. This number is also used for reporting and possibly allocations.

C) Key Values that are only displayed if a change was made.

Comp Rate- Compensation Rate- the amount the employee is paid hourly or the salaried amount for a 2-week period

Change Amt – Change Amount – this displays the amount that is computed in the HR/Payroll system if a compensation rate is increased or decreased.

Chng Pct – Change Percent -- this displays the percentage that is computed in the HR/Payroll system if a compensation rate is increased or decreased.

Comp Freq – Compensation Frequency – indicates whether the employee is paid on an hourly or biweekly (salaried) basis.

Emply Stat – Code used to indicate the employee’s employee status.

A–Active

D–Death

L–Leave without Pay

P–On Paid Leave (mostly sabbaticals)

R–Retired

S–Suspension

T–Terminated

X–Indicates an employee was transferred

Std Hrs – The number of hours that this position is scheduled to work in a week. For regular employees it is very important this is kept accurate as this does affect benefits and possibly leave accruals. Maximum standard hours in a week are 40.

Reg Temp = Designates whether the position is regular and possibly eligible for benefits, or temporary not eligible for benefits. For non-student temporary positions the employees are limited to 999 hours in a calendar year and an employee should not work more than one year at a temporary position.

FLSA Stat – Fair Labor Standards Act Status – Designated by Human Resources & Equal Opportunity based on the job duties and responsibilities and employee.

A - Administratively Exempt (salaried –not eligible for overtime)

E - Executive Exempt (salaried –not eligible for overtime)

N - Non Exempt (hourly – eligible for overtime)

P – Professional Exempt (salaried–not eligible for overtime)

Other Deptid – Other Department if the employee transferred from one department to another it is listed here for the alternate reporting department.

Empl Rcd# - Employee record number that is assigned in the HR/Payroll System

Jobcode – The short description of the official Job Code title

III. Heading and Codes used on the DEMIS Transaction Report for Tracking Funding

A) Key values used for selecting the report:

ARSP - Area of Responsibility - Number used to designate the university reporting structure – used in allocations and budgeting as well.

Dept No.- Department Number - The 7 digit number that represents a designated Department – this is not a funding source.

B) Required Values to be displayed if available:

Eff Date - Effective Date – The date the new data entered in the HR/Payroll System is to be effective. (Example – First day the employee is to be paid from a source of monies.)

Position Number - Each person is assigned a position number in the HR/Payroll System. This number is also used for reporting and possibly allocations. Paid employees are either funded by a Position Number or a Pool ID.

Pool ID – Value assigned to link positions to a pool or “bucket of funding”. Pools are used to group like funded temporary funded employees or some lecturers and instructors, budgets are made at the pool level versus individual positions. This number is also used for reporting and possibly allocations. A Pool ID must be associated with a Dept No. Paid employees are either funded by a Position Number or a Pool ID

P C - C designates the “C”hanged row – the new row that was entered. P designates the “P”revious data that was in place; D designates what data was “D”eleted.

E D T - Designates the employer’s funding for Positions or Pool Ids: E is for the earnings, (gross wages); D is for the deductions (e.g. health insurance, retirement etc.); T is taxes (e.g. social security).

C) Key Values that are only displayed if a change was made:

DeptID – a chart field that designates the cost center or organization used for funding. This may be different than the Dept No – especially in employees whose funding is from multiple departments.

Fund – a chart field that designated the source of the monies used for funding.

Project – a chart field that is used only when the funding is coming from a sponsored project

Scenario – a chart field that is only used when the funding source is a reimbursable fund (725 and 8XX)

- Fund 725 designates funding that is from the KU Endowment Association (KUEA), the value entered is the full account number assigned by KUEA (5 digits with an X at the end).
- Fund 8XX designates funding from the KU Medical Center or Regents; values are assigned to each source by the Payroll Office before the transaction is entered in the HR/Payroll System.

Distribution % - funding always equals 100%. This is used to indicate what % of funding is to come from each of the funding sources (chart fields)

Plan Type – this is used in rare circumstances. If used it will display the code for the employer’s fringe (generally health insurance) that is being charged to a different funding source than designated for the other employers’ deductions.

Name(s) –If an employee is on the Position as of the effective date of the transaction, the name is displayed.

IV. Heading and Codes used on the DEMIS Transaction Pool Position Name Listing Report

A) Key values used for selecting the report:

Dept No.- Department Number - The 7 digit number that represents a designated Department – this is not a funding source.

Pool ID – Value assigned to link positions to a pool or “bucket of funding”. Pools are used to group like funded temporary funded employees or some lecturers and instructors, budgets are made at the pool level versus individual positions. This number is also used for reporting and possibly allocations. A Pool ID must be associated with a Dept No. Paid employees are either funded by a Position Number or a Pool ID

Name(s) –If an employee is on the Pool as of the effective date of the transaction, the name is displayed.

EmplID – Employee ID – used and assigned in the HR/Payroll System, unique value assigned to each employee.