

Processing Payroll – Journal Entries

Overview

The payroll cycle is a process that is completed each time State employees are paid. The payroll cycle consists of the following five basic steps:

- Process pre-payroll
- Print payments
- Process pro forma journal entries
- Print pay cycle reports
- Process final update

The Payroll Cycle is controlled by the Payroll ID. In Pre-payroll the Payroll ID is used to select the employees to be paid. The same Payroll ID is used for all steps of the Payroll Cycle. Different Payroll IDs can be used to process multiple Payroll Cycles simultaneously.

Pro forma journal entries are preliminary, review-level entries that the system stores in Workfile until after Final Update is run. This workfile is created to prepare the journal entries for review and posting. A Payroll Journal Proof/Edit report (R05229) is created when the workfile is created. This report is used to review the accuracy of the pay cycle information before the system posts the information to the general ledger. The detail and summary information can also be viewed online.

The HR/Payroll Contact creates the payroll journal entries that are used to charge agency costs for payroll.

This Work Instruction shows how to:

[Process Pro Forma Journal Entries](#)

[Review Journal Entry Payroll Proof/Edit Report](#)

[Review Journal Entries Online](#)

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Navigation

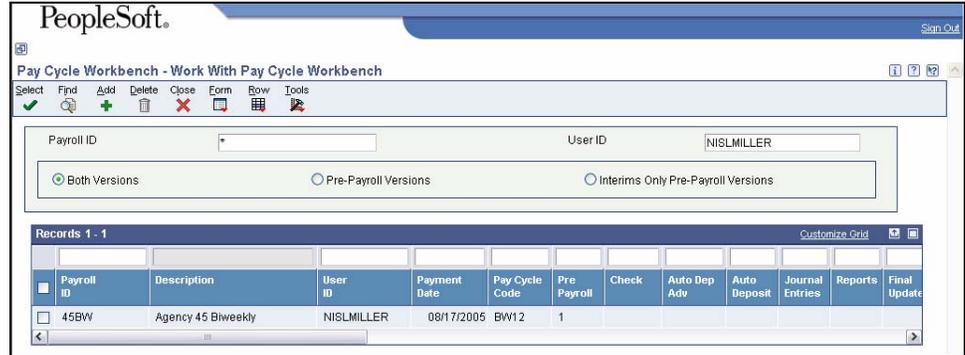
Click Roles, HR_PR.
(Citrix users – right click on the menu, choose View by Role, choose HR_PR.)

Human Resources and Payroll – Agencies > Payroll > Pay Cycle Workbench

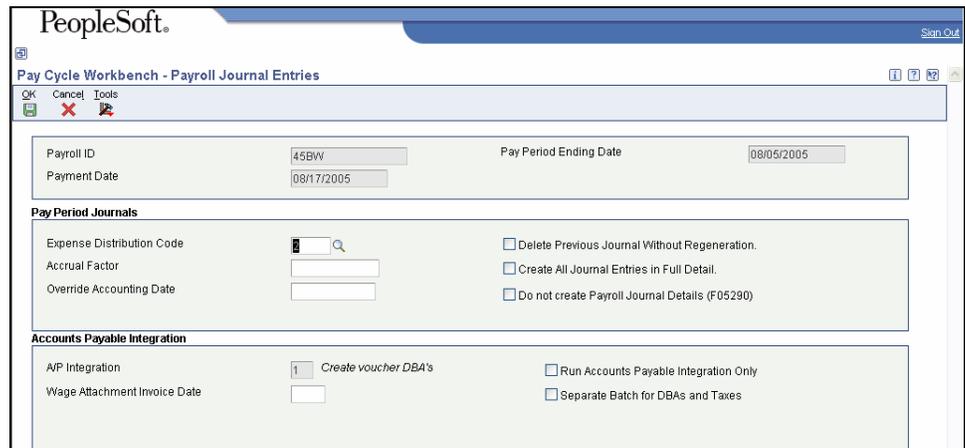
Steps

Process Pro Forma Journal Entries

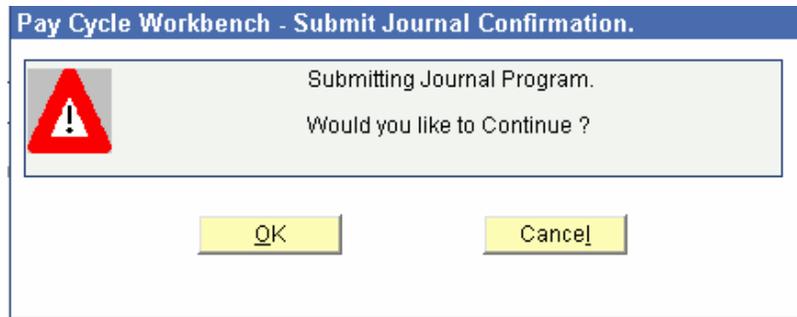
Start this instruction from the Pay Cycle Workbench – Work with Pay Cycle Workbench window.



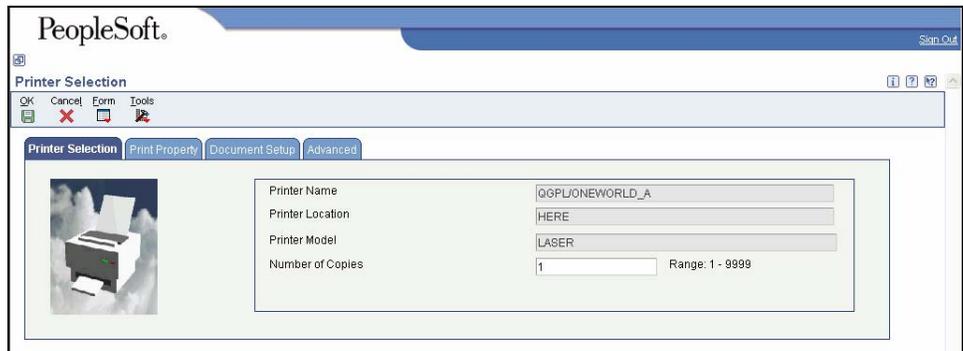
1. Choose the Payroll ID on the grid you wish to process Journal Entries.
 -  There must be a 1 in the grid row under the Pre-Payroll column. This indicates that the Pre-Payroll is complete.
2. Click **Row**, **Journal Entries**, **Submit Journal**. The Pay Cycle Workbench – Payroll Journal Entries window appears.



3. Verify the following:
 - Expense Distribution Code is set to 2
 - Pay Date is entered in the Override Accounting Date.
4. Click **OK**. The Pay Cycle Workbench - Submit Journal Confirmation window appears.



5. Click **OK**. The Printer Selection window appears.



6. Click **OK** to return to the Pay Cycle Workbench – Work with Pay Cycle Workbench window.

Review the Journal Entry Payroll Proof/Edit Report

- ✎ The Journal Entry Payroll Proof/Edit Report (R05229) will be submitted. View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Job Details to view (R05229_...) once the Description is "Done".
- ✎ Please see below for a list of jobs that will appear in the submitted jobs:
 - **R05227** - This is a UBE, no report output
 - A UBE is a program that generates reports or runs other programs.
 - **R072902** - This is a UBE, no report output
 - See description above.
 - **R04110ZA - Batch Voucher Processor Report**
 - View this report to see if there are any errors resulting from processing pro forma journal entries and vouchers.
 - **R07411Z1** – Always a blank page.
 - **R074902** – Always a blank page.
 - **R05229 - Payroll Journal Proof/Edit Report**
 - View this report to verify the accuracy of journal entries. This report should be reviewed for any errors which could cause

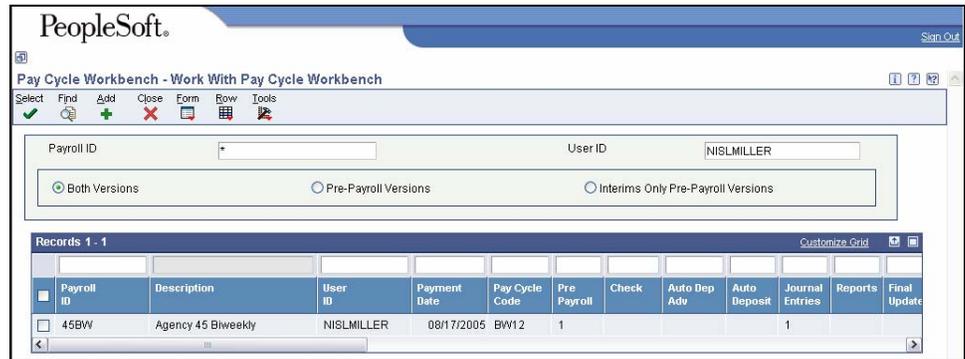
journal entries to error out when attempting to post to the General Ledger.

- **R053010 - Labor and Burden Distribution Register**
 - View this report to see, by fund and business unit within fund, hours worked and wages paid, along with state paid taxes and benefits (health and life insurance, retirement, etc.), for each employee.
- R07354 - This is a UBE, not report output.
 - See description above.

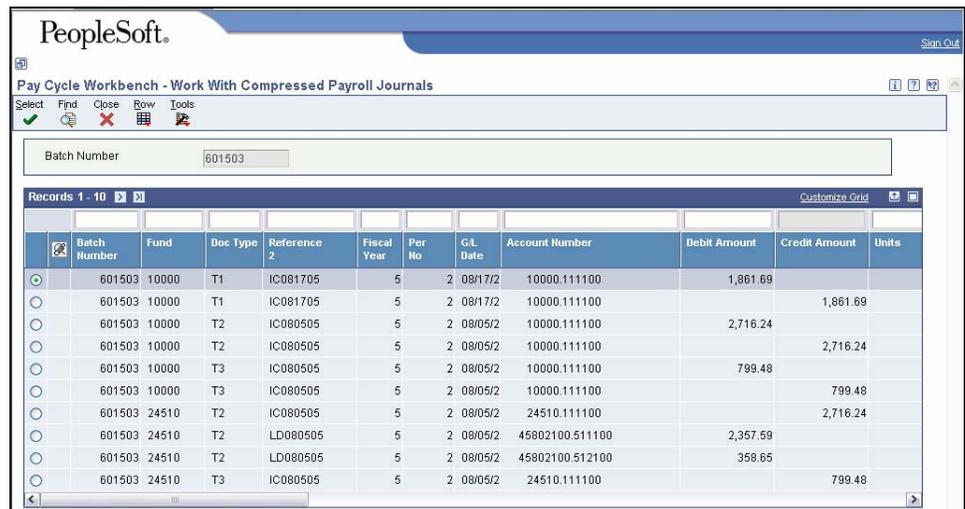
View Journal Entry Online

7. Click **Find** to refresh the grid. Verify the status code in the Journal Entries column has changed to an A and then to a 1.

 The 1 indicates the Journal Entries have completed processing.



8. Choose the Payroll ID on the grid you are processing.
9. Click **Row, Journal Entries, Journal Review, Journal Summary**. The Pay Cycle Workbench – Work With Compressed Payroll Journals window appears.



10. Verify the following for each row in the grid:

- G/L Date equals the Pay Date
 - An account number appears in the Account Number field.
11. Advance grid to the last row and verify that Journal Entries are in balance (Debit Amount equals Credit Amount)

PeopleSoft Pay Cycle Workbench - Work With Compressed Payroll Journals

Batch Number: 601503

Records 1 - 39

Batch Number	Fund	Doc Type	Reference 2	Fiscal Year	Per No	G/L Date	Account Number	Debit Amount	Credit Amount	Units
601503	76550	T1	AT081705	5	2	08/17/2	76550.213105		80.17	
601503	76550	T1	AT081705	5	2	08/17/2	76550.213106		210.49	
601503	76550	T1	CT081705	5	2	08/17/2	76550.213191	196.16		
601503	76550	T2	IC080505	5	2	08/05/2	76550.111100	2,716.24		
601503	76550	T2	AW080505	5	2	08/05/2	76550.211390		2,716.24	
601503	76550	T3	IC080505	5	2	08/05/2	76550.111100	799.48		
601503	76550	T3	CF080505	5	2	08/05/2	76550.211291		603.32	
601503	76550	T3	CT080505	5	2	08/05/2	76550.213191		196.16	
601503	99990	T1	IC081705	5	2	08/17/2	99990.111100	1,861.69		
601503	99990	T1	DA081705	5	2	08/17/2	99994.110501		1,861.69	
Σ								17,786.26	17,786.26	

12. Enter AW* in the Reference 2 field in the QBE line.
13. Click **Find**.
14. Verify that T1 and T2 document types balance (Debit Amount and Credit Amount)

PeopleSoft Pay Cycle Workbench - Work With Compressed Payroll Journals

Batch Number: 601503

Records 1 - 3

Batch Number	Fund	Doc Type	Reference 2	Fiscal Year	Per No	G/L Date	Account Number	Debit Amount	Credit Amount	Units
601503	76550	T1	AW*081705	5	2	08/17/2	76550.211390	2,716.24		
601503	76550	T2	AW*080505	5	2	08/05/2	76550.211390		2,716.24	
Σ								2,716.24	2,716.24	

15. Click **Close** to return to the Work with Pay Cycle Workbench window.
16. Click **Close**.

