**User Manual**

# PayCV Application (Payroll Corrections) Central Admin Addendum

**The University of Iowa**

**Accounting and Financial Reporting**

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# Section 1: PayCV User Guide

### *Purpose of this User Guide*

This addendum is intended to identify the additional permissions and functionality that the various central administrative groups have in the PayCV application, based on their units' needs. For basic PayCV functionality please refer to the basic PayCV User Guide.

The central administrative units with additional permissions include:
- ✓ Payroll Staff
- ✓ Benefits Staff
- ✓ Grant Accounting Staff
- ✓ Accounting and Financial Reporting

# Section 2: Payroll Staff

Special permissions for Payroll:

### *Guided & Direct*
✓ *Closed Grant:* Ability to create a correction entry to or from a closed grant funded WhoKey (Funds 500 & 510)
✓ *Closed Non-Grant:* Ability to create a correction entry to a closed non-grant funded WhoKey (includes Cost Share accounts where Grant/Program starts with a '3')
✓ *Create CV for prior FY:* Ability to select for the past 10 Fiscal Years (FY) that the person selected has pay entries for. You can only select fiscal years that the individual had activity for.
✓ *Pay Period > 90 Days/FYTD:* Ability to correct pay periods over 90 days old as well as the ability to complete one entry for the entire FY amount using the FYTD Sum balance.

### *Guided*
✓ *Fund 270/271:* Ability to view and correct from and to Fund 270 and Fund 271 accounts in Guided.
✓ *Iact 5004/5015:* Ability to correct the Iact between 5004 & 5015 only in Guided.
✓ *Salary/Fringe Only Selection:* Ability on regular Salary/Fringe entries to select only Salary OR Fringe in order to correct that individual piece instead of correcting Salary & Fringe together as one entry (default value) in Guided.

### *Direct*
✓ *Direct:* Ability to post correction entries that cannot be posted through Guided (which should be very rare), as well as the ability to post true original entries. Guided should be used whenever possible.
✓ *Iact 7000:* Ability to correct entries to Iact 7000 through Direct.

### *Pay Period Adjust*
✓ Ability to adjust/correct inaccurate pay period dates and affects only the HRPAYCV data. No entries are sent to GL. This should be very rare.

# Section 3: Benefits Staff

Special permissions for Benefits:

## *Guided & Direct*

- ✓ ***Create CV for prior FY:*** Ability to select for the past 10 Fiscal Years (FY) that the person selected has pay entries for. You can only select fiscal years that the individual had activity for.
- ✓ ***Pay Period > 90 Days/FYTD:*** Ability to correct pay periods over 90 days old as well as the ability to complete one entry for the entire FY amount using the FYTD Sum balance.

## *Guided*

- ✓ ***Fund 270/271:*** Ability to view and correct from and to Fund 270 and Fund 271 accounts in Guided.
- ✓ ***Iact 6400:*** Ability to view and correct entries for Iact 6400 in Guided.
- ✓ ***Salary/Fringe Only Selection:*** Ability on regular Salary/Fringe entries to select only Salary OR Fringe in order to correct that individual piece instead of correcting Salary & Fringe together as one entry (default value) in Guided.

## *Direct*

- ✓ ***Direct:*** Ability to post correction entries that cannot be posted through Guided (which should be very rare), as well as the ability to post true original entries. Guided should be used whenever possible.
- ✓ ***Iact 7000:*** Ability to correct entries to Iact 7000 through Direct.
- ✓ ***UI2 Orig Entry:*** Ability to create a new entry for a UI2 (Company 2) employee that does not have any payroll records but has a valid Employee ID.

# Section 4: Grant Accounting Staff

Special permissions for Grant Accounting:

## *Guided*

- ✓ ***BRF:*** Ability to enter or edit the Budget Reference field.
- ✓ ***Closed Grant:*** Ability to create a correction entry to or from a closed grant funded WhoKey (Fund 500 & 510)
- ✓ ***Create CV for prior FY:*** Ability to select for the past 10 Fiscal Years (FY) that the person selected has pay entries for. You can only select fiscal years that the individual had activity for.
- ✓ ***Iact 5004/5015:*** Ability to correct the Iact between 5004 & 5015 only in Guided.
- ✓ ***Pay Period > 90 Days/FYTD:*** Ability to correct pay periods over 90 days old as well as the ability to complete one entry for the entire FY amount using the FYTD Sum balance.
- ✓ ***Salary/Fringe Only Selection:*** Ability on regular Salary/Fringe entries to select only Salary OR Fringe in order to correct that individual piece instead of correcting Salary & Fringe together as one entry (default value) in Guided.
- ✓ ***View CTJ:*** Ability to view other users' CTJ answers.

## *Pay Period Adjust*

- ✓ Used for adjusting pay period dates and affects only the HRPAYCV data, nothing is sent to the GL. Expected this to be used rarely.

> **NOTE:** If you are a ***Grant Accounting Admin***, you additionally can create entries through Direct. The BRF, Closed Grant and Create CV for prior FY permissions also apply.

# Section 5: Accounting and Financial Reporting Staff

Special permissions for Accounting and Financial Reporting:

## _Guided_

- ✓ **_BRF:_** Ability to enter or edit the Budget Reference field.
- ✓ **_Closed Non-Grant:_** Ability to create a correction entry to a closed non-grant funded WhoKey (includes Cost Share accounts where Grant/Program starts with a '3')
- ✓ **_Create CV for prior FY:_** Ability to select for the past 10 Fiscal Years (FY) that the person selected has pay entries for. You can only select fiscal years that the individual had activity for.
- ✓ **_Fund 999:_** Ability to move entries from salary suspense account for pay records that errored, to a departmental account the person is paid from. Expected to be handled by specified appointed staff.
- ✓ **_Pay Period > 90 Days/FYTD:_** Ability to correct pay periods over 90 days old as well as the ability to complete one entry for the entire FY amount using the FYTD Sum balance.
- ✓ **_Salary/Fringe Only Selection:_** On a regular Salary/Fringe entry allowed to select Salary OR Fringe to only correct those pieces instead of Salary & Fringe (default value) in Guided.