

User Manual

## PayCV application (Payroll Corrections)



The University of Iowa

Accounting and Financial Reporting  
(AFR)

# Table of Contents

<b>Section 1: General Information</b> .....	<b>3</b>
What is the PayCV application used for? .....	3
When do I use PayCV vs. Retroactive Accounting-Only Change of Status? .....	3
How do I get access to PayCV?.....	3
General Application Tips: .....	3
<b>Section 2: Access &amp; Functionality</b> .....	<b>4</b>
How to get into PayCV once you have access:.....	4
Application Functionality: .....	4
<b>Section 3: Create CV</b> .....	<b>5</b>
Employee Search:.....	5
Fiscal Year:.....	5
Payroll MFK, Job Code, Pay Group and Pay Period:.....	5
Enter Accounting Distribution:.....	11
Correction Entry: .....	13
PayCV Summary Information:.....	15
<b>Section 4: Pending CV</b> .....	<b>16</b>
Pending CV entries by you: .....	16
<b>Section 5: CV History</b> .....	<b>18</b>
Default settings/Returned results:.....	18
Additional Filters: .....	19
<b>Section 6: Reporting</b> .....	<b>21</b>
Search Financial Systems Tools:.....	21
Cumulative Compensation (CumComp):.....	21
<b>Section 7: Resources</b> .....	<b>22</b>

# Section 1: General Information

---

## What is the PayCV application used for?

PayCV is the only mechanism available to departments to correct Master File Keys (MFKs) for salary and fringe entries that have posted to the General Ledger. Corrections to Payroll entries are at the detailed level of: individual person (Employee ID), Pay Group, Job Code, MFK & Pay Period. Consequently these corrections can not be completed through the WebCV application (used to correct non-payroll expense and revenue activity) or GL Journal Entry application (used to post original General Ledger entries).

## When do I use PayCV vs. Retroactive Accounting-Only Change of Status?

Refer to the current [PayCV Guidelines](#). Updated guidelines will be published soon.

## How do I get access to PayCV?

Access to use the PayCV application is requested via the Workflow form "[Request for PayCV Application Access](#)". The form routes through Workflow to the supervisor, Business Officer and Accounting and Financial Reporting (AFR) for approval. Once AFR approves, the form is marked "complete" in Workflow. The user is set up with access to the PayCV application and notified of set up via email.

## General Application Tips:

- ✓ For security purposes, always log out of the application to close it by clicking the down arrow under your name that appears logged in to the application in the top right page header. Do NOT just close the browser or X out of it without logging out of the application.
- ✓ Send issues and questions to [AFR-ElecFinTrans@uiowa.edu](mailto:AFR-ElecFinTrans@uiowa.edu), which is also listed in the application footer at the bottom right.

# Section 2: Access & Functionality

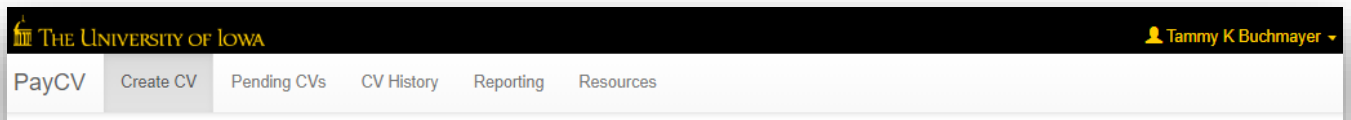
## How to get into PayCV once you have access:

Link is available through *Self Service* → *Business & Financial Systems* → *Financial Systems & Forms* → *PayCV (Pay Change Voucher)*

**NOTE:** If you do not have access to PayCV, an error is thrown if you try to do anything within the application.

## Application Functionality:

Within the application, the tabs along the top of the page are:



**PayCV:** Takes you to the “Create CV” page.

**Create CV:** Where you go to create a correction/PayCV entry.

**Pending CVs:** List of all the PayCVs you have submitted for today, rolled up at the person level. Once the nightly 6:30pm General Ledger (GL) job runs to post these entries to GL, this page will be cleared. From this page you have the option to delete entries you submitted today, prior to the nightly GL job running.

**CV History:** A search tool that includes all PayCV users submitted, posted and deleted entries. from 6/14/18 and forward.

**NOTE:** Both older PayCVs created prior to 6/14/18, along with PayCVs created since then will continue to be available for searching in the Financial Systems Tools (FST) application.

**Reporting:** Provides links to Financial Systems Tools (FST) and Cumulative Compensation (CumComp) online applications. This page is a work in progress with more reporting to be available later.

**Resources:** Provides links to the access request form, user guide, PayCV Guidelines and the retroactive cost transfer justification > 90 days non-grant account form.

# Section 3: Create CV

---

## Employee Search:

The first step for starting a PayCV is searching for the employee that you need to create an MFK correction entry for. The search can be done by Employee ID, University ID, Hawk ID or Last Name/First Name.

If the search criteria entered returns more than one result, a pop-up window with a list of users to make your selection from is displayed.

Employees with Company UI and UI2 are included in this search, with some people having both or multiple records.

- Company UI records are for individuals who receive a paycheck from the University
- Company UI2 records are for individuals who receive benefits from the University but do not receive a paycheck (E.g., retirees)

A message is displayed if no results are returned from the search criteria entered.

**TIP:** The orange Reset button at the top of the page can be used to cancel an in-progress journal. The blue Reset button at the bottom of the page is to Reset the search criteria entered into the Employee search form.

## Fiscal Year:

The Fiscal Year defaults to the current Fiscal Year and is not an editable field.



If the person selected does not have any pay records for the current Fiscal Year, you will receive an error message. If this occurs, you must either select the Reset button or enter another person to search for by selecting the green Edit button on the Employee line of the PayCV or select the Create CV option in the application header. Any of these selections will take you back to the employee search page.

## Payroll MFK, Job Code, Pay Group and Pay Period:

A Person's payroll data is recorded at the detailed level of Employee ID, MFK, Job Code, Pay Group and Pay Period. The PayCV application stores data and must be corrected at this level so that's the reason this application is the only method available to campus to correct salary/fringe entries. Payroll salary & fringe entries are posted at a summarized level by MFK in the General Ledger, which in turn means that the WebCV and GL Journal Entry applications cannot be used for salary/fringe MFK corrections.

**NOTE:** PayCV contains employee information (name & employee ID) which are intentionally omitted from all examples in this document.

Once the person and fiscal year are selected and it is identified that there are pay records, a list is provided at the MFK, Job Code and Pay Group level. Additionally you are provided with the Fiscal Year To Date (FYTD) Salary amount for that specific record.

Payroll MFK, Job Code, Pay Group and Pay Period													
Expand/Collapse All													
Fund	Org	Dept	Subdept	Grant/Pgm	lact	Oact	Dact	Fn	Cctr	BRF	Job Cd	Pay Grp	FY18 Salary YTD Sum
	050	05	0303	20000	00000000	5202	000	00000	60	0000	PAD1	1	\$45,833.37
	240	07	0720	00046	50651500	5978	000	00000	60	0000	PAD1	1	\$45.00

For each MFK, Job Code, Pay Group listed there are associated pay period details that make up the YTD Sum amount. Even if the YTD Sum is \$0, the pay period details are listed because activity was posted to that pay period that netted to \$0.

**Expand/Collapse All:** Allows user to expand/collapse all MFK, Job Code, Pay Group lines at one time to see the associated pay period details for each.

**Blue Expand/Collapse Button on each MFK, Job Code, Pay Group line:** Allows user to expand/collapse the individual line to review the pay period details.

**NOTE on Salary Suspense entries:** When the situation occurs, salary suspense (account 999-99-9999-90016-00000000-00) entries are included for accuracy and completeness of reporting a person’s salary/fringe expenses. These entries are not correctible by campus. Pay records are posted to the centrally controlled salary suspense holding account when an MFK error occurs for a specific person’s pay when the biweekly or monthly payroll process is run. In order for the payroll journals to post to the General Ledger, the MFK errors are automatically posted to the salary suspense account. Accounting & Financial Reporting staff then post correcting entries to the appropriate departmental MFK’s after contacting the department and clear the balance in the salary suspense account each month.

If no pay records are found for the person/fiscal year selected, then a message is displayed that states no records are found.

Below is an example of expanding one of the MFK, Job Code, Pay Group lines:

Payroll MFK, Job Code, Pay Group and Pay Period													
Expand/Collapse All													
Fund	Org	Dept	Subdept	Grant/Pgm	lact	Oact	Dact	Fn	Cctr	BRF	Job Cd	Pay Grp	FY18 Salary YTD Sum
<a href="#">+</a>	050	05	0303	20000	00000000	5202	000	00000	60	0000	PAD1	1	\$50,000.04
<b>Monthly Pay Period</b>				<b>Salary 5202</b>	<b>Fringe 5302</b>								
<a href="#">06/01/2018 - 06/30/2018</a>				\$4,166.67	\$1,583.33	<a href="#">+</a>							
<a href="#">05/01/2018 - 05/31/2018</a>				\$4,166.67	\$1,583.33	<a href="#">+</a>							
<a href="#">04/01/2018 - 04/30/2018</a>				\$4,166.67	\$1,583.33	<a href="#">+</a>							
<a href="#">03/01/2018 - 03/31/2018</a>				\$4,166.67	\$1,583.33								
<a href="#">02/01/2018 - 02/28/2018</a>				\$4,166.67	\$1,583.33								
<a href="#">01/01/2018 - 01/31/2018</a>				\$4,166.67	\$1,583.33								
<a href="#">12/01/2017 - 12/31/2017</a>				\$4,166.67	\$1,583.33								
<a href="#">11/01/2017 - 11/30/2017</a>				\$4,166.67	\$1,583.33								
<a href="#">10/01/2017 - 10/31/2017</a>				\$4,166.67	\$1,583.33								
<a href="#">09/01/2017 - 09/30/2017</a>				\$4,166.67	\$1,583.33								
<a href="#">08/01/2017 - 08/31/2017</a>				\$4,166.67	\$1,583.33								
<a href="#">07/01/2017 - 07/31/2017</a>				\$4,166.67	\$1,583.33								
<b>90 DAY SUM</b>				<b>\$12,500.01</b>	<b>\$4,749.99</b>	<a href="#">+</a>							
<b>FISCAL YTD 2018 SUM</b>				<b>\$50,000.04</b>	<b>\$18,999.96</b>								

**Pay Period:** The Pay Periods, along with the 90 day sum and FYTD sum values are hyperlinked to provide the journal details that make up the total of that pay period.

**TIP for Pay Period availability of future dated activity:** Future effective dated journals/activity are not viewable or allowed for correction through the application until the effective date is equal or prior to the current day.

**Biweekly payroll:** Journals post the Friday prior to the following Tuesday pay check date, which is also the journal effective date. The data is available to correct in PayCV starting on the following Tuesday. Example: Payroll data is posted to GL on 9/28 for the 10/2 biweekly, which is available to view and correct on 10/2.

**Monthly payroll:** Journals post the second to last work day of the month and the journal effective date is the last calendar day of the month. The data is available to correct in PayCV starting on the last calendar day. Example: Payroll data is posted to GL on 9/27 for the 10/1 payroll with the journal effective dates of 9/30, which is available to view and correct on 9/30.

**Green correction button:** This button & functionality is only available on the lines that can be corrected. This includes the pay periods within the last 90 days and the 90 day sum button if there is pay in any of the last 90 day pay periods.

- ✓ **Individual Pay Period:** Allows for individual pay period corrections, either for the full or partial amount. If a partial amount is completed on an entry where there is associated fringe with the salary entry, the fringe is appropriately calculated and moved automatically.
- ✓ **90 DAY SUM:** Allows for multiple pay period corrections at once, either for the full or partial amount. If a partial amount is completed, the FIFO (first in, first out) method is used, which means the amount in the oldest pay period is moved first. If a partial amount is completed on an entry where there is associated fringe with the salary entry, the fringe is appropriately calculated and moved automatically.

**TIP:** You may find on a salary/fringe entry where either a portion of only one piece (salary or fringe) or a full amount of one piece (salary or fringe) has been moved. You are allowed to complete a correction on these entries if it is appropriate to do so.



**Salary Only Entries:**

Payroll MFK, Job Code, Pay Group and Pay Period

Expand/Collapse All

	Fund	Org	Dept	Subdept	Grant/Pgm	Iact	Oact	Dact	Fn	Cctr	BRF	Job Cd	Pay Grp	FY18 Salary YTD Sum
	240	07	0720	00046	50651500	5978	000	00000	60	0000		PWB3	1	\$45.00
	260	05	0375	00214	00000000	5202	000	00000	00	0000		PWB3	1	\$73,296.96
	260	05	0375	00214	00000000	5990	000	00000	00	0000		PWB3	1	\$169.32 *

\* Indicates Salary only with no associated fringe entry

Lines denoted with an asterisk (\*) indicate it is a Salary Only type, meaning there is no associated fringe with this entry. You are allowed to correct the Salary record.

Upon expanding the MFK, Job Code, Pay Group to see the pay period details, the Fringe column denotes an "NA" to indicate there is NO associated fringe to move:

Payroll MFK, Job Code, Pay Group and Pay Period

Expand/Collapse All

	Fund	Org	Dept	Subdept	Grant/Pgm	Iact	Oact	Dact	Fn	Cctr	BRF	Job Cd	Pay Grp	FY18 Salary YTD Sum
	240	07	0720	00046	50651500	5978	000	00000	60	0000		PWB3	1	\$45.00
	260	05	0375	00214	00000000	5202	000	00000	00	0000		PWB3	1	\$73,296.96
	260	05	0375	00214	00000000	5990	000	00000	00	0000		PWB3	1	\$169.32 *

Monthly Pay Period	Salary 5990	Fringe NA	
06/01/2018 - 06/30/2018	\$56.44	NA	
02/01/2018 - 02/28/2018	\$14.11	NA	
01/01/2018 - 01/31/2018	\$14.11	NA	
12/01/2017 - 12/31/2017	\$14.11	NA	
11/01/2017 - 11/30/2017	\$14.11	NA	
10/01/2017 - 10/31/2017	\$14.11	NA	
09/01/2017 - 09/30/2017	\$14.11	NA	
08/01/2017 - 08/31/2017	\$14.11	NA	
07/01/2017 - 07/31/2017	\$14.11	NA	
<b>90 DAY SUM</b>	<b>\$56.44</b>	<b>NA</b>	
<b>FISCAL YTD 2018 SUM</b>	<b>\$169.32</b>	<b>NA</b>	

Above is an example of a Salary Only type for cell phone reimbursement (IACT 5990).

**Fringe Only Entries:**

If an individual has Fringe Only type entries, a hyperlinked message of “A Fringe only account has been identified for this Employee/FY. Click for more details.” is displayed in the MFK, Job Code, Pay Group section that indicates there are fringe only entries. If selected you are taken to the MFK, Job Code, Pay Group list for Fringe Only entries. You are allowed to correct the Fringe record.

The YTD amount now displays the Fringe amount instead of Salary.

Upon expanding the MFK, Job Code, Pay Group to see the pay period details, the Salary column denotes an “NA” to indicate there is NO associated salary to move:

Payroll MFK, Job Code, Pay Group and Pay Period													
Expand/Collapse All													
Fund	Org	Dept	Subdept	Grant/Pgm	Iact	Oact	Dact	Fn	Cctr	BRF	Job Cd	Pay Grp	FY18 Fringe YTD Sum
	990	17	3215	12000	54000600	5198	000	00000	00	7588	UI2D	UI2	\$3,474.72
<b>Monthly Pay Period</b>		<b>Salary</b>	<b>Fringe</b>										
		NA	5198										
<a href="#">06/01/2018 - 06/30/2018</a>		NA	\$289.56										
<a href="#">05/01/2018 - 05/31/2018</a>		NA	\$289.56										
<a href="#">04/01/2018 - 04/30/2018</a>		NA	\$289.56										
<a href="#">03/01/2018 - 03/31/2018</a>		NA	\$289.56										
<a href="#">02/01/2018 - 02/28/2018</a>		NA	\$289.56										
<a href="#">01/01/2018 - 01/31/2018</a>		NA	\$289.56										
<a href="#">12/01/2017 - 12/31/2017</a>		NA	\$289.56										
<a href="#">11/01/2017 - 11/30/2017</a>		NA	\$289.56										
<a href="#">10/01/2017 - 10/31/2017</a>		NA	\$289.56										
<a href="#">09/01/2017 - 09/30/2017</a>		NA	\$289.56										
<a href="#">08/01/2017 - 08/31/2017</a>		NA	\$289.56										
<a href="#">07/01/2017 - 07/31/2017</a>		NA	\$289.56										
<b>90 DAY SUM</b>		NA	<b>\$868.68</b>										
<b>FISCAL YTD 2018 SUM</b>		NA	<b>\$3,474.72</b>										

Above is an example of a Fringe Only type for retiree insurance agreed to be paid by department (IACT 5198).

**Enter Accounting Distribution:**

After selecting a green correction button, the “Enter Accounting Distribution” section appears:

	Salary	Fringe
<b>Original Amount:</b>	\$4,166.67	\$1,583.33
<b>Total Correction Amount:</b>	\$0.00	\$0.00
<b>Difference Remaining:</b>	\$4,166.67	\$1,583.33

**MFK:** The MFK value for the correction entry defaults to the original value. You must change at least one part of the MFK to submit a correction entry. MFK validation occurs after tabbing out of the MFK line. Review the “Valid?” column to the right of the MFK line to identify if it is valid (green checkmark) or has errors (red exclamation point). Error details are listed below the MFK line in red text in a red box. Due to the MFK validation process, you may correct one error to then realize there is another error. You must correct all errors until the green checkmark is displayed to indicate the MFK is valid.

- Restrictions/Rules for MFK:**
- ✓ Original WhoKey must be open for a Grant (fund 500/510).
  - ✓ Original WhoKey can be open or closed for a non-Grant (any fund other than 500/510).
  - ✓ New WhoKey must be Open for all accounts.
  - ✓ lact cannot be changed from original MFK. Please contact the Payroll office for assistance if the lact needs corrected.
  - ✓ BRF (Budget Reference field) appears for grants (Grant/Pgm begins with 1 or 2) or a Cost Share (Grant/Pgm begins with 3, is automatically populated and is not editable. Contact Grant Accounting Office for assistance if the BRF needs corrected.

**PayCV Purpose:** Required field that is applied to all lines of the entry, including if splitting between multiple MFKs. Limit is 254 characters.

*Note. This field is not visible in the General Ledger but is available in the PayCV search tool (CV History) and Financial Systems Tools PayCV search.*

**Amount:** You can only enter up to the amount that is available to move. If the amount is exceeded, an error is thrown and the amount must be changed. For a salary/fringe entry, the amount entered is tied to the salary portion and the fringe is calculated and moved automatically. For a Salary Only or Fringe Only type entry then the amount is for that designated type.



**Correction Entry:**

After selecting the “Add Line” button, the Total Correction Amount and Difference Remaining balances update and the “Correction Entry” section appears:

Enter Accounting Distribution

Fund	Org	Dept	Subdept	Grant/Pgm	Iact	Oact	Dact	Fn	Cctr
050	05	0303	20000	00000000	5202	000	00000	60	0000

PayCV Purpose:  \$  + Add Line

\*Purpose will be applied to all lines of this PayCV Amount

	Salary	Fringe
	5202	5302
Original Amount:	\$4,166.67	\$1,583.33
Total Correction Amount:	(\$1,500.00)	(\$570.00)
Difference Remaining:	\$2,666.67	\$1,013.33

Correction Entry:

PayCV Purpose: partial salary being funded by AFR

New Entry (1)												
	Fund	Org	Dept	Subdept	Grant/Pgm	Iact	Oact	Dact	Fn	Cctr	Amount	
Salary	050	05	0305	20000	50501800	5202	000	00000	60	0000	\$1,500.00	
Fringe	050	05	0305	20000	50501800	5302	000	00000	60	0000	\$570.00	

Submit Correction
Cancel Correction

**Items to note of the changes to the “Enter Accounting Distribution” section:**

**MFK:** After selecting the “Add Line” button, the correcting MFK line refreshes to the original MFK.

**PayCV Purpose:** Will remain populated with your answer as this purpose is applied to all lines of the entry, in case you split the entry to multiple accounts. If PayCV Purpose is changed when adding another line, then the value is changed for all lines. The final PayCV Purpose populated is also displayed immediately after the “Correction Entry” heading.

**Amount:** Value will clear.

**Total Correction Amount:** The amount of the correction entry applied and removed from the original MFK. If Fringe is associated with the salary Iact, then that value is automatically populated based off the fringe rates published on the [“Fringe Benefit Accounting”](#) website.

**Difference Remaining:** The amount that will remain on the original MFK.

**“Correction Entry” section:**

**PayCV Purpose:** Displays the purpose applied to each line included for the entry.

**New Entry (#):** Each time you “Add Line” a new entry section is added. Each will include the details of the salary and/or fringe MFks and Amounts.

**Green correction button:** On each “New Entry (#)” section, you have the ability to edit an entry already added. Once selected, the information entered for that piece is put back into the “Enter Accounting Distribution” section and the amounts are removed from the “Total Correction Amount” and “Difference Remaining” sections.

**Red delete button:** On each “New Entry (#)” section, you have the ability to delete an entry already added. Once selected, the line is deleted and the amounts are removed from the “Total Correction Amount” and “Difference Remaining” sections.

***Note:** There is no confirmation once the line is selected for deletion.*

**Submit Correction button:** Once at least one “New Entry #” is added, the blue “Submit Correction” button is available. Once you are satisfied with the entries added, then select this button to submit.

***Note.** You will not receive a confirmation option once the Submit Correction button is selected. If you decide this is an error, then review the [Section 4: Pending CV](#) for deletion directions.*

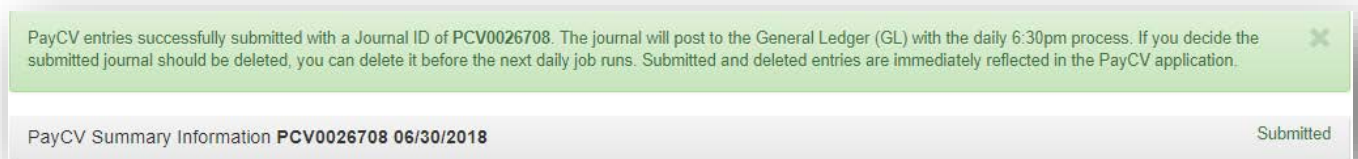
**Cancel Correction button:** This button can be selected at ANY time during the process of creating the entry. This will cancel the in-progress entry and return you back to the Employee search page.

**Cost Transfer Justification (CTJ) Form:** Required field if characters 2-6 of the Grant/Program do not match the original entry characters 2-6 of the Grant/Program when moving expenditures onto a sponsored project (Fund 500 or 510). Form with questions to answer appears upon entry submittal.

## PayCV Summary Information:

After selecting the “Submit Correction” button the PayCV Summary Information page appears. This page looks similar to the previous working page for the completed entry, with the addition of the Journal ID, Journal Date and status of the entry (in top gray bar). Additionally, in the green message box at the top of the page is information that includes your assigned PayCV Journal ID, along with the time the journal will post in the General Ledger. You have up until that time to delete the entry that day if it is decided that the entry should not post. See [Section 4: Pending CV](#) for additional information on deletion.

*Example of top of PayCV Summary Information page:*



At the bottom of this page are four options to choose from: *Pay Period List*, *MFK List*, *Create New PayCV* and *Print PayCV*.

**Pay Period List:** Directs you back to the Person the entry was just completed on, at the point of expanding out the MFK, Job Code and Pay Group record corrected from so you can see the pay periods.

**MFK List:** Directs you back to the Person the entry was just completed on, at the point of the MFK, Job Code, Pay Group list.

**Create New PayCV:** Directs you back to the Employee search form.

**Print PayCV:** Allows you to print a copy of the PayCV Summary Information page.

**TIP for Printing:** The print feature in Google Chrome internet browser allows you to change the “Destination” of the print so a PDF file is saved instead of printing a paper copy.

Please note if you need to access the PayCV Summary for the entry later, this can be done through either the Pending CV page (if the entry was just submitted that day and before the daily General Ledger processing is completed) or on the CV History page (no matter when the entry was submitted).

# Section 4: Pending CV

## Pending CV entries by you:

A single Journal ID is assigned to a person per day who submits PayCV entries. This Journal ID is listed on the Pending CV page as long as an entry is in submit status. If an entry was submitted that you later deleted, then the Journal ID is not listed unless another entry is submitted.

The journal(s) listed below will post to the General Ledger (GL) with the daily 6:30pm process. If you decide the submitted journal should be deleted, you can delete it before the next day job runs. Submitted and deleted entries are immediately reflected in the PayCV application.

### Pending PayCVs

Journal Date: 6/30/2018

PCV0026708

**TIP:** During EOY processing the Journal Date is reflected as "6/30/20xx as of 07/xx/20xx" to identify that the journal date is 6/30 and the entries submitted are for the current day's date.

Entries are listed at the employee level. For each employee, the Name, University ID, Employee ID and Company are included. If the employee line is expanded, all entries submitted by you are listed:

CV ID#	Original MFK	Job Cd	Pay Grp	Pay Period	Sum Salary Corr Amt	Sum Fringe Corr Amt	
<a href="#">View</a>	2341	050-05-0303-20000-00000000-5202-000-00000-60-0000-	PAD1	1	05/01/2018 - 05/31/2018	\$1,500.00	\$570.00

**View button:** Brings up the PayCV Summary page of the entry. This page allows for reviewing and/or printing of the entry.

**CV ID#:** This is a reference field used to identify the entry. If you have questions or issues about a specific entry, to assist Accounting and Financial Reporting with troubleshooting, you may need to provide this number.

**Original MFK, Job Cd, Pay Grp:** The original MFK, Job Code, Pay Group to which the correction entry is completed from.

**Pay Period:** The pay period or range if 90 day or FTYD is used.



**Sum Salary Corr Amt:** The total amount of Salary moved from the original MFK, Job Code, Pay Group, Pay Period.

**Sum Fringe Corr Amt:** The total amount of Fringe moved from the original MFK, Job Code, Pay Group, Pay Period.

**Red delete button:** Provided at the Person level to delete all entries that submitted for that person, by you, for the current day and at the individual entry line.

- ✓ *If someone, including yourself, completed an entry in reaction to the entry or entries you are trying to delete, an error is received stating this. It includes a hyperlinked name to provide the contact information for that person. You need to contact that person to discuss and determine if the entries should be deleted. If is yourself, you can either determine what entry it was in reaction to and delete it or delete all entries submitted for that person at the person level. It should be rare that this situation arises.*

*Error text: "An Error has Occurred. The selected entry cannot be deleted due to an entry or entries that have been completed based off of this entry by [HawkID]."*

# Section 5: CV History

---

## Default settings/Returned results:

The CV History page includes entries submitted since 6/14/2018. Any entries older than that must be researched in the Financial Systems Tools (FST) application that includes ALL PayCVs ever submitted.

On this page, the results are displayed as:

**Jrnl ID:** Journal ID assigned to the created by person for the day (may be included on multiple lines).

**Jrnl Dt:** Journal Date of the journal, typically the date of the submittal day of the entry. Exception is during EOY when all entries are assigned a 6/30 date.

**CV ID#:** A number assigned to each entry submitted, used for central administrative purposes.

**Created By:** Initiator of the entry.

**Employee, Company, EmplID:** The person the entry was completed on.

**Orig MFK:** The original MFK the amounts were on.

**Pay Period:** The pay period or range if 90 day or FTYD was used.

**Salary Correction Amt:** The total amount of Salary moved from the original MFK, Job Code, Pay Group, Pay Period.

**Fringe Correction Amt:** The total amount of Fringe moved from the original MFK, Job Code, Pay Group, Pay Period.

**CTJ?:** Indicates if a Cost Transfer Justification form was required. For a "Y", you can see the CTJ questions and answers by viewing the PayCV Summary information of that entry.

**Status:** The current status of an entry. There are three possible statuses:

- ✓ **Submitted:** Entry submitted and will be sent to the General Ledger that day.
- ✓ **Posted:** Entry posted to the General Ledger.
- ✓ **Deleted:** Entry previously submitted but was deleted prior to being sent to the General Ledger.

**View button:** Brings up the PayCV Summary page of the entry. This page allows for reviewing and/or printing the entry.

**Default Search Settings:** The search settings are displayed in gray criteria boxes above the returned results. The boxes state “Status: SB, PO” and “Effective Date: xx/xx/xxxx to xx/xx/xxxx” (which is in the last 30 days). This shows that the results match this criteria. You can remove this by simply clicking the “x” in the gray box or by selecting the orange “Clear Filters” button. Optionally the Additional Filters modal can be opened to narrow your search and all options work in conjunction with one another.

**Person Information:** Either search by Person PayCV Submitted For or who the PayCV was Created By. You have multiple search criteria options to enter based on identifying a person. The Advanced Search can also be selected for more options.

### Additional Filters:

The “Additional Filters” option allows for narrowing your results further when looking for specific request(s). Upon selecting, a modal opens with the default options selected, unless you closed those filter options on the returned results page by selecting the “x” in the gray criteria boxes.

**Person Information:** Either search by the Person PayCV Submitted For or who the PayCV was Created By. For the Person PayCV Submitted For you can search by the person’s EmplID, UnivID or Employee Name. For the Created By you can search by the person’s HawkID.

### Journal Information:

- ✓ **Journal ID:** Search by the exact PayCV Journal ID.
- ✓ **Journal Effective Date:** Search by the effective date of a PayCV Journal.
  - **Today:** Entries submitted and possibly deleted for the current day.
  - **Date Range:** Defaults to the last 30 days, can be modified.
- ✓ **Journal Status:** Default is Submitted and Posted.
  - **Submitted:** Entry submitted and will be sent to the General Ledger that day.
  - **Posted:** Entry posted to the General Ledger.
  - **Deleted:** Entry previously submitted but was deleted prior to being sent to the General Ledger.

**Pay Period:** This section works dynamically, where you answer/select the option to get to the next question until a Pay Period is selected.

- ✓ **Fiscal Year:** Fiscal Year of the Pay Period.
- ✓ **Pay Period Type:** Monthly or Biweekly.
- ✓ **From Pay Period & To Pay Period:** May select one pay period or a range of pay periods.

**CV ID#:** For AFR/GAO use only.

**Chartfield/WhoKey/MFK:** Select the blue information button to review the search rules for this section:

**Chartfield/WhoKey/MFK search rules:**

- May search on one or many options
- Only a single value (not a range) per Chartfield allowed (wildcarding addressed below)
- Fund (3 digit), Org (2 digit), Dept (4 digit), Iact (4 digit), Oact (3 digit), Dact (5 digit), Fn (2 digit), Cctr (4 digit) and BRF (2 digit) values - NO wildcarding allowed
- Subdept (5 digit max) value allowed as wildcard field, but requires Dept (4 digit) to be populated
- Grant/Pgm value allowed as wildcard field, with the first 3 digits required, max 8 digits
- Chartfields: Fund, Org, Oact, Dact, Function, and BRF will not be allowed to search on alone and will require at least one other Chartfield
- WhoKey = Fund - Org - Dept - Subdept - Grant/Pgm - Fn - BRF (BRF is optional)
- MFK = All Chartfield values, BRF optional

**Action buttons at top and bottom of form:**

- ✓ **Search:** Once criteria is entered, select Search to see returned results.
- ✓ **Reset:** Resets the Additional Filters modal so no fields are populated/selected.
- ✓ **Close:** Cancels any changes made to the Additional Filters modal and closes window. Previous search results are still displayed. If you open the Additional Filters modal again, the previous search contents are populated.

# Section 6: Reporting

---

## Search Financial Systems Tools:

The PayCV application contains PayCV entries submitted since 6/14/2018 on the CV History tab. The PayCV search in Financial Systems Tools (FST) contains ALL PayCV entries (prior and after 6/14/2018). The text and link noted here is a direct link to the FST search.

## Cumulative Compensation (CumComp):

All journals impacting salary/fringe posted to the General Ledger system are summarized at the MFK level. Another file is sent in detail by person, pay period, MFK, Job Code and Pay Group to the PayCV Oracle tables.

Entry types include:

- ✓ Payroll journals created in the HR system.
- ✓ Payroll adjustments completed through:
  - PayCV (PCV\* journal ID)
  - One time pay adjustments (posted by HR to ONESALARY & ONEFRINGE journal ID's)
  - Salary/Wage Transfer (11280SWX1, 12840SWX1, 10260SWX1 & 12770SWX1)
  - Hospital adjustments (1HOSPSAL1 journal ID)

This data is the source for both the data displayed in the PayCV application as well as for CumComp. During month-end closing processes after verification that PayCV and GL data match, the PayCV data is loaded to CumComp. CumComp is the only source of data for all financial transactions by person for both the HR system as well as all salary/fringe adjustments.

**TIP:** Since CumComp is only loaded once a month, any current month activity, either that be from Payroll journals from the HR system or adjustments entries, are NOT be included in the CumComp reports until that month's accounting period is closed.

# Section 7: Resources

---

Allows you to access the following resources that may be helpful with using the application or with completing PayCV corrections:

- ✓ PayCV Access Request Form (workflow based)
- ✓ PayCV User Guide
  - Information on how to use the PayCV application
- ✓ PayCV Central Admin Addendum User Guide
  - Additional information for Central Admins
- ✓ PayCV Guidelines
  - Provides direction on the rules that are to be followed when corrections need made to payroll activity for an individual. *\*Updated guidelines will be published soon\**
- ✓ PayCV Retroactive Cost Transfer Justification > 90 days – Non-Grant Account Form
  - Request form for pay corrections on pay periods that are over 90 days old and are on non-grant accounts