Management Reports

The management reports are issued each month approximately five days before the end of the month. The function of the reports is to show the payroll dollar effect of all employees for a given period of time. Four reports are generated: 1.) account summary, 2.) employee summary, 3.) summer session appointment pay, and 4.) the expense distribution report. The first three reports contain both expended and encumbered dollars and the fourth report contains expense distribution data which contains all payroll costs and is processed for each hourly and salaried pay cycle. These reports are ordered and distributed by the Human Resources Payroll Unit.

1. Account Summary Management Report

   The account summary report (see Human Resources Manual Section 8) lists all salaried employees’ pay by account department and then account number within account department. The report lists expended prior and current months dollars, projected encumbrances and totals for all employees for the fiscal year.

2. Employee Summary Management Report

   The employee summary management report (see Human Resources Manual Section 8) lists all employees by home department and then account number. It is different from the account summary report in that it lists employees pay and encumbrances by month for the fiscal year. It also has columns to show roll ins and roll outs for roll forward accounts.

3. Summer Session Management Reports

   The summer session management reports (see Human Resources Manual Section 8) show all summer session pay and encumbrances by month for those employees with summer session appointments.

4. Expense Distribution Reports

   The expense distribution reports (see Human Resources Manual Section 8) are issued after each payroll hourly and salaried processing cycle. They show all hours, salaried and hourly dollars, and fringe costs that are charged to an account for that pay period.

Payroll Expense Distribution Changes

Changes to the distribution of payroll activity is handled in one of two ways.

1. Changes to distributions for months not yet paid - Changes of distribution for future months which includes the current month up to six (6) days before the end of the current month (deadline for making current month entry changes) are made by departmental personnel by locating screen twenty (20) and correcting the account number(s) on the lower part of the screen.

2. Changes to distribution(s) for months already paid - Any changes to distributions already paid must be processed on an Expense Transfer (ET) form.
Expense Transfers (ET)

Federal auditors carefully examine and often strongly criticize the transfer of University costs. As a result, rigid compliance must be followed when making expense distribution corrections. Every effort should be made to insure that the original expense is charged to the correct account to alleviate additional corrections.

When a correction is necessary it should be processed promptly. Any request to correct a clerical error must be accompanied by an explanation of:

1. Why the original entry was in error.
2. How the error occurred.
3. Why the entry is appropriate to the project being charged.

The Expense Transfer certification statement must be signed by a person having first-hand knowledge or suitable means of verification of the work activities.

The following timing requirements apply:

1. For federally funded projects, contracts or agreements, the shorter of the time periods listed below applies. Incorrect charges which need to be transferred from a federal fund account after these time periods must be charged to other appropriate non-federal funds.
   A. Corrections must be submitted within a 90 day period following the recording of the original charge.
   B. Corrections must be submitted within a 60 day period following the end date of the project.
2. For non-federal funds, corrections submitted after a 90 day period following the recording of the original charge must include an explanation of the reason for the delay and be approved by the department head or dean.

Sponsored Program Salary Clearing Numbers

If a sponsored program account number is not known when the staffing pattern or the Personal Action Sheet is completed, salaries may be encumbered for the future months by using a clearing account 5-394XX. Subsequently, when the employee’s activity is assigned to a project, the account number of the project must be assigned by an expense distribution change to screen twenty (20) or an ET transaction whichever is appropriate. Under no circumstance, should a paid salary charge to a Salary clearing number remain in a clearing account for more than one month and the account should be cleared out of all paid items by June of each year.

Departmental Administration

1. General

   Federal requirements make it necessary for the University to separately account for departmental administration charges within the resident instruction fund 1-3. The separate data is necessary for proper accounting, budgeting and indirect cost compilation and distribution.
2. **Criteria for Departmental Administration Charges**

   A. **General Criteria.** Departmental administration expenses are those expenses incurred by academic organizational units for administrative and supporting services that benefit common or joint activities. They exclude expenses directly identifiable with the instruction function or a project, program or activity classified as sponsored research, other sponsored activities or sales and services of educational departments (see definitions below).

   Administration applicable to Experiment Station activity is separately identified to Experiment Station administration projects and is not classified as departmental administration expense.

   B. **Specific Criteria**

   1. **Offices of Deans.** In these offices all salaries of both professional and non-professional staff and the expenses, to the extent attributable to the administrative functions, are departmental administrative expenses.

   2. **Heads of Academic Departments.** Salaries of the heads of academic departments, to the extent attributable to administrative functions, are departmental administration expenses.

   3. **Other Professional and Professional Staff in Academic Departments.** To the extent that these individuals perform administrative work that benefits sponsored projects, such work is departmental administrative expense.

   4. **Other Salaries and Expenses.** Other salaries and expenses which are incurred in academic departments and are attributable to administrative functions constitute departmental administrative expenses. Like treatment must be given consistently in like circumstances.

3. **Definitions**

   A. **Instruction** means teaching and training activities and includes sponsored instruction. The instruction function includes departmental research which consists of research and development activities that are not devoted to organized research projects and are not separately budgeted and accounted for.

   B. **Organized research** means all research and development activities that are separately budgeted and accounted for, except for Experiment Station projects. Included are all sponsored research activities and those research projects which are funded by the University and are separately accounted for. Included are all expenses attributable to organized research projects, whether reimbursed by a sponsor or not. (See cost sharing information below.)

   C. **Other Sponsored Activities** means programs and projects which are partially or entirely sponsored by external agencies and organizations for activities other than organized research and instruction. Included are technical assistance projects such as those of Consortium for International Development and Agency for International Development.

   D. **Sales and Services of Educational Departments** refers to self-supporting operations providing products or services to non-university client’s incidental to other University functions. This classification consists exclusively of the 2-2 and 2-9 fund operations.
Section 8: Management Reports

4. **Account Number Assignment and Use**

An account for departmental administration will always end in zero; i.e., 1-3XXX0. All expenses charged to that account must be departmental administration charges in accordance with criteria in paragraph 2 above.

5. **Procedures**

A. **Establish Account.** Required accounts will be established and budget provided during the staffing pattern process.

B. **Reporting.** All charges for salaries and other expenses of the office of the dean, department head or other professorial or professional staff to the extent such costs meet the criteria in paragraph 2 should be charged to the departmental administration account established by the college, department or other organizational unit.

Salary charges for departmental administration must be reflected on the Certification Report. Operating expenses of Dean and Department Head offices which are not directly related to instruction and research should be charged to the departmental administration account. Direct operating expenses of instruction should be charged to either the Summer Session account or an instructional account within the 1-3 fund.

**Cost Sharing**

Federal requirements make it necessary to separately identify cost sharing in the University's accounting records. Costs of organized research projects include all mandatory cost sharing and all voluntary cost sharing applicable to the projects. Therefore, salaries and wages attributable to organized research projects but not reimbursable by a sponsor must be charged to a cost sharing account.

**Database and Spreadsheet Download Files**

Information Systems has provided users with the capability of downloading database and spreadsheet files. Coordinators not currently using download files but having the need (as well as the equipment and technology) for utilizing the data can contact Information Systems at 15491 for help with installation. The database download files are used extensively in the budgeting process for the colleges and some administrative units. A list of database elements along with the data field structure are listed later in the document.
### 8.211 - IMPACTS OF HUMAN MIGRATION

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<th>Totals</th>
<th>Internal Encumbrances</th>
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**Section 8: Management Reports**
## Section 8: Management Reports

**Management Reports**

**HPA10R4**

**1673**

**COLORADO STATE UNIV. PAYROLL/PERSONNEL**

**SUMMER**

**MANAGEMENT REPORTING PROCESS**

**SUMMER SESSION EMPLOYEE SUMMARY**

**CURRENT MONTH END:**

### Employee Summary

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### Account Summary

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### Employee Summary

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| EMPLOYEE #4   | 000000004          | 00860 |
| RECORD COUNT  | 1                   | TOTAL OBJECT CLASS 2030 |
| HOURS         | 176.00              | 16.146 |
| RATE          | 2,841.67            | .00   |

| EMPLOYEE #7   | 000000007          | G3A4XX |
| EMPLOYEE #8   | 000000008          | H2I3XX |
| RECORD COUNT  | 2                   | TOTAL OBJECT CLASS 2405 |
| HOURS         | 200.00              | 2,940.50 |
| RATE          | 582.22              | 9,198.84 |
| ADJUSTMENTS   | 1,258.72            | 531.50  |
**Section 8: Management Reports**

**EXPENSE TRANSFER**

**PAYROLL ADJUSTMENTS/CORRECTIONS**

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<th>Employee Last Name</th>
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<th>+/-</th>
<th>Time</th>
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**Justification**

In one pay period, the amount transferred out must equal the amount transferred in.

**CERTIFICATION**

I certify that each individual listed was employed by the University during the month and that the percentages of activity indicated are reasonably correct representations to the best of my knowledge and belief. Absence of revision to the current or prior month indicates that correct percentages of activity are reflected. I further certify that either I have first-hand knowledge of the work activities indicated or I have suitable means of verification that the work was performed as shown.

**Reason why transfer is needed**

<table>
<thead>
<tr>
<th>E</th>
<th>T</th>
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</table>

**Leaf Blank**

**Colorado State University**

**Knowledge to Go Places**

**MyHR**

**Working Together**

Management Reports, Page 7
Section 8: Management Reports

INFORMATION SYSTEMS
Human Resources - Data Set

Coding
G General information, non-specific

History
NONE

Frequency
Three times per month as determined by the payroll cycle.

Security
User will be given permission to see all persons whose HRS_DEPT is the same as the Delphi user. The user's HRS_DEPT is determined via their PID. Two basic accesses are provided: by department and college level.

Personnel Data (HGENP00)
This is the basic general download from HRMS that includes current and former employees who have been terminated in the current fiscal year.

PID Char (9)
Name Char (30)
HRS_Dept Char (4)
Basis_of_service Char (2)
Appoint_Type Char (1)
Employee_Type Char (2)
Grade Char (2)
Step Char (2)
Anniversary Date
SP_Position Char (5)
Part_Time_Frac Number (5,4)
Annual_Base_Sal Number (6,0)
New_Base_Sal Number (6,0)
Appoint_Class Char (6)
Class_Desc Char (1)
Title Char (25)
Gender Char (1)
HRS_Ethnicity Char (1)
HRS_Ed_Level Char (2)
Tenure Char (1)
Birth_Date Date
PERA_Entry Date
Orig_Hire Date
Employment Date
Empl_Status Char (1)
Empl_Status_Date Date
Appoint_Begin Date
Appoint_End Date
Extract_Date Date
CSU_Employ_Group_Code Char (1)
Special_Status Char (1)
Special_Status_Date Date
Handicap Char (1)
Military_Status Char (1)
Ed_Level_Year Char (2)
### Section 8: Management Reports

**Street_1** Char (30)  
**City** Char (13)  
**State** Char (2)  
**Zip** Char (10)  
**Phone_Home** Char (10)  
**Phone_Work** Char (10)  
**Building** Char (4)  
**Room_Number** Char (6)  
**VISA_Type** Char (2)  
**VISA_Expire** Date  
**VISA_Country** Char (3)  
**Reg_Temp_Flag** Char (1)  
**Pay_Status** Char (1)  
**Seniority_Date** Date  
**Full_Part_Time_Flag** Char (1)  
**Appt_Home_HRS_Dept** Char (8)  
**Budget_HRS_Dept** Char (4)  
**Retirement_Plan** Char (1)  
**I_9_Flag** Char (1)  
**FICA_Medicare_Flag** Char (1)  
**Separation_Reason** Char (2)  
**LOA_Reason** Char (2)  
**LOA_Return_Date** Char (4)  
**Emergency_Contact** Char (30)  
**Emergency_Relationship** Char (8)  
**Emergency_Contact_Phone** Char (10)  

**Index**  
HGGENP_PID (PID,HRS_Dept) unique  
HGGENP_Name (Name)  
HGGENP_HRS_Dept (HRS_Dept)  

**Relations**  
HGGENP00 <-> HGJBAC00 via PID in the Department view  
HGGENP00 <-> HGJBAC00 via the College view  
HGGENP00 <-> HGDEGR00 via PID  
HGGENP00 <-> HGLANG00 via PID  
HGGENP00 <-> HGCERT00 via PID  
HGGENP00 <-> HGAWRD00 via PID  

**Degree Data (HGDEGR00)**  
**PID** Char (9)  
**HRS_Dept** Char (4)  
**Degree** Char (4)  
**Degree_Type** Char (1)  
**Degree_Earned_Yr** Char (2)  
**Degree_Major** Char (14)  

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HGDEGR_PID (PID,HRS_Dept)  
HGDEGR_HRS_Dept (HRS_Dept)  

**Relations**  
HGGENP00 <-> HGDEGR00 via PID
Section 8: Management Reports

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Relations

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HGGENP00 <-> HGCERT00 via PID

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HGGENP00 <-> HGAWRD00 via PID

Extract_date Date
Total_Salary Number (10,2) | Total_Fringe Number (10,2) | Total_Compensation Number (10,2) | Total_FTE Number (10,4) | Refined on Delphi

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Relations

HGJBAW00 <-> HGGENP00 via PID in Department view
HGJBAW00 <-> HGGENP00 via PID and HRS_Dept in College view
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- **Acct_Number**: Char (6)
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- **Fund_Group**: Char (3)
- **NACUBO_9_10**: Char (2)
- **Eam_Type**: Char (3)
- **HRS_Dept**: Char (4)
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- **Jul_FTE**: Number (10,4)
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- **Jan_FTE**: Number (10,4)
- **Feb_Salary**: Number (10,2)
- **Feb_Fringe**: Number (10,2)
- **Feb_FTE**: Number (10,4)
- **Mar_Salary**: Number (10,2)
- **Mar_Fringe**: Number (10,2)
- **Mar_FTE**: Number (10,4)
- **Apr_Salary**: Number (10,2)
- **Apr_Fringe**: Number (10,2)
- **Apr_FTE**: Number (10,4)
- **May_Salary**: Number (10,2)
- **May_Fringe**: Number (10,2)
- **May_FTE**: Number (10,4)
- **Jun_Salary**: Number (10,2)
- **Jun_Fringe**: Number (10,2)
- **Jun_FTE**: Number (10,4)
- **NACUBO_1_2**: Char (2)
- **NACUBO_7_8**: Char (2)