UNIVERSITY OF ALBERTA

PeopleSoft HCM

3rd Party Invoicing

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3rd Party Invoicing

Overview

This section will provide an overview of how to handle 3rd party invoicing within PeopleSoft pertaining to Paymaster and External Secondment arrangements where the University of Alberta is required to recover the payroll and benefit costs for specific employees.

Objectives

Upon completion of this section you will have a general understanding of:

- Paymaster and External Secondment Arrangements
- 3rd Party Invoicing for these specific scenarios

Related Reference Material


Reference Material may include Training Guides, Quick Reference Guides, and Other Documentation.

Terminology

Paymaster:

Refers to non University employees of external 3rd party organizations (such as St. Joseph’s College, NASA, and AASUA) who are enrolled in U of A benefit plans for purposes of taking advantage of group policies. U of A submits tax for the ASUA employees. The 3rd party organization is invoiced by the U of A.

External Secondments:

Refers to UofA employees who are seconded to external organizations (e.g. AHS) for a period of time or an employee is hired on a cost sharing arrangement with a 3rd party organization. U of A pays the employee’s salaries and benefits, issues tax receipts to employees, and invoices the external organization for these costs.
3rd Party Invoicing Process

All 3rd party invoicing customizations have been eliminated. Account mapping is used to charge salary and benefit costs to specific accounts and is then billed out using the Finance module of PeopleSoft.

For Paymaster Transactions:

A unique Department ID is assigned to the applicable 3rd Parties and is used to track the salary and benefit charges.

<table>
<thead>
<tr>
<th>3rd Party</th>
<th>DeptID</th>
</tr>
</thead>
<tbody>
<tr>
<td>NASA</td>
<td>710900</td>
</tr>
<tr>
<td>AASUA</td>
<td>710901</td>
</tr>
<tr>
<td>St. Joseph College</td>
<td>710902</td>
</tr>
</tbody>
</table>

Paymaster Job Codes are mapped to GL accounts 500xxx and 5011xxx accordingly and assigned to Paymaster employees

Example:

Debit 500xxx Earnings Expense-210-710901-0-0
Debit 5011xx Benefit Expense-210-710901-0-0
Credit Due to Service Provider
Credit Net Pay (bank)

Debit 100401 Central AR-100-710203-0-0
Credit 500xxx Earnings Expense 210-710901-0-0
Credit 5011xx Benefit Expense 210-710901-0-0

Step 1: After each pay confirmation, HR Finance will run the Salary and Benefit Expenditure report for the applicable department.

- This report provides totals by Department ID. (Refer to the Reporting - Salary and Benefit Expenditure topic for details on how this report is run.)

Step 2: HR Finance will initiate the billing process in PeopleSoft FSCM
For External Secondments:

Departments are responsible for creating invoices to bill their employees who have provided billable services to 3rd party organizations.

Each department may have a different way of identifying these billable transactions.

Step 1: Gather the information to be billed from PeopleSoft HCM.

- Some departments use a specific combination (combo) code or chartfield string to track these billable hours.
- The Salary and Benefit Expenditure report is run, using the combo code, and provides totals by Department ID. (Refer to the Reporting - Salary and Benefit Expenditure topic for details on how this report is run.)

It is up to your Department/Faculty to determine which combo code or chartfield string to use to track these billable hours.

Step 2: Enter billing information in PeopleSoft FSCM for billable hours.

- For further details on entering billing information, click on the provided link and follow the Navigation Path: Financial Courses > PeopleSoft > External Billing > Enter Bills > Create CAD Bill

https://www.prodps.ualberta.ca:1041/upkfnresadm/data/toc.html

https://www.prodps.ualberta.ca:1041/upkfnresadm/data/toc.html
Salary and Benefit Expenditure Report

The Salary & Benefit Expenditure (SER) report provides a listing of salary and benefit expenditures as well as the following information:

- Department and Employee Identification
- Earning and Deduction Codes & Description
- Earning and Deduction Amounts
- Earning Hours
- Combination Codes
- Pay End and Accounting Dates

Excel templates are available to assist in summarizing and organizing the data generated from the Salary and Benefit Expenditure Reports.

Instructions and templates can be found on the Learning Material web page within the HRS website. Save the templates to your computer.

In this topic you will learn how to run the Salary and Benefit Expenditure report.

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Procedure
Navigation Path: Main Menu > HR Operational Reports* > Salary and Benefits* > Salary and Benefits Expenditure*

1. There are two ways to navigate to the Salary and Benefit Expenditure Report which will be covered in this session.
   - Using the Manager Dashboard
   - Navigating within the Main Menu

2. To navigate using the Manager Dashboard, Click the HR Operational Reports* link.

3. Click the Salary & Benefit Expenditures* link.
4. You can also use the Main Menu as follows.

Navigation Path: **Main Menu > HR Operational Reports* > Salary and Benefits* > Salary and Benefits Expenditure**

In this example, the navigation path is shown up until the last selection.

Click the **Salary & Benefit Expenditures** menu.

5. In this example, Enter "SAL" into the **Run Control ID** field.

6. If you have not created a Run Control for this report, refer to **Creating a New Run Control ID** topic for further instructions.

7. Click the **Search** button.
8. In the Search Results area, click the **Run Control ID** link.

9. The Salary & Benefit Expenditure report is multi-functional and can be run in various ways depending on the information required.

10. Enter either the **Pay End Date Range** or the **Accounting Date Range**

    In this example, the Pay End Date Range is used.

    Enter "01/01/2016" into the **From** field.
11. The **Pay End Date Range** creates a report based on pay Period End Dates that fall within the specified date range.

12. The **Accounting Date Range** creates a report based on transactions posted to the GL within the specified date range.
13. You can also run this report for specific Earnings Codes or Departments.

14. The system defaults to automatically select the 'Biweekly' Pay Frequency Selection option. The UofA does not use this pay option therefore, you need to select Semi Monthly, Monthly, or All.

15. In this example, click the Semi Monthly option.

- Semi Monthly
16. Ensure all other search criteria is correct.
In this example, the report is being run for a specific department.
Enter "710900" into the Department field.

17. Click the Run button.

18. In the Process Scheduler Request page, click the OK button.
19. To view the report output click the **Process Monitor** link.

![Process Monitor screenshot](image1.png)

20. Find the Salary Benefits Expenditure Report. In this example, click the **ZHRE075 Report**.

![Salary Benefits Expenditure Report screenshot](image2.png)

21. Click the **PDF version of the report**.
22. The PDF version of the report will open in a new window.

23. Congratulations! You have completed the training on how to run the Salary and Benefit Expenditure Report.

**End of Procedure.**