



Reconciling Payroll

Payroll is separated into Regular Compensation and Other Compensation. Regular Compensation includes all salaried faculty (regular and temporary), and both salaried and hourly staff in your department. Other Compensation includes student assistants (GSA), temporary staff (or soft funded positions), higher class pay, shift differential, and overtime.

Below is a list of recommended guidelines to follow when reconciling payroll:

1. Each employee group has a separate G/L account. Check your Cost Center: Actual Line Items report against your Expense Distribution report to verify that the charges and corresponding employee names are correct. Report any discrepancies to Payroll.
2. For your regular employees, you should generally see about the same amount charged to your account for each pay period. Any large fluctuations should signal a “red flag”, leading to further investigation.
3. For Other Compensation, check the Expense Distribution Report for the names of students, overtime, or temporary staff charges.
4. Check G/L accounts on your Cost Center: Actual Line Items Report and your Expense Distribution Report to ensure that College Work Study (CWS) students are being charged to cost centers that begin with 68XXX. Also verify that GSA students are **not** being charged to the 68XXX cost centers.
5. Separate any salary transfer entries from your other payroll charges. Salary transfer entries will not show on your Expense Distribution report. These transfers are reimbursements to cover payroll charges actually posted to another department.

Earnings Wage Types

The Payroll Expense Distribution Report is sent to all CMU departments *semi-monthly*, after the 15th and the last day of the month.

The following table provides an explanation of the wage type codes that appear on the Expense Distribution.

WAGE TYPE	DESCRIPTION	WAGE TYPE	DESCRIPTION
00AC	ACAD EARN MULT ASSGN	0SGA	GA SALARY
00AD	ADVISING RATE	0SHC	SALARIED HIGHER CLASS
00AM	CEL-ADV/MENTOR EARN	0SRG	REGULAR SALARY
00BN	BONUS w/o RETIREMENT	30CA	CALL BACK ACTUAL
00CS	CEL-COURSE EARN	30CB	CALL BACK PAY
00EA	EMPLOYEE EXCELLENCE	30CP	COMPTIME PAID
00LG	LONGEVITY	30CS	COURT REQUIRED SERVICE
00LM	LUMP SUM PAY	30CT	COMPTIME WORKED
00LV	LIVING ALLOWANCE	30CU	COMPTIME USED
00ML	MEALS	30CW	COLLEGE WORK STUDY
00MO	MONITOR EARN-CEL	30FL	FUNERAL LEAVE
00MP	MERIT PAY	30GS	GENERAL STUDENT ASST
00NS	NON-STUDENT EARN	30HP	HOLIDAY PAY
00PR	TERM-PERSONAL @ RET	30HW	HOLIDAY WORKED
00PT	TERM-PERSONAL @ TERM	30LW	LEAVE W/PAY
00RI	REPORT IN PAY	30MG	MGWS STUDENT EARNINGS
00RP	RETIREMENT PAYOFF	30MU	MWS STUDENT EARNINGS
00RS	RET SERVICE AWARD	3002	OT 2 ND SHIFT PREMIUM
00RT	RETIREMENT EARNINGS	3003	OT 3 RD SHIFT PREMIUM
00RV	CEL REVIEWER	300L	OT NON BASE COMP
00SA	SPECIAL PAY	300P	OVERTIME
00SM	SUMMER SESSION	300S	OVERTIME STRAIGHT

WAGE TYPE	DESCRIPTION	WAGE TYPE	DESCRIPTION
00SU	SUPPLEMENTAL PAY	300T	OVERTIME BASE
00TM	TWELVE MONTH	30PA	PAID ABSENCE
00TU	TUTORIAL-CEL	30PP	PERSONAL PAY
00VR	RET VACATION PAY	30RG	REGULAR PAY
00VT	TERM VACATION PAY	30SH	SICK @ HALF
00WS	CEL WORKSHOP	30SP	SICK PAY
0ADJ	ADJUSTMENT EARN	30SS	2 ND SHIFT PAY
0BAB	BENEFITS ADJ PRETAX	30TS	THIRD SHIFT PAY
0DF1	10 MTH 1 ST 18 PAYS	30VP	VACATION PAY
0DF3	10 MTH LAST 6 PAYS	3CS0	COURT REQ SERVICE
0HCW	HOURLY / CWS	3CU0	COMPTIME USED
0HGS	HRLY RATE GSA	3FLO	FUNERAL LEAVE
0HHC	HOURLY HIGHER CLASS	3HHR	HOLIDAY PAY
0HMG	HRLY RATE MWG	3HP0	HOLIDAY PAY
0HMU	HRLY RATE MWS	30B1	OT BLENDED RATE 1
0HR1	SPECIAL HIGHER CLASS RATE	30B2	OT BLENDED RATE 2
0HRG	HOURLY RATE REGULAR	3PA0	PAID ABSENCE
0HSS	HRLY RATE SECOND SHIFT	3PP0	PERSONAL TIME
0HTS	HRLY RATE THIRD SHIFT	3REG	REGULAR PAY
00B1	HRLY RATE BLENDED OT1	3SH0	SICK @ ½
00B2	HRLY RATE BLENDED OT2	3SP0	SICK PAY
0SAC	REGULAR SALARY 12 MONTH	3VP0	VACATION PAY

College Work Study (CWS) Accounts

For departments that currently employ work-study students, please note that the **ONLY** cost centers and wage types to be designated on the students' time sheets are as follows:

Federal Work Study

Cost Center: 68xxx

Wage Type: OHCW (G/L acct. 624200)

Michigan Undergraduate Work Study

Cost Center: 68xxx

Wage Type: OHMU (G/L acct. 624300)

Michigan Graduate Work Study

Cost Center: 62009 (Fiscal Year 2004)

Wage Type: OHMG (G/L acct. 624400)

NOTE: GL's are NOT to be used in 2 accounts.

Departments that submit time sheets with cost centers and wage types other than what is listed above may be charging their own department in error. Federal and Michigan Undergraduate work-study wages must be paid from a cost center in the work-study series 68xxx. For fiscal year 2007, Michigan Graduate work study wages must be paid from 62009.

NON-Work Study students are ONLY to be charged to:

General Student Assistants

Cost Center: 2xxxx or any except 68xxx

Wage Type; OHGS (G/L acct. 621800)

If there are any questions about work-study, please call Accounting Services at ext. 3707. If you have any questions about information on student time sheets, please call Payroll at ext. 3481 or email payroll@cmich.edu

Payroll Expense Distribution Report Academic

PRD/010/SMITH1CL

CENTRAL MICHIGAN UNIVERSITY

DATE: 12/01/2001

ZPRPR006

CMU/HR PAYROLL EXPENSE DISTRIBUTION REPORT

TIME: 08:49

PAGE: 75

DOCUMENT DATE: 11/16/xx - 11/30/xx

BURLINGTON RF

BR217

EMPLOYEE NAME	PERS #	WAGE	PERIOD	EARNINGS	BENEFITS
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TYPE

COST CENTER 21100 BIOLOGY

See Earnings Wage
Types for Explanation

ACCOUNT 611000

CHRISTMAS, MERRY	00000000	00AC	22/2001	437.67	0.00
CHRISTMAS, MERRY	00000000	OSRG	22/2001	2,004.43	0.00
CHRISTMAS, MERRY	00000000	3VP0	22/2001	200.48	0.00
EASTWOOD, CLINT	00000000	OSRG	22/2001	1,527.17	0.00
MCINTYRE, REBA	00000000	OSRG	22/2001	1,203.45	0.00
MCINTYRE, REBA	00000000	3SP0	22/2001	267.36	0.00
PRESLEY, ELVIS	00000000	00AC	22/2001	102.78	0.00
PRESLEY, ELVIS	00000000	OSRG	22/2001	1,385.13	0.00

TOTAL ACCOUNT	611000			7,128.47	0.00
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ACCOUNT 611200

SPRING, FLOWER	00000000	3ORG	25/2001	710.40	0.00
SPRING, FLOWER	00000000	3HHR	25/2001	177.60	0.00
LEAVES, FALL	00000000	3ORG	25/2001	679.83	0.00
LEAVES, FALL	00000000	3HHR	25/2001	175.44	0.00
LEAVES, FALL	00000000	3SP0	25/2001	21.93	0.00

TOTAL ACCOUNT	611200			1,765.20	0.00
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ACCOUNT 612500

HUDSON, ROCK	00000000	3ORG	25/2001	843.92	0.00
HUDSON, ROCK	00000000	3HHR	25/2001	241.12	0.00
HUDSON, ROCK	00000000	3VP0	25/2001	120.56	0.00
HAMSTER, MOREY	00000000	3ORG	25/2001	855.60	0.00
HAMSTER, MOREY	00000000	3HHR	25/2001	228.16	0.00
HAMSTER, MOREY	00000000	3VP0	25/2001	57.04	0.00
DRACULA, COUNT	00000000	00AC	25/2001	177.78	0.00
DRACULA, COUNT	00000000	3ORG	25/2001	996.60	0.00
DRACULA, COUNT	00000000	3HHR	25/2001	265.76	0.00
DRACULA, COUNT	00000000	3PP0	25/2001	66.44	0.00

TOTAL ACCOUNT	612500			3,852.98	0.00
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ACCOUNT 613200

NECKTIE, HAROLD	00000000	0DF1	22/2001	1,669.84	0.00
NECKTIE, HAROLD	00000000	0DF2	22/2001	556.61	0.00
BEDSPRINGS, RUSTY	00000000	0DF1	22/2001	2,959.13	0.00
BEDSPRINGS, RUSTY	00000000	0DF2	22/2001	986.38	0.00
CLAUS, SANTA	00000000	0DF1	22/2001	4,043.71	0.00
CLAUS, SANTA	00000000	0DF2	22/2001	1,347.90	0.00
CAT, TOM	00000000	0DF1	22/2001	4,687.11	0.00
BROOKS, GARTH	00000000	0DF1	22/2001	2,820.83	0.00
BLACK, CLINT	00000000	0DF1	22/2001	3,649.06	0.00
GILMORE, HAPPY	00000000	0DF1	22/2001	509.13	0.00

GILMORE, HAPPY	00000000	ODF2	22/2001	169.71	0.00
BUICK, SKYLARK	00000000	ODF1	22/2001	1,916.67	0.00
BUICK, SKYLARK	00000000	ODF2	22/2001	638.89	0.00
BEATLE, V. W	00000000	OSAC	22/2001	2,147.72	0.00
HAMSTER, JOSEY	00000000	ODF1	22/2001	2,734.17	0.00
HAMSTER, JOSEY	00000000	ODF2	22/2001	911.39	0.00
DOG, CHAKA	00000000	ODF1	22/2001	1,961.83	0.00
DOG, CHAKA	00000000	ODF2	22/2001	653.94	0.00
STEWART, ROD	00000000	00AC	22/2001	266.67	0.00
STEWART, ROD	00000000	ODF1	22/2001	2,874.00	0.00
STEWART, ROD	00000000	ODF2	22/2001	958.00	0.00
SIMON, CARLY	00000000	ODF1	22/2001	2,481.17	0.00
SIMON, CARLY	00000000	ODF1	22/2001	2,783.25	0.00
SIMON, CARLY	00000000	ODF2	22/2001	927.75	0.00
HUTTON, E.F.	00000000	ODF1	22/2001	2,518.63	0.00
HUTTON, E.F.	00000000	ODF2	22/2001	839.54	0.00
GUMP, FORREST	00000000	ODF1	22/2001	2,644.96	0.00
GUMP, FORREST	00000000	ODF2	22/2001	881.65	0.00
GUMP, FORREST	00000000	ODF1	22/2001	2,555.56	0.00
WEBBER, ANDRES LLOYD	00000000	ODF1	22/2001	1,482.29	0.00
WEBBER, ANDRES LLOYD	00000000	ODF2	22/2001	494.10	0.00
HERB, ROSEMARY	00000000	ODF1	22/2001	2,124.91	0.00
HERB, ROSEMARY	00000000	3PP0	22/2001	472.24	0.00

TOTAL ACCOUNT	613200			58,668.74	0.00
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ACCOUNT 613300

PITT, BRAD	00000000	00TM	22/2001	364.58	0.00
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TOTAL ACCOUNT	613300			364.58	0.00
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ACCOUNT 613500

CARLOFF, BORUSS	00000000	ODF1	22/2001	266.67	0.00
CHICKS, DIXIE	00000000	ODF1	22/2001	1,936.06	0.00
DISNEY, WALT	00000000	ODF1	22/2001	729.44	0.00
DOE, JOE	00000000	ODF1	22/2001	850.00	0.00
DEERE, JOHN	00000000	ODF1	22/2001	492.00	0.00

TOTAL ACCOUNT	613500			4,274.17	0.00
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ACCOUNT 613600

HAGGART, JESSICA	00000000	OSGA	25/2001	477.78	0.00
BERTONELLI, VALORIE	00000000	OSGA	25/2001	477.78	0.00
SMART, MAXWELL	00000000	OSGA	25/2001	488.89	0.00
BOND, JAMES	00000000	OSGA	25/2001	477.78	0.00
DIFFY, JOE	00000000	OSGA	25/2001	488.89	0.00
BEAR, WOOLEY	00000000	OSGA	25/2001	477.78	0.00
CROCKET, DAVEY	00000000	OSGA	25/2001	477.78	0.00
ST. NICK, JOLLY OLD	00000000	OSGA	25/2001	488.89	0.00
REINDEER, RUDY	00000000	OSGA	25/2001	477.78	0.00
BEAR, FRED	00000000	OSGA	25/2001	477.78	0.00
ARK, NOAH S.	00000000	OSGA	25/2001	488.89	0.00
LAS VEGAS, CHING	00000000	OSGA	25/2001	488.89	0.00
INDIANA, GARY	00000000	OSGA	25/2001	119.44	0.00
LINCOLN, ABE	00000000	OSGA	25/2001	477.78	0.00
INN, HAMPTON	00000000	OSGA	25/2001	477.78	0.00
FAUSETT, FARAH	00000000	OSGA	25/2001	488.89	0.00
BEAR, WOOLEY	00000000	OSGA	25/2001	488.89	0.00
BEAR, FRED	00000000	OSGA	25/2001	477.78	0.00
THATCHER, BECKY	00000000	OSGA	25/2001	477.78	0.00
CROCKET, DAVEY	00000000	OSGA	25/2001	477.78	0.00
STAR, RINGO	00000000	OSGA	25/2001	488.89	0.00
JONES, DAVEY	00000000	OSGA	25/2001	488.89	0.00

REINDEER, RUDY	00000000	OSGA	25/2001	488.89	0.00
CARTRIGHT, BEN	00000000	OSGA	25/2001	488.89	0.00
BING, CHANDLER	00000000	OSGA	25/2001	576.39	0.00
GELLER, MONICA	00000000	OSGA	25/2001	488.89	0.00
TRIBINI, JOEY	00000000	OSGA	25/2001	488.89	0.00
GELLER, ROSS	00000000	OSGA	25/2001	477.78	0.00
ST. NICK, JOLLY OLD	00000000	OSGA	25/2001	488.89	0.00
BEAR, FRED	00000000	OSGA	25/2001	488.89	0.00
TEXAS, HOUSTON	00000000	OSGA	25/2001	488.89	0.00
SMITH, KREGG M	00000000	OSGA	25/2001	570.33	0.00
LITTER, KITTY	00000000	OSGA	25/2001	477.78	0.00
REINDEER, RUDY	00000000	OSGA	25/2001	358.33	0.00
BEAR, WOOLEY	00000000	OSGA	25/2001	477.78	0.00
CROCKET, DAVEY	00000000	OSGA	25/2001	488.89	0.00
ST. NICK, JOLLY OLD	00000000	OSGA	25/2001	488.89	0.00
APPLE, CANDY	00000000	OSGA	25/2001	488.89	0.00
CANE, PEPPER MINT	00000000	OSGA	25/2001	488.89	0.00

TOTAL ACCOUNT	613600			18,568.99	0.00
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ACCOUNT 615000

EINSTEIN, ALBERT	00000000		22/2001	0.00	843.46
KRISPIE, RICE	00000000		22/2001	0.00	455.23
BROWN, RUSTY	00000000		22/2001	0.00	409.96
MOOSE, DELBERT	00000000		22/2001	0.00	352.10

TOTAL ACCOUNT	615000			0.00	2,060.75
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ACCOUNT 615200

GILMORE, HAPPY	00000000		25/2001	0.00	550.41
GELLER, ROSS	00000000		25/2001	0.00	465.07

TOTAL ACCOUNT	615200			0.00	1,015.48
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ACCOUNT 615400

ST. NICK, JOLLY OLD	00000000		22/2001	0.00	614.86
BELL, JINGLE	00000000		22/2001	0.00	922.80
GELLER, ROSS	00000000		22/2001	0.00	906.32
EASTWOOD, CLINT	00000000		22/2001	0.00	1,863.23
CHRISTMAS, MERRY	00000000		22/2001	0.00	767.09
FIR, DOUGLAS	00000000		22/2001	0.00	1,042.64
TAPE, SCOTCH	00000000		22/2001	0.00	153.15
GILMORE, HAPPY	00000000		22/2001	0.00	728.35
GUMP, FORREST	00000000		22/2001	0.00	574.14
DISNEY, WALT	00000000		22/2001	0.00	756.40
BLACK, CLINT	00000000		22/2001	0.00	555.68
HUDSON, ROCK	00000000		22/2001	0.00	839.47
PEPPER, SALTY	00000000		22/2001	0.00	715.08
BEAR, FRED	00000000		22/2001	0.00	939.21
DOG, CHAKA	00000000		22/2001	0.00	946.10
HORSE, ZOOM ZOOM	00000000		22/2001	0.00	858.72
SWAN, GRACE	00000000		22/2001	0.00	659.95
CLIP, PAPER	00000000		22/2001	0.00	627.22
SLEIGH, RED	00000000		22/2001	0.00	861.51

TOTAL ACCOUNT	615400			0.00	15,331.92
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ACCOUNT 615600

LAVENDER, TEAL	00000000		22/2001	0.00	86.06
KING, MARTIN LUTHER	00000000		22/2001	0.00	506.83

BUSH, GEORGE	00000000	22/2001	0.00	55.81
CLINTON, HILARY	00000000	22/2001	0.00	306.99
KENT, CLARK	00000000	22/2001	0.00	37.63
TOTAL ACCOUNT	615600		0.00	993.32

ACCOUNT 616500

ANT, ADAM	00000000	25/2001	0.00	652.30
SPOT, MARK THE	00000000	25/2001	0.00	609.47
HAMMER, M.C.	00000000	25/2001	0.00	257.19
TOTAL ACCOUNT	616500		0.00	1,518.96

ACCOUNT 621800

NELSON, RICKY	00000000	OHGS 25/2001	88.00	0.00
CLEAVER, BEAVER	00000000	OHGS 25/2001	84.75	0.00
CLEAVER, WALLY	00000000	OHGS 25/2001	113.78	0.00
CLEAVER, JUNE	00000000	OHGS 25/2001	91.43	0.00
FLINSTONE, FRED	00000000	OHGS 25/2001	79.75	0.00
RUBBLE, BARNEY	00000000	OHGS 25/2001	99.00	0.00
RUBBLE, BETTY	00000000	OHGS 25/2001	56.65	0.00
FLINSTONE, WILMA	00000000	OHGS 25/2001	100.63	0.00
PICKLE, VLASICK	00000000	OHGS 25/2001	19.08	0.00
OHHELLO, JAMES	00000000	OHGS 25/2001	185.93	0.00
MONOPOLY, MARY	00000000	OHGS 25/2001	68.75	0.00
YATZEE, FRED	00000000	OHGS 25/2001	56.18	0.00
SCRABBLE, ROSIE	00000000	OHGS 25/2001	89.60	0.00
UCKER, BOB	00000000	OHGS 25/2001	72.90	0.00
ZAPPA, MOON	00000000	OHGS 25/2001	103.13	0.00
SEARCH, STAR	00000000	OHGS 25/2001	51.50	0.00
GELLER, ROSS	00000000	OHGS 25/2001	113.10	0.00
GUMP, FORREST	00000000	OHGS 25/2001	103.35	0.00
MOOSE, DELBERT	00000000	OHGS 25/2001	40.60	0.00
BROWN, RUSTY	00000000	OHGS 25/2001	70.20	0.00
TOTAL ACCOUNT	621800		1,688.31	0.00

ACCOUNT 624300

SNOWMAN, BLUE	00000000	OHMU 25/2001	239.85	0.00
TOTAL ACCOUNT	624300		239.85	0.00
TOTAL COST CENTER	21100		96,551.29	20,920.43

(TOTAL EARNINGS & BENEFITS = 96,551.29 + 20,920.43 = 117,471.72)

TIP: To find out who this report is being mailed to, run the Cost Center Master Data List for the appropriate cost center and note the Mail To Person on the report.

COST CENTERS: ACTUAL LINE ITEMS REPORT WITH DOC DATE – ACADEMIC CENTER (PAYROLL EXPENSES)

DocNo	Itm	Postg D...	D...	Doc.Header Text	Reference	Cmmt Item	GL No.	Cur Cmt	Text	Purch.Doc.	Item	Name of offsetting account	Int Ord
2262	259	11/30/2001	Z7			SALSTAFF	611000	7,128.47	SEMIMONTHLY PAY 11/16 - ...			NATIONAL CITY PAYROL...	
							611000	7,128.47					
2270	263	12/06/2001	Z7			SALSTAFF	611200	1,765.20	BIWEEKLY PAY 11/11-11/24			NATIONAL CITY PAYROL...	
							611200	1,765.20					
2270	264	12/06/2001	Z7			SALSTAFF	612500	3,852.98	BIWEEKLY PAY 11/11-11/24			NATIONAL CITY PAYROL...	
							612500	3,852.98					
2262	260	11/30/2001	Z7			SALFAC	613200	58,668.74	SEMIMONTHLY PAY 11/16 - ...			NATIONAL CITY PAYROL...	
							613200	58,668.74					
2262	261	11/30/2001	Z7			SALFAC	613300	364.58	SEMIMONTHLY PAY 11/16 - ...			NATIONAL CITY PAYROL...	
							613300	364.58					
2262	262	11/30/2001	Z7			SALFAC	613500	4,274.17	SEMIMONTHLY PAY 11/16 - ...			NATIONAL CITY PAYROL...	
							613500	4,274.17					
2270	265	12/06/2001	Z7			SALFAC	613600	18,568.99	BIWEEKLY PAY 11/11-11/24			NATIONAL CITY PAYROL...	
							613600	18,568.99					
2262	263	11/30/2001	Z7			BNFTSTF	615000	2,060.75	SEMIMONTHLY PAY 11/16 - ...			NATIONAL CITY PAYROL...	
							615000	2,060.75					
2270	266	12/06/2001	Z7			BNFTSTF	615200	1,015.48	BIWEEKLY PAY 11/11-11/24			NATIONAL CITY PAYROL...	
							615200	1,015.48					
2262	264	11/30/2001	Z7			BNFTFAC	615400	15,331.92	SEMIMONTHLY PAY 11/16 - ...			NATIONAL CITY PAYROL...	
							615400	15,331.92					
2262	265	11/30/2001	Z7			BNFTFAC	615600	993.32	SEMIMONTHLY PAY 11/16 - ...			NATIONAL CITY PAYROL...	
							615600	993.32					
2270	267	12/06/2001	Z7			BNFTSTF	616500	1,518.96	BIWEEKLY PAY 11/11-11/24			NATIONAL CITY PAYROL...	
							616500	1,518.96					
2270	268	12/06/2001	Z7			SALSDT	621800	1,688.31	BIWEEKLY PAY 11/11-11/24			NATIONAL CITY PAYROL...	
							621800	1,688.31					
2270	269	12/06/2001	Z7			CWS	624300	239.85	BIWEEKLY PAY 11/11-11/24			NATIONAL CITY PAYROL...	
							624300	239.85					
Cost Center 21100 BIOLOGY								117,471.72					
								117,471.72					

Cost center total agrees with Expense Distribution Report total.

NOTE: When reconciling, add the column totals for Earnings & Benefits found on the Total Cost Center line of the Payroll Expense Distribution Report. The total amount should match the actual line item report. If the two do not match, reconcile by line item.

Payroll Expense Distribution Report - Service Center

PRD/010/SMITH1CL
ZPRPR006

CENTRAL MICHIGAN UNIVERSITY

DATE: 12/01/2001

CMU/HR PAYROLL EXPENSE DISTRIBUTION REPORT

TIME: 08:49

PAGE: 545

DOCUMENT DATE: 11/16/01 - 11/30/01
RUBINGH C WA105

EMPLOYEE NAME	PERS #	WAGE	PERIOD	EARNINGS	BENEFITS
TYPE					
COST CENTER 26440 RECEIVABLE ACCNTNG					

See Earnings Wage
Types for Explanation

ACCOUNT 611000

CHRISTMAS, MERRY	00000000	OSRG	22/2001	499.17	0.00
CHRISTMAS, MERRY	00000000	3SP0	22/2001	374.40	0.00
CHRISTMAS, MERRY	00000000	3VP0	22/2001	499.20	0.00
BELLS, JINGLE	00000000	OSRG	22/2001	1,544.69	0.00
REINDEER, RUDY	00000000	3VP0	22/2001	154.48	0.00
CANE, CANDY	00000000	OSRG	22/2001	1,262.70	0.00
GUMP, FORREST	00000000	OSRG	22/2001	1,249.45	0.00
WEBBER, ANDREW LLOYD	00000000	3VP0	22/2001	124.96	0.00
WEBBER, ANDREW LLOYD	00000000	OSRG	22/2001	1,104.38	0.00
WEBBER, ANDREW LLOYD	00000000	3VP0	22/2001	245.44	0.00
ANTOINETTE, MARIE	00000000	OSRG	22/2001	1,104.39	0.00
EASTWOOD, CLINT	00000000	3VP0	22/2001	245.44	0.00
PITT, BRAD	00000000	OSRG	22/2001	2,083.34	0.00
PITT, BRAD	00000000	3VP0	22/2001	208.32	0.00
BOND, JAMES	00000000	OSRG	22/2001	1,737.03	0.00
TOTAL ACCOUNT 611000				12,437.39	0.00

ACCOUNT 611200

ANT, ADAM	00000000	3ORG	25/2001	690.56	0.00
APPLE, CANDY	00000000	3HHR	25/2001	172.64	0.00
BEANSTALK, JACK	00000000	3ORG	25/2001	732.16	0.00
BEAR, FRED	00000000	3HHR	25/2001	183.04	0.00
DIFFY, JOE	00000000	3ORG	25/2001	713.00	0.00
DIFFY, JOE	00000000	3HHR	25/2001	228.16	0.00
DIFFY, JOE	00000000	3PP0	25/2001	85.56	0.00
DIFFY, JOE	00000000	3VP0	25/2001	114.08	0.00
DISNEY, WALT	00000000	3ORG	25/2001	515.52	0.00
DISNEY, WALT	00000000	3HHR	25/2001	171.84	0.00
DISNEY, WALT	00000000	3SP0	25/2001	85.92	0.00
DISNEY, WALT	00000000	3VP0	25/2001	85.92	0.00
COBB, TY	00000000	3ORG	25/2001	376.08	0.00
COBB, TY	00000000	3HHR	25/2001	250.72	0.00
COBB, TY	00000000	3PP0	25/2001	313.40	0.00
COBB, TY	00000000	3VP0	25/2001	313.40	0.00
RUTH, BABY	00000000	3ORG	25/2001	511.07	0.00
RUTH, BABY	00000000	3HHR	25/2001	166.88	0.00
RUTH, BABY	00000000	3SP0	25/2001	73.01	0.00

RUTH, BABY	00000000	3VP0	25/2001	83.44	0.00
BERRY, HOLLY	00000000	30RG	25/2001	578.05	0.00
BERRY, HOLLY	00000000	3HHR	25/2001	168.16	0.00
BERRY, HOLLY	00000000	3SP0	25/2001	94.59	0.00
MORGAN, LORI	00000000	30RG	25/2001	693.12	0.00
CLEAVER, BEAVER	00000000	3HHR	25/2001	173.28	0.00
GELLER, ROSS	00000000	30RG	25/2001	619.32	0.00
GELLER, MONICA	00000000	3HHR	25/2001	190.56	0.00
BING, CHANDLER	00000000	3PP0	25/2001	35.73	0.00
GREEN, RACHEL	00000000	3SP0	25/2001	11.91	0.00
TRIBIANI, JOEY	00000000	3VP0	25/2001	95.28	0.00
SNOW, PHEOBE	00000000	30RG	25/2001	702.72	0.00
CLAUS, SANTA	00000000	3HHR	25/2001	175.68	0.00

TOTAL ACCOUNT	611200		9,404.80	0.00
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ACCOUNT 615000

GILMORE, HAPPY	00000000		22/2001	0.00	558.44
GROUP, BLUE MAN	00000000		22/2001	0.00	616.77
HARTMAN, MARY	00000000		22/2001	0.00	542.15
BROLIN, JAMES	00000000		22/2001	0.00	563.02
BERRY, CHUCK	00000000		22/2001	0.00	715.04
REINDEER, RUDY	00000000		22/2001	0.00	514.24
PICOLLO, BRIAN	00000000		22/2001	0.00	1,059.32
SAYER, GAIL	00000000		22/2001	0.00	463.52

TOTAL ACCOUNT	615000		0.00	5,032.50
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ACCOUNT 615200

ST. NICK, OLE	00000000		25/2001	0.00	404.31
DOG, CHAKA	00000000		25/2001	0.00	388.84
PRINCE, FREDDIE	00000000		25/2001	0.00	494.49
PICKLE, VLASICK	00000000		25/2001	0.00	377.69
GRAPE, ALBERT	00000000		25/2001	0.00	532.61
GARLAND, JOY	00000000		25/2001	0.00	240.14
VALLEY, FRANKIE	00000000		25/2001	0.00	502.28
FREED, JOSEY	00000000		25/2001	0.00	519.81
SNOWMAN, BLUE	00000000		25/2001	0.00	374.51
TURKEY, TOM	00000000		25/2001	0.00	409.78

TOTAL ACCOUNT	615200		0.00	4,244.46
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ACCOUNT 621000

MISTLETOE, CARRIE	00000000	0HRG	24/2001	61.75	0.00
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TOTAL ACCOUNT	621000		61.75	0.00
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ACCOUNT 621800

MISTLETOE, CARRIE	00000000	0HGS	24/2001	61.75-	0.00
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TOTAL ACCOUNT	621800		61.75-	0.00
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ACCOUNT 623300

BEAR, FRED	00000000	0HHC	25/2001	11.60	0.00
TOTAL ACCOUNT		623300		11.60	0.00
TOTAL COST CENTER		26440		21,853.79	9,276.96

(TOTAL EARNINGS & BENEFITS = 21,853.79 + 9,276.96 = 31,130.75)

TIP: To find out who this report is being mailed to, run the Cost Center Master Data List for the appropriate cost center and note the Mail To Person on the report.

COST CENTERS: ACTUAL LINE ITEMS REPORT WITH DOC DATE – SERVICE CENTER (PAYROLL EXPENSES)

DocNo	Item	Postg D...	D...	Doc.Header Text	Reference	Cmmt Item	GL No.	Cur Cmt	Text	Purch.Doc.	Item	Name of offsetting account	Int Ord
2262	776	11/30/2001	Z7			SALSTAFF	611000	12,437.39	SEMIMONTHLY PAY 11/16 - ...			NATIONAL CITY PAYROL...	
							611000	12,437.39					
2270	785	12/06/2001	Z7			SALSTAFF	611200	9,404.80	BIWEEKLY PAY 11/11-11/24			NATIONAL CITY PAYROL...	
							611200	9,404.80					
2262	777	11/30/2001	Z7			BNFTSTF	615000	5,032.50	SEMIMONTHLY PAY 11/16 - ...			NATIONAL CITY PAYROL...	
							615000	5,032.50					
2270	786	12/06/2001	Z7			BNFTSTF	615200	4,244.46	BIWEEKLY PAY 11/11-11/24			NATIONAL CITY PAYROL...	
							615200	4,244.46					
2270	787	12/06/2001	Z7			SALTEMP	621000	61.75	BIWEEKLY PAY 11/11-11/24			NATIONAL CITY PAYROL...	
							621000	61.75					
2270	788	12/06/2001	Z7			SALSDT	621800	61.75-	BIWEEKLY PAY 11/11-11/24			FLEX ER CONTRIBUTIO...	
							621800	61.75-					
2270	789	12/06/2001	Z7			ADDCOMP	623300	11.60	BIWEEKLY PAY 11/11-11/24			NATIONAL CITY PAYROL...	
							623300	11.60					
Cost Center 26440 RECEIVABLE ACCNTNG								31,130.75					
								31,130.75					

Cost center total agrees with Expense Distribution Report total.

NOTE: When reconciling, add the column totals for Earnings & Benefits found on the Total Cost Center line of the Payroll Expense Distribution Report. The total amount should match the actual line item report. If the two do not match, reconcile by line item.

TIP: To reconcile payroll expenses, run the Cost Centers: Actual Line Items report for G/L accounts 610000 – 629999 and the document date range listed in the header of the Payroll Expense Distribution Report.

To run the report, complete the selection screen below by updating the Cost Center field with the appropriate cost center, and the Cost Element fields with cost element range 610000 to 629999. Then, update the Posting Date field by using a large enough date range to include the document dates on the Payroll Expense Distribution report.

Next, press the Further Selection Criteria... button.

Display Actual Cost Line Items for Cost Centers : Initial Screen

Further Selection Criteria...

Cost Center: 21100 to

or

Cost Center Group

Cost Element: 610000 to 629999

or

Cost Element Group

Posting Data

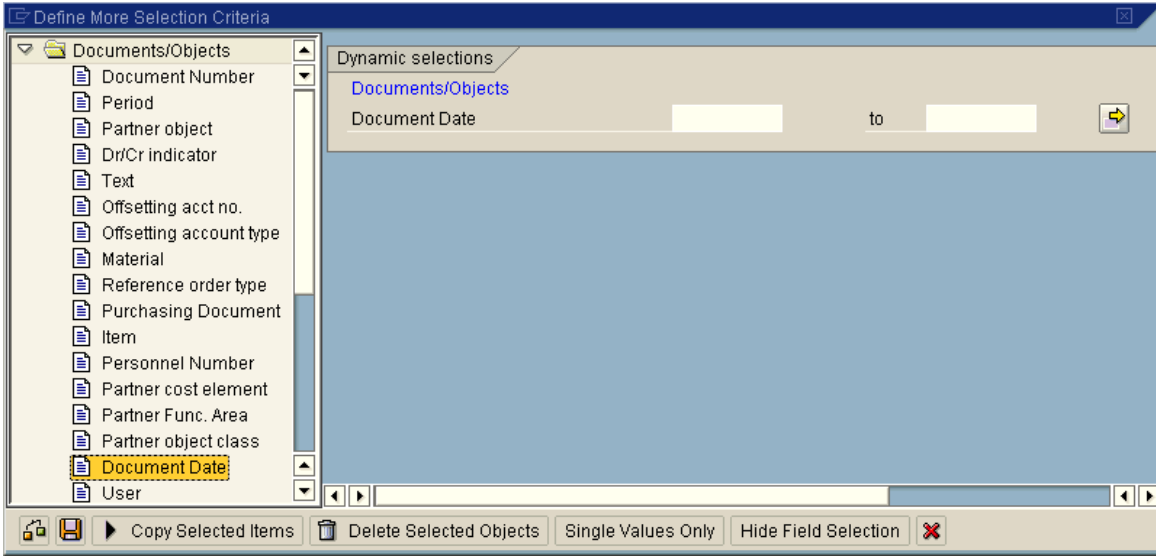
Posting Date: 11/01/2001 to 12/31/2001

Settings

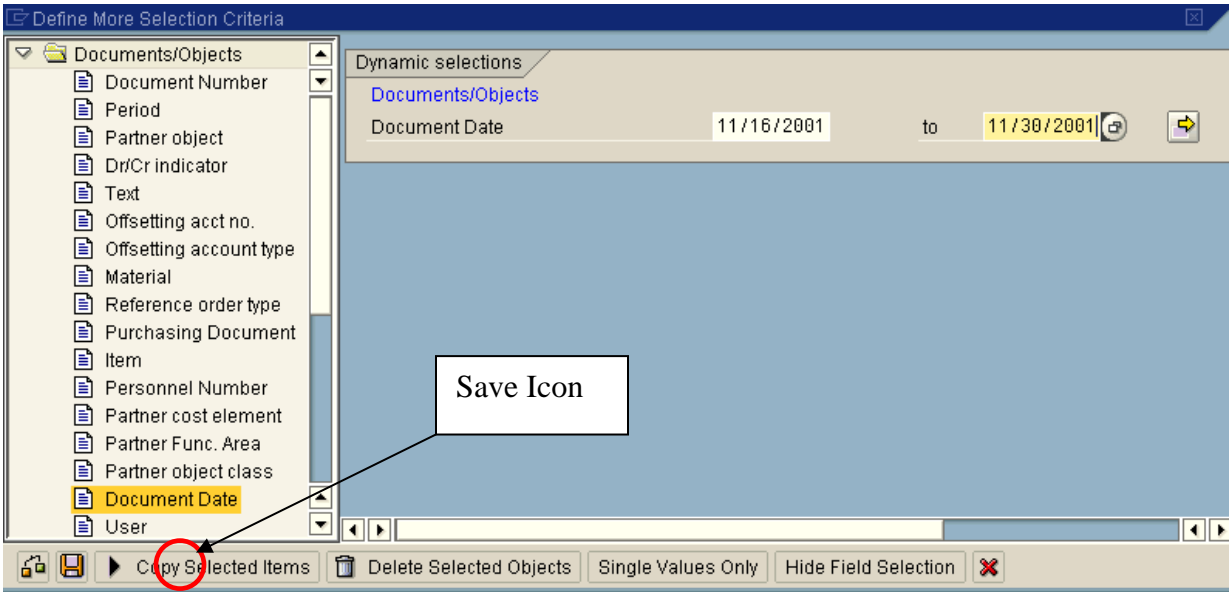
Layout: /ZACTUALP/6L ACTUAL LINE ITEM --PRINT VER/SORTED GL

More Settings

Open the Documents/Objects folder and double click on Document Date.



Update the Document Date field with the date range found on the Payroll Expense Distribution report.



Press the Save icon.

Display Actual Cost Line Items for Cost Centers : Initial Screen

⏪ ⏩ 🖨️ ⓘ Further Selection Criteria...

Cost Center	21100	to		➡
or				
Cost Center Group				
Cost Element	610000	to	629999	➡
or				
Cost Element Group				

Posting Data

Posting Date	11/01/2001	to	12/31/2001
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Settings

Layout	/ZACTUALP/GL	ACTUAL LINE ITEM --PRINT VER/SORTED GL
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Run the report by pressing the Execute button.

The payroll reconciliation should be kept with the entire monthly account reconciliation for each cost center. The review should be completed within a month of the close. After the review, the supporting documentation should be given to a second person for review and signoff by that person. These records should be kept for at least 2 years.