

Feb 9, 2023

1) Missing Position Numbers, Budget Numbers or FDM Cost Centers/Programs

- > As of today, the data that is in Workday Adaptive R1 is static
 - i. Personnel data was as of the pay period end 9/30/2022
 - If a position did not exist in HR-P as of PPE 9/30/22, it cannot be added to sheet 8. You need to use Sheet 10 – “New Position”
 - ii. Budget Numbers that were created after 10/16/2022 are not in Adaptive
 - iii. FDM data is from 10/13/2022
 - OPB is planning to refresh the FDM soon (we are working on details and process to do so without impacting the planning data already entered.)



2a) Check Object Code so it matches the Position and Earn Type (Sheets 8 and 10)

- > Wrong Obj Code for PNs/Job Profile/Job Family
 - For **REG PAY**
 - Use Display Options to filter by Object Code or Job Family and compare the fields and ensure the correct combinations. For example...
 - > Academic Personnel – defaults to 01-10
 - > Classified staff – defaults to 01-60
 - > Professional staff – defaults to 01-70
 - > Etc...



2b) Check Object Code so it matches the Position and Earn Type (Sheets 9 and 10)

- > Wrong Obj Code for PNs/Job Profile/Earn Type
 - Use Display Options to filter by Earn Type Group, Object Code, etc to confirm combinations are correct.
 - Verify that the earn type chosen matches the account code chosen
 - > ADS payments are charged to the account code related to the job profile
 - > ENS payments are charged to Object Code 0110
 - > TPS payments are charged to Object Code 0110
 - > TPI payments are charged to Object Code 0180
 - > REP payments are charged to Object Code 0180
 - > O/T payments are charged to Object Code 0180
 - > HRY/SHR payments are generally charged to Object Code 0180
 - > REG payments are charged to the account code related to the job profile



2c) Let's Play "Spot the Error"

W

University of Washington - R1 Production

Reports / Wrong Obj Code-Position Combo with Earn Type - SC

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SC

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Version FY24 Annual Operating Plan - OPB Test Job Family Job Family Level 267 - THE INFORMATION SCHOOL

Levels	Accounts	Object Code	Earn Type Group	01-10	01-20	01-30	01-40	01-50	01-60	01-70	01-80	01-90	Subtotal
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2c) Let's Play "Spot the Error"

University of Washington - R1 Production | Reports / Wrong Obj Code-Position Combo with Earn Type - SC

Version FY24 Annual Operating Plan - OPB Test | Job Family Job Family | Level 267 - THE INFORMATION SCHOOL

Levels	Accounts	Object Code	Earn Type Group	01-10	01-20	01-30	01-40	01-50	01-60	01-70	01-80	01-90	Subtotal	
267 - THE INFORMATION SCHOOL (Rollup)														
	Sheet 8 Entries	01-10 Instruction and Research Faculty Salaries		YES	This is probably an error									
		01-40 Graduate School Student Appointments - Non-Teaching Salaries		This might be an error		YES	This is probably an error							
	Sheet 9 Entries	01-10 Instruction and Research Faculty Salaries		YES	This is probably an error									
		01-60 Classified Staff Salaries												
		01-80 Temporary Staff (Hourly Rate) Salaries In-Excess Payments to Faculty and Staff Overtime Payments		This is probably an error									YES	Um?
	Sheet 10 Entries	01-70 Professional Staff Salaries		This is probably an error									YES	Error?
		01-80 Temporary Staff (Hourly Rate) Salaries In-Excess Payments to Faculty and Staff Overtime Payments												

The sheets where the error might be

The actual Obj Code entered on a given row in a given sheet

The DEFAULT Obj Code for a Position



The DEFAULT Obj Code for a Position



67 - THE INFORMATION SCHOOL (Rollup)

The sheets where the error might be

The actual Obj Code entered on a given row in a given sheet



The actual Earn Type entered on a given row in a given sheet



2c) Let's Play "Spot the Error"

University of Washington - R1 Production

Reports / Wrong Obj Code-Position Combo with Earn Type - SC

Version FY24 Annual Operating Plan - OPB Test Job Family Job Family Level 267 - THE INFORMATION SCHOOL

Levels	Accounts	Object Code	Earn Type Group	01-10	01-20	01-30	01-40	01-50	01-60	01-70	01-80	01-90	Subtotal	
267 - THE INFORMATION SCHOOL (Rollup)	Sheet 8 Entries	01-10 Instruction and Research Faculty Salaries		YES	This is probably an error									
		01-40 Graduate School Student Appointments - Non-Teaching Salaries		This might be an error	YES	This is probably an error								
Sheet 9 Entries		01-10 Instruction and Research Faculty Salaries		YES	This is probably an error									
		01-60 Classified Staff Salaries		MAYBE										
		01-80 Temporary Staff (Hourly Rate) Salaries In-Excess Payments to Faculty and Staff Overtime Payments												
Sheet 10 Entries		01-70 Professional Staff Salaries		This is probably an error									YES	Error?
		01-80 Temporary Staff (Hourly Rate) Salaries In-Excess Payments to Faculty and Staff Overtime Payments												

The sheets where the error might be

The actual Obj Code entered on a given row in a given sheet

The actual Earn Type entered on a given row in a given sheet

The DEFAULT Obj Code for a Position

RAISE YOUR HAND if you Spot an Error, then get ready to stamp and explain...

There are at least
FIVE (5)
errors on the report to come...



RAISE YOUR HAND if you Spot an Error, then get ready to stamp and explain...

Accounts	Object Code	Earn Type Group	01-10	01-20	01-30	01-40	01-50	01-60	01-70	01-80	01-90	Subtotal
Sheet 8 Entries	01-10 Instruction and Research Faculty Salaries	REG-Regular Earnings	611,124	0	0	0	0	0	0	0	0	611,124
	01-40 Graduate School Student Appointments - Non-Teaching...	REG-Regular Earnings	147,626	0	0	0	0	0	0	0	0	147,626
Sheet 9 Entries	01-10 Instruction and Research Faculty Salaries	ADS-Administrative Supplement	10,000	0	0	0	0	0	0	0	0	10,000
	01-60 Classified Staff Salaries	O/T-Contractual Overtime	0	0	0	0	0	0	45,000	0	0	45,000
	01-80 Temporary Staff (Hourly Rate) Salaries In-Excess Payments to...	Earn Type Group (Uncategorized)	0	0	0	0	0	55,000	0	0	0	55,000
		HRY-Hourly Pay	0	0	0	0	0	0	0	65,000	0	65,000
Sheet 10 Entries	01-70 Professional Staff Salaries	REP-Retention Incentive Payment	0	0	0	0	0	0	105,400	0	0	105,400
	01-80 Temporary Staff (Hourly Rate) Salaries In-Excess Payments to...	REG-Regular Earnings	136,170	0	0	0	0	0	0	0	0	136,170



3) Check Start Dates

- > Every Position MUST have a start date, especially new ones on Sheet 10 Scenario:
 - i. If there is no start date entered and percentages have been entered on sheet 8 or 10, the amounts are not calculated.
 - ii. Use Display Options to filter for Start Dates that are null, then fill them in.
 - iii. Use Row Details to confirm whether an entry is calculating \$ "in the background"



4) Check that Increases are not Double Entered

- > Do not enter Merit/Union/Classified Non-Union increases in the “Incremental Increase” column on Sheet 8 or Sheet 10
 - i. Use Display Options to filter for Incremental Increase values that are NOT null and confirm that any entries only relate to that Position (e.g., an annual step increase not the Union-wide cost of living increase.)
 - ii. If in doubt whether a merit/union/classified non-union increase is calculating automatically, use Row Details to see it.



5) Check Annualized FTE %

- > FTE % > 100%
 - FTE Audit Report – look for totals > 1.0. These should be in red font to help you spot them.
- > FTE % < 100%
 - FTE Audit Report – sort by Time Type for Part Time or Full Time.
 - If any Full Time have a total <1.0 – confirm whether this is accurate or not.
 - For Part Time, you'll need to compare the FTE total to an outside source for what the FTE should be – perhaps best done by downloading the report to Excel.



6) Check FTE % by Month is Accurate and Complete

- > Timespan Columns have entries in months they should and are null in months that should be null:
 - i. Two situations to watch for:
 - > If a position is 1.0 annual FTE, Full time, for 12 months – all columns should have entries
 - > If a position is < annual 1.0 FTE, Full or Part Time, 12 or < 12 months – some columns have entries, others are null
 - ii. Ways to Find these errors
 - > 1. FTE Audit Report
 - > 2. Personnel Audit Report
 - > 3. Display Options to filter by Full Time or Part Time



7) Miscellaneous Notes

- > Sheet 9 – don't include benefits \$ in your timespan entries. They will automatically calculate! (for both positive \$ and negative \$ entries)
- > Note you may discover compensation entry errors/issues when running an Income Statement view report because your Revenue and Expenses don't align like you intended, e.g., Change in Net Position > expected or < expected because planned expenses have been entered incorrectly on Sheets 8, 9 or 10!

