

## MAY-JUNE HEALTH AND LIFE PAYROLL FRINGES **GUIDELINES FOR HANDLING DEPTID CODE CHANGES ACROSS FISCAL YEARS --- PERTAINING TO PAYROLL INTERFACE OPERATIONS**

Following are guidelines for handling the code shifts between years. **Note: This document is based on the assumption that only the DeptID chartfield data would be different between the two fiscal years.**

1. As FY 07 payrolls are processed in May and June, the Health and Life fringe output will be created in FY 08 journals and will contain FY 07 coding. They will be posted to period 1 of FY 08 (by UWSA staff) as the payrolls are processed. Thus, the FY 07 coding will need to be valid in FY 08. **NOTE:** The FY 08 Health and Life journal data will have the DeptID code converted to the “pool” code, for Funds that require that change, based on the conversion table for each business unit. Those transactions will not need to be corrected in FY 08 (even if there was a crosswalk change for the original DeptID charged) because the “pool” codes should be valid in both years.
2. Business units should use July 3 as the “inactive date” for DeptIDs that will be closed out at the end of FY 07. By using July 3 as the “inactive date”, new FY journals that have a journal date of July 2 will pass the SFS edits if they contain old FY coding. Any journals processed with a journal date later than July 2, which have old FY coding, would not pass the new FY edits of SFS. Therefore, the exposure to having old FY coded data posted in period 1 would be minimal. The “inactive date” should be July 2 if there will be no May-June payroll charges against the code.
3. Salary Cash Transfers (SCT) processed in May, June, and early July (using the SCT application of PI) for May-June pay periods will generate old FY journals for the salary changes and the non-Health/Life fringe changes. New FY journal data (journal date of July 2) will be created for the Health/Life fringe changes, but will have old FY coding and have to be posted in period 1 of the new FY that way. UWSA staff will handle posting of those new year SCT journals during a time when they have period 1 open to post Health and Life journal data coming from a payroll calc. New FY posting will not be done daily. *Note: The extract from SFS to build FY 08 tables in WISDM will be activated on May 1, 2007.*
4. By July 6, all of the new FY Health/Life Fringe journals that have old year coding will be posted in SFS.
5. Business units that will have situations where a DeptID code change is made between the fiscal years (not all do) will need to process new FY transfer journals (GL only) to clear fund balances from the old FY coding and move to the desired new FY coding. The journal date for those transfers will need to be July 2 in order to avoid SFS edit errors.

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