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Resources

The FMO website has a Financial Systems page at [http://www.fmo.hawaii.edu/financial_systems/index.html](http://www.fmo.hawaii.edu/financial_systems/index.html) that focuses on specific material related to the systems with the following dedicated tabs Overview, FAQs, Contact Us, Policies and Guidelines, Forms and Training.

Click on [http://www.fmo.hawaii.edu/financial_systems/index.html](http://www.fmo.hawaii.edu/financial_systems/index.html) for access to our webpage and then click on the pertinent tab for assistance with your topic of interest. The screenshot below shows the layout of the website. A description of the tabs is provided beneath the screenshot.

Overview: This tab provides you with a brief overview and live links to KFS or eThority. Just click on the respective logo to begin the log in process.

FAQs: This tab provides frequently asked questions by topic.

Contact Us: In the event you need to contact a member of the Kuali Financial Project team you can view their name, area of responsibility, phone number, and a live link to their email address. The Contact Us tab also provides the live link to submit a trouble ticket: [Submit a Trouble Ticket](http://www.fmo.hawaii.edu/financial_systems/index.html).

Policies and Guidelines: You can review the Process Documents for each business process to get a finer level of details related to each topic.

Forms: This tab provides you with links to forms related to KFS access used by UH employees.

Training: The KFS Training Team has developed training manuals and On-Line tutorials for KFS. There are training manuals for each of the sessions as well as On-Line tutorials for each topic within the session(s). If you want to attend in-person training refer to the Training Calendar found on the “Training Calendars & Other Schedules” tab on the FMO Website homepage. Additionally, notification of upcoming training is sent to the KFS-USERS listserv. Register for training by clicking on the registration links provided. There are also Tips of the Week for commonly asked questions.

Each of the Service Areas within the FMO website has similar tabs related to the specific areas. For example, for forms related to payments and reimbursements, go to the Forms tab of the Payment/Reimbursement page.
Objectives

- View payroll information using the Account Status (Current Funds) lookup
- View payroll information using the Labor Ledger View
- Transfer 50% salary from one account to many accounts
- Transfer full salary from multiple paid dates
- View Labor Ledger Pending Entries
- Transfer of full salary from prior year General fund (G fund)
View Payroll Information Using the Account Status (Current Funds) Lookup

Process

Access to the Labor data in KFS is restricted to certain individuals based on the Org Code of the accounts unlike the rest of KFS which is unrestricted.

The Account Status (Current Funds) lookup retrieves employees paid data on a specific account and the specific object codes. Retrieved data includes all activity for a period, including all actual expenditures.

**Navigation:** Main Menu > Balance Inquiries > Labor Distribution > Account Status (Current Funds)

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the “Account Status (Current Funds)” link from the Main Menu tab.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>--------</td>
<td>------------</td>
</tr>
<tr>
<td>2.</td>
<td>The <strong>Account Status (Current Funds) Balance Inquiry</strong> automatically defaults to the current fiscal year in the search criteria. The user must specify the <strong>Chart Code</strong> and <strong>Account Number</strong> as they are required fields for the <strong>Account Status Balance Inquiry</strong>.</td>
</tr>
<tr>
<td>3.</td>
<td>Enter your 2-character Chart Code into the <strong>Chart Code</strong> field.</td>
</tr>
<tr>
<td>4.</td>
<td>Enter your 7-digit Account into the <strong>Account Number</strong> field.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the “<strong>search</strong>” button.</td>
</tr>
</tbody>
</table>
Step # | Procedure
---|---
6. | The **Consolidation** option aggregates the amounts **by Fiscal Year, Chart Code, Account Number, and Object Code**.
7. | The **Detail** consolidation option aggregates the amounts **by Fiscal Year, Chart Code, Account Number, Sub-Account Number, Object Code, and Sub-Object Code**.
   
   **Click the “Detail” radio button.**
8. | **Click the “search” button to display the search results.**
Step # | Procedure
--- | ---
9. | The **Account Status (Current Funds) Balance Inquiry** search results may be sorted by clicking on an underlined column heading (such as Person or Object Code).

Click on a **YTD Actual** transaction total (such as $623.56 or $9.04) and a **Labor Ledger View** pop-up tab will display summary totals by month (see next page). This **Labor Ledger View** tab allows the user to further drill down and view Labor Ledger details.
10. You may also click on the Account Number or Object Code values to retrieve more detailed information about the specific Account Number and Object Code.

11. Click on a monthly amount link to view the payroll details that make up the monthly total.
Step # | Procedure
--- | ---
12. | The Ledger Entry Lookup displays information pertaining to the payroll transactions that took place in the selected month.
13. | To view all of the detailed information on the Ledger Entry Lookup screen you will need to use the horizontal scroll bar.
14. | Once you are done reviewing the information close the window by clicking the “X” on the KFS:: Lookup tab to return to the search results screen.
15. | You have successfully completed the section on Viewing Payroll Information using the Account Status (Current Funds) Lookup.

End of Procedure
Labor Ledger View

Process

In this section, you will review the steps on how to view the Labor Ledger. The Labor Ledger View allows the user to view summarized and detailed compensation information for a specific employee by fiscal period for his/her organization only. Actual (’AC’) balances can be viewed alone or along with A21 (Effort Certification (A2)) balances.

Navigation: Main Menu>Balance Inquiries>Labor Distribution>Labor Ledger View

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>Click the “Labor Ledger View” link.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>--------</td>
<td>-----------</td>
</tr>
<tr>
<td>17.</td>
<td>On the Labor Ledger View search page the Fiscal Year field automatically defaults to the current fiscal year. The Employee ID field is required and must be specified when searching for Labor Ledger transactions. <strong>Note:</strong> If the Employee ID is not known the user may use the magnifying glass to perform a lookup on the Employee ID.</td>
</tr>
<tr>
<td>18.</td>
<td>Click in the Employee ID field and enter 8-digit Employee ID (UH Number).</td>
</tr>
<tr>
<td>19.</td>
<td>The Balance Type Code field defaults to the Actual radio button selected. <strong>Actual</strong> - Displays AC labor entries posted to the current fiscal year and fiscal period. <strong>A21</strong> - Displays A2 entries to reflect the fiscal year and period for the Service Date used for effort certification. <strong>Note:</strong> Selecting A21 will display a combination of both AC and A2 labor ledger entries. <strong>Internal Encumbrance</strong> - Displays only entries with an IE balance type (not currently used by the University of Hawaii).</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>--------</td>
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</tr>
<tr>
<td>20.</td>
<td>The <strong>Consolidation Option</strong> field defaults to the <strong>Consolidation</strong> radio button selected. <strong>Consolidation</strong> - Displays the aggregate amounts by Fiscal Year, Chart, Account Number, and Object Code. <strong>Detail</strong> - Displays the aggregate amounts by Fiscal Year, Chart, Account Number, Sub-Account Number, Object Code, and Sub-Object Code.</td>
</tr>
<tr>
<td></td>
<td><strong>Consolidation Option:</strong> ![Consolidation Option: Consolidation Detail]</td>
</tr>
<tr>
<td>21.</td>
<td>The <strong>Include Pending Ledger Entry</strong> field defaults to the <strong>No</strong> radio button selected. <strong>No</strong> - The search results display does not include pending entries. <strong>Approved</strong> - The search result display includes only fully approved pending entries. <strong>All</strong> - The search result display includes both fully Approved and Enroute pending entries.</td>
</tr>
<tr>
<td></td>
<td><strong>Include Pending Ledger Entry:</strong> ![Include Pending Ledger Entry: No Approved All]</td>
</tr>
<tr>
<td>22.</td>
<td>Click the “search” button.</td>
</tr>
</tbody>
</table>
Step # | Procedure
--- | ---
23. | The Labor Ledger View page includes all details about the employee. The labor transaction entries can be sorted by the column headings. Users typically sort by **Account Number** and **Object Code**. Transaction amounts are grouped by fiscal periods (i.e., **July**, **August**, and **September**).

24. | The Labor Ledger View provides a drill-down feature to display more details about the financial activity for any given fiscal period by clicking on the transaction amount. Click on an amount link in the month (**July**, **August**, etc.) field.
Step # | Procedure
--- | ---
25. | The additional details page opens in a new KFS: Lookup tab.
26. | View the Transaction Ledger Entry Amount column for a breakdown of transactions that total the monthly amount that was selected.
27. | The Ledger Entry Lookup page provides many columns with data pertaining to your selection.
| Move the horizontal scroll bar to the right view additional transaction information.
28. | Click on the “X” on the KFS: Lookup tab to close this tab to return to the Kuali Portal Index tab which displays the Labor Ledger View page.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>29.</td>
<td>Select the “Detail” radio button.</td>
</tr>
<tr>
<td>30.</td>
<td>Click the “search” button.</td>
</tr>
</tbody>
</table>
Step # | Procedure
--- | ---
31. | The **Detail Consolidation Option** provides the same information as the **Consolidation Option** but also includes detail by **Sub-Account Number** and **Sub-Object Code**, if available.
32. | You have successfully completed the section on **Labor Ledger View**. 
**End of Procedure**
Partial Salary Expense Transfer from One Account to Multiple Accounts

Process

The **Salary Expense Transfer** (ST) document is used to move salaries and associating benefit charges for a given employee for a particular paid date or set of paid dates from one or more accounts to one or more accounts.

An employee may have multiple Employee IDs (Emp IDs), however, only one primary Emp ID. The system only recognizes the primary Emp ID for salary and associated benefits transfers. Data entry of the primary Emp ID will provide a listing of the payroll expenses for the selected employee by Paid Date for all associated Emp IDs. Security roles within the system, allow the ST initiator to view and move payroll expenses within their Org structure only.

In this example we are transferring 50% of an employee’s salary into two other accounts equally, due to a mis-keying error.

**Navigation:** Main Menu > Transactions > Labor Distribution> Salary Expense Transfer
### Step # | Procedure
--- | ---
33. | The **ST eDoc** is used to correct an employee's payroll expense that was charged to an incorrect accounting string. This error could occur for a number of reasons, including:
  a. Someone mis-keyed the payroll information, so the expense was initially posted to the wrong account.
  b. An employee was paid for work on a grant before the account was established, and the wages were initially posted into another account.
  c. The wages were initially paid on an expired or invalid account.
  d. An error was made when the employee was hired.
  e. A correction occurred in which the account was changed after an employee was paid.

*Note:* Any Object Code adjustments must be processed centrally by using the **Labor Journal Voucher**.

34. | When the user selects **Salary Expense Transfer** from the **Labor Distribution** submenu group in the **Transactions** group on the **Main Menu** tab, the system displays a blank **Salary Expense Transfer** (ST) eDoc. Click “**Salary Expense Transfer**” link.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>35.</td>
<td>The <strong>Description</strong> field is required on an eDoc created in <strong>KFS</strong>. Click in the “<strong>Description:</strong>” field.</td>
</tr>
<tr>
<td>36.</td>
<td>The <strong>ST</strong> eDoc requires certain naming conventions for the <strong>Description</strong> field. To see the different ST scenarios refer to pages 57 - 58 (Salary Expense Transfer Reference/Cheat Sheet). Enter: “[3-digit FO#] [Pd Date YYYY/MM/DD] [Employee Last Name]” into the <strong>Description</strong> field for this example (i.e., 026-Pd Date 2014/08/05 Smith).</td>
</tr>
<tr>
<td>37.</td>
<td>In the <strong>Explanation</strong> field, provide a brief reason for this salary transfer (i.e., Late submittal of PNF, etc.).</td>
</tr>
<tr>
<td>38.</td>
<td>The <strong>Organization Document Number</strong> field is optional. <strong>Note:</strong> No spaces are allowed. Click the “<strong>hide</strong>” button on the <strong>Document Overview</strong> tab.</td>
</tr>
</tbody>
</table>
### Step # | Procedure
--- | ---
39. | The **Ledger Balance Importing** tab allows you to enter criteria to search for the **Labor Ledger** record that needs to be corrected.
40. | Click in the “**Emp ID:**” field.
41. | Enter the **Primary Employee ID** that the **salary expense transfer** is for. Enter 8-digit **Employee ID** into the **Emp ID** field and press the [Tab] key on your keyboard.
42. | After you have entered the Primary **Employee ID**, the name of the employee is displayed below the **Emp ID** field. The magnifying glass can be used to look up the **Employee ID** if it is not known. Click the “**search**” button.
Step # | Procedure
--- | ---
43. | The system displays the **Ledger Balance Lookup for Salary Expense Transfer Document** screen. The lookup results list the salary expenses incurred by the selected employee by paid dates within the selected Fiscal Year.

44. | **KFS** may require you to scroll down through the page depending on how many search results are displayed. Click on the button that appears below each column heading to sort the search results in ascending or descending order.
### Step #45

A “check box” appears next to the paid date(s) you are allowed to select for salary transfer. Move your cursor onto a “MM/DD/YYYY” check box and click. A check mark should appear in the box.

### Step #46

After making your selection, you will need to return the selected value(s). Click the “return selected” button.

**Note:** When you transfer multiple paid dates, those paid dates applicable “check boxes” must be selected BEFORE clicking on the “return selected” button.
Step # | Procedure
--- | ---
47. | The Amount column field can be edited in the From section to allow an exact amount of the expense you want to transfer. You may delete an entire Accounting Line by clicking the “delete” button in the Actions column.

In this example, you will be transferring 50% of the salary from one account to multiple accounts. The Amount field needs to be cleared.

Press the “Delete” key on your keyboard to clear the Amount field.

48. | Change the total in the Amount field to 50% of the original amount.
Step # | Procedure
--- | ---
49. | After completing the From section of this document you have two options for copying rows from the From section to the b section. If you have more than one paid date you must use the copy all button. In this example, you only have one paid date. Click the “copy” button.
50. Since you are transferring the salary from one account to multiple accounts you will need to click the copy button once more to create another To line.

Click the “copy” button.

51. Once the To line(s) have been populated you may make changes to the Chart, Account Number, and Amount fields.

52. Enter the Account Number you will be partially transferring the salary to.

Note: An amount may not be transferred if it exceeds the Labor Ledger balance total for the Fiscal Year, Paid Date, Chart Code, Account Number, Sub-Account, and Object Code displayed in the From section. To determine the maximum amount you may transfer, use the Labor Ledger View Balance Inquiry and select the AC option.

Enter your 7-digit Account Numbers into the Account Number fields in the To Section that you wish to transfer your salary into.
53. Click in the “Amount” field. Press the “Delete” key on your keyboard to clear the Amount field.

54. Enter your amount for the 1st line of the To section.
**Step #** | **Procedure**
--- | ---
55. | Since you are transferring salary to multiple accounts you may need to edit the Chart, Account Number, and Amount fields of the additional To Accounting Lines.
56. | Enter another 7-digit account into the **Account Number** field.
57. | Click in the **Amount** field.
58. | Enter your amount for the 2nd line in the **To** section. Added together, the two values entered in the **Amount** fields in the **To** section must equal the **Amount** field in the **From** section.
59. | Click the “**hide**” button on **Accounting Lines** tab.
Step # | Procedure
--- | ---
60. | After submission or upon saving the eDoc, **KFS** calculates the appropriate fringe benefits for the salary amounts being adjusted. These amounts will be moved along with the salary.

   | Click the “**save**” button.
61. | Click the “**show**” button on the Labor Ledger Pending Entries tab.
Step # | Procedure
--- | ---
62. | The information within the **Labor Ledger Pending Entries** tab is automatically populated once the **save** button or the **submit** button is clicked. The entries shown in this tab are a preview of entries that will post to the **Labor Ledger** once the document has been finalized and batch jobs have been run. Click the “**hide**” button on **Labor Ledger Pending Entries** tab.
63. | Click the “**show**” button on **Notes and Attachments** tab.
### Step # Procedure

**64.** The **Notes and Attachments** tab allows the user to enter a note or attach a supporting file to the eDoc.  
Refer to pages 57-58 (Salary Expense Transfers Reference/Cheat Sheet) for additional details regarding **Notes and Attachments** for **Salary Transfers**.  
Click the “hide” button on the **Notes and Attachments** tab.

**65.** Click the “show” button **Ad Hoc Recipients** tab.
### Step # | Procedure
--- | ---
66. | The **Ad Hoc Recipients** tab allows users to ad hoc route the eDoc to a group or particular person for additional review if the person or group is not part of the original workflow.  
**Note:** For Vacation Payout adjustments please Ad Hoc route to ORS Cost Studies group (group ID 20021) for Approval.  
Click the “hide” button **Ad Hoc Recipients** tab.
67. | Click the “show” button on the **Route Log** tab.
### Step # 68.

The **Route Log** provides the user with workflow information regarding the eDoc.

An added feature to the **Route Log** is the **Log Action Message**, which allows the user to enter an **Action Message** for the individual on the next route node.

Click the “hide” button **Route Log** tab.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>69.</td>
<td>Click the “submit” button.</td>
</tr>
<tr>
<td>70.</td>
<td>You have successfully finished the section on <strong>Transferring a Partial Salary From One Account to Multiple Accounts Using the Salary Expense Transfer</strong> eDoc.</td>
</tr>
</tbody>
</table>

**End of Procedure**
Transfer a Full Salary for Multiple Paid Dates

Process

In this section, you will review the steps to transfer an employee’s full salary (100%) for multiple paid dates from one account (i.e., P fund) to another account (i.e., G, S, R, F, or P fund) that is located in a different chart.

A detailed description of a Salary Expense Transfer (ST) document can be found on Step #33 (page 19).

In this example we are transferring 100% of an employee’s salary into another account due to a transfer.

Navigation: Main Menu > Transactions > Labor Distribution > Salary Expense Transfer

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>71.</td>
<td>Click the “Salary Expense Transfer” link.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>-------</td>
<td>-----------</td>
</tr>
<tr>
<td>72.</td>
<td>Click in the “Description” field.</td>
</tr>
<tr>
<td>73.</td>
<td>Enter “[3-digit FO#][Fiscal Year of the Paid Date VARIOUS][Employee Last Name]” in the Description field (i.e., 116 FY 2015 Various Smith). <strong>Note</strong>: To view other ST eDoc naming conventions (for Vacation Payout, STs involving Continuation Accounts and STs for only 1 paid date) refer to pages 57-58 (Salary Expense Transfer Reference/Cheat Sheet).</td>
</tr>
<tr>
<td>74.</td>
<td>Click in the “Explanation” field.</td>
</tr>
<tr>
<td>75.</td>
<td>In the Explanation field, enter your paid date ranges or multiple dates and a brief reason for the salary transfer. (i.e., Dates: 09/05/2014 &amp; 09/19/2014 employee transfer)</td>
</tr>
<tr>
<td>76.</td>
<td>The Organization Document Number is optional and used for departmental purposes. <strong>Note</strong>: No spaces are allowed.</td>
</tr>
<tr>
<td>77.</td>
<td>Click the “hide” button on the Document Overview tab.</td>
</tr>
</tbody>
</table>
### Step # | Procedure
--- | ---
78. | The **Fiscal Year of Paid Date** field on the **Ledger Balance Importing** tab defaults to the current year. This can be changed if necessary.
79. | The magnifying glass can be used to look up the **Employee ID** if it is not known; however, if it is known simply enter the **Employee ID** in the **Emp ID** field.  
Click in the “**Emp ID**” field.
80. | Enter an 8-digit **Employee ID** in the **Emp ID** field.
81. | Click the “**search**” button to review the **Ledger Balance Lookup for Salary Transfer Document** page for the selected employee.
82. The Labor Balance Lookup for Salary Expense Transfer Document displays the expenses incurred by the selected employee for the fiscal year by Paid Date.

83. Select 1 Paid Date checkbox next to the period(s) that you want to transfer salary for. Select the “MM/DD/YYYY” check box.

84. Since this scenario is for transferring multiple paid dates select a second paid date. Select the “MM/DD/YYYY” check box.

85. Click the “return selected” button.
86. The From section of the Accounting Lines tab is populated with the data from the selected Labor Ledger records on the Ledger Balance Importing tab. Amounts in the From section may be edited as necessary as long as they do not exceed the amount imported from the Ledger Balance Lookup for Salary Expense Transfers Document screen.

87. Edit the Amount column in the From section to reflect the amount of expense you want to transfer by overriding the amount. To delete the line, click the delete button in the Actions column. To delete all lines, click the delete all button located above the Actions column. To inquire G/L balances click the bal inquiry button.

88. Since this scenario is to transfer both paid dates you can use the copy all button to bring both rows down to the To section at once. If you wanted to bring one row down to the To section simply click the copy button on the individual row. Click the “copy all” button.
Step # | Procedure
--- | ---
89. | Since the scenario is to transfer paid dates to another account in a different **Chart Code** you will need to change the **Chart Code** in the **To** section. Select the "drop down list box" button for the **Chart** field.

90. | From the drop down box in the **Chart** field, click on the **Chart Code** that is associated with the **Account Number** in the **To** section that you will be inputting in step 92.

91. | Click in the "**Account Number**" field in the **To** section which is populated with the original **Account Number** transferred from the **From** section. Replace the original **Account Number** with the new **Account Number**.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>92.</td>
<td>Select the “drop down list box” for the Chart field in line 2.</td>
</tr>
<tr>
<td>93.</td>
<td>Select the “Chart” option.</td>
</tr>
<tr>
<td>94.</td>
<td>The original Account Number transferred down from the From section. Replace the original Account Number with the new Account Number.</td>
</tr>
<tr>
<td>95.</td>
<td>Note: An amount may not be transferred if it exceeds the Labor Ledger Balance total for the Fiscal Year, Paid Date, Chart, Account, Sub-Account, Object, and Sub-Object displayed in the From section. To determine the maximum amount you may transfer, use the Labor Ledger View Balance Inquiry and select the AC option. For this scenario, we are transferring 100%; therefore you do not need to make adjustments to the amounts. Click the “save” button.</td>
</tr>
</tbody>
</table>
Step # | Procedure
--- | ---
96. | Click the “show” button on the Labor Ledger Pending Entries tab.  
**Note:** Appendix B shows the Labor Ledger Pending Entry Lookup that shows when you use the “copy” button in the Accounting Lines Section of the Labor Module it tags the ‘To’ line with the ‘From’ line.

97. | After submission or upon save, KFS calculates the appropriate fringe benefits for the salary amounts being adjusted. These amounts will be moved along with the salary. Based on defined proration formula:  
Salary Transfer Amount/Total Pay Period Salary End Date Amount

98. | The information within the Labor Ledger Pending Entries tab is automatically populated once the save or submit button is clicked. The entries shown in this tab are a preview of entries that will post to the ledger once the document has been finalized and batch jobs have been run.

99. | Click the “hide” button on the Labor Ledger Pending Entries tab.
### Step # | Procedure
--- | ---
100. | Click the “show” button on the **Notes and Attachments** tab.
101. | The **Notes and Attachments** tab allows the user to enter a note or attach a supporting file to the eDoc. Refer to pages 57-58 (Salary Expense Transfer Reference/Cheat Sheet) for additional detail regarding **Salary Transfer** documentation.
102. | Click the “hide” button on the **Notes and Attachments** tab.
Step # | Procedure
--- | ---
103. | Click the “show” button on the Ad Hoc Recipients tab.
104. | Refer to Step #67 page 33 for additional information regarding Ad Hoc recipients.
105. | Click the “hide” button on the Ad Hoc Recipients tab.
106. | Click the “show” button on the Route Log tab.
107. | Click the “show” button on the Future Action Requests tab.
### Step # | Procedure
--- | ---
108. | **The Route Log** provides the user with workflow information regarding the eDoc. An added feature to the **Route Log** is the **Log Action Message**, which allows the user to enter an **Action Message** for the individual on the next route node.
109. | Click the “*hide*” button on the **Route Log** tab.
110. | Click the “*submit*” button.
111. | Be sure you receive a **success fully submitted** message. Write down the **Doc Nbr** for possible use in the **Labor Ledger View** section of this manual.
112. | You have successfully completed the section on **Transferring Full Salary for Multiple Paid Dates**.  

**End of Procedure**
View Labor Ledger Pending Entry

Process

The Labor Ledger Pending Entry Lookup retrieves data stored in the Labor Ledger Pending Entry table. All transaction records returned within the search results are pending entries and have not been posted to the Labor Ledger. Results returned within this lookup are transactional documents that have been created and submitted by KFS users (i.e., Salary Expense Transfer).

Navigation: Main Menu > Balance Inquiries > Labor Distribution > Labor Ledger Pending Entry

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
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</thead>
<tbody>
<tr>
<td>113.</td>
<td>Click the “Labor Ledger Pending Entry” link.</td>
</tr>
</tbody>
</table>
## Step # | Procedure
---|---
114. | Click in the "Chart Code" field.
115. | Enter a Chart Code from the prior ST you created.
116. | Click in the Account Number field and enter a 7-digit Account Number from the prior ST you created. Note: Another way to display Labor Ledger Pending Entries is to click on the Document Number field and enter the Document Number you wrote down in Step 111 when you created/submitted the ST.

For the Pending Entry Approved Indicator:

**Approved** - The search result display includes only fully approved pending entries.

**All** - The search result display includes both fully Approved and Enroute pending entries.

Note: There are numerous filters available to filter the search results on the Labor Ledger Pending Entry Lookup screen. (See screenshot above)

117. | Click the "search" button to display the Labor Ledger Pending Entries.
118. You may click on any of the fields that have an underlined link (i.e., **Object Code** 2001) to drill down for more detailed information pertaining to that column or transaction.

119. To view all of the columns in the **Labor Ledger Pending Entry** lookup you may need to use the horizontal scroll bar.

**Note:** Depending on how many entries are displayed you may need to use the vertical scroll bar to view all of the search results.

120. You have successfully completed the section on **Viewing Labor Ledger Pending Entries** in KFS.

**End of Procedure**
Transfer of Salary Expense Payroll from Prior Year G Fund Process

In this section, you will review the steps to transfer an employee’s full salary (100%) for one paid date from a prior year G fund account to another G, S, R, F, or P fund account. A detailed description of a Salary Expense Transfer (ST) document can be found on Step #33 (page 19).

In this example we are transferring 50% of an employee’s salary into two other accounts equally, due to a mis-keying error.

**Navigation:** Main Menu > Transactions > Labor Distribution > Salary Expense Transfer

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>121.</td>
<td>Click “Salary Expense Transfer” link.</td>
</tr>
</tbody>
</table>
### Step # | Procedure
--- | ---
122. | Click in the “Description” field.  
**Note**: To refer to other ST eDoc naming conventions (for Vacation Payout, STs involving Continuation Accounts and STs for only 1 paid date) see Step #36 on page 21.

123. | Enter “[3-digit FO #] [Pd Date YYYY/MM/DD] [Employee Last Name]” in the Description field. (i.e., 103 Pd Date 2014/06/20 Smith)

124. | In the Explanation field, provide a brief reason for this salary transfer. (i.e., Late submittal of PNF, etc.)

125. | The Organization Document Number is optional and used for departmental purposes.  
**Note**: No spaces are allowed.

126. | Click the “hide” button on the Document Overview tab.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
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<tbody>
<tr>
<td>127.</td>
<td>The Fiscal Year of Paid Date field on the Ledger Balance Importing tab defaults to the current year. Enter “2014” into Fiscal Year of Paid Date field.</td>
</tr>
<tr>
<td>128.</td>
<td>The magnifying glass can be used to look up the Employee ID if it is not known; however, if it is known simply enter the Employee ID in the Emp ID field. Click in the “Emp ID” field.</td>
</tr>
<tr>
<td>129.</td>
<td>Enter an 8-digit Employee ID in the Emp ID field.</td>
</tr>
<tr>
<td>130.</td>
<td>Click the “search” button to review the Ledger Balance Lookup for Salary Transfer Document page for the selected employee.</td>
</tr>
</tbody>
</table>
Step # | Procedure
--- | ---
131. | The Labor Balance Lookup for Salary Expense Transfer Document displays the expenses incurred by the selected employee for the fiscal year by Paid Date.
132. | Select Paid Date checkbox next to the period that you want to transfer salary for. Select the “MM/DD/YYYY” check box.
133. | Click the “return selected” button.
<table>
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<tr>
<th>Step #</th>
<th>Procedure</th>
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</table>
| **134.** | Since the transfer involves moving salary out of a prior year G fund, the credit/funds must be returned back to the State of Hawaii. Therefore, the department needs to complete the **G000 Chart** and **G000 Account** fields. Enter your **G000 Chart** and **G000 Account**.  
**Note:** “Chart not found” message appears when **G000 Chart** code is typed in lower-case letters. In actuality, the **G000 Chart** field does accept lower or uppercase entries (Example-For Manoa ‘ma’ or “MA” is acceptable) and will allow the user to continue processing the ST document. |
| **135.** | If the salary transfer amount is less than 100%, click on the **Amount** field and adjust the amount. For this scenario, leave the amount unchanged. |
| **136.** | Click the **“copy”** button to populate the **To** section of the **Accounting Lines**. |
**Step #** | **Procedure**
---|---
137. | Change your *Account Number* in the *To* section.
Step # | Procedure
---|---
138. | Click on the “hide” button for the Accounting Lines tab.
139. | Click on the “save” button.
If the Labor Ledger Pending Entries tab is not open, click on the “show” button.

140. | Click the “submit” button and be sure you receive a successfully submitted message.

141. | You have successfully completed the section on Transferring Full Salary from a Prior Year G Fund Account Number.
End of Procedure
Salary Expense Transfer (ST) Reference/Cheat Sheet

**ST Description:**

1. For **Vacation Payouts** (Object Code 2030) adjustments enter: [3-digit FO#] [VA] [Pd Date YYYY/MM/DD]
2. For **Salary Transfers that involve clearing transactions in a Continuation Account** (transaction posted to Continuation Account because original account has expired) enter: [3-digit FO#] [CA] [Pd Date YYYY/MM/DD].
3. For all other Salary Transfers enter:
   a. [3-digit FO#] [Pd Date YYYY/MM/DD] [Employee Last Name] (i.e., 018 2013/07/05 Smith)
   b. [3-digit FO#] [Fiscal Year of Paid Date] [Various] [Employee Last Name] (i.e., 018 FY 2014 Various Smith). List applicable paid dates YYYY/MM/DD in the **Explanation** field.

**NOTE:** If any ST’s that involve expired Contracts and Grants (CG) type accounts add the 2-digit ‘CG Account Responsibility Id#’ (CG Number) prefixed with CG **AFTER** the 3-digit FO# to the ST description (i.e., 018 CG29 2013/07/05 Smith). The CG Number can be found in the Contracts and Grants tab of the Account Inquiry lookup or at the ORS website: [http://www.ors.hawaii.edu/files/TEAM_ASSIGNMENTS.pdf](http://www.ors.hawaii.edu/files/TEAM_ASSIGNMENTS.pdf).

**Explanation field will contain:**

1. Brief reason for the Salary Transfer (Late submittal of Payroll Notification Form or PNF, mis-keyed account number, etc.) and (if applicable);
2. List/range of paid dates for Salary Transfers

**Salary Transfer (ST) Notes and Attachments:**

All salary transfers must be supported by personnel documentation (i.e., PNF, Student Employment Work Agreement or SEWA, etc.) and/or timesheets (with proper account codes). Review personnel documents and redact any sensitive information (such as full Social Security #’s [Last 4 digits are OK], birth dates and addresses). The personnel documents should be scanned and attached to the ST eDoc except for vacation (VA type).

- For Vacation Payout adjustments, instead of attaching supporting documentation, an ORS Cost Studies staff will contact the initiator or fiscal authority to File Drop the supporting documentation.
- For instances where the adjustment was not made on a timely basis (over 90 days from the payroll posting) please include sufficient explanation and indicate how the adjustments will be made more timely in the future. There is no longer a need to calculate actual days to Doc Date.
• Salary Transfers for payroll that has already been certified on the KFS Effort Certification are not allowed.

• There is no longer a need to attach the 751 report. Since KFS will only allow adjustments to what has already been posted to the Labor Ledger and since the insufficient funds edit should be working on STs, we would not need to verify with the information on the 751.

**Additional Ad Hoc Routing Recipient for Vacation Payouts**

For Vacation Payout adjustments please Ad Hoc route to ORS Cost Studies group (group ID 20021) for Approval.
Appendix A

Scenario 1: Attempting to transfer salary from accounts 6101978 ($2,203.12) & 6101977 ($734.38) to accounts 6650497 ($1,737.50) & 4433153 ($1,200.00) in the amounts shown in the parentheses. KFS will not allow the transfer in the format shown below as the ST system needs to clearly associate each amount in the ‘From’ section to the amounts shown in the ‘To’ section.

For instance, in scenario #1, you know that $2,203.12 is transferred to account numbers 6650497 and 4433153 but you do not know the specific dollar breakdown between the two accounts that total $2,203.12. The same issue is occurring for the $734.38 amount.

You will need to copy the Source Account two times is so the Labor Ledger Pending Entries can populate the ‘Account From’ Column Information (Original Account Number). See the correct transfer on the next page and please refer to Appendix B for additional information on viewing the Labor Ledger Pending Entry Lookup Screen.
Scenario 2: However, the ST can successfully be created if presented in the format shown below.

Note that #1 in the ‘From’ section for $2,203.12 can be directly traced to #1 ($1,203.12) and #2 ($1,000.00) in the ‘To’ Section. #2 in the ‘From’ section for $734.38 can be directly traced to #3 ($534.38) and #4 ($200.00). When creating the ST in this format, remember to use the button carefully to ensure the ST associates the ‘To’ accounts and amounts to the respective ‘From’ account and amount.
Appendix B

Scenario shows the Labor Ledger Pending Entry Lookup of the Full Salary Transfer (beginning on page 35) that shows when you use the copy button in the From Section of the Accounting Lines on a ST eDoc, it tags the ‘To’ line with the ‘From’ line.

Screenshot from page 42: Accounting lines From/To:

Labor Ledger Pending Entry Lookup:

We transferred the 9/5 and 9/19 full salary amount of $2140 from HI Account 4500596 to MA Account 6652069. Notice the Document Type is ST and that Account 4500596 is a Credit and Account 6652069 is a Debit.
Scrolling over in the Labor Ledger Pending Entry Lookup:

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Moving the horizontal scrollbar to the right (scrollbar not shown) reveals more columns in the Labor Ledger Pending Entry Lookup screen. The 3rd and 4th lines shown here are for Account 6652069.

The original Account number is 4500596 which means Account 4500596 is the 'From' source of the ST for Account 6652069.

Moving the horizontal scrollbar further to the right in the Labor Ledger Pending Entry Lookup screen shows the paid dates of 9/8 and 9/19 that were selected in the ST eDoc.
Changes To Previous Training Manual

<table>
<thead>
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<th>Date</th>
<th>Section/page</th>
<th>Initials</th>
<th>Description</th>
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<td>3.04</td>
<td>03/28/2016</td>
<td>Resources, p4</td>
<td>tv,lr</td>
<td>Replace Training section</td>
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<tr>
<td>3.03</td>
<td>08/13/2015</td>
<td>Resources</td>
<td>lr</td>
<td>Fir to one page and placement before Objectives section</td>
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<td>3.02</td>
<td>06/01/2015</td>
<td>Steps 38, 76, 125</td>
<td>jt, wc</td>
<td>Re: Organization Document Number Field: Added: <strong>Note:</strong> No spaces are allowed.</td>
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<td>03/17/2015</td>
<td>Steps 36, 64, 73, 101</td>
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<td>03/17/2015</td>
<td>Title Page ; TOC, Footer</td>
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<td>Updated and added document title</td>
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