



## PBC Payments

Query Technical Name: ZHR\_ZHRPYMP05\_Q0001

**Location:** HR Departmental Reports folder

**Purpose:** The PBC (Position Budget Control) Payments Report provides encumbrance totals by employee (faculty, staff, and students) based on their salary and working hours per pay period. The report should be generated monthly to ensure accuracy for each encumbrance.

**Standard View:** By default, this report provides columns detailing the following: Cost Center, G/L Account, & Employee. Key figures are provided to detail Original Commitment for Fiscal Year, Fiscal Year Change & Current Fiscal Year Commitment.

**Variable Entry screen:** Fiscal Year refers to the budget year for which users are seeking data.

**NOTE:** Variables marked with an asterisk (\*) are required entries; they must be populated to proceed. Refer to the [reporting manual](#) for step-by-step instructions in populating these fields.

	Variable	Current Selection	Description
*	Fiscal Year	<input type="checkbox"/>	
	Funds Center Hierarchy	<input type="checkbox"/>	
	Cost Centers (Selection Options, Optional)	<input type="checkbox"/>	
	Payroll area	<input type="checkbox"/>	
	Personnel Number (Selection Options, Opt...	<input type="checkbox"/>	

## Types of questions this report can answer beyond the standard view:

1. How do I see how much of the budget is encumbered for employees within my cost center?
  - a. Refer to the **Current Fiscal Year Commitment** column for the encumbrance by employee.
2. How do I determine what is encumbered per each position?
  - a. Include the **Position** free characteristic, and then review the Current Fiscal Year Encumbrance column.
3. What is the timeframe for the commitment calculation?
  - a. Commitments are estimates and are calculated on a Fiscal Year basis with an initial commitment being calculated at the start of each fiscal year (July 1<sup>st</sup>).
  - b. Commitment amounts are liquidated based on based on the full time equivalent (FTE) and salary per pay period.
4. Can I view the encumbrance by G/L account?
  - a. Filter on the appropriate G/L account.
5. Can I view the encumbrance by payroll area (bi-weekly vs. monthly)?
  - a. Include the free characteristic "**Payroll Area**" and filter on the appropriate area.
    - i. Overall totals for all positions, GL's, areas, etc. will be displayed on the last page.
6. An individual that no longer works in my department is encumbering to my cost center. What should I do next?
  - a. If an individual is no longer employed by your department, but an encumbrance still shows in the "Current Fiscal Year Encumbrance" column, submit a terminating PAR to inactivate the employee and liquidate the encumbrance.
7. An individual is encumbering for an amount that is not equal to their expected remaining fiscal year salary. What should I do next?
  - a. The "**Current Fiscal Year Encumbrance**" is the remaining fiscal year salary expenditure, as calculated by SAP. If the encumbrance is not equal to the expected remaining expense, ensure the PAR for the employee was submitted for the correct amount. If the PAR is correct, contact [Human Resources](#) regarding the discrepancy. This will help prevent employee underpayments/overpayments.