

Mass Review Cost Transfer Page – Job Aid

To access PAC training information, go to the HR Manager Toolkit on the HR Website

Purpose:

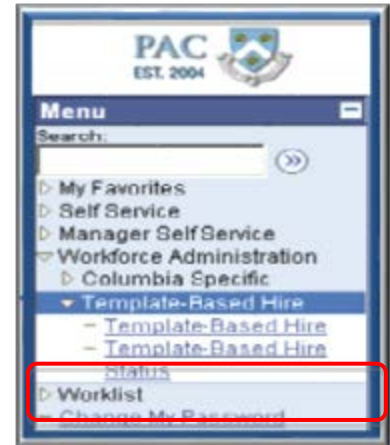
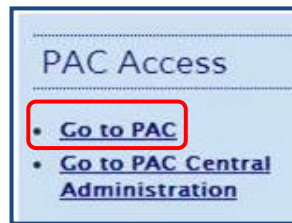
The purpose of this job aid is to provide you with the steps to access, review and take action on Cost Transfer transactions on the Mass Review Cost Transfer page in the PAC system.

The Mass Review page allows you to review multiple cost transfer transactions, select an action for those transactions, and submit the transactions, all on one page.

The Manager Self Service or Accounting Approver role is required to be able to access the Mass Review Cost Transfer page.

STEP ...	ACTION ...	RESULT ...
Access PAC / Worklist Section – MSS & Non MSS Users	1. Navigate to myColumbia portal @ https://my.columbia.edu 2. Log in with your UNI and Password 3. Click on the “HR Manager Resources” tab 4. Under the PAC Access section: <ul style="list-style-type: none"> • Click the ‘Go to PAC’ link 5. Click on the “Worklist” link	You accessed the Worklist section of PAC.

myColumbia Portal PAC Links


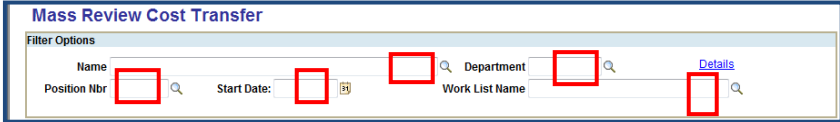
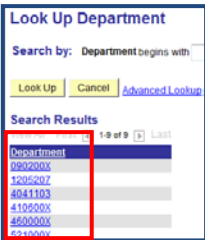
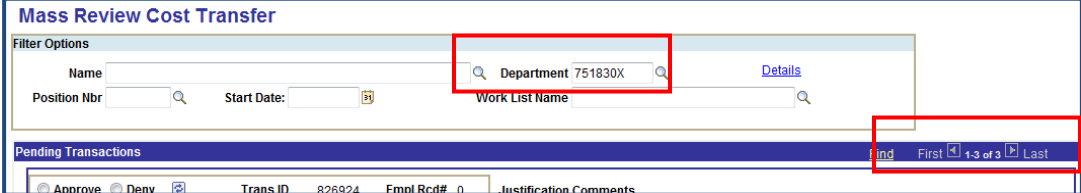


Navigate to the Mass Review Page

1. Click on the “Mass Review Cost Transfer” link on the Worklist page.



You are at the Mass Review page.

STEP ...	ACTION ...	RESULT ...
Mass Review Page – Approver Steps	<p>2. Click on the “Mass Review Cost Transfer” link in the Worklist.</p>  <p>On the top section of the page is a Filter where you can search for a specific transaction. This search is optional and allows you to find one transaction or a group of transactions that you may be specifically looking for.</p> <p>Note: If your list contains more than 300 transactions for your review, you will be asked to filter your items <u>before</u> the full page is displayed. The filtered items will appear far more quickly than having the entire page of items load first.</p> <p>1. Click on the magnifying glass next to any field and a results list displays transactions with that information. For example:</p> <ul style="list-style-type: none"> Click on the magnifying glass next to “Name” and the results list displays employees who have pending cost transfer transactions ready for review. Or Click on the magnifying glass next to “Department” and the results list displays transactions for that department. <p>Note: For the “Start Date” search, enter or select a date from the calendar icon. This is the “Start Date” that was entered in the transaction. If no transactions appear, there are no pending transactions with that Start Date.</p> <p>2. From the Search Results list, select from the items that appear to display those transactions.</p> <p>Notes: Your selection choices and thus next views are dependent upon the type of search you selected.</p> <ul style="list-style-type: none"> For example, if you searched by “Name” and then selected the employee name from the results list, only transactions for that employee appear If you searched by “Department” and then selected one of the departments that you can access (your home department(s)), all transactions for that department will appear.  <p align="center">Example – Department Search selected</p>  <p align="center">Example – Department 751830X selected; Review Page Display – 3 transaction exist</p> 	<p>You accessed and searched for specific transactions in the Mass Review page</p>

STEP ...	ACTION ...	RESULT ...
Mass Review Page – Approver Steps	<p>In the middle section of the page are the Pending transactions that are ready for review.</p> <ol style="list-style-type: none"> Review each transaction and click on the radio button next to the desired action for the transaction. The following actions are available on the Mass Review Page: <ol style="list-style-type: none"> Approve – approve and send to the next level for approval. If this is the final level, the transaction is submitted into PAC. Deny – Deny the transaction. <p>Notes:</p> <ul style="list-style-type: none"> Cost transfer transactions cannot be recycled. Transactions appear one after the other on the page. Click the arrows on the “Pending Transactions” bar to view additional pages of transactions Review the employee information (name, position, employee record) to ensure the cost transfer is for the correct record. Review the transaction details (PayGroup, Pay End Date, Earn End Date, Earn Code, Fiscal Year, Combo Code, Combo Code Department, and Earnings amount) to confirm the payroll lines for the cost transfer. The Justification and Prevention comments appear and you can add a comment if needed. Review the New Distribution details (New Combination Code, Combo Code Department, New Earnings Amount or Percentage) to confirm the details of transfer. The Originator field displays the UNI and role of the last person who submitted/approved the transaction. The Transaction Type indicates the level of approval needed at this point in the workflow. If charging foreign combination codes for employees within your home dept. the transaction will route to the foreign departments for approval after home dept. approval To clear a radio button selected for a particular transaction, click the reset symbol. 	<p>You processed multiple transactions at once.</p>

Approve
 Deny

Trans ID: 827884 Empl Rcd# 0

EmplID: Employee name/ID/position

Position Nbr:

Initiated: 08/09/2012 Department: 090200X Job Code: 310101

Justification Comments

Test

Prevention Comments

Test

Selected	Company	Pay Group	Pay End Date	Earns End Date	Off Cycle ?	Earn Code	Fiscal Year	Acctg Period	Combo Code	Combo Code Dept	Description	Earnings
<input checked="" type="checkbox"/>	CU1	MO1	03/15/2012	03/15/2012	<input type="checkbox"/>	REG	2012	9	1000013250	0902102	RES Core Operations	\$\$\$

Seq	New Combination Code	Combo Code Dept	Description	New Earnings Amount	Percentage
1	1000008431	5501101	LAW General		100.00

Originator: srr2002 (Initiator) Transaction Type: Level 1 Approver

Approve
 Deny

Trans ID: 827884 Empl Rcd# 0

EmplID: Employee name/ID/position

Position Nbr:

Initiated: 08/17/2012 Department: 1205207 Job Code: 510405

Justification Comments

Move All Charges Training Example

Prevention Comments


Move All Charges Training Example

Selected	Company	Pay Group	Pay End Date	Earns End Date	Off Cycle ?	Earn Code	Fiscal Year	Acctg Period	Combo Code	Combo Code Dept	Description	Earnings
<input checked="" type="checkbox"/>	CU1	WK1	01/01/2012	12/31/2011	<input type="checkbox"/>	REG	2012	6	1000015664	1205207	FAC Trades Plumbing	
<input checked="" type="checkbox"/>	CU1	WK1	01/08/2012	01/08/2012	<input type="checkbox"/>	REG	2012	7	1000015664	1205207	FAC Trades Plumbing	
<input checked="" type="checkbox"/>	CU1	WK1	01/14/2012	01/14/2012	<input type="checkbox"/>	REG	2012	7	1000015664	1205207	FAC Trades Plumbing	\$\$\$
<input checked="" type="checkbox"/>	CU1	WK1	01/22/2012	01/22/2012	<input type="checkbox"/>	REG	2012	7	1000015664	1205207	FAC Trades Plumbing	
<input checked="" type="checkbox"/>	CU1	WK1	01/29/2012	01/29/2012	<input type="checkbox"/>	REG	2012	7	1000015664	1205207	FAC Trades Plumbing	

Seq	New Combination Code	Combo Code Dept	Description	New Earnings Amount	Percentage
1	1000007464	1205215	FAC Grounds Maintenance		100.00

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STEP ...	ACTION ...	RESULT ...																									
Submit the selected actions	<p>On the bottom section of the page is a Process button where you submit the selected actions made on the page.</p> <ol style="list-style-type: none"> 1. Click the "Process" button. 2. The transactions where you selected an action are submitted into workflow. <ol style="list-style-type: none"> a. If you are the final approver, the transaction is entered into PAC. <p>Notes:</p> <ul style="list-style-type: none"> • The PAC system will process the cost transfer(s) following final approval of the transaction. • Cost transfers will allocate earnings retroactively as indicated in the cost transfer request. To modify an employee's earnings allocations going forward, a salary distribution transaction must be completed. <div style="border: 1px solid black; padding: 10px; margin-top: 20px;">  </div>	<p>You processed multiple transactions at once.</p>																									
View the confirmation screen	<p>A confirmation screen appears once the transactions are processed. This screen displays a summary of what was processed.</p> <p>Notes:</p> <ul style="list-style-type: none"> • You do not have to wait for the summary or take any other action • To navigate away from this page, you can click on the "OK" button or any other menu link <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>Submit Confirmation</p> <p>✓ Your transaction(s) have been submitted. Please wait for a few minutes before going back to the page to view the results. If a message log is not displayed below, please hit the refresh button below after a few minutes.</p> <p>OK Refresh Transaction Rcd# 828556</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="background-color: #4a7ebb; color: white;">Message Log</th> </tr> <tr> <th style="text-decoration: underline;">Row Number</th> <th style="text-decoration: underline;">EmpID</th> <th style="text-decoration: underline;">Rcd Name</th> <th style="text-decoration: underline;">Transaction ID</th> <th style="text-decoration: underline;">Transaction Message</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1 10000628</td> <td>0 Jeremiah Mccarthy</td> <td>827241</td> <td>The Cost Transfer transaction has been saved and sent to the next manager for approval.</td> </tr> <tr> <td>2</td> <td>2 10035091</td> <td>0 Martin Butler</td> <td>826924</td> <td>The Cost Transfer information has been processed and stored in PAC.</td> </tr> <tr> <td>3</td> <td>3 10159774</td> <td>0 Donald Mclean</td> <td>826650</td> <td>The Cost Transfer information has been processed and stored in PAC.</td> </tr> </tbody> </table> </div>	Message Log					Row Number	EmpID	Rcd Name	Transaction ID	Transaction Message	1	1 10000628	0 Jeremiah Mccarthy	827241	The Cost Transfer transaction has been saved and sent to the next manager for approval.	2	2 10035091	0 Martin Butler	826924	The Cost Transfer information has been processed and stored in PAC.	3	3 10159774	0 Donald Mclean	826650	The Cost Transfer information has been processed and stored in PAC.	<p>The transactions were submitted</p>
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Key Points:

1. Use the Filter in the top section of the page to search for a specific transaction.
2. Transactions appear one after the other on the page.
3. Click the arrows on the "Pending Transactions" bar to view additional pages of transactions
4. Review the employee information (Name, Position, and Employee Record) to ensure the cost transfer is for the correct record.
5. Review the transaction details (Pay Group, Pay End Date, Earn End Date, Earn Code, Fiscal Year, Combo Code, Combo Code Department, and Earnings amount) to confirm the payroll lines for the cost transfer.
6. Review the New Distribution details (New Combination Code, Combo Code Department, New Earnings Amount or Percentage) to confirm the details of transfer.
7. The Justification and Prevention comments appear and you can add a comment if needed.
8. The Originator field displays the UNI and role of the last person who submitted/approved the transaction.
9. The Transaction Type indicates the level of approval needed at this point in the workflow.
10. Click on the radio button next to the desired action for the transaction. The following actions are available on the Mass Review Cost Transfer Page:
 - Approve – approve and send to the next level for approval. If this is the final level, the transaction is submitted into PAC.
 - Deny – Deny the transaction.
11. If charging foreign combo codes for employees within your home dept., the transaction will route to the foreign department(s) for approval after home dept. approval.

To obtain assistance, request a service, ask a question or report an issue, please contact the PAC Service Center (<http://hr.columbia.edu/PAC-Service-Center>)