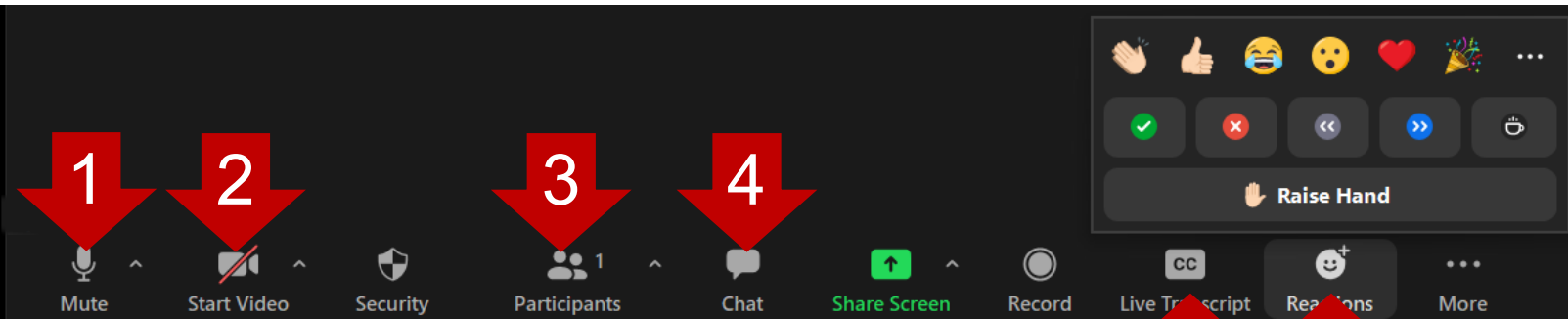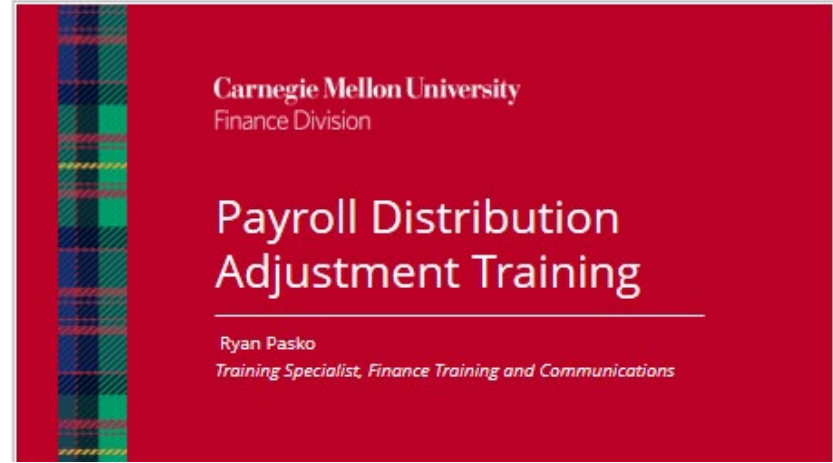# Please set up your computer

1. Mute your microphone
2. Start your video (if you like)
3. Show participants in sidebar (on right)
4. Click to bring chat view in sidebar; type your questions in chat
5. Click to turn on Closed Captions
6. Raise your hand if you need attention

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Payroll Distribution Adjustment Training

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LET'S AGREE TO...

- Be positive and in the present
- Be open to different ways of thinking
- Put phones away and on vibrate
- Take urgent calls on mute
- Welcome everyone into the discussion

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AGENDA

- Welcome and Introductions
- PDA Workflow Overview
- Creating a PDA in Oracle
- PDA Approval Workflow
- Reports
- Out of Office
- Reminders/Next Steps

PDA WORKFLOW OVERVIEW

- A Payroll Distribution Adjustment (PDA) is a change to the labor distribution instructions for an employee after payroll files have already completed the distribution phase.

- PDAs can occur for several reasons, including but not limited to, a change in grant funding or other budgetary restrictions.

- PDAs can adjust labor charging between general ledger (GL) or project task award (PTA) accounts.

- PDAs do not change the total distribution amount or change the distribution dates.

- *For purposes of this presentation, the USA ledger is used.*

PDA DEMONSTRATION EXAMPLE

This PDA is for Snigdha Agarwal. It uses the Regular Pay and Overtime element types. The total amount for the adjustment will be $487.50. We will use a combination of a General Ledger (GL) account string and a Project Task Award (PTA) account string.

APPROVAL WORKFLOW
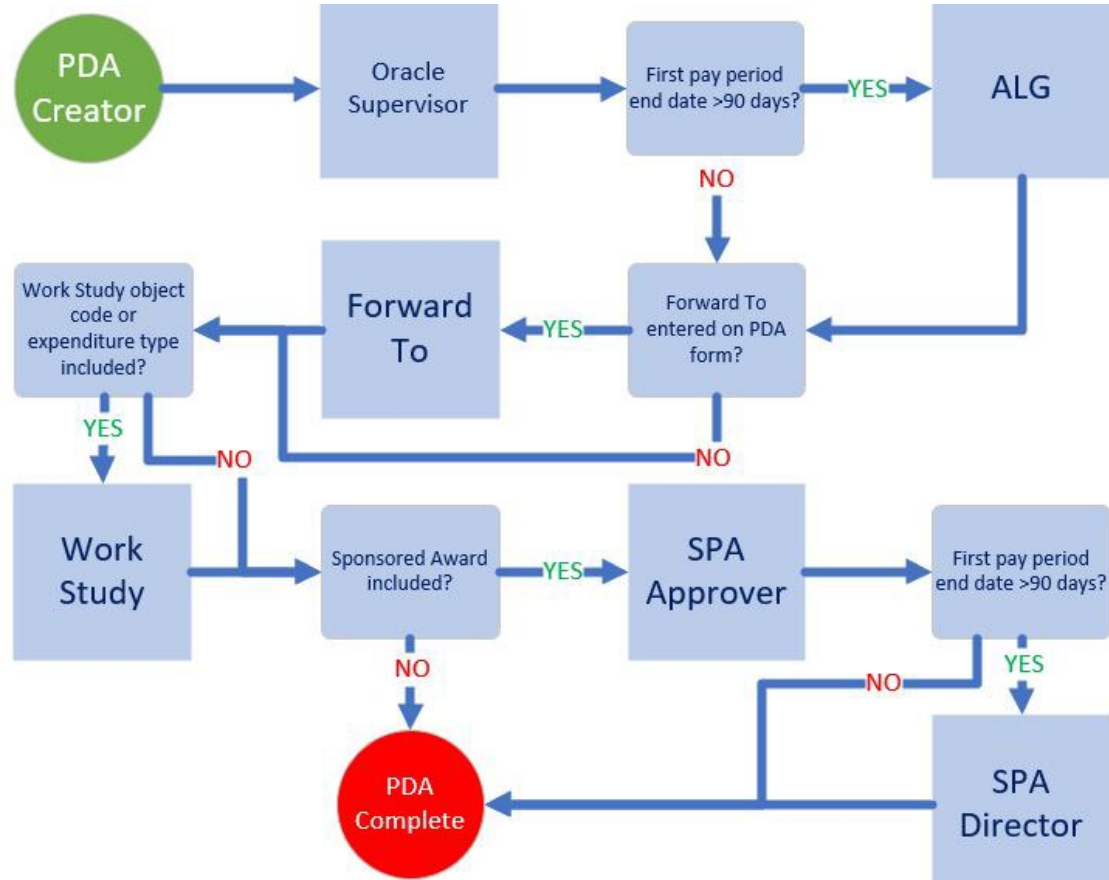
ORACLE YPROD LOGIN INFORMATION

Username: Your Andrew ID

Password: **Training!123**

Change Password Requirements

- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one special character

- No repeating characters (11, ee, etc.)
- Cannot contain username or last name
- Cannot contain common words (welcome, Oracle, etc.)

PDA HANDS ON EXERCISE

- Use your name as the Employee Name

- Select the first Assignment Number

- Use the latest payroll dates

    - Monthly: 01-MAR-2023 to 31-MAR-2023

    - Bi Weekly: 27-MAR-2023 to 09-APR-2023

- Use either a GL account string or PTA

- Add a Forward To and Reason Code on the first adjustment line

- Freeze set

- Send for approval

REPORTS TO ATTACH TO PDA

PDA Sponsored Award Report (CMULD: SPA Approval Report)

This report must be run, saved as a PDF and signed by the appropriate approver(s) before creating a PDA for a sponsored award (1XXXXX). The signed PDF must be attached to the sponsored award PDA when it is created in Oracle prior to being submitted for approval.

PDA Non-Sponsored Approval Report (CMULD: Non Sponsored PDA Approval Report)

This report can be run, saved as a PDF and signed by the appropriate approver(s) before creating a PDA. It is ideally used by an employee who is requesting a PDA be created for an employee in a different department/division.

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REPORTS FOR INFORMATION

PDA Status Report (CMULD: PDA Status Report)

A PDA Status Report allows users to monitor the progress of a PDA after it is submitted for approval in Oracle. The report shows whose approval queue the PDA is in, what date it was submitted and the due date. While the report can be run at any time, users may find it particularly helpful to run the report directly before the month-end close date to check which approver's queue the PDA is in, so the user can request approval prior to the close date.

PDA Metrics Report (CMULD: PDA Metrics Report)

The CMULD: PDA Metrics report will provide metrics for an Organization's completed PDAs (either fully approved or rejected) during an entered time period.

Audit Report (CMULD: Payroll Adjustment Audit Report)

The CMULD: Payroll Adjustment Audit Report will pull the distribution history for an employee and their associated PDA for a distribution period.

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OUT OF OFFICE

- Approvers may create Out of Office rules as necessary for the PDA workflow.

- Out of Office rules ensure that PDAs continue through the approval path when the original approver is unable to complete the approval themselves.

- Out of Office designated approvers should have familiarity with the PDA review requirements.

KEY TAKEAWAYS

- Creators cannot make changes to the PDA after it has been submitted, unless it has been rejected or returned by the approver or cancelled by the creator.

- Forward To and the Reason Codes are not mandatory. Reason codes are strongly recommended for department metrics.

- Payroll calendars: https://www.cmu.edu/hr/service-center/payroll/payroll-calendars.html

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NEXT STEPS/INFORMATION

- Make sure you have also completed the online E-learning courses **Oracle 101** and **CMU Finance Fundamentals**

- Sign the LD Payroll Distribution Adjustments confidentiality agreement
  - https://fsg-web.andrew.cmu.edu/prod/srvc/post/ld_payroll_dist_agreement.html
- Request the LD Payroll Distribution Adjustments responsibility in the appropriate ledger(s) via the Core Access Request Form
  - https://fsg-web.andrew.cmu.edu/prod/srvc/post/core_request.html

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THANK YOU

Questions?

Don't hesitate to ask for help!
- General PDA Questions: hr-help@andrew.cmu.edu
- Oracle Financial System PDA Questions: orclhelp@andrew.cmu.edu