



# Terminology Alignment and Commonly Used Terms

## Banner Term

## PeopleSoft Term

- Labor Distributions → Commitment Accounting
- Index Number → Combination Code

## Commonly Used Terms and Definitions

<b>Commitment Accounting</b>	Distributes employee payroll costs based on designated charging instructions provided by each Rutgers University Department.
<b>Combination Code</b>	System generated number used in Commitment Accounting that represents the General Ledger string or Project string.
<b>Employee Charging Instructions (ECI)</b>	Records the department, account, GL string or Project string where an employee's compensation will be charged.
<b>Salary and Wage Redistribution and Justification Form (SWRJ)</b>	Used to request a transfer of work effort/costs, only after it has been posted to the General Ledger or project module. <i>Only use if unable to process a change through the Employee Charging Instructions. Not a requirement all the time.</i>

## Commitment Accounting

There are 3 ways in which a Department can designate charging instructions:

<b>1 Department Default</b>	<b>2 Employee Charging Instructions</b>	<b>3 Time &amp; Labor</b>
Set at the time of hire or transfer	Changed through Commitment Accounting	Changed on the timesheet <i>Overrides the Employee Charging Instructions</i>



The combination code used in PeopleSoft is not the same as the Oracle Cloud financial management system.



# Employee Charging Instructions

Main Menu

Employee Charging Instructions

## Selecting Employee

1. Navigate to Employee Charging Instructions screen (Main Menu > Employee Charging Instructions)
2. Search for an employee using the search fields, and click *Search*
3. Select the employee record with the correct Fiscal Year

## Set Employee Charging Instructions

1. Click the **+** icon on the top right to add new charging instructions
2. Select the appropriate Effective Date by selecting the **31** icon
3. Select *Approver* by using the **🔍** icon to get list of approvers
4. In the *Earnings Distribution* section, make adjustments to salary distribution (by %) in the *Combination Code* tab
5. Insert justification in *Justification (Required)* comment box
6. To add/change the combination code – select the *Combination Code Description* tab
7. Select *ChartField Details*

## Select Combination Code

1. Select *Search* in the *Search Options* box
2. On the next screen, use the **🔍** icons to search for the chart values that make up the Combination Code. (If known, can put combination code directly into the *GL Combination Code* field)
3. Click *Search*
4. Once appropriate combination code appears in the *Combination Code/ChartFields* box, click *Select*
5. Click *OK*

## Submit Employee Charging Instructions

1. Once back on main Employee Charging Instructions screen, click *Submit*
2. Click *OK* once confirmation message appears
3. Approval status will be changed to *Pending*



## Additional Information

Reallocations are normally run in batch processes several times a week:

**Every Monday, Wednesday, Friday**

# Rutgers HR/Payroll Migration Commitment Accounting



## Salary and Wage Redistribution and Justification

Used **only** if there is a problem updating the Employee Charging Instructions

## Navigation: myRutgers Portal

1. Navigate to <http://my.rutgers.edu> by typing the address in the search bar
2. Once on the myRutgers welcome screen, select the *Login* link
3. You will be brought to the NetID Authentication Screen. Enter your NetID and password, and click *Login*
4. You will be brought to the myRutgers portal
5. Select the *Employee Resources* tab
6. Go to *RIAS Related Links* and select *Salary and Wage Redistribution & Justification*



## Salary Distribution Report

Displays employee salary distributions for a specific fiscal year/accounting period and by department.



## Common Errors

Common system errors when updating Employee Charging Instructions:

<b>Effective Date Sequence Error</b>	The effective date in a row must fit into the sequence of other effective dates in the same scroll. It should be before the effective date of the row above it, and after the effective date of the row below it.
<b>Combo Code on Timesheet Error</b>	Combo Code Override exists on Timesheet or overridden by Payroll for one or more pay periods specified. Please submit SWRJ form to Payroll department for alternate reallocation processing.