



# What's New with...

## Commitment Accounting

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### What is changing?

Employees and administrators transitioning from Banner to PeopleSoft system will see some changes in commitment accounting (salary and labor distributions).

### What do I need to know?

- Units/Administrators currently in PeopleSoft
  - Employee charging instruction screens, the salary and wage redistribution and justification form, and salary reports from PeopleSoft and the data warehouse will be modified to align with the new chart of accounts.
  - PeopleSoft combination codes are system-generated and not the same as combination codes in the financial management system. Commitment accounting users are strongly encouraged to use the chart of accounts lookup fields immediately after go live to ensure the appropriate accounts are being charged.
- Units/Administrators migrating from Banner to PeopleSoft
  - A departmental default account has been identified for each Z-org. Employees who are hired or transferred into a Z-org, will automatically be charged to the department default account. Charging instructions only have to be entered if different from the departmental default account.
  - Charging instructions are entered after the employee record has been created or updated.
- Commitment accounting preparers and approvers will edit and approve employee charging instructions electronically in PeopleSoft, aligned with the current PeopleSoft processes.

### How do I access the system?

You can access all Cornerstone systems through the **myRutgersportal** (<https://my.rutgers.edu>). Log in with your NetID and password. Click the **Cornerstone tab**. Open the **Employee Self Service** or **PeopleSoft Management** app.

### What training and support is available?

Human resources and payroll courses are available online at Rutgers University Canvas for staff who are responsible for time entry and approval, and employee charging instructions (<https://rutgers.instructure.com/courses/712>). Use your NetID and password to log in.

### Who can I contact for help?

#### Human Resources and Payroll Help Desk

Monday-Friday, 7:30 a.m.-6:00 p.m. Eastern

Saturday, 9 a.m.-4:00 p.m. Eastern

Phone: (848) 932-3888

Email: [hrpayroll\\_helpcenter@hr.rutgers.edu](mailto:hrpayroll_helpcenter@hr.rutgers.edu)

Helpful resources and frequently asked questions are available on the Cornerstone website ([cornerstone.rutgers.edu](https://cornerstone.rutgers.edu)).

