UDW+ INVALID COSTING ALLOCATIONS AND PAYROLL SUSPENSE DASHBOARD

Did you know about the UDW+ Invalid Costing Allocations and Payroll Suspense Dashboard and how it should be used?

ABOUT THE DASHBOARD

The "**D06. Invalid Costing Allocations and Payroll Suspense**" Dashboard is designed to inform Fiscal Officers, Department Administrators and other users with the information necessary to identify positions with invalid chartfield combinations as well as activity posted to payroll edit suspense due to invalid chartfields.

D06. Invalid Costing Allocations and Payroll Suspense
| Invalid Costing Allocations | Payroll Suspense Report |

The Invalid Costing Allocations and Payroll Suspense Dashboard consists of two reports:

1) The **Invalid Costing Allocations Report** helps identify positions that might result in suspense if the corresponding chartfield error(s) are not corrected before the payroll cycle runs. Once identified, correct the costing before the records go into suspense.

2) The **Payroll Suspense Report** shows the invalid costing assignments that have been deemed suspended. Corrective measures should be taken on the transactions that have entered suspense.

PLEASE NOTE:

● Payroll suspense consists of salaries associated with invalid costing allocations in PeopleSync, invalid chartfield combinations related to payroll accounting adjustments, and cost transfers processed through the Effort Reporting System (ERS).

● It will be incumbent upon each school and department to review the report and process the necessary journal entry to correct the payroll edit suspense transactions. Schools and departments will also need to review the "Invalid Costing Allocations" report to determine if the PeopleSync costing allocation needs to be corrected.

● A delay in correcting the suspense may result in a significant financial burden to the school or department from an erroneous balance available associated with an operating, discretionary, or sponsored account. Additionally, in the case of a sponsored project, the award may expire and the ability to invoice the sponsor for the salaries, fringe and associated overhead may be lost.

NEED HELP WITH PAYROLL ACCOUNTING ADJUSTMENTS?

Please reference the following tip sheets related to Payroll Accounting Adjustments in PeopleSync:

- Payroll Accounting Adjustment Process
- Reviewing and Approving Payroll Adjustments

Additional PeopleSync training materials can also be found in iLearn by searching for "**PeopleSync**" or "**HRS 000**".

Furthermore, UDW+ related information is available on the Invalid Costing Allocation Report and Payroll Suspense Reports.

CONTACT INFORMATION

If you have questions about the Invalid Costing Allocations and Payroll Suspense Dashboard, please contact the Decision Support Group (DSG) at askdsg@nyu.edu.

For inquiries in resolving non-sponsored payroll edit suspense transactions, please contact **FinanceLink** at AskFinanceLink@nyu.edu or by calling at (212) 998-1111.

For inquiries resolving sponsored funds payroll edit suspense transactions, please email the SPA Team.