

BIWEEKLY SALARY TRANSFER TOOL

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Biweekly Salary Transfer Tool

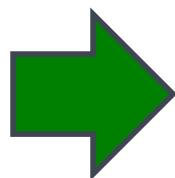
- Excel based tool
- Limited manual user inputs
- Eliminates user calculation error
- Identifies the Biweekly PWP
- Identifies the quarter in which the work was performed, as required for eCRT



Using the Biweekly Salary Transfer Tool

3 easy steps:

- Run DLR as CSV file
- Copy/Paste CSV data into tool
- Input your parameters (start/end dates and percent to move)



Salary transfer table automatically completed

Using the BwSTT cont.

- Run CSV
- Copy and paste all CSV data into BW tool.

Journal Source	Journal Categor	Batch Name	Transaction Line Description	Tran Date	Tub	Org	Object	Fund	Activity	Subactivity	Root	Transaction Amount Debit or (Credit)	Description 1	Description 2
PYRL009-PS On-cycle Pyrl	Pyrl Bi Weekly	BW092813 PYRL009-PS On-cycle Pyrl A 31882855	REG Regular	2-Oct-13	635	67116	6050	167858	435580	0001	45435	\$ 1,765.39	xxx	xxxxxxxxxx
PYRL009-PS On-cycle Pyrl	Pyrl Bi Weekly	BW101213 PYRL009-PS On-cycle Pyrl A 32019857	REG Regular	16-Oct-13	635	67116	6050	167858	435580	0001	45435	\$ 176.54	xxx	xxxxxxxxxx
PYRL009-PS On-cycle Pyrl	Pyrl Bi Weekly	BW101213 PYRL009-PS On-cycle Pyrl A 32019857	REG Regular	16-Oct-13	635	67116	6050	167858	435580	0001	45435	\$ 1,588.85	xxx	xxxxxxxxxx
PYRL009-PS On-cycle Pyrl	Pyrl Bi Weekly	BW102613 PYRL009-PS On-cycle Pyrl A 32145139	REG Regular	1-Nov-13	635	67116	6050	167858	435580	0001	45435	\$ 1,765.39	xxx	xxxxxxxxxx
PYRL009-PS On-cycle Pyrl	Pyrl Bi Weekly	BW110913 PYRL009-PS On-cycle Pyrl A 32281645	REG Regular	13-Nov-13	635	67116	6050	167858	435580	0001	45435	\$ 706.16	xxx	xxxxxxxxxx
PYRL009-PS On-cycle Pyrl	Pyrl Bi Weekly	BW110913 PYRL009-PS On-cycle Pyrl A 32281645	REG Regular	13-Nov-13	635	67116	6050	167858	435580	0001	45435	\$ 1,059.23	xxx	xxxxxxxxxx
PYRL009-PS On-cycle Pyrl	Pyrl Bi Weekly	BW112313 PYRL009-PS On-cycle Pyrl A 32404790	REG Regular	26-Nov-13	635	67116	6050	167858	435580	0001	45435	\$ 1,765.39	xxx	xxxxxxxxxx
PYRL009-PS On-cycle Pyrl	Pyrl Bi Weekly	BW120713 PYRL009-PS On-cycle Pyrl A 32547140	REG Regular	11-Dec-13	635	67116	6050	167858	435580	0001	45435	\$ 882.69	xxx	xxxxxxxxxx
PYRL009-PS On-cycle Pyrl	Pyrl Bi Weekly	BW120713 PYRL009-PS On-cycle Pyrl A 32547140	REG Regular	11-Dec-13	635	67116	6050	167858	435580	0001	45435	\$ 882.70	xxx	xxxxxxxxxx
PYRL009-PS On-cycle Pyrl	Pyrl Bi Weekly	BW122113 PYRL009-PS On-cycle Pyrl A 32666075	REG Regular	24-Dec-13	635	67116	6050	167858	435580	0001	45435	\$ 1,765.39	xxx	xxxxxxxxxx
PYRL009-PS On-cycle Pyrl	Pyrl Bi Weekly	BW010414 PYRL009-PS On-cycle Pyrl A 32772922	REG Regular	8-Jan-14	635	67116	6050	167858	435580	0001	45435	\$ 529.62	xxx	xxxxxxxxxx
PYRL009-PS On-cycle Pyrl	Pyrl Bi Weekly	BW010414 PYRL009-PS On-cycle Pyrl A 32772922	REG Regular	8-Jan-14	635	67116	6050	167858	435580	0001	45435	\$ 1,235.77	xxx	xxxxxxxxxx
PYRL009-PS On-cycle Pyrl	Pyrl Bi Weekly	BW011814 PYRL009-PS On-cycle Pyrl A 32899747	REG Regular	22-Jan-14	635	67116	6050	167858	435580	0001	45435	\$ 882.69	xxx	xxxxxxxxxx

Using the BwSTT cont.

Indicate the time period (start and end dates) for the salary transfer and the percent of the DL to be moved

		Q		Q			
Start Date	10/1/2013	2		1	Pct DL to move	50%	
End Date	1/21/2014	3	10/1/2013	12/31/2013	2	Start	
			1/1/2014	1/21/2014	3	End	
					4		

Using the BwSTT cont.

Salary transfer table automatically completed

For each line on the CSV, the tool will pull the BW end date from the batch name, and convert the text into date format.

From this, it will identify the dates worked over each BW transaction period, sort the dates by quarter, and calculate partial weeks around start/end dates and quarters.

For each line, the tool will automatically perform the salary calculation.

The screenshot shows a software interface for the BwSTT tool. At the top, there are three text boxes with arrows pointing to specific columns in a table below. The first box points to the 'BW Start Date' and 'BW End Date' columns, which contain date ranges for different transactions. The second box points to the 'Workdays Per Quarter' section, which specifies a range from '01-Oct-13' to '04-Jan-14'. The third box points to the '50% Salary Transferred' section, which shows calculated amounts for each quarter. Below this header, there is a table with four rows. The first row has '9/15/2013' and '9/28/2013' in the date columns. The second row has '9/29/2013' and '10/12/2013'. The third row has '9/29/2013' and '10/12/2013'. The fourth row has '10/13/2013' and '10/26/2013'. The 'Workdays Per Quarter' section shows values of 9, 9, and 10 for the first three rows respectively, and 10 for the fourth row. The '50% Salary Transferred' section shows values of '\$79.44', '\$714.98', '\$714.98', and '\$882.70' for the corresponding rows. The last column of the table is labeled 'Obj'.

BW Start Date	BW End Date	Workdays Per Quarter, starting 01-Oct-13, ending 04-Jan-14	50% Salary Transferred	Obj
9/15/2013	9/28/2013			
9/29/2013	10/12/2013	9	\$79.44	
9/29/2013	10/12/2013	9	\$714.98	
10/13/2013	10/26/2013	10	\$882.70	

BwSTT Summary

- Reduces user error when calculating transfer amounts
- Automates repetitive salary calculations
 - Accurate output is dependent on accurate parameter input
- Automatically identifies key elements such as PWP, fiscal quarters & splits pay periods crossing quarters
- Simplifies calculations and can serve as additional backup for journals

Limitations

- This tool will not work for accruals and journals, only BiWeekly payroll
- The tool (revision as of 06.10.14) is only for salary transfers within the same fiscal year. There are different tools available for FY 14 and FY15.

Questions?

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