

SFMS Payroll Matrix

Description of the Payroll Process		TCode	Agency/ GL	Title	Batch Type	Doc Type	Doc Number	
Payroll Expendi- ture Cycle	OSPS interfaces payroll exp to SFMS AND	850	Agency 3500/1216	Recognize Payroll/MT Expend for SFMS Agy (MT = Mass Transit)	8	PA	agy + CM + run#	
				Fields that can be changed while this batch is on the 530 screen: PCA, Index, AY, Grant Number, Project Number, Fund, Appn #, Agy Cd 1, Agy Cd 2, Agy Cd 3, Cobj, Aobj, RTI, Contract #, Doc Date, Svc Date, MPCD, Subgrantee #, Desc, Inv Date, Inv #, CI, Prop #, and Effective Date	some fields can be changed Batch release NOT required			
	creates Accounts Receivable record for Agency 107	851	107 0507/0075	A/R For Payroll Fund by Agency	8	RP	same as tc850!	
	After the Tcode 850 transactions post, the next transactions are generated in the same batch cycle:							
	Based on posted TC850 trans, DAFM386, Payroll Generator, creates the transfer transactions (tc857/858) for the amount the agency owes OSPS	857	Agency 1216/0070	SFMS Agy Pmt For Payroll Payable	8	PI	incremented	
		858	107 0075/0507	Recognize Pmt by SFMS Agy for Payroll Rec	* NO AGENCY CHANGES to transactions OR batch header allowed Batch release NOT required			
				8	PI	incremented		
Mass Transit Expendi- ture Cycle	Also based on posted TC850 transactions, DAFM399, Mass Transit calculator program, calculates the mass transit amount and generates the Mass Transit expenditure transactions TC850 and the Receivable due to OSPS TC859.	850	Agency 3500/1216	Recognize Payroll/MT Expend for SFMS Agy (MT = Mass Transit)	8	PM	incremented	
				Fields that can be changed while this batch is on the 530 screen: PCA, Index, AY, Grant Number, Project Number, Fund, Appn #, Agy Cd 1, Agy Cd 2, Agy Cd 3, Cobj, Aobj, RTI, Contract #, Doc Date, Svc Date, MPCD, Subgrantee #, Desc, Inv Date, Inv #, CI, Prop #, and Effective Date	some fields can be changed Batch release NOT required			
		859	107 0507/3101	Amt Due From Agencies for Mass Transit	8	PM	incremented	
	After the Tcode 850 transactions post, the next transactions are generated in the next batch cycle:							
	Based on posted TC850 trans, DAFM386, Payroll Generator, creates the transfer transactions (tc862/863) for the amount the agency owes OSPS. See D54, key MTTA, for mass transit codes	862	Agency 1216/0070	SFMS Agy Pmt for Mass Transit Payable	8	PT	incremented	
		863	107 0070/0507 3101/3100	Recognize Pmt by SFMS Agy/Mass Tran Rec	* NO AGENCY CHANGES to transactions OR batch header allowed Batch release NOT required			
				8	PT	incremented		
Statistical Hours	Records units accumulated - directly from interface	599	Agency 9010/9011	Record Units (Statistics) Accumulated	9	SH	incremented	
					Agency changes allowed; AGENCY RELEASE REQUIRED			

revised 01.30.2007

NOTE: **Type 8** payroll batches do NOT need to be released on the 502 screen. **Type 9** payroll batches (statistical hours) DO need to be released.

* **The Agency should NOT go into these batches with an F11 and then F4!!** These batches include transactions for the agency and also for agency 107. IF F4 is used to look at these transactions, the batch will error out - agency personnel do not have security for agency 107! If this inadvertently happens the analyst should be notified. The analyst will verify what has happened, and F10 Save the agency 107 transaction(s) so the batch will post.