Florida A & M University Office of Human Resources

HR OPERATING POLICY-PROCEDURE

Procedure No. <u>HR – 2008</u>

Subject: Running the (Cost Center Report	
Authority: Sections 10 Florida Statute; FAMU	01.74 and 1001.75 and Chapter 1012, J BOT Policy: 2005-19	Effective Date: 9/1/2019
Revision(s)	4/7/2020	
Related References		
Purpose	To outline the process for department is weekly Cost Center Report.	representatives to view the bi-
Signature of Approving Authority		

1.0 General Procedure

On Wednesday of payroll calculation week, review the Cost Center Report to ensure that pay rates for the department's employees are correct. By noon on Wednesday of pay week, print and review reported hours for department personnel. Where possible, make the necessary corrections to time entry/approvals or submit an email to Time & Attendance to make necessary adjustments/corrections.

The Cost Center Report has a certification statement that must be signed by the Department Head attesting to the accuracy of the payroll. The department is required to maintain a file copy of the certifications. Human Resources, Audit or the State of Florida Auditor General's office may conduct reviews at random intervals to ensure compliance.

2.0 **Responsibilities**

- A. **Department -** Responsible for printing, reviewing and maintaining a file copy of report within their respective area. Cost Center Report is available on Wednesday of each pay week.
- B. Department Head Responsible for reviewing and signing the Cost Center Report.

3.0 Late Entry of Hours Worked/Leave Taken

During each biweekly payroll processing period, the employee is responsible for entering hours worked and leave taken in iRattler. The Supervisor is responsible for approving hours worked and leave taken in iRattler.

If an employee miss the time entry deadline, the Supervisor and/or Employee can enter the time that was not entered in iRattler within two (2) pay periods. If the employee is beyond the two pay period timeframe, the Supervisor or Departmental Rep must work through HR (Time & Attendance) to modify the time reported.

4.0 Process Steps

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/kaller		Home
Campus Links	iRattler Zone	Signon
Student ID Lookup iRattier ID Lookup	▶ IRattler PeopleSoft Training	FAMU User Name
	FAMU News	Password
Colleges & Schools	No articles currently available	Sign In
SGA Official Website University Libraries	View All Articles and Sections	DO NOT ENTER THE @famu.edu. Passwords expire in 90
FAMU Bookstore Housing	Keep In Touch	Password Reset Manager (Change/Forgot/Expired FAMU
Academic Offices	FAMMail FAMI Is Email link	<u>User password) r</u>
▶ Financial Aid ▶ Registrar	Tranco s Elitan mix	
Alumni, Donors & Friends	FAMCAST Floride A&M WebCAST System	List of you openings available at PANO. External applicants may login using initial provided here. Current FAMU employees must only apply after signing in to the iRattler site with their FAMNET ID and password
Alumni Affairs	FAMU Main Web Site	iRattler Access Form
Academic Catalog	FAMU's main web site	IRattler Access Request Form
Schedule of Classes View the FAMU courses offered for Spring. Summer or Fail		

1. Log into iRattler

2. Click on iRattler Human Resources under iRattler Applications.

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Personalize Content Layout		
Self-Service	iRattler Applications	iRattler Access Form
★ Florida Shines Formerly Florida Virtual Campus (FLVC)	Rattler Campus Solutions Access the FAMU Campus Solutions application	IRattler Access Request Form For Employees Only
Enancial Ald	Distance Learning Notification for Students Enrolling in Online Courses/Programs	Campus Links
Bayin Loan Process Fin Aid Downloadable Forms NISLDS Student Access Website FAFSA on the web	Rattier Financial Management Access the FAMU Financials application	Student ID Lookup iRattier ID Lookup
Schedule of Classes	IRattler Human Resources Access the FAMU Human Resources application	Colleges & Schools Schools University Libraries
Student Navigation Instruction	Help O O T	FAMU Bookstore Housing
Useful Information	Excess Credit Hour Excess Credit Hour: The Student Experience	Financial Ad Financial Ad Roylettar
▶ The Famuan ▶ About Tallahassee ▶ Tallahassee.com	☆ How to Enroll in Classes How to Enroll in Classes Using My Requirements	Alumni, Donors & Friends
Government Sites Forida Div of Colleges & Univ Forida Deg of Education Wh/Forida com	Student Navigation Instruction Twhat To Do IT	Aurrai Affairs Academic Catalog Schedule of Classes

3. A new window will appear. Click on the NavBar icon in the top right.



4. Click Navigator



5. Click FAM TL Menu

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				Self Service	>
				Manager Self Serv	vice >
				Recruiting	>
				Workforce Admini	istration >
				Workforce Develo	pment >

6. Click Reports



7. Click Cost Center Report



8. Click Add a New Value and create a Run Control ID. The value you create will be used biweekly to create your department's Cost Center Report. Click Add.

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Favorites Main Menu HCM Homepage > Cost Center Report
Cost Center Report
Eind an Existing Value Add a New Value
Run Control ID cost_center_report
Add
Find an Existing Value Add a New Value

9. Enter Department ID or click the magnifying glass to select the department you want to generate the Cost Center Report for. Enter Pay Run ID in the following format 20190808 or click magnifying glass to select the Pay Run ID. Pay Run ID description will be the regular pay period end date or the off cycle process date. If you do not see the Pay Run ID, type the year you are looking for and click the magnifying glass. Click Run.

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10. Click Server Name and select PSUNX. Click Ok.

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Favorites - Main Menu - > HCM F	lomepage > Cost	Center Report				
Process Scheduler Pequest						
Process Scheduler Request						
User ID MIRANDA.LEVY		Run Control II	Cost_Ctr_Rpt			
Server Nam	Run Da	te 08/14/2019				
Recurrence	▼ Run Tin	ne 10:28:40AM	Reset	to Current Dat	te/Time	
Time Zone						
Process List						
Select Description	Process Name	Process Type	*Туре	*Format	Distribution	
T & L Cost Center Report	FAMPY26B	SQR Report	Web 🔻	PDF V	Distribution	
OK Cancel						

11. On the next screen, Click Process Monitor.

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Favorites - Main Menu - > HCM Homepage >	Cost Center Report
Fam Run Cost Ctr	
Run Control ID Cost_Ctr_Rpt	Report Manager Process Monitor Run
T & L Cost Center Repo	prt
*FAMU Certifying Department 030300	
*Pay Run ID 20190808	
Save Return to Search T Previous in List	Next in List Notify

12. Next screen, Click Refresh until Run Status indicates "Success" and Distribution Status indicates "Posted". Click Details.

Pavorites • Main Menu • > HCM Homepage > Cost Center Report > Process List Server List View Process Request For User ID MIRANDA.LEV' Q Type I Server • Name II Run • Distribution Status I	Process Monitor	1 Days V Instance To	Refresh		New Window	Help f	Personali	e Pa
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Select Instance Seq. Process Type Proces	ss Name User	Run Date/Time	Run Status	Distribution Status	Details			
451331 SQR Report FAMPY	Y26B MIRANDA.LEVY	08/14/2019 10:28:40AM EDT	Success	N/A	Details			
451301 SQR Report FAMPY	Y26B MIRANDA.LEVY	08/14/2019 9:48:31AM EDT	Success	Posted	Detail			
451300 SQR Report FAMPY	26B MIRANDA.LEVY	08/14/2019 9:46:05AM EDT	Success	Posted	Details			

13. Click View Log Trace.

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Favorites -	Main Menu -> HCM Homepage > Cost Center	r Report > Process Monitor	
Process	Detail		New Window Help Personalize Page
Process			
	Instance 451331 Name FAMPY26B Run Status Success Dist	Type SQR Report Description T & L Cost Center Report tribution Status Posted	
Run	Run Control ID Cost_Ctr_Rpt Location Server Server PSUNX Recurrence	Update Process Hold Request Queue Request Cancel Request Delete Request Re-send Content Restart Request	
Date/Tim	Request Created On 08/14/2019 10:29:27AM ED Run Anytime After 08/14/2019 10:28:40AM ED Began Process At 08/14/2019 10:29:56AM ED Ended Process At 08/14/2019 10:30:10AM ED	Actions T Parameters Transfer Message Log oaton Timings View Log/Trace	

14. Click the PDF file.

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View Log/Trace						- 0.0011		ge
Report								
Report ID 365396 Name FAMPY26B Run Status Success	Process Instance 451331 Process Type SQR Re	Message Log						l
T & L Cost Center Report								
Distribution Details								
Distribution Node ReportNode	Expiration Date 11	/21/2019						
File List								
Name	File Size (bytes)	Datetime Created						
SQR_FAMPY26B_451331.log	1,822	08/14/2019 10:30:10.326194AM EDT						
fampy26b_451331.PDF	8,134	08/14/2019 10:30:10.326194AM EDT						
fampy26b_451331.out	185	08/14/2019 10:30:10.326194AM EDT						
Distribute To								
Distribution ID Type	Distribution ID							
User	MIRANDA.LEVY							
Return								

- 15. Print and review the Cost Center Report on the day that it is available.
- 16. Department head reviews and signs Cost Center Report
- 17. Department to maintain a copy of the signed report and will be required to produce a copy as requested by HR, Audit or the State of Florida Auditor General's Office