

**Florida A & M University
Office of Human Resources**

HR OPERATING POLICY-PROCEDURE

Procedure No. HR – 2008

Subject: Running the Cost Center Report	
Authority: Sections 1001.74 and 1001.75 and Chapter 1012, Florida Statute; FAMU BOT Policy: 2005-19	Effective Date: 9/1/2019
Revision(s)	4/7/2020
Related References	
Purpose	To outline the process for department representatives to view the bi-weekly Cost Center Report.
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.

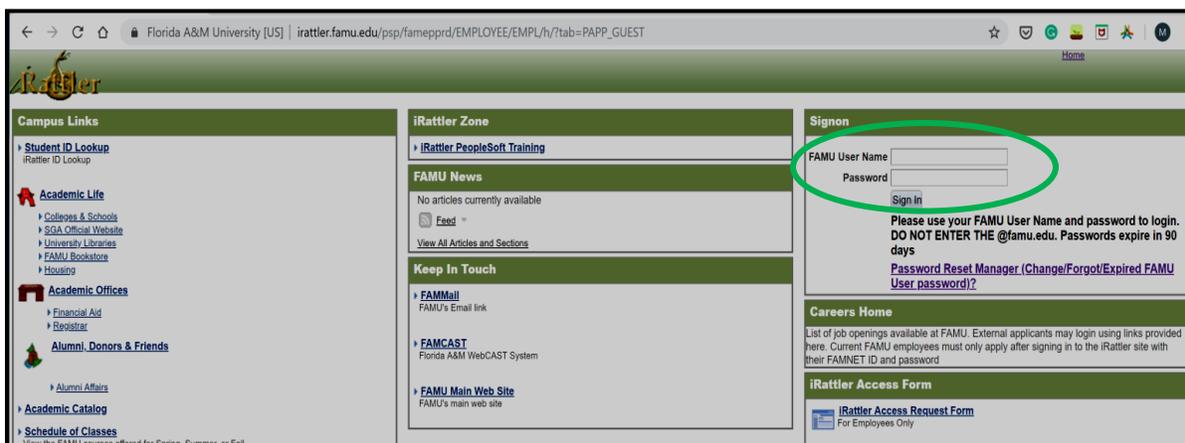
3.0 Late Entry of Hours Worked/Leave Taken

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.

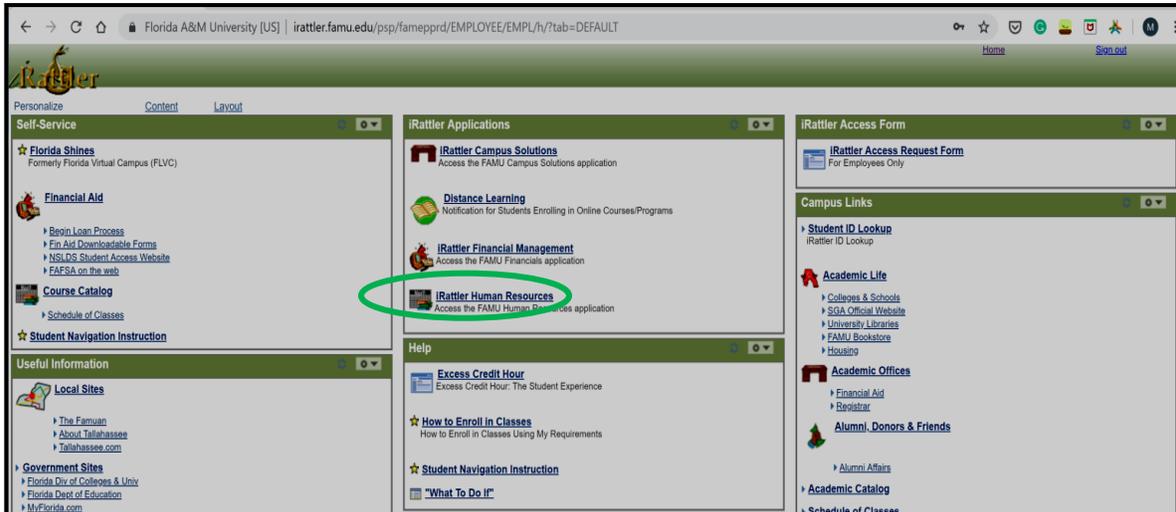
If an employee miss the time entry deadline, the Supervisor and/or Employee can enter the time that was not entered in iRattler within two (2) pay periods. If the employee is beyond the two pay period timeframe, the Supervisor or Departmental Rep must work through HR (Time & Attendance) to modify the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

4.0 Process Steps

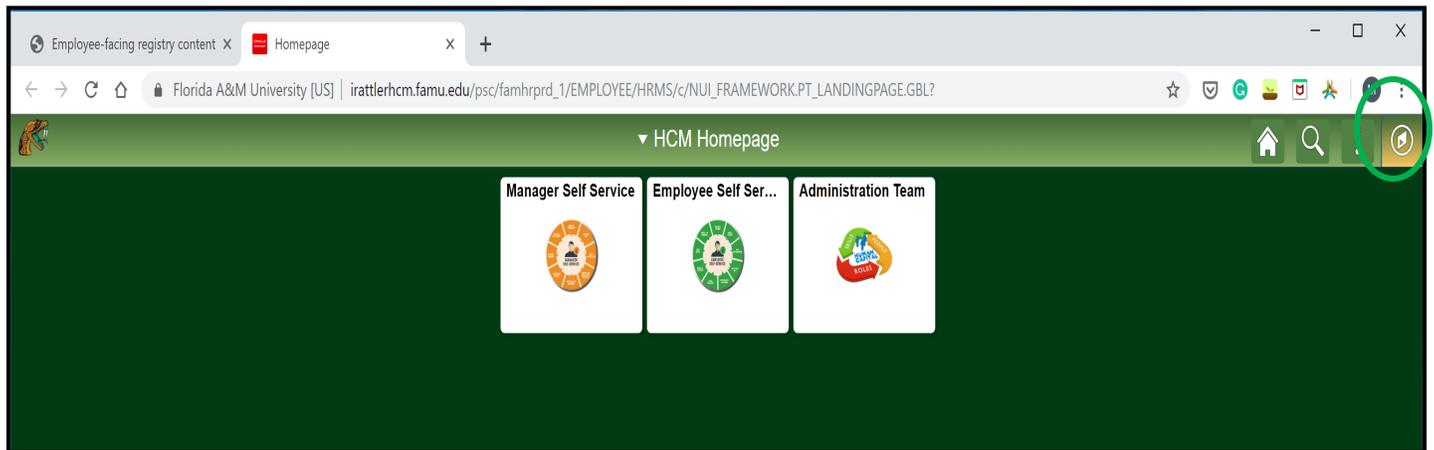
1. Log into iRattler



2. Click on iRattler Human Resources under iRattler Applications.



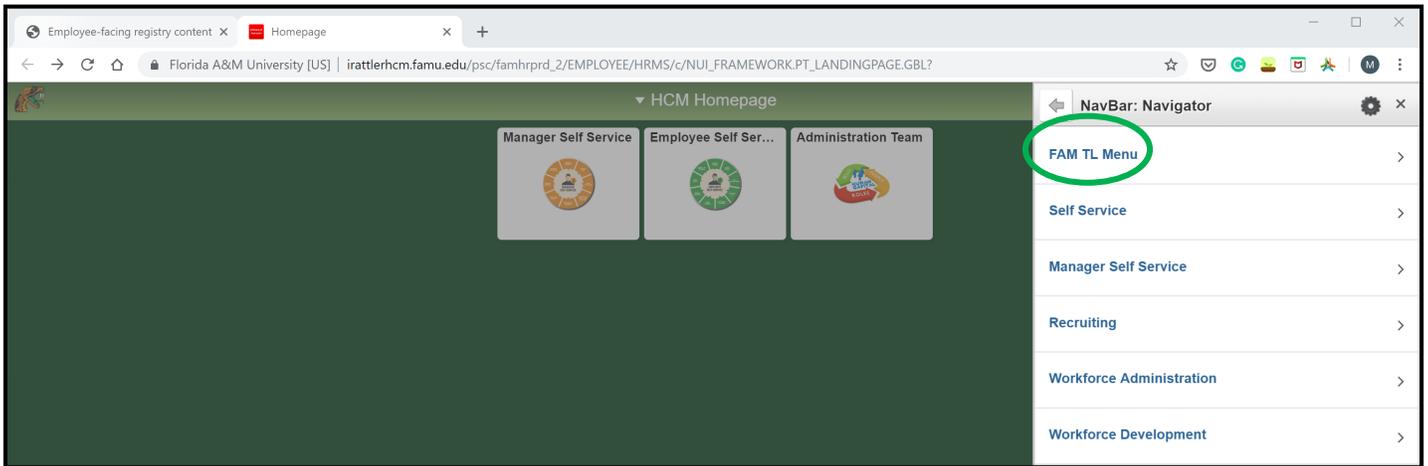
3. A new window will appear. Click on the NavBar icon in the top right.



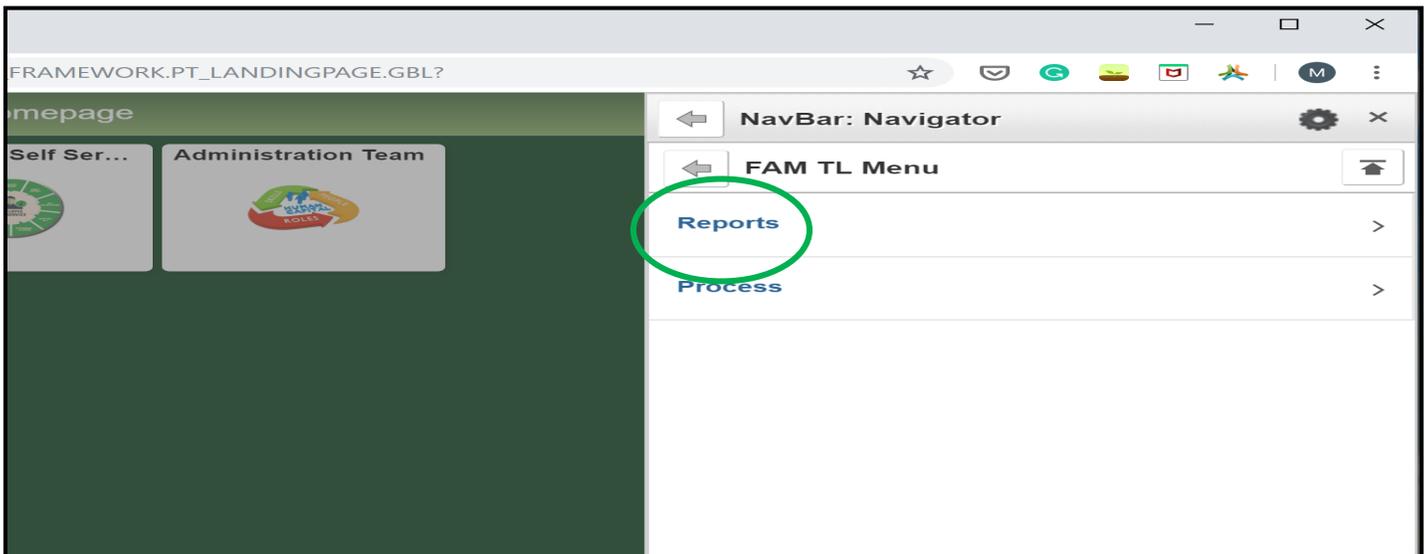
4. Click Navigator



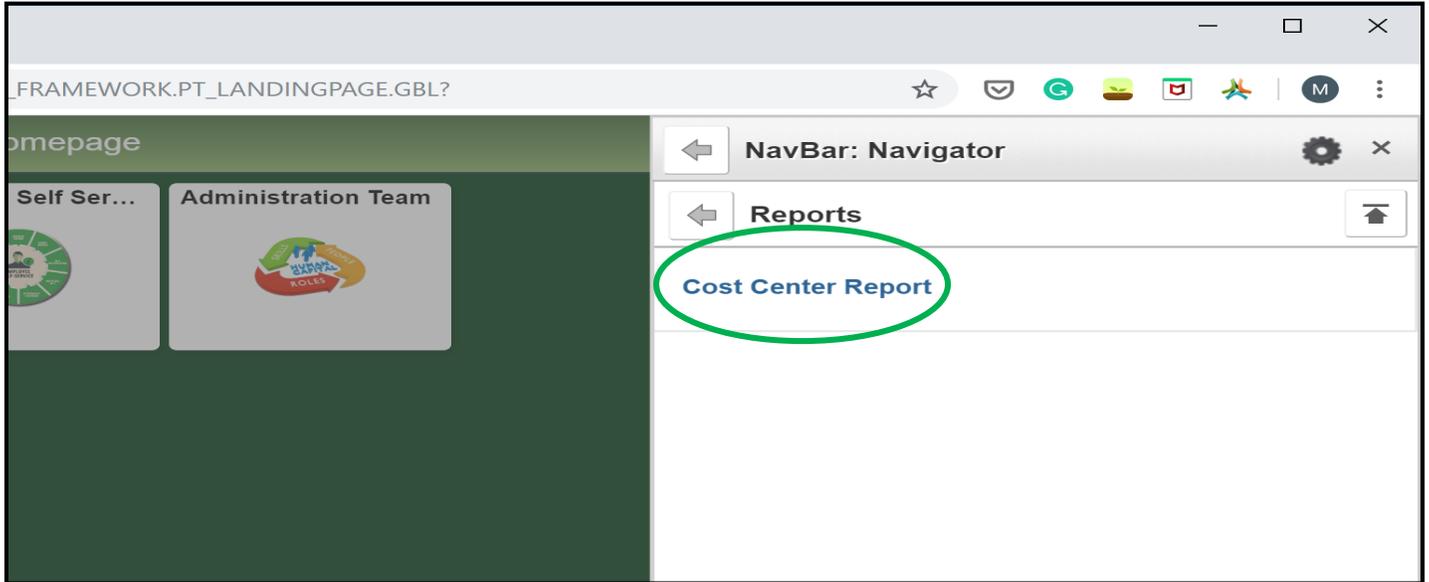
5. Click FAM TL Menu



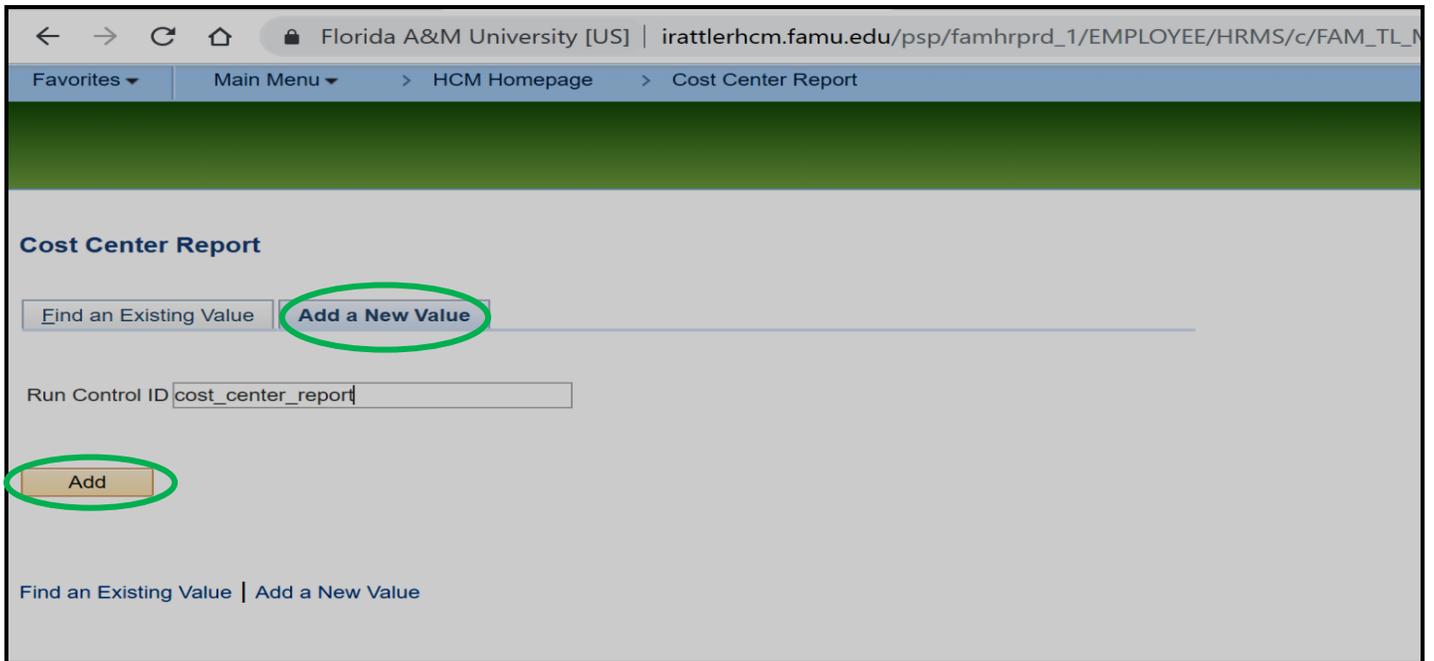
6. Click Reports



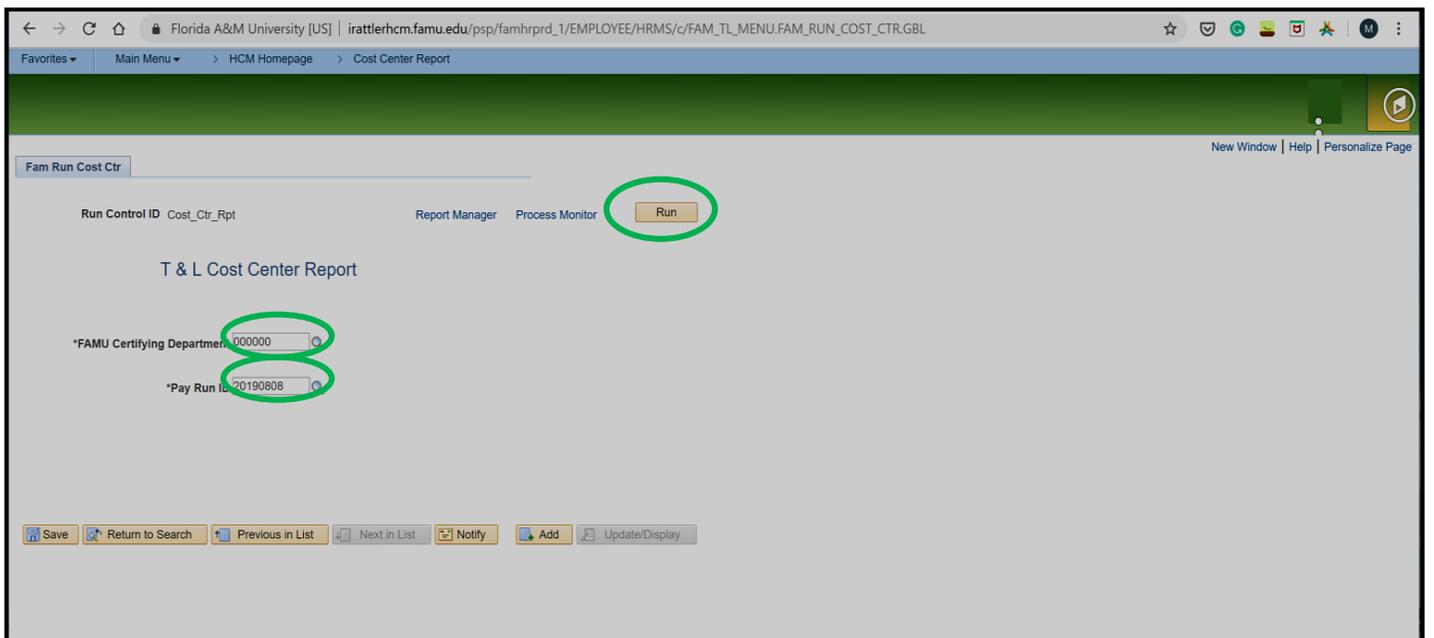
7. Click Cost Center Report



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.



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.



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

Florida A&M University [US] | irrattlerhcm.famu.edu/psp/famhrprd_1/EMPLOYEE/HRMS/c/FAM_TL_MENU.FAM_RUN_CO

Favorites ▾ Main Menu ▾ > HCM Homepage > Cost Center Report

Process Scheduler Request

User ID MIRANDA.LEVY Run Control ID Cost_Ctr_Rpt

Server Name Run Date 08/14/2019

Recurrence Run Time 10:28:40AM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	T & L Cost Center Report	FAMPY26B	SQR Report	Web ▾	PDF ▾	Distribution

11. On the next screen, Click Process Monitor.

Florida A&M University [US] | irrattlerhcm.famu.edu/psp/famhrprd_1/EMPLOYEE/HRMS/c/FAM_TL_MENU.FAM_R

Favorites ▾ Main Menu ▾ > HCM Homepage > Cost Center Report

Fam Run Cost Ctr

Run Control ID Cost_Ctr_Rpt Report Manager

Process Instance: 451331

T & L Cost Center Report

*FAMU Certifying Department

*Pay Run ID

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

Florida A&M University [US] | irattlerhcm.famu.edu/psp/famhrprd_1/EMPLOYEE/HRMS/c/FAM_TL_MENU.FAM_RUN_COST_CTR.GBL

Process Monitor

Process List | Server List

View Process Request For

User ID: MIRANDA.LEV, Type: Last, 1 Days, Refresh

Server: , Name: , Instance From: , Instance To: , Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	451331		SQR Report	FAMPY26B	MIRANDA.LEVY	08/14/2019 10:28:40AM EDT	Success	N/A	Details
<input type="checkbox"/>	451301		SQR Report	FAMPY26B	MIRANDA.LEVY	08/14/2019 9:48:31AM EDT	Success	Posted	Detail
<input type="checkbox"/>	451300		SQR Report	FAMPY26B	MIRANDA.LEVY	08/14/2019 9:46:05AM EDT	Success	Posted	Details

Go back to Cost Center Report

Save | Notify

Process List | Server List

13. Click View Log Trace.

Florida A&M University [US] | irattlerhcm.famu.edu/psp/famhrprd_1/EMPLOYEE/HRMS/c/FAM_TL_MENU.FAM_RUN_COST_CTR.GBL

Process Monitor

Process Detail

Process

Instance: 451331, Type: SQR Report
 Name: FAMPY26B, Description: T & L Cost Center Report
 Run Status: Success, Distribution 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/Time

Request Created On: 08/14/2019 10:29:27AM EDT
 Run Anytime After: 08/14/2019 10:28:40AM EDT
 Began Process At: 08/14/2019 10:29:56AM EDT
 Ended Process At: 08/14/2019 10:30:10AM EDT

Actions

[Parameters](#)
[Message Log](#)
[Batch Timing](#)
[View Log/Trace](#)

OK | Cancel

14. Click the PDF file.

Florida A&M University [US] | irattlerhcm.famu.edu/psp/famhrprd_1/EMPLOYEE/HRMS/c/FAM_TL_MENU.FAM_RUN_COST_CTR.GBL

Home > HCM Homepage > Cost Center Report > Process Monitor

View Log/Trace

Report

Report ID 365396 Process Instance 451331 [Message Log](#)
 Name FAMPY26B Process Type SQR Report
 Run Status Success

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