

Administrative Reference Guide

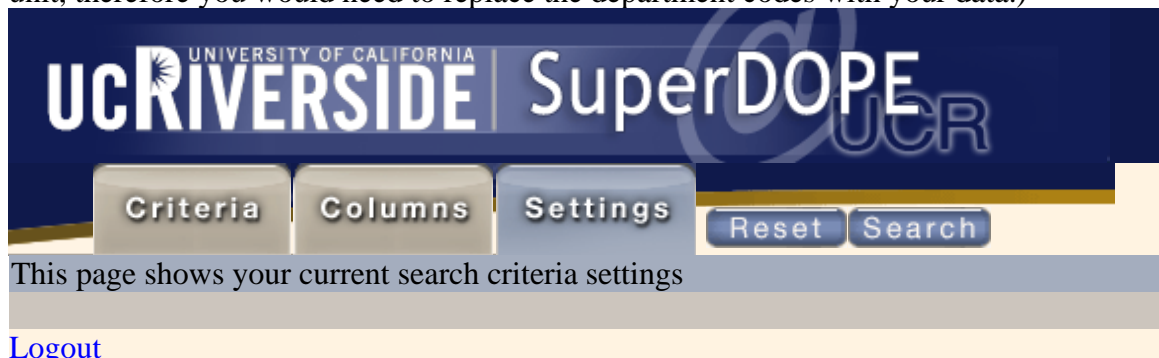
DOPE Recon – Distribution of Payroll Expenses Reconciliation Process

Revision Date: 05/06/2008

As part of the monthly general ledger reconciliation process, the entire Distribution of Payroll Expenses (DOPE) must reviewed by an employee who has no payroll responsibilities within the unit or department. To process the DOPE reconciliation using a SuperDope query, please use the following query, changing the month each time. The DOPE should be reconciled and certified by the 15th of the subsequent month or by the applicable year-end closing scheduled.

Run SuperDope query. Use the following parameters:

(Please note that this query was designed specifically for the B&PS administrative unit, therefore you would need to replace the department codes with your data.)



CURRENT SELECTED COLUMNS

s.fiscal_year, months.sort_order, s.name, end_date, s.activity_code,
Columns: s.dos, s.earn_appt_type_code, s.fund, s.function, s.cc, s.pc, s.rate_salary,
s.grs_amt, s.time_hours, s.time_percent, s.title

CURRENT SEARCH CRITERIA

Fiscal Years: '2008'

Periods/Months:'07'

Department: 'D01047','D01231','D01239','D01257','D01263','D01266','D41047'

Retroactive A

Indicator:

CURRENT SQL

```
select s.fiscal_year, months.sort_order, s.name,
trim(to_char(s.trans_end_month,'09'))||'/'||trim(to_char(s.trans_end_day,'09'))||'/'||
trim(to_char(s.trans_end_year,'09')), s.activity_code, s.dos, s.earn_appt_type_code,
s.fund, s.function, s.cc, s.pc, to_char(s.rate_salary, '999,999.99'),
to_char(s.grs_amt, '999,999.99'), to_char(s.time_hours, '999,999.99'),
to_char(s.time_percent, '999,999.9999'), s.title from sdope s, months where 1=1
and s.pp_end_month= months.month and s.fiscal_year in ('2008') and
s.pp_end_month in ('07') and s.dept_code in
('D01047','D01231','D01239','D01257','D01263','D01266','D41047') order by
s.fiscal_year, months.sort_order, s.name,
trim(to_char(s.trans_end_month,'09'))||'/'||trim(to_char(s.trans_end_day,'09'))||'/'||
trim(to_char(s.trans_end_year,'09')), s.activity_code, s.dos, s.earn_appt_type_code,
s.fund, s.function, s.cc, s.pc, s.rate_salary, s.grs_amt, s.time_hours, s.time_percent,
s.title
```

Reset

Search

Client Server

UCR

Go through all the timesheets to make sure all the monthly and hourly time reported matches the SuperDope data. Put a check mark next to the hours to indicate the data has been verified and is correct. If you find a discrepancy in the hours that appears to be an error follow the correction through with the Payroll Specialist.

If you find any suspicious activity (consistent errors, large mistakes, omissions, etc.) report your findings to the Financial Operations Manager or the Financial and Administrative Officer.

Through random sampling pick a couple of names on EACH sheet (Monthly & Hourly) and compare salary information with the on-line PPS data. Put a check mark next to the Pay Rate to indicate verified and correct. Financial Analysts check for accuracy of FAU distribution on GL for all payroll entries through the PAN review process. If you find a discrepancy bring it to the attention of the Payroll Specialist. Again, if you see any suspicious activity (consistent errors, large mistakes, omissions, etc.) report your findings to the Financial Operations Manager or the Financial and Administrative Officer, or you can contact the Office of Audit and Advisory Services.

After completing entire DOPE Reconciliation, date and sign at the end of the report and place report with the timesheets for that month. Payroll data should also reviewed by the Financial Analyst assigned to the PI through their review of the monthly ERS reports. The PI's should also be provided with detailed payroll data on their monthly ERS reports. PI's are required to validate the employee names to make sure the employee is assigned to their labs.

This is guide that can be used to develop your own reconciliation guidelines payroll expenses.

References

Web Site: <http://accounting.ucr.edu/documents/sas112dcgen.doc>