Goal: To gain an understanding of how USF uses the GEMS Remaining Spending Authority (RSA) Check & Account Code Validation functionality in business processes.

Resources: GEMS Information Website: http://www.usf.edu/hris/
Human Resources Website: http://www.usf.edu/hr/
Budget and Policy Analysis: http://www.usf.edu/bpa/
GEMS Help Desk 974-9000

Purpose: The following inquiries have been developed to assist Departments/Colleges/Units in correctly distributing their pay distribution and are available to all GEMS users (refer to the GEMS User Definitions page located on the GEMS Information Website, http://usfweb2.usf.edu/hris/gems_access/role_definitions.htm).

Account Code Validation: The Account Code Validation functionality in GEMS refers to the GEMS Combo Codes used for pay distribution. This functionality identifies the status of the various GEMS codes as Active or Inactive. The Account Code Validation page displays the pay distribution information for any position and/or OPS employee whose pay is distributed to an inactive GEMS Combo Code. Additionally, this functionality has built-in edits to prevent Department Budget Table (pay distribution) setups to inactive or invalid (does not exist) accounts.

Business Process: Using the GEMS Biweekly Processing Schedule (http://www.usf.edu/usfpers/pa.htm) as a guide, inquiries should be done to ensure all employees assigned to a department have their pay distributed to Active GEMS Combo Codes, prior to the Last Day to Update - Pay Distribution (column M). If any position and/or OPS employee is identified as having inactive distribution/s, the distribution must be corrected by updating the pay distribution to an “Active” GEMS Combo Code. The Account Code Validation page provides easy access to the Pay Distribution Form via the Payroll Forms link. To view Position and Appointment (OPS) level pay distribution, the Pay Distribution link accesses the Department Budget Table. GEMS3 users can update pay distribution directly into GEMS via the Department Budget Table.
Step 1  Follow the Navigation path below to the Account Code Validation page.

Home>Set Up HRMS>Product Related>Commitment Accounting>Budget Information USA>Account Code Validation

Step 2:  Enter the GEMS Department ID (10-characters, with dashes) and Fiscal Year. Click the RELOAD button.

Note: To widen the search, a partial GEMS Department ID value may be entered followed by the PeopleSoft wildcard (%).
Step 3: The page displays any position and/or OPS employee whose pay is distributed to an inactive GEMS Combo Code. In the example below, Position Number 00003134 is shown as being distributed to Inactive GEMS Combo Code 000000479. This position’s pay distribution must be corrected. To view Position or Appointment (OPS) level pay distribution, click the Pay Distribution link which accesses the Department Budget Table.

Step 4: The Pay Distribution Form can be used to submit the corrected pay distribution setup. The Pay Distribution Form can be accessed via the link Payroll Forms link shown above. For corrections to the current, confirmed payroll, GEMS1/INQUIRE and GEMS2 users should submit pay distribution corrections via email to: SHouse@admin.usf.edu (CC: Carol Sands and Ruby Nichols). Attach the Pay Distribution Form or provide the corrected distribution information within the body of the email. GEMS3 users can update pay distribution directly into GEMS via the Department Budget Table.

Note: Although this business process requires Account Code Validation be done prior to the Last Day to Update - Pay Distribution (GEMS Biweekly Processing Schedule, column M), the inquiry functionality is available at all times in GEMS.

Step 5: Once the position’s pay distribution has been corrected/updated, click the RELOAD button (repeat Account Code Validation Business Process Steps 1 & 2, if necessary). Notice that no positions or OPS employees assigned to GEMS Department ID 0-0320-000 are listed as having inactive distributions.

Step 6: Perform RSA Check.
RSA Check:  The Remaining Spending Authority (RSA) functionality in GEMS has been developed to allow users to preview ("Check") the result of current pay period salary dollars, including employer contributions, posted against current FAST!! salary budgets. The RSA Check page displays a department’s current salary charges to the FAST!! Chartfield combinations associated with GEMS Combo Codes (minus the GL Account Chartfield value). Once a biweekly payroll has been confirmed, users can see how the salary charges will affect their current RSA in FAST!! Additionally, this functionality allows users to change pay distribution and/or transfer budget in FAST!! and then recheck salary budget RSA against the biweekly salary charges before they actually post to FAST!!.

The RSA is displayed by budget category (Salaries/Fringe or OPS) and is calculated against the amount of budget available for each Chartfield combination. Each of the Chartfield combinations is viewed as a separate row in the RSA By Chartfields section of the RSA Check page. The status of each projected RSA calculation is reported as Passed, Failed or with a Warning.

- **PASSED**: RSA Check passes Budget Checking
- **FAILED**: May mean one of three things:
  - Chartfield contains a Project ID and exceeds the RSA on the Grant parent budget (RSA is negative)
  - Chartfield contains a Project ID that is past the Commitment Control (KK) end date on the Grant parent budget
  - No budget exists for the Chartfield combination
- **WARNING**: May mean one of two things:
  - The child budget is within 60 days of the KK end date
  - RSA is negative

**Note**: Other Non-Recurring (ONR) charges are not setup on the Department Budget Table and are not reflected on the RSA Check page. To verify ONR distributions, please contact Payroll.

**Business Process**: Once the current biweekly pay period is confirmed by Payroll, just prior to posting to FAST!! ([GEMS Biweekly Processing Schedule](http://www.usf.edu/hris/), column K), Payroll will designate a review period. The RSA Check must be done during the designated review period. Any “Failed” RSA calculations are resolved by either changing the pay distribution in GEMS or transferring budget in FAST!! The RSA Check page provides easy access to the Pay Distribution Form via the Payroll Forms link. To view Position and Appointment (OPS) level pay distribution, the Pay Distribution link accesses the Department Budget Table. GEMS3 users can update pay distribution directly into GEMS via the Department Budget Table. For FAST!! Budget Transfers, please contact your Department Budget Transfer Processor ([http://www.usf.edu/BPA/transferauth.htm](http://www.usf.edu/BPA/transferauth.htm)).
**Step 1:** Follow the Navigation path below to the RSA Check page.

**Home>Set Up HRMS>Product Related>Commitment Accounting>RSA Check**

**Step 2:** Enter the **GEMS Department ID** (10-characters, with dashes). Select **Salaried/Fringe** or **OPS** and the **Status** (leave the Status field blank to view all RSA statuses reported). Click the **Calculate RSA** button.
Step 3: The page displays the Total Payroll charges and RSA for each Chartfield combination. The RSA displayed reflects the Remaining Spending Authority (remaining budget amount) after the applied payroll charges. In the example below, the RSA Status reported a “Warning” indicating a negative RSA for the Chartfield combination shown. One way this issue can be resolved is by transferring budget in FAST!!.

Note: To view the RSA status for all of the Chartfield combinations associated with the department’s payroll charges, click the View All hyperlink on the RSA By Chartfields navigation header. To view all of payroll records associated with each Chartfield combination, click the View All hyperlink on the RSA By Chartfields navigation header.
**Step 4:** Once the FAST!! Budget Transfer is complete, click the Calculate RSA button (repeat RSA Business Process Steps 1 & 2, if necessary). Notice that the RSA for the same Chartfield combination shown in Step 3 is now reported as “Passed,” reflecting the additional budget applied to the Chartfield combination.

The following steps illustrate the RSA Check page with a change to Pay Distribution:

**Step 2a:** Enter the **GEMS Department ID** (10-characters, with dashes). Select **Salaried/Fringe** or **OPS** and the **Status** (leave the Status field blank to view all RSA statuses reported). Click the **Calculate RSA** button.

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**Search Fields**

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Department</th>
<th>Salaried/Fringe</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0511</td>
<td>0-0350-000</td>
<td>OPS</td>
<td></td>
</tr>
</tbody>
</table>

**RSA By Chartfields**

<table>
<thead>
<tr>
<th>OU</th>
<th>Department</th>
<th>Fund</th>
<th>Product Initiative</th>
<th>Project/Grant</th>
<th>Total Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA</td>
<td>035000</td>
<td>10000</td>
<td>ODTTRN00000000</td>
<td></td>
<td>$5,043.70</td>
</tr>
</tbody>
</table>

**Message**

<table>
<thead>
<tr>
<th>Status</th>
<th>RSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passed</td>
<td>$2,600,730</td>
</tr>
</tbody>
</table>

**Detail Records**

<table>
<thead>
<tr>
<th>Department</th>
<th>Position</th>
<th>EmpID</th>
<th>EmpID Rcd#</th>
<th>Name</th>
<th>Dist %</th>
<th>Payroll Charge</th>
<th>Pay Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-0350-000</td>
<td></td>
<td>00000015503</td>
<td>1</td>
<td>Andrews-Crotwell Linda D</td>
<td>100.0%</td>
<td>$1,614.75</td>
<td>Pay Distribution</td>
</tr>
<tr>
<td>0-0350-000</td>
<td></td>
<td>00000015503</td>
<td>7</td>
<td>Andrews-Crotwell Linda D</td>
<td>100.0%</td>
<td>$1,345.62</td>
<td>Pay Distribution</td>
</tr>
<tr>
<td>0-0350-000</td>
<td></td>
<td>00000037193</td>
<td>5</td>
<td>Ehire,Yikramadiya D</td>
<td>100.0%</td>
<td>$400.00</td>
<td>Pay Distribution</td>
</tr>
</tbody>
</table>

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(link to GEMS Website [http://www.usf.edu/hris/](http://www.usf.edu/hris/))
Step 3a: The page displays the Total Payroll charges and RSA for each Chartfield combination. The RSA displayed reflects the Remaining Spending Authority (remaining budget amount) after the applied payroll charges. In the examples below, notice the Total Payroll and RSA calculations for the Chartfield combinations shown (rows 1 of 4 and 2 of 4). In row 1 of 4, the RSA Status reported a “Warning” indicating a negative RSA for the Chartfield combination shown. One way this issue can be resolved is by changing/updating the pay distribution for the positions listed.

The Pay Distribution Form can be accessed via the link Payroll Forms link shown above. For corrections to the current, confirmed payroll, GEMS1/INQUIRE and GEMS2 users should submit pay distribution corrections via email to: SHouse@admin.usf.edu (CC: Carol Sands and Ruby Nichols). Attach the Pay Distribution Form or provide the corrected distribution information within the body of the email. GEMS3 users can update pay distribution directly into GEMS via the Department Budget Table. To view Position and Appointment (OPS) level pay distribution, the Pay Distribution link accesses the Department Budget Table.

Note: To view the RSA status for all of the Chartfield combinations associated with the department's payroll charges, click the View All hyperlink on the RSA By Chartfields navigation header. To view all of payroll records associated with each Chartfield combination, click the View All hyperlink on the RSA By Chartfields navigation header.
Step 4a: The Pay Distribution for Position Number 00001110 was changed/updated. Click the Calculate RSA button (repeat RSA Business Process Steps 1 & 2a, if necessary). Notice that the RSA for the same Chartfield combinations shown in Step 3a, are now reported as “Passed,” reflecting the pay distribution changes applied to the Chartfield combinations.

Note: Any Chartfield combination reported as “Failed” or with a “Warning” will appear first in the order of rows viewed in the RSA By Chartfields section of the page. In the examples below, the “Warning” has cleared, the same Chartfield combinations are now listed as rows 1 of 4 and 4 of 4.

Please direct any questions concerning the Account Code Validation and RSA Check functionality to Sherry House at (813) 974-4912/email shouse@admin.usf.edu, Carol Sands at (813) 974-6035/email csands@admin.usf.edu, or Ruby Nichols at (813) 974-7954/email ronichols@admin.usf.edu.