

## Understanding the bi-weekly Cypress report

### Background Information:

The reason that the Cypress report flags employees on Dept Level funding is because this funding level should not be used to fund an employee's salary. It is a safety net that ensures employees continue getting paid when their appointment level funding is missing in HRS. Furthermore, if appointment level funding is not added in HRS, it may impact funding entry of things like additional pay. "Appointment" level means that funding for the employee's salary expense is linked to their appointing department, Empl ID and Empl Rcd number. Appointment level funding is used for nearly all salary funding transactions at all campuses.

### Q&A

Q. Why is employee XYZ showing up on the Cypress report as Fund Level "Dept" instead of "Appt"?

A. Because appointment level funding was not added to HRS when an employee was: hired, rehired, transferred, or their department changed in JEMS HIRE. A new funding entry is also required for each fiscal year (a notification is sent by campus and SoE HR team in late spring/early summer prior to the new fiscal year in July). When you receive the email from SoE HR, please log into HRS and review the funding end dates for all affected employees.

Q. What else can the Cypress report tell me?

A. The Cypress report lists every employee in your department who will be receiving a pay check for the pay period for which the report is run. Please keep track of everyone in your department and make sure their names appear on the report because there are times when hourly employees don't show up due to their hours not being approved. There could also be an error in HRS or an employee's payroll deductions could be overwriting their entire paycheck. Please contact the HR team for help in resolving these issues.

Q. If funding was not added to HRS, then how has this person been getting paid?

A. HRS has been using the department information from JEMS HIRE to figure out which funding string to use. Each department has a default funding string assigned to it in HRS so when you add the department information to the employee's empl id and position in JEMS HIRE, HRS uses that default department to figure out which funding string to use to pay the employee (hence the "dept" designation on the Cypress report). This is the funding string you will see on the Cypress report next to the employee's name (can also be verified in WISER under Find Salaries & Encumbrances). As a Department Admin, it's good practice to keep records of what funding string people should be funded on or to get that information from faculty accordingly. There are a few ways to verify the correct funding string that should be used for an employee: look at your department's budget allocations to get an idea of where staff members and TAs are supposed to be funded from (normally 101 funds). PAs/RAs will likely be on a project account as directed by the PI. You can also look at historical funding data in WISER.

Q. How was I supposed to know that this change took place and that funding now needs to be added to HRS?

A. Anytime you or someone in your department makes a change in JEMS HIRE for a new hire, rehire, transfer or job change you need to add funding in HRS. Instructions for checking JEMS HIRE can be found [HERE](#)

### Adding Funding in HRS

1. Validate the Cypress report by going into HRS >> Budget Funding Data Entry. Search by empl ID. Make sure that you are looking for the correct **Department, Fiscal Year and Empl Record**. **All of this information must match the Cypress report exactly**. In 99% of cases, you will get one of two “errors”:

a). A few search results but not an exact match (either dept, fiscal year or empl record will be off) OR b). No results at all will appear. Please note that if your search takes you directly into the employee’s record (without generating any results first), that does not mean you found an exact match. It means HRS found something similar. Make sure you confirm the department, the effective date, fiscal year, position and funding string. Go back out and modify your search accordingly (use Cypress as your guide). If by some 1% chance you find an exact match without having to add the funding string, it means someone else took care of it.

a. Example of search results but no exact match:

Empl ID 00974685 shows up on the Cypress report with “Dept” Fund Level. The employee is under UDDS A173000, FY2023 and empl record 0. In HRS, Budget Funding Data Entry, you do a search for empl id 00974685 that generates several results but no exact match (A173000 FY2023 is on the list, but it’s for empl record 3, we want 0). Funding needs to be added.

Report ID:	UWFPYR005	Run Cntl ID:	BT_PY_UWFPYR005_1	Page No:	380
Pay RunID:	2022BW11B	Business Unit:	UWMSN	Run Date:	11/21/2022
Department:	AI			Run Time:	22:50:52

EmplID	Name	Empl Class	Job Code	Job Title	Empl Position Rcd	Fund Dist Eff Date	Fund Account Code	WRS	FICA	Frq	Code	Hours/ Amount	Pay Rate	Biweekly Rate	Fund (\$/%)	Funding Amount	Fund Level
UWMSN	A173000	EDUC/EDUC	PSYCHOLOGY														
00974685		SA5	SA006	Project Assista	0	02327144 06/19/2022	101-173000-2-1214	N	E	H	SRG				100.000 %		Dept

#### Funding Data Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**

Set ID begins with    
 Business Unit begins with    
 Department begins with    
 Fiscal Year =    
 Budget Level =    
 Position Number begins with    
 Empl ID begins with    
 Empl Record =

Include History
  Correct History

**Search Results**

View All First 1-14 of 14 Last

Set ID	Business Unit	Department	Fiscal Year	Budget Level	Position Number	Empl ID	Empl Record
SHARE	UWMSN	A170530	2023	Appointment	(blank)	00974685	1
SHARE	UWMSN	A279940	2023	Appointment	(blank)	00974685	3
SHARE	UWMSN	A170530	2023	Appointment	(blank)	00974685	0
SHARE	UWMSN	A170530	2023	Appointment	(blank)	00974685	2
SHARE	UWMSN	A177500	2023	Appointment	(blank)	00974685	1
SHARE	UWMSN	A173000	2023	Appointment	(blank)	00974685	3
SHARE	UWMSN	A177500	2022	Appointment	(blank)	00974685	2
SHARE	UWMSN	A173000	2022	Appointment	(blank)	00974685	0

b. Example of no values returned

Example: empl ID 00518511 shows up on the Cypress report with “Dept” Fund Level. This is for UDDS A173000, FY2023 and empl record 1. In HRS, Budget Funding Data Entry, you do a search for empl id 00518511 that generates no matching values. Funding needs to be added.

University of Wisconsin System PAYROLL EDIT REPORT																	
Report ID: UWPYR005 Run Cntl ID: BT_PY_UWPYR005_1								Page No: 308 Run Date: 11/21/2022 Run Time: 22:50:52									
Pay RunID: 2022BW11B Business Unit: UWMSN Department: A1																	
EmplID	Name	Empl Class	Job Code	Job Title	Empl Position Rod	Position Number	Fund Dist Eff Date	Account Code	WRS	FICA	Pay Ern Frq Code	Hours/ Amount	Pay Rate	Biweekly Rate	Fund (\$/%)	Funding Amount	Fund Level
UWMSN	A171000			EDUC/ART													
00518511		A	FA	FA040	Assistant Profe	1	02319506	06/19/2022	101-171000-2-1002	Y	N	9B	URG		100.000 %		Dept

### Funding Data Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Set ID: begins with ▼ SHARE

Business Unit: begins with ▼

Department: begins with ▼

Fiscal Year: = ▼

Budget Level: = ▼

Position Number: begins with ▼

Empl ID: begins with ▼ 00518511

Empl Record: = ▼

Include History     Correct History

No matching values were found.

2. Add funding in HRS: Stay on the same screen in HRS >> Budget Funding Data Entry and select the tab labeled “Add a New Value”. Enter all of the required information exactly as it appears on the Cypress report including Dept, Fiscal Year, Budget Level (always select appointment), Empl ID and Empl Record. Hit “Add”. You will be taken the Funding Data Entry screen.

**Funding Data Entry**

Find an Existing Value | **Add a New Value**

\*Set ID: SHARE

Business Unit: UWMSN

\*Department: A171000

\*Fiscal Year: 2023

\*Budget Level: Appointment

Position Number:

Empl ID: 00973159

Empl Record: 0

Add

3. Verify that the department, fiscal year, employee name, empl id, empl record, and job description match the Cypress report. Change the **Effective Date** in the middle of screen. **This will be the date on which the employee was either hired, rehired, transferred, or their department changed and can be found in the Job Data HRS screen\***. In other words, employees with a Job Data Action of Hire, Rehire, Transfer or Department Change that is effective after the Pay Period Begin Date for the payroll that includes July 1 should have a funding Effective Date equal to the Action Effective Date.

Example of Job Data page in HRS:

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | UW Custom | UW Benefits

**AMY BITTERSWEET**  
Employee

Empl ID 00917000  
Empl Record 0

Work Location Details ? Find First 1 of 1 Last

\*Effective Date 07/01/2018

Effective Sequence 0

HR Status Active

Payroll Status Active

\*Action Hire

\*Reason Original/New Hire

\*Job Indicator Primary Job

Please note that the effective date(s) you see listed in the Budget Data portion of the Funding Data Entry screen are not necessarily the hire/rehire/transfer/dept change dates so don't use them for your **Effective Date**. They are simply the last two changes recorded in Job Data. In the below example, the first two dates listed under Data Budget (10/23/2022 and 8/28/2022) are not the effective dates of the change we are looking for (hire, rehire, transfer, or department change). When you go into this employee's record in Job Data and look through their history, you will see that on 8/22/2022 they were rehired and that's the effective date you want to use. Next, enter the correct funding information (note, this may differ from the Cypress report, you should know the correct funding string to use).

The screenshot shows the 'Funding Data Entry' interface. At the top, it displays 'Set ID: SHARE', 'Department: A171000 EDUC/ART', 'Fiscal Year: 2023', 'Budget Begin Date: 07/01/2022', and 'Budget End Date: 06/30/2023'. Below this is the 'Budget Data' section with a table of effective dates. Two dates, 10/23/2022 and 08/28/2022, are circled in orange. A callout box points to these dates, stating: 'These dates represent the last two changes that were recorded in Job Data; don't rely on them to fill out Effective Date down below'. Another callout box points to the '\*Effective Date:' field, stating: 'Look through Job Data to figure out when the hire, rehire, transfer, or department change took place'. Below the Budget Data is the 'Funding Distribution' section with a table showing one entry with a distribution percentage of 100.00.

*SEQ#	GL Business Unit	Fund	Dept ID	Program	Project	Distrib %	ERNCD
1	UWMSN					100.00	

To add more than one funding string (split funding), click the plus button located in the Budget Data section (upper right). Enter the Effective Date in the middle of the screen (using the information from Job Data to figure out when the employee was hired, rehired, transferred, or changed departments). Next hit the plus sign in the Funding Distribution section. It will produce another line for funding. The key with split funding is to make sure you change the Distrib% (distribution) accordingly so that the two (or more) lines of funding add up to 100%

To verify that your changes saved and the funding string was added to HRS, do a new search (see step 1).

\* If you notice that the employee has been previously paid on Dept level funding (look through past Cypress reports) then the effective date should be the start of the current biweekly pay period ([link](#) to pay calendars). This date will always be a Sunday. If the incorrect funding string was charged, you will also need to complete a salary cost transfer.

**Funding Data Entry**

Set ID: SHARE Department: A170510 EDUC/GEN ADMIN/DEAN'S OFFICE  
 Fiscal Year: 2023 Budget Begin Date: 07/01/2022 Budget End Date: 06/30/2023

**Budget Data** Find | View All First 1 of 2 Last

Department 
  Position 
  Appointment 
 ID: \_\_\_\_\_ Empl Record: 0

Eff Date	Eff Seq	Comp Rate	Job Code	Job Descr	Pos Nbr	Pay Basis	FTE %
09/06/2022	0		AD006	Administrative Specialist	02318856	Annual	1.000000

\*Effective Date: **12/06/2022** Eff Seq: 0 \*Status: Active Date Entered: 12/06/2022 Used by Distribution Process:

Last Changed By: Look through Job Data to figure out when the hire, rehire, transfer, or department change took place

**Funding Distribution** Personalize | Find | First 1-2 of 2 Last

*SEQ#	GL Business Unit	Fund	Dept ID	Program	Project	Project End Date	Distrib %	ERNCD
1	UWMSN	101	170510	6			50.000	
2	UWMSN						50.000	

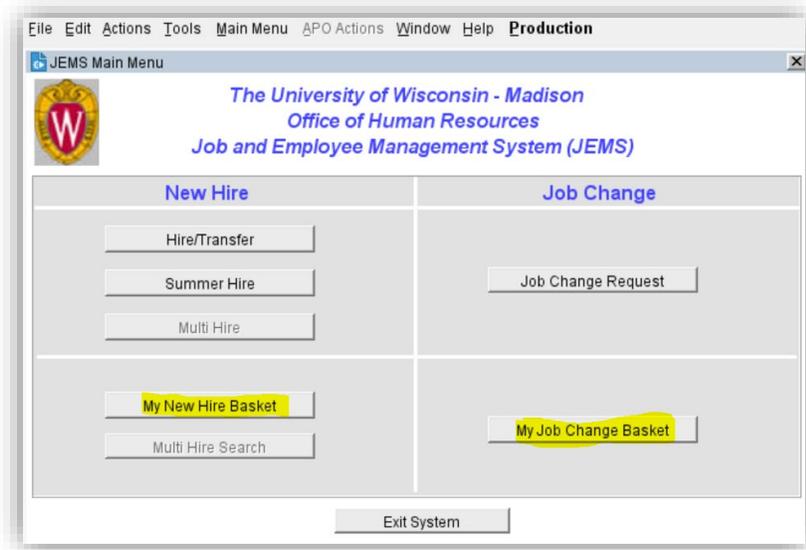
Additional information/references can be found here:

KB: <https://kb.uwss.wisconsin.edu/page.php?id=29976>

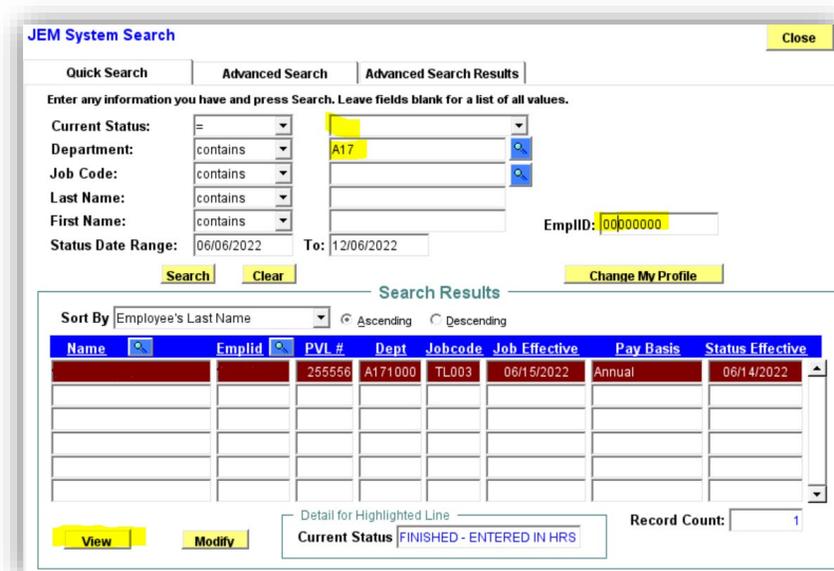
KB: <https://kb.uwss.wisconsin.edu/17296>

## Checking JEMS HIRE

Depending on the change, check either the “My New Hire Basket” or “My Job Change Basket”. If you are not sure which one to pick, try each one until you find what you are looking for.



Leave “Current Status” blank and “Department” as A17. Type in the EmplID and hit search. Once you see the search results, hit the View button.



From the tabs, select the last tab called "Status History" to see the list of people who have made changes to the record.

(Validated for this Status)

FINISHED - ENTERED IN HRS

Status History

Status	Status Effective Date	User Logon ID/Name	Date/Time Status Changed
FINISHED - ENTERED IN HRS	06/14/2022	PVHRS	14-JUN-2022 03:02:16 PM
DIVISION APPROVED-SENT TO HRS	06/14/2022	LMJOHNSON43 (Lyndsey Jo	14-JUN-2022 02:55:30 PM
DEPARTMENT APPROVED	06/08/2022	MTF (Timothy Mccarty)	08-JUN-2022 08:59:05 AM
ENTERED	06/08/2022	MTF (Timothy Mccarty)	08-JUN-2022 08:59:00 AM
DRAFT	06/02/2022	LMJOHNSON43 (Lyndsey Jo	02-JUN-2022 11:08:57 AM
ENTERED	06/02/2022	LMJOHNSON43 (Lyndsey Jo	02-JUN-2022 11:08:53 AM
DEPARTMENT APPROVED	06/02/2022	MTF (Timothy Mccarty)	02-JUN-2022 08:31:28 AM
ENTERED	06/02/2022	MTF (Timothy Mccarty)	02-JUN-2022 08:29:09 AM
DRAFT	05/30/2022	SYS	30-MAY-2022 10:21:06 PM