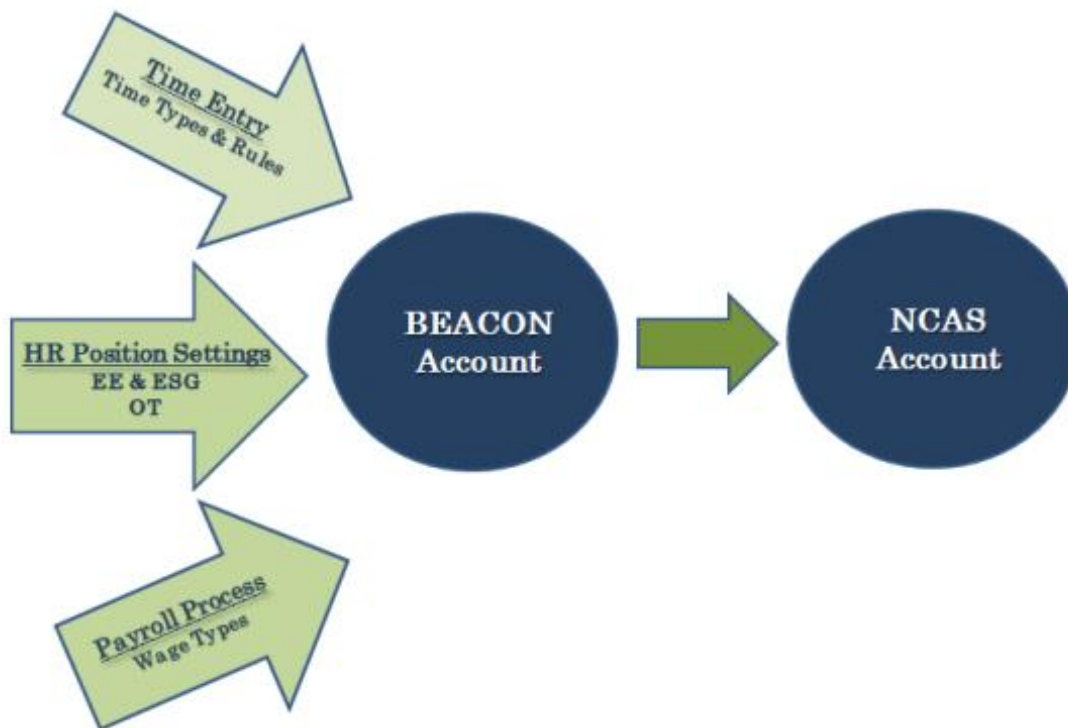




Account Assignment Quick Reference Guide



The HR/Payroll system is a highly integrated system. Time is entered and evaluated creating time types. Time types are passed to payroll for conversion to payroll wage types. When time wage types are processed in payroll, it determines payroll wage types such as regular wages, overtime, shift premium or holiday premium. They are used to form employee's gross wage.

BEACON GL account is derived from the employee groupings. Both position and employee have an info type for employee group (EG) and employee subgroup (ESG). Most of the time, the EG and ESG are identical, but there are cases where this is not true. The position may be a 'Full time SPA permanent' position but is held by a 'Temporary employee'. In this example, the employee's EG and ESG would override the position EG and ESG and the salary expense would be charged to 'Regular Temporary Wages', not 'SPA Regular salary & wages'. This is in keeping with best business practices and OSBM policy to reflect the true identity of an expense.

During the NCAS and Salary Control System (SCS) conversion process, the interface program reads the info type 1018/9018 to identify the funding source from the fund and the internal order. A BEACON fund ending in 01 (Appropriations), 02 (Appropriations State Match*) or 03 (Appropriations Local Match*) will cause the GL account to be converted to an appropriated account. A BEACON fund ending in 04 (Federal Receipts) or 05 (Other Receipts) will convert to the receipts account.

The internal order is used to identify the NCAS Company and Center. The BEACON fund and center must be related correctly to the Company/Center in the description field of the internal order number.

DHHS is the only agency that uses the undesignated account (due to cost allocation). Additional coding was incorporated into SCS and NCAS interface to allow for the undesignated account. The funding source is determined as described above and then an additional step is performed. The internal order number text field is read and if the 13th and 14th digit of the center is 99, it will convert to the NCAS undesignated account.

**Additional funding sources available in BEACON but not currently being used by agencies*