SYRACUSE UNIVERSITY

PAYROLL SERVICE CENTER

ONLINE PAR

(PAYROLL REALLOCATION)

USER'S GUIDE

Navigation

Click Payroll for North America > Syr Online PAR >
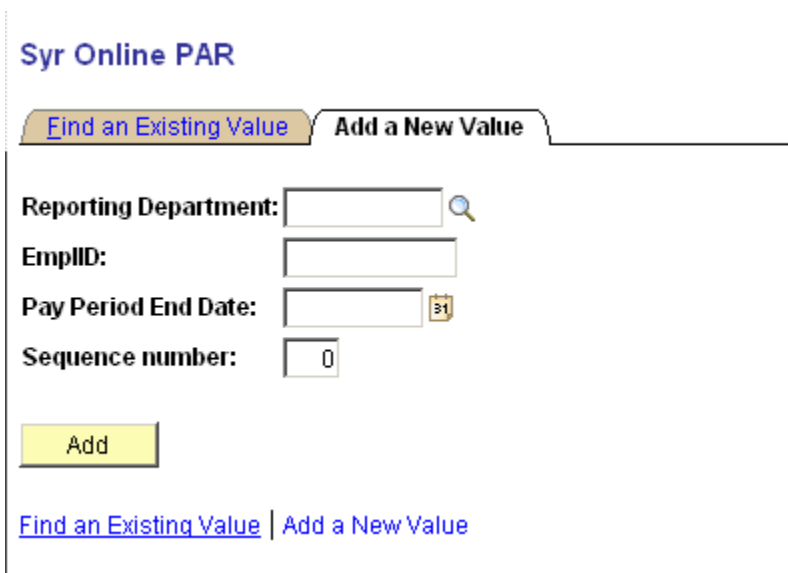
To Enter

Click Syr Online PAR

Enter the Home Department Number of the employee (must be 9 digits 12345-1234), Empl ID (SUID) number of the employee and the Pay Period End Date. The Sequence Number will default to 0; increment this number by 1 when entering multiple PARs for the same employee, for the same pay period. Click on ADD.

The detail of what chartstrings have been previously debited or credited will appear at the top of the screen. Enter the chartstring that you want to credit (chartstring originally charged) that appears in the detail section at the top of the screen. Enter the credit amount as a negative number (example below).

Adjustment								Find	View All	First ◄ 1 of 1 ► Last
	Fund:	DeptID:	Program:	Account:	MyCode:	Proj Id:	Activity:	Bud Ref:		Credit Amount:
										-1285.81

								Find	View All	First ◄ 1 of 1 ► Last
	Fund:	Dept:	Program:	Account:	Mycode:	Proj Id:	Activity:	Bud Ref:		Debit Amount:
Add/Update											⊞ ⊟

Tab to Explanation Code; click the Magnifying Glass, click "Look Up" to choose correct explanation. If the correct description is not listed, choose OTHER. It will allow you to type the explanation in the Comment box.

Explanation Code OTHER 🔍 Other, See Comment Below

Comment
Account Overspent.

Tab to Debit Amount - enter the amount to be charged. Insert a row to charge more than one chartstring.

								Find	View All	First ◄ 1 of 1 ► Last
	Fund:	Dept:	Program:	Account:	Mycode:	Proj Id:	Activity:	Bud Ref:		Debit Amount:
Add/Update										500.81	⊞ ⊟

Adjustable Amount: 1,285.81   Balance: -785.00

Click Add/Update - enter Debit Chartstring(s) to be Charged. Click OK when finished.

ChartField Detail

Combination Code: [   ] 🔍   Search Options
    Search   ⦿ Combination Codes

SetID SYRAC
Business Unit SYRAC

Fund	DeptID	Program	Account	MyCode	ProjectID	Activity	Bud Ref
13 🔍	22401 🔍	00013 🔍	513021 🔍	🔍	01505 🔍	001 🔍	01 🔍

Ok   Cancel

One debit row will default. Additional rows can be inserted to charge multiple charstrings by clicking the plus sign. The balance remaining to insure that total credits equal total debits will appear and automatically update as entries are made.

Once all chartstring(s) have been entered, click on save. Once saved, the date, time and users name who created the PAR are stamped

Approvals

Payroll for North America > Syr Online PAR> Syr PAR Department Approval

Enter 9 digit Reporting Department Number, Empl ID and Pay Period End Date; Click Search; any PAR's entered will appear below "Search" and Clear" search engines.

Syr PAR Dept Approval

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

Find an Existing Value

Reporting Department:	begins with ▼	🔍
EmplID:	begins with ▼	
Pay Period End Date:	= ▼	📅
Sequence number:	= ▼	
Name:	begins with ▼	
Last Name:	begins with ▼	
Department Approval Value:	= ▼	▼

☐ Include History

[Search]   [Clear]   Basic Search   💾 Save Search Criteria

Click on the PAR to be approved

Change Dept Approval from Pending to Approved by clicking the the drop down arrow.

Dept Approval	General Acctg	Sponsored Acctg
Pending ▼	Pending ▼	No Approve ▼

To see all of the details of the PAR, select the Detail tab.

Dept Approval \ Detail

Enter any releavant comments at the bottom and then click on save; once the PAR is saved, the date, time and users name who approved it are stamped. Click Next in List or Return to Search if more than one PAR needs to be approved.

[💾 Save]   [🔍 Return to Search]   [↑ Previous in List]   [↓ Next in List]

Additional Information

Depending on the chartstrings that have been entered for the credit and debit of the PAR, General Accounting, Sponsored Accounting, or both offices will need to approve the PAR.

Dept Approval
Approved

General Acctg
Pending

Sponsored Acctg
No Approve

Once all approvals have occurred, then the PAR will post to the General Ledger and will be moved to history for future reference. PARs is history can be retrieved by searchng on various fields.

Syr PAR History Inquiry

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

Find an Existing Value

Field	Operator	Value
Reporting Department:	begins with	
EmplID:	begins with	
Pay Period End Date:	=	
Sequence number:	=	0
Name:	begins with	
Last Name:	begins with	
Fund:	begins with	
Department:	begins with	
Program:	begins with	
Account:	begins with	
Project:	begins with	
Activity:	begins with	
Bud Ref:	begins with	

Search   Clear   Basic Search   Save Search Criteria