

**SYRACUSE UNIVERSITY
PAYROLL SERVICE CENTER
ONLINE PAR
(PAYROLL REALLOCATION)
USER'S GUIDE**

Navigation

Click Payroll for North America > Syr Online PAR >

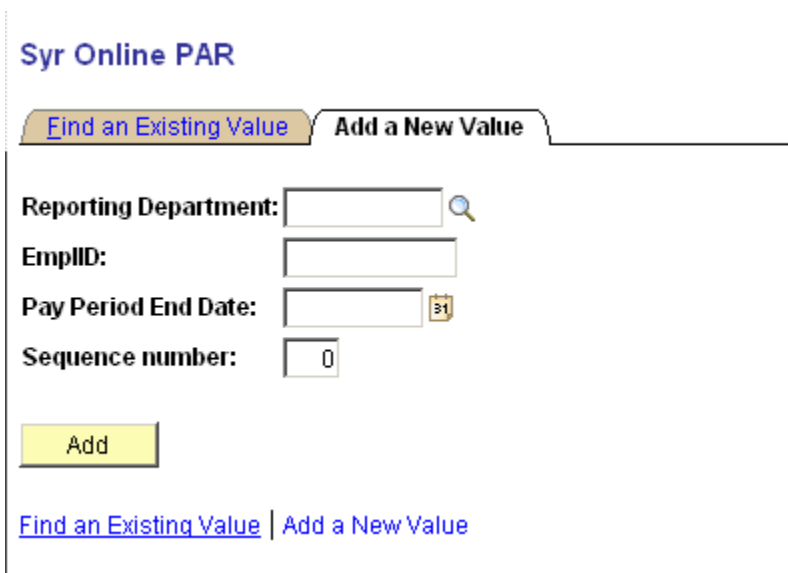
To Enter

Click Syr Online PAR



The screenshot shows a web application interface. At the top, a blue navigation bar contains the text "Main Menu > Payroll for North America >". Below this is a light blue header area with a folder icon and the text "Syr Online PAR". Underneath, the text "Process Online PAR." is displayed. The main content area is divided into three columns. The first column contains a folder icon, the text "Syr Online PAR", and a sub-link "SYR Online PAR". The second column contains a folder icon, the text "Syr PAR History Inquiry", and a sub-link "Syr PAR History Inquiry". The third column contains a folder icon, the text "Syr Online PAR Approvals", and a sub-link "Approve Online PAR". Below "Approve Online PAR" are three sub-links: "Syr PAR Department Approval", "Syr PAR General Acctg Approval", and "Syr PAR Sponsored Acctg Approv".

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 screenshot shows the "Syr Online PAR" form. At the top, the text "Syr Online PAR" is displayed. Below this are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is selected. The form contains the following fields: "Reporting Department:" with a text input field and a magnifying glass icon; "EmplID:" with a text input field; "Pay Period End Date:" with a date picker icon; and "Sequence number:" with a text input field containing the value "0". Below the fields is a yellow "Add" button. At the bottom, there are two links: "Find an Existing Value" and "Add a New Value".

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									
Fund: DeptID: Program: Account: MyCode: ProjId: Activity: Bud Ref:									Credit Amount:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-1285.81
Find View All First 1 of 1 Last									
Fund: Dept: Program: Account: Mycode: ProjId: Activity: Bud Ref:									Debit Amount:
Add/Update									<input type="text"/> + -

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, 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.

Adjustment									
Fund: Dept: Program: Account: Mycode: ProjId: Activity: Bud Ref:									Debit Amount:
Add/Update									<input type="text" value="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**

Combination Codes

SetID SYRAC
Business Unit SYRAC

Fund	DeptID	Program	Account	MyCode	ProjectID	Activity	Bud Ref
<input type="text" value="13"/>	<input type="text" value="22401"/>	<input type="text" value="00013"/>	<input type="text" value="513021"/>	<input type="text"/>	<input type="text" value="01505"/>	<input type="text" value="001"/>	<input type="text" value="01"/>

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.

Adjustment									
Fund:	DeptID:	Program:	Account:	MyCode:	Proj Id:	Activity:	Bud Ref:	Credit Amount:	
11	21301	00014	513021					-1,285.81	

Find View All First 1 of 1 Last									
	Fund:	Dept:	Program:	Account:	Mycode:	Proj Id:	Activity:	Bud Ref:	Debit Amount:
Add/Update	13	22401	00013	513021		01505	001	01	500.81
Add/Update									785.00

Adjustable Amount: 1,285.81 **Balance:** 0.00

Explanation Code OTHER Other, See Comment Below

Comment
Account Overspent.

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

Main Menu > Payroll for North America > Syr Online PAR >

Syr Online PAR Approvals

Approve Online PAR


Syr PAR Department Approval Syr PAR Department Approval	Syr PAR General Acctg Approval Syr PAR General Accounting Approval	Syr PAR Sponsored Acctg Approval Syr PAR Sponsor 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

[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 Pending

General Acctg Pending

Sponsored Acctg No Approve

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

Dept Approval **Detail**

Enter any relevant 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.

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 in history can be retrieved by searching 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

Reporting Department:	begins with <input type="button" value="v"/>	<input type="text"/>
EmplID:	begins with <input type="button" value="v"/>	<input type="text"/>
Pay Period End Date:	= <input type="button" value="v"/>	<input type="text"/> 
Sequence number:	= <input type="button" value="v"/>	<input type="text"/> 0
Name:	begins with <input type="button" value="v"/>	<input type="text"/>
Last Name:	begins with <input type="button" value="v"/>	<input type="text"/>
Fund:	begins with <input type="button" value="v"/>	<input type="text"/>
Department:	begins with <input type="button" value="v"/>	<input type="text"/>
Program:	begins with <input type="button" value="v"/>	<input type="text"/>
Account:	begins with <input type="button" value="v"/>	<input type="text"/>
Project:	begins with <input type="button" value="v"/>	<input type="text"/>
Activity:	begins with <input type="button" value="v"/>	<input type="text"/>
Bud Ref:	begins with <input type="button" value="v"/>	<input type="text"/>

[Basic Search](#)  [Save Search Criteria](#)