



Cost Center Name  
 Cost Identifier  
 Other Actual Hours  
 Other Previous Hours

Change Parish  
 Accident / Storm / Vandalism Indicator  
 Equipment id  
 Other Current Hours

## REPORT UTILIZATION

### Primary Use:

This report is used to identify payroll expenditures by costing detail (AFS organization, object, sub-object, reporting category, and activity code) that posted on employees for a given period. The report can be used to detail costing data by wage type/cost center/GL account or summarized by G/L account/cost center. The information is obtained from payroll posting tables. The report lists the expenditures (including the state share of benefits) by employee, wage type, and number of hours associated with the wage type. Using the Date Parameters will allow the user to view the report by a single pay period or a range of periods.

### Other Uses:

In order to balance the ZF65 to AFS, AFS coding corrections **must** be taken into consideration. Payroll expenditures are posted to AFS with J5 transactions. Regular payroll posts to AFS the Wednesday night before payroll Friday. Off-cycle payroll posts to AFS the next working day after any off-cycle activity is completed. Rejected J5s and/or J5s with incorrect coding are corrected by the agency. See **OSUP Memo #2001-55** on correcting payroll in AFS/ISIS HR.

## SELECTION CRITERIA HINTS

### Date Parameter:

- **To determine costs that posted from Monday's regular payroll run**, enter Wednesday's date. For example, for pay period ending 07/15/2007, enter 07/18/2007.
- **To balance to AFS**, enter first to last dates for the month. For example, to identify the monies posted for AFS period 12\_2007 (June 2007), enter 06/01/2007 to 06/30/2007.
- **To identify costs posted for an entire payroll period**, enter the Saturday date after the prior period check date to the check date of the period for which the user is gathering information. For example, to identify the monies posted for period 13 2007, enter 06/09/2007 to 06/22/2007.
- **To balance to ZF75, FI Postings Report**, enter Wednesday's date through the last Friday of the next pay period. For example, to identify monies for period 14 2008, enter 07/02/08 to 07/11/08. Using these dates will pull in the regular period postings for period 14 as well as all off cycles processed for that period. On ZF75, enter the desired pay period and select Both Payrolls.

### Report Options:

- **Expenditure Detail by EE** outputs detail costing information by wage type/cost center by employee.
- **Expenditure Summary by EE** outputs summarized costing information by G/L account/cost center by employee. Wage type is **not** a valid select option for this report option.

## NOTES AND TERMINOLOGY

This section contains helpful information including processing notes, critical definitions, and additional references to other reports and system tools.

**Notes:** Results for the current payroll period will normally be available by noon on the day after payroll runs.

If **N/A** is reflected in the **Reporting Category** field, either **no** reporting category value existed on employee's time record, IT1018 or IT0027 **or** what existed was invalid. In either case, **no** reporting category (spaces) will be interfaced to AFS.

This report provides information previously obtained from the PYDT table in AFS.

This report replaces ZF18 (Employee Costing Report).

**Expenditure Detail by EE** report option replaces the old ZF62 (Time and Expenditure Report).

**Expenditure Summary by EE** report option is a modified version and replacement of ZF65 (Employee Payroll Costing Detail Report).

To obtain information in regards to **paid overtime**, select G/L accounts 2110, 2140, 2200, 2210, 2230, 3671, 3681, 3682, 5200, or 5210 as appropriate for your agency.

Information that is hard coded in AFS will **not** be reflected on this report. For example, a reporting category that is tied to a certain organization number in AFS will **not** be picked up on the ZF65.

**Org assignment** information, including organization unit, position number, job key and IT1PA is the record belonging to the employee that matches the 'to' posting date from the selection criteria which was entered by the user. This information may **not** reflect the employee's current organization information or the organizational information that was in place at the time the data was generated/posted. (**Note:** Org Structure selection criteria was removed from the ZF65. When users utilized this option, the data returned was for all employees that were ever assigned to that organizational unit **no** matter the date of the assignment.)

**G/L account 3955** charges to the cost center associated with the payroll results. All 3955 charges are reported to AFS using the agency's default cost center (xxxZZZZ). If available, Cost Center Substitution Report (ZF79) should be utilized for a full accounting of all substitutions of cost centers that have occurred because of cost center blocks or 3955 G/L assignment.

Report may need to be run in background mode if a large amount of data is being reported.

**Definitions:** **Post Desc** describes the type of payroll run that generated a posting. Regular payrolls will show 'B1/pp/yyyy'. Off-cycle payrolls --except regular period on demands, which post as a regular payroll-- will have an entry such as 'B O mm/dd/yyyy'.

**Actual** is the net amount actually posted and reported to AFS.

**Actual Hours** are the net number of hours actually posted. This column contains the wage types that make up the actual hours worked or absent.

Examples: regular hours, overtime hours (straight pay portion), annual leave, sick leave, jury duty, office closure, worker's comp absences, etc.

**Current Amount** contains dollar amounts that have never posted before and were generated in the period selected.

**Previous Difference** contains adjustments that have occurred in the selected period to entries that were posted in a prior period.

**Current Hours** are the hours that have never posted before and were generated in the period selected for those wage types associated with Actual Hours

**Previous Hours** contains adjustments that have occurred in the selected period to entries that were posted in a prior period for those wage types associated with Actual Hours

**Other Actual Hours** are the net number of hours for which additional monies were paid and for hours associated with leave payout.

Examples: shift differential, the .5 piece of overtime, retention and recruitment, hazardous duty, uniform allowance, and extra duty pay

**Other Current Hours** are the hours that have never posted before and were generated in the period selected for those wage types associated with Other Actual Hours

**Other Previous Hours** contains adjustments that have occurred in the selected period to entries that were posted in a prior period for those wage types associated with Other Actual Hours

**References:** [ZF23 - Gross and Related Benefits by AFS Program Report](#) (Transaction code ZF23).

[ZF77 – GL Account Posting Report](#)

This report is referenced in the ISIS HR training course: **Employee Administration – ISIS HR Paid**

For standard reporting information within ISIS HR, refer to the [ISIS HR Reports Manual](#).