Salary Encumbering Guidelines
University of Idaho

Salary Encumbering allows us to see what salary balances are available at any given time. The process encumbers based on 'time' and calculates the Salary Encumbrance by multiplying the Assign Salary on NBAJOBS times the number of pay periods left in the Fiscal Year. Each payroll the encumbrance is reduced by the salary each payroll.

- Employee Classes **set to encumber.**
    - Classified (C1, C2, C3)
    - Exempt (E1, E2, E3, E4, EC, P1, P2, P3, P4)
    - Faculty (F5, F6, F7, F8, F5, F9, F1, F2, F3, F4, FF, FA, FS)
    - Graduate Assistants (GA)
    - Summer Session (SS)

- Employee Classes **not set to encumber.**
    - Additional Compensation (AC)
    - Student (SF, SI, ST)
    - Temporary Help (T1, T4, T5, T6)
    - Teaching Classified/Exempt (TC, TE)

- Contract Start and End Dates: These are to be used in conjunction with employees who are on Deferred Pay. The process calculates the encumbrance by using the Contract Start and End Dates to determine the number of pay periods existing between those dates.
    - Note: AY Faculty dates need to encompass the full 20 pay periods that employees are paid. Employees on other Deferred Pay schedules also need to contain full pay periods when entering dates.

- Notations
    - Encumbrances must be set up for everyone in an employee class and cannot be overridden at the individual jobs level.
    - Employees must have a new NBAJOBS record set up in order for the position to encumber.
        - Will not encumber vacant or miscellaneous group PCN's.
        - Must have a FY reappointment record every year.
    - Does not encumber for people on LWOP with or without benefits.
        - For employees only paid during the Academic Year, future dated EPAF's need to be processed placing them back on LWOP in May.
    - FOAPAL information is determined from NBAJOBS **not NBAPBUD** record.
    - University Budget and Planning runs the salary encumbrance process. It is normally run right after payroll; however, if the activity date and transaction date for payroll cross the end of a fiscal period it will be run after the start of the next fiscal period. For example, if a payroll had an activity date of 11/28/24 but a transaction date of 12/06/24 UB&P will wait until at least 12/01/24 to process the encumbrance so that the encumbrance and payroll transaction dates are in the same month. This ensures alignment of these two entries in any month-end reporting.

- Viewing Salary Encumbrance Information
    - NBAJOBS – Can view the **initial** salary encumbrance on the Base Job tab.
    - NBIJLHS – Can view all history associated with an employee's salary encumbrance.
    - NHIDIST – Can view encumbrance amounts as well as liquidations that have been fed to finance.

- o FGIENCD – Can view summarized encumbrance information by Encumbrance Number/Encumbrance Sequence
  - ▪ Search for Encumbrance Numbers starting with "PR" in the Encumbrance box – prior years will have zero balance, current year will show remaining balance.
- o FGIBDST – Can view summarized Budget and Encumbrance information by FOAP components.
  - ▪ Note: Our salaries are budgeted at the higher 01 level and encumbrances are listed at the E4105 level
- o FGIBAVL – Can view encumbrance amounts as well as current activity.
- o NWRSERP – Salary Encumbrance Report
  - ▪ This report is designed to show budget number, year-to-date amounts paid, and salary encumbrances broken down by person for Departmental or Level 3 code.
  - ▪ Parameter 01: V
  - ▪ Parameter 02: Enter 2-digit Fiscal Year
  - ▪ Parameter 03: Enter Level 3 or Orgn code
  - ▪ Parameter 04: Enter 4-digit Payroll Year
  - ▪ Parameter 05: Enter Pay Period Number (**Enter the next PP after the last PP that has posted to get most recent data.)
  - ▪ Parameter 06: Enter a specific fund type (10, 22, etc.) if you are interested in seeing only certain fund types
  - ▪ Parameter 07, 08, 09: Enter a specific Vnumber, PCN and Suffix if you are interested in running it for a specific employee.

Remember that UI 14 posts as the first payroll of the new fiscal year and therefore is included in the new fiscal year when running the NWRSERP. All current year encumbrances should go to zero once encumbrances are run after UI 13. There have been instances where encumbrances did not fully liquidate as part of the normal UI 13 encumbrance processing. In these cases, the remaining salary encumbrances are manually liquidated after the normal final encumbrance entry has posted.

In this case, UI24 had posted so you need to enter the next pay period, 25.

Process: NWRSERP Salary Encumbrance Report **Parameter Set:**

▼ PRINTER CONTROL

Printer	DATABASE	•••	Submit Time	
Special Print			MIME Type	Plain Text ▼
Lines			PDF Font	•••

▼ PARAMETER VALUES

Number *	Parameters	Values
01	Chart of Accounts	V
02	Fiscal Year (YY)	24
03	Level 3 or Orgn	666
04	Payroll Year (YYYY)	2024
05	Pay Period Number	25
06	Fund Type	
07	Vnumber	
08	PCN	
09	Suffix	