ChartFields Distribution Examples Overview

This Job Aid provides various scenarios related to Payroll processing in Cardinal. If ChartFields are not entered on the Timesheet, Cardinal distributes Payroll charges based on the employees' Position/Department Default Funding.

For more information regarding Position/Department Default Funding, refer to the Job Aids titled **HR351_Department and Position Default Distribution** and **HR351_Employee Class Overview**. These Job Aids are located on the Cardinal website in **Job Aids** under **Learning**.

This Job Aid covers five scenarios related to distributions:

- Scenarios one through four provide simplified distributions and do not represent expected fringe expenditure or employee deductions
- Scenario five is an example that includes fringe expenditure and employee deductions

For information regarding overtime processing, refer to the Job Aid titled **TA372_Overtime Lag**, which is located on the Cardinal website in **Job Aids** under **Learning**.

Table of Contents

Revision History

Revision Date	Summary of Changes
9/26/2025	Added a new example specific to fringe distributions (Distribution Example 5).
2/2/2025	Baseline.

Distribution Example: Sample ChartFields

For the following distribution examples, ChartFields A, B, or C are used as "shorthand" to refer to the full set of ChartField values that might be entered on a Timesheet or as a Position/Department Default Funding string.

	ChartField A	ChartField B	ChartField C
GL Business Unit	15100	15100	15100
Fund	01000	01000	01000
Account			
Program	782003	782005	782004
Department	2114	1101	1101
FIPS			
PC Business Unit			
Project			
Activity			
Task			
Cost Center	123		
Asset			
Agency Use 1			
Agency Use 2			

Distribution Example 1: Hourly, Productive Hours

The following Timesheet details apply for this scenario:

Empl Name	Empl Type	Position Number	Department	Rate/Salary
John Doe	Hourly	DOA10124	11000	$20/hour

The following Position/Department Default Funding apply:

Position Default

Position Number	ChartField	Dist %
DOA10124	ChartField C	100

Department Default

Department	ChartField	Dist %
11000	ChartField D	100

The Timesheet displays below:

Day	TRC	Hours	ChartFields
Sun			
Mon	REG	8	*
Tue	REG	4	ChartField A
Tue	REG	4	ChartField B
Wed	REG	8	ChartField B
Thu	REG	8	ChartField A
Fri	REG	8	*
Sat			
Sun			
Mon	REG	8	ChartField A
Tue	REG	8	*
Wed	REG	8	*
Thu	REG	8	*
Fri	REG	8	*
Sat			

Note: For cells marked with an asterisk (*), ChartField entry on the Timesheet is optional for this employee based on Agency configuration.

The Position/Department Default Funding is used if a ChartField is not specified on the Timesheet when distributing the Payroll.

Day	TRC	Hours	ChartFields
Sun			
Mon	REG	8	ChartField C
Tue	REG	4	ChartField A
Tue	REG	4	ChartField B
Wed	REG	8	ChartField B
Thu	REG	8	ChartField A
Fri	REG	8	ChartField C
Sat			
Sun			
Mon	REG	8	ChartField A
Tue	REG	8	ChartField C
Wed	REG	8	ChartField C
Thu	REG	8	ChartField C
Fri	REG	8	ChartField C
Sat			

The distribution of earnings is shown below (based on a combination of the ChartFields entered on Timesheets and the Position/Department Default Funding (ChartFields):

Day	TRC	Hours	ChartFields
Sun			
Mon	REG	8	ChartField C
Tue	REG	4	ChartField A
Tue	REG	4	ChartField B
Wed	REG	8	ChartField B
Thu	REG	8	ChartField A
Fri	REG	8	ChartField C
Sat			
Sun			
Mon	REG	8	ChartField A
Tue	REG	8	ChartField C
Wed	REG	8	ChartField C
Thu	REG	8	ChartField C
Fri	REG	8	ChartField C
Sat			
TOTAL		80	

Day	TRC	Hours	ChartFields
REG	48	960.00	ChartField C
REG	20	400.00	ChartField A
REG	12	240.00	Chartfield B

TOTAL	80	1600.00

Once the earnings distribution is complete, the Account in the ChartField is assigned based on the Employee Class and Earnings Code.

Account	Empl Class		Earning Code
5011410	EMG	Emergency Holiday	REG
5011410	GNW	General Wage	REG
5011410	WNE	Wage Non Empl	REG
5011420	GRD	Grad Asst	REG
5011440	STU	Student	REG
5011450	FAC	Adjunct Faculty	REG
5011460	SFW	Fed Work Study	REG
5011470	SJG	Subst Judge	REG
5011470	RJG	Retired Judge	REG
5011480	SSW	State Work Study	REG

TRC	Hrs	Amount	ChartField	Account
REG	48	960.00	ChartField C	5011410
REG	20	400.00	ChartField A	5011410
REG	12	240.00	ChartField B	5011410

TOTAL	80	1600.00

Note: Agencies received a full set of Accounts as part of the Cardinal HCM Configurations Values.

A sample paycheck and the sample end result without distribution display below:

Sample Paycheck

Gross Pay	
Regular	1600.00
Taxes/Deductions	
Employer FICA	62.00
Employee FICA	62.00
Federal Withholding	200.00
State Withholding	100.00
Deferred Comp	160.00
Net Pay	
Direct Deposit	**1078.00**

Sample End Result without Distribution

Account	Description	Debit	Credit
5011410	Wages, General	1600	
5011120	FICA ER	62	
101010	FICA Liability		124
22055803	Due to Dept of Taxation		100
101010	Due IRS		200
22051461	Deferred Comp EE		160
101010	Cash with Treasurer		1078
		1662	1662

Cardinal clears the following items to Cash with Treasurer 101010: Federal Withholding, FICA EE/ER, VA Child Support Garnishments, and State Tax Withholding.

Note: When distributing taxes and deductions, Account overrides are applied in the same way as earnings Account overrides.

Sample Paycheck

Gross Pay	
Regular	1600.00
Taxes/Deductions	
Employer FICA	62.00
Employee FICA	62.00
Federal Withholding	200.00
State Withholding	100.00
Deferred Comp	160.00
Net Pay	
Direct Deposit	**1078.00**

Sample Earnings Distribution

TRC	Hrs	Amount	Chartfield	
REG	20	400.00	ChartField A	400/1600 = 25%
REG	12	240.00	ChartField B	240/1600 = 15%
REG	48	960.00	ChartField C	960/1600 = 60%

TOTAL	80	1600.00

Sample Result

Account	Description	Fund	Program	Dept	Cost Ctr		Debit	Credit
Earnings Distribution								
5011410	Wages, General	01000	782003	2114	123	CF A	400.00	
5011410	Wages, General	01000	782005	1101		CF B	240.00	
5011410	Wages, General	01000	782004	1101		CF C	960.00	
5011120	FICA ER	01000	782003	2114	123	CF A	15.50	
5011120	FICA ER	01000	782005	1101		CF B	9.30	
5011120	FICA ER	01000	782004	1101		CF C	37.20	
Tax Distribution								
101010	FICA Liability	01000		99999				31.00
101010	FICA Liability	01000		99999				18.60
101010	FICA Liability	01000		99999				74.40
22055803	Due to Department of Taxation	01000		99999				25.00
22055803	Due to Department of Taxation	01000		99999				15.00
22055803	Due to Department of Taxation	01000		99999				60.00
101010	Due to IRS	01000		99999				50.00
101010	Due to IRS	01000		99999				30.00
101010	Due to IRS	01000		99999				120.00
Deduction Distribution								
22051461	Deferred Comp EE	01000		99999				40.00
22051461	Deferred Comp EE	01000		99999				24.00
22051461	Deferred Comp EE	01000		99999				96.00
Additional HR Accounting Lines								
101010	Cash with Treasurer	01000		99999				269.50
101010	Cash with Treasurer	01000		99999				161.70
101010	Cash with Treasurer	01000		99999				646.80
							1662.00	1662.00

Based on the above data from the sample paycheck and sample earnings distribution, the Split Calculation for the **Employee FICA/Soc Sec** is the following:

- ChartField A: 62.00 * .25 = 15.50

- ChartField B: 62.00 * .15 = 9.30

- ChartField C: 62.00 * .60 = 37.20

Note: For non-expenditure Accounts, only the **Fund** and **Department** fields will populate in their related Payroll GL Journals and AP Vouchers. Cash and Liability lines will post with a department value of 99999.

Distribution Example 2: Salaried Non-Productive Hours

For this scenario, the following Timesheet details apply:

Empl Name	Empl Type	Position Number	Department	Rate/Salary
Mike Thomas	Salaried	DOA10125	11000	$48,000/year

The following Position/Department Default Funding apply:

Position Default

Position Number	ChartField	Dist %
DOA10125	ChartField C	100

Department Default

Department	ChartField	Dist %
11000	ChartField D	100

The Timesheet displays below:

Day	TRC	Hours	ChartFields
Sat			
Sun			
Mon	HOL	8	
Tue	REG	8	ChartField A
Wed	REG	8	ChartField A
Thu	REG	8	ChartField A
Fri	SCK	8	
Sat			
Sun			
Mon	REG	8	ChartField A
Tue	REG	8	
Wed	REG	8	
Thu	REG	8	
Fri	REG	8	
Sat			
Sun			

When distributing the Payroll, the Position/Department Default Funding is used for non-productive time (e.g., HOL, SCK, VAC). Additionally, when distributing the Payroll, if a ChartField is not specified on the Timesheet, the Position/Department Default Funding is used, as depicted below:

Day	TRC	Hours	ChartFields
Sat			
Sun			
Mon	HOL	8	ChartField C
Tue	REG	8	ChartField A
Wed	REG	8	ChartField A
Thu	REG	8	ChartField A
Fri	SCK	8	ChartField C
Sat			
Sun			
Mon	REG	8	ChartField A
Tue	REG	8	ChartField C
Wed	REG	8	ChartField C
Thu	REG	8	ChartField C
Fri	REG	8	ChartField C
Sat			
Sun			

Once the earnings distribution is complete, the Account in the ChartField is assigned based on the Employee Class and Earnings Code. The same process for Account overrides is done for taxes and deductions.

Account	Empl Class		Earning Code
5011210	APF	Adm Pro FAC	REG
5011220	AHD	Agency Hd	REG
5011230	CLS	Classified	REG
5011240	OTO	Othr Offcl	REG
5011240	LGS	LEG/Other No Benefits	REG
5011240	ONC	Non Classified	REG
5011260	TNR	TchResrch	REG
5011270	VAL	VALORS	REG
50112105	APF	Adm Pro FAC	SCK
50117105	WTA	WTA	SCK
50112205	AHD	Agency Hd	SCK
50112305	CLS	Classified	SCK
50112405	OTO	Othr Offcl	SCK
50112405	LGS	LEG/Other No Benefits	SCK
50112605	TNR	TchResrch	SCK
50112705	VAL	VALORS	SCK
50112102	APF	Adm Pro FAC	HOL
50112202	AHD	Agency Hd	HOL
50112302	CLS	Classified	HOL
50112402	OTO	Othr Offcl	HOL
50112402	LEG	LEG/Other No Benefits	HOL
50112602	TNR	TchResrch	HOL
50112702	VAL	VALORS	HOL

TRC	Hrs	Amt	Chartfield	Account
HOL	8	200.00	Chartfield C	50112302
REG	32	800.00	Chartfield A	5011230
REG	32	800.00	Chartfield C	5011230
SCK	8	200.00	Chartfield C	50112305

TOTAL	80	2000.00

Note: In Cardinal Financials, the **FIN0010_GL_ACCOUNTS** query can be run for a full list of Account values.

A sample paycheck and the sample end result without distribution display below:

Sample Paycheck

Gross Pay	
Regular	2000.00
Taxes/Deductions	
Employer FICA	62.00
Employee FICA	62.00
Federal Withholding	200.00
State Withholding	100.00
Health	120.00
Deferred Comp	150.00
Net Pay	
Direct Deposit	**1368.00**

Sample End Result without Distribution

Account	Description	Debit	Credit
5011230	Salaries, Classified	1600	
50112302	NonProd Holiday-Classified	200	
50112305	NonProd Sick-Classified	200	
5011120	FICA ER	62	
101010	FICA Liability		124
22055803	Due to Department of Taxation		100
101010	Due to IRS		200
22051406	Health EE		120
22051461	Deferred Comp EE		150
101010	Cash with Treasurer		1368
		2062	2062

Note: When distributing taxes and deductions, Account overrides are applied in the same way as earnings Account overrides.

A sample paycheck and the sample end result with distribution display below:

Sample Paycheck

Gross Pay	
Regular	2000.00
Taxes/Deductions	
Employer FICA	62.00
Employee FICA	62.00
Federal Withholding	200.00
State Withholding	100.00
Health	120.00
Deferred Comp	150.00
Net Pay	
Direct Deposit	**1368.00**

Sample Earnings Distribution

TRC	Hrs	Amount	Chartfield			
REG	32	800.00	Chartfield A	800/2000	=	40%
REG	32	800.00	Chartfield C			
HOL	8	200.00	Chartfield C	1200/2000	=	60%
SCK	8	200.00	Chartfield C			

TOTAL	80	2000.00

Sample End Result

Account	Description	Fund	Program	Dept	Cost Ctr		Debit	Credit
Earnings Distribution								
5011230	Salaries, Classified	01000	782003	2114	123	CF A	800.00	
5011230	Salaries, Classified	01000	782004	1101		CF C	800.00	
50112302	Salaries, Holiday	01000	782004	1101		CF C	200.00	
50112305	Salaries, Sick	01000	782004	1101		CF C	200.00	
5011120	FICA ER	01000	782003	2114	123	CF A	24.80	
5011120	FICA ER	01000	782004	1101		CF C	37.20	
Tax Distribution								
101010	FICA Liability	01000		99999				49.60
101010	FICA Liability	01000		99999				74.40
22055803	Due to Department of Taxation	01000		99999				40.00
22055803	Due to Department of Taxation	01000		99999				60.00
101010	Due to IRS	01000		99999				80.00
101010	Due to IRS	01000		99999				120.00
Deduction Distribution								
22051406	Health EE	01000		99999				48.00
22051406	Health EE	01000		99999				72.00
22051461	Deferred Comp EE	01000		99999				60.00
22051461	Deferred Comp EE	01000		99999				90.00
Additional HR Accounting Lines								
101010	Cash with Treasurer	01000		99999				547.20
101010	Cash with Treasurer	01000		99999				820.80
							2062.00	2062.00

Note: For non-expenditure Accounts, only the **Fund** and **Department** fields will populate in their related Payroll GL Journals and AP Vouchers. Cash and Liability Lines will post with a Department value of "99999".

Distribution Example 3: Hourly, OT, Shift, SPOT, and Additional Pay

For this scenario, the following Timesheet details apply:

Empl Name	Empl Type	Position Number	Department	Rate/Salary
Jane Doe	Hourly	DOA10126	11000	$20/hour

The following Position Default applies:

Position Default

Position Number	ChartField	Dist %
DOA10126	ChartField C	100

The Timesheet displays below:

Day	TRC	Hours	ChartFields
Sun			
Mon	REG	8	ChartField A
Tue	REG	8	ChartField A
Wed	REG	8	ChartField A
Wed	OTH	6	ChartField A
Wed	SH2	6	ChartField A
Thu	REG	8	ChartField A
Thu	OTH	2	ChartField A
Thu	SH2	2	ChartField A
Fri	REG	8	ChartField A
Sat			
Sun			
Mon	REG	8	ChartField B
Tue	REG	8	ChartField B
Wed	REG	8	ChartField B
Thu	REG	8	ChartField B
Fri	REG	8	ChartField B
Sat			

Overtime and Shift are entered on the Timesheet. SPOT transactions and Additional Pay are loaded directly to Payroll and are not reflected on the Timesheet, as shown below:

EarnCd	Description	Hrs	Amount	
BON	Bonus	--	100.00	Entered on the SPOT

EarnCd	Description	Hrs	Amount	
AJT	Adjunct Pay	--	200.00	Entered as an Additional Pay

When distributing the Payroll, any earnings passed through the SPOT will default to the Position/Department Default Funding. ChartField information cannot be entered in the SPOT; any earnings passed through as an Additional Pay will default to the Position/Department Default Funding unless a ChartField string is specified on the Additional Pay.

EarnCd	Description	Hrs	Amount
BON	Bonus	--	100.00

EarnCd	Description	Hrs	Amount
AJT	Adjunct Pay	--	200.00

TRC	Hrs	Amount	Chartfield	Account
REG	40	800.00	ChartField A	5011410
OTH	8	240.00	ChartField A	5011430
SH2	8	24.00	ChartField A	5011410
REG	40	800.00	ChartField B	5011410
BON		100.00	ChartField C	5011310
AJT		200.00	ChartField C	5011450

TOTAL	96	2164.00

When calculating the percentage for distributing the fringe taxes, only the taxable earnings are combined by ChartField and distributed by the percentage of total taxable earnings, as shown below:

TRC	Hrs	Amount	Chartfield	Account
REG	40	800.00	Chartfield A	5011410
OTH	8	240.00	Chartfield A	5011430
SH2	8	24.00	Chartfield A	5011410
REG	40	800.00	Chartfield B	5011410
BON		100.00	Chartfield C	5011310
AJT		200.00	Chartfield C	5011450

TOTAL		2164.00

TRC	Hrs	Amount	Chartfield	
REG/OTH/SH2	56	1064.00	Chartfield A	1064/2164 = 49.17%
REG	40	800.00	Chartfield B	800/2164 = 36.97%
BON/AJT		300.00	Chartfield C	300/2164 = 13.86%

TOTAL		2164.00

When calculating the percentage for distributing the fringe deductions, only the creditable compensation earnings (regular and non-productive time) are combined by ChartField and distributed by the percentage of total creditable compensation earnings, as shown below:

TRC	Hrs	Amount	Chartfield	Account
REG	40	800.00	Chartfield A	5011410
REG	40	800.00	Chartfield B	5011410

Total	80	1600.00

TRC	Hrs	Amount	Chartfield	
REG	40	800.00	Chartfield A	800/1600 = 50.00%
REG	40	800.00	Chartfield B	800/1600 = 50.00%

TOTAL		1600.00

Distribution Example 4: Salaried, Prior Period Adjustment

For this scenario, the following Timesheet details apply:

Empl Name	Empl Type	Position Number	Department	Rate/Salary
Maya Thomas	Salaried	DOA10127	11000	$48,000/year

Pay Period 12

The Pay Period 12 Timesheet displays below:

Day	TRC	Hours	Chartfields
Sat			
Sun			
Mon	REG	8	Chartfield A
Tue	REG	8	Chartfield A
Wed	REG	8	Chartfield A
Thu	REG	8	Chartfield A
Fri	REG	8	Chartfield A
Sat			
Sun			
Mon	REG	8	Chartfield B
Tue	REG	8	Chartfield B
Wed	REG	8	Chartfield B
Thu	REG	8	Chartfield B
Fri	REG	8	Chartfield B
Sat			
Sun			
TOTAL		80	

The sample paycheck displays below:

Gross Pay	
Regular	2000.00
Taxes/Deductions	
Federal Withholding	200.00
State Withholding	100.00
Net Pay	
Direct Deposit	1700.00

TRC	Hrs	Amount	Chartfield	
REG	40	1000.00	ChartField A	1000/2000 = 50%
REG	40	1000.00	ChartField B	1000/2000 = 50%

Account	Description	Fund	Program	Dept	Cost Ctr		Debit	Credit
Earnings Distribution								
5011230	Salaries, Classified	01000	782003	2114	123	CF A	1000.00	
5011230	Salaries, Classified	01000	782005	1101		CF B	1000.00	
Tax Distribution								
22055803	Due to Department of Taxation	01000		99999				50.00
22055803	Due to Department of Taxation	01000		99999				50.00
101010	Due to IRS	01000		99999				100.00
101010	Due to IRS	01000		99999				100.00
Additional HR Accounting Lines								
101010	Cash with Treasurer	01000		99999				850.00
101010	Cash with Treasurer	01000		99999				850.00
							2000.00	2000.00

Note: For non-expenditure Accounts, only **Fund** and **Department** fields will be populated in their related Payroll GL Journals and AP Vouchers. Cash and Liability Lines will post with a Department value of "99999".

Pay Period 12

Pay Period 12 Timesheet prior to adjustment

Day	TRC	Hours	ChartFields
Sat			
Sun			
Mon	REG	8	ChartField A
Tue	REG	8	ChartField A
Wed	REG	8	ChartField A
Thu	REG	8	ChartField A
Fri	REG	8	ChartField A
Sat			
Sun			
Mon	REG	8	ChartField B
Tue	REG	8	ChartField B
Wed	REG	4	ChartField B
	REG	4	ChartField B
Thu	REG	8	ChartField B
Fri	REG	8	ChartField B
Sat			
Sun			
TOTAL		80	

Pay Period 12 Timesheet after adjustment

Day	TRC	Hours	ChartFields
Sat			
Sun			
Mon	REG	8	ChartField A
Tue	REG	8	ChartField A
Wed	REG	8	ChartField A
Thu	REG	8	ChartField A
Fri	REG	8	ChartField A
Sat			
Sun			
Mon	REG	8	ChartField C
Tue	REG	8	ChartField C
Wed	REG	4	ChartField C
	REG	4	ChartField B
Thu	REG	8	ChartField B
Fri	REG	8	ChartField B
Sat			
Sun			
TOTAL		80	

The prior period Timesheet was adjusted changing 20 hours from ChartField B to ChartField C.

The Net Result is:

- ChartField B: -20 hours
- ChartField C: 20 hours

Pay Period 13

The Pay Period 13 Timesheet displays below:

Day	TRC	Hours	ChartFields
Sat			
Sun			
Mon	REG	8	ChartField A
Tue	REG	8	ChartField A
Wed	REG	8	ChartField A
Thu	REG	8	ChartField A
Fri	REG	8	ChartField A
Sat			
Sun			
Mon	REG	8	ChartField A
Tue	REG	8	ChartField B
Wed	REG	8	ChartField B
Thu	REG	8	ChartField B
Fri	REG	8	ChartField B
Sat			
Sun			
TOTAL		80	

The sample paycheck for Pay Period 13 displays below:

Gross Pay	
Regular	2000.00
Taxes/Deductions	
Federal Withholding	200.00
State Withholding	100.00
Net Pay	
Direct Deposit	1700.00

TRC	Hrs	Amount	Chartfield			
REG	48	1200.00	ChartField A	1200/2000	=	60%
REG	32	800.00	ChartField B	300/2000	=	15%
REG	-20	-500.00	ChartField B			
REG	20	500.00	ChartField C	500/2000	=	25%

TOTAL	80	2000.00

Prior period earnings adjustments affect the current pay period distribution percentage.

Account	Description	Fund	Program	Dept	Cost Ctr		Debit	Credit
Earnings Distribution								
5011230	Salaries, Classified	01000	782005	1101		CF B	800.00	
5011230	Salaries, Classified	01000	782004	1101		CF C	800.00	
5011230	Salaries, Classified	01000	782003	2114	123	CF A	200.00	
5011230	Salaries, Classified	01000	782005	1101		CF B	200.00	
Tax Distribution								
22055803	Due to Department of Taxation	01000		99999				60.00
22055803	Due to Department of Taxation	01000		99999				15.00
22055803	Due to Department of Taxation	01000		99999				25.00
101010	Due to IRS	01000		99999				120.00
101010	Due to IRS	01000		99999				30.00
101010	Due to IRS	01000		99999				50.00
Additional HR Accounting Lines								
101010	Cash with Treasurer	01000		99999				1020.00
101010	Cash with Treasurer	01000		99999				255.00
101010	Cash with Treasurer	01000		99999				425.00
							2000.00	2000.00

Prior period earnings adjustments affect the distribution of fringe, taxes, and deductions in the current pay period.

Note: For non-expenditure Accounts only Fund and Department will be populated in related Payroll GL Journals and AP Vouchers.

Distribution Example 5: Salaried, OT, Shift, VAC, SPOT, Additional Pay

For this scenario, the following Timesheet details apply:

Empl Name	Empl Type	Position Number	Department	Rate/Salary
Jack Doe	Salaried	DOA10127	11000	$48,000/year

The following Position Default applies:

Position Default

Position Number	Chartfield	Dist %
DOA10127	Chartfield C	100

The Timesheet displays below:

Day	TRC	Hours	Chartfields
Sat			
Sun			
Mon	REG	8	Chartfield A
Tue	REG	8	Chartfield A
Wed	REG	8	Chartfield A
Wed	OVS	5	Chartfield A
Wed	SH2	5	Chartfield A
Thu	REG	8	Chartfield A
Thu	OVS	3	Chartfield A
Thu	SH2	3	Chartfield A
Fri	REG	4	Chartfield A
Fri	VAC	4	Chartfield C
Sat			
Sun			
Mon	REG	8	Chartfield B
Tue	REG	8	Chartfield B
Wed	REG	8	Chartfield B
Thu	VAC	8	Chartfield C
Fri	REG	8	Chartfield B
Sat			
Sun			
TOTAL		96	

Overtime, Shift, and Vacation are entered on the Timesheet.

Additional Pay Data is loaded directly to Payroll and is not reflected on the Timesheet, as shown below:

Earn Cd	Description	Hrs	Amt
MNT	Mobile Non Taxable	-	100
PRW	Premium Reward	-	17

When distributing the Payroll, any earnings passed through as an Additional Pay will default to the Position/Department Default Funding unless a ChartField string is specified on the Additional Pay.

TRC	Hrs	Amount	Chartfield	Account	Earnings Calc
REG	36	900.00	Chartfield A	5011230	1148/2365 = 48.54%
OVS	8	200.00	Chartfield A	5011250	
SH2	8	48.00	Chartfield A	5011230	
REG	32	800.00	Chartfield B	5011230	800/2365 = 33.83%
VAC	12	300.00	Chartfield C	50112303	417/2365 = 17.63%
MNT		100.00	Chartfield C	5011310	
PRW		17.00	Chartfield C	22051426	

When calculating the percentage for distributing fringe taxes, only the taxable earnings are combined by ChartField and distributed by the percentage of total taxable earnings, as shown below:

TRC	Hrs	Amount	Chartfield	Tax Calc
REG/OVS/SH2	52	1148.00	Chartfield A	1124/2241 = 50.68%
REG	32	800.00	Chartfield B	800/2241 = 35.32%
PRW/VAC	12	317.00	Chartfield C	317/2241 = 14.00%

TOTAL		2265.00

When calculating the percentage for distributing fringe deductions, only the creditable compensation earnings (regular and non-productive time) are combined by ChartField and distributed by the percentage of total creditable compensation earnings, as shown below:

TRC	Hrs	Amount	Chartfield	Deduction Calc
REG	36	900.00	Chartfield A	900/2000 = 45.00%
REG	32	800.00	Chartfield B	800/2000 = 40.00%
VAC	12	300.00	Chartfield C	300/2000 = 15.00%

TOTAL		2000.00

The sample paycheck for Pay Period 13 displays below:

Gross Pay	
Regular	2365.00
Taxes and Deductions	
Employer FICA	146.63
Employer FICA	34.29
Federal Withholding	236.50
State Withholding	118.25
CVACRE	415
Net Pay	
Direct Deposit	1414.33

Earnings Distribution

Account	Description	Fund	Program	Dept	Cost Ctr		Debit	Credit
5011230	Salaries, Classified	01000	782003	2114	123	CF A	948.00	
5011230	Salaries, Classified	01000	782005	1101		CF B	800.00	
5011250	Salaries, Overtime	01000	782003	1101	123	CF A	200.00	
5012170	Telecom Services (Non-State)	01000	782004	1101		CF C	100.00	
22051426	Salaries, Prem Reward	01000	782004	1101		CF C	17.00	
50112303	Salaries, Vacation	01000	782004	1101		CF C	300.00	
5011120	FICA ER	01000	782003	2114	123	CF A	91.70	
5011120	FICA ER	01000	782005	1101		CF B	63.90	
5011120	FICA ER	01000	782005	1101		CF C	25.32	
5011150	Health ER	01000	782003	2114	123	CF A	186.75	
5011150	Health ER	01000	782005	1101		CF B	166	
5011150	Health ER	01000	782004	1101		CF C	62.25	

Tax Distribution

Account	Description	Fund	Program	Dept	Cost Ctr		Debit	Credit
101010	FICA Liability	01000		99999				183.40
101010	FICA Liability	01000		99999				127.80
101010	FICA Liability	01000		99999				50.64
22055803	Due to Department of Taxation	01000		99999				59.93
22055803	Due to Department of Taxation	01000		99999				41.77
22055803	Due to Department of Taxation	01000		99999				16.55
101010	Due to IRS	01000		99999				119.87
101010	Due to IRS	01000		99999				83.53
101010	Due to IRS	01000		99999				33.10

Deduction Distribution

Account	Description	Fund	Program	Dept	Cost Ctr		Debit	Credit
22051406	Health Liability	01000		99999				415

Additional HR Accounting Lines

Account	Description	Fund	Program	Dept	Cost Ctr		Debit	Credit
101010	Cash with Treasurer	01000		9999				1414.33
101010	Health ER	01000		9999				415
							2960.92	2960.92