



Columbia Payroll Department

Salary Accounting Strategy & Enhancements





Agenda

1. Salary Accounting Strategy

2. New Editable Paper SAF

3. TIG – SAF Reference Web Page





Salary Accounting Strategy

- ▶ Overview

This presentation and the introduction of the new editable paper Salary Accounting Form mark the beginning of a series of forthcoming process enhancements that are part of an overall strategy to improve service delivery to departments.

Goals

- ▶ Provide Solutions Based upon Department's Needs
- ▶ Improve Communications between Departments and Payroll Accounting
- ▶ Improve Data Accuracy and Timeliness
- ▶ Reduce Use of Paper
- ▶ Provide On-Site Assistance in Solving Salary Accounting Issues





Salary Accounting Strategy cont.

Enhancements

- ▶ Editable Paper SAF and Guide
- ▶ Improve WebSAF Add Comp to PAC Interface
- ▶ Superseding SAF Number in WebSAF
- ▶ New Earnings Codes for Retroactive Add Comp
- ▶ Allow Add Comp Charges to Grants via WebSAF for CUMC
- ▶ Allow Fellowships via WebSAF
- ▶ Allow Labor Distribution Only Changes for Add Comp Earnings Previously Paid
- ▶ Implement WebSAF Automatic Emails to Notify users of Labor Profile End Dates.





Salary Accounting Strategy cont.

Timeline

4th Quarter 2005

- Editable Paper SAF and Guide
- WebSAF to PAC Interface
- Superseding SAF Number in WebSAF

1st Quarter 2006

- Retro Add Comp Earnings Codes
- Allow CUMC Add Comp Charges to Grants via WebSAF
- Allow Fellowships via WebSAF

2nd Quarter 2006

- Allow Labor Only Changes for Add Comp Earnings Previously Paid
- Implement WebSAF Automatic Emailing





New Editable Paper SAF

Major Changes

- ▶ Enter data on the computer in an Adobe Acrobat document.
- ▶ Print and/or Save SAF on your computer electronically.
- ▶ New Layout that clearly identifies each section.
- ▶ Incorporation of required PAC fields on form.
- ▶ Use of real earnings codes required (no A1/A2).
- ▶ Departments create their own SAF Numbers.





New Editable Paper SAF cont.

Form Sections

- ▶ Action
- ▶ Employee Information
- ▶ Departmental Activities (Effort Reporting) *
- ▶ Account Distribution
- ▶ Additional Compensation
- ▶ Authorization and Approvals

** In this presentation, we are not discussing the departmental activities/effort reporting or overrides topics.*





Transaction Information Guide

Salary Accounting Form Reference Web Page

Individual Transaction Page

- ▶ Sections
 - Policy
 - Process
 - Workflow
 - Required Steps & Field Definitions
 - Sample Completed Forms

- ▶ SAF Guide
- ▶ Editable SAF Form
- ▶ Earnings Codes Chart
- ▶ Check Digit Application

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Salary Accounting Form **salary accounting form (saf)**
additional comp for officers, (not permitted via websaf)

- » [Policy](#)
- » [Process](#)
- » [Workflow](#)
- » [Required Steps & Field Descriptions](#)
- » [Exercises](#)

Form

SAF Forms are available as hard copies only. To obtain blank paper SAFs, please contact the Controller's Office at fjv1@columbia.edu.

Policy

In order for the information in the application to be as accurate as possible, you cannot use the paper SAF. Instead, you must use WebSAF. There are four exceptions to this policy:

1. Employee is administered by a department other than your own, so you are not allowed to submit time for them in WebSAF.
2. Employee is being given retroactive additional compensation.
3. Employees' additional compensation is being charged to a grant.

When hiring a new employee, you should no longer submit a paper SAF for accounting purposes. Submit the new hire paperwork by the Mail Closing Date (noting in the comments box "SAF Pending"), then five days after the Mail Closing Date to go into WebSAF and process the SAF online.

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Process

If the exceptions above apply, complete the paper SAF (hard copies only). To obtain blank paper SAFs, please contact the Controller's Office at fjv1@columbia.edu.

Remember that you must include the Employee ID, Empl Rec # and Position Title in the **Controller's Office Use Box**. You must also include the appropriate Earnings Code (see below). Paper SAF's submitted without this information will be returned to the department without processing.



Questions, Feedback & Support

▶ Questions & Feedback

- If you have any questions or would like to provide feedback, please contact **Millie Hayes**, *Payroll Accounting Manager* at 212-851-2831 or mh2493@columbia.edu

▶ Support

- **Transaction Information Guide (TIG)**

<http://www.hr.columbia.edu/dat/transactions/page-section.html>

Click on the Salary Accounting Form Link in the middle of the page.

