

Clearing Fund 30240000 and HRPAY

The **CG's Office** periodically reaches out to agencies regarding balances in **Fund 30240000 (HR Payroll Temporary Default Fund for Payroll Errors)** and the **HRPAY Fund (HRPAY)**. To bypass employee funding account assignment errors during the **SCEIS semi-monthly payroll posting process**, these temporary default funds are automatically utilized by the system to process payroll despite errors, ensuring successful posting. Any resulting balance in these temporary default funds must be reviewed and either reclassified or corrected retroactively to the appropriate cost assignment.

- **Fund 30240000 (HR Payroll Temporary Default Fund for Payroll Errors) and Fund HRPAY (HRPAY)** – A balance in these funds typically occur when an employee's personnel record contains incomplete information or references a closed grant. Until the payroll system receives a valid account assignment, the employee's pay automatically defaults to **Fund 30240000 or Fund HRPAY**.
 - **Important Note:** When recording a journal entry to clear the **HRPAY Fund**, do not use document type **SU**. A derivation rule in SCEIS automatically switches the **HRPAY Fund** to **Fund 30240000** during posting. Instead, use journal entry document type **ZX** or **SA** for these reclassification entries.

Clearing Balances with a Retroactive Adjustment

If the amounts posted are for an active employee, a funding correction can retroactively reclassify the funds based on updated position funding. This **cost distribution (1018)** is maintained at the employee's position level. Verify that valid funding has been correctly entered, and the next pay cycle should reflect the update. This approach may eliminate the need for a journal entry if completed accurately and within the same fiscal year.

HR Travel Module

- **HR Travel Module G/L accounts** cannot be used in a journal entry. Users will receive a hard-stop error message if attempted.
- If the expense to be cleared from **Fund 30240000 or HRPAY Fund** is in an **HR Travel Module-specific G/L**, use the corresponding **non-HR Travel Module G/L** for the clearing journal entry. For example, instead of using G/L 5050041000 – HR Travel – In State – Auto Mileage, use G/L 5050040000 – In State – Auto Mileage. The budget will be consumed from the same commitment item, and the cash movement by fund will remain consistent.

HR Travel Module G/L accounts		Corresponding Non-HR Travel Module G/L	
5050031000	HR TRAVEL - IN STATE - AIR TRANSPORTATION	5050030000	IN STATE - AIR TRANSPORTATION
5050041000	HR TRAVEL - IN STATE - AUTO MILEAGE	5050040000	IN STATE - AUTO MILEAGE
5050531000	HR TRAVEL - OUT OF STATE - AIR TRANSPORTATION	5050530000	OUT OF STATE - AIR TRANSPORTATION
5050541000	HR TRAVEL - OUT OF STATE - AUTO MILEAGE	5050540000	OUT OF STATE - AUTO MILEAGE

Please review the balances, record the necessary journal entries to clear them, and update employee records to ensure payroll is accurately reflected in the correct fund moving forward.