1. **An advance was issued for out-of-state travel. The employee has returned and submitted the travel voucher. How can the advance be referenced on the SPAHRS travel voucher screen?**

    The system automatically generates a voucher (unapproved) for the employee when the advance is set up. This voucher has the advance amount indicated. The voucher should be selected and modified to reflect all expenses associated with the travel. The advance amount will be subtracted from the expenses. If the employee is still owed money, the remaining amount will be reflected on the voucher. If the employee must refund the agency for the advance, a negative amount will be reflected on the Sub-total line of the voucher. The employee must remit this amount, which should be reflected on the voucher, along with a Receipt (XR) number. **A negative voucher will not process**.

2. **How can I pay taxable meals to an employee from another agency when that person is traveling for my agency?**

    The employee of the other agency is not completing any contractual work for your agency; however, the employee is being paid travel costs by your agency. Create a travel WIN (see #3 below) within your agency for this employee, and hire him or her into the WIN. Create a WIN account distribution and all payroll deductions (taxes). This step is required even though the employee has payroll tax information on record at his home agency. Record all of this person's travel expenses incurred for your agency on the appropriate voucher. The travel reimbursement will be made through the Travel Payroll process and *not* the contract WIN payroll process; the pay frequency will be T (Travel).

    NOTE: Not only will the taxable meals be paid from your agency in this way, but also the remainder of this person's travel expenses will be paid in this manner.

3. **How do I Create a WIN without Contract for an employee who is traveling for my agency, but who works in another agency?**

    In order to be hired into this WIN type (TRA-Travel) for your agency, the person **must be employed in a PIN** for another state agency. MMRS training material *#6009 How to Hire Into WIN Without Contract - Board Member Travel or Per Diem* provides detailed guidelines on how to complete the process.

4. **How do I know if the Travel 'FINAL' I ran did not pay?**

    *   Review the travel reports in FMVIEW to determine if there were errors. FMVIEW Report IDs can be found in the following FMVIEW Job Aid:

        o   7001 - FMVIEW SPAHRS Reports

- Determine what type of run was accepted (Preliminary or Final) by viewing the SAAS On-Line Batch Status (TR TB TG SB). If the run was a FINAL, determine if JVs were sent.

- Check the Journal Entry / Encumbrance (TR TB TG JE) screen or the Journal Entry / Encumbrance Errors (TR TB TG EE) screen to see if there are indications of these types of errors.

- Check the Rejected SPAHRS Documents by SAAS (TR TB TG RD).

5. **How do I pay the previous year's travel expenses <u>AFTER</u> the lapse period?**

- Both the Travel Authorization and the Travel Voucher should be for the **previous fiscal year.**

- Select the correct Travel Authorization number for the previous fiscal year's trip if one is already in the system. If there is **not** a Travel Authorization already set up for the trip, then add one for the **previous** FY, <u>not the current FY</u>.

- Expenses will **not** be reported on Screen 1 of the voucher.

- Expenses should be reported on Screen 2 (F11 from screen 1).

    - If the worker is in a PIN or **non**-contractual WIN:

        o Lump all taxable expenses into one total and report them by using Earnings Code **TXPFY** (Taxable Prior Year Travel).

        o Lump all non-taxable expenses into one sum and report them by using Earnings Code **TRPFY** (Prior Year Travel).

    - If the worker is in a *contractual* WIN:

        o Lump all taxable expenses into one total and report them by using Earnings Code (**CTXPY Wrkr Taxable** Prior FY Travel).

        o Lump all non-taxable expenses into one sum and report them by using Earnings Code **CTPFY** (**Contract Worker** Travel Prior Year).

- Add and approve a summary.

- A Mass Change is required to charge these payments to the current **budget** year.

    Create a "Mass Change - Before Posting" (PA GS TC M1). The pay period end date is the "Date to Pay" in Travel. The frequency will be "T." In the **left-hand column** enter the distribution as it appears in the previous fiscal year (FY). The "Budget Year" will be the previous FY.

    In the **right-hand column** enter the distribution equivalent to the way it <u>should</u> pay in the current year. The "Budget Year" will be the current FY.

    Run a preliminary and check the special Mass Change report that will appear. If the mass change is applied as it should be, then the prior year's travel will be charged to the current **budget** year.

The object code for prior year travel is noted by BFC as a prior year travel paid in the current fiscal year, which gives them the correct information for previous year's travel paid after the lapse period.

6. **How do I pay previous year's travel expenses DURING the lapse period?**

- Both the Travel Authorization and the Travel Voucher should be for the **previous fiscal year. Note:** The previous fiscal year is the FY just prior to the current one.

- Select the correct Travel Authorization number for the previous fiscal year's trip if one is already in the system. If there is **not** a Travel Authorization already set up for the trip, then add one for the **previous** FY, not the current FY.

- Create and approve the voucher for the trip; then add and approve a summary. The system will charge the prior year travel expenses to the prior **budget** year. A mass change is not required in this case.

7. **How will the traveler be notified of EFT payments?**

A remittance advice similar to the payroll advice will be generated for the employee / worker.

8. **Are travel reimbursements considered wages?**

The travel reimbursements are reflected as wages; however, they will not be added to W2 wages for any amounts that were not taxable. The W2 will reflect only actual wages and taxable travel amounts. The fact that the remittance advice labels the expenses as wages should not be a cause for alarm for the employee or agency.

9. **I am having trouble modifying a voucher that had the incorrect expense amounts recorded. What do I need to do?**

The voucher cannot be modified when linked to a summary record. Take the following steps:

- Unapprove the summary record to unlink the voucher from the summary.

- Unapprove the travel voucher with a modification action.

- Make all necessary corrections on the voucher.

- Modify and approve the voucher.

- Modify, approve, and certify the *existing* summary record to relink the voucher to it.

10. **I entered all travel information in SPAHRS and ran a preliminary payroll. No taxes were withheld. What do I need to do?**

Create both federal and state tax records (EM MP FT and EM MP MS). Re-approve any summary involved, and the taxes will be deducted. Re-run the preliminary travel payroll to ensure taxable travel had taxes withheld.

11. **I have a paper warrant in my possession for a travel advance for an employee, the FINAL TRAVEL PAYROLL has processed, and the advance will not be used. How do I clear the advance in SPAHRS?**

Since the FINAL has processed and the warrant is in your possession, you must do the following:

- Deposit the check in MAGIC, noting the XR#, which will be needed to clear the advance in SPAHRS.

- In SPAHRS, locate the UNAPPROVED Travel Voucher the system set up for employee.

- On the UNAPPROVED Travel Voucher, in the field named "Advance Repaid," enter the amount of the advance.

- In the field beside the "Advance Repaid" field is the "XR#" field. Enter the XR number (See question #1).

- Approve the voucher.

- Create a summary and approve it.

- Let this voucher/summary process on the next TRAVEL PAYROLL.
  Note: There will <u>not</u> be a warrant because the total should be $0).

  Once that final run processes successfully, the advance will be cleared from the SPAHRS system.

  NOTE: IF THE DATE OF TRAVEL IS A FUTURE DATE, YOU WILL HAVE TO WAIT TO PROCESS THIS VOUCHER WHEN THE "TRAVEL FROM" DATE BECOMES CURRENT.

12. **I ran a preliminary travel payroll and had an error stating no distribution was found. What do I need to do?**

Ensure there is an **approved default** PIN or WIN account distribution. In addition, if a travel account distribution was set up for that trip, ensure that the dates of the approved travel distribution completely cover the dates traveled.

13. **I ran a preliminary Travel payroll, but the payroll did not process. What might be wrong?**

If all the steps were not performed for travel processing, the payroll may not process. Follow the steps below:

- Review the FMVIEW reports.

- If you set up a special travel account distribution, review the dates for the trip to ensure the dates for travel are within the distribution dates.

- Ensure summary records have been created and approved for the payroll.

  Review Journal Entry/Encumbrance, and the Journal Entry / Encumbrance Errors (TR TB TG JE and TR TB TG EE) to determine if SAAS errors are present. The SAAS errors could

be from incorrect account distributions or budget or cash availability. HINT: Entering the payroll run number ensures you are reviewing the correct information.

- Review the SAAS On-Line Batch Status screen (TR TB TG SB) to determine if any errors were noted.

14. I received an error report stating the net pay was not equal to the calculated net pay. What is wrong?

Be certain there is no approved voucher with a negative or a zero total. SPAHRS will not process a negative voucher.

15. Why is the travel amount included in "gross pay" on my pay stub?

Payment of any kind received by employees will appear on their pay stubs. The employees' pay stubs include the grand totals of all taxable & nontaxable items. However, only the taxable items will be reported on the employees' W2s. (See answer to #8.)

16. Our agency's board members receive per diem in lieu of salary payments. Are these payments subject to payroll tax withholdings and must they be paid through SPAHRS?

Per Diem in lieu of salary payments currently are not considered taxable wages; therefore, taxes are not withheld.

However, if the board members receive taxable meals, mileage or subsistence, then these payments must be made in SPAHRS; the per diem amount associated with the taxable meals must also be paid in SPAHRS. The per diem will be charged in earnings code PDSAL (Per Diem in lieu of Salary), which denotes no taxes are withheld; and the taxable meals will be reported in the field provided.