



North Carolina Community College System

December Payroll Data Report – NC Office of the State Auditor (OSA) File Creation and Submission

Version 3.0

January 2024

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Publication Change History					
Version #	Publication Date	Chapter #(s) Revised	GA Date	Release #	KB #
1.0	2/2016	Original	2/2016	201683	300675
2.0	4/2020	1-6	4/23/2020	203164	KB0010256
3.0	1/2024	1-7		203993	KB0010256

Note: Document images are provided as guidance only and may not illustrate the exact setup and steps taken at your college.

Some screen images may have been captured from a prior user interface (UI) and may not reflect the current UI at your local campus.

Note: The title of this document changed from *December Payroll Data File Creation* to *December Payroll Data Report – NC Office of the State Auditor (OSA) File Creation and Submission* for Version 3.0.

<p>Version #: Updated version number of document as of published revision.</p> <p>Publication Date: Updated publication date of document as of published revision.</p> <p>Chapter #(s) Revised: Chapter number(s) provided to guide reader to revised verbiage within the document.</p> <p>GA Date: GA release date of related software patch and documentation, if applicable. If GA is not applicable, N/A will be entered.</p> <p>Release #: Release number. If software release is not applicable, N/A will be entered.</p> <p>KB #: Knowledge Base number.</p>

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Table of Contents

1	Purpose	2
2	Requirements	3
3	Access the Auditor File Processes	4
4	State Auditors December Payroll (XAUD)	5
5	Report	7
6	Examples	9
6.1	<i>Example 1: No Records.....</i>	<i>9</i>
6.2	<i>Example 2: Report for 2003.....</i>	<i>10</i>
6.3	<i>Example 3: File Generation for 2009</i>	<i>12</i>
6.4	<i>Example 4: Rerun XAUD for 2009</i>	<i>14</i>
7	Transmit the File	15

1 Purpose

This document provides North Carolina community college staff with the workflow used to create and submit a file containing required December payroll data to the North Carolina Office of the State Auditor (OSA).

2 Requirements

Annually, in February, each NC community college is required to submit a file containing December payroll data to the NC Office of the State Auditor (OSA).

Use the **State Auditors December Payroll (XAUD)** form to:

- Generate a report of data to review
- Generate the file

Information included in the file generated by **XAUD** includes:

- Last Name
- Hire Date
- First Name
- Birth Date
- Middle Initial
- Termination Date
- Member ID
- Termination Code
- Gross Pay – by pay type, e.g., Regular, Sick, etc.
- Pay Period Start Date
- Pay Type
- Pay Period End Date
- Plan Code
- Part/Full-Time Indicator
- Gender

Data is gathered from the following files within Colleague:

- HRPER
- PAYTODAT
- PERSON
- PERSTAT
- XNC.NCRS.ORBIT

3 Access the Auditor File Processes

The auditor file processes are located under **CF > Custom Financial System – XCFM > Annual Auditor Files – XAF**.

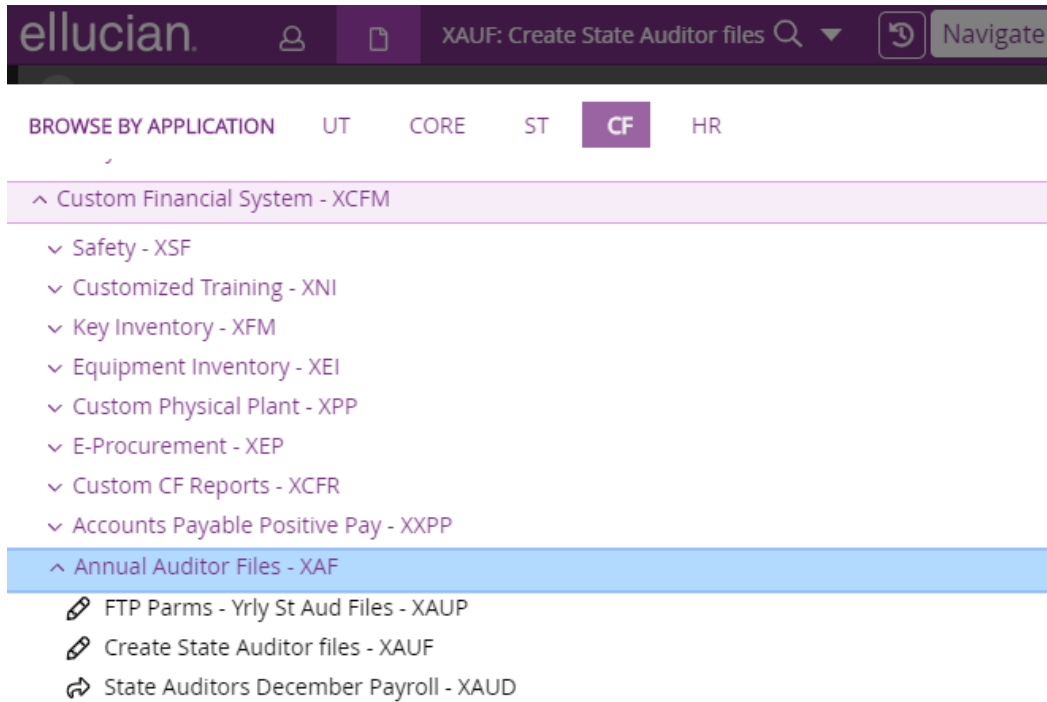


Figure 3.1 – Annual Auditor Files – XAF

The auditor file processes may also be accessed directly via the quick access field at the top of the Colleague application.

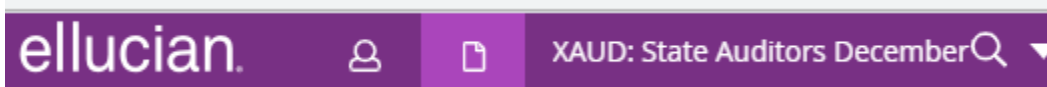


Figure 3.2 – Quick Access – Example

4 State Auditors December Payroll (XAUD)

Use the **State Auditors December Payroll (XAUD)** form to generate the required file for the NC Office of the State Auditor and place it in the **XAUDF.DIRECTORY** directory. A report illustrating the data in the file is also generated.

XAUD - State Auditors December Payroll ☆

Calendar Year

Generate File? Y - Generate File & Report / N - Report only

File to be Generated

File Exists?

File will be placed in /datatel/.../apphome/XAUDF.DIRECTORY directory

Figure 4.1 – XAUD – State Auditors December Payroll

The following field descriptions are provided as guidance when using the **XAUD** form:

- **Calendar Year:** This field defaults to the current calendar year minus one; however, you may enter any previous year.
- **Generate File?:** Enter **N** to generate a report of data for December for the specified calendar year. Enter **Y** to generate the file. If no errors occur during the building of the file, a report is generated. Any error that occurs during the building or transmission process will display in the report.
- **File to be Generated:** This field is inquiry only and displays the name of the file to be generated, which is based on the **Calendar Year** entry and the college's fiscal code in Colleague, e.g., **NCCCS_8XX_DECYYYY_PAYROLL.PDI**, where **8XX** is the college fiscal code, and **YYYY** is the year entered into the **Calendar Year** field.

- **File Already Exists?:** This field is inquiry only and displays **Yes** if the **File to be Generated** exists in the **XAUDF.DIRECTORY** or **No** if the file does not exist in the **XAUDF.DIRECTORY**.

Save All.

5 Report

The **XAUD** process builds and displays a report of the December payroll data that is used to build the flat file.

The report header indicates if the process was run in Report Mode only (NC State Auditor File Request (Dec YYYY) – Report Only) or if the process generated a file (NC State Auditor File Request (Dec YYYY – File Created).

Report Browser

1 of 8 | Save As | Export PDF | Print Remote | Show Full Page View

Jan 15 2016 Page: 1

NC State Auditor File Request (Dec 2002) - Report Only

Emp ID	Name (Last, First MI)	Gross Pay	Birthdate	Gender	Status	Hire Date	Term Code	Term Date	
Orbit ID	Plan	Pay Type	PPD Start Date	PPD End Date					
0000578	Abernathy, Carrie C	\$1,250.00	12/28/1960	F	FT	01/20/1997			
987654321	STG	TP	12/1/2002	12/31/2002					
0000787	Adams, Jim B	\$9,100.00	08/13/1976	M	FT	02/20/1997		04/19/1998	
876543210	STG	TP	12/1/2002	12/31/2002					
0000581	Adams, Sonya R	\$83.33	05/23/1971	F	FT	10/20/1996			
		TP	12/1/2002	12/31/2002					
0000581	Adams, Sonya R	\$2,340.00	05/23/1971	F	FT	10/20/1996			
		FT	12/1/2002	12/31/2002					
0000581	Adams, Sonya R	\$260.00	05/23/1971	F	FT	10/20/1996			
		PT	12/1/2002	12/31/2002					
0000623	Woods, Steven	\$624.88	07/21/1965	M	FT	04/14/2001			
		NI	12/1/2002	12/31/2002					
Report Total Payroll:		\$2,883,973.10							
Number of individual employees:		96							

Figure 5.1 – XAUD – NC State Auditor File Request – Report Only – Example

The data in the report contains information for all employees with a pay record in December of the calendar year specified. The report lists all pay records for the December pay period. The last two rows in the report contain a total of the gross pay for the December payroll period and an individual employee count (not a pay record count).

Any file generation errors display in the report.

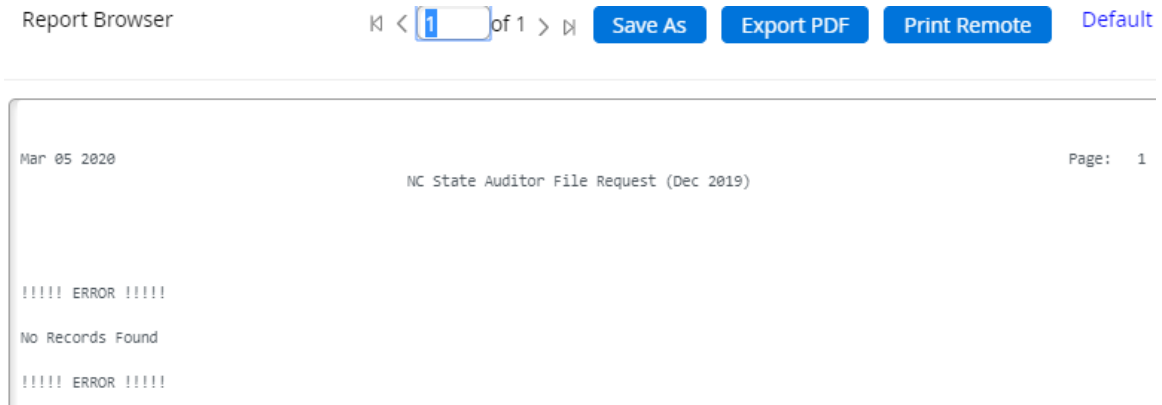


Figure 5.2 – XAUD – Report Error – No Record to Report for Requested Year

6 Examples

Refer to the examples in this section when running **XAUD**.

6.1 Example 1: No Records

In this example, the **Calendar Year** field defaults to **2019** (the current year-1, e.g., 2020-1), a year with no records (in this environment). Leave the **Generate File?** field set as **N**.

The screenshot shows the XAUD - State Auditors December Payroll interface. The 'Calendar Year' is set to 2019, and 'Generate File?' is set to N. The file to be generated is NCCCS_801_DEC2019_PAYROLL.PDI, and it does not exist. The output directory is /datatel/.../apphome/XAUDF.DIRECTORY.

Figure 6.1 – XAUD – No Records

Click **Save/Save All** and **Update** to complete processing.

A report displays an error that no records were found for 2019.

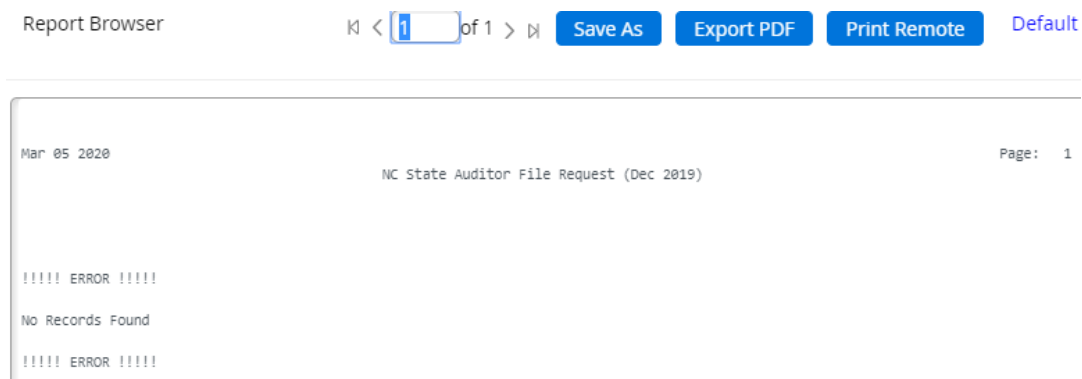


Figure 6.2 – XAUD – Error Report

6.2 Example 2: Report for 2003

For this example, the **Calendar Year** field is changed to **2003**, and the **Generate File?** field is set to **N**.

Note: The **File to be Generated** field reflects the specified calendar year (**2003**).

XAUD - State Auditors December Payroll ☆

Calendar Year

Generate File? Y - Generate File & Report / N - Report only

File to be Generated

File Exists?

File will be placed in /datatel/.../apphome/XAUDF.DIRECTORY directory

Figure 6.3 – XAUD – Report Mode

The **Generate File?** field remains **N**. Click **Save/Save All** and **Update** to run the process to build the report.

A report containing data for 2003 displays.

Mar 05 2020 Page: 2

NC State Auditor File Request (Dec 2003) - Report Only

Emp ID	Name (Last, First MI)	Birthdate	Gender	Status	Hire Date	Term Code	Term Date
Orbit ID	Plan	Gross Pay	Pay Type	PPD Start Date	PPD End Date	Chk/Adv Date	
0075782	Basso, Edward W	\$13,000.00	TP	01/01/1950	M	FT	10/23/2001
				12/01/2003	12/31/2003	12/01/2003	
0075410	Beck, Jeff	\$9,927.27	TP	01/01/1951	M	FT	03/20/1996
				12/01/2003	12/31/2003	12/01/2003	03/19/1998
0000609	Bell, Jeff H	\$1,950.00	TP	04/02/1954	M	FT	05/07/2000
				12/01/2003	12/31/2003	12/01/2003	
		\$1,950.00	TP				
				12/01/2003	12/31/2003	12/01/2003	
0000856	Best, Frances C	\$6,958.22	NI	04/07/1938	F	FT	05/17/2001
				12/01/2003	12/31/2003	12/01/2003	
		\$773.14	NI				
				12/01/2003	12/31/2003	12/01/2003	

Figure 6.4 – XAUD – NC State Auditor File Request – Report Only – 2003 Data

The final page of the report includes the total payroll for all employees reported and a count of the total number of individual employees. (A single employee can have multiple pay records.)

```

Number of individual employees: 100

=====
Report Total Payroll:      $3,173,918.99
=====

***** XAUD was run in REPORT MODE only *****
    
```

Figure 6.5 – XAUD – Report Totaling

6.3 Example 3: File Generation for 2009

In this example, the **Calendar Year** field is changed to **2009**, and the **Generate File?** field is set to **Y**. The **File to be Generated** reflects the specified calendar year (**2009**).

The screenshot shows a web form titled "XAUD - State Auditors December Payroll" with a star icon. The form contains the following fields and values:

- Calendar Year:** 2009
- Generate File?:** Y (with a note: "Y - Generate File & Report / N - Report only")
- File to be Generated:** NCCCS_801_DEC2009_PAYROLL.PDI
- File Exists?:** No

At the bottom of the form, it states: "File will be placed in /datatel/.../apphome/XAUDF.DIRECTORY directory".

Figure 6.6 – XAUD – Generate File

Click **Save/Save All**, then **Update** to complete processing.

A report containing the 2009 data collected for the file displays.

Mar 05 2020 Page: 1

NC State Auditor File Request (Dec 2009) - File Created

Emp ID	Name (Last, First MI)	Birthdate	Gender	Status	Hire Date	Term Code	Term Date
Orbit ID	Plan	Gross Pay	Pay Type	PPD Start Date	PPD End Date	Chk/Adv Date	
0000578	Abernathy, Carrie C	12/28/1960	F	FT	02/21/1997		
987654321	STG	\$-43.50	AD	12/01/2009	12/31/2009	12/07/2009	
	STG	\$-50.00	AD	12/01/2009	12/31/2009	12/07/2009	
	STG	\$75.00	AD	12/01/2009	12/31/2009	12/07/2009	
0000581	Adams, Sonya R	05/23/1971	F	FT	10/20/1996		
		\$736.00	RP	12/01/2009	12/31/2009	12/31/2009	
0000377	Anderson, Ben W	08/02/1945	M	FTT	01/01/1998		
		\$4,166.67	PT	12/01/2009	12/31/2009	12/31/2009	
0000648	Andrews, Richard	04/28/1964	M	PT	04/01/1989		
		\$5,000.00	PT	12/01/2009	12/31/2009	12/31/2009	
0000579	Ashworth, Louise	12/11/1930	F	PT	12/14/1999		
		\$2,815.20	RP	12/01/2009	12/31/2009	12/31/2009	

Figure 6.7 – XAUD – 2009 Data

The final page of the report includes the total payroll for all employees reported and a count of the total number of individual employees. (A single employee can have multiple pay records.)

Mar 05 2020 Page: 3

NC State Auditor File Request (Dec 2009) - File Created

Emp ID	Name (Last, First MI)	Birthdate	Gender	Status	Hire Date	Term Code	Term Date
Orbit ID	Plan	Gross Pay	Pay Type	PPD Start Date	PPD End Date	Chk/Adv Date	
0000617	Yates, Becky	11/20/1968	F	PT	05/01/2001		
		\$1,950.00	PT	12/01/2009	12/31/2009	12/31/2009	

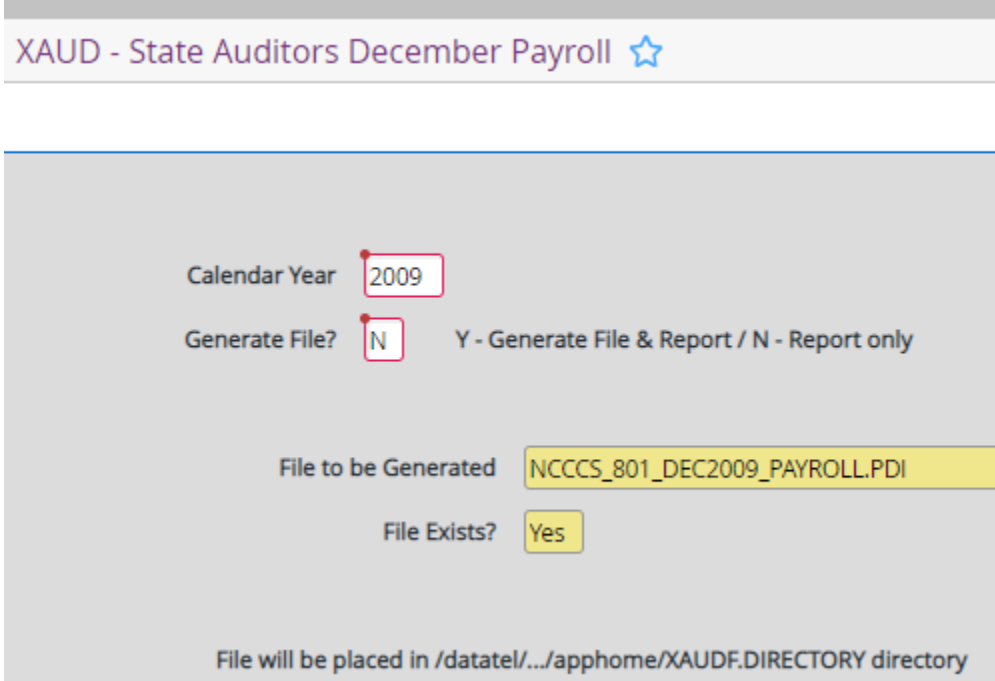
Number of individual employees: 29

Report Total Payroll: \$333,529.08

Figure 6.8 – XAUD – Report Totaling

6.4 Example 4: Rerun XAUD for 2009

After creating the file described in the previous section, rerunning **XAUD** for the **Calendar Year** of **2009** changes the indicator field **File Exists?** to **Yes**.



The screenshot shows a web interface for "XAUD - State Auditors December Payroll". The "Calendar Year" is set to "2009". The "Generate File?" field is set to "N", with a legend indicating "Y - Generate File & Report / N - Report only". The "File to be Generated" field contains the filename "NCCCS_801_DEC2009_PAYROLL.PDI". The "File Exists?" field is set to "Yes". A note at the bottom states: "File will be placed in /datatel/.../apphome/XAUDF.DIRECTORY directory".

Figure 6.9 – XAUD – File Already Exists

The file has already been created in **XAUDF.DIRECTORY**. If **Generate File?** is set to **Y** and **XAUD** processing is completed, the existing file will be overwritten.

7 Transmit the File

The December payroll data file must be sent to the NC Office of the State Auditor.

For more information regarding how to use the State Auditor’s ShareFile site, access the NCCCS Service Portal at <https://ncccs.servicenowservices.com/sp> and refer to *KB0015212 – NC Office of the State Auditor (OSA) File Submission*.