Process: The Employee Encumbrance Infotype 9016 provides detailed information about the salaries and benefits to be encumbered. The encumbrance amounts are based on current salary and current benefit enrollment. The benefit amount encumbered will be based on the level of coverage the employee has selected.

Role: Authorized Personnel	**Frequency:** When Needed

BEGINNING	
Go to transaction code	PA20

DISPLAY HR MASTER DATA	
Person ID Person ID 10043240	Enter the employee's **Person ID** or use the **Possible Entries** icon to search. Person ID
Press **Enter** to pull up the employee master data	
Click on the **UK Organizational Data** tab	UK Organizational Data
In the Infotype list, select **Employee Encumbrance (9016)**	Objects on Loan (0040) Employee Encumbrance (9016) ✔
Click the **Display** icon to view a single record **NOTE:** Use the **Overview** icon to view a summary of all the records for this infotype.	

Quick Reference Card – Basic
PBC Employee Encumbrance Infotype 9016

IRIS
Integrated Resource
Information System

DISPLAY EMPLOYEE ENCUMBRANCE (9016)

Start	07/01/2007	To	06/30/2008	Chngd	06/12/2007 TCC0H000
Person ID	10043240		Pers.Assgn	00025394 50105435 00025394 …
Name	Brent PBC Employee 1		Empl. %	100.00
EE group	A Staff	Pers.area	1000 Main Campus
EE subgroup	03 Exempt Monthly	Pers. subarea	0001 Reg FT

The Employee Information section provides the following information: Start and To Dates, Person ID, Personnel Assignment Number, Employee Name, Employment Percentage, Employee Group, Employee Subgroup, Personnel Area, and Personnel Subarea.
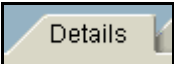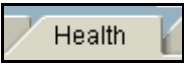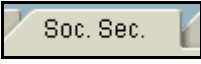
Emp FTE	100.00
Est. Annual Hours	2080.00
Grade	49

The section also provides the Employee FTE (Full-time Equivalent), Estimated Annual Hours, and Grade Level.

Position	50105435	Organizational unit	30000029
Position Text	A0098M3	Org. Unit Text	3A600
Object name	Accounting Manager Senior	Object name	Sponsored Projects Accounting

The Position Information section provides the following information: Position Number, Position Text (Job Number), Object Name (Position Name), Organizational Unit Number, Organizational Unit Text (Department Number), and Object Name (Org Unit Name).

TABS

Details Tab Details	Provides a summary by pay period and cost object and a summary of benefit encumbrances.
Health Tab Health	Provides details by pay period and cost object of Health Insurance related benefits.
Soc. Sec. Tab Soc. Sec.	Provides details by pay period and cost object of Social Security related benefits.

PBC Employee Encumbrance Infotype 9016

Medicare Tab [Medicare]	Provides details by pay period and cost object of Medicare related benefits.
Life Tab [Life]	Provides details by pay period and cost object of Life Insurance related benefits.
Misc. Fringe [Misc. Fringe]	Provides details by pay period and cost object of Miscellaneous Fringe related benefits.
Retirement [Retirement]	Provides details by pay period and cost object of Retirement related benefits.
Future Years [Future Years]	Shows grant encumbrances for Future years, if applicable.
DETAILS TAB	
Start Date START DATE 07/01/2007	Contains the first date of the Pay Period for this line item.
Stop Date STOP DATE 07/31/2007	Contains the last date of the Pay Period for this line item.
Payroll Area PA M1	Contains the Payroll Area – Monthly or Biweekly – for this line item.
Pay Period PA 07	Contains the number of the Pay Period for this line item.
Fiscal Year FISC 2008	Contains the Fiscal Year for this line item.
Cost Center COST CEN... 1012013090	Contains the Cost Center for this line item, if applicable.

WBS Element WBS 3046925100	Contains the WBS Element for this line item, if applicable.
Encumbrance Amount ENC AMT 2,160.00	Contains the salary dollar amount for this pay period being encumbered.
Encumbrance Total Amount ENC TOTAL A... 32,400.00	Contains the total salary dollar amount that is encumbered from this pay period through the end of the fiscal year.
Benefit Amount BEN AMT 1,447.90	Contains the summarized benefit dollar amount for this pay period being encumbered.
Benefit Total Amount BEN TOTAL A... 4,343.70	Contains total summarized benefit dollar amount from this pay period through the end of the fiscal year.
Fund FUND 0226925100	Indicates whether direct charge to grant OR cost share is involved.

Released
 	
 RELEASED
 E Encum...
	Contains the status of the encumbrance:
	     Released
	     Encumbered
	     Not Processed

FM Document Number FM DOC N... **0851267840BW18**	Contains the FM Document Number for the encumbrance documentation. This number will be found in the FM documents text field and in the document header. The number consists of the following: • **Two-digit Fiscal Year** • **Eight-digit position number** • **Two characters representing either biweekly or monthly** • **Two digits representing the payroll number**

Reason
 	
REASON
F Fiscal Year
	Contains the reason for the encumbrance:
	   F – Fiscal Year
	   O – Organizational Change
	   P – Position Change (this includes separations, retirement, etc.)
	   S – Salary Change
	   D – 0027/1018 Cost Distribution Change
	   B – Benefits Change

GL-Earnings GL-Earn. 0000512071	On the **Details** tab, the GL account is specific to salary. The Benefits GL accounts are listed on the individual Benefit tabs.
Position Number Pos. Num. 50106635	Contains the employee's position number.

BENEFIT TABS (HEALTH, SOC. SEC. MEDICARE, LIFE, MISC. FRINGE, RETIREMENT)

These tabs will provide the following information for each benefit:

Start Date, Stop Date, Payroll Area, Payroll Period, Fiscal Year, Cost Center, WBS Element, Encumbrance Amount, Encumbrance Total Amount, Fund, Released, FM Document Number, Reason, and Position.

FUTURE YEARS TAB

Fiscal Year	Contains the Fiscal Year for this line item.
Cost Center	Contains the Cost Center for this line item, if applicable.
WBS Element	Contains the WBS Element for this line item, if applicable.
Encumbrance Total Amount	Contains the total salary dollar amount that is encumbered for the fiscal year for this line item.
Fund	Indicates whether direct charge to grant OR cost share is involved.
GL-FY	GL Account for the future year encumbrances.
Position Number	Contains the employee's position number.

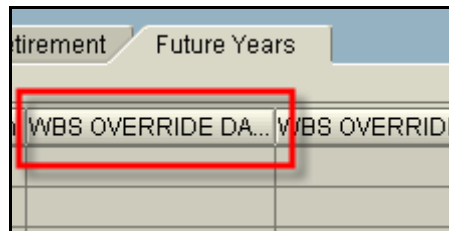| WBS Override Date	Contains the override date for a specific WBS Element, if entered.
WBS Override Amount	If applicable, this field contains the dollar amount for which the WBS Override was used.

OVERRIDE DATE FIELD (FOR ALL COST OBJECTS)

Override Date	Applies to all cost objects for the employee on this assignment.
	Best used for an employee who is known to be leaving prior to the end of the fiscal year.

NOTE: If a new 9016 record is created through a trigger event, the override dates would **reset**. Check the override dates and make any necessary changes.

WBS ELEMENT OVERRIDE DATE

WBS Override Date	Applies to a specific WBS Element.
	Allows preventing encumbrances for grants where specific salaries do not continue through the entire budgeted period.
	If you have more than one employee being charged to a grant, you will need to enter the WBS Element Override Date on each employee individually.

NOTE: if a trigger event occurs, these dates would **reset**, so you would need to check the override date and make any necessary changes.