Entering Communication Allowance in FMP

Pull up the employee who will receive the monthly telecomm allowance in FMP HR/Payroll-Current Assignment.

Do a Find from the Employee Information Form and select the Assignment Button.
Once the employee’s Current Assignment has pulled up, enter the telecomm info as described in A or B below, depending on how it is funded.

A) If the allowance is being charged to the same cost center as the salary, enter the Communication Allowance in the Miscellaneous Pay field of the salary record. Click in the Miscellaneous Pay field and type 442. The drop down list will pull 422 Communication Allowance. Enter the telecomm allowance amount in the Monthly field.

Once the info has been entered, click on Post to Main button if this is the first time you are entering the salary/telecomm allowance record into FMP. If the info has already been entered and posted, click on the Repost button. A monthly record will post/repost to the ledger with all info.
B) If the allowance is charged to a different cost center than the salary, a separate assignment record will be needed. All required fields must be entered, but the Distribution and FTE must be entered as 0. Enter the Miscellaneous Pay info as described in “A” above. Post to record to the ledger by selecting the Post to Main button.