

## PS Encumbrance Guide

**Encumbrance Period:** Encumbrances are calculated through the remainder of the fiscal year unless the CORE record contains any of the following end dates:

- Funding End Date
- Appointment End Date
- Job Expected End Date

*\*Note:* If an employee's record contains any of the above end dates, all funded accounts the employee is coded to will be encumbered through the earliest of the end dates.

*\*Tip:* You can run the "Filled Positions Detail" standard report in excel to identify any of the above end dates for your organization's employees.

Encumbered Object Codes		
	Salary	Fringe
Classified	5110	5610
Faculty	5111	5611
Other Professional	5112	5612
Temporary & Durational	5230	5630
Graduate Assistants	5250	5650
Postdoctoral Fellows	5260	5660
Special Payroll	5231, 5232	5631, 5632

Encumbered Payroll Status
Employees with a status of "Active" or "Leave with Pay"

### Additional Notes:

- Students are not encumbered
- Other Personal Services - OPS (Object Codes '53\$\$') are not encumbered
- Employees on unpaid leave (Payroll status = Leave) are not encumbered
- Remember: Employees on unpaid leave will technically be under-encumbered if they are returning prior to the fiscal year end)

Please refer to UConn's Payroll Date Code Overview for clarity regarding end date usage:

Date Code	Employee Group	Usage
UOC Job Expected Date	Classified and Unclassified	Used to denote the employment dates of durational or temporary employees.
UOC Funding Date	All groups except Gratis	Used to denote the dates associated with funding. Generally used in association with Grant accounts
UOC Appointment Date	Graduate Assistants/Provost's Professional Interns	Used to denote specific semester dates.
UOC Appointment Date	Work-Study Students	Used to denote specific aid year and semester dates.
UOC Appointment Date	Student Labor	Used to denote employment dates.
UOC Appointment Date	Unclassified	Used to denote temporary appointments and Temporary Salary Increases (TSI).
Stipend Dates	Special Payroll Non-Time Reporter; Special Payroll Time Reporter; Special Payroll Gratis	Used to denote duration of Special Payroll stipend.
UOC Probationary Date*	Classified and Unclassified	Used to denote the probationary end date.
UOC Union Entry Date*	Classified and Unclassified	System modified, used to denote effective date of entry into a union.

\* UOC Probationary Date and UOC Union Entry Date are not included in the End Date Notification process.

Link: <https://payroll.uconn.edu/end-date-notifications> and select "End Date Notification Schedule"