

Salary Control Review Checklist

Before submitting a ticket to IBIS-Help, it is important to first conduct a thorough review of Salary Control to verify that any discrepancies are due to true system errors and not pending IBIS or Beacon actions. This document provides a checklist of common actions/inactions that lead to errors in Salary Control. **Please complete this checklist before submitting an IBIS-Help ticket.**

For more detailed information on reviewing the module, please see the [Salary Control Review Job Aid](#).

Check for IBIS actions without corresponding Beacon actions

IBIS actions (revisions, certification entries, etc.) can adjust budgeted salaries/FTE, transfer positions, fund shift positions, and establish/abolish positions. These actions require a corresponding Beacon action for the change to be reflected in Salary Control's Beacon data.

If the corresponding Beacon action is not taken, **salary reserve totals will be overstated.**

Check for Beacon actions without corresponding IBIS actions

Beacon actions (PCRs) can adjust salaries/FTE, transfer positions, fund shift positions, and establish/abolish positions. PCRs require a corresponding IBIS action to establish the budget to support them.

If the corresponding IBIS action is not taken, **salary reserve totals will be understated.**

Check for IBIS actions with no position tab entry

The position tab on an IBIS revision is the only mechanism that sends budget changes to Salary Control. When submitting a revision impacting salary accounts in any way, that revision must reflect those changes, by each position impacted, with a position tab entry.

If position tab entries are incomplete or omitted, **budget adjustments will not be reflected in Salary Control's IBIS data.**

Check for incomplete position transfers

Position transfers in IBIS require changes to the original location of the position as well as its destination. This process can involve two or more revisions depending on whether the transfer is across budget codes, budget funds, or AMUs.

If the change is not reflected on both ends of the transfer, **the transfer will not show in Salary Control's IBIS data.**

Check for 'Correction in Detail' transactions

'Correction in Detail' is a type of transaction IBIS uses to correct the Beacon data it receives on a nightly basis if it detects an error. These may over or under correct errors which results in temporary imbalances.

If you identify 'Correction in Detail' transactions, **Salary Control totals may be temporarily distorted** if the corrections do not reconcile.

Additional Resources:

[IBIS Training Guide \(nc.gov\)](#) - Salary Control Module

[IBIS Training Guide \(nc.gov\)](#) - Page 11-17 discusses Position Tab on Certification

[IBIS Training Guide \(nc.gov\)](#) - Budget Revisions Position Tab Page 17-25