

Recasting/Encumbering

The process that generates encumbrances is called Recasting. Recasting is run on separate schedules for SM and BW employees. A general rule that applies is as follows:

SM recasting is performed every Saturday, posting an encumbrance adjustment on Monday. In addition, the SM recasting runs before a payroll begins and after the payroll finishes, posting one encumbrance adjustment the day before a pay date. In some cases an additional adjustment posts seven days before a payroll begins to run.

BW recasting is performed every Friday, posting an encumbrance adjustment on Monday. In addition, the BW recasting runs before a payroll begins and after the payroll finishes, posting one encumbrance adjustment the day before a pay date.