Payroll Detail by Month Report

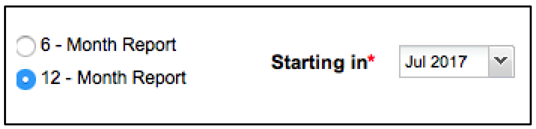
The Faculty Portfolio **Payroll Detail by Month Report** displays General Ledger (GL) and projection data for payroll expenses by month for either 6 or 12 months. The report runs by Project-Activity Period-Dept ID or by Employee.

What can I learn from the Payroll Detail by Month Report?

- Displays monthly payroll detail by employee for the duration selected
  - Details include **Gross Pay, %DPE/Hours**, **Benefits**, **VLA**, and **Total** cost per month
- Display either by the **Accounting Period** (default) in which the pay was processed or by **Pay Period**, the month of the effort
- Data can be grouped by **Award PI**, **Project PI**, **Award ID**, **Fund**, **Dept ID**, **Project**, **Project-Activity Period**, **Project-Activity Period-Fund-Dept ID**, and/or **Employee** with Sponsored and Non-Sponsored activity in one report

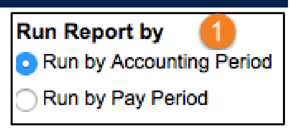
Report Date Filters

The **Payroll Detail by Month Report** requires users to choose either a **6-Month** or **12-Month** (default) view. The beginning of the 6 or 12 - month period is set using the **Starting in** filter (defaults to July of current fiscal year):

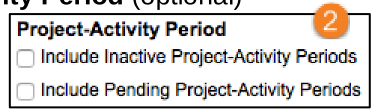


Report Specific Filters

1. Choose to **Run** the report **by Accounting Period** or **by Pay Period**. **Run by Pay Period** includes actuals only and will not display projections.



2. Choose additional options for **Project-Activity Period** (optional)



   a. Check the box to **Include Inactive Project-Activity Periods**

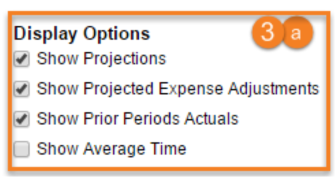
   b. Check the box to **Include Pending Project-Activity Periods**

   c. Check both boxes to include both inactive and pending

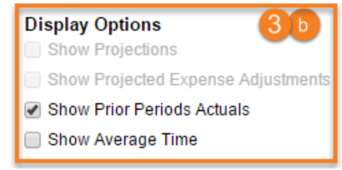
   *Note: Active/Inactive/Pending is based on the current status of the Project-Activity Period, not on the Report Dates selected

3. Choose **Display Options**:

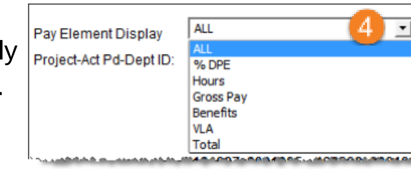
   a. If running the report by **Accounting Period**, all options are available and default to **Show Projections, Projected Expense Adjustments**, and **Prior Periods Actuals.**



   b. If running by **Pay Period**, projection related options are unavailable, defaults to show only **Prior Periods Actuals**:

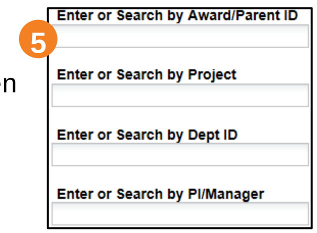


4. Choose the **Pay Element Display** (optional). You can choose to display only a single pay element. The default is **ALL** but you can display **% DPE, Hours, Gross Pay, Benefits, VLA,** or **Total**:



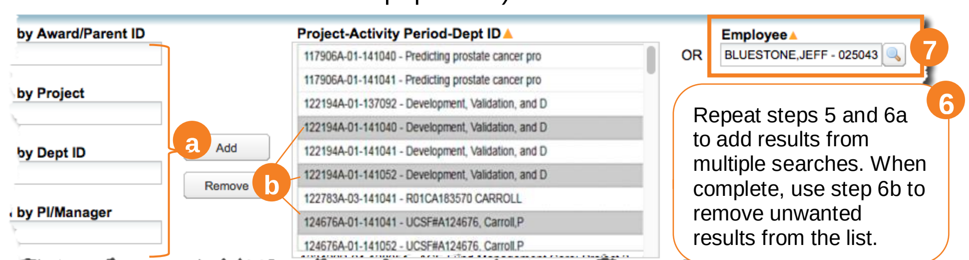
The report may be run by Project-Activity Period-Dept ID ***or*** Employee, but not both. To run by **Project-Activity Period-Dept ID**:

5. Select the **Project-Activity Period-Dept ID.** Enter search terms in any of the available fields (**Award/ Parent ID**, **Project**, **Dept ID**, or **PI/Manager**). When you begin entering the search term, valid choices display. Select a value from the list by clicking it.



6. To add the results of the selected search term:

   a. Click the **Add** button to enter all results based on the search term into the **Project-Activity Period-Dept ID** box (e.g., if you enter a PI and click the **Add** button, ***all*** Project-Activity Periods related to that PI will be populated).



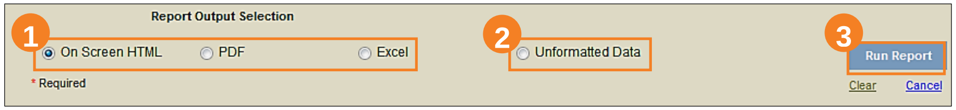
   b. All results based on the filter display in the **Project-Activity Period** box. You may remove any unwanted results to complete your programmatic grouping. To do this, click on the item(s) (CTRL/command + Click to select multiple) and then click the **Remove** button. Repeat this step as necessary to remove all unwanted results prior to running the report.

7. *To run by* **Employee**, enter or search for the employee name(s)

Payroll Detail by Month Report

Report Output Selection

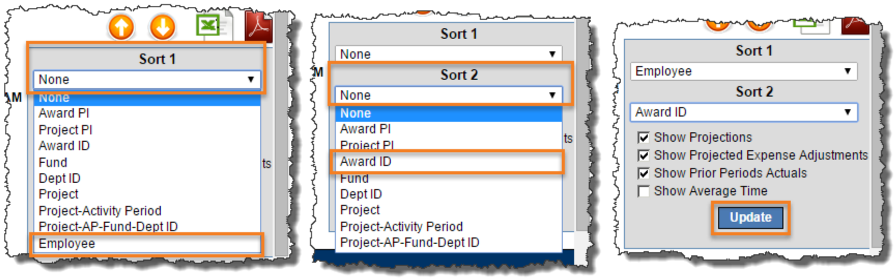
1. In addition to the report output selections of **On Screen HTML** (default), **PDF**, and **Excel**, you can choose **Unformatted Data** (2)
2. The **Unformatted Data** output returns an **Excel** file that has no special formatting and a single row for column headings, making it the best source for pivot tables and other advanced spreadsheet analysis
3. Select your desired report output and click the **Run Report** button



In both **Excel** outputs (standard **Excel** and **Unformatted Data**), the workbook will contain at least two tabs. The first tab/sheet always displays the entered filter criteria. The second tab/sheet displays the data and differs depending on whether you selected standard **Excel** or **Unformatted Data.**

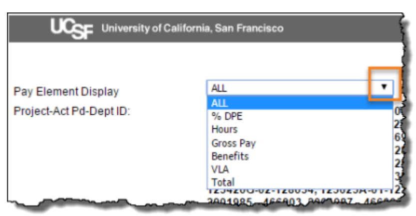
Working in the Report View

- You can **Sort** and subtotal your results using the drop-down menus located in the upper right of the report header. Make your selection(s) by clicking the desired value from the **Sort 1** and **Sort 2** drop-down menus, and then click the **Update** button. (Note **Employee** only available on **Sort 1**)

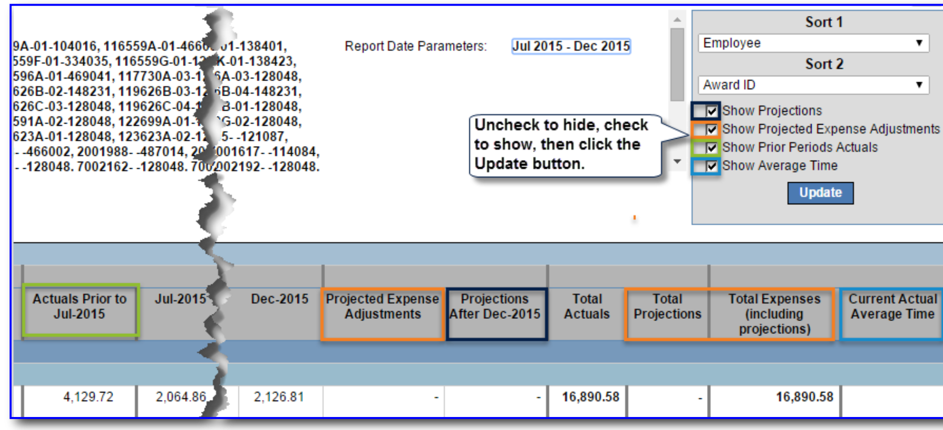


The report is re-rendered and subtotaled based on your applied sort(s).

- You can change the **Pay Element Display** from the report view by choosing the display element from the drop-down menu:

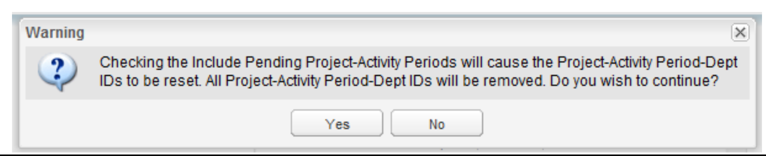


- You can choose to hide or **Show Projections**, **Show Projected Expense Adjustments**,(available only when report is run by Accounting Period) **Show Prior Periods Actuals**, and **Show Average Time** using the checkboxes in the right of the header. To show, check the box(es), to hide, uncheck the box(es) and then click **Update**.
- The **Show Projections** and **Show Projected Expense Adjustments** checkboxes are *not available* in reports run by **Pay Period**.

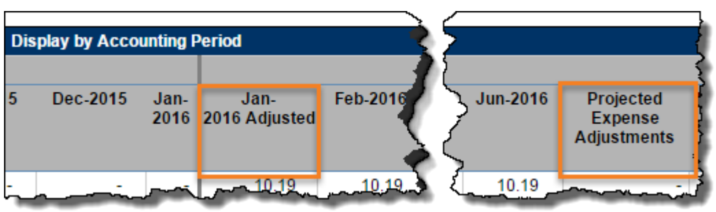


Tips & Tricks

- You can run a single report with *both* Sponsored *and* Non-Sponsored Projects
- **UPlan** (Hyperion) data is *not available* in Faculty Portfolio reports
- If you run the report for any future date, you must select **Show Projections** to see figures for any months included in your report that have not yet closed.
- Switching between **Run by Accounting Period** and **Run by Pay Period End Date** choices *will not affect* previously entered Project-Activity Period-Dept IDs, or Employee(s)
- Changing your selection for **Include Inactive Project-Activity Periods** or **Include Pending Project-Activity Periods** *will remove previously entered Project-Activity Period-Dept IDs.* You will see a warning message.



- Active/Inactive Project-Activity Periods are displayed based on the ***current status of the Project-Activity Periods selected***, not on the Report Date Filter values entered. For example, if you run a report today for a Starting In date of a year ago, the Project-Activity Periods included will be based on their status today not on their status one year ago.
- A Project is considered to be “Sponsored” based on the Fund. All Funds under the Fund tree node 400C and Funds 4900 and 1810 are considered to be “Sponsored.” All other Funds are “Non-Sponsored.”
- This report does not display **Business Unit**, **Function** or **Flexfield**
- This report does not display Project 1111111
- There is no drill-through functionality in this report
- Sponsored Projects with a zero balance as of June 30, 2013 were not converted to our current chart of accounts, and are therefore *not available i*n Faculty Portfolio reports. Use WebLinks to view information related to these projects.
- The **Actuals Prior to July** column displays all pay elements with specific dollar amounts as total.
- The current month **Adjusted** (in this example, Jan 2016) projection column is a calculation of original projections less Actuals that have been posted to the ledger.



- The **Projected Expense Adjustments** column reflects expected future adjustments that are not allocated to a specific month. Amounts in this column are manually maintained within Faculty Portfolio Projections.
- All total columns, including **Total**, **Total Actuals, Total Projections,** and **Total Expenses** reflect only the figures included within your specific report’s date range.
    - For instance, if **Show Projections** is unchecked but **Show Projected Expense Adjustments** is checked, **Total Projections** will only display the Expense Adjustments, regardless of whether there are projections existing within the date range of the report.
- The **Current Actual Average Time** column (displayed when the **Show Average Time** checkbox is checked) does NOT include any projected **% DPE** and/or **Hours**.

Additional Information & Assistance

- More information about **MyReports** including how to request access and additional training can be found in the MyReports section of the Controller’s Office website
- If you require help with a technical problem, or have a question about a specific report, contact the Controller’s Office Solution Center at COSolutionCenter@ucsf.edu or 415.476.2126
- To stay informed about **MyReports** news, follow the directions on the MyReports section of the Controller’s Office website to join the MyReports ListServ