Purpose:
This training guide provides you with information about and steps to run reports on payroll and labor accounting data found in PAC. For information on employee and job data reports, view the HR Manager Reports job aid.

Reporting at Columbia University

Columbia University streamlines the reporting environments into two repositories: Accounting and Reporting at Columbia (ARC) and the University Data Store (UDS).

ARC provides real-time access to financial data and the University Data Store (UDS) is the data warehouse repository, where data from ARC, PAC/LA, Student, and Historical/Legacy system data is stored.

Within the University Data Store (UDS) is the HR Data Store. The HR Data Store is the location of the HR Manager Reports, Manager Self-Service Reports and Labor Accounting Reports. The data in the HR Data Store is “day old data”. That is, running a report today displays information as of yesterday.

Each component of the University Data Store (UDS) contains its own suite of reports.
PAC Reports
PAC is the payroll system of record and reflects actual payroll data used for reporting and transaction activities. Although payroll information is found in other report suites, such as the Finance Data Store, the reports may be presented differently thus not providing you with the accurate information needed to perform a transaction, such as the correct earnings code needed for a cost transfer.

There are many types of reports in addition to the ones discussed in this guide, such as Human Resources Reports, or Time Administration reports. Those reports are covered in separate guides.

This guide will show you how to generate the two groupings of the reports located in the Manager Self-Service > Manager Reports folder in PAC.

A description of the available reports and the security roles required to generate them is listed below.

Manager Self-Service (MSS) Reports
Manager Self-Service reports provide individual and department earnings and payroll information. Access to MSS Reports and HR Manager Reports is provided to the following PAC roles:

- Manager Self-Service
- Manager Reporter

Labor Accounting Reports
Labor Accounting reports provide detail on Fringe Rates, Funding Setup, Payroll Information, Cost Transfers and Suspense Detail in a Department, Employee or Combo Code view. Access to Labor Accounting Reports is provided to the following PAC roles:

- Manager Self-Service
- Manager Reporter
- Accounting Approver
Access PAC Reports

Labor Accounting and MSS reports reside in the HR Data Store and are accessed via the myColumbia portal.

1. Log in to myColumbia @ [https://my.columbia.edu](https://my.columbia.edu) with your UNI and Password
2. Click on the “HR Manager Resources” tab. Reports can be easily accessed from the Reports section on the page

When in PAC, the navigation to the Reports folder is: **Main Menu > Manager Self Service > Manager Reports**. From there you select either the **Manager Self Service Reports** or **Labor Accounting Reports** folder and then select the report.
Manager Self Service Reports and Queries

Manager Self Service Reports and Queries are located in the Manager Reports folder within Manager Self Service.

Personnel Action Report

A Personnel Action Report lists every employee in your department that has had a transaction action date in the current month. If the report is run during the first week of a month, only the preceding month’s data is available.

Interpreting the Report

- Certain transactions, such as TBH, eTerminations or PAF submittals, require the HRPC to run processes to complete the transactions. This is the action date for the transaction.

- In addition to the action date for the transaction, the effective date for that transaction is also displayed.

- The descriptions of the transactions are displayed using Action and Reason Codes. Action and Reason Codes are used in PAC to categorize job and position actions. They indicate the types of changes made to an individual’s record. Access the Action and Reason code job aid in the Course Catalog (http://hr.columbia.edu/course-catalog/search) on the HR Website for more information and code definitions.

Note: Address changes will not appear on this report. Access the View Employee Personal Information page in MSS to view an employee’s addresses or the HR Manager Reports on the HR Data Store to retrieve the home zip code and office address information for employees in your department(s). See the HR Manager Reports lesson for more information.

Generate the Report

Step 1 - Click the Generate a Personnel Action Report link to view the report. No additional data entry is required. The report will be created displaying data for departments that you are able to view as per your approved security profile.

See below for a report example. The results can be exported into Excel by clicking the “Excel Spreadsheet” link at the top of the page.

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Empl Record</th>
<th>Name</th>
<th>Pay Status</th>
<th>Dept ID</th>
<th>Position</th>
<th>Annual Rt</th>
<th>Action</th>
<th>Reason</th>
<th>Action Date</th>
<th>Eff Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>Terminated</td>
<td>501000X</td>
<td>TER</td>
<td>AEN</td>
<td>09/09/2017</td>
<td>09/01/2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>0</td>
<td>Active</td>
<td>756200X</td>
<td>DTA</td>
<td>STU</td>
<td>09/09/2017</td>
<td>09/01/2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>0</td>
<td>Active</td>
<td>401410X</td>
<td>DTA</td>
<td>TLC</td>
<td>09/07/2017</td>
<td>09/01/2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>Active</td>
<td>4011103</td>
<td>REH</td>
<td>CNW</td>
<td>06/31/2017</td>
<td>09/01/2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>1</td>
<td>Active</td>
<td>4011103</td>
<td>DTA</td>
<td>STU</td>
<td>09/09/2017</td>
<td>09/01/2017</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Manager Self Service Earnings Queries
Manager Self Service Payroll Queries retrieve earnings and payroll information in a department or employee view. These queries return real time data from the Production environment.

- **Department Earnings Register** - This report lists regular, overtime, and other earnings for employees in your department for ONE designated pay period
- **Employee Earnings History and Employee Earnings FY History** - This report lists regular, overtime and other earnings for ONE employee in your department over SEVERAL pay periods (in multiple year view or FY view)

Report Use
These Earnings Reports provide detail on the employee’s earnings as well as the *earnings code* that indicates the type of pay and can be viewed by department or by employee (in history or FY history view). They are helpful when processing cost transfers (Labor Accounting users) and you need to determine the exact earn code for the payment. The "- - -" earn code is the same as the REG earn code and indicates the earnings were the employee’s regular earnings.

Report Parameters
These reports require entry of additional parameters. A message displays instructing you NOT to leave any fields blank on the following screen. Click “OK”. You can enter a wildcard or "%" sign to search all items in that field.

Step 1 – Select either the **Department Earnings Register** or **Employee Earning History** link.

Step 2 – Enter data into the fields. When running the report by department, a Pay Period End date is required and when running the report by employee, the Employee ID is required. You can further detail the output or to view all available data, enter a “%” which is a ‘wildcard’ in PAC and will return all data.

By Department

- **Pay Period End**: Enter or click the magnifying glass to select the pay period date of earnings to view.
- **Pay Frequency**: Select the pay period frequency to view. Options are: % = all paychecks, B = bi-weekly; M = monthly; S = semi-monthly or W = weekly
- **DeptID**: Enter the specific department ID or “%” for all departments
- **Empl ID**: Enter the specific employee ID or type "%" to search all employees
- **Name**: Enter the specific employee's name or type "%" to search all employees

Step 3 – Click ‘View Results’
Manager Self Service Earnings Queries - Report Results

The results can be exported into an Excel spreadsheet for additional formatting by clicking the link on the top of the page.

By Department

<table>
<thead>
<tr>
<th>Dept ID</th>
<th>UNI</th>
<th>Name</th>
<th>ID</th>
<th>Co</th>
<th>Pay Group</th>
<th>Frequency</th>
<th>Pay Period End</th>
<th>Check Dt</th>
<th>Off Cycle</th>
<th>Earn Code</th>
<th>Descr</th>
<th>Reg Hours</th>
<th>Reg Earns</th>
<th>OT Hrs</th>
<th>OT Earns</th>
<th>Oth Hrs</th>
<th>Oth Earns</th>
<th>Addl #</th>
</tr>
</thead>
</table>

By Employee

<table>
<thead>
<tr>
<th>Dept ID</th>
<th>UNI</th>
<th>Name</th>
<th>ID</th>
<th>Co</th>
<th>Pay Group</th>
<th>Frequency</th>
<th>Pay Period End</th>
<th>Check Dt</th>
<th>Year</th>
<th>Off Cycle</th>
<th>Earn Code</th>
<th>Descr</th>
<th>Sum Reg Hours</th>
<th>Sum Reg Earns</th>
<th>Sum OT Hrs</th>
<th>Sum OT Earns</th>
<th>Sum Oth Hrs</th>
<th>Sum Oth Earns</th>
<th>Addl #</th>
</tr>
</thead>
</table>

- **Dept ID**: The employee's admin department
- **UNI**: The employee's UNI
- **Name**: The employee's name
- **ID (Employee ID)**: The unique PAC ID for the employee
- **Co (Company)**: The employee will be in CU1 unless s/he is a retiree then s/he will be in REIT
- **Pay Group**: Grouping of employee populations for payroll purposes
- **Frequency**: The compensation frequency for the employee
- **Pay Period End**: The end of the earnings period
- **Check Dt**: The check date for the designated pay period
- **Year**: The earning's year (calendar) – Employee Report Only
- **Off cycle**: Y = Yes; N = No
- **Earn Code**: Earnings Code. The "- - -" earnings code is the same as the REG earnings code and indicates the earnings were the employee's regular earnings
- **Description**: Description of the Earnings Code
- **Reg Hours**: Regular Hours for the designated pay period
- **Reg Earns**: Regular Earnings for the designated pay period
- **OT Hours**: Overtime Hours for the designated pay period
- **OT Earns**: Overtime Earnings for the designated pay period
- **Oth Hours**: Other Hours for the designated pay period
- **Oth Earns**: Other Earnings for the designated pay period
- **Addl #**: Indicates the number of additional position numbers an employee has = Department Report only
Manager Self Service Payroll Queries

a. Department Payroll Register - This report lists the total gross, total taxes, total deductions, and net pay for employees in your department, for ONE designated pay period

b. Employee Payroll History and Employee Payroll FY History - This report lists the total gross, total taxes, total deductions, and net pay for ONE employee in your department, over SEVERAL pay periods (in multiple year view or FY view)

Report Use
These Payroll Reports provide payroll detail on the employee’s earnings and can be viewed by department or by employee (in history or FY history view).

Report Parameters
These reports require entry of additional parameters. A message displays instructing you NOT to leave any fields blank on the following screen. Click “OK”. You can enter a wildcard or “%” sign to search all items in that field.

Step 1 - Click either the Department Payroll Register or Employee Payroll History link.

Step 2 – Enter data into the fields. When running the report by department, a Pay Period End date is required and when running the report by employee, the Employee ID is required. You can further detail the output or to view all available data, enter a “%” which is a ‘wildcard’ in PAC.

By Department

- Pay Period End: Enter or click the magnifying glass to select the pay period date of earnings to view.
- Pay Frequency: Select the pay period frequency to view. Options are: % = all paychecks, B = bi-weekly; M = monthly; S = semi-monthly or W = weekly
- DeptID: Enter the specific department ID or "%" for all departments
- Empl ID: Enter the specific employee ID or type "%" to search all employees
- Name: Enter the specific employee's name or type "%" to search all employees

By Employee (History or FY History)

- Empl ID: Enter the Employee’s ID number (if unknown, can be found on the View Employee Personal Information page)
- Year:
  - Enter the year of earnings to view or % to view all available years in the PAC database – History report
  - Enter the Fiscal Year of earnings to view (% option not applicable) – FY History report

Step 3 – Click ‘View Results’
Manager Self Service Payroll Queries Report Results

The results can be exported into an Excel spreadsheet for additional formatting by clicking the link on the top of the page.

By Department

<table>
<thead>
<tr>
<th>Dept ID</th>
<th>UNI</th>
<th>Name</th>
<th>ID</th>
<th>Co</th>
<th>Group</th>
<th>Pay Period End</th>
<th>Check Dt</th>
<th>Off Cycle</th>
<th>Form ID</th>
<th>Check Nbr</th>
<th>Tot Gross</th>
<th>Total Taxes</th>
<th>Total Ded.</th>
<th>Net Pay</th>
<th>DDA Suppressed</th>
</tr>
</thead>
</table>

By Employee

<table>
<thead>
<tr>
<th>Dept ID</th>
<th>UNI</th>
<th>Name</th>
<th>ID</th>
<th>Co</th>
<th>Group</th>
<th>Pay Period End</th>
<th>Check Dt</th>
<th>Off Cycle</th>
<th>Form ID</th>
<th>Check Nbr</th>
<th>Sum Tot Gross</th>
<th>Sum Total Taxes</th>
<th>Sum Total Ded.</th>
<th>Sum Net Pay</th>
<th>DDA Suppressed</th>
</tr>
</thead>
</table>

- **Dept ID**: The employee’s admin department
- **UNI**: The employee’s UNI
- **Name**: The employee’s name
- **ID (Employee ID)**: The unique PAC ID for the employee
- **Co (Company)**: The employee will be in CU1 unless s/he is a retiree then s/he will be in REIT
- **Group**: Grouping of employee populations for payroll purposes – the Pay Group
- **Pay Period End**: The end of the earnings period
- **Check Dt**: The check date for the designated pay period
- **Year**: The earning’s year (calendar) – Employee Report Only
- **Off cycle**: Y = Yes; N = No
- **Form ID**: Identifies that the employee will receive their pay by printed check (CUCHK) or by direct deposit (CUDDA)
- **Total Gross**: Total gross pay for the designated pay period
- **Total Taxes**: Total taxes taken out for the designated pay period
- **Total Deductions**: Total deduction taken out for the designated pay period
- **Net Pay**: Net pay for the designated pay period
- **DDA Suppressed**:
  - Y = Yes - employee does NOT receive a Direct Deposit Advice
  - N = No - employee receives a Direct Deposit Advice
  - BLANK - employee receives a paper check
Labor Accounting Reports

Labor Accounting Reports provide detail on labor accounting data in PAC and are located in the Manager Reports folder within Manager Self Service.

Each report has slightly different parameters, but all will require certain criteria on which to base the report, including department number(s) and dates. Each report will be described later in this document. Following are the basic steps that apply to generating all reports.

Step 1 - Click on the link for the report you would like to run.

Step 2 – Create or Reuse a Run Control ID. A Run Control ID is the name you are giving your report.

1. If you are reusing an existing Run Control ID, select the “Find and Existing Value” and then click “Search”. Select the Run Control ID from the list results
2. If you are creating a new ID, select the “Add New Value” tab and then type in the name you want to use and click “Add”

Notes:

- A Run Control ID cannot contain spaces or special characters
- Select a name that will be meaningful to you, so that you can easily find it when you want to reuse it
- You can reuse the same run control after you set up a report, and just change the parameters, for example the date(s) for which you want to run the report
- For reports that you are going to run frequently, you may want to set up all the parameters once, and then just change the date range as required
Step 3 – Enter, or select using the magnifying glass, the dates and department number(s).

Department View – individual department(s) selection

To enter more departments, click the “+” sign to add additional rows.

Department View – department node selection

You may want to run a Labor Accounting report for a node rather than for a specific level 8 department. To do this:

a. Enter the first few digits of the node and then a “%” sign (e.g., 0703%)

b. Click “save”

c. This will expand your selection and return all node and department values underneath the node you entered
Step 4 – Run the report. Click ‘Run’ in the upper-right corner of the screen. After you click ‘Run’, the system will take you to the Process Scheduler Request Screen. This serves as the confirmation page. If you want to request the report, click ‘OK’. If you do not want to run the report, click ‘Cancel’.

Step 5 – Once you click ‘OK’ you will be brought back to the report set-up page. Note that the request was given an identifying number, the Process Instance. Click on ‘Process Monitor’ to view the status of your report request.
Step 6 – Once the Run Status = Success and the Distribution Status = Posted you can view your report. If the status is anything else (e.g., queued, pending) you can click “Refresh” to update the page.

![Process List](image)

Step 7 – View the Report. Once the report has run successfully, you can view it as either a PDF or export it as a .csv file into Excel.

a. Click the ‘Details’ link on the process monitor page (see above print, next to the Distribution Status). This will bring you to the Process Detail page for your report.

b. Click on ‘View Log/Trace’

c. Click on either the .PDF file or the .CSV file.

![Process Detail](image)

![View Log/Trace](image)

The following pages will show you the set-up parameters for each of the reports.

You run and view all of the reports in the same way (as illustrated above).
**Fringe Rate Report**

The Fringe Rate Report allows you to view the fringe rate(s) charged, by employee, as of a specific date.

**Report Use**

Departments can use the report to determine what fringe rate(s) were used for an employee. Once a report has been set up, you can reuse the run-control and just change the date. For example, you may want to run the Fringe Rate Report monthly for a group of departments. You can set up the report parameters once, and every month select the run control and only change the “as of date”.

**Report Parameters**

1. The ‘As Of’ date
2. Report View. Select either Department or Employee:
   a. Department – the fringe rate(s) for each employee in the specified department(s) as of the date entered
   b. Employee – the fringe rate(s) charged for a specific employee as of the date entered
3. Enter the department(s) or employee(s) for which you want to run the report. You can search for departments/employees using the magnifying glass or you can key in the IDs. You can enter as many departments or employees as you want to have on the report. To add extra rows, click on the plus sign
4. Follow the steps outlined on pages 9-12 to run and view the report

**Fringe Rate Report - Report Output**

The report displays the following information.

- **Empl Rcd**: The record number that is associated with a position/job, e.g. ‘0’ or ‘1’. Employees can have multiple jobs and will thus have multiple Empl Rcd numbers
- **Last Name**: For the employee
- **First Name**: For the employee
- **Department ID**: The employee’s admin department
- **Earn Code**: Earnings Code. The "- - -" earnings code is the same as the REG earnings code and indicates the earnings were the employee’s regular earnings
- **Description**: The description of the Earn Code
- **Combo Code**: The 10-digit system-generated number representing a unique ChartString to where the earnings are allocated
- **Priority**: 
- **Fringe Code**: The code for the fringe type
- **Description**: The description of the fringe type
- **Fringe Rate**: The fringe rate applicable to the individual
- **ChartField Data**: The ChartField elements (BU/Account/Dept/PCBU/Project/AC/Init/Segment/Site
- **OT Hours**: Overtime Hours for the designated pay period
**Funding Setup Report**

The **Funding Setup Report** allows you to view the distribution percentage and combo code(s) an employee’s Regular Earnings and Additional Pay are allocated to via Salary Distribution as of a specific as of a specific timeframe.

**Report Use**

Departments can use the report to identify the percentages charged to combo codes used for a particular pay period. It will show the percentage of earnings charged to each combo code for an employee between the specified start and end dates. The report returns results based on the admin department, not the funding department.

Once a report has been set up, you can reuse the run-control and just change the date. For example, you may want to run the **Funding Setup Report** monthly for a group of departments. You can set up the report parameters once, and every month select the run control and only change the start and end dates.

**Report Parameters**

1. The ‘**Start Date**’ and ‘**End Date**’ of the timeframe for the report
2. Report View. Select either Department or Employee:
   a. **Department** – the funding distribution percentage for each employee in the specified department(s) for the fiscal year within the timeframe entered
   b. **Employee** – the funding distribution percentage charged for a specific employee for the fiscal year within the timeframe entered
3. Enter the department(s) or employee(s) for which you want to run the report. You can search for departments/employees using the magnifying glass or you can key in the IDs. You can enter as many departments or employees as you want to have on the report. To add extra rows, click on the plus sign
4. Follow the steps outlined on pages 9-12 to run and view the report

**Funding Setup Report - Report Output**

The report returns results based on the admin department, not the funding department.

- **Fiscal Year**: The fiscal year in which the funding is allocated
- **Employee ID**: The unique PAC ID for the employee
- **Employee Record**: The record number that is associated with a position/job, e.g. ‘0’ or ‘1’. Employees can have multiple jobs and will thus have multiple Employee Record numbers
- **Name**: The employee’s name
- **Department ID**: The employee’s admin department.
- **Effective Date**: The date that the allocation is effective as of
- **Effective Sequence**: The order of items processed on a single effective date
- **Earn Code**: Earnings Code. The "blank" earnings code field indicates the employee's regular earnings
- **Budget Sequence**: The sequence of processing of earnings item
- **Combo Code**: The 10-digit system-generated number representing a unique ChartString
- **Budget Amount**: The dollar amount budgeted for the item (non-regular earnings only)
- **Distribution Percent**: The percentage of earnings allocated to the combination code
- **Funding End Date**: The end date for the Salary Profile entered into the Salary Distribution page in PAC
- **Source**: J=Job Data; A=Additional Pay
- **ChartField Data**: The ChartField elements (Business Unit/Account/Department ID (CF)/Business Unit PC/Project/Project Activity/Initiative/Segment/Site)
**Payroll Actuals Report**

The Payroll Actuals Report allows you to view the combo code(s) employee earnings were charged to, by employee, as of a specific date. It shows the actual earnings charges and encumbrances for employees between specified start and end dates.

**Report Use**

Departments can use the report to identify the payroll actuals and encumbrance balances for the employees in the specified departments.

Once a report has been set up, you can reuse the run-control and just change the date. For example, you may want to run the Payroll Actuals Report monthly for a group of departments. You can set up the report parameters once, and every month select the run control and only change the start and end dates.

**Report Parameters**

1. The ‘**Start Date**’ and ‘**End Date**’. The timeframe of the data.
2. Report View. Select either Department or Employee:
   a. **Department** – actuals and encumbrances for each employee in the specified department(s) as of the dates entered. You can also select one of these “Sort by” options from the drop down menu
      i. Admin Dept, Combo Code, Emplid
      ii. Admin Dept, Emplid, Combo Code
   b. **Employee** – the actuals and encumbrances for the specified employee(s) between the dates entered
   c. **Summary** – check this box to summarize the output by Earn Code, Combo Code and ChartField. This option displays the total charges to each combo codes, per earn code. It shows the total charged to a combo code for the period of time entered in the start and end dates
3. Enter the department(s) or employee(s) for which you want to run the report. You can search for departments/employees using the magnifying glass or you can key in the IDs. You can enter as many departments or employees as you want to have on the report. To add extra rows, click on the plus sign
4. Follow the steps outlined on pages 9-12 to run and view the report
Payroll Actuals Report - Report Output

- **Department ID**: The employee’s admin department
- **Employee ID**: The unique PAC ID for the employee
- **UNI**: The employee’s UNI
- **Pay Group**: Grouping of employee populations for payroll purposes
- **Employee Record**: The record number that is associated with a position/job, e.g. ‘0’ or ‘1’. Employees can have multiple jobs and will thus have multiple Employee Record numbers
- **Employee Name**: The employee’s name
- **Position Number**: The identification number for the employee’s position in PAC
- **Position Description**: The description of the employee’s position
- **Off cycle**: Y = Yes; N = No
- **Reversed**: Y = Yes; N = No
- **Pay End Dt**: The end date of the pay period for the specified earnings
- **Paycheck Nbr**: The corresponding paycheck number will be indicated
- **Earn Code**: Earnings Code.
- **Combo Code**: The 10-digit system-generated number representing a unique ChartString to where the earnings were allocated
- **Funding Dept**: The department (indicated by department number) that administers the listed combo code
- **Earnings Amt**: The dollar amount of earnings allocated to the combo code listed for the specified earnings
- **Transaction ID**: Will display the Cost Transfer Transaction ID, if applicable. If the earnings were from a regular payroll and did not have a cost transfer made to them a 0 will display.
- **Transaction Type**: Displays the type of transaction for the specified earnings. Can be CT = Cost Transfer or PY = Payroll
- **Regular Fringe**: The dollar amount of Fringe expense applied to the specified earnings
- **Addl Fringe**: The dollar amount of Additional Fringe expense applied to the specified earnings
- **Fringe Total**: The total dollar amount of Fringe applied to the specified earnings
- **Encumbrance Earnings Amt**: The dollar amount of earnings encumbered for the specified earnings (through the end of the FY)
- **Encumbrance Fringe Amt**: The dollar amount of Fringe expense encumbered for the specified earnings (through the end of the FY)
- **Total Earnings**: The total dollar amount of actual and encumbered earnings (through the end of the FY)
- **Total Fringe**: The total dollar amount of fringe expense (through the end of the FY)
- **ChartField Data**: The ChartField elements (Business Unit/Account/Department ID (CF)/Business Unit PC/Project/Project Activity/Initiative/Segment/Site
**Suspense Detail Report**
The *Suspense Detail Report* lists all payroll charges in suspense for a department or set of departments as of a specified date.

**Report Use**
Departments can use the report to identify payroll charges in suspense, and how long a particular charge has been in suspense.

Once a report has been set up, you can reuse the run control and just change the date. For example, you may want to run the *Suspense Detail Report* semi-monthly for a group of departments. You can set up the report parameters once, and every time select the run control and only change the as of date.

**Report Parameters**
1. **The Pay End Date Range** using the ‘From Date’ and ‘To Date’. The timeframe of the data.
2. **Report Type.** The report can be run at either the summary or the detail level.
3. **Department Tree Node:** report can be run at any level of the department tree. Entering a node value will display the suspense for all employees within that tree node as of the dates entered
   a. Note that you do not have to click the ‘Save’ button on this report to select a department node
4. **Individual Department:** report can be run for an individual department. Enter the department(s) for which you want to run the report. You can search for departments using the magnifying glass or you can key in the department ID. You can enter as many departments as you want to have on the report. To add extra rows, click on the plus sig
5. Follow the steps outlined on pages 9-12 to run and view the report
Suspense Detail Report - Report Output

- **Pay Begin Dt:** The begin date of the pay period the payroll amount listed is in suspense
- **Pay End Dt:** The end date of the pay period the payroll amount listed is in suspense
- **# of Days in Suspense:** The number of days suspense exists based upon the pay end date and the date the report was created
- **Combo Code:** The 10-digit system-generated number representing a unique ChartString to where the earnings were allocated
- **Employee UNI:** The employee's UNI
- **Employee ID:** The unique PAC ID for the employee
- **Employee Record:** The record number that is associated with a position/job, e.g. ‘0’ or ‘1’. Employees can have multiple jobs and will thus have multiple Employee Record numbers
- **Pay Group:** Grouping of employee populations for payroll purposes
- **Job Function:** A numerical indicator identifying the employee group
- **Function Description:** The description for the job function code
  - Job Functions: 01 = Officers of Instruction; 11 = Officers of Research; 21 = Officers of the Libraries’
    - 31 = Officers of Administration; 41 = Student Officers; 51 = Support Staff; 61 = Others
- **Last Name:** The employee’s last name
- **First Name:** The employee’s first name
- **Earn Code:** Earnings Code
- **Earnings Amt:** The dollar amount of earnings allocated to the combo code listed for the specified earnings
- **Fringe Amt:** The dollar amount of Fringe expense for the specified earnings.
- **Earnings and Fringe Total:** The total dollar amount of the Earnings and Fringe for the payroll amount in suspense
- **Check Date:** The end date of the pay period in which the earnings fell into suspense
- **Funding Dept:** The department (indicated by department number) that administers the listed combo code
- **ChartField Data:** The ChartField elements (Business Unit/Account/Department ChartField/PC Business Unit/Project ID/ Activity Id/Initiative/Segment/Site
Cost Transfer Reports
The Cost Transfer Reports allow you to view the details of cost transfers, by Admin Department, Department Node, Employee ID, Cost Transfer Initiator or Cost Transfer Transaction ID, as of the selected date range. You can also indicate if you want to view “All Projects” or “Sponsored Projects Only”.

Report Use
Departments can use the report to identify payroll charges in suspense, and how long a particular charge has been in suspense.

Once a report has been set up, you can reuse the run control and just change the date. For example, you may want to run the Cost Transfer Report monthly for a specified group or project or employee. You can set up the report parameters once, and every month select the run control and only change the ‘From and To Dates’

Report Parameters
1. The Date Range entering a ‘From Date’ and ‘To Date’. The timeframe of the data.
2. Report Options – select a radio button to indicate the way the report output is displayed and enter the data accordingly.
   a. Admin Department – Report can be run for an individual department as of the dates entered. Enter the department(s) for which you want to run the report. You can search for departments using the magnifying glass or you can key in the department ID. You can enter as many departments as you want to have on the report. To add extra rows, click on the plus sign
   b. Department Tree Node: report can be run at any level of the department tree. Entering a node value will display the cost transfer details for all employees within that tree node as of the dates entered.
   c. Project ID – the cost transfer details for each employee for the specified project as of the dates entered
   d. Cost Transfer Initiator – the cost transfer details for each employee created by the specified Initiator as of the dates entered
   e. Employee ID – the cost transfer details for the specified employee as of the dates entered
   f. Cost Transfer Transaction ID – the cost transfer details for the specified cost transfer transaction ID as of the dates entered
3. Projects Option. Select the radio button to see results for ‘All Projects’ or for ‘Sponsored Projects Only’.
4. Summary Report Only. Select the radio button to see results by Combo Code or Project ID.
   a. by Combo Code is the default. The output is summarized by combo codes for the project
   b. by Project ID. The output is summarized by Project ID. The total transferred into and out of a project via cost transfer is displayed
5. Process Scheduler Request. Select either: ‘Detail CT Report’ (PDF only) or ‘Summary CT Report’ (Excel Only).
   a. Detail CT Report format is in PDF only. The report provides the CT detail view
   b. Summary CT Report is in Excel only. Allows you to quickly see the movement of total dollars transferred. It adds together all line items in a Cost Transfer to display in one row. This summarizes the detail of each pay period into one row per Combo Code or by Project ID
6. Follow the steps outlined on pages 9-12 to run and view the report.
Cost Transfer Report – Report Output

- **CU Transaction ID** – will display the Cost Transfer Transaction ID, if applicable.
- **Ern Code**: Earnings Code
- **Combo Code**: The 10-digit system-generated number representing a unique ChartString to where the earnings were allocated
- **Project ID**: The “UR” or “GG” Project ID number
- **Requested To %**: The percentage of the cost transfer going to the combo code at time of cost transfer request
- **Post Processing %**: The actual percentage now allocated to the combo code/project after the cost transfer processed
- **To Earnings**: The dollar amount of the earnings transferred to the combo code/Project listed
- **From %**: The allocation percentage before the cost transfer processed
- **From Earnings**: The total dollar allocation before the cost transfer processed
- **CT Reason Code**: The reason code selected for the cost transfer
- **CT Reason Code DESCR**: The description of the reason code selected for the cost transfer
- **CT Status**: The status for the cost transfer. E.g. ‘Processed’
- **Min Pay End Dt**: The end date of first pay period indicated in the cost transfer request
- **Max Pay End Dt**: The end date of last pay period indicated in the cost transfer request
- **Min Earnings Dt**: The first date of the pay for the earnings in the cost transfer request
- **Max Earnings Dt**: The last date of the pay for the earnings in the cost transfer request
- **EMPLID (Employee ID)**: The unique PAC ID for the employee
- **EMPL RCD (Employee Record)**: The record number that is associated with a position/job, e.g. ‘0’ or ‘1’. Employees can have multiple jobs and will thus have multiple Employee Record numbers
- **Employee Name**: The employee’s name
- **Employee UNI**: The employee’s UNI
- **Employee Admin DEPT ID (Department ID)**: The employee’s admin department number
- **Employee Admin Dept DESCR (Department Description)**: The employee’s admin department name
- **Initiator UNI**: The UNI of the person who initiated the Cost Transfer
- **Initiator Name**: The name of the person who initiated the Cost Transfer
- **Initiator DEPT ID (Department ID)**: The department number of the person who initiated the Cost Transfer
- **Initiator Dept DESCR (Description)**: The department name of the person who initiated the Cost Transfer
- **CT Created DT**: The date the Cost Transfer was initiated
- **Final Approver UNI**: The UNI of the last person to approve the Cost Transfer
- **Final Approver Name**: The name of the last person to approve the Cost Transfer
- **Final Approver Dept ID**: The department number of the last person to approve the Cost Transfer
- **Final Approver Dept DESCR (Department Description)**: The department name of the last person to approve the Cost Transfer
- **Final Approved DT**: The date the Cost Transfer was last approved
- **Justification Comments**: The comments entered on the Cost Transfer

This report output data reflects the Sponsored Projects section of the cost transfer:

- **New Hire**: Y or N
- **Rehire**: Y or N
- **PI Name(s)**: The name(s) of the Principal Investigator(s) for the project
- **Date of Discussion**: The date of discussion entered in this field on the cost transfer request
- **Document Location**: The text entered in the cost transfer indicating where the documents are kept
- **Agreement Confirmed**: Y or N