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# 1 Entering and Approving a Payroll Accounting Adjustment

In this chapter, you will learn:

- How to create a payroll accounting adjustment in ConnectCarolina.
- About the PAAT approval process.
- How to approve, recycle, and cancel an adjustment.
Entering and Approving a Payroll Accounting Adjustment

Overview

You use the Payroll Accounting Adjustment Tool (PAAT) to retroactively move a person's salary in a certain pay period to different funding sources. You may need to adjust funding sources for a variety of reasons, such as:

- A person's expended effort (via effort reporting) is different than the salary paid from a project.
- Salary and fringe benefit expenses placed in suspense accounts need to be moved to the proper accounts.

PAAT lets you adjust funding sources for past pay periods and for all earnings codes except clinical pay and bonuses. If you need to change an employee's salary sources for the current or for a future pay period, use the Funding Swap ePAR found on the ePAR Home Page.

Three Levels of Access

If you had access to the short term retro tool you have what is called basic access to PAAT to change the distribution of funds on an employee's salary. With basic access you can move the earnings for an employee to different funding sources, and the deductions and taxes automatically follow. If you need the flexibility to change funding sources for deductions and taxes separately from earnings, you need what is called advanced access. A few employees need to be able to edit retro funding adjustments originated and submitted by others, which means they need super user access. Super users are central office level employees.

Approvals

After a PAAT transaction is submitted, there are several paths through the approval process:

For UNC-Chapel Hill:

1. If the adjustment changes a State fund (increases or decreases), the adjustment must be approved by the Level 1 budget for that funding department before it routes to the Level 2 budget approver. Level 2 budget approval is also required in this scenario.

2. If the adjustment changes a non-State fund (increases or decreases), the adjustment is approved by either the Level 1 approver or Level 2 budget approver. As soon as one of those levels approves, the adjustment skips the other level and routes to Level 3 Budget Office/OSR.
3. If the adjustment changes an OSR chartfield string (increases or decreases) **more than 90 days** from the pay end date of the paycheck (based on the date the retro was submitted by the originator), Level 3 approval by OSR is required. If an OSR chartfield string changes (increases or decreases) less than 90 days from the pay end date of the paycheck (based on the date the adjustment was submitted by the originator), Level 3 approval by OSR is not required.

4. Level 3 Budget Office approval is required for every adjustment that generates a change to a non-OSR chartfield string, even if a project ID exists on the non-OSR chartfield string (cost share).

For UNC-General Administration:

1. All GA adjustments route to one departmental level approval, dept 105500, regardless of the fund type or funding department you use. Approvers in this department satisfy all Level 1 and Level 2 approvers for GA.

2. All GA adjustments route to Level 3 (there is no distinction between Budget Office and OSR for GA).

As the funding source adjustments are entered in the system, all of the approver's worklists are updated throughout the day. An email is also sent to the approvers each night to notify them they have a PAAT form to approve. Most approvers cannot change requests. If changes are needed they recycle the request so that the originator can make the corrections and resubmit the form. Only a few super users can edit PAAT forms created by others.

**Justifications Required for OSR Chartfield Strings**

An explanation for the transaction is required when you use a chartfield with a Project ID number. The options on the justification list mirror those on the retired short term retro tool. When you select specific explanations, the system asks you to identify the role of the employee the change is being made for. Both questions must be filled in before you can submit the form.

**Tips**

- You can't start an adjustment for a pay period if another adjustment has been initiated but not completed on that same pay period. The pay periods in an incomplete PAAT transaction show a status of In Progress, Submitted, etc. and cannot be used again until the first transaction is approved or canceled.

- If an adjustment has been completed, you can perform another adjustment on top of it.
• You can't increase or decrease a person's total funding using this tool. The funding change has to net to zero before the system lets you submit the adjustment.

• There is no limit to the lines of funding a person can have.

• You can change multiple pay periods for an employee in one adjustment.

• If you have any issues completing an adjustment, contact the Help Desk.

**Related Reference**

• For guidance on making salary re-distributions on contracts and grants (project numbers beginning with 3, 4, or 5), see [https://research.unc.edu/offices/sponsored-research/resources/connectcarolina/](https://research.unc.edu/offices/sponsored-research/resources/connectcarolina/)

**Menu Paths**

Main Menu > HR/Payroll Menu > Payroll Acct Adj. Tool (PAAT) > Enter PAAT Transaction

or

HR/Payroll > HR WorkCenter > Funding Sources > Enter PAAT Transaction

**Steps - Entering a Retroactive Funding Swap**

Follow these steps:

1. Choose a menu option:

   Main Menu > HR/Payroll Menu > Payroll Acct Adj. Tool (PAAT) > Enter PAAT Transaction

   or

   HR/Payroll > HR WorkCenter > Funding Sources > Enter PAAT Transaction

2. Complete as many fields as necessary to find the employee you are looking for. The employee's PID is a unique identifier, and quickly narrows the search.

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Enter the home department number for the employee.</td>
</tr>
<tr>
<td>Empl ID</td>
<td>Enter the employee's PID.</td>
</tr>
<tr>
<td>Empl Record</td>
<td>Enter the employee's job record or employee record.</td>
</tr>
</tbody>
</table>
1 Entering and Approving a Payroll Accounting Adjustment

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Enter the first name of the employee you want to find.</td>
</tr>
<tr>
<td>Last Name</td>
<td>Enter the last name of the employee you want to find.</td>
</tr>
</tbody>
</table>

3. Click the **Search** button.

Result: The system displays a list of employees, up to 99 rows, for you to choose from. Click the View All link to display a complete list.

4. Click the PID in the **Empl ID** column of the employee you are looking for from the Search Results list.

Result: The system displays the first few pay periods on the **Pay Periods** page for that employee.

5. Enter dates in the **Date From** and **Date To** fields to narrow the list of pay periods to a specific range.

Note: Click the **View All** link to see the complete list of pay periods.
6. Mark the checkboxes to select the pay periods you want to change.

Notes:

- If a pay period is marked **In Progress** (or any other type of status) in the Status column, you can't select it. A pay period is marked as In Progress as soon as it is opened in PAAT, even if you don't save.

- If a pay period is marked **Pending GL** in the Status column, you won't be able to select it until the original distribution of the paycheck has been sent to the General Ledger.

- You won't be able to see pay periods in which an employee was on disability.

- If you selected multiple pay periods, each one displays separately on the Earnings page.

7. Click the **OK** button.
Result: The system displays the Earnings page for the pay periods you chose.

8. Click the View All link to see all the rows of funding for a person if they have more than fifteen funding sources.

Result: A transaction ID is generated for this form even if you didn't click the Save button.

Important! No other adjustment can be submitted for the same pay periods selected before this form is executed or canceled in the system.
9. In the Adjustment Amount field, type the amount you want to adjust the charged balance.

   **Notes:**
   
   - The minus sign before the amount signifies that you are removing funds from the current source.
   - When you move the amount to other sources, the system calculates and moves the associated taxes and deductions automatically.

10. Click on the **Add a row** to create a new row of funding.

11. Click on the **Expanded Mode** tab to see the complete chartfield.

12. In the new row, complete the following fields on the **Expanded Mode** tab for the new funding source.

<table>
<thead>
<tr>
<th><strong>In this field:</strong></th>
<th><strong>Do the following:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Earn Code</td>
<td>Enter the earnings code for the new source of funding. It needs to match the earnings code on the row of funding you are adjusting. Certain earn codes, such as VAC, SCK, HOL roll up to REG.</td>
</tr>
<tr>
<td>Combo Code</td>
<td>Enter the combo code and the system fills in the individual chartfields.</td>
</tr>
<tr>
<td><strong>In this field:</strong></td>
<td><strong>Do the following:</strong></td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Override Account</td>
<td>When necessary, enter a different account number that specifically supports the earnings code. This account number is used during payroll distribution.</td>
</tr>
<tr>
<td>Fund</td>
<td>Enter the fund number.</td>
</tr>
<tr>
<td>Source</td>
<td>Enter the source number.</td>
</tr>
<tr>
<td>Account</td>
<td>Enter the account number.</td>
</tr>
<tr>
<td>Dept CF</td>
<td>Enter the department number.</td>
</tr>
<tr>
<td>PC Bus Unit</td>
<td>Enter the business unit, if applicable.</td>
</tr>
<tr>
<td>Project ID</td>
<td>Enter the project ID, if applicable.</td>
</tr>
<tr>
<td>Activity</td>
<td>Enter the number 1 for sponsored projects only.</td>
</tr>
<tr>
<td>Program</td>
<td>Enter the program code, if applicable.</td>
</tr>
<tr>
<td>Cost Code 1</td>
<td>Enter the first cost code number, if applicable.</td>
</tr>
<tr>
<td>Cost Code 2</td>
<td>Enter the second cost code number, if applicable.</td>
</tr>
<tr>
<td>Cost Code 3</td>
<td>Enter the third cost code number, if applicable.</td>
</tr>
<tr>
<td>Funding End Date</td>
<td>The funding end date assigned to the chartfield string displays.</td>
</tr>
<tr>
<td>Old Earnings</td>
<td>The existing dollar amount of funding on each chartfield displays.</td>
</tr>
</tbody>
</table>
| Adjustment Amount | Type the dollar amount of the adjustment you are making to the funding source.  
                        Note: Deductions and taxes automatically adjust when the transaction is executed in PAAT. |
| New Earnings    | PAAT shows the new dollar amount that will be applied to the funding source you specified. |
Result: The system shows the new amounts applied to each row of funding in the New Earnings column.

Important! The Earnings Code must be the same as the original source and the Difference must equal zero to proceed.
13. If you are adjusting the funding amount on a source that includes a **Project ID** number, click on the Dialogue bubble to add the required justification.

Note: Justifications are only required when adjusting funding on chartfield strings that include a **Project ID**. This includes cost sharing charges.

Result: The system directs you to a new page with the justification drop down menu. The Dialogue bubble turns red if you attempt to save without entering a justification when it is required.

14. Choose the Justification from the list using the drop down menu.

15. Choose a **Role** from the list using the drop down menu when prompted.
16. Click the **OK** button.

![](image)

**Result:** The system returns to the Earnings page.

17. Click the **Save** button.

![](image)

**Result:** The system performs several checks, including checking that the chartfields and combo codes are valid, that the adjustment balance equals zero, and that any required justifications are entered.

**Important!**

- If a chartfield is invalid, the system can not save your form until you correct the error. The chartfields need to be valid for the type of accounting adjustment and employee class on the form before the system can save the adjustment.

- If the system detects an error that is not related to the chartfield, it displays an error message directing you to the **Message tab** for more information.
18. If you selected multiple pay periods when starting your adjustment and you want to copy the funding changes you just made to a different pay period, click the **Copy to Pay Period** drop down menu to select the pay period you want to copy to.

![Copy to Pay Period Menu](image)

19. Click the **Yes** button to copy the dollar amounts and chartfields to the new pay period. If you want to copy just the chartfields, select **No**.

![Copy Distribution to Pay Period](image)

Result: The new funding changes and justifications are copied into the selected pay period.

Important! - Review each pay period. Additional rows of funding and different existing balances in each pay period may affect the net difference on each adjustment.

20. Click the **Provisional Budget Check** button to see if budget exists on the chartfields you are using on the PAAT form.

Note: This step is optional and does not prevent you from submitting the transaction, even if the transaction doesn't pass the budget check.
21. Click the Notes tab and enter your initials and additional comments supporting the funding change.

Note: Refer to https://research.unc.edu/offices/sponsored-research/resources/connectcarolina/ for the type of information required in this field.

Caution! Protect social security numbers, credit card information, and other sensitive data; be sure not to type them in the Your Comment, Description, or other free form text fields. Read the University's Information Security policy for more information.

22. On the Notes tab, click Add Attachment to upload supporting files from your computer.

23. Click the Messages tab to see any error messages.
Result: The system displays error messages that may prevent you from submitting your funding source change.

24. Click the **Save** button again if you have used the **Copy to Pay Period** feature or added notes or attachments.

25. To submit the adjustment for approval:
   - Click the Workflow tab and click the **Submit For Approval** button
   - Change the status to Submit for Approval and click the **Save** button from the Earnings or Notes tabs on your form.

Result: Your adjustment is submitted into the approval process.

26. After submitting the adjustment for approval, click the Workflow tab to see the approval route.
Result: The approvers on each level are displayed in columns.

27. If you need to make a change or want to pull your adjustment out of the approval process, click the Recycle button on the Workflow tab.
Steps - Approving a PAAT Transaction

Follow these steps:

1. Click the link to PAAT transactions from the Worklist on your ConnectCarolina home page.

   ![Worklist Image]

   Result: The system displays your worklist, showing all transactions waiting for your approval.

2. Click the link to select the retro transaction you want to approve.

   ![Worklist Image]

   Result: The system displays the adjustment.
3. Review the information on the Earnings tab for each pay period included in the transaction.

4. Review additional information on the Notes tab and Messages tab when necessary.

5. Click the Workflow tab.

Result: The approval path is displayed and action buttons appear at the bottom.

6. As an approver, click either:
- Approve - After you click Approve, your name on the list shows that you Approved the transaction, and all other approvers in your department and level are labeled Auto Approved. Only one approver for each department on each level needs to approve the transaction. The transaction moves off of your Worklist and onto the next step in workflow.

- Recycle - This returns the PAAT transaction to the originator for changes. Approvers are required to enter the reason for the workflow termination (recycle).
Result: The adjustment is sent to the originator's Worklist for changes and resubmission.

7. Fully approved adjustments are executed and updated nightly in ConnectCarolina.
2 Managing Payroll Accounting Adjustments

In this chapter, you will learn:

- About the different statuses an accounting adjustment can have in ConnectCarolina.
- How to find an existing adjustment in ConnectCarolina.
Managing Payroll Accounting Adjustments

Overview

When you start a transaction in the Payroll Accounting Adjustment Tool (PAAT), it is assigned a transaction ID number and a status of In Progress. The act of beginning an adjustment essentially puts a pay period on hold, even before the adjustment is saved or submitted for approval. If a pay period for an employee is in progress, no one else can enter an adjustment for that same time until the first adjustment is executed in the system or canceled.

Everyone who uses PAAT can view any employee's funding change, regardless of the department they have access to see. You can easily make changes before you submit the form for approval and, you can go into the approval process to recycle your own adjustments. Recycling an adjustment sends the form back to yourself so you can make changes. Only a super user has the security access to edit another user's adjustment.

Approvers can also recycle transactions back to the originator for changes. Approvers can not cancel though, if a submitted adjustment needs to be permanently stopped, the originator or the approver needs to first recycle it, and then the originator can cancel it.

Status

There are several statuses in PAAT.

- **In Progress**: As soon as you navigate to the Earnings page for a pay period, the pay period for that employee shows an In Progress status. Even if you do not enter any information on the form, you have locked out other users from working on the same pay period for the same employee. Saving the form also displays an In Progress status.

- **Submitted**: Once you submit the form for approval, the system displays a Submitted status throughout the approval process. The originator or an approver can recycle the adjustment, which removes it from the approval process and sends it back to the originator for changes.

- **Canceled**: An adjustment permanently stopped displays a Canceled status. If you need to make a change for that same pay period, you need to begin a new adjustment which generates a new transaction ID number. If the adjustment has been submitted and is in the approval process, the originator or the approver needs to recycle the form first, sending it back to the originator for changes. Then the originator or a super user can change the form and change the status to Canceled.

- **Approved**: The adjustment shows an Approved status after the Level 3 budget approver has approved the adjustment and while it waits for the system to distribute the funds.
- **Distributed**: After the system distributes the funds of an approved adjustment, the adjustment shows a Distributed status.

**Menu Paths**

Main Menu > HR/Payroll Menu > Payroll Acct Adj. Tool (PAAT) > Manage PAAT Transactions

or

HR/Payroll > HR WorkCenter > Funding Sources > Manage PAAT Transactions

**Steps - Finding and Making Changes to an Adjustment in PAAT**

Follow these steps:

1. Choose a menu option:

   Main Menu > HR/Payroll Menu > Payroll Acct Adj. Tool (PAAT) > Manage PAAT Transactions

   or

   HR/Payroll > HR WorkCenter > Funding Sources > Manage PAAT Transactions

2. Complete as many fields as necessary to find the transaction you are looking for. The Transaction ID is a unique identifier, and quickly narrows the search.

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Id</td>
<td>Enter the transaction number of the adjustment you are trying to find.</td>
</tr>
<tr>
<td>Status</td>
<td>Enter the status of the PAAT adjustment.</td>
</tr>
<tr>
<td>Empl ID</td>
<td>Enter the employee's PID.</td>
</tr>
<tr>
<td>Retro Type</td>
<td>Choose whether you want to see only deductions or taxes, earnings without deductions and taxes, or earnings with deductions and taxes.</td>
</tr>
<tr>
<td>First Name</td>
<td>Type the first name of the employee you want to find.</td>
</tr>
<tr>
<td>Last Name</td>
<td>Type the last name of the employee you want to find.</td>
</tr>
<tr>
<td>Department</td>
<td>Type the department number.</td>
</tr>
<tr>
<td>Created By</td>
<td>By default, your Onyen is displayed. To see adjustments created by others, blank out your Onyen and either type another person's Onyen or leave it blank to see all.</td>
</tr>
<tr>
<td>Creation Date</td>
<td>Enter the date the transaction was created.</td>
</tr>
</tbody>
</table>
3. Click the **Search** button.

![Manage Direct Retro](image)

Result: The system displays a list of adjustments that meet your search criteria.

4. Click the adjustment link in the search results list you want to edit.

![Search Results](image)

Result: The system displays the adjustment you chose.

5. Add additional funding changes to the form if needed.
   - For information on using the Payroll Accounting Adjustment Tool, see *Entering and Approving a Payroll Accounting Adjustment*, page 4.

6. In the Status field, if you need to change the **Status** of your transaction, choose one of the following options:
- Canceled: If you want to allow others to make changes to the same pay period on a new action.

- Submit For Approval: If you want to submit the form for approval.

![Image of the interface with workflow and status indications]

7. Click the **Save** button.

![Image of the Save button highlighted]

Result: If you canceled the transaction, the status shows as **Canceled** and the form can no longer be changed. If you submitted the transaction, the status shows as **Submitted** and the form is in the approval process.

8. If you need to pull your transaction out of the approval process so you can make changes, click the **Workflow** tab on your transaction form.

![Image of the Workflow tab highlighted]

Result: The system displays the approvers for this form.

9. Click the **Recycle** button.
10. Type in the reason for withdrawing the adjustment from the approval process.
11. Click the **OK** button.

Result: The adjustment is no longer in the approval process and the status is updated to **In Progress**. Now you can make changes to the adjustment and resubmit it or you can cancel.
3 Running PAAT Reports

In this chapter, you will learn how to run three reports:

- Review Pending Transactions
- Current Suspense Charges
- Labor & Expense Report
Running PAAT Reports

Overview

There are three PAAT reports available:

- Review Pending Transactions: The link to this report is in the HR WorkCenter in ConnectCarolina. This report provides a list of all pending transactions for a department or school, including those with In Progress and Needs Approval statuses. Each transaction listed has a link to the adjustment.

- Current Suspense Charges: The link to this report is also in the HR WorkCenter in ConnectCarolina. This report provides a list of charges for a department or school that have gone to the suspense account, broken down by employee and pay period.

- Labor Expense Report: This report is located in InfoPorte, in the HR application, on the Payroll tab. This report mirrors the Labor Expense Report that was available in the Retroactive Funding Transfer Application (short term retro tool).

Review Pending Transactions

Run this report if you want to see a list of all the pending PAAT transactions.

Menu Path

Main Menu > HR/Payroll Menu > Payroll Acct Adj. Tool (PAAT) > Review Pending Transactions

or

HR/Payroll > HR WorkCenter > Funding Sources > Review Pending Transactions

Steps - Running a Pending Transactions Report

Follow these steps:

1. Choose a menu option:

   Main Menu > HR/Payroll Menu > Payroll Acct Adj. Tool (PAAT) > Review Pending Transactions

   or

   HR/Payroll > HR WorkCenter > Funding Sources > Review Pending Transactions

2. Complete as many fields as necessary to narrow the search.
3 Running PAAT Reports

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Enter the department number.</td>
</tr>
<tr>
<td>School</td>
<td>Select a school from the drop down menu.</td>
</tr>
<tr>
<td>Project ID</td>
<td>Type in the project ID number.</td>
</tr>
<tr>
<td>Status</td>
<td>Using the drop down menu, select:</td>
</tr>
<tr>
<td></td>
<td>- In Progress - search for adjustments that have not been submitted for approval.</td>
</tr>
<tr>
<td></td>
<td>- Needs Approval - search for adjustments that are in the approval process.</td>
</tr>
<tr>
<td></td>
<td>- Both (In Progress/Needs Aprvl) - Include both statuses in the search.</td>
</tr>
</tbody>
</table>

3. Click the **Generate Report** button.

Result: The system displays a list of pending transactions broken down by department.
4. Click the **Retro Transaction ID** number to see the adjustment.

<table>
<thead>
<tr>
<th>Retro Transaction ID</th>
<th>Empl ID</th>
<th>Employee Name</th>
<th>Pay Period</th>
<th>Originator</th>
<th>Submission Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>555</td>
<td></td>
<td>Susan Trainwell</td>
<td>B14-311115</td>
<td>Kelleigh Huggins</td>
<td>Pending Approval</td>
</tr>
</tbody>
</table>

Result: The system displays the adjustment. If needed, you can make changes and submit the adjustment.

**Running a Current Suspense Charges Report**

Run this report if you want to see what payroll adjustments that need to be moved from suspense accounts.

**Menu Path**

Main Menu > HR/Payroll Menu > Payroll Acct Adj. Tool (PAAT) > Current Suspense Charges

or

HR/Payroll > HR WorkCenter > Funding Sources > Current Suspense Charges

**Steps - Running a Suspense Transaction Report**

Follow these steps:

1. Choose a menu option:
Main Menu > HR/Payroll Menu > Payroll Acct Adj. Tool (PAAT) > Current Suspense Charges

or

HR/Payroll > HR WorkCenter > Funding Sources > Current Suspense Charges

2. Complete one of the following fields to narrow the search.

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Department Number</td>
<td>Type the <strong>funding</strong> department number.</td>
</tr>
<tr>
<td>School</td>
<td>Select a school from the drop down menu.</td>
</tr>
<tr>
<td>Show $0 Lines</td>
<td>Mark this checkbox if you want to see the names of employees that had a charge on a suspense account but are currently showing a $0 balance.</td>
</tr>
</tbody>
</table>

3. Click the **Show Report** button.

   Note: You can download the report into Excel by using the **Download Report** button.
4. From this report, you can click on **NEW** in the **ID** column on the row of funding you want to enter an adjustment for.

Result: The system navigates to and begins the process of entering a new PAAT transaction.
**Labor Expense Report**

Run this report if you want to see what labor expenses have been charged to particular funding sources.

**Menu Path**

Login into ConnectCarolina > Enterprise Reporting > Infoporte > Login > HR > Payroll > PAAT

**Steps - Running a Labor & Expenses Report in InfoPorte**

Follow these steps:

1. Choose this menu option:

   Login into ConnectCarolina > Enterprise Reporting > Infoporte > Login > HR > Payroll > PAAT

![Labor & Expenses Report Interface]

   **Employee ID:**
   Em ployee ID

   **Employee Rcd #:**
   Employee Record Number

   **Employee Name:**
   Em ployee Nam e

   **Project ID:**
   PROJECT_ID

   **Fund Type:**
   - AUXILIARY AND OTHER
   - CONTRACTS AND GRANTS (OOR)
   - EDUCATION AND GEN SELF SUPPORTING
   - NOT CATEGORIZED
   - OVERHEAD
   - STATE FUNDS
   - UNIVERSITY ENDOWMENTS

   **Payroll Run ID:**
   - 2014OFF01
   - 2014OFF02
   - 2014OFF03
   - B01-071215
   - B02-072815
   - B03-080915
   - B04-082315
   - B05-090615
   - B06-092015

   **Fund Code:**
   - 10170
   - 20101
   - 20102
   - 20103
   - 20105
   - 20110
   - 20142

Result: The system displays the Labor & Expenses Summary tab.

2. Complete the following fields to define your search.
In this field: | Do the following:
---|---
Employee ID | Enter the PID of an employee.
Employee Rcd # | Enter the employee job record.
Employee Name | Enter the employee's name, last name first.
Project ID | Enter the project ID number.
Fund Type | Select the fund types you want to include.
Payroll Run ID | Select the bi-weekly and monthly pay periods you want to include.
Fund Code | Select the fund codes for your search.
Funding Department | Select the departments for your search.
Accounts | Mark each account number for your search.
Source | Select your source number.

Employee ID:
- Em ployee ID

Employee Rcd #:
- Employee Record Number

Employee Name:
- Employee Name

Project ID:
- PROJECT_ID

Fund Type:
- AUXILIARY AND OTHER
- CONTRACTS AND GRANTS (OSR)
- EDUCATION AND GEN SELF SUPPORTING
- NOT CATEGORIZED
- OVERHEAD
- STATE FUNDS
- UNIVERSITY ENDOWMENTS

Payroll Run ID:
- 20140903
- B01-071215
- B02-072615
- B03-080915
- B04-082315
- B05-090615
- B06-092114
- B07-1000415

Fund Code:
- 10170
- 20101
- 20102
- 20103
- 20105
- 20110
- 20142

Note: The screen continues below.
Result: The system displays the summary totals for each pay period on the Labor & Expenses Summary report at the bottom of the page.

3. If you want to expand the report on your screen, click the report name and the system displays the maximize option.

4. Click the **Maximize** icon.

5. To minimize an expanded report, click on the **Minimize** icon.
6. To see greater detail on the summary report, double-click the highlighted area.

<table>
<thead>
<tr>
<th>Employee_ID</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$63,328.95</td>
</tr>
</tbody>
</table>

Results: The filters you selected remain in effect and the detail for each employee displays on the Labor & Expense Detail tab.

7. To see more information about a subtotal, double-click on the highlighted area at the intersection of the subtotal row and the pay period column.

Result: The system displays the detail expenses by account for each subtotal per pay period.

8. In order to keep your selected filters and switch between the levels of detail displayed on each tab, click the Link Filters Back Button.