Running the Payroll Accounting Report

VERSION: July 2016
Payroll Accounting Report

Overview

The Payroll Accounting Report displays detailed payroll information since October 1, 2014. It shows when a transaction posted for each chartfield string regardless of the pay period the transaction is applicable to. This enables you to see the trail of accounting actions that impact each budget. You use filters for dates, chartfields, employee IDs, expense types, and Payroll Run IDs to narrow the scope of your reports.

The reports generated display a row for each chartfield string used to support an employee's salary and the columns include: Fiscal Year, Employee ID, Name, Expense Type, Accounting Date, Pay Begin and End Date, chartfields, Project End Date, Payroll Run ID, Amount, Paycheck number, Application (Appl) Journal ID, and Effort Percentage. (See attached list for account numbers included in the effort percentage calculation.)

Note: The Payroll Accounting report does not contain any earnings done on stand alone GL journals.

Important! Running the Payroll Accounting report by PID for graduate students may not pick up all GSHIP expenses if the PID wasn't included in the Reference field on the journal. This is not a system bug but rather a data entry error. To make sure you see all expenses for graduate students, run the report with out entering a specific PID and instead, use the chartfield string that the graduate student was paid from.

Who Uses This Report

This report is meant for financial professionals that need to see a complete history of payroll transactions for an employee or chartfield string by accounting dates. Payroll information is broken down into payment type categories and is further organized by PIDs and chartfields. Effort percentages are calculated to use in reporting for contracts and grants.

Working with This Report

For more information on how to use the SAS Web Report Studio reporting tool, see:

   Running Reports using SAS Web Report Studio, page 1

Important! The report is run using the SAS Web Report Studio tool. Each prompt on your screen is a required field and must have a value selected before you can run the report. The default setting for most fields is (all possible values).

Steps - Payroll Accounting Report

Follow these steps to run the Payroll Accounting Report:
1. Choose this menu option:


![Image showing the menu selection process](image)

Result: The system displays the filters available for use with this report.

Remember! Each prompt on your screen is a required field and must have a value selected before you can run the report. The default setting for most fields is (all possible values).

2. The first two filters: Business Unit and Fiscal Year have default settings in place.

![Image showing the filters](image)
3. If you need to select a different business unit or fiscal year, click on your preferred option on the available list.

- Hold down the shift key to select a range of consecutive values from the list.
- Hold down the control (Ctrl) key to select multiple, non-consecutive values from the list.

4. Click the arrow in between the **Available** and **Selected** fields to move your selection from the available list to the selected list.

Note: You can remove a value from the selected list by highlighting it and clicking the **X** icon.

5. Enter the accounting date range you want to run the report for. You can select the **Range type** or enter specific dates in the **From** and **To** fields for a custom range.
6. Click on the Search icon on any filter if you want an alternate way of searching for a specific value.

Result: The search opens in a new window. You can use different filters such as: contains or starts with to narrow your search.

7. Continue to scroll down and assign values on each filter to narrow your search results or use the default settings.

**Important!** The default value: (all possible values) is deleted from the Selected list field when you make a selection from the Available list field in the left pane. If you use the field below the Available list to enter a specific value, you need to manually delete the default value (all possible values) from the Selected list field.

<table>
<thead>
<tr>
<th>Filter:</th>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>UNCCH and UNCGA business units are available.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The default setting is UNCCH.</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>2015 is the first fiscal year available on this report.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The default setting is the current fiscal year.</td>
</tr>
<tr>
<td>Accounting Date</td>
<td>Enter the date range to see when the payroll transaction posted to the system. Established Range types include:</td>
</tr>
<tr>
<td></td>
<td>• Year to Date</td>
</tr>
<tr>
<td></td>
<td>• Month to Date</td>
</tr>
<tr>
<td></td>
<td>• N days ago</td>
</tr>
<tr>
<td></td>
<td>• Next N days</td>
</tr>
<tr>
<td></td>
<td>• Custom</td>
</tr>
<tr>
<td>Filter:</td>
<td>Description:</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Fund Code</td>
<td>Enter the fund code(s) from the chartfield string(s).</td>
</tr>
<tr>
<td>Source</td>
<td>Enter the source(s) that coordinate with your chosen funds.</td>
</tr>
<tr>
<td>Account</td>
<td>Enter the account(s) for the type of expenses you are searching.</td>
</tr>
<tr>
<td>Expense Type</td>
<td>Earnings - Earnings amount pulled from tables in ConnectCarolina.</td>
</tr>
<tr>
<td></td>
<td>Taxes - Taxes amount pulled from tables in ConnectCarolina.</td>
</tr>
<tr>
<td></td>
<td>Benefits - Benefits amount pulled from tables in ConnectCarolina.</td>
</tr>
<tr>
<td></td>
<td>Benefits* - Amount is calculated and not pulled directly from a table.</td>
</tr>
<tr>
<td></td>
<td>Includes: Severance Pay, Composite Benefit Fund, On-Campus Transit Fee, and Communication Technologies Core Fee.</td>
</tr>
<tr>
<td></td>
<td>NOTE: See attached list of account numbers for each expense type.</td>
</tr>
<tr>
<td>MOU</td>
<td>Select a major operating unit or all possible values, to enable the system</td>
</tr>
<tr>
<td></td>
<td>to list the supporting department numbers in the next filter.</td>
</tr>
<tr>
<td></td>
<td>Important! - After moving your selection to the Selected list field, click</td>
</tr>
<tr>
<td></td>
<td>on the Apply button so the system fills in the department number(s) in the</td>
</tr>
<tr>
<td></td>
<td>next filter.</td>
</tr>
<tr>
<td>Department</td>
<td>Enter the department number(s).</td>
</tr>
<tr>
<td></td>
<td>Note: Use the search icon (magnifying glass) to search for departments</td>
</tr>
<tr>
<td></td>
<td>by their names if you do not know the department number.</td>
</tr>
<tr>
<td>Project</td>
<td>Enter the project ID(s) you want to include in your search.</td>
</tr>
<tr>
<td>Employee</td>
<td>Select employees from the Available list. Using PIDs, employees are</td>
</tr>
<tr>
<td></td>
<td>listed in numerical order.</td>
</tr>
<tr>
<td></td>
<td>Note: When you know the PID of the employee, use the search icon</td>
</tr>
<tr>
<td></td>
<td>(magnifying glass) to look up specific employees more quickly.</td>
</tr>
<tr>
<td>Payroll Run ID</td>
<td>Select the payroll run ID(s) you want to include in your report.</td>
</tr>
</tbody>
</table>

8. Click the **View Report** button either at the top or bottom right of the pane.

Results: The system displays the report. There is one row for each chartfield string per employee. You can view up to 500 rows on the screen at a time. Use the arrows next to the "Rows 1-500" text to scroll between sets of 500.
Sample report view with column headings and one row of information.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Accounting Date △</th>
<th>Employee ID</th>
<th>Name △</th>
<th>Fund Code △</th>
<th>Source △</th>
<th>Account △</th>
<th>Account Description</th>
<th>Expense Type △</th>
<th>Department ID △</th>
<th>Department Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2016</td>
<td>700000XX</td>
<td>Trainell, Tina</td>
<td>20170</td>
<td>12001</td>
<td>512120</td>
<td>SPA On Campus</td>
<td>1--Earnings</td>
<td>803000</td>
<td>603000--ITS - EA - Connect Carolina</td>
</tr>
</tbody>
</table>

Note: Report columns include the Filters listed in step 7, plus:

<table>
<thead>
<tr>
<th>Other Columns on Report</th>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>The name of the employee.</td>
</tr>
<tr>
<td>Account Description</td>
<td>The description of the account number used in the chartfield string.</td>
</tr>
<tr>
<td>Department ID Description</td>
<td>The description of the department number used in the chartfield string.</td>
</tr>
<tr>
<td>Program Code</td>
<td>The program code number used in the chartfield string.</td>
</tr>
<tr>
<td>Project End Date</td>
<td>The end date for the sponsored project used in the chartfield string.</td>
</tr>
<tr>
<td>Paycheck number</td>
<td>The paycheck number the transaction impacted.</td>
</tr>
<tr>
<td>Begin Pay Date</td>
<td>The beginning date for the pay period.</td>
</tr>
<tr>
<td>End Pay Date</td>
<td>The ending date for the pay period.</td>
</tr>
<tr>
<td>Appl Journal ID</td>
<td>There are four Application Journal ID codes used:</td>
</tr>
<tr>
<td></td>
<td>• PAYROLL - a regular payroll</td>
</tr>
<tr>
<td></td>
<td>• PAAT - Payroll Accounting Adjustment Tool</td>
</tr>
<tr>
<td></td>
<td>• EXT_RETRO - Short term retros</td>
</tr>
<tr>
<td></td>
<td>• PAYROLL_ADJ - March 2015 re-distribution of the following payrolls:</td>
</tr>
<tr>
<td></td>
<td>○ B06-092114, B07-100514, B08-101914, B09-110214, B10-111614, B11-113014, B12-121414, B13-122814, B14-011115, B15-012515, B16-020815 and</td>
</tr>
<tr>
<td></td>
<td>○ M06-123114, M07-013115, M08-022815</td>
</tr>
</tbody>
</table>
Other Columns on Report:

<table>
<thead>
<tr>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monetary Value: The dollar amount that impacted the chartfield string.</td>
</tr>
<tr>
<td>Effort Percentage: For the purpose of this report, the Percent of Effort will refer to all normal Earnings:</td>
</tr>
<tr>
<td>• salaries/wages- typical effort for effort-reporting purposes.</td>
</tr>
<tr>
<td>• stipends -not typical effort, but rather allowance to help with living expenses during training.</td>
</tr>
<tr>
<td>Both are paid by either regular distributions and lump sum payments through UNC’s payroll systems.</td>
</tr>
<tr>
<td><strong>Note:</strong> See detailed list of account numbers used for effort reporting below.</td>
</tr>
</tbody>
</table>

9. If you need to stop the processing of your information, click on the **Cancel** link found on the top right corner of the page.

Note: This link only appears after you have clicked on the View Report button in step 8 and while the system is processing the information for your report.

10. You can close, export, print, or refresh the page from the toolbar commands.

**General Formatting Tips:**

- Right click on a column header to display sorting and formatting options for that column.
- Right click in a cell to display formatting options for the entire spreadsheet.

- To add row numbers to the spreadsheet, select the Properties option and mark the Add row numbers checkbox.

- The Export Table option allows you to export a portion of the table as well as the entire table. However, some search features are lost on partially exported tables.

**Account Numbers for each Expense Type**

**Earnings**

511120 EPA Non Teach On Campus  
511130 EPA Non Teach Off Campus  
511140 EPA Non Teach Supplement  
511170 EPA Non Teach Student Monthly  
511180 EPA Non Teach Student Biweekly  
511190 Suspense/Default Payroll Clear  
511210 EPA Non Teach Overtime  
511330 EPA Non Teach Other Premium  
511340 EPA Non Teach Bonus Clinical  
511410 EPA Non Teach On Loan Base  
511420 EPA Non Teach On Loan Suppleme  
512120 SPA On Campus  
512130 SPA Off Campus  
512210 SPA Overtime  
512310 SPA Holiday Premium
512320 SPA Shift Premium
512410 SPA Employee On Loan-Base
512420 SPA Employee On Loan Supplemental
512520 SPA Severance Wages
512610 SPA Standby Pay
512710 SPA Longevity Payment
512910 LEO Salary
513110 EPA Distinguished Professor
513120 EPA Teach On Campus
513130 EPA Teach Off Campus
513140 EPA Teach Supplemental Payment
513170 EPA Teach Student Monthly
513180 EPA Teach Student Biweekly
514120 Non Student Temp Wages
514130 Non Student Temp Wages Off Cam
514150 Non Student Temp Wages UTS
514210 Non Student Temp OT Wages
514310 Non Student Temp Wages Holiday
514320 Non Student Temp Wages Shift
514330 Non Student Temp Wages On Call
514410 Student Temp Wages CWS Fed
514420 Student Temp Wages CWS State
514440 Student Temp Wages CWS Dept Gr
514510 Student Temp Wages
514520 Student Temp Wages-Comm Serv
514610 Student Temp Wages Overtime
514710 Student Premium Pay Holiday
514910 Bonus Incentive Wages
517120 Mobile Communications Stipend
517130 Car Allowance
519110 Workers Comp Med Pay 1st Qtr
522710 Employee On Loan Payments
552320 LEO Separation Allowance
558410 Employee Recognition Award
568710 Traineeships-Degree Stipend
568770 Traineeships-Non Degree
568780 Traineeships-Clinical Fellow
569170 Scholarship-Non Serv Non St

Taxes
515120 Social Security-OASDI
515130 Social Security-Hospital Insur

Benefits
515210 State Retirement
515310 LEO Retirement
515410 ORP-TIAA Retirement
515420 ORP-TIAA Health Plan Benefits
515430 ORP-Lincoln National
515440 ORP-VALIC
515450 ORP-Fidelity
515510 Medical Insurance-Other
515530 Medical Insurance-HMO Health P
515610 Unemployment Compensation
515810 Empl Benefit-Supp Life-Acc Ins
515830 Empl Benefit-MFPP Supp Retire
515840 Empl Benefit-Supp Long Trm Dis
515850 Empl Benefit-Vision Care
515860 Empl Benefit-Supp Med-Dent Ins
516120 Staff Benefits Composite
516210 Short Term Disability
516310 Est Disability Pay SPA-2nd 6 M
516320 Est Disability Pay EPA-2nd 6 M
528150 Insurance-Medical Post Doc Trn

Benefits*

512510 SPA Severance Wages Reserve
516120 Staff Benefits Composite
521110 Transit Fees
521210 Core Data Services

Accounts INCLUDED in Effort Calculation

511120 EPA Non Teach On Campus
511130 EPA Non Teach Off Campus
511140 EPA Non Teach Supplement
511170 EPA Non Teach Student Monthly
511180 EPA Non Teach Student Biweekly
511190 Suspense/Default Payroll Clear
511210 EPA Non Teach Overtime
511410 EPA Non Teach On Loan Base
511420 EPA Non Teach On Loan Suppleme
512120 SPA On Campus
512130 SPA Off Campus
512210 SPA Overtime
512310 SPA Holiday Premium
512320 SPA Shift Premium
512410 SPA Employee On Loan-Base
512420 SPA Employee On Loan Supplemen
512610 SPA Standby Pay
512910 LEO Salary
513110 EPA Distinguished Professor
513120 EPA Teach On Campus
513130 EPA Teach Off Campus
513140 EPA Teach Supplemental Payment
513170 EPA Teach Student Monthly
513180 EPA Teach Student Biweekly
514120 Non Student Temp Wages
514130 Non Student Temp Wages Off Cam
514150 Non Student Temp Wages UTS
514210 Non Student Temp OT Wages
514310 Non Student Temp Wages Holiday
514320 Non Student Temp Wages Shift
514330 Non Student Temp Wages On Call
514410 Student Temp Wages CWS Fed
514420 Student Temp Wages CWS State
514440 Student Temp Wages CWS Dept Gr
514510 Student Temp Wages
514520 Student Temp Wages-Comm Serv
514610 Student Temp Wages Overtime
514710 Student Premium Pay Holiday
568710 Traineeships-Degree Stipend
568770 Traineeships-Non Degree
568780 Traineeships-Clinical Fellow

Accounts NOT included in Effort Calculation

511330 EPA Non Teach Other Premium
511340 EPA Non Teach Bonus Clinical
512520 SPA Severance Wages
512710 SPA Longevity Payment
514910 Bonus Incentive Wages
517120 Mobile Communications Stipend
517130 Car Allowance
519110 Workers Comp Med Pay 1st Qtr
522710 Employee On Loan Payments
552320 LEO Separation Allowance
558410 Employee Recognition Award
569170 Scholarship-Non Serv Non St

All accounts in the Taxes expense type
All accounts in the Benefits expense type
All accounts in the Benefits* expense type