Running the Salary Funding Report

VERSION: January 2017

Salary Funding Report

Purpose of This Report

The Salary Funding Report shows the funding sources for an employee's salary, per job at UNC-Chapel Hill and UNC-General Administration. It is a funding based report and does not display all job data activity. This report shows how much of an employee's salary is allocated to each funding source. You can run the report to see what is currently being used to fund an employee as well as enter a specific date range to see what has historically been used. You can filter by selecting an employee's Home (Job) department as well as a Funding department. You can narrow your search results by applying specific fund, source, and/or project ID numbers as well by employee type, position number, or employee PID number.

The report only shows the original funding source, it does not show PAAT adjustments or Lump Sum Payments.

Important! The compensation amount displays incorrectly for Postdoc Trainees and Clinical Fellows who are paid from a FICA exempt source (Earnings Code: RNF). This is a known issue and we are working on a future enhancement to accurately reflect the FICA exempt compensation for each funding source.

Who Uses This Report

Both HR staff and Finance staff (with enhanced financial reporting access) use this report to help make many business decisions such as identifying funding for the Annual Raise Process (ARP). You can also use it to assist with reconciliation. It answers important questions about where funding for an employee started and if an employee is currently being funded incorrectly? This report can also help you determine if you need to switch funding for an employee because the funding source or research project is ending soon.

Where Information Originates

Information for this report is pulled from the HR Department Budget Table and the Job table in ConnectCarolina.

Working with This Report

For more information on how to run InfoPorte Native reports, see:

*Overview of the InfoPorte Application, page 1*

Where to Find This Report

Follow these steps to run the Salary Funding Report:

1. This report can be found using either the HR or Finance folders in InfoPorte. You can do one of the following:

   - Choose the HR menu option: InfoPorte > HR > Payroll > Salary Funding
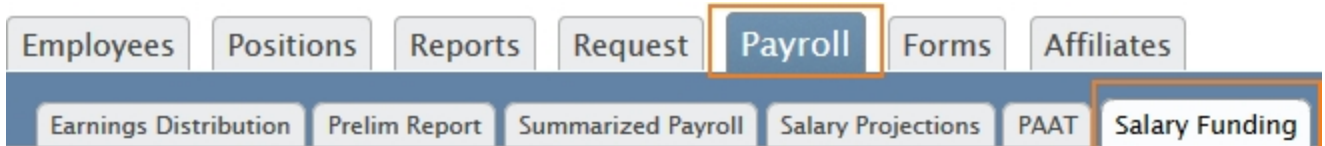
   - Choose the Finance menu option: InfoPorte > Finance > Financial Reporting > Salary Funding
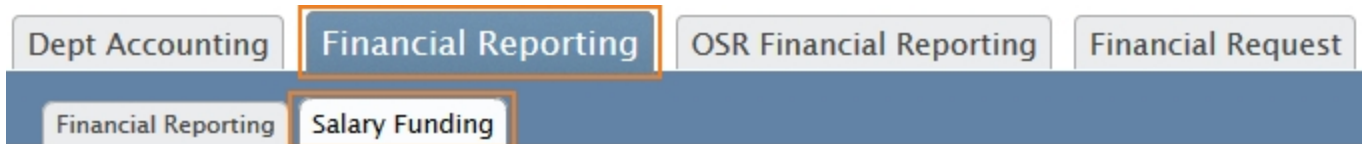
2. Do one of the following:

   - To show current funding sources, choose **Current Funding**

   - To show past funding sources, enter a date range for the report into the **Date From** and **Date Thru** fields. When an employee's funding has remained the same, use the first day of the fiscal year in the **Date From** field to include the original funding grid information for that employee.

   Note: Be sure to select the **Current Funding** checkbox or set a date range for historical information. Both fields can not be blank.

3. Continue to choose values in each field to narrow your search results.

   Note: You need to include either an employee name or PID number, position number, job department, funding department, or project ID number to prevent your searches from taking too long and timing out.

In this field...	Do this...
Current Funding	To see the planned funding information for the next payroll, select this checkbox.
Date From	Enter the funding start date to display the beginning historical funding information.
Date Thru	If you want to see historical funding information, enter the final funding date. **Note**: This date cannot be greater than today's date (future dated grids do not display.)
Employee	To run the report for a specific employee, enter the name or PID number. **Note**: When you start typing in this field, InfoPorte displays a short list of employees matching your information and displays the employee's home department in parentheses. Continue typing until you see the employee you are looking for and select the name from the drop down menu.
Position Number	If you want to find information for a specific position, enter the position number.
Job Dept.	Select the home department for the employees in your search.
Fund Code	Enter the fund code from the chartfield string.
Source	Enter the source that coordinates with your chosen fund.
Funding Department:	Select the department for your report.

4. To enter additional search fields, click on the sideways triangle to expand the Advanced Search area.

Note: You can click on the **Program**, **Account**, and **Cost Code1**,**2**, or **3** field buttons to include the fields as columns in the search results.

In this field...	Do this...
Status	Select the employee status, such as: Active, Leave, etc.
Type	Select the employee type, such as: SPA, EPA, etc.
Project	If it's research funded, enter the project number you want to include in your search.
Program	Enter the program number you want to use in your search. **Note**: You can include Program as a column in your search results by clicking on the Program field button. The button turns blue when selected.
Account	Enter the account number you want to use in your search. **Note**: You can include Account as a column in your search results by clicking on the Account button. The button turns blue when selected.
Cost Code 1, 2, 3	Enter the cost code 1, 2, and/or 3 numbers you want to use in your search. **Note**: You can include a column for each Cost Code number in your search results clicking on the field buttons. The buttons turn blue when selected.

5. Click **Search** in the Base Search area to display your search results on the bottom of the screen.

   Results: InfoPorte displays the results on the bottom of the screen.

Name	PID	Empl Rcd	Empl Status	Empl Type	Job Dept ID
Trainhart, Jim	70123456X	0	Active	SPA	301000
VonTrainer, Eileen	70012345X	1	Leave	EPA Faculty	340100
VonTrainer, Eileen	70012345X	1	Leave	EPA Faculty	340100

Job Title	Position #	Eff Dt	Eff Seq	Earn Cd	Fund	Source
Accounting Specialist	00040694	7/1/2016	0		24101	14295
Associate Professor		7/1/2016	0		25236	49100
Associate Professor		7/1/2016	0		29201	U0299

Source	Dept ID	Project	Proj End Dt	Fund End Dt	Dist %	Comp Amt	Current
14295	301000				100	58,216.34	Y
49100	631200	5100259	6/30/2017	12/31/2016	4.75	0.00	Y
U0299	631200				81	0.00	Y

Results Shown of the Salary Funding Report

The Salary Funding Report shows the following information according to the fields selected.

In this column:	You see this...
Name	The name of the employee.
PID	The PID number of the employee.
Empl Rcd	The employee or job record for the employee associated with that row of funding.
Empl Status	The employee's pay status, such as: Active, Leave, etc.
Empl Type	The employee's type, such as SPA, EPA, etc.

Home Dept ID	The home department for the employee. **Note**: Numbers in this column have a double underline and display a full description of the fund in a pop-up text box when you drag the cursor over it.
Job Title	The employee's job title.
Position	The employee's position number.
Eff Dt	The effective date the funding source is used to support the employee's salary.
Eff Seq	The effective sequence number is the secondary numbering system used in ConnectCarolina when multiple actions for the same employee share the same effective date. The action with the highest effective sequence number is the most current transaction for the transactions that share the same effective date.
Earn Cd	The earn code describing the type of earnings for the employee, such at REG or VAC.
Fund	The fund number used in the chartfield of the funding information. **Note**: Numbers in this column have a double underline and display a full description of the fund in a pop-up text box when you drag the cursor over it.
Source	The source number of the chartfield of the funding information. **Note**: Numbers in this column have a double underline and display a full description of the source in a pop-up text box when you drag the cursor over it.
Dept ID	The funding department used in the chartfield funding information. **Note**: Numbers in this column have a double underline and display a full description of the department in a pop-up text box when you drag the cursor over it.
Project	The project number of the chartfield of the funding information, if the funding is supported by a research project. **Note**: Numbers in this column have a double underline and display a full description of the project in a pop-up text box when you drag the cursor over it.
Proj End Dt	The project end date assigned by the Office of Sponsored Research when the project number was created.
Fund End Dt	The last date the chartfield is expected to be used to support the employees's salary.
Dist %	The percentage of the employee's salary supported by the chartfield.

Comp Amt	The dollar amount of the employee's annual salary supported by the chartfield.
Current	A Y (yes) identifier indicating if the chartfield is the current funding source being used to support the employee's salary.