Connect CAROLINA

INFOPORTE

Payroll
Accounting
Report

VERSION: July 2021

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.

Getting to this Report

1. Go to **tarheelreports.unc.edu** and log in.

2. Click the menu button in the top left-hand corner of the screen and choose **Finance > HR & Finance > Payroll Accounting**.
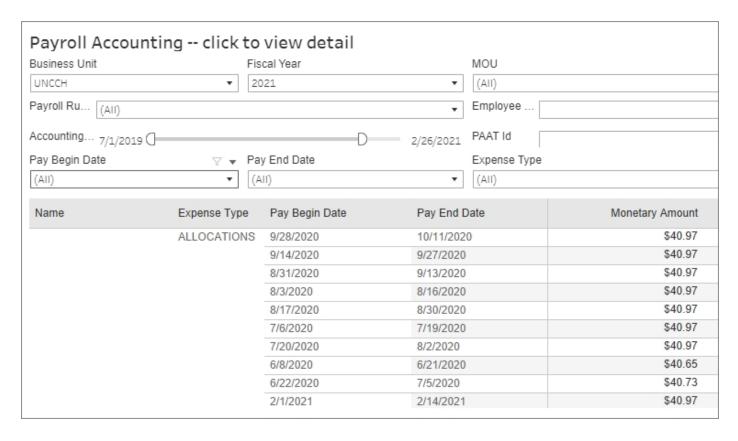
Report Filters

Filter:	Description:
Business Unit	UNCCH and UNCGA business units are available. **Note:** The default setting is UNCCH.
Fiscal Year	2015 is the first fiscal year available on this report. **Note**: The default setting is the current fiscal year.
Accounting Date	Enter the date range to see when the payroll transaction posted to the system.
Fund Code	Enter the fund code(s) from the chartfield string(s).
Source	Enter the source(s) that coordinate with your chosen funds.
Account	Enter the account(s) for the type of expenses you are searching.
Expense Type	Earnings - Earnings amount pulled from tables in ConnectCarolina. Taxes - Taxes amount pulled from tables in ConnectCarolina. Benefits - Benefits amount pulled from tables in ConnectCarolina. Benefits*- Amount is calculated and not pulled directly from a table. Includes: Severance Pay, Composite Benefit Fund, On-Campus Transit Fee, and Communication Technologies Core Fee. NOTE: See attached list of account numbers for each expense type.
Department	Enter the department number(s). Note: Use the search icon (magnifying glass) to search for departments by their names if you do not know the department number.
Project	Enter the project ID(s) you want to include in your search.
Employee	Select employees from the Available list. Using PIDs, employees are listed in numerical order. Note: When you know the PID of the employee, use the search icon (magnifying glass) to look up specific employees more quickly.
Payroll Run ID	Select the payroll run ID(s) you want to include in your report.

Other Columns on this Report

Other Columns on Report:	Description:

Name	The name of the employee.
Account Description	The description of the account number used in the chartfield string.
Department ID Description	The description of the department number used in the chartfield string.
Program Code	The program code number used in the chartield string.
Project End Date	The end date for the sponsored project used in the chartield string.
Paycheck number	The paycheck number the transaction impacted.
Begin Pay Date	The beginning date for the pay period.
End Pay Date	The ending date for the pay period.
Appl Journal ID	There are four Application Journal ID codes used: • PAYROLL - a regular payroll • PAAT - Payroll Accounting Adjustment Tool • EXT_RETRO - Short term retros • PAYROLL_ADJ - March 2015 re-distribution of the following payrolls: ◦ B06-092114, B07-100514, B08-101914, B09-110214, B10-111614, B11-113014, B12-121414, B13-122814, B14-011115, B15-012515, B16-020815 and ◦ M06-123114, M07-013115, M08-022815
Other Columns on Report:	Description:
Monetary Value	The dollar amount that impacted the chartfield string.
Effort Percentage	For the purpose of this report, the Percent of Effort will refer to all normal Earnings: • salaries/wages- typical effort for effort-reporting purposes. • stipends -not typical effort, but rather allowance to help with living expenses during training. Both are paid by either regular distributions and lump sum payments through UNC's payroll systems. **Note**: See detailed list of account numbers used for effort reporting below.

Payroll Accounting -- click to view detail

Business Unit	Fiscal Year	MOU
UNCCH ▼	2021 ▼	(All)

Payroll Ru...	(All) ▼	Employee ...	

Accounting... 7/1/2019 ○━━━━━━━━━━━○ 2/26/2021   PAAT Id

Pay Begin Date	▽ ▼	Pay End Date	Expense Type
(All) ▼		(All) ▼	(All)

Name	Expense Type	Pay Begin Date	Pay End Date	Monetary Amount
	ALLOCATIONS	9/28/2020	10/11/2020	$40.97
		9/14/2020	9/27/2020	$40.97
		8/31/2020	9/13/2020	$40.97
		8/3/2020	8/16/2020	$40.97
		8/17/2020	8/30/2020	$40.97
		7/6/2020	7/19/2020	$40.97
		7/20/2020	8/2/2020	$40.97
		6/8/2020	6/21/2020	$40.65
		6/22/2020	7/5/2020	$40.73
		2/1/2021	2/14/2021	$40.97

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 Supplemen

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 Scholarshp-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 Scholarshp-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