

All Employees-DOPE-Monthly

Description:

The Distribution of Payroll Expense (the "DOPE") report provides a detail of salary and benefit expenses charged to the campus general ledger on a monthly basis. This report indicates for every UCSC employee paid (1) gross salary; (2) the total salary and benefit charges in detail for the month being reported; (3) any transactions originating from adjustments prepared by the UCSC Accounting/Payroll Office; and (4) transfer of payroll expense transactions.

A duplicate version of this report is also available in the Financial Operating corporate document set.

Message from UCSC Payroll Office:

This report contains confidential information and is to be used for official university business only. Units shall use the DOPE report to perform a monthly reconciliation of total salaries paid to total salaries approved pursuant to unit payroll/personnel records.

Report Tabs/Views:

- Distribution of Payroll Expense

Data Prompts:

- Any combination of:
 - Org Code at any hierarchical level: type in one or more values, or type a 1 to return all values
 - Fund Code at any hierarchical level: type in one or more values, or type a 1 to return all values
 - Activity Code: type in one or more values, or type a 1 to return all values, or type a 2 to return null/empty values only
- One or more 4 digit fiscal period known as "ET Month": type in a two digit fiscal year followed by a two digit fiscal month. Ex. September 2006 would be 0703. Note: fiscal months run from July through June as values 01 through 12.

Report Limitations:

- Includes
 - FIS Account Codes instead of PPS Sub Code and Object Code. However, the person reading the report can derive the sub code from the 2nd digit in the FIS Account Code and the Object Code from the last 4 digits (ex. Account Code P21100 is Sub 2 and Object 1100).
- Excludes
 - The Total Benefit Charges by Object Code section of the historically printed DOPE report. If you need this information, you may need to use UCSC's Vista report archive tool -- contact the Planning & Budget Office for details.

Customizations:

- Custom variables exist to calculate the Current Month and Previous Month totals.

Cautions:

- This report is based on the "monthly salary expense" information from PPS. Salary expense data is updated once per month - typically by the 5th working day of the following month -- not necessarily at the same time the expenses are loaded to the campus financial system.
- Although it is intended that this report be run on a single ET Month at a time, it is possible to run it for several months. Be aware that using the report in this manner will cause the report to function differently in that (1) the "current month" totals reflect only the highest month in the prompt; and (2) you would not know which ET Month the DOPE page numbers column corresponds with.



This report has passed the UCSC Data Warehouse's Report Certification Process (see http://planning.ucsc.edu/DataMgmt/dwh/bob/corp_docs.htm). Any user customizations that change the dynamics, functionality or purpose of the report negate the certification status. In such event, please remove all marks of certification from each report tab.

University of California Santa Cruz

Process Month(s): 0808

Distribution of Payroll Expense Report*

Refresh Date: 5/21/10

Fictitious Data - Sample Only

928024 19977 Activity Code- blanks first Org Title Fund Title Activity Title

FIS ACCT AND ACCT TITLE

DOPE Page/ Line	PAR CTL	P A R	Employee Name	Empl ID No	Title Code	Pay Period End Date	D O S	Time	P T	Pay Rate	Gross Earnings	P l a n	Matching Contrib/ FSS	IAP OF	OSDI/ MDCR	Dent/ Hlth Vis/ Annu	UI/ GSH	WC/ Esp	Life/ UCIDI/ GSFR	IAP/ Leave Accr.	Tot Ben
1119/14	0196	26	LAST NAME, EE1	7XXXXXXXX	4723	02/29/08	REG	1.0000	%	2077.80	2,077.80	U	0.00	0.00	156.44	548.08	2.08	34.49	6.28	147.94	895.31
1119/15	0474	2	LAST NAME, EE2	7XXXXXXXX	7513	02/29/08	REG	0.5000	%	3405.60	1,702.80	U	0.00	0.00	128.11	154.86	1.70	28.27	2.72	209.11	524.76
1119/16	0098	1	LAST NAME, EE3	7XXXXXXXX	4722	02/29/08	REG	1.0000	%	1961.40	1,961.40	U	0.00	0.00	146.24	313.38	1.96	32.56	6.28	167.50	667.93
Current Month											5,742.00		0.00	0.00	717.98	1,693.87	9.57	95.32	15.28	524.55	2,088.01
Adj. to Prior Months											0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Posted to FIS Banner											5,742.00		0.00	0.00	717.98	1,693.87	9.57	95.32	15.28	524.55	2,088.01

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1136/16	0196	1	LAST NAME, EE1	7XXXXXXXX	9898	01/31/07	STP	0.0000	%	206.86	206.86	U	0.00	0.00	15.58	6.29	0.20	3.43	0.00	0.00	25.51
1136/17	0196	2	LAST NAME, EE1	7XXXXXXXX	9898	01/31/07	STP	0.0000	%	-136.69	(136.69)	U	0.00	0.00	(10.30)	(4.16)	(0.14)	(2.27)	0.00	0.00	(16.86)
1136/18	0196	3	LAST NAME, EE1	7XXXXXXXX	9898	02/28/07	STP	0.0000	%	366.00	366.00	U	0.00	0.00	27.57	11.13	0.37	6.08	0.00	0.00	45.14
1136/19	0196	4	LAST NAME, EE1	7XXXXXXXX	9898	02/28/07	STP	0.0000	%	-241.80	(241.80)	U	0.00	0.00	(18.21)	(7.36)	(0.24)	(4.01)	0.00	0.00	(29.82)
1136/20	0196	5	LAST NAME, EE1	7XXXXXXXX	9898	03/31/07	STP	0.0000	%	366.00	366.00	U	0.00	0.00	27.57	11.13	0.37	6.08	0.00	0.00	45.14
1136/21	0196	6	LAST NAME, EE1	7XXXXXXXX	9898	03/31/07	STP	0.0000	%	-241.80	(241.80)	U	0.00	0.00	(18.21)	(7.36)	(0.24)	(4.01)	0.00	0.00	(29.82)
1136/22	0196	7	LAST NAME, EE1	7XXXXXXXX	9898	04/30/07	STP	0.0000	%	366.00	366.00	U	0.00	0.00	27.57	11.13	0.37	6.08	0.00	0.00	45.14
1136/23	0196	8	LAST NAME, EE1	7XXXXXXXX	9898	04/30/07	STP	0.0000	%	-241.80	(241.80)	U	0.00	0.00	(18.21)	(7.36)	(0.24)	(4.01)	0.00	0.00	(29.82)
1136/24	0196	9	LAST NAME, EE1	7XXXXXXXX	9898	05/31/07	STP	0.0000	%	366.00	366.00	U	0.00	0.00	27.57	11.13	0.37	6.08	0.00	0.00	45.14
1136/25	0196	10	LAST NAME, EE1	7XXXXXXXX	9898	05/31/07	STP	0.0000	%	-241.80	(241.80)	U	0.00	0.00	(18.21)	(7.36)	(0.24)	(4.01)	0.00	0.00	(29.82)
1136/26	0196	11	LAST NAME, EE1	7XXXXXXXX	9898	06/30/07	STP	0.0000	%	366.00	366.00	U	0.00	0.00	27.57	11.13	0.37	6.08	0.00	0.00	45.14
1136/27	0196	12	LAST NAME, EE1	7XXXXXXXX	9898	06/30/07	STP	0.0000	%	-241.80	(241.80)	U	0.00	0.00	(18.21)	(7.36)	(0.24)	(4.01)	0.00	0.00	(29.82)
1136/28	0196	13	LAST NAME, EE1	7XXXXXXXX	9898	07/31/07	STP	0.0000	%	166.35	166.35	U	0.00	0.00	12.53	5.06	0.17	2.76	0.00	0.00	20.51

Title: All Employees-DOPE-Monthly
Tab: Distribution of Payroll Expense
Version 3.0

* Message from UCSC Payroll Office: This report contains confidential information and is to be used for official university business only. The DOPE report is loaded monthly for unit review and approval of all payroll and benefit expenses. Units shall perform a monthly reconciliation of total salaries paid to total salaries approved pursuant to unit payroll/personnel records.

