

All Employees-Payment History by Employee ID-Monthly

Description:

This Payroll report is a snapshot of salary and benefit expenses for each employee paid in the time period designated from the report prompt. Although it mimics the official campus Distribution of Payroll Expense report (the "DOPE") with regards to layout and content, it is not considered the official report.

Report Tabs/Views:

- Employee Payment History

Data Prompts:

- 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. - optional
- Pay Period Begin and End Dates - optional
- Employee ID

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.
- The DOPE is typically run for a single month, but this version is intended to be run for several months at one time. Running the report in this manner causes the report to function differently in that (1) the "current month" totals reflect only the highest month in the prompt; and (2) you will not know which ET Month the DOPE page numbers column corresponds with.
- Occasionally expenses appear under an FIS Account that is 2 digits in length. This 2 digit code represents expenses for which the object code in the extract from UCOP did not translate to an FIS Account Code. Such occurrences do not match FIS expense data; however, the PPS sub code is derivable.
- A few known data inconsistencies exist between DOPE information and the summed salary and benefit expense amounts in financial reports or in FIS Banner. For specific information about such inconsistencies, see http://planning.ucsc.edu/DataMgmt/dwh/available/dope_vs_fis.htm



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
Distribution of Payroll Expense Report*

Process Month(s):

Refresh Date: 6/2/10

REG

Fictitious Data - Sample Only

000626 19977 Activity Code- blanks first Org Title Fund Title Activity Title

P11100 STAFF SALARIES

DOPE ET Month	DOPE Page/ Line	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/ UCDI/ GSFR	IAP/ Leave Accr.	Tot Ben
0909	8582/26	2	EMPLOYEE NAME	7XXXXXXX	7244	03/31/09	REG	1.0000	%		2,161.86	U	0.00	0.00	159.58	373.61	3.24	40.21	6.63	173.17	756.44
0910	8857/26	2	EMPLOYEE NAME	7XXXXXXX	7244	04/30/09	REG	1.0000	%		2,161.86	U	0.00	0.00	159.58	373.61	3.24	40.21	6.63	173.17	756.43
0911	8600/48	2	EMPLOYEE NAME	7XXXXXXX	7244	05/31/09	REG	1.0000	%		2,161.86	U	0.00	0.00	158.63	625.57	3.24	40.21	6.63	173.17	1,007.44
Current Month											2,161.86		0.00	0.00	158.63	625.57	3.24	40.21	6.63	173.17	1,007.44
Adj. to Prior Months											7,206.20		0.00	0.00	531.93	1,245.36	10.80	134.04	22.10	577.22	2,521.45
Total Posted to FIS Banner											6,485.58		0.00	0.00	477.79	1,372.78	9.72	120.64	19.89	519.50	2,520.31
Total Org-Fund-Activity											6,485.58		0.00	0.00	477.79	1,372.78	9.72	120.64	19.89	519.50	2,520.31

Title: All Employees-Payment History by Empl ID-Monthly

Tab: Employee Payment History

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.

Page 1 of 1

