

## Payroll by Employee-ITD

### Description:

This payroll report provides inception-to-date salary expense and project encumbrance information, sorted by Org-Fund-Activity and then by Employee Name.

### Report Tabs/Views:

- Detail by FOAPAL then Employee
- Summary by FOAPAL then Employee

### 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

### Report Limitations:

- Includes
  - Inception (July 1, 1996) through the most recent month of posted salary expense
  - Salary encumbrance amounts
- Excludes
  - Fund 23496 Work Study Match

### Customizations:

- A custom variable exists that excludes salary amounts for DOS codes 'PRH','PRM','UNI'. Benefit amounts are not affected. This modification is made to reconcile with FIS expenses.
- Vacation Gross Earnings are combined with Benefits Expenses to offset the vacation accrual previously transacted (this aligns with FIS account code structure).
- On the summary tab, an alerter exists: when an employee is nearing their end date (90 days before and 30 days after) the end date turns red.
- A custom variable exists to remove trailing blanks from employee names so that information is consolidated.

### Cautions:

- The encumbrance amounts mirror those in FIS Banner and are merely estimates – there is no guarantee of accuracy.
- When more than one transaction occurs for the same pay period, title code and DOS code, the amounts will be added together (as will the pay rates and percentages).
- 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 (FIS Banner).



This report has passed the UCSC Data Warehouse's Report Certification Process (see [http://planning.ucsc.edu/DataMgmt/dwh/bob/corp\\_docs.htm](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.

**Salary and Benefits Expense and Encumbrance Detail Report**  
**Sorted by Org/Fund/Activity/Person**

Inception-to-date

**Fictitious Data - Sample Only**

Run Date: 05/26/2010

928024 9589 Activity Code- blanks first      Org Title   Fund Title   Activity Title

| LAST NAME, EE1 |      |     |     |        | Salary Expense | Benefits Expense | Total Expense | Salary Encumbrance | Benefits Encumbrance | Total Encumbrance |
|----------------|------|-----|-----|--------|----------------|------------------|---------------|--------------------|----------------------|-------------------|
| 05/31/99       | 3999 | BYA | 180 | 0.00 % | 180.00         | 7.81             | 193.02        | 0.00               | 0.00                 | 0.00              |
| LAST NAME, EE1 |      |     |     |        | <b>Totals:</b> | <b>180.00</b>    | <b>7.81</b>   | <b>0.00</b>        | <b>0.00</b>          | <b>0.00</b>       |

| LAST NAME, EE2 |      |     |     |        | Salary Expense | Benefits Expense | Total Expense | Salary Encumbrance | Benefits Encumbrance | Total Encumbrance |
|----------------|------|-----|-----|--------|----------------|------------------|---------------|--------------------|----------------------|-------------------|
| 05/31/99       | 3999 | BYA | 180 | 0.00 % | 180.00         | 5.17             | 188.61        | 0.00               | 0.00                 | 0.00              |
| LAST NAME, EE2 |      |     |     |        | <b>Totals:</b> | <b>180.00</b>    | <b>5.17</b>   | <b>0.00</b>        | <b>0.00</b>          | <b>0.00</b>       |

|              |  |  |  |  |               |              |               |             |             |             |
|--------------|--|--|--|--|---------------|--------------|---------------|-------------|-------------|-------------|
| <b>Total</b> |  |  |  |  | <b>360.00</b> | <b>12.98</b> | <b>372.98</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> |
|--------------|--|--|--|--|---------------|--------------|---------------|-------------|-------------|-------------|



**Salary and Benefits Expense and Encumbrance Summary Report**  
**Sorted by Org/Fund/Activity/Person**

Inception-to-date

**Fictitious Data - Sample Only**

Run Date: 05/26/2010

928024 9589 Activity Code- blanks first      Org Title   Fund Title   Activity Title

| Name           | Distribution<br>End Date | Salary<br>Expense | Benefits<br>Expense | Total Expense | Salary<br>Encumbrance | Benefits<br>Encumbrance | Total<br>Encumbrance |
|----------------|--------------------------|-------------------|---------------------|---------------|-----------------------|-------------------------|----------------------|
| LAST NAME, EE1 | 05/31/99                 | 180.00            | 7.81                | 193.02        | 0.00                  | 0.00                    | 0.00                 |
| LAST NAME, EE2 | 05/31/99                 | 180.00            | 5.17                | 188.61        | 0.00                  | 0.00                    | 0.00                 |
| Total          |                          | 360.00            | 12.98               | 372.98        | 0.00                  | 0.00                    | 0.00                 |

