

## Payroll by Employee-FY

### Description:

This payroll report provides salary expense and project encumbrance information for a fiscal year, 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
- One or more 4 digit fiscal year

### Report Limitations:

- Includes
  - Fiscal year-to-date salary expense
  - Salary encumbrance amounts projected to the end of the fiscal year selected
- Excludes
  - Salary encumbrance amounts beyond the end of the fiscal year selected
  - 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. However, as this report is Fiscal Year only, encumbrances for pay periods beyond the end of the fiscal year will not be displayed. To see these encumbrances, run the report for both the current fiscal year and future fiscal year(s), or report writers can edit the query conditions (greater than or equal to Fiscal Year).
- 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**

Fiscal Year(s): 2009

**Fictitious Data - Sample Only**

Run Date: 05/04/2010

980242 19977 Activity Code- blanks first      Org Title    Fund Title    Activity Title

EMPLOYEE 00101					Salary Expense	Benefits Expense	Total Expense	Salary Encumbrance	Benefits Encumbrance	Total Encumbrance
4/30/09	2310	REG	2,218.27	0.50 %	1,109.14	16.30	1,136.31	0.00	0.00	0.00
5/31/09	2310	REG	2,218.27	0.50 %	1,109.14	16.30	1,136.31	0.00	0.00	0.00
6/30/09	2310	REG	2,218.27	0.50 %	1,109.14	16.30	1,136.31	0.00	0.00	0.00
<b>Totals:</b>					<b>3,327.41</b>	<b>48.91</b>	<b>3,376.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

EMPLOYEE 00102					Salary Expense	Benefits Expense	Total Expense	Salary Encumbrance	Benefits Encumbrance	Total Encumbrance
10/31/08	2310	REG	2,218.27	0.50 %	1,109.14	14.64	1,133.54	0.00	0.00	0.00
11/30/08	2310	REG	2,218.27	0.50 %	1,109.14	14.64	1,133.54	0.00	0.00	0.00
12/31/08	2310	REG	2,218.27	0.50 %	1,109.14	14.64	1,133.54	0.00	0.00	0.00
4/30/09	2310	REG	2,218.27	0.50 %	1,109.14	14.64	1,133.54	0.00	0.00	0.00
5/31/09	2310	REG	2,218.27	0.50 %	1,109.14	14.64	1,133.54	0.00	0.00	0.00
6/30/09	2310	REG	2,218.27	0.50 %	1,109.14	14.64	1,133.54	0.00	0.00	0.00
<b>Totals:</b>					<b>6,654.82</b>	<b>87.84</b>	<b>6,742.66</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

EMPLOYEE 00103					Salary Expense	Benefits Expense	Total Expense	Salary Encumbrance	Benefits Encumbrance	Total Encumbrance
1/31/09	2310	REG	2,218.27	0.50 %	1,109.14	14.64	1,133.54	0.00	0.00	0.00
2/28/09	2310	REG	2,218.27	0.50 %	1,109.14	14.64	1,133.54	0.00	0.00	0.00
3/31/09	2310	REG	2,218.27	0.50 %	1,109.14	14.64	1,133.54	0.00	0.00	0.00
<b>Totals:</b>					<b>3,327.41</b>	<b>43.92</b>	<b>3,371.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

EMPLOYEE 00104					Salary Expense	Benefits Expense	Total Expense	Salary Encumbrance	Benefits Encumbrance	Total Encumbrance
7/31/08	1200	REG	3,660	1.00 %	3,660.00	1,117.06	5,521.77	0.00	0.00	0.00
8/31/08	1200	REG	3,660	1.00 %	3,660.00	1,117.07	5,521.78	0.00	0.00	0.00
9/30/08	1200	REG	3,660	1.00 %	3,660.00	1,117.06	5,521.76	0.00	0.00	0.00
10/31/08	1200	REG	3,660	1.00 %	3,660.00	1,117.07	5,521.78	0.00	0.00	0.00
11/30/08	1200	REG	3,660	1.00 %	3,660.00	1,117.07	5,521.78	0.00	0.00	0.00
12/31/08	1200	REG	3,660	1.00 %	3,660.00	1,179.68	5,626.14	0.00	0.00	0.00
1/31/09	1200	REG	3,660	1.00 %	3,660.00	1,181.86	5,629.77	0.00	0.00	0.00
2/28/09	1200	REG	3,660	1.00 %	3,660.00	1,181.86	5,629.76	0.00	0.00	0.00
3/31/09	1200	REG	3,660	1.00 %	3,660.00	1,181.86	5,629.76	0.00	0.00	0.00
4/30/09	1200	REG	3,660	1.00 %	3,660.00	1,181.86	5,629.77	0.00	0.00	0.00
5/31/09	1200	REG	3,660	1.00 %	3,660.00	1,181.86	5,629.77	0.00	0.00	0.00
6/30/09	1200	REG	3,660	1.00 %	3,660.00	1,181.86	5,629.77	0.00	0.00	0.00
<b>Totals:</b>					<b>43,920.00</b>	<b>13,856.17</b>	<b>57,776.17</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Total</b>					<b>57,229.63</b>	<b>14,036.83</b>	<b>71,266.46</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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**Salary and Benefits Expense and Encumbrance Summary Report**  
**Sorted by Org/Fund/Activity/Person**

Fiscal Year(s): 2009

Run Date: 05/04/2010

**Fictitious Name - Sample Only**

980242 19977 Activity Code- blanks first      Org Title    Fund Title    Activity Title

Name	Distribution End Date	Salary Expense	Benefits Expense	Total Expense	Salary Encumbrance	Benefits Encumbrance	Total Encumbrance
EMPLOYEE NAME	06/30/09	3,327.41	48.91	3,408.92	0.00	0.00	0.00
EMPLOYEE NAME	06/30/09	6,654.82	87.84	6,801.22	0.00	0.00	0.00
EMPLOYEE NAME	03/31/09	3,327.41	43.92	3,400.61	0.00	0.00	0.00
EMPLOYEE NAME	06/30/09	43,920.00	13,856.17	67,013.61	0.00	0.00	0.00
<b>Total</b>		<b>57,229.63</b>	<b>14,036.83</b>	<b>71,266.46</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

