

Payroll Matrix – Expenses by Month

Description:

This payroll report indicates the gross salary expense for each employee by month in a fiscal year. In addition, the cumulative total of benefits expense is indicated.

Report Tabs/Views:

- Payroll by Month

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
- A 4 digit fiscal year

Report Limitations:

- Includes
 - Salary expense information by month for each employee, by FOAPAL.
 - Total benefits cost, including vacation earnings and accrual – because they are recorded in FIS Banner under benefit account codes (a.k.a. start with a "P6")
 - Late pay, payroll transfers, and other retroactive pay are reflected in the month they are transacted, not the month of the "pay period".
- Excludes
 - Fund 23496 Work Study Match

Customizations:

- In months that an employee does not have a payroll distribution, as of the month the report is run, the amount will be blank instead of "0.00".

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 (FIS Banner).
- In the event an individual is paid on the same Fund, Org and Activity, but in both a Sub 1 and Sub 2 Account in the same month, the vacation accrual or earnings expenses are included in the cumulative benefits under the Sub 1 Account.
- 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.



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.

Fictitious Data - Sample Only

928024 19977

P1	July	August	September	October	November	December	January	February	March	April	May	June	YTD Earnings	YTD Benefits
EMPLOYEE NAME											0.00		0.00	(6.14)
											0.00		0.00	(6.14)

P11100	July	August	September	October	November	December	January	February	March	April	May	June	YTD Earnings	YTD Benefits
EMPLOYEE NAME					1,046.25	1,138.88	1,138.88	1,138.88	1,138.88	1,226.21	1,198.88	1,198.88	12,300.95	5,172.49
EMPLOYEE NAME	2,597.25	1,580.95	(944.36)										4,311.78	1,731.32
EMPLOYEE NAME	2,128.50	2,128.50	2,128.50	2,128.50	2,128.50	2,128.50	4,257.00	4,257.00	4,257.00	4,257.00	4,257.00	4,257.00	51,084.00	10,698.47
EMPLOYEE NAME	2,451.75	2,451.75	2,451.76	2,451.75	4,401.75	2,567.25	2,567.25	2,567.25	2,567.25	2,567.25	2,567.25	2,567.25	42,906.01	8,923.07
	7,177.50	6,161.20	3,635.90	4,580.25	7,576.50	5,834.63	7,963.13	7,963.13	7,963.13	8,050.46	8,023.13	8,023.13	110,602.74	26,525.35

P21100	July	August	September	October	November	December	January	February	March	April	May	June	YTD Earnings	YTD Benefits
EMPLOYEE NAME	1,046.25	1,046.25	1,046.25	1,075.97		280.51	12.30				56.25		6,085.03	401.52
EMPLOYEE NAME	519.75	519.75	70.90										1,480.53	181.15
EMPLOYEE NAME												686.27	915.02	203.44
EMPLOYEE NAME												56.25	75.00	0.99
EMPLOYEE NAME			886.18	2,127.09	2,113.28	1,740.27	714.60	1,114.13	1,114.13	2,228.25	(1,114.13)		14,565.05	9,373.07
EMPLOYEE NAME											56.25		75.00	6.70
EMPLOYEE NAME												658.38	877.84	476.13
	1,566.00	1,566.00	2,003.33	3,203.06	2,113.28	2,020.78	726.90	1,114.13	1,114.13	2,228.25	(1,001.63)	1,400.90	24,073.47	10,643.00

P21160	July	August	September	October	November	December	January	February	March	April	May	June	YTD Earnings	YTD Benefits
EMPLOYEE NAME		0.00											0.00	0.00
		0.00											0.00	0.00

928024 19977	8,743.50	7,727.20	5,639.22	7,783.31	9,689.78	7,855.40	8,690.03	9,077.25	9,077.25	10,278.71	7,021.50	9,424.02	134,676.21	37,162.21
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Fictitious Data - Sample Only

928024 19977 FVVVV

P01000	July	August	September	October	November	December	January	February	March	April	May	June	YTD Earnings	YTD Benefits
EMPLOYEE NAME										1,386.42	1,386.42	1,386.42	5,545.68	81.51
EMPLOYEE NAME				1,386.42	1,386.42	1,386.42				1,386.42	1,386.42	1,386.42	11,091.36	146.40
EMPLOYEE NAME							1,386.42	1,386.42	1,386.42				5,545.68	73.20
EMPLOYEE NAME							1,386.42	1,386.42	1,386.42				5,545.68	73.20
EMPLOYEE NAME				1,386.42	1,386.42	1,386.42							5,545.68	73.20
EMPLOYEE NAME							1,386.42	1,386.42	1,386.42				5,545.68	73.20
EMPLOYEE NAME				1,386.42	1,386.42	1,386.42				1,386.42	1,386.42	1,386.42	11,091.36	261.93
EMPLOYEE NAME				1,386.42	1,386.42	1,386.42	1,386.42	1,386.42	1,386.42				11,091.36	146.40
EMPLOYEE NAME				1,386.42	1,386.42	1,386.42	1,386.42	1,386.42	1,386.42				11,091.36	146.40
EMPLOYEE NAME				2,005.13	2,005.13	2,005.13							8,020.53	1,760.01
EMPLOYEE NAME							1,002.57	1,002.57	1,002.57				4,010.28	268.04
EMPLOYEE NAME				1,002.57	1,002.57	1,002.57							4,010.28	266.03
EMPLOYEE NAME				1,386.42	1,386.42	1,386.42				1,386.42	1,386.42	1,386.42	11,091.36	146.40
EMPLOYEE NAME				1,386.42	1,386.42	1,386.42							5,545.68	73.20
EMPLOYEE NAME				1,386.42	1,386.42	1,386.42							5,545.68	73.20
EMPLOYEE NAME							1,386.42	1,386.42	1,386.42				5,545.68	719.15
EMPLOYEE NAME				1,386.42	1,386.42	1,386.42							5,545.68	73.20
EMPLOYEE NAME				1,386.42	1,386.42	1,386.42							5,545.68	73.20
EMPLOYEE NAME				1,386.42	1,386.42	1,386.42	1,386.42	1,386.42	1,386.42				11,091.36	146.40
EMPLOYEE NAME				1,386.42	1,386.42	1,386.42							5,545.68	73.20
EMPLOYEE NAME										1,386.42	1,386.42	1,386.42	5,545.68	73.20
EMPLOYEE NAME				1,386.42	1,386.42	1,386.42							5,545.68	159.16
EMPLOYEE NAME				1,386.42	1,386.42	1,386.42	1,386.42	1,498.92	1,386.42	1,386.42	1,386.42	1,386.42	16,787.04	221.59
EMPLOYEE NAME				1,386.42	1,386.42	1,386.42	1,386.42	1,386.42	1,386.42	1,386.42	1,386.42	1,386.42	16,637.04	219.60



Fictitious Data - Sample Only

928024 1997 FVVVV

P01000	July	August	September	October	November	December	January	February	March	April	May	June	YTD Earnings	YTD Benefits
EMPLOYEE NAME										1,386.42	1,386.42	1,386.42	5,545.68	81.51
EMPLOYEE NAME				1,002.57	1,002.57	1,002.57				1,002.57	1,002.57	1,002.57	8,020.56	534.07
EMPLOYEE NAME				1,386.42	1,386.42	1,386.42							5,545.68	73.20
EMPLOYEE NAME				1,386.42	1,386.42	1,386.42				1,386.42	1,386.42	1,386.42	11,091.36	146.40
EMPLOYEE NAME							1,386.42	1,386.42	1,386.42	1,386.42	1,386.42	1,386.42	11,091.36	146.40
EMPLOYEE NAME				1,386.42	1,386.42	1,386.42	1,386.42	1,386.42	1,386.42	1,438.92	1,386.42	1,386.42	16,707.04	220.53
EMPLOYEE NAME				1,386.42	1,386.42	1,386.42							5,545.68	73.20
EMPLOYEE NAME	(4,097.75)												(5,463.66)	(77.58)
	(4,097.75)			30,352.25	30,352.25	30,352.25	16,253.19	16,365.69	16,253.19	16,305.69	16,253.19	16,253.19	246,190.87	6,618.75
928024 1997 FVVVV	(4,097.75)			30,352.25	30,352.25	30,352.25	16,253.19	16,365.69	16,253.19	16,305.69	16,253.19	16,253.19	246,190.87	6,618.75

