All Employees-Payroll Matrix Expenses by Month-Monthly

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.

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

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.

Ficititious Data - Sample Only

928991 19977 ACTIVITY CODE

P1	July	August	September	October	November	December	January	February	March	April	May	June	YTD Earnings	YTD Benefits
LAST NAME, EE1											0.00		0.00	(6.14)
													0.00	**(6.14)**

P11100	July	August	September	October	November	December	January	February	March	April	May	June	YTD Earnings	YTD Benefits
LAST NAME, EE2					767.25	835.18	835.18	835.18	835.18	899.22	879.18	879.18	12,300.95	5,172.49
LAST NAME, EE3	1,904.65	1,159.36	(692.53)										4,311.78	1,731.32
LAST NAME, EE4	1,560.90	1,560.90	1,560.90	1,560.90	1,560.90	1,560.90	3,121.80	3,121.80	3,121.80	3,121.80	3,121.80	3,121.80	51,084.00	10,698.47
LAST NAME, EE1	1,797.95	1,797.95	1,797.96	1,797.95	3,227.95	1,882.65	1,882.65	1,882.65	1,882.65	1,882.65	1,882.65	1,882.65	42,906.01	8,923.07
	5,263.50	**4,518.21**	**2,666.32**	**3,358.85**	**5,556.10**	**4,278.73**	**5,839.63**	**5,839.63**	**5,839.63**	**5,903.67**	**5,883.63**	**5,883.63**	**110,602.74**	**26,525.35**

P21100	July	August	September	October	November	December	January	February	March	April	May	June	YTD Earnings	YTD Benefits
LAST NAME, EE2	767.25	767.25	767.25	789.04		205.71	9.02				41.25		6,085.03	401.52
LAST NAME, EE3	381.15	381.15	51.99										1,480.53	181.15
LAST NAME, EE5												503.26	915.02	203.44
LAST NAME, EE6												41.25	75.00	0.99
LAST NAME, EE7			649.86	1,559.87	1,549.74	1,276.20	524.04	817.03	817.03	1,634.05	(817.03)		14,565.05	9,373.07
LAST NAME, EE1											41.25		75.00	6.70
LAST NAME, EE8												482.81	877.84	476.13
	1,148.40	**1,148.40**	**1,469.11**	**2,348.91**	**1,549.74**	**1,481.90**	**533.06**	**817.03**	**817.03**	**1,634.05**	**(734.53)**	**1,027.32**	**24,073.47**	**10,643.00**

P21160	July	August	September	October	November	December	January	February	March	April	May	June	YTD Earnings	YTD Benefits
LAST NAME, EE4		0.00											0.00	0.00
		0.00											**0.00**	**0.00**

| 928991 19977 ACTIVITY CODE | 6,411.90 | 5,666.61 | 4,135.43 | 5,707.76 | 7,105.84 | 5,760.63 | 6,372.69 | 6,656.65 | 6,656.65 | 7,537.72 | 5,149.10 | 6,910.95 | 134,676.21 | 37,162.21 |

CERTIFIED