



# **Payroll Detail Report Manual**

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## Overview

This manual describes and illustrates how to generate and understand the Payroll Detail Report in PantherSoft Financials. The Payroll Detail Report provides detailed information on salary and employer-paid benefits. Users should run this report on a monthly basis to reconcile payroll charges to the financial statements, and review that no inactive employees have been paid in error.

## Generating the Payroll Detail Report by Chartfield

Log into the PeopleSoft Financials system and go to the Payroll Detail Report run control page via the following navigation.

Main Menu > **FIU Payroll Processes** > Reports > **Payroll Detail Report**

**Step 1:** The first time you run the report, you will need to create a run control ID by clicking “Add a New Value”, entering a Run Control ID, and clicking “Add”. Otherwise, find an existing run control to run the report.

Tip: Run Control IDs may not have spaces. Use underscores instead, as shown in the example below.

### Payroll Detail Report

Find an Existing Value   **Add a New Value**

Run Control ID: **Payroll\_Detail\_Report**

**Add**

Whether you add a new run control or find an existing value, you will be taken to the following run control page.

Favorites Main Menu > FIU Payroll Processes > Reports > Payroll Detail Report

By Chartfield By Employee

### Payroll Detail Report

Run Control ID Payroll Detail Report  
[Report Manager](#) [Process Monitor](#) [Run](#)

**Date(s) to Print**

Accounting Date:

OR

From Date:

To Date:

**Output Format**

PDF  
 XLS  
 Both

**Recs to include on Output**

Template	Descr	Include?
		<input type="checkbox"/>

[Include All](#)

**Selection Criteria** Find: First 1 of 1 Last

Chartfield:

**Values** Personalize | Find | View All | First 1 of 1 Last

ChartField Value	Description
1	<input type="text"/>

[Save](#)

By Chartfield | [By Employee](#)

**Step 2:** Choose one accounting date or enter a range of dates in the “Date(s) to Print” section and make sure to tab out.

**Date(s) to Print**

Accounting Date:

OR

From Date:

To Date:

**Step 3:** Various templates will populate in the “Recs to include on Output section” depending on the date range selected. Click “Include All” to make sure all the available data is reflected on the Payroll Detail Report output.

Tip: If your report does not run successfully, check the “Recs to include on Output” section of the run control page, and make sure templates are listed. Change the dates in the “Date(s) to Print” section until values appear in this section.

Recs to include on Output		
Template	Descr	Include?
PAYROLL	HR Payroll	<input checked="" type="checkbox"/>
OFFCYCLE	Off-Cycle	<input checked="" type="checkbox"/>

**Include All**

**Step 4:** Select your desired output format in the “Output Format” section. Click “XLS” for an Excel output or “Both” to generate two files, a PDF and an Excel file.

**Output Format**

PDF

XLS

Both

**Step 5:** In the “Selection Criteria” section, select the Chartfield you would like to search by. The most popular searches are by Activity Number, Project ID or department.

**Selection Criteria** Find First 1 of 1 Last

Chartfield: 
 Activity Nbr  
 Cost PID  
 Department  
 Old Department  
 Project ID  
 Task
  + -

Values: Personalize | Find | View All | First 1 of 1 Last

ChartF	Value	Description	
1			+ -

**Step 6:** If you selected the “Activity Number” Chartfield, enter the activity number you would like to run a report for in the “Values” section. Click on the plus sign in the “Values” section to add additional activity numbers to include on the report.

If you had selected “Project ID” as the Chartfield to search by, you would enter a Project ID in the “Values” section.

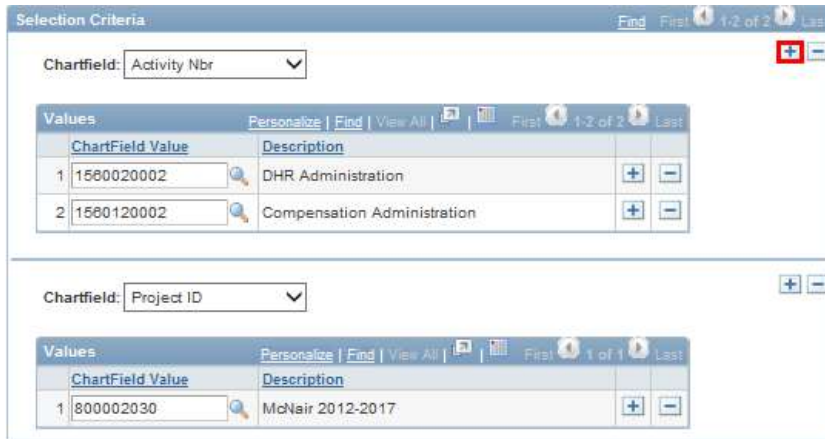
**Selection Criteria** Find First 1 of 1 Last

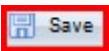
Chartfield: Activity Nbr + -

Values: Personalize | Find | View All | First 1-2 of 2 Last

ChartField Value	Description	
1 <span style="border: 2px solid red; padding: 2px;">1560020002</span>	DHR Administration	<span style="border: 2px solid red; padding: 2px;">+</span> -
2 <span style="border: 2px solid red; padding: 2px;">1560120002</span>	Compensation Administration	+ -

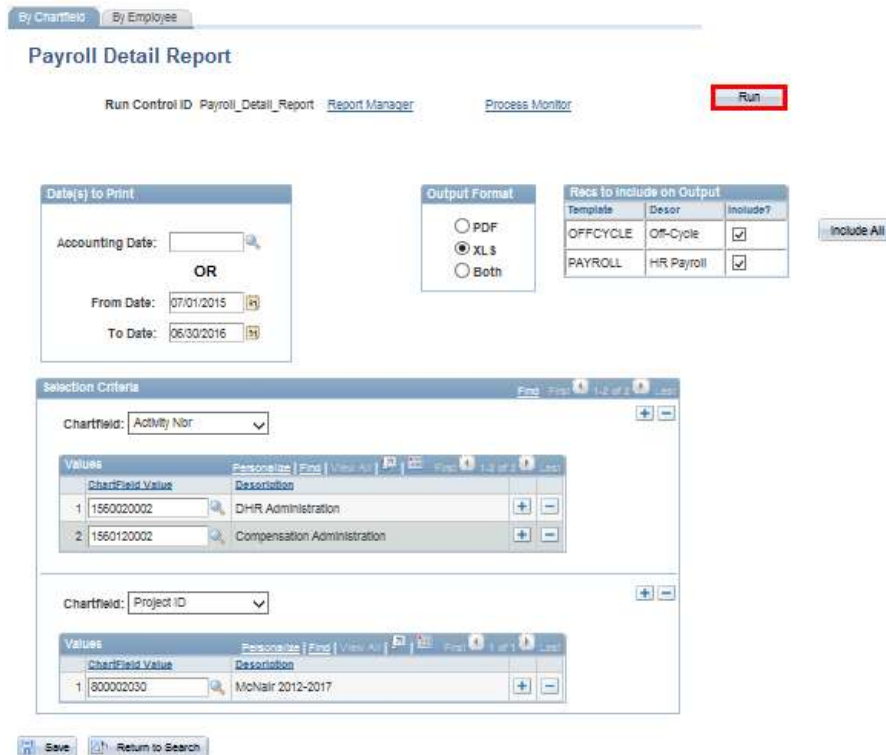
In some cases, you may want to run reports for project IDs and activity numbers at the same time. In that case, click on the plus sign to the right of the Chartfield drop-down and a new selection criteria section will display underneath.



**Step 7:** Click  Save on the bottom left to save the Run Control ID and associated parameters. You can run this same report in the future by searching for the Run Control ID under “Find An Existing Value”, instead of having to add a new value (See the “Find an Existing Value” tab in Step 1).

**Step 8:** Click “Run” to run the report.

Tip: While the report is generating, you cannot change the parameters and click run again. To run several reports at the same time, click “Return to Search” to create another run control.



**Step 9:** In the “Process Scheduler Request” pop-up, click “OK”.

Tip: Leaving the Server Name blank will allow the system to automatically select the server that will run the report the fastest. Leave “Type” as “Web” and “Format” as “TXT”.

Process Scheduler Request

User ID: :1293917 Run Control ID: :110500103

Server Name: [dropdown] Run Date: 02/01/2016 [calendar icon]

Recurrence: [dropdown] Run Time: 10:48:37AM [button: Reset to Current Date/Time]

Time Zone: EST [dropdown] Eastern Time (US)


Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Pay Dtl Rpt App Engine	FIU_PAYDTL	Application Engine	Web [dropdown]	TXT [dropdown]	Distribution

[button: OK] [button: Cancel]



# Generating the Payroll Detail Report by Employee

To run the Payroll Detail Report by Employee, click on the “By Employee” tab and enter an employee ID in the “Employee ID” section. Follow the other steps in the “Generating the Payroll Detail Report by Chartfield” section of this manual.

Tip: Click on the magnifying glass  to search by name (Last name,First name).


**Favorites** | **Main Menu** > **FIU Payroll Processes** > **Reports** > **Payroll Detail Report**

By Chartfield | **By Employee**


### Employee Payroll Detail Report


Run Control ID Payroll\_Detail\_Report | [Report Manager](#) | [Process Monitor](#) | **Run**

**Date(s) to Print**

Accounting Date:  

**OR**

From Date: 07/01/2015 

To Date: 06/30/2016 

**Output Format**

PDF

XLS


Both

**Recs to include on Output**

Template	Descr	Include?
OFFCYCLE	Off-Cycle	<input checked="" type="checkbox"/>
PAYROLL	HR Payroll	<input checked="" type="checkbox"/>

**Include All**

**Employee ID**

Emplid:  

**Save** | **Return to Search**

# Retrieving the Payroll Detail Report

Whether you ran the report by Chartfield or by Employee, follow these steps to retrieve your report.

**Step 1:** Click on “Report Manager” from the Payroll Detail Report run control page.

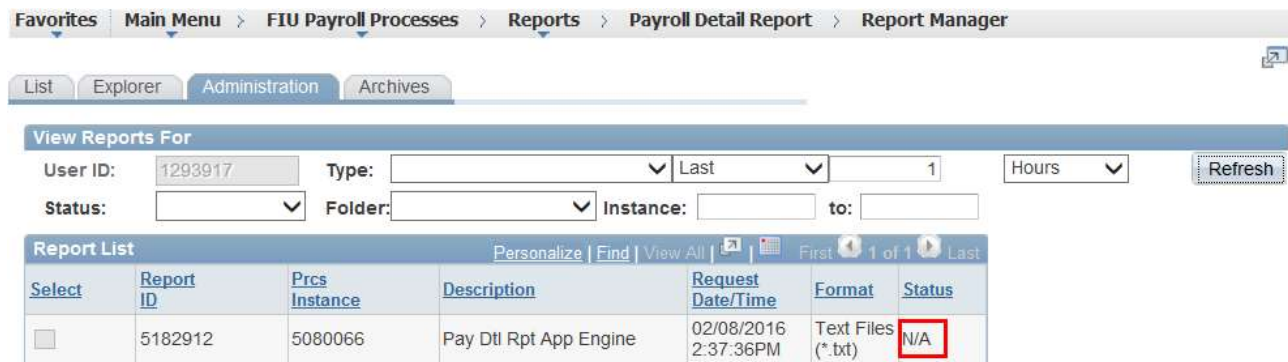


Alternatively, you can follow the navigation below to go to the Report Manager.



**Step 2:** Click on the “Administration” tab.

Tip: The reports are not available in Report Manager until the Pay Dtl Rpt App Engine status is “Posted”. Click Refresh to update the statuses. It may take a few minutes for the status to change.



Tip: If the status for the Pay Dtl Rpt App Engine status remains “NA” for longer than a few minutes, go to the Process Monitor page via the navigation below, and make sure the Run Status is not “Error”. If the status says “Queued” for an extended period of time, or if it says “Error”, contact the Human Resources Service Center at 305-348-2181.

Favorites **Main Menu > PeopleTools > Process Scheduler > Process Monitor**

Process List **Server List**

**View Process Request For**

User ID: 1293917 Type: [ ] Last [ ] 4 Hours [ ] Refresh

Server: [ ] Name: [ ] Instance: [ ] to: [ ]

Run Status: [ ] Distribution Status: [ ]  Save On Refresh

**Process List** Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5080066		Application Engine	FIU_PAYDTL	1293917	02/08/2016 2:37:35PM EST	Queued	N/A	Details

**Step 3:** From the Report Manager page, click the link for “Detail Report XLS (for both)” or “Payroll Detail Report PDF”, depending out the output format selected on the run control page.

Favorites **Main Menu > FIU Payroll Processes > Reports > Payroll Detail Report > Report Manager**

List **Explorer Administration Archives**

**View Reports For**

User ID: 1293917 Type: [ ] Last [ ] 1 Hours [ ] Refresh

Status: [ ] Folder: [ ] Instance: [ ] to: [ ]

**Report List** Personalize | Find | View All | First 1-5 of 5 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5180103	5077031	Payroll Detail Report PDF	02/01/2016 11:27:49AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5180102	5077030	Detail Report XLS (for both)	02/01/2016 11:27:49AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5180101	5077029	Pay Dtl Rpt App Engine	02/01/2016 11:27:35AM	Text Files (*.txt)	Posted	Details

**Step 4:** In the Report Detail pop-up window, click on the file with the “.xls” or “.pdf”. suffix.

**Report Detail**

**Report**

Report ID: 5180003      Process Instance: 5076891      [Message Log](#)  
Name: FGLR638C      Process Type: SQR Report  
Run Status: Success

Detail Report XLS (for both)

**Distribution Details**

Distribution Node: unixnode      Expiration Date: 05/01/2016

**File List**

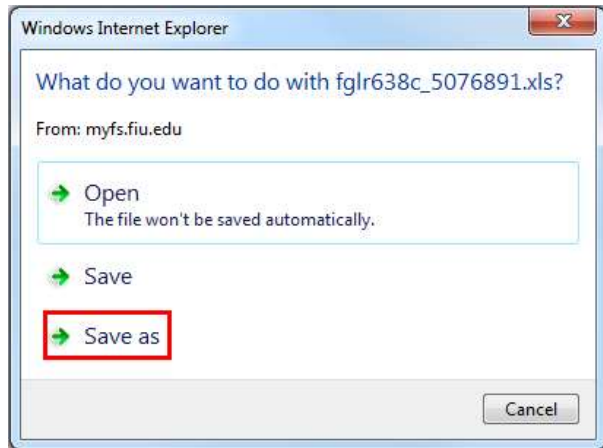
Name	File Size (bytes)	Datetime Created
<a href="#">SQR_FGLR638C_5076891.log</a>	1,840	02/01/2016 10:48:31.860475AM EST
<a href="#">fglr638c_5076891.out</a>	11,403	02/01/2016 10:48:31.860475AM EST
<a href="#">fglr638c_5076891.xls</a>	104,178	02/01/2016 10:48:31.860475AM EST

**Distribute To**

Distribution ID Type	Distribution ID
User	1293917

OK      Cancel

**Step 5:** In the pop-up window, click “Save As” to save the file to your desired location.



## Understanding the Payroll Detail Report by Chartfield

Both the Payroll Detail Report PDF and Excel provide valuable information on wages and benefits paid. The Excel version generally provides the same information, with some exceptions. Under each section of the manual below are screenshots of both the Excel and PDF versions of the report for comparison.

For specific questions, please contact the Human Resources Service Center at 305-348-2181.

### Heading

The heading includes the chartfield values, accounting date (generally the same as the pay date), and the journal ID.

Department	Project ID	Activity Nbr.	Cost PID	Task	Accounting Date	Appl_Jrnl_Id	Journal ID	Fund Code	Budget Entity
156000000		1560020002			21-Aug-15	PAYROLL	PAY0813498	210	1
156000000		1560020002			21-Aug-15	PAYROLL	PAY0813498	210	1
156000000		1560020002			21-Aug-15	PAYROLL	PAY0813498	210	1
156000000		1560020002			21-Aug-15	PAYROLL	PAY0813498	210	1

The pay period begin and end dates associated with the pay date are only found on the PDF output.

Department:	156000000	DHR Administration
Activity Nbr:	1560020002	DHR Administration
Accounting Date:	08/21/2015	
Pay Period Start:	08/01/2015	End: 08/14/2015
Journal ID:	PAY0813498	
Fund Code:	210	General Revenue Budget Entity: 1 E&G

### Demographics

The demographics section provides the employee name, Employee ID, position number, FTE, Comp. Rate and hours worked by funding source. For temporary employees, the position number is their jobcode.

Employee Name	Panther ID	Position Nbr	FTE	Compensation Rate	Hours Worked
			1.0000	69640.89	80
			1.0000	109080.3	80
			1.0000	55825	80
			1.0000	151494.92	80

Demographics					
Employee Name	Empl ID	Pos. Num	FTE	Comp. Rate	Hours
<b>Administrative</b>					
			1.0000	69,640.89	80.00
			1.0000	109,080.30	80.00
			1.0000	55,825.00	80.00
			1.0000	151,494.92	80.00

**Salary and Benefits Details**

The salary and benefits section details earnings and associated benefits. If a particular row has a date in the “Transferred From” column, that row represents a payroll transfer and the date represents the date when that check was first issued or last transferred from.

Fringe Benefits are a percentage of the earnings based on the pay plan or earnings type. Review the current budget manual for the latest fringe benefit pools and percentages.

Check Number	Transferred From	771141	771151	771951	771962	771963
		Salaries - Administrative	Salaries - Staff	Cellphone Allowance	Fringe Benefits - Admin	Fringe Benefits - Staff
942719		2,668.23	0	0	740.7	0
942720		0	1,757.25	0	0	688.31
942732		4,179.32	0	90	1,160.18	0
942703		2,138.89	0	0	593.76	0

Check No	Salaries		*Other Earning	Benefits	Employee Total	Transferred From
	Salary	Account		Fringe		
942719	2,668.23	771141		740.70	3,408.93	
942732	4,179.32	771141	90.00	1,160.18	5,429.50	
942703	2,138.89	771141		593.76	2,732.65	
942699	5,804.40	771141		1,611.30	7,415.70	

**Other Earnings**

Cell phone allowances, bonuses, and other one-time payments appear in the “Other Earning” column of the PDF version of the report. Below are other types of expenses included in the “Other Earning” column.

Account	Account Description	Types of payment
771152	Salaries – On Call	On-call pay for eligible employees
771153	Salaries – Overtime	Pay to regular, non-exempt employees for hours worked over 40 within each week
771154	Law Enforcement Incentives	Pay to law-enforcement officers as part of the criminal justice incentive program
771503	Temporary – Overtime	Pay to Temporary employees for hours worked over 40 within each week
771517	Other Earnings	Educational Incentive, Spot Awards, or Bonuses
771951	Cell Phone Allowance	Allowance for monthly cell phone expenses or stipend for a new cell phone
711952	Miscellaneous Payroll Allowances	Uniform, tool, car, moving, relocation, or other allowances

**Summary Section (PDF only)**

Only the PDF version has a summary section on the bottom left. Detailed accounts for amounts in the "Other Earning" column may be further defined here.

TOTALS by Account for 1560020002, 210			
771141	- Salaries - Administrative	:	51,201.00
771151	- Salaries - Staff	:	4,585.70
771501	- Temporary Employment	:	910.00
771508	- College Work Study	:	83.12
771951	- Cellphone Allowance	:	840.00 in "Other Earning" Column
771962	- Fringe Benefits - Admin	:	14,213.40
771963	- Fringe Benefits - Staff	:	1,796.21
771965	- Fringe Benefits - Other Tempor	:	29.94
<b>Total:</b>			<b>73,659.37</b>

# Understanding the Payroll Detail Report by Employee

Departments pay a fringe benefit rate, while the University-Wide Fringe Benefits Pool covers actual benefits. The Payroll Detail Report by Employee shows actual fringe benefits paid on behalf of the employee in activity number 1104110003, in addition to the fringe rate and salary charged to the employee's funding source. Amounts are grouped by pay date and activity number/Project ID on the PDF version.

For specific questions, please contact the Human Resources Service Center at 305-348-2181.

Check Number	Transferred From	771141	771611	771652	771701	771716	771901	771902	771962
		Salaries - Administrative	Social Security Matching	Medicare Tax Expense Employer	State Retirement	FICA Savings	State Health - Employer	State Life - Employer	Fringe Benefits - Admin
942719		0	156.03	36.49	193.71	11.6	632.03	2.27	-740.7
942719		2,668.23	0	0	0	0	0	0	740.7

Pos. Num	FTE	Comp. Rate	Hours	Check No	Type	Account	Description	Amount	Trans. From
Acct Date : 21-AUG-2015									
Department : 110401000 Office of the Controller Adm									
Activity Nbr.: 1104110003 Univ Wide Fringe Benefit									
Appl Journal ID: PAYROLL Journal ID: PAY0813498									
99999999	9.9900	999,999.99		942719	BEN	771611	Social Security Matching	156.03	
					BEN	771652	Medicare Tax Expense Employer	36.49	
					BEN	771701	State Retirement	193.71	
					BEN	771716	FICA Savings	11.60	
					BEN	771901	State Health -Employer	632.03	
					BEN	771902	State Life - Employer	2.27	
					BEN	771962	Fringe Benefits - Admin	740.70-	
							Sub-Total	291.43	
Acct Date : 21-AUG-2015									
Department : 156000000 DHR Administration									
Activity Nbr.: 1560020002 DHR Administration									
Appl Journal ID: PAYROLL Journal ID: PAY0813498									
41676000	1.0000	69,640.89	80.00	942719	SAL	771141	Salaries - Administrative	2,668.23	
				942719	BEN	771962	Fringe Benefits - Admin	740.70	
							Sub-Total	3,408.93	
							Employee Total	3,700.36	

## Summary Section (PDF only)

The PDF version has a summary section on the bottom left of the last page that sums amounts by account for the date ranges used in the run control page.

The Fringe Benefits account is displayed as \$0.00 because it reflects the sum of the amount charged to the department and the credit that posted to the Fringe Benefit Pool.

TOTALS by Account for EMPLID: [REDACTED]			
771141	-	Salaries - Administrative	2,668.23
771611	-	Social Security Matching	156.03
771652	-	Medicare Tax Expense Employer	36.49
771701	-	State Retirement	193.71
771716	-	FICA Savings	11.60
771901	-	State Health -Employer	632.03
771902	-	State Life - Employer	2.27
771962	-	Fringe Benefits - Admin	0.00
<b>Total:</b>			<b>3,700.36</b>



# Appendix A – Sample Payroll Detail Report by Chartfield PDF

Department: 156000000 DHR Administration  
 Activity Nbr: 1560020002 DHR Administration  
 Accounting Date: 08/21/2015  
 Pay Period Start: 08/01/2015 End: 08/14/2015  
 Journal ID: DAY0813498  
 Fund Code: 210 General Revenue Budget Entity: 1 NSG

Florida International University  
 Payroll Detail Report

Report: PGLR0638 3.1  
 Run Dt: 02/01/2016  
 Page: 9 of 30

Employee Name	Demographics				Salaries			Benefits	Employee Total	Transferred From	
	Empl ID	Pos. Num	FTE	Comp. Rate	Hours	Check No	Salary	Account			*Other Earning
<b>Administrative</b>											
	41676000		1.0000	69,640.89	80.00	042710	2,668.23	771141		740.70	3,408.93
	45079000		1.0000	109,080.30	80.00	042732	4,179.32	771141	90.00	1,160.18	5,429.50
	33801000		1.0000	55,825.00	80.00	042703	2,138.89	771141		593.76	2,732.65
	44221000		1.0000	151,434.92	80.00	042699	5,804.40	771141		1,611.30	7,415.70
	45973000		1.0000	115,781.50	80.00	042729	4,436.07	771141	90.00	1,231.45	5,767.52
	41679000		1.0000	63,494.00	80.00	042700	2,432.72	771141	100.00	675.32	3,208.04
	45426000		1.0000	231,750.00	80.00	042701	7,661.96	771141	110.00	2,126.96	9,888.92
	44475000		1.0000	142,178.16	80.00	042702	5,447.44	771141	90.00	1,512.21	7,049.65
	35467000		1.0000	59,397.80	80.00	042734	2,275.78	771141	90.00	631.76	2,907.54
	41677000		1.0000	68,250.00	80.00	042713	238.91	771141		60.77	279.68
	33679000		1.0000	61,725.00	80.00	042731	2,364.94	771141		656.51	3,021.45
	44477000		1.0000	116,897.40	80.00	042726	4,478.83	771141	90.00	1,243.32	5,812.15
	33794000		1.0000	75,002.88	80.00	042735	2,873.67	771141	90.00	797.73	3,761.40
	70005790		1.0000	56,840.00	80.00	042736	2,177.78	771141	90.00	604.55	2,872.33
	33536000		1.0000	53,297.65	80.00	042727	2,042.06	771141		566.88	2,608.94
<b>Group Totals:</b>							<b>51,201.00</b>		<b>840.00</b>	<b>14,213.40</b>	<b>66,254.40</b>
<b>Staff</b>											
	45625000		1.0000	45,864.25	80.00	042720	1,757.25	771151		688.31	2,445.56
	33257000		1.0000	39,822.61	80.00	042721	1,525.77	771151		507.64	2,123.41
	70016381		1.0000	34,000.00	80.00	044969	1,302.68	771151		510.26	1,812.94
<b>Group Totals:</b>							<b>4,585.70</b>			<b>1,796.21</b>	<b>6,381.91</b>
<b>Temporary, Adjunct &amp; Overload</b>											
	0015		0.5000	23,660.00	40.00	039062	910.00	771501		29.94	939.94
				<b>Temporary Employment Total:</b>			<b>910.00</b>				
	0192		0.4200	10.00	33.25	046252	83.12	771508			83.12
				<b>College Work Study Total:</b>			<b>83.12</b>				
<b>Group Totals:</b>							<b>993.12</b>			<b>29.94</b>	<b>1,023.06</b>
<b>Activity Nbr Totals:</b>							<b>56,779.82</b>		<b>840.00</b>	<b>16,039.55</b>	<b>73,659.37</b>

**TOTALS by Account for 1560020002, 210**

771141 - Salaries - Administrative	:	51,201.00	
771151 - Salaries - Staff	:	4,585.70	
771501 - Temporary Employment	:	910.00	
771508 - College Work Study	:	83.12	
771951 - Cellphone Allowance	:	840.00	in "Other Earning" Column
771962 - Fringe Benefits - Admin	:	14,213.40	
771963 - Fringe Benefits - Staff	:	1,796.21	
771965 - Fringe Benefits - Other Tempor	:	29.94	
<b>Total:</b>		<b>73,659.37</b>	

# Appendix B – Sample Payroll Detail Report by Employee PDF

Accounting Date: 21-Aug-2015

Florida International University  
Employee Payroll Detail Report

Report: FGLR638E 3.0  
Run Dt: 02/01/2016  
Page: 1 of 1

Pos. Num	FTE	Comp. Rate	Hours	Check No	Type	Account	Description	Amount	Trans. From
Acct Date : 21-AUG-2015									
Department : 110401000 Office of the Controller Adm									
Activity Nbr.: 1104110003 Univ Wide Fringe Benefit									
Appl Journal ID: PAYROLL Journal ID: PAY0813498									
99999999	9.9900	999,999.99		942719	BEN	771611	Social Security Matching	156.03	
					BEN	771652	Medicare Tax Expense Employer	36.49	
					BEN	771701	State Retirement	193.71	
					BEN	771716	FICA Savings	11.60	
					BEN	771901	State Health -Employer	632.03	
					BEN	771902	State Life - Employer	2.27	
					BEN	771962	Fringe Benefits - Admin	740.70	
							<b>Sub-Total</b>	<b>291.43</b>	
Acct Date : 21-AUG-2015									
Department : 156000000 DHR Administration									
Activity Nbr.: 1560020002 DHR Administration									
Appl Journal ID: PAYROLL Journal ID: PAY0813498									
41676000	1.0000	69,640.89	80.00	942719	SAL	771141	Salaries - Administrative	2,668.23	
				942719	BEN	771962	Fringe Benefits - Admin	740.70	
							<b>Sub-Total</b>	<b>3,408.93</b>	
							<b>Employee Total</b>	<b>3,700.36</b>	

**TOTALS by Account for EMPLID:** [REDACTED]

771141	-	Salaries - Administrative	:	2,668.23
771611	-	Social Security Matching	:	156.03
771652	-	Medicare Tax Expense Employer	:	36.49
771701	-	State Retirement	:	193.71
771716	-	FICA Savings	:	11.60
771901	-	State Health -Employer	:	632.03
771902	-	State Life - Employer	:	2.27
771962	-	Fringe Benefits - Admin	:	0.00
<b>Total:</b>				<b>3,700.36</b>