Payroll reports
End of Period Reporting

MONTHLY EARNINGS REPORT - This program prints a report containing monthly earnings totals for a specified range of Earnings Types and Org/Locations. Printed on the report are columns for “MTD Earnings”, “YTD Earnings” “YTD Hours” and “YTD Gross” for each employee.

EMPLOYEE DEDUCTION REGISTER – This program prints a report showing the total employee and employer amounts taken for a given month, quarter or year fo reach payroll deduction specified. The report also prints a column showing the “Employee Gross” amount subject to each deduction, the employee limit, limit type and difference between the limit and total deductions. This report may be printed in DETAIL (individual lines for each employee deduction) or SUMMARY (A single line per deduction with the total amounts taken for all employees)

PAYROLL HISTORY REPORT – You can run this by SSN or by Fund & Expense Account. SSN will list the employee name, SSN, check number and for each check date the position, rate, account code, account earnings and sub-total, along with a period to date total.

By Fund & Expense Account will list the fund, account code, SSN, name, check number, check date, position, rate and account earnings subtotal with and org/obj period to date total

PAYROLL BUDGET REPORT – This report gives the current payroll, fiscal year to date cumulative and annual salary for all employees for a specific fiscal year.

FLEXIBLE PERIOD EARNINGS REPORT – This program shows earnings and employer shares of deductions over a definable check date range. The active set is selected by GL account or by the individual segments of the account. The output can be sorted by fund, org, object, project or location and will sub-total based on the selected sort sequence.

PAYROLL CONTROL TOTALS REPORT – This report shows miscellaneous totals based on what the user wants to see. Included are current, MTD, YTD and FYTD totals for earnings, taxes and deductions. The current figures are based on a specific payroll you are linked to.

PAYROLL REPORT BY BUDGET – This report will generate a detail for all earnings and history lines. The remaining salary will be calculated by subtracting the YTD salary paid from the annual salary.

FUND DISTRIBUTION REPORT – This program shows pay and deduction amounts by employee and G/L account. This report is broken down by fund.

NEW HIRE REPORT – This program produces a report for each employee who has a hire date within the range of the specified dates, a record is created. Name, SSN, start date and address are all selected from Employee Master File Maintenance.

EMPLOYEE MAINTENACE/REPORTS

EMPLOYEE DETAIL HISTORY – This program is used to access employee detail programs for query and print purposes. The first screen is used to select the employees by number, name, SSN and to select one of the following detail programs:

- *Deduction and Pay History* – Displays/prints accumulated amounts for the current employee for one or more deductions or pay types. “Check-Summary” displays or prints the checks issued for a specified date range for the current employee. Detail on each check is also available.

- *Time and Attendance History* – For the current employee, provides a look-up utility for Employee Pay/Attendance entered on the Time and Attendance program. A browse screen displays summary information and allows a line number to be selected to display detail information. From the detail screen, in addition to standard side menu options, you can select “Substitute” to view substitute pay information for the employee.

- *Substitute Activity* – For the current employee, provides a look-up utility for Employee Substitute pay via Time and Attendance. A browse screen displays summary information and allows a line number to be selected to display detail information.

- *Audit History* – Monitors employee activities that are preformed on the payroll system. This audit trail provides the Payroll Administrator to track all manual changes to employee records.

- *Retro Pay History* – Retroactive pay history records as well as active retro active pay records that have been moved into a payroll or recurring pay can be viewed.