



Australian  
National  
University

# **Payroll costing analysis reporting in ANU Insight**

## **User manual**

# Contents

<b>1</b>	<b>PAYROLL COSTING ANALYSIS REPORTING IN ANU INSIGHT .....</b>	<b>1</b>
<b>2</b>	<b>ACCESSING PCA REPORTING AND RUNNING REPORTS .....</b>	<b>1</b>
2.1	SECURITY .....	1
2.2	LOGGING INTO ANU INSIGHT .....	1
2.3	PREFERRED WEB BROWSERS .....	1
2.4	NAVIGATING TO PCA REPORTING .....	2
2.4.1	<i>ANU Insight homepage</i> .....	2
2.4.2	<i>PCA reporting page</i> .....	2
2.4.3	<i>Initiating the report</i> .....	3
2.5	RUNNING REPORTS .....	4
2.5.1	<i>Prompt page</i> .....	4
2.5.2	<i>Report page</i> .....	6
<b>3</b>	<b>PCA REPORTING PROMPTS.....</b>	<b>9</b>
<b>4</b>	<b>PCA REPORTS .....</b>	<b>11</b>
4.1	STANDALONE REPORTS .....	11
4.1.1	<i>Portfolio summary report</i> .....	11
4.1.2	<i>Employee variation report</i> .....	13
4.1.3	<i>Employee detail report</i> .....	13
4.1.4	<i>My access report</i> .....	13
4.2	BURST REPORTS .....	14
4.2.1	<i>Portfolio summary report</i> .....	14
4.2.2	<i>Employee variation</i> .....	14
4.3	AUDIT REPORTS .....	15
4.3.1	<i>Changes to PCA access</i> .....	15
4.3.2	<i>Departments without burst report recipient</i> .....	15
4.3.3	<i>Non-employee burst report recipients</i> .....	15
4.3.4	<i>Security summary</i> .....	16
<b>5</b>	<b>TERMS AND DEFINITIONS.....</b>	<b>16</b>

# 1 Payroll costing analysis reporting in ANU Insight

Payroll costing analysis (PCA) reporting in ANU Insight includes a set of reports for viewing payroll costing related data and information at both the summary level and detail level. In particular, PCA reporting contains:

- A set of summary reports and detail reports that provide users with payroll costing insights at various levels of data grain.
- A set of audit reports that help identifying data issues and monitoring PCA reporting security.

## 2 Accessing PCA reporting and running reports

### 2.1 Security

Access to the PCA reports is granted automatically when you have the following roles in HRMS:

- ANU\_HR\_FININQ
- ANU\_HR\_PAY\_ADMIN
- ANU\_HR\_PAY\_OFFICER
- ANU\_HR\_SYSADMIN

Access arrangements are undertaken in accordance with the University's [Privacy Policy](#).

### 2.2 Logging into ANU Insight

PCA reporting is accessed through ANU Insight:

<https://insight.anu.edu.au>

Instructions on how to do this can be found on <https://services.anu.edu.au/information-technology/software-systems/insight>. If you are experiencing issues please contact the ANU Insight Service Desk by:

Email: [insight@anu.edu.au](mailto:insight@anu.edu.au)

Phone: +61 2 6125 8649

### 2.3 Preferred Web Browsers

The ANU Insight portal is available and has been tested on a number of browsers and operating systems including both Mac and PC. The preferred browsers are Internet Explorer or Chrome. Due to performance issues, the use of other browsers (such as Safari or Firefox) is not recommended for the purposes of accessing ANU Insight reports.

## 2.4 Navigating to PCA reporting

### 2.4.1 ANU Insight homepage

When you first access ANU Insight, you will be directed to the portal home page:

The screenshot shows the ANU Insight homepage. The sidebar on the left contains navigation links: Home, Search, My content, Team content, and Recent. The main content area has a header with the ANU Insight logo and 'ANU Portal' dropdown. Below the header are five main menu categories: Student, Research, Financial, Human Resources, and Campus. Each category lists several sub-items. The 'Human Resources' category includes 'PCA', which is highlighted with a red box. Below the main menu is a 'News' section with three items. At the bottom, there are four sections: 'Recently accessed', 'Frequently accessed', 'Recommended reports', and 'My Insight'.

The portal is available and has been tested on Mac, PC and mobile devices and for different versions of various web browsers. However, if you experience any issues in terms of how the portal renders or functions, please contact the ANU Insight Service Desk. For a full list of supported web browsers, please refer to the frequently asked questions on <https://services.anu.edu.au/information-technology/software-systems/insight>

Detailed information on how to navigate all the functionalities available to ANU Insight users can also be found on <https://services.anu.edu.au/information-technology/software-systems/insight>

### 2.4.2 PCA reporting page

The navigation menu shown below is how you navigate to report content. PCA reporting reports can be found on the PCA page. Click the submenu item named PCA under Human Resources:

This would open and display the Human Resources submenu:


Student	Research	Financial	Human Resources	Campus
<a href="#">Enrolment and load</a>	<a href="#">Grants</a>	<a href="#">Financial reporting</a>	<a href="#">WHS</a>	<a href="#">IT</a>
<a href="#">Direct admissions</a>	<a href="#">Publications</a>	<a href="#">CI financial reporting</a>	<a href="#">Academic activity</a>	<a href="#">Functions on Campus</a>
<a href="#">UAC admissions</a>	<a href="#">Publication validation</a>	<a href="#">Travel reporting</a>	<a href="#">eForms</a>	<a href="#">University services feedback</a>
<a href="#">Student experience</a>	<a href="#">CPA</a>	<a href="#">eForms</a>	<a href="#">PCA</a>	
<a href="#">Load planning (TM1)</a>		<a href="#">TM1</a>	<a href="#">Voice survey</a>	
<a href="#">eForms</a>				

This would take you to the PCA reporting page:


[Insight Home](#) » [Human Resources](#) » [PCA](#)

Student	Research	Financial	Human Resources	Campus
<a href="#">Enrolment and load</a>	<a href="#">Grants</a>	<a href="#">Financial reporting</a>	<a href="#">WHS</a>	<a href="#">IT</a>
<a href="#">Direct admissions</a>	<a href="#">Publications</a>	<a href="#">CI financial reporting</a>	<a href="#">Academic activity</a>	<a href="#">Functions on Campus</a>
<a href="#">UAC admissions</a>	<a href="#">Publication validation</a>	<a href="#">Travel reporting</a>	<a href="#">eForms</a>	<a href="#">University services feedback</a>
<a href="#">Student experience</a>	<a href="#">CPA</a>	<a href="#">eForms</a>	<a href="#">PCA</a>	
<a href="#">Load planning (TM1)</a>		<a href="#">TM1</a>	<a href="#">Voice survey</a>	
<a href="#">eForms</a>				


Payroll costing analysis




[Payroll costing analysis: portfolio summary report](#)




[Payroll costing analysis: employee variation report](#)



[Payroll costing analysis: employee detail](#)




[Payroll costing analysis: payroll costing by calendar](#)




[Payroll costing analysis: my access](#)

Audit reports



[Payroll costing analysis audit: security summary](#)



[Payroll costing analysis audit: departments without burst report recipient](#)

Help and Support

[ANU Insight Help](#)

[ANU Insight Training](#)

**Email** [insight@anu.edu.au](mailto:insight@anu.edu.au)








**Phone** 6125 8649

Further Analysis

No links to further analyses are available.

### 2.4.3 Initiating the report

A list of reports can be seen on the screen:

Payroll costing analysis	Audit reports
<div><div></div> <a href="#">Payroll costing analysis: portfolio summary report</a></div> <div><div></div> <a href="#">Payroll costing analysis: employee variation report</a></div> <div><div></div> <a href="#">Payroll costing analysis: employee detail</a></div> <div><div></div> <a href="#">Payroll costing analysis: payroll costing by calendar</a></div> <div><div></div> <a href="#">Payroll costing analysis: my access</a></div>	<div><div></div> <a href="#">Payroll costing analysis audit: security summary</a></div> <div><div></div> <a href="#">Payroll costing analysis audit: departments without burst report recipient</a></div>

To initiate one of the reports, click the report name.

## 2.5 Running reports

### 2.5.1 Prompt page

The first thing you will see after initiating a report is the prompt page of the selected report. A prompt page looks similar to the following:

**Pay period - baseline:** \* Please select...  
Earlier pay period

**Pay period - comparison:** \* Please select...  
Later pay period

**Variance threshold:**  % at job record level  
Line items associated with a job record that has an absolute variance lower than the threshold will be hidden. The default threshold is 0.00%.

**Report display options:**

☐ Distinguish cost type (e.g. salary and on-costs)  
☐ Distinguish staff type (e.g. academic and professional)  
☐ Distinguish GLC  
☐ Distinguish account (natural account code and description)  
☐ Distinguish payment activity (e.g. earnings and payroll tax)  
☐ Distinguish payment description (e.g. basic salary and annual leave)  
☐ Show variance

[Select all](#) [Deselect all](#)

**Run report by:** \*

☐ Viewing all GL distributions to the selected GL department - search by GL department tree  
☐ Viewing all GL distributions to the selected GL department - search by GL department ID  
☐ Viewing all payees in the selected HR department with all GL distributions - search by HR department tree  
☐ Viewing all payees in the selected HR department with all GL distributions - search by HR department ID

A prompt page allows you to specify the criteria for running the selected report and different reports may have different prompt pages.

#### 2.5.1.1 Compulsory prompts

Any prompts with red symbols and markings on a prompt page are compulsory prompts. You must complete all compulsory prompts before you can run a report. This is an example of an incomplete compulsory prompt:

**Pay period - baseline:** \* Please select...  
Earlier pay period

The following is an example of a completed compulsory prompt. Notice that the red arrow and the red dash line have disappeared, indicating that the prompt has been completed.

**Pay period - baseline:** \* F20160323 (2016-03-10 to 2016-03-23)

### 2.5.1.2 Optional prompts

Any prompts without red symbols and markings on a prompt page are optional prompts. You do not need to complete optional prompts to run a report. When optional prompts are not completed, the report will run with default settings. The following is an example of an optional prompt. Notice that there is no red symbols and markings.

#### Report display options:

- ☐ Distinguish cost type (e.g. salary and on-costs)
- ☐ Distinguish staff type (e.g. academic and professional)
- ☐ Distinguish GLC
- ☐ Distinguish account (natural account code and description)
- ☐ Distinguish payment activity (e.g. earnings and payroll tax)
- ☐ Distinguish payment description (e.g. basic salary and annual leave)
- ☐ Show variance

[Select all](#) [Deselect all](#)

### 2.5.1.3 Prompt page navigation buttons

You are unable to proceed to the next prompt page or running the report if you do not complete all compulsory prompts. When this is the case, the prompt page navigation button(s) that allow you to proceed will be greyed out:

Cancel Next >

Greyed out buttons will become available as soon as all compulsory prompts are completed.

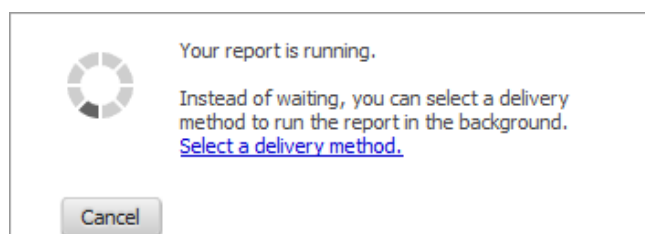
### 2.5.1.4 Multiple prompt pages

For reports that have two or more compulsory prompt pages, you will see a 'Next >' button that will take you to the next prompt page.

Cancel Next >

**IMPORTANT:** The 'Run report' button  must be pressed before a report can be run. The 'Run report' button will remain greyed out until all compulsory prompts are completed.

You will see the following dialogue after clicking the 'Run report' button:



The dialogue will disappear and the report will be displayed when the report has been processed.

## 2.5.2 Report page

A typical report page may look similar to the following:

▼ Pay period - baseline: F20160406  
▼ Pay period - comparison: F20160420  
▼ Variance threshold: 0.00% at job record level  
▼ Staff type: Not filtered  
▼ Fund code: R, T, E  
▼ Run report by: Viewing all GL distributions to the selected GL department - search by GL department tree  
▼ College/Business unit: 37 - Planning & Performance MeasDiv  
▼ School/Department: Not filtered  
▼ More filtering options: [Show](#)

University ID	Employee job record	Employee full name	Staff type	GLC	Cost type	Account code	Account description	Activity	Payment description	F20160406	F20160420	Difference	Variance%
<a href="#">00000000</a>	0	<a href="#">XXXXXXXXXX</a>	Professional	000000	Salary	5004	Salary Admin Staff - Cont	Earnings	Basic Salary	1,179.65	1,179.65	-1,179.65	-40.00%
								Other Earnings	Annual Leave	1,179.65	1,179.65	1,179.65	100.00%
					On-costs	5007	Long Service Leave - Levy Pool	LSL Levy	Long Service Leave Levy	0.00	0.00	0.00	0.00%
						5024	Super Admin Staff - Continuing	Benefits	UniSuper Employer Contribution	0.00	0.00	0.00	0.00%
									UniSuper SG Employer Standard	0.00	0.00	0.00	0.00%
						5034	W/Comp Admin Staff - Cont	Workers Comp Prem	Worker's Compensation Levy	0.00	0.00	0.00	0.00%
						5044	P/Tax Admin Staff - Cont	Payroll Tax	State Payroll Tax Provision	0.00	0.00	0.00	0.00%
	0 - Total									1,179.65	1,179.65	0.00	0.00%
<a href="#">00000000</a>	- Total									1,179.65	1,179.65	0.00	0.00%

### 2.5.2.1 Filters

This section displays information of the criteria used to run the report.

▼ Pay period - baseline: F20160406  
▼ Pay period - comparison: F20160420  
▼ Variance threshold: 0.00% at job record level  
▼ Staff type: Not filtered  
▼ Fund code: R, T, E  
▼ Run report by: Viewing all GL distributions to the selected GL department - search by GL department tree  
▼ College/Business unit: 37 - Planning & Performance MeasDiv  
▼ School/Department: Not filtered  
▼ More filtering options: [Show](#)

If 'More filtering options' is shown, you can click the 'Show' hyperlink next to it to customise the report without rerunning it from the very beginning (i.e. prompt page):

▼ More filtering options: [Hide](#)

▼ Variance threshold: <input type="text"/> % at job record level	▼ Staff type: <input type="checkbox"/> Academic <input type="checkbox"/> Casual <input type="checkbox"/> Person of Interest <input type="checkbox"/> Professional <input type="checkbox"/> Scholar - Fulltime <input type="checkbox"/> Scholar - Parttime <a href="#">Select all</a> <a href="#">Deselect all</a>	▼ Fund code: <input checked="" type="checkbox"/> R - Recurrent <input type="checkbox"/> S - Special Purpose Funds <input type="checkbox"/> Q - Special Purpose Funds <input checked="" type="checkbox"/> T - Trading Areas <input checked="" type="checkbox"/> E - Endowment <input type="checkbox"/> F - Student Fees <input type="checkbox"/> C - Capital Works <input type="checkbox"/> # - Superannuation <a href="#">Select all</a> <a href="#">Deselect all</a>	▼ Report display options: <input checked="" type="checkbox"/> Distinguish cost type (e.g. salary and on-costs) <input checked="" type="checkbox"/> Distinguish staff type (e.g. academic and professional) <input checked="" type="checkbox"/> Distinguish GLC <input checked="" type="checkbox"/> Distinguish account (natural account code and description) <input checked="" type="checkbox"/> Distinguish payment activity (e.g. earnings and payroll tax) <input checked="" type="checkbox"/> Distinguish payment description (e.g. basic salary and annual leave) <input checked="" type="checkbox"/> Show variance <a href="#">Select all</a> <a href="#">Deselect all</a>
---	--	--	---

[Update](#)

Click the 'Update' button to refresh the report when you have finished specifying new criteria.

Please note that not all criteria are customisable within a report. If the criteria you wish to respecify are not available via 'More filtering options' on a report page, you will need to rerun the report (see 2.5.2.4 Running the same report with different criteria).

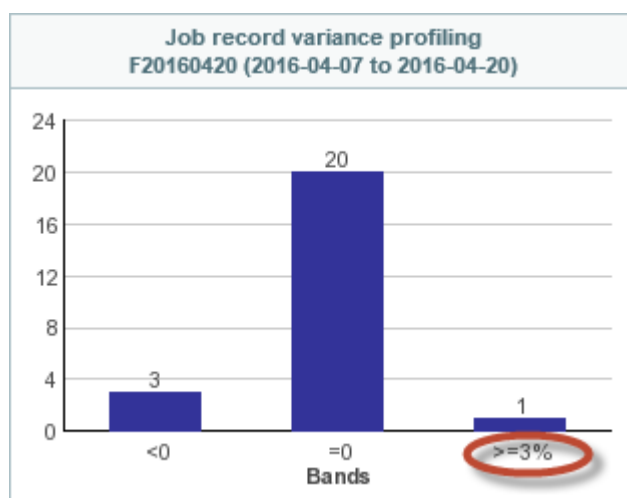
### 2.5.2.2 Drill-throughs

You can drill through from one report to another by clicking the links on the report page. For example, you will be taken to the Employee detail report once you click the university ID that appears as a hyperlink (i.e. blue underlined text).



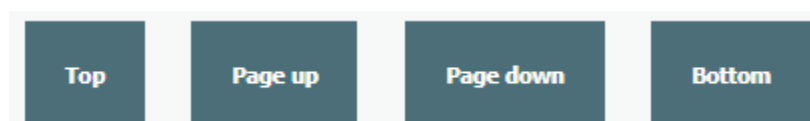
University ID	Employee job record	Employee full name	Staff type	GLC	Cost type	Account code
U1234567	0	[REDACTED]	Professional	[REDACTED]	Salary	5004
					On-costs	5007
						5024
						5034
						5044

The Job record variance profiling column chart in the Portfolio summary report also has drill-through enabled. To drill through and view details of the employees that fall under a profiling band, click the label of that band. You will then be taken to the Employee variation report.



### 2.5.2.3 Report page buttons


A report may have more than one page because of the way it is designed and organised. To navigate through different report pages of a report, use the navigation buttons at the bottom left corner of the browser window:



Top	takes you to the first page of the report
Page up	allows you to scroll up to the previous page
Page down	allows you to scroll down to the next page
Bottom	takes you to the last page of the report

Greyed-out 'Top' and 'Page up' buttons imply that you are already at the first page of the report, while greyed-out 'Bottom' and 'Page down' buttons imply that you are already at the last page of the report.

#### 2.5.2.4 Running the same report with different criteria


To run the same report but with different criteria, click the  button at the top part of your browser window when you are on a report page:

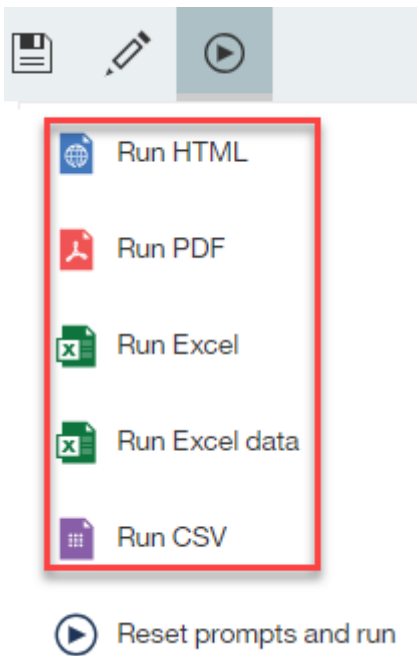


Select “Reset prompts and run”. You will be taken to the prompt page on which you can respecify criteria for running the report.

#### 2.5.2.5 Additional functions

Once generated, you can Save, Print, Send or Annotate (change) the report.

To run the report in other output formats like PDF or Excel, click the  button on the action menu. Select which output you would like.



PDF is the preferred output format for email, distribution, saving and printing. Once the report has been generated as a PDF it is pre-formatted for printing, pagination is handled correctly and it can be distributed without risk of numbers being easily over-written.

Excel is the preferred output format if a user wants to make notes or incorporate additional data. There are two options to choose from:

*Run Excel*

Choose this option if you want to retain the formatting of the report.

*Run Excel Data*

Choose this option if you want a data-only, no-formatting report.

### 3 PCA reporting prompts

The following table summarises the prompts that users could use to specify report criteria and filter data when running PCA reporting reports. Not all prompts are available across all reports; most reports will only adopt a subset of the prompts listed below.

Criterion	Description
<b>Starting pay period</b>	Available to Portfolio summary report only. This is the first pay period of a series of periods used for summary level comparison. This period must precede the 'Ending pay period'.
<b>Ending pay period</b>	Available to Portfolio summary report only. This is the last pay period of a series of periods used for summary level comparison. This period must come after the 'Ending pay period'.
<b>Pay period – baseline</b>	The baseline period for period-to-period comparison. This period should precede 'Pay period - comparison'.
<b>Pay period – comparison</b>	The focal period under comparison to 'Pay period - baseline'. This period should come after 'Pay period - comparison'.
<b>Variance threshold</b>	<p>The default value is 0.00%.</p> <p>A user can overwrite the default value with a number. All number entered will be rounded to two decimal points.</p> <p>Variance threshold can be specified at the job record level. If specified, line items associated with a job record that has an absolute variance lower than the threshold will be hidden. For burst reports, only the line items associated with a job record that has a variance higher than the threshold will be shown.</p>
<b>College/Business unit</b>	<p>The default is all (authorised) colleges and business units.</p> <p>The list of colleges and business units is security controlled. Users can only see colleges and business units they are authorised to see.</p>
<b>School/Department</b>	<p>The default is all (authorised) schools and departments.</p> <p>The list of schools and departments is security controlled. Users can only see schools and departments they are authorised to see.</p>
<b>Staff type</b>	<p>The default is all staff types.</p> <p>Users can choose to run a report for one or more of the following staff types:</p> <ul style="list-style-type: none"> <li>• Academic</li> <li>• Casual</li> <li>• Professional</li> <li>• Scholar – Fulltime</li> <li>• Scholar – Parttime</li> </ul>
<b>Fund code</b>	<p>The default is all fund codes.</p> <p>Users can choose to run a report for one or more of the following fund codes:</p> <ul style="list-style-type: none"> <li>• R – Recurrent</li> <li>• S – Special Purpose Funds</li> <li>• Q – Special Purpose Funds</li> <li>• T – Trading Areas</li> <li>• E – Endowment</li> </ul>

	<ul style="list-style-type: none"> <li>• F – Student Fees</li> <li>• C – Capital Works</li> <li>• # - Superannuation</li> </ul>
<b>Report display options</b>	<p>Most reports can be customised to show/hide some of the table columns. Not all of the following display options are available across all reports.</p> <ul style="list-style-type: none"> <li>• <u><i>Distinguish account.</i></u> Choosing this option will include natural account codes and their descriptions in the report. This column is useful for distinguishing different natural accounts.</li> <li>• <u><i>Distinguish payment activity.</i></u> Choosing this option will include the payment activity column in the report. This column is useful for distinguishing various payment activities, such as earnings and payroll tax.</li> <li>• <u><i>Distinguish payment description.</i></u> Choosing this option will include the payment description column in the report. This column is useful for distinguishing various payment details, such as basic salary and annual leave.</li> <li>• <u><i>Distinguish cost type.</i></u> Choosing this option will include the cost type column in the report. This column is useful for distinguishing various cost types, such as salary and on-costs.</li> <li>• <u><i>Distinguish staff type.</i></u> Choosing this option will include the staff type column in the report. This column is useful for distinguishing different staff types, such as academic and professional.</li> <li>• <u><i>Distinguish GLC.</i></u> Choosing this option will include the GLC column in the report. This column is useful if one wants to view the GLC to which a cost is charged.</li> <li>• <u><i>Show variance.</i></u> Choosing this option will include the variance column and the difference column in the report.</li> </ul>
<b>Run Report By</b>	<p>The following options are available to the Employee variation report:</p> <ul style="list-style-type: none"> <li>• <u><i>Viewing all GL distributions to the selected GL department - search by GL department tree &amp;</i></u></li> <li>• <u><i>Viewing all GL distributions to the selected GL department - search by GL department ID</i></u></li> <li>• The report will run against GL departments and it will display only the GL distribution(s) of the chosen GL department(s). You can either search by the Department Tree or select a department.</li> <li>• <u><i>Viewing all payees in the selected HR department with all GL distributions - search by HR department tree &amp;</i></u></li> <li>• <u><i>Viewing all payees in the selected HR department with all GL distributions - search by HR department ID</i></u></li> <li>• The report will run against HR departments on Job Data instead of GL departments and it will display all GL distributions that are related to the chosen HR department(s) and that satisfy report criteria.</li> </ul> <p>HR departments, GL departments and GLC are security controlled. Users can only see the HR departments, GL departments and GLC they are authorised to see.</p>
<b>Search employee by</b>	<p>This is used by the Employee report. Three options are available:</p> <ul style="list-style-type: none"> <li>• <u><i>HR department.</i></u> An employee can be found by searching through his/her HR department. For example, if John Smith has two jobs, one with College of Business and Economics and one with College of Law, he will appear under both colleges if this option is chosen.</li> <li>• <u><i>GL department.</i></u> An employee can be found by searching through his/her GL department. For example, if John Smith is solely funded by College of Business and Economics for his two jobs, he will only appear under</li> </ul>

- College of Business and Economics even if he has another job with College of Law if this options is chosen.
- Name or university ID. An employee can be found by searching for his/her name or university ID.
- HR department, GL department, employee name and university ID are security controlled. Users can only see HR department, GL department, employee name and university ID they are authorised to see.

## 4 PCA reports

### 4.1 Standalone reports

Standalone PCA reports are available to authorised users through ANU Insight. Users can use the prompts of each of these reports to tailor a report to their specific needs.

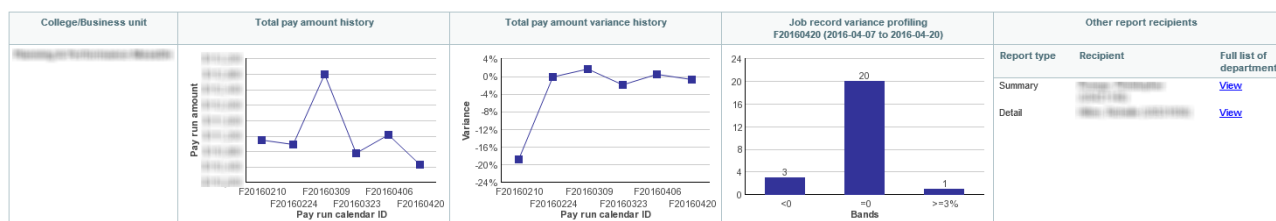
All standalone reports are security controlled. A user will only be able to access information he/she is authorised to access.

#### 4.1.1 Portfolio summary report

The Portfolio summary report provides users with an overview of:

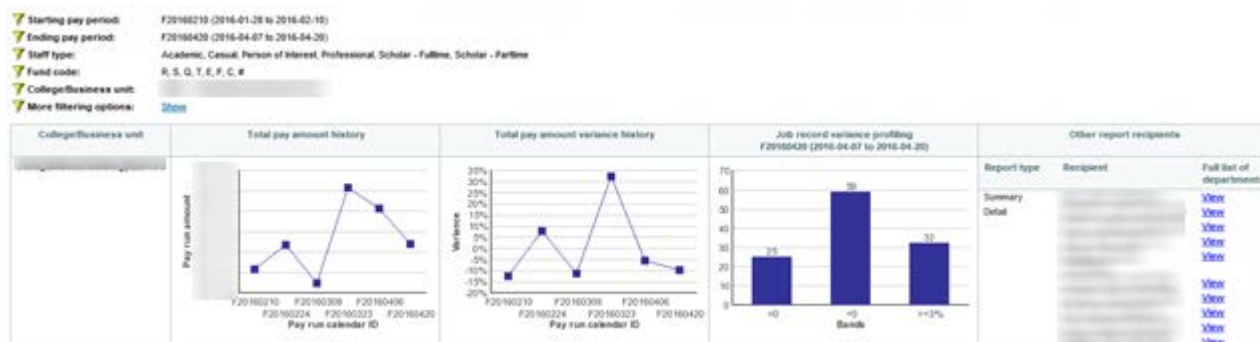
- Pay amount history and variance history of the chosen periods.
- Job record variance profiling for the ending period.
- PCA burst report recipients in a college/business unit.

The content of a typical Portfolio summary report looks like this:

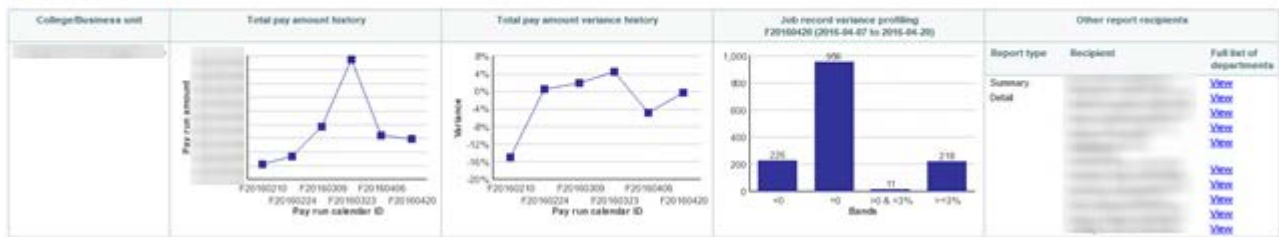


If the user does not have access to all departments within a College/Business unit, the report will only contain data for the accessible departments. The report will not list those departments separately.

For example, the following is the Portfolio summary report run by a user that only has access to one area in a college:



Starting pay period: F29166210 (2016-01-28 to 2016-02-18)  
 Ending pay period: F29166420 (2016-04-07 to 2016-04-26)  
 Staff type: Academic, Casual, Person of Interest, Professional, Scholar - Fulltime, Scholar - Parttime  
 Fund code: R, S, Q, T, E, F, C, #  
 College/Business unit:   
 More filtering options: [Show](#)



Pay run calendar ID	Variance
F20160210	-18%
F20160224	0%
F20160309	1%
F20160323	-2%
F20160406	1%
F20160420	-1%

$$\text{Total pay amount variance for a period} = \frac{\text{Total pay amount for the period} - \text{Total pay amount for the previous period}}{\text{Total pay amount for the previous period}}$$
$$\text{Total Pay amount variance for F20160420} = \frac{\text{Total pay amount for F20160420} - \text{Total pay amount for F20160406}}{\text{Total pay amount for F20160406}}$$

12

#### 4.1.2 Employee variation report

The Employee variation report allows users to view a list of employees and their detail payroll data of the chosen department(s). Users will see all GL distributions related to the chosen HR department(s) if the report is run against HR department, whereas they will only see GL distribution limited to the chosen GL department(s) if the report is run against GL department.

The content of a typical Employee variation report looks like this:

University ID	Employee job record	Employee full name	Staff type	GLC	Cost type	Account code	Account description	Activity	Payment description	F20151021	F20151104	Difference	Variance%
UNIVERSITY	0	[REDACTED]	Professional	[REDACTED]	Salary	5004	Salary Admin Staff - Cont	Earnings	Basic Salary	2,814.29	2,814.29	0.00	0.00%
					On-costs	5007	Long Service Leave - Levy Pool	LSL Levy	Long Service Leave Levy	56.29	56.29	0.00	0.00%
						5024	Super Admin Staff - Continuing	Benefits	UniSuper Employer Contribution	394.00	394.00	0.00	0.00%
									UniSuper SG Employer Standard	84.43	84.43	0.00	0.00%
						5034	W/Comp Admin Staff - Cont	Workers Comp Prem	Worker's Compensation Levy	87.24	87.24	0.00	0.00%
	5044	P/Tax Admin Staff - Cont	Payroll Tax	State Payroll Tax Provision	225.55	225.55	0.00	0.00%					
	0 - Total										3,661.80	3,661.80	0.00
UNIVERSITY - Total										3,661.80	3,661.80	0.00	0.00%
UNIVERSITY	0	[REDACTED]	Professional	[REDACTED]	Salary	5004	Salary Admin Staff - Cont	Earnings	Basic Salary	2,814.29	2,814.29	0.00	0.00%
					On-costs	5007	Long Service Leave - Levy Pool	LSL Levy	Long Service Leave Levy	56.29	56.29	0.00	0.00%
						5024	Super Admin Staff - Continuing	Benefits	UniSuper Employer Contribution	394.00	394.00	0.00	0.00%
									UniSuper SG Employer Standard	84.43	84.43	0.00	0.00%
						5034	W/Comp Admin Staff - Cont	Workers Comp Prem	Worker's Compensation Levy	87.24	87.24	0.00	0.00%
	5044	P/Tax Admin Staff - Cont	Payroll Tax	State Payroll Tax Provision	225.55	225.55	0.00	0.00%					
	0 - Total										3,661.80	3,661.80	0.00
UNIVERSITY - Total										3,661.80	3,661.80	0.00	0.00%

Users can drill through to the Employee detail report from the Employee variation report.

#### 4.1.3 Employee detail report

The Employee detail report displays comprehensive payroll data of a chosen employee, including all GLC that have been charged for and all job records of the employee.

The content of a typical Employee detail report looks like this:

Employee job record	College/Service division (HR)	School/Department (HR)	GLC	Cost type	Account code	Account description	Activity	Payment description	F20160406	F20160420	Difference	Variance	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Salary	5004	Salary Admin Staff - Cont	Earnings	Basic Salary	1,540.06	1,540.06	0.00	0.00%	
								Retro Basic Salary	0.00	-256.67	-256.67	100.00%	
								Other Earnings	0.00	256.68	256.68	100.00%	
				On-costs	5007	Long Service Leave - Levy Pool	LSL Levy	Long Service Leave Levy	30.80	30.80	0.00	0.00%	
							Benefits	UniSuper Employer Contribution	107.80	215.61	107.81	100.01%	
								UniSuper SG Employer Standard	23.10	46.20	23.10	100.00%	
								UniSuper SG Employer Temps	73.15	0.00	-73.15	-100.00%	
						5034	WComp Admin Staff - Cont	Workers Comp Prem	Worker's Compensation Levy	47.74	47.74	0.00	0.00%
								Payroll Tax	119.47	123.43	3.96	3.31%	
						5044	P/Tax Admin Staff - Cont	Payroll Tax	State Payroll Tax Provision	119.47	123.43	3.96	3.31%
				[REDACTED] - Summary					1,942.12	2,003.85	61.73	3.18%	
Overall - Summary						1,942.12	2,003.85	61.73	3.18%				

#### 4.1.4 My access report

The My access report lists all the areas one is authorised to access. Users could use this report to verify their access to authorised areas. This report also serves as one of the drill-through destinations of the Portfolio summary report and the Security summary report (audit report) for viewing individual access details.

The content of a typical My access report looks like this:

College/Business unit code	College/Business unit	School/Department code	School/Department	Unit code	Unit	Access
04	Nat'l Computational Infrastr	04340	National Computational Infrastr	04340	National Computational Infrastr	Yes
		04360	Edu Investment Funds & NCRIS	04360	Edu Investment Funds & NCRIS	Yes
		04370	NCI Collaboration	04370	NCI Collaboration	Yes
		04380	NCI Projects	04380	NCI Projects	Yes

## 4.2 Burst reports

### 4.2.1 Portfolio summary report

The burst version of the Portfolio summary report is the same as its standalone counterpart, except that it can be burst to a list of authorised report recipients at predefined intervals via email by ANU Insight.

Each Portfolio summary report recipient will receive his/her copy of the report containing summarised payroll costing information of all areas he/she is authorised to access. The report recipient can then choose to pursue further actions by following links in the burst report and/or running another report through ANU Insight.

Criteria for bursting the Portfolio summary report are listed as follows (last updated on 26 September 2018).

Item	Criterion
Starting pay period	Pay period just finalised minus six periods
Ending pay period	Pay period just finalised
Fund code	R, T, E and non-research related Special Purpose Funds (S and Q)

### 4.2.2 Employee variation

The burst version of the Employee variation report is the same as its standalone counterpart, except that it can be burst to a list of authorised report recipients at predefined intervals via email by ANU Insight.

Each Employee variation report recipient will receive his/her copy of the report containing detail payroll costing information of all areas and employees he/she is authorised to access. The report recipient can then choose to pursue further actions by following links in the burst report and/or running another report through ANU Insight.

Criteria for bursting the Employee variation report are listed as follows (last updated on 26 September 2018).

Item	Criterion
Pay period - baseline	Last pay period
Pay period - comparison	Pay period just finalised
Variance threshold	<ul style="list-style-type: none"><li>3.0% for ordinary pays</li><li>For ANU Enterprise Agreement increase pays (e.g. comparing F20180725 with F20180711) it will be 3% x percentage pay increase eg 5.06 % for F20180725</li><li>TBC% for Annual Leave Loading pays</li></ul> <p>Note that only positive variations are included for the burst report (i.e. costings are higher in the pay period just finalised compared to last pay period).</p>



<b>Run report by</b>	GL department structure (i.e. 'Viewing all GL distributions to the selected GL department - search by GL department tree')
<b>Report display options</b>	All
<b>Fund code</b>	R, T, E and non-research related Special Purpose Funds (S and Q)

### 4.3 Audit reports

Audit reports are only accessible by authorised Human Resources staff members to audit PCA security and exceptions. Ordinary users may see the links to the audit reports but they will be unable to run the reports.

#### 4.3.1 Changes to PCA access

The Changes to PCA access report is designed to list all add and remove activities performed on the list of authorised PCA reporting users in one or more given months, grouped by access level.

The content of a typical Changes to PCA access report looks like this:

Employee ID	Employee name	Employee role summary	Access level	Added date	Removed date
000000001	John Doe	Principal Investigator	Detail	05/01/2015	
000000002	Jane Smith	Principal Investigator	Detail	05/01/2015	
000000003	John Doe	Principal Investigator	Summary	05/01/2015	
000000004	John Doe	Principal Investigator	Detail	05/01/2015	

#### 4.3.2 Departments without burst report recipient

The Departments without burst report recipient report is designed to list all departments that do not have recipients assigned to receive burst Portfolio summary report or burst Employee variation report. Areas marked as 'CLOSED' can be excluded from the report.

The content of a typical Departments without burst report recipient report looks like this:

L1 code	L1 name	L2 code	L2 name	L3 code	L3 name	L4 code	L4 name	L5 code	L5 name
04	Nat'l Computational Infrastr	04340	National Computational Infrastr	04340	National Computational Infrastr	04340	National Computational Infrastr	04340	National Computational Infrastr
		04360	Edu Investment Funds & NCRIS	04360	Edu Investment Funds & NCRIS	04360	Edu Investment Funds & NCRIS	04360	Edu Investment Funds & NCRIS
		04370	NCI Collaboration	04370	NCI Collaboration	04370	NCI Collaboration	04370	NCI Collaboration
		04380	NCI Projects	04380	NCI Projects	04380	NCI Projects	04380	NCI Projects

#### 4.3.3 Non-employee burst report recipients

The Non-employee burst report recipients report is designed to list all persons that are not currently employed by ANU but are still authorised to receive burst reports. Because lags may exist between ANU Insight data refresh and Human Resources data entry, the report may not reflect latest Human Resources events on employment. Hence, the time and date at which Human Resources data are synced between ANU Insight and Human Resources systems are listed on the top of the report to aid decision making.

The content of a typical Non-employee burst report recipients report looks like this:

HR information last updated on: 11/02/2016 4:04:21 PM

Employee full name (ID)	Other role summary	Staff role summary
XXXXXXXXXX-XXXX-XXXX-XXXX-XXXXXX	Former academic Director (to 2016-01-01)	Former academic Director (to 2016-01-01)
XXXXXXXXXX-XXXX-XXXX-XXXX-XXXXXX	<<Other/unknown role>>	<<No staff role>>

#### 4.3.4 Security summary

The Security summary report is designed to list all employees that have access to the chosen areas, grouped by area and access level. Users can drill through to the My access report for a chosen employee from the Security summary report.

The content of a typical Security summary report looks like this:

College/Business unit code	College/Business unit	School/Department code	School/Department	Unit code	Unit	Security access level	Security employee ID	Security employee name	Security employee role summary	Security added date	Security removed date	Employee access summary
01	University of Toronto	0000	University of Toronto	0000	University of Toronto	Admin	XXXXXX-XXXX-XXXX-XXXX-XXXXXX	XXXXXXXXXX	XXXXXX-XXXX-XXXX-XXXX-XXXXXX	05/01/2015		<a href="#">View</a>
							XXXXXX-XXXX-XXXX-XXXX-XXXXXX	XXXXXXXXXX	XXXXXX-XXXX-XXXX-XXXX-XXXXXX	05/01/2015		<a href="#">View</a>
							XXXXXX-XXXX-XXXX-XXXX-XXXXXX	XXXXXXXXXX	XXXXXX-XXXX-XXXX-XXXX-XXXXXX	05/01/2015		<a href="#">View</a>
							XXXXXX-XXXX-XXXX-XXXX-XXXXXX	XXXXXXXXXX	XXXXXX-XXXX-XXXX-XXXX-XXXXXX	05/01/2015		<a href="#">View</a>
							XXXXXX-XXXX-XXXX-XXXX-XXXXXX	XXXXXXXXXX	XXXXXX-XXXX-XXXX-XXXX-XXXXXX	05/01/2015		<a href="#">View</a>

## 5 Terms and definitions

Term	Definition
<b>Account code</b>	Natural account codes.
<b>Account description</b>	Natural account description for an account code
<b>GL</b>	General ledger.
<b>GLC</b>	General ledger code (i.e. the combination of Fund, Department and Project).
<b>PCA</b>	Payroll costing analysis.