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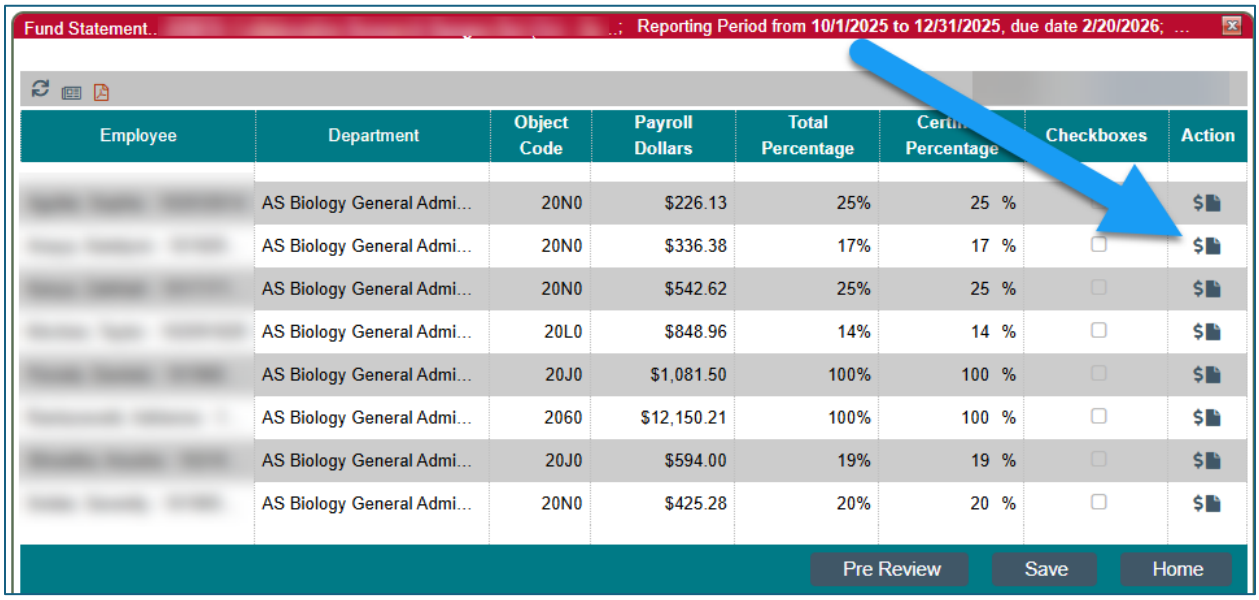
Effort Certification

Payroll Report Quick Guide

Summary

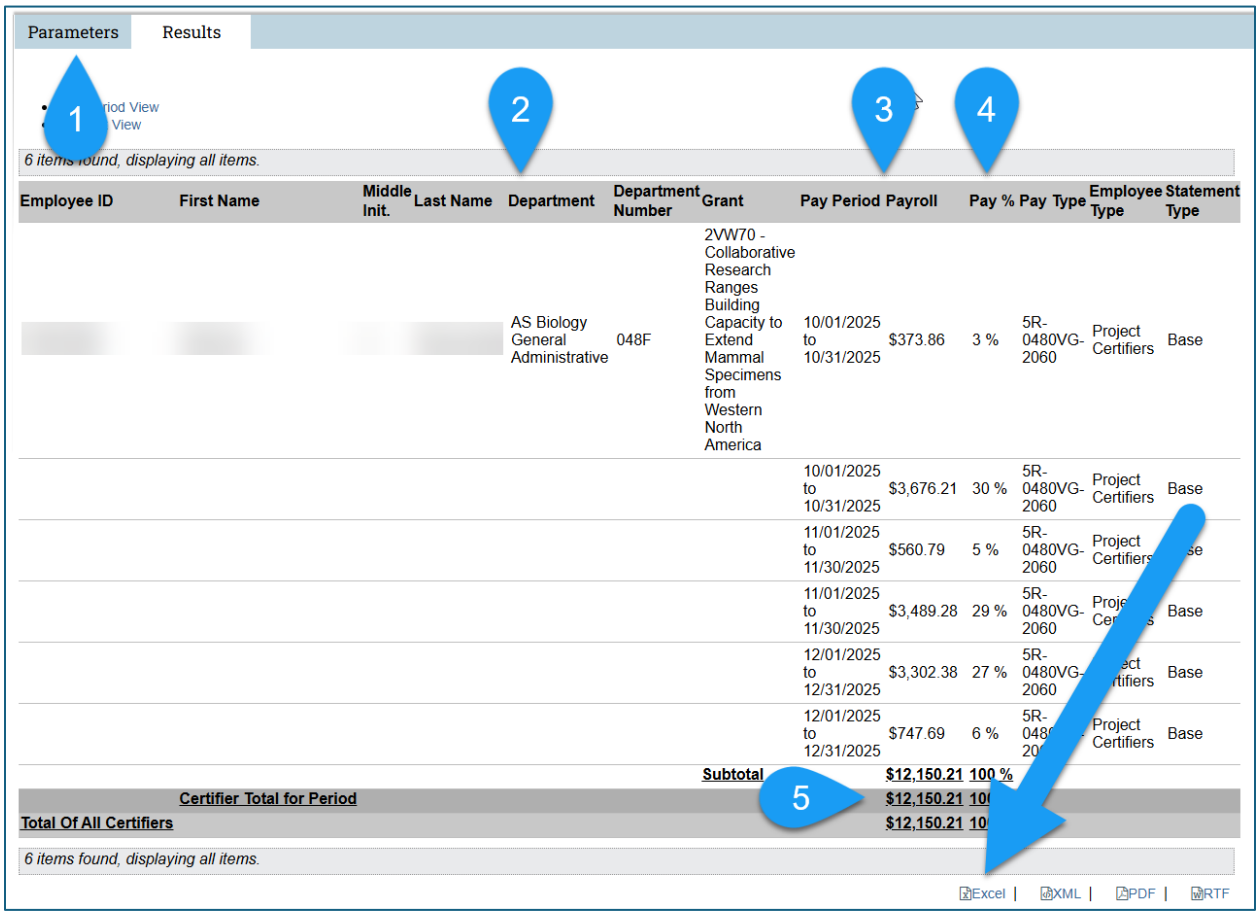
The Payroll Report is a versatile report that can be run per grant, PI, non-PI, and department for a selected number of days. This report outlines every transaction for the respective user and fund within the input date range. Payroll Reports can be run quickly and directly from Project Statements for the respective project and user(s).

Running the Payroll Report from a Statement



Select the dollar sign under the action column to run a payroll report. This icon automatically runs a payroll report of every transaction for the selected user on this grant within the statements fiscal quarter. You may also select the paper icon to view the full summary of payroll distribution for a user.

Running the Payroll Report from a Statement



1. The Parameters tab may be selected to adjust the search specifications. A report may be run by grant, user, or both.
2. The other tabs outline every transaction per employee and grant.
3. Each transaction is listed by its pay period and amount.
4. The pay percentage indicates what portion of the total payroll this transaction represents.
5. Subtotals and Totals are displayed on the bottom.
6. The report can be downloaded into excel!

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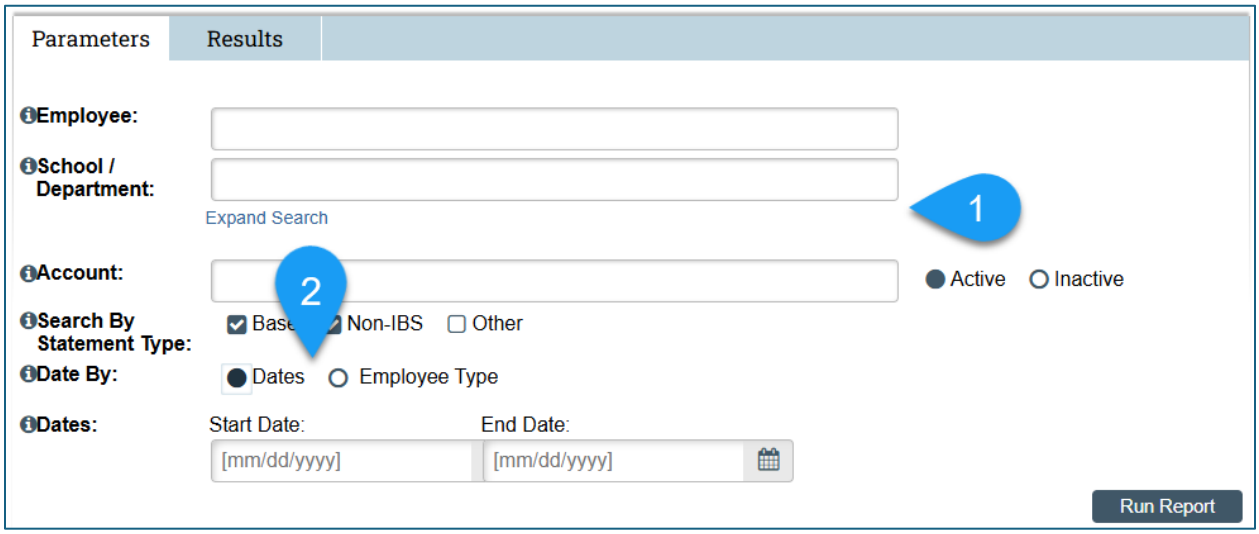
Adjusting Parameters



1. The Payroll Report must be run by either an employee, account, or department. The matching ID/reference populates while typing your search criteria to select.
    a. If an account is inactive, select the inactive button to complete search.
2. Dates may be individually entered. You may also select the employee type button to choose one period at a time. To do so, select Employee Type > Project Certifier > *Correct Period*.