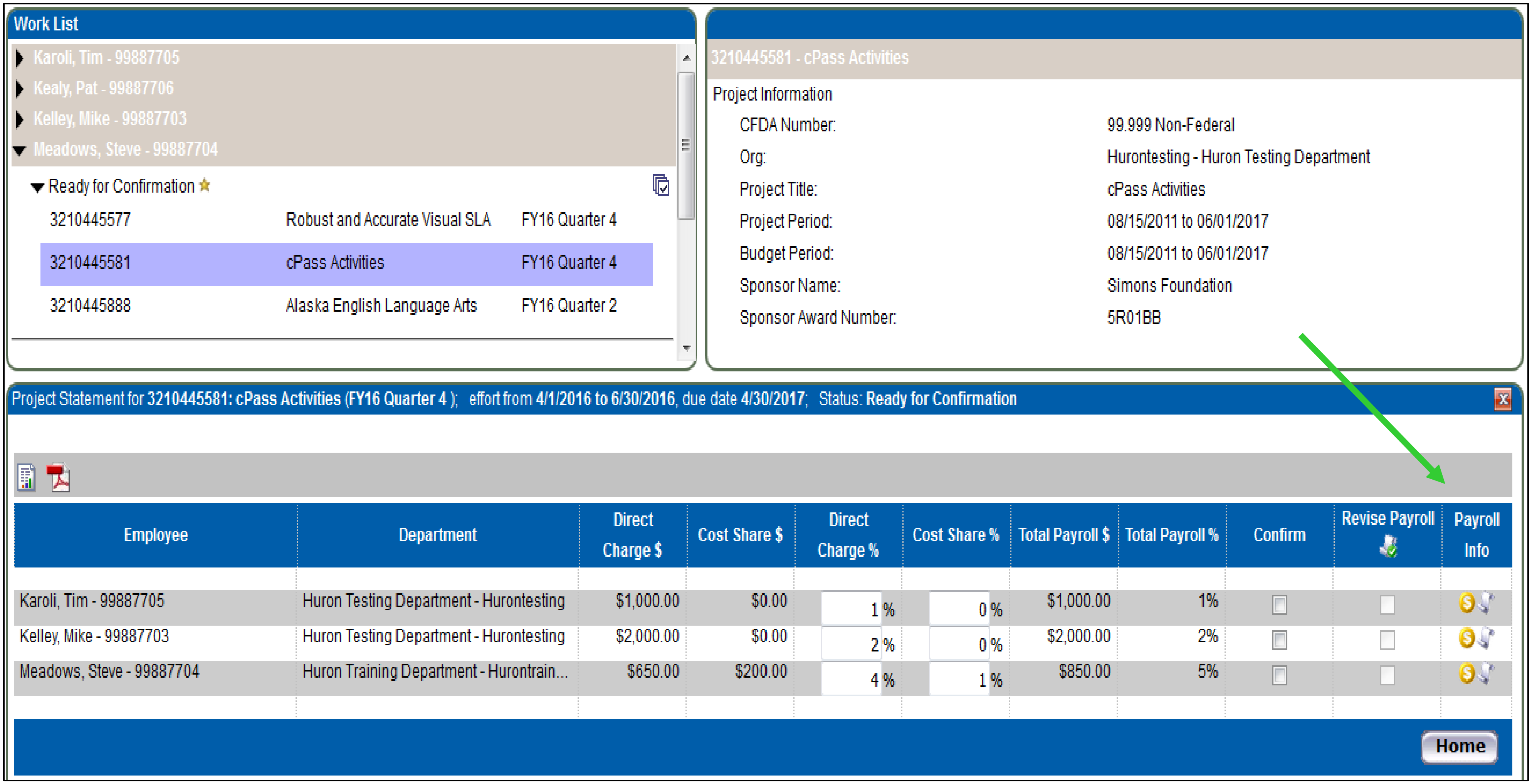
Payroll Reports from the Project Statement

1. There are payroll reports that are available from the Project Statement that can help you in reviewing the payroll expenditures for a particular project.

2. From the project statement, select the or icon to view more payroll information. These icons are found on the Project Statement under the Payroll info column.



Parameters | Results

- Pay Period View
- Account View

8 items found, displaying all items.

Certifier	Department	Department Number	Grant	Pay Period	Payroll	Pay %	Pay Type	Employee Type	Statement Type
Meadows, Steve - 99887704	Huron Training Department	Hurontraining	3210445581 - cPass Activities	04/01/2016 to 04/30/2016	$100.00	0.60	99887705-3210445581-0048142090INT-512071-1020-OP	Kentucky	Salary and Wages
				04/01/2016 to 04/30/2016	$100.00	0.60	99887704-3210445581-0048142090EXT-512181-2140-OP	Kentucky	Salary and Wages
				05/01/2016 to 05/31/2016	$500.00	3.01	99887704-3210445581-0048142090INT-512071-1020-OP	Kentucky	Salary and Wages
				05/01/2016 to 05/31/2016	($500.00)	-3.01	99887704-3210445581-0048142090EXT-512181-2140-RP	Kentucky	Salary and Wages
				05/01/2016 to 05/31/2016	($500.00)	-3.01	99887704-3210445581-0048142090EXT-512181-2140-RP	Kentucky	Salary and Wages
				05/01/2016 to 05/31/2016	$950.00	5.72	99887704-3210445581-0048142090EXT-512181-2140-RP	Kentucky	Salary and Wages
				05/01/2016 to 05/31/2016	$0.00	0.00	99887704-3210445581-0048142090EXT-512181-2140-RP	Kentucky	Salary and Wages
				05/01/2016 to 05/31/2016	$200.00	1.20	99887704-3210445581-0048142090EXT-512181-2140-JE	Kentucky	Salary and Wages
			Subtotal		**$850.00**	**5.12**			
	Certifier Total for Period				**$850.00**	**5.12**			
Total Of All Certifiers					**$850.00**	**5.12**			

8 items found, displaying all items.

Excel | XML | PDF | RTF

Project Statement:

Meadows, Steve - 99887704	Huron Training Department - Hurontrain…	$650.00	$200.00	4 %	1 %	$850.00	5%			

Home

The report defaults on an Account View showing the employee's payroll amount broken-down by pay period.

Parameters | Results

- Pay Period View
- Account View

Click the Pay Period View hyperlink at the top left of the report to view all payroll for the employee for the period, broken-down by pay period.

4. The Pay Type column provides additional details about the payroll transaction for the corresponding pay period.

Pay Type Example: **99887704-3210445888-0048142090EXT-512181-2140-RP**

The string is defined as follows:

Person Number (Assignment Number) – Account Number (WBS Element) – Fund – GL Account – Wage Type – RP

Note, the end of the string will be one of the following:

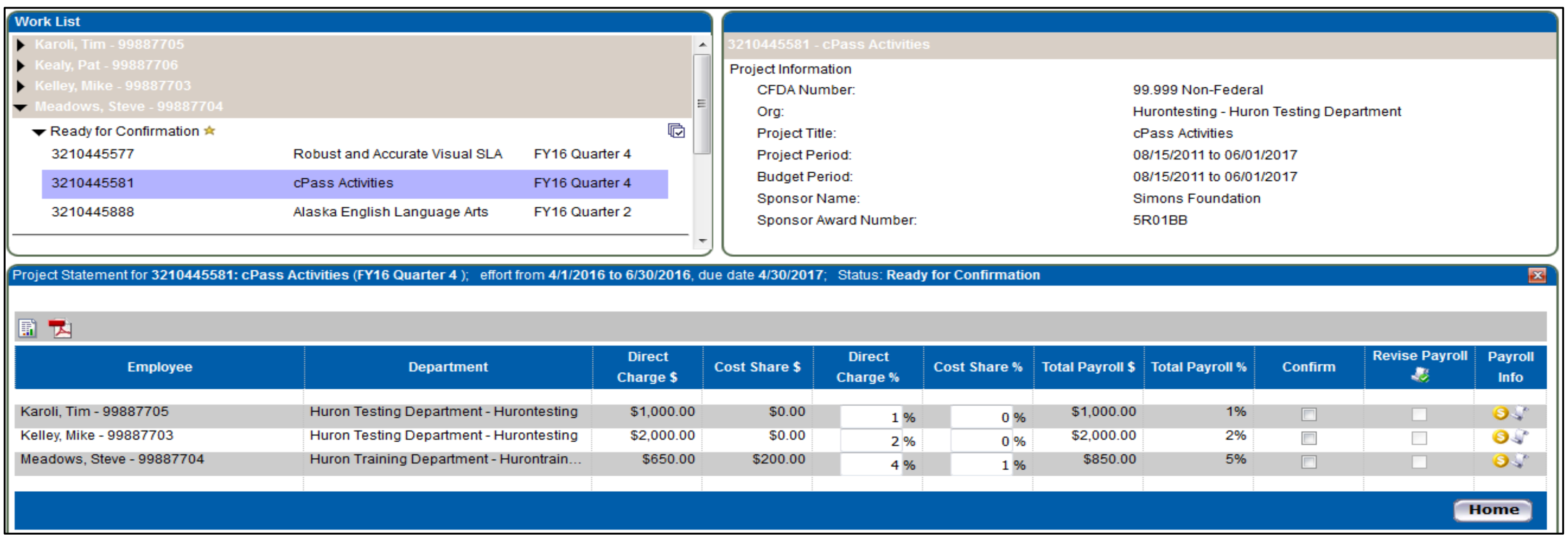
- RP – Retro Pay
- OP – Original Pay
- JE – Journal Entry

The Fund Code includes whether it is:
INT – internal
EXT – external
CS – cost share

Retro Payroll – Note that all retro payroll will be included in the 'For Period' payroll report.

For example, if a payroll transaction posted in January 2016 that was for the pay period 12/13/2015 to 12/26/2015, the payroll transaction will appear in the December 2015 payroll report and will appear on the Quarter 2 project statement.

5. Once you are done reviewing this information, just close the second browser screen to return to the project statement page.



6. Click this icon  to view the employee's 100% payroll for the period.