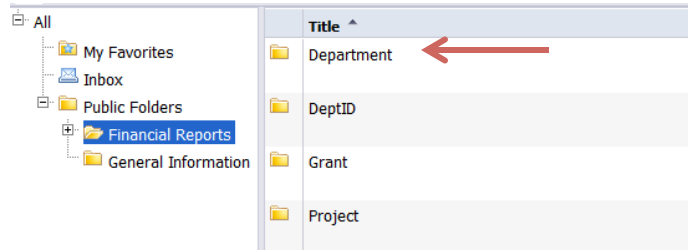
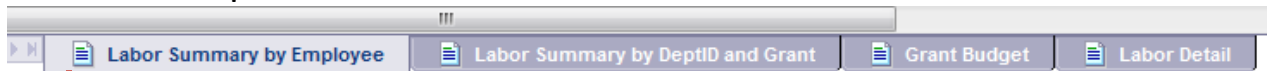


Department Salary Report Tip Sheet

Find your department salary reports in the Department folder!





The reports include 4 tabs of information as shown here:



↓
Gives an alpha roster of employees 'associated' with select department. Employees may have multiple lines due to multiple labor distribution sources (*see below*).

 **Labor Summary by DeptID and Grant** → Provides totals of labor by funding source, with monthly breakdown.

 **Grant Budget** → Will detail all grants within the department, and the budget in each for compensation.

 **Labor Detail** → Sorted by funding source then by employee, data regarding each payroll is detailed.

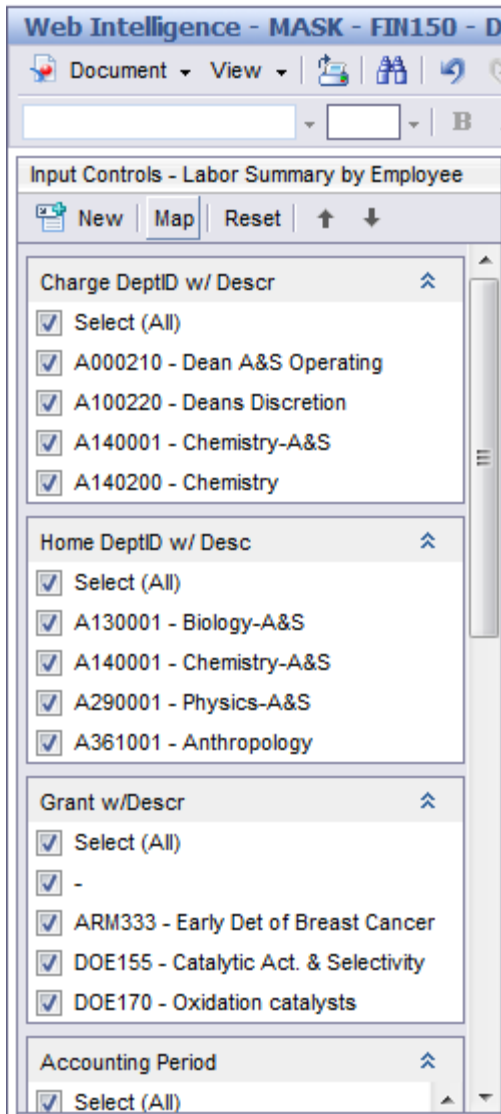
SAMPLE

| Name | EmplID | Earn Code Description | Pre-Plan Percentage | Charge DeptID | Charge Grant | End Date | 01- JUL | 02- AUG |
|-------------------|---------|-------------------------------------|---------------------|---------------|--------------|----------|---------|---------|
| Barnes, Phillip * | 4086926 | 001 - Regular Exe - staff & faculty | 50.00% | A140001 | HS2372 | 1/31/14 | 880.66 | 891.40 |
| Barnes, Phillip * | 4086926 | 001 - Regular Exe - staff & faculty | 50.00% | A140001 | HS2377 | 8/31/15 | 880.67 | 891.41 |

Pre-planned labor distribution is shown then actual by month.
Grant end date also provided for planning purposes.

Department Salary Report Tip Sheet

Using the Input Controls on the Department Salary Reports allow users to isolate groups of employees.



Web Intelligence - MASK - FIN150 - D

Document View

Input Controls - Labor Summary by Employee

New Map Reset ↑ ↓

Charge DeptID w/ Desc

- Select (All)
- A000210 - Dean A&S Operating
- A100220 - Deans Discretion
- A140001 - Chemistry-A&S
- A140200 - Chemistry

Home DeptID w/ Desc

- Select (All)
- A130001 - Biology-A&S
- A140001 - Chemistry-A&S
- A290001 - Physics-A&S
- A361001 - Anthropology

Grant w/Desc

- Select (All)
-
- ARM333 - Early Det of Breast Cancer
- DOE155 - Catalytic Act. & Selectivity
- DOE170 - Oxidation catalysts

Accounting Period

- Select (All)

Possible Analysis Scenarios:

← Use the first input control group, Charge DeptID, to view any employees from your home department that are being paid from another department.

← Use the second input control group to isolate employees with a home department elsewhere, but their some or all of their pay is coming from your department.

← Use the Grant section to isolate employees on certain grants, without having to open the labor reports within the core reports.