myFSU BI - HR Reports - Running the HR-GL Detail Report

Purpose

“HR-GL Detail” is a key operational report utilized by campus to reconcile the payroll journals in the financial system to details by employee in the HR system.

This report may be run at any time. However, verifying the data as part of the biweekly or monthly reconciliation will facilitate the prompt correction of any issues. The report is available in three versions:

1. Detail by PAY Journal – Select the information using the PAY Journal ID.
2. Detail by PE Date – Select the information using the pay period ending date.
3. Payroll Charges – Select the information using the pay period ending date. This version is a summary of the debits and credits related to an individual employee, including retro-distribution of funding charges and/or credits.

Overview

1. Log into myFSU BI, click on Dashboards, and select the HR-GL Detail report from the HR Reports menu.
2. Review the HR-GL Detail Report data against General Ledger expenses.
3. Note any corrective action needed
4. Initiate appointment action(s) or log case(s) using the FSU Service Center, if required.

Navigation

myFSU > Faculty & Staff > myFSU BI > Dashboards > HR Reports > HR-GL-Detail

STEP 1

Begin by logging into myFSU BI and selecting “HR-GL Detail” from the HR Reports link, under the Dashboards.
STEP 2

Begin by reviewing the “Detail by PAY Journal” tab. This report may be run by journal ID and chart field combination (department, fund, and/or project) in order to reconcile the financial journal totals to the HR detail.

Select the appropriate values for journal ID, department, employee, fund, and/or project.

**WARNING:** Do not run this report without selecting at least one PAY Journal ID and at least one other criterion (Department, Employee, Fund, and/or Project). By doing so, you could impact other users running this report.

You may select more than one PAY journal ID, if you are wanting more than one pay period of information, but you must select one other criterion (Department, Employee, Fund, and/or Project).
Or you can select the criteria by clicking on More/Search. For Example, from the department criteria “Multi-Select” window, select the department(s) for which you want to review the HR-GL Detail Report. Begin searching by changing the Name to “Contains” and then type your department number or department name and click “Search”. Individually select departments by double clicking or highlighting the row and click on >Move button. Then click OK.
Step 3
Select Apply to retrieve report results.

Step 4
Review the HR-GL Detail Report and verify data.
Step 5

Initiate appointment actions and/or log a case using the FSU Service Center, if needed.

Notes:

1. Payroll liability and cash accounts are not included in this report, but Payroll Accounts Receivable account (151010), if any, will be included. Payroll accounts receivables are generated when an employee has been overpaid, but FSU has not yet been reimbursed.

2. Journal IDs beginning with REF are benefit corrections. Journal IDs beginning with OFF are payroll checks that did not get processed with the regular bi-weekly pay cycle.
3. The column titled “Redist Pay Dt,” indicates the date that expenses were originally incurred. Due to a retro distribution of funding (RDF) being processed, these expenses have been reallocated. RDFs are initiated at the department level.

4. The report data may be sorted in a different format by selecting the various column headers. This sort feature does not apply to the Payroll Charges version of the report.

5. Detail by PE Date – Multiple pay period data may be retrieved on one report by selecting a range of pay period ending dates.