

## 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

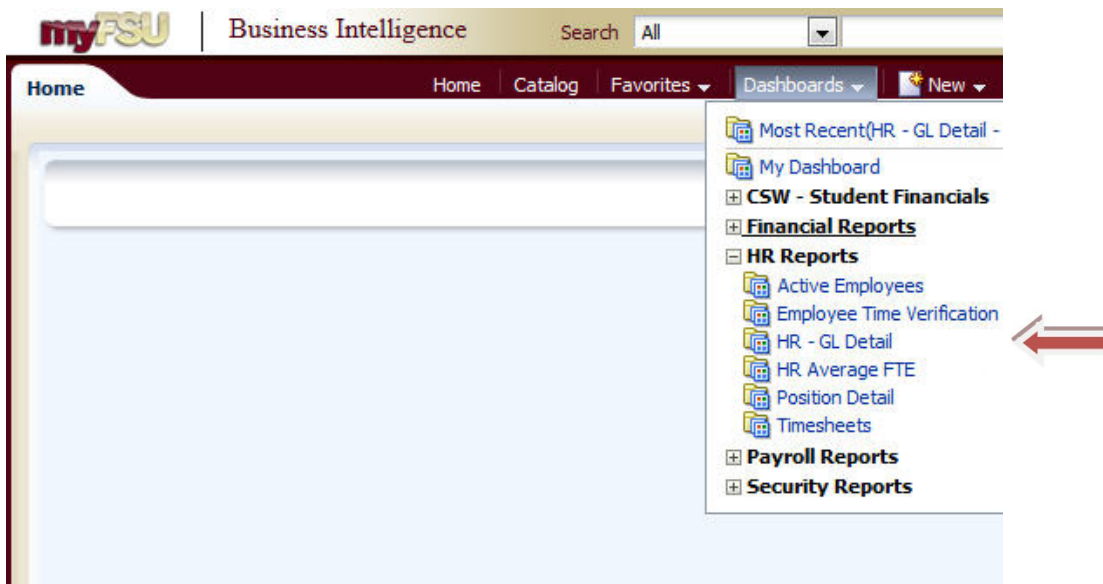
1. Log into myFSU BI, click on Dashboards, and select the HR-GL Detail report from the HR Reports menu.
2. Review the HR/GL Detail Report data against General Ledger expenses.
3. Note any corrective action needed
4. Initiate appointment action(s) or log case(s) using the FSU Service Center, if required.

### 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.

The screenshot shows the myFSU Business Intelligence interface. The top navigation bar includes the myFSU logo, 'Business Intelligence', a search box, and links for Home, Catalog, Favorites, Dashboards, New, Open, and Signed In As. The main content area is titled 'HR - GL Detail' and has three tabs: 'Detail by PAY Journal' (selected), 'Detail by PE Date', and 'Payroll Charges'. On the left, there is a sidebar with a 'Data last loaded on 10/22/2014 09:05:46 PM' status, a '\* Journal Id' dropdown menu, and dropdown menus for 'Department', 'Employee', 'Fund', and 'Project'. Below these are 'Apply' and 'Reset' buttons, and an 'HR - GL Detail Help' link. The main content area shows a 'No result message' with instructions to modify selections and click GO, and a tip about saving settings. A red arrow points to the 'Detail by PAY Journal' tab.

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

This screenshot is identical to the one above, showing the myFSU Business Intelligence interface with the 'HR - GL Detail' report. The 'Detail by PAY Journal' tab is selected. The left sidebar contains filters for Journal Id, Department, Employee, Fund, and Project, along with 'Apply' and 'Reset' buttons, and an 'HR - GL Detail Help' link. The main content area shows a 'No result message' with instructions to modify selections and click GO, and a tip about saving settings. A red arrow points to the filter section.

**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).

myFSU Business Intelligence Search All

HR - GL Detail Home Catalog Favorites

Detail by PAY Journal Detail by PE Date Payroll Charges

Data last loaded on 10/22/2014 09:05:46 PM

No result message  
Modify the selections in the dashboard prompt and click GO.

Tip: You can save the modified settings as a default for this dashboard prompt by choosing --- Page Options : Save C Refresh

\* Journal Id  
Please Select Journal Id

- Please Select Journal Id
- PAY0223061 - G\_092514 - 25-SEP-14
- PAY0222793 - E\_082814 - 28-AUG-14
- PAY0222529 - REF082614 - 26-AUG-14
- PAY0222488 - OFF082514 - 25-AUG-14
- PAY0222418 - OFF082214 - 22-AUG-14
- PAY0222256 - D\_081414 - 14-AUG-14
- PAY0222006 - REF081214 - 12-AUG-14

More/Search...  
--Select Value--

Apply Reset

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.

Select Values

Available Selected

Search results are not limited to values in the browse list

Name Starts Search Match Case

- PAY0223061 - G\_092514 - 25-SEP-14
- PAY0222793 - E\_082814 - 28-AUG-14
- PAY0222529 - REF082614 - 26-AUG-14
- PAY0222488 - OFF082514 - 25-AUG-14
- PAY0222418 - OFF082214 - 22-AUG-14
- PAY0222256 - D\_081414 - 14-AUG-14
- PAY0222006 - REF081214 - 12-AUG-14
- PAY0221994 - OFF081114 - 11-AUG-14
- PAY0221917 - OFF080814 - 08-AUG-14
- PAY0221764 - C\_073114 - 31-JUL-14
- PAY0221507 - REF072914 - 29-JUL-14
- PAY0221437 - OFF072814 - 28-JUL-14
- PAY0221392 - OFF072514 - 25-JUL-14
- PAY0221310 - R\_071714 - 17-JUL-14

Choices Returned: 1 - 256 + More...

Please Select Journal Id

OK Cancel

### Step 3

Select Apply to retrieve report results.

myFSU Business Intelligence

Search All [Advanced] [Help]

HR - GL Detail [Home] [Catalog] [Favorites] [Dashboards] [New] [Open] [Signed In As]

Detail by PAY Journal [Detail by PE Date] [Payroll Charges]

Data last loaded on 10/22/2014 09:05:46 PM

\* Journal Id  
Please Select Journal: [v]

Department  
--Select Value-- [v]

Employee  
--Select Value-- [v]

Fund  
--Select Value-- [v]

Project  
--Select Value-- [v]

[Apply] [Reset]

No result message  
Modify the selections in the dashboard prompt and click GO.

Tip: You can save the modified settings as a default for this dashboard prompt by choosing --- Page Options : Save Current Selections : For Me --- after running the report. [Refresh]



### Step 4

Review the HR/GL Detail Report and verify data.

Journal Id	Run Id	Pay End Dt	Department ID	Department Desc	Fund	Project	Account	Account Short Desc	Employee Name	Empl ID	Rcd	Jobcode	Amount	Redist Pay Dt	
PAY0187635	A_070512	7/5/2012	001000	President's Office	110		710121	AP_SALARY	Doe, John	0000	0	9250	3,623.20		
							710121 Total							3,623.20	
							710141	S_SS_MTCH			0000	0	9250	218.42	
							710141 Total							218.42	
							710142	S_MEDICARE			0000	0	9250	51.08	
							710142 Total							51.08	
							710152	DB_RETRMT			0000	0	9250	187.68	
							710152 Total							187.68	
							710161	P_TX_ASSES			0000	0	9250	6.89	
							710161 Total							6.89	
							710172	HLTH_CNTRB			0000	0	9250	531.67	
							710172 Total							531.67	
							710182	ST_LIFE_C			0000	0	9250	2.27	
							710182 Total							2.27	




## 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.




HR GL Payroll Detail 33/11/12 09:33:20

Journal Id	Run Id	Pay End Dt	Department ID	Department Desc	Fund	Project	Account	Account Short Desc	Employee Name	Empl ID	Rcd	Jobcode	Amount	Redist Pay Dt
PAY0183663	V_042612	4/26/2012	036006	Payroll Clearing DSO	470		151010	AR_PR_E_OV	Doe, John	000095598	0	900540	800.00	
							151010	Total					800.00	

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.




Journal Id	Run Id	Pay End Dt	Department ID	Department Desc	Fund	Project	Account	Account Short Desc	Employee Name	Empl ID	Rcd	Jobcode	Amount	Redist Pay Dt
PAY0186540	REF061912	6/19/2012	036006	Payroll Clearing DSO	470		742240	AID_FORGN		0000	1	SFG NRA	0.00	
										0000	1	SFG NRA	0.00	
										00005	1	SFG NRA	0.00	
									Doe, John	00009	1	SFG NRA	500.00	
										00009	1	SFG NRA	0.00	
							742240	Total					500.00	
<b>Grand Total</b>													500.00	



HR GL Payroll Detail 27/11/12 01:27:49

Journal Id	Run Id	Pay End Dt	Department ID	Department Desc	Fund	Project	Account	Account Short Desc	Employee Name	Empl ID	Rcd	Jobcode	Amount	Redist Pay Dt
PAY0186542	OFF061812	6/18/2012	036006	Payroll Clearing DSO	470		740273	SVC_FORGN	Doe, John	00009	0	Ind Contr	243.41	
										00007	0	Ind Contr	243.41	
										00009	0	Ind Contr	1,000.00	
										00007	0	Ind Contr	243.41	
										00007	0	Ind Contr	243.41	
										00009	0	Ind Contr	1,232.90	
										00007	0	Ind Contr	243.41	
										00009	0	Ind Contr	5.99	
										00007	0	Ind Contr	243.41	
										00007	0	Ind Contr	243.41	
							740273	Total					3,942.76	

- 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.




Journal Id	Run Id	Pay End Dt	Department ID	Department Desc	Fund	Project	Account	Account Short Desc	Employee Name	Empl ID	Rod	Jobcode	Amount	Redist Pay Dt
PAY0187121	Z_062112	6/21/2012	238000	University Housing	320		710153 Total		Doe, John				1,438.90	
							710154 PEORP_MTCH		Doe, John	0000	0	0710	68.57	
							710154 Total		Doe, John				68.57	
							720121 TEMP_EMPL		Doe, John	0000	3	T001	-310.00	5/24/2012
							720121 Total		Doe, John				-310.00	
							720142 O_MEDICARE		Doe, John	0000	3	T001	-4.50	5/24/2012
							720142 Total						-4.50	
<b>Grand Total</b>													49,233.61	

- 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.



Journal Id	Run Id	Pay End Dt	Department ID	Department Desc	Fund	Project	Account	Account Short Desc	Employee Name	Empl ID	Rod	Jobcode	Amount	Redist Pay Dt
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- Detail by PE Date – Multiple pay period data may be retrieved on one report by selecting a range of pay period ending dates.



**Department**  
--Select Value--


**Employee ID**  
--Select Value--

**Fund**  
--Select Value--

**Project**  
--Select Value--

**\* Pay Period End Date**  
Between  
06/18/2012 -  
06/29/2012

Apply    Reset



Journal Id	Run Id	Pay End Dt	Department ID	Department Desc	Fund	Project	Account	Account Short Desc	Employee Name	Empl ID	Rod	Jobcode	Amount	Redist Pay Dt
PAY0187398	OFF062912	6/29/2012	036002	Payroll Clearing	470		311021	PR_REFUNDS	Doe, John	0000	0	9331	180.00	
									Doe, John	0000	1	9253	180.00	
									Doe, John	0000	3	9232	50.00	
									Doe, John	0000	4	91219S	260.00	
									Doe, John	0000	0	0189	180.00	
									Doe, John	0000	0	9121AS	180.00	
							311021 Total						1,030.00	
PAY0186542	OFF061812	6/18/2012	036002	Payroll Clearing	470		311021	PR_REFUNDS	Doe, John	0000	0	9420	50.00	
									Doe, John	0000	2	2033	50.00	
									Doe, John	0000	0	1434	130.00	
									Doe, John	0000	1	9121AS	180.00	
							311021 Total						410.00	
							740273	SVC_FORGN	Doe, John	0000	0	Ind Contr	104.31	
									Doe, John	0000	0	Ind Contr	104.31	
									Doe, John	0000	0	Ind Contr	104.31	
									Doe, John	0000	0	Ind Contr	104.31	
									Doe, John	0000	0	Ind Contr	99.80	
									Doe, John	0000	0	Ind Contr	104.31	
									Doe, John	0000	0	Ind Contr	347.72	
									Doe, John	0000	0	Ind Contr	2.59	
									Doe, John	0000	0	Ind Contr	104.31	
									Doe, John	0000	0	Ind Contr	104.31	
							740273 Total						1,180.28	
<b>Grand Total</b>													2,620.28	