Payroll Activities – Department Representative – Running the Cost Center Report

Objective

The purpose of this tutorial is to outline the process for department representatives to view the bi-weekly Cost Center Report. The Cost Center Report is a key operational report utilized by campus during the payroll process. The purpose is to validate that employees have accurate payable time. Hiring/appointment changes notated via the Actives report should be reflected. This report includes the Payroll Certification tab. The purpose of the required payroll certification process is to provide documented assurance that employees are paid for hours worked and at a rate of pay that has been properly authorized.

General Procedure

On Wednesday of payroll calculation week, review the Actives report to ensure that pay rates for the department's employees are correct. By Friday at noon of pay calculation week, ensure all time entry has been approved for all department personnel.
Note: All dates and times listed herein are for "normal" pay cycle schedules, and maybe changed for holidays or mitigating circumstances.

Review Cost Center report as it becomes available. Where possible, make the necessary corrections to time entry/approvals or submit a case using the FSU Service Center to report discrepancies with paycheck data. If Human Resources deadlines, as listed on the HR calendar at www.hr.fsu.edu, were met the department employees should be on the cost center report. HR and Payroll work the cases to determine why employees are not being reported as expected and make corrections where required.

Once the final Cost Center Report is announced, review the report for accuracy. If corrections are still required, make a notation of the problems and the submitted case number on the certification report. The final cost center will have a certification statement that must be signed by the Dean, Director, or Department Head attesting to the accuracy of the payroll and each page of the report should be initialed by the certifier.

The department is required to maintain a file of the certifications. Human Resources, Controller's Office, Audit Services or the State of Florida Auditor General's office may conduct reviews at random intervals to ensure compliance.

OMNI Training Guide

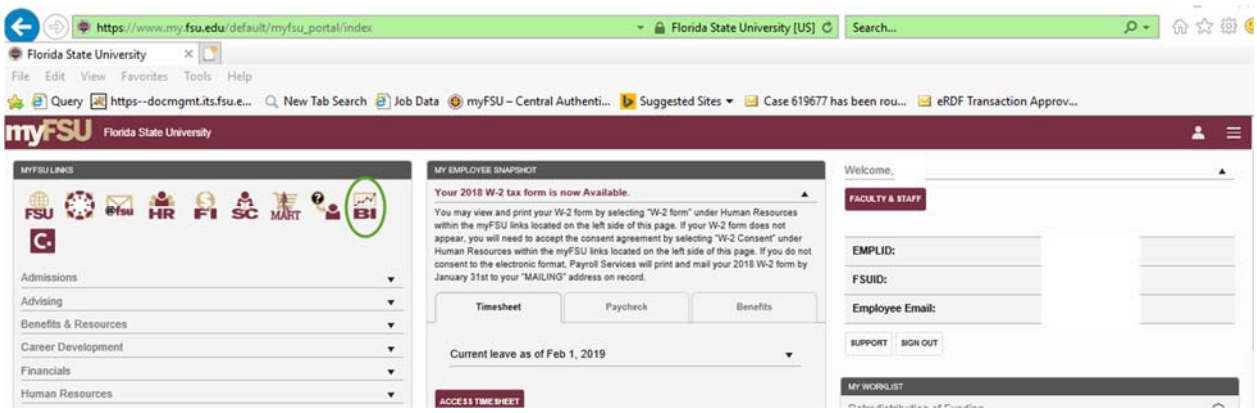
Overview

1. Log onto myFSU BI Reporting and select Cost Center.
2. Select appropriate criteria for department, pay period, and employee type.
3. Review the Cost Center Reports and verify data.
4. Initiate corrective action(s) or log case(s) using the FSU Service Center, if required.
5. Review the subsequent Cost Center Report and repeat as necessary.
6. Once payroll has confirmed, print, sign and file the Certification Report.

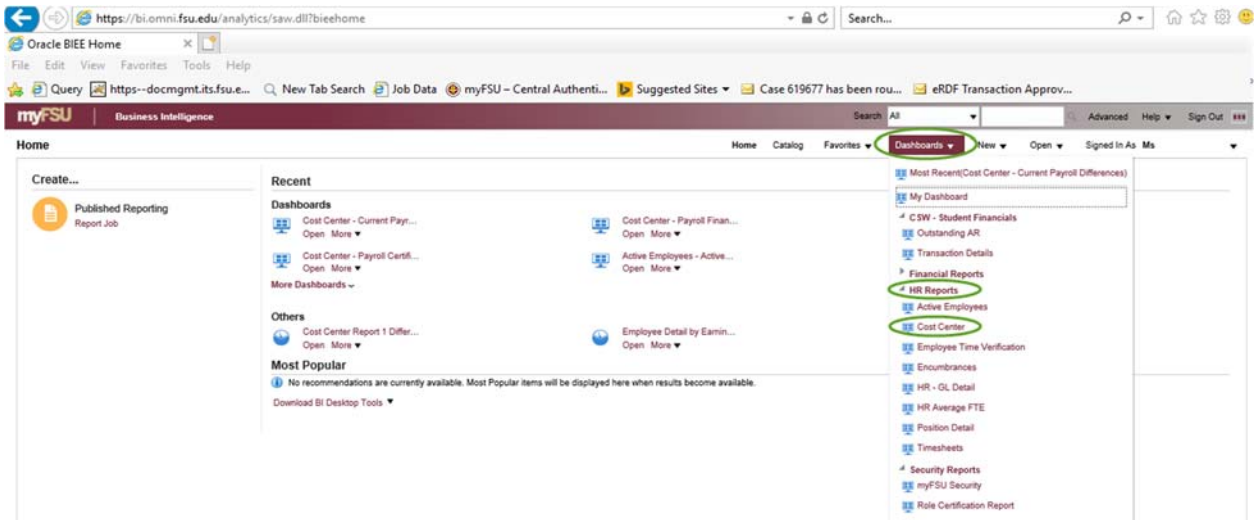
Navigation

Log onto the myFSU portal at my.fsu.edu

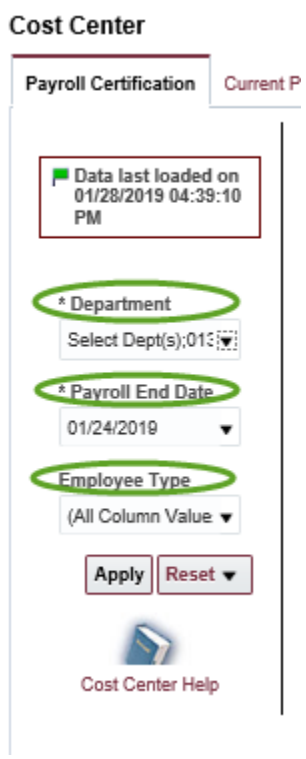
Click on the BI icon under MYFSU LINKS

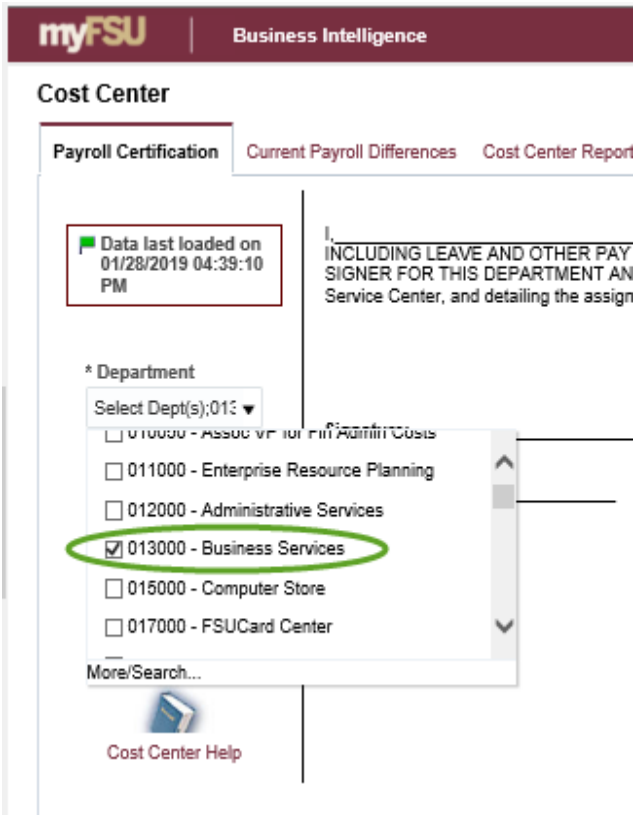


Click on the Dashboards drop down arrow > HR Reports > Cost Center

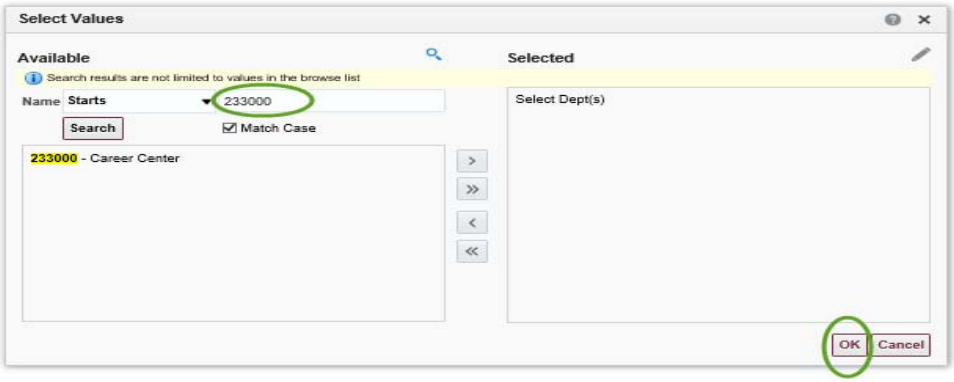


Enter the Department, Payroll End Date, and Employee Type. Make a selection for any field marked with an asterisk (*). Select the department(s) for which you want to review by checking the individual boxes or by clicking on the "More/Search…" option.

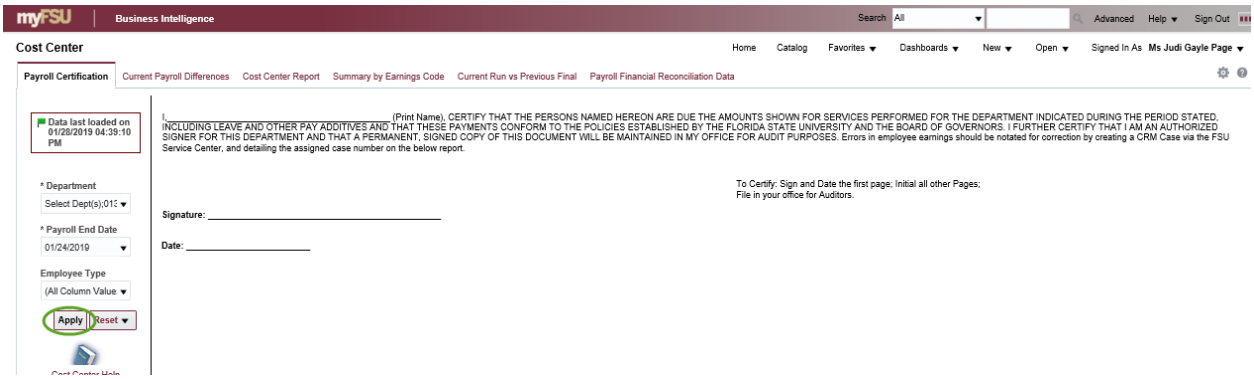




Click the "More/Search…" option, a new window will open. Enter the relevant department number into the text box and click "search." Double-click on the desired entries from the search results. Once all the desired department numbers have been selected, click OK.



Click the ‘Apply” button.



Review the Cost Center Report and verify data. The “Current Payroll Differences” tab shows the following:

Cost Center Report 1 Differences Summary- a comparison of current pay period’s first calculation to the final prior period payroll.

Cost Center Report 2 Differences Summary- a comparison between Cost Center 1 and Cost Center 2.

Cost Center Report 3 Differences Summary (Final) - a comparison between Cost Center 2 and Cost Center 3 (the final cost center).

These sections are progressively updated as cost center reports become available. Notice that red down arrows indicate a decrease and blue up arrows indicate an increase.

Note: This tab will only return results for the most recent pay period. The Pay Ending Date is no longer available in the prompt list.

Department Id and Name	Employee Name	Employee Id	Rec #	Job Code	Employee Type	Pay Group	CCR1 Hours	CCR Hours	CCR2 Hours Change	CCR1 C Rate
025000 - Human Resources	Doe, John	000098274	2	T011	OPS	OPS	19.25	0.00	-19.25 ▼	
025000 - Human Resources	Doe, John	000098274	2	A011	OPS	OPS	0.00	19.25	19.25 ▲	
025000 - Human Resources	Doe, John	000094811	0	1012	Non-OPS	NLW	84.00	80.00	-4.00 ▼	

To review the detailed differences in earnings by earnings codes for all employees, drill down by clicking on the blue-shaded Employee ID link in the header. To view the Cost Center Earnings Detail for a single employee, click on the related employee ID link.

Department Id and Name	Employee Name	Employee Id	Rec #	Job Code	Employee Type	Pay Group	Previous Hours	CCR1 Hours	CCR1 Hours Change	Previous Comp Ra
025000 - Human Resources	Doe, John	100324665	0	AFWS	OPS	NSO	0.00	4.25	4.25 ▲	
025000 - Human Resources	Doe, John	000089250	2	9291	Non-OPS	APF	0.00	85.47	85.47 ▲	

Click the "Return" at the bottom of the page to return to the previous page.

Cost Center

Home Catalog Favorites Dashboards New Open Signed In As Ms Judi Gayle Page

Cost Center Report 1 Differences Earnings Detail
Time run: 1/29/2019 2:32:05 PM

Employee Name	Employee Id	Rec #	Job Code	Employee Type	Pay Group	Earnings Code	Previous Hours	CCR1 Hours	CCR1 Hours Change	Previous Comp Rate	CCR1 Comp Rate	CCR1 Comp Rate Change	Previous Earnings	CCR1 Earnings	CCR1 Earnings Change
	000073	0	0928	Non-OPS	NLW	HOL	24.00	8.00	-16.00 ▼	16.76	16.76	0.00	402.30	134.10	-268.20 ▼
						OCR	0.00	24.00	24.00 ▲	0.00	1.00	1.00 ▲	0.00	24.00	24.00 ▲
						OCW	0.00	38.00	38.00 ▲	0.00	16.76	16.76 ▲	0.00	159.24	159.24 ▲
						REG	56.00	71.25	15.25 ▲	16.76	16.76	0.00	938.70	1,194.33	255.63 ▲
						SCK	0.00	0.75	0.75 ▲	0.00	16.76	16.76 ▲	0.00	12.57	12.57 ▲
						ZC1	0.00	0.00	0.00	0.00	0.00	0.00	20.00	20.00	0.00
Grand Total							80.00	142.00	62.00				1,361.00	1,544.24	183.24

Return - Refresh - Print - Export - Create Bookmark Link

The "Cost Center report" tab shows totals by employee with detailed earnings codes. The report is sorted alphabetically.

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Cost Center

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Payroll Certification | Current Payroll Differences | Cost Center Report | Summary by Earnings Code | Current Run vs Previous Final | Payroll Financial Reconciliation Data

Data last loaded on 01/28/2019 04:39:10 PM

* Department
Select Dept(s);012

* Payroll End Date
01/24/2019

Employee Type
(All Column Value

Apply Reset

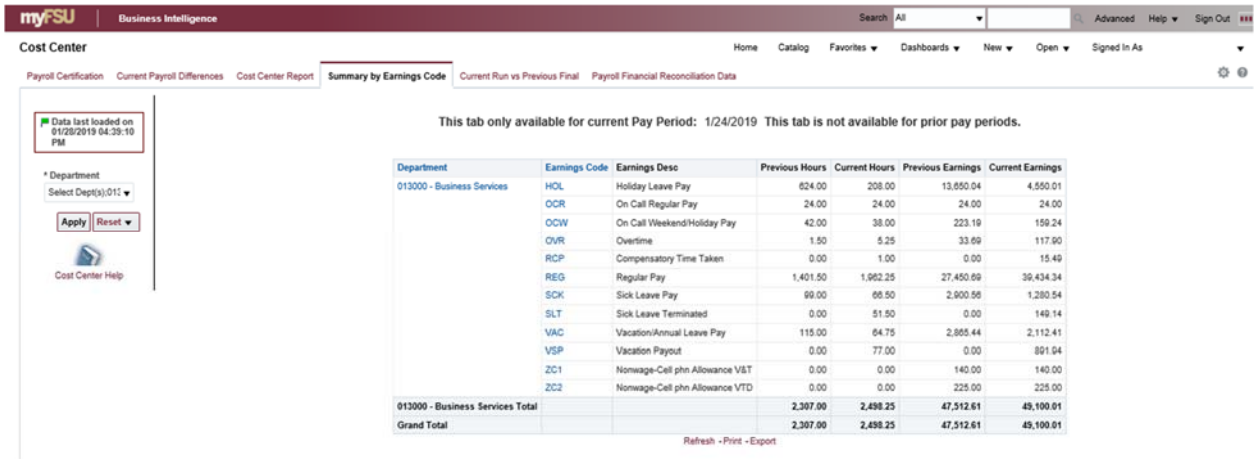
Cost Center Help

Department	Earnings Code	Earnings Desc	Hours	Earnings
013000 - Business Services	HOL	Holiday Leave Pay	208.00	4,550.01
	OCR	On Call Regular Pay	24.00	24.00
	OCW	On Call Weekend/Holiday Pay	38.00	159.24
	OVR	Overtime	5.25	117.90
	RCP	Compensatory Time Taken	1.00	15.49
	REG	Regular Pay	1,962.25	39,434.34
	SCK	Sick Leave Pay	66.50	1,280.54
	SLT	Sick Leave Terminated	51.50	149.14
	VAC	Vacation/Annual Leave Pay	64.75	2,112.41
	VSP	Vacation Payout	77.00	891.94
	ZC1	Nonwage-Cell phn Allowance V&T	0.00	140.00
	ZC2	Nonwage-Cell phn Allowance VTD	0.00	225.00
013000 - Business Services Total			2,498.25	49,100.01
Grand Total			2,498.25	49,100.01

Refresh - Print - Export

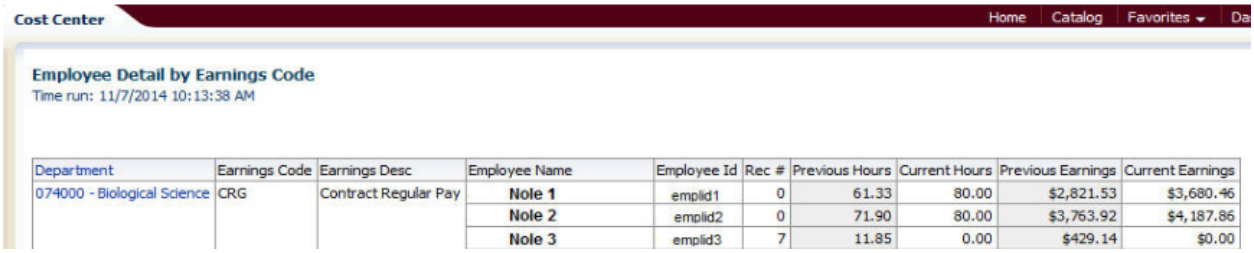
Department	Employee Name	Employee Id	Rec #	Job Code	Pay Group	Work Group	Earnings Code	Comp Rate	Hours	Earnings
013000 - Business Services		000073613	0	0928	NLW	UNU+	HOL	16.76	8.00	134.10
013000 - Business Services		000073613	0	0928	NLW	UNU+	OCR	1.00	24.00	24.00
013000 - Business Services		000073613	0	0928	NLW	UNU+	OCW	16.76	38.00	159.24
013000 - Business Services		000073613	0	0928	NLW	UNU+	REG	16.76	71.25	1,194.33
013000 - Business Services		000073613	0	0928	NLW	UNU+	SCK	16.76	0.75	12.57
013000 - Business Services		000073613	0	0928	NLW	UNU+	ZC1	0.00	0.00	20.00
013000 - Business Services	Total								142.00	1,544.24
013000 - Business Services		000013650	0	9251A	APF	AER	HOL	44.82	8.00	358.52

The 'Summary by Earnings Code" tab shows the total number of hours and earnings for each earnings code. This report also compares totals to the last payroll so that any gross differences will be obvious. This report may also be sorted by clicking on the Column Title.



Department	Earnings Code	Earnings Desc	Previous Hours	Current Hours	Previous Earnings	Current Earnings
013000 - Business Services	HOL	Holiday Leave Pay	624.00	208.00	13,650.04	4,550.01
	OCR	On Call Regular Pay	24.00	24.00	24.00	24.00
	OCW	On Call Weekend/Holiday Pay	42.00	38.00	223.19	159.24
	OVR	Overtime	1.50	5.25	33.69	117.90
	RCP	Compensatory Time Taken	0.00	1.00	0.00	15.49
	REG	Regular Pay	1,401.50	1,962.25	27,450.69	39,434.34
	SCK	Sick Leave Pay	99.00	66.50	2,900.56	1,280.54
	SLT	Sick Leave Terminated	0.00	51.50	0.00	149.14
	VAC	Vacation/Annual Leave Pay	115.00	64.75	2,865.44	2,112.41
	VSP	Vacation Payout	0.00	77.00	0.00	891.94
	ZC1	Nonwage-Cell phn Allowance V&T	0.00	0.00	140.00	140.00
	ZC2	Nonwage-Cell phn Allowance VTD	0.00	0.00	225.00	225.00
013000 - Business Services Total			2,307.00	2,498.25	47,512.61	49,100.01
Grand Total			2,307.00	2,498.25	47,512.61	49,100.01

Click on each Earnings code to see which employees were paid using that code.



Department	Earnings Code	Earnings Desc	Employee Name	Employee Id	Rec #	Previous Hours	Current Hours	Previous Earnings	Current Earnings
074000 - Biological Science	CRG	Contract Regular Pay	Nole 1	emplid1	0	61.33	80.00	$2,821.53	$3,680.46
			Nole 2	emplid2	0	71.90	80.00	$3,763.92	$4,187.86
			Nole 3	emplid3	7	11.85	0.00	$429.14	$0.00

The "Current Run vs. Previous Final" tab compares the current pay period's most recent calculation to the final prior period payroll. This tab is updated as cost center reports are produced.

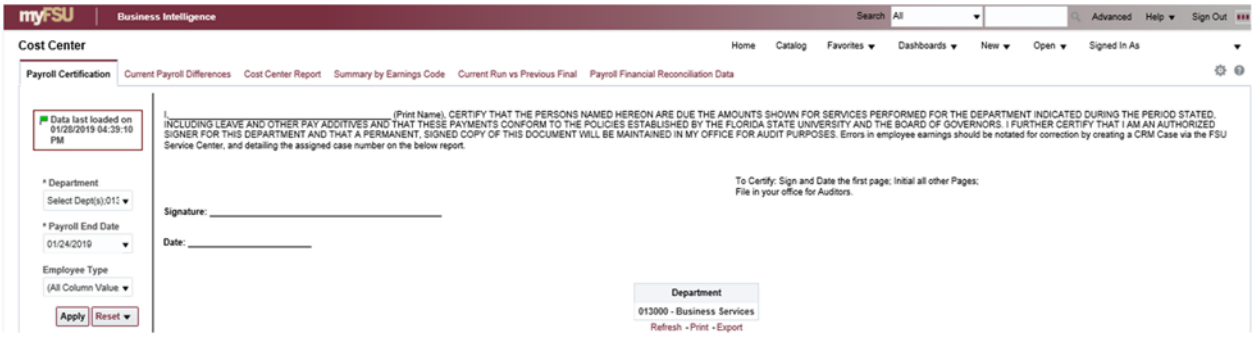
Department	Employee Name	Employee Id	Rec #	Job Code	Employee Type	Pay Group	Previous Hours	Current Hours	Cycle Hours Change	Previous Comp Rate	Current Comp Rate	Cycle Comp Rate Change	Previous Earnings	Current Earnings	Cycle Earnings Change
074000 - Biological Science	Nole 1	000097599	0	M9184	OPS	OPS	16.00	0.00	-16.00 ▼	20.67	0.00	-20.67 ▼	330.74	0.00	-330.74 ▼
074000 - Biological Science	Nole 2	100393268	0	A005	OPS	OPS	20.00	0.00	-20.00 ▼	10.00	0.00	-10.00 ▼	200.00	0.00	-200.00 ▼
074000 - Biological Science	Nole 3	000080288	1	M9184	OPS	OPS	16.00	0.00	-16.00 ▼	19.83	0.00	-19.83 ▼	317.24	0.00	-317.24 ▼

The "Payroll Financial Reconciliation Data" tab lists total hours and earnings by employee and is provided as an exportable version for use by department's financial reconciliation. It is not to be used as the payroll certification page.

When inaccuracies in payroll information are detected on the Cost Center Report initiate appointment actions and/or create a case using the FSU Service center, as required.

Review the subsequent Cost Center reports and submit corrective actions, as required.

Once payroll is confirmed, the "Payroll Certification" tab should be printed, signed, and filed verifying that all employees are listed with accurate hours and earnings.



Each pay period, the payroll certification report shall be signed by the Dean, Director, or Department Head prior to payday and filed within the department to be accessed and audited by Human Resources, Controller's Office, Audit services or the State of Florida Auditor general's Office.

To print the Payroll certification tab, click on the Page Options gear icon on the upper right corner. Click on Print and then on Printable PDF.