

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

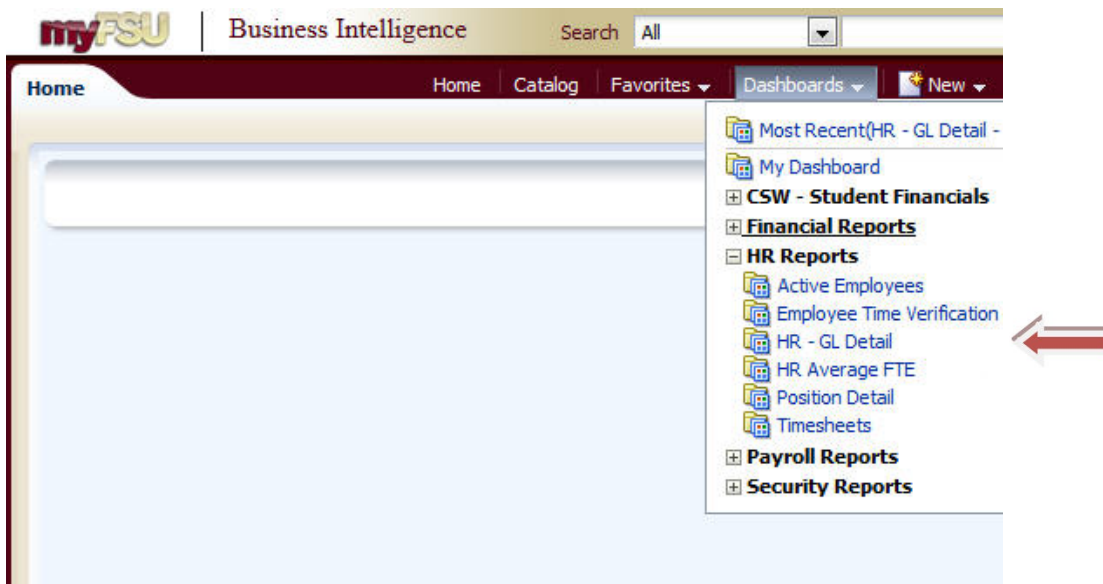
1. Log into myFSU BI, click on Dashboards, and select the HR-GL Detail report from the HR Reports menu.
2. Review the HR/GL Detail Report data against General Ledger expenses.
3. Note any corrective action needed
4. Initiate appointment action(s) or log case(s) using the FSU Service Center, if required.

Navigation

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

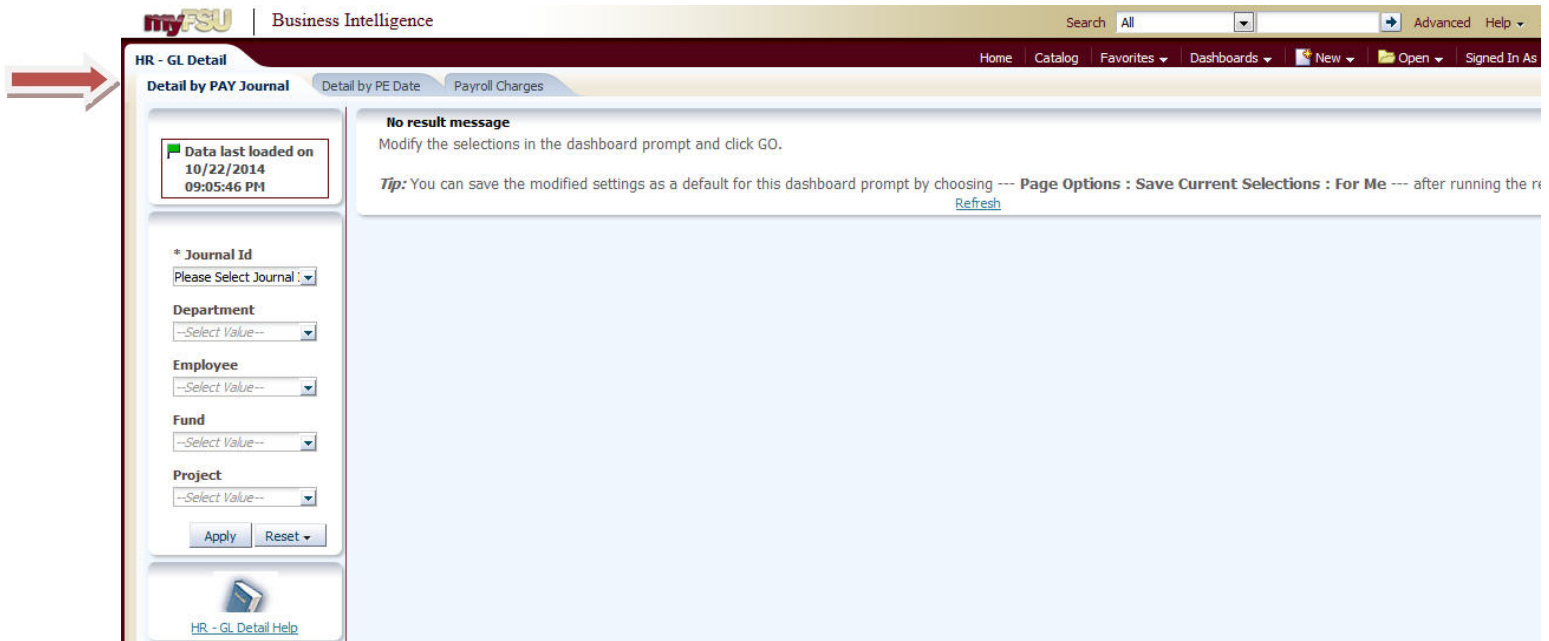
STEP 1

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



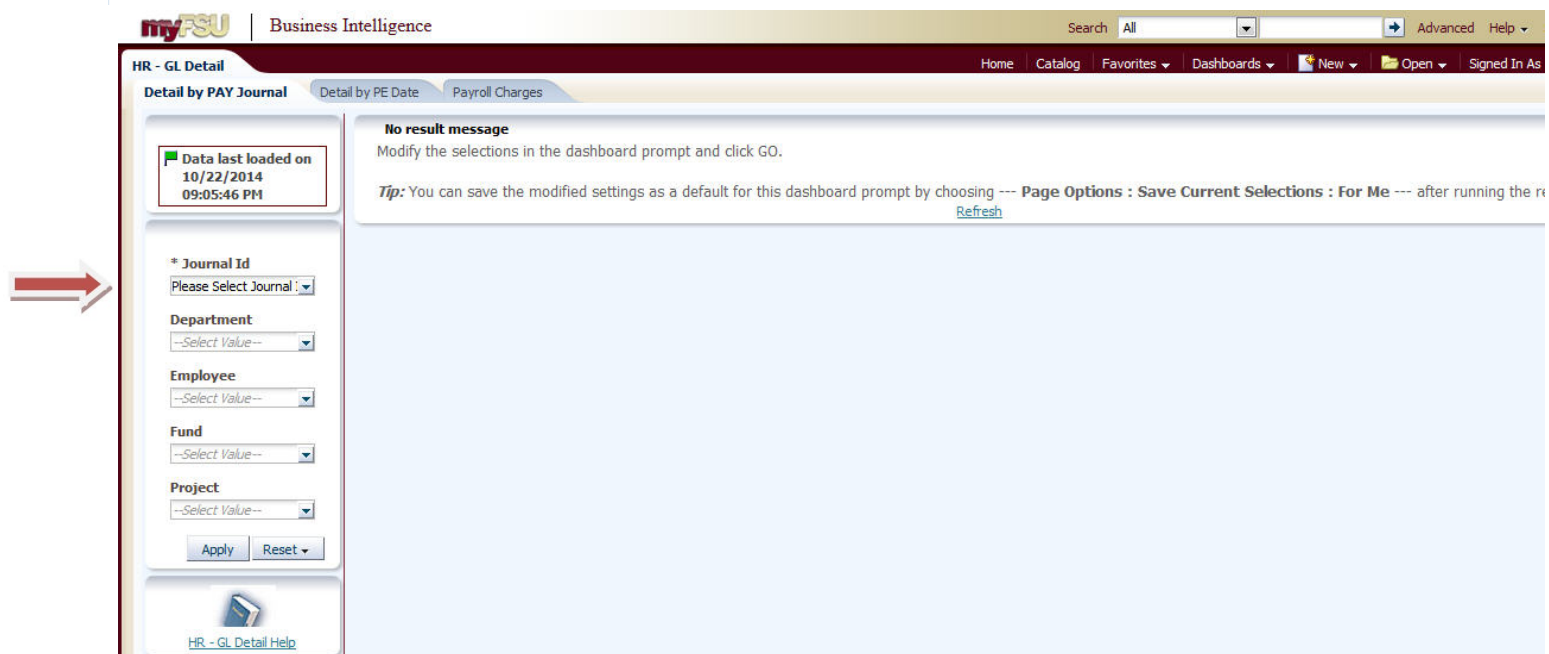
STEP 2

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 header is 'HR - GL Detail' with tabs for 'Detail by PAY Journal', 'Detail by PE Date', and 'Payroll Charges'. The 'Detail by PAY Journal' tab is active. 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 filters for Department, Employee, Fund, and Project, each with a '--Select Value--' dropdown. 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 as a default.

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 an 'Apply' button. The main content area displays a 'No result message' and a tip about saving settings as a default.

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]

Home Catalog Favorites Dashboards New Open Signed In As

HR - GL Detail

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.


33/11/12 09:33:20




HR GL Payroll Detail

| 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 | |
| Grand Total | | | | | | | | | | | | | 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 | | 0000 | 0 | 0710 | 68.57 | |
| | | | | | | | 710154 Total | | Doe, John | | | | 68.57 | |
| | | | | | | | 720121 | TEMP_EMPL | | 0000 | 3 | T001 | -310.00 | 5/24/2012 |
| | | | | | | | 720121 Total | | Doe, John | | | | -310.00 | |
| | | | | | | | 720142 | O_MEDICARE | | 0000 | 3 | T001 | -4.50 | 5/24/2012 |
| | | | | | | | 720142 Total | | | | | | -4.50 | |
| Grand Total | | | | | | | | | | | | | 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 |
|------------|--------|------------|---------------|-----------------|------|---------|---------|--------------------|---------------|---------|-----|---------|--------|---------------|
|------------|--------|------------|---------------|-----------------|------|---------|---------|--------------------|---------------|---------|-----|---------|--------|---------------|

- 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 | |
| | | | | | | | | | | 0000 | 1 | 9253 | 180.00 | |
| | | | | | | | | | | 0000 | 3 | 9232 | 50.00 | |
| | | | | | | | | | | 0000 | 4 | 91219S | 260.00 | |
| | | | | | | | | | | 0000 | 0 | 0189 | 180.00 | |
| | | | | | | | | | | 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 | |
| | | | | | | | | | | 0000 | 2 | 2033 | 50.00 | |
| | | | | | | | | | | 0000 | 0 | 1434 | 130.00 | |
| | | | | | | | | | | 0000 | 1 | 9121AS | 180.00 | |
| | | | | | | | 311021 Total | | | | | | 410.00 | |
| | | | | | | | 740273 | SVC_FORGN | Doe, John | 0000 | 0 | Ind Contr | 104.31 | |
| | | | | | | | | | | 0000 | 0 | Ind Contr | 104.31 | |
| | | | | | | | | | | 0000 | 0 | Ind Contr | 104.31 | |
| | | | | | | | | | | 0000 | 0 | Ind Contr | 104.31 | |
| | | | | | | | | | | 0000 | 0 | Ind Contr | 99.80 | |
| | | | | | | | | | | 0000 | 0 | Ind Contr | 104.31 | |
| | | | | | | | | | | 0000 | 0 | Ind Contr | 347.72 | |
| | | | | | | | | | | 0000 | 0 | Ind Contr | 2.59 | |
| | | | | | | | | | | 0000 | 0 | Ind Contr | 104.31 | |
| | | | | | | | | | | 0000 | 0 | Ind Contr | 104.31 | |
| | | | | | | | 740273 Total | | | | | | 1,180.28 | |
| Grand Total | | | | | | | | | | | | | 2,620.28 | |