

Job Aid

Run Payroll Detail – Students and Temporary Employees Report



This Job Aid walks through the process of running the Payroll Detail – Students and Temporary Employees report. This report uses data from actual payrolls for students and other temporary employees, including graduate assistants, temporary USS employees and temporary unclassified employees. This report is accessed on the Department Dashboard.

Note that this report uses payroll processing data. Changes made outside of payroll processing (e.g. retro costing changes processed on a journal entry) are not reflected on this report. Users will need to check the Transaction Detail report for other transactions that need to be considered when reconciling cost centers.

| Step | Action |
|------|---|
| 1. | Select Payroll Detail – Students and Temporary Employees report from the Departments Dashboard. |
| 2. | Select the appropriate data to be included in the report as needed. Details for each selection's options are below. <div data-bbox="423 1106 1487 1272" style="border: 1px solid black; padding: 10px; margin: 10px 0;"><p>Fund <input type="text"/> Start Pay Date <input type="text"/> Employment Category <input type="text" value="--Select Value--"/></p><p>Cost Center <input type="text"/> End Pay Date <input type="text"/></p><p style="text-align: right;"><input type="button" value="Apply"/> <input type="button" value="Reset"/></p></div> |

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3. **Start Pay Date and End Pay Date.** Use the calendar icon to select the start pay date and end pay date or enter the dates in the appropriate format (yyyy-mm-dd).

The Start Pay Date is the first pay date to be included on the report. The End Pay Date is the last pay date to be included on the report.

Examples:

#1 – To get a report with all pay dates between 7/14/2017 and 10/20/2017, enter:

Start Pay Date = 2017-07-14

End Pay Date = 2017-10-20

#2 - To get a report with one pay date only, enter

Start Pay Date = 2017-07-14

End Pay Date = 2017-07-14

Fund Start Pay Date 2017-07-14 Employment Category --Select Value--
Cost Center End Pay Date 2017-10-20
Apply Reset

4. **Employment category.** Leave the Employment Category as Blank to include all temporary employees or select the specific employment category to be included.

Example: Students-No Benefits-Nonexempt are hourly students.

Fund Start Pay Date 2017-07-14 Employment Category --Select Value--
Cost Center End Pay Date 2017-10-20
--Select Value--
 Faculty Unclassified-Temporary-No Benefits -Exempt
 Faculty Unclassified-Temporary-No Benefits-NonExempt
 Staff Unclassified-Temporary-No Benefits-NonExempt
 Staff Unclassified-Temporary-No Benefits-Exempt
 Staff USS-Temporary-No Benefits-NonExempt
 Students-No Benefits-Non Exempt
Search...

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| | |
|----|---|
| 5. | <p>Fund. To select a fund, click on the drop down arrow next to Fund. The search box will open. Click search, then type in the fund number. Select the fund, then Ok.</p> <p>Note that you can leave Fund as Blank and the report will run based on other selection criteria.</p> <div data-bbox="406 630 1461 798"></div> |
| 6. | <p>Cost Center. To select a cost center, click on the drop down arrow next to Cost Center. The search box will open. Click search, then type in the cost center number. Select the cost center, then Ok.</p> <div data-bbox="406 997 1437 1155"></div> |
| 7. | <p>Click on Apply:</p> <div data-bbox="406 1407 1429 1575"></div> |

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8. Click on the drop down next to the Excel Icon and click on Excel. You will need to open or save the Excel file depending on our computer settings.

The screenshot shows a web application interface with several input fields: Fund (1104), Start Pay Date (07/14/2017 12:00:00), Cost Center (4450300), End Pay Date (10/20/2017 12:00:00), and Employment Category (Students-No Benefits-Non Exempt). There are 'Apply' and 'Reset' buttons. Below the filters, a tab labeled 'Payroll Detail - Studen...' is visible. In the bottom right corner, there is a download icon (a document with a downward arrow) and a dropdown menu showing 'Excel (*.xls)', which is highlighted with a red box.

The screenshot shows a Firefox file opening dialog box titled 'Opening Payroll Detail - Students and Temporary Emplo...'. The text inside reads: 'You have chosen to open: ... Detail - Students and Temporary Employees_Costing Report.xls which is: Microsoft Excel 97-2003 Worksheet (13.1 KB) from: https://ebyf.bi.us2.oraclecloud.com'. Below this, it asks 'What should Firefox do with this file?' with three options: 'Open with Microsoft Excel (default)' (selected), 'Save File', and 'Do this automatically for files like this from now on.' (unchecked). At the bottom, there are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red box.

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9. Excel will open using a PIVOT Table. All of the data columns have a drop down to use to filter.

If you want the detail by pay date, you can filter for each pay (process) date.

Note that the Assignment Category is the Employment Category (see #4, above)

| | A | B |
|---|--------------|---|
| 1 | Process Date | (All)  |
| 2 | Fund | (All)  |
| 3 | Cost Center | (All)  |
| 4 | | |

| Employee Id | First Name | Last Name | Assignment Category | Department |
|-------------|------------|-----------|---------------------------------|-------------------------|
| 0753909 | Natalie | Coomes | Students-No Benefits-Non Exempt | Human Resource Services |
| Grand Total | | | | |

| Earnings Element Name | Fund | Cost Center | 512000-Stud Hourly Salaries | 517600-Leave Assessment | 519700-Workers Comp - All Employees | Grand Total |
|-----------------------|------|-------------|-----------------------------|-------------------------|-------------------------------------|-------------|
| Reg Earn Hr Student | 1104 | 4450300 | 456 | 3.42 | 2.15 | 461.57 |
| | | | 456 | 3.42 | 2.15 | 461.57 |