



Payroll Detail Dashboard Page

The Payroll Detail dashboard page is located on the Human Resources dashboard in OBI. Use this dashboard to view payroll charges by cost center or employee, to view payroll accounting corrections, and to assist with financial forecasting. This dashboard can also be used to view an employee’s Institutional Base Salary (IBS) earnings within the specified period.

Employee Lookup Absence Management Appointment Information and Costing Base Salary Listing **Payroll Detail** Payroll Forecasting Reports

Prompts

If IBS only is selected below, only earnings that are included in Institutional Base Salary will be displayed (benefits will not be included).

* Fiscal Year --Select Value-- Job Category --Select Value-- Entity --Select Value-- Project --Select Value--
 Period --Select Value-- Include Only IBS? No Source --Select Value-- Task --Select Value--
 Check Date Between Element --Select Value-- GL Organization --Select Value-- Award --Select Value--
 Transaction Date Between HR Planning Unit --Select Value-- Activity --Select Value-- Include PTAs? Yes
 Last Name contains any GL ORG Parent Level --Select Value-- Function --Select Value-- E-Verify Awards Only? No
 First Name contains any GL ORG Parent #/Desc --Select Value-- Object --Select Value--
 Employee Number --Select Value--

Dashboard Prompts

Multiple prompt options are available on this dashboard. **Fiscal Year** is a required prompt. Please select Fiscal Year and **at least one other prompt** to limit the report by specific assignment or costing criteria as appropriate.

Prompt Definitions

Term	Definition
*Fiscal Year	* (Asterisk) indicates this is a required field. Select the appropriate Fiscal Year and at least one other prompt. Transactions posted in the selected fiscal year will be displayed, regardless of check date.
Period	The accounting period. Transactions posted in the selected period will be displayed, regardless of check date.
Check Date Between	The employee’s pay date. Search for a specific check date or a range of check dates.
Transaction Date Between	The transaction date is the same as the check date, unless an accounting correction has been completed and then it’s the transaction date entered on the payroll expense distribution (PEDS) transfer.
Employee Number/Last Name/First Name	If you would like to search for a specific employee, enter the employee’s six-digit employee number, or their last name/first name.
Job Category	The classification of employees based on job duties within the institution (i.e. Administrators, Classified, Faculty, Program Employment, Research, and Student).
Include Only IBS?	Change prompt to Yes if you would like to only view pay elements that are included in Institutional Base Salary as defined in Ohio University policy 41.005. <i>Note: If yes is selected, only IBS earnings elements will be displayed. Benefits, insurance, etc. will not be included.</i>
Element	This report contains earnings and benefit payroll elements. For example, OU Regular Salary, Overtime, Additional Pay, Benefits, Medicare, Worker’s Comp, etc.

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Term	Definition
HR Planning Unit	The planning unit on an employee's HR assignment record. Caution: An employee can be costed to an org that differs from the HR planning unit where they are assigned. Use the GL Organization prompt to view employees costed to a specific org.
GL ORG Parent Level	The parent level (letter) of the GL Organization hierarchy (based upon costed org. See GL Organization definition below)
GL ORG Parent #Desc	The GL Organization parent number with description (based upon costed org. See GL Organization definition below)
GL Organization	Identifies who administers the funds, such as the Planning Unit or Department within the Planning Unit. The organization to which an employee's payroll is costed. Warning: If prompted by GL Organization and the employee is split-costed, only the amount costed to the (prompted) GL Organization will show. As a result, you would need to query both GL Organizations to see the entire cost picture.
Entity/Source/GL Org/Activity/Function/Object	These prompts allow you to specify GL segments where the employee(s) wages and benefits are charged. Using these prompts will only display the portion of the wages charged to the GL account entered.
Project/Task/Award	These prompts allow you to specify portions of a PTA to see employee(s) costed to specific grant accounts. Using these prompts will only display the portion of the wages charged to the PTA account entered.
Include PTA's?	This selection will default to Yes. Select No if you do not want grant accounting (PTA) charges included in the results.
E-Verify Awards Only?	Defaults to No. Select Yes if you would like to view only federal contract awards that require employees to complete the E-Verify process in accordance with the Federal Acquisition Regulation (FAR) rule. For more information, see the E-Verify Requirements for Grants on the OHIO Finance website: https://www.ohio.edu/finance/everify-requirement-grants

Criteria

The following data is included in this dashboard:

- Payroll transactions for current and former employees, including faculty, staff, and student employees
- All wages, Worker's Compensation, retirement, Medicare, and insurance
- Only transactions already processed in payroll
- Net amounts of debits and credits (debits and credits are not shown separately)
- Original, transferred, and current accounts

Payroll Detail Dashboard

View Selections

View selection options are available on the Payroll Detail Dashboard to allow users to analyze payroll detail by employee or by cost center/PTA. The default columns displayed on each report view varies.

Payroll Detail by Employee View

This view displays the payroll detail by employee name. It is sorted by employee and then cost center/PTA.

Payroll Detail

Select View Payroll Detail by Employee

Fiscal Year	Full Name	Employee Number	Cost Center	PTA	Planning Unit Name Formal	Job Category	Position Number	WAGES Current Net	WC Current Net	RET Current Net	MED Current Net	INS Current Net	OTHER Current Net	TOTAL Current Net
2019			10-100000-170300-0000-20		Honors College	Student		1,555.00	11.49	180.60	18.71			1,765.80
								1,555.00	11.49	180.60	18.71			1,765.80
			10-100000-170000-0000-75		Honors College	Student		132.53	0.97	18.56				152.06
								132.53	0.97	18.56				152.06
			10-100000-170000-0000-75		Honors College	Student		280.70	2.06					282.76
								280.70	2.06					282.76
			10-100000-170000-0000-42		Honors College	Administrators		24,801.04	123.42	2,338.38	353.45	3,343.92		30,960.21
								24,801.04	123.42	2,338.38	353.45	3,343.92		30,960.21
			10-100000-170000-0000-75		Honors College	Student		136.80	1.02					137.82
			22-140000-760500-0000-60		Honors College	Student		2,401.68	17.67	22.67	2.35			2,444.37
				15224-19-1133316	Honors College	Student		1,220.00	9.02					1,229.02
								3,758.48	27.71	22.67	2.35			3,811.21
			10-100000-100350-1271-10		Honors College	Administrators		1,897.52	14.00	265.68	27.04			2,204.24
			10-100000-170400-0000-75		Honors College	Administrators		30,866.65	228.11	4,321.30	438.63	4,737.23		40,591.92
			10-100000-170500-0000-75		Honors College	Administrators		30,866.68	228.07	4,321.32	438.69	4,737.21		40,591.97
								63,630.85	470.18	8,908.30	904.36	9,474.44		83,388.13

Payroll Detail by Cost Center/PTA View

This view displays the payroll detail by Cost Center/PTA view. It is sorted by cost center/PTA and then employee.

Payroll Detail

Select View Payroll Detail by Cost Center/PTA

Fiscal Year	Cost Center/PTA	Full Name	Employee Number	Planning Unit Name Formal	Job Category	Position Number	WAGES Current Net	WC Current Net	RET Current Net	MED Current Net	INS Current Net	OTHER Current Net	TOTAL Current Net
2019	10-100000-100350-1271-10			Honors College	Administrators		1,897.52	14.00	265.68	27.04			2,204.24
	10-100000-100350-1271-10 Total						1,897.52	14.00	265.68	27.04			2,204.24
	10-100000-150450-0000-30			Honors College	Student		494.00	3.64					497.64
	10-100000-150450-0000-30 Total						494.00	3.64					497.64
	10-100000-170000-0000-10			Honors College	Administrators		0.00	0.00	0.00	0.00	0.00		(0.00)
	10-100000-170000-0000-10 Total						0.00	0.00	0.00	0.00	0.00		(0.00)
	10-100000-170000-0000-42			Honors College	Administrators		24,801.04	123.42	2,338.38	353.45	3,343.92		30,960.21
				Honors College	Administrators		69,062.50	510.17	9,668.75	989.06	7,105.83		87,336.31
				Honors College	Classified		26,520.09	195.89	3,712.78	374.76	9,774.55		40,578.07
				Honors College	Administrators		34,536.52	255.17	4,835.14	456.62	7,105.83		47,189.28
	10-100000-170000-0000-42 Total						154,920.15	1,084.65	20,555.05	2,173.89	27,330.13		206,063.87
	10-100000-170000-0000-75			Honors College	Student		132.53	0.97	18.56				152.06
				Honors College	Student		280.70	2.06					282.76
				Honors College	Student		136.80	1.02					137.82

Payroll Detail Dashboard

Dashboard Columns

Default Columns

The following columns are displayed on the dashboard:

Term	Definition
Fiscal Year	The fiscal year in which the transaction occurred
Full Name	The employee's full name
Employee Number	The six digit number assigned to the employee in Oracle.
Cost Center/PTA	The five segment cost center (entity, source, org, activity, and function) or Project Task Award (PTA) where the employee(s) wages and benefits are charged
HR Planning Unit	The planning unit where the employee is assigned. This may not reflect the planning unit where the wages were charged if an employee is split-costed or performing work outside their primary planning unit.
Job Category	The classification of employees based on job duties within the institution (i.e. Administrators, Classified, Faculty, Program Employment, Research, and Student)
Position Number	The number assigned to the employee's position. This identifier always starts with a "PN". Early Retiree position numbers start with "PNER".
Wages Current Net*	An employee's gross wages charged to the department, after any applicable accounting corrections have been made
WC Current Net*	Worker's Compensation charges to the department, after any applicable accounting corrections have been made
RET Current Net*	Retirement charges to the department, after any applicable accounting corrections have been made
Medicare Current Net*	Medicare charges to the department, after any applicable accounting corrections have been made
INS Current Net*	Benefits insurance charges to the department, after any applicable accounting corrections have been made
Other Current Net*	Any other charges to the department, after any applicable accounting corrections have been made
Total Current Net*	A total of all charges to the department, after any applicable accounting corrections have been made

****Net refers to net of debits and credits, not an employee's net pay***

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Additional Columns

The following additional columns will be included if you export the data to a CSV file:

Term	Definition
Original Net*	A total of all charges to the department, before any applicable accounting corrections have been made
Transfer Net*	The total amount of accounting corrections (transfers) applied to/from the account. Transfers to the account are shown as positive amounts and transfers from the account are shown as negative amounts.
HR Organization/ HR Organization With Name	The organization where the employee is assigned. This may not reflect the organization where the wages were charged if an employee is split-costed or performing work outside their assigned HR org.
Entity Name, Source Name, Organization Name, Activity Name, Object and Object With Name	These additional GL segments/segment names can be exposed on the report if desired
Object Group	Categorization of object codes to determine if the charges roll up to Wages, Insurance, Medicare, Retirement, Worker's Compensation, or Other
Task Org#	The organization responsible for the Task
Fiscal Period Name/ Fiscal Period Number	The accounting period and corresponding fiscal period number when the transaction occurred (July=1, August=2, etc.)
Element	The compensation and benefit types applied to employees. For example, OU Regular Salary, Overtime, Additional Pay, Benefits, Medicare, Worker's Comp, etc.
Transaction Date	The transaction date is the same as the check date, unless an accounting correction has been processed. The date the funds were transferred will be displayed for payroll transactions that have had accounting corrections.
Check Date	The date the employee is paid
Award Category E-Verify	If the payroll charges are on a federal contract award that requires employees to complete the E-Verify process, this column will be populated with REQUIRED. If not required, this column will be blank. E-Verify Requirements for Grants on the OHIO Finance website: https://www.ohio.edu/finance/everify-requirement-grants
E-Verify Date	If the employee completed the E-Verify process on or before the transaction date, this column will be populated with the completion date. If the employee did not complete the E-Verify process prior to the transaction date, this column will be blank. Once the employee completes the E-Verify process, the column will reflect the completion date for only transactions that occur beyond that point.

**Net refers to net of debits and credits, not an employee's net pay*