



Payroll Forecasting Dashboard Page

The **Payroll Forecasting** dashboard page is located on the Human Resources dashboard. Use this dashboard to view actual and forecasted payroll data for salaried employees.

Human Resources Home Catalog Favorites Dashboards New Open Signed In As

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

Prompts

This dashboard contains payroll forecasting data for salaried employees only. Please select the Fiscal Year and at least one additional prompt to view results.

* Fiscal Year 2019	Job Category --Select Value--	Entity --Select Value--	Project --Select Value--
Period --Select Value--	Forecasting Rollup --Select Value--	Source --Select Value--	Task --Select Value--
Employee Number --Select Value--	HR Planning Unit --Select Value--	GL Organization --Select Value--	Award --Select Value--
Last Name contains any	HR Org --Select Value--	Activity --Select Value--	Include PTAs? Yes
First Name contains any	GL ORG Parent Level --Select Value--	Function --Select Value--	
	GL ORG Parent #/Desc --Select Value--	Object --Select Value--	

[Apply](#) [Reset](#)

Dashboard Prompts

Multiple prompt options are available on this dashboard. **Fiscal Year** is a required prompt. Please select **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 in which the check date occurred.
Period	The accounting period in which the check date occurred. If you are forecasting for a fiscal year, do not specify the period. Forecasted data is not available if you select only periods that have occurred in the past.
Job Category	The classification of employees based on job duties within the institution (i.e. Administrators, Classified, Faculty, Program Employment, Research, and Student).
Forecasting Rollup	If you would like to search for specific types of pay elements, choose the appropriate element groups from the drop-down menu.
Employee Number/ Last /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.
*HR Planning Unit/Org	The planning unit/org on an employee's HR record.
*GL Org Parent Level	The parent level (letter) of the GL Organization hierarchy.
*GL ORG Parent #/ Desc	The GL Organization parent number with description.
*Entity/Source/GL Org/Activity/ Function/Object	These prompts allow you to specify GL segments where the employee(s) wages are charged. Using these prompts will only display the portion of the wages charged to the selected GL account. Task orgs are included in the GL Org prompt for PTA accounts (when PTAs are included).

***Note:** When using Planning Unit and Organization prompts, it is important to keep in mind that an employee may belong to an HR Org; however, their payroll distribution may be charged to an entirely different GL Org. If you prompt by **Planning Unit** or **HR Org**, you will only see the rows for the assignments within those orgs. If you prompt by **GL Org** or **GL Org Parent**, you will only see the rows that were charged to that GL org.

Payroll Forecasting Dashboard

Term	Definition
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 entered.
Include PTAs?	This selection will default to Yes. Select No if you do not want grant accounting (PTA) charges included in the results.

View Selections and Report Columns

Multiple views are available on the Payroll Forecasting Dashboard to allow users to analyze data at summarized or detailed levels by employee and/or accounts as needed. The columns exposed by default on each report view varies.

View	Explanation	Report Layout with Default Columns																																																												
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Columns on CSV Export

Regardless of the view selected, every column available in the dashboard will be included in the file when exported as CSV data. These columns include:

- Account/Cost Center
- Forecasting Rollup
- Current Salary
- Actual Amounts
- Projected Amounts
- Check Dates
- HR Planning Unit/Org/Location
- Position Number
- Employee Number/Name
- Job Category/Job Code/Job Family
- Appointment Start Date
- People Group Name (includes the appointment months and retirement plan)

Dashboard FAQs

What employees are included in payroll forecasting dashboard?

- The report contains payroll detail for all salaried employees (active or terminated) paid in the period selected. Hourly-paid employees are not included in the report.

Payroll Forecasting Dashboard

How are the amounts calculated in the payroll forecasting dashboard?

- Actual payroll charges are reflected on the report for payrolls that have already been processed. If accounting corrections were processed for those payrolls, the report will only show the final account that the charges were transferred to; the original accounts are not displayed on the report.
- Forecasted payroll charges are displayed for pay periods not yet processed in payroll.
- Assignment or salary changes entered into Oracle are taken into consideration in the forecasted calculations. For example, if a future-dated salary change is entered into Oracle, the new salary will be used in the forecasted calculations. Assignment or salary changes not yet entered into Oracle will not be reflected in the calculations.
- Medicare rates are based upon adjusted gross income after all pre-tax deductions (i.e. health, dental, etc.). Details of the pre-tax benefits are not included in the report because they are not charged to the departmental accounts.

How are graduate student stipends calculated in the payroll forecasting dashboard?

- Graduate student stipends are forecasted based upon appointment information entered into the OGA system. Appointments not yet entered into the OGA system will not be reflected in the calculations.

How are adjunct compensation, early retiree pay, or supplemental pay elements calculated in the payroll forecasting dashboard?

- Additional compensation types, (i.e. Academic Term Pay, Additional Salary, Overloads, Early Retiree Pay, etc.) are forecasted based upon the effective start and end dates of the contracts submitted and approved. Contracts not yet entered, or in pending approval status in ICD, are not included.

What do I need to consider if I am using the Position Number (PN) to reconcile payroll forecasting data to my budget reports?

- Not all positions have PNs assigned (i.e. adjunct faculty, students).
- If an employee vacated a position and it was re-filled, both of these employees will show on the payroll forecasting report with the same PN.
- Vacant positions are not included in the payroll forecasting report (unless previously filled in the fiscal year, then only actual data will be displayed).
- PNs must be in the correct format to find a match on the payroll forecasting report (PN123456 or PNER1234).