

## Work Instruction

# Payroll Distribution Report and Payroll Distribution Report for archived data

## When to Use

### Payroll Distribution Report

This report is most commonly used to perform a monthly reconciliation of payroll charges between payroll entries in HRIS and the payroll charges posted to FIS.

This report is required to be run each month by departmental business officers in order to reconcile the departmental accounts.

### Payroll Distribution Report for archived data

This report is used to review payroll charges to FIS accounts older than 18 months.

## Report Functionality

The report provides the details of the payroll transactions that were calculated within HRIS and “sent over” to FIS for posting. The report:

- Presents the HRIS details of the actual salary and benefit charges incurred as well as the payroll reserves calculated for a specific month, the totals of which should agree to the actual postings in FIS\*.
- Summarizes the payroll payment information using FIS account information and coding.
- Subtotals the payroll information by general ledger accounts to facilitate reconciliation to FIS reports, namely the Monthly Statement of Accounts.
- Downloads the payroll details into an excel spreadsheet providing the user with the flexibility of being able to re-sort the data to meet other reporting requirements.
- Download contains additional information not available in the *Online* version, namely, Position number, Employee sub-group, Contract type, Job. This additional information can be used to prepare analysis and management reports on FIS salary & benefit costs using HR (i.e. HRIS) information. For example, the Employee sub-group can be used to allocate FIS salary & benefit costs between Tenured and Non-tenured staff.

### **NOTE:**

Actuals: These will be posted to the FIS accounts listed within the HRIS records irrespective of whether there are sufficient funds; the only exception to this rule relates to Fund accounts. If the Fund date is in the past, indicating that the fund is closed for further postings; the payroll entry is re-directed to the CFC listed on the HRIS record.

Reserves: If there are sufficient funds available, there should be no difference between the payroll

reserve amount reported on the Payroll Distribution report and the payroll reserves reported in FIS. If there are insufficient funds to cover the payroll reserve requirement, the payroll program will reserve whatever it can until funds available is "0". A payroll reserve will never create an overdraft in a FIS account.

## ***Detailed Procedures***

Access the report using any of the following menu paths:

### **Payroll Distribution Report**

<b>Menu - FIS</b>	<i>Accounting &gt;&gt; Financial Accounting &gt;&gt; Funds Management &gt;&gt; Information System &gt;&gt; Funds Management Section(U of T Reports) &gt;&gt; Month-End Reports &gt;&gt; Payroll Distribution Report</i>
<b>Menu - HRIS</b>	<i>Human Resources &gt;&gt; Information System &gt;&gt; Personnel Management &gt;&gt; Administration &gt;&gt; Departmental Level Administration &gt;&gt; Payroll &gt;&gt; Reports from Payroll Posting &gt;&gt; Payroll Distribution Report</i>
<b>Transaction Code</b>	<i>ZHJR ZHJR004</i>

**OR**

### **Payroll Distribution for archived data Report**

<b>Menu - FIS</b>	<i>Accounting &gt;&gt; Financial Accounting &gt;&gt; Funds Management &gt;&gt; Information System &gt;&gt; Funds Management Section(U of T Reports) &gt;&gt; Month-End Reports &gt;&gt; Payroll Distribution Report for archived data</i>
<b>Menu - HRIS</b>	<i>Human Resources &gt;&gt; Information System &gt;&gt; Personnel Management &gt;&gt; Administration &gt;&gt; Departmental Level Administration &gt;&gt; Payroll &gt;&gt; Reports from Payroll Posting &gt;&gt; Payroll Distribution Report for archived data</i>
<b>Transaction Code</b>	<i>ZHJR_ZHJR004A</i>

**Selection screen for Report(s):**

Program Edit Goto System Help

**Payroll Distribution Report**

UOFT - Defaults → UOFT

Enter Funds Center → 211170

Funds \_\_\_\_\_ to \_\_\_\_\_

Fiscal Year 2006 → Enter the UofT fiscal year. (Defaults to current fiscal year)

Fiscal Period 5 → Enter the UofT fiscal period. (Defaults to last available period)

Include Funds Center Hierarchy → Click to include all Funds Centers in the hierarchy

Include G/L Summary Totals → Click to subtotal charges by G/L

You can access the documentation using the ( I ) button. (Hint: you will be asked to complete the required fields, just input "x")

Enter the fund. If left blank, all funds with activity in the month will be included in the report.

Program Edit Goto System Help

**Payroll Distribution Report for archived data**

FM Area UOFT

Funds Center 211170

Funds \_\_\_\_\_ to \_\_\_\_\_


Fiscal Year 2003

Fiscal Period 5

Include Funds Center Hierarchy

Include G/L Summary Totals

Same input screen selection options as above. The report runs and displays exactly the same way as the Payroll Distribution Report.

Click on  to execute the report.

**Report output views:**

**A. Online View:**

**Payroll Distribution Report**

Click the "Download" button to access the Excel version of the report. (See part B. Report Download View)

CRICHTON, MICHAEL      Funds center: 211170      CRICHTON, MICHAEL      Page : 1  
 Fund: 456701      HISTORY  
 Sponsor: 300347      Canadian Breast Cancer Foundation  
 Sponsor Year Start: 01.07.2005      Sponsor Year End: 30.06.2006(S)      Sponsor Year: Jul-Jun  
 Grant Start Date: 01.07.2004      Grant End Date: 30.06.2007  
 Fund Start Date: 01.07.2004      Fund End Date: 30.06.2007(F)

Allows you to navigate horizontally on the report

Pers. Number	Last Name	Init	Pay	Current Month Sa1/Ben Temp	Fiscal Sa1/Ben	Sa1/Ben Reserve	Reserve End Date	SBR Rate	Total Amount of Sa1/Ben	Payment End Date (P)	Description
COST CENTER: 11123 TRAINING: Research											
COMMITMENT ITEM: HRIS-APPT G/L NAME: 001050 Pay: Union											
300347	Julia Kwong	E	M09	0.00 3,671.17 816.84	11,013.51 2,450.52	33,040.53 7,351.52	30.06.06(S)	0.2225	44,054.04 9,802.04	12.09.06	ResAssista
G/L Total:				0.00 3,671.17	11,013.51	33,040.53			44,054.04		
CI Total:				0.00 3,671.17	11,013.51	33,040.53			44,054.04		
COMMITMENT ITEM: HRIS-BEN G/L NAME: 001910 Pay: Benefits Appt.											
				816.84	2,450.52	7,351.52			9,802.04		
CI Total:				0.00 816.84	2,450.52	7,351.52			9,802.04		
Cost Center	11123	TOTAL	0.00	4,488.01	13,464.03	40,392.05			53,856.08		

If the  **Include G/L Summary Totals** checkbox was selected on the selection screen, the following additional information is provided at each break in the Funds Center or Fund Center/Fund combination:

Pers. Number	Last Name	Init	Pay	Current Month Sal/Ben Temp Recurring	Fiscal Sal/Ben	Sal/Ben Reserve	Reserve End Date	SBR Rate	Total Amount of Sal/Ben	Payment End Date (P)	Description
<b>Funds Center/Fund Total</b>				0.00	4,488.01	13,464.03	40,392.05		53,856.08		
<b>Funds Center/Fund Total by G/L</b>											
Cost Center: 11123 ←											
Pay:Union			801050	3,671.17							
Pay:Benefits Appt			801910	816.04							
Overall Total: ←											
Pay:Union			801050	3,671.17	11,013.51	33,040.53			44,054.04		
Pay:Benefits Appt			801910	816.04	2,450.52	7,351.52			9,802.04		
<b>Total:</b>				4,488.01	13,464.03	40,392.05			53,856.08		

At each break in Funds Center or Funds Center/Fund combination, the postings are summarized by G/L account =>by Cost Center/Internal Order and =>for the Funds Center and Funds Center/Fund combination.  
  
This facilitates reconciliation to the Monthly Statement of Account report.

**Information provided on the *Online* view of the Report:**

**Header information:**

Field Name	Description
Funds center	Funds Center number and name
Fund	Fund number and name
Sponsor	Sponsor (funding agency) number and name
Sponsor Year Start / Sponsor Year End	Current fiscal year reporting period for the Sponsor
Sponsor Year	Fiscal reporting period of Sponsor displayed in months; will be used to determine the amounts reported under the <i>Fiscal Sal/Ben</i> and <i>Sal/Ben Reserve</i> columns
Grant Start Date / Grant End Date	Start and end date for this particular funding source as defined by the Sponsor.
Fund Start Date / Fund End Date	FIS dates assigned to the Fund account which defines the dates during which the system will allow postings to the Fund.

**Report details:**

Item	Description
Pers Number	The Personnel Number for the employee as shown in HRIS.
Last Name	The employee's last name, as entered onto Personnel Data (Infotype 2).
Init	The employee's first name initial, as entered onto Personnel Data (Infotype 2).

Pay	<p>Pay period representing the following:</p> <p>M =Monthly paid employee + Number= calendar month</p> <p>F = Fortnightly/Biweekly paid employee + Number=number of pay period in the calendar year</p>
Current Month Sal/Ben:	
→Temp	“One-Time-Only” type of payroll payments or adjustments. i.e. retroactive payroll adjustments. Amounts listed here would be on Additional Payments (Infotype 15), Time Management (Infotype 2052) and any retroactive payments to the employee.
→Recurring	Regular payroll payments, such as salary & benefit charges. Salary listed here would be on Basic Pay (Infotype 8) and Recurring Payments (Infotype 14).
Fiscal Sal/ Ben	Year to date* salary & benefit charges payroll activity is listed here and should agree to the year to date postings in FIS. *(Typically “Year to date” refers to the UofT fiscal year end, however for Funds, this will refer to the Sponsor fiscal year end)
Sal/ Ben Reserve	This amount represents the amount of payroll reserve that has been calculated by HRIS to encumber <i>available</i> FIS funds to the <i>Reserve End Date</i> .
Reserve End Date	<p><u>For Operating and Ancillary CFC accounts:</u></p> <p>Payroll reserves are encumbered until the fiscal year end (i.e. April 30th); the exceptions to this rule being when a <i>payment end date (P)</i> is indicated for the employee and the <i>payment end date</i> is earlier than April 30th.</p> <p><u>For all Fund accounts:</u></p> <p>The fiscal year period used for reporting is either:</p> <p><b>UofT Fiscal year end (blank) = April 30<sup>th</sup> OR Sponsor End Date (S) = Sponsor fiscal year end,</b> and therefore the payroll reserves will be encumbered using the “earliest” date available as follows:</p> <p>Fiscal year end = Either UofT (blank) or Sponsor (S)  Fund end date (F) = Last date a posting will be allowed to Fund  Payment end date (P) = Last date that a payroll payment is scheduled for the employee</p>
SBR Rate	Information provided to facilitate the verification of the calculation of benefit charges.
Total Amount of Sal/Ben	The salary and benefits that will be incurred to the end of the current reporting period i.e. fiscal yearend, sponsor yearend, or fund end date and should be the sum of the Fiscal Sal/Ben and the Sal/Ben Reserve amounts.
Payment End Date (P)	Date indicating that there will be a “ <i>final</i> ” salary payment made to the employee out of the specific funding source and may be used in the calculation of the Sal/Ben Reserve.

**B. Report Download View**

Download the report to Excel using the “Download” icon:



The same basic information contained in the *Online view* of the report is provided in the excel download. In the downloaded report, the information is presented in a format designed to facilitate data management, i.e. sorting, filtering, summing by employee, etc. For example:

Online view:

CRICHTON, MICHAEL		Funds center: 211170	CRICHTON, MICHAEL		Page: 1
		Fund: 456701	HISTORY		
		Sponsor: 308347	Canadian Breast Cancer Foundation		
		Sponsor Year Start: 01.07.2005	Sponsor Year End: 30.06.2006 (S)	Sponsor Year: Jul-Jun	
		Grant Start Date: 01.07.2004	Grant End Date: 30.06.2007		
		Fund Start Date: 01.07.2004	Fund End Date: 30.06.2007 (F)		

Pers. Number	Last Name	Init	Pay	Current Month Sal/Ben Temp	Fiscal Sal/Ben Recurring	Sal/Ben Reserve	Reserve End Date	SBR Rate	Total Amount of Sal/Ben	Payment End Date (P)	Description
COST CENTER: 11123 TRAINING:Research											
COMMITMENT ITEM: HRIS-APPT											
G/L NAME: 801050 Pay:Union											
1	300347	Jglia Kwong	E M99	0.00	3,671.17	11,013.51	33,040.53	30.06.06 (S)	44,054.04	12.09.06	ResAssista
					816.84	2,450.52	7,351.52	0.2225	9,802.04		
G/L Total:				0.00	3,671.17	11,013.51	33,040.53		44,054.04		

Download view:

Sponsor end	Commitment Item	G/L	G/L name	Personnel no	Recur Sal	Fiscal Sal	Reserved Sal	Reserved End	Total Salary	Appt. end
06/30/2006	HRIS-APPT	801050	Pay:Union	300347	3,671.17	11,013.51	33,040.53	06/30/2006	44,054.04	09/12/2006
06/30/2006	HRIS-BEN	801910	Pay:Benefits Appt	0.00	816.84	2,450.52	7,351.52		9,802.04	

The *Download View* also contains additional HRIS data that can be used in the analysis of payroll data as well as in the preparation of management reports as follows:

Position	Subgroup	Subgroup Desc.	Job	Job Desc.	Contract Type	Contract Type text
22,280.00	U3	USWA	367.00	Research Officer 2	05	Term

Field Name	Description
Position	Position number assigned to employee
Subgroup	Alpha numeric code identifying the employee’s staff grouping (i.e. Research Associate, USW, Prof tenure Stream)
Subgroup Desc.	Description for <i>Subgroup</i> code
Job	Alpha numeric code for the Job group (i.e. Research Assoc-Term)
Job Desc.	Description for the <i>Job</i> code
Contract Type	Alpha numeric code identifying the employee’s appointment type (i.e. Term, Annual, Continuing, etc.)
Contract Type text	Description for the <i>Contract Type</i> code

End of Procedure.