Payroll Reconciliation Dashboard Reports
User’s Guide

Last modified: March 4, 2010
# TABLE OF CONTENTS

Overview ........................................................................................................................................... 3

Report Field Definitions .................................................................................................................. 3

Access to the Reports ..................................................................................................................... 4

Reports ........................................................................................................................................... 6

  Biweekly Report ........................................................................................................................... 6
    Search by Department ID ........................................................................................................... 7
    Exception Report ...................................................................................................................... 8
  Non-Exempt Hours Report .......................................................................................................... 12
    Search by Department ID ........................................................................................................ 13
    Exception Report .................................................................................................................... 14
  Compensation Rate Report ........................................................................................................ 16
    Search by Department ID ........................................................................................................ 17
    Exception Report .................................................................................................................... 19

PeopleSoft to Advantage Report .................................................................................................. 20
Overview

The purpose of this user guide is to illustrate the procedural steps of using the Payroll Reconciliation Dashboard Reports.

The Payroll Reconciliation Dashboard Reports may be used as a tool in the reconciliation process.

Reports

**Biweekly Payroll** - Provides by pay period salary/wages by employee compared against calculated pay from Job Data. The detail view of this report contains payroll detail including account distribution. This report provides payroll information for on-cycle payroll expenses only; use the PeopleSoft to Advantage report for off-cycle information.

**Non-Exempt Hours** - Provides time reporting information for hourly employees by pay period on approved hours, hours paid, unapproved hours and standard hours.

**Compensation Rate** - Identifies rate of pay changes between the selected pay period and the prior pay period.

**PeopleSoft to Advantage** - Provides a monthly reconciliation between PeopleSoft and Advantage payroll expense by account. This report provides information on the off-cycle payroll expenses.

Report Field Definitions

**Biweekly Payroll Report**
Amount Paid – Gross pay from employee’s paycheck
Calculation – Non Exempt=hourly compensation rate multiplied by paid hours; Exempt=hourly compensation rate multiplied by standard hours
Difference – Difference between Amount Paid and Calculation
Amount Deducted – Unpaid sick, unpaid vacation, furlough, etc

**Non-exempt Hours Report**
Standard Hours – Pay period standard hours from the employee job record in PeopleSoft
Recorded Hours-Hours entered into the PeopleSoft timesheets
Not Approved/Denied - Hours entered into PeopleSoft timesheets and not approved or denied by the Department Time Administrator (DTA)
Approved Hours - Hours approved by the DTA
Paid Hours – Total hours reported on the paycheck affecting gross pay; including unpaid sick, unpaid vacation, furlough, etc.
Difference - Difference between Paid Hours and Approved Hours

**PeopleSoft To Advantage Report**
Bi-Weekly Payroll – total of the amounts paid to each employee from the account selected, for each pay period in the fiscal month selected
Off-Cycle Payroll Transactions – lists employees who were paid on an off-cycle check run for the fiscal month and account selected
Redistribution Transactions – any redistribution entries processed through PeopleSoft for that fiscal month
Advantage Only Transactions – any journal entries processed in Advantage during the fiscal month that used a personal services object code (beginning with 71xx)
For additional information on recommended best practices related to payroll reconciliations refer to the Best Practices on Financial Services website.

Access the Reports
To access the Payroll Reconciliation Reports go to ASU Dashboards

- Click on Payroll Reconciliation
• Log on with your ASURITE ID and Password

If you do not have access to the Payroll Reconciliation Dashboard Reports you may request access by going to the Dashboard main page: ASU Dashboards and clicking on the Request Access link on the left hand bottom of the page.
Reports

The Biweekly Payroll Report provides salary/wages paid by employee by pay period compared against calculated pay from Job Data. The report can be viewed by department ID, employee ID or account. This report provides payroll information for on-cycle payroll expenses only; use the PeopleSoft to Advantage Report for off-cycle information.

Selecting the Biweekly Payroll Report

Using the drop down boxes select:

- Fiscal Year
- Fiscal Month
- Pay Period
- Report Type: Biweekly Payroll
- Search By: (Choose one, Department ID, Employee ID or Account)
- In the last box, enter Department ID or Employee ID
- Click “GO”
Searching by Department ID

Additional pay amounts set up through the Additional Pay Module in PeopleSoft are also included in the “Calculation” field in the Payroll Report.

A “Difference” will be created when the amount paid for an employee does not equal the “Calculation” amount. Differences may occur due to unpaid leave, certain pay adjustments created through payroll (instead of through time and labor), overtime pay, or an error in calculation.

From the summary screen, there are two options to view detailed records. From the View drop down box choose:

- Details
- Exception Details will provide details only for those employees with “Differences” only

You may also click on the Empl ID, to view the detail for a single employee.
In the example above the employee selected shows a difference of $847.36 in the Summary view.

In the example above the “Exception Details” report is displayed and the difference is due to unpaid sick salary (USS) hours.

A list of earnings codes can be found at the Commitment Accounting Website.
The “Detail” report provides additional information including the account distribution, the hourly rate and earnings code.

Use the Back navigation to return to the previous screen.

By clicking on the “printer friendly” button you will be able to view only the detailed information without the side bar and search information located on the top of the screen.

**Printer friendly view:**

<table>
<thead>
<tr>
<th>Payroll End Date</th>
<th>Department ID</th>
<th>Position Number</th>
<th>Pay Group</th>
<th>Standard Hours</th>
<th>Hourly Rate</th>
<th>Salary</th>
<th>Agency Org</th>
<th>Earnings Code</th>
<th>Paid Hours</th>
<th>Amount Paid</th>
<th>Amount Calculated</th>
<th>Amount Deducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/07/2010</td>
<td>D0201</td>
<td>115374</td>
<td>SAL</td>
<td>80</td>
<td>22.69</td>
<td>47,000.00</td>
<td>W/11003</td>
<td>REG</td>
<td>338.94</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/07/2010</td>
<td>D0201</td>
<td>115374</td>
<td>SAL</td>
<td>80</td>
<td>22.69</td>
<td>47,000.00</td>
<td>W/11003</td>
<td>REG</td>
<td>338.94</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/07/2010</td>
<td>D0201</td>
<td>115374</td>
<td>SAL</td>
<td>80</td>
<td>22.69</td>
<td>47,000.00</td>
<td>W/11003</td>
<td>REG</td>
<td>112.98</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/07/2010</td>
<td>D0201</td>
<td>115374</td>
<td>SAL</td>
<td>80</td>
<td>22.69</td>
<td>47,000.00</td>
<td>W/11003</td>
<td>REG</td>
<td>112.98</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/07/2010</td>
<td>D0201</td>
<td>115374</td>
<td>SAL</td>
<td>80</td>
<td>22.69</td>
<td>47,000.00</td>
<td>W/11003</td>
<td>REG</td>
<td>21.19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/07/2010</td>
<td>D0201</td>
<td>115374</td>
<td>SAL</td>
<td>80</td>
<td>22.69</td>
<td>47,000.00</td>
<td>W/11003</td>
<td>REG</td>
<td>21.19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/07/2010</td>
<td>D0201</td>
<td>115374</td>
<td>SAL</td>
<td>80</td>
<td>22.69</td>
<td>47,000.00</td>
<td>W/11003</td>
<td>REG</td>
<td>7.06</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/07/2010</td>
<td>D0201</td>
<td>115374</td>
<td>SAL</td>
<td>80</td>
<td>22.69</td>
<td>47,000.00</td>
<td>W/11003</td>
<td>REG</td>
<td>7.06</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
You may also click on any of the column headings to sort by that column amount. In the example above, the amount paid column was chosen. It first sorts from lowest to highest, but if you click on the header again, it will sort from highest to lowest.
Searching by Employee ID will provide details only for the selected employee.

Searching by Account

Searching by Account will provide a detailed report for all employees who are paid from the selected account. In the event that an employee is paid from more than one account, the report will show the details for each account from which the employee is paid. The total amount paid line, however, reflects the total only for the account selected.
The **Non-Exempt Hours Report** provides time reporting information for hourly employees by pay period on approved hours, hours paid, unapproved hours and standard hours. The report can be viewed by department ID or employee ID.

**Selecting the Non-Exempt Hours Report**

Using the drop down boxes select:

- Fiscal Year
- Fiscal Month
- Pay Period
- Report Type: Non-Exempt Hours
- Search By: (Choose one, Department ID or Employee ID)
- In the last box, enter Department ID or Employee ID
- Click “GO”
Searching by Department ID

In the following example Department ID D0201, fiscal month 7 and pay period 12/28/2009 to 1/10/2010 was selected.
Creating Exception Report

Click on the Show/Hide Exception Details to create an exception report of employees that have a difference between Approved Hours and Paid Hours.

Exception Report
Possible reasons for a “Difference” are:
- Compensatory time earned
- Overtime pay
- Vacation payout
- Other adjustments

Click on an Employee ID to view detail for an individual employee.
The **Compensation Rate Report** is used to confirm compensation rates for employees. The report is a comparison of the compensation rate for the selected pay period against the prior pay period. The report can be run by department ID or employee ID.

### Selecting the Compensation Rate Report

![Image of compensation rate report selection](image)

Using the drop down boxes select:

- Fiscal Year
- Fiscal Month
- Pay Period
- Report Type: Compensation Rate
- Search By: (Choose one, Department ID or Employee ID)
- In the last box, enter Department ID or Employee ID
- Click “GO”
Searching by Department ID

In the following example Department ID D0201, fiscal month 7 and pay period 12/28/2009 to 1/10/2010 was selected.

The report shows the compensation rate for the previous pay period and for the selected pay period. A NO in the “Change” column indicates that there has not been a compensation rate change from the prior pay period and a YES indicates that there has been a compensation rate change from the prior pay period.

The employee Status Code is also listed for every employee.

Employee Status codes are:
- A – Active
- L – Leave of Absence
- P – Leave with Pay
- S – Suspended
- W – Short Work Break
- T – Terminated
- R – Retired
Resorting by Column Heading

Clicking on a column header will sort the report by the selected column header. In this example the report is sorted by Position.
Creating Exception Report

Clicking on the “Show/Hide Exception Details” button will create an exception report of employees with a compensation rate change or an employee status change.

Searching by Employee ID

Searching by Employee ID will create a report for the selected employee.
The **PeopleSoft to Advantage Report** provides monthly reconciliations between PeopleSoft and Advantage by account. This report provides information for on-cycle and off-cycle payroll expenses, payroll redistributions and Advantage Only transactions.

**Selecting the PeopleSoft to Advantage Report**

Using the drop down boxes select:

- Fiscal Year
- Fiscal Month
- Report Type: PS to Advantage
- Search by: Account
- Click “GO”
Any differences between PeopleSoft expenses and Advantage expenses should be researched.
You may click on the Bi-Weekly Payroll amount to see the transaction detail for the pay period selected.

Off-Cycle Payroll Transactions will be listed with details of the transaction for the pay period selected.

You may click on the Advantage amount to see the transaction detail from Data Warehouse for the month selected.

If you have any questions, please contact your Financial Services Accountant.