

# Office of the Controller Operational Management and Reporting Finance Intranet – Payroll Reports - Earnings Summary Report

# **Table of Contents**

I.	Purpose	2
II.	Navigation in Finance Intranet	2
III.	Search Options	4
IV.	Export Options and Creating Reports	8

#### I. Purpose

The Earnings Summary Report provides a breakdown of HCM PeopleSoft earnings codes by chartfield string to provide the user a summary of salary and fringe expenses of an employee over a specified time period.

### II. Navigation in Finance Intranet

To access this new tool, go to <u>https://www.admin.sc.edu/</u>.

#### Then navigate to: Payroll Reports > Earnings Summary

1. From the HUB, select the **Payroll Reports** tile.



2. Next, Select the Earnings Summary tile.



### **III. Search Options**

Several search criteria options can be used when creating an earnings summary report; these options include but are not limited to:

- **USCID** Enter the USCID of the employee to review. Typing their name in this field will also provide options to auto-populate.
- **Name –** Enter the name of the employee to review.
- **HCM Dept.** Enter the HCM Home Department to review.
- **Dist. Code** Enter the specific earnings code to review. For example, to find out how much an employee earned in **Special Assignment Pay**, enter **SAP** and select the time period to see the amount and the funding sources used.
- **Operating Unit** Enter the Funding Operating Unit to review.
- **Department (Funding)** Enter the Funding Department to review. This will provide results based on the department used to provide the funding as shown in the Chartfield Column.
- **Fund** Enter the Funding Fund Code to review. For example, to find out how much salary was charged to federal grants, enter **F1000**.
- **Class** Enter the Funding Class Code to review. For example, to find out how much was spent on instruction, enter class **101**.
- Account Enter the account number to review. For example, to review non-federal work study payroll expenses, enter account code **51400**.
- **Project** Enter the project number to review. For example, **10013299** or **80001339**.
- From Pay Period Enter the starting pay period for the report.
- **To Pay Period** Enter the ending pay period for the report.

Important reminders:

- A From Pay Period and To Pay Period <u>must always be selected</u> to return results.
- The Earn % column will only be visible when viewing a single individual employee's earnings.
- **Deductions** and **Tax** may or may not calculate based on the use of additional search criteria (such as Dist. Code).

The following demonstrates running the report for a **single employee** using **USCID** for all earnings from **1/15/2024** to **3/31/2024**. The report provides a summary of earnings codes paid, the funding chartfield, the earnings percentage, along with related deductions and taxes.

South C	Carolina	HUB -	HCN	I DISTRIBUTION - EARNI	NGS SUMMARY	r						Ĝ Sign	out	
	USCID			Supervisor USCID	Pay Group		Combo		Project BU	From Pay Period	Sub-Total	by		
	1000								01/15/2024 🗸	Name,US	CID			
	Name			Empl.Rcd	Dist.Status		Operating L	Jnit	Project	To Pay Period				
					ALL	•	•			03/31/2024 🗸				
	Job			Empl.Class	Dist.Type		Department	t	PI	Pay Run ID				
					ALL	~	•							
	HCM De	pt.		Full/Part	Dist.Class		Fund		Business Manager					
				All 🗸	ALL	~	•		(BM)					
	Journal.			Reg/Temp	Dist.Code		Class							
				All 🗸					CFDA					
				Std.Hours			Account							
									Contract					
				HCM BU [Campus]										
				All					Sponsor					
									Costshare					
Records Found: 398						Sub	omit Clea	r						
Records Found. 000														
NAME	USCID	HCM Dept	JOB	PAY RANGE	ACCOUNT	ERN CODE	СОМВО	CHARTFI	ELD	EARNINGS	EARN %	DED	TAX	TOTAL
territory for	00-00-0	155401	UG76	01/15/2024 - 03/31/2024	51300	HOL	A0000005816	CL040-1550	001-A0001-101-	\$437.02	0.72%	\$146.90	\$34.25	\$818.17
and they find		155401	UG76	01/15/2024 - 03/31/2024	51300	REG	A0000005816	CL040-1550	001-A0001-101-	\$14,713.41	24.28%	\$4,945.61	\$1,153.26	\$20,812.28
realized and	00.004	155401	UG76	01/15/2024 - 03/31/2024	51300	HOL	C0000006158	CL040-1550	001-A0001-10110011285	\$546.28	0.90%	\$183.62	\$42.82	\$772.72
and the second second		155401	UG76	01/15/2024 - 03/31/2024	51300	REG	C0000006156	CL040-1550	001-A0001-10110011285	\$18,391.75	30.35%	\$6,182.01	\$1,441.57	\$26,015.33
		155401	UG78	01/15/2024 - 03/31/2024	51300	HOL	C0000008778	CL040-1550	01-A0001-10110011518	\$187.30	0.31%	\$62.95	\$14.68	\$264.94
and the second second		155401	UG76	01/15/2024 - 03/31/2024	51300	REG	C0000006778	CL040-1550	01-A0001-10110011516	\$6,305.77	10.41%	\$2,119.51	\$494.21	\$8,919.49
100000 NB		155401	UG76	01/15/2024 - 03/31/2024	51300	HOL	C0000006814	CL040-1550	001-A0001-10110012114	\$249.74	0.41%	\$83.94	\$19.57	\$353.26
the strength of the strength o	00-00-0	155401	UG76	01/15/2024 - 03/31/2024	51300	REG	C0000006814	CL040-1550	01-A0001-10110012114	\$8,407.63	13.87%	\$2,828.02	\$658.98	\$11,892.62
The second second second		155401	UG78	01/15/2024 - 03/31/2024	51300	HOL	C0000007558	CL040-1550	01-A0001-10110012719	\$140.48	0.23%	\$47.22	\$11.01	\$198.71
the strength of the strength of the	00000	155401	UG76	01/15/2024 - 03/31/2024	51300	REG	C0000007558	CL040-1550	01-A0001-10110012719	\$4,729.28	7.80%	\$1,589.71	\$370.78	\$8,689.77
including the little	1000	155101	UG70	01/15/2024 - 03/31/2024	51300	REG	A0000005983	CL040-1551	188-A0001-101	\$4,680.84	7.72%	\$1,165.98	\$367.78	\$8,214.61
		155101	UG70	01/15/2024 - 03/31/2024	51300	RTM	A0000005963	CL040-1551	188-A0001-101	\$1,808.51	2.98%	\$450.50	\$142.10	\$2,401.10
								Grand Tota	I	\$60,598.01	100.0%	\$19,803.98	\$4,751.01	\$85,153.00

The below report used the following criteria:

Operating Unit: CL034 Sub-Total by Name, USCID: Checked From Pay Period: 7/15/2024 To Pay Period: 9/30/2024

South Carolina	HUB + H	ICM DISTRIBUTI	ion -	EARNINGS SUMMARY	r					ŵ	Sign out		
	USCID Name		Supervi	isor USCID cd	Pay Group Dist.Status		Combo	Project BU Project	From Pay Period 07/15/2024 V To Pay Period	Sub-Total by Name,USCID			
	Job		Empl.C	lass	Dist.Type ALL		Department	PI	Pay Run ID	]			
	HCM Dept.		Full/Par All	t V	Dist.Class ALL		Fund	Business Manager (BM)					
	Journal.		Reg/Ter	np	Dist.Code		Class	CFDA					
			All Std.Hou	¥ 118		,	Account	Contract					
			HCM BI	U [Campus]				Sponsor					
			~					Costshare					
Records Found: 51,308						Submit	Clear						
NAME	USCID	HCM Dept	JOB	PAY RANGE	ACCOUNT	ERN COD	е сомво	CHARTFIELD		EARNINGS	DED	TAX	TOTAL
in the local line in the	1000	115400	SGNA	07/15/2024 - 09/30/2024	51400	REG	A0000085908	CL034-115400-N1300-202-80005	036-	\$5,880.00	\$0.00	\$23.52	\$5,903.52
	-	115400	SGRA	07/15/2024 - 09/30/2024	51400	REG	A00000085908	CL034-115400-N1300-202-80005	036-	\$2,000.00 \$7,880.00	\$0.00 \$0.00	\$8.00 \$31.52	\$2,008.00 \$7,911.52
Antonio fallegare inche	10000	115200	ED60	07/15/2024 - 09/30/2024	51600	REG	A0000076981	CL034-115200-F1000-202-10011	304-	\$5,168.00	\$1,287.35	\$416.53	\$6,871.88
										\$5,168.00	\$1,287.35	\$416.53	\$6,871.88
Electronic Contraction	1000	115200	SGNA	07/15/2024 - 09/30/2024	51400	REG	A0000085937	CL034-115200-F1000-202-10010	498-	\$6,922.80	\$0.00	\$27.69	\$8,950.49
Contraction 4	<b>Freedom</b>	115200	SGRA	07/15/2024 - 09/30/2024	51400	REG	A00000065937	CL034-115200-F1000-202-10010-	496-	\$1,666.66	\$0.00	\$8.67	\$1,673.33
										\$8,589.46	\$0.00	\$34.36	\$8,623.82
NAME OF TAXABLE PARTY.	10000	115300	SURA	07/15/2024 - 09/30/2024	51400	REG	A0000082834	CL034-115300-F1000-202-100118	808-	\$1,015.00	\$0.00	\$4.08	\$1,019.08
										\$1,015.00	\$0.00	\$4.06	\$1,019.06
and the second sec		115800	UG80	07/15/2024 - 09/30/2024	51300	ALV	A0000005453	CL034-115600-A0001-101-		\$728.49	\$259.64	\$57.03	\$1,043.16
And the second se	1000	115600	UG80	07/15/2024 - 09/30/2024	51300	HOL	A0000005453	CL034-115600-A0001-101-		\$227.02	\$81.13	\$17.82	\$325.98
State (Sector)	1000	115600	UG80	07/15/2024 - 09/30/2024	51300	REG	A0000005453	CL034-115800-A0001-101		\$6,687.88	\$2,390.17	\$525.00	\$9,603.05
No. of Concession, Name	1000	115800	UG80	07/15/2024 - 09/30/2024	51300	SCK	A0000005453	CL034-115800-A0001-101		\$228.89	\$81.80	\$17.97	\$328.66

Notice: The Earn % column disappears.

The below report used the following criteria:

Operating Unit: CL071 Dist. Code: GSA – Grant Salary Adjustment From Pay Period: 7/15/2024 To Pay Period: 9/30/2024

Notice: The Earn % column disappeared, and the Ded and Tax columns do not calculate.



### **IV.** Export Options and Creating Reports

This report does not have a CSV export option. However, data can be copied and pasted directly from the screen into Excel.

- 1. Using the mouse, highlight all the data to copy.
- 2. While the data is highlighted, right-click and select **Copy** from the menu.

South C	arolina	HUB -	HCM DIST	RIBUTION - EARNINGS	SUMMARY	ſ							ය <sup>sigr</sup>	out		
		USCID		Supervisor USCID		Pay Group		Combo		Project BU	From Pay Period	Sub-Tot	al hy			
		100.000									01/15/2024	<ul> <li>Name,U</li> </ul>	SCID			
		Name		Empl.Rcd		Dist.Status		Operating I	Jnit	Project	To Pay Period					
						ALL		•			03/31/2024	~				
		Job		Empl.Class		Dist.Type		Departmen	t	PI	Pay Run ID					
						ALL	•	•								
		HCM Dept.		Full/Part		Dist.Class		Fund		Business Manager						
				All	~	ALL	•	•		(DM)						
		Journal.		Reg/Temp		Dist.Code		Class		CEDA						
				All	~											
				Std.Hours				Account		Contract						
				HCM BU [Campus]						Sponsor						
				All	~											
										Costshare						
				2												
					0 (	Сору				Ctrl+C						
					Ц, с	Copy link to hig	hlight									
Records Found: 398					🌒 /	Ask Copilot										
					Q 9	earch the web	for "NAME U	CID HCM Dep	t Job Pay Ra	NGE"						
NAME	USCID	HCM Dept	JOB	PAY RANGE	0	Print						EARNINGS	EARN %	DED	TAX	TOTAL
fait (any face)	1	155401	UG78	01/15/2024 - 03/31/2024	-		-					\$437.02	0.72%	\$146.90	\$34.25	\$618.17
Concerning South	100	155401	UG78	01/15/2024 - 03/31/2024	A. 1	tead aloud sele	ction					\$14,713.41	24.28%	\$4,945.61	\$1,153.28	\$20,812.28
Intelling Trees	a second	155401	UG78	01/15/2024 - 03/31/2024	C. (	Open selection	n Immersive	Reader				\$546.28	0.90%	\$183.62	\$42.82	\$772.72
State State	1000	155401	UG78	01/15/2024 - 03/31/2024	аљ	franslate selecti	on to English				-	\$18,391.75	30.35%	\$8,182.01	\$1,441.57	\$26,015.33
and the local		155401	UG76	01/15/2024 - 03/31/2024								\$187.30	0.31%	\$62.90	\$14.68	\$204.94
		155401	0676	01715/2024 - 03/31/2024	·	Add to Collectio	ns					\$6,305.77	10.41%	\$2,119.51	\$494.21	\$8,919,49
And the second second	Rectanged in the	155401	UG78	01715/2024 - 03/31/2024	G	nspect						\$240.74	0.41%	\$83.94	\$10.57	5353.28
And Personnel Street of Concession, Name		100401	0078	01/15/2024 - 03/31/2024		200	HOL	0000007559	01040.45	5001 40001 101 10012740	,	35,407.63	13.87%	92,828.02	88.800	911,892.62
Construction of the local division of the lo	a contraction of	165401	1670	01/15/2024 - 03/31/2024	1	300	220	000000007558	CLONDER	5001-40001-10110012719		54 720 22	7.80%	51 580 74	3870.78	5195.71
Annual State Classes	A COLUMN	155101	UG70	01/15/2024 - 03/31/2024	1	300	256	400000007336	CI 040-15	5186-40001-101-		54 680 84	7.729	51 165 02	\$387.78	56 214 64
Contraction of the local division of the loc	Concession in the local division in the loca	155101	UG70	11/15/2024 03/31/2024	3	300	2011	A00000005063	0104045	5186-0001-101-		\$1,808,51	2,98%	\$450.50	\$142.10	\$2.401.10
					-				Grand To	tal		\$60,598.01	100.0%	\$19,803.98	\$4,751.01	\$85,153.00
-			_		_					_						

- 3. Next, navigate to the Excel spreadsheet and select the cell location for the data.
- 4. Once the cell is selected, right-click and select **Paste** from the menu. Hovering over the options will provide a preview of what the data will look like once pasted (keeping the source formatting or using the destination formatting).

🛛 AutoSave 💽 Off) 🗄 🍤 - 🖓 - 🖓	5 do D	Š.	\ ₩.	-	Book66 -	Excel	
File Home Insert Page Layout Fo	ormulas	Data Re	view Vie	w Autom	nate Dev	reloper	Help Acr
$\begin{array}{c c} & \begin{matrix} \lambda & \text{Cut} \\ \text{Paste} \\ \hline D & \text{Copy} \\ \hline \end{pmatrix} \begin{array}{c} & \begin{matrix} \lambda & \text{Cut} \\ \hline D & \text{Copy} \\ \hline \end{pmatrix} \\ \hline & \begin{matrix} \lambda & \text{From Function} \\ \hline \end{pmatrix} \\ \hline & \begin{matrix} \lambda & \text{From Function} \\ \hline \end{pmatrix} \\ \hline & \begin{matrix} \lambda & \text{From Function} \\ \hline \end{pmatrix} \\ \hline & \begin{matrix} \lambda & \text{Cut} \\ \hline \\ & \begin{matrix} \lambda & \mu & \mu \\ \hline \\ & \begin{matrix} \lambda & \mu & \mu \\ \hline \\ & \begin{matrix} \lambda & \mu & \mu \\ \hline \\ & \begin{matrix} \lambda & \mu & \mu \\ \hline \\ & \begin{matrix} \lambda & \mu & \mu \\ \hline \\ & \hline \end{matrix} \\ & \begin{matrix} \lambda & \mu & \mu \\ \hline \\ & \hline \end{matrix} \\ \hline \end{matrix} \\ \hline \hline \\ & \hline \end{matrix} \\ \hline \\ \hline \hline \\ \hline \hline \\ \hline \\ \hline \hline \\ \hline \hline \\ \hline \\$	- 11 	- A^ A - <u>A</u> -		= ≫ - = = ∧	- ₽ V Ξ Ē N lignment	Vrap Text Aerge & Cer	nter ~
Search the menus	E	F	G	н	1	J	к
1 2 X Cut							
3 [] Сору							
5 Paste Options:							
6 🎲 🔒 🕨							
8 Paste Special							
9 Smart Lookup							
11 <u>Insert</u>							
12 Delete							
14 Clear Contents							
15 Quick Analysis							

5. For this example, the second icon under Paste Options was selected, using the destination formatting. All copied data will appear in the Excel spreadsheet as shown below.

FileHomeInsertPage LayoutFormulasDataReviewViewAutomateDeveloperHelpAcrobatImage: Copy * * * Format Painter ClipboardImage: ClipboardImage: ClipboardIma	
$\begin{array}{c c c c c c c c c c c c c c c c c c c $	
Paste       I <thi< th=""> <thi< th=""> <thi< th=""> <thi< th=""></thi<></thi<></thi<></thi<>	
Clipboard     Fs     Font     Fs     Alignment     Fs     Number     Fs       A2 $\checkmark$ : $\checkmark$ $f_x$ NAME       A     B     C     D     E     F     G     H     I     J     K     L     M	Conditional Format Formatting ~ Table
A2 $\checkmark$ : $\times \checkmark f_x \sim$ NAME A B C D E F G H I J K L M	Styles
A B C D E F G H I J K L M	
	N O
2 NAME USCID HCM Dept JOB PAY RANG ACCOUNT ERN CODE COMBO CHARTFIELEARNINGS EARN % DED TAX TOT	AL
3 155401 UG76 01/15/202 51300 HOL A00000005 CL040-155 \$437.02 0.72% \$146.90 \$34.25 \$6	18.17
4 155401 UG76 01/15/202 51300 REG A00000005 CL040-155 ######### 24.28% ######### ######## #################	#####
5 155401 UG76 01/15/202 51300 HOL C0000000€CL040-155 \$546.28 0.90% \$183.62 \$42.82 \$7	12.72
6 155401 UG76 01/15/202 51300 REG C0000000€ CL040-155 ######## 30.35% ######## ######## ###	#####
7	54.94
8	#####
9	53.26
10 1155401 UG76 01/15/2024 51300 REG C0000000€ CL040-155 ######### 13.87% ######## \$658.98 ###	#####
11 155401 UG76 01/15/202 51300 HOL C0000007CL040-155 \$140.48 0.23% \$47.22 \$11.01 \$1	98.71
12 155401 UG76 01/15/202 51300 REG C0000007 CL040-155 ######### 7.80% ######## \$370.78 ###	#####
13 155101 UG70 01/15/202 51300 REG A00000005 CL040-155 ######### 7.72% ######### \$367.78 ###	#####
14 155101 UG70 01/15/202 51300 RTM A00000005 CL040-155 ######### 2.98% \$450.50 \$142.10 ###	#####
15 Grand Tot ######## 100.00% ######## ######## ###	#####
16	ſ
17	
18	
19	

6. From here, a custom report can be created using Excel.