



Controller’s Office

Using the HCM Payroll Distribution Reporting Tool

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I. Objectives

By the end of this procedure, you should be able to:

- Use the reporting tool to verify/reconcile payroll by operating unit, department, project and employee
- Use the output options to show data that meet your needs
- Understand the new Retro Funding process
- Understand the different export options for reporting

II. Tips, Tricks and Reminders

Here are few tips and tricks that will help when using this tool:

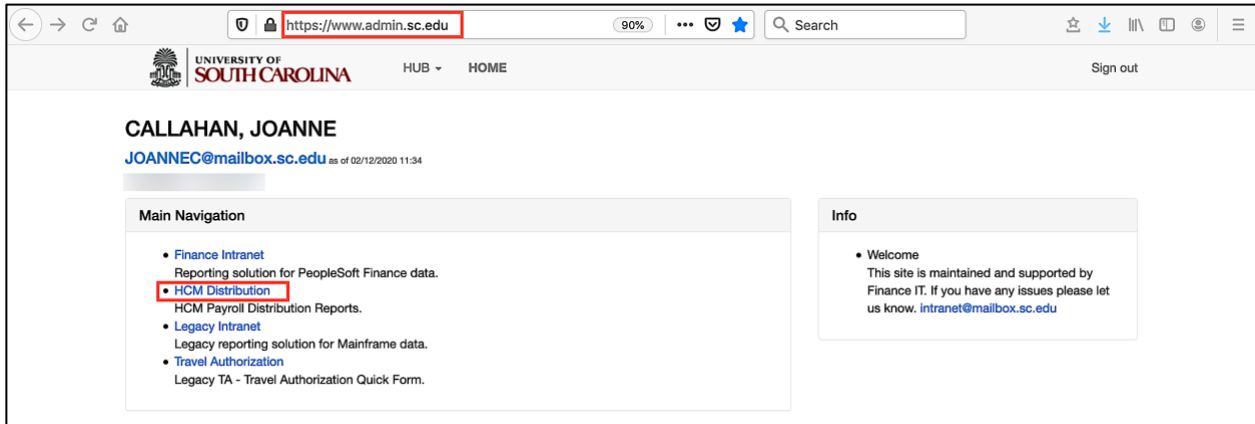
- This is the new payroll reporting tool that is replacing **HCM's View Distributed Data**.
- HCM's View Distributed Data is now decommissioned and no longer accessible.
- Please remember to complete retro account changes within **90 days** of the pay date.
- Be sure to **clear** search criteria fields before submitting a new search.
- Reports can be created by pulling data into an excel spreadsheet but it will require some cleanup. The copy/paste option is much cleaner, just remember to disable the active links.

III. Navigation

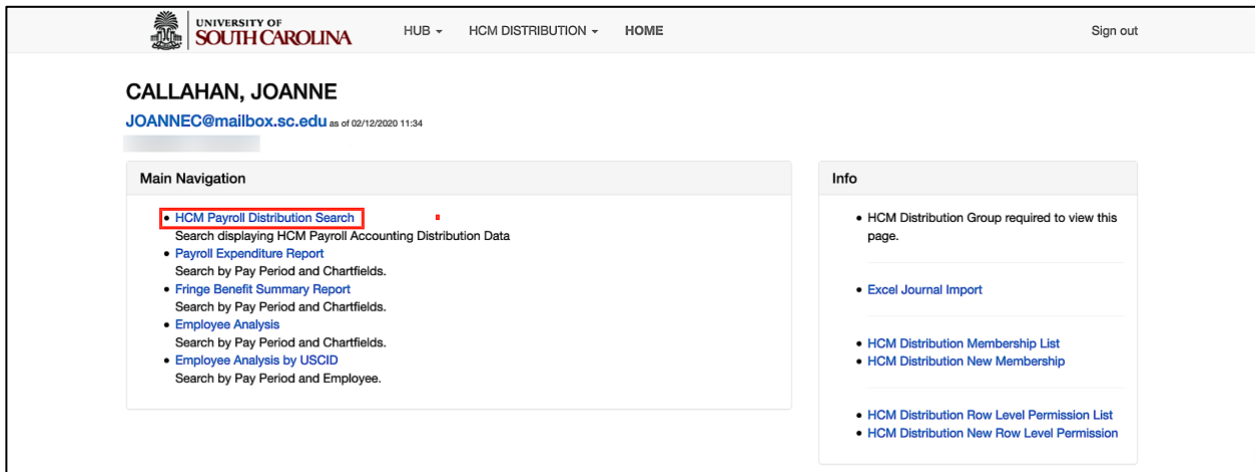
To access this new tool, go to <https://www.admin.sc.edu/>.

Then navigate to: **HCM Distribution > HCM Payroll Distribution Search**

Step 1: Click the **HCM Distribution** link.



Step 2: Click the **HCM Payroll Distribution Search** link.



IV. Search Criteria – Date Fields

As you can see, there are many date field options available on the Search Criteria section of the screen.

The following date fields are mostly used by back office employees in the Controller's Office:

- **Check Date:** This is the check issue date
- **Pay End Date:** The end date associated with the pay period for back office use
- **Earn End Date:** The maximum timesheet date the pay was earned

The following Fiscal date fields are mostly used by HR Contacts, Business Managers/Budget Officers, and Pls/Grant Administrators:

- **From/To Pay Period:** The 15th and last day of each month
- **Fiscal Month:** Follows the GL Fiscal year, July is the 1st month in the GL fiscal year
- **Fiscal Year:** July 1st through June 30th

The screenshot shows the HCM Distribution Search interface. The header includes the University of South Carolina logo and navigation tabs: HUB, HCM DISTRIBUTION, and HCM DISTRIBUTION SEARCH. The main form area contains various search criteria fields. The following fields are highlighted with red boxes:

- Pay End Date (m/d/y)**: A date field with a 'to' dropdown.
- Earn End Date (m/d/y)**: A date field with a 'to' dropdown.
- From Pay Period**: A dropdown menu with 'ALL' selected.
- To Pay Period**: A dropdown menu with 'ALL' selected.
- Check Date (m/d/y)**: A date field with a 'to' dropdown.

Other visible fields include: USCID, Name, Job, HCM Dept., Journal, Check, Pay Group, Combo, Project BU, Operating Unit, Department, Fund, Class, Account, Project, CFDA, Contract, Sponsor, Costshare, Num of Records (10000), Order By (Chartfield, Name), Total, Sub-Total, Detail (checked), Sum, Adjustments, Output (Fringe-Summary[Horiz]), and Fiscal Year (2019-2020). The footer contains 'Submit', 'Clear', and 'CSV' buttons.

V. Returned Data

The reporting tool organizes the data in the following way.

Note: The output options may change how the data is organized.

Records Found: 4,252																						
NAME	USCID	FISCAL PERIOD	JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		1920-6 : PAY0009889	UG74 155301	C08	12/15/2019	8000214711	12/13/2019	A00000005818	CL040-155001-A001-101-		5,383.33	100.00%	405.68	1,174.10	0.22	2.15	268.47	8.99	1,859.61	34.54%	7,242.94	
		1920-6 : PAY0091560	UG74 155301	C08	12/31/2019	8000230948	12/23/2019	A00000005818	CL040-155001-A001-101-		5,383.33	100.00%	405.68	1,174.10	0.22	2.15	268.47	8.99	1,859.61	34.54%	7,242.94	
		1920-6 : PAY0009889	UG76 155301	C08	12/15/2019	8000214712	12/13/2019	A00000005818	CL040-155001-A001-101-		654.70	10.00%	8.94	142.80	0.02	0.22	53.18	0.90	200.06	31.47%	890.76	
		1920-6 : PAY0091560	UG76 155301	C08	12/31/2019	8000230949	12/23/2019	A00000005818	CL040-155001-A001-101-		654.70	10.00%	8.95	142.80	0.02	0.22	53.18	0.90	200.07	31.48%	890.77	
		1920-6 : PAY0009889	AH10 155021	C12	12/15/2019	8000216463	12/13/2019	A00000001702	CL040-155001-A001-101-		1,819.98	100.00%	132.42	396.93	0.16	1.61	201.35	6.74	739.21	40.82%	2,559.17	
		1920-6 : PAY0091560	AH10 155021	C12	12/31/2019	8000232783	12/23/2019	A00000001702	CL040-155001-A001-101-		1,819.98	100.00%	132.43	396.93	0.16	1.61	201.35	6.74	739.22	40.82%	2,559.18	
		1920-6 : PAY0009889	AM68 155020	C12	12/15/2019	8000216393	12/13/2019	A00000001702	CL040-155001-A001-101-		3,449.90	100.00%	263.81	732.43	0.16	1.61	201.35	6.74	1,228.10	35.54%	4,878.00	
		1920-6 : PAY0091560	AM68 155020	C12	12/31/2019	8000232631	12/23/2019	A00000001702	CL040-155001-A001-101-		3,449.90	53.49%	263.80	402.46	0.09	0.86	107.89	3.80	778.56	22.57%	4,228.46	

Returned Data Column	Returned Data Defined
Records Found	Number of records that match the criteria entered
Name	Employee Name
USCID	A nine (9) character alpha numerical number that can be found on the back of the Carolina Card.
Fiscal Period	Fiscal Year-Fiscal Month: Journal ID
Job	Code for faculty and staff positions in PeopleSoft
HCM Dept	Employee's home department
Group	Pay code for grouping of like positions (9-month, 12-month, current vs. lag, etc.)
Pay Period	The mid-month and end-month payroll
Check	The check number: 8- Direct Deposit 7- Live Check
CHK Date	The check issue date
Combo	The full chartfield combination that is charged including account number (Op Unit, Department, Fund, Account, Class, and Project ID) also commonly referred to as the HCM Combo Code
Chartfield	A field that stores information related to the funding for the employee's job at USC
Labor Details	Payment amount and the percentage of pay charged to a specific funding source
Fringe Details	The Employer tax amounts and percentages for all types of fringe
Total	Labor plus the fringe = Total expense

VI. Using HCM Distribution – HR Contacts

A HR Contact may search specifically by:

- Department
- Employee

To search by **Department**:

- Enter the department
- Search by from/to pay periods, fiscal month, and/or fiscal year
- Select the Order By and Output options to organize the data in a way that best meets your needs
- Submit

Note: Be sure to increase the Number of Records if you think the number is higher than the defaulted number of 10000.

The screenshot shows the HCM Distribution Search interface. The header includes the University of South Carolina logo and navigation tabs: HUB, HCM DISTRIBUTION, and HCM DISTRIBUTION SEARCH. The main form is organized into several columns:

- USCID:** Name, Job, HCM Dept., Journal, Check, Check Date (m/d/y).
- Pay Group:** Pay End Date (m/d/y), Earn End Date (m/d/y), Dist. Status, Dist. Type, Dist. Class, Dist. Code.
- Combo:** Operating Unit, Department (highlighted with a red box containing '155001'), Fund, Class, Account.
- Project BU:** Project, CFDA, Contract, Sponsor, Costshare.
- From Pay Period:** 12/15/2019.
- To Pay Period:** 12/31/2019.
- Fiscal Month:** ALL.
- Fiscal Year:** 2019-2020.
- Pay Run ID:**
- Num of Records:** 10000.
- Order By:** Chartfield, Name (highlighted with a red box).
- Output Options:**
 - Total
 - Sub-Total
 - Detail (highlighted with a red box)
 - Sum Adjustments
- Output:** Fringe-Summary[Ho] (highlighted with a red box).

At the bottom of the form, there are three buttons: Submit (highlighted with a red box), Clear, and CSV.

Use the returned data to identify:

- All employees are being paid from the correct funding source
- All retro funding changes are processed and correct (all retro changes are identified with pink lines)
- Labor and fringe amounts look accurate

Records Found: 4,252

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LSR \$	LSR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRINGE \$	FRINGE %	TOT \$
1920-4 : PAY0090869	UG74	155301	C09	12/15/2019	8800214711	12/15/2019	A0000005616	CL040-15501-A0001-101-	5,363.33	100.00%	405.68	1,174.10	0.22	2.15	268.47	8.99	1,859.61	34.54%	7,242.94		
1920-4 : PAY0091560	UG74	155301	C09	12/15/2019	8800230948	12/15/2019	A0000005616	CL040-15501-A0001-101-	5,363.33	100.00%	405.68	1,174.10	0.22	2.15	268.47	8.99	1,859.61	34.54%	7,242.94		
1920-4 : PAY0090869	UG76	155301	C09	12/15/2019	8800214712	12/15/2019	A0000005616	CL040-15501-A0001-101-	654.70	10.00%	8.94	142.80	0.02	0.22	53.18	0.90	206.06	31.47%	860.76		
1920-4 : PAY0091560	UG76	155301	C09	12/15/2019	8800230849	12/15/2019	A0000005616	CL040-15501-A0001-101-	654.70	10.00%	8.95	142.80	0.02	0.22	53.18	0.90	206.07	31.48%	860.77		
1920-4 : PAY0090869	AHH0	155201	C12	12/15/2019	8800216443	12/15/2019	A0000001702	CL040-15501-A0001-101-	1,819.96	100.00%	132.42	396.93	0.16	1.61	201.35	6.74	739.21	40.62%	2,559.17		
1920-4 : PAY0091560	AHH0	155201	C12	12/15/2019	8800232783	12/15/2019	A0000001702	CL040-15501-A0001-101-	1,819.96	100.00%	132.43	396.93	0.16	1.61	201.35	6.74	739.21	40.62%	2,559.17		
1920-4 : PAY0090869	AM68	155020	C12	12/15/2019	8800216393	12/15/2019	A0000001702	CL040-15501-A0001-101-	3,449.90	100.00%	263.81	752.43	0.16	1.61	201.35	6.74	1,228.10	35.51%	4,676.03		
1920-4 : PAY0091560	AM68	155020	C12	12/15/2019	8800232631	12/15/2019	A0000001702	CL040-15501-A0001-101-	3,449.90	53.49%	263.86	452.48	0.09	0.86	107.69	3.60	776.56	22.57%	4,221.40		
1920-4 : PAY0090869	UG74	155301	C09	12/15/2019	8800214713	12/15/2019	A0000005616	CL040-15501-A0001-101-	5,265.72	100.00%	384.09	1,148.45	0.22	2.15	665.82	8.99	2,309.72	41.96%	7,475.44		
1920-4 : PAY0091560	UG74	155301	C09	12/15/2019	8800230950	12/15/2019	A0000005616	CL040-15501-A0001-101-	5,265.72	100.00%	384.07	1,148.45	0.22	2.15	665.82	8.99	2,309.70	41.96%	7,475.42		
1920-4 : PAY0090869	AHH0	155020	C12	12/15/2019	8800216394	12/15/2019	A0000001702	CL040-15501-A0001-101-	2,194.04	100.00%	162.50	478.52	0.16	1.61	201.35	6.74	850.88	38.76%	3,044.02		
1920-4 : PAY0091560	AHH0	155020	C12	12/15/2019	8800232632	12/15/2019	A0000001702	CL040-15501-A0001-101-	2,194.04	100.00%	162.49	478.52	0.16	1.61	201.35	6.74	850.87	38.76%	3,044.01		
1920-4 : PAY0090869	UG76	155301	C09	12/15/2019	8800214756	12/15/2019	A0000005616	CL040-15501-A0001-101-	6,521.00	100.00%	93.30	1,422.23	0.22	2.15	268.47	8.99	1,795.36	27.53%	8,316.35		
1920-4 : PAY0091560	UG76	155301	C09	12/15/2019	8800230953	12/15/2019	A0000005616	CL040-15501-A0001-101-	6,521.00	100.00%	93.30	1,422.23	0.22	2.15	268.47	8.99	1,795.36	27.53%	8,316.35		
1920-4 : PAY0090869	AHH0	155001	C12	12/15/2019	8800216500	12/15/2019	A0000001702	CL040-15501-A0001-101-	2,175.33	100.00%	157.19	474.44	0.16	1.61	201.35	6.74	841.49	38.66%	3,016.32		
1920-4 : PAY0091560	AHH0	155001	C12	12/15/2019	8800232741	12/15/2019	A0000001702	CL040-15501-A0001-101-	2,175.33	42.03%	162.54	199.42	0.06	0.67	84.84	2.83	450.16	20.69%	2,626.40		
1920-4 : PAY0090869	AHH0	155301	C12	12/15/2019	8800216443	12/15/2019	A0000001702	CL040-15501-A0001-101-	1,674.71	100.00%	123.03	365.26	0.16	1.61	201.35	6.74	698.15	41.69%	2,372.86		
1920-4 : PAY0091560	AHH0	155301	C12	12/15/2019	8800232786	12/15/2019	A0000001702	CL040-15501-A0001-101-	1,674.71	100.00%	123.04	365.26	0.16	1.61	201.35	6.74	698.16	41.69%	2,372.87		
1920-4 : PAY0090869	UG75	155401	C09	12/15/2019	8800214724	12/15/2019	A0000005616	CL040-15501-A0001-101-	6,955.45	100.00%	98.16	1,516.98	0.22	2.15	412.04	8.99	2,039.54	29.32%	8,994.93		
1920-4 : PAY0091560	UG75	155401	C09	12/15/2019	8800230961	12/15/2019	A0000005616	CL040-15501-A0001-101-	6,774.89	100.00%	82.05	1,298.50	0.22	2.15	412.04	8.99	1,764.95	30.56%	7,539.84		
1920-4 : PAY0090869	UG76	155401	C12	12/15/2019	8800216475	12/15/2019	A0000005616	CL040-15501-A0001-101-	7,910.66	74.92%	111.84	1,725.32	0.12	1.20	268.80	5.04	2,142.32	27.06%	10,052.05		
1920-7 : RPAY000065	UG76	155401	C12	12/15/2019	RPAY000065	01/29/2020	A0000005616	CL040-15501-A0001-101-	500.01	4.74%	7.07	109.06	0.09	0.99	18.88	0.32	135.42	27.06%	635.44		
1920-4 : PAY0091560	UG76	155401	C12	12/15/2019	8800232716	12/15/2019	A0000005616	CL040-15501-A0001-101-	7,910.67	74.92%	111.84	1,725.32	0.12	1.20	268.82	5.06	2,142.36	27.06%	10,052.07		
1920-7 : RPAY000065	UG76	155401	C12	12/15/2019	RPAY000065	01/29/2020	A0000005616	CL040-15501-A0001-101-	500.01	4.74%	7.07	109.06	0.01	0.07	18.87	0.31	135.39	27.06%	635.44		

To search by **Employee:**

- Enter the employee's USCID
- Search by from/to pay periods, fiscal month, and/or fiscal year
- Order by Pay Period, Name
- Submit

Note: You can type the employee's last name in the USCID field and it will show results from which you can select the correct name.

Use the returned data to identify:

- The employee is being paid from the correct funding source
- Overpayments and/or underpayments
- All retro funding changes are processed and correct (all retro changes are identified with pink lines)
- Labor and fringe amounts look accurate
- The employee has entered direct deposit information in HCM PeopleSoft, check numbers beginning with the number 8 indicate direct deposit. Checks beginning with the number 7 indicate a live check. This may be appropriate for the employee but if it is not be sure to reach out to encourage them to enter direct deposit information in HCM.

In the employee data below, notice a retro JE moved this employee’s salary to a new funding source for periods 12/15/19 and 12/31/19. The negative line is showing the funding source the payroll is being removed from.

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		1920-6 : PAY0090869	UG76	155401	C12	12/15/2019	8000216492	12/13/2019	A00000005816	CL040-155001-A0001-101--	6,257.10	70.00%	89.05	1,364.68	0.12	1.13	349.56	4.72	1,809.26	28.92%	8,066.36
		1920-7 : RPAY000069	UG76	155401	C12	12/15/2019	RPAY000069	01/30/2020	A00000005816	CL040-155001-A0001-101--	2,681.61	30.00%	38.16	584.86	0.04	0.48	149.80	2.02	775.36	28.91%	3,456.97
		1920-6 : PAY0090869	UG76	155401	C12	12/15/2019	8000216492	12/13/2019	C00000000717	CL040-155001-A0001-101- -10008118	2,681.61	30.00%	38.16	584.86	0.04	0.48	149.80	2.02	775.36	28.91%	3,456.97
		1920-7 : RPAY000069	UG76	155401	C12	12/15/2019	RPAY000069	01/30/2020	C00000000717	CL040-155001-A0001-101- -10008118	(2,681.61)	-30.00%	(38.16)	(584.86)	(0.04)	(0.48)	(149.80)	(2.02)	(775.36)	28.91%	(3,456.97)
		1920-6 : PAY0091560	UG76	155401	C12	12/31/2019	8000232733	12/23/2019	A00000005816	CL040-155001-A0001-101--	6,257.10	70.00%	89.06	1,364.67	0.11	1.13	349.55	4.72	1,809.24	28.91%	8,066.34
		1920-7 : RPAY000069	UG76	155401	C12	12/31/2019	RPAY000069	01/30/2020	A00000005816	CL040-155001-A0001-101--	2,681.61	30.00%	38.16	584.87	0.05	0.48	149.81	2.02	775.39	28.92%	3,457.00
		1920-6 : PAY0091560	UG76	155401	C12	12/31/2019	8000232733	12/23/2019	C00000000717	CL040-155001-A0001-101- -10008118	2,681.61	30.00%	38.16	584.87	0.05	0.48	149.81	2.02	775.39	28.92%	3,457.00
		1920-7 : RPAY000069	UG76	155401	C12	12/31/2019	RPAY000069	01/30/2020	C00000000717	CL040-155001-A0001-101- -10008118	(2,681.61)	-30.00%	(38.16)	(584.87)	(0.05)	(0.48)	(149.81)	(2.02)	(775.39)	28.92%	(3,457.00)
TOTAL											17,877.42		254.43	3,899.08	0.32	3.22	998.72	13.48	5,169.25	28.91%	23,046.67

VII. Using HCM Distribution – Business Managers/Budget Officers

A Business Manager/Budget Officer may search specifically by:

- Operating Unit
- Employee
- Account
- Earnings

To search by **Operating Unit**:

- Enter the operating unit
- Select a fiscal month and current fiscal year
- Select the Order By and Output options to organize the data in a way that best meets your needs
- Submit

The screenshot shows the HCM Distribution Search interface. The top navigation bar includes the University of South Carolina logo, 'HUB', 'HCM DISTRIBUTION', and 'HCM DISTRIBUTION SEARCH', along with a 'Sign out' link. The main form area is divided into several columns of search criteria. The 'Operating Unit' field is highlighted with a red box and contains the value 'CL071'. The 'Fiscal Month' dropdown menu is also highlighted with a red box and shows 'DECEMBER' selected. Other fields include 'From Pay Period' (ALL), 'To Pay Period' (ALL), 'Num of Records' (10000), 'Order By' (Chartfield,Name), 'Fiscal Year' (2019-2020), and 'Pay Run ID'. There are also checkboxes for 'Total', 'Sub-Total', 'Detail', and 'Sum.Adjustments', and a dropdown for 'Output' (Fringe-Summary(Horizi)). At the bottom of the form, there are three buttons: 'Submit' (highlighted with a red box), 'Clear', and 'CSV'.

Use the returned data to:

- Complete a monthly payroll review and reconciliation for all employees by reconciling budgets to expenses in funds across the units, especially A funds
- Identify a spike in pay indicating an annual leave payout or overpayment

Note: This search will show all departments within that operating unit. This may pull in a large number of records, so be sure to change the Number of Records field to a number higher than the defaulted number.

Records Found: 26,672

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$	
		1920-6 : PAY0098989	SGTA	100300	T12	12/15/2019	8000226938	12/13/2019	A00000018998	CL071-100300-A0001-202--	552.06	100.00%								0.00%	552.06	
		1920-6 : PAY0091560	SGTA	100300	T12	12/31/2019	8000243993	12/23/2019	A00000018998	CL071-100300-A0001-202--	552.06	100.00%								0.00%	552.06	
		1920-6 : PAY0098989	SFWR	100300	HRL	12/15/2019	8000220346	12/13/2019	A00000023110	CL071-100300-A0001-202--	42.50	25.00%								0.00%	42.50	
		1920-6 : PAY0091560	SFWR	100300	HRL	12/31/2019	8000236469	12/23/2019	A00000023110	CL071-100300-A0001-202--	29.75	25.00%								0.00%	29.75	
		1920-6 : PAY0098989	UG76	135900	C09	12/15/2019	8000214438	12/13/2019	A00000006656	CL071-100300-A0001-202--	5,922.12	100.00%	427.35	1,291.61	0.22	2.15	531.79	8.99	2,262.11	38.20%		8,184.23
		1920-6 : PAY0091560	UG76	135900	C09	12/31/2019	8000230674	12/23/2019	A00000006656	CL071-100300-A0001-202--	5,922.12	100.00%	427.35	1,291.61	0.22	2.15	531.79	8.99	2,262.11	38.20%		8,184.23
		1920-6 : PAY0098989	UG70	100300	T12	12/15/2019	8000226939	12/13/2019	A00000027225	CL071-100300-A0001-202--	1,111.11	100.00%	85.00	242.33							29.46%	1,438.44
		1920-6 : PAY0091560	UG70	100300	T12	12/31/2019	8000243994	12/23/2019	A00000027225	CL071-100300-A0001-202--	1,111.11	100.00%	85.00	242.33							29.46%	1,438.44
		1920-6 : PAY0098989	UG70	100300	T12	12/15/2019	8000229875	12/13/2019	A00000027225	CL071-100300-A0001-202--	4,853.80	100.00%	365.92	1,058.61	0.22	2.15	268.47	8.99	1,704.36	35.11%		6,556.16
		1920-6 : PAY0091560	UG70	100300	T12	12/31/2019	8000246044	12/23/2019	A00000027225	CL071-100300-A0001-202--	4,853.80	100.00%	365.93	1,058.61	0.22	2.15	268.47	8.99	1,704.37	35.11%		6,556.17
		1920-6 : PAY0098989	SGIA	100300	T12	12/15/2019	8000226940	12/13/2019	A00000018998	CL071-100300-A0001-202--	697.40	100.00%								0.00%		697.40
		1920-6 : PAY0091560	SGIA	100300	T12	12/31/2019	8000243995	12/23/2019	A00000018998	CL071-100300-A0001-202--	697.40	100.00%								0.00%		697.40
		1920-6 : PAY0098989	SGTA	100300	T12	12/15/2019	8000229859	12/13/2019	A00000018998	CL071-100300-A0001-202--	184.00	20.56%								0.00%		184.00
		1920-6 : PAY0091560	SGTA	100300	T12	12/31/2019	8000246027	12/23/2019	A00000018998	CL071-100300-A0001-202--	184.00	20.56%								0.00%		184.00
		1920-6 : PAY0098989	SGIA	100300	I12	12/15/2019	8000225156	12/13/2019	A00000018998	CL071-100300-A0001-202--	736.11	100.00%								0.00%		736.11
		1920-6 : PAY0091560	SGIA	100300	I12	12/31/2019	8000241320	12/23/2019	A00000018998	CL071-100300-A0001-202--	736.11	100.00%								0.00%		736.11

To search by **Employee:**

- Enter the employee’s USCID or Last name/First Initial
- To complete a monthly payroll review and reconciliation for a specific employee, select a fiscal month and current fiscal year
- Submit

Use the returned data to identify:

- Overpayments and underpayments
- The employee is being charged to the correct chartfield
- All retro funding changes have been processed and are correct
- Specific earnings

Records Found: 93

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		1920-6 : RPAY000005	UG75	122000	C09	09/30/2019	RPAY000005	12/03/2019	A00000006695	CL071-122000-A0001-101--	2,723.76	60.00%	183.85	594.04	0.12	1.30	399.49	5.40	1,184.20	43.48%	3,907.98
		1920-6 : RPAY000025	UG75	122000	C09	11/15/2019	RPAY000025	12/23/2019	A00000006695	CL071-122000-A0001-101--	907.92	20.00%	61.53	198.01	0.04	0.44	133.16	1.80	394.98	43.50%	1,302.90
		1920-6 : PAY0090869	UG75	122000	C09	12/15/2019	8000213979	12/13/2019	A00000006695	CL071-122000-A0001-101--	4,539.56	100.00%	307.82	990.08	0.22	2.15	665.82	8.99	1,974.88	43.50%	6,514.44
		1920-6 : PAY0091560	UG75	122000	C09	12/31/2019	8000238213	12/23/2019	A00000006695	CL071-122000-A0001-101--	4,539.56	100.00%	307.81	990.08	0.22	2.15	665.82	8.99	1,974.87	43.50%	6,514.44
		1920-6 : RPAY000005	UG75	122000	C09	09/30/2019	RPAY000005	12/03/2019	A00000006699	CL071-122000-F1000-202-10008875-	(2,723.76)	-60.00%	(183.85)	(594.04)	(0.12)	(1.30)	(399.49)	(5.40)	(1,184.20)	43.48%	(3,907.98)
		1920-6 : RPAY000025	UG75	122000	C09	11/15/2019	RPAY000025	12/23/2019	A00000006699	CL071-122000-F1000-202-10008875-	(907.92)	-20.00%	(61.53)	(198.01)	(0.04)	(0.44)	(133.16)	(1.80)	(394.98)	43.50%	(1,302.90)
TOTAL											9,079.12		615.23	1,980.16	0.44	4.30	1,331.64	17.98	3,949.75	43.50%	13,028.87

To view the different earnings for an employee you can drill into the labor by clicking the Labor hyperlink or using the Fringe Vertical output option.

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		1920-4 : PAY0087548	AH45	641000	C12	07/15/2019	8000082355	07/15/2019	A0000000737	CL018-641001-A0001-605--	2,800.00	100.00%	207.82	610.68	0.16	1.61	309.03	6.74	1,136.04	40.57%	3,936.04
		1920-4 : PAY0087548	AH45	641000	C12	07/31/2019	8000092980	07/31/2019	A0000000737	CL018-641001-A0001-605--	2,800.00	100.00%	207.82	610.68	0.16	1.61	309.03	6.74	1,136.04	40.57%	3,936.04
		1920-4 : PAY0087548	AH45	641000	C12	08/15/2019	8000103178	08/15/2019	A0000000737	CL018-641001-A0001-605--	2,800.00	100.00%	207.81	610.68	0.16	1.61	309.03	6.74	1,136.03	40.57%	3,936.03
		1920-4 : PAY0087548	AH45	641000	C12	08/31/2019	8000114775	08/30/2019	A0000000737	CL018-641001-A0001-605--	2,800.00	100.00%	207.82	610.68	0.16	1.61	309.03	6.74	1,136.04	40.57%	3,936.04
		1920-4 : PAY0087548	AH45	641000	C12	09/15/2019	8000132726	09/13/2019	A0000000737	CL018-641001-A0001-605--	2,800.00	100.00%	207.82	610.68	0.16	1.61	309.03	6.74	1,136.04	40.57%	3,936.04
		1920-4 : PAY0087548	AH45	641000	C12	09/30/2019	8000140624	09/30/2019	A0000000737	CL018-641001-A0001-605--	2,800.00	100.00%	207.81	610.68	0.16	1.61	309.03	6.74	1,136.03	40.57%	3,936.03
		1920-4 : PAY0087294	AH45	641000	C12	10/15/2019	8000154649	10/15/2019	A0000000737	CL018-641001-A0001-605--	2,800.00	100.00%	207.82	610.68	0.16	1.61	309.03	6.74	1,136.04	40.57%	3,936.04
		1920-4 : PAY0088327	AH45	641000	C12	10/31/2019	8000170328	10/31/2019	A0000000737	CL018-641001-A0001-605--	3,400.00	100.00%	253.72	610.68	0.16	1.61	309.03	6.74	1,181.94	34.76%	4,581.94
		1920-5 : PAY0089704	AH45	641000	C12	11/15/2019	8000186106	11/15/2019	A0000000737	CL018-641001-A0001-605--	2,800.00	100.00%	207.81	610.68	0.16	1.61	309.03	6.74	1,136.03	40.57%	3,936.03

NAME	USCID	JOB	HCM DEPT	GROUP	PAY PERIOD	COMBO	CHARTFIELD
ACCOUNT	DIST. TYPE	CODE	CHECK : CHK DATE	FISCAL PERIOD : JOURNAL	AMOUNT		
AH45		641000	C12	10/31/2019	A0000000737	CL018-641001-A0001-605--	
1	51200	ERN-REG-Regular Pay	8000170328 : 10/31/2019	1920-4-PAY0088327	2329.33		
2	51200	ERN-SCK-Sick Leave Taken	8000170328 : 10/31/2019	1920-4-PAY0088327	220.67		
3	51200	ERN-STB-State Approved Bonus	8000170328 : 10/31/2019	1920-4-PAY0088327	600.00		
4	51200	ERN-TSA-Temporary Salary Adjustment	8000170328 : 10/31/2019	1920-4-PAY0088327	250.00		
LABOR: 3,400.00 (100.00%)					FRINGE: (0.00%)	3,400.00	
LABOR:	3,400.00		FRINGE:	(0.00%)	TOTAL:	3,400.00	

To search by **Account:**

- Enter the account code
- Enter the operating unit
- Search by fiscal month, and/or fiscal year
- Select the Order By and Output options to organize the data in a way that best meets your needs
- Submit

Use the returned data to identify:

- The different employee types (Classified, Unclassified, Temporary, etc.) within an operating unit

Account Code 51200: Classified Employees

Records Found: 1,333

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		1920-4 : PAY0087548	AH15	641000	C12	07/15/2019	8000082334	07/15/2019	A0000000736	CL018-641000-A0001-603--		0.00%									
		1920-4 : PAY0087548	AH15	641000	C12	07/31/2019	8000092959	07/31/2019	A0000000736	CL018-641000-A0001-603--		0.00%									
		1920-4 : PAY0087548	AH15	641000	C12	08/31/2019	8000114757	08/30/2019	A0000000736	CL018-641000-A0001-603--		0.00%									
		1920-4 : PAY0087548	AH15	641000	C12	09/15/2019	8000132707	09/13/2019	A0000000736	CL018-641000-A0001-603--		0.00%									
		1920-4 : PAY0087548	AH15	641000	C12	09/30/2019	8000140606	09/30/2019	A0000000736	CL018-641000-A0001-603--		0.00%									
		1920-6 : PAY0090869	AD25	641000	C12	12/15/2019	8000218699	12/13/2019	A0000000736	CL018-641000-A0001-603--	2,804.38	100.00%									2,804.38
		1920-6 : PAY0091560	AD25	641000	C12	12/31/2019	8000234938	12/23/2019	A0000000736	CL018-641000-A0001-603--	2,804.38	100.00%									2,804.38

Account Code 51300: Unclassified Employees

Records Found: 526

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		1920-1 : PAY0081351	UPO3	641000	C12	07/15/2019	8000082335	07/15/2019	A00000004850	CL018-641000-A0001-603--	4,375.00	100.00%									4,375.00
		1920-1 : PAY0082306	UPO3	641000	C12	07/31/2019	8000092960	07/31/2019	A00000004850	CL018-641000-A0001-603--	4,375.00	100.00%									4,375.00
		1920-2 : PAY0083462	UPO3	641000	C12	08/15/2019	8000103158	08/15/2019	A00000004850	CL018-641000-A0001-603--	4,375.00	100.00%									4,375.00
		1920-2 : PAY0084368	UPO3	641000	C12	08/31/2019	8000114758	08/30/2019	A00000004850	CL018-641000-A0001-603--	4,375.00	100.00%									4,375.00
		1920-3 : PAY0085095	UPO3	641000	C12	09/15/2019	8000132708	09/13/2019	A00000004850	CL018-641000-A0001-603--	4,375.00	100.00%									4,375.00

Account Code 51600: Temporary Employees

Records Found: 47

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		1920-1 : PAY0081351	AH50	641013	HRL	07/15/2019	8000085432	07/15/2019	A00000025422	CL018-641006-A0001-605--	4,950.00	100.00%									4,950.00
		1920-1 : PAY0082306	AH50	641013	HRL	07/31/2019	8000096021	07/31/2019	A00000025422	CL018-641006-A0001-605--	3,300.00	100.00%									3,300.00
		1920-2 : PAY0083462	AH50	641013	HRL	08/15/2019	8000106280	08/15/2019	A00000025422	CL018-641006-A0001-605--	3,850.00	100.00%									3,850.00
		1920-2 : PAY0084368	AH50	641013	HRL	08/31/2019	8000117747	08/30/2019	A00000025422	CL018-641006-A0001-605--	2,200.00	100.00%									2,200.00
		1920-1 : PAY0081351	AH10	641013	HRL	07/15/2019	8000085433	07/15/2019	A00000025422	CL018-641006-A0001-605--	3,600.00	100.00%									3,600.00

To search by **Earnings**:

- Enter an earnings code in the Dist. Code field
- Enter the operating unit
- Search by fiscal year
- Select the Order By and Output options to organize the data in a way that best meets your needs
- Submit

Use the returned data to:

- Make a more accurate salary/fringe budget projection when making salary projections for the upcoming fiscal year by subtracting Additional Pay and Bonuses from regular pay

Records Found: 54

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		1920-1 : PAY0081351	UP03	641000	C12	07/15/2019	8000082348	07/15/2019	A0000004850	CL018-641000-A0001-603-	758.33	12.28%								0.00%	758.33
		1920-1 : PAY0082306	UP03	641000	C12	07/31/2019	8000092972	07/31/2019	A0000004850	CL018-641000-A0001-603-	758.33	12.28%								0.00%	758.33
		1920-2 : PAY0083462	UP03	641000	C12	08/15/2019	8000103170	08/15/2019	A0000004850	CL018-641000-A0001-603-	758.33	12.28%								0.00%	758.33
		1920-2 : PAY0084368	UP03	641000	C12	08/31/2019	8000114768	08/30/2019	A0000004850	CL018-641000-A0001-603-	758.33	12.28%								0.00%	758.33
		1920-3 : PAY0085095	UP03	641000	C12	09/15/2019	8000132719	09/13/2019	A0000004850	CL018-641000-A0001-603-	758.33	12.28%								0.00%	758.33
		1920-3 : PAY0086211	UP03	641000	C12	09/30/2019	8000140618	09/30/2019	A0000004850	CL018-641000-A0001-603-	758.33	12.28%								0.00%	758.33
		1920-4 : PAY0087294	UP03	641000	C12	10/15/2019	8000154643	10/15/2019	A0000004850	CL018-641000-A0001-603-	758.33	12.28%								0.00%	758.33
		1920-1 : PAY0081351	UP03	641002	C12	07/15/2019	8000082365	07/15/2019	A0000004860	CL018-641022-A0001-605-	1,750.00	21.00%								0.00%	1,750.00
		1920-1 : PAY0082306	UP03	641002	C12	07/31/2019	8000092990	07/31/2019	A0000004860	CL018-641022-A0001-605-	1,750.00	21.00%								0.00%	1,750.00
		1920-2 : PAY0083462	UP03	641002	C12	08/15/2019	8000103188	08/15/2019	A0000004860	CL018-641022-A0001-605-	1,750.00	21.00%								0.00%	1,750.00
		1920-2 : PAY0084368	UP03	641002	C12	08/31/2019	8000114785	08/30/2019	A0000004860	CL018-641022-A0001-605-	1,750.00	21.00%								0.00%	1,750.00
		1920-3 : PAY0085095	UP03	641002	C12	09/15/2019	8000132736	09/13/2019	A0000004860	CL018-641022-A0001-605-	1,750.00	21.00%								0.00%	1,750.00
		1920-3 : PAY0086211	UP03	641002	C12	09/30/2019	8000140634	09/30/2019	A0000004860	CL018-641022-A0001-605-	2,392.91	24.97%								0.00%	2,392.91
		1920-4 : PAY0087294	UP03	641002	C12	10/15/2019	8000154659	10/15/2019	A0000004860	CL018-641022-A0001-605-	2,166.00	24.76%								0.00%	2,166.00
		1920-4 : PAY0088327	UP03	641002	C12	10/31/2019	8000176338	10/31/2019	A0000004860	CL018-641022-A0001-605-	2,166.00	24.76%								0.00%	2,166.00
		1920-5 : PAY0089704	UP03	641002	C12	11/15/2019	8000186116	11/15/2019	A0000004860	CL018-641022-A0001-605-	2,166.00	24.76%								0.00%	2,166.00
		1920-5 : PAY0090154	UP03	641002	C12	11/30/2019	8000202341	11/27/2019	A0000004860	CL018-641022-A0001-605-	2,166.00	24.76%								0.00%	2,166.00
		1920-6 : PAY0090869	UP03	641002	C12	12/15/2019	8000218723	12/13/2019	A0000004860	CL018-641022-A0001-605-	2,166.00	24.76%								0.00%	2,166.00
		1920-6 : PAY0091560	UP03	641002	C12	12/31/2019	8000234862	12/23/2019	A0000004860	CL018-641022-A0001-605-	2,166.00	24.76%								0.00%	2,166.00
		1920-7 : PAY0092452	UP03	641002	C12	01/15/2020	8000251285	01/15/2020	A0000004860	CL018-641022-A0001-605-	2,166.00	24.76%								0.00%	2,166.00
		1920-1 : PAY0081351	UP03	641002	C12	07/15/2019	8000082366	07/15/2019	A0000004860	CL018-641022-A0001-605-	2,083.33	20.00%								0.00%	2,083.33
		1920-1 : PAY0082306	UP03	641002	C12	07/31/2019	8000092991	07/31/2019	A0000004860	CL018-641022-A0001-605-	2,083.33	20.00%								0.00%	2,083.33
		1920-2 : PAY0083462	UP03	641002	C12	08/15/2019	8000103189	08/15/2019	A0000004860	CL018-641022-A0001-605-	2,083.33	20.00%								0.00%	2,083.33
		1920-2 : PAY0084368	UP03	641002	C12	08/31/2019	8000114786	08/30/2019	A0000004860	CL018-641022-A0001-605-	2,083.33	20.00%								0.00%	2,083.33
		1920-3 : PAY0085095	UP03	641002	C12	09/15/2019	8000132737	09/13/2019	A0000004860	CL018-641022-A0001-605-	2,083.33	55.56%								0.00%	2,083.33
		TOTAL									52,148.69									0.00%	62,148.69

VIII. Using HCM Distribution – PIs/Grant Administrators

A PI/ Grant Administrator may search specifically by:

- Project
- Employee
- Cost Share

To search by **Project**:

- Enter a project number in the Project field
- Select All for Fiscal Year (NOTE: HCM records include April 2019 – forward. Data prior to this timeframe is in Payroll Legacy)
- Select the options Total and Sub-total and
- Select the Order By and Output options to organize the data in a way that best meets your needs
- Submit

The screenshot shows the HCM Distribution Search interface. The top navigation bar includes the University of South Carolina logo, 'HUB', 'HCM DISTRIBUTION', and 'HCM DISTRIBUTION SEARCH', along with a 'Sign out' link. The main search area contains several filter sections: USCID, Name, Job, HCM Dept., Journal, Check, and Check Date (m/d/y); Pay Group, Pay End Date (m/d/y), Earn End Date (m/d/y), Dist.Status, Dist.Type, Dist.Class, and Dist.Code; Combo, Operating Unit, Department, Fund, Class, and Account; Project BU (highlighted with a red box and containing '10009070'), CFDA, Contract, Sponsor, and Costshare; From Pay Period, To Pay Period, Fiscal Month, and Fiscal Year (highlighted with a red box and set to 'ALL'); Num of Records (set to 10000); Order By (set to Chartfield,Name); and checkboxes for Total, Sub-Total, and Detail (all checked and highlighted with a red box), and Sum.Adjustments. An Output dropdown is set to Fringe-Summary[Horiz]. At the bottom, there are 'Submit' (highlighted with a red box), 'Clear', and 'CSV' buttons.

Use the returned data to identify:

- The correct employees funded by the project
- Each employee is charged appropriately
- If account changes and retro account changes need to be made

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		1920-1 : PAY0082306	UG80	185000	C12	07/15/2019	8000080772	07/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
		1920-1 : PAY0082306	UG80	185000	C12	07/31/2019	8000091406	07/31/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
		1920-2 : PAY0083462	UG80	185000	C12	08/15/2019	8000101628	08/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
		1920-2 : PAY0084368	UG80	185000	C12	08/31/2019	8000113308	08/30/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.48	334.96					452.44	29.46%	1,988.23
		1920-3 : PAY0085095	UG80	185000	C12	09/15/2019	8000131271	09/13/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
		1920-3 : PAY0086211	UG80	185000	C12	09/30/2019	8000139175	09/30/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
		1920-4 : PAY0087294	UG80	185000	C12	10/15/2019	8000153208	10/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
		1920-4 : PAY0088327	UG80	185000	C12	10/31/2019	8000168894	10/31/2019	A00000034158	MC000-180000-F1000-301-10009070-	2,135.79	100.00%	163.39	334.96					498.35	23.33%	2,634.14
		1920-5 : PAY0089704	UG80	185000	C12	11/15/2019	8000184700	11/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.48	334.96					452.44	29.46%	1,988.23
		1920-5 : PAY0090154	UG80	185000	C12	11/30/2019	8000200915	11/27/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
		1920-6 : PAY0090869	UG80	185000	C12	12/15/2019	8000217310	12/13/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
		1920-6 : PAY0091560	UG80	185000	C12	12/31/2019	8000233549	12/23/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
		1920-7 : PAY0092452	UG80	185000	C12	01/15/2020	8000249825	01/15/2020	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
		1920-7 : PAY0093458	UG80	185000	C12	01/31/2020	8000263753	01/31/2020	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
											22,101.06		1,690.74	4,689.44					6,380.18	28.87%	28,481.24

To search by **Employee**:

- Enter an employee's USCID
- Select All for Fiscal Year
- Order the data by Pay Period, Name
- Select the options Total and Subtotal
- Submit

UNIVERSITY OF SOUTH CAROLINA
HUB ▾ HCM DISTRIBUTION ▾ HCM DISTRIBUTION SEARCH
Sign out

USCID

Name

Job

HCM Dept.

Journal

Check

Check Date (m/d/y) to

Pay Group

Pay End Date (m/d/y) to

Earn End Date (m/d/y) to

Dist.Status

Dist.Type

Dist.Class

Dist.Code

Combo

Operating Unit

Department

Fund

Class

Account

Project BU

Project

CFDA

Contract

Sponsor

Costshare

From Pay Period

To Pay Period

Fiscal Month

Fiscal Year

Pay Run ID

Num of Records

Order By

Total

Sub-Total

Detail

Sum.Adjustments

Output

Use the returned data to:

- Ensure the employee is funded by the correct project
- Determine that the employee's percentages are reasonable
- Identify when an account change needs to be processed because the project is ending
- Identify the pay group, if payed on a lag (TC1) be sure to keep that in mind when entering effective dates on the retro funding change request form

Records Found: 298

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
1819-10 : PAY0074589	UG70	182600	TC1	04/15/2019	PAY0074589	04/09/2019	A00000007537	MC000-180000-F1000-301-10008328-	4,166.64	53.33%	315.35	858.75	0.11	1.15	143.18	4.80	1,323.34	31.76%	5,489.98		
1819-10 : PAY0074589	UG70	182600	TC1	04/15/2019	PAY0074589	04/09/2019	A00000007542	MC000-180000-Z0902-990--	3,645.86	46.67%	275.93	751.41	0.11	1.00	125.29	4.19	1,157.93	31.76%	4,803.79		
												7,812.50	591.28	1,610.16	0.22	2.15	268.47	8.99	2,481.27	31.76%	10,293.77
												7,812.50	591.28	1,610.16	0.22	2.15	268.47	8.99	2,481.27	31.76%	10,293.77
1819-10 : PAY0075601	UG70	182600	TC1	04/30/2019	PAY0075601	04/24/2019	A00000007537	MC000-180000-F1000-301-10008328-	4,166.64	53.33%	315.36	858.76	0.11	1.15	143.18	4.79	1,323.35	31.76%	5,489.99		
1819-10 : PAY0075601	UG70	182600	TC1	04/30/2019	PAY0075601	04/24/2019	A00000007542	MC000-180000-Z0902-990--	3,645.86	46.67%	275.94	751.40	0.11	1.00	125.29	4.20	1,157.94	31.76%	4,803.80		
												7,812.50	591.30	1,610.16	0.22	2.15	268.47	8.99	2,481.29	31.76%	10,293.79
												7,812.50	591.30	1,610.16	0.22	2.15	268.47	8.99	2,481.29	31.76%	10,293.79
1819-11 : PAY0076639	UG70	182600	TC1	05/15/2019	PAY0076639	05/08/2019	A00000007537	MC000-180000-F1000-301-10008328-	4,166.65	53.33%	315.36	858.76	0.11	1.14	143.18	4.80	1,323.35	31.76%	5,490.00		
1819-11 : PAY0076639	UG70	182600	TC1	05/15/2019	PAY0076639	05/08/2019	A00000007542	MC000-180000-Z0902-990--	3,645.85	46.67%	275.93	751.40	0.11	1.01	125.29	4.19	1,157.93	31.76%	4,803.78		
												7,812.50	591.29	1,610.16	0.22	2.15	268.47	8.99	2,481.28	31.76%	10,293.78
												7,812.50	591.29	1,610.16	0.22	2.15	268.47	8.99	2,481.28	31.76%	10,293.78
1819-11 : PAY0077792	UG70	182600	TC1	05/31/2019	PAY0077792	05/24/2019	A00000007537	MC000-180000-F1000-301-10008328-	4,166.64	53.33%	315.36	858.75	0.12	1.15	143.19	4.79	1,323.36	31.76%	5,490.00		
1819-11 : PAY0077792	UG70	182600	TC1	05/31/2019	PAY0077792	05/24/2019	A00000007542	MC000-180000-Z0902-990--	3,645.86	46.67%	275.93	751.41	0.10	1.00	125.28	4.20	1,157.92	31.76%	4,803.78		
												7,812.50	591.29	1,610.16	0.22	2.15	268.47	8.99	2,481.28	31.76%	10,293.78
												7,812.50	591.29	1,610.16	0.22	2.15	268.47	8.99	2,481.28	31.76%	10,293.78
1819-12 : PAY0079002	UG70	182600	TC1	06/15/2019	PAY0079002	06/07/2019	A00000007537	MC000-180000-F1000-301-10008328-	4,166.64	53.33%	318.76	858.74					1,177.50	28.26%	5,344.14		
1819-12 : PAY0079002	UG70	182600	TC1	06/15/2019	PAY0079002	06/07/2019	A00000007542	MC000-180000-Z0902-990--	3,645.86	46.67%	278.90	751.42					1,030.32	28.26%	4,676.18		
												7,812.50	597.66	1,610.16					2,207.82	28.26%	10,020.32
												16,304.34	1,234.67	3,555.98	0.44	4.30	536.94	17.98	5,350.31	32.82%	21,654.65
												16,304.34	1,234.67	3,555.98	0.44	4.30	536.94	17.98	5,350.31	32.82%	21,654.65
TOTAL												144,701.04	8,438.70	30,996.84	3.08	30.10	3,758.58	125.86	43,353.16	29.96%	188,054.20

To search by **Cost Share**:

- Enter a project in the Costshare field
- Search by fiscal month, and/or fiscal year
- Select the options Total and Subtotal
- Select the Order By and Output options to organize the data in a way that best meets your needs
- Submit

Use the returned data to:

- Ensure all cost share are booked for that project

Note: All cost code combo codes begin with a C making them easier to identify

Records Found: 109

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		1920-4 : PAY0088327	UPO3	620900	C12	10/31/2019	PAY0088327	10/22/2019	C00000003989	CL007-620900-E4078-456--10009608	1,631.66	18.92%	119.14	355.86	0.05	0.31	94.50	1.28	571.14	35.00%	2,202.80
		1920-5 : PAY0089704	UPO3	620900	C12	11/15/2019	PAY0089704	11/07/2019	C00000003989	CL007-620900-E4078-456--10009608	1,631.67	18.92%	33.79	355.87	0.03	0.33	94.51	1.27	485.80	29.77%	2,117.47
		1920-5 : PAY0090154	UPO3	620900	C12	11/30/2019	PAY0090154	11/19/2019	C00000003989	CL007-620900-E4078-456--10009608	1,631.64	18.92%	22.56	355.86	0.02	0.32	94.50	1.26	474.52	29.08%	2,106.16
		1920-6 : PAY0090869	UPO3	620900	C12	12/15/2019	PAY0090869	12/04/2019	C00000003989	CL007-620900-E4078-456--10009608	1,631.64	18.92%	22.56	355.86	0.02	0.32	94.50	1.26	474.52	29.08%	2,106.16
		1920-6 : PAY0091560	UPO3	620900	C12	12/31/2019	PAY0091560	12/13/2019	C00000003989	CL007-620900-E4078-456--10009608	1,631.66	25.00%	22.24	355.87	0.04	0.38	124.84	1.70	505.07	30.95%	2,136.73
		1920-7 : PAY0092452	UPO3	620900	C12	01/15/2020	PAY0092452	01/07/2020	C00000003989	CL007-620900-E4078-456--10009608	1,631.64	25.00%	118.06	355.88	0.02	0.41	124.82	1.68	600.87	36.83%	2,232.51
		1920-7 : PAY0093458	UPO3	620900	C12	01/31/2020	PAY0093458	01/23/2020	C00000003989	CL007-620900-E4078-456--10009608	1,631.66	25.00%	118.04	355.87	0.04	0.38	124.84	1.70	600.87	36.83%	2,232.53
											11,421.57		456.39	2,491.07	0.22	2.45	752.51	10.15	3,712.79	32.51%	15,134.36
		1920-6 : RPAY000017	UPO3	620900	C12	10/31/2019	RPAY000017	12/16/2019	C00000003989	CL007-620900-E4078-456--10009608	3,104.17	25.00%	44.25	671.81	0.04	0.40	123.84	1.67	841.81	27.12%	3,945.98
		1920-5 : PAY0089704	UPO3	620900	C12	11/15/2019	PAY0089704	11/07/2019	C00000003989	CL007-620900-E4078-456--10009608	6,829.15	55.00%	98.12	1,489.43	0.09	0.88	274.63	3.70	1,866.85	27.34%	8,696.00
		1920-5 : PAY0090154	UPO3	620900	C12	11/30/2019	PAY0090154	11/19/2019	C00000003989	CL007-620900-E4078-456--10009608	6,829.16	55.00%	98.14	1,489.44	0.08	0.89	274.64	3.72	1,866.91	27.34%	8,696.07
		1920-6 : PAY0090869	UPO3	620900	C12	12/15/2019	PAY0090869	12/06/2019	C00000003989	CL007-620900-E4078-456--10009608	6,829.16	55.00%	98.14	1,489.44	0.08	0.89	274.64	3.72	1,866.91	27.34%	8,696.07
		1920-6 : PAY0091560	UPO3	620900	C12	12/31/2019	PAY0091560	12/16/2019	C00000003989	CL007-620900-E4078-456--10009608	6,829.17	55.00%	98.14	1,489.45	0.09	0.89	274.65	3.72	1,866.92	27.34%	8,696.08
		1920-7 : PAY0092452	UPO3	620900	C12	01/15/2020	PAY0092452	01/07/2020	C00000003989	CL007-620900-E4078-456--10009608	6,829.17	55.00%	522.37	1,489.45	0.08	0.88	274.63	3.70	2,291.11	33.55%	9,120.28
		1920-7 : PAY0093458	UPO3	620900	C12	01/31/2020	PAY0093458	01/23/2020	C00000003989	CL007-620900-E4078-456--10009608	6,829.18	55.00%	522.40	1,489.46	0.10	0.89	274.66	3.72	2,291.23	33.55%	9,120.41
											44,079.16		1,481.56	7,449.08	0.56	5.72	1,771.69	23.95	10,732.56	24.35%	64,811.72
		CL007-620900-E4078-456--10009608									55,500.73		1,937.95	9,940.15	0.78	8.17	2,524.20	34.10	14,445.35	26.03%	89,946.08
		TOTAL									55,500.73		1,937.95	9,940.15	0.78	8.17	2,524.20	34.10	14,445.35	26.03%	89,946.08

There is a Cost Share query that can be used to verify the data. The name of the Cost Share query in PeopleSoft that can be used is: **SC_GM_CS_RECON_PC_DETAIL**

Always reach out to your Post Award Accountant to verify cost share if you have questions.

IX. Other Ways to View Data

The payroll data in the HCM Distribution Reporting tool can be viewed in a number of different ways.

1. Order by – Chartfield and Name

The returned data will be separated by chartfield and will show the names of the employees paid from that funding source, showing subtotals for each employee.

Records Found: 9

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
	1819-10 : PAY0074589		SGRA	155101	IC1	04/15/2019	8000012613	04/15/2019	A00000018261	CL040-155100-J1000-202-10008070-	1,125.00	100.00%								0.00%	1,125.00
	1819-10 : PAY0075901		SGRA	155101	IC1	04/30/2019	8000028292	04/30/2019	A00000018261	CL040-155100-J1000-202-10008070-	1,125.00	100.00%								0.00%	1,125.00
	1819-11 : PAY0076639		SGRA	155101	IC1	05/15/2019	8000043830	05/15/2019	A00000018261	CL040-155100-J1000-202-10008070-	1,125.00	100.00%								0.00%	1,125.00
											3,375.00									0.00%	3,375.00
	1819-10 : PAY0074589		SGRA	155101	TC1	04/15/2019	8000014210	04/15/2019	A00000018261	CL040-155100-J1000-202-10008070-	843.66	74.96%								0.00%	843.66
	1819-10 : PAY0075901		SGRA	155101	TC1	04/30/2019	8000029939	04/30/2019	A00000018261	CL040-155100-J1000-202-10008070-	843.67	74.96%								0.00%	843.67
	1819-11 : PAY0076639		SGRA	155101	TC1	05/15/2019	8000045371	05/15/2019	A00000018261	CL040-155100-J1000-202-10008070-	843.66	74.96%								0.00%	843.66
											2,530.99									0.00%	2,530.99
	1819-10 : PAY0074589		SGRA	155101	IS2	04/15/2019	8000012981	04/15/2019	A00000018261	CL040-155100-J1000-202-10008070-	1,125.00	100.00%								0.00%	1,125.00
	1819-10 : PAY0075901		SGRA	155101	IS2	04/30/2019	8000028656	04/30/2019	A00000018261	CL040-155100-J1000-202-10008070-	1,125.00	100.00%								0.00%	1,125.00
	1819-11 : PAY0076639		SGRA	155101	IS2	05/15/2019	8000044207	05/15/2019	A00000018261	CL040-155100-J1000-202-10008070-	1,125.00	100.00%								0.00%	1,125.00
											3,375.00									0.00%	3,375.00
TOTAL											9,280.69									0.00%	9,280.69

2. Order by – Chartfield and Pay Period

The returned data will be separated by chartfield and will show the names of the employees paid from that funding source for a specific pay period. Subtotals for each pay period are shown as well.

Records Found: 3,037

NAME	USCID	FISCAL PERIOD - JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
	1819-12	PAY0079002	UL01	182800	C12	06/15/2019	8800060253	06/14/2019	A00000034158	MC000-180000-F1000-301-10006070-	54.24	2.14%	3.00	11.18	0.03	0.62	0.14	21.03	40.43%	76.17	
	1920-6	RPAY000010	UL01	182800	C12	06/15/2019	RPAY000010	12/09/2019	A00000034158	MC000-180000-F1000-301-10006070-	(54.24)	-2.14%	(3.00)	(11.18)	(0.03)	(0.62)	(0.14)	(21.03)	40.43%	(76.17)	
	1819-12	PAY0079002	UG82	182800	C12	06/15/2019	8800060248	06/14/2019	A00000034158	MC000-180000-F1000-301-10006070-	619.10	6.55%	46.66	127.60	0.01	11.11	26.16	0.44	200.98	32.46%	820.08
	1920-7	PAY000042	UG82	182800	C12	06/15/2019	RPAY000042	01/10/2020	A00000034158	MC000-180000-F1000-301-10006070-	(619.10)	-6.55%	(46.66)						(46.66)	7.54%	(665.70)
														127.60	0.01	0.11	26.16	0.44	154.32	0.00%	154.32
	1819-12	PAY0080252	UL01	182800	C12	06/30/2019	8800070301	06/28/2019	A00000034158	MC000-180000-F1000-301-10006070-	126.56	5.00%	9.28	26.08	0.08	15.46	0.34	51.22	40.47%	177.78	
	1920-6	RPAY000010	UL01	182800	C12	06/30/2019	RPAY000010	12/09/2019	A00000034158	MC000-180000-F1000-301-10006070-	(126.56)	-5.00%	(9.28)	(26.08)	(0.08)	(15.46)	(0.34)	(51.22)	40.47%	(177.78)	
	1819-12	PAY0080252	UG82	182800	C12	06/30/2019	8800070296	06/28/2019	A00000034158	MC000-180000-F1000-301-10006070-	1,444.56	15.31%	108.88	207.73	0.02	0.24	61.04	1.04	488.96	32.46%	1,913.92
	1920-7	RPAY000042	UG82	182800	C12	06/30/2019	RPAY000042	01/10/2020	A00000034158	MC000-180000-F1000-301-10006070-	(1,444.56)	-15.31%	(108.88)	(207.73)	(0.02)	(0.24)	(61.04)	(1.04)	(488.96)	32.46%	(1,913.92)
																				0.00%	
	1920-1	PAY0082306	UG80	185000	C12	07/15/2019	8800080772	07/15/2019	A00000034158	MC000-180000-F1000-301-10006070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
	1920-1	PAY0082306	CB75	182800	C12	07/15/2019	8800080683	07/15/2019	A00000034157	MC000-180000-F1000-301-10006070-	150.11	7.00%	10.89	32.74	0.11	21.63	0.46	65.63	43.85%	215.94	
	1920-1	PAY0082306	AH20	180000	C12	07/15/2019	8800080324	07/15/2019	A00000034157	MC000-180000-F1000-301-10006070-	891.15	24.16%	65.14	194.36	0.04	0.39	120.65	1.03	362.21	42.89%	1,273.35
	1920-1	PAY0082306	UG80	181100	C12	07/15/2019	8800080345	07/15/2019	A00000034158	MC000-180000-F1000-301-10006070-	212.52	5.59%	15.54	46.36	0.09	27.90	0.37	90.26	42.47%	302.78	
	1920-1	PAY0082306	UG80	185000	C12	07/15/2019	8800080773	07/15/2019	A00000034158	MC000-180000-F1000-301-10006070-	545.04	100.00%	41.70	118.87					160.57	29.46%	705.61
	1920-1	PAY0082306	AD22	182800	C12	07/15/2019	8800080687	07/15/2019	A00000034157	MC000-180000-F1000-301-10006070-	1,912.50	100.00%	141.10	417.12	0.16	1.61	201.35	6.74	798.08	40.16%	2,680.88
	1920-1	PAY0082306	UG80	185000	C12	07/15/2019	8800080774	07/15/2019	A00000034158	MC000-180000-F1000-301-10006070-	545.04	100.00%	41.70	118.87					160.57	29.46%	705.61
	1920-1	PAY0081351	UG80	182800	C12	07/15/2019	8800080688	07/15/2019	A00000034158	MC000-180000-F1000-301-10006070-	208.32	4.44%	15.71	45.43	0.07	8.65	0.31	70.47	33.83%	278.79	
	1920-1	PAY0081351	UD13	185000	C12	07/15/2019	8800080775	07/15/2019	A00000034158	MC000-180000-F1000-301-10006070-	6,362.75	81.35%	470.25	1,367.71	0.13	1.32	324.48	5.46	2,189.37	34.41%	8,552.12
	1920-1	PAY0081351	UL01	182800	C12	07/15/2019	8800080794	07/15/2019	A00000034158	MC000-180000-F1000-301-10006070-	(38.59)	-1.49%	(2.81)	(8.42)	(0.01)	(4.63)	(0.10)	(15.97)	41.38%	(54.58)	
	1920-7	RPAY000042	UL01	182800	C12	07/15/2019	RPAY000042	01/10/2020	A00000034158	MC000-180000-F1000-301-10006070-	167.86	6.46%	12.25	36.57	0.01	0.10	20.07	0.44	66.44	41.42%	237.10
	1920-1	PAY0082306	UG81	181300	C12	07/15/2019	8800080403	07/15/2019	A00000034158	MC000-180000-F1000-301-10006070-	212.52	5.23%	15.56	46.35	0.09	26.09	0.35	88.44	41.61%	300.65	
	1920-1	PAY0082306	UH01	182800	C12	07/15/2019	8800080707	07/15/2019	A00000034158	MC000-180000-F1000-301-10006070-	105.82	4.50%	7.65	23.08	0.07	13.90	0.31	42.53%	160.93		

3. Total and Detail

The returned data will provide the details for each employee and the overall total.

1920-5 - PAY0090154	UG82	182000	C12	11/09/2019	8900200846	11/27/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,444.56	15.31%	20.64	315.07	0.02	0.24	61.04	1.04	398.05	27.56%	1,842.61
1920-6 - PAY0090899	UG82	182000	C12	12/15/2019	8900217241	12/13/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,444.56	15.31%	20.64	315.07	0.02	0.24	61.04	1.04	398.05	27.56%	1,842.61
1920-6 - PAY0091560	UG82	182000	C12	12/31/2019	8900233482	12/23/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,444.56	15.31%	20.64	315.07	0.02	0.24	61.05	1.03	398.05	27.56%	1,842.60
1920-7 - PAY0092452	UG82	182000	C12	01/15/2020	8900249757	01/15/2020	A00000034158	MC000-180000-F1000-301-10009070-	1,444.56	15.31%	108.59	315.07	0.03	0.25	61.05	1.03	480.02	33.64%	1,930.58
1920-7 - PAY0093458	UG82	182000	C12	01/31/2020	8900263688	01/31/2020	A00000034158	MC000-180000-F1000-301-10009070-	1,444.56	15.31%	108.62	315.07	0.02	0.24	61.05	1.03	480.03	33.65%	1,930.59
1920-8 - PAY0094290	UG82	182000	C12	02/15/2020	8900276499	02/14/2020	A00000034158	MC000-180000-F1000-301-10009070-	1,444.56	15.31%	108.60	315.07	0.02	0.24	61.04	1.04	480.01	33.64%	1,930.57
1920-8 - PAY0095402	UG82	182000	C12	02/29/2020	8900291710	02/28/2020	A00000034158	MC000-180000-F1000-301-10009070-	1,444.56	15.31%	108.60	315.07	0.02	0.24	61.04	1.04	480.01	33.64%	1,930.57
1920-9 - PAY0096390	UG82	182000	C12	03/15/2020	8900307512	03/13/2020	A00000034158	MC000-180000-F1000-301-10009070-	1,444.56	15.31%	108.60	315.07	0.02	0.24	61.04	1.04	480.01	33.64%	1,930.57
1920-2 - PAY0083462	UG80	181200	T12	08/15/2019	8900169463	08/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	3,804.37	46.67%	291.03	829.73					1,120.76	29.46%	4,925.13
1920-2 - PAY0084388	UG80	181200	T12	08/31/2019	8900120392	08/30/2019	A00000034158	MC000-180000-F1000-301-10009070-	3,804.37	46.67%	288.07	829.73	0.11	1.00	125.29	4.20	1,248.40	32.81%	5,052.77
1920-3 - PAY0085095	UG80	181200	T12	09/15/2019	8900128376	09/13/2019	A00000034158	MC000-180000-F1000-301-10009070-	3,804.37	46.67%	288.07	829.73	0.11	1.01	125.29	4.20	1,248.41	32.82%	5,052.78
1920-3 - PAY0086211	UG80	181200	T12	09/30/2019	8900148332	09/30/2019	A00000034158	MC000-180000-F1000-301-10009070-	3,804.37	46.67%	288.08	829.74	0.10	1.00	125.29	4.20	1,248.39	32.81%	5,052.76
1920-4 - PAY0087294	UG80	181200	T12	10/15/2019	8900163989	10/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	3,804.37	46.67%	290.15	829.73	0.11	1.00	125.29	4.19	1,220.47	32.32%	5,033.84
1920-4 - PAY0088327	UG80	181200	T12	10/31/2019	8900179806	10/31/2019	A00000034158	MC000-180000-F1000-301-10009070-	3,804.37	46.67%	54.61	829.73	0.11	1.00	125.29	4.20	1,014.94	26.65%	4,819.31
1920-5 - PAY0089704	UG80	181200	T12	11/15/2019	8900196029	11/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	3,804.37	46.67%	54.60	829.73	0.10	1.01	125.29	4.20	1,014.92	26.65%	4,819.29
1920-5 - PAY0090154	UG80	181200	T12	11/09/2019	8900212403	11/27/2019	A00000034158	MC000-180000-F1000-301-10009070-	3,804.37	46.67%	54.61	829.73	0.11	1.01	125.29	4.20	1,014.95	26.65%	4,819.32
1920-6 - PAY0090899	UG80	181200	T12	12/15/2019	8900228696	12/13/2019	A00000034158	MC000-180000-F1000-301-10009070-	3,804.37	46.67%	54.60	829.74	0.10	1.00	125.29	4.20	1,014.93	26.65%	4,819.30
1920-6 - PAY0091560	UG80	181200	T12	12/31/2019	8900244853	12/23/2019	A00000034158	MC000-180000-F1000-301-10009070-	3,804.37	46.67%	54.60	829.74	0.10	1.00	125.29	4.20	1,014.93	26.65%	4,819.30
1920-7 - PAY0092452	UG80	181200	T12	01/15/2020	8900259015	01/15/2020	A00000034158	MC000-180000-F1000-301-10009070-	3,804.37	23.33%	288.09	829.73	0.10	1.01	125.29	4.20	1,248.41	32.82%	5,052.78
1920-7 - PAY0093458	UG80	181200	T12	01/15/2020	8900272016	01/31/2020	A00000034158	MC000-180000-F1000-301-10009070-	3,804.38	23.33%	288.09	829.73	0.11	1.01	125.29	4.19	1,248.42	32.82%	5,052.80
1920-8 - PAY009402	UG80	181200	T12	02/15/2020	8900302811	02/28/2020	A00000034158	MC000-180000-F1000-301-10009070-	3,804.37	46.67%	288.09	829.74	0.10	1.00	125.29	4.20	1,248.42	32.82%	5,052.79
1920-8 - PAY0094290	UG80	181200	T12	02/29/2020	8900287078	02/14/2020	A00000034158	MC000-180000-F1000-301-10009070-	3,804.38	46.67%	288.08	829.74	0.10	1.00	125.29	4.20	1,248.40	32.81%	5,052.78
1920-9 - PAY0096390	UG80	181200	T12	03/15/2020	8900318816	03/13/2020	A00000034158	MC000-180000-F1000-301-10009070-	3,804.37	46.67%	288.08	829.74	0.10	1.00	125.29	4.20	1,248.41	32.82%	5,052.78
MC000-180000-F1000-301-10009070-									368,184.20		24,692.79	88,228.73	8.40	83.77	18,564.97	362.43	129,981.09	32.84%	628,165.29
TOTAL									368,184.20		24,692.79	88,228.73	8.40	83.77	18,564.97	362.43	129,981.09	32.84%	628,165.29

4. Sub-total and Detail

UNIVERSITY OF SOUTH CAROLINA HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID: [] Pay Group: [] Combo: [] Project BU: [] From Pay Period: ALL [v] Num of Records: 10000 []

Name: [] Pay End Date (m/d/y): [] to [] Operating Unit: [] Project: 10009070 [v] To Pay Period: ALL [v] Order By: Chartfield.Name [v]

Job: [] Earn End Date (m/d/y): [] to [] Department: [] CFDA: [] Fiscal Month: ALL [v] Fiscal Year: ALL [v] Total Sub-Total Detail Sum.Adjustments

HCM Dept.: [] Dist.Status: ALL [v] Fund: [] Contract: [] Pay Run ID: [] Output: Fringe-Summary[Hol] [v]

Journal: [] Dist.Type: ALL [v] Class: [] Sponsor: []

Check: [] Dist.Class: ALL [v] Account: [] Costshare: []

Check Date (m/d/y): [] to [] Dist.Code: []

[Submit] [Clear] [CSV]

The returned data will provide the **details** and **subtotals** for each employee.

Records Found: 3,037

NAME	USCID	FISCAL PERIOD - JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$	
1920-1	PAY0082306	UG80 185000	C12	07/15/2019	8800080772	07/15/2019	A00000034158	MC000-180000-F1000-301-100006070-	1,535.79	100.00%	117.49	334.98	452.45	29.46%	1,988.24							
1920-1	PAY0082306	UG80 185000	C12	07/15/2019	8800091406	07/15/2019	A00000034158	MC000-180000-F1000-301-100006070-	1,535.79	100.00%	117.49	334.98	452.45	29.46%	1,988.24							
1920-2	PAY0083462	UG80 185000	C12	08/15/2019	8800101628	08/15/2019	A00000034158	MC000-180000-F1000-301-100006070-	1,535.79	100.00%	117.49	334.98	452.45	29.46%	1,988.24							
1920-2	PAY0084388	UG80 185000	C12	08/23/2019	8800113308	08/30/2019	A00000034158	MC000-180000-F1000-301-100006070-	1,535.79	100.00%	117.48	334.98	452.44	29.46%	1,988.23							
1920-3	PAY0085095	UG80 185000	C12	09/15/2019	8800131271	09/13/2019	A00000034158	MC000-180000-F1000-301-100006070-	1,535.79	100.00%	117.49	334.98	452.45	29.46%	1,988.24							
1920-3	PAY0086211	UG80 185000	C12	09/30/2019	8800139175	09/30/2019	A00000034158	MC000-180000-F1000-301-100006070-	1,535.79	100.00%	117.49	334.98	452.45	29.46%	1,988.24							
1920-4	PAY0087294	UG80 185000	C12	10/15/2019	8800153208	10/15/2019	A00000034158	MC000-180000-F1000-301-100006070-	1,535.79	100.00%	117.49	334.98	452.45	29.46%	1,988.24							
1920-4	PAY0088327	UG80 185000	C12	10/21/2019	8800168894	10/31/2019	A00000034158	MC000-180000-F1000-301-100006070-	2,135.79	100.00%	163.39	334.98	498.35	23.33%	2,634.14							
1920-5	PAY0089704	UG80 185000	C12	11/15/2019	8800184700	11/15/2019	A00000034158	MC000-180000-F1000-301-100006070-	1,535.79	100.00%	117.48	334.98	452.44	29.46%	1,988.23							
1920-5	PAY0090154	UG80 185000	C12	11/30/2019	8800200915	11/27/2019	A00000034158	MC000-180000-F1000-301-100006070-	1,535.79	100.00%	117.49	334.98	452.45	29.46%	1,988.24							
1920-6	PAY0090889	UG80 185000	C12	12/15/2019	8800217310	12/13/2019	A00000034158	MC000-180000-F1000-301-100006070-	1,535.79	100.00%	117.49	334.98	452.45	29.46%	1,988.24							
1920-6	PAY0091590	UG80 185000	C12	12/31/2019	8800233549	12/23/2019	A00000034158	MC000-180000-F1000-301-100006070-	1,535.79	100.00%	117.49	334.98	452.45	29.46%	1,988.24							
1920-7	PAY0092452	UG80 185000	C12	01/15/2020	8800249823	01/15/2020	A00000034158	MC000-180000-F1000-301-100006070-	1,535.79	100.00%	117.49	334.98	452.45	29.46%	1,988.24							
1920-7	PAY0093458	UG80 185000	C12	01/31/2020	8800263753	01/31/2020	A00000034158	MC000-180000-F1000-301-100006070-	1,535.79	100.00%	117.49	334.98	452.45	29.46%	1,988.24							
1920-8	PAY0094290	UG80 185000	C12	02/15/2020	8800276565	02/14/2020	A00000034158	MC000-180000-F1000-301-100006070-	1,535.79	100.00%	117.49	334.98	452.45	29.46%	1,988.24							
1920-8	PAY0095402	UG80 185000	C12	02/29/2020	8800291776	02/26/2020	A00000034158	MC000-180000-F1000-301-100006070-	1,535.79	100.00%	117.49	334.98	452.45	29.46%	1,988.24							
1920-9	PAY0096390	UG80 185000	C12	03/15/2020	8800307578	03/13/2020	A00000034158	MC000-180000-F1000-301-100006070-	1,535.79	100.00%	117.47	334.98	452.43	29.46%	1,988.22							
											26,708.43		2,043.19	5,694.32	7,737.51	28.97%	34,445.94					

5. Detail (Default)

UNIVERSITY OF SOUTH CAROLINA
HUB ▾ HCM DISTRIBUTION ▾ HCM DISTRIBUTION SEARCH
Sign out

USCID:

Name:

Job:

HCM Dept.:

Journal:

Check:

Check Date (m/d/y): to

Pay Group:

Pay End Date (m/d/y): to

Earn End Date (m/d/y): to

Dist. Status: ALL

Dist. Type: ALL

Dist. Class: ALL

Dist. Code:

Combo:

Operating Unit:

Department:

Fund:

Class:

Account:

Project BU:

Project: 10009070

CFDA:

Contract:

Sponsor:

Costshare:

From Pay Period: ALL

To Pay Period: ALL

Fiscal Month: ALL

Fiscal Year: ALL

Pay Run ID:

Num of Records: 10000

Order By: Chartfield.Name

Total

Sub-Total

Detail

Sum Adjustments

Output: Fringe-Summary[Hor]

The returned data will provide **details** for each employee.

Records Found: 3,037

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
1920-1-PAY0082306	UG80	185000	UG80	185000	C12	07/15/2019	8000080772	07/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
1920-1-PAY0082306	UG80	185000	UG80	185000	C12	07/31/2019	8000091406	07/31/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
1920-2-PAY0083462	UG80	185000	UG80	185000	C12	08/15/2019	8000101628	08/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
1920-2-PAY0084368	UG80	185000	UG80	185000	C12	08/31/2019	8000113308	08/30/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.48	334.96					452.44	29.46%	1,988.23
1920-3-PAY0085095	UG80	185000	UG80	185000	C12	09/15/2019	8000131271	09/13/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
1920-3-PAY0086211	UG80	185000	UG80	185000	C12	09/30/2019	8000139175	09/30/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
1920-4-PAY0087294	UG80	185000	UG80	185000	C12	10/15/2019	8000153208	10/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
1920-4-PAY0088327	UG80	185000	UG80	185000	C12	10/31/2019	8000166894	10/31/2019	A00000034158	MC000-180000-F1000-301-10009070-	2,135.79	100.00%	183.39	334.96					498.35	23.33%	2,634.14
1920-5-PAY0089704	UG80	185000	UG80	185000	C12	11/15/2019	8000184700	11/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.48	334.96					452.44	29.46%	1,988.23
1920-5-PAY0090154	UG80	185000	UG80	185000	C12	11/30/2019	8000200915	11/27/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
1920-6-PAY0090899	UG80	185000	UG80	185000	C12	12/15/2019	8000217310	12/13/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
1920-6-PAY0091560	UG80	185000	UG80	185000	C12	12/31/2019	8000233549	12/23/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
1920-7-PAY0092452	UG80	185000	UG80	185000	C12	01/15/2020	8000248825	01/15/2020	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
1920-7-PAY0093458	UG80	185000	UG80	185000	C12	01/31/2020	8000263753	01/31/2020	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
1920-8-PAY0094290	UG80	185000	UG80	185000	C12	02/15/2020	8000276565	02/14/2020	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
1920-8-PAY0095402	UG80	185000	UG80	185000	C12	02/29/2020	8000291776	02/28/2020	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
1920-9-PAY0096390	UG80	185000	UG80	185000	C12	03/15/2020	8000307578	03/13/2020	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.47	334.96					452.43	29.46%	1,988.22
1920-1-PAY0082306	C875	182600	C875	182600	C12	07/15/2019	8000080683	07/15/2019	A00000034157	MC000-180000-F1000-301-10009070-	150.11	7.00%	10.89	32.74	0.11	21.63	0.46		65.83	43.89%	215.04
1920-1-PAY0082306	C875	182600	C875	182600	C12	07/31/2019	8000091317	07/31/2019	A00000034157	MC000-180000-F1000-301-10009070-	150.11	7.00%	10.90	32.74	0.12	21.63	0.48		65.87	43.88%	215.08
1920-2-PAY0083462	C875	182600	C875	182600	C12	08/15/2019	8000101540	08/15/2019	A00000034157	MC000-180000-F1000-301-10009070-	150.10	7.00%	10.89	32.73	0.11	21.63	0.47		65.83	43.86%	215.03
1920-2-PAY0084368	C875	182600	C875	182600	C12	08/31/2019	8000116201	08/30/2019	A00000034157	MC000-180000-F1000-301-10009070-	150.11	6.02%	10.98	32.74	0.09	18.61	0.40		62.80	41.84%	212.91
1920-3-PAY0085095	C875	182600	C875	182600	C12	09/15/2019	8000134200	09/13/2019	A00000034157	MC000-180000-F1000-301-10009070-	150.11	5.94%	10.98	32.74	0.10	18.34	0.40		62.56	41.68%	212.67
1920-3-PAY0086211	C875	182600	C875	182600	C12	09/30/2019	8000142017	09/30/2019	A00000034157	MC000-180000-F1000-301-10009070-	150.11	5.94%	10.98	32.74	0.09	18.35	0.40		62.56	41.68%	212.67

6. Sum Adjustments Unchecked

The returned data is showing details with sum adjustments **unchecked**. Here you can see all of the retro entries, simply showing the entries removed and zeroed out what originally posted to the combo code.

Records Found: 18

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
	1920-3	PAY0085095	SGIA	128100	T12	09/15/2019	7000002748	09/13/2019	A00000019094	CL071-128100-A0001-101-	811.11	100.00%							0.00%	811.	
	1920-6	RPAY000012	SGIA	128100	T12	09/15/2019	RPAY000012	12/11/2019	A00000019094	CL071-128100-A0001-101-	(811.11)	-100.00%							0.00%	(811.)	
	1920-3	PAY0088211	SGIA	128100	T12	09/30/2019	7000003481	09/30/2019	A00000019094	CL071-128100-A0001-101-	811.11	100.00%							0.00%	811.	
	1920-6	RPAY000012	SGIA	128100	T12	09/30/2019	RPAY000012	12/11/2019	A00000019094	CL071-128100-A0001-101-	(811.11)	-100.00%							0.00%	(811.)	
	1920-4	PAY0087294	SGIA	128100	T12	10/15/2019	8000162960	10/15/2019	A00000019094	CL071-128100-A0001-101-	811.11	100.00%							0.00%	811.	
	1920-6	RPAY000012	SGIA	128100	T12	10/15/2019	RPAY000012	12/11/2019	A00000019094	CL071-128100-A0001-101-	(811.11)	-100.00%							0.00%	(811.)	
	1920-4	PAY0088327	SGIA	128100	T12	10/31/2019	8000178754	10/31/2019	A00000019094	CL071-128100-A0001-101-	811.11	100.00%							0.00%	811.	
	1920-6	RPAY000012	SGIA	128100	T12	10/31/2019	RPAY000012	12/11/2019	A00000019094	CL071-128100-A0001-101-	(811.11)	-100.00%							0.00%	(811.)	
	1920-5	PAY0089704	SGIA	128100	T12	11/15/2019	8000154968	11/15/2019	A00000019094	CL071-128100-A0001-101-	811.11	100.00%							0.00%	811.	
	1920-6	RPAY000012	SGIA	128100	T12	11/15/2019	RPAY000012	12/11/2019	A00000019094	CL071-128100-A0001-101-	(811.11)	-100.00%							0.00%	(811.)	
	1920-5	PAY0090154	SGIA	128100	T12	11/30/2019	8000211336	11/27/2019	A00000019094	CL071-128100-A0001-101-	811.11	100.00%							0.00%	811.	
	1920-6	PAY0090899	SGIA	128100	T12	12/15/2019	8000227633	12/13/2019	A00000019094	CL071-128100-A0001-101-	811.11	100.00%							0.00%	811.	
	1920-6	PAY0091590	SGIA	128100	T12	12/31/2019	8000243794	12/23/2019	A00000019094	CL071-128100-A0001-101-	811.11	100.00%							0.00%	811.	
	1920-6	RPAY000012	SGIA	128100	T12	11/15/2019	RPAY000012	12/11/2019	A00000019109	CL071-128490-A0001-101-	3,055.55	500.00%							0.00%	3,055.	
TOTAL											4,888.88								0.00%	4,888.	

7. Sum Adjustments Checked

UNIVERSITY OF SOUTH CAROLINA HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID: [Redacted]

Pay Group: [] Pay End Date (m/d/y): [] to []

Job: [] Earn End Date (m/d/y): [] to []

HCM Dept.: [] Dist.Status: ALL [v]

Journal: [] Dist.Type: ALL [v]

Check: [] Dist.Class: ALL [v]

Check Date (m/d/y): [] to [] Dist.Code: []

Combo: [] Operating Unit: [] Department: [] Fund: [] Class: [] Account: []

Project BU: [] Project: [] CFDA: [] Contract: [] Sponsor: [] Costshare: []

From Pay Period: 09/15/2019 [v]
 To Pay Period: 12/31/2019 [v]
 Fiscal Month: ALL [v]
 Fiscal Year: 2019-2020 [v]

Num of Records: 10000 [v]
 Order By: Chartfield,Name [v]
 Total
 Sub-Total
 Detail
 Sum.Adjustments

Output: Fringe-Summary[Hor] [v]

Submit Clear CSV

The returned data is showing how the reporting tool does the math for you. It will show you how much is left on that line of accounting. It makes it easy to see exactly what is left if dollars are being moved from one grant to another.

Records Found: 18

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$	
		1920-6 : RPAY000012	SGIA	128100	T12	09/15/2019	7000002748	12/11/2019	A00000019094	CL071-128100-A0001-101--			0.00%								0.00%	
		1920-6 : RPAY000012	SGIA	128100	T12	09/30/2019	7000003481	12/11/2019	A00000019094	CL071-128100-A0001-101--			0.00%								0.00%	
		1920-6 : RPAY000012	SGIA	128100	T12	10/15/2019	8000162960	12/11/2019	A00000019094	CL071-128100-A0001-101--			0.00%								0.00%	
		1920-6 : RPAY000012	SGIA	128100	T12	10/31/2019	8000179754	12/11/2019	A00000019094	CL071-128100-A0001-101--			0.00%								0.00%	
		1920-6 : RPAY000012	SGIA	128100	T12	11/15/2019	8000194968	12/11/2019	A00000019094	CL071-128100-A0001-101--			0.00%								0.00%	
		1920-5 : PAY0090154	SGIA	128100	T12	11/30/2019	8000211336	11/27/2019	A00000019094	CL071-128100-A0001-101--	011.11	100.00%									0.00%	011.
		1920-6 : PAY0090889	SGIA	128100	T12	12/15/2019	8000227633	12/13/2019	A00000019094	CL071-128100-A0001-101--	011.11	100.00%									0.00%	011.
		1920-6 : PAY0091560	SGIA	128100	T12	12/31/2019	8000243734	12/23/2019	A00000019094	CL071-128100-A0001-101--	011.11	100.00%									0.00%	011.
		1920-6 : RPAY000012	SGIA	128100	T12	09/15/2019	7000002748	12/11/2019	A00000019109	CL071-128460-A0001-101--	011.11	100.00%									0.00%	011.
		1920-6 : RPAY000012	SGIA	128100	T12	09/30/2019	7000003481	12/11/2019	A00000019109	CL071-128460-A0001-101--	011.11	100.00%									0.00%	011.
		1920-6 : RPAY000012	SGIA	128100	T12	10/15/2019	8000162960	12/11/2019	A00000019109	CL071-128460-A0001-101--	011.11	100.00%									0.00%	011.
		1920-6 : RPAY000012	SGIA	128100	T12	10/31/2019	8000179754	12/11/2019	A00000019109	CL071-128460-A0001-101--	011.11	100.00%									0.00%	011.
		1920-6 : RPAY000012	SGIA	128100	T12	11/15/2019	8000194968	12/11/2019	A00000019109	CL071-128460-A0001-101--	011.11	100.00%									0.00%	011.
		TOTAL									4,888.88										0.00%	4,888.

8. Output – Fringe Summary (Horizontal)

The returned data is showing the details for all employees, including the labor and the fringe.

Records Found: 3,001

NAME	USCID	FISCAL PERIOD - JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		1920-1 : PAY0082308	UG80	185000	C12	07/15/2019	8000080772	07/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-1 : PAY0082308	UG80	185000	C12	07/31/2019	8000091406	07/31/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-2 : PAY0083482	UG80	185000	C12	08/15/2019	8000101628	08/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-2 : PAY0084368	UG80	185000	C12	08/31/2019	8000113388	08/30/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.48	334.98					452.44	29.46%	1,988.23
		1920-3 : PAY0085096	UG80	185000	C12	09/15/2019	8000131271	09/13/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-3 : PAY0086211	UG80	185000	C12	09/30/2019	8000139175	09/30/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-4 : PAY0087294	UG80	185000	C12	10/15/2019	8000153288	10/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-4 : PAY0088327	UG80	185000	C12	10/31/2019	8000168884	10/31/2019	A00000034158	MC000-180000-F1000-301-10009070-	2,135.79	100.00%	163.39	334.98					468.35	23.33%	2,634.14
		1920-5 : PAY0089704	UG80	185000	C12	11/15/2019	8000184700	11/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.48	334.98					452.44	29.46%	1,988.23
		1920-5 : PAY0090154	UG80	185000	C12	11/30/2019	8000209915	11/27/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-6 : PAY0090889	UG80	185000	C12	12/15/2019	8000217310	12/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-6 : PAY0091590	UG80	185000	C12	12/31/2019	8000233549	12/23/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-7 : PAY0092452	UG80	185000	C12	01/15/2020	8000249825	01/15/2020	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-7 : PAY0093458	UG80	185000	C12	01/31/2020	8000263753	01/31/2020	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-8 : PAY0094290	UG80	185000	C12	02/15/2020	8000276365	02/14/2020	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-8 : PAY0095402	UG80	185000	C12	02/29/2020	8000291776	02/28/2020	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-9 : PAY0096390	UG80	185000	C12	03/15/2020	8000307578	03/13/2020	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.47	334.98					452.43	29.46%	1,988.22

9. Output – Fringe Detail (Vertical) Pay Group C12

The returned data drills down into the labor details. Here you can see the account code and the earnings codes. This example is an employee paid current (C12). Notice the pay period, earn end, and check dates all match up.

Records Found: 18

NAME	USCID	JOB	HCM DEPT	GROUP	PAY PERIOD	COMBO	CHARTFIELD	AMOUNT
		ACCOUNT	EARN END		DIST. TYPE: CODE	CHECK : CHK DATE	FISCAL PERIOD : JOURNAL	
		AD28	620499	C12	01/15/2020	A0000000888	CL010-620499-A0001-602--	
1		51200	01/04/2020	ERN-HOL-Holiday Pay		8000251087 : 01/15/2020	1920-7-PAY002452	282.49
2		51200	01/15/2020	ERN-REG-Regular Pay		8000251087 : 01/15/2020	1920-7-PAY002452	2777.54
3		51900	01/15/2020	DED-BASLIF-Basic Life		8000251087 : 01/15/2020	1920-7-PAY002452	.15
4		51900	01/15/2020	DED-BASLTD-Basic Long Term Disability		8000251087 : 01/15/2020	1920-7-PAY002452	1
5		51900	01/15/2020	DED.DENTAL-Dental		8000251087 : 01/15/2020	1920-7-PAY002452	6
6		51900	01/15/2020	DED.HEALTH-Health		8000251087 : 01/15/2020	1920-7-PAY002452	201
7		51900	01/15/2020	DED.SCRS-SCRS		8000251087 : 01/15/2020	1920-7-PAY002452	687
8		51900	01/15/2020	TAX-E-OASDI/Disability - ER		8000251087 : 01/15/2020	1920-7-PAY002452	185
9		51900	01/15/2020	TAX-Q-FICA Med Hospital Ins / ER		8000251087 : 01/15/2020	1920-7-PAY002452	43
		LABOR: 3,080.00 (100.00%)		FRINGE: 1,106.53 (36.16%)				4,186
		AD28	620499	C12	01/31/2020	A0000000888	CL010-620499-A0001-602--	
10		51200	01/15/2020	ERN-ALV-Annual Leave Taken		8000265003 : 01/31/2020	1920-7-PAY0093458	204
11		51200	01/31/2020	ERN-REG-Regular Pay		8000265003 : 01/31/2020	1920-7-PAY0093458	2795
12		51900	01/31/2020	DED-BASLIF-Basic Life		8000265003 : 01/31/2020	1920-7-PAY0093458	
13		51900	01/31/2020	DED-BASLTD-Basic Long Term Disability		8000265003 : 01/31/2020	1920-7-PAY0093458	1
14		51900	01/31/2020	DED.DENTAL-Dental		8000265003 : 01/31/2020	1920-7-PAY0093458	6
15		51900	01/31/2020	DED.HEALTH-Health		8000265003 : 01/31/2020	1920-7-PAY0093458	201
16		51900	01/31/2020	DED.SCRS-SCRS		8000265003 : 01/31/2020	1920-7-PAY0093458	687
17		51900	01/31/2020	TAX-E-OASDI/Disability - ER		8000265003 : 01/31/2020	1920-7-PAY0093458	185
18		51900	01/31/2020	TAX-Q-FICA Med Hospital Ins / ER		8000265003 : 01/31/2020	1920-7-PAY0093458	43
		LABOR: 3,080.00 (100.00%)		FRINGE: 1,106.53 (36.16%)				4,186
LABOR:		6,120.00		FRINGE:		2,213.06 (36.16%)	TOTAL:	8,333.06

10. Fringe Detail (Vertical) Pay Group P12

This example drills down into the labor for an employee paid on a lag (P12). Here you can see the account code and the earnings codes. But because they are paid on a lag the pay period, earn end, and check dates may be different. Dates may also vary for an hourly employee.

Records Found: 4

NAME	USCID	JOB	HCM DEPT	GROUP	PAY PERIOD	COMBO	CHARTFIELD	AMOUNT
	ACCOUNT	EARN END	DIST. TYPE	CODE	CHECK : CHK DATE	FISCAL PERIOD : JOURNAL		
	AD25	820499	P12			A00000000598	CL010-620499-A0001-602--	
1	51200	01/15/2020	ERN:REG-Regular Pay		8000270235 : 01/31/2020	1920-7-PAY0093458		1666
2	51900	01/15/2020	DED:SCRSP-SCRS Pending		8000270235 : 01/31/2020	1920-7-PAY0093458		96
3	51900	01/15/2020	TAX:E-QASDI/Disability - ER		8000270235 : 01/31/2020	1920-7-PAY0093458		103
4	51900	01/15/2020	TAX:Q-FICA Med Hospital Ins / ER		8000270235 : 01/31/2020	1920-7-PAY0093458		24
		LABOR: 1,666.87 (100.00%)		FRINGE: 491.00 (29.46%)				2,157
LABOR:		1,666.67	FRINGE:		491.00 (29.46%)	TOTAL:		2,157.67

11. Output – Fringe Total Only

The returned data is showing the **fringe totals** only by employee.

1920-7 : PAY0092452	UG70	120400	HRL	01/15/2020	8000252845	01/15/2020	A00000006598	CL087-120400-A0001-101-	357.10	15.38%	105.20	29.46%	462.30
1920-7 : PAY0092452	UG70	120400	C12	01/15/2020	8000252541	01/15/2020	A00000006598	CL087-120400-A0001-101-	258.07	8.98%	94.52	36.63%	352.59
1920-7 : PAY0093458	UG70	120400	C12	01/31/2020	8000286440	01/31/2020	A00000006598	CL087-120400-A0001-101-	354.84	11.96%	129.18	36.40%	484.00
1920-7 : PAY0092452	UG70	120400	T12	01/15/2020	8000258027	01/15/2020	A00000027167	CL087-120400-A0001-101-	320.29	100.00%	94.36	29.46%	414.65
1920-7 : PAY0092452	UG70	120400	C12	01/15/2020	8000252506	01/15/2020	A00000006598	CL087-120400-A0001-101-	134.83	5.76%	40.05	29.70%	174.88
1920-7 : PAY0093458	UG70	120400	C12	01/31/2020	8000286493	01/31/2020	A00000006598	CL087-120400-A0001-101-	185.39	7.75%	55.07	29.70%	240.45
1920-7 : PAY0092452	UG70	120400	HRL	01/15/2020	8000252846	01/15/2020	A00000006598	CL087-120400-A0001-101-	358.06	11.89%	104.89	29.46%	460.95
1920-7 : PAY0092452	UG70	120400	HRL	01/15/2020	8000252847	01/15/2020	A00000006598	CL087-120400-A0001-101-	394.98	15.38%	107.52	29.46%	472.50
1920-7 : PAY0092452	UG70	120400	HRL	01/15/2020	8000252848	01/15/2020	A00000006598	CL087-120400-A0001-101-	380.72	14.12%	108.27	29.46%	488.99
1920-7 : PAY0092452	UG70	120400	P12	01/15/2020	8000257707	01/15/2020	A00000006598	CL087-120400-A0001-101-	190.15	4.97%	84.83	52.97%	244.98
1920-7 : PAY0092452	UG70	120400	T12	01/15/2020	8000258028	01/15/2020	A00000027167	CL087-120400-A0001-101-	320.29	38.57%	94.36	29.46%	414.65
1920-7 : PAY0092452	AA50	120400	C12	01/15/2020	8000248410	01/15/2020	A00000002484	CL087-120400-A0001-101-	1,282.25	100.00%	580.23	45.97%	1,842.48
1920-7 : PAY0093458	AA50	120400	C12	01/31/2020	8000262366	01/31/2020	A00000002484	CL087-120400-A0001-101-	1,282.25	100.00%	580.23	45.97%	1,842.48
1920-7 : PAY0092452	UG70	120400	T12	01/15/2020	8000258029	01/15/2020	A00000027167	CL087-120400-A0001-101-	320.29	91.43%	94.35	29.46%	414.64
1920-7 : PAY0092452	AH40	120400	C12	01/15/2020	8000248411	01/15/2020	A00000002484	CL087-120400-A0001-101-	2,414.21	100.00%	1,020.02	42.25%	3,434.23
1920-7 : PAY0093458	AH40	120400	C12	01/31/2020	8000262367	01/31/2020	A00000002484	CL087-120400-A0001-101-	2,414.21	100.00%	1,020.03	42.25%	3,434.24
1920-7 : PAY0092452	UG70	120400	HRL	01/15/2020	8000252850	01/15/2020	A00000006598	CL087-120400-A0001-101-	353.86	17.51%	104.24	29.46%	458.10
1920-7 : PAY0092452	UG70	120400	T12	01/15/2020	7000006231	01/15/2020	A00000027167	CL087-120400-A0001-101-	75.07	3.10%	228.39	304.24%	303.45
1920-7 : PAY0093458	UG70	120400	T12	01/15/2020	8000272936	01/31/2020	A00000027167	CL087-120400-A0001-101-	131.87	5.44%	38.74	29.38%	170.61
1920-7 : PAY0092452	UG70	120400	C12	01/15/2020	8000252539	01/15/2020	A00000006598	CL087-120400-A0001-101-	140.06	2.40%	46.50	33.06%	187.10
1920-7 : PAY0093458	UG70	120400	C12	01/31/2020	8000286438	01/31/2020	A00000006598	CL087-120400-A0001-101-	193.41	3.28%	63.82	33.00%	257.23
1920-7 : PAY0091883	AH40	120400	C12	12/27/2019	7000006101	12/27/2019	A00000002484	CL087-120400-A0001-101-	132.21	100.00%	132.21	100.00%	264.42
1920-7 : PAY0092452	UG70	120400	C09	01/15/2020	8000247861	01/15/2020	A00000006598	CL087-120400-A0001-101-	131.87	2.81%	66.62	43.16%	188.49
1920-7 : PAY0093458	UG70	120400	C09	01/31/2020	8000261822	01/31/2020	A00000006598	CL087-120400-A0001-101-	161.32	3.82%	78.02	43.03%	256.34
TOTAL									66,776.44		37,633.12	37.72%	137,409.56

12. Output – Labor Only

The returned data is showing the **labor totals** only by employee.

1920-7 : PAY0092452	UG70	120400	HRL	01/15/2020	8000252945	01/15/2020	A0000000598	CL087-120400-A0001-101-	397.10	15.33%
1920-7 : PAY0092452	UG70	120400	C12	01/15/2020	8000252541	01/15/2020	A0000000598	CL087-120400-A0001-101-	298.07	8.96%
1920-7 : PAY0093458	UG70	120400	C12	01/31/2020	8000298440	01/31/2020	A0000000598	CL087-120400-A0001-101-	354.84	11.95%
1920-7 : PAY0092452	UG70	120400	T12	01/15/2020	8000258027	01/15/2020	A00000027167	CL087-120400-A0001-101-	320.29	100.00%
1920-7 : PAY0092452	UG70	120400	C12	01/15/2020	8000252598	01/15/2020	A0000000598	CL087-120400-A0001-101-	134.83	5.76%
1920-7 : PAY0093458	UG70	120400	C12	01/31/2020	8000298493	01/31/2020	A0000000598	CL087-120400-A0001-101-	185.39	7.75%
1920-7 : PAY0092452	UG70	120400	HRL	01/15/2020	8000252848	01/15/2020	A0000000598	CL087-120400-A0001-101-	356.06	11.89%
1920-7 : PAY0092452	UG70	120400	HRL	01/15/2020	8000252847	01/15/2020	A0000000598	CL087-120400-A0001-101-	384.98	15.35%
1920-7 : PAY0092452	UG70	120400	HRL	01/15/2020	8000252848	01/15/2020	A0000000598	CL087-120400-A0001-101-	360.72	14.12%
1920-7 : PAY0092452	UG70	120400	P12	01/15/2020	8000257707	01/15/2020	A0000000598	CL087-120400-A0001-101-	160.15	4.97%
1920-7 : PAY0092452	UG70	120400	T12	01/15/2020	8000258028	01/15/2020	A00000027167	CL087-120400-A0001-101-	320.29	38.57%
1920-7 : PAY0092452	AA50	120400	C12	01/15/2020	8000248410	01/15/2020	A00000002484	CL087-120400-A0001-101-	1,282.25	100.00%
1920-7 : PAY0093458	AA50	120400	C12	01/31/2020	8000282388	01/31/2020	A00000002484	CL087-120400-A0001-101-	1,282.25	100.00%
1920-7 : PAY0092452	UG70	120400	T12	01/15/2020	8000258029	01/15/2020	A00000027167	CL087-120400-A0001-101-	320.29	91.43%
1920-7 : PAY0092452	AH40	120400	C12	01/15/2020	8000248411	01/15/2020	A00000002484	CL087-120400-A0001-101-	2,414.21	100.00%
1920-7 : PAY0093458	AH40	120400	C12	01/31/2020	8000282387	01/31/2020	A00000002484	CL087-120400-A0001-101-	2,414.21	100.00%
1920-7 : PAY0092452	UG70	120400	HRL	01/15/2020	8000252850	01/15/2020	A0000000598	CL087-120400-A0001-101-	353.86	17.51%
1920-7 : PAY0092452	UG70	120400	T12	01/15/2020	7000008231	01/15/2020	A00000027167	CL087-120400-A0001-101-	75.07	3.10%
1920-7 : PAY0093458	UG70	120400	T12	01/15/2020	8000272938	01/31/2020	A00000027167	CL087-120400-A0001-101-	131.87	5.44%
1920-7 : PAY0092452	UG70	120400	C12	01/15/2020	8000252539	01/15/2020	A0000000598	CL087-120400-A0001-101-	140.66	2.40%
1920-7 : PAY0093458	UG70	120400	C12	01/31/2020	8000298438	01/31/2020	A0000000598	CL087-120400-A0001-101-	193.41	3.27%
1920-7 : PAY0091883	AH40	120400	C12	12/15/2019	7000008101	12/27/2019	A00000002484	CL087-120400-A0001-101-	132.21	100.00%
1920-7 : PAY0092452	UG70	120400	C09	01/15/2020	8000247881	01/15/2020	A0000000598	CL087-120400-A0001-101-	131.87	2.8%
1920-7 : PAY0093458	UG70	120400	C09	01/31/2020	8000261822	01/31/2020	A0000000598	CL087-120400-A0001-101-	181.32	3.8%
TOTAL									96,778.44	

X. Retro Funding Account Changes

Step 1: Use this form for Retro Funding Changes. Form can be found on the homepage of the [Controller's Office](#) website.

UNIVERSITY OF SOUTH CAROLINA PAYROLL RETRO FUNDING CHANGE											
TO BE COMPLETED BY THE DEPARTMENT											
USC ID:					NAME: (Last, First, Middle)						
EMPL RECORD:					HOME DEPT#:						
DEPARTMENT NAME:											
JUSTIFICATION/NOTES:											
PAYCHECK DATE:											
CURRENT DISTRIBUTION											
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT		
									TOTAL RETRO FUNDING CHANGE	0.00	
NEW DISTRIBUTION											
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT		
									TOTAL RETRO FUNDING CHANGE	0.00	
PAYCHECK DATE:											
CURRENT DISTRIBUTION											
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT		
									TOTAL RETRO FUNDING CHANGE	0.00	
NEW DISTRIBUTION											
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT		
									TOTAL RETRO FUNDING CHANGE	0.00	
PAYCHECK DATE:											
CURRENT DISTRIBUTION											
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT		
									TOTAL RETRO FUNDING CHANGE	0.00	
NEW DISTRIBUTION											
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT		
									TOTAL RETRO FUNDING CHANGE	0.00	
SIGNATURES											
Initiated by:			Date:			Approved by:			Date:		
Printed Name:					Printed Name:						
Grants & Funds Management:					Date:						
CONTROLLER'S OFFICE USE ONLY											
Printed Name:					Date Entered:						

Step 2: Use the detailed instructions to complete the form and be sure to provide supporting documentation. No manual forms or hard copies will be accepted. Email forms to RetroJE@mailbox.sc.edu.

Some important things to know:

- The Controller's Office will create the Retro Journal Entry, post the JE and upload all retros to HCM Distribution.
- Expect 2-3 days before you can view the change in HCM Distribution. They will be easy to identify when available.
- Please remember to complete retro account changes within 90 days of the pay date.
- Workers comp and unemployment will post after the 1st and 15th of the month.

For the Retro Funding Changes greater than 90 days must have a cost transfer memo attached (if they affect sponsored awards). The Cost transfer memo must answer the following questions:

1. Why was this expense originally charged to the account from which it is now being transferred (in other words, explain the error or circumstance for originally charging the incorrect account)?
2. Why should this expense be transferred to the proposed sponsored research project account (in other words, provide an explanation as to how this expense benefits the project it is being moved to)?
3. Why is this cost transfer being requested more than 90 days after the original transaction?
4. How will you prevent this type of error or situation from happening in the future?

Option #2 - Highlight Data on HCM Screen and Paste into Excel

This option will paste the data (in the same formatting) into excel. You will only need to remove the hyperlinks and resize the columns – and can manipulate/summarize the data from that point.

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	
2	NAME	USCD	FISCAL PERIOD	JOB	HCM	DEPT	GROUP	PAY PERIOD	CHECK	CHE DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
3	Trainer, Megan	J47832762	1818-10: PAV0074889	SCRA	111100	TC1	41519	800011351	41519	A000001799	CL03-111600-F1000-201-10008400	937.56	100.00%								0.00%	937.56	
4	Trainer, Megan	J47832762	1818-10: PAV0075061	SCRA	111100	TC1	43019	800002982	43019	A000001799	CL03-111600-F1000-201-10008400	937.56	100.00%								0.00%	937.56	
5	Trainer, Megan	J47832762	1818-11: PAV0076639	SCRA	111100	TC1	51519	800004465	51519	A000001799	CL03-111600-F1000-201-10008400	937.56	100.00%								0.00%	937.56	
6	Trainer, Megan	J47832762	1818-12: PAV0079902	SCRA	111100	II2	61519	800064081	61419	A000001799	CL03-111600-F1000-201-10008400	937.5	100.00%								0.00%	937.5	
7	Trainer, Megan	J47832762	1818-12: PAV0082552	SCRA	111100	II2	63019	800076662	62019	A000001799	CL03-111600-F1000-201-10008400	937.5	100.00%								0.00%	937.5	
8	Trainer, Megan	J47832762	1920-1: PAV0081351	SCRA	111100	II2	71519	800080610	71519	A000001799	CL03-111600-F1000-201-10008400	937.5	100.00%								0.00%	937.5	
9	Trainer, Megan	J47832762	1920-1: PAV0082306	SCRA	111100	II2	73119	800097985	73119	A000001799	CL03-111600-F1000-201-10008400	937.5	100.00%								0.00%	937.5	
10	Trainer, Megan	J47832762	1920-2: PAV0083462	SCRA	111100	II2	81519	800016716	81519	A000001799	CL03-111600-F1000-201-10008400	937.5	100.00%								0.00%	937.5	
11	Trainer, Megan	J47832762	1920-3: PAV0089704	SCRA	111100	II2	83119	800011879	83019	A000001799	CL03-111600-F1000-201-10008400	0.00%	0.00%								0.00%	0.00%	
12	PH,Brad	D80729274	1818-10: PAV0074889	UC74	111100	CI2	41519	800002790	41519	A000000507	CL03-111600-F1000-201-10008400	1675.73	40.30%	125.66	345.15	0.06	0.64	124.54	2.7	598.95	35.74%	2274.68	
13	PH,Brad	D80729274	1818-10: PAV0075061	UC74	111100	CI2	43019	800018176	43019	A000000507	CL03-111600-F1000-201-10008400	1675.74	40.30%	125.65	345.36	0.06	0.64	124.54	2.71	598.96	35.74%	2274.68	
14	PH,Brad	D80729274	1818-11: PAV0076639	UC74	111100	CI2	51519	800003418	51519	A000000507	CL03-111600-F1000-201-10008400	1675.74	40.30%	125.64	345.36	0.07	0.63	124.53	2.71	598.94	35.74%	2274.68	
15	PH,Brad	D80729274	1818-11: PAV0077992	UC74	111100	CI2	53119	800047967	53119	A000000507	CL03-111600-F1000-201-10008400	1675.73	40.30%	125.65	345.15	0.05	0.65	124.54	2.72	598.96	35.74%	2274.69	
16	PH,Brad	D80729274	1818-12: PAV0079902	UC74	111100	CI2	61519	800064847	61419	A000000507	CL03-111600-F1000-201-10008400	1675.74	40.30%	125.66	345.36	0.06	0.64	124.54	2.72	598.98	35.74%	2274.72	
17	PH,Brad	D80729274	1818-12: PAV0082552	UC74	111100	CI2	63019	800068801	62019	A000000507	CL03-111600-F1000-201-10008400	1675.74	40.30%	125.66	345.36	0.06	0.64	124.54	2.72	598.98	35.74%	2274.72	
18	PH,Brad	D80729274	1920-1: PAV0081351	UC74	111100	CI2	71519	800078028	71519	A000000507	CL03-111600-F1000-201-10008400	1709.24	30.00%	127.84	372.78	0.07	0.79	154.5	3.36	659.34	38.58%	2368.58	
19	PH,Brad	D80729274	1920-1: PAV0082306	UC74	111100	CI2	73119	800089665	73119	A000000507	CL03-111600-F1000-201-10008400	1709.22	33.53%	128.81	372.79	0.05	0.53	103.68	2.35	600.11	35.88%	2317.54	
20	PH,Brad	D80729274	1920-3: PAV0085095	UC74	111100	CI2	81519	800099804	81519	A000000507	CL03-111600-F1000-201-10008400	0.00%	0.00%								0.00%	0.00%	
21	PH,Brad	D80729274	1920-3: PAV0085095	UC74	111100	CI2	83119	800011573	83019	A000000507	CL03-111600-F1000-201-10008400	0.00%	0.00%								0.00%	0.00%	
22	Cooper, Bradley	M28978618	1818-10: PAV0074889	UK63	111000	IC1	41519	800011456	41519	A000000507	CL03-111600-F1000-201-10008400	2083.33	100.00%	146.83	0.16	1.61	499.36	6.74	654.7	31.43%	2738.03		
23	Cooper, Bradley	M28978618	1818-10: PAV0075061	UK63	111000	IC1	43019	800021816	43019	A000000507	CL03-111600-F1000-201-10008400	2083.33	100.00%	146.83	0.16	1.61	499.36	6.74	654.7	31.43%	2738.03		
24	Cooper, Bradley	M28978618	1818-11: PAV0076639	UK63	111000	IC1	51519	800046475	51519	A000000507	CL03-111600-F1000-201-10008400	2083.33	100.00%	146.83	0.16	1.61	499.36	6.74	654.7	31.43%	2738.03		
25	Cooper, Bradley	M28978618	1818-11: PAV0077992	UK63	111000	IC1	53119	800056465	53119	A000000507	CL03-111600-F1000-201-10008400	2083.33	100.00%	146.84	0.16	1.61	499.36	6.74	654.71	31.43%	2738.04		
26	Cooper, Bradley	M28978618	1818-12: PAV0079902	UK63	111000	IC1	61519	800066440	61419	A000000507	CL03-111600-F1000-201-10008400	2083.33	100.00%	146.83	0.16	1.61	499.36	6.74	654.7	31.43%	2738.03		
27	Cooper, Bradley	M28978618	1818-12: PAV0082552	UK63	111000	IC1	63019	800076331	62019	A000000507	CL03-111600-F1000-201-10008400	2083.33	100.00%	146.83	0.16	1.61	499.36	6.74	654.7	31.43%	2738.03		
28	Cooper, Bradley	M28978618	1920-1: PAV0081351	UK63	111000	IC1	71519	800086794	71519	A000000507	CL03-111600-F1000-201-10008400	2083.33	100.00%	146.83	0.16	1.61	499.36	6.74	654.7	31.43%	2738.03		
29	Cooper, Bradley	M28978618	1920-1: PAV0082306	UK63	111000	IC1	73119	800097281	73119	A000000507	CL03-111600-F1000-201-10008400	2083.33	100.00%	146.83	0.16	1.61	499.36	6.74	654.7	31.43%	2738.03		
30	Cooper, Bradley	M28978618	1920-3: PAV0085095	UK63	111000	IC1	81519	800010796	81519	A000000507	CL03-111600-F1000-201-10008400	0.00%	0.00%								0.00%	0.00%	
31	Cooper, Bradley	M28978618	1920-3: PAV0085095	UK63	111000	IC1	83119	800011951	83019	A000000507	CL03-111600-F1000-201-10008400	2083.33	100.00%	146.83	0.16	1.61	499.36	6.74	654.7	31.43%	2738.03		
32	TOTAL												39,723.04		2,332.05	2,817.71	1.92	19.65	5,499.65	82.55	10,753.53	27.07%	50,476.57
33																							
34	Copy and Paste from HCM directly																						
35	Select all data, right click and select "remove hyperlinks"																						
36	Edit data as needed.																						
37	Can adjust number of records returned when pulling data from HCM tool																						