



Payroll Reports from the Project Statement

1. There are payroll reports that are available from the Project Statement that can help you in reviewing the payroll expenditures for a particular project.
2. From the project statement, select the  or  icon to view more payroll information. These icons are found on the Project Statement under the Payroll info column.

Work List

- ▶ Karoli, Tim - 99887705
- ▶ Kealy, Pat - 99887706
- ▶ Kelley, Mike - 99887703
- ▼ Meadows, Steve - 99887704
 - ▼ Ready for Confirmation ★
 - 3210445577 Robust and Accurate Visual SLA FY16 Quarter 4
 - 3210445581 cPass Activities FY16 Quarter 4
 - 3210445888 Alaska English Language Arts FY16 Quarter 2

3210445581 - cPass Activities

Project Information

CFDA Number: 99.999 Non-Federal

Org: Hurontesting - Huron Testing Department

Project Title: cPass Activities







Project Period: 08/15/2011 to 06/01/2017

Budget Period: 08/15/2011 to 06/01/2017

Sponsor Name: Simons Foundation

Sponsor Award Number: 5R01BB

Project Statement for 3210445581: cPass Activities (FY16 Quarter 4); effort from 4/1/2016 to 6/30/2016, due date 4/30/2017; Status: Ready for Confirmation

Employee	Department	Direct Charge \$	Cost Share \$	Direct Charge %	Cost Share %	Total Payroll \$	Total Payroll %	Confirm	Revise Payroll	Payroll Info
Karoli, Tim - 99887705	Huron Testing Department - Hurontesting	\$1,000.00	\$0.00	1%	0%	\$1,000.00	1%	<input type="checkbox"/>	<input type="checkbox"/>	 
Kelley, Mike - 99887703	Huron Testing Department - Hurontesting	\$2,000.00	\$0.00	2%	0%	\$2,000.00	2%	<input type="checkbox"/>	<input type="checkbox"/>	 
Meadows, Steve - 99887704	Huron Training Department - Hurontrain...	\$650.00	\$200.00	4%	1%	\$850.00	5%	<input type="checkbox"/>	<input type="checkbox"/>	 

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Parameters		Results										
<ul style="list-style-type: none"> • Pay Period View • Account View 												
8 items found, displaying all items.												
Certifier	Department	Department Number	Grant	Pay Period	Payroll	Pay %	Pay Type	Employee Type	Statement Type			
Meadows, Steve - 99887704	Huron Training Department	Hurontraining	3210445581 - cPass Activities	04/01/2016 to 04/30/2016	\$100.00	0.60	99887705-3210445581-0048142090INT-512071-1020-OP	Kentucky	Salary and Wages			
				04/01/2016 to 04/30/2016	\$100.00	0.60	99887704-3210445581-0048142090EXT-512181-2140-OP	Kentucky	Salary and Wages			
				05/01/2016 to 05/31/2016	\$500.00	3.01	99887704-3210445581-0048142090INT-512071-1020-OP	Kentucky	Salary and Wages			
				05/01/2016 to 05/31/2016	(\$500.00)	-3.01	99887704-3210445581-0048142090EXT-512181-2140-RP	Kentucky	Salary and Wages			
				05/01/2016 to 05/31/2016	(\$500.00)	-3.01	99887704-3210445581-0048142090EXT-512181-2140-RP	Kentucky	Salary and Wages			
				05/01/2016 to 05/31/2016	\$950.00	5.72	99887704-3210445581-0048142090EXT-512181-2140-RP	Kentucky	Salary and Wages			
				05/01/2016 to 05/31/2016	\$0.00	0.00	99887704-3210445581-0048142090EXT-512181-2140-RP	Kentucky	Salary and Wages			
				05/01/2016 to 05/31/2016	\$200.00	1.20	99887704-3210445581-0048142090EXT-512181-2140-JE	Kentucky	Salary and Wages			
				Subtotal				\$850.00	5.12			
				Total Of All Certifiers	Certifier Total for Period				\$850.00	5.12		
8 items found, displaying all items.												

Excel | XML | PDF | RTF

Project Statement:

Meadows, Steve - 99887704	Huron Training Department - Hurontrain...	\$650.00	\$200.00	4 %	1 %	\$850.00	5 %			
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The report defaults on an Account View showing the employee’s payroll amount broken-down by pay period.

Parameters	Results
<ul style="list-style-type: none"> • Pay Period View • Account View 	

Click the [Pay Period View](#) hyperlink at the top left of the report to view all payroll for the employee for the period, broken-down by pay period.

4. The Pay Type column provides additional details about the payroll transaction for the corresponding pay period.

Pay Type

Example: **99887704-3210445888-0048142090EXT-512181-2140-RP**

The string is defined as follows:

Person Number (Assignment Number) – Account Number (WBS Element) – Fund – GL Account – Wage Type – RP

Note, the end of the string will be one of the following:

- RP – Retro Pay
- OP – Original Pay
- JE – Journal Entry

The Fund Code includes whether it is:

INT – internal

EXT – external

CS – cost share

[Retro Payroll](#) – Note that all retro payroll will be included in the ‘For Period’ payroll report.

For example, if a payroll transaction posted in January 2016 that was for the pay period 12/13/2015 to 12/26/2015, the payroll transaction will appear in the December 2015 payroll report and will appear on the Quarter 2 project statement.

5. Once you are done reviewing this information, just close the second browser screen to return to the project statement page.

Work List

- ▶ Karoli, Tim - 99887705
- ▶ Kealy, Pat - 99887706
- ▶ Kelley, Mike - 99887703
- ▼ Meadows, Steve - 99887704
 - ▼ Ready for Confirmation ☆
 - 3210445577 Robust and Accurate Visual SLA FY16 Quarter 4
 - 3210445581 cPass Activities FY16 Quarter 4**
 - 3210445888 Alaska English Language Arts FY16 Quarter 2

3210445581 - cPass Activities


Project Information

CFDA Number: 99.999 Non-Federal
 Org: Hurontesting - Huron Testing Department
 Project Title: cPass Activities
 Project Period: 08/15/2011 to 06/01/2017
 Budget Period: 08/15/2011 to 06/01/2017
 Sponsor Name: Simons Foundation
 Sponsor Award Number: 5R01BB

Project Statement for 3210445581: cPass Activities (FY16 Quarter 4) : effort from 4/1/2016 to 6/30/2016, due date 4/30/2017; Status: Ready for Confirmation

Employee	Department	Direct Charge \$	Cost Share \$	Direct Charge %	Cost Share %	Total Payroll \$	Total Payroll %	Confirm	Revise Payroll	Payroll Info
Karoli, Tim - 99887705	Huron Testing Department - Hurontesting	\$1,000.00	\$0.00	1 %	0 %	\$1,000.00	1%	<input type="checkbox"/>	<input type="checkbox"/>	\$
Kelley, Mike - 99887703	Huron Testing Department - Hurontesting	\$2,000.00	\$0.00	2 %	0 %	\$2,000.00	2%	<input type="checkbox"/>	<input type="checkbox"/>	\$
Meadows, Steve - 99887704	Huron Training Department - Hurontrain...	\$650.00	\$200.00	4 %	1 %	\$850.00	5%	<input type="checkbox"/>	<input type="checkbox"/>	\$

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6. Click this icon  to view the employee's 100% payroll for the period.

Kealy, Pat - 99887706

Kelley, Mike - 99887703

▼ Meadows, Steve - 99887704

▼ Ready for Confirmation ★

3210445577	Robust and Accurate Visual SLA	FY16 Quarter 4
3210445581	cPass Activities	FY16 Quarter 4
3210445888	Alaska English Language Arts	FY16 Quarter 2

Project Information

CFDA Number:

Org:

Project Title:

Project Period:

Budget Period:

Sponsor Name:

Sponsor Award Number:

99.999 Non-Federal

Project Payroll Summary - FY16 Quarter 4 close

Steve Meadows - 99887704

Project Name	Total Payroll \$	Total Payroll %
3048990003-Molecular Electro...	\$9,000.00	54%
1000567891-University of Ke...	\$2,500.00	15%
3049003334-Thin Composit...	\$1,000.00	6%
3049003336-Subcontract 3A ...	\$400.00	2%
3210445577-Robust and Acc...	\$2,850.00	17%
3210445581-cPass Activities	\$850.00	5%
Total:	\$16,600.00	100.00%

Project Statement for 3210445581: cPass Activities (FY16 Quarter 4); effort from 4/1/2016 to 6/30/2016, due date 4/30/2017; Status: Ready

Employee	Department	Direct Charge \$	Cost Share \$	Direct Charge %
Karoli, Tim - 99887705	Huron Testing Department - Hurontesting	\$1,000.00	\$0.00	1 %
Kelley, Mike - 99887703	Huron Testing Department - Hurontesting	\$2,000.00	\$0.00	2 %
Meadows, Steve - 99887704	Huron Training Department - Hurontrain...	\$650.00	\$200.00	4 %

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