



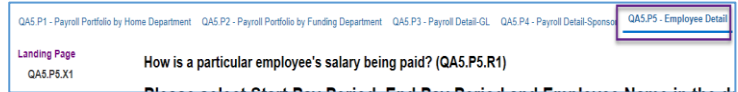
How to Run a Payroll Report for a Department

Scenario: A Payroll Rep needs a report of the salary and fringe (or just salary) of employees in their department.

Solution: the Employee Detail Report in Quantum Analytics Payroll Management Dashboard

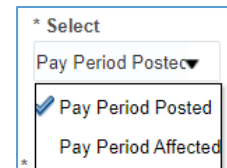
Steps:

1. Open the QA5.P5 Employee Detail Report

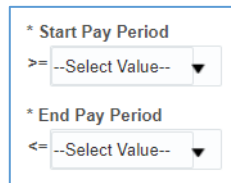


2. Enter the following Dashboard Prompts:

a. Chose to report on either Pay Period Posted or Affected

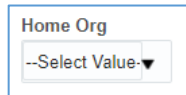


b. Enter a Start Pay Period

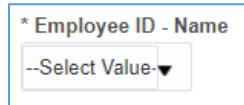


c. Enter an End Pay Period

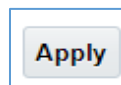
d. Enter a Home Org



3. Select the Employees in that Dept



4. Select Apply



Note: Once you have selected a Home Org, only employees in that Department will be listed in the Employee ID – Name prompt. The Pay Period(s) selected will be in view as well as the Encumbrance.

How is a particular employee's salary being paid? (QA5.P5.R1)
 Time run: 11/18/2021 2:34:58 PM
 Employee Number: 038172
 Employee Name: Dickerson,Maya

Posted Pay Period: Salary \$

Employee ID	Full Name	Object Code - Description	Sponsor/NonSponsor	SOAPF Code	Project Number	PI ID - Name	Project Name	Funding Source	Pay Period Posted	Posted Pay Period End Date	Encumbrance-22-10	Grand Total				
									22-08	10/09/2021	22-09	10/23/2021	22-10	11/06/2021		

We added several new columns in response to user requests: Project Number, PI ID & Name, and Project Name.

A second question and answer will appear: When were salary charges posted and affected? (QA5.P5.R2). This will display Retro Pay where appropriate by Pay Period.