

CORE Quick Tips - Payroll

HR Labor Redistribution

HRIS Payroll Redistribution by Pay Period – Crosstab Reports

Note: Payroll data from the Human Resources perspective, reflects pay in the **period it was earned (paid)** and any subsequent changes are restated in the period where the change occurred.

CORE HRIS-Based Payroll Reports:

Fiscal Year Reports

- Employee ID by
 - Index & OSU ID includes OPE Rate (Percentage): **PAY1550** Employee Payroll Expense by Month (*rank #1*)
 - Account & Index (alternate format): ***PAY1555** Employee Earnings by Account (*rank #86*)
- By Index & Activity includes OPE Rate (Percentage): **PAY1350** Payroll by Fiscal Year & Employee Index (*rank #3*)

Calendar Year Reports (includes prior year corrections)

- By Index with OPE Rate (Percentage): ***PAY1305** Payroll by Calendar Year & Employee for an Index (*rank #44*)
- By Employee ID: ***PAY1556** Payroll by Index for Employee (*rank #28*)

Tips: Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**.

Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

“Rank” indicates the popularity of the report, lower the number, higher the use.

**Indicates a BI Query Admin Report that has been recreated in CORE. Reports in CORE will differ in that there is added functionality and in some cases more data fields available.*

CORE Quick Tips - Payroll

Finance Labor Redistributions

FIS-Based Payroll Redistributions

*NOTE: Payroll data from the Finance perspective, reflects pay in the **fiscal period when it posted** and subsequent changes appear in the fiscal period when the adjustments were made.*

CORE Finance Payroll Reports:

Fiscal Year

- By Employee Last Name Search
 - **PAY1552** FIS Employee Payroll Transaction Detail (*rank #98*)
- By Index & Activity with OPE Rates (Percentages)
 - ***PAY1354** FIS Finance Payroll for Index by Fiscal Year (*rank #126*)
- By Finance Org & Activity Code with OPE Rates (Percentages)
 - **PAY1361** Payroll by Fiscal Year & Employee for an Org (*rank #274*)

Tips: Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**.

Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

"Rank" indicates the popularity of the report, lower the number, higher the use.

**Indicates a BI Query Admin Report that has been recreated in CORE. Reports in CORE will differ in that there is added functionality and in some cases more data fields available.*

CORE Quick Tips - Payroll

Employee Lists

- By Home Org: **HRS0004** Employee List by Home Org-*Prefix Search* (rank #88)
- By Timesheet Org: **HRS0005** Employee List by Timesheet Org-*Business Center Search* (rank #86)
- By Org: **HRS0010** Employees by Organization-*Org Search* (rank #162)
- By Supervisor: **HRS0003** Employee List by Supervisor [ID] (rank #47)

Tips: Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**.

Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

"Rank" indicates the popularity of the report, lower the number, higher the use.

**Indicates a BI Query Admin Report that has been recreated in CORE. Reports in CORE will differ in that there is added functionality and in some cases more data fields available.*

CORE Quick Tips - Payroll

Student Jobs & Work Study Reports

- By Timesheet Org:
 - **HRS1411** Active Student Jobs-Work Study Balance-*Replication of BI Query Report of the same name (rank #92)*
 - **HRS1410** Active Student Jobs-Credit Hours (*#313*)
- By Student ID: **HRS1409** Work Study for Student-*Replication of BI Query Report of the same name (rank #367)*
- By Student ID: **HRS0065** Verification of Student Credit Hours (*rank #241*)
- By Business Center & Timesheet Org:
 - **HRS0067** Student Job Audit (*rank #205*)
 - **HRS0064** Student Hourly Above or Below Salary Range (*rank #212*)
- By Business Center & Reports to Org: **HRS1450** Pooled Positions (*rank #36*)

Tips: Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**.

Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

"Rank" indicates the popularity of the report, lower the number, higher the use.

**Indicates a BI Query Admin Report that has been recreated in CORE. Reports in CORE will differ in that there is added functionality and in some cases more data fields available.*

CORE Quick Tips - Payroll

Supervisor Reports

Verification of Supervisor Assignments

- By Business Center & Timesheet Org: **HRS0059** Supervisor Audit (rank #115)
- By Supervisor: **HRS0009** Employees I Supervise (Auto-Run) (rank #143)
- By Supervisor ID: **HRS1569** Employee Supervisor & Position Look Up (rank #112)

Tips: Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**.

Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

"Rank" indicates the popularity of the report, lower the number, higher the use.

**Indicates a BI Query Admin Report that has been recreated in CORE. Reports in CORE will differ in that there is added functionality and in some cases more data fields available.*

CORE Quick Tips - Payroll

Tenure and Tenure-Track Faculty Reports

Tenure and Tenure-Track Faculty

- By Department: **HRS1501** Tenured Faculty by Department (*rank #293*)

Faculty Salaries

- By College with parameters: **HRS1551** Faculty Salaries by College (*rank #123*)
- By College: **HRS1503** Tenured Faculty Salaries by College (*rank #367*)
- By Tenure Home: **HRS1502** Tenured Faculty Salaries by Tenure Home Department (*rank #436*)

Tips: Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**.
Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

"Rank" indicates the popularity of the report, lower the number, higher the use.

**Indicates a BI Query Admin Report that has been recreated in CORE. Reports in CORE will differ in that there is added functionality and in some cases more data fields available.*

CORE Quick Tips - Payroll

Payroll Encumbrance Reconciliation

HRIS Default Pay

NOTE: Activity for current and future months based on the default labor distribution defined in the HR system. Default pay is reported when entered (visible in CORE reports the next day) but **will not** post to Banner Payroll encumbrances until either the Payroll mid-month or end-of-month process.

Pay Reconciliation Reports

- Reconciliation by Business Center: **PAY2850** Payroll Encumbrance Default Pay Reconciliation (*rank #223*)
- Reconciliation Over Encumbered Grant: **RES0051** Over Encumbered Grant Payroll by College (*rank #408*)

Tips: Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**.

Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

"Rank" indicates the popularity of the report, lower the number, higher the use.

**Indicates a BI Query Admin Report that has been recreated in CORE. Reports in CORE will differ in that there is added functionality and in some cases more data fields available.*

CORE Quick Tips - Payroll

Payroll Default Pay

HRIS Default Pay

NOTE: Activity for current and future months based on the default labor distribution defined in the HR system. Default pay is reported when entered (visible in CORE reports the next day) but **will not** post to Banner Payroll encumbrances until either the Payroll mid-month or end-of-month process.

Default Pay Reports

- By Index & Activity: ***PAY1553** HRIS Default Pay by Index-Crosstab (rank #21)
- By Employee ID: ***PAY1554** HRIS Default Pay by Employee-Crosstab (rank #69)

Tips: Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**.
Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

"Rank" indicates the popularity of the report, lower the number, higher the use.

**Indicates a BI Query Admin Report that has been recreated in CORE. Reports in CORE will differ in that there is added functionality and in some cases more data fields available.*

CORE Quick Tips - Payroll

Most Frequently Accessed Human Resources & Payroll Reports

Top 10 HR Reports

| | |
|---------|--|
| HRS0003 | Employee List by Supervisor |
| HRS1454 | Employees by Position Profile/Classification |
| HRS1550 | Employee Salary & Position History |
| HRS1552 | Employee List with Salary |
| HRS1450 | Pooled Positions |
| HRS0002 | My Employee Profile |
| HRS0005 | Employee List by Timesheet Org |
| HRS0004 | Employee List by Home Org |
| HRS1260 | FTE By Timesheet ORG |
| HRS1551 | Faculty Salaries by College with Parameters |

Top 10 Payroll Reports

| | |
|---------|--|
| PAY1550 | HRIS Employee Payroll Expense by Month |
| PAY1350 | HRIS Payroll for Index by Fiscal Year |
| PAY1354 | FIS Finance Payroll for Index by Fiscal Year |
| PAY1553 | HRIS Default Pay by Index |
| PAY1556 | HRIS Payroll by Index for University ID |
| PAY1557 | Employee Payroll Expense by Quarter |
| PAY1361 | FIS Finance Payroll by Org by Fiscal Year |
| PAY1558 | HR Payroll for Employee by Calendar Year |
| PAY1305 | HRIS Payroll for Index by Calendar Year |
| PAY1360 | Payroll Distribution Detail by Index & Account |