

# CORE Quick Tips - Payroll

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## 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.*

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## 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**.

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## 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**.

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## 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**.

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## 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**.

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## 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**.  
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## 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.

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## 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.

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## 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