# New FAST Departmental HR Reports and Drill Down Functionality

The community has expressed a desire for the ability to be able to view employee payroll and commitment detail on non-research reports.

As a result, Financial Services has developed two new reports and modified the drill down functionality for existing non-research reports. The two reports, entitled "Payroll Actuals Dept" and "Payroll Commitment Details Dept", are available through the Non Research Reports menu in FAST.

End users who also have query access in PeopleSoft HR will have access to these two reports in FAST.
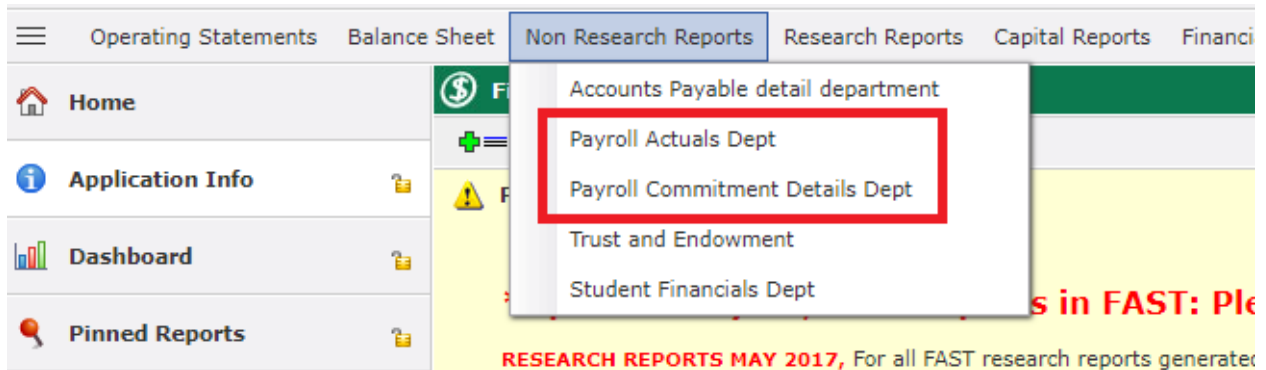
What should I enter in the report filters?

The reports will generate payroll information for the ChartField filters and date criteria entered. The report has been designed to work with department security.

It is recommended that you enter the fund and department, or the employee id for the timeframe you are inquiring about in order to limit the amount of results that are returned.

You can determine the timeframe by entering the fiscal year and period, or by entering a start and end date by selecting 'between' option in the drop down menu under the date filter.
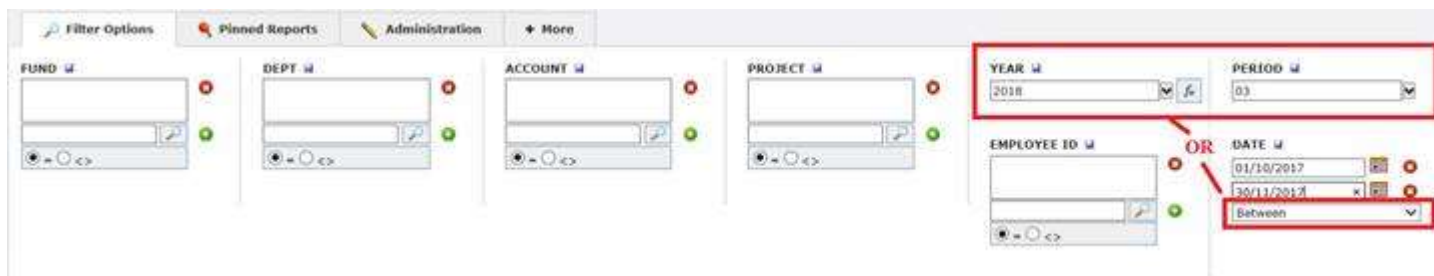
What do these reports detail?

The Payroll Actuals Dept report will generate payroll actual details for the ChartField filters and date criteria entered.

Finance Reporting - Payroll Actuals Project (Data as of 14/11/2017 08:06:18 AM)
YEAR = 2018 | PERIOD = 01 | EMPLOYEE ID = 07123456

FUND	DEPT	ACCOUNT	ACCT DESCRIPTION	CLASS	PROGRAI	PROJECT	AMOUNT	DATE	PERIOD	YEAR	DESCRIPTION	JOURNAL ID	EMPLOYEE ID	NAME
10000	XXXXX	503001	Admin Prof & Tech Salary	-			1,200.00	31/05/2017	1	2018	TEST HR lines	PAY0291220	07123456	Test, Joe
10000	XXXXX	550011	CPP Pay	-			56.35	31/05/2017	1	2018	TEST HR lines	PAY0291220	07123456	Test, Joe
10000	XXXXX	550012	EI Pay	-			23.14	31/05/2017	1	2018	TEST HR lines	PAY0291220	07123456	Test, Joe
10000	XXXXX	550008	Health Tax	-			23.47	31/05/2017	1	2018	TEST HR lines	PAY0291220	07123456	Test, Joe
10000	XXXXX	570001	Pension	-			74.54	31/05/2017	1	2018	TEST HR lines	PAY0291220	07123456	Test, Joe
10000	XXXXX	570001	Pension	-			21.38	31/05/2017	1	2018	TEST HR lines	PAY0291220	07123456	Test, Joe
10000	XXXXX	570001	Pension	-			84.84	31/05/2017	1	2018	TEST HR lines	PAY0291220	07123456	Test, Joe
10000	XXXXX	550005	Worker Comp	-			4.33	31/05/2017	1	2018	TEST HR lines	PAY0291220	07123456	Test, Joe
10000	XXXXX	550013	Dental Insurance	-			31.73	31/05/2017	1	2018	TEST HR lines	PAY0291220	07123456	Test, Joe
10000	XXXXX	550009	Medical Insurance	-			45.47	31/05/2017	1	2018	TEST HR lines	PAY0291220	07123456	Test, Joe
10000	XXXXX	550010	Life Insurance	-			3.58	31/05/2017	1	2018	TEST HR lines	PAY0291220	07123456	Test, Joe
10000	XXXXX	570002	Additional Pension	-			30.72	31/05/2017	1	2018	TEST HR lines	PAY0291220	07123456	Test, Joe
							1,599.53							

The Payroll Commitment Details Dept report will generate year to date payroll commitment details for the ChartField filters and date criteria entered.

Finance Reporting - Payroll commitment Detail (Data as of 15/11/2017 07:53:49 AM)
FUND = 10000 | DEPT = XXXXX Test dept | AS OF DATE = Sep-2017

FUND	DEPT	ACCOUNT	ACCT DESCRIPTION	CLASS	PROGRAM	PROJECT	AMOUNT	DATE	PERIOD	YEAR	DESCRIPTION	JOURNAL ID	EMPLOYEE ID	NAME
10000	XXXXX	503001	Regular Academic Salaries	-	-	-	8,400.00	29/09/2017	5	2018	2017-MN-09		07123456	Test, Joe
10000	XXXXX	550000	BUD-Benefts	-	-	-	2,268.00	29/09/2017	5	2018	2017-MN-09		07123456	Test, Joe
10000	XXXXX	550000	BUD-Benefts	-	-	-	-2,592.00	29/09/2017	5	2018	2017-MN-09		07123456	Test, Joe
10000	XXXXX	503001	Regular Academic Salaries	-	-	-	-9,600.00	29/09/2017	5	2018	2017-MN-09		07123456	Test, Joe
10000	XXXXX	503001	Regular Academic Salaries	-	-	-	9,600.00	31/08/2017	4	2018	2017-MN-08		07123456	Test, Joe
10000	XXXXX	550000	BUD-Benefts	-	-	-	2,592.00	31/08/2017	4	2018	2017-MN-08		07123456	Test, Joe
10000	XXXXX	550000	BUD-Benefts	-	-	-	-2,916.00	31/08/2017	4	2018	2017-MN-08		07123456	Test, Joe
10000	XXXXX	503001	Regular Academic Salaries	-	-	-	-10,800.00	31/08/2017	4	2018	2017-MN-08		07123456	Test, Joe
10000	XXXXX	503001	Regular Academic Salaries	-	-	-	10,800.00	31/07/2017	3	2018	2017-MN-07		07123456	Test, Joe
10000	XXXXX	550000	BUD-Benefts	-	-	-	2,916.00	31/07/2017	3	2018	2017-MN-07		07123456	Test, Joe
							10,668.00							

In the example above the commitment report was run as of September 2017. The commitment amount for account 503001 as of September 30, 2017 was $8,400. The highlighted amounts in the above example show the amounts committing and un-committing as the months progress.

How has the drill down functionality changed?

When drilling down on payroll expenses from non-research reports you eventually get to the Transaction Lookup (Actuals) page. If you click on the journal id, you can drill down further for additional information.

In the past, you would have been directed to the journal voucher page which shows additional journal detail, but not who was paid.

<u>If you have HR – Business Officer access</u> to the department of the line you're trying to drill down on you will be able to see the names of the employees that were paid on that line (below screenshot).

<u>If you **do not** have HR – Business Officer departmental access</u> you will still see the above Journal Voucher page.

Do you have questions about the report or drill downs?

You can contact financial services at extension 32050 or by sending an email to finance@queensu.ca

Do you have questions about the employees that are being paid from your ChartField?

Please contact your HR Advisor. A listing of HR Advisors by portfolio can be found at the following link: http://www.queensu.ca/humanresources/contacts