

## JOB AID FOR FMS PAYROLL DISTRIBUTION REPORT

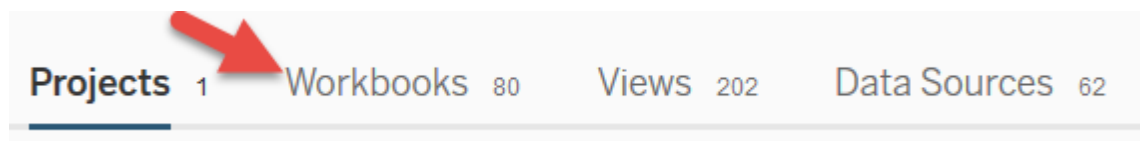
This job aid details the FMS Payroll Distribution Report (PD) Financial Management which allows you to view specific information about your payroll expenses. The report displays salary, wages, fringe, and FICA/Medicare charges by pay period or fiscal year. The report will display any reallocations (where payroll costs were originally charged to one Chart of Account (COA) string and have been moved to another COA string). The report also includes additional COA data for employees charged to the Projects sub ledger. Worksheets are as follows:

- (1) By Employee and Pay Period End Date Range
- (2) By Employee and Date Range (Detail)
- (3) By COA String – FY by GL Posting Date
- (4) By COA String – Pay Period

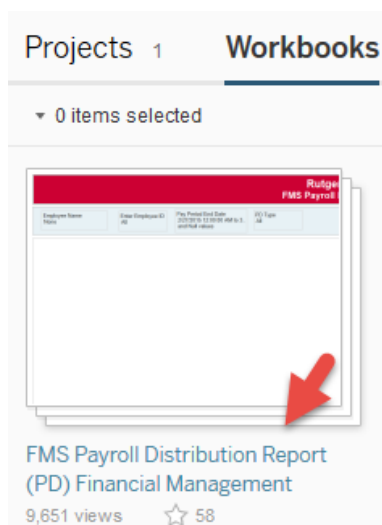
**Note:** Use this report to obtain information for payrolls runs after the October 7, 2016 pay date.

## NAVIGATION PATH

Go to my.rutgers.edu and select the Tableau tile. After logging into Tableau select Workbooks from the home page.

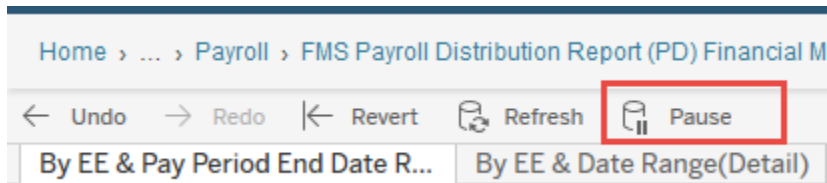


Then select the FMS Payroll Distribution Report (PD)



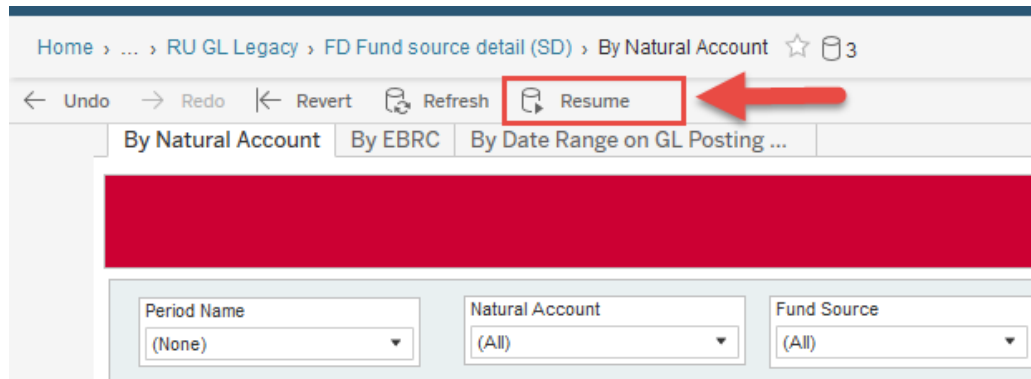
## TIPS FOR RUNNING THE REPORT

1. When running the reports always hit Pause as you make your selections.

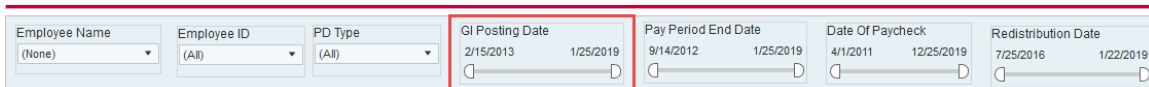


2.

3. All **parameters of a report must be selected**. A report will not run if any of the parameters has **(None)** as a selection.
4. After you selected all your parameters, click **“Resume”** to run the report.



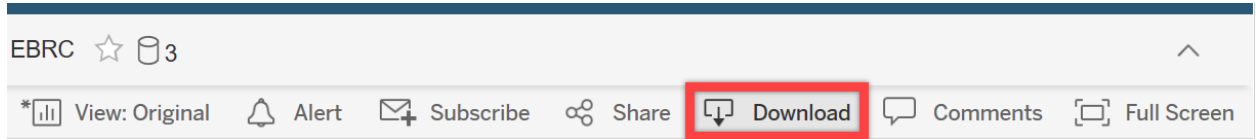
5. When running the *By Employee and Pay Period End Date Range* report, the **Pay Period End Date** is the date an employee’s time is recorded and paid. A listing of these dates can be found on the [payroll website](#).
6. When running the *By Employee and Date Range (Detail) report* and *By COA String – Pay Period* it’s best to select a range for the GL Posting date and keep the default date range for the other date parameters. Inaccurate date ranges could cause the report to display information incorrectly or not at all. The report can always be exported to Excel where you can filter on on the date parameters.



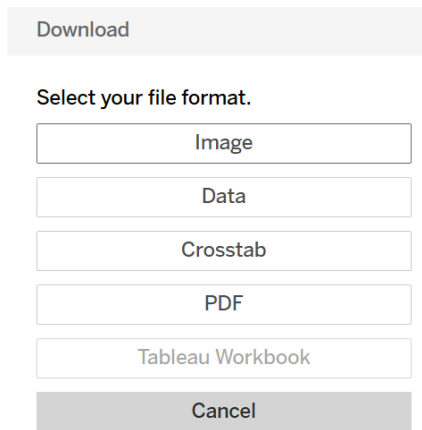
7. The GL Posting Date is the date the transaction posted to the general ledger. When a salary reallocation is processed, the GL posting date changes to the date of the salary reallocation.

## DOWNLOADING OPTIONS

To download the report, click on the **Download** button on the top right side of the screen.



1. There are multiple formats to download the report's data which is explained below in details,

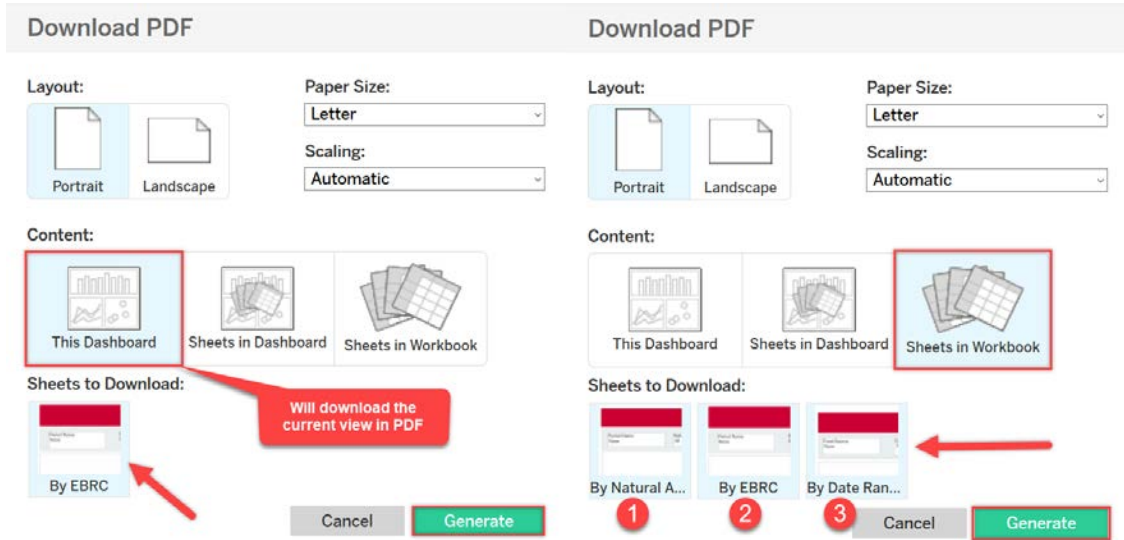


- A- **Image format**, will download the report's data as a screenshot in PNG format.
- B- **Data format**, will download the report's data in HTML view which can be exported to CSV format. This view will provide the data **without** including subtotals and grand totals.

Dept Activity1	Dept Activity2	Document Number	Fund Source	Fund Source Description	Measure Names	Natural Account	Natural Account Description	Po Number	Release Number	Vendor Name	ATTR(GL Posted Date)	Measure Values	SUM(Amount Detail)
Null	Null	747237	000000	Default	Amount Detail	00000	Default	Null	Null	Null	4/27/2016 12:00:00 AM	4.01	4.01
Null	Null	748068	000000	Default	Amount Detail	00000	Default	Null	Null	Null	4/29/2016 12:00:00 AM	-4.01	-4.01
Null	Null	746478	000000	Default	Amount Detail	01100	Cash Ownership	Null	Null	Null	4/13/2016 12:00:00 AM	20.84	20.84

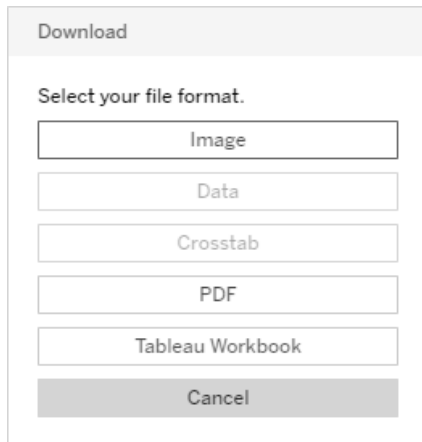
- C- **Crosstab format**, will download the report's data directly in CSV format. This view will provide the data listed on the report including subtotals and grand totals.

D- **PDF format**, will download the report's data in PDF. You can download the current view only or download the other views under this report. You could also adjust the view layout from Portrait to Landscape.



## COMMON TROUBLESHOOTING ISSUE

**Issue:** The **Data** and/or **Crosstab** options are greyed out when trying to download data from a Tableau report.



**Solution:** Click on a cell of data in the report to select it and then click on that same cell again to deselect it. This often enables the **Data** and **Crosstab** download options.

## DATE DEFINITIONS AND FS INDICATOR

**GL Posting Date** – the date the transaction posted to the general ledger.

**Note:** When a salary reallocation is processed, the GL posting date changes to the date of the salary reallocation.

**Pay Period End Date** – the date an employee's time is recorded and paid. (A listing of the pay period end dates can be found on the [payroll website](#).)

**Date of Pay Check** – date an employee's paycheck is issued with a specific date on the check.

**Redistribution Date** – the date the salary reallocation was processed.

**FS Indicator** – Faculty/Staff indicator (**F** equals Faculty and **S** equals Staff).

## PD TYPE COLUMN DEFINITIONS

The PD Type on the FMS Payroll Distribution Report (PD) report indicates the following:

- **E** – Earnings (employee's pay before taxes.)
- **F** – Fringe (non-wage expenses paid by an employer on behalf of their employees. The rate is a negotiated rate with the State of New Jersey plus Rutgers fringe component which includes tuition remission, workers' compensation and annual sick.)
- **T** – FICA/Medicare Tax (FICA is tax for social security retirement and Medicare is the hospital insurance benefits tax.)

## UNDERSTANDING THE TRANSACTION TYPES

After a salary reallocation is processed, which moves the original payroll charge from one COA string to another, the following Transaction Types will appear on the FMS Payroll Distribution Report (PD):

- **R** indicates the amount and account string that has been redistributed when a salary reallocation form is processed.
- **D** indicates the reversal of the amount and account string that was redistributed. The amount will appear as a negative.
- **O** indicates the original amount and account string where the amount is now posted.

Emplid	Empl Rcd	F S Ind	Trans Type	Pd Type	Department	Pay Period End Date	Gl Posting Date	Date Of Paycheck	Redistribution Date	Pay Item Code	No Measure Value
00000000	0	Staff	D	E	Test	10/05/2018	01/07/2019	10/05/2018	1/7/2019..	R01	(\$108.22)
						10/19/2018	01/07/2019	10/19/2018	1/7/2019..	R01	(\$216.44)
						11/02/2018	01/07/2019	11/02/2018	1/7/2019..	R01	(\$216.45)
						11/16/2018	01/07/2019	11/16/2018	1/7/2019..	R01	(\$216.44)
						11/30/2018	01/07/2019	11/30/2018	1/7/2019..	R01	(\$216.44)
			O	E	Test	10/05/2018	01/07/2019	10/05/2018	1/7/2019..	R01	\$108.22
						10/19/2018	01/07/2019	10/19/2018	1/7/2019..	R01	\$216.44
						11/02/2018	01/07/2019	11/02/2018	1/7/2019..	R01	\$216.45
						11/16/2018	01/07/2019	11/16/2018	1/7/2019..	R01	\$216.44
						11/30/2018	01/07/2019	11/30/2018	1/7/2019..	R01	\$216.44
						12/14/2018	12/18/2018	12/14/2018	12/18/2018..	R01	\$216.44
			12/28/2018	12/28/2018	12/28/2018	Null	R01	\$216.44			
			R	E	Test	10/05/2018	12/18/2018	10/05/2018	1/7/2019..	R01	\$108.22
						10/19/2018	12/18/2018	10/19/2018	1/7/2019..	R01	\$216.44
						11/02/2018	12/18/2018	11/02/2018	1/7/2019..	R01	\$216.45
						11/16/2018	12/18/2018	11/16/2018	1/7/2019..	R01	\$216.44
						11/30/2018	12/18/2018	11/30/2018	1/7/2019..	R01	\$216.44
			Employee Total								

After you run one of the FMS Payroll Distribution Report (PD) workbooks you can always export the results to Excel. Below is a view of the FMS Payroll Distribution Report (PD) report in Excel. You can filter the results using any of the columns (i.e. redistribution date, date of the paycheck, dollars). In this example, by filtering on the pay period end date and the redistribution date, the amount of \$273.96 was redistributed and is now posted to the COA string highlighted in yellow.

	A	C	E	G	I	K	M	P	R	AB	AE	AF	AG	AH	AJ
1	Unit Cd	Division Cd	Organization Cd	Location Cd	Fund Type Cd	Business Line Cd	Natural Account	Project Number	Task Number	Trans Type	Pay Period End Date	Gl Posting Date	Date Of Paycheck	Redistribution Date	Value
2	260	5645	3824	2110	315	3100	50010	8XXXXX	800	D	11/20/2018	11/8/2018	11/20/2018	11/8/2018 0:00	(\$273.96)
6	260	5645	3824	2110	315	3100	50010	8XXXXX	800	R	11/20/2018	11/8/2018	11/20/2018	11/8/2018 0:00	\$273.96
76	260	6295	6435	2110	315	3100	50010	8XXXXX	800	O	11/20/2018	11/8/2018	11/20/2018	11/8/2018 0:00	\$273.96

## COMMON PAY ITEM CODES AND DEFINITIONS

Listed below are common pay item codes that appear on the FMS Payroll Distribution Report (PD) report with their definitions.

- R01** – Salary Regular
- R02** – Hourly Regular
- R03** – Overtime
- R04** – Holiday Worked
- R05** – Extra Pay Flat Amount
- R13** – Overtime at Straight
- R15** – Extra Pay Hours
- R30** – Essential Personnel
- R31** – Shift Diff Evening/Night
- R35** – Shift Diff Weekend
- R44** – Holiday Pay RBHS
- R47** – Sick Time RBHS
- R50** – Faculty Practice
- R51** – Patient Services
- S01** – Bonus
- S04** – Awards and Prizes
- S21** – One Time Payment
- S23** – Comp Time Payout
- E** – FICA
- Q** – Medicare