

# Sponsored Research Accounting Services

## OMNI User Manual

### HR/GL Detail—Lookup for Project Management

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#### Purposes/Uses/Other Information:

- Provides employee detail data for a particular payroll period (A, B, C, etc) or for a period of time.
- This report can be run by journal id, department, employee, fund and/or project.
- Reconcile payroll journals in OMNI Financials to details by employee in OMNI HR.
- Recommend that the reconciliation be incorporated into the biweekly payroll cycle to facilitate timely correction of any issues.

#### Steps to View Project Payroll Information

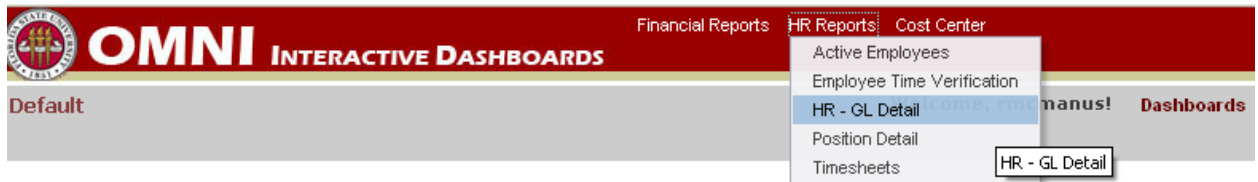
1. Log in to the OMNI Portal and click on the OBI Reporting link.



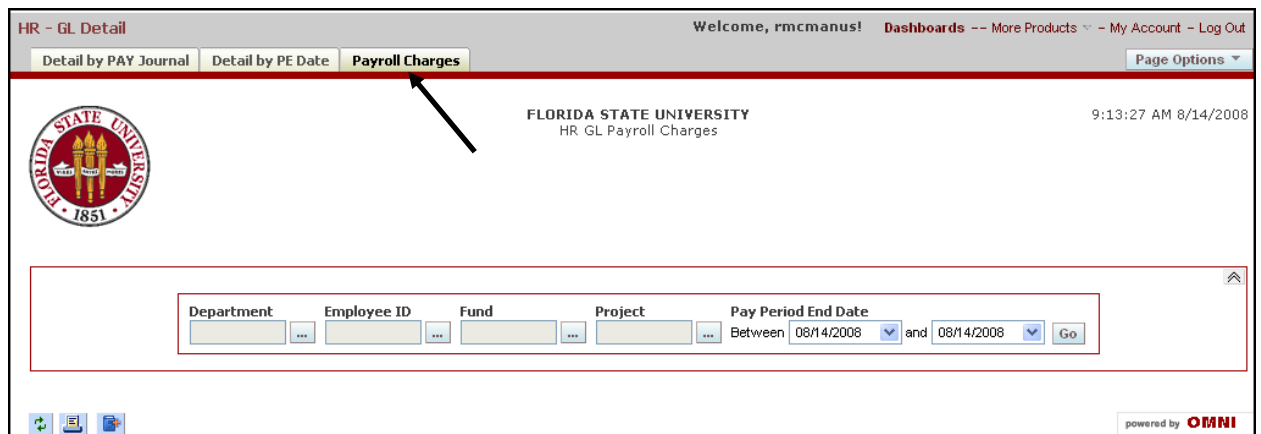
Another log in page will display. Log in using your OMNI FSUID and Password.

2. Access the HR - GL Detail Report

- a. The menu of reports is at the very top of the page in the garnet section.



- b. Click on the HR - GL Detail link and available reports will display. Select the Payroll Charges tab. This report provides payroll data for a chartfield (Department, Fund, Project) combination and Employee basis.



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#### Helpful OBI Tips

- You cannot enter data into the   box on the initial page. You must click on the Multi-Select  button to select criteria. The following displays:

The screenshot shows a 'Multi-Select' dialog box. At the top, there is a 'Department' label above a search input field and a button with three dots. Below this, a 'Match:' dropdown menu is set to 'begins with', followed by another search input field and a 'Go' button. The main area of the dialog contains a list of department names: '001000 - President's Office', '001001 - President's Office Overhead', '001002 - President's Office Vending', '001003 - President's Teaching Awards', '001004 - President's Faculty Awards', '001005 - President's Investment Earning', and '001006 - Pres Incentive-Efficiency Pgm'. To the left of this list are four navigation buttons: '<<', '<', '>', and '>>'. At the bottom of the dialog, it displays 'Choices Returned: 1 - 256+' with a 'More...' button. The 'OK' and 'Cancel' buttons are located at the bottom right of the dialog.

- Enter data directly into the open  22  box and the click . All selections meeting the criteria will display. **If you hit the Enter key instead of , you will return to the previous screen without your selection.**
- Individually select choices by double clicking or highlighting the row and click  button.
- Select all choices by clicking
- Remove choices from your selected list by either double clicking, highlighting individually, and clicking the  button.
- Remove all choices by clicking the  button.
- Once all choices have been selected, click the  button. This returns you to the Payroll Charges criteria page.

### 3. Run project HR detail for a project.

There are many different ways that this data can be viewed. The following instructions are two examples of how this data can be obtained. The first is for a single project and the second example obtain salary and fringe data for one department for a particular time period.

#### Example 1 - HR Detail for one Project

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- a. Select the  criteria box and the following displays.

- b. Enter a project id (e.g. 018679) and click . The project displays.
- c. Select the project and click  button.
- d. Click  and you are returned to the criteria page.
- e. Enter the Pay Period begin and end dates by selecting the down arrow  next to the date field. To get all charges for the project, you must select the pay period end date that includes the begin and end dates of the project. In this example, the Project Begin Date = 05/15/2006 and the Project End Date = 03/31/2009. Therefore, the Pay Period End Date selections are 05-15-2006 and 08-14-2008 (current date).
- f. Your criteria will display as follows:

Department	Employee ID	Fund	Project	Pay Period End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	018679 - Struct	Between 05-15-2006 and 08/14/2008

- g. Click the  button. The results will display below the criteria box. Note that depending on the criteria entered, it may take time for the results to appear.

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You May Choose an Alternate View: Account Code on Data Line

Journal Id PAY0064714 Run Id A\_071306

Employee Name	Empl ID	Rcd	Jobcode	Account Code	Gross	SS	MED	Retire	Health	Life	Pretax	Dsbity	Total
Kwasniewski,Leslaw	000039260	0	M9189	2150005300018679	1,800.00		26.10						1,826.10
<b>Grand Total</b>					<b>1,800.00</b>		<b>26.10</b>						<b>1,826.10</b>

Journal Id PAY0065744 Run Id B\_072706

These selections provide other ways to view the data.

Account Code	Gross	SS	MED	Retire	Health	Life	Pretax	Dsbity	Total
005300018679	2,000.00		29.00						2,029.00
<b>Grand Total</b>	<b>2,000.00</b>		<b>29.00</b>						<b>2,029.00</b>

Journal Id PAY0066732 Run Id C\_081006

Employee Name	Empl ID	Rcd	Jobcode	Account Code	Gross	SS	MED	Retire	Health	Life	Pretax	Dsbity	Total
Kwasniewski,Leslaw	000039260	0	M9189	2150005300018679	2,000.00		29.00						2,029.00
<b>Grand Total</b>					<b>2,000.00</b>		<b>29.00</b>						<b>2,029.00</b>

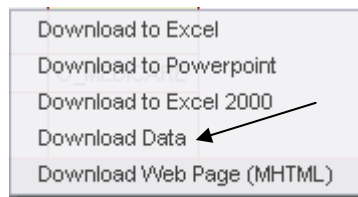
Journal Id PAY0067682 Run Id D\_082406

Employee Name	Empl ID	Rcd	Jobcode	Account Code	Gross	SS	MED	Retire	Health	Life	Pretax	Dsbity	Total
Kwasniewski,Leslaw	000039260	0	M9189	2150005300018679	2,000.00		29.00						2,029.00
<b>Grand Total</b>					<b>2,000.00</b>		<b>29.00</b>						<b>2,029.00</b>

Journal Id PAY0068717 Run Id E\_090706

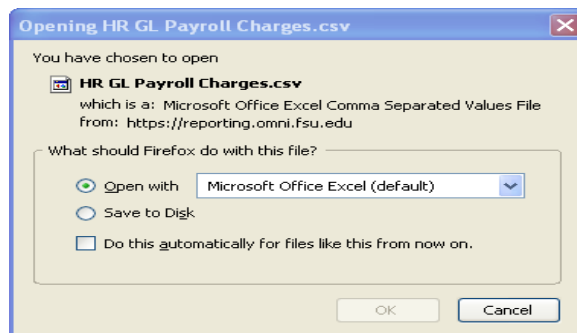
Employee Name	Empl ID	Rcd	Jobcode	Account Code	Gross	SS	MED	Retire	Health	Life	Pretax	Dsbity	Total
Kwasniewski,Leslaw	000039260	0	M9189	2150005300018679	200.00		2.90						202.90
<b>Grand Total</b>					<b>200.00</b>		<b>2.90</b>						<b>202.90</b>

- h. These results provide all employee earnings and benefits for the life to date of the project.
- i. The data can also be downloaded into excel. Scroll to the bottom of the page and click the download hyperlink and then select Download Data.



[Download](#)

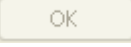
- j. A dialog may display regarding what program to use. Microsoft Office Excel will default.



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


### HR/GL Detail—Lookup for Project Management


k. Click  and the data will be downloaded into an excel spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Employee	Empl ID	Empl ID	Red	Jobcode	Account C	Account D	Gross	SS	Retire	Health	Life	MED	Pretax	Dsbly	Ac
2	Bojanowsk	73171	73171	0	T004	720121	Temporary	1280								21!
3	Bojanowsk	73171	73171	0	T004	720121	Temporary	1280								21!
4	Bojanowsk	73171	73171	0	T004	720121	Temporary	1280								21!
5	Bojanowsk	73171	73171	0	T004	720121	Temporary	1920								21!
6	Bojanowsk	73171	73171	0	T004	720121	Temporary	1280								21!
7	Bojanowsk	73171	73171	0	T004	720121	Temporary	1280								21!
8	Bojanowsk	73171	73171	0	T004	720121	Temporary	1280								21!
9	Bojanowsk	73171	73171	0	T004	720142	OPS Medicare						18.56			21!
10	Bojanowsk	73171	73171	0	T004	720142	OPS Medicare						18.56			21!
11	Bojanowsk	73171	73171	0	T004	720142	OPS Medicare						18.56			21!
12	Bojanowsk	73171	73171	0	T004	720142	OPS Medicare						27.84			21!
13	Bojanowsk	73171	73171	0	T004	720142	OPS Medicare						18.56			21!
14	Bojanowsk	73171	73171	0	T004	720142	OPS Medicare						18.56			21!
15	Bojanowsk	73171	73171	0	T004	720142	OPS Medicare						18.56			21!
16	Bojanowsk	73171	73171	1	M9182	720111	Graduate A	1360								21!
17	Bojanowsk	73171	73171	1	M9182	720111	Graduate A	1360								21!
18	Bojanowsk	73171	73171	1	M9182	720111	Graduate A	1360								21!
19	Bojanowsk	73171	73171	1	M9182	720111	Graduate A	1360								21!
20	Bojanowsk	73171	73171	1	M9182	720111	Graduate A	680								21!
21	Bojanowsk	73171	73171	1	M9182	720111	Graduate A	680								21!

### Example 2 - View HR detail for all projects for a department for a period of time (Use the Detail by PE Date tab)

- a. Enter criteria as follows:
  - Department = Select the department (074012) using the Multi-Select  feature.
  - Fund = Select the fund (520, 523, 524, 530, 540) using the Multi-Select  feature.
  - Pay Period End Date Between = 05-01-2008 and 05-29-2008.
  - All other fields blank

<b>Department</b>	<b>Employee ID</b>	<b>Fund</b>	<b>Project</b>	<b>Pay Period End Date</b>
074012 - Biolog 	<input type="text"/> 	520 - Sponsore 	<input type="text"/> 	Between 05-01-2008  and 05-29-2008  

- b. Click the  button. The results will display below the criteria box. The Totals by Employee **Alternative View** has been selected to display in this example. Note that depending on the criteria entered and the amount of data that will be returned, it may take some time for the results to appear.

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You May Choose an Alternate View: Totals by Employee

Employee Name	Empl ID	Rcd	Jobcode	Run Id	Account Code	Gross	SS	MED	Retire	Health	Life	Pretax	Dsbity	Total
Aledealat,Khaled M	000055080	0	M9182	V_050108	0740125200021072	818.26								818.26
				W_051508	0740125200021072	818.26							818.26	
				X_052908	0740125200021072	818.26							818.26	
				<b>000055080 Total</b>						<b>2,454.78</b>				
Alvarez-Delfin,Karen	000056655	2	M9182	V_050108	0740125200019269	825.36								825.36
				W_051508	0740125200019269	825.36							825.36	
				X_052908	0740125200019269	825.36							825.36	
				<b>000056655 Total</b>						<b>2,476.08</b>				
Applewhite,Heather Suzanne	000072894	1	A005	V_050108	0740125200010075	315.00								315.00
			T005	W_051508	0740125200010075	720.00		10.44						730.44
			X_052908	0740125200010075	666.00		9.66							675.66
			<b>000072894 Total</b>						<b>1,701.00</b>	<b>20.10</b>				
Atkins,David Nicholas	000078668	0	A005	V_050108	0740125200015037	14.00								14.00
				<b>000078668 Total</b>						<b>14.00</b>				
Bass,Henry W	000020925	0	90029S	W_051508	074012520S010075	1,326.87	82.26	19.24	138.39					1,566.76
				X_052908	074012520S010075	2,211.46	137.11	32.07	230.66					2,611.30
				<b>000020925 Total</b>						<b>3,538.33</b>	<b>219.37</b>	<b>51.31</b>	<b>369.05</b>	
Blake,Camille Bond	000064317	0	M9182	V_050108	0740125200022892	878.36								878.36
				W_051508	0740125200022892	878.36							878.36	
				X_052908	0740125200022892	878.36							878.36	
				<b>000064317 Total</b>						<b>2,635.08</b>				
Brown,Amber N	000041338	0	M9182	W_051508	0740125200010075	469.08								469.08
				X_052908	0740125200010075	781.80							781.80	
				<b>000041338 Total</b>						<b>1,250.88</b>				
Buchanan,Amanda	000068044	0	M9182	W_051508	0740125200017645	499.16								499.16
				X_052908	0740125200017645	713.08							713.08	

- c. These results provide employee earnings and benefits against all projects in a department for the period selected. The results may also be downloaded to excel. See Example 1 instructions.