Sponsored Research Accounting Services
OMNI User Manual
HR/GL Detail—Lookup for Project Management

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.
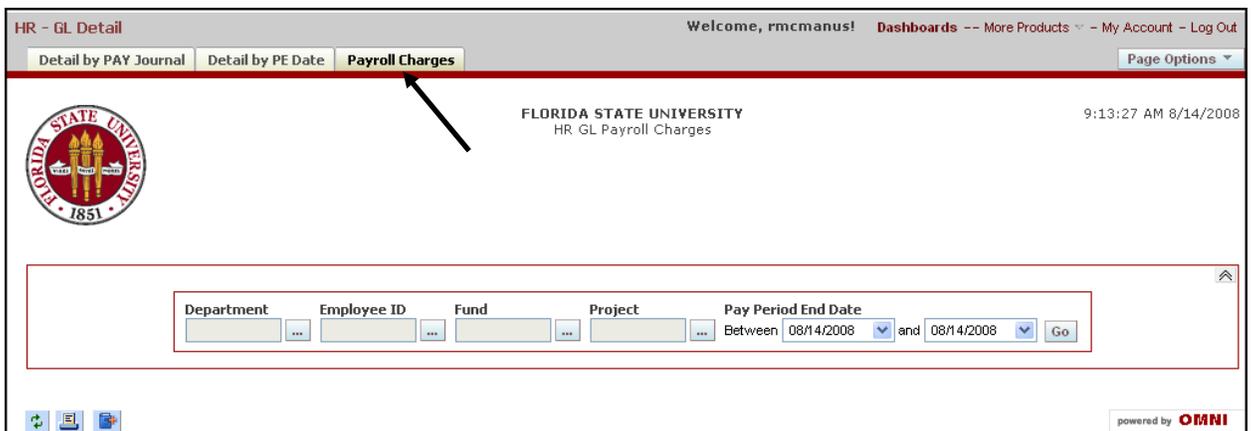
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Helpful OBI Tips

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

- Enter data directly into the open [22] box and the click [Go]. All selections meeting the criteria will display. **If you hit the Enter key instead of [Go], 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 [OK] 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. There 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.

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Example 1 - HR Detail for one Project

a. Select the **Project** [ ][...] criteria box and the following displays.

Multi-Select

Selected	Match: begins with ▼ [ ] Go
[ ]	- - NA
	000008 - President's Office SRAD Alloca
	000032 - SRAD ALLOCATION
	<< 000048 - ABEL-CLIMATOLOGY RES
	< 000049 - Arts & Sciences SRAD Allocatio
	> 000053 - GFDI SRAD Allocation
	>> 000071 - Anthropology SRAD ALLOCATION

Edit   Choices Returned: 1 - 256+ More...

OK   Cancel

b. Enter a project id (e.g. 018679) and click [Go].   The project displays.
c. Select the project and click [<] button.
d. Click [OK] 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
[ ][...]	[ ][...]	[ ][...]	'018679 - Struct [...]	Between 05-15-2006 ▼ and 08/14/2008 ▼ Go

g. Click the **Go** 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.

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

- Account Code on Data Line
- Sections by Account Code
- Totals by Employee
- Totals by Employee within Account Code

Journal Id PAY0064714   Run Id A_071306

Employee Name	Empl ID	Rcd	Jobcode	Account Code	Gross	SS	MED	Retire	Health	Life	Pretax	Dsblty	Total
		0	M9189	2150005300018679	1,800.00		26.10						1,826.10
Grand Total					1,800.00		26.10						1,826.10

Journal Id PAY0065744   Run Id B_072706

> These selections provide other ways to view the data.

Employee Name	Empl ID	Rcd	Jobcode	Account Code	Gross	SS	MED	Retire	Health	Life	Pretax	Dsblty	Total
				2150005300018679	2,000.00		29.00						2,029.00
Grand Total					2,000.00		29.00						2,029.00

Journal Id PAY0066732   Run Id C_081006

Employee Name	Empl ID	Rcd	Jobcode	Account Code	Gross	SS	MED	Retire	Health	Life	Pretax	Dsblty	Total
		0	M9189	2150005300018679	2,000.00		29.00						2,029.00
Grand Total					2,000.00		29.00						2,029.00

Journal Id PAY0067682   Run Id D_082406

Employee Name	Empl ID	Rcd	Jobcode	Account Code	Gross	SS	MED	Retire	Health	Life	Pretax	Dsblty	Total
		0	M9189	2150005300018679	2,000.00		29.00						2,029.00
Grand Total					2,000.00		29.00						2,029.00

Journal Id PAY0068717   Run Id E_090706

Employee Name	Empl ID	Rcd	Jobcode	Account Code	Gross	SS	MED	Retire	Health	Life	Pretax	Dsblty	Total
		0	M9189	2150005300018679	200.00		2.90						202.90
Grand Total					200.00		2.90						202.90

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 to Excel
Download to Powerpoint
Download to Excel 2000
Download Data
Download Web Page (MHTML)

Download

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

k.   Click [OK] 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	Rcd	Jobcode	Account C	Account D	Gross	SS	Retire	Health	Life	MED	Pretax	Dsblty	Ac
2				0	T004	720121	Temporary	1280								21ξ
3				0	T004	720121	Temporary	1280								21ξ
4				0	T004	720121	Temporary	1280								21ξ
5				0	T004	720121	Temporary	1920								21ξ
6				0	T004	720121	Temporary	1280								21ξ
7				0	T004	720121	Temporary	1280								21ξ
8				0	T004	720121	Temporary	1280								21ξ
9				0	T004	720142	OPS Medicare						18.56			21ξ
10				0	T004	720142	OPS Medicare						18.56			21ξ
11				0	T004	720142	OPS Medicare						18.56			21ξ
12				0	T004	720142	OPS Medicare						27.84			21ξ
13				0	T004	720142	OPS Medicare						18.56			21ξ
14				0	T004	720142	OPS Medicare						18.56			21ξ
15				0	T004	720142	OPS Medicare						18.56			21ξ
16				1	M9182	720111	Graduate A	1360								21ξ
17				1	M9182	720111	Graduate A	1360								21ξ
18				1	M9182	720111	Graduate A	1360								21ξ
19				1	M9182	720111	Graduate A	1360								21ξ
20				1	M9182	720111	Graduate A	680								21ξ
21				1	M9182	720111	Graduate A	680								21ξ

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. Click the [Go] 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.

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	Dsblty	Total
	000055000	0	M9182	V_050108	0740125200021072	818.26								818.26
				W_051508	0740125200021072	818.26								818.26
				X_052908	0740125200021072	818.26								818.26
						2,454.78								2,454.78
	000050035	2	M9182	V_050108	0740125200019269	825.36								825.36
				W_051508	0740125200019269	825.36								825.36
				X_052908	0740125200019269	825.36								825.36
						2,476.08								2,476.08
	000012001	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
						1,701.00		20.10						1,721.10
	000010000	0	A005	V_050108	0740125200015037	14.00								14.00
						14.00								14.00
	5	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
						3,538.33	219.37	51.31	369.05					4,178.06
	000004011	0	M9182	V_050108	0740125200022892	878.36								878.36
				W_051508	0740125200022892	878.36								878.36
				X_052908	0740125200022892	878.36								878.36
						2,635.08								2,635.08
	000011000	0	M9182	W_051508	0740125200010075	469.08								469.08
				X_052908	0740125200010075	781.80								781.80
						1,250.88								1,250.88
	000005001	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.