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.

	Financial Reports	HR Reports	Cost Center		
		Active Emp	loyees		
1 m 1		Employee 1	Time Verification		
Default		HR - GL De	tail come, rmc	manus!	Dashboards
		Position De	tail		
		Timesheets	s HR -	GL Detail	

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.

HR - GL Detail			Welcome, rmcmanus!	Dashboards More Products	; ▽ – My Account – Log Out
Detail by PAY Journal	etail by PE Date	Payroll Charges			Page Options 🔻
			FLORIDA STATE UNIVERSITY HR GL Payroll Charges		9:13:27 AM 8/14/2008
					*
Dep	artment En	ployee ID Fund	Project Pay Period End Date	and 08/14/2008 V Go	
ب الله الله					powered by OMNI

OMNI User Manual—HR/GL Detail—Lookup for Project Management

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Helpful OBI Tips

• You canno	Department
on the Mu	Iti-Select whether to select criteria. The following displays:
Multi-Select	
Selected	Match: begins with 🔽 Go
	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 001006 - Pres Incentive-Efficiency Pgm Image: State of the state of
Edit	Choices Returned: 1 - 256+ More
 Enter data meeting th return to Individual 	a directly into the open ²² box and the click Go . All selections he criteria will display. If you hit the Enter key instead of Go , you will the previous screen without your selection . ly select choices by double clicking or highlighting the row and click S
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.

Example 1 - HR Detail for or	ne Project		
a. Select the	criteria bo	x and the following displays.	
Multi-Select			
Selected	Match:	begins with 🛛 🔽	Go
	 NA 000008 000032 000048 000049 000053 000071 	- President's Office SRAD Alloca - SRAD ALLOCATION - ABEL-CLIMATOLOGY RES - Arts & Sciences SRAD Allocatio - GFDI SRAD Allocation - Anthropology SRAD ALLOCATION	
Edit	Choices	s 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 or 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.

				2 ¹¹									
		Ŷ	ou May Choos	se an Alternate View: 🛛	Account Code on	Data L	.ine	×	1				
urnal Id PAY0064714	A	Account Code on Data Line Sections by Account Code											
				X	Intals by Employee	411L C.U. 9	ue						
Employee Name	Empl ID	Red	Jobcode	Accoupt Code	Totals by Employee	e with	in Accour	nt Code	Health	Life	Pretax	Dsblty	Total
	0 M9189 2150005800018679		1,800.00		26.10						1,826.10		
and Total					1,800.00		26.10						1,826.1
urnal Id PAY0065744	Run Id B_0727	06	-/	 									
These selections	s provide ot	her	ways to	Account Code	Gross	SS	MED	Retire	Health	Life	Pretax	Dsbity	Total
view the data	•		'	2150005300018679	2,000.00		29.00						2,029.0
view me aura.					2,000.00		29.00						2,029.0
urnal Id PAY0066732 Employee Name	Run Id C_0810	06 Red	Jobcode	Account Code	Gross	SS	MED	Retire	Health	Life	Pretax	Dsbity	Total
urnal Id PAY0066732 Employee Name	Run Id C_0810	06 Red	Jobcode M9189	Account Code	Gross 2.000.00	SS	MED 29.00	Retire	Health	Life	Pretax	Dsblty	Total 2.029.00
urnal Id PAY0066732 Employee Name and Total	Run Id C_0810	06 Rcd 0	Jobcode M9189	Account Code 2150005300018679	Gross 2,000.00 2,000.00	SS	MED 29.00 29.00	Retire	Health	Life	Pretax	Dsbity	Total 2,029.00 2,029.00
urnal Id PAY0066732 Employee Name and Total urnal Id PAY0067682	Run Id C_0810	06 Rcd 0	Jobcode M9189	Account Code 2150005300018679	Gross 2,000.00 2,000.00	SS	MED 29.00 29.00	Retire	Health	Life	Pretax	Dsbity	Total 2,029.0 2,029.0
Employee Hame and Total Employee Hame and Total Employee Hame	Run Id C_0810	06 Rcd 0 06 Rcd	Jobcode M9189 Jobcode	Account Code 2150005300018679 Account Code	Gross 2,000.00 2,000.00 Gross	SS SS	MED 29.00 29.00 MED	Retire Retire	Health Health	Life	Pretax	Dsbity	Total 2,029.0 2,029.0 Total
urnal Id PAY0066732 Employee Name and Total urnal Id PAY0067682 Employee Name	Run Id C_0810 Empi ID Run Id D_0824 Empi ID	06 Rcd 0 06 Rcd 0	Jobcode M9189 Jobcode M9189	Account Code 2150005300018679 Account Code 2150005300018679	Gross 2,000.00 2,000.00 Gross 2,000.00	SS SS	MED 29.00 29.00 MED 29.00	Retire Retire	Health Health	Life	Pretax Pretax	Dsbity Dsbity	Total 2,029.0 2,029.0 Total 2,029.0
urnal Id PAY0066732 Employee Name and Total urnal Id PAY0067682 Employee Name and Total	Run Id C_0810	06 Rcd 0 0 8 8 8 6 8 7 0	Jobcode M9189 Jobcode M9189	Account Code 2150005300018679 Account Code 2150005300018679	Gross 2,000.00 2,000.00 Gross 2,000.00 2,000.00 2,000.00 2,000.00	SS SS	MED 29.00 29.00 29.00 29.00 29.00	Retire Retire	Health Health	Life	Pretax Pretax	Dsbity Dsbity	Total 2,029.0 2,029.0 2,029.0 7 0 2,029.0 2,029.0
urnal Id PAY0066732 Employee Name rand Total Urnal Id PAY0067682 Employee Name rand Total Urnal Id PAY0068717	Run Id C_0810 Empl ID Run Id D_0824 Empl ID Run Id E_0907	06 Rcd 0 0 0 0 0 0 0 0 0 0 0 0 0	Jobcode M9189 Jobcode M9189	Account Code 2150005300018679 Account Code 2150005300018679	Gross 2,000.00 2,000.00 Gross 2,000.00 2,000.00 2,000.00	SS SS	MED 29.00 29.00 29.00 29.00 29.00 29.00 29.00	Retire Retire	Health	Life	Pretax Pretax	Dsbity Dsbity	Total 2,029.00 2,029.00 Total 2,029.00 2,029.00
urnal Id PAY0066732 Employee Name urnal Id PAY0067682 Employee Name urnal Id PAY0067687 Urnal Id PAY0068717 Employee Name	Run Id C_0810 Empl ID Run Id D_0824 Empl ID Run Id E_09074 Empl ID	06 Red 0 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	Jobcode M9189 Jobcode M9189	Account Code 2150005300018679 Account Code 2150005300018679 Account Code	Gross 2,000.00 2,000.00 Gross 2,000.00 2,000.00 Gross Gross Gross	SS SS SS	MED 29.00 29.00 29.00 29.00 29.00 29.00 29.00 MED	Retire Retire	Health Health	Life	Pretax Pretax Pretax	Dsbity Dsbity Dsbity	Total 2,029.00 2,029.00 Total 2,029.00 2,029.00 2,029.00
urnal Id PAY0066732 Employee Name urnal Id PAY0067682 Employee Name rand Total urnal Id PAY0068717 Employee Name	Run Id C_0810 Empl ID Run Id D_0824 Empl ID Run Id E_09070 Empl ID	06 Red 0 0 0 0 0 0 0 0 0 0 0 0 0	Jobcode M9189 Jobcode M9189	Account Code 2150005300018679 Account Code 2150005300018679 Account Code 2150005300018679	Gross 2,000.00 2,000.00 Gross 2,000.00 2,000.00 Gross 2,000.00 Gross 2,000.00 Cross 2,000.00 Cro	SS SS SS	MED 29,00 29,00 29,00 29,00 29,00 29,00 29,00 29,00 29,00 29,00 29,00 29,00 29,00 29,00 29,00 29,00	Retire Retire	Health Health	Life	Pretax Pretax Pretax	Dsbity Dsbity Dsbity	Total 2,029.00 2,029.00 2,029.00 Total 2,029.00 2,029.00 Total 2,029.00 2,029.00 2,029.00 2,029.00 2,029.00 2,029.00 2,029.00 2,029.00

- 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.



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



OK

and the data will be downloaded into an excel spreadsheet.

Γ		A	В	С	D	E	F	G	Н	1	J	K	L	M	N	0	
	1	Employee	Empl ID	Empl ID	Rcd	Jobcode	Account C	Account D	Gross	SS	Retire	Health	Life	MED	Pretax	Dsblty	Ac
	2				1 0) TOO4	720121	Temporary	1280								21!
	3				0) TOO4	720121	Temporary	1280								21
	4				0) TOO4	720121	Temporary	1280								21
	5				0) TOO4	720121	Temporary	1920								21
	6				0) TOO4	720121	Temporary	1280								21
	7				0) TOO4	720121	Temporary	1280								21
	8				0) TOO4	720121	Temporary	1280								21
	9				0) TOO4	720142	OPS Medi	care					18.56			21
	10				0) TOO4	720142	OPS Medi	care					18.56			21
	11				0) TOO4	720142	OPS Medi	care					18.56			21
	12				0) TOO4	720142	OPS Medi	care					27.84			21
	13				0) TOO4	720142	OPS Medi	care					18.56			21
	14				0) TOO4	720142	OPS Medi	care					18.56			21
	15				0) TOO4	720142	OPS Medi	care					18.56			21
Ī	16				1	M9182	720111	Graduate A	1360								21
	17				1	M9182	720111	Graduate A	1360								21
	18				1	M9182	720111	Graduate /	1360								21
	19				1	M9182	720111	Graduate A	1360								21
ľ	20				1	M9182	720111	Graduate A	680								21
ľ	21				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:

k. Click

- 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 •

Department	Employee ID	Fund	Project	Pay Period End Date	
'074012 - Biolo <u>c</u> 🛄		'520 - Sponsore 🛄		Between 05-01-2008	💙 and 05-29-2008 💌 Go

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.

		Y	'ou May Cl	hoose an Al	Iternate View: Totals	by Employee	-		~					1
Employee Name	Empl ID	Red	Jobcode	Run Id	Account Code	Gross	SS	MED	Retire	Health	Life	Pretax	Dsbity	Total
				V_050108	0740125200021072	818.26								818.26
	000033000	0	M9182	W_051508	0740125200021072	818.26								818.26
·				X_052908	0740125200021072	818.26								818.26
						2,454.78								2,454.78
				V_050108	0740125200019269	825.36								825.36
	000030033	2	M9182	W_051508	0740125200019269	825.36								825.36
· · · · · ·				X_052908	0740125200019269	825.36								825.36
			1			2,476.08								2,476.08
			A005	V_050108	0740125200010075	315.00								315.00
	000012004	1	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	-005	V_050108	0740125200015037	14.00								14.00
			_			14.00								14.00
				W_051508	074012520S010075	1,326.87	82.26	19.24	138.39					1,566.76
, , , , , , , , , , , , , , , , , , ,	P	U	900295	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
				V_050108	0740125200022892	878.36								878.36
	000004011	0	M9182	W_051508	0740125200022892	878.36								878.36
				X_052908	0740125200022892	878.36								878.36
						2,635.08								2,635.08
		1		W_051508	0740125200010075	469.08								469.08
	000011000	0	M9182	X_052908	0740125200010075	781.80								781.80
						1,250.88								1,250.88
		1	10100	W_051508	0740125200017645	499.16								499.16
		- 0	1019162	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.