## **OFFICE OF THE CONTROLLER** Using the Finance Intranet:

## **Payroll Reports / HCM Distribution**

March 2025





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# Introduction to the HUB



### What is the HUB?

- An internal reporting site that houses various reporting tools and resources used to research financial transactions and retrieve account balances.
- There are two main sections of Financial Reporting available:
  - Financial Reports (Finance Intranet) recorded webinar available on the Controller's Office website
  - Payroll Reports (HCM Distribution) covered in this webinar.
- Use this URL to access the HUB: www.admin.sc.edu
- You can also access other important sites from this page:
  - Student and Tuition Reports (Banner and DataWarehouse)
  - Analytics (CarolinaAnalytics)
  - PeopleSoft HCM and PeopleSoft Finance
  - USCeRA
  - Controller's Office Webpage



#### The HUB

South Carolina	HUB -				Sign out	
	Boyd, Tiffany PERKINTD@mailbox.sc.edu as of 1 PERKINTD - V58683307	1/01/2023 02:29				
	Athletic Reports	Payroll Reports	Financial Reports	Student and Tuition Reports		
	Analytics	Faculty Reports	Facilities Reports	Legacy Reports		
	Controller's Office	System				



### Introduction to Payroll Reports



#### **Payroll Reports: HCM Distribution**

South Carolina	HUB -			ል	Sign out
	Callahan, Joanne JOANNEC@mailbox.sc.edu as of 11 JOANNEC - Y61544101	/02/2023 02:34			
	Payroll Reports	Financial Reports	Student and Tuition Reports	Analytics	
	Faculty Reports	Facilities Reports	Legacy Reports	Controller's Office	
	System				



#### **Payroll Reports: HCM Distribution**

South Carolina HUB - HCM DISTRIBUTION	N <del>-</del>		<b>公</b> Sign out
Boyd, Tiffany PERKINTD@mailbox.sc.edu as of 03 PERKINTD - V58683307	/19/2025 08:04		
HCM Distribution	Earnings Summary	Employee Analysis	Info  HCM Distribution Group required to view this page.  Excel Journal Import  HCM Distribution Membership List HCM Distribution New Membership
Salary Report	PS HCM	NEW: Earnings Summary Report!	<ul> <li>HCM Distribution Row Level Permission List</li> <li>HCM Distribution New Row Level Permission</li> </ul>



# HCM Distribution – What information is provided?

Provides a listing of all employees within the payroll system using a given set of parameters.

The listing displays payroll information by employee, including:

- pay group,
- funding chartfield,
- gross earnings, and the
- cost of each employee's benefits to the department.



### Why is this tool important?

Used to complete a review and reconciliation of payroll charged to account.

- Verify accuracy of employees charged
- Review total compensation and also percent charged to each chartfield string.
- Verify the chartfield string(s) charged are accurate

Used to detect any errors or problems and assist with any needed corrections.



#### Who can use this tool?

- HR Contacts
- Business Managers
- Budget Officers
- Grant Administrators
- Faculty Members
- Principal Investigators (PIs)



### How to gain Access:

To request access:

- 1. Begin by creating a ticket in the DoIT Service Now Portal, **DoIT Service Portal**.
- Select "Order Something" and then select *PeopleSoft HCM Access & Request*.
   You can also use the search feature to find this page within the service portal.
- On the PeopleSoft HCM Access & Request page in Service Now, click the <u>Request form for Human Resources, Payroll, Time & Labor, and Absence</u> <u>Management Roles</u>.
- 4. Download the access form, enter the departments and/or projects for which you are requesting access and select the *View HCM Distribution* option in the Add Payroll Roles section. Be sure to include your signature as well as the signature/approval of your Budget Officer.
- 5. Upload the completed and signed form to the self-service ticket.



#### HCM Distribution Search Options



#### **Search Criteria - Options**

South Carolina	HUB - HCM DISTRIBUT	TION - HCM DISTRIBUTION	SEARCH				G Sign out	
	USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records	
	Name	Empl.Rcd	Pay End Date (m/d/y) to	Operating Unit	Project	To Pay Period	Order By	
	Job	Empl.Class	Earn End Date (m/d/y) to	Department	Pl	Fiscal Month		
	HCM Dept.	Full/Part	Dist.Status	Fund	Business Manager (BM)	Fiscal Year	☐ Sub-Total ☑ Detail	
	Journal.	Reg/Temp	Dist.Type	Class	CFDA	Pay Run ID	Sum.Adjustments Output	
	Check	Std.Hours	Dist.Class	Account	Contract		Fringe-Summary[Hori 🗸	
	Check Date (m/d/y)	HCM BU [Campus]	ALL V Dist.Code		Sponsor			
		All			Costshare			
						]		
			Submit	ar CSV RE	TRO			

- **USCID:** This is the employee ID associated with the employee. Can type name or ID to populate options to select.
- **HCM Dept:** The primary Dept within HCM assigned to the employee.
- **Supervisor USCID:** Supervisor of the employee as identified within HCM.
- **Empl.Rcd:** The employee record or job related to salary paid.
- **Full/Part:** Drop down, ability to pull full or part-time status employees.
- **Reg/Temp:** Drop down, ability to select type of employee.



### HCM Dept & USCID

JSCID	Supervisor USCID	Pay Group		Combo	Project BU	From Pay Period	Num of Records
Chumane						ALL V	10000
USCID Name	Department	(m/	d/y)	Operating Unit	Project	To Pay Period	Order By
		to				ALL 🗸	Chartfield,Name 🗸
C91114666 Chumane	ich, Alena	e (m	n/d/y)	Department	PI	Fiscal Month	
G16316330 Chumane	ich, Alexander 111000-COLLEGE	OF PHARMACY to				ALL 🗸	□ Sub-Total
N11756474 Chumane	ich, Anastasiya			Fund	Business Manager	Fiscal Year	
	All ~	ALL	~		(BM)	ALL V	
Journal.	Reg/Temp	Dist.Type		Class		Pay Run ID	
	All 🗸	ALL	~		CFDA		
Check	Std.Hours	Dist.Class		Account	Construct		Fringe-Summary[Hor
		ALL	~		Contract		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code					
to	All ~				Sponsor		
					Costshare		
		Subr	nit Clea	ar CSV RE	TRO		

- USCID: This is the employee ID associated with the employee. Can type name or ID to populate options to select.
- **HCM Dept**: The primary Dept within HCM assigned to the employee.



### **Empl.Rcd – Employee Record**

UNIVERSITY OF South Carolina	HUB - HCM DISTRIBUT	ION - HCM DISTRIBUTION	SEARCH				G Sign out
<b>South Carolina</b>	HUB HCM DISTRIBUT     USCID   M18787771     Name     Job     HCM Dept.     Journal.     Check   Check Date (m/d/y)     to	ION - HCM DISTRIBUTION	Pay Group   Pay End Date (m/d/y)   to   Earn End Date (m/d/y)   to   Dist.Status   ALL   Dist.Class   ALL   Dist.Code	Combo Operating Unit Department Fund Class Account	Project BU Project Project Business Manager (BM) CFDA Contract Sponsor Costshare	From Pay Period	Sign out     Num of Records     10000   Order By   Chartfield,Name   Total   Sub-Total   Detail   Sum.Adjustments   Output   Fringe-Summary[Hori
			Submit	r CSV RETRO	Costshare		

- If you have an employee that has a dual job within the same college/department, you can search for payroll information for a specific job by using Empl Record.
- **Empl.Rcd:** The employee record or job related to salary paid.
- Helpful when performing account changes and updating funding provided.



### **Empl.Rcd – Employee Record**

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	СОМВО	CHARTFIELD	ACCOUNT	LBR \$
Character and A	and the second sec	2223-4 : PAY0151157	UG72	961000	HRL	10/15/2022	8001096000	10/14/2022	A0000007938	SM000-964400-A0001-101	51300	225.00
TOTAL												225.00

#### Using the EMPL.RCD field to return data for a specific job:

- This employee has a dual job, EMPL Record 0 and 1 in the same department. This example is showing payroll information for Empl record 1 within pay period 10/15/22.
- The **EMPL ID** is not visible on the HCM Distribution results screen but is available when you download the data to CSV.

E	F	G	Н	I	J	К	L	М	N	0	Р	Q	R	S	T	U	v	w x	Y	
USCID	NAME	CHECK_DT	UPDATE_DT	COMPANY	PAYGROUP	PAY_END_D1	OFF_CYCLE	PAGE_NUM	LINE_NUM	SEPCHK	DIST_TYPE	DIST_CODE	COMBO	BUDGET_DA	EARNS_END	ACCOUNT	HCM_DEPT	POSITION_N JOBCODE	EMPL_RCD	LIN
	With the last	20221014	20221010	USC	HRL	20220930	N	568	14		0 ERN	REG	A00000079	51300 96100	20220924	51300	961000	UG72	1	
	Margaret State	20221014	20221010	USC	HRL	20220930	N	568	14		0 DED	SCRS	A00000079	51900 96100	20220924	51900	961000	UG72	1	
	All second second	20221014	20221010	USC	HRL	20220930	N	568	14		0 TAX	E	A00000079	51900 96100	20220924	51900	961000	UG72	1	
	States in the	20221014	20221010	USC	HRL	20220930	N	568	14		0 TAX	Q	A00000079	51900 96100	20220924	51900	961000	UG72	1	
	State (1)	20221014	20221010	USC	HRL	20220930	N	568	14		0 TAX	R	A00000079	51900 96100	20220924	51900	961000	UG72	1	
100 C	States in the	20221014	20221010	USC	HRL	20220930	N	568	14		0 TAX	U	A00000079	51900 96100	20220924	51900	961000	UG72	1	



#### Empl. Rcd – Employee Record

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	СОМВО	CHARTFIELD	ACCOUNT	LBR \$	LBR %
Conceptual	and the second	2223-4 : PAY0151157	UG72	961000	HRL	10/15/2022	8001096000	10/14/2022	A0000007938	SM000-964400-A0001-101	51300	225.00	11.38%
Character and the	Party 1	2223-4 : PAY0151157	CB65	961000	C12	10/15/2022	8001092339	10/14/2022	A0000003842	SM000-964464-A0001-508	51200	1,752.37	88.62%
TOTAL												1,977.37	

#### Leaving the EMPL.RCD field empty:

- Leaving the EMPL record field blank in the search criteria will return pay information for records 0 and 1.
- The EMPL ID is not visible on the HCM Distribution results screen but both records can be seen in the data uploaded to CSV.

E	F	G	н	I	J	К	L	м	N	0	P	Q	R	S	Т	U	v	w	х	Y
USCID	NAME	CHECK_DT	UPDATE_DT	COMPANY	PAYGROUP	PAY_END_D1	OFF_CYCLE	PAGE_NUM	LINE_NUM	SEPCHK	DIST_TYPE	DIST_CODE	COMBO	BUDGET_DA	EARNS_END	ACCOUNT	HCM_DEPT	POSITION_N JO	BCODE	EMPL_RCD
	Sector and	20221014	20221010	USC	HRL	20220930	N	568	14	(	ERN	REG	A00000079	51300 96100	20220924	51300	961000	UG	572	1
	And see and	20221014	20221010	USC	HRL	20220930	N	568	14	(	DED	SCRS	A00000079	51900 96100	20220924	51900	961000	UG	572	1
and the second second	All second second	20221014	20221010	USC	HRL	20220930	N	568	14	(	D TAX	E	A00000079	51900 96100	20220924	51900	961000	UG	572	1
	Sector and	20221014	20221010	USC	HRL	20220930	N	568	14		TAX 0	Q	A00000079	51900 96100	20220924	51900	961000	UG	572	1
	Alternation and	20221014	20221010	USC	HRL	20220930	N	568	14		D TAX	R	A00000079	51900 96100	20220924	51900	961000	UG	572	1
	All second second	20221014	20221010	USC	HRL	20220930	N	568	14	(	D TAX	U	A00000079	51900 96100	20220924	51900	961000	UG	572	1
	No. of Concession, Name	20221014	20221010	USC	C12	20221015	N	509	7		ERN	ALV	A00000038	51200 96100	20221015	51200	961000	81622 CB	65	0
	100000.00	20221014	20221010	USC	C12	20221015	N	509	7		ERN	REG	A00000038	51200 96100	20221015	51200	961000	81622 CB	65	0
	All searches	20221014	20221010	USC	C12	20221015	N	509	7	(	D ERN	SAP	A00000038	51200 96100	20221015	51200	961000	81622 CB	65	0
	10000	20221014	20221010	USC	C12	20221015	N	509	7	(	D ERN	SCK	A00000038	51200 96100	20220924	51200	961000	81622 CB	65	0
1000	100000-000	20221014	20221010	USC	C12	20221015	N	509	7		DED	BASLIF	A00000038	51900 96100	20221015	51900	961000	81622 CB	65	0
the second s	All shares for	20221014	20221010	USC	C12	20221015	N	509	7		DED	BASLTD	A00000038	51900 96100	20221015	51900	961000	81622 CB	65	0
	10000-00	20221014	20221010	USC	C12	20221015	N	509	7	(	DED	DENTAL	A00000038	51900 96100	20221015	51900	961000	81622 CB	65	0
	Alternation and	20221014	20221010	USC	C12	20221015	N	509	7	(	DED	HEALTH	A00000038	51900 96100	20221015	51900	961000	81622 CB	65	0
100 C	All shares for	20221014	20221010	USC	C12	20221015	N	509	7		DED	SCRS	A00000038	51900 96100	20221015	51900	961000	81622 CB	65	0
	Sector Sec.	20221014	20221010	USC	C12	20221015	N	509	7		TAX 0	E	A00000038	51900 96100	20221015	51900	961000	81622 CB	65	0
1000	Alternation and	20221014	20221010	USC	C12	20221015	N	509	7	(	D TAX	Q	A00000038	51900 96100	20221015	51900	961000	81622 CB	65	0
	Sector and	20221014	20221010	USC	C12	20221015	N	509	7	(	TAX	R	A00000038	51900 96100	20221015	51900	961000	81622 CB	65	0
	And states and	20221014	20221010	USC	C12	20221015	N	509	7		TAX	U	A00000038	51900 96100	20221015	51900	961000	81622 CB	65	0

### HCM Home Dept vs. Charged to Dept

UNIVERSITY OF South Carolina	HUB - HCM DISTRIBU	TION - HCM DISTRIBUTIO	ON SE	ARCH				<b>ふ</b> Sign out
	USCID	Supervisor USCID	F	Pay Group	Combo	Project BU	From Pay Period	Num of Records
							10/15/2022 🗸	10000
	Name	Empl.Rcd	Ē	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
				to			10/15/2022 🗸	Chartfield,Name ✓
	Job	Empl.Class	Ē	Earn End Date (m/d/y)	Department	PI	Fiscal Month	□ Total
				to	700%		ALL 🗸	□ Sub-Total
	HCM Dept.	Full/Part	_	Dist.Status	Fund	Business Manager	Fiscal Year	
		All	~	ALL 🗸		(BM)	ALL 🗸	Sum Adjustments
	Journal.	Reg/Temp		Dist.Type	Class		Pay Run ID	
		All	~	ALL v		CFDA		Output
	Check	Std.Hours		Dist.Class	Account			Fringe-Summary[Hori V
				ALL 🗸		Contract		
	Check Date (m/d/y)	HCM BU [Campus]		Dist.Code				
	to	All	~			Sponsor		
						Costshare		
				Submit Clea	r CSV RE	TRO		

When using HCM Distribution it is very important to understand the difference between HCM Home Department and the charge to department:

- **HCM Home Department:** the home department the employee is assigned to.
- Charged to Department: the department the employee is getting paid from.



### HCM Dept vs. Charged to Dept

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	СОМВО	CHARTFIELD	ACCOUNT	LBR \$	LBR %
And the second sec	10000	2223-4 : PAY0151157	AH10	700000	C12	10/15/2022	8001091928	10/14/2022	A0000000829	CL008-700000-BR100-802	51200	1,740.79	100.00%
here the last	-	2223-4 : PAY0151157	AH35	700000	C12	10/15/2022	8001091930	10/14/2022	A0000000629	CL008-700000-BR100-802	51200	1,781.04	100.00%
Protocology (see	-	2223-4 : PAY0151157	AH10	700000	C12	10/15/2022	8001091931	10/14/2022	A0000000829	CL008-700000-BR100-802	51200	1,898.13	100.00%
Sec. and a	10000	2223-4 : PAY0151157	AD22	700000	C12	10/15/2022	8001091932	10/14/2022	A0000000629	CL008-700000-BR100-802	51200	2,360.42	100.00%
termination for the second	Second 1	2223-4 : PAY0151157	AH25	700000	C12	10/15/2022	8001091933	10/14/2022	A0000000629	CL008-700000-BR100-802	51200	4,814.75	100.00%
No. Specific		2223-4 : PAY0151157	AH10	700000	C12	10/15/2022	8001091934	10/14/2022	A0000000629	CL008-700000-BR100-802	51200	2,420.54	100.00%
100 B 100	-	2223-4 : PAY0151157	AA50	700000	C12	10/15/2022	8001091935	10/14/2022	A0000000629	CL008-700000-BR100-802	51200	1,230.08	100.00%
No. of the local sectors of th	10000	2223-4 : PAY0151157	AK05	700000	C12	10/15/2022	8001091936	10/14/2022	A0000000629	CL008-700000-BR100-802	51200	3,958.33	100.00%
The share	The second second	2223-4 : PAY0151157	KC50	700004	C12	10/15/2022	8001091938	10/14/2022	A0000000629	CL008-700000-BR100-802	51200	2,089.47	100.00%
In case of the state	and the second s	2223-4 : PAY0151157	UP03	700000	C12	10/15/2022	8001092569	10/14/2022	A0000004743	CL008-700000-BR100-802	51300	6,048.58	93.57%
10.000		2223-4 : PAY0151157	AH40	700000	C12	10/15/2022	8001092624	10/14/2022	A0000000629	CL008-700000-BR100-802	51200	2,963.38	87.70%
No. All Second	-	2223-4 : PAY0151157	UG70	120400	C12	10/15/2022	8001092624	10/14/2022	A0000000629	CL008-700000-BR100-802			0.00%
Annual Internation	1000	2223-4 : PAY0151157	AK06	460000	C12	10/15/2022	8001092749	10/14/2022	A0000004743	CL008-700000-BR100-802	51300	272.73	3.14%
hereit in the second second	Transa .	2223-4 : PAY0151157	UG70	152300	C12	10/15/2022	8001092749	10/14/2022	A0000004743	CL008-700000-BR100-802			0.00%
Access 100 Acces		2223-4 : PAY0151157	UP03	460000	C12	10/15/2022	8001092749	10/14/2022	A0000004743	CL008-700000-BR100-802	51300	7,918.13	91.17%
terrary and the second	-	2223-4 : PAY0151157	SUEA	100802	HRL	10/15/2022	8001092783	10/14/2022	A00000017085	CL008-700000-BR100-802	51400	584.00	100.00%
and the fact that the	10000	2223-4 : PAY0151157	SUEA	100802	HRL	10/15/2022	8001092784	10/14/2022	A00000017085	CL008-700000-BR100-802	51400	72.00	100.00%
had a long time.	-	2223-4 : PAY0151157	SUEA	100905	HRL	10/15/2022	8001092789	10/14/2022	A00000017085	CL008-700000-BR100-802	51400	330.00	100.00%
Annual Constitution	-	2223-4 : PAY0151157	SUEA	700000	HRL	10/15/2022	8001095405	10/14/2022	A00000017085	CL008-700000-BR100-802	51400	330.00	100.00%

Notice the highlighted employees are getting paid from department 700000 but their HCM department is different.



Comparison of To/From Pay Period Dates to Fiscal Month/Fiscal Year



#### **Search Criteria - Dates**

South Carolina	HUB - HCM DISTRIBUT	ION - HCM DISTRIBUTION S	SEARCH				G Sign out
	USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
						ALL V	10000
	Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
			to			ALL ~	Chartfield,Name V
	Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	
			to			ALL 🗸	☐ Sub-Total
	HCM Dept.	Full/Part	Dist.Status	Fund	Business Manager (BM)	Fiscal Year	☑ Detail
		All 🗸	ALL 🗸		()	ALL 🗸	☐ Sum.Adjustments
	Journal.	Reg/Temp	Dist.Type	Class	CFDA	Pay Run ID	Output
		All 🗸	ALL 🗸				Fringe-Summary/Hori
	Check	Std.Hours	Dist.Class	Account	Contract		
			ALL 🗸				
	Check Date (m/d/y)	HCM BU [Campus]	Dist.Code		Epopeor		
	to	All 🗸			oponisoi		
					Costebare		
					_		
			Submit Clea	ar CSV RETR	0		

- Check Date: This is the check issue date
- Pay End Date: The end date associated with the pay period for back-office use
- Earn End Date: The maximum timesheet date the pay was earned
- **Pay Period:** The mid-month and end-month payroll
- From/To Pay Period: The 15<sup>th</sup> and last day of each month
- **Fiscal Month:** Follows the GL Fiscal year, July is the 1<sup>st</sup> month in the GL fiscal year
- **Fiscal Year:** July 1<sup>st</sup> through June 30<sup>th</sup>, it is recommended to select ALL for To/From
- Pay Period and Fiscal Month when asking for full fiscal year.



### Search Criteria/Dates – From/To Pay Period

From/To Pay Period: The 15<sup>th</sup> and last day of each month

• In this example, we wanted to know the total salary paid from USCSP 10008781 for pay periods from 6/15/22 to 6/30/22.

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	СОМВО	CHARTFIELD	ACCOUNT	LBR \$	LBR %	ТАХ	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	тот \$
1.490 C		2122-12 : PAY0143618	UK63	155401	IHR	06/15/2022	8001007234	06/15/2022	A0000026760	CL040-155400-F1000-202-10008781-	51600	759.42	25.01%	62.26		0.05	0.40	50.38	1.70	114.77	15.11%	874.19
1. A 1997		2122-12 : RPAYB02105	UK63	155401	IHR	06/15/2022	RPAYB02105	06/21/2022	A0000026760	CL040-155400-F1000-202-10008781-	51600	(759.42)	-25.01%	(62.26)	(	(0.05)	(0.40)	(50.36)	(1.70)	(114.77)	15.11%	(874.19)
1.111 C		2122-12 : PAY0144779	UK63	155401	IHR	06/30/2022	8001017046	06/30/2022	A0000026760	CL040-155400-F1000-202-10008781-	51600	759.43	25.01%	62.24		0.04	0.40	50.37	1.69	114.74	15.11%	874.17
March 199	1000	2122-12 : PAY0143618	SURA	155401	HRL	06/15/2022	8001005144	06/15/2022	A00000018533	CL040-155400-F1000-202-10008781-	51400	415.20	100.00%	2.28						2.28	0.55%	417.48
March 1997	10,000	2122-12 : RPAYB02105	SURA	155401	HRL	06/15/2022	RPAYB02105	06/21/2022	A00000018533	CL040-155400-F1000-202-10008781-	51400	(415.20)	-100.00%	(2.28)						(2.28)	0.55%	(417.48)
TOTAL												759.43		62.24		0.04	0.40	50.37	1.69	114.74	15.11%	874.17

**Notice:** Retro Payroll corrections show as pink lines and the check date becomes the day the correction posted.



#### Search Criteria/Dates – Fiscal Month and Year

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	ALL ✓ To Pay Period	10000 Order By
		to		10008781	ALL 🗸	Chartfield,Name v
Job	Empl.Class	Earn End Date (m/d/y)	Department		Fiscal Month	□ Total
		to			JUNE 🗸	_ □ Sub-Total
HCM Dept.	Full/Part	Dist.Status	Fund	Business Manager (BM)	Fiscal Year	🗹 Detail
	All	✓ ALL 丶			2021-2022 🗸	Sum.Adjustments
Journal.	Reg/Temp	Dist.Type	Class	CFDA	Pay Run ID	Output
Chack			Account			Fringe-Summary[Hori
	Stu.nours			Contract		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code				
to	All	♥		Sponsor		
				Costshare		

- Fiscal Month: Follows the GL Fiscal year, July is the 1<sup>st</sup> month in the GL fiscal year.
- Fiscal Year: July 1<sup>st</sup> through June 30<sup>th</sup>
- Using Fiscal Month and Fiscal Year in the search criteria will help pick up retro funding pay changes.



### Search Criteria/Dates – Fiscal month and Year

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	СОМВО	CHARTFIELD	ACCOUNT	LBR \$	LBR %	ТАХ	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	тот \$
Sec. Angling		2122-12 : RPAYB02105	UK63	155401	IHR	05/31/2022	RPAYB02105	06/21/2022	A0000026760	CL040-155400-F1000-202- 10008781-	51600	(2,968.64)	-107.56%	(243.35)		(0.16)	(1.61)	(201.45)	(6.73)	(453.30)	15.27%	(3,421.94)
Sec. Sectors		2122-12 : PAY0143618	UK63	155401	IHR	06/15/2022	8001007234	06/15/2022	A0000028760	CL040-155400-F1000-202- 10008781-	51600	759.42	25.01%	62.26		0.05	0.40	50.36	1.70	114.77	15.11%	874.19
Sec. Sector		2122-12 : RPAYB02105	UK63	155401	IHR	06/15/2022	RPAYB02105	06/21/2022	A0000028760	CL040-155400-F1000-202- 10008781-	51600	(759.42)	-25.01%	(62.26)		(0.05)	(0.40)	(50.36)	(1.70)	(114.77)	15.11%	(874.19)
Sector Sector		2122-12 : PAY0144779	UK63	155401	IHR	06/30/2022	8001017046	06/30/2022	A0000028760	CL040-155400-F1000-202- 10008781-	51600	759.43	25.01%	62.24		0.04	0.40	50.37	1.69	114.74	15.11%	874.17
Patrice, high channels	-	2122-12 : RPAYB02105	SURA	155401	HRL	05/31/2022	RPAYB02105	06/21/2022	A00000018533	CL040-155400-F1000-202- 10008781-	51400	(1,267.20)	-290.91%	(6.97)						(6.97)	0.55%	(1,274.17)
Reference, Tage of Address	-	2122-12 : PAY0143618	SURA	155401	HRL	06/15/2022	8001005144	06/15/2022	A00000018533	CL040-155400-F1000-202- 10008781-	51400	415.20	100.00%	2.28						2.28	0.55%	417.48
Participation of the second	-	2122-12 : RPAYB02105	SURA	155401	HRL	06/15/2022	RPAYB02105	06/21/2022	A00000018533	CL040-155400-F1000-202- 10008781-	51400	(415.20)	-100.00%	(2.28)						(2.28)	0.55%	(417.48)
TOTAL												(3,476.41)		(188.08)		(0.12)	(1.21)	(151.08)	(5.04)	(345.53)	9.94%	(3,821.94)

In this example, we used Fiscal Month and Fiscal Year to ensure to all retro funding changes are returned.

Notice the difference in the totals between the To/From Pay Periods and the Fiscal Month/Fiscal Year search options. The difference is due retro payroll transactions completed in June 2022 for non-June 2022 payrolls.

The Fiscal Month/Year option will match the GL Summary/Grant Dashboard reports since we're looking at a fiscal period rather than specific payrolls as we'll see on the next slide.

#### Search Criteria/Dates – Fiscal Month and Year

UNIVERSITY OF South Carolina	HUB - Finance Intranet - GRANT DASHBOARD		G Sign out	
	Operating Unit	Project	Class	
		10008781		
	Department	Project Status	Fiscal Period	
		Active ~	GL 2122 012-June ~	
	Fund	PI	Display Account Chartfield	
	Contract	Businees Monogor (DM)	Output	
	Contract		Detail ~	
		Sponsor		
		Submit Clear CSV		
			(	ls

GL 2122 012-June as of 10/15/20	22 03:43 [45 month	ıs]							
Category	Budget	Current Month Activity	Life to Date Expenses	Balance	Encumbrances	Available Balance	Cost Share Budget	Cost Share Actual	Balance
SALARIES	274,134.00	(3,476.41)	295,162.85	(21,028.85)		(21,028.85)			
FRINGE BENEFITS	54,571.00	(345.53)	57,018.26	(2,447.26)		(2,447.26)			
CONTRACTUAL SERVICES	161,695.00		106,799.91	54,895.09		54,895.09			
TRAVEL	6,700.00		6,666.89	33.11		33.11			
SUPPLIES	70,893.00		89,820.25	(18,927.25)		(18,927.25)			
FIXED CHARGES	19,040.00		17,795.00	1,245.00		1,245.00			
DIRECT EXPENSE	587,033.00	(3,821.94)	573,263.16	13,769.84		13,769.84			
INDIRECT COST RECOVERY	212,967.00	(1,777.24)	221,277.41	(8,310.41)		(8,310.41)			
INDIRECT EXPENSE	212,967.00	(1,777.24)	221,277.41	(8,310.41)		(8,310.41)			
TOTAL EXPENSE	800,000.00	(5,599.18)	794,540.57	5,459.43		5,459.43			

 Looking at the USCSP 10008781 in the Grant
 Dashboard for Fiscal Period June GL 2122 012 June ties back to the data returned in HCM Distribution when searching by Fiscal Month June and Fiscal Year 2122.



#### **Dist. Code**

South Carolina HUB - HCM DISTRIBUTION	+ HCM DISTRIBUTION SEARCH		G Sign out
USCID Su	pervisor USCID Pay Group	Combo Project BU	From Pay Period Num of Records
			06/30/2022 ~ 10000
Name Em	npl.Rcd Pay End Date (m/d/y	Operating Unit Project	To Pay Period Order By
	to	BF000	09/30/2022 V Chartfield,Name V
Job Em	npl.Class Earn End Date (m/d/g	Department	Fiscal Month
	to		ALL Sub-Total
HCM Dept. Ful	II/Part Dist.Status	Fund Business Manager (BM)	Fiscal Year 🕜 Detail
	All  ALL Dist Type		ALL Sum.Adjustments
		CFDA	Output
Check Sto	d.Hours Dist.Class	Account	Fringe-Summary[Hori
	ALL	Contract	
Check Date (m/d/y) HC	CM BU [Campus] Dist.Code		
to	Ali V BON	Sponsor	
	Code Name	Туре	
	PNS – Popus Stud	Costshare	
	BNT Bonus Teac	ing Treaty ERN	
	BON Bonus	ERN RETRO	
Records Found: 0	CNB Critical Nee	Bonus ERN	
	RBU Referral Bo	us Upstate Law Enf ERN	
NAME USCID FISCAL PERIOD : JOB HCM GRO JOURNAL DEPT	DUP PAY CHEC PERIOD SBI State Appro	ed Bonus_Inti ERN ED LBR LBR TA	AX RETIRE LIFE LTD HEALTH DENTAL FRNG FRNG TOT \$ % \$
:	SBS State Appro	ed Bonus_Intl Stu ERN 0.00%	0.00%
	STB State Appro	ad Bonus ERN	

**Dist. Code**: You can enter specific earning (ERN) codes to pull just those amounts recorded using those codes by operating unit for specified time period.



#### Dist. Code – Data Review

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	СОМВО	CHARTFIELD	ACCOUNT	LBR \$	LBR %
Reads, Serbey Testing	-	2223-1 : PAY0146625	UH14	925020	C12	07/31/2022	8001033309	07/29/2022	A00000012579	BF000-921020-D0205-502	51390	250.00	15.66%
faire for long 4	11000	2223-2 : PAY0147561	UH14	925020	P12	08/15/2022	8001047704	08/15/2022	A00000012579	BF000-921020-D0205-502	51390	500.00	17.94%
Restaurage Contraction		2223-1 : PAY0146625	UH14	925020	C12	07/31/2022	8001033307	07/29/2022	A00000012580	BF000-921020-D0210-502	51390	250.00	11.02%
Set of the	00000	2122-12 : PAY0144779	UH14	925020	C12	06/30/2022	8001013547	06/30/2022	A00000012583	BF000-921020-D0235-502	51390	500.00	4.09%
Second Acad Second	1000	2223-1 : PAY0146625	UH14	925020	C12	07/31/2022	8001033310	07/29/2022	A00000012583	BF000-921020-D0235-502	51390	750.00	26.35%
heles/sector	100000	2122-12 : PAY0144779	UH14	925020	C12	06/30/2022	8001013547	06/30/2022	A00000012585	BF000-921020-D0245-502	51390	500.00	4.09%
Section loss bears	Contract of	2223-1 : PAY0146625	UH14	925020	C12	07/31/2022	8001033310	07/29/2022	A00000012585	BF000-921020-D0245-502	51390	750.00	26.35%
CARACTER PROPERTY.	1000000	2223-2 : PAY0147561	UH14	925020	P12	08/15/2022	8001047703	08/15/2022	A00000012586	BF000-921020-D0250-502	51390	1,000.00	25.72%
Statute of the second sec	100000	2223-2 : PAY0147561	UH14	925020	P12	08/15/2022	8001047705	08/15/2022	A00000012586	BF000-921020-D0250-502	51390	500.00	21.86%
California, California	-	2223-2 : PAY0147561	UH14	925020	P12	08/15/2022	8001047703	08/15/2022	A00000012587	BF000-921020-D0255-502	51390	1,000.00	25.72%
Manager Sector Revised	-	2223-2 : PAY0147561	UH14	925020	P12	08/15/2022	8001047705	08/15/2022	A00000012587	BF000-921020-D0255-502	51390	500.00	21.86%
TOTAL												6,500.00	

Great tool for determining how much a department/college/Operating Unit is paying for specified earning types over a time period:

- Bonuses (BON)
- Monetary Cash Awards (AWD)
- Temporary Salary Adjustments (TSA)
- Overtime (OVP)
- Earnings Leave Payouts (ALP)



#### Normal Pay:

**REG** – Regular Pay

**OVS** – Overtime Straight Time

**OVT** – Overtime Pay 1.5

**RS1** – Regular Pay Student Treaty (regular pay for international students)

**RTI** – International Teaching Regular (regular pay for international teachers)

**RTM** – Retro Pay Manual (used exclusively by the Payroll Department, when retro pay is manually calculated and paid outside of the delivered retroactive processing)

#### Leave:

ALV – Annual Leave Taken
ALP – Annual Leave Payout
LMP – Leave Without Pay
HOL – Holiday Pay
PLV – Paid Leave
SAB – Sabbatical
SCK – Sick Leave

#### **Compensation Time:**

**CTP** – Compensation Time Paid **HCP** – Holiday Compensation Pay

#### Additional Pay:

#### Non-Base Salary Adjustments:

- ASA Administrative Salary Adjustment
- GEO Market Geographic Differential
- **GSA** Grant Salary Adjustment
- **SAP** Special Assignment Pay
- **TSA** Temporary Salary Adjustment

#### **Other Supplemental Pays:**

ATC – Athletic Contract Pay CHR – Chair Professorship VAR – Variable Pay

#### **Other Additional Pay Codes:**

- AWD Monetary Cash Award BON – Bonus MOV – Moving Expense (Taxable) CAR – Car Allowance Cash
- HOU Housing Allowance Cash
- **REC** Non-Monetary Award

#### PeopleSoft Earnings Codes

Full Listing of Earnings Codes can be found in HCM Peoplesoft:

Query Name SC\_PY\_ERN\_CD\_BY\_CAT-Earning codes by category



UNIVERSITY OF South Carolina	HUB - HCM DISTRIBU	TION - HCM DISTRIBUTION	SEARCH				Sign out
	USCID Name Job	Supervisor USCID Empl.Rcd Empl.Class	Pay Group Pay End Date (m/d/y) to Earn End Date (m/d/y) to	Combo Operating Unit CL071 Department 121002	Project BU Project Pl	From Pay Period 07/31/2021 ~ To Pay Period 12/31/2021 ~ Fiscal Month ALL ~	Num of Records 10000 Order By Chartfield,Name ~ Total
	HCM Dept. Journal. Check Check Date (m/d/y)	Full/Part       All       Reg/Temp       All       Std.Hours       HCM BU [Campus]	Dist.Status          ALL       ~         Dist.Type	Fund A0001 Ciass Account	Business Manager (BM) CFDA Contract	Fiscal Year       ALL     ~       Pay Run ID	<ul> <li>✓ Sub-Total</li> <li>✓ Detail</li> <li>─ Sum.Adjustments</li> <li>Output</li> <li>Fringe-Summary[Hori ∨</li> </ul>
	to	All	Submit Cle	ar CSV RET	Sponsor Costshare		

#### You can run reports using a variety of options (one or multiple); including:

- Employee Name
- Operating Unit
- Department

- Fund
- Account
- Project

Costshare



In the following example, we ran all the payroll that posted during 7/1/2021 – 12/31/2021 for CL071 121002 A0001 funds:

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	СОМВО	CHARTFIELD	ACCOUNT	LBR \$	LBR %
table for a first state	-	2122-1 : PAY0125017	AA75	121000	C12	07/31/2021	8000718713	07/30/2021	A0000002563	CL071-121002-A0001-456	51200	1,613.38	100.00%
to the first later	10000	2122-2 : PAY0125851	AA75	121000	C12	08/15/2021	8000728542	08/13/2021	A0000002563	CL071-121002-A0001-456	51200	1,613.38	100.00%
to be a set of the set	10000	2122-2 : PAY0126765	AA75	121000	C12	08/31/2021	8000739226	08/31/2021	A0000002563	CL071-121002-A0001-456	51200	1,613.38	100.00%
table in a later	10000	2122-3 : PAY0127576	AA75	121000	C12	09/15/2021	8000749604	09/15/2021	A0000002563	CL071-121002-A0001-456	51200	1,613.38	100.00%
Added to the Adde	-	2122-3 : PAY0128464	AA75	121000	C12	09/30/2021	8000763061	09/30/2021	A0000002563	CL071-121002-A0001-456	51200	1,613.38	100.00%
Added to see their	10000	2122-4 : PAY0129481	AA75	121000	C12	10/15/2021	8000777466	10/15/2021	A0000002563	CL071-121002-A0001-456	51200	1,613.38	100.00%
to be a set of the set	10000	2122-4 : PAY0130234	AA75	121000	C12	10/31/2021	8000791933	10/29/2021	A0000002563	CL071-121002-A0001-456	51200	1,613.38	100.00%
Address Sector Sector	-	2122-5 : PAY0131321	AA75	121000	C12	11/15/2021	8000806584	11/15/2021	A0000002563	CL071-121002-A0001-456	51200	1,613.38	100.00%
Address Sector Sector	-	2122-5 : PAY0131839	AA75	121000	C12	11/30/2021	8000821517	11/30/2021	A0000002563	CL071-121002-A0001-456	51200	1,613.38	100.00%
Added for the fields	10,000	2122-6 : PAY0132730	AA75	121000	C12	12/15/2021	8000836362	12/15/2021	A0000002563	CL071-121002-A0001-456	51200	1,613.38	100.00%
And a state of the second second	-	2122-6 : PAY0133257	AA75	121000	C12	12/31/2021	8000851159	12/23/2021	A0000002563	CL071-121002-A0001-456	51200	3,113.38	100.00%
CL071-121002-A0001-456												19,247.18	
Information in the later	10.000	2122-1 : PAY0125017	SUEA	121000	HRL	07/31/2021	8000722496	07/30/2021	A00000019019	CL071-121002-A0001-456	51400	658.45	100.00%
Information Street	10.000	2122-2 : PAY0125851	SUEA	121000	HRL	08/15/2021	8000732239	08/13/2021	A00000019019	CL071-121002-A0001-456	51400	391.56	100.00%
Marine Sea	10.000	2122-2 : PAY0126765	SUEA	121000	HRL	08/31/2021	8000742906	08/31/2021	A00000019019	CL071-121002-A0001-456	51400	457.19	100.00%
Manharman .	10.000	2122-3 : PAY0127576	AA25	121000	HRL	09/15/2021	8000753283	09/15/2021	A0000027246	CL071-121002-A0001-456	51600	600.00	100.00%
Information and	10.000	2122-3 : PAY0128464	AA25	121000	HRL	09/30/2021	8000766816	09/30/2021	A0000027246	CL071-121002-A0001-456	51600	600.00	100.00%
Manager and State	10.000	2122-4 : PAY0129481	AA25	121000	HRL	10/15/2021	8000781167	10/15/2021	A0000027246	CL071-121002-A0001-456	51600	600.00	100.00%
Marine and	10.000	2122-4 : PAY0130234	AA25	121000	HRL	10/31/2021	8000795667	10/29/2021	A0000027246	CL071-121002-A0001-456	51600	588.00	100.00%
Manharman .	10.000	2122-5 : PAY0131321	AA25	121000	HRL	11/15/2021	8000810251	11/15/2021	A0000027246	CL071-121002-A0001-456	51600	900.00	100.00%
International Second	10.000	2122-5 : PAY0131839	AA25	121000	HRL	11/30/2021	8000825188	11/30/2021	A0000027246	CL071-121002-A0001-456	51600	600.00	100.00%
CONTRACTOR OF THE OWNER.	10.000	2122-6 : PAY0132730	AA25	121000	HRL	12/15/2021	8000839963	12/15/2021	A0000027246	CL071-121002-A0001-456	51600	570.00	100.00%
Sector Sector	10.000	2122-6 : PAY0133257	AA25	121000	HRL	12/31/2021	8000854778	12/23/2021	A0000027246	CL071-121002-A0001-456	51600	600.00	100.00%
CL071-121002-A0001-456												6,565.20	

South Carolina	HUB 🗕 HCM DISTRIBU	TION - HCM DISTRIBUTION	SEARCH				Sign out
	USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
	Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
	Job	Empl.Class	Earn End Date (m/d/y)	CL025 Department	PI	<b>Fiscal Month</b>	↓ Total
	HCM Dept.	Full/Part	to Dist.Status	Fund	Business Manager	FEBRUARY ~ Fiscal Year	Sub-Total
	Journal.	∼ Reg/Temp	↓ ✓ Dist.Type	Class	(BM)	2021-2022 V Pay Run ID	Sum.Adjustments
	Check	Std Hours	↓ ✓	Account	CFDA		Output ~
				51200	Contract	]	
	to	V			Sponsor	)	
					Costshare	J	
			Submit	ar CSV RETR	RO		

You can run reports using a variety of options (one or multiple); for a specified time-period (pay periods), Month, or Fiscal Year.

In this example: **CL025**, account **51200** (Classified Employees) for the Fiscal month of **February** and Fiscal Year **2122**.



In the following example, we ran all the payroll that posted during the month of **February** for **CL025**, Account code **51200** across **all departments** and **funds**.

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	сомво	CHARTFIELD	ACCOUNT	LBR \$
And the second se	100000	2122-8 : PAY0135804	UD13	100400	C12	02/15/2022	8000890167	02/15/2022	A0000000759	CL025-100400-A0001-503	51200	5,087.92
AND, 100801, 2001	The second second	2122-8 : PAY0135804	CB80	100400	C12	02/15/2022	8000890168	02/15/2022	A0000000759	CL025-100400-A0001-503	51200	2,888.04
Constant of	-	2122-8 : PAY0135804	AH10	100400	C12	02/15/2022	8000890170	02/15/2022	A0000000759	CL025-100400-A0001-503	51200	790.85
termination of the second second		2122-8 : PAY0135804	CB80	100400	C12	02/15/2022	8000890171	02/15/2022	A0000000759	CL025-100400-A0001-503	51200	3,173.71
initia, falley farme		2122-8 : PAY0135804	BC20	100400	P12	02/15/2022	8000898666	02/15/2022	A0000000759	CL025-100400-A0001-503	51200	1,883.46
Sector sector sector	100000	2122-8 : PAY0136631	UD13	100400	C12	02/28/2022	8000904118	02/28/2022	A0000000759	CL025-100400-A0001-503	51200	5,087.92
AND, 100801, 2007	10000	2122-8 : PAY0136631	CB80	100400	C12	02/28/2022	8000904119	02/28/2022	A0000000759	CL025-100400-A0001-503	51200	2,888.04
Constant of Constant	-	2122-8 : PAY0136631	AH10	100400	C12	02/28/2022	8000904121	02/28/2022	A0000000759	CL025-100400-A0001-503	51200	790.85
terrature of	-	2122-8 : PAY0136631	CB80	100400	C12	02/28/2022	8000904122	02/28/2022	A0000000759	CL025-100400-A0001-503	51200	3,173.71
eren, many hores	1000	2122-8 : PAY0136631	BC20	100400	P12	02/28/2022	8000912908	02/28/2022	A0000000759	CL025-100400-A0001-503	51200	1,883.46
Marked and the	-	2122-8 : PAY0135804	CB70	100400	P12	02/15/2022	8000898667	02/15/2022	A00000047629	CL025-100400-K2211-503	51200	909.09
1000 A 100 A	-	2122-8 : PAY0136631	CB70	100400	P12	02/28/2022	8000912909	02/28/2022	A00000047629	CL025-100400-K2211-503	51200	1,666.67
franklin (an	-	2122-8 : PAY0135804	CB65	100400	C12	02/15/2022	8000890169	02/15/2022	A0000068166	CL025-100400-N2240-503-80004128-	51200	1,589.53
An any country of	10.00740	2122-8 : PAY0135804	CB70	100400	P12	02/15/2022	8000898664	02/15/2022	A0000068166	CL025-100400-N2240-503-80004128-	51200	1,708.33
And the second se		2122-8 : PAY0135804	CB70	100400	P12	02/15/2022	8000898665	02/15/2022	A0000068166	CL025-100400-N2240-503-80004128-	51200	1,964.58

**Note:** A recent **enhancement** now allows you to view the related fringes even when pulling data by a specific account code. Previously, fringes were excluded as they are booked to account **51900**.



USCID	Supervisor USCID	Pay Group	Combo Operating Unit	Project BU USCSP Project	From Pay Period	Num of Records
Name	Empl.Rcd	Pay End Date (m/d/y)				
		to	CL034		09/30/2022 ~	~
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI Business Manager (BM)	Fiscal Month ALL   Fiscal Year  Pay Run ID	<ul> <li>□ Total</li> <li>□ Sub-Total</li> <li>✓ Detail</li> <li>□ Sum.Adjustments</li> </ul>
HCM Dopt	Eull/Port	Diet Statue	115000 Fund ✓ Class			
пом Бері.						
Journal.	Reg/Temp	Dist.Type				
		▶	✓	CFDA		Output
Check	Std.Hours	Dist.Class	Account	Contract	]	
Check Date (m/d/	y) HCM BU [Campus]	Dist.Code	<b>~</b>			
to		~		Sponsor		
				Costshare		

Use HCM Distribution to see payroll data for all USCSP (Sponsored Projects) by Operating Unit, Department, and From/To Pay Periods.



In the following example, we ran all the payroll that posted **9/15/2022** for USCSP (Sponsored Projects) from **CL034** department 115000:

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	СОМВО	CHARTFIELD	ACCOUNT	LBR \$
Second Second Second	1000000	2223-3 : PAY0149437	SGRA	115020	112	09/15/2022	8001067973	09/15/2022	A0000086983	CL034-115000-G1000-301-10012110-	51400	786.19
Ball Parks Keep	100000	2223-3 : PAY0149437	SGRA	115020	112	09/15/2022	8001067974	09/15/2022	A0000086983	CL034-115000-G1000-301-10012110-	51400	786.19
Carlos, Anno	Deposes	2223-3 : PAY0149437	SGRA	115020	T12	09/15/2022	8001071387	09/15/2022	A0000086983	CL034-115000-G1000-301-10012110-	51400	786.19
A CONTRACTOR OF A CONTRACTOR	ACCOUNTS OF	2223-3 : PAY0150315	SGRA	115020	112	09/30/2022	8001082251	09/30/2022	A0000086983	CL034-115000-G1000-301-10012110-	51400	786.19
And the second sec	Creation (	2223-3 : PAY0150315	SGRA	115020	112	09/30/2022	8001082252	09/30/2022	A0000086983	CL034-115000-G1000-301-10012110-	51400	714.72
Set Faster Sec.	10000	2223-3 : PAY0150315	SGRA	115020	112	09/30/2022	8001082253	09/30/2022	A0000086983	CL034-115000-G1000-301-10012110-	51400	786.19
Final Action	benows.	2223-3 : PAY0150315	SGRA	115020	T12	09/30/2022	8001085783	09/30/2022	A0000086983	CL034-115000-G1000-301-10012110-	51400	786.19
TOTAL												5,431.86



UNIVERSITY OF South Carolina	HUB - HCM DISTRIBUT	ON - HCM DISTRIBUTION	SEARCH				G Sign out
South Carolina	HUB - HCM DISTRIBUT	ON V HCM DISTRIBUTION	SEARCH Pay Group Pay End Date (m/d/y) Contemporal for the second	Combo Operating Unit CL034 Department 115000 Fund Class Account	Project BU USCIP Project PI Business Manager (BM) CFDA Contract Sponsor	From Pay Period 09/15/2022 V To Pay Period 09/15/2022 V Fiscal Month ALL V Fiscal Year Pay Run ID	Sign out     Num of Records     Order By     Total     Sub-Total     Sub-Total     Sum.Adjustments     Output
			Submit Clea	r CSV RETRO	0		

Use HCM Distribution to see payroll data for all USCIP (Internal Projects) by Operating Unit, Department, and From/To Pay Periods.


## **Other Search Features**

In the following example, we ran all the payroll that posted **9/15/2022 USCIP** (Internal Projects) from **CL034 for department 115000**:

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	СОМВО	CHARTFIELD	ACCOUNT	LBR \$
freedox for each		2223-3 : PAY0149437	BC30	115000	C12	09/15/2022	8001061677	09/15/2022	A0000000953	CL034-115000-EN700-202-80000075-	51200	2,853.63
and an a state of the	-	2223-3 : PAY0149437	AK03	115000	C12	09/15/2022	8001061681	09/15/2022	A0000000953	CL034-115000-EN700-202-80000075-	51200	1,040.66
Class Passis 1.	Sec. Sec.	2223-3 : PAY0149437	UN11	115800	C12	09/15/2022	8001061772	09/15/2022	A0000005067	CL034-115000-EN700-202-80000075-	51300	515.37
or and a second second	10100	2223-3 : PAY0149437	UG83	115035	C12	09/15/2022	8001064550	09/15/2022	A0000005067	CL034-115000-EN700-202-80000075-	51300	2,266.96
Name and Case	206220	2223-3 : PAY0149437	AG40	115000	C12	09/15/2022	8001064672	09/15/2022	A0000000953	CL034-115000-EN700-202-80000075-	51200	2,859.73
freedown to see the		2223-3 : PAY0150315	BC30	115000	C12	09/30/2022	8001075331	09/30/2022	A0000000953	CL034-115000-EN700-202-80000075-	51200	2,853.63
and an a state of the	-	2223-3 : PAY0150315	AK03	115000	C12	09/30/2022	8001075336	09/30/2022	A0000000953	CL034-115000-EN700-202-80000075-	51200	1,040.66
Adam/Amateria	0.000	2223-3 : PAY0150315	UN11	115800	C12	09/30/2022	8001075427	09/30/2022	A0000005067	CL034-115000-EN700-202-80000075-	51300	515.37
and the Assessment	10000	2223-3 : PAY0150315	UG83	115035	C12	09/30/2022	8001078226	09/30/2022	A0000005067	CL034-115000-EN700-202-80000075-	51300	2,266.96
TOTAL												16,212.97



### Costshare

USCID	Supervisor USCID		Pay Group		Combo	Project BU	From Pay Period	Num of Records
							07/15/2023 🗸	10000
Name	Empl.Rcd		Pay End Date (m/d/y)		Operating Unit	Project	To Pay Period	Order By
			to				12/31/2023 🗸	Chartfield,Name 🗸
Job	Empl.Class		Earn End Date (m/d/y)		Department	PI	Fiscal Month	Total
			to				ALL 🗸	Sub-Total
HCM Dept.	Full/Part		Dist. Status		Fund	Business Manager	Fiscal Year	
	All	~	ALL	~		(BM)	ALL 🗸	Sum Adjustments
Journal.	Reg/Temp		Dist.Type		Class	CEDA	Pay Run ID	Output
	All	~	ALL	~		CFDA	n [	
Check	Std.Hours		Dist.Class		Account		]	Fringe-Summary[Hon V
			ALL	~		Contract	1	
Check Date (m/d/y)	HCM BU [Campus]		Dist.Code				J	
to	All	~				Sponsor	1	
						Costshare	1	
						10011379	1	
			Submit	Clea	ar CSV RE	TRO		•

Use HCM Distribution to see payroll data used as Costshare on a sponsored award.



### Costshare

In the following example, we ran all the payroll that posted as **costshare** on project **10011379** from **07/15/2023 – 12/31/2023:** 

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	СОМВО	CHARTFIELD	ACCOUNT	LBR \$	LBR %
Sec. Sec.	-	2324-2 : PAY0171058	UG76	155401	C09	08/31/2023	8001370903	08/31/2023	C0000006057	CL040-155001-A0001-10110011379	51300	2,819.24	30.00%
there done in	1000000	2324-3 : PAY0171914	UG76	155401	C09	09/15/2023	8001381533	09/15/2023	C0000006057	CL040-155001-A0001-10110011379	51300	2,819.24	30.00%
ineq. Sec.	-	2324-3 : PAY0172674	UG76	155401	C09	09/30/2023	8001395367	09/29/2023	C0000006057	CL040-155001-A0001-10110011379	51300	2,819.26	30.00%
there are a	1000000	2324-4 : PAY0173660	UG76	155401	C09	10/15/2023	8001410076	10/13/2023	C0000006057	CL040-155001-A0001-10110011379	51300	2,819.26	30.00%
-	-	2324-4 : PAY0174659	UG76	155401	C09	10/31/2023	8001425085	10/31/2023	C0000006057	CL040-155001-A0001-10110011379	51300	6,578.24	38.93%
No.	-	2324-5 : PAY0175524	UG76	155401	C09	11/15/2023	8001440462	11/15/2023	C0000006057	CL040-155001-A0001-10110011379	51300	6,578.24	70.00%
inequilibrium -	-	2324-5 : PAY0176363	UG76	155401	C09	11/30/2023	8001455795	11/30/2023	C0000006057	CL040-155001-A0001-10110011379	51300	6,578.25	70.00%
10.000 (Cold)	-	2324-6 : PAY0177328	UG76	155401	C09	12/15/2023	8001471323	12/15/2023	C0000006057	CL040-155001-A0001-10110011379	51300	6,578.24	70.00%
the second second	1004000	2324-6 : PAY0177687	UG76	155401	C09	12/31/2023	8001486757	12/21/2023	C0000006057	CL040-155001-A0001-10110011379	51300	6,578.24	70.00%
TOTAL												44,168.21	



## **Detail Only**

HUB - HCM DISTRIBU	TION - HCM DISTRIBUTION	SEARCH				Sign out
USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	Total
HCM Dept.	Full/Part	Dist. Status	Fund	Business Manager (BM)	Fiscal Year	Detail
Journal.	Reg/Temp	Dist.Type	Class	CFDA	Pay Run ID	Uutput
Check	Std.Hours	Dist.Class	Account	Contract	]	Fringe-Summary[Hori 🗸
Check Date (m/d/y) to	HCM BU [Campus]	Dist.Code		Sponsor	]	
				Costshare	]	
	•	Submit Clea	ar CSV RET	TRO	J	

Use HCM Distribution to see payroll data for a given Department over a specific period of time using the default "Detail".



# **Detail Only**

# In the following example, we ran all the payroll that posted **10/15/2023 – 12/31/2023** from **Department 115000**:

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	СОМВО	CHARTFIELD	ACCOUNT	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
gh		2324-4 : PAY0173660	BC40	115000	C12	10/15/2023	8001410762	10/13/2023	A0000000953	CL034-115000-EN700-202-80000075-	51200	3,116.13	100.00%	235.76	776.23	0.19	1.61	378.42	6.74	1,398.95	44.89%	4,515.08
gh	-	2324-4 : PAY0174659	BC40	115000	C12	10/31/2023	8001425784	10/31/2023	A0000000953	CL034-115000-EN700-202-80000075-	51200	3,116.13	100.00%	235.75	776.23	0.19	1.61	378.42	6.74	1,398.94	44.89%	4,515.07
gh	-	2324-5 : PAY0175524	BC40	115000	C12	11/15/2023	8001441152	11/15/2023	A0000000953	CL034-115000-EN700-202-80000075-	51200	3,116.13	100.00%	235.76	776.23	0.19	1.61	378.42	6.74	1,398.95	44.89%	4,515.08
gh		2324-5 : PAY0176363	BC40	115000	C12	11/30/2023	8001456486	11/30/2023	A0000000953	CL034-115000-EN700-202-80000075-	51200	3,264.79	52.11%	256.25	423.82	0.11	0.84	197.21	3.52	881.75	27.01%	4,146.54
gh	100.000	2324-6 : PAY0177328	BC40	115000	C12	12/15/2023	8001472014	12/15/2023	A0000000953	CL034-115000-EN700-202-80000075-	51200	3,264.79	100.00%	247.84	813.26	0.19	1.61	378.42	6.74	1,448.06	44.35%	4,712.85
gh		2324-6 : PAY0177687	BC40	115000	C12	12/31/2023	8001487467	12/21/2023	A0000000953	CL034-115000-EN700-202-80000075-	51200	3,264.79	100.00%	247.85	813.26	0.19	1.61	378.42	6.74	1,448.07	44.35%	4,712.86
line dia seriety h	-	2324-4 : PAY0173660	SGST	115020	HRL	10/15/2023	8001413577	10/13/2023	A00000103067	CL034-115000-G1000-301-10013230-	51400	880.00	100.00%	3.96						3.96	0.45%	883.96
h	10000	2324-4 : PAY0174659	SGST	115020	HRL	10/31/2023	8001428598	10/31/2023	A00000103067	CL034-115000-G1000-301-10013230-	51400	880.00	100.00%	3.96						3.96	0.45%	883.96
,h	1000	2324-5 : PAY0175524	SGST	115020	HRL	11/15/2023	8001443940	11/15/2023	A00000103067	CL034-115000-G1000-301-10013230-	51400	1,100.00	100.00%	4.95						4.95	0.45%	1,104.95
h	-	2324-5 : PAY0176363	SGST	115020	HRL	11/30/2023	8001459274	11/30/2023	A00000103067	CL034-115000-G1000-301-10013230-	51400	990.00	100.00%	4.46						4.46	0.45%	994.46
h	10000	2324-6 : PAY0177328	SGST	115020	HRL	12/15/2023	8001474790	12/15/2023	A00000103067	CL034-115000-G1000-301-10013230-	51400	990.00	100.00%	4.46						4.46	0.45%	994.46
yh	10000	2324-6 : PAY0177687	SGST	115020	HRL	12/31/2023	8001490211	12/21/2023	A00000103067	CL034-115000-G1000-301-10013230-	51400	440.00	100.00%	1.98						1.98	0.45%	441.98
M	-	2324-4 : PAY0173660	UG70	115021	P12	10/15/2023	8001421694	10/13/2023	A0000005065	CL034-115000-A0001-101	51300	2,493.08	85.07%	193.76	621.02	0.19	1.61	482.44	6.74	1,305.76	52.38%	3,798.84
м	10000	2324-4 : PAY0174659	UG70	115021	P12	10/31/2023	8001437041	10/31/2023	A0000005065	CL034-115000-A0001-101	51300	2,493.08	85.07%	193.74	621.02	0.19	1.61	482.44	6.74	1,305.74	52.37%	3,798.82
M	-	2324-5 : PAY0175524	UG70	115021	P12	11/15/2023	8001452348	11/15/2023	A0000005065	CL034-115000-A0001-101	51300	2,493.08	85.07%	193.78	621.03	0.19	1.61	482.44	6.74	1,305.79	52.38%	3,798.87
M	-	2324-5 : PAY0176363	UG70	115021	P12	11/30/2023	8001467884	11/30/2023	A0000005065	CL034-115000-A0001-101	51300	2,493.08	85.07%	193.75	621.03	0.19	1.61	482.44	6.74	1,305.76	52.38%	3,798.84
м	1000	2324-6 : PAY0177328	UG70	115021	P12	12/15/2023	8001483321	12/15/2023	A0000005065	CL034-115000-A0001-101	51300	2,493.08	42.04%	198.25	306.88	0.10	0.79	238.40	3.33	747.75	29.99%	3,240.83
M		2324-6 : PAY0177687	UG70	115021	P12	12/31/2023	8001498346	12/21/2023	A0000005065	CL034-115000-A0001-101	51300	2,493.08	85.07%	193.75	621.04	0.19	1.61	482.44	6.74	1,305.77	52.38%	3,798.85

All employees and related pay checks are returned with no sub-totals in between.



## **Sub-Total Only**

HUB - HCM DISTRIB	BUTION - HCM DISTRIBUTION	SEARCH			ها الم	n out
USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period Num of Records	
					10/15/2023 🗸 10000	
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period Order By	
		to			12/31/2023 V Chartfield,Name	~
Job	Empl.Class	Earn End Date (m/d/y)	Department	Ы	Fiscal Month	
		to	115000		ALL V Sub-Total	
HCM Dept.	Full/Part	Dist. Status	Fund	Business Manager	Fiscal Year	
	All 🗸	ALL 🗸		(BM)	ALL V	
Journal.	Reg/Temp	Dist.Type	Class		Pay Run ID	
	All			CFDA	Output	
Check	Std.Hours	Dist.Class	Account		Fringe-Summary[Hori	~
				Contract		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code				
to				Sponsor		
	All				▶	
				Costshare	Detail Sub-T	otal &
						,
		Submit Clea	ar CSV RE	TRO		

Use HCM Distribution to see payroll data for a given Department over a specific period of time using the default "**Sub-Total**".



# **Sub-Total Only**

In the following example, we ran all the payroll that posted **10/15/2023 – 12/31/2023** from **Department 115000**:

NAME USCID	FISCAL PERIOD :	JOB JOURNAL	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LIBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
Contrast 1										14,958.48		1,187.03	3,412.02	1.05	8.84	2,650.60	37.03	7,276.57	48.65%	22,235.05
transfer all										15,535.74		1,212.28	3,514.15	1.03	8.81	1,267.99	36.91	6.041.15	38.89%	21,576.89
free database										13,058.11		1,035.90	3,043.73	0.65	5.08	713.28	20.83	4,819,45	38.91%	17,877.56
Summer .										16,413.00		1,286.32	3,732.09	1.03	8.82	1,268.19	38.92	6,333.37	38.50%	22,748.37
Inden in										15,190.44		290.92	3,783.94	0.39	3.32	479.41	13.95	4,571.93	30.10%	19,762.37
Section and										19,142.78		1,459.21	4,379.03	1.06	8.89	2,069.31	37.22	7,974.72	41.00%	27,117.48
Married T										3,248.81		251.85	806.78	0.11	0.87	337.78	3.72	1,403.11	43.22%	4,649.92
And and Addition										6,556.20		490.64	1,503.27	0.36	2.94	1,122.04	12.35	3,131.60	47.77%	9,687.80
In succession										5,280.00		23.77						23.77	0.45%	5,303.77
in a line of the set										4,720.00		21.24						21.24	0.45%	4,741,24
and a state of										5,280.00		23.77						23.77	0.45%	5,303.77
Renter Art										4,320.00		19.45						19.45	0.45%	4,339.45
iner site and										3,800.00		18.21						18.21	0.45%	3,616.21
Transferration of the local division of the										8,428.80		37.92						37.92	0.45%	8,400.72
TOTAL	-									135,730.34		7,338.49	24,177.01	5.68	47.55	9,928.60	198.93	41,694.26	30.72%	177,424.60

Detail of pay checks disappears and only a total for each employee is returned.



### **Detail & Sub-Total**

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
					10/15/2023 🗸	10000
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
		to			12/31/2023 🗸	Chartfield,Name
Jop	Empl.Class	Earn End Date (m/d/y)	Department	Ы	FISCAI MONTH	□ Total
		to	115000		ALL 🗸	Sub-Total
HCM Dept.	Full/Part	Dist. Status	Fund	Business Manager	Fiscal Year	Detail
	All	✓ ALL ✓		(BM)	ALL 🗸	
Journal.	Reg/Temp	Dist.Type	Class		Pay Run ID	
	All	✓ ALL ✓		CFDA	_	Output
Check	Std.Hours	Dist.Class	Account			Fringe-Summary[Hori
		ALL 🗸		Contract	_	
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code				
to	All	•		Sponsor	_	
				Costshare		

Use HCM Distribution to see payroll data for a given Department over a specific period of time using the default **Detail** and **Sub-Total**.



## **Detail & Sub-Total**

In the following example, we ran all the payroll that posted **10/15/2023 – 12/31/2023** from **Department 115000**:

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	ACCOUNT	LBR \$	LBR %
M	-	2324-4 : PAY0173660	UG70	115021	P12	10/15/2023	8001421694	10/13/2023	A0000005065	CL034-115000-A0001-101	51300	2,493.08	85.07%
M		2324-4 : PAY0174659	UG70	115021	P12	10/31/2023	8001437041	10/31/2023	A0000005065	CL034-115000-A0001-101	51300	2,493.08	85.07%
M	a second	2324-5 : PAY0175524	UG70	115021	P12	11/15/2023	8001452348	11/15/2023	A0000005065	CL034-115000-A0001-101	51300	2,493.08	85.07%
M	1000	2324-5 : PAY0176363	UG70	115021	P12	11/30/2023	8001467884	11/30/2023	A0000005065	CL034-115000-A0001-101	51300	2,493.08	85.07%
M		2324-6 : PAY0177328	UG70	115021	P12	12/15/2023	8001483321	12/15/2023	A0000005065	CL034-115000-A0001-101	51300	2,493.08	42.04%
M I		2324-6 : PAY0177687	UG70	115021	P12	12/31/2023	8001498346	12/21/2023	A0000005065	CL034-115000-A0001-101	51300	2,493.08	85.07%
M												14,958.48	
D.	1000	2324-4 : PAY0173660	AH10	115014	P12	10/15/2023	8001419659	10/13/2023	A0000000951	CL034-115000-A0001-101	51200	2,589.29	100.00%
D.	1000	2324-4 : PAY0174659	AH10	115014	P12	10/31/2023	8001434981	10/31/2023	A0000000951	CL034-115000-A0001-101	51200	2,589.29	100.00%
D.		2324-5 : PAY0175524	AH10	115014	P12	11/15/2023	8001450278	11/15/2023	A0000000951	CL034-115000-A0001-101	51200	2,589.29	100.00%
D.		2324-5 : PAY0176363	AH10	115014	P12	11/30/2023	8001465747	11/30/2023	A0000000951	CL034-115000-A0001-101	51200	2,589.29	100.00%
D.	10000	2324-6 : PAY0177328	AH10	115014	P12	12/15/2023	8001481202	12/15/2023	A0000000951	CL034-115000-A0001-101	51200	2,726.48	47.61%
D.	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2324-6 : PAY0177687	AH10	115014	P12	12/31/2023	8001496204	12/21/2023	A0000000951	CL034-115000-A0001-101	51200	2,452.10	100.00%
D.												15,535.74	
International Internation		2324-4 : PAY0173660	UG70	115021	C12	10/15/2023	8001413416	10/13/2023	A0000005065	CL034-115000-A0001-101	51300	2,176.35	45.52%
Second Second		2324-4 : PAY0174659	UG70	115021	C12	10/31/2023	8001428442	10/31/2023	A0000005065	CL034-115000-A0001-101	51300	2,176.36	45.52%
ter a Adams		2324-5 : PAY0175524	UG70	115021	C12	11/15/2023	8001443787	11/15/2023	A0000005065	CL034-115000-A0001-101	51300	2,176.35	45.52%
100.000	and the second	2324-5 : PAY0176363	UG70	115021	C12	11/30/2023	8001459131	11/30/2023	A0000005065	CL034-115000-A0001-101	51300	2,176.35	27.97%
10000	1000	2324-6 : PAY0177328	UG70	115021	C12	12/15/2023	8001474641	12/15/2023	A0000005065	CL034-115000-A0001-101	51300	2,176.35	45.52%
in the second	10000	2324-6 : PAY0177687	UG70	115021	C12	12/31/2023	8001487486	12/21/2023	A0000005065	CL034-115000-A0001-101	51300	2,176.35	55.72%
STATISTICS.												13,058.11	

Detail of pay checks returns with sub-totals for each employee.



## **Total Only**

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
					10/15/2023 🗸	10000
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
		to			12/31/2023 🗸	Chartfield,Name 🗸
ob	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	Total
		to	115000		ALL 🗸	Sub-Total
HCM Dept.	Full/Part	Dist. Status	Fund	Business Manager	Fiscal Year	Detail
	All	V ALL V	•	(BM)	ALL 🗸	Sum.Adjustments
lournal.	Reg/Temp	Dist.Type	Class	CEDA	Pay Run ID	
	All	V ALL V	•	CFDA		
Check	Std.Hours	Dist.Class	Account	Contract		Fringe-Summary[Hor
		ALL 🗸	•	Contract		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code				
to	All	▶	]	Sponsor		
				Costshare		

Use HCM Distribution to see payroll data for a given Department over a specific period of time using the default **Total** only.



# **Total Only**

In the following example, we ran all the payroll that posted **10/15/2023 – 12/31/2023** from **Department 115000**:

Records Four	nd: 654															
NAME	USCID	FISCAL PE	RIOD :	JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE
CL034-115000-A	A0001-101												75,155.77		4,992.43	17,485.93
CL034-115000-E	EN700-202-8	0000075-											28,945.77		2,201.70	6,691.08
CL034-115000-0	G1000-301-1	0013230-											31,628.80		142.36	
TOTAL													135,730.34		7,336.49	24,177.01

Only total payroll expenses are returned with no employee names or specific paycheck data.



### Sum.Adjustments

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period Num of Records	
1000000					10/15/2023 🗸 10000	
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period Order By	
		to			12/31/2023 V Chartfield,Nam	e v
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	
		to			ALL V Sub-Total	
HCM Dept.	Full/Part	Dist. Status	Fund	Business Manager	Fiscal Year	
	All	ALL 🗸		(BM)	ALL Sum Adjustme	nte
Journal.	Reg/Temp	Dist.Type	Class		Pay Run ID	1115
	All	ALL 🗸		CFDA	Output	
Check	Std.Hours	Dist.Class	Account		Fringe-Summa	ry[Hori
		ALL 🗸		Contract		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code				
to	All			Sponsor		
				Costshare		

You can also use the Sum.Adjustments feature to simplify the data returned when retro corrections are present.



## Sum. Adjustments

In the following example, we can see several retro corrections posted for an employee during the quarter:

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	СОМВО	CHARTFIELD	ACCOUNT	LBR \$	LBR %	TAX
Statement and a second	-	2324-4 : PAY0173660	CB75	157000	P12	10/15/2023	8001420036	10/13/2023	A0000002533	CL070-157100-A0001-101	51200	2,458.33	100.00%	190.08
Rectangements (Sectors)	100000	2324-7 : RPAYB02861	CB75	157000	P12	10/15/2023	RPAYB02861	01/11/2024	A0000002533	CL070-157100-A0001-101	51200	(2,458.33)	-100.00%	(190.08)
Restance in the second	1000	2324-4 PAY0174659	CB75	157000	P12	10/31/2023	8001435356	10/31/2023	A0000002533	CL070-157100-A0001-101	51200	2,458.33	100.00%	190.09
Ended Service Solvers	-	2324-7 : RPAYB02861	CB75	157000	P12	10/31/2023	RPAYB02861	01/11/2024	A0000002533	CL070-157100-A0001-101	51200	(2,458.33)	-100.00%	(190.09)
Restant/Section Software	1.000	2324-5 PAY0175524	CB75	157100	P12	11/15/2023	8001450659	11/15/2023	A0000002533	CL070-157100-A0001-101	51200	2,458.33	100.00%	190.08
Exclusion in the second	10000	2324-7 : RPAYB02861	CB75	157100	P12	11/15/2023	RPAYB02861	01/11/2024	A0000002533	CL070-157100-A0001-101	51200	(2,458.33)	-100.00%	(190.08)
Read and Designation in the second	1000	2324-5 PAY0176363	CB75	157100	P12	11/30/2023	8001466130	11/30/2023	A0000002533	CL070-157100-A0001-101	51200	2,458.33	100.00%	192.58
Reading to the Read of Street,	1000	2324-7 : RPAYB02861	CB75	157100	P12	11/30/2023	RPAYB02861	01/11/2024	A0000002533	CL070-157100-A0001-101	51200	(2,458.33)	-100.00%	(192.58)
NUMBER OF STREET														
No. inclusion of Column	-	2324-7 RPAYB02861	CB75	157100	P12	11/30/2023	RPAYB02861	01/11/2024	A0000052452	CL070-157120-A0001-101	51200	9,833.32	400.00%	762.83
No. in Concession, Name	-	2324-6 : PAY0177328	CB75	157100	P12	12/15/2023	8001481584	12/15/2023	A00000052452	CL070-157120-A0001-101	51200	2,458.33	100.00%	192.57
Inclusion and Address		2324-6 : PAY0177687	CB75	157100	P12	12/31/2023	8001496588	12/21/2023	A00000052452	CL070-157120-A0001-101	51200	2,458.33	100.00%	192.56
Status, and Status												14,749.98		1,147.96
TOTAL												14,749.98		1,147.96



### Sum.Adjustments

				10/15/2023 🗸	10000
Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
	to			12/31/2023 🗸	Chartfield,Name
Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	n Total
	to			ALL 🗸	Sub-Total
Full/Part	Dist.Status	Fund	Business Manager	Fiscal Year	
All 🗸	ALL 🗸		(BM)	ALL 🗸	Sum Adjustmente
Reg/Temp	Dist.Type	Class		Pay Run ID	Sum.Adjustments
All 🗸	ALL 🗸		CFDA		Output
Std.Hours	Dist.Class	Account			Fringe-Summary[Hori
	ALL 🗸		Contract	<u> </u>	
HCM BU [Campus]	Dist.Code	[			
All			Sponsor	_	
			Costshare		
	Empl.Rcd Empl.Class Full/Part All ~ Reg/Temp All ~ Std.Hours HCM BU [Campus] All ~	Empl.Rcd Pay End Date (m/d/y)   to to   Empl.Class Earn End Date (m/d/y)   Full/Part Dist.Status   All ALL   Reg/Temp Dist.Type   All ALL   Std.Hours Dist.Class   All Dist.Class   All V   All V	Empl.RcdPay End Date (m/d/y)Operating UnittotoDepartmentEmpl.ClassEarn End Date (m/d/y)DepartmentFull/PartDist.StatusFundAllALLClassAllALLClassStd.HoursDist.ClassAccountHCM BU [Campus]Dist.CodeImage: Class	Empl.Rcd Pay End Date (m/d/y) Operating Unit Project   to	Empl.Rcd       Pay End Date (m/d/y)       Operating Unit       Project       To Pay Period         Image: Class       Earn End Date (m/d/y)       Department       Pl       Fiscal Month         Image: Class       Earn End Date (m/d/y)       Department       Pl       Fiscal Month         Image: Class       Earn End Date (m/d/y)       Department       Pl       Fiscal Month         Image: Class       Fund       Business Manager       Fiscal Year         All       ALL       (BM)       ALL       Pay Run ID         All       ALL       Cass       CFDA       Image: Class         All       ALL       Contract       Image: Class       Contract         HCM BU [Campus]       Dist.Code       Sponsor       Image: Class       Sponsor         All        Image: Class       Sponsor       Image: Class       Costshare

The Sum.Adjustments feature will condense the data to show the **net** effect of the any retro corrections present.



## Sum. Adjustments

In the following example, we can see the net effect of the retro corrections processed for this employee:

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	СОМВО	CHARTFIELD	ACCOUNT	LBR \$	LBR %	TAX
Parted Denie Trainer	10.000	2324-7 : RPAYB02861	CB75	157000	P12	10/15/2023	8001420036	01/11/2024	A0000002533	CL070-157100-A0001-101	51200		0.00%	(0.00)
Participanto Indone	0.000	2324-7 : RPAYB02861	CB75	157000	P12	10/31/2023	8001435356	01/11/2024	A0000002533	CL070-157100-A0001-101	51200		0.00%	(0.00)
Redenit Jackie Balance	0.000	2324-7 : RPAYB02861	CB75	157100	P12	11/15/2023	8001450659	01/11/2024	A0000002533	CL070-157100-A0001-101	51200		0.00%	0.00
NUMBER OF STREET	1.000	2324-7 : RPAYB02861	CB75	157100	P12	11/30/2023	8001466130	01/11/2024	A0000002533	CL070-157100-A0001-101	51200		0.00%	(0.00)
NUMBER OF STREET														(0.00)
NUMBER OF STREET	10,000	2324-7 : RPAYB02861	CB75	157000	P12	10/15/2023	8001420036	01/11/2024	A0000052452	CL070-157120-A0001-101	51200	2,458.33	100.00%	190.08
Second control industry	10.000	2324-7 : RPAYB02861	CB75	157000	P12	10/31/2023	8001435356	01/11/2024	A0000052452	CL070-157120-A0001-101	51200	2,458.33	100.00%	190.09
Name and Address of Stationary	10.000	2324-7 : RPAYB02861	CB75	157100	P12	11/15/2023	8001450659	01/11/2024	A0000052452	CL070-157120-A0001-101	51200	2,458.33	100.00%	190.08
Desired press of the set	10.000	2324-7 : RPAYB02861	CB75	157100	P12	11/30/2023	8001466130	01/11/2024	A0000052452	CL070-157120-A0001-101	51200	2,458.33	100.00%	192.58
Restort comments	10,000	2324-6 : PAY0177328	CB75	157100	P12	12/15/2023	8001481584	12/15/2023	A0000052452	CL070-157120-A0001-101	51200	2,458.33	100.00%	192.57
Delast rest follows	10.000	2324-6 : PAY0177687	CB75	157100	P12	12/31/2023	8001496588	12/21/2023	A0000052452	CL070-157120-A0001-101	51200	2,458.33	100.00%	192.56
Status (same faires												14,749.98		1,147.96
TOTAL												14,749.98		1,147.96



# Ordered By Display Options



## **Default Display Options**

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
					ALL 🗸	10000
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
		to			ALL 🗸	Chartfield,Name 🗸
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	🗌 Total
		to			ALL 🗸	□ Sub-Total
HCM Dept.	Full/Part	Dist.Status	Fund	Business Manager	Fiscal Year	Detail
	All 🗸	ALL 🗸		(BW)	ALL 🗸	Sum Adjustments
Journal.	Reg/Temp	Dist.Type	Class		Pay Run ID	
	All 🗸	ALL 🗸		CFDA		
Check	Std.Hours	Dist.Class	Account			Fringe-Summary[Hor V
		ALL 🗸		Contract		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code				
to	All			Sponsor		
				Costshare	_	

The default display options are:

• Order By: Chartfield, Name

• Output: Fringe-Summary(Horizontal)



• Detail Only

# Default Order By Display: Chartfield, Name

In the following example, we ran all the payroll that posted **Fiscal Month/Year March 2122 for USCIP** (Internal Projects) from **CL044, using the default display.** Ordered by Chartfield, then the name of the employee. Each EE's paychecks are displayed together without being subtotaled.

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	СОМВО	CHARTFIELD	ACCOUNT	LBR \$	LBR %
In charge the set	140.000	2122-9 : PAY0137704	AH15	159000	IC1	03/15/2022	8000926556	03/15/2022	A0000002309	CL044-159000-EN700-202-80000136-	51200	479.18	12.38%
Recting to the second	100000	2122-9 : PAY0138688	BE40	159000	IC1	03/31/2022	8000940893	03/31/2022	A0000002309	CL044-159000-EN700-202-80000138-	51200	479.16	12.87%
Interplacing failure	-	2122-9 : RPAYB01055	BG13	159100	C12	12/31/2021	RPAYB01055	03/02/2022	A0000002309	CL044-159000-EN700-202-80000138-	51200	147.12	-6.48%
In the state of th	- and the second	2122-9 : PAY0137704	SGST	159000	IHR	03/15/2022	8000926708	03/15/2022	A0000018765	CL044-159000-EN700-202-80000136-	51400	770.00	100.00%
In the state of th	- Annotation	2122-9 : PAY0138688	SGST	159000	IHR	03/31/2022	8000941050	03/31/2022	A0000018765	CL044-159000-EN700-202-80000136-	51400	825.00	100.00%
Relative sector in the sector is	-	2122-9 : PAY0138688	SGST	159000	HRL	03/31/2022	8000937342	03/31/2022	A0000018765	CL044-159000-EN700-202-80000136-	51400	211.20	20.00%
Residence (respin)	00000	2122-9 : PAY0137704	SUEA	310060	HRL	03/15/2022	8000923172	03/15/2022	A0000018765	CL044-159000-EN700-202-80000138-	51400	300.00	100.00%
Residence (respin)	00000	2122-9 : PAY0138688	SUEA	310060	HRL	03/31/2022	8000937638	03/31/2022	A0000018765	CL044-159000-EN700-202-80000138-	51400	315.00	100.00%
Reddad, Server 1	-	2122-9 : PAY0137704	AH45	159100	C12	03/15/2022	0	03/15/2022	A0000002309	CL044-159000-EN700-202-80000138-	51200		0.00%
Reddad, Server 1		2122-9 : PAY0138688	AH45	159100	C12	03/31/2022	8000936244	03/31/2022	A0000002309	CL044-159000-EN700-202-80000138-	51200		0.00%
And the second	-	2122-9 : PAY0137704	SFWR	159000	HRL	03/15/2022	8000922866	03/15/2022	A0000022877	CL044-159000-EN700-202-80000138-	51422	67.50	25.00%
And the second sec	-	2122-9 : PAY0138688	SFWR	159000	HRL	03/31/2022	8000937343	03/31/2022	A0000022877	CL044-159000-EN700-202-80000138-	51422	67.50	25.00%
No. of the local diversion of the local diver		2122-9 : PAY0137704	SGRA	159000	T12	03/15/2022	8000931432	03/15/2022	A0000081036	CL044-159000-N1200-202-80004736-	51400	43.37	7.05%
And the second	1000000	2122-9 : PAY0138688	SGRA	159000	T12	03/31/2022	8000945875	03/31/2022	A0000081036	CL044-159000-N1200-202-80004736-	51400	390.36	40.59%
NUM AN	-	2122-9 : PAY0137704	UG74	152400	C09	03/15/2022	8000917689	03/15/2022	A0000072937	CL044-159000-N1600-202-80004448-	51300	407.35	10.79%
5255 AB	100000	2122-9 : PAY0138688	UG74	152400	C09	03/31/2022	8000932152	03/31/2022	A00000072937	CL044-159000-N1600-202-80004448-	51300	407.38	10.79%
NUMBER OF STREET	1000	2122-9 : PAY0137704	SGRA	159000	T12	03/15/2022	8000931261	03/15/2022	A0000073166	CL044-159000-N1600-202-80004448-	51400	1,000.00	80.40%
The second s	10000	2122-9 : PAY0138688	SGRA	159000	T12	03/31/2022	8000945673	03/31/2022	A0000073166	CL044-159000-N1600-202-80004448-	51400	1,000.00	88.89%
TOTAL												6,910.08	

# **Ordered by Chartfield, Pay Period**

USCID	Supervisor USCID	Pay Group		Combo	Project BU	From Pay Period	Num of Records
Name	Empl.Rcd	Pay End Date (n	n/d/y)	Operating Unit	USCIP	∽ To Pay Period	Order By
		tc		CL044			Chartfield,Pay Period V
Job	Empl.Class	Earn End Date (	m/d/y)	Department	PI	Fiscal Month	☐ Total
		to	)			MARCH V	🗸 Sub-Total
HCM Dept.	Full/Part	Dist.Status		Fund	Business Manager (BM)	Fiscal Year	🔽 Detail
		~	~			2021-2022 ~	Sum.Adjustments
Journal.	Reg/Temp	Dist.Type		Class	CFDA	Pay Run ID	Output
Ohaah			~				Fringe-Summary[Hori 🗸
Спеск	Sta.nours	Dist.Class		Account	Contract		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code	•				
to		~			Sponsor		
					Costshare		

- Select Order by: Chartfield, Pay Period
- Click Sub-total to add subtotals



# **Ordered by Chartfield, Pay Period**

Payroll for Fiscal Month/Year March 2122 for USCIP (Internal Projects) from CL044, ordered by Chartfield, then by Pay Period. All EE's for each pay period are displayed together. Tip: Add Subtotals!

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	СОМВО	CHARTFIELD	ACCOUNT	LBR \$
Second Sectory Bullet	Concession in which the	2122-9 : RPAYB01055	BG13	159100	C12	12/31/2021	RPAYB01055	03/02/2022	A0000002309	CL044-159000-EN700-202-80000138-	51200	147.12
20211231												147.12
No. 1999 Table 1	1.000	2122-9 : PAY0137704	AH15	159000	IC1	03/15/2022	8000926556	03/15/2022	A0000002309	CL044-159000-EN700-202-80000138-	51200	479.16
ters by market the	and the second s	2122-9 : PAY0137704	SGST	159000	IHR	03/15/2022	8000926708	03/15/2022	A0000018765	CL044-159000-EN700-202-80000136-	51400	770.00
Party Bally Houges	100000	2122-9 : PAY0137704	SUEA	310060	HRL	03/15/2022	8000923172	03/15/2022	A0000018765	CL044-159000-EN700-202-80000136-	51400	300.00
Terrary and a	ALC: NO	2122-9 : PAY0137704	AH45	159100	C12	03/15/2022	0	03/15/2022	A0000002309	CL044-159000-EN700-202-80000138-	51200	
and the second se	-	2122-9 : PAY0137704	SFWR	159000	HRL	03/15/2022	8000922866	03/15/2022	A0000022877	CL044-159000-EN700-202-80000138-	51422	67.50
20220315												1,616.66
Real Real Products	Television (	2122-9 : PAY0138688	BE40	159000	IC1	03/31/2022	8000940893	03/31/2022	A0000002309	CL044-159000-EN700-202-80000138-	51200	479.16
in a line star, then then	-	2122-9 : PAY0138688	SGST	159000	IHR	03/31/2022	8000941050	03/31/2022	A0000018765	CL044-159000-EN700-202-80000138-	51400	825.00
Public Research Table 8	-	2122-9 : PAY0138688	SGST	159000	HRL	03/31/2022	8000937342	03/31/2022	A0000018765	CL044-159000-EN700-202-80000138-	51400	211.20
Rod (Hole Despin	-	2122-9 : PAY0138688	SUEA	310060	HRL	03/31/2022	8000937638	03/31/2022	A0000018765	CL044-159000-EN700-202-80000138-	51400	315.00
Rendering Connection	-	2122-9 : PAY0138688	AH45	159100	C12	03/31/2022	8000936244	03/31/2022	A0000002309	CL044-159000-EN700-202-80000138-	51200	
Republic Auto	00000	2122-9 : PAY0138688	SFWR	159000	HRL	03/31/2022	8000937343	03/31/2022	A0000022877	CL044-159000-EN700-202-80000138-	51422	67.50
20220331												1,897.86
Manual Solid States	-	2122-9 : PAY0137704	SGRA	159000	T12	03/15/2022	8000931432	03/15/2022	A0000081036	CL044-159000-N1200-202-80004738-	51400	43.37
20220315												43.37
March 1998	1000	2122-9 : PAY0138688	SGRA	159000	T12	03/31/2022	8000945875	03/31/2022	A0000081036	CL044-159000-N1200-202-80004736-	51400	390.36
20220331												390.36

# **Ordered by Pay Period, Chartfield**

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
				USCIP	~	
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
		to	CL044		~	Pay Period,Chartfield 🗸 🗸
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	☐ Total
		to			MARCH 🗸	🖸 Sub-Total
HCM Dept.	Full/Part	Dist.Status	Fund	Business Manager	Fiscal Year	
		▶	~	(BM)	2021-2022 🗸	
Journal.	Reg/Temp	Dist.Type	Class		Pay Run ID	
		~	~	CFDA	_	Output
Check	Std.Hours	Dist.Class	Account			Fringe-Summary[Hori 🗸
			~	Contract	_	
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code				
to		✓		Sponsor		
				Costshare		

- Select Order by: Pay Period, Chartfield
- Click Sub-total to add subtotals



### **Ordered by Pay Period, Chartfield**

Payroll for **Fiscal Year/Month March 2122 USCIP** (Internal Projects) from **CL044, ordered by Pay Period, then by Chartfield.** All EE's for each pay period are displayed together. **Tip: Add Subtotals!** 

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	СНЕСК	CHK DATE	СОМВО	CHARTFIELD	ACCOUNT	LBR \$	LBR %
Second	10000	2122-9 : RPAYB01055	BG13	159100	C12	12/31/2021	RPAYB01055	03/02/2022	A0000002309	CL044-159000-EN700-202-80000138-	51200	147.12	-6.48%
CL044-159000-EN700-202-80000136-												147.12	
ine (inequilibrium)	100000	2122-9 : PAY0137704	AH15	159000	IC1	03/15/2022	8000926556	03/15/2022	A0000002309	CL044-159000-EN700-202-80000136-	51200	479.16	12.38%
in a dispetitor dans	-0.000	2122-9 : PAY0137704	SGST	159000	IHR	03/15/2022	8000926708	03/15/2022	A0000018765	CL044-159000-EN700-202-80000138-	51400	770.00	100.00%
And the length	-	2122-9 : PAY0137704	SUEA	310060	HRL	03/15/2022	8000923172	03/15/2022	A0000018765	CL044-159000-EN700-202-80000136-	51400	300.00	100.00%
Redding, Server 1	100,000	2122-9 : PAY0137704	AH45	159100	C12	03/15/2022	0	03/15/2022	A0000002309	CL044-159000-EN700-202-80000136-	51200		0.00%
And the second second	-	2122-9 : PAY0137704	SFWR	159000	HRL	03/15/2022	8000922866	03/15/2022	A0000022877	CL044-159000-EN700-202-80000138-	51422	67.50	25.00%
CL044-159000-EN700-202-80000136-												1,616.66	
When design of the	100000	2122-9 : PAY0137704	SGRA	159000	T12	03/15/2022	8000931432	03/15/2022	A0000081036	CL044-159000-N1200-202-80004736-	51400	43.37	7.05%
CL044-159000-N1200-202-80004736-												43.37	
teres (teres	-	2122-9 : PAY0137704	UG74	152400	C09	03/15/2022	8000917689	03/15/2022	A0000072937	CL044-159000-N1600-202-80004448-	51300	407.35	10.79%
The part of the second s	10000	2122-9 : PAY0137704	SGRA	159000	T12	03/15/2022	8000931261	03/15/2022	A0000073166	CL044-159000-N1600-202-80004448-	51400	1,000.00	80.40%
CL044-159000-N1600-202-80004448-												1,407.35	
And Desp Disksk	1403400	2122-9 : PAY0138688	BE40	159000	IC1	03/31/2022	8000940893	03/31/2022	A0000002309	CL044-159000-EN700-202-80000136-	51200	479.16	12.87%
Contraction Association		2122-9 : PAY0138688	SGST	159000	IHR	03/31/2022	8000941050	03/31/2022	A0000018765	CL044-159000-EN700-202-80000136-	51400	825.00	100.00%
And Alexandra and Alexandra	-	2122-9 : PAY0138688	SGST	159000	HRL	03/31/2022	8000937342	03/31/2022	A0000018765	CL044-159000-EN700-202-80000136-	51400	211.20	20.00%
ALC: NOT THE OWNER OF THE OWNER O	-	2122-9 : PAY0138688	SUEA	310060	HRL	03/31/2022	8000937638	03/31/2022	A0000018765	CL044-159000-EN700-202-80000136-	51400	315.00	100.00%
NUMBER OF STREET	1000	2122-9 : PAY0138688	AH45	159100	C12	03/31/2022	8000936244	03/31/2022	A0000002309	CL044-159000-EN700-202-80000138-	51200		0.00%
The second se	-	2122-9 : PAY0138688	SFWR	159000	HRL	03/31/2022	8000937343	03/31/2022	A0000022877	CL044-159000-EN700-202-80000138-	51422	67.50	25.00%
CL044-159000-EN700-202-80000136-												1,897.86	

## Ordered by Pay Period, Name

Nama	Empl Ded	Day End Data (m/d/y)	Operating Unit	USCSP	ALL Y	10000 Order By
Name	Епрі.кса	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	
			CL044		ALL 🗸	Pay Period,Name
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	Total
		to			MARCH 🗸	Sub-Total
HCM Dept.	Full/Part	Dist. Status	Fund	Business Manager	Fiscal Year	
	All 🗸	ALL 🗸		(BM)	2021-2022 🗸	Sum Adjustments
Journal.	Reg/Temp	Dist.Type	Class		Pay Run ID	
	All 🗸	ALL 🗸		CFDA		Output
Check	Std.Hours	Dist.Class	Account			Fringe-Summary[Hori
		ALL		Contract		
Check Date (m/d/v)	HCM BU [Campus]	Dist.Code				
to				Sponsor		
					7	
				Costshare		

- Op Unit CL044 and Project BU USCSP
- Select Order by: Pay Period, Name
- Click Sub-total to add subtotals



## **Ordered by Pay Period, Name**

Payroll for **Fiscal Month/Year March 2122 USCSP** (Sponsored Projects) from **CL044**, **ordered by Pay Period**, **then by Name**. Employees are listed by Pay Period in Alphabetical order. Shows all funding sources. **Tip: Add Subtotals!** 

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	СОМВО	CHARTFIELD	ACCOUNT	LBR \$	LBR %
Reading Selling	-	2122-9 : RPAYB01055	BG13	159100	C12	12/31/2021	RPAYB01055	03/02/2022	A0000074675	CL044-159000-G1000-301-10011117-	51200	(147.12)	6.48%
Securit and applicables												(147.12)	
Receiption China	a land	2122-9 : RPAYB01079	AH40	159100	C12	01/31/2022	RPAYB01079	03/22/2022	A0000074489	CL044-159000-G1000-202-10011100-	51200	(94.93)	-4.00%
Econolised Barley	all sold as	2122-9: RPAYB01079	AH40	159100	C12	01/31/2022	RPAYB01079	03/22/2022	A0000072883	CL044-159000-K1000-202-10010975-	51200	94.93	4.00%
C-000a, No. of No.	and the second	2122-9: RPAYB01079	AH40	159100	C12	01/31/2022	RPAYB01079	03/22/2022	A0000074489	CL044-159000-G1000-202-10011100-	51200	(337.94)	-14.67%
Collegibre	-	2122-9 : RPAYB01079	AH40	159100	C12	01/31/2022	RPAYB01079	03/22/2022	A0000072883	CL044-159000-K1000-202-10010975-	51200	337.94	14.67%
Contraction Contraction		2122-9: RPAYB01079	AH40	159100	C12	01/31/2022	RPAYB01079	03/22/2022	A0000074489	CL044-159000-G1000-202-10011100-	51200	(401.75)	-16.00%
Contraction Acres (		2122-9: RPAYB01079	AH40	159100	C12	01/31/2022	RPAYB01079	03/22/2022	A0000072883	CL044-159000-K1000-202-10010975-	51200	401.75	16.00%
N.A.2000	-	2122-9: RPAYB01079	AH40	159100	C12	01/31/2022	RPAYB01079	03/22/2022	A0000074489	CL044-159000-G1000-202-10011100-	51200	(208.48)	-10.00%
10.000 C	-	2122-9: RPAYB01079	AH40	159100	C12	01/31/2022	RPAYB01079	03/22/2022	A0000072883	CL044-159000-K1000-202-10010975-	51200	208.48	10.00%
Programmer Reals	1.100	2122-9 : RPAYB01079	AH40	159100	C12	02/28/2022	RPAYB01079	03/22/2022	A0000074489	CL044-159000-G1000-202-10011100-	51200	(94.93)	-4.00%
Programmer Reals	1.100	2122-9 : RPAYB01079	AH40	159100	C12	02/28/2022	RPAYB01079	03/22/2022	A0000072883	CL044-159000-K1000-202-10010975-	51200	94.93	4.00%
CONTRACTOR OF A DESCRIPTION	and the second	2122-9: RPAYB01079	AH40	159100	C12	02/28/2022	RPAYB01079	03/22/2022	A0000074489	CL044-159000-G1000-202-10011100-	51200	(337.94)	-14.67%
CONTRACTOR OF A DESCRIPTION	and the second	2122-9: RPAYB01079	AH40	159100	C12	02/28/2022	RPAYB01079	03/22/2022	A0000072883	CL044-159000-K1000-202-10010975-	51200	337.94	14.67%
Logistical data	and second	2122-9 : RPAYB01079	AH40	159100	C12	02/28/2022	RPAYB01079	03/22/2022	A0000074489	CL044-159000-G1000-202-10011100-	51200	(401.75)	-16.00%
Long Street Street	and the second	2122-9 : RPAYB01079	AH40	159100	C12	02/28/2022	RPAYB01079	03/22/2022	A0000072883	CL044-159000-K1000-202-10010975-	51200	401.75	16.00%
Sea, seas	des l'Anna	2122-9 : RPAYB01079	AH40	159100	C12	02/28/2022	RPAYB01079	03/22/2022	A0000074489	CL044-159000-G1000-202-10011100-	51200	(208.48)	-10.00%
Berly James	-	2122-9 : RPAYB01079	AH40	159100	C12	02/28/2022	RPAYB01079	03/22/2022	A0000072883	CL044-159000-K1000-202-10010975-	51200	208.48	10.00%
factor (activity)	10.00	2122-9 : PAY0137704	AH50	159100	C12	03/15/2022	8000919328	03/15/2022	A00000074489	CL044-159000-G1000-202-10011100-	51200	4.052.29	100.00%
Sector (Sector 1)												4,052.29	
Carginera (Salar Salar)	-	2122-9 : PAY0137704	UG83	159100	C12	03/15/2022	8000919329	03/15/2022	A00000078611	CL044-159000-F1000-202-10011487-	51200	638.31	25.00%
Conderson (Status Victoria)		2122-9 : PAY0137704	UG83	159100	C12	03/15/2022	8000919329	03/15/2022	A0000074481	CL044-159000-G1000-202-10011101-	51300	1,021.30	40.00%
Congletion (Station Victoria)	10-0100	2122-9 : PAY0137704	UG83	159100	C12	03/15/2022	8000919329	03/15/2022	A0000074426	CL044-159000-G1000-202-10011102-	51300	255.33	10.00%
Congletion (Station Victoria)	10-0100	2122-9 : PAY0137704	UG83	159100	C12	03/15/2022	8000919329	03/15/2022	A0000072883	CL044-159000-K1000-202-10010975-	51200	638.31	25.00%
Support Area States												2,553.25	

## **Ordered by Name, Chartfield**

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
				USCSP	ALL 🗸	10000
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
		to	CL044		ALL 🗸	Name,Chartfield 🗸 🗸
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	
		to			MARCH 🗸	Sub Total
HCM Dept.	Full/Part	Dist.Status	Fund	Business Manager	Fiscal Year	
	All	ALL		(BM)	2021-2022 🗸	
Journal.	Reg/Temp	Dist.Type	Class		Pay Run ID	Sum.Adjustments
	All			CFDA		Output
Check	Std.Hours	Dist.Class	Account			Fringe-Summary[Hori 🗸
				Contract	_	
Check Date (m/d/v)	HCM BU [Campus]	Dist.Code				
to				Sponsor		
	All					
				Costshare		

- Select Order by: Name, Chartfield
- Click Sub-total to add subtotals



#### **Ordered by Name, Chartfield**

Payroll for **Fiscal Month/Year March 2122 USCSP** (Sponsored Awards) from **CL044**, **ordered by Name, then Chartfield.** Employees are listed Alphabetical, by chartfield. Shows all paychecks received for that employee on that funding source together. **Tip: Add Subtotals!** 

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	сомво	CHARTFIELD	ACCOUNT	LBR \$	LBR %
index, inter	-	2122-9 : PAY0138688	SGST	159000	IHR	03/31/2022	8000941115	03/31/2022	A0000078600	CL044-159000-F1000-202-10011487-	51400	560.00	64.18%
CL044-159000-F1000-202-10011487-												560.00	
And a state of the	1000	2122-9 : PAY0137704	AH50	159100	C12	03/15/2022	8000919328	03/15/2022	A0000074489	CL044-159000-G1000-202-10011100-	51200	4,052.29	100.00%
Annaly, Sanda A	1000	2122-9 : PAY0138688	AH50	159100	C12	03/31/2022	8000933808	03/31/2022	A00000074489	CL044-159000-G1000-202-10011100-	51200	4,052.29	100.00%
CL044-159000-G1000-202-10011100-												8,104.58	
England, Index Kidde	Toront	2122-9 : PAY0137704	UG83	159100	C12	03/15/2022	8000919329	03/15/2022	A00000078611	CL044-159000-F1000-202-10011487-	51200	638.31	25.00%
angenerate man	-	2122-9 : PAY0138688	UG83	159100	C12	03/31/2022	8000933809	03/31/2022	A00000078611	CL044-159000-F1000-202-10011487-	51200	638.31	25.00%
CL044-159000-F1000-202-10011487-												1,276.62	
Congress Anton Maleria	10404	2122-9 : PAY0137704	UG83	159100	C12	03/15/2022	8000919329	03/15/2022	A00000074481	CL044-159000-G1000-202-10011101-	51300	1,021.30	40.00%
Congress (Miler Harris	10404	2122-9 : PAY0138688	UG83	159100	C12	03/31/2022	8000933809	03/31/2022	A0000074481	CL044-159000-G1000-202-10011101-	51300	1,021.30	40.00%
CL044-159000-G1000-202-10011101-												2,042.60	
angenerative ment	-	2122-9 : PAY0137704	UG83	159100	C12	03/15/2022	8000919329	03/15/2022	A00000074426	CL044-159000-G1000-202-10011102-	51300	255.33	10.00%
angenerate water	-	2122-9 : PAY0138688	UG83	159100	C12	03/31/2022	8000933809	03/31/2022	A00000074426	CL044-159000-G1000-202-10011102-	51300	255.33	10.00%
CL044-159000-G1000-202-10011102-												510.66	
Sugar data State	1000	2122-9 : PAY0137704	UG83	159100	C12	03/15/2022	8000919329	03/15/2022	A0000072883	CL044-159000-K1000-202-10010975-	51200	638.31	25.00%
Regime data State	1000	2122-9 : PAY0138688	UG83	159100	C12	03/31/2022	8000933809	03/31/2022	A0000072883	CL044-159000-K1000-202-10010975-	51200	638.31	25.00%
CL044-159000-K1000-202-10010975-												1,276.62	

# **Ordered by Name, Pay Period**

03010	Supervisor Oscib	Pay Group	Combo	Рюјество	From Pay Period	Nulli of Records
				USCSP	ALL V	10000
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
		to	CL044		ALL 🗸	Name, Pay Period
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	Total
		to			MARCH 🗸	Sub-Total
HCM Dept.	Full/Part	Dist. Status	Fund	Business Manager	Fiscal Year	Detail
	All	V ALL V	•	(BM)	2021-2022 🗸	
Journal.	Reg/Temp	Dist.Type	Class		Pay Run ID	
	All	V ALL V	•	CFDA	_	Output
Check	Std.Hours	Dist.Class	Account			Fringe-Summary[Hori
		ALL	•	Contract		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code				
to		•		Sponsor		
				Costshare		

- Select Order by: Name, Pay Period
- Click Sub-total to add subtotals



# **Ordered by Name, Pay Period**

Payroll for **Fiscal Month/Year March 2122** from **CL044**, for **USCSP**, **ordered by Name**, **then Pay Period**. Employees are listed Alphabetical, by Pay Period. When looking at a specific employee, will show all funding sources together by Pay Period. **Tip: Remember, your access and search criteria may limit what data returns**.

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	СОМВО	CHARTFIELD	ACCOUNT	LBR \$	LBR %
PROFESSION AND A DESCRIPTION AND A	-	2122-9 : PAY0138688	SGST	159000	IHR	03/31/2022	8000941115	03/31/2022	A0000078600	CL044-159000-F1000-202-10011487-	51400	560.00	64.18%
20220331												560.00	
Annale Stands I	10000	2122-9 : PAY0137704	AH50	159100	C12	03/15/2022	8000919328	03/15/2022	A0000074489	CL044-159000-G1000-202-10011100-	51200	4,052.29	100.00%
20220315												4,052.29	
And a state of the		2122-9 : PAY0138688	AH50	159100	C12	03/31/2022	8000933808	03/31/2022	A0000074489	CL044-159000-G1000-202-10011100-	51200	4,052.29	100.00%
20220331												4,052.29	
Section States	<b>The set</b>	2122-9 : PAY0137704	UG83	159100	C12	03/15/2022	8000919329	03/15/2022	A0000078611	CL044-159000-F1000-202-10011487-	51200	638.31	25.00%
Section States	10000	2122-9 : PAY0137704	UG83	159100	C12	03/15/2022	8000919329	03/15/2022	A0000074481	CL044-159000-G1000-202-10011101-	51300	1,021.30	40.00%
Seguera de la Calebra	The second	2122-9 : PAY0137704	UG83	159100	C12	03/15/2022	8000919329	03/15/2022	A0000074426	CL044-159000-G1000-202-10011102-	51300	255.33	10.00%
Regime, Index States	10000	2122-9 : PAY0137704	UG83	159100	C12	03/15/2022	8000919329	03/15/2022	A0000072883	CL044-159000-K1000-202-10010975-	51200	638.31	25.00%
20220315												2,553.25	
Region, John State	10000	2122-9 : PAY0138688	UG83	159100	C12	03/31/2022	8000933809	03/31/2022	A0000078611	CL044-159000-F1000-202-10011487-	51200	638.31	25.00%
Region Aster States	10000	2122-9 : PAY0138688	UG83	159100	C12	03/31/2022	8000933809	03/31/2022	A0000074481	CL044-159000-G1000-202-10011101-	51300	1,021.30	40.00%
Region Aster States	10000	2122-9 : PAY0138688	UG83	159100	C12	03/31/2022	8000933809	03/31/2022	A0000074426	CL044-159000-G1000-202-10011102-	51300	255.33	10.00%
Regime Joint Trains	The second	2122-9 : PAY0138688	UG83	159100	C12	03/31/2022	8000933809	03/31/2022	A0000072883	CL044-159000-K1000-202-10010975-	51200	638.31	25.00%
20220331												2,553.25	

# Output Display Options



#### Search Criteria Output: Default (Fringe-Summary Horizontal)

UNIVERSITY OF South Carolina	HUB - HCM DISTRIBU	FION - HCM DISTRIBUTION	SEARCH				Sign out
	USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
					USCIP	~	
	Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
			to	CL044		~	Chartfield,Name ✓
	Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	□ Total
			to			MARCH V	☑ Sub-Total
	HCM Dept.	Full/Part	Dist.Status	Fund	Business Manager	Fiscal Year	🔽 Detail
		~	~			2021-2022 🗸	☐ Sum.Adjustments
	Journal.	Reg/Temp	Dist.Type	Class	CEDA	Pay Run ID	Output
		~	~				Eringe-Summan/Hor
	Check	Std.Hours	Dist.Class	Account	Contract	]	Filige-Summary[Hon V
			~			1	
	Check Date (m/d/y)	HCM BU [Campus]	Dist.Code		Sponsor		
	to	~			Sponsor	]	
					Costshare		
						]	
			Submit	ar CSV RETF	RO		

- Select Order by: Chartfield, Name
- Output: Fringe Summary (Horizontal)



# **Output: Default (Fringe-Summary Horizontal)**

Payroll for Fiscal Month/Year March 2122 USCIP (Internal Projects) from CL044, Ordered by: Chartfield, Name with OUTPUT: Fringe-Summary (Horizontal). Data is ordered by Chartfield, then Employee Name with all paychecks grouped together. Shows detail of LBR (SALARY) and Fringes:

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM	GROUP	PAY	CHECK	CHK DATE	СОМВО	CHARTFIELD	ACCOUNT	LBR ¢	LBR %	ТАХ	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG	FRNG	TOT
				DEIT		TERIOD						*	70							*	~	<u> </u>
Conc Manage Strategie	-	2122-9 : PAY0137704	AH15	159000	IC1	03/15/2022	8000926556	03/15/2022	A0000002309	CL044-159000-EN700-202-80000138-	51200	479.16	12.38%	38.58	109.29	0.02	0.24	47.30	1.02	196.45	41.00%	675.61
Concilianty Distants		2122-9 : PAY0138688	BE40	159000	IC1	03/31/2022	8000940893	03/31/2022	A0000002309	CL044-159000-EN700-202-80000136-	51200	479.16	12.87%	38.36	109.29	0.03	0.24	47.29	1.01	196.22	40.95%	675.38
See New Yorks												958.32		76.94	218.58	0.05	0.48	94.59	2.03	392.67	40.97%	1,350.99
COLUMN TWO IS NOT		2122-9 : RPAYB01055	BG13	159100	C12	12/31/2021	RPAYB01055	03/02/2022	A0000002309	CL044-159000-EN700-202-80000138-	51200	147.12	-6.48%	11.61	33.56	0.01	0.11	13.03	0.43	58.75	39.93%	205.87
and the second sec												147.12		11.61	33.56	0.01	0.11	13.03	0.43	58.75	39.93%	205.87
Contraction from the		2122-9 : PAY0137704	SGST	159000	IHR	03/15/2022	8000926708	03/15/2022	A00000018765	CL044-159000-EN700-202-80000138-	51400	770.00	100.00%	4.62						4.62	0.60%	774.62
the factor for the	1000	2122-9 : PAY0138688	SGST	159000	IHR	03/31/2022	8000941050	03/31/2022	A00000018765	CL044-159000-EN700-202-80000138-	51400	825.00	100.00%	4.54						4.54	0.55%	829.54
the Parameters of the second se												1,595.00		9.16						9.16	0.57%	1,604.16
1000000 0000 1	1000	2122-9 : PAY0138688	SGST	159000	HRL	03/31/2022	8000937342	03/31/2022	A00000018765	CL044-159000-EN700-202-80000138-	51400	211.20	20.00%	1.16						1.16	0.55%	212.36
1000000-0000												211.20		1.16						1.16	0.55%	212.36
na da naga	10.000	2122-9 : PAY0137704	SUEA	310060	HRL	03/15/2022	8000923172	03/15/2022	A0000018765	CL044-159000-EN700-202-80000136-	51400	300.00	100.00%	1.80						1.80	0.60%	301.80
Tel Information	10700	2122-9 : PAY0138688	SUEA	310060	HRL	03/31/2022	8000937638	03/31/2022	A0000018765	CL044-159000-EN700-202-80000136-	51400	315.00	100.00%	1.73						1.73	0.55%	316.73
Render Steps												615.00		3.53						3.53	0.57%	618.53
Design the B	10.000	2122-9 : PAY0137704	AH45	159100	C12	03/15/2022	0	03/15/2022	A0000002309	CL044-159000-EN700-202-80000138-	51200		0.00%					140.95		140.95	0.00%	140.95
Territoi interneti	-	2122-9 : PAY0138688	AH45	159100	C12	03/31/2022	8000936244	03/31/2022	A0000002309	CL044-159000-EN700-202-80000138-	51200		0.00%	3.90				142.18	4.72	150.80	0.00%	150.80
Sectory (second														3.90				283.13	4.72	291.75	0.57%	291.75



#### Search Criteria Output: Fringe-Detail (Vertical)

South Carolina	HUB - HCM DISTRIBU	ITION - HCM DISTRIBUTIO	N SEARCH				Sign out
	USCID USCID Job HCM Dept. Journal. Check Date (m/d/y) to	Supervisor USCID Empl.Rcd Empl.Class Full/Part Reg/Temp Std.Hours HCM BU [Campus]	Pay Group Pay End Date (m/d/y) Composition Earn End Date (m/d/y) Composition Dist.Status Dist.Status Dist.Class Dist.Class	Combo Operating Unit CL044 Department Fund Class Account	Project BU USCIP Project Pl Business Manager (BM) CFDA Contract Sponsor Costshare	From Pay Period	Num of Records   Order By   Chartfield,Name   Total   Sub-Total   Detail   Sum.Adjustments   Output   Fringe-Detail[Vertical]
			Submit Cle	ear CSV RET	RO		

- Select Order by: Chartfield, Name
- Output: Fringe-Detail (Vertical)



### **Output: Fringe-Detail (Vertical)**

Payroll for **Fiscal Month/Year March 2122 USCIP** (Internal Projects) from **CL044**, Ordered by: **Chartfield, Name** with **OUTPUT: Fringe-Detail (Vertical).** Shows additional detail: Account Code, Earnings End Date, Earnings Code(s), and Amounts.

NAME	USCID	JOB		HCM DEPT	GROUP	PAY PERIOD	СОМВО	CHARTFIELD	
		ACCOUNT		EARN END	DIST	TYPE: CODE	CHECK : CHK DATE	FISCAL PERIOD : JOURNAL	AMOUNT
Read Transmission	1-mail-mail-	AH15		159000	IC1	03/15/2022	A0000002309	CL044-159000-EN700-202-80000136-	
1		51200		03/15/2022	ERN:ALV-Annual Leave	Taken	8000926556 : 03/15/2022	2122-9:PAY0137704	82.93
2		51200		03/15/2022	ERN:REG-Regular Pay		8000926556 : 03/15/2022	2122-9:PAY0137704	396.23
3		51900		03/12/2022	DED:BASLIF-Basic Life		8000926556 : 03/15/2022	2122-9:PAY0137704	.02
4		51900		03/15/2022	DED:BASLTD-Basic Lon	g Term Disability	8000926556 : 03/15/2022	2122-9:PAY0137704	.24
5		51900		03/15/2022	DED:DENTAL-Dental		8000926556 : 03/15/2022	2122-9:PAY0137704	1.02
6		51900		03/15/2022	DED:HEALTH-Health		8000926556 : 03/15/2022	2122-9:PAY0137704	47.3
7		51900		03/15/2022	DED:SCRS-SCRS		8000926556 : 03/15/2022	2122-9:PAY0137704	109.29
8		51900		03/15/2022	TAX:E-OASDI/Disability	- ER	8000926556 : 03/15/2022	2122-9:PAY0137704	28.85
9		51900		03/15/2022	TAX:Q-FICA Med Hospit	al Ins / ER	8000926556 : 03/15/2022	2122-9:PAY0137704	6.75
10		51900		03/15/2022	TAX:R-Local ER		8000926556 : 03/15/2022	2122-9:PAY0137704	2.87
11		51900		03/15/2022	TAX:U-Unemployment E	R	8000926556 : 03/15/2022	2122-9:PAY0137704	.11
		LABOR: 479.16 (12	2.38%)	)		FRINGE: 196.45 (41.00%)			675.61



### Search Criteria Output: Fringe-Total Only

USCID		Supervisor USCID	Pay Group	0	Combo	Project BU	From Pay Period	Num of Records
Namo		Empl Bod	Boy End C	ata (m/d/u)	Operating Upit	USCIP	To Pay Pariod	Order By
Name		Empi.Kcu	Fay Ellu L	to		Fioject	TO Fay Fellou	
					CL044			Chartfield,Name V
Job		Empl.Class	Earn End	Date (m/d/y)	Department	PI	Fiscal Month	🗌 Total
				10			MARCH ~	🗸 Sub-Total
HCM Dept	t.	Full/Part	Dist.Statu	S	Fund	Business Manager	Fiscal Year	✓ Detail
			~		~		2021-2022 🗸	☐ Sum Adjustments
Journal.		Reg/Temp	Dist.Type		Class		Pay Run ID	
			✓		✓	CFDA		
Check		Std.Hours	Dist.Class	•	Account			Fringe-Total Only
					✓	Contract		
Check Dat	te (m/d/y)	HCM BU [Campus]	Dist.Code					
	to		✓			Sponsor		
						Costshare		

- Select Order by: Chartfield, Name
- Output: Fringe-Total Only



### **Output: Fringe-Total Only**

Payroll for **Fiscal Month/Year March 2122 USCIP** (Internal Projects) from **CL044**, Ordered by: **Chartfield, Name** with **OUTPUT: Fringe-Total Only.** Shows only the total amount of LBR (SALARY) and Fringe. Does not break fringes down by type and amounts.

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	СОМВО	CHARTFIELD	ACCOUNT	LBR \$	LBR %	FRNG \$	FRNG %	TOTAL \$
Real Property Street of	1 and 10	2122-9 : PAY0137704	AH15	159000	IC1	03/15/2022	8000926556	03/15/2022	A0000002309	CL044-159000-EN700-202-80000136-	51200	479.16	12.38%	196.45	41.00%	675.61
And Street Street Street	1 and 1 and	2122-9 : PAY0138688	BE40	159000	IC1	03/31/2022	8000940893	03/31/2022	A0000002309	CL044-159000-EN700-202-80000136-	51200	479.16	12.87%	196.22	40.95%	675.38
See See, States												958.32		392.67	40.97%	1,350.99
iner in de linker		2122-9 : RPAYB01055	BG13	159100	C12	12/31/2021	RPAYB01055	03/02/2022	A0000002309	CL044-159000-EN700-202-80000138-	51200	147.12	-6.48%	58.75	39.93%	205.87
Concentration (1984)												147.12		58.75	39.93%	205.87
in Apple Apple	10000	2122-9 : PAY0137704	SGST	159000	IHR	03/15/2022	8000926708	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-	51400	770.00	100.00%	4.62	0.60%	774.62
0.000	-	2122-9 : PAY0138688	SGST	159000	IHR	03/31/2022	8000941050	03/31/2022	A0000018765	CL044-159000-EN700-202-80000136-	51400	825.00	100.00%	4.54	0.55%	829.54
the spreader set												1,595.00		9.16	0.57%	1,604.16
NAME AND ADDRESS OF	-	2122-9 : PAY0138688	SGST	159000	HRL	03/31/2022	8000937342	03/31/2022	A0000018765	CL044-159000-EN700-202-80000136-	51400	211.20	20.00%	1.16	0.55%	212.38
And the second second												211.20		1.16	0.55%	212.36
No. And Address of the Address of th		2122-9 : PAY0137704	SUEA	310060	HRL	03/15/2022	8000923172	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-	51400	300.00	100.00%	1.80	0.60%	301.80
No. No. 1 August		2122-9 : PAY0138688	SUEA	310060	HRL	03/31/2022	8000937638	03/31/2022	A0000018765	CL044-159000-EN700-202-80000136-	51400	315.00	100.00%	1.73	0.55%	316.73
Part State Product												615.00		3.53	0.57%	618.53
Second Address	1000	2122-9 : PAY0137704	AH45	159100	C12	03/15/2022	0	03/15/2022	A0000002309	CL044-159000-EN700-202-80000136-	51200		0.00%	140.95	0.00%	140.95
Ender, March	1000	2122-9 : PAY0138688	AH45	159100	C12	03/31/2022	8000936244	03/31/2022	A0000002309	CL044-159000-EN700-202-80000136-	51200		0.00%	150.80	0.00%	150.80
Terrare and the														291.75	0.57%	291.75

### Search Criteria Output: Labor Only

Drder By Chartfield,Name ∽
) Total
Detail
Dutput

- Select Order by: Chartfield, Name
- Output: Labor Only


### **Output: Labor Only**

Payroll for **Fiscal Month/Year March 2122 USCIP** (Internal Projects) from **CL044**, Ordered by: **Chartfield, Name** with **OUTPUT: Labor Only.** Shows only the total amount of LBR (SALARY). Does not display fringes.

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	СОМВО	CHARTFIELD	ACCOUNT	LBR \$	LBR %
NAME AND ADDRESS OF	-	2122-9 : PAY0137704	AH15	159000	IC1	03/15/2022	8000926556	03/15/2022	A0000002309	CL044-159000-EN700-202-80000136-	51200	479.16	12.38%
ALC: NOTE THAT IS NOT	10000	2122-9 : PAY0138688	BE40	159000	IC1	03/31/2022	8000940893	03/31/2022	A0000002309	CL044-159000-EN700-202-80000136-	51200	479.16	12.87%
Sector Residence and the												958.32	
The Article Sector	10000	2122-9 : RPAYB01055	BG13	159100	C12	12/31/2021	RPAYB01055	03/02/2022	A0000002309	CL044-159000-EN700-202-80000136-	51200	147.12	-6.48%
Support States												147.12	
Loss Salaria de la Sula	0.000	2122-9 : PAY0137704	SGST	159000	IHR	03/15/2022	8000926708	03/15/2022	A0000018765	CL044-159000-EN700-202-80000136-	51400	770.00	100.00%
Inter Report of the second	10000	2122-9 : PAY0138688	SGST	159000	IHR	03/31/2022	8000941050	03/31/2022	A0000018765	CL044-159000-EN700-202-80000136-	51400	825.00	100.00%
tere lagrant of the little												1,595.00	
Repairing the second second	and the second	2122-9 : PAY0138688	SGST	159000	HRL	03/31/2022	8000937342	03/31/2022	A0000018765	CL044-159000-EN700-202-80000136-	51400	211.20	20.00%
Billion and Share												211.20	
Territoria Stanford	10000	2122-9 : PAY0137704	SUEA	310060	HRL	03/15/2022	8000923172	03/15/2022	A0000018765	CL044-159000-EN700-202-80000136-	51400	300.00	100.00%
Territoria Straylor	10000	2122-9 : PAY0138688	SUEA	310060	HRL	03/31/2022	8000937638	03/31/2022	A0000018765	CL044-159000-EN700-202-80000136-	51400	315.00	100.00%
International Association												615.00	
Section 1	-	2122-9 : PAY0137704	AH45	159100	C12	03/15/2022	0	03/15/2022	A0000002309	CL044-159000-EN700-202-80000136-	51200		0.00%
Name of Address of Add		2122-9 : PAY0138688	AH45	159100	C12	03/31/2022	8000936244	03/31/2022	A0000002309	CL044-159000-EN700-202-80000136-	51200		0.00%
Render Annual Control of Control													
in go dan saka Autor	-	2122-9 : PAY0137704	SFWR	159000	HRL	03/15/2022	8000922866	03/15/2022	A0000022877	CL044-159000-EN700-202-80000136-	51422	67.50	25.00%
A DESCRIPTION OF A DESC	-	2122-9 : PAY0138688	SFWR	159000	HRL	03/31/2022	8000937343	03/31/2022	A0000022877	CL044-159000-EN700-202-80000136-	51422	67.50	25.00%
NUMBER OF STREET, STRE												135.00	

# **Output: Demographic**

Name Empl.Rcd Pay End Date (m/d/y) Operating Unit Project To Pay Period Order By   Job Empl.Class Earn End Date (m/d/y) Department Pl Fiscal Month   Job Empl.Class Earn End Date (m/d/y) Department Pl Fiscal Month   MRCH to Image: Status Fund Business Manager Fiscal Year   Journal. Reg/Temp Dist.Status Fund Pay Run ID   Otheck Std.Hours Dist.Class Account Contract   Check Date (m/d/y) HGM BU [Campus] Dist.Code Sponsor   to Image: Std.Hours Dist.Code Sponsor   to Image: Std.Hours Image: Std.Hours Std.Hours   to Image: Std.Hours Image: Std.Hours Std.Hours   to <th>USCID</th> <th>Supervisor USCID</th> <th>Pay Group</th> <th>Combo</th> <th>Project BU</th> <th>From Pay Period</th> <th>Num of Records</th>	USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
Job Empl.Class Earn End Date (m/d/y) Department Pl Fiscal Month   Job Full/Part Dist.Status Fund Business Manager Fiscal Year   Journal. Reg/Temp Dist.Type Class CFDA   Check Std.Hours Dist.Class Account Contract   Check Date (m/d/y) HCM BU [Campus] Dist.Code Sponsor   to to Dist.Code Sponsor   Costshare Costshare Costshare	Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	USCIP Project	∽ To Pay Period	Order By
Job Empl.Class Earn End Date (m/d/y) Department PI Fiscal Month   HCM Dept. Full/Part Dist.Status Fund Business Manager Fiscal Year   Journal. Reg/Temp Dist.Type Class Class Pay Run ID   Check Std.Hours Dist.Class Account Contract   Check Date (m/d/y) HCM BU [Campus] Dist.Code Sponsor   to interference Sponsor Costshare			to	CL044		~	Chartfield,Name V
Image: state in to state in the state in t	Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	□ Total
HCM Dept. Full/Part Dist.Status Fund Business Manager Fiscal Year Image: Dist.Status Image: Dist			to			MARCH 🗸	🔽 Sub-Total
Journal. Reg/Temp   Dist.Type Class   Check Std.Hours   Dist.Class Account   Check Date (m/d/y) HCM BU [Campus]   Dist.Code   Sponsor   Costshare	HCM Dept.	Full/Part	Dist.Status	Fund	Business Manager	Fiscal Year	
Journal.       Reg/Temp       Dist.Type       Class       Pay Run ID       Output         Check       Std.Hours       Dist.Class       Account       CFDA       Demographic       Demographic         Check Date (m/d/y)       HCM BU [Campus]       Dist.Code       Sponsor       Sponsor         to       to       Costshare       Costshare       Costshare			~	~	(BM)	2021-2022 🗸	Sum Adjustments
Check Std.Hours   Dist.Class   Account   Check Date (m/d/y)   HCM BU [Campus]   Dist.Code   to   Contract   Sponsor   Costshare	Journal.	Reg/Temp	Dist.Type	Class		Pay Run ID	
Check Std.Hours Dist.Class Account   Check Date (m/d/y) HCM BU [Campus] Dist.Code   to v v   to v   Contract   Contract   Contract   Contract   Contract   Contract   Contract   Contract   Contract			▶	~	CFDA		Output
Check Date (m/d/y) HCM BU [Campus]   Dist.Code   to	Check	Std.Hours	Dist.Class	Account			Demographic V
Check Date (m/d/y)       HCM BU [Campus]       Dist.Code         to        Sponsor         Costshare       Costshare				✓	Contract		
to Sponsor Costshare	Check Date (m/d/y)	HCM BU [Campus]	Dist.Code				
Costshare	to		~		Sponsor		
Costshare							
					Costshare	_	

Payroll for CL044 for **Fiscal Month/Year March 2122**, Ordered by: **Chartfield**, **Name** with **OUTPUT: Demographic.** Displays important additional information:

• Job Effective Date

• Std. Hours

• Job Info

• Supervisor



# **Output: Demographic**

Employees paid Fiscal Month/Year March 2122 from CL044, Ordered by: Chartfield, Name with OUTPUT: Demographic. Displays additional information related to employment by funding source (does not show dollar amounts of salary or fringe). Tip: Copy and Paste into Excel!

NAME	USCID	JOB EFFECTIVE	JOB	JOB INFO	STD.	HCM BU-DEPT	SUPERVISOR	GROUP	PAY PERIOD	СОМВО	CHARTFIELD
Bank Keng Kinderh	THOMAS .	12/01/2021-03/15/2022	AH15	0:FTE Full Time Reg.	40	SCCOL-159000	Carter-Moore, Felissa A	IC1	03/15/2022	A0000002309	CL044-159000-EN700-202-80000136-
Inches Datab	140,004	03/16/2022-06/30/2022	BE40	0:FTE Full Time Reg.	40	SCCOL-159000	Carter-Moore, Felissa A	IC1	03/31/2022	A0000002309	CL044-159000-EN700-202-80000136-
Name Arrany Walks	10.05/0		BG13	0:		-159100		C12	12/31/2021	A0000002309	CL044-159000-EN700-202-80000136-
inclusion last	10004	01/01/2022-05/08/2022	SGST	0:STU Part Time Temp.	17.5	SCCOL-159000	Webber,Kristina Charles	IHR	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-
ten berneten ben	ACCESSION OF THE OWNER.	01/01/2022-05/08/2022	SGST	0:STU Part Time Temp.	17.5	SCCOL-159000	Webber,Kristina Charles	IHR	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-
Referi deseta Referi	NOTION IS	08/16/2021-05/15/2022	SGST	0:STU Part Time Temp.	20	SCCOL-159000	Seay,Kristen Diana	HRL	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-
Fact Role Traper	10/00	12/01/2021-05/31/2022	SUEA	0:STU Part Time Temp.	10	SCCOL-310060	Britton, Jeanne M	HRL	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-
Tel dale Trajes	10000	12/01/2021-05/31/2022	SUEA	0:STU Part Time Temp.	10	SCCOL-310060	Britton, Jeanne M	HRL	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-
Residue James R	10040		AH45	0:		-159100		C12	03/15/2022	A0000002309	CL044-159000-EN700-202-80000136-
Rendering and Rendering R	10.000		AH45	0:		-159100		C12	03/31/2022	A0000002309	CL044-159000-EN700-202-80000136-
Property and Adda	10.000	08/08/2021-05/07/2022	SFWR	0:STU Part Time Temp.	20	SCCOL-159000	Singleton,Sonya N	HRL	03/15/2022	A00000022877	CL044-159000-EN700-202-80000136-
Wight Dennis Adults	10.000	08/08/2021-05/07/2022	SFWR	0:STU Part Time Temp.	20	SCCOL-159000	Singleton,Sonya N	HRL	03/31/2022	A00000022877	CL044-159000-EN700-202-80000136-
and the second second	10000	02/28/2022-05/06/2022	SGRA	1:STU Part Time Temp.	5	SCCOL-159000	Woo,Bongki	T12	03/15/2022	A00000081036	CL044-159000-N1200-202-80004736-
PRODUCT PRODUCT	CONTRACTOR OF STREET,	02/28/2022-05/06/2022	SGRA	1:STU Part Time Temp.	5	SCCOL-159000	Woo,Bongki	T12	03/31/2022	A00000081036	CL044-159000-N1200-202-80004736-
in state in the second s	00000	08/01/2021-06/30/2022	UG74	0:FTE Full Time Reg.	40	SCCOL-152400	Drasgow,Erik	C09	03/15/2022	A00000072937	CL044-159000-N1600-202-80004448-
ter byter	and the second	08/01/2021-06/30/2022	UG74	0:FTE Full Time Reg.	40	SCCOL-152400	Drasgow,Erik	C09	03/31/2022	A00000072937	CL044-159000-N1600-202-80004448-
Constant and Constant	1010328	08/16/2021-05/15/2022	SGRA	3:STU Part Time Temp.	15	SCCOL-159000	Carter-Moore, Felissa A	T12	03/15/2022	A00000073166	CL044-159000-N1600-202-80004448-
Children and Chi		08/16/2021-05/15/2022	SGRA	3:STU Part Time Temp.	15	SCCOL-159000	Carter-Moore, Felissa A	T12	03/31/2022	A00000073166	CL044-159000-N1600-202-80004448-

### **Drill Down Capability**

USCID	Supervisor USCID	Supervisor USCID Pay Group		Combo		From Pay Period	Num of Records
Name	Empl.Rcd	Pay End Date (m/d/y)		Operating Unit	Project	To Pay Period	Order By
			to	CL044		~	Pay Period,Chartfield 🗸
Job	Empl.Class	Earn E	nd Date (m/d/y)	Department	PI	Fiscal Month	□ Total
			to			MARCH 🗸	✓ Sub-Total
HCM Dept.	Full/Part	Dist.S	atus	Fund	Business Manager (BM)	Fiscal Year	🗹 Detail
lournal	Bog/Tomp					2021-2022 ∨ Pay Run ID	Sum.Adjustments
Journal.	Keg/ Temp		,he		CFDA		Output
Check	Std.Hours	Dist.C	ass	Account			Demographic V
			``````````````````````````````````````	•	Contract		
Check Date (m/d/y)	HCM BU [Campus]	Dist.C	ode				
to		~			Sponsor		
					Costshare		

In this example: CL044 for Fiscal Month/Year March 2122, Ordered By "Pay Period, Chartfield".



### **Drill Down Example**

### To view the different earnings for an employee you can drill into the labor.

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	СОМВО	CHARTFIELD	ACCOUNT	LBR \$	LBR %
Reason planetary finitions	Concerns of	2122-9 : RPAYB01055	BG13	159100	C12	12/31/2021	RPAYB01055	03/02/2022	A0000002309	CL044-159000-EN700-202-80000136-	51200	147.12	-6.48%
20211231												147.12	
New York, New York,	1 million	2122-9 : PAY0137704	AH15	159000	IC1	03/15/2022	8000926556	03/15/2022	A0000002309	CL044-159000-EN700-202-80000136-	51200	479.16	12.38%
Loss Repaire allows Dava	00000	2122-9 : PAY0137704	SGST	159000	IHR	03/15/2022	8000926708	03/15/2022	A0000018765	CL044-159000-EN700-202-80000136-	51400	770.00	100.00%
Frank Matter Designer	000000	2122-9 : PAY0137704	SUEA	310060	HRL	03/15/2022	8000923172	03/15/2022	A0000018765	CL044-159000-EN700-202-80000136-	51400	300.00	100.00%
Restriction in the	000000	2122-9 : PAY0137704	AH45	159100	C12	03/15/2022	0	03/15/2022	A0000002309	CL044-159000-EN700-202-80000136-	51200		0.00%
A DESCRIPTION OF A DESC	-	2122-9 : PAY0137704	SFWR	159000	HRL	03/15/2022	8000922866	03/15/2022	A0000022877	CL044-159000-EN700-202-80000136-	51422	67.50	25.00%
20220315												1,616.66	

NAME	USCID	JOB	HCM DEPT	GROUP PAY PERIOD		СОМВО	CHARTFIELD		
		ACCOUNT	EARN END	DIST. TYPE: CODE		CHECK : CHK DATE	FISCAL PERIOD : JOURNAL	AMO	JNT
Beer Bernetinetelle	100.000	AH15	159000	IC1	03/15/2022	A0000002309	CL044-159000-EN700-202-80000136-		
1		51200	03/15/2022	ERN:ALV-Annual Leave Taken		8000926556 : 03/15/2022	2122-9:PAY0137704		82.93
2		51200	03/15/2022	ERN:REG-Regular Pay		8000926556 : 03/15/2022	2122-9:PAY0137704		396.23
		LABOR: 479.16 (12.38%)		FRINGE: (0.00%)					479.16



# **Export Options**



### **Export Options**

### **Option #1 - CSV**



 This option will download all the data into an excel file. The file will include all the background data not shown on the screen – so cleanup or manipulation of the file will be needed to make it useful. The data can easily be converted into a table or placed in a pivot table.

### **Option #2 - Highlight Data on HCM Screen and Paste into Excel**

This option will paste the data (in the same formatting) into excel. You
will only need to remove the hyperlinks and resize the columns – and can
manipulate/summarize the data from that point.



### **HCM Distribution – Key Take-Aways**

- Pay attention to the pay groups to determine if they are paid current or on a lag.
- Pink lines represent retro funding changes.
- Use the sum adjustments checkbox to show the net amount on account.



### **Additional Resources**

Q

### South Carolina

Office of the Controller

General Accounting

Compliance and Tax

**Payroll Department** 

**Operational Management** 

External Financial Reporting

PeopleSoft Finance Training Schedule

Grants and Funds

Management

Management

and Reporting

and Transparency

**Business Manager** 

Grant Administration

Principal Investigator

Policies & Procedures

Toolbox

Forms

Newsletters

Listservs

Social Media

Contact Us

**Resource and Training** 

SEARCH SC.EDU

GATEWAYS FOR: STUDENTS FACULTY & STAFF ALUMNI PARENTS & FAMILIES CALENDAR MAP DIRECTORY APPLY GIVE

#### Office of the Controller

#### **Resource and Training Toolbox**

Welcome to our Resource and Training Toolbox! This toolbox is created to empower our
 system users by ensuring they are prepared and knowledgeable. It provides self-paced tutorials, hands-on training, recorded webinars, and supporting quick reference guides. All
 resources cover the university's suite of business processes from beginning to end.

#### **Business Manager**

The role of each Business Manager at the University of South Carolina varies across each college and department. Each Business Manager handles several responsibilities that directly influence the success of their departments and the University overall.

#### Access Business Manager Training Resources »

#### Grant Administration

Grant Administration of Sponsored Awards supports academic and administrative business units to include personnel management, fiscal operations, and coordination with multiple governing areas to ensure compliance with Uniform Guidance and grant awards.

#### Access Grant Adminstration Training Resources »

#### Principal Investigator

A *Principal Investigator* or *PI* is the individual responsible for the preparation, conduct, and administration of a research grant. The page includes a list of tasks a Principal Investigator may be responsible for as the administrator of a research grant. Sections include links to training resources that support each task.

#### Access Principal Investigator Training Resources »

**Policies & Procedures** 

The Controller's Office provides policies and procedures for Compliance

#### PeopleSoft Finance Access

To request access to PeopleSoft Finance, complete the <u>PeopleSoft</u> <u>Finance Access Form [pdf]</u> [2] and email the form to <u>pssecure@mailbox.sc.edu</u> [2].

#### PeopleSoft HCM Access

To request access to PeopleSoft HCM, complete the <u>HCM Access</u> <u>Form</u> [2] and upload to a Service Now Ticket. Webinar recordings and training aids are available on the Controller's Office website under:

- Operational Management
   and Reporting
- Resource and Training
   Toolbox



### **Controller's Office Contact List**

General Accounting (JEs, JVs, Apex, GL issues/Questions	Email Address
General Email Address	genacctg@mailbox.sc.edu
Cash Advance Settlement	cashadvc@mailbox.sc.edu
Payroll Retro Journal Entries	retroje@mailbox.sc.edu
Chartfield Maintenance	<u>cfmaint@mailbox.sc.edu</u>
Moving & Relocation Mailbox	moving@mailbox.sc.edu
PeopleSoft Finance Security Requests	pssecure@mailbox.sc.edu
Accounts Payable	Email Address
General Email Address	ap@mailbox.sc.edu
AP Uploads	apupload@mailbox.sc.edu
Supplier Maintenance	apsupplr@mailbox.sc.edu
Travel Office	Email Address
General Email Address	teoffice@mailbox.sc.edu
Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers	tesubmit@mailbox.sc.edu

## **Controller's Office Contact List**

Capital Assets	Email Address
Physical Inventory	physinv@mailbox.sc.edu
Cash Management and Treasury	Email Address
General Treasury Email Address	treasury@mailbox.sc.edu
Business Expense Card	cards@mailbox.sc.edu
Team Card	teamcard@mailbox.sc.edu
Travel Card	trvcard@mailbox.sc.edu
Compliance and Tax	Email Address
General Compliance Email Address	concpl@mailbox.sc.edu
General Tax Email Address	tax@mailbox.sc.edu
Research/Development Sales/Use Tax Exemptions	rdequip@mailbox.sc.edu
Time and Effort Reporting	timeandeffort@sc.edu

# **Controller's Office Contact List**

Grants and Funds Management	Email Address
Sponsored Award Specific Questions	Contact your Post Award Accountant (PAA)
Payroll	Email Address
General Email Account	payroll@mailbox.sc.edu



# Questions



# THANK YOU!

### **Office of the Controller**



#### **Address:**

1600 Hampton Street Columbia, SC 29208



**Contact Number:** Phone: 803-777-2602 Fax: 803-777-9586



Email Address: controller@sc.edu





Alone, we can do so little; together, we can do so much.

