CORE Quick Tips - Payroll

HR Labor Redistribution

HRIS Payroll Redistribution by Pay Period – Crosstab Reports

Note: Payroll data from the Human Resources perspective, reflects pay in the period it was earned (paid) and any subsequent changes are restated in the period where the change occurred.

CORE HRIS-Based Payroll Reports:

Fiscal Year Reports

- Employee ID by
  - Index & OSU ID includes OPE Rate (Percentage): PAY1550 Employee Payroll Expense by Month (rank #1)
  - Account & Index (alternate format): *PAY1555 Employee Earnings by Account (rank #86)

- By Index & Activity includes OPE Rate (Percentage): PAY1350 Payroll by Fiscal Year & Employee Index (rank #3)

Calendar Year Reports (includes prior year corrections)

- By Index with OPE Rate (Percentage): *PAY1305 Payroll by Calendar Year & Employee for an Index (rank #44)

- By Employee ID: *PAY1556 Payroll by Index for Employee (rank #28)

Tips: Go directly to the report by entering the Report ID in the CORE Search Box and click Search.

Export the report data to Excel by clicking either the Excel or CSV icons located below the report title.

“Rank” indicates the popularity of the report, lower the number, higher the use.

*Indicates a BI Query Admin Report that has been recreated in CORE. Reports in CORE will differ in that there is added functionality and in some cases more data fields available.
CORE Quick Tips - Payroll

Finance Labor Redistributions

FIS-Based Payroll Redistributions

NOTE: Payroll data from the Finance perspective, reflects pay in the fiscal period when it posted and subsequent changes appear in the fiscal period when the adjustments were made.

CORE Finance Payroll Reports:

Fiscal Year

- By Employee Last Name Search
  - PAY1552 FIS Employee Payroll Transaction Detail (rank #98)

- By Index & Activity with OPE Rates (Percentages)
  - *PAY1354 FIS Finance Payroll for Index by Fiscal Year (rank #126)

- By Finance Org & Activity Code with OPE Rates (Percentages)
  - PAY1361 Payroll by Fiscal Year & Employee for an Org (rank #274)

Tips: Go directly to the report by entering the Report ID in the CORE Search Box and click Search.

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CORE Quick Tips - Payroll

Employee Lists

- By Home Org: HRS0004 Employee List by Home Org- Prefix Search (rank #88)
- By Timesheet Org: HRS0005 Employee List by Timesheet Org- Business Center Search (rank #86)
- By Org: HRS0010 Employees by Organization- Org Search (rank #162)
- By Supervisor: HRS0003 Employee List by Supervisor [ID] (rank #47)

Tips: Go directly to the report by entering the Report ID in the CORE Search Box and click Search.

Export the report data to Excel by clicking either the Excel or CSV icons located below the report title.

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**Student Jobs & Work Study Reports**

- By Timesheet Org:
  - **HRS1411** Active Student Jobs-Work Study Balance-Replication of BI Query Report of the same name (rank #92)
  - **HRS1410** Active Student Jobs-Credit Hours (#313)

- By Student ID: **HRS1409** Work Study for Student-Replication of BI Query Report of the same name (rank #367)

- By Student ID: **HRS0065** Verification of Student Credit Hours (rank #241)

- By Business Center & Timesheet Org:
  - **HRS0067** Student Job Audit (rank #205)
  - **HRS0064** Student Hourly Above or Below Salary Range (rank #212)

- By Business Center & Reports to Org: **HRS1450** Pooled Positions (rank #36)

*Tips:* Go directly to the report by entering the Report ID in the CORE Search Box and click Search.

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CORE Quick Tips - Payroll

Supervisor Reports

Verification of Supervisor Assignments

- By Business Center & Timesheet Org: HRS0059 Supervisor Audit (rank #115)
- By Supervisor: HRS0009 Employees I Supervise (Auto-Run) (rank #143)
- By Supervisor ID: HRS1569 Employee Supervisor & Position Look Up (rank #112)

Tips: Go directly to the report by entering the Report ID in the CORE Search Box and click Search.

Export the report data to Excel by clicking either the Excel or CSV icons located below the report title.

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CORE Quick Tips - Payroll

Tenure and Tenure-Track Faculty Reports

Tenure and Tenure-Track Faculty

- By Department: **HRS1501** Tenured Faculty by Department (rank #293)

Faculty Salaries

- By College with parameters: **HRS1551** Faculty Salaries by College (rank #123)
- By College: **HRS1503** Tenured Faculty Salaries by College (rank #367)
- By Tenure Home: **HRS1502** Tenured Faculty Salaries by Tenure Home Department (rank #436)

**Tips:** Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**. Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

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CORE Quick Tips - Payroll

Payroll Encumbrance Reconciliation

**HRIS Default Pay**

**NOTE:** Activity for current and future months based on the default labor distribution defined in the HR system. Default pay is reported when entered (visible in CORE reports the next day) but will not post to Banner Payroll encumbrances until either the Payroll mid-month or end-of-month process.

Pay Reconciliation Reports

- Reconciliation by Business Center: **PAY2850** Payroll Encumbrance Default Pay Reconciliation (rank #223)

- Reconciliation Over Encumbered Grant: **RES0051** Over Encumbered Grant Payroll by College (rank #408)

**Tips:** Go directly to the report by entering the Report ID in the CORE Search Box and click Search. Export the report data to Excel by clicking either the Excel or CSV icons located below the report title.

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Payroll Default Pay

HRIS Default Pay

**NOTE:** Activity for current and future months based on the default labor distribution defined in the HR system. Default pay is reported when entered (visible in CORE reports the next day) but **will not** post to Banner Payroll encumbrances until either the Payroll mid-month or end-of-month process.

**Default Pay Reports**

- By Index & Activity: *PAY1553 HRIS Default Pay by Index-Crosstab (rank #21)
- By Employee ID: *PAY1554 HRIS Default Pay by Employee-Crosstab (rank #69)

**Tips:** Go directly to the report by entering the **Report ID** in the **CORE Search Box** and click **Search**. Export the report data to Excel by clicking either the **Excel** or **CSV** icons located below the report title.

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**CORE Quick Tips - Payroll**

**Most Frequently Accessed Human Resources & Payroll Reports**

**Top 10 HR Reports**
- HRS0003  Employee List by Supervisor
- HRS1454  Employees by Position Profile/Classification
- HRS1550  Employee Salary & Position History
- HRS1552  Employee List with Salary
- HRS1450  Pooled Positions
- HRS0002  My Employee Profile
- HRS0005  Employee List by Timesheet Org
- HRS0004  Employee List by Home Org
- HRS1260  FTE By Timesheet ORG
- HRS1551  Faculty Salaries by College with Parameters

**Top 10 Payroll Reports**
- PAY1550  HRIS Employee Payroll Expense by Month
- PAY1350  HRIS Payroll for Index by Fiscal Year
- PAY1354  FIS Finance Payroll for Index by Fiscal Year
- PAY1553  HRIS Default Pay by Index
- PAY1556  HRIS Payroll by Index for University ID
- PAY1557  Employee Payroll Expense by Quarter
- PAY1361  FIS Finance Payroll by Org by Fiscal Year
- PAY1558  HR Payroll for Employee by Calendar Year
- PAY1305  HRIS Payroll for Index by Calendar Year
- PAY1360  Payroll Distribution Detail by Index & Account