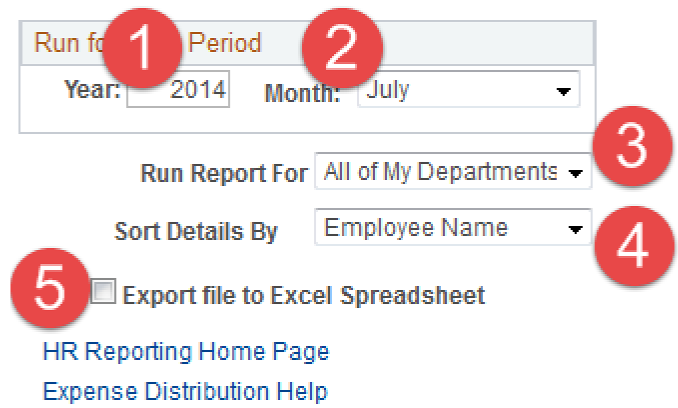
Expense Distribution Report

This report provides key monthly expense data elements journalized by Payroll. Grouped by Account Code, the report itemizes each department's expenditures by Employee, Pay Period End Date, and Earnings Code.

Getting Started:

1) Begin by entering the desired four-digit year.
2) Select the desired month.
3) Choose from the three options:
   a. *All of My Departments:* Runs the report for every department you have access to
   b. *Department(s):* Selecting this option will display additional fields allowing you to specify individual or multiple departments
   c. *Employee(s):* Similar to above, this will allow you to narrow the report by selecting individual or multiple employees



4) Choose to sort the report either by Employee Name or Employee ID#.
5) Select this option to generate an Excel spreadsheet (unchecked will generate the report as a PDF file).

Sample Output:

Account 6101 Exempt Staff Salaries

Employee Name	Empl ID	Pos. No.	Pay Period End Date	Earn Type	Fund	Proj.	Hours	Rate	Earnings
Smith, Joe	123456789	1	30-Jun-14	REG	11000	00000			$ 5,000.00
Name, Fake	987654321	2	30-Jun-14	REG	11000	00000			$ 6,000.00
Total 6101 Exempt Staff Salaries									$ 11,000.00

Account 6105 Nonexempt Staff Salaries

Employee Name	Empl ID	Pos. No.	Pay Period End Date	Earn Type	Fund	Proj.	Hours	Rate	Earnings
Person, Afamous	112233445	3	6-Jun-14	REG	11000	00000	80	10	$ 800.00
Person, Afamous	112233445	3	20-Jun-14	REG	11000	00000	80	10	$ 800.00
Total 6105 Nonexempt Staff Salaries									$ 1,600.00
Total Deptid 12345									$ 12,600.00

FYTD Expense Distribution Report

Provides key cumulative fiscal year expense data elements journalized by Payroll. Grouped by Account Code, the report itemizes each department's fiscal year expenditures by Employee and Earnings Code.

Getting Started:

This report is based upon fiscal, not calendar, year dates (TCU's fiscal year is June 1 - May 31). If running the report for the current fiscal year, data from June 1 through the current date will be shown.

1) Begin by entering the four-digit Fiscal Year desired.
2) Choose from the three options:
    a. *All of My Departments:* Runs the report for every department you have access to
    b. *Department(s):* Selecting this option will display additional fields allowing you to specify individual or multiple departments
    c. *Employee(s):* Similar to above, this will allow you to narrow the report by selecting individual or multiple employees
3) Choose to sort the report either by Employee Name or Employee ID#.
4) Select this option to generate an Excel spreadsheet (unchecked will generate the report as a PDF file).

Sample Output:

Account 6101 Exempt Staff Salaries

Employee Name	Empl ID	Pos. No.	Earn Type	Fund	Proj.	Hours	Earnings
Smith, Joe	123456789	1	REG	11000	00000		$ 40,000.00
Smith, Joe	123456789	1	VAC	11000	00000		$ 1,000.00
Name, Fake	987654321	2	REG	11000	00000		$ 45,000.00
Name, Fake	987654321	2	HOL	11000	00000		$ 1,000.00
Total 6101 Exempt Staff Salaries							$ 87,000.00

Account 6105 Nonexempt Staff Salaries

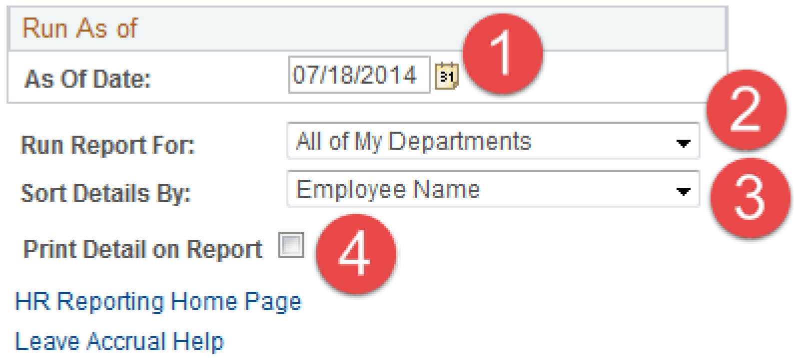
Employee Name	Empl ID	Pos. No.	Earn Type	Fund	Proj.	Hours	Earnings
Person, Afamous	112233445	3	REG	11000	00000	1000	$ 10,000.00
Person, Afamous	112233445	3	SCK	11000	00000	40	$ 400.00
Total 6105 Nonexempt Staff Salaries							$ 10,400.00
Total Deptid 12345							$ 97,400.00

Leave Accrual Report

Provides leave accrual data elements and balance. Grouping by department, the report includes each employee's leave plan and corresponding balance.

Getting Started:

This report is based upon a calendar year. The beginning date of the report will always be January 1st of the year specified in the *As of Date* field (#1 below).



1) Begin by entering the effective date.
2) Choose from the three options:
    a. *All of My Departments:* Runs the report for every department you have access to
    b. *Department(s):* Selecting this option will display additional fields allowing you to specify individual or multiple departments
    c. *Employee(s):* Similar to above, this will allow you to narrow the report by selecting individual or multiple employees
3) Choose to sort the report either by Employee Name or Employee ID#.
4) With this option unchecked, only cumulative amounts will be shown for each employee's leave plan (as seen in the Sample Output below). If checked, each pay period in which leave was processed will be shown on its own line.

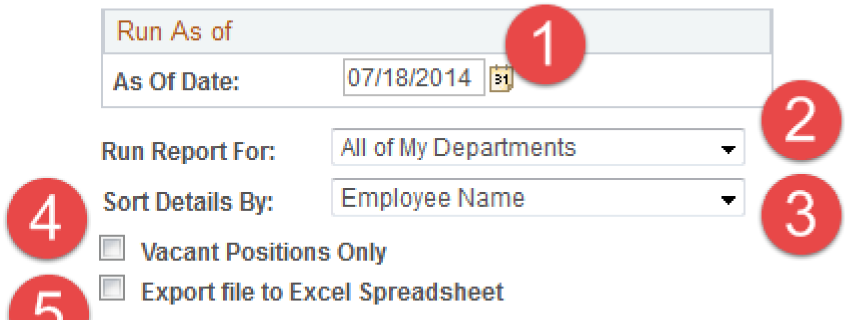
Sample Output:

Empl ID	Employee Name	Leave Plan	Opening Cal Year Balance	YTD Hours Earned	YTD Hours Taken	YTD Hours Adjusted	Current Balance
123456789	Smith, Joe	Sick	480.00	0.00	0.00	0.00	480.00
123456789	Smith, Joe	Vacation	264.00	0.00	0.00	0.00	264.00
987654321	Name, Fake	Sick	200.00	48.00	8.00	16.00	256.00
987654321	Name, Fake	Vacation	200.00	88.02	100.00	-8.00	180.02
112233445	Person, Afamous	Sick	0.00	48.00	8.00	0.00	40.00
112233445	Person, Afamous	Vacation	0.00	88.02	16.00	0.00	72.02

Position Roster Report

This report provides data elements for active positions. Grouped by Account Code, the report itemizes each department's active positions. Items listed in this report include: Employee, Job Title, Employee Classification, FTE, and Salary.

Getting Started:



1) Begin by entering the effective date.
2) Choose from the three options:
   a. *All of My Departments:* Runs the report for every department you have access to
   b. *Department(s):* Selecting this option will display additional fields allowing you to specify individual or multiple departments
   c. *Employee(s):* Similar to above, this will allow you to narrow the report by selecting individual or multiple employees
3) Choose to sort the report either by Employee Name or Employee ID#.
4) Select this option to report only vacant positions.
5) Select this option to produce an Excel spreadsheet (unchecked will produce the report as a PDF file).

Sample Output:

Pos. No.	Pos. Stat	Bud FTE	Act FTE	Reg / Temp	Fund	Job Code	Job Title	Employee Name	Empl ID	Employee Class	Budgeted Salary	Actual Salary
1	App	100%	100%	R	11000	21000	Professor	Smith, Joe	123456789	Fac 9/12	$ 50,000.00	$ 50,000.00
2	App	100%	100%	R	11000	21020	Asoc Professor	Name, Fake	987654321	Fac 9/12	$ 40,000.00	$ 40,000.00
Total 6100 Faculty Salaries											$ 90,000.00	$ 90,000.00

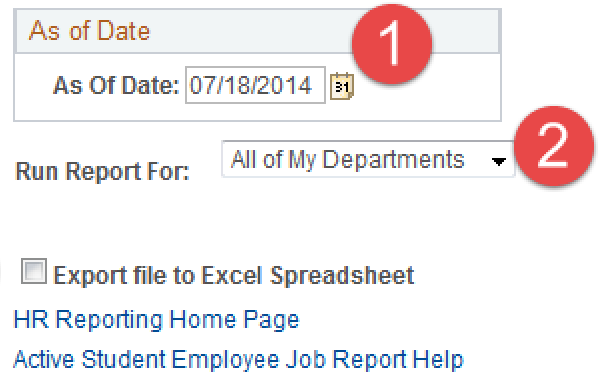
Pos. No.	Pos. Stat	Bud FTE	Act FTE	Reg / Temp	Fund	Job Code	Job Title	Employee Name	Empl ID	Employee Class	Budgeted Salary	Actual Salary
3	App	100%	100%	R	11000	55010	Adm Ast	Person, Afamous	112233445	NE Reg	$ 30,000.00	$ 30,000.00
4	App	100%		R	11000	55010	Adm Ast			NE Reg	$ 30,000.00	$ -
Total 6105 Nonexempt Staff Salaries											$ 60,000.00	$ 30,000.00
Total Deptid 12345											$ 150,000.00	$ 120,000.00

Active Student Job Report

This report provides data elements for active student employees. Grouped by department, details are shown by employee and employee job record.

Getting Started:

1) Begin by entering the desired date.
2) Choose from the three options:
    a. *All of My Departments:* Runs the report for every department you have access to
    b. *Department(s):* Selecting this option will display additional fields allowing you to specify individual or multiple departments
    c. *Employee(s):* Similar to above, this will allow you to narrow the report by selecting individual or multiple employees
3) Select this option to produce an Excel spreadsheet (unchecked will produce the report as a PDF file).



Student Employee Pay Status Report

This report provides the payroll status of a student employee as of the current date.

Getting Started:

Future dated hire or termination actions are not taken into consideration in the determination of a student's payroll status.

1) Begin by entering the student's TCU ID number and clicking the Search button
2) One of three results will appear:
   a. Students with active job(s) as of the current date of the search will return the payroll status of Active.
   b. Students with terminated job(s) as of the current date of the search will return a payroll status of Inactive.
   c. Students with no job as of the current date of the search will return a value of "No matching values were found" on the search page.
3) Select this option to produce an Excel spreadsheet (unchecked will produce the report as a PDF file).

Active Temporary Job Report

This report provides data elements for active temporary employees. Grouped by department, details are shown by employee and employee job record.

Getting Started:

1) Begin by entering the desired effective date.
2) Choose from the three options:
    a. *All of My Departments:* Runs the report for every department you have access to
    b. *Department(s):* Selecting this option will display additional fields allowing you to specify individual or multiple departments
    c. *Employee(s):* Similar to above, this will allow you to narrow the report by selecting individual or multiple employees
3) Select this option to produce an Excel spreadsheet (unchecked will produce the report as a PDF file).

How do I run and view my report?

Running any of the HR Budget Manager Reports involves only a few simple steps:

Step 1:

After selecting the correct report, you will be prompted to select your Run Control ID (Figure 1). *The Run Control ID is a unique name used to identify which inputs on a page are saved and used to run a report or process. The same Run Control ID may be used for different reports or processes.*

Leave the field blank and click the **Search** button; if you only have one Run Control ID (typical of most users) it will be automatically selected and you will be taken to the next step. If you have more than one, a list will appear by which you can select the one you wish to use. If you do not have a Run Control ID, select the **Add a New Value** tab (Figure 2), type in a name for the Run Control ID, and click the **Add** button.

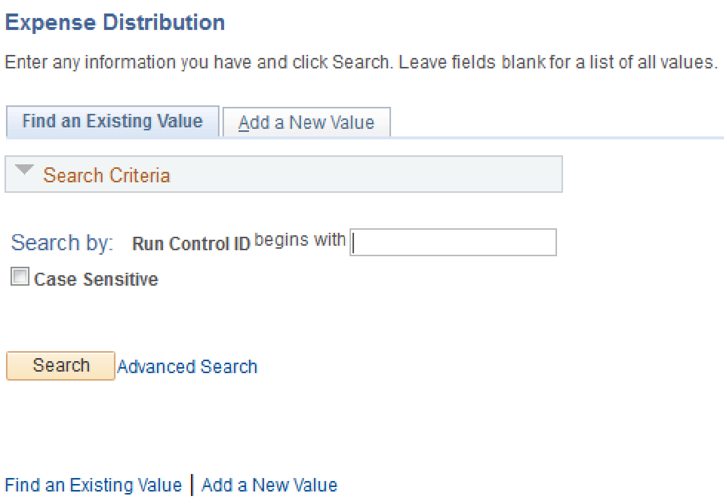


Figure 1

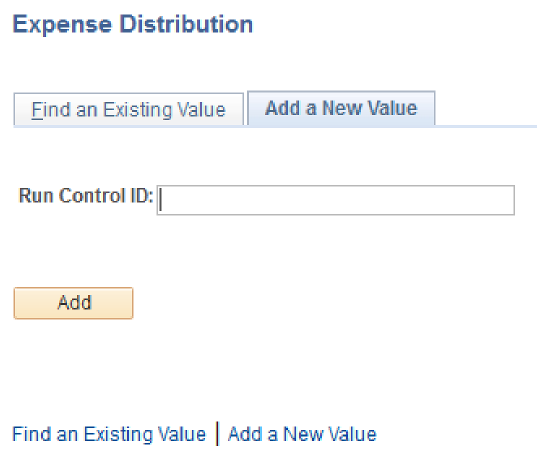


Figure 2

Step 2:

At this point you will be able to select the options to fine-tune your desired report. If you need assistance with any of the reports and their options, simply click the Help link near the bottom (Red Circle on Figure 3).

Once your options are selected, click the **Run** button near the top right (Red Star on Figure 3).

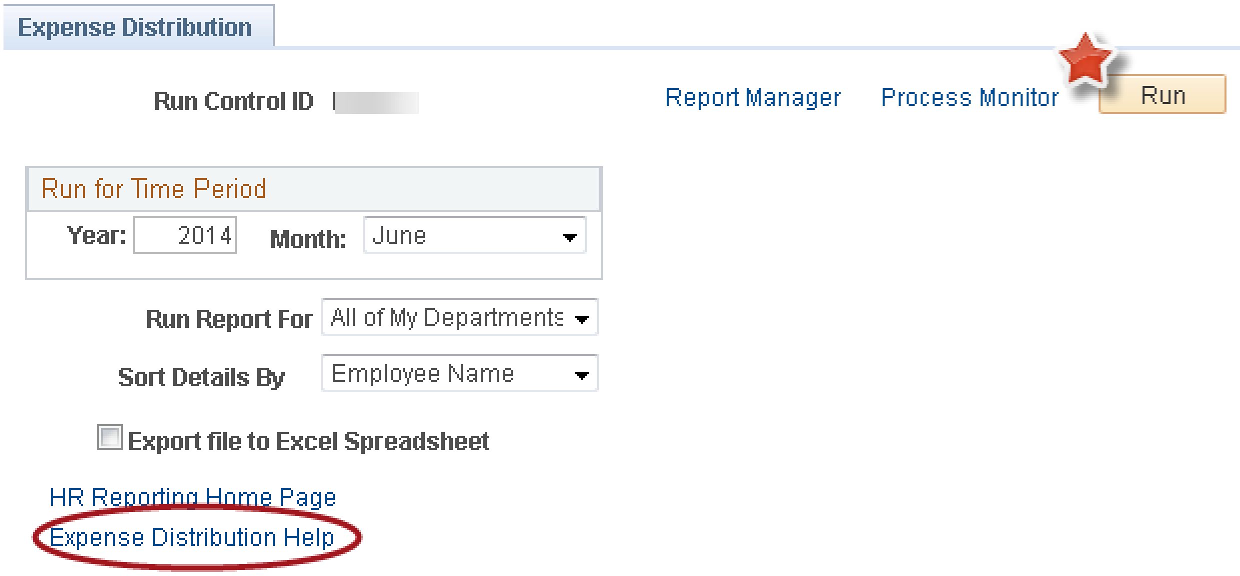


Figure 3

Step 3:

You will now see the Process Scheduler Request page (Figure 4). Although there are many options on this page, the majority can be ignored. One option you will want to take note of is the **Type** field (Red Circle on Figure 4). In most cases, including the Budget Manager reports, “Web” is the best option.

Once your options are selected, click the **OK** button near the bottom left (Red Star on Figure 4).

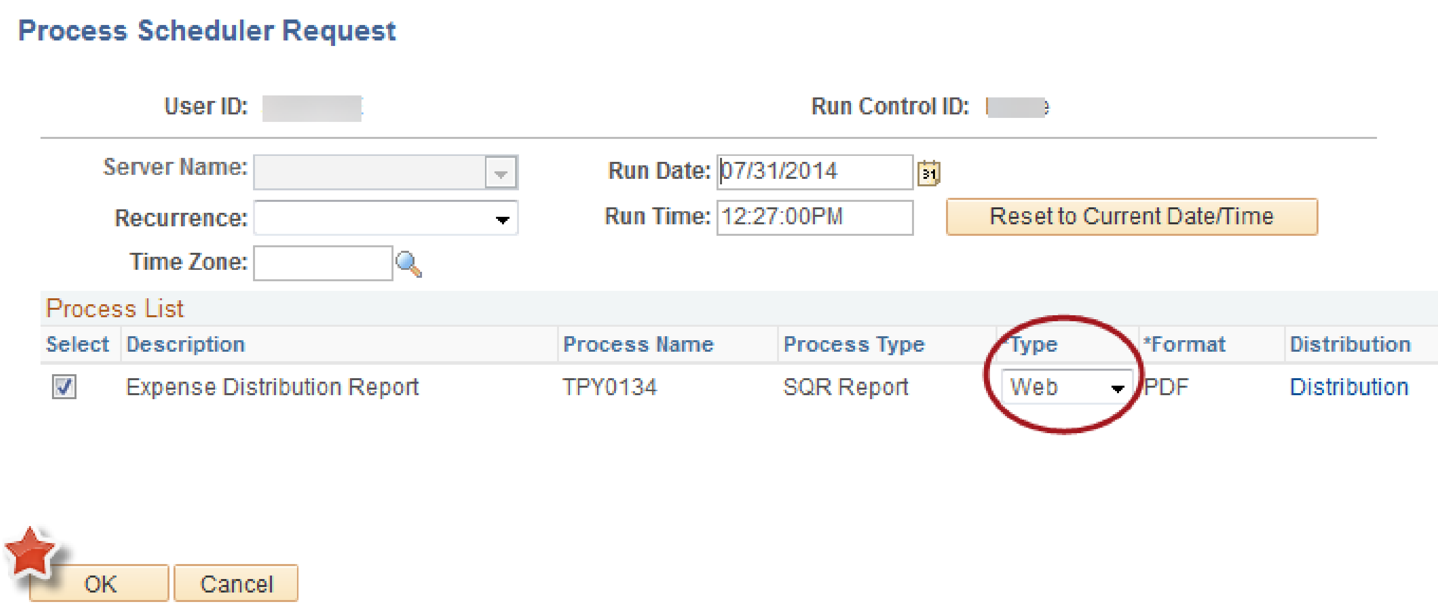


Figure 4

Step 4:

After finishing Step 3, you will be taken back to the Report page (Figure 3, above). At the top of the page click on the **Process Monitor** link (Red Star on Figure 5).

Figure 5

On the **Process Monitor** page under the heading "Process List,"
your most recent process requests will be displayed, sorted with the most recent request at the top (Figure 6). Clicking the **Refresh** button (Red Star on Figure 6) will update the contents of this page to reflect the most current status.

Once the **Run Status** field shows "Success" and the **Distribution Status** field shows "Posted" (Red Circle on Figure 6), your report is ready to view. Click the **Go Back** link near the bottom left (Red Arrow on Figure 6).

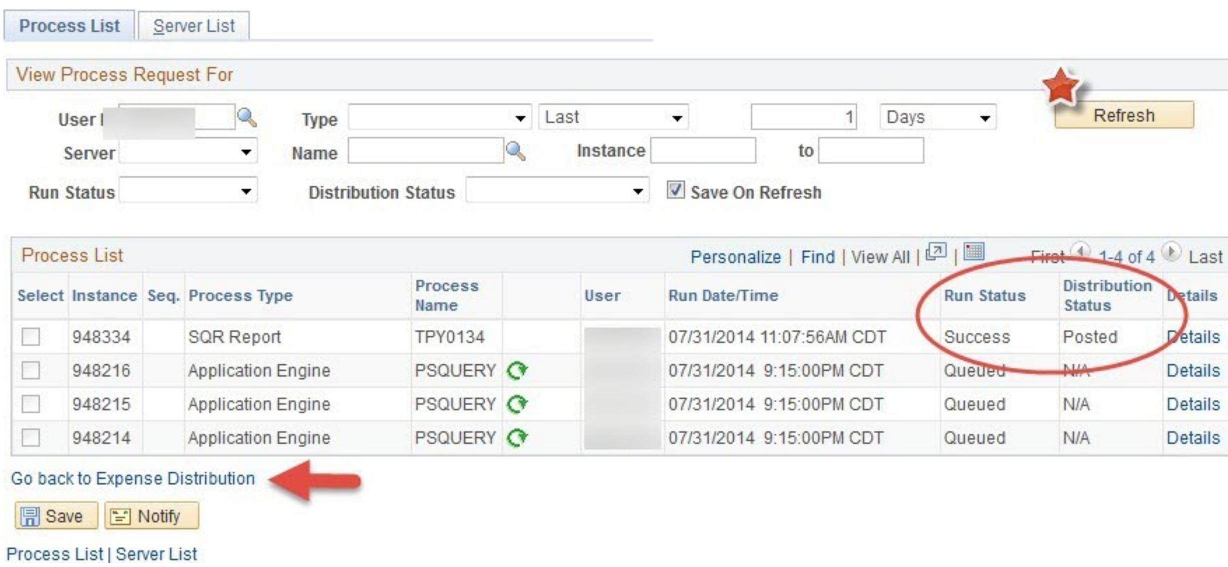


Figure 6

Step 5:

Once again, you will be taken back to the Report page (Figure 3, above). At the top of the page click on the **Report Manager** link (Red Star on Figure 7).

Figure 7

Similar to the **Process Monitor** page, the **Report Manager** page (Figure 8) lists your recently requested reports, sorted with the most recent request at the top. Under the **Description** field (Red Circle on Figure 8) is the title of each report; clicking on the title will open the report in its PDF version. Some reports allow the option of producing an excel spreadsheet; to view this file, click the **Details** link (Red Arrow on Figure 8) and under the "File List" heading click the file with a suffix ".xls".

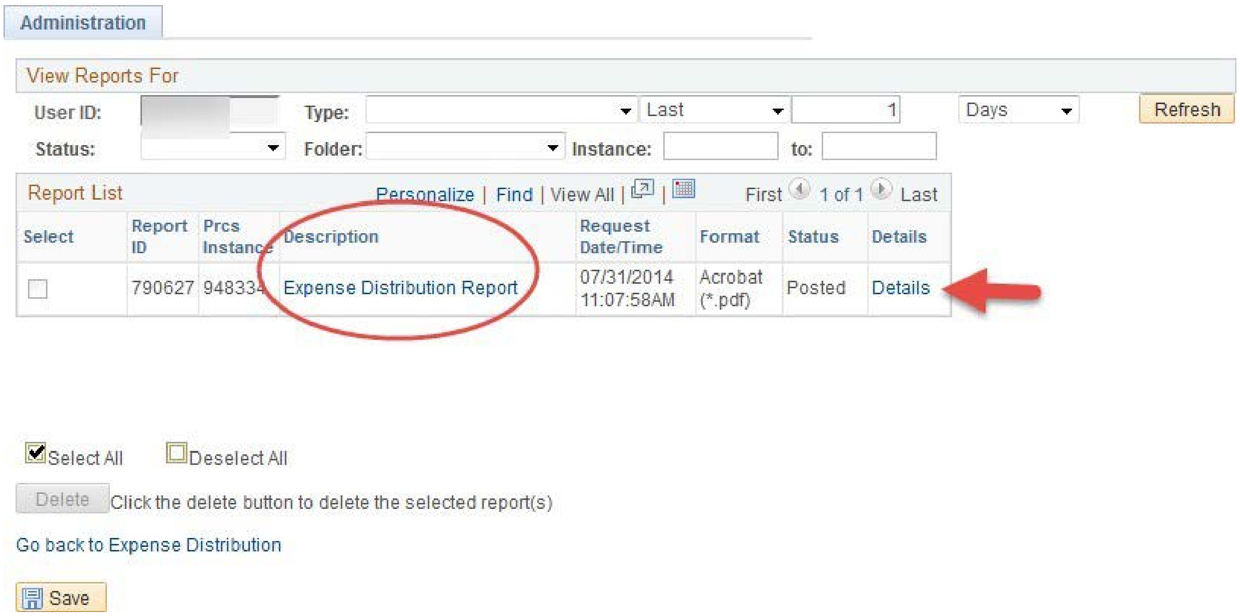

Administration
View Reports For
User ID:
Type:
Last
1
Days
Refresh
Status:
Folder:
Instance:
to:
Report List
Personalize | Find | View All |
First 1 of 1 Last
Select
Report ID
Prcs Instance
Description
Request Date/Time
Format
Status
Details
790627
948334
Expense Distribution Report
07/31/2014 11:07:58AM
Acrobat (*.pdf)
Posted
Details
Select All
Deselect All
Delete
Click the delete button to delete the selected report(s)
Go back to Expense Distribution
Save

Figure 8