Multi Period Payroll Details

Report Summary

This report is designed to display all payroll transaction details in a fund for a range of fiscal year(s) and fiscal periods. The information is grouped by Account code. This report does not contain previous month balance forwards.

**Note:**
The data warehouse includes all transactions up to and including yesterday’s data. Payroll details feed into FIS every Wednesday and on the first working day of the month.

**Data Warehouse View(s):**

FG.Payroll.Distribution

**Prompting query fields are:**

**Fund Code** – e.g. six digit fund code

**Starting Fiscal Year and Period** – e.g. 0610 (March2006)

**Ending Fiscal Year and Period** – e.g. 0705 (October2006)

**Detail Information includes:**

**Account code and Description** – account code the transaction was posted to with the related description of the code.

**Employee name and McGill ID** – the individual’s first name and last name and McGill ID number

**Fiscal Period** – e.g. 10 (March)

**Payroll Transaction Date** – the date transaction was processed

**Pay Year** – Calendar year pay occurred

**Pay Code** – e.g. SM (Semi-Monthly), BW (Bi-Weekly), etc.

**Pay No.** – Pay sequence within Pay Code category

**Finance Document number** – e.g. IE123456

**Amount fields are:**

**Transaction Amount** - the amount related to the transaction

**Sub-Total by Account code** - sub total of the transaction related to each account code.

**Grand Total** – Sum of all Transactions in all Account codes