

## 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