



Office of the Controller
Operational Management and Reporting
Finance Intranet – Payroll Reports - Earnings Summary Report

Table of Contents

I. Purpose	2
II. Navigation in Finance Intranet.....	2
III. Search Options	4
IV. Export Options and Creating Reports.....	8

I. Purpose

The Earnings Summary Report provides a breakdown of HCM PeopleSoft earnings codes by chartfield string to provide the user a summary of salary and fringe expenses of an employee over a specified time period.

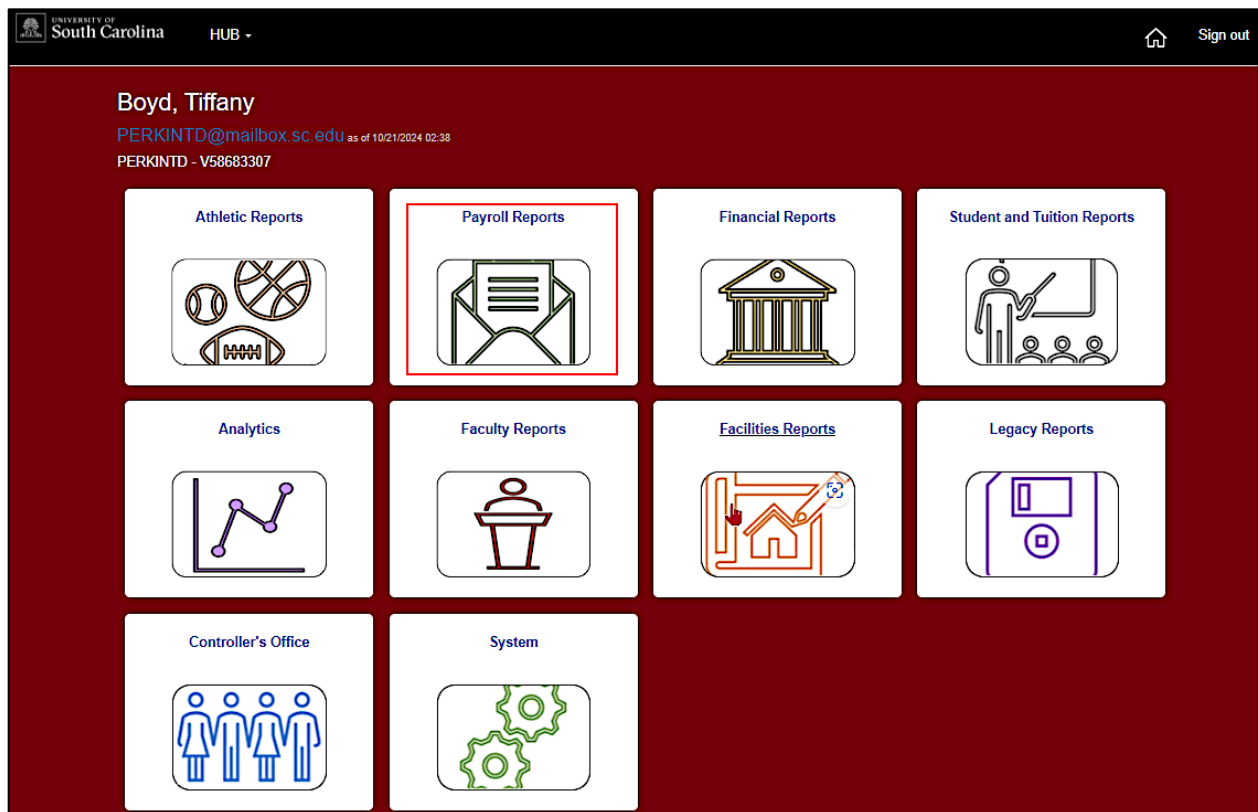
II. Navigation in Finance Intranet

To access this new tool, go to <https://financeintranet.sc.edu/>.

Then navigate to:

Payroll Reports > Earnings Summary

1. From the HUB, select the **Payroll Reports** tile.

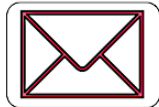


2. Next, Select the **Earnings Summary** tile.

UNIVERSITY OF South Carolina HUB HCM DISTRIBUTION Sign out


Boyd, Tiffany
PERKINTD@mailbox.sc.edu as of 10/21/2024 02:38
PERKINTD - V58683307

HCM Distribution



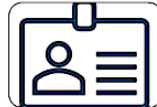
Per pay period data by employee and chartfield

Earnings Summary




Earnings by employee per pay period range

Employee Analysis



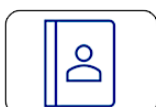
Employee Job Data Changes

Salary Report



Annual employee salaries and additional pay

PS HCM



Note: PeopleSoft Finance and PeopleSoft HCM cannot be used in the same internet browser simultaneously.

Info

- HCM Distribution Group required to view this page.
- Excel Journal Import
- HCM Distribution Membership List
- HCM Distribution New Membership
- HCM Distribution Row Level Permission List
- HCM Distribution New Row Level Permission

III. Search Options

Several search criteria options can be used when creating an earnings summary report; these options include but are not limited to:

- **USCID** – Enter the USCID of the employee to review. Typing their name in this field will also provide options to auto-populate.
- **Name** – Enter the name of the employee to review.
- **HCM Dept.** – Enter the HCM Home Department to review.
- **Dist. Code** – Enter the specific earnings code to review. For example, to find out how much an employee earned in **Special Assignment Pay**, enter **SAP** and select the time period to see the amount and the funding sources used.
- **Operating Unit** – Enter the Funding Operating Unit to review.
- **Department (Funding)** – Enter the Funding Department to review. This will provide results based on the department used to provide the funding as shown in the Chartfield Column.
- **Fund** – Enter the Funding Fund Code to review. For example, to find out how much salary was charged to federal grants, enter **F1000**.
- **Class** – Enter the Funding Class Code to review. For example, to find out how much was spent on instruction, enter class **101**.
- **Account** – Enter the account number to review. For example, to review non-federal work study payroll expenses, enter account code **51400**.
- **Project** – Enter the project number to review. For example, **10013299** or **80001339**.
- **From Pay Period** – Enter the starting pay period for the report.
- **To Pay Period** – Enter the ending pay period for the report.

Important reminders:

- A **From Pay Period** and **To Pay Period** must always be selected to return results.
- The **Earn %** column will only be visible when viewing a single individual employee's earnings.
- **Deductions** and **Tax** may or may not calculate based on the use of additional search criteria (such as Dist. Code).

The following demonstrates running the report for a **single employee** using **USCID** for all earnings from **1/15/2026** to **3/31/26**. The report provides a summary of earnings codes paid, the funding chartfield, the earnings percentage, along with related deductions and taxes.

UNIVERSITY OF South Carolina
HUB ▾ HCM DISTRIBUTION ▾ EARNINGS SUMMARY
Sign out

USCID

Supervisor USCID

Pay Group

Combo

Project BU

From Pay Period

To Pay Period

Sub-Total by Name,USCID

Name

Empl.Rcd

Dist.Status

Operating Unit

Project

Pay Run ID

Job

Empl.Class

Dist.Type

Department

Fund

Business Manager (BM)

HCM Dept.

Full/Part

Dist.Class

Class

Account

CFDA

Journal.

Reg/Temp

Dist.Code

Contract

Sponsor

Costshare

Records Found: 72

NAME	USCID	HCM Dept	JOB	PAY RANGE	ACCOUNT	ERN CODE	COMBO	CHARTFIELD	EARNINGS	EARN %	DED	TAX	TOTAL
		620216	UP03	01/15/2026 - 03/31/2026	51300	ALV	A00000004797	CL010-620216-A0001-602-	\$2,848.39	5.96%	\$976.43	\$218.57	\$4,041.39
		620216	UP03	01/15/2026 - 03/31/2026	51300	HOL	A00000004797	CL010-620216-A0001-602-	\$1,377.28	2.88%	\$472.46	\$105.76	\$1,955.50
		620216	UP03	01/15/2026 - 03/31/2026	51300	REG	A00000004797	CL010-620216-A0001-602-	\$42,879.61	89.81%	\$14,709.43	\$3,292.72	\$60,881.76
		620216	UP03	01/15/2026 - 03/31/2026	51300	SCK	A00000004797	CL010-620216-A0001-602-	\$842.74	1.35%	\$220.49	\$49.36	\$912.58
Grand Total									\$47,746.02	100.0%	\$16,378.80	\$3,666.41	\$67,791.23

The report below used the following criteria:

Operating Unit: CL034
Sub-Total by Name, USCID: Checked
From Pay Period: 7/15/2024
To Pay Period: 9/30/2024

Notice: The Earn % column disappears.

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HUB ▾
HCM DISTRIBUTION ▾
EARNINGS SUMMARY

🏠
Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	<input checked="" type="checkbox"/> Sub-Total by Name,USCID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	07/15/2024 ▾	
Name	Empl.Rcd	Dist.Status	Operating Unit	Project	To Pay Period	
<input type="text"/>	<input type="text"/>	ALL ▾	CL034	<input type="text"/>	09/30/2024 ▾	
Job	Empl.Class	Dist.Type	Department	PI	Pay Run ID	
<input type="text"/>	<input type="text"/>	ALL ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	
HCM Dept.	Full/Part	Dist.Class	Fund	Business Manager (BM)		
<input type="text"/>	All ▾	ALL ▾	<input type="text"/>	<input type="text"/>		
Journal.	Reg/Temp	Dist.Code	Class	CFDA		
<input type="text"/>	All ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	Std.Hours		Account	Contract		
	<input type="text"/>		<input type="text"/>	<input type="text"/>		
	HCM BU [Campus]			Sponsor		
	All ▾			<input type="text"/>		
				Costshare		
				<input type="text"/>		

Submit Clear Export Summary

Records Found: 53,460

NAME	USCID	HCM Dept	JOB	PAY RANGE	ACCOUNT	ERN CODE	COMBO	CHARTFIELD	EARNINGS	DED	TAX	TOTAL
		115400	SGNA	07/15/2024 - 09/30/2024	51400	REG	A00000085908	CL034-115400-N1300-202-80005036-	\$5,880.00	\$0.00	\$23.52	\$5,903.52
		115400	SGRA	07/15/2024 - 09/30/2024	51400	REG	A00000085908	CL034-115400-N1300-202-80005036-	\$2,000.00	\$0.00	\$8.00	\$2,008.00
									\$7,880.00	\$0.00	\$31.52	\$7,911.52
		115200	ED60	07/15/2024 - 09/30/2024	51600	REG	A00000078981	CL034-115200-F1000-202-10011304-	\$5,168.00	\$1,287.35	\$416.53	\$6,871.88
									\$5,168.00	\$1,287.35	\$416.53	\$6,871.88
		115200	SGNA	07/15/2024 - 09/30/2024	51400	REG	A00000065937	CL034-115200-F1000-202-10010496-	\$6,922.80		\$27.69	\$6,950.49

The below report used the following criteria:

Operating Unit: CL071
Dist. Code: GSA – Grant Salary Adjustment
From Pay Period: 7/15/2024
To Pay Period: 9/30/2024

Notice: The Earn % column disappeared, and the Ded and Tax columns do not calculate.

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HUB ▾
HCM DISTRIBUTION ▾
EARNINGS SUMMARY

🏠
Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	<input type="checkbox"/> Sub-Total by Name,USCID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	07/15/2024 ▾	
Name	Empl.Rcd	Dist.Status	Operating Unit	Project	To Pay Period	
<input type="text"/>	<input type="text"/>	ALL ▾	CL071	<input type="text"/>	09/30/2024 ▾	
Job	Empl.Class	Dist.Type	Department	PI	Pay Run ID	
<input type="text"/>	<input type="text"/>	ALL ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	
HCM Dept.	Full/Part	Dist.Class	Fund	Business Manager (BM)		
<input type="text"/>	All ▾	ALL ▾	<input type="text"/>	<input type="text"/>		
Journal.	Reg/Temp	Dist.Code	Class	CFDA		
<input type="text"/>	All ▾	GSA	<input type="text"/>	<input type="text"/>		
	Std.Hours		Account	Contract		
	<input type="text"/>		<input type="text"/>	<input type="text"/>		
	HCM BU [Campus]			Sponsor		
	All ▾			<input type="text"/>		
				Costshare		
				<input type="text"/>		

Submit
Clear
Export Summary

Records Found: 20

NAME	USCID	HCM Dept	JOB	PAY RANGE	ACCOUNT	ERN CODE	COMBO	CHARTFIELD	EARNINGS	DED	TAX	TOTAL
		135900	AH10	07/15/2024 - 09/30/2024	51200	GSA	A00000067244	CL071-121028-A0001-201--	\$1,875.00	\$0.00	\$0.00	\$1,875.00
		135900	AH10	07/15/2024 - 09/30/2024	51200	GSA	A00000067244	CL071-121028-A0001-201--	\$1,562.50	\$0.00	\$0.00	\$1,562.50
		130200	UK05	07/15/2024 - 09/30/2024	51300	GSA	A00000085945	CL071-130200-F1000-202-10011995-	\$-2,000.00	\$0.00	\$0.00	\$-2,000.00
		115100	UG76	07/15/2024 - 09/30/2024	51300	GSA	A00000105313	CL071-216000-F1000-301-10013447-	\$2,844.51	\$0.00	\$0.00	\$2,844.51
		135800	UG76	07/15/2024 - 09/30/2024	51300	GSA	A00000007218	CL071-135814-A0001-202--	\$3,333.33	\$0.00	\$0.00	\$3,333.33
Grand Total									\$7,615.34	\$0.00	\$0.00	\$7,615.34

IV. Export Options and Creating Reports

This report has the Export Summary functionality, which will export the data from the search criteria.

Step 1: Enter the criteria in the search fields.

Step 2: Click the **Export Summary** button.

The screenshot shows the 'EARNINGS SUMMARY' report search interface. The header includes the University of South Carolina logo, 'HUB', 'HCM DISTRIBUTION', and 'EARNINGS SUMMARY' navigation items, along with a home icon and 'Sign out' link. The search criteria are organized into columns:

- USCID:** Text input field.
- Supervisor USCID:** Text input field.
- Pay Group:** Text input field.
- Combo:** Text input field.
- Project BU:** Text input field.
- From Pay Period:** Date dropdown menu (07/15/20).
- To Pay Period:** Date dropdown menu (09/30/20).
- Sub-Total by Name,USCID:** Checkable option.
- Name:** Text input field.
- Empl.Rcd:** Text input field.
- Dist.Status:** Dropdown menu (ALL).
- Operating Unit:** Text input field (CL071).
- Project:** Text input field.
- Job:** Text input field.
- Empl.Class:** Text input field.
- Dist.Type:** Dropdown menu (ALL).
- Department:** Text input field.
- PI:** Text input field.
- HCM Dept.:** Text input field.
- Full/Part:** Dropdown menu (All).
- Dist.Class:** Dropdown menu (ALL).
- Fund:** Text input field.
- Business Manager (BM):** Text input field.
- Journal.:** Text input field.
- Reg/Temp:** Dropdown menu (All).
- Dist.Code:** Text input field.
- Class:** Text input field.
- CFDA:** Text input field.
- Std.Hours:** Text input field.
- Account:** Text input field.
- Contract:** Text input field.
- HCM BU [Campus]:** Dropdown menu (All).
- Sponsor:** Text input field.
- Costshare:** Text input field.

At the bottom of the form, there are three buttons: 'Submit', 'Clear', and 'Export Summary'. The 'Export Summary' button is highlighted with a red rectangular border.