



UNIVERSITY OF
SOUTH CAROLINA

Controller's Office
HCM Payroll Distribution Reporting Tool

March 2023

Today's Agenda

- What information does HCM Distribution provide
- How to use the tool
 - Search Options
 - Display Options
 - Output Options
- Other Capabilities
 - Drill Down
 - Export
- Payroll Corrections: Retro Funding Journal Entries
- Tips and Reminders
- Access to HCM Distribution
- Resources
- Contacts



What information is provided?

- Provides a listing of all employees within the payroll system using a given set of parameters.
- The listing displays payroll information by employee, including:
 - pay group,
 - funding chartfield,
 - gross earnings, and the
 - cost of each employee's benefits to the department.



Why is this tool important?

- Used to complete a review and reconciliation of payroll charged to account.
 - Verify accuracy of employees charged
 - Rate of pay
 - Account chartfield
 - Employee fringe benefits appear appropriate and reasonable
 - Ensure Supervisors are updated
 - View end dates of appointments
- Used to detect any errors or problems and assist with any needed corrections.

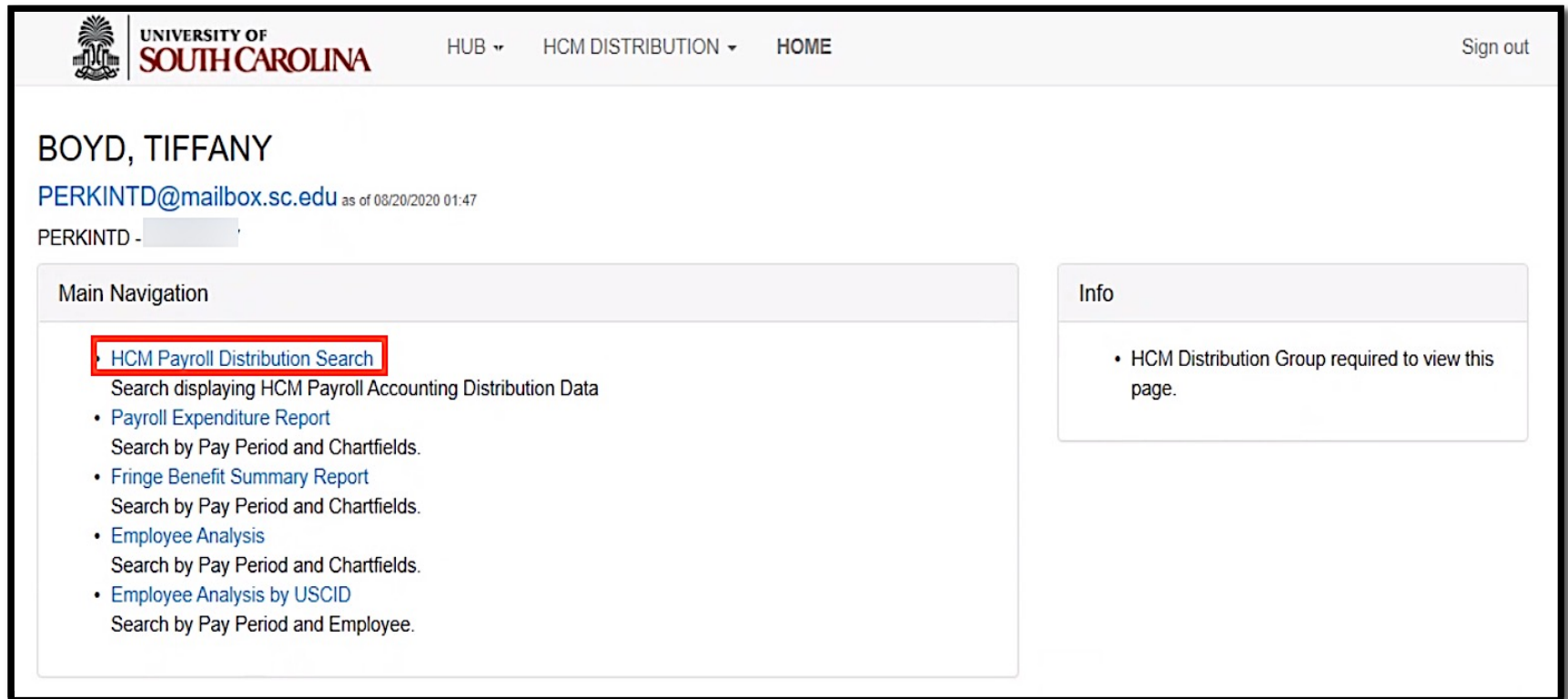


Who can use this tool?

- Business Managers/Budget Officers
- HR Contacts
- PIs and Grant Administrators



The HUB – HCM Distribution



The screenshot shows the top navigation bar with the University of South Carolina logo and name on the left, and navigation links for 'HUB', 'HCM DISTRIBUTION', and 'HOME' in the center. A 'Sign out' link is located on the right. Below the navigation bar, the user's name 'BOYD, TIFFANY' and email 'PERKINTD@mailbox.sc.edu' are displayed, along with a timestamp 'as of 08/20/2020 01:47'. A redacted area follows the email. The main content area is divided into two columns. The left column, titled 'Main Navigation', contains a list of links: 'HCM Payroll Distribution Search' (highlighted with a red box), 'Payroll Expenditure Report', 'Fringe Benefit Summary Report', 'Employee Analysis', and 'Employee Analysis by USCID'. Each link is followed by a brief description of the search function. The right column, titled 'Info', contains a single bullet point: 'HCM Distribution Group required to view this page.'

UNIVERSITY OF SOUTH CAROLINA HUB HCM DISTRIBUTION HOME Sign out

BOYD, TIFFANY
PERKINTD@mailbox.sc.edu as of 08/20/2020 01:47
PERKINTD - [REDACTED]

Main Navigation

- [HCM Payroll Distribution Search](#)
Search displaying HCM Payroll Accounting Distribution Data
- [Payroll Expenditure Report](#)
Search by Pay Period and Chartfields.
- [Fringe Benefit Summary Report](#)
Search by Pay Period and Chartfields.
- [Employee Analysis](#)
Search by Pay Period and Chartfields.
- [Employee Analysis by USCID](#)
Search by Pay Period and Employee.

Info

- HCM Distribution Group required to view this page.



HCM Distribution

SEARCH OPTIONS



UNIVERSITY OF
SOUTH CAROLINA

Search Criteria - Options

The screenshot shows the 'HCM DISTRIBUTION SEARCH' interface. The top navigation bar includes the University of South Carolina logo, 'HUB', 'HCM DISTRIBUTION', and 'HCM DISTRIBUTION SEARCH', along with a 'Sign out' link. The search form is organized into several columns:

- USCID:** A text input field with a red box around it.
- Supervisor USCID:** A text input field with a red box around it.
- HCM Dept.:** A dropdown menu with a red box around it.
- Journal.:** A text input field.
- Name:** A text input field.
- Job:** A text input field.
- Check:** A text input field.
- Check Date (m/d/y):** Two date input fields with a 'to' separator.
- Supervisor USCID:** A text input field.
- Empl.Rcd:** A text input field.
- Empl.Class:** A text input field.
- Full/Part:** A dropdown menu.
- Reg/Temp:** A dropdown menu.
- Std.Hours:** A text input field.
- HCM BU [Campus]:** A dropdown menu.
- Pay Group:** A text input field.
- Pay End Date (m/d/y):** Two date input fields with a 'to' separator.
- Earn End Date (m/d/y):** Two date input fields with a 'to' separator.
- Dist.Status:** A dropdown menu.
- Dist.Type:** A dropdown menu.
- Dist.Class:** A dropdown menu.
- Dist.Code:** A text input field.
- Combo:** A text input field.
- Operating Unit:** A text input field.
- Department:** A text input field.
- Fund:** A text input field.
- Class:** A text input field.
- Account:** A text input field.
- Project BU:** A text input field.
- Project:** A text input field.
- CFDA:** A text input field.
- Contract:** A text input field.
- Sponsor:** A text input field.
- Costshare:** A text input field.
- From Pay Period:** A dropdown menu.
- To Pay Period:** A dropdown menu.
- Fiscal Month:** A dropdown menu.
- Fiscal Year:** A dropdown menu.
- Pay Run ID:** A text input field.
- Num of Records:** A text input field.
- Order By:** A dropdown menu.
- Output:** A dropdown menu.

At the bottom of the form are three buttons: 'Submit', 'Clear', and 'CSV'.

- **USCID:** This is the employee ID associated with the employee. Can type name or ID to populate options to select.
- **HCM Dept:** The primary Dept within HCM assigned to the employee.
- **Supervisor USCID:** Supervisor of the employee as identified within HCM.
- **Empl.Rcd:** The employee record or job related to salary paid.
- **Full/Part:** Drop down, ability to pull full or part-time status employees.
- **Reg/Temp:** Drop down, ability to select type of employee.

USCID & HCM Dept

UNIVERSITY OF SOUTH CAROLINA HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID: g163 Supervisor USCID: Pay Group: Combo: Project BU: usce From Pay Period: 07/15/2021 Num of Records: 10000

USCID	Name	Department
G163	[Name]	111000-COLLEGE OF PHARMACY
G163	[Name]	[Department]
G163	[Name]	[Department]
G163	[Name]	[Department]
G163	[Name]	[Department]
G163	[Name]	180006-CDR OPERATIONAL ACCOUNT
G163	[Name]	463040-RUSSELL HOUSE UNIVERSITY UNION
G163	[Name]	155401-MECHANICAL ENGINEERING

Operating Unit: Department: Fund: Class: Account: Project: CFDA: Contract: Sponsor: Costshare: To Pay Period: 12/31/2021 Fiscal Month: ALL Fiscal Year: ALL Order By: Chartfield,Name Output: Fringe-Summary[Ho]

Submit Clear CSV

- **USCID:** This is the employee ID associated with the employee. Can type name or ID to populate options to select.
- **HCM Dept:** The primary Dept within HCM assigned to the employee.

Empl.Rcd – Employee Record

UNIVERSITY OF SOUTH CAROLINA HUB

USCID
Supervisor USCID

Name
Empl.Rcd
0
Empl.Class

Job
HCM Dept.
Full/Part
All

Journal.
Reg/Temp
All

Check
Std.Hours

- **Empl.Rcd:** The employee record or job related to salary paid.
- **Helpful when performing account changes and updating funding provided.**

- Shows funding for **ALL Empl.Rcds:**



2122-4 : PAY0129481	UG70	911030	C09	10/15/2021	8000777073	10/15/2021	A00000004118	AK000-911030-A0001-101--	112.50	1.45%
2122-4 : PAY0129481	UG70	911030	C09	10/15/2021	8000777073	10/15/2021	A00000004129	AK000-911082-A0001-101--		0.00%
2122-4 : PAY0129481	UG78	911082	C09	10/15/2021	8000777073	10/15/2021	A00000004129	AK000-911082-A0001-101--	4,429.39	57.08%
2122-4 : PAY0129481	UH16	911530	C09	10/15/2021	8000777073	10/15/2021	A00000004129	AK000-911530-A0001-502--	166.67	2.15%
2122-4 : PAY0129481	UH16	911530	C09	10/15/2021	8000777073	10/15/2021	A00000004254	AK000-911530-A0001-502--	166.67	2.15%
2122-4 : PAY0129481	UG78	911082	C09	10/15/2021	8000777073	10/15/2021	A00000004276	AK000-911880-E0148-104--	3,051.34	39.32%
									7,769.90	

- Shows funding for **ONLY Empl.Rcd 0:**

NAME	USCID	FISCAL PERIOD :	JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
		2122-4 : PAY0129481		UG78	911082	C09	10/15/2021	8000777073	10/15/2021	A00000004129	AK000-911082-A0001-101--	4,429.39	57.08%
		2122-4 : PAY0129481		UG78	911082	C09	10/15/2021	8000777073	10/15/2021	A00000004276	AK000-911880-E0148-104--	3,051.34	39.32%
												7,480.73	

HCM BU (Campus)

- HCM BU (Campus): Allows you to select a specific campus.

Records Found: 5,866

NAME	USCID	FISCAL PERIOD: JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		2122-9 : PAY0137704	CB65	911401	P12	03/15/2022		03/15/2022	A00000053112	AK000-911000-A0001-101--	1,408.38	100.00%	112.90	321.48	0.18	1.81	201.35	6.74	644.24	45.71%	2,053.82
		2122-9 : PAY0137704	CB70	911401	C12	03/15/2022		03/15/2022	A00000000003	AK000-911000-A0001-468--	1,519.04	100.00%	124.09	348.49	0.18	1.81	201.35	6.74	680.44	44.76%	2,199.48
		2122-9 : PAY0137704	UG70	911030	T12	03/15/2022		03/15/2022	A00000024887	AK000-911030-A0001-101--	200.00	100.00%	16.55	45.62					62.17	31.06%	282.17
		2122-9 : PAY0137704	UG70	911030	T12	03/15/2022		03/15/2022	A00000024887	AK000-911030-A0001-101--	100.00	100.00%	8.27	22.81					31.08	31.06%	131.08
		2122-9 : PAY0137704	UG71	911030	C09	03/15/2022		03/15/2022	A00000004118	AK000-911030-A0001-101--	3,129.83	100.00%	243.28	713.91	0.22	2.15	288.47	8.99	1,237.00	39.52%	4,368.83

Full/Part

UNIVERSITY OF SOUTH CAROLINA HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID Supervisor USCID Pay Group Combo Project BU From Pay Period Num of Records

Name Empl.Rcd Pay End Date (m/d/y) Operating Unit Project To Pay Period Order By

Job Empl.Class Earn End Date (m/d/y) Department CFDA Fiscal Month

HCM Dept. Full/Part ALL Total

Journal. Reg/Temp ALL Sub-Total

Check Std.Hours ALL Detail

Check Date (m/d/y) HCM BU [Campus] ALL Sum.Adjustments

Aiken ALL Output

Fringe-Summary(Ho

Submit Clear CSV

- Full/Part: Allows you to select all employees or just employees designated as Full or Part-time

Records Found: 5,866

NAME	USCID	FISCAL PERIOD: JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		2122-9 : PAY0137704	CB65	911401	P12	03/15/2022		03/15/2022	A00000053112	AK000-911000-A0001-101--	1,408.38	100.00%	112.90	321.48	0.18	1.81	201.35	6.74	644.24	45.71%	2,053.82
		2122-9 : PAY0137704	CB70	911401	C12	03/15/2022		03/15/2022	A00000000003	AK000-911000-A0001-468--	1,519.04	100.00%	124.09	348.49	0.18	1.81	201.35	6.74	680.44	44.76%	2,199.48
		2122-9 : PAY0137704	UG70	911030	T12	03/15/2022		03/15/2022	A00000024887	AK000-911030-A0001-101--	200.00	100.00%	16.55	45.62					62.17	31.08%	282.17
		2122-9 : PAY0137704	UG70	911030	T12	03/15/2022		03/15/2022	A00000024887	AK000-911030-A0001-101--	100.00	100.00%	8.27	22.81					31.08	31.08%	131.08
		2122-9 : PAY0137704	UG71	911030	C09	03/15/2022		03/15/2022	A00000004118	AK000-911030-A0001-101--	3,129.83	100.00%	243.28	713.91	0.22	2.15	288.47	8.99	1,237.00	39.52%	4,398.83



Reg/Temp

UNIVERSITY OF SOUTH CAROLINA HUB HCM DISTRIBUTION

USCID: [] Supervisor USCID: [] Pay Group: []

Name: [] Empl.Rcd: [] Pay End Date (m/d/y): [] to []

Job: [] Empl.Class: [] Earn End Date (m/d/y): [] to []

HCM Dept.: [] Full/Part: [All] Dist.Status: [ALL]

Journal: [] Reg/Temp: [Temp.] Dist.Type: [ALL]

Check: [] Dist.Class: [ALL]

Check Date (m/d/y): [] to [] Dist.Code: []

Submit

- Reg/Temp: Drop down menu based on appointment type.
- Select: “Temp”
- **Remember:** Number of Records does not correspond to number of employees found.
- **Recommendation:** Download or export to excel to ensure you have a proper count of employees.
- **394** Temp Employees received a paycheck on 3/15/22 from the Aiken Campus.

Records Found: 1,886

NAME	USCID	FISCAL PERIOD :	JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
[]	[]	2122-9 : PAY0137704	[]	UG70	911035	T12	03/15/2022	8000930727	03/15/2022	A00000024890	AK000-911035-A0001-101--	222.22	100.00%
[]	[]	2122-9 : PAY0137704	[]	UG70	911030	T12	03/15/2022	8000930695	03/15/2022	A00000024887	AK000-911030-A0001-101--	200.00	100.00%
[]	[]	2122-9 : PAY0137704	[]	UG70	911035	T12	03/15/2022	8000930728	03/15/2022	A00000024890	AK000-911035-A0001-101--	493.83	100.00%
[]	[]	2122-9 : PAY0137704	[]	UG70	911035	T12	03/15/2022	8000930729	03/15/2022	A00000024890	AK000-911035-A0001-101--	333.33	100.00%
[]	[]	2122-9 : PAY0137704	[]	UG70	911045	T12	03/15/2022	8000930764	03/15/2022	A00000024895	AK000-911045-A0001-101--	1,222.22	100.00%



Search Criteria - Dates

UNIVERSITY OF SOUTH CAROLINA HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID Supervisor USCID Pay Group Combo Project BU From Pay Period Num of Records
Name Empl.Rcd Pay End Date (m/d/y) to Operating Unit Project ALL 10000
Job Empl.Class Earn End Date (m/d/y) to Department CFDA ALL To Pay Period Order By
HCM Dept. Full/Part Dist.Status ALL ALL Fiscal Month ALL ALL Fiscal Year ALL Detail
Journal. Reg/Temp Dist.Type ALL ALL Pay Run ID Sum.Adjustments
Check Std.Hours Dist.Class ALL ALL Account Sponsor Contract Costshare Output
Check Date (m/d/y) to HCM BU [Campus] Dist.Code ALL ALL Fringe-Summary[Hor]

Submit Clear CSV

- **Check Date:** This is the check issue date
- **Pay End Date:** The end date associated with the pay period for back-office use
- **Earn End Date:** The maximum timesheet date the pay was earned
- **Pay Period:** The mid-month and end-month payroll
- **From/To Pay Period:** The 15th and last day of each month
- **Fiscal Month:** Follows the GL Fiscal year, July is the 1st month in the GL fiscal year
- **Fiscal Year:** July 1st through June 30th , it is recommended to select ALL.

Search Criteria - Dates

UNIVERSITY OF SOUTH CAROLINA HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID [] Supervisor USCID [] Pay Group [] Combo [] Project BU [] From Pay Period 07/15/2021 To Pay Period 12/31/2021 Num of Records 10000

Name [] Empl.Rcd [] Pay End Date (m/d/y) [] to [] Operating Unit [] Project [] Order By Charfield,Name

Job [] Empl.Class [] Earn End Date (m/d/y) 7/1/2021 to 12/31/2021 Department [] CFDA [] Total Sub-Total

HCM Dept. [] Full/Part All Dist.Status ALL Fund [] Contract [] Detail Sum.Adjustments

Journal. [] Reg/Temp All Dist.Type ALL Class [] Sponsor [] Fiscal Month ALL Fiscal Year ALL Pay Run ID [] Output Fringe-Summary[Hor

Check [] Std.Hours [] Dist.Class ALL Account [] Costshare []

Check Date (m/d/y) [] to [] HCM BU [Campus] All Dist.Code []

Submit Clear CSV

- Earn End Date:** Processing of the various leave types (and possible lag between when leave is taken vs. recorded) along with RETRO pay processing can cause issues with amounts pulled in if **From** and **To Pay Period** are not set to “ALL” or to the most recent pay period.

HCM Distribution

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$
...	...	2122-1 : PAY0123964	VSUM	157000	SRC	07/15/2021	...	07/15/2021	A00000006642	CL070-157000-F1000-301-10007140-	2,416.67
...	...	2122-1 : PAY0124738	VSUM	157000	SIC	07/31/2021	...	07/22/2021	A00000006642	CL070-157000-F1000-301-10007140-	411.09
...	...	2122-1 : PAY0125017	VSUM	157000	SRC	07/31/2021	...	07/30/2021	A00000006642	CL070-157000-F1000-301-10007140-	2,416.67
...	...	2122-2 : PAY0125851	VSUM	157000	SRC	08/15/2021	...	08/13/2021	A00000006642	CL070-157000-F1000-301-10007140-	2,416.67
...											7,661.10
CL070-157000-F1000-301-10007140-											7,661.10
...	...	2122-1 : PAY0123964	VSUM	157000	SRC	07/15/2021	...	07/15/2021	A00000052613	CL070-157117-A0001-101--	(411.09)
...	...	2122-1 : PAY0124738	VSUM	157000	SIC	07/31/2021	...	07/22/2021	A00000052613	CL070-157117-A0001-101--	(411.09)
...	...	2122-2 : PAY0126765	UG74	157000	C09	08/31/2021	...	08/31/2021	A00000052558	CL070-157117-A0001-101--	4,209.11
...	...	2122-3 : PAY0127576	UG74	157000	C09	09/15/2021	...	09/15/2021	A00000052558	CL070-157117-A0001-101--	4,209.11
...	...	2122-3 : PAY0128464	UG74	157000	C09	09/30/2021	...	09/30/2021	A00000052558	CL070-157117-A0001-101--	4,209.11
...	...	2122-4 : PAY0129481	UG74	157000	C09	10/15/2021	...	10/15/2021	A00000052558	CL070-157117-A0001-101--	4,209.11
...	...	2122-4 : PAY0130234	UG74	157000	C09	10/31/2021	...	10/29/2021	A00000052558	CL070-157117-A0001-101--	4,209.11
...	...	2122-5 : PAY0131321	UG74	157000	C09	11/15/2021	...	11/15/2021	A00000052558	CL070-157117-A0001-101--	4,209.11
...	...	2122-5 : PAY0131839	UG74	157000	C09	11/30/2021	...	11/30/2021	A00000052558	CL070-157117-A0001-101--	4,209.11
...	...	2122-6 : PAY0132730	UG74	157000	C09	12/15/2021	...	12/15/2021	A00000052558	CL070-157117-A0001-101--	4,209.11
...	...	2122-6 : PAY0133257	UG74	157000	C09	12/31/2021	...	12/23/2021	A00000052558	CL070-157117-A0001-101--	4,209.11
...											37,059.81
CL070-157117-A0001-101--											37,059.81
TOTAL											44,720.91



HCM Distribution

UNIVERSITY OF SOUTH CAROLINA HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID <input type="text"/>	Supervisor USCID <input type="text"/>	Pay Group <input type="text"/>	Combo <input type="text"/>	Project BU <input type="text"/>	From Pay Period ALL	Num of Records 10000
Name <input type="text"/>	Empl.Rcd <input type="text"/>	Pay End Date (m/d/y) <input type="text"/> to <input type="text"/>	Operating Unit <input type="text"/>	Project <input type="text"/>	To Pay Period ALL	Order By Chartfield,Name
Job <input type="text"/>	Empl.Class <input type="text"/>	Earn End Date (m/d/y) 07/01 to 12/31	Department <input type="text"/>	CFDA <input type="text"/>	Fiscal Month ALL	<input checked="" type="checkbox"/> Total
HCM Dept. <input type="text"/>	Full/Part All	Dist.Status ALL	Fund <input type="text"/>	Contract <input type="text"/>	Fiscal Year ALL	<input checked="" type="checkbox"/> Sub-Total
Journal. <input type="text"/>	Reg/Temp All	Dist.Type ALL	Class <input type="text"/>	Sponsor <input type="text"/>	Pay Run ID <input type="text"/>	<input checked="" type="checkbox"/> Detail
Check <input type="text"/>	Std.Hours <input type="text"/>	Dist.Class ALL	Account <input type="text"/>	Costshare <input type="text"/>		<input checked="" type="checkbox"/> Sum.Adjustments
Check Date (m/d/y) <input type="text"/> to <input type="text"/>	HCM BU [Campus] All	Dist.Code <input type="text"/>				Output Fringe-Summary[Hor]



HCM Distribution

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$
		2122-7 : PAY0134027	UG70	157000	C09	01/15/2022	8000865319	01/14/2022	A00000008639	CL070-157000-E8036-301--	3,000.00
											3,000.00
CL070-157000-E8036-301--											3,000.00
		2122-1 : PAY0123964	VSUM	157000	SRC	07/15/2021	8000717263	07/15/2021	A00000008642	CL070-157000-F1000-301-10007140-	2,416.67
		2122-1 : PAY0125017	VSUM	157000	SRC	07/31/2021	8000727154	07/30/2021	A00000008642	CL070-157000-F1000-301-10007140-	2,416.67
		2122-2 : PAY0125851	VSUM	157000	SRC	08/15/2021	8000736430	08/13/2021	A00000008642	CL070-157000-F1000-301-10007140-	2,416.67
											7,250.01
CL070-157000-F1000-301-10007140-											7,250.01
		2122-2 : PAY0126765	UG74	157000	C09	08/31/2021	8000738261	08/31/2021	A00000052558	CL070-157117-A0001-101--	4,209.11
NAME	USCID	JOB	HCM DEPT	GROUP	PAY PERIOD	COMBO	CHARTFIELD				
ACCOUNT	EARN END	DIST. TYPE: CODE	CHECK : CHK DATE	FISCAL PERIOD : JOURNAL	AMOUNT						
		UG70	157000	C09	01/15/2022	A00000008639	CL070-157000-E8036-301--				
1	51300	12/21/2021	ERN RTM-Retro Pay Manual					2122-7-PAY0134027	3000		
LABOR: 3,000.00 (41.61%)											3,000.00
FRINGE: (0.00%)											
		2122-6 : PAY0132730	UG74	157000	C09	12/15/2021	8000835426	12/15/2021	A00000052558	CL070-157117-A0001-101--	4,209.11
		2122-6 : PAY0133257	UG74	157000	C09	12/31/2021	8000850232	12/23/2021	A00000052558	CL070-157117-A0001-101--	4,209.11
											37,881.99
CL070-157117-A0001-101--											37,881.99
TOTAL											48,132.00



Pay Groups

The screenshot shows the 'UNIVERSITY OF SOUTH CAROLINA' HCM DISTRIBUTION report form. The form is organized into three columns of input fields. The 'Pay Group' field in the top right is highlighted with a red rectangular box. The form includes fields for USCID, Supervisor USCID, Name, Job, HCM Dept., Journal, Check, Check Date, Empl.Rcd, Empl.Class, Full/Part, Reg/Temp, Std.Hours, HCM BU [Campus], Pay End Date (m/d/y), Earn End Date (m/d/y), Dist.Status, Dist.Type, Dist.Class, and Dist.Code. A 'Submit' button is located at the bottom right.

- **Pay Group:** You can also run reports by Pay Group for a specified:
 - Time period
 - Operating Unit or Department
 - Campus
 - Employment Type (Reg/Temp or Full/Part)



Pay Groups – Current vs. Lag

Note: Important to be familiar with the [Payroll Schedules](#) and [Hourly Schedule](#) posted on the Payroll website.

Pay Group	Pay Group Description	Type	9 or 12 or H
C09	9 month current	Current	9
C12	12 month current - Exempt and N/E	Current	12
HRL	Hourly	Lag	H
I09	International 9 month Lag	Lag	9
I12	International 12 month Lag	Lag	12
IC1	International 12 month Current	Current	12
IC9	International 9 month Current	Current	9
IHR	International Hourly	Lag	H
I01	International Treaty Other 12 month Lag	Lag	12
I02	International Treaty Other 12 month Current	Current	12
I03	International Treaty Other 9 month Lag	Lag	9
I04	International Treaty Other 9 month Current	Current	9
IS1	International Treaty Student 12 month Lag	Lag	12
IS2	International Treaty Student 12 month Current	Current	12
IS3	International Treaty Student 9 month Lag	Lag	9
IS4	International Treaty Student 9 month Current	Current	9
ISH	International Student Hourly	Lag	H
IT1	International Treaty Teach 12 month Lag	Lag	12
IT2	International Treaty Teach 12 month Current	Current	12
IT3	International Treaty Teach 9 month Lag	Lag	9
IT4	International Treaty Teach 9 month Current	Current	9
ITH	International Treaty Teach Hourly	Lag	H
P09	9 month lag	Lag	9
P12	12 month lag - Exempt and N/E	Lag	12
P28	Police 28 day	Current	12
SUM	Summer	Current	12
T12	Student/Temporary Salary 12 month Lag	Lag	12
TC1	Student/Temporary Salary 12 month Current	Current	12



Dist. Code

UNIVERSITY OF SOUTH CAROLINA HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	ALL	10000
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	ALL	Chartfield,Name
Job	Empl.Class	Earn End Date (m/d/y)	Department	CFDA	Fiscal Month	<input type="checkbox"/> Total
<input type="text"/>	<input type="text"/>	07/01 to 12/31	<input type="text"/>	<input type="text"/>	ALL	<input type="checkbox"/> Sub-Total
HCM Dept.	Full/Part	Dist.Status	Fund	Contract	Fiscal Year	<input checked="" type="checkbox"/> Detail
<input type="text"/>	All	ALL	<input type="text"/>	<input type="text"/>	ALL	<input type="checkbox"/> Sum.Adjustments
Journal.	Reg/Temp	Dist.Type	Class	Sponsor	Pay Run ID	Output
<input type="text"/>	All	ALL	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fringe-Summary[Ho
Check	Std.Hours	Dist.Class	Account	Costshare		
<input type="text"/>	<input type="text"/>	ALL	<input type="text"/>	<input type="text"/>		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code				
<input type="text"/> to <input type="text"/>	Beaufort	<input type="text"/>				

Submit Clear CSV

- Dist. Code:** You can enter specific earning (ERN) codes to pull just those amounts recorded using those codes for specified time period.

Dist. Code – Data Review

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$
Michael Bay II	1000000000	2122-5 : PAY0131839	UL01	925012	C12	11/30/2021	1000000000	11/30/2021	A00000074664	BF000-921000-E6060-602--	1,200.00
Michael Bay II	1000000000	2122-5 : PAY0131839	UG74	925700	C09	11/30/2021	1000000000	11/30/2021	A00000074697	BF000-921000-E6060-602--	1,200.00
Michael Bay II	1000000000	2122-5 : PAY0131839	AH40	925020	C12	11/30/2021	1000000000	11/30/2021	A00000074695	BF000-921000-E6060-602--	1,200.00
Michael Bay II	1000000000	2122-5 : PAY0131839	UG71	925900	C09	11/30/2021	1000000000	11/30/2021	A00000074697	BF000-921000-E6060-602--	1,200.00
Michael Bay II	1000000000	2122-5 : PAY0131839	UG75	925700	C12	11/30/2021	1000000000	11/30/2021	A00000074697	BF000-921000-E6060-602--	1,200.00
Michael Bay II	1000000000	2122-5 : PAY0131839	UG74	925700	C12	11/30/2021	1000000000	11/30/2021	A00000074697	BF000-921000-E6060-602--	1,200.00
Michael Bay II	1000000000	2122-5 : PAY0131839	UG75	925200	C09	11/30/2021	1000000000	11/30/2021	A00000004344	BF000-921011-A0001-455--	500.00
Michael Bay II	1000000000	2122-6 : PAY0132730	UG74	925500	P09	12/15/2021	1000000000	12/15/2021	A00000004344	BF000-921011-A0001-455--	500.00

- Great tool for determining how much a department/college/Operating Unit is paying for specified earning types over a time period:
 - Bonuses (BON)
 - Monetary Cash Awards (AWD)
 - Temporary Salary Adjustments (TSA)
 - Overtime (OVP)
 - Earnings Leave Payouts (ALP)

PeopleSoft Earnings Codes

Normal Pay:

REG – Regular Pay

OVS – Overtime Straight Time

OVT – Overtime Pay 1.5

RS1 – Regular Pay Student Treaty
(regular pay for international students)

RTI – International Teaching Regular
(regular pay for international teachers)

RTM – Retro Pay Manual (used
exclusively by the Payroll Department,
when retro pay is manually calculated
and paid outside of the delivered
retroactive processing)

Leave:

ALV – Annual Leave Taken

ALP – Annual Leave Payout

LMP – Leave Without Pay

HOL – Holiday Pay

PLV – Paid Leave

SAB – Sabbatical

SCK – Sick Leave

Compensation Time:

CTP – Compensation Time Paid

HCP – Holiday Compensation Pay

Additional Pay:

Non-Base Salary Adjustments:

ASA – Administrative Salary Adjustment

GEO – Market Geographic Differential

GSA – Grant Salary Adjustment

SAP – Special Assignment Pay

TSA – Temporary Salary Adjustment

Other Supplemental Pays:

ATC – Athletic Contract Pay

CHR – Chair Professorship

VAR – Variable Pay

Other Additional Pay Codes:

AWD – Monetary Cash Award

BON – Bonus

MOV – Moving Expense (Taxable)

CAR – Car Allowance Cash

HOU – Housing Allowance Cash

REC – Non-Monetary Award

**Full Listing of Earnings Codes can be
found in PeopleSoft HCM Query:**

SC_PY_EARN_CODE



Other Search Features

UNIVERSITY OF SOUTH CAROLINA HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	ALL	10000
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	CL071	<input type="text"/>	ALL	Chartfield,Name
Job	Empl.Class	Earn End Date (m/d/y)	Department	CFDA	Fiscal Month	<input type="checkbox"/> Total
<input type="text"/>	<input type="text"/>	07/01 to 12/31	121002	<input type="text"/>	ALL	<input checked="" type="checkbox"/> Sub-Total
HCM Dept.	Full/Part	Dist.Status	Fund	Contract	Fiscal Year	<input checked="" type="checkbox"/> Detail
<input type="text"/>	All	ALL	A0001	<input type="text"/>	ALL	<input type="checkbox"/> Sum.Adjustments
Journal.	Reg/Temp	Dist.Type	Class	Sponsor	Pay Run ID	Output
<input type="text"/>	All	ALL	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fringe-Summary[Ho
Check	Std.Hours	Dist.Class	Account	Costshare		
<input type="text"/>	<input type="text"/>	ALL	<input type="text"/>	<input type="text"/>		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code				
<input type="text"/> to <input type="text"/>	All	<input type="text"/>				

Submit Clear CSV

You can run reports using a variety of options (one or multiple); including:

- Operating Unit
- Department
- Fund
- Account
- Project BU
- Project
- Contract
- Sponsor
- Costshare

Other Search Features

In the following example, we ran all the payroll that posted during **7/1/2021 – 12/31/2021** for **CL071 121002 A0001** funds:

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$
Building Services (Sally)	121002	2122-1 : PAY0123964	AA75	121000	C12	07/15/2021	8000708882	07/15/2021	A00000002563	CL071-121002-A0001-456--	1,613.38
Building Services (Sally)	121002	2122-1 : PAY0125017	AA75	121000	C12	07/31/2021	8000718713	07/30/2021	A00000002563	CL071-121002-A0001-456--	1,613.38
Building Services (Sally)	121002	2122-2 : PAY0125851	AA75	121000	C12	08/15/2021	8000728542	08/13/2021	A00000002563	CL071-121002-A0001-456--	1,613.38
Building Services (Sally)	121002	2122-2 : PAY0126765	AA75	121000	C12	08/31/2021	8000739226	08/31/2021	A00000002563	CL071-121002-A0001-456--	1,613.38
Building Services (Sally)	121002	2122-3 : PAY0127576	AA75	121000	C12	09/15/2021	8000749604	09/15/2021	A00000002563	CL071-121002-A0001-456--	1,613.38
Building Services (Sally)	121002	2122-3 : PAY0128464	AA75	121000	C12	09/30/2021	8000763061	09/30/2021	A00000002563	CL071-121002-A0001-456--	1,613.38
Building Services (Sally)	121002	2122-4 : PAY0129481	AA75	121000	C12	10/15/2021	8000777466	10/15/2021	A00000002563	CL071-121002-A0001-456--	1,613.38
Building Services (Sally)	121002	2122-4 : PAY0130234	AA75	121000	C12	10/31/2021	8000791933	10/29/2021	A00000002563	CL071-121002-A0001-456--	1,613.38
Building Services (Sally)	121002	2122-5 : PAY0131321	AA75	121000	C12	11/15/2021	8000806584	11/15/2021	A00000002563	CL071-121002-A0001-456--	1,613.38
Building Services (Sally)	121002	2122-5 : PAY0131839	AA75	121000	C12	11/30/2021	8000821517	11/30/2021	A00000002563	CL071-121002-A0001-456--	1,613.38
Building Services (Sally)	121002	2122-6 : PAY0132730	AA75	121000	C12	12/15/2021	8000836362	12/15/2021	A00000002563	CL071-121002-A0001-456--	1,613.38
Building Services (Sally)	121002	2122-6 : PAY0133257	AA75	121000	C12	12/31/2021	8000851159	12/23/2021	A00000002563	CL071-121002-A0001-456--	3,113.38
Building Services (Sally)											20,860.56
Building Services (Sally)	121002	2122-1 : PAY0125017	SUEA	121000	HRL	07/31/2021	8000722496	07/30/2021	A00000019019	CL071-121002-A0001-456--	658.45
Building Services (Sally)	121002	2122-2 : PAY0125851	SUEA	121000	HRL	08/15/2021	8000732239	08/13/2021	A00000019019	CL071-121002-A0001-456--	391.56
Building Services (Sally)	121002	2122-2 : PAY0126765	SUEA	121000	HRL	08/31/2021	8000742906	08/31/2021	A00000019019	CL071-121002-A0001-456--	457.19
Building Services (Sally)	121002	2122-3 : PAY0127576	AA25	121000	HRL	09/15/2021	8000753283	09/15/2021	A00000027246	CL071-121002-A0001-456--	600.00
Building Services (Sally)	121002	2122-3 : PAY0128464	AA25	121000	HRL	09/30/2021	8000766816	09/30/2021	A00000027246	CL071-121002-A0001-456--	600.00
Building Services (Sally)	121002	2122-4 : PAY0129481	AA25	121000	HRL	10/15/2021	8000781167	10/15/2021	A00000027246	CL071-121002-A0001-456--	600.00
Building Services (Sally)	121002	2122-4 : PAY0130234	AA25	121000	HRL	10/31/2021	8000795667	10/29/2021	A00000027246	CL071-121002-A0001-456--	588.00
Building Services (Sally)	121002	2122-5 : PAY0131321	AA25	121000	HRL	11/15/2021	8000810251	11/15/2021	A00000027246	CL071-121002-A0001-456--	900.00
Building Services (Sally)	121002	2122-5 : PAY0131839	AA25	121000	HRL	11/30/2021	8000825188	11/30/2021	A00000027246	CL071-121002-A0001-456--	600.00
Building Services (Sally)	121002	2122-6 : PAY0132730	AA25	121000	HRL	12/15/2021	8000839963	12/15/2021	A00000027246	CL071-121002-A0001-456--	570.00
Building Services (Sally)	121002	2122-6 : PAY0133257	AA25	121000	HRL	12/31/2021	8000854778	12/23/2021	A00000027246	CL071-121002-A0001-456--	600.00
Building Services (Sally)	121002	2122-7 : PAY0134027	AA25	121000	HRL	01/15/2022	8000869114	01/14/2022	A00000027246	CL071-121002-A0001-456--	348.00
Building Services (Sally)											6,913.20



Other Search Features

UNIVERSITY OF SOUTH CAROLINA

HUB ▾ HCM DISTRIBUTION ▾ HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	ALL ▾	10000
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	CL025	<input type="text"/>	ALL ▾	Chartfield,Name ▾
Job	Empl.Class	Earn End Date (m/d/y)	Department	CFDA	Fiscal Month	<input type="checkbox"/> Total
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	FEBRUARY ▾	<input checked="" type="checkbox"/> Sub-Total
HCM Dept.	Full/Part	Dist.Status	Fund	Contract	Fiscal Year	<input checked="" type="checkbox"/> Detail
<input type="text"/>	All ▾	ALL ▾	<input type="text"/>	<input type="text"/>	ALL ▾	<input type="checkbox"/> Sum.Adjustments
Journal.	Reg/Temp	Dist.Type	Class	Sponsor	Pay Run ID	Output
<input type="text"/>	All ▾	ALL ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fringe-Summary[Ho] ▾
Check	Std.Hours	Dist.Class	Account	Costshare		
<input type="text"/>	<input type="text"/>	ALL ▾	51200	<input type="text"/>		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code				
<input type="text"/> to <input type="text"/>	All ▾	<input type="text"/>				

Submit Clear CSV

You can run reports using a variety of options (one or multiple); for a specified time period (pay periods), Month, or Fiscal Year.

In this example: **CLO25**, account **51200** (Classified Employees) for the month of **February**.

Other Search Features

In the following example, we ran all the payroll that posted during the month of **February** for **CL025**, Account code **51200** across all departments and funds:

Records Found: 381													
NAME	USCID	FISCAL PERIOD :	JOB	HCM	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	T
		JOURNAL	DEPT										
		1920-8 : PAY0094290	AH55	120100	C12	02/15/2020	8000275157	02/14/2020	A00000000759	CL025-100400-A0001-503--	4,727.48	100.00%	
		1920-8 : PAY0095402	AH55	120100	C12	02/29/2020	8000290377	02/28/2020	A00000000759	CL025-100400-A0001-503--	4,727.48	100.00%	
		2021-8 : PAY0115312	AH55	120100	C12	02/15/2021	8000581168	02/12/2021	A00000000759	CL025-100400-A0001-503--	4,727.48	100.00%	
		2021-8 : PAY0116028	AH55	120100	C12	02/28/2021	8000594866	02/26/2021	A00000000759	CL025-100400-A0001-503--	4,727.48	100.00%	
		2122-8 : PAY0135804	UD13	100400	C12	02/15/2022	8000890167	02/15/2022	A00000000759	CL025-100400-A0001-503--	5,087.92	100.00%	
		2122-8 : PAY0136631	UD13	100400	C12	02/28/2022	8000904118	02/28/2022	A00000000759	CL025-100400-A0001-503--	5,087.92	100.00%	
Grand Total											29,085.76		
		1920-8 : PAY0094290	CB75	100400	C12	02/15/2020	8000274747	02/14/2020	A00000000759	CL025-100400-A0001-503--	2,287.04	100.00%	
		1920-8 : PAY0095402	CB75	100400	C12	02/29/2020	8000289970	02/28/2020	A00000000759	CL025-100400-A0001-503--	2,287.04	100.00%	
		2021-8 : PAY0115312	CB75	100400	C12	02/15/2021	8000580808	02/12/2021	A00000000759	CL025-100400-A0001-503--	2,287.04	100.00%	
		2021-8 : PAY0116028	CB75	100400	C12	02/28/2021	8000594508	02/26/2021	A00000000759	CL025-100400-A0001-503--	2,287.04	100.00%	
		2122-8 : PAY0135804	CB80	100400	C12	02/15/2022	8000890168	02/15/2022	A00000000759	CL025-100400-A0001-503--	2,888.04	100.00%	
		2122-8 : PAY0136631	CB80	100400	C12	02/28/2022	8000904119	02/28/2022	A00000000759	CL025-100400-A0001-503--	2,888.04	100.00%	
Grand Total											14,924.24		
		1920-8 : PAY0094290	AH10	100400	C12	02/15/2020	8000274748	02/14/2020	A00000000759	CL025-100400-A0001-503--	1,753.58	100.00%	
		1920-8 : PAY0095402	AH10	100400	C12	02/29/2020	8000289971	02/28/2020	A00000000759	CL025-100400-A0001-503--	1,315.18	75.00%	
		2021-8 : PAY0115312	AH10	100400	C12	02/15/2021	8000580809	02/12/2021	A00000000759	CL025-100400-A0001-503--	1,315.19	75.00%	
		2021-8 : PAY0116028	AH10	100400	C12	02/28/2021	8000594509	02/26/2021	A00000000759	CL025-100400-A0001-503--	1,315.19	75.00%	
		2122-8 : PAY0135804	AH10	100400	C12	02/15/2022	8000890170	02/15/2022	A00000000759	CL025-100400-A0001-503--	790.85	40.00%	
		2122-8 : PAY0136631	AH10	100400	C12	02/28/2022	8000904121	02/28/2022	A00000000759	CL025-100400-A0001-503--	790.85	40.00%	
Grand Total											7,280.84		
TOTAL											398,701.00		



Project BU

UNIVERSITY OF SOUTH CAROLINA HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	USCSP	03/15/2022	10000
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	CL034	<input type="text"/>	03/15/2022	Chartfield,Name
Job	Empl.Class	Earn End Date (m/d/y)	Department	CFDA	Fiscal Month	<input type="checkbox"/> Total
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	ALL	<input type="checkbox"/> Sub-Total
HCM Dept.	Full/Part	Dist.Status	Fund	Contract	Fiscal Year	<input checked="" type="checkbox"/> Detail
<input type="text"/>	All	ALL	<input type="text"/>	<input type="text"/>	ALL	<input type="checkbox"/> Sum.Adjustments
Journal.	Reg/Temp	Dist.Type	Class	Sponsor	Pay Run ID	Output
<input type="text"/>	All	ALL	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fringe-Summary[Ho
Check	Std.Hours	Dist.Class	Account	Costshare		
<input type="text"/>	<input type="text"/>	ALL	<input type="text"/>	<input type="text"/>		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code				
<input type="text"/> to <input type="text"/>	All	<input type="text"/>				

Submit Clear CSV

You can run reports by Business Operating Unit:

- USCSP – All Sponsored Awards
- USCIP – All Internal Projects
- USCEN – All Endowment Accounts
- USCSA – Student Activities

Other Search Features

In the following example, we ran all the payroll that posted **3/15/2022 USCSP** (Sponsored Projects) from **CL034**:

Records Found: 4,107												
NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SGRA	115020	I12	03/15/2022	8000925934	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SGRA	115020	I12	03/15/2022	8000926520	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	1,511.11	100.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SGRA	115020	I12	03/15/2022	8000925935	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SGRA	115020	I12	03/15/2022	8000925936	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	600.00	100.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SGRA	115020	T12	03/15/2022	8000928885	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	660.00	100.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SGRA	115000	T12	03/15/2022	8000931422	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	410.29	50.63%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SGRA	115011	T12	03/15/2022	8000928881	03/15/2022	A00000017443	CL034-115011-F1000-301-10007921-	750.00	100.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	AH45	115016	C12	03/15/2022	8000918653	03/15/2022	A00000033247	CL034-115011-F1000-301-10009078-	149.66	5.39%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	AH30	115011	IC1	03/15/2022	8000926536	03/15/2022	A00000054864	CL034-115011-F1000-301-10009644-	1,653.79	100.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	AH50	115011	C12	03/15/2022	8000918647	03/15/2022	A00000072462	CL034-115011-F1000-301-10010952-	1,664.07	46.39%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	AH30	115011	HRL	03/15/2022	8000922008	03/15/2022	A00000072448	CL034-115011-F1000-301-10010952-	1,320.00	100.00%
TOTAL											580,651.68	



Other Search Features

In the following example, we ran all the payroll that posted **3/15/2022 USCIP** (Sponsored Projects) from **CL034**:

Records Found: 588												
NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	BC30	115000	C12	03/15/2022	8000918633	03/15/2022	A00000000953	CL034-115000-EN700-202-80000075-	2,770.54	100.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	UN11	115800	C12	03/15/2022	8000918740	03/15/2022	A00000005067	CL034-115000-EN700-202-80000075-	500.37	9.21%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	AK03	115000	C12	03/15/2022	8000918638	03/15/2022	A00000000953	CL034-115000-EN700-202-80000075-	1,010.36	40.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	UG83	115035	C12	03/15/2022	8000921823	03/15/2022	A00000005067	CL034-115000-EN700-202-80000075-	2,200.96	77.22%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	AG40	115000	C12	03/15/2022	8000918641	03/15/2022	A00000000953	CL034-115000-EN700-202-80000075-	3,007.83	100.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	AH10	115016	P12	03/15/2022	8000927464	03/15/2022	A00000032930	CL034-115016-N1700-202-80003103-	1,501.96	100.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	AH45	115070	C12	03/15/2022	8000918667	03/15/2022	A00000005134	CL034-115070-EN700-202-80002716-	2,136.00	78.95%
[REDACTED]	[REDACTED]	2122-9 : RPAYB01077	AH45	115070	C12	03/15/2022	RPAYB01077	03/21/2022	A00000005134	CL034-115070-EN700-202-80002716-	(2,136.00)	-78.95%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SGRA	115100	T12	03/15/2022	8000928909	03/15/2022	A00000017483	CL034-115100-EN700-202-80000076-	333.33	25.20%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SGRA	115100	T12	03/15/2022	8000931187	03/15/2022	A00000017484	CL034-115100-EN700-202-80000503-	500.00	37.50%
TOTAL											83,741.36	



Search Criteria – By Project



USCID <input type="text"/>	Pay Group <input type="text"/>	Combo <input type="text"/>	Project BU <input type="text"/>	From Pay Period ALL ▾	Num of Records 10000
Name <input type="text"/>	Pay End Date (m/d/y) <input type="text"/> to <input type="text"/>	Operating Unit <input type="text"/>	Project 10009070	To Pay Period ALL ▾	Order By Chartfield,Name ▾
Job <input type="text"/>	Earn End Date (m/d/y) <input type="text"/> to <input type="text"/>	Department <input type="text"/>	CFDA <input type="text"/>	Fiscal Month ALL ▾	<input checked="" type="checkbox"/> Total
HCM Dept. <input type="text"/>	Dist.Status ALL ▾	Fund <input type="text"/>	Contract <input type="text"/>	Fiscal Year ALL ▾	<input checked="" type="checkbox"/> Sub-Total
Journal. <input type="text"/>	Dist.Type ALL ▾	Class <input type="text"/>	Sponsor <input type="text"/>	Pay Run ID <input type="text"/>	<input checked="" type="checkbox"/> Detail
Check <input type="text"/>	Dist.Class ALL ▾	Account <input type="text"/>	Costshare <input type="text"/>		<input type="checkbox"/> Sum.Adjustments
Check Date (m/d/y) <input type="text"/> to <input type="text"/>	Dist.Code <input type="text"/>				Output Fringe-Summary[Horiz] ▾

- In this example we will review All salary that has posted to project 10009070.



By Project - Data Review

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		1920-1 : PAY0082306	UG80	185000	C12	07/15/2019	8000080772	07/15/2019	A00000034158	MC000-180000- F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
		1920-1 : PAY0082306	UG80	185000	C12	07/31/2019	8000091406	07/31/2019	A00000034158	MC000-180000- F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
		1920-2 : PAY0083462	UG80	185000	C12	08/15/2019	8000101628	08/15/2019	A00000034158	MC000-180000- F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
		1920-2 : PAY0084368	UG80	185000	C12	08/31/2019	8000113308	08/30/2019	A00000034158	MC000-180000- F1000-301-10009070-	1,535.79	100.00%	117.48	334.96					452.44	29.46%	1,988.23
		1920-3 : PAY0085095	UG80	185000	C12	09/15/2019	8000131271	09/13/2019	A00000034158	MC000-180000- F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
		1920-3 : PAY0086211	UG80	185000	C12	09/30/2019	8000139175	09/30/2019	A00000034158	MC000-180000- F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
		1920-4 : PAY0087294	UG80	185000	C12	10/15/2019	8000153208	10/15/2019	A00000034158	MC000-180000- F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
		1920-4 : PAY0088327	UG80	185000	C12	10/31/2019	8000168894	10/31/2019	A00000034158	MC000-180000- F1000-301-10009070-	2,135.79	100.00%	163.39	334.96					498.35	23.33%	2,634.14
		1920-5 : PAY0089704	UG80	185000	C12	11/15/2019	8000184700	11/15/2019	A00000034158	MC000-180000- F1000-301-10009070-	1,535.79	100.00%	117.48	334.96					452.44	29.46%	1,988.23
		1920-5 : PAY0090154	UG80	185000	C12	11/30/2019	8000200915	11/27/2019	A00000034158	MC000-180000- F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
		1920-6 : PAY0090869	UG80	185000	C12	12/15/2019	8000217310	12/13/2019	A00000034158	MC000-180000- F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
		1920-6 : PAY0091560	UG80	185000	C12	12/31/2019	8000233549	12/23/2019	A00000034158	MC000-180000- F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
		1920-7 : PAY0092452	UG80	185000	C12	01/15/2020	8000249825	01/15/2020	A00000034158	MC000-180000- F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
		1920-7 : PAY0093458	UG80	185000	C12	01/31/2020	8000263753	01/31/2020	A00000034158	MC000-180000- F1000-301-10009070-	1,535.79	100.00%	117.49	334.96					452.45	29.46%	1,988.24
											22,101.06		1,690.74	4,689.44					6,380.18	28.87%	28,481.24

What to look for:

- The correct employees funded by the project
- Each employee is charged appropriately
- Are account changes and/or retro account changes needed?



Search Criteria – By Contract

UNIVERSITY OF SOUTH CAROLINA HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	02/15/2022	10000
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	02/28/2022	Chartfield,Name
Job	Empl.Class	Earn End Date (m/d/y)	Department	CFDA	Fiscal Month	<input type="checkbox"/> Total
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	ALL	<input checked="" type="checkbox"/> Sub-Total
HCM Dept.	Full/Part	Dist. Status	Fund	Contract	Fiscal Year	<input checked="" type="checkbox"/> Detail
<input type="text"/>	All	ALL	<input type="text"/>	CON0005590	ALL	<input checked="" type="checkbox"/> Sum.Adjustments
Journal.	Reg/Temp	Dist. Type	Class	Sponsor	Pay Run ID	Output
<input type="text"/>	All	ALL	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fringe-Summary[Ho]
Check	Std.Hours	Dist. Class	Account	Costshare		
<input type="text"/>	<input type="text"/>	ALL	<input type="text"/>	<input type="text"/>		
Check Date (m/d/y)	HCM BU [Campus]	Dist. Code				
<input type="text"/> to <input type="text"/>	All	<input type="text"/>				

Submit Clear CSV

- Enter the overall Contract number for larger awards that have multiple projects.
- In this example, we will review contract **CON0005590** for **2/15/2022** through **2/28/2022**.

By Contract - Data Review

Records Found: 81

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	AG40	115011	IC1	02/15/2022	8000897866	02/15/2022	A00000069424	CL034-115011-K1000-301-10010764-	804.67	37.17%
[REDACTED]	[REDACTED]	2122-8 : PAY0136631	AG40	115011	IC1	02/28/2022	8000912076	02/28/2022	A00000069424	CL034-115011-K1000-301-10010764-	804.66	37.17%
[REDACTED]											1,609.33	
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	AH45	115011	P12	02/15/2022	8000898748	02/15/2022	A00000069369	CL034-115011-K1000-301-10010764-	2,583.33	100.00%
[REDACTED]	[REDACTED]	2122-8 : PAY0136631	AH45	115011	P12	02/28/2022	8000912990	02/28/2022	A00000069369	CL034-115011-K1000-301-10010764-	2,583.33	100.00%
[REDACTED]											5,166.66	
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	AH40	115011	P12	02/15/2022	8000898749	02/15/2022	A00000069424	CL034-115011-K1000-301-10010764-	241.78	11.12%
[REDACTED]	[REDACTED]	2122-8 : PAY0136631	AH40	115011	P12	02/28/2022	8000912991	02/28/2022	A00000069424	CL034-115011-K1000-301-10010764-	241.78	11.12%
[REDACTED]											483.56	
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	AH45	115016	P12	02/15/2022	8000898751	02/15/2022	A00000069408	CL034-115016-K1000-301-10010762-	2,904.17	100.00%
[REDACTED]	[REDACTED]	2122-8 : PAY0136631	AH45	115016	P12	02/28/2022	8000912993	02/28/2022	A00000069408	CL034-115016-K1000-301-10010762-	2,904.17	100.00%
[REDACTED]											5,808.34	
TOTAL											13,067.89	



Search Criteria – Cost Share

UNIVERSITY OF SOUTH CAROLINA HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	ALL	10000
Name	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	ALL	Chartfield,Name
Job	Earn End Date (m/d/y)	Department	CFDA	Fiscal Month	<input checked="" type="checkbox"/> Total
<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	ALL	<input checked="" type="checkbox"/> Sub-Total
HCM Dept.	Dist.Status	Fund	Contract	Fiscal Year	<input checked="" type="checkbox"/> Detail
<input type="text"/>	ALL	<input type="text"/>	<input type="text"/>	ALL	<input type="checkbox"/> Sum.Adjustments
Journal.	Dist.Type	Class	Sponsor	Pay Run ID	Output
<input type="text"/>	ALL	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fringe-Summary[Horiz
Check	Dist.Class	Account	Costshare		
<input type="text"/>	ALL	<input type="text"/>	10009608		
Check Date (m/d/y)	Dist.Code				
<input type="text"/> to <input type="text"/>	<input type="text"/>				

Submit Clear CSV

- In this example, we will review costshare related to project **10009608**.
- Cost Share combo codes begin with “C” instead of “A”.

Cost Share – Data Review

Records Found: 141						COMBO	CHARTFIELD	LBR \$	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GR												
Personnel in Domestic Units	1920-4	PAY0088327	UP03	620900		C00000003989	CL007-620900-E4078-456--10009608	1,631.66	119.14	355.86	0.05	0.31	94.50	1.28	571.14	35.00%	2,202.80
Personnel in Domestic Units	1920-5	PAY0089704	UP03	620900		C00000003989	CL007-620900-E4078-456--10009608	1,631.67	33.79	355.87	0.03	0.33	94.51	1.27	485.80	29.77%	2,117.47
Personnel in Domestic Units	1920-5	PAY0090154	UP03	620900		C00000003989	CL007-620900-E4078-456--10009608	1,631.64	22.56	355.86	0.02	0.32	94.50	1.26	474.52	29.08%	2,106.16
Personnel in Domestic Units	1920-6	PAY0090869	UP03	620900		C00000003989	CL007-620900-E4078-456--10009608	1,631.64	22.56	355.86	0.02	0.32	94.50	1.26	474.52	29.08%	2,106.16
Personnel in Domestic Units	1920-6	PAY0091560	UP03	620900		C00000003989	CL007-620900-E4078-456--10009608	1,631.64	22.24	355.87	0.04	0.38	124.84	1.70	505.07	30.95%	2,136.73
Personnel in Domestic Units	1920-7	PAY0092452	UP03	620900		C00000003989	CL007-620900-E4078-456--10009608	1,631.66	118.06	355.88	0.02	0.41	124.82	1.68	600.87	36.83%	2,232.51
Personnel in Domestic Units	1920-7	PAY0093458	UP03	620900		C00000003989	CL007-620900-E4078-456--10009608	1,631.64	118.04	355.87	0.04	0.38	124.84	1.70	600.87	36.83%	2,232.53
Personnel in Domestic Units	1920-8	PAY0094290	UP03	620900		C00000003989	CL007-620900-E4078-456--10009608	1,631.64	118.02	355.87	0.04	0.41	124.84	1.66	600.84	36.82%	2,232.48
Personnel in Domestic Units	1920-8	PAY0095402	UP03	620900		C00000003989	CL007-620900-E4078-456--10009608	1,631.66	118.03	355.87	0.04	0.41	124.84	1.66	600.85	36.82%	2,232.49
Personnel in Domestic Units	1920-6	RPAY000017	UP03	620900		C00000003989	CL007-620900-E4078-456--10009608	1,631.64	692.44	3,202.81	0.30	3.27	1,002.19	13.47	4,914.48	33.47%	19,599.33
Personnel in Domestic Units	1920-5	PAY0089704	UP03	620900		C00000003989	CL007-620900-E4078-456--10009608	1,631.64	44.25	671.61	0.04	0.40	123.84	1.67	841.81	27.12%	3,945.98
Personnel in Domestic Units	1920-5	PAY0090154	UP03	620900		C00000003989	CL007-620900-E4078-456--10009608	1,631.64	98.12	1,489.43	0.09	0.88	274.63	3.70	1,866.85	27.34%	8,696.00
Personnel in Domestic Units	1920-6	PAY0090869	UP03	620900				14,684.85	98.14	1,489.44	0.08	0.89	274.64	3.72	1,866.91	27.34%	8,696.07
Personnel in Domestic Units	1920-6	PAY0091560	UP03	620900		C00000003989	CL007-620900-E4078-456--10009608	3,104.17	98.14	819.69	0.08	0.89	274.64	3.72	1,197.16	17.53%	8,026.32
Personnel in Domestic Units	1920-7	PAY0092452	UP03	620900		C00000003989	CL007-620900-E4078-456--10009608	6,829.15	98.14	0.09	0.89	274.65	3.72	377.49	5.53%	7,206.66	
Personnel in Domestic Units	1920-7	PAY0093458	UP03	620900		C00000003989	CL007-620900-E4078-456--10009608	6,829.15	522.37	1,489.45	0.08	0.88	274.63	3.70	2,291.11	33.55%	9,120.28
Personnel in Domestic Units	1920-8	PAY0094290	UP03	620900		C00000003989	CL007-620900-E4078-456--10009608	6,829.16	522.40	1,489.46	0.10	0.89	274.66	3.72	2,291.23	33.55%	9,120.41
Personnel in Domestic Units	1920-8	PAY0095402	UP03	620900		C00000003989	CL007-620900-E4078-456--10009608	6,829.16	522.38	1,489.44	0.08	0.89	274.64	3.72	2,291.15	33.55%	9,120.31
Personnel in Domestic Units						C00000003989	CL007-620900-E4078-456--10009608	6,829.16	522.39	1,489.44	0.08	0.89	274.64	3.72	2,291.16	33.55%	9,120.32
									2,526.33	10,427.96	0.72	7.50	2,320.97	31.39	15,314.87	26.53%	73,052.35

- There is a Cost Share query that can be used to verify the data. The name of the Cost Share query in PeopleSoft that can be used is: **SC_GM_CS_RECON_PC_DETAIL**
 - Remember to delete any year end adjusting entries, Journal ID will start with **YE00XXXXXX**
- Always reach out to your Post Award Accountant to verify cost share if you have questions.




Data Review

DISPLAY OPTIONS



UNIVERSITY OF
SOUTH CAROLINA

Default Display

 UNIVERSITY OF SOUTH CAROLINA

HUB ▾ HCM DISTRIBUTION ▾ HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	USCSP	02/15/2022 ▾	10000
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	CL034	<input type="text"/>	03/15/2022 ▾	Chartfield,Name ▾
Job	Empl.Class	Earn End Date (m/d/y)	Department	CFDA	Fiscal Month	<input type="checkbox"/> Total
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	ALL ▾	<input type="checkbox"/> Sub-Total
HCM Dept.	Full/Part	Dist.Status	Fund	Contract	Fiscal Year	<input checked="" type="checkbox"/> Detail
<input type="text"/>	All ▾	ALL ▾	<input type="text"/>	<input type="text"/>	ALL ▾	<input type="checkbox"/> Sum.Adjustments
Journal.	Reg/Temp	Dist.Type	Class	Sponsor	Pay Run ID	Output
<input type="text"/>	All ▾	ALL ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fringe-Summary[Ho ▾
Check	Std.Hours	Dist.Class	Account	Costshare		
<input type="text"/>	<input type="text"/>	ALL ▾	<input type="text"/>	<input type="text"/>		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code				
<input type="text"/> to <input type="text"/>	All ▾	<input type="text"/>				

The default display options are:

- Order By: Chartfield, Name
- Detail Only
- Output: Fringe-Summary(Horizontal)

Default Display – Chartfield, Name

In the following example, we ran all the payroll that posted 2/15/2022 - 3/15/2022 USCSP (Sponsored Projects) from CL034, using the default display.

Ordered by Chartfield, then the name of the employee. Each EE's paychecks are displayed together without being subtotaled.

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	SGRA	115020	I12	02/15/2022	8000897252	02/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%
[REDACTED]	[REDACTED]	2122-8 : PAY0136631	SGRA	115020	I12	02/28/2022	8000911472	02/28/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SGRA	115020	I12	03/15/2022	8000925934	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	SGRA	115020	I12	02/15/2022	8000897851	02/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	1,511.11	100.00%
[REDACTED]	[REDACTED]	2122-8 : PAY0136631	SGRA	115020	I12	02/28/2022	8000912059	02/28/2022	A00000062289	CL034-115000-G1000-301-10010181-	1,511.11	100.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SGRA	115020	I12	03/15/2022	8000926520	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	1,511.11	100.00%
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	SGRA	115020	I12	02/15/2022	8000897253	02/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%
[REDACTED]	[REDACTED]	2122-8 : PAY0136631	SGRA	115020	I12	02/28/2022	8000911473	02/28/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SGRA	115020	I12	03/15/2022	8000925935	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%
[REDACTED]	[REDACTED]	2122-8 : PAY0136631	SGRA	115020	I12	02/28/2022	8000911474	02/28/2022	A00000062289	CL034-115000-G1000-301-10010181-	1,500.00	100.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SGRA	115020	I12	03/15/2022	8000925936	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	600.00	100.00%
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	SGRA	115020	T12	02/15/2022	8000900146	02/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	660.00	100.00%
[REDACTED]	[REDACTED]	2122-8 : PAY0136631	SGRA	115020	T12	02/28/2022	8000914414	02/28/2022	A00000062289	CL034-115000-G1000-301-10010181-	660.00	100.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SGRA	115020	T12	03/15/2022	8000928885	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	660.00	100.00%



Ordered by Chartfield, Pay Period

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
Christina M. Boudreau	115020	2122-8 : PAY0135804	SGRA	115020	I12	02/15/2022	8000897252	02/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%
Christina M. Boudreau	115020	2122-8 : PAY0135804	SGRA	115020	I12	02/15/2022	8000897851	02/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	1,511.11	100.00%
Christina M. Boudreau	115020	2122-8 : PAY0135804	SGRA	115020	I12	02/15/2022	8000897253	02/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%
Christina M. Boudreau	115020	2122-8 : PAY0135804	SGRA	115020	T12	02/15/2022	8000900146	02/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	660.00	100.00%
Christina M. Boudreau	115000	2122-8 : PAY0135804	SGRA	115000	T12	02/15/2022	8000902620	02/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	410.29	50.63%
20220215											4,341.40	
Christina M. Boudreau	115020	2122-8 : PAY0136631	SGRA	115020	I12	02/28/2022	8000911472	02/28/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%
Christina M. Boudreau	115020	2122-8 : PAY0136631	SGRA	115020	I12	02/28/2022	8000912059	02/28/2022	A00000062289	CL034-115000-G1000-301-10010181-	1,511.11	100.00%
Christina M. Boudreau	115020	2122-8 : PAY0136631	SGRA	115020	I12	02/28/2022	8000911473	02/28/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%
Christina M. Boudreau	115020	2122-8 : PAY0136631	SGRA	115020	I12	02/28/2022	8000911474	02/28/2022	A00000062289	CL034-115000-G1000-301-10010181-	1,500.00	100.00%
Christina M. Boudreau	115020	2122-8 : PAY0136631	SGRA	115020	T12	02/28/2022	8000914414	02/28/2022	A00000062289	CL034-115000-G1000-301-10010181-	660.00	100.00%
Christina M. Boudreau	115000	2122-8 : PAY0136631	SGRA	115000	T12	02/28/2022	8000916928	02/28/2022	A00000062289	CL034-115000-G1000-301-10010181-	410.29	50.63%
20220228											5,841.40	
Christina M. Boudreau	115020	2122-9 : PAY0137704	SGRA	115020	I12	03/15/2022	8000925934	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%
Christina M. Boudreau	115020	2122-9 : PAY0137704	SGRA	115020	I12	03/15/2022	8000926520	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	1,511.11	100.00%
Christina M. Boudreau	115020	2122-9 : PAY0137704	SGRA	115020	I12	03/15/2022	8000925935	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%
Christina M. Boudreau	115020	2122-9 : PAY0137704	SGRA	115020	I12	03/15/2022	8000925936	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	600.00	100.00%
Christina M. Boudreau	115020	2122-9 : PAY0137704	SGRA	115020	T12	03/15/2022	8000928885	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	660.00	100.00%
Christina M. Boudreau	115000	2122-9 : PAY0137704	SGRA	115000	T12	03/15/2022	8000931422	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	410.29	50.63%
20220315											4,941.40	
Christina M. Boudreau	115000	2122-8 : PAY0135804	AH40	115000	HRL	02/15/2022	8000893762	02/15/2022	A00000054971	CL034-115007-F1000-201-10009653-	461.60	100.00%
20220215											461.60	
Christina M. Boudreau	115011	2122-8 : PAY0135804	AH50	115011	C12	02/15/2022	8000890374	02/15/2022	A00000005101	CL034-115011-F1000-301-10007921-	426.02	11.88%
Christina M. Boudreau	115011	2122-8 : PAY0135804	AH10	115011	C12	02/15/2022	8000890375	02/15/2022	A00000000987	CL034-115011-F1000-301-10007921-	813.18	46.35%
Christina M. Boudreau	115011	2122-8 : PAY0135804	SGRA	115011	T12	02/15/2022	8000900142	02/15/2022	A00000017443	CL034-115011-F1000-301-10007921-	750.00	100.00%
20220215											1,989.20	



Ordered by Pay Period, Chartfield

Payroll for CL034 2/15/2022 - 3/15/2022 USCSP (Sponsored Projects) from CL034, ordered by Pay Period, then by Chartfield. All EE's for each pay period are displayed together. Tip: Add Subtotals!

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	SGRA	115020	I12	02/15/2022	8000897252	02/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	SGRA	115020	I12	02/15/2022	8000897851	02/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	1,511.11	100.00%
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	SGRA	115020	I12	02/15/2022	8000897253	02/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	SGRA	115020	T12	02/15/2022	8000900146	02/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	660.00	100.00%
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	SGRA	115000	T12	02/15/2022	8000902620	02/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	410.29	50.63%
CL034-115000-G1000-301-10010181-											4,341.40	
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	AH40	115000	HRL	02/15/2022	8000893762	02/15/2022	A00000054971	CL034-115007-F1000-201-10009653-	461.60	100.00%
CL034-115007-F1000-201-10009653-											461.60	
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	AH50	115011	C12	02/15/2022	8000890374	02/15/2022	A00000005101	CL034-115011-F1000-301-10007921-	426.02	11.88%
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	AH10	115011	C12	02/15/2022	8000890375	02/15/2022	A00000000987	CL034-115011-F1000-301-10007921-	813.18	46.35%
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	SGRA	115011	T12	02/15/2022	8000900142	02/15/2022	A00000017443	CL034-115011-F1000-301-10007921-	750.00	100.00%
CL034-115011-F1000-301-10007921-											1,989.20	
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	AH30	115011	IC1	02/15/2022	8000897867	02/15/2022	A00000054864	CL034-115011-F1000-301-10009644-	1,653.79	100.00%
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	AH10	115011	C12	02/15/2022	8000890375	02/15/2022	A00000054864	CL034-115011-F1000-301-10009644-	187.50	10.69%
CL034-115011-F1000-301-10009644-											1,841.29	
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	AH50	115011	C12	02/15/2022	8000890374	02/15/2022	A00000072462	CL034-115011-F1000-301-10010952-	1,687.28	47.03%
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	AH30	115011	HRL	02/15/2022	8000893764	02/15/2022	A00000072448	CL034-115011-F1000-301-10010952-	1,320.00	100.00%
CL034-115011-F1000-301-10010952-											3,007.28	
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	AG40	115011	IC1	02/15/2022	8000897866	02/15/2022	A00000076495	CL034-115011-F1000-301-10011193-	301.84	13.94%
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	AH50	115011	C12	02/15/2022	8000890374	02/15/2022	A00000076495	CL034-115011-F1000-301-10011193-	630.10	17.56%
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	AH10	115011	C12	02/15/2022	8000890375	02/15/2022	A00000076476	CL034-115011-F1000-301-10011193-	327.51	18.67%
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	AH40	115011	P12	02/15/2022	8000898749	02/15/2022	A00000076495	CL034-115011-F1000-301-10011193-	452.27	20.80%
CL034-115011-F1000-301-10011193-											1,711.72	



Ordered by Pay Period, Name

Payroll for CL034 2/15/2022 - 3/15/2022 USCSP (Sponsored Projects) from CL034, ordered by Pay Period, then by Name. Employees are listed by Pay Period in Alphabetical order. Shows all funding sources. Tip: Add Subtotals!

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
		2122-8 : PAY0135929	SGRA	115100	IS1	02/15/2022	8000898102	02/15/2022	A00000066708	CL034-115100-F1000-202-10010573-	833.33	100.00%
											833.33	
		2122-8 : PAY0135804	SGRA	115100	T12	02/15/2022	8000900157	02/15/2022	A00000069025	CL034-115100-F1000-202-10010756-	1,173.34	80.00%
		2122-8 : PAY0135804	SGRA	115100	T12	02/15/2022	8000900157	02/15/2022	A00000077971	CL034-115100-F1000-202-10011387-	293.33	20.00%
											1,466.67	
		2122-8 : PAY0135804	AH30	115800	C12	02/15/2022	8000890463	02/15/2022	A00000061848	CL034-115800-F1000-201-10010153-	2,061.08	100.00%
											2,061.08	
		2122-8 : PAY0135804	SGRA	115400	I12	02/15/2022	8000897296	02/15/2022	A00000078021	CL034-115400-F1000-202-10011415-	909.09	100.00%
											909.09	
		2122-8 : PAY0135804	UG75	115600	C09	02/15/2022	8000888831	02/15/2022	A00000005488	CL034-115600-F1000-202-10008542-	890.53	15.00%
		2122-8 : PAY0135804	UG75	115600	C09	02/15/2022	8000888831	02/15/2022	A000000033840	CL034-115600-F1000-202-10009003-	21.20	0.36%
											911.73	
		2122-8 : PAY0135804	SGRA	115400	I12	02/15/2022	8000897297	02/15/2022	A00000017709	CL034-115400-F1000-202-10007761-	909.95	100.00%
											909.95	
		2122-8 : PAY0135804	UG83	115600	P12	02/15/2022	8000898791	02/15/2022	A000000077543	CL034-115600-F1000-202-10011362-	2,887.50	100.00%
											2,887.50	



Ordered by Name, Chartfield

Payroll for CL034 2/15/2022 - 3/15/2022 USCSP (Sponsored Projects) from CL034, ordered by Name, then Chartfield. Employees are listed Alphabetical, by chartfield. Shows all paychecks received for that employee on that funding source together. Tip: Add Subtotals!

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
		2122-8 : PAY0135929	SGRA	115100	IS1	02/15/2022	8000898102	02/15/2022	A00000066708	CL034-115100-F1000-202-10010573-	833.33	100.00%
		2122-8 : PAY0136631	SGRA	115100	IS1	02/28/2022	8000912327	02/28/2022	A00000066708	CL034-115100-F1000-202-10010573-	833.33	100.00%
		2122-9 : PAY0137704	SGRA	115100	IS1	03/15/2022	8000926788	03/15/2022	A00000066708	CL034-115100-F1000-202-10010573-	833.33	100.00%
CL034-115100-F1000-202-10010573-											2,499.99	
		2122-8 : PAY0135804	SGRA	115100	T12	02/15/2022	8000900157	02/15/2022	A00000069025	CL034-115100-F1000-202-10010756-	1,173.34	80.00%
		2122-8 : PAY0136631	SGRA	115100	T12	02/28/2022	8000914425	02/28/2022	A00000069025	CL034-115100-F1000-202-10010756-	1,173.34	80.00%
		2122-9 : PAY0137704	SGRA	115100	T12	03/15/2022	8000928899	03/15/2022	A00000069025	CL034-115100-F1000-202-10010756-	1,173.34	80.00%
CL034-115100-F1000-202-10010756-											3,520.02	
		2122-8 : PAY0135804	SGRA	115100	T12	02/15/2022	8000900157	02/15/2022	A00000077971	CL034-115100-F1000-202-10011387-	293.33	20.00%
		2122-8 : PAY0136631	SGRA	115100	T12	02/28/2022	8000914425	02/28/2022	A00000077971	CL034-115100-F1000-202-10011387-	293.33	20.00%
		2122-9 : PAY0137704	SGRA	115100	T12	03/15/2022	8000928899	03/15/2022	A00000077971	CL034-115100-F1000-202-10011387-	293.33	20.00%
CL034-115100-F1000-202-10011387-											879.99	
		2122-8 : PAY0135804	AH30	115800	C12	02/15/2022	8000890463	02/15/2022	A00000061848	CL034-115800-F1000-201-10010153-	2,061.08	100.00%
		2122-8 : PAY0136631	AH30	115800	C12	02/28/2022	8000904414	02/28/2022	A00000061848	CL034-115800-F1000-201-10010153-	2,061.08	100.00%
		2122-9 : PAY0137704	AH30	115800	C12	03/15/2022	8000918735	03/15/2022	A00000061848	CL034-115800-F1000-201-10010153-	2,061.08	100.00%
CL034-115800-F1000-201-10010153-											6,183.24	
		2122-8 : PAY0135804	SGRA	115400	I12	02/15/2022	8000897296	02/15/2022	A00000078021	CL034-115400-F1000-202-10011415-	909.09	100.00%
		2122-8 : PAY0136631	SGRA	115400	I12	02/28/2022	8000911512	02/28/2022	A00000078021	CL034-115400-F1000-202-10011415-	909.09	100.00%
		2122-9 : PAY0137704	SGRA	115400	I12	03/15/2022	8000925977	03/15/2022	A00000078021	CL034-115400-F1000-202-10011415-	909.09	100.00%
CL034-115400-F1000-202-10011415-											2,727.27	



Ordered by Name, Pay Period

Payroll for CL034 2/15/2022 - 3/15/2022 USCSP (Sponsored Projects) from CL034, ordered by Name, then Pay Period. Employees are listed Alphabetical, by Pay Period. Shows all funding sources together for each employee's Pay Period. Tip: Add Subtotals!

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
[REDACTED]	[REDACTED]	2122-8 : PAY0135929	SGRA	115100	IS1	02/15/2022	8000898102	02/15/2022	A00000066708	CL034-115100-F1000-202-10010573-	833.33	100.00%
20220215											833.33	
[REDACTED]	[REDACTED]	2122-8 : PAY0136631	SGRA	115100	IS1	02/28/2022	8000912327	02/28/2022	A00000066708	CL034-115100-F1000-202-10010573-	833.33	100.00%
20220228											833.33	
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SGRA	115100	IS1	03/15/2022	8000926788	03/15/2022	A00000066708	CL034-115100-F1000-202-10010573-	833.33	100.00%
20220315											833.33	
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	SGRA	115100	T12	02/15/2022	8000900157	02/15/2022	A00000069025	CL034-115100-F1000-202-10010756-	1,173.34	80.00%
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	SGRA	115100	T12	02/15/2022	8000900157	02/15/2022	A00000077971	CL034-115100-F1000-202-10011387-	293.33	20.00%
20220215											1,466.67	
[REDACTED]	[REDACTED]	2122-8 : PAY0136631	SGRA	115100	T12	02/28/2022	8000914425	02/28/2022	A00000069025	CL034-115100-F1000-202-10010756-	1,173.34	80.00%
[REDACTED]	[REDACTED]	2122-8 : PAY0136631	SGRA	115100	T12	02/28/2022	8000914425	02/28/2022	A00000077971	CL034-115100-F1000-202-10011387-	293.33	20.00%
20220228											1,466.67	
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SGRA	115100	T12	03/15/2022	8000928899	03/15/2022	A00000069025	CL034-115100-F1000-202-10010756-	1,173.34	80.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SGRA	115100	T12	03/15/2022	8000928899	03/15/2022	A00000077971	CL034-115100-F1000-202-10011387-	293.33	20.00%
20220315											1,466.67	
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	UG75	115500	C09	02/15/2022	8000888823	02/15/2022	A00000064901	CL034-115500-F1000-202-10010405-	1,022.71	14.78%
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	UG75	115500	C09	02/15/2022	8000888823	02/15/2022	A00000070528	CL034-115500-F1000-202-10010853-	601.59	8.70%
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	UG75	115500	C09	02/15/2022	8000888823	02/15/2022	A00000072775	CL034-115500-F1000-202-10010966-	1,203.18	17.39%
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	UG75	115500	C09	02/15/2022	8000888823	02/15/2022	A00000076154	CL034-115500-F1000-202-10011228-	1,203.18	17.39%
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	UG75	115500	C09	02/15/2022	8000888823	02/15/2022	A00000078831	CL034-115500-F1000-202-10011511-	1,203.20	17.39%
20220215											5,233.86	



Sum.Adjustments Option

UNIVERSITY OF SOUTH CAROLINA HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	01/15/2022	10000
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	10010736	03/15/2022	Chartfield,Name
Job	Empl.Class	Earn End Date (m/d/y)	Department	CFDA	Fiscal Month	<input type="checkbox"/> Total
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	ALL	<input checked="" type="checkbox"/> Sub-Total
HCM Dept.	Full/Part	Dist.Status	Fund	Contract	Fiscal Year	<input checked="" type="checkbox"/> Detail
<input type="text"/>	All	ALL	<input type="text"/>	<input type="text"/>	ALL	<input type="checkbox"/> Sum.Adjustments
Journal.	Reg/Temp	Dist.Type	Class	Sponsor	Pay Run ID	Output
<input type="text"/>	All	ALL	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fringe-Summary[Ho
Check	Std.Hours	Dist.Class	Account	Costshare		
<input type="text"/>	<input type="text"/>	ALL	<input type="text"/>	<input type="text"/>		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code				
<input type="text"/> to <input type="text"/>	All	<input type="text"/>				

Submit Clear CSV

- In this example, we are going to look at project **10010736** for **1/15/2022** to **3/15/2022**.

Retro Journal Entries

Pink lines represent Retro Funding Change Journal Entries. The **Check** number will show the **RPAYXXXXX** entry number and the **CHK Date** will become the date the retro was processed.

Records Found: 476

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
...	...	2122-7: PAY0134027	UK63	180200	I12	01/15/2022	8000871523	01/14/2022	A00000068723	MC000-180200-F1000-202-10010736-	2,250.88	100.00%	186.26	513.43	0.16	1.61	509.35	6.74	1,217.55	54.09%	3,468.43
...	...	2122-8: RPAYB00732	UK63	180200	I12	01/15/2022	RPAYB00732	02/28/2022	A00000068723	MC000-180200-F1000-202-10010736-	(2,250.88)	-100.00%	(186.26)	(513.43)	(0.16)	(1.61)	(509.35)	(6.74)	(1,217.55)	54.09%	(3,468.43)
...	...	2122-7: PAY0134824	UK63	180200	I12	01/31/2022	8000884011	01/31/2022	A00000068723	MC000-180200-F1000-202-10010736-	2,250.88	100.00%	186.28	513.43	0.16	1.61	509.35	6.74	1,217.57	54.09%	3,468.45
...	...	2122-8: RPAYB00732	UK63	180200	I12	01/31/2022	RPAYB00732	02/28/2022	A00000068723	MC000-180200-F1000-202-10010736-	(2,250.88)	-100.00%	(186.28)	(513.43)	(0.16)	(1.61)	(509.35)	(6.74)	(1,217.57)	54.09%	(3,468.45)
...	...	2122-8: PAY0135804	UK63	180200	I12	02/15/2022	8000897759	02/15/2022	A00000068723	MC000-180200-F1000-202-10010736-	2,250.88	100.00%	186.25	513.43	0.16	1.61	509.35	6.74	1,217.54	54.09%	3,468.42
...	...	2122-8: RPAYB00732	UK63	180200	I12	02/15/2022	RPAYB00732	02/28/2022	A00000068723	MC000-180200-F1000-202-10010736-	(2,250.88)	-100.00%	(186.25)	(513.43)	(0.16)	(1.61)	(509.35)	(6.74)	(1,217.54)	54.09%	(3,468.42)
...	01/15/2022	8000871523	01/14/2022	A00000068723	MC000-180200-F1000-202-10010736-	2,250.88	100.00%								54.09%	3,468.44
...	01/15/2022	RPAYB00732	02/28/2022	A00000068723	MC000-180200-F1000-202-10010736-	(2,250.88)	-100.00%								54.09%	(3,468.44)
...	01/31/2022	8000884011	01/31/2022	A00000068723	MC000-180200-F1000-202-10010736-	2,250.88	100.00%								41.11%	4,519.99
...	01/31/2022	RPAYB00732	02/28/2022	A00000068723	MC000-180200-F1000-202-10010736-	(2,250.88)	-100.00%								41.11%	(4,519.99)
...	...	2122-8: RPAYB00732	UG85	180200	I12	02/15/2022	RPAYB00732	02/28/2022	A00000068723	MC000-180200-F1000-202-10010736-	(3,203.13)	-100.00%	(264.98)	(730.63)	(0.16)	(1.61)	(312.74)	(6.74)	(1,316.86)	41.11%	(4,519.99)
...	...	2122-8: PAY0136631	UG85	180200	I12	02/28/2022	8000911960	02/28/2022	A00000068723	MC000-180200-F1000-202-10010736-	3,203.13	100.00%	265.00	730.63	0.16	1.61	312.74	6.74	1,316.88	41.11%	4,520.01
...	...	2122-8: RPAYB00732	UG85	180200	I12	02/28/2022	RPAYB00732	02/28/2022	A00000068723	MC000-180200-F1000-202-10010736-	(3,203.13)	-100.00%	(265.00)	(730.63)	(0.16)	(1.61)	(312.74)	(6.74)	(1,316.88)	41.11%	(4,520.01)
																				0.00%	

Sum.Adjustments

The **Sum.Adjustments** check box will allow you see the net adjustments. Making the data easier to review.

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
...	...	2122-8 : RPAYB00732	UK63	180200	I12	01/15/2022	8000871523	02/28/2022	A00000068723	MC000-180200-F1000-202-10010736-	0.00	0.00%	(0.00)						(0.00)	0.00%	(0.00)
...	...	2122-8 : RPAYB00732	UK63	180200	I12	01/31/2022	8000884011	02/28/2022	A00000068723	MC000-180200-F1000-202-10010736-	0.00	0.00%	(0.00)						(0.00)	0.00%	0.00
...	...	2122-8 : RPAYB00732	UK63	180200	I12	02/15/2022	8000897759	02/28/2022	A00000068723	MC000-180200-F1000-202-10010736-	0.00	0.00%	(0.00)						(0.00)	0.00%	0.00
...	...	2122-8 : RPAYB00732	UK63	180200	I12	02/28/2022	8000911959	02/28/2022	A00000068723	MC000-180200-F1000-202-10010736-	0.00	0.00%	(0.00)						(0.00)	0.00%	(0.00)
											0.00		(0.00)						(0.00)	0.00%	0.00
...	...	2122-8 : RPAYB00732	UG85	180200	I12	01/15/2022	8000871524	02/28/2022	A00000068723	MC000-180200-F1000-202-10010736-	0.00	0.00%	0.00						0.00	0.00%	0.00
...	...	2122-8 : RPAYB00732	UG85	180200	I12	01/31/2022	8000884012	02/28/2022	A00000068723	MC000-180200-F1000-202-10010736-	0.00	0.00%	0.00						0.00	0.00%	0.00
...	...	2122-8 : RPAYB00732	UG85	180200	I12	02/15/2022	8000897760	02/28/2022	A00000068723	MC000-180200-F1000-202-10010736-	0.00	0.00%	0.00						0.00	0.00%	0.00
...	...	2122-8 : RPAYB00732	UG85	180200	I12	02/28/2022	8000911960	02/28/2022	A00000068723	MC000-180200-F1000-202-10010736-	0.00	0.00%	0.00						0.00	0.00%	0.00
											0.00		0.00						0.00	0.00%	0.00
...	...	2122-8 : RPAYB00732	UK63	180200	I12	01/15/2022	8000871523	02/28/2022	A00000081941	MC000-180950-F1000-202-10010736-	2,250.88	100.00%	186.26	513.43	0.16	1.61	509.35	6.74	1,217.55	54.09%	3,468.43
...	...	2122-8 : RPAYB00732	UK63	180200	I12	01/31/2022	8000884011	02/28/2022	A00000081941	MC000-180950-F1000-202-10010736-	2,250.88	100.00%	186.28	513.43	0.16	1.61	509.35	6.74	1,217.57	54.09%	3,468.45
...	...	2122-8 : RPAYB00732	UK63	180200	I12	02/15/2022	8000897759	02/28/2022	A00000081941	MC000-180950-F1000-202-10010736-	2,250.88	100.00%	186.25	513.43	0.16	1.61	509.35	6.74	1,217.54	54.09%	3,468.42
...	...	2122-8 : RPAYB00732	UK63	180200	I12	02/28/2022	8000911959	02/28/2022	A00000081941	MC000-180950-F1000-202-10010736-	2,250.88	100.00%	186.27	513.43	0.16	1.61	509.35	6.74	1,217.56	54.09%	3,468.44
...	...	2122-9 : PAY0137704	UK63	180200	I12	03/15/2022	8000926419	03/15/2022	A00000081941	MC000-180950-F1000-202-10010736-	2,250.88	100.00%	186.26	513.43	0.16	1.61	509.35	6.74	1,217.55	54.09%	3,468.43
											11,254.40		931.32	2,567.15	0.80	8.05	2,546.75	33.70	6,087.77	54.09%	17,342.17
...	...	2122-8 : RPAYB00732	UG85	180200	I12	01/15/2022	8000871524	02/28/2022	A00000081941	MC000-180950-F1000-202-10010736-	3,203.13	100.00%	264.98	730.63	0.16	1.61	312.74	6.74	1,316.86	41.11%	4,519.99
...	...	2122-8 : RPAYB00732	UG85	180200	I12	01/31/2022	8000884012	02/28/2022	A00000081941	MC000-180950-F1000-202-10010736-	3,203.13	100.00%	264.99	730.63	0.16	1.61	312.74	6.74	1,316.87	41.11%	4,520.00
...	...	2122-8 : RPAYB00732	UG85	180200	I12	02/15/2022	8000897760	02/28/2022	A00000081941	MC000-180950-F1000-202-10010736-	3,203.13	100.00%	264.98	730.63	0.16	1.61	312.74	6.74	1,316.86	41.11%	4,519.99
...	...	2122-8 : RPAYB00732	UG85	180200	I12	02/28/2022	8000911960	02/28/2022	A00000081941	MC000-180950-F1000-202-10010736-	3,203.13	100.00%	265.00	730.63	0.16	1.61	312.74	6.74	1,316.88	41.11%	4,520.01
...	...	2122-9 : PAY0137704	UG85	180200	I12	03/15/2022	8000926420	03/15/2022	A00000081941	MC000-180950-F1000-202-10010736-	3,203.13	100.00%	264.98	730.63	0.16	1.61	312.74	6.74	1,316.86	41.11%	4,519.99
											16,015.65		1,324.93	3,653.15	0.80	8.05	1,563.70	33.70	6,584.33	41.11%	22,599.98



Total Options: Total

UNIVERSITY OF SOUTH CAROLINA HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
					01/15/2023	10000
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
					03/15/2023	Chartfield,Name
Job	Empl.Class	Earn End Date (m/d/y)	Department	CFDA	Fiscal Month	<input checked="" type="checkbox"/> Total
			911046		ALL	<input type="checkbox"/> Sub-Total
HCM Dept.	Full/Part	Dist.Status	Fund	Contract	Fiscal Year	<input type="checkbox"/> Detail
	All	ALL			ALL	<input type="checkbox"/> Sum.Adjustments
Journal.	Reg/Temp	Dist.Type	Class	Sponsor	Pay Run ID	Output
	All	ALL				Fringe-Summary[Hor]
Check	Std.Hours	Dist.Class	Account	Costshare		
		ALL				
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code				
	All					

- In this example, we are going to look at payroll posted within Department 911046 for **1/15/2023 to 3/15/2023** and select **“Total”** only.

Total Options: Total

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
AK000-911046-A0001-101--					161,328.94		12,621.09	38,359.52	9.90	82.03	14,653.72	272.71	65,998.97	40.91%	227,327.91
AK000-911046-F1000-301-10012331-					6,729.96		533.34	1,602.42	0.15	1.27	67.13	1.49	2,205.80	32.78%	8,935.76
TOTAL					168,058.90		13,154.43	39,961.94	10.05	83.30	14,720.85	274.20	68,204.77	40.58%	236,263.67

- The Data totals the salary and fringe paid to each funding source within Department 911046 for 1/15/2023 to 3/15/2023.
- Doesn't provide employee or check detail.



Total Options: Sub-Total

UNIVERSITY OF SOUTH CAROLINA HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	01/15/2023	10000
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	03/15/2023	Chartfield,Name
Job	Empl.Class	Earn End Date (m/d/y)	Department	CFDA	Fiscal Month	<input type="checkbox"/> Total
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	911046	<input type="text"/>	ALL	<input checked="" type="checkbox"/> Sub-Total
HCM Dept.	Full/Part	Dist.Status	Fund	Contract	Fiscal Year	<input type="checkbox"/> Detail
<input type="text"/>	All	ALL	<input type="text"/>	<input type="text"/>	ALL	<input type="checkbox"/> Sum.Adjustments
Journal.	Reg/Temp	Dist.Type	Class	Sponsor	Pay Run ID	Output
<input type="text"/>	All	ALL	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fringe-Summary[Hor]
Check	Std.Hours	Dist.Class	Account	Costshare		
<input type="text"/>	<input type="text"/>	ALL	<input type="text"/>	<input type="text"/>		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code				
<input type="text"/> to <input type="text"/>	All	<input type="text"/>				

- In this example, we are going to look at payroll posted within Department 911046 for **1/15/2023 to 3/15/2023** and select **“Sub-Total”** only.

Total Options: Sub-Total

Records Found: 595

NAME	USCID	FISCAL PERIOD:	JOB	HCM	GROUP	PAY	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR	LBR	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG	FRNG	TOT
		JOURNAL		DEPT		PERIOD					\$	%							\$	%	\$
Walter Underhill											12,875.00		950.20	3,065.55	1.30	10.75	1,623.95	44.95	5,696.70	44.25%	18,571.70
Charles King Carter											2,903.72		229.87	691.39				11.44	932.70	32.12%	3,836.42
Walter Underhill											17,503.05		1,337.72	4,167.50	1.15	9.48	1,452.32	39.65	7,007.82	40.04%	24,510.87
Walter Underhill											18,484.45		1,503.98	4,401.13			(495.52)	(16.51)	5,393.08	29.18%	23,877.53
Walter Underhill											18,020.00		1,358.28	4,290.55	1.30	10.75	4,380.38	44.95	10,086.21	55.97%	28,106.21
Walter Underhill											15,554.45		1,240.92	3,703.50	1.30	10.75	1,633.71	44.95	6,635.13	42.66%	22,189.58
Walter Underhill											19,243.05		1,475.15	4,581.75	1.30	10.75	1,633.71	44.95	7,747.61	40.26%	26,990.66
Walter Underhill											222.22		18.17						18.17	8.18%	240.39
Walter Underhill											20,425.85		1,637.34	4,863.40	1.30	10.75	1,633.71	(20.32)	8,126.18	39.78%	28,552.03
Walter Underhill											20,542.70		1,651.95	4,891.25	0.95	8.05	1,157.75	33.70	7,743.65	37.70%	28,286.35
Walter Underhill											15,554.45		1,217.51	3,703.50	1.30	10.75	1,633.71	44.95	6,611.72	42.51%	22,166.17
Walter Underhill											2,557.38		196.79	608.91	0.15	1.27	181.39	5.30	993.81	38.86%	3,551.19
Walter Underhill											2,557.38		208.26	608.93			(114.26)	(3.81)	699.12	27.34%	3,256.50
Walter Underhill											1,615.20		128.29	384.58					512.87	31.75%	2,128.07
TOTAL											168,058.90		13,154.43	39,961.94	10.05	83.30	14,720.85	274.20	68,204.77	40.58%	236,263.67

- The Data totals the salary and fringe paid to each employee within Department 911046 for 1/15/2023 to 3/15/2023.
- Doesn't provide a check detail.

Data Review

OUTPUT OPTIONS



UNIVERSITY OF
SOUTH CAROLINA

Output: Default (Fringe-Summary Horizontal)

Payroll for CL034 2/15/2022 - 3/15/2022 USCSP (Sponsored Projects) from CL034, Ordered by: Chartfield, Name with **OUTPUT: Fringe-Summary (Horizontal)**. Data is ordered by Chartfield, then Employee Name with all paychecks grouped together. **Shows detail of LBR (SALARY) and Fringes:**

NAME	USCID	FISCAL PERIOD: JOURNAL	JOB	HCM	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	SGRA	115020	I12	02/15/2022	8000897252	02/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%	5.28						5.28	0.60%	885.28
[REDACTED]	[REDACTED]	2122-8 : PAY0136631	SGRA	115020	I12	02/28/2022	8000911472	02/28/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%	5.28						5.28	0.60%	885.28
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SGRA	115020	I12	03/15/2022	8000925934	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%	5.28						5.28	0.60%	885.28
[REDACTED]											2,640.00		15.84						15.84	0.60%	2,655.84
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	SGRA	115020	I12	02/15/2022	8000897851	02/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	1,511.11	100.00%	9.07						9.07	0.60%	1,520.18
[REDACTED]	[REDACTED]	2122-8 : PAY0136631	SGRA	115020	I12	02/28/2022	8000912059	02/28/2022	A00000062289	CL034-115000-G1000-301-10010181-	1,511.11	100.00%	9.07						9.07	0.60%	1,520.18
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SGRA	115020	I12	03/15/2022	8000926520	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	1,511.11	100.00%	9.07						9.07	0.60%	1,520.18
[REDACTED]											4,533.33		27.21						27.21	0.60%	4,560.54
[REDACTED]	[REDACTED]	2122-8 : PAY0135804	AH30	115011	IC1	02/15/2022	8000897867	02/15/2022	A00000054864	CL034-115011-F1000-301-10009644-	1,653.79	100.00%	124.28	377.23	0.16	1.61	402.03	6.74	912.05	55.15%	2,565.84
[REDACTED]	[REDACTED]	2122-8 : PAY0136631	AH30	115011	IC1	02/28/2022	8000912077	02/28/2022	A00000054864	CL034-115011-F1000-301-10009644-	1,653.79	100.00%	124.29	377.23	0.16	1.61	402.03	6.74	912.06	55.15%	2,565.85
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	AH30	115011	IC1	03/15/2022	8000926536	03/15/2022	A00000054864	CL034-115011-F1000-301-10009644-	1,653.79	100.00%	124.81	377.23	0.16	1.61	402.03	6.74	912.58	55.18%	2,566.37
[REDACTED]											4,961.37		373.38	1,131.69	0.48	4.83	1,206.09	20.22	2,736.69	55.16%	7,698.06



Output: Fringe-Detail (Vertical)

Payroll for CL034 2/15/2022 - 3/15/2022 USCSP (Sponsored Projects) from CL034, Ordered by: Chartfield, Name with **OUTPUT: Fringe-Detail (Vertical)**. Shows additional detail: Account Code, Earnings End Date, Earnings Code(s), and Amounts.

NAME	USCID	JOB	HCM DEPT	GROUP	PAY PERIOD	COMBO	CHARTFIELD	AMOUNT
		ACCOUNT	EARN END		DIST. TYPE: CODE	CHECK : CHK DATE	FISCAL PERIOD : JOURNAL	
1		SGRA	115020	I12	02/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	
		51400	01/31/2022	ERN:REG-Regular Pay		8000897252 : 02/15/2022	2122-8:PAY0135804	880
2		51900	01/31/2022	TAX:R-Local ER		8000897252 : 02/15/2022	2122-8:PAY0135804	5.28
		LABOR: 880.00 (100.00%)			FRINGE: 5.28 (0.60%)			885.28
3		SGRA	115020	I12	02/28/2022	A00000062289	CL034-115000-G1000-301-10010181-	
		51400	02/15/2022	ERN:REG-Regular Pay		8000911472 : 02/28/2022	2122-8:PAY0136631	880
4		51900	02/15/2022	TAX:R-Local ER		8000911472 : 02/28/2022	2122-8:PAY0136631	5.28
		LABOR: 880.00 (100.00%)			FRINGE: 5.28 (0.60%)			885.28
5		SGRA	115020	I12	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	
		51400	02/28/2022	ERN:REG-Regular Pay		8000925934 : 03/15/2022	2122-9:PAY0137704	880
6		51900	02/28/2022	TAX:R-Local ER		8000925934 : 03/15/2022	2122-9:PAY0137704	5.28
		LABOR: 880.00 (100.00%)			FRINGE: 5.28 (0.60%)			885.28
		LABOR:	2,640.00		FRINGE:	15.84 (0.60%)	TOTAL:	2,655.84



Output: Fringe-Total Only

Payroll for CL034 2/15/2022 - 3/15/2022 USCSP (Sponsored Projects) from **CL034**, Ordered by: **Chartfield, Name with OUTPUT: Fringe-Total Only**. Shows only the total amount of LBR (SALARY) and Fringe. Does not break fringes down by type and amounts.

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	FRNG \$	FRNG %	TOTAL \$
...	...	2122-8 : PAY0135804	SGRA	115020	112	02/15/2022	8000897252	02/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%	5.28	0.60%	885.28
...	...	2122-8 : PAY0136631	SGRA	115020	112	02/28/2022	8000911472	02/28/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%	5.28	0.60%	885.28
...	...	2122-9 : PAY0137704	SGRA	115020	112	03/15/2022	8000925934	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%	5.28	0.60%	885.28
											2,640.00		15.84	0.60%	2,655.84
...	...	2122-8 : PAY0135804	SGRA	115020	112	02/15/2022	8000897851	02/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	1,511.11	100.00%	9.07	0.60%	1,520.18
...	...	2122-8 : PAY0136631	SGRA	115020	112	02/28/2022	8000912059	02/28/2022	A00000062289	CL034-115000-G1000-301-10010181-	1,511.11	100.00%	9.07	0.60%	1,520.18
...	...	2122-9 : PAY0137704	SGRA	115020	112	03/15/2022	8000926520	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	1,511.11	100.00%	9.07	0.60%	1,520.18
											4,533.33		27.21	0.60%	4,560.54
...	...	2122-8 : PAY0135804	SGRA	115020	112	02/15/2022	8000897253	02/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%	5.28	0.60%	885.28
...	...	2122-8 : PAY0136631	SGRA	115020	112	02/28/2022	8000911473	02/28/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%	5.28	0.60%	885.28
...	...	2122-9 : PAY0137704	SGRA	115020	112	03/15/2022	8000925935	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%	5.28	0.60%	885.28
											2,640.00		15.84	0.60%	2,655.84
...	...	2122-8 : PAY0136631	SGRA	115020	112	02/28/2022	8000911474	02/28/2022	A00000062289	CL034-115000-G1000-301-10010181-	1,500.00	100.00%	9.00	0.60%	1,509.00
...	...	2122-9 : PAY0137704	SGRA	115020	112	03/15/2022	8000925936	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	600.00	100.00%	3.60	0.60%	603.60
											2,100.00		12.60	0.60%	2,112.60



Output: Labor Only

Payroll for CL034 2/15/2022 - 3/15/2022 USCSP (Sponsored Projects) from **CL034**, Ordered by: **Chartfield, Name with OUTPUT: Labor Only**. Shows only the total amount of LBR (SALARY). Does not display fringes.

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	2122-8 : PAY0135804	SGRA	115020	112	02/15/2022	8000897252	02/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%
XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	2122-8 : PAY0136631	SGRA	115020	112	02/28/2022	8000911472	02/28/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%
XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	2122-9 : PAY0137704	SGRA	115020	112	03/15/2022	8000925934	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%
XXXXXXXXXXXXXXXXXX											2,640.00	
XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	2122-8 : PAY0135804	SGRA	115020	112	02/15/2022	8000897851	02/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	1,511.11	100.00%
XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	2122-8 : PAY0136631	SGRA	115020	112	02/28/2022	8000912059	02/28/2022	A00000062289	CL034-115000-G1000-301-10010181-	1,511.11	100.00%
XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	2122-9 : PAY0137704	SGRA	115020	112	03/15/2022	8000926520	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	1,511.11	100.00%
XXXXXXXXXXXXXXXXXX											4,533.33	
XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	2122-8 : PAY0135804	SGRA	115020	112	02/15/2022	8000897253	02/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%
XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	2122-8 : PAY0136631	SGRA	115020	112	02/28/2022	8000911473	02/28/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%
XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	2122-9 : PAY0137704	SGRA	115020	112	03/15/2022	8000925935	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	880.00	100.00%
XXXXXXXXXXXXXXXXXX											2,640.00	
XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	2122-8 : PAY0136631	SGRA	115020	112	02/28/2022	8000911474	02/28/2022	A00000062289	CL034-115000-G1000-301-10010181-	1,500.00	100.00%
XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	2122-9 : PAY0137704	SGRA	115020	112	03/15/2022	8000925936	03/15/2022	A00000062289	CL034-115000-G1000-301-10010181-	600.00	100.00%
XXXXXXXXXXXXXXXXXX											2,100.00	



Output: Demographic

UNIVERSITY OF SOUTH CAROLINA HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	03/15/2022	<input type="text" value="10000"/>
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	CL044	<input type="text"/>	03/15/2022	Chartfield,Name
Job	Empl.Class	Earn End Date (m/d/y)	Department	CFDA	Fiscal Month	<input type="checkbox"/> Total
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	ALL	<input checked="" type="checkbox"/> Sub-Total
HCM Dept.	Full/Part	Dist. Status	Fund	Contract	Fiscal Year	<input checked="" type="checkbox"/> Detail
<input type="text"/>	All	ALL	<input type="text"/>	<input type="text"/>	ALL	<input type="checkbox"/> Sum.Adjustments
Journal.	Reg/Temp	Dist. Type	Class	Sponsor	Pay Run ID	Output
<input type="text"/>	All	ALL	<input type="text"/>	<input type="text"/>	<input type="text"/>	Demographic
Check	Std.Hours	Dist. Class	Account	Costshare		
<input type="text"/>	<input type="text"/>	ALL	<input type="text"/>	<input type="text"/>		
Check Date (m/d/y)	HCM BU [Campus]	Dist. Code				
<input type="text"/> to <input type="text"/>	All	<input type="text"/>				

Submit Clear CSV

Payroll for CL044 for **3/15/2022**, Ordered by: **Chartfield, Name** with **OUTPUT: Demographic**. Displays important additional information:

- Job Effective Date
- Job Info
- Std. Hours
- Supervisor

Data Review

OTHER CAPABILITIES



UNIVERSITY OF
SOUTH CAROLINA

Drill Down Capability

UNIVERSITY OF SOUTH CAROLINA HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	03/15/2022	10000
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	03/15/2022	Pay Period,Chartfield
Job	Empl.Class	Earn End Date (m/d/y)	Department	CFDA	Fiscal Month	<input type="checkbox"/> Total
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	155001	<input type="text"/>	ALL	<input checked="" type="checkbox"/> Sub-Total
HCM Dept.	Full/Part	Dist. Status	Fund	Contract	Fiscal Year	<input checked="" type="checkbox"/> Detail
<input type="text"/>	All	ALL	<input type="text"/>	<input type="text"/>	ALL	<input checked="" type="checkbox"/> Sum.Adjustments
Journal.	Reg/Temp	Dist. Type	Class	Sponsor	Pay Run ID	Output
<input type="text"/>	All	ALL	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fringe-Summary[Ho
Check	Std.Hours	Dist. Class	Account	Costshare		
<input type="text"/>	<input type="text"/>	ALL	<input type="text"/>	<input type="text"/>		
Check Date (m/d/y)	HCM BU [Campus]	Dist. Code				
<input type="text"/> to <input type="text"/>	All	<input type="text"/>				

Submit Clear CSV

In this example: Department **155001** for **3/15/2022**, Ordered By “Pay Period, Chartfield”.

Drill Down Example

Records Found: 2,196

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	UG74	155301	C09	03/15/2022	8000917760	03/15/2022	A00000005816	CL040-155001-A0001-101--	5,517.89	100.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	UG65	155301	C12	03/15/2022	8000919206	03/15/2022	A00000005816	CL040-155001-A0001-101--	7,530.46	100.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	AH10	155201	C12	03/15/2022	8000919201	03/15/2022	A00000001702	CL040-155001-A0001-101--	1,863.42	100.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	AM68	155020	C12	03/15/2022	8000919142	03/15/2022	A00000001702	CL040-155001-A0001-101--	3,712.92	100.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	UG74	155301	C09	03/15/2022	8000917760	03/15/2022	A00000005816	CL040-155001-A0001-101--	3,397.59	100.00%
CL040-155001-A0001-101--											946,313.07	
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	UG76	155201	C09	03/15/2022	8000917746	03/15/2022	C00000000699	CL040-155001-A0001-101--10007618	2,918.53	38.82%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	UG76	155201	C09	03/15/2022	8000917751	03/15/2022	C00000000699	CL040-155001-A0001-101--10007618	3,946.69	40.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	UG75	155201	C09	03/15/2022	8000917755	03/15/2022	C00000000699	CL040-155001-A0001-101--10007618	5,937.81	96.39%
CL040-155001-A0001-101--10007618											12,803.15	
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	UG75	155401	C09	03/15/2022	8000917751	03/15/2022	C00000000721	CL040-155001-A0001-101--10008181	2,724.25	45.00%
CL040-155001-A0001-101--10008181											2,724.25	

Records Found: 1

NAME	USCID	JOB	HCM DEPT	GROUP	PAY PERIOD	COMBO	CHARTFIELD		
		ACCOUNT	EARN END	DIST. TYPE: CODE		CHECK : CHK DATE	FISCAL PERIOD : JOURNAL	AMOUNT	
[REDACTED]	[REDACTED]	UG74	155301	C09	03/15/2022	A00000005816	CL040-155001-A0001-101--		
		51300	03/15/2022	ERN-REG-Regular Pay		8000917760 : 03/15/2022	2122-9:PAY0137704	5517.89	
		LABOR: 5,517.89 (100.00%)						FRINGE: (0.00%)	5,517.89



Export Options

Option #1 - CSV

Submit

Clear

CSV

- This option will download all the data into an excel file. The file will include all the background data not shown on the screen – so cleanup or manipulation of the file will be needed to make it useful. The data can easily be converted into a table or placed in a pivot table.

Option #2 - Highlight Data on HCM Screen and Paste into Excel

- This option will paste the data (in the same formatting) into excel. You will only need to remove the hyperlinks and resize the columns – and can manipulate/summarize the data from that point.



Data Review

PAYROLL CORRECTIONS: RETRO FUNDING JOURNAL ENTRIES



UNIVERSITY OF
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Retro Funding Change Journal Entries

- Retro Funding Change Journal Entries are after the fact corrections to payroll.
- Must be requested using a Retro Funding Change Form.
 - [Payroll Retro Funding Change Form](#)
- Please note, if payroll corrections affect sponsored awards, they are subject to the Cost Transfer Policy and must have a Cost Transfer Justification Form attached.
 - [FINA 3.35 - Cost Transfer Policy](#)
 - [Cost Transfer Justification Form](#)




Payroll Retro Funding Change Form

- Use the detailed instructions to complete the form.
 - Be sure to provide supporting documentation, including Cost Transfer Justification Forms if applicable
- No manual forms or hard copies will be accepted.
 - Email forms to RetroJE@mailbox.sc.edu



Payroll Retro Funding Change Form

- Please make sure you are using the current Payroll Retro Funding Change Form.
- Use the Original Paycheck Date
- Be sure to enter the CORRECT funding chart strings and corresponding combo codes.

		UNIVERSITY OF SOUTH CAROLINA		PAYROLL RETRO FUNDING CHANGE							
TO BE COMPLETED BY THE DEPARTMENT											
USC ID:			NAME (Last, First):			PAY GROUP:					
JUSTIFICATION/NOTES (Cost Transfer Justification Form must be completed and attached if a USCSP project is part of the transaction).											
PAYCHECK DATE:				Has this paycheck date previously been moved via a Retro Funding Change Journal Entry?		YES <input type="checkbox"/>		NO <input type="checkbox"/>			
CURRENT DISTRIBUTION											
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT		
SIGNATURES											
Initiated by:			Date:			Approved by:			Date:		
Printed Name:						Printed Name:					
CONTROLLER'S OFFICE USE ONLY											
Grants & Funds Management :					Date:						

Payroll Cost Transfers

- **Sponsored Awards:** Any cost transfer must have a **Cost Transfer Justification Form** attached, if they impact sponsored awards. This form is to protect all vested parties
 - Ensures PI review and approval prior to expenses being moved
 - Ensures proper documentation to avoid audit findings
- **Non-Sponsored Awards:** A Cost Transfer Justification Form is not needed for non-sponsored award accounts (*departmental transfers* or corrections).



Cost Transfer Justification Form

Access the form
using this link:
[Cost Transfer
Justification Form](#)

Cost Transfer Justification Form

PURPOSE

This justification form will help ensure compliance with Uniform Guidance along with University policy regarding cost transfers. In the event of an audit, the information provided below will be used to substantiate the adjustment. This form is required for any cost transfers that adjust expenditures involving sponsored project accounts (the USCSP Business Unit). Principal Investigator (PI) certification and approval is required for all cost transfer requests. Once completed, this form needs to be attached with required supporting documentation to the proper request (Payroll Retro, Expense Module Correction Form, JV eform, etc.). If this form is not included, the request will not be completed.

COST TRANSFER TYPE

Payroll Retro Funding Change Request Expense Module (payment with pcard)
 JV (payment through check/voucher) Other

Original (incorrect) chartfield *: _____
Correct chartfield *: _____

** For payroll retro forms, "see retro form" may be listed if multiple projects/funds are involved in the request*

JUSTIFICATION

1. Please specify the transaction(s) being moved and how it directly benefits the sponsored project it is being moved to, if this is being moved to a USCSP account.

2. How was this error or situation discovered? Please include the reason this was originally charged to the incorrect sponsored project or account.

3. How will this type of error or situation be prevented from happening in the future?

CERTIFICATION

As PI, I approve this expense to be adjusted according to the fund(s)/project(s) listed above. I certify this expense is in accordance with the award budget as well as allocable and necessary for accomplishing the scope of work.

PI Signature: _____	Date: _____	**PI Signature: _____	Date: _____
Printed Name: _____		**Printed Name: _____	

*** If adjustment impacts more than one PI*



Payroll Retro Funding Change Process

- The Controller’s Office review forms received.
- If approved, the Controller’s Office will create the Retro Journal Entry, post the JE and upload all retros to HCM Distribution.
- Expect **3-5 days** before you can view the change in HCM Distribution.
- Will show a pink lines once posted:

1920-7 : RPAY000042	UG82	C12	06/30/2019	RPAY000042	01/10/2020	A00000034158	MC000-180000- F1000-301-10009070-	(2,063.66)	-21.87%	(155.55)	(297.73)	(0.02)	(0.24)	(61.04)	(1.04)	(515.62)	24.99%	(2,579.28)
1920-1 : PAY0081351	UG82	C12	07/15/2019	8000080700	07/15/2019	A00000034158	MC000-180000- F1000-301-10009070-	(619.11)	-6.56%	(46.69)	(135.02)	(0.02)	(0.11)	(26.16)	(0.43)	(208.43)	33.67%	(827.54)
1920-7 : RPAY000042	UG82	C12	07/15/2019	RPAY000042	01/10/2020	A00000034158	MC000-180000- F1000-301-10009070-	2,063.66	21.87%	155.56	450.09	0.03	0.36	87.21	1.47	694.72	33.66%	2,758.38

- Please remember to submit any corrections within **90 days** of the pay date.

Tips and Reminders

- Please remember to complete retro account changes within **90 days** of the pay date.
- Be sure to clear search criteria fields before submitting a new search.
- Reports can be created by pulling data into an excel spreadsheet but it will require some cleanup.



Access to HCM Distribution

- Users with HR home department access in PS HCM, will have the same access in HCM Distribution. This access feeds nightly and is updated when home department access changes in HCM.
- Manual entry of funding/Finance departments require manual removal, so it is important to request removal using the All HCM Access form.
- Users that are **Project Team members** will receive access.
- If access to a funding department is needed, a **HCM All Access** form will need to be completed and attached to a Service Ticket (DoIT).
- Be sure to have the form signed by your **Budget Officer**.



Where to Find Resources

GATEWAYS FOR: STUDENTS FACULTY & STAFF ALUMNI PARENTS & FAMILIES CALENDAR MAP DIRECTORY APPLY GIVE

UNIVERSITY OF South Carolina

SEARCH SC.EDU

Office of the Controller

ACCURATE AND TRANSPARENT

From financial reporting and accounting services to contracts and supplier management, the Office of the Controller upholds the highest standards.

» **Office of the Controller**

- General Accounting
- Grants and Funds Management
- Supplier and Tax Management
- Cash and Treasury Management
- Financial Reports and Transparency

The Office of the Controller is responsible for ensuring proper stewardship of the university's financial resources through effective policies, procedures and internal controls. We strive to provide excellent customer service and the highest integrity in financial reporting.

Expand all

- Approval Workflow Changes for Principal Investigators +
- How to Use the Finance Intranet +
- Retro Payroll Funding Changes Update +
- Graduate Assistant Emergency Financial Burden Loan Fund +

Office of the Controller

Mandy Kibler, University Controller
1600 Hampton Street, 6th floor
Columbia, SC 29208
Phone: 803-777-2602
Fax: 803-777-9586



Additional Resources

- **PeopleSoft HCM Query for Earnings Codes:
SC_PY_EARN_CODE**
- [Hourly Pay Schedule](#)
- [CSV File Download in Excel - HCM Payroll Tool](#)
- [Payroll Schedules](#)
- [Pay Group Reference Sheet](#)



HCM Distribution Support

- For assistances or questions regarding Retro Journal Entries, please email: RetroJE@mailbox.sc.edu
- For PI/Grant Administrator assistance or questions regarding HCM Payroll Distribution, please reach out to your Post Award Accountant.
- For general HCM Payroll Distribution assistance and questions, please email: CONTROLLER@sc.edu



Questions





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