



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

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I. Purpose

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

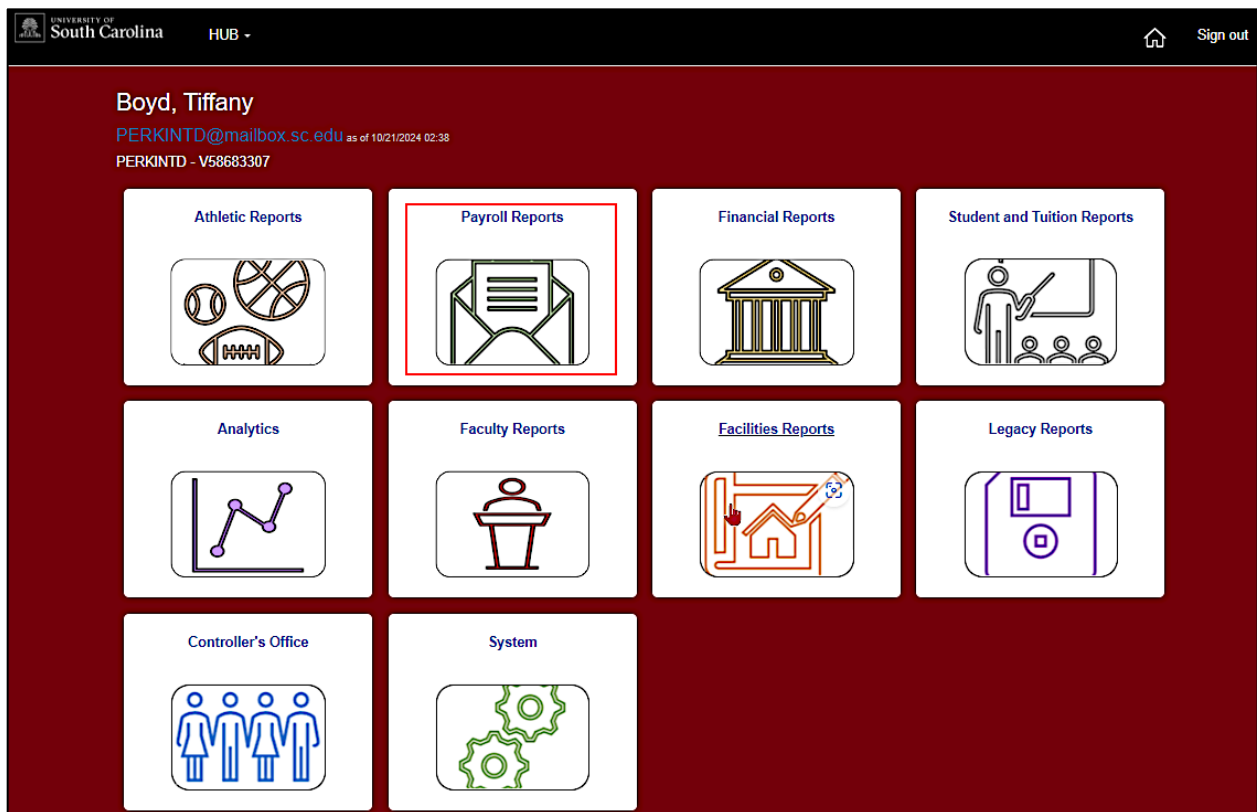
II. Navigation in Finance Intranet

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

Then navigate to:

Payroll Reports > Earnings Summary

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

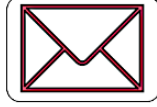


2. Next, Select the **Earnings Summary** tile.

UNIVERSITY OF South Carolina HUB HCM DISTRIBUTION Sign out

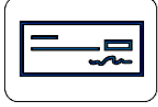
Boyd, Tiffany
PERKINTD@mailbox.sc.edu as of 10/21/2024 02:38
PERKINTD - V58683307

HCM Distribution




Per pay period data by employee and chartfield

Earnings Summary




Earnings by employee per pay period range

Employee Analysis




Employee Job Data Changes

Salary Report



Annual employee salaries and additional pay

PS HCM



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

Info

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

III. Search Options

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

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

Important reminders:

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

The following demonstrates running the report for a **single employee** using **USCID** for all earnings from **1/15/2024 to 3/31/2024**. The report provides a summary of earnings codes paid, the funding chartfield, the earnings percentage, along with related deductions and taxes.

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

USCID

From Pay Period

01/15/2024

To Pay Period

03/31/2024

Sub-Total by Name,USCID

The below report used the following criteria:

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

Notice: The Earn % column disappears.

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

USCID:

Name:

Job:

HCM Dept.:

Journal:

Std.Hours:

HCM BU [Campus]:

Supervisor USCID:

Empl.Rcd:

Empl.Class:

Full/Part:

Reg/Temp:

Dist.Status: ALL

Dist.Type: ALL

Dist.Class: ALL

Dist.Code:

Pay Group:

Operating Unit: **CL034**

Department:

Fund:

Class:

Account:

Combo:

Project BU:

Project:

PI:

Business Manager (BM):

CFDA:

Contract:

Sponsor:

Costshare:

From Pay Period: 07/15/2024

To Pay Period: 09/30/2024

Pay Run ID:

Sub-Total by Name,USCID

Records Found: 51,308

| NAME | USCID | HCM Dept | JOB | PAY RANGE | ACCOUNT | ERN CODE | COMBO | CHARTFIELD | EARNINGS | DED | TAX | TOTAL |
|------|-------|----------|------|-------------------------|---------|----------|--------------|----------------------------------|------------|------------|----------|------------|
| | | 115400 | SGNA | 07/15/2024 - 09/30/2024 | 51400 | REG | A00000085908 | CL034-115400-N1300-202-80005038- | \$5,880.00 | \$0.00 | \$23.62 | \$5,903.62 |
| | | 115400 | SGRA | 07/15/2024 - 09/30/2024 | 51400 | REG | A00000085908 | CL034-115400-N1300-202-80005038- | \$2,000.00 | \$0.00 | \$8.00 | \$2,008.00 |
| | | | | | | | | | \$7,880.00 | \$0.00 | \$31.62 | \$7,911.62 |
| | | 115200 | ED60 | 07/15/2024 - 09/30/2024 | 51600 | REG | A00000076651 | CL034-115200-F1000-202-10011304- | \$5,168.00 | \$1,287.35 | \$416.53 | \$6,871.88 |
| | | | | | | | | | \$5,168.00 | \$1,287.35 | \$416.53 | \$6,871.88 |
| | | 115200 | SGNA | 07/15/2024 - 09/30/2024 | 51400 | REG | A00000059537 | CL034-115200-F1000-202-10010496- | \$6,622.80 | \$0.00 | \$27.09 | \$6,650.49 |
| | | 115200 | SGRA | 07/15/2024 - 09/30/2024 | 51400 | REG | A00000059537 | CL034-115200-F1000-202-10010496- | \$1,696.66 | \$0.00 | \$6.67 | \$1,673.33 |
| | | | | | | | | | \$8,389.46 | \$0.00 | \$34.36 | \$8,623.82 |
| | | 115300 | SURA | 07/15/2024 - 09/30/2024 | 51400 | REG | A00000082834 | CL034-115300-F1000-202-10011808- | \$1,015.00 | \$0.00 | \$4.06 | \$1,019.06 |
| | | | | | | | | | \$1,015.00 | \$0.00 | \$4.06 | \$1,019.06 |
| | | 115600 | UG80 | 07/15/2024 - 09/30/2024 | 51300 | ALV | A00000005453 | CL034-115600-A0001-101-- | \$728.49 | \$259.64 | \$57.03 | \$1,043.16 |
| | | 115600 | UG80 | 07/15/2024 - 09/30/2024 | 51300 | HOL | A00000005453 | CL034-115600-A0001-101-- | \$227.02 | \$81.13 | \$17.82 | \$325.98 |
| | | 115600 | UG80 | 07/15/2024 - 09/30/2024 | 51300 | REG | A00000005453 | CL034-115600-A0001-101-- | \$6,687.88 | \$2,390.17 | \$525.00 | \$9,603.05 |
| | | 115600 | UG80 | 07/15/2024 - 09/30/2024 | 51300 | SCK | A00000005453 | CL034-115600-A0001-101-- | \$228.89 | \$81.80 | \$17.67 | \$328.89 |

The below report used the following criteria:

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

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

Records Found: 20

| NAME | USCID | HCM Dept | JOB | PAY RANGE | ACCOUNT | ERN CODE | COMBO | CHARTFIELD | EARNINGS | DED | TAX | TOTAL |
|--------------------|-------|----------|------|-------------------------|---------|----------|--------------|----------------------------------|-------------------|---------------|---------------|-------------------|
| ... | ... | 135500 | AH10 | 07/15/2024 - 09/30/2024 | 51200 | GSA | A00000007244 | CL071-121028-A0001-201-- | \$1,875.00 | \$0.00 | \$0.00 | \$1,875.00 |
| ... | ... | 135500 | AH10 | 07/15/2024 - 09/30/2024 | 51200 | GSA | A00000007244 | CL071-121028-A0001-201-- | \$1,562.50 | \$0.00 | \$0.00 | \$1,562.50 |
| ... | ... | 130200 | UK05 | 07/15/2024 - 09/30/2024 | 51300 | GSA | A00000005945 | CL071-130200-F1000-202-10011995- | \$-2,000.00 | \$0.00 | \$0.00 | \$-2,000.00 |
| ... | ... | 115100 | UG78 | 07/15/2024 - 09/30/2024 | 51300 | GSA | A00000105313 | CL071-218000-F1000-301-10013447- | \$2,844.51 | \$0.00 | \$0.00 | \$2,844.51 |
| ... | ... | 135500 | UG78 | 07/15/2024 - 09/30/2024 | 51300 | GSA | A00000007218 | CL071-135514-A0001-202-- | \$3,333.33 | \$0.00 | \$0.00 | \$3,333.33 |
| Grand Total | | | | | | | | | \$7,615.34 | \$0.00 | \$0.00 | \$7,615.34 |

IV. Export Options and Creating Reports

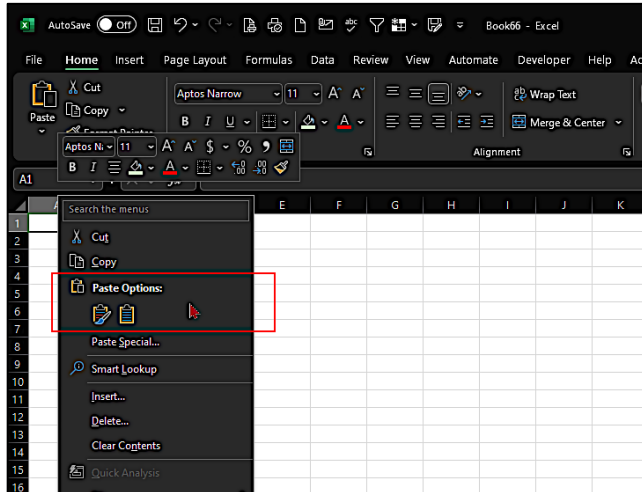
This report does not have a CSV export option. However, data can be copied and pasted directly from the screen into Excel.

1. Using the mouse, highlight all the data to copy.
2. While the data is highlighted, right-click and select **Copy** from the menu.

Records Found: 398

| NAME | USCID | HCM Dept | JOB | PAY RANGE | EARNINGS | EARN % | DED | TAX | TOTAL |
|-------------|-------|----------|------|-------------------------|-------------|--------|-------------|------------|-------------|
| ... | ... | 155401 | JG76 | 01/15/2024 - 03/31/2024 | \$437.02 | 0.72% | \$140.99 | \$34.29 | \$918.17 |
| ... | ... | 155401 | JG76 | 01/15/2024 - 03/31/2024 | \$14,713.41 | 24.26% | \$4,945.61 | \$1,153.28 | \$20,812.28 |
| ... | ... | 155401 | JG76 | 01/15/2024 - 03/31/2024 | \$543.28 | 0.89% | \$183.62 | \$42.82 | \$772.72 |
| ... | ... | 155401 | JG76 | 01/15/2024 - 03/31/2024 | \$18,391.72 | 30.35% | \$6,182.01 | \$1,441.57 | \$28,015.33 |
| ... | ... | 155401 | JG76 | 01/15/2024 - 03/31/2024 | \$167.38 | 0.31% | \$62.99 | \$14.08 | \$204.84 |
| ... | ... | 155401 | JG76 | 01/15/2024 - 03/31/2024 | \$8,359.77 | 10.41% | \$2,119.51 | \$494.21 | \$8,919.49 |
| ... | ... | 155401 | JG76 | 01/15/2024 - 03/31/2024 | \$749.74 | 0.41% | \$83.94 | \$19.57 | \$353.28 |
| ... | ... | 155401 | JG76 | 01/15/2024 - 03/31/2024 | \$8,407.63 | 13.87% | \$2,830.62 | \$68.68 | \$11,692.62 |
| ... | ... | 155401 | JG76 | 01/15/2024 - 03/31/2024 | \$140.48 | 0.23% | \$47.22 | \$11.01 | \$198.71 |
| ... | ... | 155401 | JG76 | 01/15/2024 - 03/31/2024 | \$4,729.28 | 7.80% | \$1,589.71 | \$310.19 | \$6,089.77 |
| ... | ... | 155101 | JG70 | 01/15/2024 - 03/31/2024 | \$4,680.84 | 7.72% | \$1,165.98 | \$387.18 | \$6,214.81 |
| ... | ... | 155101 | JG70 | 01/15/2024 - 03/31/2024 | \$1,308.51 | 2.88% | \$450.50 | \$142.40 | \$2,491.10 |
| Grand Total | | | | | \$68,398.01 | 100.0% | \$19,803.98 | \$4,793.01 | \$85,153.00 |

- Next, navigate to the Excel spreadsheet and select the cell location for the data.
- Once the cell is selected, right-click and select **Paste** from the menu. Hovering over the options will provide a preview of what the data will look like once pasted (keeping the source formatting or using the destination formatting).



- For this example, the second icon under Paste Options was selected, using the destination formatting. All copied data will appear in the Excel spreadsheet as shown below.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O |
|----|------|-------|----------|------|-----------|---------|----------|-----------|-----------|----------|---------|----------|----------|----------|---|
| 2 | NAME | USCID | HCM Dept | JOB | PAY RANG | ACCOUNT | ERN CODE | COMBO | CHARTFIEI | EARNINGS | EARN % | DED | TAX | TOTAL | |
| 3 | | | 155401 | UG76 | 01/15/202 | 51300 | HOL | A0000000E | CL040-155 | \$437.02 | 0.72% | \$146.90 | \$34.25 | \$618.17 | |
| 4 | | | 155401 | UG76 | 01/15/202 | 51300 | REG | A0000000E | CL040-155 | ##### | 24.28% | ##### | ##### | ##### | |
| 5 | | | 155401 | UG76 | 01/15/202 | 51300 | HOL | C0000000E | CL040-155 | \$546.28 | 0.90% | \$183.62 | \$42.82 | \$772.72 | |
| 6 | | | 155401 | UG76 | 01/15/202 | 51300 | REG | C0000000E | CL040-155 | ##### | 30.35% | ##### | ##### | ##### | |
| 7 | | | 155401 | UG76 | 01/15/202 | 51300 | HOL | C0000000E | CL040-155 | \$187.30 | 0.31% | \$62.96 | \$14.68 | \$264.94 | |
| 8 | | | 155401 | UG76 | 01/15/202 | 51300 | REG | C0000000E | CL040-155 | ##### | 10.41% | ##### | \$494.21 | ##### | |
| 9 | | | 155401 | UG76 | 01/15/202 | 51300 | HOL | C0000000E | CL040-155 | \$249.74 | 0.41% | \$83.94 | \$19.57 | \$353.26 | |
| 10 | | | 155401 | UG76 | 01/15/202 | 51300 | REG | C0000000E | CL040-155 | ##### | 13.87% | ##### | \$658.98 | ##### | |
| 11 | | | 155401 | UG76 | 01/15/202 | 51300 | HOL | C00000007 | CL040-155 | \$140.48 | 0.23% | \$47.22 | \$11.01 | \$198.71 | |
| 12 | | | 155401 | UG76 | 01/15/202 | 51300 | REG | C00000007 | CL040-155 | ##### | 7.80% | ##### | \$370.78 | ##### | |
| 13 | | | 155101 | UG70 | 01/15/202 | 51300 | REG | A0000000E | CL040-155 | ##### | 7.72% | ##### | \$367.78 | ##### | |
| 14 | | | 155101 | UG70 | 01/15/202 | 51300 | RTM | A0000000E | CL040-155 | ##### | 2.98% | \$450.50 | \$142.10 | ##### | |
| 15 | | | | | | | | | Grand Tot | ##### | 100.00% | ##### | ##### | ##### | |

- From here, a custom report can be created using Excel.