

Step-by-Step Guide

The m-Fin Payroll Transactions Report

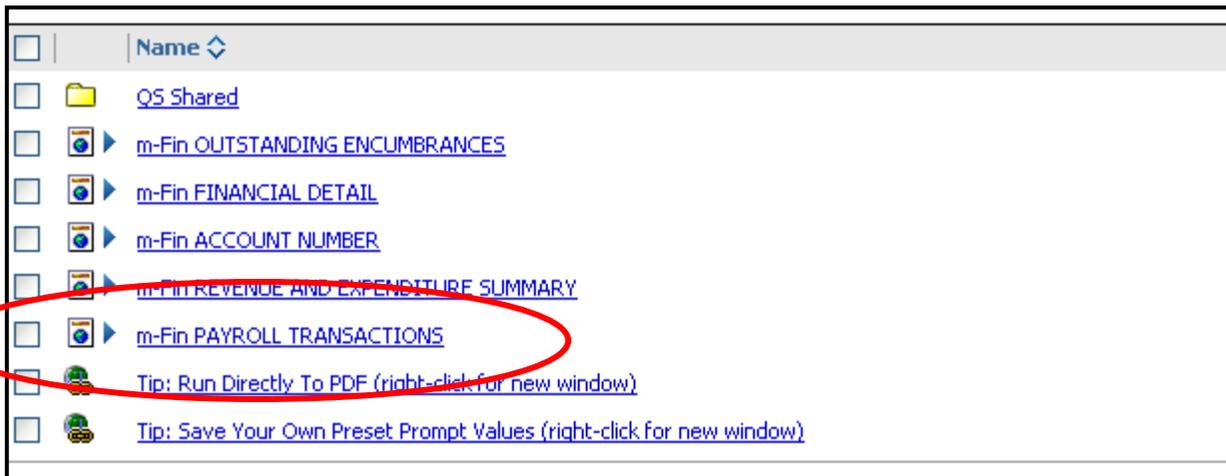
What is the m-Fin Payroll Transactions Report?

The Payroll Transactions Report shows the detailed payroll transactions, by FOPPS, for a specific employee for a given time period.

Using the Payroll Transactions Report

The Payroll Transactions Report is available on-demand in the Cognos Reporting System. For information on logging in to the Cognos Reporting System, refer to the Step-by-Step Guide [Logging in to the Reporting System](#).

Once logged into the Reporting System, select the **Finance** folder. Select the **m-Fin Payroll Transactions Report**.



Use the drop down menus to select the appropriate Fiscal Year(s) and Accounting Period(s).

A screenshot of the University of Colorado reporting interface. The University of Colorado logo is at the top left. Below it, the text 'University of Colorado' is displayed, followed by 'Boulder | Colorado Springs | Denver | Anschutz Medical Campus'. Below this, the text 'FISCAL YEAR AND ACCOUNTING PERIOD' is displayed. There are two rows of dropdown menus. The first row has 'FROM' followed by a dropdown menu showing '2011', and 'TO' followed by a dropdown menu showing '2011'. The second row has a dropdown menu showing '0 -- JUL', and a dropdown menu showing '12 -- JUN'.

Step-by-Step Guide

The m-Fin Payroll Transactions Report

The m-Fin Payroll Transactions Report is run based on Employee ID. Enter the Employee ID, and click **Finish** on the bottom of the page.

EMPLOYEE ID

* 999999

CU Reporting System --QA - m-Fin PAYROLL TRANSACTION



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

PAYROLL TRANSACTIONS

FISCAL YEAR ACCOUNTING PERIOD: 2011 0 -- JUL
THROUGH FISCAL YEAR ACCOUNTING PERIOD: 2011 2 -- AUG

EMPLOYEE ID: **999999** 2

NAME: **Doc, Jane M.**

HOME DEPT: **50027**

JOURNAL DATE	JOURNAL ID	SPEEDTYPE	DESCRIPTION	FUND	ORG	PGM/PROJ	SUBCLASS	EXPENSE PURPOSE CODE	POSITION#	AMOUNT
402600 -- O/E FTP PAY										
Jul 30, 2010	PAY0000633	51019448	VPBF-CONTROLLER OPERATIONS	10	50027	46291	ICCA	1600		
Jul 30, 2010	PAY0000633	51019448	VPBF-CONTROLLER OPERATIONS	10	50027	46291	ICCA	1600		
Aug 31, 2010	PAY0000640	51019448	VPBF-CONTROLLER OPERATIONS	10	50027	46291	ICCA	1600		
Aug 31, 2010	PAY0000640	51019448	VPBF-CONTROLLER OPERATIONS	10	50027	46291	ICCA	1600		
Aug 31, 2010	PAY0000640	51019448	VPBF-CONTROLLER OPERATIONS	10	50027	46291	ICCA	1600		
Aug 31, 2010	PAY0000640	51019448	VPBF-CONTROLLER OPERATIONS	10	50027	46291	ICCA	1600		
402600 -- O/E FTP PAY										
422520 -- O/E FTP HEALTH INS										
Jul 30, 2010	PAY0000633	51087499	EA BENEFITS	10	50205	46107	ICCA	1600		
Aug 31, 2010	PAY0000640	51087499	EA BENEFITS	10	50205	46107	ICCA	1600		
422520 -- O/E FTP HEALTH INS										
422521 -- O/E FTP LIFE INS										
Jul 30, 2010	PAY0000633	51087499	EA BENEFITS	10	50205	46107	ICCA	1600		
Aug 31, 2010	PAY0000640	51087499	EA BENEFITS	10	50205	46107	ICCA	1600		
422521 -- O/E FTP LIFE INS										
422522 -- O/E FTP DENTAL INS										
Jul 30, 2010	PAY0000633	51087499	EA BENEFITS	10	50205	46107	ICCA	1600		
Aug 31, 2010	PAY0000640	51087499	EA BENEFITS	10	50205	46107	ICCA	1600		
422522 -- O/E FTP DENTAL INS										

1. **Report Header** - information about the report, including the University of Colorado logo, and report title.
2. **Employee Information** - values and descriptions for employee.

Note: Position # and Amount has been removed for this example only.

Step-by-Step Guide

The m-Fin Payroll Transactions Report

Selecting **Page Down** at the bottom of the page will take you to the m-Fin Compensation Summary Report for the employee.

EMPLOYEE ID:		NAME:		HOME DEPT:					
COMPENSATION SUMMARY									
Position	From Date	To Date	Sal	Ben	Other	Total	Ben Rate (Ben/Sal)		
	Aug 31, 2010	Aug 31, 2010	4,223.73	973.54	0.00	5,197.27	23.05%		
	Aug 31, 2010	Aug 31, 2010	0.00	175.13	3,475.47	3,650.60			
TOTAL						8,847.87			
Speedtype	Position	From Date	To Date	Sal	Ben	Other	Total	%	
11029665 -- BLDR SAL ACCRL 9/12	00669081	Aug 31, 2010	Aug 31, 2010	0.00	0.00	2,966.75	2,966.75	33.53%	
12861724 -- BENEFIT POOL REGULAR FACULTY	00669081	Aug 31, 2010	Aug 31, 2010	0.00	175.13	0.00	175.13	1.98%	
52640568 -- FICA CONT ACCRUAL	00669081	Aug 31, 2010	Aug 31, 2010	0.00	0.00	212.04	212.04	2.40%	
52640570 -- RET CONT ACCRUAL	00669081	Aug 31, 2010	Aug 31, 2010	0.00	0.00	296.68	296.68	3.35%	
61021593 -- PREVENTIVE MEDICINE	00649076	Aug 31, 2010	Aug 31, 2010	317.20	73.11	0.00	390.31	4.41%	
63088776 -- NIH NATL CHILD STDY-	00649076	Aug 31, 2010	Aug 31, 2010	239.91	55.30	0.00	295.21	3.34%	
63093063 -- LIVE WELL WEST	00649076	Aug 31, 2010	Aug 31, 2010	549.08	126.57	0.00	675.65	7.64%	
63093064 -- GARDEN EDU PROGRAMS	00649076	Aug 31, 2010	Aug 31, 2010	908.10	209.31	0.00	1,117.41	12.63%	
63093065 -- PROGRAM EXPANSION	00649076	Aug 31, 2010	Aug 31, 2010	908.10	209.31	0.00	1,117.41	12.63%	
63094165 -- CDC DISEASE CORE	00649076	Aug 31, 2010	Aug 31, 2010	479.82	110.60	0.00	590.42	6.67%	
63094730 -- CDC SIP 09-010	00649076	Aug 31, 2010	Aug 31, 2010	821.52	189.34	0.00	1,010.86	11.42%	
TOTAL				4,223.73	1,148.67	3,475.47	8,847.87	100.00%	

The Compensation Summary shows the amounts, by pay date, by category (Salary, Benefits, Other), and also calculates a Benefits percentage. The Compensation Summary also shows this information by SpeedType.

Note: If the employee had "other" payroll transactions, such as a 9 pay 12 accrual, these amounts will be displayed in the "other" column of the Compensation Summary, and will be highlighted in yellow on the payroll transactions (shown above).

Step-by-Step Guide

The m-Fin Payroll Transactions Report

The Compensation Summary will be displayed differently for employees who have incentive pay (earnings type INC) or medical/legal consulting pay (earnings type LEG). The additional earnings types (INC and LEG) will be included in the SAL columns, but then will also be displayed in a separate column (shown below).

CU Reporting System		- m-Fin PAYROLL TRANSACTIONS						
FISCAL YEAR ACCOUNTING PERIOD: 2011 0 -- JUL								
THROUGH FISCAL YEAR ACCOUNTING PERIOD: 2011 2 -- AUG								
EMPLOYEE ID:								
NAME:								
HOME DEPT: 20269								
COMPENSATION SUMMARY								
Position	From Date	To Date	Sal	Ben	Total	Ben Rate	Sal LEG	
	Jul 13, 2010	Aug 31, 2010	55,651.64	8,331.25	63,982.89	14.97%	353.30	
Speedtype	Position	From Date	To Date	Sal	Ben	Total	%	Sal LEG
61016085 -- STIPEND/SAL SUPPORT		Jul 13, 2010	Aug 31, 2010	11,665.19	1,746.35	13,411.54	20.96%	0.00
61085538 -- COST SHARE CTSADMIN & EVAL		Jul 13, 2010	Aug 31, 2010	12,481.38	1,868.52	14,349.90	22.43%	0.00
61087188 -- COST SHARE CTSASOM DO SALSPT		Jul 13, 2010	Aug 31, 2010	4,160.64	622.87	4,783.51	7.48%	0.00
63000654 -- NIH TRMT CLINICAL CO		Jul 13, 2010	Aug 31, 2010	2,495.88	372.39	2,868.27	4.48%	0.00
63000655 -- NIH TRMT ADMIN CORE		Jul 13, 2010	Aug 31, 2010	6,656.82	996.55	7,653.37	11.96%	0.00
63079087 -- NIH SE AUTOIMMUNITY		Jul 13, 2010	Aug 31, 2010	332.90	49.84	382.74	0.60%	0.00
63091997 -- NIH TRMT CLINICAL CORE		Jul 13, 2010	Jul 13, 2010	(831.96)	(123.30)	(955.26)	-1.49%	0.00
63094381 -- ARRA NIH CTSAL1		Jul 13, 2010	Aug 31, 2010	332.90	49.84	382.74	0.60%	0.00
63094421 -- ARRA NIH CTSAL1 SU		Jul 13, 2010	Aug 31, 2010	332.90	49.84	382.74	0.60%	0.00
63094459 -- ARRA NIH CTSAL1 SP		Jul 13, 2010	Aug 31, 2010	332.90	49.84	382.74	0.60%	0.00
63094478 -- ARRA NIH CTSAL1 WKDV		Jul 13, 2010	Aug 31, 2010	332.87	49.81	382.68	0.60%	0.00
68029351 -- PED-GASTROENT 153300		Jul 13, 2010	Aug 31, 2010	14,863.04	2,224.99	17,088.03	26.71%	353.30
68029459 -- PEDS-ADMIN 153100		Jul 13, 2010	Aug 31, 2010	2,496.18	373.71	2,869.89	4.49%	0.00
TOTAL			55,651.64	8,331.25	63,982.89	100.00%	353.30	

Note: Employee ID, Name, and Position have been removed for this example.