

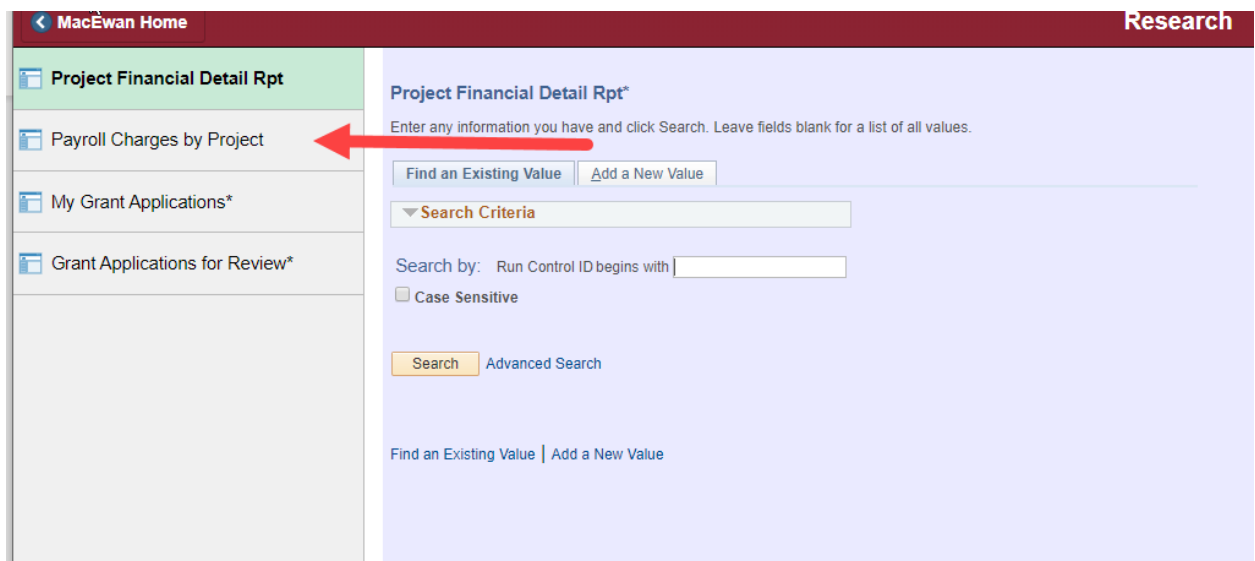
How to Check Payroll Charges by Project

Please note that the values ran from this report will not exactly match the value displayed when running the Project Financial Detail Report. This is because the Payroll Charges by Project report runs from the pay period dates and not by a specific date (like the Project Financial Detail Report). The Payroll Charges by Project report is meant to give researchers the ability to ensure that the RA(s) under their research project(s) are being charged appropriately.

1. Log in to PeopleSoft and click the “Research” tile.



2. Navigate to “Payroll Charges by Project”



3. Click the “Add a New Value” tab

The screenshot shows the top navigation bar with a home icon and 'MacEwan Home' on the left, and 'Payroll Charges by Projects*' on the right. Below the navigation bar, the page title 'Payroll Charges by Projects*' is displayed. A mouse cursor points to the title. Below the title, there is a text prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Two tabs are visible: 'Find an Existing Value' and 'Add a New Value', with the latter being highlighted with a red box. Below the tabs is a 'Search Criteria' dropdown menu. Underneath, there is a 'Search by:' label followed by a text input field containing 'Run Control ID begins with'. A 'Case Sensitive' checkbox is also present. At the bottom of the search section, there are two buttons: 'Search' and 'Advanced Search'. At the very bottom of the page, there is a breadcrumb-style link: 'Find an Existing Value | Add a New Value'.

4. Name the Run Control ID for this report. You can use the word “report” as shown in the example.

This screenshot shows the same interface as the previous one, but with the 'Add a New Value' tab selected. The 'Run Control ID:' text input field now contains the word 'report' and is highlighted with a red box. Below this field, the 'Add' button is also highlighted with a red box. The rest of the interface, including the navigation bar, search criteria, and search buttons, remains the same as in the previous screenshot.

5. Enter the Business Unit as MCEWN, the Project Number, From date, To date, and output preference. Once all information has been entered, click “Save: and then “Generate Report”

MacEwan Home Payroll Charges by Project*

Payroll Charges by Project Rpt

Run Control ID report

Payroll Charges by Project Report

*PC Business Unit: MCEWN

*Project ID: 01555 Strategic Grant 2017_I

*From Date: 2018-01-01

*To Date: 2018-08-09

Output Format: PDF XLS

Generate Report

Date range will be calculated to the nearest pay periods.

Save Notify Refresh Add Update/Display

Note:

Ensure the correct project number is entered (including 0 as the first digit). If you are unsure of your project’s number, you can click on the magnifying glass and this will show the available projects that are attached to you.

When entering the “From” date, please note that this will pick up the payroll charges associated with the start date of the pay period that exists within this date (e.g. entering January 1, 2018 will pull all payroll charges starting from December 24, 2017, which was the first date of this pay period).

When entering the “To” date, please note that this will pick up the payroll charges associated with the end date of the pay period that exists for this date (e.g. entering August 9, 2018 will pull all payroll charges ending August 19, 2018, which is the end date for this pay period).

- Your report will open in a new window (please ensure pop-up blockers are turned off). You will now be able to see the cost of salary, deductions, and taxes that have been associated with the specified pay periods as well as the total of these amounts.



Run Date 2018-08-09
Run Time 13:34

Payroll Charges by Project Report

Project Summary

Project [REDACTED]
Reporting Period Start Date 2018-01-01
Reporting Period End Date 2018-08-09

Overall Earnings	951.60	Current Earnings	951.60
Overall Deductions	2.29	Current Deductions	2.29
Overall Taxes	126.21	Current Taxes	126.21
Total Overall Expenses for the Project	1,080.10	Total Current Expenses for the Reporting Period	1,080.10

- You should scroll down to the following pages of the report. Here you will find the name of the RA(s) being charged to your project and the various pay descriptions (Stat. Pay, Vacation Pay, Regular Earning, etc.). The date shown on the left-hand side indicates the last day of the associated payroll period for the charges.



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8. When you have generated this report at least once, you can then search for it in the “Find an Existing Value” screen.



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