



Controller's Office

Using the HCM Payroll Distribution Reporting Tool

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I. Objectives

By the end of this procedure, you should be able to:

- Use the reporting tool to verify/reconcile payroll by operating unit, department, project and employee
- Use the output options to show data that meet your needs
- Understand the new Retro Funding process
- Understand the different export options for reporting

II. Tips, Tricks and Reminders

Here are few tips and tricks that will help when using this tool:

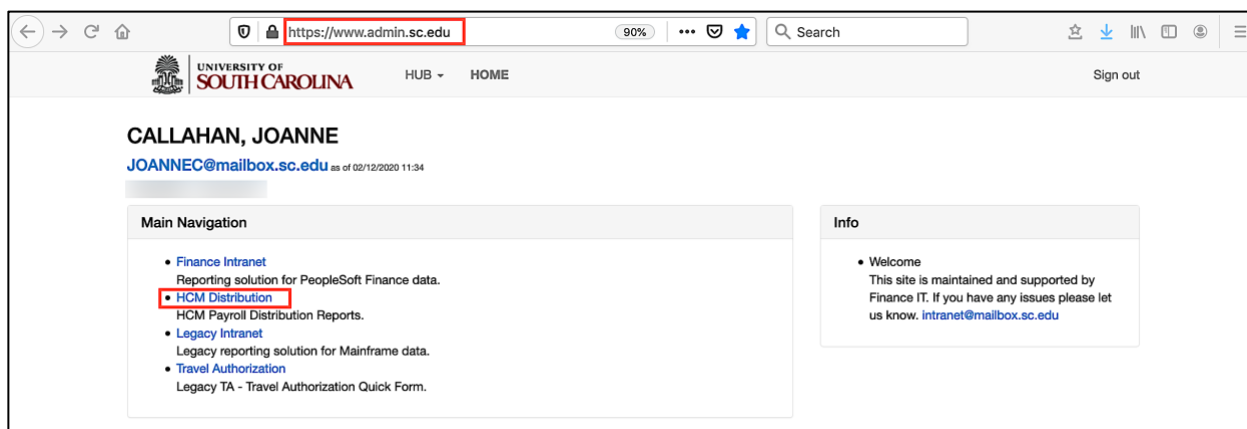
- This is the new payroll reporting tool that is replacing **HCM's View Distributed Data**.
- HCM's View Distributed Data is now decommissioned and no longer accessible.
- Please remember to complete retro account changes within **90 days** of the pay date.
- Be sure to **clear** search criteria fields before submitting a new search.
- Reports can be created by pulling data into an excel spreadsheet but it will require some cleanup. The copy/paste option is much cleaner, just remember to disable the active links.

III. Navigation

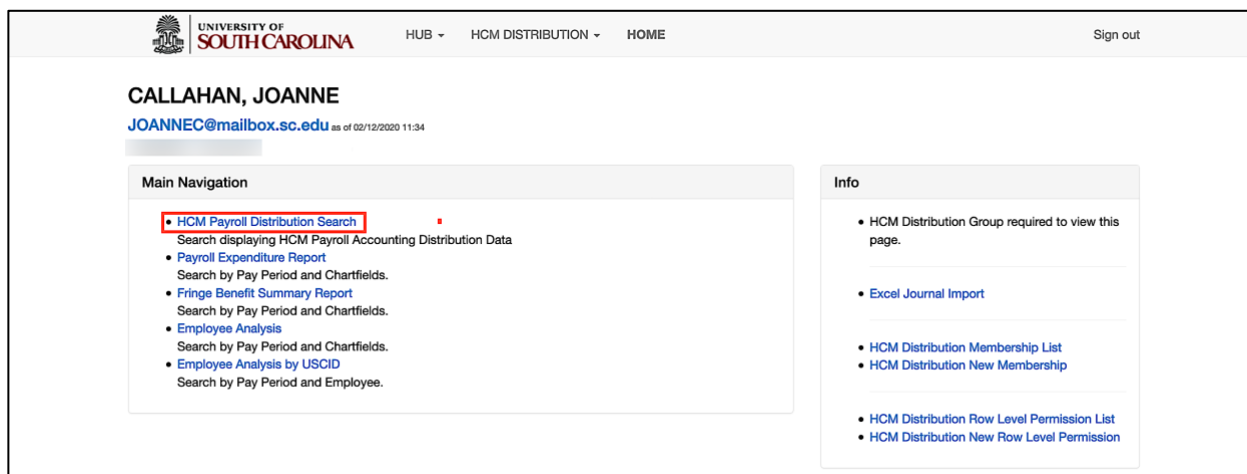
To access this new tool, go to <https://www.admin.sc.edu/>.

Then navigate to: **HCM Distribution > HCM Payroll Distribution Search**

Step 1: Click the **HCM Distribution** link.



Step 2: Click the **HCM Payroll Distribution Search** link.



IV. Search Criteria – Date Fields

As you can see, there are many date field options available on the Search Criteria section of the screen.

The following date fields are mostly used by back office employees in the Controller's Office:

- **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

The following Fiscal date fields are mostly used by HR Contacts, Business Managers/Budget Officers, and Pls/Grant Administrators:

- **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

The screenshot shows the 'HCM DISTRIBUTION SEARCH' form for the University of South Carolina. The form is organized into several columns. The following date-related fields are highlighted with red boxes:

- Pay End Date (m/d/y)**: Located in the 'Pay Group' column.
- Earn End Date (m/d/y)**: Located in the 'Pay Group' column.
- From Pay Period**: A dropdown menu in the 'From Pay Period' column.
- To Pay Period**: A dropdown menu in the 'To Pay Period' column.
- Fiscal Month**: A dropdown menu in the 'Fiscal Month' column.
- Fiscal Year**: A dropdown menu in the 'Fiscal Year' column.
- Check Date (m/d/y)**: Located in the 'Check' column.

Other visible fields include USCID, Name, Job, HCM Dept., Journal, Check, Pay Group, Combo, Project BU, Operating Unit, Department, Fund, Class, Account, Costshare, Num of Records, Order By, Chartfield, Name, Total, Sub-Total, Detail, Sum, Adjustments, Output, and Fringe-Summary. At the bottom, there are 'Submit', 'Clear', and 'CSV' buttons.

V. Returned Data

The reporting tool organizes the data in the following way.

Note: The output options may change how the data is organized.

Records Found: 4,252

NAME	USCID	FISCAL PERIOD	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
JOURNAL																					
1920-4 : PAY0090889	UG74	155301	C08	12/15/2019	8000214711	12/13/2019	A00000005816	CL040-155001-A0001-101--		5,383.33	100.00%	406.68	1,174.10	0.22	2.15	268.47	8.99	1,859.61	34.54%	7,242.04	
1920-4 : PAY0091560	UG74	155301	C08	12/31/2019	8000230948	12/23/2019	A00000005816	CL040-155001-A0001-101--		5,383.33	100.00%	406.68	1,174.10	0.22	2.15	268.47	8.99	1,859.61	34.54%	7,242.04	
1920-4 : PAY0090889	UG76	155301	C08	12/15/2019	8000214712	12/13/2019	A00000005816	CL040-155001-A0001-101--		654.70	10.00%	8.94	142.80	0.02	0.22	53.18	0.90	206.06	31.47%	880.76	
1920-4 : PAY0091560	UG76	155301	C08	12/31/2019	8000230949	12/23/2019	A00000005816	CL040-155001-A0001-101--		654.70	10.00%	8.95	142.80	0.02	0.22	53.18	0.90	206.07	31.48%	880.77	
1920-4 : PAY0090889	AH10	155201	C12	12/15/2019	8000216463	12/13/2019	A00000001702	CL040-155001-A0001-101--		1,819.96	100.00%	132.42	396.93	0.16	1.61	201.35	6.74	739.21	40.62%	2,559.17	
1920-4 : PAY0091560	AH10	155201	C12	12/31/2019	8000232783	12/23/2019	A00000001702	CL040-155001-A0001-101--		1,819.96	100.00%	132.43	396.93	0.16	1.61	201.35	6.74	739.22	40.62%	2,559.18	
1920-4 : PAY0090889	AM58	155020	C12	12/15/2019	8000216393	12/13/2019	A00000001702	CL040-155001-A0001-101--		3,449.90	100.00%	263.81	752.43	0.16	1.61	201.35	6.74	1,228.10	35.54%	4,678.00	
1920-4 : PAY0091560	AM58	155020	C12	12/31/2019	8000232631	12/23/2019	A00000001702	CL040-155001-A0001-101--		3,449.90	53.49%	263.80	402.46	0.09	0.98	107.69	3.80	775.56	22.57%	4,228.46	

Returned Data Column	Returned Data Defined
Records Found	Number of records that match the criteria entered
Name	Employee Name
USCID	A nine (9) character alpha numerical number that can be found on the back of the Carolina Card.
Fiscal Period	Fiscal Year-Fiscal Month: Journal ID
Job	Code for faculty and staff positions in PeopleSoft
HCM Dept	Employee's home department
Group	Pay code for grouping of like positions (9-month, 12-month, current vs. lag, etc.)
Pay Period	The mid-month and end-month payroll
Check	The check number: 8- Direct Deposit 7- Live Check
CHK Date	The check issue date
Combo	The full chartfield combination that is charged including account number (Op Unit, Department, Fund, Account, Class, and Project ID) also commonly referred to as the HCM Combo Code
Chartfield	A field that stores information related to the funding for the employee's job at USC
Labor Details	Payment amount and the percentage of pay charged to a specific funding source
Fringe Details	The Employer tax amounts and percentages for all types of fringe
Total	Labor plus the fringe = Total expense

VI. Using HCM Distribution – HR Contacts

A HR Contact may search specifically by:

- Department
- Employee

To search by **Department**:

- Enter the department
- Search by from/to pay periods, fiscal month, and/or fiscal year
- Select the Order By and Output options to organize the data in a way that best meets your needs
- Submit

Note: Be sure to increase the Number of Records if you think the number is higher than the defaulted number of 10000.

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

USCID:
 Name:
 Job:
 HCM Dept.:
 Journal:
 Check:
 Check Date (m/d/y): to

Pay Group:
 Pay End Date (m/d/y): to
 Earn End Date (m/d/y): to
 Dist. Status: ALL ☒
 Dist. Type: ALL ☒
 Dist. Class: ALL ☒
 Dist. Code:

Combo:
 Operating Unit:
 Department: 155001 ☒
 Fund:
 Class:
 Account:

Project BU:
 Project:
 CFDA:
 Contract:
 Sponsor:
 Costshare:

From Pay Period: 12/15/2019 ☒
 To Pay Period: 12/31/2019 ☒
 Fiscal Month: ALL ☒
 Fiscal Year: 2019-2020 ☒
 Pay Run ID:

Num of Records: 10000
 Order By: Chartfield,Name ☒
☐ Total
☐ Sub-Total
☒ Detail
☐ Sum Adjustments
 Output: Fringe-Summary(Hoi) ☒

Use the returned data to identify:

- All employees are being paid from the correct funding source
- All retro funding changes are processed and correct (all retro changes are identified with pink lines)
- Labor and fringe amounts look accurate

Records Found: 4,252

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARFIELD	LSR \$	LSR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRINGE \$	FRINGE %	TOT \$
1920-4 : PAY0090869	UG74	155301	C09	12/15/2019	0800214711	12/15/2019	A00000005816			CL040-155001-A0001-101-	5,363.33	100.00%	405.68	1,174.10	0.22	2.15	268.47	8.99	1,859.61	34.54%	7,242.94
1920-4 : PAY0090869	UG74	155301	C09	12/15/2019	0800230948	12/23/2019	A00000005816			CL040-155001-A0001-101-	5,363.33	100.00%	405.68	1,174.10	0.22	2.15	268.47	8.99	1,859.61	34.54%	7,242.94
1920-4 : PAY0090869	UG76	155301	C09	12/15/2019	0800214712	12/15/2019	A00000005816			CL040-155001-A0001-101-	654.70	10.00%	8.94	142.80	0.02	0.22	53.18	0.90	206.06	31.47%	860.76
1920-4 : PAY0090869	UG76	155301	C09	12/15/2019	0800230949	12/23/2019	A00000005816			CL040-155001-A0001-101-	654.70	10.00%	8.95	142.80	0.02	0.22	53.18	0.90	206.07	31.48%	860.77
1920-4 : PAY0090869	AH10	155301	C12	12/15/2019	0800216443	12/15/2019	A00000001702			CL040-155001-A0001-101-	1,819.96	100.00%	132.42	396.93	0.16	1.61	201.35	6.74	739.21	40.62%	2,559.17
1920-4 : PAY0090869	AH10	155301	C12	12/15/2019	0800232783	12/23/2019	A00000001702			CL040-155001-A0001-101-	1,819.96	100.00%	132.43	396.93	0.16	1.61	201.35	6.74	739.22	40.62%	2,559.18
1920-4 : PAY0090869	AM68	155320	C12	12/15/2019	0800216393	12/15/2019	A00000001702			CL040-155001-A0001-101-	3,449.90	100.00%	263.81	752.43	0.16	1.61	201.35	6.74	1,228.10	35.54%	4,676.03
1920-4 : PAY0090869	AM68	155320	C12	12/15/2019	0800232631	12/23/2019	A00000001702			CL040-155001-A0001-101-	3,449.90	53.49%	263.86	402.46	0.09	0.86	107.69	3.60	776.56	22.87%	4,226.46
1920-4 : PAY0090869	UG74	155301	C09	12/15/2019	0800214713	12/15/2019	A00000005816			CL040-155001-A0001-101-	5,265.72	100.00%	384.09	1,148.45	0.22	2.15	665.82	8.99	2,309.72	41.96%	7,475.44
1920-4 : PAY0090869	UG74	155301	C09	12/15/2019	0800230950	12/23/2019	A00000005816			CL040-155001-A0001-101-	5,265.72	100.00%	384.07	1,148.45	0.22	2.15	665.82	8.99	2,309.70	41.96%	7,475.42
1920-4 : PAY0090869	AH10	155320	C12	12/15/2019	0800216394	12/15/2019	A00000001702			CL040-155001-A0001-101-	2,194.04	100.00%	162.50	478.52	0.16	1.61	201.35	6.74	850.88	38.78%	3,044.92
1920-4 : PAY0090869	AH10	155320	C12	12/15/2019	0800232632	12/23/2019	A00000001702			CL040-155001-A0001-101-	2,194.04	100.00%	162.49	478.52	0.16	1.61	201.35	6.74	850.87	38.78%	3,044.91
1920-4 : PAY0090869	UG76	155501	C09	12/15/2019	0800214796	12/15/2019	A00000005816			CL040-155001-A0001-101-	6,521.00	100.00%	93.30	1,422.23	0.22	2.15	268.47	8.99	1,795.36	27.53%	8,316.35
1920-4 : PAY0090869	UG76	155501	C09	12/15/2019	0800230953	12/23/2019	A00000005816			CL040-155001-A0001-101-	6,521.00	100.00%	93.30	1,422.23	0.22	2.15	268.47	8.99	1,795.36	27.53%	8,316.35
1920-4 : PAY0090869	AH10	155501	C12	12/15/2019	0800216590	12/15/2019	A00000001702			CL040-155001-A0001-101-	2,175.33	100.00%	157.19	474.44	0.16	1.61	201.35	6.74	841.49	38.69%	3,016.92
1920-4 : PAY0090869	AH10	155501	C12	12/15/2019	0800232741	12/23/2019	A00000001702			CL040-155001-A0001-101-	2,175.33	42.03%	162.54	594.42	0.06	0.67	84.64	2.83	450.16	20.69%	2,625.49
1920-4 : PAY0090869	AH10	155301	C12	12/15/2019	0800216448	12/15/2019	A00000001702			CL040-155001-A0001-101-	1,674.71	100.00%	123.03	365.26	0.16	1.61	201.35	6.74	698.15	41.69%	2,372.96
1920-4 : PAY0090869	AH10	155301	C12	12/15/2019	0800232786	12/23/2019	A00000001702			CL040-155001-A0001-101-	1,674.71	100.00%	123.04	365.26	0.16	1.61	201.35	6.74	698.16	41.69%	2,372.97
1920-4 : PAY0090869	UG76	155401	C09	12/15/2019	0800214724	12/15/2019	A00000005816			CL040-155001-A0001-101-	6,855.45	100.00%	99.16	1,516.98	0.22	2.15	412.04	8.99	2,039.54	29.32%	8,994.93
1920-4 : PAY0090869	UG76	155401	C09	12/15/2019	0800230961	12/23/2019	A00000005816			CL040-155001-A0001-101-	6,855.45	100.00%	99.16	1,516.98	0.22	2.15	412.04	8.99	1,794.95	30.56%	7,539.94
1920-4 : PAY0090869	UG76	155401	C12	12/15/2019	0800216475	12/15/2019	A00000005816			CL040-155001-A0001-101-	7,910.66	74.92%	111.84	1,725.32	0.12	1.20	268.80	5.04	2,142.32	27.00%	10,050.98
1920-7 : RPA0000065	UG76	155401	C12	12/15/2019	RPA0000065	01/29/2020	A00000005816			CL040-155001-A0001-101-	500.01	4.74%	7.07	109.06	0.01	0.08	18.88	0.32	135.42	27.00%	635.44
1920-4 : PAY0090869	UG76	155401	C12	12/15/2019	0800232716	12/23/2019	A00000005816			CL040-155001-A0001-101-	7,910.67	74.92%	111.84	1,725.32	0.12	1.20	268.82	5.06	2,142.38	27.00%	10,051.03
1920-7 : RPA0000065	UG76	155401	C12	12/15/2019	RPA0000065	01/29/2020	A00000005816			CL040-155001-A0001-101-	500.01	4.74%	7.07	109.06	0.01	0.07	18.87	0.31	135.39	27.00%	635.44

To search by **Employee**:

- Enter the employee's USCID
- Search by from/to pay periods, fiscal month, and/or fiscal year
- Order by Pay Period, Name
- Submit

Note: You can type the employee's last name in the USCID field and it will show results from which you can select the correct name.

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USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
				12/15/2019	10000
Name	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
	to			12/31/2019	Pay Period, Name
Job	Earn End Date (m/d/y)	Department	CFDA	Fiscal Month	☐ Total
	to			ALL	☐ Sub-Total
HCM Dept.	Dist. Status	Fund	Contract	Fiscal Year	☒ Detail
	ALL			2019-2020	☐ Sum. Adjustments
Journal	Dist. Type	Class	Sponsor	Pay Run ID	Output
	ALL				Fringe-Summary(Horiz)
Check	Dist. Class	Account	Costshare		
	ALL				
Check Date (m/d/y)	Dist. Code				
to					

Submit Clear CSV

Use the returned data to identify:

- The employee is being paid from the correct funding source
- Overpayments and/or underpayments
- All retro funding changes are processed and correct (all retro changes are identified with pink lines)
- Labor and fringe amounts look accurate
- The employee has entered direct deposit information in HCM PeopleSoft, check numbers beginning with the number 8 indicate direct deposit. Checks beginning with the number 7 indicate a live check. This may be appropriate for the employee but if it is not be sure to reach out to encourage them to enter direct deposit information in HCM.

In the employee data below, notice a retro JE moved this employee's salary to a new funding source for periods 12/15/19 and 12/31/19. The negative line is showing the funding source the payroll is being removed from.

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 \$
		1920-6 : PAY0090869	UG76	155401	C12	12/15/2019	8000216492	12/13/2019	A00000005816	CL040-155001-A0001-101--	6,257.10	70.00%	89.05	1,364.68	0.12	1.13	349.56	4.72	1,809.26	28.92%	8,066.36
		1920-7 : RPAY000069	UG76	155401	C12	12/15/2019	RPAY000069	01/30/2020	A00000005816	CL040-155001-A0001-101--	2,681.61	30.00%	38.16	584.86	0.04	0.48	149.80	2.02	775.36	28.91%	3,456.97
		1920-6 : PAY0090869	UG76	155401	C12	12/15/2019	8000216492	12/13/2019	C00000000717	CL040-155001-A0001-101- -10008118	2,681.61	30.00%	38.16	584.86	0.04	0.48	149.80	2.02	775.36	28.91%	3,456.97
		1920-7 : RPAY000069	UG76	155401	C12	12/15/2019	RPAY000069	01/30/2020	C00000000717	CL040-155001-A0001-101- -10008118	(2,681.61)	-30.00%	(38.16)	(584.86)	(0.04)	(0.48)	(149.80)	(2.02)	(775.36)	28.91%	(3,456.97)
		1920-6 : PAY0091560	UG76	155401	C12	12/31/2019	8000232733	12/23/2019	A00000005816	CL040-155001-A0001-101--	6,257.10	70.00%	89.06	1,364.67	0.11	1.13	349.55	4.72	1,809.24	28.91%	8,066.34
		1920-7 : RPAY000069	UG76	155401	C12	12/31/2019	RPAY000069	01/30/2020	A00000005816	CL040-155001-A0001-101--	2,681.61	30.00%	38.16	584.87	0.05	0.48	149.81	2.02	775.39	28.92%	3,457.00
		1920-6 : PAY0091560	UG76	155401	C12	12/31/2019	8000232733	12/23/2019	C00000000717	CL040-155001-A0001-101- -10008118	2,681.61	30.00%	38.16	584.87	0.05	0.48	149.81	2.02	775.39	28.92%	3,457.00
		1920-7 : RPAY000069	UG76	155401	C12	12/31/2019	RPAY000069	01/30/2020	C00000000717	CL040-155001-A0001-101- -10008118	(2,681.61)	-30.00%	(38.16)	(584.87)	(0.05)	(0.48)	(149.81)	(2.02)	(775.39)	28.92%	(3,457.00)
TOTAL											17,877.42		254.43	3,899.08	0.32	3.22	998.72	13.48	5,169.25	28.91%	23,046.67

VII. Using HCM Distribution – Business Managers/Budget Officers

A Business Manager/Budget Officer may search specifically by:

- Operating Unit
- Employee
- Account
- Earnings

To search by **Operating Unit**:

- Enter the operating unit
- Select a fiscal month and current fiscal year
- Select the Order By and Output options to organize the data in a way that best meets your needs
- Submit

The screenshot shows the HCM Distribution Search interface for the University of South Carolina. The form is organized into several columns. The 'Operating Unit' field is highlighted with a red box and contains the value 'CL071'. The 'Fiscal Month' dropdown is also highlighted with a red box and shows 'DECEMBER'. The 'Submit' button at the bottom is highlighted with a red box. Other fields include 'USCID', 'Pay Group', 'Pay End Date', 'Earn End Date', 'Name', 'Job', 'HCM Dept.', 'Journal', 'Check', 'Check Date', 'Dist Status', 'Dist Type', 'Dist Class', 'Dist Code', 'Fund', 'Class', 'Account', 'Project BU', 'Project', 'CFDA', 'Contract', 'Sponsor', 'Costshare', 'From Pay Period', 'To Pay Period', 'Fiscal Year', 'Num of Records', 'Order By', 'Detail', 'Sum Adjustments', and 'Output'.

Use the returned data to:

- Complete a monthly payroll review and reconciliation for all employees by reconciling budgets to expenses in funds across the units, especially A funds
- Identify a spike in pay indicating an annual leave payout or overpayment

Note: This search will show all departments within that operating unit. This may pull in a large number of records, so be sure to change the Number of Records field to a number higher than the defaulted number.

Records Found: 26,672

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 \$
		1920-6 : PAY0090869	SGTA	100300	T12	12/15/2019	8000226938	12/13/2019	A00000018998	CL071-100300-A0001-202--	552.08	100.00%								0.00%	552.08
		1920-6 : PAY0091560	SGTA	100300	T12	12/31/2019	8000243993	12/23/2019	A00000018998	CL071-100300-A0001-202--	552.08	100.00%								0.00%	552.08
		1920-6 : PAY0090869	SFWR	100300	HRL	12/15/2019	8000220346	12/13/2019	A00000023110	CL071-100300-A0001-202--	42.50	25.00%								0.00%	42.50
		1920-6 : PAY0091560	SFWR	100300	HRL	12/31/2019	8000236469	12/23/2019	A00000023110	CL071-100300-A0001-202--	29.75	25.00%								0.00%	29.75
		1920-6 : PAY0090869	UG76	135900	C09	12/15/2019	8000214438	12/13/2019	A00000006656	CL071-100300-A0001-202--	5,922.12	100.00%	427.35	1,291.61	0.22	2.15	531.79	8.99	2,262.11	38.20%	8,184.23
		1920-6 : PAY0091560	UG76	135900	C09	12/31/2019	8000230674	12/23/2019	A00000006656	CL071-100300-A0001-202--	5,922.12	100.00%	427.35	1,291.61	0.22	2.15	531.79	8.99	2,262.11	38.20%	8,184.23
		1920-6 : PAY0090869	UG70	100300	T12	12/15/2019	8000226939	12/13/2019	A00000027225	CL071-100300-A0001-202--	1,111.11	100.00%	85.00	242.33					327.33	29.46%	1,438.44
		1920-6 : PAY0091560	UG70	100300	T12	12/31/2019	8000243994	12/23/2019	A00000027225	CL071-100300-A0001-202--	1,111.11	100.00%	85.00	242.33					327.33	29.46%	1,438.44
		1920-6 : PAY0090869	UG70	100300	T12	12/15/2019	8000229875	12/13/2019	A00000027225	CL071-100300-A0001-202--	4,853.80	100.00%	365.92	1,058.61	0.22	2.15	268.47	8.99	1,704.36	35.11%	6,558.16
		1920-6 : PAY0091560	UG70	100300	T12	12/31/2019	8000246044	12/23/2019	A00000027225	CL071-100300-A0001-202--	4,853.80	100.00%	365.93	1,058.61	0.22	2.15	268.47	8.99	1,704.37	35.11%	6,558.17
		1920-6 : PAY0090869	SGIA	100300	T12	12/15/2019	8000226940	12/13/2019	A00000018998	CL071-100300-A0001-202--	697.40	100.00%								0.00%	697.40
		1920-6 : PAY0091560	SGIA	100300	T12	12/31/2019	8000243995	12/23/2019	A00000018998	CL071-100300-A0001-202--	697.40	100.00%								0.00%	697.40
		1920-6 : PAY0090869	SGTA	100300	T12	12/15/2019	8000229859	12/13/2019	A00000018998	CL071-100300-A0001-202--	184.00	20.56%								0.00%	184.00
		1920-6 : PAY0091560	SGTA	100300	T12	12/31/2019	8000246027	12/23/2019	A00000018998	CL071-100300-A0001-202--	184.00	20.56%								0.00%	184.00
		1920-6 : PAY0090869	SGIA	100300	IT2	12/15/2019	8000225156	12/13/2019	A00000018998	CL071-100300-A0001-202--	736.11	100.00%								0.00%	736.11
		1920-6 : PAY0091560	SGIA	100300	IT2	12/31/2019	8000241320	12/23/2019	A00000018998	CL071-100300-A0001-202--	736.11	100.00%								0.00%	736.11

To search by **Employee:**

- Enter the employee's USCID or Last name/First Initial
- To complete a monthly payroll review and reconciliation for a specific employee, select a fiscal month and current fiscal year
- Submit

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

USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
				ALL	10000
Name	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
	to			ALL	Chartfield,Name
Job	Earn End Date (m/d/y)	Department	CFDA	Fiscal Month	☐ Total
	to			DECEMBER	☐ Sub-Total
HCM Dept.	Dist.Status	Fund	Contract	Fiscal Year	☒ Detail
	ALL			2019-2020	☐ Sum.Adjustments
Journal.	Dist.Type	Class	Sponsor	Pay Run ID	Output
	ALL				Fringe-Summary(Horiz)
Check	Dist.Class	Account	Costshare		
	ALL				
Check Date (m/d/y)	Dist.Code				

Submit Clear CSV

Use the returned data to identify:

- Overpayments and underpayments
- The employee is being charged to the correct chartfield
- All retro funding changes have been processed and are correct
- Specific earnings

Records Found: 93																						
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 \$	
		1920-6 : RPAY000005	UG75	122000	C09	09/30/2019	RPAY000005	12/03/2019	A00000006695	CL071-122000-A0001-101--	2,723.76	60.00%	183.85	594.04	0.12	1.30	399.49	5.40	1,184.20	43.48%	3,907.96	
		1920-6 : RPAY000025	UG75	122000	C09	11/15/2019	RPAY000025	12/23/2019	A00000006695	CL071-122000-A0001-101--	907.92	20.00%	61.53	198.01	0.04	0.44	133.16	1.80	394.98	43.50%	1,302.90	
		1920-6 : PAY0090869	UG75	122000	C09	12/15/2019	8000213979	12/13/2019	A00000006695	CL071-122000-A0001-101--	4,539.56	100.00%	307.82	990.08	0.22	2.15	665.82	8.99	1,974.88	43.50%	6,514.44	
		1920-6 : PAY0091560	UG75	122000	C09	12/31/2019	8000238213	12/23/2019	A00000006695	CL071-122000-A0001-101--	4,539.56	100.00%	307.81	990.08	0.22	2.15	665.82	8.99	1,974.87	43.50%	6,514.43	
		1920-6 : RPAY000005	UG75	122000	C09	09/30/2019	RPAY000005	12/03/2019	A00000006699	CL071-122000-F1000-202-10008875-	(2,723.76)	-60.00%	(183.85)	(594.04)	(0.12)	(1.30)	(399.49)	(5.40)	(1,184.20)	43.48%	(3,907.96)	
		1920-6 : RPAY000025	UG75	122000	C09	11/15/2019	RPAY000025	12/23/2019	A00000006699	CL071-122000-F1000-202-10008875-	(907.92)	-20.00%	(61.53)	(198.01)	(0.04)	(0.44)	(133.16)	(1.80)	(394.98)	43.50%	(1,302.90)	
												9,079.12		615.23	1,980.16	0.44	4.30	1,331.64	17.98	3,949.75	43.50%	13,028.87
TOTAL																						

To view the different earnings for an employee you can drill into the labor by clicking the Labor hyperlink or using the Fringe Vertical output option.

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 \$
		1920-4 : PAY0087548	AH45	641000	C12	07/15/2019	8000082355	07/15/2019	A00000000737	CL018-641001-A0001-605--	2,800.00	100.00%	207.82	610.68	0.16	1.61	309.03	6.74	1,136.04	40.57%	3,936.04
		1920-4 : PAY0087548	AH45	641000	C12	07/31/2019	8000092980	07/31/2019	A00000000737	CL018-641001-A0001-605--	2,800.00	100.00%	207.82	610.68	0.16	1.61	309.03	6.74	1,136.04	40.57%	3,936.04
		1920-4 : PAY0087548	AH45	641000	C12	08/15/2019	8000103178	08/15/2019	A00000000737	CL018-641001-A0001-605--	2,800.00	100.00%	207.81	610.68	0.16	1.61	309.03	6.74	1,136.03	40.57%	3,936.03
		1920-4 : PAY0087548	AH45	641000	C12	08/31/2019	8000114775	08/30/2019	A00000000737	CL018-641001-A0001-605--	2,800.00	100.00%	207.82	610.68	0.16	1.61	309.03	6.74	1,136.04	40.57%	3,936.04
		1920-4 : PAY0087548	AH45	641000	C12	09/15/2019	8000132726	09/13/2019	A00000000737	CL018-641001-A0001-605--	2,800.00	100.00%	207.82	610.68	0.16	1.61	309.03	6.74	1,136.04	40.57%	3,936.04
		1920-4 : PAY0087548	AH45	641000	C12	09/30/2019	8000140624	09/30/2019	A00000000737	CL018-641001-A0001-605--	2,800.00	100.00%	207.81	610.68	0.16	1.61	309.03	6.74	1,136.03	40.57%	3,936.03
		1920-4 : PAY0087294	AH45	641000	C12	10/15/2019	8000154649	10/15/2019	A00000000737	CL018-641001-A0001-605--	2,800.00	100.00%	207.82	610.68	0.16	1.61	309.03	6.74	1,136.04	40.57%	3,936.04
		1920-4 : PAY0088327	AH45	641000	C12	10/31/2019	8000170328	10/31/2019	A00000000737	CL018-641001-A0001-605--	3,400.00	100.00%	253.72	610.68	0.16	1.61	309.03	6.74	1,181.94	34.76%	4,581.94
		1920-5 : PAY0069704	AH45	641000	C12	11/15/2019	8000186106	11/15/2019	A00000000737	CL018-641001-A0001-605--	2,800.00	100.00%	207.81	610.68	0.16	1.61	309.03	6.74	1,136.03	40.57%	3,936.03

NAME	USCID	JOB	HCM DEPT	GROUP	PAY PERIOD	COMBO	CHARTFIELD															
			ACCOUNT		DIST. TYPE: CODE		CHECK : CHK DATE		FISCAL PERIOD : JOURNAL													AMOUNT
			AH45	641000	C12		10/31/2019	A00000000737	CL018-641001-A0001-605--													
1				51200	ERN-REG-Regular Pay		8000170328 : 10/31/2019															2329.33
2				51200	ERN-SCK-Sick Leave Taken		8000170328 : 10/31/2019															220.67
3				51200	ERN-STB-State Approved Bonus		8000170328 : 10/31/2019															600.00
4				51200	ERN-TSA-Temporary Salary Adjustment		8000170328 : 10/31/2019															250.00
											LABOR: 3,400.00 (100.00%) FRINGE: (0.00%)											3,400.00
LABOR:		3,400.00			FRINGE:		(0.00%)		TOTAL:													3,400.00

To search by **Account**:

- Enter the account code
- Enter the operating unit
- Search by fiscal month, and/or fiscal year
- Select the Order By and Output options to organize the data in a way that best meets your needs
- Submit

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

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

Name: Pay End Date (m/d/y): to Operating Unit: Project: To Pay Period: Order By:

Job: Earn End Date (m/d/y): to Department: CFDA: Fiscal Month: ☐ Total ☐ Sub-Total ☒ Detail ☐ Sum-Adjustments

HCM Dept.: Dist.Status: Fund: Contract: Fiscal Year: Pay Run ID: Output:

Journal: Dist.Type: Class: Sponsor: Costshare:

Check: Dist.Class: Account:

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

Use the returned data to identify:

- The different employee types (Classified, Unclassified, Temporary, etc.) within an operating unit

Account Code 51200: Classified Employees

Records Found: 1,333

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 \$
		1920-4 : PAY0087548	AH15	641000	C12	07/15/2019	8000082334	07/15/2019	A00000000736	CL018-641000-A0001-603--		0.00%								0.00%	
		1920-4 : PAY0087548	AH15	641000	C12	07/31/2019	8000092959	07/31/2019	A00000000736	CL018-641000-A0001-603--		0.00%								0.00%	
		1920-4 : PAY0087548	AH15	641000	C12	08/31/2019	8000114757	08/30/2019	A00000000736	CL018-641000-A0001-603--		0.00%								0.00%	
		1920-4 : PAY0087548	AH15	641000	C12	08/15/2019	8000132707	09/13/2019	A00000000736	CL018-641000-A0001-603--		0.00%								0.00%	
		1920-4 : PAY0087548	AH15	641000	C12	09/30/2019	8000140606	09/30/2019	A00000000736	CL018-641000-A0001-603--		0.00%								0.00%	
		1920-6 : PAY0090869	AD25	641000	C12	12/15/2019	8000218699	12/13/2019	A00000000736	CL018-641000-A0001-603--	2,804.38	100.00%								0.00%	2,804.38
		1920-6 : PAY0091560	AD25	641000	C12	12/31/2019	8000234938	12/23/2019	A00000000736	CL018-641000-A0001-603--	2,804.38	100.00%								0.00%	2,804.38

Account Code 51300: Unclassified Employees

Records Found: 526

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 : PAY0081351	UP03	641000	C12	07/15/2019	8000082335	07/15/2019	A00000004850	CL018-641000-A0001-603--	4,375.00	100.00%								0.00%	4,375.00
		1920-1 : PAY0082306	UP03	641000	C12	07/31/2019	8000092960	07/31/2019	A00000004850	CL018-641000-A0001-603--	4,375.00	100.00%								0.00%	4,375.00
		1920-2 : PAY0083462	UP03	641000	C12	08/15/2019	8000103158	08/15/2019	A00000004850	CL018-641000-A0001-603--	4,375.00	100.00%								0.00%	4,375.00
		1920-2 : PAY0084368	UP03	641000	C12	08/31/2019	8000114758	08/30/2019	A00000004850	CL018-641000-A0001-603--	4,375.00	100.00%								0.00%	4,375.00
		1920-3 : PAY0085095	UP03	641000	C12	09/15/2019	8000132708	09/13/2019	A00000004850	CL018-641000-A0001-603--	4,375.00	100.00%								0.00%	4,375.00

Account Code 51600: Temporary Employees

Records Found: 47

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 : PAY0081351	AH50	641013	HRL	07/15/2019	8000085432	07/15/2019	A00000025422	CL018-641006-A0001-605--	4,950.00	100.00%								0.00%	4,950.00
		1920-1 : PAY0082306	AH50	641013	HRL	07/31/2019	8000096021	07/31/2019	A00000025422	CL018-641006-A0001-605--	3,300.00	100.00%								0.00%	3,300.00
		1920-2 : PAY0083462	AH50	641013	HRL	08/15/2019	8000106280	08/15/2019	A00000025422	CL018-641006-A0001-605--	3,850.00	100.00%								0.00%	3,850.00
		1920-2 : PAY0084368	AH50	641013	HRL	08/31/2019	8000117747	08/30/2019	A00000025422	CL018-641006-A0001-605--	2,200.00	100.00%								0.00%	2,200.00
		1920-1 : PAY0081351	AH10	641013	HRL	07/15/2019	8000085433	07/15/2019	A00000025422	CL018-641006-A0001-605--	3,600.00	100.00%								0.00%	3,600.00

To search by **Earnings**:

- Enter an earnings code in the Dist. Code field
- Enter the operating unit
- Search by fiscal year
- Select the Order By and Output options to organize the data in a way that best meets your needs
- Submit

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

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

Name: Pay End Date (m/d/y): to Operating Unit: Project: To Pay Period: Order By:

Job: Earn End Date (m/d/y): to Department: CFDA: Fiscal Month: ☐ Total ☐ Sub-Total ☒ Detail ☐ Sum-Adjustments

HCM Dept.: Dist.Status: Fund: Contract: Fiscal Year: Pay Run ID: Output:

Journal: Dist.Type: Class: Sponsor: Costshare:

Check: Dist.Class: Account:

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

Use the returned data to:

- Make a more accurate salary/fringe budget projection when making salary projections for the upcoming fiscal year by subtracting Additional Pay and Bonuses from regular pay

Records Found: 54

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 : PAY0081351	UP03	641000	C12	07/15/2019	8000082348	07/15/2019	A00000004850	CL018-641000-A0001-603--	758.33	12.28%							0.00%		758.33
		1920-1 : PAY0082306	UP03	641000	C12	07/31/2019	8000092972	07/31/2019	A00000004850	CL018-641000-A0001-603--	758.33	12.28%							0.00%		758.33
		1920-2 : PAY0083462	UP03	641000	C12	08/15/2019	8000103170	08/15/2019	A00000004850	CL018-641000-A0001-603--	758.33	12.28%							0.00%		758.33
		1920-2 : PAY0084368	UP03	641000	C12	08/31/2019	8000114768	08/30/2019	A00000004850	CL018-641000-A0001-603--	758.33	12.28%							0.00%		758.33
		1920-3 : PAY0085095	UP03	641000	C12	09/15/2019	8000132719	09/13/2019	A00000004850	CL018-641000-A0001-603--	758.33	12.28%							0.00%		758.33
		1920-3 : PAY0086211	UP03	641000	C12	09/30/2019	8000140618	09/30/2019	A00000004850	CL018-641000-A0001-603--	758.33	12.28%							0.00%		758.33
		1920-4 : PAY0087294	UP03	641000	C12	10/15/2019	8000154643	10/15/2019	A00000004850	CL018-641000-A0001-603--	758.33	12.28%							0.00%		758.33
		1920-1 : PAY0081351	UP03	641002	C12	07/15/2019	8000082365	07/15/2019	A00000004860	CL018-641022-A0001-605-	1,750.00	21.00%							0.00%		1,750.00
		1920-1 : PAY0082306	UP03	641002	C12	07/31/2019	8000092990	07/31/2019	A00000004860	CL018-641022-A0001-605-	1,750.00	21.00%							0.00%		1,750.00
		1920-2 : PAY0083462	UP03	641002	C12	08/15/2019	8000103188	08/15/2019	A00000004860	CL018-641022-A0001-605-	1,750.00	21.00%							0.00%		1,750.00
		1920-2 : PAY0084368	UP03	641002	C12	08/31/2019	8000114785	08/30/2019	A00000004860	CL018-641022-A0001-605-	1,750.00	21.00%							0.00%		1,750.00
		1920-3 : PAY0085095	UP03	641002	C12	09/15/2019	8000132736	09/13/2019	A00000004860	CL018-641022-A0001-605-	1,750.00	21.00%							0.00%		1,750.00
		1920-3 : PAY0086211	UP03	641002	C12	09/30/2019	8000140634	09/30/2019	A00000004860	CL018-641022-A0001-605-	2,392.91	24.97%							0.00%		2,392.91
		1920-4 : PAY0087294	UP03	641002	C12	10/15/2019	8000154659	10/15/2019	A00000004860	CL018-641022-A0001-605-	2,166.00	24.76%							0.00%		2,166.00
		1920-4 : PAY0088327	UP03	641002	C12	10/31/2019	8000170338	10/31/2019	A00000004860	CL018-641022-A0001-605-	2,166.00	24.76%							0.00%		2,166.00
		1920-5 : PAY0089704	UP03	641002	C12	11/15/2019	8000186116	11/15/2019	A00000004860	CL018-641022-A0001-605-	2,166.00	24.76%							0.00%		2,166.00
		1920-5 : PAY0090154	UP03	641002	C12	11/30/2019	8000202341	11/27/2019	A00000004860	CL018-641022-A0001-605-	2,166.00	24.76%							0.00%		2,166.00
		1920-6 : PAY0090869	UP03	641002	C12	12/15/2019	8000218723	12/13/2019	A00000004860	CL018-641022-A0001-605-	2,166.00	24.76%							0.00%		2,166.00
		1920-6 : PAY0091560	UP03	641002	C12	12/31/2019	8000234862	12/23/2019	A00000004860	CL018-641022-A0001-605-	2,166.00	24.76%							0.00%		2,166.00
		1920-7 : PAY0092452	UP03	641002	C12	01/15/2020	8000251285	01/15/2020	A00000004860	CL018-641022-A0001-605-	2,166.00	24.76%							0.00%		2,166.00
		1920-1 : PAY0081351	UP03	641002	C12	07/15/2019	8000082366	07/15/2019	A00000004860	CL018-641022-A0001-605-	2,083.33	20.00%							0.00%		2,083.33
		1920-1 : PAY0082306	UP03	641002	C12	07/31/2019	8000092991	07/31/2019	A00000004860	CL018-641022-A0001-605-	2,083.33	20.00%							0.00%		2,083.33
		1920-2 : PAY0083462	UP03	641002	C12	08/15/2019	8000103189	08/15/2019	A00000004860	CL018-641022-A0001-605-	2,083.33	20.00%							0.00%		2,083.33
		1920-2 : PAY0084368	UP03	641002	C12	08/31/2019	8000114786	08/30/2019	A00000004860	CL018-641022-A0001-605-	2,083.33	20.00%							0.00%		2,083.33
		1920-3 : PAY0085095	UP03	641002	C12	09/15/2019	8000132737	09/13/2019	A00000004860	CL018-641022-A0001-605-	2,083.33	55.56%							0.00%		2,083.33
		TOTAL									52,148.69								0.00%		62,148.69

VIII. Using HCM Distribution – PIs/Grant Administrators

A PI/ Grant Administrator may search specifically by:

- Project
- Employee
- Cost Share

To search by **Project**:

- Enter a project number in the Project field
- Select All for Fiscal Year (NOTE: HCM records include April 2019 – forward. Data prior to this timeframe is in Payroll Legacy)
- Select the options Total and Sub-total and
- Select the Order By and Output options to organize the data in a way that best meets your needs
- Submit

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

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

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

Job Earn End Date (m/d/y) Department CFDA ALL 10000

HCM Dept. Dist.Status Fund Contract Fiscal Month ALL ALL Chartfield Name

Journal. Dist.Type Class Sponsor Fiscal Year ALL ALL

Check Dist.Class Account Costshare Pay Run ID

Check Date (m/d/y) Dist.Code

Submit Clear CSV

Output: Fringe-Summary[Horiz]

Use the returned data to identify:

- The correct employees funded by the project
- Each employee is charged appropriately
- If account changes and retro account changes need to be made

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

To search by **Employee**:

- Enter an employee's USCID
- Select All for Fiscal Year
- Order the data by Pay Period, Name
- Select the options Total and Subtotal
- Submit


UNIVERSITY OF SOUTH CAROLINA

HUB ▾ HCM DISTRIBUTION ▾ HCM DISTRIBUTION SEARCH

Sign out

USCID

Pay Group

Combo

Project BU

From Pay Period
ALL ▾

Num of Records
10000

Name

Pay End Date (m/d/y)
 to

Operating Unit

Project

To Pay Period
ALL ▾

Order By
Pay Period, Name ▾

Job

Earn End Date (m/d/y)
 to

Department

CFDA

Fiscal Month
ALL ▾

Fiscal Year
ALL ▾

☒ Total
☒ Sub-Total
☒ Detail
☐ Sum Adjustments

HCM Dept.

Dist. Status
ALL ▾

Fund

Contract

Pay Run ID

Journal

Dist. Type
ALL ▾

Class

Sponsor

Check

Dist. Class
ALL ▾

Account

Costshare

Check Date (m/d/y)
 to

Dist. Code

Use the returned data to:

- Ensure the employee is funded by the correct project
- Determine that the employee's percentages are reasonable
- Identify when an account change needs to be processed because the project is ending
- Identify the pay group, if payed on a lag (TC1) be sure to keep that in mind when entering effective dates on the retro funding change request form

Records Found: 298																					
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 \$
		1819-10 : PAY0074589	UG70	182600	TC1	04/15/2019	PAY0074589	04/09/2019	A00000007537	MC000-180000-F1000-301-10008328-	4,166.64	53.33%	315.35	858.75	0.11	1.15	143.18	4.80	1,323.34	31.76%	5,489.98
		1819-10 : PAY0074589	UG70	182600	TC1	04/15/2019	PAY0074589	04/09/2019	A00000007542	MC000-180000-Z0902-990--	3,645.86	46.67%	275.93	751.41	0.11	1.00	125.29	4.19	1,157.93	31.76%	4,803.79
											7,812.50		591.28	1,610.16	0.22	2.15	268.47	8.99	2,481.27	31.76%	10,293.77
											7,812.50		591.28	1,610.16	0.22	2.15	268.47	8.99	2,481.27	31.76%	10,293.77
		1819-10 : PAY0075601	UG70	182600	TC1	04/30/2019	PAY0075601	04/24/2019	A00000007537	MC000-180000-F1000-301-10008328-	4,166.64	53.33%	315.36	858.76	0.11	1.15	143.18	4.79	1,323.35	31.76%	5,489.99
		1819-10 : PAY0075601	UG70	182600	TC1	04/30/2019	PAY0075601	04/24/2019	A00000007542	MC000-180000-Z0902-990--	3,645.86	46.67%	275.94	751.40	0.11	1.00	125.29	4.20	1,157.94	31.76%	4,803.80
											7,812.50		591.30	1,610.16	0.22	2.15	268.47	8.99	2,481.29	31.76%	10,293.79
											7,812.50		591.30	1,610.16	0.22	2.15	268.47	8.99	2,481.29	31.76%	10,293.79
		1819-11 : PAY0076639	UG70	182600	TC1	05/15/2019	PAY0076639	05/08/2019	A00000007537	MC000-180000-F1000-301-10008328-	4,166.65	53.33%	315.36	858.76	0.11	1.14	143.18	4.80	1,323.35	31.76%	5,490.00
		1819-11 : PAY0076639	UG70	182600	TC1	05/15/2019	PAY0076639	05/08/2019	A00000007542	MC000-180000-Z0902-990--	3,645.85	46.67%	275.93	751.40	0.11	1.01	125.29	4.19	1,157.93	31.76%	4,803.78
											7,812.50		591.29	1,610.16	0.22	2.15	268.47	8.99	2,481.28	31.76%	10,293.78
											7,812.50		591.29	1,610.16	0.22	2.15	268.47	8.99	2,481.28	31.76%	10,293.78
		1819-11 : PAY0077792	UG70	182600	TC1	05/31/2019	PAY0077792	05/24/2019	A00000007537	MC000-180000-F1000-301-10008328-	4,166.64	53.33%	315.36	858.75	0.12	1.15	143.19	4.79	1,323.36	31.76%	5,490.00
		1819-11 : PAY0077792	UG70	182600	TC1	05/31/2019	PAY0077792	05/24/2019	A00000007542	MC000-180000-Z0902-990--	3,645.86	46.67%	275.93	751.41	0.10	1.00	125.28	4.20	1,157.92	31.76%	4,803.78
											7,812.50		591.29	1,610.16	0.22	2.15	268.47	8.99	2,481.28	31.76%	10,293.78
											7,812.50		591.29	1,610.16	0.22	2.15	268.47	8.99	2,481.28	31.76%	10,293.78
		1819-12 : PAY0079002	UG70	182600	TC1	06/15/2019	PAY0079002	06/07/2019	A00000007537	MC000-180000-F1000-301-10008328-	4,166.64	53.33%	318.76	858.74					1,177.50	28.26%	5,344.14
		1819-12 : PAY0079002	UG70	182600	TC1	06/15/2019	PAY0079002	06/07/2019	A00000007542	MC000-180000-Z0902-990--	3,645.86	46.67%	278.90	751.42					1,030.32	28.26%	4,676.18
											7,812.50		597.66	1,610.16					2,207.82	28.26%	10,020.32
											16,304.34		1,234.67	3,555.98	0.44	4.30	536.94	17.98	5,350.31	32.82%	21,654.65
											16,304.34		1,234.67	3,555.98	0.44	4.30	536.94	17.98	5,350.31	32.82%	21,654.65
20200115											144,701.04		8,438.70	30,996.84	3.08	30.10	3,758.58	125.86	43,353.16	29.96%	188,054.20
TOTAL																					

To search by **Cost Share**:

- Enter a project in the Costshare field
- Search by fiscal month, and/or fiscal year
- Select the options Total and Subtotal
- Select the Order By and Output options to organize the data in a way that best meets your needs
- Submit

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

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

Submit Clear CSV

Use the returned data to:

- Ensure all cost share are booked for that project

Note: All cost code combo codes begin with a C making them easier to identify

Records Found: 109																					
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 \$
1920-4 : PAY0088327	UP03	620900	C12	10/31/2019	PAY0088327	10/22/2019	C00000003989	CL007-620900-E4078-456--10009608	1,631.66	18.92%	119.14	355.86	0.05	0.31	94.50	1.28	571.14	35.00%	2,202.80		
1920-5 : PAY0089704	UP03	620900	C12	11/15/2019	PAY0089704	11/07/2019	C00000003989	CL007-620900-E4078-456--10009608	1,631.67	18.92%	33.79	355.87	0.03	0.33	94.51	1.27	485.80	29.77%	2,117.47		
1920-5 : PAY0090154	UP03	620900	C12	11/30/2019	PAY0090154	11/19/2019	C00000003989	CL007-620900-E4078-456--10009608	1,631.64	18.92%	22.56	355.86	0.02	0.32	94.50	1.26	474.52	29.08%	2,106.16		
1920-6 : PAY0090869	UP03	620900	C12	12/15/2019	PAY0090869	12/04/2019	C00000003989	CL007-620900-E4078-456--10009608	1,631.64	18.92%	22.56	355.86	0.02	0.32	94.50	1.26	474.52	29.08%	2,106.16		
1920-6 : PAY0091560	UP03	620900	C12	12/31/2019	PAY0091560	12/13/2019	C00000003989	CL007-620900-E4078-456--10009608	1,631.66	25.00%	22.24	355.87	0.04	0.38	124.84	1.70	505.07	30.95%	2,136.73		
1920-7 : PAY0092452	UP03	620900	C12	01/15/2020	PAY0092452	01/07/2020	C00000003989	CL007-620900-E4078-456--10009608	1,631.64	25.00%	118.06	355.88	0.02	0.41	124.82	1.68	600.87	36.83%	2,232.51		
1920-7 : PAY0093458	UP03	620900	C12	01/31/2020	PAY0093458	01/23/2020	C00000003989	CL007-620900-E4078-456--10009608	1,631.66	25.00%	118.04	355.87	0.04	0.38	124.84	1.70	600.87	36.83%	2,232.53		
											11,421.57		456.39	2,491.07	0.22	2.45	752.51	10.15	3,712.79	32.51%	15,134.36
1920-6 : RPAY000017	UP03	620900	C12	10/31/2019	RPAY000017	12/16/2019	C00000003989	CL007-620900-E4078-456--10009608	3,104.17	25.00%	44.25	671.81	0.04	0.40	123.84	1.67	841.81	27.12%	3,945.98		
1920-5 : PAY0089704	UP03	620900	C12	11/15/2019	PAY0089704	11/07/2019	C00000003989	CL007-620900-E4078-456--10009608	6,829.15	55.00%	98.12	1,489.43	0.09	0.88	274.63	3.70	1,866.85	27.34%	8,696.00		
1920-5 : PAY0090154	UP03	620900	C12	11/30/2019	PAY0090154	11/19/2019	C00000003989	CL007-620900-E4078-456--10009608	6,829.16	55.00%	98.14	1,489.44	0.08	0.89	274.64	3.72	1,866.91	27.34%	8,696.07		
1920-6 : PAY0090869	UP03	620900	C12	12/15/2019	PAY0090869	12/06/2019	C00000003989	CL007-620900-E4078-456--10009608	6,829.16	55.00%	98.14	1,489.44	0.08	0.89	274.64	3.72	1,866.91	27.34%	8,696.07		
1920-6 : PAY0091560	UP03	620900	C12	12/31/2019	PAY0091560	12/16/2019	C00000003989	CL007-620900-E4078-456--10009608	6,829.17	55.00%	98.14		0.09	0.89	274.65	3.72	1,866.91	27.34%	8,696.07		
1920-7 : PAY0092452	UP03	620900	C12	01/15/2020	PAY0092452	01/07/2020	C00000003989	CL007-620900-E4078-456--10009608	6,829.17	55.00%	522.37	1,489.45	0.08	0.88	274.63	3.70	2,291.11	33.55%	9,120.28		
1920-7 : PAY0093458	UP03	620900	C12	01/31/2020	PAY0093458	01/23/2020	C00000003989	CL007-620900-E4078-456--10009608	6,829.18	55.00%	522.40	1,489.46	0.10	0.89	274.66	3.72	2,291.23	33.55%	9,120.41		
											44,079.16		1,481.56	7,449.08	0.56	5.72	1,771.69	23.95	10,732.56	24.35%	54,811.72
CL007-620900-E4078-456--10009608											55,500.73		1,937.95	9,940.15	0.78	8.17	2,524.20	34.10	14,445.35	26.03%	69,946.08
TOTAL											55,500.73		1,937.95	9,940.15	0.78	8.17	2,524.20	34.10	14,445.35	26.03%	69,946.08

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**

Always reach out to your Post Award Accountant to verify cost share if you have questions.

IX. Other Ways to View Data

The payroll data in the HCM Distribution Reporting tool can be viewed in a number of different ways.

1. Order by – Chartfield and Name

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

USCID: Pay Group: Combo: Project BU:

Name: Pay End Date (m/d/y): to Operating Unit: Project:

Job: Earn End Date (m/d/y): to Department: CFDA:

HCM Dept.: Dist.Status: Fund: Contract:

Journal: Dist.Type: Class: Sponsor:

Check: Dist.Class: Account: Costshare:

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

From Pay Period: ALL ☐ To Pay Period: ALL ☐ Fiscal Month: ALL ☐ Fiscal Year: ALL ☐ Pay Run ID:

Num of Records: 10000 Order By: Chartfield,Name ☐ ☐ Total ☒ Sub-Total ☒ Detail ☐ Sum.Adjustments ☐ Output: Fringe-Summary[Hours] ☐

The returned data will be separated by chartfield and will show the names of the employees paid from that funding source, showing subtotals for each employee.

Records Found: 9

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 \$
		1819-10 : PAY0074589	SGRA	155101	IC1	04/15/2019	8000012613	04/15/2019	A00000018261	CL040-155100-J1000-202-10008070-	1,125.00	100.00%								0.00%	1,125.00
		1819-10 : PAY0075901	SGRA	155101	IC1	04/30/2019	8000028292	04/30/2019	A00000018261	CL040-155100-J1000-202-10008070-	1,125.00	100.00%								0.00%	1,125.00
		1819-11 : PAY0076639	SGRA	155101	IC1	05/15/2019	8000043630	05/15/2019	A00000018261	CL040-155100-J1000-202-10008070-	1,125.00	100.00%								0.00%	1,125.00
											3,375.00									0.00%	3,375.00
		1819-10 : PAY0074589	SGRA	155101	TC1	04/15/2019	8000014210	04/15/2019	A00000018261	CL040-155100-J1000-202-10008070-	843.66	74.96%								0.00%	843.66
		1819-10 : PAY0075901	SGRA	155101	TC1	04/30/2019	8000029939	04/30/2019	A00000018261	CL040-155100-J1000-202-10008070-	843.67	74.96%								0.00%	843.67
		1819-11 : PAY0076639	SGRA	155101	TC1	05/15/2019	8000045371	05/15/2019	A00000018261	CL040-155100-J1000-202-10008070-	843.66	74.96%								0.00%	843.66
											2,530.99									0.00%	2,530.99
		1819-10 : PAY0074589	SGRA	155101	IS2	04/15/2019	8000012981	04/15/2019	A00000018261	CL040-155100-J1000-202-10008070-	1,125.00	100.00%								0.00%	1,125.00
		1819-10 : PAY0075901	SGRA	155101	IS2	04/30/2019	8000028656	04/30/2019	A00000018261	CL040-155100-J1000-202-10008070-	1,125.00	100.00%								0.00%	1,125.00
		1819-11 : PAY0076639	SGRA	155101	IS2	05/15/2019	8000044207	05/15/2019	A00000018261	CL040-155100-J1000-202-10008070-	1,125.00	100.00%								0.00%	1,125.00
											3,375.00									0.00%	3,375.00
TOTAL											9,280.99									0.00%	9,280.99

2. Order by – Chartfield and Pay Period

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

USCID: Pay Group: Combo: Project BU:

Name: Pay End Date (m/d/y): to Operating Unit: Project:

Job: Earn End Date (m/d/y): to Department: CFDA:

HCM Dept.: Dist.Status: ALL ☐ Fund: Contract:

Journal: Dist.Type: ALL ☐ Class: Sponsor:

Check: Dist.Class: ALL ☐ Account: Costshare:

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

From Pay Period: ALL ☐ Num of Records: 10000

To Pay Period: ALL ☐ Order By: Chartfield,Pay Period ☐

Fiscal Month: ALL ☐ ☐ Total

Fiscal Year: ALL ☐ ☒ Sub-Total

Pay Run ID: ☒ Detail

☐ Sum Adjustments

Output: Fringe-Summary(Hor) ☐

The returned data will be separated by chartfield and will show the names of the employees paid from that funding source for a specific pay period. Subtotals for each pay period are shown as well.

Records Found: 3,037

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 \$
		1819-12: PAY0076002	UL01	182800	C12	06/15/2019	8800060233	06/14/2019	A00000034158	MC000-180000-F1000-301-10009070-	54.24	2.14%	3.08	11.18		0.03	0.62	0.14	21.93	40.43%	76.17
		1920-6: RPAY000010	UL01	182800	C12	06/15/2019	RPAY000010	12/09/2019	A00000034158	MC000-180000-F1000-301-10009070-	(54.24)	-2.14%	(3.08)	(11.18)		(0.03)	(0.62)	(0.14)	(21.93)	40.43%	(76.17)
		1819-12: PAY0076002	UG82	182800	C12	06/15/2019	8800060248	06/14/2019	A00000034158	MC000-180000-F1000-301-10009070-	619.10	6.59%	46.66	127.60	0.01	0.11	26.16	0.44	200.98	32.46%	820.08
		1920-7: RPAY000042	UG82	182800	C12	06/15/2019	RPAY000042	01/10/2020	A00000034158	MC000-180000-F1000-301-10009070-	(619.10)	-6.59%	(46.66)						(46.66)	7.54%	(665.78)
														127.60	0.01	0.11	26.16	0.44	154.32	0.00%	154.32
		1819-12: PAY0080252	UL01	182800	C12	06/30/2019	8800070301	06/28/2019	A00000034158	MC000-180000-F1000-301-10009070-	126.56	5.00%	9.28	26.08		0.08	15.46	0.34	61.22	40.47%	177.78
		1920-6: RPAY000010	UL01	182800	C12	06/30/2019	RPAY000010	12/09/2019	A00000034158	MC000-180000-F1000-301-10009070-	(126.56)	-5.00%	(9.28)	(26.08)		(0.08)	(15.46)	(0.34)	(61.22)	40.47%	(177.78)
		1819-12: PAY0080252	UG82	182800	C12	06/30/2019	8800070296	06/28/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,444.96	15.31%	108.89	297.73	0.02	0.24	61.04	1.04	468.96	32.46%	1,913.52
		1920-7: RPAY000042	UG82	182800	C12	06/30/2019	RPAY000042	01/10/2020	A00000034158	MC000-180000-F1000-301-10009070-	(1,444.96)	-15.31%	(108.89)	(297.73)	(0.02)	(0.24)	(61.04)	(1.04)	(468.96)	32.46%	(1,913.52)
																				0.00%	
		1920-1: PAY0082306	UG80	185000	C12	07/15/2019	8800080772	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	CG75	182800	C12	07/15/2019	8800080683	07/15/2019	A00000034157	MC000-180000-F1000-301-10009070-	150.11	7.00%	10.89	32.74	0.11	21.63	0.46	65.63	43.85%	215.94	
		1920-1: PAY0082306	AD20	180000	C12	07/15/2019	8800080324	07/15/2019	A00000034157	MC000-180000-F1000-301-10009070-	891.15	24.16%	65.14	194.36	0.04	0.39	120.65	1.63	362.21	42.89%	1,273.35
		1920-1: PAY0082306	UG80	181100	C12	07/15/2019	8800080345	07/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	212.52	5.59%	15.54	46.36	0.06	27.90	0.37	90.26	42.47%	302.78	
		1920-1: PAY0082306	UG80	185000	C12	07/15/2019	8800080773	07/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	545.04	100.00%	41.70	118.87					190.57	29.46%	705.81
		1920-1: PAY0082306	AD22	182800	C12	07/15/2019	8800080687	07/15/2019	A00000034157	MC000-180000-F1000-301-10009070-	1,912.50	100.00%	141.10	417.12	0.16	1.61	201.35	6.74	768.08	40.16%	2,680.68
		1920-1: PAY0082306	UG80	185000	C12	07/15/2019	8800080774	07/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	545.04	100.00%	41.70	118.87					190.57	29.46%	705.81
		1920-1: PAY0081351	UG80	182800	C12	07/15/2019	8800080689	07/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	208.32	4.44%	15.71	45.43	0.07	8.95	0.31	70.47	33.83%	278.79	
		1920-1: PAY0081351	UD13	185000	C12	07/15/2019	8800080775	07/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	6,362.75	81.35%	470.25	1,387.71	0.13	1.32	324.46	5.46	2,189.37	34.41%	8,552.12
		1920-1: PAY0081351	UL01	182800	C12	07/15/2019	8800080704	07/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	(38.59)	-1.49%	(2.81)	(8.42)	(0.01)	(4.63)	(0.10)	(15.97)	41.38%	(54.56)	
		1920-7: RPAY000042	UL01	182800	C12	07/15/2019	RPAY000042	01/10/2020	A00000034158	MC000-180000-F1000-301-10009070-	167.66	6.46%	12.25	36.57	0.01	0.10	20.07	0.44	69.44	41.42%	237.10
		1920-1: PAY0082306	UG81	181100	C12	07/15/2019	8800080403	07/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	212.52	5.23%	15.56	46.35	0.09	25.09	0.35	88.44	41.61%	300.95	
		1920-1: PAY0082306	UH01	182800	C12	07/15/2019	8800080707	07/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	105.82	4.50%	7.65	23.08	0.07	13.90	0.31	42.53%		150.83	

3. Total and Detail

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

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

Name Pay End Date (m/d/y) Operating Unit Project 10000

Job Earn End Date (m/d/y) Department CFDA ALL

HCM Dept. Dist.Status Fund Contract ALL

Journal. Dist.Type Class Sponsor ALL

Check Dist.Class Account Costshare ALL

Check Date (m/d/y) Dist.Code Pay Run ID

Order By Chartfield Name

☒ Total ☐ Sub-Total ☒ Detail ☐ Sum Adjustments

Output Fringe-Summary(Hor)

Submit Clear CSV

The returned data will provide the details for each employee and the overall total.

1920-5 : PAY0000154	UG82	182000	C12	11/30/2019	8800200846	11/27/2019	A00000034158	MC000-180000-F1000-301-10000070-	1,444.56	15.31%	20.64	315.07	0.02	0.24	61.04	1.04	398.05	27.56%	1,842.81
1920-6 : PAY0000899	UG82	182000	C12	12/15/2019	8800217241	12/13/2019	A00000034158	MC000-180000-F1000-301-10000070-	1,444.56	15.31%	20.64	315.07	0.02	0.24	61.04	1.04	398.05	27.56%	1,842.81
1920-6 : PAY0001560	UG82	182000	C12	12/31/2019	8800233482	12/23/2019	A00000034158	MC000-180000-F1000-301-10000070-	1,444.56	15.31%	20.64	315.07	0.02	0.24	61.05	1.03	398.05	27.56%	1,842.80
1920-7 : PAY0002452	UG82	182000	C12	01/15/2020	8800249757	01/15/2020	A00000034158	MC000-180000-F1000-301-10000070-	1,444.56	15.31%	108.59	315.07	0.03	0.25	61.05	1.03	480.02	33.64%	1,930.58
1920-7 : PAY0003458	UG82	182000	C12	01/31/2020	8800263698	01/31/2020	A00000034158	MC000-180000-F1000-301-10000070-	1,444.56	15.31%	108.62	315.07	0.02	0.24	61.05	1.03	480.03	33.65%	1,930.59
1920-8 : PAY0004290	UG82	182000	C12	02/15/2020	8800276499	02/14/2020	A00000034158	MC000-180000-F1000-301-10000070-	1,444.56	15.31%	108.60	315.07	0.02	0.24	61.04	1.04	480.01	33.64%	1,930.57
1920-8 : PAY0006402	UG82	182000	C12	02/29/2020	8800291710	02/28/2020	A00000034158	MC000-180000-F1000-301-10000070-	1,444.56	15.31%	108.60	315.07	0.02	0.24	61.04	1.04	480.01	33.64%	1,930.57
1920-9 : PAY0006390	UG82	182000	C12	03/15/2020	8800307512	03/13/2020	A00000034158	MC000-180000-F1000-301-10000070-	1,444.56	15.31%	108.60	315.07	0.02	0.24	61.04	1.04	480.01	33.64%	1,930.57
1920-2 : PAY00083402	UG80	181200	T12	08/15/2019	8800109463	08/15/2019	A00000034158	MC000-180000-F1000-301-10000070-	3,804.37	46.67%	291.03	829.73					1,120.76	29.46%	4,925.13
1920-2 : PAY00084398	UG80	181200	T12	08/31/2019	8800120392	08/30/2019	A00000034158	MC000-180000-F1000-301-10000070-	3,804.37	46.67%	288.07	829.73	0.11	1.00	125.29	4.20	1,248.40	32.81%	5,052.77
1920-3 : PAY00085095	UG80	181200	T12	09/15/2019	8800128376	09/13/2019	A00000034158	MC000-180000-F1000-301-10000070-	3,804.37	46.67%	288.07	829.73	0.11	1.01	125.29	4.20	1,248.41	32.82%	5,052.78
1920-3 : PAY00086211	UG80	181200	T12	09/30/2019	8800148332	09/30/2019	A00000034158	MC000-180000-F1000-301-10000070-	3,804.37	46.67%	288.08	829.74	0.10	1.00	125.29	4.20	1,248.39	32.81%	5,052.76
1920-4 : PAY00087294	UG80	181200	T12	10/15/2019	8800163989	10/15/2019	A00000034158	MC000-180000-F1000-301-10000070-	3,804.37	46.67%	289.15	829.73	0.11	1.00	125.29	4.19	1,229.47	32.32%	5,033.84
1920-4 : PAY00088327	UG80	181200	T12	10/31/2019	8800175806	10/31/2019	A00000034158	MC000-180000-F1000-301-10000070-	3,804.37	46.67%	54.61	829.73	0.11	1.00	125.29	4.20	1,014.94	26.68%	4,819.31
1920-5 : PAY00089704	UG80	181200	T12	11/15/2019	8800196029	11/15/2019	A00000034158	MC000-180000-F1000-301-10000070-	3,804.37	46.67%	54.60	829.73	0.10	1.01	125.28	4.20	1,014.92	26.66%	4,819.29
1920-5 : PAY00090154	UG80	181200	T12	11/30/2019	8800212403	11/27/2019	A00000034158	MC000-180000-F1000-301-10000070-	3,804.37	46.67%	54.61	829.73	0.11	1.01	125.29	4.20	1,014.95	26.68%	4,819.32
1920-6 : PAY00090899	UG80	181200	T12	12/15/2019	8800228636	12/13/2019	A00000034158	MC000-180000-F1000-301-10000070-	3,804.37	46.67%	54.60	829.74	0.10	1.00	125.29	4.20	1,014.93	26.68%	4,819.30
1920-6 : PAY00091560	UG80	181200	T12	12/31/2019	8800244853	12/23/2019	A00000034158	MC000-180000-F1000-301-10000070-	3,804.37	46.67%	54.60	829.74	0.10	1.00	125.29	4.20	1,014.93	26.66%	4,819.30
1920-7 : PAY00092452	UG80	181200	T12	01/15/2020	8800259015	01/15/2020	A00000034158	MC000-180000-F1000-301-10000070-	3,804.37	23.33%	288.09	829.73	0.10	1.01	125.28	4.20	1,248.41	32.82%	5,052.78
1920-7 : PAY00093458	UG80	181200	T12	01/15/2020	8800272016	01/31/2020	A00000034158	MC000-180000-F1000-301-10000070-	3,804.38	23.33%	288.09	829.73	0.11	1.01	125.29	4.19	1,248.42	32.82%	5,052.80
1920-8 : PAY0009402	UG80	181200	T12	02/15/2020	8800302811	02/28/2020	A00000034158	MC000-180000-F1000-301-10000070-	3,804.37	46.67%	288.09	829.74	0.10	1.00	125.29	4.20	1,248.42	32.82%	5,052.79
1920-8 : PAY00094290	UG80	181200	T12	02/29/2020	8800328708	02/14/2020	A00000034158	MC000-180000-F1000-301-10000070-	3,804.38	46.67%	288.09	829.73	0.10	1.00	125.28	4.20	1,248.40	32.81%	5,052.78
1920-9 : PAY00096390	UG80	181200	T12	03/31/2020	8800318816	03/13/2020	A00000034158	MC000-180000-F1000-301-10000070-	3,804.37	46.67%	288.08	829.74	0.10	1.00	125.29	4.20	1,248.41	32.82%	5,052.78
MC000-180000-F1000-301-10000070-									368,184.20		24,692.79	86,228.73	8.40	93.77	18,584.97	362.43	129,981.09	32.64%	528,165.29
TOTAL									368,184.20		24,692.79	86,228.73	8.40	93.77	18,584.97	362.43	129,981.09	32.64%	528,165.29

4. Sub-total and Detail

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

USCID: Pay Group: Combo: Project BU:

Name: Pay End Date (m/d/y): to Operating Unit: Project:

Job: Earn End Date (m/d/y): to Department: CFDA:

HCM Dept.: Dist. Status: ALL ☐ Fund: Contract:

Journal: Dist. Type: ALL ☐ Class: Sponsor:

Check: Dist. Class: ALL ☐ Account: Costshare:

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

From Pay Period: ALL ☐ Num of Records: 10000

To Pay Period: ALL ☐ Order By: Chartfield.Name ☐

Fiscal Month: ALL ☐ ☐ Total

Fiscal Year: ALL ☐ ☒ Sub-Total

Pay Run ID: ☒ Detail

☐ Sum. Adjustments

Output: Fringe-Summary(Hol) ☐

The returned data will provide the **details** and **subtotals** for each employee.

Records Found: 3,037

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	8800080772	07/15/2019	A00000034158	MC000-180000-F1000-301-10000070-	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	8800091406	07/31/2019	A00000034158	MC000-180000-F1000-301-10000070-	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	8800101628	08/15/2019	A00000034158	MC000-180000-F1000-301-10000070-	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	8800113308	08/30/2019	A00000034158	MC000-180000-F1000-301-10000070-	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	8800131271	09/13/2019	A00000034158	MC000-180000-F1000-301-10000070-	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	8800139175	09/30/2019	A00000034158	MC000-180000-F1000-301-10000070-	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	8800153208	10/15/2019	A00000034158	MC000-180000-F1000-301-10000070-	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	8800168894	10/31/2019	A00000034158	MC000-180000-F1000-301-10000070-	2,135.79	100.00%	163.39	334.96	498.35	23.33%	2,834.14						
1920-5 : PAY0089704	UG80	185000	C12	11/15/2019	8800184700	11/15/2019	A00000034158	MC000-180000-F1000-301-10000070-	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	8800200915	11/27/2019	A00000034158	MC000-180000-F1000-301-10000070-	1,535.79	100.00%	117.49	334.96	452.45	29.46%	1,988.24						
1920-6 : PAY0090989	UG80	185000	C12	12/15/2019	8800217310	12/13/2019	A00000034158	MC000-180000-F1000-301-10000070-	1,535.79	100.00%	117.49	334.96	452.45	29.46%	1,988.24						
1920-6 : PAY0091990	UG80	185000	C12	12/31/2019	8800233549	12/23/2019	A00000034158	MC000-180000-F1000-301-10000070-	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	8800249825	01/15/2020	A00000034158	MC000-180000-F1000-301-10000070-	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	8800263753	01/31/2020	A00000034158	MC000-180000-F1000-301-10000070-	1,535.79	100.00%	117.49	334.96	452.45	29.46%	1,988.24						
1920-8 : PAY0094290	UG80	185000	C12	02/15/2020	8800276565	02/14/2020	A00000034158	MC000-180000-F1000-301-10000070-	1,535.79	100.00%	117.49	334.96	452.45	29.46%	1,988.24						
1920-8 : PAY0095402	UG80	185000	C12	02/29/2020	8800291776	02/26/2020	A00000034158	MC000-180000-F1000-301-10000070-	1,535.79	100.00%	117.49	334.96	452.45	29.46%	1,988.24						
1920-9 : PAY0096390	UG80	185000	C12	03/15/2020	8800307578	03/13/2020	A00000034158	MC000-180000-F1000-301-10000070-	1,535.79	100.00%	117.47	334.96	452.43	29.46%	1,988.22						
											26,708.43		2,043.19	5,694.32					7,737.51	28.97%	34,445.94

5. Detail (Default)

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

USCID: Pay Group: Combo: Project BU:

Name: Pay End Date (m/d/y): to Operating Unit: Project:

Job: Earn End Date (m/d/y): to Department: CFDA:

HCM Dept.: Dist. Status: ALL ☒ Fund: Contract:

Journal: Dist. Type: ALL ☒ Class: Sponsor:

Check: Dist. Class: ALL ☒ Account: Costshare:

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

From Pay Period: ALL ☒ Num of Records: 10000

To Pay Period: ALL ☒ Order By: Chartfield.Name ☒

Fiscal Month: ALL ☒ ☐ Total

Fiscal Year: ALL ☒ ☐ Sub-Total

Pay Run ID: ☒ Detail ☐ Sum Adjustments

Output: Fringe-Summary[Hor] ☒

The returned data will provide **details** for each employee.

Records Found: 3,037

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	8000808772	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	07/15/2019	80008091406	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	8000161628	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%	2,834.14						
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	8000206915	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 : PAY0090989	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	8000248825	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						
1920-8 : PAY0094290	UG80	185000	C12	02/15/2020	8000276563	02/14/2020	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96	452.45	29.46%	1,988.24						
1920-8 : PAY0095402	UG80	185000	C12	02/29/2020	8000291776	02/28/2020	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.96	452.45	29.46%	1,988.24						
1920-9 : PAY0096390	UG80	185000	C12	03/15/2020	8000307578	03/13/2020	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.47	334.96	452.43	29.46%	1,988.22						
1920-1 : PAY0082306	C875	182800	C12	07/15/2019	8000808683	07/15/2019	A00000034157	MC000-180000-F1000-301-10009070-	150.11	7.00%	10.89	32.74	0.11	21.63	0.46	65.83	43.89%	215.94			
1920-1 : PAY0082306	C875	182800	C12	07/31/2019	80008091317	07/31/2019	A00000034157	MC000-180000-F1000-301-10009070-	150.11	7.00%	10.90	32.74	0.12	21.63	0.48	65.87	43.88%	215.98			
1920-2 : PAY0083462	C875	182800	C12	08/15/2019	8000161540	08/15/2019	A00000034157	MC000-180000-F1000-301-10009070-	150.10	7.00%	10.89	32.73	0.11	21.63	0.47	65.83	43.86%	215.93			
1920-2 : PAY0084368	C875	182800	C12	08/31/2019	8000116291	08/30/2019	A00000034157	MC000-180000-F1000-301-10009070-	150.11	6.02%	10.96	32.74	0.09	18.61	0.40	62.80	41.84%	212.91			
1920-3 : PAY0085095	C875	182800	C12	09/15/2019	8000154200	09/13/2019	A00000034157	MC000-180000-F1000-301-10009070-	150.11	5.94%	10.96	32.74	0.10	18.34	0.40	62.56	41.68%	212.67			
1920-3 : PAY0086211	C875	182800	C12	09/30/2019	8000142917	09/30/2019	A00000034157	MC000-180000-F1000-301-10009070-	150.11	5.94%	10.96	32.74	0.09	18.35	0.40	62.56	41.68%	212.67			

6. Sum Adjustments Unchecked

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

USCID Pay Group Combo Project BU

Name Pay End Date (m/d/y) to Operating Unit Project

Job Earn End Date (m/d/y) to Department CFDA

HCM Dept. Dist.Status ALL ☒ Fund Contract

Journal Dist.Type ALL ☒ Class Sponsor

Check Dist.Class ALL ☒ Account Costshare

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

From Pay Period 09/15/2019 ☒ Num of Records 10000

To Pay Period 12/31/2019 ☒ Order By Chartfield.Name ☒

Fiscal Month ALL ☒ ☐ Total

Fiscal Year 2019-2020 ☒ ☐ Sub-Total

Pay Run ID ☒ Detail

☐ Sum Adjustments

Output Fringe-Summary[Hor] ☒

The returned data is showing details with sum adjustments **unchecked**. Here you can see all of the retro entries, simply showing the entries removed and zeroed out what originally posted to the combo code.

Records Found: 18

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 \$
		1920-3 : PAY0085095	SGIA	128100	T12	09/15/2019	7000002748	09/13/2019	A00000019094	CL071-128100-A0001-101-	811.11	100.00%							0.00%	811.11	
		1920-6 : RPAY000012	SGIA	128100	T12	09/15/2019	RPAY000012	12/11/2019	A00000019094	CL071-128100-A0001-101-	(811.11)	-100.00%							0.00%	(811.11)	
		1920-3 : PAY0085211	SGIA	128100	T12	09/30/2019	7000003481	09/30/2019	A00000019094	CL071-128100-A0001-101-	811.11	100.00%							0.00%	811.11	
		1920-6 : RPAY000012	SGIA	128100	T12	09/30/2019	RPAY000012	12/11/2019	A00000019094	CL071-128100-A0001-101-	(811.11)	-100.00%							0.00%	(811.11)	
		1920-4 : PAY0087294	SGIA	128100	T12	10/15/2019	8000152960	10/15/2019	A00000019094	CL071-128100-A0001-101-	811.11	100.00%							0.00%	811.11	
		1920-6 : RPAY000012	SGIA	128100	T12	10/15/2019	RPAY000012	12/11/2019	A00000019094	CL071-128100-A0001-101-	(811.11)	-100.00%							0.00%	(811.11)	
		1920-4 : PAY0088327	SGIA	128100	T12	10/31/2019	8000178754	10/31/2019	A00000019094	CL071-128100-A0001-101-	811.11	100.00%							0.00%	811.11	
		1920-6 : RPAY000012	SGIA	128100	T12	10/31/2019	RPAY000012	12/11/2019	A00000019094	CL071-128100-A0001-101-	(811.11)	-100.00%							0.00%	(811.11)	
		1920-5 : PAY0089704	SGIA	128100	T12	11/15/2019	8000154968	11/15/2019	A00000019094	CL071-128100-A0001-101-	811.11	100.00%							0.00%	811.11	
		1920-6 : RPAY000012	SGIA	128100	T12	11/15/2019	RPAY000012	12/11/2019	A00000019094	CL071-128100-A0001-101-	(811.11)	-100.00%							0.00%	(811.11)	
		1920-5 : PAY0090154	SGIA	128100	T12	11/30/2019	8000211336	11/27/2019	A00000019094	CL071-128100-A0001-101-	811.11	100.00%							0.00%	811.11	
		1920-6 : PAY0090899	SGIA	128100	T12	12/15/2019	8000227633	12/13/2019	A00000019094	CL071-128100-A0001-101-	811.11	100.00%							0.00%	811.11	
		1920-6 : PAY0091590	SGIA	128100	T12	12/31/2019	8000243794	12/23/2019	A00000019094	CL071-128100-A0001-101-	811.11	100.00%							0.00%	811.11	
		1920-6 : RPAY000012	SGIA	128100	T12	11/15/2019	RPAY000012	12/11/2019	A00000019109	CL071-128490-A0001-101-	3,055.55	500.00%							0.00%	3,055.55	
TOTAL											4,888.88								0.00%	4,888.88	

7. Sum Adjustments Checked

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

USCID Pay Group Combo Project BU

Name Pay End Date (m/d/y) to Operating Unit Project

Job Earn End Date (m/d/y) to Department CFDA

HCM Dept. Dist.Status ALL ☐ Fund Contract

Journal Dist.Type ALL ☐ Class Sponsor Pay Run ID

Check Dist.Class ALL ☐ Account Costshare

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

From Pay Period 09/15/2019 To Pay Period 12/31/2019 Fiscal Month ALL Fiscal Year 2019-2020

Num of Records 10000 Order By Chartfield,Name

☐ Total ☐ Sub-Total ☒ Detail ☒ Sum.Adjustments

Output Fringe-Summary(Hoi)

The returned data is showing how the reporting tool does the math for you. It will show you how much is left on that line of accounting. It makes it easy to see exactly what is left if dollars are being moved from one grant to another.

Records Found: 18

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 \$
		1920-6 : RPAY000012	SGIA	126100	T12	09/15/2019	7000002748	12/11/2019	A00000019094	CL071-126100-A0001-101--		0.00%								0.00%	
		1920-6 : RPAY000012	SGIA	126100	T12	09/30/2019	7000003481	12/11/2019	A00000019094	CL071-126100-A0001-101--		0.00%								0.00%	
		1920-6 : RPAY000012	SGIA	126100	T12	10/15/2019	8000162960	12/11/2019	A00000019094	CL071-126100-A0001-101--		0.00%								0.00%	
		1920-6 : RPAY000012	SGIA	126100	T12	10/31/2019	8000178754	12/11/2019	A00000019094	CL071-126100-A0001-101--		0.00%								0.00%	
		1920-6 : RPAY000012	SGIA	126100	T12	11/15/2019	8000194968	12/11/2019	A00000019094	CL071-126100-A0001-101--		0.00%								0.00%	
		1920-5 : PAY0009154	SGIA	126100	T12	11/30/2019	8000211336	11/27/2019	A00000019094	CL071-126100-A0001-101--	011.11	100.00%								0.00%	011.
		1920-6 : PAY0009899	SGIA	126100	T12	12/15/2019	8000227633	12/13/2019	A00000019094	CL071-126100-A0001-101--	011.11	100.00%								0.00%	011.
		1920-6 : PAY0009150	SGIA	126100	T12	12/31/2019	8000243794	12/23/2019	A00000019094	CL071-126100-A0001-101--	011.11	100.00%								0.00%	011.
		1920-6 : RPAY000012	SGIA	126100	T12	09/15/2019	7000002748	12/11/2019	A00000019109	CL071-126460-A0001-101--	011.11	100.00%								0.00%	011.
		1920-6 : RPAY000012	SGIA	126100	T12	09/30/2019	7000003481	12/11/2019	A00000019109	CL071-126460-A0001-101--	011.11	100.00%								0.00%	011.
		1920-6 : RPAY000012	SGIA	126100	T12	10/15/2019	8000162960	12/11/2019	A00000019109	CL071-126460-A0001-101--	011.11	100.00%								0.00%	011.
		1920-6 : RPAY000012	SGIA	126100	T12	10/31/2019	8000178754	12/11/2019	A00000019109	CL071-126460-A0001-101--	011.11	100.00%								0.00%	011.
		1920-6 : RPAY000012	SGIA	126100	T12	11/15/2019	8000194968	12/11/2019	A00000019109	CL071-126460-A0001-101--	011.11	100.00%								0.00%	011.
TOTAL											4,888.88									0.00%	4,888.

8. Output – Fringe Summary (Horizontal)

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

USCID Pay Group Combo Project BU
 Name Pay End Date (m/d/y) Operating Unit Project
 Job Earn End Date (m/d/y) Department CFDA
 HCM Dept. Dist. Status Fund Contract
 Journal. Dist. Type Class Sponsor
 Check Dist. Class Account Costshare
 Check Date (m/d/y) Dist. Code

From Pay Period ALL
 To Pay Period ALL
 Fiscal Month ALL
 Fiscal Year 2019-2020
 Pay Run ID

Num of Records 10000
 Order By Chartfield Name
☐ Total
☐ Sub-Total
☒ Detail
☐ Sum. Adjustments
 Output Fringe-Summary[Horizontal]

Submit Clear CSV

The returned data is showing the details for all employees, including the labor and the fringe.

Records Found: 3,001

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 : PAY0082308	UG80	185000	C12	07/15/2019	8000860772	07/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-1 : PAY0082308	UG80	185000	C12	07/31/2019	8000891406	07/31/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-2 : PAY0083482	UG80	185000	C12	08/15/2019	8000101628	08/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-2 : PAY0084368	UG80	185000	C12	08/31/2019	8000113368	08/31/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.44	29.46%	1,988.23
		1920-3 : PAY0085096	UG80	185000	C12	09/15/2019	8000121271	09/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-3 : PAY0085211	UG80	185000	C12	09/30/2019	8000139175	09/30/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-4 : PAY0087204	UG80	185000	C12	10/15/2019	8000153208	10/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-4 : PAY0088327	UG80	185000	C12	10/31/2019	8000168884	10/31/2019	A00000034158	MC000-180000-F1000-301-10009070-	2,135.79	100.00%	163.39	334.98					488.35	23.33%	2,624.14
		1920-5 : PAY0089704	UG80	185000	C12	11/15/2019	8000184700	11/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.44	29.46%	1,988.23
		1920-5 : PAY0090154	UG80	185000	C12	11/30/2019	8000205915	11/27/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-6 : PAY0090889	UG80	185000	C12	12/15/2019	8000217310	12/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-6 : PAY0091590	UG80	185000	C12	12/31/2019	8000233549	12/23/2019	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-7 : PAY0092452	UG80	185000	C12	01/15/2020	8000245825	01/15/2020	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					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	334.98					452.45	29.46%	1,988.24
		1920-8 : PAY0094290	UG80	185000	C12	02/15/2020	8000276365	02/14/2020	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-8 : PAY0095402	UG80	185000	C12	02/29/2020	8000291776	02/28/2020	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-9 : PAY0096390	UG80	185000	C12	03/15/2020	8000307578	03/13/2020	A00000034158	MC000-180000-F1000-301-10009070-	1,535.79	100.00%	117.47	334.98					452.43	29.46%	1,988.22

9. Output – Fringe Detail (Vertical) Pay Group C12

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

Name Pay End Date (m/d/y) to Operating Unit Project

Job Earn End Date (m/d/y) to Department CFDA

HCM Dept. Dist.Status ALL ☐ Fund Contract

Journal Dist.Type ALL ☐ Class Sponsor

Check Dist.Class ALL ☐ Account Costshare

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

ALL ☐ To Pay Period ALL ☐ Fiscal Month JANUARY ☐ Fiscal Year 2019-2020 ☐ Pay Run ID

10000 Order By Chartfield, Name

☐ Total ☐ Sub-Total ☒ Detail ☐ Sum Adjustments

Output Fringe-Detail[Vertical] ☐

Submit Clear CSV

The returned data drills down into the labor details. Here you can see the account code and the earnings codes. This example is an employee paid current (C12). Notice the pay period, earn end, and check dates all match up.

Records Found: 18

NAME	USCID	JOB	HCM DEPT	GROUP	PAY PERIOD	COMBO	CHARTFIELD	
		ACCOUNT	EARN END		DIST. TYPE: CODE	CHECK : CHK DATE	FISCAL PERIOD : JOURNAL	AMOUNT
		AD28	620499	C12	01/15/2020	A0000000088	CL010-620499-A0001-602--	
1		51200	01/04/2020	ERN-HOL-Holiday Pay		8000251087 : 01/15/2020	1920-7-PAY002452	282.4
2		51200	01/15/2020	ERN-REG-Regular Pay		8000251087 : 01/15/2020	1920-7-PAY002452	2777.5
3		51900	01/15/2020	DED-BASLIJ-Basic Life		8000251087 : 01/15/2020	1920-7-PAY002452	.1
4		51900	01/15/2020	DED-BASLTD-Basic Long Term Disability		8000251087 : 01/15/2020	1920-7-PAY002452	1
5		51900	01/15/2020	DED-DENTAL-Dental		8000251087 : 01/15/2020	1920-7-PAY002452	6
7		51900	01/15/2020	DED-HEALTH-Health		8000251087 : 01/15/2020	1920-7-PAY002452	201
8		51900	01/15/2020	DED-SCRS-SCRS		8000251087 : 01/15/2020	1920-7-PAY002452	667
8		51900	01/15/2020	TAX-E-OASDI/Disability - ER		8000251087 : 01/15/2020	1920-7-PAY002452	185
9		51900	01/15/2020	TAX-Q-FICA Med Hospital Ins / ER		8000251087 : 01/15/2020	1920-7-PAY002452	43
		LABOR: 3,080.00 (100.00%)		FRINGE: 1,106.53 (36.16%)		4,186		
		AD28	620499	C12	01/31/2020	A0000000088	CL010-620499-A0001-602--	
10		51200	01/15/2020	ERN-ALV-Annual Leave Taken		8000265003 : 01/31/2020	1920-7-PAY003458	264
11		51200	01/31/2020	ERN-REG-Regular Pay		8000265003 : 01/31/2020	1920-7-PAY003458	2795
12		51900	01/31/2020	DED-BASLIJ-Basic Life		8000265003 : 01/31/2020	1920-7-PAY003458	
13		51900	01/31/2020	DED-BASLTD-Basic Long Term Disability		8000265003 : 01/31/2020	1920-7-PAY003458	1
14		51900	01/31/2020	DED-DENTAL-Dental		8000265003 : 01/31/2020	1920-7-PAY003458	6
15		51900	01/31/2020	DED-HEALTH-Health		8000265003 : 01/31/2020	1920-7-PAY003458	201
16		51900	01/31/2020	DED-SCRS-SCRS		8000265003 : 01/31/2020	1920-7-PAY003458	667
17		51900	01/31/2020	TAX-E-OASDI/Disability - ER		8000265003 : 01/31/2020	1920-7-PAY003458	185
18		51900	01/31/2020	TAX-Q-FICA Med Hospital Ins / ER		8000265003 : 01/31/2020	1920-7-PAY003458	43
		LABOR: 3,080.00 (100.00%)		FRINGE: 1,106.53 (36.16%)		4,186		
LABOR:		6,120.00		FRINGE:		2,213.06 (36.16%)		TOTAL: 8,333.06

10. Fringe Detail (Vertical) Pay Group P12



UNIVERSITY OF
SOUTH CAROLINA

[HUB](#)
[HCM DISTRIBUTION](#)
[HCM DISTRIBUTION SEARCH](#)

Sign out

USCID

Name

Job

HCM Dept.

Journal.

Check

Check Date (m/d/y)

to

Pay Group

Pay End Date (m/d/y)

to

Earn End Date (m/d/y)

to

Dist.Status

ALL

Dist.Type

ALL

Dist.Class

ALL

Dist.Code

Combo

Operating Unit

Department

Fund

Class

Account

Project BU

Project

CFDA

Contract

Sponsor

Costshare

From Pay Period

ALL

To Pay Period

ALL

Fiscal Month

JANUARY

Fiscal Year

2019-2020

Pay Run ID

Num of Records

10000

Order By

Chartfield,Name

☐ Total

☐ Sub-Total

☒ Detail

☐ Sum.Adjustments

Output

Fringe-Detail\Vertica

Submit

Clear

CSV

This example drills down into the labor for an employee paid on a lag (P12). Here you can see the account code and the earnings codes. But because they are paid on a lag the pay period, earn end, and check dates may be different. Dates may also vary for an hourly employee.

Records Found: 4										
NAME	USCID	JOB	HCM DEPT	GROUP	PAY PERIOD	COMBO	CHARTFIELD			
	ACCOUNT	EARN EMD		DIST. TYPE	CODE	CHECK : CHK DATE	FISCAL PERIOD : JOURNAL	AMOUNT		
	AD25	820499		P12	01/15/2020	A00000000898	CL010-620499-A0001-602--			
1	51200	01/15/2020	ERN-REG-Regular Pay			8000270235 : 01/31/2020	1920-7-PAY0093458	1600		
2	51900	01/15/2020	DED-SCRSP-SCRS Pending			8000270235 : 01/31/2020	1920-7-PAY0093458	36		
3	51900	01/15/2020	TAX-E-QASDI/Disability - ER			8000270235 : 01/31/2020	1920-7-PAY0093458	103		
4	51900	01/15/2020	TAX-Q-FICA Med Hospital Ins / ER			8000270235 : 01/31/2020	1920-7-PAY0093458	24		
		LABOR: 1,666.67 (100.00%)		FRINGE: 491.00 (29.46%)						2,157
LABOR:	1,666.67		FRINGE:		491.00 (29.46%)		TOTAL:		2,157.67	

11. Output – Fringe Total Only

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

USCID: Pay Group: Combo: Project BU:

Name: Pay End Date (m/d/y): to Operating Unit: Project:

Job: Earn End Date (m/d/y): to Department: CFDA:

HCM Dept.: Dist. Status: ALL ☒ Fund: A0001 ☒ Contract:

Journal: Dist.Type: ALL ☒ Class: Sponsor:

Check: Dist.Class: ALL ☒ Account: Costshare:

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

From Pay Period: ALL ☒ To Pay Period: ALL ☒ Fiscal Month: JANUARY ☒ Fiscal Year: 2019-2020 ☒ Pay Run ID:

Num of Records: 10000 Order By: Chartfield,Name ☒

☐ Total ☐ Sub-Total ☒ Detail ☐ Sum.Adjustments

Output: Fringe-Total Only ☒

The returned data is showing the **fringe totals** only by employee.

1920-7 : PAY0002452	UG70	120400	HRL	01/15/2020	8000252845	01/15/2020	A00000006598	CL067-120400-A0001-101--	357.10	15.38%	105.20	20.46%	462.30
1920-7 : PAY0002452	UG70	120400	C12	01/15/2020	8000252541	01/15/2020	A00000006598	CL067-120400-A0001-101--	258.07	8.98%	94.52	30.63%	352.59
1920-7 : PAY0003458	UG70	120400	C12	01/15/2020	8000286440	01/15/2020	A00000006598	CL067-120400-A0001-101--	354.84	11.96%	129.16	36.40%	484.00
1920-7 : PAY0002452	UG70	120400	T12	01/15/2020	8000258027	01/15/2020	A00000002167	CL067-120400-A0001-101--	320.29	100.00%	94.36	29.46%	414.65
1920-7 : PAY0002452	UG70	120400	C12	01/15/2020	8000252596	01/15/2020	A00000006598	CL067-120400-A0001-101--	134.83	5.76%	40.05	29.70%	174.88
1920-7 : PAY0003458	UG70	120400	C12	01/15/2020	8000286493	01/15/2020	A00000006598	CL067-120400-A0001-101--	185.39	7.75%	55.07	29.70%	240.46
1920-7 : PAY0002452	UG70	120400	HRL	01/15/2020	8000252846	01/15/2020	A00000006598	CL067-120400-A0001-101--	358.06	11.89%	104.89	29.46%	460.95
1920-7 : PAY0002452	UG70	120400	HRL	01/15/2020	8000252847	01/15/2020	A00000006598	CL067-120400-A0001-101--	364.98	15.38%	107.52	29.46%	472.50
1920-7 : PAY0002452	UG70	120400	HRL	01/15/2020	8000252848	01/15/2020	A00000006598	CL067-120400-A0001-101--	360.72	14.12%	108.27	29.46%	469.99
1920-7 : PAY0002452	UG70	120400	P12	01/15/2020	8000257707	01/15/2020	A00000006598	CL067-120400-A0001-101--	180.15	4.97%	84.83	52.97%	244.98
1920-7 : PAY0002452	UG70	120400	T12	01/15/2020	8000258028	01/15/2020	A00000002167	CL067-120400-A0001-101--	320.29	36.57%	94.36	29.46%	414.65
1920-7 : PAY0002452	AA50	120400	C12	01/15/2020	8000248410	01/15/2020	A00000002484	CL067-120400-A0001-101--	1,282.25	100.00%	580.23	45.97%	1,842.48
1920-7 : PAY0003458	AA50	120400	C12	01/15/2020	8000262366	01/15/2020	A00000002484	CL067-120400-A0001-101--	1,282.25	100.00%	580.23	45.97%	1,842.48
1920-7 : PAY0002452	UG70	120400	T12	01/15/2020	8000258029	01/15/2020	A00000002167	CL067-120400-A0001-101--	320.29	91.43%	94.35	29.46%	414.64
1920-7 : PAY0002452	AH40	120400	C12	01/15/2020	8000248411	01/15/2020	A00000002484	CL067-120400-A0001-101--	2,414.21	100.00%	1,020.02	42.25%	3,434.23
1920-7 : PAY0003458	AH40	120400	C12	01/15/2020	8000262387	01/15/2020	A00000002484	CL067-120400-A0001-101--	2,414.21	100.00%	1,020.03	42.25%	3,434.24
1920-7 : PAY0002452	UG70	120400	HRL	01/15/2020	8000252850	01/15/2020	A00000006598	CL067-120400-A0001-101--	353.86	17.51%	104.24	29.46%	458.10
1920-7 : PAY0002452	UG70	120400	T12	01/15/2020	7000006231	01/15/2020	A00000002167	CL067-120400-A0001-101--	75.07	3.10%	228.39	304.24%	303.46
1920-7 : PAY0003458	UG70	120400	T12	01/15/2020	8000272936	01/15/2020	A00000002167	CL067-120400-A0001-101--	131.87	5.44%	38.74	29.38%	170.61
1920-7 : PAY0002452	UG70	120400	C12	01/15/2020	8000252539	01/15/2020	A00000006598	CL067-120400-A0001-101--	140.86	2.40%	46.50	33.06%	187.36
1920-7 : PAY0003458	UG70	120400	C12	01/15/2020	8000286438	01/15/2020	A00000006598	CL067-120400-A0001-101--	193.41	3.28%	63.82	33.00%	257.23
1920-7 : PAY0001883	AH40	120400	C12	12/27/2019	7000006101	12/27/2019	A00000002484	CL067-120400-A0001-101--	132.21	100.00%	132.21	100.00%	264.42
1920-7 : PAY0002452	UG70	120400	C09	01/15/2020	8000247861	01/15/2020	A00000006598	CL067-120400-A0001-101--	131.87	2.81%	66.02	43.16%	197.89
1920-7 : PAY0003458	UG70	120400	C09	01/15/2020	8000261822	01/15/2020	A00000006598	CL067-120400-A0001-101--	161.32	3.82%	78.02	43.03%	239.34
TOTAL									66,776.44		37,633.12	37.72%	137,409.56

12. Output – Labor Only

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

USCID: Pay Group: Combo: Project BU:

Name: Pay End Date (m/d/y): to Operating Unit: Project:

Job: Earn End Date (m/d/y): to Department: CFDA:

HCM Dept.: Dist. Status: ALL ☒ Fund: A0001 ☒ Contract:

Journal: Dist. Type: ALL ☒ Class: Sponsor:

Check: Dist. Class: ALL ☒ Account: Costshare:

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

From Pay Period: ALL ☒ To Pay Period: ALL ☒ Fiscal Month: JANUARY ☒ Fiscal Year: 2019-2020 ☒ Pay Run ID:

Num of Records: 10000 Order By: Charfield, Name ☒ Total ☐ Sub-Total ☒ Detail ☐ Sum. Adjustments ☐

Output: Labor Only ☒

The returned data is showing the **labor totals** only by employee.

1920-7 : PAY0092452	UG70	120400	HRL	01/15/2020	8000252945	01/15/2020	A00000000598	CL067-120400-A0001-101--	357.10	15.33%
1920-7 : PAY0092452	UG70	120400	C12	01/15/2020	8000252941	01/15/2020	A00000000598	CL067-120400-A0001-101--	298.07	8.96%
1920-7 : PAY0093458	UG70	120400	C12	01/31/2020	8000268440	01/31/2020	A00000000598	CL067-120400-A0001-101--	354.84	11.96%
1920-7 : PAY0092452	UG70	120400	T12	01/15/2020	8000258027	01/15/2020	A000000027167	CL067-120400-A0001-101--	320.29	100.00%
1920-7 : PAY0092452	UG70	120400	C12	01/15/2020	8000252598	01/15/2020	A00000000598	CL067-120400-A0001-101--	134.83	5.76%
1920-7 : PAY0093458	UG70	120400	C12	01/31/2020	8000268493	01/31/2020	A00000000598	CL067-120400-A0001-101--	185.39	7.75%
1920-7 : PAY0092452	UG70	120400	HRL	01/15/2020	8000252848	01/15/2020	A00000000598	CL067-120400-A0001-101--	356.06	11.89%
1920-7 : PAY0092452	UG70	120400	HRL	01/15/2020	8000252847	01/15/2020	A00000000598	CL067-120400-A0001-101--	384.98	15.38%
1920-7 : PAY0092452	UG70	120400	HRL	01/15/2020	8000252848	01/15/2020	A00000000598	CL067-120400-A0001-101--	360.72	14.12%
1920-7 : PAY0092452	UG70	120400	P12	01/15/2020	8000257707	01/15/2020	A00000000598	CL067-120400-A0001-101--	160.15	4.97%
1920-7 : PAY0092452	UG70	120400	T12	01/15/2020	8000258028	01/15/2020	A000000027167	CL067-120400-A0001-101--	320.29	38.57%
1920-7 : PAY0092452	AA50	120400	C12	01/15/2020	8000248410	01/15/2020	A00000002484	CL067-120400-A0001-101--	1,262.25	100.00%
1920-7 : PAY0093458	AA50	120400	C12	01/31/2020	8000282388	01/31/2020	A00000002484	CL067-120400-A0001-101--	1,262.25	100.00%
1920-7 : PAY0092452	UG70	120400	T12	01/15/2020	8000258029	01/15/2020	A000000027167	CL067-120400-A0001-101--	320.29	91.43%
1920-7 : PAY0092452	AH40	120400	C12	01/15/2020	8000248411	01/15/2020	A00000002484	CL067-120400-A0001-101--	2,414.21	100.00%
1920-7 : PAY0093458	AH40	120400	C12	01/31/2020	8000282387	01/31/2020	A00000002484	CL067-120400-A0001-101--	2,414.21	100.00%
1920-7 : PAY0092452	UG70	120400	HRL	01/15/2020	8000252850	01/15/2020	A00000000598	CL067-120400-A0001-101--	353.86	17.51%
1920-7 : PAY0092452	UG70	120400	T12	01/15/2020	7000008231	01/15/2020	A000000027167	CL067-120400-A0001-101--	75.07	3.10%
1920-7 : PAY0093458	UG70	120400	T12	01/15/2020	8000272638	01/31/2020	A000000027167	CL067-120400-A0001-101--	131.87	5.44%
1920-7 : PAY0092452	UG70	120400	C12	01/15/2020	8000252539	01/15/2020	A00000000598	CL067-120400-A0001-101--	140.66	2.40%
1920-7 : PAY0093458	UG70	120400	C12	01/31/2020	8000268438	01/31/2020	A00000000598	CL067-120400-A0001-101--	193.41	3.21%
1920-7 : PAY0091883	AH40	120400	C12	12/15/2019	7000008101	12/27/2019	A00000002484	CL067-120400-A0001-101--	132.21	100.00%
1920-7 : PAY0092452	UG70	120400	C09	01/15/2020	8000247861	01/15/2020	A00000000598	CL067-120400-A0001-101--	131.87	2.8%
1920-7 : PAY0093458	UG70	120400	C09	01/31/2020	8000261822	01/31/2020	A00000000598	CL067-120400-A0001-101--	181.32	3.8%
TOTAL									95,778.44	

X. Retro Funding Account Changes

Step 1: Use this form for Retro Funding Changes. Form can be found on the homepage of the [Controller's Office](#) website.

UNIVERSITY OF SOUTH CAROLINA										
PAYROLL RETRO FUNDING CHANGE										
TO BE COMPLETED BY THE DEPARTMENT										
USC ID:		NAME: (Last, First, Middle)								
EMPL RECORD:		HOME DEPT#:								
DEPARTMENT NAME:										
JUSTIFICATION/NOTES:										
PAYCHECK DATE:										
CURRENT DISTRIBUTION										
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT	
									TOTAL RETRO FUNDING CHANGE	0.00
NEW DISTRIBUTION										
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT	
									TOTAL RETRO FUNDING CHANGE	0.00
PAYCHECK DATE:										
CURRENT DISTRIBUTION										
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT	
									TOTAL RETRO FUNDING CHANGE	0.00
NEW DISTRIBUTION										
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT	
									TOTAL RETRO FUNDING CHANGE	0.00
PAYCHECK DATE:										
CURRENT DISTRIBUTION										
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT	
									TOTAL RETRO FUNDING CHANGE	0.00
NEW DISTRIBUTION										
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT	
									TOTAL RETRO FUNDING CHANGE	0.00
SIGNATURES										
Initiated by:		Date:		Approved by:		Date:				
Printed Name:				Printed Name:						
Grants & Funds Management:				Date:						
CONTROLLER'S OFFICE USE ONLY										
Printed Name:				Date Entered:						

Step 2: Use the detailed instructions to complete the form and be sure to provide supporting documentation. No manual forms or hard copies will be accepted. Email forms to RetroJE@mailbox.sc.edu.

Some important things to know:

- The Controller's Office will create the Retro Journal Entry, post the JE and upload all retros to HCM Distribution.
- Expect 2-3 days before you can view the change in HCM Distribution. They will be easy to identify when available.
- Please remember to complete retro account changes within 90 days of the pay date.
- Workers comp and unemployment will post after the 1st and 15th of the month.

For the Retro Funding Changes greater than 90 days must have a cost transfer memo attached (if they affect sponsored awards). The Cost transfer memo must answer the following questions:

1. Why was this expense originally charged to the account from which it is now being transferred (in other words, explain the error or circumstance for originally charging the incorrect account)?
2. Why should this expense be transferred to the proposed sponsored research project account (in other words, provide an explanation as to how this expense benefits the project it is being moved to)?
3. Why is this cost transfer being requested more than 90 days after the original transaction?
4. How will you prevent this type of error or situation from happening in the future?

XI. Creating Reports - Export Options

Option #1 - 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.

[illegible]

Sum of LINE_AMOUNT		Column Labels		
Row Labels	ERN	DED	TAX	Grand Total
① 20190415	2,083.33	981.16	272.49	3,336.98
Pitt,Brad		473.29	125.66	598.95
Cooper,Bradley	2,083.33	507.87	146.83	2,738.03
② 20190430	4,696.63	981.18	272.48	5,950.29
Pitt,Brad	1,675.74	473.31	125.65	2,274.70
Cooper,Bradley	2,083.33	507.87	146.83	2,738.03
Trainer,Meagan	937.56			937.56
③ 20190515	4,696.63	981.17	272.47	5,950.27
Pitt,Brad	1,675.74	473.30	125.64	2,274.68
Cooper,Bradley	2,083.33	507.87	146.83	2,738.03
Trainer,Meagan	937.56			937.56
④ 20190531	3,759.06	981.18	272.49	5,012.73
Pitt,Brad	1,675.73	473.31	125.65	2,274.69
Cooper,Bradley	2,083.33	507.87	146.84	2,738.04
⑤ 20190614	4,696.57	981.19	272.49	5,950.25
Pitt,Brad	1,675.74	473.32	125.66	2,274.72
Cooper,Bradley	2,083.33	507.87	146.83	2,738.03
Trainer,Meagan	937.50			937.50
⑥ 20190628	4,696.57	981.19	272.49	5,950.25
Pitt,Brad	1,675.74	473.32	125.66	2,274.72
Cooper,Bradley	2,083.33	507.87	146.83	2,738.03
Trainer,Meagan	937.50			937.50
⑦ 20190715	4,730.07	1,039.37	274.67	6,044.11
Pitt,Brad	1,709.24	531.50	127.84	2,368.58
Cooper,Bradley	2,083.33	507.87	146.83	2,738.03
Trainer,Meagan	937.50			937.50
⑧ 20190731	4,730.06	987.17	275.64	5,992.87
Pitt,Brad	1,709.23	479.30	128.81	2,317.34
Cooper,Bradley	2,083.33	507.87	146.83	2,738.03
Trainer,Meagan	937.50			937.50
⑨ 20190815	937.50	-	-	937.50
Pitt,Brad	-	-	-	-
Cooper,Bradley	-	-	-	-
Trainer,Meagan	937.50			937.50
⑩ 20190830	2,083.33	507.87	146.83	2,738.03
Pitt,Brad	-	-	-	-
Cooper,Bradley	2,083.33	507.87	146.83	2,738.03
Trainer,Meagan	-			-
Grand Total	37,109.75	8,421.48	2,332.05	47,863.28

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.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	
1	NAME	USC/D	FISCAL PERIOD	JOURNAL	JOB	HCM	GROUP	PAY	CHECK	CHE DATE	COMBO	CHARTFIELD	LBR	LBR	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG	FRNG	
2								PERIOD					\$	%							\$	%	
3	Trainer,Morgan	J47037262	1819-10: PAY0075489	SCRA	111100	TC1	47519	800013251	47519		A0000017399	CL032-111600-F1000-201-10008400	937.56	100.00%									
4	Trainer,Morgan	J47037262	1819-10: PAY0075601	SCRA	111100	TC1	47619	800022982	47619		A0000017399	CL032-111600-F1000-201-10008400	937.56	100.00%									
5	Trainer,Morgan	J47037262	1819-11: PAY0076639	SCRA	111100	TC1	51519	800044665	51519		A0000017399	CL032-111600-F1000-201-10008400	937.56	100.00%									
6	Trainer,Morgan	J47037262	1819-12: PAY0079002	SCRA	111100	112	61519	800064861	61419		A0000017399	CL032-111600-F1000-201-10008400	937.5	100.00%									
7	Trainer,Morgan	J47037262	1819-12: PAY0082532	SCRA	111100	112	63019	800070662	62819		A0000017399	CL032-111600-F1000-201-10008400	937.5	100.00%									
8	Trainer,Morgan	J47037262	1920-1: PAY0081331	SCRA	111100	112	70119	800086510	70119		A0000017399	CL032-111600-F1000-201-10008400	937.5	100.00%									
9	Trainer,Morgan	J47037262	1920-1: PAY0082306	SCRA	111100	112	70119	800097068	70119		A0000017399	CL032-111600-F1000-201-10008400	937.5	100.00%									
10	Trainer,Morgan	J47037262	1920-2: PAY0083462	SCRA	111100	112	81519	8000197316	81519		A0000017399	CL032-111600-F1000-201-10008400	937.5	100.00%									
11	Trainer,Morgan	J47037262	1920-3: PAY0087704	SCRA	111100	112	83119	8000118749	83019		A0000017399	CL032-111600-F1000-201-10008400	0.00%										
12	Phil,Irad	D80729274	1819-10: PAY0075489	UG74	111100	C12	47519	800082190	47519		A0000005057	CL032-111600-F1000-201-10008400	1675.73	40.30%	125.66	345.15	0.06	0.64	124.54	2.71	598.95	35.74%	
13	Phil,Irad	D80729274	1819-10: PAY0075601	UG74	111100	C12	47619	800018476	47619		A0000005057	CL032-111600-F1000-201-10008400	1675.74	40.30%	125.65	345.36	0.06	0.64	124.54	2.71	598.96	35.74%	
14	Phil,Irad	D80729274	1819-11: PAY0076639	UG74	111100	C12	51519	800034185	51519		A0000005057	CL032-111600-F1000-201-10008400	1675.74	40.30%	125.64	345.36	0.07	0.63	124.53	2.71	598.94	35.74%	
15	Phil,Irad	D80729274	1819-11: PAY0077792	UG74	111100	C12	50119	800047967	50119		A0000005057	CL032-111600-F1000-201-10008400	1675.73	40.30%	125.65	345.15	0.05	0.65	124.54	2.72	598.96	35.74%	
16	Phil,Irad	D80729274	1819-12: PAY0079002	UG74	111100	C12	61519	800064847	61419		A0000005057	CL032-111600-F1000-201-10008400	1675.74	40.30%	125.66	345.36	0.06	0.64	124.54	2.72	598.98	35.74%	
17	Phil,Irad	D80729274	1819-12: PAY0082532	UG74	111100	C12	63019	800068601	62819		A0000005057	CL032-111600-F1000-201-10008400	1675.74	40.30%	125.66	345.36	0.06	0.64	124.54	2.72	598.98	35.74%	
18	Phil,Irad	D80729274	1920-1: PAY0081331	UG74	111100	C12	70119	800078720	70119		A0000005057	CL032-111600-F1000-201-10008400	1709.24	50.00%	127.84	372.78	0.07	0.79	154.5	3.36	659.34	38.58%	
19	Phil,Irad	D80729274	1920-1: PAY0082306	UG74	111100	C12	70119	800089565	70119		A0000005057	CL032-111600-F1000-201-10008400	1709.22	33.55%	128.81	372.79	0.05	0.53	103.68	2.25	660.11	35.58%	
20	Phil,Irad	D80729274	1920-2: PAY0083462	UG74	111100	C12	81519	800099804	81519		A0000005057	CL032-111600-F1000-201-10008400	0.00%										
21	Phil,Irad	D80729274	1920-3: PAY0087704	UG74	111100	C12	83119	800011573	83019		A0000005057	CL032-111600-F1000-201-10008400	0.00%										
22	Cooper,Bradley	M28978618	1819-10: PAY0075489	UK63	111000	IC1	47519	800012456	47519		A0000005057	CL032-111600-F1000-201-10008400	2083.33	100.00%	146.83	0.16	1.61	499.36	6.74	654.7	31.43%	2780.3	
23	Cooper,Bradley	M28978618	1819-10: PAY0075601	UK63	111000	IC1	47619	8000128136	47619		A0000005057	CL032-111600-F1000-201-10008400	2083.33	100.00%	146.83	0.16	1.61	499.36	6.74	654.7	31.43%	2780.3	
24	Cooper,Bradley	M28978618	1819-11: PAY0076639	UK63	111000	IC1	51519	800043675	51519		A0000005057	CL032-111600-F1000-201-10008400	2083.33	100.00%	146.83	0.16	1.61	499.36	6.74	654.7	31.43%	2780.3	
25	Cooper,Bradley	M28978618	1819-11: PAY0077792	UK63	111000	IC1	50119	800054645	50119		A0000005057	CL032-111600-F1000-201-10008400	2083.33	100.00%	146.84	0.16	1.61	499.36	6.74	654.71	31.43%	2780.3	
26	Cooper,Bradley	M28978618	1819-12: PAY0079002	UK63	111000	IC1	61519	800066640	61419		A0000005057	CL032-111600-F1000-201-10008400	2083.33	100.00%	146.83	0.16	1.61	499.36	6.74	654.7	31.43%	2780.3	
27	Cooper,Bradley	M28978618	1819-12: PAY0082532	UK63	111000	IC1	63019	800076331	62819		A0000005057	CL032-111600-F1000-201-10008400	2083.33	100.00%	146.83	0.16	1.61	499.36	6.74	654.7	31.43%	2780.3	
28	Cooper,Bradley	M28978618	1920-1: PAY0081331	UK63	111000	IC1	70119	800086796	70119		A0000005057	CL032-111600-F1000-201-10008400	2083.33	100.00%	146.83	0.16	1.61	499.36	6.74	654.7	31.43%	2780.3	
29	Cooper,Bradley	M28978618	1920-1: PAY0082306	UK63	111000	IC1	70119	800097281	70119		A0000005057	CL032-111600-F1000-201-10008400	2083.33	100.00%	146.83	0.16	1.61	499.36	6.74	654.7	31.43%	2780.3	
30	Cooper,Bradley	M28978618	1920-2: PAY0083462	UK63	111000	IC1	81519	800010796	81519		A0000005057	CL032-111600-F1000-201-10008400	2083.33	100.00%	146.83	0.16	1.61	499.36	6.74	654.7	31.43%	2780.3	
31	Cooper,Bradley	M28978618	1920-3: PAY0087704	UK63	111000	IC1	83119	8000119051	83019		A0000005057	CL032-111600-F1000-201-10008400	2083.33	100.00%	146.83	0.16	1.61	499.36	6.74	654.7	31.43%	2780.3	
32	TOTAL												39,723.04		2,332.05	2,817.71	1.92	19.65	5,499.65	82.55	10,753.53	27.07%	50,475.97
33	Copy and Paste from HCM directly																						
34	Select all data, right click and select "remove hyperlinks"																						
35	Edit data as needed.																						
36	Can adjust number of records returned when pulling data from HCM tool																						