



UNIVERSITY OF  
**SOUTH CAROLINA**

**Controller's Office**  
**HCM Payroll Distribution Reporting Tool**

**March 2023**

# Today's Agenda

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



# What information is provided?

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



# Why is this tool important?

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



# Who can use this tool?

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



# The HUB – HCM Distribution

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

UNIVERSITY OF SOUTH CAROLINA HUB HCM DISTRIBUTION HOME Sign out

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

Main Navigation

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

Info

- HCM Distribution Group required to view this page.



HCM Distribution

# SEARCH OPTIONS



UNIVERSITY OF  
SOUTH CAROLINA

# Search Criteria - Options

The screenshot shows the 'HCM DISTRIBUTION SEARCH' interface. At the top, there is a navigation bar with the University of South Carolina logo, 'HUB', 'HCM DISTRIBUTION', and 'HCM DISTRIBUTION SEARCH' dropdowns, and a 'Sign out' link. The main search area is a grid of input fields and dropdown menus. Three fields are highlighted with red boxes: 'USCID', 'HCM Dept.', and 'Supervisor USCID'. Below the search fields are three buttons: 'Submit', 'Clear', and 'CSV'.

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



# USCID & HCM Dept

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

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

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

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

Total  Sub-Total  Detail  Sum.Adjustments

Output: Fringe-Summary[Ho]

Submit Clear CSV

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

# Empl.Rcd – Employee Record

UNIVERSITY OF SOUTH CAROLINA HUB

USCID  
Supervisor USCID

Name  
Empl.Rcd  
0  
Empl.Class

Job  
HCM Dept.  
Full/Part  
All

Journal.  
Reg/Temp  
All

Check  
Std.Hours

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

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

Rcd 2

Rcd 1

NAME	USCID	FISCAL PERIOD	JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
		2122-4 : PAY0129481		UG70	911030	C09	10/15/2021	8000777073	10/15/2021	A00000004118	AK000-911030-A0001-101--	112.50	1.45%
		2122-4 : PAY0129481		UG70	911030	C09	10/15/2021	8000777073	10/15/2021	A00000004129	AK000-911082-A0001-101--		0.00%
		2122-4 : PAY0129481		UG76	911082	C09	10/15/2021	8000777073	10/15/2021	A00000004129	AK000-	4,429.39	57.08%
		2122-4 : PAY0129481		UH16	911530	C09	10/15/2021	8000777073	10/15/2021	A00000004129	AK000-		0.00%
		2122-4 : PAY0129481		UH16	911530	C09	10/15/2021	8000777073	10/15/2021	A00000004254	AK000-911530-A0001-502--	166.67	2.15%
		2122-4 : PAY0129481		UG76	911082	C09	10/15/2021	8000777073	10/15/2021	A00000004276	AK000-911880-E0148-104--	3,051.34	39.32%
20211015											7,769.90		

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

NAME	USCID	FISCAL PERIOD	JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
		2122-4 : PAY0129481		UG76	911082	C09	10/15/2021	8000777073	10/15/2021	A00000004129	AK000-911082-A0001-101--	4,429.39	57.08%
		2122-4 : PAY0129481		UG76	911082	C09	10/15/2021	8000777073	10/15/2021	A00000004276	AK000-911880-E0148-104--	3,051.34	39.32%
20211015											7,480.73		

# HCM BU (Campus)

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

USCID Supervisor USCID Pay Group Combo Project BU From Pay Period Num of Records  
 Name Empl.Rcd Pay End Date (m/d/y) Operating Unit Project 03/15/2022 10000  
 Job Empl.Class Earn End Date (m/d/y) Department CFDA To Pay Period Order By  
 HCM Dept. Full/Part Dist.Status Fund Contract Fiscal Month ALL Total  
 Journal. Reg/Temp Dist.Type Class Sponsor Pay Run ID ALL Sub-Total  
 Check Std.Hours Dist.Class Account Costshare Output  
 Check Date (m/d/y) HCM BU [Campus] Dist.Code Aiken Fringe-Summary[Ho]

Submit Clear CSV

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

Records Found: 5,866

NAME	USCID	FISCAL PERIOD: JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		2122-9 : PAY0137704	CB65	911401	P12	03/15/2022		03/15/2022	A00000053112	AK000-911000-A0001-101--	1,408.38	100.00%	112.90	321.48	0.18	1.81	201.35	6.74	644.24	45.71%	2,053.82
		2122-9 : PAY0137704	CB70	911401	C12	03/15/2022		03/15/2022	A00000000003	AK000-911000-A0001-468--	1,519.04	100.00%	124.09	346.49	0.18	1.81	201.35	6.74	680.44	44.76%	2,199.48
		2122-9 : PAY0137704	UG70	911030	T12	03/15/2022		03/15/2022	A00000024987	AK000-911030-A0001-101--	200.00	100.00%	16.55	45.62					62.17	31.06%	262.17
		2122-9 : PAY0137704	UG70	911030	T12	03/15/2022		03/15/2022	A00000024987	AK000-911030-A0001-101--	100.00	100.00%	8.27	22.81					31.08	31.06%	131.08
		2122-9 : PAY0137704	UG71	911030	C09	03/15/2022		03/15/2022	A00000004118	AK000-911030-A0001-101--	3,129.83	100.00%	243.26	713.91	0.22	2.15	268.47	8.99	1,237.00	39.52%	4,368.83



**Note: HCM BU represents the campus the employee is assigned to and not necessarily the campus receiving the charge.**

# Full/Part

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

Records Found: 5,866

NAME	USCID	FISCAL PERIOD: JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	CB65	911401	P12	03/15/2022	[REDACTED]	03/15/2022	A00000053112	AK000-911000-A0001-101--	1,408.38	100.00%	112.90	321.48	0.18	1.81	201.35	6.74	644.24	45.71%	2,053.82
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	CB70	911401	C12	03/15/2022	[REDACTED]	03/15/2022	A00000000003	AK000-911000-A0001-468--	1,519.04	100.00%	124.09	348.49	0.18	1.81	201.35	6.74	680.44	44.76%	2,199.48
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	UG70	911030	T12	03/15/2022	[REDACTED]	03/15/2022	A00000024887	AK000-911030-A0001-101--	200.00	100.00%	16.55	45.62					62.17	31.06%	282.17
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	UG70	911030	T12	03/15/2022	[REDACTED]	03/15/2022	A00000024887	AK000-911030-A0001-101--	100.00	100.00%	8.27	22.81					31.08	31.08%	131.08
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	UG71	911030	C09	03/15/2022	[REDACTED]	03/15/2022	A00000004118	AK000-911030-A0001-101--	3,129.83	100.00%	243.28	713.91	0.22	2.15	288.47	8.99	1,237.00	39.52%	4,398.83



Note: Number of Records does not correspond to number of employees found.

# Reg/Temp

UNIVERSITY OF SOUTH CAROLINA HUB HCM DISTRIBUTION

USCID:  Supervisor USCID:  Pay Group:

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

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

HCM Dept.:  Full/Part:  Dist.Status:

Journal:  Reg/Temp:  Dist.Type:

Check:  Dist.Class:

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

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

Records Found: 1,886

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



# Search Criteria - Dates

The screenshot shows the 'HCM DISTRIBUTION SEARCH' interface. The form is organized into columns for different search criteria. The 'Check Date (m/d/y)' field is located in the bottom left. The 'Pay End Date (m/d/y)' and 'Earn End Date (m/d/y)' fields are in the middle column. The 'From Pay Period', 'To Pay Period', 'Fiscal Month', and 'Fiscal Year' dropdowns are in the top right column. The 'Num of Records' field is set to 10000. The 'Order By' dropdown is set to 'Chartfield, Name'. The 'Detail' checkbox is checked. The 'Output' dropdown is set to 'Fringe-Summary[Hor]'. The 'Submit', 'Clear', and 'CSV' buttons are at the bottom.

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

# Search Criteria - Dates

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

USCID [Red Box]

Supervisor USCID [ ]

Pay Group [ ]

Combo [ ]

Project BU [ ]

Name [ ]

Empl.Rcd [ ]

Pay End Date (m/d/y) [Red Box] 7/1/2021 to 12/31/2021

Operating Unit [ ]

Project [ ]

Job [ ]

Empl.Class [ ]

Earn End Date (m/d/y) [ ]

Department [ ]

CFDA [ ]

HCM Dept. [ ]

Full/Part [ All ]

Dist.Status [ ALL ]

Fund [ ]

Contract [ ]

Journal. [ ]

Reg/Temp [ All ]

Dist.Type [ ALL ]

Class [ ]

Sponsor [ ]

Check [ ]

Std.Hours [ ]

Dist.Class [ ALL ]

Account [ ]

Costshare [ ]

Check Date (m/d/y) [ ] to [ ]

HCM BU [Campus] [ All ]

Dist.Code [ ]

From Pay Period [ 07/15/2021 ]

To Pay Period [ 12/31/2021 ]

Fiscal Month [ ALL ]

Fiscal Year [ ALL ]

Pay Run ID [ ]

Num of Records [ 10000 ]

Order By [ Charfield,Name ]

Total

Sub-Total

Detail

Sum.Adjustments

Output [ Fringe-Summary[Hor ]

Submit Clear CSV

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

# HCM Distribution

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





# HCM Distribution

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

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



# HCM Distribution

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$
		2122-7 : PAY0134027	UG70	157000	C09	01/15/2022	8000865319	01/14/2022	A00000008639	CL070-157000-E8036-301--	3,000.00
CL070-157000-E8036-301--											
		2122-1 : PAY0123964	VSUM	157000	SRC	07/15/2021	8000717263	07/15/2021	A00000008642	CL070-157000-F1000-301-10007140-	2,416.67
		2122-1 : PAY0125017	VSUM	157000	SRC	07/31/2021	8000727154	07/30/2021	A00000008642	CL070-157000-F1000-301-10007140-	2,416.67
		2122-2 : PAY0125851	VSUM	157000	SRC	08/15/2021	8000736430	08/13/2021	A00000008642	CL070-157000-F1000-301-10007140-	2,416.67
CL070-157000-F1000-301-10007140-											
		2122-2 : PAY0128785	UG74	157000	C09	08/31/2021	8000738261	08/31/2021	A00000052558	CL070-157117-A0001-101--	4,209.11
NAME	USCID	JOB	HCM DEPT	GROUP	PAY PERIOD	COMBO	CHARTFIELD				
ACCOUNT	EARN END	DIST. TYPE: CODE	CHECK : CHK DATE	FISCAL PERIOD : JOURNAL	AMOUNT						
		UG70	157000	C09	01/15/2022	A00000008639	CL070-157000-E8036-301--				
51300		12/21/2021	ERN-RTM-Retro Pay Manual					2122-7-PAY0134027	3000		
LABOR: 3,000.00 (41.61%)											
FRINGE: (0.00%)											
		2122-6 : PAY0132730	UG74	157000	C09	12/15/2021	8000835426	12/15/2021	A00000052558	CL070-157117-A0001-101--	4,209.11
		2122-6 : PAY0133257	UG74	157000	C09	12/31/2021	8000850232	12/23/2021	A00000052558	CL070-157117-A0001-101--	4,209.11
CL070-157117-A0001-101--											
TOTAL											
48,132.00											



# Pay Groups

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

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



# Pay Groups – Current vs. Lag

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

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



# Dist. Code

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

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

Submit Clear CSV

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

# Dist. Code – Data Review

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

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



# PeopleSoft Earnings Codes

## Normal Pay:

**REG** – Regular Pay

**OVS** – Overtime Straight Time

**OVT** – Overtime Pay 1.5

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

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

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

## Leave:

**ALV** – Annual Leave Taken

**ALP** – Annual Leave Payout

**LMP** – Leave Without Pay

**HOL** – Holiday Pay

**PLV** – Paid Leave

**SAB** – Sabbatical

**SCK** – Sick Leave

## Compensation Time:

**CTP** – Compensation Time Paid

**HCP** – Holiday Compensation Pay

## Additional Pay:

### Non-Base Salary Adjustments:

**ASA** – Administrative Salary Adjustment

**GEO** – Market Geographic Differential

**GSA** – Grant Salary Adjustment

**SAP** – Special Assignment Pay

**TSA** – Temporary Salary Adjustment

### Other Supplemental Pays:

**ATC** – Athletic Contract Pay

**CHR** – Chair Professorship

**VAR** – Variable Pay

### Other Additional Pay Codes:

**AWD** – Monetary Cash Award

**BON** – Bonus

**MOV** – Moving Expense (Taxable)

**CAR** – Car Allowance Cash

**HOU** – Housing Allowance Cash

**REC** – Non-Monetary Award

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

**SC\_PY\_EARN\_CODE**



# Other Search Features

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

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

Submit Clear CSV

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

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



# Other Search Features

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

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



# Other Search Features

UNIVERSITY OF SOUTH CAROLINA

HUB ▾ HCM DISTRIBUTION ▾ HCM DISTRIBUTION SEARCH Sign out

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

Submit Clear CSV

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

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

# Other Search Features

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

Records Found: 381

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



# Project BU

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

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

Submit Clear CSV

## You can run reports by Business Operating Unit:

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

# Other Search Features

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

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



# Other Search Features

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

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



# Search Criteria – By Project



UNIVERSITY OF  
SOUTH CAROLINA

HUB ▾

HCM DISTRIBUTION ▾

HCM DISTRIBUTION SEARCH

Sign out

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

Submit

Clear

CSV

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



UNIVERSITY OF  
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# By Project - Data Review

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

## What to look for:

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





# Search Criteria – By Contract

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

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

Submit Clear CSV

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

# By Contract - Data Review

Records Found: 81

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



# Search Criteria – Cost Share

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

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

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

# Cost Share – Data Review

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

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

Data Review

# DISPLAY OPTIONS



UNIVERSITY OF  
SOUTH CAROLINA

# Default Display

The screenshot shows the HCM Distribution Search interface. The top navigation bar includes the University of South Carolina logo, the text "UNIVERSITY OF SOUTH CAROLINA", and navigation links for "HUB", "HCM DISTRIBUTION", and "HCM DISTRIBUTION SEARCH". A "Sign out" link is in the top right corner. The main area contains a grid of search filters. A red box highlights the "Num of Records", "Order By", and "Output" sections on the right side of the grid. The "Num of Records" is set to "10000". The "Order By" is set to "Chartfield, Name". The "Output" is set to "Fringe-Summary[Horizontal]". Other filters include USCID, Supervisor USCID, Pay Group, Combo, Project BU, From Pay Period, To Pay Period, Fiscal Month, Fiscal Year, Pay Run ID, Name, Empl.Rcd, Pay End Date, Operating Unit, Project, Journal, Empl.Class, Earn End Date, Department, CFDA, Contract, Check, Std.Hours, Dist.Status, Fund, Class, Account, Costshare, Check Date, HCM BU [Campus], Dist.Type, Dist.Class, Dist.Code, and Full/Part.

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

Submit Clear CSV

## The default display options are:

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

# Default Display – Chartfield, Name

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

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

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



# Ordered by Chartfield, Pay Period

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





# Ordered by Pay Period, Chartfield

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

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



# Ordered by Pay Period, Name

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

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



# Ordered by Name, Chartfield

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

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



# Ordered by Name, Pay Period

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

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



# Sum.Adjustments Option

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

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

Submit Clear CSV

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

# Retro Journal Entries

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

Records Found: 476

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$		
		2122-7: PAY0134027	UK63	180200	I12	01/15/2022	8000871523	01/14/2022	A00000068723	MC000-180200-F1000-202-10010736-	2,250.88	100.00%	186.26	513.43	0.16	1.61	509.35	6.74	1,217.55	54.09%	3,468.43		
		2122-8: RPAYB00732	UK63	180200	I12	01/15/2022	RPAYB00732	02/28/2022	A00000068723	MC000-180200-F1000-202-10010736-	(2,250.88)	-100.00%	(186.26)	(513.43)	(0.16)	(1.61)	(509.35)	(6.74)	(1,217.55)	54.09%	(3,468.43)		
		2122-7: PAY0134824	UK63	180200	I12	01/31/2022	8000884011	01/31/2022	A00000068723	MC000-180200-F1000-202-10010736-	2,250.88	100.00%	186.28	513.43	0.16	1.61	509.35	6.74	1,217.57	54.09%	3,468.45		
		2122-8: RPAYB00732	UK63	180200	I12	01/31/2022	RPAYB00732	02/28/2022	A00000068723	MC000-180200-F1000-202-10010736-	(2,250.88)	-100.00%	(186.28)	(513.43)	(0.16)	(1.61)	(509.35)	(6.74)	(1,217.57)	54.09%	(3,468.45)		
		2122-8: PAY0135804	UK63	180200	I12	02/15/2022	8000897759	02/15/2022	A00000068723	MC000-180200-F1000-202-10010736-	2,250.88	100.00%	186.25	513.43	0.16	1.61	509.35	6.74	1,217.54	54.09%	3,468.42		
		2122-8: RPAYB00732	UK63	180200	I12	02/15/2022	RPAYB00732	02/28/2022	A00000068723	MC000-180200-F1000-202-10010736-	(2,250.88)	-100.00%	(186.25)	(513.43)	(0.16)	(1.61)	(509.35)	(6.74)	(1,217.54)	54.09%	(3,468.42)		
																					54.09%	3,468.44	
																						54.09%	(3,468.44)
																						0.00%	
						01/15/2022	8000871523	01/14/2022	A00000068723	MC000-180200-F1000-202-10010736-	2,250.88	100.00%										41.11%	4,519.99
						01/15/2022	RPAYB00732	02/28/2022	A00000068723	MC000-180200-F1000-202-10010736-	(2,250.88)	-100.00%										41.11%	(4,519.99)
						01/31/2022	8000884011	01/31/2022	A00000068723	MC000-180200-F1000-202-10010736-	2,250.88	100.00%										41.11%	4,520.00
						01/31/2022	RPAYB00732	02/28/2022	A00000068723	MC000-180200-F1000-202-10010736-	(2,250.88)	-100.00%										41.11%	(4,520.00)
																						41.11%	4,519.99
		2122-8: RPAYB00732	UG85	180200	I12	02/15/2022	RPAYB00732	02/28/2022	A00000068723	MC000-180200-F1000-202-10010736-	(3,203.13)	-100.00%	(264.98)	(730.63)	(0.16)	(1.61)	(312.74)	(6.74)	(1,316.86)	41.11%	(4,519.99)		
		2122-8: PAY0136631	UG85	180200	I12	02/28/2022	8000911960	02/28/2022	A00000068723	MC000-180200-F1000-202-10010736-	3,203.13	100.00%	265.00	730.63	0.16	1.61	312.74	6.74	1,316.88	41.11%	4,520.01		
		2122-8: RPAYB00732	UG85	180200	I12	02/28/2022	RPAYB00732	02/28/2022	A00000068723	MC000-180200-F1000-202-10010736-	(3,203.13)	-100.00%	(265.00)	(730.63)	(0.16)	(1.61)	(312.74)	(6.74)	(1,316.88)	41.11%	(4,520.01)		
																						0.00%	



# Sum.Adjustments

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

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



# Total Options: Total

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

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

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



# Total Options: Total

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

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



# Total Options: Sub-Total

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

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

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

# Total Options: Sub-Total

Records Found: 595

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

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

Data Review

# OUTPUT OPTIONS



UNIVERSITY OF  
SOUTH CAROLINA

# Output: Default (Fringe-Summary Horizontal)

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

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



# Output: Fringe-Detail (Vertical)

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

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



# Output: Fringe-Total Only

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

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



# Output: Labor Only

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

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





# Output: Demographic

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

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

Submit Clear CSV

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

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

# Output: Demographic

Employees paid **3/15/2022** from **CL044**, Ordered by: **Chartfield, Name** with **OUTPUT: Demographic**. Displays additional information related to employment by funding source (does not show dollar amounts of salary or fringe). Tip: Copy and Paste into Excel!

Records Found: 1,586

NAME	USCID	JOB EFFECTIVE	JOB	JOB INFO	STD.	HCM BU-DEPT	SUPERVISOR	GROUP	PAY PERIOD	COMBO	CHARTFIELD
Alan Henry (Hawkins)	10000000	12/01/2021-03/15/2022	AH15	0-FTE Full Time Reg.	40	SCCOL-159000	Johnathan (Hawkins)	IC1	03/15/2022	A0000002309	CL044-159000-EN700-202-80000136-
Larissa (Hawkins)	10000000	01/01/2022-	SGST	0-STU Part Time Temp.	17.5	SCCOL-159000	Johnathan (Hawkins)	IHR	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-
Paula (Hawkins)	10000000	12/01/2021-	SUEA	0-STU Part Time Temp.	10	SCCOL-310060	Johnathan (Hawkins)	HRL	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-
David (Hawkins)	10000000	.	AH45	0:		-159100		C12	03/15/2022	A0000002309	CL044-159000-EN700-202-80000136-
Stephanie (Hawkins)	10000000	08/08/2021-	SFWR	0-STU Part Time Temp.	20	SCCOL-159000	Johnathan (Hawkins)	HRL	03/15/2022	A00000022877	CL044-159000-EN700-202-80000136-
Mark (Hawkins)	10000000	08/16/2021-	SGST	0-STU Part Time Temp.	20	SCCOL-159000	Johnathan (Hawkins)	HRL	03/15/2022	A00000061876	CL044-159000-F1000-202-10010152-
David (Hawkins)	10000000	08/11/2021-	UG75	0-FTE Full Time Reg.	40	SCCOL-159000	Johnathan (Hawkins)	C09	03/15/2022	A00000061883	CL044-159000-F1000-202-10010152-
Stephanie (Hawkins)	10000000	09/16/2021-	UG83	2-RGP Part Time Research	30	SCCOL-159000	Johnathan (Hawkins)	P12	03/15/2022	A00000068674	CL044-159000-F1000-202-10010729-
David (Hawkins)	10000000	10/18/2021-	UG83	0-DLI Part Time Temp.	20	SCCOL-159000	Johnathan (Hawkins)	P12	03/15/2022	A00000068668	CL044-159000-F1000-202-10010729-
David (Hawkins)	10000000	08/16/2021-	SGST	0-STU Part Time Temp.	20	SCCOL-159000	Johnathan (Hawkins)	HRL	03/15/2022	A00000068676	CL044-159000-F1000-202-10010729-
Stephanie (Hawkins)	10000000	09/01/2021-	UG83	0-RGP Part Time Research	20	SCCOL-159000	Johnathan (Hawkins)	P12	03/15/2022	A00000068674	CL044-159000-F1000-202-10010729-
David (Hawkins)	10000000	08/16/2021-	UG76	0-FTE Full Time Reg.	40	SCCOL-159000	Johnathan (Hawkins)	C09	03/15/2022	A00000076831	CL044-159000-F1000-202-10011287-



Data Review

# OTHER CAPABILITIES



UNIVERSITY OF  
SOUTH CAROLINA

# Drill Down Capability

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

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

Submit Clear CSV

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

# Drill Down Example

Records Found: 2,196

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

Records Found: 1

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



# Export Options

## Option #1 - CSV

Submit

Clear

CSV

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

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

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



Data Review

# **PAYROLL CORRECTIONS: RETRO FUNDING JOURNAL ENTRIES**



UNIVERSITY OF  
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# Retro Funding Change Journal Entries

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






# Payroll Retro Funding Change Form

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



# Payroll Retro Funding Change Form

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

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



# Payroll Cost Transfers

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



# Cost Transfer Justification Form

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

**Cost Transfer Justification Form**

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**PURPOSE**

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

**COST TRANSFER TYPE**

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

Original (incorrect) chartfield \*: \_\_\_\_\_  
Correct chartfield \*: \_\_\_\_\_

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

**JUSTIFICATION**

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

**CERTIFICATION**

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

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

*\*\* If adjustment impacts more than one PI*



# Payroll Retro Funding Change Process

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

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

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

# Tips and Reminders

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




# Access to HCM Distribution

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




# Where to Find Resources

GATEWAYS FOR: [STUDENTS](#) [FACULTY & STAFF](#) [ALUMNI](#) [PARENTS & FAMILIES](#) [CALENDAR](#) [MAP](#) [DIRECTORY](#) [APPLY](#) [GIVE](#)

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## Office of the Controller



### ACCURATE AND TRANSPARENT

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

» **Office of the Controller**

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

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

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

**Office of the Controller**

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





# Additional Resources

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



# HCM Distribution Support

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



# Questions





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