

ERS Payroll Details – Definitions and Guide

The ERS "Payroll Details" page displays all payroll transaction details supporting an employee's effort report and calculations. Sections are grouped by payroll category, and then by specific chartstring. Basic information is in the "Pay Period End Date", "FAU", "DOS Code" and "Paid/Derived/Weighted%" columns. Below each payroll detail block, the "Line Item Total/Report Total" shows the formula used to calculate the % effort ("Payroll %") shown on the effort report.

Category Name:

- Federal Sponsored Projects
- Other Sponsored Projects
- Non-Sponsored Activities
- Unrecognized Earnings
- Excluded Earnings

Pay Period End Date:
The month when the effort was reported as worked.

FAU:
Full chartstring of the payroll transaction.

Dos Code:
Description of Service for the payroll. Common types are:

- REG, RG1 – Regular Pay
- ACR – Summer research Pay
- SLN – Sabbatical Pay
- OTS, OTP – Overtime
- VAC, SKL – Leave Usage
- TRM – Terminal Vacation Pay

Trans Code:
The system transaction that generated the pay. Common types are:

- TX – Timecard Pay
- AU – Automatic Salary Pay
- LX – Late Pay
- AP – Additional Pay
- RX – Reduction in pay
- E1 – Cost Transfer Credit
- E3 – Cost Transfer Debit
- RA – Range Adjustment

Help:
Click the "?" for more information.

Employee, Period, and Status Information

Title Code:
A numeric code assigned to a specific job position, such as GSR, AA2, etc...

Pay Rate:
This is the pay rate of the payroll transaction

Paid %, Derived %, and Weighted %:
Paid % - Actual hours or percentage paid to an employee. (If 0.0000 %, refer to the "Derived %" column)

Derived % - Used if ERS needs to calculate a percentage from the raw payroll data. Common examples include hourly payroll, or debits of expense transfers. This percentage drives the effort report calculations.

Weighted % - Used when an employee's pay is issued over more months than they work (ex. 9/12, 11/12 employees.)

Pay Cycle End Date:
Period when the system processed the transaction. (Not necessarily the same as "Pay Period End Date.")

ERS :: REPORT DETAIL													
Effort Report: 2014 Jul-Dec Version: 2.0 (06/01/2015 04:41) Status: Open													
Employee: SAMPLE EMPLOYEE Emp. #:012345678													
Federally Sponsored Projects												Payroll %: 24% ¹	
Project: 60 GHZ TEAM (32293-23801-NDRWB)													
Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Pay Rate	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
10-31-2015	MO	1-51015-32293-23801-44 --NDRWB	REG	AU	7182	\$5,957.22	A	0.1000	0.1000	0.1000	N	1	10-31-2015
11-30-2015	MO	1-51015-32293-23801-44 --NDRWB	REG	AU	7182	\$5,957.22	A	0.1000	0.1000	0.1000	N	1	11-30-2015
12-31-2015	MO	1-51015-32293-23801-44 --NDRWB	REG	AU	7182	\$5,957.22	A	0.1000	0.1000	0.1000	N	1	12-31-2015
12-31-2015	XX	1-51015-32293-23801-44 --NDRWB	REG	E3	7182	\$0.00	A	0.1250	0.1250	0.1250	N	1	12-31-2015
Total:										0.4250*			
¹ Line Item Total/Report Total = Payroll % (0.4250/1.8000 = 0.2361)*													
Other Sponsored Projects												Payroll %: 17% ²	
Project: RAMP (11058-23801-EHJXW)													
Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Pay Rate	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
10-31-2015	MO	1-51015-11058-23801-44 --EHJXW	REG	AU	7182	\$5,957.22	A	0.1000	0.1000	0.1000	N	1	10-31-2015
11-30-2015	MO	1-51015-11058-23801-44 --EHJXW	REG	AU	7182	\$5,957.22	A	0.1000	0.1000	0.1000	N	1	11-30-2015
12-31-2015	MO	1-51015-11058-23801-44 --EHJXW	REG	AU	7182	\$5,957.22	A	0.1000	0.1000	0.1000	N	1	12-31-2015
Total:										0.3000*			
² Line Item Total/Report Total = Payroll % (0.3000/1.8000 = 0.1667)*													
Non-Sponsored Activities												Payroll %: 17% ³	
Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Pay Rate	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
10-31-2015	MO	1-51015-94125-23808-44 --EHBXN	REG	AU	7182	\$5,957.22	A	0.0500	0.0500	0.0500	N	1	10-31-2015
10-31-2015	MO	1-51015-94125-23808-44 --NDRWB	REG	AU	7182	\$5,957.22	A	0.0500	0.0500	0.0500	N	1	10-31-2015
11-30-2015	MO	1-51015-94125-23808-44 --EHBXN	REG	AU	7182	\$5,957.22	A	0.0500	0.0500	0.0500	N	1	12-31-2015
11-30-2015	MO	1-51015-94125-23808-44 --NDRWB	REG	AU	7182	\$5,957.22	A	0.0500	0.0500	0.0500	N	1	10-31-2015
12-31-2015	MO	1-51015-94125-23808-44 --EHBXN	REG	AU	7182	\$5,957.22	A	0.0500	0.0500	0.0500	N	1	11-30-2015
12-31-2015	MO	1-51015-94125-23808-44 --NDRWB	REG	AU	7182	\$5,957.22	A	0.0500	0.0500	0.0500	N	1	12-31-2015
Total:										0.3000*			
³ Line Item Total/Report Total = Payroll % (0.3000/1.8000 = 0.1667)*													
Unrecognized Earnings												Payroll %: 42% ⁴	
Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Pay Rate	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
10-31-2015	MO	1-51015-43301-23801-44 --NDRWB	REG	AU	7182	\$5,957.22	A	0.3000	0.3000	0.3000	N	1	10-31-2015
11-30-2015	MO	1-51015-43301-23801-44 --NDRWB	REG	AU	7182	\$5,957.22	A	0.3000	0.3000	0.3000	N	1	11-30-2015
12-31-2015	MO	1-51015-43301-23801-44 --NDRWB	REG	AU	7182	\$5,957.22	A	0.3000	0.3000	0.3000	N	1	12-31-2015
12-31-2015	XX	1-51015-43301-23801-44 --NDRWB	REG	E1	7182	\$5,957.22	A	-0.3000	-0.1250	-0.1250	N	1	12-31-2015
Total:										0.7750*			
⁴ Line Item Total/Report Total = Payroll % (0.7750/1.8000 = 0.4306)*													