

**Payroll Expense Reporting Universe**

**Quick Reference Guide**

**Who should use this universe?**

* Finance Business Managers
* Fiscal Officers
* Anyone interested in System or University simplified payroll information

**What types of business questions can I answer using this universe?**

* What have the payroll expenses been for my department this year?
* What individuals have been paid from my CFOAPs?
* What is the total payroll expense for a grant been during a specific time period?

**Universe Description**

This universe contains Payroll transactions after the Banner posting process. Individual transaction as well as summaries by period can be found here. All transactions are by Start Fiscal year and period. This universe also contains CFOAPAL hierarchies as well as information related to employees.

This universe is one of the sources of My-UI-Financials standard reports. This data is available to Finance Power Users and does not require separate HR access.

**Data Included in University Contracts Reporting Universe**

* CFOAPAL and associated hierarchies including Grant Codes
* Employee Appt
  + Employee Name and UIN
  + Employee Class
  + Position Number
  + Job Suffix
  + Additional Appointment information
* Payroll
  + Payroll ID, number, document number and sequence
  + Transaction date
  + Benefit fringe rate
  + Fiscal, Calendar and Federal period breakdowns

**Universe Tips & Tricks**

* This universe contains payroll transactions from July 2003 to present.
* The data is designed for quick, simple payroll information and includes only the current employee information.