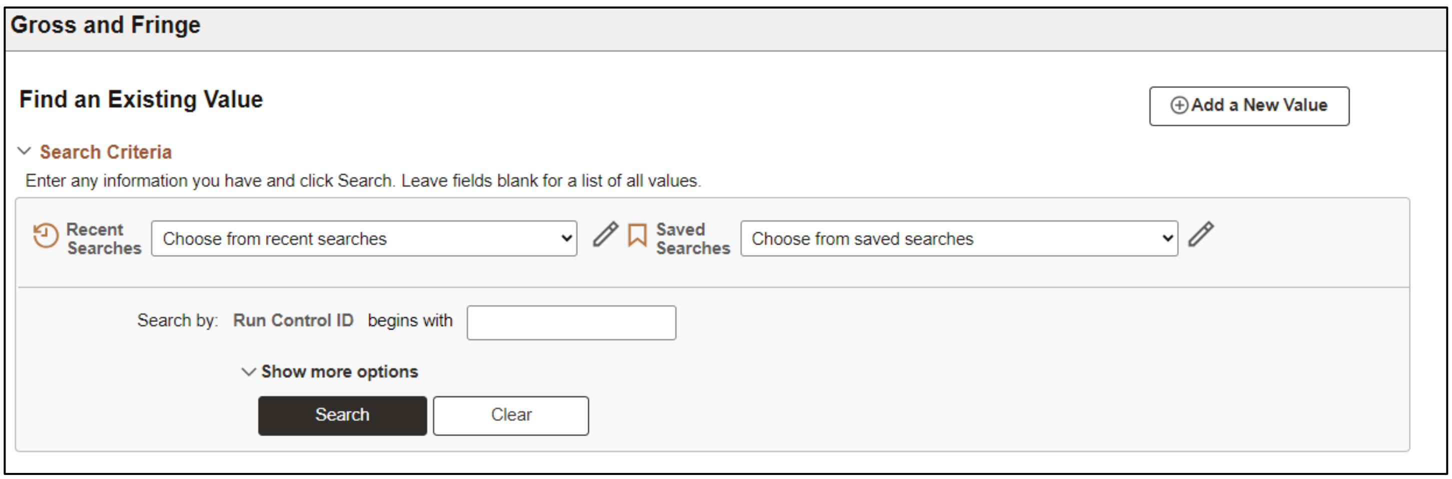
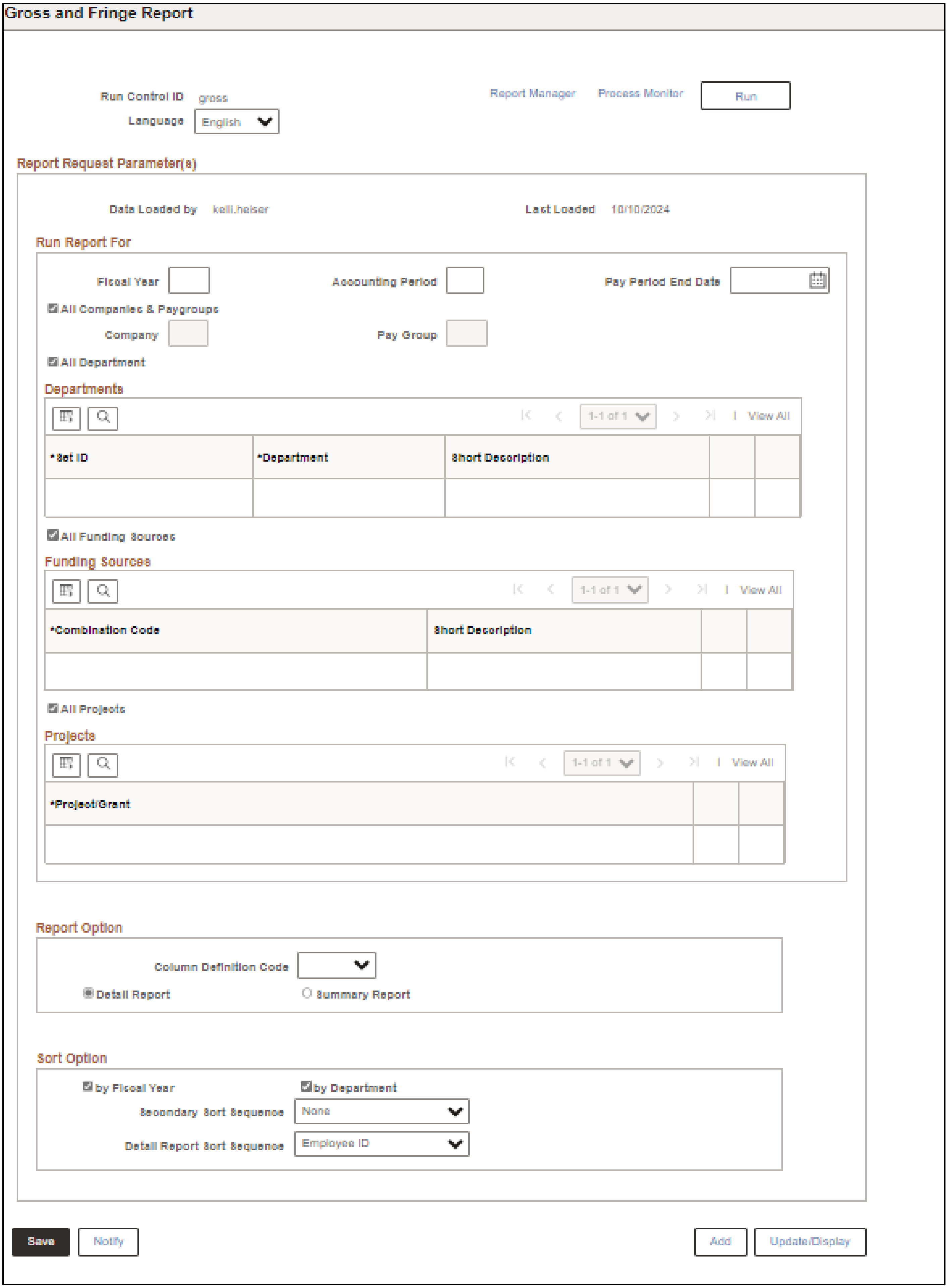
Gross & Fringe Report Job Aid

The Gross & Fringe Report can be used to view the distribution of salary data. The report is run to verify wages, deductions and taxes paid to employees and the funding sources that were charged. Retroactive distributions will appear on the report during the pay period they were processed. The report is available for the current pay period the day before payday. Previous pay periods are always available. This report is not allowed as documentation for a Retroactive Distribution form as it does not break out the deductions and taxes into individual account codes.

1. Sign in to PeopleSoft HCM.
2. Navigate to **Payroll for North America > Payroll Distribution > GL Interface Reports > Gross and Fringe**



3. Click the **Add a New Value** button.
   a. Enter a **Run Control ID** that is meaningful to you. Please remember no special characters or spaces can be used when creating a Run Control ID.
   b. Click the **Add** button.
   c. These steps will only need to be completed the first time. After a Run Control ID has been created the **Find an Existing Value** screen can be used instead.



Gross and Fringe Report

Run Control ID gross

Language English

Report Manager | Process Monitor | Run

Report Request Parameter(s)

Data Loaded by kelli.heiser

Last Loaded 10/10/2024

Run Report For

Fiscal Year

Accounting Period

Pay Period End Date

☑ All Companies & Paygroups

Company

Pay Group

☑ All Department

Departments

1-1 of 1 | View All

*Set ID	*Department	Short Description		

☑ All Funding Sources

Funding Sources

1-1 of 1 | View All

*Combination Code	Short Description		

☑ All Projects

Projects

1-1 of 1 | View All

*Project/Grant		

Report Option

Column Definition Code

◉ Detail Report ○ Summary Report

Sort Option

☑ by Fiscal Year ☑ by Department

Secondary Sort Sequence None

Detail Report Sort Sequence Employee ID

Save | Notify | Add | Update/Display

4. Select **English** for **Language**
5. **Run Report For**
    a. Enter either **Fiscal Year** or **Pay Period End Date**
        i. Use the Fiscal Year option to return results for more than one pay period.
        ii. A Fiscal Year runs from July 1 to June 30. The Fiscal Year will be the same as the calendar year on June 30.
            1. For example July 1, 2024 will be Fiscal Year 2025.
        iii. If using Fiscal Year the **Accounting Period** field can also be used to narrow down the return results. The field can remain blank if running the report for the entire fiscal year.
            1. Accounting Period is based on the Fiscal Year with Accounting Period 1 = July, 2 = August, etc.
        iv. If using Pay Period End Date the results will only be for the pay period specified.
    b. Uncheck the **All Companies & Paygroups** box.
    c. Enter **Company** as *NDS***.**
    d. **Pay Group** is an optional field.
        i. Leave this field blank to return results for all employees.
        ii. **NDB** pay group is for Salaried employees.
            1. Most banded employees, grad students and PTA staff are in this group.
        iii. **NDC** pay group is for Contract Salaried employees.
            1. Most faculty are in this group.
        iv. **NDH** pay group is for Contract Hourly employees.
            1. The group is generally not used at NDSU.
        v. **NDN** pay group is for Hourly employees.
            1. Used for most Dining employees, 8000 and 9000 band employees.
    e. Uncheck the box for **All Department.**
        i. If the All Department box is unchecked enter **Set ID** of *NDSU1* and **Department** with the appropriate department number.
            1. If the Department number is unknown the magnifying glass next to the box can be used to search for the appropriate value.
            2. If more than one department should be included in the report click the plus sign at the end of the row to add a new row. Repeat step e.i. and e.i.2 as necessary for the departments that should be included in the report.
            3. Use the minus sign to delete any rows for departments that should no longer be included in the report.
            4. Report results are dependent upon the department/unit a user has access to. If the report is run for a department that is not in the user's access list then no results will be returned for that department.
    f. The check boxes for **All Funding Sources** and **All Projects** are optional.
        i. If the boxes are checked all funding sources and projects for the department(s) selected will be returned on the report.
        ii. If the All Funding Source box is unchecked a **Combination Code** must be entered.
            1. If the Funding Source is unknown the magnifying glass next to the box can be used to search for the appropriate value.
        iii. If the All Projects box is unchecked enter a **Project/Grant.**
        iv. Additional lines can be added to the All Funding Sources and All Projects sections by following step e.i.2. Additional lines can be deleted from the All Funding Sources or All Projects sections by following step e.i.3.
6. **Report Option**
    a. For **Column Definition Code** choose **HEID1** from the drop down menu.
    b. Choose **Detail Report**
        i. The **Summary Report** option will only return totals for the fund. It will not return information for the individual employee.
7. **Sort Option**
    a. For primary Sort choose the box for **by Fiscal Year** and/or **by Department**
    b. Choose a **Secondary Sort Sequence** from the drop down menu
        i. Options are: **Funding Source, None, Position, Project**
        ii. The default option is None

c. Choose a **Detail Report Sequence** from the drop down menu
    i. Options are: **Employee ID, Employee Name, Paycheck No**
    ii. The default option is Employee ID
8. Click the **Save** button
9. Click the **Run** button
    a. On the **Process Scheduler Request** page the default for the report is *Web/PDF*. If you would like to change this to a different format you can do so at this time. (Ex. CSV)
10. Click the **Ok** button, the Run Control page is returned
11. Click the **Process Monitor** hyperlink, **Process Type** is *SQR Report*, **Process Name** is *HPCA012*.
12. Click the **Refresh** button until the **Run Status** is *Success* and the **Distribution Status** is *Posted*.
    a. If you had the report emailed to you stop here and check your email. If not, continue below.
13. Click the **Details** hyperlink.
14. Click the **View/Log Trace** hyperlink.
15. Click the link to open the *.pdf* file.
    a. The report will open in Adobe.

Sample Report

PeopleSoft
Report ID: HPCA012 — Gross & Fringe Detail Report — Page No. 13991
Run Date 10/22/2024
Run Time 14:37:09

Company NDS North Dakota State University
Paygroup: NDN NDSU Hourly

Fiscal Year: 2025 Accounting Period: 4
Department: NDSU1-2833 Financial Aid and Scholarships
Funding Source: S472002834FAR00375930 O - FAR0037593-2834 ('25 ON)

Name / Empl ID-Rcd#	JobCode	Position# / Pool	Check# / PayEndDt	Total Gross	Total Fringe	Hlth/Life/EAP	Retirement	Wkfc Safety	LT Disability	SUT	FICA Taxes	Total
Employee 1		00022473	12345678	372.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	372.81
1111111-001	880001		2024-09-30									
Employee 2		00022473	90123456	374.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	374.32
2222222-000	880001		2024-09-30									
Employee 3		00022473	78901234	211.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	211.78
3333333-000	880001		2024-09-30									
Funding Source (S472002834FAR00375930) T				958.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	958.91
Department (NDSU1-2833) Total				1278.58	2.05	0.00	0.00	2.05	0.00	0.00	0.00	1280.63

** Note ** Report is based on data loaded for date range between 09/16/2024 and 09/30/2024