

HE Actuals Report Job Aid

The HE Actuals Report can be used to view the distribution of salary data. The report lists the funding sources and accounts for salary and fringe expenses charged for a department. This report is first available on-line two business days before the current payday. It can be run at any time for previous pay periods back to January 2005. Department personnel with DEPT ADMIN access in HRMS will be able to view and/or print the HE Actuals Report for their department. This report should be used as documentation on all Retroactive Distribution forms.

1. Sign in to PeopleSoft HCM.
2. Navigate to **Payroll for North America > Payroll Processing USA > Pay Period Reports > HE Actuals Report**

HE Actuals Report

+ Add a New Value

Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches

Choose from recent searches

✎

🔖 Saved Searches

Choose from saved searches

✎

Search by: Run Control ID begins with

▼ Show more options

Search
Clear

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.

HE Actuals Report

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Run Control ID actuals

[Report Manager](#)

[Process Monitor](#)

[Run](#)

Process Request Parameter(s)


Pay Run ID:


*Set ID:

Department:

Empl ID:

 Save

 Notify

 Add

 Update/Display

4. Process Request Parameters

a. Enter the **Pay Run ID**.

- The report can only be run for one pay period at a time.
- The Pay Run ID is NDS followed by the ending date of the pay period (YYMMDD) for which the report is being requested. The year is the calendar year, not the fiscal year.
 - The Actuals Report for pay period ending October 15, 2024 would be NDS241015.
 - The magnifying glass next to the box can be used to search for the appropriate value.

b. Enter the **Set ID** of *NDSU1*.

c. Optional:

i. Enter the **Department**.

- If no department is entered the report will return information for all departments a user has been given access to.
- If the Department is unknown the magnifying glass next to the box can be used to search for the appropriate value.

ii. Enter the **Empl ID**.

- The report can be run for one Employee by entering their Empl ID in this box. If no Empl ID is entered the report will return information for all employees in the departments the user has been given access to.
- This field should be utilized when running an Actuals report that will be attached to a Retroactive Distribution report.
- If the Empl ID is unknown the magnifying glass next to the box can be used to search for the appropriate value.

5. Click the **Save** button

6. Click the **Run** button

- 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)

7. Click the **Ok** button, the Run Control page is returned

8. Click the **Process Monitor** hyperlink, **Process Type** is *SQR Report*, **Process Name** is *NDUCA504*.

9. 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.
10. Click the **Details** hyperlink.
11. Click the **View/Log Trace** hyperlink.
12. Click the link to open the *.pdf* file.
 - a. The report will open in Adobe.

Sample Report

Report ID: NDUCA504		North Dakota State University				Run date : Oct/22/2024 15:41						
Company: NDS		NDUS Actuals Report				Page 1104 of 2132.						
Business Unit: NDSU1												
Pay Period End: 2024-09-30 00:00:00.000												
Department ID: ALL												
Employee ID: 1234567												
		Empl ID	Empl Rec	Employee Name	Gross Amt.	Earning Code	Earn Acct	Earn Amt	Ded Acct	Ded Amt	Tax Acct	Tax Amt
DEPTID: 3410												
Project ID:												
Fund Code: 12117												
		1111111	0	Employee 1	1,738.03	H01 511002		1,658.95	516015	0.76	516080	24.41
		1111111	0			H03 514005		54.22	516055	809.79	516170	104.38
		1111111	0					0.00	516075	0.14	516205	2.34
		1111111	0					0.00	516175	219.98		0.00
		1111111	0					0.00	516210	2.74		0.00
		Total for Position No. 00018666 :						1,713.17		1,033.41		131.13
		Empl ID	0	Student Employee	479.09	H01 512005		479.09	516210	0.77		0.00
		Empl ID	0	Student Employee	373.55	H01 512005		373.55	516210	0.60		0.00
		Empl ID	0	Student Employee	478.51	H01 512005		478.51	516210	0.77		0.00
		Empl ID	0	Student Employee	508.20	H01 512005		508.20	516210	0.81		0.00
		Empl ID	0	Student Employee	176.76	H01 512005		176.76	516210	0.28		0.00
		Empl ID	0	Student Employee	476.38	H01 512005		296.38	516210	0.47		0.00
		Empl ID	0	Student Employee	222.49	H01 512005		222.49	516210	0.36		0.00
		Empl ID	0	Student Employee	135.55	H01 512005		135.55	516210	0.22		0.00
		Empl ID	0	Student Employee	209.12	H01 512005		209.12	516210	0.33		0.00
		Empl ID	0	Student Employee	236.26	H01 512005		236.26	516210	0.38		0.00
		Empl ID	1	Student Employee	149.79	H01 512005		149.79	516210	0.24		0.00
		Empl ID	0	Student Employee	195.72	H01 512005		195.72	516210	0.31		0.00
		Empl ID	0	Student Employee	296.74	H01 512005		296.74	516210	0.47		0.00
		Empl ID	0	Student Employee	86.54	H01 512005		86.54	516210	0.14		0.00
		Empl ID	0	Student Employee	296.30	H01 512005		230.30	516210	0.38		0.00
		Empl ID	0	Student Employee	212.63	H01 512005		212.63	516210	0.34		0.00
		Empl ID	0	Student Employee	214.93	H01 512005		130.14	516210	0.20		0.00
		Total for Position No. 00022385 :						4,417.77		7.07		0.00
		2222222	0	Employee 2	1,684.30	H01 511002		1,630.90	516015	0.76	516080	22.70
		2222222	0			H03 514005		29.07	516055	809.67	516170	97.08
		2222222	0					0.00	516075	0.14	516205	2.27
		2222222	0					0.00	516175	216.26		0.00
		2222222	0					0.00	516210	2.65		0.00
		Total for Position No. 00105250 :						1,659.97		1,029.48		122.05
		Total for 3410//12117 :						7,790.91		2,069.96		253.18