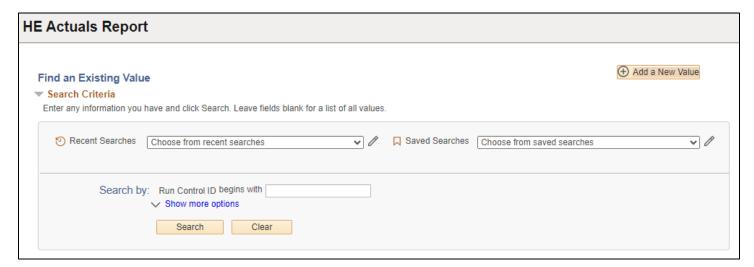
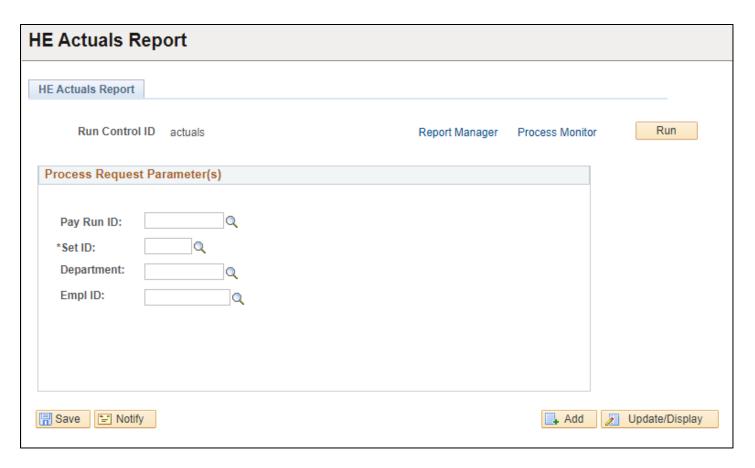
HE Actuals Report Job Aid

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.
- Navigate to Payroll for North America > Payroll Processing USA > Pay Period Reports > HE Actuals Report



- 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.



4. Process Request Parameters

- a. Enter the Pay Run ID.
 - i. The report can only be run for one pay period at a time.
 - ii. 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.
 - 2. 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**.
 - 1. If no department is entered the report will return information for all departments a user has been given access to.
 - 2. 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.
 - 1. 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.
 - 2. This field should be utilized when running an Actuals report that will be attached to a Retroactive Distribution report.
 - 3. 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
 - 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)
- 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

eport ID: ompany: usiness Unit: ay Period End:	NDUCA504 NDS NDSU1 2024-09-30	00:00:00.00	00			Dakota State University IDUS Actuals Report					: Oct/22/2024 15:41 of 2132.
epartment ID: mployee ID:		Empl.ID	EmplRec.	Employee Name	Gross Amt.	Earning Code Earn Acct	Earn Amt	Ded Acct	Ded Amt	Tax Acct	Tax Amt
DEPTID: 341 Project ID: Fund Code: 121		1111111 1111111 1111111 1111111 1111111	0 0 0 0	Employee 1	1,738.03	H01 511002 H03 514005	1,658.95 54.22 0.00 0.00 0.00	516015 516055 516075 516175 516210	0.76 809.79 0.14 219.98 2.74	516080 516170 516205	24.41 104.38 2.34 0.00 0.00
		Total for	Position	No. 00018666 :			1,713.17		1,033.41		131.13
		Emp1 ID Emp1 I	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Student Employee	479.09 373.55 478.51 508.20 176.76 476.38 222.49 135.55 209.12 236.26 149.79 195.72 296.74 296.30 212.63 214.93	H01 512005	479.09 373.55 478.51 508.20 176.76 296.38 222.49 135.55 209.12 236.26 149.79 195.72 296.74 230.30 212.63 130.14 4.417.77 0.00 0.00 0.00	516210 516210	0.77 0.60 0.77 0.81 0.28 0.47 0.36 0.22 0.33 0.38 0.24 0.31 0.47 0.14 0.38 0.29 0.47 0.14	516080 516170 516205	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0
		Total for	Position	No. 00105250 :			1,659.97		1,029.48		122.05
		Total for	3410//12				7,790.91		2,069.96		