S11. Salary Expense Report

General Information

**Purpose:** The Salary Expense Report (SER) provides gross pay history by employee, Position ID and Position Title or chartfield (business unit, fund, org, program, project and account). The Salary Expense Report has been updated in January, 2016 in alignment with the PeopleSync implementation. For notes on the changes of the new Salary Expense Report, please refer here.

**Who should use this Dashboard?** Fiscal Officers, Financial and Budget analysts, HR Officers, HR Analysts.

**Data sources:** The SER data is sourced from two main information systems:

1. Data from payroll processing as of 3/31/14 is sourced from PeopleSync.
2. Data from payroll processing prior to 3/31/14 is sourced from legacy PD3 payroll processing tables in UDW, which are fed data from HRIS.

**Content:** The SER displays gross pay amounts per pay period by financial accounting period, with the ability to aggregate totals by fiscal year or by other optional time periods. The following amounts are available for reporting:

- Gross Pay
- Base Amount
- Overtime Amount
- Extra Amount
- Transfer Amount
- Fiscal Year to Date Amount
- Encumbrance Balance
- Total Annual Earnings
- Pay Period Fringe
- YTD Fringe
- Encumbrance Fringe
- Fringe Total
- Grand Total (Fringe Total+Total Annual Earnings)

**Update frequency:** Data sourced from PeopleSync is updated based on the following frequencies:

- Gross Pay, Base, Overtime, Extra, Transfer, and Fiscal Year to Date Amounts are extracted from Peoplesync on a nightly base. Data are loaded overnight and available in UDW+ the next day.
- Anticipated Spend is calculated in Peoplesync nightly and loaded into UDW+ for availability the next day.
- Annual Salary Amount is re-calculated nightly.

Data sources from legacy PD3 payroll is a static data set loaded into UDW+ on 3/31/14.

**Training and Access:** Please visit UDW+ Financial Reporting Training and Access.

**Security:** Only users granted Salary Expense Report (SER) and Standard Report chartfield access are able to view report results. For more information, contact FinanceLink at 212-998-1111 or askfinancelink@nyu.edu.

**Known Issues:** 11/11/16: Cost transfers missing on the Salary Expense Report, but showing on the Budget Summary Report. IT is currently working on resolving the issue.

**Notes on the Salary Expense Report vs. Budget Summary/Detail Reports**

The Salary Expense Report (SER) pulls data from PD3 tables in UDW, which are fed from from the new payroll system, PeopleSync 2017 and beyond and HRIS and from tables which are fed for FY 2016 and prior for Encumbrance and Budget data. The Budget Summary Report (BSR) pulls data from the General Ledger (GL). Since these two systems have different data load processes, discrepancies are possible. Differences could exist because of a budget fail or an edit suspense (wherein a chartfield was incorrect at the time an action posted to Peoplesync) which would hit a balance sheet account that would not be reported in the Budget Summary Report, although it would show as an expense on the Salary Expense Report. These balance sheet accounts are 12850 for budget fails, and 12820 and 12830 for chartfield errors.

Periods in HRIS and Peoplesync end in August, whereas for the Budget Summary Report, the last periods of the year include August 2nd Close and August Final Adjustment. In cases such as this, please use the YTD Salary Expense information in comparison to the Budget Summary, as the payment exists but does not appear in the same period as the Budget Summary Report.

A reorganization of orgs could also contribute to discrepancies between the Salary Expense Report and the Budget Summary Report, since HRIS information would not retroactively report this change and the Budget Summary Report would use the most current hierarchy based on the DRM maintained by the Budget Office.

Finally, if University Payroll must complete a journal entry to move items from edit suspense to a valid chartfield, the BSR and SER will not match until the journal posts. Likewise, if a transaction is made through a FAME journal entry only (i.e., clean-up or re-classification), it will be at the summary level only and therefore only appear in the BSR.