

## University Payroll Reports Guide

### Log on to Mobius View and View the Reports

Mobius View is an application that replicates the static month-end reports. Mobius View allows you to quickly access copies of month-end reports, ready to print or download. These reports are indexed on Organization code. Because they are static, the response time to view them is minimal, as the data has previously been retrieved and formatted. However, you will not have the option to further refine or expand the report using other parameters.

Unit personnel with HR/Payroll responsibilities who are granted a Unit User security profile are granted access to the two **Payroll Expense by Person** reports. If you need to request these security profiles, contact your Unit Security Contact (USC). For more information, please check the AITS website: [https://www.aits.uillinois.edu/access/get\\_access/get\\_access\\_to\\_enterprise\\_applications/](https://www.aits.uillinois.edu/access/get_access/get_access_to_enterprise_applications/). If you need access to Mobius View only, send your request by e-mail to [RMSADMIN@uillinois.edu](mailto:RMSADMIN@uillinois.edu).

### The Payroll Expense by Person Reports

The **Payroll Expense by Person** reports lists payroll labor distributions by Account code and allows units to view details that correspond to the charges posted to their departmental C-FOAPALs in Banner. The Pay Period statement runs after each bi-weekly and monthly payroll calculation and is available in Mobius View three days before the pay date. Each report contains all payroll activity since the previous pay period report including original pay, adjustments and redistributions (earnings transfers). By reviewing the **Pay Period** statement, units can verify if employees will be paid properly. The **Month End** statement runs after each Finance month-end closing. It includes all the payroll activity that posted to Finance during that particular month. Units may use these reports to reconcile labor distributions on their C-FOAPALs and to assist in the management of departmental funds.

Report Description	Report ID	Report Name
Payroll Expense by Person Pay Period	HRPAY00104	FIPR_Payroll_Expense_by_Person_Pay_Period
Payroll Expense by Person Month End	HRPAY00103	FIPR_Payroll_Expense_by_Person_Month_End

## Accessing the Payroll Expense by Person Reports with Mobius View

Step	Task
1.	Go to the following URL: <a href="https://mobiusview.apps.uillinois.edu/mobius/view">https://mobiusview.apps.uillinois.edu/mobius/view</a>
2.	Select <b>Document Direct and UI2 Report</b> in the <b>Login to Repository</b> window.
3.	Click the <b>Ok</b> button.
4.	Enter your ID and password.
5.	Click the <b>Ok</b> button.
6.	Click the file folder icon on the left side. This opens the reports available to your ID. <b>NOTE:</b> The top-level display shows all your available report folders. If you don't see the report you're looking for, check the <b>Reports</b> folder.
7.	Select <b>HRPAY00103 Payroll Expense by Person Month End</b> or <b>HRPAY00104 Payroll Expense by Person Pay Period</b> .
8.	Click the report folder you would like to view. A list of sections organized by Org codes (with the Chart code and the Bi-Weekly or Monthly Pay Period listed at the end) will display.
9.	Click the folder with the appropriate Org code. The <b>Payroll Expense by Person</b> report will display in the left pane of the window. <b>NOTE:</b> You can expand the report size or enter full-screen mode by clicking the <b>Full Screen</b> or <b>Expand</b> icons in the top right corner.

**NOTE:** Mobius View times out after one hour of inactivity.

### Report Search

**For a report:** Enter search criteria in the **Jump to folder** field to quickly search for a specific report folder, report ID, and/or report section. You can also click the **Search** icon on the left side to create and save a search.

**Within a report:** Use the **Find** field in the top right corner to search for information within a report.

**NOTE:** Remember to look in the heading of the report to make sure that the criteria of the report matches what you need (such as date range, Organization, etc.).

## Report Output

FIPR_Payroll_Expense_by_Person_Month_End										University of Illinois										As of 09-FEB-2018	
Version: January 2016										Payroll Expense by Person										Page 162 of 14,189	
Finance Standard Report										FY 2016 Period 02 Month-End Final										Printed: 09-FEB-2018	
										Fiscal Year: 2016 Period 02										Period End Date: 09-FEB-2016	
										Chart of Account: Org Code: Fund Code:											
										Prog Code:										2016-03/1/2015	
Chart	Organization	Fund	Program	Account	Name	UN	EC	Posn	Posn	Pay	Pay	FTE	PayPeriod	PayPeriod	PayPeriod	Hours	Fringe	Amount	Doc Num	Activity	Location
1	University of Illinois - Urbana		Eng UG Academic Support																		
211300					Administrative/Professional Salary							0	1.00	2015-MN-8	07/16/2015	08/15/2015					
213300												0	1.00	2015-BW-16	07/19/2015	08/01/2015					
213300												0	1.00	2015-BW-17	08/02/2015	08/15/2015					
213300												0	1.00	2015-BW-16	07/19/2015	08/01/2015					
213300												0	1.00	2015-BW-17	08/02/2015	08/15/2015					
213300					Staff Clerical Salary							0	0.00	2015-BW-16	07/19/2015	08/01/2015					
215100												0	0.00	2015-BW-17	08/02/2015	08/15/2015					
215100					Student Hourly Wages							0	0.00	2015-BW-16	07/19/2015	08/01/2015					
219120												0	1.00	2015-MN-8	07/16/2015	08/15/2015					
219120												0	1.00	2015-BW-16	07/19/2015	08/01/2015					
219120												0	1.00	2015-BW-17	08/02/2015	08/15/2015					
219120					SURS Retirement Benefit							0	1.00	2015-MN-8	07/16/2015	08/15/2015					
219130												0	1.00	2015-BW-16	07/19/2015	08/01/2015					
219130												0	1.00	2015-BW-17	08/02/2015	08/15/2015					
219130					SURS Self Mang Plan Retirement Ben							0	1.00	2015-BW-16	07/19/2015	08/01/2015					
219210												0	1.00	2015-BW-17	08/02/2015	08/15/2015					
219210												0	1.00	2015-MN-8	07/16/2015	08/15/2015					
219210												0	1.00	2015-BW-16	07/19/2015	08/01/2015					
219210												0	1.00	2015-BW-17	08/02/2015	08/15/2015					
219210					Medicare Matching Payment							0	1.00	2015-BW-16	07/19/2015	08/01/2015					
219220												0	1.00	2015-BW-17	08/02/2015	08/15/2015					
219220												0	1.00	2015-MN-8	07/16/2015	08/15/2015					
219220												0	1.00	2015-BW-16	07/19/2015	08/01/2015					
219220												0	1.00	2015-BW-17	08/02/2015	08/15/2015					
219229					Employer Paid Health/Life/Den Insur							0	1.00	2015-BW-16	07/19/2015	08/01/2015					
<b>Total Personnel Expense</b>																		<b>10,690.45</b>			

## Field Definitions

### Payroll Expense by Person Field Definitions – Pay Period Format

Field Name	Definition
Fiscal Year	Fiscal year of report run.
Pay Year	Calendar year of report run.
Pay ID	BW (Bi-weekly) or MN (Monthly).
Pay No	A number issued to uniquely identify a period within a calendar year.
Chart	Identifies University or major accounting entity. 1 = Urbana-Champaign, 2 = Chicago, 4 = Springfield, 9 = System Offices.
Organization	Identifies functional reporting units.
Fund	Identifies a source of revenue.
Program	Identifies NACUBO function.
Status Indicator for Fund, Org, and Program	“A” indicates code is active.
Grant Code	User-defined or system-assigned grant identification code.
Grant Start Date	The beginning of the grant’s fiscal timeline.
Grant End Date	The end of the grant’s fiscal timeline.
Financial Manager	The person with fiscal responsibility for the organization.
Principal Investigator	The person responsible for the sponsored project award as specified in the award documents. Fund, Organization, and Program segments can have principal investigators.
Account	Designates asset, liability, equity, revenue, expenditure, & transfers.

Field Name	Definition
Name	Employee's name.
UIN	University Identification Number.
EC	Employee class. Employee grouping based on shared attributes, such as benefits and leave accruals.
Posn	Position. An approved slot that a Unit holds.
Posn Suff	Position Suffix. This field indicates whether there is more than one job for the selected position number.
Pay Cat	Pay Category. A=Gross Pay. D=Fringe Expense.
Pay Seq	Numbers that uniquely identify pay events; any transaction applied to a pay event is assigned a sequence number. The original pay event is zero (0).
FTE	FTE is the Full-Time Equivalent value.
Pay Period Code	Pay Year, Pay ID and Pay No.
Pay Period Begin Dt	Beginning date of pay period.
Pay Period End Dt	Ending date of pay period.
Hours	Hours paid.
Fringe Rate	Rate of fringe expense calculation.
Amount	Expense amount.
Doc Num	Banner document number.
Activity	Activity code corresponding to the encumbrance document.
Location	Location code corresponding to the encumbrance document.
Sub Total	A calculation of the total transactions for each Account code.
Total Personnel Expense	The total of all Account codes.

Payroll Expense by Person Field Definitions – Monthly Format

Field Name	Definition
Fiscal Year	Fiscal year of report run.
Start Date	Beginning of month.
End Date	End of month.
Chart	Identifies University or major accounting entity. 1 = Urbana-Champaign, 2 = Chicago, 4 = Springfield, 9 = System Offices.
Organization	Identifies functional reporting units.
Fund	Identifies a source of revenue.
Program	Identifies NACUBO function.
Grant Code	User-defined or system-assigned grant identification code.
Grant Start Date	The beginning of the grant's fiscal timeline.
Grant End Date	The end of the grant's fiscal timeline.
Financial Manager	The person with fiscal responsibility for the organization.
Principal Investigator	The person specified in award documents as responsible for a sponsored project. Fund, Org, and Program segments can have principal investigators.

Field Name	Definition
Account	Designates asset, liability, equity, revenue, expenditure, and transfers.
Name	Employee's name.
UIN	University Identification Number.
EC	Employee class. Employee grouping based on shared attributes, such as benefits and leave accruals.
Posn	Position. An approved slot that a Unit holds.
Posn Suff	Position Suffix. This field indicates whether there is more than one job for the selected position number.
Pay Cat	Pay Category. A=Gross Pay. D=Fringe Expense.
Pay Seq	Numbers that uniquely identify pay events; any transaction applied to a pay event is assigned a sequence number. The original pay event is zero (0).
FTE	FTE is the Full-Time Equivalent value.
Pay Period Code	Pay Year, Pay ID and Pay No.
Pay Period Begin Dt	Beginning date of pay period.
Pay Period End Dt	Ending date of pay period.
Hours	Hours paid.
Fringe Rate	Rate of fringe expense calculation.
Amount	Expense amount.
Doc Num	Banner document number.
Activity	Activity code corresponding to the encumbrance document.
Location	Location code corresponding to the encumbrance document.
Sub Total	A calculation of the total transactions for each Account code.
Total Personnel Expense	The total of all Account codes.

### The Payroll Encumbrance by Person Reports

The **Payroll Encumbrance by Person** reports is organized by C-FOAPAL and lists the remaining labor encumbrances by employee as of the date the report is run. The report is run after each bi-weekly and monthly payroll calculation and is also run as a monthly report after the successful close of each month in Finance. Units may use these reports to reconcile open labor encumbrances on their C-FOAPALS and to assist in the management of departmental funds.

Report Description	Report ID	Report Name
Payroll Encumbrance by Person Pay Period	HRPAY00098	FIPR_Payroll_Encumbrance_by_Person_Pay_Period
Payroll Encumbrance by Person Month End	HRPAY00102	FIPR_Payroll_Encumbrance_by_Person_Month_End

Accessing the Payroll Encumbrance by Person Reports with Mobius View

Step	Task
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6.	Click the file folder icon on the left side. This opens the reports available to your ID. <b>NOTE:</b> The top-level display shows all your available report folders. If you don't see the report you're looking for, check the <b>Reports</b> folder.
7.	Select <b>HRPAY00098 Payroll Encumbrance by Person Pay Period</b> or <b>HRPAY00102 Payroll Encumbrance by Person Month End</b> .
8.	Click the report folder you would like to view. A list of sections organized by Org codes (with the Chart code and the Bi-Weekly or Monthly Pay Period listed at the end) will display.
9.	Click the folder with the appropriate Org code. The <b>Payroll Encumbrance by Person</b> report will display in the left pane of the window. <b>NOTE:</b> You can expand the report size or enter full-screen mode by clicking the <b>Full Screen</b> or <b>Expand</b> icons in the top right corner.

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## Report Search

**For a report:** Enter search criteria in the **Jump to folder** field to quickly search for a specific report folder, report ID, and/or report section. You can also click the **Search** icon on the left side to create and save a search.

**Within a report:** Use the **Find** field in the top right corner to search for information within a report.

**NOTE:** Remember to look in the heading of the report to make sure that the criteria of the report matches what you need (such as date range, Organization, etc.).

## Report Output

HPAY Payroll Encumbrance by Person Month End													University of Illinois			As of 09-FEB-2016	
Version: January 2016													Payroll Encumbrance by Person			Page 636 of 8,215	
Finance/HR Standard Report													FY 2016, Period 02 Month-End Final			Printed: 09-FEB-2016	
													Fiscal Year: 2016			Period 02	
													Chart of Account:		Org Code:	Fund Code:	
													Prog Code:				
													Fund Term Dt:				
Chart	1	University of Illinois - Urbana										Project Start Dt	12/15/2014	Grant Code:			
Organization												Project End Dt	11/30/2017	Financial Manager:			
Fund												Budget Start Dt	12/15/2014	Principal Investigator:			
Program	191100	Research										Budget End Dt	11/30/2017				
Account	Name	UIN	EC	Posn	Posn Suff	Appt Begin	Appt End Dt	Encumb Num	Encumb Item	Encumb Seq	Rate	FTE	% Time	Remaining Encumb	Activity	Location	
211400	Other Academic Salary		BA			05/16/2004		PR160002		0	8099	1.00	100				
212210	Research Asst Recvng Tuition Waiver		GA			01/01/2011	05/15/2016	PR160003		0	712	0.50	100				
219120	SURS Retirement Benefit		BA			09/16/2015	12/31/2015	PR160003		0	712	0.50	100				
219210	Medicare Matching Payment		BA			05/16/2004		PR160002		13	8099	1.00	100				
219220	Employer Paid Health/Life/Den Insur		BA			05/16/2004		PR160002		17	8099	1.00	100				
219225	Graduate Assistants Health Benefit		GA			01/01/2011	05/15/2016	PR160003		20	712	0.50	100				
219225	Graduate Assistants Health Benefit		GA			09/16/2015	12/31/2015	PR160003		20	712	0.50	100				
<b>Total Current Year Personnel Encumbrances</b>																	
211400	Other Academic Salary		BA			05/16/2004		PR160002		3	8099	1.00	100				
219120	SURS Retirement Benefit		BA			05/16/2004		PR160002		33	8099	1.00	100				
219210	Medicare Matching Payment		BA			05/16/2004		PR160002		31	8099	1.00	100				
219220	Employer Paid Health/Life/Den Insur		BA			05/16/2004		PR160002		37	8099	1.00	100				
<b>Total Future Personnel Encumbrances</b>																130,355.68	
<b>Total Personnel Encumbrances</b>																243,241.67	

Field Definitions for the Payroll Encumbrance by Person report

Field Name	Definition
Fiscal Year	Fiscal year of report run.
As of Date	The date that the report is run. The pay period report is run after each bi-weekly and monthly payroll calculation. The monthly report is run after the successful close of each month in Finance.
Chart	Identifies University or major accounting entity. 1 = Urbana-Champaign, 2 = Chicago, 4 = Springfield, 9 = System Offices.
Organization	Identifies functional reporting units.
Fund	Identifies a source of revenue.
Program	Identifies NACUBO function.
Status Indicator for Fund, Organization, and Program	"A" indicates code is active.
Grant Code	User-defined or system-assigned grant identification code.
Financial Manager	The person with fiscal responsibility for the organization.
Principal Investigator	The person responsible for the sponsored project award as specified in the award documents.
Account	Designates asset, liability, equity, revenue, expenditure, and transfers.
Name	Employee's name.
UIN	University Identification Number.
EC	Employee class. Employee grouping based on shared attributes, such as benefits and leave accruals.
Posn	An approved slot that a Unit holds.
Posn Suff	This field indicates whether there is more than one job for the selected position number.
Appt Begin	Beginning date of the appointment.
Appt End Dt	Ending date of the appointment.
Encumb Num	Encumbrance document number.
Encumb Item	The number of an item in an encumbrance document.
Encumb Seq	Sequence number of transaction within a Banner document.
Rate	Rate of pay per pay period.
% Time	Appointment percentage.
Remaining Encumb	Remaining balance for the encumbrance. The sum is calculated including the sign.
Activity	Activity code corresponding to the encumbrance document.
Location	Location code corresponding to the encumbrance document.
Sub Total	The report calculates a sub-total for each Level 2 External Account Types.



## Additional Resources for These Reports

This job aid is compiled from the participant guide for the OBFS training course **Retrieving General Ledger Reports**. If you wish to expand your skills with more information about these finance reports, you may register for this course at:

<http://www.obfs.uillinois.edu/training/registration/>

It may be helpful also to take the following training courses, which are considered prerequisites for the course:

**Introduction to Banner and Finance I** and **Introduction to Banner and Finance II**.