

## 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 and allows you to quickly access copies of month-end reports that are ready to print or download. These reports are indexed by 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: [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 allow units to view details that correspond to the charges posted to their departmental C-FOAPALs in Banner. There are two different **Payroll Expense by Person** reports available based on timeframes: **Pay Period** and **Month End**. 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 Encumbrance by Person Pay Period	HRPAY00104	FIPR_Payroll_Expense_by_Person_Pay_Period
Payroll Encumbrance by Person Month End	HRPAY00102	FIPR_Payroll_Expense_by_Person_Month_End

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

1. Go to the following URL: [Mobius View](#)
2. Select **Document Direct and UI2 Report** in the **Login to Repository** window.
3. Click the **Ok** button.
4. Enter your ID and password.
5. Click the **Ok** button.
6. Click the file folder icon on the left side. This opens the reports available to your ID.
  - a. **NOTE:** The top-level display shows all your available report folders. If you do not see the report you are looking for, check the **Reports** folder.
7. Select **HRPAY00103 Payroll Expense by Person Month End** or **HRPAY00104 Payroll Expense by Person Pay Period**.
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 **Payroll Expense by Person** report will display in the left pane of the window.
  - a. **NOTE:** You can expand the report size or enter full-screen mode by clicking the **Full Screen** or **Expand** icons in the top right corner.

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

## Searching for Reports in Mobius View (or Using the Search Function to Locate Reports)

### To Search For a Specific 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.

**To 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.).

## Viewing the Report Output

RPR Payroll Expense by Person Month End  
 Version: January 2014  
 Source: Standard Report

University of Illinois  
 Payroll Expense by Person  
 FY (2015) Period: 01/01/2015-01/31/2015  
 Fiscal Year: 2015 Period: 01/01/2015-01/31/2015  
 Page: 100 of 14,100  
 Printed: 01/22/2015  
 Report Start Date: 01/01/2015

Fiscal Year: 2015 Period: 01/01/2015-01/31/2015  
 Chart of Account: Dept Code: Fund Code:  
 (Pay Code) (Pay Code)

Date: 01/22/2015

Chart	1	University of Illinois - Urbana	Principal Investigator	Dept Code	04	Dept Start Date	01/01/2015	Dept End Date	01/31/2015									
Organization	0000	00000000000000000000																
Fund	0000	00000000000000000000																
Program	0000	00000000000000000000																
Account	Name	MTD	BY	Plan	Post	Pay	Pay	FTE	Payroll	Payroll	Payroll	Hours	Fringe	Amount	Act	Stat	Activity	Location
21 0000	Administrative/Professional Salary		SA			A	0	1.00	2015-01-01	01/01/2015	01/01/2015							
21 0000			SA			A	0	1.00	2015-01-01	01/01/2015	01/01/2015							
21 0000			SA			A	0	1.00	2015-01-01	01/01/2015	01/01/2015							
21 0000			SA			A	0	1.00	2015-01-01	01/01/2015	01/01/2015							
21 0000	Staff Costs of Salary		SA			A	0	0.00	2015-01-01	01/01/2015	01/01/2015							
21 0000			SA			A	0	0.00	2015-01-01	01/01/2015	01/01/2015							
21 0000	Student Hourly Wages		SA			B	0	1.00	2015-01-01	01/01/2015	01/01/2015		0.13					
21 0000			SA			B	0	1.00	2015-01-01	01/01/2015	01/01/2015		0.13					
21 0000			SA			B	0	1.00	2015-01-01	01/01/2015	01/01/2015		0.13					
21 0000	SWR (Retirement Benefit)		CA			B	0	1.00	2015-01-01	01/01/2015	01/01/2015		0.08					
21 0000			CA			B	0	1.00	2015-01-01	01/01/2015	01/01/2015		0.08					
21 0000	SWR Self Manag Plan Retirement Ben		CA			B	0	1.00	2015-01-01	01/01/2015	01/01/2015		0.01					
21 0000			CA			B	0	1.00	2015-01-01	01/01/2015	01/01/2015		0.01					
21 0000			CA			B	0	1.00	2015-01-01	01/01/2015	01/01/2015		0.01					
21 0000			CA			B	0	1.00	2015-01-01	01/01/2015	01/01/2015		0.01					
21 0000			CA			B	0	1.00	2015-01-01	01/01/2015	01/01/2015		0.01					
21 0000	Medicare Matching Payment		CA			B	0	1.00	2015-01-01	01/01/2015	01/01/2015		0.08					
21 0000			CA			B	0	1.00	2015-01-01	01/01/2015	01/01/2015		0.08					
21 0000			CA			B	0	1.00	2015-01-01	01/01/2015	01/01/2015		0.08					
21 0000			CA			B	0	1.00	2015-01-01	01/01/2015	01/01/2015		0.08					
21 0000			CA			B	0	1.00	2015-01-01	01/01/2015	01/01/2015		0.08					
21 0000	Employee Paid Health/Life/Dis Incr		CA			B	0	1.00	2015-01-01	01/01/2015	01/01/2015		0.08					
21 0000			CA			B	0	1.00	2015-01-01	01/01/2015	01/01/2015		0.08					
Total Personnel Expense														10,886.41				

## Field Definitions

### Payroll Expense by Person Field

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.

Field Name	Definition
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 end of the grant's fiscal timeline.
Financial Manager	The people 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.
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	Pay Sequence. 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.
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.
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.

Field Name	Definition
Amount	Expense amount.
Doc Num	Banner document number.
Activity	Activity 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

1. Go to the following URL: [Mobius View](#).
2. Select **Document Direct and UI2 Report** in the **Login to Repository** window.
3. Click the **Ok** button.
4. Enter your NetID and password.
5. Click the **Ok** button.
6. Click the file folder icon on the left side. This opens the reports available to your NetID.
  - a. **NOTE:** The top-level display shows all your available report folders. If you do not see the report you are looking for, check the **Reports** folder.
7. Select **HRPAY00098 Payroll Encumbrance by Person Pay Period** or **HRPAY00102 Payroll Encumbrance by Person Month End**.
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 **Payroll Encumbrance by Person** report will display in the left pane of the window.
  - a. **NOTE:** You can expand the report size or enter full-screen mode by clicking the **Full Screen** or **Expand** icons in the top right corner
  - b. **NOTE:** Mobius View times out after one hour of inactivity.

## Report Search

**To Search for a Specific 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.

**To 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

UNIV Payroll Encumbrance by Person Month End		University of Illinois Payroll Encumbrance by Person FY 2014 Period 01/01/2014 - 01/31/2014										As of 01/31/2014 Page 008 of 10 Lines Period End Date: 01/31/2014					
From: All (Standard Report)		Fiscal Year: 2014    Period: 01    Chart of Account: Proj (046)    Org Code:    Fund Code:															
Chart	1	University of Illinois - UIUC		Project Section	10150214	Item Code	0000										
Organization	0000	University of Illinois		Project Sub ID	11000017	Financial Manager	0000										
Fund	0000	University of Illinois		Budget Year ID	10150214	Principal Investigator	0000000000										
Program	04 100	Research		Budget Sub ID	11000017												
Fund Item ID																	
Account	Name	ORG	EC	FUND	Proj	Sub	App Bgn	App End	BUDET	BUDET	BUDET	Rate	PTE	%	Remaining Encumbr	Activity	Location
21400	Other Academic Salary	000000	SA	0000	01	01/01/2014	01/31/2014	11000017	0	908	0000	1.00	100				
21020	Research and Saving Tobacco Water	000000	CR	0000	01	01/01/2014	01/31/2014	11000017	0	712	0000	0.00	100				
21020	Research and Saving Tobacco Water	000000	CR	0000	01	01/01/2014	12/31/2014	11000017	0	712	0000	0.00	100				
21020	Research and Saving Tobacco Water	000000	SA	0000	01	01/01/2014	01/31/2014	11000017	15	908	0000	1.00	100				
21020	Research and Saving Tobacco Water	000000	SA	0000	01	01/01/2014	01/31/2014	11000017	11	908	0000	1.00	100				
21020	Research and Saving Tobacco Water	000000	SA	0000	01	01/01/2014	01/31/2014	11000017	17	908	0000	1.00	100				
21020	Research and Saving Tobacco Water	000000	CR	0000	01	01/01/2014	01/31/2014	11000017	20	712	0000	0.00	100				
21020	Research and Saving Tobacco Water	000000	CR	0000	01	01/01/2014	12/31/2014	11000017	20	712	0000	0.00	100				
<b>Total Current Year Personnel Encumbrances</b>																	
21400	Other Academic Salary	000000	SA	0000	01	01/01/2014	01/31/2014	11000017	0	908	0000	1.00	100				
21020	Research and Saving Tobacco Water	000000	SA	0000	01	01/01/2014	01/31/2014	11000017	20	908	0000	1.00	100				
21020	Research and Saving Tobacco Water	000000	SA	0000	01	01/01/2014	01/31/2014	11000017	14	908	0000	1.00	100				
21020	Research and Saving Tobacco Water	000000	SA	0000	01	01/01/2014	01/31/2014	11000017	17	908	0000	1.00	100				
<b>Total Future Personnel Encumbrances</b>																	
<b>Total Personnel Encumbrances</b>																	

## 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 biweekly 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 a 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.

Field Name	Definition
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:

[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**

**Introduction to Banner and Finance II**