Payroll Reports in Escape

After logging into Escape, the Activity Tree on the left side of your Home Page should include a blue bar called HR / Payroll with sub-categories of <u>Reports</u> and <u>My Reports</u> (see below.)



- Select <u>Reports</u>, then <u>Admin</u>, to see the payroll report options (see next page.) The Labor Distribution Detail (Pay10) lists detailed salary and/or benefit costs for the selected criteria (a specific department or program, or a specific employee, for example) while the Labor Distribution Summary (Pay09) summarizes salary and benefit costs for a specific budget code by employee. Each report allows you to enter a variety of selection criteria such as fiscal year, starting and ending pay dates, specific employees, and budget codes.
- You MUST enter a fiscal year, but the other information is optional. If you leave the starting and ending pay dates blank, you will get year-to-date information for the fiscal year. If you leave the employee ID blank, you will get all employees that fall under your area, or under the other selection criteria that you input. If you leave the budget code blank, you will get information on all accounts in your area.

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Below is the Labor Distribution Detail (Pay10) request screen with sample selection criteria entered (fiscal year, starting and ending pay dates, and program code.) This report can be sorted three ways: a) By Account, b) By Employee or c) By Employee with Units as noted on the right side of the screen. Hit GO when you are ready to run your report.

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- The following three screens show the report results for the section criteria listed above. Each screen shows a different sort option: *a) By Account, b) By Employee or c) By Employee with Units* and you can tell which option you are viewing by the report title at the top of the page (Pay10a, Pay10b, or Pay10c.)
- Employee names have been blocked out in these examples, however employee names will appear on the actual reports that you run.
- From this screen, you may print your report, save it to your network or hard drive, and even search your report for specific data using the toolbar that appears directly above the report.



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Below is the Labor Distribution Summary (Pay09) request screen with sample selection criteria entered (fiscal year, starting and ending pay dates, and program code.) This report is sorted by budget code, as noted on the right side of the screen. Hit GO when you are ready to run your report. The report results are also listed below, again with the employee names blocked out. Note that in the benefit columns, FICA and Medicare are combined in one column for the time being; they will be split out at some point in the future.

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All reports are stored for 30 days in Escape. You may access these reports by selecting <u>My</u> <u>Reports</u> on the Activity Tree (see below.) A list is displayed of your reports in date order, most recent on top. Select a specific report and hit OPEN. The report will display on the screen, just as it did when you first called it up. Once open, you may print your report or save it to your network or hard drive as desired.

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