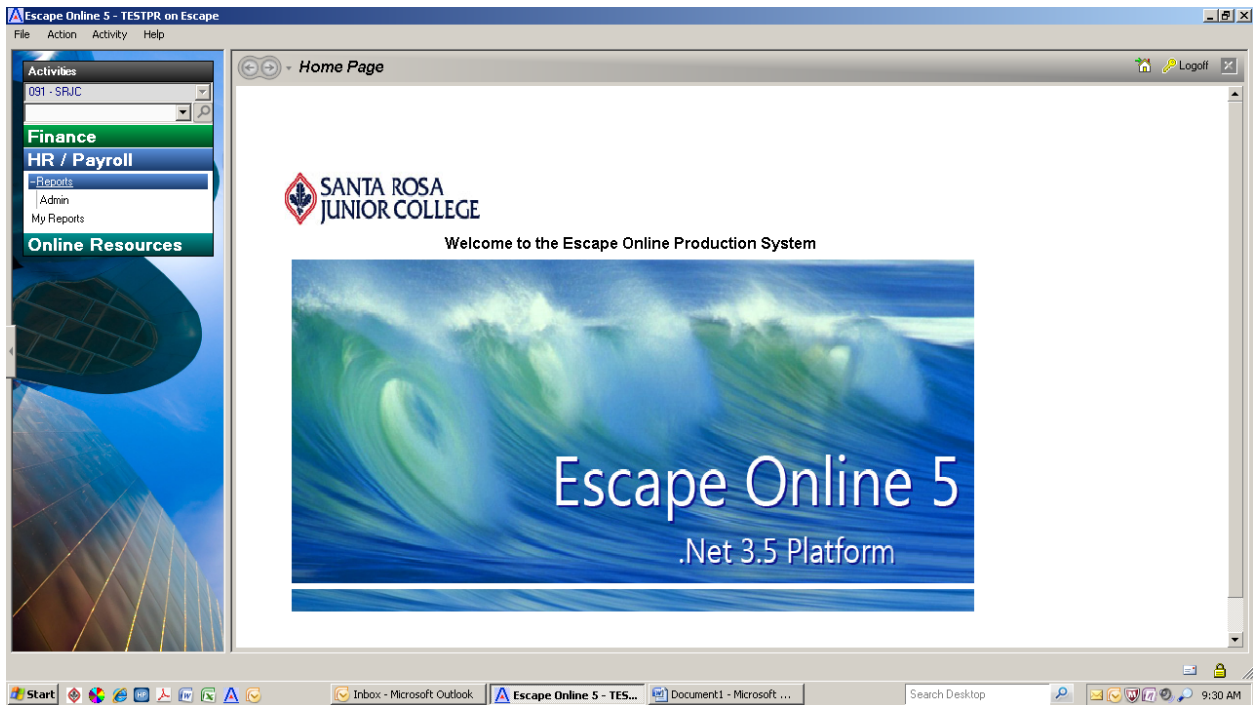
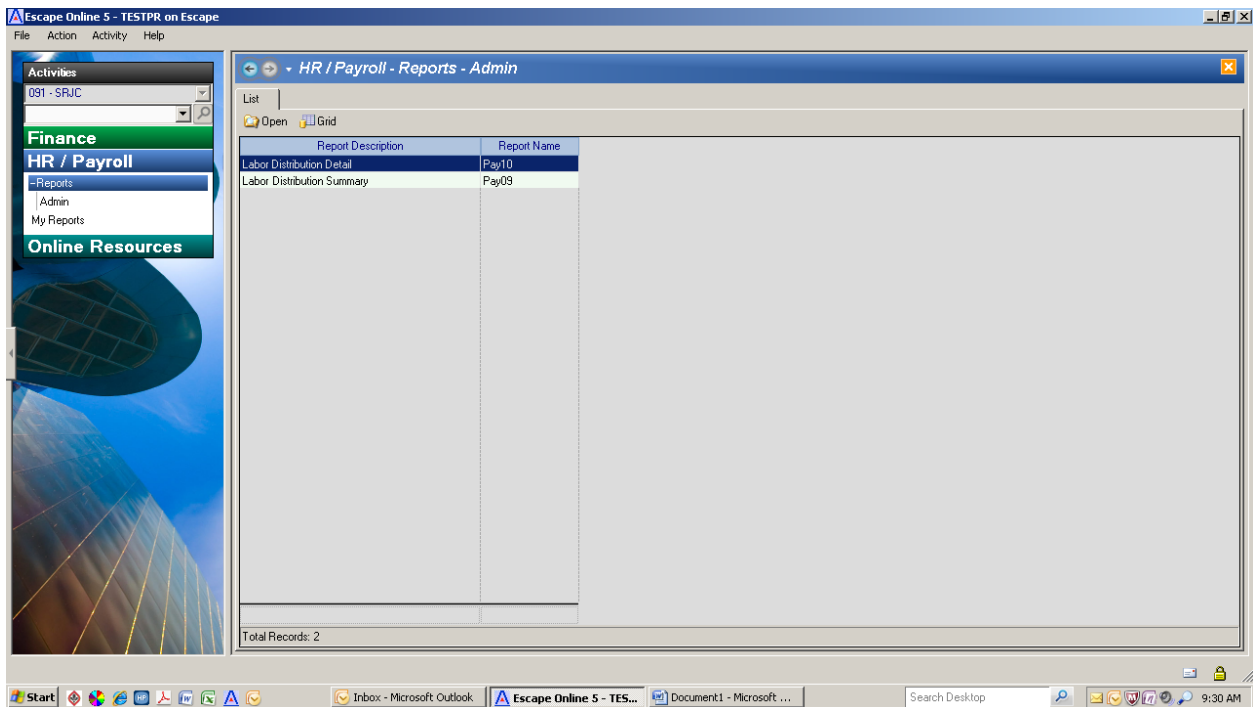


Payroll Reports in Escape

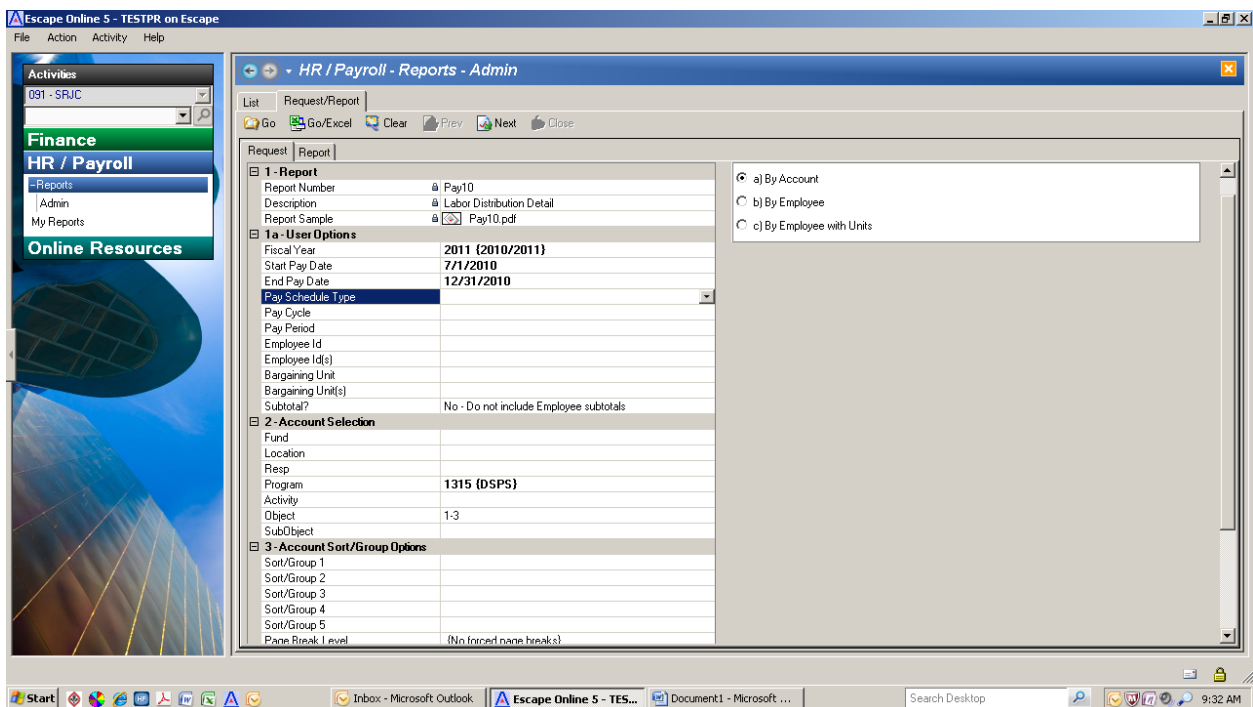
- After logging into Escape, the Activity Tree on the left side of your Home Page should include a blue bar called **HR / Payroll** with sub-categories of Reports and My Reports (see below.)



- Select Reports, then Admin, 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.



- 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.



- 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.

The screenshot shows the 'Pay10a Labor Distribution Detail' report within the 'Escape Online 5 - TESTPR on Escape' application. The report is for the fiscal year 2010/11 and covers the period from 07/01/2010 to 12/31/2010. The report is organized into sections based on employee ID/SSN4 and pay date. The data is presented in a table with columns for Employee, (ID)SSN4, Pay Date, Pay Cycle/Period, Source, and Amount.

Employee	(ID)SSN4	Pay Date	Pay Cycle/Period	Source	Amount
10-00-02-1315-0833-1110.00 Full Time-contr, Adaptive P.e. Dsp & S					
	(012000) 9273	08/31/2010	CEDA#1	341-2 DISRESSP	7,270.40
		09/30/2010	CEDA#2	341-2 DISRESSP	7,270.40
		10/29/2010	CEDA#3	341-2 DISRESSP	7,270.40
		11/30/2010	CEDA#4	341-2 DISRESSP	7,270.40
		12/29/2010	CEDA#5	341-2 DISRESSP	7,270.40
Total for Account					36,352.00
10-00-02-1315-6420-1110.00 Full Time-contr, Disability Reso. Dsp & S					
	(011093) 8833	08/31/2010	CEDA#1	415-2 FACULTY	9,223.20
		09/30/2010	CEDA#2	415-2 FACULTY	9,223.20
		10/29/2010	CEDA#3	415-2 FACULTY	9,223.20
		11/30/2010	CEDA#4	415-2 FACULTY	9,223.20
		12/29/2010	CEDA#5	415-2 FACULTY	8,956.88
	(018614) 3368	08/31/2010	CEDA#1	663-2 FACULTY	8,701.10
		09/30/2010	CEDA#2	663-2 FACULTY	8,701.10
		10/29/2010	CEDA#3	663-2 FACULTY	8,701.10
		11/30/2010	CEDA#4	663-2 FACULTY	8,701.10
		12/29/2010	CEDA#5	663-2 FACULTY	8,701.10
	(001485) 6043	11/30/2010	CEDA#4	339-2 DISRESSP	4,506.15
		12/29/2010	CEDA#5	339-2 DISRESSP	4,506.15
	(010660) 6008	08/31/2010	CEDA#1	345-2 LEARNOSP	7,507.70
		09/30/2010	CEDA#2	345-2 LEARNOSP	7,507.70
		10/29/2010	CEDA#3	345-2 LEARNOSP	7,507.70
		11/30/2010	CEDA#4	345-2 LEARNOSP	7,507.70
		12/29/2010	CEDA#5	345-2 LEARNOSP	7,507.70
	(010575) 7164	08/31/2010	CEDA#1	342-2 DISRESSP	7,958.10

Escape Online 5 - TESTPR on Escape

File Action Activity Help

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Admin

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HR / Payroll - Reports - Admin

List Request/Report

Go Go/Excel Clear Prev Next Close

Request Report

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75%

Collaborate Sign

Find

Pay10b Labor Distribution Detail by Employee

Pay Date 07/01/2010 through 12/31/2010 Fiscal Year 2010/11

Account Number	Pay Date	Pay Cycle/Period	Source	Amount
(021744) 9244				
10-00-82-1315-6424-2430.00	09/30/2010	ST12#3	STN1	216.00
10-00-82-1315-6424-3310.00				13.39
10-00-82-1315-6424-3311.00				3.13
10-00-82-1315-6424-3510.00				1.56
10-00-82-1315-6424-3610.00				2.48
Total for Employee				236.56
(001628) 4156				
10-00-82-1315-0833-2435.00	08/31/2010	IADA#1	762-2 INASSTSR	1,625.87
10-00-82-1315-0833-2435.00			LONG	81.29
10-00-82-1315-0833-2435.00	09/30/2010	IADA#2	762-2 INASSTSR	1,625.87
10-00-82-1315-0833-2435.00			HOL2	99.84
10-00-82-1315-0833-2435.00			LONG	81.29
10-00-82-1315-0833-2435.00	10/29/2010	IADA#3	762-2 INASSTSR	1,625.87
10-00-82-1315-0833-2435.00			LONG	81.29
10-00-82-1315-0833-2435.00	11/30/2010	IADA#4	762-2 INASSTSR	1,625.87
10-00-82-1315-0833-2435.00			HOL2	299.52
10-00-82-1315-0833-2435.00			LONG	81.29
10-00-82-1315-0833-2435.00	12/29/2010	IADA#5	762-2 INASSTSR	1,625.87
10-00-82-1315-0833-2435.00			HOL2	499.20
10-00-82-1315-0833-2435.00			LONG	81.29
10-00-82-1315-0833-3210.00	08/31/2010	IADA#1	LONG	182.78

Start

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Search Desktop

9:35 AM

Escape Online 5 - TESTPR on Escape

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List Request/Report

Go Go/Excel Clear Prev Next Close

Request Report

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66.7%

Collaborate Sign

Find

Pay10c Labor Distribution Detail by Employee with Units

Pay Date 07/01/2010 through 12/31/2010 Fiscal Year 2010/11

Account Number	Pay Date	Pay Cycle/Period	Source	Hours	Days	Other	Amount
(021744) 9244							
10-00-82-1315-6424-2430.00	09/30/10	ST12#3	STN1				216.00
10-00-82-1315-6424-3310.00							13.39
10-00-82-1315-6424-3311.00							3.13
10-00-82-1315-6424-3510.00							1.56
10-00-82-1315-6424-3610.00							2.48
Total for Employee							236.56
(001628) 4156							
10-00-82-1315-0833-2435.00	08/31/10	IADA#1	762-2 INASSTSR				1,625.87
10-00-82-1315-0833-2435.00			LONG			1.00	81.29
10-00-82-1315-0833-2435.00	09/30/10	IADA#2	762-2 INASSTSR				1,625.87
10-00-82-1315-0833-2435.00			HOL2				99.84
10-00-82-1315-0833-2435.00			LONG			1.00	81.29
10-00-82-1315-0833-2435.00	10/29/10	IADA#3	762-2 INASSTSR				1,625.87
10-00-82-1315-0833-2435.00			LONG			1.00	81.29
10-00-82-1315-0833-2435.00	11/30/10	IADA#4	762-2 INASSTSR				1,625.87
10-00-82-1315-0833-2435.00			HOL2				299.52
10-00-82-1315-0833-2435.00			LONG			1.00	81.29
10-00-82-1315-0833-2435.00	12/29/10	IADA#5	762-2 INASSTSR				1,625.87
10-00-82-1315-0833-2435.00			HOL2				499.20
10-00-82-1315-0833-2435.00			LONG			1.00	81.29
10-00-82-1315-0833-3210.00	08/31/10	IADA#1	LONG				182.78
10-00-82-1315-0833-3210.00	09/30/10	IADA#2	LONG				182.78
10-00-82-1315-0833-3210.00	10/29/10	IADA#3	LONG				182.78
10-00-82-1315-0833-3210.00	11/30/10	IADA#4	LONG				182.78
10-00-82-1315-0833-3210.00	12/29/10	IADA#5	LONG				182.78
10-00-82-1315-0833-3210.00	08/31/10	IADA#1	LONG				88.51
10-00-82-1315-0833-3210.00	09/30/10	IADA#2	LONG				88.51

Start

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Search Desktop

9:36 AM

- 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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List Request/Report

Go Go/Excel Clear Prev Next Close

Request Report

1-Report

Report Number a) Pay09

Description a) Labor Distribution Summary

Report Sample a) Pay09.pdf

1a-User Options

Fiscal Year 2011 (2010/2011)

Starting Pay Date 7/1/2010

Ending Pay Date 12/31/2010

Pay Schedule Type

Pay Cycle

Pay Period

Employee Id

Employee Id(s)

Bargaining Unit

Bargaining Unit(s)

2-Account Selection

Fund

Location

Resp

Program 1315

Activity

Object

SubObject

3-Account Sort/Group Options

Sort/Group 1

Sort/Group 2

Sort/Group 3

Sort/Group 4

Page Break Level (No forced page breaks)

General

Rennt Status

a) By Earnings Account

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List Request/Report

Go Go/Excel Clear Prev Next Close

Request Report

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Collaborate

Sign

Find

Pay09a Labor Distribution Summary

From 07/01/2010 through 12/31/2010

Name	ID	SSN4	Earnings	STRS 3100	PERS 3200	SS/Med 3300	HW 3400	SUI 3500	WC 3600	Ret Bnfs 3700	Pers Red 3800	Othr Bnfs 3900	Total
Fund 10 - General Fund, Object 1110 - Full Time-cont													
10-00-02-1315-0033-1110.00, Full Time-cont, Adaptive P.a. Dep & S													
(012600)9273 36,362.00 2,999.05 622.30 10,514.85 259.35 414.25 51,061.80													
10-00-02-1315-0420-1110.00, Full Time-cont Disability Reo,Dep & S													
(011093)8533 45,892.48 3,782.81 654.98 6,146.31 325.25 519.47 57,281.30													
(018614)3369 43,505.50 3,599.20 618.35 4,146.00 307.05 490.40 52,656.50													
(014485)9543 5,012.30 743.50 130.42 702.74 64.76 103.46 10,757.20													
(010660)6008 37,538.50 3,096.95 513.70 4,128.70 255.10 407.45 45,940.40													
(010578)7164 39,790.50 3,282.70 575.35 4,135.25 265.70 456.35 48,525.85													
(017026)1606 45,892.48 3,782.81 4,152.83 311.35 497.27 54,596.74													
(000210)5201 .00 6,498.30 6,498.30													
(005693)6522 36,285.00 2,993.50 521.78 8,054.45 259.09 413.83 48,527.68													
Account Totals 257,836.76 21,271.47 .00 3,814.58 37,964.61 1,808.32 2,888.33 .00 .00 .00 528,783.97													
10-00-02-1315-0424-1110.00, Full Time-cont Deathhard Of Ho,Dep & S													
(018672)7243 43,581.95 3,717.55 612.35 10,540.15 304.05 485.65 60,721.25													
10-00-02-1315-0420-1110.00, Full Time-cont Disability Reo,Dep & S													
(012688)8919 35,573.50 2,934.60 497.15 10,512.60 246.85 394.30 50,189.20													
(007523)8830 34,475.50 2,844.25 496.51 3,723.40 247.54 395.38 42,154.05													
Account Totals 70,049.00 5,779.05 .00 995.66 14,236.00 494.39 789.68 .00 .00 .00 52,343.78													
Totals for Fund 10 - General Fund, Object 1110 - Full Time-cont													
405,295.26 33,767.12 5,144.89 73,255.61 4,577.81 .00 .00 528,910.80													
Fund 10 - General Fund, Object 1210 - Full Time-cont													

Start

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Escape Online 5 - TES...

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- All reports are stored for 30 days in Escape. You may access these reports by selecting My Reports 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.

Escape Online 5 - TESTPR on Escape

File Action Activity Help

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HR / Payroll - My Reports

List
Open Grid

Report Name	Description	Requested By	Requested	Completed	Deletion	Comment	Status	Queue	Error Message
Pay09	Labor Distribution Summary	TESTPR	2/8/2011 9:37:28 AM	2/8/2011 9:37:37 AM	3/10/2011 9:37:37 AM		Completed	0	
Pay10	Labor Distribution Detail	TESTPR	2/8/2011 9:35:33 AM	2/8/2011 9:35:41 AM	3/10/2011 9:35:41 AM		Completed	0	
Pay10	Labor Distribution Detail	TESTPR	2/8/2011 9:34:25 AM	2/8/2011 9:34:33 AM	3/10/2011 9:34:33 AM		Completed	0	
Pay10	Labor Distribution Detail	TESTPR	2/8/2011 9:32:58 AM	2/8/2011 9:33:07 AM	3/10/2011 9:33:07 AM		Completed	0	

Total Records: 4

Start | Inbox - Microsoft Out... | Escape Online 5 - T... | Document1 - Microso... | 3 Microsoft Office E... | Search Desktop | 9:40 AM