

Funding Reports

What the reports do, when to use them, and why

OVERVIEW

TarHeel Reports	Infoporte	ConnectCarolina
<ul style="list-style-type: none"> - SOM Funding - SOM Program Code on Faculty Funding - Faculty Productivity Current 	<ul style="list-style-type: none"> - Salary Projections - Labor Expense Summary (PAAT) - Salary Funding - BMS 	<ul style="list-style-type: none"> - Funding End Date Notification - Current Suspense Charges - UNC Suspense Analysis

REPORT DETAILS

Report	Description	What does it help me do?
<p>SOM Funding</p> <p>Navigation: <i>TarHeel Reports > SOM > HR/Funding tab</i> Data Source: <i>payroll</i> Updated: <i>every weekday morning by 10 am</i></p>	<p><u>SOM Payroll – Summary</u></p> <ul style="list-style-type: none"> • Shows the salary distribution by major fund type (by percentage and amount). Can be viewed by person, employee type, or department. <p><u>SOM Payroll</u></p> <ul style="list-style-type: none"> • Shows wage, fringe, and tax expense amounts by accounting period <p><u>SOM Payroll – WAGES ONLY</u></p> <ul style="list-style-type: none"> • Show wages only expense amounts by accounting period 	<ul style="list-style-type: none"> • See the funding history of an individual, project, source, or department. • Prepare personnel for a progress report • See SOM Funding handout for additional detail <p>To Note:</p> <ul style="list-style-type: none"> • All retro actions processed in the short-term retro tool were loaded in period 4 of FY16, so you would not get an accurate funding history prior to October 2015. November 2015 – present is inaccurate.
<p>SOM Program Code on Faculty Funding</p> <p>Navigation: <i>TarHeel Reports > SOM > HR/Funding tab</i> Data Source: <i>payroll</i> Updated: <i>every weekday morning by 10 am</i></p>	<p><u>SOM Payroll for 2017 Program Code Checking</u></p> <ul style="list-style-type: none"> • Shows FY17 payroll data by program code grouping (Admin, Clinical, Research, Education, funding lines note coded, etc.) • Also includes the detail for export with the full chartfield string information <p><u>SOM Payroll for 2017 Program Code by Dept</u></p>	<ul style="list-style-type: none"> • See how employees have been program coded. It's also an easy way to see who does not have a program code on their funding line and for which pay period, so that a PAAT can be processed • For Clinical Departments: to further query the data for cFTE purposes export the data to Excel and insert into a Pivot. You can filter by the program codes that

- This tab shows the same information as the first tab, but does

are identified as counting towards cFTE.

- See [Program Code](#) handout for additional detail regarding running this report

Faculty Productivity Current

Navigation: *TarHeel Reports > SOM > HR/Funding tab*

Data Source: *payroll, HR, Revenue Cycle, AAMC, FPSC, MGMA, and A SAHP*

Updated: *every weekday morning by 10 am*

Salary Projections

Navigation: *Infoporte > HR > Payroll > Salary Projections tab*

Data Source: *payroll*

Updated: *when payroll runs*

- Shows current FY faculty productivity data
- Uses program code to calculate cFTE

- SOM report that shows cFTE based on “Clinical” Program Codes, as well as, benchmark data for SOM Faculty.

- Calculates salary projections using an employee’s most recent compensation multiplied by the remaining pay periods in the fiscal year.
- Shows salary projections for employees in your unit, but not hourly students and hourly temporary employees.
- Let’s you filter by pay period begin or end date, chartfield, employee, or other information.

- Determine the amount of salary projected to be paid between now and the end of the fiscal year.
- See [Infoporte release notes](#) for additional detail regarding this report

Labor Expense Summary (PAAT)

Navigation: *Infoporte > HR > Payroll > PAAT tab*

Data Source: *payroll*

Updated: *when payroll runs*

- Shows the funding sources of labor expenses, by summary and detail
- Mirrors the Labor Expense Report that was available in the Retroactive Funding Transfer Application (short- term retro tool)

- Review the funding sources of your labor expenses
- Check a specific pay cycle distribution for an employee
- This report is not generally used by the SOM Dean’s Office
- See [PAAT report document](#) for additional detail regarding this report

Salary Funding

Navigation: *Infoporte > HR > Payroll > Salary Funding tab*

Data Source: *ePAR funding grids* Updated: *when funding grid is updated or when payroll runs*

- Shows either the current or historic funding grid for a given employee or department
- Does not include lump sums, PAAT actions, or overtime

- See what someone’s funding grids have looked like from the ePAR system historically and currently without having to pull up the ePAR
- See what Empl Record is associated with each appointment
- See the [Salary Funding](#) report guide for additional detail

BMS

Navigation: *Infoporte > Finance > Other Reports > BMS Report tab*
Data Source: *Commitment Control ledgers*
Updated: *when payroll runs*

- Projects out personnel on state funds based on the most recent payroll
- Can search by department or PID

- Determine the amount of salary projected to be paid between now and the end of the fiscal year.
- See [June 15 Infoporte Release Notes](#) for additional detail regarding this report

To Note:

- Do not use the Emp Type field to filter results. Leave it defaulted to “show all” to ensure you get accurate search results.

Funding End Date Notification

Navigation: *ConnectCarolina > Payroll Accounting Reports > Funding End Date Notification*
Data Source: *payroll*
Updated: *when payroll runs*

- Shows appointments and positions in which the current or future funding contains a chartfield string that needs one of the following criteria:
 - The chartfield string is inactive
 - The chartfield string contains a funding end that is set to expire by the forecast date entered in the report
 - The chartfield string is being charged to suspense

- The purpose of the Funding End Date Notification Report is to help you:
 - prevent payroll charges from going to suspense based on an inactive chartfield string or funding end date
 - show employees who will continue going to suspense based on current funding
- See [Funding End Date Notification Report](#) for additional detail

Current Suspense Charges

Navigation: *ConnectCarolina > PAAT > Current Suspense Analysis*
Data Source: *payroll*
Updated: *when payroll runs*

- Shows a list of charges for a department or school that have gone to the suspense account, broken down by employee and pay period

- Check an employee's payroll that is sitting in your suspense account
- See the [PAAT Student Guide](#) for additional detail on running this report

UNC Suspense Analysis

Navigation: *ConnectCarolina > Payroll Accounting Reports > UNC Suspense Analysis Data*
Source: *payroll*
Updated: *when payroll runs*

- This report also shows payroll already charged to suspense.
- The Suspense Analysis Report provides additional detail, such as the chartfield string in error, the funding end date, and the number of days the charge has been in suspense

- Identify personnel transactions that are in suspense in order to process a PAAT
- It is a complementary report to the Current Suspense Charges Report.
- See [Suspense Analysis Report](#) document for additional detail, and how to run the report