

OFFICE OF THE CONTROLLER

Using the Finance Intranet: Payroll Reports / HCM Distribution

March 2024



Table of Contents

Introduction to the HUB	3
Payroll Reports: HCM Distribution	6
Search Options	12
Ordered By Display Options	37
Output Display Options	52
Export Options	64



Introduction to the HUB



UNIVERSITY OF
South Carolina

What is the HUB?

- An internal reporting site that houses various reporting tools and resources used to research financial transactions and retrieve account balances.
- There are two main sections of Financial Reporting available:
 - Financial Reports (Finance Intranet) – recorded webinar available on the Controller’s Office website
 - Payroll Reports (HCM Distribution) – covered in this webinar.
- Use this URL to access the HUB: www.admin.sc.edu
- You can also access other important sites from this page:
 - Student and Tuition Reports (Banner and DataWarehouse)
 - Analytics (CarolinaAnalytics)
 - PeopleSoft HCM and PeopleSoft Finance
 - USCeRA
 - Controller’s Office Webpage




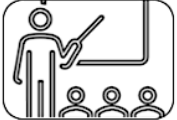




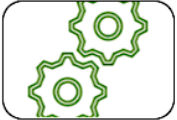
The HUB

UNIVERSITY OF South Carolina

HUB -

Sign out

Boyd, Tiffany
PERKINTD@mailbox.sc.edu as of 11/01/2023 02:29
PERKINTD - V58683307

<p>Athletic Reports</p> 	<p>Payroll Reports</p> 	<p>Financial Reports</p> 	<p>Student and Tuition Reports</p> 
<p>Analytics</p> 	<p>Faculty Reports</p> 	<p>Facilities Reports</p> 	<p>Legacy Reports</p> 
<p>Controller's Office</p> 	<p>System</p> 		



Introduction to Payroll Reports



UNIVERSITY OF
South Carolina

Payroll Reports: HCM Distribution

UNIVERSITY OF South Carolina HUB Sign out

Callahan, Joanne
JOANNEC@mailbox.sc.edu as of 11/02/2023 02:34
JOANNEC - Y61544101

- Payroll Reports**
- Financial Reports**
- Student and Tuition Reports**
- Analytics**
- Faculty Reports**
- Facilities Reports**
- Legacy Reports**
- Controller's Office**
- System**



Payroll Reports: HCM Distribution

UNIVERSITY OF South Carolina

HUB ▾ HCM DISTRIBUTION ▾

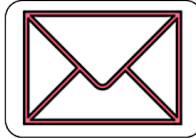
Home Sign out

Callahan, Joanne

JOANNEC@mailbox.sc.edu as of 11/02/2023 02:34


JOANNEC - Y61544101

HCM Distribution




Per pay period data by employee and chartfield

Employee Analysis




Employee Job Data Changes

Salary Report



Annual employee salaries and additional pay

PS HCM



Note: PeopleSoft Finance and PeopleSoft HCM cannot be used in the same internet browser simultaneously.

Info

- HCM Distribution Group required to view this page.
- Excel Journal Import
- HCM Distribution Membership List
- HCM Distribution New Membership
- HCM Distribution Row Level Permission List
- HCM Distribution New Row Level Permission



HCM Distribution – What information is provided?

Provides a listing of all employees within the payroll system using a given set of parameters.

The listing displays payroll information by employee, including:

- pay group,
- funding chartfield,
- gross earnings, and the
- cost of each employee's benefits to the department.



Why is this tool important?

Used to complete a review and reconciliation of payroll charged to account.

- Verify accuracy of employees charged
- Review total compensation and also percent charged to each chartfield string.
- Verify the chartfield string(s) charged are accurate

Used to detect any errors or problems and assist with any needed corrections.



Who can use this tool?

- HR Contacts
- Business Managers
- Budget Officers
- Grant Administrators
- Faculty Members
- Principal Investigators (PIs)



How to gain Access:

- Users will have access to the same departments / projects as they have in PeopleSoft Finance. To request access, complete the [Finance Access Form](#).
- Request Financial User Role in the notes section of the access form.
- Submit request to PSSecure@mailbox.sc.edu.



HCM Distribution Search Options



UNIVERSITY OF
South Carolina

Search Criteria - Options

The screenshot shows the HCM Distribution Search interface. The top navigation bar includes the University of South Carolina logo, 'HUB', 'HCM DISTRIBUTION', and 'HCM DISTRIBUTION SEARCH', along with a home icon and 'Sign out' link. The search form is organized into several columns:

- Employee Information:** USCID (highlighted), Supervisor USCID (highlighted), Name, Empl.Rcd, Job, Empl.Class, HCM Dept. (highlighted), Journal, Check, Check Date (m/d/y) to, Full/Part (highlighted), Reg/Temp (highlighted), Std.Hours, HCM BU [Campus].
- Pay and Dates:** Pay Group, Pay End Date (m/d/y) to, Earn End Date (m/d/y) to, Dist.Status, Dist.Type, Dist.Class, Dist.Code.
- Organizational Structure:** Combo, Operating Unit, Department, Fund, Class, Account, Project BU, Project, PI, Business Manager (BM), CFDA, Contract, Sponsor, Costshare.
- Search Filters and Output:** From Pay Period (ALL), To Pay Period (ALL), Fiscal Month (ALL), Fiscal Year (ALL), Pay Run ID, Num of Records (10000), Order By (Chartfield,Name), Total, Sub-Total, Detail (checked), Sum.Adjustments, Output (Fringe-Summary|Hori).

At the bottom of the form are four buttons: Submit, Clear, CSV, and RETRO.

- **USCID:** This is the employee ID associated with the employee. Can type name or ID to populate options to select.
- **HCM Dept:** The primary Dept within HCM assigned to the employee.
- **Supervisor USCID:** Supervisor of the employee as identified within HCM.
- **Empl.Rcd:** The employee record or job related to salary paid.
- **Full/Part:** Drop down, ability to pull full or part-time status employees.
- **Reg/Temp:** Drop down, ability to select type of employee.

HCM Dept & USCID

UNIVERSITY OF South Carolina HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

JSCID: Chumanev

USCID	Name	Department
C91114666	Chumanevich, Alena	
G16316330	Chumanevich, Alexander	111000-COLLEGE OF PHARMACY
N11756474	Chumanevich, Anastasiya	

Supervisor USCID, Pay Group, Combo, Project BU, From Pay Period, Num of Records, To Pay Period, Order By, Fiscal Month, Fiscal Year, Pay Run ID, Journal, Reg/Temp, Dist.Type, Class, CFDA, Contract, Sponsor, Costshare, Check, Std.Hours, Dist.Class, Account, Check Date (m/d/y), HCM BU [Campus], Dist.Code

Submit Clear CSV RETRO

- **USCID:** This is the employee ID associated with the employee. Can type name or ID to populate options to select.
- **HCM Dept:** The primary Dept within HCM assigned to the employee.

Empl.Rcd – Employee Record

UNIVERSITY OF South Carolina HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID M18787771	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period 10/15/2022	Num of Records 10000
Name	Empl.Rcd 1	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period 10/15/2022	Order By Chartfield,Name
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month ALL	<input type="checkbox"/> Total
HCM Dept.	Full/Part All	Dist.Status ALL	Fund	Business Manager (BM)	Fiscal Year ALL	<input type="checkbox"/> Sub-Total
Journal.	Reg/Temp All	Dist.Type ALL	Class	CFDA	Pay Run ID	<input checked="" type="checkbox"/> Detail
Check	Std.Hours	Dist.Class ALL	Account	Contract	Output Fringe-Summary[Hori]	<input type="checkbox"/> Sum.Adjustments
Check Date (m/d/y)	HCM BU [Campus] All	Dist.Code	Sponsor	Costshare		

Submit Clear CSV RETRO

- If you have an employee that has a dual job within the same college/department, you can search for payroll information for a specific job by using Empl Record.
- **Empl.Rcd:** The employee record or job related to salary paid.
- **Helpful when performing account changes and updating funding provided.**



Empl.Rcd – Employee Record

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
		2223-4 : PAY0151157	UG72	961000	HRL	10/15/2022	8001096000	10/14/2022	A00000007938	SM000-964400-A0001-101--	225.00	11.38%
TOTAL											225.00	

Using the EMPL.RCD field to return data for a specific job:

- This employee has a dual job, EMPL Record 0 and 1 in the same department. This example is showing payroll information for Empl record 1 within pay period 10/15/22.
- The **EMPL ID** is not visible on the HCM Distribution results screen but is available when you download the data to CSV.

E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	LIM	
USCID	NAME	CHECK_DT	UPDATE_DT	COMPANY	PAYGROUP	PAY_END_DT	OFF_CYCLE	PAGE_NUM	LINE_NUM	SEPCHK	DIST_TYPE	DIST_CODE	COMBO	BUDGET_DA	EARNES_END	ACCOUNT	HCM_DEPT	POSITION_N	JOBCODE	EMPL_RCD	LIM	
		20221014	20221010	USC	HRL	20220930	N	568	14	0	ERN	REG	A000000079	51300	96100	20220924	51300	961000		UG72	1	
		20221014	20221010	USC	HRL	20220930	N	568	14	0	DED	SCRS	A000000079	51900	96100	20220924	51900	961000		UG72	1	
		20221014	20221010	USC	HRL	20220930	N	568	14	0	TAX	E	A000000079	51900	96100	20220924	51900	961000		UG72	1	
		20221014	20221010	USC	HRL	20220930	N	568	14	0	TAX	Q	A000000079	51900	96100	20220924	51900	961000		UG72	1	
		20221014	20221010	USC	HRL	20220930	N	568	14	0	TAX	R	A000000079	51900	96100	20220924	51900	961000		UG72	1	
		20221014	20221010	USC	HRL	20220930	N	568	14	0	TAX	U	A000000079	51900	96100	20220924	51900	961000		UG72	1	



Empl. Rcd – Employee Record

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
		2223-4 : PAY0151157	UG72	961000	HRL	10/15/2022	8001096000	10/14/2022	A00000007938	SM000-964400-A0001-101--	225.00	11.38%
		2223-4 : PAY0151157	CB65	961000	C12	10/15/2022	8001092339	10/14/2022	A00000003842	SM000-964464-A0001-506--	1,752.37	88.62%
TOTAL											1,977.37	

Leaving the EMPL.RCD field empty:

- Leaving the EMPL record field blank in the search criteria will return pay information for records 0 and 1.
- The **EMPL ID** is not visible on the HCM Distribution results screen but both records can be seen in the data uploaded to CSV.

E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	U	
USCID	NAME	CHECK_DT	UPDATE_DT	COMPANY	PAYGROUP	PAY_END_DT	OFF_CYCLE	PAGE_NUM	LINE_NUM	SEPCHK	DIST_TYPE	DIST_CODE	COMBO	BUDGET_DA	EARN_END	ACCOUNT	HCM_DEPT	POSITION_N	JOBCODE	EMPL_RCD	U	
		20221014	20221010	USC	HRL	20220930	N	568	14	0	ERN	REG	A000000079	51300	96100	20220924	51300	961000		UG72	1	1
		20221014	20221010	USC	HRL	20220930	N	568	14	0	DED	SCRS	A000000079	51900	96100	20220924	51900	961000		UG72	1	1
		20221014	20221010	USC	HRL	20220930	N	568	14	0	TAX	E	A000000079	51900	96100	20220924	51900	961000		UG72	1	1
		20221014	20221010	USC	HRL	20220930	N	568	14	0	TAX	Q	A000000079	51900	96100	20220924	51900	961000		UG72	1	1
		20221014	20221010	USC	HRL	20220930	N	568	14	0	TAX	R	A000000079	51900	96100	20220924	51900	961000		UG72	1	1
		20221014	20221010	USC	HRL	20220930	N	568	14	0	TAX	U	A000000079	51900	96100	20220924	51900	961000		UG72	1	1
		20221014	20221010	USC	C12	20221015	N	509	7	0	ERN	ALV	A000000038	51200	96100	20221015	51200	961000	81622	CB65	0	0
		20221014	20221010	USC	C12	20221015	N	509	7	0	ERN	REG	A000000038	51200	96100	20221015	51200	961000	81622	CB65	0	0
		20221014	20221010	USC	C12	20221015	N	509	7	0	ERN	SAP	A000000038	51200	96100	20221015	51200	961000	81622	CB65	0	0
		20221014	20221010	USC	C12	20221015	N	509	7	0	ERN	SCK	A000000038	51200	96100	20220924	51200	961000	81622	CB65	0	0
		20221014	20221010	USC	C12	20221015	N	509	7	0	DED	BASLIF	A000000038	51900	96100	20221015	51900	961000	81622	CB65	0	0
		20221014	20221010	USC	C12	20221015	N	509	7	0	DED	BASLTD	A000000038	51900	96100	20221015	51900	961000	81622	CB65	0	0
		20221014	20221010	USC	C12	20221015	N	509	7	0	DED	DENTAL	A000000038	51900	96100	20221015	51900	961000	81622	CB65	0	0
		20221014	20221010	USC	C12	20221015	N	509	7	0	DED	HEALTH	A000000038	51900	96100	20221015	51900	961000	81622	CB65	0	0
		20221014	20221010	USC	C12	20221015	N	509	7	0	DED	SCRS	A000000038	51900	96100	20221015	51900	961000	81622	CB65	0	0
		20221014	20221010	USC	C12	20221015	N	509	7	0	TAX	E	A000000038	51900	96100	20221015	51900	961000	81622	CB65	0	0
		20221014	20221010	USC	C12	20221015	N	509	7	0	TAX	Q	A000000038	51900	96100	20221015	51900	961000	81622	CB65	0	0
		20221014	20221010	USC	C12	20221015	N	509	7	0	TAX	R	A000000038	51900	96100	20221015	51900	961000	81622	CB65	0	0
		20221014	20221010	USC	C12	20221015	N	509	7	0	TAX	U	A000000038	51900	96100	20221015	51900	961000	81622	CB65	0	0

HCM Home Dept vs. Charged to Dept

The screenshot shows the HCM Distribution Search interface. The top navigation bar includes the University of South Carolina logo, 'HUB', 'HCM DISTRIBUTION', and 'HCM DISTRIBUTION SEARCH'. A 'Sign out' link is in the top right. The main form contains several columns of search criteria:

- USCID:** Name, Job, HCM Dept., Journal., Check, Check Date (m/d/y)
- Supervisor USCID:** Empl.Rcd, Empl.Class, Full/Part, Reg/Temp, Std.Hours, HCM BU [Campus]
- Pay Group:** Pay End Date (m/d/y), Earn End Date (m/d/y), Dist.Status, Dist.Type, Dist.Class, Dist.Code
- Combo:** Operating Unit, Department (highlighted with '700%'), Fund, Class, Account
- Project BU:** Project, PI, Business Manager (BM), CFDA, Contract, Sponsor, Costshare
- From Pay Period:** 10/15/2022 (highlighted)
- To Pay Period:** 10/15/2022 (highlighted)
- Num of Records:** 10000
- Order By:** Chartfield,Name
- Fiscal Month:** ALL
- Fiscal Year:** ALL
- Pay Run ID:**
- Output:** Fringe-Summary(Hor)

At the bottom, there are buttons for 'Submit', 'Clear', 'CSV', and 'RETRO'.

When using HCM Distribution it is very important to understand the difference between HCM Home Department and the charge to department:

- **HCM Home Department:** the home department the employee is assigned to.
- **Charged to Department:** the department the employee is getting paid from.

HCM Dept vs. Charged to Dept

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
		2223-4 : PAY0151157	SGRH	100500	T12	10/15/2022	8001100293	10/14/2022	A00000017085	CL008-700000-BR100-802--	712.44	100.00%
		2223-4 : PAY0151157	UP03	700000	C12	10/15/2022	8001092569	10/14/2022	A00000004743	CL008-700000-BR100-802--	6,048.58	93.57%
		2223-4 : PAY0151157	SUEA	100802	HRL	10/15/2022	8001092783	10/14/2022	A00000017085	CL008-700000-BR100-802--	564.00	100.00%
		2223-4 : PAY0151157	AH10	700000	C12	10/15/2022	8001091928	10/14/2022	A00000000629	CL008-700000-BR100-802--	1,740.79	100.00%
		2223-4 : PAY0151157	KC50	700004	C12	10/15/2022	8001091938	10/14/2022	A00000000629	CL008-700000-BR100-802--	2,089.47	100.00%
		2223-4 : PAY0151157	AG15	700000	P12	10/15/2022	8001099671	10/14/2022	A00000000629	CL008-700000-BR100-802--	2,274.58	100.00%
		2223-4 : PAY0151157	AH35	700000	C12	10/15/2022	8001091930	10/14/2022	A00000000629	CL008-700000-BR100-802--	1,781.04	100.00%
		2223-4 : PAY0151157	AH40	700000	C12	10/15/2022	8001092624	10/14/2022	A00000000629	CL008-700000-BR100-802--	2,963.38	87.70%
		2223-4 : PAY0151157	UG70	120400	C12	10/15/2022	8001092624	10/14/2022	A00000000629	CL008-700000-BR100-802--		0.00%
		2223-4 : PAY0151157	SGRH	700000	T12	10/15/2022	8001102808	10/14/2022	A00000017085	CL008-700000-BR100-802--	694.44	50.11%
		2223-4 : PAY0151157	AH10	700000	C12	10/15/2022	8001091931	10/14/2022	A00000000629	CL008-700000-BR100-802--	1,896.13	100.00%
		2223-4 : PAY0151157	AD22	700000	P12	10/15/2022	8001099673	10/14/2022	A00000000629	CL008-700000-BR100-802--	2,060.00	100.00%
		2223-4 : PAY0151157	AD22	700000	C12	10/15/2022	8001091932	10/14/2022	A00000000629	CL008-700000-BR100-802--	2,360.42	100.00%
		2223-4 : PAY0151157	AK06	460000	C12	10/15/2022	8001092749	10/14/2022	A00000004743	CL008-700000-BR100-802--	272.73	3.14%
		2223-4 : PAY0151157	UG70	152300	C12	10/15/2022	8001092749	10/14/2022	A00000004743	CL008-700000-BR100-802--		0.00%

Notice the highlighted employees are getting paid from department 700000 but their HCM department is different.



Comparison of To/From Pay Period Dates to Fiscal Month/Fiscal Year



UNIVERSITY OF
South Carolina

Search Criteria - Dates

The screenshot shows the HCM Distribution Search interface. The following search criteria are highlighted with red boxes:

- Check Date (m/d/y)**: A date range selector with two input fields and a 'to' separator.
- Pay End Date (m/d/y)**: A date range selector with two input fields and a 'to' separator.
- Earn End Date (m/d/y)**: A date range selector with two input fields and a 'to' separator.
- From Pay Period**: A dropdown menu currently set to 'ALL'.
- To Pay Period**: A dropdown menu currently set to 'ALL'.
- Fiscal Month**: A dropdown menu currently set to 'ALL'.
- Fiscal Year**: A dropdown menu currently set to 'ALL'.

Other visible search criteria include: USCID, Supervisor USCID, Pay Group, Combo, Project BU, Num of Records, Name, Empl.Rcd, Operating Unit, Job, Empl.Class, Department, HCM Dept., Full/Part, Dist.Status, Journal, Reg/Temp, Dist.Type, Check, Std.Hours, Dist.Class, Check Date (m/d/y), HCM BU [Campus], Dist.Code, Fund, Class, Account, Business Manager (BM), CFDA, Contract, Sponsor, Costshare, Order By, Total, Sub-Total, Detail, Sum.Adjustments, Output, and Pay Run ID.

Buttons at the bottom: Submit, Clear, CSV, RETRO.

- **Check Date:** This is the check issue date
- **Pay End Date:** The end date associated with the pay period for back-office use
- **Earn End Date:** The maximum timesheet date the pay was earned
- **Pay Period:** The mid-month and end-month payroll
- **From/To Pay Period:** The 15th and last day of each month
- **Fiscal Month:** Follows the GL Fiscal year, July is the 1st month in the GL fiscal year
- **Fiscal Year:** July 1st through June 30th, it is recommended to select ALL for To/From
- Pay Period and Fiscal Month when asking for full fiscal year.



Search Criteria/Dates – From/To Pay Period

From/To Pay Period: The 15th and last day of each month

- In this example, we wanted to know the total salary paid from USCSP 10008781 for pay periods from 6/15/22 to 6/30/22.

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		2122-12 : PAY0143618	UK63	155401	IHR	06/15/2022	8001007234	06/15/2022	A00000026760	CL040-155400-F1000-202-10008781-	759.42	25.01%	62.26		0.05	0.40	50.36	1.70	114.77	15.11%	874.19
		2122-12 : RPAYB02105	UK63	155401	IHR	06/15/2022	RPAYB02105	06/21/2022	A00000026760	CL040-155400-F1000-202-10008781-	(759.42)	-25.01%	(62.26)		(0.05)	(0.40)	(50.36)	(1.70)	(114.77)	15.11%	(874.19)
		2122-12 : PAY0144779	UK63	155401	IHR	06/30/2022	8001017046	06/30/2022	A00000026760	CL040-155400-F1000-202-10008781-	759.43	25.01%	62.24		0.04	0.40	50.37	1.69	114.74	15.11%	874.17
		2122-12 : PAY0143618	SURA	155401	HRL	06/15/2022	8001005144	06/15/2022	A00000018533	CL040-155400-F1000-202-10008781-	415.20	100.00%	2.28						2.28	0.55%	417.48
		2122-12 : RPAYB02105	SURA	155401	HRL	06/15/2022	RPAYB02105	06/21/2022	A00000018533	CL040-155400-F1000-202-10008781-	(415.20)	-100.00%	(2.28)						(2.28)	0.55%	(417.48)
TOTAL											759.43		62.24		0.04	0.40	50.37	1.69	114.74	15.11%	874.17

Notice: Retro Payroll corrections show as pink lines and the check date becomes the day the correction posted.

Search Criteria/Dates – Fiscal Month and Year

UNIVERSITY OF South Carolina HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	ALL	<input type="text" value="10000"/>
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	10008781	ALL	Chartfield,Name
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	<input type="checkbox"/> Total
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	JUNE	<input type="checkbox"/> Sub-Total
HCM Dept.	Full/Part	Dist.Status	Fund	Business Manager (BM)	Fiscal Year	<input checked="" type="checkbox"/> Detail
<input type="text"/>	All	ALL	<input type="text"/>	<input type="text"/>	2021-2022	<input type="checkbox"/> Sum.Adjustments
Journal.	Reg/Temp	Dist.Type	Class	CFDA	Pay Run ID	Output
<input type="text"/>	All	ALL	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fringe-Summary[Hori
Check	Std.Hours	Dist.Class	Account	Contract		
<input type="text"/>	<input type="text"/>	ALL	<input type="text"/>	<input type="text"/>		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code		Sponsor		
<input type="text"/> to <input type="text"/>	All	<input type="text"/>		<input type="text"/>		
				Costshare		
				<input type="text"/>		

Submit Clear CSV RETRO

- **Fiscal Month:** Follows the GL Fiscal year, July is the 1st month in the GL fiscal year.
- **Fiscal Year:** July 1st through June 30th
- Using **Fiscal Month** and **Fiscal Year** in the search criteria will help pick up retro funding pay changes.

Search Criteria/Dates – Fiscal month and Year

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		2122-12 : RPAYB02105	UK63	155401	IHR	05/31/2022	RPAYB02105	06/21/2022	A00000026760	CL040-155400-F1000-202-10008781-	(2,968.64)	-107.56%	(243.35)		(0.16)	(1.61)	(201.45)	(6.73)	(453.30)	15.27%	(3,421.94)
		2122-12 : PAY0143618	UK63	155401	IHR	06/15/2022	8001007234	06/15/2022	A00000026760	CL040-155400-F1000-202-10008781-	759.42	25.01%	62.26		0.05	0.40	50.36	1.70	114.77	15.11%	874.19
		2122-12 : RPAYB02105	UK63	155401	IHR	06/15/2022	RPAYB02105	06/21/2022	A00000026760	CL040-155400-F1000-202-10008781-	(759.42)	-25.01%	(62.26)		(0.05)	(0.40)	(50.36)	(1.70)	(114.77)	15.11%	(874.19)
		2122-12 : PAY0144779	UK63	155401	IHR	06/30/2022	8001017046	06/30/2022	A00000026760	CL040-155400-F1000-202-10008781-	759.43	25.01%	62.24		0.04	0.40	50.37	1.69	114.74	15.11%	874.17
		2122-12 : RPAYB02105	SURA	155401	HRL	05/31/2022	RPAYB02105	06/21/2022	A00000018533	CL040-155400-F1000-202-10008781-	(1,267.20)	-290.91%	(6.97)						(6.97)	0.55%	(1,274.17)
		2122-12 : PAY0143618	SURA	155401	HRL	06/15/2022	8001005144	06/15/2022	A00000018533	CL040-155400-F1000-202-10008781-	415.20	100.00%	2.28						2.28	0.55%	417.48
		2122-12 : RPAYB02105	SURA	155401	HRL	06/15/2022	RPAYB02105	06/21/2022	A00000018533	CL040-155400-F1000-202-10008781-	(415.20)	-100.00%	(2.28)						(2.28)	0.55%	(417.48)
TOTAL											(3,476.41)		(188.08)		(0.12)	(1.21)	(151.08)	(5.04)	(345.53)	9.94%	(3,821.94)

In this example, we used Fiscal Month and Fiscal Year to ensure to all retro funding changes are returned.

Notice the difference in the totals between the To/From Pay Periods and the Fiscal Month/Fiscal Year search options. The difference is due retro payroll transactions completed in June 2022 for non- June 2022 payrolls.

The Fiscal Month/Year option will match the GL Summary/Grant Dashboard reports since we're looking at a fiscal period rather than specific payrolls as we'll see on the next slide.



Search Criteria/Dates – Fiscal Month and Year

UNIVERSITY OF South Carolina HUB ▾ Finance Intranet ▾ GRANT DASHBOARD Sign out

Operating Unit	Project 10008781	Class
Department	Project Status Active	Fiscal Period GL 2122 012-June
Fund	PI	<input type="checkbox"/> Display Account Chartfield
Contract	Business Manager (BM)	Output Detail
	Sponsor	

Submit Clear CSV

- Looking at the USCSP 10008781 in the **Grant Dashboard** for Fiscal Period June GL 2122 012 June ties back to the data returned in HCM Distribution when searching by Fiscal Month June and Fiscal Year 2122.

GL 2122 012-June as of 10/15/2022 03:43 [45 months]

Category	Budget	Current Month Activity	Life to Date Expenses	Balance	Encumbrances	Available Balance	Cost Share Budget	Cost Share Actual	Balance
SALARIES	274,134.00	(3,476.41)	295,162.85	(21,028.85)		(21,028.85)			
FRINGE BENEFITS	54,571.00	(345.53)	57,018.26	(2,447.26)		(2,447.26)			
CONTRACTUAL SERVICES	161,695.00		106,799.91	54,895.09		54,895.09			
TRAVEL	6,700.00		6,666.89	33.11		33.11			
SUPPLIES	70,893.00		89,820.25	(18,927.25)		(18,927.25)			
FIXED CHARGES	19,040.00		17,795.00	1,245.00		1,245.00			
DIRECT EXPENSE	587,033.00	(3,821.94)	573,263.16	13,769.84		13,769.84			
INDIRECT COST RECOVERY	212,967.00	(1,777.24)	221,277.41	(8,310.41)		(8,310.41)			
INDIRECT EXPENSE	212,967.00	(1,777.24)	221,277.41	(8,310.41)		(8,310.41)			
TOTAL EXPENSE	800,000.00	(5,599.18)	794,540.57	5,459.43		5,459.43			



Dist. Code

UNIVERSITY OF South Carolina HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID: Supervisor USCID: Pay Group: Combo: Project BU: From Pay Period: 06/30/2022 To Pay Period: 09/30/2022 Num of Records: 10000
 Name: Empl.Rcd: Pay End Date (m/d/yy): to Operating Unit: BF000 Project: Order By: Chartfield,Name
 Job: Empl.Class: Earn End Date (m/d/yy): to Department: PI: Fiscal Month: ALL Fiscal Year: ALL Pay Run ID:
 HCM Dept.: Full/Part: All Reg/Temp: All Std.Hours: HCM BU [Campus]: All Dist.Status: ALL Dist.Type: ALL Dist.Class: ALL Account:
 Journal: Business Manager (BM): CFDA: Contract:
 Check: Sponsor: Costshare:
 Check Date (m/d/yy): to

Total
 Sub-Total
 Detail
 Sum.Adjustments
 Output: Fringe-Summary[Hori]

Dist.Code

Code	Name	Type
BNS	Bonus Student Treaty	ERN
BNT	Bonus Teaching Treaty	ERN
BON	Bonus	ERN
CNB	Critical Need Bonus	ERN
RBU	Referral Bonus Upstate Law Enf	ERN
SBI	State Approved Bonus_Intl	ERN
SBS	State Approved Bonus_Intl Stu	ERN
STB	State Approved Bonus	ERN

Records Found: 0

NAME	USCID	FISCAL PERIOD :	JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	...	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
:	:	:	:	:	:	:	:	:	:	0.00%	:	:	:	:	:	:	:	0.00%	:	:

Dist. Code: You can enter specific earning (ERN) codes to pull just those amounts recorded using those codes by operating unit for specified time period.

Dist. Code – Data Review

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
[REDACTED]	[REDACTED]	2223-2 : PAY0147561	UH14	925020	P12	08/15/2022	8001047704	08/15/2022	A00000012579	BF000-921020-D0205-502--	500.00	17.94%
[REDACTED]	[REDACTED]	2223-1 : PAY0146625	UH14	925020	C12	07/31/2022	8001033309	07/29/2022	A00000012579	BF000-921020-D0205-502--	250.00	15.66%
[REDACTED]	[REDACTED]	2223-1 : PAY0146625	UH14	925020	C12	07/31/2022	8001033307	07/29/2022	A00000012580	BF000-921020-D0210-502--	250.00	11.02%
[REDACTED]	[REDACTED]	2122-12 : PAY0144779	UH14	925020	C12	06/30/2022	8001013547	06/30/2022	A00000012583	BF000-921020-D0235-502--	500.00	4.09%
[REDACTED]	[REDACTED]	2223-1 : PAY0146625	UH14	925020	C12	07/31/2022	8001033310	07/29/2022	A00000012583	BF000-921020-D0235-502--	750.00	26.35%
[REDACTED]	[REDACTED]	2122-12 : PAY0144779	UH14	925020	C12	06/30/2022	8001013547	06/30/2022	A00000012585	BF000-921020-D0245-502--	500.00	4.09%
[REDACTED]	[REDACTED]	2223-1 : PAY0146625	UH14	925020	C12	07/31/2022	8001033310	07/29/2022	A00000012585	BF000-921020-D0245-502--	750.00	26.35%
[REDACTED]	[REDACTED]	2223-2 : PAY0147561	UH14	925020	P12	08/15/2022	8001047703	08/15/2022	A00000012586	BF000-921020-D0250-502--	1,000.00	25.72%
[REDACTED]	[REDACTED]	2223-2 : PAY0147561	UH14	925020	P12	08/15/2022	8001047705	08/15/2022	A00000012586	BF000-921020-D0250-502--	500.00	21.86%
[REDACTED]	[REDACTED]	2223-2 : PAY0147561	UH14	925020	P12	08/15/2022	8001047703	08/15/2022	A00000012587	BF000-921020-D0255-502--	1,000.00	25.72%
[REDACTED]	[REDACTED]	2223-2 : PAY0147561	UH14	925020	P12	08/15/2022	8001047705	08/15/2022	A00000012587	BF000-921020-D0255-502--	500.00	21.86%
TOTAL											6,500.00	

Great tool for determining how much a department/college/Operating Unit is paying for specified earning types over a time period:

- Bonuses (BON)
- Monetary Cash Awards (AWD)
- Temporary Salary Adjustments (TSA)
- Overtime (OVP)
- Earnings Leave Payouts (ALP)



Normal Pay:

REG – Regular Pay

OVS – Overtime Straight Time

OVT – Overtime Pay 1.5

RS1 – Regular Pay Student Treaty
(regular pay for international students)

RTI – International Teaching Regular
(regular pay for international teachers)

RTM – Retro Pay Manual (used
exclusively by the Payroll Department,
when retro pay is manually calculated
and paid outside of the delivered
retroactive processing)

Leave:

ALV – Annual Leave Taken

ALP – Annual Leave Payout

LMP – Leave Without Pay

HOL – Holiday Pay

PLV – Paid Leave

SAB – Sabbatical

SCK – Sick Leave

Compensation Time:

CTP – Compensation Time Paid

HCP – Holiday Compensation Pay

Additional Pay:

Non-Base Salary Adjustments:

ASA – Administrative Salary Adjustment

GEO – Market Geographic Differential

GSA – Grant Salary Adjustment

SAP – Special Assignment Pay

TSA – Temporary Salary Adjustment

Other Supplemental Pays:

ATC – Athletic Contract Pay

CHR – Chair Professorship

VAR – Variable Pay

Other Additional Pay Codes:

AWD – Monetary Cash Award

BON – Bonus

MOV – Moving Expense (Taxable)

CAR – Car Allowance Cash

HOU – Housing Allowance Cash

REC – Non-Monetary Award

PeopleSoft Earnings Codes

Full Listing of Earnings Codes can
be found in HCM Peoplesoft:

Query Name
SC_PY_ERN_CD_BY_CAT-
Earning codes by category



UNIVERSITY OF
South Carolina

Other Search Features

UNIVERSITY OF South Carolina HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	07/31/2021	10000
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	CL071	<input type="text"/>	12/31/2021	Chartfield,Name
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	<input type="checkbox"/> Total
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	121002	<input type="text"/>	ALL	<input checked="" type="checkbox"/> Sub-Total
HCM Dept.	Full/Part	Dist.Status	Fund	Business Manager (BM)	Fiscal Year	<input checked="" type="checkbox"/> Detail
<input type="text"/>	All	ALL	A0001	<input type="text"/>	ALL	<input type="checkbox"/> Sum.Adjustments
Journal.	Reg/Temp	Dist.Type	Class	CFDA	Pay Run ID	Output
<input type="text"/>	All	ALL	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fringe-Summary[Hori
Check	Std.Hours	Dist.Class	Account	Contract		
<input type="text"/>	<input type="text"/>	ALL	<input type="text"/>	<input type="text"/>		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code		Sponsor		
<input type="text"/> to <input type="text"/>	All	<input type="text"/>		<input type="text"/>		

Submit Clear CSV RETRO

You can run reports using a variety of options (one or multiple); including:

- Employee Name
- Operating Unit
- Department
- Fund
- Account
- Project
- Costshare

Other Search Features

In the following example, we ran all the payroll that posted during **7/1/2021 – 12/31/2021** for **CL071 121002 A0001 funds**:

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
		2122-1 : PAY0125017	AA75	121000	C12	07/31/2021	8000718713	07/30/2021	A00000002563	CL071-121002-A0001-456--	1,613.38	100.00%
		2122-2 : PAY0125851	AA75	121000	C12	08/15/2021	8000728542	08/13/2021	A00000002563	CL071-121002-A0001-456--	1,613.38	100.00%
		2122-2 : PAY0126765	AA75	121000	C12	08/31/2021	8000739226	08/31/2021	A00000002563	CL071-121002-A0001-456--	1,613.38	100.00%
		2122-3 : PAY0127576	AA75	121000	C12	09/15/2021	8000749604	09/15/2021	A00000002563	CL071-121002-A0001-456--	1,613.38	100.00%
		2122-3 : PAY0128464	AA75	121000	C12	09/30/2021	8000763061	09/30/2021	A00000002563	CL071-121002-A0001-456--	1,613.38	100.00%
		2122-4 : PAY0129481	AA75	121000	C12	10/15/2021	8000777466	10/15/2021	A00000002563	CL071-121002-A0001-456--	1,613.38	100.00%
		2122-4 : PAY0130234	AA75	121000	C12	10/31/2021	8000791833	10/29/2021	A00000002563	CL071-121002-A0001-456--	1,613.38	100.00%
		2122-5 : PAY0131321	AA75	121000	C12	11/15/2021	8000806584	11/15/2021	A00000002563	CL071-121002-A0001-456--	1,613.38	100.00%
		2122-5 : PAY0131839	AA75	121000	C12	11/30/2021	8000821517	11/30/2021	A00000002563	CL071-121002-A0001-456--	1,613.38	100.00%
		2122-6 : PAY0132730	AA75	121000	C12	12/15/2021	8000836362	12/15/2021	A00000002563	CL071-121002-A0001-456--	1,613.38	100.00%
		2122-6 : PAY0133257	AA75	121000	C12	12/31/2021	8000851159	12/23/2021	A00000002563	CL071-121002-A0001-456--	3,113.38	100.00%
											19,247.18	
		2122-1 : PAY0125017	SUEA	121000	HRL	07/31/2021	8000722496	07/30/2021	A00000019019	CL071-121002-A0001-456--	658.45	100.00%
		2122-2 : PAY0125851	SUEA	121000	HRL	08/15/2021	8000732239	08/13/2021	A00000019019	CL071-121002-A0001-456--	391.56	100.00%
		2122-2 : PAY0126765	SUEA	121000	HRL	08/31/2021	8000742906	08/31/2021	A00000019019	CL071-121002-A0001-456--	457.19	100.00%
		2122-3 : PAY0127576	AA25	121000	HRL	09/15/2021	8000753283	09/15/2021	A00000027246	CL071-121002-A0001-456--	600.00	100.00%
		2122-3 : PAY0128464	AA25	121000	HRL	09/30/2021	8000766816	09/30/2021	A00000027246	CL071-121002-A0001-456--	600.00	100.00%
		2122-4 : PAY0129481	AA25	121000	HRL	10/15/2021	8000781167	10/15/2021	A00000027246	CL071-121002-A0001-456--	600.00	100.00%
		2122-4 : PAY0130234	AA25	121000	HRL	10/31/2021	8000795667	10/29/2021	A00000027246	CL071-121002-A0001-456--	588.00	100.00%
		2122-5 : PAY0131321	AA25	121000	HRL	11/15/2021	8000810251	11/15/2021	A00000027246	CL071-121002-A0001-456--	900.00	100.00%
		2122-5 : PAY0131839	AA25	121000	HRL	11/30/2021	8000825188	11/30/2021	A00000027246	CL071-121002-A0001-456--	600.00	100.00%
		2122-6 : PAY0132730	AA25	121000	HRL	12/15/2021	8000839963	12/15/2021	A00000027246	CL071-121002-A0001-456--	570.00	100.00%
		2122-6 : PAY0133257	AA25	121000	HRL	12/31/2021	8000854778	12/23/2021	A00000027246	CL071-121002-A0001-456--	600.00	100.00%
											6,565.20	

Other Search Features

UNIVERSITY OF South Carolina HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	CL025	<input type="text"/>	<input type="text"/>	<input type="text"/>
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	<input type="checkbox"/> Total
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	FEBRUARY	<input checked="" type="checkbox"/> Sub-Total
HCM Dept.	Full/Part	Dist.Status	Fund	Business Manager (BM)	Fiscal Year	<input checked="" type="checkbox"/> Detail
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2021-2022	<input type="checkbox"/> Sum.Adjustments
Journal.	Reg/Temp	Dist.Type	Class	CFDA	Pay Run ID	Output
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Check	Std.Hours	Dist.Class	Account	Contract		
<input type="text"/>	<input type="text"/>	<input type="text"/>	51200	<input type="text"/>		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code		Sponsor		
<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		
				Costshare		
				<input type="text"/>		

Submit Clear CSV RETRO

You can run reports using a variety of options (one or multiple); for a specified time-period (pay periods), Month, or Fiscal Year.

In this example: **CL025**, account **51200** (Classified Employees) for the Fiscal month of **February** and Fiscal Year **2122**.

Other Search Features

In the following example, we ran all the payroll that posted during the month of **February** for **CL025**, Account code **51200** across **all departments** and **funds**.

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$
		2122-8 : PAY0135804	UD13	100400	C12	02/15/2022	8000890167	02/15/2022	A00000000759	CL025-100400-A0001-503--	5,087.92
		2122-8 : PAY0136631	UD13	100400	C12	02/28/2022	8000904118	02/28/2022	A00000000759	CL025-100400-A0001-503--	5,087.92
											10,175.84
		2122-8 : PAY0135804	CB80	100400	C12	02/15/2022	8000890168	02/15/2022	A00000000759	CL025-100400-A0001-503--	2,888.04
		2122-8 : PAY0136631	CB80	100400	C12	02/28/2022	8000904119	02/28/2022	A00000000759	CL025-100400-A0001-503--	2,888.04
											5,776.08
		2122-8 : PAY0135804	AH10	100400	C12	02/15/2022	8000890170	02/15/2022	A00000000759	CL025-100400-A0001-503--	790.85
		2122-8 : PAY0136631	AH10	100400	C12	02/28/2022	8000904121	02/28/2022	A00000000759	CL025-100400-A0001-503--	790.85
											1,581.70
		2122-8 : PAY0135804	BC20	100400	P12	02/15/2022	8000898666	02/15/2022	A00000000759	CL025-100400-A0001-503--	1,883.46
		2122-8 : PAY0136631	BC20	100400	P12	02/28/2022	8000912908	02/28/2022	A00000000759	CL025-100400-A0001-503--	1,883.46
											3,766.92
		2122-8 : PAY0135804	AA75	120100	P12	02/15/2022	8000898820	02/15/2022	A00000000761	CL025-120100-A0001-101--	1,500.42
		2122-8 : PAY0136631	AA75	120100	P12	02/28/2022	8000913063	02/28/2022	A00000000761	CL025-120100-A0001-101--	1,500.42
											3,000.84
		2122-8 : PAY0135804	CB70	120100	P12	02/15/2022	8000898821	02/15/2022	A00000000761	CL025-120100-A0001-101--	1,964.58
		2122-8 : PAY0136631	CB70	120100	P12	02/28/2022	8000913064	02/28/2022	A00000000761	CL025-120100-A0001-101--	1,964.58
											3,929.16
TOTAL											142,295.45

Note: A recent **enhancement** now allows you to view the related fringes even when pulling data by a specific account code. Previously, related fringes would be excluded because all fringes are booked to account **51900**.



Other Search Features

UNIVERSITY OF South Carolina HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	USCSP	09/15/2022	<input type="text"/>
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	CL034	<input type="text"/>	09/30/2022	<input type="text"/>
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	<input type="checkbox"/> Total
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	115000	<input type="text"/>	ALL	<input type="checkbox"/> Sub-Total
HCM Dept.	Full/Part	Dist.Status	Fund	Business Manager (BM)	Fiscal Year	<input checked="" type="checkbox"/> Detail
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Sum.Adjustments
Journal.	Reg/Temp	Dist.Type	Class	CFDA	Pay Run ID	Output
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Check	Std.Hours	Dist.Class	Account	Contract		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code		Sponsor		
<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>		Costshare		

Submit Clear CSV RETRO

Use HCM Distribution to see payroll data for all USCSP (Sponsored Projects) by Operating Unit, Department, and From/To Pay Periods.

Other Search Features

In the following example, we ran all the payroll that posted **9/15/2022** for USCSP (Sponsored Projects) from **CL034** department 115000:

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARFIELD	LBR \$
[REDACTED]	[REDACTED]	2223-3 : PAY0149437	SGRA	115020	I12	09/15/2022	8001067973	09/15/2022	A00000086983	CL034-115000-G1000-301-10012110-	786.19
[REDACTED]	[REDACTED]	2223-3 : PAY0150315	SGRA	115020	I12	09/30/2022	8001082251	09/30/2022	A00000086983	CL034-115000-G1000-301-10012110-	786.19
[REDACTED]	[REDACTED]	2223-3 : PAY0150315	SGRA	115020	I12	09/30/2022	8001082252	09/30/2022	A00000086983	CL034-115000-G1000-301-10012110-	714.72
[REDACTED]	[REDACTED]	2223-3 : PAY0149437	SGRA	115020	I12	09/15/2022	8001067974	09/15/2022	A00000086983	CL034-115000-G1000-301-10012110-	786.19
[REDACTED]	[REDACTED]	2223-3 : PAY0150315	SGRA	115020	I12	09/30/2022	8001082253	09/30/2022	A00000086983	CL034-115000-G1000-301-10012110-	786.19
[REDACTED]	[REDACTED]	2223-3 : PAY0149437	SGRA	115020	T12	09/15/2022	8001071387	09/15/2022	A00000086983	CL034-115000-G1000-301-10012110-	786.19
[REDACTED]	[REDACTED]	2223-3 : PAY0150315	SGRA	115020	T12	09/30/2022	8001085783	09/30/2022	A00000086983	CL034-115000-G1000-301-10012110-	786.19
TOTAL											5,431.86



Other Search Features

UNIVERSITY OF South Carolina HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	USCIP	09/15/2022	<input type="text"/>
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	CL034	<input type="text"/>	09/15/2022	<input type="text"/>
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	<input type="checkbox"/> Total
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	115000	<input type="text"/>	ALL	<input type="checkbox"/> Sub-Total
HCM Dept.	Full/Part	Dist.Status	Fund	Business Manager (BM)	Fiscal Year	<input checked="" type="checkbox"/> Detail
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Sum.Adjustments
Journal.	Reg/Temp	Dist.Type	Class	CFDA	Pay Run ID	Output
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Check	Std.Hours	Dist.Class	Account	Contract		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code		Sponsor		
<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		
				Costshare		
				<input type="text"/>		

Submit Clear CSV RETRO

Use HCM Distribution to see payroll data for all USCIP (Internal Projects) by Operating Unit, Department, and From/To Pay Periods.

Other Search Features

In the following example, we ran all the payroll that posted **9/15/2022 USCIP** (Internal Projects) from **CL034** for department **115000**:

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$
[REDACTED]	[REDACTED]	2223-3 : PAY0149437	BC30	115000	C12	09/15/2022	8001061677	09/15/2022	A00000000953	CL034-115000-EN700-202-80000075-	2,853.63
[REDACTED]	[REDACTED]	2223-3 : PAY0150315	BC30	115000	C12	09/30/2022	8001075331	09/30/2022	A00000000953	CL034-115000-EN700-202-80000075-	2,853.63
[REDACTED]	[REDACTED]	2223-3 : PAY0149437	UN11	115800	C12	09/15/2022	8001061772	09/15/2022	A00000005067	CL034-115000-EN700-202-80000075-	515.37
[REDACTED]	[REDACTED]	2223-3 : PAY0150315	UN11	115800	C12	09/30/2022	8001075427	09/30/2022	A00000005067	CL034-115000-EN700-202-80000075-	515.37
[REDACTED]	[REDACTED]	2223-3 : PAY0149437	AK03	115000	C12	09/15/2022	8001061681	09/15/2022	A00000000953	CL034-115000-EN700-202-80000075-	1,040.66
[REDACTED]	[REDACTED]	2223-3 : PAY0150315	AK03	115000	C12	09/30/2022	8001075336	09/30/2022	A00000000953	CL034-115000-EN700-202-80000075-	1,040.66
[REDACTED]	[REDACTED]	2223-3 : PAY0149437	UG83	115035	C12	09/15/2022	8001064550	09/15/2022	A00000005067	CL034-115000-EN700-202-80000075-	2,266.96
[REDACTED]	[REDACTED]	2223-3 : PAY0150315	UG83	115035	C12	09/30/2022	8001078226	09/30/2022	A00000005067	CL034-115000-EN700-202-80000075-	2,266.96
[REDACTED]	[REDACTED]	2223-3 : PAY0149437	AG40	115000	C12	09/15/2022	8001064672	09/15/2022	A00000000953	CL034-115000-EN700-202-80000075-	2,859.73
TOTAL											16,212.97



Costshare

HUB ▾ HCM DISTRIBUTION ▾ HCM DISTRIBUTION SEARCH Home Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	07/15/2023 ▾	<input type="text" value="10000"/>
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	12/31/2023 ▾	Chartfield,Name ▾
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	<input type="checkbox"/> Total
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	ALL ▾	<input type="checkbox"/> Sub-Total
HCM Dept.	Full/Part	Dist.Status	Fund	Business Manager (BM)	Fiscal Year	<input checked="" type="checkbox"/> Detail
<input type="text"/>	All ▾	ALL ▾	<input type="text"/>	<input type="text"/>	ALL ▾	<input type="checkbox"/> Sum.Adjustments
Journal.	Reg/Temp	Dist.Type	Class	CFDA	Pay Run ID	Output
<input type="text"/>	All ▾	ALL ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fringe-Summary[Hori ▾
Check	Std.Hours	Dist.Class	Account	Contract		
<input type="text"/>	<input type="text"/>	ALL ▾	<input type="text"/>	<input type="text"/>		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code		Sponsor		
<input type="text"/> to <input type="text"/>	All ▾	<input type="text"/>		<input type="text"/>		
				Costshare		
				<input type="text" value="10011379"/>		

Use HCM Distribution to see payroll data used as Costshare on a sponsored award.



Costshare

In the following example, we ran all the payroll that posted as **costshare** on project **10011379** from **07/15/2023 – 12/31/2023**:

NAME	USCID	FISCAL PERIOD: JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
[REDACTED]	[REDACTED]	2324-2 : PAY0171058	UG76	155401	C09	08/31/2023	8001370903	08/31/2023	C00000008057	CL040-155001-A0001-101--10011379	2,819.24	30.00%	224.02	702.25	0.08	0.65	192.97	2.70	1,122.67	39.82%	3,941.91
[REDACTED]	[REDACTED]	2324-3 : PAY0171914	UG76	155401	C09	09/15/2023	8001381533	09/15/2023	C00000008057	CL040-155001-A0001-101--10011379	2,819.24	30.00%	224.02	702.27	0.09	0.64	192.98	2.70	1,122.68	39.82%	3,941.92
[REDACTED]	[REDACTED]	2324-3 : PAY0172874	UG76	155401	C09	09/30/2023	8001395367	09/29/2023	C00000008057	CL040-155001-A0001-101--10011379	2,819.28	30.00%	72.84	702.28	0.08	0.64	192.98	2.71	971.51	34.46%	3,790.77
[REDACTED]	[REDACTED]	2324-4 : PAY0173680	UG76	155401	C09	10/15/2023	8001410076	10/13/2023	C00000008057	CL040-155001-A0001-101--10011379	2,819.26	30.00%	53.21	702.28	0.06	0.64	192.98	2.71	951.88	33.76%	3,771.14
[REDACTED]	[REDACTED]	2324-4 : PAY0174659	UG76	155401	C09	10/31/2023	8001425085	10/31/2023	C00000008057	CL040-155001-A0001-101--10011379	6,578.24	38.93%	125.32	1,638.65	0.09	0.83	250.42	3.50	2,018.81	30.69%	8,597.05
[REDACTED]	[REDACTED]	2324-5 : PAY0175524	UG76	155401	C09	11/15/2023	8001440462	11/15/2023	C00000008057	CL040-155001-A0001-101--10011379	6,578.24	70.00%	124.12	1,638.64	0.18	1.51	450.28	6.28	2,221.01	33.76%	8,799.25
[REDACTED]	[REDACTED]	2324-5 : PAY0176363	UG76	155401	C09	11/30/2023	8001455795	11/30/2023	C00000008057	CL040-155001-A0001-101--10011379	6,578.25	70.00%	124.13	1,638.65	0.18	1.51	450.28	6.29	2,221.04	33.76%	8,799.29
[REDACTED]	[REDACTED]	2324-6 : PAY0177328	UG76	155401	C09	12/15/2023	8001471323	12/15/2023	C00000008057	CL040-155001-A0001-101--10011379	6,578.24	70.00%	124.11	1,638.65	0.17	1.51	450.28	6.29	2,221.01	33.76%	8,799.25
[REDACTED]	[REDACTED]	2324-6 : PAY0177887	UG76	155401	C09	12/31/2023	8001486757	12/21/2023	C00000008057	CL040-155001-A0001-101--10011379	6,578.24	70.00%	124.12	1,638.64	0.18	1.51	450.28	6.29	2,221.02	33.76%	8,799.26
TOTAL											44,168.21		1,195.89	11,002.31	1.09	9.44	2,823.43	39.47	15,071.63	34.12%	59,239.84



Detail Only

HUB ▾ HCM DISTRIBUTION ▾ HCM DISTRIBUTION SEARCH 🏠 [Sign out](#)

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	10/15/2023 ▾	<input type="text" value="10000"/>
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	12/31/2023 ▾	Chartfield,Name ▾
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	<input type="checkbox"/> Total
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	115000	<input type="text"/>	ALL ▾	<input type="checkbox"/> Sub-Total
HCM Dept.	Full/Part	Dist.Status	Fund	Business Manager (BM)	Fiscal Year	<input checked="" type="checkbox"/> Detail
<input type="text"/>	All ▾	ALL ▾	<input type="text"/>	<input type="text"/>	ALL ▾	<input type="checkbox"/> Sum.Adjustments
Journal.	Reg/Temp	Dist.Type	Class	CFDA	Pay Run ID	Output
<input type="text"/>	All ▾	ALL ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fringe-Summary[Hori ▾
Check	Std.Hours	Dist.Class	Account	Contract		
<input type="text"/>	<input type="text"/>	ALL ▾	<input type="text"/>	<input type="text"/>		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code		Sponsor		
<input type="text"/> to <input type="text"/>	All ▾	<input type="text"/>		<input type="text"/>		
				Costshare		
				<input type="text"/>		

Use HCM Distribution to see payroll data for a given Department over a specific period of time using the default “Detail”.



Detail Only

In the following example, we ran all the payroll that posted **10/15/2023 – 12/31/2023** from **Department 115000**:

Records Found: 654

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
M		2324-4 : PAY0173660	UG70	115021	P12	10/15/2023	8001421694	10/13/2023	A00000005065	CL034-115000-A0001-101--	2,493.08	85.07%	193.76	621.02	0.19	1.61	482.44	6.74	1,305.76	52.38%	3,798.84
M		2324-4 : PAY0174659	UG70	115021	P12	10/31/2023	8001437041	10/31/2023	A00000005065	CL034-115000-A0001-101--	2,493.08	85.07%	193.74	621.02	0.19	1.61	482.44	6.74	1,305.74	52.37%	3,798.82
M		2324-5 : PAY0175524	UG70	115021	P12	11/15/2023	8001452348	11/15/2023	A00000005065	CL034-115000-A0001-101--	2,493.08	85.07%	193.78	621.03	0.19	1.61	482.44	6.74	1,305.79	52.38%	3,798.87
M		2324-5 : PAY0176383	UG70	115021	P12	11/30/2023	8001467884	11/30/2023	A00000005065	CL034-115000-A0001-101--	2,493.08	85.07%	193.75	621.03	0.19	1.61	482.44	6.74	1,305.76	52.38%	3,798.84
M		2324-6 : PAY0177328	UG70	115021	P12	12/15/2023	8001483321	12/15/2023	A00000005065	CL034-115000-A0001-101--	2,493.08	42.04%	198.25	306.88	0.10	0.79	238.40	3.33	747.75	29.99%	3,240.83
M		2324-6 : PAY0177687	UG70	115021	P12	12/31/2023	8001498346	12/21/2023	A00000005065	CL034-115000-A0001-101--	2,493.08	85.07%	193.75	621.04	0.19	1.61	482.44	6.74	1,305.77	52.38%	3,798.85
D.		2324-4 : PAY0173660	AH10	115014	P12	10/15/2023	8001419659	10/13/2023	A00000000951	CL034-115000-A0001-101--	2,589.29	100.00%	201.25	644.99	0.19	1.61	231.55	6.74	1,086.33	41.95%	3,675.62
D.		2324-4 : PAY0174659	AH10	115014	P12	10/31/2023	8001434981	10/31/2023	A00000000951	CL034-115000-A0001-101--	2,589.29	100.00%	201.24	644.99	0.19	1.61	231.55	6.74	1,086.32	41.95%	3,675.61
D.		2324-5 : PAY0175524	AH10	115014	P12	11/15/2023	8001450278	11/15/2023	A00000000951	CL034-115000-A0001-101--	2,589.29	100.00%	201.23	644.99	0.19	1.61	231.55	6.74	1,086.31	41.95%	3,675.60
D.		2324-5 : PAY0176383	AH10	115014	P12	11/30/2023	8001465747	11/30/2023	A00000000951	CL034-115000-A0001-101--	2,589.29	100.00%	201.24	644.99	0.19	1.61	231.55	6.74	1,086.32	41.95%	3,675.61
D.		2324-6 : PAY0177328	AH10	115014	P12	12/15/2023	8001481202	12/15/2023	A00000000951	CL034-115000-A0001-101--	2,726.48	47.61%	217.21	323.37	0.08	0.76	110.24	3.21	654.87	24.02%	3,381.35
D.		2324-6 : PAY0177687	AH10	115014	P12	12/31/2023	8001496204	12/21/2023	A00000000951	CL034-115000-A0001-101--	2,452.10	100.00%	190.09	610.82	0.19	1.61	231.55	6.74	1,041.00	42.45%	3,493.10
Jo		2324-4 : PAY0173660	UG70	115021	C12	10/15/2023	8001413416	10/13/2023	A00000005065	CL034-115000-A0001-101--	2,176.35	45.52%	172.54	542.12	0.12	0.89	126.81	3.69	845.97	38.87%	3,022.32
Jo		2324-4 : PAY0174659	UG70	115021	C12	10/31/2023	8001428442	10/31/2023	A00000005065	CL034-115000-A0001-101--	2,176.36	45.52%	172.54	542.14	0.12	0.90	126.80	3.71	846.01	38.87%	3,022.37
Jo		2324-5 : PAY0175524	UG70	115021	C12	11/15/2023	8001443787	11/15/2023	A00000005065	CL034-115000-A0001-101--	2,176.35	45.52%	172.50	542.12	0.11	0.89	126.82	3.70	845.94	38.87%	3,022.29

All employees and related pay checks are returned with no sub-totals in between.



UNIVERSITY OF
South Carolina

Sub-Total Only

HUB ▾ HCM DISTRIBUTION ▾ HCM DISTRIBUTION SEARCH Home Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	10/15/2023 ▾	<input type="text" value="10000"/>
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	12/31/2023 ▾	Chartfield,Name ▾
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	<input type="checkbox"/> Total
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	115000	<input type="text"/>	ALL ▾	<input checked="" type="checkbox"/> Sub-Total
HCM Dept.	Full/Part	Dist.Status	Fund	Business Manager (BM)	Fiscal Year	<input type="checkbox"/> Detail
<input type="text"/>	All ▾	ALL ▾	<input type="text"/>	<input type="text"/>	ALL ▾	<input type="checkbox"/> Sum.Adjustments
Journal.	Reg/Temp	Dist.Type	Class	CFDA	Pay Run ID	Output
<input type="text"/>	All ▾	ALL ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fringe-Summary[Hori ▾
Check	Std.Hours	Dist.Class	Account	Contract		
<input type="text"/>	<input type="text"/>	ALL ▾	<input type="text"/>	<input type="text"/>		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code		Sponsor		
<input type="text"/> to <input type="text"/>	All ▾	<input type="text"/>		<input type="text"/>		
				Costshare		
				<input type="text"/>		

Detail, Sub-Total, &

Use HCM Distribution to see payroll data for a given Department over a specific period of time using the default “**Sub-Total**”.

Sub-Total Only

In the following example, we ran all the payroll that posted **10/15/2023 – 12/31/2023** from **Department 115000**:

Records Found **654**

NAME	USCID	FISCAL PERIOD :	JOB	HCM	GROUP	PAY	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR	LBR	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG	FRNG	TOT
		JOURNAL		DEPT		PERIOD					\$	%							\$	%	\$
William Wilson M											14,958.48		1,167.03	3,412.02	1.05	8.84	2,650.80	37.03	7,276.57	48.85%	22,235.05
William Wilson D.											15,535.74		1,212.26	3,514.15	1.03	8.81	1,267.99	36.91	6,041.15	38.89%	21,576.89
William Wilson Jo											13,058.11		1,035.90	3,043.73	0.65	5.06	713.28	20.83	4,819.45	36.91%	17,877.56
William Wilson											16,413.00		1,286.32	3,732.09	1.03	8.82	1,268.19	36.92	6,333.37	38.59%	22,746.37
William Wilson											15,190.44		290.92	3,783.94	0.39	3.32	479.41	13.95	4,571.93	30.10%	19,762.37
William Wilson											19,142.76		1,459.21	4,379.03	1.06	8.89	2,089.31	37.22	7,974.72	41.66%	27,117.48
William Wilson											3,248.81		251.85	808.78	0.11	0.87	337.78	3.72	1,403.11	43.22%	4,649.92
William Wilson											6,556.20		490.64	1,503.27	0.36	2.94	1,122.04	12.35	3,131.60	47.77%	9,687.80
William Wilson											5,280.00		23.77						23.77	0.45%	5,303.77
William Wilson											4,720.00		21.24						21.24	0.45%	4,741.24
William Wilson											5,280.00		23.77						23.77	0.45%	5,303.77
William Wilson											4,320.00		19.45						19.45	0.45%	4,339.45
William Wilson											3,600.00		16.21						16.21	0.45%	3,616.21
William Wilson											8,428.80		37.92						37.92	0.45%	8,466.72
TOTAL											135,730.34		7,336.49	24,177.01	5.68	47.55	9,928.80	198.93	41,694.26	30.72%	177,424.60

Detail of pay checks disappears and only a total for each employee is returned.



UNIVERSITY OF
South Carolina

Detail & Sub-Total

HUB ▾ HCM DISTRIBUTION ▾ HCM DISTRIBUTION SEARCH Home Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	10/15/2023 ▾	<input type="text" value="10000"/>
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	12/31/2023 ▾	Chartfield,Name ▾
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	<input type="checkbox"/> Total
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	115000	<input type="text"/>	ALL ▾	<input checked="" type="checkbox"/> Sub-Total
HCM Dept.	Full/Part	Dist.Status	Fund	Business Manager (BM)	Fiscal Year	<input checked="" type="checkbox"/> Detail
<input type="text"/>	All ▾	ALL ▾	<input type="text"/>	<input type="text"/>	ALL ▾	<input type="checkbox"/> Sum.Adjustments
Journal.	Reg/Temp	Dist.Type	Class	CFDA	Pay Run ID	Output
<input type="text"/>	All ▾	ALL ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fringe-Summary[Hori ▾
Check	Std.Hours	Dist.Class	Account	Contract		
<input type="text"/>	<input type="text"/>	ALL ▾	<input type="text"/>	<input type="text"/>		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code		Sponsor		
<input type="text"/> to <input type="text"/>	All ▾	<input type="text"/>		<input type="text"/>		
				Costshare		
				<input type="text"/>		

Use HCM Distribution to see payroll data for a given Department over a specific period of time using the default **Detail** and **Sub-Total**.



Detail & Sub-Total

In the following example, we ran all the payroll that posted **10/15/2023 – 12/31/2023** from **Department 115000**:

Records Found: 654

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RET
[REDACTED] M	[REDACTED]	2324-4 : PAY0173660	[REDACTED]	115021	P12	10/15/2023	8001421694	10/13/2023	A00000005065	CL034-115000-A0001-101--	2,493.08	85.07%	193.76	
[REDACTED] M	[REDACTED]	2324-4 : PAY0174659	[REDACTED]	115021	P12	10/31/2023	8001437041	10/31/2023	A00000005065	CL034-115000-A0001-101--	2,493.08	85.07%	193.74	
[REDACTED] M	[REDACTED]	2324-5 : PAY0175524	[REDACTED]	115021	P12	11/15/2023	8001452348	11/15/2023	A00000005065	CL034-115000-A0001-101--	2,493.08	85.07%	193.78	
[REDACTED] M	[REDACTED]	2324-5 : PAY0176363	[REDACTED]	115021	P12	11/30/2023	8001467884	11/30/2023	A00000005065	CL034-115000-A0001-101--	2,493.08	85.07%	193.75	
[REDACTED] M	[REDACTED]	2324-6 : PAY0177328	[REDACTED]	115021	P12	12/15/2023	8001483321	12/15/2023	A00000005065	CL034-115000-A0001-101--	2,493.08	42.04%	198.25	
[REDACTED] M	[REDACTED]	2324-6 : PAY0177687	[REDACTED]	115021	P12	12/31/2023	8001498346	12/21/2023	A00000005065	CL034-115000-A0001-101--	2,493.08	85.07%	193.75	
[REDACTED] M											14,958.48		1,167.03	3
[REDACTED] D.	[REDACTED]	2324-4 : PAY0173660	[REDACTED]	115014	P12	10/15/2023	8001419659	10/13/2023	A00000000951	CL034-115000-A0001-101--	2,589.29	100.00%	201.25	
[REDACTED] D.	[REDACTED]	2324-4 : PAY0174659	[REDACTED]	115014	P12	10/31/2023	8001434981	10/31/2023	A00000000951	CL034-115000-A0001-101--	2,589.29	100.00%	201.24	
[REDACTED] D.	[REDACTED]	2324-5 : PAY0175524	[REDACTED]	115014	P12	11/15/2023	8001450278	11/15/2023	A00000000951	CL034-115000-A0001-101--	2,589.29	100.00%	201.23	
[REDACTED] D.	[REDACTED]	2324-5 : PAY0176363	[REDACTED]	115014	P12	11/30/2023	8001465747	11/30/2023	A00000000951	CL034-115000-A0001-101--	2,589.29	100.00%	201.24	
[REDACTED] D.	[REDACTED]	2324-6 : PAY0177328	[REDACTED]	115014	P12	12/15/2023	8001481202	12/15/2023	A00000000951	CL034-115000-A0001-101--	2,726.48	47.61%	217.21	
[REDACTED] D.	[REDACTED]	2324-6 : PAY0177687	[REDACTED]	115014	P12	12/31/2023	8001496204	12/21/2023	A00000000951	CL034-115000-A0001-101--	2,452.10	100.00%	190.09	
[REDACTED] D.											15,535.74		1,212.26	3
[REDACTED] C.	[REDACTED]	2324-4 : PAY0173660	[REDACTED]	115021	C12	10/15/2023	8001413416	10/13/2023	A00000005065	CL034-115000-A0001-101--	2,176.35	45.52%	172.54	
[REDACTED] C.	[REDACTED]	2324-4 : PAY0174659	[REDACTED]	115021	C12	10/31/2023	8001428442	10/31/2023	A00000005065	CL034-115000-A0001-101--	2,176.36	45.52%	172.54	
[REDACTED] C.	[REDACTED]	2324-5 : PAY0175524	[REDACTED]	115021	C12	11/15/2023	8001443787	11/15/2023	A00000005065	CL034-115000-A0001-101--	2,176.35	45.52%	172.50	
[REDACTED] C.	[REDACTED]	2324-5 : PAY0176363	[REDACTED]	115021	C12	11/30/2023	8001459131	11/30/2023	A00000005065	CL034-115000-A0001-101--	2,176.35	27.97%	174.25	
[REDACTED] C.	[REDACTED]	2324-6 : PAY0177328	[REDACTED]	115021	C12	12/15/2023	8001474641	12/15/2023	A00000005065	CL034-115000-A0001-101--	2,176.35	45.52%	172.52	
[REDACTED] C.	[REDACTED]	2324-6 : PAY0177687	[REDACTED]	115021	C12	12/31/2023	8001487486	12/21/2023	A00000005065	CL034-115000-A0001-101--	2,176.35	55.72%	171.55	
[REDACTED] C.											13,058.11		1,035.90	3

Detail of pay checks returns with sub-totals for each employee.



UNIVERSITY OF
South Carolina

Total Only

HUB ▾ HCM DISTRIBUTION ▾ HCM DISTRIBUTION SEARCH Home Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	10/15/2023 ▾	<input type="text" value="10000"/>
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	12/31/2023 ▾	Chartfield,Name ▾
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	<input checked="" type="checkbox"/> Total
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	115000	<input type="text"/>	ALL ▾	<input type="checkbox"/> Sub-Total
HCM Dept.	Full/Part	Dist.Status	Fund	Business Manager (BM)	Fiscal Year	<input type="checkbox"/> Detail
<input type="text"/>	All ▾	ALL ▾	<input type="text"/>	<input type="text"/>	ALL ▾	<input type="checkbox"/> Sum.Adjustments
Journal.	Reg/Temp	Dist.Type	Class	CFDA	Pay Run ID	Output
<input type="text"/>	All ▾	ALL ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fringe-Summary[Hor] ▾
Check	Std.Hours	Dist.Class	Account	Contract		
<input type="text"/>	<input type="text"/>	ALL ▾	<input type="text"/>	<input type="text"/>		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code		Sponsor		
<input type="text"/> to <input type="text"/>	All ▾	<input type="text"/>		<input type="text"/>		
				Costshare		
				<input type="text"/>		

Use HCM Distribution to see payroll data for a given Department over a specific period of time using the default **Total** only.

Total Only

In the following example, we ran all the payroll that posted **10/15/2023 – 12/31/2023** from **Department 115000**:

Records Found: 654

NAME	USCID	FISCAL PERIOD :	JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE
CL034-115000-A0001-101--												75,155.77		4,992.43	17,485.93
CL034-115000-EN700-202-80000075-												28,945.77		2,201.70	6,691.08
CL034-115000-G1000-301-10013230-												31,628.80		142.36	
TOTAL												135,730.34		7,336.49	24,177.01

Only total payroll expenses are returned with no employee names or specific paycheck data.



Sum.Adjustments

HUB ▾ HCM DISTRIBUTION ▾ HCM DISTRIBUTION SEARCH Sign out

USCID <input type="text"/>	Supervisor USCID <input type="text"/>	Pay Group <input type="text"/>	Combo <input type="text"/>	Project BU <input type="text"/>	From Pay Period 10/15/2023 ▾	Num of Records <input type="text" value="10000"/>
Name <input type="text"/>	Empl.Rcd <input type="text"/>	Pay End Date (m/d/y) <input type="text"/> to <input type="text"/>	Operating Unit <input type="text"/>	Project <input type="text"/>	To Pay Period 12/31/2023 ▾	Order By Chartfield,Name ▾
Job <input type="text"/>	Empl.Class <input type="text"/>	Earn End Date (m/d/y) <input type="text"/> to <input type="text"/>	Department <input type="text"/>	PI <input type="text"/>	Fiscal Month ALL ▾	<input type="checkbox"/> Total
HCM Dept. <input type="text"/>	Full/Part All ▾	Dist.Status ALL ▾	Fund <input type="text"/>	Business Manager (BM) <input type="text"/>	Fiscal Year ALL ▾	<input checked="" type="checkbox"/> Sub-Total
Journal. <input type="text"/>	Reg/Temp All ▾	Dist.Type ALL ▾	Class <input type="text"/>	CFDA <input type="text"/>	Pay Run ID <input type="text"/>	<input checked="" type="checkbox"/> Detail
Check <input type="text"/>	Std.Hours <input type="text"/>	Dist.Class ALL ▾	Account <input type="text"/>	Contract <input type="text"/>		<input type="checkbox"/> Sum.Adjustments
Check Date (m/d/y) <input type="text"/> to <input type="text"/>	HCM BU [Campus] All ▾	Dist.Code <input type="text"/>		Sponsor <input type="text"/>		Output Fringe-Summary[Hori ▾
				Costshare <input type="text"/>		

You can also use the Sum.Adjustments feature to simplify the data returned when retro corrections are present.



Sum. Adjustments

In the following example, we can see several retro corrections posted for an employee during the quarter:

Records Found: 175

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX
		2324-4 : PAY0173680	CB75	157000	P12	10/15/2023	8001420036	10/13/2023	A00000002533	CL070-157100-A0001-101--	2,458.33	100.00%	190.08
		2324-7 : RPAYB02861	CB75	157000	P12	10/15/2023	RPAYB02861	01/11/2024	A00000002533	CL070-157100-A0001-101--	(2,458.33)	-100.00%	(190.08)
		2324-4 : PAY0174659	CB75	157000	P12	10/31/2023	8001435356	10/31/2023	A00000002533	CL070-157100-A0001-101--	2,458.33	100.00%	190.09
		2324-7 : RPAYB02861	CB75	157000	P12	10/31/2023	RPAYB02861	01/11/2024	A00000002533	CL070-157100-A0001-101--	(2,458.33)	-100.00%	(190.09)
		2324-6 : PAY0175524	CB75	157100	P12	11/15/2023	8001450659	11/15/2023	A00000002533	CL070-157100-A0001-101--	2,458.33	100.00%	190.08
		2324-7 : RPAYB02861	CB75	157100	P12	11/15/2023	RPAYB02861	01/11/2024	A00000002533	CL070-157100-A0001-101--	(2,458.33)	-100.00%	(190.08)
		2324-6 : PAY0176363	CB75	157100	P12	11/30/2023	8001466130	11/30/2023	A00000002533	CL070-157100-A0001-101--	2,458.33	100.00%	192.58
		2324-7 : RPAYB02861	CB75	157100	P12	11/30/2023	RPAYB02861	01/11/2024	A00000002533	CL070-157100-A0001-101--	(2,458.33)	-100.00%	(192.58)
		2324-7 : RPAYB02861	CB75	157100	P12	11/30/2023	RPAYB02861	01/11/2024	A00000052452	CL070-157120-A0001-101--	9,833.32	400.00%	762.83
		2324-6 : PAY0177328	CB75	157100	P12	12/15/2023	8001481584	12/15/2023	A00000052452	CL070-157120-A0001-101--	2,458.33	100.00%	192.57
		2324-6 : PAY0177687	CB75	157100	P12	12/31/2023	8001496588	12/21/2023	A00000052452	CL070-157120-A0001-101--	2,458.33	100.00%	192.56
											14,749.98		1,147.96
TOTAL											14,749.98		1,147.96



Sum.Adjustments

HUB ▾ HCM DISTRIBUTION ▾ HCM DISTRIBUTION SEARCH Home Sign out

USCID <input type="text"/>	Supervisor USCID <input type="text"/>	Pay Group <input type="text"/>	Combo <input type="text"/>	Project BU <input type="text"/>	From Pay Period 10/15/2023 ▾	Num of Records 10000
Name <input type="text"/>	Empl.Rcd <input type="text"/>	Pay End Date (m/d/y) <input type="text"/> to <input type="text"/>	Operating Unit <input type="text"/>	Project <input type="text"/>	To Pay Period 12/31/2023 ▾	Order By Chartfield,Name ▾
Job <input type="text"/>	Empl.Class <input type="text"/>	Earn End Date (m/d/y) <input type="text"/> to <input type="text"/>	Department <input type="text"/>	PI <input type="text"/>	Fiscal Month ALL ▾	<input type="checkbox"/> Total
HCM Dept. <input type="text"/>	Full/Part All ▾	Dist.Status ALL ▾	Fund <input type="text"/>	Business Manager (BM) <input type="text"/>	Fiscal Year ALL ▾	<input checked="" type="checkbox"/> Sub-Total
Journal. <input type="text"/>	Reg/Temp All ▾	Dist.Type ALL ▾	Class <input type="text"/>	CFDA <input type="text"/>	Pay Run ID <input type="text"/>	<input checked="" type="checkbox"/> Detail
Check <input type="text"/>	Std.Hours <input type="text"/>	Dist.Class ALL ▾	Account <input type="text"/>	Contract <input type="text"/>	Output Fringe-Summary[Hori ▾	<input checked="" type="checkbox"/> Sum.Adjustments
Check Date (m/d/y) <input type="text"/> to <input type="text"/>	HCM BU [Campus] All ▾	Dist.Code <input type="text"/>	Sponsor <input type="text"/>	Costshare <input type="text"/>		

The Sum.Adjustments feature will condense the data to show the **net** effect of the any retro corrections present.



Sum. Adjustments

In the following example, we can see the net effect of the retro corrections processed for this employee:

Records Found: 175

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX
		2324-7 : RPAYB02861	CB75	157000	P12	10/15/2023	8001420036	01/11/2024	A00000002533	CL070-157100-A0001-101--		0.00%	(0.00)
		2324-7 : RPAYB02861	CB75	157000	P12	10/31/2023	8001435356	01/11/2024	A00000002533	CL070-157100-A0001-101--		0.00%	(0.00)
		2324-7 : RPAYB02861	CB75	157100	P12	11/15/2023	8001450659	01/11/2024	A00000002533	CL070-157100-A0001-101--		0.00%	0.00
		2324-7 : RPAYB02861	CB75	157100	P12	11/30/2023	8001466130	01/11/2024	A00000002533	CL070-157100-A0001-101--		0.00%	(0.00)
												(0.00)	
		2324-7 : RPAYB02861	CB75	157000	P12	10/15/2023	8001420036	01/11/2024	A00000052452	CL070-157120-A0001-101--	2,458.33	100.00%	190.08
		2324-7 : RPAYB02861	CB75	157000	P12	10/31/2023	8001435356	01/11/2024	A00000052452	CL070-157120-A0001-101--	2,458.33	100.00%	190.09
		2324-7 : RPAYB02861	CB75	157100	P12	11/15/2023	8001450659	01/11/2024	A00000052452	CL070-157120-A0001-101--	2,458.33	100.00%	190.08
		2324-7 : RPAYB02861	CB75	157100	P12	11/30/2023	8001466130	01/11/2024	A00000052452	CL070-157120-A0001-101--	2,458.33	100.00%	192.58
		2324-8 : PAY0177328	CB75	157100	P12	12/15/2023	8001481584	12/15/2023	A00000052452	CL070-157120-A0001-101--	2,458.33	100.00%	192.57
		2324-8 : PAY0177687	CB75	157100	P12	12/31/2023	8001496588	12/21/2023	A00000052452	CL070-157120-A0001-101--	2,458.33	100.00%	192.56
											14,749.98		1,147.96
TOTAL											14,749.98		1,147.96



**Ordered By
Display Options**



UNIVERSITY OF
South Carolina

Default Display Options

The screenshot shows the HCM Distribution Search interface. The top navigation bar includes 'HUB', 'HCM DISTRIBUTION', and 'HCM DISTRIBUTION SEARCH'. The main form is divided into several columns for search criteria. On the right side, there are options for 'Num of Records' (set to 10000), 'Order By' (set to 'Chartfield, Name'), 'Fiscal Month' (set to 'MARCH'), 'Fiscal Year' (set to '2021-2022'), and 'Pay Run ID'. The 'Detail' checkbox is checked, and the 'Output' dropdown is set to 'Fringe-Summary[Hor]'. At the bottom, there are buttons for 'Submit', 'Clear', 'CSV', and 'RETRO'.

The default display options are:

- Order By: Chartfield, Name
- Detail Only
- Output: Fringe-Summary(Horizontal)



Default Display: Chartfield, Name

In the following example, we ran all the payroll that posted **Fiscal Month/Year March 2122** for **USCIP** (Internal Projects) from **CL044**, using the **default display**. Ordered by Chartfield, then the name of the employee. Each EE's paychecks are displayed together without being subtotaled.

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
		2122-9 : PAY0137704	AH15	159000	IC1	03/15/2022	8000926556	03/15/2022	A00000002309	CL044-159000-EN700-202-80000136-	479.16	12.38%
		2122-9 : PAY0138688	BE40	159000	IC1	03/31/2022	8000940893	03/31/2022	A00000002309	CL044-159000-EN700-202-80000136-	479.16	12.87%
		2122-9 : RPAYB01055	BG13	159100	C12	12/31/2021	RPAYB01055	03/02/2022	A00000002309	CL044-159000-EN700-202-80000136-	147.12	-6.48%
		2122-9 : PAY0137704	SGST	159000	IHR	03/15/2022	8000926708	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-	770.00	100.00%
		2122-9 : PAY0138688	SGST	159000	IHR	03/31/2022	8000941050	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-	825.00	100.00%
		2122-9 : PAY0138688	SGST	159000	HRL	03/31/2022	8000937342	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-	211.20	20.00%
		2122-9 : PAY0137704	SUEA	310060	HRL	03/15/2022	8000923172	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-	300.00	100.00%
		2122-9 : PAY0138688	SUEA	310060	HRL	03/31/2022	8000937638	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-	315.00	100.00%
		2122-9 : PAY0137704	AH45	159100	C12	03/15/2022	0	03/15/2022	A00000002309	CL044-159000-EN700-202-80000136-		0.00%
		2122-9 : PAY0138688	AH45	159100	C12	03/31/2022	8000936244	03/31/2022	A00000002309	CL044-159000-EN700-202-80000136-		0.00%
		2122-9 : PAY0137704	SFWR	159000	HRL	03/15/2022	8000922866	03/15/2022	A00000022877	CL044-159000-EN700-202-80000136-	67.50	25.00%
		2122-9 : PAY0138688	SFWR	159000	HRL	03/31/2022	8000937343	03/31/2022	A00000022877	CL044-159000-EN700-202-80000136-	67.50	25.00%
		2122-9 : PAY0137704	SGRA	159000	T12	03/15/2022	8000931432	03/15/2022	A00000081036	CL044-159000-N1200-202-80004736-	43.37	7.05%
		2122-9 : PAY0138688	SGRA	159000	T12	03/31/2022	8000945875	03/31/2022	A00000081036	CL044-159000-N1200-202-80004736-	390.36	40.59%
		2122-9 : PAY0137704	UG74	152400	C09	03/15/2022	8000917689	03/15/2022	A00000072937	CL044-159000-N1600-202-80004448-	407.35	10.79%
		2122-9 : PAY0138688	UG74	152400	C09	03/31/2022	8000932152	03/31/2022	A00000072937	CL044-159000-N1600-202-80004448-	407.36	10.79%
		2122-9 : PAY0137704	SGRA	159000	T12	03/15/2022	8000931261	03/15/2022	A00000073166	CL044-159000-N1600-202-80004448-	1,000.00	80.40%
		2122-9 : PAY0138688	SGRA	159000	T12	03/31/2022	8000945673	03/31/2022	A00000073166	CL044-159000-N1600-202-80004448-	1,000.00	88.89%
TOTAL											6,910.08	

Ordered by Chartfield, Pay Period

UNIVERSITY OF South Carolina HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records <input type="text"/> Order By Chartfield,Pay Period <input type="checkbox"/> Total <input checked="" type="checkbox"/> Sub-Total <input checked="" type="checkbox"/> Detail <input type="checkbox"/> Sum.Adjustments Output Fringe-Summary[Hori
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	USCIP	<input type="text"/>	
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	CL044	<input type="text"/>	<input type="text"/>	
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	MARCH	
HCM Dept.	Full/Part	Dist.Status	Fund	Business Manager (BM)	Fiscal Year	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2021-2022	
Journal.	Reg/Temp	Dist.Type	Class	CFDA	Pay Run ID	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Check	Std.Hours	Dist.Class	Account	Contract		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code		Sponsor		
<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		
				Costshare		
				<input type="text"/>		

Submit Clear CSV RETRO

To search:

- Select Order by: Chartfield, Pay Period
- Click Sub-total to add subtotals

Ordered by Chartfield, Pay Period

Payroll for Fiscal Month/Year March 2122 for USCIP (Internal Projects) from CL044, ordered by Chartfield, then by Pay Period. All EE's for each pay period are displayed together.
Tip: Add Subtotals!

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
General Working Expenses		2122-9 : RPAYB01055	BG13	159100	C12	12/31/2021	RPAYB01055	03/02/2022	A00000002309	CL044-159000-EN700-202-80000136-	147.12	-6.48%
20211231											147.12	
General Working Expenses		2122-9 : PAY0137704	AH15	159000	IC1	03/15/2022	8000926556	03/15/2022	A00000002309	CL044-159000-EN700-202-80000136-	479.16	12.38%
Unemployment Insurance		2122-9 : PAY0137704	SGST	159000	IHR	03/15/2022	8000926708	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-	770.00	100.00%
Professional Expense		2122-9 : PAY0137704	SUEA	310060	HRL	03/15/2022	8000923172	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-	300.00	100.00%
Retirement Expense II		2122-9 : PAY0137704	AH45	159100	C12	03/15/2022	0	03/15/2022	A00000002309	CL044-159000-EN700-202-80000136-		0.00%
Unemployment Insurance		2122-9 : PAY0137704	SFWR	159000	HRL	03/15/2022	8000922866	03/15/2022	A00000022877	CL044-159000-EN700-202-80000136-	67.50	25.00%
20220315											1,616.66	
General Working Expenses		2122-9 : PAY0138688	BE40	159000	IC1	03/31/2022	8000940893	03/31/2022	A00000002309	CL044-159000-EN700-202-80000136-	479.16	12.87%
Unemployment Insurance		2122-9 : PAY0138688	SGST	159000	IHR	03/31/2022	8000941050	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-	825.00	100.00%
Professional Expense		2122-9 : PAY0138688	SGST	159000	HRL	03/31/2022	8000937342	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-	211.20	20.00%
Professional Expense		2122-9 : PAY0138688	SUEA	310060	HRL	03/31/2022	8000937638	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-	315.00	100.00%
Retirement Expense II		2122-9 : PAY0138688	AH45	159100	C12	03/31/2022	8000936244	03/31/2022	A00000002309	CL044-159000-EN700-202-80000136-		0.00%
Unemployment Insurance		2122-9 : PAY0138688	SFWR	159000	HRL	03/31/2022	8000937343	03/31/2022	A00000022877	CL044-159000-EN700-202-80000136-	67.50	25.00%
20220331											1,897.86	
Unemployment Insurance		2122-9 : PAY0137704	SGRA	159000	T12	03/15/2022	8000931432	03/15/2022	A00000081036	CL044-159000-N1200-202-80004736-	43.37	7.05%
20220315											43.37	

Ordered by Pay Period, Chartfield

UNIVERSITY OF South Carolina HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Home Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records Order By Pay Period,Chartfield <input type="checkbox"/> Total <input checked="" type="checkbox"/> Sub-Total <input checked="" type="checkbox"/> Detail <input type="checkbox"/> Sum.Adjustments Output Fringe-Summary[Hori
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	USCIP	To Pay Period	
Job	Empl.Class	Earn End Date (m/d/y)	Department	Project	Fiscal Month	
HCM Dept.	Full/Part	Dist.Status	Fund	PI	MARCH	
Journal.	Reg/Temp	Dist.Type	Class	Business Manager (BM)	Fiscal Year	
Check	Std.Hours	Dist.Class	Account	CFDA	2021-2022	
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code		Contract	Pay Run ID	
				Sponsor		
				Costshare		

Submit Clear CSV RETRO

To search:

- Select Order by: Pay Period, Chartfield
- Click Sub-total to add subtotals

Ordered by Pay Period, Chartfield

Payroll for Fiscal Year/Month March 2122 USCIP (Internal Projects) from CL044, ordered by Pay Period, then by Chartfield. All EE's for each pay period are displayed together. Tip: Add Subtotals!

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
[REDACTED]	[REDACTED]	2122-9 : RPAYB01055	BG13	159100	C12	12/31/2021	RPAYB01055	03/02/2022	A00000002309	CL044-159000-EN700-202-80000136-	147.12	-6.48%
CL044-159000-EN700-202-80000136-											147.12	
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	AH15	159000	IC1	03/15/2022	8000926556	03/15/2022	A00000002309	CL044-159000-EN700-202-80000136-	479.16	12.38%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SGST	159000	IHR	03/15/2022	8000926708	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-	770.00	100.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SUEA	310060	HRL	03/15/2022	8000923172	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-	300.00	100.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	AH45	159100	C12	03/15/2022	0	03/15/2022	A00000002309	CL044-159000-EN700-202-80000136-		0.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SFWR	159000	HRL	03/15/2022	8000922866	03/15/2022	A00000022877	CL044-159000-EN700-202-80000136-	67.50	25.00%
CL044-159000-EN700-202-80000136-											1,616.66	
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SGRA	159000	T12	03/15/2022	8000931432	03/15/2022	A00000081036	CL044-159000-N1200-202-80004736-	43.37	7.05%
CL044-159000-N1200-202-80004736-											43.37	
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	UG74	152400	C09	03/15/2022	8000917689	03/15/2022	A00000072937	CL044-159000-N1600-202-80004448-	407.35	10.79%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SGRA	159000	T12	03/15/2022	8000931261	03/15/2022	A00000073166	CL044-159000-N1600-202-80004448-	1,000.00	80.40%
CL044-159000-N1600-202-80004448-											1,407.35	
[REDACTED]	[REDACTED]	2122-9 : PAY0138688	BE40	159000	IC1	03/31/2022	8000940893	03/31/2022	A00000002309	CL044-159000-EN700-202-80000136-	479.16	12.87%
[REDACTED]	[REDACTED]	2122-9 : PAY0138688	SGST	159000	IHR	03/31/2022	8000941050	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-	825.00	100.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0138688	SGST	159000	HRL	03/31/2022	8000937342	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-	211.20	20.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0138688	SUEA	310060	HRL	03/31/2022	8000937638	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-	315.00	100.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0138688	AH45	159100	C12	03/31/2022	8000936244	03/31/2022	A00000002309	CL044-159000-EN700-202-80000136-		0.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0138688	SFWR	159000	HRL	03/31/2022	8000937343	03/31/2022	A00000022877	CL044-159000-EN700-202-80000136-	67.50	25.00%
CL044-159000-EN700-202-80000136-											1,897.86	

Ordered by Pay Period, Name

UNIVERSITY OF South Carolina HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	USCIP	<input type="text"/>	<input type="text"/>
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	CL044	<input type="text"/>	<input type="text"/>	Pay Period,Name
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	<input type="checkbox"/> Total
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	MARCH	<input checked="" type="checkbox"/> Sub-Total
HCM Dept.	Full/Part	Dist.Status	Fund	Business Manager (BM)	Fiscal Year	<input checked="" type="checkbox"/> Detail
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2021-2022	<input type="checkbox"/> Sum.Adjustments
Journal.	Reg/Temp	Dist.Type	Class	CFDA	Pay Run ID	Output
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fringe-Summary[Hori]
Check	Std.Hours	Dist.Class	Account	Contract		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code		Sponsor		
<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		
				Costshare		
				<input type="text"/>		

Submit Clear CSV RETRO

To search:

- Select Order by: Pay Period, Name
- Click Sub-total to add subtotals

Ordered by Pay Period, Name

Payroll for Fiscal Month/Year March 2122 USCIP (Internal Projects) from CL044, ordered by Pay Period, then by Name. Employees are listed by Pay Period in Alphabetical order. **Tip: Add Subtotals!**

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
Gr...		2122-9 : RPAYB01055	BG13	159100	C12	12/31/2021	RPAYB01055	03/02/2022	A00000002309	CL044-159000-EN700-202-80000136-	147.12	-6.48%
Gr...											147.12	
As...		2122-9 : PAY0137704	UG74	152400	C09	03/15/2022	8000917689	03/15/2022	A00000072937	CL044-159000-N1600-202-80004448-	407.35	10.79%
As...											407.35	
E...		2122-9 : PAY0137704	AH15	159000	IC1	03/15/2022	8000926556	03/15/2022	A00000002309	CL044-159000-EN700-202-80000136-	479.16	12.38%
E...											479.16	
C...		2122-9 : PAY0137704	SGRA	159000	T12	03/15/2022	8000931261	03/15/2022	A00000073166	CL044-159000-N1600-202-80004448-	1,000.00	80.40%
C...											1,000.00	
I...		2122-9 : PAY0137704	SGST	159000	IHR	03/15/2022	8000926708	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-	770.00	100.00%
I...											770.00	
S...		2122-9 : PAY0137704	SUEA	310060	HRL	03/15/2022	8000923172	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-	300.00	100.00%
S...											300.00	
A...		2122-9 : PAY0137704	AH45	159100	C12	03/15/2022	0	03/15/2022	A00000002309	CL044-159000-EN700-202-80000136-		0.00%
A...												
S...		2122-9 : PAY0137704	SGRA	159000	T12	03/15/2022	8000931432	03/15/2022	A00000081036	CL044-159000-N1200-202-80004736-	43.37	7.05%
S...											43.37	
S...		2122-9 : PAY0137704	SFWR	159000	HRL	03/15/2022	8000922866	03/15/2022	A00000022877	CL044-159000-EN700-202-80000136-	67.50	25.00%
S...											67.50	

Ordered by Name, Chartfield

UNIVERSITY OF South Carolina HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	USCIP	<input type="text"/>	<input type="text"/>
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	CL044	<input type="text"/>	<input type="text"/>	Name,Chartfield
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	<input type="checkbox"/> Total
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	MARCH	<input checked="" type="checkbox"/> Sub-Total
HCM Dept.	Full/Part	Dist.Status	Fund	Business Manager (BM)	Fiscal Year	<input checked="" type="checkbox"/> Detail
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2021-2022	<input type="checkbox"/> Sum.Adjustments
Journal.	Reg/Temp	Dist.Type	Class	CFDA	Pay Run ID	Output
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fringe-Summary[Hor]
Check	Std.Hours	Dist.Class	Account	Contract		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code		Sponsor		
<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		
				Costshare		
				<input type="text"/>		

Submit Clear CSV RETRO

To search:

- Select Order by: Name, Chartfield
- Click Sub-total to add subtotals

Ordered by Name, Chartfield

Payroll for **Fiscal Month/Year March 2122 USCIP** (internal Projects) from **CL044**, ordered by Name, then Chartfield. Employees are listed Alphabetical, by chartfield. Shows all paychecks received for that employee on that funding source together. **Tip: Add Subtotals!**

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
██████████	██████████	2122-9 : PAY0137704	UG74	152400	C09	03/15/2022	8000917689	03/15/2022	A00000072937	CL044-159000-N1600-202-80004448-	407.35	10.79%
██████████	██████████	2122-9 : PAY0138688	UG74	152400	C09	03/31/2022	8000932152	03/31/2022	A00000072937	CL044-159000-N1600-202-80004448-	407.36	10.79%
CL044-159000-N1600-202-80004448-											814.71	
██████████	██████████	2122-9 : PAY0137704	AH15	159000	IC1	03/15/2022	8000926556	03/15/2022	A00000002309	CL044-159000-EN700-202-80000136-	479.16	12.38%
██████████	██████████	2122-9 : PAY0138688	BE40	159000	IC1	03/31/2022	8000940893	03/31/2022	A00000002309	CL044-159000-EN700-202-80000136-	479.16	12.87%
CL044-159000-EN700-202-80000136-											958.32	
██████████	██████████	2122-9 : PAY0137704	SGRA	159000	T12	03/15/2022	8000931261	03/15/2022	A00000073166	CL044-159000-N1600-202-80004448-	1,000.00	80.40%
██████████	██████████	2122-9 : PAY0138688	SGRA	159000	T12	03/31/2022	8000945673	03/31/2022	A00000073166	CL044-159000-N1600-202-80004448-	1,000.00	88.89%
CL044-159000-N1600-202-80004448-											2,000.00	
██████████	██████████	2122-9 : RPAYB01055	BG13	159100	C12	12/31/2021	RPAYB01055	03/02/2022	A00000002309	CL044-159000-EN700-202-80000136-	147.12	-6.48%
CL044-159000-EN700-202-80000136-											147.12	
██████████	██████████	2122-9 : PAY0137704	SGST	159000	IHR	03/15/2022	8000926708	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-	770.00	100.00%
██████████	██████████	2122-9 : PAY0138688	SGST	159000	IHR	03/31/2022	8000941050	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-	825.00	100.00%
CL044-159000-EN700-202-80000136-											1,595.00	
██████████	██████████	2122-9 : PAY0138688	SGST	159000	HRL	03/31/2022	8000937342	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-	211.20	20.00%
CL044-159000-EN700-202-80000136-											211.20	
██████████	██████████	2122-9 : PAY0137704	SUEA	310060	HRL	03/15/2022	8000923172	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-	300.00	100.00%
██████████	██████████	2122-9 : PAY0138688	SUEA	310060	HRL	03/31/2022	8000937638	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-	315.00	100.00%
CL044-159000-EN700-202-80000136-											615.00	

Ordered by Name, Pay Period

UNIVERSITY OF South Carolina HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records <input type="text"/> Order By Name,Pay Period <input type="checkbox"/> Total <input checked="" type="checkbox"/> Sub-Total <input checked="" type="checkbox"/> Detail <input type="checkbox"/> Sum.Adjustments Output Fringe-Summary[Hori
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	
HCM Dept.	Full/Part	Dist.Status	Fund	Business Manager (BM)	Fiscal Year	
Journal.	Reg/Temp	Dist.Type	Class	CFDA	Pay Run ID	
Check	Std.Hours	Dist.Class	Account	Contract		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code		Sponsor		
				Costshare		

Submit Clear CSV RETRO

To search:

- Select Order by: Name, Pay Period
- Click Sub-total to add subtotals

Ordered by Name, Pay Period

Payroll for **Fiscal Month/Year March 2122 USCIP** (Internal Projects) from **CL044**, ordered by Name, then **Pay Period**. Employees are listed Alphabetical, by Pay Period. When looking at a specific employee, will show all funding sources together by Pay Period. **Tip: Add Subtotals!**

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
A [REDACTED]	[REDACTED]	2122-9 : PAY0137704	UG74	152400	C09	03/15/2022	8000917689	03/15/2022	A00000005658	CL039-152000-A0001-101--	2,449.10	64.87%
A [REDACTED]	[REDACTED]	2122-9 : PAY0137704	UG74	152400	C09	03/15/2022	8000917689	03/15/2022	A00000071093	CL039-152200-F1000-301-10010900-	918.94	24.34%
A [REDACTED]	[REDACTED]	2122-9 : PAY0137704	UG74	152400	C09	03/15/2022	8000917689	03/15/2022	A00000072937	CL044-159000-N1800-202-80004448-	407.35	10.79%
20220315											3,775.39	
A [REDACTED]	[REDACTED]	2122-9 : PAY0138688	UG74	152400	C09	03/31/2022	8000932152	03/31/2022	A00000005658	CL039-152000-A0001-101--	2,449.10	64.87%
A [REDACTED]	[REDACTED]	2122-9 : PAY0138688	UG74	152400	C09	03/31/2022	8000932152	03/31/2022	A00000071093	CL039-152200-F1000-301-10010900-	918.93	24.34%
A [REDACTED]	[REDACTED]	2122-9 : PAY0138688	UG74	152400	C09	03/31/2022	8000932152	03/31/2022	A00000072937	CL044-159000-N1800-202-80004448-	407.36	10.79%
20220331											3,775.39	
TOTAL											7,550.78	



Output Display Options



UNIVERSITY OF
South Carolina

Search Criteria Output: Default (Fringe-Summary Horizontal)

UNIVERSITY OF South Carolina HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records <input type="text"/> Order By Chartfield,Name <input type="checkbox"/> Total <input checked="" type="checkbox"/> Sub-Total <input checked="" type="checkbox"/> Detail <input type="checkbox"/> Sum.Adjustments Output Fringe-Summary[Hori
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	USCIP	To Pay Period	
Job	Empl.Class	Earn End Date (m/d/y)	Department	Project	Fiscal Month	
HCM Dept.	Full/Part	Dist.Status	Fund	PI	Fiscal Year	
Journal.	Reg/Temp	Dist.Type	Class	Business Manager (BM)	Pay Run ID	
Check	Std.Hours	Dist.Class	Account	CFDA		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code		Contract		
				Sponsor		
				Costshare		

Submit Clear CSV RETRO

To search:

- Select Order by: Chartfield, Name
- Output: Fringe Summary (Horizontal)

Output: Default (Fringe-Summary Horizontal)

Payroll for Fiscal Month/Year March 2122 USCIP (Internal Projects) from CL044, Ordered by: Chartfield, Name with OUTPUT: Fringe-Summary (Horizontal). Data is ordered by Chartfield, then Employee Name with all paychecks grouped together. Shows detail of LBR (SALARY) and Fringes:

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		2122-9 : PAY0137704	AH15	159000	IC1	03/15/2022	8000926556	03/15/2022	A00000002309	CL044-159000-EN700-202-80000136-	479.16	12.38%	38.58	109.29	0.02	0.24	47.30	1.02	196.45	41.00%	675.61
		2122-9 : PAY0138688	BE40	159000	IC1	03/31/2022	8000940893	03/31/2022	A00000002309	CL044-159000-EN700-202-80000136-	479.16	12.87%	38.36	109.29	0.03	0.24	47.29	1.01	196.22	40.95%	675.38
											958.32		76.94	218.58	0.05	0.48	94.59	2.03	392.67	40.97%	1,350.99
		2122-9 : RPAYB01055	BG13	159100	C12	12/31/2021	RPAYB01055	03/02/2022	A00000002309	CL044-159000-EN700-202-80000136-	147.12	-6.48%	11.61	33.56	0.01	0.11	13.03	0.43	58.75	39.93%	205.87
											147.12		11.61	33.56	0.01	0.11	13.03	0.43	58.75	39.93%	205.87
		2122-9 : PAY0137704	SGST	159000	IHR	03/15/2022	8000926708	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-	770.00	100.00%	4.62						4.62	0.60%	774.62
		2122-9 : PAY0138688	SGST	159000	IHR	03/31/2022	8000941050	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-	825.00	100.00%	4.54						4.54	0.55%	829.54
											1,595.00		9.16						9.16	0.57%	1,604.16
		2122-9 : PAY0138688	SGST	159000	HRL	03/31/2022	8000937342	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-	211.20	20.00%	1.16						1.16	0.55%	212.36
											211.20		1.16						1.16	0.55%	212.36
		2122-9 : PAY0137704	SUEA	310060	HRL	03/15/2022	8000923172	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-	300.00	100.00%	1.80						1.80	0.60%	301.80
		2122-9 : PAY0138688	SUEA	310060	HRL	03/31/2022	8000937638	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-	315.00	100.00%	1.73						1.73	0.55%	316.73
											615.00		3.53						3.53	0.57%	618.53
		2122-9 : PAY0137704	AH45	159100	C12	03/15/2022	0	03/15/2022	A00000002309	CL044-159000-EN700-202-80000136-		0.00%					140.95		140.95	0.00%	140.95
		2122-9 : PAY0138688	AH45	159100	C12	03/31/2022	8000936244	03/31/2022	A00000002309	CL044-159000-EN700-202-80000136-		0.00%	3.90				142.18	4.72	150.80	0.00%	150.80
													3.90				283.13	4.72	291.75	0.57%	291.75



Search Criteria Output: Fringe-Detail (Vertical)

UNIVERSITY OF South Carolina HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	USCIP	<input type="text"/>	<input type="text"/>
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	Order By
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	CL044	<input type="text"/>	<input type="text"/>	Chartfield,Name
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	<input type="checkbox"/> Total
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	MARCH	<input checked="" type="checkbox"/> Sub-Total
HCM Dept.	Full/Part	Dist.Status	Fund	Business Manager (BM)	Fiscal Year	<input checked="" type="checkbox"/> Detail
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2021-2022	<input type="checkbox"/> Sum.Adjustments
Journal.	Reg/Temp	Dist.Type	Class	CFDA	Pay Run ID	Output
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fringe-Detail[Vertical]
Check	Std.Hours	Dist.Class	Account	Contract		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code		Sponsor		
<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		
				Costshare		
				<input type="text"/>		

Submit Clear CSV RETRO

To search:

- Select Order by: Chartfield, Name
- Output: Fringe-Detail (Vertical)

Output: Fringe-Detail (Vertical)

Payroll for **Fiscal Month/Year March 2122 USCIP** (Internal Projects) from **CL044**, Ordered by: **Chartfield, Name** with **OUTPUT: Fringe-Detail (Vertical)**. Shows additional detail: Account Code, Earnings End Date, Earnings Code(s), and Amounts.

NAME	USCID	JOB	HCM DEPT	GROUP	PAY PERIOD	COMBO	CHARTFIELD	AMOUNT
		ACCOUNT	EARN END	DIST. TYPE: CODE		CHECK : CHK DATE	FISCAL PERIOD : JOURNAL	
		AH15	159000	IC1		03/15/2022	A00000002309	CL044-159000-EN700-202-80000136-
1		51200	03/15/2022	ERN:ALV-Annual Leave Taken		8000926556 : 03/15/2022	2122-9:PAY0137704	82.93
2		51200	03/15/2022	ERN:REG-Regular Pay		8000926556 : 03/15/2022	2122-9:PAY0137704	396.23
3		51900	03/12/2022	DED:BASLIF-Basic Life		8000926556 : 03/15/2022	2122-9:PAY0137704	.02
4		51900	03/15/2022	DED:BASLTD-Basic Long Term Disability		8000926556 : 03/15/2022	2122-9:PAY0137704	.24
5		51900	03/15/2022	DED:DENTAL-Dental		8000926556 : 03/15/2022	2122-9:PAY0137704	1.02
6		51900	03/15/2022	DED:HEALTH-Health		8000926556 : 03/15/2022	2122-9:PAY0137704	47.3
7		51900	03/15/2022	DED:SCRS-SCRS		8000926556 : 03/15/2022	2122-9:PAY0137704	109.29
8		51900	03/15/2022	TAX:E-OASDI/Disability - ER		8000926556 : 03/15/2022	2122-9:PAY0137704	28.85
9		51900	03/15/2022	TAX:Q-FICA Med Hospital Ins / ER		8000926556 : 03/15/2022	2122-9:PAY0137704	6.75
10		51900	03/15/2022	TAX:R-Local ER		8000926556 : 03/15/2022	2122-9:PAY0137704	2.87
11		51900	03/15/2022	TAX:U-Unemployment ER		8000926556 : 03/15/2022	2122-9:PAY0137704	.11
		LABOR: 479.16 (12.38%)		FRINGE: 196.45 (41.00%)				675.61



Search Criteria Output: Fringe-Total Only

UNIVERSITY OF South Carolina HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records <input type="text"/> Order By Chartfield,Name <input type="checkbox"/> Total <input checked="" type="checkbox"/> Sub-Total <input checked="" type="checkbox"/> Detail <input type="checkbox"/> Sum.Adjustments Output Fringe-Total Only
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	
HCM Dept.	Full/Part	Dist.Status	Fund	Business Manager (BM)	Fiscal Year	
Journal.	Reg/Temp	Dist.Type	Class	CFDA	Pay Run ID	
Check	Std.Hours	Dist.Class	Account	Contract		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code		Sponsor		
				Costshare		

Submit Clear CSV RETRO

To search:

- Select Order by: Chartfield, Name
- Output: Fringe-Total Only

Output: Fringe-Total Only

Payroll for **Fiscal Month/Year March 2122 USCIP** (Internal Projects) from **CL044**, Ordered by: **Chartfield, Name** with **OUTPUT: Fringe-Total Only**. Shows only the total amount of LBR (SALARY) and Fringe. Does not break fringes down by type and amounts.

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	FRNG \$	FRNG %	TOTAL \$
		2122-9 : PAY0137704	AH15	159000	IC1	03/15/2022	8000926556	03/15/2022	A00000002309	CL044-159000-EN700-202-80000136-	479.16	12.38%	196.45	41.00%	675.61
		2122-9 : PAY0138688	BE40	159000	IC1	03/31/2022	8000940893	03/31/2022	A00000002309	CL044-159000-EN700-202-80000136-	479.16	12.87%	196.22	40.95%	675.38
											958.32		392.67	40.97%	1,350.99
		2122-9 : RPAYB01055	BG13	159100	C12	12/31/2021	RPAYB01055	03/02/2022	A00000002309	CL044-159000-EN700-202-80000136-	147.12	-6.48%	58.75	39.93%	205.87
											147.12		58.75	39.93%	205.87
		2122-9 : PAY0137704	SGST	159000	IHR	03/15/2022	8000926708	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-	770.00	100.00%	4.62	0.60%	774.62
		2122-9 : PAY0138688	SGST	159000	IHR	03/31/2022	8000941050	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-	825.00	100.00%	4.54	0.55%	829.54
											1,595.00		9.16	0.57%	1,604.16
		2122-9 : PAY0138688	SGST	159000	HRL	03/31/2022	8000937342	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-	211.20	20.00%	1.16	0.55%	212.36
											211.20		1.16	0.55%	212.36
		2122-9 : PAY0137704	SUEA	310060	HRL	03/15/2022	8000923172	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-	300.00	100.00%	1.80	0.60%	301.80
		2122-9 : PAY0138688	SUEA	310060	HRL	03/31/2022	8000937638	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-	315.00	100.00%	1.73	0.55%	316.73
											615.00		3.53	0.57%	618.53
		2122-9 : PAY0137704	AH45	159100	C12	03/15/2022	0	03/15/2022	A00000002309	CL044-159000-EN700-202-80000136-		0.00%	140.95	0.00%	140.95
		2122-9 : PAY0138688	AH45	159100	C12	03/31/2022	8000936244	03/31/2022	A00000002309	CL044-159000-EN700-202-80000136-		0.00%	150.80	0.00%	150.80
													291.75	0.57%	291.75



Search Criteria Output: Labor Only

UNIVERSITY OF South Carolina HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records <input type="text"/> Order By Chartfield,Name <input type="checkbox"/> Total <input checked="" type="checkbox"/> Sub-Total <input checked="" type="checkbox"/> Detail <input type="checkbox"/> Sum.Adjustments Output Labor Only
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	USCIP	To Pay Period	
Job	Empl.Class	Earn End Date (m/d/y)	Department	Project	Fiscal Month	
HCM Dept.	Full/Part	Dist.Status	Fund	PI	MARCH	
Journal.	Reg/Temp	Dist.Type	Class	Business Manager (BM)	Fiscal Year	
Check	Std.Hours	Dist.Class	Account	CFDA	2021-2022	
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code		Contract	Pay Run ID	
				Sponsor		
				Costshare		

Submit Clear CSV RETRO

To search:

- Select Order by: Chartfield, Name
- Output: Labor Only

Output: Labor Only

Payroll for **Fiscal Month/Year March 2122 USCIP** (Internal Projects) from **CL044**, Ordered by: **Chartfield, Name** with **OUTPUT: Labor Only**. Shows only the total amount of LBR (SALARY). Does not display fringes.

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
		2122-9 : PAY0137704	AH15	159000	IC1	03/15/2022	8000926556	03/15/2022	A00000002309	CL044-159000-EN700-202-80000136-	479.16	12.38%
		2122-9 : PAY0138688	BE40	159000	IC1	03/31/2022	8000940893	03/31/2022	A00000002309	CL044-159000-EN700-202-80000136-	479.16	12.87%
											958.32	
		2122-9 : RPAYB01055	BG13	159100	C12	12/31/2021	RPAYB01055	03/02/2022	A00000002309	CL044-159000-EN700-202-80000136-	147.12	-6.48%
											147.12	
		2122-9 : PAY0137704	SGST	159000	IHR	03/15/2022	8000926708	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-	770.00	100.00%
		2122-9 : PAY0138688	SGST	159000	IHR	03/31/2022	8000941050	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-	825.00	100.00%
											1,595.00	
		2122-9 : PAY0138688	SGST	159000	HRL	03/31/2022	8000937342	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-	211.20	20.00%
											211.20	
		2122-9 : PAY0137704	SUEA	310060	HRL	03/15/2022	8000923172	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-	300.00	100.00%
		2122-9 : PAY0138688	SUEA	310060	HRL	03/31/2022	8000937638	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-	315.00	100.00%
											615.00	
		2122-9 : PAY0137704	AH45	159100	C12	03/15/2022	0	03/15/2022	A00000002309	CL044-159000-EN700-202-80000136-		0.00%
		2122-9 : PAY0138688	AH45	159100	C12	03/31/2022	8000936244	03/31/2022	A00000002309	CL044-159000-EN700-202-80000136-		0.00%



Output: Demographic

UNIVERSITY OF South Carolina HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records <input type="text"/> Order By Chartfield,Name <input type="checkbox"/> Total <input checked="" type="checkbox"/> Sub-Total <input checked="" type="checkbox"/> Detail <input type="checkbox"/> Sum.Adjustments Output Demographic
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	Project	To Pay Period	
Job	Empl.Class	Earn End Date (m/d/y)	Department	PI	Fiscal Month	
HCM Dept.	Full/Part	Dist.Status	Fund	Business Manager (BM)	Fiscal Year	
Journal.	Reg/Temp	Dist.Type	Class	CFDA	Pay Run ID	
Check	Std.Hours	Dist.Class	Account	Contract		
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code		Sponsor		
				Costshare		

Submit Clear CSV RETRO

Payroll for CL044 for **Fiscal Month/Year March 2122**, Ordered by: **Chartfield, Name** with **OUTPUT: Demographic**. Displays important additional information:

- Job Effective Date
- Job Info
- Std. Hours
- Supervisor

Output: Demographic

Employees paid **Fiscal Month/Year March 2122** from **CL044**, Ordered by: **Chartfield, Name** with **OUTPUT: Demographic**. Displays additional information related to employment by funding source (does not show dollar amounts of salary or fringe). **Tip: Copy and Paste into Excel!**

NAME	USCID	JOB EFFECTIVE	JOB	JOB INFO	STD.	HCM BU-DEPT	SUPERVISOR	GROUP	PAY PERIOD	COMBO	CHARTFIELD
Blum, Nancy Elizabeth	10000000	12/01/2021-03/15/2022	AH15	0:FTE Full Time Reg.	40	SCCOL-159000	Carter-Moore,Felissa A	IC1	03/15/2022	A00000002309	CL044-159000-EN700-202-80000136-
Blum, Nancy Elizabeth	10000000	03/16/2022-06/30/2022	BE40	0:FTE Full Time Reg.	40	SCCOL-159000	Carter-Moore,Felissa A	IC1	03/31/2022	A00000002309	CL044-159000-EN700-202-80000136-
Blum, Nancy Elizabeth	10000000	-	BG13	0:		-159100		C12	12/31/2021	A00000002309	CL044-159000-EN700-202-80000136-
Brumby, Kristina Marie	10000000	01/01/2022-05/08/2022	SGST	0:STU Part Time Temp.	17.5	SCCOL-159000	Webber,Kristina Charles	IHR	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-
Brumby, Kristina Marie	10000000	01/01/2022-05/08/2022	SGST	0:STU Part Time Temp.	17.5	SCCOL-159000	Webber,Kristina Charles	IHR	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-
Brumby, Kristina Marie	10000000	08/16/2021-05/15/2022	SGST	0:STU Part Time Temp.	20	SCCOL-159000	Seay,Kristen Diana	HRL	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-
Britton, Jeanne M	10000000	12/01/2021-05/31/2022	SUEA	0:STU Part Time Temp.	10	SCCOL-310060	Britton,Jeanne M	HRL	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-
Britton, Jeanne M	10000000	12/01/2021-05/31/2022	SUEA	0:STU Part Time Temp.	10	SCCOL-310060	Britton,Jeanne M	HRL	03/31/2022	A00000018765	CL044-159000-EN700-202-80000136-
Brumby, Kristina Marie	10000000	-	AH45	0:		-159100		C12	03/15/2022	A00000002309	CL044-159000-EN700-202-80000136-
Brumby, Kristina Marie	10000000	-	AH45	0:		-159100		C12	03/31/2022	A00000002309	CL044-159000-EN700-202-80000136-
Singleton, Sonya N	10000000	08/08/2021-05/07/2022	SPWR	0:STU Part Time Temp.	20	SCCOL-159000	Singleton,Sonya N	HRL	03/15/2022	A00000022877	CL044-159000-EN700-202-80000136-
Singleton, Sonya N	10000000	08/08/2021-05/07/2022	SPWR	0:STU Part Time Temp.	20	SCCOL-159000	Singleton,Sonya N	HRL	03/31/2022	A00000022877	CL044-159000-EN700-202-80000136-
Woo, Bongki	10000000	02/28/2022-05/06/2022	SGRA	1:STU Part Time Temp.	5	SCCOL-159000	Woo,Bongki	T12	03/15/2022	A00000081036	CL044-159000-N1200-202-80004736-
Woo, Bongki	10000000	02/28/2022-05/06/2022	SGRA	1:STU Part Time Temp.	5	SCCOL-159000	Woo,Bongki	T12	03/31/2022	A00000081036	CL044-159000-N1200-202-80004736-
Drasgow, Erik	10000000	08/01/2021-06/30/2022	UG74	0:FTE Full Time Reg.	40	SCCOL-152400	Drasgow,Erik	C09	03/15/2022	A00000072937	CL044-159000-N1600-202-80004448-
Drasgow, Erik	10000000	08/01/2021-06/30/2022	UG74	0:FTE Full Time Reg.	40	SCCOL-152400	Drasgow,Erik	C09	03/31/2022	A00000072937	CL044-159000-N1600-202-80004448-
Carter-Moore, Felissa A	10000000	08/16/2021-05/15/2022	SGRA	3:STU Part Time Temp.	15	SCCOL-159000	Carter-Moore,Felissa A	T12	03/15/2022	A00000073166	CL044-159000-N1600-202-80004448-
Carter-Moore, Felissa A	10000000	08/16/2021-05/15/2022	SGRA	3:STU Part Time Temp.	15	SCCOL-159000	Carter-Moore,Felissa A	T12	03/31/2022	A00000073166	CL044-159000-N1600-202-80004448-

Drill Down Capability

UNIVERSITY OF South Carolina HUB HCM DISTRIBUTION HCM DISTRIBUTION SEARCH Sign out

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records <input type="text"/> Order By Pay Period,Chartfield <input type="checkbox"/> Total <input checked="" type="checkbox"/> Sub-Total <input checked="" type="checkbox"/> Detail <input type="checkbox"/> Sum.Adjustments Output Demographic
Name	Empl.Rcd	Pay End Date (m/d/y)	Operating Unit	USCIP	To Pay Period	
Job	Empl.Class	Earn End Date (m/d/y)	CL044	Project	Fiscal Month	
HCM Dept.	Full/Part	Dist.Status	Department	PI	MARCH	
Journal.	Reg/Temp	Dist.Type	Fund	Business Manager (BM)	Fiscal Year	
Check	Std.Hours	Dist.Class	Class	CFDA	2021-2022	
Check Date (m/d/y)	HCM BU [Campus]	Dist.Code	Account	Contract	Pay Run ID	
				Sponsor		
				Costshare		

Submit Clear CSV RETRO

In this example: CL044 for Fiscal Month/Year March 2122, Ordered By “Pay Period, Chartfield”.

Drill Down Example

To view the different earnings for an employee you can drill into the labor.

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
[REDACTED]	[REDACTED]	2122-9 : RPAYB01055	BG13	159100	C12	12/31/2021	RPAYB01055	03/02/2022	A00000002309	CL044-159000-EN700-202-80000136-	147.12	-6.48%
CL044-159000-EN700-202-80000136-											147.12	
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	AH15	159000	IC1	03/15/2022	8000926556	03/15/2022	A00000002309	CL044-159000-EN700-202-80000136-	479.16	12.38%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SGST	159000	IHR	03/15/2022	8000926708	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-	770.00	100.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SUEA	310060	HRL	03/15/2022	8000923172	03/15/2022	A00000018765	CL044-159000-EN700-202-80000136-	300.00	100.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	AH45	159100	C12	03/15/2022	0	03/15/2022	A00000002309	CL044-159000-EN700-202-80000136-		0.00%
[REDACTED]	[REDACTED]	2122-9 : PAY0137704	SFWR	159000	HRL	03/15/2022	8000922866	03/15/2022	A00000022877	CL044-159000-EN700-202-80000136-	67.50	25.00%
CL044-159000-EN700-202-80000136-											1,616.66	

NAME	USCID	JOB	HCM DEPT	GROUP	PAY PERIOD	COMBO	CHARTFIELD	AMOUNT
		ACCOUNT	EARN END	DIST. TYPE: CODE		CHECK : CHK DATE	FISCAL PERIOD : JOURNAL	
[REDACTED]	[REDACTED]	AH15	159000	IC1	03/15/2022	A00000002309	CL044-159000-EN700-202-80000136-	
1		51200	03/15/2022	ERN-ALV-Annual Leave Taken		8000926556 : 03/15/2022	2122-9-PAY0137704	82.93
2		51200	03/15/2022	ERN-REG-Regular Pay		8000926556 : 03/15/2022	2122-9-PAY0137704	396.23
		LABOR: 479.16 (12.38%)		FRINGE: (0.00%)				479.16



Export Options



UNIVERSITY OF
South Carolina

Export Options

Option #1 - CSV



- This option will download all the data into an excel file. The file will include all the background data not shown on the screen – so cleanup or manipulation of the file will be needed to make it useful. The data can easily be converted into a table or placed in a pivot table.

Option #2 - Highlight Data on HCM Screen and Paste into Excel

- This option will paste the data (in the same formatting) into excel. You will only need to remove the hyperlinks and resize the columns – and can manipulate/summarize the data from that point.



HCM Distribution – Key Take-Aways

- Pay attention to the pay groups to determine if they are paid current or on a lag.
- Pink lines represent retro funding changes.
- Use the sum adjustments checkbox to show the net amount on account.



Additional Resources

Office of the Controller

Office of the Controller

General Accounting

Grants and Funds Management

Compliance and Tax Management

Payroll Department

Operational Management and Reporting

External Financial Reporting and Transparency

Resource and Training Toolbox

Business Manager

The role of each Business Manager at the University of South Carolina varies across each college and department. Each Business Manager handles several responsibilities that directly influence the success of their departments and the University overall.

[Access Business Manager Training Resources »](#)

Grant Administration

Grant Administration of Sponsored Awards supports academic and administrative business units to include personnel management, fiscal operations, and coordination with multiple governing areas to ensure compliance with Uniform Guidance and grant awards.

[Access Grant Administration Training Resources »](#)

Principal Investigator

A *Principal Investigator* or *PI* is the individual responsible for the preparation, conduct, and administration of a research grant. The page includes a list of tasks a Principal Investigator may be responsible for as the administrator of a research grant. Sections include links to training resources that support each task.

[Access Principal Investigator Training Resources »](#)

Policies & Procedures

The Controller's Office provides policies and procedures for Compliance.

PeopleSoft Finance Access

To request access to PeopleSoft Finance, complete the [PeopleSoft Finance Access Form \[pdf\]](#) and email the form to pssecure@mailbox.sc.edu.

PeopleSoft HCM Access

To request access to PeopleSoft HCM, complete the [HCM Access Form](#) and upload to a Service Now Ticket.

Webinar recordings and training aids are available on the Controller's Office website under:

- Operational Management and Reporting
- Resource and Training Toolbox

Controller's Office Contact List

General Accounting (JEs, JVs, Apex, GL issues/Questions)	Email Address
General Email Address	genacctg@mailbox.sc.edu
Cash Advance Settlement	cashadvc@mailbox.sc.edu
Payroll Retro Journal Entries	retroje@mailbox.sc.edu
Chartfield Maintenance	cfmaint@mailbox.sc.edu
Moving & Relocation Mailbox	moving@mailbox.sc.edu
PeopleSoft Finance Security Requests	pssecure@mailbox.sc.edu
Accounts Payable	Email Address
General Email Address	ap@mailbox.sc.edu
AP Uploads	apupload@mailbox.sc.edu
Supplier Maintenance	apsupplr@mailbox.sc.edu
Travel Office	Email Address
General Email Address	teoffice@mailbox.sc.edu
Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers	tesubmit@mailbox.sc.edu

Controller's Office Contact List

Capital Assets	Email Address
Physical Inventory	physinv@mailbox.sc.edu
Cash Management and Treasury	Email Address
General Treasury Email Address	treasury@mailbox.sc.edu
Business Expense Card	cards@mailbox.sc.edu
Team Card	teamcard@mailbox.sc.edu
Travel Card	trvcard@mailbox.sc.edu
Compliance and Tax	Email Address
General Compliance Email Address	concpl@mailbox.sc.edu
General Tax Email Address	tax@mailbox.sc.edu
Research/Development Sales/Use Tax Exemptions	rdequip@mailbox.sc.edu
Time and Effort Reporting	timeandeffort@sc.edu

Controller's Office Contact List

Grants and Funds Management	Email Address
Sponsored Award Specific Questions	Contact your Post Award Accountant (PAA)
Payroll	Email Address
General Email Account	payroll@mailbox.sc.edu



Questions



UNIVERSITY OF
South Carolina

THANK YOU!

Office of the Controller



Alone, we can do so little; together,
we can do so much.



Address:

1600 Hampton Street
Columbia, SC 29208



Contact Number:

Phone: 803-777-2602
Fax: 803-777-9586



Email Address:

controller@sc.edu



UNIVERSITY OF
South Carolina



UNIVERSITY OF
South Carolina