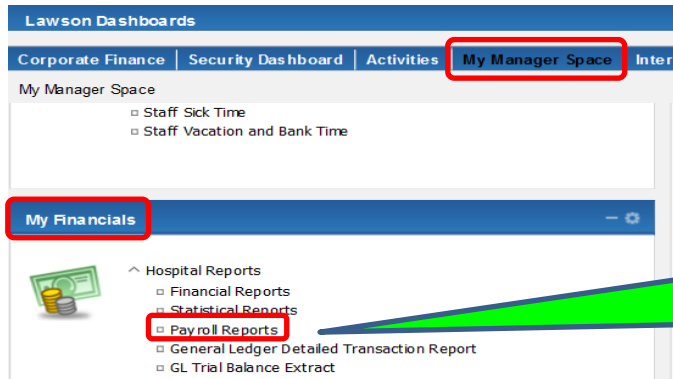


## Running / Extracting the GL Payroll Report from the LBI Dashboard

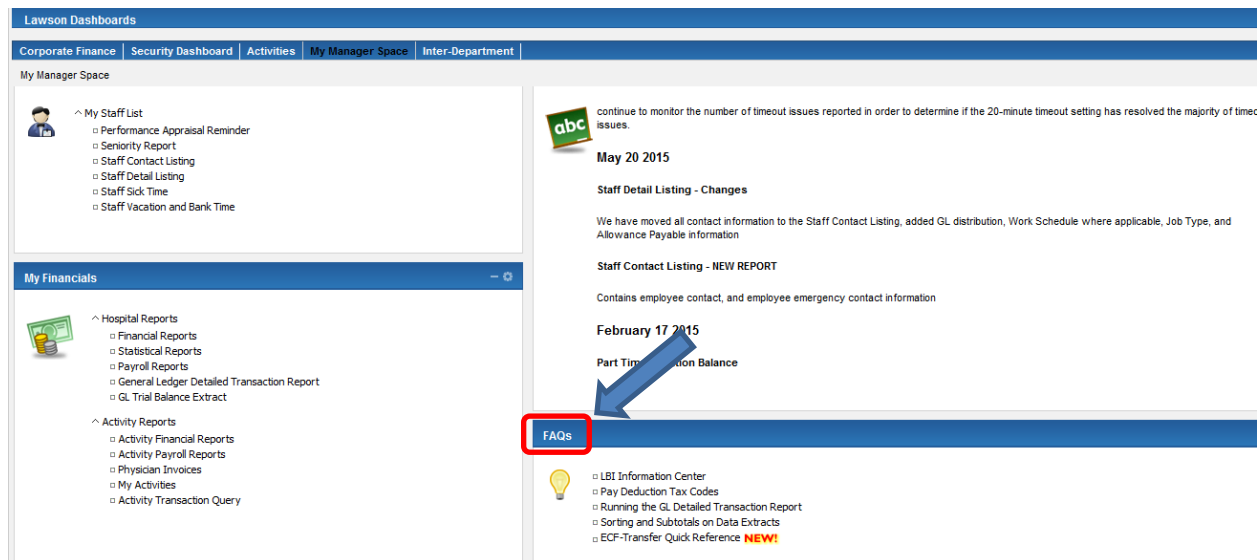
The Hospital Payroll Reports on your LBI dashboard allow you to view payroll related expenses for each employee under the respective hierarchical level (i.e. EVP, VP, Director or Manager). The payroll expenses can be viewed in detail or in summary and allow the report user to drill down from any level.

1. Within LBI tool, click on “My Manager Space”, select “Payroll Reports”:



“Payroll Reports” provides users with monthly and year-to-date payroll information by portfolio, or by employee for each Accounting Unit within the user’s accountability.

2. Quick reference guide will be available in the FAQ section:



- Once "Payroll Reports" is selected the following screen will appear. The report user will only have access according to their level of authority (i.e. EVP, VP, Director or Manager). In this example, the VP of Finance is the payroll report user, therefore all employees reporting to the VP of Finance are included. The user has the option to drill down to the employee summary level or employee detail level.

### Payroll - Financial Dollars Fiscal YTD Summary - VP

Report Description: Payroll - Financial Fiscal YTD Summary - Dollars By Structure  
 Report Parameters  
 Fiscal Year: FY 2017  
 Current Period: Apr 2016

Green Link - Drill down to Employee Detail Extract  
 Blue Link - Drill down to Employee Summary

**SUMMARY**

	Regular	Overtime	Other Worked	Sick	Vacation	Education	Orientation	Other Benefit	Benefit Contributions	Exception	Total
<b>VP Finance and CFO</b>											
Director_ Planning & Reporting	\$5,000.00	\$10.00	\$0.00	\$500.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$2,000.00	\$0.00	\$9,510.00
Director_ Financial Services	\$5,000.00	\$50.00	\$0.00	\$500.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$2,000.00	\$0.00	\$9,550.00
<b>SubTotal (VP Finance and CFO):</b>	<b>\$10,000.00</b>	<b>\$60.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>\$4,000.00</b>	<b>\$0.00</b>	<b>\$19,060.00</b>
Less Opening Accruals	(\$2,000.00)	\$0.00	(\$0.00)	(\$50.00)	(\$50.00)	\$0.00	\$0.00	(\$100.00)	(\$500.00)	\$0.00	(\$2,700.00)
Plus Closing Accruals	\$1,000.00	\$1.00	\$0.00	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,201.00
<b>Total GL Charges</b>	<b>\$9,000.00</b>	<b>\$61.00</b>	<b>\$0.00</b>	<b>\$1,050.00</b>	<b>\$2,050.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,900.00</b>	<b>\$3,500.00</b>	<b>\$0.00</b>	<b>\$17,561.00</b>

- Click the **Blue link** for a summary of employee payroll expenses, illustrating costs by job group. This view will illustrate a summary of ALL employees reporting to the user, in this example, the employees reporting to the VP of Finance.

Click the icon to export the report to excel. Select "Data-Only" if filtering will be applied

**Payroll - Financial Dollars Fiscal YTD Employee Summary**

Report Description: Payroll - Financial Fiscal YTD Employee Summary for Dollars  
 Report Parameters  
 Fiscal Year: FY 2017  
 Current Period: Apr 2016

**SUMMARY** 711151003 - Budget & Capital

Job Group	Title	Regular	Overtime	Other Worked	Sick	Vacation	Education	Orientation	Other Benefit	Benefit Con
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5. Below is an illustration of the information available in the Payroll Summary view.

711251001 - Financial Reporting

SUMMARY

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**Payroll - Financial Dollars Fiscal YTD Employee Summary**

Report Description: Payroll - Financial Fiscal YTD Employee Summary for Dollars

Report Parameters

Fiscal Year: FY 2017  
Current Period: Apr 2016

Job Group	Title	Regular	Overtime	Other Worked	Sick	Vacation	Education	Orientation	Other Benefit	Benefit Contributions	Exception	Total
15	Smith, Jane - 199999 Clerk	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$130.00	\$500.00	\$0.00	\$3,630.00
15	Total Paid - Dollars 711251001	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$130.00	\$500.00	\$0.00	\$3,630.00
	Less Opening Accrual	(\$1,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$50.00)	\$0.00	(\$1,050.00)
	Plus Closing Accrual	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$150.00
	Total GL Charges	\$2,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$130.00	\$500.00	\$0.00	\$2,730.00
51	Murray, Stewart - 189999 Financial Analyst	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$1,000.00	\$0.00	\$8,200.00
51	Total Paid - Dollars 711251001	\$7,000.00	\$100.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	\$1,000.00	\$0.00	\$8,500.00
	Less Opening Accrual	(\$100.00)	\$0.00	(\$4.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$50.00)	\$0.00	(\$154.00)
	Plus Closing Accrual	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$450.00
	Total GL Charges	\$6,400.00	\$100.00	(\$4.00)	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	\$1,000.00	\$0.00	\$7,896.00
	Total Paid - Dollars 711251001	\$10,000.00	\$100.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$330.00	\$1,500.00	\$0.00	\$12,130.00
	Less Opening Accrual	(\$2,000.00)	\$0.00	(\$4.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$55.00)	\$0.00	(\$2,554.00)
	Plus Closing Accruals	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00	\$555.00
	Total GL Charges	\$8,500.00	\$100.00	(\$4.00)	\$0.00	\$200.00	\$0.00	\$0.00	\$330.00	\$1,500.00	\$0.00	\$10,626.00

6. Click [Green link](#) for detail employee payroll expenses, costs by pay category, job group, work type, pay code and paid hours:

711251001 - Financial Reporting

SUMMARY

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**Payroll - Financial Fiscal YTD Employee Detail - Extract**

Report Description: Payroll - Financial Fiscal YTD Employee Detail Extract with Dollars and Hours

Report Parameters

Fiscal Year: FY 2017  
Current Period: Apr 2016

Category	Employee	Job Group Title	Work Type	Co.	Acct Unit	Account	Sub Acct	Activity	Acct Cat	Code	Description	Paid Dollars	Accrual Dollars	Reversal Dollars	Total Dollars	Paid Hours	Accrual Hours	
Regular	Smith, Jane - 199999	15 Clerk	TC	1	711251001	531573	1602	REG	Regular Pay		\$3,000.00	\$50.00	(\$1,000.00)	\$2,000.00	100.00	2.00	(50.00)	100.00
Regular	Lee, Paul - 309999	15 Clerk	TFT/TPT	1	711251001	531573	1302	REG	Regular Pay		\$4,000.00	\$100.00	(\$1,300.00)	\$2,900.00	200.00	5.00	(70.00)	150.00
Regular	Murray, Stewart - 189999	51 Financial Analyst	FT	1	711251001	535173	1102	REG	Regular Pay		\$7,200.00	\$170.00	(\$2,300.00)	\$5,000.00	200.00	5.00	(70.00)	150.00
Other Benefit	Smith, Jane - 199999	15 Clerk	TC	1	711251001	531573	1607	HO2	Holiday - Part Time		\$100.00	\$0.00	\$0.00	\$100.00	6.00	0.00	0.00	6.00
Other Benefit	Lee, Paul - 309999	15 Clerk	TFT/TPT	1	711251001	531573	1307	HO2	Holiday - Part Time		\$140.00	\$0.00	\$0.00	\$100.00	0.00	0.00	0.00	7.50
Other Benefit	Murray, Stewart - 189999	51 Financial Analyst	FT	1	711251001	535173	1107	HO1	Holiday - Full Time		\$200.00	\$0.00	\$0.00	\$200.00	0.00	0.00	0.00	7.50
Benefit Contribution	Smith, Jane - 199999	15 Clerk		1	711251001	531550	2000	9WCB	Workplace Safety & Insur		\$40.00	\$0.00	(\$13.00)	\$20.00	0.00	0.00	0.00	0.00
Benefit Contribution	Lee, Paul - 309999	15 Clerk		1	711251001	531542	2000	9CPR	CPP - ER		\$200.00	\$4.00	(\$62.00)	\$100.00	0.00	0.00	0.00	0.00
Benefit Contribution	Murray, Stewart - 189999	51 Financial Analyst		1	711251001	535145	2000	1PHR	Pension High SMHER		\$100.00	\$3.00	(\$41.00)	\$56.00	0.00	0.00	0.00	0.00
				1	711251001			Total			\$14,980.00	\$327.00	(\$4,716.00)	\$10,515.00	506.00	12.00	(190.00)	421.00
								Total			\$14,980.00	\$327.00	(\$4,716.00)	\$10,515.00	506.00	12.00	(190.00)	421.00

## Other Payroll Report Enhancements

The payroll report has been adjusted to capture salary related charges that have been posted or adjusted directly to the general ledger (GL) and not through the payroll system. These adjustments are captured by Finance by manually applying the source code 52 in the transaction, subsequently being reflected in the "Exception" column of the payroll report.

Below is an example:

- The payroll report illustrates a total salary cost of \$201,703.64, the column called "Exception" represents the salary amounts posted or adjusted directly to the GL totalling \$2,630.07, screen shot below:

713065015 - Clinical Program Support (OP) - SUMMARY

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### Payroll - Financial Dollars Fiscal YTD Employee Summary

Report Description: Payroll - Financial Fiscal YTD Employee Summary for Dollars

Report Parameters

Fiscal Year: FY 2017  
Current Period: Oct 2016

Job Group	Title	Regular	Overtime	Other Worked	Sick	Vacation	Education	Orientation	Other Benefit	Benefit Contributions	Exception	Total
07	Employee ID not entered	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,298.67)	(\$2,298.67)
07	Lou, Ben - 18000	\$44,447.94	\$0.00	\$0.00	\$0.00	\$2,871.49	\$1,259.40	\$0.00	\$2,222.87	\$13,687.86	(\$160.30)	\$64,329.26
07	Murray, Smith - 186666	\$42,840.58	\$0.00	\$0.00	\$0.00	\$5,099.09	\$639.16	\$0.00	\$2,222.87	\$13,687.86	(\$160.30)	\$64,329.26
07	Fox, Wendy - 19166	\$4,948.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$140.01	\$890.44	(\$10.46)	\$5,967.97
07	Total Paid - Dollars	\$92,236.53	\$0.00	\$0.00	\$0.00	\$7,970.58	\$1,898.56	\$0.00	\$4,585.75	\$28,266.13	(\$2,629.73)	\$132,327.82
	Less Opening Accrual	(\$18,057.03)	\$0.00	\$0.00	\$0.00	(\$2,457.15)	(\$66.11)	\$0.00	(\$467.49)	(\$4,567.22)	(\$1.49)	(\$25,616.49)
	Plus Closing Accrual	\$14,220.64	\$0.00	\$0.00	\$0.00	\$1,645.83	\$66.11	\$0.00	\$467.49	\$3,426.54	\$1.15	\$19,827.76
	Total GL Charges	\$88,400.14	\$0.00	\$0.00	\$0.00	\$7,159.26	\$1,898.56	\$0.00	\$4,585.75	\$27,125.45	(\$2,630.07)	\$126,539.09
38	White, Jarrod - 180000	\$3,685.20	\$0.00	\$0.00	\$0.00	\$710.63	\$0.00	\$0.00	\$460.65	\$75,480.47	\$0.00	\$80,336.95
38	Total Paid - Dollars	\$3,685.20	\$0.00	\$0.00	\$0.00	\$710.63	\$0.00	\$0.00	\$460.65	\$75,480.47	\$0.00	\$80,336.95
	Less Opening Accrual	(\$4,284.04)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$12,993.62)	\$0.00	(\$17,277.66)
	Plus Closing Accrual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,105.26	\$0.00	\$12,105.26
	Total GL Charges	(\$598.84)	\$0.00	\$0.00	\$0.00	\$710.63	\$0.00	\$0.00	\$460.65	\$74,592.11	\$0.00	\$75,164.55
	Total Paid - Dollars	\$95,921.73	\$0.00	\$0.00	\$0.00	\$8,681.21	\$1,898.56	\$0.00	\$5,046.40	\$103,746.60	-2,629.73	\$212,664.77
	Less Opening Accrual	(\$22,341.07)	\$0.00	\$0.00	\$0.00	(\$2,457.15)	(\$66.11)	\$0.00	(\$467.49)	(\$17,560.84)	(\$1.49)	(\$42,894.15)
	Plus Closing Accruals	\$14,220.64	\$0.00	\$0.00	\$0.00	\$1,645.83	\$66.11	\$0.00	\$467.49	\$15,531.80	\$1.15	\$31,933.02
	Total GL Charges	\$87,801.30	\$0.00	\$0.00	\$0.00	\$7,869.89	\$1,898.56	\$0.00	\$5,046.40	\$101,717.56	(\$2,630.07)	\$201,703.64
	<b>Total Paid - Dollars</b>	<b>\$95,921.73</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,681.21</b>	<b>\$1,898.56</b>	<b>\$0.00</b>	<b>\$5,046.40</b>	<b>\$103,746.60</b>	<b>-2,629.73</b>	<b>\$212,664.77</b>
	<b>Less Opening Accruals</b>	<b>(\$22,341.07)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$2,457.15)</b>	<b>(\$66.11)</b>	<b>\$0.00</b>	<b>(\$467.49)</b>	<b>(\$17,560.84)</b>	<b>(\$1.49)</b>	<b>(\$42,894.15)</b>
	<b>Plus Closing Accruals</b>	<b>\$14,220.64</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,645.83</b>	<b>\$66.11</b>	<b>\$0.00</b>	<b>\$467.49</b>	<b>\$15,531.80</b>	<b>\$1.15</b>	<b>\$31,933.02</b>
	<b>Total GL Charges</b>	<b>\$87,801.30</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,869.89</b>	<b>\$1,898.56</b>	<b>\$0.00</b>	<b>\$5,046.40</b>	<b>\$101,717.56</b>	<b>(\$2,630.07)</b>	<b>\$201,703.64</b>

- With the inclusion of the exception column in the enhanced payroll reports, the total salaries expense in the payroll report totalling: \$201,704.00, agrees to salaries expense illustrated in the financial LBI report:

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### Financial Summary

Report Description: Financial Summary - Dollars By Account

Report Parameters

Fiscal Year: FY 2016 - 2017  
Current Month: Oct 2016  
Org Structure: 030-099-303-0999-713000000  
(713000000 - Clinical Program Support (OP))

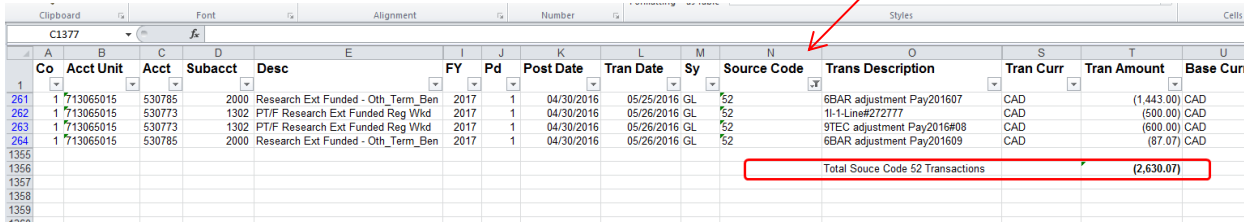
Notations:

YTD = Year To Date  
PYTD = Prior Year To Date  
FY = Fiscal Year  
PFY = Prior Fiscal Year  
CM = Current Month  
YOY = Year Over Year

#### SUMMARY

	CM Actual (CFY 2017)	CM Budget (FY 2017)	CM Variance	YTD Actual (FY 2017)	YTD Budget (FY 2017)	YTD Variance	YTD Var %	PYTD Actual (PFY 2016)	YOY Variance	Annual Budget
<b>NET INCOME</b>										
<b>EXPENSES</b>										
<b>SALARIES</b>										
MOS Worked Compensation	13,201	11,823	-1,378	87,801	81,616	-6,185	-7.6	93,293	5,492	139,206
MOS Benefit Compensation	1,365	2,290	925	14,815	15,817	1,002	6.3	16,836	2,021	26,972
MOS Benefit Contributions Lawson	5,265	3,055	-2,210	99,088	22,110	-76,978	-348.2	26,991	-72,097	37,882
<b>Total SALARIES</b>	<b>19,831</b>	<b>17,168</b>	<b>-2,663</b>	<b>201,704</b>	<b>119,543</b>	<b>-82,161</b>	<b>-68.7</b>	<b>137,120</b>	<b>-64,583</b>	<b>204,060</b>

9. To identify the “exception” salary entries that were directly posted to the GL, run the GL Transaction Report query in LBI using the same AU and reporting period. Extract the report to excel using “data-only” and filter on source code. The total value of the transactions posted using source code 52 is \$(2,630.07) and agrees to the total “exceptions” illustrated in the payroll report.



Co	Acct Unit	Acct	Subacct	Desc	FY	Pd	Post Date	Tran Date	Sy	Source Code	Trans Description	Tran Curr	Tran Amount	Base Curr	
261	1	713065015	530785	2000	Research Ext Funded - Oth_Term_Ben	2017	1	04/30/2016	05/25/2016	GL	52	6BAR adjustment Pay201607	CAD	(1,443.00)	CAD
262	1	713065015	530773	1302	PT/F Research Ext Funded Reg Wkd	2017	1	04/30/2016	05/26/2016	GL	52	11-1-Line#272777	CAD	(500.00)	CAD
263	1	713065015	530773	1302	PT/F Research Ext Funded Reg Wkd	2017	1	04/30/2016	05/26/2016	GL	52	9TEC adjustment Pay2016#08	CAD	(600.00)	CAD
264	1	713065015	530785	2000	Research Ext Funded - Oth_Term_Ben	2017	1	04/30/2016	05/26/2016	GL	52	6BAR adjustment Pay201609	CAD	(87.07)	CAD
Total Source Code 52 Transactions													(2,630.07)		

10. This payroll report enhancement is driven through a manual process. As a result, there could be instances where the payroll report totals do not agree to the financial reports. Below are examples of instances that can cause this:

- Human error, resulting in the inappropriate manual application of source code 52.
- Other salary “type” expenses that are not paid via the payroll system and were not posted by applying source code 52:
  - Purchased Services
  - Medical Fees
  - Interdepartmental Salaries

For further information or analysis on differences identified, please contact your Program Financial Consultant.

**TIP:** For additional information and guidance with sorting and adding subtotals when data is extracted to excel, refer to the FAQ section within My Manager Space dash board.

**FAQs**

- LBI Information Center
- Pay Deduction Tax Codes
- Running the GL Detailed Transaction Report
- **Sorting and Subtotals on Data Extracts**
- ECF Transfer Quick Reference **NEW!**