



Payroll Activities - Running the Cost Center Report

Objective

The purpose of this tutorial is to outline the process for department representatives to use when accessing employee paychecks. The “Cost Center Report” is a key operational report utilized by campus during the payroll process. The purpose is to validate that employees have payable time and will be correctly paid. Hiring/ appointment changes notated via the Actives report should be reflected. This report includes the Payroll Certification tab. The purpose of the required payroll certification process is to provide documented assurance that employees are paid for hours worked and at a rate of pay that has been properly authorized.

General Procedure

On Wednesday of Payroll calculation week, review the Actives report to ensure that pay rates for your employees are correct. By Friday at noon of pay calculation week, ensure all time entry has been approved for your employees. Note: All dates and times listed herein are for “Normal” pay cycle schedules, and may be changed for holidays or mitigating circumstances.

Review Cost Center reports as they become available. Where possible make the necessary corrections to time entry/ approvals or submit a case using the FSU Service Center to report discrepancies with paycheck data. If Human Resources deadlines, as listed on the HR calendar at www.hr.fsu.edu were met your employees should be on the cost center report. HR and Payroll work the cases to determine why your employees are not being reported as expected and make corrections where required.

Once the final Cost Center Report is announced, review the report for accuracy. If corrections are still required, make a notation of the problems and the submitted case number on the certification report.

The final cost center will have a certification statement that must be signed by the Dean, Director, or Department Head attesting to the accuracy of the payroll and each page of the report should be initialed by the certifier.

The department is required to maintain a file of the certifications. Human Resources, Controller’s Office, Audit Services or the State of Florida Auditor General’s office may conduct reviews at random intervals to ensure compliance.



Overview

1. Log into myFSU BI Reporting and select Cost Center.
2. Select appropriate criteria for department, pay period, and employee type.
3. Review the Cost Center Reports and verify data.
4. Initiate corrective action(s) or log cases(s) using the FSU Service Center, if required.
5. Review the subsequent Cost Center Reports and repeat as necessary.
6. Once Payroll has been confirmed, print, sign, and file the Certification Report.

Navigation

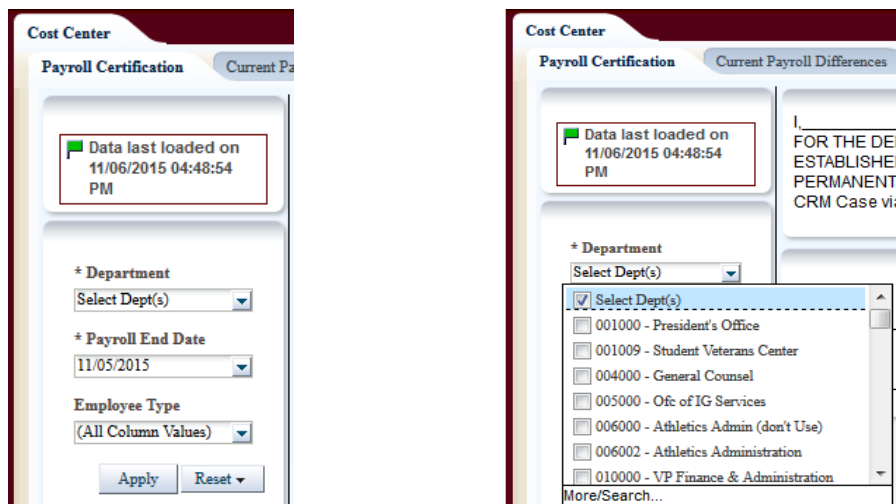
myFSU Portal > Faculty & Staff > myFSU BI Reporting > Dashboards > HR Reports > Cost Center

Step 1

Begin by logging into myFSU BI and selecting the "Cost Center" by going to Dashboards > HR Reports > Cost Center.

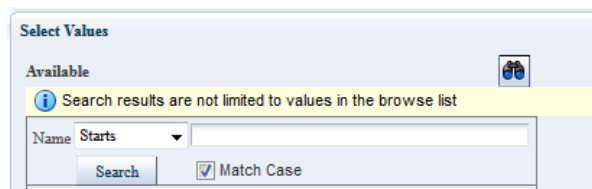
Step 2

Select the appropriate values for department, payroll end date, and employee type selections. You MUST make selection(s) for any field marked with an asterisk (*).



You can select the department(s) for which you want to review by checking the individual boxes or by clicking on the "More/Search..." option.

If you click the "More/Search..." option, a new window will open. Enter the relevant department number into the text box and click "search." Double-click on the desired entries from the search results. When you have selected all of your desired department numbers, click "OK."





Step 3

Review the Cost Center Report and verify data. The “Current Payroll Differences” tab shows the following:

Cost Center Report 1 Differences Summary- a comparison of current pay period’s first calculation to the final prior period payroll.

Cost Center Report 2 Differences Summary- a comparison between Cost Center 1 and Cost Center 2.

Cost Center Report 3 Differences Summary (Final) - a comparison between Cost Center 2 and Cost Center 3 (the final cost center)

These sections are progressively updated as cost center reports become available. Notice that red down arrows indicate a decrease and blue up arrows indicate an increase.

Note: This tab will only return results for the most recent pay period. The Pay Ending Date is no longer available in the prompt list.

Department Id and Name	Employee Name	Employee Id	Rec #	Job Code	Employee Type	Pay Group	CCR1 Hours	CCR2 Hours	CCR2 Hours Change	CCR1 C Rate
025000 - Human Resources	Doe, John	000098274	2	T011	OPS	OPS	19.25	0.00	-19.25 ▼	
025000 - Human Resources	Doe, John	000098274	2	A011	OPS	OPS	0.00	19.25	19.25 ▲	
025000 - Human Resources	Doe, John	000094811	0	1012	Non-OPS	NLW	84.00	80.00	-4.00 ▼	

To review the detailed differences in earnings by earnings codes for all employees, drill down by clicking on the blue-shaded Employee ID link in the header,. To view the Cost Center Earnings Detail for a single employee, click on the related employee ID link.

Department Id and Name	Employee Name	Employee Id	Rec #	Job Code	Employee Type	Pay Group	Previous Hours	CCR1 Hours	CCR1 Hours Change	Previous Comp Ra
025000 - Human Resources	Doe, John	100324665	0	AFWS	OPS	NSO	0.00	4.25	4.25 ▲	
025000 - Human Resources	Doe, John	000089250	2	9291	Non-OPS	APF	0.00	85.47	85.47 ▲	

Click the “Return” hyperlink at the bottom of the page to return to the previous page.The “Cost Center Report” tab shows totals by employee with detailed earnings codes. This report is sorted alphabetically.





The "Summary by Earnings Code" tab shows the total number of hours and earnings for each earnings code. This report also compares totals to the last payroll so that any gross differences will be obvious. This report may also be sorted by clicking on the Column Title.

Department	Earnings Code	Earnings Desc	Previous Hours	Current Hours	Previous Earnings	Current Earnings
074000 - Biological Science	BON	Bonus	0.00	0.00	0.00	17,875.00
	CRG	Contract Regular Pay	2,342.12	3,428.00	131,329.69	191,529.28
	NSR	Non-Student Regular Earnings	400.00	400.00	7,513.12	7,513.12
	OVR	Overtime	0.00	8.00	0.00	170.83
	PHH	Personal Holiday Pay	16.00	8.00	200.48	153.40
	REG	Regular Pay	8,597.50	10,605.25	171,610.03	204,997.28
	RRP	Retro Regular Pay	0.00	0.00	0.00	34.48
	SCK	Sick Leave Pay	203.75	124.00	4,632.91	2,740.97
	SFG	Scholarship/Fellowship/Grant	0.00	0.00	0.00	500.00
VAC	Vacation/Annual Leave Pay	511.50	389.75	10,596.82	9,349.57	
074000 - Biological Science Total			12,070.87	14,963.00	325,883.05	434,863.93
Grand Total			12,070.87	14,963.00	325,883.05	434,863.93

To review all employees that are included in the totals of a particular earnings code, click the code (for example, CRG) name hyperlink in the Earnings Code column.

Cost Center Home Catalog Favorites Da

Employee Detail by Earnings Code
Time run: 11/7/2014 10:13:38 AM

Department	Earnings Code	Earnings Desc	Employee Name	Employee Id	Rec #	Previous Hours	Current Hours	Previous Earnings	Current Earnings
074000 - Biological Science	CRG	Contract Regular Pay	Note 1	emplid1	0	61.33	80.00	\$2,821.53	\$3,680.46
			Note 2	emplid2	0	71.90	80.00	\$3,763.92	\$4,187.86
			Note 3	emplid3	7	11.85	0.00	\$429.14	\$0.00

The "Current Run vs. Previous Final" tab compares the current pay period's most recent calculation to the final prior period payroll. This tab is updated as cost center reports are produced.

Current Payroll Differences Cost Center Report Summary by Earnings Code **Current Run vs Previous Final** Payroll Financial Reconciliation Data

This tab only available for current Pay Period: 8/28/2014 This tab is not available for prior pay periods.

Current vs. Previous Final
Time run: 11/6/2014 3:49:58 PM

Department	Employee Name	Employee Id	Rec #	Job Code	Employee Type	Pay Group	Previous Hours	Current Hours	Cycle Hours Change	Previous Comp Rate	Current Comp Rate	Cycle Comp Rate Change	Previous Earnings	Current Earnings	Cycle Earnings Change
074000 - Biological Science	Note 1	000097599	0	M9184	OPS	OPS	16.00	0.00	-16.00 ▼	20.67	0.00	-20.67 ▼	330.74	0.00	-330.74 ▼
074000 - Biological Science	Note 2	100393268	0	A005	OPS	OPS	20.00	0.00	-20.00 ▼	10.00	0.00	-10.00 ▼	200.00	0.00	-200.00 ▼
074000 - Biological Science	Note 3	000080288	1	M9184	OPS	OPS	16.00	0.00	-16.00 ▼	19.83	0.00	-19.83 ▼	317.24	0.00	-317.24 ▼



Step 4

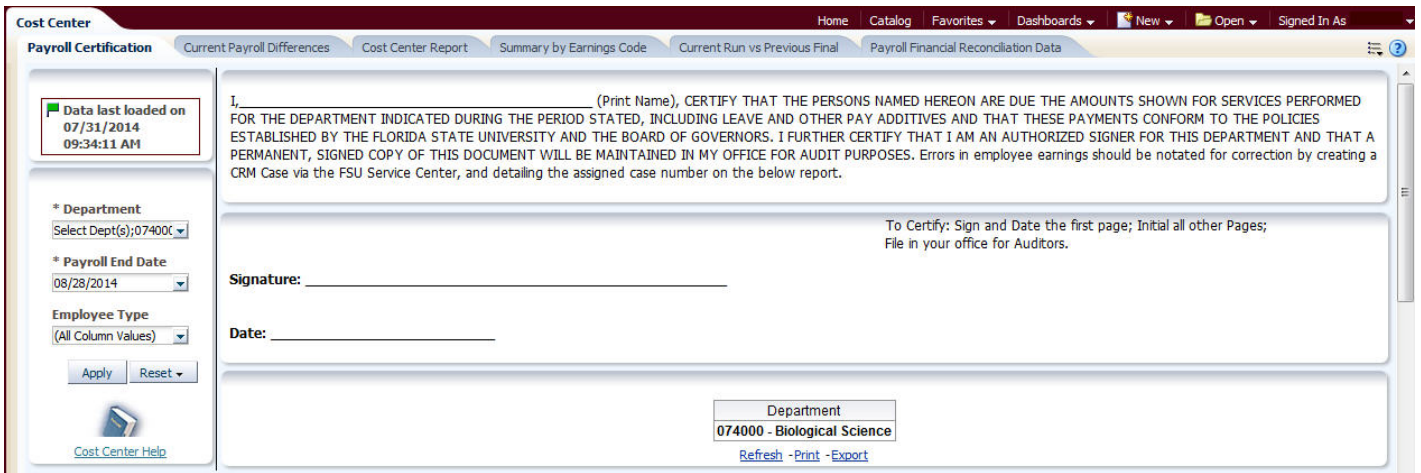
Initiate appointment actions and/or log a case using the FSU Service Center, as required.

Step 5

Review the subsequent Cost Center Reports and repeat Steps 3 and 4 as necessary.

Step 6

Once payroll is confirmed, the “Payroll Certification” tab should be printed, signed, and filed verifying that all employees are listed with accurate hours and earnings.



Each pay period, the payroll certification report shall be signed by the Dean, Director, or Department Head prior to payday and filed within the department to be accessed and audited by Human Resources, Controller’s Office, Audit Services or the State of Florida Auditor General’s Office.

To print the Payroll Certification tab, click on the page options in the top right hand corner, then click on print. Select HTML or PDF as the print method. If you select HTML, a new browser window will open with a printable view and you may either select File > Print or the Print icon from your toolbar.

If you select PDF, a new browser window will open with a slightly different printable view and you may print from the Print icon on your toolbar.

