

DWH.FG_PAYROLL_DISTRIBUTION



Description

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When using this view, the mandatory fields must always be in your select criteria

Reports that use this view:

- a. Capture Payroll Details
- b. Fund Payroll Details
- c. Payroll Details by McGill ID

Recommended Selection Fields

Chart Code Key

- The primary identification for any “set of books” which is used to uniquely identify that chart from any other in a multi-chart environment.
- It should always be equal the “1” This represents the McGill set of books

Univ Fisc Year

- Numeric identifier code for University fiscal year from June 1st to May 31st
- This is always a 2 digit number. Eg: 01
- It is not recommended to select more than one year at a time.

Univ Fisc Period

- Numeric identifier code for a month within the University's fiscal year from June 1st to May 31st
- This always 2 digits number eg: 04
- You may select a range of periods, however, the report may take a little long to run.

Fund Code key

- This is the Fund Code
- This is a 6 character field
- This is the main element of your FOAPAL
- You may use more than one Fund at a time but BEWARE the report must be designed to handle it.
- Group the report by Fund to display results Fund by Fund
- Note: Using the expression ‘Is any value” is the same as not selecting the field at all.

Org Code Key

- This is the Organization Code
- This is a 5 digit field
- This represents the department or Budgetary unit responsible and accountable
- You may use more than one Org at a time but BEWARE the report must be designed to handle it.
- Group the report by Org to display results Org by Org
- Note: Using the expression ‘Is any value” is the same as not selecting the field at all.

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Other Fields

Field Name	Field Definition	Description
<u>Chart Title</u>	Specifies a description of the chart of accounts	Chart code = 1 = McGill University
<u>Chart Status</u>	Indicator representing the current status of a Chart Code	A= Active I = Inactive
<u>Fund Code Key</u>	Primary identification for a restriction and source of money Basically, how the money should be spent and where the money came from	Fund Code = Your Fund For example – Fund = 100001
<u>Fund Title</u>	Specifies a description of fund selected	100001= Regular Operating Fund
<u>Fund Status Ind</u>	Indicator representing the current status of a Fund Code	A= Active I = Inactive
<u>Organization Code Key</u>	Primary identification for departmental entities or budgetary units within the University. Always a 5-digit code	Example - 00101
<u>Organization Title</u>	Specifies a description of the organization code	00101 = Economics Department

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Field Name	Field Definition	Description
<u>Organization Status Ind</u>	Indicator representing the current status of the organization code	A = Active I = Inactive
<u>Account Code</u>	Primary identification describing the nature of the transactions	Example = 700030 Starts with ... 1 = Assets 2 = Liabilities 3 = Controls 4 = Fund (Capital) Balances 5 = Revenue 6 = Salaries, Wages & Benefits 7 = Expenditures
<u>Account Title</u>	Specifies a description of the Account code	700001 = Materials & Supplies
<u>Account Status Ind</u>	Indicator representing the current status of the account code	A = Active I = Inactive
<u>Program Code</u>	Primary identification for the functional reporting classification for tracking the use of funds. Dictated by the Provincial Government to ensure consistent reporting across Quebec universities	Eg: 6703
<u>Program Title</u>	Specifies a description of the Program code	1000 = Teaching 2000 = Research
<u>Program Status Ind</u>	Indicator representing the current status of the program code	A = Active I = Inactive

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Field Name	Field Definition	Description
<u>Activity Code</u>	Primary identification for a free-form element, to be used for independent reporting not required by central administration	MU0078 SHIPPN
<u>Activity Title</u>	Specifies a description of the Activity code	MU0078 = Piano SHIPPN = Shipping
<u>Activity Status Ind</u>	Indicator representing the current status of the activity code	A = Active I = Inactive
<u>Location Code</u>	Primary identification for physical whereabouts of financial activity. Depicts campuses, buildings within campus, rooms within buildings	000102
<u>Location Title</u>	Specifies a description of the Location code	000102 = Bronfman building
<u>Location Status Ind</u>	Indicator representing the current status of the location code	A = Active I = Inactive

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Field Name	Field Definition	Description
<u>Debit Credit Ind</u>	D (debit) and C (credit) is used for the General Ledger. +(increase) and – (decrease) is used for the Operating Ledger	D/C +/-
<u>Amount</u>	The dollar amount of the transaction associated with this particular accounting distribution	Dollars, numeric
<u>Transaction Date</u>	Creation date of document	Date format

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Field Name	Field Definition	Description
Position Number	The position number to which a given transaction has been applied	
Earning Code	Earning code associated to a particular transaction	Regular pay Overtime Pay
Eclass Code	The employee class associated to a particular transaction, that control benefit eligibility, pay frequency and eligible earnings	
First name	First name of the employee paid	
Last Name	Last name of the employee paid	
ID	Mcgill ID number of the employee paid	
Middle Initial	Middle initial of the employee paid	

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Field Name	Field Definition	Description
Pay ID Code	Each pay is characterized by a 2 character pay ID	SM, WK ,WC,BC,XJ,XC,XM
Pay ID	The translation for each Pay ID code as follows:	SM = semi-monthly WK= weekly trades WC = weekly casual (pre-June 2001) BC = Bi-weekly casual (post June 2001) XJ = Payroll journals XC = paycheque cancellations XM= manual cheques
Pay Number	Pay number assigned sequentially for a given payroll year and pay ID	14 for SM Pay ID is the semi-monthly pay of July 31 st (ie: the 14 th pay since Jan 1 st)
Payroll Year	This field indicates the payroll year, which is the calendar year January to December	2000 = January 2000 to December 2000
RUCL Code	The four character alphanumeric code identifying an accounting transaction rule class	HGNL
RUCL Title	Description of the RUCL code	HGNL = Gross payroll Expense
Sequence Number	The sequence number of most pays is "00". Other numbers used are only for exceptional pay events	
Source	Identifies the benefit/deduction combination	UIC, QPP

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Field Name	Field Definition	Description
Activity Date	The date the transaction was created in the Banner system	
<u>Document Code</u>	System generated audit number. First letter indicates document type:	F = feed