

HUMAN RESOURCES DEPARTMENTAL REPORTS (WEB REPORTS)

Table of Contents

1.	Overview.....	- 2 -
2.	Salary Variance Checking	- 3 -
3.	Salary Variation for Sign Off.....	- 4 -
3.1	Comparison of Pays	- 4 -
3.2	Allowance	- 5 -
3.3	Staff_paid via BU.....	- 6 -
3.4	Last Two Pays	- 7 -
4.	Salary History	- 8 -
4.1	By Pay Type.....	- 8 -
4.2	By Pay Date	- 9 -
4.3	Transaction Details.....	- 9 -
5.	Commitment	- 10 -
5.1	Pay Types	- 10 -
5.2	Transaction details	- 11 -
6.	Accounts YTD	- 11 -
7.	Stafflist.....	- 12 -

1. Overview

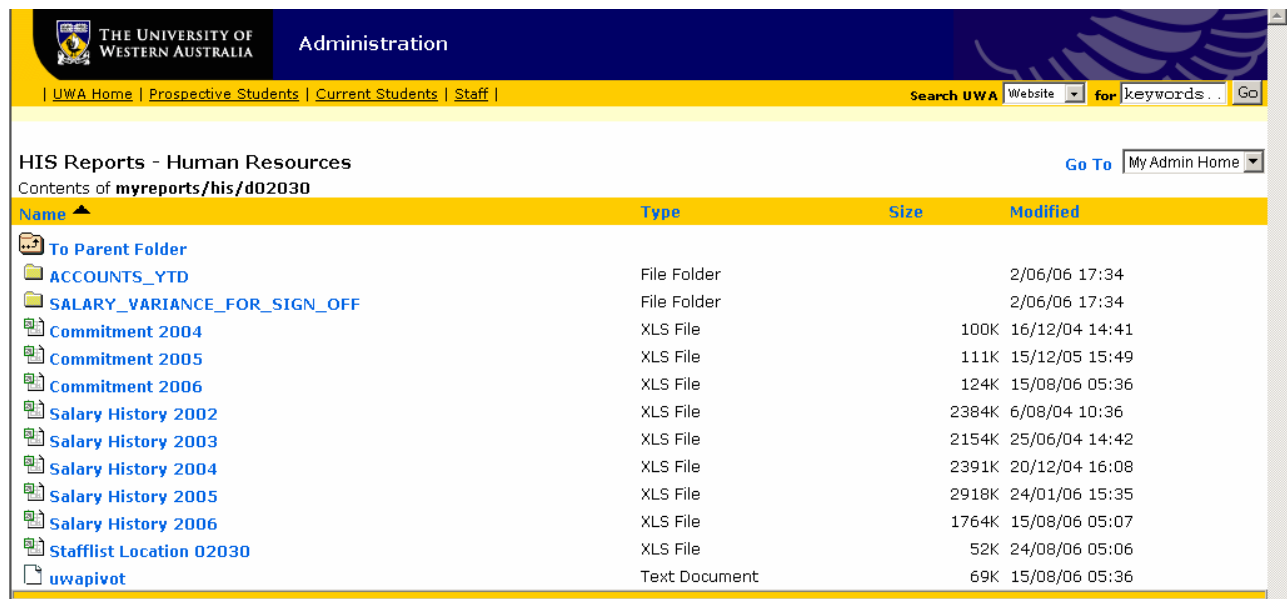
The Human Resources Departmental Reports (Web Reports) have been developed to provide fortnightly and year to date salary and employee data to all Business Units (BU's). These reports are used to assist in the completion of the salary verification form. Web Reports are generated each fortnight and placed on the web.














Access to the Web Reports can only be authorised by the Head of School or authorised signatory. Please download the 'Application for Access' form from the HR Website (URL)

http://www.hr.uwa.edu.au/_data/page/9531/Alesco_Access_Form.pdf

The Web Reports consist of five separate reports.

- Salary Variance for Sign Off
- Salary History
- Commitment
- Accounts YTD
- Stafflist Location BU (Business Unit)



Name	Type	Size	Modified
 To Parent Folder			
 ACCOUNTS_YTD	File Folder		2/06/06 17:34
 SALARY_VARIANCE_FOR_SIGN_OFF	File Folder		2/06/06 17:34
 Commitment 2004	XLS File	100K	16/12/04 14:41
 Commitment 2005	XLS File	111K	15/12/05 15:49
 Commitment 2006	XLS File	124K	15/08/06 05:36
 Salary History 2002	XLS File	2384K	6/08/04 10:36
 Salary History 2003	XLS File	2154K	25/06/04 14:42
 Salary History 2004	XLS File	2391K	20/12/04 16:08
 Salary History 2005	XLS File	2918K	24/01/06 15:35
 Salary History 2006	XLS File	1764K	15/08/06 05:07
 Stafflist Location 02030	XLS File	52K	24/08/06 05:06
 uwapivot	Text Document	69K	15/08/06 05:36

To enter into any of the reports, click on either the folder (to drill-down further) or click on the EXCEL file name.

If you wish to return to the 'Main Menu' of reports – always click on 'To Parent Folder' (web address of file / document).

2. Salary Variance Checking

It is not only extremely important for BU Managers to be aware of salary expenditure in their BU, but Salary Variance Checking is a 'must do' task from the perspective of salary expenditure sign-off, both from a overpayments management position, and also from a salary control auditing position.

Internal audit requires BU's to store evidence of Salary Variance Checking and can call upon this evidence at their convenience.

How and what you can do within the variance report.

- a. The paycodes of any payment made in the pay period are provided to aid you in your investigations.
- b. Employment Status filtering is provided to split the list between 'Ongoing & Fixed Term' and 'Casual & Other' staff, noting that the fluctuations in 'Casual & Other' staff are more prevalent and so the filter provides you with an opportunity to focus on certain employees.
- c. For users that are familiar with pivot tables, you can manipulate the data by introducing any of the following additional values:
 - Business Unit
 - Project Grant
 - Account
 - Job #
 - PayRun #
 - PayCode

To include an additional field value, right mouse click inside the pivot table, select 'Show Field List' and from the "unbolded" values, click and drag the field label into the pivot table.

Salary Variance Sign-Off

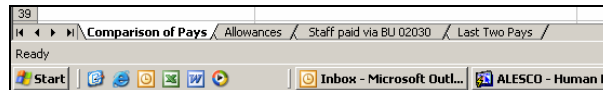
Please refer to the 'Salary Variance Procedure' for a detailed account of how to identify and investigate salary variances for Sign-Off.

<http://www.hr.uwa.edu.au/?f=126774>

3. Salary Variation for Sign Off

The fortnightly salary reports are added each fortnight by pay period. The report is available in EXCEL format and there are four worksheets included in the workbook.

- 3.1 Comparison of Pays
- 3.2 Allowances
- 3.3 Staff_paid via BU xxxxx (BU number)
- 3.4 Last Two Pays



3.1 Comparison of Pays

The file opens on the 'Comparison of Pays' sheet displaying a table listing staff and the payments they received in the current and preceding fortnight, together with a column providing a difference (variance) in the two pay periods.

Employee	Paycode Description	30/04/2006	14/05/2006	Difference
Employee 1-00034697	Fortnightly Earnings	1879.24	2281.96	\$402.72
	UNISUPER APP-Other-Fixed < 2 yrs employer's 9%	158.08	191.95	\$33.87
Employee 2-00059344	Allowance - Salary Progression	388.3		-\$388.30
	Fortnightly Earnings	483.51		-\$483.51
Employee 3-00027573	Fortnightly Earnings	2393.54	2410.63	\$17.09
	UNISUPER APP-Other Ongoing/Fixed>2yrs employer 3%	64.93	64.93	\$0.00
	UNISUPER DBP/ICP-Others 7%/14%	302.99	302.99	\$0.00
Employee 4-00042519	Award Plus Salary Loading (% , No Super)		63.2	\$63.20
	Fortnightly Earnings	2125.59	2125.6	\$0.01
	UNISUPER APP-Other Ongoing/Fixed>2yrs employer 3%	54.18		-\$54.18
	UNISUPER DBP/ICP-Others 7%/14%	252.84	276.99	\$24.15
Employee 6-00054922	Fortnightly Earnings	916.08	933.23	\$17.15
	UNISUPER APP-Other Ongoing/Fixed>2yrs employer 3%	25.58	26.06	\$0.48
	UNISUPER DBP/ICP-Others 7%/14%	119.38	121.61	\$2.23
Employee 7- 00065294	Annual Leave		357.11	\$357.11
	Fortnightly Earnings	3571.1	3242.28	-\$328.82
	UNISUPER APP-Other Ongoing/Fixed>2yrs employer 3%	99.72	100.51	\$0.79
	UNISUPER DBP/ICP-Others 7%/14%	465.35	469.05	\$3.70
Employee 8- 00049852	Annual Leave		37.35	\$37.35
	Fortnightly Earnings	132.68	112.05	-\$20.63
	UNISUPER APP-Other-Fixed < 2 yrs employer's 9%	11.16	12.57	\$1.41
Grand Total		13444.25	13130.07	

28 NAME _____
 29 Signature _____ Date _____
 In signing the above I certify, that as the responsible Head of School (or officer delegated by the HoS), I have investigated all variances in my Salary Variance report and am satisfied the employees reported therein are entitled to be paid and their pay details appear reasonable. Where errors have been identified, I have communicated this with HR Services accordingly.

3.2 Allowance

This static worksheet allows you to see details of each allowance currently active in that pay period. This will be useful from a budgeting perspective as it displays an annual, fortnightly and hourly value for the allowance.

1	Employee#	Name	Job#	Occupancy Code	Description	Start	End	Rate Type	Agreed Rate	Annual	Fortnightly	Hourly
2	00012345	Employee 1	1	SUB	SAPP3 Award Plus Salary Loading (% No Super)	05/08/2005	31/12/2049	P	N	0.00	3.00	0.00
3	00012346	Employee 2	1	SUB	126V Attraction/Retention Remuneration (Variable, super)	06/03/2006	31/12/2049	A	Y	2,426.00	93.00	1.24
4	00012346	Employee 2	1	SUB	SAPP3 Award Plus Salary Loading (Fixed, No Super)	06/03/2006	31/12/2049	A	Y	2,022.00	77.52	1.03
5	00036925	Employee 3	2	SUB	120 Allowance - First Aid	19/09/2005	31/12/2007	A	N	522.00	20.00	0.27
6	00036925	Employee 3	2	SUB	SAPP3 Award Plus Salary Loading (% No Super)	19/09/2005	31/12/2049	P	N	0.00	3.00	0.00
7	00045698	Employee 4	1	SUB	123 Allowance - Salary Progression	06/03/2006	05/11/2007	A	Y	3,804.00	145.84	1.94
8	00062598	Employee 5	1	SUB	126V Attraction/Retention Remuneration (Variable, super)	06/03/2006	31/12/2049	A	Y	7,268.00	278.65	3.72
9	00043259	Employee 6	1	SUB	SAPP3 Award Plus Salary Loading (% No Super)	16/02/2006	31/12/2049	P	N	0.00	3.00	0.00
10	00026461	Employee 7	1	SUB	118 Allowance - Laundry (OHCWA)	31/01/2005	31/12/2049	A	N	90.86	3.10	0.04
11	00026461	Employee 7	1	SUB	142 Allowance - Uniform (OHCWA)	31/01/2005	31/12/2049	A	N	251.44	9.64	0.13
12	00025482	Employee 8	2	SUB	SAPP3 Award Plus Salary Loading (% No Super)	06/03/2006	31/12/2049	P	N	0.00	3.00	0.00
13	00025482	Employee 8	3	SUB	SAPP3 Award Plus Salary Loading (% No Super)	06/03/2006	31/12/2049	P	N	0.00	3.00	0.00

Job # indicates which job the allowance is currently active within. Crossing over to the 'Staff paid by BU' worksheet, you can view additional details related to that job.

Occupancy Type indicates the particular appointment that the allowance is attached to, (SUB is substantive, CON is concurrent and HDA is Higher Duties). CON is particularly used for the purpose of processing internal temporary transfers.

Code/Description indicates the type of allowance

Start/ End Date identifies the applicable validity period of the allowance.

Rate Type identifies if the rate is either a Percentage or Amount. If it is a Percentage, the percentage is the 'Fortnightly' amount (eg 3% 'Fortnightly' amount = 3.00). If it is an Amount, then the amount is in the 'Hourly' column.

Agreed Rate can be either Yes or No. Yes means the rate is a variable amount that is often a negotiated value. No means the rate is prescribed in either a collective agreement or HR Policy.

3.3 Staff_paid via BU

This list of personnel is specifically related to those employees that have been paid from the Business Unit (BU) that you are currently logged into. This data is static for each pay period, so retrospective processing (adjustments) will only be reflected in the pay period where the adjustment is paid, ie: this staff list will always reflect who was paid from the BU in this pay period.

Microsoft Excel - Salary variance screen dumps

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	BU	PG	Acct#	Acct%	Employee#	Name	DoB	Job#	Occ Type	Title	Award	Class	Step#
3	02030	10100008	520	100	00034697	Employee 1	20/12/1965	01	HDA	ADMINISTRATIVE OFFICER	GEN	L05	1
4	02030	10100005	520	100	00059344	Employee 2	11/11/1962	01	SUB	CASUAL APPOINTMENT	GEN	L04	1
5	02030	10100005	520	100	00027573	Employee 3	06/05/1979	06	SUB	Human Resource Assistant	GEN	L04	1
6	02030	10100005	520	100	00012724	Employee 4	06/10/1940	02	SUB	Human Resource Assistant	GEN	L06	3
7	02030	10100002	520	100	00054922	Employee 5	06/10/1940	03	SUB	CASUAL APPOINTMENT	GEN	L03	1
8	02030	10100005	520	100	00065294	Employee 7	19/07/1965	01	SUB	Project Officer	GEN	L04	1
9	02030	10100005	520	100	00049852	Employee 8	14/11/1982	01	SUB	Human Resources Assistant	GEN	L03	2
10													
33													

Ready

Taskbar: Start, Junk E-mail1 - Micros..., Microsoft Excel - Sala..., Salary Variance Proce..., Web Reports Overvie..., 11:55 AM

Microsoft Excel - Salary variance screen dumps

	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
1	FTE	Annual Salary	Aggregate%	HDA Proficiency	Allowance	Status	First Commence	Occupancy Start Date	Occupancy End Date	Occupancy Review Date	ACAD P'tfolio/Probation	Prob Date	Position#	Oncost	Loc
2	100	\$45,721.00		0	N	OGING	11/02/2002	30/01/2006	31/10/2006		C	11/08/2002	302542	OTH07	2030
3	100	\$46,414.00		100	N	OGING	11/02/2002	30/01/2006	31/10/2006	09/01/2007	C	11/08/2002	302542	OTH07	2030
4	100	\$42,953.00		0	N	FXT2	09/05/2005	09/05/2006	08/05/2010	09/05/2007	P	09/11/2005	304305	OTH07	2030
5	100	\$42,953.00	50	0	Y	FXT1	15/04/2003	29/05/2006	30/09/2006	13/02/2007			303794	OTH15	2030
6	93	\$55,410.00		0	Y	CASG	05/02/1986	12/04/2006	30/06/2006				304037	OTH19	2030
7	100	\$37,069.00		0	Y	CASG	05/02/1986	28/04/2006	31/12/2006				304037	OTH19	2030
8	100	\$42,953.00		0	Y	OGING	10/06/1985	01/05/2006	31/12/2049				105420	OTH07	2030
9	60	\$38,109.00		0	N	OGING	08/09/2003	03/05/2006	31/12/2049	03/05/2007	C	08/03/2004	303225	OTH07	2030
10															

Ready

Taskbar: Start, Junk E-mail1 - ..., Microsoft Excel ..., Salary Variance..., Web Reports Ov..., Document2 - Mi..., 12:00 PM

3.4 Last Two Pays

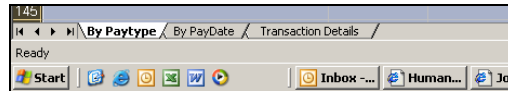
This worksheet is effectively the raw data that the 'Comparison of Pays' worksheet uses. There is no specific use for this worksheet other than providing the data for the pivot table.

1	A	B	C	D	E	F	G	H	I	J	K	L
	BU02030 Salary Variance as at 30-Apr-2006											
2	BU	Project/Grant	Account	Employee	Job#	Payrun	PayDate	PayCode	Paycode Description	Status	Amount	
3	02030	10100005	520	Employee 1 - 00012345	01	262201	30/04/2006	SAL	Fortnightly Earnings	Fixed and Ongoing	\$1,298.54	
4	02030	10100005	520	Employee 1 - 00012345	01	262201	30/04/2006	SAPP3	Award Plus Salary Loading (% , No Super)	Fixed and Ongoing	\$38.96	
5	02030	10100005	520	Employee 1 - 00012345	01	262301	14/05/2006	SAL	Fortnightly Earnings	Fixed and Ongoing	\$1,082.12	
6	02030	10100005	520	Employee 1 - 00012345	01	262301	14/05/2006	SAPP3	Award Plus Salary Loading (% , No Super)	Fixed and Ongoing	\$32.46	
7	02030	10100005	525	Employee 1 - 00012345	01	262201	30/04/2006	SSAUO	UNISUPER DBP/ICP-Others 7%/14%	Fixed and Ongoing	\$181.80	
8	02030	10100005	525	Employee 1 - 00012345	01	262301	14/05/2006	SSAUO	UNISUPER DBP/ICP-Others 7%/14%	Fixed and Ongoing	\$151.50	
9	02030	10100005	526	Employee 1 - 00012345	01	262201	30/04/2006	SAL	Fortnightly Earnings	Fixed and Ongoing	\$83.57	
10	02030	10100005	526	Employee 1 - 00012345	01	262201	30/04/2006	SAPP3	Award Plus Salary Loading (% , No Super)	Fixed and Ongoing	\$2.15	
11	02030	10100005	526	Employee 1 - 00012345	01	262301	14/05/2006	SAL	Fortnightly Earnings	Fixed and Ongoing	\$69.64	
12	02030	10100005	526	Employee 1 - 00012345	01	262301	14/05/2006	SAPP3	Award Plus Salary Loading (% , No Super)	Fixed and Ongoing	\$1.79	
13	02030	10100005	527	Employee 1 - 00012345	01	262201	30/04/2006	SAL	Fortnightly Earnings	Fixed and Ongoing	\$12.98	
14	02030	10100005	527	Employee 1 - 00012345	01	262201	30/04/2006	SAPP3	Award Plus Salary Loading (% , No Super)	Fixed and Ongoing	\$0.38	
15	02030	10100005	527	Employee 1 - 00012345	01	262301	14/05/2006	SAL	Fortnightly Earnings	Fixed and Ongoing	\$10.82	
16	02030	10100005	527	Employee 1 - 00012345	01	262301	14/05/2006	SAPP3	Award Plus Salary Loading (% , No Super)	Fixed and Ongoing	\$0.32	
17	02030	10100005	520	Employee 2 - 00012346	01	262201	30/04/2006	126V	Attraction/Retention Remuneration (Variable,su	Fixed and Ongoing	\$46.50	
18	02030	10100005	520	Employee 2 - 00012346	01	262201	30/04/2006	SAL	Fortnightly Earnings	Fixed and Ongoing	\$1,247.92	
19	02030	10100005	520	Employee 2 - 00012346	01	262201	30/04/2006	SAPP3	Award Plus Salary Loading (Fixed, No Super)	Fixed and Ongoing	\$38.76	
20	02030	10100005	520	Employee 2 - 00012346	01	262209	30/04/2006	126V	Attraction/Retention Remuneration (Variable,su	Fixed and Ongoing	\$46.50	
21	02030	10100005	520	Employee 2 - 00012346	01	262209	30/04/2006	SAL	Fortnightly Earnings	Fixed and Ongoing	\$1,661.98	
22	02030	10100005	520	Employee 2 - 00012346	01	262209	30/04/2006	SAPP3	Award Plus Salary Loading (Fixed, No Super)	Fixed and Ongoing	\$38.76	
23	02030	10100005	520	Employee 2 - 00012346	01	262301	14/05/2006	126V	Attraction/Retention Remuneration (Variable,su	Fixed and Ongoing	\$93.00	
24	02030	10100005	520	Employee 2 - 00012346	01	262301	14/05/2006	SAL	Fortnightly Earnings	Fixed and Ongoing	\$2,495.84	
25	02030	10100005	520	Employee 2 - 00012346	01	262301	14/05/2006	SAPP3	Award Plus Salary Loading (Fixed, No Super)	Fixed and Ongoing	\$77.52	
26	02030	10100005	525	Employee 2 - 00012346	01	262201	30/04/2006	SSAUO	UNISUPER DBP/ICP-Others 7%/14%	Fixed and Ongoing	\$181.22	
27	02030	10100005	525	Employee 2 - 00012346	01	262209	30/04/2006	SSAUO	UNISUPER DBP/ICP-Others 7%/14%	Fixed and Ongoing	\$181.22	
28	02030	10100005	525	Employee 2 - 00012346	01	262301	14/05/2006	SSAUO	UNISUPER DBP/ICP-Others 7%/14%	Fixed and Ongoing	\$362.44	
29	02030	10100005	526	Employee 2 - 00012346	01	262201	30/04/2006	126V	Attraction/Retention Remuneration (Variable,su	Fixed and Ongoing	\$3.00	
30	02030	10100005	526	Employee 2 - 00012346	01	262201	30/04/2006	SAL	Fortnightly Earnings	Fixed and Ongoing	\$80.32	
31	02030	10100005	526	Employee 2 - 00012346	01	262201	30/04/2006	SAPP3	Award Plus Salary Loading (Fixed, No Super)	Fixed and Ongoing	\$2.14	
32	02030	10100005	526	Employee 2 - 00012346	01	262209	30/04/2006	126V	Attraction/Retention Remuneration (Variable,su	Fixed and Ongoing	\$3.00	
33	02030	10100005	526	Employee 2 - 00012346	01	262209	30/04/2006	SAL	Fortnightly Earnings	Fixed and Ongoing	\$106.95	
34	02030	10100005	526	Employee 2 - 00012346	01	262209	30/04/2006	SAPP3	Award Plus Salary Loading (Fixed, No Super)	Fixed and Ongoing	\$2.13	
35	02030	10100005	526	Employee 2 - 00012346	01	262301	14/05/2006	126V	Attraction/Retention Remuneration (Variable,su	Fixed and Ongoing	\$5.99	
36	02030	10100005	526	Employee 2 - 00012346	01	262301	14/05/2006	SAL	Fortnightly Earnings	Fixed and Ongoing	\$160.61	
37	02030	10100005	526	Employee 2 - 00012346	01	262201	30/04/2006	SAPP3	Award Plus Salary Loading (Fixed, No Super)	Fixed and Ongoing	\$4.26	

4. Salary History

This reports contains three worksheets

- 4.1 By Pay Type
- 4.2 By Pay Date
- 4.3 Transaction Detail



4.1 By Pay Type

This worksheet allows users to view the collective pay period data presented against pay types (normal salary and different leave types) for the calendar year.

Employee	Job#	EmpStatus	Ann.Leave	Salary	Sick	Grand Total
Employee 1	01	SCHOL		\$2,720.48		\$2,720.48
	02	SCHOL		\$848.93		\$848.93
Employee 2	01	TEN		\$34,312.58		\$34,312.58
Employee 3	03	SCHOL		\$24.90		\$24.90
Employee 4	02	CASG		\$3,351.18		\$3,351.18
Employee 5	01	TEN		\$73,863.30		\$73,863.30
	02	TEN		\$3,821.55		\$3,821.55
	03	FXT2		\$3,493.07		\$3,493.07
Employee 6	01	FXT1	\$576.52	\$18,974.15	\$384.34	\$19,935.01
Employee 7	01	FXT2		\$53,003.47		\$53,003.47
Employee 8	01	SCHOL		\$9,006.80		\$9,006.80
	02	SCHOL		\$3,149.27		\$3,149.27
Employee 9	01	CASG		\$595.20		\$595.20
Employee 10	01	FXT1		\$34,312.52		\$34,312.52
Employee 11	01	FXT2		\$47,331.41		\$47,331.41
	02	FXT2		\$3,381.64		\$3,381.64
Employee 12	01	OGING	\$0.00	\$0.00		\$0.00
Employee 13	01	FXT2		\$47,031.71		\$47,031.71
	02	FXT2		\$1,889.20		\$1,889.20
Employee 14	01	TEN		\$19,320.94		\$19,320.94
	03	TEN		\$3,234.72		\$3,234.72
Employee 15	05	SCHOL		\$730.59		\$730.59
Employee 16	01	FXT2		\$45,961.27		\$45,961.27
	02	FXT2		\$3,225.40		\$3,225.40
Employee 17	01	SCHOL		\$4,423.74		\$4,423.74
	02	SCHOL		\$1,610.22		\$1,610.22
Employee 18	02	OGING	\$2,066.27	\$23,763.75	\$96.43	\$25,926.45
Employee 19	08	CASG		\$0.00		\$0.00
	09	CASG		\$11,317.48		\$11,317.48
Grand Total			\$2,642.79	\$454,719.47	\$480.77	\$457,843.03

Additional field values that can be introduced into the pivot table include:

Project Grant allows you to breakdown salary history across all PG's used YTD. (Year to Date)

Account allows you to view the different accounts used for both salary and on costs and the associated \$'s posted.

To include an additional field value, right mouse click inside the pivot table, select 'Show Field List' and from the "unbolded" values, click and drag the field label into the pivot table.

4.2 By Pay Date

This worksheet presents data as values expended against each pay period for a calendar year. This pivot worksheet is simply using 'PayDate' as its main filter. All additional field values, used in the 'By PayType' pivot worksheet, can be used here.

Employee	Job#	EmpStatus	08/01/2006	22/01/2006	05/02/2006	19/02/2006	05/03/2006	19/03/2006	02/04/2006	16/04/2006	30/04/2006	14/05/2006	Grand Total
Employee 1	01	SCHOL	\$687.67	\$1,242.99	\$789.82								2720.48
Employee 2	02	SCHOL	\$219.08	\$383.39	\$246.46								849.93
Employee 3	01	TEN	\$1,759.69	\$3,519.24	\$3,519.24	\$3,519.24	\$3,519.24	\$3,695.19	\$3,695.18	\$3,695.18	\$3,695.19		24212.58
Employee 4	02	CASO	\$24.99										24.99
Employee 5	01	TEN	\$3,800.10	\$7,600.05	\$7,600.11	\$7,600.05	\$7,600.05	\$7,932.58	\$7,932.58	\$7,932.6	\$7,932.6		3951.18
Employee 6	01	FXTT	\$378.54	\$378.54	\$378.54	\$378.54	\$378.54	\$378.54	\$378.54	\$378.54	\$378.54		3483.07
Employee 7	01	FXTT	\$3,235.98	\$6,472.04	\$6,472.01	\$6,472.03	\$6,786.49	\$6,787.01	\$6,787.01	\$6,786.98	\$6,786.93	\$6,787.01	53003.47
Employee 8	01	SCHOL				\$2,427.92	\$1,096.48	\$1,096.48	\$1,096.48	\$1,096.48	\$1,096.48	\$1,096.48	6006.8
Employee 9	01	CASO					\$1,232.32	\$383.39	\$383.39	\$383.39	\$383.39	\$383.39	3149.27
Employee 10	01	FXTT	\$1,759.64	\$3,519.24	\$3,519.24	\$3,519.24	\$3,519.24	\$3,695.19	\$3,695.18	\$3,695.17	\$3,695.18		34212.57
Employee 11	01	FXTT	\$2,427.23	\$4,854.45	\$5,744.40	\$5,210.42	\$5,210.42	\$3,495.41	\$697.26	\$697.27	\$697.29	\$697.26	47331.41
Employee 12	02	FXTT					\$1,957.00	\$55.96	\$55.96	\$55.96	\$55.96		3381.64
Employee 13	01	OCING	\$425.54	\$851.14	\$851.16	\$851.14	\$425.50	\$2,553.40					4,54747.13
Employee 14	01	TEN	\$2,360.39	\$4,720.78	\$4,720.78	\$4,720.78	\$4,720.78	\$4,951.53	\$4,951.53	\$4,951.53	\$4,951.53		47031.71
Employee 15	02	FXTT	\$189.92	\$189.92	\$189.92	\$189.92	\$189.92	\$189.92	\$189.92	\$189.92	\$189.92		1899.2
Employee 16	01	TEN	\$990.65	\$1,981.62	\$1,981.63	\$1,981.62	\$1,981.62	\$2,080.71	\$2,080.71	\$2,080.73	\$2,080.74	\$2,080.71	19320.94
Employee 17	02	TEN	\$199.93	\$337.31	\$337.31	\$337.31	\$337.31	\$337.31	\$337.31	\$337.31	\$337.31	\$337.31	3234.72
Employee 18	05	SCHOL	\$43.61	\$76.33	\$76.34	\$76.33	\$76.33	\$76.33	\$76.33	\$76.33	\$76.33	\$76.33	730.59
Employee 19	01	FXTT	\$2,359.07	\$4,718.02	\$4,718.05	\$4,718.02	\$4,718.02	\$4,951.52	\$4,951.52	\$4,951.52	\$4,951.52	\$4,951.52	45981.27
Employee 20	02	FXTT	\$317.70	\$317.70	\$317.70	\$317.70	\$317.70	\$317.70	\$317.70	\$317.70	\$317.70	\$317.70	3225.4
Employee 21	01	SCHOL					\$1,474.58	\$37.29	\$37.29	\$37.29	\$37.29	\$37.29	4423.14
Employee 22	02	SCHOL					\$526.74	\$268.37	\$268.37	\$268.37	\$268.37	\$268.37	1610.22
Employee 23	02	OCING	\$1,329.57	\$2,659.08	\$2,659.16	\$2,659.12	\$2,659.12	\$2,792.08	\$2,792.08	\$2,792.07	\$2,792.08	\$2,792.08	25926.45
Employee 24	08	CASO	\$515.82	\$1,031.63			\$1,547.45						4,54747.13
Employee 25	09	CASO				\$1,300.85	\$3,252.14	\$1,300.85	\$1,365.91	\$1,365.91	\$1,365.91	\$1,365.91	11317.48
Grand Total			\$22,705.43	\$44,799.32	\$45,615.18	\$51,197.55	\$46,842.63	\$48,196.79	\$49,998.31	\$50,158.72	\$49,871.97	\$49,467.13	457,843.03

To include an additional field value, right mouse click inside the pivot table, select 'Show Field List' and from the "unbolded" values, click and drag the field label into the pivot table.

4.3 Transaction Details.

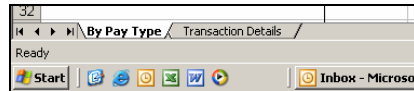
This is just a worksheet that provides the raw data for the above two worksheets pivot tables to operate correctly.

Business Unit	Project/Grant	Account	Employee	Job#	EmpStatus	Payrun	PayDate	Paytype	Amount
00850	37810000	532	Employee 1	01	SCHOL	261401	08/01/2006	Salary	\$687.67
00850	37810000	532	Employee 1	01	SCHOL	261501	22/01/2006	Salary	\$1,242.99
00850	37810000	532	Employee 1	01	SCHOL	261601	05/02/2006	Salary	\$789.82
00850	70215004	532	Employee 1	02	SCHOL	261401	08/01/2006	Salary	\$219.08
00850	70215004	532	Employee 1	02	SCHOL	261501	22/01/2006	Salary	\$383.39
00850	10102001	500	Employee 2	01	TEN	261401	08/01/2006	Salary	\$1,414.07
00850	10102001	500	Employee 2	01	TEN	261501	22/01/2006	Salary	\$2,828.17
00850	10102001	500	Employee 2	01	TEN	261601	05/02/2006	Salary	\$2,828.17
00850	10102001	500	Employee 2	01	TEN	261701	19/02/2006	Salary	\$2,828.17
00850	10102001	500	Employee 2	01	TEN	261801	05/03/2006	Salary	\$2,828.17
00850	10102001	500	Employee 2	01	TEN	261901	19/03/2006	Salary	\$2,969.56
00850	10102001	500	Employee 2	01	TEN	262001	02/04/2006	Salary	\$2,969.56
00850	10102001	500	Employee 2	01	TEN	262101	16/04/2006	Salary	\$2,969.56
00850	10102001	500	Employee 2	01	TEN	262201	30/04/2006	Salary	\$2,969.56
00850	10102001	500	Employee 2	01	TEN	262301	14/05/2006	Salary	\$2,969.56
00850	10102001	505	Employee 2	01	TEN	261401	08/01/2006	Salary	\$240.44
00850	10102001	505	Employee 2	01	TEN	261501	22/01/2006	Salary	\$480.79
00850	10102001	505	Employee 2	01	TEN	261601	05/02/2006	Salary	\$480.79
00850	10102001	505	Employee 2	01	TEN	261701	19/02/2006	Salary	\$480.79
00850	10102001	505	Employee 2	01	TEN	261801	05/03/2006	Salary	\$480.79
00850	10102001	505	Employee 2	01	TEN	261901	19/03/2006	Salary	\$504.83
00850	10102001	505	Employee 2	01	TEN	262001	02/04/2006	Salary	\$504.83
00850	10102001	505	Employee 2	01	TEN	262101	16/04/2006	Salary	\$504.83
00850	10102001	505	Employee 2	01	TEN	262201	30/04/2006	Salary	\$504.83
00850	10102001	506	Employee 2	01	TEN	261401	08/01/2006	Salary	\$91.03
00850	10102001	506	Employee 2	01	TEN	261501	22/01/2006	Salary	\$182.00
00850	10102001	506	Employee 2	01	TEN	261601	05/02/2006	Salary	\$182.00
00850	10102001	506	Employee 2	01	TEN	261701	19/02/2006	Salary	\$182.00

5. Commitment

The Commitment report provides details of total salary costs for each employee from the next pay period to the end of the calendar year. It allows Business Unit (BU) Managers to recognize the committed salary expenditure for their BU to the end of the year. There are two worksheets contained in the report:

- 3.1 Pay Types
- 3.2 Transaction Details



5.1 Pay Types

The Pay Types worksheet lists the costs for each employee committed to the end of the calendar year for any type of salary payment.

BU 02030 Commitment for 26-Jun-2006 to 31-Dec-2006 as at 23-Jun-2006				
Sum of Amount	Paytype			
Employee	Ann. Leave	LSL	Salary	Grand Total
Employee 1			\$12,688.35	12688.35
Employee 2			\$398.95	398.95
Employee 3			\$28,777.51	28777.51
Employee 4			\$51,459.16	51459.16
Employee 5			\$32,755.17	32755.17
Employee 6			\$21,174.69	21174.69
Employee 7			\$4,985.24	4985.24
Employee 8	\$1,042.29		\$14,418.09	15460.38
Employee 9	\$77.50		\$3,700.24	3777.74
Employee 10			\$33,413.88	33413.88
Employee 11			\$56,944.16	56944.16
Employee 12			\$3,857.79	3857.79
Employee 13	\$3,494.61	\$2,246.53	\$33,289.06	39030.2
Employee 14			\$3,539.70	3539.7
Employee 15			\$10,023.61	10023.61
Employee 16			\$79,816.82	79816.82
Employee 17	\$5,869.79		\$31,236.94	37106.73
Employee 18	\$2,819.10		\$22,012.85	24831.95
Employee 19	\$2,681.08		\$87,602.81	90283.89
Employee 20			\$33,059.02	33059.02
Grand Total	\$15,984.37	\$2,246.53	\$565,164.04	583384.94

Again, additional field lists that be bought into the pivot table including BU, PG, Job# and, as an extra, Position Number and Title.

To include an additional field value, right mouse click inside the pivot table, select 'Show Field List' and from the "unbolded" values, click and drag the field label into the pivot table.

5.2 Transaction details

The Transaction Details is the raw data used to provide the Pay Type pivot table.

Commitment for 26-Jun-2006 to 31-Dec-2006 as at 23-Jun-2006							
Business Unit	Project/Grant	Account	Employee	Job#	Position	Paytype	Amount
02030	10100005	520	Employee 1	01	105330-Human Resource Officer	Salary	\$10,486.24
02030	10100005	525	Employee 1	01	105330-Human Resource Officer	Salary	\$1,425.31
02030	10100005	526	Employee 1	01	105330-Human Resource Officer	Salary	\$671.94
02030	10100005	527	Employee 1	01	105330-Human Resource Officer	Salary	\$104.86
02030	10100005	520	Employee 2	02	105345-Human Resource Assistant	Salary	\$343.94
02030	10100005	525	Employee 2	02	105345-Human Resource Assistant	Salary	\$30.95
02030	10100005	526	Employee 2	02	105345-Human Resource Assistant	Salary	\$20.62
02030	10100005	527	Employee 2	02	105345-Human Resource Assistant	Salary	\$3.44
02030	10100008	520	Employee 3	01	101372-ADMIN ASSISTANT	Salary	\$23,126.55
02030	10100008	525	Employee 3	01	101372-ADMIN ASSISTANT	Salary	\$3,931.50
02030	10100008	526	Employee 3	01	101372-ADMIN ASSISTANT	Salary	\$1,488.19
02030	10100008	527	Employee 3	01	101372-ADMIN ASSISTANT	Salary	\$231.27
02030	10100008	500	Employee 4	02	105185-SENIOR LECTURER	Salary	\$41,354.25
02030	10100008	505	Employee 4	02	105185-SENIOR LECTURER	Salary	\$7,030.23
02030	10100008	506	Employee 4	02	105185-SENIOR LECTURER	Salary	\$2,661.14
02030	10100008	507	Employee 4	02	105185-SENIOR LECTURER	Salary	\$413.54
02030	10100003	520	Employee 5	02	105315-Employee Relations Officer	Salary	\$27,070.35
02030	10100003	525	Employee 5	02	105315-Employee Relations Officer	Salary	\$3,679.48
02030	10100003	526	Employee 5	02	105315-Employee Relations Officer	Salary	\$1,734.65
02030	10100003	527	Employee 5	02	105315-Employee Relations Officer	Salary	\$270.69
02030	10100008	520	Employee 6	01	302542-ADMINISTRATIVE OFFICER	Salary	\$17,157.53
02030	10100008	525	Employee 6	01	302542-ADMINISTRATIVE OFFICER	Salary	\$2,741.49
02030	10100008	526	Employee 6	01	302542-ADMINISTRATIVE OFFICER	Salary	\$1,104.10
02030	10100008	527	Employee 6	01	302542-ADMINISTRATIVE OFFICER	Salary	\$171.57
02030	10100005	520	Employee 7	02	105345-Human Resource Assistant	Salary	\$4,281.56
02030	10100005	525	Employee 7	02	105345-Human Resource Assistant	Salary	\$385.34
02030	10100005	526	Employee 7	02	105345-Human Resource Assistant	Salary	\$275.53
02030	10100005	527	Employee 7	02	105345-Human Resource Assistant	Salary	\$42.81
02030	10100006	521	Employee 8	03	303991-Project Officer	Salary	\$14,418.09
02030	10100006	521	Employee 8	03	303991-Project Officer	Ann.Leave	\$1,042.29

6. Accounts YTD

This report has not been maintained since early 2004 since the inception of the 'Commitments' and 'Salary History' reports and will soon be removed.

BU	Account	Fund	Org	Subclass	Budget Yr	Project/Gr	Paycode	Employee#	Name	Amount to 18-May-2003	Amount this period	Commitment
02030	500	10	999	999	9999	10100008	126F	00042682	Employee 1	1502.82	153.35	76.68
02030	500	10	999	999	9999	10100008	127F	00018593	Employee 2	58.9		
02030	500	10	999	999	9999	10100008	129V	00045034	Employee 3	1806.8		
02030	500	10	999	999	9999	10100008	AL	00018593	Employee 2	985.71		
02030	500	10	999	999	9999	10100008	LWOP	00042682	Employee 4			0
02030	500	10	999	999	9999	10100008	SAL	00018593	Employee 2	985.69		
02030	500	10	999	999	9999	10100008	SAL	00040525	Employee 5	23244.9	4021.27	65546.66
02030	500	10	999	999	9999	10100008	SAL	00042682	Employee 4	24336.1	2513.3	1256.65
02030	500	10	999	999	9999	10100008	SAL	00045034	Employee 3	21611	2275.16	37085.15
02030	500	10	999	999	9999	10300005	126NV	00032904	Employee 6	200.37	200.37	1133.51
02030	500	10	999	999	9999	10300005	AL	00032904	Employee 6	5994.74		
02030	500	10	999	999	9999	10300005	SAL	00032904	Employee 6	16711.42	2354.57	20367.05
02030	500	10	999	999	9999	10300007	127F	00018593	Employee 2	29.02		
02030	500	10	999	999	9999	10300007	AL	00018593	Employee 2	485.49		
02030	500	10	999	999	9999	10300007	SAL	00018593	Employee 2	485.51		
02030	500	10	999	999	9999	10503004	129V	00043160	Employee 7	-0.03	-0.01	
02030	500	10	999	999	9999	10503004	SAL	00043160	Employee 7	-0.02	-0.01	
02030	500	20	999	999	9999	10503004	129V	00043160	Employee 7	663.39	-23.25	
02030	500	20	999	999	9999	10503004	AL	00043160	Employee 7	1610.56	0	
02030	500	20	999	999	9999	10503004	SAL	00043160	Employee 7	8636.1	46.47	
02030	500	20	999	999	9999	20007030	129V	00043160	Employee 7	28.39	-7.75	
02030	500	20	999	999	9999	20007030	AL	00043160	Employee 7	1415.37	0	
02030	500	20	999	999	9999	20007030	SAL	00043160	Employee 7	15500.03	2846.23	46141.06
02030	502	10	999	999	9999	10501004	700A	00028407	Employee 8	486		
02030	502	10	999	999	9999	10501004	700A	00032983	Employee 9	486		
02030	502	10	999	999	9999	10501004	700A	00047290	Employee 10	486		
02030	502	10	999	999	9999	10501004	700A	00047719	Employee 11	486		
02030	502	10	999	999	9999	10501004	700A	00047833	Employee 12	486		
02030	502	10	999	999	9999	10501004	700A	00048634	Employee 13	486		
02030	502	10	999	999	9999	10501004	700A	00048969	Employee 14	486		
02030	502	10	999	999	9999	10501004	700A	00049490	Employee 15	486		

7. Stafflist

The Stafflist is in Excel format and provides a current staff listing with occupancy and salary information based on the work location (location code) in the current employment record. At the conclusion of the Academic restructure where the 'School' was considered the lowest recognized entity in the organizational structure, HR provided work location as an opportunity to group staff to a lower level.

Employee#	Name	DoB	Gender	Job#	Occ Type	Title	Fraction	Classificat	Step#	Annual Sa	Status	Tax Scale	Activity S	
00049377	Employee 1	22-Jun-73	F	1	SUB	Lecturer	100	LVLB	5	75008	TEN	2	P	
00056843	Employee 2	10-Aug-69	M	1	SUB	Lecturer	100	LVLB	5	75008	TEN	2	1ST	
00026248	Employee 3	7-Aug-59	F	3	SUB	Administrative Assistant	100	L03	4	40184	OGING	2	P	
00060159	Employee 4	4-Oct-47	M	2	SUB	Curriculum Consultant	100	L10G4	1	104161	OGING	2		
00045282	Employee 5	16-Feb-70	F	1	SUB	Marketing & Public Relations M	100	L08	4	71677	OGING	2	C	
00057516	Employee 6	27-Dec-83	F	1	SUB	Clerical Assistant	100	L03	1	37069	CASG	2		
00057516	Employee 6	27-Dec-83	F	2	SUB	Admin Assistant	100	L04	1	42953	CASG	2		
00010940	Employee 7	7-Jun-50	M	1	CON	Director	100	LVL4	4	105994	FXT2	2		
00010940	Employee 7	7-Jun-50	M	1	SUB	Admin Manager	100	L08	SPP	77906	OGING	2		
00061843	Employee 8	22-Mar-77	F	1	SUB	CASUAL APPOINTMENT	100	L05	2	47797	CASR	1		
00051945	Employee 9	15-Jan-82	F	1	SUB	Casual Appointment	100	L02	3	36377	CASG	2		
00051945	Employee 9	15-Jan-82	F	3	SUB	CASUAL APPOINTMENT	100	L03	1	37069	CASG	2		
00006675	Employee 10	27-Jan-49	F	1	SUB	Academic Student Adviser	100	LVLB	6	77456	TEN	2	C	
00014327	Employee 11	18-Dec-44	F	1	SUB	Development Officer	100	L08	4	71677	FXT2	2		
00014327	Employee 11	18-Dec-44	F	1	SUB	Development Officer	100	L08	4	71677	FXT2	2		
00034134	Employee 12	20-Sep-76	F	5	SUB	CASUAL TEACHING	100	CAST	1	0	CAST	1		
00060309	Employee 13	1-Jan-49	M	1	SUB	Adjunct Lecturer	100	ADJ	1	0	HON	4		
00013211	Employee 14	11-Feb-52	F	1	SUB	Faculty Manager	100	L10G2	3	94787	OGING	2		
00041478	Employee 15	10-Jun-75	F	8	SUB	Honorary Research Associate	100	HON	1	0	HON	2		
00051543	Employee 16	11-Sep-78	F	4	SUB	CASUAL APPOINTMENT	100	L04	1	42953	CASG	2		
00060310	Employee 17	1-Jan-49	N	1	SUB	Adjunct Lecturer	100	ADJ	1	0	HON	4		
00050681	Employee 18	7-Feb-64	M	3	SUB	Project Officer	100	L07	4	65100	FXT1	2	P	
00049603	Employee 19	16-Jul-68	M	3	SUB	Adjunct Lecturer	100	ADJ	1	0	HON	2		
00060868	Employee 20	5-Dec-81	F	1	SUB	CASUAL APPOINTMENT	100	L03	1	37069	CASG	1		
00060306	Employee 21	1-Jan-49	M	1	SUB	Adjunct Lecturer	100	ADJ	1	0	HON	4		
00029528	Employee 22	20-Apr-57	M	3	SUB	Clinical Associate Professor	100	ADJ	1	0	HON	2		
00054603	Employee 23	15-Jun-84	F	5	SUB	CASUAL APPOINTMENT	100	L02	3	36377	CASG	1		
00058595	Employee 24	22-Sep-71	F	2	SUB	Senior Project Officer	100	L07	1	58526	FXT1	2	P	
00052713	Employee 25	30-May-81	F	2	SUB	Assistant (General)	10	667	ADJ	3	34142	FXT1	2	
00060307	Employee 26	20-Sep-69	F	1	SUB	Adjunct Lecturer	100	ADJ	1	0	HON	4		
00023753	Employee 27	30-Sep-49	F	1	SUB	Administrative Officer	100	L05	4	51606	OGING	2		

Start Date	End Date	Review Date	Position#	Advert	Account#	Acct_pct	Clevel8	Manager Position#	Manager Name
7-Jan-02	31-Dec-49	1-Jan-07	304116		003105001099999999910100001	100	Human Movement & Exercise S	101205	Vacant
10-Jan-05	31-Dec-49	10-Jan-07	230023	ADV	003105001099999999910100001	100	Human Movement & Exercise S	101205	Vacant
15-Feb-93	31-Dec-49	23-Oct-06	200016		005095201099999999910100001	100	Faculty Office - Life & Physical :	300954	Pippet, Susan Ma
21-Nov-05	20-Nov-08	21-Nov-06	305041	NON	014405206399999999963034000	100	Centre for Learning Technology	301417	Vacant
18-May-00	31-Dec-49		300952		005095201099999999910100001	100	Faculty Office - Life & Physical :	109165	Gamble, Jennifer
27-Jan-05	31-Dec-06		302353		999995220999999999909002000	100	Faculty Office - Life & Physical :		
27-Jan-05	31-Dec-06		302353		999995220999999999909002000	100	Faculty Office - Life & Physical :		
11-Oct-82	31-Dec-09		301417		005095001099999999910100001	100	Faculty Office - Life & Physical :	100587	Stewart, George F
11-Oct-82	31-Dec-49		301749		005095201099999999910100001	100	Centre for Learning Technology	100587	Stewart, George F
1-May-06	31-Dec-06		820390		999995220999999999909002000	100	Centre for Learning Technology		
17-Dec-02	31-Dec-06		820390		999995220999999999909002000	100	Faculty Office - Life & Physical :		
17-Dec-02	31-Dec-06		302353		999995220999999999909002000	100	Faculty Office - Life & Physical :		
12-Jun-95	31-Dec-49		301976		005095001099999999910100001	100	Faculty Office - Life & Physical :	100587	Stewart, George F
1-Jul-87	21-Oct-08		304811		005095201099999999910100001	83	Faculty Office - Life & Physical :	109165	Gamble, Jennifer
1-Jul-87	21-Oct-08		304811		008095201099999999910100001	17	Faculty Office - Life & Physical :	109165	Gamble, Jennifer
19-Jan-98	31-Dec-06		302541		00505050263999999999630050000	100	Centre for Learning Technology		
1-Jan-06	31-Dec-08		303713		999995220999999999909002000	100	Faculty Office - Life & Physical :	104985	Robson, Alan Dav
20-Jan-86	31-Dec-49		109165		005095201099999999910100001	100	Faculty Office - Life & Physical :	100587	Stewart, George F
7-Dec-98	30-Apr-07		800030		999995220999999999909002000	100	Physics	104985	Robson, Alan Dav
7-Oct-02	31-Dec-06		820390		999995220999999999909002000	100	Faculty Office - Life & Physical :		
1-Jan-05	31-Dec-08		303713		999995220999999999909002000	100	Faculty Office - Life & Physical :	104985	Robson, Alan Dav
1-Jun-02	11-Sep-06	12-Sep-06	304854	NON	005095221099999999910100001	100	Faculty Office - Life & Physical :	109165	Gamble, Jennifer
11-Mar-02	30-May-08		303713		999995220999999999909002000	100	Faculty Office - Life & Physical :	104985	Robson, Alan Dav
22-Feb-06	31-Dec-06		820390		999995220999999999909002000	100	Faculty Office - Life & Physical :		
1-Jan-06	31-Dec-08		303713		999995220999999999909002000	100	Faculty Office - Life & Physical :	104985	Robson, Alan Dav
21-Aug-95	31-Jul-08		303713		999995220999999999909002000	100	Faculty Office - Life & Physical :	104985	Robson, Alan Dav
22-Dec-03	31-Dec-06		820390		999995220999999999909002000	100	Faculty Office - Life & Physical :		
1-Jan-05	15-Mar-07	18-Sep-06	304810	NON	005095201099999999910100001	100	Faculty Office - Life & Physical :	109165	Gamble, Jennifer
17-Feb-03	30-Aug-06		303798		005095221099999999910100001	100	Faculty Office - Life & Physical :	300954	Pippet, Susan Ma
1-Jan-06	31-Dec-08		303713		999995220999999999909002000	100	Faculty Office - Life & Physical :	104985	Robson, Alan Dav
3-Feb-92	31-Dec-49		108210		005095201099999999910100001	100	Faculty Office - Life & Physical :	109165	Gamble, Jennifer

The 'Stafflist' is refreshed each night and includes some useful values:

Gender	you can view your gender profile and also use other values (eg Classification) to provide more profiling detail.
Manager Position / Name	this position number and associated occupant, identifies who the employee currently reports to. This is now very important for the purpose of ESS Leave and ESS Professional Development Review.
Activity Summary	this value identifies which Academic Portfolio (Tenure) the academic is currently due to complete.
Advert	identifies staffs whose positions have or have not been advertised in the process of appointing the occupant. This is particularly important from the perspective of additional fixed term extensions where advertising of the vacancy may be a requirement.

If you need help:

	Contact
If you need help with your ACS username or password	ACS Helpdesk on ext 2822
If you can not access the web reports	HR Helpdesk on ext 7896
If you require clarification of salary charges or employee details	Your Faculty Personnel Team