



**Office of the Controller  
Operational Management & Reporting  
Using the HCM Payroll Distribution Reporting Tool**

**Table of Contents**

<b>I. Objectives .....</b>	<b>2</b>
<b>II. Tips, Tricks and Reminders .....</b>	<b>3</b>
<b>III. Navigation .....</b>	<b>4</b>
<b>IV. Search Criteria – Date Fields.....</b>	<b>5</b>
<b>V. Returned Data .....</b>	<b>6</b>
<b>VI. Using HCM Distribution – HR Contacts.....</b>	<b>7</b>
<b>VII. Using HCM Distribution – Business Managers/Budget Officers.....</b>	<b>10</b>
<b>VIII. Using HCM Distribution – PIs/Grant Administrators.....</b>	<b>15</b>
<b>IX. Other Ways to View Data .....</b>	<b>19</b>
<b>X. Retro Funding Account Changes .....</b>	<b>31</b>
<b>XI. Creating Reports - Export Options .....</b>	<b>33</b>

## I. Objectives

By the end of this procedure, you should be able to:

- Use the reporting tool to verify/reconcile payroll by operating unit, department, project and employee
- Use the output options to show data that meet your needs
- Understand the Retro Funding process
- Understand the different export options for reporting

## II. Tips, Tricks and Reminders

Here are few tips and tricks that will help when using this tool:

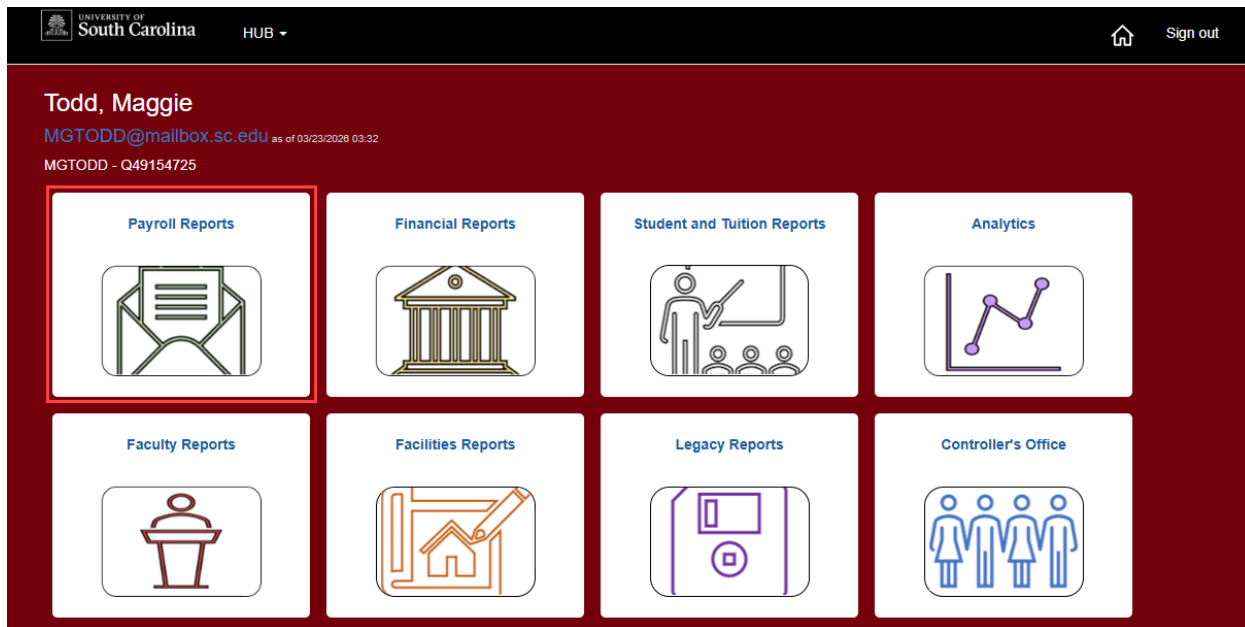
- Please remember to complete retro account changes within **90 days** of the pay date.
- Be sure to **clear** search criteria fields before submitting a new search.
- Reports can be downloaded to Excel by clicking the CSV button or by copying and pasting the report results into Excel.

### III. Navigation

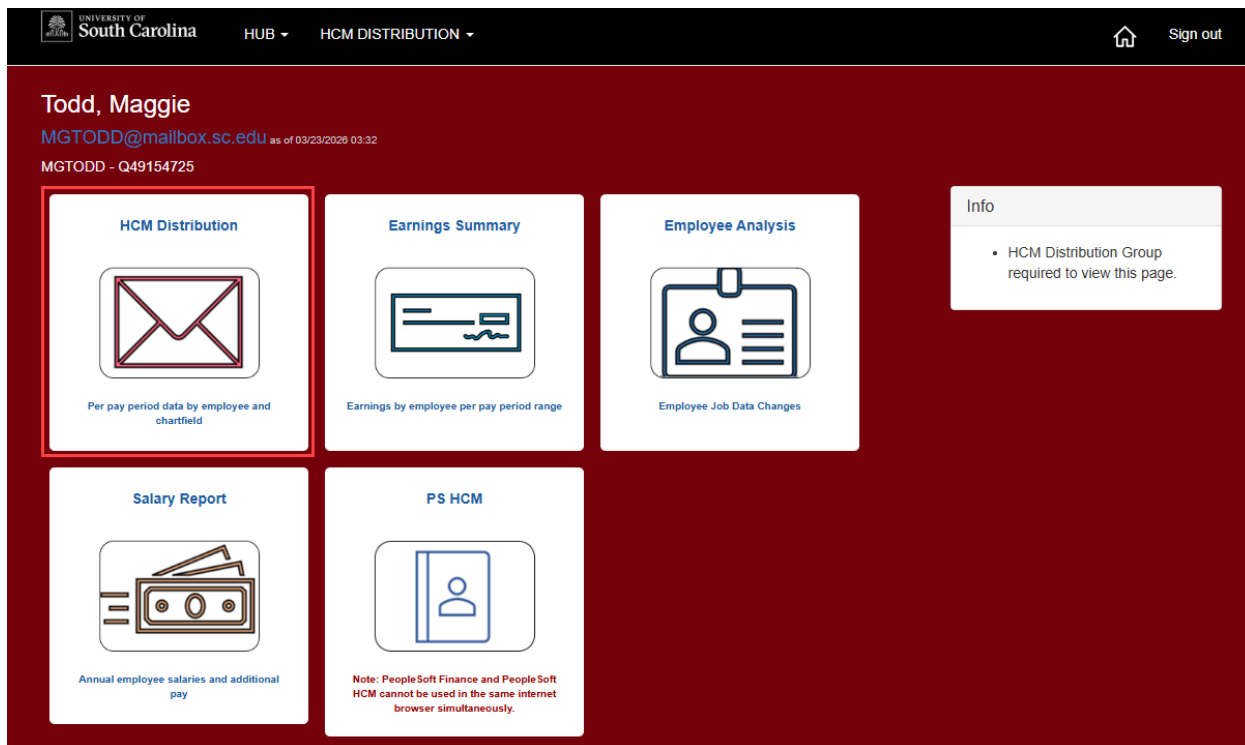
To access this new tool, go to <https://financeintranet.sc.edu/>.

Then navigate to: **Payroll Reports > HCM Distribution**

**Step 1:** From the HUB, select the **Payroll Reports** tile.



**Step 2:** Click the **HCM Distribution** tile.



### IV. Search Criteria – Date Fields

As you can see, there are many date field options available on the Search Criteria section of the screen.

The following date fields are mostly used by back office employees in the Controller’s Office:

- **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

The following Fiscal date fields are mostly used by HR Contacts, Business Managers/Budget Officers, and PIs/Grant Administrators:

- **From/To Pay Period:** The 15<sup>th</sup> and last day of each month
- **Fiscal Month:** Follows the GL Fiscal year, July is the 1<sup>st</sup> month in the GL fiscal year
- **Fiscal Year:** July 1<sup>st</sup> through June 30<sup>th</sup>

The screenshot shows the 'HCM DISTRIBUTION SEARCH' interface. Several date-related fields are highlighted with red boxes:

- Check Date (m/d/y):** Located in the bottom left section, with input fields for month, day, and year.
- Pay End Date (m/d/y):** Located in the middle section, with input fields for month, day, and year.
- Earn End Date (m/d/y):** Located in the middle section, with input fields for month, day, and year.
- From Pay Period:** A dropdown menu in the top right section.
- To Pay Period:** A dropdown menu in the top right section.
- Fiscal Month:** A dropdown menu in the top right section.
- Fiscal Year:** A dropdown menu in the top right section.

Other visible fields include USCID, Supervisor USCID, Pay Group, Combo, Project BU, Name, Empl.Rcd, Operating Unit, Project \*, Job, Empl.Class, Department \*, PI, HCM Dept., Full/Part, Dist.Status, Fund, Business Manager (BM), Journal., Reg/Temp, Dist.Type, Class, CFDA, Check, Std.Hours, Dist.Class, Account, Contract, HCM BU (Campus), Dist.Code, and Costshare. There are also buttons for Submit, Clear, CSV, and RETRO.

## V. Returned Data

The reporting tool organizes the data in the following way.

**Note:** The output options may change how the data is organized.

NAME		USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	ACCOUNT	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRING \$	FRING %	TOT \$	
1920-6- PAY0090999		UG84	155201	IC1			12/15/2019	8000225806	12/13/2019	A00000054322	CL040-155000-N1800-202-80003421-	51300	2,270.96	100.00%	170.00		0.16	1.61	201.35	6.74	379.85	16.73%	2,650.82	
1920-6- PAY0084290		UG86	155201	P12			12/15/2019	8000226479	12/13/2019	A00000054359	CL040-155000-N1800-202-80003421-	51600	9,723.05	73.38%	139.76		0.12	1.17	292.70	4.94	438.69	4.51%	10,161.74	
1920-6- PAY0095402		AA75	155201	P12			12/15/2019	8000226480	12/13/2019	A00000054320	CL040-155000-N1800-202-80003421-	51200	1,327.71	100.00%	101.57	299.57						391.14	29.48%	1,718.85
1920-6- PAY0090999		AH35	155201	C12			12/15/2019	8000216466	12/13/2019	A00000054320	CL040-155000-N1800-202-80003421-	51200	743.74	50.00%	55.02	162.19	0.08	0.79	100.67			318.75	42.89%	1,062.49
1920-6- PAY0090999		AH10	155201	C12			12/15/2019	8000216463	12/13/2019	A00000001702	CL040-155001-A0001-101-	51200	1,816.90	100.00%	132.42	396.93	0.10	1.01	201.35	6.74	739.21	40.62%	2,559.17	
1920-6- PAY0090999		UG65	155201	C12			12/15/2019	8000216464	12/13/2019	A00000005816	CL040-155001-A0001-101-	51300	6,900.75	100.00%	68.38	1,524.69	0.10	1.61	490.38	6.74	2,130.94	30.48%	8,121.69	

Returned Data Column	Returned Data Defined
<b>Records Found</b>	Number of records that match the criteria entered
<b>Name</b>	Employee Name
<b>USCID</b>	A nine (9) character alpha numerical number that can be found on the back of the Carolina Card.
<b>Fiscal Period</b>	Fiscal Year-Fiscal Month: Journal ID
<b>Job</b>	Code for faculty and staff positions in PeopleSoft
<b>HCM Dept</b>	Employee's home department
<b>Group</b>	Pay code for grouping of like positions (9-month, 12-month, current vs. lag, etc.)
<b>Pay Period</b>	The mid-month and end-month payroll
<b>Check</b>	The check number: <b>8-</b> Direct Deposit <b>7-</b> Live Check
<b>CHK Date</b>	The check issue date
<b>Combo</b>	The full chartfield combination that is charged including account number (Op Unit, Department, Fund, Account, Class, and Project ID) also commonly referred to as the HCM Combo Code
<b>Chartfield</b>	A field that stores information related to the funding for the employee's job at USC
<b>Labor Details</b>	Payment amount and the percentage of pay charged to a specific funding source
<b>Fringe Details</b>	The Employer tax amounts and percentages for all types of fringe
<b>Total</b>	Labor plus the fringe = Total expense

## VI. Using HCM Distribution – HR Contacts

A HR Contact may search specifically by:

- Department
- Employee

To search by **Department**:

- Enter the department
- Search by from/to pay periods, fiscal month, and/or fiscal year
- Select the Order By and Output options to organize the data in a way that best meets your needs
- Submit

**Note:** Be sure to increase the Number of Records if you think the number is higher than the defaulted number of 10000.

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 main form area contains various search criteria fields:

- USCID \*** (text input)
- Supervisor USCID** (text input)
- Pay Group** (text input)
- Combo** (text input)
- Project BU** (text input)
- From Pay Period** (dropdown menu, highlighted in red)
- To Pay Period** (dropdown menu, highlighted in red)
- Fiscal Month** (dropdown menu, highlighted in red)
- Fiscal Year** (dropdown menu, highlighted in red)
- Pay Run ID** (text input)
- Num of Records** (text input)
- Order By** (dropdown menu, highlighted in red)
- Output** (dropdown menu, highlighted in red)

Other fields include Name, Job, HCM Dept., Journal, Check, Check Date, Empl.Rcd, Empl.Class, Full/Part, Reg/Temp, Std.Hours, HCM BU [Campus], Pay End Date, Earn End Date, Dist.Status, Dist.Type, Dist.Class, Dist.Code, Operating Unit, Department \* (text input with '155001', highlighted in red), Fund, Class, Account, Business Manager (BM), CFDA, Contract, Sponsor, and Costshare.

At the bottom, there are four buttons: **Submit** (highlighted in red), **Clear**, **CSV**, and **RETRO**.

\* Search for multiple values by inserting a comma in between each value.

Use the returned data to identify:

- All employees are being paid from the correct funding source
- All retro funding changes are processed and correct (all retro changes are identified with pink lines)
- Labor and fringe amounts look accurate

Total Records Queried: 4,322 | Total Records Returned: 483

NAME	USCID	FISCAL PERIOD	JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	ACCOUNT	LEB \$	LEB %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRING \$	FRING %	TOT \$	
1920-6-PAY0000896	UG74	155301	C09	12/15/2019	8000214711	12/13/2019	A00000005816	CL040-155001-A0001-101--	51300	5,383.33	100.00%	405.68	1,174.10	0.22	2.15	268.47	8.99	1,859.61	34.54%	7,242.94				
1920-6-PAY0001500	UG74	155301	C09	12/15/2019	8000230948	12/23/2019	A00000005816	CL040-155001-A0001-101--	51300	5,383.33	100.00%	405.68	1,174.10	0.22	2.15	268.47	8.99	1,859.61	34.54%	7,242.94				
1920-6-PAY0000896	UG76	155301	C09	12/15/2019	8000214712	12/13/2019	A00000005816	CL040-155001-A0001-101--	51300	654.70	10.00%	8.94	142.80	0.02	0.22	53.18	0.00	206.06	31.47%	800.76				
1920-6-PAY0001500	UG76	155301	C09	12/15/2019	8000230949	12/23/2019	A00000005816	CL040-155001-A0001-101--	51300	654.70	10.00%	8.94	142.80	0.02	0.22	53.18	0.00	206.07	31.48%	800.77				
1920-6-PAY0000899	AH10	155201	C12	12/15/2019	8000214643	12/13/2019	A0000001702	CL040-155001-A0001-101--	51200	1,519.98	100.00%	132.42	386.93	0.16	1.61	201.35	6.74	1,739.21	40.82%	2,559.17				
1920-6-PAY0001500	AH10	155201	C12	12/15/2019	8000232793	12/23/2019	A0000001702	CL040-155001-A0001-101--	51200	1,519.98	100.00%	132.43	386.93	0.16	1.61	201.35	6.74	1,739.22	40.82%	2,559.18				
1920-6-NET ZERO	UG74	155901	IC1	12/15/2019	7000005890	12/18/2019	A00000005816	CL040-155001-A0001-101--	51300		0.00%												0.00%	
1920-6-PAY0000896	AM88	155020	C12	12/15/2019	8000216393	12/13/2019	A0000001702	CL040-155001-A0001-101--	51200	3,449.00	100.00%	263.81	752.43	0.16	1.61	201.35	6.74	1,226.10	35.54%	4,678.00				
1920-6-PAY0001500	AM88	155020	C12	12/15/2019	8000232631	12/23/2019	A0000001702	CL040-155001-A0001-101--	51200	3,449.00	53.49%	263.86	402.46	0.09	0.86	107.60	3.60	778.56	22.57%	4,228.46				
1920-6-PAY0000896	UG74	155301	C09	12/15/2019	8000214713	12/13/2019	A00000005816	CL040-155001-A0001-101--	51300	5,205.72	100.00%	384.09	1,148.45	0.22	2.15	665.82	8.99	2,209.72	41.96%	7,475.44				
1920-6-PAY0001500	UG74	155301	C09	12/15/2019	8000230950	12/23/2019	A00000005816	CL040-155001-A0001-101--	51300	5,205.72	100.00%	384.07	1,148.45	0.22	2.15	665.82	8.99	2,209.70	41.96%	7,475.42				
1920-6-PAY0000899	AH10	155020	C12	12/15/2019	8000216394	12/13/2019	A0000001702	CL040-155001-A0001-101--	51200	2,194.04	100.00%	162.50	478.52	0.16	1.61	201.35	6.74	850.88	38.78%	3,044.92				
1920-6-PAY0001500	AH10	155020	C12	12/15/2019	8000232632	12/23/2019	A0000001702	CL040-155001-A0001-101--	51200	2,194.04	100.00%	162.49	478.52	0.16	1.61	201.35	6.74	850.87	38.78%	3,044.91				
1920-6-PAY0000899	UG76	155901	C09	12/15/2019	8000214756	12/13/2019	A00000005816	CL040-155001-A0001-101--	51300	6,521.00	100.00%	93.30	1,422.23	0.22	2.15	268.47	8.99	1,705.36	27.53%	8,316.38				
1920-6-PAY0001500	UG76	155901	C09	12/15/2019	8000230993	12/23/2019	A00000005816	CL040-155001-A0001-101--	51300	6,521.00	100.00%	93.30	1,422.23	0.22	2.15	268.47	8.99	1,705.36	27.53%	8,316.38				
1920-6-PAY0000899	AH10	155901	C12	12/15/2019	8000216500	12/13/2019	A0000001702	CL040-155001-A0001-101--	51200	2,175.33	100.00%	157.19	474.44	0.16	1.61	201.35	6.74	841.49	38.05%	3,016.82				
1920-6-PAY0001500	AH10	155901	C12	12/15/2019	8000232741	12/23/2019	A0000001702	CL040-155001-A0001-101--	51200	2,175.33	42.03%	162.54	199.42	0.00	0.67	84.64	2.83	450.16	20.89%	2,625.49				
1920-6-PAY0000899	AH10	155301	C12	12/15/2019	8000214648	12/13/2019	A0000001702	CL040-155001-A0001-101--	51200	1,674.71	100.00%	123.03	365.26	0.16	1.61	201.35	6.74	698.15	41.69%	2,372.88				
1920-6-PAY0001500	AH10	155301	C12	12/15/2019	8000232788	12/23/2019	A0000001702	CL040-155001-A0001-101--	51200	1,674.71	100.00%	123.04	365.26	0.16	1.61	201.35	6.74	698.16	41.69%	2,372.87				
1920-6-PAY0000896	UG75	155401	C09	12/15/2019	8000214724	12/13/2019	A00000005816	CL040-155001-A0001-101--	51300	6,955.45	100.00%	99.16	1,516.98	0.22	2.15	412.04	8.99	2,039.54	29.32%	8,994.99				
1920-6-PAY0001500	UG75	155401	C09	12/15/2019	8000230961	12/23/2019	A00000005816	CL040-155001-A0001-101--	51300	6,955.45	100.00%	99.16	1,516.98	0.22	2.15	412.04	8.99	2,039.54	29.32%	8,994.99				
1920-6-PAY0000896	UG76	155401	C12	12/15/2019	8000216475	12/13/2019	A00000005816	CL040-155001-A0001-101--	51300	7,910.67	74.92%	111.84	1,725.32	0.12	1.20	268.82	5.06	2,142.38	27.08%	10,652.89				
1920-7-RPAY000065	UG76	155401	C12	12/15/2019	RPAY000065	01/29/2020	A00000005816	CL040-155001-A0001-101--	51300	500.01	4.74%	7.07	109.06	0.01	0.07	18.87	0.31	135.39	27.08%	635.40				
1920-7-RPAY000065	UG76	155401	C12	12/15/2019	RPAY000065	01/29/2020	A00000005816	CL040-155001-A0001-101--	51300	500.01	4.74%	7.07	109.06	0.01	0.07	18.87	0.31	135.39	27.08%	635.40				
1920-6-PAY0000896	AH10	155902	C12	12/15/2019	8000216498	12/13/2019	A0000001702	CL040-155001-A0001-101--	51200	2,038.61	100.00%	155.84	444.23	0.16	1.61	201.35	6.74	819.19	39.75%	2,558.83				

To search by **Employee**:

- Enter the employee's Name or USCID
- Search by from/to pay periods, fiscal month, and/or fiscal year
- Order by Pay Period, Name
- Submit

**Note:** You can type the employee's last name in the USCID field and it will show results from which you can select the correct name.

The screenshot shows the HCM Distribution Search tool interface. The USCID field is highlighted with a red box. The 'From Pay Period' and 'To Pay Period' dropdowns are also highlighted with red boxes. The 'Order By' dropdown is set to 'Pay Period, Name'. The 'Detail' checkbox is checked. The 'Submit' button is highlighted with a red box.

Use the returned data to identify:

- The employee is being paid from the correct funding source
- Overpayments and/or underpayments
- All retro funding changes are processed and correct (all retro changes are identified with pink lines)
- Labor and fringe amounts look accurate

In the employee data below, notice a retro JE moved this employee's salary to a new funding source. The negative line is showing the funding source the payroll is being removed from.

NAME	USCID	FISCAL PERIOD: JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	ACCOUNT	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		2526.4 - PAY0220429	UG76	130200	C09	10/15/2025	8002060322	10/15/2025	A00000066831	CL071-130200-A0001-101-	51300	13,575.78	45.66%	249.70	3,347.79	0.11	0.99	337.50	4.11	3,940.20	29.02%	17,515.98
		2526.4 - PAY0220429	UG76	130200	C09	10/15/2025	8002060322	10/15/2025	A000000665337	CL071-130200-N1200-202- 80003949-	51300	11,715.08	39.40%	215.51	2,888.94	0.12	0.84	291.24	3.54	3,400.19	29.02%	15,115.27
		2526.4 - PAY0220429	UG76	130200	C09	10/15/2025	8002060322	10/15/2025	A000000663920	CL071-130271-E2042-301-	51300	4,444.44	14.95%	81.74	1,096.00	0.03	0.32	110.49	1.34	1,289.92	29.02%	5,734.36
		2526.4 - PAY0221684	UG76	130200	C09	10/31/2025	8002096082	10/31/2025	A00000102071	CL000-620800-K0143-101-	51300	7,500.00	23.00%	138.09	1,537.46	0.05	0.50	169.99	2.06	1,848.15	24.64%	9,348.15
		2526.5 - RPAYB03303	UG76	130200	C09	10/31/2025	RPAYB03303	11/12/2025	A00000102071	CL000-620800-K0143-101-	51300	(7,500.00)	-23.00%	(138.09)	(1,537.46)	(0.05)	(0.50)	(169.99)	(2.06)	(1,848.15)	24.64%	(9,348.15)
		2526.5 - RPAYB03303	UG76	130200	C09	10/31/2025	RPAYB03303	11/12/2025	A00000127497	CL002-613000-LP000-901- E0000113-	51300	7,500.00	23.00%	138.09	1,537.46	0.05	0.50	169.99	2.06	1,848.15	24.64%	9,348.15
		2526.4 - PAY0221684	UG76	130200	C09	10/31/2025	8002096082	10/31/2025	A00000127366	CL023-615003-A0001-101-	51300	7,500.00	23.00%	138.06	1,537.49	0.07	0.50	169.98	2.07	1,848.17	24.64%	9,348.17
		2526.4 - PAY0221684	UG76	130200	C09	10/31/2025	8002096082	10/31/2025	A00000066831	CL071-130200-A0001-101-	51300	13,575.78	41.62%	249.98	2,782.97	0.12	0.89	307.70	3.74	3,345.40	24.64%	16,921.18
		2526.4 - PAY0221684	UG76	130200	C09	10/31/2025	8002096082	10/31/2025	A000000665337	CL071-130200-N1200-202- 80003949-	51300	2,928.77	8.98%	53.93	600.38	0.02	0.19	66.38	0.81	721.71	24.64%	3,650.48
		2526.4 - PAY0221684	UG76	130200	C09	10/31/2025	8002096082	10/31/2025	A000000663920	CL071-130271-E2042-301-	51300	1,111.11	3.41%	20.47	227.78		0.07	25.18	0.31	273.81	24.64%	1,304.92
<b>TOTAL</b>												62,350.96		1,147.48	14,018.81	0.52	4.30	1,478.46	17.98	16,667.55	26.73%	79,018.51

## VII. Using HCM Distribution – Business Managers/Budget Officers

A Business Manager/Budget Officer may search specifically by:

- Operating Unit
- Employee
- Account
- Earnings

To search by **Operating Unit**:

- Enter the operating unit
- Select a fiscal month and current fiscal year
- Select the Order By and Output options to organize the data in a way that best meets your needs
- Submit

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  
 Name Empl.Rcd Pay End Date (m/d/y) Operating Unit Project \* ALL 1000000  
 Job Empl.Class Earn End Date (m/d/y) CL071 Department \* ALL To Pay Period ALL Order By  
 HCM Dept. Full/Part Dist.Status Fund Business Manager (BM) DECEMBER Total  
 Journal. Reg/Temp Dist.Type Class CFDA 2019-2020 Detail  
 Check Std.Hours Dist.Class Account Contract Pay Run ID Sum.Adjustments  
 Check Date (m/d/y) HCM BU [Campus] Dist.Code Sponsor Output  
 All Fringe-Summary[Hori]

\* Search for multiple values by inserting a comma in between each value.

Submit Clear CSV RETRO

Use the returned data to:

- Complete a monthly payroll review and reconciliation for all employees by reconciling budgets to expenses in funds across the units, especially A funds
- Identify a spike in pay indicating an annual leave payout or overpayment

**Note:** This search will show all departments within that operating unit. This may pull in a large number of records, so be sure to change the Number of Records field to a number higher than the defaulted number.

Total Records Queried: 26,844 | Total Records Returned: 5

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	ACCOUNT	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		1920-6 : PAY000899	SGTA	100300	T12	12/15/2019	8000226938	12/13/2019	A00000018968	CL071-100300-A0001-202-	51400	552.00	100.00%								0.00%	552.00
		1920-6 : PAY0091560	SGTA	100300	T12	12/31/2019	8000243093	12/23/2019	A00000018968	CL071-100300-A0001-202-	51400	552.00	100.00%								0.00%	552.00
		1920-6 : PAY000899	SFWR	100300	HRL	12/15/2019	8000226346	12/13/2019	A00000023110	CL071-100300-A0001-202-	51422	42.50	25.00%								0.00%	42.50
		1920-6 : PAY0091560	SFWR	100300	HRL	12/31/2019	8000236469	12/23/2019	A00000023110	CL071-100300-A0001-202-	51422	20.75	25.00%								0.00%	20.75
		1920-6 : PAY000899	UG78	135600	C09	12/15/2019	8000214438	12/13/2019	A00000006656	CL071-100300-A0001-202-	51300	5,922.12	100.00%	427.35	1,291.61	0.22	2.15	531.70	8.90	2,282.11	38.20%	8,184.23
		1920-6 : PAY0091560	UG78	135600	C09	12/31/2019	8000230674	12/23/2019	A00000006656	CL071-100300-A0001-202-	51300	5,922.12	100.00%	427.35	1,291.61	0.22	2.15	531.70	8.90	2,282.11	38.20%	8,184.23
		1920-6 : PAY000899	UG70	100300	T12	12/15/2019	8000226939	12/13/2019	A00000027225	CL071-100300-A0001-202-	51600	1,111.11	100.00%	85.00	242.33					327.33	29.46%	1,438.44
		1920-6 : NET ZERO	UG70	100300	T12	12/31/2019	0	12/31/2019	A00000027225	CL071-100300-A0001-202-	51600	0.00%									0.00%	
		1920-6 : PAY0091560	UG70	100300	T12	12/31/2019	8000243084	12/23/2019	A00000027225	CL071-100300-A0001-202-	51600	1,111.11	100.00%	85.00	242.33					327.33	29.46%	1,438.44
		1920-6 : PAY000899	UG70	100300	T12	12/15/2019	8000228675	12/13/2019	A00000027225	CL071-100300-A0001-202-	51600	4,853.80	100.00%	365.92	1,058.61	0.22	2.15	268.47	8.90	1,704.36	35.11%	6,558.16
		1920-6 : PAY0091560	UG70	100300	T12	12/31/2019	8000246044	12/23/2019	A00000027225	CL071-100300-A0001-202-	51600	4,853.80	100.00%	365.92	1,058.61	0.22	2.15	268.47	8.90	1,704.37	35.11%	6,558.17
		1920-6 : PAY000899	SGIA	100300	T12	12/15/2019	8000226840	12/13/2019	A00000018968	CL071-100300-A0001-202-	51400	607.40	100.00%								0.00%	607.40
		1920-6 : PAY0091560	SGIA	100300	T12	12/31/2019	8000243095	12/23/2019	A00000018968	CL071-100300-A0001-202-	51400	607.40	100.00%								0.00%	607.40

To search by **Employee:**

- Enter the employee’s USCID or Last name/First Initial
- To complete a monthly payroll review and reconciliation for a specific employee, select a fiscal month and current fiscal year
- Submit

The screenshot shows the HCM Distribution Search tool interface. The USCID field is highlighted with a red box. The Fiscal Month dropdown is set to MARCH and the Fiscal Year dropdown is set to 2025-2026. The Detail checkbox is checked. The Submit button is also highlighted with a red box.

Use the returned data to identify:

- Overpayments and underpayments
- The employee is being charged to the correct chartfield
- All retro funding changes have been processed and are correct
- Specific earnings

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	ACCOUNT	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRING \$	FRING %	TOT \$
		2526-9 : RPAYB03973	BE50	121000	P12	02/28/2026	RPAYB03973	03/26/2026	A0000002562	CL071-121001-A0001-101--	51200	(11,515.14)	-290.91%	(890.29)	(2,839.63)	(0.76)	(6.44)	(1,893.76)	(26.96)	(5,657.84)	49.13%	(17,172.90)
		2526-9 : PAY0229883	BE50	121000	P12	03/15/2026	8002244603	03/13/2026	A0000002562	CL071-121001-A0001-101--	51200	3,958.33	100.00%	309.60	976.12	0.19	1.61	473.44	6.74	1,767.70	44.66%	5,726.03
		2526-9 : RPAYB03973	BE50	121000	P12	03/15/2026	RPAYB03973	03/26/2026	A0000002562	CL071-121001-A0001-101--	51200	(3,958.33)	-100.00%	(309.60)	(976.12)	(0.19)	(1.61)	(473.44)	(6.74)	(1,767.70)	44.66%	(5,726.03)
		2526-9 : RPAYB03973	BE50	121000	P12	03/15/2026	RPAYB03973	03/26/2026	A00000116101	CL071-121031-A0001-202--	51200	15,473.47	390.91%	1,199.89	3,815.75	0.95	8.05	2,367.20	33.70	7,425.54	47.99%	22,899.01
		2526-9 : PAY0231002	BE50	121000	P12	03/31/2026	8002260536	03/31/2026	A00000116101	CL071-121031-A0001-202--	51200	3,958.33	100.00%	309.57	976.12	0.19	1.61	473.44	6.74	1,767.67	44.66%	5,726.00
<b>TOTAL</b>												7,916.66		619.17	1,952.24	0.38	3.22	946.88	13.48	3,535.37	44.66%	11,452.03

To view the different earnings for an employee you can drill into the labor by clicking the Labor hyperlink or using the Fringe Vertical output option.

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	ACCOUNT	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRING \$	FRING %	TOT \$
		2526-9 : RPAYB03973	BE50	121000	P12	02/28/2026	RPAYB03973	03/26/2026	A0000002562	CL071-121001-A0001-101--	51200	(11,515.14)	-290.91%	(890.29)	(2,839.63)	(0.76)	(6.44)	(1,893.76)	(26.96)	(5,657.84)	49.13%	(17,172.90)
		2526-9 : PAY0229883	BE50	121000	P12	03/15/2026	8002244603	03/13/2026	A0000002562	CL071-121001-A0001-101--	51200	3,958.33	100.00%	309.60	976.12	0.19	1.61	473.44	6.74	1,767.70	44.66%	5,726.03
		2526-9 : RPAYB03973	BE50	121000	P12	03/15/2026	RPAYB03973	03/26/2026	A0000002562	CL071-121001-A0001-101--	51200	(3,958.33)	-100.00%	(309.60)	(976.12)	(0.19)	(1.61)	(473.44)	(6.74)	(1,767.70)	44.66%	(5,726.03)
		2526-9 : RPAYB03973	BE50	121000	P12	03/15/2026	RPAYB03973	03/26/2026	A00000116101	CL071-121031-A0001-202--	51200	15,473.47	390.91%	1,199.89	3,815.75	0.95	8.05	2,367.20	33.70	7,425.54	47.99%	22,899.01
		2526-9 : PAY0231002	BE50	121000	P12	03/31/2026	8002260536	03/31/2026	A00000116101	CL071-121031-A0001-202--	51200	3,958.33	100.00%	309.57	976.12	0.19	1.61	473.44	6.74	1,767.67	44.66%	5,726.00
<b>TOTAL</b>												7,916.66		619.17	1,952.24	0.38	3.22	946.88	13.48	3,535.37	44.66%	11,452.03

Total Records Queried: 6 | Total Records Returned: 3

NAME	USCID	JOB	HCM DEPT	GROUP	PAY PERIOD	COMBO	CHARTFIELD	AMOUNT
ACCOUNT	EARN END	DIST. TYPE:	CODE	CHECK : CHK DATE	FISCAL PERIOD : JOURNAL			
	BE50	121000	P12	03/15/2026	A0000002562	CL071-121001-A0001-101--		
1	51200	02/28/2026	ERN REG-Regular Pay	8002244603 : 03/13/2026	2526-9 PAY0229883			3615.78
2	51200	02/28/2026	ERN SCK-Sick Leave Taken	8002244603 : 03/13/2026	2526-9 PAY0229883			342.55
LABOR: 3,958.33 (100.00%)		FRINGE: (0.00%)						3,958.33
	BE50	121000	P12	03/15/2026	A0000002562	CL071-121001-A0001-101--		
3	51200	02/28/2026	ERN REG-Regular Pay	RPAYB03973 : 03/26/2026	2526-9 RPAYB03973			-3615.78
4	51200	02/28/2026	ERN SCK-Sick Leave Taken	RPAYB03973 : 03/26/2026	2526-9 RPAYB03973			-342.55
LABOR: (3,958.33) (-100.00%)		FRINGE: (0.00%)						(3,958.33)
	BE50	121000	P12	03/15/2026	A00000116101	CL071-121031-A0001-202--		
5	51200	02/28/2026	ERN REG-Regular Pay	RPAYB03973 : 03/26/2026	2526-9 RPAYB03973			3615.78
6	51200	02/28/2026	ERN SCK-Sick Leave Taken	RPAYB03973 : 03/26/2026	2526-9 RPAYB03973			342.55
LABOR: 3,958.33 (100.00%)		FRINGE: (0.00%)						3,958.33
<b>LABOR:</b>	<b>3,958.33</b>	<b>FRINGE:</b>	<b>(0.00%)</b>	<b>TOTAL:</b>				<b>3,958.33</b>

To search by Account:

- Enter the account code
- Enter the operating unit
- Search by fiscal month, and/or fiscal year
- Select the Order By and Output options to organize the data in a way that best meets your needs
- Submit

Use the returned data to identify the different employee types (Classified, Unclassified, Temporary, etc.) within an operating unit

Account Code 51200: Classified Employees

Total Records Queried: 26,844 | Total Records Returned: 5

NAME	USCID	FISCAL PERIOD	JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	ACCOUNT	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
1920-6: PAV006060			JOURNAL	SGTA	100300	T12	12/15/2019	800622638	12/13/2019	A0000018908	CL071-100300-A0001-202--	51400	552.06	100.00%								0.00%	552.06
1920-6: PAV0091500			JOURNAL	SGTA	100300	T12	12/31/2019	8006243893	12/23/2019	A0000018908	CL071-100300-A0001-202--	51400	552.06	100.00%								0.00%	552.06
1920-9: PAV006060			JOURNAL	SFWR	100300	HRL	12/15/2019	8006226346	12/13/2019	A0000022110	CL071-100300-A0001-202--	51422	42.50	25.00%								0.00%	42.50
1920-9: PAV0091500			JOURNAL	SFWR	100300	HRL	12/31/2019	8006234409	12/23/2019	A0000022110	CL071-100300-A0001-202--	51422	28.75	25.00%								0.00%	28.75

Account Code 51300: Unclassified Employees

Total Records Queried: 13,637 | Total Records Returned: 1

NAME	USCID	FISCAL PERIOD	JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	ACCOUNT	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
1920-1: PAV0081351			JOURNAL	UP03	641000	C12	07/15/2019	800082235	07/15/2019	A0000004850	CL018-641000-A0001-603--	51300	4,375.00	100.00%	321.53	954.19	0.16	1.61	499.36	6.74	1,783.59	40.77%	6,158.59
1920-1: PAV0082300			JOURNAL	UP03	641000	C12	07/31/2019	800092960	07/31/2019	A0000004850	CL018-641000-A0001-603--	51300	4,375.00	100.00%	321.54	954.19	0.16	1.61	499.36	6.74	1,783.60	40.77%	6,159.00
1920-2: PAV0083462			JOURNAL	UP03	641000	C12	08/15/2019	8006163158	08/15/2019	A0000004850	CL018-641000-A0001-603--	51300	4,375.00	100.00%	321.53	954.19	0.16	1.61	499.36	6.74	1,783.59	40.77%	6,158.59
1920-2: PAV0084368			JOURNAL	UP03	641000	C12	08/31/2019	8006114758	08/30/2019	A0000004850	CL018-641000-A0001-603--	51300	4,375.00	100.00%	321.54	954.19	0.16	1.61	499.36	6.74	1,783.60	40.77%	6,159.00
1920-3: PAV0085095			JOURNAL	UP03	641000	C12	09/15/2019	8006132708	09/13/2019	A0000004850	CL018-641000-A0001-603--	51300	4,375.00	100.00%	321.52	954.19	0.16	1.61	499.36	6.74	1,783.58	40.77%	6,158.58

Account Code 51600: Temporary Employees

Total Records Queried: 12,963 | Total Records Returned: 1

NAME	USCID	FISCAL PERIOD	JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	ACCOUNT	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
1920-7: PAV0063456			JOURNAL	AH50	641000	T12	01/31/2020	8009772169	01/31/2020	A0000025419	CL018-641000-A0001-603--	51600	4,070.84	100.00%	299.20	887.85	0.16	1.61	201.35	6.74	1,306.91	34.32%	5,467.75
1920-11: RPAV000213			JOURNAL	AH50	641000	T12	01/31/2020	RPAV000213	05/11/2020	A0000025419	CL018-641000-A0001-603--	51600	(4,070.84)	-100.00%	(299.20)	(887.85)	(0.16)	(1.61)	(201.35)	(6.74)	(1,306.91)	34.32%	(5,467.75)
1920-8: PAV0084290			JOURNAL	AH50	641000	T12	02/15/2020	800087228	02/14/2020	A0000025419	CL018-641000-A0001-603--	51600	4,477.92	100.00%	330.36	976.63	0.16	1.61	201.35	6.74	1,516.85	33.87%	5,964.77
1920-11: RPAV000213			JOURNAL	AH50	641000	T12	02/15/2020	RPAV000213	05/11/2020	A0000025419	CL018-641000-A0001-603--	51600	(4,477.92)	-100.00%	(330.36)	(976.63)	(0.16)	(1.61)	(201.35)	(6.74)	(1,516.85)	33.87%	(5,964.77)

To search by **Earnings**:

- Enter an earnings code in the Dist. Code field
- Enter the operating unit
- Search by fiscal year
- Select the Order By and Output options to organize the data in a way that best meets your needs
- Submit

The screenshot shows the HCM Distribution Search form. The 'Operating Unit' field is set to 'CL018' and the 'Dist.Code' field is set to 'TSA'. The 'Submit' button is highlighted with a red box. Other fields include USCID, Supervisor USCID, Pay Group, Combo, Project BU, From Pay Period, Num of Records, Name, Empl.Rcd, Pay End Date, Department, Project, Order By, Job, Empl.Class, Earn End Date, Department, PI, Fiscal Month, Total, Sub-Total, Detail, Sum.Adjustments, HCM Dept., Full/Part, Dist.Status, Fund, Business Manager (BM), CFDA, Journal, Reg/Temp, Dist.Type, Class, Contract, Check, Std.Hours, Dist.Class, Account, Sponsor, Check Date, HCM BU [Campus], Dist.Code, and Costshare.

Use the returned data to:

- Make a more accurate salary/fringe budget projection when making salary projections for the upcoming fiscal year by subtracting Additional Pay and Bonuses from regular pay

Total Records Queried: 94 | Total Records Returned: 94

NAME	USCID	FISCAL PERIOD	JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	ACCOUNT	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
1620-1: PAY0081351	UPO3	041000	C12	07/15/2019	800082348	07/15/2019	A0000004850	CL018-641000-A0001-603--	51300	758.33	12.28%	0.00%	758.33										
1620-1: PAY0082306	UPO3	041000	C12	07/31/2019	800082972	07/31/2019	A0000004850	CL018-641000-A0001-603--	51300	758.33	12.28%	0.00%	758.33										
1620-2: PAY0083462	UPO3	041000	C12	08/15/2019	8000183170	08/15/2019	A0000004850	CL018-641000-A0001-603--	51300	758.33	12.28%	0.00%	758.33										
1620-2: PAY0084368	UPO3	041000	C12	08/31/2019	8000114758	08/30/2019	A0000004850	CL018-641000-A0001-603--	51300	758.33	12.28%	0.00%	758.33										
1620-3: PAY0085065	UPO3	041000	C12	09/15/2019	8000132719	09/13/2019	A0000004850	CL018-641000-A0001-603--	51300	758.33	12.28%	0.00%	758.33										
1620-3: PAY0086211	UPO3	041000	C12	09/30/2019	8000140618	09/30/2019	A0000004850	CL018-641000-A0001-603--	51300	758.33	12.28%	0.00%	758.33										
1620-4: PAY0087394	UPO3	041000	C12	10/15/2019	8000154643	10/15/2019	A0000004850	CL018-641000-A0001-603--	51300	758.33	12.28%	0.00%	758.33										
1620-4: PAY0088327	UPO3	041000	C12	10/31/2019	8000170322	10/31/2019	A0000004850	CL018-641000-A0001-603--	51300	758.33	12.28%	0.00%	758.33										
1620-5: PAY0089704	UPO3	041000	C12	11/15/2019	8000186100	11/15/2019	A0000004850	CL018-641000-A0001-603--	51300	758.33	12.28%	0.00%	758.33										
1620-5: PAY0090154	UPO3	041000	C12	11/30/2019	8000202325	11/27/2019	A0000004850	CL018-641000-A0001-603--	51300	758.33	12.28%	0.00%	758.33										
1620-6: PAY0090969	UPO3	041000	C12	12/15/2019	8000218707	12/13/2019	A0000004850	CL018-641000-A0001-603--	51300	758.33	12.28%	0.00%	758.33										
1620-6: PAY0091960	UPO3	041000	C12	12/31/2019	8000224946	12/23/2019	A0000004850	CL018-641000-A0001-603--	51300	758.33	12.28%	0.00%	758.33										
1620-7: PAY0092452	UPO3	041000	C12	01/15/2020	8000251269	01/15/2020	A0000004850	CL018-641000-A0001-603--	51300	758.33	12.28%	0.00%	758.33										
1620-7: PAY0093458	UPO3	041000	C12	01/31/2020	8000265182	01/31/2020	A0000004850	CL018-641000-A0001-603--	51300	758.33	12.28%	0.00%	758.33										
1620-8: PAY0094200	UPO3	041000	C12	02/15/2020	8000277982	02/14/2020	A0000004850	CL018-641000-A0001-603--	51300	758.33	12.28%	0.00%	758.33										
1620-8: PAY0095402	UPO3	041000	C12	02/29/2020	8000295187	02/28/2020	A0000004850	CL018-641000-A0001-603--	51300	758.33	12.28%	0.00%	758.33										
1620-9: PAY0096390	UPO3	041000	C12	03/15/2020	8000305993	03/13/2020	A0000004850	CL018-641000-A0001-603--	51300	758.33	12.28%	0.00%	758.33										
1620-9: PAY0097270	UPO3	041000	C12	03/31/2020	8000324924	03/31/2020	A0000004850	CL018-641000-A0001-603--	51300	758.33	12.28%	0.00%	758.33										
1620-10: PAY0098104	UPO3	041000	C12	04/15/2020	8000340458	04/15/2020	A0000004850	CL018-641000-A0001-603--	51300	758.33	12.28%	0.00%	758.33										
1620-3: PAY00985006	UPO3	041002	C12	09/15/2019	8000132737	09/13/2019	A0000004880	CL018-641022-A0001-605--	51300	2,083.33	55.95%	0.00%	2,083.33										
TOTAL													85,637.71									0.00%	85,637.71

## VIII. Using HCM Distribution – PIs/Grant Administrators

A PI/ Grant Administrator may search specifically by:

- Project
- Employee
- Cost Share

To search by **Project**:

- Enter a project number in the Project field
- Select All for Fiscal Year (NOTE: HCM records include April 2019 – forward. Data prior to this timeframe is in Payroll Legacy)
- Select the options Total and Sub-total and
- Select the Order By and Output options to organize the data in a way that best meets your needs
- Submit

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

Name Empl.Rcd Pay End Date (m/d/y) Operating Unit Project \* 10009070 ALL 1000000

Job Empl.Class Earn End Date (m/d/y) Department \* PI ALL To Pay Period ALL Chartfield,Name

HCM Dept. Full/Part Dist.Status Fund Business Manager (BM) Fiscal Month ALL Total

Journal. Reg/Temp Dist.Type Class CFDA Fiscal Year ALL Sub-Total

Check Check Date (m/d/y) HCM BU [Campus] Dist.Class Account Contract Pay Run ID ALL Detail

Sum.Adjustments

Output Fringe-Summary(Hor)

\* Search for multiple values by inserting a comma in between each value.

Submit Clear CSV RETRO

Use the returned data to identify:

- The correct employees funded by the project
- Each employee is charged appropriately
- If account changes and retro account changes need to be made

Total Records Queried: 4,452 | Total Records Returned: 582

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	ACCOUNT	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		1920-1 : PAY0082306	UG80	185000	C12	07/15/2019	8000080772	07/15/2019	A00000034158	MC000-180000-F1000-301-10000070-	51300	1,535.79	100.00%	117.40	334.90					452.45	29.49%	1,988.24
		1920-1 : PAY0082306	UG80	185000	C12	07/31/2019	8000081406	07/31/2019	A00000034158	MC000-180000-F1000-301-10000070-	51300	1,535.79	100.00%	117.40	334.90					452.45	29.49%	1,988.24
		1920-2 : PAY0083402	UG80	185000	C12	08/15/2019	8000101628	08/15/2019	A00000034158	MC000-180000-F1000-301-10000070-	51300	1,535.79	100.00%	117.40	334.90					452.45	29.49%	1,988.24
		1920-2 : PAY0084368	UG80	185000	C12	08/31/2019	8000113308	08/30/2019	A00000034158	MC000-180000-F1000-301-10000070-	51300	1,535.79	100.00%	117.48	334.90					452.44	29.49%	1,988.23
		1920-3 : PAY0085065	UG80	185000	C12	09/15/2019	8000131271	09/13/2019	A00000034158	MC000-180000-F1000-301-10000070-	51300	1,535.79	100.00%	117.40	334.90					452.45	29.49%	1,988.24
		1920-3 : PAY0086211	UG80	185000	C12	09/30/2019	8000139175	09/30/2019	A00000034158	MC000-180000-F1000-301-10000070-	51300	1,535.79	100.00%	117.40	334.90					452.45	29.49%	1,988.24
		1920-4 : PAY0087294	UG80	185000	C12	10/15/2019	8000153208	10/15/2019	A00000034158	MC000-180000-F1000-301-10000070-	51300	1,535.79	100.00%	117.40	334.90					452.45	29.49%	1,988.24
		1920-4 : PAY0088327	UG80	185000	C12	10/31/2019	8000168894	10/31/2019	A00000034158	MC000-180000-F1000-301-10000070-	51300	2,135.79	100.00%	163.30	334.90					498.35	23.33%	2,634.14
		1920-5 : PAY0089704	UG80	185000	C12	11/15/2019	8000184700	11/15/2019	A00000034158	MC000-180000-F1000-301-10000070-	51300	1,535.79	100.00%	117.48	334.90					452.44	29.49%	1,988.23
		1920-5 : PAY0090154	UG80	185000	C12	11/30/2019	8000206915	11/27/2019	A00000034158	MC000-180000-F1000-301-10000070-	51300	1,535.79	100.00%	117.49	334.90					452.45	29.49%	1,988.24
		1920-6 : PAY0090599	UG80	185000	C12	12/15/2019	8000217310	12/13/2019	A00000034158	MC000-180000-F1000-301-10000070-	51300	1,535.79	100.00%	117.40	334.90					452.45	29.49%	1,988.24

To search by **Employee**:

- Enter an employee’s USCID
- Select All for Fiscal Year
- Order the data by Pay Period, Name
- Select the options Total and Subtotal
- Submit

The screenshot shows the HCM Distribution Search interface. The USCID field is highlighted with a red box. The Order By dropdown is also highlighted with a red box, showing 'Pay Period, Name' selected. The Fiscal Year dropdown is highlighted with a red box, showing 'ALL' selected. The Submit button is highlighted with a red box.

Use the returned data to:

- Ensure the employee is funded by the correct project
- Determine that the employee's percentages are reasonable
- Identify when an account change needs to be processed because the project is ending
- Identify the pay group, if paid on a lag (TC1) be sure to keep that in mind when entering effective dates on the retro funding change request form

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	ACCOUNT	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		2526-1 : PAY0214182	ED55	921441	HRL	07/15/2025	8002011442	07/15/2025	A00000046339	BF000-920091-K1000-202-10009102-	51600	1,100.00	100.00%	88.66	271.26					359.92	32.72%	1,459.92
		2526-9 : RPAYB03973	ED55	921441	HRL	07/15/2025	RPAYB03973	03/26/2026	A00000046339	BF000-920091-K1000-202-10009102-	51600	(1,100.00)	-100.00%	(88.66)	(271.26)					(359.92)	32.72%	(1,459.92)
		2526-9 : RPAYB03973	ED55	921441	HRL	07/15/2025	RPAYB03973	03/26/2026	A00000138602	BF000-920091-L1000-202-10009102-	51600	1,100.00	100.00%	88.66	271.26					359.92	32.72%	1,459.92
												1,100.00		88.66	271.26					359.92	32.72%	1,459.92
20250715												1,100.00		88.66	271.26					359.92	32.72%	1,459.92
		2526-1 : PAY0215152	ED55	921441	HRL	07/31/2025	8002022008	07/31/2025	A00000046339	BF000-920091-K1000-202-10009102-	51600	1,180.00	100.00%	95.11	290.99					386.10	32.72%	1,566.10
		2526-9 : RPAYB03973	ED55	921441	HRL	07/31/2025	RPAYB03973	03/26/2026	A00000046339	BF000-920091-K1000-202-10009102-	51600	(1,180.00)	-100.00%	(95.11)	(290.99)					(386.10)	32.72%	(1,566.10)
		2526-9 : RPAYB03973	ED55	921441	HRL	07/31/2025	RPAYB03973	03/26/2026	A00000138602	BF000-920091-L1000-202-10009102-	51600	1,180.00	100.00%	95.11	290.99					386.10	32.72%	1,566.10
												1,180.00		95.11	290.99					386.10	32.72%	1,566.10
20250731												1,180.00		95.11	290.99					386.10	32.72%	1,566.10
		2526-2 : PAY0216169	ED55	921441	HRL	08/15/2025	8002032494	08/15/2025	A00000046339	BF000-920091-K1000-202-10009102-	51600	1,020.00	100.00%	82.21	251.53					333.74	32.72%	1,353.74
		2526-9 : RPAYB03973	ED55	921441	HRL	08/15/2025	RPAYB03973	03/26/2026	A00000046339	BF000-920091-K1000-202-10009102-	51600	(1,020.00)	-100.00%	(82.21)	(251.53)					(333.74)	32.72%	(1,353.74)
		2526-9 : RPAYB03973	ED55	921441	HRL	08/15/2025	RPAYB03973	03/26/2026	A00000138602	BF000-920091-L1000-202-10009102-	51600	1,020.00	100.00%	82.21	251.53					333.74	32.72%	1,353.74
												1,020.00		82.21	251.53					333.74	32.72%	1,353.74
20250815												1,020.00		82.21	251.53					333.74	32.72%	1,353.74
		2526-2 : PAY0217140	ED55	921441	HRL	08/31/2025	8002043914	08/29/2025	A00000046339	BF000-920091-K1000-202-10009102-	51600	320.00	100.00%	25.79	78.91					104.70	32.72%	424.70
		2526-9 : RPAYB03973	ED55	921441	HRL	08/31/2025	RPAYB03973	03/26/2026	A00000046339	BF000-920091-K1000-202-10009102-	51600	(320.00)	-100.00%	(25.79)	(78.91)					(104.70)	32.72%	(424.70)
		2526-9 : RPAYB03973	ED55	921441	HRL	08/31/2025	RPAYB03973	03/26/2026	A00000138602	BF000-920091-L1000-202-10009102-	51600	320.00	100.00%	25.79	78.91					104.70	32.72%	424.70
												320.00		25.79	78.91					104.70	32.72%	424.70

To search by **Cost Share**:

- Enter a project in the Costshare field
- Search by fiscal month, and/or fiscal year
- Select the options Total and Subtotal
- Select the Order By and Output options to organize the data in a way that best meets your needs
- Submit

UNIVERSITY OF South Carolina

HUB ▾ HCM DISTRIBUTION ▾ HCM DISTRIBUTION SEARCH

Sign out

USCID \*

Name

Job

HCM Dept.

Journal

Check

Check Date (m/d/y)  to

Supervisor USCID

Empl.Rcd

Empl.Class

Full/Part

Reg/Temp

Std.Hours

HCM BU [Campus]

Pay Group

Pay End Date (m/d/y)  to

Earn End Date (m/d/y)  to

Dist.Status

Dist.Type

Dist.Class

Dist.Code

Combo

Operating Unit

Department \*

Fund

Class

Account

Project BU

Project \*

PI

Business Manager (BM)

CFDA

Contract

Sponsor

From Pay Period

To Pay Period

Fiscal Month

Fiscal Year

Pay Run ID

Num of Records

Order By

Total

Sub-Total

Detail

Sum.Adjustments

Output

\* Search for multiple values by inserting a comma in between each value.

Submit

Clear

CSV

RETRO

Costshare

10009608

Use the returned data to:

- Ensure all cost share are booked for that project

**Note:** All cost code combo codes begin with a C making them easier to identify

Total Records Queried: 141 | Total Records Returned: 18

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	ACCOUNT	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		1920-4 : PAY0088327	UP03	620600	C12	10/31/2019	8000171701	10/31/2019	C00000003989	CL007-620900-E4078-456--10009608	51300	1,631.06	18.92%	119.14	355.88	0.05	0.31	94.50	1.28	571.14	35.00%	2,202.80
		1920-5 : PAY0089704	UP03	620600	C12	11/15/2019	8000187483	11/15/2019	C00000003989	CL007-620900-E4078-456--10009608	51300	1,631.67	18.92%	33.79	355.87	0.03	0.33	94.51	1.27	485.80	29.77%	2,117.47
		1920-5 : PAY0090154	UP03	620600	C12	11/30/2019	8000203719	11/27/2019	C00000003989	CL007-620900-E4078-456--10009608	51300	1,631.64	18.92%	22.56	355.88	0.02	0.32	94.50	1.26	474.52	29.08%	2,108.16
		1920-6 : PAY0090689	UP03	620600	C12	12/15/2019	8000220652	12/13/2019	C00000003989	CL007-620900-E4078-456--10009608	51300	1,631.64	18.92%	22.56	355.88	0.02	0.32	94.50	1.26	474.52	29.08%	2,108.16
		1920-6 : PAY0091560	UP03	620600	C12	12/31/2019	8000234845	12/23/2019	C00000003989	CL007-620900-E4078-456--10009608	51300	1,631.66	25.00%	22.24	355.87	0.04	0.38	124.94	1.70	505.07	30.95%	2,136.73
		1920-7 : PAY0092452	UP03	620600	C12	01/15/2020	8000251165	01/15/2020	C00000003989	CL007-620900-E4078-456--10009608	51300	1,631.64	25.00%	118.06	355.88	0.02	0.41	124.92	1.68	600.87	36.83%	2,232.51
		1920-7 : PAY0093458	UP03	620600	C12	01/31/2020	8000265680	01/31/2020	C00000003989	CL007-620900-E4078-456--10009608	51300	1,631.66	25.00%	118.04	355.87	0.04	0.38	124.94	1.70	600.87	36.83%	2,232.53
		1920-8 : PAY0094290	UP03	620600	C12	02/15/2020	8000277882	02/14/2020	C00000003989	CL007-620900-E4078-456--10009608	51300	1,631.64	25.00%	118.02	355.87	0.04	0.41	124.94	1.69	600.84	36.82%	2,232.48
		1920-8 : PAY0095402	UP03	620600	C12	02/29/2020	8000293987	02/28/2020	C00000003989	CL007-620900-E4078-456--10009608	51300	1,631.64	25.00%	118.03	355.87	0.04	0.41	124.94	1.69	600.85	36.82%	2,232.49
											14,684.85			692.44	3,202.81	0.30	3.27	1,002.19	13.47	4,914.48	33.47%	16,599.33
		1920-8 : RPAY000017	UP03	620600	C12	10/31/2019	RPAY000017	12/16/2019	C00000003989	CL007-620900-E4078-456--10009608	51300	3,104.17	25.00%	44.25	671.91	0.04	0.40	123.84	1.67	841.81	27.12%	3,946.88
		1920-5 : PAY0089704	UP03	620600	C12	11/15/2019	8000185897	11/15/2019	C00000003989	CL007-620900-E4078-456--10009608	51300	6,829.15	55.00%	68.12	1,489.43	0.09	0.88	274.83	3.70	1,866.85	27.34%	8,696.00
		1920-5 : PAY0090154	UP03	620600	C12	11/30/2019	8000202224	11/27/2019	C00000003989	CL007-620900-E4078-456--10009608	51300	6,829.16	55.00%	68.14	1,489.44	0.08	0.89	274.64	3.72	1,866.91	27.34%	8,696.07
		1920-6 : PAY0090689	UP03	620600	C12	12/15/2019	8000218607	12/13/2019	C00000003989	CL007-620900-E4078-456--10009608	51300	6,829.16	55.00%	68.14	1,489.44	0.08	0.89	274.64	3.72	1,866.91	27.34%	8,696.07
		1920-6 : PAY0091560	UP03	620600	C12	12/31/2019	8000234847	12/23/2019	C00000003989	CL007-620900-E4078-456--10009608	51300	6,829.17	55.00%	68.14	1,489.45	0.08	0.88	274.83	3.70	1,866.85	27.34%	8,696.00
		1920-7 : PAY0092452	UP03	620600	C12	01/15/2020	8000251167	01/15/2020	C00000003989	CL007-620900-E4078-456--10009608	51300	6,829.17	55.00%	68.14	1,489.45	0.08	0.88	274.83	3.70	1,866.85	27.34%	8,696.00
		1920-7 : PAY0093458	UP03	620600	C12	01/31/2020	8000265682	01/31/2020	C00000003989	CL007-620900-E4078-456--10009608	51300	6,829.18	55.00%	68.14	1,489.46	0.10	0.89	274.66	3.72	1,866.91	27.34%	8,696.07
		1920-8 : PAY0094290	UP03	620600	C12	02/15/2020	8000277884	02/14/2020	C00000003989	CL007-620900-E4078-456--10009608	51300	6,829.16	55.00%	68.14	1,489.44	0.08	0.89	274.64	3.72	1,866.85	27.34%	8,696.00
		1920-8 : PAY0095402	UP03	620600	C12	02/29/2020	8000293989	02/28/2020	C00000003989	CL007-620900-E4078-456--10009608	51300	6,829.16	55.00%	68.14	1,489.44	0.08	0.89	274.64	3.72	1,866.85	27.34%	8,696.00
											57,737.48			2,526.33	10,427.96	0.72	7.50	2,320.97	31.39	15,314.87	26.53%	73,062.36
		CL007-620900-E4078-456--10009608									72,422.33			3,218.77	13,630.77	1.02	10.77	3,323.16	44.88	20,229.35	27.92%	92,651.68
		TOTAL									72,422.33			3,218.77	13,630.77	1.02	10.77	3,323.16	44.88	20,229.35	27.92%	92,651.68

There is a Cost Share query that can be used to verify the data. The name of the Cost Share query in PeopleSoft that can be used is: **SC\_GM\_CS\_RECON\_PC\_DETAIL**

Always reach out to your Post Award Accountant to verify cost share if you have questions.

## IX. Other Ways to View Data

The payroll data in the HCM Distribution Reporting tool can be viewed in a number of different ways.

### 1. Order by – Chartfield and Name

The returned data will be separated by chartfield and will show the names of the employees paid from that funding source, showing subtotals for each employee.

Total Records Queried: 9 | Total Records Returned: 9

NAME	USCID	FISCAL PERIOD - JOURNAL	JOB	HCM GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	ACCOUNT	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRING \$	FRING %	TOT \$
		1819-10 : PAY0074589	SGRA	155101 IC1	04/15/2019	8000012613	04/15/2019	A00000018261	CL040-155100-J1000-202-10008070-	51400	1,125.00	100.00%								0.00%	1,125.00
		1819-10 : PAY0075501	SGRA	155101 IC1	04/30/2019	8000028292	04/30/2019	A00000018261	CL040-155100-J1000-202-10008070-	51400	1,125.00	100.00%								0.00%	1,125.00
		1819-11 : PAI0076639	SGRA	155101 IC1	05/15/2019	8000043830	05/15/2019	A00000018261	CL040-155100-J1000-202-10008070-	51400	1,125.00	100.00%								0.00%	1,125.00
											3,375.00									0.00%	3,375.00
		1819-10 : PAY0074589	SGRA	155101 TC1	04/15/2019	8000014210	04/15/2019	A00000018261	CL040-155100-J1000-202-10008070-	51400	843.66	74.99%								0.00%	843.66
		1819-10 : PAY0075501	SGRA	155101 TC1	04/30/2019	8000029939	04/30/2019	A00000018261	CL040-155100-J1000-202-10008070-	51400	843.67	74.99%								0.00%	843.67
		1819-11 : PAY0076639	SGRA	155101 TC1	05/15/2019	8000045371	05/15/2019	A00000018261	CL040-155100-J1000-202-10008070-	51400	843.66	74.99%								0.00%	843.66
											2,530.99									0.00%	2,530.99
		1819-10 : PAY0074589	SGRA	155101 IS2	04/15/2019	8000012961	04/15/2019	A00000018261	CL040-155100-J1000-202-10008070-	51400	1,125.00	100.00%								0.00%	1,125.00
		1819-10 : PAY0075501	SGRA	155101 IS2	04/30/2019	8000028656	04/30/2019	A00000018261	CL040-155100-J1000-202-10008070-	51400	1,125.00	100.00%								0.00%	1,125.00
		1819-11 : PAY0076639	SGRA	155101 IS2	05/15/2019	8000044207	05/15/2019	A00000018261	CL040-155100-J1000-202-10008070-	51400	1,125.00	100.00%								0.00%	1,125.00
											3,375.00									0.00%	3,375.00
Zhao,Xinyi																				0.00%	3,375.00
TOTAL											9,280.99									0.00%	9,280.99

2. Order by – Chartfield and Pay Period

The returned data will be separated by chartfield and will show the names of the employees paid from that funding source for a specific pay period. Subtotals for each pay period are shown as well.

Total Records Queried: 9 | Total Records Returned: 9

NAME	USCID	FISCAL PERIOD - JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	ACCOUNT	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		1819-10 - PAY0074589	SGRA	155101	IC1	04/15/2019	8000012613	04/15/2019	A00000018201	CL040-155100-11000-202-10008070-	51400	1,125.00	100.00%							0.00%		1,125.00
		1819-10 - PAY0074589	SGRA	155101	TC1	04/15/2019	8000014210	04/15/2019	A00000018201	CL040-155100-11000-202-10008070-	51400	843.68	74.96%							0.00%		843.68
		1819-10 - PAY0074589	SGRA	155101	IS2	04/15/2019	8000012981	04/15/2019	A00000018201	CL040-155100-11000-202-10008070-	51400	1,125.00	100.00%							0.00%		1,125.00
												3,093.68								0.00%		3,093.68
		1819-10 - PAY0075601	SGRA	155101	IC1	04/30/2019	8000028292	04/30/2019	A00000018201	CL040-155100-11000-202-10008070-	51400	1,125.00	100.00%							0.00%		1,125.00
		1819-10 - PAY0075901	SGRA	155101	TC1	04/30/2019	8000029939	04/30/2019	A00000018201	CL040-155100-11000-202-10008070-	51400	843.67	74.96%							0.00%		843.67
		1819-10 - PAY0075801	SGRA	155101	IS2	04/30/2019	8000028656	04/30/2019	A00000018201	CL040-155100-11000-202-10008070-	51400	1,125.00	100.00%							0.00%		1,125.00
												3,093.67								0.00%		3,093.67
		1819-11 - PAY0070939	SGRA	155101	IC1	05/15/2019	8000044830	05/15/2019	A00000018201	CL040-155100-11000-202-10008070-	51400	1,125.00	100.00%							0.00%		1,125.00
		1819-11 - PAY0070939	SGRA	155101	TC1	05/15/2019	80000445371	05/15/2019	A00000018201	CL040-155100-11000-202-10008070-	51400	843.68	74.96%							0.00%		843.68
		1819-11 - PAY0070939	SGRA	155101	IS2	05/15/2019	8000044267	05/15/2019	A00000018201	CL040-155100-11000-202-10008070-	51400	1,125.00	100.00%							0.00%		1,125.00
												3,093.68								0.00%		3,093.68
TOTAL												9,280.99								0.00%		9,280.99

3. Total and Detail

The returned data will provide the details for each employee and the overall total.

Total Records Queried: 9 | Total Records Returned: 9

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	ACCOUNT	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		1819-10 : PAY0074589	SGRA	155101	IC1	04/15/2019	8000612613	04/15/2019	A00000018261	CL040-155100-J1000-202-10008070-	51400	1,125.00	100.00%							0.00%		1,125.00
		1819-10 : PAY0075601	SGRA	155101	IC1	04/30/2019	8000628292	04/30/2019	A00000018261	CL040-155100-J1000-202-10008070-	51400	1,125.00	100.00%							0.00%		1,125.00
		1819-11 : PAY0077639	SGRA	155101	IC1	05/15/2019	8000643330	05/15/2019	A00000018261	CL040-155100-J1000-202-10008070-	51400	1,125.00	100.00%							0.00%		1,125.00
		1819-10 : PAY0074589	SGRA	155101	TC1	04/15/2019	8000614210	04/15/2019	A00000018261	CL040-155100-J1000-202-10008070-	51400	843.66	74.99%							0.00%		843.66
		1819-10 : PAY0075601	SGRA	155101	TC1	04/30/2019	8000629939	04/30/2019	A00000018261	CL040-155100-J1000-202-10008070-	51400	843.67	74.99%							0.00%		843.67
		1819-11 : PAY0077639	SGRA	155101	TC1	05/15/2019	8000645371	05/15/2019	A00000018261	CL040-155100-J1000-202-10008070-	51400	843.66	74.99%							0.00%		843.66
		1819-10 : PAY0074589	SGRA	155101	IS2	04/15/2019	8000612981	04/15/2019	A00000018261	CL040-155100-J1000-202-10008070-	51400	1,125.00	100.00%							0.00%		1,125.00
		1819-10 : PAY0075601	SGRA	155101	IS2	04/30/2019	8000628656	04/30/2019	A00000018261	CL040-155100-J1000-202-10008070-	51400	1,125.00	100.00%							0.00%		1,125.00
		1819-11 : PAY0077639	SGRA	155101	IS2	05/15/2019	8000644207	05/15/2019	A00000018261	CL040-155100-J1000-202-10008070-	51400	1,125.00	100.00%							0.00%		1,125.00
CL040-155100-J1000-202-10008070-												0,280.99		0.00%		0,280.99						
<b>TOTAL</b>												0,280.99		0.00%		0,280.99						

### 4. Sub-total and Detail

UNIVERSITY OF South Carolina

HUB ▾ HCM DISTRIBUTION ▾ HCM DISTRIBUTION SEARCH

Sign out

---

**USCID \***

**Name**

**Job**

**HCM Dept.**

**Journal.**

**Check**

**Check Date (m/d/y)**  to

**Supervisor USCID**

**Empl.Rcd**

**Empl.Class**

**Full/Part**

**Reg/Temp**

**Std.Hours**

**HCM BU [Campus]**

**Pay Group**

**Pay End Date (m/d/y)**  to

**Earn End Date (m/d/y)**  to

**Dist.Status**

**Dist.Type**

**Dist.Class**

**Dist.Code**

**Combo**

**Operating Unit**

**Department \***

**Fund**

**Class**

**Account**

**Project BU**

**Project \***

**PI**

**Business Manager (BM)**

**CFDA**

**Contract**

**Sponsor**

**Costshare**

**From Pay Period**

**To Pay Period**

**Fiscal Month**

**Fiscal Year**

**Pay Run ID**

**Num of Records**

**Order By**

Total

Sub-Total

Detail

Sum.Adjustments

**Output**

\* Search for multiple values by inserting a comma in between each value.

The returned data will provide the **details** and **subtotals** for each employee.

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	ACCOUNT	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$	
		1920-1: PAY0082306	UG80	185000	C12	07/15/2019	8900080772	07/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	51300	1,535.70	100.00%	117.40	334.06					452.45	29.46%	1,088.24	
		1920-1: PAY0082306	UG80	185000	C12	07/21/2019	8900091406	07/21/2019	A00000034158	MC000-180000-F1000-301-10009070-	51300	1,535.70	100.00%	117.40	334.06					452.45	29.46%	1,088.24	
		1920-2: PAY0083462	UG80	185000	C12	08/15/2019	8900101628	08/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	51300	1,535.70	100.00%	117.40	334.06					452.45	29.46%	1,088.24	
		1920-2: PAY0084368	UG80	185000	C12	08/21/2019	8900113308	08/20/2019	A00000034158	MC000-180000-F1000-301-10009070-	51300	1,535.70	100.00%	117.48	334.06					452.44	29.46%	1,088.23	
		1920-3: PAY0085095	UG80	185000	C12	09/15/2019	8900131271	09/13/2019	A00000034158	MC000-180000-F1000-301-10009070-	51300	1,535.70	100.00%	117.49	334.06					452.45	29.46%	1,088.24	
		1920-3: PAY0086211	UG80	185000	C12	09/20/2019	8900139175	09/20/2019	A00000034158	MC000-180000-F1000-301-10009070-	51300	1,535.70	100.00%	117.49	334.06					452.45	29.46%	1,088.24	
		1920-4: PAY0087294	UG80	185000	C12	10/15/2019	8900153208	10/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	51300	1,535.70	100.00%	117.49	334.06					452.45	29.46%	1,088.24	
		1920-4: PAY0088327	UG80	185000	C12	10/21/2019	8900168894	10/21/2019	A00000034158	MC000-180000-F1000-301-10009070-	51300	2,135.70	100.00%	183.39	334.06					498.35	23.33%	2,634.14	
		1920-12: PAY0102721	UG80	185000	C12	06/20/2020	8900399627	06/20/2020	A00000034158	MC000-180000-F1000-301-10009070-	51300	1,535.70	100.00%	117.40	334.06					452.45	29.46%	1,088.24	
												37,458.96		2,995.62	8,039.04						10,904.65	29.11%	48,363.62

5. Detail (Default)

The returned data will provide **details** for each employee.

Records Found: 3,037

NAME	USCID	FISCAL PERIOD - JOURNAL	JOB	HCM GROUP	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LEB \$	LEB %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		1920-1: PAY0082306	UG80	185000	C12	07/15/2019	8000080772	07/15/2019	A00000034158	MC000-180000-F1000-301-10000070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-1: PAY0082306	UG80	185000	C12	07/21/2019	8000091406	07/21/2019	A00000034158	MC000-180000-F1000-301-10000070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-2: PAY0083462	UG80	185000	C12	08/15/2019	8000101628	08/15/2019	A00000034158	MC000-180000-F1000-301-10000070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-2: PAY0084388	UG80	185000	C12	08/21/2019	8000113308	08/20/2019	A00000034158	MC000-180000-F1000-301-10000070-	1,535.79	100.00%	117.48	334.98					452.44	29.46%	1,988.23
		1920-3: PAY0085095	UG80	185000	C12	09/15/2019	8000131271	09/13/2019	A00000034158	MC000-180000-F1000-301-10000070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-3: PAY0086211	UG80	185000	C12	09/30/2019	8000139175	09/30/2019	A00000034158	MC000-180000-F1000-301-10000070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-4: PAY0087294	UG80	185000	C12	10/15/2019	8000153208	10/15/2019	A00000034158	MC000-180000-F1000-301-10000070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-4: PAY0088327	UG80	185000	C12	10/21/2019	8000168894	10/11/2019	A00000034158	MC000-180000-F1000-301-10000070-	2,135.79	100.00%	163.39	334.98					490.35	23.33%	2,634.14
		1920-5: PAY0089704	UG80	185000	C12	11/15/2019	8000184790	11/15/2019	A00000034158	MC000-180000-F1000-301-10000070-	1,535.79	100.00%	117.48	334.98					452.44	29.46%	1,988.23
		1920-5: PAY0090154	UG80	185000	C12	11/30/2019	8000209915	11/27/2019	A00000034158	MC000-180000-F1000-301-10000070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-6: PAY0090899	UG80	185000	C12	12/15/2019	8000217310	12/15/2019	A00000034158	MC000-180000-F1000-301-10000070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-6: PAY0091960	UG80	185000	C12	12/31/2019	8000233549	12/23/2019	A00000034158	MC000-180000-F1000-301-10000070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-7: PAY0092462	UG80	185000	C12	01/15/2020	8000249825	01/15/2020	A00000034158	MC000-180000-F1000-301-10000070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-7: PAY0093458	UG80	185000	C12	01/21/2020	8000263753	01/13/2020	A00000034158	MC000-180000-F1000-301-10000070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-8: PAY0094290	UG80	185000	C12	02/15/2020	8000276585	02/14/2020	A00000034158	MC000-180000-F1000-301-10000070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-8: PAY0095402	UG80	185000	C12	02/28/2020	8000291776	02/28/2020	A00000034158	MC000-180000-F1000-301-10000070-	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-9: PAY0096930	UG80	185000	C12	03/15/2020	8000307578	03/13/2020	A00000034158	MC000-180000-F1000-301-10000070-	1,535.79	100.00%	117.47	334.98					452.43	29.46%	1,988.22
		1920-1: PAY0082306	CB75	182800	C12	07/15/2019	8000080683	07/15/2019	A00000034157	MC000-180000-F1000-301-10000070-	150.11	7.00%	10.89	32.74	0.11	21.63	0.48		65.83	43.86%	215.94
		1920-1: PAY0083462	CB75	182800	C12	08/15/2019	8000101540	08/15/2019	A00000034157	MC000-180000-F1000-301-10000070-	150.10	7.00%	10.89	32.73	0.11	21.63	0.47		65.83	43.86%	215.93
		1920-2: PAY0084388	CB75	182800	C12	08/21/2019	8000116201	08/30/2019	A00000034157	MC000-180000-F1000-301-10000070-	150.11	8.02%	10.96	32.74	0.09	18.61	0.40		62.80	41.84%	212.91
		1920-3: PAY0085095	CB75	182800	C12	09/15/2019	8000134200	09/13/2019	A00000034157	MC000-180000-F1000-301-10000070-	150.11	5.94%	10.98	32.74	0.10	18.34	0.40		62.56	41.85%	212.87
		1920-3: PAY0086211	CB75	182800	C12	09/30/2019	8000142017	09/30/2019	A00000034157	MC000-180000-F1000-301-10000070-	150.11	5.94%	10.96	32.74	0.09	18.35	0.40		62.56	41.85%	212.87

6. Sum Adjustments Unchecked

HUB ▾ HCM DISTRIBUTION ▾ HCM DISTRIBUTION SEARCH
Sign out

**USCID \***

Supervisor USCID

Pay Group

Combo

Project BU

**From Pay Period**

Num of Records

Name

Empl.Rcd

Pay End Date (m/d/y)

Operating Unit

Project \*

To Pay Period

Order By

Job

Empl.Class

Earn End Date (m/d/y)

Department \*

PI

Fiscal Month

Fiscal Year

HCM Dept.

Full/Part

Dist. Status

Fund

Business Manager (BM)

Detail

Journal.

Reg/Temp

Dist.Type

Class

CFDA

Sum-Adjustments

Check

Std.Hours

Dist.Class

Account

Contract

Output

Check Date (m/d/y)

HCM BU [Campus]

Dist.Code

Class

Sponsor

Costshare

\* Search for multiple values by inserting a comma in between each value.

The returned data is showing details with sum adjustments **unchecked**. Here you can see all of the retro entries, simply showing the entries removed and zeroed out what originally posted to the combo code.

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	ACCOUNT	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		2526-1 : PAY0214182	ED55	921441	HRL	07/15/2025	8002011442	07/15/2025	A00000446339	BF000-920091-K1000-202-10009102-	51600	1,100.00	100.00%	88.66	271.26					359.92	32.72%	1,459.92
		2526-9 : RPAYB03973	ED55	921441	HRL	07/15/2025	RPAYB03973	03/26/2026	A00000446339	BF000-920091-K1000-202-10009102-	51600	(1,100.00)	-100.00%	(88.66)	(271.26)					(359.92)	32.72%	(1,459.92)
		2526-1 : PAY0215152	ED55	921441	HRL	07/31/2025	8002022008	07/31/2025	A00000446339	BF000-920091-K1000-202-10009102-	51600	1,100.00	100.00%	95.11	290.99					386.10	32.72%	1,566.10
		2526-9 : RPAYB03973	ED55	921441	HRL	07/31/2025	RPAYB03973	03/26/2026	A00000446339	BF000-920091-K1000-202-10009102-	51600	(1,100.00)	-100.00%	(95.11)	(290.99)					(386.10)	32.72%	(1,566.10)
		2526-2 : PAY0216169	ED55	921441	HRL	08/15/2025	8002032494	08/15/2025	A00000446339	BF000-920091-K1000-202-10009102-	51600	1,020.00	100.00%	82.21	251.53					333.74	32.72%	1,353.74
		2526-9 : RPAYB03973	ED55	921441	HRL	08/15/2025	RPAYB03973	03/26/2026	A00000446339	BF000-920091-K1000-202-10009102-	51600	(1,020.00)	-100.00%	(82.21)	(251.53)					(333.74)	32.72%	(1,353.74)
		2526-2 : PAY0217140	ED55	921441	HRL	08/31/2025	8002043914	08/29/2025	A00000446339	BF000-920091-K1000-202-10009102-	51600	320.00	100.00%	25.79	78.91					104.70	32.72%	424.70
		2526-9 : RPAYB03973	ED55	921441	HRL	08/31/2025	RPAYB03973	03/26/2026	A00000446339	BF000-920091-K1000-202-10009102-	51600	(320.00)	-100.00%	(25.79)	(78.91)					(104.70)	32.72%	(424.70)
		2526-4 : PAY0221684	ED55	921441	HRL	10/31/2025	8002102730	10/31/2025	A00000446339	BF000-920091-K1000-202-10009102-	51600	5,230.00	100.00%	421.55	1,289.72					1,711.27	32.72%	6,941.27
		2526-9 : RPAYB03973	ED55	921441	HRL	10/31/2025	RPAYB03973	03/26/2026	A00000446339	BF000-920091-K1000-202-10009102-	51600	(5,230.00)	-100.00%	(421.55)	(1,289.72)					(1,711.27)	32.72%	(6,941.27)
		2526-5 : PAY0222658	ED55	921441	HRL	11/15/2025	8002118814	11/14/2025	A00000446339	BF000-920091-K1000-202-10009102-	51600	1,320.00	100.00%	106.39	325.51					431.90	32.72%	1,751.90
		2526-9 : RPAYB03973	ED55	921441	HRL	11/15/2025	RPAYB03973	03/26/2026	A00000446339	BF000-920091-K1000-202-10009102-	51600	(1,320.00)	-100.00%	(106.39)	(325.51)					(431.90)	32.72%	(1,751.90)
		2526-5 : PAY0223309	ED55	921441	HRL	11/30/2025	8002134812	11/25/2025	A00000446339	BF000-920091-K1000-202-10009102-	51600	140.00	100.00%	11.28	34.52					45.80	32.71%	185.80
		2526-9 : RPAYB03973	ED55	921441	HRL	11/30/2025	RPAYB03973	03/26/2026	A00000446339	BF000-920091-K1000-202-10009102-	51600	(140.00)	-100.00%	(11.28)	(34.52)					(45.80)	32.71%	(185.80)
		2526-9 : RPAYB03973	ED55	921441	HRL	11/30/2025	RPAYB03973	03/26/2026	A00000138602	BF000-920091-L1000-202-10009102-	51600	10,310.00	7,364.29%	830.99	2,542.44					3,373.43	32.72%	13,683.43
<b>TOTAL</b>												10,310.00		830.99	2,542.44					3,373.43	32.72%	13,683.43

7. Sum Adjustments Checked

The returned data shows how the reporting tool does the math for you. It will show you how much is left on that line of accounting. It makes it easy to see exactly what is left if dollars are being moved from one grant to another.

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	ACCOUNT	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		2526-8-: PAY0227926	SURA	120100	HRL	02/15/2026	8002205956	02/13/2026	A00000117138	CL025-120112-A0001-202--	51400	180.00	100.00%	0.72						0.72	0.40%	180.72
		2526-8-: PAY0226819	SURA	120100	HRL	02/28/2026	8002221592	02/27/2026	A00000117138	CL025-120112-A0001-202--	51400	270.00	100.00%	1.08						1.08	0.40%	271.08
		2526-9-: PAY0229583	SURA	120100	HRL	03/15/2026	8002237580	03/13/2026	A00000117138	CL025-120112-A0001-202--	51400	315.00	100.00%	1.26						1.26	0.40%	316.26
		2526-9-: RPAYB03977	SURA	150000	HRL	01/15/2026	8002180345	03/30/2026	A00000134873	CL038-150000-H1000-202-10015534-	51400	(4,749.00)	-100.00%	(19.00)						(19.00)	0.40%	(4,768.00)
		2526-9-: RPAYB03977	SURA	150000	HRL	01/15/2026	8002180345	03/30/2026	A00000130431	CL038-150000-K1000-202-10015534-	51400	9,498.00	200.00%	38.00						38.00	0.40%	9,536.00
<b>TOTAL</b>												5,514.00		22.06				22.06	0.40%	5,536.08		

8. Output – Fringe Summary (Horizontal)

The screenshot shows the HCM Distribution Search interface. The form is divided into several sections for data entry and filtering. Key elements include:

- Search Fields:** USCID \*, Supervisor USCID, Pay Group, Combo, Project BU, Name, Empl.Rcd, Pay End Date (m/d/y), Operating Unit, Job, Empl.Class, Earn End Date (m/d/y), Department \*, PI, HCM Dept., Full/Part, Dist.Status, Fund, Business Manager (BM), Journal, Reg/Temp, Dist.Type, Class, CFDA, Check, Std.Hours, Dist.Class, Account, Contract, Check Date (m/d/y), HCM BU [Campus], Dist.Code, Sponsor, Costshare.
- Filters:** From Pay Period (ALL), To Pay Period (ALL), Fiscal Month (ALL), Fiscal Year (ALL), Num of Records (1000000), Order By (Chartfield, Name), Total, Sub-Total, Detail (checked), Sum.Adjustments.
- Output:** Output dropdown set to Fringe-Summary[Hor].
- Buttons:** Submit, Clear, CSV, RETRO.

The returned data shows the details for all employees, including the labor and the fringe.

Total Records Queried: 4,452 | Total Records Returned: 582

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	ACCOUNT	LBR \$	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
		1920-1 : PAY0082308	UC30	185000	C12	07/15/2019	800080772	07/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	51300	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-1 : PAY0082308	UC30	185000	C12	07/31/2019	800080772	07/31/2019	A00000034158	MC000-180000-F1000-301-10009070-	51300	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-2 : PAY0083462	UC30	185000	C12	08/15/2019	8000161628	08/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	51300	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-2 : PAY0084368	UC30	185000	C12	08/31/2019	8000113368	08/31/2019	A00000034158	MC000-180000-F1000-301-10009070-	51300	1,535.79	100.00%	117.48	334.98					452.44	29.46%	1,988.23
		1920-3 : PAY0085095	UC30	185000	C12	09/15/2019	8000131271	09/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	51300	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-3 : PAY0086211	UC30	185000	C12	09/30/2019	8000129175	09/30/2019	A00000034158	MC000-180000-F1000-301-10009070-	51300	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-4 : PAY0087294	UC30	185000	C12	10/15/2019	8000163208	10/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	51300	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-4 : PAY0088327	UC30	185000	C12	10/31/2019	8000166894	10/31/2019	A00000034158	MC000-180000-F1000-301-10009070-	51300	2,135.79	100.00%	163.39	334.98					498.35	23.33%	2,634.14
		1920-5 : PAY0089704	UC30	185000	C12	11/15/2019	8000164780	11/15/2019	A00000034158	MC000-180000-F1000-301-10009070-	51300	1,535.79	100.00%	117.48	334.98					452.44	29.46%	1,988.23
		1920-5 : PAY0090154	UC30	185000	C12	11/30/2019	8000200915	11/27/2019	A00000034158	MC000-180000-F1000-301-10009070-	51300	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-6 : PAY0090886	UC30	185000	C12	12/15/2019	8000217310	12/13/2019	A00000034158	MC000-180000-F1000-301-10009070-	51300	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24
		1920-6 : PAY0091560	UC30	185000	C12	12/31/2019	8000233549	12/23/2019	A00000034158	MC000-180000-F1000-301-10009070-	51300	1,535.79	100.00%	117.49	334.98					452.45	29.46%	1,988.24

9. Output – Fringe Detail (Vertical) Pay Group C12

The returned data drills down into the labor details. Here you can see the account code and the earnings codes. This example is an employee paid current (C12). Notice the pay period, earn end, and check dates all match up.

NAME	USCID	JOB	HCM DEPT	GROUP	PAY PERIOD	COMBO	CHARTFIELD	AMOUNT
		ACCOUNT	EARN END	DIST. TYPE	CODE	CHECK : CHK DATE	FISCAL PERIOD : JOURNAL	
		UG65	911030	C12	03/15/2026	A00000004118	AK000-911030-A0001-101--	
1		51300	03/14/2026	ERN:ASA-Administrative Salary Adjstmnt		8002236817 : 03/13/2026	2526-Q-PAY0229883	104.16
2		51300	03/14/2026	ERN:REG-Regular Pay		8002236817 : 03/13/2026	2526-Q-PAY0229883	4214.67
3		51900	03/14/2026	DED:BASLIF-Basic Life		8002236817 : 03/13/2026	2526-Q-PAY0229883	.19
4		51900	03/14/2026	DED:BASLTD-Basic Long Term Disability		8002236817 : 03/13/2026	2526-Q-PAY0229883	1.61
5		51900	03/14/2026	DED:DENTAL-Dental		8002236817 : 03/13/2026	2526-Q-PAY0229883	6.74
6		51900	03/14/2026	DED:HEALTH-Health		8002236817 : 03/13/2026	2526-Q-PAY0229883	473.44
7		51900	03/14/2026	DED:SCRS-SCRS		8002236817 : 03/13/2026	2526-Q-PAY0229883	1095.02
8		51900	03/14/2026	TAX:E-OASDI/Disability - ER		8002236817 : 03/13/2026	2526-Q-PAY0229883	280.01
9		51900	03/14/2026	TAX:Q-FICA Med Hospital Ins / ER		8002236817 : 03/13/2026	2526-Q-PAY0229883	60.81
10		51900	03/14/2026	TAX:R-Local ER		8002236817 : 03/13/2026	2526-Q-PAY0229883	17.28
11		51900	03/14/2026	TAX:U-Unemployment ER		8002236817 : 03/13/2026	2526-Q-PAY0229883	.43
		LABOR: 4,318.83 (100.00%)			FRINGE: 1,885.53 (43.66%)			6,204.36
		UG65	911030	C12	03/31/2026	A00000004118	AK000-911030-A0001-101--	
12		51300	03/31/2026	ERN:ASA-Administrative Salary Adjstmnt		8002252978 : 03/31/2026	2526-Q-PAY0231002	104.16
13		51300	03/31/2026	ERN:REG-Regular Pay		8002252978 : 03/31/2026	2526-Q-PAY0231002	4214.67
14		51900	03/31/2026	DED:BASLIF-Basic Life		8002252978 : 03/31/2026	2526-Q-PAY0231002	.19
15		51900	03/31/2026	DED:BASLTD-Basic Long Term Disability		8002252978 : 03/31/2026	2526-Q-PAY0231002	1.61
16		51900	03/31/2026	DED:DENTAL-Dental		8002252978 : 03/31/2026	2526-Q-PAY0231002	6.74
17		51900	03/31/2026	DED:HEALTH-Health		8002252978 : 03/31/2026	2526-Q-PAY0231002	473.44
18		51900	03/31/2026	DED:SCRS-SCRS		8002252978 : 03/31/2026	2526-Q-PAY0231002	1095.02
19		51900	03/31/2026	TAX:E-OASDI/Disability - ER		8002252978 : 03/31/2026	2526-Q-PAY0231002	280.02
20		51900	03/31/2026	TAX:Q-FICA Med Hospital Ins / ER		8002252978 : 03/31/2026	2526-Q-PAY0231002	60.81
21		51900	03/31/2026	TAX:R-Local ER		8002252978 : 03/31/2026	2526-Q-PAY0231002	17.28
22		51900	03/31/2026	TAX:U-Unemployment ER		8002252978 : 03/31/2026	2526-Q-PAY0231002	.43
		LABOR: 4,318.83 (100.00%)			FRINGE: 1,885.54 (43.66%)			6,204.37
<b>LABOR:</b>		8,637.66		<b>FRINGE:</b>	3,771.07 (43.66%)	<b>TOTAL:</b>	12,408.73	

10. Fringe Detail (Vertical) Pay Group P12

This example drills down into the labor for an employee paid on a lag (P12). Here you can see the account code and the earnings codes. But because they are paid on a lag the pay period, earn end, and check dates may be different. Dates may also vary for an hourly employee.

NAME	USCID	JOB	HCM DEPT	GROUP	PAY PERIOD	COMBO	CHARTFIELD	AMOUNT
ACCOUNT	EARN END	DIST. TYPE	CODE	CHECK : CHK DATE	FISCAL PERIOD : JOURNAL			
	AH45	620499	P12	03/15/2026	A0000000686	CL010-620499-A0001-602--		
1	51200	02/28/2026	ERN-REG-Regular Pay	8002246191 : 03/13/2026	2526-9-PAY0229883		2913.04	
2	51900	02/28/2026	DED-BASLIF-Basic Life	8002246191 : 03/13/2026	2526-9-PAY0229883		.19	
3	51900	02/28/2026	DED-BASLTD-Basic Long Term Disability	8002246191 : 03/13/2026	2526-9-PAY0229883		1.61	
4	51900	02/28/2026	DED-DENTAL-Dental	8002246191 : 03/13/2026	2526-9-PAY0229883		6.74	
5	51900	02/28/2026	DED-HEALTH-Health	8002246191 : 03/13/2026	2526-9-PAY0229883		275.74	
6	51900	02/28/2026	DED-SORPVY-SORPVY	8002246191 : 03/13/2026	2526-9-PAY0229883		572.7	
7	51900	02/28/2026	DED-VOYAER-VOYAER	8002246191 : 03/13/2026	2526-9-PAY0229883		145.65	
8	51900	02/28/2026	TAX-E-QASDI/Disability - ER	8002246191 : 03/13/2026	2526-9-PAY0229883		177.17	
9	51900	02/28/2026	TAX-Q-FICA Med Hospital Ins / ER	8002246191 : 03/13/2026	2526-9-PAY0229883		41.44	
10	51900	02/28/2026	TAX-R-Local ER	8002246191 : 03/13/2026	2526-9-PAY0229883		11.65	
11	51900	02/28/2026	TAX-U-Unemployment ER	8002246191 : 03/13/2026	2526-9-PAY0229883		.29	
		LABOR: 2,913.04 (100.00%)		FRINGE: 1,233.16 (42.33%)			4,146.22	

11. Output – Fringe Total Only

The returned data shows the **fringe totals** only by employee.

1920-7 : PAY0092452	UG70	120400	P12	01/15/2020	8000257707	01/15/2020	A00000066598	CL067-120400-A0001-101-	51300	160.15	9.48%	84.83	52.97%	244.98
1920-7 : PAY0092452	UG70	120400	T12	01/15/2020	8000258028	01/15/2020	A00000027167	CL067-120400-A0001-101-	51600	320.29	100.00%	94.36	29.46%	414.65
1920-7 : PAY0092452	AA50	120400	C12	01/15/2020	8000248410	01/15/2020	A0000002484	CL067-120400-A0001-101-	51200	1,262.25	100.00%	580.23	45.97%	1,842.48
1920-7 : PAY0093458	AA50	120400	C12	01/31/2020	8000262366	01/31/2020	A0000002484	CL067-120400-A0001-101-	51200	1,262.25	100.00%	580.23	45.97%	1,842.48
1920-7 : PAY0092452	UG70	120400	T12	01/15/2020	8000258029	01/15/2020	A00000027167	CL067-120400-A0001-101-	51600	320.29	91.43%	94.35	29.46%	414.64
1920-7 : PAY0092452	AH40	120400	C12	01/15/2020	8000248411	01/15/2020	A0000002484	CL067-120400-A0001-101-	51200	2,414.21	100.00%	1,020.02	42.25%	3,434.23
1920-7 : PAY0093458	AH40	120400	C12	01/31/2020	8000262367	01/31/2020	A0000002484	CL067-120400-A0001-101-	51200	2,414.21	100.00%	1,020.03	42.25%	3,434.24
1920-7 : PAY0092452	UG70	120400	HR1	01/15/2020	8000252850	01/15/2020	A00000066598	CL067-120400-A0001-101-	51300	353.86	17.51%	104.24	29.46%	458.10
1920-7 : PAY0092452	UG70	120400	T12	01/15/2020	7000006231	01/15/2020	A00000027167	CL067-120400-A0001-101-	51600	75.07	100.00%	228.39	304.24%	303.46
1920-7 : PAY0093458	UG70	120400	T12	01/31/2020	8000272936	01/31/2020	A00000027167	CL067-120400-A0001-101-	51600	131.87	5.62%	38.74	29.38%	170.61
1920-7 : PAY0092452	UG70	120400	C12	01/15/2020	8000252539	01/15/2020	A00000066598	CL067-120400-A0001-101-	51300	140.66	2.40%	46.50	33.06%	187.16
1920-7 : PAY0093458	UG70	120400	C12	01/31/2020	8000266438	01/31/2020	A00000066598	CL067-120400-A0001-101-	51300	193.41	3.28%	63.82	33.00%	257.23
1920-7 : PAY0091883	AH40	120400	C12	12/31/2019	7000006101	12/27/2019	A0000002484	CL067-120400-A0001-101-	51200	132.21	100.00%	132.21	100.00%	264.42
1920-7 : PAY0092452	UG70	120400	C09	01/15/2020	8000247861	01/15/2020	A00000066598	CL067-120400-A0001-101-	51300	131.87	2.81%	56.92	43.16%	188.79
1920-7 : PAY0093458	UG70	120400	C09	01/31/2020	8000261822	01/31/2020	A00000066598	CL067-120400-A0001-101-	51300	181.32	3.82%	78.02	43.03%	259.34
<b>TOTAL</b>										<b>99,776.44</b>		<b>37,633.12</b>	<b>37.72%</b>	<b>137,409.56</b>

## 12. Output – Labor Only

The returned data is showing the **labor totals** only by employee.

1920-7 - PAY0092452	UG70	120400	T12	01/15/2020	8000258028	01/15/2020	A00000027167	CL067-120400-A0001-101--	51600	320.29	100.00%
1920-7 - PAY0092452	AA50	120400	C12	01/15/2020	8000248410	01/15/2020	A00000002484	CL067-120400-A0001-101--	51200	1,262.25	100.00%
1920-7 - PAY0093458	AA50	120400	C12	01/31/2020	8000262366	01/31/2020	A00000002484	CL067-120400-A0001-101--	51200	1,262.25	100.00%
1920-7 - PAY0092452	UG70	120400	T12	01/15/2020	8000258029	01/15/2020	A00000027167	CL067-120400-A0001-101--	51600	320.29	91.43%
1920-7 - PAY0092452	AH40	120400	C12	01/15/2020	8000248411	01/15/2020	A00000002484	CL067-120400-A0001-101--	51200	2,414.21	100.00%
1920-7 - PAY0093458	AH40	120400	C12	01/31/2020	8000262367	01/31/2020	A00000002484	CL067-120400-A0001-101--	51200	2,414.21	100.00%
1920-7 - PAY0092452	UG70	120400	HRL	01/15/2020	8000252850	01/15/2020	A00000006598	CL067-120400-A0001-101--	51300	353.86	17.51%
1920-7 - PAY0092452	UG70	120400	T12	01/15/2020	7000006231	01/15/2020	A00000027167	CL067-120400-A0001-101--	51600	75.07	100.00%
1920-7 - PAY0093458	UG70	120400	T12	01/31/2020	8000272936	01/31/2020	A00000027167	CL067-120400-A0001-101--	51600	131.87	5.62%
1920-7 - PAY0092452	UG70	120400	C12	01/15/2020	8000252539	01/15/2020	A00000006598	CL067-120400-A0001-101--	51300	140.66	2.40%
1920-7 - PAY0093458	UG70	120400	C12	01/31/2020	8000266438	01/31/2020	A00000006598	CL067-120400-A0001-101--	51300	193.41	3.28%
1920-7 - PAY0091883	AH40	120400	C12	12/31/2019	70000095101	12/27/2019	A00000002484	CL067-120400-A0001-101--	51200	132.21	100.00%
1920-7 - PAY0092452	UG70	120400	C09	01/15/2020	8000247861	01/15/2020	A00000006598	CL067-120400-A0001-101--	51300	131.87	2.81%
1920-7 - PAY0093458	UG70	120400	C09	01/31/2020	8000261822	01/31/2020	A00000006598	CL067-120400-A0001-101--	51300	181.32	3.82%
<b>TOTAL</b>										<b>99,776.44</b>	

## X. Retro Funding Account Changes

**Step 1:** Use this form for Retro Funding Changes. Form can be found on the homepage of the [Controller's Office](#) website.

UNIVERSITY OF SOUTH CAROLINA		PAYROLL RETRO FUNDING CHANGE							
<b>TO BE COMPLETED BY THE DEPARTMENT</b>									
USC ID:				NAME: (Last, First, Middle)					
EMPL RECORD:				HOME DEPT#:					
DEPARTMENT NAME:									
JUSTIFICATION/NOTES:									
PAYCHECK DATE:									
<b>CURRENT DISTRIBUTION</b>									
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT
<b>TOTAL RETRO FUNDING CHANGE</b>									0.00
<b>NEW DISTRIBUTION</b>									
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT
<b>TOTAL RETRO FUNDING CHANGE</b>									0.00
PAYCHECK DATE:									
<b>CURRENT DISTRIBUTION</b>									
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT
<b>TOTAL RETRO FUNDING CHANGE</b>									0.00
<b>NEW DISTRIBUTION</b>									
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT
<b>TOTAL RETRO FUNDING CHANGE</b>									0.00
PAYCHECK DATE:									
<b>CURRENT DISTRIBUTION</b>									
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT
<b>TOTAL RETRO FUNDING CHANGE</b>									0.00
<b>NEW DISTRIBUTION</b>									
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT
<b>TOTAL RETRO FUNDING CHANGE</b>									0.00
<b>SIGNATURES</b>									
Initiated by:			Date:			Approved by:			Date:
Printed Name:						Printed Name:			
Grants & Funds Management:					Date:				
<b>CONTROLLER'S OFFICE USE ONLY</b>									
Printed Name:					Date Entered:				

**Step 2:** Use the detailed instructions to complete the form and be sure to provide supporting documentation. No manual forms or hard copies will be accepted. Email forms to [RetroJE@mailbox.sc.edu](mailto:RetroJE@mailbox.sc.edu).

Some important things to know:

- The Controller's Office will create the Retro Journal Entry, post the JE and upload all retros to HCM Distribution.
- Expect 2-3 days before you can view the change in HCM Distribution. They will be easy to identify when available.
- Please remember to complete retro account changes within 90 days of the pay date.

For the Retro Funding Changes greater than 90 days must have a Cost Transfer Justification Form attached (if they affect sponsored awards). The Cost transfer memo must answer the following questions:

1. Why was this expense originally charged to the account from which it is now being transferred (in other words, explain the error or circumstance for originally charging the incorrect account)?
2. Why should this expense be transferred to the proposed sponsored research project account (in other words, provide an explanation as to how this expense benefits the project it is being moved to)?
3. Why is this cost transfer being requested more than 90 days after the original transaction?
4. How will you prevent this type of error or situation from happening in the future?



**Option #2 - Highlight Data on HCM Screen and Paste into Excel**  
 This option will paste the data (in the same formatting) into excel.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V				
1	NAME	USCD	FISCAL PERIOD	JOURNAL	JOB	HCM	DEPT	GROUP	PAY	CHECK	CHK DATE	COMBO	CHARFIELD	LBR	LBR	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG	FRNG	TOT	
2														\$	%							\$	%	\$	
3	Trainer,Megan	J47832762	1819-10:PAY0074589	SCRA	111100	TC1	451519	800011351	41519	A0000017399			CL032-111600-F1000-201-10008400-	937.56	100.00%									0.00%	937.56
4	Trainer,Megan	J47832762	1819-10:PAY0075601	SCRA	111100	TC1	430819	800062962	430819	A0000017399			CL032-111600-F1000-201-10008400-	937.56	100.00%									0.00%	937.56
5	Trainer,Megan	J47832762	1819-11:PAY0076639	SCRA	111100	TC1	515119	800064665	51519	A0000017399			CL032-111600-F1000-201-10008400-	937.56	100.00%									0.00%	937.56
6	Trainer,Megan	J47832762	1819-12:PAY0079602	SCRA	111100	II2	615119	800066801	61419	A0000017399			CL032-111600-F1000-201-10008400-	937.5	100.00%									0.00%	937.5
7	Trainer,Megan	J47832762	1819-12:PAY0080252	SCRA	111100	II2	620819	800076062	620819	A0000017399			CL032-111600-F1000-201-10008400-	937.5	100.00%									0.00%	937.5
8	Trainer,Megan	J47832762	1920-1:PAY0081351	SCRA	111100	II2	715119	800086510	71519	A0000017399			CL032-111600-F1000-201-10008400-	937.5	100.00%									0.00%	937.5
9	Trainer,Megan	J47832762	1920-1:PAY0082306	SCRA	111100	II2	731919	800097965	731919	A0000017399			CL032-111600-F1000-201-10008400-	937.5	100.00%									0.00%	937.5
10	Trainer,Megan	J47832762	1920-2:PAY0083462	SCRA	111100	II2	815119	800107316	81519	A0000017399			CL032-111600-F1000-201-10008400-	937.5	100.00%									0.00%	937.5
11	Trainer,Megan	J47832762	1920-5:PAY0087504	SCRA	111100	II2	831919	800118749	83019	A0000017399			CL032-111600-F1000-201-10008400-		0.00%									0.00%	
12	PHI,Brad	D80729274	1819-10:PAY0074589	UC74	111100	C12	451519	800010270	451519	A0000005057			CL032-111600-F1000-201-10008400-	1675.74	40.30%	125.66	345.35	0.06	0.64	124.54	2.7	598.95	35.74%	2274.68	
13	PHI,Brad	D80729274	1819-10:PAY0075601	UC74	111100	C12	430819	800018476	430819	A0000005057			CL032-111600-F1000-201-10008400-	1675.74	40.30%	125.66	345.36	0.06	0.64	124.54	2.71	598.96	35.74%	2274.72	
14	PHI,Brad	D80729274	1819-11:PAY0076639	UC74	111100	C12	515119	800034185	51519	A0000005057			CL032-111600-F1000-201-10008400-	1675.74	40.30%	125.66	345.36	0.07	0.63	124.53	2.71	598.94	35.74%	2274.68	
15	PHI,Brad	D80729274	1819-11:PAY0077392	UC74	111100	C12	531919	800047967	531919	A0000005057			CL032-111600-F1000-201-10008400-	1675.74	40.30%	125.66	345.35	0.05	0.63	124.54	2.72	598.96	35.74%	2274.69	
16	PHI,Brad	D80729274	1819-12:PAY0079602	UC74	111100	C12	615119	800058427	61419	A0000005057			CL032-111600-F1000-201-10008400-	1675.74	40.30%	125.66	345.36	0.06	0.64	124.54	2.72	598.99	35.74%	2274.72	
17	PHI,Brad	D80729274	1819-12:PAY0080252	UC74	111100	C12	620819	800068491	620819	A0000005057			CL032-111600-F1000-201-10008400-	1675.74	40.30%	125.66	345.36	0.06	0.64	124.54	2.72	598.99	35.74%	2274.72	
18	PHI,Brad	D80729274	1920-1:PAY0081351	UC74	111100	C12	715119	800078930	71519	A0000005057			CL032-111600-F1000-201-10008400-	1709.23	50.00%	127.84	372.78	0.07	0.79	154.5	1.36	659.34	38.58%	2368.58	
19	PHI,Brad	D80729274	1920-1:PAY0082306	UC74	111100	C12	731919	800089565	731919	A0000005057			CL032-111600-F1000-201-10008400-	1709.23	33.33%	128.81	372.79	0.05	0.53	103.68	2.25	608.11	35.28%	2317.34	
20	PHI,Brad	D80729274	1920-5:PAY0087504	UC74	111100	C12	815119	800099864	81519	A0000005057			CL032-111600-F1000-201-10008400-		0.00%									0.00%	
21	PHI,Brad	D80729274	1920-5:PAY0088595	UC74	111100	C12	831919	800111573	83019	A0000005057			CL032-111600-F1000-201-10008400-		0.00%									0.00%	
22	Cooper,Bradley	M28978618	1819-10:PAY0074589	UK63	111000	IC1	451519	800012456	451519	A0000005057			CL032-111600-F1000-201-10008400-	2083.33	100.00%	146.83	0.16	1.61	499.36	6.74	654.7	31.43%	2738.03		
23	Cooper,Bradley	M28978618	1819-10:PAY0075601	UK63	111000	IC1	430819	800028136	430819	A0000005057			CL032-111600-F1000-201-10008400-	2083.33	100.00%	146.83	0.16	1.61	499.36	6.74	654.7	31.43%	2738.03		
24	Cooper,Bradley	M28978618	1819-11:PAY0076639	UK63	111000	IC1	515119	800043475	51519	A0000005057			CL032-111600-F1000-201-10008400-	2083.33	100.00%	146.83	0.16	1.61	499.36	6.74	654.7	31.43%	2738.03		
25	Cooper,Bradley	M28978618	1819-11:PAY0077392	UK63	111000	IC1	531919	800056845	531919	A0000005057			CL032-111600-F1000-201-10008400-	2083.33	100.00%	146.84	0.16	1.61	499.36	6.74	654.71	31.43%	2738.04		
26	Cooper,Bradley	M28978618	1819-12:PAY0079602	UK63	111000	IC1	615119	800066640	61419	A0000005057			CL032-111600-F1000-201-10008400-	2083.33	100.00%	146.83	0.16	1.61	499.36	6.74	654.7	31.43%	2738.03		
27	Cooper,Bradley	M28978618	1819-12:PAY0080252	UK63	111000	IC1	620819	800076731	620819	A0000005057			CL032-111600-F1000-201-10008400-	2083.33	100.00%	146.83	0.16	1.61	499.36	6.74	654.7	31.43%	2738.03		
28	Cooper,Bradley	M28978618	1920-1:PAY0081351	UK63	111000	IC1	715119	800086796	71519	A0000005057			CL032-111600-F1000-201-10008400-	2083.33	100.00%	146.83	0.16	1.61	499.36	6.74	654.7	31.43%	2738.03		
29	Cooper,Bradley	M28978618	1920-1:PAY0082306	UK63	111000	IC1	731919	800097281	731919	A0000005057			CL032-111600-F1000-201-10008400-	2083.33	100.00%	146.83	0.16	1.61	499.36	6.74	654.7	31.43%	2738.03		
30	Cooper,Bradley	M28978618	1920-5:PAY0087504	UK63	111000	IC1	815119	800107596	81519	A0000005057			CL032-111600-F1000-201-10008400-		0.00%								0.00%		
31	Cooper,Bradley	M28978618	1920-5:PAY0088595	UK63	111000	IC1	831919	800119651	83019	A0000005057			CL032-111600-F1000-201-10008400-	2083.33	100.00%	146.83	0.16	1.61	499.36	6.74	654.7	31.43%	2738.03		
32	TOTAL													39,723.04		2,332.05	2,817.71	1.92	19.65	5,699.65	82.55	10,333.53	27.07%	50,676.97	
33																									
34	Copy and Paste from HCM directly																								
35	Select all data, right click and select "remove hyperlinks"																								
36	Edit data as needed.																								
37	Can adjust number of records returned when pulling data from HCM tool																								