



human resources information library details ■ ■ ■

Folder	Description
PAYROLL REPTS	EBT (Earnings, Benefits & Taxes)

EBT (Earnings, Benefits & Taxes)

Description:

- Lists employer paid Earnings, Benefits and Taxes during the Pay Periods specified.
- Several versions of this report are available. Below is a brief summary of the each to help you select the version(s) that best fits your purpose. Note that there are essentially two ways to look at EBT data...from a funding driven perspective (i.e. here is my Activity, show me who / how much was paid on it), or a people driven perspective (i.e. here are the people in my Home Department, show me how their pay was funded):

Funding Driven Reports

Require Financial Payroll E/B/T security authorization for the specified Chartfield(s)

- EBT by BU 01 Activ/Proj Org—PAR
 - Returns results for all Activities and Projects in a specified BU 01 Financial Org
 - Date range limited to 3 months
 - Provides the ability to see PAR and EDR reallocation information
- EBT by BU 01 Activ/Proj Org
 - Returns results for all Activities and Projects in a specified BU 01 Financial Org
 - Date range limited to 1 month
- EBT by BU 01 Activity
 - Returns results for a specified Activity
 - Date range limited to 1 year
- EBT by BU 01 Activity Org
 - returns results for all Activities in a specified BU 01 or 04 Financial Org
 - Date range limited to 6 months
- EBT by BU 01 Project
 - Returns results for a specified Project
 - Date range limited to 1 year
- EBT by BU 01 Project Org
 - Returns results for all Projects in a specified Financial Org
 - Date range limited to 6 months
 - Available to users with security authorization for the specified Financial Org or Fund 5000 for the Org
- EBT by BU 02 Org
 - Returns results for a specified BU 02 or 03 Financial Org
 - Date range limited to 6 months
- EBT by BU 02 Org w/ Rollup
 - Returns results for all Orgs that rollup to a specified BU 02 or 03 Financial Org
 - Date range is limited to 1 month



EBT (Earnings, Benefits & Taxes) *Summary of versions continued...*

People Driven Reports

Require HR HRIL Reporter or D-Jobs security authorization for the specified DeptID

- EBT by HR Home Dept
 - Returns complete EBT information for all employees in a single Home Department
 - Date range limited to 6 months
- EBT by HR Home Dept—PAR
 - Returns complete EBT information for all employees in a single Home Department
 - Date range limited to 6 months
 - Provides the ability to see PAR and EDR reallocation information
- EBT by HR Reporting Dept
 - Returns results for all jobs in a single Reporting Department

Use:

- Required Fields:
 - *Pay Period Begin/End Dates: Define the single (i.e. 7/1/2009 to 7/15/09) or range (i.e. 7/1/09 to 9/30/09) of pay periods you would like to include in the results.
 - *Note: As of January 1, 2011, **Cell Phone Allowance** pay is now included in the regular 15th of the month pay end date. Prior to January 1st cell phone allowance pay occurred monthly with a pay period end day of the 16th (e.g. 1/16/2009). Though this pay was recorded on the employee's middle of the month paycheck (e.g. 1/15/2009), it was accounted for in the end of the month pay period in the General Ledger (e.g. 1/31/2009). It is now accounted for with the middle of the month paycheck. Enter the range of pay periods in your criteria accordingly.*
 - *Note: Adjusting pay period(s) are run annually with a pay period end date of 12/30/xxxx, and others as needed, so that adjustments to pay or payroll accounting are recorded in the appropriate calendar year. Consider these "extra" pay periods when specifying your date range.*
 - *Funding Source / Department: Depending on the version you have selected to run, you'll be prompted for a chartfield or combination of chartfields (i.e. Business Unit and Activity), or an HR Department ID.

*Note: by default, this report returns detailed payroll information, including amounts for each earning, benefit (deduction) and tax code on each funding **Account** for each employee record. When only the required fields are entered, the greatest level of payroll detail is returned.*



EBT (Earnings, Benefits & Taxes) *Use continued...*

- Optional Fields:
 - Additional Funding Source / Emplid / Rollup: Depending on the version you have selected to run, you may have the option to narrow down the results by an additional chartfield, or to a single employee, or expand the results to include Orgs that Rollup to a specified Financial Org.
 - Summarize by Activity / Project / Financial Org?: Omits the funding **Account** portion of the payroll distribution chartfield string so amounts distributed amongst multiple Accounts are summed into one amount, returning a total at the Activity, Project or Financial Org level, depending on the version you have selected.
 - Summarize E/B/T Totals?: Omits the *type* of Earnings, Benefits (deductions) and Taxes so that all earnings are summed into one earnings total, all benefits are summed into a single benefits total, and all tax are combined into one tax total.
 - Summarize Pay Periods?: Omits the Pay Period End Date so the amounts for each Pay Period in the specified range are summed into one lump total.
 - Earnings Only?: Limits the results to Earnings only
 - Benefits Only?: Limits the results to Benefits only
 - Taxes Only?: Limits the results to Taxes only
 - Demo Mode?: Masks sensitive information such as Name, Employee ID # and Amount so the report may be demonstrated without releasing sensitive data.

The following 'Optional Fields' only apply to the 'EBT by HR Home Dept—PAR' Report

- PAR Only?: Limits the results to PARs only
- In-QTR Only?: Limits the results to in-quarter reallocations
- Non-Reallocation Only?: Limits the results to non-PAR and non-EDR reallocations only

Note: The input parameters are cumulative and any combination of optional fields may be selected to meet a variety of reporting needs. The best way to understand the various options is to simply run the report a few times with different selections to see how they impact the results.



EBT (Earnings, Benefits & Taxes) *continued...*

Additional Notes:

- *The EBT Reports, by their nature, must crunch through large amounts of data in the database to return results. Therefore, these reports may take 1 to 2 minutes or longer to return results, depending on your inputs (broad date ranges, size of Orgs, etc will increase return time). In these cases, you may experience a hanging web page as the results page builds. Some limitations, such as date range restrictions, have been built into the reports for this reason.*
- *After the bimonthly Payroll Processing is complete, several GL adjustment processes will be run before Payroll is posted to the General Ledger (GL). During this time period the EBT reports are available online, but adjustments to the accounting on these reports may occur. Keep posted to the **Payroll Processing** calendar/notes to know when the adjusting processes are complete.*
- *The Temporary Labor Pool Fee is recorded in Payroll on one Account, but is recorded on a different Account in the General Ledger (based on Business Unit):*
 - *BU 01/04 is charged to 59000 in Payroll, but 64000 in the GL*
 - *BU 02/03 is charged to 51010 in Payroll, but 60080 in the GL*
- *The BU 02/03 Financial Org reports return the Benefit Pool Allocation (the Org's final obligation) in place of the employee's actual benefits/taxes for those that were redistributed to the hospital benefit pool, which was implemented FY 2009. The pool allocated benefits/taxes are lumped into the Benefits category.*

Security Authorization:

- Reports in the Financial and Human Resources Information Library **SECURITY** folder provide detail about users current security authorization.
- Security Authorization forms:
 - Financial **Payroll E/B/T Security Authorization**
 - Human Resources **HRIL Reporter or D-Jobs Security Authorization**

Still have Questions?

- Contact HR/Payroll at HR-info@hsc.utah.edu.