

Workday Grant Functions Quick Reference Guide

How do I find current payroll information on my grants?

The **Find Journal Lines - OSU Payroll Detail** report is used to view real-time detailed information about payroll accounting lines in the general ledger. All payroll related expenses; only returns salary and fringe benefits from the general ledger.

Search Parameters:

Note: Due to the amount of data in the system, it is highly recommended to filter the search criteria as much as possible before running the report.

- Grants do not typically look at forward accruals, so check the box for **Exclude forward accrual Journal Sources**.
- **Journal Source:** select "Payroll Accounting Adjustments" and "Payroll Actual Accrual" to return any salary activity that posted and remove unnecessary lines within the report.
- **Employee as Worktag:** If looking for a particular employee's payroll detail, include their name, Employee ID, or name.# in this field.
- **Costing Company:** The Ohio State University
- **Amount Type:** Select "Activity".
- **Ledger:** To view actual salary details, choose "Actuals".
- **Accounting Period:** Fiscal Year and the Month of the month to review.
- **Time Period:** Select the period of time for which to review the salary details. If looking for the current month, select "Current Period". To review salary details for the past 12 months from the period selected in the **Accounting Period** field, select "Last 12 Periods".
- If looking for a particular Grant, Fund, Cost Center, or Cost Center Hierarchy, include them in the **Worktags** field to narrow the results.

Find Journal Lines - OSU Payroll Detail

Exclude forward accrual Journal Sources

Journal Source

Employee as Worktag

Costing Company *

Amount Type *

Ledger *

Accounting Period *

Time Period *

Worktags

Book

Ledger Accounts and Summaries

Filter Name

Manage Filters

0 Saved Filters

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Search Results:

- Filter the results based on what information you are looking for: by employee, by Grant Worktag, by Cost Center, etc..
- If a worker has multiple positions, filter on the **Position** column to view which position was expensed.
- If the Journal Source is listed as "Payroll Actual Accrual", it was run as part of the normal payroll cycle. If the Journal Source is listed as "Payroll Accounting Adjustment", it means the line was associated with a PAA.
- **Accounting Date** is the date the transaction posted to the general ledger..
- **Budget Date** is the date of the pay period of effort. Biweekly employees will have two budget dates: the end of the first week and the end of the second week.
- If a Payroll Accounting Adjustment is needed, review and use the Worktags for that journal line, such as **Cost Center, Balancing Unit, Fund, Grant, and Function**.
- To view whether a salary cap was reached, view the **Salary Over the Cap Type** column. Capped salaries will have a value in the column; a blank field means the salary cap is not reached.
- If looking for which link was charged to a cost share incorrectly, first filter by the specific grant in the **Grant** column, then by the Fund (not FD520) in the **Fund** column.

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Search Results Exported into Excel:



Employee	Employee ID	Position	Pay Group	Translated Debit Minus Credit Amount	Translated Credit Minus Debit Amount	Hours	Journal Source	Journal	Accounting Date	Business Unit Rollup	Ledger Account	Worktags	Pay Component Value
	0	00097450 Research Associate 1-B/H	Non-exempt	116.93	(116.93)	6.4	Payroll Actual Accrual	Operational Accounting Detail: The Ohio State University - 01/02/2021	1/2/2021	Food, Agricultural, and Environmental Sciences CCH6	50200:Staff or Administrative Faculty Base Reg/Term >=50% Salaries	Balancing Unit: BL1169 FAES General, Cost Center: CC11887 FAES Food, Agricultural and Biological Engineering, Earning: Hourly Pay,Employee: XXXXXX, Function: FN104 Basic Research, Fund: FD520 Grants and Contracts Sponsored Programs , Grant: GR114301 Whole-plant based feedstock supply system for biobased industries 60070917, Job Profile: Research Associate 1-B/H-NE, Location: Wooster Campus > Food Agriculture and Biological Engineering (9401), Object Class: Office of Sponsored Programs: 1000 Salaries and Wages, Pay Group: Nonexempt, Position: 00097450 Research Associate 1-B/H, Region: RG100 Wage Type Base Wages, Run Category: Regular, Spend Category: Salaries Unclassified Base Term >=50% (SC10056)	HOURLY_PAY
	1	00097450 Research Associate 1-B/H	Non-exempt	58.47	(58.47)	3.2	Payroll Actual Accrual	Operational Accounting Detail: The Ohio State University - 01/02/2021	1/2/2021	Food, Agricultural, and Environmental Sciences CCH6	50200:Staff or Administrative Faculty Base Reg/Term >=50% Salaries	Balancing Unit: BL1169 FAES General, Cost Center: CC11887 FAES Food, Agricultural and Biological Engineering, Earning: Holiday Benefit, Employee: XXXXXX, Function: FN104 Basic Research, Fund: FD520 Grants and Contracts Sponsored Programs , Grant: GR114301 Whole-plant based feedstock supply system for biobased industries 60070917, Job Profile: Research Associate 1-B/H-NE, Location: Wooster Campus > Food Agriculture and Biological Engineering (9401), Object Class: Office of Sponsored Programs: 1000 Salaries and Wages, Pay Group: Nonexempt, Position: 00097450 Research Associate 1-B/H, Region: RG100 Wage Type Base Wages, Run Category: Regular, Spend Category: Salaries Unclassified Base Term >=50% (SC10056)	HOLIDAY_BENEFIT