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.
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.
## Workday Grant Functions Quick Reference Guide

### Search Results Exported into Excel:

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Position</th>
<th>Pay Group</th>
<th>Translated Debit Minus Credit Amount</th>
<th>Translated Credit Minus Debit Amount</th>
<th>Hours</th>
<th>Journal Source</th>
<th>Accounting Date</th>
<th>Business Unit Rollup</th>
<th>Ledger Account</th>
<th>Worktags</th>
<th>Pay Component Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>00097450 Research Associate 1-B/H</td>
<td>Non-exempt</td>
<td>116.93</td>
<td>(116.93)</td>
<td>6.4</td>
<td>Payroll Actual Accrual</td>
<td>1/2/2021</td>
<td>Operational Accounting</td>
<td>52000:Staff or Administrative Faculty Base Reg Term &gt;=50% Salaries</td>
<td>Balancing Unit: BL1189 FAES</td>
<td>General, Cost Center: CC11887 FAES, Food, Agricultural and Biological Engineering, Earning: Hourly Pay</td>
</tr>
<tr>
<td>1</td>
<td>00097450 Research Associate 1-B/H</td>
<td>Non-exempt</td>
<td>58.47</td>
<td>(58.47)</td>
<td>3.2</td>
<td>Payroll Actual Accrual</td>
<td>1/2/2021</td>
<td>Operational Accounting</td>
<td>52000:Staff or Administrative Faculty Base Reg Term &gt;=50% Salaries</td>
<td>Balancing Unit: BL1189 FAES</td>
<td>General, Cost Center: CC11887 FAES, Food, Agricultural and Biological Engineering, Earning: Holiday Benefit</td>
</tr>
</tbody>
</table>