

Workday Grant Functions Quick Reference Guide

How do I reconcile payroll expenditures on my grants?

The **Grant Salary Detail Report** is a replacement for eScan, the Grant Salary report in our legacy system. **Use this report for personnel and effort for a specific award, grant, or grant personnel.**

Search Parameters:

- If searching for what awards a PI has effort on, search using the **Employee (Worker)** with **Start Date** and **End Date** prompts.
- If searching for all research personnel (including PIs or research assistants for example) effort on a given award or grant, search using the **Award** or **Grant** prompts with **Start Date** and **End Date** prompts.
- Must search using **Start Date** and **End Date**. Data is only available since go-live (January 2021).
- Starting in 2022, the report will only provide data for the trailing 12 months.

Search Results:

- View **Journal Source** column and filter on source of interest, such as "Fringe Benefits", "Payroll Forward Accruals", "Payroll Actual Accrual", "Fringe Benefit Actual Adjustment", etc..
- Review the **Worker** column if looking for information on a particular person.
- If looking for transactions with cost share fund, filter by the **Fund ID#** column..
- If looking for processed PAAs, review the **Accounting Date** and **Budget Date**: the Accounting Date will be the date the transaction or adjustment was processed, while the Budget Date should fall within the period in which the effort occurred.
- The **Amount on Grant** column indicates the dollar amount charged to the grant for that line's journal source.
- May also help to create a data table by exporting to Excel and creating a pivot table to review the data of worker on each grant within the award by periods (month) to review.

Grant Salary Detail Report

Instructions Use this report to view detailed personnel cost information by grant.

Journal_Source

Grant_Hierarchy

Start Date * 10/01/2019

End Date * 12/13/2021

Grant

Worker

Employee_ID

Award

Billing Schedule

Filter Name

Manage Filters

0 Saved Filters



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Search Results Exported into Excel:



Journal Source	Employee ID	Job Profile	Grant	Award	Fund ID#	Ledger Account	Accounting Date	Budget Date	Period	Payroll Pay	Hours on Grants	Total Hours on Payroll	Percent Charged	Amount on Grant	Total Amount on Payroll
Sponsored Cost											0	0	0	0	0
Fringe Benefit	111111111	Research Associate 1-B/H/NE	GRxxxxxx Whole-plant based feedstock supply system for biobased industries	AWD-xxxxxx: Whole-plant based feedstock supply system for biob 04/15/2019 (version 0)	FD520	54200:Staff or Administrative Faculty Base Reg/Term >=50% Benefits	4/10/2021	4/10/2021	10-Apr		0.00	0	0.00%		
Payroll Actual Accrual	111111111	Graduate Research Associate	GRxxxxxx Whole-plant based feedstock supply system for biobased industries	AWD-xxxxxx: Whole-plant based feedstock supply system for biob 04/15/2019 (version 0)	FD520	50300:Graduate Student Associates Base Salaries	6/30/2021	6/30/2021	12-Jun	06/01/2021 - 06/30/2021 (Monthly)	0.00	0	0.00%		
Fringe Benefit	111111111	Graduate Research Associate	GRxxxxxx Whole-plant based feedstock supply system for biobased industries	AWD-xxxxxx: Whole-plant based feedstock supply system for biob 04/15/2019 (version 0)	FD520	54300:Graduate Student Associates Base Benefits	7/31/2021	7/31/2021	01-Jul		0.00	0	0.00%		
Payroll Actual Accrual	111111111	Post Doctoral Scholar	GRxxxxxx Whole-plant based feedstock supply system for biobased industries	AWD-xxxxxx: Whole-plant based feedstock supply system for biob 04/15/2019 (version 0)	FD520	50200:Staff or Administrative Faculty Base Reg/Term >=50% Salaries	7/31/2021	7/31/2021	01-Jul	07/01/2021 - 07/31/2021 (Monthly)	176.00	176	100.00%		
Fringe Benefit	111111111	Post Doctoral Scholar	GRxxxxxx Whole-plant based feedstock supply system for biobased industries	AWD-xxxxxx: Whole-plant based feedstock supply system for biob 04/15/2019 (version 0)	FD520	54200:Staff or Administrative Faculty Base Reg/Term >=50% Benefits	9/30/2021	9/30/2021	03-Sep		0.00	0	0.00%		
Fringe Benefit	111111111	Research Associate 1-B/H/NE	GRxxxxxx Whole-plant based feedstock supply system for biobased industries	AWD-xxxxxx: Whole-plant based feedstock supply system for biob 04/15/2019 (version 0)	FD520	54200:Staff or Administrative Faculty Base Reg/Term >=50% Benefits	1/2/2021	1/2/2021	07-Jan		0.00	0	0.00%		
Fringe Benefit	111111111	Research Associate 1-B/H/NE	GRxxxxxx Whole-plant based feedstock supply system for biobased industries	AWD-xxxxxx: Whole-plant based feedstock supply system for biob 04/15/2019 (version 0)	FD520	54200:Staff or Administrative Faculty Base Reg/Term >=50% Benefits	3/1/2021	2/20/2021	09-Mar		0.00	0	0.00%		