How to access and use your Activity Payroll Reports

1) Open SMH Intranet Home page and click **My Business** tab.

   Note: Be sure to use Internet Explorer only as other browsers (e.g.: Firefox) may not support the Reporting Dashboard.

   This will direct you to the My Business portal, which includes Quick Links to Reporting (LBI).
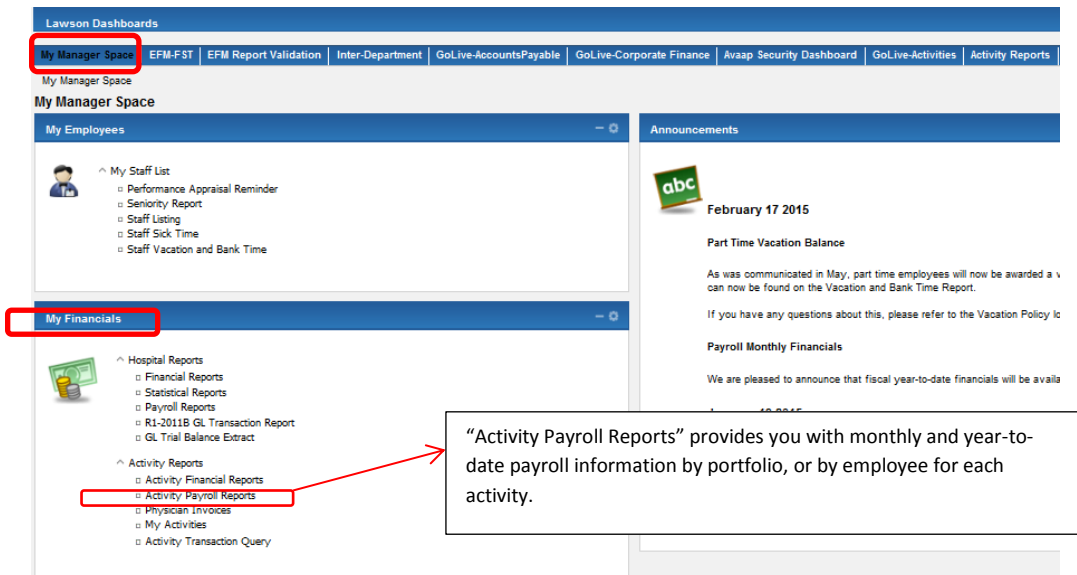
2) Click the **Reporting (LBI)** icon

   A security window may appear. If so, enter your login credentials (your SMH network ID & password).

   If you are accessing from home/remotely, be sure to add "smh\" before your user name. e.g.: "smh\LastnameA"
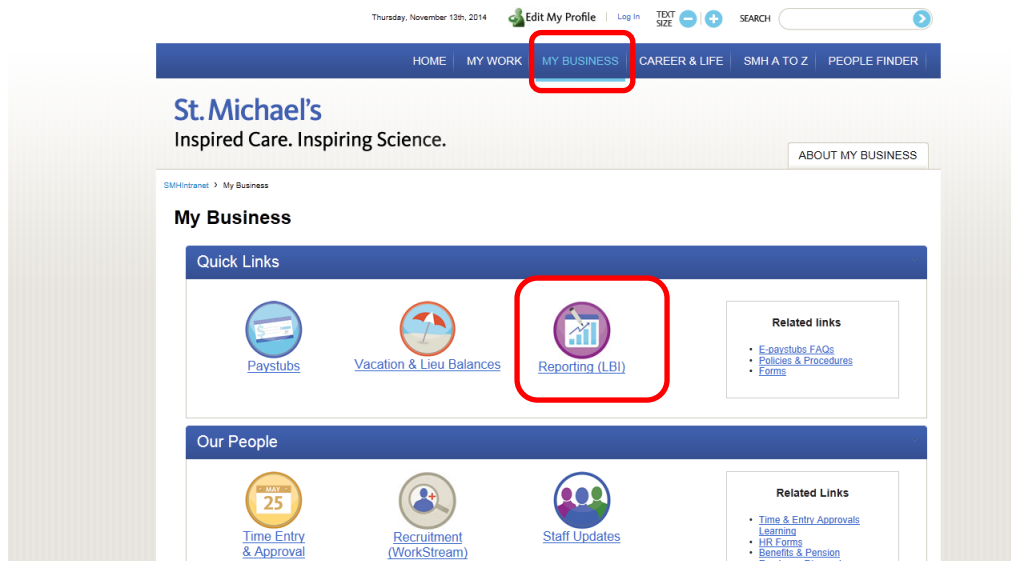
3) You will then be directed to your Dashboards. The reports related to your Activities are available on the **My Manager Space** dashboard – within the **My Financials** section – under the **Activity Reports** grouping. Select **Activity Payroll Reports**

"Activity Payroll Reports" provides you with monthly and year-to-date payroll information by portfolio, or by employee for each activity.

4) You will then be directed to a window where you can select either the most current month end payroll report, or select the history link to access previous months or year-to-date payroll reports.

Click this link to view the most current month end payroll report.

Click the *History* link to view a list of other payroll report options. Options include month end reports by dollars or hours, and year to date payroll reports by dollars or hours.

Reporting payroll dollars for the respective month

Reporting payroll hours for the respective month

Reporting year-to-date payroll dollars for the respective month

Reporting year-to-date payroll hours for the respective month

5) Once you selected the report you wish to view, you will get the following view of the payroll report:

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Payroll - Activity Dollars for the Month

Report Description: Activity Dollars for the Month By Structure
Report Parameters

Green Link - Drill down to Employee Detail Extract
Blue Link - Drill down to Employee Summary

Fiscal Year: 2017 Per 5 ← Fiscal Year and Current Month
Current Month: Aug 2016 ←

0123 - Dr Activity Holder ← Activity Holder name

Activity Account		Activity	Regular	Overtime	Other Worked	Sick	Vacation	Education	Orientation	Other Benefit	Benefit	Exception	Total
Research Projects	A)	R0123	$14,600.16	$0.00	$0.00	$0.00	$1,433.25	$0.00	$0.00	$755.78	$8,939.74	($0.00)	$25,728.93
Trust Projects		T0123	$4,423.20	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$232.80	$1,139.10	$0.00	$5,795.10
0123 - Dr Activity Holder			$19,023.36	$0.00	$0.00	$0.00	$1,433.25	$0.00	$0.00	$988.58	$10,078.84	($0.00)	$31,524.03
Less Opening Accruals	B)		($6,881.74)	$0.00	$0.00	$0.00	($366.90)	$0.00	$0.00	$0.00	($3,122.09)	($12.78)	($10,383.51)
Plus Closing Accruals			$9,577.20	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,991.86	$11.47	$13,580.53
Total GL Charges			$21,718.82	$0.00	$0.00	$0.00	$1,066.35	$0.00	$0.00	$988.58	$10,948.61	($1.31)	$34,721.05

A) This first view of your payroll report presents the totals for your entire Activity portfolios (eg: all Research Projects, all Trust Projects, all Capital projects or all Physician Billing activities).

Click on the group you would like to drill into, to see more information such as project/activity specific totals or employee

B) Accruals represent the estimate of payroll hours/dollars remaining in the current month. For example, if the last pay period day (Friday) for the month of August landed on August 26th, then there are 3 additional working days in August which will be posted in the following month of September. The payroll accrual for the fiscal month of August would be an estimate to account for the hours/dollars of the remaining 3 working days in August.
These estimates/accruals are automatically reversed the following month an

Opening Accruals represent the reversal of the prior month estimate/accrual.

Closing Accruals represent the current month estimates, which will be reversed via the Opening Accruals next month.

In this example, *Research Projects* was selected. Research projects are currently grouped into 3 categories: *Peer Reviewed Research*, *Contract Research*, or *Other Research*. This next view for Research projects presents totals for each respective category. At this level, you can now click on **green (detailed)** or **blue (summary)** links to obtain employee breakdown for your entire portfolio (all your activities) in one report.

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Payroll - Activity Dollars for the Month

Report Description: Activity Dollars for the Month By St...
Report Parameters

Note the **green** link for all Projects.
Clicking this link at this level will open a new report providing detailed payroll breakdown for all employees under all projects.

Green Link - Drill down to Employee Detail Extract
Blue Link - Drill down to Employee Summary

Fiscal Year: 2017 Per 5
Current Month: Aug 2016

Note the **blue** links on the total amounts for all Projects.
Clicking this link at this level will open a new report providing a summarized breakdown for all employees under all projects. The report format will be consistent with the current view.

Drill Path (Level 2) 0123 - Dr Activity Holder
0123 - Dr Activity Holder

Activity Account	Activity	Regular	Overtime	Other Worked	Sick	Vacation	Education	Orientation	Other Benefit	Benefit	Exception	Total
Research Projects												
Peer Reviewed Research	R0123	$14,600.16	$0.00	$0.00	$0.00	$1,433.25	$0.00	$0.00	$755.78	$8,939.74	($0.00)	$25,728.93
Research Projects		$14,600.16	$0.00	$0.00	$0.00	$1,433.25	$0.00	$0.00	$755.78	$8,939.74	($0.00)	$25,728.93
Less Opening Accruals		($5,391.84)	$0.00	$0.00	$0.00	($366.90)	$0.00	$0.00	$0.00	($2,835.53)	($12.78)	($8,607.05)
Plus Closing Accruals		$7,575.20	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,606.71	$11.47	$11,193.38
Total GL Charges		$16,783.52	$0.00	$0.00	$0.00	$1,066.35	$0.00	$0.00	$755.78	$9,710.92	($1.31)	$28,315.26

Total Payroll charges – this amount should equal the *Salary and employee benefits* line on your Activity Financial report for the same activity, or group of activities.

6) Below is an example of the Payroll - Activity Employee Detail report you will see after clicking the **green** link:

Payroll - Activity Employee Detail for the Month - Extract

Report Description: Payroll - Activity Employee Detail for the Month with Dollars and Hours

Report Parameters
Fiscal Year: FY 2017
Current Period: Aug 2016

SUMMARY — Project Description

Category	Employee	Job	Title	Work Type	Co.	Acct Unit	Account	Sub	Activity	Acct Cat	Code	Description	Paid Dollars	Accrual
Regular	Employee C-745775	07	Research Program Manager	FT	2	61	530773	1102	12345-22001	31102	REG	Regular Pay	$1,220.75	$552.50
Regular	Employee F-698174	07	Research Assistant I	TFT/TPT	2	61	530773	1302	12345-22001	31302	REG	Regular Pay	$80.85	$0.00
Regular	Employee I-246276	07	Research Coordinator III	FT	2	61	530773	1102	12345-22001	31102	REG	Regular Pay	$802.62	$493.00
Vacation	Employee I-246276	07	Research Coordinator III	FT	2	61	530773	1104	12345-22001	31104	VF1	Vacation Full-Time	$286.65	$0.00
Other Benefit	Employee C-745775	07	Research Program Manager	FT	2	61	530773	1107	12345-22001	31107	HO1	Holiday - Full Time	$64.25	$0.00
Other Benefit	Employee I-246276	07	Research Coordinator III	FT	2	61	530773	1107	12345-22001	31107	HO1	Holiday - Full Time	$57.33	$0.00
Benefit Contribution	Employee A-143167	10	T4A Graduate Student		2	61	531080	2000	12345-22001	32080	XS1	T4A Scholarshships/Fellowships	$2,880.16	$1,238.46
Benefit Contribution	Employee B-613463	10	T4A Summer Student		2	61	531080	2000	12345-22001	32080	XS1	T4A Scholarshships/Fellowships	$1,371.42	$589.71
Benefit Contribution	Employee C-745775	07	Research Program Manager		2	61	530745	2000	12345-22001	32045	1PHR	Pension High SMH ER	$52.66	$22.64
Benefit Contribution	Employee C-745775	07	Research Program Manager		2	61	530745	2000	12345-22001	32045	1PLR	Pension Low SMH ER	$75.76	$32.57
Exception - GL - Manual Transfer	Employee ID not entered	07		FT	2	61	530773	1102	12345-22001	31102		Group AD&D Taxable Benefit	($5.36)	$0.00

7) Below is an example of the Payroll - Activity Employee Summary report you will see after clicking the **blue** link:

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Payroll - Financial Dollars Employee for the Month

Report Description: Payroll - Financial Employee for the Month for Dollars

Report Parameters
Fiscal Year: FY 2017
Current Period: Aug 2016

SUMMARY — Project Description

Job	Employee	Title	Regular	Overtime	Other Worked	Sick	Vacation	Education	Orientation	Other Benefit	Benefit Contributions	Exception	Total
07	Employee ID not entered		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($6.03)	($6.03)
07	Employee C-745775	Research Program Manager	$1,220.75	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$64.25	$330.66	$2.68	$1,618.34
07	Employee F-698174	Research Assistant I	$80.85	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$13.62	$0.67	$95.14
07	Employee I-246276	Research Coordinator ...	$802.62	$0.00	$0.00	$0.00	$286.65	$0.00	$0.00	$57.33	$4.00	$0.00	$1,150.60
07	Employee I-246276	Research Coordinator ...	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$307.87	$2.68	$310.55
07	Total Paid - Dollars		$2,104.22	$0.00	$0.00	$0.00	$286.65	$0.00	$0.00	$121.58	$656.15	$0.00	$3,168.60

8) The payroll reports also now include manual adjustments processed through the general ledger (ie: outside the payroll department). Manual adjustments processed through the general ledger which use a Source Code of 50, 51, or 52, will be picked up and reported on the payroll reports and displayed with a category of "Exception – GL – Manual Transfer". This will allow payroll report to tie into the total salary & benefit account categories on the Activity Financial reports. There are some situations where the reports will not tie. Examples of this will be provided later in this document.

9) If you prefer to drill down to specific activities/projects, you can click here to drill into the breakdown of activities under the respective category.

You will be directed to a new tab which will display the next level of information – the specific activity/projects:

Clicking on a specific activity/project will open a new tab which will only display the selected activity/project. You will also have the **green (detail)** and **blue (summary)** links available to view employee breakdown. These **green (detail)** and **blue (summary)** links will work the same as the examples provided earlier. However, at this level, they will only display employee breakdown for the selected activity/project.

10) Each time you drill into the activity structure, you will notice tabs at the top of the report which identify the respective level of the report you are in:
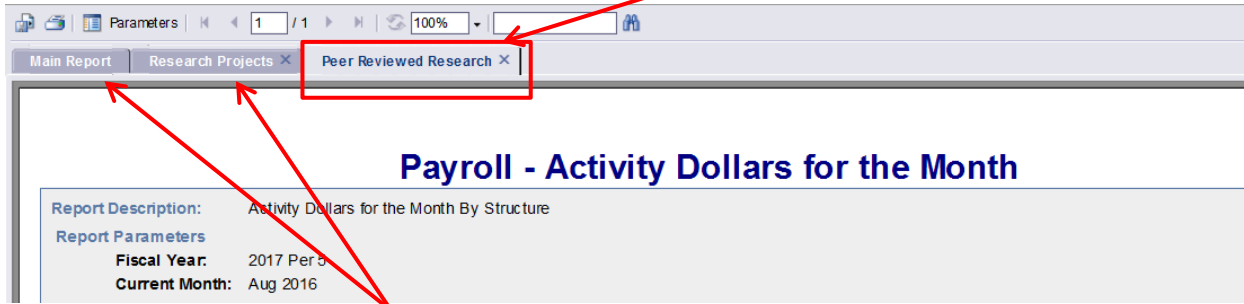
You can click on a previously viewed tab to go back up in the activity structure.

11) <u>Current month totals on Activity Payroll report should match the current actuals column on your Activity Financial report</u>

Since the payroll reports include manual adjustments processed through the general ledger (ie: outside the payroll department), the amounts reported on the payroll report should now match the total reported under the salary & benefit account category on the Activity Financial report:

Total Payroll charges – this amount should equal the *Salary and employee benefits* line on your Activity Financial report.

12) In some situations, you may notice the amounts on the payroll report will not match the financial report – as in the example below:

Payroll - Activity Dollars for the Month

| Report Description: | Activity Dollars for the Month By Structure |
| Report Parameters | |

Green Link - Drill down to Employee Detail Extract
Blue Link - Drill down to Employee Summary

Fiscal Year:	2017 Per 5	
Current Month:	Aug 2016	

Drill Path (Level 4)   0123 - Dr Activity Holder -> Research Projects -> Peer Reviewed Research

0123 - Dr Activity Holder

Activity Account	Activity	Regular	Overtime	Other Worked	Sick	Vacation	Education	Orientation	Other Benefit	Benefit	Exception	Total
Research Project C	23456-22001	$2,900.75	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$103.00	$580.79	$0.00	$3,584.54
Less Opening Accruals		($939.84)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($167.97)	($0.85)	($1,108.66)
Plus Closing Accruals		$1,997.30	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$321.27	$1.14	$2,319.71
Total GL Charges		$3,958.21	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$103.00	$734.09	$0.29	$4,795.59

Activity Summary - Account Category

| Report Description: | Activity Summary - Dollars by Account Category |
| Report Parameters | |

Notations:
* - Contains Non C$ Commitments

Fiscal Year:	FY 2016 - 2017 Per 5
Current Month:	Aug 2016
Level String:	20123-23456-00220-00001 - Research Project C
Drill Path (Level 2)	SMH Costs

Does not equal

Does equal

0123 - Dr Activity Holder

Account Category	Current Actuals	Budget	Commitments	LTD Actuals (surplus)/deficit	Budget Available
Expenses					
Budget - Expense	0.00	149,968.00	0.00	0.00	149,968.00
Salaries and employee benefits	5,295.59	0.00	0.00	119,645.12	-119,645.12
Travel	0.00	0.00	0.00	22.05	-22.05
Honourarium	0.00	0.00	0.00	940.00	-940.00
Supplies	0.00	0.00	0.00	274.50	-274.50
Communications	0.00	0.00	0.00	212.95	-212.95
Education and Professional Dev	0.00	0.00	0.00	126.03	-126.03
Professional & Other Fees	0.00	0.00	0.00	0.00	
Other Expenses	0.00	0.00	0.00	3,054.48	-3,054.48

Reasons why this may not add up include:

A) The Financial Report Account Category total of ***Salaries and employee benefits*** may include Purchased Services (account/subaccount 531273-1920) or Stipends (account/subaccount 539090, 539091, 539092, 539093, or 539095).   These account/subaccounts and categories are not processed through payroll, therefore are not included in the report. You can check this by clicking down into the ***Salaries and employee benefits*** structure as demonstrated above:

Activity Summary - Account Category

| Report Description: | Activity Summary - Dollars by Account Category |
| Report Parameters | |

Notations:
* - Contains Non C$ Commitments

Fiscal Year:	FY 2016 - 2017 Per 5
Current Month:	Aug 2016
Level String:	20123-23456-00220-00001 - Research Project C
Drill Path (Level 3)	SMH Costs -> Expenses

4,061.50 + 734.09 = $4,795.59
This total equals the amount on payroll report

0123 - Dr Activity Holder

Account Category	Current Actuals	Budget	Commitments	LTD Actuals (surplus)/deficit	Budget Available
Salaries and employee benefits					
Salaries	4,061.50	0.00	0.00	92,408.97	-92,408.97
Benefits and MERCs	734.09	0.00	0.00	25,707.80	-25,707.80
Purchased Services	300.00	0.00	0.00	1,528.35	-1,528.35
Stipends	200.00	0.00	0.00	25,707.80	-25,707.80
Totals for Salaries and employee benefits	5,295.59	0.00	0.00	119,645.12	-119,645.12

B) Manual adjustments processed through the general ledger which use a Source Code of 50, 51, or 52, will be picked up and reported on the payroll report with a category of "Exception – GL – Manual Transfer". The Financial Report Account Category total of *Salaries and employee benefits* may include manual adjustments which did not use, or incorrectly used, the Source Code of 50, 51, or 52. If you are reviewing detailed transactions, via the Activity Transaction Query, you can sort or filter the source codes to identify possible discrepancies.
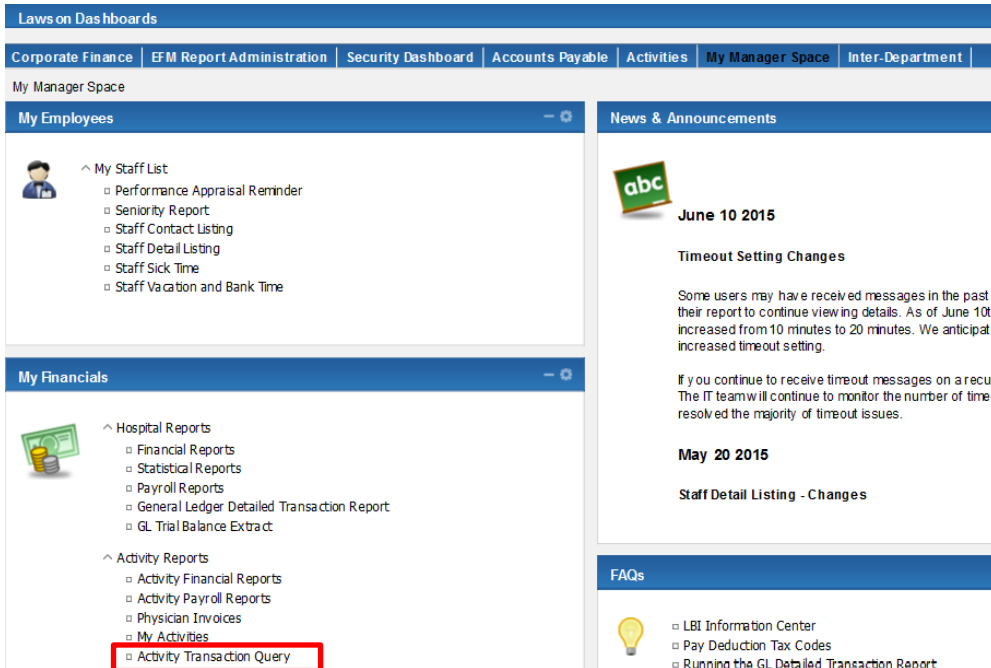
You can refer to the Activity Transaction Query reference guide, for step-by-step instructions on how to use this query.

Below is an example of the Activity Transaction Query, which highlights the Source Code column.

Co.	Acct Unit	Acct	Subacct	Desc	Activity	A. Cat	Year	Pd	Post Date	Tran Date	Sy	Source Code	Trans Description	Base Amount
2	61	530774	1602	C/F Research Ext Funded/Student Reg Wkd	23456-22001	31602	2017	5	8/19/2016	8/19/2016	PR	PR	Estimated payroll expense	$1,444.80
2	61	530742	2000	Research Ext Funded - CPP	23456-22001	32042	2017	5	8/19/2016	8/19/2016	PR	PR	Estimated payroll expense	$68.51
2	61	530773	1102	F/T Research Ext Funded Reg Wkd	23456-22001	31102	2017	5	8/31/2016	8/30/2016	GL	52	Manual Payroll Transfer	$5,000.00
2	61	530773	1102	F/T Research Ext Funded Reg Wkd	23456-22001	31102	2017	5	8/31/2016	8/30/2016	GL	JE	Manual Payroll Transfer	$2,500.00
2	61	530745	2000	Research Ext Funded - SMH Pension	23456-22001	32045	2017	5	8/19/2016	8/19/2016	PR	PR	Estimated payroll expense	$32.57
2	61	530747	2000	Research Ext Funded - EI	23456-22001	32047	2017	5	8/19/2016	8/19/2016	PR	PR	Estimated payroll expense	$0.56
2	61	530747	2000	Research Ext Funded - EI	23456-22001	32047	2017	5	8/19/2016	8/19/2016	PR	PR	Estimated payroll expense	$39.49
2	61	530750	2000	Research Ext Funded - WSIB	23456-22001	32050	2017	5	8/19/2016	8/19/2016	PR	PR	Estimated payroll expense	$6.08
2	61	530750	2000	Research Ext Funded - WSIB	23456-22001	32050	2017	5	8/19/2016	8/19/2016	PR	PR	Estimated payroll expense	$16.40
2	61	530760	2000	Research Ext Funded - EHT	23456-22001	32060	2017	5	8/19/2016	8/19/2016	PR	PR	Estimated payroll expense	$10.77
2	61	530760	2000	Research Ext Funded - EHT	23456-22001	32060	2017	5	8/19/2016	8/19/2016	PR	PR	Estimated payroll expense	$29.25
2	61	530782	2000	Research Benefit Constribution $ in Lieu	23456-22001	32082	2017	5	8/19/2016	8/19/2016	PR	PR	Estimated payroll expense	$57.79
2	61	530785	2000	Research Ext Funded - Oth_Term_Ben	23456-22001	32085	2017	5	8/19/2016	8/19/2016	PR	PR	Estimated payroll expense	$13.81

This is an example of a manual journal entry (Source Code = JE), which would not be picked or included in the payroll report.

The payroll reports will only include transactions which originated from the payroll system (Sy = PR) and transactions processed manually through the general ledger (Sy = GL), which were processed with Source Codes 50, 51, or 52.

C) Fiscal YTD payroll reports (April to respective current month) **will not** tie into the Activity Financial report. This is because the Payroll reports are structured on the Hospital fiscal year, which is April to March. Amounts on the Activity Financial reports will display the current month and the project life-to-date amounts only – it does not report on hospital fiscal year to date. Therefore, only the payroll reports for the current month will tie into the current actual column of the Activity Financial report.

13) Please note, with any payroll report summary or employee detail report, you may need to toggle through multiple pages, using the following section.

Alternatively, you can click this export icon to export your report to an Excel spreadsheet, or other file format options.

Click on this icon to print the report

Payroll - Activity Employee Detail for the Month - Extract
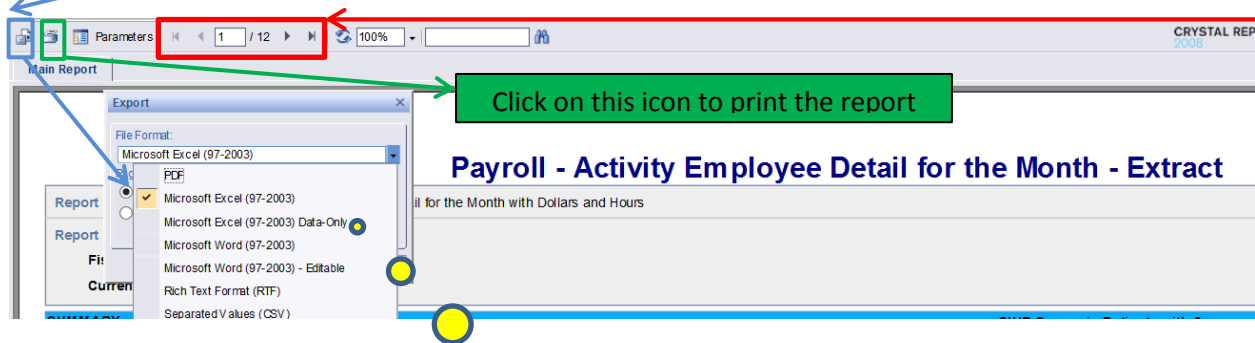
If you intend to use Excel to sort and/or use formulas, choose the "Data-Only" option when exporting to Excel. This eliminates merged columns which makes sorting data very difficult.

Click on "Export" once you've chosen the format of report you wish to export to.

Click on "Open" to open the report in the new format you exported to.

Once you complete the extract, you can save the report to a separate file.
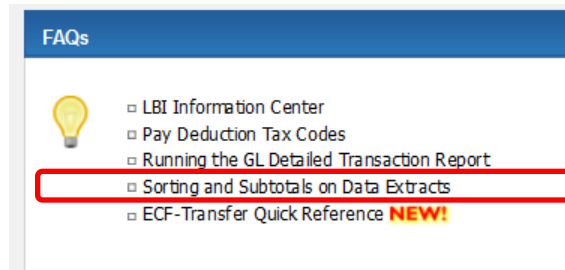
For additional information and help with sorting and adding subtotals, refer to the FAQ's section of the My Manager Space dashboard. There is a guide to sorting and subtotals on data extracts.