

For general information regarding BI Reporting, including a link and navigation tips, please see this page: [Business Intelligence User Guide](#)

Compensation Transaction Reports

The Compensation Transaction Reports are designed to give departmental budget managers and transaction initiators the ability to review compensation transactions submitted online for their unit. In addition, the Grant version is designed to provide ORSP and Grants Accounting visibility to the online transactions submitted for employees charged to grant accounts.

At present, these reports include the following transaction types:

Assignment Continuation	Faculty Practice	PRST Teaching Pay
Additional Administrative Support Pay	Grad Assistant Hire	Summer Research Pay
Faculty Reactivation	Grad Reactivation	Summer Teaching Pay

The reports currently do not include data for Confirmation of Offer, Budget Only Batches, Costing Only Changes, annual merit increases uploaded from the Budget system (MBS), and manual (paper) salary authorizations.

Compensation Transaction Report

Data available is determined per the report user's security settings in the Budget System.

Available parameters are as follows:

- **Transaction Type:** required, but (null) default will include all types of transactions.
- **Person Name:** optional; (null) default will include all employees for the chosen transaction type; the list of values will populate with employee names who have online transactions.
- **Creation Date From (Required):** Useful to validate a transaction was created on a given day or date range, or by a specific person. If you are not looking to verify data entry, use creation date of 1/1/14 or later.
- **Creation Date to (Required):** End date can be current date or same as start date to review data entry.
- **Transaction Start Date From (Required):** Enter fiscal, grant or academic year needed for review
- **Transaction Start Date to (Required):** Enter end date of review period.

Click [**Apply**] to generate the report.

Marquette University
Compensation Transaction Report

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Transaction Type	Status	Creator	Date Entered	Transaction Start Date	Transaction End Date	Assignment Number	Name	Pay Cycle	Credit Hrs	Hrs Per Wk	Academic Term	Position Code	Position Title	Organization	Sal For Duration	Salary Rate	ICD Cost Center	Payroll	Earliest Pay Check Date
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This report provides a list of online transactions for a given date range, including the following information:

- ◇ **Transaction Type** – see list on page 1.
- ◇ **Status** – of the online transaction:
 - **Completed** (including all needed approvals)
 - **Work in Progress** (requires action from the Initiator)
 - **Pending Approval** (requires action from HR/Payroll)
 - **To Be Processed** (approved; pending system updates – runs daily)
 - **Rejected** (not completed; requires a new transaction to be submitted)
 - **Expired** (not completed; requires a new transaction to be submitted)
 - **Cancelled** (cancelled by Initiator)
 - **Error on Process** (requires HR review; may need to submit a new transaction)
- ◇ **Creator** - name of transaction initiator
- ◇ **Date Entered** - when the transaction was created by initiator
- ◇ **Transaction Start Date** – per the online transaction
- ◇ **Transaction End Date** – per the online transaction
- ◇ **Assignment Number** – unique employee ID number per MyJob
- ◇ **Name** – employee’s full name
- ◇ **Pay Cycle** - Grad-AY, Grad-Fall, Grad-Spring, Grad-Summer, Grad-Other, Fac-AY, Fac-Spring, Fac-Fall
- ◇ **Credit Hrs** – per the online transaction
- ◇ **Hrs Per Wk** – per the online transaction or, if left blank, reflects standard hours on employee record
- ◇ **Academic Term** – defined academic period (i.e. 2015-2016, 2015 Fall, 2016 Spring)
- ◇ **Position Code** - per MyJob
- ◇ **Position Title** - per MyJob
- ◇ **Organization** – department name per MyJob
- ◇ **Sal For Duration** - salary for the Total Amount spanning Transaction Start and End Dates
- ◇ **Salary Rate** - period (Monthly or Biweekly) salary calculated based on Transaction Start and End Dates
- ◇ **ICD Cost Center** – general ledger account number for Miscellaneous Pay transactions only (i.e. Additional Administrative Support Pay, Faculty Practice, etc.)
- ◇ **Payroll** - employee’s Payroll Type (Monthly, Jesuit, Bi-weekly H or Students)
- ◇ **Earliest Pay Check Date** – date when the first payment will begin

Compensation Transaction (Grant) Report

Same as above, except that the data returned will include all employees charged to grant accounts for at least some portion of the date range parameter. This report is restricted to ORSP, Grant Accounting, Finance and HR.

Compensation Transaction Verification Report

This report includes the same data as the Compensation Transaction Report, but also lists the Notifications and Costing Information for the transaction(s). It is intended to run for a single employee as verification of submitted transactions with workflow information and account detail.

Notifications show workflow from creation to completion or expiration.

Account Number information is recorded for each submission from the *Position Detail Page* in MBS for the particular position code.

Marquette University Compensation Transaction Verification Report (HR-Payroll)

Transaction Type	Status	Creator	Date Entered	Transaction Start Date	Transaction End Date	Assignment Number	Name	Pay Cycle	Credit Hrs	Hrs Per Wk	Academic Term	Position
ASSIGNMENT CONTINUATION	Completed	Golanowski, Pam	8/9/2015 2:53:20 PM	07/01/2015	07/25/2015		Baker, Winston Alexander Jr. (Winston Jr.)	Grad-Other		20		Grad Asst Ele Assist.0

Notification From	Notification To	Date Time Sent	SUBJECT
SYSADMIN		8/9/2015 2:54:57 PM	MUHR Change Extra Asg Information for Baker, Winston Jr. has been forwarded for approval to Mellantine, Lynn
		8/9/2015 2:54:57 PM	MUHR Change Extra Asg Information for Baker, Winston Jr. (proposed by Golanowski, Pam)
SYSADMIN		8/9/2015 3:11:05 PM	MUHR Change Extra Asg Information for Baker, Winston Jr. has been approved. These changes are effective from 09-JUN-2015.

Account Number	Start Date	End Date	Percent	Salary Amount	Update Date	Updated By
01-01420-00000-8024	07/01/2015	07/31/2015	100	1,000.00	7/27/2015 12:22:34 PM	Ramminger, Amy
01-01420-00000-8024	07/01/2015	07/31/2015	100	1,000.00	8/25/2015 9:46:08 AM	Rawson, Philip
01-01420-00000-8024	07/01/2015	08/30/2015	100	1,000.00	8/4/2015 8:34:43 AM	Rawson, Philip

Compensation Transaction Verification (Grant) Report

Same as above, except that the data returned will include all employees charged to grant accounts for at least some portion of the date range parameter. This report is restricted to ORSP, Grant Accounting, Finance and HR.

Exporting the Reports

If you wish to view or analyze the data in Excel, you must export in CSV (comma delimited) format. Go to Actions drop down list, choose Export, then CSV (comma delimited). Otherwise, if you export directly to Excel, the columns will merge and the report will not be easy to sort or filter.



Questions?

- Regarding accounting (costing) information should be directed to [Julie Laubenstein](#).
- Regarding other transaction details or status should be directed to [Carly Povlick](#).
- Regarding report access or system performance should be directed to [Amy Albrinck Schroeder](#).