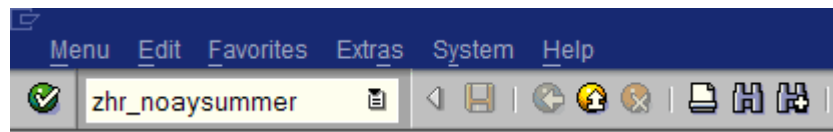


Report of AY faculty/staff with no summer salary

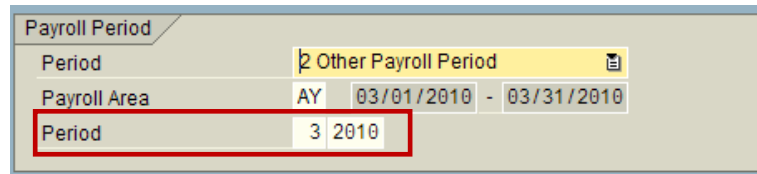
The ZHR_NOAYSUMMER report will provide business offices with a report of AY eligible faculty/staff with no summer salary entered (wage type 1315). This QRC lists the steps for running the query prior to summer payroll processing each month to validate the cost distribution. Cost distribution during June or July pay periods with no summer salary must not be on sponsored research funds and a cost distribution change is required.

To display cost distribution of AY faculty/staff with no summer salary on IT0015:

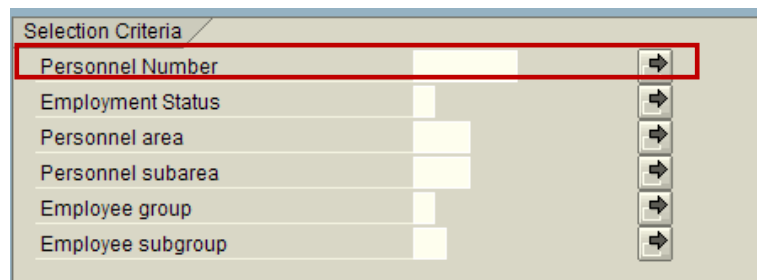
Type tcode:
"zhr_noaysummer" in the
command field and hit
"Enter."



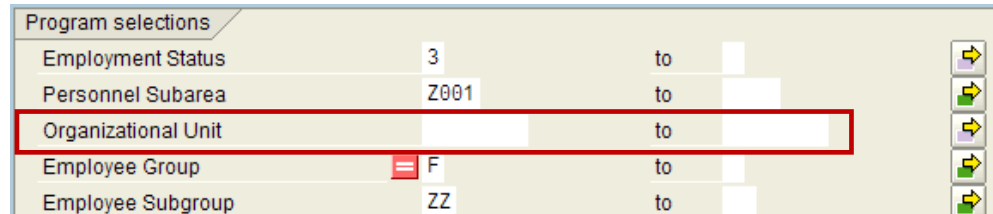
Under the "Payroll Period"
tab, change "period" to
reflect the pay period you
are pulling report for.
Example: to review June
2010 – enter as 06 2010
and hit enter. You will then
see the payroll area dates
change to reflect the
current payroll dates for the
period selected. You must
enter only one pay period
at a time.



In the "Selection Criteria"
tab, enter a PERNR if you
want to search on an
individual staff member,
otherwise leave all blank.





Under the "Program
Selections" tab enter your
org unit number. All other
fields should remain as
populated.



Report of AY faculty/staff with no summer salary

Verify that the "Output Format" is prefilled with "/GTLSSUMMER" layout.



Execute = 



Viewing cost distribution of AY faculty/staff with no summer salary entered on IT15

PY-GLT with no summer earnings

Pers.No.	Personnel Number*	Employee Group	PArea	Org.unit	Organizational Unit	Cost Ctr	Fund	Order	Start Date	End Date
		Faculty	AY	00000218	Electrical & Computer Eng	4014006000	21010000		08/16/2007	12/31/9999
		Faculty	AY	00000218	Electrical & Computer Eng		49010000	8000010650	08/16/2007	12/31/9999

Pers. No	Faculty/Staff pernr no.
Personnel Number	Name of individual Faculty/Staff.
Employee Group	Preselected employee groups that are eligible for Life Insurance.
PArea	Employee's pay area (AY)
Org unit	Org Unit number from employee's Infotype 0001 - Organizational Assignment.
Organizational Unit	Org Unit Name from employee's Infotype 0001 - Organizational Assignment
Cost Ctr	Cost center on IT27 screen effective during period chosen above
Fund	Fund on IT27 screen effective during period chosen above
Order	Order (SIO or IO) on IT27 screen effective during period chosen above
Start Date	Start date of IT27 effective during period chosen above
End Date	End date of IT27 effective during period chosen above
Prcnt.	Percent of cost distribution split on IT27 record.

Verify if any employees have a cost distribution record on a Sponsored Research Grant during the summer period selected. If so, you must change the IT0027 Cost Distribution for that period to the account the faculty/staff is normally paid during the AY year. Example: Faculty normally paid on general funds during academic year, if not working summer during that pay period, change IT27 back to 21010000 fund. Remember, always use the COPY function to make changes.

Employee groups that are **included** in this report and life insurance eligible are: A (Admin/Professional), B (Clerical), C (Clinical/Research, Non-Tenured), D (Continuing Lecturer), E (Faculty), H (Fire/Police BW Salary), I (Fire/Police Mgmt), L (Mgmt/Professional), M (Non Exempt Professional), O (Operations Assist), Q (Police Hourly), R (Fire/Police Admin), S (Post Docs), U (Service), Y (Visiting Faculty)

Employee groups that are **excluded** from this report and are not life insurance eligible are: F (Fellows), G (fellows), J (Grads), K (Limited Term Lecturers), T (Resident Hall Counselors), V (Undergrad Students), W (Temp AP), X (Temp Clerical/Service)