

# Payroll at a Glance (PAAG) OAC (Oracle Analytics Cloud) Reporting Tips – Training Sessions

Site: OAC Home Page [oac.ku.edu/analytics/](http://oac.ku.edu/analytics/)

## Sources of PAAG Data:

- Payroll expenses, funding, employee and position data values are coming from the HR/Pay Accounting Line.
- Project End Dates are coming PPM (Project Portfolio Management).
- Budget Categories, Appropriations, and ARSPs (Area of Responsibility) are from FITC (Financials in the Cloud).

Data Dictionary: OAC Home Page>Resources Tab (top left of page)


BIC Training Guides: OAC Home Page>Training Tab (top left of page)

Security: Statement and Use of Data on sign on page. Access to Employee ID and Fringe details are based on selected Job Codes. Future additional levels to personnel data will be based on position duties and individual ID.

## Tabs

Summary	<ul style="list-style-type: none"> <li>• Reports payroll expenses and has 6 additional select reporting fields (columns).</li> <li>• Change column order by using Select Fields, flexible to sort, remove etc.</li> <li>• Summary page is optimized to be used in OAC and is not a good candidate for downloading.</li> <li>• Criteria defaults are current fiscal year, last on cycle payroll; Chartfield String by total Gross Wages, Fringe and Total for entire campus.</li> </ul>
Detail	<ul style="list-style-type: none"> <li>• <u>Detail</u> -Reports payroll expenses with preselected fields – sub menu options for Detail (total gross, fringe)</li> <li>• <u>Fringe</u>-Reports payroll fringe accounts.</li> <li>• Flexible to change column order, sort, remove etc.</li> <li>• If wanting to export outside of OAC then might prefer using Detail.</li> <li>• Criteria defaults are current fiscal year, last on cycle payroll for entire campus.</li> </ul>
Employee Pay Quick View	<ul style="list-style-type: none"> <li>• Reports payroll expenses for the <u>last on cycle payroll</u>, payroll end date is displayed.</li> <li>• More of a delivered report, flexibility to move and sort, etc.</li> <li>• Criteria defaults sum by HR Department, Employee, Position, Gross Wages, Fringe, Total for entire campus.</li> </ul>
Project Funded Employee Monitoring	<ul style="list-style-type: none"> <li>• Reports employees from the <u>last on cycle payroll</u>, which are funded from Projects (Chartfield) where the a) Project has ended, b) Ends within 30 days, c) Ends in 30-60 days and d) Ends in 60-90 days.</li> <li>• Delivery preset columns.</li> <li>• Reports by Employee Class and then Project for entire campus.</li> </ul>
RFA (Retroactive Funding Adjustment)	<ul style="list-style-type: none"> <li>• Provides preformatted data for processing an individual RFA. This is used mostly for Pool funded RFAs. Use HR/Pay for Position funded extracts.</li> <li>• User will need to enter in Position number and change default dates.</li> <li>• Export to Excel only</li> <li>• Delivers entire campus</li> </ul>

## Hints:

1. Select the Apply Button after making changes.
2. Saved customization will override default values (specified dates vs last on cycle).
3. When exporting to excel, criteria is summarized after data results.
4. Many fields are limited to only the values used in the HR/Pay Accounting Line to reduce lists; may cause seconds delay.
5. To clear all and set back to all defaults use the Gear  and Clear my Customizations (will clear all filters whether customized or not).
6. Criteria listed at the bottom of the page.
7. Pasting in multiple values from other source use the search and paste in the selection boxes.