UNIVERSITY OF ILLINOIS SYSTEM

University Payroll Reports Guide

Log on to Mobius View and View the Reports

Mobius View is an application that replicates the static month-end reports and allows you to quickly access copies of month-end reports that are ready to print or download. These reports are indexed by Organization code. Because they are static, the response time to view them is minimal, as the data has previously been retrieved and formatted. However, you will not have the option to further refine or expand the report using other parameters.

Unit personnel with HR/Payroll responsibilities who are granted a Unit User Security Profile are granted access to the two **Payroll Expense by Person** reports. If you need to request these security profiles, contact your Unit Security Contact (USC). For more information, please check the AITS website: Get Access to Enterprise Applications. If you need access to Mobius View only, send your request by e-mail to RMSADMIN@uillinois.edu.

The Payroll Expense by Person Reports

The **Payroll Expense by Person** reports lists payroll labor distributions by Account code and allow units to view details that correspond to the charges posted to their departmental C-FOAPALs in Banner. There are two different **Payroll Expense by Person** reports available based on timeframes: **Pay Period** and **Month End**. The **Pay Period Statement** runs after each bi-weekly and monthly payroll calculation and is available in Mobius View three days before the pay date. Each report contains all payroll activity since the previous pay period report, including original pay, adjustments, and redistributions (earnings transfers). By reviewing the **Pay Period** statement, units can verify if employees will be paid properly. The **Month End** statement runs after each Finance month-end closing. It includes all the payroll activity that posted to Finance during that particular month. Units may use these reports to reconcile labor distributions on their C-FOAPALs and to assist in the management of departmental funds.

Report Description	Report ID	Report Name
Payroll Encumbrance by Person Pay Period	HRPAY00104	FIPR_Payroll_Expense_by_Person_Pay_Period
Payroll Encumbrance by Person Month End	HRPAY00102	FIPR_Payroll_Expense_by_Person_Month_End

Accessing the Payroll Expense by Person Reports with Mobius View

1. Go to the following URL: [Mobius View](#)

2. Select **Document Direct and UI2 Report** in the **Login to Repository** window.

3. Click the **Ok** button.

4. Enter your ID and password.

5. Click the **Ok** button.

6. Click the file folder icon on the left side. This opens the reports available to your ID.

   a. **NOTE:** The top-level display shows all your available report folders. If you do not see the report you are looking for, check the **Reports** folder.

7. Select **HRPAY00103 Payroll Expense by Person Month End** or **HRPAY00104 Payroll Expense by Person Pay Period**.

8. Click the report folder you would like to view. A list of sections organized by Org codes (with the Chart code and the Bi-Weekly or Monthly Pay Period listed at the end) will display.

9. Click the folder with the appropriate Org code. The **Payroll Expense by Person** report will display in the left pane of the window.

   a. **NOTE:** You can expand the report size or enter full-screen mode by clicking the **Full Screen** or **Expand** icons in the top right corner.

   NOTE: Mobius View times out after one hour of inactivity.

Searching for Reports in Mobius View (or Using the Search Function to Locate Reports)

To Search For a Specific report:

Enter search criteria in the **Jump to folder** field to quickly search for a specific report folder, report ID, and/or report section. You can also click the **Search** icon on the left side to create and save a search.

To Search Within a Report: Use the **Find** field in the top right corner to search for information within a report.

NOTE: Remember to look in the heading of the report to make sure that the criteria of the report matches what you need (such as date range, Organization, etc.).

Viewing the Report Output

Field Definitions

Payroll Expense by Person Field

Field Name	Definition
Fiscal Year	Fiscal year of report run.
Pay Year	Calendar year of report run.
Pay ID	BW (Bi-weekly) or MN (Monthly).
Pay No	A number issued to uniquely identify a period within a calendar year.
Chart	Identifies University or major accounting entity. 1 = Urbana-Champaign, 2 = Chicago, 4 = Springfield, 9 = System Offices.
Organization	Identifies functional reporting units.

Field Name	Definition
Fund	Identifies a source of revenue.
Program	Identifies NACUBO function.
Status Indicator for Fund, Org, and Program	"A" indicates code is active.
Grant Code	User-defined or system-assigned grant identification code.
Grant Start Date	The end of the grant's fiscal timeline.
Financial Manager	The people with fiscal responsibility for the organization.
Principal Investigator	The person responsible for the sponsored project award as specified in the award documents. Fund, Organization, and Program segments can have principal investigators.
Account	Designates asset, liability, equity, revenue, expenditure, & transfers.
Name	Employee's name.
UIN	University Identification Number.
EC	Employee class. Employee grouping based on shared attributes, such as benefits and leave accruals.
Posn	Position. An approved slot that a unit holds.
Posn Suff	Position Suffix. This field indicates whether there is more than one job for the selected position number.
Pay Cat	Pay Category. A = Gross Pay. D = Fringe Expense.
Pay Seq	Pay Sequence. Numbers that uniquely identify pay events; any transaction applied to a pay event is assigned a sequence number. The original pay event is zero (0).
FTE	FTE is the Full-Time Equivalent value.
Pay Period Code	Pay Year, Pay ID and Pay No.
Pay Period Begin Dt	Beginning date of pay period.
Pay Period End Dt	Ending date of pay period.
Hours	Hours paid.
Fringe Rate	Rate of fringe expense calculation.
Amount	Expense amount.
Doc Num	Banner document number.
Activity	Activity code corresponding to the encumbrance document.
Location	Location code corresponding to the encumbrance document.
Sub Total	A calculation of the total transactions for each Account code.
Total Personnel Expense	The total of all Account codes.

Payroll Expense by Person Field Definitions – Monthly Format

Field Name	Definition
Fiscal Year	Fiscal year of report run.
Start Date	Beginning of month.
End Date	End of month.
Chart	Identifies University or major accounting entity. 1 = Urbana-Champaign, 2 = Chicago, 4 = Springfield, 9 = System Offices.
Organization	Identifies functional reporting units.
Fund	Identifies a source of revenue.
Program	Identifies NACUBO function.
Grant Code	User-defined or system-assigned grant identification code.
Grant Start Date	The beginning of the grant's fiscal timeline.
Financial Manager	The person with fiscal responsibility for the organization.
Principal Investigator	The person specified in award documents as responsible for a sponsored project. Fund, Org, and Program segments can have principal investigators.
Account	Designates asset, liability, equity, revenue, expenditure, and transfers.
Name	Employee's name.
UIN	University Identification Number.
EC	Employee class. Employee grouping based on shared attributes, such as benefits and leave accruals.
Posn	Position. An approved slot that a unit holds.
Posn Suff	Position Suffix. This field indicates whether there is more than one job for the selected position number.
Pay Cat	Pay Category. A=Gross Pay. D=Fringe Expense.
Pay Seq	Numbers that uniquely identify pay events; any transaction applied to a pay event is assigned a sequence number. The original pay event is zero (0).
FTE	FTE is the Full-Time Equivalent value.
Pay Period Code	Pay Year, Pay ID and Pay No.
Pay Period Begin Dt	Beginning date of pay period.
Pay Period End Dt	Ending date of pay period.
Hours	Hours paid.
Fringe Rate	Rate of fringe expense calculation.

Field Name	Definition
Amount	Expense amount.
Doc Num	Banner document number.
Activity	Activity code corresponding to the encumbrance document.
Sub Total	A calculation of the total transactions for each Account code.
Total Personnel Expense	The total of all Account codes.

The Payroll Encumbrance by Person Reports

The **Payroll Encumbrance by Person** reports is organized by C-FOAPAL and lists the remaining labor encumbrances by employee as of the date the report is run. The report is run after each bi-weekly and monthly payroll calculation and is also run as a monthly report after the successful close of each month in Finance. Units may use these reports to reconcile open labor encumbrances on their C-FOAPALs and to assist in the management of departmental funds.

Report Description	Report ID	Report Name
Payroll Encumbrance by Person Pay Period	HRPAY00098	FIPR_Payroll_Encumbrance_by_Person_Pay_Period
Payroll Encumbrance by Person Month End	HRPAY00102	FIPR_Payroll_Encumbrance_by_Person_Month_End

Accessing the Payroll Encumbrance by Person Reports with Mobius View

1. Go to the following URL: Mobius View.

2. Select **Document Direct and UI2 Report** in the **Login to Repository** window.

3. Click the **Ok** button.

4. Enter your NetID and password.

5. Click the **Ok** button.

6. Click the file folder icon on the left side. This opens the reports available to your NetID.

   a. **NOTE:** The top-level display shows all your available report folders. If you do not see the report you are looking for, check the **Reports** folder.

7. Select **HRPAY00098 Payroll Encumbrance by Person Pay Period** or **HRPAY00102 Payroll Encumbrance by Person Month End.**

8. Click the report folder you would like to view. A list of sections organized by Org codes (with the Chart code and the Bi-Weekly or Monthly Pay Period listed at the end) will display.

9. Click the folder with the appropriate Org code. The **Payroll Encumbrance by Person** report will display in the left pane of the window.

   a. **NOTE:** You can expand the report size or enter full-screen mode by clicking the **Full Screen** or **Expand** icons in the top right corner

   b. **NOTE:** Mobius View times out after one hour of inactivity.

Report Search

To Search for a Specific Report: Enter search criteria in the **Jump to folder** field to quickly search for a specific report folder, report ID, and/or report section. You can also click the **Search** icon on the left side to create and save a search.

To Search Within a Report: Use the **Find** field in the top right corner to search for information within a report.

NOTE: Remember to look in the heading of the report to make sure that the criteria of the report matches what you need (such as date range, Organization, etc.).

Report Output

Field Definitions for the Payroll Encumbrance by Person Report

Field Name	Definition
Fiscal Year	Fiscal year of report run.
As of Date	The date that the report is run. The pay period report is run after each biweekly and monthly payroll calculation. The monthly report is run after the successful close of each month in Finance.
Chart	Identifies University or major accounting entity. 1 = Urbana-Champaign, 2 = Chicago, 4 = Springfield, 9 = System Offices.
Organization	Identifies functional reporting units.
Fund	Identifies a source of revenue.
Program	Identifies NACUBO function.
Status Indicator for Fund, Organization, and Program	"A" indicates code is active.
Grant Code	User-defined or system-assigned grant identification code.
Financial Manager	The person with fiscal responsibility for the organization.
Principal Investigator	The person responsible for the sponsored project award as specified in the award documents.
Account	Designates asset, liability, equity, revenue, expenditure, and transfers.
Name	Employee's name.
UIN	University Identification Number.
EC	Employee class. Employee grouping based on shared attributes, such as benefits and leave accruals.
Posn	An approved slot that a unit holds.
Posn Suff	This field indicates whether there is more than one job for the selected position number.
Appt Begin	Beginning date of the appointment.
Appt End Dt	Ending date of the appointment.
Encumb Num	Encumbrance document number.
Encumb Item	The number of an item in an encumbrance document.
Encumb Seq	Sequence number of a transaction within a Banner document.
Rate	Rate of pay per pay period.
% Time	Appointment percentage.
Remaining Encumb	Remaining balance for the encumbrance. The sum is calculated including the sign.
Activity	Activity code corresponding to the encumbrance document.

Field Name	Definition
Location	Location code corresponding to the encumbrance document.
Sub Total	The report calculates a sub-total for each Level 2 External Account Types.

Additional Resources for These Reports

This job aid is compiled from the participant guide for the OBFS training course **Retrieving General Ledger Reports**. If you wish to expand your skills with more information about these finance reports, you may register for this course at:

Training Registration

It may be helpful also to take the following training courses, which are considered prerequisites for the course:

Introduction to Banner and Finance I

Introduction to Banner and Finance II