How to Check Payroll Charges by Project

*Please note that the values ran from this report will not exactly match the value displayed when running the Project Financial Detail Report. This is because the Payroll Charges by Project report runs from the pay period dates and not by a specific date (like the Project Financial Detail Report). The Payroll Charges by Project report is meant to give researchers the ability to ensure that the RA(s) under their research project(s) are being charged appropriately.*

1. Log in to PeopleSoft and click the “Research” tile.

2. Navigate to “Payroll Charges by Project”
3. Click the “Add a New Value” tab

4. Name the Run Control ID for this report. You can use the word “report” as shown in the example.
5. Enter the Business Unit as MCEWN, the Project Number, From date, To date, and output preference. Once all information has been entered, click “Save: and then “Generate Report”

Note:

Ensure the correct project number is entered (including 0 as the first digit). If you are unsure of your project’s number, you can click on the magnifying glass and this will show the available projects that are attached to you.

When entering the “From” date, please note that this will pick up the payroll charges associated with the start date of the pay period that exists within this date (e.g. entering January 1, 2018 will pull all payroll charges starting from December 24, 2017, which was the first date of this pay period).

When entering the “To” date, please note that this will pick up the payroll charges associated with the end date of the pay period that exists for this date (e.g. entering August 9, 2018 will pull all payroll charges ending August 19, 2018, which is the end date for this pay period).
6. Your report will open in a new window (please ensure pop-up blockers are turned off). You will now be able to see the cost of salary, deductions, and taxes that have been associated with the specified pay periods as well as the total of these amounts.

7. You should scroll down to the following pages of the report. Here you will find the name of the RA(s) being charged to your project and the various pay descriptions (Stat. Pay, Vacation Pay, Regular Earning, etc.). The date shown on the left-hand side indicates the last day of the associated payroll period for the charges.
8. When you have generated this report at least once, you can then search for it in the “Find an Existing Value” screen.

![Payroll Charges by Project Report]

- Run Date: 2019-08-09
- Run Time: 13:04