Salary and Benefits Report

1. From the Staff Links folder on the desktop go to the Employee Online – iVisions link.
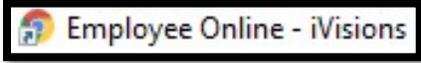
2. At the Employee Online- iVisions login screen enter your user name and password.

3. Once logged in, hover over the My Workflow link and select Accounting Reports from the drop down menu.

   NOTE: If you click the My Workflow link, rather than hovering over it, it will take you to the iVisions Workflow login screen.

4. Once at the Accounting Reports screen there are several reports to choose from. Select the report by clicking on the report named "Salary and Benefits".

5. Once the report is selected, a report criteria selection screen will appear.

6. In the report criteria screen enter the prompts for the report. The wildcard symbol is the % sign. If the wildcard symbol remains in any field, the report will return back every option for that particular field.

   A. Employee IDs – enter % to show all employees or enter specific employee ID

   B. Account Mask – enter as much information or as little information as you prefer but be sure to replace the last 3 question marks with your site number at the end.

   C. Pay Periods – Click the dropdown arrow and make a selection.

7. Once the report criteria has been entered, select the View Report button to run the report.

8. The report is in the following format:

Employee IDs	%	Pay Periods	1,1.1,1.2,2,2.1,2.2,3,4,4.1,4.2,5,6,6.⌄		View Report
Account Mask	530.???.????.????.???.????.141	Show Detail	⦿ True ⚬ False		

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Salary and Benefits

Last Name:	▮▮▮▮▮	First Name:	▮▮▮▮▮▮
Employee ID:	▮▮▮		

PPN	Position	Wkd Hrs	OT Hrs	Oth Hrs	Gross	OT	Total	Account	Deduction Description	Employee	Employer

- PPN – Pay Period Number
- Position – Description of position
- Wkd Hrs – # of Regular hours worked
- OT Hrs – # of Overtime hours worked
- Oth Hrs – Other hours worked if applicable (not common)
- Gross – Total amount of pay before taxes and deductions
- Account – Budget code payroll is being expensed to
- Deduction Description – Various deductions taken from gross pay
- Employee – Amount of deduction being paid by employee
- Employer – Amount of deduction being paid by CUSD