Payroll Distribution Report

Payroll Distribution Reports are now available for viewing online, through SOAR. The new online Payroll Distribution Report is a version of the Expense Distribution that departments are accustomed to receiving with the bi-weekly payrolls. The online report will include both bi-weekly and monthly payroll information. It can be run by department for a range of time and will reflect earning dates, earnings codes, rates, hours, earnings amounts, total benefits and a component breakdown of those benefits by employee. The new report will also include the general ledger account codes. There will actually be three sorts of the report from which to choose. One will be by name order, one by pay period end, and the other by account code. This report will aid departments in reconciling the salary, wage, and fringe benefits budget categories to the Monthly Detail Report.

You will be required to attend a training session in order to receive access to run the report. Payroll will discontinue sending out the original printer version of this report with the pay period ending 07/02/2004 check distribution (to be sent to the departments on 07/16/2004.)

Detailed training will be available on a monthly basis. Visit the Learning Enhancement Center site at **www.usm.edu/lec** for SOAR/SOAR-FIN training opportunities.