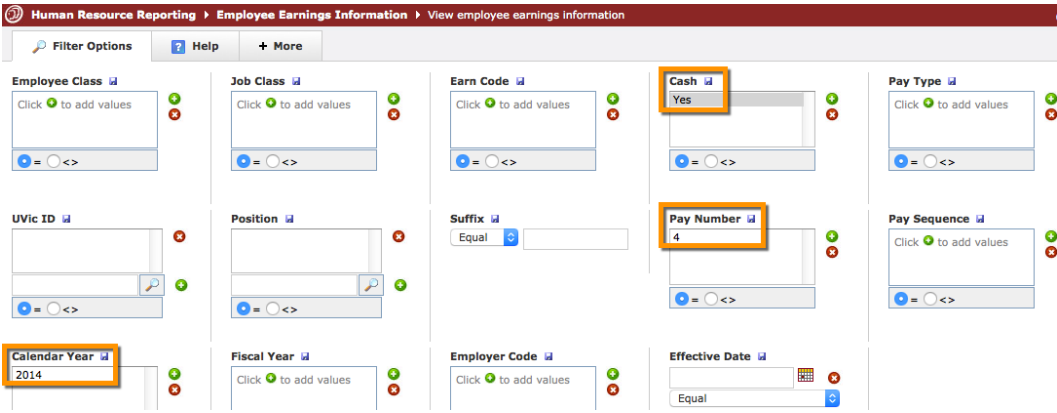
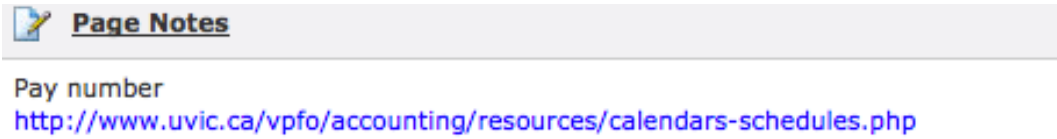
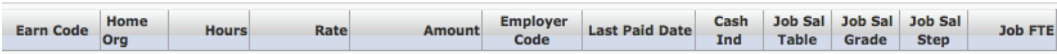
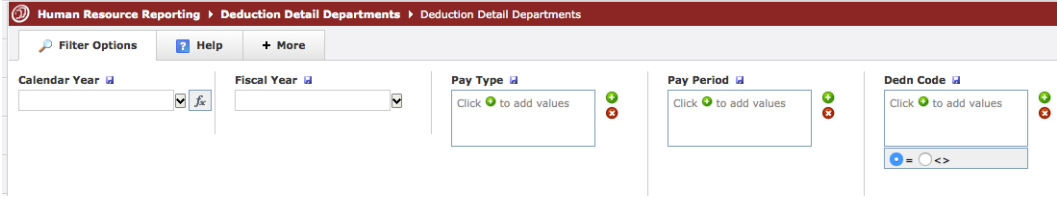


# Payroll reports

This quick guide describes the reports available under the Payroll tab: **Earnings (Pay Period Earnings Detail or Summary)** and **Deduction Detail Departments**. These reports provide salary information that is consistent with FAST Finance data.

For more resources, including a guide on *FAST HR codes*, visit [www.uvic.ca/hr/fasthr](http://www.uvic.ca/hr/fasthr).

#	Instructions	Screenshot
1	<p>The <b>Pay Period Earnings Detail</b> report provides salary information for employees.</p> <p>There are a number of available filters. To provide the most useful data, you may wish to filter by <b>Cash (Y)</b>, plus a specific <b>Calendar Year</b> and <b>Pay Number</b>.</p>	
2	<p>If you are not sure which pay period to choose, click on the link at the bottom of the Filter Options screen to access resources on the Accounting Services website.</p>	
3	<p>The earnings report provides the employee's <b>Last Paid Date</b> as well as salary details. All data provided is consistent with account details in FAST Finance.</p> <p><b>TIP:</b> A <b>Pay Period Earnings Summary</b> report is also available.</p>	

#	Instructions	Screenshot																																																						
4	<p>The <b>Deduction Detail Departments</b> report may be useful for units where deductions are charged to the departmental account rather than centrally funded.</p> <p>This report can be filtered by <b>Pay Period</b>, <b>Deduction Code</b> and other criteria.</p>																																																							
5	<p>The report displays each type of deduction for each employee for the selected range of dates/pay periods.</p>	<table border="1"> <thead> <tr> <th>Calendar</th> <th>Pay Code</th> <th>Pay Period</th> <th>Seq</th> <th>Dedn Code</th> <th>Deduction Description</th> <th>Employee</th> <th>Employer</th> <th>Applicable Gross</th> </tr> </thead> <tbody> <tr> <td>2014</td> <td>SA</td> <td>3</td> <td>0</td> <td>BL1</td> <td>Basic Life 1.5x Annual Sa...</td> <td>\$0.00</td> <td>\$4.66</td> <td>2,617.25</td> </tr> <tr> <td>2014</td> <td>SA</td> <td>3</td> <td>0</td> <td>BL1</td> <td>Basic Life 1.5x Annual Sa...</td> <td>\$0.00</td> <td>\$3.92</td> <td>2,196.04</td> </tr> <tr> <td>2014</td> <td>SA</td> <td>3</td> <td>0</td> <td>BL1</td> <td>Basic Life 1.5x Annual Sa...</td> <td>\$0.00</td> <td>\$5.39</td> <td>3,034.08</td> </tr> <tr> <td>2014</td> <td>SA</td> <td>3</td> <td>0</td> <td>BL4</td> <td>Basic Life 25/75 Staff (ER)</td> <td>\$0.00</td> <td>\$2.96</td> <td>2,011.50</td> </tr> <tr> <td>2014</td> <td>SA</td> <td>3</td> <td>0</td> <td>BL4</td> <td>Basic Life 25/75 Staff (ER)</td> <td>\$0.00</td> <td>\$2.53</td> <td>1,715.00</td> </tr> </tbody> </table>	Calendar	Pay Code	Pay Period	Seq	Dedn Code	Deduction Description	Employee	Employer	Applicable Gross	2014	SA	3	0	BL1	Basic Life 1.5x Annual Sa...	\$0.00	\$4.66	2,617.25	2014	SA	3	0	BL1	Basic Life 1.5x Annual Sa...	\$0.00	\$3.92	2,196.04	2014	SA	3	0	BL1	Basic Life 1.5x Annual Sa...	\$0.00	\$5.39	3,034.08	2014	SA	3	0	BL4	Basic Life 25/75 Staff (ER)	\$0.00	\$2.96	2,011.50	2014	SA	3	0	BL4	Basic Life 25/75 Staff (ER)	\$0.00	\$2.53	1,715.00
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