**Payroll Deductions Run** is a VIP report that displays information on actual corporate charges for selected individuals’ benefits & levy charges to specific GLs.

This report can be used:

- To display corporate benefit/levy charges to a specific individual, to a specific GL
- For salary transfer requests through the “GL Correction Form”

**Note:**

- This report does not provide Benefit/Levy Commitment Charges to specific Funds/Individuals
- “Campus Development Initiative” or CDI will not be displayed on this VIP Report.
  - 1.5% of CDI is charged to Operating Funds for all Employment Salary Gross Amounts
- Deductions are not split during cross-fiscal pay periods (i.e. March 21, 2009 – April 3, 2009 for biweekly staffs)

**How to Run the Report**

1. Open the VIPEMP module
   - Select Menu item “Report” → “Payroll Deductions – Run”
2. Enter the following mandatory parameter names
   - **Run Number**
     - Information is available online: under “Payroll Run and Pay Period Numbers”
     - [http://umanitoba.ca/admin/financial_services/media/Payroll_run_numbers.pdf](http://umanitoba.ca/admin/financial_services/media/Payroll_run_numbers.pdf)
   - **Individual ID** (Employee Number) OR **Position Group**
     - Position Group Code is identical to the code used to generate time for payroll purposes
   - **GL Code** (Optional)
     - If you specify a GL Code, it will limit the results to display deductions within the GL
3. Click “Execute”

* **TIP** *

- Run Number: You can use the “>” Operator (greater than) to cover a range of pay periods
  - i.e. using “>” Operator, and “949” as a value will give all deductions information after April 1, 2009
- For faster results, use Individual ID (employee number)
- It is not recommended to use the “Pay Period” Parameter Name
- Data can be exported using the Export function. It is recommended to use “MS Excel 97-2000 (Data Only)”
Payroll Deductions Run

What the Report will Display

- **Pay Period**
  - Displays the “Pay Period Code”, “Start Date”, “End Date”, and “Cheque Date”
  - Cheque Date is the actual payment date for the employee
- **Run No** : Payroll Run Number
- **Pay Category** : Displays whether it is Hourly, Biweekly, or Semi-Monthly
- **Report to** : Name of the Employee’s Reporting Supervisor
- **Schedule Group** : identical to Position Group Code, used during payroll time entry
- **GL** : General Ledger (FOP)
- **Account** : Account Code in FAST
- **ID** : Employee Number
- **Name** : Employee Name
- **Position #** : Position Number
- **Job Name** : Generic job title, including classification level
- **Date Range** : End Date of the Pay Period
- **Type** : Describes the type of transaction
  - Can be “Normal Pay”, “GL Correction”, “Pay Revision”, etc.
- **Transaction Name** : Specific Deductions Name
- **Amount** : Deduction Amount

Note:

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  - 1.5% of CDI is charged to Operating Funds for ALL Employment Salary Gross Amounts

Questions? Contact your Budget Accountant