

# GROSS & FRINGE REPORT

LOGINS MiSU Home page select HRMS Self Service

## Gross and Fringe Report

Run Control ID VPAA\_31000      Report Manager    Process Monitor    Run

Language English

Report Request Parameter(s)

Data Loaded by karin.stinar      Last Loaded 07/27/2024

**Run Report For**

Fiscal Year 2025      Accounting Period 1      Pay Period End Date

All Companies & Paygroups      Company      Pay Group

All Department

**Departments**

*Set ID	*Department	Short Description		

All Funding Sources

**Funding Sources**

*Combination Code	Short Description		
1310002100F		+	-

All Projects

**Projects**

*Project/Grant		

**Report Option**

Column Definition Code HIED

Detail Report       Summary Report      Higher Ed Gross Fringe Report

**Sort Option**

by Fiscal Year       by Department

Secondary Sort Sequence Funding Source

Detail Report Sort Sequence Employee Name

Save    Return to Search    Previous in List    Next in List    Notify    Add    Update/Display

Make sure you have the Combination Codes correct – for fund you are running the Gross & Fringe Select Run top left of form.

## Process Scheduler Request

×

Help

User ID  Run Control ID

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Server Name  Run Date

Recurrence  Run Time

Time Zone

### Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Gross & Fringe Report	HPCA012	SQR Report	Web	PDF	Distribution

Select OK

Then select Process Monitor top next to Run

## Process Monitor

Process List

### View Process Requests

User ID  Type  Last  1 Days

Server  Name  Instance  Range

Run Status  Distribution Status   Save On Refresh

### Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	7164238		VPAA_31000	SQR Report	HPCA012	celeste.simmons	08/07/2024 1:29:27PM CDT	Success	Posted	<a href="#">Details</a>	<a href="#">Actions</a>

Keep selecting Refresh top left until the Run Status is SUCCESS and Distribution Status shows POSTED

Then select Actions (dropdown box)

Run Status	Distribution Status	Details	Actions
Success	Posted	<a href="#">Details</a>	<a href="#">Actions</a>
Success	Posted	<a href="#">Details</a>	<a href="#">Update Process</a> <a href="#">Details</a> <a href="#">Parameters</a> <a href="#">Message Log</a> <a href="#">View Log/Trace</a>
Success	Posted	<a href="#">Details</a>	<a href="#">Actions</a>
Success	Posted	<a href="#">Details</a>	<a href="#">Actions</a>

Select the View Log/Trace

# View Log/Trace

X

[Help](#)

## Report

Report ID 4769771  
Name HPCA012  
Run Status Success

Process Instance 7164238  
Process Type SQR Report

[Message Log](#)

Gross & Fringe Report

## Distribution Details

Distribution Node NDUSXCOPY

Expiration Date 11/14/2024

## File List

Name	File Size (bytes)	Datetime Created
<a href="#">HPCA012_7164238.PDF</a>	3,400	08/07/2024 1:30:33.483000PM CDT
<a href="#">HPCA012_7164238.out</a>	762	08/07/2024 1:30:33.483000PM CDT
<a href="#">SQR_HPCA012_7164238.log</a>	1,690	08/07/2024 1:30:33.483000PM CDT

## Distribute To

Distribution ID Type	Distribution ID
User	celeste.simmons

[Return](#)

### Select the File List Name ending PDF

Report ID: HPCA012

PeopleSoft  
Gross & Fringe Detail Report

Page No. 1  
Run Date 08/07/2024  
Run Time 13:30:21

Company MIS Minot State University  
Paygroup: MIS Minot State - Salaried

Fiscal Year: 2025 Accounting Period: 1  
Department: MISU1-2100 VP Academic Affairs  
Funding Source: I310002100R Academic Vice President

Name	Empl ID-Rcd#	JobCode	Pool	Check#	PayEndDt	Total Gross	Total Fringe	Hlth/Life/EAP	Retirement	Wkfc Safety	LT Disability	SUT	FICA Taxes	Total
Geller, Laurie Kay	0095199-000	010503	00012818	00388510	2024-07-15					21.85	27.02	0.00	597.26	10290.44
Simmons, Celeste Dawn	0326431-000	520501	00013123	00388511	2024-07-15					4.66	0.00	2.56	136.47	3077.17
Williams, Alaric	8011027-000	010509	00103502	00388512	2024-07-15					14.47	20.03	0.00	442.75	7810.78
Funding Source (I310002100R) Total						15458.47	5719.92	2467.35	1985.50	40.98	47.05	2.56	1176.48	21178.39
Department (MISU1-2100) Total						15458.47	5719.92	2467.35	1985.50	40.98	47.05	2.56	1176.48	21178.39
Accounting Period (2025- 1) Total						15458.47	5719.92	2467.35	1985.50	40.98	47.05	2.56	1176.48	21178.39
Fiscal Year (2025) Total						15458.47	5719.92	2467.35	1985.50	40.98	47.05	2.56	1176.48	21178.39
Paygroup (MIS) Total						15458.47	5719.92	2467.35	1985.50	40.98	47.05	2.56	1176.48	21178.39
Company (MIS) Total						15458.47	5719.92	2467.35	1985.50	40.98	47.05	2.56	1176.48	21178.39
Grand Total						15458.47	5719.92	2467.35	1985.50	40.98	47.05	2.56	1176.48	21178.39

End of Report

Your report to complete your monthly budgets.