EBT by BU 02/03 Org

Description:

- Lists the employee Earnings, employer paid Benefits and employer paid Taxes funded on the specified Org during the Pay Periods specified.
  - In FY 2009, the hospital began pooling most benefit and tax costs and then allocating a percentage of the earnings to the funding Org to cover these. For benefits and taxes that are redistributed to the pool, only the benefit pool allocation (the Orgs final obligation) is reported, and is lumped into the Benefits category.

Use:

- The following fields are Required—as denoted by the asterisk (*):
  - *Pay Period Begin Date and *Pay Period End Date: Enter the pay period begin date (e.g. 01/01/2009) through the pay period end date (e.g. 1/15/2009) for the single or range of pay periods you would like included in the results. The range is limited to 2 consecutive years for performance purposes.
    ▪ Note: Cell Phone Allowance pay occurs monthly with a pay period end day of the 16th (e.g. 1/16/2009). Though this pay is recorded on the employee’s middle of the month paycheck (e.g. 1/15/2009), it is accounted for in the end of the month pay period in the General Ledger (e.g. 1/31/2009). Enter the range of pay periods in your criteria accordingly.
    ▪ Note: Adjusting pay period(s) are run annually with a pay period end date of 12/30/xxxx, and others as needed, so that adjustments to pay or payroll accounting are recorded in the appropriate calendar year. Consider these “extra” pay periods when specifying your date range.
  - *BU: Only 02 and 03 are valid Business Units for this report.
  - *Orgid: Only Orgs for which you have Payroll E/B/T Security Authorization can be selected.

By default, this report returns detailed payroll information, including amounts for each earning, non-pooled benefit (deductions) and non-pooled tax code, and the benefit pool
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allocation for pooled benefits and taxes on each funding Account for each employee record. When only the required fields are entered, the greatest level of payroll detail is returned.

- **Summary Options:**
  - **Summarize by Org?**: Omits the funding Account portion of the payroll distribution chartfield string so the amounts distributed amongst multiple Accounts are summed into one amount, returning a total at the OrgID level.
  - **Summarize E/B/T Totals?**: Omits the Earnings, Benefits (deductions) and Tax Codes so that multiple types of earnings are summed into one earnings total, all pooled benefits and taxes are summed into a single Benefit Pool Allocation total, all benefits not redistributed to the pool are summed into a Non-Pooled Benefits category (those prior to the benefit pool implementation, or charges that do not get directed to the pool, such as the temporary labor pool fee), and all non-pooled taxes are combined into one tax total.
  - **Summarize Pay Periods?**: Omits the Pay Period end date so the amounts for each Pay Period in the specified range are summed into one lump total.

- **Other Options:**
  - **Earnings Only?**: Limits the results to Earnings only
  - **Benefits Only?**: Limits the results to all Benefits and pooled Taxes that are lumped into the Benefit Pool Allocation
  - **Taxes Only?**: Limits the results to non-pooled Taxes only
  - **Demo Mode?**: Returns “dummy” Names, Employee ID #’s and Amounts so the report may be demonstrated without releasing sensitive data.

The Summary and Other options are cumulative and any combination of the options may be selected to meet your reporting needs. The best way to understand the various options is to simply run the report a few times with different selections to see how they impact the results.

**Security Authorization:**

- Access is restricted to users with Payroll E/B/T Security to the specified Org.
- Reports in the Financial Information Library SECURITY folder generate lists of users security authorization.
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- To request access, use the Payroll Web Earnings, Benefits, & Taxes Reports Security Authorization form. Various levels of access can be requested. To understand how to request the appropriate security, please refer to the Financial Security Overview and Instructions before completing the form.

Still have Questions?

- Find additional information on the FBS website or just Ask Us.