



▣ financial information library details ▣ ▣ ▣

Folder	Description
EBT REPORTS	EBT by Activity

EBT by Activity

Description:

- Lists the employee Earnings, employer paid Benefits and employer paid Taxes funded on the specified **Activity** during the Pay Periods specified.

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 01 and 04 are valid Business Units for this report.
 - ***Activity:** Only Activities 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, benefit (deductions) and tax code on each funding **Account** for each employee record. When only the required fields are entered, the greatest level of payroll detail is returned.*



EBT by Activity (continued)

- Summary Options:
 - **Summarize by Activity?:** 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 Activity 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 benefits categories are summed into a single benefits total, and all tax categories 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 Benefits only
 - **Taxes Only?:** Limits the results to 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 Activity.
- Reports in the Financial Information Library **SECURITY** folder generate lists of users security authorization.
- 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** .

