

Screen shots of compensation report with instructions

There are two views within FCC. The first, which you see when you log in, is the Account Summary. The second, which is accessed from the Account Summary, is the detailed allocation for a single individual. You must view each individual to create a record of your review for compliance purposes.

View of account summary, or everyone paid from one 76 account(s):

Employee ID	Last Name	First Name	Organization Description	Budget Purpose	Budget Purpose Description	PI Name	Payid	Year	View
800283760	Gulledge	Teri	Res and Proj Gen Ofc	761554	ENHANCING RESEARCH SUPPORT TO ADVANCE AN EMERGING RESEARCH INSTITUTION	Ellis, James Wesley			View
800353738	Hubler	Benjamin	Information Technology Svcs	761554	ENHANCING RESEARCH SUPPORT TO ADVANCE AN EMERGING RESEARCH INSTITUTION	Ellis, James Wesley	SM	2017	View
800576137	Lawrence	Lisa	Res and Proj Gen Ofc	761554	ENHANCING RESEARCH SUPPORT TO ADVANCE AN EMERGING RESEARCH INSTITUTION	Ellis, James Wesley	SM	2017	View
800010819	Morgan	Susan	Res and Proj Gen Ofc	761554	ENHANCING RESEARCH SUPPORT TO ADVANCE AN EMERGING RESEARCH INSTITUTION	Ellis, James Wesley	FA	2017	View
800607859	O'Loughlin	Megan	Psychology	761554	ENHANCING RESEARCH SUPPORT TO ADVANCE AN EMERGING RESEARCH INSTITUTION	Ellis, James Wesley	SM	2017	View

Date Range: 01-JAN-17 <-> 31-DEC-17

- The date range that automatically shows in the date range field is the date range from the last time the account was run in the system. If you want to see a previous run, you can change the date range using the dropdown menu. For example, the annual run is 10/1 – 9/30, so if your account closes on 10/15, the dropdown menu after 10/15 will show 10/1 – 10/15; you can access the previous annual report using the dropdown menu.



- Click “view” to see the details regarding a person paid on the 76 account.



- Click “download CSV” to download the data shown on this page.

View of an allocation, one individual’s distribution of 100% effort during each pay period in the date range chosen:

You must view each individual to create a record of your review for compliance purposes. The actual distribution is expected to be within 5% of the proposed effort on the project. Note the following.

- The federal requirement is to review 100% of an individual's effort. Therefore, the percentages shown are based on the percentage of salary paid per account.
- The distribution of part-time employees, including graduate assistants (GA), is also 100%. The distribution is 100% of their salary. Therefore, both a 25% and 50% GA paid from one account will show as 100% on that account. A 50% GA paid from two accounts will show as 50% on each account. You will need to use the GA's contract to verify that the number of hours they were contracted to work.
- If a person is listed twice, that person likely changed units during the date range chosen. Review the “organization description” column. If there are two units, you need only review one of the lines as both should contain the same data.
- Redistributions can affect the percentage distribution on the pay periods in which they took effect. For example, a change of assignment was processed in July but retroactively took effect in June. The June, July, and August distributions may be different.
- If the distribution is changing significantly and there were no changes of assignment or University pay increase, then consider disputing the pay period so the grant accountant can determine if the cause of the discrepancy.

Payno	Dispute Date	Payid	Employee ID	First Name	Last Name	Organization Description	Budget Purpose Description	Budget Purpose	PI Name	Percent	Dispute Date	Dispute ID	Dispute	Dispute Note
1	01-JAN-17 to 15-JAN-17	SM	800283760	Teri	Gulledge	Res and Proj Gen Ofc	ENHANCING RESEARCH SUPPORT TO ADVANCE AN EMERGING RESEARCH INSTITUTION	761554	Ellis, James Wesley	20.45			<input type="checkbox"/>	
	01-JAN-17 to 15-JAN-17	SM	800283760	Teri	Gulledge	Res and Proj Gen Ofc	RESEARCH ADMINISTRATION - GENERAL	729052	-	79.55	-	-		
Payno Total:										100.00				
2	16-JAN-17 to 31-JAN-17	SM	800283760	Teri	Gulledge	Res and Proj Gen Ofc	ENHANCING RESEARCH SUPPORT TO ADVANCE AN EMERGING RESEARCH INSTITUTION	761554	Ellis, James Wesley	20.45	-	-	<input type="checkbox"/>	
	16-JAN-17 to 31-JAN-17	SM	800283760	Teri	Gulledge	Res and Proj Gen Ofc	RESEARCH ADMINISTRATION - GENERAL	729052	-	79.55	-	-		
Payno Total:										100.00				

Payno

- The first column, “Payno,” is the pay period; it corresponds with the date range of the pay. You can correlate it with pay certifications.

Payid

- The second column, “Payid,” indicates the person being paid was staff or graduate assistant (SM), faculty (FA), student worker (ST), or part-time (BW).

- If you find an error, check the “dispute” box, write a “dispute note,” and click the red “dispute” button located at the top or the bottom of the page to save the dispute. If you want to dispute all pay periods for the same reason (e.g., the person should have been removed but the change of assignment wasn’t processed), you may dispute the first pay period and include in your note that you are disputing all periods. Note, if you do not click the dispute button, the dispute will be lost.
- Your grant accountant will contact you to ensure that the appropriate correction is executed.
- You are only able to dispute your own accounts.



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