## Q6. How do I determine which employee has been overcharged fringes for CPRIT financial reporting?

First, it's important to understand how fringes are defined in order to accurately determine which employee has overcharged fringes. According to the <u>CPRIT Grant Policies and Procedures</u> <u>Guide</u>:

"Fringe benefits are allowances and services provided by the organization to its employees as compensation in addition to regular salaries and wages. Examples of fringe benefits include the employer portion of FICA and Medicare, the cost of employee insurance, pensions, and unemployment benefit plans.

The cost of fringe benefits is allowable to the extent that the benefits are reasonable and are incurred under established policies of the organization. However, fringe benefits may not exceed 35% of total salary expense for the period being reported."

To identify which employee has overcharged fringes for CPRIT financial reporting, use the **GL Payroll Employee Expenses (PFi001)** report in Orbit:

1. Open the link for <u>Orbit</u> Reporting Portal. Note: Orbit can be found on the UTSW intranet through the tabs labeled Administration or Tools.

Medical Center	V		Search this site	Search
About Us Administration	ents & Centers Education H	lospital & Clinics Human Resou	urces Research Services Tool	s % 🔻
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Administration				
Accounting & Fiscal Services   Accounting Updates	Faculty Diversity and D Financial Affairs	Development	Worker Protection Plan ORBIT- UTSW Reporting Portal	

2. The Orbit main page will open. Click "Standard Reports."

UTSouthwestern	Home
Medical Center	Welcome to ORBIT
<b>Ø</b> rbit	Online Reporting Business Intelligence Tools (ORBIT) is a central portal that contains standard reports developed using the Enterprise Data Warehouse (EDW). It also has links to various reporting portals for Administration, Academic, and Health System. Releases of new reports and report modifications are introduced to the portal on a regular basis. To request access to ORBIT dashboards and reports, please contact the Service Desk and mention ORBIT. Access requests will be reviewed by respective data stewards, and the requestor will be notified of the approval or disapproval by the Service Desk. By using this portal and its contents, you agree to the <u>Confidentiality Agreement</u> .
	Not sure which report bundles you have access to? Click here to find out.
EDW Reports	
Standard Reports	Custom Reports Report Finder Package Templates

 Scroll down to the Subject Area for "Leave, Payroll, and Timekeeping", then locate PFi001 (GL Payroll Employee Expenses). Using the right click button on your mouse, open the Full Version in another browser tab. (Note: opening in a new browser tab allows users to easily return to the Orbit page).

4	Subject Area : Leave, Payroll, and Timekeeping (7)				
	GL Payroll Employee Expenses PFi001		Full Version	Web Version	Web Version (Detail)
		LIVE		(Summary)	

4. The report should open to the default homepage labeled, "Payroll Expenses by Funding Department" as demonstrated below. We recommend clearing all filters before selecting new search parameters.

Power BI	EDS 092 AER PRD		PFi001 Payroll Employee Expenses   Data updated 6/15/22 $\checkmark$		P Search Q	💩 ¥ ? 😄 (🌒
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		Al	2			Fiscal Year $\checkmark$ $\diamondsuit$ is F2016, F2017, F2018, F2019, F2020, F2021, or F2022
	5	Project 10015492-Glycemia Reduction Appro >/	0			Funding Department ID Descr $\checkmark$ $\oslash$ is (All)
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 Search for the Project ID in the Project box (see 1). While holding down the Control key on your keyboard, select the three months of the reporting period (see 2) for which you are searching (CPRIT requires quarterly financial reports).

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Job Aid	Fiscal Year	Month	Data Through A UTSouthwestern Jun 22, 2022 Payroll Expenses By Funded Department						Multiple Selected EDW I	Multiple Selected EDW Level 2-Business Group			
Payroll Expenses By F	F2022 🗸	Multiple selections ~			*The default view allows you to see employees' payroll expenses by their funding departments.						Selected LDW Level 2-busiliess Group		
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TTTD Payroll Expenses	All	Feb-22					\$31.34K		Employer Paid Fringes - OPP	\$950.02			
Powered By		Jan-22	\$30K	\$27.976					FICA Med Hospital Ins / FR	\$139.26			
		Dec-21		\$27.77TC	_	_			OASDI/Disability - FR	\$595.47			
Access	Funding EDW Level 6	🛛 🗌 Nov-21							Regular Farnings	\$10,000,23	\$61.875.00	16.16%	
	4.0					\$25.95K			Unemployment ER	\$7.52			
	All	~				020.7011			Vacation Sick Leave	\$248.34			
			\$20K						Workers Compensation	\$8.70			
	Eucline Department	ID Description							McBryde, Jennifer	\$31,039.37			
	Funding Department	ID Description					\$23.56K		Employer Paid Fringes - MEDEMR	\$3,509.64			
	All	$\sim$		\$21.39K		\$19.80K			Employer Paid Fringes - TRS	\$1,814.91			
						\$17.00IC			FICA Med Hospital Ins / ER	\$312.38			
			\$10K						OASDI/Disability - ER	\$1,335.68			
	Fund Type Category		01010						Regular Earnings	\$23,418.30	\$23,418.30	100.00%	
									Unemployment ER	\$46.53			
	All								Vacation Sick Leave	\$581.56			
				\$4.28K		\$4.15K	\$5.05K		Workers Compensation	\$20.37			
			50K						Mejias,Caroline Ann	\$7,505.64			
	Project		JOIN	Dec-21		Jan-22	Feb-22		Total	\$85,269.79			
	10015704-PP1800	91 STOP-HCC Expan 🗸									C	Y Z ·	
			Employee Id	Employee Name	Date Posting	Date Pay Period End	Funding Department	Funding Departme	ent Description HCM Department ID	HCM Department Descri	ption Project	ID Proje	
	Source		114428	Mejias,Caroline Ann	31-Dec-2021	31-Dec-2021	415028	IM-Infectious Dis	354000	DS-Department Adminis	tration 10015	704 PP18	
			114428	Meijas.Caroline Ann	31-Jan-2022	31-Jan-2022	415028	IM-Infectious Dis	354000	DS-Department Adminis	tration 10015	704 PP18	

6. In the field with the magnifying glass icon, enter the Project ID number.

Project	
10015704-PP180091	STOP-HCC Expan 🗸

Note: the drop down menu will switch its appearance once you enter the Project ID number – no action needed to correct this. See example below:



7. Next, export the list into Excel. To do this, locate the ellipses in the bottom right corner (**see 3 in screenshot on previous page**), just above the column labeled Project Description.

ŊΥ	62 -			Function Code is (All)	3
ect ID	Proj€		回 段	Add a comment Chat in Teams	
15704	PP18	[	2	Export data	
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15704	PP18	~ .	Įĝ	Sort ascending	
15704	DD16			Sort by	

A popup will appear. Select "Data with current layout" and click the Export button.

Which data do you want to export? $\qquad \qquad \qquad$									
Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. Learn more									
● Ⅲ		€ <mark>€</mark> €							
Data with current layout	Summarized data	Underlying data							
Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.	Export the summarized data used to create your visual (for example, sums, averages, and medians).	Export the raw data used to calculate the data in your visual.							
File format:									
.xlsx (Excel 150,000-row max)	~								
		Export Cancel							

8. Open the exported Excel file, enable editing, highlight the entire worksheet, click the "Insert" tab, then choose "Pivot Table." Select "New Worksheet", then click OK.

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1	Employee	Employee	Date Post	i Date Pay	FFunding D	Funding D	HCM Dep	HCM Dep	Pro		
2	114428	Mejias,Ca	31-Dec-20	21_Dec_2	115028	IM-Infecti	25/000	DS-Dopa	rt 100		
3	114428	Mejias,Ca	3 PivotTab	ole from tab	ole or range			?	$\times$		
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7	114428	Mejias,Ca	2 Choose v	vhere you wa	int the PivotTab	le to be placed	I				
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9. A blank Excel sheet will appear. *Note: Ensure you are viewing the PivotTable Fields labeled "Fields Section and Area Section Stacked" by clicking the drop down wheel.* 

Note: Select the settings for "Fields Section and Area Section Stacked"

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-															Rows	$\Sigma$ Values	

10. From the PivotTable Fields drop down menu, drag the following selections into these areas:

- Columns: Date Posting
- **Rows**: Employee Name, Job Code Description, Account, Account Description
- **Values**: Distribution Amount (note: the name will change to "Sum of Distribution" when "Distribution Amount" is dragged into the Values area)

PivotTable Fiel Drag fields between are	ds · × as below: (장· •
▼ Filters	Date Posting
Rows	$\Sigma$ Values
Employee Name	Sum of Distribution
Account	
Account Description <b>*</b>	Note: the name will change to "Sum of Distribution" when "Distribution Amount" is dragged into the Values area.

11. After dragging the selections into the required areas, your Excel sheet will now fully populate with the names of the employees along with their salary and fringes, as in this example:

Sum of Distribution Am	nount	Column Labels 🔻			
Row Labels		28-Feb-2022	31-Dec-2021	31-Jan-2022	(blank) Grand Total
	Employee name	4133.64	4149.5	4133.64	12416.78
Faculty Full-Time	Salaries	3333.41	3333.41	3333.41	10000.23
710CS - PROFES	SOR	3333.41	3333.41	3333.41	10000.23
500010		3333.41	3333.41	3333.41	10000.23
Medicare Matchin	ng	46.42	46.42	46.42	139.26
710CS - PROFES	SOR	46.42	46.42	46.42	139.26
508210		46.42	46.42	46.42	139.26
OASDI Matching		198.49	198.49	198.49	595.47
710CS - PROFES	SOR	198.49	198.49	198.49	595.47
508110		198.49	198.49	198.49	595.47
ORP Matching		283.34	283.34	283.34	850.02
710CS - PROFES	SOR	283.34	283.34	283.34	850.02
508710		283.34	283.34	283.34	850.02
Payroll Taxes - Un	employment		7.52		7.52
710CS - PROFES	SOR		7.52		7.52
508410			7.52		7.52
Premium Sharing		189.08	189.08	189.08	567.24
710CS - PROFES	SOR	189.08	189.08	189.08	567.24
508510		189.08	189.08	189.08	567.24
VSL Assessment		80	88.34	80	248.34
710CS - PROFES	SOR	80	88.34	80	248.34
509100		80	88.34	80	248.34
Worker's Comp In	surance	2.9	2.9	2.9	8.7
710CS - PROFES	SOR	2.9	2.9	2.9	8.7
508810		2.9	2.9	2.9	8.7

12. Once the pivot table is created, as above, calculate the sum of fringe earnings, independent of salary.

Sum of Distribution Amount	Column Labels 🔻										
Row Labels	28-Feb-2022	31-Dec-2021	31-Jan-2022	(blank) Grand Total							
8	4133.64	4149.5	4133.64	12416.78			SALARY				
Faculty Full-Time Salaries	3333.41	3333.41	3333.41	10000.23	10000.23	$\rightarrow$	10,000.23				
710CS - PROFESSOR	3333.41	3333.41	3333.41	10000.23							
500010	3333.41	3333.41	3333.41	10000.23							
Medicare Matching	46.42	46.42	46.42	139.26	139.26						
710CS - PROFESSOR	46.42	46.42	46.42	139.26					TOTAL SALAP	Y AND FRIN	GES
508210	46.42	46.42	46.42	139.26					12,416.78		
OASDI Matching	198.49	198.49	198.49	595.47	595.47				-		
710CS - PROFESSOR	198.49	198.49	198.49	595.47							
508110	198.49	198.49	198.49	595.47							
ORP Matching	283.34	283.34	283.34	850.02	850.02						
710CS - PROFESSOR	283.34	283.34	283.34	850.02							
508710	283.34	283.34	283.34	850.02			FRINGES				
Payroll Taxes - Unemployment		7.52		7.52	7.52	⊢	2,416.55				
710CS - PROFESSOR		7.52		7.52				_			
508410		7.52		7.52							
Premium Sharing	189.08	189.08	189.08	567.24	567.24						
710CS - PROFESSOR	189.08	189.08	189.08	567.24							
508510	189.08	189.08	189.08	567.24							
VSL Assessment	80	88.34	80	248.34	248.34						
710CS - PROFESSOR	80	88.34	80	248.34							
509100	80	88.34	80	248.34							
Worker's Comp Insurance	2.9	2.9	2.9	8.7	8.7						
710CS - PROFESSOR	2.9	2.9	2.9	8.7							
508810	2.9	2.9	2.9	8.7							

13. Next, divide the fringe total by the salary total. Change your results to a percentage format. Any employee who is listed over the 35% allowed is the cause of the overages on the project. *In the above example, the employee is below 35%.* 

Fringe Salary Fringe %

## 2,416.55 / 10,000.23 = **0.24 (or 24%)**

14. For any remaining employees listed in the pivot table, repeat these calculations to identify anyone who may be over 35%.

## **END OF INSTRUCTIONS**