Instructions for Running OneUSG Connect Payroll Expense Detail Query

Step 1 - Log into OneUSG Connect and switch Employee Self Service to Manager Self Service in the top center of the tile screen. Click to open the System Manager Reporting tile.

Step 2 – On the left side of the screen select Commitment Accounting. Then select Payroll Expense Detail.
Step 3 – This query selects very large amounts of data which can create query performance issues. Parameters must be used to narrow the volume of data returned.

Examples:

- Selecting a Pay Run ID, from the UGA practitioner Payroll Processing Schedule, and Employee ID will return only transactions for the employee in one specific payroll.
- Selecting Project ID will return all transactions recorded to the requested project.
- Selecting employee ID will return all transactions for the specified employee ID number.
- Note– If using the Pay Group prompt, the Company prompt must be filled in (180 for UGA).

Note: When using the search icon for the parameters of this and other queries, users will see values from other University System institutions. The query will not return data from the institutions, but will appear in the Look Up. Users may narrow search by using UGA specific data elements such as the FIN Department number. Additionally, the Advanced Lookup feature may help narrow data selection.
Step 4 – After parameter selection is completed, click “View Results”. Data returned is displayed on the bottom portion of the screen.

Step 5 – Select Excel Spreadsheet to download data to an Excel Spreadsheet.
Step 6 – Use data from spreadsheet to complete the original data section of the Direct Retro Request template. The letter on the column heading relates to the Payroll Expenses Detail Excel spreadsheet column. Example: Employee Name is column E on the spreadsheet and corresponds to letter E in the employee name section of the template.