

Time Survey Participant (Employee) Salary and Benefit Costs

Escape Online Financial System Report

The screenshot displays the 'Payroll - Reports - Payroll' screen in the Escape Online Financial System. The interface includes a navigation menu on the left with categories like Finance, HR / Payroll, and System. The main area shows a 'Request' report with the following details:

Request	
1 - Report	
Report Number	Pay09
Description	Labor Distribution Summary
Report Sample	Pay09.pdf
2 - User Options	
Fiscal Year	2012 (2011/2012)
Starting Pay Date	7/1/2011
Ending Pay Date	9/30/2011
Pay Schedule Type(s)	
Pay Cycle(s)	
Pay Period(s)	
Employee Id	
Employee Id(s)	
Bargaining Unit(s)	
3 - Account Selection	
FD	
RESC	
Y	
OBJT	1-3
AR	
Goal	
FUNC	
SCH	
BR	
LO2	
L3	
4 - Account Sort/Group Options	
Sort/Group 1	
Sort/Group 2	
Sort/Group 3	
Sort/Group 4	
Page Break Level	1 (First Sort/Group)
General	
Report Status	Completed
Comment	
Distribution Group	

The 'Sort Option' panel on the right offers two options: 'a) By Earnings Account, Employee Name' (selected) and 'b) By Earnings Account, Employee Name, Pay Cycle, Period'. A red arrow points from the 'Employee Id' field in the table to a yellow highlighted instruction box below.

Use the Employee Id field lookup to find your employee by typing at least two characters of their last name and clicking the drop down arrow (or pressing the F4 key) without hitting the enter/return key.