

A Guide to Understanding Your Master List Report

The Master List Report, produced by the Monitored Workload System, summarizes the payroll data collected by the Monitored Workload System during Duke University's fiscal year (July 1 – June 30).

MONITORED WORKLOAD MASTER LIST													
FOR 06/01/05 TO 06/30/05													
NAME: SAM YOSEMITE		DUKE UNIQUE ID NO: 123456		ORG UNIT: 6064123456									
CC/WBS		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
303-3333-6004		-	-	1,592.67	1,592.67	1,592.67	1,592.67	-	-	-	-	1,592.67	1,592.66
120 08/05/04	00002421	1,592.67											
122 09/10/04	R3SAP		1,592.67										
	YTD												
TOTAL ACTUAL	12,741.35	1,592.67	1,592.67	1,592.67	1,592.67	1,592.67	1,592.67	-	-	-	-	1,592.67	1,592.66
PCT ACTUAL	7.5%	11.2%	11.2%	11.2%	11.2%	11.2%	11.2%	0.0%	0.0%	0.0%	0.0%	11.2%	11.2%
PCT INIT DIST	11.2%												
303-3333-6036		-	-	5,490.67	5,490.67	5,490.67	5,490.67	-	-	-	-	5,490.67	5,490.66
120 08/05/04	00002421	5,490.67											
122 09/10/04	R3SAP		5,490.67										
	YTD												
TOTAL ACTUAL	43,925.35	5,490.67	5,490.67	5,490.67	5,490.67	5,490.67	5,490.67	-	-	-	-	5,490.67	5,490.66
PCT ACTUAL	25.8%	38.8%	38.8%	38.8%	38.8%	38.8%	38.8%	0.0%	0.0%	0.0%	0.0%	38.8%	38.8%
PCT INIT DIST	38.8%												
393-6546-6036		14,166.67	14,166.67	7,083.33	7,083.33	7,083.33	7,083.33	14,166.67	14,166.66	14,166.66	14,166.66	7,083.33	7,083.34
120 08/05/04	00002421	-7,083.34											
122 09/10/04	R3SAP		-7,083.34										
	YTD												
TOTAL ACTUAL	113,393.30	7,083.33	7,083.33	7,083.33	7,083.33	7,083.33	7,083.33	14,166.67	14,166.66	14,166.66	14,166.66	7,083.33	7,083.34
PCT ACTUAL	66.7%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	100.0%	100.0%	100.0%	100.0%	50.0%	50.0%
PCT INIT DIST	50.0%												
TOTAL BASE SALARY:													
ACTUAL	170,000.00	14,166.67	14,166.67	14,166.67	14,166.67	14,166.67	14,166.67	14,166.67	14,166.66	14,166.66	14,166.66	14,166.67	14,166.66
PERCENTAGE	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
PCT INIT DIST	100.0%												
SUPPLEMENTAL PAY:													
303-3333-6004		4,247.00	4,247.00	-	-	-	-	-	-	-	-	-	4,247.00
C-T	12,741.00	22.5%	4,247.00	4,247.00	-	-	-	-	-	-	-	-	4,247.00
303-3333-6036		14,642.00	14,642.00	-	-	-	-	-	-	-	-	-	14,642.00
C-T	43,926.00	77.5%	14,642.00	14,642.00	-	-	-	-	-	-	-	-	14,642.00
T-S	56,667.00	100%	18,889.00	18,889.00	-	-	-	-	-	-	-	-	18,889.00
TOT PAY	226,667.00		33,055.67	33,055.67	14,166.67	14,166.67	14,166.67	14,166.67	14,166.66	14,166.66	14,166.66	14,166.67	33,055.66

- 1 The Master List is a cumulative report that always includes payroll data for the period July 1 through June 30 (Duke's fiscal year). The dates on the Master List indicate the calendar month of the last date included in the report.
- 2 Employee name, Duke Unique ID number, and Owning Organizational Unit (BFR) assigned to the employee by the payroll system.
- 3 The Master List can be divided into two sections:
 - a. Payroll Data (right of dividing line) – Columns labeled July through June indicate the amount of salary that an employee was paid each month for each cost center or WBS element.
 - b. Computed Data (left of dividing line) – First two columns indicate computed totals and percentages as well as the cost center or WBS. Totals and percentages are calculated from the payroll data and are reported on the Effort Certification reports.

The Master List Report contains the following payroll data:

- 4 Base Salary heading. All information below this heading refers to the employee's Institutional Base Salary (IBS). IBS for an employee on a 9-month appointment can be paid (spread) over 12 months.
- 5 Represents the Cost Object or WBS element where the employee devoted effort. Amounts indicated on this same line in the payroll data section (right of #3), denote a routine R/3 payroll entry.
- 6 Represents an Office of Sponsored Programs (OSP) debit and credit journal voucher entries for a Cost Transfer Only payroll form that covers only past periods. An OSP journal voucher entry for a Cost Transfer Only contains three parts:
 - a. A three digit code that denotes the transaction type. Each code will either begin with a 1, for base pay entries, or a 4, for supplemental pay entries. There are four transaction codes that you may see on your master list report. (ex. 120 or 420)

x20	Fringe benefit calculation and an entry to the Monitored Workload (MW) system and the General Ledger (GL)
x24	Entry to MW only, may require separate entry to GL
x23	Gross adjustments and manual checks processed by Payroll (reconciles GL to MW)
x26	Credit overpayment – checks returned for credit (reconciles GL to MW)

- b. Date showing when entry was processed by OSP. (ex. 08/05/04)
- c. Sequential number of transactions that is assigned by OSP. (ex. 00002421)

- 7 A retroactive R/3 payroll entry (debit and credit) covers a past and future period. It begins with the three digit transaction code of **122**, the date it was processed, and has **R3SAP** in place of the OSP transaction number. (ex. 122 09/10/04 R3SAP)

The Master List Report contains the following computed YTD data that is used for the Effort Certification Report:

BASE SALARY Calculations

TOTAL ACTUAL	= sum of monthly salary for each cost object (\$12,741.35)
PCT ACTUAL (per cost object)	= monthly salary of cost object divided by sum of all monthly salary for all cost objects (11.2%)
PCT ACTUAL (Weighted Average Effort)	= sum of monthly percentages for each cost object divided by the number of months in which salary was paid on any cost object (7.5%)
PCT INIT DIST	= percent of monthly salary paid during first month (11.2%)

TOTAL BASE SALARY Calculations

ACTUAL	= sum of the TOTAL ACTUAL for each cost object (total salary paid) (\$170,000)
PERCENTAGE	= sum of PCT ACTUAL for each cost object (100%)
PCT INIT DIST	= sum of PCT INIT DIST for each cost object (100%)

- 8 **SUPPLEMENTAL PAY Calculations.** All information below this heading refers to the employee's Supplemental pay.

C-T (Code Total)	= sum on monthly supplemental salary for each cost object (\$12,741.00)
T-S (Total Supplement)	= sum of the C-T for each cost object (total supplement paid) (\$56,667.00)

- 9 **Total Pay Calculations**

TOT PAY	= sum of Actual (Total Base Salary) and T-S (Total Supplemental Pay) (\$226,667.00)
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