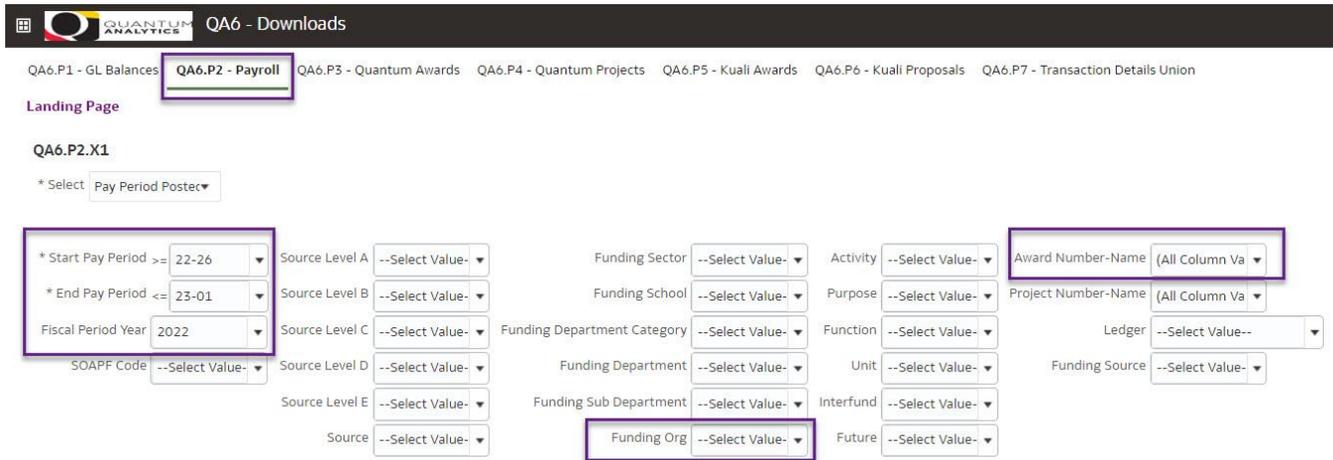


## How to Include Pay Period “27” in Quantum Analytics Fiscal Year Payroll Reporting

**Scenario:** Use the Downloads Dashboard Management report QA6.P2 to report end of Fiscal Year Payroll that includes all days in the fiscal year – what is sometimes referred to as PP27 (Pay Period 27). There are times when days in a next Fiscal Year Pay Period (e.g., 23-01) includes days from the prior Fiscal Year (e.g., 22-26). The example below is illustrating a report for an Org, and this can also be done for a specific Award or Project. *Note:* If reporting on a specific Project, make sure to select “All Column Values” for the Award Dashboard Prompt, and then the specific Project number.



QA6 - Downloads

QA6.P1 - GL Balances **QA6.P2 - Payroll** QA6.P3 - Quantum Awards QA6.P4 - Quantum Projects QA6.P5 - Kualii Awards QA6.P6 - Kualii Proposals QA6.P7 - Transaction Details Union

Landing Page

QA6.P2.X1

\* Select Pay Period Postec

\* Start Pay Period >= 22-26

\* End Pay Period <= 23-01

Fiscal Period Year 2022

SOAPF Code --Select Value--

Source Level A --Select Value--

Source Level B --Select Value--

Source Level C --Select Value--

Source Level D --Select Value--

Source Level E --Select Value--

Source --Select Value--

Funding Sector --Select Value--

Funding School --Select Value--

Funding Department Category --Select Value--

Funding Department --Select Value--

Funding Sub Department --Select Value--

Funding Org --Select Value--

Activity --Select Value--

Purpose --Select Value--

Function --Select Value--

Unit --Select Value--

Interfund --Select Value--

Future --Select Value--

Award Number-Name (All Column Va

Project Number-Name (All Column Va

Ledger --Select Value--

Funding Source --Select Value--

### Instructions:

1. In the Downloads Management Dashboard click the **HRMS Payroll Report**  
This will open **QA6.P2-Payroll** (see above). Three (3) Prompts are required.
2. Select either Pay Period Posted or Affected from the **Select Prompt**
3. Select the 26 Pay Period of the Fiscal Year from the **Start Pay Period Prompt**
4. Select the 01 Pay Period of the following Fiscal Year in the **End Pay Period Prompt**
5. Select the Fiscal Year associated with the 26 Start Pay Period in the **Fiscal Period Year Prompt**
6. Select a Funding Organization from the **Funding Org Prompt**
7. Click the **Apply** button

When the result displays, scroll to the right to view the Posted, Affected, and Fiscal Year fields.

Posted Pay Period Name	Posted Pay Period Start Date	Posted Pay Period End Date	Affected Pay Period Name	Affected Pay Period Start Date	Affected Pay Period End Date	Fiscal Year	Fiscal Period Name	Accounting Date
22-26	6/5/2022	6/18/2022	22-26	6/5/2022	6/18/2022	2022	Jun-22	6/24/2022
23-01	6/19/2022	7/2/2022	23-01	6/19/2022	7/2/2022	2022	Jun-22	6/30/2022
22-26	6/5/2022	6/18/2022	22-26	6/5/2022	6/18/2022	2022	Jun-22	6/24/2022

Affected Pay Period	Pay Period when the charges are incurred. (e.g. retroactive pay is incurred prior to the pay period when the pay is actually posted)
Posted Pay Period	Pay Period when the charges are posted. Posted Pay Period End Date is the last day of that pay period. (e.g. PP22-17 □ 1/30/22 to 2/12/22, the end date is 2/12/22).