

Salary Distribution Report

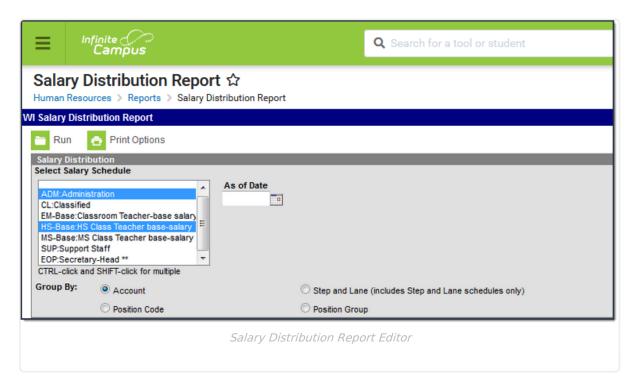
Last Modified on 10/22/2022 9:57 am CD7

Generating the Report | Printing the Report | Printed Report Examples

Classic View: Human Resources > Reports > Salary Distribution Report

Search Terms: Salary Distribution Report

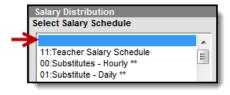
The Salary Distribution Report includes multiple options for reporting FTE, salary, and step and lane schedules for employees. This report is especially useful for users who do not have access to budget information in Campus.



Generating the Report

1. Select the Salary Schedule(s) on which you want to report.

If you select the blank line, the report will include salaries that are not tied to a salary schedule.



Inactive Salary Schedules display with a double asterisk (**).



2. Enter the **As of Date** for the specific date on which you want to report.

If you do not enter a date, the report will use today's date.

3. Select one of the following **Group By** options to group the report options.

Group By Option	Campus will sort the data by the
Account	account within each selected schedule. This option is only available if the Require GL Account Distributions field on the District Master is selected.
Step and Lane	step and lane within each selected schedule.
Position Code	position code within each selected schedule. If you select this option, you may also select the specific position code(s) by which you want to group report results. Use the CTRL and SHIFT keys to select multiple position codes.
Position Group	position group within each selected schedule. If you select this option, you may also select the specific position group(s) by which you want to group report results. Use the CTRL and SHIFT keys to select multiple position groups.

4. Click the Run button.

Result

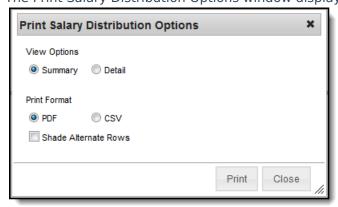
The report results display on the screen.

Printing the Report

- 1. Complete the steps for Generating the Report.
- 2. Click the **Print Options** button.

Result

The Print Salary Distribution Options window displays.



3. Select one of the following **View Options**:



View Option	Displays this information on the report
Summary	ScheduleAccountTotal FTE by AccountTotal Salary by Account
Detail	 Schedule Account Total FTE by Account Total Salary by Account FTE Salary Employee Position % Distribution

- 4. Select one of the following **Print Formats**:
 - CSV
 - PDF If you select PDF, you may also mark the Shade Alternate Rows checkbox.
- 5. Click the **Print** button.

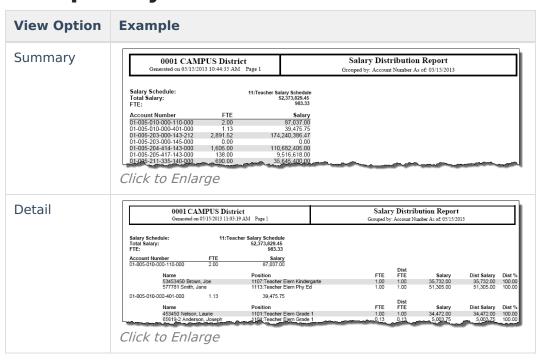
Result

The report displays in the print format that you selected.

Printed Report Examples

Click the pictures in the following tables to enlarge the images. The examples are in PDF format; however, the reports may also be printed in CSV format.

Grouped By Account Number

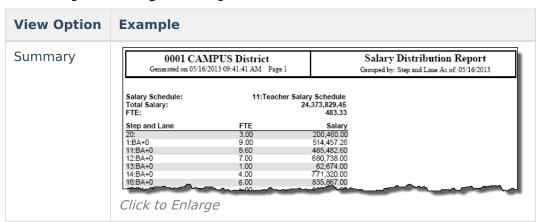




Grouped By Position Code

View Option	Example				
Summary	0001 CAMPUS District Generated on 05/15/2013 11:44:51 AM Page 1	Salary Distribution Report Grouped by: Position Code As of: 05/15/2013			
	FTE:	4,748,472.25 460.63			
	Position FTE	\$alary 2,463,030.75 3,928,671.50 3,626,980.00 5,141,120.00 4,796,793.00			
	1106:Teacher MS Grade 6 72.00	4,818,877.00			
Detail	Click to Enlarge			ort	
Detail	Click to Enlarge 0001 CAMPUS District Generated on 05/15/2013 01-48-36 FM Page 1 Salary Schedule: 11:Teacher Salary Schedule Total Salary: 142,891.00 FTE: 3.00	Salar	y Distribution Rep y: Poniton Code As of: 05/15		
Detail	Click to Enlarge 0001 CAMPUS District Generated on 05/15/2013 01-48-56 PM Page 1 Salary Schedule: 11:Teacher Salary Schedule Total Salary: 442,891.00	Salar Grouped b	y Distribution Rep		
Detail	0001 CAMPUS District Generated on 05/15/2013 01-48-56 FM Page 1	Salar Grouped b FIE 1.00 1.00 FIE	y Distribution Rep y: Position Code As of: 05:15 Salary Dist % 1,217.00 35:00	Account Number 01-005-420-740-154-000	

Grouped By Step and Lane





C - 21								
Detail		0001 CAMPUS District Generated on 05/16/2013 10:23:16 AM Page 1			Salary Distribution Report Grouped by: Step and Lane As of 05/16/2013			
	Salary Scho Total Salary FTE:		11:Teach	er Salary Schedule 76,768,775.45 604.33				
	Step and La 20:		FTE 1.00	Salary 35,460.00			D: 48	
		Name 90250 WII	LSON, MARY	Position 1401:Teacher MS English	FTE 1.00	Salary 35.460.00	Dist %	Account Number 01-166-220-000-140-0
	1:BA+0		7.50	281,715.50 Position	FTE	6-1	Di-48/	A 4 November
		Name 201043 Al	NDERSEN, LAURA	1103:Teacher Elem Grade 3	1.00	Salary 33.143.00	Dist % 100.00	Account Number 01-515-203-000-140-0
			ILLIAMS PAUL	1318:Teacher Sp Ed Sec EBD	1.00	33 143 00	100.00	01-161-408-740-140-0
		270072 BF	ROWN, ABBEY	1405:Teacher MS Math	1.00	33,143.00	100.00	01-166-256-000-140-0
			ONES, ELIZABETH	1102:Teacher Elem Grade 2	0.50	16,571.50	100.00	01-515-203-000-140-0
			AVIS, AMY	1111:Teacher Elem Title I	1.00	33,143.00	100.00	01-510-620-000-143-0
			ARCIA, KATIE	1102:Teacher Elem Grade 2	1.00	33,143.00	100.00	01-510-203-000-140-0
			DHNSON, JAYSON HARLES, JESSICA	1103:Teacher Elem Grade 3 1507:Teacher Sec Math	1.00 1.00	33,143.00 33.143.00	100.00	01-515-203-000-140-0
			ANIELSON, MARK	1000:Casual Hourly	1.00	33,143.00	100.00	01-161-211-000-140-0
	11:BA+0		1.380.60	176.925.60				
	.1.55.0	Name	1,000.00	Position	FTE	Salary	Dist%	Account Number
		200269 R	OBERTSON, BETTY	1119:Teacher - Math Support	0.60	29,502.60	100.00	01-515-203-000-140-0
			OOK, DONNA	1319:Teacher Sp Ed Sec LD	1.00	49,171.00	25.00	01-005-402-740-140-0
			OOK, DONNA	1319:Teacher Sp Ed Sec LD	1.00	49,171.00	38.00	01-005-403-740-140-0
		260149 C	DOK, DONNA	1319:Teacher Sp Ed Sec LD	1.00	49,171.00	37.00	01-005-411-740-140-0
	12:BA+0		2,797.00	150,462.00				
		Name		Position	FTE	Salary	Dist %	Account Number
			E, CINDY	1514:Teacher Sec Spanish	1.00	50,154.00	100.00	01-164-230-000-140-0
			ED, KATHRYN	1100:Extended Salary 1601:Social Worker	1.00	50,154.00	100.00	01-005-420-740-156-0
		94112 MC	ORE, LINDA		1.00	50,154.00	100.00	01-005-420-740-156-0
	13:BA+0		1,381.00	100,308.00				
		Name	MITH, THOMAS	Position 1111:Teacher Elem Title I	1.00	Salary 50.154.00	Dist %	Account Number 01-005-216-401-140-0
		250205 D		1118:Teacher - Elem CERF	1.00	50,154.00	100.00	01-005-216-401-140-0
	_	200200 07	4VIO, LD	TITO TEACHER - EIGHT CERT	1.00	30,134.00	100.00	01-000-422-740-140-0

Grouped By Position Group

