

How do I find out who has been paid from my grants or projects?

Use the following path from the Main Menu: *Reporting Tools > Query > Query Viewer*. Note that this may be added to your Favorite menu items.

Search for the queries *CU_PAYROLL_EMPLOYEE_BY_PROJ* and *CU_PAYROLL_EMPLOYEE_PGALL* by typing the beginning of the query name and clicking on Search, as indicated below. Note that you it is suggested that you add these to your favorite queries. The *CU_PAYROLL_EMPLOYEE_BY_PROJ* enables you to look for payroll charges to a single grant or project, while the *CU_PAYROLL_EMPLOYEE_PGALL* query enable you to look for payroll charges to all of your grants & projects at once.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: begins with

[Advanced Search](#)

Search Results

*Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
CU_PAYROLL_EMPLOYEE_BY_PROJ	List of employees paid by p/g	Public		HTML	Excel	XML	Schedule	Favorite
CU_PAYROLL_EMPLOYEE_PGALL	List of employees for all p/g	Public		HTML	Excel	XML	Schedule	Favorite

Click either HTML, Excel, etc. to run to your preferred output.

You will be prompted for the grant or project number for *CU_PAYROLL_EMPLOYEE_BY_PROJ* and the date range for either query. Once you have filled in these criteria, click on View Results to get a list of individuals paid by pay period. *Note that the first pay date in FY 2012 was for the pay period ended 6/26/11.*

CU_PAYROLL_EMPLOYEE_BY_PROJ - List of employees paid by p/g

P/G:

Begin Date:

End Date:

Fund	Dept	P/G	Account	Program	ID	End Date	Name	Amount
375	10700	35340	2118	214	EmpID 1	7/9/2011	Student Name 1	846.150
375	10700	35340	2118	214	EmpID 1	7/23/2011	Student Name 1	846.150
375	10700	35340	2118	214	EmpID 2	8/6/2011	Student Name 2	846.150
375	10700	35340	2118	214	EmpID 2	8/20/2011	Student Name 2	846.150