

## Looking up personnel charged to a grant

If you need to review payroll charges made to your grant and you don't see the name of the individuals charged, here are some steps to help you drill down to that detail.

Start by going to your grant budget to actual financial report. Drill down to the budget category detailed line level to see the amounts for the salary categories. In this example there is student salary and other salary.

Award	Award End Date	Total Budget	Current Period Actuals
<ul style="list-style-type: none"> <li>▼ Award</li> <li>▼ AW-000092: NSF [REDACTED]</li> <li>▼ GR000097 NSF [REDACTED] <ul style="list-style-type: none"> <li>Sponsored Programs - Standard Configuration: Other Salary</li> <li>Sponsored Programs - Standard Configuration: Student Salary</li> </ul> </li> </ul>	11/30/2026	233,695.00	2,479.81
	11/30/2026	233,695.00	2,479.81
		233,695.00	2,479.81
		207,295.00	680.81
		26,400.00	1,799.00
<b>Total</b>		<b>233,695.00</b>	<b>2,479.81</b>

Let's start by looking up who the student was. Click on the amount and a new window will open. At the top of this window, there is an area where you can select what to View by:

...

Criteria **View by:** Select a Field... and then by: Select a Field... Refresh

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1 item

Journal	Journal Number	Journal Source	Operational Transaction	Accounting Date	Budget Date	Ledger Account	Debit
Operational Accounting Detail: WU Wesleyan University - 07/15/2024		Payroll Actual Accrual	2024 07 15 - Regular Run Category - Complete	07/15/2024	07/15/2024	81205:Graduate Stipend	1,799.00

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In this field type Employee as Worktag. Now hit refresh.

...

Criteria **View by:** Employee as Worktag and then by: Select a Field... Refresh

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2 items PDF XLS CSV Filter Print

Employee as Worktag	Sum of Ledger/Budget Debit minus Credit
Meagar [REDACTED]	1,799.00
<b>Total</b>	<b>1,799.00</b>

Now you can see the employees and amounts that make up that total on your budget to actual report. You can even get position data by entering a second View by value. Let's put in Employee and Position then hit refresh.

Criteria **View by:** Employee as Worktag and **then by:** Position **Refresh**

2 items PDF X Print Filter Bar

Employee as Worktag	30357 Grad salaried paid position number	Sum of Ledger/Budget Debit minus Credit
Meagan [REDACTED]	1,799.00	1,799.00
Total	1,799.00	1,799.00

Now you can see that Meagan was paid \$1,799.00 on position 30357, Grad Salaries.