



Dashboard: Pediatrics Institute Benefits Lookup

What is the Pediatrics Institute Benefits Lookup dashboard?

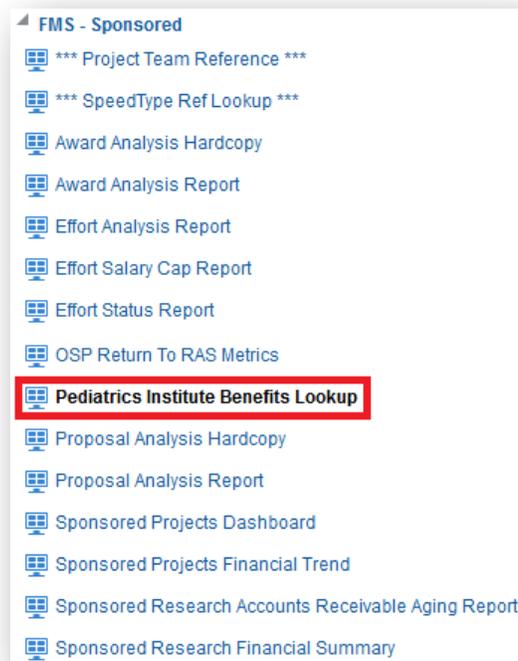
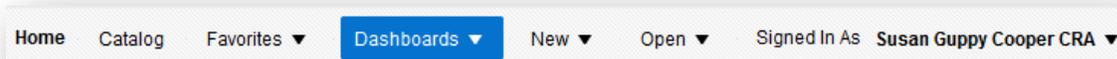
The Pediatrics Institute Benefits Lookup is designed to allow users to review the prior 12 months of labor earnings and actual cost of benefits deductions for physicians who have a job record with the Pediatric Institute as the HR Company.

When should I use the Pediatrics Institute Benefits Lookup dashboard?

This dashboard is designed to assist in the preparation of sponsored research budgets for proposal submission and for cost management on existing awards and projects.

Where do I find this report in EBI?

1. Log in to EBI: <https://dwbi.emory.edu/analytics>
2. Click on the Dashboards Menu in the upper right corner
3. In the FMS – Sponsored folder, click the Pediatrics Institute Benefits Lookup link.





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Selecting Prompts for the Report

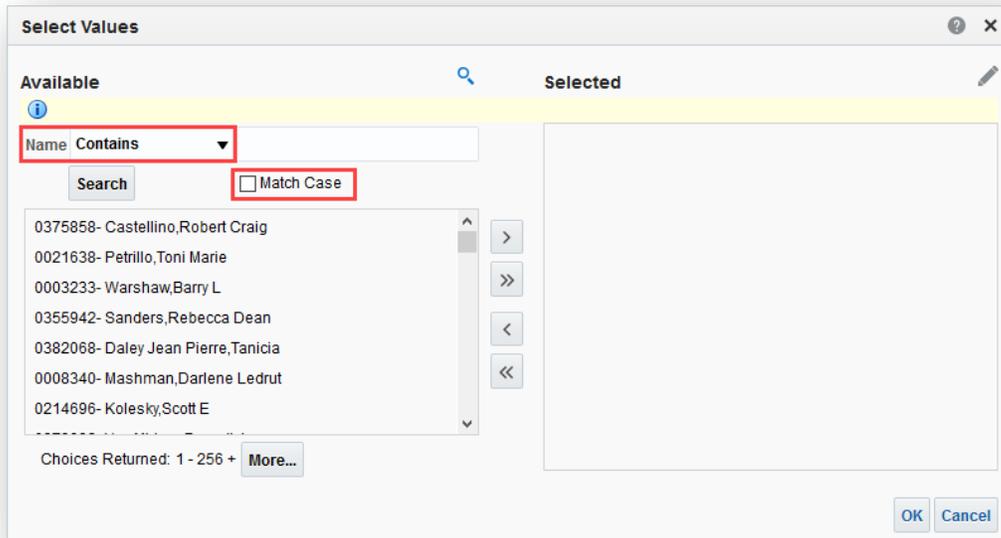
The Pediatrics Institute Benefits Lookup has one prompt, Employee. The prompt is *limited to physicians having at least one job record* where the Pediatrics Institute is the *HR Company*. The Employee prompt is a concatenation of EMPLID and Name.

Selecting Prompts

1. Click on the drop down menu for the Employee prompt



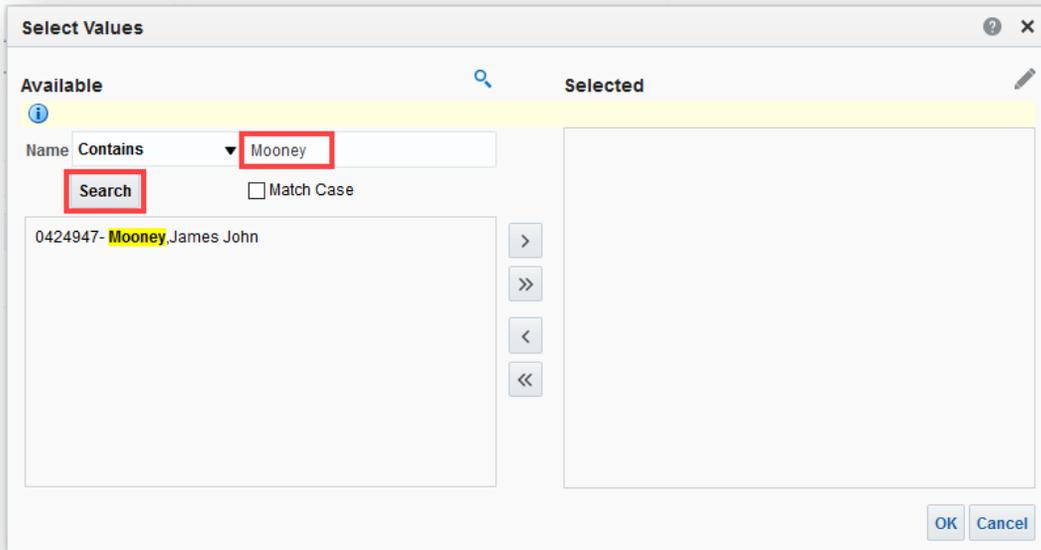
2. Click on the words More/Search which opens a dialog box that allows you to search for prompt values.
3. From the drop down menu next to Name, *select Contains*
4. Uncheck the box next to Match Case



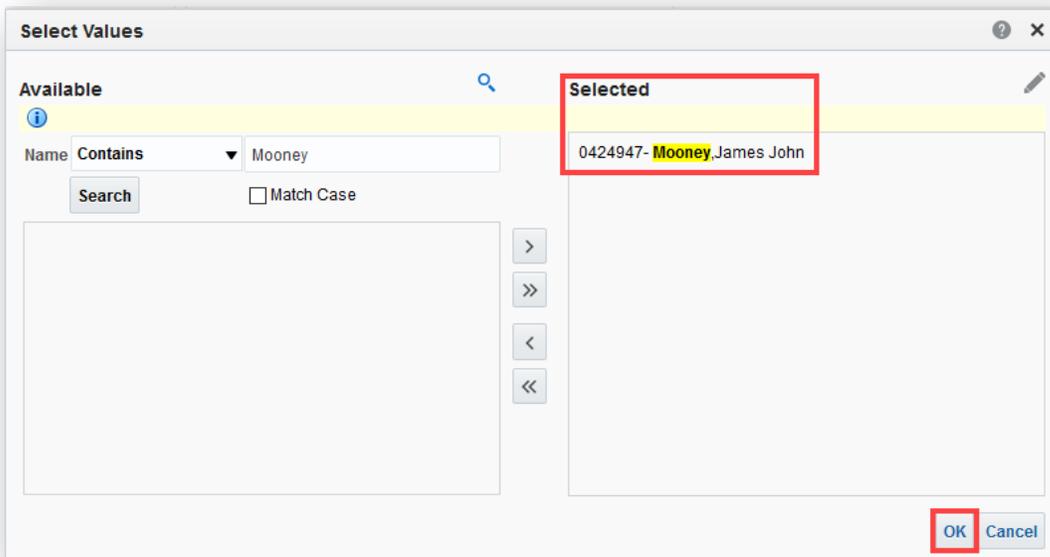
5. Enter the name, or portion of the name, of the physician(s) you would like to select
6. Click on the Search button



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7. Double click on the name(s) of the physician(s) you'd like to select to add them to the Selected list
8. Click the OK button to populate the prompt





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9. After making your prompt selection, click on the Apply button to execute the report based on your selection

EMORY UNIVERSITY

Employee

0424947- Mooney,James John ▼

Apply Reset ▼

TIP: To verify that report has been executed, look for your prompt selections in the Prompts Selected area beneath the prompt

PROMPTS SELECTED
Employee: 0424947- Mooney,James John

TIP: Users are able to select more than one Employee

PROMPTS SELECTED
Employee: 0420302- Dureau,Katherine
P,0420426- Shah,Pareen,0424947-
Mooney,James John



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Understanding the Report

This dashboard will provide a pivot table displaying *earnings* and *actual employer paid benefits costs* by employee, by month for the *prior 12 months*. The dashboard provides *two views*, a *summary view* showing *total earnings* and *total employer paid benefits* by month; and a *benefits detail view* which shows the breakdown of *employer paid benefits* by month, by *benefit type*.

Report Content

Summary View

Pediatric Institute Salary and Benefits Lookup
Date run: 9/20/2018

Select View: Summary View

Employee Id & Name	PD 01 - September		PD 02 - October		PD 03 - November		PD 04 - December		PD 05 - January		PD 06 - February		PD 07 - March		PD 08 - April		PD 09 - May		PD 10 - June		PD 11 - July		PD 12 - August		2018	Earnings Amount	Employer Paid Benefits Amount	
	Earnings Amount	Employer Paid Benefits Amount	Earnings Amount	Employer Paid Benefits Amount	Earnings Amount	Employer Paid Benefits Amount	Earnings Amount	Employer Paid Benefits Amount	Earnings Amount	Employer Paid Benefits Amount	Earnings Amount	Employer Paid Benefits Amount	Earnings Amount	Employer Paid Benefits Amount	Earnings Amount	Employer Paid Benefits Amount	Earnings Amount	Employer Paid Benefits Amount	Earnings Amount	Employer Paid Benefits Amount	Earnings Amount	Employer Paid Benefits Amount	Earnings Amount	Employer Paid Benefits Amount				
[REDACTED]	10,275.06	2,649.32	10,275.06	2,649.56	10,275.06	2,649.56	10,275.06	2,649.57	10,275.06	2,696.98	10,275.06	2,696.99	10,275.06	2,696.97	19,505.87	3,403.14	10,275.06	2,696.98	10,275.06	2,696.98	10,275.06	2,696.99	10,275.06	2,696.97	132,531.53	32,877.01		
Grand Total	10,275.06	2,646.32	10,275.06	2,649.56	10,275.06	2,649.56	10,275.06	2,649.57	10,275.06	2,696.98	10,275.06	2,696.99	10,275.06	2,696.97	19,505.87	3,403.14	10,275.06	2,696.98	10,275.06	2,696.98	10,275.06	2,696.99	10,275.06	2,696.97	132,531.53	32,877.01		

Refresh - Print - Export

Note: Employee Id & Name has been obscured due to labor data security requirements

- Columns Visible by Default
 - Employee Id & Name:** The concatenation of an individual’s employee Id (EMPLID) and their name as found in PeopleSoft HR (eg: XXXXXXX - Doe,Jane)
 - Accounting Period Desc:** The concatenation of the accounting period number and the name of the corresponding month (eg: PD 01 – September)
 - Fiscal Year:** The fiscal year to which the earnings and benefits amounts displayed belong
 - Earnings Amount:** The amount of salary posting to the ledger for the employee in a given accounting period. This amount *includes employee paid* benefits amounts.
 - Employer Paid Benefits Amount:** The cost incurred by *Emory University and/or the Pediatrics Institute* for the employee’s benefits in a given accounting period.
- Columns Excluded by Default
 - HR Department Id & Desc:** The concatenation of the Department Id and Description for the employee’s home department as recorded in PeopleSoft HR
 - Charged Department:** The concatenation of the Department Id and Description for the department to which an employee’s labor costs posted
 - SpeedType:** The 10-digit entry key corresponding to the chartfields to which an employee’s labor costs are charged
 - SpeedType Desc:** The description given to the SpeedType
 - Employer Paid Benefits Type:** The description of the type of benefit for which *Emory University* has incurred a cost (eg: 403b Basic Match, Dental Plan, etc.)
 - Project:** The ID and Description assigned to the project to which an employee’s labor costs are charged
 - Activity Id:** The ID assigned to denote the project year or project activity to which an employee’s labor costs are charged



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Benefits Detail View

Pediatric Institute Salary and Benefits Lookup
Date run: 9/20/2018

Select View: Benefits Detail View

Employee Id & Name	Employer Paid Benefits Type	Employer Paid Benefits Amount												2018 Employer Paid Benefits Amount	
		PD 01 - September	PD 02 - October	PD 03 - November	PD 04 - December	PD 05 - January	PD 06 - February	PD 07 - March	PD 08 - April	PD 09 - May	PD 10 - June	PD 11 - July	PD 12 - August		
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	403B Basic Contribution	616.50	616.50	616.50	616.50	616.50	616.50	616.50	616.50	616.50	616.50	616.50	616.50	616.50	7,398.00
	403B Match	308.25	308.25	308.25	308.25	308.25	308.25	308.25	308.25	308.25	308.25	308.25	308.25	308.25	3,699.00
	Additional Life Insurance	47.50	47.50	47.50	47.50	47.50	47.50	47.50	47.50	47.50	47.50	47.50	47.50	47.50	570.00
	Dental Premium	21.20	21.20	21.20	21.20	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	268.80
	ECC Personal Accident Insurance	6.80	6.80	6.80	6.80	6.80	6.80	6.80	6.80	6.80	6.80	6.80	6.80	6.80	81.60
	FICA Taxes	765.13	765.13	765.13	765.14	764.75	764.76	764.74	1,470.91	764.75	764.75	764.76	764.74	764.74	9,884.69
	Life Insurance	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	48.00
	Long Term Disability	40.94	44.18	44.18	44.18	44.18	44.18	44.18	44.18	44.18	44.18	44.18	44.18	44.18	526.92
	Medical Premium	836.00	836.00	836.00	836.00	882.00	882.00	882.00	882.00	882.00	882.00	882.00	882.00	882.00	10,400.00
	Total	2,646.32	2,649.56	2,649.56	2,649.57	2,696.98	2,696.99	2,696.97	3,403.14	2,696.98	2,696.98	2,696.99	2,696.97	2,696.97	32,877.01
Grand Total		2,646.32	2,649.56	2,649.56	2,649.57	2,696.98	2,696.99	2,696.97	3,403.14	2,696.98	2,696.98	2,696.99	2,696.97	2,696.97	32,877.01

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Dashboard Security

Managed labor security has been applied to this dashboard. In order to view results for an employee, users must have *labor data access* to the *HR Operating Unit* or the *HR Department* of the employee they wish to view.

Click here for the [Labor Data Access Request Job Aid](#)

More Information:

For additional assistance, please contact the Analytics & Reporting team via the [Finance Support Center](#). Choose **Emory Business Intelligence (EBI)/Reporting** as your ticket category.