



**Human Resources –  
Payroll BI Dashboard  
Business Intelligence User Guide  
Dashboard Content & Examples**



*Institutional  
Research & Analysis*

# Welcome

This user guide demonstrates how users can answer questions using the Human Resources Payroll Business Intelligence (BI) dashboard.

The HR Payroll BI dashboard was developed by Institutional Research and Analysis in close coordination with Human Resources and stakeholders across the university and contains reports on payroll including earnings, benefits and taxes. In addition to this user guide, the Payroll BI dashboard includes a Definitions tab as well as explanations within each report of the rules and definitions applied.

We hope you find the content of this guide and the dashboard relevant, useful, clear and easy-to-use.



# Table of Contents

## Overview

- Signing in 4
- Dashboard Pages 6
- Important Notes 10
- Definitions 13

## Example Questions

- Question 1: Viewing Overtime Hours 18
- Question 2: Employer Contributions & Costs 24
- Question 3: Gross Pay KPIs 30
- Question 4: Investigating Using Drill-Downs 34

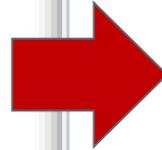
## Contact Us

- Contact Information 39

# Signing In

URL: [bi.mcmaster.ca](https://bi.mcmaster.ca)

Use your MacID  
& Password



Note:

1. Before logging on, you must log in to the McMaster University Network through an ADS domain. If you want to connect through a different domain (at home or through faculty specific domain) you need to run VPN client.
2. If there is any login issue, clean your browser cache and then login again

A screenshot of the McMaster University sign-in page. The page has a white background with a light blue header. The main content area is titled 'Sign In' in bold blue text. Below the title, it says 'Enter your user id and password.' There are two input fields: 'User ID' and 'Password'. Below the 'Password' field is a 'Sign In' button. At the bottom, there is a checkbox for 'Accessibility Mode' and a language selection dropdown menu showing 'English' with a world map icon to its left.

# Navigating to a Dashboard

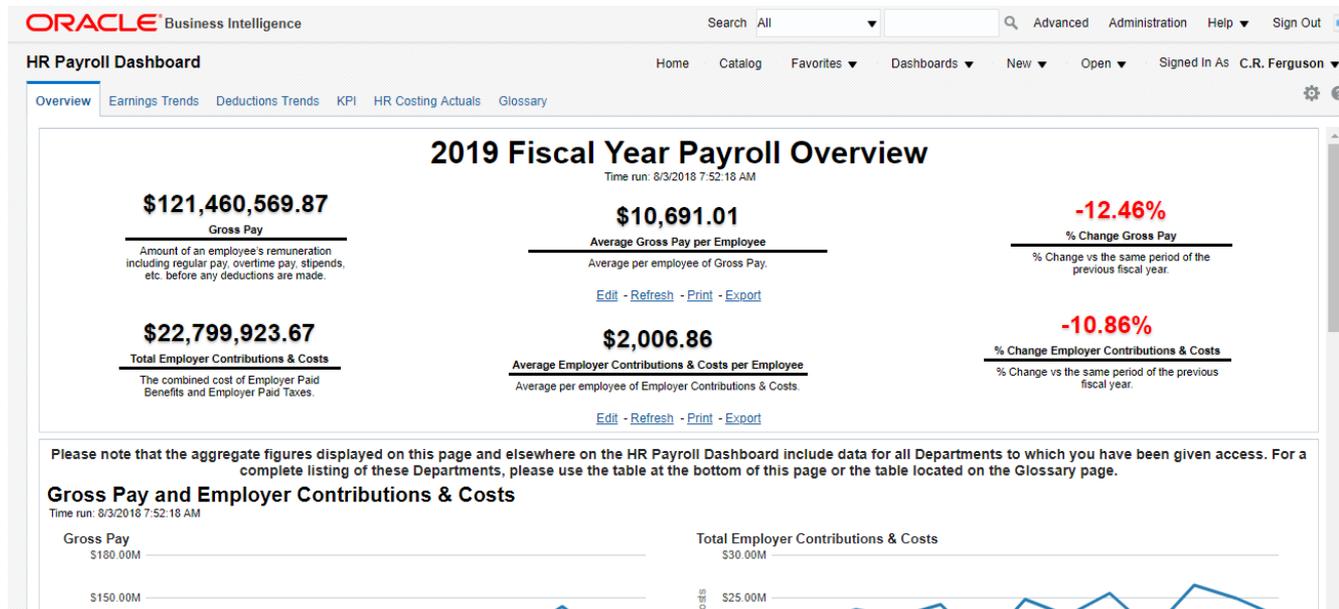
1. Left Click on the **Dashboards** section



The screenshot displays the Oracle Business Intelligence user interface. At the top left, the Oracle Business Intelligence logo is visible. The top right corner shows a 'Sign Out' button. Below the header, there is a navigation bar with 'Home' and 'Dashboards' (highlighted in blue with a dropdown arrow). To the right of the navigation bar, there are 'Open' and 'Signed In As C.R. Ferguson' options. The main content area is divided into several sections: 'Marketing Jobs' (with links for 'Marketing Jobs', 'Report Jobs', and 'Report Job History'), 'Alerts', 'Recent' (with a note: 'Recently opened or edited items will be displayed here.'), 'Dashboards', 'Others', and 'Most Popular' (with a note: 'No recommendations are currently available. Most Popul...'). On the right side, a dropdown menu is open under 'Dashboards', showing 'Most Recent(HR Payroll Dashboard - KPI)' and a 'Custom' section containing 'HR Payroll Dashboard'.

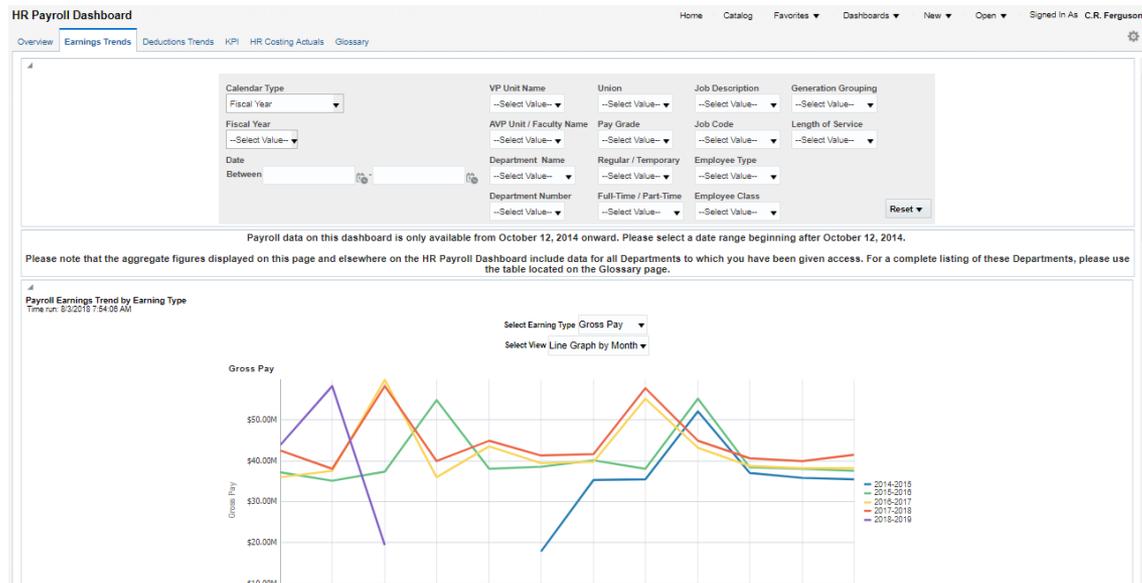
# Dashboard Pages: Overview

- The Overview page is intended to provide high-level, commonly requested information to the user.
- BI Security settings will automatically filter this dashboard page to include only data to which a user has access.
- The Overview page features reports on Gross Pay and Total Employer Contributions & Costs (i.e. Employer Paid Benefits & Taxes) for the current Fiscal Year.



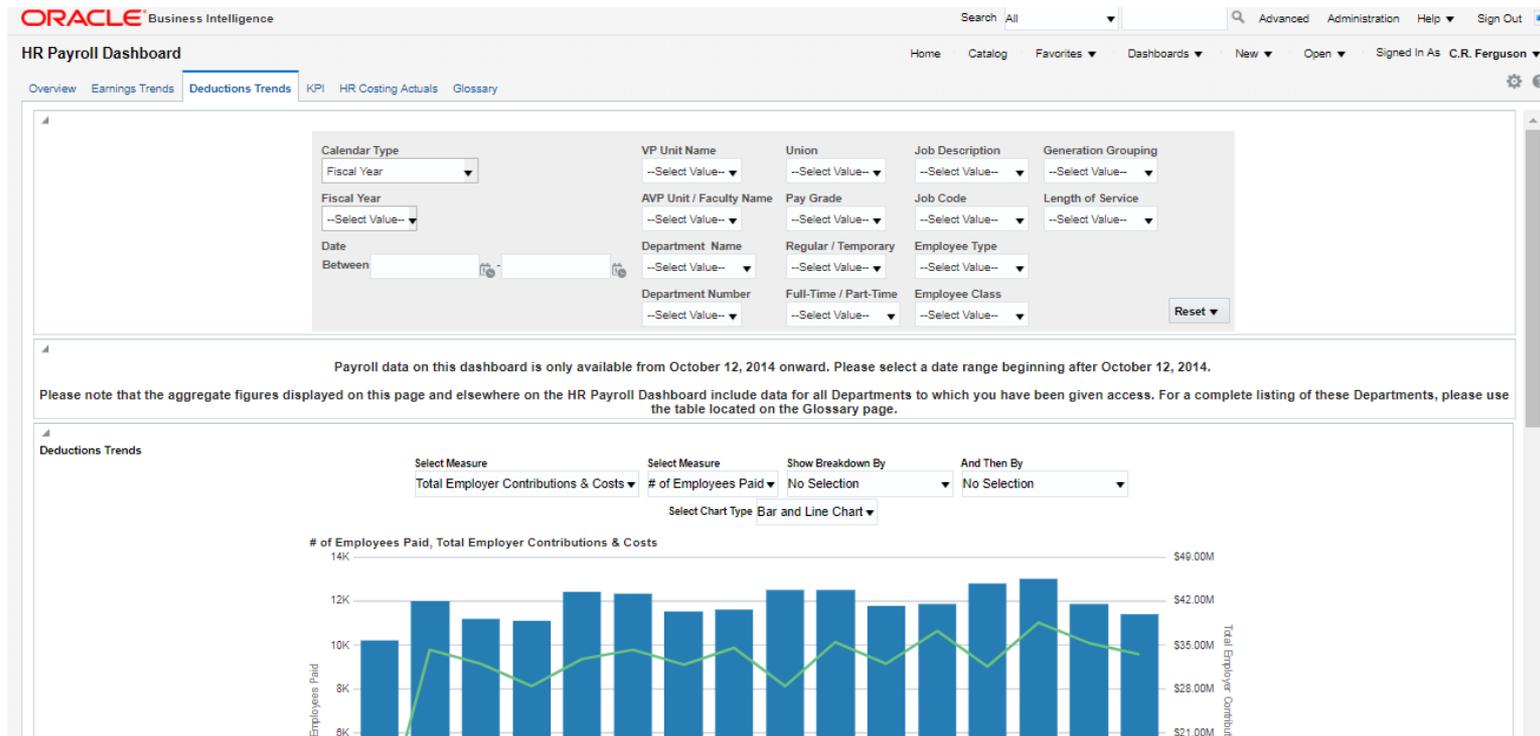
# Dashboard Pages: Earnings Trends

- The Earnings Trends Dashboard Page displays information pertaining to Earnings, split out over multiple years. Users can select between measures including Gross Pay, Net Pay, Overtime Pay, Sick Pay, Lump-sum and Holiday Pay.
- Users can use the 'Calendar Type' dropdown menu at the top of the page to switch between viewing trends by Fiscal Year, Calendar Year, Academic Year, Benefit Year and Research Fiscal Year. Users can also filter all the reports on the page using the other drop-down menus at the top of the page.



# Dashboard Pages: Deductions Trends

- The Deductions Trends Dashboard Page displays information pertaining to Deductions, split out over multiple years. Deductions includes Benefits, Taxes, Union Dues and more, both Employee Paid and Employer Paid.



# Dashboard Pages: KPI

- The Key Performance Indicator (KPI) Dashboard Page is intended to give users quick access to many KPIs, including the ability to filter the data for specific scenarios. Included are KPIs on Net Pay, Employer Contributions & Costs and Average Pay.

The screenshot displays the Oracle Business Intelligence HR Payroll Dashboard. At the top, there is a navigation bar with 'ORACLE Business Intelligence' on the left and search, advanced, administration, help, and sign out options on the right. Below this is the 'HR Payroll Dashboard' header with a breadcrumb trail: Overview > Earnings Trends > Deductions Trends > KPI > HR Costing Actuals > Glossary. A search bar and user information 'Signed In As C.R. Ferguson' are also present.

The main content area features a filter panel with the following dropdown menus:

- Calendar Type: Fiscal Year
- Fiscal Year: 2019
- VP Unit Name: --Select Value--
- AVP Unit / Faculty Name: --Select Value--
- Department Name: --Select Value--
- Department Number: --Select Value--
- Union: --Select Value--
- Pay Grade: --Select Value--
- Regular / Temporary: --Select Value--
- Full-Time / Part-Time: --Select Value--
- Job Description: --Select Value--
- Job Code: --Select Value--
- Employee Type: --Select Value--
- Employee Class: --Select Value--
- Generation Grouping: --Select Value--
- Length of Service: --Select Value--

Below the filters is a section titled '2019 Fiscal Year Payroll Overview' containing four key metrics:

Metric	Value
Net Pay Overview - Gross Pay	\$121,460,569.87
Total Deductions	\$8,843,255.11
Total Taxes Employee	\$28,210,533.86
Net Pay	\$84,406,780.90

Below this is another section titled 'Employer Contributions & Costs' with three metrics:

Metric	Value
Benefits Total Employer Cost	\$15,550,550.75
Total Taxes Employer	\$7,249,372.92
Employer Contributions & Costs	\$22,799,923.67

# Important Notes: Security

- Access to the Payroll BI Dashboard is based on (but not equivalent to) existing security access in Mosaic. For the initial release of the Payroll BI Dashboard, access has been granted to managers and users with a need for aggregate payroll reporting on a case-by-case basis.
- Users of the Payroll BI Dashboard will only see data pertaining to their own department, or to departments reporting up to the user's department according to the HR Department Hierarchy (the same hierarchy governing access to data in Mosaic). When viewing aggregated data, please be aware of which departments are included in the figures displayed.



# Important Notes: Departments

- Please note that the Departments listed in the Payroll BI Dashboard correspond to the Department in which an employee's position lies. Balances in these reports **do not** reflect the GL chart-field strings to which costs are allocated. The full employee cost is allocated to the Department in which their position lies.
- Aggregate values displayed contain data for all departments to which the user has access. Please be aware of which departments are included in the aggregate values displayed. All reports can be filtered by department, and individual charts and tables allow users to display the breakdown by AVP Unit, Faculty, or Department.



# Important Notes: Breakdowns

- All content available on the Payroll BI Dashboards is based on Payroll data from Mosaic.
- An individual may receive multiple paycheques in one pay period.
- The available dimensions (e.g. Employee Type, Union, etc.) are tied to the pay disbursement, **not to the individual**. For example, if an employee holds one part-time job and one full-time job at the university, they will be paid separately for each.
- Please be aware of this structure when viewing any counts of the number of employees paid. When breaking down the number of employees paid by any of the available dimensions, **do not expect the manual addition of the column to equal the total displayed, as they may not match**.
- The BI Reporting Tool is displaying a distinct count of employee numbers paid during the pay period. If an employee was paid separate paycheques each with different attributes (e.g. one Full-Time, one Part-Time), they will appear once in each row. **The total will de-duplicate this count and therefore not correspond to the sum of component rows above.**

# Earnings Definitions

- **Gross Pay:** Amount of an employee's remuneration including regular pay, overtime pay, stipends, etc. before any deductions are made.
- **Net Pay:** Employee's take-home pay after deductions and taxes.
- **Overtime Pay:** Amount of an employee's remuneration for overtime hours worked.
- **Sick Pay:** Amount of an employee's remuneration for time off work while sick.
- **Lump-sum:** Amount of an employee's remuneration disbursed in one-time lump-sum payments.
- **Holiday Pay:** Amount of an employee's remuneration paid for Statutory holidays, Civic holidays, and University closure days.

# Earnings Definitions

- **# of Employees Paid:** The distinct number of employees paid over the selected time period. Excludes Pensioners (as do all reports and measures).
- **Regular Hours:** Number of hours worked within regular scheduled hours.
- **Overtime Hours:** Number of hours that an employee works exceeding scheduled regular working hours.

# Deductions Definitions

- **Employer Contributions & Costs:** The combined cost of Employer Paid Benefits and Employer Paid Taxes.
- **Pension Employee Contributions:** Amount deducted from an employee's gross pay for pension and RRSP contributions.
- **Pension Employer Contributions:** Amounts paid to the Pension Plan and Group RRSP Plan by McMaster.
- **Benefits Total Employee Cost:** Amount deducted from an employee's gross pay for Benefits (voluntary and involuntary).
- **Benefits Total Employer Cost:** Amount paid by McMaster University towards employee benefits.

# Deductions Definitions

- **Total Taxes Employee:** The employee share of statutory government withholdings, payable to Receiver General. Amounts include Canadian Income Tax, Canada Pension Plan, Employment Insurance, and Canadian Bonus Tax.
- **Total Taxes Employer:** The employer share of statutory government withholdings, payable to Receiver General and the Ministry of Finance. Amounts include Canada Pension Plan, Employment Insurance, and Health Tax.
- **Surcharge:** Employer paid benefit costs charged to departments in order to fund various benefit plans.
- **Union Dues:** Amounts withheld from a unionized employee's gross payroll, and remitted to the appropriate bargaining unit.
- **Total Deductions (Employee):** Amounts deducted from an employee's gross pay for Benefits (voluntary and involuntary). Employee deductions do not include taxes.

# What are the available Dimensions and Filters?

- **Calendar Type:** Fiscal Year, Research Fiscal Year, Calendar Year, Academic Year, Benefit Year
- **VP Unit Name:** VP Academic, VP Administration, VP Health Sciences, etc.
- **AVP Unit / Faculty Name:** Faculty of Engineering, Faculty of Humanities, Facility Services, etc.
- **Department:** Biochemistry, Centre for Continuing Education, Equity and Inclusion Office, etc.
- **Union:** CUPE (Unit 1) Teaching Assistants, TMG, Clinical Faculty, etc.
- **Pay Grade:** Band F, H, I (TMG); Assistant Professor, Associate Professor (MUFA Faculty); etc.
- **Regular / Temporary:** Regular, Temporary, Not Applicable
- **Full-Time / Part-Time:** Full-Time, Part-Time, Not Applicable
- **Job:** Academic Advisor, Accountant, Assistant Dean, Cashier, etc.
- **Employee Type:** Hourly, Salaried, Exception Hourly
- **Employee Class:** Seasonal, Limited Term (>12 Months), Tenure Track, Casual, etc.
- **Generation Grouping:** Millennials (Born 1981 to 1996), Baby Boomers (Born 1946 to 1964), etc.
- **Length of Service:** 1-2 Years, 2 to 5 Years, etc.

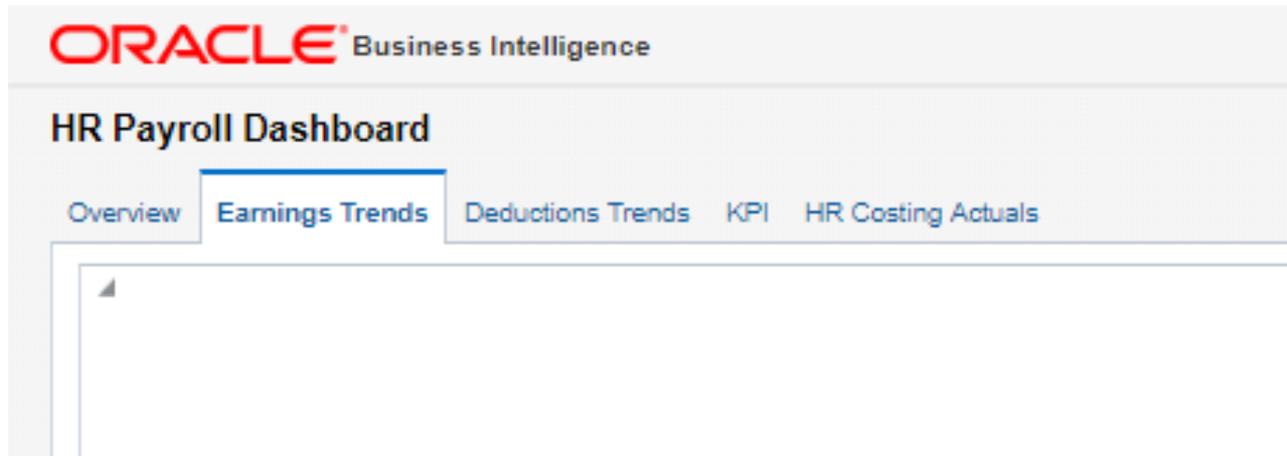
## Question 1:

How many Overtime Hours did Hourly employees in Union ESA – Interim work during the 2017-18 Fiscal Year?



# Viewing Overtime Hours by Union and Employee Type

Step 1: Navigate to the Earnings Trends dashboard page.



## Viewing Overtime Hours by Union and Employee Type

Step 2: Use the prompts (i.e. the ‘—Select Value—’ drop-down boxes) to filter for Union ‘Interim’ and Employee Type ‘Hourly’. The page will refresh after each selection.

The screenshot shows a web application interface with the following filter sections:

- Calendar Type:** Fiscal Year (dropdown)
- Fiscal Year:** --Select Value-- (dropdown)
- Date:** Between (two date input fields with calendar icons)
- VP Unit Name:** --Select Value-- (dropdown)
- AVP Unit / Faculty Name:** --Select Value-- (dropdown)
- Department Name:** --Select Value-- (dropdown)
- Department Number:** --Select Value-- (dropdown)
- Union:** --Select Value-- (dropdown menu open, showing options:  Divinity Staff,  Exception Group,  Excluded Grad,  IUOE (Operating Engineers),  Interim,  Interim A (Librarians), Search...)
- Job Description:** --Select Value-- (dropdown)
- Job Code:** --Select Value-- (dropdown)
- Employee Type:** --Select Value-- (dropdown)
- Employee Class:** --Select Value-- (dropdown)
- Generation Grouping:** --Select Value-- (dropdown)
- Length of Service:** --Select Value-- (dropdown)
- Reset:** (button)

# Viewing Overtime Hours by Union and Employee Type

Step 3: Use the prompts to also filter for Fiscal Year 2018. According to McMaster convention, '2018' refers to Fiscal Year 2017-2018. For all other Calendar Types (e.g. Academic Year, Benefit Year), years are referred to by the earlier of the two calendar years over which they span (e.g. Academic Year 2018 refers to the 2018-19 Academic Year).

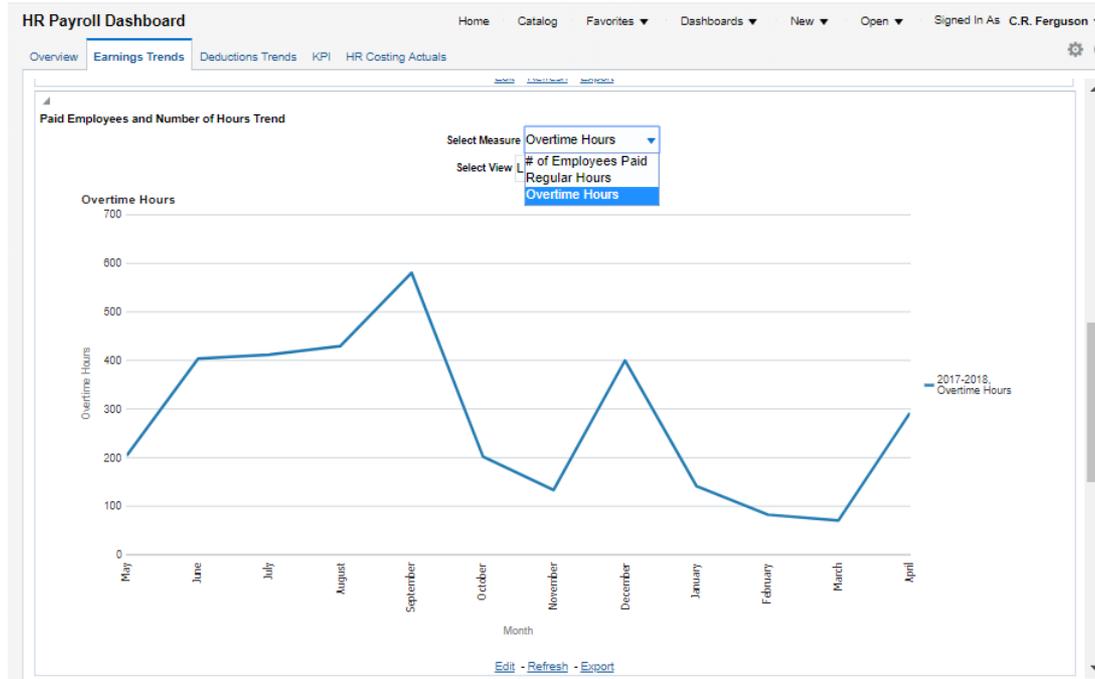
The screenshot shows a dashboard filter interface with the following fields:

- Calendar Type:** Fiscal Year (dropdown)
- Fiscal Year:** --Select Value (dropdown menu is open, showing options: 2019.00, 2018.00 (checked), 2017.00, 2016.00, 2015.00, 2014.00, and a Search... field)
- VP Unit Name:** (All Column Val (dropdown))
- AVP Unit / Faculty Name:** (All Column Val (dropdown))
- Department Name:** (All Column Value: (dropdown))
- Department Number:** (All Column Val (dropdown))
- Union:** Interim (dropdown)
- Pay Grade:** (All Column Val (dropdown))
- Regular / Temporary:** (All Column Val (dropdown))
- Full-Time / Part-Time:** (All Column Value: (dropdown))
- Job Description:** (All Column Value: (dropdown))
- Job Code:** (All Column Value: (dropdown))
- Employee Type:** Hourly (dropdown)
- Employee Class:** (All Column Value: (dropdown))
- Generation Grouping:** (All Column Value: (dropdown))
- Length of Service:** (All Column Value: (dropdown))
- Reset:** (button)

on this dashboard is only available from October 12, 2014 onward. Please select a date range beginning after October 12, 2014.

# Viewing Overtime Hours by Union and Employee Type

Step 4: Using the second report on this dashboard page, 'Paid Employees and Number of Hours Trend', use the 'Select Measure' dropdown menu to select 'Overtime Hours'. The default graph displayed will show the number of Overtime Hours worked per month for the 2018 Fiscal Year.



## Viewing Overtime Hours by Union and Employee Type

Step 5: Use the 'Select View' dropdown menu to switch between a Line Graph and a Table view of the data. The table will display the number of Overtime Hours worked by month, as well as the total for the 2017-18 Fiscal Year.

In total 3352 Overtime Hours were worked by Interim, Hourly employees during the 2017-18 Fiscal Year.



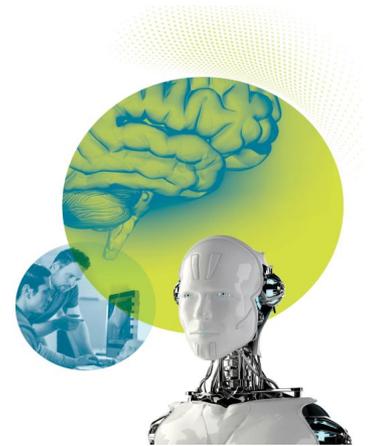
The screenshot shows a data visualization interface. At the top, there is a 'Select Measure' dropdown menu set to 'Overtime Hours'. Below it is a 'Select View' dropdown menu with a blue border, showing a list of options: 'Table', 'Line Graph by Month', 'Line Graph by Year', and 'Table'. The 'Table' option is highlighted in blue. Below the dropdown menu is a table with the following data:

Fiscal Year	Month	Overtime Hours
2017-2018	May	204
	June	404
	July	412
	August	429
	September	580
	October	203
	November	133
	December	400
	January	142
	February	84
	March	70
	April	293
<b>2017-2018 Total</b>		<b>3352</b>

At the bottom of the table, there are three links: [Edit](#), [Refresh](#), and [Export](#).

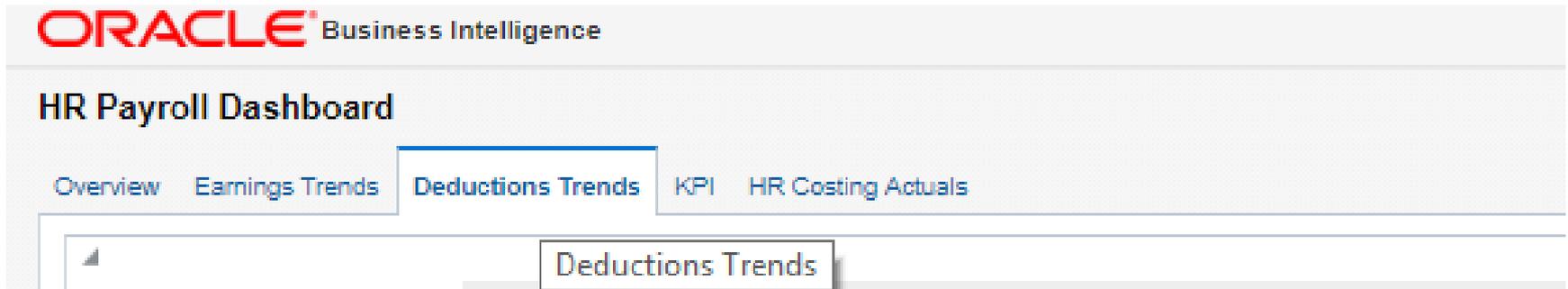
## Question 2:

What was the Total Employer Contributions & Costs (Benefits & Taxes) to TMG employees in Salary Band H, I and J in Benefit Year 2014-2015?



# Viewing Employer Contributions by Union and Pay Grade

Step 1: Navigate to the Deductions Trends dashboard page.



# Viewing Employer Contributions by Union and Pay Grade

Step 2: Use the Calendar Type dropdown menu to select 'Benefit Year'. Then, use the 'Benefit Year' dropdown menu below the Calendar Type to select '2015'. According to McMaster convention, '2015' corresponds to Benefit Year 2014-2015.

The image shows two screenshots of a web dashboard interface. A large maroon arrow points from the top screenshot to the bottom screenshot, indicating a sequence of steps.

**Top Screenshot:** The 'Calendar Type' dropdown menu is open, showing options: Calendar Year, **Benefit Year** (selected), Fiscal Year, Academic Year, and Research Fiscal Year. Below it, the 'Benefit Year' dropdown menu is open, showing options: --Select Value, 2018.00, 2017.00, 2016.00, **2015.00** (selected), 2014.00, and 2013.00. Other filters include VP Unit Name, Union, Job Description, Generation Grouping, AVP Unit / Faculty Name, Pay Grade, Job Code, Length of Service, Department Name, Regular / Temporary, Employee Type, Department Number, Full-Time / Part-Time, and Employee Class. A 'Reset' button is visible.

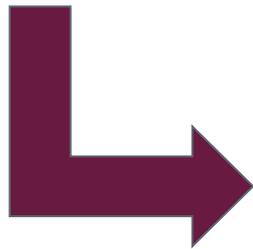
**Bottom Screenshot:** The 'Calendar Type' dropdown menu is closed and set to 'Benefit Year'. The 'Benefit Year' dropdown menu is open, showing the same options as above, with '2015.00' selected. The other filters and the 'Reset' button remain the same.

Information on this dashboard is only available from October 12, 2014 onward. Please select a date range beginning after October 12, 2014.

# Viewing Employer Contributions by Union and Pay Grade

Step 3: Use the 'Union' drop-down menu to select 'TMG'. Then, use the 'Pay Grade' drop-down menu to filter for Bands H, I and J. Please wait as the drop-down menu may take several seconds to load.

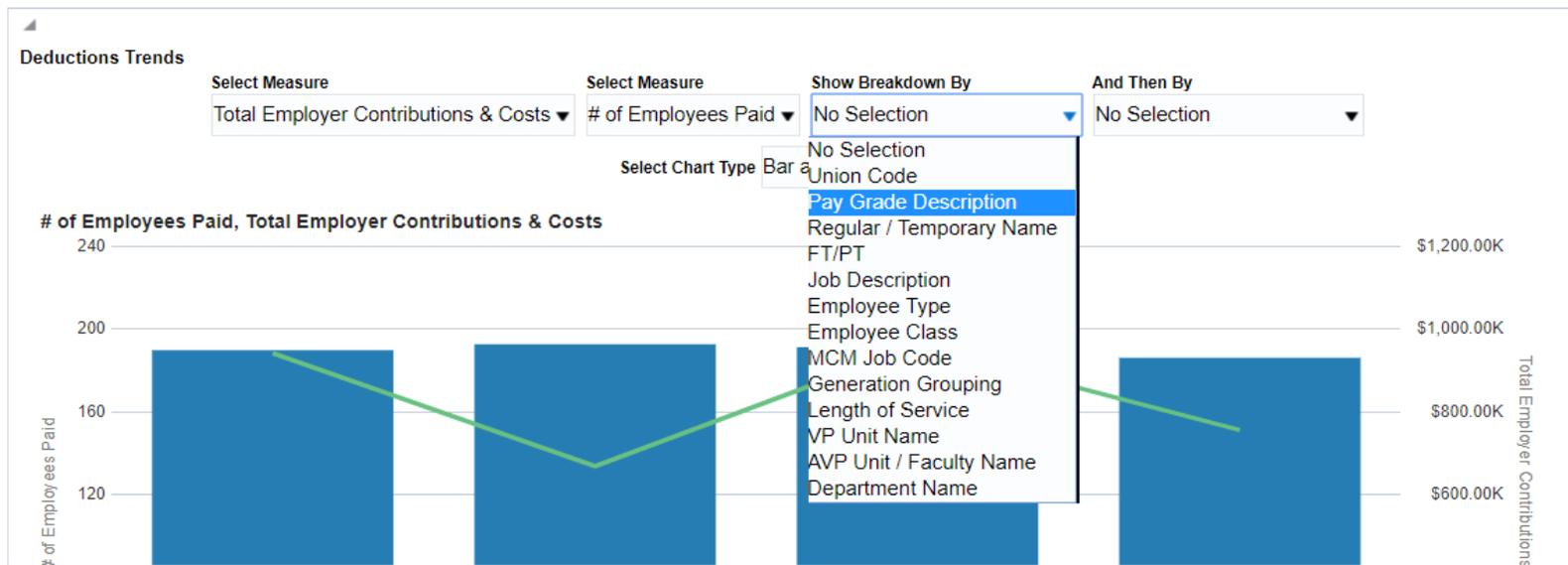
This screenshot shows a search interface with several filter sections. The 'Union' dropdown menu is open, displaying a list of options: SEIU Local 2 (Machinists), SEIU Local 2 (Hospitality), Senior Academic Officers, Senior Administrative Officers, **TMG** (checked), and Unifor Unit 1. Other filters include Calendar Type (Benefit Year), VP Unit Name, AVP Unit / Faculty Name, Department Name, Department Number, Job Description, Job Code, Employee Type, Employee Class, Generation Grouping, and Length of Service. A 'Reset' button is located at the bottom right.



This screenshot shows the same search interface as above, but with the 'Pay Grade' dropdown menu open. The 'Pay Grade' dropdown is set to '(All Column Values)'. The list of options includes Band G, **Band H** (checked), **Band I** (checked), **Band J** (checked), Band K, and Band L. The 'Union' dropdown is now set to 'TMG'. The 'Reset' button is visible at the bottom right.

# Viewing Employer Contributions by Union and Pay Grade

Step 4: The first chart on the Dashboard Trends page, 'Deductions Trends', displays the Total Employer Contributions & Costs by default. It also displays the total number of employees paid on the same chart. Use the 'Show Breakdown By' drop-down menu to select 'Pay Grade



# Viewing Employer Contributions by Union and Pay Grade

Step 5: Use the 'Select Chart Type' drop-down menu to switch between the default chart and a table. The table shows the Total Employer Contributions & Costs for Bands H, I and J for Benefit Year 2015. The total for the year is \$1,239,035.23 for 61 employees. An additional breakdown (by Department, Gender, etc.) may be included using the 'And Then by' drop-down menu following the 'Show Breakdown By' drop-down menu.

**Deductions Trends**

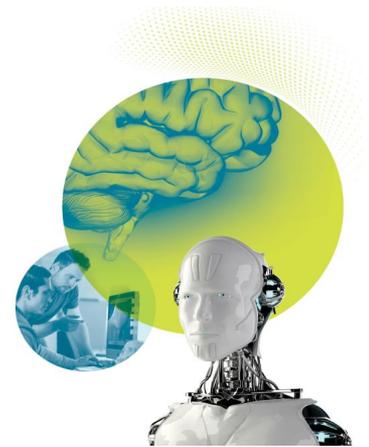
Select Measure: Total Employer Contributions & Costs  
 Select Measure: # of Employees Paid  
 Show Breakdown By: Pay Grade Description  
 And Then By: No Selection  
 Select Chart Type: Table

Benefit Year	Quarter Name	Pay Grade Description	Total Employer Contributions & Costs	# of Employees Paid
2015-2016	2015-2016 Q 1	Band H	\$31,185.27	7
		Band I	\$29,678.21	6
		Band J	\$290,598.99	45
	2015-2016 Q 2	Band H	\$24,326.75	7
		Band I	\$20,494.77	6
		Band J	\$207,616.87	45
	2015-2016 Q 3	Band H	\$31,734.39	8
		Band I	\$30,217.27	6
		Band J	\$289,078.44	46
	2015-2016 Q 4	Band H	\$27,032.31	8
		Band I	\$23,071.50	5
		Band J	\$234,000.48	42
<b>2015-2016 Total</b>			<b>\$1,239,035.23</b>	<b>61</b>

[Edit](#) - [Export](#) - [Copy](#)

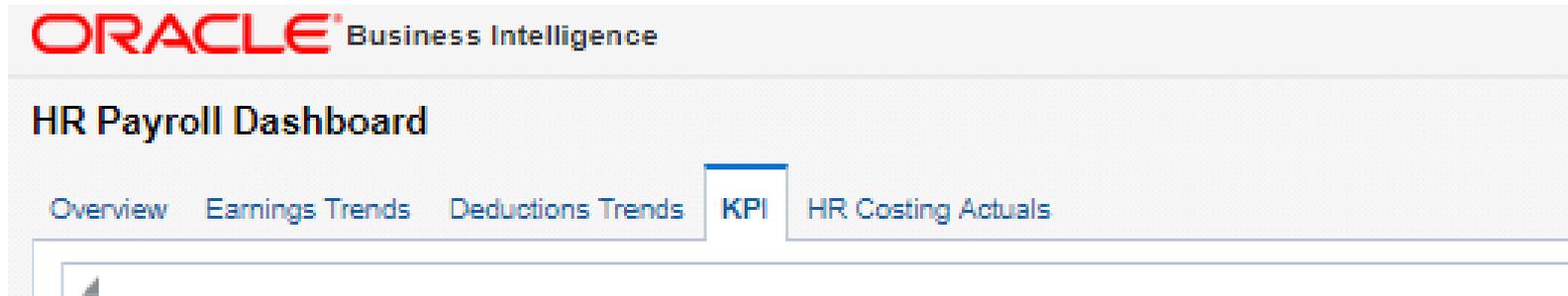
## Question 3:

What is my department's Fiscal Year-to-Date Gross Pay? What is the average Gross Pay per Employee?



# KPI: Gross Pay and Averages

Step 1: Navigate to the KPI dashboard page.



# KPI: Gross Pay and Averages

Step 2: The KPI Dashboard page defaults to the current fiscal year. The top line of KPIs include measures for Gross Pay, Deductions, Taxes and Net Pay. The Year-to-Date Gross Pay is \$121,460,569.87.

The screenshot displays the HR Payroll Dashboard with the 'KPI' tab selected. It features a filter section with dropdown menus for Calendar Type (Fiscal Year), Fiscal Year (2019), VP Unit Name, Union, Job Description, AVP Unit / Faculty Name, Pay Grade, Job Code, Department Name, Regular / Temporary, Employee Type, Department Number, Full-Time / Part-Time, and Employee Class. Below the filters, the '2019 Fiscal Year Payroll Overview' is shown with three main metrics: Net Pay Overview (\$121,460,569.87 Gross Pay), Total Deductions (\$8,843,255.11), and Total Taxes Employee (\$28,210,530.00). The 'Employer Contributions & Costs' section shows Benefits Total Employer Cost (\$15,550,550.75) and Total Taxes Employer (\$7,249,372.92). Each metric includes a brief explanatory note.

2019 Fiscal Year Payroll Overview		
<b>Net Pay Overview</b> <b>\$121,460,569.87</b> <u>Gross Pay</u> <small>Amount of an employee's remuneration including regular pay, overtime pay, stipends, etc. before any deductions are made.</small>	<b>\$8,843,255.11</b> <u>Total Deductions</u> <small>Amounts deducted from an employee's gross pay for Benefits (voluntary and involuntary). Employee deductions do not include taxes.</small>	<b>\$28,210,530.00</b> <u>Total Taxes Emp</u> <small>The employee share of statutory withholdings, payable to Receiver General and the Ministry of Finance. Amounts include Canadian Pension Plan, Employ...</small>
Employer Contributions & Costs		
<b>\$15,550,550.75</b> <u>Benefits Total Employer Cost</u> <small>Amount paid by McMaster University towards employee benefits.</small>	<b>\$7,249,372.92</b> <u>Total Taxes Employer</u> <small>The employer share of statutory government withholdings, payable to Receiver General and the Ministry of Finance. Amounts include Canada Pensi...</small>	

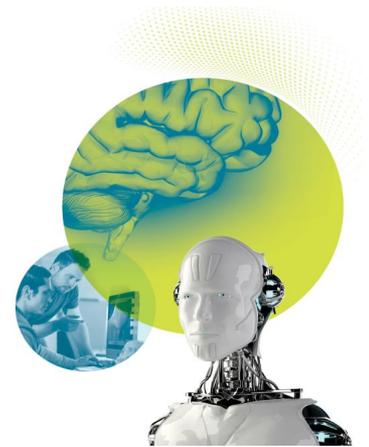
# KPI: Gross Pay and Averages

Step 3: The bottom line of KPIs displays averages per employee. The first of these KPIs shows that the average Gross Pay per employee was \$10,691.01.

<b>Gross Pay</b>	<b>Total Deductions</b>	<b>Total Taxes Employee</b>	<b>Net Pay</b>
Amount of an employee's remuneration including regular pay, overtime pay, stipends, etc. before any deductions are made.	Amounts deducted from an employee's gross pay for Benefits (voluntary and involuntary). Employee deductions do not include taxes.	The employee share of statutory government withholdings, payable to Receiver General. Amounts include Canadian Income Tax, Canada Pension Plan, Employment Insuranc...	Employee's take-home pay after deductions and taxes.
<b>Employer Contributions &amp; Costs</b>			
<b>\$15,550,550.75</b>	<b>\$7,249,372.92</b>	<b>\$22,799,923.67</b>	
<b>Benefits Total Employer Cost</b>	<b>Total Taxes Employer</b>	<b>Employer Contributions &amp; Costs</b>	
Amount paid by McMaster University towards employee benefits.	The employer share of statutory government withholdings, payable to Receiver General and the Ministry of Finance. Amounts include Canada Pensi...	The combined cost of Employer Paid Benefits and Employer Paid Taxes.	
<b>Average Net Pay by Employee</b>			
<b>\$10,691.01</b>	<b>\$778.39</b>	<b>\$2,483.10</b>	<b>\$7,429.52</b>
<b>Average Gross Pay</b>	<b>Average Deductions</b>	<b>Average Taxes Employee</b>	<b>Average Net Pay</b>
Average per employee of Gross Pay.	Average per employee of Total Deductions.	Average per employee of Total Taxes Employee.	Average per employee of Net Pay.
  Prepared by the Office of Institutional Research and Analysis			

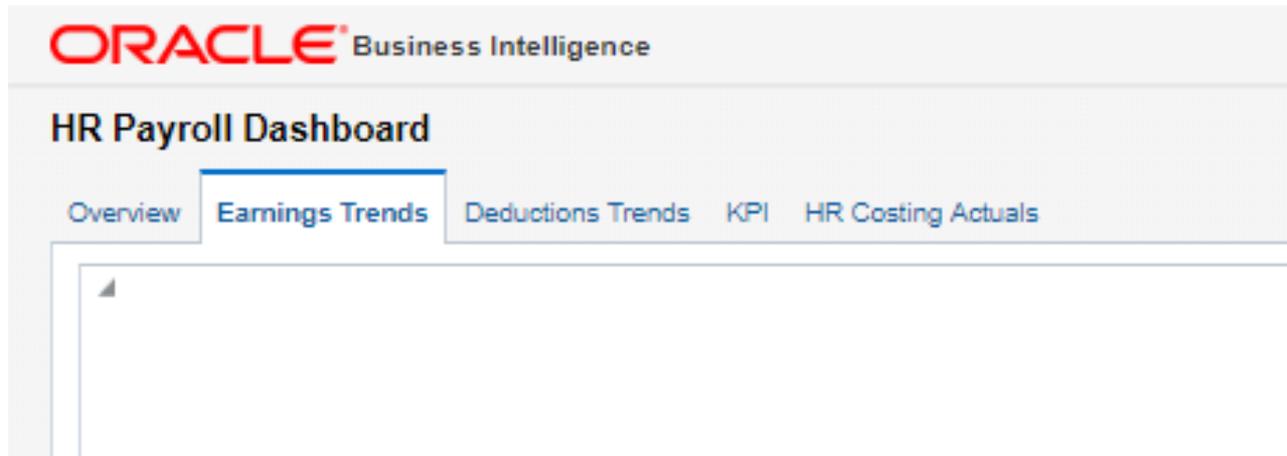
## Question 4:

There is a spike in Gross Pay in December 2017. What is the cause of this increase?



# Investigating Increase in Gross Pay

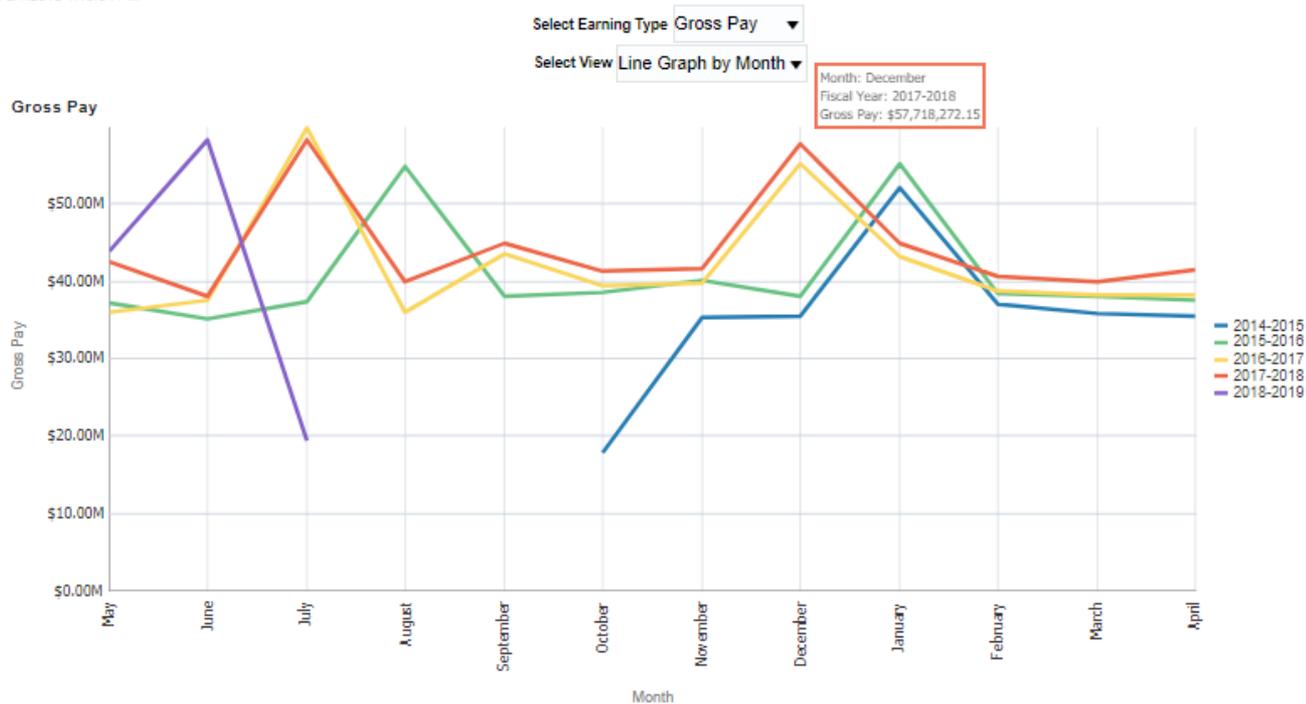
Step 1: Navigate to the Earnings Trends dashboard page.



# Investigating Increase in Gross Pay

Step 2: The first chart displays trends in Gross Pay by month. You may notice spikes in the Gross Pay each year in December or January.

Payroll Earnings Trend by Earning Type  
Time run: 8/1/2018 1:13:54 PM



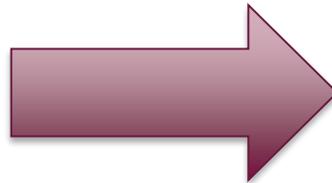
# Investigating Increase in Gross Pay

Step 3: Use the 'Select View' drop-down menu to select 'Table', then click the 'Month' column header to drill-down to 'Month Name', then click 'Month Name' to drill-down to 'Date' in order to view individual pay period end dates.

Select Earning Type **Gross Pay** ▼

Select View **Table** ▼

Fiscal Year	Month	Gross Pay
2014-2015	October	\$17,769,682.01
	November	\$35,320,008.11
	December	\$35,506,540.63
	January	\$51,986,514.58
	February	\$37,054,696.05
	March	\$35,887,524.57
	April	\$35,504,329.26
	<b>2014-2015 Total</b>	
2015-2016	May	\$37,230,809.70
	June	\$35,192,606.42
	July	\$37,416,469.67
	August	\$54,723,215.12
	September	\$38,004,565.98
	October	\$38,495,787.89
	November	\$40,147,311.57



Select Earning Type **Gross Pay** ▼

Select View **Table** ▼

Fiscal Year	Month	Month Name	Date	Gross Pay
2014-2015	October	2014 / 10	10/25/2014	\$17,769,682.01
	November	2014 / 11	11/8/2014	\$17,400,557.90
			11/22/2014	\$17,919,450.21
	December	2014 / 12	12/6/2014	\$18,056,071.85
			12/20/2014	\$17,453,212.59
			12/24/2014	<b>-\$3,043.81</b>
			12/25/2014	\$300.00
	January	2015 / 01	1/3/2015	\$15,857,930.27
			1/17/2015	\$18,088,356.73
			1/31/2015	\$18,040,227.58
	February	2015 / 02	2/14/2015	\$18,829,199.69
2/21/2015			\$0.00	
2/28/2015			\$18,225,496.36	
March	2015 / 03	3/14/2015	\$18,099,118.60	
		3/28/2015	\$17,788,405.97	

# Investigating Increase in Gross Pay

Step 4: Scrolling down to December, 2017 (you may need to expand the table using the arrows at the bottom), we can see that December 2017 had three pay period end dates, whereas most other months have only two. This accounts for the spike in pay that we originally wanted to investigate.

October	2017 / 10	10/7/2017	\$20,915,093.28
		10/21/2017	\$20,448,636.96
November	2017 / 11	11/4/2017	\$20,325,988.13
		11/18/2017	\$21,262,951.82
December	2017 / 12	12/2/2017	\$20,215,781.40
		12/16/2017	\$19,730,190.97
		12/19/2017	\$20,834.67
		12/30/2017	\$17,756,645.45
		12/31/2017	-\$5,180.34
January	2018 / 01	1/13/2018	\$24,733,679.89
		1/27/2018	\$20,135,044.76
February	2018 / 02	2/10/2018	\$20,258,681.11
		2/24/2018	\$20,340,469.88



# Contact Information

If you have any questions contact:

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