

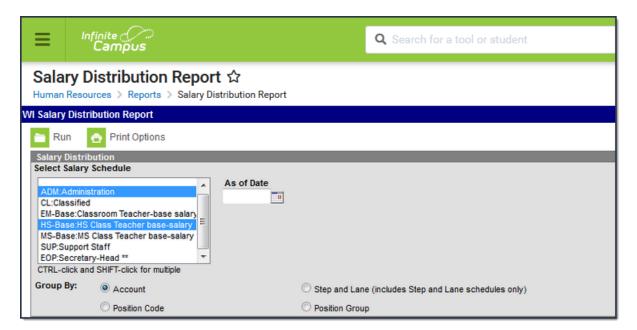
Salary Distribution Report

Last Modified on 03/22/2024 11:59 am CDT

Generating the Report | Printing the Report | Printed Report Examples

Tool Search: Salary Distribution Report

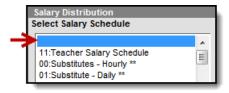
The Salary Distribution Report includes multiple options for reporting FTE, salary, and step and lane schedules for employees. This report is especially useful for users who do not have access to budget information in Campus.



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...



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.

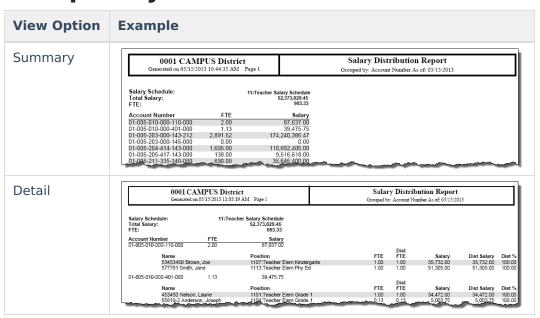
Result

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

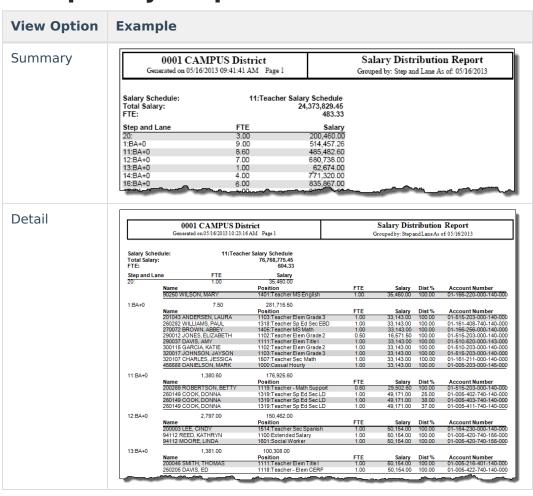




Grouped By Position Code

View Option	Example			
Summary	0001 CAMPUS Di Generated on 05/15/2013 11:44:5			ibution Report Code As of: 05/15/2013
	Salary Schedule: Total Salary: FTE:	11:Teacher Salary Schedule 24,748,472.25 460.63		
	Position 1101:Teacher Elem Grade 1102:Teacher Elem Grade 2 1103:Teacher Elem Grade 3	70.50 3,9	Salary 163,030.75 128,671.50 126,980.00	
	1104:Teacher Elem Grade 4 1105:Teacher Elem Grade 5 1106:Teacher MS Grade 6	77.00 4,7	41,120.00 796,793.00 818,877.00	
Detail	0001 CAMPUS Distric		Salary Distribu	
Detail				
20tan	Salary Schedule: 11:Teacher Salary Sche Total Salary: FTE:		Crouped by . 1 osition Cou	
2000.	Salary Schedule: 11:Teacher Salary Sche Total Salary:	edule 142,891.00	. ,	Dist % Account Number
	Salary Schedule: 11:Teacher Salary Sche Total Salary: FTE: Position FTE 1600:School Nurse 1.00 Name 80322 McKenzie, Ann	edule 142,891.00 3.00 Salary 61,217.00 Position 1600.School Nurse	FTE Salary	Diet % Account Number 35.00 01-005-420-740-154-000 65.00 01-005-720-000-154-000

Grouped By Step and Lane





Grouped By Position Group

/iew Option	Example	9					
Summary		0001 CAMPUS District Generated on 05/16/2013 11:55:39 AM Page 1		Salary Distribution Report Grouped by: Position Group As of: 05/16/2013			
	Salary Sched Total Salary: FTE: Position Gro 01:Individual 02:Admin/Co 06:Secretaria	up Contract ordinators	4,1 FTE 37,19 22.00 36.88	82,256.50 96.07 Salar 913,159.2 2,367,237.2 901,859.9	18 18		
		0001 CAMPUS District Generated on 05/16/2013 11:59:36 AM Page 1		Salary Distribution Report Grouped by: Position Group As of 05/16/2013			
Detail	Ge						
Detail	Ge Salary Schedule: Total Salary: FTE:						
Petail	Salary Schedule: Total Salary:		Page 1 2,036,370.80				