The Payroll Information Extract (PIE) is designed to provide organizations the ability to access detailed payroll and/or labor distribution (LD) information. The requestor submits the parameters for the report; the information is extracted and delivered as an excel spreadsheet to the UAB Report Viewer. The requestor receives an email notice once the report has been generated and available in the UAB Report Viewer.

HR Officer > HR Data Views > Payroll Information Extract (PIE)

The Payroll Information Extraction form will open.
Payroll Information Extract (PIE): Labor Distribution (LD) Extract

The top portion of the extract is used to establish the *type of data* and *date ranges* desired by the requestor.

In the *Data* section, click the *radio button* next to LD.

*Labor Distribution (LD)* data refers to the account strings in which salary/trainee dollars and associated CFB dollars are costed/posted to as of the date extract is generated.

The requestor may elect to receive *detail* or *summary* information on the report.

Selecting the *LD/Detail* radio buttons will produce a report with this information.

**Columns in Both Extracts**
- FULL NAME
- EMPLOYEE NUMBER
- BLAZERID
- EMAIL ADDRESS
- ASSIGNMENT NUMBER
- PRIMARY FLAG
- EMPLOYMENT CATEGORY
- PAYROLL NAME
- DATE EARNED
- PERIOD NAME
- PAY PERIOD START DATE
- PAY PERIOD END DATE
- ASSIGNMENT ORGANIZATION
- TIMEKEEPING ORGANIZATION
- ASS ORG UNIT
- LOCATION
- JOB
- POSITION
- ELEMENT NAME
- REPORTING NAME
- FTE
- CFB CODE
- CFB RATE
- SHIFT DIFF CODE
- PREMIUM PLAN
- TENURE STATUS
- TENURE TRACK DATE
- TENURE AWARD DATE
- TENURE REVIEW DATE
- SPECIAL TENURE CIRCUMSTANCES

**LD Extract Only**
- TRANSACTION DATE
- SOURCE TYPE
- ACCOUNT STRING
- ASBQF
- GL ACCOUNT
- GL SUBACCOUNT
- GL BALANCING
- GL ORGANIZATION
- GL FUTURE
- GL OBJECT
- PTAC
- GA PROJECT NUMBER
- GA TASK NUMBER
- GA AWARD NUMBER
- GA EXPENDITURE ORGANIZATION
- GA EXPENDITURE TYPE
- A21 CODE NUMBER
- A21 CODE
- DISTRIBUTION AMOUNT

Updated 05-OCT-2017
In the Data Type/Date Range > Type section, three decisions should be made with regard to the extraction criteria.

1. Determine if the extract should be based on the Calendar (Jan-Dec) or Fiscal (Oct – Sep) year.
2. Determine if the extract should be based on the Date Earned* or Transaction Date*.
3. Which time period should be selected:
   a. All (four quarters)
   b. Individual quarters (Q1, Q2, Q3 or Q4)

*Date Earned = Period in which effort was expended; therefore payment was earned.
*Transaction Date = Date the action was posted to GA or GL Account.
Payroll Information Extract (PIE): Labor Distribution (LD) Extract

The requestor must consider the **Type** and **Date** sections collectively. **The requestor may retrieve data from any 12-month period.** Dependent on the time period selected, the **Date (Calendar)** field will enable the requestor to input the desired date range.

**LD > Calendar > Date Earned > All/Q1/Q2/Q3/Q4**

**LD > Fiscal > Date Earned > All/Q1/Q2/Q3/Q4**

**LD > Calendar > Transaction Date**

**LD > Fiscal > Transaction Date**

---

The information delivered will be limited to only active assignments within the requestor’s assigned HR organizational access earning pay during the date range entered.
The requestor may utilize parameters in the **Main Criteria** portion to specify *who* and the *type of pay classifications* to include on the report. A single parameter or a combination of parameters can be utilized; however, the information delivered is restricted according to the requestor’s HR organizational security.

Leaving the **Main Criteria** parameter fields blank could potentially produce a large report exceeding Excel’s 64,000 line limit.

To select an individual by employee number, type in the individuals’ **7-digit employee number** in the **Employee#** parameter field and press the **Tab** key on the keyboard. The employee’s name will populate in the field.

To select an individual by name, type the individual’s name (**Last Name, First Name**) or type a **partial value** including the **percent (%) sign** directly in the **Name** parameter field and press the **Tab** key on the keyboard. A listing of available names will appear. Select the appropriate person then select **OK**.
Extract criteria may also be filtered by organization code.

To select an organization, the requestor may use partial values (i.e. letters or numbers) and the percent (%) sign. Select the correct organization then select OK.

![Image](image1.png)

*Note: Leaving the Organization parameter blank will extract information for all organizations to which the requestor has access.*

If the Organization parameter field is populated, the user has the option of choosing to include all Child Orgs. In the example above, the organization 311400000 Department of Medicine Chair Office would have multiple child orgs under their organizational hierarchy. Rather than having to run multiple separate reports, the user would only have to run one report if they mark the checkbox to Include Child Orgs.

![Image](image2.png)

To use the Job parameter field as a query option, enter the job code and/or job name or use the percent (%) sign and any applicable numbers or letters and press Tab key. All available listings will appear. Select the appropriate job then select OK.

![Image](image3.png)
Data may also be filtered according to the *Element Set*. The default, **UAB PIE ALL**, includes all pay elements.

To further define the element set, select the **LOV** and a listing of element categories will appear. Select the *element set name* then select **OK**.

Using the *Element* parameter enables the requestor to view the specific elements that are associated with an *Element Set*. Select the **LOV** and all elements pertaining to the defined element set will appear. Select a specific *element* then select **OK**.

To request only individuals with a specific payroll, use the *Payroll Type* parameter. Place the cursor in the field and the **LOV** activates. Click the **LOV** and all applicable payroll types will appear. Select the correct payroll type and select **OK**.

**Note:** Selecting *Monthly* payroll type limits report information to *staff employees* with a payroll type of monthly based upon defined parameters.
Use the **Assignment Category (Asmt Category)** parameter to limit report information to a specific employment category. Place the cursor in the field and the **LOV** activates. Click the **LOV** and all applicable employment categories will appear. Select the correct category and select **OK**.

---

*Note:* When using multiple parameters to limit report content, it is important to remember the extract reads each parameter as an “**AND**” statement. All parameters must be “**TRUE**” for the information to display on the report.

Choosing to run an **LD PIE** opens the **Account Criteria** section of the extract. This allows the requestor to extract **LD data for a specific account or account range**. The two options are **GL (general ledger accounts)** and **PTAO (grants accounts)**. In the **Type** field, click on the radio button beside the type of account from which data will be extracted.

**GL Account Segments**
The requestor may enter one or more segments of an account string for query. The information delivered will be limited to active assignments within the requestor’s assigned HR organizational access earning pay during the date range entered.

Also included in the Account Criteria section of the PIE form is the A-21 Code filter. Users may use this filter in order to pull only those accounts that have a specific A-21 code. Place the cursor in the field to active the LOV. Click the LOV and all applicable options will appear. Highlight the correct A-21 Code and select OK.

After entering the necessary parameters, click Submit.

The Note box will inform the requestor that the report will be available upon completion in the UAB Report Viewer.

A request id number will also be included should the requester experience any problems accessing the extract.
The requestor will receive an email with instructions to access the report.

To access the report, the user must login to the UAB Report Viewer. The user may utilize the hyperlink provided in the email notification, or login by navigating to the Administrative Systems website at http://uab.edu/adminsys/ and clicking on the UAB Report Viewer button.

The PIE report may be accessed by clicking on the hyperlink under the Report Name column. A window similar to the one below will appear, select Save As.

The Save As window will open with the File Name of payroll_information_extract_id number. The file will save as a Microsoft Excel Worksheet. The requestor should select the appropriate file location.
Once the location has been selected, click **Save**.

The **Download Status Box** will appear indicating that the download has completed. Select **Open**. The spreadsheet will launch.

```
The payroll_information_extract_86067357.xls download has completed.
```

**Sample PIE Report**