

## Viewing Detailed Payroll/Benefit Information in WISDM

1. Set up fields to view in WISDM. Navigation: Payroll > Salary Fringe Search.
2. Fill in search parameters, such as Department ID, Employee Name, Accounting Period, etc.
3. Activate the “Detail Only” checkbox.
4. Click Submit.

UNIVERSITY OF WISCONSIN SYSTEM  
**WISDM**  
Wisconsin Data Mart for PeopleSoft Financials

Main Menu Comment [Add to Favorites](#)

Departments  
Projects  
AP/PO  
Payroll **Encumbrance Search**  
Other **Salary/Fringe Search**  
My Favorites SFD Transaction Search  
My Profile Tuition Remission Search  
Help  
Administration  
Logout

**SEARCH CRITERIA**

Fund  
Dept starts with 030  
Project  
Account  
Employee (Name or Empl ID)  
Empl Rec Nbr  
Empl Class  
Job Title starts with  
Legacy Appt ID  
Accounting Period is exactly  
Pay Run ID  
U Ver Nbr (SCT ID)  
Transaction Type  Salaries  Fringes  Both  
Detail Only  (Check = yes)  
Output Web

Submit [Reset Search](#)

5. When results appear, click on “Pick Custom Columns” hyperlink

UNIVERSITY OF WISCONSIN SYSTEM  
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Main Menu Comment [UWMSN - 2013](#)

Department: 030 View as: Web [Go](#)  
[Pick Custom Columns...](#)  
 Include Earn Dates  
[Back to Search](#)

Empl ID	Empl Rec Nbr	Name	Fund	Dept	Prog	Acct	Project/Grant	Acct Descr	Descr	Source	Date Posted	Line No	Monetary Amt	GL Jrnl ID	Jrnl Date	Empl Class	Empl Class Descr	Title	Pay Run ID	Pay Run Descr	Pay
		BOGAN									2012							ACCOUNTANT	01JUL12-		

6. Select ALL fields, except Sub-class, Legacy Appt ID, U Ver Nbr and Last Opr ID, then click Update.

### Pick Custom Columns

Check the columns you wish to see on the current page, then click "Update" to refresh the page with the new column view. You can also choose "Reset to Defaults" to revert your column profile to the default layout.

All Columns

- Chartfields
  - Fund
  - Dept
  - Project
  - Program
  - Acct
  - Sub-Class
- Chartfield Descriptions
  - Acct Descr
- Journals
  - Line Descr
  - Source
  - Journal ID
  - Journal Date
  - Journal Line
  - Date Posted
  - Monetary Amount
- Payroll
  - Legacy Appt ID
  - Employee Name
  - Empl ID
  - Empl Rec Nbr
  - Empl Class
  - Empl Class Descr
  - Job Title
  - Pay Run ID
  - Pay Run Descr
  - Pay Per
  - Pay Group
  - Pay Group Descr
  - Check Date
  - PMT Begin Date
  - PMT End Date
  - Off Cycle Flag
  - U Ver Nbr
  - Last Opr ID

7. Column order can be re-arranged by using right and left arrows. Sort by clicking on column headings.

Empl ID	Empl Rec Nbr	Name	Empl	Dept	Proj	Acct	Project/Grant	Acct Descr	Descr	Source	Date Posted	Line No	Monetary Amt	GL Jnl ID	Jnl Date	Empl Class	Empl Class Descr	Title	Pay Run ID	Pay Run Descr	Pay Per	Pay Group	Pay Group Descr	Check Dt	Pay Begin Dt	Pay End Dt
00000000	0	XXXXXXXXXX H	136	030801	1	1601		LTE - Hourly	2012 Biweekly Jul A	HRS	7/20/2012	2721	88.75	P100000027	7/19/2012	CL	Classified LTE	SENIOR	2012BW07A	01JUL12-14JUL122012 Biweekly Jul A	201207A	HLR	LTE No IC & IC 19	7/26/2012	7/1/2012	7/14/2012
00000000	0	XXXXXXXXXX RY	101	030500	1	1531		Classified - Hourly	2012 Biweekly Jul A	HRS	7/20/2012	82	2,240.00	P100000027	7/19/2012	CP	Classified Permanent	SENIOR	2012BW07A	01JUL12-14JUL122012 Biweekly Jul A	201207A	HPR	PermPrj No IC & IC 19	7/26/2012	7/1/2012	7/14/2012

#### Items To Search or Sort On:

- Employee Name – review payroll and employer share benefit payments for a particular employee
- Accounting Period – review all payments, including those not associated with scheduled pay periods. These include Off Cycle payrolls, Benefit Billing charges, and salary transfers
- Description/Pay Run Description/Pay Period/Pay Group – allows viewing of unusual or unexpected transactions, e.g., a C-Basis (9-month academic year) employee being paid during the summer months
- Account Codes – review payments for an employee type, such as a summer service or summer session, benefits such as health insurance (1921), retirement (1942 or 1907), income continuation (1943 or 1908), Medicare (1910), social security (1915) or life insurance (1925)
- Searching on a health insurance account code (1921), then sorting by employee type allows viewing of unusual transactions, such as health insurance being paid for student employees