

## How to view payroll data

The NHIDIST form .....	1
Fields captured from the NHIDIST form .....	2
Field definitions .....	2
How to use the NHIDIST form .....	5





## Fields captured from the NHIDIST form

Pay Event				Position			ECLS	RUCL	Fund	Orgn	Acct	Prog
	18				19		20	21	22	23	24	25

Actv	Locn	F Doc No	PBUD Doc	Fisc
26	27	28	29	30

### Field definitions

	Item	Description
1	Finance Document Number	Do not populate this field.
2	COA (Required)	Chart of accounts code. "1" represents McGill University's set of books.

## How to view payroll data



	Item	Description
3	Index	McGill does not use this field.
4	Hierarchy Roll Up	<b>Unchecked</b> - all earnings and benefit values are displayed for the FOAPAL as they exist on the database. <b>Checked</b> - earnings and benefit data are rolled up to the FOAP fields specified in the key block.
5	From Date	Optional field. Use this field to query records after a certain date (e.g. June 1st on)
6	To Date	Optional field. Use this field to query records before a certain date (e.g. before July 1st)
7	Category (Required)	Indicates the category of data you would like displayed. The following categories are listed: Expenses, Liabilities, Encumbrances, Accruals (Defer Pay), Payout (Defer Pay), Clearing Acct, Fine Actuals, Budget.
8	Fund (Required)	Represents the Fund code (Source and restriction of money).
9	Organization (Required)	Represents the Organization code (Departmental entities or budgetary unit responsible for the transaction).
10	Account	Represents the Account code (Nature of expenditures, revenues, assets, liabilities, and fund balances).
11	Program	Represents the Program code (functional reporting classification for tracking the use of funds).
12	Activity	Represents the Activity code (free form element use for independent reporting needs).
13	Location	Represents the Location code (free form element used to identify the physical whereabouts of financial activity).
14	ID	McGill identification number.
15	Last name	A McGill employee's family name.
16	First name	A McGill employee's given name.
17	MI	A McGill employee's middle initial or part of the name.



	Item	Description
18	Pay Event	<p>Made up of 4 fields: Year, Pay ID, Pay number, and sequence number (e.g. 2000 SM 14 00). A payroll contains multiple pay events (mostly regular paychecks).</p> <p><b>A:</b> Year of pay event (e.g. 2000)</p> <p><b>B:</b> Pay ID. Each pay is characterized by the following fields:                      Before Jan. 1 2001:  <b>SM</b> - semi monthly  <b>WK</b> - weekly trades  <b>WC</b> - weekly Casual  <b>XJ</b> - payroll journals  <b>XC</b> - paycheck cancellations  <b>XM</b> - manual cheques                      After Jan. 1 2001  <b>SM</b> - semi monthly  <b>WK</b> - weekly trades  <b>BC</b> - bi-weekly Casual (replaced WC)</p> <p><b>C:</b> Pay number assigned sequentially for that year (e.g. SM 14 = semi-monthly pay July 31 (14th pay since Jan. 1st). Exceptions for XJ, XC, XM. In these cases the closest semi-monthly pay is used.</p> <p><b>D:</b> Sequence Number. 00 represents normal pays. Other numbers are only used for exceptional pay events.</p>
19	Position	Position to which the transactions have been applied.
20	ECLS	Employee Class. Only used after January 1st, 2000.
21	RUCL	Rule Class Code. Indicates the type of transaction detail.
22	Fund	Represents the Fund code (Source and restriction of money).
23	Orgn	Represents the Organization code (Departmental entities or budgetary unit responsible for the transaction).
24	Acct	Represents the Account code (Nature of expenditures, revenues, assets, liabilities, and fund balances).
25	Prog	Represents the Program code (functional reporting classification for tracking the use of funds).

## How to view payroll data



	Item	Description
26	Actv	Represents the Activity code (free form element use for independent reporting needs).
27	Locn	Represents the Location code (free form element used to identify the physical whereabouts of financial activity).
28	F Doc No	Document number identifying the audit trail for feeds from the payroll system.
29	PBUD Doc	Used after January 1st, 2000. Document number of the data being interfaced to the Finance Budget module (Position Budget transactions).
30	Fisc	Fiscal year of posted transactions.
31	Earn	Earning code.
32	BDCA	Code identifying the benefit/deduction combination.
33	Hours	Total hours worked by the employee.
34	Amount	Amount of transaction.
35	D/C	Debit/Credit indicator.
36	Net	Net total of all transactions.

## How to use the NHIDIST form

---

### Before you start

You cannot use the form **NHIDIST** unless you have security access to view payroll data. To obtain access to payroll data, fill out **Section 3** of the **Banner Finance Information System Application/Authorization** and have it signed by the appropriate Fund Holder(s).

### Querying

- 1 Select the form **NHIDIST** from the **Fast Track Menu** or type **NHIDIST** in the **Direct Access** field and press Enter.
- 2 Tab to the **Fund** field and enter your Fund code.
- 3 Click on the **Next Block** icon  or use Ctrl-Page Down if you prefer using your keyboard.
- 4 You can either enter more search criteria in the field of your choice (remember to use the wildcard symbol %) or press F8 to get all the payroll information for your fund.