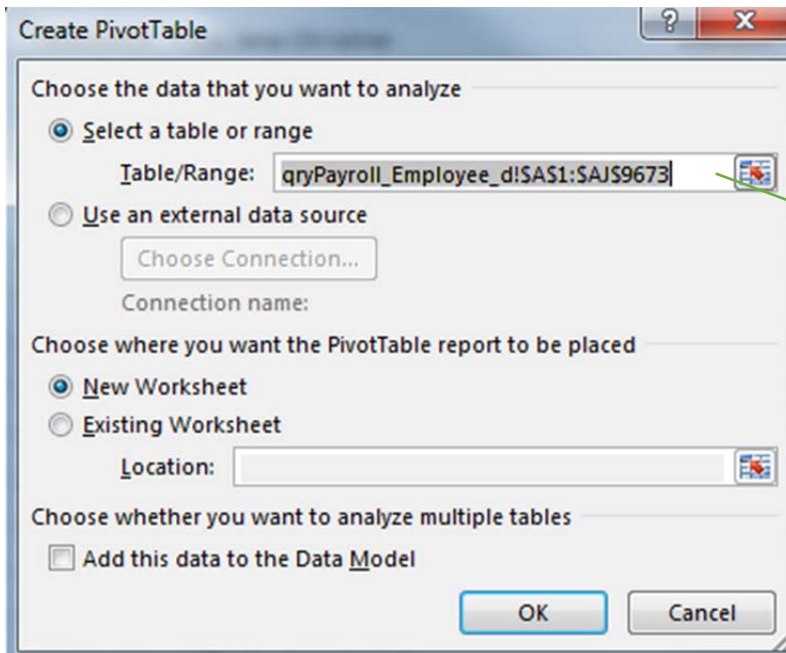
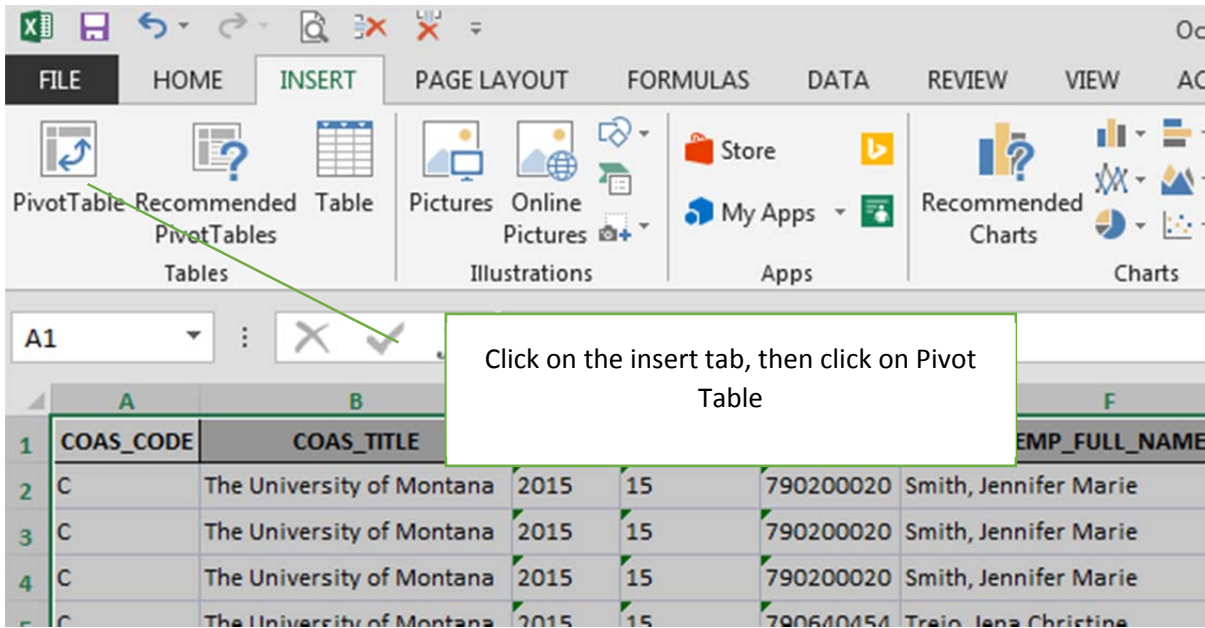


Pivot table with Payroll data – This includes instructions to create a pivot table which is not necessary each month, see page 20 to just replace the next month’s data, update the data source and refresh

The screenshot shows the Microsoft Excel interface with the following ribbon tabs: FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW, and ACROBAT. The user name 'Cindy Johnson' is visible in the top right corner. The formula bar shows 'COAS_CODE' in cell A1. The data table below has the following columns: COAS_CODE, COAS_TITLE, FSYR_4D, FSYR_CODE, EMP_ID, EMP_FULL_NAME, EMP_PIDM_DIST, PAY_CAT, PAY_CAT_DESC, PAY_YEAR, PAY_ID, PAY_NO, YEAR_PICT_PAYNO, and PAY_S. A green box highlights the data from row 5 to row 8, with the text 'Select all the data that was exported' inside the box.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	COAS_CODE	COAS_TITLE	FSYR_4D	FSYR_CODE	EMP_ID	EMP_FULL_NAME	EMP_PIDM_DIST	PAY_CAT	PAY_CAT_DESC	PAY_YEAR	PAY_ID	PAY_NO	YEAR_PICT_PAYNO	PAY_S
2	C	The University of Montana	2015	15	790200020	Smith, Jennifer Marie	519716	D	Benefit Expense	2014	SP	20	2014SP 020	
3	C	The University of Montana	2015	15	790200020	Smith, Jennifer Marie	519716	D	Benefit Expense	2014	SP	20	2014SP 020	
4	C	The University of Montana	2015	15	790200020	Smith, Jennifer Marie	519716	A	Earnings	2014	SP	20	2014SP 020	
5	C	The University of Montana	2015	15	790200020	Smith, Jennifer Marie	1065630	D	Benefit Expense	2014	SP	20	2014SP 020	
6	C	The University of Montana	2015	15	790200020	Smith, Jennifer Marie	1065630	D	Benefit Expense	2014	SP	20	2014SP 020	
7	C	The University of Montana	2015	15	790200020	Smith, Jennifer Marie	1140286	D	Benefit Expense	2014	SP	20	2014SP 020	
8	C	The University of Montana	2015	15	790200020	Smith, Jennifer Marie	1065630	A	Earnings	2014	SP	20	2014SP 020	
9	C	The University of Montana	2015	15	790712705	Bell, Mariah J.	1140286	A	Earnings	2014	SP	20	2014SP 020	
10	C	The University of Montana	2015	15	790615167	Carns, Kevin John	1039667	D	Benefit Expense	2014	SP	20	2014SP 020	
11	C	The University of Montana	2015	15	790615167	Carns, Kevin John	1039667	D	Benefit Expense	2014	SP	20	2014SP 020	
12	C	The University of Montana	2015	15	790623403	Hursh, Andrew James	1048115	D	Benefit Expense	2014	SP	20	2014SP 020	
13	C	The University of Montana	2015	15	790623403	Hursh, Andrew James	1048115	D	Benefit Expense	2014	SP	20	2014SP 020	
14	C	The University of Montana	2015	15	790707222	Seirer, Jami Jean	1134689	D	Benefit Expense	2014	SP	20	2014SP 020	
15	C	The University of Montana	2015	15	790707222	Seirer, Jami Jean	1134689	D	Benefit Expense	2014	SP	20	2014SP 020	
16	C	The University of Montana	2015	15	790681504	Nasto, Megan Kelly	1108288	D	Benefit Expense	2014	SP	20	2014SP 020	
17	C	The University of Montana	2015	15	790681504	Nasto, Megan Kelly	1108288	D	Benefit Expense	2014	SP	20	2014SP 020	
18	C	The University of Montana	2015	15	790615167	Carns, Kevin John	1039667	A	Earnings	2014	SP	20	2014SP 020	
19	C	The University of Montana	2015	15	790557553	Wiggins, Haley Laning	981997	A	Earnings	2014	SP	20	2014SP 020	
20	C	The University of Montana	2015	15	790623403	Hursh, Andrew James	1048115	A	Earnings	2014	SP	20	2014SP 020	
21	C	The University of Montana	2015	15	790643408	Castle, Sarah Christine	1068744	A	Earnings	2014	SP	20	2014SP 020	
22	C	The University of Montana	2015	15	790707222	Seirer, Jami Jean	1134689	A	Earnings	2014	SP	20	2014SP 020	
23	C	The University of Montana	2015	15	790557553	Wiggins, Haley Laning	981997	D	Benefit Expense	2014	SP	20	2014SP 020	
24	C	The University of Montana	2015	15	790643408	Castle, Sarah Christine	1068744	D	Benefit Expense	2014	SP	20	2014SP 020	
25	C	The University of Montana	2015	15	790643408	Castle, Sarah Christine	1068744	D	Benefit Expense	2014	SP	20	2014SP 020	



FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT ANALYZE DESIGN Cindy John...

Active Field: [] Drill Down Drill Up Group

Field Settings Filter Insert Slicer Insert Timeline Filter Connections Refresh Change Data Source Data Actions Calculations PivotChart Recommended PivotTables Show Tools

A3

PivotTable1

To build a report, choose fields from the PivotTable Field List

This side is where the data will appear

This side is where you select fields to drag down to the areas below

PivotTable Fields

Choose fields to add to report:

- COAS_CODE
- COAS_TITLE
- FSyr_4D
- FSyr_CODE
- EMP_ID
- EMP_FULL_NAME
- EMP_PIDM_DIST
- PAY_CAT
- PAY_CAT_DESC
- PAY_YEAR
- PAY_ID
- PAY_NO
- YEAR_PICT_PAYNO

Drag fields between areas below:

FILTERS COLUMNS

ROWS VALUES

Defer Layout Update UPDATE

Sheet1 qryPayroll_Employee_d

Oct 2014.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT ANALYZE DESIGN Cindy John...

Active Field: Sum of Amount
 Drill Down Drill Up Group
 Insert Slicer Insert Timeline Refresh Change Data Source Actions Calculations PivotChart Recommended PivotTables Show
 Field Settings Active Field Filter Data Tools

A4 : X ✓ fx Sum of Amount

	A	B	C	D	E
1	PAY_ID	(All)			
2	PAY_SEQ	(All)			
3					
4	Sum of Amount	Column Labels			
5	Row Labels	Benefit Expense	Earnings	Grand Total	
6	Abrahamson, Ilana Lavinia	2143.72	4475	6618.72	
7	790564045	2143.72	4475	6618.72	
8	M64953	1981.59	4029.64	6011.23	
9	MAF002	162.13	445.36	607.49	
10	Adams, Earle R.	27.02	82.33	109.35	
11	790210473	27.02	82.33	109.35	
12	MAF002	27.02	82.33	109.35	
13	Adams, James Stewart	1351.08	2366.29	3717.37	
14	790255834	1351.08	2366.29	3717.37	
15	M64958	39.72	32.23	71.95	
16	M65007	276.51	420.54	697.05	
17	MAF002	3.6	6.68	10.28	
18	MFR001	249.68	461.73	711.41	
19	MFR012	13.72	25.32	39.04	
20	MFRI06	767.85	1419.79	2187.64	
21	Affleck, David L.	2628.07			
22	790564263	2628.07			
23	MFRI05	2023.62			
24	MFRR05	604.45			
25	Akram, Mohammad Faez	88.14			
26	790651766	88.14			
27	MAF002	88.14			
28	Allison, Gay Shaw	1212.97	2721.96	3934.93	
29	790178302	1212.97	2721.96	3934.93	
30	M66120	970.4	2177.57	3147.97	
31	M66121	242.57	544.39	786.96	
32	Allred, Brad W	2071.24	6202.2	8273.44	

PivotTable Fields

Choose fields to add to report:

- BDCA_EARN_TITLE
- ACCT_CODE
- ACCT_TITLE
- FOP
- FUND_CODE
- FUND_TITLE
- ORGN_CODE
- ORGN_TITLE
- PROG_CODE
- PROG_TITLE
- ACTV_CODE
- ACTV_TITLE
- Amount

Drag fields between areas below:

FILTERS: PAY_ID, PAY_SEQ

COLUMNS: PAY_CAT_DESC

ROWS: EMP_FULL_N..., EMP_ID, ACCI_CODE

VALUES: Sum of Amou...

Defer Layout Update UPDATE

Pull down fields (any ones you want) this is easy to customize (this is a drag and drop feature)

If this shows up as Count- just click on it and edit value field settings, also change number format to currency if you want

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT

Subtotals Grand Report Blank
Totals Layout Rows

Row Headers Banded Rows
Column Headers Banded Columns

PivotTable Style Options

A4

Change Design features – turn off Subtotals – turn off Grand Totals for rows and Columns

Change Report Layout to Show in Tabular Form, also click on Repeat All Item Labels

	Column Labels			
	Benefit Expense	Earnings	Grand Total	
6	Abrahamson, Ilana Lavinia	2143.72	4475	6618.72
7	790564045	2143.72	4475	6618.72
8	M64953	1981.59	4029.64	6011.23
9	MAF002	162.13	445.36	607.49
10	Adams, Earle R.	27.02	82.33	109.35
11	790210473	27.02	82.33	109.35

	A	B	C	D	E	F
1	PAY_ID	(All)				
2	PAY_SEQ	(All)				
3						
4	Sum of Amount			PAY_CAT_DESC		
5	EMP_FULL_NAME	EMP_ID	ACCI_CODE	Benefit Expense	Earnings	
6	Abrahamson, Ilana Lavinia	790564045	M64953	1981.59	4029.64	
7	Abrahamson, Ilana Lavinia	790564045	MAF002	162.13	445.36	
8	Adams, Earle R.	790210473	MAF002	27.02	82.33	
9	Adams, James Stewart	790255834	M64958	39.72	32.23	
10	Adams, James Stewart	790255834	M65007	276.51	420.54	
11	Adams, James Stewart	790255834	MAF002	3.6	6.68	
12	Adams, James Stewart	790255834	MFR001	249.68	461.73	
13	Adams, James Stewart	790255834	MFR012	13.72	25.32	
14	Adams, James Stewart	790255834	MFRI06	767.85	1419.79	
15	Affleck, David L.	790564263	MFRI05	2023.62	6972.58	
16	Affleck, David L.	790564263	MFRR05	604.45	2082.72	
17	Akram, Mohammad Faez	790651766	MAF002	88.14	275.39	
18	Allison, Gay Shaw	790178302	M66120	970.4	2177.57	

Your pivot table will now look like this, you can rearrange as need for various things. Now we need to exclude Health Insurance from the Benefit Expense

Subtotals Grand Totals Report Layout Blank Rows

Row Headers Banded Rows Column Headers Banded Columns

PivotTable Style Options PivotTable Styles

A5 Sum of Amount

Sum of Amount	PAY_ID	PAY_SEQ	ACCT_CODE	PAY_CAT_DESC	Benefit Expense	Earnings
	Abrahamson, Ilana Lavinia	790564045	M64953		1981.59	4029.64
	Abrahamson, Ilana Lavinia	790564045	MAF002		162.13	445.36
	Adams, Earle R.	790210473	MAF002		27.02	82.33
	Adams, James Stewart	790255834	M64958		39.72	32.23
	Adams, James Stewart	790255834	M65007		276.51	420.54
	Adams, James Stewart	790255834	MAF002		3.6	6.68
	Adams, James Stewart	790255834	MFR001		249.68	461.73
	Adams, James Stewart	790255834	MFR012		13.72	25.32
	Adams, James Stewart	790255834	MFR006		767.95	1419.79
	Affleck, David L.	790564263				6972.58
	Affleck, David L.	790564263				2082.72
	Akram, I	51766				275.39
	Allison, B	78302				2177.57
	Allison, B	78302				544.39
	Allred, B	00960				3131.15
	Allred, B	00960				3161.15
	Alspaugh, J	37295				27.8
	Anderson, J	16225	MAF002		209.75	523.87
	Arends, Lisa M.	06023	M64958		158.12	143.4
	Arends, Lisa M.	790206023	M65007		645.71	1197.92
	Arends, Lisa M.	790206023	MAF002		53.12	129.01
	Arends, Lisa M.	790206023	MFR001		305.17	762.87
	Arends, Lisa M.	790206023	MFR009		605.39	1470.31
	Armatas, Christopher Aden	790643808	MFRI05		1590.53	3599.58
	Armstrong, Terrel Leigh	790272278	MAF002		59.83	74.82
	Arrate, Teresa Joy	790616242	M64987		371.18	2960
	Atkinson, Katie L.	790720861	M69641		110.35	880
	Atkinson, Tyson Allen	790090196	M64848		499.44	2400
	Auge, Cynthia Riley Kay	790273838	M66137		32.6	260
	Babbitt, Rachel HaileyKatherine	790657601	MRA034		1.73	77.28
	Bahnmilller, Natalie D.	790608213	MAF002		92.51	245.71
	Ballantyne, Ashley P.	790702865	M64958		-0.02	0

Add ACCT_CODE to the Report Filter

PAY_SEQ is helpful to get rid of the pesky cost transfers from your payroll or include them or exclude as needed

Then, click on the drop down arrow, check select multiple items, then uncheck 61403

Also, do this with PAY_ID, all the payroll data is in here SP, BW, MO..... I select MO for this purpose

PivotTable Fields

Choose fields to add to report:

- BDCA_EARN_TITLE
- ACCT_CODE
- ACCT_TITLE
- FOP
- FUND_CODE
- FUND_TITLE
- ORGN_CODE
- ORGN_TITLE
- PROG_CODE
- PROG_TITLE
- ACTV_CODE
- ACTV_TITLE
- Amount
- PAY_HRS
- ACCT_CODE

MORE TABLES...

Drag fields between areas below:

FILTERS

- PAY_ID
- PAY_SEQ
- ACCT_CODE

COLUMNS

- PAY_CAT_DESC

ROWS

- EMP_FULL_N...
- EMP_ID
- ACCT_CODE

VALUES

- Sum of Amou...

Defer Layout Update

	A	B	C	D	E	F
1	PAY_ID	MO				
2	PAY_SEQ	0				
3	ACCT_CODE	(Multiple Items)				
4						
5	Sum of Amount			PAY_CAT_DESC		
6	EMP_FULL_NAME	EMP_ID	ACCI_CODE	Benefit Expense	Earnings	
7	Abrahamson, Ilana Lavinia	790564045	M64953	\$ 1,182.87	\$ 4,029.64	
8	Abrahamson, Ilana Lavinia	790564045	MAF002	\$ 73.85	\$ 445.36	
9	Adams, Earle R.	790210473	MAF002	\$ 15.35	\$ 82.33	
10	Affleck, David L.	790564263	MFRI05	\$ 1,340.63	\$ 6,972.58	
11	Affleck, David L.	790564263	MFRR05	\$ 400.44	\$ 2,082.72	
12	Akram, Mohammad Faez	790651766	MAF002	\$ 47.20	\$ 275.39	
13	Allison, Gay Shaw	790178302	M66120	\$ 615.60	\$ 2,177.57	
14	Allison, Gay Shaw	790178302	M66121	\$ 153.87	\$ 544.39	
15	Allred, Brady W.	790200960	MFRI05	\$ 590.93	\$ 3,131.15	
16	Allred, Brady W.	790200960	MFRR05	\$ 593.41	\$ 3,161.15	
17	Anderson, Eamon M.	790616225	MAF002	\$ 89.49	\$ 523.87	
18	Armatas, Christopher Aden	790643808	MFRI05	\$ 703.53	\$ 3,599.58	
19	Bahnmler, Natalie D.	790608213	MAF002	\$ 41.22	\$ 245.71	
20	Ballantyne, Ashley P.	790702865	M65007	\$ 124.72	\$ 515.84	
21	Ballantyne, Ashley P.	790702865	MFRI04	\$ 466.37	\$ 2,431.80	
22	Ballantyne, Ashley P.	790702865	MFRR05	\$ 847.95	\$ 4,421.46	
23	Bannister, Bernadette A.	790224421	MAF002	\$ 326.71	\$ 1,688.40	
24	Battisti, James Michael	790218889	MAF002	\$ 119.76	\$ 616.40	
25	Belcher, Laurie Ann	790242733	MFRR05	\$ 439.92	\$ 2,581.08	
26	Belcher, Laurie Ann	790242733	MFRR09	\$ 316.63	\$ 1,847.34	
27	Belcourt-Dittloff, Annjeanette Elise	790221599	MAF002	\$ 39.70	\$ 209.10	
28	Belsky, Jill M.	790219700	M65001	\$ 125.90	\$ 512.90	
29	Belsky, Jill M.	790219700	MFRI06	\$ 1,570.63	\$ 8,035.50	
30	Berg, Nancy Renee	790397191	MAF002	\$ 112.50	\$ 658.74	
31	Blair, Martin E.	790714048	MAF002	\$ 119.90	\$ 665.93	
32	Blum, Scott A.	790352555	MAF002	\$ 295.09	\$ 1,513.91	
33	Boehm, Tracy Helen	790202639	MAF002	\$ 21.39	\$ 113.55	

Now we are only showing the actual payroll run, and Health insurance is not included in the fringe (Benefit Expense)

Copy and paste this on another sheet

	A	B	C	D	E	F	G
1	Abrahamson, Ilana Lavinia	790564045	M64953	\$ 1,182.87	\$ 4,029.64	0.293542	
2	Abrahamson, Ilana Lavinia	790564045	MAF002	\$ 73.85	\$ 445.36	0.165821	
3	Adams, Earle R.	790210473	MAF002	\$ 15.35	\$ 82.33	0.186445	
4	Affleck, David L.	790564263	MFRI05	\$ 1,340.63	\$ 6,972.58	0.192272	
5	Affleck, David L.	790564263	MFRR05	\$ 400.44	\$ 2,082.72	0.192268	
6	Akram, Mohammad Faez	790651766	MAF002	\$ 47.20	\$ 275.39	0.171393	
7	Allison, Gay Shaw	790178302	M66120	\$ 615.60	\$ 2,177.57	0.2827	
8	Allison, Gay Shaw	790178302	M66121	\$ 153.87	\$ 544.39	0.282647	
9	Allred, Brady W.	790200960	MFRI05	\$ 590.93	\$ 3,131.15	0.188726	
10	Allred, Brady W.	790200960	MFRR05	\$ 593.41	\$ 3,161.15	0.18772	
11	Anderson, Eamon M.	790616225	MAF002	\$ 89.49	\$ 523.87	0.170825	
12	Armatas, Christopher Aden	790643808	MFRI05	\$ 703.53	\$ 3,599.58	0.195448	
13	BahnMiller, Natalie D.	790608213	MAF002	\$ 41.22	\$ 245.71	0.167759	
14	Ballantyne, Ashley P.	790702865	M65007	\$ 124.72	\$ 515.84	0.24178	
15	Ballantyne, Ashley P.	790702865	MFRI04	\$ 466.37	\$ 2,431.80	0.19178	
16	Ballantyne, Ashley P.	790702865	MFRR05	\$ 847.95	\$ 4,421.46	0.191781	
17	Bannister, Bernadette A.	790224421	MAF002	\$ 326.71	\$ 1,688.40	0.193503	
18	Battisti, James Michael	790218889	MAF002	\$ 119.76	\$ 616.40	0.194289	
19	Belcher, Laurie Ann	790242733	MFRR05	\$ 439.92	\$ 2,581.08	0.17044	
20	Belcher, Laurie Ann	790242733	MFRR09	\$ 316.63	\$ 1,847.34	0.171398	
21	Belcourt-Dittloff, Annjeanette Elise	790221599	MAF002	\$ 39.70	\$ 209.10	0.189861	
22	Belsky, Jill M.	790219700	M65001	\$ 125.90	\$ 512.90	0.245467	
23	Belsky, Jill M.	790219700	MFRI06	\$ 1,570.63	\$ 8,035.50	0.195461	
24	Berg, Nancy Renee	790227101	MAF002	\$ 112.50	\$ 658.74	0.170781	

Divide the Benefit expense by the earnings (column D/column E)

Then you can scroll through and look for our people- this brings in other people because of the Leave Pool

If you want to whittle it down, there is a way to do that with info griz- which is shown on the next few pages

Remember you don't need to recreate this pivot table each time,

SEE PAGE 20 for instructions on how to just paste your data from each month into the pivot table to change and refresh the data source

InfoGriz Report- using V-Lookup to narrow down the data

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery

A to Z my Search site



Reports generated by InfoGriz are for internal use only and are not intended to be disseminated to the any external audience unless and until they have been approved by the Office of University Planning and Analysis (OPBA). Please submit data requests for all external audiences to pope.ashworth@mso. call OPBA at 243-5661.

Report Cindy Johnson

Search:

Department	Description	Name
Human Resources	Student Employee Activity	ummHRstuEmpAct
Human Resources	Driver Use Policy Report	ummHRDriverPolicy
Human Resources	State and Research Base by Dept or Employee 790#	ummHRstateResearchBase
Human Resources	Active Employee List	ummHRactvEmpList
Summary	Course Change Impact: displays the degrees imparted by a change to a course	ummMGCourseChange

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Report ▾

Cindy Johnson ▾

Active Employee List (ummHRactvEmpList)

Organization Code 1: (Required)

334520: College of Forestry & Conservation

Organization Code 2:



View Report

View Report, Export to Excel

The University of Montana											
Active Employee List By Timesheet Roster											
ID	NAME	HIRE_DATE	EMP_CLASS	POSN	SUFF	JOB_TITLE	JOB_STATUS	FTE	JOB_END_DATE	OT_ELIGIBLE	WORKMAN
790255834	Adams, James	8/30/07	HF-Hourly Staff Fulltime	070020	00	Accounting Assoc III/For	A	1		Y	LOW
790255834	Adams, James	8/30/07	HF-Hourly Staff Fulltime	070020	00	Accounting Assoc III/For	A	1		Y	LOW
790255834	Adams, James	8/30/07	HF-Hourly Staff Fulltime	070020	00	Accounting Assoc III/For	A	1		Y	LOW
790564263	Affleck, David	11/1/06	FA-Faculty Academic Year FT	059700	00	Assoc Prof/For	A	1		N	LOW
790564263	Affleck, David	11/1/06	FA-Faculty Academic Year FT	059700	00	Assoc Prof/For	A	1		N	LOW
790200960	Allred, Brady	7/22/13	FA-Faculty Academic Year FT	060400	00	Asst Prof/For	A	1		N	LOW
790200960	Allred, Brady	7/22/13	FA-Faculty Academic Year FT	060400	00	Asst Prof/For	A	1		N	LOW
790200960	Allred, Brady	7/22/13	MG-Misc(CE/UpB/Exten/Stipn)	995A65	00	ECD Stipend/For	A	0	7/1/15	N	LOW
790535591	Anderson, Tim	5/5/14	TH-Temporary Hourly Staff	920A65	00	Lab Tech/For	A	0.75	11/26/14	Y	HIGH
790206023	Arends, Lisa	4/20/99	HF-Hourly Staff Fulltime	070120	00	Budget Analyst III/For	A	1		Y	LOW
790206023	Arends, Lisa	4/20/99	HF-Hourly Staff Fulltime	070120	00	Budget Analyst III/For	A	1		Y	LOW
790206023	Arends, Lisa	4/20/99	HF-Hourly Staff Fulltime	070120	00	Budget Analyst III/For	A	1		Y	LOW
790206023	Arends, Lisa	4/20/99	MG-Misc(CE/UpB/Exten/Stipn)	995A65	00	ECD Stipend/For	A	0	6/21/15	N	LOW
790643808	Armatas, Christopher	12/10/12	PF-Professional/LOA Fulltime	912A65	LA	Research Assoc/For	A	1		N	LOW
790643808	Armatas, Christopher	12/10/12	PF-Professional/LOA Fulltime	912A65	LA	Research Assoc/For	A	1		N	LOW
790616242	Arrate, Teresa	9/2/14	TH-Temporary Hourly Staff	920A65	00	Crew Leader/For	A	1	11/28/14	Y	HIGH
790702865	Ballantyne, Ashley	8/23/12	FA-Faculty Academic Year FT	059610	00	Asst Prof/For	A	1		N	LOW
790702865	Ballantyne, Ashley	8/23/12	FA-Faculty Academic Year FT	059610	00	Asst Prof/For	A	1		N	LOW
790702865	Ballantyne, Ashley	8/23/12	FA-Faculty Academic Year FT	059610	00	Asst Prof/For	A	1		N	LOW
790521334	Barnett, Kevin	8/21/14	TH-Temporary Hourly Staff	920A65	00	Res Assoc/For	A	0.6	11/17/14	Y	HIGH
790521334	Barnett, Kevin	8/21/14	TH-Temporary Hourly Staff	920A65	00	Res Assoc/For	A	0.6	11/17/14	Y	HIGH
790665113	Barth, Molly	9/24/14	TH-Temporary Hourly Staff	920A65	00	Res Asst/For	A	0.12	12/21/14	Y	HIGH
790242733	Belcher, Laurie	12/12/12	MG-Misc(CE/UpB/Exten/Stipn)	995A65	00	ECD Stipend/For	A	0	7/1/15	N	LOW
790242733	Belcher, Laurie	12/12/12	PF-Professional/LOA Fulltime	070070	00	Dir Acct & Fiscal Oper/For	A	1		N	LOW
790242733	Belcher, Laurie	12/12/12	PF-Professional/LOA Fulltime	070070	00	Dir Acct & Fiscal Oper/For	A	1		N	LOW

Copy and paste into pivot table on a separate sheet in your Pivot Table spreadsheet.

The screenshot shows the Microsoft Excel interface with the 'DATA' ribbon selected. The formula bar displays '4/20/1999'. The data table below contains the following information:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	790255834	Adams, Ja	8/30/07	HF-Hourly	070020	00	Accounting	A	1		Y	LOW	30398.42	1169.17	14.6146	0.2192	MFR0
2	790255834	Adams, Ja	8/30/07	HF-Hourly	070020	00	Accounting	A	1		Y	LOW	30398.42	1169.17	14.6146	0.2192	MFRIC
3	790255834	Adams, Ja	8/30/07	HF-Hourly	070020	00	Accounting	A	1		Y	LOW	30398.42	1169.17	14.6146	0.2192	NOFU
4	790564263	Affleck, Da	11/1/06	FA-Faculty	059700	00	Assoc Pro	A	1		N	LOW	90553	9055.3	59.5743	0.0000	MFRIC
5	790564263	Affleck, Da	11/1/06	FA-Faculty	059700	00	Assoc Pro	A	1		N	LOW	90553	9055.3	59.5743	0.0000	MFRF
6	790200960	Allred, Bra	7/22/13	FA-Faculty	060400	00	Asst Prof	fA	1		N	LOW	62623	6262.3	41.1993	0.0000	MFRIC
7	790200960	Allred, Bra	7/22/13	FA-Faculty	060400	00	Asst Prof	fA	1		N	LOW	62623	6262.3	41.1993	0.0000	MFRF
8	790200960	Allred, Bra	7/22/13	MG-Misc	(995A65	00	ECD Stipe	A	0	7/1/15	N	LOW	360	30	30.0000	0.0000	MFRF
9	790535591	Anderson, A	5/5/14	TH-Temp	920A65	00	Lab Tech	fA	0.75	11/26/14	Y	HIGH	24113.7	927.45	15.4575	0.0000	MRA8
10	790206023	Arends, Li	4/20/99	HF-Hourly	070120	00	Budget An	A	1		Y	LOW	45418.58	1746.87	21.8359	1.2010	MFR0
11	790206023	Arends, Li	4/20/99	HF-Hourly	070120	00	Budget An	A	1		Y	LOW	45418.58	1746.87	21.8359	1.2010	MFRF
12	790206023	Arends, Li	4/20/99	HF-Hourly	070120	00	Budget An	A	1		Y	LOW	45418.58	1746.87	21.8359	1.2010	NOFU
13	790206023	Arends, Li	4/20/99	MG-Misc	(995A65	00	ECD Stipe	A	0	6/21/15	N	LOW	360	13.85	13.8462	0.0000	MFR0
14	790643808	Armatas, C	12/10/12	PF-Profes	912A65	LA	Research	A	1		N	LOW	43195	3599.58	20.7672	0.0000	M6500
15	790643808	Armatas, C	12/10/12	PF-Profes	912A65	LA	Research	A	1		N	LOW	43195	3599.58	20.7672	0.0000	MFR0
16	790616242	Arrate, Ter	9/2/14	TH-Temp	920A65	00	Crew Lead	A	1	11/28/14	Y	HIGH	38480	1480	18.5000	0.0000	M6498
17	790702865	Ballantyne	8/23/12	FA-Faculty	059610	00	Asst Prof	fA	1		N	LOW	73691	7369.1	48.4809	0.0000	MFRIC
18	790702865	Ballantyne	8/23/12	FA-Faculty	059610	00	Asst Prof	fA	1		N	LOW	73691	7369.1	48.4809	0.0000	MFRIC
19	790702865	Ballantyne	8/23/12	FA-Faculty	059610	00	Asst Prof	fA	1		N	LOW	73691	7369.1	48.4809	0.0000	MFRF
20	790521334	Barnett, K	8/21/14	TH-Temp	920A65	00	Res Assoc	A	0.6	11/17/14	Y	HIGH	26832	1032	21.5000	0.0000	M6488

Now do a VLookup to look at only our people – remember when you have this in from the previous month you don't need to do much but copy and paste – once in a while you will want to recreate so I am showing it.

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Properties Edit Links Sort

Get External Data

A14 : X ✓ fx 790643808

	A	B	C	D	E	F	G
14	790643808	Armatas, C	12/10/12	PF-Profess	912A65	LA	Research / A
15	790643808	Armatas, C	12/10/12	PF-Profess	912A65	LA	Research / A
16	790616242	Arrate, Ter	9/2/14	TH-Tempor	920A65	00	Crew Lead A
17	790702865	Ballantyne	8/23/12	FA-Faculty	059610	00	Asst Prof/f A
18	790702865	Ballantyne	8/23/12	FA-Faculty	059610	00	Asst Prof/f A
19	790702865	Ballantyne	8/23/12	FA-Faculty	059610	00	Asst Prof/f A
20	790521334	Barnett, K	8/21/14	TH-Tempor	920A65	00	Res Assoc A

Highlight column A on InfoGriz sheet and convert to number

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT Cindy Joh...

Connections Refresh Properties Edit Links Sort Filter Clear Reapply Advanced Text to Columns Data Validation Outline

A1 *fx* 790564045

	A	B	C	D	E	F	G	H
1	790564045	rahamson, Ilana Lavinia	M64953	\$ 1,182.87	\$ 4,029.64	0.293542		
2	790564045	Abrahamson, Ilana Lavinia	MAF002	\$ 73.85	\$ 445.36	0.165821		
3	790210473	Adams, Earle R.	MAF002	\$ 15.35	\$ 82.33	0.186445		
4	790564263	Affleck, David L.	MFRI05	\$ 1,340.63	\$ 6,972.58	0.192272		
5	790564263	Affleck, David L.	MFRR05	\$ 400.44	\$ 2,082.72	0.192268		
6	790651766	Akram, Mohammad Faez	MAF002	\$ 47.20	\$ 275.39	0.171393		
7	790178302	Allison, Gay Shaw	M66120	\$ 615.60	\$ 2,177.57	0.2827		
8	790178302	Allison, Gay Shaw	M66121	\$ 153.87	\$ 544.39	0.282647		
9	790200960	Allred, Brady W.	MFRI05	\$ 590.93	\$ 3,131.15	0.188726		
10	790200960	Allred, Brady W.	MFRR05	\$ 593.41	\$ 3,161.15	0.18772		
11	790616225	Anderson, Eamon M.	MAF002	\$ 89.49	\$ 523.87	0.170825		
12	790643808	Armatas, Christopher Aden	MFRI05	\$ 703.53	\$ 3,599.58	0.195448		
13	790608213	Bahnmler, Natalie D.	MAF002	\$ 41.22	\$ 245.71	0.167759		
14	790702865	Ballantyne, Ashley P.	M65007	\$ 124.72	\$ 515.84	0.24178		
15	790702865	Ballantyne, Ashley P.	MFRI04	\$ 466.37	\$ 2,431.80	0.19178		
16	790702865	Ballantyne, Ashley P.	MFRR05	\$ 847.95	\$ 4,421.46	0.191781		
17	790224421	Bannister, Bernadette A.	MAF002	\$ 326.71	\$ 1,688.40	0.193503		
18	790218889	Battisti, James Michael	MAF002	\$ 119.76	\$ 616.40	0.194289		
19	790242733	Belcher, Laurie Ann	MFRR05	\$ 439.92	\$ 2,581.08	0.17044		
20	790242733	Belcher, Laurie Ann	MFRR09	\$ 316.63	\$ 1,847.34	0.171398		
21	790221599	Belcourt-Dittloff, Annjeanette Elise	MAF002	\$ 39.70	\$ 209.10	0.189861		
22	790219700	Belsky, Jill M.	M65001	\$ 125.90	\$ 512.90	0.245467		
23	790219700	Belsky, Jill M.	MFRI06	\$ 1,570.63	\$ 8,035.50	0.195461		
24	790397191	Berg, Nancy Renee	MAF002	\$ 112.50	\$ 658.74	0.170781		
25	790714048	Blair, Martin E.	MAF002	\$ 119.90	\$ 665.93	0.180049		

Sheet1 Sheet2 Sheet4 Sheet3 ...

READY COUNT: 278 100%

Go back to your sheet that has the fringe calculations and move the 790 number column to column a and highlight the column and convert to number

Microsoft Excel ribbon showing the FORMULAS tab. The ribbon includes sections for Function Library (AutoSum, Logical, Text, Date & Time, Financial), Defined Names, Formula Auditing (Trace Precedents, Trace Dependents, Remove Arrows), Watch Window, and Calculation Options. The active cell is A1, containing the formula =790255834.

	L	M	N	O	P	Q	R	S	T	U	V
213	HIGH	4992	192	12.0000	0.0000	MFR823		100			
214	LOW	6500	1300	31.6764	0.0000	MFRI04		100			
215	LOW	51520.75	1981.57	24.7696	2.6008	MFRR05		58			
216	LOW	51520.75	1981.57	24.7696	2.6008	NOFUND		42			
217	HIGH	17680	680	17.0000	0.0000	M65695		100			
218	LOW	41188.37	1584.17	19.8021	1.0891	MFRI01		100			
219	LOW	15502.97	5167.66	53.1215	0.0000	MFRI05		50			
220	LOW	15502.97	5167.66	53.1215	0.0000	MFRR05		50			
221	LOW	10225.84	3408.61	62.2919	0.0000	M64801		16.13			
222	LOW	10225.84	3408.61	62.2919	0.0000	M64836		19.35			
223	LOW	10225.84	3408.61	62.2919	0.0000	M67289		64.52			
224	HIGH	18720	720	12.0000	0.0000	MFR823		100			
225	LOW	82106	8210.6	54.0171	0.0000	MFRI04		64			
226	LOW	82106	8210.6	54.0171	0.0000	MFRR09		36			
227	HIGH	45804	3817	22.0216	0.0000	MFR147		100			
228	HIGH	14820	570	9.5000	0.0000	MFR823		100			
229	HIGH	31200	1200	15.0000	0.0000	M64987		100			
230	LOW	31153.5	3115.35	27.3276	0.0000	MFRI06		100			
231	LOW	76282	7628.2	50.1855	0.0000	MFR100	UMF631	38			
232	LOW	76282	7628.2	50.1855	0.0000	MFRI06		62			
233	LOW	6000	600	600.0000	0.0000	MFRI01	COURSE	100			
234	LOW	909.84	75.82	75.8200	0.0000	MFR001	YUNL01	100			
235	LOW	38000	3166.67	18.2696	0.0000	MFR206		50			
236	LOW	38000	3166.67	18.2696	0.0000	MFRA01		50			
237											

Sheet navigation: Sheet1 | Sheet2 | **Sheet4** | Sheet3 | ...

Go to the sheet with the InfoGriz Data – highlight it all, click on the formulas tab

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT Cindy Johnson

fx AutoSum Logical Recently Used Financial Date & Time

Name Manager Define Name Use in Formula Create from Selection

Trace Precedents Trace Dependents Remove Arrows

Watch Window Calculation Options

A1 : X ✓ fx 790255834

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	790255834	Adams, Ja	8/30/07	HF-Hourly	070020	00	Accounting	A	1		Y	LOW	30398.42
2	790255834	Adams, Ja	8/30/07	HF-Hourly	070020	00	Accounting	A	1		Y	LOW	30398.42
3	790255834	Adams, Ja	8/30/07	HF-Hourly	070020	00	Accounting	A	1		Y	LOW	30398.42
4	790564263	Affleck, Da	11/1/06	FA-Faculty	059700						N	LOW	
5	790564263	Affleck, Da	11/1/06	FA-Faculty	059700						N	LOW	
6	790200960	Allred, Bra	7/22/13	FA-Faculty	060400						N	LOW	
7	790200960	Allred, Bra	7/22/13	FA-Faculty	060400						N	LOW	
8	790200960	Allred, Bra	7/22/13	MG-Misc	(995A65						N	LOW	
9	790535591	Anderson, 5/5/14		TH-Tempo	920A65						Y	HIGH	
10	790206023	Arends, Li	4/20/99	HF-Hourly	070120						Y	LOW	
11	790206023	Arends, Li	4/20/99	HF-Hourly	070120						Y	LOW	
12	790206023	Arends, Li	4/20/99	HF-Hourly	070120						Y	LOW	
13	790206023	Arends, Li	4/20/99	MG-Misc	(995A65						N	LOW	
14	790643808	Armatas, C	12/10/12	PF-Profes	912A65						N	LOW	
15	790643808	Armatas, C	12/10/12	PF-Profes	912A65	LA	Research	A	1		N	LOW	
16	790616242	Arrate, Ter	9/2/14	TH-Tempo	920A65	00	Crew Lead	A	1	11/28/14	Y	HIGH	
17	790702865	Ballantyne	8/23/12	FA-Faculty	059610	00	Asst Prof	f/A	1		N	LOW	
18	790702865	Ballantyne	8/23/12	FA-Faculty	059610	00	Asst Prof	f/A	1		N	LOW	73691
19	790702865	Ballantyne	8/23/12	FA-Faculty	059610	00	Asst Prof	f/A	1		N	LOW	73691
20	790521334	Barnett, Ki	8/21/14	TH-Tempo	920A65	00	Res Assoc	A	0.6	11/17/14	Y	HIGH	26832
21	790521334	Barnett, Ki	8/21/14	TH-Tempo	920A65	00	Res Assoc	A	0.6	11/17/14	Y	HIGH	26832
22	790665113	Barth, Mol	9/24/14	TH-Tempo	920A65	00	Res Asst	f/A	0.12	12/21/14	Y	HIGH	3744
23	790242733	Belcher, L	12/12/12	MG-Misc	(995A65	00	ECD Stipe	A	0	7/1/15	N	LOW	360
24	790242733	Belcher, L	12/12/12	PF-Profes	070070	00	Dir Acct &	A	1		N	LOW	52781
25	790242733	Belcher, L	12/12/12	PF-Profes	070070	00	Dir Acct &	A	1		N	LOW	52781

New Name

Name: InfoGrid

Scope: Workbook

Comment:

Refers to: =Sheet4!\$A\$1:\$S\$236

OK Cancel

Click on Define name and name the selection – this is also a semi-permanent way to prepare easy v-lookups via names for the range where to look

Sheet1 Sheet2 Sheet4 Sheet3 qryPayroll_Em...

fx AutoSum Logical Recently Used Financial Date & Time Function Library

Name Manager Define Name Use in Formula Create from Selection Defined Names

Trace Precedents Trace Dependents Remove Arrows Formula Auditing

Watch Window Calculation Options Calculation

VLOOKUP : X ✓ fx =VLOOKUP(A1,InfoGriz,4,FALSE)

	A	B	C	D	E	F	G	H	I	J
1	790564045	Abrahamson, Ilana Lavinia	M64953	\$ 1,182.87	\$ 4,029.64	0.293542	=VLOOKUP(A1,InfoGriz,4,FALSE)			
2	790564045	Abrahamson, Ilana Lavinia	MAF002	\$ 73.85	\$ 445.36	0.165821				
3	790210473	Adams, Earle R.	MAF002	\$ 15.35	\$ 82.33	0.186445				
4	790564263	Affleck, David L.	MFR105	\$ 1,340.63	\$ 6,972.58	0.192272				
5	790564263	Affleck, David L.	MFR005	\$ 400.44	\$ 2,082.72	0.192268				
6	790651766	Akram, Mohammad Faez	MAF002	\$ 47.20	\$ 275.39	0.171393				
7	790178302	Allison, Gay Shaw	M66120	\$ 615.60	\$ 2,177.57	0.2827				
8	790178302	Allison, Gay Shaw								
9	790200960	Allred, Brady W.								
10	790200960	Allred, Brady W.								
11	790616225	Anderson, Eamon M.								
12	790643808	Armatas, Christopher								
13	790608213	Bahnmilller, Natalie D								
14	790702865	Ballantyne, Ashley P.								
15	790702865	Ballantyne, Ashley P.								
16	790702865	Ballantyne, Ashley P.								
17	790224421	Bannister, Bernadette								
18	790218889	Battisti, James Michael								
19	790242733	Belcher, Laurie Ann								
20	790242733	Belcher, Laurie Ann								
21	790221599	Belcourt-Dittloff, Ann								
22	790219700	Belsky, Jill M.								
23	790219700	Belsky, Jill M.								
24	790397191	Berg, Nancy Renee								
25	790714048	Blair, Martin E.	MAF002	\$ 119.90	\$ 665.93	0.180049				
26	790352555	Blum, Scott A.	MAF002	\$ 295.09	\$ 1,513.91	0.194919				
27	790202639	Boehm, Tracy Helen	MAF002	\$ 21.39	\$ 113.55	0.188375				
28	790302173	Boggs, Heidi Melissa	MAF002	\$ 34.54	\$ 202.92	0.170215				

Function Arguments

VLOOKUP

Lookup_value A1 = 790564045

Table_array InfoGriz = (790255834,"Adams, James",39324,"HF

Col_index_num 4 = 4

Range_lookup FALSE = FALSE

=

Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

Range_lookup is a logical value: to find the closest match in the first column (sorted in ascending order) = TRUE or omitted; find an exact match = FALSE.

Formula result =

[Help on this function](#)

OK Cancel

Create a vLookup to eliminate non-Forestry employees, copy and paste down to the bottom.

	A	B	C	D	E	F	G	H	I
1	790564263	Affleck, David L.	MFRI05	\$ 1,340.63	\$ 6,972.58	0.192272	FA-Faculty Academic Year FT		
2	790564263	Affleck, David L.	MFRR05	\$ 400.44	\$ 2,082.72	0.192268	FA-Faculty Academic Year FT		
3	790200960	Allred, Brady W.	MFRI05	\$ 590.93	\$ 3,131.15	0.188726	FA-Faculty Academic Year FT		
4	790200960	Allred, Brady W.	MFRR05	\$ 593.41	\$ 3,161.15	0.18772	FA-Faculty Academic Year FT		
5	790643808	Armatas, Christopher Aden	MFRI05	\$ 703.53	\$ 3,599.58	0.195448	PF-Professional/LOA Fulltime		
6	790702865	Ballantyne, Ashley P.	M65007	\$ 124.72	\$ 515.84	0.24178	FA-Faculty Academic Year FT		
7	790702865	Ballantyne, Ashley P.	MFRI04	\$ 466.37	\$ 2,431.80	0.19178	FA-Faculty Academic Year FT		
8	790702865	Ballantyne, Ashley P.	MFRR05	\$ 847.95	\$ 4,421.46	0.191781	FA-Faculty Academic Year FT		
9	790242733	Belcher, Laurie Ann	MFRR05	\$ 439.92	\$ 2,581.08	0.17044	MG-Misc(CE/UpB/Exten/Stipn)		
10	790242733	Belcher, Laurie Ann	MFRR09	\$ 316.63	\$ 1,847.34	0.171398	MG-Misc(CE/UpB/Exten/Stipn)		
11	790219700	Belsky, Jill M.	M65001	\$ 125.90	\$ 512.90	0.245467	FA-Faculty Academic Year FT		
12	790219700	Belsky, Jill M.	MFRI06	\$ 1,570.63	\$ 8,035.50	0.195461	FA-Faculty Academic Year FT		
13	790209780	Borrie, William Thomas	MFRI06	\$ 789.08	\$ 4,849.39	0.162717	FA-Faculty Academic Year FT		
14	790209780	Borrie, William Thomas	MFRR05	\$ 388.64	\$ 2,388.51	0.162712	FA-Faculty Academic Year FT		
15	790578290	Bosak, Keith W.	MFRI06	\$ 912.08	\$ 4,680.08	0.194886	FA-Faculty Academic Year FT		
16	790578290	Bosak, Keith W.	MFRR05	\$ 449.24	\$ 2,305.12	0.194888	FA-Faculty Academic Year FT		
17	790205696	Burchfield, James Andrew	MFRA01	\$ 1,789.82	\$ 13,415.92	0.13341	AF-Administrator Fulltime		
18	790219307	Burke, Edwin J.	MFRI05	\$ 1,158.50	\$ 6,813.55	0.170029	FA-Faculty Academic Year FT		
19	790219307	Burke, Edwin J.	MFRR05	\$ 207.58	\$ 1,233.05	0.168347	FA-Faculty Academic Year FT		
20	790581080	Cleveland, Cory C.	M65007	\$ 211.18	\$ 860.37	0.245453	FA-Faculty Academic Year FT		
21	790581080	Cleveland, Cory C.	MFRI04	\$ 550.24	\$ 2,815.13	0.195458	FA-Faculty Academic Year FT		
22	790581080	Cleveland, Cory C.	MFRR05	\$ 427.93	\$ 2,189.35	0.19546	FA-Faculty Academic Year FT		
23	790583053	Corley, Rachel Elizabeth	M64974	\$ 898.35	\$ 3,136.67	0.286402	PF-Professional/LOA Fulltime		
24	790676590	Davis, Cory R.	M64845	\$ 953.17	\$ 2,557.19	0.372741	MG-Misc(CE/UpB/Exten/Stipn)		
25	790676590	Davis, Cory R.	MAF002	\$ 282.05	\$ 1,443.06	0.195453	MG-Misc(CE/UpB/Exten/Stipn)		
26	790173101	Dawson, Natalie Gwen	M69650	\$ 1,645.23	\$ 6,757.64	0.243462	AP-Administrator Parttime		
27	790583712	Dobrowski, Solomon Z.	M64798	\$ 242.08	\$ 1,003.97	0.241123	FA-Faculty Academic Year FT		
28	790583712	Dobrowski, Solomon Z.	M64832	\$ 145.22	\$ 602.34	0.241093	FA-Faculty Academic Year FT		

Do some sorting and now you are only looking at our people, use conditional formatting to highlight the fringe rate over 25% and then take a look at each one to make sure it is the way it is supposed to be. When there is leave, you need to manually add for verification

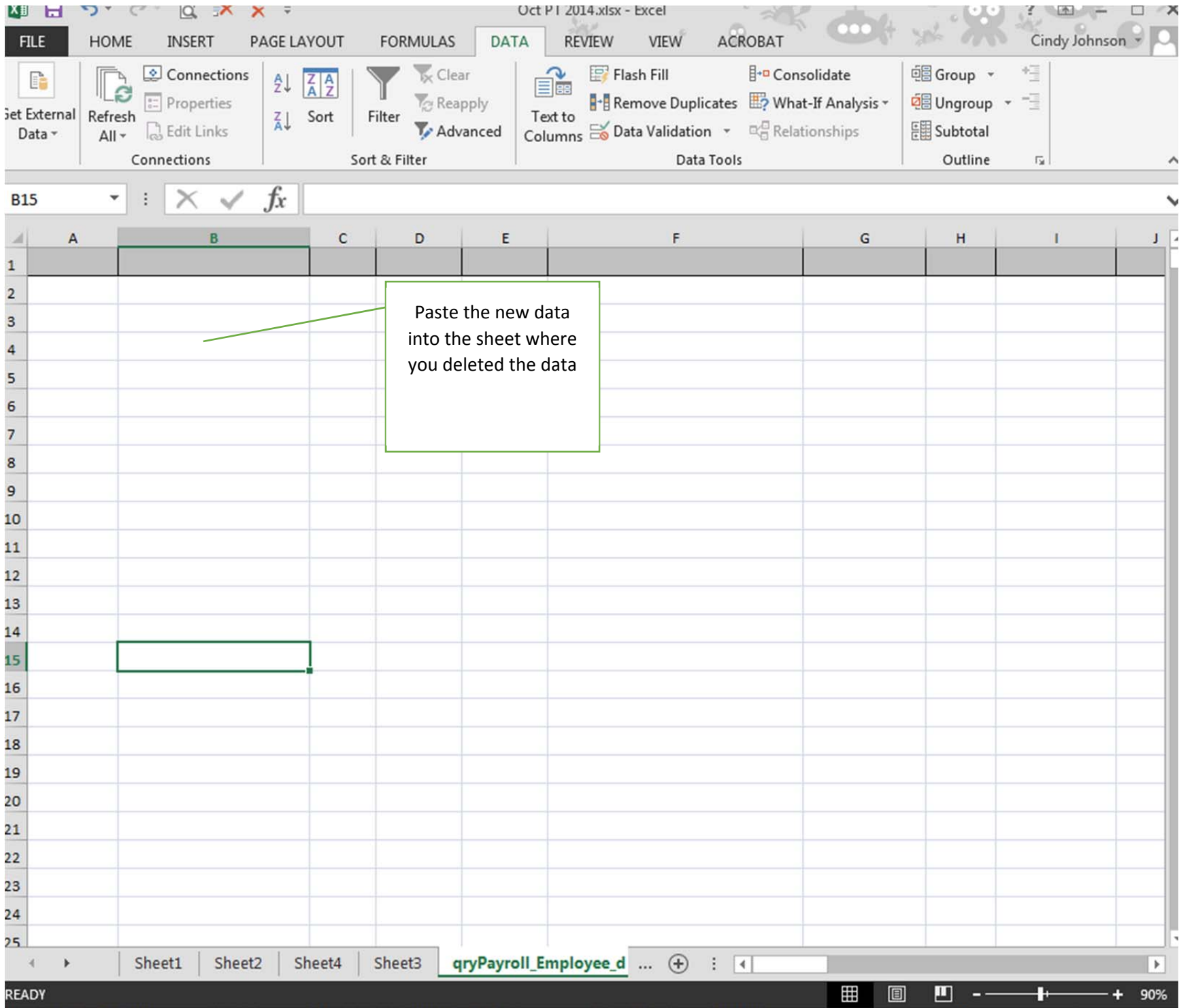
REPLACE DATA WITH NEW DATA IN PIVOT TABLE

The screenshot shows the Microsoft Excel interface with the **DATA** ribbon selected. The **Data Tools** group is visible, containing options like **Sort**, **Filter**, **Text to Columns**, **Flash Fill**, **Remove Duplicates**, **Data Validation**, **Consolidate**, and **What-If Analysis**. A pivot table is displayed, with columns **D** through **K** visible. The pivot table data includes employee information and compensation details.

Callout Box Instructions:

- Click on the page with all of the data and select all, click delete
- Then go back to the beginning and export the date for the new month

	D	E	F	G	H	I	J	K
	COAS_CODE	EMP_ID	EMP_FULL_NAME	EMP_PIDM_DIST	PAY_CAT	PAY_CAT_DESC	PAY_YEAR	PAY...
2	C	790200020	Smith, Jennifer Marie	519716	D	Benefit Expense	2014	SP
3	C	790200020	Smith, Jennifer Marie	519716	D	Benefit Expense	2014	SP
4	C	790200020	Smith, Jennifer Marie	519716	A	Earnings	2014	SP
5	C	790640454	Trejo, Jena Christine	1065630	D	Benefit Expense	2014	SP
6	C	790640454	Trejo, Jena Christine	1065630	D	Benefit Expense	2014	SP
7	C	790712705	Bell, Mariah J.	1140286	D	Benefit Expense	2014	SP
8	C	790640454	Trejo, Jena Christine	1065630	A	Earnings	2014	SP
9	C	790712705	Bell, Mariah J.	1140286	A	Earnings	2014	SP
10	C	790615167	Carns, Kevin John	1039667	D	Benefit Expense	2014	SP
11	C	790615167	Carns, Kevin John	1039667	D	Benefit Expense	2014	SP
12	C	790623403	Hursh, Andrew James	1048115	D	Benefit Expense	2014	SP
13	C	790623403	Hursh, Andrew James	1048115	D	Benefit Expense	2014	SP
14	C	790707222	Seirer, Jami Jean	1134689	D	Benefit Expense	2014	SP
15	C	790707222	Seirer, Jami Jean	1134689	D	Benefit Expense	2014	SP
16	C	790681504	Nasto, Megan Kelly	1108288	D	Benefit Expense	2014	SP
17	C	790681504	Nasto, Megan Kelly	1108288	D	Benefit Expense	2014	SP
18	C	790615167	Carns, Kevin John	1039667	A	Earnings	2014	SP
19	C	790557553	Wiggins, Haley Laning	981997	A	Earnings	2014	SP
20	C	790623403	Hursh, Andrew James	1048115	A	Earnings	2014	SP
21	C	790643408	Castle, Sarah Christine	1068744	A	Earnings	2014	SP
22	C	790707222	Seirer, Jami Jean	1134689	A	Earnings	2014	SP



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FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT ANALYZE DESIGN

PivotTable Name: PivotTable1 Active Field: Sum of Amount

Options Field Settings Drill Down Drill Up

Group Selection Ungroup Group Field

Insert Slicer Insert Timeline Filter Connections

Refresh Change Data Source

Clear Select Move PivotTable

E265 2955.82

	A	B	C	D	E	F	G	H
1	PAY_ID	MO						
2	PAY_SEQ	0						
3	ACCT_CODE	(Multiple Items)						
4								
5	Sum of Amount			PAY_CAT				
6	EMP_FULL_NAME	EMP_ID	ACCI_CODE	Benefit Ex				
7	Abrahamson, Ilana Lavinia	790564045	M64953	\$				
8	Abrahamson, Ilana Lavinia	790564045	MAF002	\$				
9	Adams, Earle R.	790210473	MAF002	\$				
10	Affleck, David L.	790564263	MFRI05	\$				
11	Affleck, David L.	790564263	MFRR05	\$				
12	Akram, Mohammad Faez	790651766	MAF002	\$	47.20	\$ 275.39		
13	Allison, Gay Shaw	790178302	M66120	\$	615.60	\$ 2,177.57		
14	Allison, Gay Shaw	790178302	M66121	\$	153.87	\$ 544.39		
15	Allred, Brady W.	790200960	MFRI05	\$	590.93	\$ 3,131.15		
16	Allred, Brady W.	790200960	MFRR05	\$	593.41	\$ 3,161.15		
17	Anderson, Eamon M.	790616225	MAF002	\$	89.49	\$ 523.87		
18	Armatas, Christopher Aden	790643808	MFRI05	\$	703.53	\$ 3,599.58		
19	Bahnmilller, Natalie D.	790608213	MAF002	\$	41.22	\$ 245.71		
20	Ballantyne, Ashley P.	790702865	M65007	\$	124.72	\$ 515.84		
21	Ballantyne, Ashley P.	790702865	MFRI04	\$	466.37	\$ 2,431.80		
22	Ballantyne, Ashley P.	790702865	MFRR05	\$	847.95	\$ 4,421.46		
23	Bannister, Bernadette A.	790224421	MAF002	\$	326.71	\$ 1,688.40		
24	Battisti, James Michael	790218889	MAF002	\$	119.76	\$ 616.40		
25	Belcher, Laurie Ann	790242733	MFRR05	\$	439.92	\$ 2,581.08		
26	Belcher, Laurie Ann	790242733	MFRR09	\$	316.63	\$ 1,847.34		
27	Belcourt-Dittloff, Annjeanette Elise	790221599	MAF002	\$	39.70	\$ 209.10		

Go to the Pivot Table, click on Change Data Source and re-select all the data that you just pasted, then click on refresh

Pivot Table –SLICERS

The screenshot shows the Microsoft Excel interface with the PivotTable Tools ribbon active. The ribbon has tabs for Analyze and Design. The Analyze tab is selected, showing options like Insert Slicer, Insert Timeline, Filter Connections, Refresh, Change Data Source, Actions, Fields, Items, & Sets, OLAP Tools, and Relationships. The Design tab shows PivotChart Recommendations and PivotTable Options. The 'Insert Slicer' button is highlighted with a blue arrow. Below the ribbon, a PivotTable is visible with columns for EMP_FULL_NAME, EMP_ID, ACCI_CODE, and Benefit Expense. The 'ACCI_CODE' field is highlighted in green in the table. The 'Insert Slicers' dialog box is open, listing various fields with checkboxes. 'ACCT_CODE' and 'ACCI_CODE' are checked. A green box highlights the 'ACCI_CODE' field in the dialog box.

Insert Slicers by clicking on Pivot Table and Analyze tab, then insert Slicer, check the boxes of what you want, and click ok

