Salary drill down

Responsibility: GM Grants Administrator or GM Grants Investigator

Navigate: Expenditures → Expenditure Enquiry

This functionality, part of the Expenditure Enquiry, allows users to view further details of the employer’s pension, NI and levy costs, in addition to the individual’s gross pay, for all postings from CHRIS (the HR module).

To limit search, after entering the Project Number, type STAFF COSTS in Expenditure Category field. Expend Item Dates can also be entered if known.

Click on the Find button, and select the appropriate record by ensuring the cursor is in the relevant line. Refer to the Comment or Expenditure Batch (will start with CPG) field to ensure the transaction is from CHRIS. (No results will be returned if a journal transaction is selected.)

Cancel the Item details box if it appears.

Go to the Reports menu, and select Salary Drill-Down.

The staff cost details are displayed.

Close this screen to return to the expenditure enquiry.