*Inform*SU

Salary Distribution Report Training Manual

Version 1.0
Created: June 28, 2022

The Salary Distribution Power BI Report Description

This report replaces the twice-monthly excel sheet you receive in your T-drive. It is an automated report, updated daily, which contains the salary details for employees at the university. Specifically, the report contains: employees' names, departments, GL details (account and activity string, and object), as well as classification, payclassID, and active position. Finally, the report contains date information – the pay period date, the transaction date, and the advice check date. Your access to the report is automated and based on your OH role.

Salary Distribution Report How To

The report contains current and historical data (from FY2017 to FY2022). You can select the year of interest by clicking on the "Fiscal Year" dropdown on the right side of the report and clicking on the year of interest. Next, you can select the fiscal month by clicking the "Fiscal Month" dropdown. Finally, you can select the pay period of interest by clicking the "Period Date" dropdown. The other report slicers based on which you can filter the report (or other report dropdowns) are: Fund, Location, Function, Activity, and Object. You can use these to limit your view to specific salary transactions if you would like.

You can also sort any column in descending or ascending order by clicking on the title of the column. For instance, if you wanted to sort your salary data for a payperiod by SUID, you can click on the SUID column, and a little up/down arrow will appear, indicating whether the column is sorted in ascending or descending order. By clicking the column again, you can sort it in reverse order.


When hovering over the table, a hover menu option will appear – it appears as an ellipsis right below the report screen and if you hover over it, the phrase "more Options" appears.
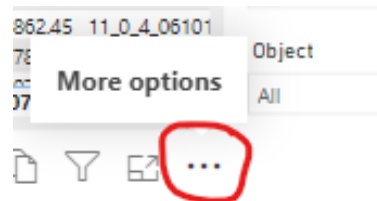
 When you click on the ellipsis, the third option down is "export data", which allows you to get an excel download of all of the data currently in the report.
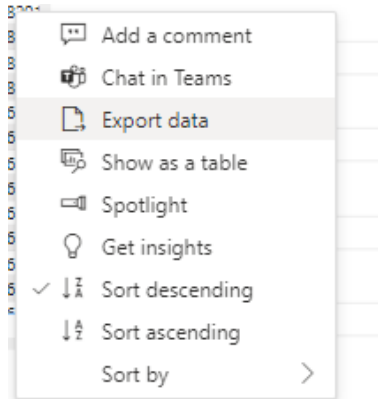
Note: every slicer or dropdown menu has a little eraser at the top right corner of the slicer to "clear" the selection
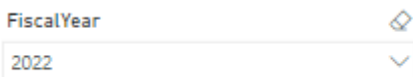
For an interactive PPT that introduces you to more PowerBI report features, please see the following link: https://www.seattleu.edu/media/institutional-research/informsu/[v1.0.3]-PowerBI-Interactive-Tutorial.pptx