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.

5. When results appear, click on “Pick Custom Columns” hyperlink
6. Select ALL fields, except Sub-class, Legacy Appt ID, U Ver Nbr and Last Opr ID, then click Update.

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