Procedure:

Login: <u>myinfo.sfu.ca</u>

Select: Department Administrator from drop down

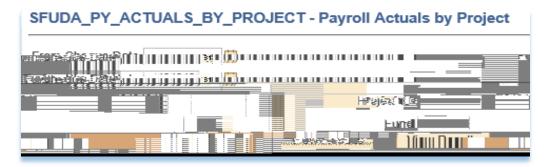


Go to: Department Assistants Queries

Select: Reports and Inquiries

Select: Department Assistants Queries

Select: SFUDA_PY_ACTUALS_BY_PROJECT Query(click Run to Excel)

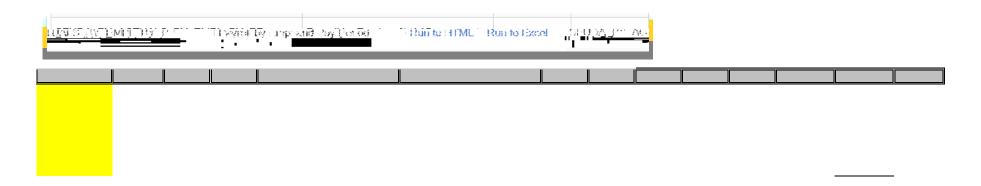


Select: SFUDA_PY_ACTUALS_BY_EMPL_BY_PP Query(click Run to Excel)

SFUDA_PY_ACTUALS_BY_EMPL_BY_PP - Payroll by Empl and Pay Period									
From Cheque Date									
To Cheque Date									
Empl ID									
View Results									

SFUDA_PY_ACTUALS_BY_PROJECT	Payroll Actuals by Project	Run to HTML	Run to Excel

	Name	ID	Studen EmplaRecisch	okańship	3 Caduate	1111	RXXXXXX	00000	5442	451.23	8/2/2019
Graduate Student	Scholarship (<mark>Gra</mark> duate	Student Scholarship	XXXX	31	1111	RXXXXXX	00000	5442	451.23	8/16/2019
Graduate Student	Scholarship (<mark>Gra</mark> duate	Student Scholarship	XXXX	31	1111	RXXXXXX	00000	5442	451.23	8/30/2019
Graduate Student	Scholarship (<mark>Gra</mark> duate	Student Scholarship	XXXX	31	1111	RXXXXXX	00000	5442	451.23	9/13/2019
Graduate Student	Scholarship (Graduate	Student Scholarship	XXXX	31	1111	RXXXXXX	00000	5442	451.23	9/27/2019
										3,162.19	



Name	ID	Empl Reco	Position	Short Desc	Descr	HA	AP Depti Fund	FS De	pt II Project	Progran	n Object	Amount	Check Dt
Duck,Donald	22222222	0	00222222	Post Doctoral Fellow	Research	arch DDDDDD!ò'†€			·	Docto	ral Fellow	Resear	ch Assistant
						Duck,Donald	22222222		0 00222222	Post Docto	ral Fellow	Resear	ch Assistant
						Duck,Donald	22222222		0 00222222	Post Docto	ral Fellow	Resear	ch Assistant
						Duck,Donald	22222222		0 00222222	Post Docto	ral Fellow	Resear	ch Assistant
						Duck,Donald	22222222		0 00222222	Post Docto	ral Fellow	Resear	ch Assistant
						Duck,Donald	22222222		0 00222222	Post Docto	ral Fellow	Resear	ch Assistant
						Duck,Donald	22222222		0 00222222	Post Docto	ral Fellow	Resear	ch Assistant
						Duck,Donald	22222222		0 00222222	Post Docto	ral Fellow	Resear	ch Assistant
						Duck,Donald	22222222		0 00222222	Post Docto	ral Fellow	Resear	ch Assistant
						Duck,Donald 22222222			0 00222222	Post Docto	ral Fellow	Resear	ch Assistant
						Duck,Donald	22222222		0 00222222	Post			
				Doctoral Fellow	Research Assistant	XX	XX 31	1111	RXXXXXX	00000	5911	71.32	8/30/2019
Duck,Donald	22222222	0	00222222	Post Doctoral Fellow	Research Assistant	XX	XX 31	1111	RXXXXXX	00000	5911	71.31	9/13/2019
Duck,Donald	22222222	0	00222222	Post Doctoral Fellow	Research Assistant	XX	XX 31	1111	RXXXXXX	00000	5911	71.32	9/27/2019
												5,928.09	=

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