

OFFICE OF THE CONTROLLER

Queries Webinar Series:
Payroll

October 2026





Table of Contents

Accessing and Searching for Queries	3
Payroll Queries	7
Resources and Communications	16



Accessing and Searching for Queries

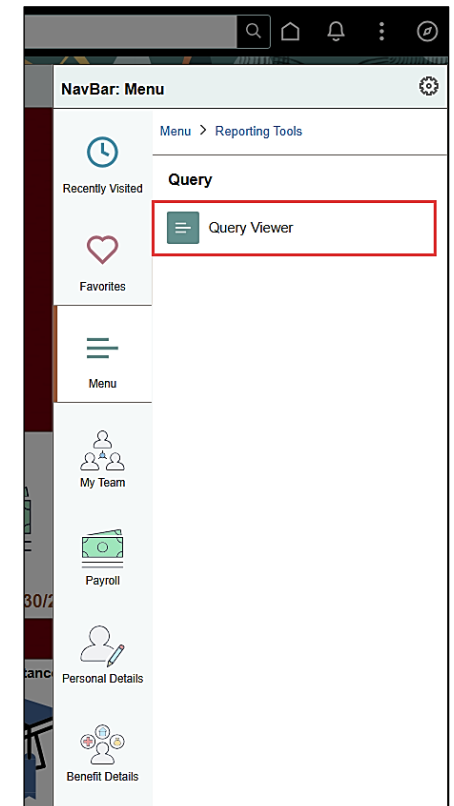
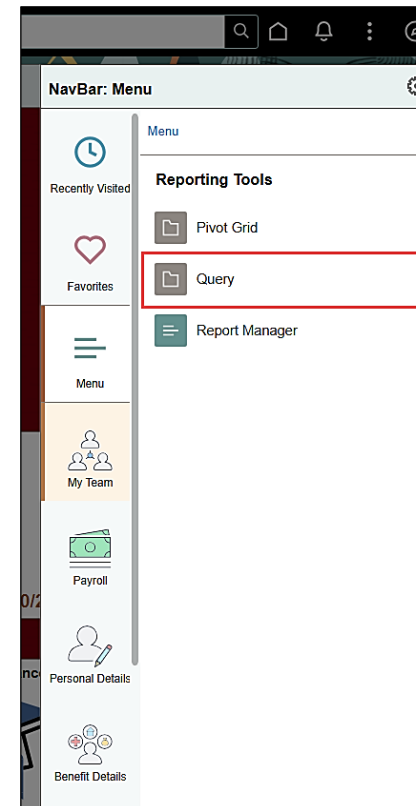
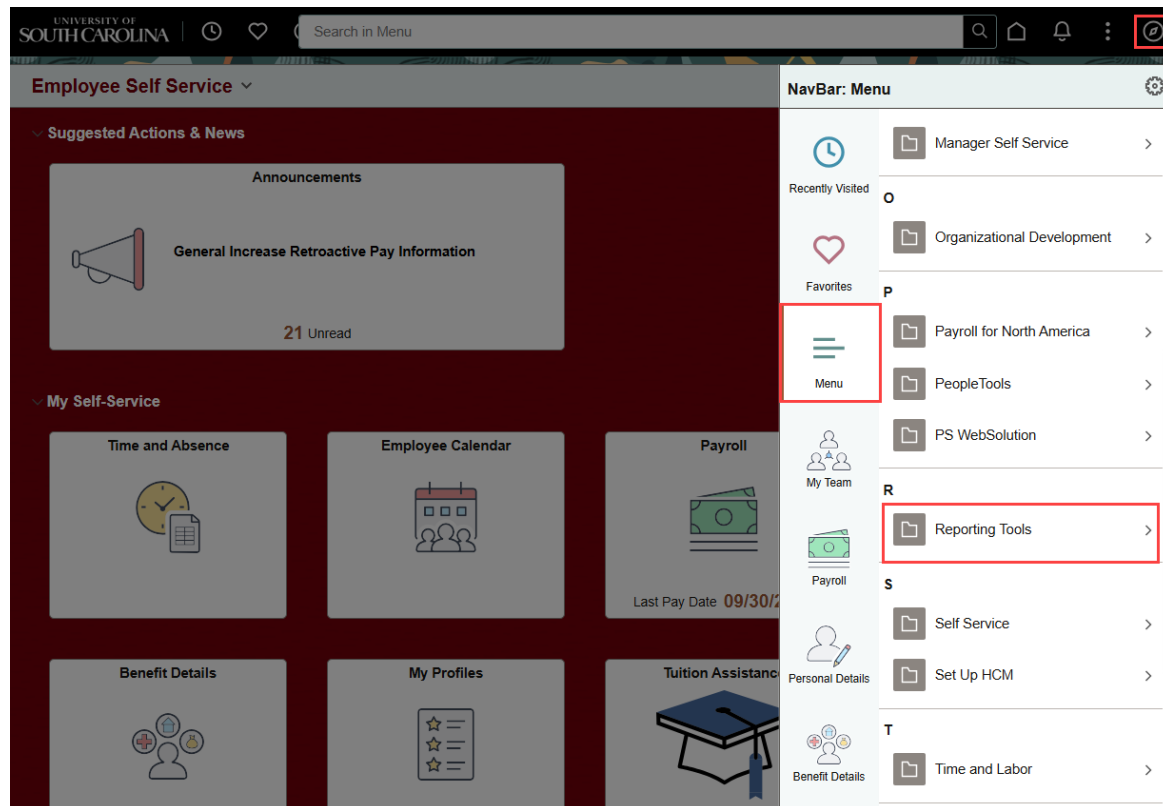


UNIVERSITY OF
South Carolina

Accessing Query Viewer

To access queries, click the Compass icon in the righthand corner to access the navigation bar. Then, use the navigation:

Main Menu > Reporting Tools > Query > Query Viewer



Searching for Queries by Name

When you know the query name:

1. Enter the query name in the **Query Name** field.

2. Leave the search option as **Begins With**.

3. Click the **Search** button.

The screenshot shows the 'Query Viewer' interface of the University of South Carolina. The top navigation bar includes 'Favorites', 'Main Menu', 'Employee Self Service', and 'Query Viewer'. The search bar at the top right has a dropdown set to 'All' and a search button. Below the navigation bar, there's a red banner with the University of South Carolina logo and a search bar. The main search area contains several fields: 'Query Name' (set to 'SC_PY_COMBO_CODES'), 'Description', 'Uses Record Name', 'Uses Field Name', 'Access Group Name', and 'Folder Name'. Each of these fields has a 'begins with' dropdown menu. Below these fields are two dropdown menus for '*Query Type' (set to 'User') and 'Owner'. A red box highlights the 'Query Name' field and the 'Search' button. Below the search fields, there's a note: 'When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.' Below this note are 'Search' and 'Clear' buttons. The 'Search Results' section shows a dropdown for '*Folder View' set to '-- All Folders --'. Below this is a table titled 'Query' with the following data:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SC_PY_COMBO_CODES	All Combo Codes Detail	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
SC_PY_COMBO_CODES_ALL	All Combo Codes Detail	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Viewing Search Results

HTML	View results on-screen
Excel	Export directly to Excel
Favorite	Save query for future use
Description	Understand what the query does

Favorites ▾Main Menu ▾Employee Self Service > Query Viewer

UNIVERSITY OF SOUTH CAROLINA

All ▾Search >>Advanced SearchLast Search Results

Add To ▾

Notifi

New Window | Per

Enter any information you have and click Search. Leave fields blank for a list of all values.

Query Name

begins with ▾

SC_PY_COMBO_CODES

Description

begins with ▾

Uses Record Name

begins with ▾

Uses Field Name

begins with ▾

Access Group Name

begins with ▾

Folder Name

begins with ▾

*Query Type

=

User ▾

Owner

=

▾

Search

Clear

Basic Search

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

Search Results

*Folder View

-- All Folders -- ▾

Query

1-2 of 2 ▾

<> | View All

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SC_PY_COMBO_CODES	All Combo Codes Detail	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
SC_PY_COMBO_CODES_ALL	All Combo Codes Detail	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Payroll Queries



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Payroll Queries

If you need to . . .

Identify active earnings codes

Find active payroll funding combo codes

Review employees charged to a project

Monitor project funding and funding end dates

Identify Account Change eForm approvers

Check the status of Account Change eForms

Review active Payroll, HR, and Time and Absence security roles

Use this query!

SC_PY_EARN_CODE

SC_PY_COMBO_CODES

SC_PY_FUNDING_BYPROJ

SC_PY_FUND_BYPROJ_DATE

SC_PY_GT_ACCOUNT_CHANGE_APPROV

SC_PY_GT_ACCT_CHANGE_FORMS

SC_SECURITY_ROLES_USERS_ACTIVE



SC_PY_EARN_CODE

What does it do?

Displays all active earnings codes available in PeopleSoft HCM.

When would I use it?

- Identify the correct earnings code.
- Review available payroll earnings codes.
- Support payroll or additional-pay transactions.

Key Search Criteria:

- No selection criteria

Key Tip: Use this query when you know the type of pay needed but not the corresponding earnings code.

SC_PY_EARN_CODE- Active Earns Codes				
Download results in : Excel Spreadsheet CSV Text File XML File (19 kb)				
View All		First 1-100 of 199 ▶ Last		
Row	Earn Code	Eff Date	Status	Descr
1	BNS	01/01/1901	A	Bonus Student Treaty
2	SCL	01/01/1901	A	Sick Leave Lost
3	ALL	01/01/1901	A	Annual Leave Lost
4	ATH	01/01/1901	A	Athletics Fringe Benefits
5	LMP	01/01/1901	A	Leave Without Pay
6	TUI	01/01/1901	A	Employee Tuition
7	ACF	01/01/1901	A	Athletic Fringe Car
8	TFB	01/01/1901	A	Taxable Fringe Benefits
9	TFT	01/01/1901	A	Taxable Fringe Ben Teach Trty
10	TFS	01/01/2019	A	Taxable Frg Ben Std Trty
11	VSP	12/16/2019	A	Voluntary Separation Prog Pay
12	STB	01/15/2020	A	State Approved Bonus
13	SBI	01/15/2020	A	State Approved Bonus_Intl
14	AWS	01/15/2020	A	Monetary Cash Student Treaty
15	\$AC	01/01/1900	A	All Earnings Codes - System Cd
16	\$NA	01/01/1900	A	N/A - Retro Place Holder
17	MET	01/01/1901	A	Moving Expenses Teache
18	ATC	01/01/1901	A	Athletic Contract Pay
19	XRG	01/01/1901	A	Earnings Balances
20	MOV	01/01/1901	A	Moving Expenses
21	ATT	01/01/1901	A	A L Taken Teaching Treaty
22	AFT	01/01/1901	A	Athletic Fringe Teach Treaty
23	AWT	01/01/1901	A	Monetary Cash Awd Teach Treaty
24	BNT	01/01/1901	A	Bonus Teaching Treaty

SC_PY_COMBO_CODES

What does it do?

Returns active combo codes for a specific area when completing HCM transactions that require funding.

When would I use it?

- Identify valid funding combinations.
- Confirm a combo code is active.
- Support payroll funding transactions.

Key Search Criteria:

- Department ID
- Operating Unit
- Status
- Project
- Cost Share

SC_PY_COMBO_CODES - All Combo Codes Detail

Dept ID

Operating Unit

*Status

Project

Cost Share

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (8 kb)

[View All](#)

First 1-23 of 23 Last

Row	Set ID	Process Group	Eff Date	Status	GL Combo Code	Descr	Acct	Dept ID	Project	Fund	Class	Operating Unit	Cost Share	PC Bus Unit	Activity
1	USC01		07/01/2019	A	A00000000440	CL000620499Z0125990	51200	620499		Z0125	990	CL000			
2	USC01		07/01/2019	A	A00000000686	CL010620499A0001602	51200	620499		A0001	602	CL010			
3	USC01		07/01/2019	A	A00000004554	CL000620499Z0125990	51300	620499		Z0125	990	CL000			
4	USC01		07/01/2019	A	A00000004800	CL010620499A0001602	51300	620499		A0001	602	CL010			
5	USC01		07/01/2019	A	A00000008668	CL000620499Z0125990	51330	620499		Z0125	990	CL000			
6	USC01		07/01/2019	A	A00000008914	CL010620499A0001602	51330	620499		A0001	602	CL010			
7	USC01		07/01/2019	A	A00000012782	CL000620499Z0125990	51390	620499		Z0125	990	CL000			
8	USC01		07/01/2019	A	A00000013028	CL010620499A0001602	51390	620499		A0001	602	CL010			
9	USC01		07/01/2019	A	A00000016896	CL000620499Z0125990	51400	620499		Z0125	990	CL000			
10	USC01		07/01/2019	A	A00000017142	CL010620499A0001602	51400	620499		A0001	602	CL010			
11	USC01		07/01/2019	A	A00000021008	CL000620499Z0125990	51422	620499		Z0125	990	CL000			
12	USC01		07/01/2019	A	A00000021254	CL010620499A0001602	51422	620499		A0001	602	CL010			
13	USC01		07/01/2019	A	A00000025123	CL000620499Z0125990	51600	620499		Z0125	990	CL000			
14	USC01		07/01/2019	A	A00000025369	CL010620499A0001602	51600	620499		A0001	602	CL010			
15	USC01		07/01/2019	A	A00000029237	CL000620499Z0125990	51800	620499		Z0125	990	CL000			

Key Tip: Use one or more chartfield criteria to narrow results to the needed funding combination.

SC_PY_FUNDING_BYPROJ

What does it do?

Identifies employees charged to a project for the current fiscal year.

When would I use it?

- Review employees funded by a project.
- Monitor project payroll charges.
- Confirm project funding assignments.

Key Search Criteria:

- Project ID
- Fiscal Year
- PC Business Unit

Key Tip: Fiscal Year is required; enter the Project ID to focus on one project.

SC_PY_FUNDING_BYPROJ - Funding query by project

Project

10010544

Fiscal Year (required)

2027

PC Bus Unit

View Results

Download results in :

Excel SpreadSheet

CSV Text File

XML File

(2 kb)

View All

First 1-4 of 4

Row	Name	First Name	Last	ID	Empl Record	Job Eff Date	Sequence	Dept ID	Position	Pay Status	Action	Group	Type	Empl Class	Planned Exit	Auto End Job	Year	Eff Date	Sequence	Earn Code	Seq Nbr	Combo Code	Project	PC Bus Unit	Funding End Date	Disb Date
1						02/01/2026	0	130200		A	REH	HRL	H	TSF	01/31/2027	Y	2027	07/01/2026	0		1	A00000066389	10010544	USCSP	03/31/2027	N
2						07/01/2026	0	130200	00773671	A	PAY	I12	S	RGP	09/24/2027	Y	2027	07/01/2026	1		1	A00000066389	10010544	USCSP	03/31/2027	Y
3						10/16/2025	0	130200	00773712	A	PAY	I12	S	RGP	12/31/2026	Y	2027	07/01/2026	0		1	A00000066389	10010544	USCSP	03/31/2027	Y
4						08/26/2026	0	155101	00774185	A	DTA	I12	S	RGP	12/18/2027	Y	2027	07/01/2026	0		1	A00000066389	10010544	USCSP	03/31/2027	Y

SC_PY_FUND_BYPROJ_DATE

What does it do?

Identifies grant funding sources and funding end dates.

When would I use it?

- Monitor expiring or inactive grant funding.
- Review funding end dates for employees.
- Identify payroll funding that may need to be updated.

Key Search Criteria:

- Project ID
- Fiscal Year (*required*)
- PC Business Unit (*required*)
- Purchasing End Date

SC_PY_FUND_BYPROJ_DATE - Project Funding Query by date

Project

Fiscal Year (required)2027

PC Bus Unit (required)USCSP

Funding End Date <=09/30/2026

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (188 kb)

View All

Row	Name	First Name	Last	ID	Empl Record	Job Eff Date	Sequence	Dept ID	Position	Pay Status	Action	Group	Type	Empl Class	Planned Exit	Auto End Job	Year	Eff Date	Sequence	Earn Code	Seq Nbr	Combo Code
1						0 08/16/2026	0	115070		A	REH	I12	S	STU	12/15/2026	Y	2027	08/16/2026	0		1	A00000133398
2						0 07/20/2026	0	152200	00773711	A	DTA	P12	S	RGP	09/30/2027	Y	2027	07/01/2026	1		1	A00000131303
3						0 07/20/2026	0	152200	00773711	A	DTA	P12	S	RGP	09/30/2027	Y	2027	07/01/2026	1		1	A00000132106
4						2 08/16/2026	0	152400		A	REH	T12	S	STU	09/30/2026	Y	2027	08/16/2026	0		1	A00000133193
5						3 05/11/2026	0	115800	00773461	A	DTA	I12	S	RGP	11/14/2026	Y	2027	07/01/2026	1		1	A00000132692
6						0 07/20/2026	0	152200	00774230	A	DTA	P12	S	RGP	09/30/2027	Y	2027	07/01/2026	0		1	A00000131303
7						0 08/14/2026	0	152200	00772624	A	DTA	P12	S	RGP	09/30/2027	Y	2027	07/01/2026	0		1	A00000131341
8						0 05/16/2026	0	155401	00774057	A	PAY	I12	S	RGP	10/31/2026	Y	2027	09/01/2026	0		1	A00000125237
9						0 08/16/2026	0	155301		A	REH	I12	S	STU	05/15/2027	Y	2027	08/16/2026	1		1	A00000127041
10						3 05/17/2026	0	115300		A	DTA	HRL	H	STU	12/15/2026	Y	2027	07/01/2026	0		1	A00000133457
11						0 08/14/2026	0	152200	00773778	A	DTA	P12	S	RGP	09/30/2027	Y	2027	07/01/2026	0		1	A00000131341

Key Tip: Compare funding end dates with employee end dates to prevent payroll from posting after a project ends.

SC_PY_GT_ACCOUNT_CHANGE_APPROV

What does it do?

Identifies individuals responsible for approving Account Change eForms within an area.

When would I use it?

- Confirm the appropriate eForm approver.
- Review approvers for a department.
- Prepare for staffing or responsibility changes.

Key Search Criteria:

- Department

Key Tip: Leave Department blank to review approvers across all areas available to you.

SC_PY_GT_ACCOUNT_CHANGE_APPROV

Dept ID (Optional) 

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-3 of 3 Last

Row	Account Change Approvers	Dept ID - Access	Dept ID Descr
1		620499	CONTROLLERS OFFICE
2		620499	CONTROLLERS OFFICE
3		620499	CONTROLLERS OFFICE

SC_PY_GT_ACCT_CHANGE_FORMS

What does it do?

Identifies Account Change eForms in a selected status.

When would I use it?

- Check the status of Account Change eForms.
- Find forms awaiting action.
- Monitor forms for a department.

Key Search Criteria:

- Form Status
- Department ID

SC_PY_GT_ACCT_CHANGE_FORMS - Account Change Forms									
*Form Status Executed									
Dept ID									
View Results									
Download results in : Excel Spreadsheet CSV Text File XML File (6770 kb)									
View All									
First 1-100 of 28935 Last									
Row	Form ID	Display Name	Position	Dept ID	ID	Group	Empl Record	Form Status	Eff Date
1	17793			111100		HRL	0 E		04/14/2019
2	14640			213000		HRL	0 E		04/14/2019
3	14462			150001		HRL	0 E		04/14/2019
4	13710			155401		HRL	1 E		04/14/2019
5	16047			911611		HRL	0 E		04/14/2019
6	15232			600200		HRL	1 E		04/14/2019
7	13122			131300		HRL	0 E		04/14/2019
8	15600			986028		HRL	0 E		04/14/2019
9	13782		00101364	112000		C12	0 E		04/16/2019
10	17070		00145392	112000		C12	0 E		04/16/2019
11	17831			130700		IC1	1 E		04/16/2019
12	17833			130700		TC1	1 E		04/16/2019
13	18410		00772964	111100		IC1	0 E		04/16/2019
14	17555		00005566	120400		C12	0 E		04/16/2019
15	13847		00124362	111100		C12	0 E		04/16/2019
16	13866		00772148	155101		C12	0 E		04/16/2019
17	13996			125500		C09	0 E		04/16/2019
18	14044			126100		C12	1 E		04/16/2019
19	14046		00770485	131300		C12	0 E		04/16/2019
20	14089			111100		IS2	0 E		04/16/2019
21	14103			111100		IS2	0 E		04/16/2019

Key Tip: Form Status is required. Use it first, then add a Department ID to narrow the results.

SC_SECURITY_ROLES_USERS_ACTIVE

What does it do?

Identifies active Payroll, HR, and Time and Absence security roles assigned to users in your area.

When would I use it?

- Review user access and approval roles.
- Prepare for an employee departure or role change.
- Confirm who can initiate or approve transactions.

Key Search Criteria:

- User
- Name
- USCID

SC_SECURITY_ROLES_USERS_ACTIVE - SC Security Roles Users Active

Role Name

Role Description

User

Name

EMPLID (USCID)

Email ID

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2 kb)

View All

First 1-4 of 4 Last

Row	Role Name	Descr	User ID	Description	ID	Email ID	Is Locked	Row Sec Prm Lst	Employee HR Dept
1	SCHGT_WF_CAMPUS_DEPT_1	GT WF - Campus/Dept. 1					0	SCHCDPALL	620499
2	SCHGT_WF_FINANCE_DEPT	GT WF - Finance Dept.					0	SCHCDPALL	620499
3	SCHPY_Bus_Managers_QryRpts	PY - Bus Mgrs.-Queries & Rpts					0	SCHCDPALL	620499
4	SCHTL_ABS_Approver	TL & ABS - Approver					0	SCHCDPALL	620499

Key Tip: Review this query when responsibilities change so new and in-route transactions continue moving through workflow.

Resources and Communications



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Payroll Department



MONEY MATTERS

In cooperation with Human Resources and University departments, we fulfill the obligation of paying all University of South Carolina employees accurately and timely.

Payroll Department

My Payroll

Pay Dates

Direct Deposit

International Payroll

Payroll Toolbox

Office Contacts

We are responsible for preparing payrolls for the University of South Carolina in accordance with university policies and federal/state rules and regulations.

Payroll Department Communication Hours and Contact Information

The Payroll Team has relocated to the 6th floor of 1600 Hampton Street. In person employee appointments will remain unchanged —Wednesdays from 9 a.m. to 4 p.m. For assistance outside of those hours or to schedule an appointment, employees are encouraged to contact the team by email at payroll@mailbox.sc.edu or by phone at 803- 777-4227.

PEOPLESOFT HCM Login to the HCM PeopleSoft System

To log in, use your Network Username and password. This requires two-factor authentication (DUO).

The HCM PeopleSoft system replaces ITAMS.

Where to Find the Resources

Visit the [Payroll website](#) for more resources and information.





Office of the Controller

Office of the Controller

General Accounting

Grants and Funds Management

Compliance and Tax Management

Payroll Department

Operational Management and Reporting

External Financial Reporting and Transparency

Resource and Training Toolbox

Business Manager

Grant Administration

Principal Investigator

Policies & Procedures

Forms

Newsletters

PeopleSoft Finance Training Schedule

Listserves

Social Media

Contact Us

Business Manager

The role of each Business Manager at the University of South Carolina varies across each college and department. Each Business Manager handles several responsibilities that directly influence the success of their departments and the University overall. They provide business expertise on a variety of topics including, but not limited to budget, expenses, supplier onboarding, transaction corrections, and University policies and procedures.

Below is a list of tasks a Business Manager may be responsible for within their college/department. Sections include links to training resources that support each task.

Note: Each year the Controller's Office provides refresher trainings starting the month of February thru the end of April. Registration links for all scheduled trainings are sent to our BIZMANAGER listserv end of January, provided in our monthly newsletter, and in a prior week reminder email. On demand training can be found in the sections below.

Account Funding Change

Expand all



AP Uploads



Business Expense Prepaid Cards



Cash Advances



Cost Transfer



Departmental Deposits



Employee Reimbursement (Non-travel)



Endowments



Finance Intranet

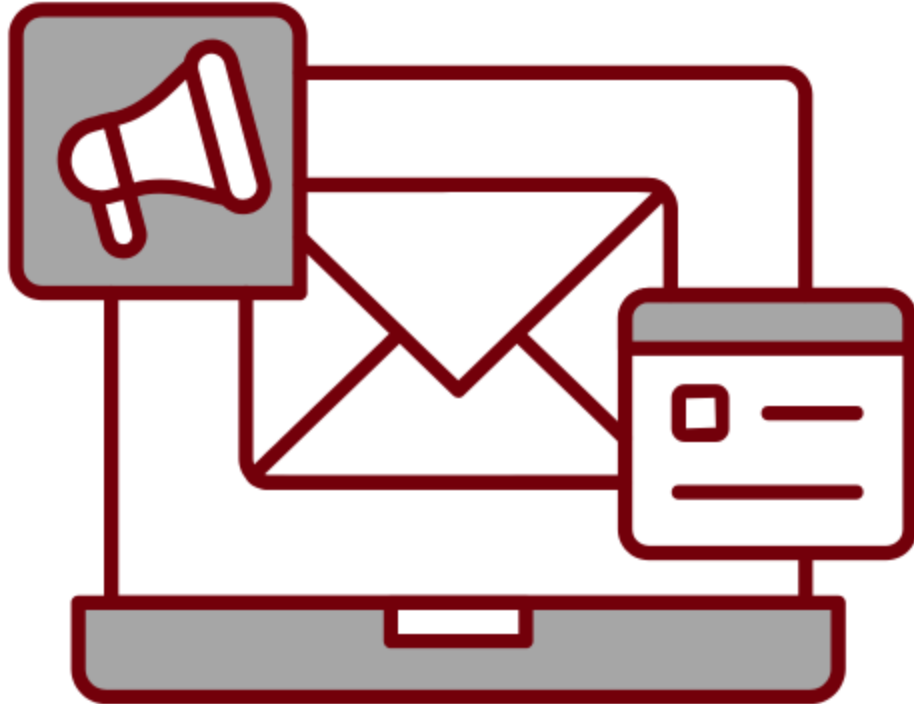


Where to Find the Resources

For transaction correction training resources, visit our [Business Manager](#) page.



Contact Us



For specific questions, please visit our [website](#) to find the appropriate contact.



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Questions



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THANK YOU!

Office of the Controller



Alone, we can do so little; together,
we can do so much.

**Address:**

1600 Hampton Street
Columbia, SC 29208

**Contact Number:**

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Fax: 803-777-9586

**Email Address:**

controller@sc.edu



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