

# Running / Viewing / Printing Reports

## Payroll Check and Advice Register

This report provides a list of employees who are scheduled to receive compensation for a selected pay period. This report may be run at any time and for any pay period. Departments have the option to run this report after the last preliminary pay calculation as a tool to determine if any employee expected to receive compensation is listed and vice versa. If issues are encountered, then the appropriate steps should be taken to resolve the issue. At this point it is too late to update funding but there is still time to correct time and leave issues.

The report may also be run after payroll is confirmed and prior to the paycheck date.

**Note: This report does not include CWSP (College Work-Study Program) data/funding, does not take into account mid-payroll period funding changes, and does not indicate appropriate percentages for funding of positions where there is funding other than default funding i.e., CNT, OTP, OVL, QBP, etc.**

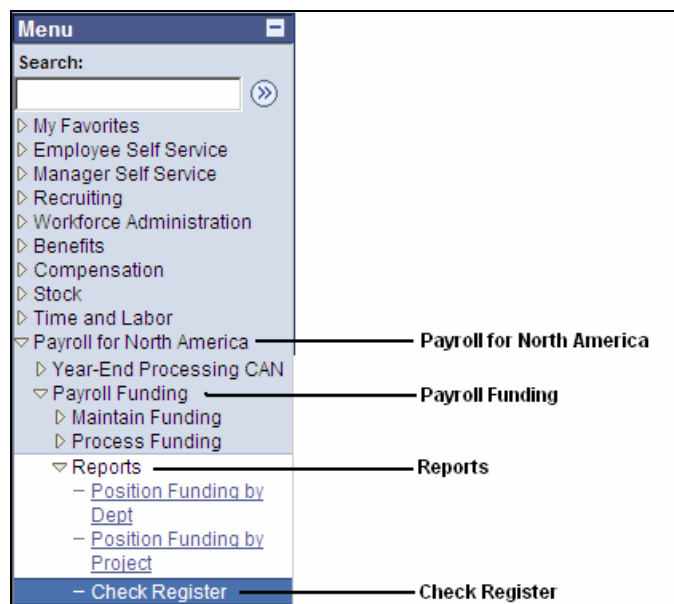
### 1. Access HRIS Report

Menu: Payroll for North America

Folder: Payroll Funding

Folder: Reports

Page: Check Register



# Payroll Check and Advice Register

## 2. Select Run Control ID

- Enter an existing Run Control ID or click on the "Search" button to produce a list of Run Control ID's ... search results will appear. Select a Run Control ID from the list. <Enter>

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

Find an Existing Value Add a New Value

Run Control ID: begins with amd

Search Clear Basic Search Save Search Criteria

If a RUN CONTROL ID DOES NOT EXIST, repeat Step 1. Select "Add a New Value." A "Run Control ID" edit box will appear. Enter a three-digit Run Control ID. Select the "Add" button. Note: This procedure will only need to be done ONE TIME. The RUN CONTROL ID is used to define the parameters for running the report. Once the Run Control ID is created, it may be reused over and over for any HRIS report.

**HRIS Training Tip:** When creating a RUN CONTROL ID, keep the Run Control ID short and use only alphabetical letters or numbers. Some characters (Examples: &, %, \*, etc.) take on a special meaning that is not intended and cause problems. If you have a Run Control ID that includes a special character, please discontinue using it.

**The Report Request Parameters page will appear.**

## 3. Complete the Report Request Parameters

- **Pay Period End date:** Any pay period end date may be selected that has been confirmed/completed. MMDDYY format.
- **Pay Group: (Optional)** Refer to Pay Group Table
- **Payroll Cycle**

**On-Cycle:** Used to select normal payroll cycle. Click once on **On-Cycle**, if the radio button is not already marked.

**Off-Cycle:** \*\*\* HR Use Only \*\*\* Payroll cycle in which adjustments and/or supplementals are processed

## Payroll Check and Advice Register

- **Department or Department Group ID:** Use one -- not both.

**Department:** Used to print information for a single department (i.e., 36700XXXXX).

### OR

**Department Group ID:** The Department Group ID is used by major administrative unit personnel (i.e., Dean's Office). Used to print information for all the departments within the college.

- **Sort by Subunit (Optional):** Click indicator "on" to sort report by subunits within department. This option is only available to those departments who have created subunits.

The screenshot shows a web form titled "Report Request Parameters". It contains several input fields and options:

- Pay Period End Date:** A text box containing "08/21/2008" with a search icon.
- Pay Group:** A text box containing "KST" with a search icon. Below it, a "Payroll Cycle" section has two radio buttons: "On-Cycle" (selected) and "Off-Cycle".
- Department:** A text box containing "3670020060" with a search icon.
- Department Group ID:** An empty text box with a search icon.
- Sort By Subunit (Optional):** A checkbox that is currently unchecked.

There is an "OR" label between the Department and Department Group ID fields, and a note "Required for Off-Cycle" near the Pay Group field.

#### 4. Save and Run the Report

- Select " **Save** " to retain selected report parameters.
- Select " **Run** " to run the report and to access the Process Scheduler Request page.

# Payroll Check and Advice Register

Runctl Wpay004 Ksu

Run Control ID: amd [Report Manager](#) [Process Monitor](#) **Run**

**Report Request Parameters**

Pay Period End Date: 08/21/2008

Pay Group: KST Required for Off-Cycle

Department: 3670020060

OR

Department Group ID:

Payroll Cycle

On-Cycle  Off-Cycle

Sort By Subunit (Optional)

**Save** **Return to Search** **Notify** **Add**

## 5. Set Up Process Scheduler Request Page

The following options exist for running, viewing or printing the report:  
Web or Email

**Process Scheduler Request**

User ID: ALMAMD Run Control ID: amd

Server Name: PSUNX Run Date: 07/22/2008

Recurrence: Recurrence Run Time: 3:47:40PM **Reset to Current Date/Time**

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Payroll Check Register	WPAY004	SQR Report	Web	PDF	Distribution
OR						
<input checked="" type="checkbox"/>	Payroll Check Register	WPAY004	SQR Report	Email	PDF	Distribution

**OK** **Cancel**

All other fields may be left blank or filled with default data (i.e., Recurrence, Time Zone, Run Date, and Run Time). After completing the options, select **“OK” to run the report.**

# Payroll Check and Advice Register

## 6. View or Print the Report

After selecting "OK" ... HRIS will return to the Report Request Parameters page.

- **Report Manager** will produce a list of reports that have been set up using the web type on the Process Scheduler Request Page and sent to the process scheduler/report list.

Run Control ID: amd [Report Manager](#) [Process Monitor](#) [Run](#) Process Instance: 403691

**Report Request Parameters**

Pay Period End Date: 08/21/2008

Pay Group: KST  Required for Off-Cycle

Department: 3670020060

OR

Department Group ID:

Payroll Cycle

On-Cycle  Off-Cycle

Sort By Subunit (Optional)

[Save](#) [Return to Search](#) [Notify](#) [Add](#)

## Report Manager - Set Up Report List

- Select "Refresh" to View Report List
- If status = Posted ... Select "Details" to Access Report

[List](#) [Explorer](#) [Administration](#) [Archives](#)

**View Reports For**

User ID: ALMAMD Type: SQR Report Last: 1 Days [Refresh](#)

Status:  Folder:  Instance:  to:

**Report List** [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-3 of 3 | [Last](#)

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	374912	403699	<a href="#">Payroll Check Register</a>	07/22/2008 3:58:58PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

Note: Reports will remain on the "Report List" for 30 days.

# Payroll Check and Advice Register

## Report Manager - Access Report

- A Message Log, Trace File, and File Name(s) will appear.
- To view the report, select the file name ... wpay004\_xxxxx.PDF

Report Detail		
Report		
Report ID: 374912	Process Instance: 403699	<a href="#">Message Log</a>
Name: WPAY004	Process Type: SQR Report	
Run Status: Success		
Payroll Check Register		
Distribution Details		
Distribution Node: KSU	Expiration Date:	<input type="text" value="08/21/2008"/>
File List		
Name	File Size (bytes)	Datetime Created
<a href="#">SQR_WPAY004_403699.log</a>	1,607	07/22/2008 3:59:38.000000PM CDT
<a href="#">wpay004_403699.PDF</a>	1,523	07/22/2008 3:59:38.000000PM CDT
<a href="#">wpay004_403699.out</a>	176	07/22/2008 3:59:38.000000PM CDT

After selecting the PDF file, the report will appear.

## Print Report

- To print the report, select the  icon.

Or, select File > Print.

If an error occurs, please contact the **HELP DESK at 532-6282**. Be prepared to provide them with any details (i.e., error message(s), steps followed, etc.).

If you have questions regarding the information displayed in the report -- please call your HR liaison at 532-6277 or Alma Deutsch at 532-1448.