

# Payroll Reallocation Report

This report is set up to pull all the expenditures and account codes that a check has been charged against. This tool has been setup to accomplish the following:

1. Verify that all the charges associated with the check has been reallocated.
2. Extract the necessary data from the payroll reallocation.

**Reminder:** The data pulled in this report should still be entered on the proper place on the Payroll Reallocation form.

## Navigation: UHS HRMS Payroll >Reports > Reallocation Rpt

The screenshot shows the PeopleSoft interface for the 'Payroll Reallocation Rpt'. The search criteria field is populated with 'JC'. A callout box points to this field with the text 'Enter Control ID'. The interface includes a menu on the left, a search bar, and buttons for 'Find an Existing Value', 'Add a New Value', 'Search', and 'Advanced Search'.

<b>Run Control ID</b>	Enter Run Control ID in field.*
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<b>Search</b>	Click on <b>Search</b>
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\*Note: Click on [Add a New Value](#) link or tab to create a Control ID if one does not exist.

The screenshot shows the 'Run' screen of the 'Payroll Reallocation Rpt'. The 'Run Control ID' is 'JC' and the 'Paycheck Number' is '0'. A callout box points to the 'Paycheck Number' field with the text 'Enter check number'. The interface includes a menu on the left, a 'Run Control ID' field, a 'Paycheck Number' field, and buttons for 'Report Manager', 'Process Monitor', 'Run', 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

<b>Paycheck Number</b>	Type paycheck number in field.
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<b>Run</b>	Click <b>Run</b> to start the process
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**Server Name is PSNT**

**Process Type determines Server Name**

**Type is Web**

**Format is PDF**

<b>Server Name</b>	Enter PSNT in field or click on  and select from drop down menu.
<b>Type</b>	Enter Web or click on  and select from drop down menu.
<b>Format</b>	Enter PDF or click on  and select from drop down menu.
<b>OK</b>	Click OK button

**Note:** A Server Name must be selected when printing reports. The Process Type determines which server to use. There are two types, (1) Crystal Report, and (2) SQR Report. For SQR reports use PSUNX and Crystal reports use PSNT. Use the drop down arrow to select the appropriate type and format.

**Process Instance number**

<b>Process Instance Number</b>	This number identifies Payroll Reallocation report.
<b>Process Monitor</b>	Click on Process Monitor link.

The screenshot shows the PeopleSoft interface for Payroll Reallocation. On the left is a menu tree with 'UHS HRMS PAYROLL' expanded. The main area has a 'View Process Request For' form with fields for User ID (UHSPARTT), Type (Crystal), Last (1 Days), Server (PSNT), Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is highlighted. Below the form is a 'Process List' table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. Two rows are shown, both with a 'Success' status. Callouts point to the 'Refresh' button, the 'Run Status' column, and the 'Details' link.

Process Instance number

Run Status should be Success

Refresh button

Details link

<b>User ID</b>	Your user id should be in this field. User id should match PS login id.
<b>Server</b>	Enter PSNT in field or click on  and select from drop down menu.
<b>Refresh</b>	Click on Refresh button to refresh/update screen. Click this button until Run Status shows Success.
<b><a href="#">Details</a></b>	Click on Details link to view the report after Success appears in the Run Status column.

The screenshot shows the 'Process Detail' screen for instance 1072654. It displays process information such as Name (UPAY108), Run Status (Success), and Distribution Status (Posted). There are sections for 'Run' (Run Control ID, Location, Server, Recurrence) and 'Date/Time' (Request Created On, Run Anytime After, Began Process At, Ended Process At). A 'View Log/Trace' link is highlighted with a callout. There are also 'Update Process' options (Hold, Queue, Cancel, Delete, Restart Request) and 'Actions' (Parameters, Message Log, Batch Timings, View Log/Trace). 'OK' and 'Cancel' buttons are at the bottom.

View Log/Trace

<b><a href="#">View Log/Trace</a></b>	Click on link to get the Payroll Reallocation report.
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View Log/Trace

<b>Report</b>		
<b>Report ID:</b> 31772	<b>Process Instance:</b> 1072654	<a href="#">Message Log</a>
<b>Name:</b> UPAY108	<b>Process Type:</b> Crystal	
<b>Run Status:</b> Success		

UPAY108		
<b>Distribution Details</b>		
<b>Distribution Node:</b> PSNT	<b>Expiration Date:</b>	12/29/2006

<b>File List</b>		
Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	0	11/29/2006 1:05:12.000000PM PST
<a href="#">UPAY108_1072654.PDF</a>	45,847	11/29/2006 1:05:12.000000PM PST
<a href="#">PeopleSoft Trace File</a>	469	11/29/2006 1:05:12.000000PM PST

<b>Distribute To</b>	
Distribution ID Type	*Distribution ID
User	UCRPTT

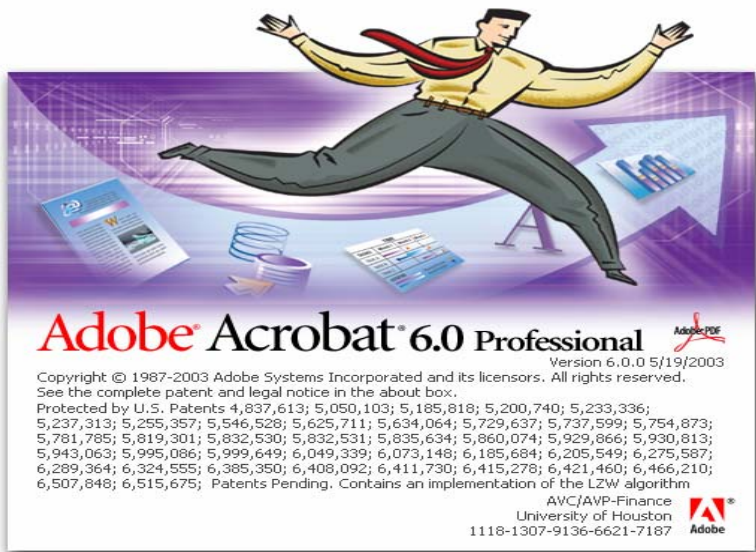
Filename link

Return

**UPAY108 1072654.PDF**

This is the filename. Click on this link to view/print the Payroll Reallocation report. File can only be saved in PDF format

*Note: Notice that the Process Instance number is part of filename.*



**Adobe Acrobat Reader**

The Adobe Acrobat page will appear as shown. The Payroll Reallocation report will appear immediately afterward.

*Note: Adobe Acrobat Reader must be on computer.*

Check Number                   XXXXXXXX                   Position Number                   XXXXXXXXXX  
 EMPLID                        XXXXXXXX  
 Name                            XXXXXXXXXXXXXXXXXX

Check #	EARNING CODE	EXPENSES	ACCOUNT CODE
	010	3,650.00	00730-31399-50104
	010	3,650.00	00730-31399-50104

Verify check number

Check #	DEDUCTION CODE	DEDUCTIONS	ACCOUNT CODE
	BLBT	2.23	00730-12913-51104
	HSBT	298.04	00730-12913-51104
	TRS	219.00	00730-32346-16100
	BLBT	2.23	00730-12913-51104
	HSBT	298.04	00730-12913-51104
	TRS	219.00	00730-19036-51111

Check #	TAX CLASS	TAXES	ACCOUNT CODE
	OASDI/ER	222.57	00730-19038-51109
	Med/ER	52.05	00730-19038-51109
	OASDI/ER	222.57	00730-19038-51109
	Med/ER	52.05	00730-19038-51109

Check number will also appear here

**Note:** If the employee is exempt from charges under a category (i.e. taxes) the check number will not populate.

**Payroll Reallocation Report**

As shown above the Payroll Reallocation Report appears.

**Note:** User can view, print and/or save this report. Report can only be saved in PDF format.