

Running the Trial and Final Payroll Reports by Department

Payroll Verification Report

The Payroll Department will send a notification by email when the Trial and Final payroll reports are available to run in your department. Payroll will supply the Pay Run ID's on the email.

Departments are responsible for checking the trial to verify against all timesheets submitted. If there are any discrepancies, please send a corrected timesheet to the Payroll office.

Navigation: **UHS HRMS Payroll >Reports >Payroll Verification Report**

PeopleSoft®

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Payroll Verification Reports

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](#)

Search by: Run Control ID begins with JC

Case Sensitive

[Search](#) | [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Enter Control ID

Run Control ID	Enter Run Control ID in field.*
Search	Click on Search



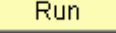
*Note: Click on [Add a New Value](#) link or tab to create a Control ID if one does not exist.

The screenshot shows the PeopleSoft interface for running a Payroll Verification Report. The main window is titled "Uhs Run Upay051" and contains several sections:

- Run Control ID:** JC
- Report Request Parameters:**
 - 'Payroll Verification Rpt' Sct: Final Verification - Alpha Ord
 - Run ID:** B16 (with a search icon) or Pay Run ID: 10/3/06
 - Paygroup Processing:** Fields for Company, Pay Group, Pay End Date, Process, Page #, and Thru.
 - Payroll Cycle:** Radio buttons for On-Cycle, Off-Cycle, and Both (selected).
 - Department ID:** Department: H0113 (with a search icon) and Dean, Optometry
- Buttons:** Save, Return to Search, Notify, Add, and Update/Display.

Callouts provide the following instructions:

- "Use Pay Run ID (supplied by payroll email)." points to the Pay Run ID field.
- "Ignore fields in panels." points to the Paygroup Processing section.
- "Click on Both" points to the Both radio button in the Payroll Cycle section.
- "Insert your Dept ID" points to the Department ID search field.

<p>Payroll Verification Rpt Sct.</p> <p><i>(Choices for running report)</i></p>	<p>Click on  and select criteria for running the report. Options include:</p> <div data-bbox="532 1003 946 1171" style="border: 1px solid black; padding: 5px;"> <p>Trial Verification - Alpha Ord</p> <p>Final Verification - Alpha Ord</p> <p>Final Verification - Dept Ord</p> <p>Trial Verification - Alpha Ord</p> <p>Trial Verification - Dpt Ord</p> </div> <p><i>Trial dept order = trial in empl ID order</i> <i>Trial alpha order = trial in alpha order</i> <i>Final dept order = final in empl ID order</i> <i>Final alpha order = final in alpha order</i></p>
<p>Pay Run ID</p>	<p>Enter the Pay Run ID supplied by payroll email.</p>
<p>Paygroup Processing</p>	<p>Ignore these fields on the panel. No data entry will be allowed in these fields, this is for the components who run the reports for the entire campus.</p>
<p>Payroll Cycle</p>	<p>Select Both by clicking on radio button.</p>
<p>Department ID</p>	<p>Enter department or click on  to get a list of valid values.</p>
<p>Run</p>	<p>Click  to start the process</p>

Server Name is PSUNX

Process Type determines Server Name

Type is Web

Format is PDF

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Payroll Verification Reports	UPAY051	SQR Report	Web	PDF	Distribution

Server Name	Enter PSUNX in field or click on <input type="button" value="v"/> and select from drop down menu.
Type	Enter Web or click on <input type="button" value="v"/> and select from drop down menu.
Format	Enter PDF or click on <input type="button" value="v"/> and select from drop down menu.
OK	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

Process Instance Number	This number identifies Payroll Verification report.
Process Monitor	Click on Process Monitor link.

The screenshot shows the PeopleSoft interface for viewing process requests. A callout box labeled 'Refresh button' points to the 'Refresh' button in the 'View Process Request For' section. Another callout box labeled 'Details link' points to the 'Details' link in the 'Process List' table. A third callout box labeled 'Process Instance number' points to the 'Instance' column in the table.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1072296		SQR Report	UPAY051	UHSPARTT	11/22/2006 1:37:31PM PST	Success	Posted	Details
<input type="checkbox"/>	1072295		SQR Report	UPAY051	UHSPARTT	11/22/2006 1:32:41PM PST	Success	Posted	Details
<input type="checkbox"/>	1072283		SQR Report	UBUD012	UHSPARTT	11/22/2006 1:38:14PM PST	Success	Posted	Details
<input type="checkbox"/>	1072275		SQR Report	UBUD013	UHSPARTT	11/22/2006 1:38:14PM PST	Success	Posted	Details
<input type="checkbox"/>	1072270		SQR Report	UPER014	UHSPARTT	11/22/2006 1:38:14PM PST	Success	Posted	Details

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

The screenshot shows the 'Process Detail' view for instance 1072296. A callout box labeled 'View Log/Trace link' points to the 'View Log/Trace' link in the 'Actions' section.

Process	
Instance: 1072296	Type: SQR Report
Name: UPAY051	Description: Payroll Verification Reports
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: JC	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 11/22/2006 1:37:59PM PST	Parameters Transfer
Run Anytime After: 11/22/2006 1:37:31PM PST	Message Log
Began Process At: 11/22/2006 1:38:14PM PST	Batch Timings
Ended Process At: 11/22/2006 1:38:29PM PST	View Log/Trace

View Log/Trace	Click on link to get the Payroll Verification report.
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View Log/Trace

Report

Report ID: 31438 **Process Instance:** 1072296 [Message Log](#)
Name: UPAY051 **Process Type:** SQR Report
Run Status: Success

Payroll Verification Reports

Distribution Details

Distribution Node: PSUNX **Expiration Date:** 12/22/2006

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,509	11/22/2006 1:38:29.000000PM PST
upay051_1072296.PDF	68,339	11/22/2006 1:38:29.000000PM PST
Trace File	987	11/22/2006 1:38:29.000000PM PST

Distribute To

Distribution ID Type	*Distribution ID
User	UHSPARTT

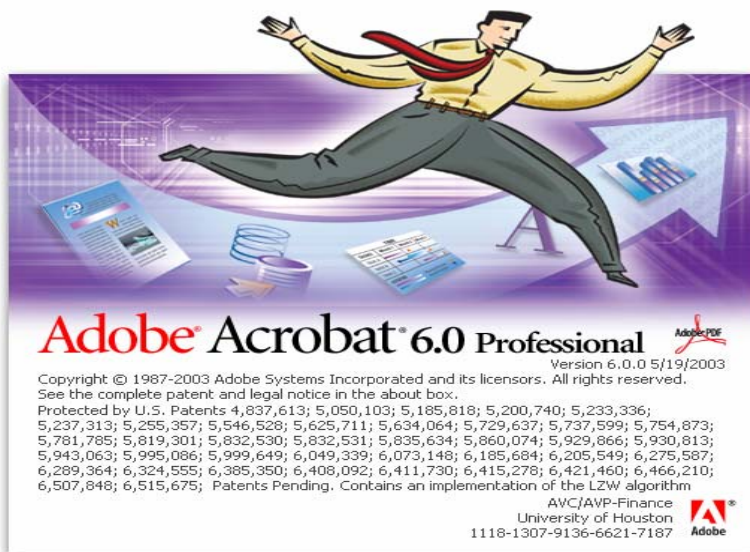
Filename link

[Return](#)

upay051 1072296.PDF

This is the filename. Click on this link to view/print the Payroll Verification 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 Verification report will appear immediately afterward.

Note: Adobe Acrobat Reader must be on computer.

Save a Copy Print Email Search Review & Comment Sign

115%

University Of Houston System
FINAL PAYROLL VERIFICATION REPORT - ALPHA ORDER

Report ID: UPAY051-02
Company: UH UH System Consolidated
Pay Period End: 04/09/2002
Pay Group: HEW Houston Bi-Weekly

Page No. 1
Run Date 11/22/2006
Run Time 13:38:14

On/Off Cycle CONFIRMED

Pay Ident	Empl Rcd#	Addl Nbr	Earnings Begin Date	Earnings End Date	Position Number	Earn Code	-----Regular Earnings-----		-----Overtime Earnings-----		-----Other Earnings-----		
							Hours	Earnings	Earn Code	Hours	Earnings	Earn Code	Hours
						Emplid: 0117964	Total Gross:	240.00	CHECK	3042621			
B16-On	0	0	04/08/2002	04/09/2002	00012235	020	16.00	240.00	(H0113)				
						Emplid: 0099673	Total Gross:	63.05	ADVICE	6072580			
B16-On	0	0	04/03/2002	04/09/2002	00103602	020	4.00	26.00	(H0113)				
B16-On	0	1	03/27/2002	04/02/2002	00103602	020	5.70	37.05	(H0113)				
						Emplid: 0083142	Total Gross:	1,444.00	ADVICE	6072581			
B16-On	0	0	04/03/2002	04/09/2002	00012221	020	40.00	622.00	(H0113)	151	4.00	62.20	
B16-On	0	1	03/27/2002	04/02/2002	00012221	020	36.00	559.80	(H0113)	400		100.00	
B16-On	0	2	04/03/2002	04/09/2002	00012221	020			(H0113)	HIL		46.16	N
B16-On	0	3	03/27/2002	04/02/2002	00012221	020			(H0113)	400		100.00	
										HIL		46.15	N
						Emplid: 0083899	Total Gross:	1,472.80	ADVICE	6072582			
B16-On	0	0	04/03/2002	04/09/2002	00012309	020	21.00	355.11	(H0113)	121	16.00	270.56	
										171	3.00	50.73	
B16-On	0	1	03/27/2002	04/02/2002	00012309	020	22.00	372.02	(H0113)	151	4.00	67.64	
										181	14.00	236.74	
										190	2.00		N
B16-On	0	2	04/03/2002	04/09/2002	00012309	020			(H0113)	400		60.00	
										HIL		27.69	N
B16-On	0	3	03/27/2002	04/02/2002	00012309	020			(H0113)	400		60.00	
										HIL		27.69	N
						Emplid: 0081450	Total Gross:	1,248.00	ADVICE	6072583			
Bennett, Steven G													

11 x 8.5 in

1 of 14

Payroll Verification Report

As shown above the Payroll Verification Report appears.

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