# PAYROLL INSTRUCTIONS
# RUNNING PAY REGISTERS

Accessing the HE Pay Register 2 to review area payroll calculations

# HE PAY REGISTER 2
## Must be reviewed at least 5 business days prior to pay day.

The HE Pay Register 2 is available to departments to review their payroll prior to the final calculation. Department personnel are strongly encouraged to review a proof at least once 4-5 business days prior to pay day. Supervisors and Department Chairs should be reviewing these reports to verify their employees are being paid appropriately.

Any discrepancies should be reported immediately to the Payroll Office. Department personnel with DEPT_ADMIN access in HRMS will be able to view and/or print the HE Pay Register 2 for their department:

To navigate to the HE Pay Register 2 page, utilize the following steps:

1. Log into Employee Self Service
2. Select the navigator icon on the top right hand corner
3. Select the menu icon
4. Select "Payroll for North America"
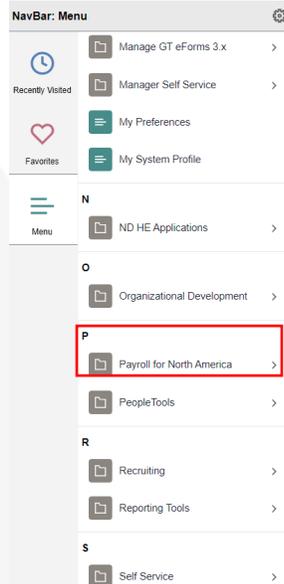


   a.
5. Select Payroll Processing USA
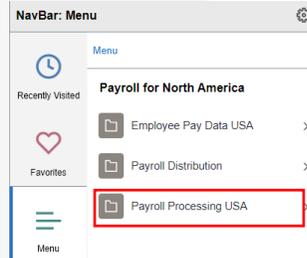


   a.
6. Select Pay Period Reports

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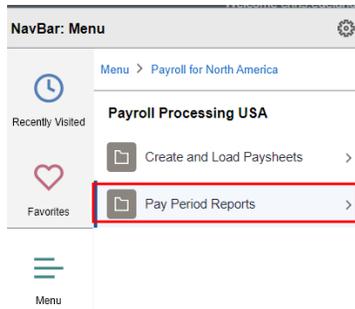
a.

7. Select HE Pay Register 2
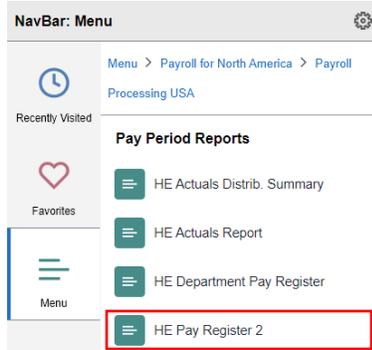


a.

8. If this is your first-time navigating to this page, take the time to save this page as a favorite or on your home page by selecting the three dots in the top right hand corner

9. The HE Pay Register 2 Run control page will load



a.

10. If you have *not* accessed this page previously, you will need to create a Run Control ID

    a. Select "Add a New Value"
    b. The page will reload

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**HE Pay Register 2**

Find an Existing Value | Add a New Value

*Run Control ID [_____]

[ Add ]

Find an Existing Value | Add a New Value

      i.

    c.   Enter a Run Control ID of your choice

         i.   Recommended Run Control ID: PayRegister2FL

             1.   F = First name initial

             2.   L = Last name initial

11.   If you have accessed this page and created a Run Control ID, select the Search button and chose the appropriate Run Control ID

12.   Complete the HE Pay Register 2 page

    a.   Pay Run ID: UNDYYMMDD

    b.   YY = Last two digits of the year.

    c.   MM = Two-digit code for the month.

    d.   DD = Two-digit code for the payday

    e.   Ex. If running the pay register for the pay period September 16 – September 30, 2022, that was paid on October 15, 2022, the Pay Run ID would be UND220930

    f.   Specify HR Unit: UND01

    g.   De-select the "All HR Unit?" box

13.   Dept ID: Input the department ID for the pay register you are running. Utilize the magnifying glass to the right of the box if you are unsure of the department ID.

         i.   Ex. In the example below, this person is running a pay register for Human Resources, so the department code 3250 is inputted.

    b.   Payroll Cycle: Both

    c.   Company: UND

    d.   Enter a sort option of your preference

         i.   Recommended sort option: Employee name

    e.   Off-Cycle Pay Calendar box does not need to be completed

    f.   Select "Save"

    g.   Select "Run"

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i.
14. The Process Scheduler Request window will appear
    a. Server Name: PSNT
    b. Run Date: Today's date
    c. Run Time: Right now
    d. Recurrence: Blank
    e. Time Zone: Blank
    f. Type: Web
    g. Format: PDF
    h. Box next to HE Pay Register 2: Checked



    i.
    j. Select OK
15. The Process Scheduler Request Window will disappear, however, a Process Instance number will be assigned to the request
    a. This will appear beneath the process monitor and Run button
16. Select Process Monitor

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i.

17. The Process Monitor Screen will appear



a.

18. The process should be noted as your newest instance

   a. Note, the Instance number will match the Process Instance from the previous screen

19. Review the Run Status

   a. If it states "Success"

      i. Select the Details hyperlink

   b. If it does not State Success"

      i. Select the Refresh button in the top right-hand corner periodically until the run status states success

20. The Process Detail Screen will load

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a.

21. Select View Log/Trace

    a. The View Log/Trace Window appears



    b.

22. Select the first link in the file list (PDF file)

    a. You must have Adobe Acrobat on your computer to view this report

23. The report will populate in a new tab as below, but will contain the data for your department for the selected pay period

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                                              PeopleSoft
   Report ID: NDUPY580                  HE Departmental Pay Register Report               Page No.  1
   Company:                                                                              Run Date 10/18/2022
   Pay Period End:                         On/Off Cycle UNCONFIRMED                       Run Time 09:46:18
                                          Selected Page   1 to ****
   Employee Name/ID      Form ID    PayGroup              <----- REGULAR -----> <--- OVERTIME ---> <-------- OTHER -------->
   Dept. ID   DeptName    Business Unit   Pos Num   Hr. Rate Account Code   Hours     Earnings   Hours   Earnings   Type Hours     Earnings   Gross Pay
   Check Date  Check No.

          Department Total                                                     0.00               0.00               0.00               0.00
          Pay Group Total                                                      0.00      0.00     0.00     0.00      0.00      0.00      0.00
          Pay Period Total                                                     0.00      0.00     0.00     0.00      0.00      0.00      0.00
          Company Total                                                        0.00      0.00     0.00     0.00      0.00      0.00      0.00
          Grand Total                                                          0.00      0.00     0.00     0.00      0.00      0.00      0.00
                                                                               0.00               0.00               0.00
```

a.

b. Notes:

   i. Review:

      1. Pay amounts for each employee

      2. Earnings codes for each employee

      3. **If any amount or code is incorrect, notify payroll immediately to request a correction.**

   ii. You do not need to print this report for future reference

   iii. This report may be viewed online or printed

   iv. This report is available for you to recreate through this process any time in the future

      1. If a decision is made to purge certain records after a specified number of years, you will be notified as to the length of time these reports will be available

24. After you have viewed the report, close the tab

   a. Select the "Return" Button on the View Log/Trace window

   b. Select the "OK" button on the Process Detail window

   c. Select "Go back to the HE Pay Register 2" link just above the save button

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