

PAYROLL INSTRUCTIONS

RUNNING PAY

REGISTERS

Accessing the HE Pay Register 2 to review area payroll calculations



HE PAY REGISTER 2

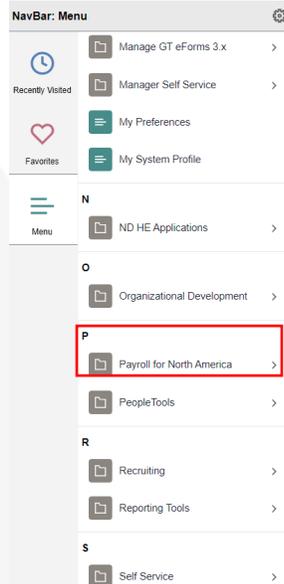
Must be reviewed at least 5 business days prior to pay day.

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:

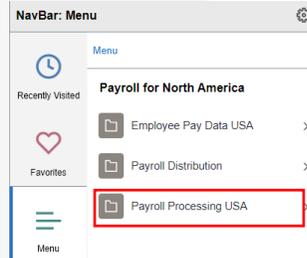
To navigate to the HE Pay Register 2 page, utilize the following steps:

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"



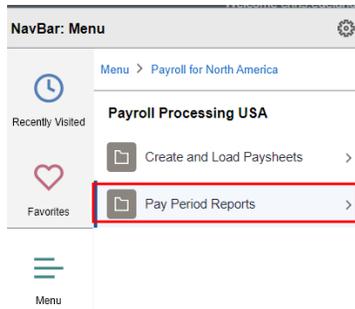
a.

5. Select Payroll Processing USA



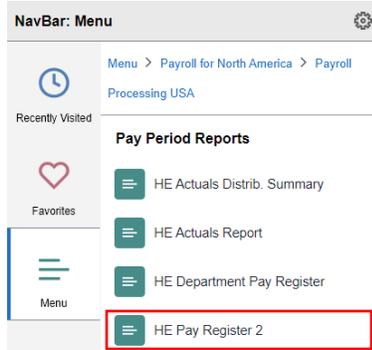
a.

6. Select Pay Period Reports



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

HE Pay Register 2

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

Run Control ID

Case Sensitive

[Basic Search](#)

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

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

HE Pay Register 2

*Run Control ID

[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: UNDYMMDD
 - 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”

HE Pay Register 2

Run Control ID PayRegister2CE Report Manager Process Monitor **Run**

Run Control Parameters

On-Cycle Run
 Pay Run ID: or Company:
 Specify HR Unit: All HR Unit?
 Dept ID:

Off-Cycle Pay Calendar
 Pay Group:
 Pay End Date: Process
 Page Nbr: Thru:

Payroll Cycle
 On-Cycle Off-Cycle Both

Multiple Paygroup Parameters Find First 1 of 1 Last
 Company: Pay Group:

Sort Options
 Primary Sort Employee Name Department ID Department Name Paygroup
 Secondary Sort Employee Name None
 (Please do not use EMPLOYEE NAME as a Secondary sort if used as a Primary sort)

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

Process Scheduler Request x Help

User ID chris.egeland Run Control ID PayRegister2CE

Server Name Date

Recurrence Run Time

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	HE Pay Register 2	NDUPY580	SQR Report	Web	PDF	Distribution

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

HE Pay Register 2

Run Control ID: PayRegister2CE Report Manager: **Process Monitor** Run

Process Instance: 6031959

Run Control Parameters

On-Cycle Run

Pay Run ID:

UND221015

Specify HR Unit: All HR Unit?

Dept ID:

Off-Cycle Pay Calendar

Company:

Pay Group:

Pay End Date: Process

Page Nbr: Thru:

Payroll Cycle

On-Cycle Off-Cycle Both

Multiple Paygroup Parameters Find First 1 of 1 Last

Company: Pay Group:

Sort Options

Primary Sort Employee Name Department ID Department Name Paygroup

Secondary Sort Employee Name None

(Please do not use EMPLOYEE NAME as a Secondary sort if used as a Primary sort)

i.

17. The Process Monitor Screen will appear

Process List Server List

View Process Request For

User ID: Type: Last: Days: Days

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: Save On Refresh Report Manager

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	6031959		SQR Report	NDUPY580	chris.egeland	10/18/2022 9:41:06AM CDT	Success	Posted	Details	▼ Actions

Go back to HE Pay Register 2

Process List | Server List

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

Process Detail x

[Help](#)

Process

Instance	6031959	Type	SQR Report
Name	NDUPY580	Description	HE Pay Register 2
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	PayRegister2CE
Location	Server
Server	PSNT
Recurrence	

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content

Restart Request

Date/Time

Request Created On	10/18/2022 9:46:00AM CDT
Run Anytime After	10/18/2022 9:41:06AM CDT
Began Process At	10/18/2022 9:46:17AM CDT
Ended Process At	10/18/2022 9:46:32AM CDT

Actions

[Parameters](#) [Transfer](#)
[Message Log](#)
[Batch Timings](#)
View Log/Trace

- a.
- 21. Select View Log/Trace
 - a. The View Log/Trace Window appears

View Log/Trace x

[Help](#)

Report

Report ID	3990512	Process Instance	6031959	Message Log
Name	NDUPY580	Process Type	SQR Report	
Run Status	Success			

HE Pay Register 2

Distribution Details

Distribution Node	NDUSXCOPY	Expiration Date	01/25/2023
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File List

Name	File Size (bytes)	Datetime Created
NDUPY580_6031959.PDF	2,963	10/18/2022 9:46:32.073000AM CDT
NDUPY580_6031959.out	417	10/18/2022 9:46:32.073000AM CDT
SQR_NDUPY580_6031959.log	1,698	10/18/2022 9:46:32.073000AM CDT

Distribute To

Distribution ID Type	Distribution ID
User	chris.egeland

- 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

Employee Name/ID		Form ID	PayGroup	On/Off Cycle UNCONFIRMED		<--- REGULAR --->		<--- OVERTIME --->		<----- OTHER ----->		Gross Pay
Dept. ID	DeptName	Business Unit	Pos Num	Hr. Rate	Account Code	Hours	Earnings	Hours	Earnings	Type	Hours	
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
Pay Period Total						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
Grand Total						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