

HE Pay Register 2

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. 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:

NAVIGATION: *Payroll for North America>Payroll Processing USA>Pay Period Reports>HE Pay Register 2*

Follow the navigation above to get to the Run Control Page for this report. The Run Control Page will look like this:

The screenshot shows a web application interface for 'HE Pay Register 2'. At the top, there is a navigation bar with a back arrow, the text 'Manage Exceptions', and icons for home, search, flag, menu, and refresh. Below the navigation bar, the page title 'HE Pay Register 2' is displayed, along with 'New Window | Help | [grid icon]'. The main content area contains the text 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this text are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' section follows, with a dropdown menu set to 'begins with' and an empty input field. There is also a 'Case Sensitive' checkbox which is unchecked. At the bottom of the search area, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the very bottom left, there are hyperlinks for 'Find an Existing Value' and 'Add a New Value'. A large red arrow points from the right towards the 'Add a New Value' hyperlink.

- If you have accessed this page previously and have already created a Run Control ID for your HE Pay Register 2 Report, click the Search button and chose the appropriate Run Control ID.
- If you have never accessed this page before, you will need to click on the “Add a New Value” hyperlink.

The following page will appear:

The screenshot shows a web application interface. At the top, there is a dark blue header with a left arrow and the text 'Manage Exceptions'. On the right side of the header are icons for home, search, a flag, a menu, and a refresh button. Below the header, the text 'HE Pay Register 2' is displayed. Underneath this, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these buttons is a text input field labeled 'Run Control ID'. Below the input field is an orange 'Add' button. At the bottom of the form area, there are two links: 'Find an Existing Value' and 'Add a New Value'.

Enter a Run Control ID of your choice. Recommended Run Control value to enter for HE Pay Register 2 report would be PayRegister2. (Note: You cannot have spaces in a Run Control ID) Click the Add button. The following screen appears:

< Manage Exceptions Home Search Help Personalize Page

HE Pay Register 2 New Window | Help | Personalize Page |

Run Control ID payreg Report Manager Process Monitor Run

Run Control Parameters

<p>On-Cycle Run</p> <p>Pay Run ID: <input type="text" value="UND190715"/> <input type="button" value="Q"/></p> <p>Specify HR Unit: <input type="text" value="UND01"/> <input type="button" value="Q"/> <input type="checkbox"/> All HR Unit?</p> <p>Dept ID: <input type="text" value="01"/> <input type="button" value="Q"/></p>	or	<p>Off-Cycle Pay Calendar</p> <p>Company: <input type="text" value="UND"/> <input type="button" value="Q"/></p> <p>Pay Group: <input type="text" value=""/> <input type="button" value="Q"/></p> <p>Pay End Date: <input type="text" value=""/> <input type="button" value="Q"/> <input type="button" value="Process"/></p> <p>Page Nbr: <input type="text" value=""/> : <input type="text" value=""/> Thru: <input type="text" value=""/></p>
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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)

- Enter the Pay Run ID. This value is UND followed by the ending date of the pay period (YYMMDD) for which you are requesting the Payroll Register. For Example: To access a payroll register for July 15, 2019, you would enter: UND190715; For the Payroll Register for August 15, 2019, you would enter: UND190815.
- Click off the check box for All HR Unit? This will open up the next two boxes for your input.
- Specify HR Unit: UND01
- DeptID: Enter your department number
- Check the Both in the Payroll Cycle box.
- Company: UND
- Sort Options: Chose your preference of sort. (This example is only sorting by Employee Name

If you were requesting the July 15, 2019 Payroll Register for department 3250, the screen would look like this:

Manage Exceptions

HE Pay Register 2

Run Control ID payreg Report Manager Process Monitor Run

Run Control Parameters

On-Cycle Run

Pay Run ID:

UND190715

Specify HR Unit: All HR Unit?

Dept ID:

or

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)

Save Return to Search Previous in List Next in List Notify Add Unload

The magnifying glasses next to each box can be used to search for appropriate values, if you do not know what they are. Only the left side of the screen needs to be completed. Click Save. Click Run.

The following screen appears:

The screenshot shows a 'Manage Exceptions' dialog box with the following fields and options:

- User ID: joanne.barstad
- Run Control ID: payreg
- Server Name: PSNT (dropdown menu)
- Run Date: 07/22/2019 (calendar icon)
- Recurrence: (empty dropdown menu)
- Run Time: 2:26:22PM
- Time Zone: (empty dropdown menu)
- Reset to Current Date/Time (button)

Process List

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

OK Cancel

Verify the following:

- 1) the Server Name is PSNT,
- 2) the HE Pay Register 2 select box is checked,
- 3) Type is Web
- 4) Format is PDF.

Click OK.

The following screen appears. You will be given a Process Instance number at this time.

Manage Exceptions

HE Pay Register 2

Run Control ID payreg

Report Manager Process Monitor Run

Process Instance:4292158

Run Control Parameters

On-Cycle Run

Pay Run ID: UND190715

UND190715

Specify HR Unit: UND01 All HR Unit?

Dept ID: 3250

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: UND 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)

Save Return to Search Previous in List Next in List Notify Add U

Click on the Process Monitor hyperlink.

The following screen appears:

HE Pay Register 2

Process List | Server List

View Process Request For

User ID: joanne.barstad x | Type: | Last: | 3 Days | Refresh

Server: | Name: | Instance From: | Instance To: |

Run Status: | Distribution Status: | Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4292158		SQR Report	NDUPY580	joanne.barstad	07/22/2019 2:26:22PM CDT	Success	Posted	Details
<input type="checkbox"/>	4292100		COBOL SQL	PSPLDTL1	joanne.barstad	07/22/2019 12:51:44PM CDT	Success	Posted	Details
<input type="checkbox"/>	4292098		COBOL SQL	PSPLDTL1	joanne.barstad	07/22/2019 12:50:09PM CDT	Success	Posted	Details
<input type="checkbox"/>	4292094		COBOL SQL	PSPLDTL1	joanne.barstad	07/22/2019 12:47:35PM CDT	Success	Posted	Details
<input type="checkbox"/>	4292087		Application Engine	TL_TIMEADMIN	joanne.barstad	07/22/2019 12:45:04PM CDT	Success	Posted	Details
<input type="checkbox"/>	4290545		COBOL SQL	PSPLDTL1	joanne.barstad	07/19/2019 3:24:03PM CDT	Success	Posted	Details
<input type="checkbox"/>	4290537		COBOL SQL	PSPLDTL1	joanne.barstad	07/19/2019 3:22:58PM CDT	Success	Posted	Details
<input type="checkbox"/>	4290534		COBOL SQL	PSPLDTL1	joanne.barstad	07/19/2019 3:20:54PM CDT	Success	Posted	Details
<input type="checkbox"/>	4290530		Application Engine	TL_TIMEADMIN	joanne.barstad	07/19/2019 3:18:09PM CDT	Success	Posted	Details

Go back to HE Pay Register 2

Save | Notify

Process List | Server List

If Success does not appear immediately under the Run Status for your Process Instance number (located under the dark blue bar in the middle of the screen), Click on Refresh periodically until the Run Status is Success. The screen will not update status, unless you click the Refresh button.

When Success appears, Click on the Details hyperlink, located to the right of the word Success (immediately below the dark blue bar).

The following screen appears:

The screenshot shows a web application interface for 'Process List'. The main content area is titled 'Process Detail' and is divided into several sections:

- Process:** Instance 4292158, Name NDUPY580, Type SQR Report, Description HE Pay Register 2, Run Status Success, Distribution Status Posted.
- Run:** Run Control ID payreg, Location Server, Server PSNT, Recurrence. This section includes an 'Update Process' button with radio button options: Hold Request, Queue Request, Cancel Request, Delete Request, Re-send Content, and Restart Request.
- Date/Time:** Request Created On 07/22/2019 2:26:51PM CDT, Run Anytime After 07/22/2019 2:26:22PM CDT, Began Process At 07/22/2019 2:27:11PM CDT, Ended Process At 07/22/2019 2:27:25PM CDT.
- Actions:** Parameters, Message Log, Batch Timings, and View Log/Trace (circled in red).

At the bottom of the screen, there are 'OK' and 'Cancel' buttons.

Click on the View Log/Trace hyperlink – located in the bottom right hand corner.

The following screen appears:

The screenshot shows a web application interface with a dark blue header. The header contains a 'Process List' button on the left and navigation icons (home, search, flag, menu, refresh) on the right. Below the header, there are links for 'New Window', 'Help', and 'Personalize Page'. The main content area is titled 'View Log/Trace' and contains several sections:

- Report**: A section with fields for Report ID (2763843), Process Instance (4292158), Name (NDUPY580), Process Type (SQR Report), and Run Status (Success). A 'Message Log' link is also present.
- Distribution Details**: A section with fields for Distribution Node (NDUSXCOPY) and Expiration Date (10/29/2019).
- File List**: A table with columns for Name, File Size (bytes), and Datetime Created. It lists three files: NDUPY580_4292158.PDF (8,832 bytes), NDUPY580_4292158.out (405 bytes), and SQR_NDUPY580_4292158.log (1,663 bytes). A red arrow points to the PDF file.
- Distribute To**: A section with fields for Distribution ID Type and User (joanne.barstad).
- A 'Return' button is located at the bottom left of the main content area.

You must have Adobe Acrobat on your computer to view this report. Click on the middle file name that ends with a .PDF extension to view the report. A report like the following will appear, but will contain the data for your department for the selected pay period.

PeopleSoft										
Departmental Pay Register Report										
Report ID: NDU_0510_PY								Page No. 1		
Company:								Run Date 01/12/2005		
Pay Period End:								Run Time 23:16:56		
On/Off Cycle COMPLETED										
Employee Name/ID	Form ID	REGULAR	OVERTIME	OTHER						
Dept. ID	Business Unit	Hr. Rate	Hours	Earnings	Hours	Earnings	Type	Hours	Earnings	Gross Pay
Check Date	Check No.									
Department Total		0.00	0.00	0.00	0.00	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	0.00
Pay Period Total		0.00	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	0.00
Grand Total		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00

This report may be viewed on line or printed. Unless you need a printed copy, you do not need to print this report for future reference. This report will be

available for you to recreate through this process any time in the future. In the future, a decision may be made to purge certain records after a specified number of years. If this decision is made, you will be notified as to the length of time these reports will be available.

After you have viewed or printed the report, click on the red X box in the top right corner of your screen. This closes the document and returns you to the Process Detail screen. Click OK. This returns you to the Process Monitor page. Click on the hyperlink at the bottom of the screen that says Go Back to HE Department Pay Register. This will return you to your starting screen.