



Miami-Dade County

Payroll Information Report Job Aid (DPRs)

Version 1.0

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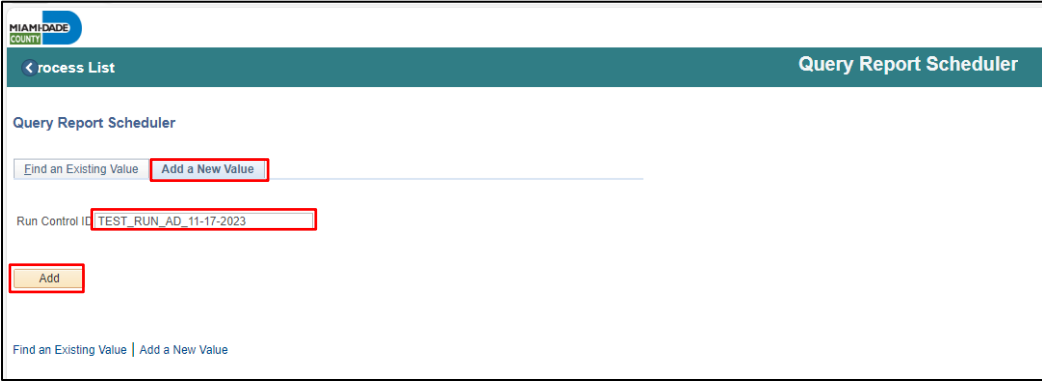
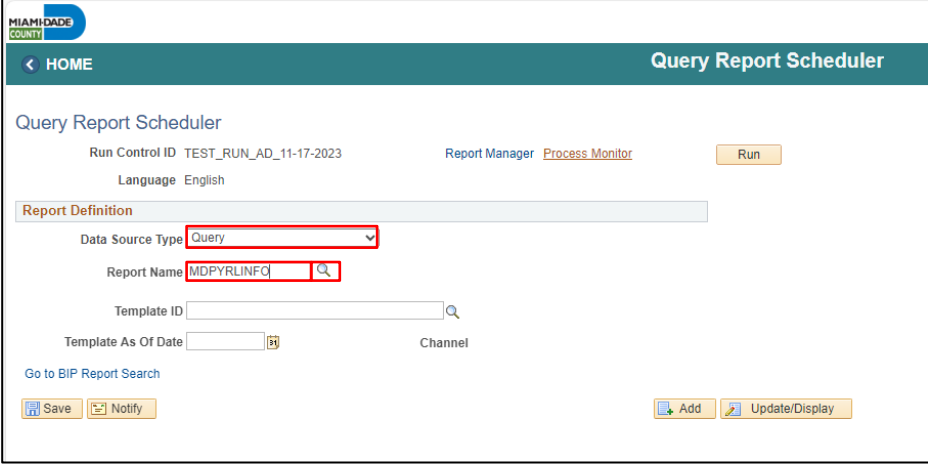
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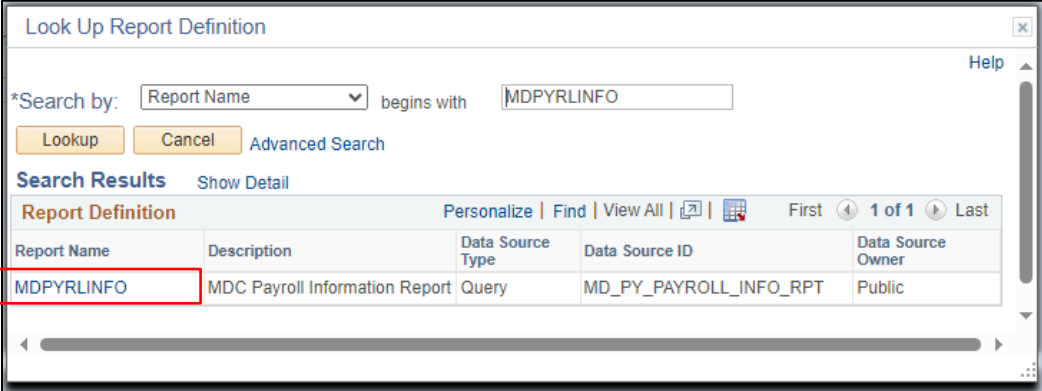
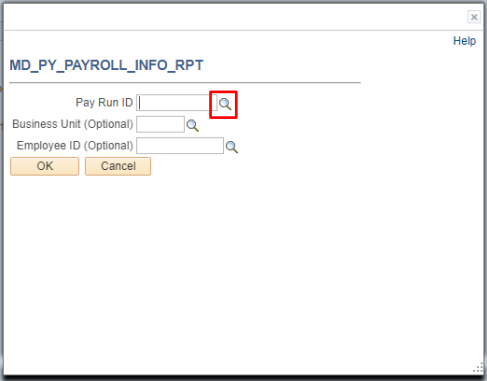

PURPOSE

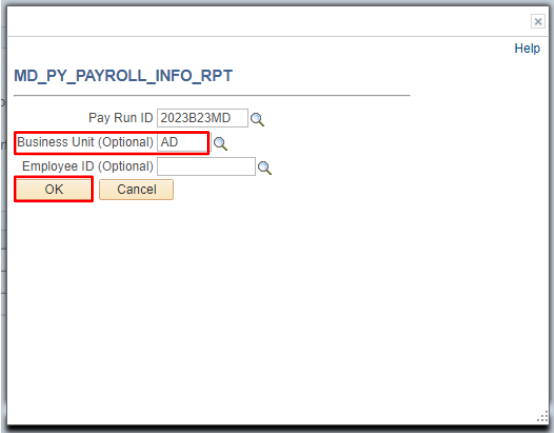
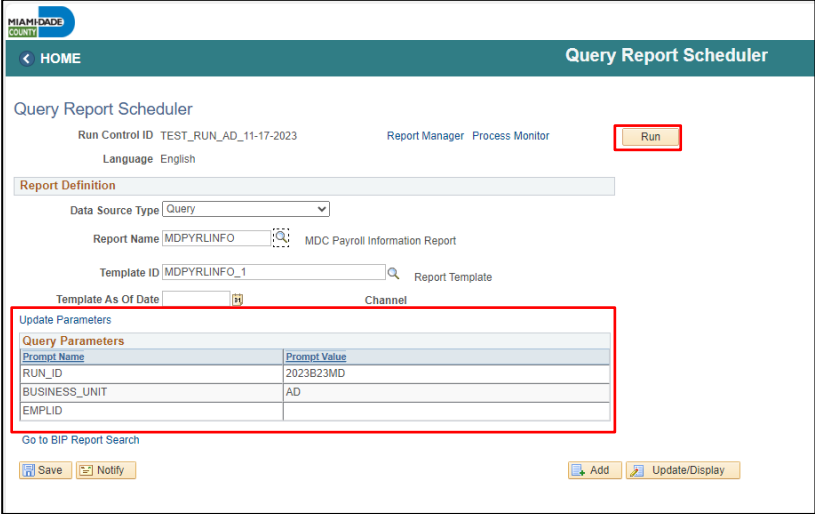
Purpose

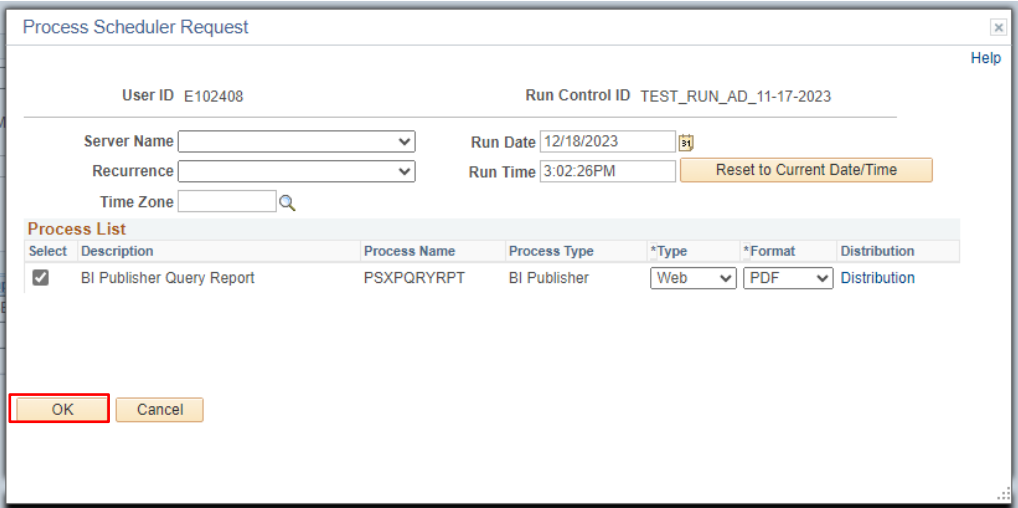
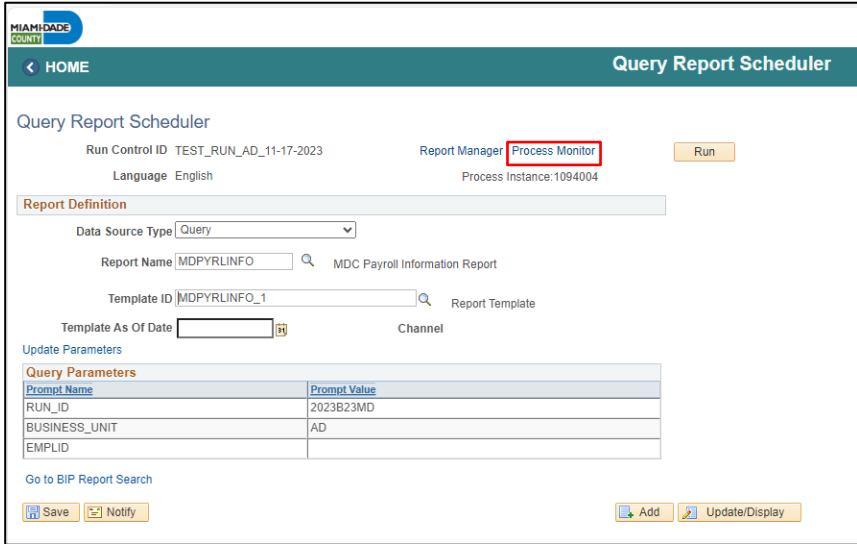
This document provides supplemental payroll information. The report offers departments a tool for managing and administering various aspects of an employee’s payable time to include scheduled hours and reported hours. This document is for DPRs.

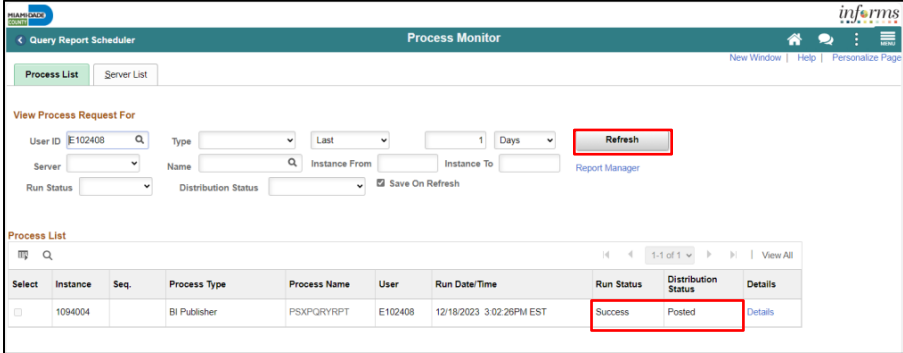
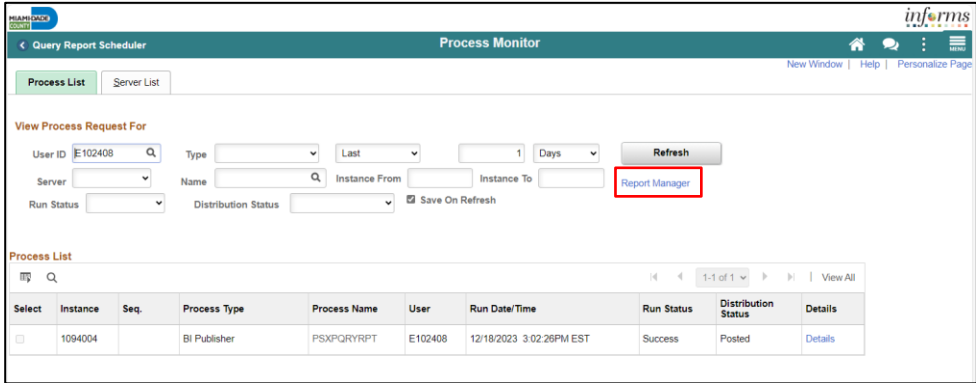
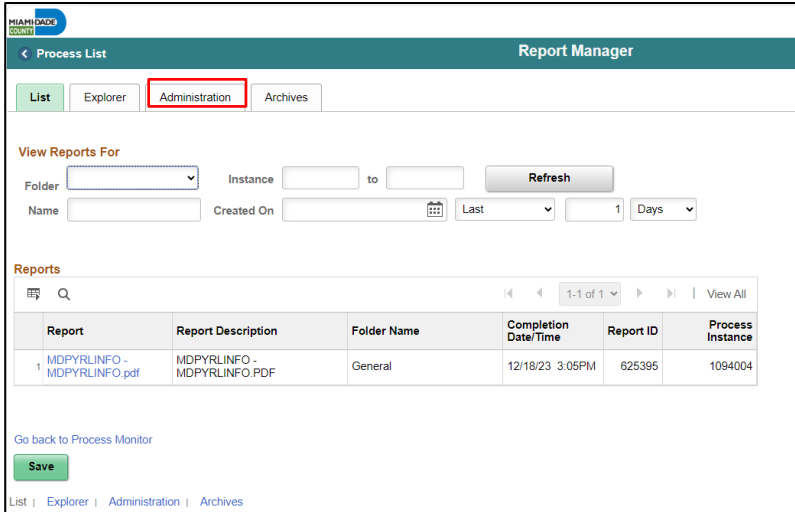
PAYROLL INFORTION REPORT

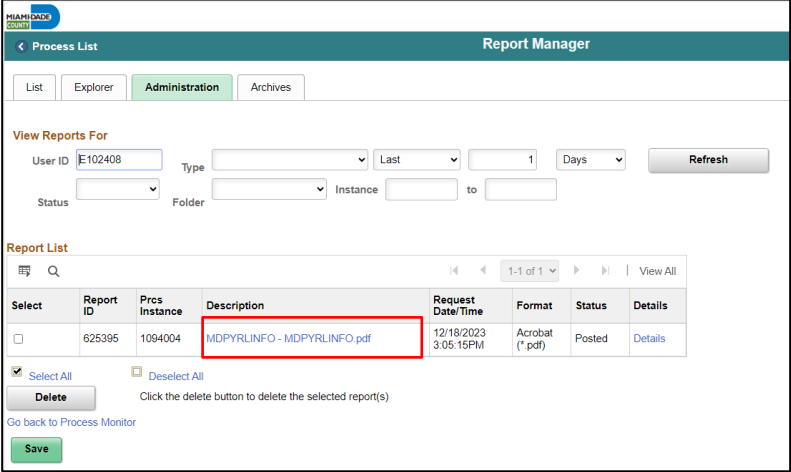
Step	Action
1.	Navigate to: Menu > Navigator > Human Capital Management (HCM) > Reporting Tools > BI Publisher > Query Report Scheduler
2.	<p>For an existing Run Control ID:</p> <ul style="list-style-type: none"> • Enter the Run Control ID. • Select the Search button. <p>For a new Run Control ID:</p> <ol style="list-style-type: none"> 1. Select the Add New Value tab. 2. Enter a Run Control ID. 3. Select the Add button. 
3.	<ul style="list-style-type: none"> • Data Source Type: Select Query • Report Name: Enter MDPYRLINFO • Select the magnifying glass icon to search 

Step	Action
4.	<ul style="list-style-type: none"> Select the Report Name link 
5.	<ul style="list-style-type: none"> Pay Run ID: Select the magnifying glass 
6.	<ul style="list-style-type: none"> Select the desired Pay Run ID 

Step	Action										
7.	<ul style="list-style-type: none"> • Enter Business Unit and / or Employee ID (this is optional) • Select OK 										
8.	<ul style="list-style-type: none"> • Review the Query Parameters • Select Run  <table border="1" data-bbox="493 1283 1089 1402"> <thead> <tr> <th colspan="2">Update Parameters</th> </tr> <tr> <th>Prompt Name</th> <th>Prompt Value</th> </tr> </thead> <tbody> <tr> <td>RUN_ID</td> <td>2023B23MD</td> </tr> <tr> <td>BUSINESS_UNIT</td> <td>AD</td> </tr> <tr> <td>EMPLID</td> <td></td> </tr> </tbody> </table>	Update Parameters		Prompt Name	Prompt Value	RUN_ID	2023B23MD	BUSINESS_UNIT	AD	EMPLID	
Update Parameters											
Prompt Name	Prompt Value										
RUN_ID	2023B23MD										
BUSINESS_UNIT	AD										
EMPLID											

Step	Action														
9.	<ul style="list-style-type: none"> • Type: Select Web • Format: Select PDF or XLS (Excel) • Select OK  <p>The screenshot shows a 'Process Scheduler Request' dialog box. At the top, it displays 'User ID E102408' and 'Run Control ID TEST_RUN_AD_11-17-2023'. Below this are fields for 'Server Name', 'Run Date' (12/18/2023), 'Recurrence', 'Run Time' (3:02:26PM), and 'Time Zone'. A 'Process List' table is visible with the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>BI Publisher Query Report</td> <td>PSXPQYRPT</td> <td>BI Publisher</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p>At the bottom of the dialog, the 'OK' button is highlighted with a red box.</p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	BI Publisher Query Report	PSXPQYRPT	BI Publisher	Web	PDF	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
<input checked="" type="checkbox"/>	BI Publisher Query Report	PSXPQYRPT	BI Publisher	Web	PDF	Distribution									
10.	<ul style="list-style-type: none"> • Select Process Monitor  <p>The screenshot shows the 'Query Report Scheduler' interface. At the top, it says 'Query Report Scheduler' and 'Report Manager Process Monitor' (the latter is highlighted with a red box). Below this are fields for 'Run Control ID TEST_RUN_AD_11-17-2023', 'Language English', and 'Process Instance:1094004'. A 'Report Definition' section includes 'Data Source Type Query', 'Report Name MDPYRLINFO', 'Template ID MDPYRLINFO_1', and 'Template As Of Date'. A 'Query Parameters' table is shown below:</p> <table border="1"> <thead> <tr> <th>Prompt Name</th> <th>Prompt Value</th> </tr> </thead> <tbody> <tr> <td>RUN_ID</td> <td>2023B23MD</td> </tr> <tr> <td>BUSINESS_UNIT</td> <td>AD</td> </tr> <tr> <td>EMPLID</td> <td></td> </tr> </tbody> </table> <p>At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.</p>	Prompt Name	Prompt Value	RUN_ID	2023B23MD	BUSINESS_UNIT	AD	EMPLID							
Prompt Name	Prompt Value														
RUN_ID	2023B23MD														
BUSINESS_UNIT	AD														
EMPLID															

Step	Action																				
11.	<ul style="list-style-type: none"> Select Refresh until Run Status reads Success and Distribution Status is Posted  <p>The screenshot shows the 'Process Monitor' interface. Under 'View Process Request For', the 'Refresh' button is highlighted with a red box. Below, the 'Process List' table shows a process with 'Run Status' 'Success' and 'Distribution Status' 'Posted', both highlighted with red boxes.</p> <table border="1" data-bbox="415 667 1211 730"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1094004</td> <td></td> <td>BI Publisher</td> <td>PSXPQRYRPT</td> <td>E102408</td> <td>12/18/2023 3:02:26PM EST</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	1094004		BI Publisher	PSXPQRYRPT	E102408	12/18/2023 3:02:26PM EST	Success	Posted	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details												
<input type="checkbox"/>	1094004		BI Publisher	PSXPQRYRPT	E102408	12/18/2023 3:02:26PM EST	Success	Posted	Details												
12.	<ul style="list-style-type: none"> Select Report Manager  <p>The screenshot shows the 'Process Monitor' interface. The 'Report Manager' button is highlighted with a red box.</p> <table border="1" data-bbox="399 1142 1256 1205"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1094004</td> <td></td> <td>BI Publisher</td> <td>PSXPQRYRPT</td> <td>E102408</td> <td>12/18/2023 3:02:26PM EST</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	1094004		BI Publisher	PSXPQRYRPT	E102408	12/18/2023 3:02:26PM EST	Success	Posted	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details												
<input type="checkbox"/>	1094004		BI Publisher	PSXPQRYRPT	E102408	12/18/2023 3:02:26PM EST	Success	Posted	Details												
13.	<ul style="list-style-type: none"> Select the Administration tab  <p>The screenshot shows the 'Report Manager' interface. The 'Administration' tab is highlighted with a red box. Below, the 'Reports' table shows a report with 'Completion Date/Time' '12/18/23 3:05PM'.</p> <table border="1" data-bbox="488 1644 1240 1713"> <thead> <tr> <th>Report</th> <th>Report Description</th> <th>Folder Name</th> <th>Completion Date/Time</th> <th>Report ID</th> <th>Process Instance</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>MDPYRLINFO - MDPYRLINFO.pdf</td> <td>General</td> <td>12/18/23 3:05PM</td> <td>625395</td> <td>1094004</td> </tr> </tbody> </table>	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance	1	MDPYRLINFO - MDPYRLINFO.pdf	General	12/18/23 3:05PM	625395	1094004								
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Step	Action																
14.	<ul style="list-style-type: none">Select the report link to view the report and save the report (e.g., to your desktop)  <p>The screenshot shows the 'Report Manager' interface. At the top, there are tabs for 'List', 'Explorer', 'Administration', and 'Archives'. Below this, there are filters for 'View Reports For' including 'User ID' (E102408), 'Type', 'Last', 'Days' (1), and 'Status'. A 'Refresh' button is present. The main section is titled 'Report List' and contains a table with the following data:</p> <table border="1"><thead><tr><th>Select</th><th>Report ID</th><th>Prce Instance</th><th>Description</th><th>Request Date/Time</th><th>Format</th><th>Status</th><th>Details</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>625395</td><td>1094004</td><td>MDPYRLINFO - MDPYRLINFO.pdf</td><td>12/18/2023 3:05:15PM</td><td>Acrobat (*.pdf)</td><td>Posted</td><td>Details</td></tr></tbody></table> <p>Below the table, there are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button, and a 'Save' button. A link 'Go back to Process Monitor' is also visible.</p>	Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	625395	1094004	MDPYRLINFO - MDPYRLINFO.pdf	12/18/2023 3:05:15PM	Acrobat (*.pdf)	Posted	Details
Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details										
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