informs

Miami-Dade County

Payroll Register Report Job Aid
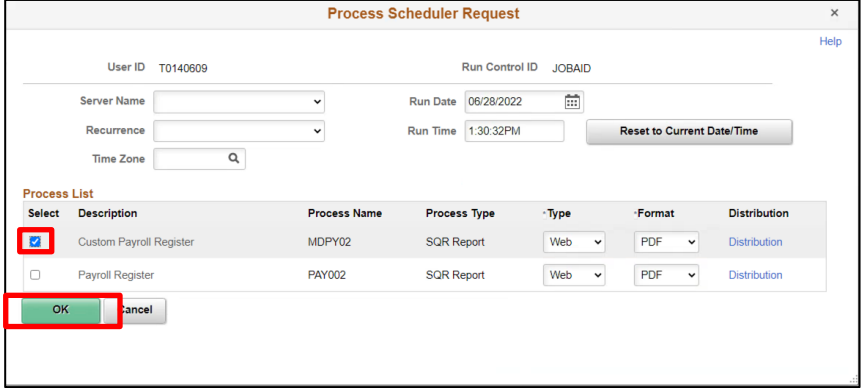
Version 1.0

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PURPOSE

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This document explains the key activities involved in running the Payroll Register Report. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

PAYROLL REGISTER REPORT

Step	Action
1.	Navigate to: **Menu > Navigator > Human Capital Management (HCM) > Payroll for North America > Payroll Processing USA > Pay Period Reports > Payroll Register**
2.	**For an existing Run Control ID:** • Enter the **Run Control ID**. • Select the **Search** button. **For a new Run Control ID:** • Select the **Add New Value** tab. • Enter a **Run Control ID**. • Select the **Add** button. **Payroll Register** 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 Criteria Run Control ID [begins with ▾] [ ] ☐ Case Sensitive Search Clear Basic Search Save Search Criteria
3.	Input or search for the **Pay Run ID**. The Pay Run ID identifies the Pay Period the Register will be run for. Select Both for the **Payroll Cycle**. Input or search for the **Business Unit**. Select the **Run** button. **Payroll Register** Run Control ID Test1234 Report Manager Process Monitor [Run] Process Request Parameter(s) On-Cycle Run Off-Cycle Pay Calendar Pay Run ID [Q] Company [Q] Pay Group [Q] Pay End Date [Q] Process Page [ ] Thru [ ] Payroll Cycle ○ On-Cycle ○ Off-Cycle ● Both Business Unit [Q] From Date [📅] End Date [📅] Save Notify Add Update/Display

Step	Action
4.	Select the checkbox beside the **Custom Payroll Register** with the **Process Name** of **MDPY02**. Select the **OK** button.

Step	Action

Note: The report can be emailed by selecting the **Distribution** link.

Input the applicable **Distribution Details** if needed then select the **OK** button.

Step	Action
5.	Utilize the **Process Monitor** link to track the status. When the **Run Status** is **Success** and the **Distribution Status** is **Posted**, the process was successfully run. Select the **Report Manager** link.
6.	Select the **Report** link to view the report.

Step	Action
7.	Once you select the Report link, you will be able to view the Payroll Register Report.