



Miami-Dade County

Payroll Register Report Job Aid

Version 1.0

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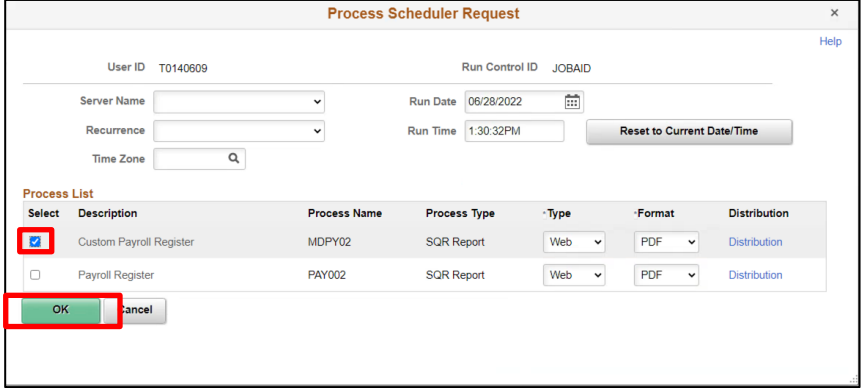
PURPOSE

Purpose

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.	<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> <ul style="list-style-type: none"> • Select the Add New Value tab. • Enter a Run Control ID. • Select the Add button. <div data-bbox="457 735 1310 1092" style="border: 1px solid black; padding: 5px;"> <p>Payroll Register</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p>Run Control ID <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/> </p> </div>
3.	<p>Input or search for the Pay Run ID. The Pay Run ID identifies the Pay Period the Register will be run for.</p> <p>Select Both for the Payroll Cycle.</p> <p>Input or search for the Business Unit.</p> <p>Select the Run button.</p> <div data-bbox="457 1312 1310 1879" style="border: 1px solid black; padding: 5px;"> <p>Payroll Register</p> <p>Run Control ID Test1234 Report Manager Process Monitor <input type="button" value="Run"/></p> <p>Process Request Parameter(s)</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; padding: 5px; width: 45%;"> <p>On-Cycle Run</p> <p>Pay Run ID <input type="text"/></p> </div> <div style="border: 1px solid gray; padding: 5px; width: 45%;"> <p>Off-Cycle Pay Calendar</p> <p>Company <input type="text"/></p> <p>Pay Group <input type="text"/></p> <p>Pay End Date <input type="text"/></p> <p>Process Page <input type="text"/> Thru <input type="text"/></p> </div> </div> <p>Payroll Cycle</p> <p> <input type="radio"/> On-Cycle <input type="radio"/> Off-Cycle <input checked="" type="radio"/> Both </p> <p>Business Unit <input type="text"/> From Date <input type="text"/> End Date <input type="text"/></p> <p> <input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> </p> </div>

Step	Action
4.	<p>Select the checkbox beside the Custom Payroll Register with the Process Name of MDPY02.</p> <p>Select the OK button.</p> 

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

The dialog box titled "Process Scheduler Request" contains the following fields and controls:

- User ID: T0140609
- Run Control ID: JOBAID
- Server Name: [Dropdown]
- Run Date: 06/28/2022 [Calendar icon]
- Recurrence: [Dropdown]
- Run Time: 1:30:32PM
- Time Zone: [Dropdown]
- Reset to Current Date/Time button
- Process List table:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Custom Payroll Register	MDPY02	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Payroll Register	PAY002	SQR Report	Web	PDF	Distribution

Buttons: OK, Cancel

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

The dialog box titled "Distribution Detail" contains the following fields and controls:

- Process Name: MDPY02
- Process Type: SQR Report
- Folder Name: [Dropdown]
- Retention Days: 7
- Email Only section:

Email Subject: [Text field]

Message Text: [Text area]

Email Address List: [Text area]

Email With Log:

Email Web Report:

Distribute To section:

ID Type	Distribution ID
User	[Text field]

Buttons: OK, Cancel

Step	Action												
<p>5.</p>	<p>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.</p> <div data-bbox="457 474 1308 1041" style="border: 1px solid black; padding: 5px;"> <p>Payroll Register</p> <p>Run Control ID Test1234 Report Manager Process Monitor Run</p> <p>Process Request Parameter(s)</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>On-Cycle Run</p> <p>Pay Run ID <input type="text"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>Off-Cycle Pay Calendar</p> <p>Company <input type="text"/></p> <p>Pay Group <input type="text"/></p> <p>Pay End Date <input type="text"/></p> <p>Process Page <input type="text"/> Thru <input type="text"/></p> </div> </div> <p>Payroll Cycle</p> <p><input type="radio"/> On-Cycle <input type="radio"/> Off-Cycle <input checked="" type="radio"/> Both</p> <p>Business Unit <input type="text"/> From Date <input type="text"/> End Date <input type="text"/></p> <p style="text-align: center;"> Save Notify Add Update/Display </p> </div>												
<p>6.</p>	<p>Select the Report link to view the report.</p> <div data-bbox="457 1096 1308 1625" style="border: 1px solid black; padding: 5px;"> <p>Report</p> <p>Report ID 72532 Process Instance 311500 Message Log</p> <p>Name PAY002 Process Type SQR Report</p> <p>Run Status Success</p> <p>Payroll Register</p> <p>Distribution Details</p> <p>Distribution Node EHR92STG Expiration Date 08/13/2022</p> <p>File List</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>SQR_PAY002_311500.log</td> <td>1,951</td> <td>06/29/2022 9:55:18.490014AM EDT</td> </tr> <tr> <td>pay002_311500.PDF</td> <td>15,747,042</td> <td>06/29/2022 9:55:18.490014AM EDT</td> </tr> <tr> <td>pay002_311500.out</td> <td>87</td> <td>06/29/2022 9:55:18.490014AM EDT</td> </tr> </tbody> </table> </div>	Name	File Size (bytes)	Datetime Created	SQR_PAY002_311500.log	1,951	06/29/2022 9:55:18.490014AM EDT	pay002_311500.PDF	15,747,042	06/29/2022 9:55:18.490014AM EDT	pay002_311500.out	87	06/29/2022 9:55:18.490014AM EDT
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7.	<p data-bbox="365 327 1365 359">Once you select the Report link, you will be able to view the Payroll Register Report.</p> <div data-bbox="370 411 1406 814" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">PeopleSoft Payroll Register</p> <p>Report ID: FAY002 Page No. 1 Company: MDC Miami Dade County Run Date 06/29/2022 Pay Period End: 06/26/2022 On/Off Cycle CONFIRMED Pay Group: MDC General Employees Run Time 09:47:23</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Employee Name/ID-Class</th> <th>Form ID</th> <th colspan="3"><----- REGULAR -----></th> <th colspan="3"><--- OVERTIME ---></th> <th colspan="3"><----- OTHER -----></th> <th>Hourly Rt</th> <th>Gross Pay</th> <th>Taxes Type</th> <th>Deductions Code</th> <th>Net Pay</th> </tr> <tr> <th>Dept. 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