TRAINING GUIDE

PeopleSoft HR
UMBC Gross Pay Report

PEOPLESOFT HR > UMBC TIME AND LEAVE PROCESSING > UMBC GROSS PAY REPORT

Hit "Search" to select your Run Control ID:

Find an Existing Value | Add a New Value

▼ Search Criteria

Search by: Run Control ID begins with _____

☐ Case Sensitive

Search | Advanced Search

If you haven't already created one, you may do so by selecting the "Add a New Value" tab and entering the name you would like to use:

Find an Existing Value | Add a New Value

▼ Search Criteria

Search by: Run Control ID begins with _____

☐ Case Sensitive

Search | Advanced Search

The "Run Control ID" this is just a name for the report that you will utilize each time you run it. I named mine **"GROSS_PAY_REPORT"**

Search by: Run Control ID begins with _____

☐ Case Sensitive

Search | Advanced Search

Search Results

View All   First ◀ 1-6 of 6 ▶ Last

Run Control ID	Language Code
Birthdays_Report	English
EE_Timesheets	English
GROSS_PAY_REPORT	English
Leave_Report	English
PRELIM_GROSS_PAY	English
Vacant_Report	English

Once your Run Control ID has been entered you will be taken to the next screen where you will enter the Pay Run ID and your Department Number. **Please be sure to _uncheck_ the box next to "List All Departments"** which will then allow you to enter your department number, so the report is generated for your department only.

Run Control ID: GROSS_PAY_REPORT   Report Manager   Process Monitor   Run

*Pay Run ID: 2019017

☐ List All Departments   *Department: 10363

Please refer to the AAOU SSC Paper Work Deadline Calendar (attached to this email for your convenience) to determine the Pay Run ID. It will be listed under the "Payroll ID" column on the attached document and will align with the Payroll Check Date that you are pulling the Gross Pay Report for. *Ex. Payroll Check Date 03/08/19 will be Pay Run ID 2019018:*

PAYROLL ID	PAYROLL CHECK DATE
2019001	07/13/18
2019002	07/27/18
2019003	08/10/18
2019004	08/24/18
2019005	09/07/18
2019006	09/21/18
2019007	10/05/18
2019008	10/19/18
2019009	11/02/18
2019010	11/16/18
2019011	11/30/18
2019012	12/14/18
2019013	12/28/18
2019014	01/11/19
2019015	01/25/19
2019016	02/08/19
2019017	02/22/19
2019018	03/08/19
2019019	03/22/19
2019020	04/05/19

Once you have entered the Pay Run ID and your department number click "Run"

Run Control ID: GROSS_PAY_REPORT   Report Manager   Process Monitor   Run

*Pay Run ID: 2019017   🔍

☐ List All Departments   *Department: 10363   🔍

Then Click "OK"

User ID EE58936   Run Control ID GROSS_PAY_REPORT

Server Name [⬍]   Run Date 02/25/2019   📅
Recurrence [⬍]   Run Time 6:59:00PM   [Reset to Current Date/Time]
Time Zone   [🔍]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Gross Pay Report	UMPYR039	SQR Report	Web	PDF ⬍	Distribution

[OK]   [Cancel]

The click "Process Monitor"

Run Control ID: GROSS_PAY_REPORT   Report Manager   Process Monitor   Run

*Pay Run ID: 2019017   🔍

☐ List All Departments   *Department: 10363   🔍

Continue to click "Refresh" until the "Run Status" of your report reflects **"Success"** and the "Distribution Status" reflects **"Posted"**

View Process Request For

User ID	EE58936 🔍	Type	[⬍]	Last ⬍	1	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
☐	3157227		SQR Report	UMPYR039	EE58936	02/25/2019 6:59:00PM EST	Success	Posted	Details

Once the Run Status reflects **"Success"** and the "Distribution Status" reflects **"Posted"** click **"Details"**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	3157227		SQR Report	UMPYR039	EE58936	02/25/2019 6:59:00PM EST	Success	Posted	Details

Click "View Log/Trace"

Date/Time

Request Created On   02/25/2019 6:59:18PM EST
Run Anytime After   02/25/2019 6:59:00PM EST
Began Process At   02/25/2019 6:59:35PM EST
Ended Process At   02/25/2019 6:59:49PM EST

Actions

Parameters   Transfer
Message Log
Batch Timings
View Log/Trace

OK   Cancel

Select the report that is .PDF

File List

Name	File Size (bytes)	Datetime Created
SQR_UMPYR039_3157227.log	1,722	02/25/2019 6:59:49.667009PM EST
umpyr039_3157227.PDF	10,306	02/25/2019 6:59:49.667009PM EST
umpyr039_3157227.out	770	02/25/2019 6:59:49.667009PM EST

This will open your departments Gross Pay Report in a new window.

Identify any paper checks that need to be picked up by reviewing the check numbers listed under "PCHECK NUMBER" on your Gross Pay Report. ***Remember, PCHECK NUMBERS beginning with 2, reflect physical checks that will need to be picked up.*** PCHECK NUMBERS that begin with a 9 are direct deposits.