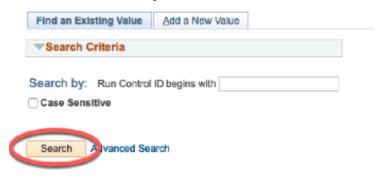


TRAINING GUIDE

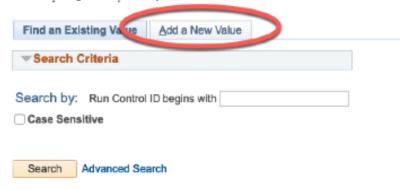
PeopleSoft HR UMBC Gross Pay Report

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

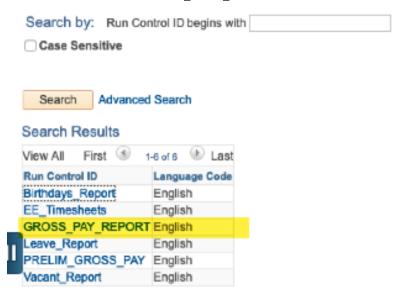
Hit "Search" to select your Run Control ID:



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:



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"**



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.



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 2019017 *Pay Run ID: List All Departments *Department: 10363 Q Then Click "OK" User ID EE58936 Run Control ID GROSS_PAY_REPORT Server Name 4 Run Date 02/25/2019 Reset to Current Date/Time 4 Run Time 6:59:00PM Recurrence Time Zone Q **Process List** Select Description *Format Distribution Process Name Process Type *Type Gross Pay Report UMPYR039 SQR Report Web PDF Distribution Cancel The click "Process Monitor" Run Control ID: GROSS_PAY_REPORT Report Manager Process Monitor Run

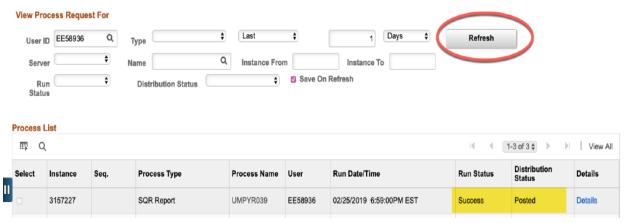
Continue to click "Refresh" until the "Run Status" of your report reflects **"Success"** and the "Distribution Status" reflects **"Posted"**

2019017

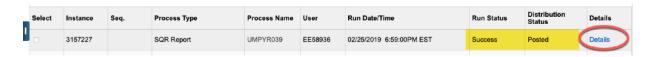
*Department: 10363

*Pay Run ID:

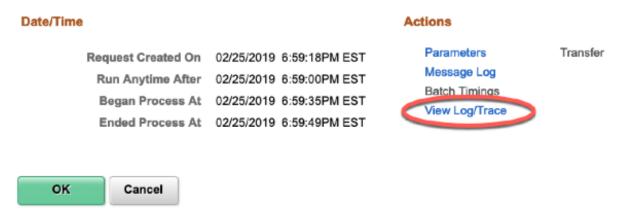
☐ List All Departments



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



Click "View Log/Trace"



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	ķ.
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.