Department of Accounts
Payroll Bulletin

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Reports

Payroll Register

The Payroll Register has been reformatted to include YTD values. In addition, a checkbox option to run the report in a CSV format has been added to the run control.

In addition to the YTD values, you will notice these additional changes to the PDF version:
- Form ID - COVADV or COVCHK no longer included. Next to the check date is an indicator ('A' for Advice, Blank is Check) Also, next to the Net Pay amount ('A' for Advice, 'C' for Check)
- Earnings are no longer broken down by the FLSA period.
- Emp Class has been added
- Comp Rate from Job data record has been added
- YTD totals are displayed for Regular, Overtime and Other Earnings, Gross Pay, Taxes Type and Deduction Code
- PDF is best printed on legal-size paper to accommodate additional columns

When the report is run to a CSV format from the Run Control page, the following changes will be seen:
- The same data is provided but in a different format that is compatible with import into EXCEL and provides the ability to sort and filter on data, as needed.
- Earnings, Gross, Net, Deductions and Taxes are specified under the column labeled Type. The code is provided in the next column
- Employees may have multiple rows based on number of earnings and deductions

Reports, cont.

Employee Data Change Audit

Security has been updated for the following report. PY Admins should now be able to navigate to and run

RHR002 - Employee Data Change Audit Report

Workforce Administration > Job Information > Reports > Employee Data Change Audit
  Parameters
- Business Unit (Optional)
- Begin Date (Required)
- End Date (Required)

This report will be used by SPO and by Agency Payroll administrators to see what key fields were changed within a time frame that could potentially affect payroll.

Note: This report will not catch changes if the changes were done through the backend (e.g., SQL updates and correction mode)

Data Queries

V_PY_ERN_EXTRACT

This new query will extract data based on a number of optional input parameters and will provide agencies earnings information for a specified check date range that can be extracted according to need.

Reporting Tools > Query>Query Viewer> V_PY_ERN_EXTRACT

The user specified parameters are:
- Check Date From (required)
- Check Date To (required)
- Company
- Earn Code
- Emplid
- Paygroup

Fields included in the query are:
- Company
- Emplid
- Name
- Earnings Code
- Description
- Hours
- Amount
- Add to Gross
- Pay End Date
- Check Date
- Paygroup
- Pay Run ID

Continued on the next page

Data Queries, cont.

V_PY_DED_EXTRACT

This query will extract data based on a number of optional input parameters and will provide agencies deduction information they can extract according to need.

Reporting Tools > Query>Query Viewer> V_PY_DED_EXTRACT

The user specified parameters are:
- Check Date From (required)
- Check Date To (required)
- Company
- Plan Type
- Ded Code
- Ded Class
- Emplid
- Paygroup

Fields included in the query are:
- Company
- Emplid
- Name
- Ded Code
- Description
- Ded Class
- Ded Amount
- Pay End Date
- Check Date
- Plan Type
- Benefit Plan
- Paygroup
- Pay Run ID

Data Queries, cont.

**V_PY_TAX_
EXTRACT**

This new que**ry** will extract data based on a number of optional input parameters and will provide agencies tax information that can be extracted according to specific need.

Reporting Tools > Query>Query Viewer> V_PY_TAX_EXTRACT

The user specified parameters are:
- Check Date From (required)
- Check Date To (required)
- Company
- State
- Locality
- Tax Class
- Emplid
- Paygroup

Fields included in the query are:
- Company
- Emplid
- Name
- State
- Locality
- Tax Class
- Tax Amount
- Taxable Gross Amount
- Pay End Date
- Check Date
- Paygroup
- Pay Run ID