

PeopleSoft HR – Running HR Payroll Account Report

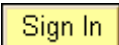
The Payroll Account Reports list employees within a department or cost center with a breakdown of their gross wages and fringe benefits (broken by account).

Two Report Formats:

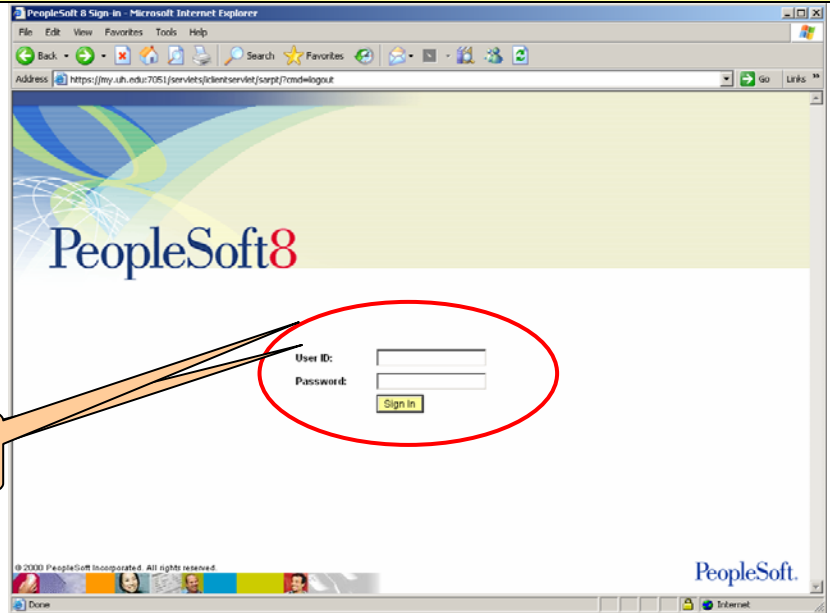
- Payroll Account Report (Actuals) – UPAY042
reports reallocated expenditures when the original transaction occurred (i.e. if a reallocation was processed for previous month, the activity will not appear in the current month to date that the transaction hits GL).
- Payroll Account Report (Labor History) – UPAY078
reports expenditures when the transaction hits GL. Therefore, this report should be used when comparing the fringe benefits that were reported in GL on the 1074.

NAVIGATION / PATH

To access the 8.4 HR Production database,

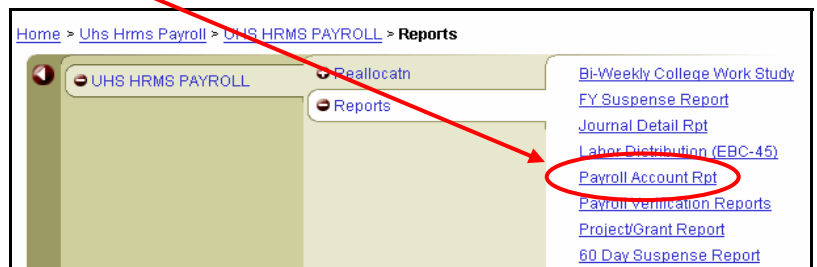
- **Click** on the following link:
<https://my.uh.edu/hr>
- **Enter:** User Id
Password
- **Click:** 

(USE ALL CAPS)



From Home select:

- ▶ Uhs Hrms Payroll
 - ▶ UHS HRMS PAYROLL
 - ▶ Reports
 - ▶ Payroll Account Rpt



INSTRUCTIONS

To Access Payroll Account Report:

[If you have already set up a Run Control, skip to Step 2. Otherwise, start with Step 1.]

STEP 1: To Add a New Run Control:

- **Select** Add a New Value link.
- **Enter** a Run Control ID name with a meaningful and specific name. *(No spaces, please use underscore instead.)*
- **Click** .
- Then Skip to Step 3.

Home > Uhs Hrms Payroll > UHS HRMS PAYROLL > Reports > Payroll Account Rpt

Payroll Account Rpt

Find an Existing Value

Run Control ID:

Case Sensitive

[Advanced Search](#)

[Add a New Value](#)

Home > Uhs Hrms Payroll > UHS HRMS PAYROLL > Reports > Payroll A

Payroll Account Rpt

Add a New Value

Run Control ID:

[Find an Existing Value](#)

STEP 2: Under Find an Existing Value:

- **Enter** a name or part of a name, and/or
- **Click** to search for a Run Control ID.
- **Click** once on the link of appropriate name from list that appears.

Home > Uhs Hrms Payroll > UHS HRMS PAYROLL > Reports > Payroll Account Rpt

Payroll Account Rpt

Find an Existing Value

Run Control ID:

Case Sensitive

[Advanced Search](#)

[Add a New Value](#)

Home > Uhs Hrms Payroll > UHS HRMS PAYROLL > Reports > Payroll Account Rpt

Payroll Account Rpt

Find an Existing Value

Run Control ID:

Case Sensitive

[Advanced Search](#)

[Add a New Value](#)

Search Results


View All First 1 of 1 Last

Run Control ID	Language Code
Payroll Acct Rpt	(blank)

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Under Runctl Upay042 tab:

STEP 3: Fill in/check parameter information:

- **Month Begin Date:** beginning date of month
- **Month End Date:** last day of month
- **Business Unit:** *HR765 (default)*
- **Department:** insert Department (*i.e., V0021 for School of Ed.*)
- **HR Cost Center:** insert cost center (*i.e., 00765-11661, business unit plus speed type*)
- **Sort Order:** Click on  and select whichever option you want to sort by.

(Click once on value desired and it will take you back to the Runctl Upay042 tab.)

Home > Uhs Hrms Payroll > UHS HRMS PAYROLL > Reports > Payroll Account Rpt

Runctl Upay042

Run Control ID: Payroll_Acct_Rpt [Report Manager](#) [Process Monitor](#) **Run**

Report Request Parameters

Month Begin Date: 12/01/2004 *Month End Date: 12/31/2004

Business Unit: HR765 U of H Victoria

Department: V0021 School of Education

EmpID:

Cost Centers View All First 1 of 1 Last

HR Cost Center: 00765-11661

Sort Order: 2

Home > Uhs Hrms Payroll > UHS HRMS PAYROLL > Reports > Payroll Account Rpt

Select one of the following values:

1 [By Department by Cost Center](#)

2 [By Cost Center](#)

3 [By Department by Employee](#)

STEP 4: To Run Payroll Account Report.

➤ **Click**

(This takes you to the Process Scheduler Request panel.)

Home > Uhs Hrms Payroll > UHS HRMS PAYROLL > Reports > Payroll Account Rpt

Runctl Upay042

Run Control ID: Payroll_Acct_Rpt [Report Manager](#) [Process Monitor](#) **Run**

Report Request Parameters

Month Begin Date: 12/01/2004 *Month End Date: 12/31/2004

Business Unit: HR765 U of H Victoria

Department: V0021 School of Education

EmpID:

Cost Centers View All First 1 of 1 Last

HR Cost Center: 00765-11661

Sort Order: 2

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Under Process Scheduler Request panel:

STEP 5: Check/Change parameters:

- **Server:** leave blank
- **Select column:** check the Payroll Account-LD History, UPAY078.
- **Type:** **Web**
- **Format:** **PDF**
- **Click** **OK**. (Will return you to Parameters panel. This saves all the parameters for this run control and runs the report.)

Home > Uhs Hrms Payroll > UHS HRMS PAYROLL > Reports > Payroll Account Rpt

Process Scheduler Request

User ID: CAYLORK Run Control ID: Payroll_Acct_Rpt

Server Name: [dropdown] Run Date: 03/09/2005 [calendar]

Recurrence: [dropdown] Run Time: 9:23:02AM

Time Zone: [dropdown] [Reset to Current Date/Time]

Select	Description	Process Name	Process Type	*Type	*Format
<input type="checkbox"/>	Payroll Account Report	UPAY042	SQR Report	Web	PDF
<input checked="" type="checkbox"/>	Payroll Account-LD History	UPAY078	SQR Report	Web	PDF

OK Cancel

Under Parameters panel:

STEP 6: Check the run status:

- **Click** **Process Monitor** link.

Home > Uhs Hrms Payroll > UHS HRMS PAYROLL > Reports > Payroll Account Rpt

Runctl Upay042

Run Control ID: Payroll_Acct_Rpt Report Manager **Process Monitor** Run

Process Instance: 832824

Report Request Parameters

Month Begin Date: 02/01/2005 [calendar] *Month End Date: 02/28/2005 [calendar]

Business Unit: HR765 [dropdown] U of H Victoria

Department: V0021 [dropdown] School of Education

EmplID: [input]

Cost Centers View All First [dropdown] 1 of 1 [dropdown] Last

HR Cost Center: 00765-11863 [+ -]

Sort Order: 2 [input]

Save Return to Search Add Update/Display

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Under Process List tab:

STEP 7: Update run status.

➤ Click **Refresh** (until Run Status for your report shows Success).

Home > PeopleTools > Process Monitor > Inquire > Process Requests

Process List **Server List**

View Process Request For

UserID: CAYLORK Process: [dropdown] Last: 1 Hours Refresh

Server: [dropdown] Type: Process Instance: [dropdown] to [dropdown]

Run Status: [dropdown] Save On Refresh

View Job Items

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
832824	SQR Report	UPAY078	CAYLORK	03/09/2005 9:30:05AM PST	Success	Details
832812	SQR Report	UPAY078	CAYLORK	03/09/2005 9:23:02AM PST	Success	Details

Under Process Detail panel:

STEP 8: View and/or print report.

After Run Status = Success:

➤ Click on [Details](#) link to the right for that Instance Seq.

➤ Click on [View Log/Trace](#) link.

Home > PeopleTools > Process Monitor > Inquire > Process Requests

Process Detail

Process

Instance: 832824 Type: SQR Report

Name: UPAY078 Description: Payroll Account--LD History

Run Update Process

Run Control ID: Payroll_Acct_Rpt

Location: Server

Server: PSNT

Recurrence:

Update Process options: Hold Request, Queue Request, Cancel Request, Delete Request, Restart Request

Date/Time Actions

Request Created On: 03/09/2005 9:30:12AM PST [Parameters](#) Transfer

Run Anytime After: 03/09/2005 9:30:05AM PST [Message Log](#)

Began Process At: 03/09/2005 9:30:32AM PST [Batch Timings](#)

Ended Process At: 03/09/2005 9:31:01AM PST [View Log/Trace](#)

OK Cancel

➤ Click on the [upay078 \(run #\).PDF](#) file to view your report and, then, print, if necessary.

This will open another window and display the report in PDF.

Report/Log Viewer

Instance: 832824 Type: SQR Report

Name: UPAY078 Run Cntl ID: Payroll_Acct_Rpt

Status: Success Submitted By: CAYLORK

Server: PSNT Recurrence:

Payroll Account--LD History

Name	Size	CreationDate
Message Log	1497 bytes	Wed Mar 09 09:30:32 2005
Trace File	3731 bytes	Wed Mar 09 09:30:32 2005
UPAY078_832824.PDF	3543 bytes	Wed Mar 09 09:30:46 2005