

# DEPARTMENT PAY PERIOD REPORT

The Department Pay Period Report is a report you can run to view all pay period report information for Student Employees as well as Hourly Staff Employees. This report may be run multiple times per month to monitor which employees have time outstanding that needs to be reviewed and approved. This report will also give work study balances for students under the work study program.

## To Print the Department Pay Period Report, use the following path:

Reports Portfolio > Human Resources > Payroll

1. You may sort the report by staff, hourly and student employees
2. Enter Department Number
3. Enter the Pay Period you would like to view.
4. Click Run
5. The Process Scheduler Request page will display, click Ok.
6. Click Report Manager to find the Pay Period Report once it is processed.

The screenshot shows the 'Department Pay Period Report' form. At the top, there are tabs for 'Run Control ID: RS', 'Report Manager', 'Process Monitor', and a 'Run' button. Below this, the 'Language' is set to 'English'. The '\*Business Unit' is 'FRSNO'. The '\*Employee Type' dropdown is open, showing options: 'Students', 'Both Students & Hourly', and 'Hourly'. The 'Employee Select' dropdown is also open, showing 'Students' selected. The 'Department' is '45435' (Human Resources). The 'Employee ID' field is empty. The 'Time Period for Report' section has '\*Pay Period' set to '01/01/2016 - 01/31/2016'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

This screenshot shows the same form as above, but with the '\*Pay Period' dropdown menu expanded. The dropdown list contains the following options: 06/01/2016 - 06/30/2016, 06/01/2014 - 06/30/2014, 07/01/2014 - 07/30/2014, 07/31/2014 - 08/31/2014, 09/01/2014 - 09/30/2014, 10/01/2014 - 10/30/2014, 10/31/2014 - 12/01/2014, 12/02/2014 - 12/31/2014, 01/01/2015 - 01/29/2015, 01/30/2015 - 02/28/2015, 03/01/2015 - 03/31/2015, 04/01/2015 - 04/30/2015, 05/01/2015 - 05/31/2015, 06/01/2015 - 06/30/2015, 07/01/2015 - 07/30/2015, 07/31/2015 - 08/31/2015, 09/01/2015 - 09/30/2015, 10/01/2015 - 10/31/2015, 11/01/2015 - 12/01/2015, 12/02/2015 - 12/31/2015, and 01/01/2016 - 01/31/2016. The '01/01/2016 - 01/31/2016' option is highlighted. The 'Run' button is still visible at the top right.

The **Department Pay Period Report** is shown below. The example shows the report split in half due to space limitations

	A	B	C	D	E	F	G	H
1	<b>Department Pay Period Report</b>							
2	<b>10/31/2013 - 11/30/2013</b>							
3	<b>45435 Human Resources - Report Type Both Students &amp; Hourly As Of 11/12/2013</b>							
4	Name	Emplid	Red#	DeptId	Department Name	Jobcode	Position	Position Description
5	Abell, Jordan	101010101	0	45435	Human Resources	1870	00435906	Student Assistant
6	Smithsen, Kelli	101010102	2	45435	Human Resources	0820	00004545	Hourly Employee
7	Miller, James	101010103	0	45435	Human Resources	1870	00435906	Student Assistant

	I	J	K	L	M	N	O	P	Q	R	S	T
				1		2		3	4	5	6	7
Activity	TRC	Rptd Needs Apprvl	Rptd Apprvd	Pagable Needs Apprvl	Pagabl e Apprd	Total Hours	Rate	Est. Gross	Reports To	Distribution Information	Remaining Work Study \$	
	REG	14	0	0	0	14	8.25	115.5	Jones, Roberta	100%: 90000-45435-00000-601981	0	
	REG	0	0	0	0	0	15	0	Jones, Roberta	100%: 90000-45435-00000-601961	0	
	REG	30	0	0	0	30	9	270	Brandt, Karl	100%: 90000-45435-00000-601981	0	

- Reported Needs Approved:** Shows Employees Reported Time  
**Reported Approved:** Shows Time already approved by Time Keeper
- Pagable Needs Approval:** Time waiting for MPP/Chair approval  
**Pagable Approved:** Time already approved by MPP/Chair
- Rate:** Hourly rate of pay
- Estimated Gross:** Amount of check before taxes
- Reports to:** Reports to Manager
- Distribution Information:** Chartfield being charged
- Remaining Work Study \$:** Amount of work study award remaining (if any).