


PeopleSoft

KUMC

**Grant Rights to View Pay Expenses
Procedural Reference**

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Throughout this manual, the  symbol indicates additional information on the left side of the page.

OVERVIEW

Overview

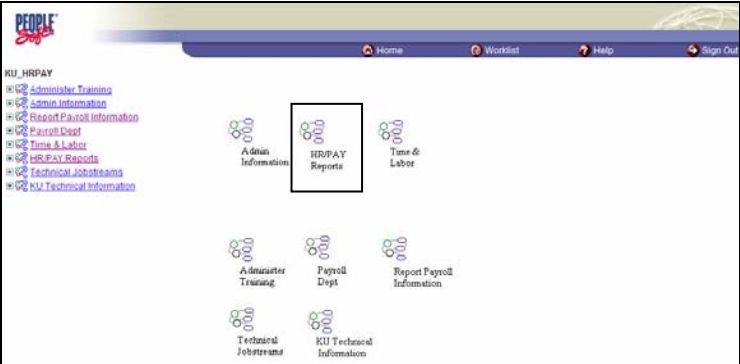
The **Grant Rights to View Pay Expenses** panel was created to allow a department to view all of an employee's compensation in the Payroll Expense Report.

The Payroll Expense Report shows payroll information for employees paid from a selected SpeedType or Distribution Code. However, because of PeopleSoft security, the report will only show payments made for SpeedTypes belonging to the department of the person running the report. In the case of employees who are paid from multiple SpeedTypes across multiple departments, the employee's complete compensation will not be shown in the report.

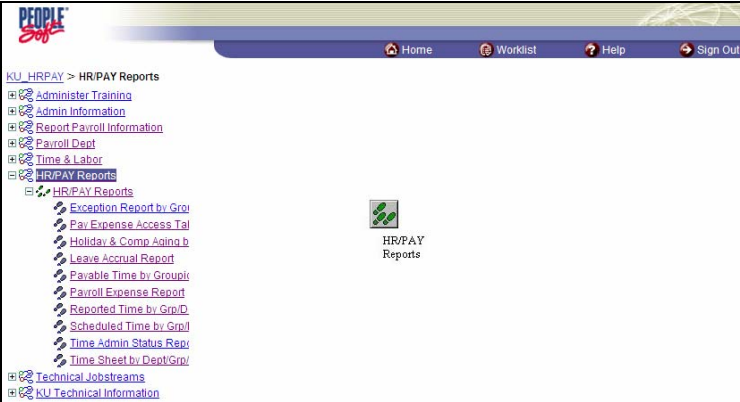
The **Grant Rights to see Pay Expenses** panel allows the "external" department to grant permission to see payroll expenses paid from the department's SpeedType.

GRANT RIGHTS

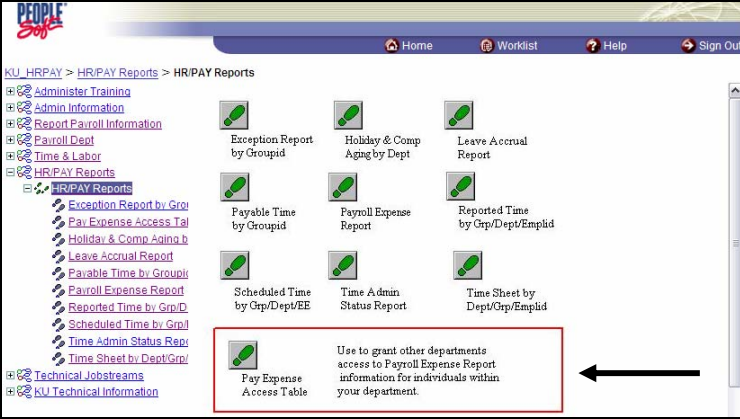
Navigation



1. Click HR Pay Reports icon.



2. Click HR Pay Reports icon.



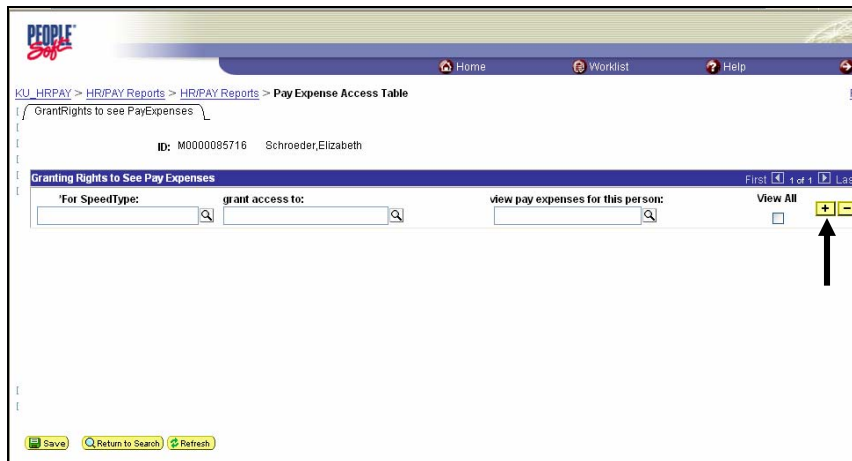
3. Click Pay Expense Access Table icon.

GRANT RIGHTS


Grant Rights To View An Employee's Pay Expenses




 **Step 1** The employee ID listed on this panel will be your own.



 **Step 3 ONLY ENTER DATA ON BLANK ROWS.** Typing over existing data removes that employee's permission to the report.

1. Do not change values on this panel. 
2. Click **Search** .

3. Does a blank row exist for entering data? 
If **no**, click **+** (Add a new row) to insert a row and go to step 4.
If **yes**, go to step 4.

GRANT RIGHTS

PEOPLE Soft

Home > Compensate Employees > Report Payroll Info (US) > Use > GrantRight to see PayExpenses

GrantRights to see PayExpenses

ID: M0000086701 Karlsson,Erik Brian

Granting Rights to See Pay Expenses

*For SpeedType:	grant access to:	view pay expenses for this person:	View All
00000800	Stubblefield,Keith Dennis	M0000079115 Carrott,Alice M	J0000059639 <input type="checkbox"/>

Save Return to Search Refresh

Step 4 The form will only allow you to grant rights to view SpeedTypes and employees attached to your department.

When you enter a name in the **view pay expenses for this person** field, the **View All** checkbox will become inactive.

Optionally, use the (Lookup) button to select employee names.

4. Complete the following fields:

**For SpeedType
grant rights to
view pay expenses for this person**

5. Do you want to grant permission to another employee?
If **no**, go to step 6.

If **yes**, click the (Add) button to the right of the active line and return to step 4.

6. Click .

GRANT RIGHTS

Grant Rights To View An Entire SpeedType

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > Report Payroll Info (US) > Use > GrantRight to see PayExpenses [New Window](#)

GrantRight to see PayExpenses

Find an Existing Value

EmplID: M0000065716

[Advanced Search](#)

Step 1 The employee ID listed on this panel will be your own.

PEOPLE Soft

Home Worklist Help Sign Out

KU_HRPAY > HRPAY Reports > HRPAY Reports > Pay Expense Access Table

GrantRights to see PayExpenses

ID: M0000065716 Schroeder,Elizabeth

Granting Rights to See Pay Expenses First 1 of 1 Last

For SpeedType:	grant access to:	view pay expenses for this person:	View All
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="button" value="+"/> <input type="button" value="-"/>

Step 3 ONLY ENTER DATA ON BLANK ROWS. Typing over existing data removes the employee's permission to the report.

1. Do not change values on this panel.

2. Click .

3. Does a blank row exist for entering data?

If **no**, click (Add a new row) to insert a row and go to step 4.

If **yes**, go to step 4.

GRANT RIGHTS

PEOPLE Soft

Home > Compensate Employees > Report Payroll Info (US) > Usa > GrantRight to see PayExpenses

GrantRights to see PayExpenses

ID: M0000086701 Karlsson,Erik Brian

Granting Rights to See Pay Expenses

*For SpeedType: 00000800 grant access to: Stubblefield,Keith Dennis view pay expenses for this person: M0000079115 View All + -

Save Return to Search Refresh

Step 4 The form will only allow you to submit SpeedTypes attached to your department.

When you check the **View All** checkbox, the **view pay expenses for this person** text box will become inactive.

Optionally, use the (Lookup) button to select the employee name.

4. Complete the following fields:

**For SpeedType
grant rights to**

5. Click the **View All** checkbox

6. Do you want to grant permission to another employee?
If **no**, go to step 7.

If **yes**, click the (Add) button to the right of the active line and return to step 4.

7. Click .

APPENDIX

Assistance

Direct questions regarding how to utilize the PeopleSoft panels, how to navigate, and other technical or procedural problems with the system to PeopleSoft Support at ext. **8-1121**.

The office is usually staffed from 8:00 AM to 4:30 PM. In the event no one is available to assist, you may leave your question on the office Audix voice mail system, and we will return your call.