


**PeopleSoft**

**KUMC**

**Payroll Expense Report  
Procedural Reference**

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

## OVERVIEW

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### Overview

The Payroll Expense Report displays payroll data (gross and fringe amounts) for employees paid from a selected SpeedType or Distribution Code.

When run in detail mode, page breaks occur after each pay period and each employee appears on a separate line within the pay period, which displays their gross plus fringe details. Any Retroactive Funding Adjustments (RFAs) posted for the pay period appear on separate pages, one RFA per page. There is a summary line showing the totals for the pay period.

When run in summary mode, the report displays one line per voucher transaction (either regular payroll or RFA) with the total paid on that voucher. There is no individual employee information included.

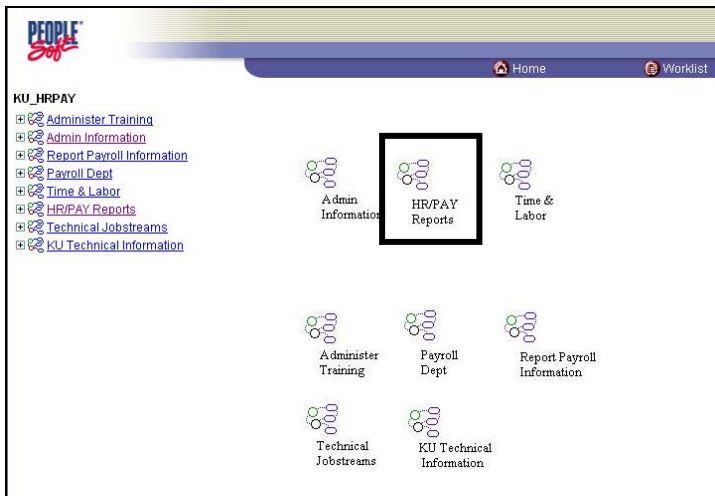
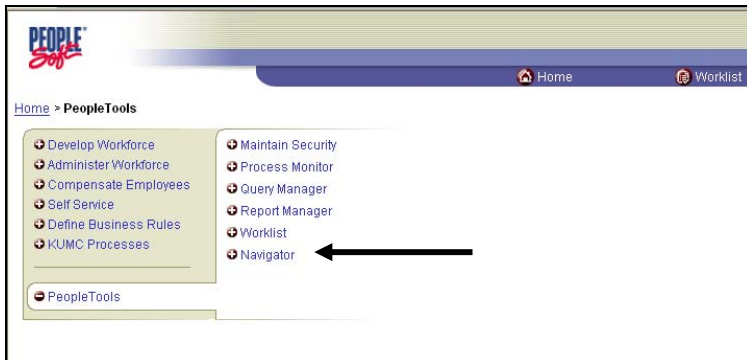
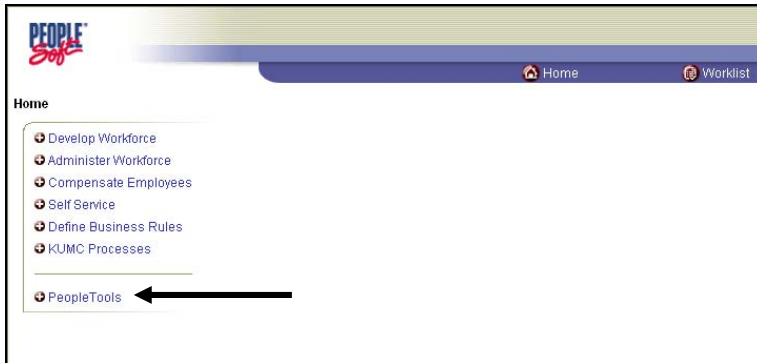
This report can be run for the Fiscal Year or pay period(s) by Distribution Code(s) or SpeedType(s) in your department. In addition, the report can be run for an individual employee or position paid from selected SpeedType(s) or Distribution Code(s).

Because of PeopleSoft security, the Payroll Expense 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.

# PAYROLL EXPENSE REPORT

## Navigation



1. Log on to PeopleSoft HR 8. The username and password are the same as your Novell username and password.

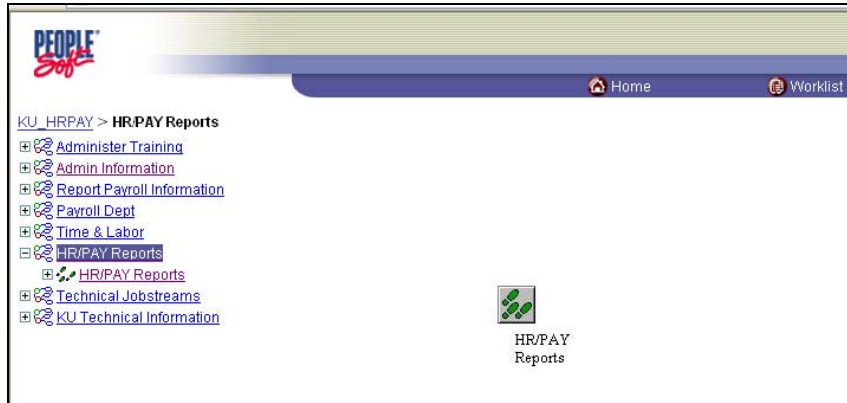
2. Click **PeopleTools** menu.

3. Click **Navigator** menu.

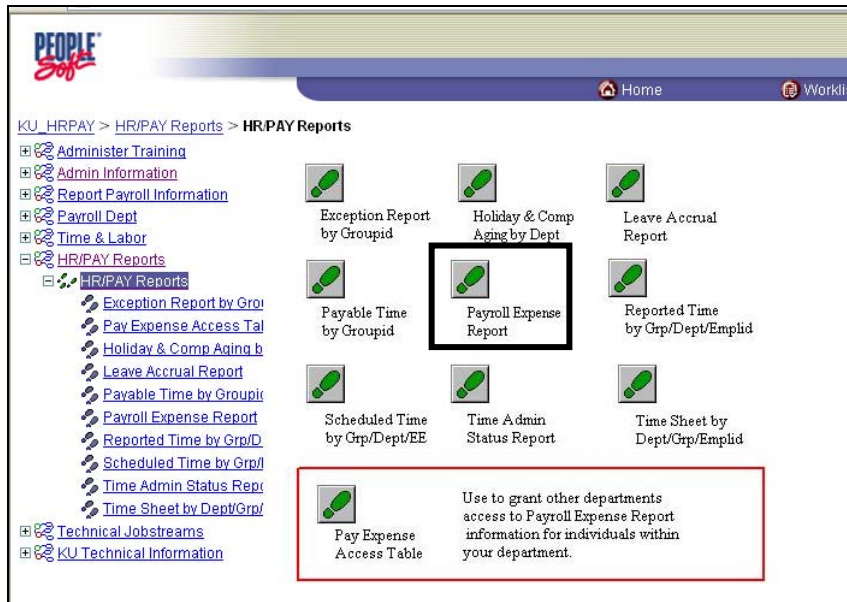
4. Click **HR/PAY Reports** icon.

# PAYROLL EXPENSE REPORT

## Navigation (continued)



5. Click **HR/PAY Reports** icon.



6. Click **Payroll Expense Report** icon.

# PAYROLL EXPENSE REPORT

## Run Control

Home Worklist

/PAY Reports > Payroll Expense Report

### Payroll Expense Rpt

#### Find an Existing Value

Run Control ID:

Case Sensitive

[Basic Search](#)

[Add a New Value](#) ←

#### Search Results

View All First 1-4 of 4 Last

Run Control ID	Language Code
<a href="#">PSTRN01</a>	<a href="#">English</a>
<a href="#">PayableTime</a>	<a href="#">English</a>
<a href="#">ReportedTime</a>	<a href="#">English</a>
<a href="#">Timesheets</a>	<a href="#">English</a>

**Step 3** If only one Run Control is found, system displays Selection Criteria page.

### Payroll Expense Rpt

#### Add a New Value

Run Control ID:

[Find an Existing Value](#)

**Step 4** Run Control IDs cannot contain spaces or special characters.

1. Have you previously created a Run Control for this report?  
If **no**, click **Add a New Value** and go to Step 4.  
If **yes**, go to Step 2.

2. Click .

3. Click desired run control name and go to Step 1 of Selection Criteria.

4. Complete **Run Control ID** field.

5. Click .

# PAYROLL EXPENSE REPORT

## Selection Criteria

The screenshot shows the 'Payroll Expense Rpt' form. At the top, it displays 'Run Control ID: PayExpRpt' and buttons for 'Report Manager', 'Process Monitor', and 'Run'. Below this is a text box for an email address with a callout '7'. The 'Report Mode' is set to 'Detail' with a callout '1'. There are two main sections for time frame parameters, both with callout '2'. The left section has 'Last Processed Pay Period' checked, with options for 'Grant To Date', 'Type of Year' (set to 'Fiscal'), and 'Year'. The right section has 'Voucher ID' and options for 'On-Cycle (Regular Payroll)', 'Off-Cycle (Adjustments)', and 'RFA (Retroactive Funding Adjust)' with callout '6'. Below these are fields for 'Employee' and 'Pos Nbr', both with 'Or All Emp' and 'Or All Pos' checkboxes and callout '5'. A 'Distribution Cd or Speedtype' dropdown is set to 'Dist Cd' with callout '3'. At the bottom, there are two tabs: 'DistCd' and 'Speedtype', each with a search field and a callout '4'. A yellow '+' button is also visible.

- Step 1** Detail mode has page breaks after each pay period and each employee appears on a separate line within the pay period. Summary mode displays one line per voucher transaction (either regular payroll or RFA) with the total paid on that voucher.
- Step 2** The default selection is **Last Processed Pay Period**. To use a different Pay Period, clear Last Processed Pay Period check box and enter either **Year** or **Pay Period Begin Date** and **Pay Period End Date**.  
  
Once a time parameter field has been populated, the alternate time parameter fields will be grayed out. To use a different time period, delete the data from the populated field(s) and press **TAB** to reactivate the other fields. Enter data in desired time parameter field.
- Step 7** PDF file will be viewable through Process Monitor.

1. Select **Report Mode**.
2. Select time frame parameters.
3. Select whether to run the report by Distribution Code or SpeedType by choosing from the list box.
4. Enter desired value into the corresponding field that is now available.   
To include additional Codes or SpeedTypes, click to add line(s).  
NOTE: you cannot run the report by both a Distribution Code and a SpeedType at the same time.
5. To run the report for a single employee or position, uncheck the related **All** check box and enter the desired value in the corresponding number field.
6. Select the type(s) of payroll data to include.   
To run the report for a single **Voucher ID**, uncheck the **On-Cycle**, **Off-Cycle** and **RFA** check boxes.
7. Enter email address to receive a version of the file via email that can be imported into Excel.

# PAYROLL EXPENSE REPORT

## Run Report

Payroll Expense Rpt \

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

Please input a valid email address to receive .DAT file.

Email Address:

Report Mode:

Last Processed Pay Period

Or Grant To Date

Or **Type of Year:**

**Year:**

Or Pay Period

Begin Date:

Pay Period

End Date:

Pay  
End  
Dates

Voucher ID:

Or

**On-Cycle**  
(Regular Payroll)

**Off-Cycle**  
(Adjustments)

 **RFA**  
(Retroactive Funding Adjust)
 

Prior To Any RFAs

Employee:

Or **All Emp**

Pos Nbr:

Or **All Pos**

'Distribution Cd or Speedtype:

**DistCd** View All First 1 of 1 Last

Dist Code:

**Speedtype** View All First 1 of 1 Last

SpeedType:

1. Click **Run** .

2. No changes are needed on this screen.

The default settings (shown here) are correct for any report that you run.

Server Name ..... PSUNX  
Type..... WEB  
Format ..... PDF

3. Click **OK** .

[PAY Reports](#) > Payroll Expense Report

**Process Scheduler Request**

User ID: LSCHROEDER Run Control ID: Reports

Server Name:  Run Date:

Recurrence:  Run Time:

Time Zone: CST

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Payroll Expense Report	JPAY377	SQR Report	Web	PDF

**Step 2** Process Name for Payroll Expense Report is JPAY377.

# PAYROLL EXPENSE REPORT

## Run Report (continued)

Payroll Expense Rpt

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

Process Instance: 884576

Please input a valid email address to receive .DAT file.

Email Address:

Report Mode:

Last Processed Pay Period   
 Or Grant To Date   
 Or Type of Year:   
 Year:   
 Or Pay Period   
 Begin Date:   
 Pay Period:   
 End Date:

Voucher ID:   
 Or  On-Cycle (Regular Payroll)  Off-Cycle (Adjustments)  RFA (Retroactive Funding Adjust)  
 Prior To Any RFAs

Employee:  Or  All Emp

Pos Nbr:  Or  All Pos

Distribution Cd or Speedtype:

DistCd View All First 1 of 1 Last Speedtype View All First 1 of 1 Last

Dist Code:  SpeedType:

PAY Reports > Payroll Expense Report

Process List [Server List](#)

View Process Request For

UserID:  Process Type:  Last:  Days

Server Name:  Process Run Status:  Instance:  to

View Job Items  Save On Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
565249	SQR Report	JPAY377	LSCHROEDER	04/04/2007 9:30:41AM CDT	Success	<a href="#">Details</a>

**Step 6** If an email address was entered to receive a DAT file, it should be received shortly after the run status shows success.

- Process Instance number indicates you have requested the report. ❶
- Click **Process Monitor** link. ❷  
This will display the Process List which shows the progress of generating the report. The Process List also contains the link for printing the report.

6. Note **Run Status**. ❶

Run Status	Description
Queued	Report is in line to be processed
Initiated	Report has started
Processing	Report is in process
Posting	Report is being finalized
Success	Report is ready to print

Click  ❷ until Run Status displays Success. (May need to wait a few minutes and refresh again.)

7. Click **Details** link. ❸

# PAYROLL EXPENSE REPORT

## View PDF Report

[PAY Reports](#) > Payroll Expense Report

### Process Detail

Process	
<b>Instance:</b> 565249	<b>Type:</b> SQR Report
<b>Name:</b> JPAY377	<b>Description:</b> Payroll Expense Report
Run	
<b>Run Control ID:</b> Reports	<input type="radio"/> Hold Request
<b>Location:</b> Server	<input type="radio"/> Queue Request
<b>Server:</b> PSUNX	<input type="radio"/> Cancel Request
<b>Recurrence:</b>	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request
Date/Time	
<b>Request Created On:</b> 04/04/2007 9:33:56AM CDT	<a href="#">Parameters</a> Transfer
<b>Run Anytime After:</b> 04/04/2007 9:30:41AM CDT	<a href="#">Message Log</a>
<b>Began Process At:</b> 04/04/2007 9:34:05AM CDT	Batch Timings
<b>Ended Process At:</b> 04/04/2007 9:34:35AM CDT	<a href="#">View Log/Trace</a> ←
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

1. Click **View Log/Trace** link.

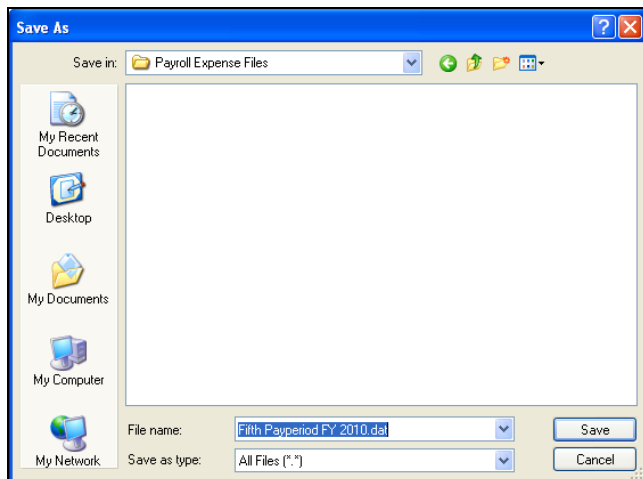
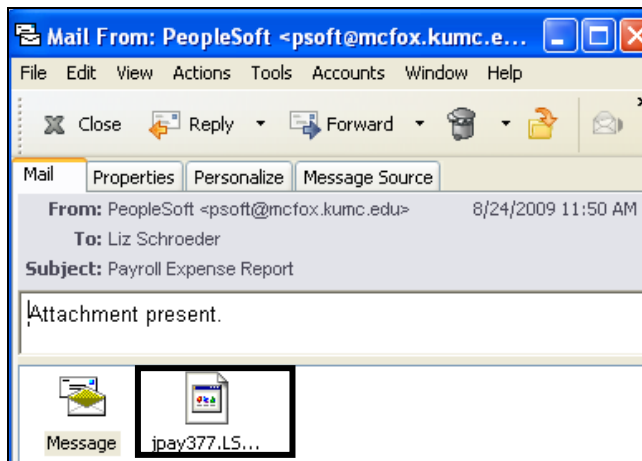
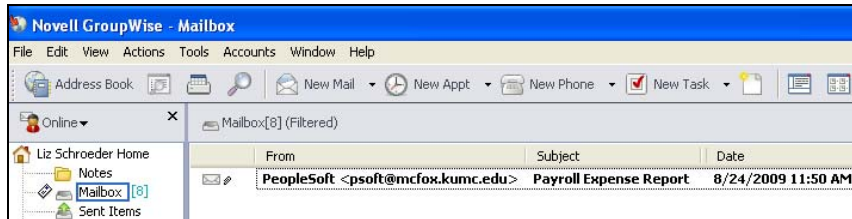
Report/Log Viewer			
<b>Instance:</b> 565249	<b>Type:</b> SQR Report		
<b>Name:</b> JPAY377	<b>Run Cntl ID:</b> Reports		
<b>Status:</b> Success	<b>Submitted By:</b> LSCHROEDER		
<b>Server:</b> PSUNX	<b>Recurrence:</b>		
Payroll Expense Report			
Name	Size	CreationDate	
<a href="#">Message Log</a>	1242 bytes	2007-04-04 09:34:30	
<a href="#">Trace File</a>	613 bytes	2007-04-04 09:34:30	
<a href="#">jpay377_565249.PDF</a> ←	2879 bytes	2007-04-04 09:34:30	


2. Click [JPAY377\\_nnnnnn.PDF](#) link.



## PAYROLL EXPENSE REPORT

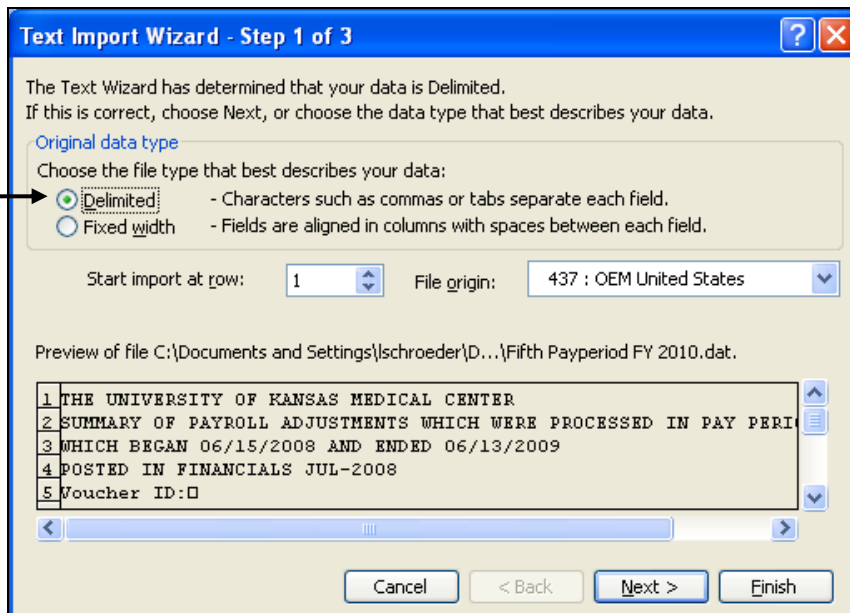
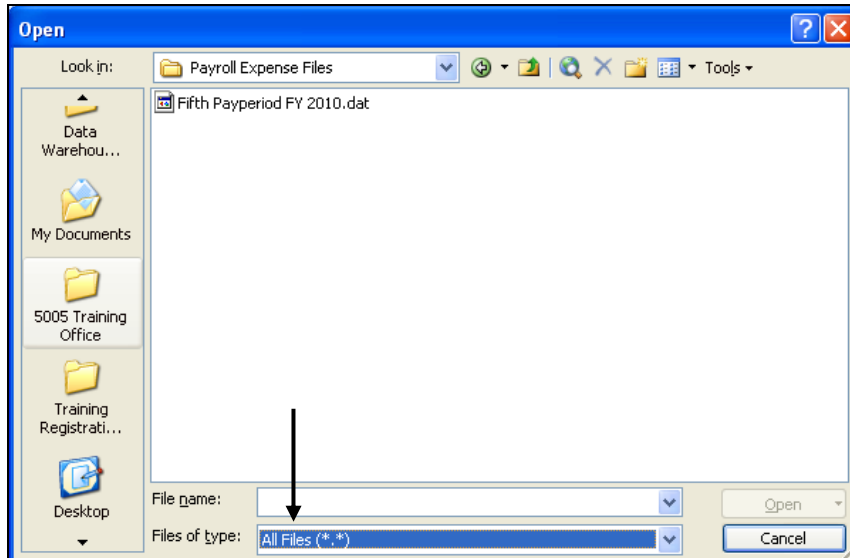
### View DAT file in Excel


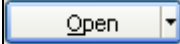


1. Open email containing report.
2. Right-click .dat attachment.
3. Choose **Save As...** from the menu.
4. Navigate to desired folder.
5. Modify filename if desired.
6. Click .

## PAYROLL EXPENSE REPORT

### Open File in Excel



1. Start Excel.
2. Click  (Open).
3. Change **Files of type** to All Files.
4. Select the **.dat** file saved during step 6 in the previous section and click . The Text Import Wizard will launch.

5. Click **Delimited** radio button if needed.

6. Click .

# PAYROLL EXPENSE REPORT

**Open File in Excel** (continued)

	A	B	C	D	E	F	G	H	I	J
1	THE UNIVERSITY OF KANSAS MEDICAL CENTER									
2	SUMMARY OF PAYROLL ADJUSTMENTS WHICH WERE PROCESSED IN PAY PERIOD 0									
3	WHICH BEGAN 06/15/2008 AND ENDED 06/13/2009									
4	POSTED IN FINANCIALS JUL-2008									
5	Voucher ID									
6	Run Date: 8/24/2009									
7										
8	Employee	Emplid	Position	Voucher	Dist Code	Speedtype	Pay End D	Gross	Health Inst	FICA
9	First, Persc	J00000000	J00000000	V9999999	99	APP0nnn	6/28/2008	1,933.65	293.33	124.56
10	Second, Pe	M0000000	M0000000	V9999999	99	APP0nnn	6/28/2008	2,063.46	200.53	148.32
11	Next, Persc	J00000000	J00000000	V9999999	99	APP0nnn	6/28/2008	1,976.35	200.53	150.69
12	Another, Pe	M0000000	M0000000	V9999999	99	APP0nnn	6/28/2008	1,911.54	200.53	145.4
13	Last, Persc	J00000000	J00000000	V9999999	99	APP0nnn	6/28/2008	625.63	65.62	45.49
14	First, Persc	M0000000	M0000000	V9999999	99	APP0nnn	7/12/2008	1,933.65	293.33	124.56
15	Second, Pe	J00000000	J00000000	V9999999	99	APP0nnn	7/12/2008	2,063.46	200.53	148.32
16	Next, Persc	M0000000	M0000000	V9999999	99	APP0nnn	7/12/2008	1,976.35	200.53	150.7
17	Another, Pe	J00000000	J00000000	V9999999	99	APP0nnn	7/12/2008	1,911.54	200.53	145.39
18	Last, Persc	M0000000	M0000000	V9999999	99	APP0nnn	7/12/2008	625.63	65.62	45.49
19	First, Persc	J00000000	J00000000	V9999999	99	APP0nnn	7/26/2008	1,933.65	293.33	124.58
20	Second, Pe	M0000000	M0000000	V9999999	99	APP0nnn	7/26/2008	2,063.46	200.53	148.32
21	Next, Persc	J00000000	J00000000	V9999999	99	APP0nnn	7/26/2008	1,976.35	200.53	150.69
22	Another, Pe	M0000000	M0000000	V9999999	99	APP0nnn	7/26/2008	1,911.54	200.53	145.39
23	Last, Persc	J00000000	J00000000	V9999999	99	APP0nnn	7/26/2008	625.63	65.62	45.49
24	First, Persc	M0000000	M0000000	V9999999	99	APP0nnn	8/9/2008	1,933.65	293.33	124.56
25	Second, Pe	J00000000	J00000000	V9999999	99	APP0nnn	8/9/2008	2,063.46	200.53	148.32
26	Next, Persc	M0000000	M0000000	V9999999	99	APP0nnn	8/9/2008	1,976.35	200.53	150.68
27	Another, Pe	J00000000	J00000000	V9999999	99	APP0nnn	8/9/2008	1,911.54	200.53	145.4
28	Last, Persc	M0000000	M0000000	V9999999	99	APP0nnn	8/9/2008	625.63	65.62	45.49
29	First, Persc	J00000000	J00000000	V9999999	99	APP0nnn	8/23/2008	1,933.65	293.33	131.16

7. Format as desired.

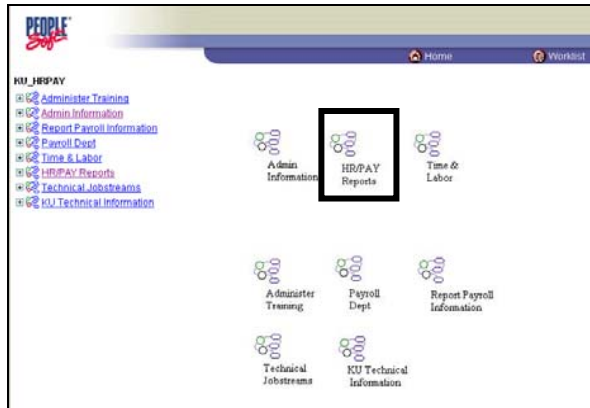
8. Click  (Print).

9. Click  to close Excel.

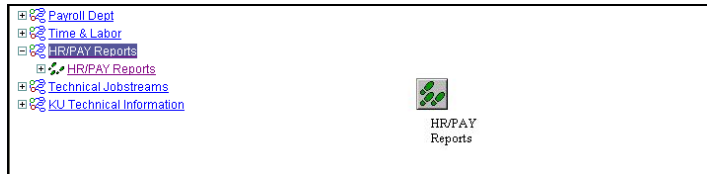
# GRANT RIGHTS

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.

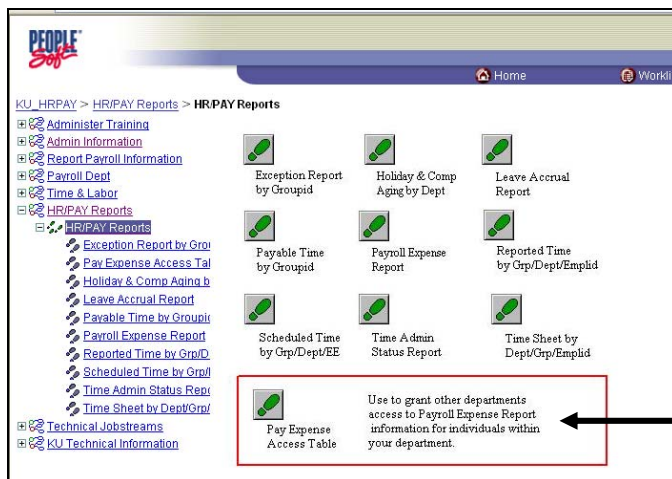
## Navigation



1. Click **HR Pay Reports** icon.



2. Click **HR Pay Reports** icon.



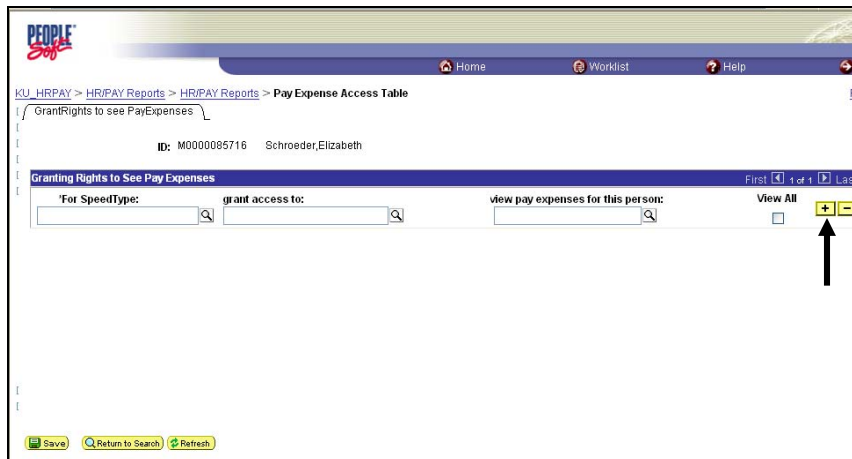
3. Click **Pay Expense Access Table** icon.

## GRANT RIGHTS


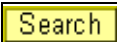
### Grant Rights To View An Employee's Pay Expenses





 **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  .

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


### Grant Rights To View An Employee's Pay Expenses *(continued)*

The screenshot shows a web browser window with the PEOPLE Soft logo and navigation links (Home, Worklist, Help, Sign Out). The breadcrumb trail is: Home > Compensate Employees > Report Payroll Info (US) > Use > GrantRight to see PayExpenses. The user ID is M0000086701 and the name is Karlsson, Erik Brian. The form title is 'Granting Rights to See Pay Expenses'. It contains three search fields: 'For SpeedType:' with value '00000800', 'grant access to:' with value 'Stubblefield, Keith Dennis', and 'view pay expenses for this person:' with value 'M0000079115 Carrott, Alice M'. A 'View All' checkbox is present. A circled '4' points to the SpeedType field. At the bottom are buttons for Save, Return to Search, and 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.

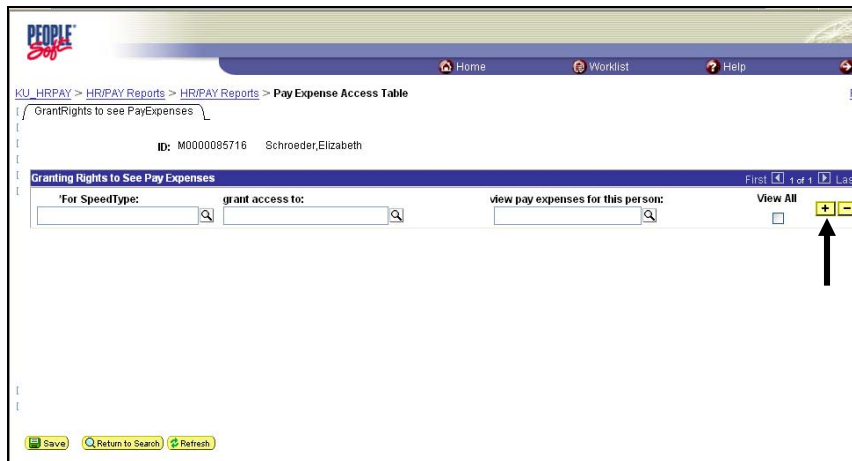
6. Click .

## GRANT RIGHTS


### Grant Rights To View An Entire SpeedType




 **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 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

### Grant Rights To View An Entire SpeedType *(continued)*

The screenshot shows the PEOPLE SOFT web application interface. The breadcrumb trail is: Home > Compensate Employees > Report Payroll Info (US) > Use > GrantRight to see PayExpenses. The user is logged in as Karlsson,Erik Brian (ID: M0000086701). The form title is 'Granting Rights to See Pay Expenses'. The form contains three main input fields: '\*For SpeedType:' with the value '00000800', 'grant access to:' with the value 'Stubblefield,Keith Dennis', and 'view pay expenses for this person:' with the value 'M0000079115'. To the right of the third field is a 'View All' checkbox which is checked. Below the form are buttons for 'Save', 'Return to Search', and 'Refresh'. A circled '4' is positioned below the form with three arrows pointing to the three input fields.

**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 **Save**.

## APPENDIX

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### Assistance

#### **Using PeopleSoft**

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.

#### **Payroll Data**

Policy or data questions should be directed to you assigned Payroll Specialist.