Payroll Register Report Instructions

1. Login to PeopleSoft

2. Select the Workforce Administration tab (top center), Reports tile, Payroll (left menu bar), "Cost Center Register by Ee"

3. Think of a "Run Control ID", this is the name you have chosen for the template you are about to create – Weekly, Biweekly, Academic, etc.

4. Click "Add a New Value" to enter the name you have selected, enter the name press "Add" to submit

5. Pay Run ID – this is the information provided on the notification email, or you can click on the magnifying glass icon to search on the desired payroll and week (If you click on the icon to lookup, press the "Look up" button again to return the results. You will see the first 300 or you can press "View All" to reveal additional available payrolls.)

6. Once you have found the name of the desired payroll and week, click on the blue link to the left to enter it into the template.

7. Set ID – always HRVRD

8. Department – this is your six-digit PeopleSoft code for your department. If you do not know the code, click on the magnifying glass icon to search. Use the pull-down menu to change the search criteria to Description and enter the partial name of your department in between two % signs, which are the Oracle wildcard symbols. Example: %hist%

9. Click on the link next to your department name

10. Company – always HPF

11. Pay group – click on the magnifying glass icon to search for the desired pay group. Press the "Lookup" button to display all the pay groups. (You can also skip the Lookup step and enter the pay group name manually.) Or you can leave it blank, and the report will show all pay groups to which you have access.

12. Press the yellow "Save" button in the lower left corner to save the template you have just created.

13. Press the yellow "Run" button in the upper right corner to run the report.

14. Under the User ID, make sure the server's name that is selected is PSUNX.

15. Press the yellow "OK" button in the lower left corner to confirm the server.

16. This will return you to your template. Note that a "Process Instance" number has been assigned to your request. Click on the blue link "Process Monitor".

17. Press the yellow "Refresh" button in the upper right corner periodically until the Run Status of the report reads "Success".

18. Click on the blue link "Details" next to the Run Status.

19. Click on the blue link "View Log/Trace".

20. Click on the blue link in the column that ends in .PDF. This will launch your report in Adobe Acrobat.