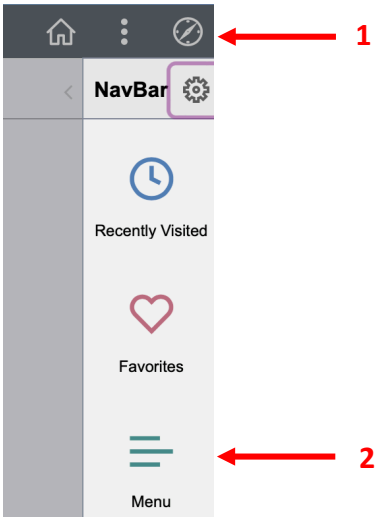
How to Guide: Running and Reviewing Payroll Extract Reports

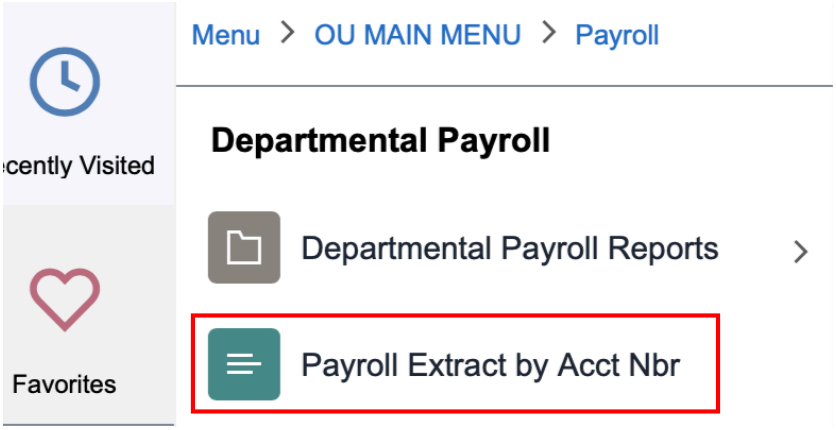
Purpose: This document guides users on how to generate Payroll Extracts when confirming hourly or monthly payroll. These Extracts are updated for each payroll processing deadline. Payroll will send an email with the subject line 'Extracts Available for PPE…" to all PeopleSoft users notifying them when the extracts are available for the appropriate processing deadline. Users should pull the extracts to confirm employees are being paid as expected for the pay period. Payroll sets a deadline for corrections needed if an employee's payroll appears incorrect on the extract. Users who have questions about an employee's pay should email payroll@ou.edu.

1) Log in to PeopleSoft Human Capital, hc.ou.edu

2) From the Main Screen, select the **Compass** icon in the top right hand corner and then select **Menu**

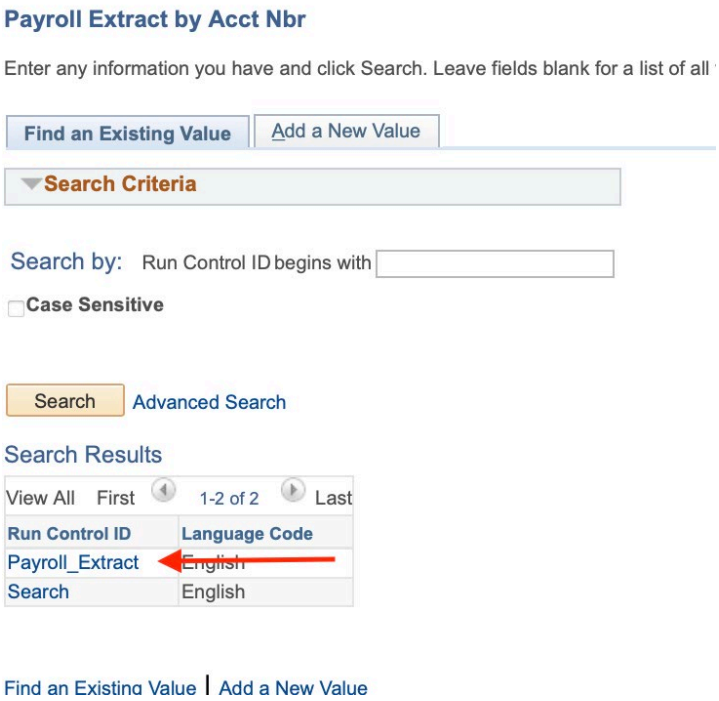


3) Then go to **OU Main Menu** → **Payroll** → **Departmental Payroll** → **Payroll Extract by Acct Nbr**

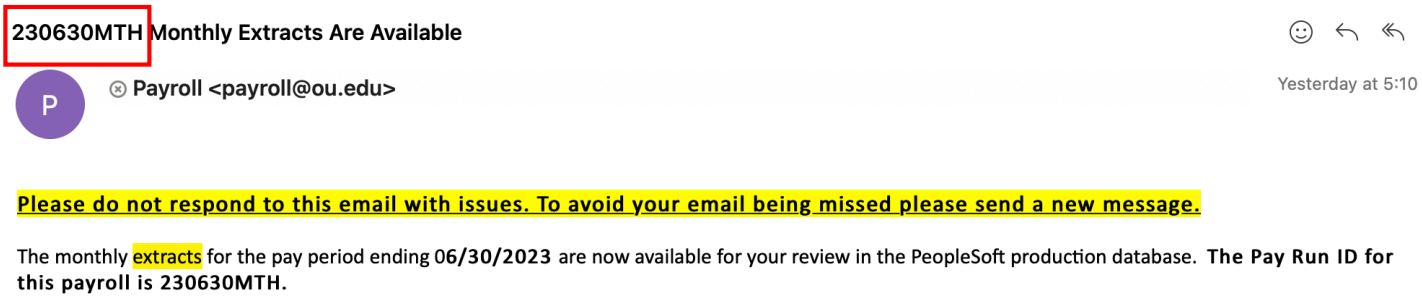


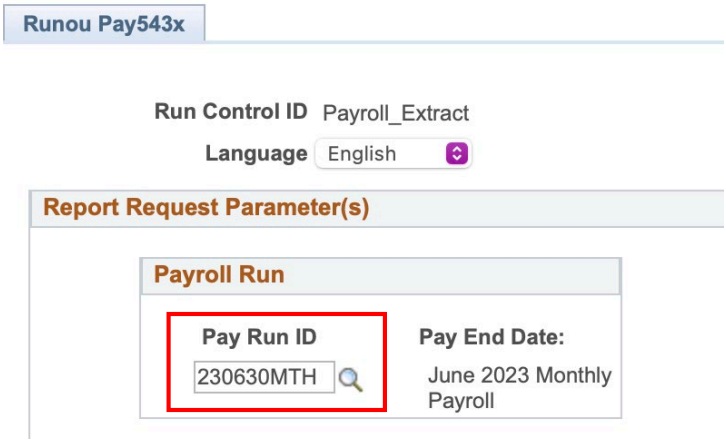
4) On the Payroll Extract screen, select the **Add a New Value** tab, type a Run Control ID, and then select **Add**. The example below shows the ID 'Payroll_Extract' but any search name can be used.

The process of **Adding a New Value** only needs to be done once. When running subsequent payroll extract reports, users can select **Search** from the **Find an Existing Value** tab and previous added values will appear for selection.



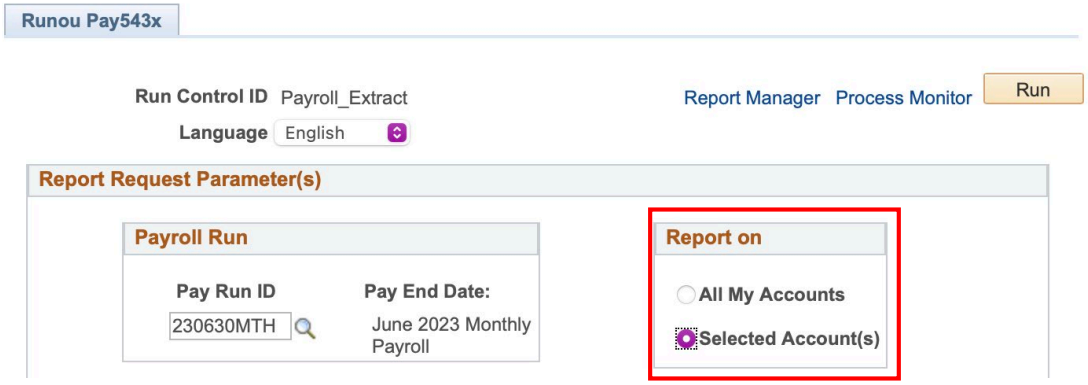
5) After clicking **Payroll_Extract** on the previous page you'll need to input a **Pay Run ID** for the pay period needing to be pulled. The Pay Run ID will be included in the subject line of the email from Payroll notifying users the extracts are available. For example, in the email below the Pay Run ID for the 6/30/23 monthly payroll is **230630MTH**.



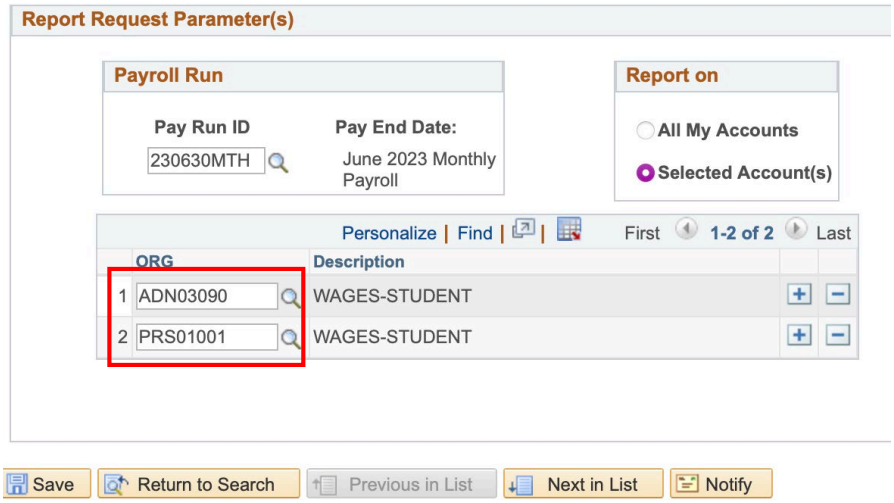


6) The user will then need to select the **Report on** option.

- **All My Accounts**, will pull all extracts for which a user has security access
- **Selected Account(s)**, will pull only specific selected Org(s) extracts

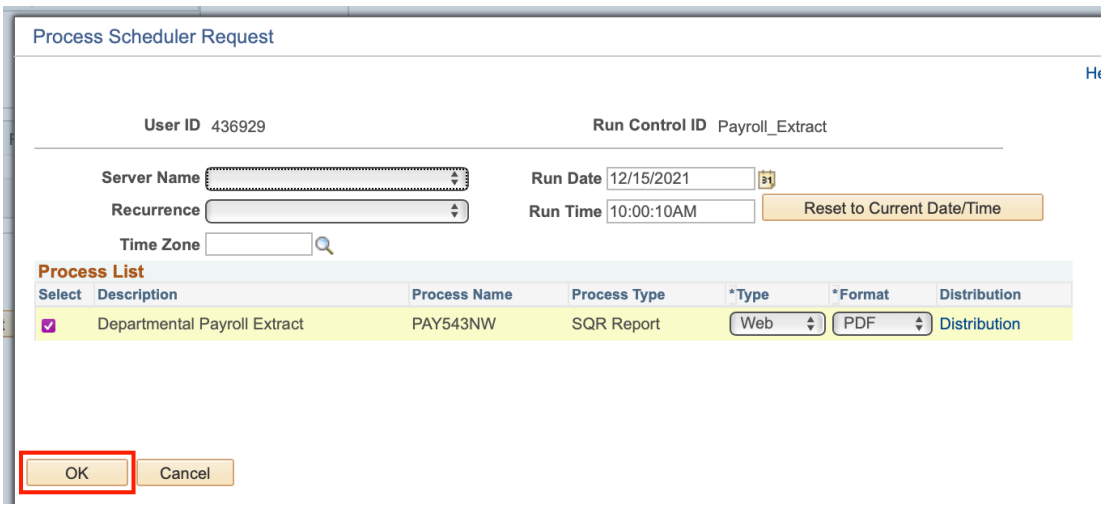


If the **Selected Account(s)** option is selected, users will need to input the Org ID(s) for the Org(s) needing to be pulled. Users can also select the magnifying glass next to the Org box to pull up a list of Org options available to them.



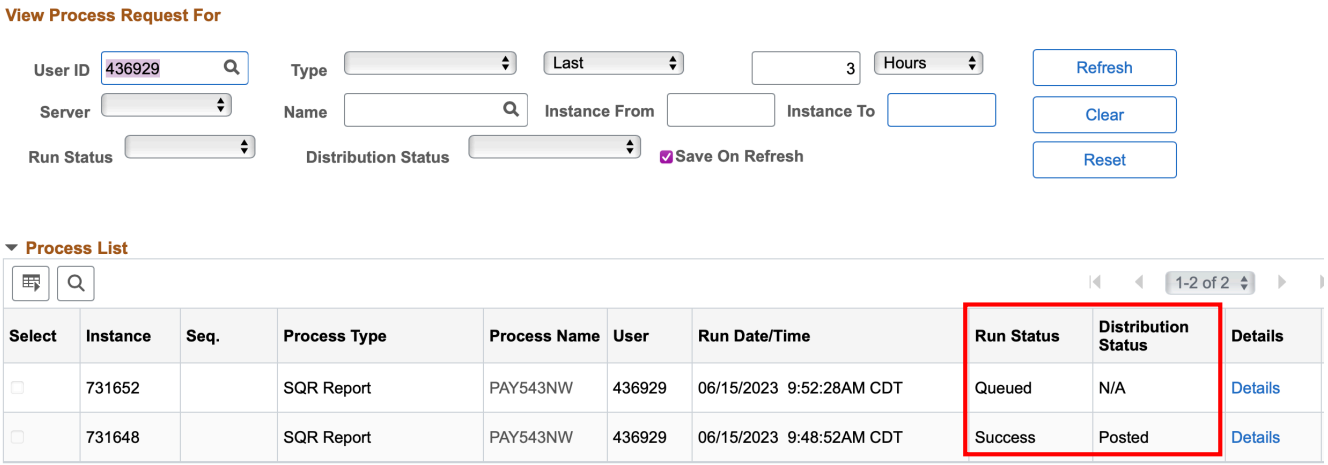
If multiple Orgs need to be selected, users will select the **+** sign at the end of the row to add another line. Note: if the **+/-** signs are not available at the end of the row hitting **Save** will correct the system glitch to make them appear.

7) Once all the needed options have been made on the payroll extract screen, users should select **Run** from the upper right of the screen. Then select **OK** on the bottom left of the screen which pops up.

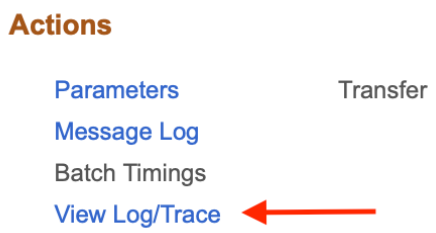


After hitting **OK**, users will be taken back to the payroll extract screen and should then select **Process Monitor**, to the left of the **Run** button.

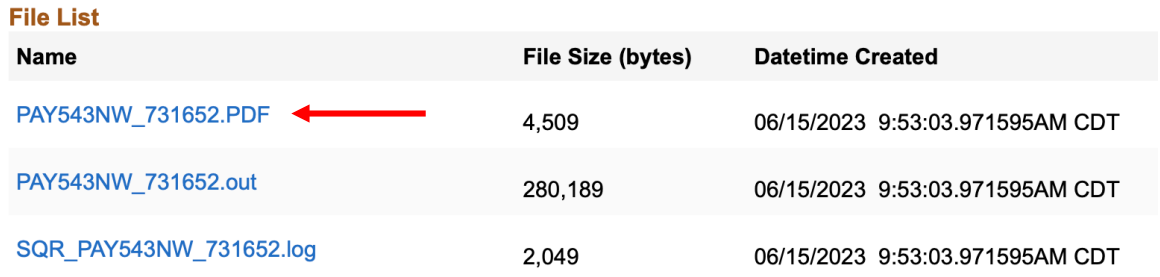
8) The next screen shows the report requests a user has run. If the **Run Status** and **Distribution Status** show a value other than **Success** and **Posted**, respectively, the report is not yet available and the user will need to select the **Refresh** button until those statuses are displayed.



9) Once the status shows **Success** and **Posted**. Users should select the **Details** link. Then select the **View Log/Trace** from the pop up screen.



10) On the subsequent pop up screen select the **PDF** link to pull the extract report.



Continue to page 6 for information on reading the payroll extract report

Report ID: PAY543NW ver 001

University of Oklahoma
DEPARTMENT PAYROLL EXTRACT INQUIRY

Page No. 1
Run Date 12/15/2021
Run Time 10:06:03

1 ORG:

2 Pay Period Ending Date : 03-DEC-2021

3 EMPLID	NAME	4 GRP	5 GL ACCT	POS	Project	Fund	Function	Entity	Source	Purpose	6 ROP	HOURS	7 GROSS
		HRY	521511	00029057		EDGEN	00116	00000			18.00	19.00	342.00
		HRY	521511	00028446		EDGEN	00116	00000			19.06	80.00	1,524.40
		HRY	521511	20004407		EDGEN	00116	00000			18.00	80.00	1,440.00
		HRY	521511	00028632		EDGEN	00116	00000			18.00	80.00	1,440.00
		HRY	521511	00029050		EDGEN	00116	00000			19.23	80.00	1,538.46
		HRY	521511	00028255		EDGEN	00116	00000			19.81	80.00	1,584.56
		HRY	521511	00028630		EDGEN	00116	00000			18.00	80.00	1,440.00
		HRY	521511	20004408		EDGEN	00116	00000			18.00	80.00	1,440.00
		HRY	521511	00025003		EDGEN	00116	00000			19.06	81.25	1,560.13
		HRY	521511	20003156		EDGEN	00116	00000			19.23	80.00	1,538.40
		HRY	521511	00029049		EDGEN	00116	00000			21.63	83.75	1,852.08
		HRY	521511	00028445		EDGEN	00116	00000			18.00	80.00	1,440.00
		HRY	521511	00028449		EDGEN	00116	00000			18.00	80.00	1,440.00
		HRY	521511	00028448		EDGEN	00116	00000			19.23	80.00	1,538.41
		HRY	521511	00028447		EDGEN	00116	00000			20.20	80.00	1,616.00
		HRY	521511	00028366		EDGEN	00116	00000			18.00	80.00	1,440.00
		HRY	521511	00028631		EDGEN	00116	00000			19.00	80.00	1,520.00
		HRY	521511	00028633		EDGEN	00116	00000			19.23	80.00	1,538.40
		HRY	521511	20004607		EDGEN	00116	00000			18.00	80.00	1,440.00
		HRY	521511	00028365		EDGEN	00116	00000			18.00	80.00	1,440.00
		HRY	521511	00028634		EDGEN	00116	00000			18.00	80.00	1,440.00
		HRY	521511	20004604		EDGEN	00116	00000			19.23	80.00	1,538.40
		HRY	521511	13188		EDGEN	00116	00000			19.23	80.00	1,538.40
		HRY	521511	00029051		EDGEN	00116	00000			19.23	80.00	1,538.40
		HRY	521511	00027822		EDGEN	00116	00000			18.00	80.00	1,440.00
		HRY	521511	00029048		EDGEN	00116	00000			18.00	80.00	1,440.00
		HRY	521511	20003157		EDGEN	00116	00000			18.00	80.00	1,440.00
		HRY	521511	20003157		EDGEN	00116	00000			18.00	80.00	1,462.50
		HRY	521511	20003155		EDGEN	00116	00000			19.23	80.00	1,538.40
		HRY	521511	20004603		EDGEN	00116	00000			18.00	80.00	1,440.00

8 Total for object code 521511 = 43,928.94

Account total = 43,928.94

1. Shows the Org ID and Org name for the extracts being viewed*
2. Pay Period for which the extract was pulled
3. Employee ID number and Employee name will be listed under these columns*
4. Payroll Group: HRY-Hourly, MTH-Monthly, 9/9- Faculty 9 paid in 9, 9/12- Faculty 9 paid in 12
5. Chartfield spread where the payroll for the employee is paying from
6. The rate of pay and hours worked for the employee
7. The earnings for the pay period of the employee
8. Total payroll by GL account number and total for the Org for the specific pay period

When reviewing the extracts users should being checking:

- The expected employees are showing up on the extract
- The hourly employee's hours match the information submitted on their timesheet in Workforce
- The rate of pay for the employee is correct
- The gross earnings for the employee are shown as expected
- Termed employees are no longer being paid, except for leave payouts, when applicable

If any of the information for the employee is incorrect, the user should email payroll@ou.edu, before the extract deadline, to seek a correction. Errors found after the extract deadline could result in an employee being paid incorrectly.

*This information is hidden in this document for security reasons.