# 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**
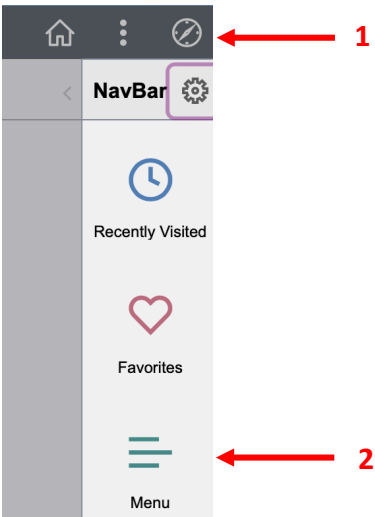
3) Then go to **OU Main Menu** ⟶ **Payroll** ⟶ **Departmental Payroll** ⟶ **Payroll Extract by Acct Nbr**
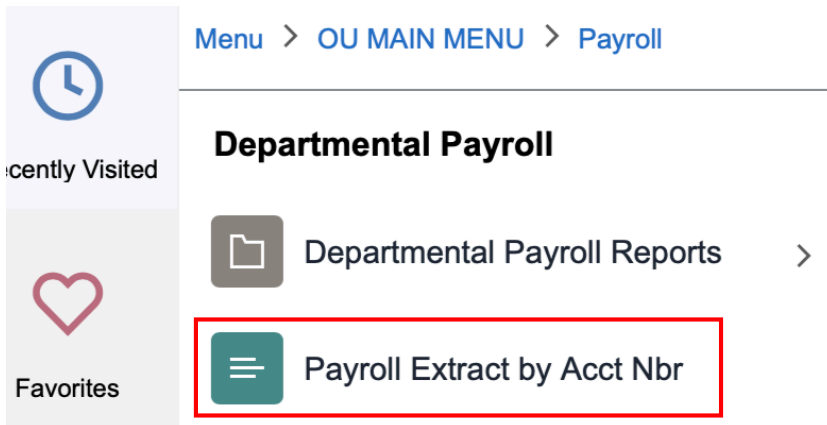
4) On the Payroll Extract screen, select the **Add a New Value** tab, type a Run Control ID, and then select **Add**. The example below shows the ID 'Payroll_Extract' but any search name can be used.

Payroll Extract by Acct Nbr

Find an Existing Value	Add a New Value	← 1

Run Control ID Payroll Extract ← 2

Add ← 3

Find an Existing Value | Add a New Value

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.

Payroll Extract by Acct Nbr

Enter any information you have and click Search. Leave fields blank for a list of all

Find an Existing Value	Add a New Value

▼**Search Criteria**

Search by: Run Control ID begins with

☐Case Sensitive

Search | Advanced Search

Search Results

View All   First   ◄   1-2 of 2   ►   Last

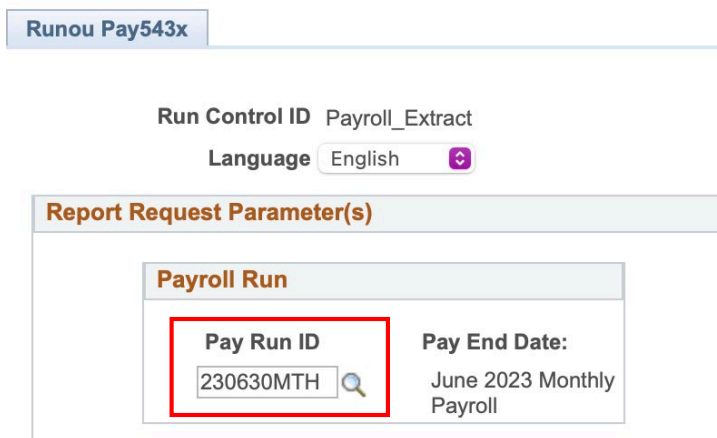| Run Control ID	Language Code
Payroll_Extract	English ←
Search	English

Find an Existing Value | Add a New Value

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**.
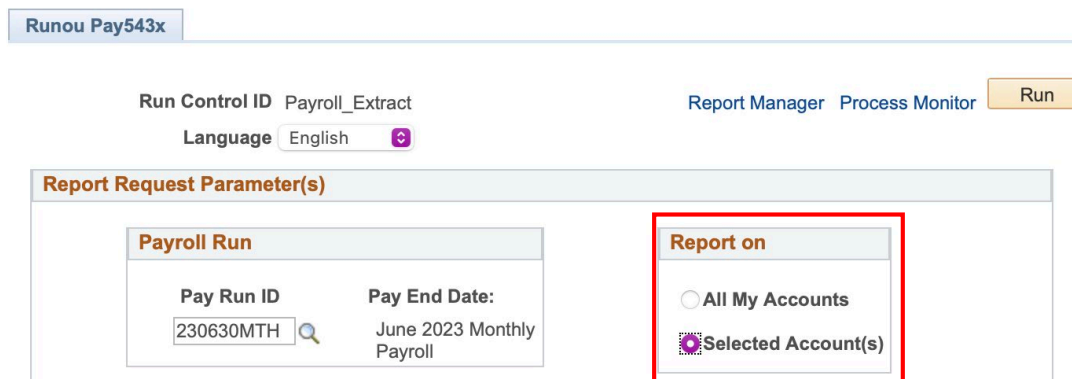

230630MTH Monthly Extracts Are Available

☺ ↩ ↞

P   ⊗ Payroll <payroll@ou.edu>

Yesterday at 5:10

Please do not respond to this email with issues. To avoid your email being missed please send a new message.

The monthly extracts for the pay period ending **06/30/2023** are now available for your review in the PeopleSoft production database. **The Pay Run ID for this payroll is 230630MTH.**

Runou Pay543x

Run Control ID Payroll_Extract
Language English ⬍

Report Request Parameter(s)

Payroll Run

Pay Run ID	**Pay End Date:**
230630MTH 🔍	June 2023 Monthly Payroll

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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

Runou Pay543x

Run Control ID Payroll_Extract   Report Manager Process Monitor | Run |
Language English ⬍

Report Request Parameter(s)

Payroll Run

Pay Run ID	**Pay End Date:**
230630MTH 🔍	June 2023 Monthly Payroll

Report on

○ All My Accounts
◉ Selected Account(s)

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.

View Process Request For

User ID	436929 🔍	Type	▢ ▲▼	Last ▲▼		3	Hours ▲▼	Refresh
Server	▢ ▲▼	Name	🔍	Instance From		Instance To		Clear
Run Status	▢ ▲▼	Distribution Status	▢ ▲▼	☑ Save On Refresh				Reset

▾ Process List

🔲 🔍 |◁ ◁ 1-2 of 2 ▲▼ ▷ ▷|

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
▢	731652		SQR Report	PAY543NW	436929	06/15/2023 9:52:28AM CDT	Queued	N/A	Details
▢	731648		SQR Report	PAY543NW	436929	06/15/2023 9:48:52AM CDT	Success	Posted	Details

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.

Actions

Parameters   Transfer
Message Log
Batch Timings
View Log/Trace   ⬅

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

File List

Name	File Size (bytes)	Datetime Created
PAY543NW_731652.PDF ⬅	4,509	06/15/2023 9:53:03.971595AM CDT
PAY543NW_731652.out	280,189	06/15/2023 9:53:03.971595AM CDT
SQR_PAY543NW_731652.log	2,049	06/15/2023 9:53:03.971595AM CDT

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

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Report ID:  PAY543NW ver 001                                                                    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
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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.