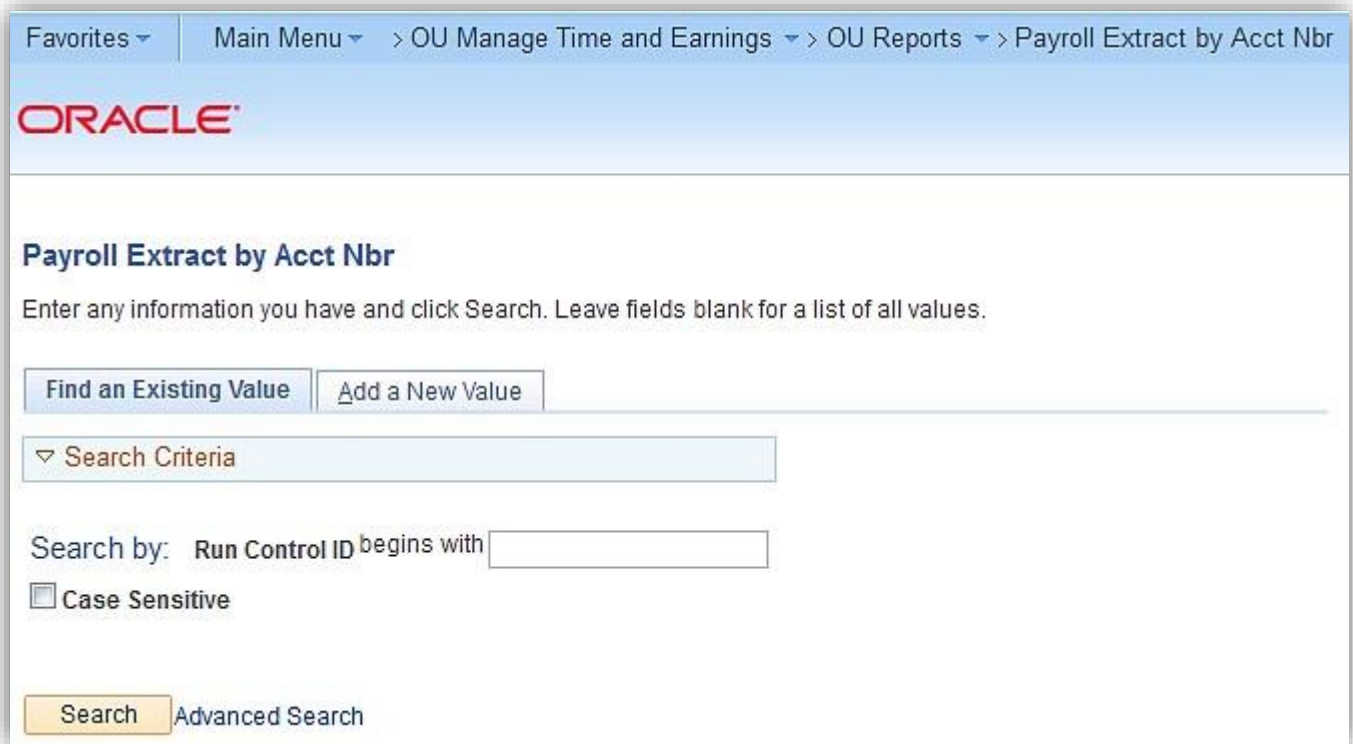# Running Payroll Extracts

Accessing Departmental Payroll Extracts: Step 1: Log into PeopleSoft

    Step 2: Select **OU Manage Time and Earnings** from the PeopleSoft Menu, follow path:

    Step 3: Select **OU Reports**

    Step 4: Payroll Extract by Account Number

        Main Menu > OU Manage Time and Earnings > OU Reports > Payroll Extract by Account Number

If you have run an extract before, select **Search** or type in your run control ID (If not, follow instructions on next page)

1. Select the **Add a New Value** tab at the top of the page

2. Type in any number or letter you choose to be your run control ID

3. Select

1. Type in the Pay Period End Date

2. Select either the hourly or monthly radio button

3. Select if you want to run all accounts or just selected accounts

4. If you want to select specific accounts, us the plus or minus buttons to add or remove accounts

5. Select

1. Leave the **Server Name**, **Recurrence**, and **Time Zone** blank

2. **Type** should equal Web

3. **Format** should equal PDF (these usually default in but always check to make sure they are correct)

4. Select [OK]

ORACLE

Runou Pay543x

Run Control ID cw   Report Manager   Process Monitor   Run

Language English ▾   Process Instance:1101583

Report Request Parameter(s)

Payroll Run

Pay End Date: ● Hourly
10/13/2017 🗓   ○ Monthly

Report on

● All My Accounts
○ Selected Account(s)

Personalize | Find | 🗗 | 🎟   First ◀ 1 of 1 ▶ Last

	Combination Code	Description		
1			➕	➖

💾 Save | 🔍 Return to Search | ⬆ Previous in List | ⬇ Next in List | 🔔 Notify   ➕ Add | 🔲 Update/Display

1. Select **Process Monitor**

ORACLE

Process List | Server List

View Process Request For

User ID 441779 🔍   Type ▾   Last ▾   1   Days ▾   Refresh
Server ▾   Name 🔍   Instance   to
Run Status ▾   Distribution Status ▾   ☑ Save On Refresh

Process List   Personalize | Find | View All | 🗗 | 🎟   First ◀ 1 of 1 ▶ Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	1101583		SQR Report	PAY543X	441779	10/19/2017 1:30:04PM CDT	Success	Posted	Details

1. Click the **Refresh** button until the **Run Status** shows success and the **Distribution Status** shows that the report has posted

ORACLE

Process List | Server List

View Process Request For

User ID 441779 | Type | Last | 1 Days | Refresh

Server | Name | Instance to

Run Status | Distribution Status | ☑ Save On Refresh

Process List   Personalize | Find | View All | 🗗 | 🎬   First ◀ 1 of 1 ▶ Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	1101583		SQR Report	PAY543X	441779	10/19/2017 1:30:04PM CDT	Success	Posted	Details

1. Click on the details link to the report you wish to view

Process Detail   ✖

                                                                          Help

Process

Instance 1101583   Type SQR Report

Name PAY543X   Description Payroll Extract

Run Status Success   Distribution Status Posted

Run   **Update Process**

Run Control ID cw   ◯ Hold Request

Location Server   ◯ Queue Request

Server PSNT   ◯ Cancel Request

Recurrence   ◉ Delete Request

      ◯ Restart Request

Date/Time   **Actions**

Request Created On 10/19/2017 1:32:22PM CDT   Parameters   Transfer

Run Anytime After 10/19/2017 1:30:04PM CDT   Message Log

Began Process At 10/19/2017 1:32:51PM CDT   Batch Timings

Ended Process At 10/19/2017 1:33:04PM CDT   View Log/Trace

OK   Cancel

1. Click on the **View Log/Trace**

Click on the **PDF** file link. Another window will open showing your report.