

## Running Payroll Extracts

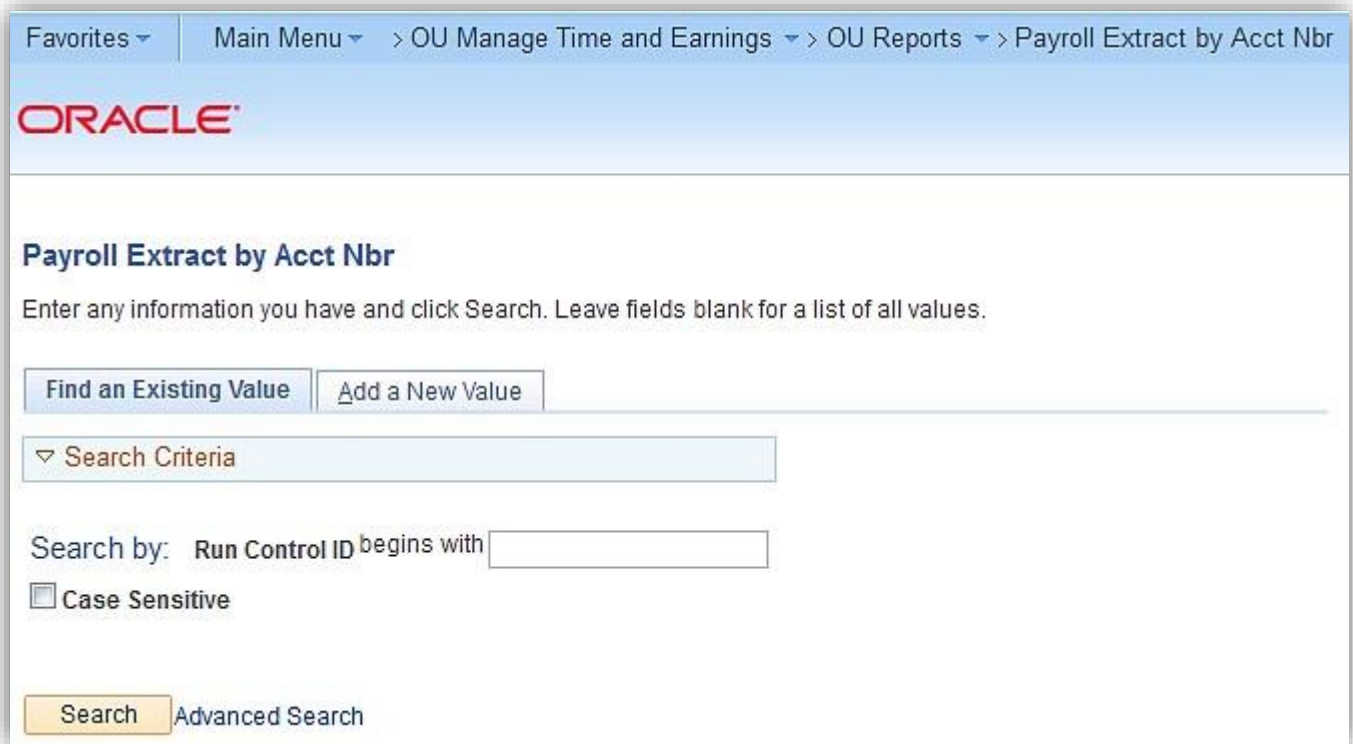
**Accessing Departmental Payroll Extracts: Step 1:** Log into PeopleSoft

**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



The screenshot shows the Oracle PeopleSoft interface for the 'Payroll Extract by Acct Nbr' page. The breadcrumb trail at the top reads: 'Favorites > Main Menu > > OU Manage Time and Earnings > > OU Reports > > Payroll Extract by Acct Nbr'. The Oracle logo is visible in the top left. The page title is 'Payroll Extract by Acct Nbr'. Below the title, there is a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a 'Search Criteria' dropdown menu. The search criteria is set to 'Run Control ID begins with' with an empty text input field. There is a 'Case Sensitive' checkbox which is currently unchecked. At the bottom, there are two buttons: 'Search' and 'Advanced Search'.

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

ORACLE


### Payroll Extract by Acct Nbr

Find an Existing Value

Add a New Value

Run Control ID:

Add

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 

Favorites ▾ | Main Menu ▾ > OU Manage Time and Earnings ▾ > OU Reports ▾ > Payroll Extract by Acct Nbr

**ORACLE**

Runou Pay543x

Run Control ID cw    Report Manager    Process Monitor    **Run**

Language English ▾

Report Request Parameter(s)

Payroll Run

Pay End Date:  Hourly

Monthly

Report on

All My Accounts  
 Selected Account(s)

Personalize | Find | |    First  1 of 1  Last

Combination Code	Description		
1		<input type="button" value="+"/>	<input type="button" value="-"/>

Save    Notify
 Add    Update/Display

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, use the plus or minus buttons to add or remove accounts
5. Select **Run**

Process Scheduler Request Help

User ID 441779 Run Control ID cw

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Server Name  Run Date

Recurrence  Run Time

Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Payroll Extract	PAY543X	SQR Report	Web	PDF	Distribution

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

Favorites ▾ Main Menu ▾ > OU Manage Time and Earnings ▾ > OU Reports ▾ > Payroll Extract by Acct Nbr

**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  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**

Favorites ▾ Main Menu ▾ > OU Manage Time and Earnings ▾ > OU Reports ▾ > Payroll Extract by Acct Nbr > Process Monitor

**ORACLE**

Process List Server List

View Process Request For

User ID  Type  Last  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
<input type="checkbox"/>	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

Favorites ▾ Main Menu ▾ > OU Manage Time and Earnings ▾ > OU Reports ▾ > Payroll Extract by Acct Nbr > 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

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1101583		SQR Report	PAY543X	441779	10/19/2017 1:30:04PM CDT	Success	Posted	<b>Details</b>

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  
 Location Server  
 Server PSNT  
 Recurrence

Hold Request  
 Queue Request  
 Cancel Request  
 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**

Process Detail

View Log/Trace

Report

Report ID: 650615      Process Instance: 1101583      Message Log  
Name: PAY543X      Process Type: SQR Report  
Run Status: Success

Payroll Extract

Distribution Details

Distribution Node: distnode      Expiration Date: 01/26/2018

File List

Name	File Size (bytes)	Datetime Created
<a href="#">PAY543X_1101583.PDF</a>	2,731	10/19/2017 1:33:04.096182PM CDT
PAY543X_1101583.out	1,245	10/19/2017 1:33:04.096182PM CDT
SQR_PAY543X_1101583.log	1,678	10/19/2017 1:33:04.096182PM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	441779

Return

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