VERIFYING TRIAL PAYROLL FOR BIWEEKLY EMPLOYEES

In order to ensure that your trial is complete, you will need to verify that all of the following are complete prior to the "Load to Payroll" process runs:

- All absence requests for the department have been approved
- All reported time for the departments have been approved
- All High Severity exceptions have been corrected
- All Payable time is approved for Monthly and Biweekly.
- After Time Administration has been run, re-verify again that all payable time has been approved this will ensure that all time is picked up in the process.

After the trial Verification notification is received, run your Trial Verification Reports:

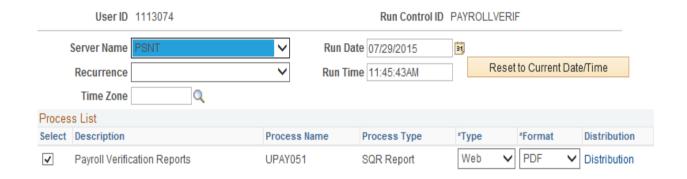
Navigation: Main Menu > UHS HRMS Payroll > Reports > Payroll Verification Reports

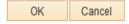
- 1. Create a Run Control ID if you are running the report for first time or search for the Run controlID used before
- 2. Payroll Verification Rpt Slct: Select the appropriate report (Trial/Final and Alpha/Dpt Order)
- 3. Pay Run ID: Enter the Pay Run ID (BXXXXXX) of the period we are in.
- 4. Payroll Cycle: Always select "On-Cycle"
- 5. Department: enter your Division, College, or Department ID
- 6. Save
- 7. Run
 Uhs Run Upay051

Run Control ID:	PAYROLLVERIF Re	port Man	ager Pr	ocess Monitor			Run
Report Request Pare		fication -	Alpha Ord	/			
Run ID Pay Run ID: B07	2815 Q 7/28/15	or	Paygroup Proce Company: Pay Group: Pay End Date: Process: Page #:	ssing	Thru:		
Payroll Cycle On-Cycle Division / College Division ID: College ID: Department:	Off-Cycle O Bo / Department ID Q Q Q	th					
■ Save	urn to Search				■ Ad	d 29 U	pdate/Display

Click the OK button on the next page

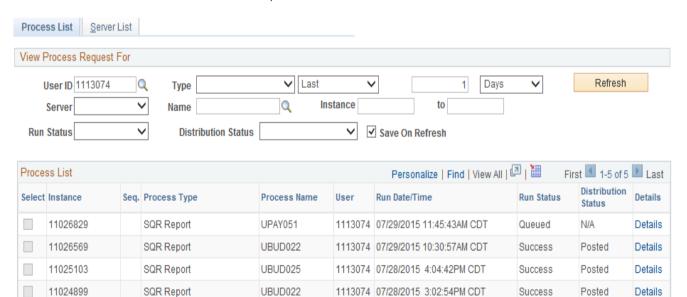
Process Scheduler Request





Click Process Monitor to access the report.

SQR Report



UBUD022

1113074 07/28/2015 2:59:53PM CDT

Success

Posted

Details

Go back to Payroll Verification Reports



11024882

Process List | Server List

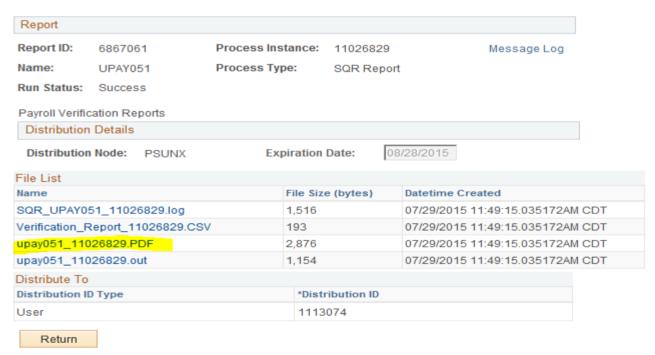
Click details to get the process detail page

Process Detail

Process					
Instance 11026829	Type SQR Report				
Name UPAY051	Description Payroll Verification Reports				
Run Status Success Distri	Distribution Status Posted				
Run	Update Process				
Run Control ID PAYROLLVERIF Location Server Server PSUNX Recurrence	 Hold Request Queue Request Cancel Request Delete Request Restart Request 				
Date/Time	Actions				
Request Created On 07/29/2015 11:48:39AM CDT Run Anytime After 07/29/2015 11:45:43AM CDT Began Process At 07/29/2015 11:49:00AM CDT Ended Process At 07/29/2015 11:49:15AM CDT	Parameters Transfer Message Log Batch Timings View Log/Trace				
OK Cancel					

1. Click View Log / Trace to access the report in the format selected in the initial step. Click on the PDF or CSV file link to open the report

View Log/Trace



Review your report, In case of discrepancies

Verify that all absences and reported time are correct

- If any corrections are required, make the corrections to the employee's timesheets. (Remember to enter a comment; it is required)
- Reapprove the reported time. (Anytime a correction has been made on a timesheet, it becomes unapproved reported time and must be reapproved), Time Administration will convert the approved reported to unapproved payable time that must be approved by the PA.
- Verify after the next calculation process to ensure that the correction is pulled through to payroll.

Biweekly Payroll have 2 Trials

- 2 trials are sent out on the 2nd week
- Thursdays 1st Trial
- Fridays 2nd Trial and the last Load to Payroll.

Contact Payroll with your findings and corrections (if needed) after the second trial

VERIFYING TRIAL PAYROLL FOR MONTHLY EMPLOYEES

The steps for running the trial verification report is same, the only difference is that the Pay Run ID starts with MXXXXX

Review your report and cross check with your department records. Make sure that employees terminated are not listed in the payroll and the pay amounts are correct. Contact Payroll with your findings and corrections (if needed) with supporting documentation before the due date for corrections.