

Student Appt/Payroll System - Creating Reports

http://studentpayroll.services.wisc.edu/pyapbs_jinit.html

Payroll Edit reports are produced during the payroll edit cycle (Tuesday noon and evening, Wednesday noon and evening, Thursday noon). Payroll edit reports are designed to assist you in verifying the payroll prior to the actual calc.

The Payroll Exception report is a snapshot of how payments are set up for calc processing. In addition to verifying the payment information, you can verify the rate of pay and the funding associated with each payment. The employee's FICA deduction status also displays (Y = FICA deducted; N = FICA not deducted; unknown = FICA status unknown, FICA will deduct if not resolved by calc time) .

Running reports for **Payroll Edits**:

- * Click on "Reports" from the navigation menu on the left.
- * From the Report Category drop-down menu, select "Payroll Edit".
- * Click the yellow arrow on the "Payroll Exception" line.
- * Enter the full or partial UDDS in the Data Selection text box that you wish to view, e.g. A801301, A8050, etc. You must include the unit (A) and division (80) at a minimum.
- * Select the Output Type from the drop-down menu. PDF is the default output type.
- * Pop-up blockers will block PDF reports from generating. Disable pop-up blockers from this site if you have problems printing the report. A separate window should open with the report.
- * Click "Create".

Pay Codes:

L = Lump Sum
HR = Regular Hours
OT = Overtime 1.5
OS = Overtime 1.0
OK = Overtime 0.5
PP = Prior Pay - Regular Hours
PT = Prior Pay - Overtime 1.5
PS = Prior Pay - Overtime 1.0
PK = Prior Pay - Overtime 0.5
PR = Prior Rate (entered as retroactive rate adjustment)

For more information, please refer to the Student Appt/Payroll System Reporting document.