

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 Sct: 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 Report Manager Process Monitor Run

Report Request Parameters

*Payroll Verification Rpt Sct: Trial Verification - Alpha Ord

Run ID or Paygroup Processing

Pay Run ID: B072815 7/28/15

Company: Pay Group: Pay End Date: Process: Page #: Thru:

Payroll Cycle

On-Cycle Off-Cycle Both

Division / College / Department ID

Division ID: College ID: Department:

Save Return to Search Notify Add Update/Display

Click the OK button on the next page

Process Scheduler Request

User ID 1113074 Run Control ID PAYROLLVERIF

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 Verification Reports	UPAY051	SQR Report	Web <input type="text"/>	PDF <input type="text"/>	Distribution

Click Process Monitor to access the report.

Process List | Server List

View Process Request For

User ID Type Last Days

Server Name Instance to

Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All | | First 1-5 of 5 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	11026829		SQR Report	UPAY051	1113074	07/29/2015 11:45:43AM CDT	Queued	N/A	Details
<input type="checkbox"/>	11026569		SQR Report	UBUD022	1113074	07/29/2015 10:30:57AM CDT	Success	Posted	Details
<input type="checkbox"/>	11025103		SQR Report	UBUD025	1113074	07/28/2015 4:04:42PM CDT	Success	Posted	Details
<input type="checkbox"/>	11024899		SQR Report	UBUD022	1113074	07/28/2015 3:02:54PM CDT	Success	Posted	Details
<input type="checkbox"/>	11024882		SQR Report	UBUD022	1113074	07/28/2015 2:59:53PM CDT	Success	Posted	Details

[Go back to Payroll Verification Reports](#)

[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	Distribution Status Posted

Run	Update Process
Run Control ID PAYROLLVERIF	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSUNX	<input type="radio"/> Cancel Request
Recurrence	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On 07/29/2015 11:48:39AM CDT	Parameters Transfer
Run Anytime After 07/29/2015 11:45:43AM CDT	Message Log
Began Process At 07/29/2015 11:49:00AM CDT	Batch Timings
Ended Process At 07/29/2015 11:49:15AM CDT	View Log/Trace

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

Report			
Report ID: 6867061	Process Instance: 11026829	Message Log	
Name: UPAY051	Process Type: SQR Report		
Run Status: Success			

Payroll Verification Reports

Distribution Details	
Distribution Node: PSUNX	Expiration Date: 08/28/2015

File List		
Name	File Size (bytes)	Datetime Created
SQR_UPAY051_11026829.log	1,516	07/29/2015 11:49:15.035172AM CDT
Verification_Report_11026829.CSV	193	07/29/2015 11:49:15.035172AM CDT
upay051_11026829.PDF	2,876	07/29/2015 11:49:15.035172AM CDT
upay051_11026829.out	1,154	07/29/2015 11:49:15.035172AM CDT

Distribute To	
Distribution ID Type	*Distribution ID
User	1113074

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.