

## 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	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	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	<a href="#">Details</a>
<input type="checkbox"/>	11026569		SQR Report	UBUD022	1113074	07/29/2015 10:30:57AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	11025103		SQR Report	UBUD025	1113074	07/28/2015 4:04:42PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	11024899		SQR Report	UBUD022	1113074	07/28/2015 3:02:54PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	11024882		SQR Report	UBUD022	1113074	07/28/2015 2:59:53PM CDT	Success	Posted	<a href="#">Details</a>

[Go back to Payroll Verification Reports](#)

[Process List](#) | [Server List](#)

Click details to get the process detail page

### Process Detail

Process	
<b>Instance</b> 11026829	<b>Type</b> SQR Report
<b>Name</b> UPAY051	<b>Description</b> Payroll Verification Reports
<b>Run Status</b> Success	<b>Distribution Status</b> Posted

  

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

  

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

  

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			
<b>Report ID:</b> 6867061	<b>Process Instance:</b> 11026829	<a href="#">Message Log</a>	
<b>Name:</b> UPAY051	<b>Process Type:</b> SQR Report		
<b>Run Status:</b> Success			

Payroll Verification Reports

Distribution Details	
<b>Distribution Node:</b> PSUNX	<b>Expiration Date:</b> 08/28/2015

  

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