



## Monthly Payroll Queries and Reports

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Use these PeopleSoft queries and reports to prepare for monthly payroll.

### Queries

To use a query, launch PeopleSoft HCM, then navigate to **Main Menu > Reporting Tools > Query > Query Viewer**. Enter the name or a portion of the query name (*M\_TL\_REPORTED\_TIME\_AUDIT*, for example), then click **Search**. Click **HTML** to view the query onscreen; click **Excel** to download the query.

| To audit this...   | ...Run this query  |
|--|--|
| 1. To audit Employees missing records, invalid data combinations, or inaccurate data.  | M_DATAENTRY_AUDIT  |
| 2. To audit Reportable Time from Timesheet entries. (Use this query to audit time entered on the timesheet. This is called Reported Time.) | M_TL_REPORTED_TIME_AUDIT                                     |
| 3. To audit payable time from Timesheet entries. (To audit and check the status of time that is going to be loaded to payroll.)            | M_TL_PAYABLE_TIME_AUDIT                                      |
| 4. To audit terminated employees that have approved time entered   | M_TL_PAYABLE_TIME_TERM_EST                                   |
| 5. To audit Absences saved but not submitted.  | M_AM_ABSENCES_NOT_SUBMITTED                                  |
| 6. To audit Absences that have been approved.  | M_AM_ABSENCES_APPROVED                                       |
| 7. To audit Paysheet adjustments entries for Earnings.   | M_PY_PAYSHEET_ADJ_AUDIT                                      |
| 8. To audit Paysheet adjustment entries for Deductions.  | M_BN_PAY_ONE_TIME_DED_ALL_BEN or<br>M_PY_PAYSHEET_DEDN_AUDIT |
| 9. To audit off cycle sub set deductions.  | M_PY_PAYLINES_SUBSET   |
| 10. To list the pay period vendor remittance information   | M_VENDOR_REMIT_DISTRICT                                      |
| 11. To view Error messages after each Pre-Calculation  | M_PY_CALC_ERROR_MSGS_BY_DIST                                 |



## Reports

Navigate to the desired report within HCM.

| <b>To view this...</b>                                    | <b>...Run this report</b>   |
|---|---|
| 12. Review Employees Paychecks                            | Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck                  |
| 13. Review Self Service Employee Paychecks                | Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Self Service Paycheck     |
| 14. Payroll Register                                      | Main Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Payroll Register              |
| 15. Other Earnings Register (Earnings other than salary.) | Main Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Other Earnings Register       |
| 16. Deduction Register (Employee Contributions.)          | Main Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deduction Register            |
| 17. Employer Benefit Contribution                         | Main Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Employer Benefit Contribution |
| 18. Deductions Not Taken. (Employee Deductions.)          | Main Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deduction Not Taken           |
| 19. Warrant Register                                      | Main Menu > Payroll for North America > Payroll Processing USA > Produce Checks > Check Register                    |