

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 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.

To view this...	...Run this report
12. Review Employees Paychecks	Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck
13. Payroll Register	Main Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Payroll Register

14. Other Earnings Register (Earnings other than salary.)	Main Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Other Earnings Register
15. Deduction Register (Employee Contributions.)	Main Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deduction Register
16. Employer Benefit Contribution	Main Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Employer Benefit Contribution
17. Deductions Not Taken. (Employee Deductions.)	Main Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deduction Not Taken
18. Warrant Register	Main Menu > Payroll for North America > Payroll Processing USA > Produce Checks > Check Register
19. Review Self Service Employee Paychecks	Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Self Service Paycheck