Departmental Payroll IUIE Reports

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Online Payroll Reporting Now Available!!

- Currently Distributed Printed Reports:
  - Paycheck Without Direct Deposit
  - Payroll Hours Balance Biweekly Summary
  - Work Study Limit of Earnings
- Distribution will conclude 7/1/2009
- You will have responsibility for running these reports
Additional Payroll Reports

- HRMS Security Table: My Access
- Active Contract Pay Summary - Dept Access
- Employee List of Positions
- Leave Balances - Dept Access
- Last Paycheck Data by Empl Rcd
- Paycheck Earn Code Detail - Dept Access
- Paycheck Employee Hours - Dept Access
- Labor Ledger - Actuals Only
- Labor Ledger Entry - Actual Data
Additional Payroll Reports

- Only available for FA/FOs:
  - Fiscal Approvers' Voucher Audit Report
  - Fiscal Officer Payroll Voucher Report
Acquiring Access

- Fiscal Officer must request the access
- OneStart
  - Systems - Administrative System
  - HRMS - HRMS Portal
  - Support and Training
  - User Access Request
Master Catalog

The Master Catalog provides access to all report objects published within IUIE. A catalog folder can contain report objects or other subfolders.

To browse the catalog, click on the folder label or icon to display (or hide) the contents of the folder. Once you locate the item you want, click on the label or icon to access it.

Usage Tips
- click on folder labels or icons to open & close folders.
- click on report object labels or icons to run the report object.
- click the Manage tab to show additional actions (Create, Edit, Move, Copy, Delete) you may perform on catalog folders and report objects.
- to create a new report object, you must first be in Manage mode. The new report object will be placed in the Test Catalog.
- use Search Catalog to search through the report objects in the Master Catalog using keyword(s).
- place the cursor over the image of a folder or report object to see the description of the associated item.

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Training is Available

- Registration Link is also in HRMS Portal:
  - OneStart
    - Systems - Administrative System
    - HRMS - HRMS Portal
    - Support and Training
    - Registration

- New Payclerks will now have 3 classes:
  - Voucher
  - Adjustment Voucher
  - IUIE Payroll Reports
Questions?