# MICHIGAN TECHNOLOGICAL UNIVERSITY Human Resources

#### HOW TO RUN PAYROLL LABOR REPORTS

- 1) Open A Banner Session
- 2) In the *[Go To....]* field type *GZAORPT* and press <Enter>.

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- a. Type **H** in the **system code** or double click inside the *[system code]* field. Double click on **Human Resources System**.
- b. Double click inside the *[report group]* field. Double click on **Departments** or type **Departments**.

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Run Oracle Reports by Report Gr	oup and System GZAORPT 7.0 (PROD) 😒				
System: H Human Resource	s System				
Oracle Report Name	Description	Report Forma	at		$ \rightarrow $
HYOPAYE001	Gross Earnings	PDF		Run Report	🖹 🌖
HYOPAYE001A	Gross Earnings Payroll(1-line)	PDF		Run Report	
HYOPAYE001B	Gross Earnings - no page break	PDF	-	Run Report	•
HYOPAYE001F	Forestry Fiscal Year Report	PDF	-	Run Report	
HYOPAYE001FM	Payroll Earnings by Fin Mgr	PDF	-	Run Report	
HYOPAYE002	Gross Earnings - Multiple Year	PDF	-	Run Report	
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				Run Report	
			-	Run Report	1

c. **<Ctrl, Page Down>** will list available reports.

d. Select the report you want to run and click "Run Report."

**NOTE:** All reports in the reporting group are visible. If you attempt to run a report you do not have access to, you will get the message *\*ERROR\* User is not authorized to access HYOPAYE001* (or other report name).

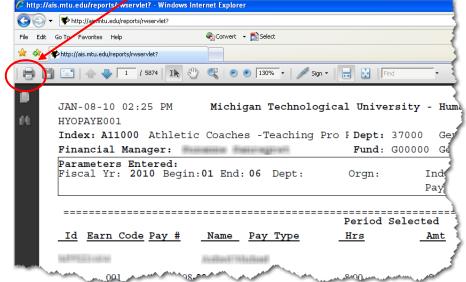
3) If your report has no parameters it will start to run immediately and the results will display in an Internet Explorer window as a PDF file.

If parameters are used in the report, a parameter window will appear. Use the mouse or tab key to move between parameters and enter the appropriate parameters. After entering the parameters, **click the "Submit Query"** button to run the report. The results will display in an Internet Explorer window as a PDF file.

C http://ais.mtu.edu/reports/rwservlet?server=rep	p_prod&report=HYOPAYE001.rdf&desformat=PDF&destyp
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S	ubmit Query Reset
Gross	Earnings Payroll Expense
Er	nter values for the parameters
Fiscal Year (YYYY) (i.e 2003 which means07/0:	1/2002 to 06/30/2003) 2010 ♥
Beginning Finance Period	(i.e. July = 01) 01 July
Ending Finance Period	01 July 💌
Fields bel	ow are optional
ID Number	
Department	

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4) To print report a. Click on the 'Print' icon http://ais.mtu.edu/reports/;w



b. Select Printer Name from drop down list, then click 'OK'

rint Printer Name: Wferon\Dalmatian	Properties
Status: Ready	Comments and Forms:
Type: HP LaserJet 2430 P5	Document
Print Range	Preview: Composite
Current view	
Current page	
Pages 1 - 651      Subset: All pages in range	
Reverse pages Page Handling Copies: 1 Collate Page Scaling: None V Auto-Rotate and Center	
Choose paper source by PDF page size	
Print to file	Document: 8.5 × 11.9m Paper: 8.5 × 11.0m 1/651
Printing Tips Advanced Summarize Comments	OK Cancel

#### **REPORT NOTES**

Below is a current list of monthly payroll labor reports available to department personnel to run. These reports show employee gross earnings and the index where they been expended.

#1	HYOPAYE001	Gross Earnings Payroll Report
#2	HYOPAYE001A	Gross Earnings Payroll (1-line)
#3	HYOPAYE001B	Gross Earnings – no page break
#4	HYOPAYE001F	Forestry Fiscal Year Report
#5	HYOPAYE001FM	Gross Earnings Payroll by Fin Mgr
#6	HYOPAYE002	Gross Earnings – Multiple Years

Report #1 HYOPAYE001 and report #3 HYOPAYE001FM are the same reports with a different sort order. Report #1 is sorted first by INDEX. Report #3 is sorted first by FINANCIAL MANAGER.

Report # 2 HYOPAYE001A is a summary of expenses (no details) and only provides one line per employee per index.

Report #4 HYOPAYE002 is the same as #1 and #3, with the ability to span fiscal years. This report also allows you to enter multiple indexes.

Each report shows a GRAND TOTAL at the end of the report for the PARAMETERS ENTERED.

### SORT ORDER

#### **Report #1 HYOPAYE001**

- 1<sup>st</sup> Index
- 2<sup>nd</sup> Account Code with Subtotal
- 3<sup>rd</sup> Employee with Subtotal
- 4<sup>th</sup> Earn Code with Subtotal
- 5<sup>th</sup> Pay Period

#### Report #2 HYOPAYE001A

- 1<sup>st</sup> Index
- 2<sup>nd</sup> Account Code with Subtotal
- 3<sup>rd</sup> Employee with Subtotal

#### **Report #3 HYOPAYE001FM**

Same as report #1, with the addition of the first sort order of Financial Manager

#### **Report #4 HYOPAYE002**

Same as report #1

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### **POWER OF PARAMETERS!**

By using parameters you can narrow your selection down to an individual, and within that individual a single account they are on, etc! So pay attention to what you put in the parameters!

If you enter something incorrectly (ie, small letter instead of a capital letter) your output to the screen will be a white page with your parameter info only.

PS.... The % symbol equals a wildcard

	HYOPAYE001: Runtime Parameter Form         File       Edit       View       Help         Y       Image: Ima	
Remember:   01 = July   14 = June 40 (vear end)   The % Symbol Equals Wildcard	Gross Earnings Payroll Expense Enter values for the parameters Fiscal Year (YYYY) (i.e 2003 which means 07/01/2002 to 06/30/2003) Beginning Finance Period (i.e. July = 01) Ending Finance Period Tields below are optional Department Organization code Index Account Code	
Alpha Characters n Capitalized! (Ex, Index: A in A Acct Code: P ID#: M in syst	11805	