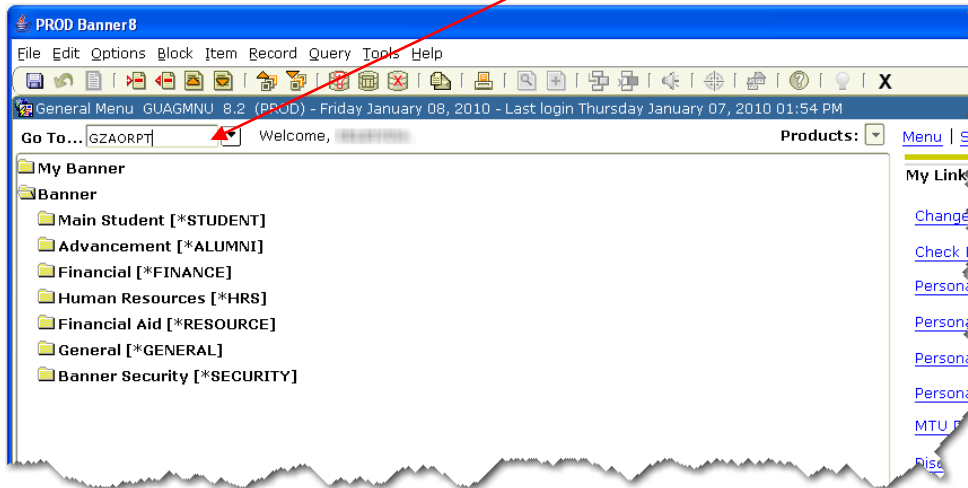


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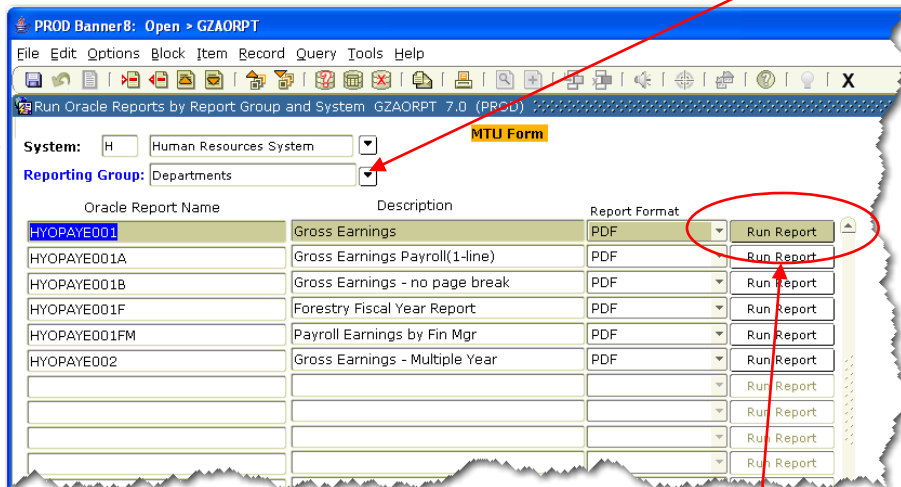
Human Resources

HOW TO RUN PAYROLL LABOR REPORTS

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



- 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**.
- 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.

http://ais.mtu.edu/reports/rwservlet?server=rep_prod&report=HYOPAYE001.rdf&desformat=PDF&destyp=...

http://ais.mtu.edu/reports/rwservlet?server=rep_prod&report=HYOPAYE001.rdf&desformat=PDF&destyp=...

File Edit View Favorites Tools Help

Convert Select

http://ais.mtu.edu/reports/rwservlet?server=rep_pro...

Submit Query Reset

Gross Earnings Payroll Expense

Enter values for the parameters

Fiscal Year (YYYY)
(i.e 2003 which means 07/01/2002 to 06/30/2003) 2010

Beginning Finance Period (i.e. July = 01) 01 July

Ending Finance Period 01 July

Fields below are optional

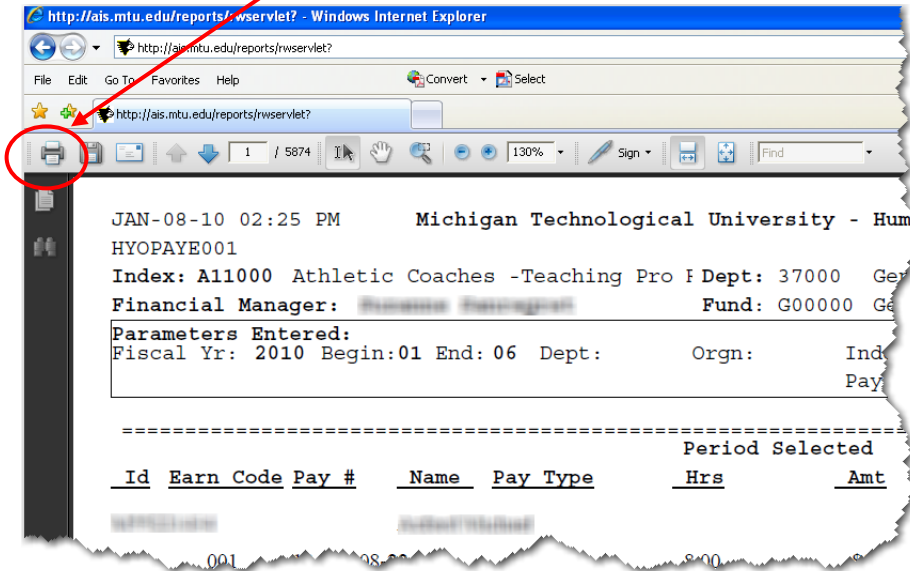
ID Number

Department

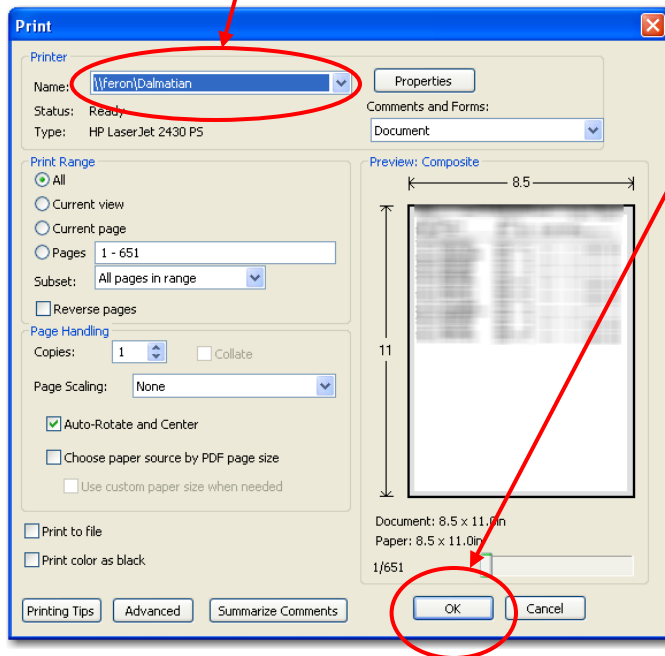
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- 4) To print report
- Click on the 'Print' icon



- Select **Printer Name** from drop down list, then click 'OK'



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

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

Report #2 HYOPAYE001A

- 1st Index
- 2nd Account Code with Subtotal
- 3rd 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

Gross Earnings Payroll Expense

Enter values for the parameters

Fiscal Year (YYYY)
(i.e 2003 which means
07/01/2002 to 06/30/2003) 2004

Beginning Finance Period 01
(i.e. July = 01)

Ending Finance Period 14

Fields below are optional

Department

Organization code

Index

Account Code

ID Number

Remember:

01 = July

14 = June 40 (vear end)

The % Symbol Equals
Wildcard

Alpha Characters need to be
Capitalized!

(Ex, Index: A in A11805
Acct Code: P641
ID#: M in system generated ID's

NO DASHES IN THE ID
NUMBER:

(Ex, 1111111111 NOT 111-11-1111)