

# **Processing Payroll Reports**

---

# COPYRIGHT & TRADEMARKS

Copyright © 1998, 2009, Oracle and/or its affiliates. All rights reserved.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

## U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are “commercial computer software” or “commercial technical data” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services.

## SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

## Table of Contents

<b>Processing Payroll Reports .....</b>	<b>1</b>
<b>Processing Payroll Reports Overview .....</b>	<b>1</b>
<b>Print/Review Pay Cycle Reports Lesson .....</b>	<b>1</b>
<b>List of Reports .....</b>	<b>7</b>

## Processing Payroll Reports

### Processing Payroll Reports Overview

The payroll cycle is a process that is completed each time State employees are paid. The payroll cycle consists of the following five basic steps:

- Process pre-payroll
- Print payments
- Process pro forma journal entries
- Print pay cycle reports
- Process final update

The Payroll Cycle is controlled by the Payroll ID. In Pre-payroll the Payroll ID is used to select the employees to be paid. The same Payroll ID is used for all steps of the Payroll Cycle. Different Payroll IDs can be used to process multiple Payroll Cycles simultaneously.

Some reports contain more detailed information when they are printed after print payments and create journal entries. For example, the Payroll Register report may be set up to print during pre-payroll. If printed during pre-payroll the report does not include payment numbers. When this report is printed after the payment process, it includes payment numbers.

The HR/Payroll Contact generates and prints Pay Cycle Reports.

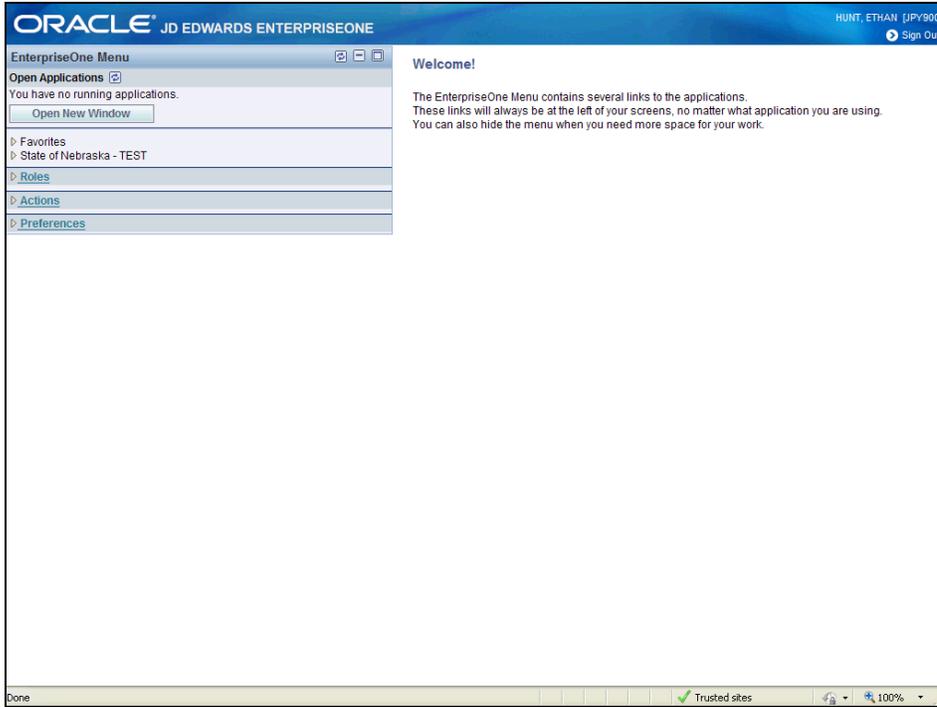
### Print/Review Pay Cycle Reports Lesson

#### Procedure

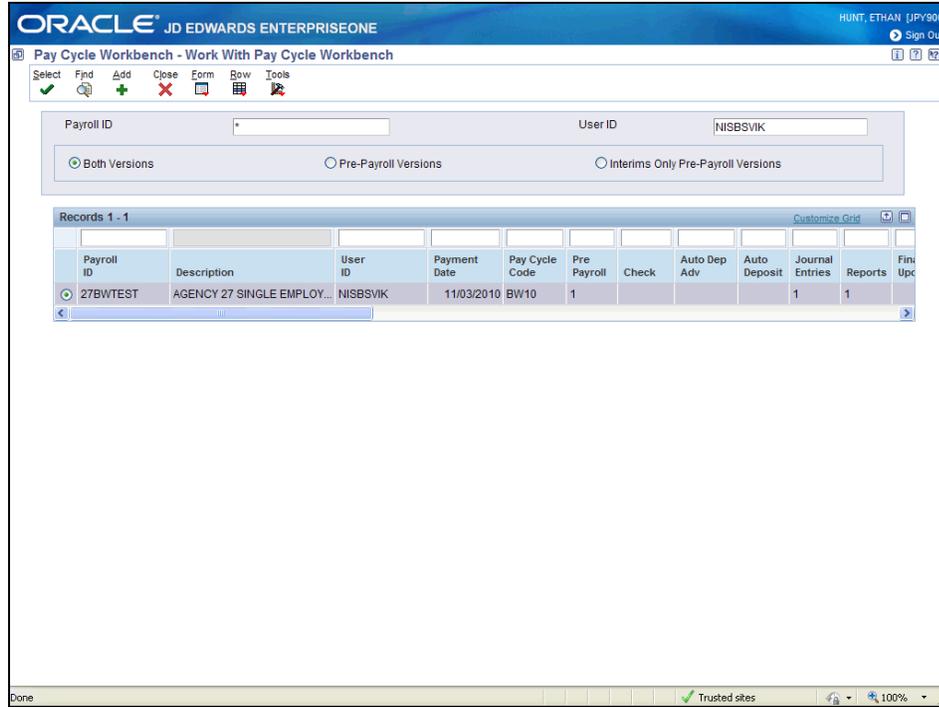
In this lesson you will learn about printing and reviewing pay cycle reports.

# Training Guide

## Processing Payroll Reports



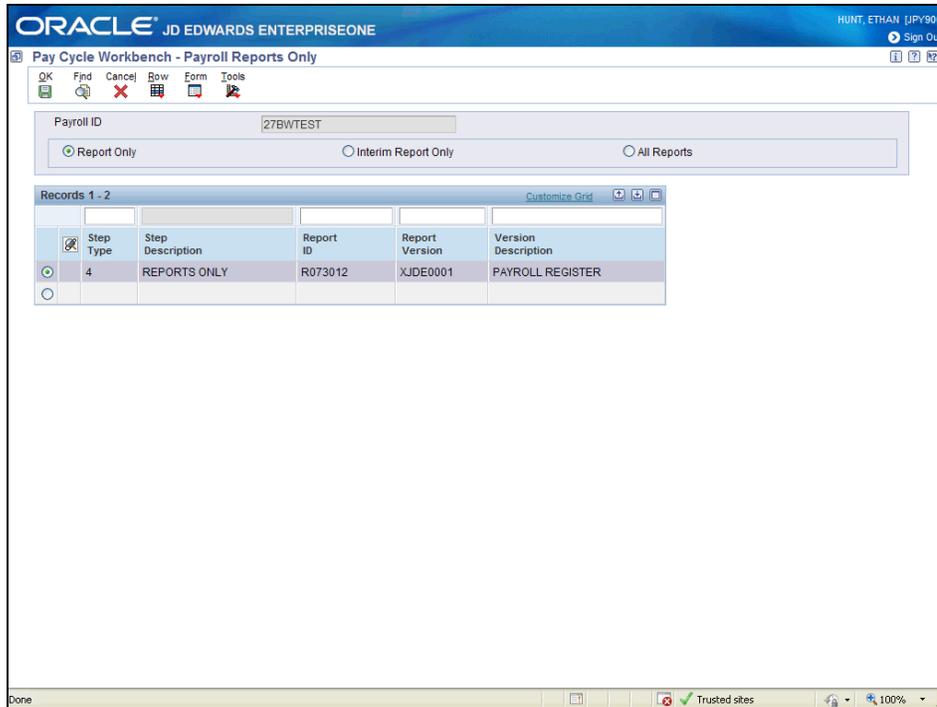
Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Payroll</b> link. <a href="#">Payroll</a>
3.	Click the <b>Payroll Processing</b> link. <a href="#">Payroll Processing</a>
4.	Click the <b>Pay Cycle Workbench</b> link. <a href="#">Pay Cycle Workbench</a>
5.	Choose the Payroll ID on the grid for which you wish to print reports.
6.	<b>Note:</b> There must be a "1" in the grid row under the <b>Pre-Payroll</b> column. This indicates that the Pre-Payroll is complete.

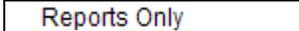


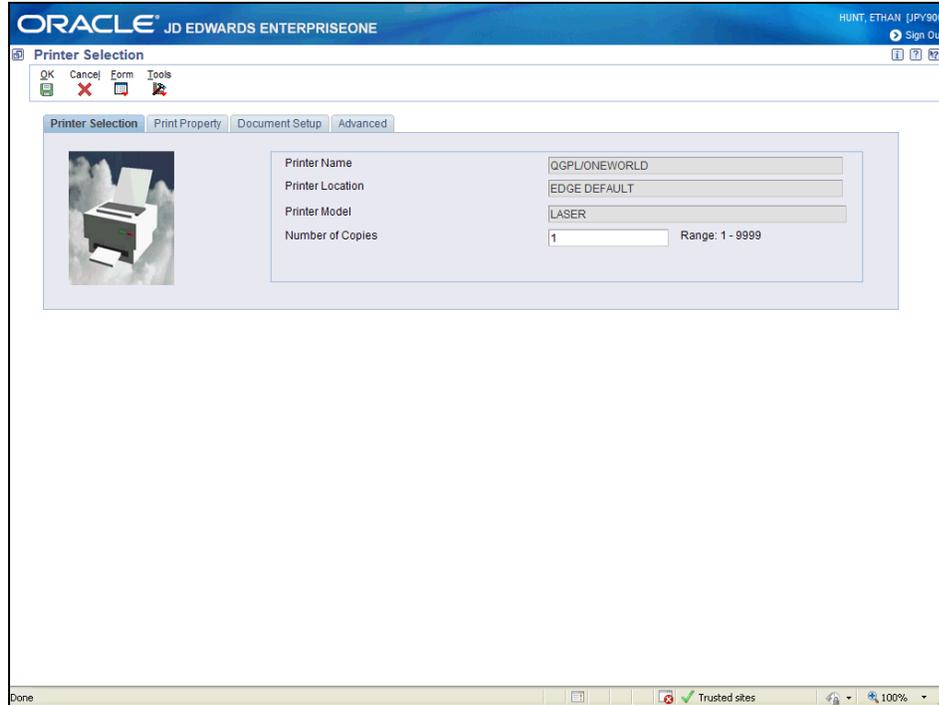
Step	Action
7.	Click the <b>Row</b> button. 
8.	Click the <b>Reports</b> menu. 

# Training Guide

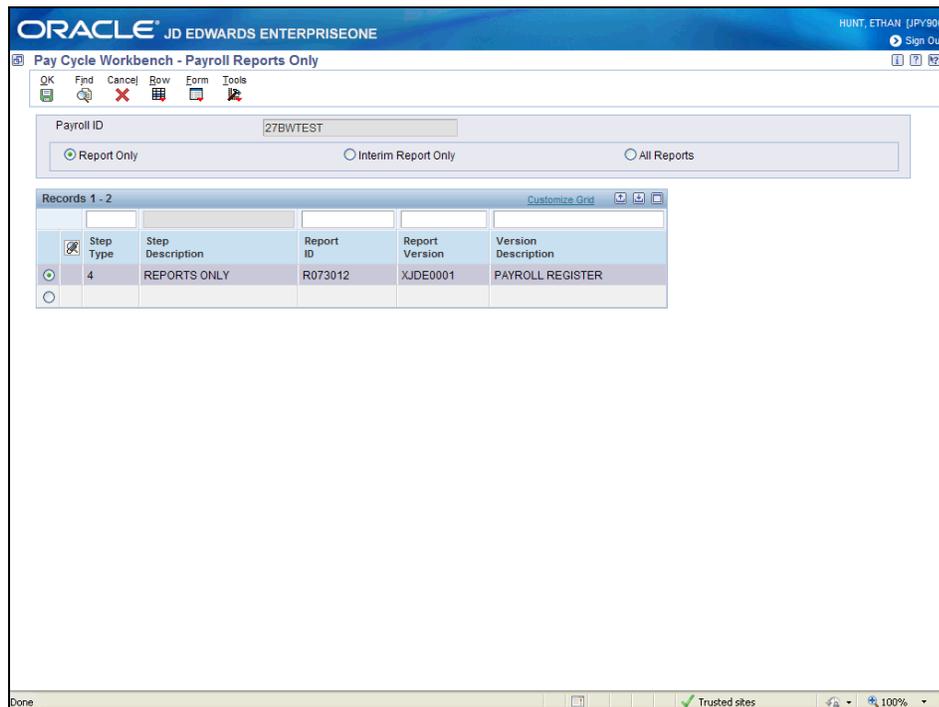
## Processing Payroll Reports



Step	Action
9.	Click the <b>Form</b> button. 
10.	Click the <b>Reports Only</b> menu. 



Step	Action
11.	Click the <b>OK</b> button. 

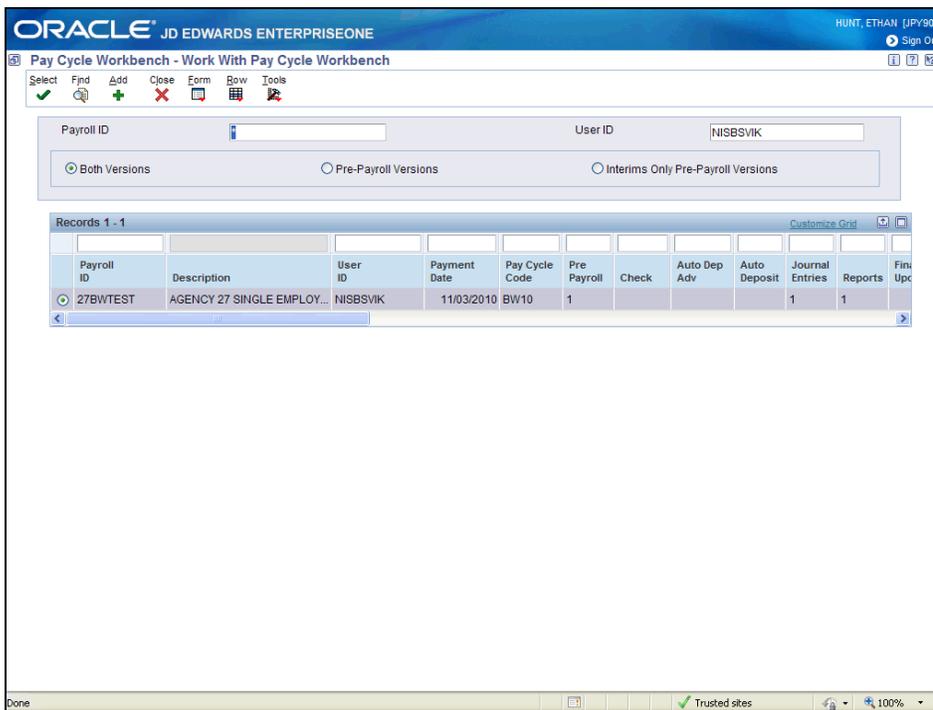


# Training Guide

## Processing Payroll Reports



Step	Action
12.	Click the <b>OK</b> button. 
13.	Verify the status code in the <b>Reports</b> column has changed to an " <b>A</b> " and then to a " <b>1</b> ".  <b>Note:</b> The " <b>1</b> " indicates the Journal Entries have completed processing.  <b>Note:</b> If the status code in the <b>Reports</b> column has not to a " <b>1</b> " click the <b>Find</b> button to refresh the screen until it has changed to a " <b>1</b> ".



Step	Action
14.	Click the <b>Close</b> button. 
15.	View the Reports via View Job Status. For step-by-step instructions, please refer to the Working with Submitted Reports Training Guide ( <a href="http://www.das.state.ne.us/nis/training_manuals/sys_bscs/L3_004_Working_With_Submitted_Reports/Training%20Guide/Working%20With%20Submitted%20Reports_TRAIN.pdf">http://www.das.state.ne.us/nis/training_manuals/sys_bscs/L3_004_Working_With_Submitted_Reports/Training%20Guide/Working%20With%20Submitted%20Reports_TRAIN.pdf</a> ).  You have successfully completed this lesson. <b>End of Procedure.</b>

### List of Reports

On the **View Job Status** screen select the row with **R073012** in the Job Details column to view the Payroll Register.

**Note:** Be sure to choose the most recent report based on date and time.

**Note:** Please see below for a list of jobs that will appear in submitted jobs:

**R07354** - This is a UBE, no report output.

- A UBE is a program that generates reports or runs other programs.

**R073012** - Payroll Register

- View this report to see the payroll gross-to-net calculation for each employee (current pay period and year-to-date amounts), including state paid benefits. The report also includes pay type totals and leave balances.

**R073062** - DBA Register

- View this report to see all employees with a DBA in the current pay period. This report is sorted by DBA type.

**R073162** - State Tax Distribution Summary

- View this report to see the total taxable wages and tax amount for state tax.

**R073170** - Federal Tax Distribution Summary

- View this report to see the total taxable wages and tax amount for all federally withheld taxes.

**R073665** - Employee Social Security

- View this report to see the total taxable wages and tax amount for Social Security taxes withheld

**R07493** - Payroll Voucher Journal Detail

- View this report to see all vouchers for DBAs with their payees in a detail format.

**R07496** - Payroll Voucher Journal Summary

- View this report to see all vouchers for DBAs with their payees in a summary format.

**R073666** - Employers Social Security Register

## Training Guide

### Processing Payroll Reports



- View this report to see the total taxable wages and tax amount for Social Security taxes withheld.

#### **R073667** - Employee Medicare Register

- View this report to see the total taxable wages and tax amount for Medicare taxes withheld

#### **R073668** - Employer Medicare Register

- View this report to see the total taxable wages and tax amount for Medicare taxes withheld