

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.

This Work Instructions shows how to:

[Print/Review Pay Cycle Reports](#)

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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:

<http://www.das.state.ne.us/>.

Navigation

Click Roles, HR_PR.

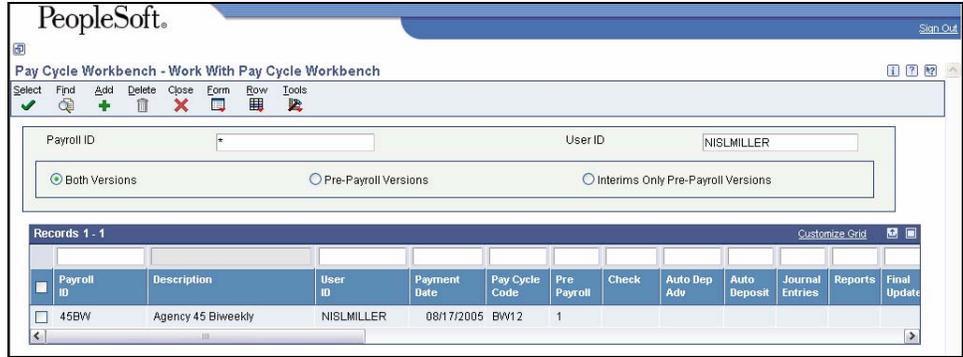
(Citrix users – right click on the menu, choose View by Role, choose HR_PR.)

Human Resources and Payroll – Agencies > Payroll > Pay Cycle Workbench

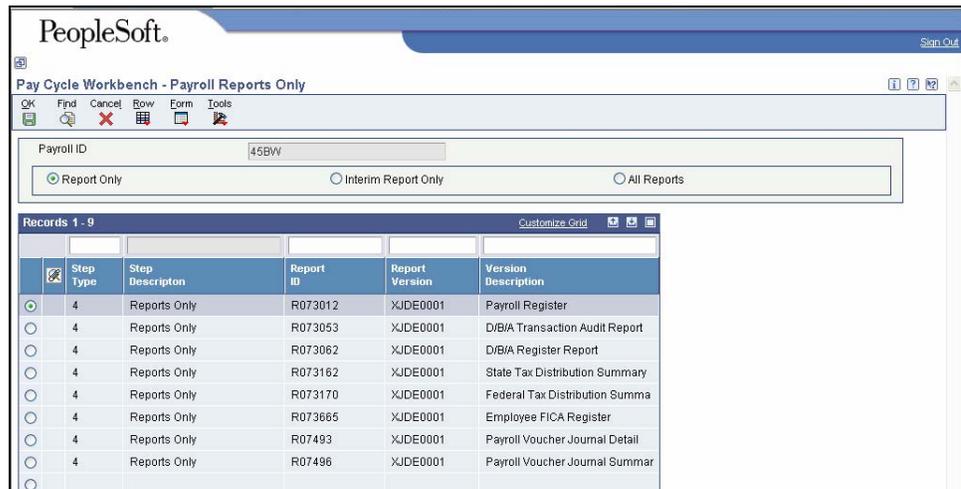
Steps

Print/Review Pay Cycle Reports

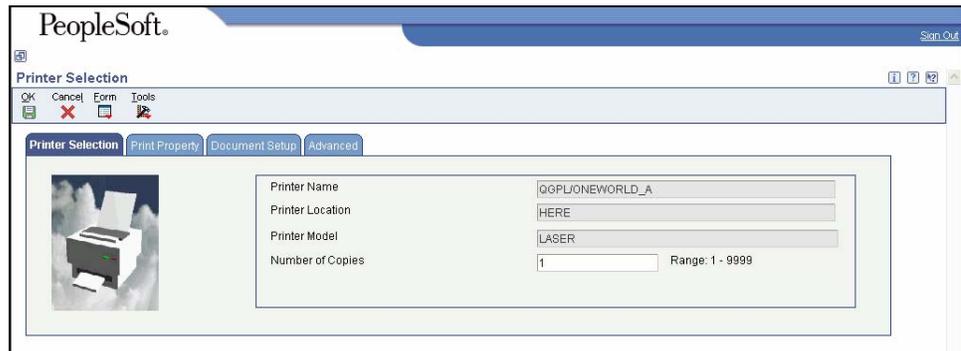
Start this instruction from the Pay Cycle Workbench – Work with Pay Cycle Workbench window.



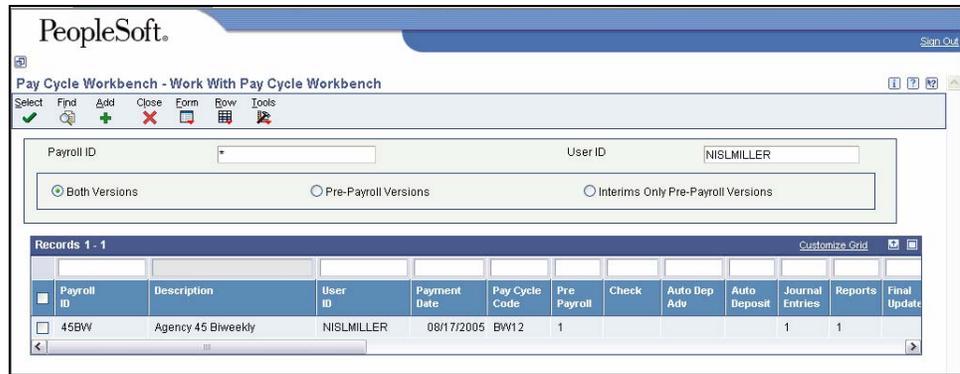
1. Choose the Payroll ID on the grid for which you wish to print reports.
 ✎ There must be a 1 in the grid row under the Pre-Payroll column. This indicates that the Pre-Payroll is complete.
2. Click **Row, Reports**. The Pay Cycle Workbench-Payroll Reports Only window appears.



3. Click **Form, Reports Only**. The Printer Selection window appears.



4. Click **OK** to return to the Pay Cycle Workbench – Payroll Reports Only window.
5. Click **OK** to return to the Pay Cycle Workbench – Work with Pay Cycle Workbench window.



6. Click **Find** to refresh the grid. Verify the status code in the Reports column has changed to an A and then to a 1.

The 1 indicates the Journal Entries have completed processing.

7. Click **Close**.

View the Reports via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions.

8. Once the Description is "Done," choose the row with **R073012** in the Job Details column to view the Payroll Register. An example of the Payroll Register can be found at the end of this work instruction.

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

Employee	Type	Earnings	Deductions		Net Pay
		Hours	Rate	Curr. Amt	YTD Amount
123-45-6777	1	80.00	23.910	1,912.80	20,701.84
WATTS, BOB	40			765.12	1,147.68
	240			573.84	1,136.78
				329.58	26.47
				7.70	58.69
				143.22	91.81
				7.70	100.00
				9.24	87.61
				32.00	2.07
				92.40	14.71
				1,912.80	641.64
				1,633.38	18,012.97
				1,271.16	1,271.16
123-45-6778	1	80.00	10.643	803.44	6,126.24
JAVES, RACHEL	2			321.38	83.37
	25			1,707.43	45.82
	30			80.34	10.71
	40			60.26	21.48
	240			160.88	34.32
				129.12	9.98
				7.70	4.20
				3.70	31.08
				3.70	31.08
				6.00	25.08
				23.08	23.08
				803.44	8,456.33
				212.91	212.91

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**
 - 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