

PAYROLL REPORTS AND QUERIES

Query Navigation: Reporting Tools > Query > Query Viewer

Report Navigation: UW Payroll Reports

	<u>Name</u>	<u>KB</u>	<u>Why is it helpful?</u>
During Payroll Processing Weeks	Payroll Edit Report Query (UW_PY_EDIT_BY_JOB_DEPT)	KB 19809	Lists employees who have calculated pay for the current Pay Run ID before the Final Calculation and Payroll Confirmation deadline. The query allows you to view employee earnings and the associated funding by pay period. The query updates each night with the preliminary payroll calculation. This query is also delivered each night during the payroll week to Cypress.
	Payroll Edit Report - Cypress	KB 17296	Lists employees who have calculated pay for the current Pay Run ID before the Final Calculation and Payroll Confirmation deadline. The query allows you to view employee earnings and the associated funding by pay period. The query updates each night with the preliminary payroll calculation. This report may also be run ad hoc.
	Payroll Error Messages Report	KB 21306	Lists employees whose checks cannot calculate due to an error on their record. This report is useful to Payroll Coordinators if they do not see a calculated paycheck for their employee(s) in Review Paycheck or on the Payroll Edit Report. Negative Gross Pay errors need to be fixed by institutions. Service Center staff fixes all other errors that appear on this report.
	Missing Payroll Report	KB 21224	Lists employees who are in active employment status but are on a Leave of Absence or not being paid for the upcoming payroll. This report also includes any scheduled deductions for the employees.
	Active Job with Inactive ACH Query (UW_PY_ACTIVE_JOB_INACTIVE_ACH)		Lists employees whose ACH was deactivated by the monthly ACH Termination batch process, but they still have an active job. These direct deposit records may need to be reactivated.
	Non ACH Employees Report	KB 21218	Lists employees who do not have active direct deposit. This report is also delivered to Cypress after each payroll confirm.
After payroll confirm	Payroll Register	Cypress	Lists all employees paid with details of their payroll checks.
	Payroll Voucher Report Query (UW_PY_VOUCHER_DEPTID)	KB 20476	Lists funding used for all payroll earnings as well as taxes and deductions which make up the gross-to-net calculation. Users will have to calculate the summary of gross-to-net when the output has been downloaded to Excel.

FINANCE REPORTS AND QUERIES

Report Navigation: UW Financial Reports

	<u>Name</u>	<u>KB</u>	<u>Why is it helpful?</u>
Payroll Processing Weeks	Funding Edit Error Inquiry Report	KB 24497	Lists employees with invalid funding or no funding set up for all or part of the current payroll. This information is also in the Funding Edit Query.
	Funding Edit Query (UW_FI_FUND_EDT2)	KB 24497	Lists employees with invalid funding or no funding set up for all or part of the current payroll. This information is also found on the Funding Edit Error Inquiry Report.
	Default Funding Query (UW_FI_VIEW_DFLT_FUNDING)	KB 17303	Lists employees whose payroll funding went to Payroll Default (PRDFLT) after the payroll confirm.
	No Appointment Level Funding Report Query (UW_FI_NO_APPT_LVL_FUNDING)	KB 20899	Lists active employees who have calculated pay but are missing appointment level funding for all of their pay.
	Suspense Funding Report Query (UW_FI_SUSPENSE_FUNDING)	KB 21029	Lists active employees who have calculated pay but are missing payroll funding for part or all of their pay.
Ad Hoc	Funding (CA) Audit Report	KB 17246	Lists funding adds, changes, deletes, date and time the entry occurred, specific Fiscal year, the name of the staff person who made the change or specific batch process or SQL process that made the change automatically.
	Employee Funding Summary Report	KB 17922	Lists funding level (Appointment, Position, Department), funding combination code, and funding percentage for all employees in a business unit, division, and/or department as of a specific funding effective date.
	Proj/Dept Inactive Fund Report	KB 27860	Lists funding rows where the Project/Grant or funding Department will become inactive over a specified future date range. This information allows you to be proactive if you need to change the employee's appointment level funding before it becomes invalid.
	UW Retro Distribution Audit Rpt	KB 34519	Lists employees who had salary expenses corrected by Direct Retro Funding Distribution process for a previous payroll.
	Detailed Salary Fund Plan Rpt	KB 27876	Lists employee's pay periods, compensation amount per pay period, funding combination code, total dollar amount and total funding distribution percent.
	Department Setup Verification	KB 17164	Lists sub-departments with potential setup issues. The report assumes that all departments will use Commitment Accounting, Encumbrances (except UWEAU and UWOSH) and Actuals Distribution.
	Encumbrance Totals by Empl ID (UW_FI_ENCUMB_BYEMPLID_V2)		Lists encumbrance totals by Empl ID.
	Available Funding Account Codes (UW_FI_ACCT_CD)		Provides funding strings available to select based on prompt criteria.