Payroll Register Report

Purpose

The Payroll Register report is used after the payroll has run to help departments catch overpayments and to ensure employees are paid correctly. It is located on the HRIS Reporting Tree.

Path

Human Resources > Information System > Personnel Management > Administration > Departmental Level Administration > Payroll > Reports from Pay Run Results > Payroll Register: Display payroll summary for pay per by Org Unit

Selection Parameter Field Descriptions

Field	Description
Organizational Unit	Enter the Org Unit for which you intend to run the report in the **Org Unit** box. This is a mandatory field.
Personnel Numbers	You may run this report for one employee, or a series of employees by entering their personnel numbers.
Payroll Area	You may select the Biweekly (Payroll Area 01) or Monthly (Payroll Area 03) in the Payroll Area field.
Personnel Subarea	You may narrow the request even further by HRIS subarea. The subareas represent the different groups at the University, and can be found by looking at the employee's Organizational Assignment screen (Infotype 1). For example, Subarea 0100 is Appointed Academics.
Pay Periods: • Biweekly • Monthly	The most current pay period for the biweekly and monthly payroll will default, and you can change them to report on pays that have passed by typing over the fields. You have the option to select only the monthly payroll results, or the biweekly payroll results separately.

Please do not change the following fields:

Employment Status = 3	This default setting instructs the program to pick up only active employees.
Remuneration Form = ZYT1	This default setting provides the best format to view this report.

How to Run the Report

- Start by entering the Organizational unit. This is a mandatory field.
- Select the period for which you wish to run the report.
- Specify any other selection options.
- Execute the report.

It is preferable to run this report in the background and in the RPT environment.
If you are uncertain as to how background jobs are run or how to access RPT please contact AMS HELP via the web.

Output

The first page of the output is the Parameter page. This page lists the selections and restrictions you provided to produce the report.

Payroll Register: Display payroll summary for payper by orgunit

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Date:    19.10.2006        Program:  ZHMR068      PAYROLL REGISTER          for: 00.00.0000 to 00.00.0000 (For-period:       )
Time:    11:39:29          User:     USER-ID
System:  AMS                                      Org Unit: 0000 : Parameter Page

Pnum     Surname        Given      Chq/Acct#            Gross  - Leg.Dedns - Oth.Dedns = Net_Amount | WageType              Rate

Date:     19.10.2006              Time:  11:39:29 System:   AMS
Program:  ZHMR068                 User:  USER-ID

Biweekly From: 200621 - 200621
Monthly From:  200609 - 200609

Restrictions:

Employment Status:              I 3 EQ

Org Unit: I 00000183 EQ          Dept of Lab. Medicine & Pathobiology

Remuneration Form: ZYT1

Biweekly date range is: 24.09.2006 - 07.10.2006
Monthly  date range is: 01.09.2006 - 30.09.2006

Total Number of Processed People:                      992
Total Number of Output Records:                        121
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Scroll down to see the report details. Note the "Total Number of Processed People" and "Total Number of Output Records" counters. The Total Number of Processed People" refers to all the employees in your Organizational Unit. The "Total Number of Output Records" refers to the employee's from your Organizational Unit with payroll results to be displayed in this report. Scroll to the right in order to see all the details by wage type and Calendar Year to Date amounts. The report header appears as follows: PAYROLL REGISTER: Period for 01.10.2000 to 31.10.2000 (For-Period: 200010) Org Unit: 0141: Soc Science Administration Pnum Surname Given Chq/Acct # Gross-Leg. Dedns-Oth.Dedns = Net Amount Wage Type Rate Hours Current YTD The report displays the pay period run in the report header, along with the dates. In this example note that the Organizational Unit displayed is not the one requested (Org. Unit 226). This is because an employee attached to my organizational unit is also attached to organizational unit 141.

All the cross appointments appear first on this report. In the header for each page the Organizational Unit is listed, and for every new Org Unit, a new page is printed.

Output Field Descriptions

Field	Description
Pnum	Personnel Number in HRIS
Surname	Last Name in HRIS
Given	First Name in HRIS
Chq/Acct#	Either the cheque number, if employee was paid by cheque or the account number to which the payment was sent.
Gross	Total of all gross payments entered into HRIS for this period. Any retroactive changes will not appear in the gross column, since this is only for current period's income.
Leg. Dedns	All Legislative deductions. These include CPP, EI and Taxes.
Other Dedns	This column includes Liberty Health benefits, Union Dues and any retroactive changes (increases or decrease)
Net	This amount represents the total amount of take home pay for this period. Please note that if the net payment is higher than the gross payment, then there were some retroactive changes. The net amount is made up of the net difference from the previous period, and the amount owed from the current period's earnings.
WageType	This column lists all the different income types used to pay the employee in the current period. It separates the different union groups, as well as Casual Hours, Vacation Pay, and Scholarship/Fellowship Payments, to allow for easier identification of the different payments.
Rate	The hourly rate entered into HRIS — Time Management is listed here.
Hours	The number of hours entered into HRIS — Time Management is listed here.
Current	Indicates all payments from all sources for the current period
YTD	Lists the Year to Date payments received by the employee.

Frequently Asked Questions

Q: I can see a gross payment for the employee, but no net amount. Why? What does it mean?

A: This employee has an overpayment in HRIS and the system is deducting the outstanding amount from the net payroll. When the entire overpayment has been repaid, the employee will begin to receive payments again.

Q: The deductions seem to be very high and the net payment is very small. Why?

A: There are two possible answers to this. The most common one is that the employee had an outstanding overpayment in HRIS. The system calculated the net payment, and then deducted the outstanding amount from the net. If there are any funds remaining, that is what the employee will be paid. Another possible reason is additional tax deductions or deductions for third parties, which is a confidential and private matter the employee can discuss with payroll if they have any concerns.

Q: When I look at this report, the net is greater than the total gross amount. Why?

A: What has happened is that the employee has received a retroactive increase in pay. The system will recalculate the payroll for the original period in time, based on the revised information in HRIS. It will then bring forward the net difference to the current period, where it will be paid out to the employee.

Q: There are no gross payments for the employee, but there is an amount in the Leg. Dedn's or Other Dedns columns. What does this mean?

A: The amount that you see listed there represents an outstanding overpayment in the employee's file and the employee should be contacted and advised that they have been overpaid and the amount they owe to the University of Toronto.

Q: I have entered a payment for a casual employee who is not in my organisational unit, but they don't appear on my report. What went wrong?

A: If you enter a payment's against casual employee's and you want to see them on this report, then you need to process a cross -appointment Personnel Action in HRIS to attach them to your organizational unit. Since this report is run based on the Org. Unit, if they are not attached, they will not appear on your report.

Q: I have several appointed staff that are cross appointments to my department. What information will I get from the Payroll Register?

A: You will see the employee's total gross pay from all sources. If you want to know what portion of the payroll your department pays for, then should refer to your Payroll Distribution. This report will show you only the portion of the salary that your department is responsible for. If you have any further questions or concerns, please contact AMS HELP .