



## Office Memorandum

**Date:** September 13, 2018  
**To:** Agency Payroll, HR, and Accounting Staff  
**From:** Mary Muellner, Director, Statewide Payroll Services  
**Subject:** **Changes to Payroll On Demand Reports**

Several changes have been made to address the issue of On Demand reports which sometimes do not show up in the Report Manager. Up until now these changes were behind the scenes and not noticeable to the users. On September 18, 2018, a final change to address this issue will be moved to the Payroll On Demand report pages. This change will impact the look and layout of the screen.

Users will no longer go to the Report Manager link in order to see reports, and the Report Manager link will be removed.

Users will need to follow these steps to submit a Payroll On Demand report request:

- Enter the appropriate values and click the 'Run' button
- Choose a desired format and select 'OK'
- Processing status will now display at the bottom of the report request parameters page. In order to see the status, users will need to click the 'Refresh' button. Continue to periodically click on the 'Refresh' button to display an updated status
- When a report is completed a 'View' button will appear. Click on the 'View' button to access the report
- To delete a report, click on the 'Select' box and then, click on the 'Delete' button

FIHU0610 SelfSrcvTimeDEPTONLY

Run Control ID: FIHU0610.2018-09-11-11.45.56 Run

**Report Request Parameter(s)**

Department:

From PPE Date:  BT

To PPE Date:  BT

Refresh Click Refresh for reports not visible during status changes
Delete Click the delete button to delete the selected report(s)

Select	User ID	Prca Instance	Parameter List	Request Date/Time	Format	Status	View
<input checked="" type="checkbox"/>	*****	14166348	G00000 2018-01-09 2019-01-23	09/11/2018 9:56:42AM	Acrobat (*.pdf)	Not Posted	
<input type="checkbox"/>	*****	14166347	G100002 2018-01-09 2019-01-23	09/11/2018 9:52:46AM	Acrobat (*.pdf)	Posted	View

Save

**Note:** The status row may disappear for a short time while status transitions from ‘Processing’ to ‘Posted’. You may need to click on the ‘Refresh’ button a few times during this transition.

When a report is unable to retrieve data a ‘Not Posted’ status will be displayed. This is normally caused by invalid or incomplete parameters being entered or by parameters for which you do not have security clearance to view. The parameters used will display in the ‘Parameter List’ column. Review the Parameter list for accuracy if a report is in ‘Not Posted’ status.

**Tips**

- Values must be entered in all fields unless they have been marked as optional.
- When entering dates in the pay period end date parameter fields (sometimes abbreviated as PPE) only enter actual pay period end dates. Entering a date other than a pay period end date may produce inaccurate results.
- Users will be able to view reports correlating to a specific parameter page only. To produce a different report, users will need to navigate to a parameter page relating to the new report inquiry.

**PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF**