

## **Quick tips: Keys to running, reading payroll registers** <sup>[1]</sup>

January 11, 2016 by [Employee Services](#) <sup>[2]</sup>

Ready to run your monthly payroll register? Here's a key explaining what information you'll need. Then, follow the steps and screenshots below.

<b>Data Prompts</b>	<b>Description</b>
<b>Empl ID</b>	To limit your report to a single employee, enter the employee's ID number here. Leave this box blank to include all of your employees in the report.
<b>Pay Group</b>	To limit your search to a single paygroup, click the lookup (magnifying glass) icon and select the appropriate paygroup from the drop-down menu. Leave this field blank to see all pay groups.
<b>Pay End Date From</b>	If you are running a report for a single pay period, enter the Pay Period End Date here. To run a report based on Pay End Dates within a specific date range, enter the first Pay End Date here. <b>WARNING:</b> leaving this field blank may return information for ALL pay dates and could cause your report to fail if it is not limited by other fields such as EmplID or DeptID.
<b>Pay End Date To</b>	If you are running a report for a single pay period, enter the Pay Period End Date here. To run a report based on Pay End Dates within a specific date range, enter the last Pay End date here. <b>WARNING:</b> leaving this field blank may return information for ALL pay dates and could cause your report to fail if it is not limited by other fields such as Empl ID or Dept ID.

## Dept ID

To limit your report to a single department, enter the department ID number here. You can select the correct department ID number from a drop-down menu by clicking the lookup icon to the right of the box. Leave this field blank to include pay information from all of the departments for which you are responsible.

## Off Cycle?

Enter **Y** to limit your report to information from off-cycle payrolls. Enter **N** to limit your report to information from regular **on-cycle** payrolls. Leave this field blank to see information from both regular AND off-cycle payrolls.

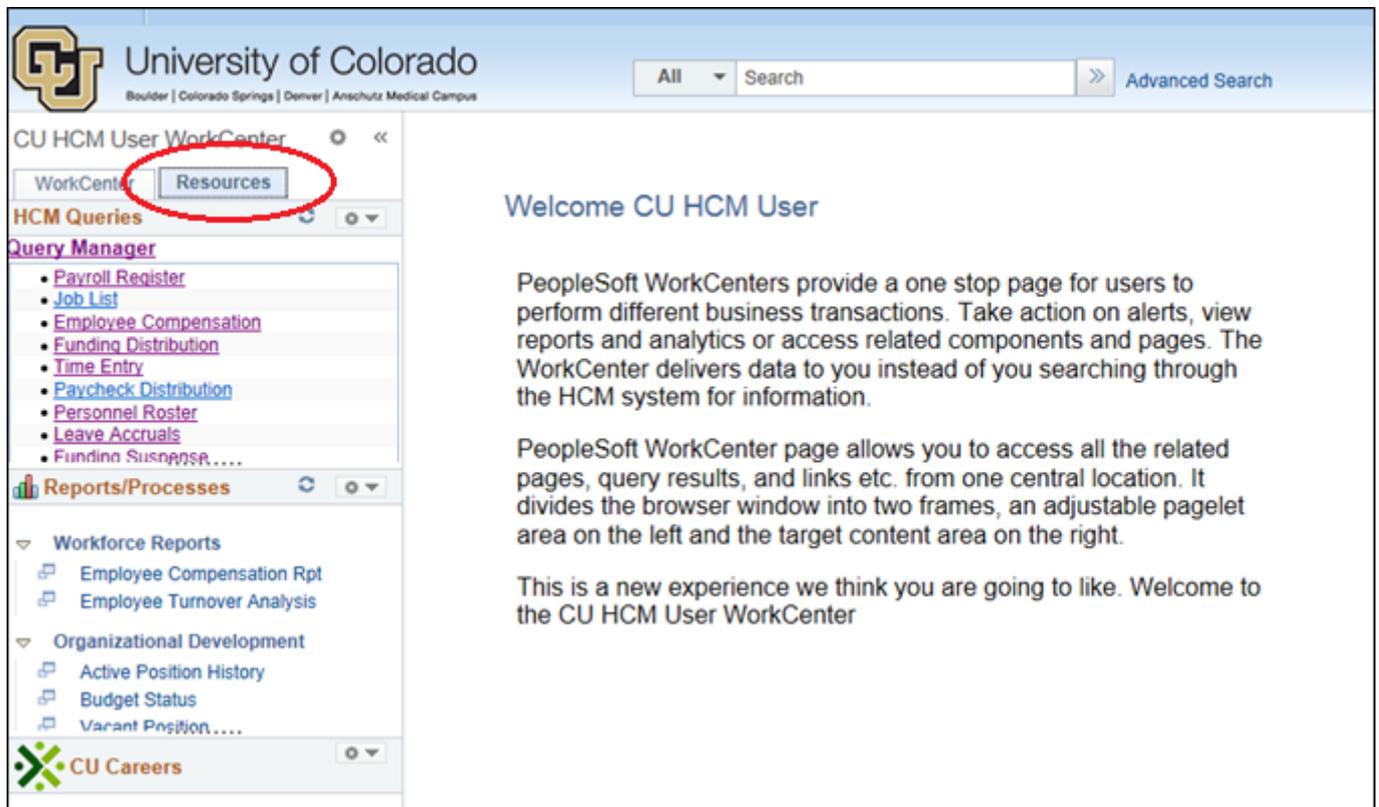
## Pay Freq

Enter **M** to limit your report to monthly paid employees. Enter **B** to limit your report to biweekly paid employees. Leave this field blank to include both monthly and biweekly paid employees in your report.

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## Now that you know the key terms, here's how to run your register.

1. From the CU HCM User Workcenter, click **Resources**:



The screenshot shows the CU HCM User WorkCenter interface. The top navigation bar includes the University of Colorado logo and a search bar. The left sidebar contains a 'Resources' button, which is circled in red. Below it are sections for 'HCM Queries' and 'Query Manager' with a list of links including 'Payroll Register', 'Job List', 'Employee Compensation', 'Funding Distribution', 'Time Entry', 'Paycheck Distribution', 'Personnel Roster', 'Leave Accruals', and 'Funding Suspense...'. The main content area features a 'Welcome CU HCM User' message and a list of reports and processes under 'Workforce Reports' and 'Organizational Development'.

2. In the HCM Queries box, you will find the top 15 most-run queries.

To run from this list, just click the query name:

The screenshot shows the University of Colorado HCM User WorkCenter interface. The main heading is "CUES\_HCM\_PAYROLL\_REGISTER - Payroll Register". On the left, there is a "Query Manager" section with a list of queries including "Payroll Register", "Job List", "Employee Compensation", "Funding Distribution", "Time Entry", "Paycheck Distribution", "Personnel Roster", "Leave Accruals", and "Funding Suspense...". The main area contains search filters: "Department ID (Optional)", "Pay Group (Optional)", and "Pay Period End Date Between" with "And" options. A "View Results" button is visible below the filters. At the bottom, a table header is partially visible with columns: Name, ID, Dept ID, Descr, Earns Begin, Earns End, Form ID, Check Dt, Check Nbr, Reg Hrs, Reg Earns, OT Hrs, OT.

Enter any necessary prompts, and click **View Results**. The query will run and display the results on screen. Once the results are displayed, you can choose to download the results as an Excel file, which will allow you to manipulate the data as needed:

The screenshot shows the University of Colorado HCM User WorkCenter interface with the same "CUES\_HCM\_PAYROLL\_REGISTER - Payroll Register" query page. The search filters are now filled in: "Department ID (Optional)" is 51000, "Pay Group (Optional)" is empty, and "Pay Period End Date Between" is 10/01/2015 and 11/01/2015. A "View Results" button is present. Below the filters, there are options to "Download results in:" Excel Spreadsheet, CSV Text File, and XML File (103 kb). A "View All" link is also visible. The table below shows the results:

	Name	ID	Dept ID	Descr	Earns Begin	Earns End	Form ID	Check Dt	Check Nbr	Reg Hrs
1	A		51000	Employee Services	10/01/2015	10/31/2015		10/30/2015		

4. If the query still can't be found, you can search for queries by clicking the Query Manager link at the top of the HCM Queries box:



CU HCM User WorkCenter

WorkCenter Resources

HCM Queries

Query Manager

- Payroll Register
- Job List
- Employee Compensation
- Funding Distribution
- Time Entry
- Paycheck Distribution
- Personnel Director

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query | Create New Query

\*Search By Query Name begins with

Search Advanced Search

The Search can be done by query name, description, and folder, among other options.

To see a query list, go to the Run Reports page [3] and click the Report Conversion Matrix [4], located in the sidebar. This file shows the HRMS report name and its new HCM query name.

As you can see, your payroll register generates a lot of information.

This key helps you decipher what it all means:

Column Name	Description
Descr	The name of the department.
Earns Begin	The start date of the earnings period from which the row of data is being reported.
Earns End	The end date of the earnings period from which the row of data is being reported.
Form ID	Indicates the form of payment that used to deliver funds to the employee. <b>ADVICE</b> indicates that the method of payment was by direct deposit or pay card.
Check Dt	The date the payment transaction was made. This can be the date a physical check was issued, or the transaction date of a direct deposit.
Check Nbr	The number of a physical check, or the transaction number of a direct deposit.
Reg Hours	The number of regular earnings hours reported.
Reg Earns	The regular earnings amount in dollars, corresponding the the number of regular hours reported.

<b>OT Hours</b>	The number of overtime earnings hours reported.
<b>OT Earns</b>	The overtime earnings amount in dollars, corresponding the the number of overtime hours reported.
<b>Earn Code</b>	The earnings code that corresponds to the following two columns: Oth Hrs and Oth Earns
<b>Oth Hours</b>	The number of "other" hours reported (e.g., sick, vacation, admin leave, etc.)
<b>Oth Earns</b>	Amount in dollars of the Other Earnings, corresponding to the Earn Code and Oth Hours columns.
<b>Tot Gross</b>	Total Gross amount for the reported pay period.
<b>Type</b>	Lists the type of information returned in each row of the report (Check – paycheck overview; Earnings – regular and overtime earnings; Other earnings – other earnings amounts broken down by earnings code.)
<b>Off Cycle</b>	Indicates whether the pay check was processed normally or was issued outside of standard payroll timeframes
<b>Frequency</b>	Indicates whether the employee is normally paid monthly (M) or biweekly (B)

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## Questions?

Send an email to [hcmdata@cu.edu](mailto:hcmdata@cu.edu) [5].

[HCM Community](#) [6], [payroll](#) [7]

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[2] <https://www.cu.edu/blog/hcm-community/author/3792>

[3] <https://www.cu.edu/hcm-community/run-reports>

[4] <https://www.cu.edu/sites/default/files/report-conversion-matrix.xlsx>

[5] <http://hcmdata@cu.edu>

[6] <https://www.cu.edu/blog/hcm-community/tag/hcm-community>

[7] <https://www.cu.edu/blog/hcm-community/tag/payroll>