

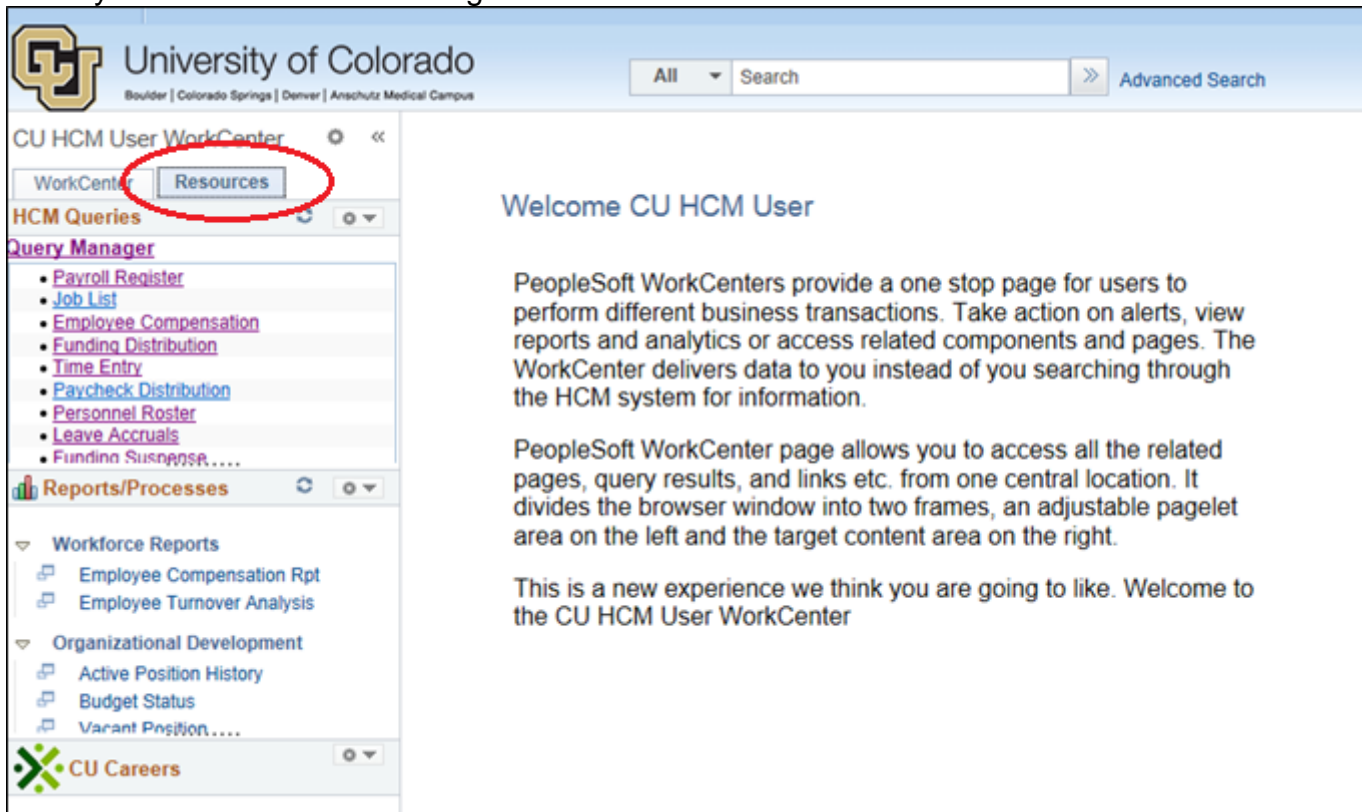
User Alert: Payroll register report now available to run [1]

December 28, 2015 by (not verified) [2]

Good news: We've resolved an error that prevented you from running your payroll registers last week. You may now run this report to confirm that your employees will be paid on Thursday, Dec. 31.

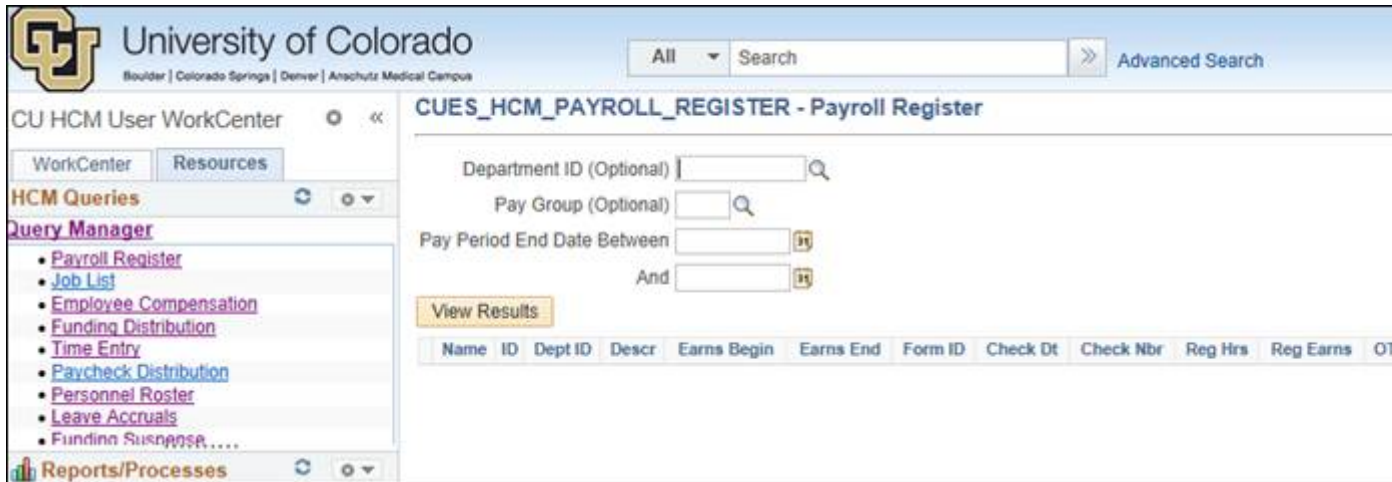
How to run a payroll register

1. Go to your WorkCenter and navigate to the **Resources** tab.

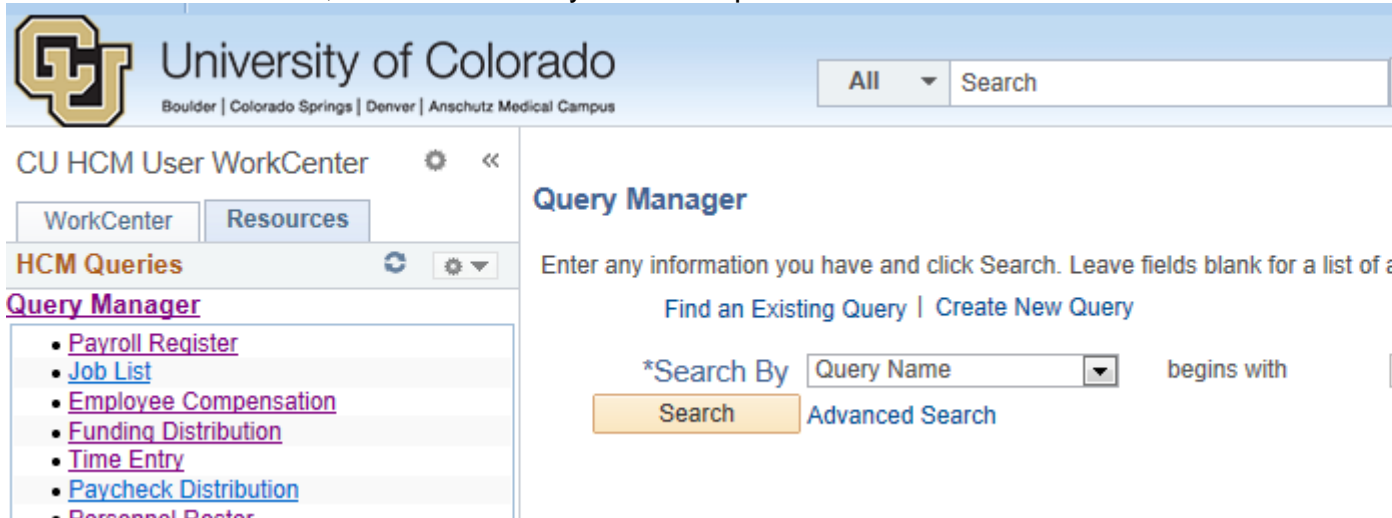


2. Scroll to the bottom of the **HCM Queries** section and click on **Click here for ALL**. You may also search for the Payroll Register query by clicking the **Query Manager** link at the top of the **HCM Queries**

box.



3. 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.



[HCM Community](#) [3], [payroll](#) [4]

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