The pay earnings report provides departments with a detail listing of their payroll expense by employee for each pay period. It is designed to help departments reconcile their payroll accounts against GLOW. The report has various options including the ability to get information for a fiscal year or a specific pay period.

To gain security to the pay earnings report, you will need to request authorization. See http://wmich.edu/budget/resources for an authorization form. If you have any problems accessing the site, please contact University Budgets at 7-4275.

To access the pay earnings report please log into GoWMU using your bronco net id. You will find a link to GoWMU on the WMU home page or you may also access the following web address: https://gowmu.wmich.edu.
After logging into GoWMU, locate the “Faculty/Staff Home” tab on the left side of your screen. Under “My Work” click the down arrow for the ALL LINKS box and then select the down arrow next to Administrative Applications. Select the down arrow next to PeopleSoft Administrative Systems and select PeopleSoft Human Resources. You will be directed to PeopleSoft.
Once you have successfully logged in, this is the first panel that will appear. To locate the navigation menu, select the icon in the upper right hand corner.

The navigation bar will appear as a vertical bar on the right hand side of the screen. Please select the navigator button.
Please follow the path listed below by clicking on each option.

**Reporting Tools > WMU Reporting > WMU Budget Reporting > WMU Pay Earnings List**

Note: For ease in navigating, the following options are available on the NavBar: Navigator:

![NavBar: Navigator](image)

- Back Button - Moves the navigation menu back one level.
- Main Navigation - Moves the navigation menu back to the beginning "Main Menu."

**WMU Pay Earnings List**

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

**Find an Existing Value**  **Add a New Value**

**Search Criteria**

Run Control ID begins with **[ ]**

**Search**  **Clear**  **Basic Search**  **Save Search Criteria**

Find an Existing Value | Add a New Value
This will bring you to the Run Control Id screen. If this is the first time you have accessed the pay earnings report, you must click on the “Add a New Value” tab. Please use your issued department id as your run control id. The department id is seven characters (ex: 1252500). After entering your department id select the add button. Please keep in mind that you only need to add a new value the first time you access the pay earnings report. Once you have created your run control id, the next time you access the pay earnings you will not click on add a new value. You will simply enter your run control id and select the search button.

Your run control id will always match your issued department id even when requesting data for another department.
This brings you to the criteria panel. Please note that the instructions for this panel are listed just above the criteria boxes. The first step is to enter the department id and password that have been issued by the Budget Office specifically for your area and then select the sign in button. If the deptid and password are valid, the remaining criteria options will appear.

When this screen appears, you may enter the criteria that you wish to view on your report. Depending on the data needed, there are several different ways to run the report.
If you wish to run a pay earnings report for a full fiscal year then enter a Y in the first fiscal year box. You will then notice that the begin run id and end run id boxes will disappear. Fill in the fiscal year desired. Finally, enter the begin account code and ending account code. The account code includes the fund, department and account (object code). If you wish to view all activity for a specific department, enter the begin account code as XX-XXXXXXXX-0000 and the ending account code as XX-XXXXXXXX-9999. (For example: Begin Acct Cd: 11-1252500-0000 and End Acct Cd: 11-1252500-9999.)
If you are interested in one specific pay period or a range of pay periods, enter N in the first fiscal year box. You will then notice that the second fiscal year box disappears. The begin account code and end account code boxes will remain. Enter your begin run id and end run id (ex: For FY 2017/18 Begin SM1713 and End SM1801 which will also capture biweekly pay cycles X52 through Y24 - Please note that the beginning alpha character for the biweekly pay cycle changes each fiscal year while the third and fourth digit of the semimonthly pay cycle changes each calendar year.).

You can also choose one specific account (object code) to review as well. For example, if you are only interested in looking at your hourly employees, in the begin account code enter XX-XXXXXXX-3311 and in the end account code enter XX-XXXXXXX-3311. (For example: Begin Acct Cd: 11-1252500-3311 and End Acct Cd: 11-1252500-3311.)

You may also run the report for a range of departments. For example: if you enter your Begin Acct Cd as 11-0000000-0000 and your End Acct Cd as 99-9999999-9999 your report will include all departments that you have security to view.
Once you have filled in the desired criteria, you must click on the save button. Once the information is saved, the run report button will become available.

Select the run report button. Depending on your access, you may see a Process Scheduler Request screen. Verify the parameters below and click OK.

If you don’t have the Process Scheduler Request screen, click View Report, then View Log/Trace. Your report should appear on the screen.
The report will begin processing. Click the Process Monitor link.

Click the Refresh button until Run Status says “Success”. Then click the Details link.
Select the View Log/Trace link.

Select the PDF link to view your report. You must have Adobe Acrobat Reader to view your report.