

# OFFICE OF UNIVERSITY BUDGETS AND FINANCIAL PLANNING

## WMU PAY EARNINGS INSTRUCTIONS

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## Welcome to goWMU!

A place where you can easily find solutions and ask questions

### Current students, instructors and staff

Log in with your Bronco NetID to access all content and the full goWMU experience.

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://go.wmich.edu>. Once you're on the GoWMU page, you'll need to log in.



Bronco NetID

[Forgot Bronco NetID?](#)

Password:

[Forgot/change password?](#)

[Parents/authorized/proxy users log in here](#)

[Help](#)

WMU System Status

● Partial Service Disruption

Server ID 1

After you are in GoWMU, locate the list "Most used apps" and select PeopleSoft HR (PSHR).

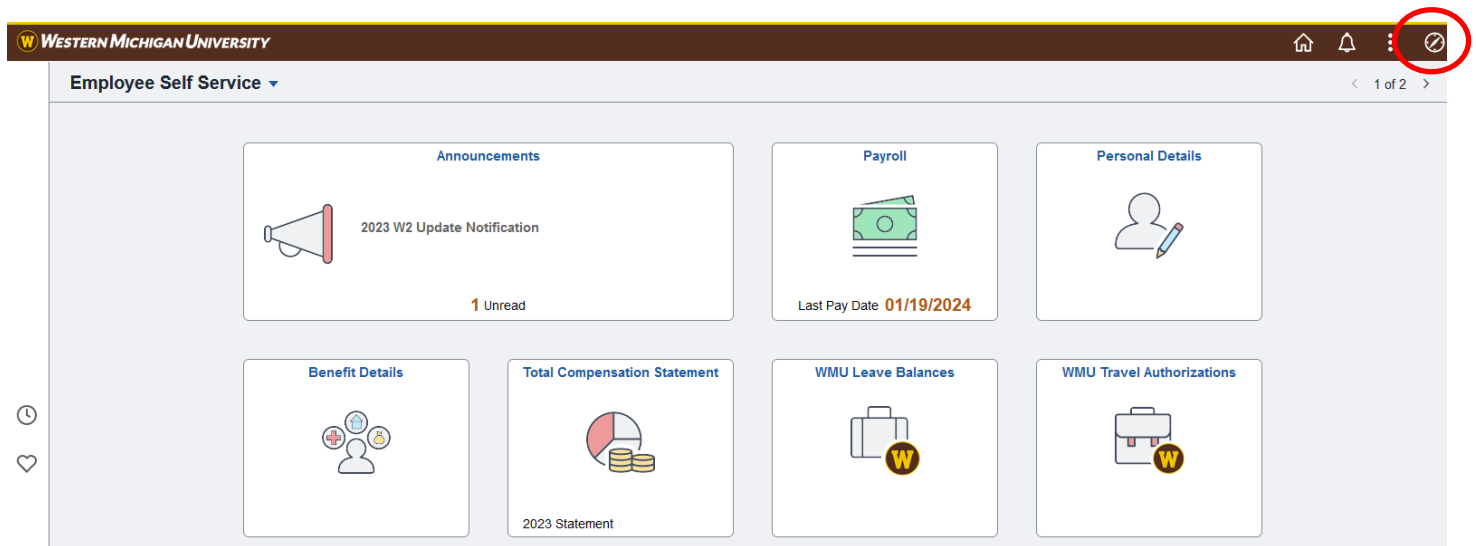


PeopleSoft Financials  
Requires VPN if off-campus



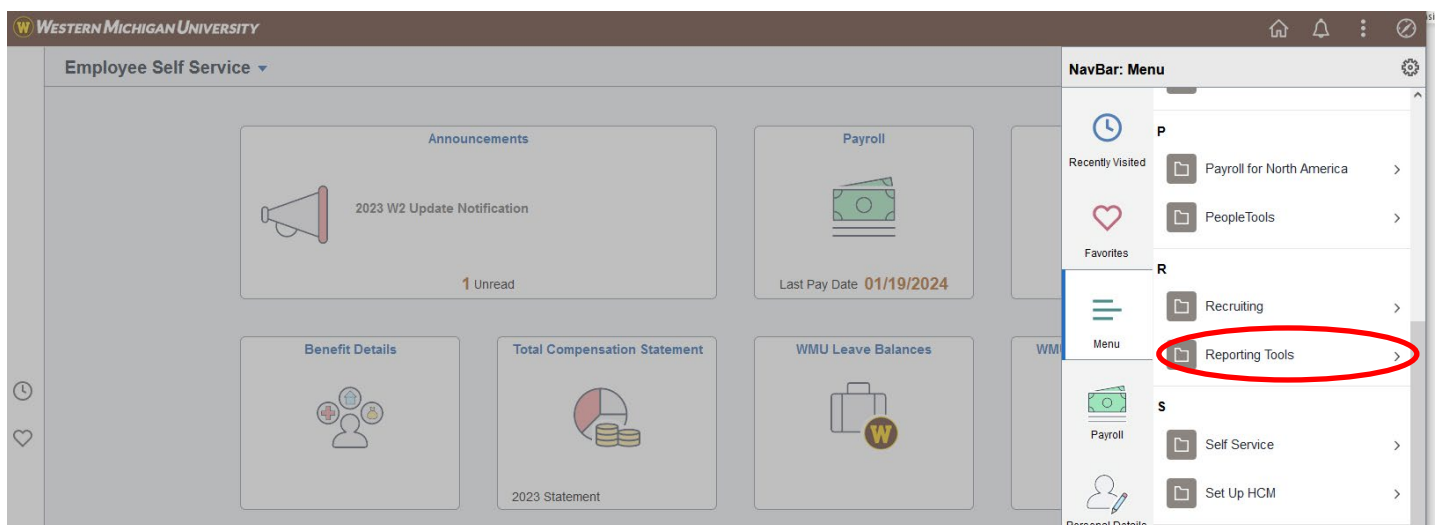
PeopleSoft HR  
Requires VPN if off-campus

For PSHR, this is the first page you will see. The navigation menu is in the upper righthand corner that looks like a clock (or compass). Click this button and the NavBar will appear. You would then select "Menu" which will open the icons that you have access to for running reports in PSHR (i.e. Pay Earnings Reports).



Please follow the path listed below by clicking on each option.

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



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.

[Employee Self Service](#) **WMU Pay Earnings List**


**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

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

[Employee Self Service](#) **WMU Pay Earnings List**

**WMU Pay Earnings List**

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

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.

**Employee Self Service** **WMU Pay Earnings List**

WMU Pay Earnings List

Steps: 1) Fill in DeptID and Password, click on Sign In. 2) Fill in your parameters, then click on Save.  
3) Run your report. 4) View your report.

Dept ID: 1252500 Password: ●●●●●● **Sign In**

**Parameters**

Fiscal Year  Fiscal Year (YYYY):   
Fiscal Year (Y/N):   
Begin Run ID:  End Run ID:   
Begin Acct Cd:  End Acct Cd:

Run Report

Run Control ID: 1252500

Save Notify

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.

**Employee Self Service** **WMU Pay Earnings List**

WMU Pay Earnings List

Steps: 1) Fill in DeptID and Password, click on Sign In. 2) Fill in your parameters, then click on Save.  
3) Run your report. 4) View your report.

Dept ID: 1252500 Password: ●●●●●● Sign In

**Parameters**

Fiscal Year  Fiscal Year (YYYY): 2018  
Fiscal Year (Y/N): Y  
Begin Acct Cd: 11-1252500-0000 End Acct Cd: 11-1252500-9999 x

Run Report

Run Control ID: 1252500

Save Notify

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-XXXXXXX-0000 and the ending account code as XX-XXXXXXX-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.)

< Employee Self ServiceWMU Pay Earnings List

WMU Pay Earnings List

Steps: 1) Fill in DeptID and Password, click on Sign In.      2) Fill in your parameters, then click on Save.  
3) Run your report.      4) View your report.

Dept ID:	<input type="text" value="1252500"/>	Password:	<input type="password" value="*****"/>	<input type="button" value="Sign In"/>
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**Parameters**

Fiscal Year (Y/N):	<input type="text" value="N"/>		
Begin Run ID:	<input type="text" value="SM1713"/>	End Run ID:	<input type="text" value="SM1801"/>
Begin Acct Cd:	<input type="text" value="11-1252500-0000"/>	End Acct Cd:	<input type="text" value="11-1252500-9999"/>

Run Control ID: 1252500

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.

Employee Self Service WMU Pay Earnings List

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WMU Pay Earnings List

Steps: 1) Fill in DeptID and Password, click on Sign In. 2) Fill in your parameters, then click on Save.  
3) Run your report. 4) View your report.

Dept ID:  Password:

**Parameters**

Fiscal Year   
(Y/N):  
Begin Run ID:  End Run ID:   
Begin Acct Cd:  End Acct Cd:

Run Control ID: 1252500

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.

WMU Pay Earnings List

Steps: 1) Fill in DeptID and Password, click on Sign In. 2) Fill in your parameters, then click on Save.  
3) Run your report.

Dept ID:

**Parameters**

Fiscal Year  Fiscal Year (YY)   
(Y/N):  
Begin Acct Cd:

Run Control ID: cp

**Process Scheduler Request**

User ID cpuckett Run Control ID cp

Server Name  Run Date    
Recurrence  Run Time    
Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	WMUBD003	WMUBD003	SQR Report	Web	PDF	Distribution

The report will begin processing. Click the Process Monitor link.

### WMU Pay Earnings List

Steps: 1) Fill in DeptID and Password, click on Sign In.  
3) Run your report.

2) Fill in your parameters, then click on Save.  
4) View your report.

Dept ID:

Sign In

#### Parameters

Run Control ID: cp

Run

Process Monitor

Save

Notify

Click the Refresh button until Run Status says "Success". Then click the Details link.

Process List Server List

#### View Process Request For

User ID  Type  Last  15  Days  Refresh

Server  Name  Instance From  Instance To

Run Status  Distribution Status   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1513566		SQR Report	WMUBD003	cpuckett	01/24/2020 10:33:07AM EST	Success	Posted	Details
<input type="checkbox"/>	1513171		SQR Report	WMUBD003	cpuckett	01/23/2020 1:13:34PM EST	Success	Posted	Details
<input type="checkbox"/>	1513168		SQR Report	WMUBD003	cpuckett	01/23/2020 1:04:41PM EST	Success	Posted	Details

Select the View Log/Trace link.

Process Detail

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**Process**

Instance	1513566	Type	SQR Report
Name	WMUBD003	Description	WMUBD003
Run Status	Success	Distribution Status	Posted

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**Run** **Update Process**

Run Control ID	cp	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSUNX	<input type="radio"/> Cancel Request
Recurrence		<input type="radio"/> Delete Request
		<input type="radio"/> Re-send Content
		<input type="radio"/> Restart Request

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**Date/Time** **Actions**

Request Created On	01/24/2020 10:33:56AM EST	<a href="#">Parameters</a>	Transfer
Run Anytime After	01/24/2020 10:33:07AM EST	<a href="#">Message Log</a>	
Began Process At	01/24/2020 10:34:06AM EST	<a href="#">Batch Timings</a>	
Ended Process At	01/24/2020 10:34:13AM EST	<a href="#">View Log/Trace</a>	

OK Cancel

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

View Log/Trace [X] Help

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**Report**

Report ID	1113803	Process Instance	1513566	<a href="#">Message Log</a>
Name	WMUBD003	Process Type	SQR Report	

Run Status: Success

WMUBD003

**Distribution Details**

Distribution Node	RPT_DISTNODE1	Expiration Date	01/31/2020
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**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_WMUBD003_1513566.log</a>	296	01/24/2020 10:34:13.466982AM EST
<a href="#">WMUBD003.csv</a>	191,129	01/24/2020 10:34:13.466982AM EST
<a href="#">wmubd003_1513566.PDF</a>	27,464	01/24/2020 10:34:13.466982AM EST
<a href="#">wmubd003_1513566.out</a>	329,245	01/24/2020 10:34:13.466982AM EST

**Distribute To**

Distribution ID Type	*Distribution ID
User	cpuckett

Return