OFFICE OF UNIVERSITY BUDGETS AND FINANCIAL PLANNING

WMU PAY EARNINGS INSTRUCTIONS

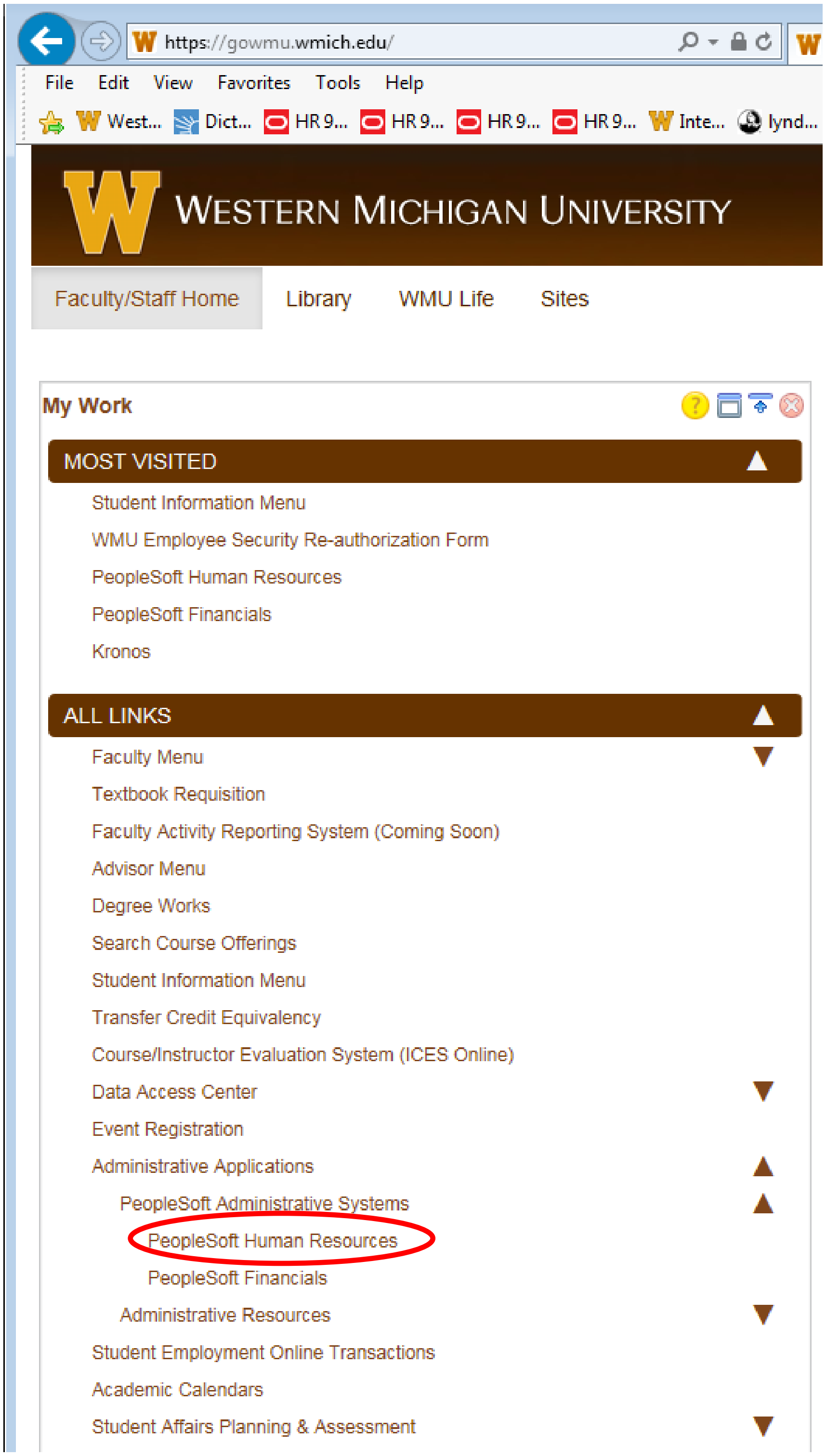
(FOR THE WEB – VP/COLLEGE LEVEL)

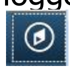
The pay earnings report provides departments with a detail listing of their payroll expense by employee for each pay period. It is designed to help departments reconcile their payroll accounts against GLOW. The report has various options including the ability to get information for a fiscal year or a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

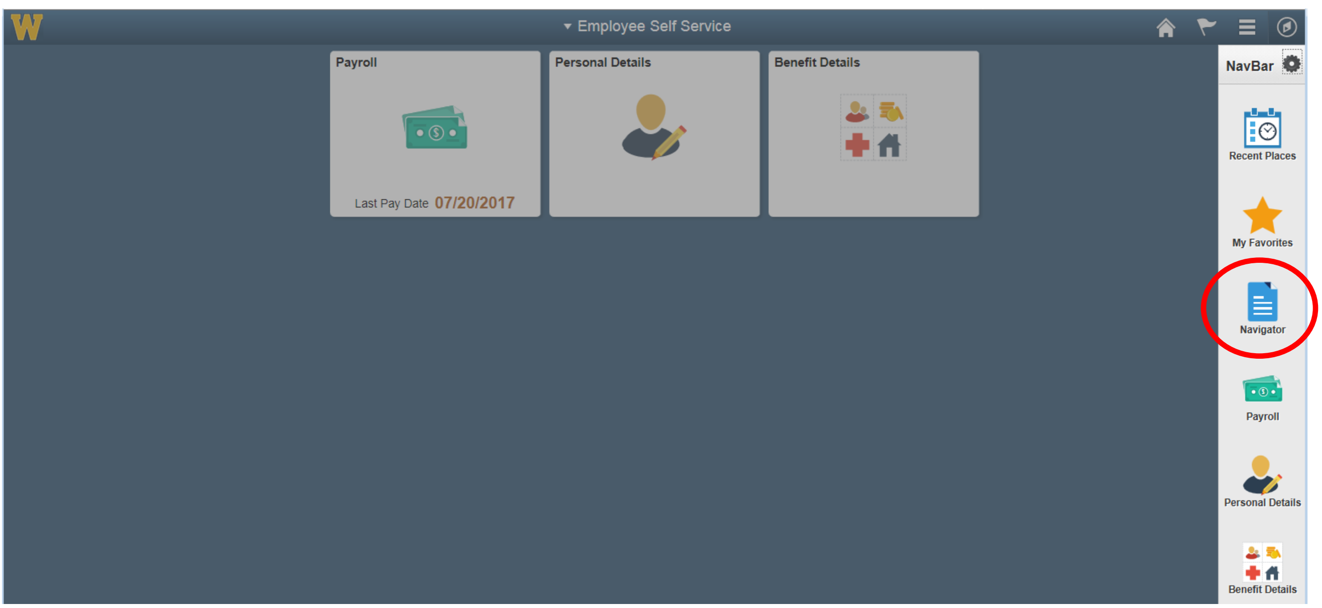
To gain security to the pay earnings report you will need to request authorization. See http://wmich.edu/budget/resources for an authorization form. If you have any problems accessing the site, please contact Kathy Houser at kathy.houser@wmich.edu or 7-4286.

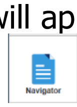
To access the pay earnings report please log into GoWMU using your **bronco net id**. You will find a link to GoWMU on the WMU home page or you may also access the following web address: https://gowmu.wmich.edu.

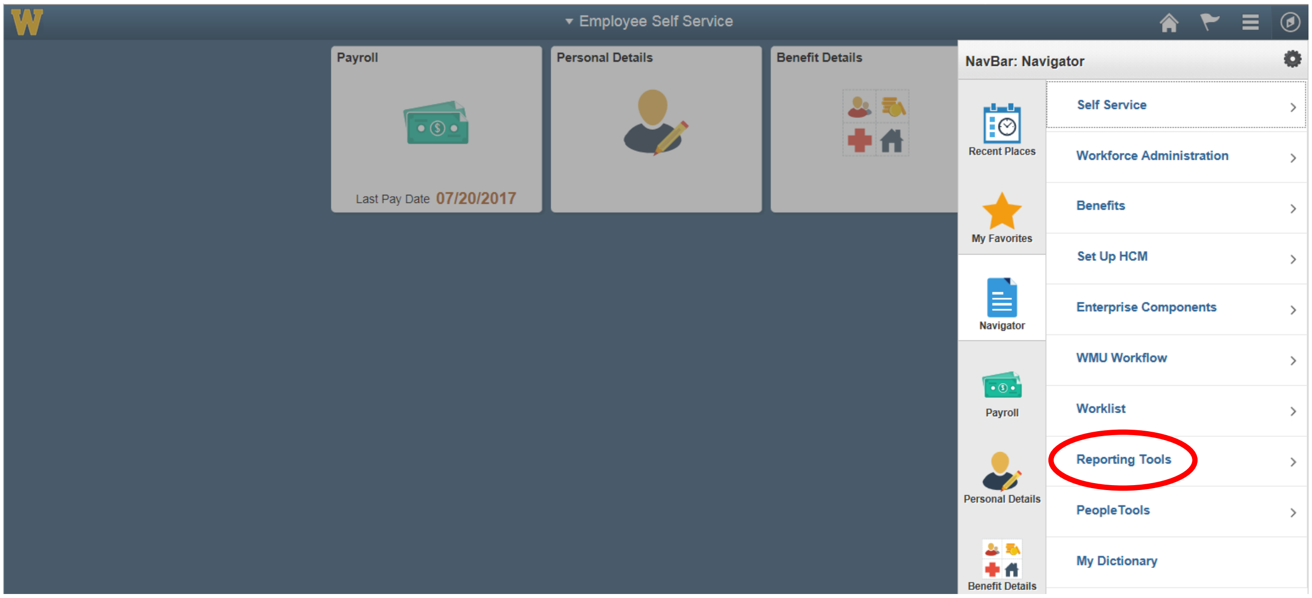
After logging into GoWMU, locate the "Faculty/Staff Home" tab on the left side of your screen. Under "My Work" click the down arrow for the ALL LINKS box and then select the down arrow next to Administrative Applications. Select the down arrow next to PeopleSoft Administrative Systems and select PeopleSoft 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.



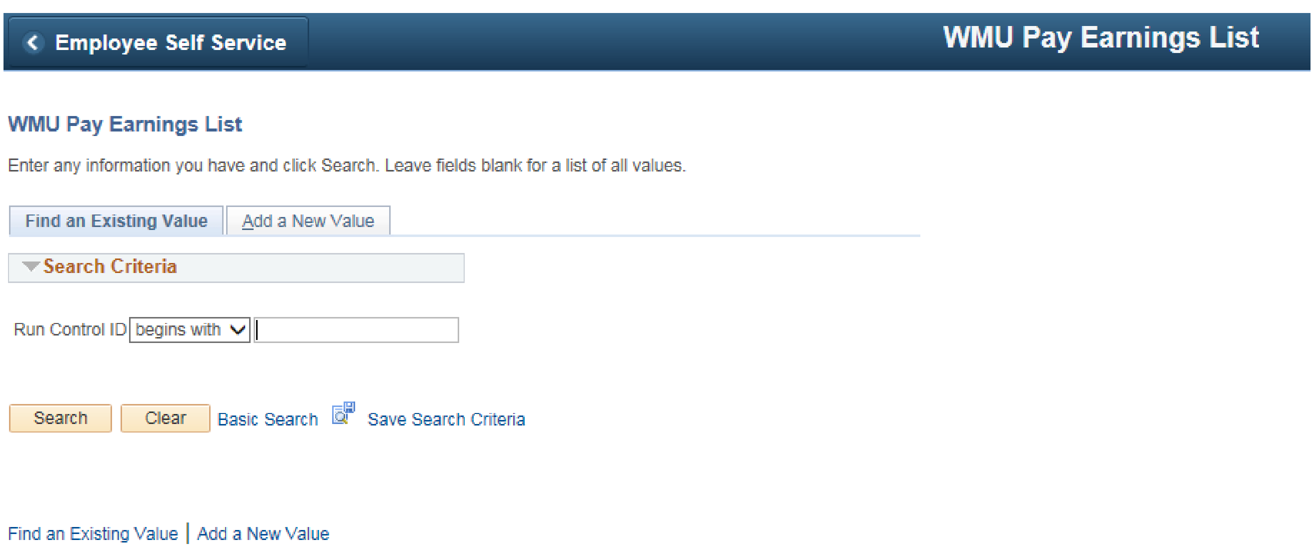
Please follow the path listed below by clicking on each option.

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:

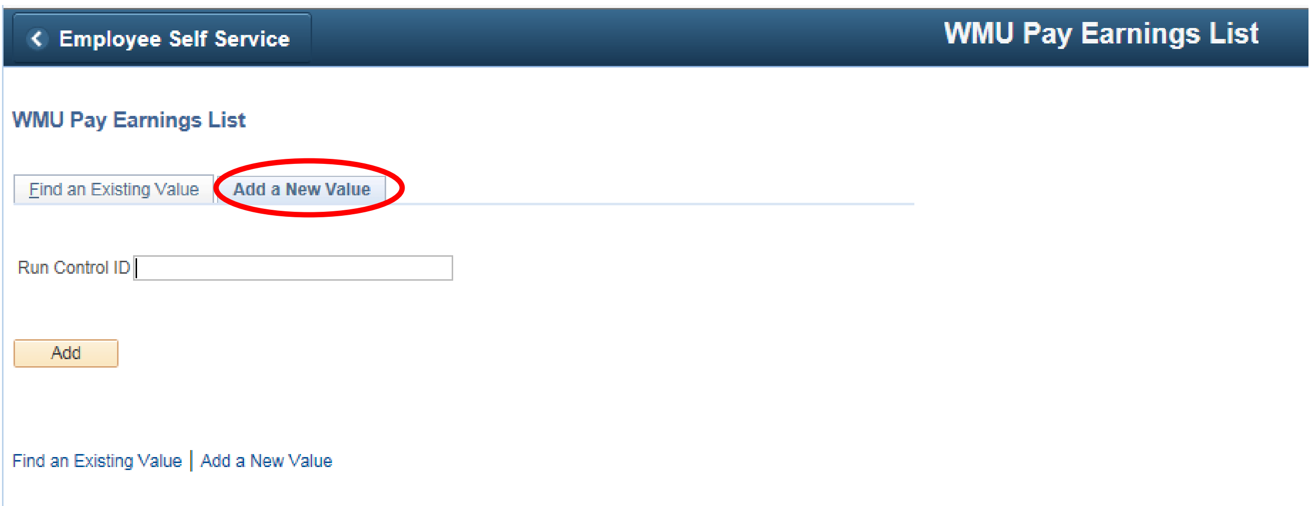
Back Button - Moves the navigation menu back one level.

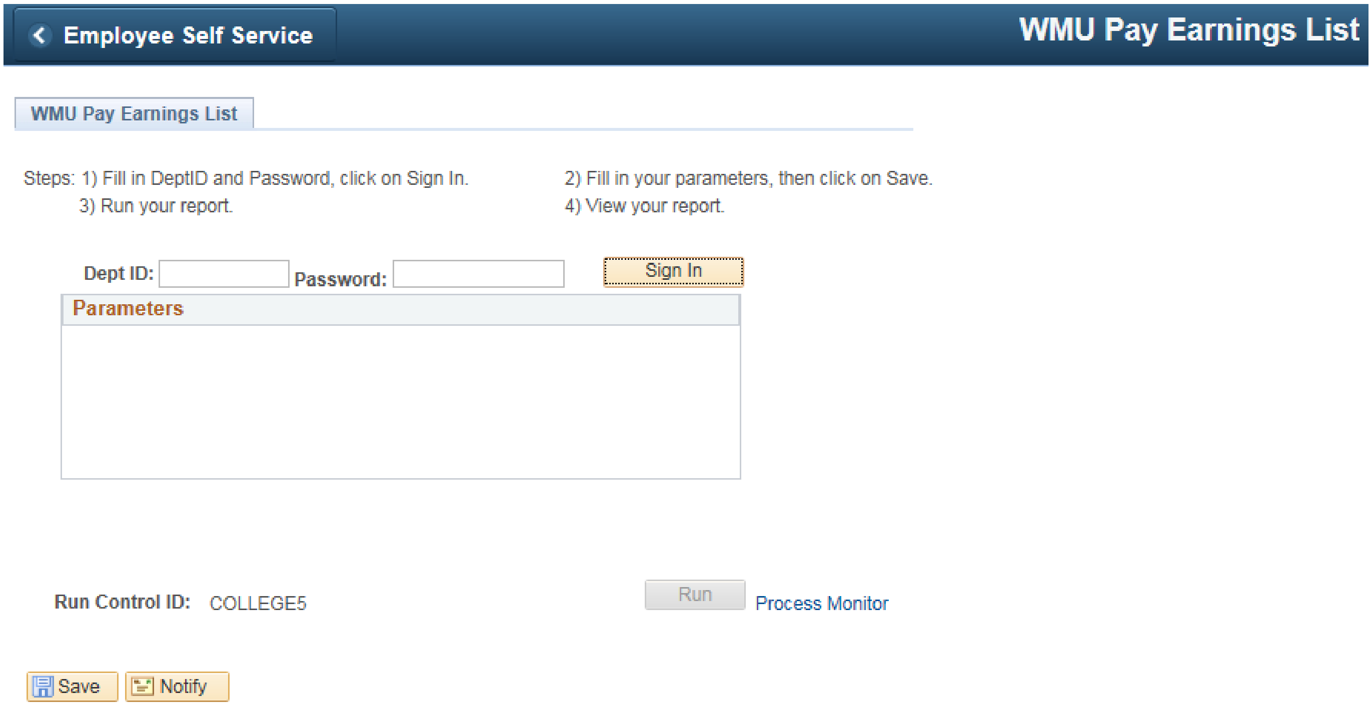
Main Navigation - Moves the navigation menu back to the beginning "Main Menu."



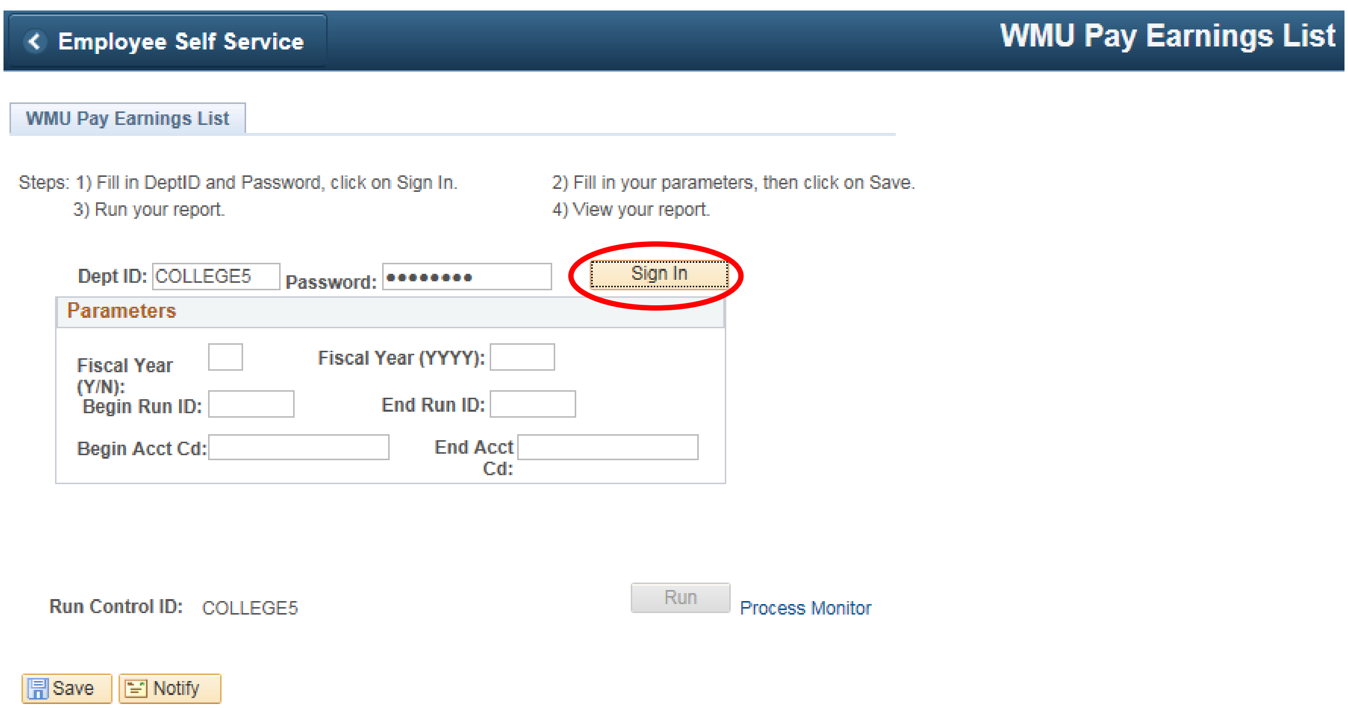
This will bring you to the Run Control Id screen. If this is the first time you have accessed the pay earnings report, you must click on the "Add a New Value" tab. Please use your issued department id as your run control id (for example: COLLEGE3, VP2, etc). After entering your run control id select 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 remain the same and match your issued department id regardless of the department or range of departments in your data request.



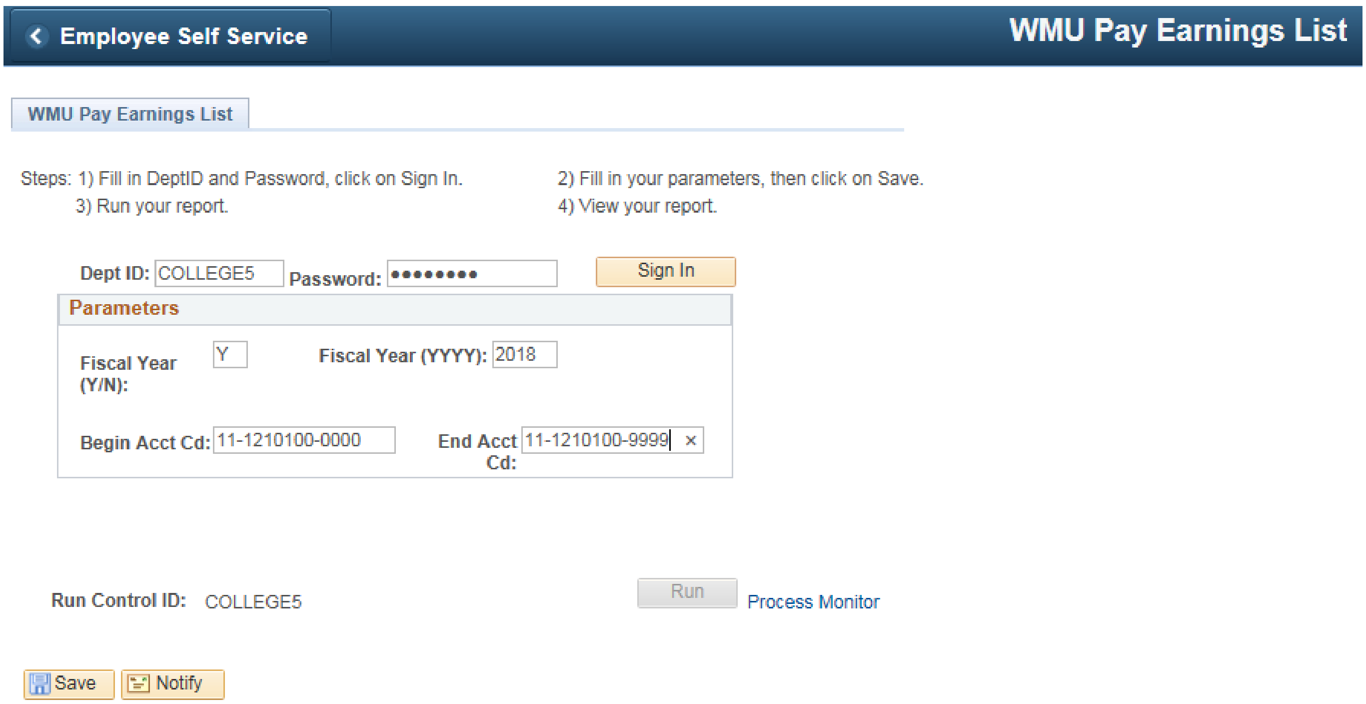


This brings you to the criteria panel. Please note that the instructions for this panel are listed just above the criteria boxes. The first step is to enter the department id and password that have been issued by the Budget Office specifically for your area and then select the sign in button. If the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



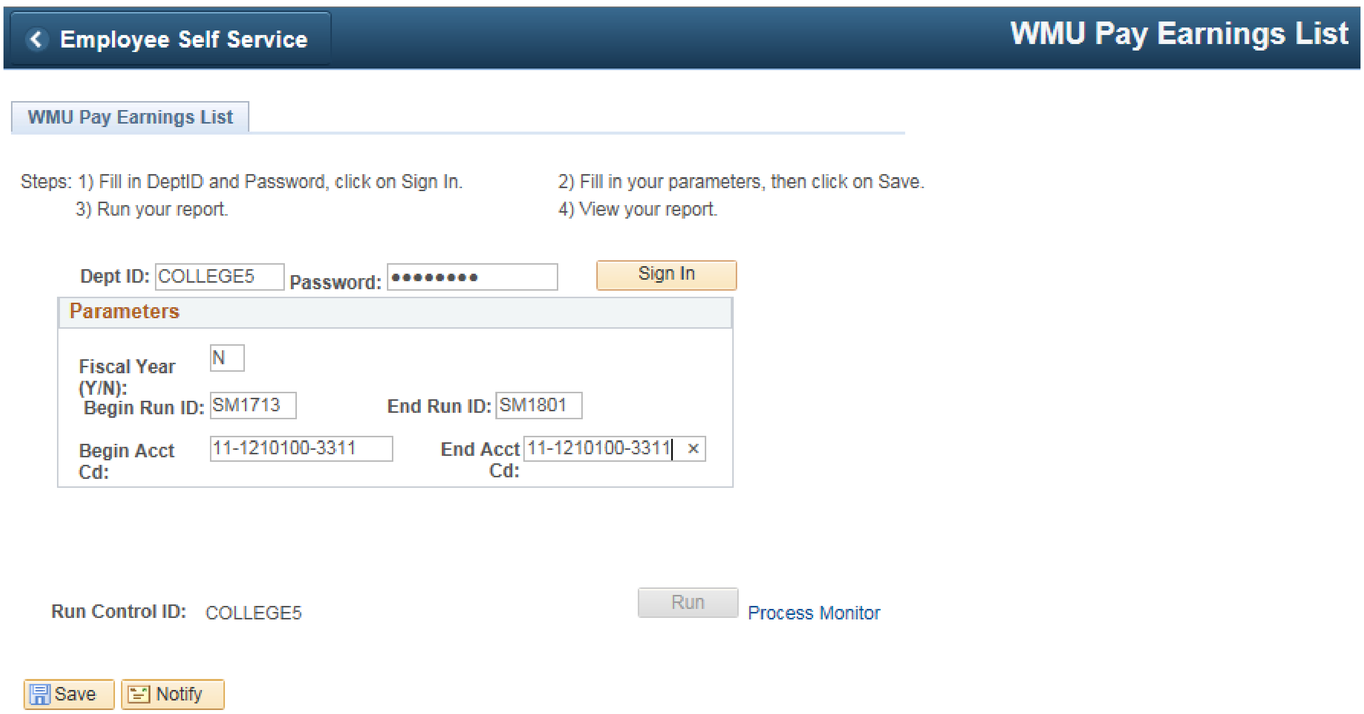
When this screen appears, you may enter the criteria that you wish to view on your report. Depending on the data needed, there are several different ways to run the report.

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-XXXXXXX-0000 and the ending account code as XX-XXXXXXX-9999. (For example: Begin Acct Cd: 11-1210100-0000 and End Acct Cd: 11-1210100-9999.)



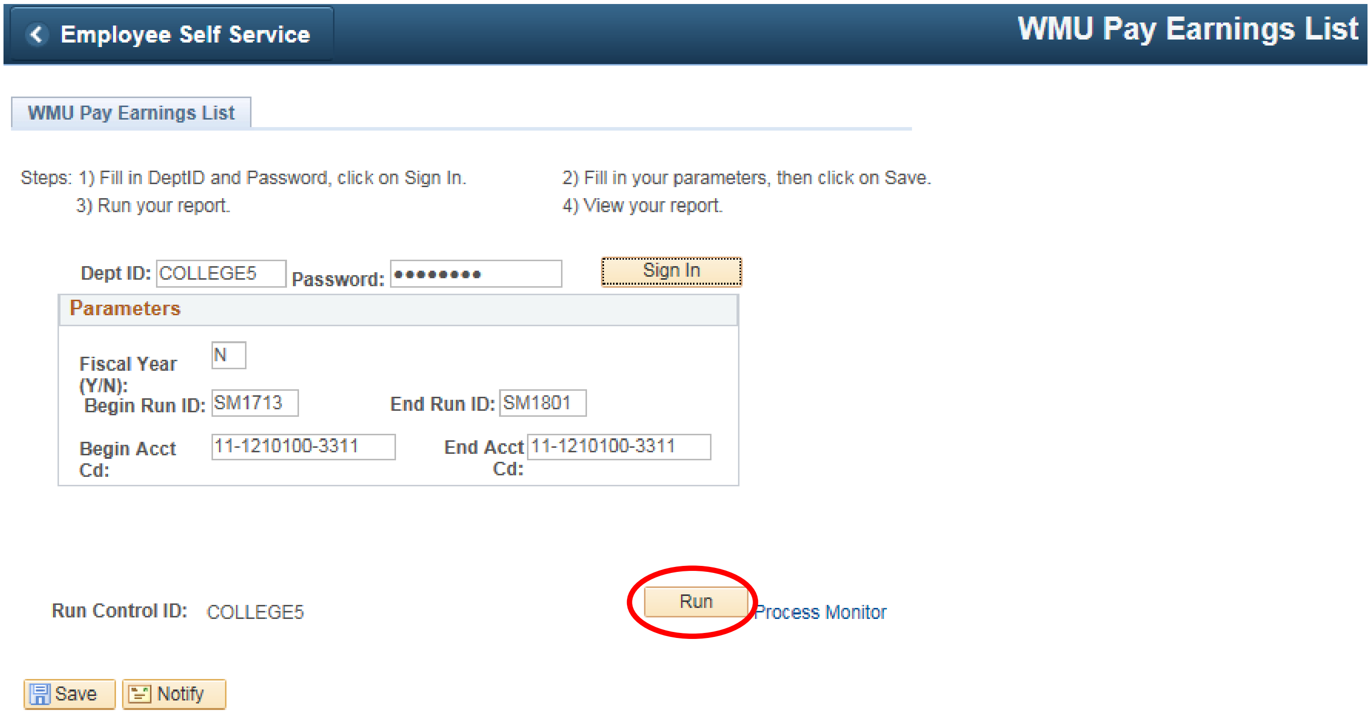
If you are interested in one specific pay period or a range of pay periods, enter N in the first fiscal year box. You will then notice that the second fiscal year box disappears. The begin account code and end account code boxes will remain. Enter your begin run id and end run id (ex: For FY 2017/18 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 and the third and fourth digit of the semimonthly pay cycle changes each fiscal 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: 11-1210100-3311 and End Acct Cd: 11-1210100-3311.)



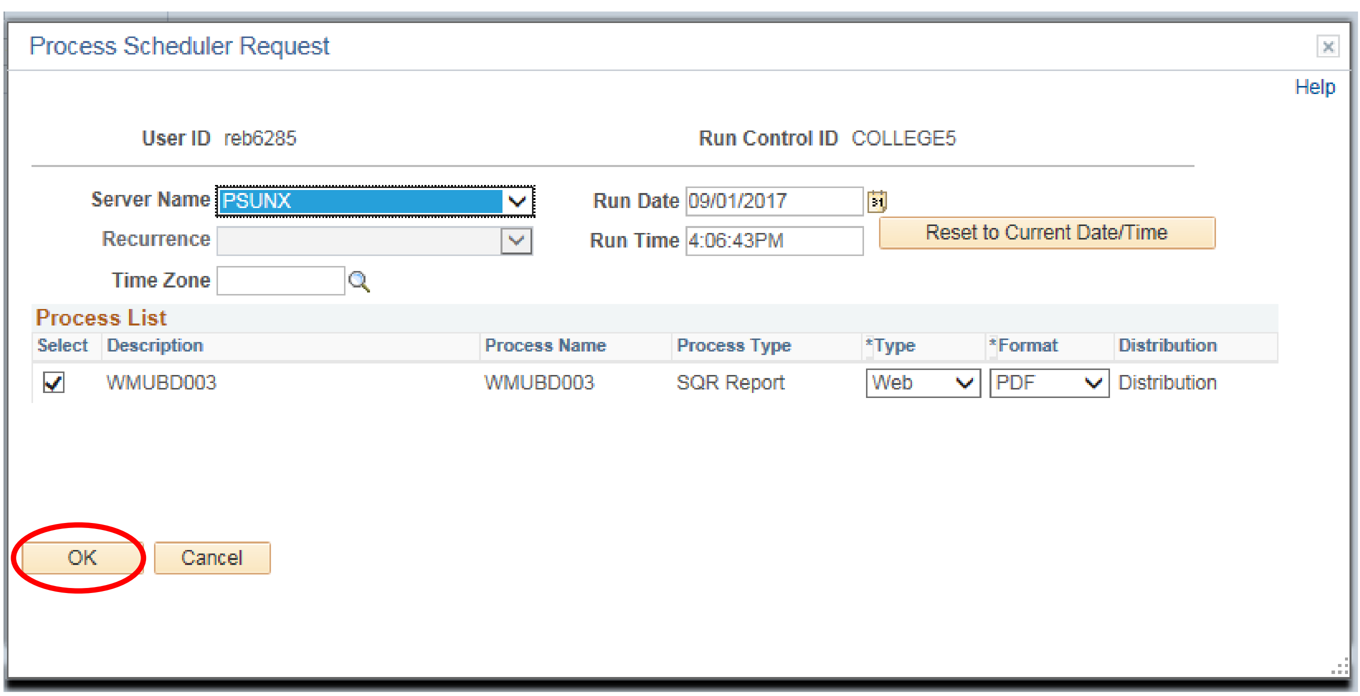
You may also run the report for a range of departments. For example: if you enter your Begin Acct Cd as 11-0000000-0000 and your End Acct Cd as 99-9999999-9999 your report will include all departments that you have security to view.

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.

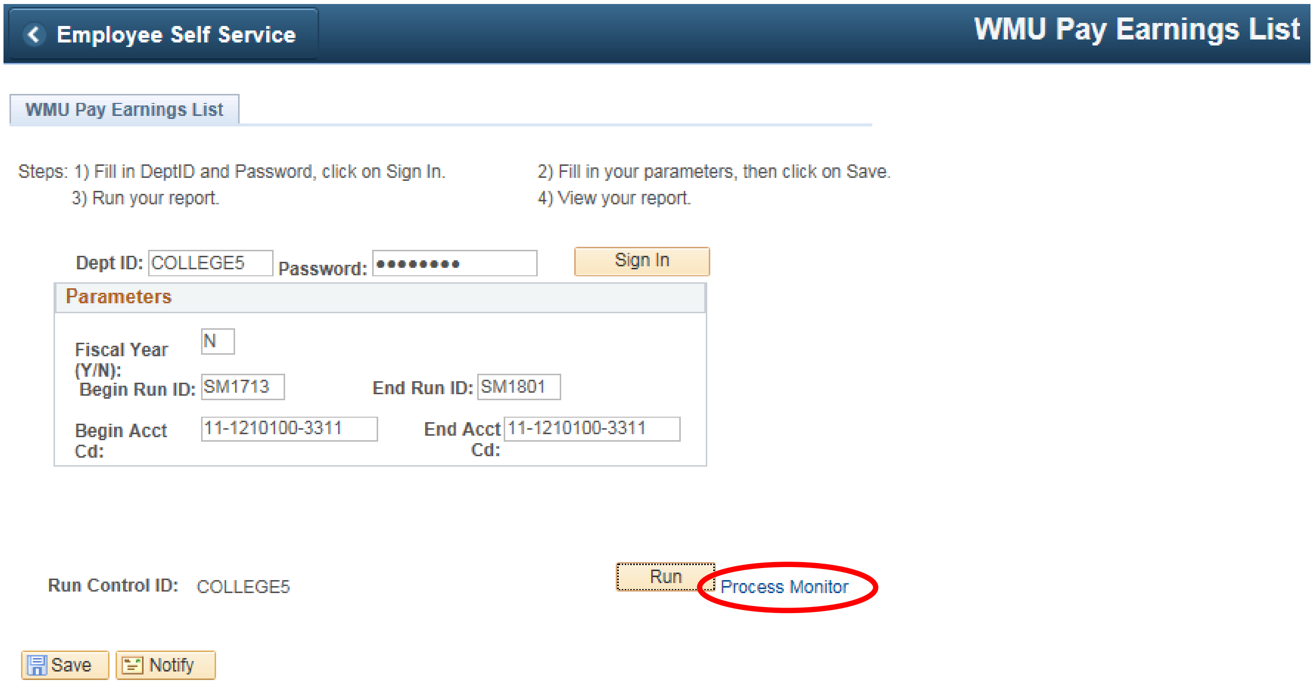


Select the run button.

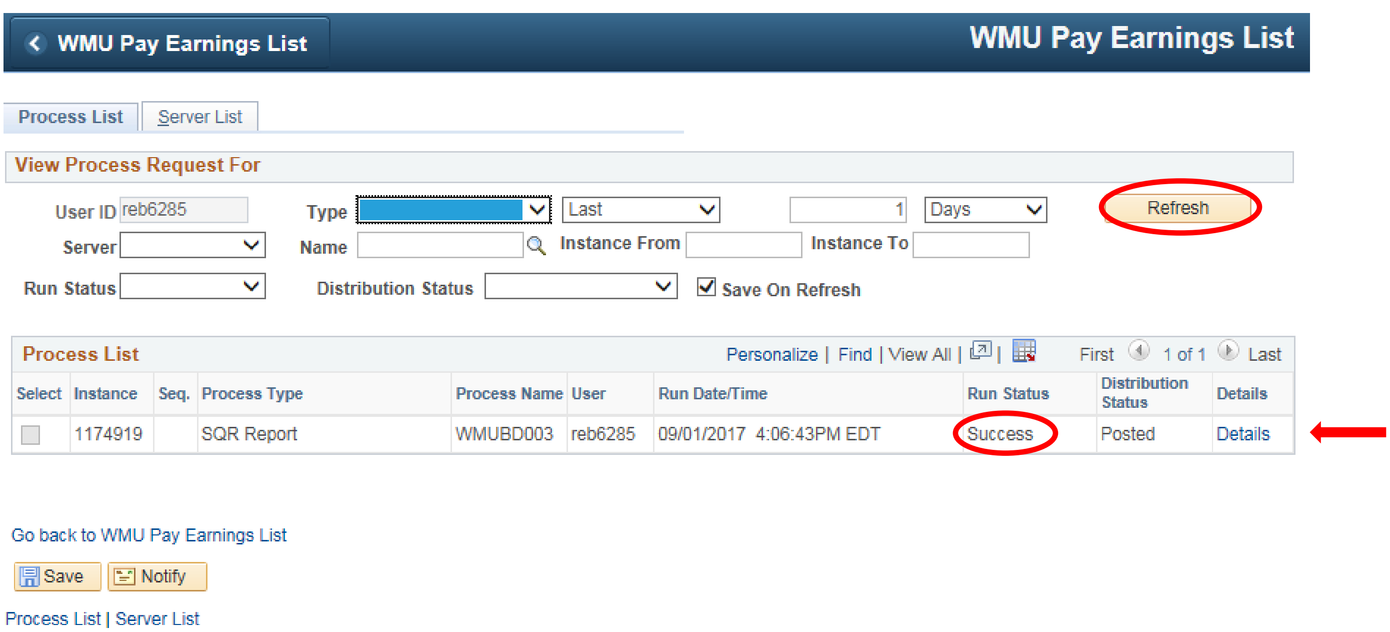
This will bring you to the Process Scheduler Request panel. Use the drop down arrow on the Server Name box to select PSUNX. Please confirm that the select box next to WMUBD003 is checked on and the type indicates web and the format indicates PDF. Next select the ok button.



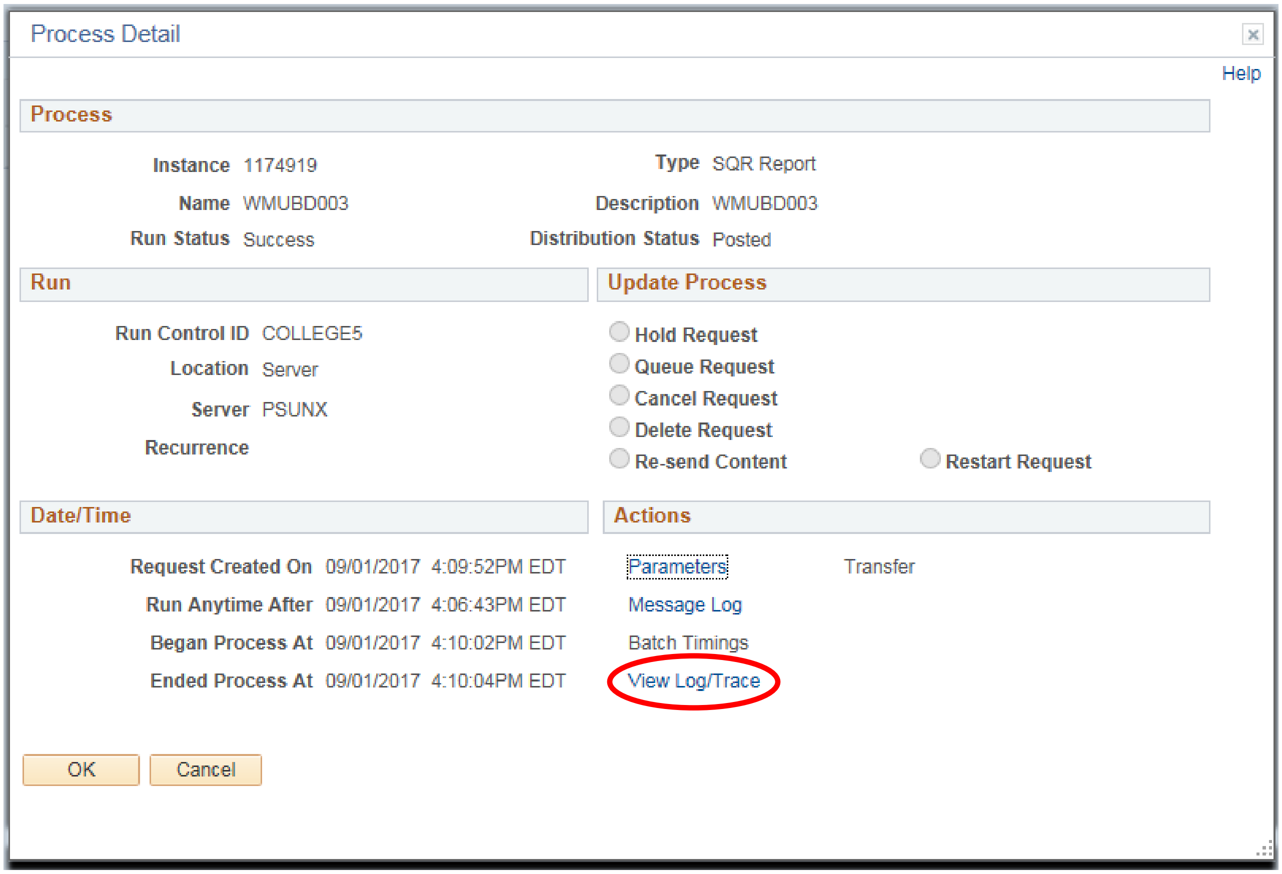
After selecting the ok button, you will automatically be brought back to the panel where you enter the desired criteria. At this point, select the process monitor button next to the run button.



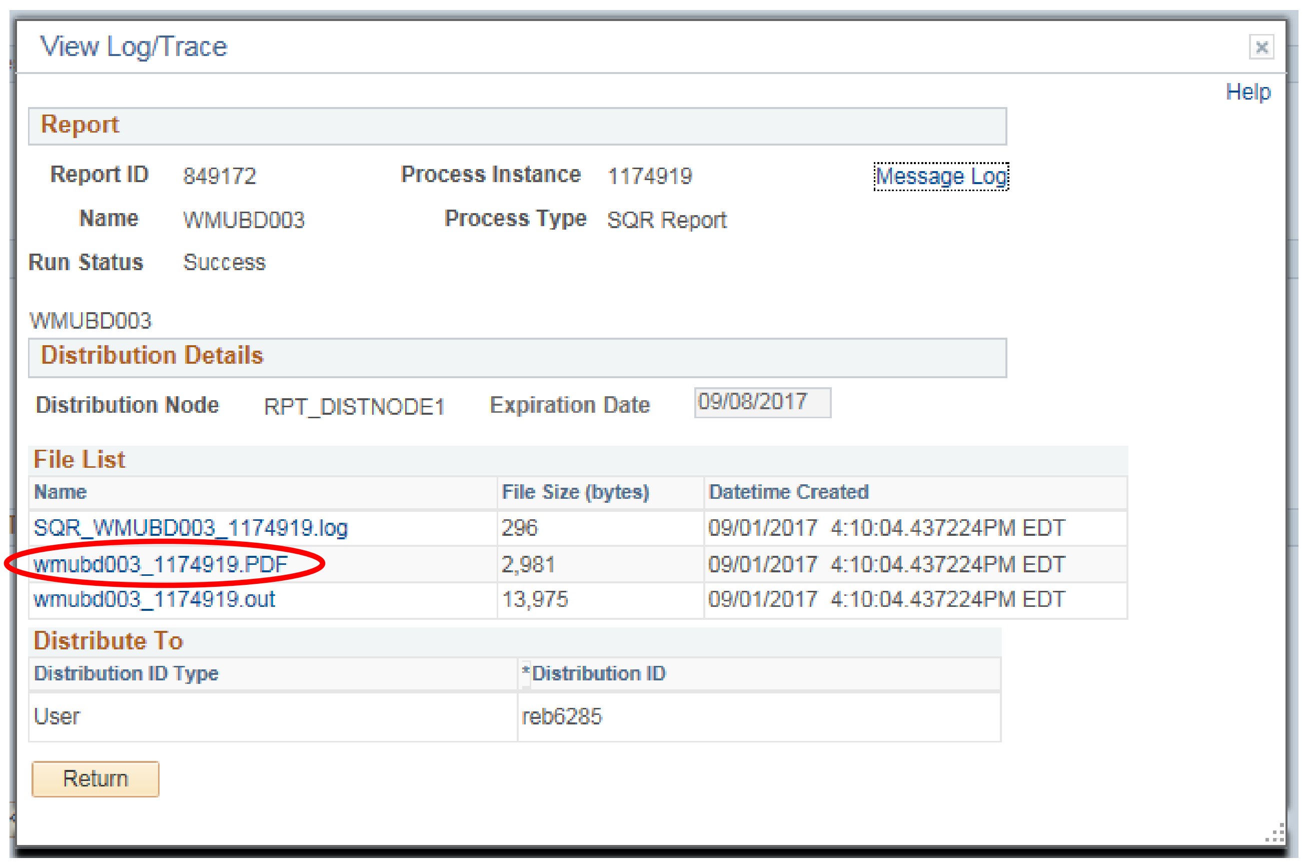
This will take you to the process request panel. You should see your report(s) listed with the most current report at the top. Check the status of your report on the right hand side of the panel under run status. The report is not complete until the status indicates "success." This panel does not update automatically; you will have to select the "refresh" button to update the run status.



When the status indicates success, select the details button (in blue next to the run status).



Then select the view log/trace option at the bottom of the panel.



Select the PDF file and your report will appear on the screen. You must have Adobe Acrobat Reader to view your report.