



Helpful Workday Reports for Department Payroll Personnel

Several reports can help you determine where payroll costs are expensed:

- Before payroll is completed (for a period still in progress), run the *CR PAY Payroll Accounting Journal Details - In Progress Payroll (aka PEARS)* report.
- After payroll has completed, run the *CR PAY Payroll Accounting Detail* report. To see only earnings (and not benefits information), for the Ledger Account(s) field, select only “5000: Salaries and Wages.”
- You can find the Payroll Document Schedule [here](#).

Report Name	Description
CR TTK Workers with No Time Entered	Report to aid at payroll cut-off to ensure all worked time (by overtime eligible employees or temporary employees) that has been recorded is paid in a timely fashion. This report is used by Payroll, AFOs, and central business units in the areas to make sure all hours recorded are submitted, and approved.
CR TTK Workers with Time Not Submitted or Approved	Audit report to track employees who did not submit time worked. Report to aid at payroll cut-off to ensure all worked time (by overtime eligible employees or temporary employees) that has been recorded is paid in a timely fashion. This report is used in departments to make sure all hours recorded are submitted, and approved.
CR ABS Time Offs	View time off (like LWOP) for any period of time and see the time off status (if it’s been approved or pending approval).
CR TTK Unmatched Time Clock Events	View Workers across organizations that have unmatched time clock events for a selected date range; additionally, it includes the position, manager, and supervisory organization for any check-in time clock events.

CR HCM Position Assignments Ending	Shows positions assignments/appointments ending within a specific date range.
CR PAY Payroll Accounting Journal Details – In Progress Payroll (aka PEARS)	<p>Shows in progress payroll detail for employees. Departments can use this to make sure the employees in their areas are being paid correctly.</p> <p>The fields “Period” and “Retro Period” will no longer populate for departments. To help departments view period information, Accounting Dates are now available. Accounting Dates will not reflect retro periods. Departments may request this information from Payroll Services.</p>
CR PAY Expiring Payroll Costing Allocations by Employee (aka Funding)	Shows all expiring costing allocations expiring before the prompted date and the organizational defaults that the employee will be paid on if the costing allocation expires and a new one is not entered.
CR PAY Expenses for Completed Pay Cycles/Periods	Returns gross earnings and hours for completed pay periods. Multiple pay periods can be selected, but report defaults to last completed pay period. Other Prompts/Filtering options: Worker(s), Cost Center(s) charged, Fund(s) charged, Gift(s) charged, Grant(s) charged, Program(s) charged, Project(s) charged, and Region(s) charged.
CR Pay Payroll Results view from Journal Lines	Returns summarized totals for Hours, Gross Pay, and Benefits (Employer contributions). These totals are drillable fields for details of the transaction. Worker is a required prompt because this is a Matrix report and it will only return the first 250 lines of data. Period Start and Period End dates are defaulted to last completed pay period dates; these can be changed.

<p>CR PAY All Current and Future Worker Costing Allocations with Current Organizational Defaults</p>	<p>Returns FTE, Blended FTE, Pay rate Type, Annualized Base Pay, Allowance Plan and Amounts, Total Base Pay Plus Allowances, Default Organizational Assignments, indication if no current or future costing exists, costing allocation start and end dates, date the costing allocation was completed, Allocation Level, Earning if cost allocation is at Worker/Position/Earning level, distribution percentage, and worktags associated with costing allocation.</p> <p>Usage for this report might be to find employees without costing allocation assignments or locate default organizational assignments. Some departments use this and make a pivot table to compare default assignment to allocation percentage for costing allocation, specifically on grants.</p>
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