

## **Directions to run Manual Check Payroll Register Report PPYR319**

- 1) Login to PRISM
- 2) Select “PRISM TRKS Payroll CDC Admin” Responsibility
- 3) Select the “Run” link under Reports
- 4) Select “ Single Request” , Click “OK”
- 5) Click in the Name Field and enter “PPYR319 PDF Check Register Earnings/Net”. Click “ Tab Button”
- 6) Select the Payroll for the quickpay register you want to view (Pitt Monthly, Pitt Biweekly, Pitt UPP2). For each Payroll, a separate report must be run.
- 7) Enter the GRE “Univ of Pittsburgh” or “MHSF”
- 8) Enter the applicable consolidation set as “Quickpay”
- 9) Review date in email that payroll will provide of payments
- 10) Enter the applicable check date as dd-mmm-yyyy format. i.e 3 1JAN2018
- 11) Enter the End of the Report Total Page “YES”
- 12) Enter the applicable CDC (3 digit number and (M) for Monthly , or (B) for Biweekly i.e. 320(M). Click “OK”  
For multiple CDCs, you may leave this field blank. Click “OK”
- 12) Click the “Submit” Button
- 13) The Request window will automatically open. You may check the Phase field to see when the job has completed processing
- 14) You may click the *Refresh Data* button to refresh the screen until the report has completed
- 15) Click the *View Output* button to view the report
- 16) To save the report, click “Page” at the top of the report, then “Save as”. Rename as .pdf

### **Helpful Reminders**

- If you enter a CDC that you are not authorized to access, the report will be blank.
- If you have not set up a secondary user, please submit an access form for that assigned individual. The form is located on the payroll website [www.cfo.pitt.edu/payroll](http://www.cfo.pitt.edu/payroll) under the Administrator Resource Link
- Departmental Register Review is an internal control step documented in the Payroll’s Standard Operation Procedures, Payroll Register Review at <http://payroll.pitt.edu/procedure-manual/>.
- We also recommend that you save the full report to a confidential internal drive for one year to assist with employee questions. The .pdf report will be available to view in PRISM for approximately 30 days once it has run. If a report is rerun for any previous period, checks that were subsequently voided will not show on the report.