

Directions to run 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 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 “Pitt”
- 9) Enter the applicable check date as dd-mmm-yyyy format. i.e 3 1JAN2017
- 10) Enter the End of the Report Total Page “YES”
- 11) 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 under the Administrator Resource Link
- Registers will be available online as indicated in the chart below :

Monthly Payroll	3 Business Days prior to payday
Biweekly Payroll	1 Business Day prior to payday
UPP2 Payroll	6 Business Days prior to payday

- 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/>. This procedure will be amended to accommodate online registers as follows; The total page for each CDC must be printed, signed and dated, and retained for a period of one year.
- 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.
- You will also have the ability to run an additional report under this Payroll TRKS Payroll CDC Admin Responsibility called *PTEE818 OTL Timecard to Check Register Extract*. This report can be used to verify hours submitted by non-exempt staff members through their online PRISM TRKS time sheet.