

Departmental Payroll IUIE Reports

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5/20/2009

Online Payroll Reporting Now Available!!

- Currently Distributed Printed Reports:
 - Paycheck Without Direct Deposit
 - Payroll Hours Balance Biweekly Summary
 - Work Study Limit of Earnings
- Distribution will conclude 7/1/2009
- You will have responsibility for running these reports

Additional Payroll Reports

- HRMS Security Table: My Access
- Active Contract Pay Summary - Dept Access
- Employee List of Positions
- Leave Balances - Dept Access
- Last Paycheck Data by Empl Rcd
- Paycheck Earn Code Detail - Dept Access
- Paycheck Employee Hours - Dept Access
- Labor Ledger - Actuals Only
- Labor Ledger Entry - Actual Data

Additional Payroll Reports

- Only available for FA/FOs:
 - Fiscal Approvers' Voucher Audit Report
 - Fiscal Officer Payroll Voucher Report

Acquiring Access

- Fiscal Officer must request the access
- OneStart
 - **Systems - Administrative System**
 - HRMS - HRMS Portal
 - Support and Training
 - User Access Request

What **IU**
Information
Environment
access do you
require?

IUIE- Payroll Departmental Rpts

IUIE Folder

The screenshot shows a web browser window displaying the IUIE Master Catalog. The browser's address bar shows "IUIE: Master Catalog". The page header includes the Indiana University Information Environment logo and navigation links for Tutorial, Help, Personalize, Feedback, and Logout. A search bar is present with "Master Catalog" selected in the dropdown and a search button. Below the header is a navigation menu with tabs for Home, Quick View, Catalog (selected), Manage Access, and Utilities. The main content area is titled "Master Catalog" and contains a left-hand sidebar with a tree view of folders. The "Payroll Reports - Departmental" folder is expanded, showing a list of report objects. At the bottom of the sidebar are "View" and "Manage" buttons. The main content area provides a description of the Master Catalog, usage tips, and a disclaimer.

IUIE: Master Catalog

INDIANA UNIVERSITY
INFORMATION ENVIRONMENT

Tutorial ? Help Personalize Feedback Logout

Master Catalog [] Search

Home Quick View **Catalog** Manage Access Utilities

My Catalog | Master Catalog | Test Catalog

- Cross-Application
- Departmental Reporting
 - Bloomington Business Officers Group
 - IUPUI Fiscal Officers Group
 - Payroll Reports - Departmental
 - Active Contract Pay Summary - Dept Access
 - Employee List of Positions
 - Fiscal Approvers' Voucher Audit Report
 - Fiscal Officer Payroll Voucher Report
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 - Paycheck Without Direct Deposit
 - Payroll Hours Balance Biweekly Summary
 - Work Study Limit of Earnings
 - Travel
- Ecommerce
- Electronic Research Administration
- Faculty Annual Report
- Financial

View Manage

Master Catalog

The Master Catalog provides access to all report objects published within IUIE. A catalog folder can contain report objects or other subfolders.

To browse the catalog, click on the folder label or icon to display (or hide) the contents of the folder. Once you locate the item you want, click on the label or icon to access it.

Usage Tips

- click on folder labels or icons to open & close folders.
- click on report object labels or icons to run the report object.
- click the **Manage** tab to show additional actions (Create, Edit, Move, Copy, Delete) you may perform on catalog folders and report objects.
- to create a new report object, you must first be in **Manage** mode. The new report object will be placed in the **Test Catalog**.
- use **Search Catalog** to search through the report objects in the Master Catalog using keyword(s).
- place the cursor over the image of a folder or report object to see the description of the associated item.

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Training is Available

- Registration Link is also in HRMS Portal:
 - OneStart
 - Systems - Administrative System
 - HRMS - HRMS Portal
 - Support and Training
 - Registration
- New Payclerks will now have 3 classes:
 - Voucher
 - Adjustment Voucher
 - IUIE Payroll Reports

Questions?