

Agency Payroll Summary – User Procedures

Business Purpose

NMS Agency Payroll Summary (NMS383PY)

This report prompts for Pay Run ID and Business Unit and produces a summary by Business Unit of U.S. paycheck detail by Pay Run ID. It includes amounts, earnings, employee deductions, employer contributions and employee / employer taxes.

To run this process, the user must have the NMS_PY_AGENCY_REPORTS role assigned to their user profile.

Business Procedure

[Payroll for North America](#) > [Payroll Processing USA](#) > [Pay Period Reports](#) > [NMS Agency Payroll Summary](#)

NMS Agency Payroll Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search by: Run Control ID begins with

Include History Correct History Case Sensitive

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

1. If you have previously run this report, on the **[Find an Existing Value]** tab, enter a Run Control ID that you already have and click on the **[Search]** button.

NMS Agency Payroll Summary

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

[Find an Existing Value](#) | [Add a New Value](#)

2. If you do not have any Run Control ID's, click on the **[Add a New Value]** tab, enter the new Run Control ID and click on the **[Add]** button.

NMS Agency Payroll Summary

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) **Run**

Report Request Parameter(s)

Pay Run Pay Run ID: <input type="text" value="120615-26"/> <input type="button" value="Search"/> FY12Pay#26	or	Off-Cycle Pay Calendar Company: <input type="text"/> Pay Group: <input type="text"/> Pay End Date: <input type="text"/> Page #: <input type="text"/> Thru: <input type="text"/>
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Report Style

Summary by Selection
 Detail Report

Payroll Cycle


On-Cycle
 Off-Cycle
 Both

Agency


3. Enter Pay Run ID for the pay cycle you wish the report to be generated for. This is in the format YYMMDD-NN, where YYMMDD is the Check Date for the Pay Cycle and NN is the pay period in the Fiscal Year. In the example above, the Run ID is for Pay Period End 06/08/2012 and is the 26th Pay Cycle in the Fiscal Year 2012.
4. Report Style - Select either Summary by Selection or Detail Report.
5. Payroll Cycle – Select either On-Cycle, Off-Cycle or Both.
6. Business Unit (Agency). Must be your Business Unit.
7. Click on the **[Run]** button.

Process Scheduler Request

User ID: MIKE.VAISA Run Control ID: 1

Server Name: **PSUNX** Run Date: 08/28/2012 

Recurrence: Run Time: 4:32:45PM **Reset to Current Date/Time**

Time Zone: 

Process List


Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	NMS Agency Payroll Summary	NMS383PY	SQR Report	Web	PDF	Distribution


OK **Cancel**

8. Sever Name – select either **PSUNX** or **PSNT**.
9. Click on the **[OK]** button.
10. Click on the **Process Monitor** link.


Process List **Server List**

View Process Request For

User ID: MIKE.VAISA  Type: Last: 1 Days **Refresh**

Server: Name:  Instance: to

Run Status: Distribution Status: Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) |  First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1739437		SQR Report	NMS383PY	MIKE.VAISA	08/29/2012 11:16:55AM MDT	Success	Posted	Details

[Go back to NMS Agency Payroll Summary](#)

Save **Notify**

[Process List](#) | [Server List](#)

11. Click on the **[Refresh]** button until the report has a Run Status=**Success** and Distribution Status=**Posted**.
12. Click on the **Details** link.

Process Detail

Process

Instance: 1739437 **Type:** SQR Report
Name: NMS383PY **Description:** NMS Agency Payroll Summary
Run Status: Success **Distribution Status:** Posted

Run

Run Control ID: 1
Location: Server
Server: PSUNX
Recurrence:

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Restart Request

Date/Time

Request Created On: 08/29/2012 11:17:06AM MDT
Run Anytime After: 08/29/2012 11:16:55AM MDT
Began Process At: 08/29/2012 11:17:35AM MDT
Ended Process At: 08/29/2012 11:18:16AM MDT

Actions

[Parameters](#) Transfer
[Message Log](#)
Batch Timings
[View Log/Trace](#)

OK

Cancel

13. Click on the [View Log/Trace](#) link.

View Log/Trace

Report

Report ID: 846436 Process Instance: 1739437 [Message Log](#)

Name: NMS383PY Process Type: SQR Report


Run Status: Success

NMS Agency Payroll Summary

Distribution Details

Distribution Node: NMHQ89 Expiration Date:

File List

Name	File Size (bytes)	Datetime Created
SQR NMS383PY 1739437.log	1,651	08/29/2012 11:18:16.000000AM MDT
nms383py 1739437.PDF 	7,797	08/29/2012 11:18:16.000000AM MDT
nms383py 1739437.out	428	08/29/2012 11:18:16.000000AM MDT

Distribute To

Distribution ID Type	*Distribution ID
User	MIKE.VAISA

14. The [nms383py nnnnnnn.PDF](#) link where nnnnnnn is the process instance contains the report results. For the summary option, the results is a seven page report with summary information for your Business Unit

Document Control

DATE	AUTHOR	DESCRIPTION	VERSION
08/29/2012	Mike Vaisa	Draft	0.1