



THE UNIVERSITY OF
SOUTHERN
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SOARHR 9.2 Manual

Payroll Distribution Report

Payroll Distribution Report For Reports after July 1, 2016

Introduction

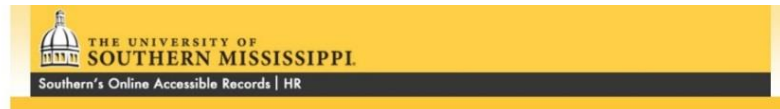
Payroll Distribution Reports are available through SOARHR. The report can include both biweekly and monthly payroll information. It can be run by department for a range of time and will reflect earning dates, earnings amounts, total benefits and a component breakdown of those benefits by employee. The Payroll Distribution Report (PDR) will also include the general ledger account codes. There will be up to three sorts of the report available. One will be by name order, one by pay period end date, and the other by account code. In addition, there are two output options. Option one provides the data in a PDF report format. Option two provides the data in a CSV format that can be exported to Excel. This report will aid departments in reconciling the salary, wage and fringe benefits budget categories to their Monthly Detail Report (MDR).

You will be required to attend a training session in order to receive access to run the report. Training is available as part of the MDR training sessions. For training opportunities, login to SOAR > Self Service > USM Self Service > SOAR/SOARFIN Training. Select the course type of SOARFIN training. Once there, click on the Search button and verify date and time of next session offered. Click the Enroll in Class button.

After you have completed the training session you will be granted access to run the PDR reports, as well as the MDR reports.

Getting Started in SOARHR

The SOARHR sign-on panel will prompt you to enter information in two fields. Use the tab key to move to the next field. Click on “Sign In” after entering the data into the specified fields.

The image shows the sign-on panel for SOARHR. It is a rectangular form with a light gray background. On the left side, there are two input fields: "User ID" and "Password". Below these fields is a "Sign In" button. On the right side, there is a "Select a Language" section with a dropdown menu currently set to "English". Below the language selection, there are two links: "Password Help" and "(CampusID)".

USER ID: The SOARHR identification number assigned to you, preceded by a “W”.

PASSWORD: The SOARHR password associated with the user ID.

Navigation: Payroll for North America > USM Payroll > USM Manage Payroll > Rpt N-Z > Payroll Distribution Report

Payroll Distribution Report

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 Criteria**

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

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

The first time that you run the report you will need to click “Add a New Value” and name the run control. The second and each subsequent time, you will click the “Search” button and look for the run control that you added the first time.

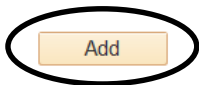
Enter a name for the run control.

Run control specifications are no spaces and no special characters. (i.e. payrolldistributionreport OR pdr)

Click the “Add” button to add the run control name.

Payroll Distribution Report

Run Control ID



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

Then complete the run control panel as follows:

Payroll Distribution Report

Run Control ID PDR [Report Manager](#) [Process Monitor](#)

*Department: HB Nondepartmental

Program

Project

Fund

*Pay Period Ending From:

*Pay Period Ending To:

Check Appropriate Button

Sort by Name

Sort by Account

Sort by Pay End Date

Department	Enter the department number.
Program	Enter the program number.
Project	Enter the project number (if applicable).
Fund	Enter the fund number.
Pay Period Ending From	This is the beginning pay period end date from which the report will display information. Data in this report goes back as far as 7/1/2016.
Pay Period Ending To	This is the last pay period ending date from which this report will display information.
Sort By Name	If this box is selected the data in the report will populate in alpha order of employees in the department.
Sort By Pay Period Ending Date	If this box is selected the data in the report will populate in order of the biweekly followed by monthly pay periods.
Sort by Account	If this box is selected the data will populate in order of accounts.

The report can be run by choosing one of the selection criteria. (i.e. sort by name, sort by pay period ending date, and sort by account)

When the required data has been entered, press the Run button.

Payroll Distribution Report

Run Control ID PARKING

Report Manager

Process Monitor

Run

*Department: 123456 HB Nondepartmental

Program 78901

Project

Fund 12H34

*Pay Period Ending 10012017

From::

*Pay Period Ending To:: 10312017

Check Appropriate Button

- Sort by Name
- Sort by Account
- Sort by Pay End Date



Return to Search

Previous in List

Next in List

Notify



Update/Display

Verify that there is a checkmark in the Select Box, the Type is WEB and the Format is PDF. You do NOT need to change the Format to CSV in order to get the CSV output file. Running the report in the PDF Format will give you both output files and the formatting will be cleaner and easier to read.

- Select** Click the check mark by the report.
- Type** Select Web
- Format** Select PDF

Then press the OK button.

Process Scheduler Request

User ID W431909 Run Control ID PDR

Server Name Run Date 11/06/2017

Recurrence Run Time 3:29:51PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PAYR1388	PAYR1388	SQR Report	Web	PDF	Distribution

View report by selecting either Report Manager or Process Monitor links.

Payroll Distribution Report

Run Control ID PDR

[Report Manager](#) [Process Monitor](#) [Run](#)

*Department: 110002 Office of the Controller

Program 06000

Project

Fund 10H10

*Pay Period Ending From: 11/01/2017

*Pay Period Ending To: 11/30/2017

Check Appropriate Button

- Sort by Name
- Sort by Account
- Sort by Pay End Date

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

PROCESS MONITOR VIEW:

Click "Refresh" button until the Run Status = Success and Distribution Status = Posted

Process List | Server List

View Process Request For

User ID W431909 Type Last 1 Hours [Refresh](#)

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List Personalize | 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"/>	4377857		SQR Report	PAYR1388	W431909	11/06/2017 3:29:51PM CST	Success	Posted	Details

Go back to Payroll Distribution Report

[Save](#) [Notify](#)

Process List | Server List

Click on the Details link

Process List | Server List

View Process Request For

User ID: W431909 Type: Last 1 Hours Refresh

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: Save On Refresh

Process List Personalize | 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"/>	4377857		SQR Report	PAYR1388	W431909	11/06/2017 3:29:51PM CST	Success	Posted	Details

[Go back to Payroll Distribution Report](#)

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

Click on View Log/Trace link

Process Detail

Process

Instance 4377857 Type SQR Report

Name PAYR1388 Description PAYR1388

Run Status Success Distribution Status Posted

Run **Update Process**

Run Control ID PDR

Location Server

Server PSUNX

Recurrence

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content Restart Request

Date/Time **Actions**

Request Created On 11/06/2017 3:37:05PM CST Parameters Transfer

Run Anytime After 11/06/2017 3:29:51PM CST Message Log

Began Process At 11/06/2017 3:37:09PM CST Batch Timings

Ended Process At 11/06/2017 3:37:23PM CST [View Log/Trace](#)

Select .csv to export to excel or .pdf to view as a PDF report

View Log/Trace

Report

Report ID 1766800 **Process Instance** 4377857 [Message Log](#)
Name PAYR1388 **Process Type** SQR Report
Run Status Success

PAYR1388

Distribution Details

Distribution Node PSREPORTS **Expiration Date** 11/13/2017

File List

Name	File Size (bytes)	Datetime Created
Name.csv	207	11/06/2017 3:37:23.653305PM CST
SQR_PAYR1388_4377857.log	1,969	11/06/2017 3:37:23.653305PM CST
payr1388_4377857.PDF	4,466	11/06/2017 3:37:23.653305PM CST
payr1388_4377857.out	2,023	11/06/2017 3:37:23.653305PM CST

Distribute To

Distribution ID Type	*Distribution ID
User	W431909

[Return](#)

REPORT MANAGER VIEW:

Click "Refresh" until the report link appears. Then click on the PAYR1388 link

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

View Reports For

Folder Instance to [Refresh](#)

Name Created On Last 10 Minutes

Reports [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Calendar](#) First 1 of 1 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 PAYR1388	PAYR1388	General	11/06/17 4:31PM	1766801	4377858

[Go back to Payroll Distribution Report](#)

[Save](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

Select .csv to export to excel or .pdf to view as a PDF report

Report		
Report ID	1766801	Process Instance 4377858 Message Log
Name	PAYR1388	Process Type SQR Report
Run Status	Success	
PAYR1388		
Distribution Details		
Distribution Node	PSREPORTS	Expiration Date 11/13/2017
File List		
Name	File Size (bytes)	Datetime Created
Name.csv	557	11/06/2017 4:31:52.517698PM CST
SQR_PAYR1388_4377858.log	1,969	11/06/2017 4:31:52.517698PM CST
payr1388_4377858.PDF	4,949	11/06/2017 4:31:52.517698PM CST
payr1388_4377858.out	61,720	11/06/2017 4:31:52.517698PM CST
Distribute To		
Distribution ID Type	*Distribution ID	
User	W431909	