



PAYROLL EXTRACT REPORTS GUIDELINE

Each pay period you will have a window of time to catch payroll errors. The Payroll Extract Report will need to be ran when you receive an email from OU Payroll, example: “Extracts for the pay period ending July 31, 2021 are now available for your review in the production database”. Please run the payroll extracts, compare them to your payroll spreadsheet, and email payroll@ou.edu (copy Anjanette Pierce & Meagan Bray) if you find any errors. These extract reports show all the positions assigned to an Org as well as the gross amounts paid to individuals for that pay period.

Quick Links:

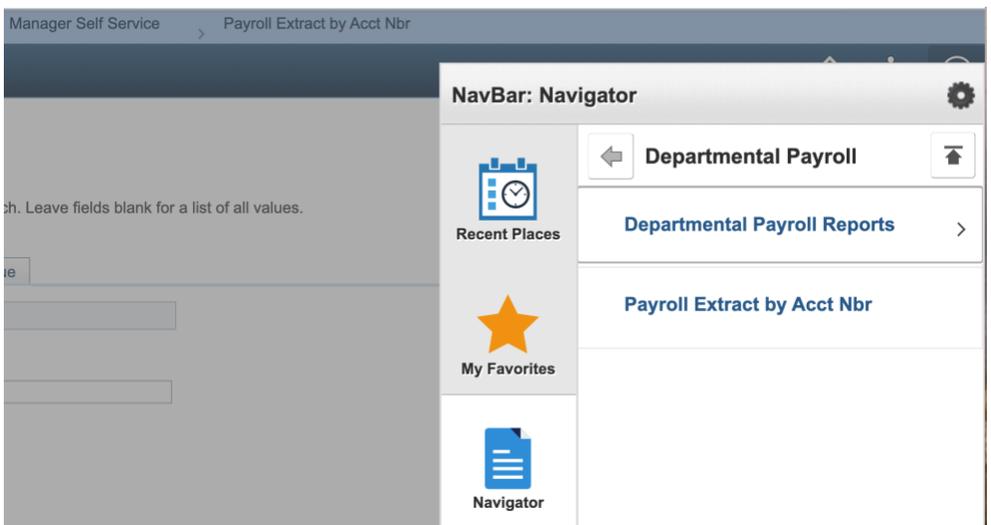
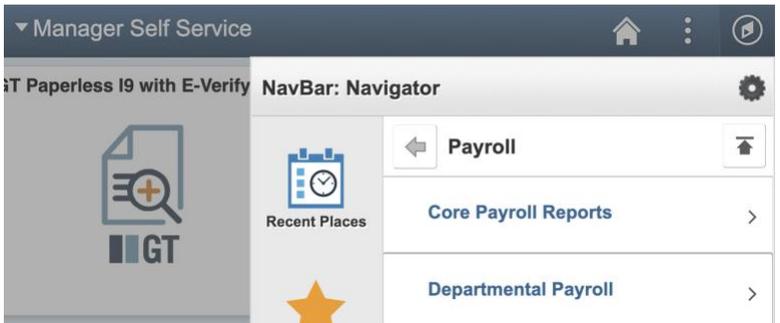
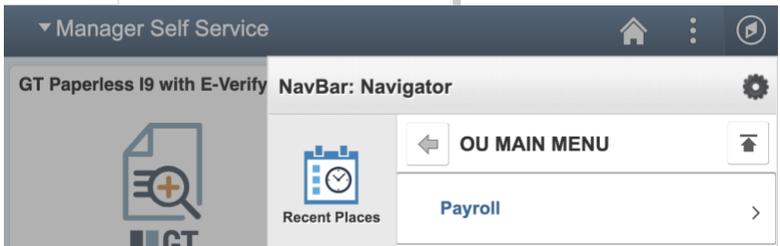
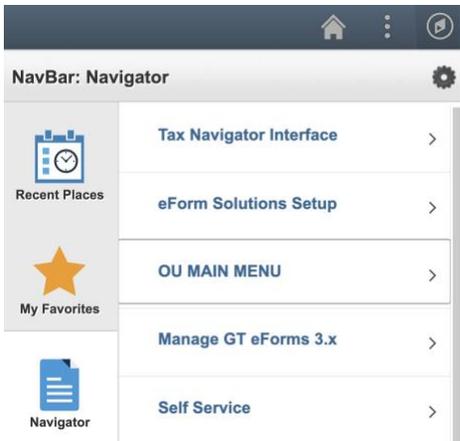
- OU PeopleSoft HR Production/Self-Service System:
<https://hc.ou.edu/>

Procedures:

1. Log into PeopleSoft HR Production/Self-Service System.
2. Click the arrow to the left of Employee Self Service to select the Manager Self Service option.



3. Go to Navigator icon in the far-right corner  to pull up the NavBar → Navigator → OU Main Menu → Payroll → Departmental Payroll → Payroll Extract by Acct Nbr



Payroll Extract by Acct Nbr

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

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

4. Select the “Search” Button.
5. If you have already set up a Run Control ID in the New HR PeopleSoft for your Payroll Extracts, it should automatically generate “Search Results” and you can select the appropriate link listed. Move on to #7.
6. If this is the first time you have ever ran payroll extracts for the New HR PeopleSoft system (effective 1/1/21) select “Add New Value” and enter a name for your extracts (no spaces, no symbols). Choose “Add”.

Payroll Extract by Acct Nbr

Run Control ID:

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

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

Search Results

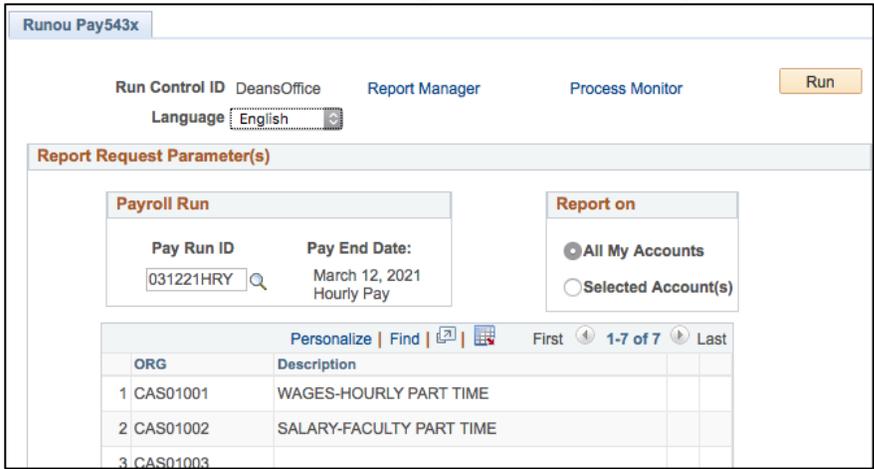
[View All](#)
[First](#)
[1-4 of 4](#)
[Last](#)

Run Control ID	Language Code
1	English
PayrollActual	English
PayrollExtracts	English
PayrollExtracts2020	English

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

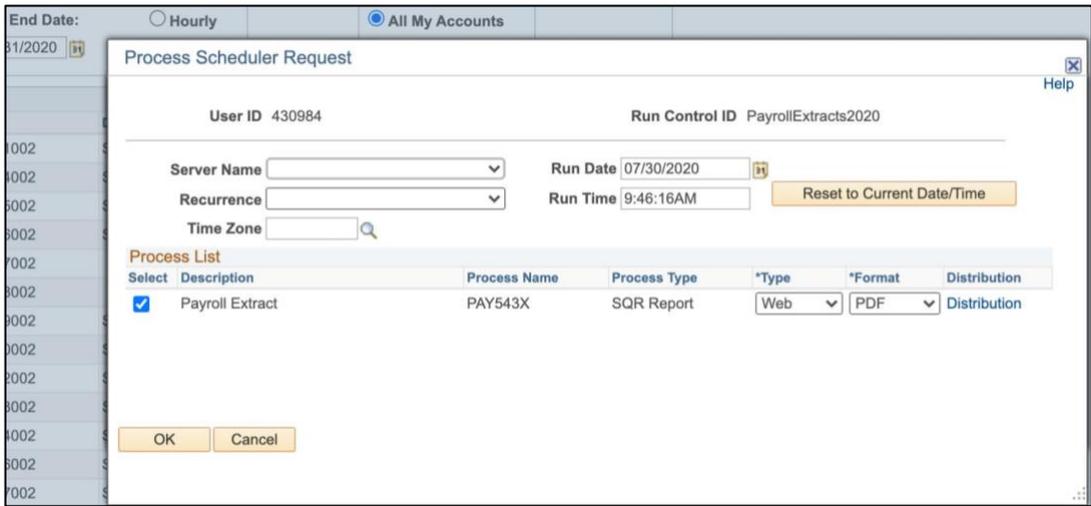
7. In the “Pay Run ID” box, enter the appropriate ID for your Pay Period. You can also search for this ID using the magnifying glass. The ID will automatically fill in the Pay End Date.
 - a. This ID is always listed in the reminder email from Payroll.
8. Select either Hourly or Monthly.
9. Choose either “All My Accounts” or “Selected Account(s)”.
 - a. If “All My Accounts” is chosen, this will generate a report for all the Orgs you have permission to run.
10. If you choose “Selected Account(s)”, you will need to enter the Org numbers in the provided box(es) below in the “Combination Code” Column.
 - a. To add more lines, select the + sign at the end of the line to add a line below it.

- b. To remove lines, select the – sign at the end of the line to remove that line.
- c. Be sure to include the alphabetical sequence prior to the numerical code in your Org

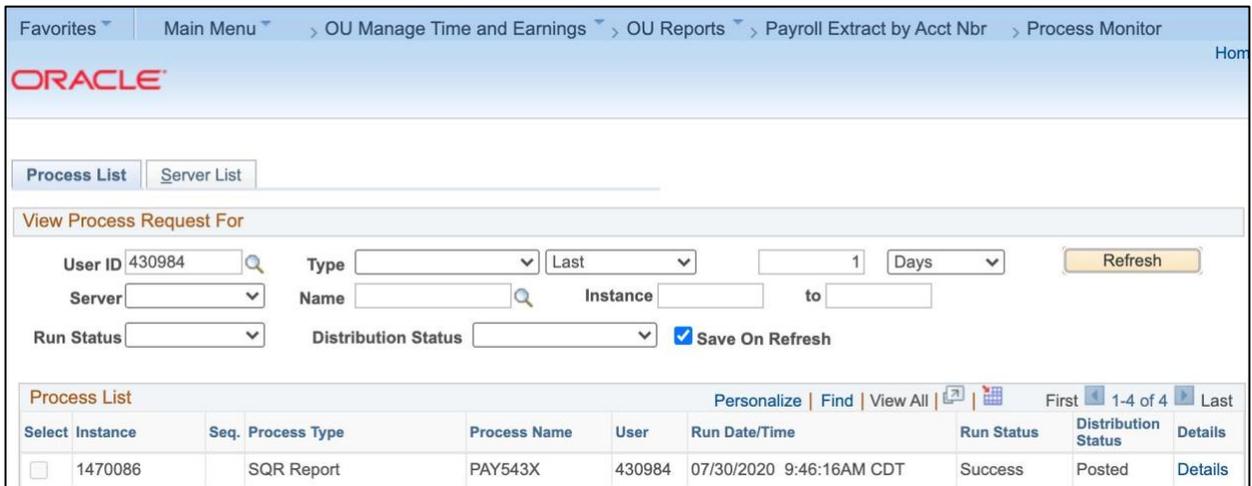


number: for example – you can’t enter just “01001”. You need to enter the full Org number “CAS01001”.

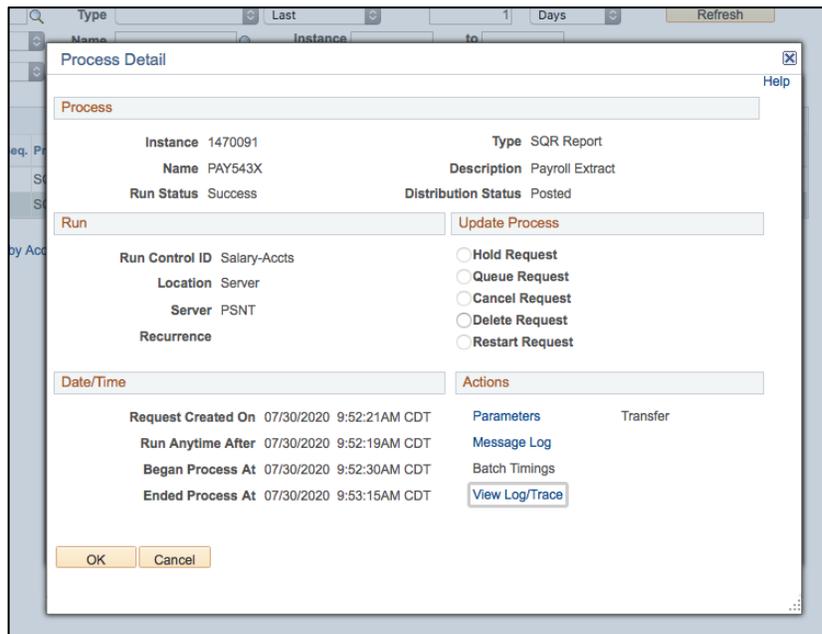
- 11. If you need to search for your Org numbers, select the magnifying glass next to input box.
 - a. If the box is empty, it will bring up a list of all the available accounts & Orgs you can run.
 - b. If you have begun to enter a number, it will search for available accounts & Orgs that match that numerical pattern.
- 12. Once you have entered all the necessary Orgs or have selected “All My Accounts”, select the “Save” button
- 13. Then select the “Run” button. This should bring up a dialog box.
- 14. You can use a drop-down menu to adjust the format for report.
 - a. CSV would produce an excel spreadsheet.
- 15. Select “OK”



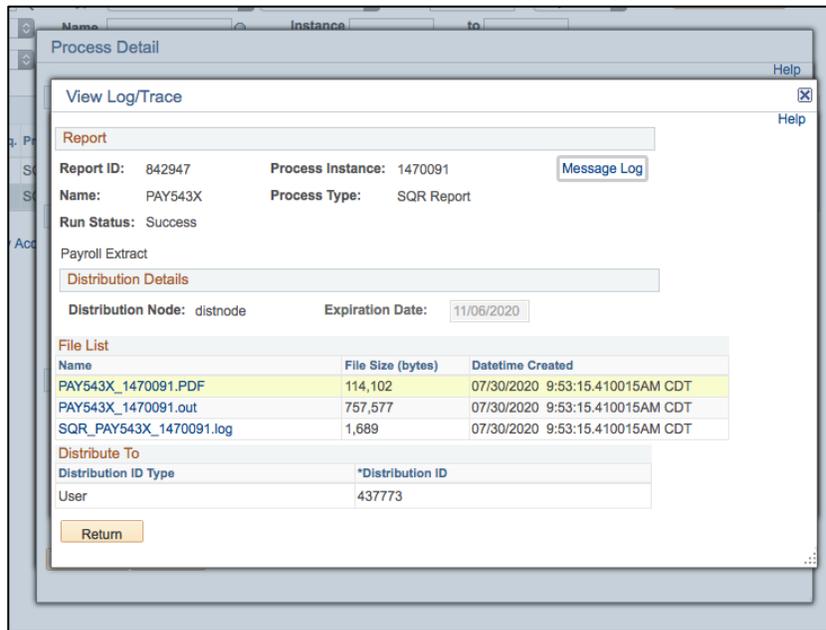
- 16. To view your report, select the “Process Monitor” link.



17. You can adjust your search perimeters for viewing reports that have been run but it should default to reports run by you in the last day.
18. You will need to keep Refreshing the page until the report you are running has a “Success” run status and is “Posted”.
19. Select “Details”. This should open a Process Detail dialog box.
20. Select “View Log/Trace”. This should open a View Log/Trace dialog box.



21. Under File List, select the file that is a PDF. It will open in a new tab.



22. Print.
23. Please compare your payroll extract report against payroll spreadsheet to ensure all ePAFs prepared will pay out correctly.
24. Please email payroll@ou.edu (copy Anjanette Pierce and Meagan Bray) if you find any errors.