

QUERIES TO CHECK PAYROLL

Monday – Pay Processing Week

1. Alpha report with gross to net - sorted alpha
OH_PYQ11_EMPL_PAYCHECK_INFO
2. Low to high net - sorted by net then alpha
SAME QUERY STRING AS #1- ALPHA
3. Gross check with no net - sorted alpha
OH_ZERO_PAYCHECK
4. Additional pay report – shows additional pays that are paying with an effective date of that pay period
OH_PYQ31_EXTRACT_ADD_PAY
5. OH_PYQ31_EXTRACT_ADD_PAY_NO_ED-this additional pay report shows additional pay with no end date

Tuesday – Pay Processing Week

- 1.. Exceptions report (Morning & then after time admin in afternoon)
OH_TLQ09_UNRESOLVD_EXCPT
3. Alpha report with gross to net- sorted alpha
OH_PYQ11_EMPL_PAYCHECK_INFO
4. Low to high net - sorted by net then alpha
SAME QUERY STRING AS #1- ALPHA
5. Gross check with no net - sorted alpha
OH_ZERO_PAYCHECK
6. Additional pay report
OH_PYQ31_EXTRACT_ADD_PAY
7. Additonal pay report
OH_PYQ31_EXTRACT_ADD_PAY_NO_ED
8. Empty timesheet
OH_PYQ01_NO_PAY
9. No Paycheck
OH_TL_NO_PAY_CHECK
10. Payroll error report
OH_PAY_MESSAGES
11. No Retirement Report
OH_BN_RTR2
12. Less than 80 hours on timesheet
OH_PYQ02_FT_LESS_THAN_80HRS
13. Gross checks over \$3000
OH_3000_PAYCHECK
14. More than 80 hours
OH_PYQ34_GREATER_THAN_80_HRS
15. T & L agencies only-
OH_TL_TMSHT_NO_RFL Timesheet with NO approved RFL
16. T & L agencies only-
OH_TL_TIME_APP_NOT_ONTIME Time approved on RFL but not listed on Timesheet
17. T & L Agencies Only-
OH_TL_TIME_CHGD_AFT_APP_RQ Time on Timesheet changed after RFL was approved
18. T & L agencies only-
OH_TL_UNAPP_PAYABLE_TIME Payable time needs approved
19. T & L Agencies only-
OH_TL_UNAPP_LV Search for unapproved leave requests

Wednesday – Pay Processing Week

Same As Tuesday plus run EFT Errors and fix accordingly

Thursday – Pay Processing Week

Same as Tuesday plus DAS will send Rejected Report, Low Net Report, zero gross with zero net report, and Earnings outside of current pay period report

Friday – Pay Processing Week

DAS will send agencies these reports to review and answer by noon so specialist can fix any issues

- 1 Gross check with no net

2. No Paycheck
3. Gross checks over \$3000
4. Low Net
5. Rejected
6. zero gross with zero net

Monday – Pay Week

1. Alpha report with gross to net- sorted alpha by institution
OH_PYQ11_EMPL_PAYCHECK_INFO
2. Low to high net - sorted by net then alpha by institution
SAME QUERY STRING AS #1- ALPHA
3. Gross check with no net - sorted alpha by institution
OH_ZERO_PAYCHECK
4. No Paycheck
OH_TL_NO_PAY_CHECK
5. Review EFT Errors today and Tuesday of this week
6. Das will run Rejected Payroll