

Batched Payslips

Overview

Introduction

This guide provides the procedures to obtain batched payslips by Department ID or Employee ID in Direct Access (DA).

Batch Payslips by Department ID allows the user to retrieve the payslips for a department ID for a specific pay period.

Batch Payslips by EMPLID allows the user to retrieve payslips for a specific member for multiple pay periods.

Required User Roles

To batch print payslips, users must have one of the following DA user roles:

- CGADMINSUP
 - CGHRS
 - CGRSUP
 - CGHRSVW
-

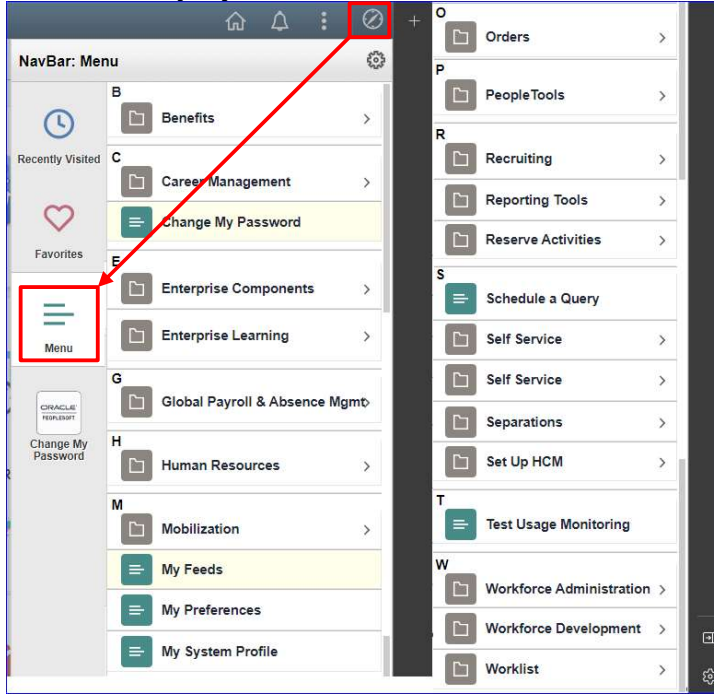
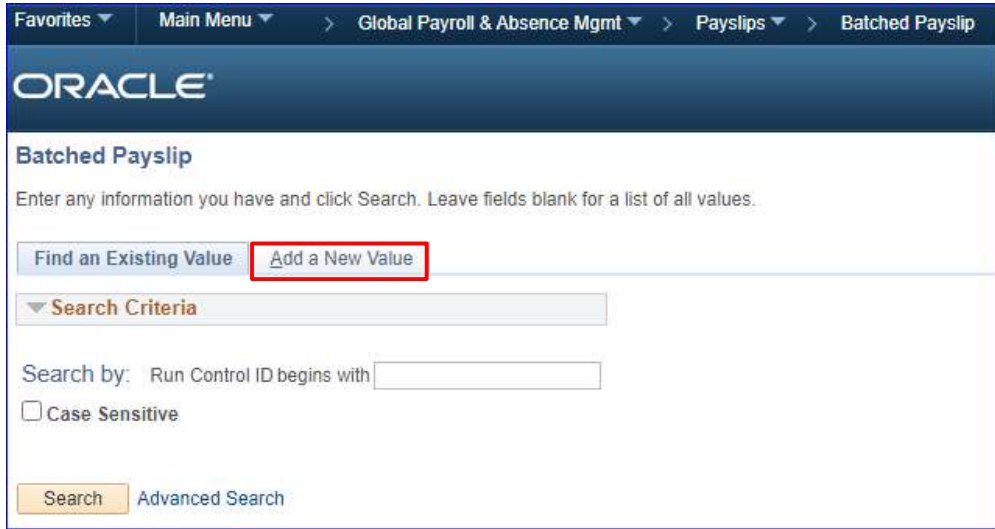
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Batch Payslips by Department ID

Introduction This section provides the procedures to obtain batched payslips by Department ID in DA.

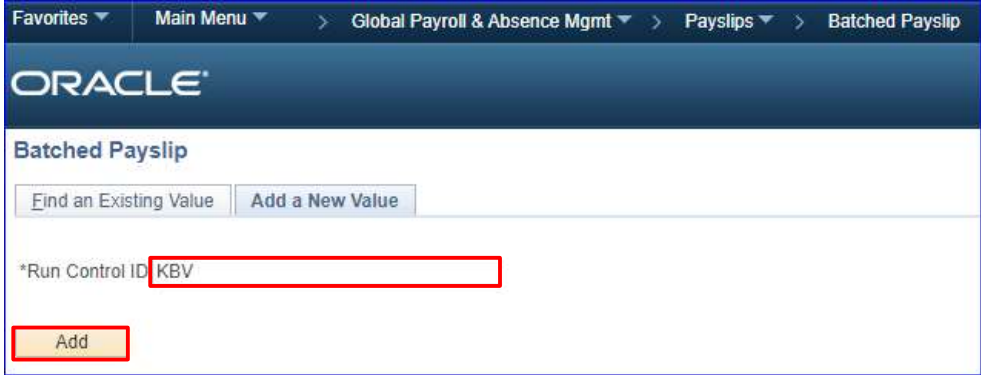
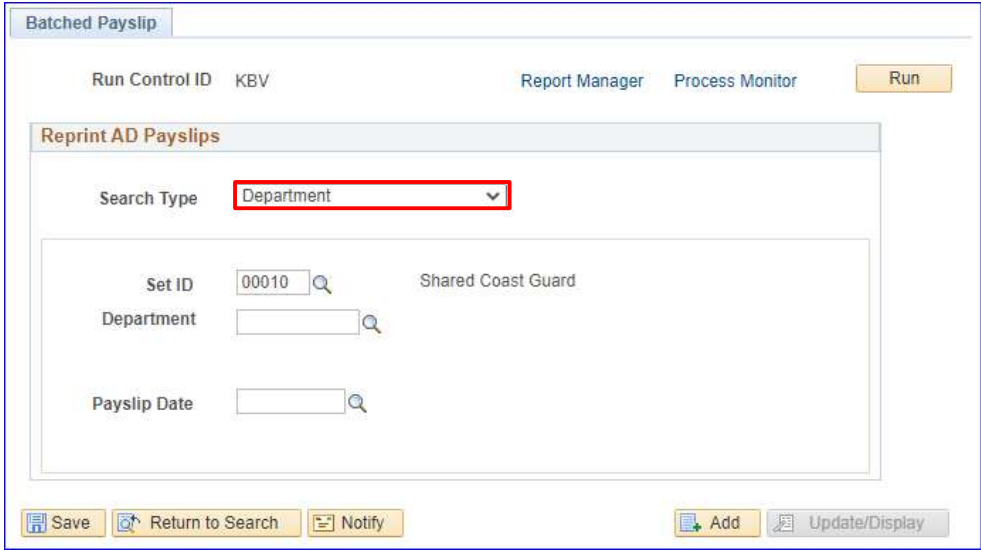
Procedures See below.

Step	Action
1	<p>Navigate to: NavBar icon > Menu > Global Payroll & Absence Mgmt > Payslips > Batched Payslip.</p> 
2	<p>Select the Add a New Value tab.</p> 

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Batch Payslips by Department ID, Continued

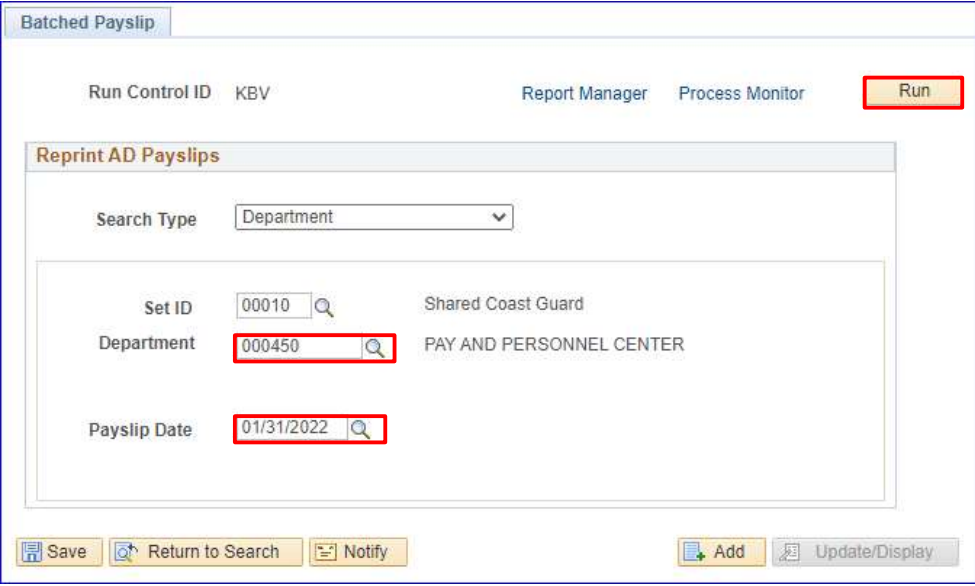
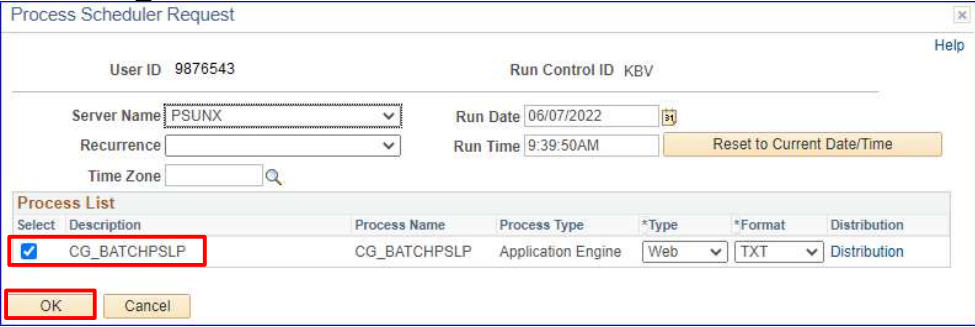
Procedures,
continued

Step	Action
3	<p>Enter a Run Control ID (this may be anything easily remembered) and click Add.</p> 
4	<p>Using the Search Type drop-down, select Department. Leave the Set ID as 00010.</p> 

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Batch Payslips by Department ID, Continued

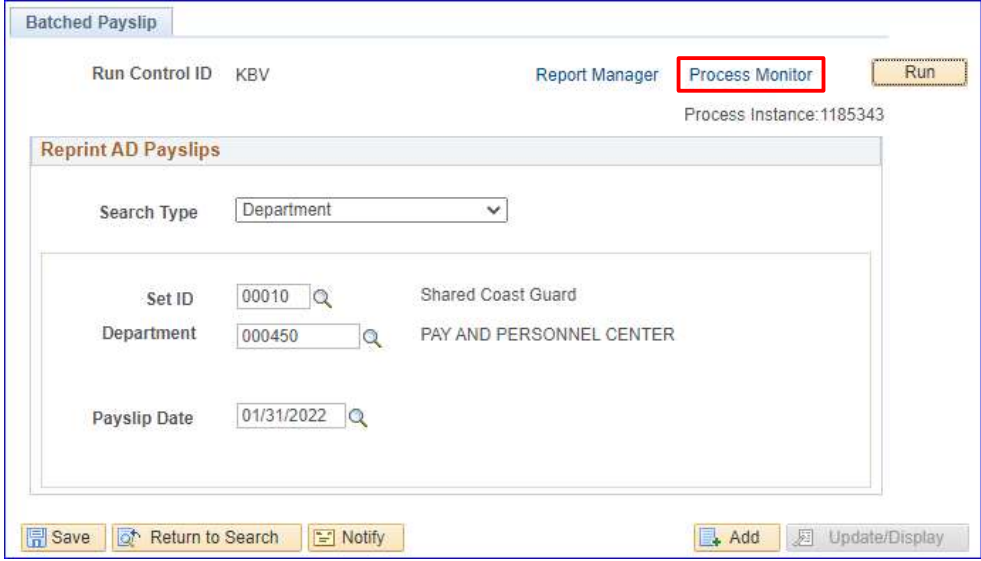
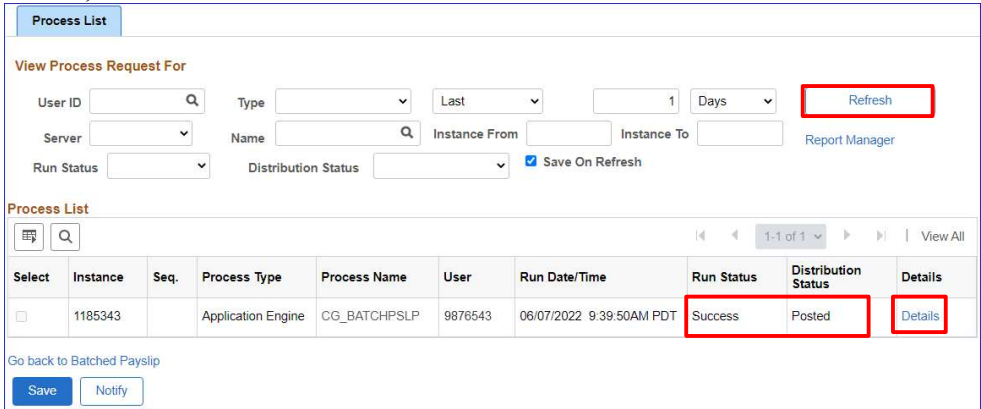
Procedures,
continued

Step	Action
5	<p>Department – Enter a Department ID or use the Lookup to select the appropriate Department ID.</p> <p>Payslip Date – Enter a payslip date or use the Lookup to select a date.</p> <p>Click Run.</p> 
6	<p>Ensure CG_BATCHPSLP is checked, then click OK.</p> 

Continued on next page

Batch Payslips by Department ID, Continued

Procedures,
continued

Step	Action
7	<p>The Batched Payslip page will re-display with a Process Instance number. Select Process Monitor.</p> 
8	<p>The Process List will display. The Run Status may initially display Queued or Processing. Click the Refresh button until the Run Status indicates Success, and the Distribution Status indicates Posted.</p> <p>Once the Run Status reflects Success and the Distribution Status reflects Posted, click Details.</p> 

Continued on next page

Batch Payslips by Department ID, Continued

Procedures,
continued

Step	Action
9	<p>The Process Details will open. Select View Log/Trace.</p> <div> <div>Process Detail</div> <div> <div>Process</div> <div> <div>Instance 1185343</div> <div>Type Application Engine</div> <div>Name CG_BATCHPSLP</div> <div>Description CG_BATCHPSLP</div> <div>Run Status Success</div> <div>Distribution Status Posted</div> </div> </div> <div> <div>Run</div> <div> <div>Run Control ID KBV</div> <div>Location Server</div> <div>Server PSUNX</div> <div>Recurrence</div> </div> <div> <div>Update Process</div> <div> <div><input type="radio"/> Hold Request</div> <div><input type="radio"/> Queue Request</div> <div><input type="radio"/> Cancel Request</div> <div><input checked="" type="radio"/> Delete Request</div> <div><input type="radio"/> Re-send Content</div> <div><input type="radio"/> Restart Request</div> </div> </div> </div> <div> <div>Date/Time</div> <div> <div>Request Created On 06/07/2022 9:40:34AM PDT</div> <div>Run Anytime After 06/07/2022 9:39:50AM PDT</div> <div>Began Process At 06/07/2022 9:40:41AM PDT</div> <div>Ended Process At 06/07/2022 9:40:56AM PDT</div> </div> <div> <div>Actions</div> <div> <div>Parameters</div> <div>Message Log</div> <div>Batch Timings</div> <div>View Log/Trace</div> <div>Transfer</div> <div>View Locks</div> </div> </div> <div> <div>OK</div> <div>Cancel</div> </div> </div> </div>

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Batch Payslips by Department ID, Continued

Procedures,
continued

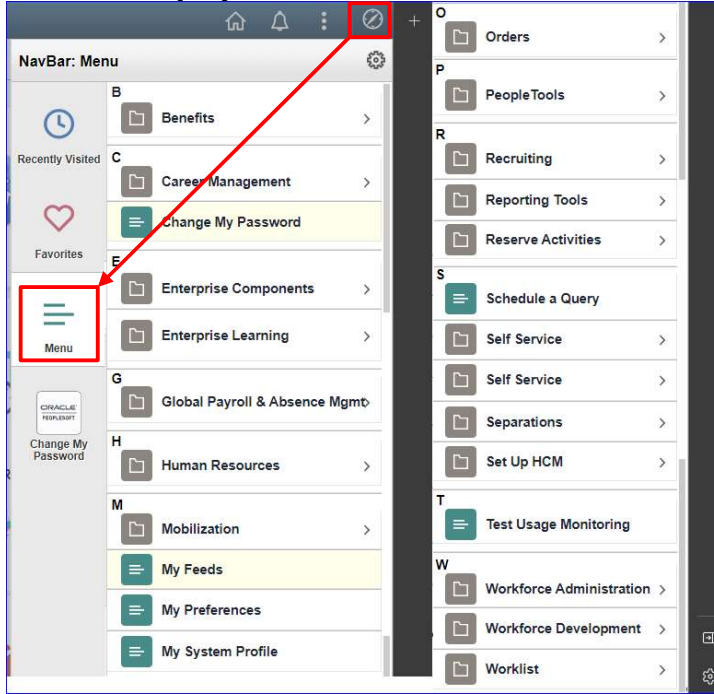
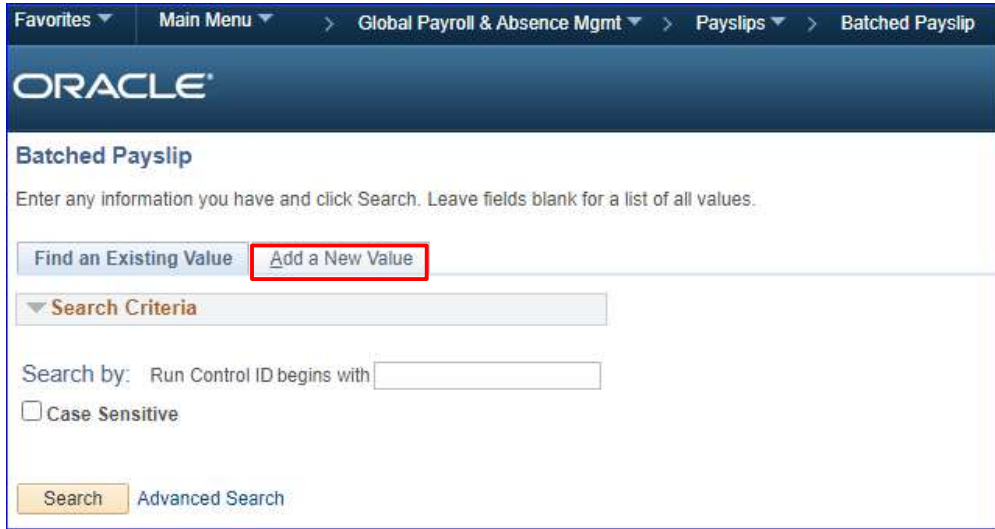
Step	Action																
10	<p>The View Log/Trace page will display. Select the PAYSLIP_DEPT_XXX.pdf to access the batched payslips.</p> <div><div>View Log/Trace</div><div><div>Help</div><div><div>Report</div><div>Report ID 1207412 Process Instance 1185343 Message Log</div><div>Name CG_BATCHPSLP Process Type Application Engine</div><div>Run Status Success</div><div>CG_BATCHPSLP</div><div><div>Distribution Details</div><div>Distribution Node RPTNODE Expiration Date 06/14/2022</div></div><div><div>File List</div><table><tr><th>Name</th><th>File Size (bytes)</th><th>Datetime Created</th></tr><tr><td>AE_CG_BATCHPSLP_1185343.stdout</td><td>507</td><td>06/07/2022 9:40:56.388866AM PDT</td></tr><tr><td>AE_CG_BATCHPSLP_1185343.trc</td><td>26,854</td><td>06/07/2022 9:40:56.388866AM PDT</td></tr><tr><td>PAYSLIP_DEPT_000450_2022-01-31.pdf</td><td>206,831</td><td>06/07/2022 9:40:56.388866AM PDT</td></tr></table></div><div><div>Distribute To</div><table><tr><th>Distribution ID Type</th><th>Distribution ID</th></tr><tr><td>User</td><td>9876543</td></tr></table><div>Return</div></div></div></div></div>	Name	File Size (bytes)	Datetime Created	AE_CG_BATCHPSLP_1185343.stdout	507	06/07/2022 9:40:56.388866AM PDT	AE_CG_BATCHPSLP_1185343.trc	26,854	06/07/2022 9:40:56.388866AM PDT	PAYSLIP_DEPT_000450_2022-01-31.pdf	206,831	06/07/2022 9:40:56.388866AM PDT	Distribution ID Type	Distribution ID	User	9876543
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11	<p>The batch of payslips will open in a new tab. Download and/or print as desired.</p> <div><div>PAYSLIP_DEPT_000450_2022-01-31.pdf</div><div>1 / 11 100% Download Print More</div><div><div>1</div><div><table><tr><td colspan="2">U.S. Department of Homeland Security U.S. Coast Guard CG-5209-ACT (Rev 01/2015)</td><td colspan="2">United States Coast Guard / NOAA Active and Reserve Statement of Semi-Monthly Income</td></tr><tr><td colspan="2">COMMANDING OFFICER (CCO) COAST GUARD PPC 444 SE QUINCY ST TOPEKA, KS 66603-3591 PHONE 1-866-772-8724</td><td colspan="2">Pay Group: USCG Active Duty Pay Begin Date: 2022-01-16 Pay End Date: 2022-01-31 Member DOB: Spouse DOB: Youngest Child DOB:</td></tr><tr><td>Employee ID: PERS2 Pay Grade: W2 Department: PAY AND PERSONNEL CENTER Retirement Plan: Legacy</td><td colspan="3"><table><tr><th colspan="2">TAX DATA:</th><th>Federal</th><th>LA State</th></tr><tr><td>Marital Status:</td><td>Married</td><td>0</td><td>0</td></tr><tr><td>Allowances:</td><td></td><td>0</td><td>0</td></tr><tr><td>Addl. Percent:</td><td></td><td>0</td><td>0</td></tr><tr><td>Addl. Amount:</td><td></td><td>0</td><td>0</td></tr></table></td></tr><tr><td colspan="4"><table><tr><th colspan="2">EARNINGS</th><th colspan="2">TAXES</th></tr><tr><th>Description</th><th>Current</th><th>Description</th><th>Current</th></tr><tr><td>BAH WITH DEP</td><td>1015.50</td><td>FICA-MEDICARE</td><td>46.11</td></tr><tr><td>BAS - OFF</td><td>140.14</td><td>FICA-OASDI</td><td>197.17</td></tr><tr><td>BASIC PAY</td><td>3180.15</td><td>FTTW</td><td>109.06</td></tr><tr><td></td><td></td><td>SWT</td><td>71.14</td></tr><tr><td></td><td></td><td></td><td>142.28</td></tr></table></td></tr></table></div></div></div>	U.S. Department of Homeland Security U.S. Coast Guard CG-5209-ACT (Rev 01/2015)		United States Coast Guard / NOAA Active and Reserve Statement of Semi-Monthly Income		COMMANDING OFFICER (CCO) COAST GUARD PPC 444 SE QUINCY ST TOPEKA, KS 66603-3591 PHONE 1-866-772-8724		Pay Group: USCG Active Duty Pay Begin Date: 2022-01-16 Pay End Date: 2022-01-31 Member DOB: Spouse DOB: Youngest Child DOB:		Employee ID: PERS2 Pay Grade: W2 Department: PAY AND PERSONNEL CENTER Retirement Plan: Legacy	<table><tr><th colspan="2">TAX DATA:</th><th>Federal</th><th>LA State</th></tr><tr><td>Marital Status:</td><td>Married</td><td>0</td><td>0</td></tr><tr><td>Allowances:</td><td></td><td>0</td><td>0</td></tr><tr><td>Addl. Percent:</td><td></td><td>0</td><td>0</td></tr><tr><td>Addl. Amount:</td><td></td><td>0</td><td>0</td></tr></table>			TAX DATA:		Federal	LA State	Marital Status:	Married	0	0	Allowances:		0	0	Addl. Percent:		0	0	Addl. Amount:		0	0	<table><tr><th colspan="2">EARNINGS</th><th colspan="2">TAXES</th></tr><tr><th>Description</th><th>Current</th><th>Description</th><th>Current</th></tr><tr><td>BAH WITH DEP</td><td>1015.50</td><td>FICA-MEDICARE</td><td>46.11</td></tr><tr><td>BAS - OFF</td><td>140.14</td><td>FICA-OASDI</td><td>197.17</td></tr><tr><td>BASIC PAY</td><td>3180.15</td><td>FTTW</td><td>109.06</td></tr><tr><td></td><td></td><td>SWT</td><td>71.14</td></tr><tr><td></td><td></td><td></td><td>142.28</td></tr></table>				EARNINGS		TAXES		Description	Current	Description	Current	BAH WITH DEP	1015.50	FICA-MEDICARE	46.11	BAS - OFF	140.14	FICA-OASDI	197.17	BASIC PAY	3180.15	FTTW	109.06			SWT	71.14				142.28
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Batch Payslips by EMPLID

Introduction This section provides the procedures to obtain batched payslips by Employee ID (EMPLID) in DA.

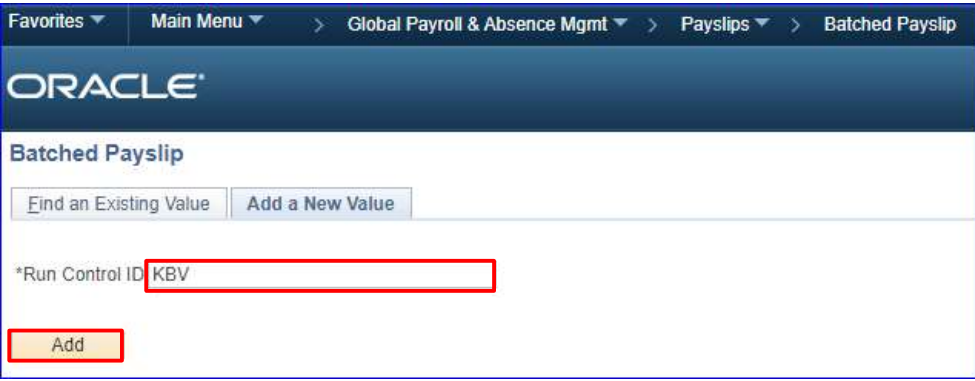
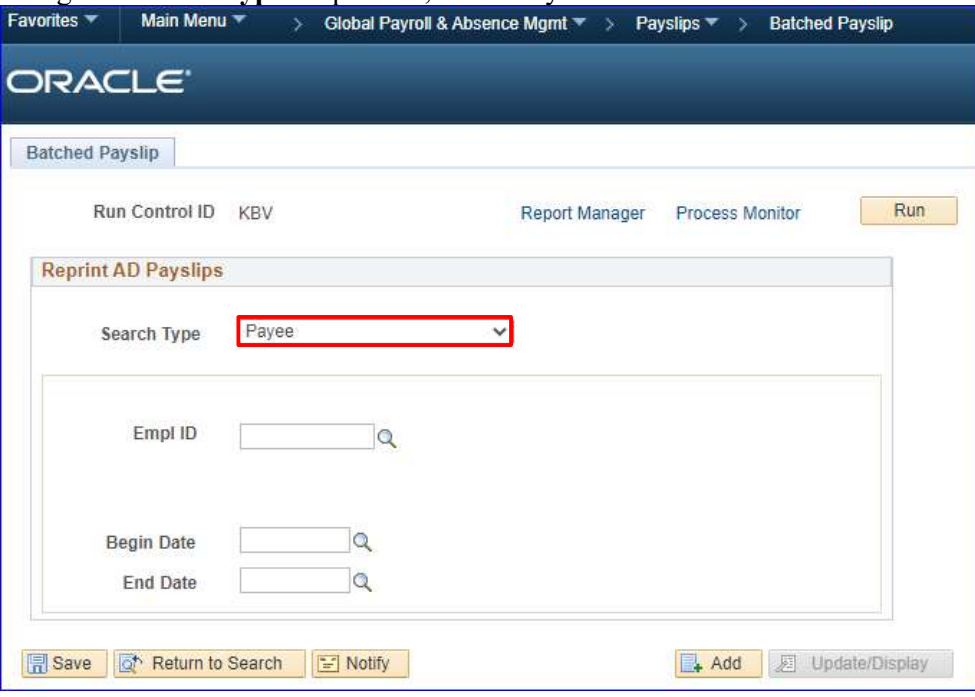
Procedures See below.

Step	Action
1	<p>Navigate to: NavBar icon > Menu > Global Payroll & Absence Mgmt > Payslips > Batched Payslip.</p> 
2	<p>Select the Add a New Value tab.</p> 

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Batch Payslips by EMPLID, Continued

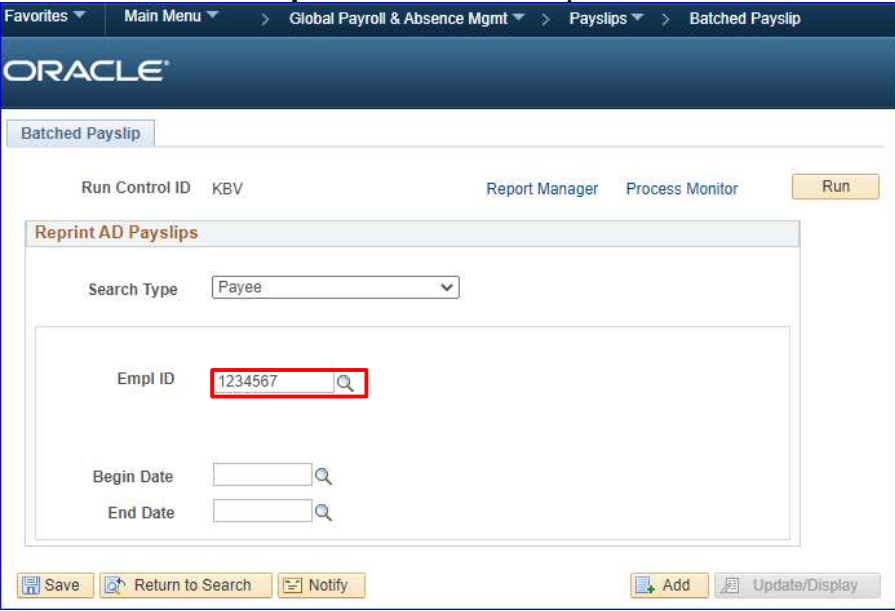
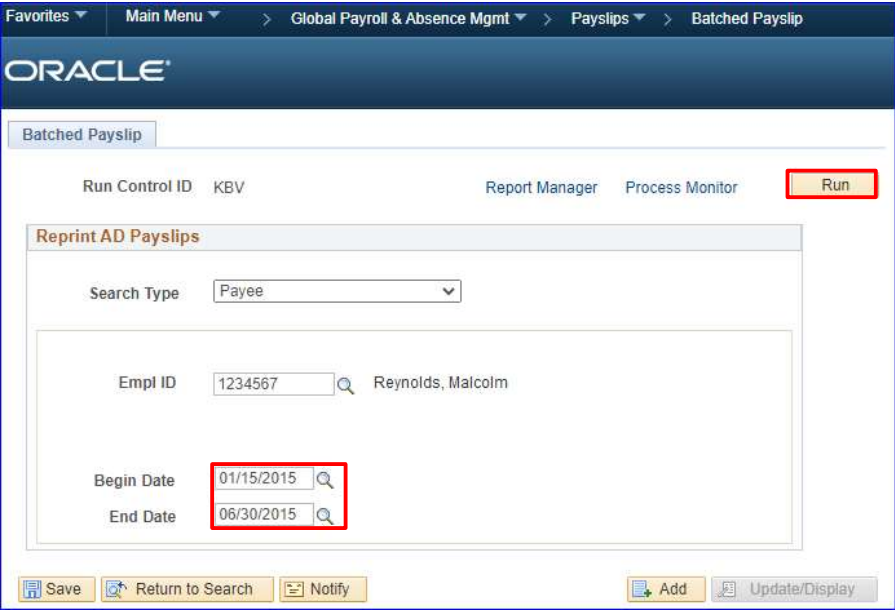
Procedures,
continued

Step	Action
3	<p>Enter a Run Control ID (this may be anything easily remembered) and click Add.</p> 
4	<p>Using the Search Type drop-down, select Payee.</p> 

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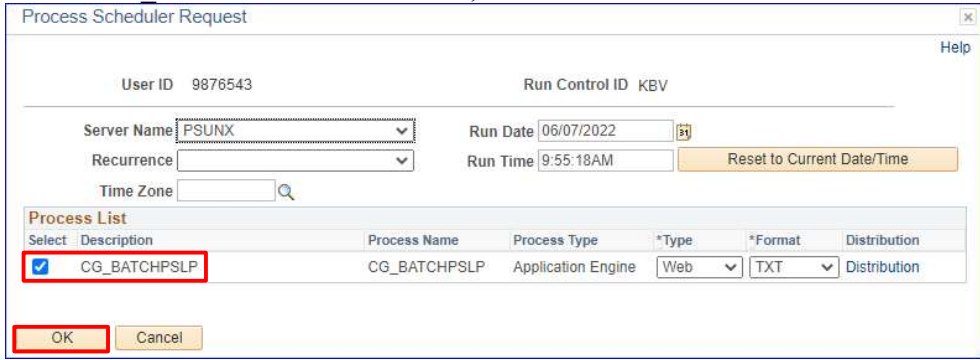
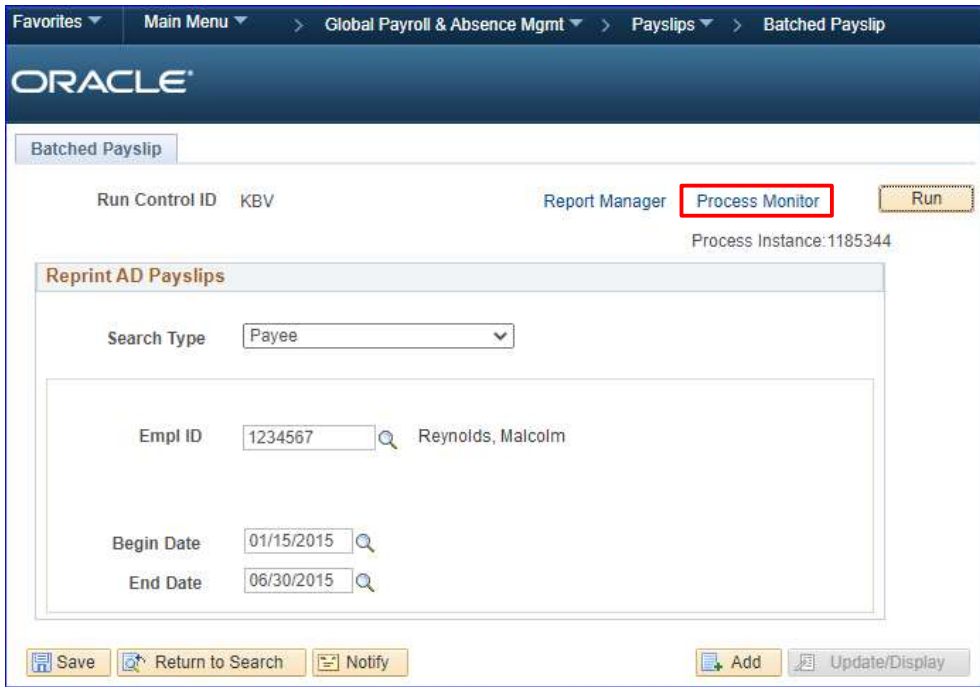
Batch Payslips by EMPLID, Continued

Procedures,
continued

Step	Action
5	<p>Enter the member's Empl ID or use the Lookup to locate the member.</p>  <p>The screenshot shows the Oracle 'Batched Payslip' interface. At the top, there's a navigation bar with 'Favorites', 'Main Menu', and a breadcrumb trail: 'Global Payroll & Absence Mgmt > Payslips > Batched Payslip'. Below this is the 'ORACLE' logo. The main section is titled 'Batched Payslip' and includes a 'Run Control ID' field with the value 'KBV'. To the right are links for 'Report Manager', 'Process Monitor', and a 'Run' button. A section titled 'Reprint AD Payslips' contains a 'Search Type' dropdown set to 'Payee'. Below this is a large search area with an 'Empl ID' field containing '1234567' (highlighted with a red box), a 'Begin Date' field, and an 'End Date' field. At the bottom of the search area are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.</p>
6	<p>Enter the Begin Date and End Date range for the batch of payslips, then click Run.</p> <p>NOTE: Payslips may be retrieved from the current pay period back to 12/15/2015.</p>  <p>This screenshot shows the same Oracle 'Batched Payslip' interface. The 'Run' button is now highlighted with a red box. In the 'Reprint AD Payslips' section, the 'Empl ID' field now displays '1234567' followed by the name 'Reynolds, Malcolm'. The 'Begin Date' field is highlighted with a red box and contains '01/15/2015', and the 'End Date' field is also highlighted with a red box and contains '06/30/2015'. The rest of the interface remains the same as in the previous screenshot.</p>

Batch Payslips by EMPLID, Continued

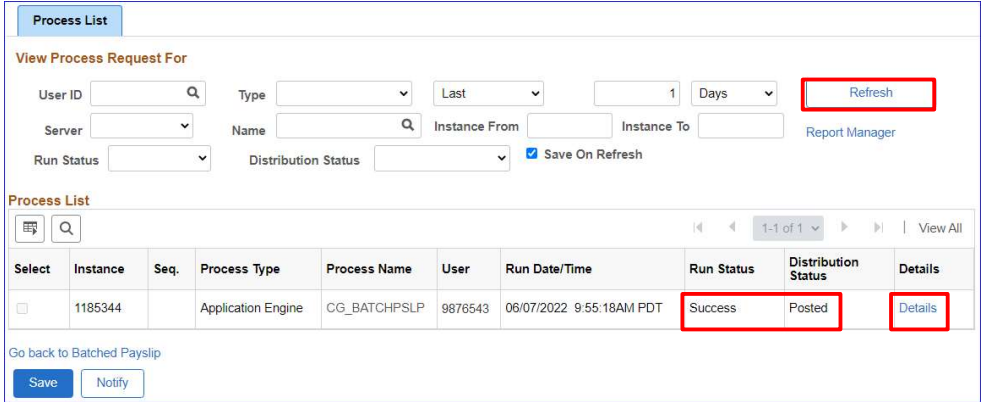
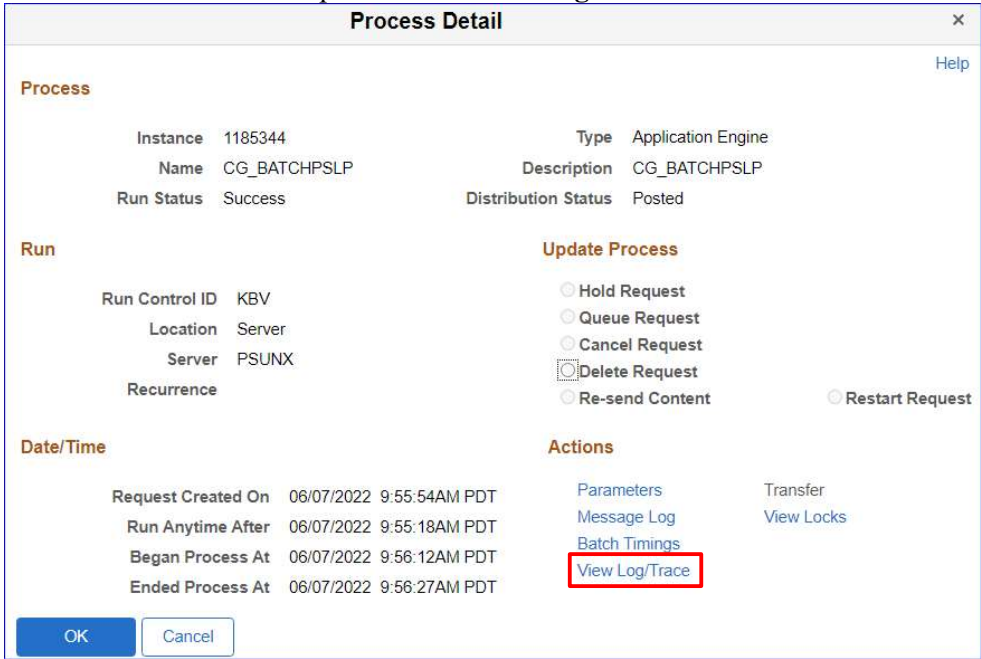
Procedures,
continued

Step	Action
7	<p>Ensure CG_BATCHPSLP is checked, then click OK.</p>  <p>The screenshot shows the 'Process Scheduler Request' dialog box. At the top, it displays 'User ID 9876543' and 'Run Control ID KBV'. Below this, there are fields for 'Server Name' (PSUNX), 'Run Date' (06/07/2022), 'Recurrence', 'Run Time' (9:55:18AM), and 'Time Zone'. A 'Process List' table is shown with columns: Select, Description, Process Name, Process Type, *Type, *Format, and Distribution. The row for 'CG_BATCHPSLP' is selected, and the 'Select' checkbox is checked, highlighted with a red box. At the bottom, the 'OK' button is highlighted with a red box.</p>
8	<p>The Batched Payslip page will re-display with a Process Instance number. Select Process Monitor.</p>  <p>The screenshot shows the Oracle 'Batched Payslip' page. The breadcrumb trail is 'Global Payroll & Absence Mgmt > Payslips > Batched Payslip'. The page title is 'Batched Payslip'. It shows 'Run Control ID KBV' and a 'Process Instance: 1185344'. There are buttons for 'Report Manager', 'Process Monitor' (highlighted with a red box), and 'Run'. Below this is a section titled 'Reprint AD Payslips' with a 'Search Type' dropdown set to 'Payee'. There are input fields for 'Empl ID' (1234567), 'Begin Date' (01/15/2015), and 'End Date' (06/30/2015). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.</p>

Continued on next page

Batch Payslips by EMPLID, Continued

Procedures, continued

Step	Action
9	<p>The Process List will display. The Run Status may initially display Queued or Processing. Click the Refresh button until the Run Status indicates Success, and the Distribution Status indicates Posted.</p> <p>Once the Run Status reflects Success and the Distribution Status reflects Posted, click Details.</p> 
10	<p>The Process Details will open. Select View Log/Trace.</p> 

Continued on next page

Batch Payslips by EMPLID, Continued

Procedures,
continued

<div>Step</div> <div>11</div>	<div><div>Action</div><div>The View Log/Trace page will display. Select the PAYSLIP_DEPT_XXX.pdf to access the batched payslips.</div><div><div>View Log/Trace</div><div><div>Report</div><div><div>Report ID1207413</div><div>NameCG_BATCHPSLP</div><div>Run StatusSuccess</div></div><div><div>Process Instance1185344</div><div>Process TypeApplication Engine</div></div><div><div>Message Log</div></div></div><div><div>CG_BATCHPSLP</div><div><div>Distribution Details</div><div><div>Distribution NodeRPTNODE</div><div>Expiration Date06/14/2022</div></div></div><div><div>File List</div><table><thead><tr><th>Name</th><th>File Size (bytes)</th><th>Datetime Created</th></tr></thead><tbody><tr><td>AE_CG_BATCHPSLP_1185344.stdout</td><td>537</td><td>06/07/2022 9:56:27.933164AM PDT</td></tr><tr><td>AE_CG_BATCHPSLP_1185344.trc</td><td>29,282</td><td>06/07/2022 9:56:27.933164AM PDT</td></tr><tr><td>PAYSLIP_MBR_1234567_2015-01-15_2015-06-30.pdf</td><td>49,992</td><td>06/07/2022 9:56:27.933164AM PDT</td></tr></tbody></table><div><div>Distribute To</div><table><thead><tr><th>Distribution ID Type</th><th>Distribution ID</th></tr></thead><tbody><tr><td>User</td><td>9876543</td></tr></tbody></table><div>Return</div></div></div></div></div></div>	Name	File Size (bytes)	Datetime Created	AE_CG_BATCHPSLP_1185344.stdout	537	06/07/2022 9:56:27.933164AM PDT	AE_CG_BATCHPSLP_1185344.trc	29,282	06/07/2022 9:56:27.933164AM PDT	PAYSLIP_MBR_1234567_2015-01-15_2015-06-30.pdf	49,992	06/07/2022 9:56:27.933164AM PDT	Distribution ID Type	Distribution ID	User	9876543
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