Batched Payslips

Overview		
Introduction	This guide provides the procedures to obtain batched Department ID or Employee ID in Direct Access (DA	payslips by A).
	Batch Payslips by Department ID allows the user to payslips for a department ID for a specific Pay period	o retrieve the 1.
	Batch Payslips by EMPLID allows the user to retrie specific member for multiple pay periods.	eve payslips for a
Required User Roles	To batch print payslips, users must have one of the for roles. • CGADMINSUP • CGHRS • CGHRSUP • CGHRSVW	ollowing DA user
Contents	Trach	See De se
	I OPIC Batch Payeling by Department ID	See Page
	Batched Payslips by EMPLID	8

Batch Payslips by Department ID

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

Procedu	res See below.
Step	Action
1	Navigate to NavBar icon > Menu > Global Payroll & Absence Mgmt > Payslips > Batched Payslip .
	h i C +
	Benefits >
	Career Management
	Favorites Favorites
	Enterprise Components > S
	Menu Enterprise Learning > Schedule a Query
	G Global Payroll & Absence Mgmb Self Service
	H Separations
	Human Resources > Set Up HCM >
	Mobilization > T T Test Usage Monitoring
	W_
	My Preferences Workforce Administration >
	Image: Wy System Profile Image: Workforce Development O Image: Workforce Development
	Orders >
	P PeopleTools >
	Recruiting >
	Reporting Tools >
2	Select the Add a New Value tab.
	Batched Payslip
	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
	Search Advanced Search

Procedures,

continued

Step	Action
3	Enter a Run Control ID (this may be anything easily remembered) and click Add .
	Batched Payslip
	Eind an Existing Value Add a New Value
	*Run Control ID QWERTY
	Add Find an Existing Value Add a New Value
4	Using the Search Type drop-down, select Department. Leave the Set ID as 00010.
	Batched Payslip
	Run Control ID QWERTY Report Manager Process Monitor Run
	Reprint AD Payslips Search Type Department
	Set ID 00010 Q Shared Coast Guard Department Q
	Payslip Date Q
	Save Notify Add Update/Display
1	

Procedures,



Continued on next page

Procedures,

continued

Step	Action
7	The Batched Payslip page will re-display with a Process Instance number.
	Batched Paysiip
	Run Control ID QWERTY Report Manager Process Monitor Run
	Reprint AD Payslips
	Search Type Department ~
	Set ID 00010 Q Shared Coast Guard
	Department 007780 Q MSU MORGAN CITY
	Payslip Date 11/30/2023 Q
	Save Notify Add Update/Display
8	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.
	Posted, click Details.
	Process List
	View Process Request For User ID 1234567 Q Type V Last V 1 Days V Refresh
	Server Name Q Instance From Instance To Clear
	Run Status 🔹 Distribution Status 👻 🖾 Save On Refresh Report Manager Reset
	Process List If Q If A list If A list
	Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Distribution Status Details Actions
	1487470 Application Engine CG_BATCHPSLP 1234567 12/07/2023 9:11:22AM EST Success Posted Details ▼Actions
	Go back to Batched Paysip
	the Distribution Status indicates Posted. Once the Run Status reflects Success and the Distribution Status reflects Posted, click Details.

Procedures,

continued

			Proc	ess Detail			
			1100	eee Betan			
Process	Instance Name Run Status	1487471 CG_BATCHPSLP Success	Distrib	Type Description ution Status	Application Er CG_BATCHP Posted	ngine SLP	
Run				Update Pr	ocess		
	Run Control ID Location Server Recurrence	QWERTY Server PSUNX		 Hold F Queue Cance Delete Re-set 	Request e Request el Request e Request nd Content	○ Res	tart Reques
Date/Time	Request Creat Run Anytime Began Proc Ended Proc Cancel	ted On 12/07/20 e After 12/07/20 eess At 12/07/20 eess At 12/07/20	 23 9:29:11AM EST 23 9:27:18AM EST 23 9:29:27AM EST 23 9:29:57AM EST 23 9:29:57AM EST 	Actions Param Messa Batch View L	eters ge Log Timings og/Trace	Transfer View Locks	
The Vie	v Log/Tr	ace nage y	will display.	Select th	ne PAYS	SLIP DEP	г хху
The Viet to access	w Log/Tr the bate	ace page v hed paysli	will display. ps. View Log	Select th	ne PAYS	SLIP_DEP	Г_ХХУ
The View to access Report Run St CG_BATC Distribu	w Log/Tr the batcl the batcl	ace page v hed paysli	will display. ps. View Log Process Instance Process Type	Select th /Trace 1487471 Application	ne PAYS	SLIP_DEP	Γ_XXΣ
The View to access Report Report CG_BATC Distribu	w Log/Tr the batcl the bat	ace page v hed paysli	will display. ps. View Log Process Instance Process Type Expiration	Select th //Trace 1487471 Application Date 02/05/	ne PAYS Mes Engine	SLIP_DEP"	Γ_ΧΧΣ
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Procedures,



Batched Payslips by EMPLID

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

Procedu	es See below.
Step	Action
1	Navigate to: NavBar icon > Menu > Global Payroll & Absence Mgmt > Payslips
	> Batched Payslip.
	ŵ : 🖉 +
	NavBar: Menu
	B P B Benefits
	Recently Visited C Career Management > R Recruiting >
	Eavorities Change My Password
	Enterprise Components > S
	Menu Enterprise Learning > Enterprise Learning >
	G Self Service >
	Global Payroll & Absence Mgmb
	H Human Resources
	M Set Up HCM >
	Mobilization > T T T T T Test Usage Monitoring
	My System Profile
	O □ Orders > Worklist >
	P PeopleTools >
	R Recruiting
	Reporting Tools
2	Select the Add a New Value tab.
	Batched Payslip
	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
	Search Advanced Search

Procedures,

continued

Step	Action
3	Enter a Run Control ID (this may be anything easily remembered) and click
	Batched Payslip
	Eind an Existing Value Add a New Value
	*Run Control ID ABC
	Add
4	Using the Search Type drop-down, select Payee.
	Batched Payslip
	Run Control ID ABC Report Manager Process Monitor Run
	Reprint AD Payslips
	Search Type Payee
	Empl ID Q
	Begin Date Q
	End Date Q
	Save Notify Add Update/Display
5	Enter the member's Empl ID or use the Lookup to locate the member.
	Batched Payslip
	Run Control ID ABC Report Manager Process Monitor Run
	Reprint AD Payslips
	Search Type Payee 🗸
	Empl ID 1234567 Q
	Begin Date Q
	End Date Q
	Save Notify Add Update/Display

Procedures,

Step			Action			
6	Enter the Begin Date a Run .	nd End Date	range for the	batch of	payslips,	then click
	NOTE: Payslips may 12/15/2015.	be retrieved fro	om the currer	nt pay per	iod back 1	to
	Batched Payslip					
	Run Control ID ABC Reprint AD Payslips		Report Manager	Process	Monitor	Run
	Search Type Pa	yee	~			
	Empl ID 123	4567 Q I	Mouse, Michael The	eodore		
	Begin Date 09/	15/2023 Q				
	End Date 11/3	30/2023 Q				
	Save Notify				Add	Jpdate/Display
7	Ensure the Server Nar click OK.	ne is PSUNX a	and CG_BA'	TCHPSL	P is chec	ked, then
		Process	Scheduler Req	uest		×
	User ID 7654321		Run Control ID	ABC		Help
	Server Name PSUNX	✓ Run Date	12/07/2023			
	Recurrence	✓ Run Time	10:58:39AM	Res	set to Current Da	ite/Time
	Time Zone Q					
	Process List Select Description	Process Name	Process Type	*Type	*Format	Distribution
	CG_BATCHPSLP	CG_BATCHPSLP	Application Engine	Web 🗸	TXT •	Distribution
	OK Cancel					

Continued on next page

Procedures,

continued

					Actio	on					
The	Batche	ed Pays	slip page v	will re-dis	play	with a P	rocess	Instanc	e num	ber.	
sele	ct Pro	cess IVI	onitor.								
В	atched Pa	ayslip									
	Run Co	ontrol ID	ABC		Re	eport Manag	er Pr	ocess Mon	itor	R	un)
Ren	rint AD F	aveline					Proce	ess Instand	ce:148747	5	
Kep		aysnps	Devee								
	Searc	h lype	Payee			•					
	E	mpl ID	1234567	Q	Mouse, I	Michael Theo	odore				
	Begi	n Date	09/15/202	3 Q							
	Deg.	Dete	11/30/202	3 0							
	En	d Date	11/30/202								
Sa	ave	Notify						Add		ate/Disr	olav
The Proc the I	Proces cessing Distribu	s List . Click ution S	will displa the Refr tatus indic	ay. The R esh buttor cates Post	un St n unti ed.	atus ma l the Ru	y initia n Statı	ally disj 18 indic	play Q ates Su	ued o ucces	r s, and
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The Proc the I Once Post View F Us Su Run	Process cessing Distribution e the R feed, clice recess List Process Req erver n Status	s List Click ution S Cun Sta ck Det:	will displa the Refr tatus indic atus reflec ails. Type Name Distribution S	ay. The R esh buttor cates Post cts Succes	un St n unti red. ss and st ance From	atus ma 1 the Ru the Dist	y initiz n Statu tributio	Illy disp as indic on Statu	play Q ates Su us refle	ued o ucces ects Refresh Clear Reset	r s, and
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The Proc the I Onco Post View F Us Select Go bac	Process cessing Distribute e the R red, clice red, clice rest List rocess List cess List cess List laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror laterror lateror lateror laterror lateroror laterror laterror laterror late	s List . Click ution S cun Sta ck Det: uestFor th Q seq.	will displa the Refr tatus indic atus reflect ails. Type Name Distribution S Process Type Application Engine Application Engine	ay. The R esh button cates Post ets Succes	un St n unti ed. ss and st ance From v 7654321 7654321	atus ma 1 the Ru the Dist ↓ Save On Refi 12/07/2023 10.5 12/07/2023 9.2	y initia n Statu tributio	Days Constants	play Q ates Su as refle	ects Refresh Clear Reset Details Details	r s, and S, and View All Actions View All
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Procedures,

continued

	Process Detail		
Process Instance 1487475 Name CG_BATCHPSL	LP Desc	Type Application En	igine SLP
Run Run Control ID ABC Location Server Server PSUNX Recurrence Date/Time Request Created On 12/07/2 Began Process At 12/07/2 Ended Process At 12/07/2 CM Cancel	U A 2023 10:59:21AM EST 2023 10:59:35AM EST 2023 10:59:50AM EST 2023 10:59:50AM EST	pdate Process Hold Request Queue Request Cancel Request Delete Request Re-send Content ctions Parameters Message Log Batch Timings View Log/Trace	C Restart Reques
The View Log/Trace page wi	ill display. Select	the PAYSLIP	_DEPT_XXX
The View Log/Trace page wi to access the batched payslips	ill display. Select s. View Log/Trace	the PAYSLIP	_DEPT_XXX
The View Log/Trace page witto access the batched payslips Report Report ID 1515615 Name CG_BATCHPSLP Distribution Details	ill display. Select s. View Log/Trace Process Instance 1487475 Process Type Applicati	the PAYSLIP	_DEPT_XXX
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Procedures,

