

# Batched Payslips

## Overview

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### 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.

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### Required User Roles

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

- CGADMINSUP
  - CGHRS
  - CGHRSUP
  - CGHRSVW
- 

### Contents

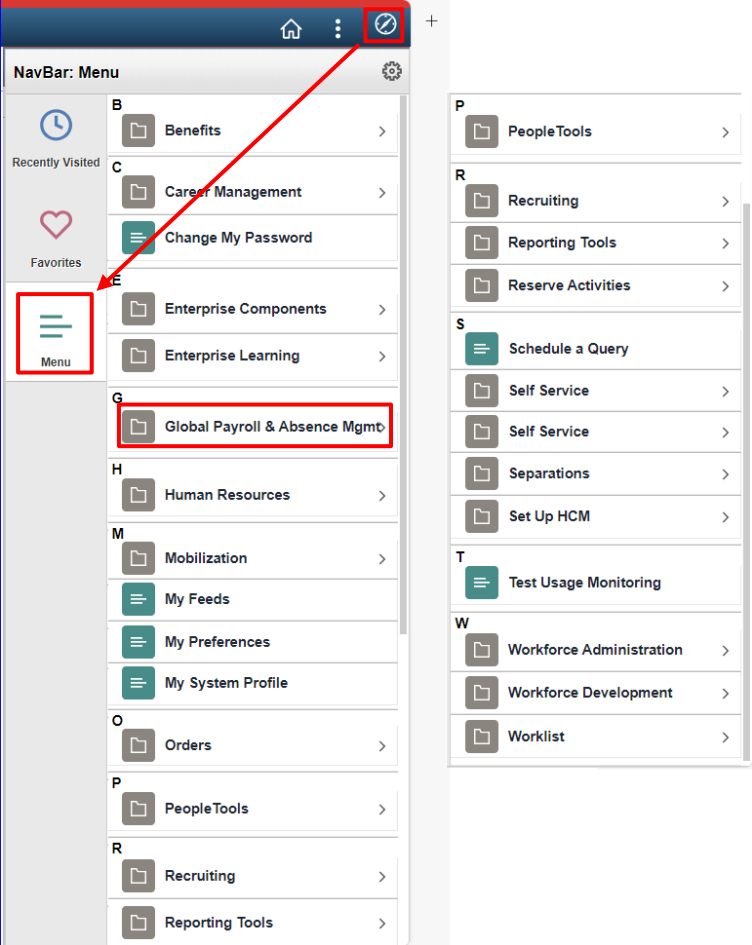
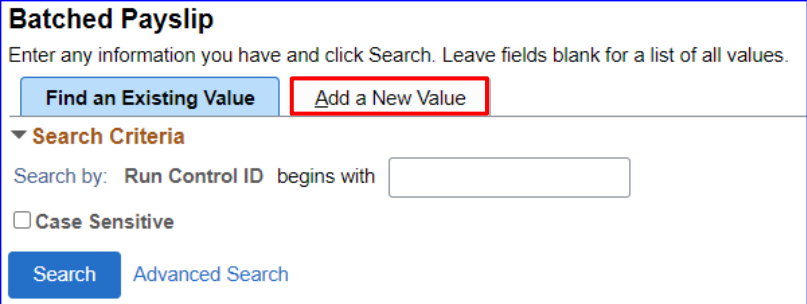
Topic	See Page
<a href="#">Batch Payslips by Department ID</a>	2
<a href="#">Batched Payslips by EMPLID</a>	8

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# Batch Payslips by Department ID

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

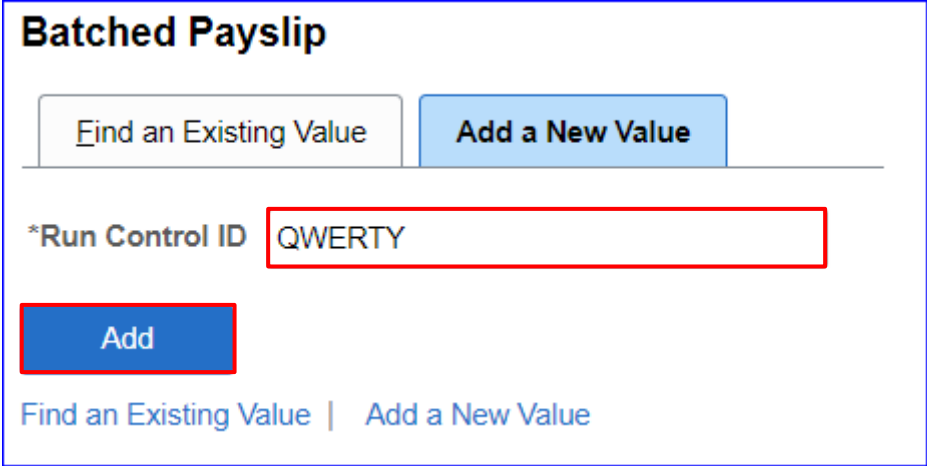
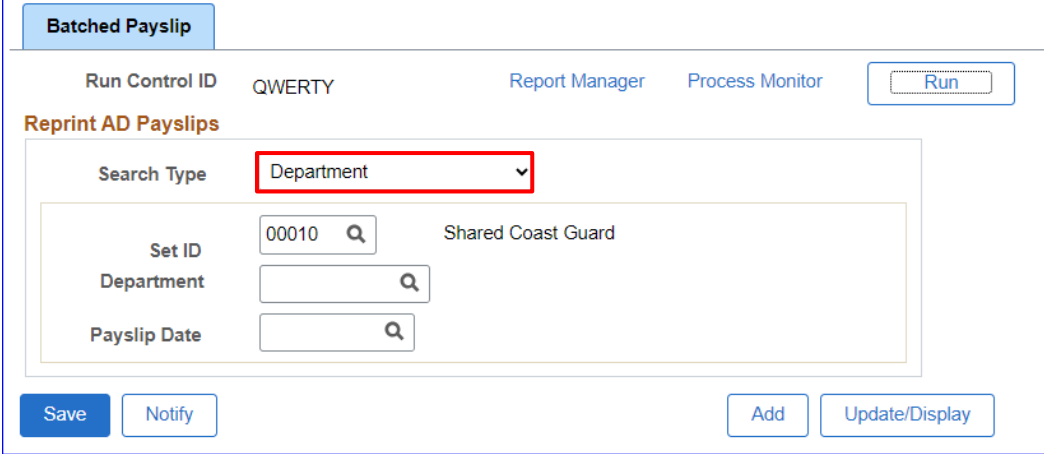
**Procedures** See below.

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

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## Batch Payslips by Department ID, Continued

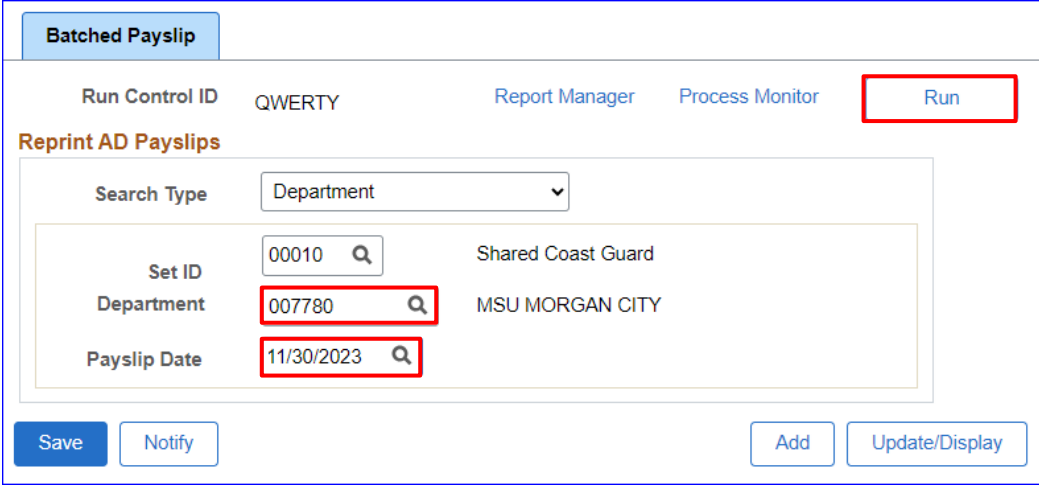
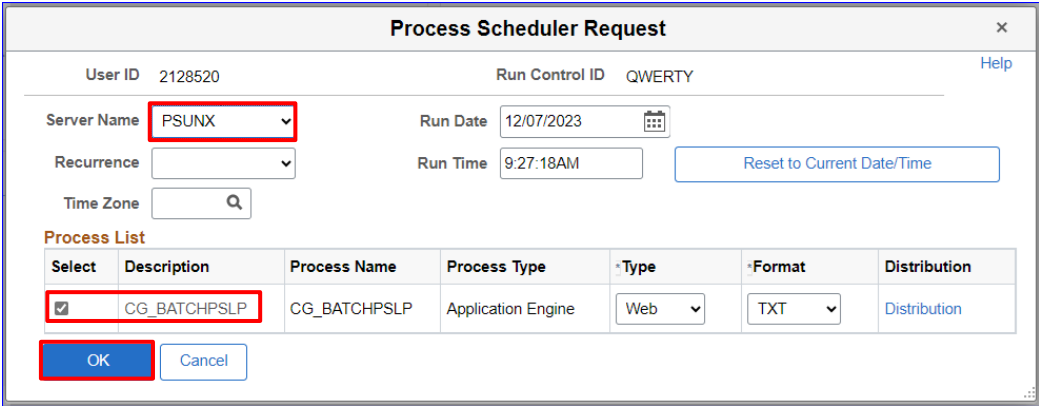
Procedures,  
continued

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

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## Batch Payslips by Department ID, Continued

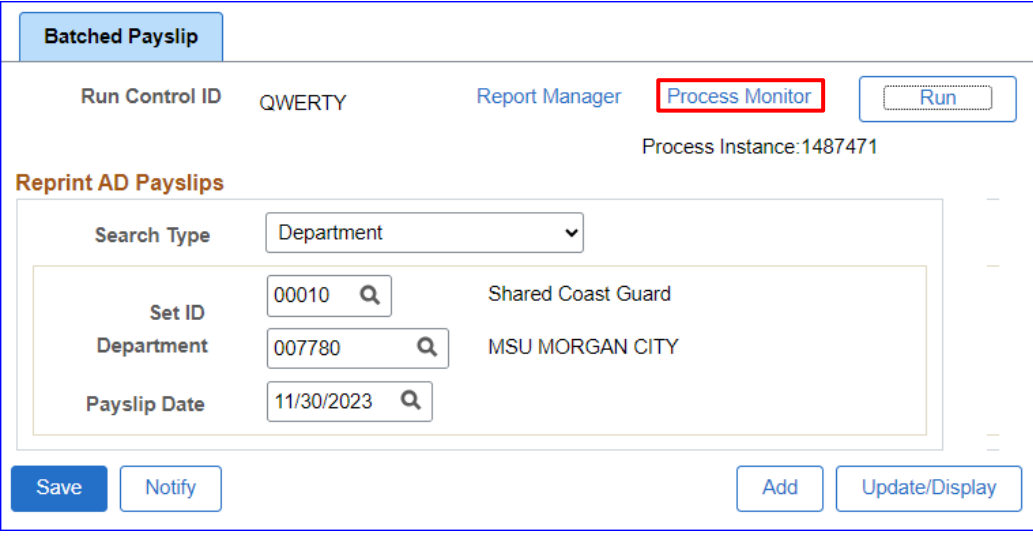
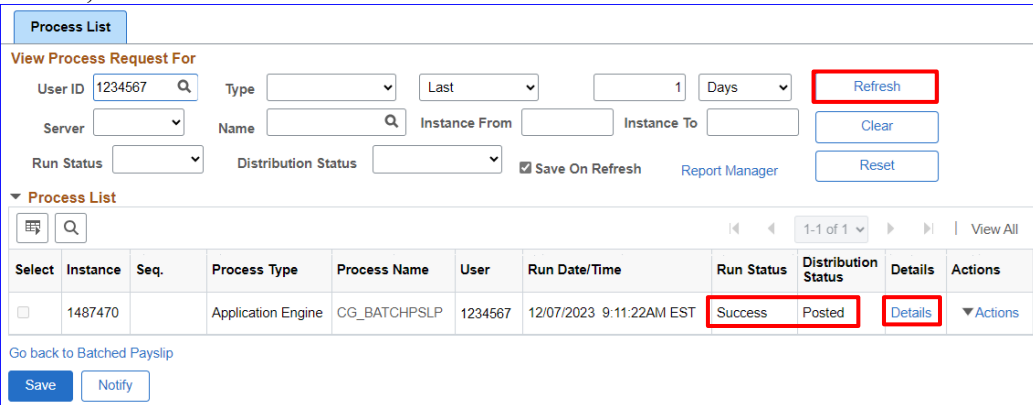
Procedures,  
continued

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

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## Batch Payslips by Department ID, Continued

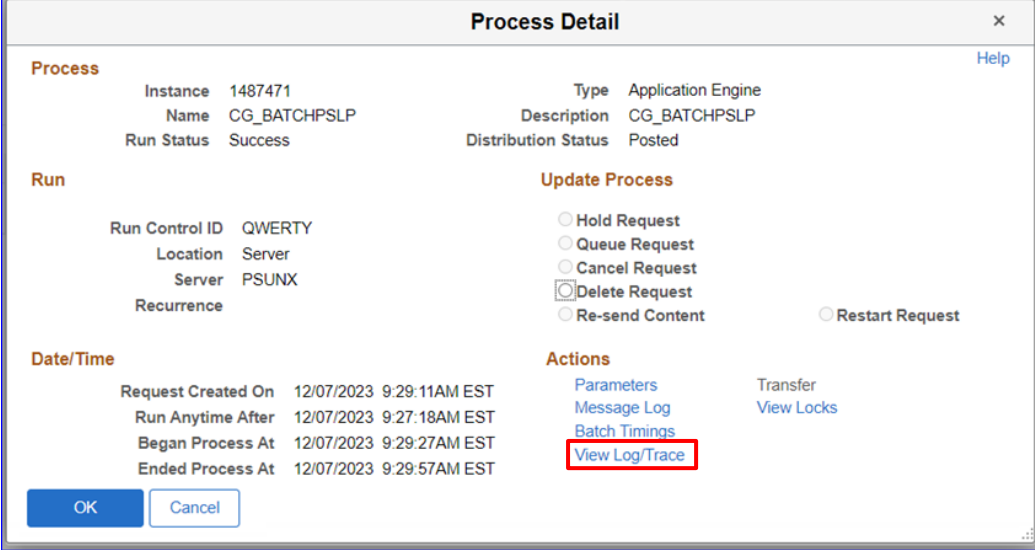
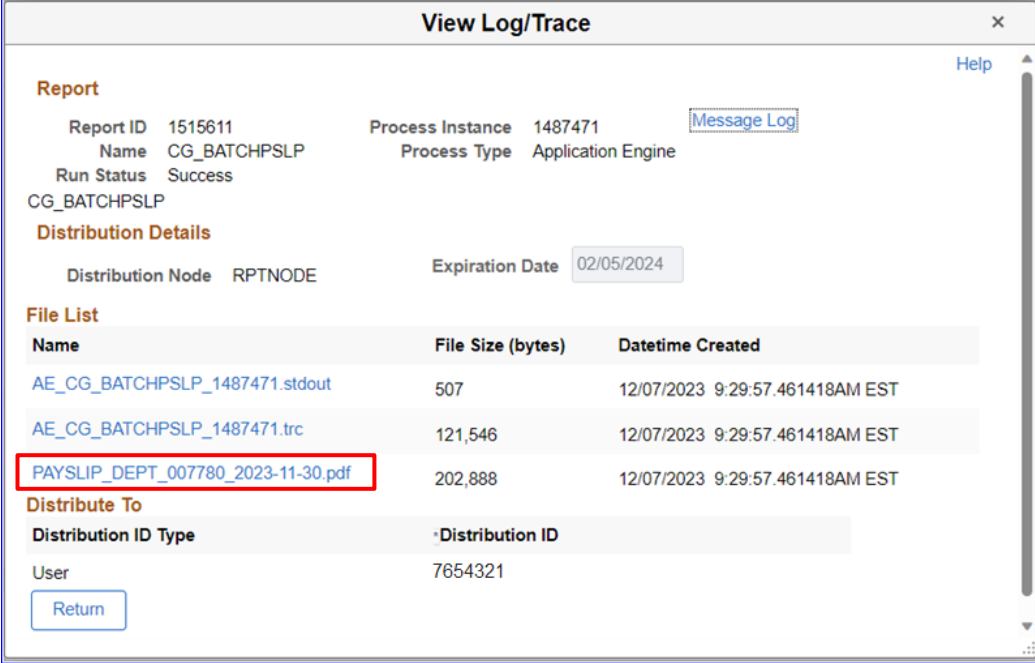
Procedures,  
continued

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

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## Batch Payslips by Department ID, Continued

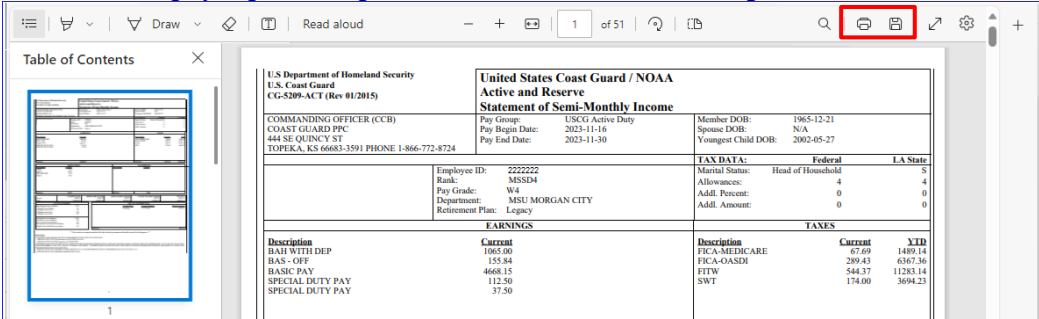
Procedures,  
continued

Step	Action																																															
9	<p>The Process Details will open. Select <b>View Log/Trace</b>.</p>  <p><b>Process Detail</b></p> <p><b>Process</b></p> <table border="0"> <tr> <td>Instance</td> <td>1487471</td> <td>Type</td> <td>Application Engine</td> </tr> <tr> <td>Name</td> <td>CG_BATCHPSLP</td> <td>Description</td> <td>CG_BATCHPSLP</td> </tr> <tr> <td>Run Status</td> <td>Success</td> <td>Distribution Status</td> <td>Posted</td> </tr> </table> <p><b>Run</b></p> <table border="0"> <tr> <td>Run Control ID</td> <td>QWERTY</td> <td colspan="2"><b>Update Process</b></td> </tr> <tr> <td>Location</td> <td>Server</td> <td><input type="radio"/> Hold Request</td> <td></td> </tr> <tr> <td>Server</td> <td>PSUNX</td> <td><input type="radio"/> Queue Request</td> <td></td> </tr> <tr> <td>Recurrence</td> <td></td> <td><input type="radio"/> Cancel Request</td> <td></td> </tr> <tr> <td></td> <td></td> <td><input checked="" type="radio"/> Delete Request</td> <td></td> </tr> <tr> <td></td> <td></td> <td><input type="radio"/> Re-send Content</td> <td><input type="radio"/> Restart Request</td> </tr> </table> <p><b>Date/Time</b></p> <table border="0"> <tr> <td>Request Created On</td> <td>12/07/2023 9:29:11AM EST</td> <td rowspan="5"><b>Actions</b></td> </tr> <tr> <td>Run Anytime After</td> <td>12/07/2023 9:27:18AM EST</td> </tr> <tr> <td>Began Process At</td> <td>12/07/2023 9:29:27AM EST</td> </tr> <tr> <td>Ended Process At</td> <td>12/07/2023 9:29:57AM EST</td> </tr> <tr> <td></td> <td></td> </tr> </table> <p><a href="#">Parameters</a>      <a href="#">Transfer</a></p> <p><a href="#">Message Log</a>      <a href="#">View Locks</a></p> <p><a href="#">Batch Timings</a></p> <p><b>View Log/Trace</b> (highlighted)</p> <p><input type="button" value="OK"/>    <input type="button" value="Cancel"/></p>	Instance	1487471	Type	Application Engine	Name	CG_BATCHPSLP	Description	CG_BATCHPSLP	Run Status	Success	Distribution Status	Posted	Run Control ID	QWERTY	<b>Update Process</b>		Location	Server	<input type="radio"/> Hold Request		Server	PSUNX	<input type="radio"/> Queue Request		Recurrence		<input type="radio"/> Cancel Request				<input checked="" type="radio"/> Delete Request				<input type="radio"/> Re-send Content	<input type="radio"/> Restart Request	Request Created On	12/07/2023 9:29:11AM EST	<b>Actions</b>	Run Anytime After	12/07/2023 9:27:18AM EST	Began Process At	12/07/2023 9:29:27AM EST	Ended Process At	12/07/2023 9:29:57AM EST		
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10	<p>The View Log/Trace page will display. Select the PAYSZIP_DEPT_XXX.pdf to access the batched payslips.</p>  <p><b>View Log/Trace</b></p> <p><b>Report</b></p> <table border="0"> <tr> <td>Report ID</td> <td>1515611</td> <td>Process Instance</td> <td>1487471</td> <td><a href="#">Message Log</a></td> </tr> <tr> <td>Name</td> <td>CG_BATCHPSLP</td> <td>Process Type</td> <td>Application Engine</td> <td></td> </tr> <tr> <td>Run Status</td> <td>Success</td> <td></td> <td></td> <td></td> </tr> </table> <p>CG_BATCHPSLP</p> <p><b>Distribution Details</b></p> <table border="0"> <tr> <td>Distribution Node</td> <td>RPTNODE</td> <td>Expiration Date</td> <td>02/05/2024</td> </tr> </table> <p><b>File List</b></p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>AE_CG_BATCHPSLP_1487471.stdout</td> <td>507</td> <td>12/07/2023 9:29:57.461418AM EST</td> </tr> <tr> <td>AE_CG_BATCHPSLP_1487471.trc</td> <td>121,546</td> <td>12/07/2023 9:29:57.461418AM EST</td> </tr> <tr> <td><b>PAYSZIP_DEPT_007780_2023-11-30.pdf</b> (highlighted)</td> <td>202,888</td> <td>12/07/2023 9:29:57.461418AM EST</td> </tr> </tbody> </table> <p><b>Distribute To</b></p> <table border="0"> <tr> <td>Distribution ID Type</td> <td>Distribution ID</td> </tr> <tr> <td>User</td> <td>7654321</td> </tr> </table> <p><input type="button" value="Return"/></p>	Report ID	1515611	Process Instance	1487471	<a href="#">Message Log</a>	Name	CG_BATCHPSLP	Process Type	Application Engine		Run Status	Success				Distribution Node	RPTNODE	Expiration Date	02/05/2024	Name	File Size (bytes)	Datetime Created	AE_CG_BATCHPSLP_1487471.stdout	507	12/07/2023 9:29:57.461418AM EST	AE_CG_BATCHPSLP_1487471.trc	121,546	12/07/2023 9:29:57.461418AM EST	<b>PAYSZIP_DEPT_007780_2023-11-30.pdf</b> (highlighted)	202,888	12/07/2023 9:29:57.461418AM EST	Distribution ID Type	Distribution ID	User	7654321												
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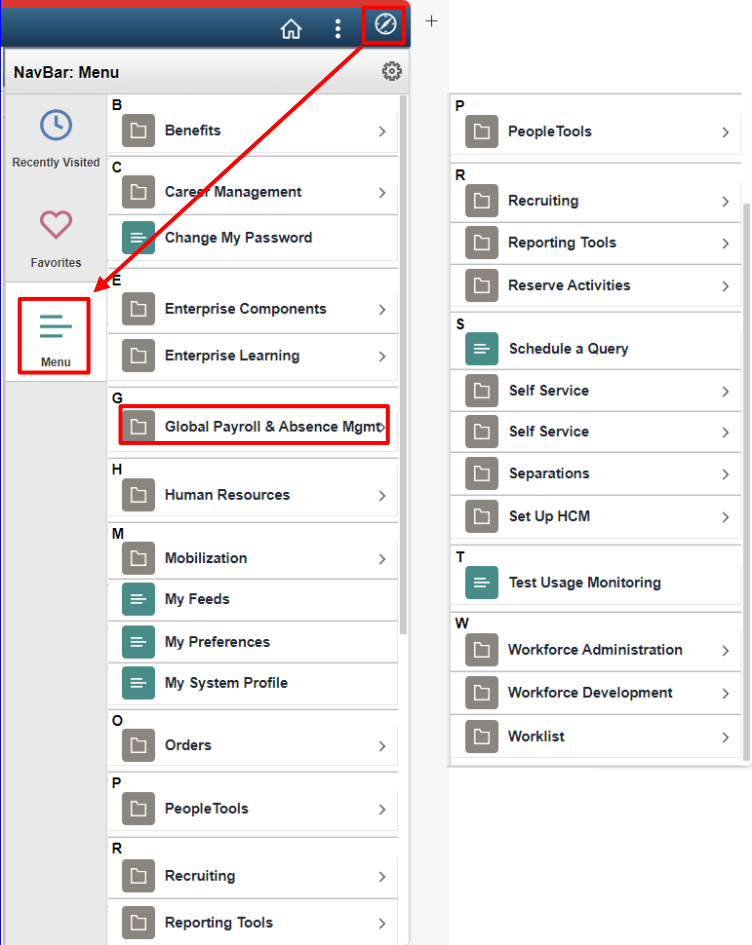
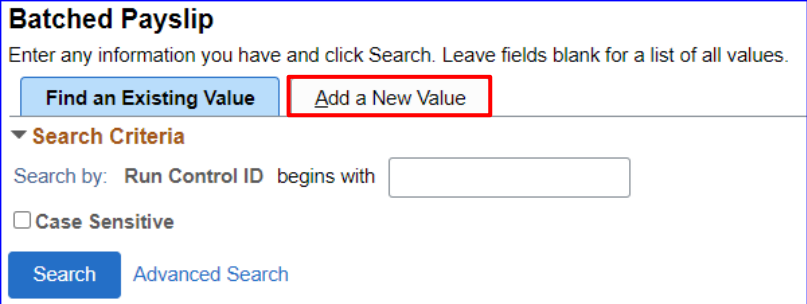
Procedures,  
continued

Step	Action																																																
11	<p>The batch of payslips will open in a new tab. <b>Save and/or print</b> as desired.</p>  <p>The screenshot shows a web browser window with a red box around the print and save icons in the top right corner. The browser's address bar shows '1 of 51'. The page content is a payslip for a U.S. Coast Guard officer. The payslip includes the following information:</p> <p><b>U.S. Department of Homeland Security</b>  <b>U.S. Coast Guard</b>  <b>CG-5309-ACT (Rev 01/2015)</b></p> <p><b>United States Coast Guard / NOAA</b>  <b>Active and Reserve</b>  <b>Statement of Semi-Monthly Income</b></p> <p><b>COMMANDING OFFICER (CCB)</b>      COAST GUARD PPC      444 SE QUINCY ST      TOPEKA, KS 66683-3591 PHONE 1-866-772-8724</p> <p>Pay Group: USCG Active Duty      Pay Begin Date: 2023-11-16      Pay End Date: 2023-11-30</p> <p>Member DOB: 1965-12-21      Spouse DOB: N/A      Youngest Child DOB: 2002-05-27</p> <p><b>TAX DATA:</b></p> <table border="1"> <thead> <tr> <th></th> <th>Federal</th> <th>LA State</th> </tr> </thead> <tbody> <tr> <td>Marital Status: Head of Household</td> <td>5</td> <td>4</td> </tr> <tr> <td>Allowances: 4</td> <td>4</td> <td>4</td> </tr> <tr> <td>Addl. Percent: 0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Addl. Amount: 0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p><b>EARNINGS</b></p> <table border="1"> <thead> <tr> <th>Description</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>BAS WITH DEP</td> <td>1085.00</td> <td>1489.14</td> </tr> <tr> <td>BAS - OFF</td> <td>155.84</td> <td>6367.36</td> </tr> <tr> <td>BASIC PAY</td> <td>4668.15</td> <td>11283.14</td> </tr> <tr> <td>SPECIAL DUTY PAY</td> <td>112.50</td> <td>3694.23</td> </tr> <tr> <td>SPECIAL DUTY PAY</td> <td>37.50</td> <td></td> </tr> </tbody> </table> <p><b>TAXES</b></p> <table border="1"> <thead> <tr> <th>Description</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>FICA-MEDICARE</td> <td>67.69</td> <td>1489.14</td> </tr> <tr> <td>FICA-OASDI</td> <td>289.43</td> <td>6367.36</td> </tr> <tr> <td>FTTW</td> <td>544.37</td> <td>11283.14</td> </tr> <tr> <td>SWT</td> <td>174.00</td> <td>3694.23</td> </tr> </tbody> </table>		Federal	LA State	Marital Status: Head of Household	5	4	Allowances: 4	4	4	Addl. Percent: 0	0	0	Addl. Amount: 0	0	0	Description	Current	YTD	BAS WITH DEP	1085.00	1489.14	BAS - OFF	155.84	6367.36	BASIC PAY	4668.15	11283.14	SPECIAL DUTY PAY	112.50	3694.23	SPECIAL DUTY PAY	37.50		Description	Current	YTD	FICA-MEDICARE	67.69	1489.14	FICA-OASDI	289.43	6367.36	FTTW	544.37	11283.14	SWT	174.00	3694.23
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# Batched Payslips by EMPLID

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

**Procedures** See below.


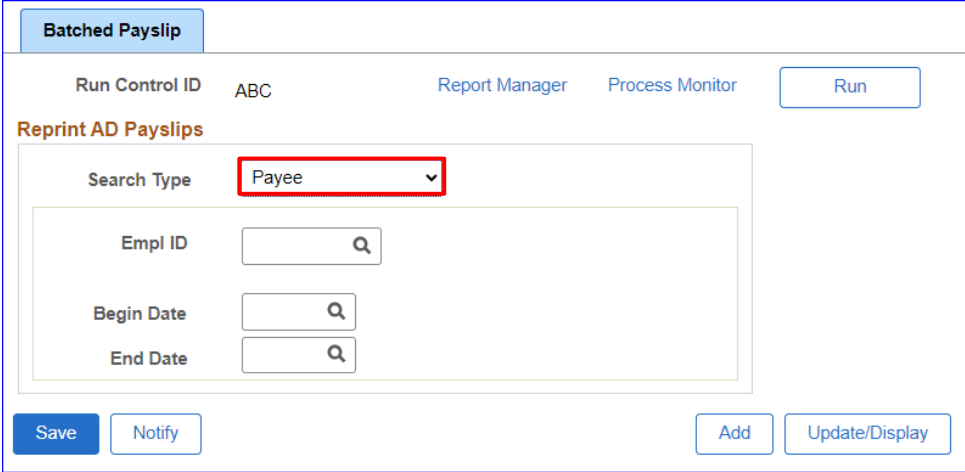
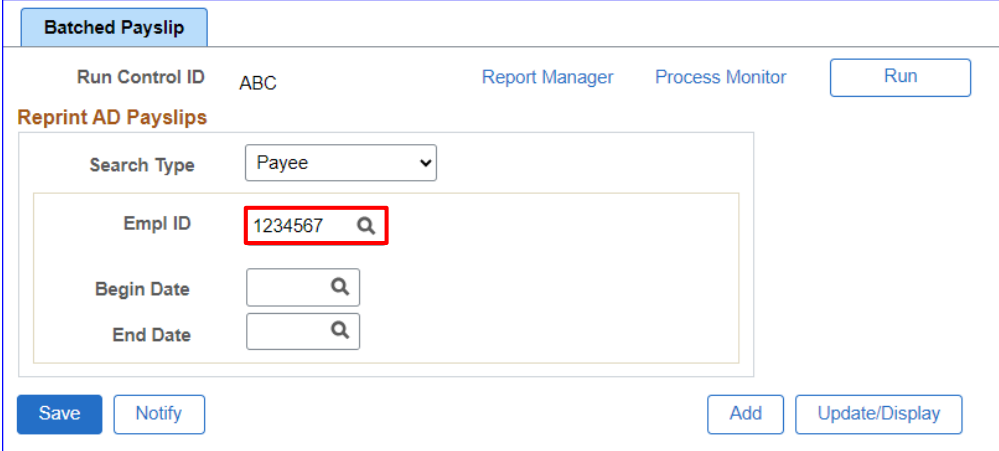
Step	Action
<p><b>1</b></p>	<p>Navigate to: <b>NavBar icon</b> &gt; <b>Menu</b> &gt; Global Payroll &amp; Absence Mgmt &gt; Payslips &gt; <b>Batched Payslip</b>.</p> 
<p><b>2</b></p>	<p>Select the <b>Add a New Value</b> tab.</p> 

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## Batched Payslips by EMPLID, Continued

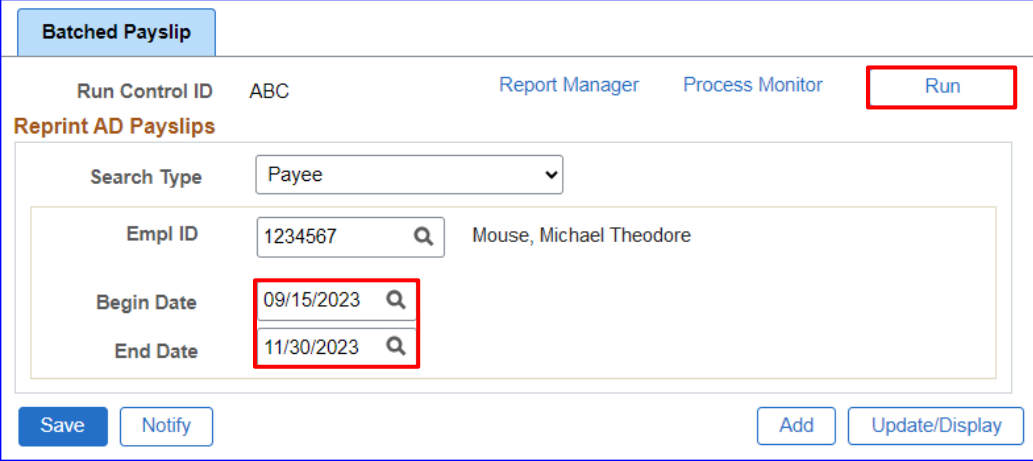
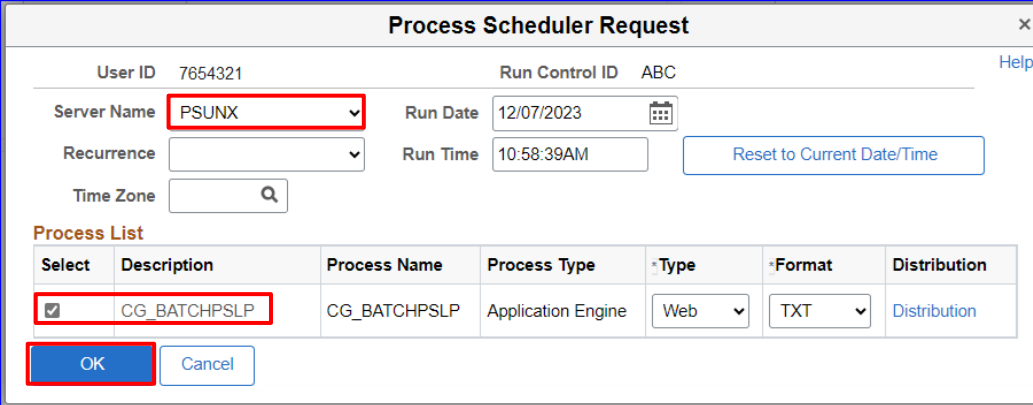
Procedures,  
continued

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

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## Batched Payslips by EMPLID, Continued

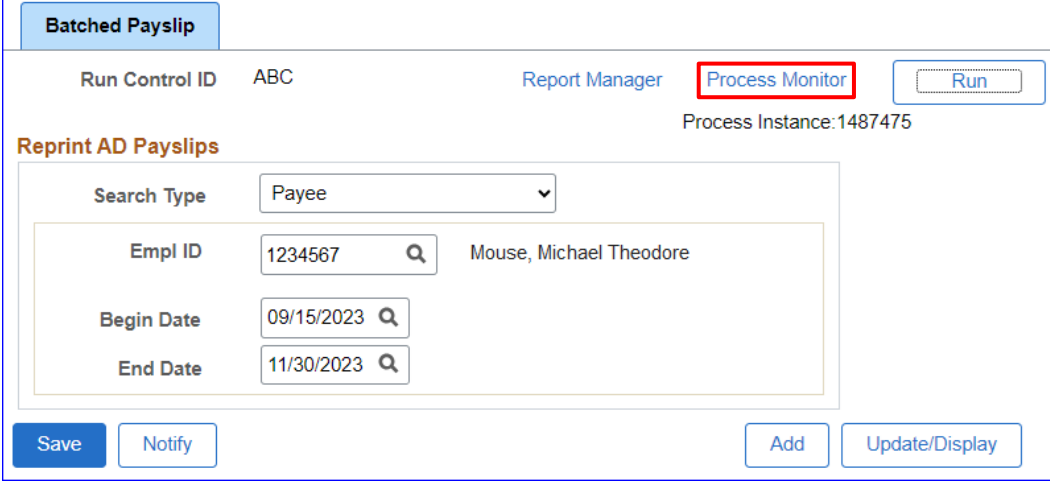
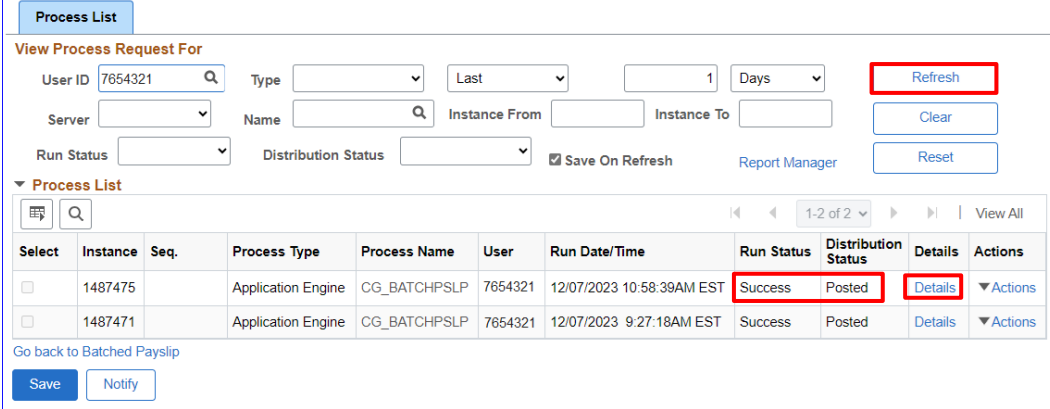
Procedures,  
continued

Step	Action
<p><b>6</b></p>	<p>Enter the <b>Begin Date</b> and <b>End Date</b> range for the batch of payslips, then click <b>Run</b>.</p> <p><b>NOTE:</b> Payslips may be retrieved from the current pay period back to 12/15/2015.</p> 
<p><b>7</b></p>	<p>Ensure the <b>Server Name</b> is PSUNX and <b>CG_BATCHPSLP</b> is checked, then click <b>OK</b>.</p> 

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## Batched Payslips by EMPLID, Continued

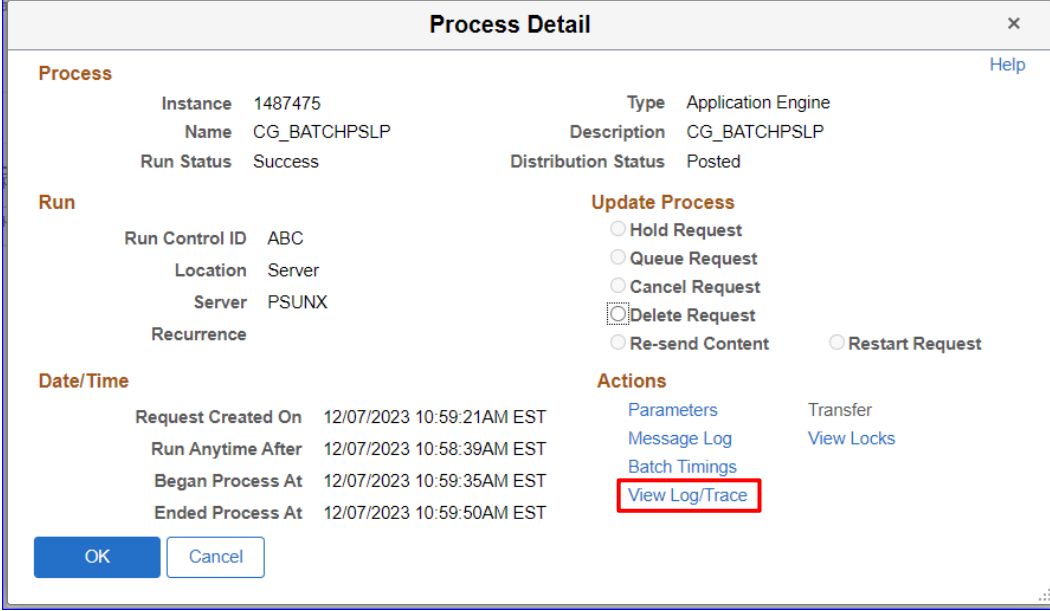
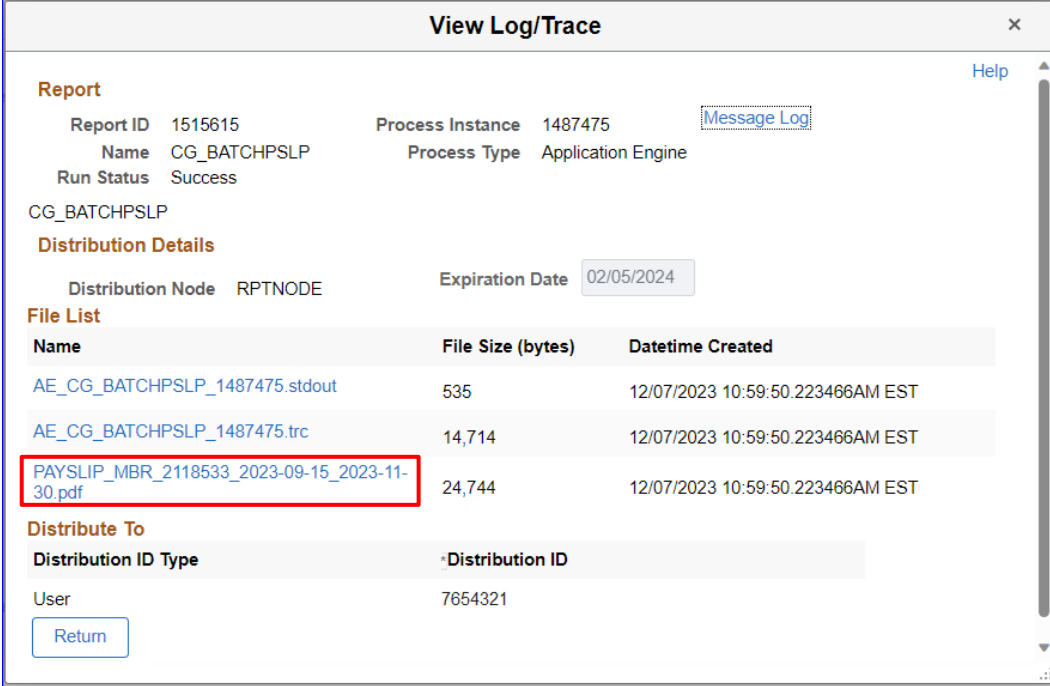
Procedures,  
continued

Step	Action
<p><b>8</b></p>	<p>The Batched Payslip page will re-display with a Process Instance number. Select <b>Process Monitor</b>.</p> 
<p><b>9</b></p>	<p>The Process List will display. The Run Status may initially display Qued or Processing. Click the <b>Refresh</b> button until the Run Status indicates Success, and the Distribution Status indicates Posted.</p> <p>Once the <b>Run Status</b> reflects Success and the Distribution Status reflects Posted, click <b>Details</b>.</p> 

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# Batched Payslips by EMPLID, Continued

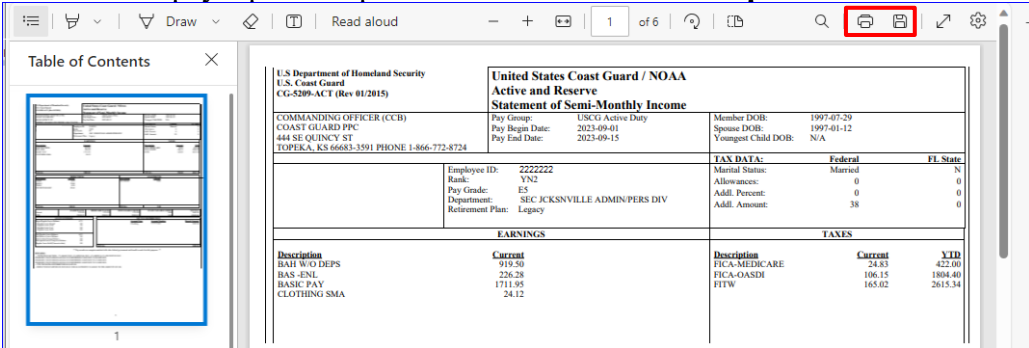
Procedures,  
continued

Step	Action
<p><b>10</b></p>	<p>The Process Details will open. Select <b>View Log/Trace</b>.</p> 
<p><b>11</b></p>	<p>The View Log/Trace page will display. Select the <b>PAYSLIP_DEPT_XXX.pdf</b> to access the batched payslips.</p> 

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# Batched Payslips by EMPLID, Continued

Procedures,  
continued

Step	Action																																												
12	<p>The batch of payslips will open in a new tab. <b>Save and/or print as desired.</b></p>  <p><b>U.S. Department of Homeland Security U.S. Coast Guard CG-5209-ACT (Rev 01/2015)</b></p> <p><b>United States Coast Guard / NOAA Active and Reserve Statement of Semi-Monthly Income</b></p> <p>COMMANDING OFFICER (CCB) COAST GUARD PPC 444 SE QUINCY ST TOPEKA, KS 66683-3591 PHONE: 1-866-772-8724</p> <p>Pay Group: USCG Active Duty Pay Begin Date: 2023-09-01 Pay End Date: 2023-09-15</p> <p>Member DOB: 1997-07-29 Spouse DOB: 1997-01-12 Youngest Child DOB: N/A</p> <table border="1"> <thead> <tr> <th colspan="2">TAX DATA:</th> <th>Federal</th> <th>FL State</th> </tr> </thead> <tbody> <tr> <td>Marital Status:</td> <td>Married</td> <td>N</td> <td>N</td> </tr> <tr> <td>Allowance:</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Adtl. Percent:</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Adtl. Amount:</td> <td>38</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">EARNINGS</th> <th colspan="2">TAXES</th> </tr> <tr> <th>Description</th> <th>Current</th> <th>Description</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>BAS W/O DEFS</td> <td>919.50</td> <td>FICA-MEDICARE</td> <td>422.00</td> </tr> <tr> <td>BAS -ENL</td> <td>226.28</td> <td>FICA-OASDI</td> <td>1804.40</td> </tr> <tr> <td>BASIC PAY</td> <td>1711.95</td> <td>FITW</td> <td>2615.34</td> </tr> <tr> <td>CLOTHING SMA</td> <td>24.12</td> <td></td> <td></td> </tr> </tbody> </table>	TAX DATA:		Federal	FL State	Marital Status:	Married	N	N	Allowance:	0	0	0	Adtl. Percent:	0	0	0	Adtl. Amount:	38	0	0	EARNINGS		TAXES		Description	Current	Description	YTD	BAS W/O DEFS	919.50	FICA-MEDICARE	422.00	BAS -ENL	226.28	FICA-OASDI	1804.40	BASIC PAY	1711.95	FITW	2615.34	CLOTHING SMA	24.12		
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