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
- CGHRSUP
- CGHRSVW

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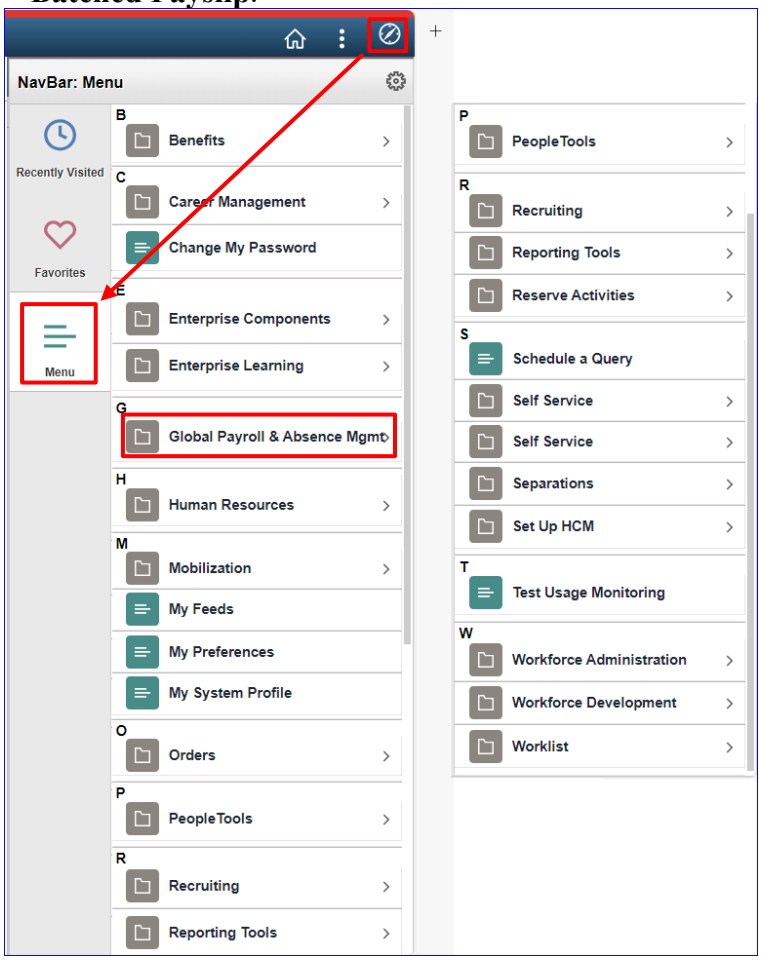
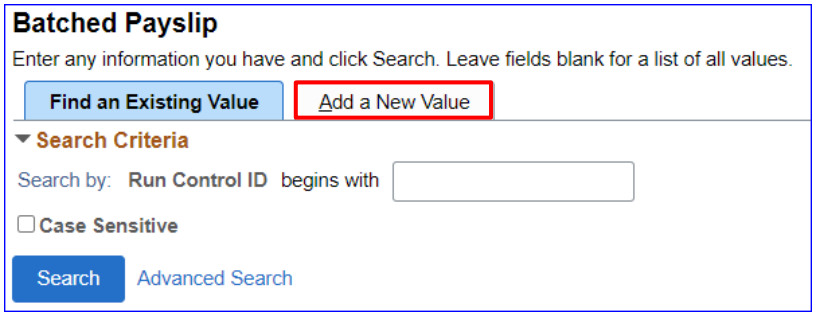
Batch Payslips by Department ID

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

Procedures See below.

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

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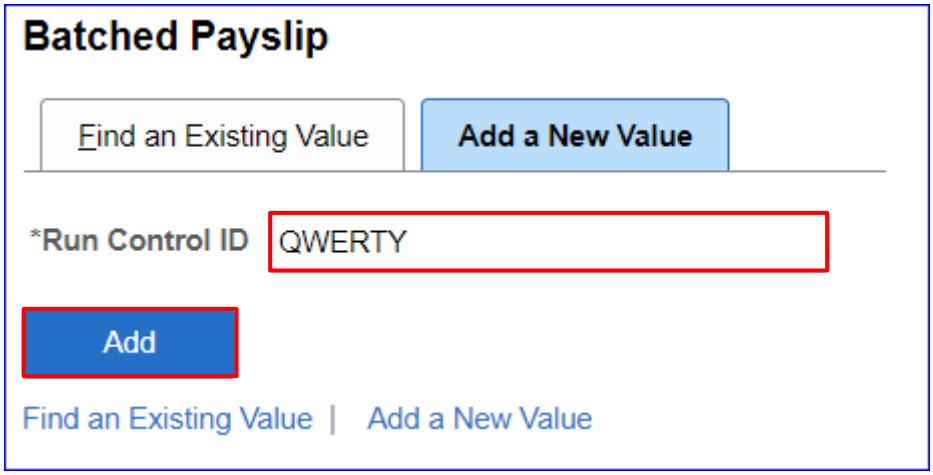
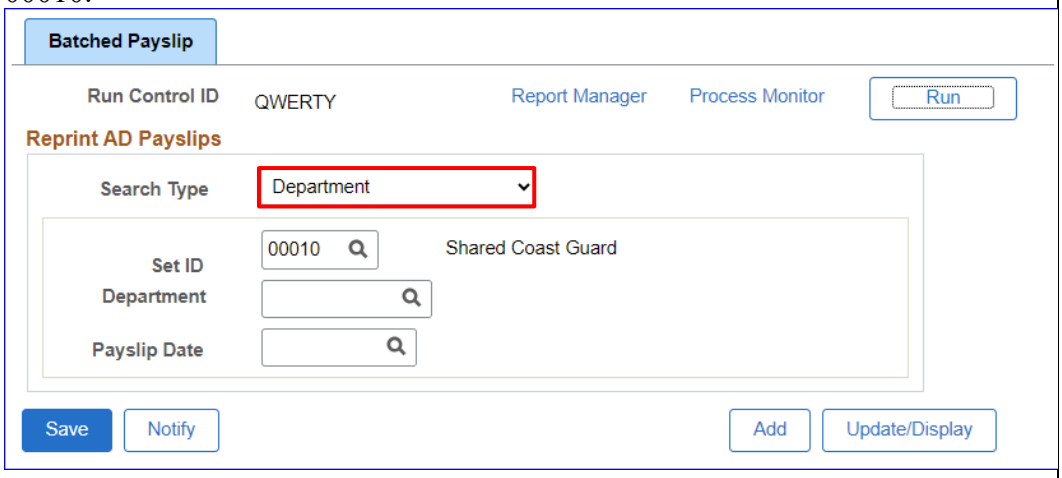
Batch Payslips by Department ID, Continued

Procedures, continued

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

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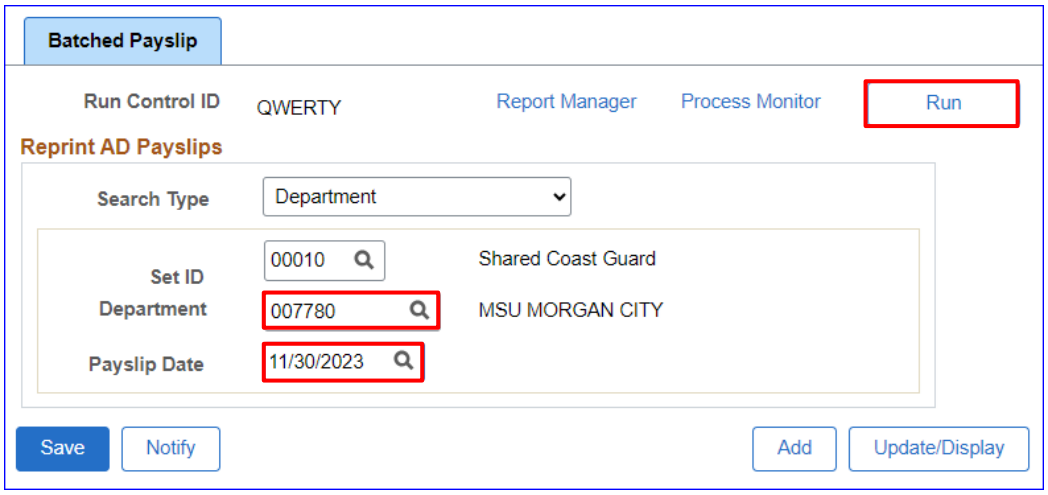
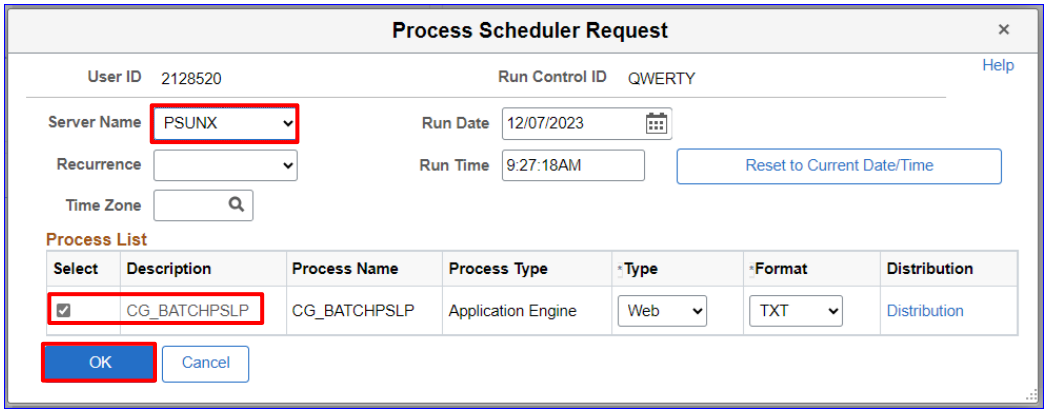
Batch Payslips by Department ID, Continued

Procedures, continued

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

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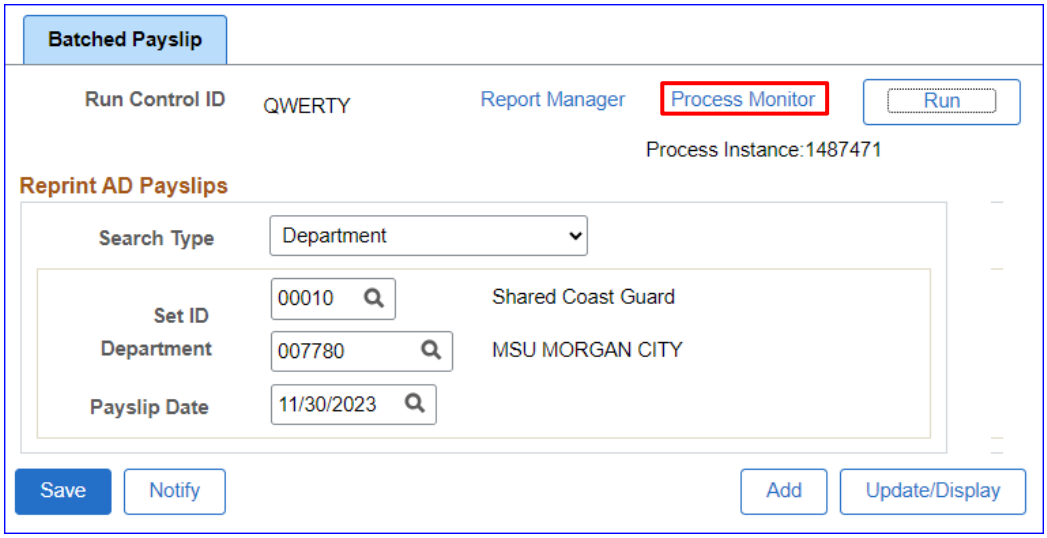
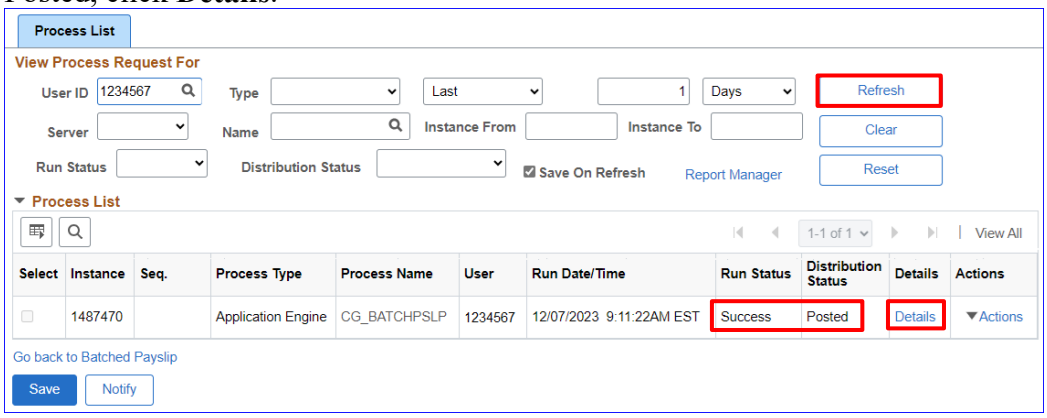
Batch Payslips by Department ID, Continued

Procedures, continued

Step	Action
7	The Batched Payslip page will re-display with a Process Instance number. Select **Process Monitor**. 
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. Once the **Run Status** reflects Success and the **Distribution Status** reflects Posted, click **Details**. 

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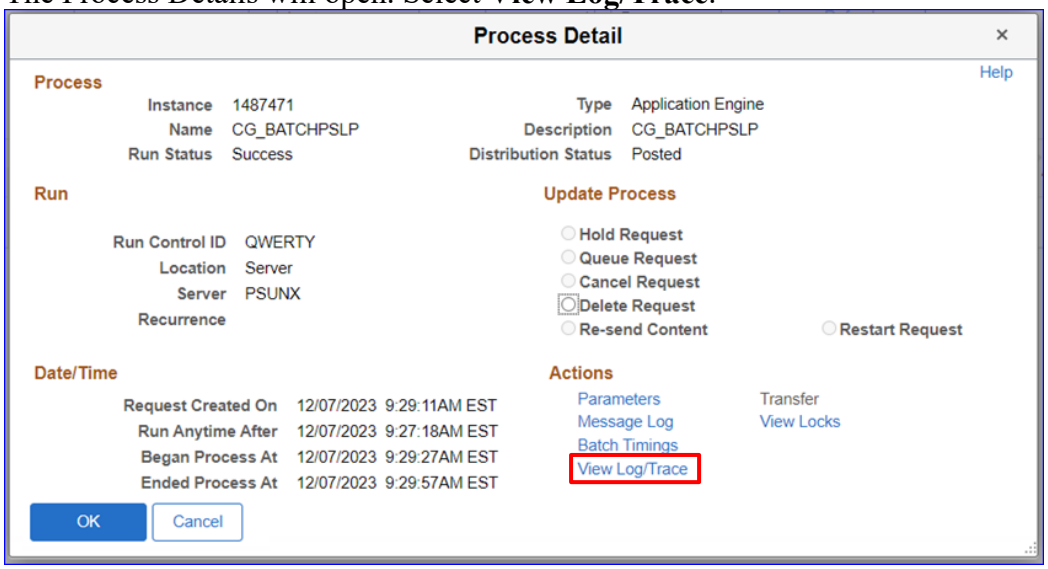
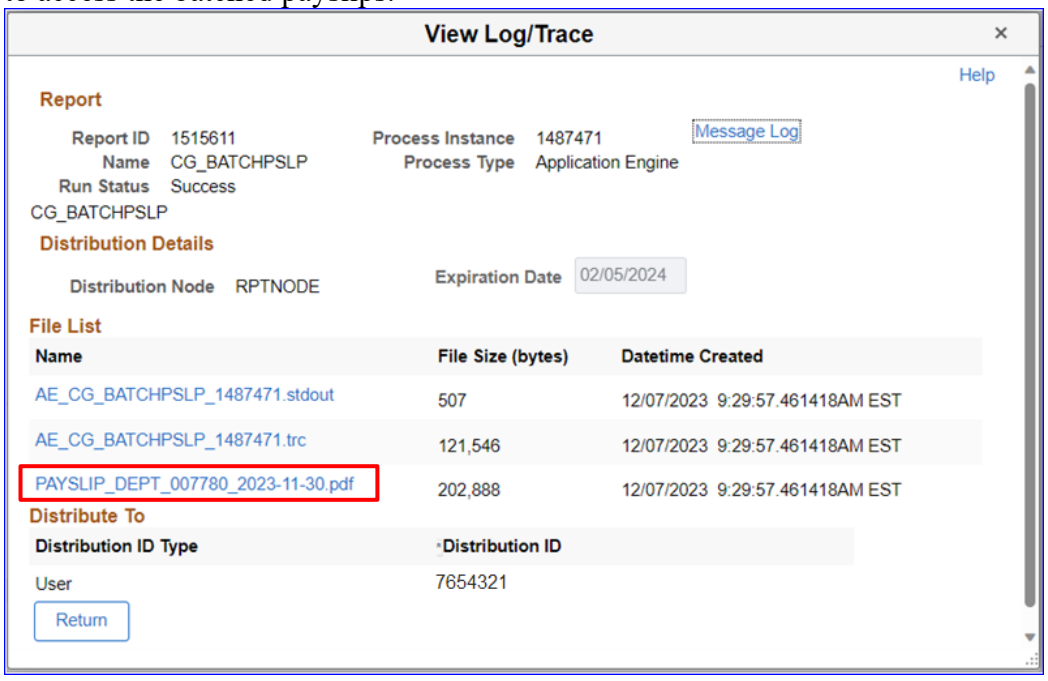
Batch Payslips by Department ID, Continued

Procedures, continued

Step	Action
9	The Process Details will open. Select **View Log/Trace**. 
10	The View Log/Trace page will display. Select the PAYSLIP_DEPT_XXX.pdf to access the batched payslips. 

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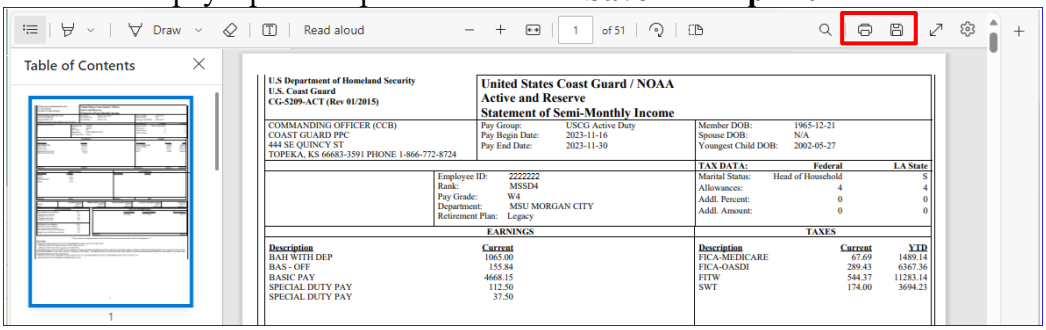
Batch Payslips by Department ID, Continued

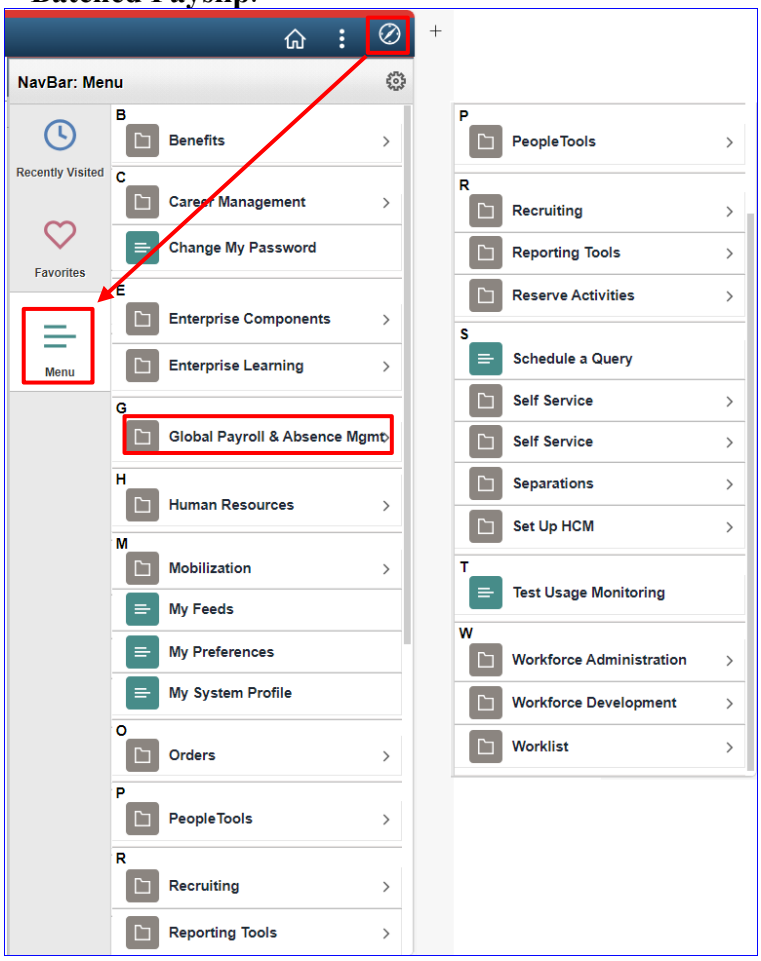
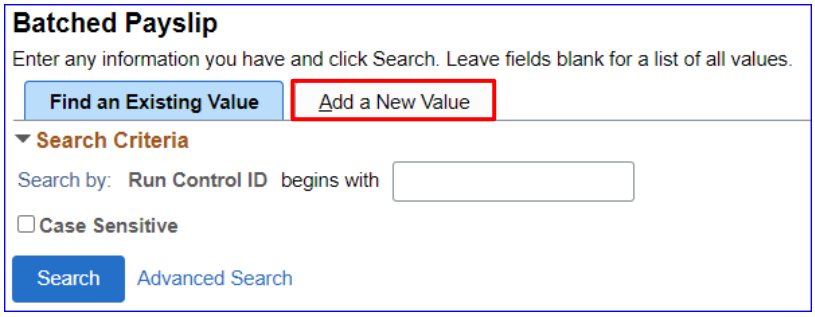
Procedures,
continued

Step	Action
11	The batch of payslips will open in a new tab. **Save** and/or **print** as desired. 

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

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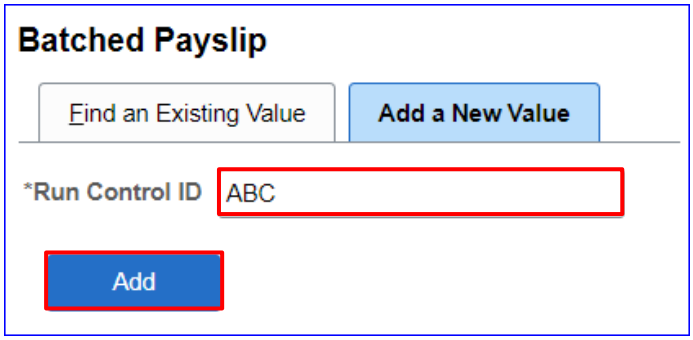
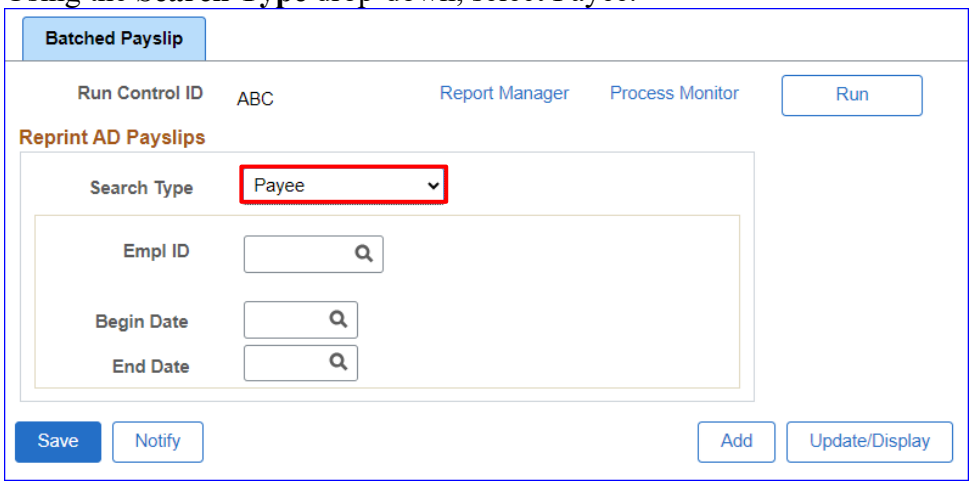
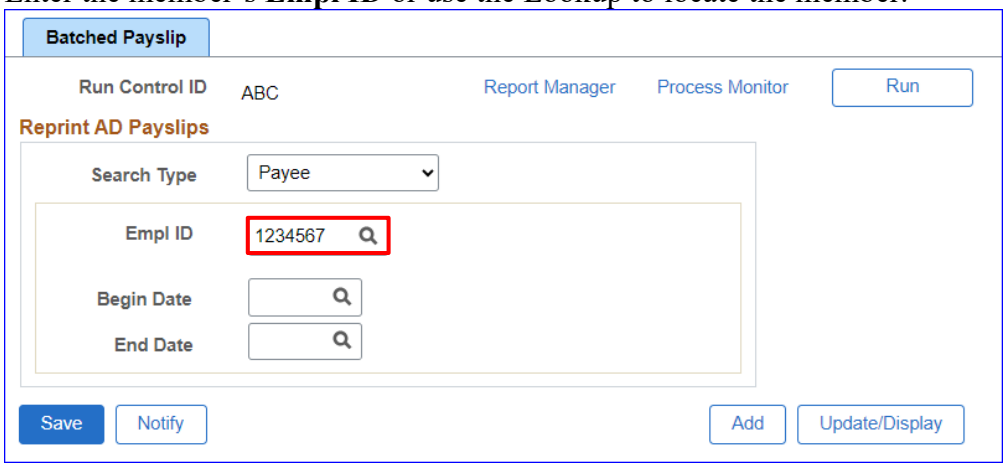
Batched Payslips by EMPLID, Continued

Procedures, continued

Step	Action
3	Enter a **Run Control ID** (this may be anything easily remembered) and click **Add**. 
4	Using the **Search Type** drop-down, select Payee. 
5	Enter the member's **Empl ID** or use the Lookup to locate the member. 

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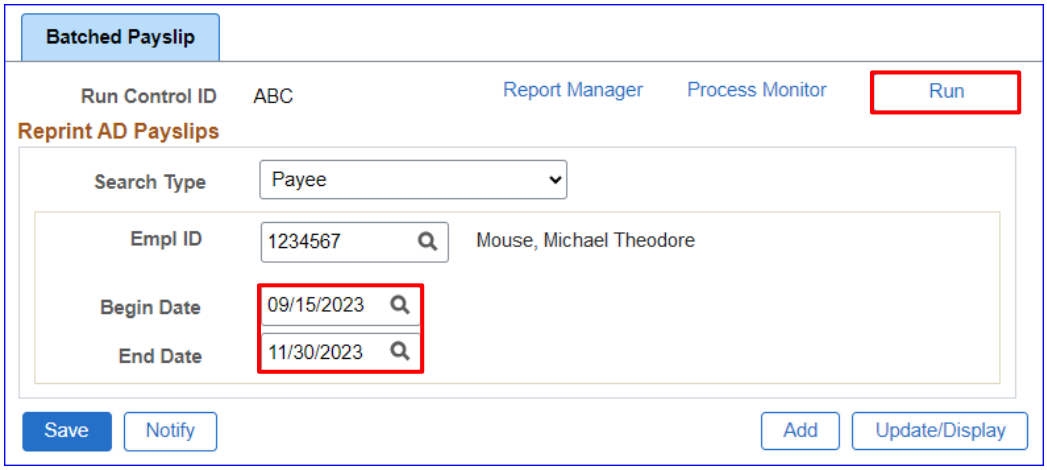
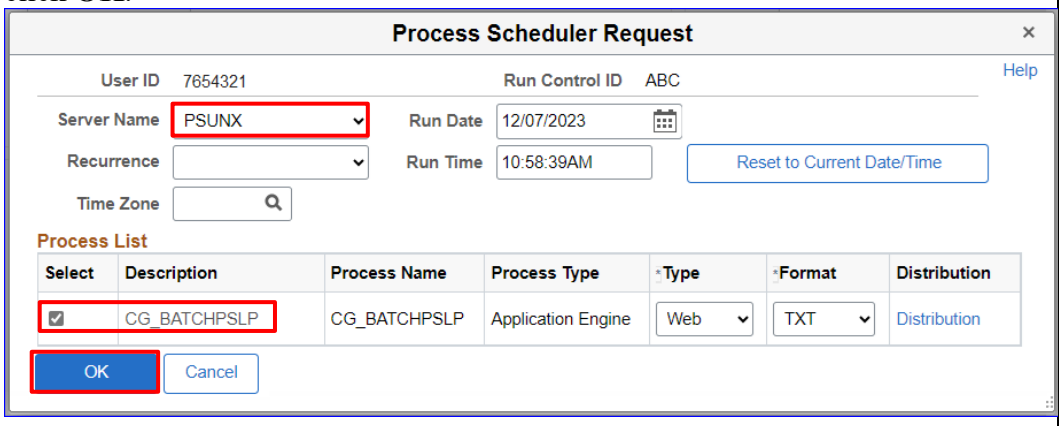
Batched Payslips by EMPLID, Continued

Procedures, continued

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

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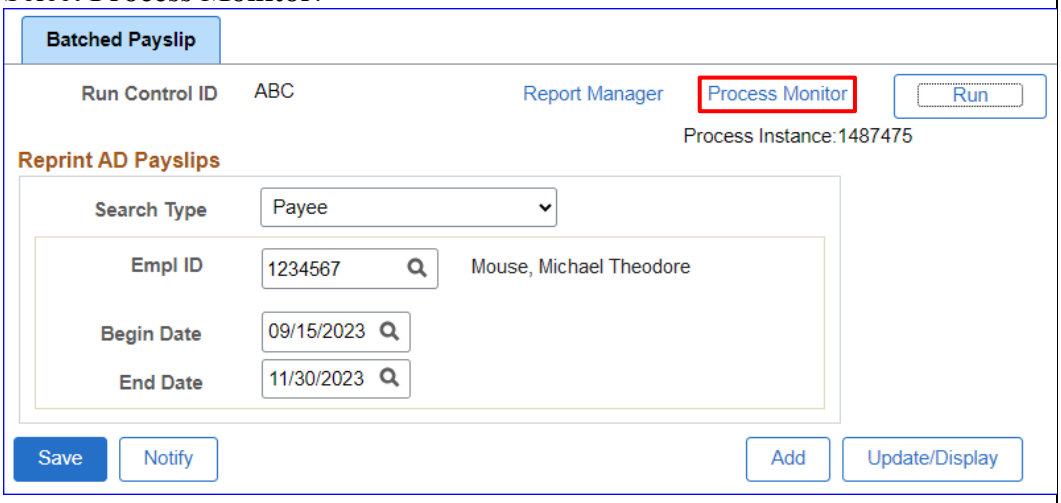
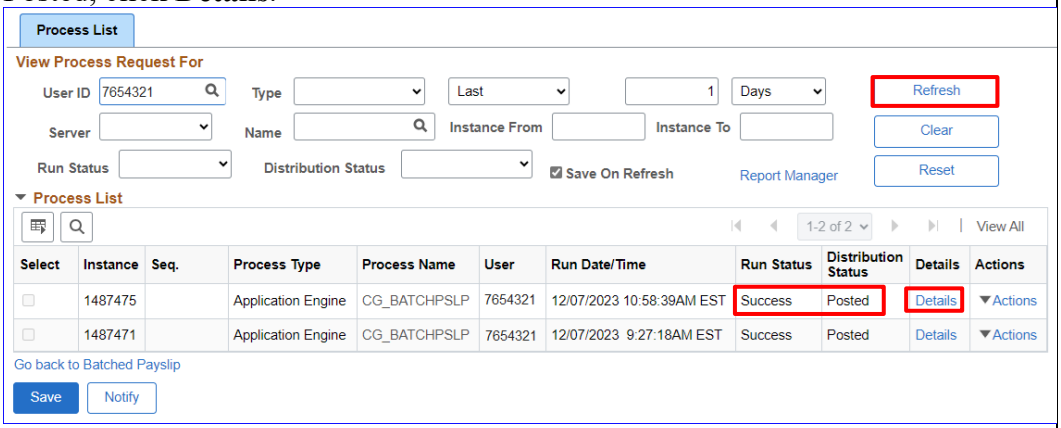
Batched Payslips by EMPLID, Continued

Procedures, continued

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

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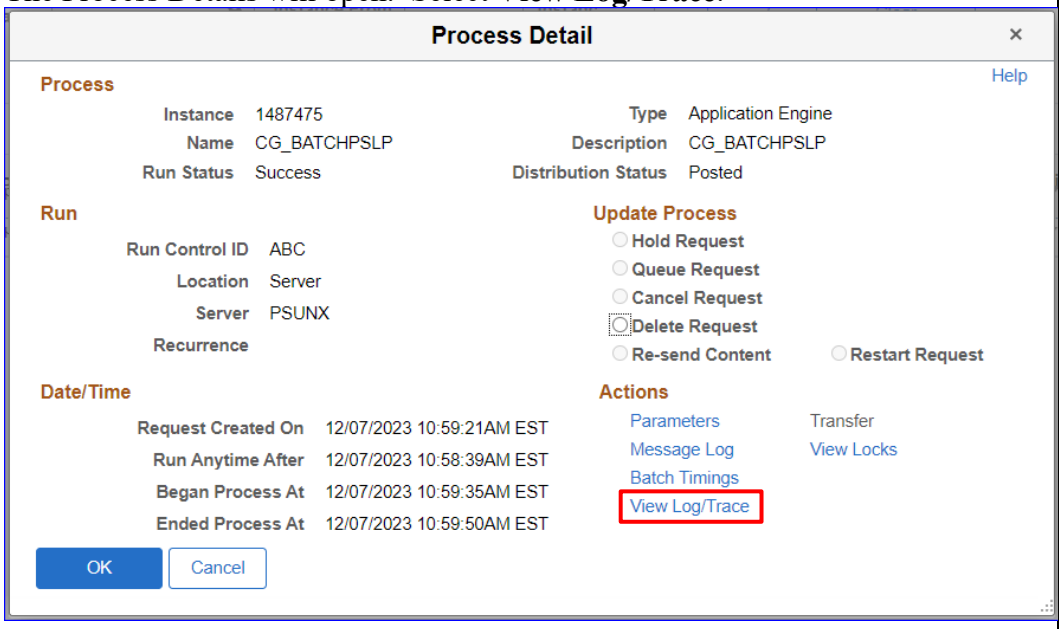
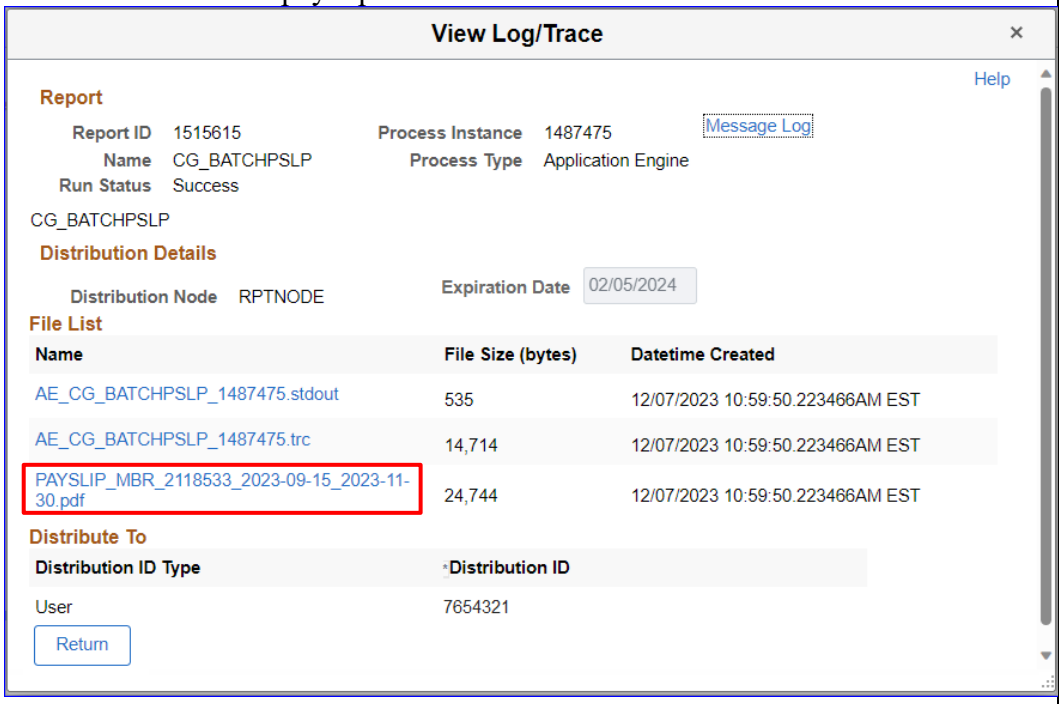
Batched Payslips by EMPLID, Continued

Procedures, continued

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

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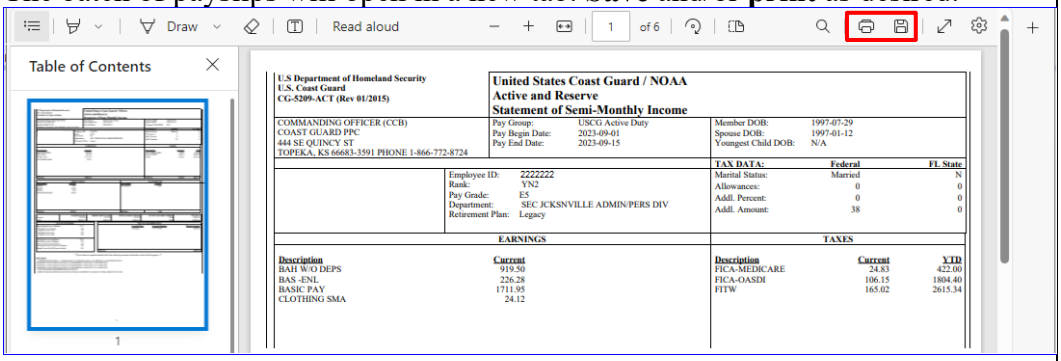
Batched Payslips by EMPLID, Continued

Procedures,
continued

Step	Action
12	The batch of payslips will open in a new tab. **Save** and/or **print** as desired.