How to Run the Audit Paid to Reported Time Report

This report shows you the earnings/leave reported and paid for each employee at your site. Monthly notifications via the Time & Labor listserv will instruct sites to run report approximately 10 days after each payroll process. The administrator must review, approve and sign this document to validate the payroll.

1. Navigate to: PeopleSoft HCM > Time & Management > Time and Labor WorkCenter > Reports/Processes tab > Audit Paid to Reported Time

2. Click the Add a New Value Tab

3. Enter a Run Control ID. Name the report something unique that you will remember. You only need one Run Control ID for this report. There should be no spaces in the Run Control ID. Use (_) as a separator. (See screenshot example)

4. Click the Add button.

5. In the Pay End Date field, enter the date for the payroll you need to run. Example: For the May 31, 2014 payroll you would enter 05/31/14. For the June 10, 2014 (off cycle) payroll you would enter 06/01/14

6. In the Department field enter your 4-digit department number, or click the and select your department number.

7. Click Save. (Only the first time you are setting up your report)

8. Click Run.

9. Select PSNT from the Server Name drop-down menu. You only need to do this the first time you are setting up your report.

10. Click OK.
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11. After you click OK, you will be given a Process Instance Number and returned to the Report Page. Click the Process Monitor link to view the status of the report.

12. Your report is done processing when the Run Status reads “Success” and Distribution Status reads “Posted” (If not, hit the Refresh button until they change to the correct status.)

13. Click the Details link.

14. Click the View Log/Trace link. This will bring you to a page that shows you three files.

15. Of the three files, choose the one with the .PDF extension. The name of the report will also contain the Process Instance Number that was assigned to it in step 11. The report will open in Adobe Acrobat Reader.

- Print/Save the report(s).
- Have the principal/dept manager review/approve and sign.
- Retain the report(s) in the binder with the corresponding time data.
Audit Paid to Reported Time Report Validation Fields Explanation

The Job Code and Position# fields are central to understanding the reported total wages for the employee. Reporting sites are validating earnings and paid time represented by the Job Code that is in bold type.

The report shows reported hours and paid earnings. The column, Hourly Rt/Qty Reported and DUR (date of the earning) will, for each fund or Position#, have repeat line entries and have the same date when earnings are split funded or are based on the employee having multiple positions. The earnings are grouped by Position# or fund and will show the same date for the same earnings code for each respective group. However, the time shown under the column Oth Hrs and the amount shown under Oth Erns shows the actual proportional time and earnings for that date shown under the DUR column for the specific Position# or fund. In the below example, the employee has two positions (shown under the Position#/Position Description) and therefore, Hourly Rt/Qty Reported column repeats with the same dates for the full quantity reflecting the two positions. This part of the report is unable to reflect the proration based on the percentage for either split funding or having multiple positions. The Erncd, Oth Hrs and Oth Erns columns show the actual charge after the percentage was applied to the multiple occurrences showing under the Qty Reported and DUR columns. Under column RegEarns/TRC, the earnings applicable to the specific position are shown.

Also, this example shows a common exception in the reports. The department is 0352, but the budget string is showing department 5445 as the paying department. This happens when the position number is joined to a department other than the paying department. This employee will also show on 5445’s Audit Reported to Paid Time Report since that is the paying department.

![Sample Report](image)

<table>
<thead>
<tr>
<th>Name</th>
<th>Total Gross</th>
<th>Job Code</th>
<th>Reg Earns</th>
<th>Hourly Rt/Qty Reported</th>
<th>DUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Doe</td>
<td>20000000</td>
<td>865043</td>
<td>1327925</td>
<td>20000000</td>
<td>20000000</td>
</tr>
</tbody>
</table>

Job Code

Job Code (In bold type) is associated with Position# and shows the amount earned by the staff member in this position at this site. The amount earned is listed under the column Reg Earns. Sites validate the wages paid for the earnings reported that are for the Job Code shown in bold type.

Position#

The specific position in the number of positions allocated for the particular Job Code. For example, if the site was authorized 10 teachers for Job Code 2000, then positions numbers could range from 20000001 thru 20000010. An employee may have multiple positions for the same Job Code.
Reg Earns  The earnings for that position in the preceded Job Code. This/these amount(s) may not equal the Total Gross if the staff member had earnings at another location.

Total Gross  This is the employee’s paycheck and in most cases equals the amount(s) associated with the Job Code. If an employee has earnings from multiple locations, the location running the report sees their portion following the Job Code, but their portion will not equal the Total Gross.

Erncd  The code the total earnings are charged to for the report period.

Oth Hrs  The total hours being paid for the Erncd for the report period

Oth Erns  The total being paid for the report period for the Erncd

TRC  Shows the Time Reporting Code for the hours entered by the Time Keeper identified under Oprid. If multiple funding sources fund this Time Reporting Code, then the line will repeat and not equal the total listed in the Erncd and Oth Hrs reported. The assignment funding percentage is not included on the report for the associated TRC therefore the Qty appears overstated.

Qty/Reported  Number of hours (daily) being reported for the TRC.

Dur  The date for which the TRC is reported.

Stat  Processing status of the entry, TP = Taken by payroll

Oprid  The employee’s PeopleSoft ID number who entered the time into the system.

Account Code  Budget string charged for the TRC.