

Instructions for the PLDR394 Biweekly Payroll Distribution Report

The PLDR394 report will produce payroll information for biweekly employees. The report can be run for a particular month and will include all original cost biweekly (OCB) pays that were paid in a given month as well as in that particular general ledger period.

The report will include any adjustments entered during the queried month plus any adjustments related to that month's OCBs. Report will show the Original Cost for the adjustment and the adjustment amount (may be in a biweekly period outside of month queried).

The report is constructed in such a way that data will match the Person Inquiry screen data in SPAR.

The report is available to SPAR Administrators under the 'PLD DEPT SPAR Processing' Responsibility. The report uses SPAR Security, so only the department the SPAR user has access to will be displayed on report.

REPORT PARAMETERS REQUIRED:

1. RC
2. DEPT
3. Month End Date

COLUMNS:

1. EMPLOYEE NAME
2. DEPARTMENT
3. EMPLOYEE NUMBER
4. EARNING ELEMENT
5. ORIGINAL COST/PAY
6. ADJUSTMENTS
7. SOURCE
8. BIWEEKLY PAY PERIOD
9. BW PP START DATE
10. BW PP END DATE
11. HLDR310/LEVEL PERIOD
12. ACCOUNT

Instructions for the PLDR394 Biweekly Payroll Distribution Report

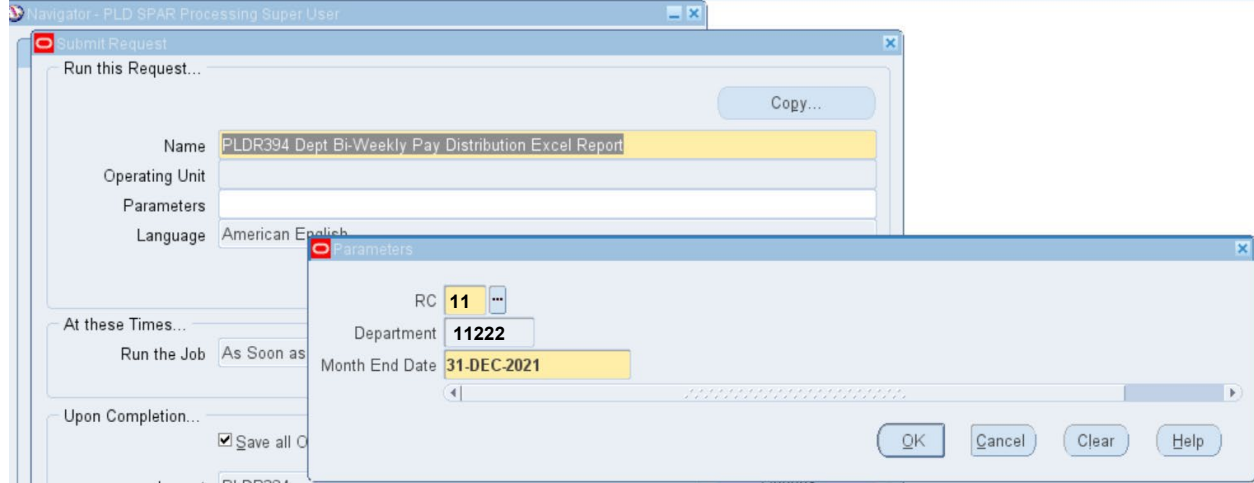
EXAMPLE

Report Parameters

RC: 11

Dept: 11222

Month End Date: 31-DEC-2021



Results

University of Pittsburgh
PLDR394: Department Bi-Weekly Pay Distribution Excel Report

Report Run Date: 11-JAN-22
Parameter Date: 31-DEC-21

Employee Name	Department	Employee Number	Earning Element	Original Cost/Pay	Adjustments	Source	Biweekly Pay Period	BW PP Start Date	BW PP End Date	HLDR310/Level Period	Account
Heinz, Howard	11222	123456	Retro Time Entry Wages	377	0	OCB	2021 Pitt Biweekly 26	12-Dec-21	25-Dec-21	DEC-21.	02.11222.5100.00000.000000.00000.00000.N
Heinz, Howard	11222	123456	Time Entry Wages	344.5	0	OCB	2021 Pitt Biweekly 23	31-Oct-21	13-Nov-21	DEC-21.	02.11222.5100.00000.000000.00000.00000.N
Heinz, Howard	11222	123456	Time Entry Wages	325	0	OCB	2021 Pitt Biweekly 24	14-Nov-21	27-Nov-21	DEC-21.	02.11222.5100.00000.000000.00000.00000.N
Heinz, Howard	11222	123456	Time Entry Wages	377	0	OCB	2021 Pitt Biweekly 25	28-Nov-21	11-Dec-21	DEC-21.	02.11222.5100.00000.000000.00000.00000.N
Heinz, Howard	11222	123456	Time Entry Wages	169	0	OCB	2021 Pitt Biweekly 26	12-Dec-21	25-Dec-21	DEC-21.	02.11222.5100.00000.000000.00000.00000.N
Montana, Joe	11222	654321	Time Entry Wages	467.82	0	OCB	2021 Pitt Biweekly 21	3-Oct-21	16-Oct-21	OCT-21.	05.11222.5400.00000.123456.00000.00000.N
Montana, Joe	11222	654321	Time Entry Wages	0	-467.82	SWCT	2021 Pitt Biweekly 21	3-Oct-21	16-Oct-21	DEC-21.	05.11222.5400.00000.789100.00000.00000.N
Rogers, Fred	11222	987654	Sick Entitlement	9.3	0	OCB	2021 Pitt Biweekly 20	19-Sep-21	2-Oct-21	OCT-21.	05.11222.5450.00000.410000.00000.00000.N
Rogers, Fred	11222	987654	Sick Entitlement	52.7	0	OCB	2021 Pitt Biweekly 20	19-Sep-21	2-Oct-21	OCT-21.	05.11222.5450.00000.710000.00000.00000.N
Rogers, Fred	11222	987654	Sick Entitlement	0	52.7	SWCT	2021 Pitt Biweekly 20	19-Sep-21	2-Oct-21	DEC-21.	05.11222.5450.00000.420000.00000.00000.N
Rogers, Fred	11222	987654	Sick Entitlement	0	-52.7	SWCT	2021 Pitt Biweekly 20	19-Sep-21	2-Oct-21	DEC-21.	05.11222.5450.00000.710000.00000.00000.N
Rogers, Fred	11222	987654	Sick Entitlement	0	-9.3	SWCT	2021 Pitt Biweekly 20	19-Sep-21	2-Oct-21	DEC-21.	05.11222.5450.00000.410000.00000.00000.N
Rogers, Fred	11222	987654	Sick Entitlement	0	9.3	SWCT	2021 Pitt Biweekly 20	19-Sep-21	2-Oct-21	DEC-21.	05.11222.5450.00000.420000.00000.00000.N
Warhol, Andy	11222	456789	Time Entry Wages	1662	0	OCB	2021 Pitt Biweekly 25	28-Nov-21	11-Dec-21	DEC-21.	04.11222.5400.29491.000000.00001.00000.N
Warhol, Andy	11222	456789	Time Entry Wages	0	-1662	SWCT	2021 Pitt Biweekly 25	28-Nov-21	11-Dec-21	JAN-22.	04.11222.5400.29491.000000.00001.00000.N
Warhol, Andy	11222	456789	Time Entry Wages	0	1662	SWCT	2021 Pitt Biweekly 25	28-Nov-21	11-Dec-21	JAN-22.	05.11222.5400.00000.113300.00000.00000.N
Warhol, Andy	11222	456789	Time Entry Wages	831	0	OCB	2021 Pitt Biweekly 26	12-Dec-21	25-Dec-21	DEC-21.	04.11222.5400.29491.000000.00001.00000.N
Warhol, Andy	11222	456789	Time Entry Wages	0	-831	SWCT	2021 Pitt Biweekly 26	12-Dec-21	25-Dec-21	JAN-22.	04.11222.5400.29491.000000.00001.00000.N
Warhol, Andy	11222	456789	Time Entry Wages	0	831	SWCT	2021 Pitt Biweekly 26	12-Dec-21	25-Dec-21	JAN-22.	05.11222.5400.00000.113300.00000.00000.N

Instructions for the PLDR394 Biweekly Payroll Distribution Report

Explanation of results

1: Report will list all biweekly (BW) Original Costs paid out during December BW Payrolls (BW24, BW25, and BW26 in this example).

University of Pittsburgh												
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Heinz, Howard	11222	123456	Retro Time Entry Wage	377	0	OCB	2021 Pitt Biweekly 26	12-Dec-21	25-Dec-21	DEC-21	02.11222.5100.00000.000000.00000.00000.N	
Heinz, Howard	11222	123456	Time Entry Wages	344.5	0	OCB	2021 Pitt Biweekly 23	31-Oct-21	13-Nov-21	DEC-21	02.11222.5100.00000.000000.00000.00000.N	
Heinz, Howard	11222	123456	Time Entry Wages	325	0	OCB	2021 Pitt Biweekly 24	14-Nov-21	27-Nov-21	DEC-21	02.11222.5100.00000.000000.00000.00000.N	
Heinz, Howard	11222	123456	Time Entry Wages	377	0	OCB	2021 Pitt Biweekly 25	28-Nov-21	11-Dec-21	DEC-21	02.11222.5100.00000.000000.00000.00000.N	
Heinz, Howard	11222	123456	Time Entry Wages	169	0	OCB	2021 Pitt Biweekly 26	12-Dec-21	25-Dec-21	DEC-21	02.11222.5100.00000.000000.00000.00000.N	
Montana, Joe	11222	654321	Time Entry Wages	467.82	0	OCB	2021 Pitt Biweekly 21	3-Oct-21	16-Oct-21	OCT-21	05.11222.5400.00000.123456.00000.00000.N	
Montana, Joe	11222	654321	Time Entry Wages	0	-467.82	SWCT	2021 Pitt Biweekly 21	3-Oct-21	16-Oct-21	DEC-21	05.11222.5400.00000.123456.00000.00000.N	
Montana, Joe	11222	654321	Time Entry Wages	0	467.82	SWCT	2021 Pitt Biweekly 21	3-Oct-21	16-Oct-21	DEC-21	05.11222.5400.00000.789100.00000.00000.N	
Rogers, Fred	11222	987654	Sick Entitlement	9.3	0	OCB	2021 Pitt Biweekly 20	19-Sep-21	2-Oct-21	OCT-21	05.11222.5450.00000.410000.00000.00000.N	
Rogers, Fred	11222	987654	Sick Entitlement	52.7	0	OCB	2021 Pitt Biweekly 20	19-Sep-21	2-Oct-21	OCT-21	05.11222.5450.00000.710000.00000.00000.N	
Rogers, Fred	11222	987654	Sick Entitlement	0	52.7	SWCT	2021 Pitt Biweekly 20	19-Sep-21	2-Oct-21	DEC-21	05.11222.5450.00000.420000.00000.00000.N	
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Rogers, Fred	11222	987654	Sick Entitlement	0	9.3	SWCT	2021 Pitt Biweekly 20	19-Sep-21	2-Oct-21	DEC-21	05.11222.5450.00000.420000.00000.00000.N	
Warhol, Andy	11222	456789	Time Entry Wages	1662	0	OCB	2021 Pitt Biweekly 25	28-Nov-21	11-Dec-21	DEC-21	04.11222.5400.29491.000000.00001.00000.N	
Warhol, Andy	11222	456789	Time Entry Wages	0	-1662	SWCT	2021 Pitt Biweekly 25	28-Nov-21	11-Dec-21	JAN-22	04.11222.5400.29491.000000.00001.00000.N	
Warhol, Andy	11222	456789	Time Entry Wages	0	1662	SWCT	2021 Pitt Biweekly 25	28-Nov-21	11-Dec-21	JAN-22	05.11222.5400.00000.113300.00000.00000.N	
Warhol, Andy	11222	456789	Time Entry Wages	831	0	OCB	2021 Pitt Biweekly 26	12-Dec-21	25-Dec-21	DEC-21	04.11222.5400.29491.000000.00001.00000.N	
Warhol, Andy	11222	456789	Time Entry Wages	0	-831	SWCT	2021 Pitt Biweekly 26	12-Dec-21	25-Dec-21	JAN-22	04.11222.5400.29491.000000.00001.00000.N	
Warhol, Andy	11222	456789	Time Entry Wages	0	831	SWCT	2021 Pitt Biweekly 26	12-Dec-21	25-Dec-21	JAN-22	05.11222.5400.00000.113300.00000.00000.N	

2: Report will list all biweekly (BW) Original Costs paid out in DEC-21 general ledger period. Line 7 includes an entry from BW 23. This entry is related to a BW23 quick pay that processed during the DEC-21 GL-period which is why it appears on this report.

University of Pittsburgh												
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Parameter Date: 31-DEC-21												
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Heinz, Howard	11222	123456	Time Entry Wages	344.5	0	OCB	2021 Pitt Biweekly 23	31-Oct-21	13-Nov-21	DEC-21	02.11222.5100.00000.000000.00000.00000.N	
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Heinz, Howard	11222	123456	Time Entry Wages	377	0	OCB	2021 Pitt Biweekly 25	28-Nov-21	11-Dec-21	DEC-21	02.11222.5100.00000.000000.00000.00000.N	
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Montana, Joe	11222	654321	Time Entry Wages	467.82	0	OCB	2021 Pitt Biweekly 21	3-Oct-21	16-Oct-21	OCT-21	05.11222.5400.00000.123456.00000.00000.N	
Montana, Joe	11222	654321	Time Entry Wages	0	-467.82	SWCT	2021 Pitt Biweekly 21	3-Oct-21	16-Oct-21	DEC-21	05.11222.5400.00000.123456.00000.00000.N	
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Rogers, Fred	11222	987654	Sick Entitlement	52.7	0	OCB	2021 Pitt Biweekly 20	19-Sep-21	2-Oct-21	OCT-21	05.11222.5450.00000.710000.00000.00000.N	
Rogers, Fred	11222	987654	Sick Entitlement	0	52.7	SWCT	2021 Pitt Biweekly 20	19-Sep-21	2-Oct-21	DEC-21	05.11222.5450.00000.420000.00000.00000.N	
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Warhol, Andy	11222	456789	Time Entry Wages	1662	0	OCB	2021 Pitt Biweekly 25	28-Nov-21	11-Dec-21	DEC-21	04.11222.5400.29491.000000.00001.00000.N	
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Warhol, Andy	11222	456789	Time Entry Wages	0	1662	SWCT	2021 Pitt Biweekly 25	28-Nov-21	11-Dec-21	JAN-22	05.11222.5400.00000.113300.00000.00000.N	
Warhol, Andy	11222	456789	Time Entry Wages	831	0	OCB	2021 Pitt Biweekly 26	12-Dec-21	25-Dec-21	DEC-21	04.11222.5400.29491.000000.00001.00000.N	
Warhol, Andy	11222	456789	Time Entry Wages	0	-831	SWCT	2021 Pitt Biweekly 26	12-Dec-21	25-Dec-21	JAN-22	04.11222.5400.29491.000000.00001.00000.N	
Warhol, Andy	11222	456789	Time Entry Wages	0	831	SWCT	2021 Pitt Biweekly 26	12-Dec-21	25-Dec-21	JAN-22	05.11222.5400.00000.113300.00000.00000.N	

Instructions for the PLDR394 Biweekly Payroll Distribution Report

3: Report will include any adjustments related to the DEC-21 OCBs.

University of Pittsburgh
PLDR394: Department BI-Weekly Pay Distribution Excel Report

Report Run Date: 11-JAN-22
Parameter Date: 31-DEC-21

Employee Name	Department	Employee Number	Earning Element	Original Cost/Pay	Adjustments	Source	Biweekly Pay Period	BW PP Start Date	BW PP End Date	HLD310/Level Period	Account
Heinz, Howard	11222	123456	Retro Time Entry Wage	377	0	OCB	2021 Pitt Biweekly 26	12-Dec-21	25-Dec-21	DEC-21	02.11222.5100.00000.000000.00000.00000.N
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Montana, Joe	11222	654321	Time Entry Wages	467.82	0	OCB	2021 Pitt Biweekly 21	3-Oct-21	16-Oct-21	OCT-21	05.11222.5400.00000.123456.00000.00000.N
Montana, Joe	11222	654321	Time Entry Wages	0	-467.82	SWCT	2021 Pitt Biweekly 21	3-Oct-21	16-Oct-21	DEC-21	05.11222.5400.00000.123456.00000.00000.N
Montana, Joe	11222	654321	Time Entry Wages	0	467.82	SWCT	2021 Pitt Biweekly 21	3-Oct-21	16-Oct-21	DEC-21	05.11222.5400.00000.789100.00000.00000.N
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4: Report will include any adjustments processed in the DEC-21 general ledger period. The report will find the payrolls for those adjustments and list the **Original Costs for those payrolls for only the adjustment entries** and also list the adjustments processed in DEC-21 period. (BW20 and BW21 in this example)

University of Pittsburgh
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Please note that Reversals (Source: REV) will appear in Adjustments column.