

QUERIES TO CHECK PAYROLL

Monday – Pay Processing Week

1. Alpha report with gross to net - sorted alpha
OH_PYQ11_EMPL_PAYCHECK_INFO
2. Low to high net - sorted by net then alpha
SAME QUERY STRING AS #1- ALPHA
3. Gross check with no net - sorted alpha
OH_ZERO_PAYCHECK
4. Additional pay report – shows additional pays that are paying with an effective date of that pay period
OH_PYQ31_EXTRACT_ADD_PAY
5. OH_PYQ31_EXTRACT_ADD_PAY_NO_ED-this additional pay report shows additional pay with no end date

Tuesday – Pay Processing Week

- 1.. Exceptions report (Morning & then after time admin in afternoon)
OH_TLQ09_UNRESOLVD_EXCPT_ALL
3. Alpha report with gross to net- sorted alpha
OH_PYQ11_EMPL_PAYCHECK_INFO
4. Low to high net - sorted by net then alpha
SAME QUERY STRING AS #1- ALPHA
5. Gross check with no net - sorted alpha
OH_ZERO_PAYCHECK
6. Additional pay report
OH_PYQ31_EXTRACT_ADD_PAY
7. Additonal pay report
OH_PYQ31_EXTRACT_ADD_PAY_NO_ED
8. Empty timesheet
OH_PYQ01_NO_PAY
9. No Paycheck
OH_TL_NO_PAY_CHECK
10. Payroll error report
OH_PAY_MESSAGES
11. No Retirement Report
OH_BN_RETR
12. Less than 80 hours on timesheet
OH_PYQ02_FT_LESS_THAN_80HRS
13. Gross checks over \$3000
OH_3000_PAYCHECK
14. More than 80 hours
OH_PYQ34_GREATER_THAN_80_HRS
15. Payroll Register
This is under pay period reports as a menu option
16. T & L agencies only-
OH_TL_TMSHT_NO_RFL Timesheet with NO approved RFL
17. T & L agencies only-
OH_TL_TIME_APP_NOT_ONTIME Time approved on RFL but not listed on Timesheet
18. T & L Agencies Only-
OH_TL_TIME_CHGD_AFT_APP_RQ Time on Timesheet changed after RFL was approved
19. T & L agencies only-
OH_TL_UNAPP_PAYABLE_TIME Payable time needs approved
20. T & L Agencies only-
OH_TL_UNAPP_LV Search for unapproved leave requests

Wednesday – Pay Processing Week

Same As Tuesday plus run EFT Errors and fix accordingly. HRD Payroll will send Separation reports, rejected report, low net reports, and unapproved time

Thursday – Pay Processing Week

Same as Tuesday. HRD Payroll will send rejected report, low net reports, zero gross with zero net, unapproved time, and earnings outside current pay period

Friday – Pay Processing Week

DAS will send agencies these reports to review and answer by 10 am so specialist can fix issues

1. Gross check with no net
2. No Paycheck
3. Gross checks over \$3000
4. Low Nets
5. Rejected
6. zero gross with zero net
7. earnings outside current pay period
8. Unapproved time

Monday – Pay Week

1. Alpha report with gross to net- sorted alpha by institution
OH_PYQ11_EMPL_PAYCHECK_INFO
2. Low to high net - sorted by net then alpha by institution
SAME QUERY STRING AS #1- ALPHA
3. Gross check with no net - sorted alpha by institution
OH_ZERO_PAYCHECK
4. No Paycheck
OH_TL_NO_PAY_CHECK
5. Payroll Register
6. Review EFT Errors today and Tuesday of this week
7. HRD Payroll will run Rejected Payroll, Comp Time Reports, and Exceptions
(The HRD Payroll Specialists will work with agencies on these reports)

Every Day – Both Weeks (except pay processing Friday)

Self-Service Queries

1. Direct Deposit Change Without Email
OH_SS_DD_NO_EMAIL
2. Direct Deposit Greater Than Net
OH_SS_DEPOSIT_GREATER_THAN_NET
3. W-4 Changes
OH_SS_W4_CHANGES
4. W-4 Exemptions Over Nine
OH_SS_W4_EXEMPTION_OVER_9
5. Work list Items Not Worked
OH_SS_WORKLIST_NOT_WORKED
6. Address Country Change
OH_SS_ADDRESS_COUNTRY_CHANGED