Located in the DWH Portal, the Weekly Payroll Preview Report is located in the HR folder.

The Weekly Payroll Preview Report is modeled after the Monthly Payroll Preview Report, and provides many of the same views and information. This new report provides departments with the ability to preview their units’ weekly payroll for C&T and S&M staff, and make necessary Labor Distribution Schedule adjustments before the payroll is processed.

**How to Process**

Select the following report parameters before generating the report:

- Organization (Select Division, Dept, or Org level)
- Payroll Period End Date (Select from current and future payroll dates)
- Job Category (Select C&T, S&M or both).
Weekly Payroll Preview Report

After the report is generated, select from among the following views:

- **Emp By Element View**
- **Charging Org View**
- **Home Org View**
- **PTAEO View**
- **Suspense Only View**
- **Other Earnings**
- **Export Results to Excel**

**Note on “Other Earnings” View**

The “Other Earnings” View includes the following extra compensation earnings elements:

- CT On Going Shift Differential
- Flat Shift Differential
- One Time Extra Compensation
- On Going Extra Compensation
- OT Shift Diff 5%, 7%, 10% and 15%
- Shift Diff 5%, 7%, 10% and 15%

Your report has been processed and the results have been grouped. Please choose the job category from the listbox below to view reports.