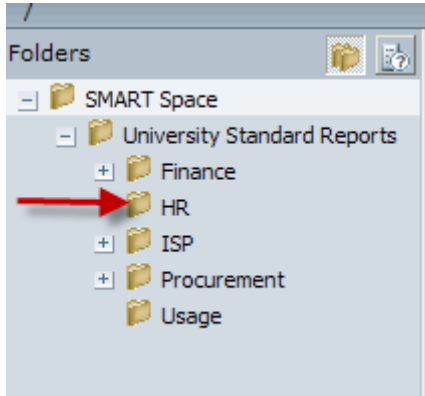


Located in the DWH Portal, the Weekly Payroll Preview Report is located in the HR folder.

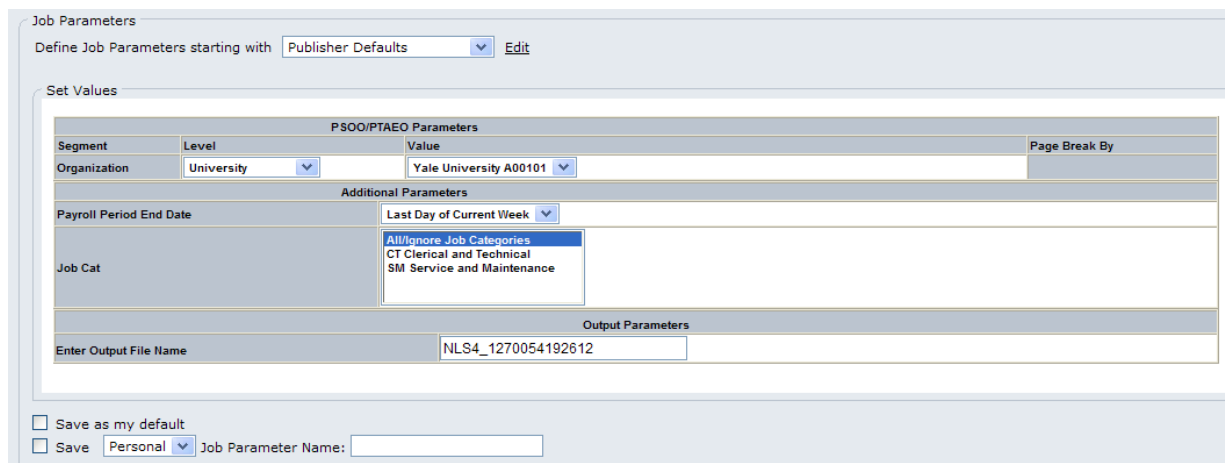


The *Weekly Payroll Preview Report* is modeled after the *Monthly Payroll Preview Report*, and provides many of the same views and information. This new report provides departments with the ability to preview their units' weekly payroll for C&T and S&M staff, and make necessary Labor Distribution Schedule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

A screenshot of a web-based 'Job Parameters' form. At the top, it says 'Define Job Parameters starting with Publisher Defaults' and has an 'Edit' link. Below is a 'Set Values' section with a table for 'PSOO/PTAEO Parameters'. The table has columns for Segment, Level, Value, and Page Break By. The 'Organization' row has 'University' in the Level column and 'Yale University A00101' in the Value column. Below this is an 'Additional Parameters' section with 'Payroll Period End Date' set to 'Last Day of Current Week' and 'Job Cat' set to 'All/Ignore Job Categories'. Below that is an 'Output Parameters' section with 'Enter Output File Name' set to 'NLS4_1270054192612'. At the bottom, there are checkboxes for 'Save as my default' and 'Save', a dropdown for 'Personal', and a text field for 'Job Parameter Name'.

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



Weekly Payroll Preview Report

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

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%
-