

Quick Reference Guide

Payroll Expense Report

Discoverer Reports

RUNNING THE PAYROLL EXPENSE REPORT

Biweekly and Monthly Payroll Expense reports can be accessed from Reports in MyUNiverse.

- Available to users via UNI e-Business Reports
- Includes regular payroll information; does not include adjustments, deposits, and special paycheck information
- Access is based on the same security rules used for running other e-Business Financial Reports
- Questions should be directed to payroll@uni.edu

1. Login to MyUNiverse with your CatID.
2. Click Reports in your e-Business channel.
3. Click Discoverer Reports in the Payroll Reports section.
4. Select your financial responsibility, for example: ITS Administration, VP Admin & Finance, Biology.
5. Enter your e-Business password and click Connect.

You are connecting to OracleAS Discoverer



6. Select workbook UNI.UNIPRO49D – Payroll Expense Report
7. Select the Biweekly or Monthly worksheet (in the upper left-hand corner).
8. Select a Payroll Date.
9. Enter the Account Code Parameters (optional)
10. Click Go.

Effective Date	GL Account Code	UID	Asg Num	Full Name	Element Name	Distribution Amt
08-JAN-2005	0011.00.20201.54010.0000.61.0000.000	000001	3100-2	Panther, Joe	Hourly Earnings	158.79
						Subtotal: 158.79
						Total: 158.79

11. The Effective Date is the date these charges were posted to the Statement of Account.
12. To rerun the report with different parameters, select Edit Parameters.
13. Click the Printable Page to redisplay the page for printing.
14. Click on Export to export the report to Excel.

For questions, please contact the Help Desk at 3-5555 or email ebusiness-help@uni.edu.