PAYROLL SERVICES
The UNIVERSITY *of* OKLAHOMA

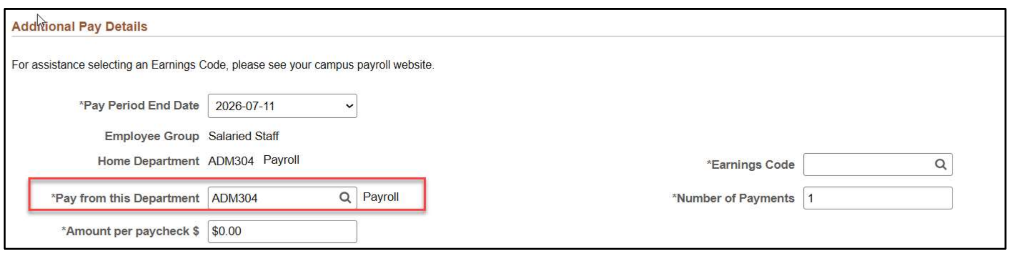
Add Pay Review Guide

This guide will assist with detailed review of additional pays (add pays) that appear on the Payroll Variance Report during payroll processing reviews.

Additional Pay Report

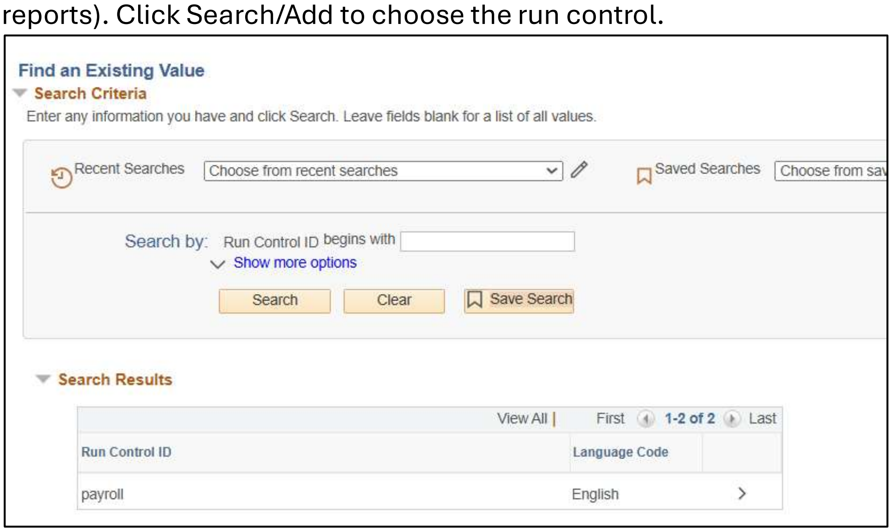
The Additional Pay report shows all additional pays paid *from* an HR Department ID in which the user has access to view. This HR Department ID is listed on the Add Pay Entry page as **Pay from this Department,** as shown below.

Note: This report will not show employees in your area who are receiving additional pays from a Department ID you do not have access to view.

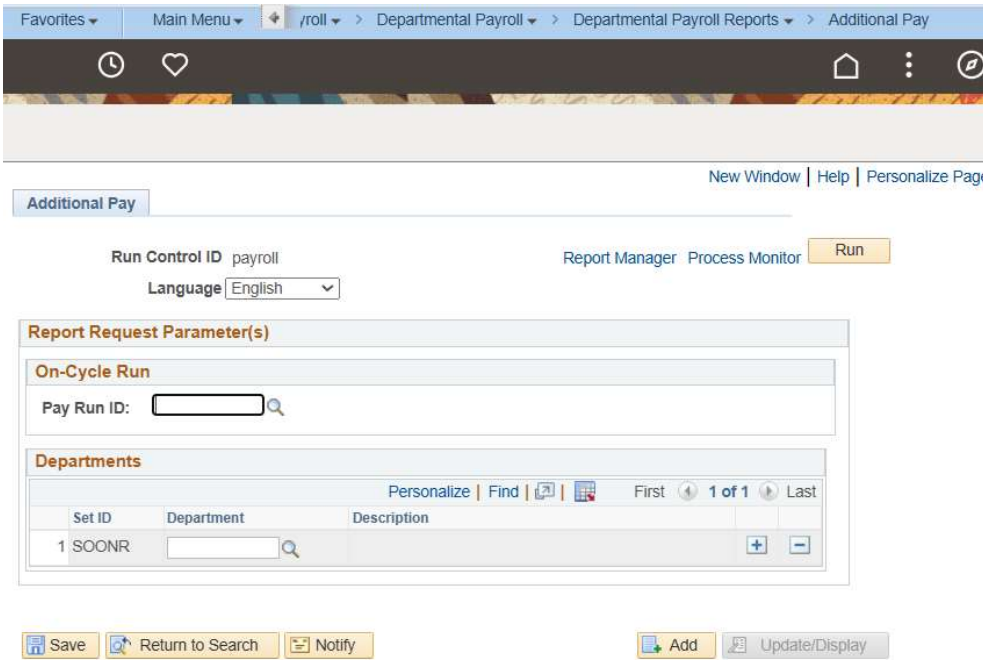


To Run the Report:

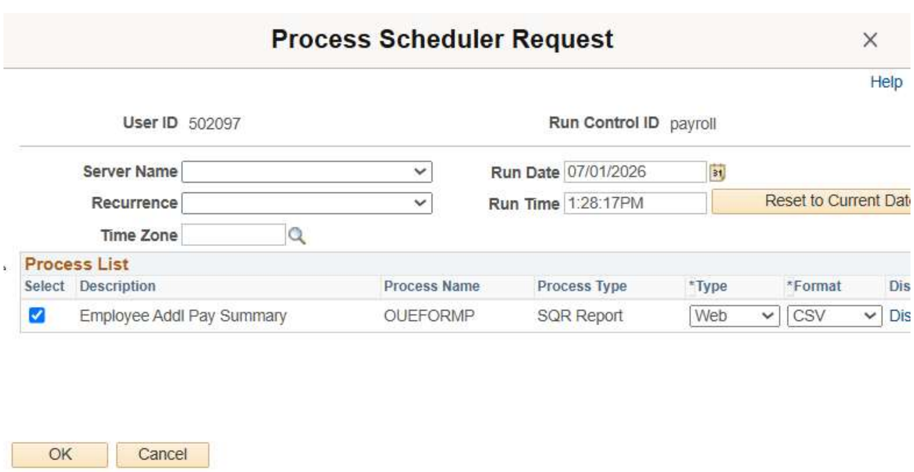
- Log in to PeopleSoft HR
- Navigate to: Main Menu > OU Main Menu > Payroll > Departmental Payroll > Departmental Payroll Reports > Additional Pay
- Choose and/or create a Run Control ID (Note, you can use the same run control for all reports). Click Search/Add to choose the run control.



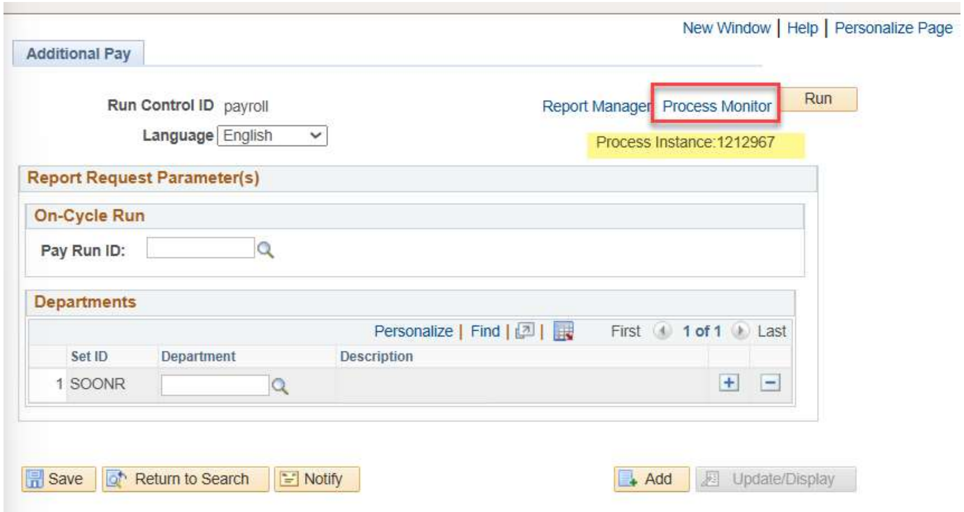
- REQUIRED: Pay Run ID = YYMMDDBIW (Norman) or BWYYMMDD (Health Campus)
    - Example: 260626BIW (Norman) or BW260627 (Health Campus)
- OPTIONAL: Department = HR Department ID paying from (matching the add pay entry Pay from this Department field)
    - Example: ADCTPES (Norman) or ADM304 (Health Campus)
    - Note: if you do not enter anything in the Department field your report will return all departments you have access to view
    - Click Run



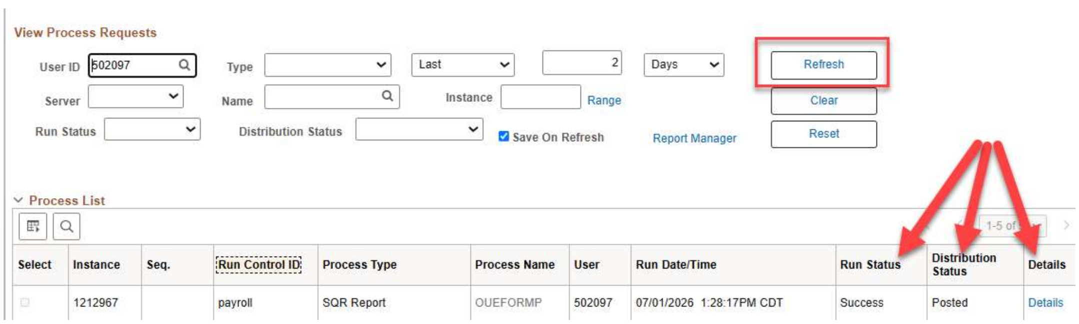
- Select should be checked. It is recommended to run report using *Format = CSV
    - Click OK to run report



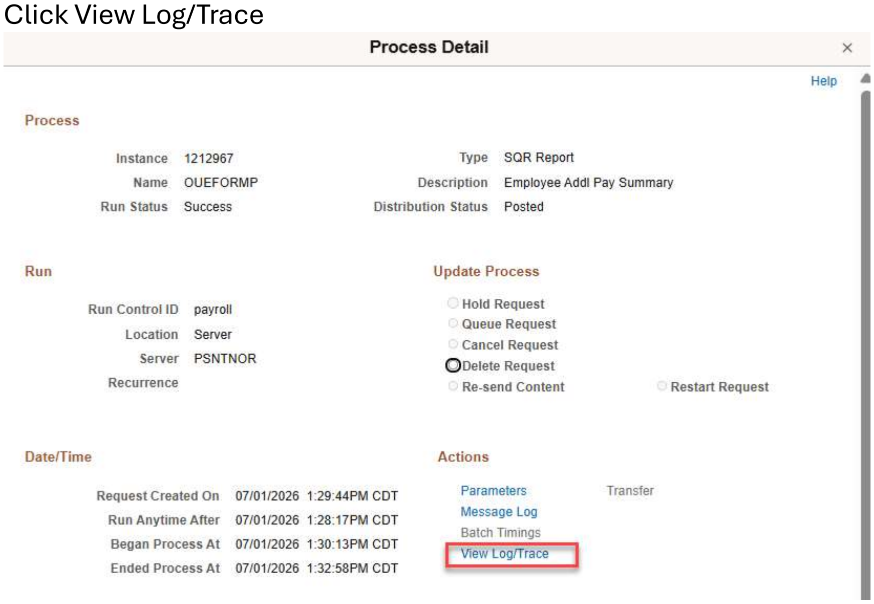
- This will return you to the original run page and show you a Process Instance number.
  - Click Process Monitor



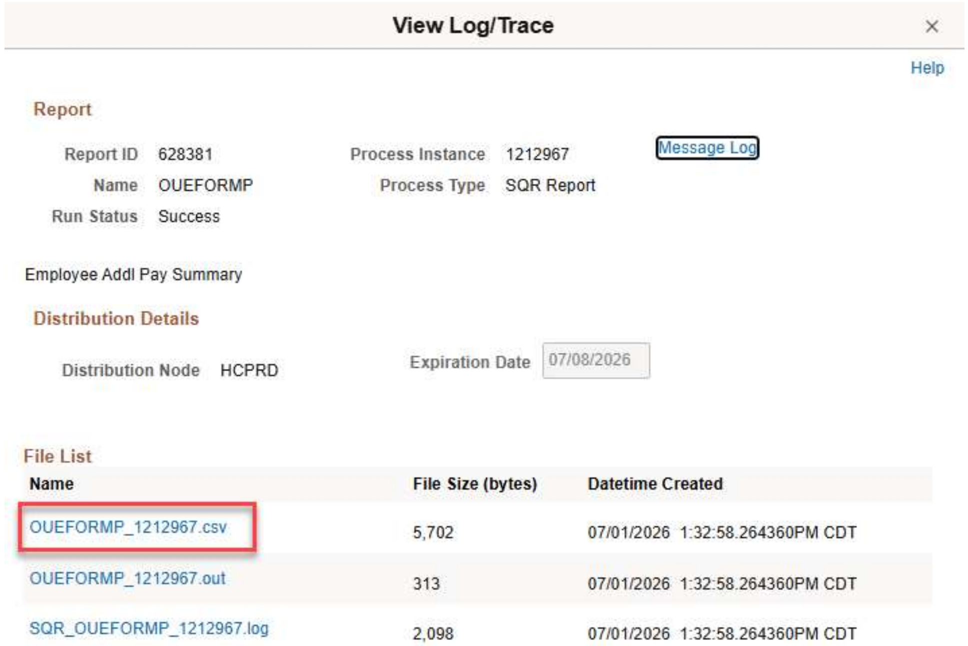
- Click Refresh until the Run Status = Success and Distribution Status = Posted.
- Click Details link



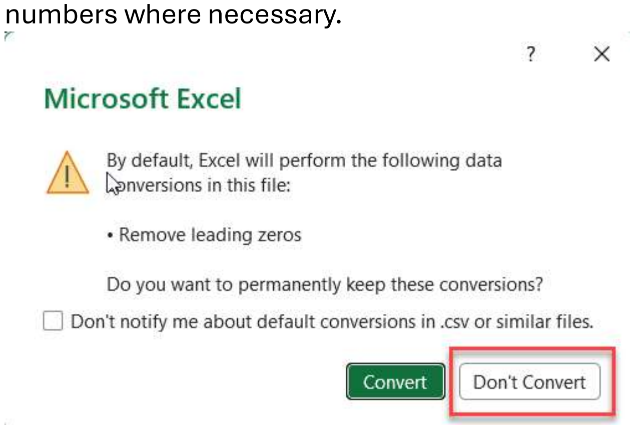
- Click View Log/Trace



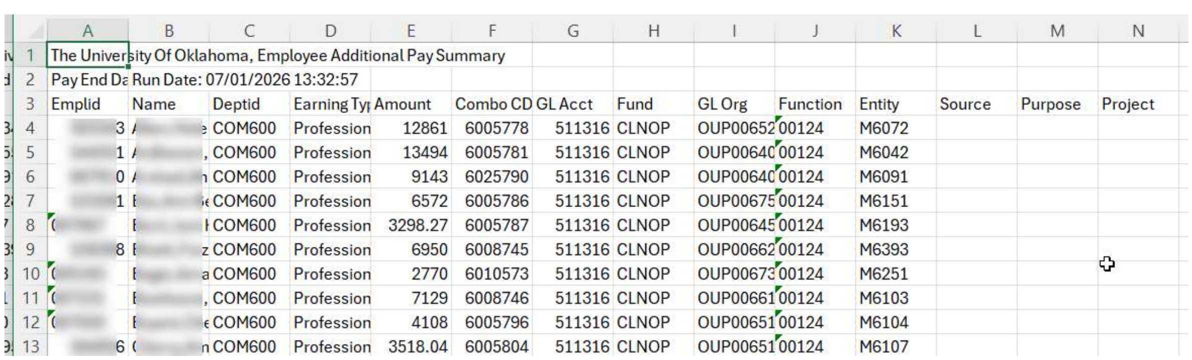
- Click on the .csv link to download the report



- When you open the downloaded report, choose Don't Convert to keep leading zeros in numbers where necessary.



- This will provide the Excel report for review



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	The University Of Oklahoma, Employee Additional Pay Summary													
2	Pay End Da	Run Date: 07/01/2026 13:32:57												
3	Emplid	Name	Deptid	Earning Typ	Amount	Combo CD	GL Acct	Fund	GL Org	Function	Entity	Source	Purpose	Project
4	[illegible]	[illegible]	COM600	Profession	12861	6005778	511316	CLNOP	OUP00652	00124	M6072			
5	[illegible]	[illegible]	COM600	Profession	13494	6005781	511316	CLNOP	OUP00640	00124	M6042			
6	[illegible]	[illegible]	COM600	Profession	9143	6025790	511316	CLNOP	OUP00640	00124	M6091			
7	[illegible]	[illegible]	COM600	Profession	6572	6005786	511316	CLNOP	OUP00675	00124	M6151			
8	[illegible]	[illegible]	COM600	Profession	3298.27	6005787	511316	CLNOP	OUP00645	00124	M6193			
9	[illegible]	[illegible]	COM600	Profession	6950	6008745	511316	CLNOP	OUP00662	00124	M6393			
10	[illegible]	[illegible]	COM600	Profession	2770	6010573	511316	CLNOP	OUP00673	00124	M6251			
11	[illegible]	[illegible]	COM600	Profession	7129	6008746	511316	CLNOP	OUP00661	00124	M6103			
12	[illegible]	[illegible]	COM600	Profession	4108	6005796	511316	CLNOP	OUP00651	00124	M6104			
13	[illegible]	[illegible]	COM600	Profession	3518.04	6005804	511316	CLNOP	OUP00651	00124	M6107			

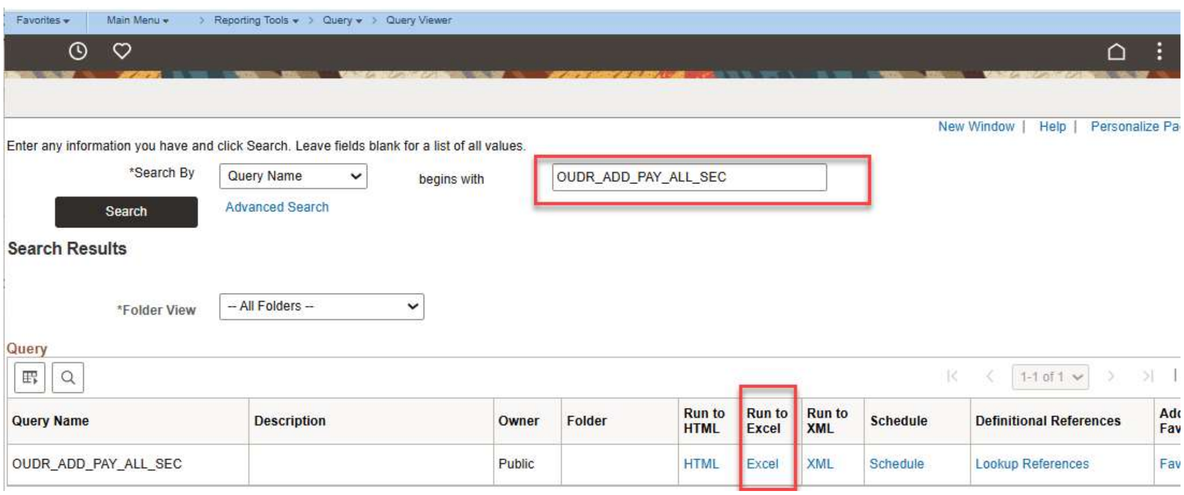
Additional Pay Query – OUDR_ADD_PAY_ALL_SEC

The Additional Pay Query OUDR_ADD_PAY_ALL_SEC will show all add pays using the Employees HR Department ID on the Job Record, regardless of the **Pay from this Department** on the add pay entry page.

Note: This report will not show you employees not employed in your department, even if you are the **Payfrom this Department**.

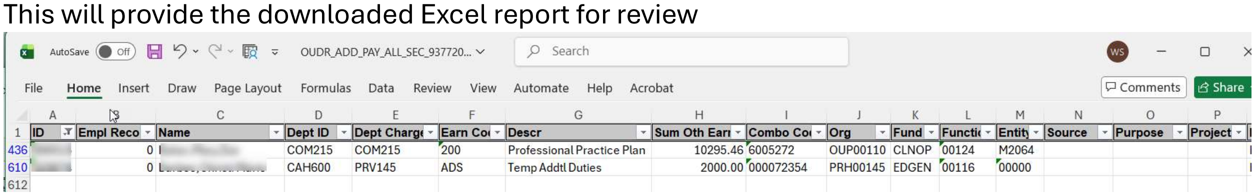
To Run this Query:

- Log in to PeopleSoft HR
- Navigate to: Main Menu > Reporting Tools > Query > Query Viewer
- Search for OUDR_ADD_PAY_ALL_SEC
- Click Excel



- Enter Pay Run ID
  - Pay Run ID = YYMMDDBIW (Norman) or BWYYMMDD (Health Campus)
  - Example: 260626BIW (Norman) or BW260627 (Health Campus)
  - Click View Results

- This will provide the downloaded Excel report for review

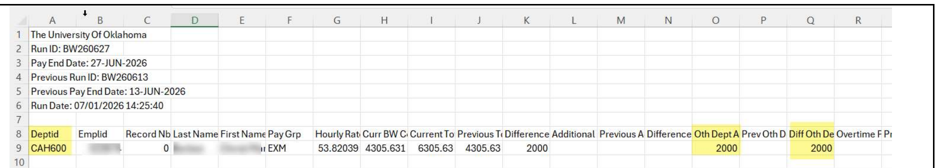
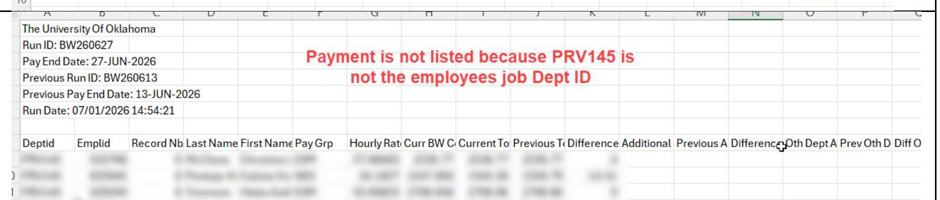
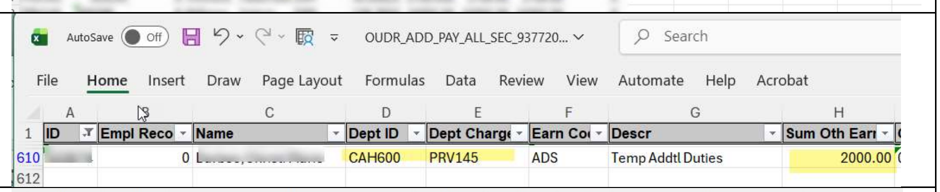
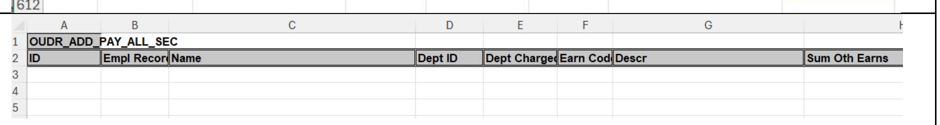
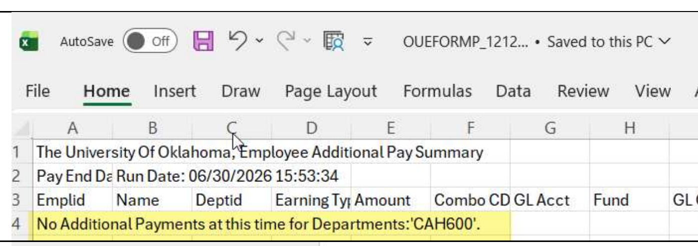


- Note the following Field Definitions:
    - Dept ID = the Employees HR Dept ID on the Job Record
    - Dept Charged = The add pay **Pay from this Department** HR Dept ID
  - If these two fields do not match (as example CAH600 & PRV145), the amount of the add pay will show in your Oth Dept Add Pay field on the Payroll Variance Report.

Add Pay Report Difference Example

Since one of these reports runs on the **Pay from this Department** HR Department ID security on the add pay entry (Additional Pay report) and the other from the job HR Department ID security (OUDR_ADD_PAY_ALL_SEC) they will balance to different columns of your Payroll Variance Report.

Example Scenario: Employee works in CAH600 and was paid an add pay from PRV145

Payroll Variance Report *With CAH600 Security* All add pay will show for *employing* department.	
Payroll Variance Report *With PRV145 Security* No relevant results	
OUDR_ADD_PAY_ALL_SEC *With CAH600 Security* This is the correct report for *employing* department.	
OUDR_ADD_PAY_ALL_SEC *With PRV145 Security* No results	
Additional Pay report *With CAH600 Security* No results	
Additional Pay report *With PRV145 Security* This is the correct report for *paying* department.