

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.

Additional Pay Details

For assistance selecting an Earnings Code, please see your campus payroll website.

*Pay Period End Date
2026-07-11

Employee Group
Salaried Staff

Home Department
ADM304 Payroll

*Earnings Code

*Pay from this Department
ADM304
Payroll

*Number of Payments
1

*Amount per paycheck \$
\$0.00

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.

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches
Choose from recent searches

Saved Searches
Choose from saved searches

Search by: Run Control ID begins with

Show more options

Search
Clear
Save Search

Search Results

Run Control ID	Language Code
payroll	English

- **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

Additional Pay

Run Control ID payroll Report Manager **Process Monitor** Run

Language English Process Instance: 1212967

Report Request Parameter(s)

On-Cycle Run

Pay Run ID:

Departments

Set ID	Department	Description
1	SOONR	

Save Return to Search Notify Add Update/Display

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

View Process Requests

User ID 502097 Type Last 2 Days Refresh Clear Reset

Server Name Instance Range Run Status Distribution Status Save On Refresh Report Manager

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	1212967		payroll	SQR Report	OUEFORMP	502097	07/01/2026 1:28:17PM CDT	Success	Posted	Details

- Click View Log/Trace

Process Detail

Process

Instance 1212967 Type SQR Report

Name OUEFORMP Description Employee Addl Pay Summary

Run Status Success Distribution Status Posted

Run

Run Control ID payroll Location Server Server PSNTNOR Recurrence

Update Process

☐ Hold Request ☐ Queue Request ☐ Cancel Request ☒ Delete Request ☐ Re-send Content ☐ Restart Request

Date/Time

Request Created On 07/01/2026 1:29:44PM CDT

Run Anytime After 07/01/2026 1:28:17PM CDT

Began Process At 07/01/2026 1:30:13PM CDT

Ended Process At 07/01/2026 1:32:58PM CDT

Actions

Parameters Message Log Batch Timings **View Log/Trace** Transfer

- Click on the .csv link to download the report

[View Log/Trace](#) X

[Help](#)

Report

Report ID: 628381

Name: OUEFORMP

Run Status: Success

Process Instance: 1212967

Process Type: SQR Report

[Message Log](#)

Employee Addl Pay Summary

Distribution Details

Distribution Node: HCPRD

Expiration Date: 07/08/2026

File List

Name	File Size (bytes)	Datetime Created
OUEFORMP_1212967.csv	5,702	07/01/2026 1:32:58.264360PM CDT
OUEFORMP_1212967.out	313	07/01/2026 1:32:58.264360PM CDT
SQR_OUEFORMP_1212967.log	2,098	07/01/2026 1:32:58.264360PM CDT

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

? X

Microsoft Excel

By default, Excel will perform the following data conversions in this file:

- Remove leading zeros

Do you want to permanently keep these conversions?

☐ Don't notify me about default conversions in .csv or similar files.

Convert

Don't Convert

- 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 Date Run Date: 07/01/2026 13:32:57													
3	Emplid	Name	Deptid	Earning Ty	Amount	Combo CD	GL Acct	Fund	GL Org	Function	Entity	Source	Purpose	Project
4	3		COM600	Profession	12861	6005778	511316 CLNOP		OUP00652	00124	M6072			
5	1		COM600	Profession	13494	6005781	511316 CLNOP		OUP00640	00124	M6042			
6	0		COM600	Profession	9143	6025790	511316 CLNOP		OUP00640	00124	M6091			
7	1		COM600	Profession	6572	6005786	511316 CLNOP		OUP00675	00124	M6151			
8			COM600	Profession	3298.27	6005787	511316 CLNOP		OUP00645	00124	M6193			
9	8		COM600	Profession	6950	6008745	511316 CLNOP		OUP00662	00124	M6393			
10			COM600	Profession	2770	6010573	511316 CLNOP		OUP00673	00124	M6251			
11			COM600	Profession	7129	6008746	511316 CLNOP		OUP00661	00124	M6103			
12			COM600	Profession	4108	6005796	511316 CLNOP		OUP00651	00124	M6104			
13	6		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 any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with OUDR_ADD_PAY_ALL_SEC

Search Advanced Search

Search Results

*Folder View: -- All Folders --

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Ad Fav
OUDR_ADD_PAY_ALL_SEC		Public		HTML	Excel	XML	Schedule	Lookup References	Fav

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

OUDR_ADD_PAY_ALL_SEC

*Pay Run ID: []

View Results

Row	ID	Empl Record	Name	Dept ID	Dept Charged	Earn Code	Descr	Sum Oth Earns	Combo Code	Org	Fund	Function	Entity	Source	Purpose	Project	Pay Run ID
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- This will provide the downloaded Excel report for review

ID	Empl Reco	Name	Dept ID	Dept Charged	Earn Code	Descr	Sum Oth Earns	Combo Code	Org	Fund	Function	Entity	Source	Purpose	Project
436	0		COM215	COM215	200	Professional Practice Plan	10295.46	6005272	OUP00110	CLNOP	00124	M2064			
610	0		CAH600	PRV145	ADS	Temp Addtl Duties	2000.00	000072354	PRH00145	EDGEN	00116	00000			
612															

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