



## Supplement Payroll Reports

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This guide provides Payroll Coordinators with a comprehensive reference to the Supplemental Payroll Reports available within PeopleSoft, TAL (Ecotime), and WorkForce, to support accurate and efficient payroll administration. It outlines the purpose, content, and appropriate use of each report, enabling coordinators to verify employee time, pay, and personnel actions throughout the biweekly payroll cycle. By using these reports proactively, departments can identify discrepancies early, confirm that submissions are processed correctly, and ensure all payroll activity aligns with established deadlines.

### PeopleSoft Reports and Queries

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This section includes PeopleSoft reports and queries not covered in the Departmental Processing Guide or Payroll Coordinator Checklist. It is organized by topic to help coordinators identify the appropriate tool based on the type of review needed and its timing within the biweekly payroll cycle.

#### **Earnings Review**

Reports and queries used to review earnings during payroll processing review and after payroll confirmation.

**Employee Time Summary:** Lists the hours and pay rate that were transferred to PeopleSoft from TAL.

- This report can only be run for Health Campus employees.

Detailed instructions for running this report can be found here:

[Employee Time Summary](#)

**OUDR\_PAYCHECK\_GROSS:** Includes all gross earnings that will be issued for a specified pay period. This amount will match the gross earnings on the Payroll Variance Report.

- Run using the Pay Run ID - **YYMMDDBIW** (Norman) or **BWYYMMDD** (Health Campus).
  - Example: 260626BIW (Norman) or BW260627 (Health Campus)

**OUDR\_EARNINGS\_BY\_EMPLID:** Includes all gross earnings processed for an employee during a specified date range broken down by earnings code. “Begin Date” and “End Date” are based on the check issue date and not the pay period begin and end dates.

#### **Additional Pay Review**

Reports and queries used to review add pays prior to and during payroll processing review.

#### **Prior to Payroll Processing Review**

These queries can be run any time prior to payroll confirmation; however, it is recommended to run them prior to payroll processing review to ensure all add pays expected for employees are included for processing.

- **OUDR\_ACTIVE\_ADDL\_PAY:** Includes all executed additional pays that still have an outstanding balance owed. Once the Total Amount to be Paid has been fully issued, or the Earn End Date has been reached, the add pay is considered paid in full and will no longer appear on this query.
- **OUDR\_ACTIVE\_ADDL\_PAY\_OVR\_20:** Includes all executed additional pays that still have an outstanding balance owed and have more than 20 distribution lines. Add pays with more than 20 distribution lines will not process so if there are add pays on this query, an alternate chartfield spread will need to be provided to payroll or the add pay will not pay.

Detailed instructions for running these can be found here:

[Active Addl Pay Query](#)

### **During Payroll Processing Review**

These should be run during payroll processing review to provide details on additional pays that appear on the Payroll Variance Report.

- **Additional Pay Report:** Includes all executed add pays paid from a Department ID in which the user has access to view.
- **OUDR\_ADD\_PAY\_ALL\_SEC:** Includes all add pays based on the employees Department ID on the Job Record, regardless of which Department ID the payment is being charged to.

Detailed instructions for running and reviewing these can be found here:

[Add Pay Review Guide](#)

### **Funding Review**

Queries used to review the funding source(s) that will be charged for base wage payments. If utilized, these queries should be reviewed prior to payroll processing to ensure funding changes are submitted, if applicable, prior to payroll confirmation.

**OUDR\_ACTIVE\_EMPS\_FUNDING:** Includes funding source(s) and distribution % for all active employees based on the **As of Date** selected on the report. Also includes number of incumbents in a position.

**OUDR\_ACTIVE\_EMPS\_FUNDING\_DEPT:** Same as the OUDR\_ACTIVE\_EMPS\_FUNDING but run by Department ID.

**OUDR\_ACTIVE\_EMPS\_FUNDING\_ID:** Same as the OUDR\_ACTIVE\_EMPS\_FUNDING but run by Empl ID.

**OUDR\_UNFUNDED\_POSITIONS:** Includes all positions currently unfunded. This generally happens when a PA1 is created in the previous fiscal year and a PA2 is created in the new fiscal year.

- A funding change ePAF will need to be submitted with an effective date equal to the position date listed on the results. Unfunded positions are also included in the OUDR\_FUNDING\_ERRORS query.

- The **As of Date** is generally the first day of the pay period and the **Fiscal Year** will be the current fiscal year. Please note, these queries will not accurately reflect funding for mid-period funding changes, so they may need to be run twice: once using the first day of pay period and again using the effective date of mid-period change.
  - A funding change effective 7/1/26 falls within a pay period beginning 6/27/26 (NRM) and 6/28/26 (HSC). In this case, the query would need to be run twice – once for the first day of the pay period and once for the 7/1/26 funding change effective date.

**OUDR\_MIDPERIOD\_FUNDING\_CHANGES:** Includes all funding changes within a specified date range.

### **Compensation Review**

Queries used to review base pay rates, compensation changes, and pay components to confirm accuracy prior to and during payroll processing review.

**OUDR\_EE\_MCOP\_ADDL\_DUTIES:** Includes employees with temporary, interim, or permanent additional duties tied to their base compensation as a component of pay. The **As of Date** can be any date but it is recommended to run near the beginning of the pay period to determine if an ePAF needs to be processed to remove any additional duties prior to the end of the pay period to avoid overpayments.

**OUDR\_COMP\_ALL\_EMPS:** Includes annual base salary, salary grade, FLSA status, and FTE for all employees in your department(s).

**OUDR\_BASE\_ANNUAL\_SALARY:** Includes annual base salary and FTE for all employees in your department(s).

### **Job Data Review**

Queries used to review that job actions, position changes, and employee status updates are executed correctly prior to payroll processing review.

**OUDR\_ALL\_ACTIVE\_EMPLOYEES:** Includes a detailed listing of personnel data for all active employees within a Department ID. Provides details such as job/position info, benefit service date, comp rate, pay group, employee group, last hire date, salary grade, and FTE.

**OUDR\_FACULTY\_CONTRACT\_INFO:** Includes contract-related information for all faculty (9-month and 12-month appointments). Provides details such as payroll status (active, or on leave with or without pay), employee group, comp rate, contract goal amount, and contract length (4.5-month; 9/9 or 9/12, renewable or non-renewable; or not applicable for 12-month appointments). The **As of Eff Date** can be any date but is typically the payroll begin date of the semester.

**OUDR\_CURRENT\_JOB\_W\_ORG:** Includes a summary of current job information by department ID including the financial Org.

**OUDR\_JOBHISTORY\_BY\_ID:** Includes the history of all personnel actions reflected in an employee's job data by Empl ID.

## **Direct Deposit Review**

Queries used to review the direct deposit status of employees.

**OUDR\_DIRECT\_DEPOSIT\_DEPT\_ID:** Includes list of employees within a Department ID and reflects whether they do or do not have direct deposit. Employees without direct deposit will have no values reflected under Eff Date and Direct Deposit Status.

**OUDR\_DIRECT\_DEPOSIT\_STATUS:** Same as OUDR\_DIRECT\_DEPOSIT\_DEPT\_ID but includes all employees in department ID's that the user has access to view.

## **TAL (Ecotime) Reports**

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This section includes supplemental TAL (Ecotime) reports not covered in the Departmental Processing Guide or Payroll Coordinator Checklist. All reports are located under **Payroll Processing** and should be run prior to the timesheet approval deadline.

**Adjustment Output Report:** Includes any prior period timesheet adjustments that were processed on a specific pay period.

Detailed instructions for running this report can be found here:

[Adjustment Output Report](#)

**Adjustment Status Report:** Includes all pending prior period timesheet adjustments. Located under Adjustment Status > Adjustment Status All

**Employee Info:** To verify employees for any terminated supervisor and any other supervisor changes have been reassigned.

**Timesheet Input Report:** Should be run prior to timesheets being locked and includes all time entries included on the timesheet, which includes Paid Leave (specifically scheduled or unscheduled), Holiday, Work Hours (non-exempt), and any other leave input. Use this report to:

- Verify supervisors have entered leave for salary employees who are on extended leave.
- Verify supervisors have entered leave for hourly employees whose hours do not add up to their FTE (i.e., full-time hourly employees should always have a minimum of 80 hours accounted for).
- FMLA hours are entered for employees on leave.

Detailed instructions for running this report can be found here:

[Timesheet Input Report](#)

### **Timesheet Status Reports:**

- **Timesheet Status-Not Approved:** Includes a list of timesheets that have not been approved by a supervisor. Located under Timesheet Status > Timesheet Status-Not Approved.

- **Timesheet Status-Not Completed:** Includes a list of timesheets that have not been completed by an employee. Located under Timesheet Status > Timesheet Status-Not Completed.

**Timesheet Validation Report:** Includes a list of timesheets that include errors for the pay period.

Detailed instructions for running this report can be found here:

[Timesheet Validation Report](#)

## WorkForce Reports

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This section includes supplemental WorkForce reports not covered in the Departmental Processing Guide or Payroll Coordinator Checklist. All reports are located under **Manager Reports** and should be run prior to the timesheet approval deadline. Some reports can be run for auditing purposes after the payroll is confirmed as noted.

Instructions for running reports in WorkForce can be found here:

[Generating Reports](#)

**Timesheet Exceptions:** Includes all warning and error messages reflected in a timesheet. Not that all items reflecting **Error (not paid)** in the Severity column will need to be corrected prior to approving the timesheet or those entries will not be paid. Located under Exception Reports.

**Unsubmitted Timesheets:** Includes all timesheets that have not been submitted by employees for the specified pay period end date. Located under Timesheet Reports > Unsubmitted Timesheets.

**Timesheet Approval History:** Includes when a timesheet was approved and who approved it. Can be run for an individual employee or department(s). Located under Timesheet Reports > Timesheet Approval History.

**Amended Timesheet Reports:** Includes timesheets that have been amended for correction. Located under Timesheet Reports > Amended Timesheet Reports. Please note that these reports will also contain system generated amendments that occur any time something on an employees Job Data (change in FTE, dept ID, position number, etc.) has changed so not all amendments will impact pay.

- **Amended Timesheets – Amenders:** Includes timesheets that have been amended and who amended it.
- **Amended Timesheets – Currently Open:** Includes amended timesheets that have not yet been approved for processing.
- **Amended Timesheets – Exceptions:** Includes amended timesheets that have may contain errors that need to be cleared before approving.
- **Amended Timesheets – Processed:** Includes amended timesheets that have already been processed.

**Hours by Pay Code:** Lists the hours and gross pay amount for each punch recorded each day. It can be run by date range, dept ID, and by individual or all pay codes.

- Can be run at any time; however, the best time to use this report is when reviewing post confirmation entries as it reflects hours by Pay Code over a specified time period.

**Hours by Pay Code-Custom:** Same as the Hours by Pay Code report except this version includes the dept ID in the output and summarizes the results by department.