

Step	How to run Active Addl Pay Query								
Navigation:	Main Menu > Reporting Tools > Query > Query Viewer								
1	In this document, we will discuss how to run the Active Addl Pay Query (OUDR_ACTIVE_ADDL_PAY) and how to add this query to your favorites. This query provides all additional payments that are not fulfilled (still actively scheduled to pay) for your employees. It can be run any time and is not limited to payroll processing to be run.								
2	To run the Active Addl Pay Query, begin by clicking on the NavBar 💿 to access the Navigator.								
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		NavBar: Navigator							
			Tax Navigator Interface	>					
		Recent Places	eForm Solutions Setup	>					
		My Favorites	OU MAIN MENU	>					
			Manage GT eForms 3.x	>					
		Navigator	Self Service	>					
			Workforce Administration	>					
		My Team	Benefits	>					
3	Navigate to Query Viewer: Main Menu > Reporting Tools > Query > Query Viewer Favorites + Main Menu + Preporting Tools + Query + Query Viewer								
	Query Viewer								
	Enter any information you have and click Search Leave fields blank for a list of all y	alues							
	*Search By Query Name V begins with								
	Search Advanced Search								
4	On the *Search by Query Name begins with field enter OUD	R_ACTIVE_	ADDL_PAY. Click Sea	rch.					
	Query Viewer Enter any information you have and click Search. Leave fields blank for a list of all values. *Search By Query Name begins with OUDR_ACTIVE_ADDL_PAY Search Advanced Search								



5	The Query will appear in the Search Results section. You can add this query to your favorites by clicking the Favorite link in the Add to Favorites column.									
	Search Results *Folder View -All Folders									
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	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
	OUDR_ACTIVE_ADDL_PAY	Active Addl.Pays for Active EE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
6	Run the query to Excel by clicking the Excel link in the Run to Excel column.									
	Search Results									
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	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
	OUDR_ACTIVE_ADDL_PAY	Active Addl.Pays for Active EE	Public		HTML	Excel	ХМL	Schedule	Lookup References	Favorite
7	Enter the Company (HSC or NRM), and click View Results.									
8	The query will ge	nerate an excel file	with	the res	ults.					
	Eff Date: the period end that that the payments will start Addl Seq #: the number for payments that are split on multiple chartfields Earn Code, Erncd Descr: the earning code that is scheduled to pay Addl Pay Dept ID: the department entering this payment Combo Code: the combination code that represents the chartfield that will be used on payment Per Payment Amount: the amount that will pay on each payroll until paid in full Total Amount to be Paid: the total amount of the addl pay Amount Already Paid: the amount, if any, that has already paid against the addl pay Earn End Dt: the date the addl pay will expire if full amount not paid Okay to Pay: Y=yes and N=no, must be Y to pay Job Code, Job Position: the job information for the employee HR Status: employee must be Active to pay									