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| Step | How to run Active Addl Pay Query |
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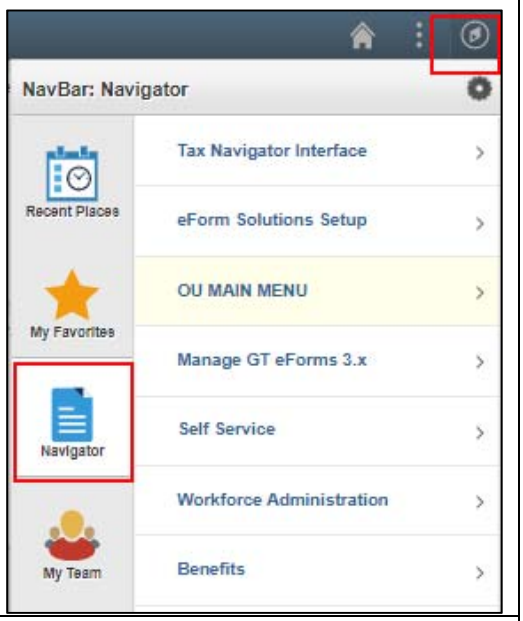
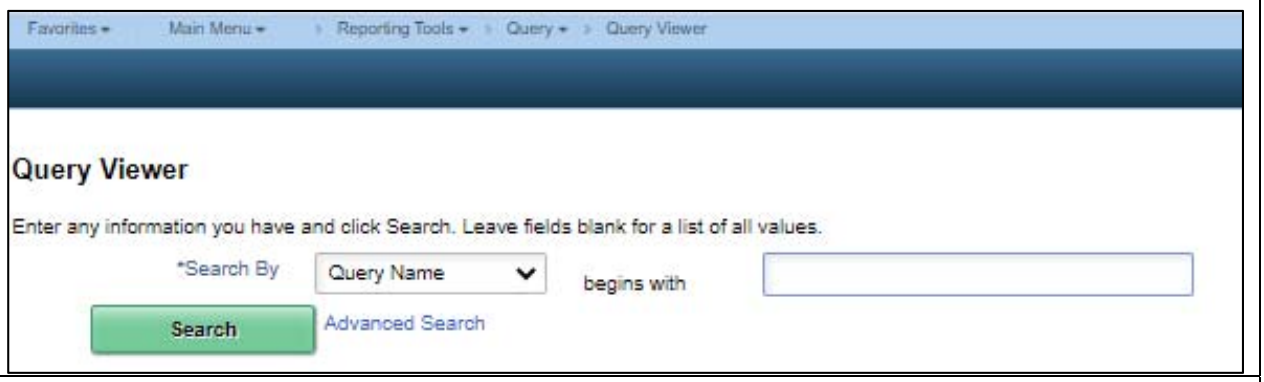
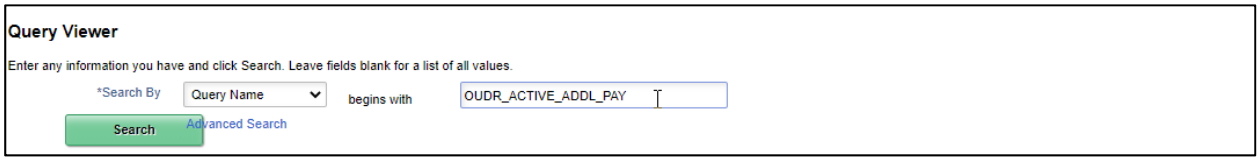
| Navigation: Main Menu > Reporting Tools > Query > Query Viewer | |
| 1 | In this document, we will discuss how to run the Active Addl Pay Query (OUDR_ACTIVE_ADDL_PAY) and how to add this query to your favorites.<br>This query provides all additional payments that are not fulfilled (still actively scheduled 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.<br>  |
| 3 | Navigate to Query Viewer: Main Menu > Reporting Tools > Query > Query Viewer<br>  |
| 4 | On the *Search by Query Name begins with field enter OUDR_ACTIVE_ADDL_PAY. Click Search.<br>  |

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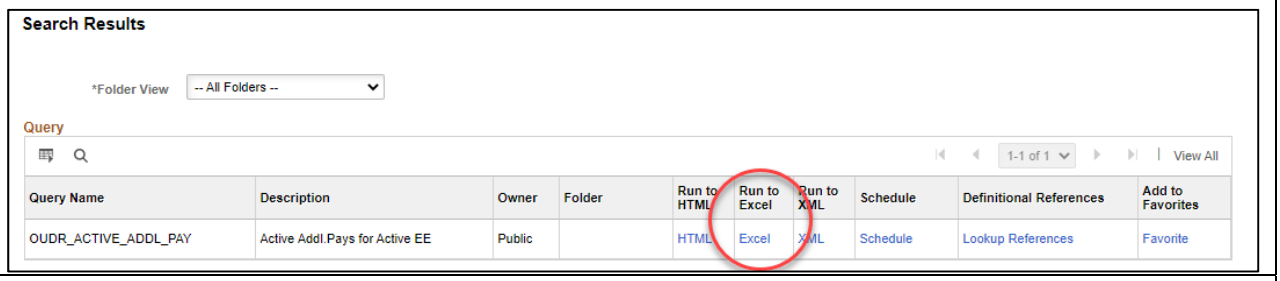
| 5 | The Query will appear in the Search Results section. You can add this query to your favorites by clicking the Favorite link in the Add to Favorites column.<br> |
| 6 | Run the query to Excel by clicking the Excel link in the Run to Excel column.<br>  |
| 7 | Enter the Company (HSC or NRM), and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