

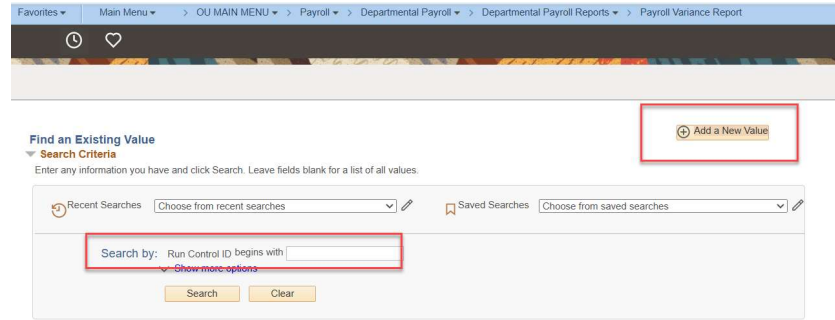


**Step** How to Run and Review the Payroll Variance Report  
**Navigation:** Main Menu > OU MAIN MENU > Payroll > Department Payroll Reports > Payroll Variance Report

1 The Payroll Variance Report is a key resource to be run during payroll processing week. It compares each employee's current payroll to the previous cycle, focusing on Gross Earnings, Additional Pay Earnings, and Overtime Earnings. The report highlights only those employees whose total earnings differ by more than \$1 between the two periods.

2 All PeopleSoft reports require a reporting Run Control ID to execute. A unique ID for each report is not necessary, and the same Run Control ID may be used across multiple reports.

After navigating to the report, it is necessary to either select **Add a New Value** (if an HR report has never been run before) or **Search by Run Control ID** to choose an existing Run Control ID.



3 How to run the Payroll Variance Report:

**Enter the Pay Run ID for the payroll you are reviewing (active payroll). Use the following Formats for pay period end dates.**  
 Norman Campus: YYMMDDBIW  
 Health Campus: BWYYMMDD

**After entering the data, click Run**

**The report will default to Variance Only selected. This report will only show employee's whose gross pay has a difference of > \$1.**  
**To see All Employees, change the selection before running the report. This will show all employees you have access to see for the current payroll within the chosen departments.**

**If you are running the report for a specific department, enter the HR department ID. If you are running for all departments you have access to, do not enter anything in the Departments section.**



4 Process Scheduler Pop Up:

**Process Scheduler Request** [X] [Help]

User ID [ ] Run Control ID payroll

Server Name [ ] Run Date 06/04/2026 [BT]

Recurrence [ ] Run Time 11:15:57AM [Reset to Current Date/Time]

Time Zone [ ]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	OU Payroll Variance Report	OUPAYVAR	SQR Report	Web	CSV	Distribution

OK Cancel

Click OK to run the report

5 System will return to the report run screen and show the Process Instance:

Favorites > Main Menu > OU MAIN MENU > Payroll > Departmental Payroll > Departmental Payroll Reports > Payroll Variance Report

Payroll Variance

Run Control ID payroll Report Manager Process Monitor Run

Language English Process Instance: 1104395

**Report Request Parameter(s)**

**On-Cycle Run**

Pay Run ID: 250822BIW August 22, 2025 Biweekly

Previous Pay Run ID 250808BIW

**Departments**

Set ID	Department	Description
1 of 1		

After you run the process the screen will return to the report page and provide a Process Instance number.

Click on Process Monitor

6 To view the report Details, continue to

Favorites > Main Menu > OU MAIN MENU > Payroll > Departmental Payroll > Departmental Payroll Reports > Payroll Variance Report > Process Monitor

Process List Server List

View Process Requests

User ID 502097 Type Last 2 Hours Refresh Clear Reset

Server Name Instance Range

Run Status Distribution Status Save On Refresh Report Manager

**1. Continue to Refresh the Process Monitor until the process has a status of Success and Distributions Status of Posted**

**2. Click on Details to see the results of the process**

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	1202950		payroll	SQR Report	OUPAYVAR	502097	06/04/2026 11:15:57AM CDT	Success	Posted	Details	Actions



7 To view the report files:

Process Detail
×

[Help](#)

**Date/Time**

Request Created On 10/20/2025 8:24:22AM CDT

Run Anytime After 10/20/2025 8:24:20AM CDT

Began Process At 10/20/2025 8:24:39AM CDT

Ended Process At 10/20/2025 8:24:52AM CDT

**Actions**

[Parameters](#)

[Message Log](#)

[Batch Timings](#)

[View Log/Trace](#)

Transfer

Click on **View Log/Trace** to see the report files.

OK
Cancel

⋮

8 Download the report file in csv format:

View Log/Trace
×

[Help](#)

**Report**

Report ID	621364	Process Instance	1201576	<a href="#">Message Log</a>
Name	OUPAYVAR	Process Type	SQR Report	
Run Status	Success			

OU Payroll Variance Report

**Distribution Details**

Distribution Node	HCPRD	Expiration Date	07/02/2026
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**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">OUPAYVAR.csv</a>	10,083	06/02/2026 8:02:03.369848AM CDT
<a href="#">OUPAYVAR_1201576.out</a>	2,173	06/02/2026 8:02:03.369848AM CDT
<a href="#">SQR_OUPAYVAR_1201576.log</a>	2,100	06/02/2026 8:02:03.369848AM CDT

The process will create a .csv file. This can be opened in Excel. To save the file, change the file type to Excel.



9 To avoid losing leading zeros in numbers (like employee IDs), choose not to convert the file:

## 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

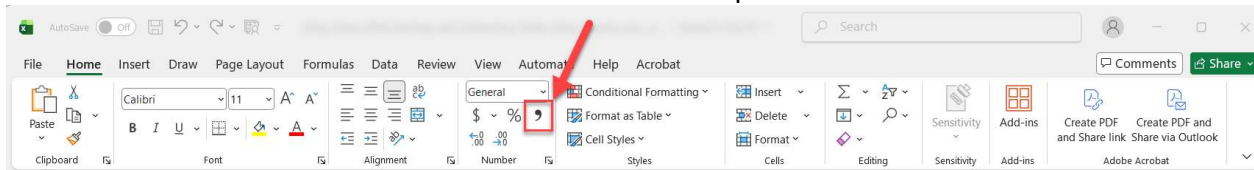
Don't Convert

10 When the .csv file opens in Excel, the top of the file will show the report parameters:

The University Of Oklahoma
Run ID: BW260418
Pay End Date: 18-APR-2026
Previous Run ID: BW260404
Previous Pay End Date: 04-APR-2026
Run Date: 06/02/2026 08:01:49

The criteria you used to run the report is in the header of the Excel spreadsheet. It contains the Run ID you used to run the report as well as the Previous Run ID it is comparing to along with the pay end dates.

11 Format the numbers as desired for reviewing. To view all the numbers in a formatted view, select all columns containing numbers and format with the Comma Style function in Excel. The Comma Style Function can be found on the Excel Ribbon Menu in the picture below.



Hourly Rate	Curr BW CompRate	Current Total Gross	Previous Total Gross	Difference Gross	Additional Pay	Previous Add Pay	Difference Add Pay	Oth Dept Add Pay	Prev Oth Dept Add Pay	Diff Oth Dept Add Pay
68.06	5,444.59	5,444.59	7,321.09	(1,876.50)	1,876.50	1,876.50	(1,876.50)			
67.30	5,383.93	5,383.93	5,868.48	(484.55)	484.55	484.55	(484.55)			
			2,200.00	(2,200.00)	2,200.00	2,200.00	(2,200.00)			
			1,522.40	(1,522.40)	1,522.40	1,522.40	(1,522.40)			
			1,322.20	(1,322.20)	1,322.20	1,322.20	(1,322.20)			
			2,854.13	(2,854.13)	2,854.13	2,854.13	(2,854.13)			
57.58	4,606.76	4,606.76	5,094.26	(487.50)	487.50	487.50	(487.50)			
			1,802.90	(1,802.90)	1,802.90	1,802.90	(1,802.90)			
			2,296.80	(2,296.80)	2,296.80	2,296.80	(2,296.80)			
			1,096.15	(1,096.15)	1,096.15	1,096.15	(1,096.15)			
			1,461.53	(1,461.53)	1,461.53	1,461.53	(1,461.53)			
			2,367.20	(2,367.20)	2,367.20	2,367.20	(2,367.20)			



12	Review the results of the report to determine if there are any payroll discrepancies.	
	Each report column is defined below:	
	<b>Deptid</b>	HR Department ID for the employee being paid. When running the report for multiple department IDs the report will sort by this column first.
	<b>Emplid</b>	Six-digit employees ID in the HR system. By clicking Don't Convert on the previous message, the leading zeros will be accurately reflected in this column.
	<b>Record Nbr</b>	Employees record number for the reflected pay. Note: Health Campus (HC) currently only allows one record per paid employee so this would always reflect 0 for HC.
	<b>Last Name</b>	Employee's last name.
	<b>First Name</b>	Employee's first name.
	<b>PayGrp</b>	Classification grouping employees by contract/pay type.
	<b>Hourly Rate</b>	Current hourly rate of the employee from the job record.  If this column is blank, the employee has less than .01 pay per hour in the job record. This should only apply if the employee is a Health Professions Educator, HC Affiliate, HC Summer Interns, or Norman Campus (NC) Non-Credit Instructions, or NC Adjunct.
	<b>Curr BW CompRate</b>	Current biweekly rate of the employee from the job record.  If this column is blank, the employee has less than .01 pay per hour in the job record. This should only apply if the employee is a Health Professions Educator, HC Affiliate, HC Summer Interns, NC Non-Credit Instructors or NC Adjunct.
	<b>Current/Previous/Difference Total Gross</b>	The gross amount of all pay for the employee on the current payroll, the previous payroll and the difference of those amounts. This may include add pays paid by other departments. This can be used to spot check differences in pay to identify possible under or over payments.



<p><b>Additional Pay/Previous/Difference</b></p>	<p>Includes additional pays in which the “pay from department” ID matches the home department ID on the job record and will pull any employees whose job record list the “pay from department ID” in the scope in which you are running your report.          To see a detailed list of add pays, run the OUDR_ADD_PAY_ALL_SEC query.</p>
<p><b>Oth Dept Add Pay/ Previous/Diff</b></p>	<p>Includes additional pays in which the “pay from department” ID does not match the home department ID on the job record. Will reflect additional payments made from outside departments.           To see the detailed list of add paysrun the OUDR_ADD_PAY_ALL_SEC query.</p>
<p><b>Overtime Pay/Previous/Difference</b></p>	<p>Overtime pay on the current and previous payrolls and the difference between the two.</p>
<p><b>LWOP Pay/Previous/Difference</b></p>	<p>Leave without pay on the current and previous payrolls and the difference between the two. Note: if time is not clocked or the employee is on full LWOP and the paycheck is turned off, there will not be anything reported in this column.</p>
<p><b>Recent Hire Date</b></p>	<p>Hire date on the job record within the last 30 days will be reflected to provide clarity if the employee is not receiving a full pay period of pay.</p>
<p><b>Term Eff Date</b></p>	<p>If the employee has a termination date on the job record, it will be reflected to provide clarity if the employee is not receiving a full pay period of pay. This will include any transfers, including moving to a new position within the same department or transferring to a new department.</p>



13 Recommended Steps for Reviewing the Report Data to identify the differences in the gross report results:

1. Compare the Difference Gross to the Difference Add Pay – if the value is the same, that verifies why there is a gross difference for that employee.

Curr BW CompRate	Current Total Gross	Previous Total Gross	Difference Gross	Additional Pay	Previous Add Pay	Difference Add Pay	Oth Dept Add Pay	Prev Oth Dept Add Pay	Diff Oth Dept Add Pay
5,439.19	10,439.19	10,144.60	294.59		4,705.41	(4,705.41)	5,000.00		5,000.00

**For Current period, Comp Rate:**  $5,439.19 + 5,000 = 10,439.19$  ✓

**For Difference in Gross:**  $5,439.19 + 4,705.41 = 10,144.60 - 10,439.19 = 294.59$  ✓

All differences are accounted for in the add pay differences. If the add pay amounts are valid payments, this employee balances.

2. Compare the Difference Gross to the Difference OT Pay (Overtime) – if the value is the same, that verifies why there is a Difference Gross for that employee.

Current Total Gross	Previous Total Gross	Difference Gross	Additional Pay	Previous Add Pay	Difference Add Pay	Oth Dept Add Pay	Prev Oth Dept Add	Diff Oth Dept Add	Overtime Pay	Previous OT Pay	Difference OT Pay
1,952.76	1,943.69	9.07							18.14	9.07	9.07

3. Compare the Difference Gross to the Diff LWOP (LWOP Difference) – if the two added together equal zero, this is why the gross is different between payrolls.

Current Total Gross	Previous Total Gross	Difference Gross	Additional Pay	Previous Add Pay	Difference Add Pay	Oth Dept Add Pay	Prev Oth Dept Add	Diff Oth Dept Add	Overtime Pay	Previous OT Pay	Difference OT Pay	LWOP	Prev LWOP	Diff LWOP
839.75	1,919.41	(1,079.66)										1,079.66		1,079.66

4. If the Difference Add Pay, OT, and LWOP amounts don't match, verify if the employee has a Recent Hire or Term Eff Date that would affect the period amount paid.

Pay Grp	Curr BW CompRate	Current Total Gross	Previous Total Gross	Difference Gross	Additional Pay	Previous Add Pay	Difference Add Pay	Overtime Pay	Previous OT Pay	Difference OT Pay	Recent Hire Date	Term Eff Date
EXM	3,000.00	3,000.00	900.00	2,100.00							1-Oct-25	
EXM			6,938.67	(6,938.67)								19-Sep-25

5. For other differences that cannot be matched to add pay, overtime, hire, or term employees, please look at the following other possibilities:
  - a. Did the employee have any prior period adjustments that would affect their pay? A prior period adjustment will possibly add or remove pay. Take the employees pay for the current period and deduct/add the prior period adjustments to balance to the current payroll reports.
    - i. Health Campus - Run Adjustment Output Report in TAL by Pay period end date. This report will show all prior period adjustments that were processed on this payroll. Use this report to verify any discrepancies in pay on the employees listed. [Job Aid – Adjustment Output Report](#)
    - ii. Norman Campus – Run Pay Calculation report in Workforce by pay period end date in CSV format Any prior period adjustments will be noted as “Previous Pay Period Adjusted” in column I. Alternatively, the Results tab of the timesheet can be reviewed for prior period adjustments. [Job Aid – Generating Reports](#)
  - b. Did the employee have an increase/decrease in pay? (ePAF search)
  - c. Is the employee on unpaid Leave for the full period? (ePAF search or timekeeping)
  - d. If the employee is a regular hourly employee (HRY, NEX, or POL paygroup), did the employee miss clocking time or is missing leave hours from the timesheet? Compare the Current Total Gross to the Curr BW CompRate to see if the pay is short then verify the timesheet.
  - e. Is the employee an occasional worker (TMP or TEM paygroup) which will vary in pay every payroll?