

## Printing Payroll Distribution Reports

1. Sign-on to your Reporting, Inquiry & Payroll responsibility
2. Open “Payroll Reports” from your Navigator screen.
3. The Submit a New Request screen opens. Select the “Single Request” option and click the “OK” button.
4. The Submit Request screen will open. Click on the LOV field located to the right of the “Name” field.
  - a. The Report screen comes into view. Click on “Payroll Distribution Report within Dept RIT”
  - b. Click on the “OK” button.
  - c. The Parameters screen will appear, fill in the following fields:  
“From Date” DD-MMM-YYYY  
“To Date” DD-MMM-YYYY  
“From Dept” #####  
“To Dept” #####
5. Click the “OK” button.

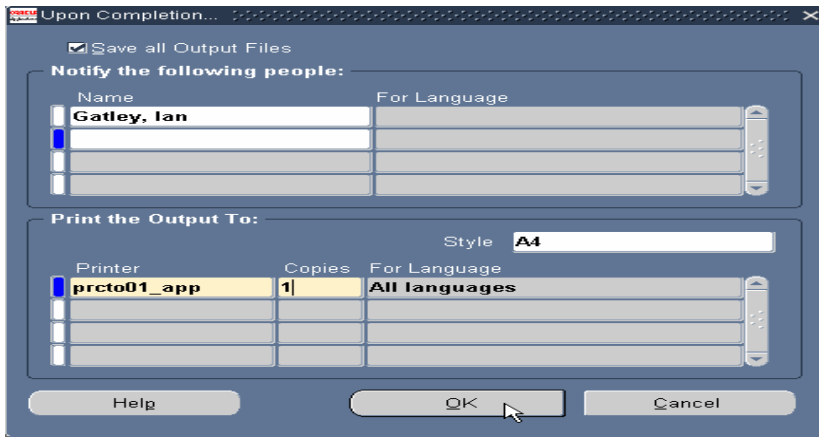
The screenshot shows a software interface for running payroll distribution reports. The main window is titled "RUN RIT PAYROLL DISTRIBUTION R". It has a "Run this Request..." section with a "Copy..." button. Below this, there are fields for "Name" (containing "Payroll Distribution Report within Dept RIT"), "Parameters" (empty), and "Language" (set to "American English"). A "Languages..." button is also present. A "Parameters" dialog box is open in the foreground, containing the following fields:

- From Date: 01-SEP-2001
- To Date: 30-SEP-2001
- From Dept: 43500 (with dropdown text: NTID-CENTER FOR EMPLOYMENT)
- To Dept: 43500 (with dropdown text: NTID-CENTER FOR EMPLOYMENT)

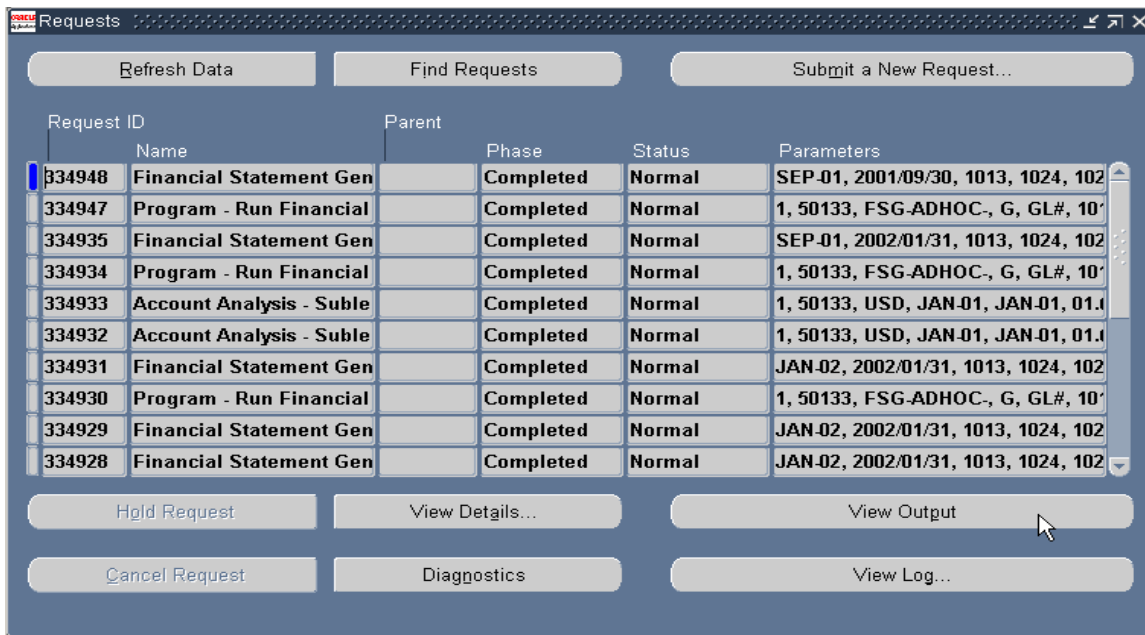
At the bottom of the dialog box are buttons for "OK", "Cancel", "Clear", and "Help". At the bottom of the main window are buttons for "Help (E)", "Submit", and "Cancel". A mouse cursor is pointing at the "Submit" button.

6. In the “Submit Request” screen click on the “Options” button to print the report or e-mail it to someone.
  - a. To send an e-mail notification select the employee from the list of values in the “Name” field within the “Notify the following People:” section on the “Upon Completion” screen.
  - b. Repeat for as many employees that you want to e-mail.
  - c. To print select a printer from the list of values in the “Printer” field and the number of copies within the “Print the Output To:” section on the “Upon Completion” screen.
  - d. Repeat for as many printers as you need.
  - e. Click on the “OK” button. The Submit Requests screen reappears.

7. Click on the “Submit” button.



8. The “Requests” screen automatically opens with your request id highlighted in blue.
9. The “Financial Statement Generator” is a second request generated by the first. This is the request that will create your report.
10. When the phase and status are “Completed” and “Normal” for the two jobs you can view the report online by clicking the “View Output” button. Your report will display on the screen for you to view.
11. Submit a new request from the “Requests” screen by clicking on the “Submit a New Request” button.



12. You can copy a previous request by clicking on the “Copy” button in the “Submit Request” screen.
13. When you copy a previous request you can change the parameters (period, segment override, etc.) by clicking in the “Parameters” field.