

## What is the Payroll Register?

The Payroll Register (NWPAY002A) is a system-generated report that provides a view of upcoming paycheck data. Though available year-round, departments are encouraged to review the register each September for the first monthly paycheck of the fiscal year. This affords an opportunity to ensure that new pay rates for exempt staff and faculty have been calculated and processed correctly.

## Security Access to the Register

myHR administrators with access to queries have the ability to run a Payroll Register. The register should always be run in **myHR Production**, not the Reporting database.

Data visible on the register will mirror your department security within myHR. If you have security access to graduate students, your monthly register may include data for *all* students. When viewing the report, locate your staff and faculty by using the “Find” feature (Control + F) and searching for a specific HR DeptID.

## Using the Register for September Salary Changes

For September only, HR Operations accepts pay rate changes written directly on a printout of the register itself. This provides a simple way to update any fiscal year salary change that may have processed incorrectly.

**Only salary changes for existing employees can be submitted in this manner; you cannot add new hires or reappointments by writing them on the register.**

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## Accessing the Register

### Via the myHR Reporting Dashboard:

1. After logging into myHR (Production), select the drop-down in the top center of the screen, and select **Workforce Administrator**.
2. Click the **Reports** tile.
3. On the left menu, select the **Payroll Registers** folder.
4. Click the **Payroll Register for Depts** report.

### Via the navigation menu:

1. After logging into myHR (Production), click the **Compass Icon** in the top right corner, and select the **Navigator** button.
2. Using the menu, navigate to:  
PAYROLL FOR NORTH AMERICA > PAYROLL PROCESSING USA > PAY PERIOD REPORTS > PAYROLL REGISTER FOR DEPTS

Once you have navigated to the register, begin running your report by selecting a Run Control ID... →

## Running the Register

### Select a Run Control ID

The Payroll Register requires a Run Control ID. This is used to process the report only, and does not have any other effect.

If this is your **first time** running a report and you do not have a previous Run Control ID:

- Click the **Add a New Value** tab.
- Enter a **Run Control ID** that will be easy to remember next time (e.g. your NetID).
- Click **Add**.

If you have an **existing Run Control ID** from running a previous report or Position/Appointment Form:

- Remain on the **Find an Existing Value** tab.
- Enter your existing **Run Control ID** and click **Search**, - or -  
Leave the box blank, click **Search**, and choose your Run Control from the search results list.

After creating or selecting your Run Control ID, you are ready to run the report... →

## Run the Report

1. Enter the **Pay Run ID** for the pay period in question. *Do not change any other fields.*

- For the September 2019 monthly payroll, enter: **AA220**
- To find the ID for other payrolls, select the magnifying glass to search.

2. Click  in the top right corner.

3. In the **Type** drop-down list, select “Email.” *Do not change any other fields.*

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	NWPY002A	NWPY002A	SQR Report	Email	PDF	Distribution

4. Click .

5. You will return to the main report screen where a **Process Instance** number will appear in the top right corner.

This number is not important, but it confirms that your register has been set for processing.

You may close your browser or navigate away from this page. When your register is complete, it will be emailed to you as a PDF attachment.

*To update any information that appears on the September register, refer to instructions and deadlines provided on the myHR Administrator listserv.*