

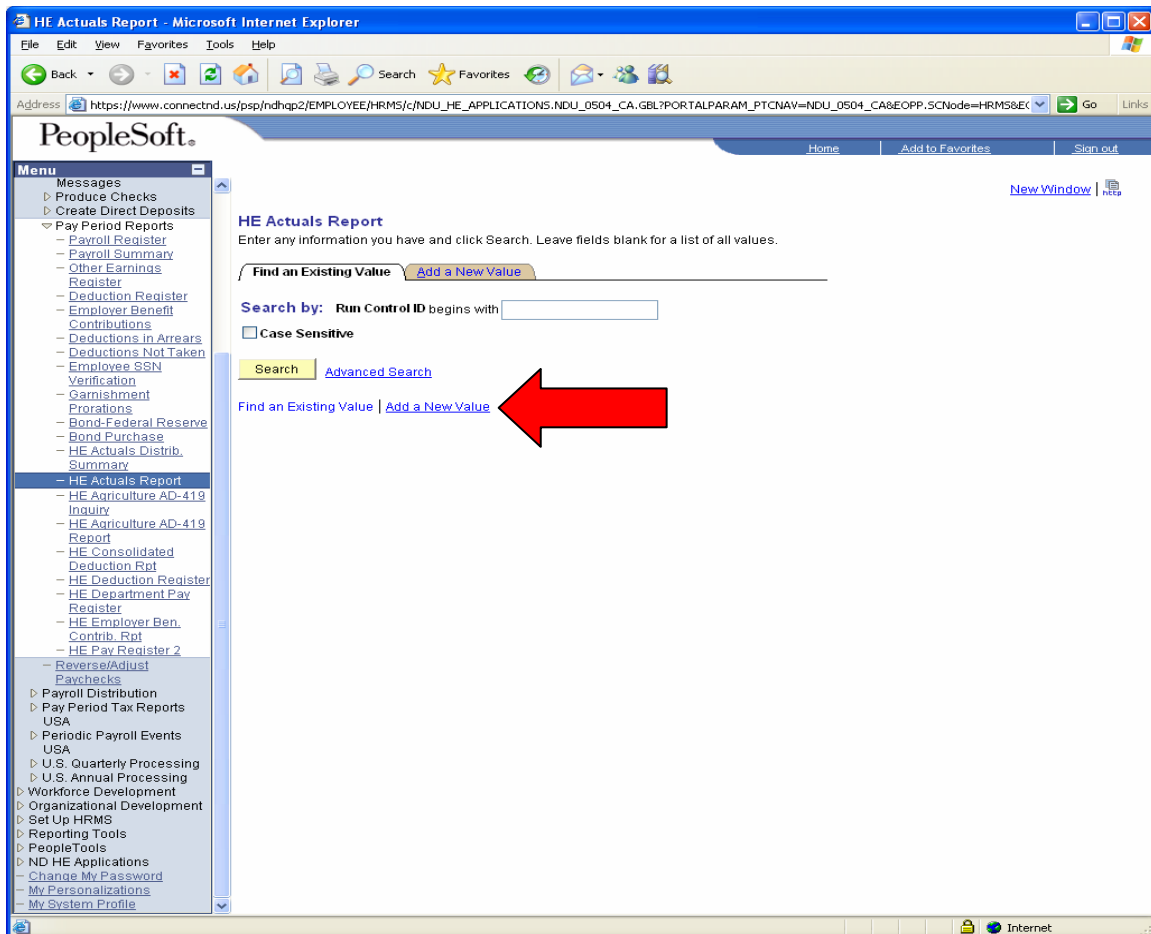
# HE Actuals Report

The HE Actuals Report lists the funding sources and accounts for salary and fringe expenses charged to your department. This report is first available on-line two business days before the selected pay day. Department personnel with DEPT\_ADMIN access in HRMS will be able to view and/or print the HE Actuals Report for their department:

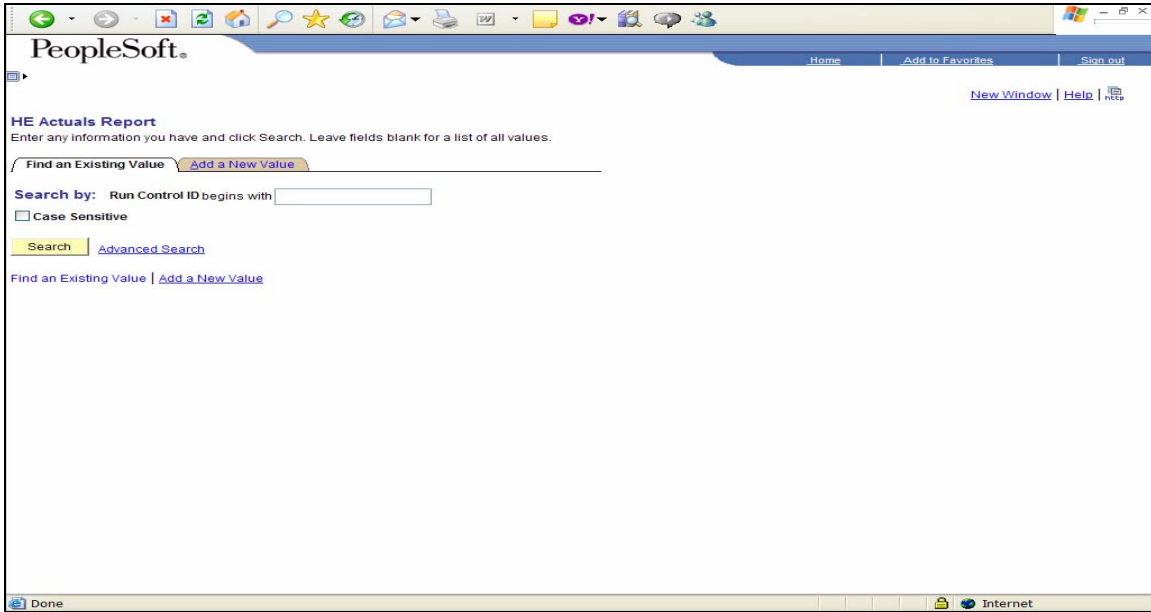
## NAVIGATION: *Payroll for North America>Payroll Processing USA>Pay Period Reports>HE Actuals Report*

Follow the navigation above to get to the Run Control Page for this report. The Run Control Page will look like this.

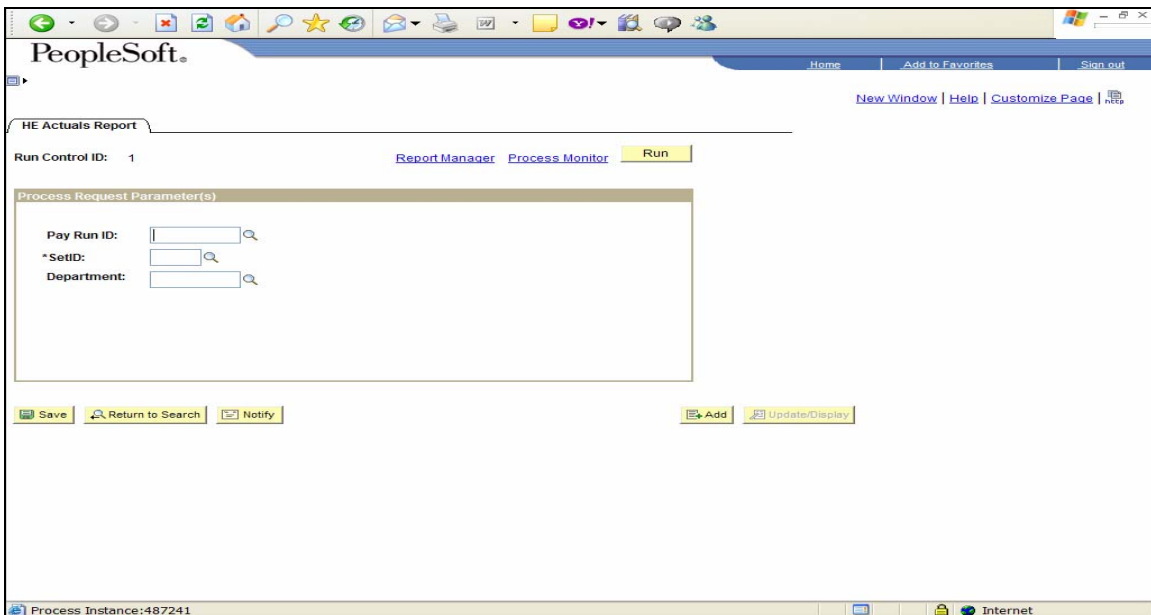
- If you have accessed this page previously and have already created a Run Control ID for your HE Actuals Report, click the Search button and chose the appropriate Run Control ID.
- If you have never access this page before, you will need to click on the “Add a New Value” hyperlink.



The following page will appear:



Enter a Run Control ID of your choice. Recommended Run Control value to enter for HE Actuals Report would be HEActuals. (Note: You cannot have spaces in a Run Control ID) Click the Add button. The following screen appears:



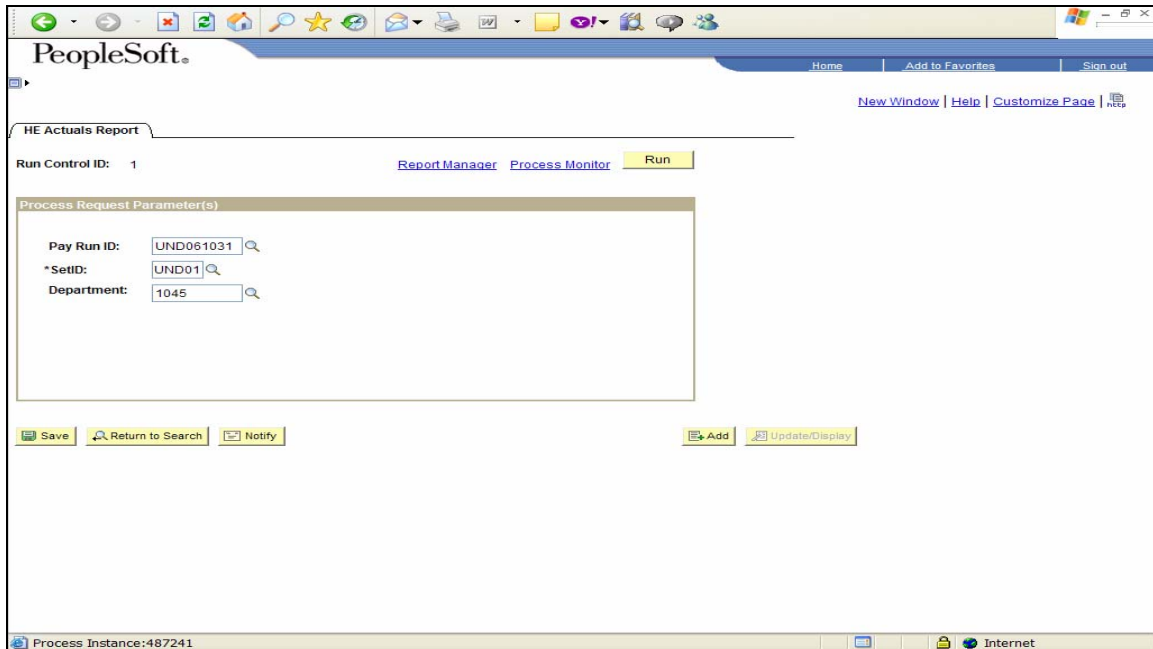
Enter the Pay Run ID. The Pay Run ID is UND followed by the ending date of the pay period (YYMMDD) for which you are requesting the Actuals Report.

For Example: To access an Actuals Report for December 31, 2005 you would enter the following: UND051231. For the Actuals Report for January 15, 2006, you would enter: UND060115.

SetID: UND01

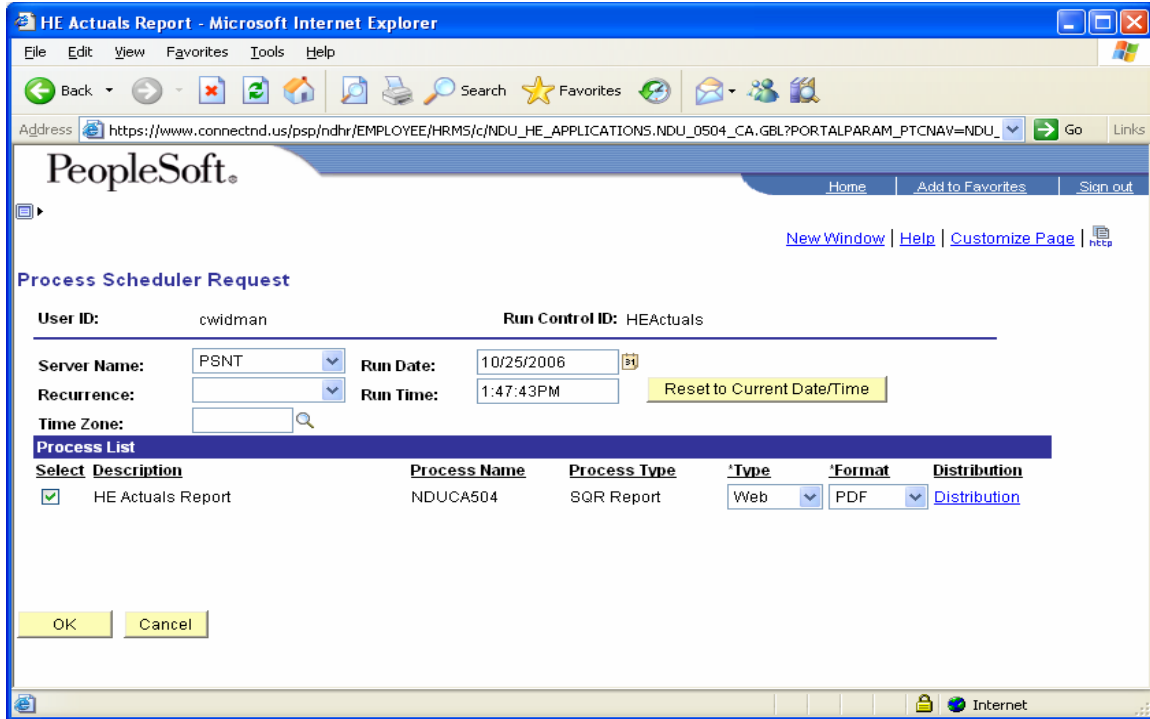
Department: Enter your department number

If you were requesting the October 31, 2006 Actuals Report for department 1045, the screen would look like this:



If you do not know the Pay Run ID, the magnifying glasses next to each box can be used to search for appropriate values. Click Save. Click Run.

The following screen appears:

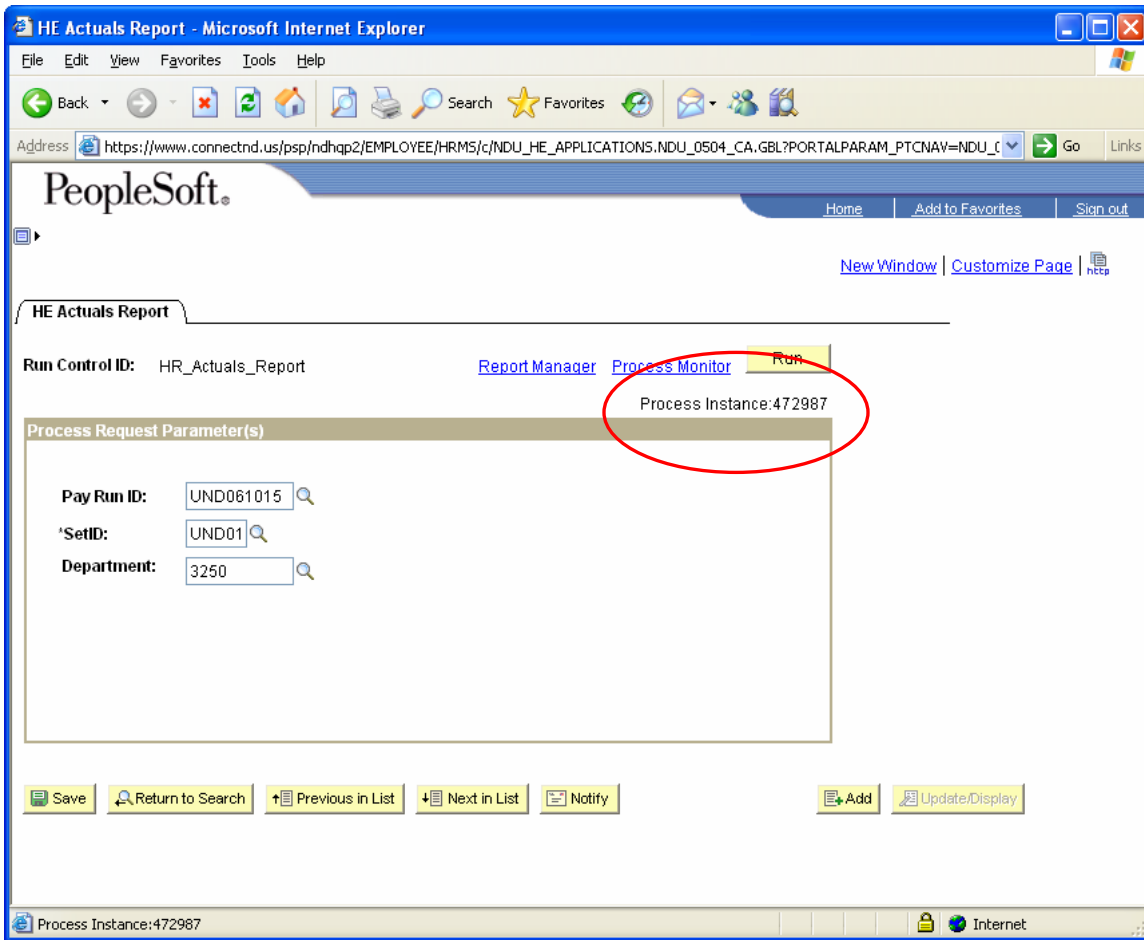


Verify the following:

- 1). The Server Name is PSNT
- 2). HE Actuals Report Select box is checked
- 3). Type is Web
- 4). Format is PDF.

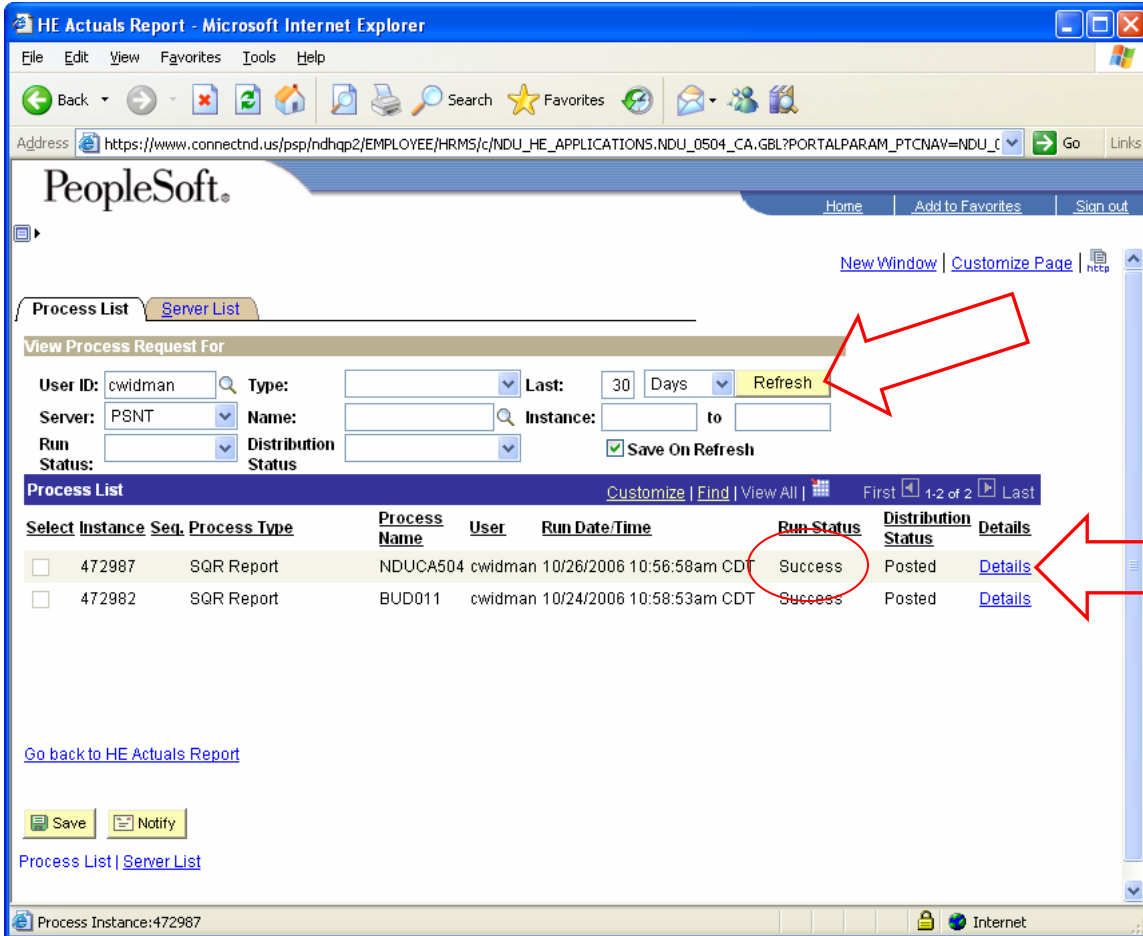
Click OK.

The following screen appears: You will be given a Process Instance number at this time.



Click on the Process Monitor hyperlink.

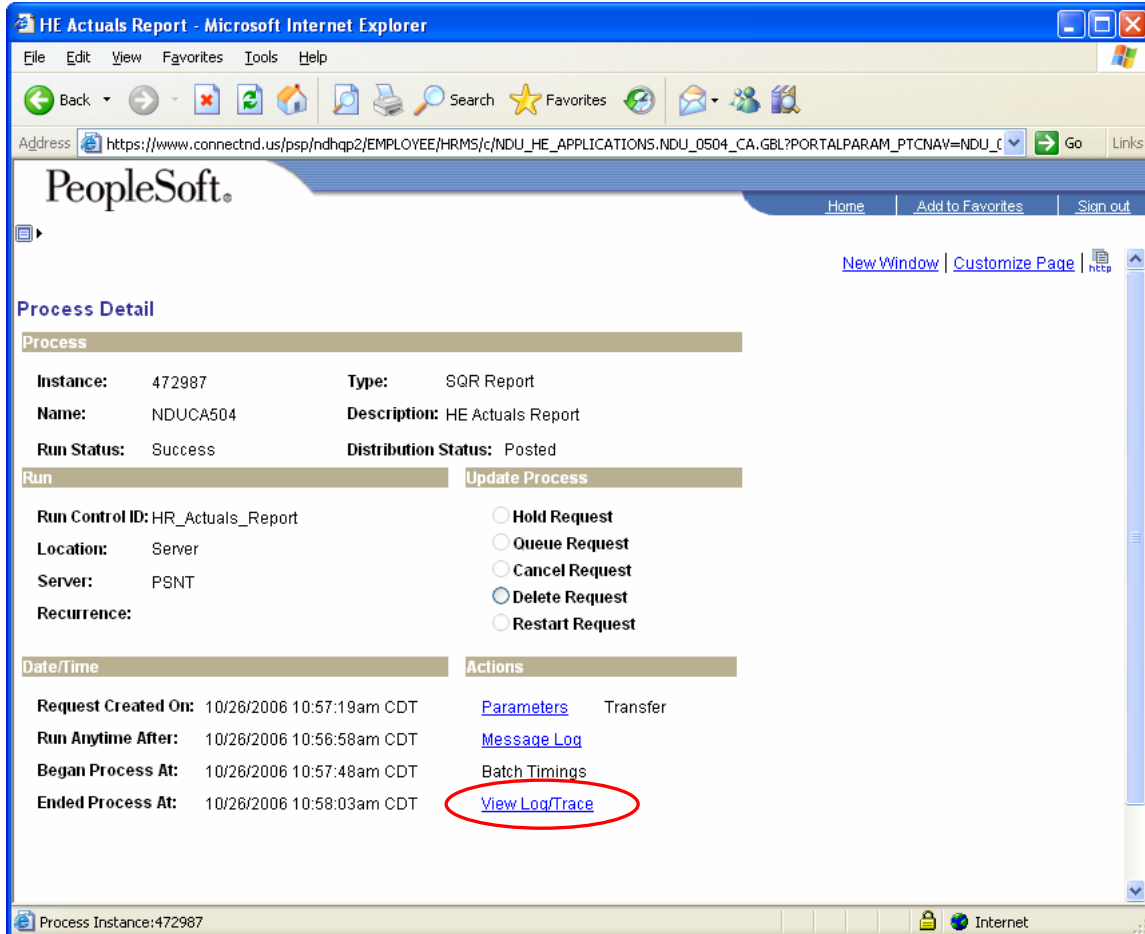
The following screen appears:



If Success does not appear immediately under the Run Status (located under the dark blue bar in the middle of the screen), Click on yellow Refresh button periodically until the Run Status is Success. The screen will not update status, unless you click the Refresh button.

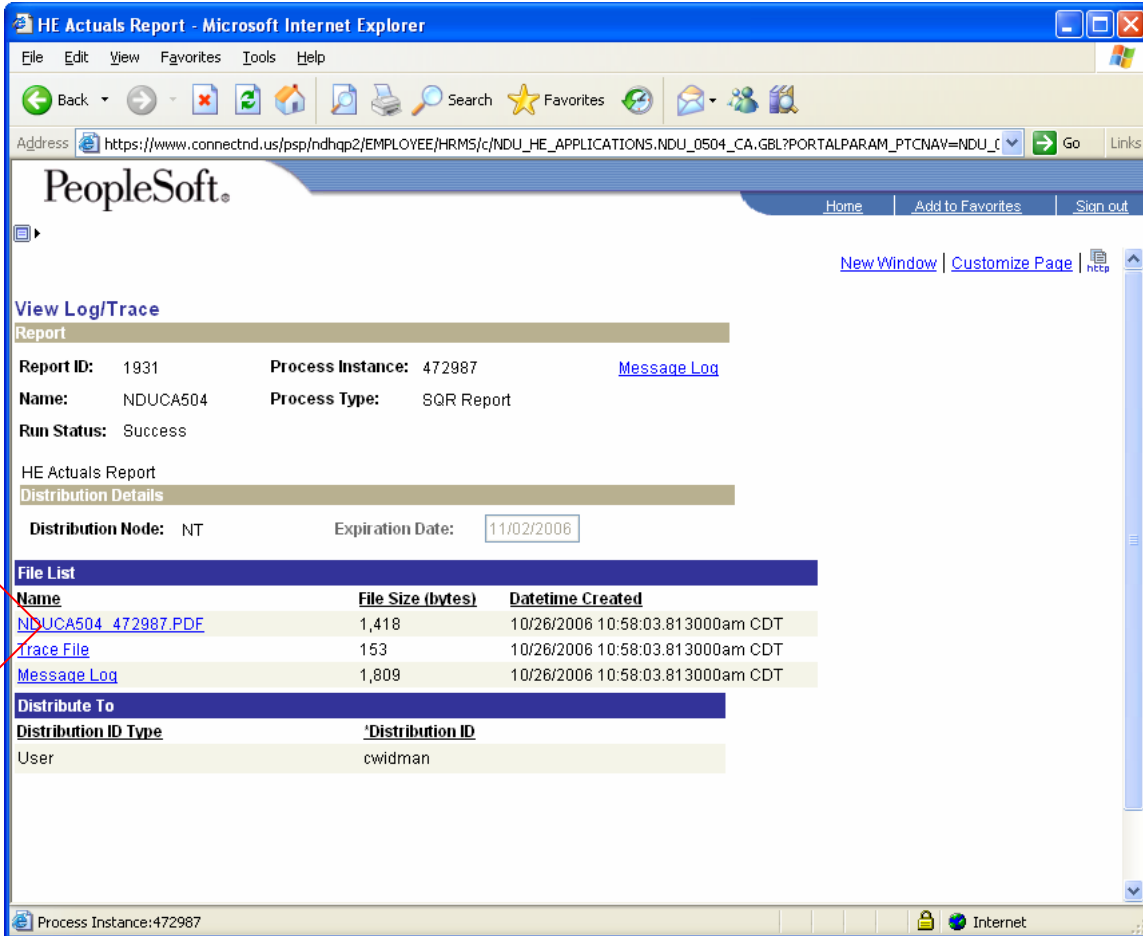
When Success appears, Click on the Details hyperlink, located to the right of the word Success (immediately below the dark blue bar).

The following screen appears:



Click on the View Log/Trace hyperlink – located in the bottom.

The following screen appears:



You must have Adobe Acrobat on your computer to view this report. Click on the file list name that ends with a .PDF extension to view the report. A report like the following will appear, but will contain the data for your department for the selected pay period.

Report ID: NDU504CA	University of North Dakota	Run date : Jan/24/2005 23:31																						
Company: UND	NDUS Actuals Report	Page 1 of 1.																						
Pay Period End: 2004-12-31 00:00:00.000																								
Department ID: 1045																								
	<table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Rec</th> <th>Employee Name</th> <th>Gross Amt</th> <th>Earning Code</th> <th>Earn Acct</th> <th>Earn Amt</th> <th>Ded Acct</th> <th>Ded Amt</th> <th>Tax Acct</th> <th>Tax Amt</th> </tr> </thead> <tbody> <tr> <td colspan="11">-----</td> </tr> </tbody> </table>	Empl ID	Empl Rec	Employee Name	Gross Amt	Earning Code	Earn Acct	Earn Amt	Ded Acct	Ded Amt	Tax Acct	Tax Amt	-----											
Empl ID	Empl Rec	Employee Name	Gross Amt	Earning Code	Earn Acct	Earn Amt	Ded Acct	Ded Amt	Tax Acct	Tax Amt														
-----																								
DEPTID:																								
Project ID:																								
Fund Code:																								

This report may be viewed online or printed. Unless you need a printed copy, you do not need to print this report for future reference. This report will be available for you to recreate through this process any time in the future. In the future, a decision may be made to purge certain records after a specified number of years. If this decision is made, you will be notified as to the length of time these reports will be available.

After you have viewed or printed the report, click on the red X box in the top right corner of your screen. This closes the document and returns you to the Process Detail screen. Click OK. This returns you to the Process Monitor page. Click on the hyperlink at the bottom of the screen that says Go Back to HE Actuals Report. This will return you to your starting screen.