

Payroll Processing Summary

Campus Process
Central Payroll Process

Run Seq*	Run Date	Process Description	Payroll Process Name	Navigation	Special Inputs	Updates Data
1	One business day prior to PaySheet Creation.*	Run Student FICA queries	NDU_PY_STUDENT_TAX_UPDATE, NDU_PY_STUDENT_CRE DITS_SUMMARY, NDU_PY_STUDENT, TAX_UPDATE_VISA	Reporting Tools > Query > Query Manager	Enter Bus Unit and Acad Term (YYTT where YY=Fiscal Yr and TT = 10 for Fall, 30 for Spring and 40 for Summer). Used to determine FICA and SUT status for student employees and non-student employees.	N
2	One business day prior to PaySheet Creation.*	HE Student FICA Tax Update	NDU531PY, NDU531PY_AE, NDUINTFC	Payroll for North America > Employee Pay Data USA > Tax Information OR ND HE Applications > Payroll	Bus Unit: <i>5-char code</i> As of Date: <i>Pay Period Begin Date</i> FY: <i>Current</i> Academic Term: <i>Select One</i> Server: PSNT Type: Web Format: PDF	Y
3	Prior to PaySheet Creation*	Run Report	NDU TIAA-CREF Matching Report	Benefits > Report > Contributions and Deductions > HE TIAA-CREF Matching Report OR ND HE Applications > Benefits > HE TIAA-CREF Matching Report	Run Control ID: Your choice Bus Unit: 5-char code Date Range: Run for current pay period begin and end dates Server: PSNT Type: Web Format: PDF	N
4	Prior to PaySheet Creation*	Run Query	NDU_CA_DPT_B DGT_MISS_JOB	Reporting Tools > Query > Query Manager	Enter FY, Company & Pay Period End Date. Info shows department budget tables that need to be created.	N
5	One business day prior to PaySheet Creation.*	Pre-sheet Audit	PAY034	Payroll for North America > Payroll Processing USA > Create & Load Paysheets > Presheet Audit Report OR HE Presheet Audit Report	Run Control ID: <i>Your choice</i> Language: English Radio Button: Run ID Report Pay Run ID: <i>Use ID for PP</i> Server: PSNT Type: Web Format: PDF	N

6	5:00pm start, day of PaySheet Creation.*	Renew Pay Contracts	CNTPAY02	Workforce Administration > Job Information > Contract Administraton > Renew Pay Contracts NA	Run Control ID: Your choice Company: Pay Group: All contract expiring:1 day Server: PSNT Type: Web Format: PDF	Y
7	5:00pm start, day of PaySheet Creation.*	Contract Additional Pay	CNTPAY01	Payroll for North America > Payroll Processing USA > Create & Load Paysheets > Create Contract Additional Pay	Run Control ID: <i>Your choice</i> Pay Run ID: <i>Use ID for PP</i> Payroll Cycle:On-Cycle Server: PSNT Type: Web Format: PDF	Y
8	5:00pm start, day of PaySheet Creation.*	HE Contract Pay Update	NDUPY520	Payroll for North America > Payroll Processing USA > Create & Load Paysheets > HE Contract Pay Update	Run Control ID: <i>Your choice</i> Pay Run ID: <i>Use ID for PP</i> Payroll Cycle:On-Cycle Server: PSNT Type: Web Format: PDF	Y
9	5:00pm start, day of PaySheet Creation.*	Paysheet Creation	PSPPYBLD	Payroll for North America > Payroll Processing USA > Create & Load Paysheets > Create Paysheets	Run Control ID: <i>Your choice</i> Pay Run ID: <i>Use ID for PP</i> Server: PSNT Type: None Format: None	Y
10	5:00pm start, day of PaySheet Creation.*	HE Paysheet Update	NDU_U_PAYSH	Payroll for North America > Payroll Processing USA > Update Paysheets > HE Paysheet Update OR ND HE Applications > Payroll > HE Paysheet Update	Run Control ID: <i>Your choice</i> Pay Run ID: <i>Use ID for PP</i> Server: PSNT Type: None Format: None	Y
11	5:00pm start, day of PaySheet Creation.*	Higher Ed Time Entry Process	NDU_TIME_CRT	Payroll for North America > Payroll Processing USA > Update Paysheets > HE Time Entry Process OR ND HE Applications > Payroll > HE Time Entry Process	Run Control ID: <i>Your choice</i> PayRun ID: <i>Use ID for PP</i> Server: PSNT Type: None Format: None	Y
12	5:00pm start, day of PaySheet Creation.*	Pay Calc	PSPPYRUN	Payroll for North America > Payroll Processing USA > Produce Payroll > Calculate Pay	Run Control ID: <i>Your choice</i> Language: English Pay Run ID: <i>Use ID for PP</i> Server: PSNT Type: Web Format: PDF	Y

13	After PaySheet Creation*	Payroll Messages Report	PAY011	Payroll for North America > Payroll Processing USA > Review Processing Messages > Payroll Error Message Report	Pay Run ID: <i>Use ID for PP Check Errors</i> No Matching Values=No Errors	N
14	After PaySheet Creation*	Run Query	NDU_PY_ADDL_PAY_AMT_PSHEET	Reporting Tools > Query > Query Manager	Enter the current pay run ID	N
15	During Time Entry*	Enter taxable Business Expenses		This query is run in Finance		
16	Daily During Time Entry*	Enter Time Sheets				
17	Daily During Time Entry* during assigned times	Pre Calculation Audit	PAY035	Payroll for North America > Payroll Processing USA > Produce Payroll > Precalculation Audit Report	Run Control ID: <i>Your choice</i> Language: English Radio Button:Run ID Report Pay Run ID: <i>Use ID for PP</i> Server: PSNT Type: Web Format: PDF	N
18	Daily During Time Entry* during assigned times	HE Online Time Load	NDU524PY	Payroll for North America > Payroll Processing USA > Update Paysheets > HE Online Time Load OR ND HE Applications > Payroll > HE Online Time Load	Run Control ID: <i>Your choice</i> Language: English Pay Run ID: <i>Use ID for PP</i> Server: PSNT Type: Web Format: PDF	Y
19	Daily During Time Entry*	Preliminary Calc	PSPPYRUN	Payroll for North America > Payroll Processing USA > Produce Payroll > Calculate Pay	Run Control ID: <i>Your choice</i> PayRun ID: <i>Use ID for PP</i> On or Off-Cycle: On-Cycle On-Cycle Preliminary Calc Run: Check Only Calc where needed: On Server: PSNT Type: None Format: None	Y
20	Nightly during Time Entry*	Contract Additional Pay	CNTPAY01	Payroll for North America > Payroll Processing USA > Create & Load Paysheets > Create Contract Additional Pay	Run Control ID: <i>Your choice</i> Pay Run ID: <i>Use ID for PP</i> Payroll Cycle:On-Cycle Server: PSNT Type: Web Format: PDF	Y

26	As Needed, during Time Entry*	Employees Not Processed	PAY010	Payroll for North America > Payroll Processing USA > Produce Payroll > Employees Not Processed Report	Run Control ID: <i>Your choice</i> Language: English Pay Run ID: <i>Use ID for PP</i> Server: PSNT Type: Web Format: PDF	N
27	As Needed, during Time Entry*	Employees with Negative Leave Balances Query	NDU_BN_LEAVE_NEG	Reporting Tools > Query > Query Manager	Search by: Name Begins With:NDU_LEAVE_NEG Click Search Click RUN Print Report if Any Results	N
28	As Needed, during Time Entry*	Deduction Register	PAY001	Payroll for North America > Payroll Processing USA > Pay Period Reports > Deductions Register	Run Control ID: <i>Your choice</i> Pay Run ID: <i>Use ID for PP</i> All HR Unit?: Uncheck Spec HR Unit:5 Char SetID Payroll Cycle: On-Cycle Server: PSNT Type: Web Format: PDF	N
29	As Needed, during Time Entry*	Deductions Not Taken	PAY008	Payroll for North America > Payroll Processing USA > Pay Period Reports > Deductions Not Taken	Run Control ID: <i>Your choice</i> Pay Run ID: <i>Use ID for PP</i> Server: PSNT Type: Web Format: PDF	N
30	As Needed, during Time Entry*	Run Query	NDU_PY_CHK_A DDL_TAX	Reporting Tools > Query > Query Manager	Enter Pay Run ID. Query returns rows for employees with a zero paycheck and additional tax withholding amounts.	N
31	As needed, during Time Entry*	Run Query	NDU_CA_DPT_B DGT_MISS_EAR N	Reporting Tools > Query > Query Manager	Enter FY, Company & Pay Period End Date. Info shows department budget tables that need to be created prior to running actuals distribution.	N

32	Prior to Pay Confirm*	Preconfirm Audit	PAY036	Payroll for North America > Payroll Processing USA > Produce Payroll > Preconfirm Audit Report	Run Control ID: <i>Your choice</i> Language: English Pay Run ID: <i>Use ID for PP</i> Server: PSNT Type: Web Format: PDF	N
33	Prior to Pay Confirm*	Campuses send NDUS-HECN@listserv.nodak.edu an email to notify the team that they are ready for confirm.				N
34	Day of Pay Confirm*	Final Pay Calculation <i>Note: Must coordinate Pay Confirm process with the state team. Cannot run more than one pay confirm at a time.</i>	PSPPYRUN	Payroll for North America > Payroll Processing USA > Produce Payroll > Calculate Pay	Run Control ID: <i>Your choice</i> <i>Use On-Cycle or Off-Cycle Run Box</i> PayRun ID: <i>Use ID for PP</i> On or Off-Cycle: On-Cycle On-Cycle Preliminary Calc Run: No Check Select: <i>Calc where needed</i> Server: PSNT Type: None Format: None	Y
35	Day of Pay Confirm*	HE Workers Comp Update	NDUPY108	Payroll for North America > Payroll Processing USA > Produce Payroll > HE Workers Comp Update OR ND HE Applications > Payroll > HE Workers Comp Update	Run Control ID: <i>Your choice</i> PayRun ID: <i>Use ID for PP</i> Payroll Cycle: On-Cycle Server: PSNT Type: None Format: None	Y
36	Day of Pay Confirm*	Final Pay Calculation	PSPPYRUN	Payroll for North America > Payroll Processing USA > Produce Payroll > Calculate Pay	Run Control ID: <i>Your choice</i> <i>Use On-Cycle or Off-Cycle Run Box</i> PayRun ID: <i>Use ID for PP</i> On or Off-Cycle: On-Cycle On-Cycle Preliminary Calc Run: No Check ReCalculate All Checks: On Server: PSNT Type: None Format: None	Y

37	Day of Pay Confirm*	Pay Confirmation	PSPCNFRM	Payroll for North America > Payroll Processing USA > Produce Payroll > Confirm Pay	Run Control ID: <i>Your choice</i> Use <i>On-Cycle</i> or <i>Off-Cycle</i> <i>Run Box</i> PayRun ID: <i>Use ID for PP</i> On or Off-Cycle: <i>On-Cycle</i> Server: PSNT Type: None Format: None	Y
38	Day of Pay Confirm*	Direct Deposit Create File	DDP001	Payroll for North America > Payroll Processing USA > Create Direct Deposits > Create Direct Deposit File	Run Control ID: USE 5-Character SetID PayRun ID: <i>Use ID for PP</i> Payroll Cycle: <i>On-Cycle</i> Server: PSNT Type: Web Format: PDF	Y
39	Day of Pay Confirm*	Actuals Distribution	PSPPFUND	Payroll for North America > Payroll Distribution > Commitment Accounting USA > Distribute Actuals	Run Control ID: <i>Your choice</i> Pay Run ID: <i>Current</i> Distribution Prorate Option: <i>Cal Days</i> Server: PSNT	Y
40	Day of Pay Confirm*	Update Actuals for NDUS	NDU_510CA_AE	Payroll for North America > Payroll Processing USA > Produce Payroll > HE Update Actuals Distribution OR ND HE Applications > Payroll > HE Update Actuals Distribution	Run Control ID: <i>Your choice</i> Pay Run ID: <i>Current</i> Pay Cyle: <i>Both</i> Server: PSNT	Y
41	Day of Pay Confirm*	PROCESS TO BE RUN BY HRMS HECN TEAM HE Leave Accrual Process	PSPACCRL	Benefits > Manage Leave Accruals > HE Leave Accrual Process OR ND HE Applications > Benefits > HE Leave Accrual Process	Run Control ID: <i>Your choice</i> Date: <i>Use last day of PP</i> Server: PSNT Type: None Format: None	Y
42	After payroll is confirmed*	Payroll Messages Report	PAY011	Payroll for North America > Payroll Processing USA > Review Processing Messages > Payroll Error Message Report	Enter company ID and pay period end date. <i>Check Errors</i> <i>No Matching Values=No Errors</i>	N

43	After leave accrual is processed*	HE Check Print	PAY003	Payroll for North America > Payroll Processing USA > Produce Checks > HE Check Print OR ND HE Applications > Payroll > HE Check Print	Run Control ID: <i>Your choice</i> PayRun ID: <i>Use ID for PP</i> Payroll Cycle: On-Cycle Message: <i>Your Choice</i> Server: PSNT Type: Printer Format: HP	N
44	After leave accrual is processed*	HE DDP Advice Print	NDUPY110	Payroll for North America > Payroll Processing USA > Create Direct Deposits > HE DDP Advice Print OR ND HE Applications > Payroll > HE DDP Advice Print	Run Control ID: <i>Your choice</i> PayRun ID: <i>Use ID for PP</i> Payroll Cycle: On-Cycle Message: <i>Your choice</i> Server: PSNT Type: Printer Format: HP	N
45	*After payroll is confirmed	Direct Deposit Register	DDP002	Payroll for North America > Payroll Processing USA > Create Direct Deposits > Direct Deposit Register	Run Control ID: <i>Your choice</i> PayRun ID: <i>Use ID for PP</i> Payroll Cycle: On-Cycle Message: <i>Your choice</i> Server: PSNT Type: Web Format: PDF	N
46	After payroll is confirmed*	Deduction Register	PAY001	Payroll for North America > Payroll Processing USA > Pay Period Reports > Deduction Reports OR HE Deduction Register	Run Control ID: <i>Your choice</i> Pay Run ID: <i>Use ID for PP</i> All HR Unit?: Uncheck Spec HR Unit:5 Char SetID Payroll Cycle: On-Cycle Server: PSNT Type: Web Format: PDF	N
47	After payroll is confirmed*	Payroll Register	PAY002	Payroll for North America > Payroll Processing USA > Pay Period Reports > Payroll Register OR HE Pay Register 2	Run Control ID: <i>Your choice</i> Pay Run ID: <i>Use ID for PP</i> All HR Unit?: Uncheck Spec HR Unit:5 Char SetID Payroll Cycle: On-Cycle Server: PSNT Type: Web Format: PDF	N
48	After payroll is confirmed*	Check Register	PAY004	Payroll for North America > Payroll Processing USA > Produce Checks > Check Register	Run Control ID: <i>Your choice</i> Pay Run ID: <i>Use ID for PP</i> Server: PSNT Type: Web Format: PDF	N

49	After payroll is confirmed*	Payroll Summary	PAY018	Payroll for North America > Payroll Processing USA > Pay Period Reports > Payroll Summary	Run Control ID: <i>Your choice</i> Pay Run ID: <i>Use ID for PP</i> Report Style: Summary by Selection Server: PSNT Type: Web Format: PDF	N
50	After payroll is confirmed*	Tax Deposit Summary	TAX001	Payroll for North America > Pay Period Tax Reports USA > Tax Deposit Summary	Run Control ID: <i>Your choice</i> Pay Run ID: <i>Use ID for PP</i> Server: PSNT Type: Web Format: PDF	N
51	After payroll is confirmed*	NDU_BN_PREPAY_BEFTAX Query		Reporting Tools > Query > Query Manager	Run to get a total of PrePay Before Tax Deductions	N
52	Use reports printed in steps 45-51 to reconcile payroll					
53	After actuals distribution is processed*	Run Queries	NDU_CA_DIST_DE D_SUSPENSE, NDU_CA_DIST_ER N_SUSPENSE, NDU_CA_DIST_TA X_SUSPENSE	Reporting Tools > Query > Query Manager	Run after Actuals Distribution. Prints earnings, deductions, and taxes that were distributed to the suspense account. Must be fixed prior to sending to GL.	N
54	After actuals distribution is processed*	Run Queries	NDU_CA_INV_ACC T_ERN, NDU_CA_INV_ACC T_DED, NDU_CA_INV_ACC T_TX	Reporting Tools > Query > Query Manager	Run after Actuals Distribution. Prints earnings, deductions, and taxes that were distributed to an invalid account code. Must be fixed prior to sending to GL.	N
55	After actuals distribution is processed*	Run Queries	NDU_CA_DIST_DE D_ACCOUNT, NDU_CA_DIST_TA X_ACCOUNT, NDU_CA_DIST_EA RN_MISS_ACCT	Reporting Tools > Query > Query Manager	Run after Actual Dist. Correct all accounts returned on two queries, rerun queries, correct and repeat until no rows are returned.	N
56	After actuals distribution is processed*	Run Queries	NDU_CA_DIST_DE D_MISS_ACCTCO DE, NDU_CA_DIST_TA X_MISS_ACCTCO DE	Reporting Tools > Query > Query Manager	Run after Actuals Dist. Query looks for deductions or taxes that are have blank fields for the account code and other key fields. Correct all account codes and other key fields, rerun queries, correct and repeat until	Y

57	After actuals distribution is processed*	Run Queries	NDU_CA_DIST_KEY_MISMATCH, NDU_CA_DIST_MISSING_KEYS	Reporting Tools > Query > Query Manager	Run after Actuals Dist. Query looks for missing keys in which user would get a 'No matching buffer found for level' error message. Requires a SQL update to fix. File ticket and set status has high priority.	Y
58	After actuals distribution is processed*	Run Queries	NDU_CA_DIST_MISSING_EARN	Reporting Tools > Query > Query Manager	Run after Actuals Dist. Looks for paycheck earnings with no actuals distribution. May require a SQL update in which the user must file a ticket.	Y
59	After actuals distribution is processed*	Run Queries	NDU_PY_GL_NONEXIST_ACCTCD	Reporting Tools > Query > Query Manager	Run after Actuals Dist. Looks for account codes in Actuals that are inactivated or nonexistant. User must activate the account code (normally used in a retro distribution) or create Speed Type/Account Code.	Y
60	After actuals distribution is processed*	Modify Actuals Distribution		Payroll for North America > Payroll Distribution > Commitment Accounting USA > Review Actuals Distribution	Modify Account Code information in Actuals Distribution prior to GL Interface process.	Y
61	Next business day after actuals distribution and actuals queries are complete*	Actuals GL Intfc-Comm Acctg	PAYGL02A	Payroll for North America > Payroll Distribution > Provide GL Information > Commitment Accounting Actuals	Run Control ID: Your choice Pay Run ID: current Click Run then select Actuals GL Interface - GL Interface - Automated Batch Publish Server: PSNT	Y
62	One Business Day before Payday*	Extract US Federal Taxes	PYAP_XTAX	Payroll for North America > Payroll Distribution > Accounts Payable Information > Extract US Federal Taxes	Run Control ID: Your choice Company: MAY, VCS, etc Tax Period End Date: Current Paycheck Date Payment Due Date: Current Paycheck Date Tax Type Info: select FEDWITH, MED, OASDI, EIC Server: PSNT	Y

63	One Business Day before Payday*	Extract Non-tax Deductions	PYAP_XDEDN	Payroll for North America > Payroll Distribution > Accounts Payable Information > Extract Non-tax Deductions	Run Control ID: Your choice Deduct/Collect Comp/Bond Met: select Run ID: current Pay All Vendors: check Server: PSNT	Y
64	One Business Day before Payday*	Extract US State Taxes	PYAP_XTAX	Payroll for North America > Payroll Distribution > Accounts Payable Information > Extract US State Taxes	Run Control ID: Your choice Company: MAY, VCS, etc Tax Period End Date: Current Paycheck Date Payment Due Date: Current Paycheck Date Specific States: select State: ND & MN Tax Type: NDWITH & MNWITH Server: PSNT	Y
65	One Business Day before Payday*	Run Queries	NDU_PY_AP_TAX_STATUS & NDU_PY_AP_TAX_STATUS_INDV	Reporting Tools > Query > Query Manager	Enter Pay Run ID. If data shows up on first query, then run second query to locate individual employee(s). Must fix problem and rerun extract prior to sending vouchers to AP.	N
66	One Business Day before Payday*	Run Queries	NDU_PY_AP_DED_STATUS	Reporting Tools > Query > Query Manager	Looks for any deductions which are NOT noted as EXTRACTED in Paycheck Data. Allows for correction of data and then rerun extract process prior to sending vouchers to AP.	N
67	One Business Day before Payday*	Run Queries	NDU_PY_AP_VOUCHER_SUMMARY	Reporting Tools > Query > Query Manager	Shows voucher numbers, amounts and vendor name/number by company & payment date. Download the results to Excel & email to AP team.	N
68	One Business Day before Payday*	Campuses must transfer funds to the payroll bank account				N

69	Afternoon before Pay Day*	Run Savings Bond files	PAY016B	Payroll for North America > Payroll Processing USA > Pay Period Reports > Bond - Federal Reserve	As of Date: <i>PayCheck Date</i> Company: <i>3-character code</i> Reporting Medium: <i>blank</i>	Y
70	Afternoon before Pay Day*	Note: This process is one-time only for all companies. Send Tax vouchers to AP	PYAP_VCHPOST	Payroll for North America > Payroll Distribution > Accounts Payable Information > Send Vouchers to AP	Run Control ID: Your choice Tax Payments: select Payment Date: Current Paycheck date Run Server: PSNT	Y
71	Afternoon before Pay Day*	Note: This process is one-time only for all companies. Send non-tax deduction vouchers to AP	PYAP_VCHPOST	Payroll for North America > Payroll Distribution > Accounts Payable Information > Send Vouchers to AP	Run Control ID: Your choice Non-tax Deduction Payments: select Payment Date: Current Paycheck date Run Server: PSNT	Y
72	Payday*	Verify vouchers were sent to AP		Payroll for North America > Payroll Distribution > Accounts Payable Information > Review AP Extract-headers	Voucher Sent check boxes should be checked for any and all vouchers sent to AP.	N
73	Mail AP checks to vendors on Payday*					
74	One Business Day Prior to Payday*	HE Employer Contribution Rpt	PAY021	Payroll for North America > Payroll Processing USA > Pay Period Reports > HE Employer Ben. Contrib Report OR ND HE Applications > Payroll > Reports > HE Employer Ben. Contrib Report	Run Control ID: <i>Your choice</i> Pay Run ID: <i>Use ID for PP</i> All HR Unit?: Check to run rpt for all depts. Uncheck to run rpt for one dept. Spec HR Unit:5 Char SetID Payroll Cycle: On-Cycle Server: PSNT Type: Web Format: PDF	N

75	One Business Day Prior to Payday*	Deduction in Arrears	PAY007	Payroll for North America > Payroll Processing USA > Pay Period Reports > Deductions In Arrears	Run Control ID: <i>Your choice</i> Pay Run ID: <i>Use ID for PP</i> Server: PSNT Type: Web Format: PDF	N
76	One Business Day Prior to Payday*	Deductions Not Taken	PAY008	Payroll for North America > Payroll Processing USA > Pay Period Reports > Deductions Not Taken	Run Control ID: <i>Your choice</i> Pay Run ID: <i>Use ID for PP</i> Server: PSNT Type: Web Format: PDF	N
77	One Business Day Prior to Payday*	Employees Not Processed	PAY010	Payroll for North America > Payroll Processing USA > Produce Payroll > Employees Not Processed Report	Run Control ID: <i>Your choice</i> Language: English Pay Run ID: <i>Use ID for PP</i> Server: PSNT Type: Web Format: PDF	N
78	One Business Day Prior to Payday*	Fed Liability By State	TAX014	Payroll for North America > Pay Period Tax Reports USA > Fed Liability by State	Run Control ID: <i>Your choice</i> Pay Run ID: <i>Use ID for PP</i> Server: PSNT Type: Web Format: PDF	N
79	One Business Day Prior to Payday*	Other Earnings Register	PAY006	Payroll for North America > Payroll Processing USA > Pay Period Reports > Other Earnings Register	Run Control ID: <i>Your choice</i> Pay Run ID: <i>Use ID for PP</i> Server: PSNT Type: Web Format: PDF	N
80	One Business Day Prior to Payday*	Tax Balance Audit	TAX015	Payroll for North America > US Quarterly Processing > Quarterly Reports > Tax Balance Audit	Run Control ID: <i>Your choice</i> Balance ID: CY Balances for Year: 2003 Quarter: <i>Choose Qtr</i> Server: PSNT Type: Web Format: PDF	N
81	One Business Day Prior to Payday*	Run queries	NDU_BN_TIAA_R EPORTING_NEG , NDU_BN_TIAA_R PT_NET_CONTR IB and NDU_BN_TIAA_R PT_NET_TOTAL S	Reporting Tools > Query > Query Manager	Run the queries to verify the payment amount submitted to TIAA-CREF is correct. IF any net negative amounts, issue manual payment to TIAA so the payment matches the total of the positive contributions.	N

82	One Business Day Prior to Payday*	New Hire Report	PER036	Workforce Monitoring > Meet Regulatory Rqmts > Regulatory Reports > PRWORA-New Hire	Run Control ID: <i>Your choice</i> From Date: 1st Day PP End Date: Last Day PP Company: 3 Char Company Server: PSNT Type: Web Format: PDF	N
83	One business day prior to Pay Day or on the weekend*	Load Gross Fringe Data	HPCA011	Payroll for North America > Payroll Distribution > Commitment Accounting USA > Load Gross/Fringe Data	Run Control ID: Your choice Company: MAY, VCS, etc From Date: First day of pay period, Thru Date: Last day of pay period Include Retrodistribution data: Checked Server: PSNT	N
84	When available	Gross and Fringe Report	HPCA012	Payroll for North America > Payroll Distribution > GL Interface Reports > Gross and Fringe	Run Control ID: Your choice Language: English, FY: blank, Pay Period End Date: End of current pay period, All Depts, All Fund Sources, All Projects: Default to selected, Column Definition Code: HIED, Detail Report: select, Secondary Sort Seq: Funding Source, Detail Report Sort Seq: Employee Name, Server: PSNT, Web, PDF <i>Print the report for distribution, if needed.</i>	N
85	Anytime	HE Actuals Report	NDU504CA	Payroll for North America > Payroll Processing USA > Pay Period Reports > HE Actuals Report OR ND HE Applications > Payroll > Reports > HE Actuals Report	Run Control ID: Your Choice Pay run ID: Your choice SetID: 5-character setID Dept: Look up or type in Server: PSNT, Web, PDF	N

86	One Business Day Prior to Payday-End of Month Only	Balance Adjustments	PAY025	Payroll for North America > Periodic Payroll Events USA > Balance Adjustments > Balance Adjustment Report	Run Control ID: <i>Your choice</i> Start Date: 1st of Month As of Date: End of Month Company: 3 Char Company Server: PSNT Type: Web Format: PDF	N
87	One Business Day Prior to Payday-End of Month Only	Error Listing	TAX900	Payroll for North America > US Annual Processing > Audit and Error Reports > Error Listing	Run Control ID: <i>Your choice</i> Server: PSNT Type: Web Format: PDF	N
88	One Business Day Prior to Payday-End of Month Only	Tax Summary Federal	TAX010FD	Payroll for North America > Pay Period Tax Reports USA > Tax Summary - Federal	Run Control ID: <i>Your choice</i> Balances for Year: 2003 Quarter or Period: <i>Choose Qtr or Period</i> Server: PSNT Type: Web Format: PDF	N
89	One Business Day Prior to Payday-End of Month Only	Tax Summary - State	TAX010ST	Payroll for North America > Pay Period Tax Reports USA > Tax Summary - State	Run Control ID: <i>Your choice</i> Balances for Year: 2003 Quarter or Period: <i>Choose Qtr or Period</i> Server: PSNT Type: Web Format: PDF	N

*See NDUS Payroll Calendar for dates of PaySheet Creation, Time Entry, Pay Confirm and Payday.

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