Agency Payroll Summary – User Procedures

Business Purpose

NMS Agency Payroll Summary (NMS383PY)

This report prompts for Pay Run ID and Business Unit and produces a summary by Business Unit of U.S. paycheck detail by Pay Run ID. It includes amounts, earnings, employee deductions, employer contributions and employee / employer taxes.

To run this process, the user must have the NMS_PY_AGENCYREPORTS role assigned to their user profile.

Business Procedure

Payroll for North America > Payroll Processing USA > Pay Period Reports > NMS Agency Payroll Summary

1. If you have previously run this report, on the [Find an Existing Value] tab, enter a Run Control ID that you already have and click on the [Search] button.

2. If you do not have any Run Control ID’s, click on the [Add a New Value] tab, enter the new Run Control ID and click on the [Add] button.
3. Enter Pay Run ID for the pay cycle you wish the report to be generated for. This is in the format YYMMDD-NN, where YYMMDD is the Check Date for the Pay Cycle and NN is the pay period in the Fiscal Year. In the example above, the Run ID is for Pay Period End 06/08/2012 and is the 26th Pay Cycle in the Fiscal Year 2012.

4. Report Style - Select either Summary by Selection or Detail Report.

5. Payroll Cycle – Select either On-Cycle, Off-Cycle or Both.


7. Click on the [Run] button.
8. Sever Name – select either PSUNX or PSNT.
9. Click on the **[OK]** button.
10. Click on the **Process Monitor** link.

11. Click on the **[Refresh]** button until the report has a Run Status=**Success** and Distribution Status=**Posted**.
12. Click on the **Details** link.
13. Click on the **View Log/Trace** link.
14. The nms383py_nnnnnnnn.PDF link where nnnnnnn is the process instance contains the report results. For the summary option, the results is a seven page report with summary information for your Business Unit.

Document Control

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