

Standard Operating Procedure for How to Run a Payroll Register

SHARE Path: Navigator> Payroll for North America>Payroll Processing>Pay Period Reports>NMS Agency Payroll Summary

Enter Run Control ID created or go to tab “Add a New Value” to create one. See SHARE Job Aide for Running and Retrieving Reports with help on creating and using a Run Control ID

NMS Agency Payroll Register

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

▼ **Search Criteria**

Search by: Run Control ID begins with

Include History Correct History Case Sensitive

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Include Pay Run ID: Two digit year, two digit month, and two digit day with no spaces. An automated list should pop up to select the correct date including the payroll number.

Select business unit from and to. If you only have one business unit this can be the same for each

Press the “Run” button

The screenshot shows the 'NMS Payroll Register' application interface. At the top, there is a header with 'Run Control ID 00218', 'Report Manager', 'Process Monitor', and a 'Run' button. Below this is a 'Process Request Parameter(s)' section with two columns: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'. The 'On-Cycle Run' column has a 'Pay Run ID' field with the value '211203-11' and a search icon, and a label 'FY22Pay#11'. The 'Off-Cycle Pay Calendar' column has fields for 'Company', 'Pay Group', 'Pay End Date', 'Process', and 'Page Nbr' with a 'Thru' field. Below these columns are radio buttons for 'Payroll Cycle' with options 'On-Cycle', 'Off-Cycle', and 'Both' (selected). At the bottom of the parameter section are 'Agency Range' fields for 'FROM Business Unit (Agency)' and 'TO Business Unit (Agency)', both with the value '21500' and search icons. At the very bottom of the interface are several action buttons: 'Save', 'Return to Search', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

Allow time to run then press the "Report Manager" hyperlink

The report will appear in this screen. Click the report hyperlink

List | Explorer | Administration | Archives

View Reports For

Folder Instance to

Name Created On Last 1 Days

Reports Personalize | Find | View All | First 1 of 1 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 NMS382PY	PAYROLL REGISTER BY BUS UNIT	General	12/01/21 2:47PM	2289989	3812762

[Go back to NMS Agency Payroll Register](#)

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Select the hyperlink that has "PDF" at the end to view your report

Report

Report ID 2289989 Process Instance 3812762

Name NMS382PY Process Type SQR Report

Run Status Success

Payroll Register by Bus Unit

Distribution Details

Distribution Node RPT_UNIX Expiration Date 12/31/2021

File List

Name	File Size (bytes)	Datetime Created
SQR_NMS382PY_3812762.log	1,847	12/01/2021 2:47:21.978214PM MST
nms382py_3812762.PDF	37,820	12/01/2021 2:47:21.978214PM MST
nms382py_3812762.out	501	12/01/2021 2:47:21.978214PM MST

Distribute To

Distribution ID Type	*Distribution ID
User	AOCVFG