

# Hawaii Information Portal Payroll Reports

The below instructions demonstrate how to run and view the following payroll related reports through the Hawaii Information Portal:

- 1. PRE-321 Payroll Expenditure Report (Excel Report)
- 2. PRE-314 Employers Share Contributions Assessments (Excel Report)
- 3. PRE-315 Payroll Expenditure Distribution (Excel Report)

#### Navigation: State of Hawaii> Reports.

1. Click on the desired report you wish to run; all 3 reports will be run the same way.

### **Payroll Expenditure Report**

## **Employers Share Contrib Assess**

### Payroll Expenditure Distrib

- 2. When running these reports for the first time you will need to create a Run Control ID for each report. Once you have done this you will not need to create it again. To do so click on the Add a New Value Tab.
  - a. <u>Note when running the report for a second time and going forward, you will just need to</u> <u>click the search button to bring you to the Run Control page</u>.

#### Payroll Expenditure Report

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



3. When Creating a Run Control ID, best practice is to use your first and last name initials. Then click the Add button. And it will bring you to the next screen.

Payroll Expenditure	Report
Find an Existing Value	Add a New Value
Run Control ID	
Add	

4. Fill in the Report Request Parameters. For Executive branch you will select SOH as your Agency, whereas Stadium will be under SDM. To search for the Company, you can click the magnifying glass. Once the parameters are filled out click the Run button. Please note that for the for the Payroll Expenditure Report, you may choose either pdf or excel as the file type.

Payroll Expenditure Report

Information Porta

Run Control ID MB	Report Manager	Process Monitor	Run
Report Request Paramerters			
*Check Date 07/20/2018			
Company SOH State of Hawaii			
*Output Format Adobe PDF V Adobe PDF			
Microsoft Excel		🔒 Add 🖉 Upda	ate/Display

a. The Employer Share Contribution Assessments and the Payroll Expenditures Distribution parameters also have a payroll number selection that is optional. You can add one or multiple Payroll Numbers by clicking the "+" button to add and the "-" button to remove.

Report Request Param	ierters	
*Check Date	31	
Agency	State of Hawaii	
Payroll Number	Description	
1	٩	<b>H H</b>



5. Leave the next screen with the defaults values and click the OK button.

User ID     00103777     Run Control ID     MB       Server Name     ▼     Run Date     06/22/2018     II       Recurrence     ▼     Run Time     9:14:02AM     Reset to Current Date/Time       Time Zone     ▼     Run Time     9:14:02AM     Reset to Current Date/Time       Process List     Select     Description     Process Name     Process Type     *Type     *Format     Distribution       Image: Payroll Expenditure Report     M_PAYEXP_RPT     Application Engine     Web     TXT     To Distribution						
Server Name       ▼       Run Date       06/22/2018       iii         Recurrence       ▼       Run Time       9:14:02AM       Reset to Current Date/Time         Time Zone       Q         Process List         Select Description       Process Name       Process Type       *Type       *Format       Distribution         Image: Payroll Expenditure Report       M_PAYEXP_RPT       Application Engine       Web       TXT       Distribution	r ID 00103777		Run Control ID M	IB		
Recurrence     Run Time     9:14:02AM     Reset to Current Date/Time       Time Zone     Process     List       Process List     Process Name     Process Type     *Type     *Format     Distribution       Image: Process Recurrence     Process Name     Process Type     *Type     *Format     Distribution       Image: Process Recurrence     Process Name     Process Type     *Type     *Type     Distribution	ame	Run Date 0	06/22/2018	31		
Time Zone         Process List         Select       Description       Process Name       Process Type       *Type       *Format       Distribution         Image: Payroll Expenditure Report       M_PAYEXP_RPT       Application Engine       Web       TXT       Image: Distribution	nce	<ul> <li>Run Time 9</li> </ul>	0:14:02AM	Reset t	o Current Dat	e/Time
Process List           Select         Description         Process Name         Process Type         *Type         *Format         Distribution             Payroll Expenditure Report         M_PAYEXP_RPT         Application Engine         Web         TXT         Distribution	one					
Select     Description     Process Name     Process Type     *Type     *Format     Distribution       Image: Payroll Expenditure Report     M_PAYEXP_RPT     Application Engine     Web     TXT     Distribution						
✓ Payroll Expenditure Report M_PAYEXP_RPT Application Engine Web ▼ TXT ▼ Distribution	ion I	rocess Name Pro	rocess Type	* Type	*Format	Distribution
	Expenditure Report I	1_PAYEXP_RPT Ap	pplication Engine	Web 🔻	TXT <b>v</b>	Distribution

6. Click the Process Monitor link.

Payroll Expenditure Report			
Run Control ID MB	Report Manager	Process Monitor	Run
	P	rocess Instance:1266	00
Report Request Paramerters			
*Check Date 06/20/2018 🙀			
Company SOH Q State of Hawaii			
*Output Format Adobe PDF 🗸			
Save Ctransformed Return to Search	(	🔒 Add 🛛 🔊 Updat	te/Display

 Click the Refresh button until you see the Run status and Distribution Status set to Success/Posted. The Process Name will tell you what report you are running.
 Process List Server List

View	Proces	ss I	Requ	lest For											
U	ser ID Server	001	0377	7 Q	Type Name		▼ L	ast stance Fron	<b>v</b>	1 Instance To	Days	•		Refresh	
Run	Status			•	Distrik	oution Status		•	Save Or	n Refresh					
Proc	ess Lis	st							Personal	lize   Find   Vie	w All   🗖		First 🔇	1-3 of 3	🕑 Last
Select	Instanc	e	Seq.	Process Ty	/pe	Proce	ess Name	User	Run Date/Tim	ie	-	Run Status	i Dis Sta	stribution atus	Details
	81025 Application Engine						M_PAYEXP_RPT 00103777 06/22/2018 9:14:02AM HST Processi					Processin	g N//	N/A	
User ID 00103777 Typ Server T Nam Run Status T Dis Process List Select Instance Seq. Process Type 81025 Application Engine a. Success Posted V	sted vie	w													
		-			Dist	ribution									

Run Status	Status
Success	Posted



8. Click Go back to Payroll Expenditure Report, or if running one of the other two reports you would click on the same link below

View	Process	Req	uest For							
U	Iser ID 00	10377	7 Q	Туре	▼ Li	ast	▼ 1 Day	/S ¥	Refresh	
:	Server Name Q Instance From 81025 Instance To 81025									
Run	Status		▼	Distribu	tion Status	•	🗹 Save On Refresh			
Proc	ess List						Personalize   Find   View All	[Z] 🔣	First ④ 1 of 1	🕑 Last
Select	Instance	Seq.	Process Typ	e	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	81025		Application	Engine	M_PAYEXP_RPT	00103777	06/22/2018 9:14:02AM HST	Success	Posted	Details

#### Go back to Payroll Expenditure Report

9. Click on the Report Manager link Payroll Expenditure Report

Run Control ID MB	Report Manager	Process Monitor	Run
Report Request Paramerters			
*Check Date 08/20/2018			
Company SOH State of Hawaii			
*Output Format Adobe PDF 🗸			
Save Areturn to Search		🛃 Add 🛛 🖉 Updat	te/Display

- 10. Two reports will be generated. You will want to select the pdf. or excel version depending on what report you ran.
  - a. <u>Note the Employers Share Contributions Assess and Payroll Expenditure Distributions</u> <u>files will be in excel format. The Payroll Expenditure Report will be either excel or pdf.</u>
     List Explorer Administration Archives

LIST	Explorer A	dministration A	rcnives						
Vi	ew Reports For								
Fol	der	▼ In	stance	81019	to	81019	Re	fresh	
Na	ime	Crea	ited On			31	Last	•	1 Days
R	eports		Pe	rsonalize	Find	View All	ي الح	First 🕚 1-	2 of 2 🕑 Last
	Report	Report Description	1	Folder Na	me		Completion Date/Time	Report ID	Process Instance
1	M_PAYEXP_RPT - PRE321 06-20- 2018.pdf	M_PAYEXP_RPT 06-20-2018.PDF	- PRE321	General			06/22/18 8:32AM	60210	81019
2	M_PAYEXP_RPT	PAYROLL EXPEN	DITURE	General			06/22/18 8:32AM	60209	81019



11. Click on the pdf or excel file in the list.

Report								
Report ID	60210		Process In:	stance	81019		Message Log	
Name	XMLP		Proces	s Type	XML Pu	blisher		
Run Status	Succes	S						
M_PAYEXP_F	RPT - PR	E321 06-20-2	018.pdf					
Distributio	n Detail	S						
Distribution	Node	http_rpt	Ex	piration	Date	09/09/2020		
File List								
Name			Fi	ile Size (l	oytes)	Datetime Cre	eated	
PRE321 06-2	<mark>.0-2018.p</mark>	df	6	,984		06/22/2018	8:32:42.768066AM	4 HS
Distribute 1	Го							
Distribution ID	) Туре			*Distrib	ution ID			
User				001037	77			

- 12. If the report doesn't pop up, please make sure your pop-up blockers are turned off.
- 13. If you need any assistance, please contact the HIP Service Center at <u>hip@hawaii.gov</u> or by phone at 201-SERV.