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. Note when running the report for a second time and going forward, you will just need to click the search button to bring you to the Run Control page.

Payroll Expenditure Report

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 [   ]

☐ Case Sensitive

[Search]   Advanced Search

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 MB

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

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
Adobe PDF
Microsoft Excel

Save   Return to Search   Add   Update/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 Paramerters

*Check Date

Agency   State of Hawaii

	Payroll Number	Description		
1			+	−

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

6. Click the Process Monitor link.

7. 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.

   a. Success Posted view

Run Status	Distribution 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 Request For

User ID	00103777	🔍	Type	▼	Last	▼		1	Days	▼		Refresh
Server		▼	Name		🔍	Instance From	81025	Instance To	81025			
Run Status		▼	Distribution Status		▼	☑ Save On Refresh						

Process List   Personalize | Find | View All | 🖼 | 🔢   First ◀ 1 of 1 ▶ Last

Select	Instance	Seq.	Process Type	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 06/20/2018 📅

Company SOH 🔍   State of Hawaii

*Output Format Adobe PDF ▼

[💾 Save] [↩ Return to Search]   [➕ Add] [📝 Update/Display]

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

| List | Explorer | Administration | Archives |

View Reports For

| Folder | | ▼ | Instance | 81019 | to | 81019 | [Refresh] |
| Name | | | Created On | | 📅 | Last ▼ | 1 Days ▼ |

Reports   Personalize | Find | View All | 🖼 | 🔢   First ◀ 1-2 of 2 ▶ Last

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	M_PAYEXP_RPT - PRE321 06-20-2018.pdf	M_PAYEXP_RPT - PRE321 06-20-2018.PDF	General	06/22/18 8:32AM	60210	81019
2	M_PAYEXP_RPT	PAYROLL EXPENDITURE REPORT	General	06/22/18 8:32AM	60209	81019

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

Report

Report ID	60210	**Process Instance**	81019	Message Log
Name	XMLP	**Process Type**	XML Publisher	
Run Status	Success			

M_PAYEXP_RPT - PRE321 06-20-2018.pdf

Distribution Details

Distribution Node	http_rpt	**Expiration Date**	09/09/2020

File List

Name	File Size (bytes)	Datetime Created
PRE321 06-20-2018.pdf	6,984	06/22/2018 8:32:42.768066AM HST

Distribute To

Distribution ID Type	*Distribution ID
User	00103777

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 hip@hawaii.gov or by phone at 201-SERV.