State of Hawaii Payroll Register

Navigation: HawaiiPay System>Payroll for North America>Payroll Processing USA>Pay Period Reports>Payroll Register

1. When running this report 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 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

Run Control ID begins with ▼ |_____|

☐ Case Sensitive

[Search]   [Clear]   Basic Search   💾 Save Search Criteria

2. 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 Register

Find an Existing Value	Add a New Value

Run Control ID MB|

[Add]

3. Enter the Pay Run ID. In this example the run ID is 2018JUN2, meaning this is the second payroll for the month of June. To select a different prior period, click on the magnifying glass. Keep Payroll Cycle as On-Cycle for the Semi-Monthly payroll that was processed. You will want to select Off-Cycle to see only mid-pay period adjustments. You can select Both to receive all pay changes for the pay period being selected. Then click Run

Payroll Register

Run Control ID MB   Report Manager   Process Monitor   [Run]

Process Request Parameter(s)

On-Cycle Run	or	Off-Cycle Pay Calendar
Pay Run ID 2018JUN2 🔍		Company [ ]
JUNE 20TH		Pay Group [ ]
		Pay End Date [ ]
		Process Page [ ] Thru [ ]

Payroll Cycle

⦿ On-Cycle   ○ Off-Cycle   ○ Both

[Save]   [Return to Search]   [Notify]   [Add]   [Update/Display]

4. Select the SOH Payroll Register MPAY002 and click OK

Process Scheduler Request

Help

User ID 00103777   Run Control ID MB

Server Name [▼]   Run Date 06/22/2018
Recurrence [▼]   Run Time 10:48:37AM   [Reset to Current Date/Time]
Time Zone [🔍]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	SOH Payroll Register	MPAY002	SQR Report	Web ▼	PDF ▼	Distribution
☐	Payroll Register	PAY002	SQR Report	Web ▼	PDF ▼	Distribution

[OK]   [Cancel]

5. Click on the Process Monitor link

Payroll Register

Run Control ID MB   Report Manager   Process Monitor   Run

Process Instance:81032

Process Request Parameter(s)

On-Cycle Run		or	Off-Cycle Pay Calendar	
Pay Run ID	2018JUN2 🔍		Company	
	JUNE 20TH		Pay Group	
			Pay End Date	
			Process Page	Thru

Payroll Cycle

◉ On-Cycle   ○ Off-Cycle   ○ Both

💾 Save   ↻ Return to Search   📝 Notify   ➕ Add   📲 Update/Display

6. 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. The SOH Payroll Register has the process name of MPAY002.

Process List | Server List

View Process Request For

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

Process List

Personalize | Find | View All | 🔳 | 📊   First ◀ 1-8 of 8 ▶ Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	81032		SQR Report	MPAY002	00103777	06/22/2018 10:48:37AM HST	Processing	N/A	Details

a. Success Posted View

Run Status	Distribution Status
Success	Posted

7. Click on the Details link at the end of the row.

View Process Request For

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

Process List

Personalize | Find | View All | | First ◀ 1-8 of 8 ▶ Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	81032		SQR Report	MPAY002	00103777	06/22/2018 10:48:37AM HST	Success	Posted	Details

8. Click on the View Log/Trace link

Process Detail   ✕

Help

Process

Instance	81032	Type	SQR Report
Name	MPAY002	Description	SOH Payroll Register
Run Status	Success	Distribution Status	Posted

Run   **Update Process**

Run Control ID MB   ○ Hold Request
Location Server   ○ Queue Request
Server PSNT   ○ Cancel Request
Recurrence   ▢ Delete Request
                                            ○ Re-send Content   ○ Restart Request

Date/Time   **Actions**

Request Created On 06/22/2018 10:50:57AM HST   Parameters   Transfer
Run Anytime After 06/22/2018 10:48:37AM HST   Message Log
Began Process At 06/22/2018 10:51:08AM HST   Batch Timings
Ended Process At 06/22/2018 10:51:22AM HST   View Log/Trace

OK   Cancel

9. Click on the pdf file

Process Detail

Help

View Log/Trace   ✕

Help

Report

| Report ID | 60224 | Process Instance | 81032 | Message Log |
| Name | MPAY002 | Process Type | SQR Report | |

Run Status Success

SOH Payroll Register

Distribution Details

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

File List

Name	File Size (bytes)	Datetime Created
MPAY002_81032.PDF	477,561	06/22/2018 10:51:22.850632AM HST
MPAY002_81032.out	92	06/22/2018 10:51:22.850632AM HST
SQR_MPAY002_81032.log	1,615	06/22/2018 10:51:22.850632AM HST

Distribute To

Distribution ID Type	*Distribution ID
User	00103777

Return

OK