Quick Reference Guide to run Pitt Worx All-Temps Payroll Register Report PPYR319

The All-Temps payroll register access is based on the Extra Information Type (EIT) information in Pitt Worx

1) Login to **Pitt Worx**.
2) Select ***My Client Groups*** tab.
3) Select ***Payroll*** app.
    a. The apps on this page are dependent on your Area of Responsibility access
4) From ***Flow Submissions and Results,*** select ***Submit a Flow***.
5) Select ***Pitt US LDG*** as Legislative Data Group.
6) Select report ***PPYR319_Preview_Register_AllTemps_Secured***.
    a. This report is used for preview, final, QuickPay and reversal register reviews.
7) In **General Information**, enter a unique name for your personal Payroll Flow (Report).
    a. This will be the name you decide and that may be run multiple times, however, it is important that each time you run this report, you must change to a new flow (report) name.
        i. It is recommended to use versions, such as V1, V2, V3, each time you submit this flow ii.
        BW 20 2023 Preview Register V1, BW 20 2023 Preview Register V2, BW 20 Final Register
8) **Process Start Date**: Enter the applicable check date (not pay period ending) as mm/dd/yy format (i.e. 10/06/23).
9) **Process End Date**: Enter the applicable check date (not pay period ending) as mm/dd/yy format (i.e. 10/06/23). This is the same information as *Process Start Date*.
10) **Payroll:** Select the Payroll for the register you want to view. Always select: ***Pitt Biweekly*** for All-Temps Payroll Registers.
11) **Payroll Run Type**: Select *QuickPay, Regular Run* (select for preview and final register reports) or *Reversal*.
12) **Legal Entity**: Select *University of Pittsburgh or University of Pittsburgh and UPMC Medical and Health Sciences Foundation*.
13) Select the ***Submit*** Button.
14) The system will validate that the Payroll Flow name is unique, and the process will begin.
    a. To review the parameter you entered, you may select the expand button in the parameters section.
15) Select **Refresh** to refresh the screen until the report has completed.
    a. This may take up to 15 minutes.
16) Select the ***Report Flow Name*** you initially created, listed above the completed status to open the report.
17) In the ***Output and Log Files*** you will see your report in Excel and PDF formats.
    a. To save, Select ***Download***

Helpful Reminders

- The All-Temps payroll register is based on the Extra Information Type (EIT) information in Pitt Worx. Access Pitt Worx Sharepoint for information to view or update the assignment information (extend the Projected Temp Assign End Date, the Primary Organization Contact, the Actual Temp Assign End Date, etc.). The EIT information must be effective for the beginning of the pay period for the Primary Organization Contact to view the All-Temps employee on the payroll register for that period.
- For access questions, please review with your AOR (Area of Responsibility) first to ensure you are set up with the appropriate access. Any additional access questions, please submit an inquiry to OHR Client Services.
- Payroll Registers will be available online as indicated in the chart below:

Biweekly Payroll	Preview	2 Business Days prior to payday
Biweekly Payroll	Final	1 Business Day prior to payday

- Departmental Register Review is an internal control procedure. The total page for each AOR must be printed, signed, dated, and retained for a period of three year.
- We recommend that you save each full report to a confidential internal drive for three years. If a report is rerun for any previous period, checks that were subsequently voided will not show on the report.
- Visit Pitt Worx OHR Payroll Hub for full access instructions.