Quick Reference: PaySheet Report

**STEP 1**
Sign In to PeopleSoft using your Clemson user ID and password.

**STEP 2**
Navigate to Payroll for North America > Payroll Processing USA > CU Payroll Processing > CU PaySheet Report.
**Important Information:** If you do not have a Run Control ID, you will need to add one. Step 3 walks new users through adding a Run Control ID. Once added, your initials will serve as your ID. Users with existing IDs skip to step 4.

**STEP 3 (For New Users)**

- **Click** Add a New Value if you have never created a PaySheet Report.
- **Enter** your initials in Run Control ID.
- **Click** Add.
- **Click** Find an Existing Value to run a PaySheet Report.

**STEP 4**

- **Enter** your Run Control ID (ID = your initials) in the “Run Control ID begins with” field.
- **Click** Search.
STEP 5
Enter your Report Request Parameters. (See parameter information below.)
Click Run.

Parameter Information: You can enter some or all of the Report Request Parameters. Each additional parameter will further refine the report.

- If you leave all of the fields blank, the PaySheet Report will show all of the employees in the departments for which you have security access.
- Entering a department number will limit the PaySheet Report to employees in that department.
- Entering a Pay Group will limit the Paysheet Report to employees in that specific pay group.
- Entering “Y” in the OK to Pay box will limit the Paysheet Report to employees who are designated OK to Pay in Payroll Data Entry.
- Clicking “Only want updated records” will limit the Paysheet Report to employees you’ve updated in Payroll Data Entry.
STEP 6
Check “PaySheet report” when the Process Scheduler Request page appears. Click OK.

STEP 7
Click Details when the Run Status shows Success and the Distribution Status shows Posted.

Clicking “Refresh” will update the run status and distribution status as the report generation progresses.
**STEP 8**

Click View Log/Trace to generate the PDF PaySheet Report. See next page for View Log/Trace screen shot.
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STEP 9
Click the PDF link to upload the report.

STEP 10
Click the blue down arrow in your menu bar to view the report.
STEP 11
Select File then Save As to save the PaySheet Report to a file or to your desktop.
Select File then Print to print a copy of the Paysheet Report.