

HRIS/PeopleSoft Screens for Payroll

- **Add/Update Position Information** – provides information about a position including effective date, job code, work location, salary plan, mail drop, budget, etc.
 - [HRIS > Menu > Workforce Administration > Job Information > Position Update](#)
- **Employee** – views employee T&L per pay period and whether they were clicked “OK to Process” for payroll (timesheet)
 - [HRIS > Menu > Time and Leave > Maintain Time and Leave > Employee](#)
- **Identification Data** – review foreign national employees substantial presence info and other information pertaining to their Visa/Passport, etc.
 - [HRIS > Menu > Workforce Administration > Personal Information > Citizenship > Identification Data](#)
- **Job Data** – maintains an employee’s effective date in position, position details, salary plan, compensation, etc.
 - [HRIS > Menu > Workforce Administration > Job Information > Job Data](#)
- **KSU CWSP Panel** – provides a view to determine if a student has College Work Study (CWSP). Note: foreign national students are not eligible for CWSP.
 - [HRIS > Menu > Payroll for North America > Payroll Processing USA > College Work Study Program > KSU CWSP Panel](#)
- **Modify a Person** – views employee address, contact information, date of birth, ssn, etc.
 - [HRIS > Menu > Workforce Administration > Personal Information > Modify a Person](#)
- **Pay Distribution Summary** – provides a view to how an employee’s check was paid (funding and voucher information)
 - [HRIS > Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Pay Distribution Summary](#)
- **Payroll Funding Table** – review position funding including earnings, taxes and deductions
 - [HRIS > Menu > Payroll for North America > Payroll Funding > Maintain Funding > Payroll Funding Table](#)
- **Project/Task/Award Table** – review project set up to determine whether project can be used for payroll, end dates, etc.
 - [HRIS > Menu > Payroll for North America > Payroll for North America > Payroll Funding > Setup > KSU_PTA_TBL_GBL](#)
- **Report Manager** – quick access to reports and queries run to success
 - [HRIS Menu > Reporting Tools > Report Manager](#)
- **Review Paycheck** – review paycheck including earnings, taxes, deductions
 - [HRIS > Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck](#)
- **Review Self Service Paycheck** – generates a PDF version of an employee’s paycheck that can be viewed in Employee Self Service
 - [HRIS > Menu > Payroll for North America > Payroll Processing USA > Review Self Service Paycheck](#)

- **Update Employee Tax Data** – maintain employee federal, state, and local taxes
 - [HRIS > MENU > Payroll for North America > Employee Pay Data USA > Tax Information > Update Employee Tax Data](#)

HRIS Reports for Payroll

- **Payroll Payments by Account** – report used by departments to run payroll payments by account
 - [HRIS > Menu > Payroll for North America > Payroll Funding > Reports > Payroll Payments \(KSU\)](#)
- **Position Funding by Department** – provides detailed funding and position information
 - [HRIS > Menu > Payroll for North America > Payroll Funding > Reports > Position Funding by Dept.](#)
- **Position Funding by Project** – provides detailed funding and position information for a specific project
 - [HRIS > Menu > Payroll for North America > Payroll Funding > Reports > Position Funding by Project](#)
- **Project Award End Dates** – lists project award end dates
 - [HRIS > Menu > Payroll for North America > Payroll Funding > Reports > Project Award End Dates](#)
- **Payroll Payments GTA/GRA Health Insurance** – report used by departments to run payroll payments for GTA/GRA Health Insurance
 - [HRIS > Menu > Payroll for North America > Payroll Funding > Reports > Payrl Payments GTA/GRA Health Ins.](#)