

## Payroll Changes Report

### Overview

The Payroll Changes Report displays records for which key values of interests have changed between the two most recent consecutive payroll runs. These values are identified in the report.

Access the Payroll Changes report from the Reports tile in the Payroll section of the People First System. The report returns both a PDF and Excel format when processed. The PDF format is presented in one tab and the Excel format is presented in a separate tab within the report.

Refer to the [Running Reports in People First](#) instructional guide for additional information on processing data warehouse reports.

### Definitions

*The report includes the following fields:*

- FLAIR Org Code – FLAIR Org Code from the employee's position
- Last Name – Employee's last name
- First Name – Employee's first name
- MI – Employee's middle initial
- Login ID – Employee's login ID
- Appt ID – Employee's appointment ID
- Pos Num – Employee's position number
- Field Description – Description of the item in payroll that has been updated since the end of the previous pay period
- Prv Pay Period Ending MM/DD/YYYY – Value for the field description from the previous payroll
- Cur Pay Period Ending MM/DD/YYYY – Current value for the field description

### Filters

*The report uses the following filters:*

- Agency Code – Required filter; defaults to the agency's OLO code.
- FLAIR Org Code (From-To) – Optional filter. To process the report for one FLAIR org code, enter the FLAIR org code in the "From" and the same FLAIR org code in the "To" FLAIR org code fields. To process the report for a range of FLAIR org codes, enter a FLAIR org code in both the "from" and "to" FLAIR Org Code fields. Click the Refresh Values button to see all available FLAIR org code selections.
- Login ID – Optional filter. To process the report for a specific employee, enter the Login ID. If the report is to be run for all agency employees, do not enter a Login ID.

# Payroll Changes Report

## Sort Hierarchy

The report uses the following sort sequence:

- FLAIR Org Code
- Last name

## Authorization

Users with a security role code of A, C, D, F, G, H, I, K, N, S, U, X and Y will be able to process the report.

## Process Steps

**Step 1:** Select Manager landing page > Reports > Payroll Reports

**Step 2:** Select Payroll Changes Report

**Step 3:** Select/Enter the filter values

**Step 4:** Select OK to run the report – the OK button will not be enabled until all required prompts are completed.

To view the report as a PDF, click the Export button and select the PDF report. To view the report in Excel, click the Export button and select the Excel report. Select the file type and click OK. A pop-up box will appear in the lower left corner (Chrome) or bottom of the screen (IE). PDF reports are formatted for printing, while Excel reports are unformatted so that the user can work with the data as needed.

## Selection Criteria Sample

Below is a sample of the Selection Criteria screen and the available filters:

The screenshot shows a software interface for selecting criteria. On the left, there are filter sections: 'AGENCY CODE: (1)' with a search bar and a list containing '5500'; 'FLAIR ORG CODE (FROM): (All values)'; 'FLAIR ORG CODE (TO): (All values)'; and 'LOGIN ID: (All values)'. On the right, there is a table with columns 'AGENCY CODE' and 'AGENCY NAME'. The table contains one row: '5500' and 'DEPARTMENT OF TRANSPORTATION'. At the bottom, there is a dark bar with 'Mandatory (1)' on the left and 'OK' and 'Cancel' buttons on the right.

AGENCY CODE	AGENCY NAME
5500	DEPARTMENT OF TRANSPORTATION

# Payroll Changes Report

## Report Sample

For best results, print this report as landscape, letter size. Below is a sample of the Payroll Changes Report:

PAYROLL CHANGES REPORT									
DEPARTMENT OF TRANSPORTATION									
RUN DATE:	11/29/2022								
PAGE:	1								
REQUESTOR NAME:	LAUBACH, CHRISTINE (686062)								
FLAIR ORG CODE	LAST NAME	FIRST NAME	MI	LOGIN ID	APPT ID	POS NUM	FIELD DESCRIPTION	PRV PAY PERIOD ENDING	CUR PAY PERIOD ENDING
55011000122			K			003011	BEGINING RATE OF PAY (W/ ADDITIVE)	05/26/2022	1360.35
55011000122			K			003011	CLASS_CODE	05/26/2022	1436
55011000122			K			003011	EMPLOYEE FTE	05/26/2022	1
55011000122			K			003011	ENDING RATE OF PAY (W/ ADDITIVE)	05/26/2022	0
55011000122			K			003011	FLAIR ORG CODE	05/26/2022	55011000122
55011000122			K			003011	HEALTH PARTICIPATION CODE	05/26/2022	00
55011000122			K			003011	HEALTH REFERENCE CODE TYPE	05/26/2022	00
55011000122			K			003011	INTER-DEPARTMENT NUMBER	05/26/2022	
55011000122			K			003011	LIFE PARTICIPATION CODE	05/26/2022	0
55011000122			K			003011	PAY PLAN (DESCRIPTION)	05/26/2022	01
55011000122			K			003011	POSITION ID	05/26/2022	55003011
55011000122			K			003011	RETIREMENT CODE	05/26/2022	HA
55012010130			L			001905	BEGINING RATE OF PAY (W/ ADDITIVE)	06/09/2022	2473.17
55012010130			L			001905	CLASS_CODE	06/09/2022	4706
55012010130			L			001905	EMPLOYEE FTE	06/09/2022	1
55012010130			L			001905	ENDING RATE OF PAY (W/ ADDITIVE)	06/09/2022	0
55012010130			L			001905	FLAIR ORG CODE	06/09/2022	55012010130
55012010130			L			001905	HEALTH PARTICIPATION CODE	06/09/2022	01
55012010130			L			001905	HEALTH REFERENCE CODE TYPE	06/09/2022	02
55012010130			L			001905	INTER-DEPARTMENT NUMBER	06/09/2022	0113000100
55012010130			L			001905	LIFE PARTICIPATION CODE	06/09/2022	1

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