

## Payroll Standard Operational Reports

**Function:** Payroll  
**Procedure** n/a  
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### Guideline

This document describes several key payroll reports available to operating locations and central office. It does not include all the Oracle reports available in the system.

### Reports Available from the Oracle Payroll Area

The following table describes key reports available from the payroll area in Oracle:

| RF Custom and Oracle Reports                      | Description of Report   | Responsibility with Access to Run the Report                            |
|---|---|---|
| <a href="#">Element Result Listing</a>            | Displays the name, assignment number, organization, amount and up to three input values of a particular element that has processed in payroll. Operating locations can run the report at any time after a payroll has been run. It can be run for previous payrolls as well. Data will be reflective of reversals if run for previous payrolls. | HRMS Administrator<br>HRMS Inquiry<br>HR/PR Specialist<br>HR PR Inquiry |
| <a href="#">Employee Run Results Report</a>       | Displays the amount of each element processed for a person in a particular pay period. Operating locations can run the report at any time after a payroll has been run. It can be run for previous payrolls as well.  | HRMS Administrator<br>HR/PR Specialist                                  |
| <a href="#">RF Person Payroll Activity Report</a> | The "RF Person Payroll Activity Report" displays the employee's name, assignment number, organization, tax filing status, tax exemptions, gross and net earnings and all deductions for the specified pay period. It also lists the year to date totals for earnings and deductions.  | HRMS Administrator<br>HR/PR Specialist                                  |
| <a href="#">RF Quick Pay Pending by Date Paid</a> | Displays quick pays that have been run but not paid in date order. Operating locations should run this report before  | HRMS Administrator<br>HR/PR Specialist                                  |

|   |  |   |
|---|--|---|
|   | every preliminary and final payroll. There should be no quick pays on this report right before a payroll.  |   |
| <a href="#">RF Non US Citizen SIT and Tax Data</a>        | Displays noncitizen residency information, noncitizen tax Special Information Type (SIT) information and tax data for each employee and fellow who is not a U.S. citizen. Operating locations should run this report once a month to ensure noncitizen information is up-to-date. SIT information is used to produce IRS 1042-S forms at the end of the year.  | HRMS Administrator<br>HR/PR Specialist                                  |
| <a href="#">RF Detail Control Register Full Report</a>    | <i>RF Detail Control Register Full Report</i> displays all changes entered for the current pay period and changes entered during the current pay period for future pay periods for certain fields in the following forms: Person Form, Assignment Form, Salary Form, and Element Entries Form.   | HRMS Administrator<br>HR/PR Inquiry<br>HR/PR Specialist                 |
| <a href="#">RF Detail Control Register Range of Dates</a> | <i>RF Detail Control Register Range of Dates</i> displays all changes entered during the dates selected for certain fields in the following forms: Person Form, Assignment Form, Salary Form, and Element Entries Form.<br><br><b>Note:</b> Operating locations can run either report at any time during the payroll cycle   |   |
| <a href="#">RF Auto Termination Report</a>                | The "RF Auto Termination Report" is a payroll report that displays the auto termination data for each campus. This monitoring report is divided into three different sections of output: Assignments Active to Terminated, Assignments Process Pending to Terminated, and Assignments With Future Terminations Unchanged. Operating locations should run this report after each payroll to verify that the termination dates are accurate and as expected. | HRMS Administrator<br>HR/PR Specialist<br>HR/PR Inquiry<br>HRMS Inquiry |

### Payroll Reports Run by Central Office

The following reports are run by central office and posted to the RF web site. Operating locations can retrieve the report from the Web site.

| Corporate Payroll Reports Run by Central Office |   |
|---|---|
| Payroll Message Report                          | Displays the errors for each person for a payroll run. Those with fatal errors did not process through on the payroll. Central office runs this report for every preliminary and final payroll. For the preliminary payroll, the report can be used to correct errors before the final payroll is run. For the final run, the report serves as documentation and explanation as to why a person was not paid. |
| Retro Biweekly                                  | This report is run nightly for any system generated biweekly retro errors that have   |

|            |  |
|------------|--|
|            | occurred for that day. The report will display the assignment number and reason for the error.   |
| Retro SUNY | This report is run every Tuesday night for any system generated SUNY retro errors that have occurred for that week. This report will display the assignment number and the reason for the error. |

## KBACE Reports

The KBACE software extracts payroll data from Oracle and bundles it into a Kube that contains payroll data (earnings and deductions) for those individuals paid in the current payroll period and Excel and Access report templates to be used for viewing the data. Central office runs this Kube for every preliminary and final payroll and posts it to the RF Web site.

The name assigned to payroll kubes takes the form of XXX-Payroll-MM/DD/YY whereby

XXX = Location Code

Payroll = Biweekly or SUNY, and

MM/DD/YY = Check Date Month, Day, and Year.

Operating locations should retrieve the file from the Oracle Responsibility XXX View Preliminary/Final Payroll Reports and retain the Kube as documentation of pay.

The following reports are produced from the KBACE Payroll Kube and accessed through the Kube Manager. For instructions on accessing these report templates, refer to the user help instruction [Review Payroll Data in the KBACE Kube Manager](#).

| Name of Report Template                              | Type of Template | Description   |
|--|------------------|---|
| <a href="#">KBACE Payroll Activity Report</a>        | Microsoft Access | This report depicts a Statement of Earnings for each individual paid in the current payroll with Run and YTD balances. Also included is static people, assignment, pay method and tax Information.  |
| <a href="#">KBACE Net Details Report</a>             | Microsoft Excel  | This report includes all employees paid during the current pay period and the associated elements for those employees if they affect net pay. This report does not include imputed earnings elements as they do not affect net pay. This template is sorted by Person Name. |
| <a href="#">KBACE Payment Register</a>               | Microsoft Excel  | This report includes two worksheets each with a pivot table. The first worksheet is Employee Counts. The second worksheet is Payment Register. Also available on drilldown are all employees paid and the associated values.  |
| <a href="#">KBACE Payroll Activity Totals Report</a> | Microsoft Excel  | This report includes a Pivot table which has a total by element name for each element paid in the current payroll. Also available on drilldown are all employees paid under the report element and the associated values.   |
| <a href="#">KBACE Payroll Register</a>               | Microsoft Excel  | This report includes a Pivot table which has a total by element classification for the current payroll. Also available on drilldown are all employees paid under and the associated values.   |

## Definitions

None

## Related Information

None

## Forms

None

## Change History

| Date               | Summary of Change  |
|--------------------|--|
| June 13, 2023      | Remove RF Check Payroll Distribution report and change the instructions on how to retrieve payroll reports.  |
| January 5, 2016    | Removed obsolete reports Assignments Unavailable for Processing, Deductions Report, Invalid Address Report, RF Deductions Not Taken Report, RF Terminating Employees Report. Remove reference to EPSS and added User Help instructions |
| August 30, 2010    | Removed 'Payroll Reports Available from Grants Management' table.  |
| August 3, 2006     | Added Hourly Checklist Sort Expend Batch, RF Person Payroll Activity Report, Hourly Checklist Raw Cost of Zero, Quick Pay Pending, and Employee Run Results Reports.   |
| April 27, 2006     | Added RF Auto Termination Report   |
| March 10, 2005     | Added RF Detail Control Register Range of Dates and RF Detail Control Register Full Report.  |
| June 3, 2004       | Updated report names.  |
| August 19, 2003    | Added links to Payment Register, Payroll Register, and Payroll Activity Totals reports.  |
| August 12, 3003    | Added Retro Biweekly, Retro SUNY, and KBACE reports under Payroll Reports Run by Central Office.   |
| September 26, 2002 | Updated to provide links to Hourly Checklist Report and Element Result Listing.  |
| January 20, 2002   | Update and revise. Add responsibilities column and payroll reports available from the Grants business area.  |
| October 17, 2001   | Link to new monitoring report, "RF: Non US Citizen SIT and Tax Data."  |
| October 3, 2001    | Reorganize list as it is displayed in the LOV. Separate corporate reports run by central office.   |