

# Standard Operating Procedure Earning Statements

To print Earning Statements, you will need to have the Payroll Run ID ahead of time. Below is how to get the Payroll Run ID.

1. Log into the AS400 as Time Keeper (see image below)

```

Sign On
System . . . . . : C1042BFD
Subsystem . . . . . : QINTER
Display . . . . . : LIBMORAR
Serial number . . . : C106997T

User . . . . . : PAYTK
Password . . . . . :
Program/procedure . . . . . :
Menu . . . . . :
Current library . . . . . :

DDDDDDDDDD  000000000  AAAAAAAAAA
DDD  DDD 000  000 AAA  AAA
DDD  DDD 000  000 AAA  AAA
DDD  DDD 000  000 AAA  AAA          77777777
DDD  DDD 000  000 AAA  AAA          77
DDD  DDD 000  000 AAAAAAAAAA P P P P P 00000 W W EEEEE RRRR 77
DDD  DDD 000  000 AAA  AAA P P O O W W E R R 77
DDD  DDD 000  000 AAA  AAA P P P P P O O W W W EEE RRRR 77
DDD  DDD 000  000 AAA  AAA P O O W W W E R R 77
DDDDDDDDDD  000000000 AAA  AAA P 00000 W W EEEEE R R 77
Department of Administration

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```

2. Choose your designated AS400 Printer (see image below)

```

12/19/14                SELECT PRINTER OUTPUT QUEUE                12:24:12
Current output queue: *DEV

Type option, press Enter.
  1=Select

Opt   Printer Outq   Output Queue Description
---   -
---   GPDN20263      Default output queue for printer GPDN20263
---   GPDN24028      Default output queue for printer GPDN16662
---   GPDN24030      Default output queue for printer GPDN24030
---   GPDN99999      Default output queue for printer GPDN99999
---   GPD0VI         Default output queue for printer GPD0VI
---   GPD164104      Default output queue for printer GPDN164104
---   GPLNSANDRA     Default output queue for printer GPLNSANDRA
---   GPLN18057      Default output queue for printer GPLN18057
---   GPLSN15212     Default output queue for printer GPLSN15212
1   GPLSN15214      Default output queue for printer GPLSN15214

F3=Exit   F5=Refresh   F12=Cancel
  
```

3. Select Option 2 – Access employee records and time (see image below)

```
PAYTK                               Timekeeper Main Menu

Select one of the following:

    1. Change PIN
    2. Access employee records and time
    3. Print blank employee pay time sheets
    4. Print Payroll Time Balance Report
    5. Print Time Pay Code Summary by Dept/division
    6. Print Time Balance by Job Order
    7. Access KRONOS
    8. (PAYU008) Labor cost distribution report
    9. (PAYB141) Employee earnings (EFT) statement by division

    90. Sign off

                                                    Bottom

Selection or command
===> 2

F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel
```

4. Enter your PIN Validation that was assigned to you from DOA (see below)

```
PAYTK                               Timekeeper Main Menu

Select one of the following:

    1. Change PIN
    2. Access employee records and time
    3. Print
    4. Print
    5. Print
    6. Print
    7. Acces
    8. (PAYU
    9. (PAYB

    90. Sign

                                                    Bottom

Selection or
===> 2

F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel
```

```
PIN Validation

Type information, press enter.

Enter your SSN . . . . . _____
Last name (1st 4 characters) . _____

PIN. . . . .

F12=Cancel  Enter=Continue
```

- After entering your PIN Validation, it will take you to the "Employee Master Records" screen. (see below) Here you will enter 14 – History in the options column.

```

PAYTK                               Employee Master Records                               WKP MSTK
12/19/14                             12:59:46
Position to dept/div, name . . . _____

Type option, press Enter.
  5=Display      6=Misc Dedn      7=Time Rcds      9=Leave Bal      10=Work Auth
 14=History      16=Auth JOB#     18=Auth diff     30=Military Leave

Employee
Opt  Id      Sq DpDv Employee_name      Status
 14 Employee's SSN  1 3611 Employee's Name      Active
  —           1 3611                                     Active
  —           1 3611                                     Active
  —           1 3611                                     Active
  —           1 3611                                     Inactive
  —           1 3611                                     Active
  —           1 1800                                     Inactive
  —           1 1800                                     Inactive
  —           1 3611                                     Active
  —           1 3611                                     Inactive

More...

F3=Exit      F5=Refresh      F10=Position      F12=Cancel
F13=Master No Time      F23=More Options
DATA MANAGEMENT RESOURCES (DMR), ALL RIGHTS RESERVED.

```

- The Employee History Records Screen will list check dates. Example below check date is 12/19/14 but this is for pay period ending 12/13/14. Far right hand column will give you the Run ID for each pay period but by check date.

```

PAYTK                               Employee History Records                               WKP HMT2
12/19/14                             13:00:21
Employee Id/seq: Employee's SSN  1
Employee name : Employee's Name

Type option, press Enter.
  5=Display      6=Misc Dedn      7=Time Rcds      15=Other pay

Opt  Check Date  CheckNo  Check Amt  Gross Pay  Net Pay  Status  Run ID
  —  12/19/2014  —————  —————  —————  —————  —————  277
  —  12/05/2014  —————  —————  —————  —————  —————  262
  —  11/21/2014  —————  —————  —————  —————  —————  248
  —  11/07/2014  —————  —————  —————  —————  —————  238
  —  10/24/2014  —————  —————  —————  —————  —————  228
  —  10/10/2014  —————  —————  —————  —————  —————  213
  —   9/26/2014  —————  —————  —————  —————  —————  204
  —   9/19/2014  —————  —————  —————  —————  —————  197
  —   9/12/2014  —————  —————  —————  —————  —————  192
  —   8/30/2014  —————  —————  —————  —————  —————  175

More...

F3=Exit      F5=Refresh      F12=Cancel
DATA MANAGEMENT RESOURCES (DMR), ALL RIGHTS RESERVED.

```

7. Once you have the Run ID for the Pay Period's Earning Statement that you are trying to print, you have to hit F12 to exit back to the Timekeeper's Main Menu where you will choose option 9 – Employee earnings (EFT) statement by division.

```
PAYTK                               Timekeeper Main Menu

Select one of the following:

1. Change PIN
2. Access employee records and time
3. Print blank employee pay time sheets
4. Print Payroll Time Balance Report
5. Print Time Pay Code Summary by Dept/division
6. Print Time Balance by Job Order
7. Access KRONOS
8. (PAYU008) Labor cost distribution report
9. (PAYB141) Employee earnings (EFT) statement by division

90. Sign off

                                                    Bottom

Selection or command
===> 9

F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel
```

8. You will once again be required to enter your PIN Validation.

```
PAYTK                               Timekeeper Main Menu

Select one of the following:

1. Change PIN
2. Access employee records and time
3. Print
4. Print
5. Print
6. Print
7. Acces
8. (PAYU
9. (PAYB

90. Sign

                                                    Bottom

Selection or
===> 2

F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel
```

```
PIN Validation

Type information, press enter.

Enter your SSN . . . . .
Last name (1st 4 characters) .

PIN. . . . .

F12=Cancel  Enter=Continue
```

9. Once you have entered your PIN Validation, it will take you to the “Print Employee Payroll Stats” screen (see below). Here you will enter the information required and press Enter.

```
Print Employee Payroll Stmts (PAYB141T)

Type choices, press Enter.

Department . . . . . _          Valid Code
Division . . . . . _          Valid Code
Check year . . . . . _____ YYYYY
Run Id . . . . . _____ Number
Timekeeper SSN . . . . . _____ Valid SSN

Bottom
F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel  F13=How to use this display
F24=More keys
```

**Note:** Unlike Timesheets and Time Balances, the Earning Statements will NOT print automatically to your assigned printer.

10. Once you press enter after entering the required information, you will need to press the “ESC” button to get to the Operational Assistant Screen and enter Option 1 – Work with Printer output.

```
ASSIST Operational Assistant (TM) Menu System: C1042BFD
To select one of the following, type its number below and press Enter:

1. Work with printer output
2. Work with jobs
3. Work with messages
4. Send messages
5. Change your password

10. Manage your system, users, and devices
11. Customize your system, users, and devices

75. Information and problem handling

80. Temporary sign-off

Type a menu option below
  1

F1=Help  F3=Exit  F12=Cancel
```

11. Once in the printer output page, scroll down to look for your assigned printer and you will need to enter option 6 to release the print job.

```
Work with Printer Output
System: C1042BFD
User . . . . . PAYTK_____ Name, *ALL, F4 for list

Type options below, then press Enter. To work with printers, press F22.
  2=Change  3=Hold  4=Delete  5=Display  6=Release  7=Message
  9=Work with printing status  10=Start printing  11=Restart printing

Printer/
Opt  Output      Status
---  EFT Stmt      Printed and kept (use Opt 6 to reprint)
      GPDN16454
      EFT Stmt      Printed and kept (use Opt 6 to reprint)
      GPLSN15214
      EFT Stmt      Printed and kept (use Opt 6 to reprint)
      GSAN239199
      EFT Stmt      Held (use Opt 6)
      PHSN18410
      EFT Stmt      Printed and kept (use Opt 6 to reprint)
      PHSN18430

More...
F1=Help  F3=Exit  F5=Refresh  F11=Dates/pages/forms  F12=Cancel
F14=Select other printer output  F20=Include system output  F24=More keys
```

**Note:** EFT Stmt will normally reflect Held (use Opt 6). Image above shows that EFT Statements have already been printed.

Earning Statements are scanned and saved into the Admin Unit’s Z drive in its respective folder and hard copy will be given to employee. There is an Earning Statements sign out sheet that employees need to sign prior to disseminating statements.