[Payroll Paylist Off Cycle Report]

Log In
► Log in to myUFL at https://my.ufl.edu using your GatorLink username and password
► Navigate to Enterprise Reporting > Access Reporting
► A new browser window is launched and displays the University’s Acceptable Use policy
  ► If you are not familiar with the policies, please read them
► If you have read and agree with the statement, click the “Accept” button to continue

Navigation
Public Folder > Human Resources Information > Pay Information > Current Pay Cycle > Prompted Payroll
Paylist Reports > Payroll Paylist Off Cycle

Report
► Select the Pay End Date
  ► You can select more than one by using the “Select all” option, or by using your mouse and the Ctrl button on your keyboard. Those selected will be highlighted
► Enter or select the Department. There are two options:
  1. Enter the eight digit Department Code
  2. Use the drop down menu to select the College. The screen will refresh and display the Department
► Select the Department(s)
  ► You can select more than one by using the “Select all” option, or by using your mouse and the Ctrl button on your keyboard. Those selected will be highlighted
► Press the “Finish” button
► The report will run
► When the report is complete, the browser will display your report in an HTML format
► Use the toolbar options as needed
  ► For more information about the toolbar, see the Enterprise Reporting – Report Viewer Toolbar Instruction Guide

HELP
For further assistance, please contact the Help Desk at 392-HELP or helpdesk@ufl.edu