[Payroll Paylist by Department]

Use this prompted report to retrieve a paylist for a college and/or department. The purpose of the Paylist report in Enterprise Reporting is to check for errors in payroll before paychecks are cut. The Paylist report documents who is being paid and the payroll processor then accepts the payroll or notifies the payroll office before checks are produced.

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 Folders > Human Resources Information > Pay Information > Current Pay Cycle > Payroll Paylist Reports > Prompted Payroll Paylist Reports > Payroll Paylist by Department

Report
► Select a Report Type. This is a required field
  ► Preliminary Payroll Listing – before final payroll and edits have not been applied
  ► Paycheck Listing – after the final payroll and edits have been applied
► 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 Departments
► Select 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 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