



### Payroll Information Extract (PIE) – HR Deducting Departments Payroll Data Extract

The **Payroll Data Extract** can be utilized by HR Deducting departments to access detailed payroll information needed pertaining to employee deducting elements. The requestor submits the parameters for the report; the information is extracted and the report is sent in an excel spreadsheet. The requestor receives an email notice once the report is available and accessible via the UAB Report Viewer.

**UAB HR Deducting Responsibility** > Payroll Information Extract (PIE)

**Payroll Information Extraction**

**Data Type / Date Range**

<b>Data</b>	<b>Type</b>	<b>Date</b>
<input type="radio"/> Payroll	<input type="radio"/> Calendar	Year Month Day
<input type="radio"/> Detail <input type="radio"/> Summary	<input type="radio"/> Date Paid	From: 2017 - JAN - 01
<input type="radio"/> Person <input type="radio"/> Element	<input type="radio"/> All <input type="radio"/> Q1 <input type="radio"/> Q2 <input type="radio"/> Q3 <input type="radio"/> Q4	To: 2017 - DEC - 31

**Main Criteria**

Employee#	Organization
Name	<input type="checkbox"/> Include Child Orgs
Job	Payroll Type
Element Set: <b>UAB PIE HR Deducting Elements</b>	Asmt Category
Element	

**Account Criteria**

Type	From	A21 Code
	____.____.____.____.____.____	_____
	To	
	____.____.____.____.____.____	

Clear Submit Close

## Payroll Information Extract (PIE) – HR Deducting Departments Payroll Data Extract

The top portion, **Data Type/Date Range**, of the form is used to establish the type of data and date ranges desired by the requestor.

The screenshot shows the 'Data Type / Date Range' section of the 'Payroll Information Extraction' form. It is divided into three main areas:

- Data:** Contains radio buttons for 'Payroll', 'Detail', 'Summary', 'Person', and 'Element'. 'Payroll' is selected.
- Type:** Contains radio buttons for 'Calendar', 'Date Paid', and 'All'. 'All' is selected. Below these are radio buttons for 'Q1', 'Q2', 'Q3', and 'Q4'.
- Date:** Contains 'From' and 'To' date pickers. 'From' is set to 2017 - JAN - 01 and 'To' is set to 2017 - DEC - 31.

In the **Data** field, the requestor may elect to receive **detail** or **summary** information on the report. Select the **radio button** next to the desired criteria. Selecting the **Summary** option activates the **Person** and **Element** buttons.

### Payroll > Detail

This close-up shows the 'Data' section of the form. The 'Detail' radio button is selected, and the 'Person' and 'Element' radio buttons are visible and active.

Selecting the  
**Payroll/Detail**  
radio buttons will  
produce a report  
with this  
information

Detail Extract
FULL NAME
EMPLOYEE NUMBER
BLAZERID
EMAIL ADDRESS
ASSIGNMENT NUMBER
PRIMARY FLAG
EMPLOYMENT CATEGORY
PAYROLL NAME
DATE PAID
DATE EARNED
PERIOD NAME
PAY PERIOD START DATE
PAY PERIOD END DATE
ASSIGNMENT ORGANIZATION
TIMEKEEPING ORGANIZATION
ASG ORG UNIT
LOCATION
JOB
POSITION
CLASS CODE
ELEMENT NAME
REPORTING NAME
ELEMENT CLASSIFICATION
PAY VALUE
TENURE STATUS
TENURE TRACK DATE
TENURE AWARD DATE
TENURE REVIEW DATE
SPECIAL TENURE CIRCUMSTANCES

Payroll Information Extract (PIE) – HR Deducting Departments  
Payroll Data Extract

Payroll > Summary > Person

<b>Data</b>	
<input type="radio"/> Payroll	
<input type="radio"/> Detail	<input type="radio"/> Summary
<input type="radio"/> Person	<input type="radio"/> Element

Selecting the **Payroll/Summary /Person** radio buttons will produce a report with this information

Person Summary Extract
FULL NAME
EMPLOYEE NUMBER
BLAZERID
EMAIL ADDRESS
ASSIGNMENT NUMBER
PRIMARY FLAG
EMPLOYMENT CATEGORY
PAYROLL NAME
ASSIGNMENT ORGANIZATION
ASG ORG UNIT
LOCATION
JOB
POSITION
CLASS CODE
TOTAL PAY VALUE
TENURE STATUS
TENURE TRACK DATE
TENURE AWARD DATE
TENURE REVIEW DATE
SPECIAL TENURE CIRCUMSTANCES

Payroll > Summary > Element

<b>Data</b>	
<input type="radio"/> Payroll	
<input type="radio"/> Detail	<input type="radio"/> Summary
<input type="radio"/> Person	<input type="radio"/> Element

Selecting the **Payroll/Summary /Element** radio buttons will produce a report with this information

Element Summary Extract
ELEMENT NUMBER
ELEMENT NAME
REPORTING NAME
ELEMENT CLASSIFICATION
EARNINGS TYPE
TOTAL PAY VALUE
ELEMENT COUNT

**Payroll Information Extract (PIE) – HR Deducting Departments**  
**Payroll Data Extract**

The requestor must determine the time period to select in the **Type** field. The options are **All** (four quarters per year), **Q1** (1<sup>st</sup> quarter), **Q2** (2<sup>nd</sup> quarter), **Q3** (3<sup>rd</sup> quarter), or **Q4** (4<sup>th</sup> quarter).

Type	
<input type="radio"/> Calendar	
<input type="radio"/> Date Paid	
<input type="radio"/> All	<input type="radio"/> Q1 <input type="radio"/> Q2 <input type="radio"/> Q3 <input type="radio"/> Q4

The requestor must also consider the **Type** and **Date** fields collectively. The requestor may retrieve data from any 12-month period. Dependent on the time period selected, the **Date** field will enable the requestor to input the extract parameters.

**Calendar > Date Paid > All**

Type	Date
<input type="radio"/> Calendar	Year Month Day
<input type="radio"/> Date Paid	From: 2017 - JAN - 01
<input type="radio"/> All <input type="radio"/> Q1 <input type="radio"/> Q2 <input type="radio"/> Q3 <input type="radio"/> Q4	To: 2017 - DEC - 31

**Calendar > Date Paid > Q1, Q2, Q3, Q4**

Type	Date
<input type="radio"/> Calendar	Year Month Day
<input type="radio"/> Date Paid	From: 2017 - APR - 01
<input type="radio"/> All <input type="radio"/> Q1 <input checked="" type="radio"/> Q2 <input type="radio"/> Q3 <input type="radio"/> Q4	To: 2017 - JUN - 30

The requestor may utilize parameters in the **Main Criteria** portion to specify **who** and the **type** of data to be included on the report. A single parameter or a combination of parameters can be selected to define the contents of the report.

Main Criteria	
Employee# <input type="text"/>	Organization <input type="text"/>
Name <input type="text"/>	<input type="checkbox"/> Include Child Orgs
Job <input type="text"/>	Payroll Type <input type="text"/>
Element Set <b>UAB PIE HR Deducting Elements</b>	Asmt Category <input type="text"/>
Element <input type="text"/>	

## Payroll Information Extract (PIE) – HR Deducting Departments Payroll Data Extract

To select an individual by employee number, type in the individuals' 7- digit employee number in the **Employee#** parameter field and press the **Tab** key on the keyboard. The employee's name will populate in the field.

**Main Criteria**

Employee#  Organization

Name   Include Child Orgs

Job  Payroll Type

Element Set  Asmt Category

Element

To select an individual by name, type the individuals' name (**Last Name, First Name**) or type a partial value including the **percent sign (%)** directly in the **Name** parameter field and press the **Tab** key on the keyboard. A listing of available names will appear. Select the appropriate person then select **OK**.

Employee#  Orga

Name

Job

Element Set

Element

Full Name	Employee_Number
Vaughan, Laura Kelly	1031828
Vaughan, Michael John	1050107
Vaughan, Daniel R	1014694
Vaughan, Katherine Leigh	1053287
Vaughan, Maryanne Mayronne	1062440
Vaughan, Billie	1045607
Vaughan, Carrie McGlone	1004026

Type

Extract criteria may also be filtered by organization code.

To select an organization the requestor may use partial values (i.e. letters or numbers) and the **percent sign (%)**. Select the correct organization then select **OK**.

Organization

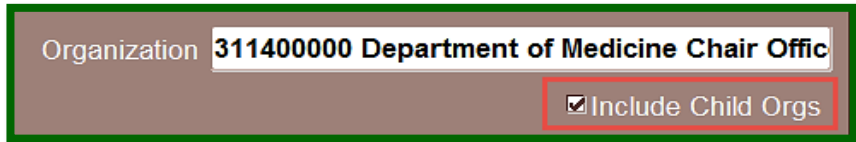
Organization

Organization
311400000 Department of Medicine Chair Office
311400010 Heart Center
311400020 Housestaff Program
311401000 Med - Cardiovascular Disease
311401010 Acute Chest Pain Ctr
311401020 CV Dis Hypertension Pgm

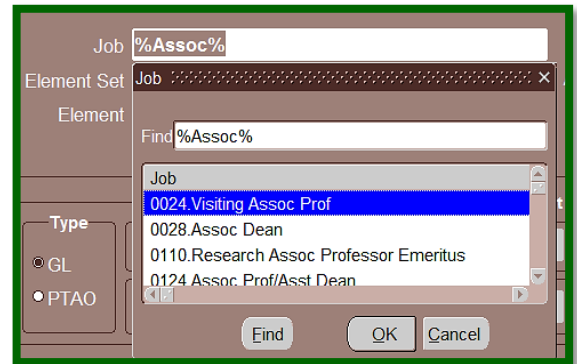
**Note** Leaving the **Organization** parameter field blank will extract information for **all** organization codes. **The HR Deducting Responsibility is not restricted based upon HR Organizational hierarchy.**

## Payroll Information Extract (PIE) – HR Deducting Departments Payroll Data Extract

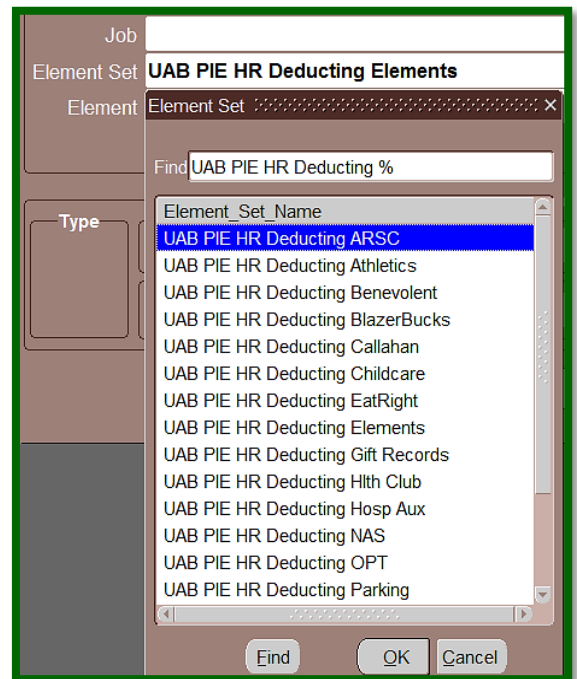
If the **Organization** parameter field is populated, the user has the option of choosing to include all **Child Orgs.** In the example above, the organization **311400000 Department of Medicine Chair Office** would have multiple child orgs under their organizational hierarchy. Rather than having to run multiple separate reports, the user would only have to run one report if they mark the checkbox to **Include Child Orgs.**



To use the **Job** parameter field as a query option, enter the job code and/or job name or use the **percent (%) sign** and any applicable numbers or letters and press **Tab** key. All available listings will appear. Select the appropriate job then select **OK.**

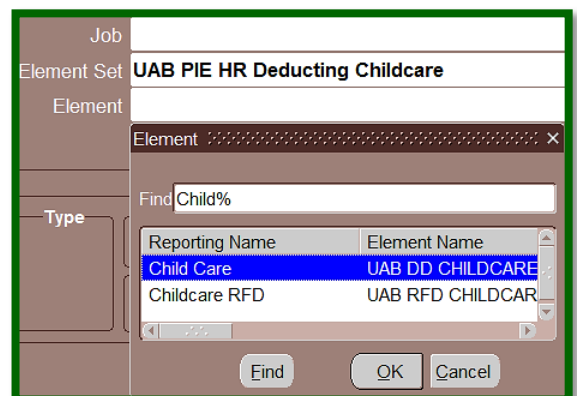


Data may also be filtered according to the **Element Set.** The default, **UAB PIE HR Deducting**, includes all deducting elements.



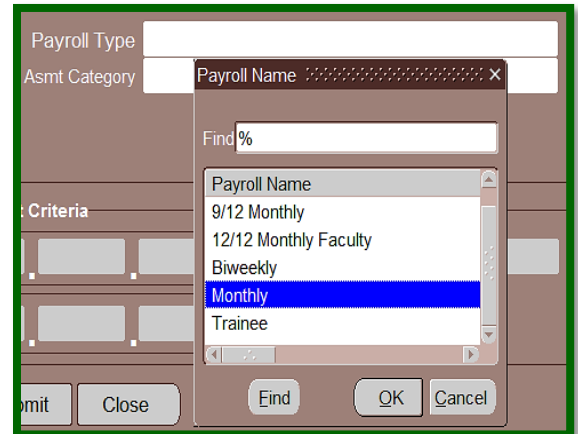
To further define the element set, select the **LOV** and a listing of element categories will appear. Select the **element set name** then select **OK.**

Using the **Element** parameter enables the requestor to view the specific elements that are associated with an **Element Set.** Select the **LOV** and all elements pertaining to the defined element set will appear. Select a specific **element** then select **OK.**

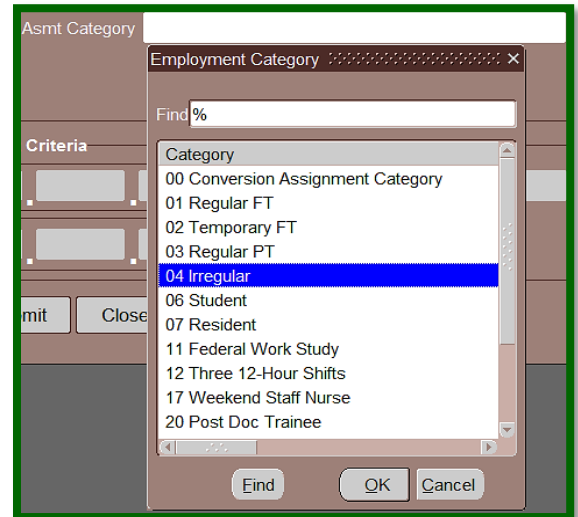


## Payroll Information Extract (PIE) – HR Deducting Departments Payroll Data Extract

To request only individuals with a specific payroll, use the **Payroll Type** parameter. Place the cursor in the field and the **LOV** activates. Click the **LOV** and all applicable payroll types will appear. Select the correct payroll type and select **OK**.



Use the **Assignment Category (Asmt Category)** parameter to limit report information to a specific employment category. Place the cursor in the field and the **LOV** activates. Click the **LOV** and all applicable employment categories will appear. Select the correct category and select **OK**.



*When using multiple parameters to limit report content, it is important to remember the extract reads each parameter as an “AND” statement. All parameters must be “TRUE” for the information to display on the report.*

After entering the necessary parameters, click **Submit**.

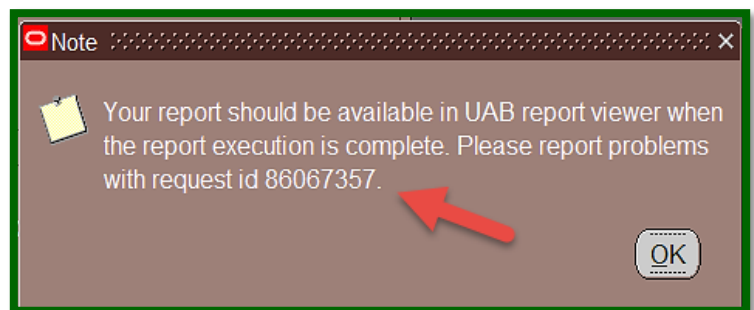
Clear

Submit

Close

The **Note box** will inform the requestor that the report will be available upon completion in the **UAB Report Viewer**.

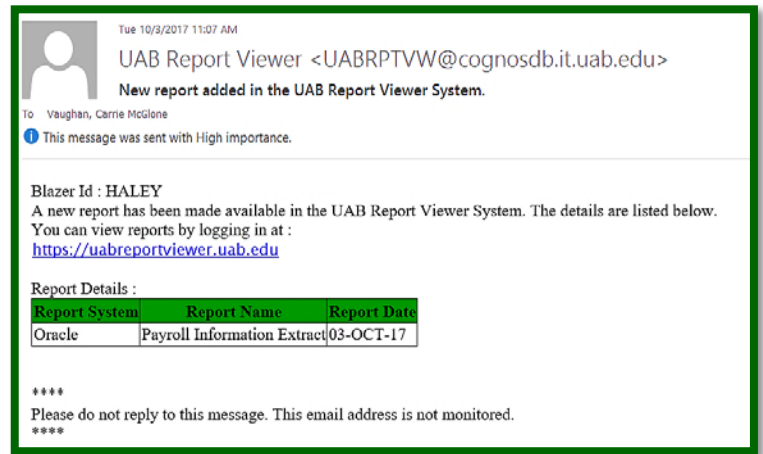
A **request id number** will also be included should the requester experience any problems accessing the extract.





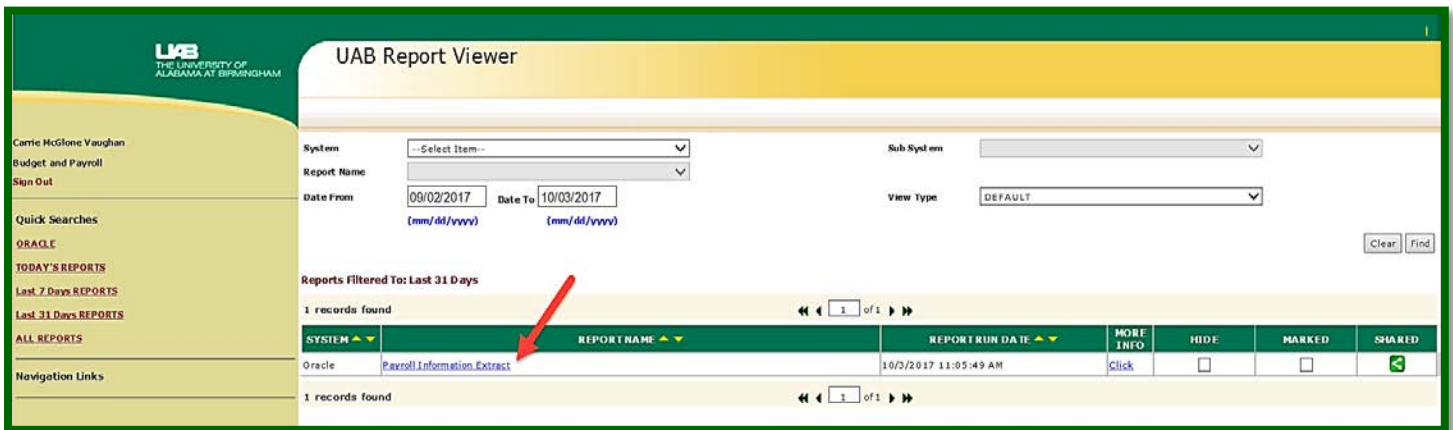
# Payroll Information Extract (PIE) – HR Deducting Departments Payroll Data Extract

The requestor will receive an email with instructions to access the report.

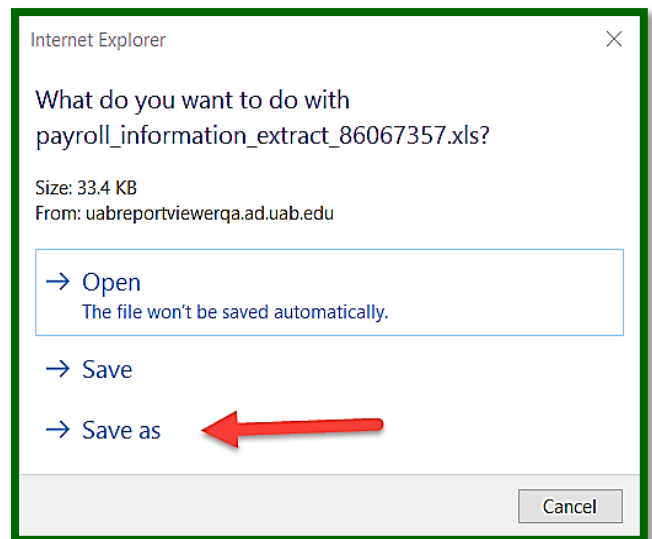


To access the report, the user must login to the **UAB Report Viewer**. The user may utilize the hyperlink provided in the email notification, or login by navigating to the Administrative Systems website at <http://uab.edu/adminsys/> and clicking on the **UAB Report Viewer** button.

The PIE report may be accessed by clicking on the hyperlink under the **Report Name** column. A window similar to the one below will appear, select **Save As**.



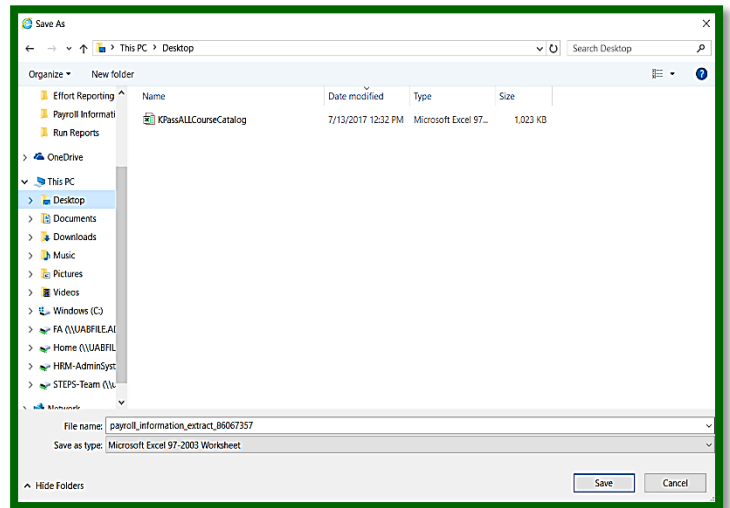
The **Save As** window will open with the File Name of **payroll\_information\_extract\_id number**. The file will save as a Microsoft Excel Worksheet. The requestor should select the **appropriate file location**.





# Payroll Information Extract (PIE) – HR Deducting Departments Payroll Data Extract

Once the location has been selected, click **Save**.



The **Download Status Box** will appear indicating that the download has completed. Select **Open**. The spreadsheet will launch.



## Sample PIE Report

1	Submission Parameters: OAQA DETAIL - Payroll; Organization: 311400000 Department of Medicine Chair Office; Org Type: All; Element Set: UAB PIE HR Deducting Elements; Payroll Type: Biweekly; From Date Paid: 01-JUL-17; To Date Paid: 30-SEP-17; Inclu																								
2	FULL_NAN	EMPLOYEE	BLAZERID	EMAIL_AD	ASSIGNME	PRIMARY	EMPLOYM	PAYROLL	DATE_PAID	DATE_EAR	PERIOD_N	PAY_PERC	ASSIGNME	TIMEKEEP	ASG_ORG	LOCATION	JOB	POSITION	CLASS	CO	ELEMENT	REPORTIN	ELEMENT	PA	
3	Example, C	1315243	EXONE	workflow@	1315243	Y	01	Regular Biweekly	14-Jul-17	8-Jul-17	14 2017	Bi 25-Jun-17	8-Jul-17	311402200	Med - Her Univ	Bham Mai	AC100N1	311402200	AC100N1	UAB DD	Bi	Ben Fund	D		
4	Example, C	1315243	EXONE	workflow@	1315243	Y	01	Regular Biweekly	14-Jul-17	8-Jul-17	14 2017	Bi 25-Jun-17	8-Jul-17	311402200	Med - Her Univ	Bham Mai	AC100N1	311402200	AC100N1	UAB DD	Pj	*Parking	D		
5	Example, T	1372833	EXTHREE	workflow@	1372833	Y	01	Regular Biweekly	14-Jul-17	8-Jul-17	14 2017	Bi 25-Jun-17	8-Jul-17	311402600	Med - Nej Univ	Bham Mai	RL121NO.F	311402600	RL121NO	UAB DD	Hi	Hospital A	D		
6	Example, F	1351134	EXFOUR	workflow@	1351134	Y	01	Regular Biweekly	14-Jul-17	8-Jul-17	14 2017	Bi 25-Jun-17	8-Jul-17	311402400	Med - Inf Univ	Bham Mai	RL121NO.F	311402400	RL121NO	UAB DD	Bi	Ben Fund	D		
7	Example, F	1382879	EXFOUR	workflow@	1382879	Y	01	Regular Biweekly	14-Jul-17	8-Jul-17	14 2017	Bi 25-Jun-17	8-Jul-17	311402400	Med - Inf Univ	Bham Mai	AA309N1.I	311402400	AA309N1	UAB DD	Bi	Ben Fund	D		
8	Example, F	1382879	EXFOUR	workflow@	1382879	Y	01	Regular Biweekly	14-Jul-17	8-Jul-17	14 2017	Bi 25-Jun-17	8-Jul-17	311402400	Med - Inf Univ	Bham Mai	AA309N1.I	311402400	AA309N1	UAB DD	Pj	*Parking	D		

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