**Check/Direct Deposit Register BW report**

**Purpose:** To help departments determine who has been paid during a particular payroll period. A person within the department should be responsible for checking this list each payroll cycle to help reduce possible overpayment/underpayment situations.

This report can be bookmarked for ease of processing. Each time the Payment Date would need to be changed.

Open the Check/Direct Deposit Register report—it is located in the Human Resources/Payroll Admin folder:
Enter the criteria you want to search on. For example, if you wanted to see who in the Anthropology department got paid on the 08/14/2009 paydate, you would enter the information below. Note sometimes the pay date is NOT always the last day of the pay period (for example, if a paydate falls on a weekend day, as in the example). The payroll schedule can be found on the Payroll Shared Services website under the “News” heading.

A generic Personnel Area and Personnel Subarea can be used, if you wanted to narrow it down further you could put the appropriate information on this screen. Click on execute to generate report.

This is how the report will initially generate.
You can further customize the report by adding other criteria from the menu on the left hand side. For example, here is the same report with Employee Group added to the Columns:

These characteristics are currently represented on the report. The criteria under “Free Characteristics” are not, but can be added by clicking on the row or column icon.

The overall total is located at the bottom. The report can be downloaded to a variety of formats or can be printed.

Please note: This is a brief “how to” guide on the Check/Direct Deposit Register. It assumes the user has prior knowledge of BW. If you have access problems or need more assistance with navigating BW, please contact the H1 help desk at 410-735-4500 or email hopinsonesuport@jhmi.edu.