

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 book marked 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:

The screenshot displays the configuration interface for the 'Check / Direct Deposit Register' report. On the left, a 'Role Menu' sidebar lists various report categories, with 'Payroll Admin' and 'Check / Direct Deposit Register' circled in green. The main configuration area on the right includes the following fields:

Field Name	Requirement	Configuration	Action
Payment Date (Sel Opt, Required) (*)	Required	[Dropdown] = [Text Box]	Include [Dropdown] [Insert Row]
Personnel Area (Selection Option, Required) (*)	Required	[Dropdown] = [Text Box]	Include [Dropdown] [Insert Row]
Organizational Unit (Selection Option, Required) (*)	Required	[Dropdown] = [Text Box]	Include [Dropdown] [Insert Row]
Personnel Subarea (Selection Option, Optional)	Optional	[Dropdown] = [Text Box]	Include [Dropdown] [Insert Row]
Payroll Area (optional)	Optional	[Text Box]	
Payroll Begin Date (Selection Option, Optional)	Optional	[Dropdown] = [Text Box]	Include [Dropdown] [Insert Row]
Payroll End Date (Selection Option, Optional)	Optional	[Dropdown] = [Text Box]	Include [Dropdown] [Insert Row]

At the bottom of the configuration area are two buttons: 'Execute' and 'Check'.

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 payday, 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 payday 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

Data Analysis Graphical display Information

Check / Direct Deposit Register

Toggle Nav Block Variable Screen Printing Bookmark No. of Rows No. of Columns EMail New Window Exceptions/Conditions

Rows	Columns	Free Characteristics	Payment Date	Employee	Payment Method	Counter (Employee)
Employee	Key Figures	Calendar Year/Month	08/14/2009	109428 Birenbaum Quintero , Michael	C Payroll check	1
Payment Date		Employee Group		19119 Cervone , Emma	D Payroll DDP w/payment advice	1
Payment Method		Organizational Unit		14715 Costley , Clarissa	D Payroll DDP w/payment advice	1
		Payroll Area		9434 Das , Ranendra	D Payroll DDP w/payment advice	1
		Payroll Begin Date		1715 Das , Veena	D Payroll DDP w/payment advice	1
		Payroll End Date		72526 Goodfellow , Aaron	D Payroll DDP w/payment advice	1
		Personnel Area		3992 Guyer , Jane	D Payroll DDP w/payment advice	1
		Personnel Subarea		68444 HAN , CLARA	D Payroll DDP w/payment advice	1
		Position		5397 Haeri , Niloofer	D Payroll DDP w/payment advice	1
				6171 Helman , Richard	D Payroll DDP w/payment advice	1
				2442 Khan , Naveeda	D Payroll DDP w/payment advice	1
				12171 Meyers , Irvina	D Payroll DDP w/payment advice	1
				67761 Obarrio , Juan	D Payroll DDP w/payment advice	1
				68194 Pandian , Anand	D Payroll DDP w/payment advice	1
				17948 Poole , Deborah	D Payroll DDP w/payment advice	1
				107581 Reitsma , Richard	D Payroll DDP w/payment advice	1
				98549 Walker , Melody	D Payroll DDP w/payment advice	1
				Overall Result		17

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:

The screenshot shows the 'Check / Direct Deposit Register' report. The left-hand menu is expanded to show the 'Columns' section, where 'Employee Group' is selected. A red arrow points from this selection to the 'Employee Group' column in the main data table. The 'Free Characteristics' section is also visible. The main table displays a list of employees with columns for Payment Date, Employee, Payment Method, Employee Group, Full Time, Temporary, and Student. An 'Overall Result' row is highlighted in yellow at the bottom, showing a total of 15 employees, with 1 full-time and 1 student.

Payment Date	Employee	Payment Method	Employee Group	Full Time	Temporary	Student
08/14/2009	109426 Birenbaum Quintero , Michael	C	Payroll check			1
	19119 Cervone , Emma	D	Payroll DDP w/payment advice	1		
	14715 Costley , Clarissa	D	Payroll DDP w/payment advice	1		
	9434 Das , Ranendra	D	Payroll DDP w/payment advice	1		
	1715 Das , Veena	D	Payroll DDP w/payment advice	1		
	72526 Goodfellow , Aaron	D	Payroll DDP w/payment advice	1		
	3992 Guyer , Jane	D	Payroll DDP w/payment advice	1		
	68444 HAN , CLARA	D	Payroll DDP w/payment advice	1		
	5397 Haeri , Niloofer	D	Payroll DDP w/payment advice	1		
	6171 Helman , Richard	D	Payroll DDP w/payment advice	1		
	2442 Khan , Naveeda	D	Payroll DDP w/payment advice	1		
	12171 Meyers , Irvina	D	Payroll DDP w/payment advice	1		
	67761 Obarrio , Juan	D	Payroll DDP w/payment advice	1		
	68194 Pandian , Anand	D	Payroll DDP w/payment advice	1		
	17948 Poole , Deborah	D	Payroll DDP w/payment advice	1		
	107581 Reitsma , Richard	D	Payroll DDP w/payment advice			1
	98549 Walker , Melody	D	Payroll DDP w/payment advice	1		
Overall Result				15	1	1

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 hopinsonesupport@jhmi.edu.