

SECTION 15: AKPAY REPORTS

Payroll Processing Reports

Warrant Charge

INTRODUCTION

The Warrant Charge report provides financial information of employee earnings and employer charges. If you want to see all the charges for an employee regardless of the collocation code charged, use this report.

REPORT DETAIL

Frequency - The report is produced with each production payroll run which includes the semi-monthly, biweekly, monthly cancel-reversal, quarter-end and year-end production payrolls.

Sort Order - Sort order within the report is by pay entity, payroll RD code, social security number, chart of accounts year, collocation code setup year, collocation code, program code, ledger code, internal warrant number and account code.

Payroll RD code is an agency-specific, five-digit code entered on the AKPAY Employee Base - 10xx screen that is used for report output, system security, and time and attendance processing.

Report Format – The report header includes the report ID, pay entity, pay period number and pay period end date, and print time and date of the report. The payroll RD code is displayed below the report header in the left margin of the report.

For each payroll RD, the following detailed information is displayed: Employee's social security number (EMP.NO.), employee's last and first names (NAME), internal warrant number (INT.WAR), external warrant number (EXT.WA), chart of accounts year (COA YEAR), setup year of the collocation code (SETUP YEAR), collocation code (COLLO.CODE), program code (PGM CODE) ledger code (LEDGER CODE), the account code (ACCT CODE), the earnings / tax / deduction number (ETV CODE), the number of hours (HOURS) associated with the earnings code listed and the dollar amount (AMOUNT) associated with the ETV code.

Report Totals – Within each RD code, the report displays the total hours and amounts for each employee. The total hours and amounts are displayed for each payroll RD code. Department total hours and amounts within pay entity and pay entity total hours and amounts are displayed on the final page of each pay entity report.

Warrant Charge Report

WARRCHG		STATE OF ALASKA						2345		
		AUTOMATED PAYROLL SYSTEM						09:34 Friday, August 11, 2004		
		WARRANT CHARGE								
		PERIOD: SEMI 15 07/31/2004								
PAYROLL RD: 08062										
EMP.NO.	NAME	COA	SETUP	COLLO.	PGM	LEDGER	ACCT	ETV	HOURS	AMOUNT
INT.WAR	EXT.WA	YEAR	YEAR	CODE	CODE	CODE	CODE	CODE		
200220016	ELKHOUD, ELSIE									
952220008448	9664782	2004	2004	08716001			71172	E100	70.00	1,206.97
							71685	E165	12.50	215.53
							71790	V800		87.20
							71795	U\$M		20.63
							71800	V840		200.29
EMPLOYEE TOTAL									82.50	1,730.62
300330010	HAWK, HARRIOT									
952220008451	9664961	2004	2004	08716001			71172	E100	68.50	1,459.67
							71685	E165	14.00	298.33
							71790	V800		107.77
							71795	U\$M		25.49
							71800	V840		247.53
EMPLOYEE TOTAL									82.50	2,138.79
RD CODE TOTAL									165.00	3,869.41

WARRCHG		STATE OF ALASKA						2346		
		AUTOMATED PAYROLL SYSTEM						09:34 Friday, August 11, 2004		
		WARRANT CHARGE								
		PERIOD: SEMI 15 07/31/2004								
PAYROLL RD: 08101										
EMP.NO.	NAME	COA	SETUP	COLLO.	PGM	LEDGER	ACCT	ETV	HOURS	AMOUNT
INT.WAR	EXT.WAR	YEAR	YEAR	CODE	CODE	CODE	CODE	CODE		
100110001	HALIBUT, HARRY H									
952220006227	9669265	2004	2004	08536005			71172	E100	82.50	3,248.50
							71790	V800		199.13
							71795	U\$M		47.10
							71800	V840		457.39
							71820	UAK		24.36
EMPLOYEE TOTAL									82.50	3,976.48
200220006	SPANIEL, SUSAN									
952220002792	9662627	2004	2004	08536005			71172	E100	75.00	1,888.64
							71685	E165	7.50	188.86
							71790	V800		127.35
							71795	U\$M		30.12
							71800	V840		292.51
EMPLOYEE TOTAL									82.50	2,527.48

Warrant Charge Report Fields	
Report Field	Field Description
PAYROLL RD:	5-digit payroll RD code assigned to employee on the 10x - Employee Base I screen. Used to group employees for report generation, system security, and time and attendance.
EMP. NO.	Employee's social security number.
NAME	Employee's last name, first name and middle initial.
INT.WAR	Lists the internal warrant number generated for the employee for the pay period.
EXT.WAR	Lists the external warrant number assigned to the warrant. The first digit of 1 is not displayed.
COA YEAR	AKSAS Chart of Accounts year.
SETUP YEAR	Setup year of the collocation code.
COLLO. CODE	8-digit AKSAS collocation code.
PGM CODE	5-digit AKSAS program code.
LEDGER CODE	8-digit AKSAS ledger code.
ACCT CODE	5-digit AKSAS account code to which the transaction was charged.
ETV CODE	Earnings code, tax code, or deduction number associated with the transaction.
HOURS	Number of hours associated with the earnings code listed.
AMOUNT	Dollar amount associated with the earnings code, tax code, or deduction number listed.
EMPLOYEE TOTAL	Total number of hours and dollar amount associated with the codes listed for the employee.
RD CODE TOTAL	Total number of hours and dollar amount for all employees with the payroll RD code listed.
DEPARTMENT TOTAL	Total number of hours and dollar amount for all employees in the department listed.
PAY ENTITY TOTAL	Total number of hours and dollar amount for all employees in the pay entity listed.