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)
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.

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**

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

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

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

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.

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.
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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.

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.

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.

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.

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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**.
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.

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.
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.
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**

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