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PGAW2MTX Employees With Missing Tax Information

Name of Report: PGAW2MTX_v10.fex

Purpose of Report: Provides a list of active employees who are missing one or more tax codes and/or who have one or more missing required deductions.

Parameters: Payroll Year, Pay ID, Period, Deduction Code (Optional) & Report format (Excel or PDF)

Banner Tables/Views: AP_BENEFIT_DEDUCTION, AN_EMPLOYEE_POSITION, AP_EMPLOYEE, SPRADDR, SPRIDEN

Sort Order: Class, Name

Selection Criteria: This program finds all active employees who are missing one or more tax codes and/or missing deductions.

Sample Report: The report output is the Employee Class, Home Organization, Employee ID, Employee Name, Current Hire Date, and Missing Deduction. Each tabs displays employees missing specific deductions. The last tab displays ORP Missing a Core ORP BDCA.

1 Date: 04/28/2022 University Name - DATABASE Page: 1

2 Time: 16.57.38 Active Employees with Active Position with Missing Retirement and/or Tax Information

3 PGAW2MTX_v10 Sorted by Deduction Code, Employee Class, Employee Name

4 Missing - 100 - 150 - Retirement Deduction (excludes 102)

5 2022 MN Payroll for Period 04

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Employee Class	Home Organization #	Employee ID	Employee Name	Current Hire Date	PY State
EN-EHRA Non Faculty	40130 -Career Services	XXXXXXXXXX	Last, First, MI	04/01/2022	NC
EN-EHRA Non Faculty	10443 -Admissions	XXXXXXXXXX	Last, First, MI	03/01/2022	NC
EN-EHRA Non Faculty	10223 -School of Law Office	XXXXXXXXXX	Last, First, MI	02/15/2022	NC
EN-EHRA Non Faculty	61045 -Women's Track	XXXXXXXXXX	Last, First, MI	03/21/2022	NC
EN-EHRA Non Faculty	61015 -Football	XXXXXXXXXX	Last, First, MI	03/15/2022	SC
EN-EHRA Non Faculty	61015 -Football	XXXXXXXXXX	Last, First, MI	03/16/2022	NC
SN-SHRA - Non-Exempt	40120 -Student Health	XXXXXXXXXX	Last, First, MI	04/18/2022	NC
SN-SHRA - Non-Exempt	81010 -Payroll	XXXXXXXXXX	Last, First, MI	04/01/2022	NC
SN-SHRA - Non-Exempt	71015 -Client Services	XXXXXXXXXX	Last, First, MI	02/01/2022	NC

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18 Total Employees: 9

19 Source: Banner

20

100-150 (RETIREMENT)

102

500

501

502

503

505

995

999

MISSING ORP

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