WebFocus Report JobAid

PGAW2MTX Employees With Missing Tax Information

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JobAid #	3									
Version #	10									
Release Date	4/28/22									
Created By	Tracie B Jones									
High Level	Provides a list of active employees who are missing one or more tax codes and/or who									
Business Objective	have one or more missing required deductions.									
Revision										
Release Date	Brief Description of Revision(s)	Updated By								
	Added parking deduction code 291 to the									
	report. Also, enhanced the tabs at the									
6/28/2021	bottom to make them more meaningful.	ТВЈ								
	Removed 291 from the report and added									
	optional parameter for deduction code.									
	Campuses can now add required deduction									
7/2/2021	exclusive to their campus.	ТВЈ								
	Added new tab for missing 102, LE class									
4.50.500	only, removed the MISSING ALL tab,									
4/28/2022	removed the MISSING 1 tab	ТВЈ								

PGAW2MTX Employees With Missing Tax Information

Name of Report: PGAW2MTX_v10.fex

<u>Purpose of Report:</u> 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

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

<u>Sample Report:</u> 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	1 Date: 04/28/2022 University Name - DATABASE Page: 1											
2	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											
6												
7	Employee Class	Home Organization #	Employee ID	Employee Nar	ne	Current Hire Date		PY State				
8	EN-EHRA Non Faculty	40130 -Career Services	XXXXXXXX	Last, First, MI		04/01/2022		NC				
9	EN-EHRA Non Faculty	10443 -Admissions	XXXXXXXXX	Last, First, MI		03/01/2022		NC				
10	EN-EHRA Non Faculty	10223 -School of Law Office	XXXXXXXX	Last, First, MI		02/15/2022		NC				
11	EN-EHRA Non Faculty	61045 - Women's Track	XXXXXXXX	Last, First, MI		03/21/2022		NC				
12	EN-EHRA Non Faculty	61015 - Football	XXXXXXXX	Last, First, MI		03/15/2022		sc				
13	EN-EHRA Non Faculty	61015 -Football	XXXXXXXX	Last, First, MI		03/16/2022		NC				
14	SN-SHRA - Non-Exempt	40120 -Student Health	XXXXXXXX	Last, First, MI		04/18/2022		NC				
15	SN-SHRA - Non-Exempt	81010 - Payroll	XXXXXXXX	Last, First, MI		04/01/2022		NC				
16	SN-SHRA - Non-Exempt	71015 -Client Services	XXXXXXXX	Last, First, MI		02/01/2022		NC				
17	17											
18												
19	Source: Banner											
20		_										
4	100-15	0 (RETIREMENT)	102 50	00 501	502	503	505	995	999	MISSING	ORP	+