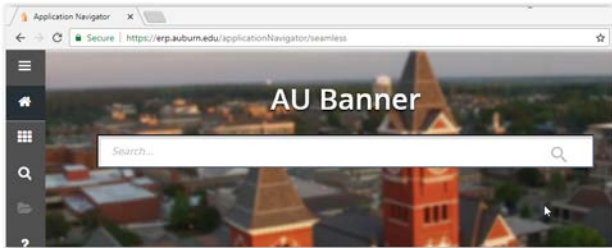# PZRK142 – Earn Codes by Division/HR Location

This report is similar to the Payroll Comparison that is sent by Payroll during the payroll process. The data is pulled from PHAHOUR and can be ran on any payroll/pay period based on either the Division code or the HR Location (TKL) Timekeeping Location.

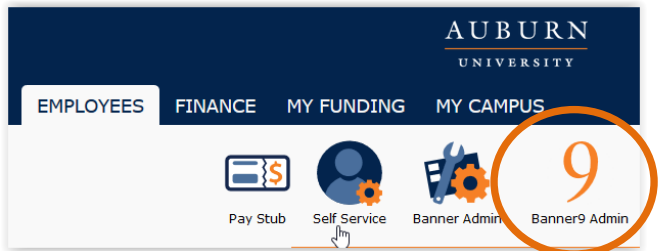**1** **Banner Admin**
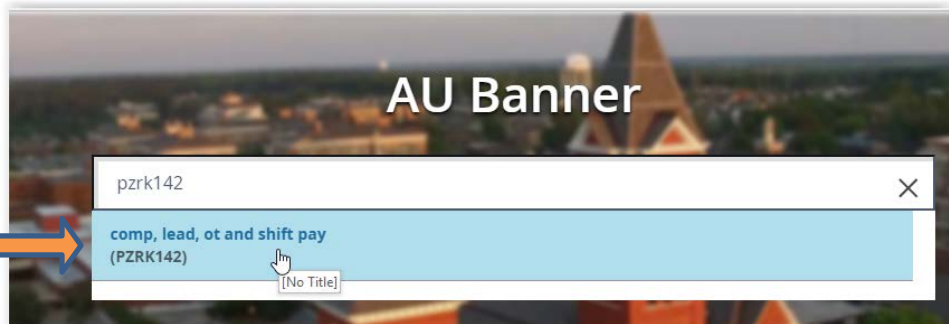**erp.auburn.edu**

2 **AU Authenticate and 2-factor DUO**

1 **AU Access**
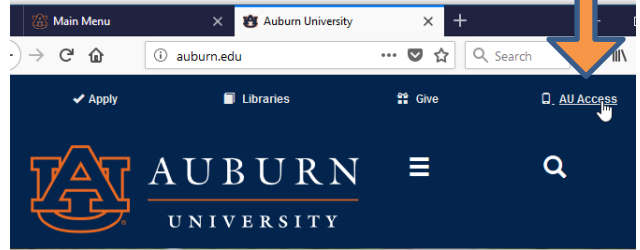
2 **Employee Tab -> Banner9 Admin**

3 **Search Field Type PZRK142**

4 **Select the result**

5 **Submission Control -> Go**

6 Parameter Values

Process Submission Controls GJAPCTL 9.3.7 (BANPROD)
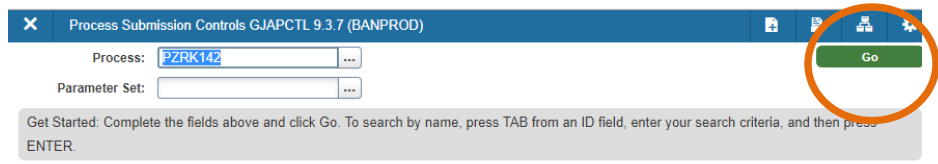
Process: PZRK142 comp, lead, ot and shift pay   Parameter Set: **Start Over**

PRINTER CONTROL

Printer		Submit Time		PDF Font Size	
Special Print		MIME Type	None	Delete After Days	
Lines		PDF Font		Delete After Date	

PARAMETER VALUES

Number *	Parameters	Values
01	enter payroll year to select	
02	enter pict code to select	
03	enter payroll number to select	
04	enter the letters DIV or TKL	
05	div number or tkl	
06	div number or tkl	
07	div number or tkl	
08	div number or tkl	
09	div number or tkl	
10	div number or tkl	

|◀ ◀ 1 of 2 ▶ ▶| 10 ▼   Per Page

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
ex., 2012

Value Hints

SUBMISSION

☐ Save Parameter Set as   Hold / Submit ○ Hold
Name _____ Description _____

1. Enter Payroll Year to Select i.e. 2018
2. Enter Pict Code to Select i.e. BW or MN or F9 or SF
3. Enter Payroll Number to Select i.e. 001, 012, 026
4. Enter the letters DIV or TKL *i.e. type in TKL OR DIV*
5-18. Div number or TKL *i.e. 999 (division) or HR999 (tkl)*

Example

PARAMETER VALUES

Number *	Parameters	Values
01	enter payroll year to select	2018
02	enter pict code to select	BW
03	enter payroll number to select	001
04	enter the letters DIV or TKL	TKL
05	div number or tkl	HR441
06	div number or tkl	
07	div number or tkl	
08	div number or tkl	
09	div number or tkl	
10	div number or tkl	

|◀ ◀ 1 of 2 ▶ ▶| 10 ▼   Per Page   Record 5 of 18

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
ex., 999 (division) or HR999 (TKL)

---

7 Submission Block

Cursor MUST click within the Submission Block. Either check the Save Parameter Set* OR click your cursor on the Name Field
Save Parameter Set as will keep the values entered for future runs.

SUBMISSION

☑ Save Parameter Set as
Name _____ Description _____

8 Save

Saving the form runs the script/report.

If the report was submitted with no errors, the runner will receive a sequence number. If you save the parameter set, then you will also see message regarding default values.

Check your email

Process Submission Controls GJAPCTL 9.3.7 (BANPROD)

Process: PZRK142   Parameter Set:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter you...

✓ Saving current parameter values as user level defaults
✓ Sequence number is: 7728489

---

9 Links in Email

Click the links within the email to open and download the reports. 2 files are available — one with the foap and one without the foap.

non-reply@auburn.edu   earn codes by selected division of timekeeping locations - pzrk142
non-reply@auburn.edu   earn codes by selected divsion or timekeeping locations - pzrk142

You are receiving this email because Brittany Saliba [JOB... ...erates earn codes by selected division or timekeeping locations data files.

The program has placed the output file... ...s can retrieve the file(s) by using the links below. You should NEVER provide your Auburn userid or password when retrieving the file(s). The file(s) will... ...elected from the w... ...file(s) you agree to protect the sensitive data contained in the file(s).

pzrk142_foap.csv
pzrk142_nofoap.csv

All Auburn University (AU) employe... ...s well as vendo... ... to abide by all Departmental and AU policies governing the appropriate utilization and protection of AU data. If you have any questions or concerns please send an email to m... (Michael S. Miller, ISS Director)