PZRK148 – Employees with Overage Codes per Division (OTP, OTS, CTE, and CTS) per Year

Data is pulled based on the overage earn codes for each employee for a selected division and year.
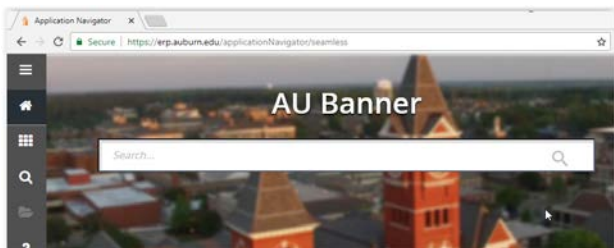
OTP = Overtime Paid @ 1.50   *OTS = Overtime Paid Straight @ 1.0*
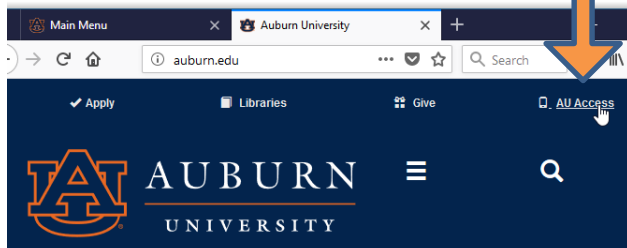
CTE – Compensatory Time Earned @ 1.50   *CTS = Compensatory Time Earned Straight @ 1.0*
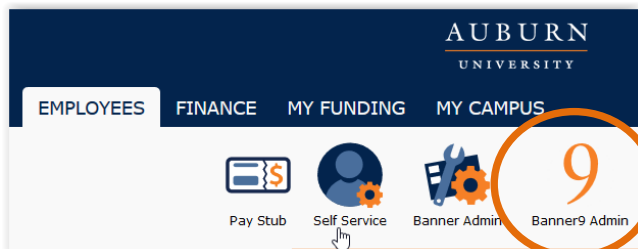
1 **Banner Admin erp.auburn.edu**

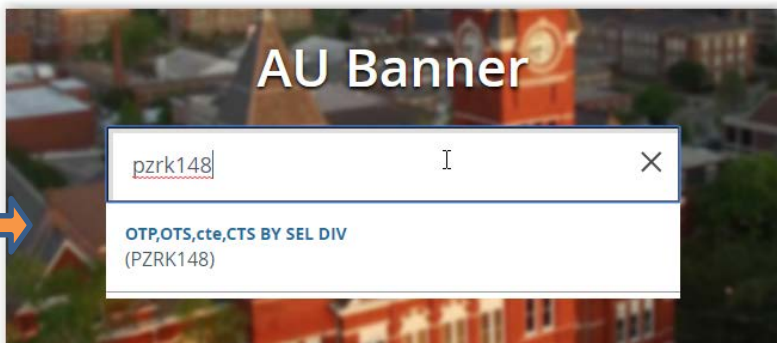**2** **AU Authenticate and 2-factor DUO**

1 **AU Access**

2 **Employee Tab -> Banner9 Admin**

3 **Search Field Type PZRK148**

4 **Select the result**
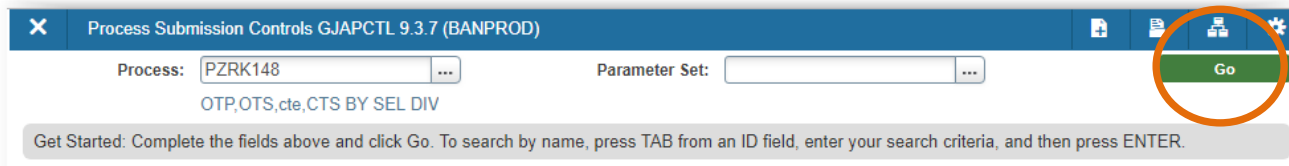
OTP,OTS,cte,CTS BY SEL DIV
(PZRK148)

5 **Submission Control -> Go**

Process Submission Controls GJAPCTL 9.3.7 (BANPROD)

Process: PZRK148   Parameter Set: Go

OTP,OTS,cte,CTS BY SEL DIV

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

6 Parameter Values

1. Enter Year
i.e. 2018

2. Enter Division Number
i.e. 113

Value Hints

LENGTH: 3 TYPE: Character O/R: Required M/S: Single
ex., 136

Example

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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.

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.

Saving current parameter values as user level defaults.

Sequence number is: 7782904

Check your email

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9 Downloadable CSV file

pzrk148 - ees with otp, ots, cte, cts by selected division

pzrk148_nofoap.csv
68 KB

pzrk148_foap.csv
118 KB

pzrk148 - ees with otp, ots, cte, cts by selected division