

WASHINGTON STATE UNIVERSITY
Payroll Services

DOWNLOADING HELP
FOR
POSITIVE PAY TIME ENTRY
AND
PEAR CERTIFICATION

Payroll Services
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POSITIVE PAY / PEARS

Downloading Matrix

This matrix illustrates configurations of suggested software and file extensions as a guide. You may choose to download into other brands of software or file extensions.

FILE TYPE: Document

<u>CONFIGURATION</u>	<u>DOWNLOAD METHOD</u>	<u>DESTINATION SOFTWARE</u>	<u>FILE EXTENSIONS</u>
1	Entire Connection	Microsoft Word	.TXT
2	FTP (ASCII Mode)	Microsoft Word	.TXT

FILE TYPE: Spreadsheet

<u>CONFIGURATION</u>	<u>DOWNLOAD METHOD</u>	<u>DESTINATION SOFTWARE</u>	<u>FILE EXTENSIONS</u>
3	Entire Connection	Excel, Access	.WKL headings .WKS or .XLS no headings
4	FTP (ASCII Mode)	Excel, Access	.TXT headings

Downloading Hints

- You must have software on your PC which supports downloading such as Entire Connection or FTP. If you have Windows operating system, you may download FTP software for IBM PC's by setting your Web browser to:

ftp://ftp.wsu.edu/pub/MS_Windows_Software/FTP32/

- You must have a word processing type of software such as Microsoft Word to print the document file type.
- You must have spreadsheet software such as Excel or Access to manipulate data from a spreadsheet file type.
- You must print and retain the PEARS for two (2) years. Print PEARS using the "Document" File Type with Comments after Payroll has commented on any corrections you may have entered to satisfy the retention requirement as suggested by the State Auditor.
- You must know which drive (usually C) is available for storage of your download.
- You must establish a file folder (directory) to house your downloads.
- If you are downloading to a spreadsheet, it is recommended that you do not print the raw data. Use the document file type option if you intend to print a hard copy of the Positive Pay transaction or PEARS. Furthermore, if downloading the PEARS to a spreadsheet, it is recommended that you not download the comments. Use the document file type option if you intend to print the comments on your PEARS.

POSITIVE PAY / PEARS

How to Create File Folder (Directory)

To create a file folder (directory) using Windows operating system, follow these steps:

1. Click on ***My Computer*** from your desktop.
2. Click on the appropriate drive (usually C).
3. Click on ***Make a New file.***
4. Key in the name of the new file folder, such as Payroll or PosPay or PEARS over the temporary name that is displayed.
5. Press the ***ENTER*** key.

The following examples are from Microsoft Word and Microsoft Excel 2003.

POSITIVE PAY / PEARS

Hints for Specific Download Configurations #1

FILE TYPE: Document
DOWNLOAD METHOD: Entire Connection
DESTINATION: Word processing software (illustrated for Microsoft Word)
EXTENSION: .TXT

- Select account(s) desired for downloading
- Press **PF1** or **PF2**
- At the prompt, key in the Path and File Name:

C:\PAYROLL\PEAR0915.TXT
(drive) (directory) (file name) (extension)

- Press **DOWNLOAD**
- Open Microsoft Word.
- Open file named above.
- Click on **EDIT**
- Click on **SELECT ALL**
- Change **FONT** to Courier New (or other mono-spaced font)
- Change **FONT SIZE** to 10
- Click on **FILE**
- Click on **PAGE SETUP**
- Change left and right margins to .7 for Positive Pay Download only (ignore margin change for PEARS download). Click on **PAPER SIZE** and change the **ORIENTATION** to **LANDSCAPE** mode. Click on **OKAY**.
- Save document if desired
- Print document

Rpt: 07/31/96
 Run: 09/13/96
 Chk: 08/09/96-RG2

WASHINGTON STATE UNIVERSITY
 PAYROLL/PERSONNEL SYSTEM - PAYROLL

PPDP5110-01
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POSITIVE PAY TIME DETAIL REPORT

Name	WSU ID	Units Worked	Cncl T	Pay Appt (C)	Cycle End	Rate	Pay Job Typ	Cls	E/T	Account	Posn/ Tmp ID	Term Date	Pgm	Fnd	Ap	Base Hrs	Meal Units
EMPLOYEE NAME	123456789	0.500			07/31	1125.00	PC	0107	OPW	1110-0005	000000	06/97	01A	001	01		
EMPLOYEE NAME	234567890	31.750			07/31	10.00	HR	8003	HRP	1110-0001	844051	12/99	01A	001	01		
EMPLOYEE NAME	345678901		N		07/31	7.00	HR	8001	HRY	1151-0001	832885	12/99	03A	001	01		
EMPLOYEE NAME	456789012	7.250			07/31	8.66	HR	9701	SWS	1145-0001	835576	08/96	01D	001	01		
EMPLOYEE NAME	467890123	44.000			07/31	6.50	HR	8001	HRY	1145-0001	835576	09/96	01D	001	01		
EMPLOYEE NAME	678901234	18.000			07/31	7.00	HR	8001	HRP	1151-0001	841618	07/97	03A	001	01		
EMPLOYEE NAME	789012345	49.200			07/31	6.50	HR	9001	SHR	1151-0001	832887	12/99	03A	001	01		
EMPLOYEE NAME	890123456	93.250			07/31	7.50	HR	8001	HRY	1151-0001	839946	09/97	03A	001	01		
EMPLOYEE NAME	901234567		N	C	07/31	9.00	HR	8012	HRY	1145-1000	817028	12/96	01D	001	01		
EMPLOYEE NAME	012345678	45.000			07/31	11.00	HR	8003	HRY	1151-0001	832888	09/96	03A	001	01		
EMPLOYEE NAME	123456789				07/31	10.00	HR	8004	HRP	1155-0001	847404	12/99	03A	001	01		
EMPLOYEE NAME	234567890	4.000			07/15	6.50	HR	8001	HRY	1151-0001	841620	12/99	03A	001	01		
EMPLOYEE NAME	345678901	48.000			07/31	6.50	HR	8001	HRY	1151-0001	841620	12/99	03A	001	01		
EMPLOYEE NAME	456789012	47.750			07/31	6.50	HR	8001	HRY	1151-0001	841616	12/99	03A	001	01		
EMPLOYEE NAME	567890123				07/31	16.50	HR	8004	HRY	1155-0001	846390	06/97	03A	001	01		
EMPLOYEE NAME	678901234	65.000			07/31	9.55	HR	8003	HRP	1110-0005	811296	06/97	01A	001	01		

Rpt: 07/31/96
Run: 09/13/96
Chk: 08/09/96-RG2

WASHINGTON STATE UNIVERSITY
PAYROLL/PERSONNEL SYSTEM - PAYROLL

PAYROLL EXPENDITURE AUDIT REPORT

Table with columns: R P, Name, WSU ID, C, Pay Cycle End, Account, E/T P/T, Hours, Staff Months, Payroll Expense, Job Cls, Posn/ Tmp ID, Pgm, Fnd, Ap. Includes employee records and a detailed comment for employee 456789012.

Subtotal Part 1: 992.95 Part 2: 1,875.43 Total: 2,868.38

Downloading File Type: Document

Record Format: PEAR

Downloading Method: Entire Connection

Rpt: 07/31/96
Run: 09/13/96
Chk: 08/09/96-RG2

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PAYROLL/PERSONNEL SYSTEM - PAYROLL

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PAYROLL EXPENDITURE AUDIT REPORT

R	P	Name	WSU ID	C	Pay Cycle End	Account	E/T	P/T	Hours	Staff Months	Payroll Expense	Job Cls	Posn/ Tmp ID	Pgm	Fnd	Ap
R	1	EMPLOYEE NAME	123456789		07/31	1180-0001	REG	CUR	96.00	.5000	1196.50	2585	041904	01C	001	01
R	1	EMPLOYEE NAME	234567890		07/31	1180-0001	REG	CUR	96.00	.5000	1254.00	2591	040544	01C	001	01
R	1	EMPLOYEE NAME	345678901		07/31	1180-0001	REG	CUR	72.00	.3750	897.38	2585	040988	01C	001	01
R	1	EMPLOYEE NAME	456789012		07/31	1180-0001	REG	CUR	96.00	.5000	1710.83	1225	042046	01C	001	01
R	1	EMPLOYEE NAME	567890123		07/31	1180-0001	REG	CUR	96.00	.5000	1064.50	2243	038558	01C	001	01
R	1	EMPLOYEE NAME	678901234		07/31	1180-0001	REG	CUR	96.00	.5000	992.50	2585	041904	01C	001	01
R	1	EMPLOYEE NAME	789012345		07/31	1180-0001	REG	CUR	96.00	.5000	1196.50	2585	038990	01C	001	01
R	1	EMPLOYEE NAME	890123456		07/31	1180-0001	REG	CUR	96.00	.5000	1250.00	1225	040059	01C	001	01
R	1	EMPLOYEE NAME	901234567		07/31	1180-0001	REG	CUR	96.00	.5000	1931.25	1228	039241	01C	001	01
R	1	EMPLOYEE NAME	012345678		07/31	1180-0001	REG	CUR	96.00	.5000	1625.00	1225	041607	01C	001	01
R	1	EMPLOYEE NAME	123456789		07/31	1180-0001	REG	CUR	96.00	.5000	1196.50	2585	078278	01C	001	01
R	1	EMPLOYEE NAME	234567890		07/31	1180-0001	REG	CUR	63.99	.3333	631.67	2585	051672	01C	001	01
R	1	EMPLOYEE NAME	234567890		07/31	1180-0001	REG	CUR	32.00	.1667	315.83	2585	051672	01C	001	01
R	1	EMPLOYEE NAME	345678901		07/31	1180-0001	REG	CUR	96.00	.5000	1727.44	1225	041125	01C	001	01
R	1	EMPLOYEE NAME	456789012		07/31	1180-0001	REG	CUR	96.00	.5000	1083.34	1110	042106	01C	001	01
R	1	EMPLOYEE NAME	567890123		07/31	1180-0001	REG	CUR	96.00	.5000	1350.00	2326	074918	01C	001	01
R	1	EMPLOYEE NAME	678901234		07/31	1180-0001	REG	CUR	96.00	.5000	1815.32	1225	041017	01C	001	01
R	1	EMPLOYEE NAME	789012345		07/31	1180-0001	REG	CUR	38.40	.2000	750.00	1225	079578	01C	001	01
R	1	EMPLOYEE NAME	890123456		07/31	1180-0001	REG	CUR	96.00	.5000	1416.25	1225	068632	01C	001	01
R	1	EMPLOYEE NAME	901234567		07/31	1180-0001	REG	CUR	96.00	.5000	1317.00	2591	039671	01C	001	01
R	1	EMPLOYEE NAME	012345678		07/31	1180-0001	REG	CUR	96.00	.5000	1373.33	1225	041415	01C	001	01
R	1	EMPLOYEE NAME	123456789		07/31	1180-0001	REG	CUR	96.00	.5000	2500.00	1155	038435	01C	001	01
R	1	EMPLOYEE NAME	234567890		07/31	1180-0001	REG	CUR	96.00	.5000	1064.50	2585	069522	01C	001	01
R	1	EMPLOYEE NAME	345678901		07/31	1180-0001	REG	CUR	96.00	.5000	1727.44	1225	039591	01C	001	01
R	1	EMPLOYEE NAME	456789012		07/31	1180-0001	REG	CUR	96.00	.5000	1863.33	1228	041036	01C	001	01
R	2	EMPLOYEE NAME	567890123		07/31	1180-0001	HRY	CUR	49.75	.2859	430.84	8001	845760	01C	001	01

Monitored 292.00 hrs since 05/01

Subtotal Part 1: 33,250.41 Part 2: 430.84 Total: 33,681.25

POSITIVE PAY / PEARS

Hints for Specific Download Configurations #2

FILE TYPE: Document
DOWNLOAD METHOD: FTP
DESTINATION: Word processing software (illustrated for Microsoft Word)
EXTENSION: .TXT

- Select account(s) desired for downloading
- Press **PF1** or **PF2**
- Press the **ENTER** key to download
- Notice the message at the top of the screen for Positive Pay downloads, such as: NN records downloaded to your AIS User ID.POSPAY.T849563 on WSUMVS1 for FTP transfer.
- Open your **FTP** software (illustrated for WS_FTP)
- Complete these sections of the screen called **HOST**.

NAME May be left blank or key something such as DL Payroll Info
HOST WSUMVS1.IT.WSU.EDU
TYPE IBM-MVS (some software versions do not require the dash)
HEPPS USER ID AAAAAAAA
HEPPS PWD ***

- Click **OKAY**
- Click to darken the circle called ASCII
- Check the directory on the top left side of the screen. Change if necessary.
- Click on desired file in right portion of the screen called **REMOTE HOST INFO**. It is either POSPAY.TNNNNNNN OR PEAR.TNNNNNNN. The number is the same as was displayed on your download screen in your AIS HEPPS Dept Pay Download Screen
- Click on the arrow pointing left to bring the download to your PC. (NOTE: Some versions of WS_FTP may prompt you for the local (PC) name you wish to assign to the file, in which case the following three steps are not needed.)
- Click on the same download file now located in the left-hand side of the screen to rename the file.

- Click the Rename button
- Enter the new name of the file, such as PEAR0915.TXT.
- Open the downloaded file using Microsoft Word.
- Click on **EDIT**
- Click on **SELECT ALL**
- Change **FONT** to Courier New (or other mono-spaced font)
- Change **FONT SIZE** to 10
- Click on **FILE**
- Click on **PAGE SETUP**
- Change left and right margins to .7 for Positive Pay download only (ignore margin changes for PEARS download). Click on **PAPER SIZE** and change the **ORIENTATION** to **LANDSCAPE** mode. Click on **OKAY**.
- Save document if desired
- Print document

Rpt: 07/31/96
 Run: 09/13/96
 Chk: 08/09/96-RG2

WASHINGTON STATE UNIVERSITY
 PAYROLL/PERSONNEL SYSTEM - PAYROLL

POSITIVE PAY TIME DETAIL REPORT

Name	WSU ID	Units Worked	Cncl T	Pay Appt (C)	Cycle End	Rate	Pay Job Typ	Cls	E/T	Account	Posn/ Tmp ID	Term Date	Pgm	Fnd	Ap	Base Hrs	Meal Units
EMPLOYEE NAME	123456789		N		07/31	5.25	HR 9001 SHR			1215-0001	813932	05/97	01E	001	01		
EMPLOYEE NAME	234567890		N	C	07/31	4.90	HR 8001 HRY			1215-0002	808886	05/97	01E	001	01		
EMPLOYEE NAME	345678901	0.500			07/31	1125.00	PC 0107 OPW			1110-0005	000000	06/97	01A	001	01		
EMPLOYEE NAME	456789012	31.750			07/31	10.00	HR 8003 HRP			1110-0001	844051	12/99	01A	001	01		
							Monitored 50.00 hrs since 08/01										
EMPLOYEE NAME	567890123		N		07/31	6.25	HR 8001 HRY			1215-0001	808868	08/96	01E	001	01		
							Monitored 159.00 hrs since 08/16										
EMPLOYEE NAME	678901234		N		07/31	7.00	HR 8001 HRY			1151-0001	832885	12/99	03A	001	01		
							Monitored 545.00 hrs since 01/01										
EMPLOYEE NAME	789012345	7.250			07/31	8.66	HR 9701 SWS			1145-0001	835576	08/96	01D	001	01		
							WS Limit 848 Balance 48.00										
EMPLOYEE NAME	890123456		N		07/31	4.90	HR 8001 HRY			1215-0002	808886	05/98	01E	001	01		
							Monitored 179.00 hrs since 06/01										
EMPLOYEE NAME	901234567		N		07/31	4.90	HR 9001 SHR			1215-0001	808896	08/97	01E	001	01		
EMPLOYEE NAME	012345678		N		07/31	4.90	HR 8001 HRY			1215-0001	808872	08/97	01E	001	01		
EMPLOYEE NAME	012345678		N		07/31	4.90	HR 8001 HRY			1215-0002	808872	08/97	01E	001	01		
EMPLOYEE NAME	123456789		N		07/31	4.90	HR 9001 SHR			1215-0001	808886	05/97	01E	001	01		
EMPLOYEE NAME	123456789		N		07/31	4.90	HR 9001 SHR			1215-0002	808886	05/97	01E	001	01		
EMPLOYEE NAME	234567890		N		07/31	4.90	HR 8001 HRY			1215-0002	808872	08/97	01E	001	01		
EMPLOYEE NAME	345678901	44.000			07/31	6.50	HR 8001 HRY			1145-0001	835576	09/96	01D	001	01		
							Monitored 128.00 hrs since 05/01										
EMPLOYEE NAME	456789012		N		07/31	4.90	HR 8001 HRY			1215-0001	808869	05/99	01E	001	01		
EMPLOYEE NAME	456789012		N		07/31	4.90	HR 8001 HRY			1215-0002	808869	05/99	01E	001	01		
EMPLOYEE NAME	567890123		N		07/31	4.90	HR 8001 HRY			1215-0001	808876	05/97	01E	001	01		
EMPLOYEE NAME	678901234	18.000			07/31	7.00	HR 8001 HRP			1151-0001	841618	07/97	03A	001	01		
							Monitored 770.00 hrs since 12/01										
EMPLOYEE NAME	789012345		N		07/31	4.90	HR 8001 HRY			1215-0001	808871	06/97	01E	001	01		
							Monitored 4.00 hrs since 05/16										
EMPLOYEE NAME	789012345		N		07/31	4.90	HR 8001 HRY			1215-0002	808871	06/97	01E	001	01		
							Monitored 4.00 hrs since 05/16										
EMPLOYEE NAME	890123456	94.500			07/31	7.00	HR 9002 SHR			1210-0001	823955	05/97	01C	001	01		
EMPLOYEE NAME	901234567		N		07/31	4.90	HR 9001 SHR			1215-0001	808884	05/97	01E	001	01		
EMPLOYEE NAME	901234567	5.500			07/31	4.90	HR 9001 SHR			1215-0002	808884	05/97	01E	001	01		
EMPLOYEE NAME	012345678		N		07/31	4.90	HR 8001 HRY			1215-0001	808896	05/97	01E	001	01		
EMPLOYEE NAME	012345678		N		07/31	4.90	HR 8001 HRY			1215-0002	808896	05/97	01E	001	01		
EMPLOYEE NAME	123456789		N		07/31	50.00	PC 8004 HPW			1215-0001	808899	12/96	01E	001	01		

EMPLOYEE NAME	234567890	N	07/31	30.00	PC	8004	HPW	1215-0001	808908	12/96	01E	001	01
EMPLOYEE NAME	345678901	N	07/31	15.00	HR	8004	HRY	1215-0001	808984	12/96	01E	001	01
EMPLOYEE NAME	456789012	49.200	07/31	6.50	HR	9001	SHR	1151-0001	832887	12/99	03A	001	01
EMPLOYEE NAME	567890123	N	07/31	4.90	HR	8001	HRY	1215-0001	808875	08/97	01E	001	01

Rpt: 07/31/96
Run: 09/13/96
Chk: 08/09/96-RG2

WASHINGTON STATE UNIVERSITY
PAYROLL/PERSONNEL SYSTEM - PAYROLL

PAYROLL EXPENDITURE AUDIT REPORT

Table with columns: R P, Name, WSU ID, C, Pay Cycle End, Account, E/T, P/T, Hours, Staff Months, Payroll Expense, Job Cls, Posn/ Tmp ID, Pgm, Fnd, Ap. Includes employee records and a detailed note for employee 456789012 C regarding a payroll error.

Subtotal Part 1: 992.95 Part 2: 1,875.43 Total: 2,868.38

Downloading File Type: Document

Record Format: PEAR

Downloading Method: FTP

Rpt: 07/31/96
Run: 09/13/96
Chk: 08/09/96-RG2

WASHINGTON STATE UNIVERSITY
PAYROLL/PERSONNEL SYSTEM - PAYROLL
PAYROLL EXPENDITURE AUDIT REPORT

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R P	Name	WSU ID	C	Pay Cycle End	Account	E/T	P/T	Hours	Staff Months	Payroll Expense	Job Cls	Posn/ Tmp ID	Pgm	Fnd	Ap
R 1	EMPLOYEE NAME	123456789		07/31	6421-4600	REG	CUR	67.20	.3500	992.95	3771	041736	16D	522	04
R 2	EMPLOYEE NAME	234567890		07/31	6421-4600	SHR	CUR	18.00	.1034	99.00	9050	812967	16D	522	04
R 2	EMPLOYEE NAME	345678901		07/31	6421-4600	SHR	CUR	20.00	.1149	100.00	9050	812986	16D	522	04
R 2	EMPLOYEE NAME	456789012		07/15	6421-4600	SHR	CUR	7.50	.0431	37.50	9050	812988	16D	522	04
R 2	EMPLOYEE NAME	567890123		07/31	6421-4600	HPW	CUR	4.00	.0230	34.00	8011	825736	16D	522	04
				Monitored 120.49 hrs since 05/16											
R 2	EMPLOYEE NAME	678901234		07/31	6421-4600	SWS	CUR	7.00	.0402	60.62	9701	812972	16D	522	04
										WS Limit	800	Balance	37.92		
R 2	EMPLOYEE NAME	789012345		07/31	6421-4600	HRY	CUR	56.00	.3218	406.00	8011	825755	16D	522	04
				Monitored 423.75 hrs since 05/16											
R 2	EMPLOYEE NAME	890123456		07/31	6421-4600	SHR	CUR	2.62	.0151	22.70	9001	812411	16D	522	04
R 2	EMPLOYEE NAME	890123456		07/31	6421-4600	SWS	CUR	6.21	.0357	53.86	9701	812411	16D	522	04
										WS Limit	800	Balance	0.00		
R 2	EMPLOYEE NAME	901234567		07/31	6421-4600	SHR	CUR	22.50	.1293	112.50	9050	802258	16D	522	04
R 2	EMPLOYEE NAME	012345678		07/31	6421-4600	SPW	CUR	2.99	.0172	25.50	9011	812439	16D	522	04
R 2	EMPLOYEE NAME	123456789		07/31	6421-4600	SHR	CUR	37.50	.2155	187.50	9050	812986	16D	522	04
R 2	EMPLOYEE NAME	234567890		07/31	6421-4600	SHR	CUR	33.00	.1897	165.00	9050	812986	16D	522	04
2	EMPLOYEE NAME	345678901		07/31	6421-4600	SHR	CUR	64.00	.3678	416.00	9050	812456	16D	522	04
2	EMPLOYEE NAME	456789012		07/31	6421-4600	SWS	CUR	6.81	.0391	59.00	9701	812410	16D	522	04
										WS Limit	800	Balance	1.11		
2	EMPLOYEE NAME	456789012	C	07/31	6421-4600	SHR	CUR	5.25	.0302	26.25	9050	812975	16D	522	04
2	EMPLOYEE NAME	567890123		07/31	6421-4600	SHR	CUR	14.00	.0805	70.00	9011	812440	16D	522	04
3	EMPLOYEE NAME	678901234		07/31	6421-4600			0.00	.0000	0.00	0000				

Subtotal Part 1: 992.95 Part 2: 1,875.43 Total: 2,868.38

POSITIVE PAY / PEARS

Hints for Specific Download Configurations #3

FILE TYPE: Spreadsheet
DOWNLOAD METHOD: Entire Connection
DESTINATION: Spreadsheet software (illustrated for Excel)
EXTENSIONS: .WKL Headings
.WKS No headings
.XLS No headings

- If an **.XLS** extension is used and depending upon the version of Excel, the scroll bar at the bottom of the page might not automatically appear. Try pressing the Full Screen Icon in order to get the bottom scroll bar to appear.
- Select account(s) desired for downloading
- Press **PF1** or **PF2**
- At the prompt, key in the Path and File Name:

C:\PAYROLL\PPAY0831.WKL
(drive) (directory) (file name) (extension with headings)

- Press **DOWNLOAD**
- Open the downloaded file in Excel.

It is not recommended that you print a spreadsheet, but if you have to then follow these four steps:

- Click on **FILE**
- Click on **PAGE SET UP** and change the **ORIENTATION** to **LANDSCAPE** mode.
- Change **FONT** to Courier New (or some other mono-spaced font)
- Change **FONT SIZE** to 10

- Click on the unmarked square next to the first cell (the highlight button) and above the number 1 to select the entire spreadsheet. Could also use Ctrl A.
- Click on **FORMAT**

- Click on **COLUMN**
- Click on **AUTOFIT** Selection
- You may want to reformat some of the fields by clicking the letter above the column you wish to change. Then click on **FORMAT**, then click on **CELLS**.
- **Positive Pay** -- The *Units Worked* column is defined as numeric. You can sum the *Units Worked* column by highlighting the next cell beneath the last cell with units in it. Press the **AUTOSUM** key twice to get the total. If the result is displayed as #####, then you need to expand the column width to view the entire sum. Then you might want to reformat the *Units Worked* column to display all the decimals:
 - Click on **FORMAT**
 - Click on **CELLS**
 - Highlight **NUMBER** (make sure decimal is at 3)
 - Press the OK button
- **Positive Pay** -- You might consider using the following formula to multiply the contents of the *Units Worked* cells by the corresponding value in the Rate cells in order to determine the Gross Pay.

- Click on **Column H**
- Click on **INSERT**
- Click on **COLUMN**
- Click on Cell **H1**
- Click on **Cursor Info box**
- Key in the following formula if you have employees whose appointments are known as Monthly (MO) or Shift Differential (SD) or Perquisite (PQ)

=IF(I1="MO",G1,IF(I1="PQ",G1,IF(I1="SD",G1,C1*G1)))

OR

to multiply Units Worked times Rate

=(C1*G1)

- Press the **ENTER** key

- Move cursor to Cell **H1**
 - Click on **COPY** button
 - Place cursor on Cell **H2** and drag to the bottom of the column and press **ENTER**
 - You may want to format cells in Column H or realign them
- **PEARS** -- If you pay monthly and/or hourly work study students, you might consider using the following formula to calculate the entire 100% of Work Study Gross pay. Departments are charged 25% of this amount.
 - Click on **Column M**
 - Click on **INSERT**
 - Click on **COLUMN**
 - Place cursor on Cell **M1**
 - Click on **Cursor Info** Box
 - Key in the following formula:

$$=IF(H1="SWS",L1/.25,IF(H1="FWS",L1/.25,L1))$$
 - Press the **ENTER** key
 - Place cursor on **M1**
 - Click on **COPY** button
 - Place cursor on Cell **M2** and drag to the bottom of the column
- **PEARS Without Comments** -- The *Hours* and *Amount* columns are defined as numeric. You can sum and reformat either column by following the instructions under Positive Pay on the previous page.
 - **PEARS With Comments** -- The **AUTOSUM** key might not sum the entire column of *Units Worked* or *Amount* if any of the cells in the column are blank. (Blank cells might occur due to the length of the comments or because some cells have no values in them.) If this happens, you can use one of the following formulas:
 - If Summarize Hours (Column J): =SUM(J1:JN) N = Last cell with number in Column J

- If Summarize Amount (Column L): =SUM(L1:LN) N = Last cell with number in Column L
- Save changes if desired

POSITIVE PAY

Downloading File Type: Spreadsheet

Downloading Method: Entire Connection

Ext: WKL (Headings)

The formula in Excel was used to multiply Rate Times Units. Totals were added at the bottom of the report. Columns were reformatted.

NAME	WSU ID	UNITS WRKD	NO Ti	CNCL APPT	PY_CYC_ END	RATE	GROSS	P_T	JOB CLS	E_T	ACCOUNT	PSN_TMP ID	MON HRS	MON SINCE	TERM DATE	WS LIMIT	WS SEM_BAL	PGM	FND AP	BASE_HRS	MEAL_UNITS
EMPLOYEE NAME	123456789	0.000	N		07/31	5.25	0.00	HR	9001	SHR	1215-0001	813932			05/97			01E	001	01	
EMPLOYEE NAME	234567890	0.500			07/31	1125.00	562.50	PC	0107	OPW	1110-0005	000000		01/01	06/97			01A	001	01	
EMPLOYEE NAME	345678901	31.750			07/31	10.00	317.50	HR	8003	HRP	1110-0001	844051	1050	08/01	12/99			01A	001	01	
EMPLOYEE NAME	456789012	0.000	N		07/31	6.25	0.00	HR	8001	HRY	1215-0001	808868	159	08/16	08/96			01E	001	01	
EMPLOYEE NAME	567890123	0.000	N		07/31	7.00	0.00	HR	8001	HRY	1151-0001	832885	545	01/01	12/99			03A	001	01	
EMPLOYEE NAME	678901234	7.250			07/31	8.66	62.79	HR	9701	SWS	1145-0001	835576			08/96	848	48.00	01D	001	01	
EMPLOYEE NAME	789012345	0.000	N		07/31	4.90	0.00	HR	9001	SHR	1215-0001	808896			08/97			01E	001	01	
EMPLOYEE NAME	890123456	0.000	N		07/31	4.90	0.00	HR	8001	HRY	1215-0001	808872			08/97			01E	001	01	
EMPLOYEE NAME	901234567	0.000	N		07/31	4.90	0.00	HR	9001	SHR	1215-0001	808886			05/97			01E	001	01	
EMPLOYEE NAME	012345678	44.000			07/31	6.50	286.00	HR	8001	HRY	1145-0001	835576	128	05/01	09/96			01D	001	01	
EMPLOYEE NAME	123456789	0.000	N		07/31	4.90	0.00	HR	8001	HRY	1215-0001	808869		06/16	05/99			01E	001	01	
EMPLOYEE NAME	234567890	0.000	N		07/31	4.90	0.00	HR	8001	HRY	1215-0001	808876			05/97			01E	001	01	
EMPLOYEE NAME	345678901	18.000			07/31	7.00	126.00	HR	8001	HRP	1151-0001	841618	770	12/01	07/97			03A	001	01	
EMPLOYEE NAME	456789012	0.000	N		07/31	4.90	0.00	HR	8001	HRY	1215-0001	808871	4	05/16	06/97			01E	001	01	
EMPLOYEE NAME	567890123	94.500			07/31	7.00	661.50	HR	9002	SHR	1210-0001	823955		05/16	05/97			01C	001	01	
EMPLOYEE NAME	678901234	0.000	N		07/31	4.90	0.00	HR	9001	SHR	1215-0001	808884			05/97			01E	001	01	
EMPLOYEE NAME	789012345	0.000	N		07/31	4.90	0.00	HR	8001	HRY	1215-0001	808896			05/97			01E	001	01	
EMPLOYEE NAME	890123456	0.000	N		07/31	50.00	0.00	PC	8004	HPW	1215-0001	808899	8	08/16	12/96			01E	001	01	
EMPLOYEE NAME	901234567	0.000	N		07/31	30.00	0.00	PC	8004	HPW	1215-0001	808908	856	08/16	12/96			01E	001	01	
EMPLOYEE NAME	012345678	0.000	N		07/31	15.00	0.00	HR	8004	HRY	1215-0001	808984	120	03/01	12/96			01E	001	01	
EMPLOYEE NAME	123456789	49.200			07/31	6.50	319.80	HR	9001	SHR	1151-0001	832887			12/99			03A	001	01	
EMPLOYEE NAME	234567890	0.000	N		07/31	4.90	0.00	HR	8001	HRY	1215-0001	808875	10	05/16	08/97			01E	001	01	
EMPLOYEE NAME	345678901	0.000	N		07/31	4.90	0.00	HR	8001	HRY	1215-0001	808906		03/16	05/97			01E	001	01	
EMPLOYEE NAME	456789012	93.250			07/31	7.50	699.38	HR	8001	HRY	1151-0001	839946	130	12/16	09/97			03A	001	01	
EMPLOYEE NAME	567890123	0.000	N	C	07/31	9.00	0.00	HR	8012	HRY	1145-1000	817028			12/96			01D	001	01	
EMPLOYEE NAME	678901234	45.000			07/31	11.00	495.00	HR	8003	HRY	1151-0001	832888	117	05/16	09/96			03A	001	01	
EMPLOYEE NAME	789012345	15.500			07/31	4.90	75.95	HR	9001	SHR	1215-0001	808871		06/01	06/97			01E	001	01	
EMPLOYEE NAME	890123456	0.000			07/31	10.00	0.00	HR	8004	HRP	1155-0001	847404	1020	09/01	12/99			03A	001	01	
EMPLOYEE NAME	901234567	4.000			07/15	6.50	26.00	HR	8001	HRY	1151-0001	841620			12/99			03A	001	01	
EMPLOYEE NAME	012345678	48.000			07/31	6.50	312.00	HR	8001	HRY	1151-0001	841620		01/01	12/99			03A	001	01	
EMPLOYEE NAME	123456789	47.750			07/31	6.50	310.38	HR	8001	HRY	1151-0001	841616	277	05/16	12/99			03A	001	01	
EMPLOYEE NAME	234567890	0.000			07/31	16.50	0.00	HR	8004	HRY	1155-0001	846390	88	04/16	06/97			03A	001	01	
EMPLOYEE NAME	345678901	9.500			07/31	10.00	95.00	HR	8011	HRY	1210-0001	847157	120	06/01	05/97			01C	001	01	
EMPLOYEE NAME	456789012	45.000			07/31	6.00	270.00	HR	8001	HRY	1215-0001	808887	279	05/16	05/98			01E	001	01	
EMPLOYEE NAME	567890123	65.000			07/31	9.55	620.75	HR	8003	HRP	1110-0005	811296	904	10/01	06/97			01A	001	01	
EMPLOYEE NAME	678901234	90.000			07/31	9.00	810.00	HR	8001	HRY	1110-0001	841167	550	03/16	12/99			01A	001	01	
EMPLOYEE NAME	789012345	51.000			07/31	8.50	433.50	HR	8012	HRY	1144-0001	839007	424	06/01	12/99			01C	001	01	
EMPLOYEE NAME	890123456	0.000			07/31	8.00	0.00	HR	9004	SHR	1215-0001	808908			12/96			01E	001	01	
EMPLOYEE NAME	901234567	0.000			07/31	4.90	0.00	HR	8001	HRY	1215-0001	808876			05/99			01E	001	01	
TOTALS		759.200					6484.04														

PEARS WITH COMMENTS

Downloading File Type: Spreadsheet
 Record Format: Comments
 Downloading Method: Entire Connection
 Ext: WKL (Headings)

The formula in Excel was used to determine the 100% Gross Pay for Work Study Earnings. Totals were added at the bottom of the report.

P	NAME	WSU ID	C	PY_CYC	ACCOUNT	E_T	P_T	HRS	STAFF_MOS	AMT	100% JOB CLS	PSN_TMP ID	MON HRS	MON SINCE	WS LIMIT	WS_SEM BAL	PGM	FND	AP	COMMENT
R 1	EMPLOYEE NAME	123456789		07/31	6421-4600	REG	CUR	67.20	.3500	992.95	992.95 3771	041736					16D	522	04	
R 2	EMPLOYEE NAME	234567890		07/31	6421-4600	SHR	CUR	18.00	.1034	99.00	99.00 9050	812967					16D	522	04	
R 2	EMPLOYEE NAME	345678901		07/31	6421-4600	SHR	CUR	20.00	.1149	100.00	100.00 9050	812986					16D	522	04	
R 2	EMPLOYEE NAME	456789012		07/15	6421-4600	SHR	CUR	7.50	.0431	37.50	37.50 9050	812988					16D	522	04	
R 2	EMPLOYEE NAME	567890123		07/31	6421-4600	HPW	CUR	4.00	.0230	34.00	34.00 8011	825736	120	05/16			16D	522	04	
R 2	EMPLOYEE NAME	678901234		07/31	6421-4600	SWS	CUR	7.00	.0402	60.62	242.48 9701	812972			800	37.92	16D	522	04	
R 2	EMPLOYEE NAME	789012345		07/31	6421-4600	HRY	CUR	56.00	.3218	406.00	406.00 8011	825755	423	05/16			16D	522	04	
R 2	EMPLOYEE NAME	890123456		07/31	6421-4600	SHR	CUR	2.62	.0151	22.70	22.70 9001	812411					16D	522	04	
R 2	EMPLOYEE NAME	890123456		07/31	6421-4600	SWS	CUR	6.21	.0357	53.86	215.44 9701	812411			800		16D	522	04	
R 2	EMPLOYEE NAME	901234567		07/31	6421-4600	SHR	CUR	22.50	.1293	112.50	112.50 9050	802258					16D	522	04	
R 2	EMPLOYEE NAME	012345678		07/31	6421-4600	SPW	CUR	2.99	.0172	25.50	25.50 9011	812439					16D	522	04	
R 2	EMPLOYEE NAME	123456789		07/31	6421-4600	SHR	CUR	37.50	.2155	187.50	187.50 9050	812986					16D	522	04	
R 2	EMPLOYEE NAME	234567890		07/31	6421-4600	SHR	CUR	33.00	.1897	165.00	165.00 9050	812986					16D	522	04	
2	EMPLOYEE NAME	345678901		07/31	6421-4600	SHR	CUR	64.00	.3678	416.00	416.00 9050	812456					16D	522	04	
2	EMPLOYEE NAME	456789012		07/31	6421-4600	SWS	CUR	6.81	.0391	59.00	236.00 9701	812410			800	1.11	16D	522	04	
2	EMPLOYEE NAME	456789012	C	07/31	6421-4600	SHR	CUR	5.25	.0302	26.25	26.25 9050	812975					16D	522	04	Oops! Was paid for 5.25 hours and I should have keyed 25.25 hours. Sorry!
2	EMPLOYEE NAME	567890123		07/31	6421-4600	SHR	CUR	14.00	.0805	70.00	70.00 9011	812440					16D	522	04	
3	EMPLOYEE NAME	678901234		07/31	6421-4600			0.00	.0000	0.00	0.00 0000									Mr. EMPLOYEE is a new faculty member who did not get paid. Please let me know what I need to do to get him paid. Dept Rep
TOTALS								374.58		2868.38										

PEARS WITHOUT COMMENTS

Downloading File Type: Spreadsheet
 Record Format: Pear
 Downloading Method: Entire Connection
 Ext: WKL (Headings)

Totals were added to the bottom of the report. Columns were reformatted.

R	P	NAME	WSU ID	C	PY_CYC END	ACCOUNT	E_T	P_T	HRS	STAFF MOS	AMT	JOB CLS	PSN_TMP ID	MON HRS	MON SINCE	WS LIMIT	WS_SEM_BAL	PGM	FND	AP
R	1	EMPLOYEE NAME	123456789		07/31	6421-4600	REG	CUR	67.20	.3500	992.95	3771	041736					16D	522	04
R	2	EMPLOYEE NAME	234567890		07/31	6421-4600	SHR	CUR	18.00	.1034	99.00	9050	812967					16D	522	04
R	2	EMPLOYEE NAME	345678901		07/31	6421-4600	SHR	CUR	20.00	.1149	100.00	9050	812986					16D	522	04
R	2	EMPLOYEE NAME	456789012		07/15	6421-4600	SHR	CUR	7.50	.0431	37.50	9050	812988					16D	522	04
R	2	EMPLOYEE NAME	567890123		07/31	6421-4600	HPW	CUR	4.00	.0230	34.00	8011	825736	120	05/16			16D	522	04
R	2	EMPLOYEE NAME	678901234		07/31	6421-4600	SWS	CUR	7.00	.0402	60.62	9701	812972			800	37.92	16D	522	04
R	2	EMPLOYEE NAME	789012345		07/31	6421-4600	HRY	CUR	56.00	.3218	406.00	8011	825755	423	05/16			16D	522	04
R	2	EMPLOYEE NAME	890123456		07/31	6421-4600	SHR	CUR	2.62	.0151	22.70	9001	812411					16D	522	04
R	2	EMPLOYEE NAME	890123456		07/31	6421-4600	SWS	CUR	6.21	.0357	53.86	9701	812411			800		16D	522	04
R	2	EMPLOYEE NAME	901234567		07/31	6421-4600	SHR	CUR	22.50	.1293	112.50	9050	802258					16D	522	04
R	2	EMPLOYEE NAME	012345678		07/31	6421-4600	SPW	CUR	2.99	.0172	25.50	9011	812439					16D	522	04
R	2	EMPLOYEE NAME	123456789		07/31	6421-4600	SHR	CUR	37.50	.2155	187.50	9050	812986					16D	522	04
R	2	EMPLOYEE NAME	234567890		07/31	6421-4600	SHR	CUR	33.00	.1897	165.00	9050	812986					16D	522	04
	2	EMPLOYEE NAME	345678901		07/31	6421-4600	SHR	CUR	64.00	.3678	416.00	9050	812456					16D	522	04
	2	EMPLOYEE NAME	456789012		07/31	6421-4600	SWS	CUR	6.81	.0391	59.00	9701	812410			800	1.11	16D	522	04
	2	EMPLOYEE NAME	456789012	C	07/31	6421-4600	SHR	CUR	5.25	.0302	26.25	9050	812975					16D	522	04
	2	EMPLOYEE NAME	567890123		07/31	6421-4600	SHR	CUR	14.00	.0805	70.00	9011	812440					16D	522	04
	3	EMPLOYEE NAME	678901234		07/31	6421-4600			0.00	.0000	0.00	0000								
TOTALS									374.58		2868.38									

POSITIVE PAY

Downloading File Type: Spreadsheet Downloading Method: Entire Connection Ext: WKS (No Headings)
 The formula in Excel was used to multiply Rate Times Units. Totals were added to the bottom of the Report. Columns were reformatted.

EMPLOYEE NAME	123456789	0.000 N	07/31	5.25	.00 HR	9001	SHR	1215-0001	813932			05/97			01E	001	01
EMPLOYEE NAME	234567890	0.500	07/31	1125.00	562.50 PC	0107	OPW	1110-0005	000000		01/01	06/97			01A	001	01
EMPLOYEE NAME	345678901	31.750	07/31	10.00	317.50 HR	8003	HRP	1110-0001	844051	1050	08/01	12/99			01A	001	01
EMPLOYEE NAME	456789012	0.000 N	07/31	6.25	0.00 HR	8001	HRY	1215-0001	808868	159	08/16	08/96			01E	001	01
EMPLOYEE NAME	567890123	0.000 N	07/31	7.00	0.00 HR	8001	HRY	1151-0001	832885	545	01/01	12/99			03A	001	01
EMPLOYEE NAME	678901234	7.250	07/31	8.66	62.79 HR	9701	SWS	1145-0001	835576			08/96	848	48.00	01D	001	01
EMPLOYEE NAME	789012345	0.000 N	07/31	4.90	0.00 HR	9001	SHR	1215-0001	808896			08/97			01E	001	01
EMPLOYEE NAME	890123456	0.000 N	07/31	4.90	0.00 HR	8001	HRY	1215-0001	808872			08/97			01E	001	01
EMPLOYEE NAME	901234567	0.000 N	07/31	4.90	0.00 HR	9001	SHR	1215-0001	808886			05/97			01E	001	01
EMPLOYEE NAME	012345678	44.000	07/31	6.50	286.00 HR	8001	HRY	1145-0001	835576	128	05/01	09/96			01D	001	01
EMPLOYEE NAME	123456789	0.000 N	07/31	4.90	0.00 HR	8001	HRY	1215-0001	808869		06/16	05/99			01E	001	01
EMPLOYEE NAME	234567890	0.000 N	07/31	4.90	0.00 HR	8001	HRY	1215-0001	808876			05/97			01E	001	01
EMPLOYEE NAME	345678901	18.000	07/31	7.00	126.00 HR	8001	HRP	1151-0001	841618	770	12/01	07/97			03A	001	01
EMPLOYEE NAME	456789012	0.000 N	07/31	4.90	0.00 HR	8001	HRY	1215-0001	808871	4	05/16	06/97			01E	001	01
EMPLOYEE NAME	567890123	94.500	07/31	7.00	661.50 HR	9002	SHR	1210-0001	823955		05/16	05/97			01C	001	01
EMPLOYEE NAME	678901234	0.000 N	07/31	4.90	0.00 HR	9001	SHR	1215-0001	808884			05/97			01E	001	01
EMPLOYEE NAME	789012345	0.000 N	07/31	4.90	0.00 HR	8001	HRY	1215-0001	808896			05/97			01E	001	01
EMPLOYEE NAME	890123456	0.000 N	07/31	50.00	0.00 PC	8004	HPW	1215-0001	808899	8	08/16	12/96			01E	001	01
EMPLOYEE NAME	901234567	0.000 N	07/31	30.00	0.00 PC	8004	HPW	1215-0001	808908	856	08/16	12/96			01E	001	01
EMPLOYEE NAME	012345678	0.000 N	07/31	15.00	0.00 HR	8004	HRY	1215-0001	808984	120	03/01	12/96			01E	001	01
EMPLOYEE NAME	123456789	49.200	07/31	6.50	319.80 HR	9001	SHR	1151-0001	832887			12/99			03A	001	01
EMPLOYEE NAME	234567890	0.000 N	07/31	4.90	0.00 HR	8001	HRY	1215-0001	808875	10	05/16	08/97			01E	001	01
EMPLOYEE NAME	345678901	0.000 N	07/31	4.90	0.00 HR	8001	HRY	1215-0001	808906		03/16	05/97			01E	001	01
EMPLOYEE NAME	456789012	93.250	07/31	7.50	699.38 HR	8001	HRY	1151-0001	839946	130	12/16	09/97			03A	001	01
EMPLOYEE NAME	567890123	0.000 N C	07/31	9.00	0.00 HR	8012	HRY	1145-1000	817028			12/96			01D	001	01
EMPLOYEE NAME	678901234	45.000	07/31	11.00	495.00 HR	8003	HRY	1151-0001	832888	117	05/16	09/96			03A	001	01
EMPLOYEE NAME	789012345	15.500	07/31	4.90	75.95 HR	9001	SHR	1215-0001	808871		06/01	06/97			01E	001	01
EMPLOYEE NAME	890123456	0.000	07/31	10.00	0.00 HR	8004	HRP	1155-0001	847404	1020	09/01	12/99			03A	001	01
EMPLOYEE NAME	901234567	4.000	07/15	6.50	26.00 HR	8001	HRY	1151-0001	841620			12/99			03A	001	01
EMPLOYEE NAME	012345678	48.000	07/31	6.50	312.00 HR	8001	HRY	1151-0001	841620		01/01	12/99			03A	001	01
EMPLOYEE NAME	012345678	47.750	07/31	6.50	310.38 HR	8001	HRY	1151-0001	841616	277	05/16	12/99			03A	001	01
EMPLOYEE NAME	123456789	0.000	07/31	16.50	0.00 HR	8004	HRY	1155-0001	846390	88	04/16	06/97			03A	001	01
EMPLOYEE NAME	234567890	9.500	07/31	10.00	95.00 HR	8011	HRY	1210-0001	847157	120	06/01	05/97			01C	001	01
EMPLOYEE NAME	345678901	45.000	07/31	6.00	270.00 HR	8001	HRY	1215-0001	808887	279	05/16	05/98			01E	001	01
EMPLOYEE NAME	456789012	65.000	07/31	9.55	620.75 HR	8003	HRP	1110-0005	811296	904	10/01	06/97			01A	001	01
EMPLOYEE NAME	567890123	90.000	07/31	9.00	810.00 HR	8001	HRY	1110-0001	841167	550	03/16	12/99			01A	001	01
EMPLOYEE NAME	678901234	51.000	07/31	8.50	433.50 HR	8012	HRY	1144-0001	839007	424	06/01	12/99			01C	001	01

EMPLOYEE NAME	789012345	0.000	07/31	8.00	0.00 HR	9004	SHR	1215-0001	808908	12/96	01E	001	01
EMPLOYEE NAME	890123456	0.000	07/31	4.90	0.00 HR	8001	HRY	1215-0001	808876	05/99	01E	001	01
TOTALS		759.200				6484.04							

PEARS WITH COMMENTS

Downloading File Type: Spreadsheet Record Format: Comments Downloading Method: Entire Connection Ext: WKS (No Headings)
 Totals were added to the bottom of the report. Columns were reformatted.

R 1	EMPLOYEE NAME	123456789	07/31	6421-4600	REG	CUR	67.20	.3500	992.95	3771	041736				16D	522	04		
R 2	EMPLOYEE NAME	234567890	07/31	6421-4600	SHR	CUR	18.00	.1034	99.00	9050	812967				16D	522	04		
R 2	EMPLOYEE NAME	345678901	07/31	6421-4600	SHR	CUR	20.00	.1149	100.00	9050	812986				16D	522	04		
R 2	EMPLOYEE NAME	456789012	07/15	6421-4600	SHR	CUR	7.50	.0431	37.50	9050	812988				16D	522	04		
R 2	EMPLOYEE NAME	567890123	07/31	6421-4600	HPW	CUR	4.00	.0230	34.00	8011	825736	120	05/16		16D	522	04		
R 2	EMPLOYEE NAME	678901234	07/31	6421-4600	SWS	CUR	7.00	.0402	60.62	9701	812972			800	37.92	16D	522	04	
R 2	EMPLOYEE NAME	789012345	07/31	6421-4600	HRY	CUR	56.00	.3218	406.00	8011	825755	423	05/16		16D	522	04		
R 2	EMPLOYEE NAME	789012345	07/31	6421-4600	SHR	CUR	2.62	.0151	22.70	9001	812411				16D	522	04		
R 2	EMPLOYEE NAME	890123456	07/31	6421-4600	SWS	CUR	6.21	.0357	53.86	9701	812411			800		16D	522	04	
R 2	EMPLOYEE NAME	901234567	07/31	6421-4600	SHR	CUR	22.50	.1293	112.50	9050	802258				16D	522	04		
R 2	EMPLOYEE NAME	012345678	07/31	6421-4600	SPW	CUR	2.99	.0172	25.50	9011	812439				16D	522	04		
R 2	EMPLOYEE NAME	123456789	07/31	6421-4600	SHR	CUR	37.50	.2155	187.50	9050	812986				16D	522	04		
R 2	EMPLOYEE NAME	234567890	07/31	6421-4600	SHR	CUR	33.00	.1897	165.00	9050	812986				16D	522	04		
2	EMPLOYEE NAME	345678901	07/31	6421-4600	SHR	CUR	64.00	.3678	416.00	9050	812456				16D	522	04		
2	EMPLOYEE NAME	456789012	07/31	6421-4600	SWS	CUR	6.81	.0391	59.00	9701	812410			800	1.11	16D	522	04	
2	EMPLOYEE NAME	456789012	C 07/31	6421-4600	SHR	CUR	5.25	.0302	26.25	9050	812975				16D	522	04	Oops! Was paid for 5.25 hours and I should have keyed 25.25 hours. Sorry!	
2	EMPLOYEE NAME	567890123	07/31	6421-4600	SHR	CUR	14.00	.0805	70.00	9011	812440				16D	522	04		
3	EMPLOYEE NAME	678901234	07/31	6421-4600			0.00	.0000	0.00	0000								Mr. EMPLOYEE is a new faculty member who did not get paid. Please let me know what I need to do to get him paid. Dept Rep	
TOTALS							374.58		2868.38										

PEARS WITHOUT COMMENTS

Downloading File Type: Spreadsheet Record Format: PEAR Downloading Method: Entire Connection EXT: WKS (No Headings)

Totals were added to the bottom of the report. Columns were reformatted.

R 1	EMPLOYEE NAME	123456789	07/31	6421-4600	REG	CUR	67.20	.3500	992.95	3771	041736						16D	522	04
R 2	EMPLOYEE NAME	234567890	07/31	6421-4600	SHR	CUR	18.00	.1034	99.00	9050	812967						16D	522	04
R 2	EMPLOYEE NAME	345678901	07/31	6421-4600	SHR	CUR	20.00	.1149	100.00	9050	812986						16D	522	04
R 2	EMPLOYEE NAME	456789012	07/15	6421-4600	SHR	CUR	7.50	.0431	37.50	9050	812988						16D	522	04
R 2	EMPLOYEE NAME	567890123	07/31	6421-4600	HPW	CUR	4.00	.0230	34.00	8011	825736	120	05/16				16D	522	04
R 2	EMPLOYEE NAME	678901234	07/31	6421-4600	SWS	CUR	7.00	.0402	60.62	9701	812972			800	37.92		16D	522	04
R 2	EMPLOYEE NAME	789012345	07/31	6421-4600	HRY	CUR	56.00	.3218	406.00	8011	825755	423	05/16				16D	522	04
R 2	EMPLOYEE NAME	890123456	07/31	6421-4600	SHR	CUR	2.62	.0151	22.70	9001	812411						16D	522	04
R 2	EMPLOYEE NAME	890123456	07/31	6421-4600	SWS	CUR	6.21	.0357	53.86	9701	812411			800			16D	522	04
R 2	EMPLOYEE NAME	901234567	07/31	6421-4600	SHR	CUR	22.50	.1293	112.50	9050	802258						16D	522	04
R 2	EMPLOYEE NAME	012345678	07/31	6421-4600	SPW	CUR	2.99	.0172	25.50	9011	812439						16D	522	04
R 2	EMPLOYEE NAME	123456789	07/31	6421-4600	SHR	CUR	37.50	.2155	187.50	9050	812986						16D	522	04
R 2	EMPLOYEE NAME	234567890	07/31	6421-4600	SHR	CUR	33.00	.1897	165.00	9050	812986						16D	522	04
2	EMPLOYEE NAME	345678901	07/31	6421-4600	SHR	CUR	64.00	.3678	416.00	9050	812456						16D	522	04
2	EMPLOYEE NAME	456789012	07/31	6421-4600	SWS	CUR	6.81	.0391	59.00	9701	812410			800	1.11		16D	522	04
2	EMPLOYEE NAME	456789012	C 07/31	6421-4600	SHR	CUR	5.25	.0302	26.25	9050	812975						16D	522	04
2	EMPLOYEE NAME	567890123	07/31	6421-4600	SHR	CUR	14.00	.0805	70.00	9011	812440						16D	522	04
3	EMPLOYEE NAME	678901234	07/31	6421-4600			0.00	.0000	0.00	0000									
	TOTALS						374.58		2868.38										

POSITIVE PAY / PEARS

Hints for Specific Download Configurations #4

FILE TYPE: Spreadsheet
DOWNLOAD METHOD: FTP
DESTINATION: Spreadsheet software (illustrated for Excel)
EXTENSIONS: .TXT

- Select account(s) desired for downloading
- Press **PF1** or **PF2**
- Press **ENTER** to download
- Notice the message at the top of the screen for PEAR downloads, such as: NN records downloaded to your AIS User ID.PEAR.T849563 on WSUMVS1 for FTP transfer.
- Open your **FTP** software (illustrated for WS_FTP)
- Complete these sections of the screen called **HOST**.

NAME May be left blank or key something such as DL Payroll Info
HOST WSUMVS1.IT.WSU.EDU
TYPE IBM-MVS (some software versions do not require the dash)
HEPPS USER ID AAAAAAAA
HEPPS PWDD ***

- Click **OKAY**
- Click to darken the top left side of circle called ASCII
- Check the directory on the screen. Change if necessary.
- Click on the desired file in the right portion of the screen called **REMOTE HOST INFO**. It is either POSPAY.TNNNNNNN OR PEAR.TNNNNNNN. The number is the same as was displayed on your download screen in your AIS HEPPS Dept Pay Download Screen
- Click on the arrow pointing left to bring the download to your PC.
- (NOTE: Some versions of WS_FTP may prompt you for the local (PC) name you wish to assign to the file, in which case the following three steps are not needed.)
- Click on the same download in the left-hand side of the screen to rename the file.
- Click the Rename button

- Type in the new name of the file, such as PEAR0915.TXT.
- Open the same download file in Excel.
- In the **TEXT IMPORT** wizard Step 1 of 3, use file type **Delimited**.
- Click on **NEXT**.
- Step 2: Under **Delimiters** use comma (tab makes no difference if checked or not) and for TEXT QUALIFIER use “ (double quotes -- NOT single quote).
- Click on **NEXT**.
- Step 3: **If downloading Positive Pay**, under COLUMN DATA FORMAT you may wish to change the following fields from GENERAL FORMAT to TEXT FORMAT by clicking on one column at a time and then click on TEXT in the COLUMN DATA FORMAT BOX:

PY-CYC-END
 MON-SINCE
 FND
 AP

If downloading PEARS, under COLUMN DATA FORMAT you may wish to change the following fields from GENERAL FORMAT to TEXT FORMAT by clicking on one column at a time and then click on TEXT in the COLUMN DATA FORMAT BOX:

PY-CYC-END
 MON-SINCE
 FND
 AP

- Click on **FINISH**

It is not recommended that you print a spreadsheet, but if you have to then follow these four steps:

- Click on **FILE**
- Click on **PAGE SET UP** and change the **ORIENTATION** to **LANDSCAPE** mode.
- Change **FONT** to Courier New (or some other mono-spaced font)
- Change **FONT SIZE** to 10

- Click on the unmarked square next to the first cell (the highlight button) and above the number 1 to select the entire spreadsheet. Could also use Ctrl A.

- Click on **FORMAT**
- Click on **COLUMN**
- Click on **AUTOFIT SELECTION**
- You may wish to reformat some of the fields such as HRS or AMOUNT by clicking the letter above the column you wish to change. Then click on **FORMAT**, then click on **CELLS**.
- Save changes if desired
- If you do not care for the wide columns with headings you can delete the first row of headings by clicking on the number 1 on the left of the first row, clicking on EDIT, and clicking on DELETE.

Positive Pay -- The *Units Worked* column is defined as numeric. You can sum the *Units Worked* column by highlighting the next cell beneath the last cell with units in it. Press the **AUTOSUM** key twice to get the total. You may need to expand the column width to view the entire sum. Then you might want to reformat the *Units Worked* column to display all the decimals.

- Click on **FORMAT**
- Click on **CELLS**
- Highlight **NUMBER** (make sure decimal is at 3)
- Press the OK button
- **Positive Pay** -- You might consider using the following formula to multiply the contents of the *Units Worked* cells by the corresponding value in the rate cells in order to determine the Gross Pay.
 - Click on **Column H**
 - Click on **INSERT**
 - Click on **COLUMN**
 - Click on Cell **H1**
 - Click on **Cursor Info** box
 - Key in the following formula if you have employees whose appointments are known as Monthly (MO) or Shift Differential (SD) or Perquisite (PQ)

$$=IF(I1="MO",G1,IF(I1="PQ",G1,IF(I1="SD",G1,C1*G1)))$$

OR

to multiply *Units Worked* times *Rate*

$= (C1 * G1)$

- Press the **ENTER** key
 - Place cursor on Cell **H1**
 - Click on **COPY** button
 - Place cursor on Cell **H2** and drag to the bottom of the column and press **ENTER**
 - You may want to format cells in Column H or realign them
- **PEARS** -- If you pay monthly and/or hourly work study students, you might consider using the following formula to calculate the entire 100% of Work Study Gross pay. Departments are charged 25% of this amount.
 - Click on **Column M**
 - Click on **INSERT**
 - Click on **COLUMN**
 - Place cursor on Cell **M1**
 - Click on **Cursor Info** Box
 - Key in the following formula:
 $=IF(H1="SWS",L1/.25,IF(H1="FWS",L1/.25,L1))$
 - Press the **ENTER** key
 - Place cursor on **M1**
 - Click on **COPY** button
 - Place cursor on Cell **M2** and drag to the bottom of the column
 - Press **ENTER**
 - You may want to format cells in Column M or realign them
 - **PEARS Without Comments** -- The *Hours* and *Amount* columns are defined as numeric. You can sum and reformat either column by following the instructions under Positive Pay on the previous page.

- **PEARS With Comments** -- The **AUTOSUM** key might not sum the entire column of *Units Worked* or *Amount* if any of the cells in the column are blank. (Blank cells might occur due to the length of the comments or because some cells have no values in them.) If this happens, you can use one of the following formulas:
 - To Summarize Hours (Column J): =SUM(J1:JN) N = Last cell with number in Column J
 - To Summarize Amount (Column L): =SUM(L1:LN) N = Last cell with number in Column L
 - Save changes if desired

POSITIVE PAY

Downloading File Type: Spreadsheet Downloading Method: FTP Ext: TXT

The formula in Excel was used to multiply Rate Times Units. Totals were added at the bottom of the report. Columns were reformatted.

NAME	WSU ID	UNITS WRKD	NO TIME	CNCL APPT	PY_CYC END	RATE	GROSS	P_T	JOB CLS	E_T	ACCOUNT	PSN_TMP ID	MON HRS	MON SINCE	TERM DATE	WS LIMIT	WS_SEM BAL	PGM	FND	AP	BASE_HRS	MEAL_UNITS
EMPLOYEE NAME	123456789	0.500			07/31	1125.00	562.50	PC		107	OPW	1110-0005	0	01/01	06/97			01A	001	01		
EMPLOYEE NAME	234567890	31.750			07/31	10.00	317.50	HR		8003	HRP	1110-0001	844051	1050	08/01	12/99		01A	001	01		
EMPLOYEE NAME	345678901		N		07/31	7.00	0.00	HR		8001	HRY	1151-0001	832885	545	01/01	12/99		03A	001	01		
EMPLOYEE NAME	456789012	7.250			07/31	8.66	62.79	HR		9701	SWS	1145-0001	835576		08/96	848	48	01D	001	01		
EMPLOYEE NAME	567890123	44.000			07/31	6.50	286.00	HR		8001	HRY	1145-0001	835576	128	05/01	09/96		01D	001	01		
EMPLOYEE NAME	678901234	18.000			07/31	7.00	126.00	HR		8001	HRP	1151-0001	841618	770	12/01	07/97		03A	001	01		
EMPLOYEE NAME	789012345	94.500			07/31	7.00	661.50	HR		9002	SHR	1210-0001	823955		05/16	05/97		01C	001	01		
EMPLOYEE NAME	890123456	49.200			07/31	6.50	319.80	HR		9001	SHR	1151-0001	832887		12/99			03A	001	01		
EMPLOYEE NAME	901234567	93.250			07/31	7.50	699.38	HR		8001	HRY	1151-0001	839946	130	12/16	09/97		03A	001	01		
EMPLOYEE NAME	012345678		N	C	07/31	9.00	0.00	HR		8012	HRY	1145-1000	817028		12/96			01D	001	01		
EMPLOYEE NAME	123456789	45.000			07/31	11.00	495.00	HR		8003	HRY	1151-0001	832888	117	05/16	09/96		03A	001	01		
EMPLOYEE NAME	234567890				07/31	10.00	0.00	HR		8004	HRP	1155-0001	847404	1020	09/01	12/99		03A	001	01		
EMPLOYEE NAME	345678901	4.000			07/15	6.50	26.00	HR		8001	HRY	1151-0001	841620		12/99			03A	001	01		
EMPLOYEE NAME	345678901	48.000			07/31	6.50	312.00	HR		8001	HRY	1151-0001	841620		01/01	12/99		03A	001	01		
EMPLOYEE NAME	456789012	47.750			07/31	6.50	310.38	HR		8001	HRY	1151-0001	841616	277	05/16	12/99		03A	001	01		
EMPLOYEE NAME	567890123				07/31	16.50	0.00	HR		8004	HRY	1155-0001	846390	88	04/16	06/97		03A	001	01		
EMPLOYEE NAME	678901234	9.500			07/31	10.00	95.00	HR		8011	HRY	1210-0001	847157	120	06/01	05/97		01C	001	01		
EMPLOYEE NAME	789012345	65.000			07/31	9.55	620.75	HR		8003	HRP	1110-0005	811296	904	10/01	06/97		01A	001	01		
EMPLOYEE NAME	890123456	90.000			07/31	9.00	810.00	HR		8001	HRY	1110-0001	841167	550	03/16	12/99		01A	001	01		
EMPLOYEE NAME	901234567	51.000			07/31	8.50	433.50	HR		8012	HRY	1144-0001	839007	424	06/01	12/99		01C	001	01		
EMPLOYEE NAME	012345678				07/31	3225.60	0.00	PC		290	E/C	1155-0001	0		08/96			03A	001	01		
EMPLOYEE NAME	123456789		N		07/31	6.50	0.00	HR		9001	SHR	1110-0001	841167		12/99			01A	001	01		
EMPLOYEE NAME	234567890	49.750			07/31	8.66	430.84	HR		8001	HRY	1180-0001	845760	198	05/01	07/96		01C	001	01		
EMPLOYEE NAME	345678901	12.000			07/15	6.50	78.00	HR		9001	SHR	1151-0001	841619		12/99			03A	001	01		
EMPLOYEE NAME	345678901	38.600			07/31	6.50	250.90	HR		9001	SHR	1151-0001	841619		12/99			03A	001	01		
EMPLOYEE NAME	456789012				07/31	7.50	0.00	HR		8011	HRP	1155-0001	813798	195	03/01	12/99		03A	001	01		
TOTALS		799.050					6897.82															

PEARS WITH COMMENTS

Downloading File Type: Spreadsheet Record Format: Comments Downloading Method: FTP Ext: TXT

The formula in Excel was used to determine the 100% Gross Pay for Work Study Earnings. Totals were added to the bottom of the report.

R	P	NAME	WSU ID	C	PY_CYC END	ACCOUNT	E_T	P_T	HRS	STAFF MOS	AMT	100% JOB CLS	PSN_TMP ID	MON HRS	MON SINCE	WS LIMIT	WS_SEM BAL	PGM	FND	AP	COMMENT
R	1	EMPLOYEE NAME	123456789		07/31	6421-4600	REG	CUR	67.200	0.35	992.95	992.95	3771	41736				16D	522	04	
R	2	EMPLOYEE NAME	234567890		07/31	6421-4600	SHR	CUR	18.000	0.1034	99.00	99.00	9050	812967				16D	522	04	
R	2	EMPLOYEE NAME	345678901		07/31	6421-4600	SHR	CUR	20.000	0.1149	100.00	100.00	9050	812986				16D	522	04	
R	2	EMPLOYEE NAME	456789012		07/15	6421-4600	SHR	CUR	7.500	0.0431	37.50	37.50	9050	812988				16D	522	04	
R	2	EMPLOYEE NAME	567890123		07/31	6421-4600	HPW	CUR	4.000	0.023	34.00	34.00	8011	825736	120	05/16		16D	522	04	
R	2	EMPLOYEE NAME	678901234		07/31	6421-4600	SWS	CUR	7.000	0.0402	60.62	242.48	9701	812972			800	37.92	16D	522	04
R	2	EMPLOYEE NAME	789012345		07/31	6421-4600	HRY	CUR	56.000	0.3218	406.00	406.00	8011	825755	423	05/16		16D	522	04	
R	2	EMPLOYEE NAME	890123456		07/31	6421-4600	SHR	CUR	2.620	0.0151	22.70	22.70	9001	812411				16D	522	04	
R	2	EMPLOYEE NAME	890123456		07/31	6421-4600	SWS	CUR	6.210	0.0357	53.86	215.44	9701	812411			800		16D	522	04
R	2	EMPLOYEE NAME	901234567		07/31	6421-4600	SHR	CUR	22.500	0.1293	112.50	112.50	9050	802258				16D	522	04	
R	2	EMPLOYEE NAME	012345678		07/31	6421-4600	SPW	CUR	2.990	0.0172	25.50	25.50	9011	812439				16D	522	04	
R	2	EMPLOYEE NAME	123456789		07/31	6421-4600	SHR	CUR	37.500	0.2155	187.50	187.50	9050	812986				16D	522	04	
R	2	EMPLOYEE NAME	234567890		07/31	6421-4600	SHR	CUR	33.000	0.1897	165.00	165.00	9050	812986				16D	522	04	
	2	EMPLOYEE NAME	345678901		07/31	6421-4600	SHR	CUR	64.000	0.3678	416.00	416.00	9050	812456				16D	522	04	
	2	EMPLOYEE NAME	456789012		07/31	6421-4600	SWS	CUR	6.810	0.0391	59.00	236.00	9701	812410			800	1.11	16D	522	04
	2	EMPLOYEE NAME	456789012	C	07/31	6421-4600	SHR	CUR	5.250	0.0302	26.25	26.25	9050	812975				16D	522	04	Oops! Was paid for 5.25 hours and I should have keyed 25.25 hours. Sorry!
	2	EMPLOYEE NAME	567890123		07/31	6421-4600	SHR	CUR	14.000	0.0805	70.00	70.00	9011	812440				16D	522	04	
	3	EMPLOYEE NAME	678901234		07/31	6421-4600			0.000	0	0.00	0.00	0								Mr. EMPLOYEE is a new faculty member who did not get paid. Please let me know what I need to do to get him paid. Dept. Rep.
TOTALS									374.580		2868.38	3389.82									

PEARS WITHOUT COMMENTS

Downloading File Type: Spreadsheet Record Format: PEAR Downloading Method: FTP Ext: TXT
 Totals were added to the bottom of the report. Columns were reformatted.

R	P	NAME	WSU ID	C	PY_CYC	ACCOUNT	E_T	P_T	HRS	STAFF	AMT	JOB	PSN_TMP	MON	MON	WS	WS_SEM	PGM	FND	AP	
					END					MOS		CLS	ID	HRS	SINCE	LIMIT	BAL				
R	1	EMPLOYEE NAME	123456789		07/31	6421-4600	REG	CUR	67.200	0.35	992.95	3771	41736					16D	522	04	
R	2	EMPLOYEE NAME	234567890		07/31	6421-4600	SHR	CUR	18.000	0.1034	99.00	9050	812967					16D	522	04	
R	2	EMPLOYEE NAME	345678901		07/31	6421-4600	SHR	CUR	20.000	0.1149	100.00	9050	812986					16D	522	04	
R	2	EMPLOYEE NAME	456789012		07/15	6421-4600	SHR	CUR	7.500	0.0431	37.50	9050	812988					16D	522	04	
R	2	EMPLOYEE NAME	567890123		07/31	6421-4600	HPW	CUR	4.000	0.023	34.00	8011	825736	120	05/16			16D	522	04	
R	2	EMPLOYEE NAME	678901234		07/31	6421-4600	SWS	CUR	7.000	0.0402	60.62	9701	812972			800	37.92	16D	522	04	
R	2	EMPLOYEE NAME	789012345		07/31	6421-4600	HRY	CUR	56.000	0.3218	406.00	8011	825755	423	05/16			16D	522	04	
R	2	EMPLOYEE NAME	890123456		07/31	6421-4600	SHR	CUR	2.620	0.0151	22.70	9001	812411					16D	522	04	
R	2	EMPLOYEE NAME	890123456		07/31	6421-4600	SWS	CUR	6.210	0.0357	53.86	9701	812411			800		16D	522	04	
R	2	EMPLOYEE NAME	901234567		07/31	6421-4600	SHR	CUR	22.500	0.1293	112.50	9050	802258					16D	522	04	
R	2	EMPLOYEE NAME	012345678		07/31	6421-4600	SPW	CUR	2.990	0.0172	25.50	9011	812439					16D	522	04	
R	2	EMPLOYEE NAME	123456789		07/31	6421-4600	SHR	CUR	37.500	0.2155	187.50	9050	812986					16D	522	04	
R	2	EMPLOYEE NAME	234567890		07/31	6421-4600	SHR	CUR	33.000	0.1897	165.00	9050	812986					16D	522	04	
	2	EMPLOYEE NAME	345678901		07/31	6421-4600	SHR	CUR	64.000	0.3678	416.00	9050	812456					16D	522	04	
	2	EMPLOYEE NAME	456789012		07/31	6421-4600	SWS	CUR	6.810	0.0391	59.00	9701	812410			800	1.11	16D	522	04	
	2	EMPLOYEE NAME	456789012	C	07/31	6421-4600	SHR	CUR	5.250	0.0302	26.25	9050	812975					16D	522	04	
	2	EMPLOYEE NAME	567890123		07/31	6421-4600	SHR	CUR	14.000	0.0805	70.00	9011	812440					16D	522	04	
	3	EMPLOYEE NAME	678901234		07/31	6421-4600			0.000	0	0.00	0									
TOTALS									374.580		2868.38										