

## Check/Direct Deposit Register BW report

Purpose: To help departments determine who has been paid during a particular payroll period. A person within the department should be responsible for checking this list each payroll cycle to help reduce possible overpayment/underpayment situations.

This report can be book marked for ease of processing. Each time the Payment Date would need to be changed.

Open the Check/Direct Deposit Register report—it is located in the Human Resources/Payroll Admin folder:

The screenshot shows a software interface for configuring a report. On the left is a 'Role Menu' tree with the following structure:

- Role Menu
  - Favorites
  - JH - Report Library
    - Finance
    - Sponsored Projects
    - Supply Chain
    - Human Resources
      - Payroll Admin
        - Complete Labor Distribution
        - Payroll Postings Recon
        - Arrears Balance Report
        - Check / Direct Deposit Register
        - FLSA Exempt Employees Earning Under \$450
        - Leave of Absence Deduction Report
        - Number of Employees with Paycheck 12th of
        - Number of Employees with Reportable Comp
        - Overpayment Report
        - Payroll Off Cycle Runs
        - Salary Detail Report
        - Salary Distribution by Individual
        - Salary Error Account Postings
        - SOM Student Health Plan Payroll Deductions
        - Special OT/Work Bonus Detail Cost Assignme
        - Special OT/Work Bonus Payroll Detail
        - Special OT/Work Bonus Summary by Fiscal Y

The 'Check / Direct Deposit Register' report configuration panel on the right includes the following fields:

Field Name	Operator	Value	Include	Insert Row
Payment Date (Sel Opt, Required) (*)	=		Include	Insert Row
Personnel Area (Selection Option, Required) (*)	=		Include	Insert Row
Organizational Unit (Selection Option, Required) (*)	=		Include	Insert Row
Personnel Subarea (Selection Option, Optional)	=		Include	Insert Row
Payroll Area (optional)				
Payroll Begin Date (Selection Option, Optional)	=		Include	Insert Row
Payroll End Date (Selection Option, Optional)	=		Include	Insert Row

At the bottom of the configuration panel are two buttons: 'Execute' and 'Check'.

Enter the criteria you want to search on. For example, if you wanted to see who in the Anthropology department got paid on the 08/14/2009 payday, you would enter the information below. Note sometimes the pay date is NOT always the last day of the pay period (for example, if a payday falls on a weekend day, as in the example). The payroll schedule can be found on the Payroll Shared Services website under the “News” heading.

A generic Personnel Area and Personnel Subarea can be used, if you wanted to narrow it down further you could put the appropriate information on this screen. Click on execute to generate report.

This is how the report will initially generate

**Data Analysis**   Graphical display   Information

**Check / Direct Deposit Register**

Toggle Nav Block   Variable Screen   Printing   Bookmark   No. of Rows   No. of Columns   EMail   New Window   Exceptions/Conditions

Rows	Columns	Free Characteristics	Payment Date	Employee	Payment Method	Counter (Employee)
Employee	Key Figures	Calendar Year/Month	08/14/2009	109428 Birenbaum Quintero , Michael	C Payroll check	1
Payment Date		Employee Group		19119 Cervone , Emma	D Payroll DDP w/payment advice	1
Payment Method		Organizational Unit		14715 Costley , Clarissa	D Payroll DDP w/payment advice	1
		Payroll Area		9434 Das , Ranendra	D Payroll DDP w/payment advice	1
		Payroll Begin Date		1715 Das , Veena	D Payroll DDP w/payment advice	1
		Payroll End Date		72526 Goodfellow , Aaron	D Payroll DDP w/payment advice	1
		Personnel Area		3992 Guyer , Jane	D Payroll DDP w/payment advice	1
		Personnel Subarea		68444 HAN , CLARA	D Payroll DDP w/payment advice	1
		Position		5397 Haeri , Niloofer	D Payroll DDP w/payment advice	1
				6171 Helman , Richard	D Payroll DDP w/payment advice	1
				2442 Khan , Naveeda	D Payroll DDP w/payment advice	1
				12171 Meyers , Irvina	D Payroll DDP w/payment advice	1
				67761 Obarrio , Juan	D Payroll DDP w/payment advice	1
				68194 Pandian , Anand	D Payroll DDP w/payment advice	1
				17948 Poole , Deborah	D Payroll DDP w/payment advice	1
				107581 Reitsma , Richard	D Payroll DDP w/payment advice	1
				98549 Walker , Melody	D Payroll DDP w/payment advice	1
				<b>Overall Result</b>		<b>17</b>

You can further customize the report by adding other criteria from the menu on the left hand side. For example, here is the same report with Employee Group added to the Columns:

Payment Date	Employee	Payment Method	Employee Group	Counter (Employee)		
				Full Time	Temporary	Student
08/14/2009	109426 Birenbaum Quintero , Michael	C	Payroll check			1
	19119 Cervone , Emma	D	Payroll DDP w/payment advice	1		
	14715 Costley , Clarissa	D	Payroll DDP w/payment advice	1		
	9434 Das , Ranendra	D	Payroll DDP w/payment advice	1		
	1715 Das , Veena	D	Payroll DDP w/payment advice	1		
	72526 Goodfellow , Aaron	D	Payroll DDP w/payment advice	1		
	3992 Guyer , Jane	D	Payroll DDP w/payment advice	1		
	68444 HAN , CLARA	D	Payroll DDP w/payment advice	1		
	5397 Haeri , Niloofer	D	Payroll DDP w/payment advice	1		
	6171 Helman , Richard	D	Payroll DDP w/payment advice	1		
	2442 Khan , Naveeda	D	Payroll DDP w/payment advice	1		
	12171 Meyers , Irvina	D	Payroll DDP w/payment advice	1		
	67761 Obarrio , Juan	D	Payroll DDP w/payment advice	1		
	68194 Pandian , Anand	D	Payroll DDP w/payment advice	1		
	17948 Poole , Deborah	D	Payroll DDP w/payment advice	1		
	107581 Reitsma , Richard	D	Payroll DDP w/payment advice			1
	98549 Walker , Melody	D	Payroll DDP w/payment advice	1		
<b>Overall Result</b>				<b>15</b>	<b>1</b>	<b>1</b>

These characteristics are currently represented on the report. The criteria under “Free Characteristics” are not, but can be added by clicking on the row or column icon.

The overall total is located at the bottom. The report can be downloaded to a variety of formats or can be printed.

Please note: This is a brief “how to” guide on the Check/Direct Deposit Register. It assumes the user has prior knowledge of BW. If you have access problems or need more assistance with navigating BW, please contact the H1 help desk at 410-735-4500 or email [hopinsonesupport@jhmi.edu](mailto:hopinsonesupport@jhmi.edu).