

Transcripts

Title: MacViP Online Training	
Objective: Managers Reports	Playing Time: 2 mins 46 secs

MacViP delivers reporting tools that are available to you as a Manager.

These are:

Custom Reports: Reports that have been developed according to the requirements of the university.

Advanced Search: Search function whereby the user has access to searching the database based on search criteria. This Advanced Search functionality was covered during the Navigation section of the online training program.

Custom reports have been developed and are available for Managers to run. The custom reports are all found under VIP Modules > Payroll > Reports You can refer to your manual to see a list of all of the Custom Reports that you have access to.

Let's run the Run of Hours Simulated Pay report. You'll notice that these reports either refer to Simulated or Applied pays. The simulated pay is a preliminary pay run that payroll runs prior to the applied pay, which is the final pay run. You have access to both types of reports. The Run of Hours Simulated Pay will be made available for you to run on the Tuesday morning of the pay processing week. It gives you the opportunity to make sure that all of your employees will be paid correctly when the pay is processed.

We enter the Pay Run as 99999. **Whenever you are running a Simulated Pay Report, you will use the Run Number 99999**, When you are running an applied pay report, you must enter a pay number, which you can access by going to the payroll web page:

http://www.mcmaster.ca/bms/pdf/roll_25_2007.pdf

We click on **Execute** and the report is displayed.

We could also export our report by clicking on the Export Report Icon.

We choose the file format as MS Excel (XLS).

We click on browse and save on our Desktop.

We enter a **file name** and save the file.

We click on OK and the system asks us if we want to open the file, we say Yes and the Excel file is displayed.

Note: It is important to remember to be very careful when exporting data from MacViP to an Excel spreadsheet. Remember to keep the information secure and do what is necessary to ensure that the data is not viewed by anyone who would not normally have access to the information. Data with personal or payroll information should not be e-mailed