

## MESSAGE TO HOURLY PHR PAY BASIS USERS

We are pleased to notify you that we are now prepared to offer the Pay Basis II: Hourly Reports on WOW. Effective as of 9 a. m. Wednesday, May 7, 2003, the employees your unit has designated will have access to the Pay Basis II Hourly Report as one of your WOW Reports.

**Important Note: Your FY 2003-Pay Period 22 Pay Basis II Reports for Hourly employees will ALSO be printed and distributed through Payroll Services in the normal manner for this pay period. Adjustment reports are not part of this WOW implementation and they will continue to be printed and forwarded to you if there are any created for your unit.**

Making the Pay Basis II reports available via WOW will:

- A) Eliminate the physical distribution challenges of the Pay Basis II: Hourly Reports;
- B) Allow units to get your Hourly reports earlier on Wednesday mornings of Journal processing weeks;
- C) Allow you to print and re-print your Hourly reports as many times as you want to throughout the pay period.

We will continue to work on additional Pay Basis II Reports for the Salaried Employees and will notify you when they are available through WOW.

### **Instructions for running Pay Basis II: Hourly Reports on WOW:**

1. Logon to WOW.
2. Open the "PHR Queries and Reports" folder.
3. Open the "Pay Basis Reports" subfolder.
4. Click on "Pay Basis II: Hourly Report", which will open up the query into a new window.
5. On the Start page, select "All" to print all of your Pay Basis II reports, or click on the specific unit codes if you want to process a few departments' reports at a time.
6. Click the Process button to run the query. When the query is finished, you will be taken to the Journal Report.

Currently the report is adjusted to print on Legal size paper. If you want to print the report on Letter sized paper, try the following:

- From the menu bar, click File, Print.
- Next click the Properties button to look at the properties for your printer. Note: I am using an HP printer. Printers can vary, so your printer's properties may have different section names than mine. If that is the case, click on the various sections and see if you can find choices that match the ones that I am selecting on mine.

- On my HP printer, there is a section called "Effects". When I click on that section I can activate the "Print Document on" and select "Letter" and select "Scale to Fit". On some other HP printers there might just be a checkbox that you can click to "Fit to Letter Paper Size". If you have that checkbox, click on it to put a checkmark in the box
- On my HP printer there is a section called "Basics". When I click on that section, I can make sure that the report will be printed in Landscape mode (not Portrait).
- When all of the necessary changes have been made, click OK to save the changes you made for the printer's properties, then click OK to print the report.

If you have any problems or questions, please contact Dennis Kozlowski at 301-405-2620 or by email at [dkozlows@accmail.umd.edu](mailto:dkozlows@accmail.umd.edu) or Sue Elliott 301-405-3708 or by email at [selliot1@accmail.umd.edu](mailto:selliot1@accmail.umd.edu)

In addition, *if you use WOW and are also a Brio client software user*, i.e., you are using Brio Explorer to create your own Brio queries and reports, you must be aware of the following: You will see a table called PHR\_PB\_Hrly in your Table Catalog along with all of the other PHR data warehouse tables. **DO NOT USE IT!** We have no way of hiding it from those who have been granted Pay Basis access via WOW, but we caution you that **IT IS NOT** there for Brio client usage. It was developed solely to support this WOW report and any results you get if you use a Brio client against it may be significantly inaccurate as a result.