

- Go to Reports Web <http://www.montana.edu/uit/esg> and choose “Reporting: Reports Web”

The screenshot shows the Montana State University Enterprise Services website. The browser address bar displays <http://www.montana.edu/uit/esg/index.html>. The page header includes the MSU logo and "125 YEARS". The main navigation area shows "Enterprise Services" and "PMO". On the left, contact information for the University Information Technology department is provided, including the address, phone number, and email. The central content area features a "NEWS & UPDATES" section with an "MSU IT Alerts" notification. Below this is a list of services: Banner 8, MyInfo, Data Cookbook, Reporting: Argos, and Reporting: Reports Web. A "Log in" button is located at the bottom right of the service list. Two red callout boxes with arrows provide instructions: "#1 Click Here to expand" points to the dropdown arrow next to "Reporting: Reports Web", and "#2 Log in here" points to the "Log in" button.

UIT
Enterprise Services
PMO

University Information Technology
P.O. Box 173240
Bozeman, MT 59717-3240
UIT Service Desk
Tel: (406) 994-1777
helpdesk@montana.edu
Location: MSU Library Commons
M-F, 8 a.m. - 7 p.m.
excluding holidays & breaks
Vice President for IT & CIO:
Jerry Sheehan
jsheehan@montana.edu

NEWS & UPDATES

MSU IT Alerts
@MSU_IT_Alerts
The extended monitoring issue has ended and no issues observed

Banner 8
MyInfo
Data Cookbook
Reporting: Argos
Reporting: Reports Web

Banner Reports Web

Log in

#1
Click Here to expand

#2
Log in here

- Log in with your Banner username.

Banner Account Selection	
User ID:	<input type="text"/> <input type="button" value="v"/>
Database:	<input type="text"/> PROD <input type="button" value="v"/>
<input type="button" value="Continue"/>	

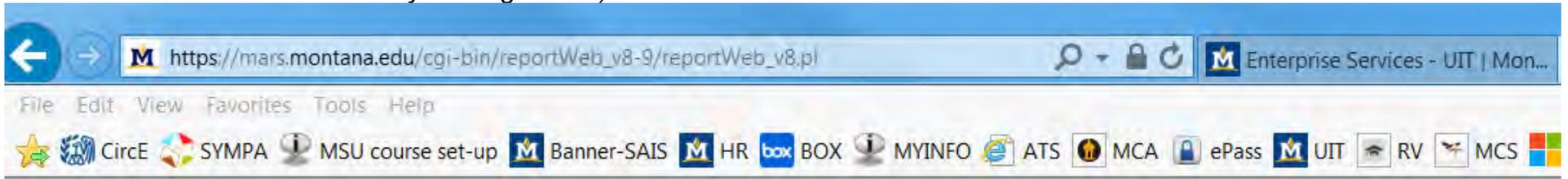
- Then choose “Banner Reports V8.9 Banner Reporting Web”.

MSU SwitchBoard v4.0

Applications Available in Your Security Profile	
Banner Reports v8.9	Banner Reporting Web

Choose "HR Dept Payrolls".

- *Payroll Earnings and Labor Distribution by Employee (This report shows you each employee and their earnings broken down by earnings code.)*



[Back to Login](#)

Banner Reports Web - (PROD)

Report Type:



Available Reports

- [90 Day](#)
- [All Employees By Org](#)
- [Compensatory Time By Organization](#)
- [Employees by Timesheet Org.](#)
- [Leave: Balances](#)
- [Payroll Earnings and Labor Distribution by Employee](#)
- [Rehire: Employee I9 Status](#)
- [Research Employees](#)
- [Time Entry Hours](#)
- [WDTE Approvers](#)



- Click on the report to run it. A box will pop up on the right asking for parameters.

[Back to Login](#)

Banner Reports Web - (MSTR)

[Back to My Apps](#)

[Report/Web Help](#)

Report Type:

HR Dept Payrolls

My Preferences

Available Reports

[Compensatory Time By Org.](#)



[Payroll Earnings & Labor Distribution by Employee](#)



Submit Report Parameters

Reports: Payroll Earnings & Labor Distribution by Employee

Email Report

Schedule It

Pict Code: 3B

Year: 3B

Payno: 4M

Organization:

Execute Report(s)

Choose "4M" for the Pict Code.

Submit Report Arguments

Reports: Payroll Earnings and Labor Distribution by Employee

Email Report

Schedule It 

Pict Code 4M ▾

Year 2013

Payno 10

Organization

File Type Unformatted/Semicolon Delimited ▾

Enter Year
Payno = month being paid
Enter your depts org number
Click Execute Report



- Your report is now running.

Report Type:
 HR Dept Payrolls

My Preferences

Available Reports

[Compensatory Time By Org.](#)



[Payroll Earnings & Labor Distribution by Employee](#)



Report(s) Have been submitted OK

Update My Listing

My Reports

Delete Select All Clear All

Delete	Print	Email	Report	Completed or Scheduled Time	Status
<input type="checkbox"/>	No	No	Compensatory Time By Org. (P1=4M,P2=432300)	04-SEP-2008 07:59:45	Done
	No	No	Payroll Earnings & Labor Distribution by Employee (P1=3B,P2=2008,P3=9,P4=432300)	04-SEP-2008 08:13:56	Running

Update My Listing

- Click the “Update My Listing” button.
- When your report is complete it will have a Status of “Done”.
- Follow the instructions for importing the report output into an excel document.

Report Type:
 HR Dept Payrolls

My Preferences

Available Reports

- [Compensatory Time By Org.](#)
- [Payroll Earnings & Labor Distribution by Employee](#)



Report(s) Have been submitted OK

Update My Listing

My Reports

Delete Select All Clear All

Delete	Print	Email	Report	Completed or Scheduled Time	Status
<input type="checkbox"/>	No	No	Compensatory Time By Org. (P1=4M,P2=432300)	04-SEP-2008 07:59:45	Done
<input type="checkbox"/>	No	No	Payroll Earnings & Labor Distribution by Employee (P1=3B,P2=2008,P3=9,P4=432300)	04-SEP-2008 08:13:58	Done

Update My Listing

