- Go to Reports Web http://www.montana.edu/uit/esg and choose "Reporting: Reports Web"

- Log in with your Banner username.

- Then choose "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.)*
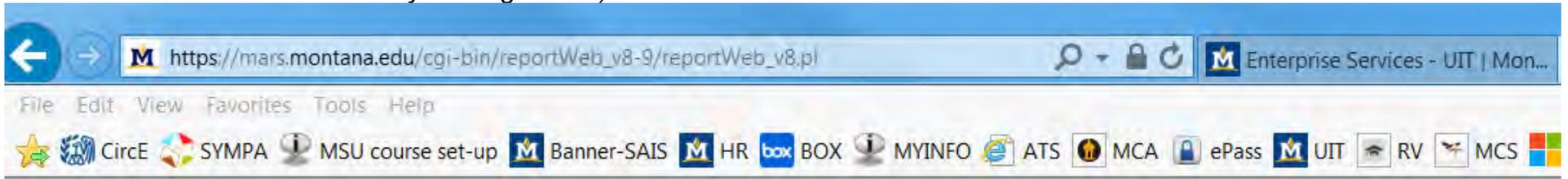
- Click on the report to run it. A box will pop up on the right asking for parameters.

Banner Reports Web - (MSTR)

Report Type:
HR Dept Payrolls ▼

My Preferences

Available Reports

Submit R   C   nents

Compensatory Time By Org.

Payroll Earnings & Labor Distribution by Employee

Reports: Payroll Earnings & Labor Distribut

☐ Email Report   ort

☐ Schedule It 🗓

Pict Code | 3B ▼
3B
Year | 4M
6B
Payno | 7M

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 ▾
	Execute Report(s)

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
☐	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.