

Departmental Employees Report – NWRDERP Instructions

This report is to find the payroll information of all employees in your Department or Unit. You will receive an email with an attached Excel Worksheet (.csv file) or you may review the output and save the file. You can re-sort the file the way you want (per your needs).

Who has access to the report?

Anyone who has access to “HR Query Forms” can run the report. Enjoy it!

Go to: NWRDERP and enter the Parameter Values:

- 01) Choose: B = Board Appointed, N = Non-Board Appointed, A = All Employees
- 02) Midlevel – Can be blank for entire university
- 03) Department (Timesheet Roll-Up Code) – Can be blank, but must have Midlevel
- 04) As of date – Can be previous date, use current date for most current information
- 05) Email output files? – “Y” (email to you) or “N” to review – (Options, Review Output)

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines:

Parameter Values

Number	Parameters	Values
01	<input type="text" value="[B]oard/[N]on-board/[A]ll"/>	<input type="text" value="A"/>
02	<input type="text" value="Midlevel"/>	<input type="text"/>
03	<input type="text" value="Department"/>	<input type="text"/>
04	<input type="text" value="As of date"/>	<input type="text" value="18-AUG-2014"/>
05	<input type="text" value="Email output files?"/>	<input type="text" value="Y"/>

Updated as of: April 26, 2016

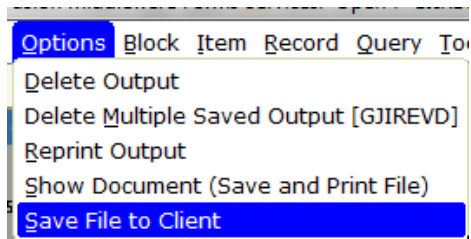
Instructions on how to import into Excel follow below



Go to Review Output in Banner

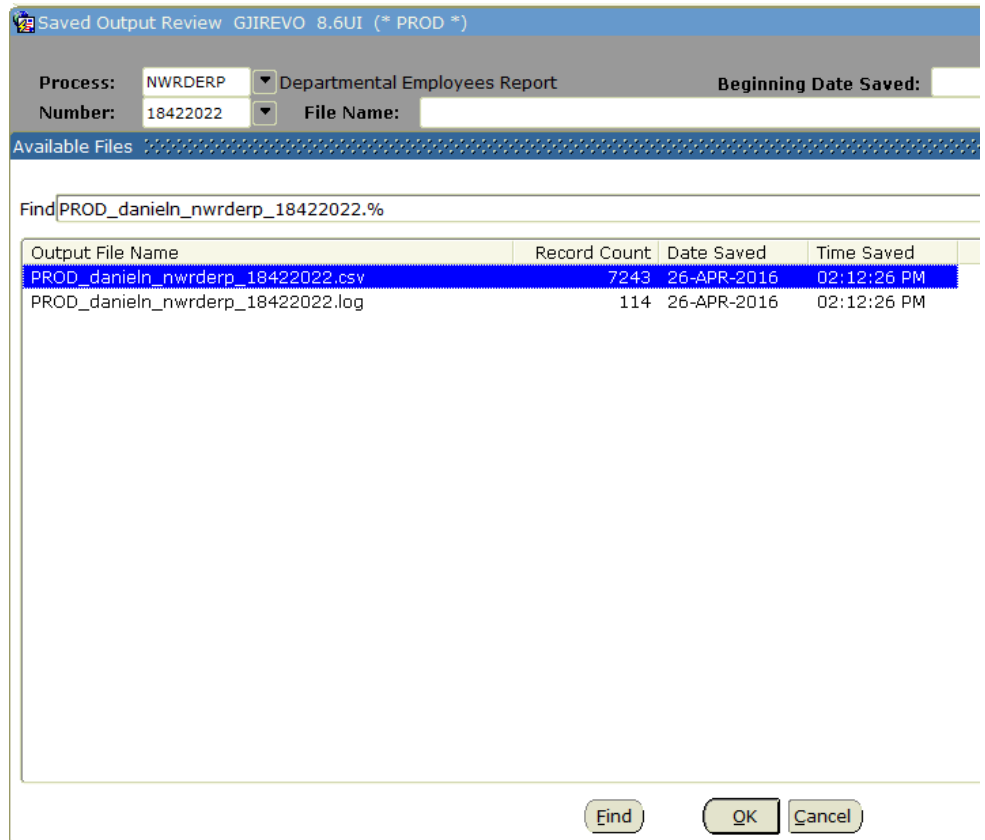
Select the .csv file

Click on Options, Save File to Client

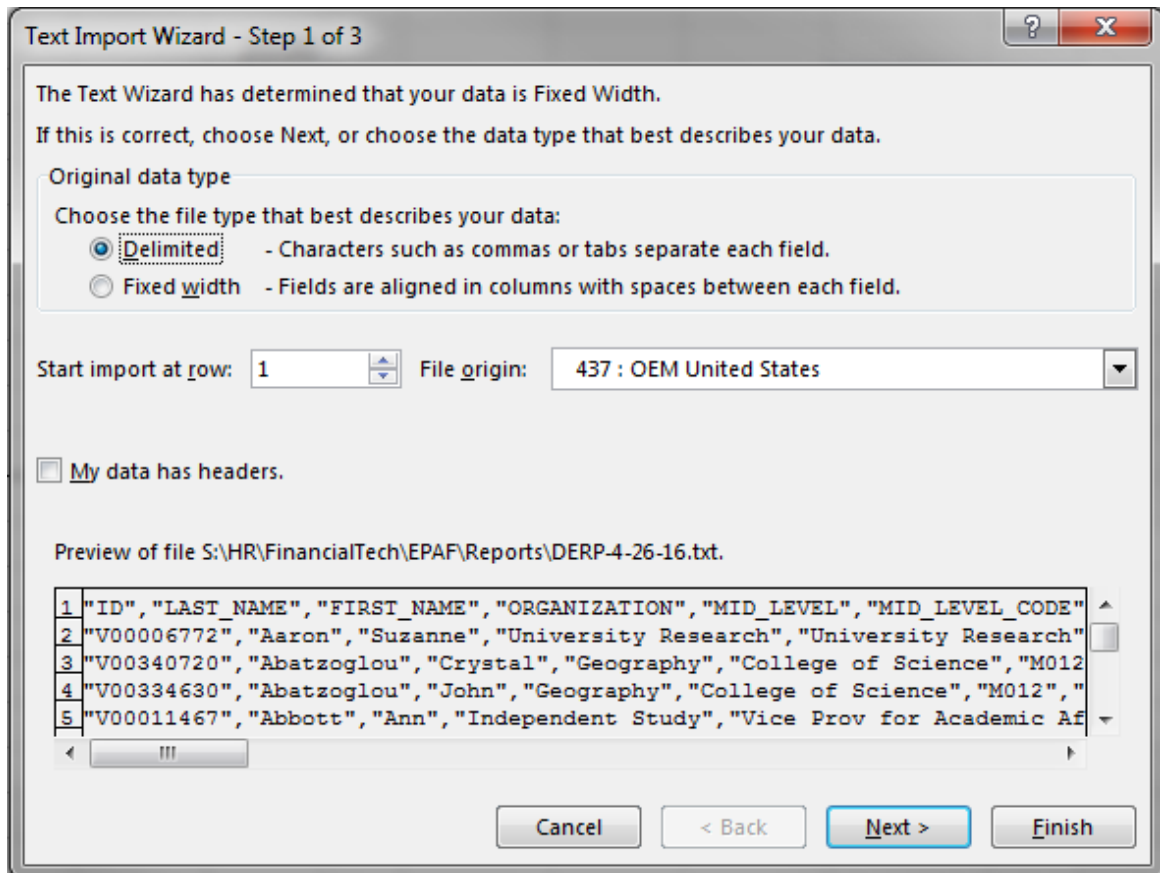


You can save as a

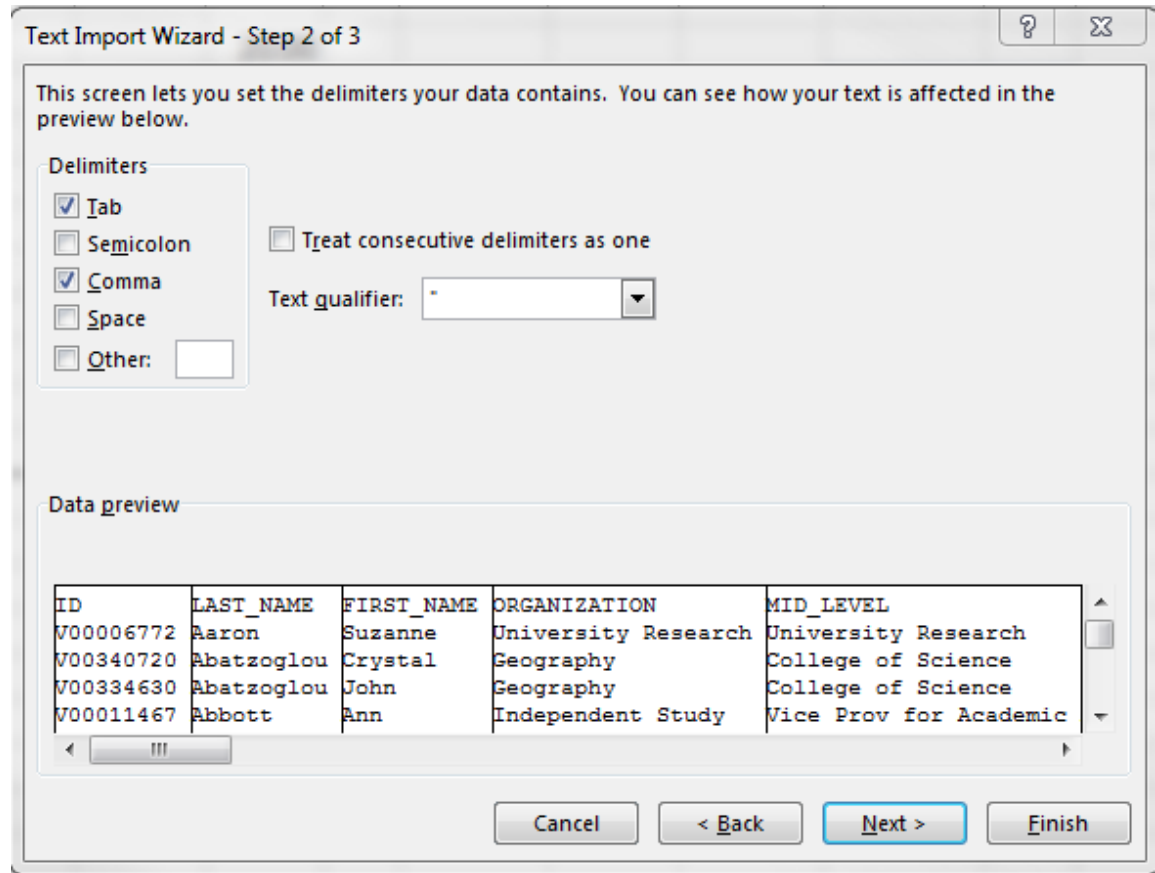
- .csv (comma delimited file) OR
- as a .txt (text file) – in case you need to modify within Excel



Open .txt file in Excel: select “Delimited for Step 1 of 3 for Text Import Wizard”



Select "Comma" in Delimiters for Step 2 of 3



Select each column and specify if "Text" as below. Hint: watch for Mid-Level, PCN, Suffix and Timesheet Orgn (TS_ORGN) as they should all be text, not Numbers. Hit "Finish" and you have a spreadsheet.

