

"Did you know..."

Banner eprint report PZRHRPT provides you information on who is getting paid what amount each pay period. You can view the report for biweekly, monthly, and supplemental pay. The banner eprint report is in the HR OSU Production repository. Once you select the drill then you will see the listings for JB, JM, and JX.

The report typically is uploaded to eprint once the payroll department has finalized the pay period. You can find the payroll schedules at <https://payroll.okstate.edu/schedules-deadlines> if needed. It is my understanding that Cecilia sends out a reminder when the reports are available, however you don't have to wait on her email to check the reports.

The business office staff highly recommend that you check the reports for accuracy. Doing so can allow for an issue to be resolved in a timely manner and make for less work in the long run. The March monthly report should be out soon and the biweekly report toward the end of next week.

Note: Per Teresa Reedy, the monthly amount listed for faculty is the amount AFTER deferral.

If you have any questions, comments, concerns about the report, how to access it, or otherwise, please contact either Cecilia, Teresa, or myself.

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