



Timekeeper Job Aid – Running the Earnings History Report

The instructions below provide steps to run the Earnings History Report for one or more employees.

Step 1 - Navigate to [UMass Boston HR Direct](#)

Step 2 - Select the "Log in to HR Direct Button".

Step 3 - Enter your user id and password.



One-Stop Shop for Personal Information

Access your paycheck, tax forms, time entry and more.

Login to HR Direct

Step 4 - When prompted to sign in to a campus, select "**Boston**".

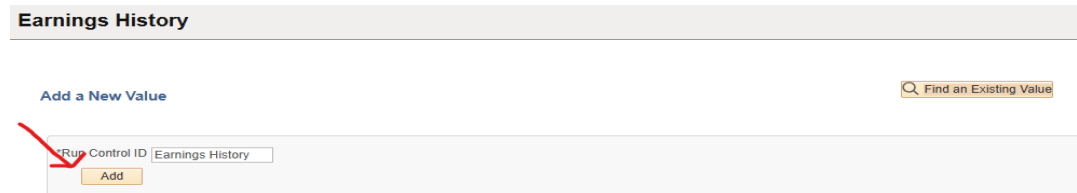
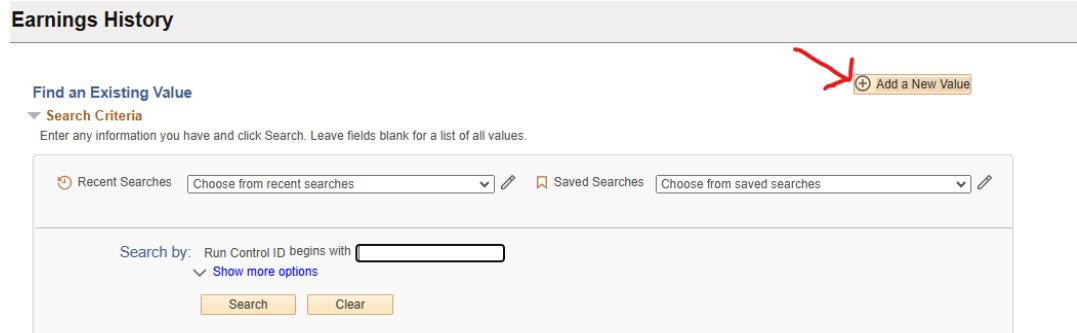
A screenshot of the University of Massachusetts sign-in page. At the top, it says 'University of Massachusetts' with a logo and the text 'Amherst - Boston - Dartmouth - Lowell - Medical - Law - Online'. Below that, it says 'PRE-PRODUCTION'. The main heading is 'Sign in with'. There are seven buttons for different campuses: Boston (highlighted in yellow), Dartmouth, UITS-DEV, UMass Chan, President's Office, Lowell, and Amherst. At the bottom, there is a link that says 'Need help signing in?'.



Step 5 - From the main menu, type “Earnings History” in the search menu bar and select the magnifying glass.



Step 6 - If you have not set up a Run Control ID previously, create one by selecting the “Add a New Value” tab. The name of the run control you create should have “Earnings History” as the title name. Select the “Add a New Value” button in the upper right corner.





Step 7 - If you have previously set up a Run Control ID, select the “Search” button and select the name of the run control you set up.

Earnings History

Find an Existing Value

[+ Add a New Value](#)

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Search by: Run Control ID begins with
[Show more options](#)

▼ Search Results

16 results

Run Control ID	Language Code	
MASS_SICK	English	>
NEEDS_APPROVAL	English	>
PFM_Ded_Not_Taken	English	>
PFM_EARNINGS_HISTORY_RPT	English	>
PFM_EEs_Not_Processed	English	>
PFM_FICA_FLIP	English	>
PFM_PAYROLL_ERROR_MESSAGES	English	>
PFM_Predist_Audit	English	>
PFM_Presheet_Audit_Rpt	English	>
PFM_TIME_AND_LABOR_AUDIT	English	>



Step 8 - At the Report Parameters screen, enter the beginning date into the “**From Date**” field. Enter the end date into the “**Thru Date**” field. Enter the employee id into the “**Employee ID**” field as well as the employee record (if applicable) into the “**Employee record**” field. If entering more than one employee for the same date range, you can select the plus sign button to the right. To remove rows, you can select the minus sign button to the right. When everything is entered, select the “**Run**” button.

Earnings History

Earnings History

Run Control ID PFM_EARNINGS_HISTORY_RPT Report Manager Process Monitor **Run**

Report Parameters

From Date 09/01/2024

Thru Date 08/31/2025

Find | View All First 1 of 1 Last

*Employee ID	Empl_rcd	
10216211	8	<input type="button" value="+"/> <input type="button" value="-"/>

Save Return to Search Previous in List Next in List Notify Add Update/Display



Step 9 - At the Process Scheduler Request screen, click the down arrow under “**Format**” and select “**PDF.**” Select the “**OK**” button.

Process Scheduler Request

User ID 10275705 Run Control ID PFM_EARNINGS_HISTORY_RPT

Server Name [] Run Date 12/04/2024 []
Recurrence [] Run Time 3:54:08PM [] [Reset to Current Date/Time]
Time Zone [] []

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Earnings History	UMPAY711	SQR Report	Web	PDF	Distribution

OK Cancel

- CSV
- HP
- HTM
- LP
- PDF
- PS
- SPF
- XML

Step 10 - Back at the “**Report Parameters**” screen, select the “**Process Monitor**” link.

Earnings History

Run Control ID PFM_EARNINGS_HISTORY_RPT Report Manager Process Monitor Run

Process Instance: 4355348

Report Parameters

From Date 09/01/2024 []
Thru Date 08/31/2025 []

Find | View All First 1 of 1 Last

*Employee ID EmpL_rcd
10216211 [] 8 []

Save Return to Search Previous in List Next in List Notify Add Update/Display



Step 11 - At the View Process Request screen, type your employee number into the **User ID** field if it is not there. Adjust the dates retroactively which you want to go back to. Keep selecting the **Refresh** button until you see “**Success**” under **Run Status** and “**Posted**” under **Distribution Status**. Select the “**Actions**” link next to the report name and select “**View Log/Trace.**”

Process Monitor

Process List Server List

View Process Requests

User ID: 10275705 Type: Last 30 Days Refresh Clear Reset Save On Refresh Report Manager

Server: Name: Instance: Range

Run Status: Distribution Status: Save On Refresh Report Manager

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	4355348		PFM_EARNINGS_HISTORY_RPT	SQR Report	UMPAY711	10275705	12/04/2024 3:54:08PM EST	Success	Posted	Details	Update Process > Details Parameters Message Log View Log/Trace
<input type="checkbox"/>	4353690		PFM_EEs_Not_Processed	SQR Report	PAY010	10275705	12/03/2024 9:59:41AM EST	Success	Posted	Details	
<input type="checkbox"/>	4353687		PFM_PAYROLL_ERROR_MESSAGES	SQR Report	PAY011	10275705	12/03/2024 9:58:10AM EST	Success	Posted	Details	
<input type="checkbox"/>	4353686		PFM_Predist_Audit	SQR Report	HPCA010	10275705	12/03/2024 9:53:57AM EST	Success	Posted	Details	

Step 12 - At the View Log/Trace screen, click on the pdf version of the report. The report will open, and you will see the details. Please be advised, there may be multiple pages to the report.

View Log/Trace

Report

Report ID: 4879299 Process Instance: 4355348 Message Log
Name: UMPAY711 Process Type: SQR Report
Run Status: Success

Earnings History

Distribution Details

Distribution Node: DEFAULT Expiration Date: 12/04/2025

File List

Name	File Size (bytes)	Datetime Created
SQR_UMPAY711_4355348.log	2,396	12/04/2024 3:58:31.986928PM EST
umpay711_4355348.PDF	4,616	12/04/2024 3:58:31.986928PM EST
umpay711_4355348.out	11,891	12/04/2024 3:58:31.986928PM EST

Distribute To

Distribution ID Type: Distribution ID
User: 10275705

Return