

## Frequently Used Payroll Queries

### MTL GROSS PAY BY EMPL MTL GROSS PAY BY GROUP

Gross pay: Will show you all that was paid to the employee or group of employees no matter which short code or dept id they were paid from. So it's like a total picture of their pay for that pay period. You can also use these to see off-cycle/correction checks and reversals. Pay end dates are every Thursday.

### MTL LEAVEBY PLANTYPE STATICGRP MTL LEAVE BAL BY PLAN

Leave usage history by static group and by EMPL ID, enter a range of dates and plan type you want to see.

### MTL LEAVE ACCRUAL BY EMP MTL LEAVE ACCRUAL BY GRP

Gives current balances for a particular plan type you choose, helpful for getting balances before reporting time so there is no over reporting of leave balances

### MTL LVE BAL BY EMPL MTL LVE BAL STATIC GRP

Gives current balances for all plan types

### MTL NOT ON PAYABLE EMPL MTL NOT ON PAYABLE GROUP

To check if someone DOES NOT have payable time for a particular pay period

### MTL NOT ON RPTD TIME GROUP

To check if someone DOES NOT have reported time for a particular pay period

### MTL PAYABLE TIME DUR EMPL MTL PAYABLE TIME DUR GROUP

Use these when you want to see all payable time for a range of dates no matter when it processed through payroll. Includes prior period adjustments done for a later pay date.

### MTL PAYABLE TIME EMPL MTL PAYABLE TIME GROUP MTL PAYABLE TIME QTY EMPL MTL PAYABLE TIME QTY GROUP

Use these when you want to see payable time that processed through during a particular pay period but not what was processed after that payroll, so no prior period adjustments that were processed after the payroll ran. Use QTY queries to just get totals of each TRC.

### MTL RPTD TIME EMPL MTL RPTD TIME GROUP MTL RPTD TIME QTY EMPL MTL RPTD TIME QTY GROUP

Use these when you want to see all the reported time that was entered for a particular pay period, either by day or by QTY

### MTL RPTD TIME VS STDHRS BW

To check whether the reported time is equal to standard hours.

### MTL ZMAIS AUDIT RPTD TIME MTL ZMAIS AUDIT RPTD TIME DUR

Use these when you want to investigate who reported hours and when. This is the same concept with the DUR and not DUR as with the payable time queries above.