JOB NAME  

ZHRSQ10P

DESCRIPTION

Quarterly Recon and DETR Reports

| JS05 | PP59  | Quarterly recon and wage reports |
| JS10 | PP59M | Quarterly file creation          |
| JS15 | PP59T | Quarterly report                 |
| JS25 | I RXJCL | Send e-mail to ATS Ops for upload |

JCLSKEL  

JQ10

FREQUENCY  

Quarterly

SEQUENCE  

Run following 2nd Classified calc at quarter end except 4th Qtr (see Special Instructions)

SPEC CARD  

SPY5901S available at LRPF screen of Q10

CHANGES  

Column 11: quarter number - 1, 2, 3, or 4.  
Column 12-15: 4 digit reporting year e.g.: 1997.  
Column 16: organization sort option blank = sort by organization; N = don’t.  
Column 17: employee sort option N = name; S = social security number; blank = id.  
Column 18: detail list option Y = print details; blank = don’t.  
Column 19-20: current or prior year - enter ’00’ with the following exception: for fourth quarter reporting, enter ’04’ only if the 04 shadow segments have been created prior to running this job. See HRS Applications Staff for clarification.

CHANGES  

Substitution codes at LRSB

EMAILOP email address for Payroll

UNLV.PAYROLL@UNLV.EDU

EMAILOPC email address for Payroll - overflow

SPEC CARD  

SPY59M1S

CHANGES  

None

SPEC CARD  

SPY59T1S

CHANGES  

None

RECOVERY  

Re-run
OUTPUT

JOB STEP - JS05
RPT NAME - Federal Recon Report
REPORT NUMBER - PAYR250

JOB STEP - JS05
RPT NAME - State Recon Report
REPORT NUMBER - PAYR251

JOB STEP - JS05
RPT NAME - Qtrly Exception Listing
REPORT NUMBER - PAYR254

JOB STEP - JS05
RPT NAME - Qtrly Detail Listing
REPORT NUMBER - PAYR255

JOB STEP – JS10
RPT NAME – Magnetic Tape Checklist
REPORT NUMBER – PAYR260

JOB STEP – JS15
RPT NAME – Magnetic Tape Control Report
REPORT NUMBER - PAYR262

JOB STEP – JS25
RPT NAME – Payroll DETR report notification
REPORT NUMBER - N/A

DISTRIBUTION

WEB
/HRS/BCS/PAYROLL/QRTLY/QTRTOT
HRSNP204

PAYROLL
/HRS/BCS/PAYROLL/QRTLY/QTRTOT
HRSNP204

PAYROLL
/HRS/BCS/PAYROLL/QRTLY/QTREXC
HRSNP202

PAYROLL
/HRS/BCS/PAYROLL/QRTLY/QTRDET
HRSNP201

PAYROLL
/HRS/BCS/PAYROLL/QRTLY/QTRTOT
HRSNP204

PAYROLL
/HRS/BCS/PAYROLL/QRTLY/QTRTOT
HRSNP204

EMAIL
SENDMAIL
addr update LRSB "EMAILOP"

SPECIAL INSTRUCTIONS

Coordinate 4th Quarter run date with payroll manager / HR Applications staff.