

# PeopleSoft Financials' higher education and non-Workday alpha lists user guide

## Overview

This document is designed to show how to load payroll information for higher education and non-Workday entities. This information is then used for transparency (OpenBooks/OpenGov) and FTE reporting.

## Procedure

**Step 1.** Log into PeopleSoft Financials. Navigate to the OK Custom Processes > Higher Ed > HE/Non-Workday Alpha List (Figure 1).



Figure 1. PeopleSoft Financials Non-Workday Alpha List location.

**Step 2.** Find or add a Run Control (Figure 2).

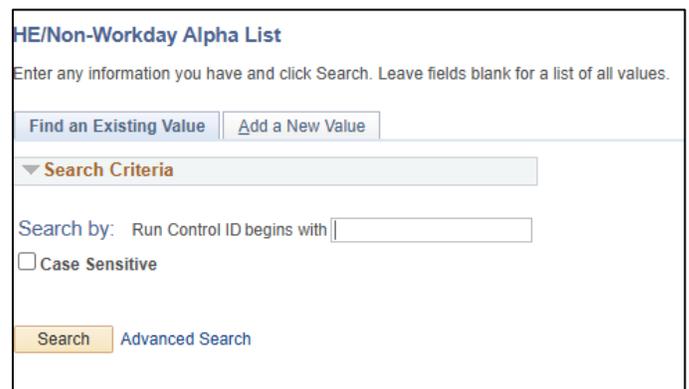


Figure 2. HE/Non-Workday Alpha List search

**Step 3.** Fill in the following fields on the Run Control (Figure 3).

**A.** File type.

- i. Select the agency number from the list.

**B.** End date.

- i. Enter the month end date for the reporting period being processed.

**C.** Number of pay periods.

- i. The number of unique “pay dates” on the input file for a biweekly employee.
  - a. Pay frequency = ‘B’
- ii. If there are two unique pay dates, then the value is ‘2’. If there are three unique pay dates, the value is ‘3’.

**D.** File name.

- i. Select the **Load File** button and select the file to be uploaded.

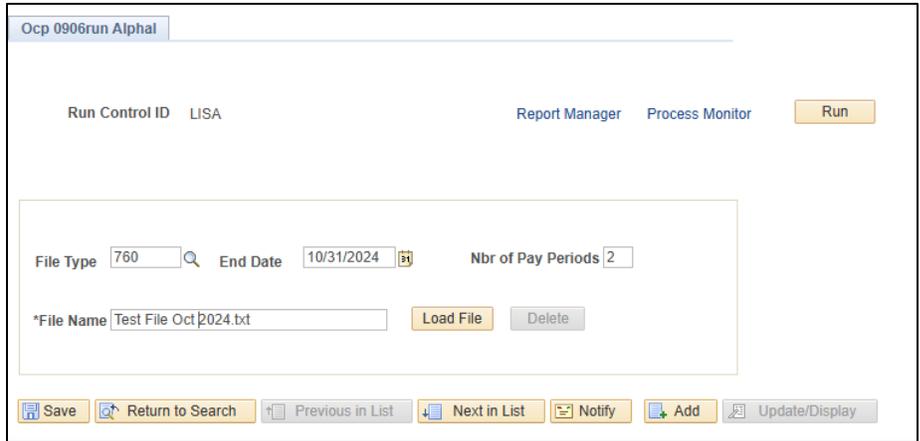


Figure 3. Run Control panel.

**Step 4.** Once all parameters have been completed, select the **Run** button and then select **OK**.

**Step 5.** Select the **Process Monitor** button and then **Refresh** button until the Run Status reads **Success**. Select the **Actions** button and then the **View Log/Trace** (Figure 4).

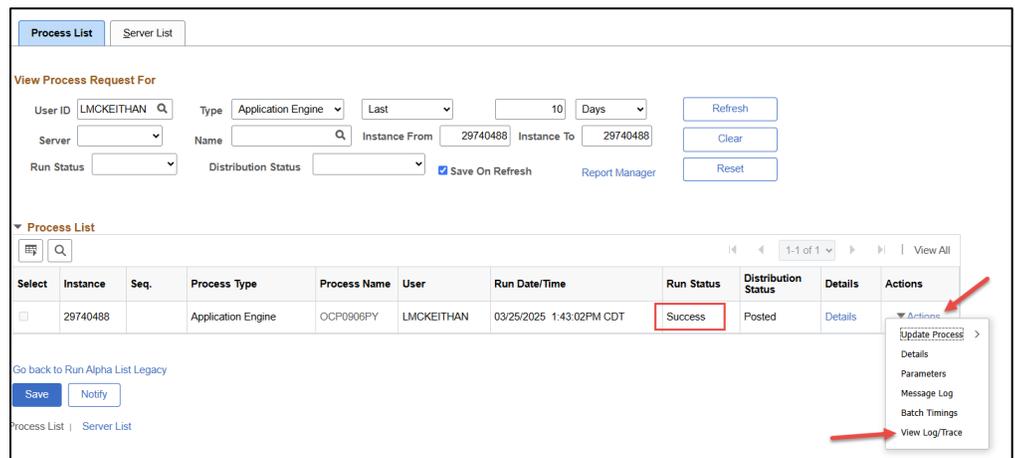


Figure 4. Processes list.

**Step 6.** Validate the results through the text file produced titled **ALPHA\_LIST\_RESULT.TXT**. This file will provide feedback on the job including run parameters selected and the number of records processed (Figure 5).

```
Legacy Alpha List: 2025-03-25
Agency: 760
Reporting Period: 10/31/2024
Process Instance: 29740488
Run Control ID: LISA

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0 RECORDS REJECTED
10747 RECORDS SUCCESSFULLY WRITTEN TO STAGING AREA

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0 RECORDS TO BE DELETED FROM ALPHA LIST.
0 RECORDS TO BE WRITTEN TO BACKUP FILE.
BOTH SHOULD BE ZERO IF THIS IS THE FIRST TIME THIS PAYROLL HAS BEEN REPORTED.

INSERTING ALPHA LIST RECORDS ...
10747 RECORDS INSERTED INTO ALPHA LISTING

*** FTE REPORTING - INSERTED DATA INTO OCP0033BD_HRS AND OCP0033BD_FTE
End Processing ...
```

*Figure 5. End result text file.*