

## Reading the PZHRPT

The PZHRPT is run to ePrint after each payroll. If you do not have access, please contact IT and request access to the report.

The PZHRPT reports the hours and wages for each employee paid on the payroll by organization code (department).

| DATE RUN: 17-AUG-2026<br>TIME RUN: 16:38:11<br>Pay ID : 2025-JM-09<br>ORGN_CODE: 100001 - OSU/A&M Board of Regents |      | OKLAHOMA A&M BOARD OF REGENTS PRODUCTION SYSTEM<br>PAYROLL REPORTING SYSTEM<br>EMPLOYEE HOURS REPORT 2025-JM-09 |                                |     |     | PROGRAM: PZHRPT<br>PAGE: 1<br>INSTITUTION: OSU |        |       |          |
|--------------------------------------------------------------------------------------------------------------------|------|-----------------------------------------------------------------------------------------------------------------|--------------------------------|-----|-----|------------------------------------------------|--------|-------|----------|
| EMP ID                                                                                                             | NAME | POSN-SUFF                                                                                                       | DESCRIPTION                    | SFT | CT  | EARN_CODE                                      | HOURS  | RATE  | AMT      |
| A11                                                                                                                |      | 450011-00                                                                                                       | Office Manager/Exec. Assist. 1 | P   | 010 | - RegMnth                                      | 165.33 | 40.39 | 6,676.92 |
|                                                                                                                    |      | 450011-00                                                                                                       | Office Manager/Exec. Assist. 1 | P   | 150 | - Holiday                                      | 8.00   | 40.39 | 323.08   |
|                                                                                                                    |      |                                                                                                                 |                                |     |     |                                                | 173.33 |       | 7,000.00 |
| A20                                                                                                                | G    | AS7514-00                                                                                                       | Deputy Director of Public Poll | P   | 010 | - RegMnth                                      | 165.33 | 40.39 | 6,676.92 |
|                                                                                                                    |      | AS7514-00                                                                                                       | Deputy Director of Public Poll | P   | 150 | - Holiday                                      | 8.00   | 40.39 | 323.08   |
|                                                                                                                    |      |                                                                                                                 |                                |     |     |                                                | 173.33 |       | 7,000.00 |
| A20                                                                                                                | N    | 450020-00                                                                                                       | Executive Administrative Assil | P   | 010 | - RegMnth                                      | 165.33 | 25.72 | 4,252.56 |
|                                                                                                                    |      | 450020-00                                                                                                       | Executive Administrative Assil | P   | 150 | - Holiday                                      | 8.00   | 25.72 | 205.77   |
|                                                                                                                    |      |                                                                                                                 |                                |     |     |                                                |        |       |          |

The report lists the shift code which can be helpful in determining the origin of the hours reported.

### Shift Codes:

1-9 – Regular Banner Timesheet (biweekly) or Default Earnings (monthly)

A B C - Not yet assigned

D E F – Department spreadsheet uploads (Athletics, tips, estimated time spreadsheets, taxable benefits, etc.) Supported in the department.

G H – Replicon Timesheets

I J – O’Colly Time

K L – Terminal Annual Leave Payout

M N O – Manual adjustments during payroll processing and individually.

P Q R – Payroll SS uploads (paper ENPs, PPAs, etc.) we have the supporting documentation.

S T – Not Yet Assigned

U V W – UKG

X Y Z – not yet assigned

The report also lists the contract type (CT) which may be helpful when reviewing faculty 13-month limitations.

#### Contract Types:

P=Primary

S=Secondary

O=Overload

When reviewing the report, you should look at:

#### All employees:

- Employee pay rates are as expected.
- Miscellaneous pay is correct and expected (i.e. taxable benefits, allowances like moving or auto, settlements, etc.)
- Terminal annual leave is included for employees whose final regular pay was in the prior pay period.

#### Monthly paid employees:

- Salaries are as expected and comparable to prior month salaries.
- Hours are reflective of employees' FTE.
- ENP EPAF payments (indicated with a Z# suffix) are paid as expected.
- Terminated or new hires are on the report for less than 173.33 hours.
- Additive pay (non-numerical and non-Z# suffixes) is paid for the correct amount for 1 hour (except for S# suffixes which are paid at 173.33 hours times FTE).
- Faculty pay does not violate the 13-month rule.

#### Bi-Weekly paid employees:

- Timesheet hours are as expected.
- Hours are reflective of employees' FTE. This is especially important for student workers that are exempt from FICA (Social Security and Medicare) taxes. This exemption is only available to part-time students.
- Overtime/Compensatory Time Earned is as expected and approved.