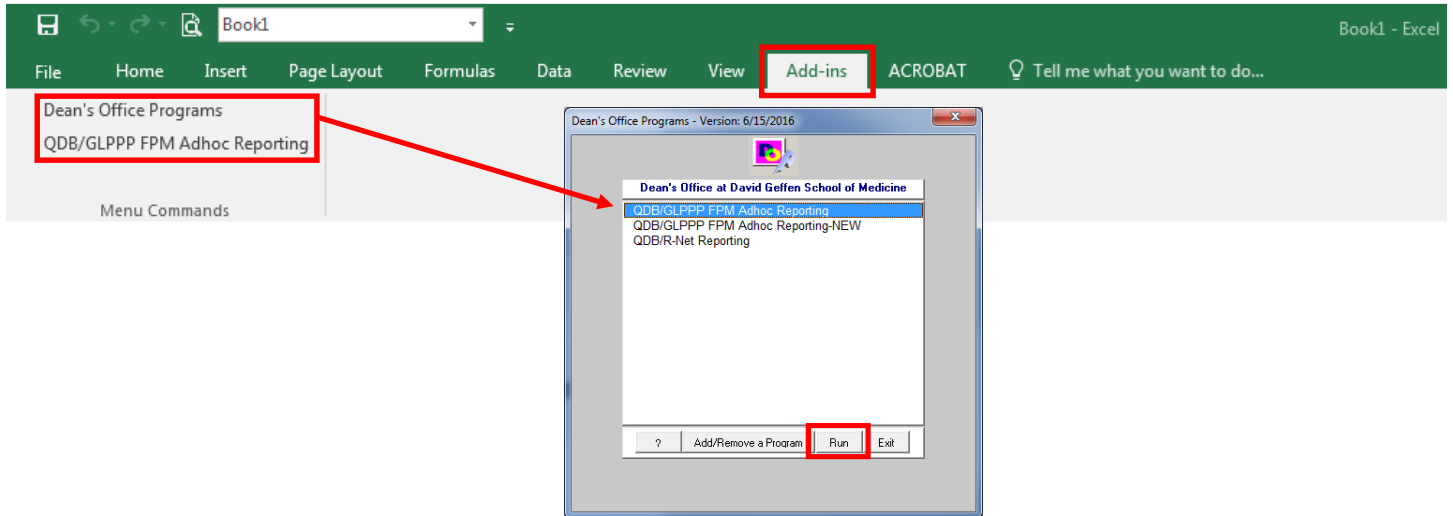# HOW TO DOWNLOAD/RUN ZEE PAID REPORT
*Created April 17, 2017*
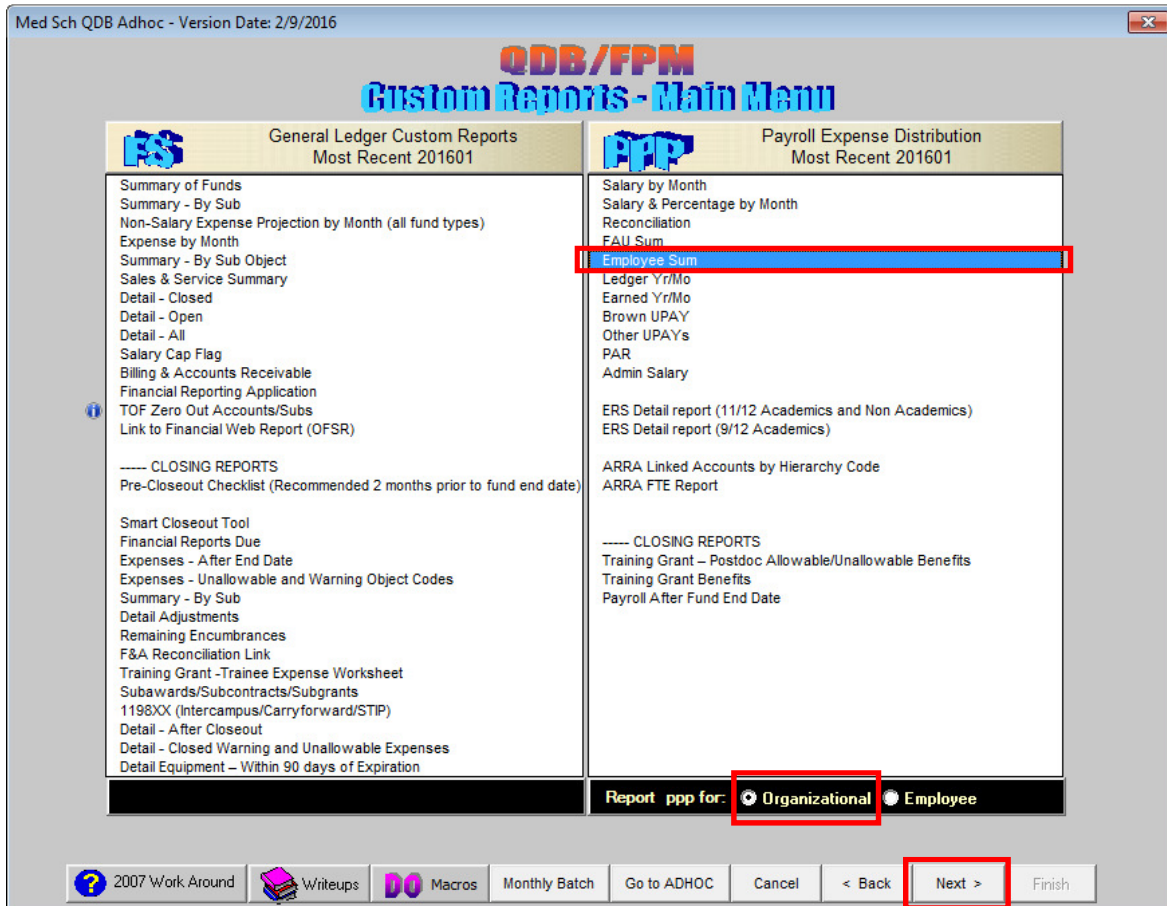
To enter z paid into the LAY, you'll need to reference your Zee request and run a QDB download.

## STEPS
Open Excel → go to Add-Ins → Dean's Office Programs → QDB/GLPPP FPM Adhoc Reporting → Click Run



From the PPP side of the menu → Employee Sum → Report ppp for: Organizational → Click Next

Enter your Division's 4 digit Department Code → Leave rest default asterisk "*" & all Staffing Groups checked ✓ → Click Next



Enter DOS code **ZDN** → click Next

For period, you can run it by quarter or YTD. It's really whatever best suits your needs (i.e. if you want to see what's been paid to date or what was paid in the last quarter). Once you've selected your period, run by **Date Source: Ledger Year/Month (paid)** → Click Next → Click Finish



Sample report below:

| PAYROLL: EMPLOYEE SUM ALL-ALL-ALL  PAID  FROM JANUARY 2017 TO MARCH 2017  Date: 04/17/2017 | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Employee Name | Employee ID | Led YM | Earned Date | Fund | Account | CC | Sub | Project | Object | DOS | Title Code | Time | H % | Pay Rate | Gross Earnings | Total Benefits | Total Pay | Trf Ind |
| | | 201703 | 12/31/16 | 62165 | 401028 | 1A | 02 | | 1031 | ZDN | 1732 | 0.0000 | % | 79,650.00 | 79,650.00 | 7,216.31 | 86,866.31 | Y |
| Employee Name BRUIN, JOSEPH | | | | | | | | | | | | | | | 79,650.00 | 7,216.31 | 86,866.31 | |
| | | 201703 | 12/31/16 | 62165 | 401028 | 1A | 02 | | 1031 | ZDN | 1454 | 0.0000 | % | 62,500.00 | 62,500.00 | 5,662.50 | 68,162.50 | Y |
| Employee Name BRUIN, JOSEPHINE | | | | | | | | | | | | | | | 62,500.00 | 5,662.50 | 68,162.50 | |
| | | 201703 | 12/31/16 | 62165 | 401028 | 1A | 02 | | 1031 | ZDN | 1733 | 0.0000 | % | 31,525.00 | 31,525.00 | 2,856.17 | 34,381.17 | Y |
| Employee Name CRUISE, THOMAS | | | | | | | | | | | | | | | 31,525.00 | 2,856.17 | 34,381.17 | |
| Employee Name Grand Total | | | | | | | | | | | | | | | 173,675.00 | 15,734.98 | 189,409.98 | |