

Download Earnings Statements Report

Use this report to view or print an employee's earnings statements for multiple pay periods within the same pay year.

Related Procedures:

[Earnings and Deductions Statement](#)

[Display Payroll Results \(Payroll Results Table\)](#)

[Payroll Simulation \(Payroll Driver \(USA\)\)](#)

Related Resources:

[MyPortal](#)

[MyPortal – My Earnings Statements](#)

Authorized Roles:

[Payroll Analyst](#)

[Payroll Processor](#)

[Payroll Inquirer](#)

[Payroll Supervisor](#)

TIPS:

Earnings statements are not populated within HRMS until an employee has stored payroll results for the period. To check if an employee has stored payroll results, processors can run the [Display Payroll Results \(Payroll Results Table\)](#) report.

Employees can access earnings statements using the state of Washington's employee self-service tool, [MyPortal](#). Earnings statements within MyPortal are available for two rolling years for active employees. MyPortal accounts will remain active for 30 days after separation to allow employees to retrieve final earnings statements.

Step 1

Enter transaction code ZHR_RPTPY711DL in the command field and click the Enter button.



Step 2

Complete the Employee and Period Selection Options section.

The following fields are required:

- Personnel Number
- Pay Year (YYYY)

The following field is optional:

- Pay Period (01, 02 etc)

Employee and Period Selection Options		
Personnel Number	<input type="text" value="581367"/>	
Pay Year (YYYY)	<input type="text" value="2024"/>	
Pay Period (01,02 etc)	<input type="text"/>	to <input type="text"/>
		<input type="button" value="→"/>

TIPS:

The Period section will determine the time period of the employee data that will display in the results.

The Pay Year (YYYY) field will default to the current year but can be changed to a different year.

You can narrow your search by entering specific pay periods within the same calendar year in the Pay Period field.

Step 3

Complete the Further Selections Options section.

The following fields are optional:

- Business Area
- Personnel Area
- Personnel Sub Area
- Org Unit
- Org Key

Further Selection Options (Optional)		
Business Area	<input type="text"/>	to <input type="text"/>
Personnel Area	<input type="text"/>	to <input type="text"/>
Personnel Sub Area	<input type="text"/>	to <input type="text"/>
Org Unit	<input type="text"/>	to <input type="text"/>
Org Key	<input type="text"/>	to <input type="text"/>
		<input type="button" value="→"/>

TIPS:

The Selection Criteria section will assist in getting only the information needed. A selection is not required for each field.

Additional fields can be added to the Selection Criteria section using the Selection Fields button.

Step 4

Complete the SORT Payroll Periods section.

Select one of the following radio buttons:

- Latest Period First
- Oldest Period First

SORT Payroll Periods

- Latest Period First
- Oldest Period First

TIPS:

The SORT Payroll Periods section determines the order in which results are displayed. The default setting will show the most recent earnings statements first.

Step 5

Complete the Run Options section.

Select one of the following radio buttons:

- Test Mode – Recommended
- Display Earnings Statements
- Save All Prds in 1 PDF File
- Save 1 Period per PDF File
- Save 1 Period per HTML file

The following field is conditional:

- Save to Folder

The following field should not be changed from the default:

- Prefix this txt to file names

Run Options (Note: Do not execute in Background mode)

- Test Mode - Recommended
- Display Earnings Statements
- Save All Prds in 1 PDF File
- Save 1 Period per PDF File
- Save 1 Period per HTML file

Save To Folder

Prefix this txt to file names

PayStubs

TIPS:

The Run Options section determines the format of the report results.

We recommend that you keep Test Mode as the default when running the report. This option will list all earnings statements that you are authorized to view for the selected pay year.

The default setting can be changed to one of the following output options:

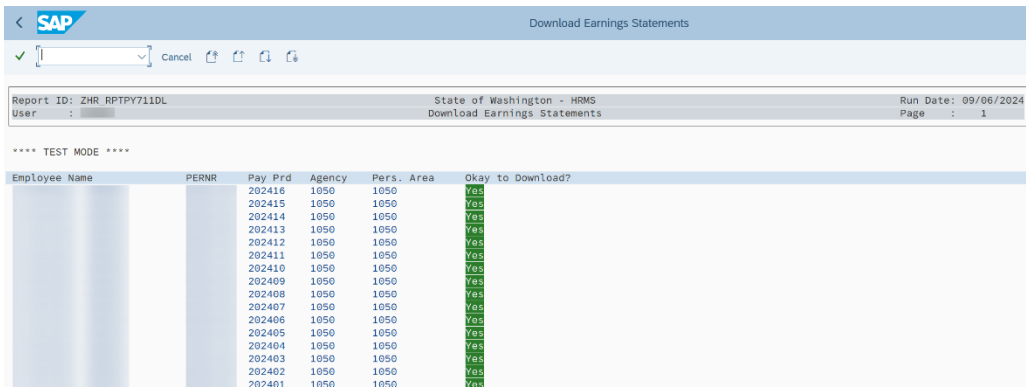
- Display Earnings Statements: select this option to view report results for all pay periods in full detail.
- Save All Prds in 1 PDF File: select this option to save the report results for all pay periods in a single PDF file.
- Save 1 Period per PDF File: select this option to save the report results for each pay period as a separate PDF file.
- Save 1 Period per HTML File: select this option to save the report results for each pay period as a separate HTML file.

In the Save to Folder field, enter the file path where you want to save the file to your computer. You can also click Match Code to search for available file locations.

Step

Click the Execute button.

Sample report results if Test Mode is selected:



Report ID: ZHR_RPTPY711DL State of Washington - HRMS Run Date: 09/06/2024
User : Download Earnings Statements Page : 1

**** TEST MODE ****

Employee Name	PERNR	Pay Prd	Agency	Pers. Area	Okay to Download?
		202416	1050	1050	Yes
		202415	1050	1050	Yes
		202414	1050	1050	Yes
		202413	1050	1050	Yes
		202412	1050	1050	Yes
		202411	1050	1050	Yes
		202410	1050	1050	Yes
		202409	1050	1050	Yes
		202408	1050	1050	Yes
		202407	1050	1050	Yes
		202406	1050	1050	Yes
		202405	1050	1050	Yes
		202404	1050	1050	Yes
		202403	1050	1050	Yes
		202402	1050	1050	Yes
		202401	1050	1050	Yes

Sample report results if Display Earnings Statements is selected:

OFFICE OF FINANCIAL MGMT
 PO BOX 43113
 OLYMPIA WA 98504-3113



STATE OF WASHINGTON
 Earnings and Deductions Statement

OLYMPIA WA 98508

Personnel #	
Payroll Date	08/26/2024
Pay Period	2024-16
Pay Period Begin	08/01/2024
Pay Period End	08/15/2024
Payroll Area	11 Semi-Monthly
Exemptions #	00
W/H Status	Single
Anniversary Date	07/25/2004
Personnel Area	1050
Location	

Total Earnings	Allowances (Added)	Mandatory Deductions (Subtracted)	Employee Deductions (Subtracted)	Adjustments (Added)	TOTAL NET PAY

Payment Type	Payment Number	Account Type	Payment Bank	Amount
Direct Deposit		Savings		
Total Net Payment				

Leave / Quota Balances	Starting	Earned	Taken	Adjusted	Ending Balance
Sick Leave		0.00	10.00	0.00	
Vacation Leave		0.00	16.00	0.00	
Personal Holiday - Shift		0.00	1.00	0.00	
Compensatory Time		0.00	0.00	0.00	
					Use before 01/01/2025

TIPS:

Columns included in the report results depend on your default layout for this report. The report layout can be changed, saved or a previously saved layout can be selected.