

# Cougar Manager - Payroll Administrators: Payroll Processing

## Notice

Always refer to the Payroll Document Schedule located on the Payroll Website ([payroll.wsu.edu](http://payroll.wsu.edu)) for pertinent dates.

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## CougarManager

1. Log in to [cougarmanager.wsu.edu](http://cougarmanager.wsu.edu) using your NID

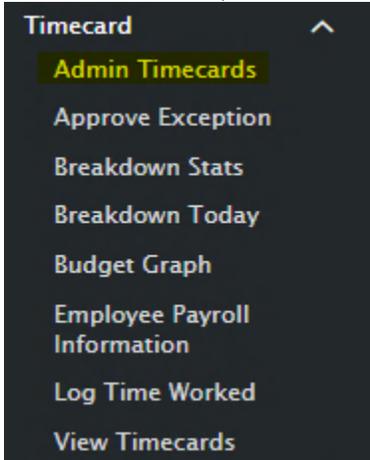
You must log in to continue

Network ID or Friend ID:

Password:

Continue

2. Under the 'Timecard' tab, click 'Admin Timecards'



3. Any timecards listed under INCOMPLETE TIMECARDS are ready to be processed.

**INCOMPLETE TIMECARDS**

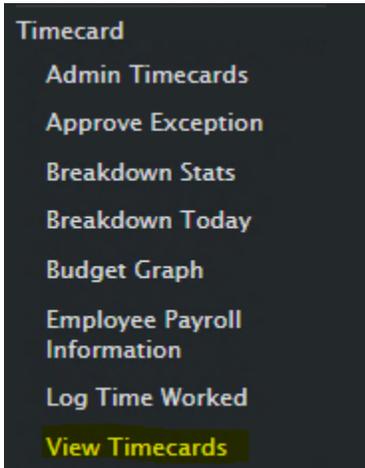
Name	Bdgt	Proj	Hours	Pay	Total	Status	View	Notes
			10/16/2016 - 10/31/2016					
Smith, John 011111111	1111	0015	40.02	\$9.47	\$378.99	<input type="checkbox"/> Complete	<a href="#">View</a>	<a href="#">Add</a>
Doe, Jane 011111112	1111	0015	56.70	\$9.47	\$536.92	<input type="checkbox"/> Complete	<a href="#">View</a>	<a href="#">Add</a>

4. Any timecards listed under UNSIGNED TIMECARDS – Supervisor needs to be contacted to approve the timecard.

**UNSIGNED TIMECARDS**

Name	Bdgt	Proj	Hours	Pay	Total	Status	View	Notes
Cruise, Tom 011111113	1111	0003	41.39	\$9.47	\$391.96	<input type="checkbox"/> Complete	<a href="#">View</a>	<a href="#">Add</a>
Hanks, Tom 011111114	1111	0003	27.54	\$9.47	\$260.80	<input type="checkbox"/> Complete	<a href="#">View</a>	<a href="#">Add</a>

5. Click on View Timecards



6. Click on the middle button "Hide cards Employees have signed"

Pay Period View period ranging from: 10/16/2016 - 10/31/2016 ▼

Show cards without time.

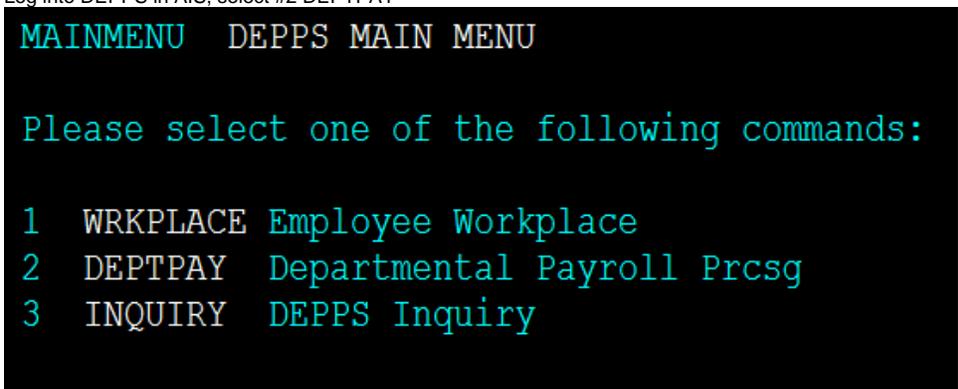
**Hide cards Employees have signed**

Hide cards Supervisors have signed

7. Send an e-mail to each employee (copying the supervisor) to inform them that timecards are due and that they need to submit their timecard.  
8. Once all timecards are listed under INCOMPLETE TIMECARDS, hours are ready to be entered into Positive Pay.

## Positive Pay

1. Log into Cougar Manager
2. Log into DEPPS in AIS, select #2 DEPTPAY



- Select #1 PPAYENT

```

DEPTPAY  DEPARTMENTAL PAYROLL PROCESSING

Please select one of the following commands:

1  PPAYENT  Positive Pay Time Entry
2  PPAYQID  Positive Pay Query by ID
3  PPAYDNL  Positive Pay Time Download
4  PEARCERT PEAR Certification
5  PEARQID  PEAR Query by ID
6  PEARDNL  PEAR Download
  
```

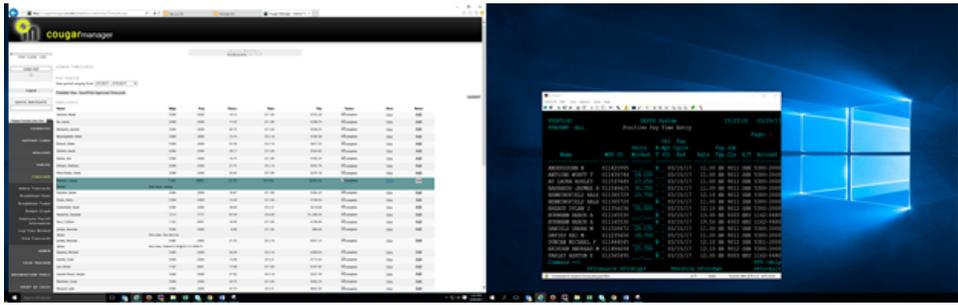
- Place an x in the ALL Accounts box and press F1

```

Select ALL Accounts x or select ONE Account (A) or
ONE Budget (B), then press PF1 or PF2

A Primary          Last Access
B User ID   Account   Status   User ID   Date   Time
-----
BWALTHE    1162-0001  Complete BWALTHE   03/17/17 11:29
BWALTHE    1162-8440  Complete BWALTHE   03/17/17 11:29
BWALTHE    1213-7777  Complete BWALTHE   03/17/17 11:29
BWALTHE    1238-2000  Complete BWALTHE   03/17/17 11:29
BWALTHE    5380-2000  Complete BWALTHE   03/17/17 11:29
BWALTHE    5381-2000  Complete BWALTHE   03/17/17 11:29
  
```

- Begin entering hours for each employee into Positive Pay. If employee does not have a timecard for current period, type an "N" into the NT column.



- Once you have entered hours in Positive Pay, click the complete box in Cougar Manager next to the employee.

EMPLOYEES	Name	Bdgt	Prjg	Hours	Rate	Pwr	Status	View	Notes
	Antoine, Wyatt	5380	2000	14.32	\$11.00	\$155.28	<input checked="" type="checkbox"/> Complete	Ytnc	Add
	Au, Laura	5380	2000	17.25	\$11.00	\$189.75	<input checked="" type="checkbox"/> Complete	Ytnc	Add
	Berardo, Jayme	5380	2000	30.75	\$11.00	\$338.25	<input checked="" type="checkbox"/> Complete	Ytnc	Add
	Benningsfield, Haley	5380	2000	13.75	\$12.10	\$166.38	<input checked="" type="checkbox"/> Complete	Ytnc	Add

- Once all hours have been entered, click the "Printable View" button in Cougar Manager and print the report.
- Hit F12, place an "X" on the Incomplete line, and hit F12 again.

9. Go back to the DEPTPAY menu in DEPPS and choose option #3 – PPAYDNLD.

```
DEPTPAY  DEPARTMENTAL PAYROLL PROCESSING

Please select one of the following commands:

1  PPAYENT  Positive Pay Time Entry
2  PPAYQID  Positive Pay Query by ID
3  PPAYDNLD Positive Pay Time Download
4  PEARCERT PEAR Certification
5  PEARQID  PEAR Query by ID
6  PEARDNLD PEAR Download
```

10. Place an x for ALL Accounts and hit F1

```
Select ALL Accounts x or select one or more accounts or all accounts
for which BWALTHE_ is primary user _ then press PF1 or PF2
```

Primary	User ID	Account	Status	Last User ID	Access Date	Access Time
X	BWALTHE	1162-0001	Complete	BWALTHE	03/17/17	11:29
-	BWALTHE	1162-8440	Complete	BWALTHE	03/17/17	11:29
-	BWALTHE	1213-7777	Complete	BWALTHE	03/17/17	11:29
-	BWALTHE	1238-2000	Complete	BWALTHE	03/17/17	11:29
-	BWALTHE	5380-2000	Complete	BWALTHE	03/17/17	11:29
-	BWALTHE	5381-2000	Complete	BWALTHE	03/17/17	11:29

11. Choose the "Document" and "Entire Connection" options and hit enter 2 times.

```
+-----+
| Download file type: |
|  x Document         |
|  _ Spreadsheet     |
|                    |
| Download method:   |
|  x Entire Connection|
|  _ FTP             |
|                    |
| ENTER = Download  PF12 = Cancel |
+-----+
```

12. Highlight the URL and copy and paste into a browser

```
*** YOUR REQUESTED DOWNLOAD DATA HAS BEEN SUCCESSFULLY CAPTURED AND STORED. ***

Download File Number: 6

Number of Records Stored: 0000086

To retrieve your data, please cut and paste the following
JRL into your web browser and follow the instructions presented there:

https://www.wsumvsl.wsu.edu/webdown/wbbb/dfh

Then select item: DEPPS      with create time: 15:32:40

Press the "ENTER" key to return to your application.
The captured file will be automatically removed after 30 minutes.
```

13. Open the listed file, change to landscape orientation, and print
14. Give the Cougar Manager print out and the Positive Pay print out to 2 other AFS employees to verify the information.
15. Make any corrections if needed.
16. Go back to DEPPS, Option #1 – PPAYENT. Repeat steps C&D from above.
17. Hit F12, place an "x" in the Complete box, and hit F12 again.
18. Put both print outs aside until PEAR review begins.

## PEAR Review

1. Log into DEPPS in AIS
2. Choose #2 DEPTPAY

```
Please select one of the following commands:

1  WRKPLACE Employee Workplace
2  DEPTPAY  Departmental Payroll Prcsg
3  INQUIRY  DEPPS Inquiry
```

3. Choose #6 PEARNLD

```
1  PPAYENT  Positive Pay Time Entry
2  PPAYQID  Positive Pay Query by ID
3  PPAYDNL  Positive Pay Time Download
4  PEARCERT PEAR Certification
5  PEARQID  PEAR Query by ID
6  PEARNLD  PEAR Download
```

4. Type an x for All Accounts and press F1

```
Select ALL Accounts x or select one or more accounts or all accounts
for which BWALTHE_ is primary user _ then press PF1 or PF2
```

5. Mark Document, PEAR data plus comments, and entire connection.

```
Download file type:
  x Document
  - Spreadsheet

Download record format:
  - PEAR data
  x PEAR data plus comments

Download method:
  x Entire Connection
  - FTP

ENTER = Download PF12 = Cancel
```

6. Press Enter 3 times.
7. Copy the URL listed, paste into Browser, and log in.

```
To retrieve your data, please cut and paste the following
URL into your web browser and follow the instructions presented there:

https://www.wsumvs1.wsu.edu/webdown/wbbb/dfh

Then select item: DEPPS with create time: 15:03:50
```

8. Open the listed file, change to landscape orientation, and print.
9. Compare each line to previous pay period PEAR, using Cougar Manager printout, pay affecting documents, PAFs, and other personnel documents to verify correctness. Make notes in margin of any discrepancies/changes and the reason for them.
10. When all lines have been checked, attach all pertinent documents. Give both the current and previous PEARS to Budget/Finance Manager for certification.

## TLR Review

(More to come...)

## Pay Affecting Documents

(More to come...)