

Wolfpack Reporting System (Payroll Reports)

The Wolfpack Reporting System appears in the MyPack Portal on the MyPACK HOME page menu under Financial Systems and in the Monitoring Tools and Reports folder. This system provides a one-stop shop for many reporting applications available for campus use. It includes the converted WOLF Reports and Faculty Accounting Reports, and various application links on the same menu.

In the Wolfpack Reporting system, reports 1 through 7 are the converted WOLF Reports and reports 8 through 12 are the converted Faculty Accounting Reports. Report 13 is a new Three Month Comparison Report. You can access the Wolfpack Reporting System directly outside the MyPack Portal using the following url: https://www.acs.ncsu.edu/scripts/wrs/wrs_menu . You can also continue access the Faculty Accounting Reports outside of the Wolfpack Reporting System until further notice.

Here are some features/enhancements of this system: All reports will be downloadable to Excel. **My Preferences**, allows you to control which reports and links appear on the main menu, and how the reports are displayed for certain features. You can also control which will always be your default report. The pre-encumbrance and encumbrance columns have been combined into one column called "Encumbrances". The re-run functionality has been applied to all of the reports, and has been enhanced to also run, not only for another project id but, also for a different time period. A new "Three Month Comparison" Report has been created. The Contract Services row has been moved from Personnel Expenditures into Operating Expenditures. A message box appears on the top of the Main Menu, which displays announcements relevant to the reports. You will have the option to turn off the message once you have read it so it will not appear the next time you log in. The Message History link on the Main Menu will include all messages. Links to other reporting type applications are available to be displayed on the main menu. Informational URL links have been included on the bottom of the Main Menu.

Please note that special Financial System Security is required to access Report 11-Detailed Payroll Expenditures and Report 12-Detailed Payroll Encumbrances. These reports display data from the HR System at the employee detail level. To request access to these reports, you must enter an ASAP Request for the Financial System and request role: **WRS Payroll Reports** (System Name: NCF CAMPUS PR WRS Payroll Rpts) and OUC Security for Transaction Type: "PR".

Wolfpack Reporting System-Payroll Reports

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1. Login to SAR. MyPack Portal, For Faculty & Staff, Security Access/SAR, SAR (System Access Request).
2. From the menu, choose Update Access.
3. Enter the last name or HR employee id number of the person for whom access is being requested, and check the appropriate button. When employee name(s) appear in the list, highlight the appropriate name and click on Continue.
4. On the Select Account page, scroll down and highlight the Financial application. Then click on Continue.
5. At the top of the Update Access Financial Modifications page, verify the header information in regard to the employee's name, employee id number, department of employment, and Compliance Certification.

6. To request access for the Wolfpack Reporting System (Payroll Reports) - determine what the user will need.
7. Enter the request based upon following.

Note: In the following instructions, the role will have the short description, which is what is seen and selected in SAR.

Short Description

Example: WRS Payroll Reports

A. To request access to the Wolfpack Payroll Reports.

1. Wolfpack Payroll Reports access requires the WRS Payroll Reports role and any number of OUCs that the user may need.
 - a. To select the WRS Payroll Reports role, on the **Finacial Role Selection** tab
 - b. Select the **WRS Payroll Reports** role. Click on Check for Errors.
2.
 - a. Payroll Reports OUCs must now be selected.
On the **Financial OUC Selection** tab, key the first 2 or 3 numbers of the OUC into the box provided and click Search OUC. Select the desired OUC from the **OUC List**.
 - b. Transactions must now be selected.
In the **Selected OUC** section, scroll through the list of Available transactions and select **WRS-Payroll Reports**.

If you have any questions, please contact the Solutions Center at 513-1178 or via email at [OIT SC](#).