

PAGE NUMBER SEARCH – PS Version 8.9

Revised 8/15/06

Range of Page Numbers Available for each Business Unit

COLUM	2000	2099
HOSPT	2100	2199
KCITY	2200	2299
ROLLA	2300	2399
STLOU	2400	2499
UMSYS	2500	2599
RET	2600	2699
UWIDE	2700	2799
BENEFITS	2800	2899

If Campus Page Numbers are taken use the following method to find new set of numbers:

HRPRD8.9 – Reporting Tools – Query Manager – Search for query named PAGE_NUMBERS_USED

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

*Search By: begins with
 [Advanced Search](#)

Search Results

*Folder View:

*Action:

Query								
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	PAGE_NUMBERS_USED	Page Nos by pay period end dat	Public		Edit	HTML	Excel	Schedule

[Find an Existing Query](#) | [Create New Query](#)

CLICK Run to Excel

PAGE_NUMBERS_USED - Page Nos by pay period end dat

Pay Run Date:

Co	Group	Pay Period End	Off Cycle	Page	Unit
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INSERT Pay Run Date (i.e. BIW Payrun ID 60812 equals 08/12/2006 or MON Payrun ID M608 equals 08/31/2006) CLICK on View Results

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A	B	C	D	E	F
Co	Group	Pay Period End	Off Cycle	Page	Unit
UM	B18	8/12/2006	N		1 ROLLA
UM	BIW	8/12/2006	N		1 UMSYS
UM	ELO	8/12/2006	N		1 COLUM
UM	BIW	8/12/2006	N		2 UMSYS
UM	ELO	8/12/2006	N		2 COLUM
UM	BIW	8/12/2006	N		3 UMSYS
UM	ELO	8/12/2006	N		3 COLUM
UM	BIW	8/12/2006	N		4 UMSYS
UM	ELO	8/12/2006	N		4 COLUM
UM	BIW	8/12/2006	N		5 UMSYS
UM	ELO	8/12/2006	N		5 HOSPT
UM	BIW	8/12/2006	N		6 UMSYS
UM	ELO	8/12/2006	N		6 COLUM
UM	BIW	8/12/2006	N		7 UMSYS
UM	ELO	8/12/2006	N		7 COLUM
UM	BIW	8/12/2006	N		8 UMSYS
UM	ELO	8/12/2006	N		8 COLUM
UM	BIW	8/12/2006	N		9 UMSYS
UM	ELO	8/12/2006	N		9 COLUM
UM	BIW	8/12/2006	N		10 UMSYS
UM	ELO	8/12/2006	N		10 COLUM
UM	BIW	8/12/2006	N		11 UMSYS
UM	ELO	8/12/2006	N		11 COLUM

Excel File will appear either it will pop up in current screen or on your Microsoft Task Bar.

SEARCH through the listing of numbers for any gaps inside the N section of numbers, which is representing the on-cycle. (Y equals yes for Off-cycle these are page numbers the system uses when an online check is Confirmed/Printed)

3034	UM	BIW	8/12/2006	N	1744	ROLLA
3035	UM	BIW	8/12/2006	N	1744	STLOU
3036	UM	BIW	8/12/2006	N	1744	UMSYS
3037	UM	BIW	8/12/2006	N	1745	COLUM
3038	UM	BIW	8/12/2006	N	1745	KCITY
3039	UM	BIW	8/12/2006	N	1745	ROLLA
3040	UM	BIW	8/12/2006	N	1745	STLOU
3041	UM	BIW	8/12/2006	N	1746	STLOU
3042	UM	BIW	8/12/2006	N	2000	COLUM
3043	UM	BIW	8/12/2006	N	2001	COLUM
3044	UM	BIW	8/12/2006	N	2002	COLUM
3045	UM	BIW	8/12/2006	N	2003	COLUM
3046	UM	BIW	8/12/2006	N	2004	COLUM
3047	UM	BIW	8/12/2006	N	2005	COLUM



As the yellow arrow points out there is a huge gap between 1747 and 1999, which can be used for this pay cycle.