

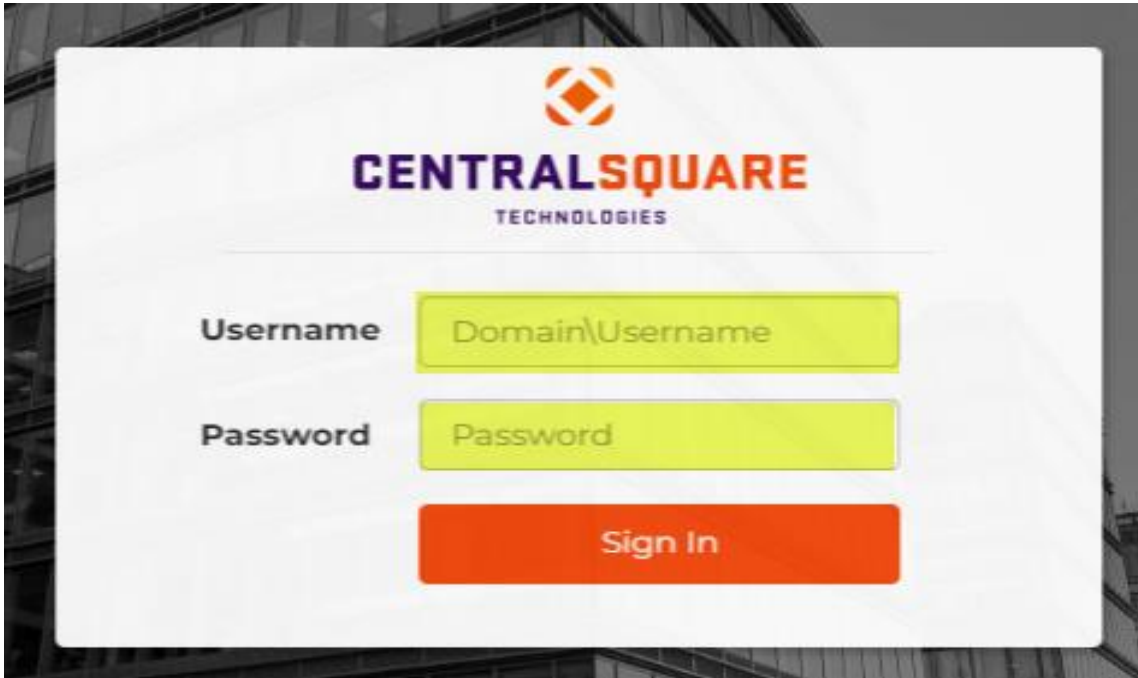


**CENTRAL**SQUARE

TECHNOLOGIES

**Running a Prelist and Multi  
Period Prelist**

# Running a Prelist



The image shows a login form for CentralSquare Technologies. At the top is the logo, which consists of a stylized orange diamond shape above the text "CENTRAL SQUARE" in blue and orange, and "TECHNOLOGIES" in blue below it. Below the logo are two input fields: "Username" with a placeholder "Domain\Username" and "Password" with a placeholder "Password". Both fields have a yellow background. Below these fields is an orange "Sign In" button.

Log into CentralSquare

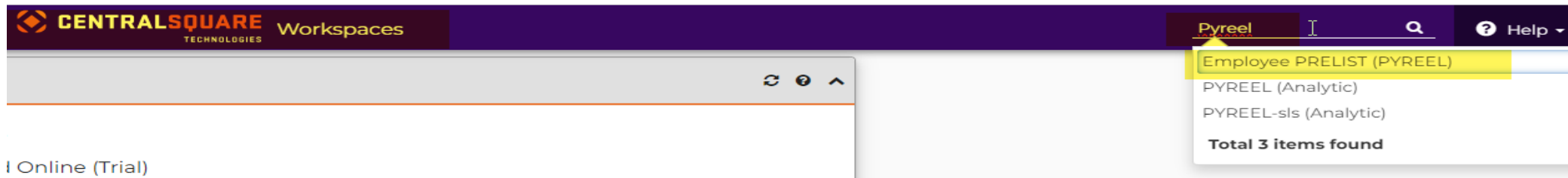
- Key in your username impclid\\*\*\*\*\*
- Key in your password

When logging into CentralSquare, please note that you have to key in the domain followed by your CentralSquare assigned username. The domain is:

**impclid\**

Accessing the Prelist Window-

1. Locate the search bar on the top right corner of the Central Square page.
2. Enter Mask: "**PYREEL**"
3. Click on Employee PRELIST (PYREEL). Once you click on it, another window will open.



# Running a Prelist

4. Enter the pay period of the Prelist that you need in the box next to **“Period as YYccIII (YY=Year, cc=Pay Cycle, III=Number)\*” (Ex. 2301050)**
5. Click on the box next to **“How would you like employees selected?”**. Once you click on the space, a drop box will appear. This will give you three options:
  - **PC-Select entire pay cycle** (will run prelist for every employee)
  - **ID-Select by ID** (will run prelist for selected employees) (must enter their IDs)
  - **SC- Select by Selection Criteria** (will run prelist based off the criteria that was chosen)

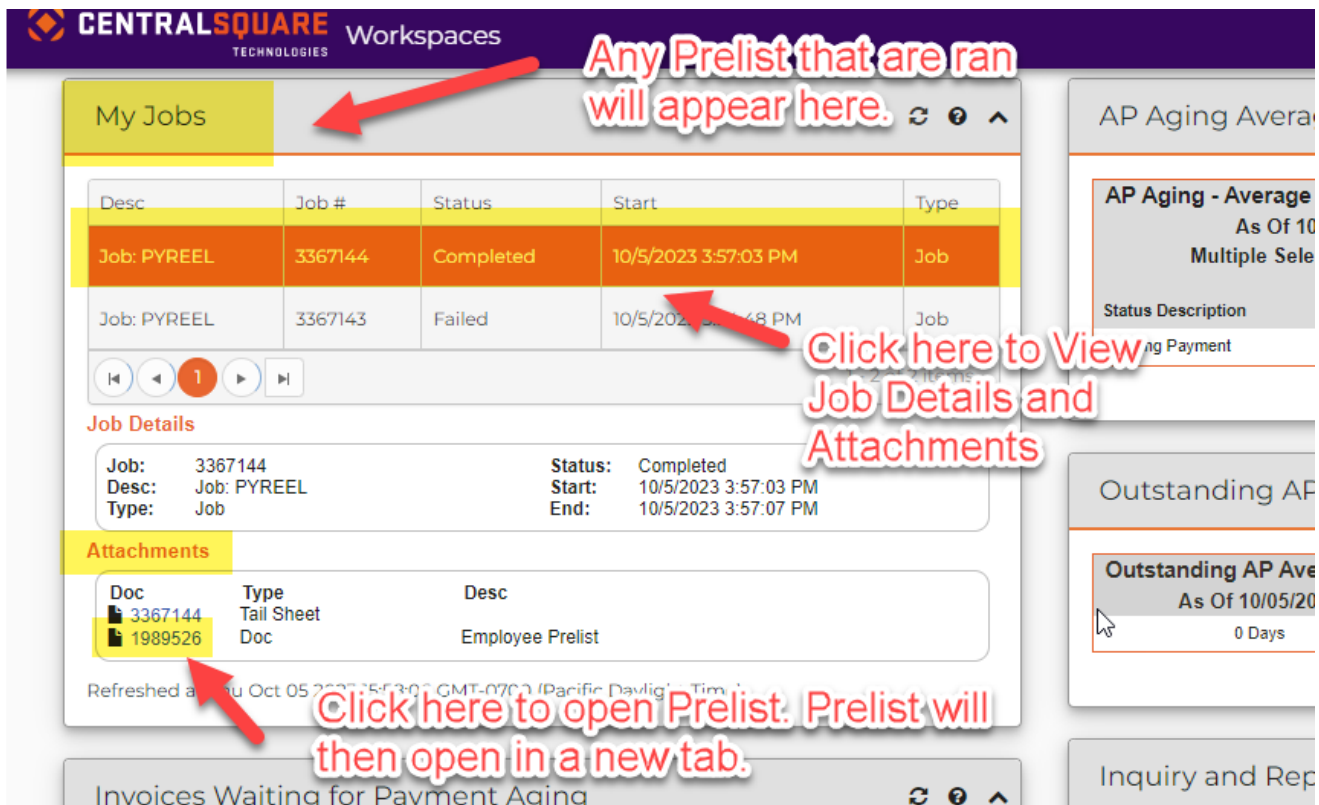
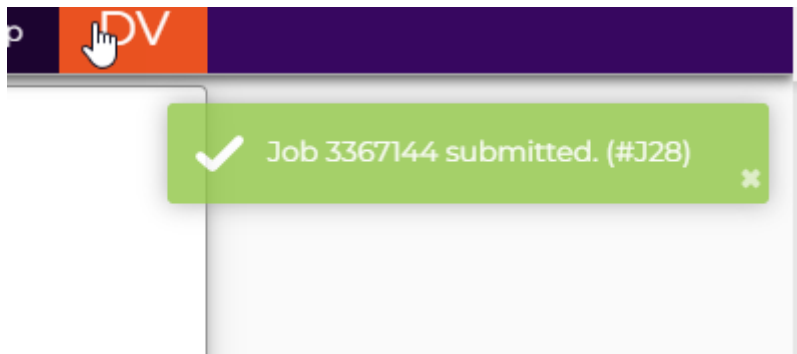
The screenshot shows the 'Employee PRELIST (PYREEL)' interface. The header includes the logo and navigation links for search, help, and DV. The main form contains several sections:

- Period as YYccIII (YY=Year, cc=Pay Cycle, III=Number)\***: A yellow highlighted input field with a red arrow pointing to it and the text "Enter Pay Period".
- How would you like employees selected?**: A cyan highlighted dropdown menu with a red arrow pointing to it and the text "Click here to make your selection". The dropdown is open, showing three options: "PC - Select entire pay cycle", "ID - Select by ID", and "SC - Select by Selection Criteria".
- Show only employees updated since last CALCULATION?**: A checkbox.
- How would you like the employee PRELIST sorted?**: A dropdown menu with "ID - ID Only" selected.
- What level of detail should be shown on the PRELIST?**: A dropdown menu with "EM - Show Employee Detail" selected.
- ARCHIVE - Archive**: A dropdown menu.
- Submit**: A purple highlighted button with a red arrow pointing to it and the text "Click here once information is enter."

Additional annotations include a "Select by" label pointing to the dropdown menu and a "Line Printer" and "Optional Questions" section at the bottom left.

# Running a Prelist

6. Once the information has been entered, you can click submit. A green pop-up will appear. The Prelist will then show up in your **"My Jobs"** tab on the Main Central Square page.
7. Click on the PYREEL job (when selected it should be highlighted orange) and go to attachments.
8. Under attachments, you will click on the number next (left side) to **"Doc"**. The Prelist will then open in a new tab.



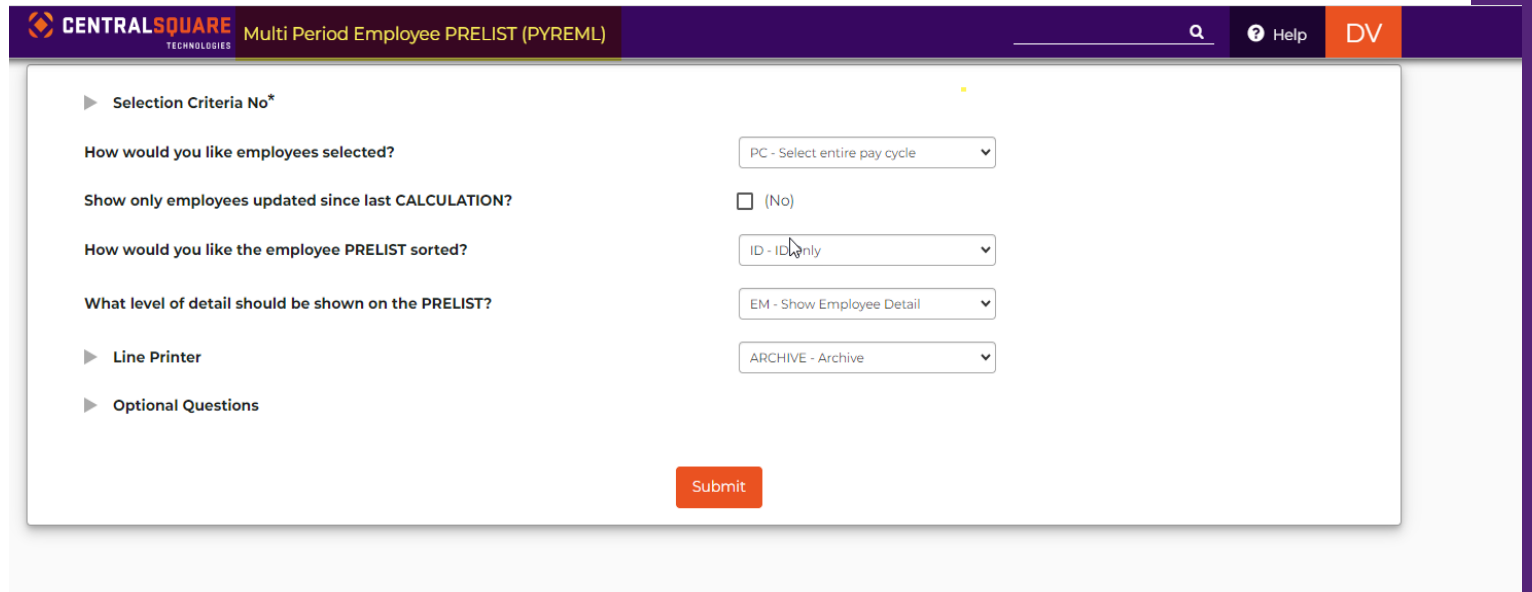
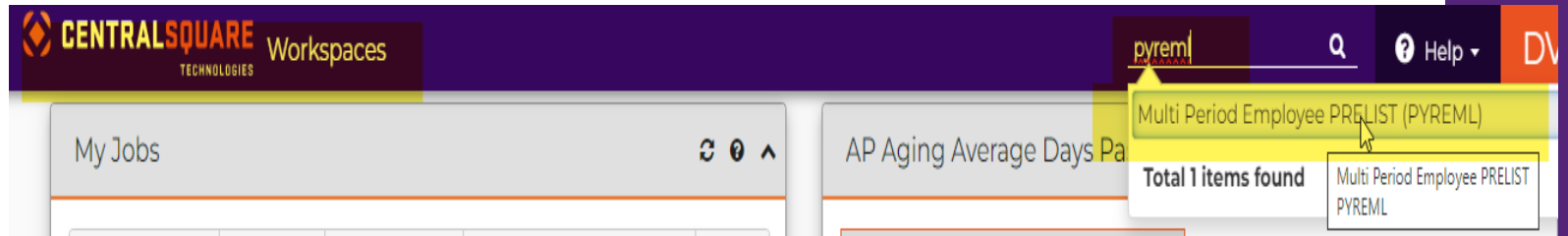
The screenshot shows the Central Square Workspaces interface. The "My Jobs" tab is active, displaying a table of jobs. The first job, "Job: PYREEL" with ID 3367144, is highlighted in orange and has a status of "Completed". A red arrow points to the "My Jobs" tab with the text "Any Prelist that are ran will appear here." Another red arrow points to the "Job: PYREEL" row with the text "Click here to View Job Details and Attachments". Below the table, the "Attachments" section is visible, showing a table with columns "Doc", "Type", and "Desc". The first attachment, "3367144", is highlighted in orange and has a type of "Tail Sheet". A red arrow points to this attachment with the text "Click here to open Prelist. Prelist will then open in a new tab." The interface also shows a "Job Details" section with fields for Job, Desc, Type, Status, Start, and End.

Doc	Type	Desc
3367144	Tail Sheet	
1989526	Doc	Employee Prelist

# Running a Multi Period Prelist

Accessing the Multi Period Prelist Window-

1. Locate the search bar on the top right corner of the Central Square page.
2. Enter Mask: “**PYREML**”
3. Click on “**Multi Period Employee Prelist (PYREML)**” and a new window will open.



# Running a Multi Period Prelist

4. Click on the arrow next to “**Selection Criteria No\***”. This will give you 2 options.

- 01 Multiple pay period range (EX. 2301010-2301050)
- 02 Check Date Range

5. Click on the box next to “**How would you like employees selected?**”. Once you click on the box, a drop box will appear. This will give you three options:

- **PC-Select entire pay cycle** (will run prelist for every employee)
- **ID-Select by ID** (will run prelist for selected employees) (must enter their IDs)
- **SC- Select by Selection Criteria** (will run prelist based off the criteria that was chosen)

CENTRAL SQUARE TECHNOLOGIES Multi Period Employee PRELIST (PYREML) Help DV

Selection Criteria No\*

- 01 Multiple pay period range
- 02 Check Date Range

How would you like employees selected?

PC - Select entire pay cycle

Show only employees updated since last CALCULATION?

(No)

How would you like the employee PRELIST sorted?

ID - ID Only

What level of detail should be shown on the PRELIST?

EM - Show Employee Detail

ARCHIVE - Archive

Submit

Enter Pay Period range here

Enter Check Range here

CENTRAL SQUARE TECHNOLOGIES Multi Period Employee PRELIST (PYREML) Help DV

Selection Criteria No\*

- 01 Multiple pay period range
- 02 Check Date Range

How would you like employees selected?

PC - Select entire pay cycle

ID - Select by ID

SC - Select by Selection Criteria

Show only employees updated since last CALCULATION?

How would you like the employee PRELIST sorted?

ID - ID Only

What level of detail should be shown on the PRELIST?

EM - Show Employee Detail

ARCHIVE - Archive

Submit

Click here to make your selection

# Running a Multi Period Prelist

6. Once the information has been entered, you can click submit. A green pop-up will appear.

**CENTRAL SQUARE TECHNOLOGIES** Multi Period Employee PRELIST (PYREML) Help DV

**Selection Criteria No\***

- 01 Multiple pay period range
- 02 Check Date Range

**How would you like employees selected?**

- List of EMP. ID's

Show only employees updated since last CALCULATION?  (No)

How would you like the employee PRELIST sorted? ID - ID Only

What level of detail should be shown on the PRELIST? EM - Show Employee Detail

Line Printer

Optional Questions

2301050-2301060

ID - Select by ID

Submit

Job 3367145 submitted. (#J29)

The items that are highlighted is what is needed to run the Prelist

Click here to Submit

# Running a Multi Period Prelist

7. Click on the PYREEL job (when selected it should be highlighted orange) and go to attachments.

8. Under attachments, you will click on the number next to "Doc". The Prelist will then open in a new tab.

**CENTRAL SQUARE** TECHNOLOGIES Workspaces

My Jobs

Any prelist that is ran will appear here.

Desc	Job #	Status	Start	Type
Job: PYREML	3367145	Completed	10/6/2023 9:08:55 AM	Job
Job: PYREEL	3367144	Completed	10/5/2023 3:57:03 PM	Job
Job: PYREEL	3367143	Failed	10/5/2023 3:54:48 PM	Job

Click here to view Job Details and Attachments

Job Details

Job: 3367145  
Desc: Job: PYREML  
Type: Job  
Status: Completed  
Start: 10/6/2023 9:08:55 AM  
End: 10/6/2023 9:08:55 AM

Attachments

Doc	Type	Desc
3367145	Tail Sheet	
1989528	Doc	Employee Prelist

Refreshed at Fri Oct 06 2023 09:11:25

Click here to open prelist. Prelist will then open in a new tab.