



The Prelim App

The Prelim App includes a summary dashboard with payroll data and reports loaded to your department's inbox during each preliminary and production payroll run. Data and reports will be generated three times before payroll runs at the close of business 3 days, 2 days, and 1 day before payroll. Reports will be available for 24 months.

Note: The left-hand navigation options may vary depending on your assigned role.

Logging In

To access the Prelim App:

1. Click the URL: <https://hrm-prelim.alabama.gov/>

The screenshot shows a login form with the following elements:

- Email** field with a red circle containing the number **2**.
- Red error message: *The Email field is required.*
- Password** field with a red circle containing the number **3**.
- Red error message: *The Password field is required.*
- Log in** button with a red circle containing the number **4**.

2. Enter your state **Email** address.
3. Enter your **Password**.

Note: Password is unique to the Prelim App and is not connected to LDAP.

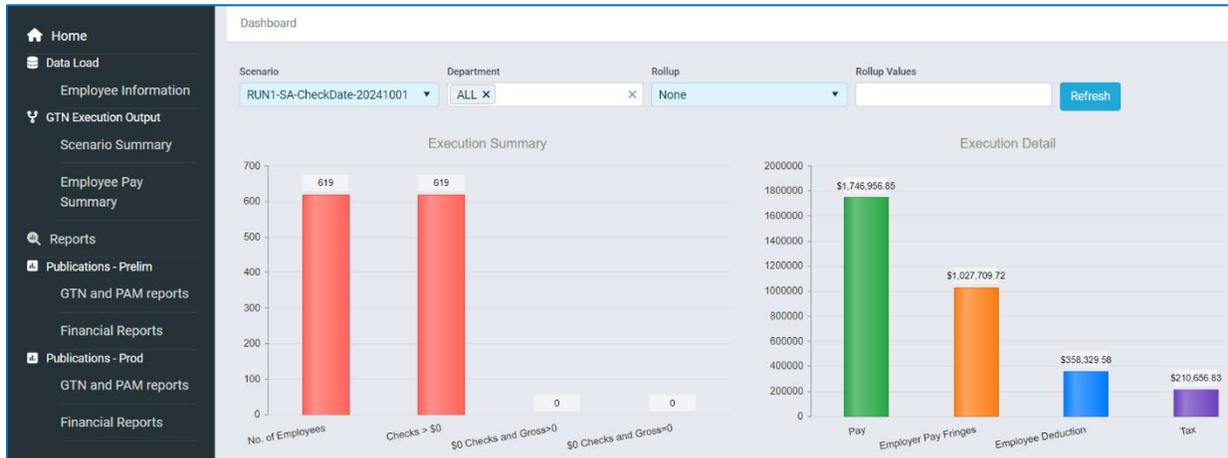
4. Click the **Log in** button.



The Prelim App

Prelim App Dashboard

The Dashboard home page displays a high-level graph view of your data. Scenario options include the run number, Pay Cycle, and Date; click the drop-down to select. Your department preloads. Use the Rollup/Rollup Values to refine the data. Just be sure to click the Refresh button to update the results.



The Execution Summary section displays:

- No of Employees
- Checks > \$0
- \$0 Checks and Gross > 0
- \$0 Checks and Gross = 0

Note: You may access the Employee Pay Summary by selecting the option from the left-hand navigation or clicking one of the graphs.

The Execution Detail is an interactive graph with the following details:

- Pay
- Employer Pay Fringes
- Employee Deductions
- Tax

Note: Clicking a bar on the Execution Detail graph will open a related Pie Chart below the grid. Hover your mouse over the slices in the pie to see the breakdown.





The Prelim App

Employee Information

The Employee Information details each employee's last three (3) years, current year plus two (2) historical years. The department field is defaulted to your department. Click the Search button to view all employees or use the filters and the Search button to narrow your results.

The screenshot shows the 'Employee Information' page in the Prelim App. On the left is a navigation menu with 'Employee Information' highlighted. The main area contains a search and filter interface with fields for Department (set to 'ALL'), Rollup (set to 'None'), Employee ID, Effective Date, and Expiration Date. A 'Search' button is present. Below the filters is an 'Export' button. The main content is a table with columns: Employee ID, Name, Appt ID, Home Dept, Home Unit, Eff. Date, Exp. Date, and View Details. The table lists several records for 'RESOURCE, JOHNNY T' and 'STUDENT, CAROLINE A'. A 'View Details' button is highlighted for the first row. At the bottom, there is a pagination control showing '10 items per page' and '1 - 10 of 3502 items'.

The data may be exported to Excel by clicking the Export button.

Click the View button for the appropriate line to view the details.

The screenshot shows the 'Employee Details' window for employee 'RESOURCE, JOHNNY T'. The window has a close button (X) in the top right corner. It is divided into several sections:

- Assignment Information:** Fields for Employee ID (000000000), Employee Name (RESOURCE, JOHNNY T), Appointment ID, Home Department (000), Home Unit (0000), Effective Date (10/01/2023), Expiration Date (12/31/2023), Title (S0451), Sub-Title, FLSA ID (E), Empl Status (A), Perm/Temp ID (P), and FTE Percentage (1).
- Policy and Classification Information:** Fields for Pay Class (SMREG), Tax Class (B), FICA Class (F), Pay Policy (ESMAR), Leave Policy (PELBL), Benefit Policy (EMPLE), Grade (074), and Step (08).
- Base Pay Information:** Fields for Base Pay Type (REGLR), Annual Amount (\$57,408.00), Hourly Rate (\$27.60), Effective Date (10-01-2023), and Expiration Date (12-31-2023).
- Increment Pay Information:** Fields for Incr Pay Type, Tax Class (B), Annual Amount (\$0.00), Hourly Pay (\$0.00), Effective Date, and Expiration Date.

Click the X in the upper right-hand corner to close the window.



The Prelim App

Scenario Summary

The Scenario Summary contains the same information from the Home page in a spreadsheet format. Scenario options include the run number, Pay Cycle, and Date; click the drop-down to select. Your department preloads. You may use the Rollup/Rollup Values to refine the data, just be sure to click the Filter button to update the results.

GTN Execution Output / Scenario Summary

Scenario **1** Department **2** Rollup **3** Rollup Values **4** **5** Filter

RUN1-SA-CheckDate-20241001 | ALL X | None

Export

Dept ↑	Unit ↑	Empl Co...	Check Co...	Zero Doll...	Zero Gro...	Gross A...	Check A...	Ded Amo...	Tax Amo...	Fringe A...
000	0000	619	619	0	0	\$1,746,956.85	\$1,177,970.44	\$358,329.58	\$210,656.83	\$1,027,709.72
						\$1,746,956.85	\$1,177,970.44	\$358,329.58	\$210,656.83	\$1,027,709.72

10 Items per page 1 - 1 of 1 items

1. Use the **Scenario** drop-down to select the desired run.
2. Select your **Department**.
3. Select **Rollup**, optional.
4. Select **Rollup Values**, optional
5. Click the **Filter** button.

Scenario Summary displays employee count, check count, zero-dollar check count, zero gross check count, gross amount, check amount, deductions, taxes, and fringes.

The data may be exported to Excel by clicking the Export button.

Note: You may click a number in the Empl Count column to access the Employee Pay Summary page.



The Prelim App

Employee Pay Summary

The Employee Pay Summary provides details for each employee's paycheck.

The screenshot shows the 'Employee Pay Summary' interface. On the left is a navigation menu with options like Home, Data Load, Employee Information, GTN Execution Output, Scenario Summary, Employee Pay Summary (highlighted), Reports, Publications - Prelim, GTN and PAM reports, and Financial Reports. The main area has a header 'GTN Execution Output / Employee Pay Summary' and filters for Scenario (RUN1-SA-CheckDate-20231201), Department (ALL), Rolup (None), and Employee ID. An 'Export To Excel' button is visible above a summary table.

Employee ID	Appt ID	Employee N...	Status	Home Dept	Home Unit	Gross Amou...	Net Amount	Deduction A...	Tax Amount	Fringe Amo...
1234567890		EMPLOYEE, ONE	A	000	0000	\$2,208.00	\$1,663.69	\$544.31	\$293.69	\$1,494.99
1234567890		EMPLOYEE, TWO	A	000	0000	\$2,317.30	\$1,957.23	\$360.07	\$296.15	\$1,525.04
1234567890		EMPLOYEE, THREE	A	000	0000	\$2,684.90	\$2,153.14	\$531.76	\$302.28	\$1,611.97

The data may be exported to Excel by clicking the Export to Excel button.

Click the carrot ► to expand then select the tabs to view employee pay details including Pay, Deductions, Fringe, and Tax.

This screenshot shows the expanded view for Employee ID 1234567890. The summary table is expanded, and the 'Pay' tab is selected. The detailed table below shows individual pay items with columns for Pay Type, Pay Category, Input Definition, Document Identifier, Event Date, Hours, and Pay Amount.

Pay Type	Pay Category	Input Definition	Document Identifier	Event Date	Hours	Pay Amount
PANNL	PANNL	T		09-05-2024	1.5	\$46.54
PANNL	PANNL	T		09-06-2024	0.5	\$15.51
PANNL	PANNL	T		09-09-2024	1.5	\$46.54
PHLDY	PHLDY	T		09-02-2024	8	\$248.22
REGLR	REGLR	T		09-02-2024	-8	(\$248.22)
REGLR	REGLR	T		09-05-2024	-1.5	(\$46.54)
REGLR	REGLR	T		09-06-2024	-0.5	(\$15.51)
REGLR	REGLR	T		09-09-2024	-1.5	(\$46.54)



The Prelim App

Publications

Publications contain HRM and Financial reports in a Prelim or Production folder.

The Prelim folder reports are generated from the Prelim App. The Prelim App will create a report three times before payroll runs. This provides you with multiple opportunities to correct issues. Reports will be generated at the close of business 3 days, 2 days, and 1 day before payroll. Use these reports to review accounting and budget data to determine if any actions are needed before payroll runs.

The Production folder reports are generated from infoAdvantage and replace the FRMS reports (retained for 24 months). Each folder has an option for HR users (GTN and PAM Reports) and one for accountants (Financial Reports).

Note: The left-hand navigation options may vary depending on your assigned role.

The screenshot shows the HRM Prelim App interface. The left-hand navigation menu is visible, with the 'Publications - Prelim' section selected. The main content area displays a table of reports for the 'Alabama Department'. The table has columns for 'Publication Output', 'Creation Date', 'Size', and 'Download Report'. The first row is highlighted, and the 'Download Report' icon is circled in red. Red callouts 1 through 5 indicate the steps for selecting a report and downloading it.

Publication Output	Creation Date	Size	Download Report
RUN3-SA-CheckDate-20241001_Payroll_Register_Detail.pdf	10/3/2024 8:10:11	2038.00 KB	
RUN1-SA-CheckDate-20241001_Payroll_Register_Summary.trbp.pdf	10/2/2024 8:55:9	104.00 KB	
RUN2-SA-CheckDate-20241001_Payroll_Register_Summary.trbp.pdf	10/2/2024 8:37:28	105.00 KB	
RUN3-SA-CheckDate-20241001_Payroll_Register_Summary.trbp.pdf	10/2/2024 12:9:15	157.00 KB	

1. Select the desired report option from the left-hand navigation.
2. Select your **Department**.
3. Click the **Filter** button.
4. Click the **Department Code** carrot  to view the Publication Output.
5. Click the **Download Icon**  for the desired report.
6. The report will download.