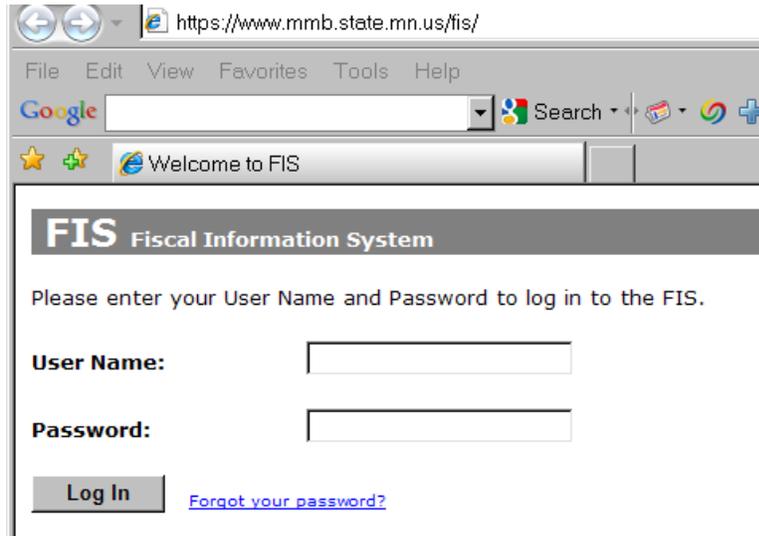
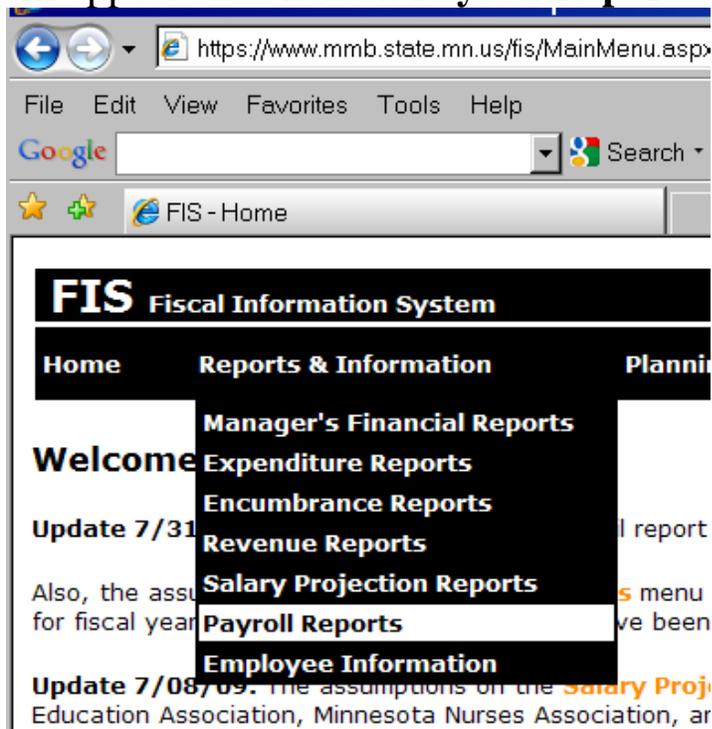


FIS Payroll Posting Audit Trail Instructions

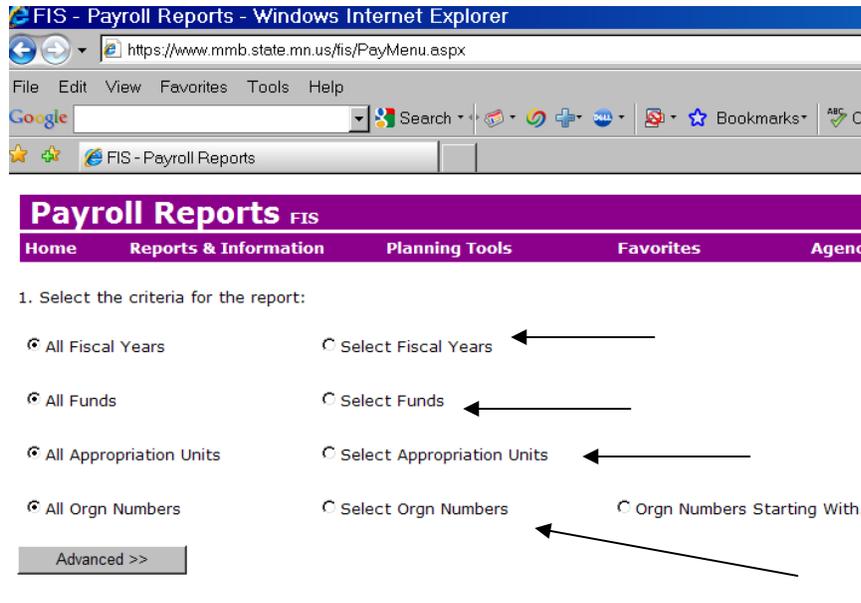
1. Log in to [FIS](https://www.mmb.state.mn.us/fis/) – Please contact Jenny Liao (J.Liao@state.mn.us or 651-201-2528) if you need assistance with your User Name or Password.



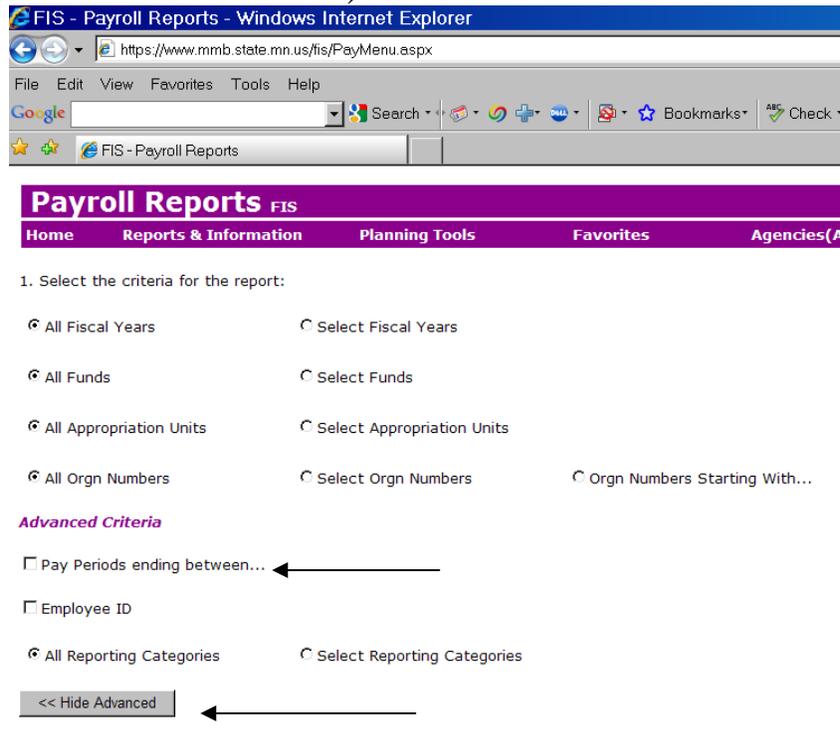
2. Move or cursor over **Reports & Information** and a drop down box will appear and click on **Payroll Reports**.



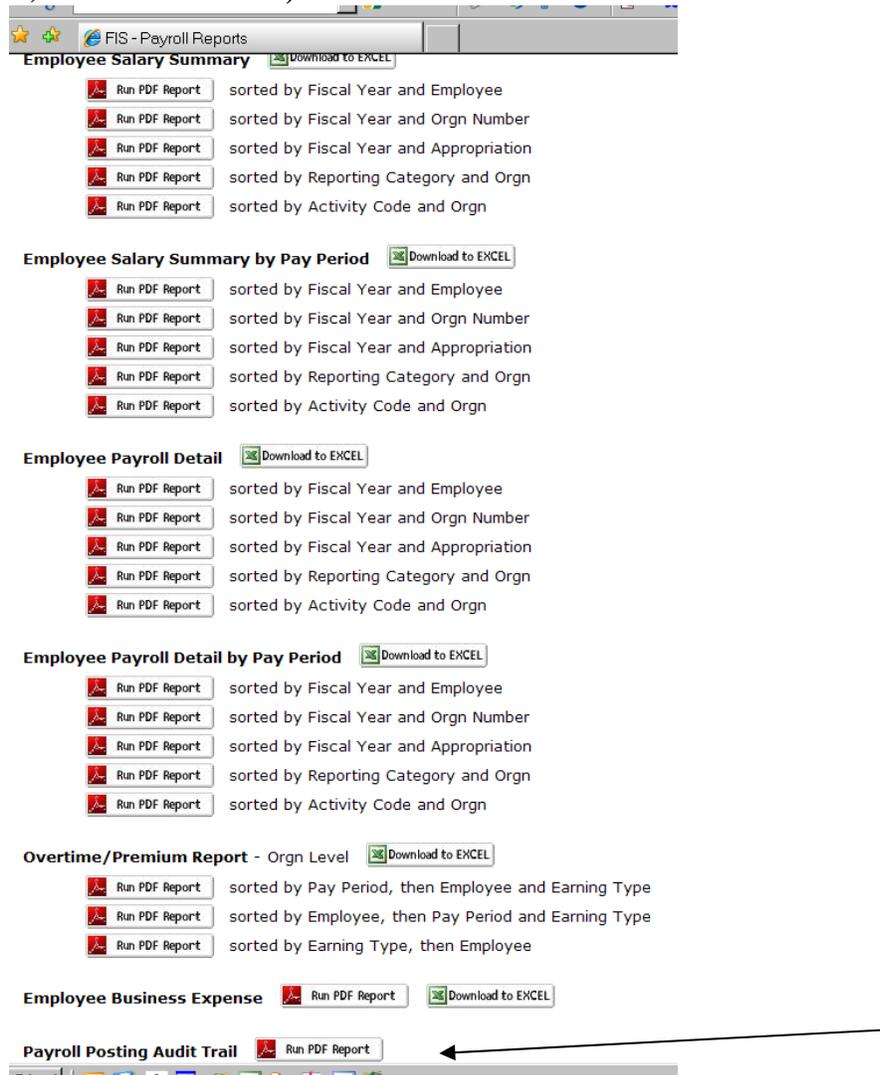
3. Select the Information needed For **Fiscal Years, Funds, Appropriation Units** and **Orgn Numbers**.



4. Click on the **Advance** button - and check the box **Pay Period ending between...** and enter the pay period end date (i.e. 7/21/2009 and 7/21/2009)



5. Select the report to run **Payroll Posting Audit Trail** (last report option, on the bottom)



6. The Report will then appear in PDF format.
7. Verify that this report is correct on the **Payroll Posting Audit Trail Verification** sheet.