# OSC Training | PY300

*Developing Guardians of North Carolina's Data*

NORTH CAROLINA OFFICE OF THE STATE CONTROLLER

***Updated 7-1-2022***

# North Carolina Office of the State Controller

Nels C. Roseland, *State Controller*


For assistance with any TRAINING needs, please contact:

BEST SHARED SERVICES

Phone - (Raleigh area): (919) 707-0707

Phone - (Toll Free): (866) 622-3784

Email: BEST @osc.nc.gov

**Web:** **https://www.osc.nc.gov/training**

# TABLE OF CONTENTS

*THIS PAGE*
*INTENTIONALLY LEFT BLANK*

# Introduction

## Overview

The course introduction is an opportunity to get to know others who are attending class as well as to agree on classroom courtesy. The instructor will provide information about the building facilities and when breaks will occur.

## Prerequisites

- PY200 – Payroll Overview, Process, and Policy

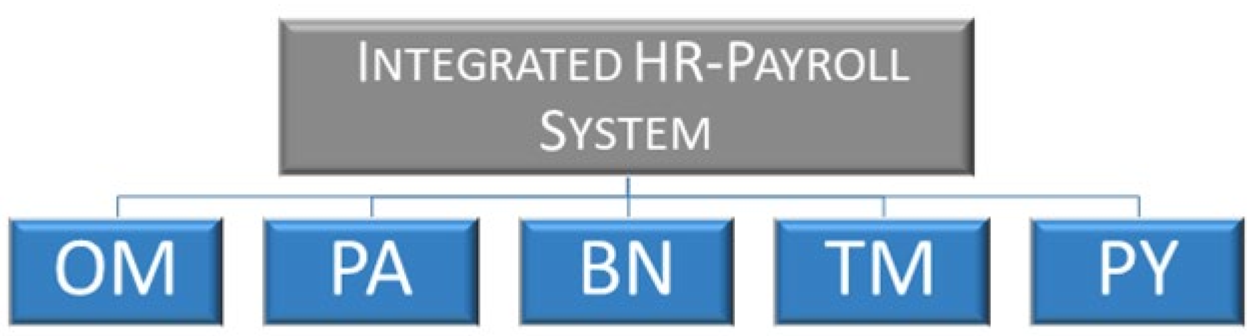
*Payroll Overview* is required and must be taken before *Payroll Administration*. Attending this prerequisite ensures adequate preparation with the new processes, concepts, and terms needed for successful completion of the *PY300 Payroll Administration* course.

## Post-class Offering

This course can be helpful but is not required for the Payroll Administrator's security role.

- BOBJ410 - Business Objects Reporting

## Integrated HR-Payroll System Training Curriculum




The Integrated HR-Payroll System training program comprises several courses and different modules.

There are two types of security roles for payroll. One is the display role and the other is the maintainer role (Payroll Administrator). The display role will allow only for looking at the information. The maintainer role enables edits and changes to information.

Within the Personnel Administration module, there are several courses. Your position determines which courses you are required to attend.

# Strategy for Training

*TELL ME (Concepts)*

Instructor will discuss the process, responsibilities, and describe the transactions – LISTEN

*SHOW ME (Demonstrations)*

Instructor will demonstrate job-related tasks performed in the Integrated HR-Payroll System – HANDS OFF.

*LET ME (Exercises)*

Student will complete the exercises which allows for hands-on practice in class – HANDS ON

*SUPPORT ME (Availability)*

Instructor will be available to answer questions while the students complete the exercises

# Course Map

At the beginning of each lesson is a course map. The lessons covered in this class include:

- Lesson 1: Payroll Processing
- Lesson 2: Agency Payroll Display/Maintain
- Lesson 3: Payroll Preliminary Review Process and Reports
- Lesson 4: Payroll Course Overview

The Payroll Administration Student Guide can be used as a reference for your return to the workplace.

# Course Objectives

Upon completion of this course, you should be able to:

- Define payroll processing specific terms and concepts
- Display specific infotypes
- Display and examine the payroll reports
    - *Payroll Results* (PC_PAYRESULT)
    - *Wage Type Reporter* (PC00_M99_CWTR)
    - *Remuneration (Mass Print)* (ZPYR001)
    - *Off Cycle Workbench* (PUOC_10)
    - *Financial Report for Payroll Posting* (ZFIR018)

# Reference Materials

- State Agency Resources Website:
    - Login – Integrated HR-Payroll System
    - HR-Payroll Customer Services Website:
        - ❖ BEST Shared Services Contact Information
        - ❖ Support Material
            - ➢ Payroll Calendars
        - ❖ BEST Forms
        - ❖ Integrated HR-Payroll System – System Status Log
- OSC Training Website:
    - Integrated HR-Payroll System Courses
        - ❖ Student Guide
    - Help Documents
        - ❖ Job Aids
        - ❖ Business Process Procedures (BPPs)
            - ➢ Step-by-Step Work Instructions

The materials above are available on the OSC website.

**https://www.osc.nc.gov/state-agency-resources/training**

## SUMMARY

This course is intended to give HR-Payroll professionals an understanding of the Integrated HR-Payroll System Payroll Administration module. This course provides demonstration and practice for displaying and maintaining Payroll operations.

# Lesson 1: Payroll Processing

## Objectives

Upon completion of this lesson, you should be able to:

- Explain the details of payroll processing to include the calculation of gross pay, net pay, statutory deductions, and voluntary deductions
- Describe essential master data needed for payroll processing
- Understand how to login to the Integrated HR-Payroll System

  **NOTE**: Security roles drive navigation, infotypes, and reporting. PA20 (display) and PA30 (maintain or edit)

## Payroll Processing

BEST Shared Services performs all gross-to-net calculations, including computation of tax withholdings, and any employer matching and contributory costs. The Integrated HR-Payroll System maintains employee master data that will contain certain year-to-date data on each state employee.

- Operations of payroll processing are supported by the BEST Shared Services located within the Office of the State Controller.
- Individual Agency payroll offices are responsible for entering agency specific payroll deductions and supplements.

## Remuneration Statement

**A Remuneration statement is also called a “pay statement” or “pay stub.”**

***Remuneration statement***

Pay Period: 08/01/2016 through 08/31/2016 Name: [redacted] Personnel No: [redacted]
Check Date: 08/31/2016 Organization: [redacted]

| | Earnings | | Deductions | | Taxes | | Net Pay |
|---|---|---|---|---|---|---|---|
| Current: | 7,150.75 | - | 1,208.71 | - | 1,327.65 | = | 4,614.39 |
| YTD: | 42,708.00 | - | 8,799.80 | - | 7,198.28 | = | 26,709.92 |

| Earnings | Hours | Current | YTD |
|---|---|---|---|
| Regular Salary | | 5,026.03 | 36,295.33 |
| Vacation Leave | | | 372.81 |
| Holiday Comp Leave | | | 43.86 |
| Community Service Leave | | | 249.31 |
| Paid Holiday | | | 2,064.94 |
| Comp Leave | 4.00 | 118.72 | 1,675.75 |
| ** Total Base Pay | | 5,144.75 | 40,702.00 |
| Annual Longevity | | 2,006.00 | 2,006.00 |
| ** Total Other Pay | | 2,006.00 | 2,006.00 |
| Total Earnings | | 7,150.75 | 42,708.00 |

| Deductions | Current | YTD |
|---|---|---|
| # BYUP 80/20 PT | 660.52 | 5,284.16 |
| ** Total Health Insurance | 660.52 | 5,284.16 |
| # NC Flex Vision Sup PT | 8.58 | 68.64 |
| # NC Flex Cancer PT | 10.56 | 84.48 |
| * TSERS EE | 429.05 | 2,562.52 |
| # NC Flex Health FSA PT | 100.00 | 800.00 |
| ** Total Other Deductions | 548.19 | 3,515.64 |
| Total Deductions | 1,208.71 | 8,799.80 |

**Employee Self Service (ESS) – My Pay**

Pay Period: 08/01/2016 through 08/31/2016 Name: [redacted] Personnel No: [redacted]
Check Date: 08/31/2016 Organization: [redacted]

| | Earnings | | Deductions | | Taxes | | Net Pay |
|---|---|---|---|---|---|---|---|
| Current: | 7,150.75 | - | 1,208.71 | - | 1,327.65 | = | 4,614.39 |
| YTD: | 42,708.00 | - | 8,799.80 | - | 7,198.28 | = | 26,709.92 |

| Earnings | Hours | Current | YTD |
|---|---|---|---|
| Regular Salary | | 5,026.03 | 36,295.33 |
| Vacation Leave | | | 372.81 |
| Holiday Comp Leave | | | 43.86 |
| Community Service Leave | | | 249.31 |
| Paid Holiday | | | 2,064.94 |
| Comp Leave | 4.00 | 118.72 | 1,675.75 |
| ** Total Base Pay | | 5,144.75 | 40,702.00 |
| Annual Longevity | | 2,006.00 | 2,006.00 |
| ** Total Other Pay | | 2,006.00 | 2,006.00 |
| Total Earnings | | 7,150.75 | 42,708.00 |

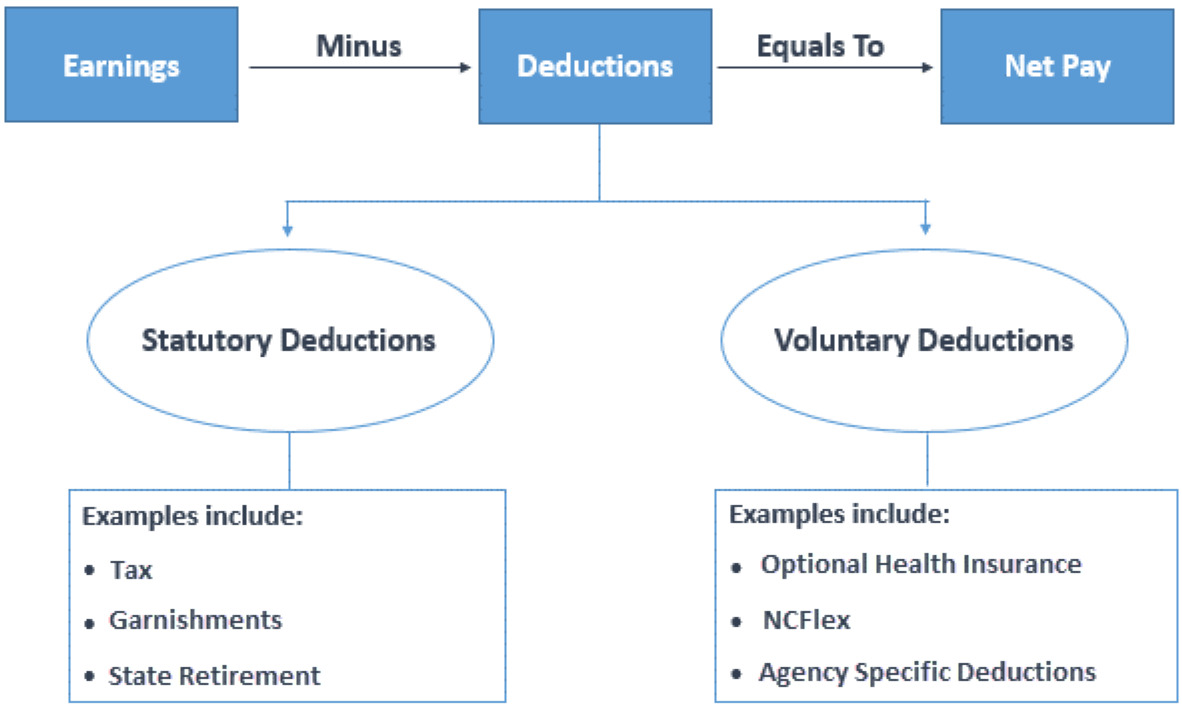
| Deductions | Current | YTD |
|---|---|---|
| # BYUP 80/20 PT | 660.52 | 5,284.16 |
| ** Total Health Insurance | 660.52 | 5,284.16 |
| # NC Flex Vision Sup PT | 8.58 | 68.64 |
| # NC Flex Cancer PT | 10.56 | 84.48 |
| * TSERS EE | 429.05 | 2,562.52 |
| # NC Flex Health FSA PT | 100.00 | 800.00 |
| ** Total Other Deductions | 548.19 | 3,515.64 |
| Total Deductions | 1,208.71 | 8,799.80 |

Pay statements also known as rem statements are detailed lists of amounts and information for employees by payroll period. This usually includes:

- Earnings (total pay prior to deductions)
- Net Pay (total pay minus taxes minus deductions)
- Deductions (voluntary and statutory)
- Additional information (HR Master Data information)

OSC does not print and distribute pay statements to State employees. For employees who have access to ESS, the My Pay tab will provide the ability to view and print an employee pay statement. Printing will be at the discretion of each agency.

## Payroll Equation




When payroll is processed, earnings (**gross pay)** are calculated for each employee. Earnings include regular salary, shift, premium, overtime pay, leave pay and payouts.

**Deductions** exist in two separate categories: Statutory and Voluntary. *Statutory deductions* are required by law and include: Tax, Garnishments, and State Retirement. *Voluntary deductions* are always requested and authorized by the employee. Voluntary deductions include: Optional Health Insurance, NC Flex, and agency-specific deductions.

**Net Pay** is earnings minus all deductions. Net pay represents the employee's take home pay, direct deposited in their provided bank.

## Earnings (Gross Pay)

***Remuneration statement***

Pay Period: 08/01/2017 through 08/31/2017 Name: Marvin Tillman Personnel No: 80001035
Check Date: 08/31/2017 Organization: 4601-Natural and Cultural Resources

| | Earnings | | Deductions | | Taxes | | Net Pay |
|---|---|---|---|---|---|---|---|
| Current: | 2,692.08 | - | 787.25 | - | 469.61 | = | 1,435.22 |
| YTD: | 21,536.64 | - | 6,298.12 | - | 3,756.77 | = | 11,481.75 |

| Earnings | Hours | Current | YTD |
|---|---|---|---|
| Regular Salary | | 2,642.08 | 21,136.64 |
| ** Total Base Pay | | 2,642.08 | 21,136.64 |
| Cell Phone Supplement | | 50.00 | 400.00 |
| ** Total Other Pay | | 50.00 | 400.00 |
| Total Earnings | | 2,692.08 | 21,536.64 |

| Deductions | Current | YTD |
|---|---|---|
| # BYUP 80/20 PT | 15.04 | 120.32 |
| ** Total Health Insurance | 15.04 | 120.32 |
| * 401k Savings Plan EE | 100.00 | 800.00 |
| # NC Flex Dental-PT | 78.20 | 625.60 |
| # NC Flex Vision Sup PT | 5.56 | 44.48 |
| # NC Flex AD&D PT | 1.35 | 10.80 |
| # NC Flex Cancer PT | 15.18 | 121.44 |
| * TSERS EE | 158.52 | 1,268.16 |
| # NC Flex Health FSA PT | 66.66 | 533.34 |
| # NC Flex Dep Care FSA PT | 341.66 | 2,733.34 |
| NC Flex Life Ins EE/Sp AT | 4.40 | 35.20 |
| NC Flex Life Ins EE/Ch AT | 0.68 | 5.44 |
| ** Total Other Deductions | 772.21 | 6,177.80 |
| Total Deductions | 787.25 | 6,298.12 |

Employee earnings (gross pay) are calculated using several factors:

- Salary/Hourly rate
- Time worked/Absences
- Shift premiums
- Overtime

The Time Management module updates the employee's time record in the Integrated HR-Payroll System on a regular basis with information regarding:

- Working hours (time and attendance)
- Absences (vacation, sick leave, FMLA)
- Shift work
- Overtime
- Longevity

The information above is maintained via infotypes, which become wage types used during the processing of payroll.

When calculating earnings (gross pay) for employees, several factors are taken into consideration. Each employee is assigned a basic pay amount (infotype 0008) to correspond with their working time (infotype 0007). This pay amount is based on their pay frequency (i.e. monthly, or biweekly). In addition to the basic pay, some employees are subject to the FLSA (Fair Labor Standard Act). The Integrated HR-Payroll System calculates overtime pay for these employees. An employee's position carries premium pay eligibility; this designates evening, night, and weekend shift premium pay.

# Agency Deductions and Supplements

Agency payroll staff are responsible for the following deductions and processes:

- Relocation Pay
- Agency Specific Insurance Plans

Remember the following points when dealing with deductions:

- Deductions are taken out of employee's pay during payroll run.
- Deductions can be either recurring IT0014 or one-time IT0015.

## Deductions (Statutory)

Examples of Statutory Deductions include:

- State Retirement Contributions
- Social Security (FICA) Withholdings
- Federal Income Tax Withholdings
- State Income Tax Withholdings
- Garnishments

**Statutory Deductions**

All State employees must complete both State (NC-4 or NC-4EZ) and Federal (W-4) forms. Withholding allowances determine how much income tax is withheld from an employee's earnings.

> **NOTE**: Employees must fill out a new form in January for each year to claim Tax EXEMPT status. This can be done by the Agency HR or BEST. New forms must be received and entered prior to 02/16/XXXX or the system will default to Single/0. To claim 'Exempt' the employee must complete form NC-4EZ for NC State tax and/or form W-4 for Federal tax.
>
> **NOTE**: *'Exempt' status cannot be selected using ESS.*

Garnishments are considered a statutory deduction. Garnishments are discussed in more detail in Lesson 3.

## Deductions (Voluntary)

Examples of Voluntary Deductions include:

- Voluntary Supplemental Retirement Plans (e.g., 401-K)
- Medical Insurance
- NC Flex Plans
- Supplemental Insurance

**Voluntary Deductions**

Employees select to participate or not in various benefit and insurance plans.

Each agency is allowed a maximum of four deductions, specific to their agency. Each agency is responsible for maintaining these deductions. The agency specific deduction must be delimited at the time of transfer or separation by the agency, or the deduction will remain active and create possible retro-calculations and take deductions that it should not.

Interfaced deductions are available to employees regardless of the agency. BEST is responsible for maintaining these deductions. Upon separation, the employee is responsible for cancellation of policy and the vendor is responsible for updating the file sent to BEST so that if employee should return in the future, deductions are not taken for periods not worked.

## Deduction Priority

All deductions are given a setting of how they should process, if the employee does not have enough to satisfy the full deduction.

All deductions are given a deduction priority.

The priority of deductions is as follows...

1. Retirement (TSERS, LEORS, etc.)
2. Overpayments and Agency Check
3. Garnishments
4. Health Insurance, NC Flex (PT and AT)
5. Parking and Commuting
6. 401k/457 Loans, SECU
7. Other deductions based on wage type number order.
8. Dues – SEANC, NCAE, NC Troopers Assn

**NOTE**: Pre-tax deductions are indicated with a # on the pay statement and tax deferred deductions are indicated with an *.

# Net Pay

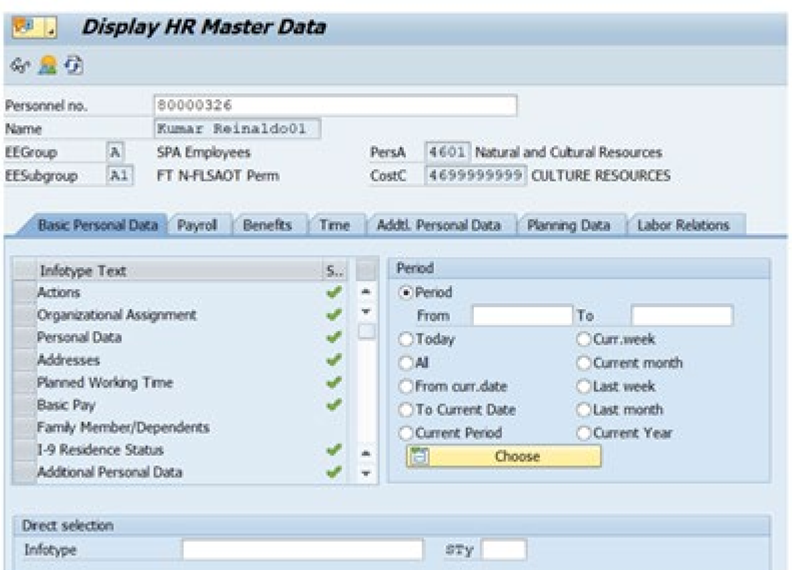
Net pay is the amount an employee will take home after all deductions and taxes are taken out of the earnings (gross pay).

Calculation of net pay is included in payroll processing.

***Remuneration statement***

```
Pay Period: 08/01/2017 through 08/31/2017            Name: Marvin Tillman                Personnel No: 80001035
Check Date: 08/31/2017                               Organization: 4601-Natural and Cultural Resources

            Earnings     Deductions          Taxes      Net Pay  Deductions                     Current          YTD

Current:    2,692.08 -       787.25 -       469.61 =   1,435.22  # BYUP 80/20 PT                  15.04       120.32
YTD:       21,536.64 -     6,298.12 -     3,756.77 =  11,481.75  ** Total Health Insurance        15.04       120.32

Earnings                        Hours      Current          YTD  * 401k Savings Plan EE          100.00       800.00
                                                                 # NC Flex Dental-PT              78.20       625.60
Regular Salary                            2,642.08    21,136.64  # NC Flex Vision Sup PT           5.56        44.48
** Total Base Pay                         2,642.08    21,136.64  # NC Flex AD&D PT                 1.35        10.80
                                                                 # NC Flex Cancer PT              15.18       121.44
Cell Phone Supplement                        50.00       400.00  * TSERS EE                      158.52     1,268.16
** Total Other Pay                           50.00       400.00  # NC Flex Health FSA PT          66.66       533.34
                                                                 # NC Flex Dep Care FSA PT       341.66     2,733.34
                                                                 NC Flex Life Ins EE/Sp AT         4.40        35.20
Total Earnings                            2,692.08    21,536.64  NC Flex Life Ins EE/Ch AT         0.68         5.44
                                                                 ** Total Other Deductions       772.21     6,177.80

                                                                 Total Deductions                787.25     6,298.12
```

# Infotypes





Refer to Job Aid -
Payroll Processing Infotype

Payroll also uses employee **master data** to process payroll. Each employee has a master record that consists of data organized into infotypes. Infotypes are used to group related data fields together to form units of information in the HR module.

Just as a file folder would have individual pieces of paper to comprise a manual personnel record, an electronic personnel record has infotypes. Just think of an infotype as a screen of related information.

You will learn about many different infotypes in this course. For the purpose of payroll processing, the typical master data needed includes:

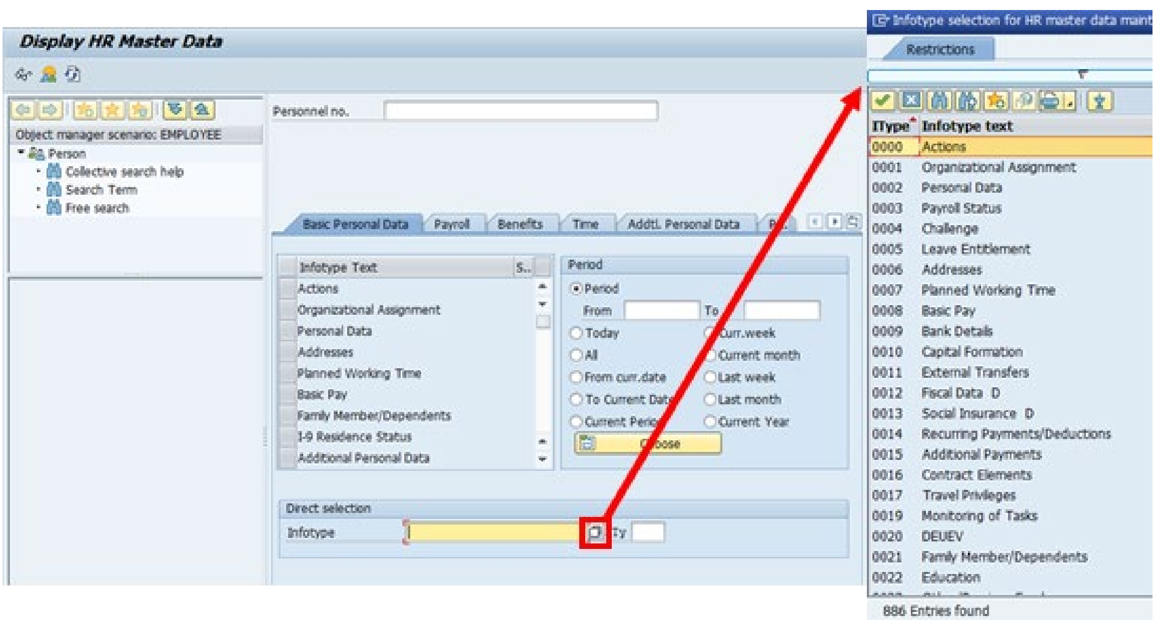
- Normal employee information, consisting of name, address, and other personal details.
- Benefits information, covering benefit plans and deductions.
- Tax information, including the employee's residence tax area, work tax area, and unemployment details.
- Payroll information, including basic pay, other earnings, and deductions.
- Time information, including work schedule, leave, and absence information.

For more information, the Payroll Processing Infotype job aid is available on the OSC Training website in the Help Documents.

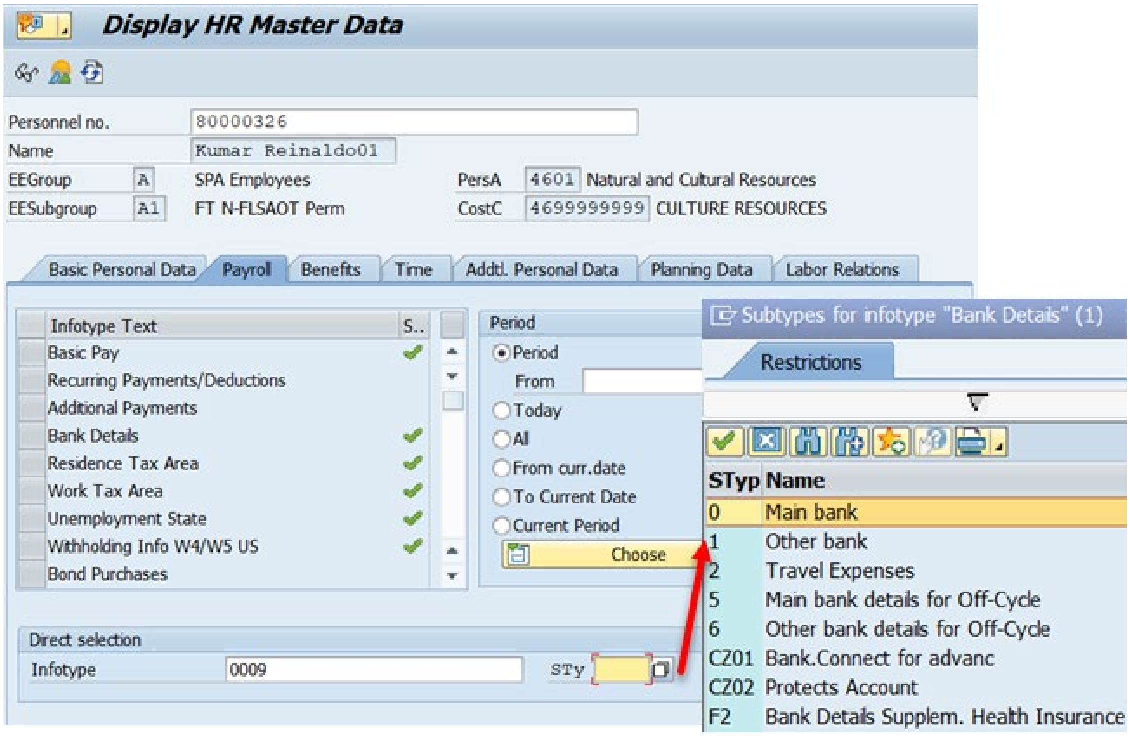
Each Infotype has a numerical key in addition to a name key.

To access the infotype via numerical key, enter the number for the infotype in the Infotype field. Click Enter. The system will display the name of the infotype you selected in the Infotype field.

To access the infotype via match code, click the matchcode  button, select the appropriate infotype from the list, and click Enter twice.



## Subtypes




Subtypes are categories of infotypes that hold additional information. Not all infotypes have subtypes.

As shown above, the State of NC will allow the use of multiple bank accounts for direct deposit. For Infotype 0009 Bank Details, subtype 0 represents the ***Main Bank*** account for deposits and subtype 1 represents ***Other Bank***.

## Infotypes for Payroll Processing

Several Infotypes are required for payroll records to be complete and accurate for successful payroll processing:

| | |
|---|---|
| • Infotype 0001 Organizational Assignment | (PA) |
| • Infotype 0002 Personal Data | (PA) |
| • Infotype 0003 Payroll Status | (Payroll) |
| • Infotype 0007 Planned Working Time | (Time) |
| • Infotype 0008 Basic Pay | (PA) |
| • Infotype 0009 Bank Details | (Payroll) |
| • Infotype 0208 Work Tax Area | (PA) |
| • Infotype 0209 Unemployment Tax Area | (PA) |
| • Infotype 0210 Tax Withholding Info | (PA)/(Payroll) |

These infotypes are accessible via PA20 (Display) and PA30 (Maintain). For a complete list of infotypes, the Payroll Processing Infotype job aid is available on the OSC Training website in the Help Documents.

The chart below lists the appropriate security role(s) needed to maintain or display payroll dependent infotypes:

| Infotype Name | Infotype Number | SAP Security Role |
|---|---|---|
| Organization Assignment | 0001 | • HR Master Data Maintainer *(Update Access)*<br>• Payroll Administration *(Read Only Access)*<br>• Display Payroll *(Read Only Access)* |
| Payroll Status | 0003 | • Payroll Administration *(Read Only Access)*<br>• Display Payroll *(Read Only Access)* |
| Planned Working Time | 0007 | • HR Master Data Maintainer (*Update Access)*<br>• Payroll Administration *(Read Only Access)*<br>• Display Payroll *(Read Only Access)* |
| Basic Pay | 0008 | • HR Master Data Maintainer *(Update Access)*<br>• Payroll Administration *(Read Only Access)*<br>• Display Payroll *(Read Only Access)* |
| Bank Details | 0009 | • HR Master Data Maintainer *(Update Access)*<br>• Payroll Administration *(Update Access)*<br>• Display Payroll *(Read Only Access)* |
| Work Tax Area | 0208 | • HR Master Data Maintainer *(Update Access)*<br>• Payroll Administration *(Update Access)*<br>• Display Payroll *(Read Only Access)* |
| Unemployment Tax Area | 0209 | • HR Master Data Maintainer *(Update Access)*<br>• Payroll Administration *(Update Access)*<br>• Display Payroll *(Read Only Access)* |
| Tax Withholding | 0210 | • HR Master Data Maintainer *(Update Access)*<br>• Payroll Administration *(Update Access)*<br>• Display Payroll *(Read Only Access)* |

# Common Wage Types

Wage types are generated/calculated during biweekly and monthly payroll runs.

They allow the system to process amounts and time units in different ways to calculate the employee's remuneration.

| Wage Type | Description | Wage Type | Description | Wage Type | Description |
|---|---|---|---|---|---|
| /101 | Total Gross Wages | 1256 | Shift Overtime Hours | 1319 | Injury Leave |
| /559 | Payment | 1301 | Vacation Leave | 1320 | Military Training Leave |
| 1000 | Regular Pay | 1302 | Sick Leave | 1321 | Military Leave Active Duty |
| 1100 | Salaried/Hourly Pay | 1304 | Bonus Leave | 1325 | Paid Holiday |
| 1200 | Regular Hours | 1307 | Additional Hours | 1327 | Comp Leave |
| 1210 | Overtime Earned | 1311 | LWOP | 1344 | Travel Comp |
| 1220 | Annual Longevity | 1312 | Admin Leave | 1370 | Parental Leave 4 Weeks |
| 1250 | Shift 5% | 1315 | Civil Leave | 1371 | Parental Leave 8 Weeks |
| 1251 | Shift 10% | 1316 | Community Service Leave | 1709 | On Call Pay |
| 1252 | Shift 15% | 1318 | Education Leave | 1710 | Call Back Adjustment |
| 1253 | Shift 20% | | | | |

*A complete list of wage types, the Wage Type List job aid, is available on the OSC Training website in the Help Documents.*

# EXERCISE 1.1: Logging into the Integrated HR-Payroll System

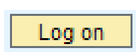
**SCENARIO**

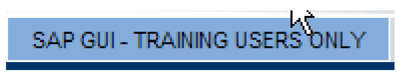
You need to log on the Integrated HR-Payroll System training client so you can complete course exercises.
You need:

- Portal Access
- NCID User ID
- Password

**Instructions**

**NOTE**: In class, you will use the NCID and password supplied by your instructor to access the training system. When you log on at work you will use your NCID and password to access the production system.

1. Assume you have already booted up your computer and logged onto Windows.
2. Enter your **NCID** and **password** into the appropriate fields.
3. Click the 

button.
4. Click the 

tab.
5. Choose the **client** designated by your instructor.
6. Maximize the Easy Access menu.

**Favorites to add to the SAP easy access menu:**

- PA20
- PA30
- PC_PAYRESULT
- PC00_M99_CWTR
- ZFIR018
- ZPYR001
- PUOC_10

**Questions & Answers**

Answer the following questions.

1. What three things do you need to log into the Integrated HR-Payroll System?

______________________________________________________________________

2. What are two different ways to add favorites to your SAP Easy Access menu?

______________________________________________________________________

This exercise is complete.

## Knowledge Check

| Question | Answer |
| --- | --- |
| 1. What is the infotype used for displaying and maintaining bank details? | |
| 2. True or False: All infotypes will have a subtype associated with it. | |
| 3. True or False: BEST runs payroll which calculates gross to net pay. | |
| 4. True or False: Calculation of net pay is included in payroll processing. | |
| 5. Give two names for a detailed list of earnings, deductions, and overtime. | |
| 6. Are factors such as time worked, and overtime used to calculate an employee's earnings? | |
| 7. Give an example of a voluntary deduction. | |
| 8. Give an example of a statutory deduction. | |
| 9. What three things are needed to log into the Integrated HR-Payroll System? | |
| 10. Name two ways to add to your favorites list. | |

## Summary

In this lesson, you learned to:

- Explain the details of payroll processing to include the calculation of gross pay, net pay, statutory deductions, and voluntary deductions
- Describe essential master data needed for payroll processing
- Understand how to log into the Integrated HR-Payroll System

# Lesson 2: Agency Payroll Display & Maintain

## Objectives

Upon completion of this lesson, you should be able to:

- Display HR Master Data Records
- Display/Maintain Employee Bank Details IT0009.
- Display/Maintain Recurring Payments/Deductions IT0014.
  - Cell Phone Supplement
  - Agency-specific Deductions and Supplements
- Display/Maintain Additional Payments IT0015.
  - Incentive Pay
  - Mentor Pay
    Award

## Displaying HR Employee Record

Using the PA20 transaction, you can display an infotype in an employee master data record. This transaction code is used for displaying only and does not allow any additions, updates, or changes to the employee record.

The PA20 transaction should be used until all corrections have been identified. This will prevent errors to an employee record inadvertently which would trigger retro activity.

# EXERCISE 2.1: Display HR Master Data

| **SCENARIO** |
|---|
| Your manager contacted you with questions regarding a Personnel Number. They want you to identify the employee and personnel area. |

**Instructions**

1. In the Command Field, enter **PA20** and click **Enter**. The Display HR Master Data screen is displayed.
2. Enter *80001039* in the **Personnel No.** field.
3. Click **Enter** to validate your entry and display the employee information in the Overview Area.

**Questions & Answers**

Answer the following questions.

1. What is the name of the employee?

   ______________________________________________

2. What is the employee's Personnel Area?

   ______________________________________________

This exercise is complete.

# EXERCISE 2.2: Search HR Master Data

| SCENARIO |
| --- |
| Maureen Ahmed has contacted you with questions about her pay and employee information. |

**Instructions**

1. In the Command Field, enter **PA20** and click **Enter** . The Display HR Master Data screen is displayed.
2. Click in the Personnel Number field.

   **NOTE**: If you do not know the personnel number, click the **Matchcode** button to search by Last name; First name **or** type =n.ahm* in the Personnel Number field.

3. Complete the following fields:

| Field | Value |
| --- | --- |
| Last name | Enter **Ahm*** |
| First name | Leave blank |

4. Click the **Start Search** button.
5. Select **Maureen Ahmed** in the list and click the **Copy** button.
6. Under the **Basic Personal Data** tab, select Basic Pay. Click the **Display** icon to view the pay information for Maureen Ahmed.

**Questions & Answers**

Answer the following questions.

1. What is her Personnel number (PERNR)?

   ______________________________

2. What employee group is assigned to her record?

   ______________________________

3. What is her Regular Salary?

   ______________________________

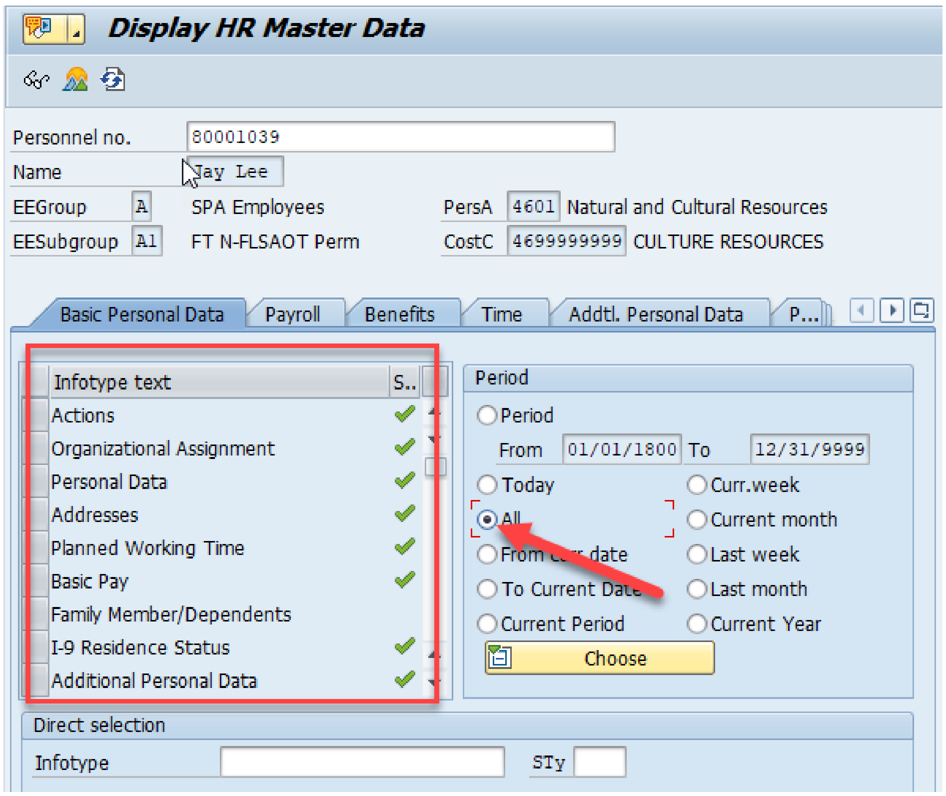
4. What is her Annual Salary?

   ______________________________

This exercise is complete.

# Displaying Infotype Data

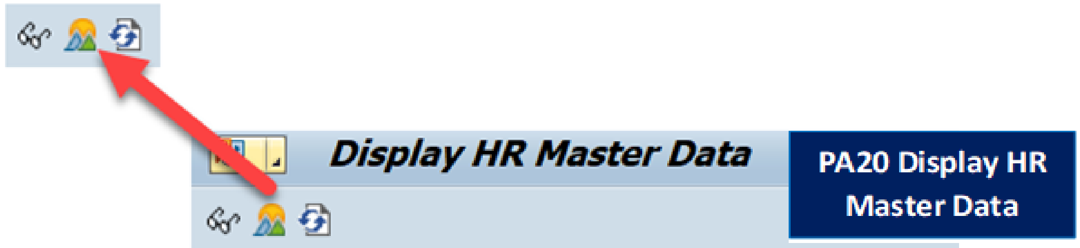
The PA20 transaction code will display all infotype records.




The HR Master Data for Jay Lee displayed above shows the Basic Personal Data Tab as the active tab. There are several tabs (i.e. Payroll, Benefits, Time, etc.) that exist within a HR Master Data record. Each of these tabs group related data together by using infotypes. When looking at the list of infotypes, a green check mark denotes that an infotype record exists. To display all infotypes, the All radio button needs to be checked.

The PA30 transaction code is used to maintain employee data. Use caution when using this transaction, as information will be updated and changed upon hitting save.

## Basic Infotype Functions

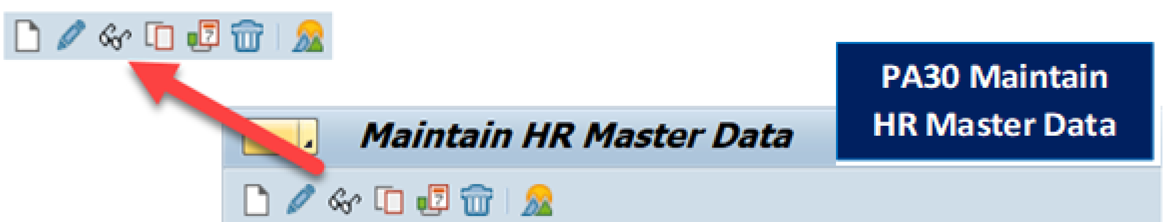



There are various ways to display employee master data infotype records.

The **Display**  button shows the selected infotype data. Upon selecting this button, the Integrated HR-Payroll System will take you to the most recent infotype record. If available, use the Previous Record, Next Record, or Overview buttons to move through infotype records.

The **Overview**  button provides a history of records associated with an infotype. From the list of available records, select the infotype record of choice, then click the **Choose**  button to display the record.

## Advanced Infotype Functions

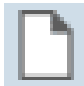
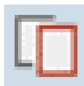
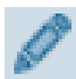



There are various processing options that can be used to maintain master data. Advanced infotype functions can only be found on the PA30 screen.

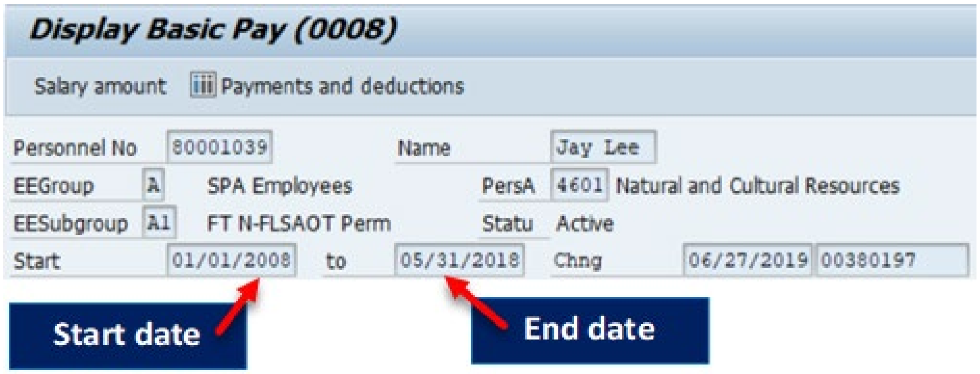
Advanced infotype functions for processing records include:

- Create
- Maintain (Edit)
- Copy
- Delimit
- Delete

New infotype records are created by using the create or copy function.

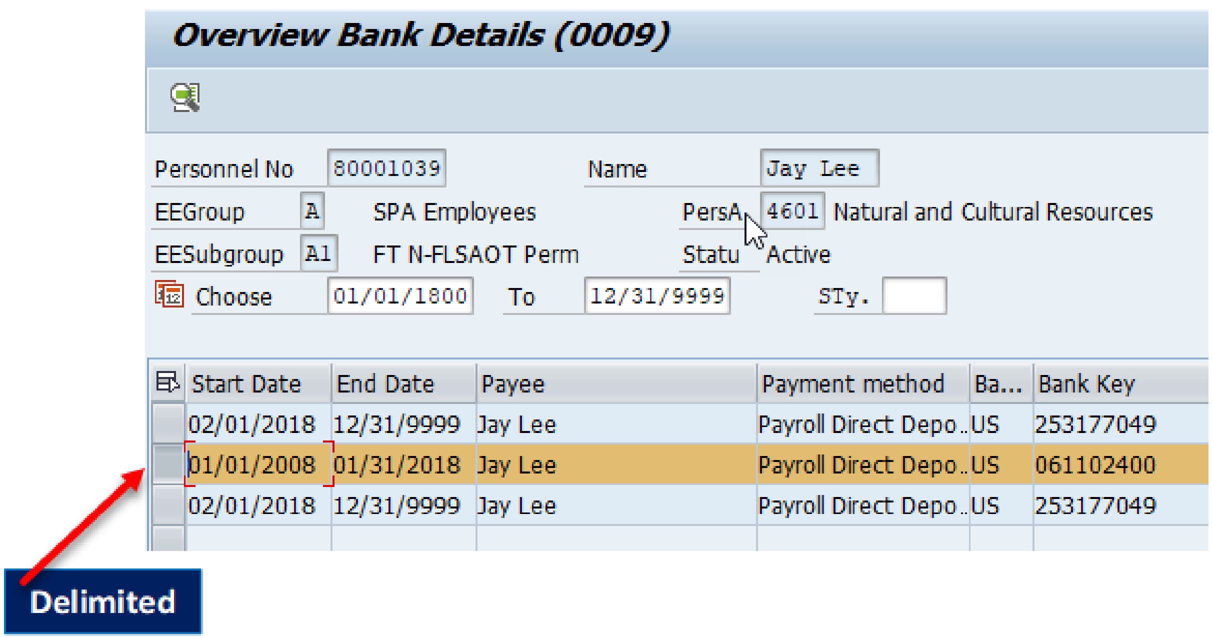
| | | |
|---|---|---|
| **Create** |  | The Create function enables the entry of new data. When creating a new record, existing old records are delimited. Infotype history is created using appropriate validity periods. |
| **Copy** |  | The Copy function is the creation of a new record and updates the infotype history. Unlike the Create function, the data is not entered on a blank screen, instead it is a screen with current valid data and the data can be overwritten. Be sure to change the date of the new record so the history is created properly.<br>Existing infotype records can be changed by using the change, delimit, or delete functions. |
| **Change** |  | The Change function enables the correction of an existing record without creating a new one. Changes to infotype records are not included in the history. |
| **Delimit** |  | Enter the end date for current record. This will create an infotype history. |
| **Delete** |  | Removes infotype record from the database. This will remove the infotype record from the history.<br>**NOTE:** It is strongly encouraged that this option is not used without assistance from BEST Shared Services. |

## Infotype Validity Period




Each infotype record has a beginning and ending date which is known as the validity period. **Validity periods** define the life span or "valid period" of the information contained in the infotype. When creating or changing an infotype, both the beginning and ending dates are required. In most cases, the ending date is unknown. If this is the case, the Integrated HR-Payroll System allows the use of 12/31/9999 to be entered.

## Delimited Record




The Integrated HR-Payroll System allows for the ability to have multiple instances of an infotype record. To update an employee's record, the old record is assigned an end date or is delimited. Delimiting a record means to end the validity period for that record. When creating a new record for an infotype, the old record is automatically delimited one day prior to the start date because, records cannot have overlapping dates.

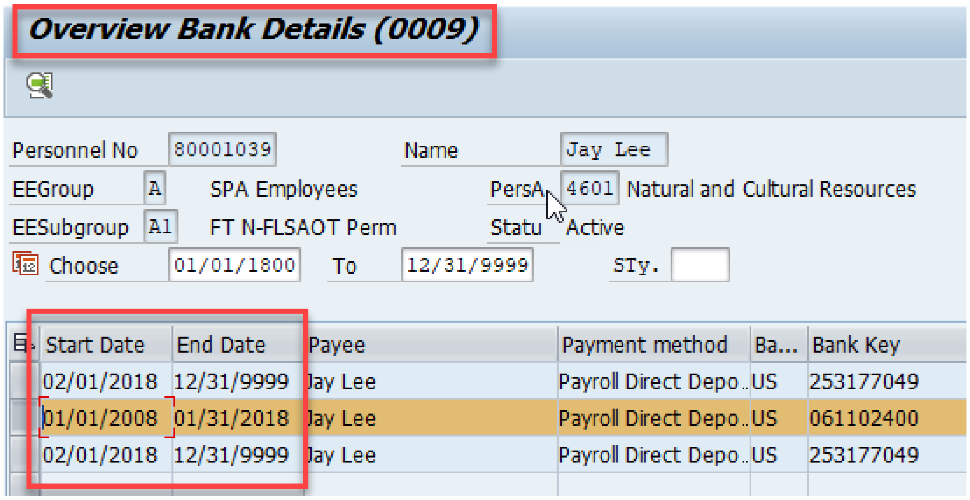
The process of delimiting is very important because the Integrated HR-Payroll System is a date-driven system.

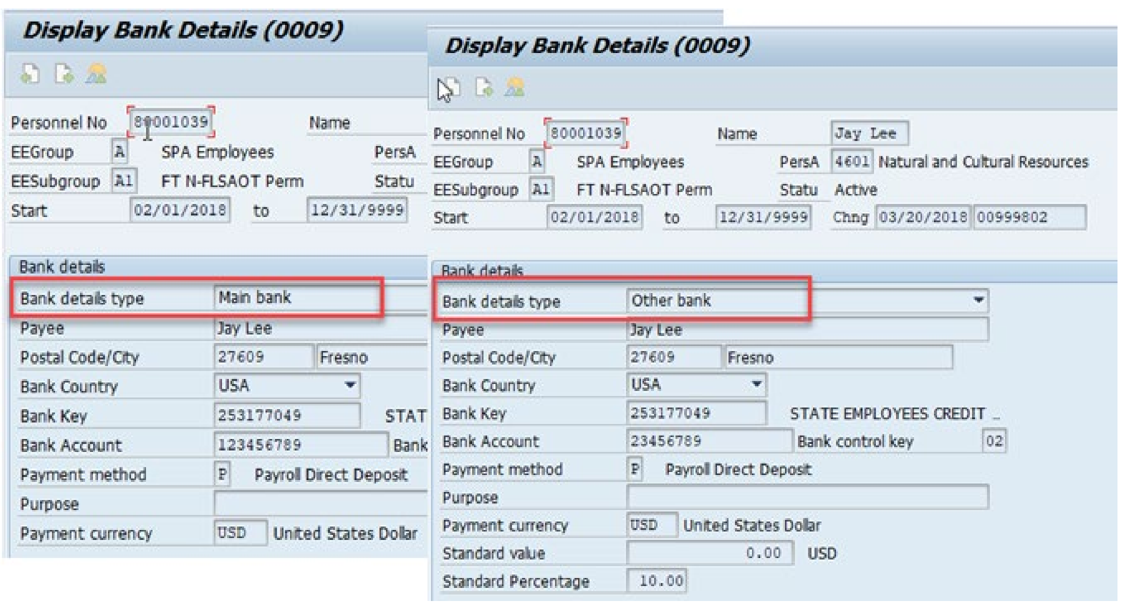
The next section introduces important infotypes used by agencies to process payroll.

# Display Employee Bank Details

The infotype to view an employee's bank details is 0009 – Bank Details.

It is best to overview what already exists in the infotype record before making changes to HR master data.



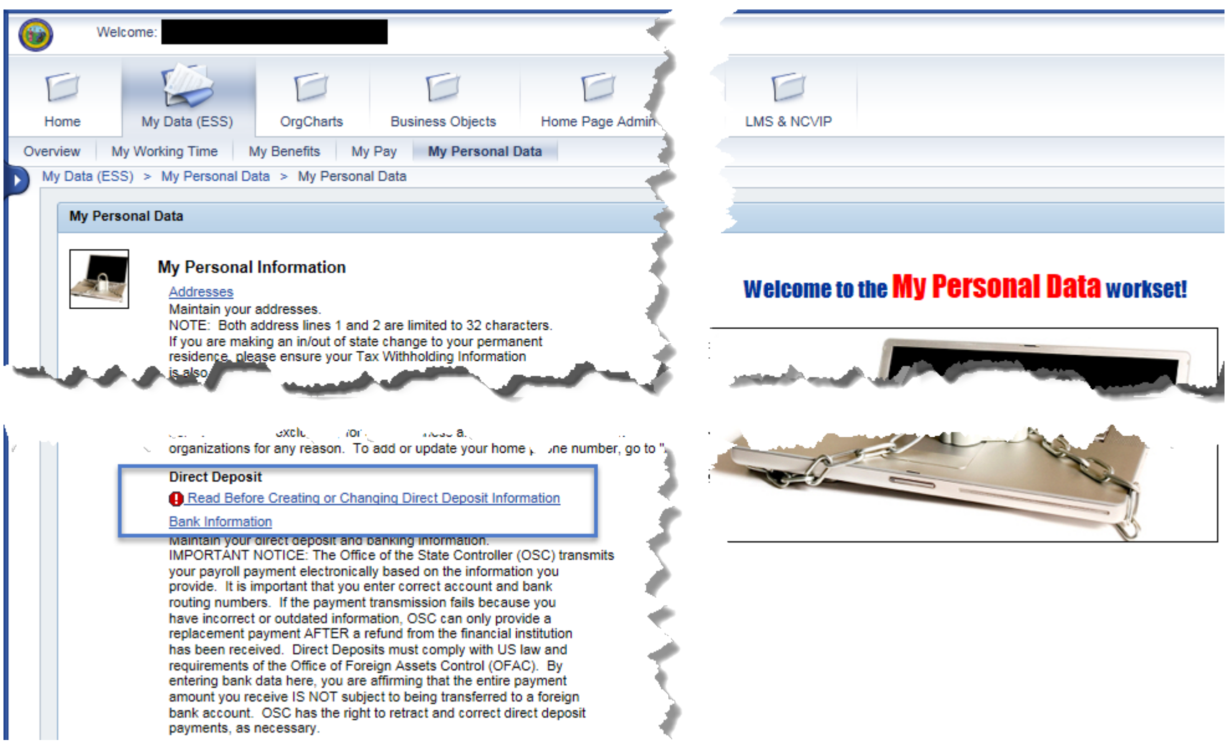

The Office of the State Controller requires all employees paid through the Integrated HR-Payroll System to use direct deposit. Any exception to the Direct Deposit policy must be requested in writing to the State Controller's Office. Direct Deposit information should be entered for all new hires. Employees can have multiple bank accounts in the Integrated HR-Payroll System with either a percentage or dollar amount for deposit.

| | |
|---|---|
| CAUTION | ***CRITICAL!*** - Changing bank accounts should be effective on the <u>first day</u> of the payroll period. If it's changed in the middle of the pay period, the system looks at all active accounts within the pay period, not just for the date of payroll run. For example, if you have 90% of your pay going to your main account A, and 10% going to a savings account B, but in the middle of the payroll period you change that 10% to be directed to account C, the system will read B and C, and take 10% to B and 10% to C, only depositing 80% of your pay to your main account A. |

The employee must have a single type "0 – Main bank" record for direct deposit. Employees can have up to three type "1 – Other bank" records. Each record must have a beginning and ending date.

**How does Split Deposit work?**

When employees choose to split their deposit in several accounts, the payroll program will always deposit the amounts of all Other bank's first and the remaining balance will be deposited in the Main bank.




Employees can use Employee Self Service to make changes to their Bank Details.

Employees who do not have access to ESS must contact their agency HR-Payroll office or BEST Shared Services to make change to bank details.

# EXERCISE 2.3: Display Employee Bank Details – (IT0009)

| SCENARIO |
| --- |
| You received a call from Marvin Tillman regarding his bank. He needs to verify which banks he is using for direct deposit. |

1. In the Command Field, enter **PA20** and click **Enter** . The Display HR Master Data screen is displayed.
2. Complete the following fields:

| Field | Value |
| --- | --- |
| **Personnel Number** | 80001035 |
| **Infotype** | 0009 |

3. Click the **Overview** button to display all bank records.
4. Highlight the first record and click the **Choose** button to display the bank details.
5. Click the **Back** button to return to the Overview Bank Details screen.
6. Repeat step 4 for each additional bank record listed on the Overview Bank Details screen.

**Questions & Answers**

Answer the following questions.

1. How many bank records exist for Marvin??

_______________________________________________

2. Does Marvin have a split deposit?

_______________________________________________

3. Is Marvin's money going into his checking or savings account?

_______________________________________________

This exercise is complete.

# EXERCISE 2.4: Maintain Bank Details PA30 (IT0009)

**SCENARIO**

Jay Lee from your agency submitted a voided check to have his deposit changed to a different account with SECU. You have told him that it is best to make these changes effective on the first of the month. You also told him not to close the old account until confirming one paycheck has been direct deposited into the new account.

1. Enter Transaction code **PA30** in the Command field and click the **Enter** button.
2. Complete the following fields:

| PERNR # - Jay Lee | | | | | | | |
|---|---|---|---|---|---|---|---|
| 1 | 80001183 | 6 | 80001188 | 11 | 80001193 | 16 | 80001198 |
| 2 | 80001184 | 7 | 80001189 | 12 | 80001194 | 17 | 80001199 |
| 3 | 80001185 | 8 | 80001190 | 13 | 80001195 | 18 | 80001200 |
| 4 | 80001186 | 9 | 80001191 | 14 | 80001196 | 19 | 80001201 |
| 5 | 80001187 | 10 | 80001192 | 15 | 80001197 | 20 | 80001202 |

| Field | Value |
|---|---|
| **Personnel Number** | Employee – Jay Lee |
| **Infotype** | 0009 |

3. Click the **Create** icon to access the Create Bank Details (0009) screen.

4. Complete the following fields:

| Field | Value |
|---|---|
| **Start Date** | First day of the next month |
| **Bank Details Type** | Main Bank |
| **Bank Key** | 253177049 (State Employees Credit Union, Raleigh, NC) |
| **Bank Account** | 1234567890 |
| **Bank Control Key** | 01 |
| **Payment Method** | P |

5. Click the **Save** button.

   **NOTE**: You will receive a message in the bottom left corner of the screen "The record valid from mm/dd/yyyy to 12/31/9999 delimited at end." The previous Main Bank record has been delimited.

6. Click the **Save** button or click **Enter** .
7. Record created.

This exercise is complete.

# Display Recurring Payments/Deductions

Use Infotype 0014 Recurring Payments/Deductions.

- To create recurring payments that will ***increase*** an employee's pay amount
- To create recurring deductions that will ***reduce*** an employee's pay amount

Once created, these payments/deductions continue until the end date of the validity period is reached.

When you separate, or transfer an employee, you must delimit agency specific deductions, or they will not be discontinued.

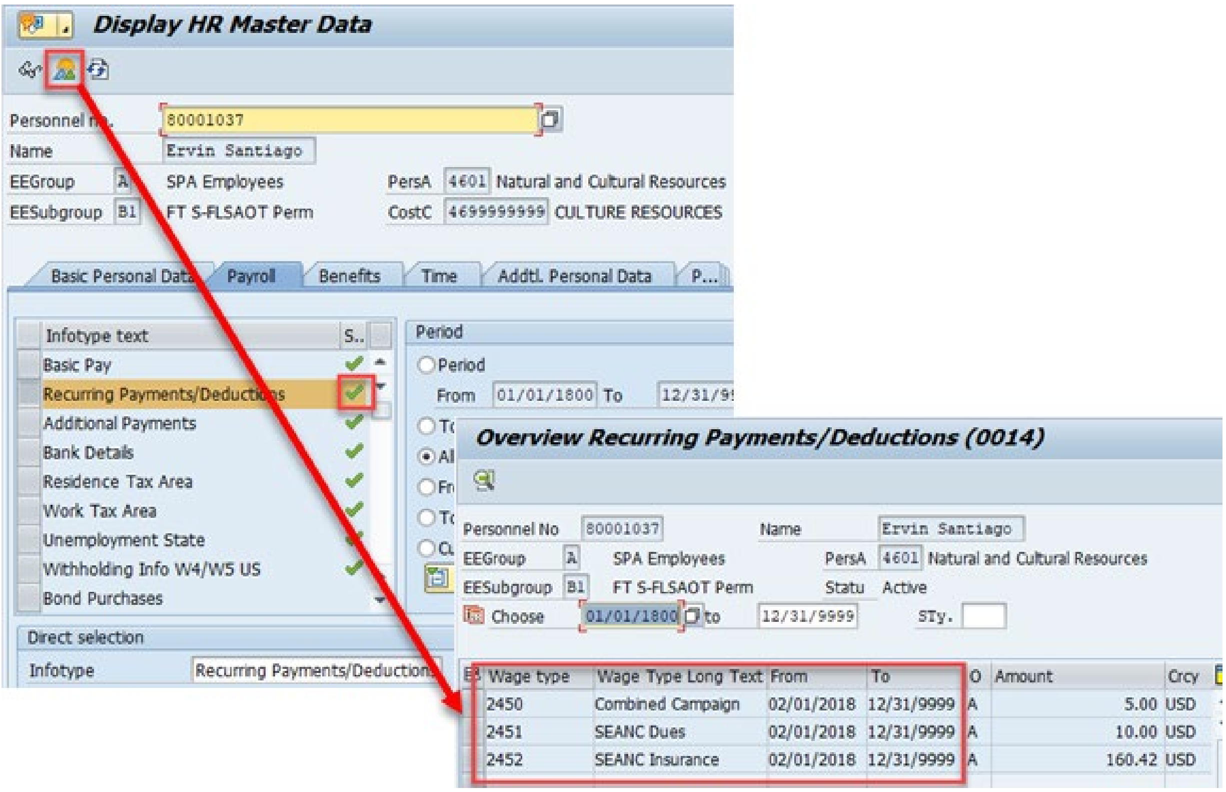
The Integrated HR-Payroll System looks at the validity date of the payment/deductions to make sure they are processed in the current payroll run.

It is very important to delimit agency specific deductions. If an employee terminates and then returns to work, the Integrated HR-Payroll System will retroactively try to recoup the deductions not taken during separation.

| | |
|---|---|
| INFORMATION | For more information, Display Recurring Payment Deductions Infotype 0014 BPP is available on the OSC Training website in Help Documents. |

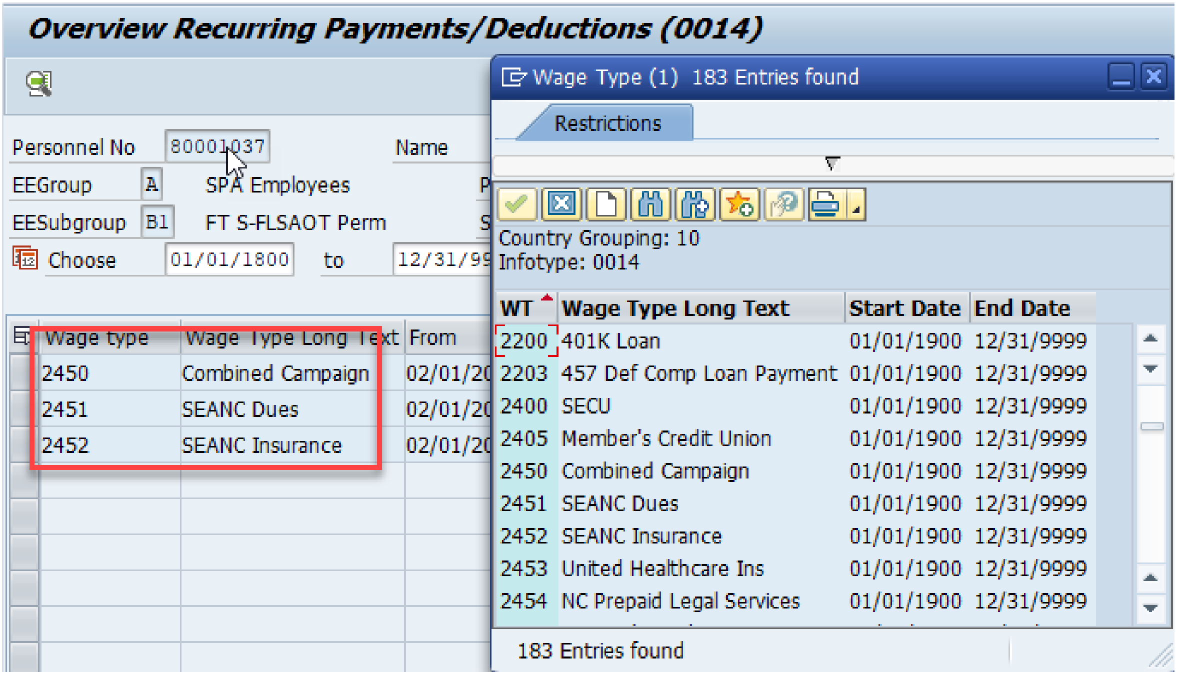
## Display Recurring Payments/Deductions Infotype 0014

To display a list of Recurring Payments/Deductions for an employee, click the Overview icon. Notice the list includes “From” and “To” dates for each infotype. To view an individual record, select the record row, and then click the Choose icon.




| | |
|---|---|
| INFORMATION | To display more information for an individual record, select the record and click the **Choose** icon. |

Another option to view an employee’s recurring payments/deductions is to use transaction code PA20 and click the Payroll tab. If there is a green check mark left of Recurring Payments/Deductions in the Infotype text box, then you would highlight the active record and use the Display or Overview icon to display the details. If no green check mark exists, there is not an active record for that employee.




Overview above includes:

- Combined Campaign
- SEANC Dues
- SEANC Insurance

There are several subtypes to categorize recurring payments/deductions.

Agency recurring deductions/payments that use subtypes are:

- Agency Specific Insurance

    Example: United Healthcare Ins

# EXERCISE 2.5: Display Recurring Payments/Deductions (IT0014)

**SCENARIO**

Marvin Tillman called to inquire about a recurring payment in the amount of $50.00 on his pay statement. Using Marvin's HR master data record, research his recurring payments/deductions so that you can return his call and give him the information needed.

1. Enter Transaction code **PA20** in the Command field and press **Enter** or click the **Enter** button. The Display HR Master Data screen is displayed.
2. Complete the following fields:

| Field | Value |
|---|---|
| **Personnel Number** | 80001035 for Marvin Tillman |
| **Infotype** | 0014 for Recurring Payments/Deductions |

3. Click the **Overview** button to display an overview list.
4. Highlight the record Mr. Tillman referenced and click the **Choose** icon to see the record details.

**Questions & Answers**

Answer the following questions.

4. How many recurring payments/deductions exist for Marvin Tillman?

_______________________________________________

5. What are they and what are the amounts?

_______________________________________________

6. What information would you provide to Mr. Tillman?

_______________________________________________

This exercise is complete.

INFORMATION

For more information, Display Recurring Payment Deductions Infotype 0014 BPP is available on the OSC Training website in Help Documents.

## EXERCISE 2.6: Create Recurring Payments/Deductions (IT0014)

| Scenario |
|---|
| Steve Lewis has requested a MetLife deduction in the amount of $15.00 be added to his record. |

1. Enter Transaction code **PA30** in the Command field and press **Enter** or click the **Enter** button. The Maintain HR Master Data screen is displayed.
2. Complete the following fields:

| PERNR # - Steve Lewis | | | | | | | |
|---|---|---|---|---|---|---|---|
| 1 | 80001203 | 6 | 80001208 | 11 | 80001213 | 16 | 80001218 |
| 2 | 80001204 | 7 | 80001209 | 12 | 80001214 | 17 | 80001219 |
| 3 | 80001205 | 8 | 80001210 | 13 | 80001215 | 18 | 80001220 |
| 4 | 80001206 | 9 | 80001211 | 14 | 80001216 | 19 | 80001221 |
| 5 | 80001207 | 10 | 80001212 | 15 | 80001217 | 20 | 80001222 |

| Field | Value |
|---|---|
| **Personnel Number** | Employee – Steve Lewis |
| **Infotype** | 0014 |
| **Subtype** | 2516 – MetLife |

3. Click the **Create** icon.
4. Complete the following field.

| Field | Value |
|---|---|
| **Start Date** | Tomorrow’s Date |

| | |
|---|---|
| **Wage Type** | 2516 (should default) |
| **Amount** | 15.00 |

5. Click the **Edit** button and select **Maintain Text** from the menu. The **Infotype Text** box is displayed. Type a note indicating why the new deduction is being added. *Ex: Per documentation received, the employee has requested a MetLife deduction in the amount of $15.00 be added to his record.*
6. Click the **Save** button. You will now see the **Maintain Text** icon on the Create Recurring Payments/Deductions (0014) screen.
7. Click the **Save** button to save your entry.

This exercise is complete.

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

## Display Additional Payments (IT0015)

The use of this infotype will be determined by the type of payment.

The date of origin determines the pay period

**Example**:

- Incentive Award
- Mentor Pay
- Meals

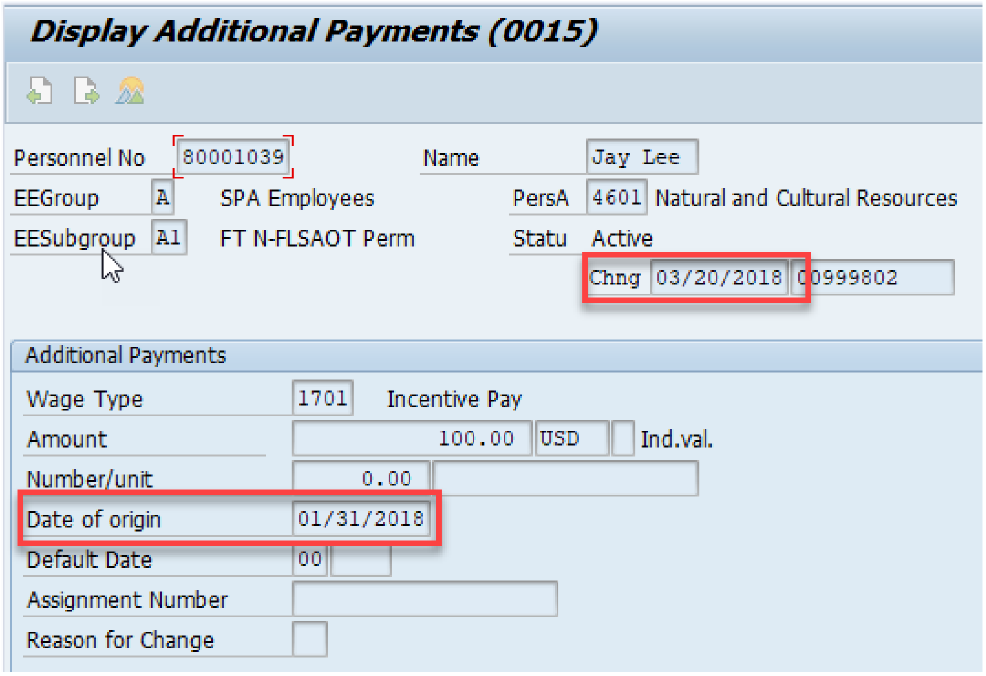
This infotype will be used when any action needs to occur related to a lump sum, one-time payment to an employee.

A payment that is entered for a pay period that has already run will trigger a retro-calculation.

**Example:**

- A one-time payment for a monthly employee is entered on March 20th with the Date of origin 1/31/2018. January's pay is recalculated to include the one-time payment. The difference will be paid in the March check.

| | |
|---|---|
| INFORMATION | For more information, Display One Time Payment Deductions Infotype 0015 BPP is available on the OSC Training website in Help Documents. |




The Date of origin field is extremely important. The change date in the change field will determine which payroll run includes the payment. Reference the payroll schedule for both monthly and bi-weekly payroll. The additional payment amount will be included in your total earnings.

> **NOTE:** To determine the payroll schedule for monthly and bi-weekly payroll, the payroll calendars are available on the OSC website under HR-Payroll Customer Service in Support Material.

Another option to view an employee's one-time payment is to use transaction code PA20 and click the Payroll tab. If there is a green check mark left of One-time Payments in the Infotype text box, then you would highlight that record and use the Display or Overview icon. If no green check mark exists, then there is not an active record for that employee.

## EXERCISE 2.7: Display Additional Payments (IT0015)

**SCENARIO**

Ervin Santiago received $75 extra in his pay. He called his agency HR-Payroll to ask why the additional funds appeared in his pay. Use his HR master data to research this so you can return his call.

1. Enter Transaction code **PA20** in the Command Field and press **Enter** or click the **Enter** button. The Display HR Master Data screen is displayed.
2. Complete the following fields:

| Field | Value |
|---|---|
| **Personnel Number** | 80001037 – Ervin Santiago |
| **Infotype** | 0015 – Additional Payments |

3. Click the **Overview** button to display the list of records.
4. Highlight the record for the $75 additional payment and click on the **Choose** button to display the detail information.

**Questions & Answers**

Answer the following questions.

1. What is the reason why Ervin received an extra $75 in his pay?

______________________________

2. How long will this amount be received?

______________________________

3. What is the Date of origin?

______________________________

This exercise is complete.

# EXERCISE 2.8: Create Additional Payments (IT0015)

**SCENARIO**

Thomas McGregor has earned a $100 mentor pay award. You will use PA30 and IT0015 to add the additional payment.

1. Enter Transaction code **P30** in the Command field and press **Enter** or click the **Enter** button. The Maintain HR Master Data screen is displayed.
2. Complete the following fields:

| PERNR # - Thomas McGregor | | | | | | | |
|---|---|---|---|---|---|---|---|
| 1 | 80001223 | 6 | 80001228 | 11 | 80001233 | 16 | 80001238 |
| 2 | 80001224 | 7 | 80001229 | 12 | 80001234 | 17 | 80001239 |
| 3 | 80001225 | 8 | 80001230 | 13 | 80001235 | 18 | 80001240 |
| 4 | 80001226 | 9 | 80001231 | 14 | 80001236 | 19 | 80001241 |
| 5 | 80001227 | 10 | 80001232 | 15 | 80001237 | 20 | 80001242 |

| Field | Value |
|---|---|
| **Employee** | Thomas McGregor |
| **Infotype** | 0015 |
| **Subtype** | 1702 – Mentor Pay |

3. Click the **Create** button.

4. Complete the following fields:

| Field | Value |
|---|---|
| **Date of Origin** | Tomorrow's Date |
| **Wage Type** | 1702 (should default) |
| **Amount** | 100.00 |

5. Click the **Edit** button and select **Maintain Text** from the menu. The **Infotype Text** box is displayed. Type a note indicating why the additional payment is being added.

   **NOTE**: If you forget to add the note, you can go back into the record and use the pencil. The pencil will put the record in edit mode. You can then go to Edit, Maintain Text to add the note and save the record again.

6. Click the **Save** button. You will now see the **Maintain Text** icon on the Create Additional Payments (0015).

7. Click the **Save** button to save your entry.

This exercise is complete.

# Garnishment Processing

Garnishments are processed with the standard SAP-supplied garnishments module.

- All appropriate garnishment rules are built in the Integrated HR-Payroll System.
- New garnishment orders must be sent to BEST Shared Services via US mail, scanned email attachments, or faxed to the confidential garnishment fax at is 919-875-3844.
- The garnishment order will be processed, and the employee will receive a letter.

  **NOTE:** Employee's address must be current in SAP.
- A letter will be sent to the originator of the garnishment when the employee separates.
- A responding letter will be sent to the court or organization issuing the garnishment order when required or stated in the order.
- In the next normal payroll period processed, the appropriate deductions will be taken from the employee's pay. Although rare, if an off-cycle payroll run occurs in a new pay period, the garnishment will be taken in full if adequate earnings exist, or prorated, if not. In the next normal cycle, the remaining portion will be taken.
- A garnishment order will be processed until a release is received by Best Shared Services. Local government and NCDOR garnishments can also cease when the initial balance due is satisfied.
- All garnishments are owned by BEST Shared Services.

The State of NC recognizes the following types of garnishments:

| Name | Type | Name | Type |
|---|---|---|---|
| Court Ordered Child Support | **COCS** | Creditor Garnishment | **CRED** |
| Federal Tax Levy | **FTL** | State Tax Levy | **STL** |
| Bankruptcy Garnishment | **BNKY** | County Garnishment | **CO** |
| Student Loans Garnishment | **SLN** | City Garnishment | **CI** |
| Hospital Garnishment | **HSP** | Ambulance Garnishment | **ABL** |
| SS Admin Garnishment | **SSAN** | Alimony | **ALY** |
| IRS Negotiated Garnishment | **IRNG** | Unemployment Garnishment | **UMP** |
| Employee Restitution | **EMPR** | Garnishment Refund | **GRNR** |

Infotypes used for Garnishments:

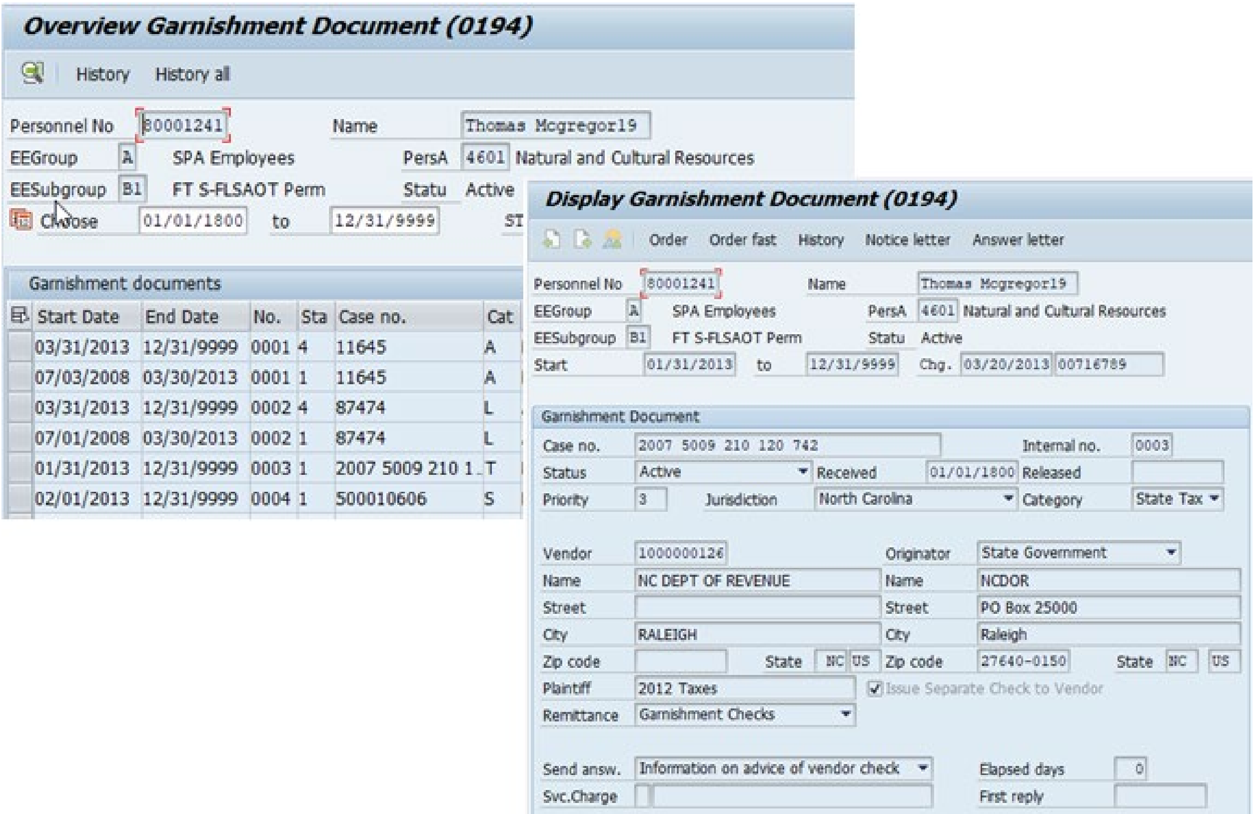
- 0194 Garnishment Document
- 0195 Garnishment Order

Garnishment orders must be sent to BEST Shared Services for processing. Those that are received by agency payroll or HR staff will need to be forwarded to BEST Shared Services for processing. Documents can be faxed (919-875-3844), emailed to OPS_Garnishment@osc.nc.gov with password protection, or sent through the mail marked Attention: Garnishment Team.

BEST Shared Services will manage the following:

- Entry
- Processing
- Remittance
- Reporting
- Communication

## Garnishment Document




The Garnishment Document IT0194 overview screen gives two choices:

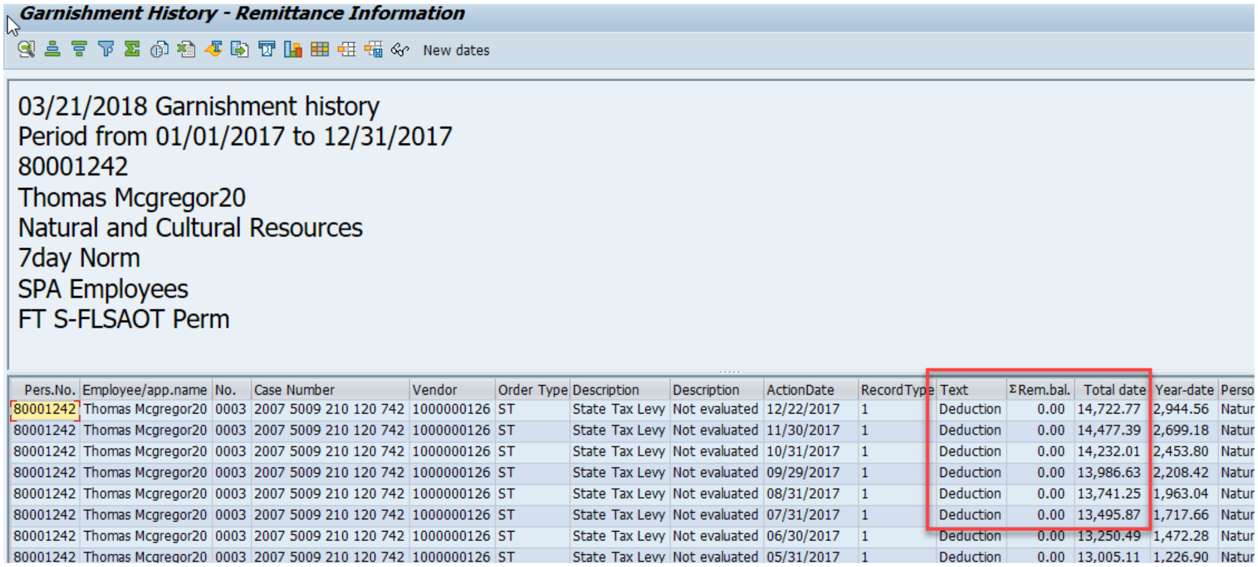
1. Select a garnishment document and look at the document details.
2. Select the garnishment and view the payment history.

The screen above displays the garnishment details. Several fields of importance are:

- **Status** – The status of the garnishment documents is Active, Pending, Inactive, Released, Reactivate for Refund and Bankrupt
- **Received** – The date that the garnishment was received from the garnishing authority
- **Priority** – Garnishment processing priority. The highest priority that can be assigned is 001.
- **Category** – Describes the category of the garnishment document being issued (e.g. bankruptcy, state tax, etc.)
- **Originator** – This field displays the legal authority from which the garnishment document originated.
- **Name** – This field is the payee of the garnished wages.

The option to view the payment history is also available from this screen by choosing the History option from the icon list.

The Garnishment History screen shows details for each payment that was deducted from an employee's pay and sent to the vendor. If the garnishment requires an initial balance due, then the history will include the remaining balance due.

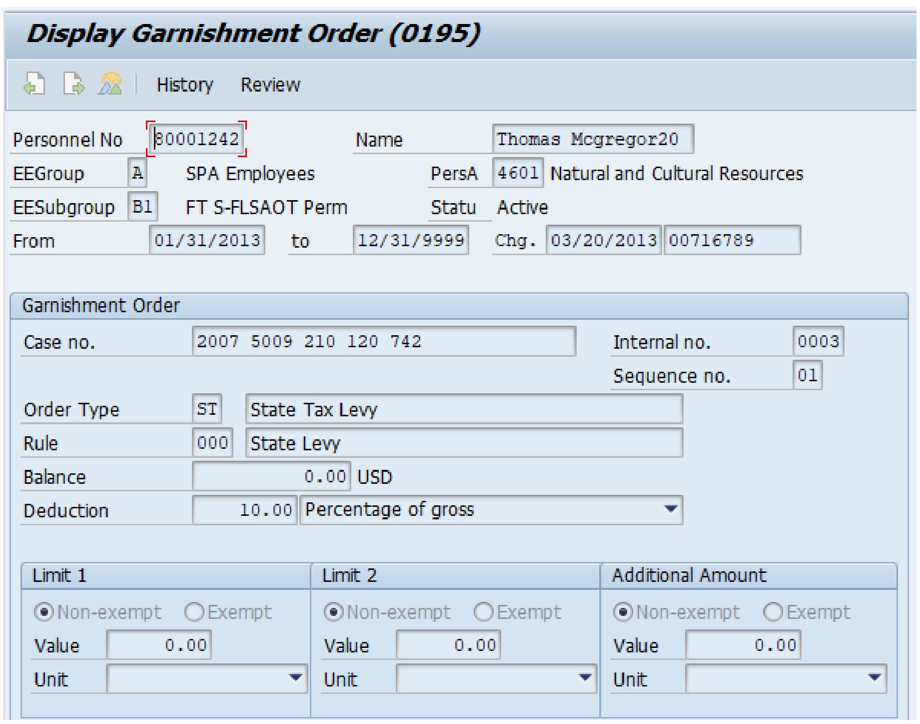

Garnishment History - Remittance Information

New dates

03/21/2018 Garnishment history
Period from 01/01/2017 to 12/31/2017
80001242
Thomas Mcgregor20
Natural and Cultural Resources
7day Norm
SPA Employees
FT S-FLSAOT Perm

| Pers.No. | Employee/app.name | No. | Case Number | Vendor | Order Type | Description | Description | ActionDate | RecordType | Text | ΣRem.bal. | Total date | Year-date | Perso |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 80001242 | Thomas Mcgregor20 | 0003 | 2007 5009 210 120 742 | 1000000126 | ST | State Tax Levy | Not evaluated | 12/22/2017 | 1 | Deduction | 0.00 | 14,722.77 | 2,944.56 | Natur |
| 80001242 | Thomas Mcgregor20 | 0003 | 2007 5009 210 120 742 | 1000000126 | ST | State Tax Levy | Not evaluated | 11/30/2017 | 1 | Deduction | 0.00 | 14,477.39 | 2,699.18 | Natur |
| 80001242 | Thomas Mcgregor20 | 0003 | 2007 5009 210 120 742 | 1000000126 | ST | State Tax Levy | Not evaluated | 10/31/2017 | 1 | Deduction | 0.00 | 14,232.01 | 2,453.80 | Natur |
| 80001242 | Thomas Mcgregor20 | 0003 | 2007 5009 210 120 742 | 1000000126 | ST | State Tax Levy | Not evaluated | 09/29/2017 | 1 | Deduction | 0.00 | 13,986.63 | 2,208.42 | Natur |
| 80001242 | Thomas Mcgregor20 | 0003 | 2007 5009 210 120 742 | 1000000126 | ST | State Tax Levy | Not evaluated | 08/31/2017 | 1 | Deduction | 0.00 | 13,741.25 | 1,963.04 | Natur |
| 80001242 | Thomas Mcgregor20 | 0003 | 2007 5009 210 120 742 | 1000000126 | ST | State Tax Levy | Not evaluated | 07/31/2017 | 1 | Deduction | 0.00 | 13,495.87 | 1,717.66 | Natur |
| 80001242 | Thomas Mcgregor20 | 0003 | 2007 5009 210 120 742 | 1000000126 | ST | State Tax Levy | Not evaluated | 06/30/2017 | 1 | Deduction | 0.00 | 13,250.49 | 1,472.28 | Natur |
| 80001242 | Thomas Mcgregor20 | 0003 | 2007 5009 210 120 742 | 1000000126 | ST | State Tax Levy | Not evaluated | 05/31/2017 | 1 | Deduction | 0.00 | 13,005.11 | 1,226.90 | Natur |

Use Infotype 0195 to view the details of the executed order. The important fields to understand on the garnishment order screen are:




- **Order Type** – This field represents the garnishment type.
- **Initial Balance** – This field contains the total amount due from the employee if the order is a state, local government, or employee restitution garnishment. If the garnishment order does provide a total amount due, this field will be zero.

- **Deduction** – This amount represents the deduction that will be taken from the employee pay, for all pay periods, until the initial balance is completely collected or a released is obtained and processed.

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

## EXERCISE 2.9: Display Garnishments

| SCENARIO |
|---|
| Thomas McGregor has called to inquire about the garnishment payments currently being deducted from his pay. |

1. Enter Transaction code **PA20** in the Command field.
2. Complete the following fields:

| PERNR # - Thomas McGregor | | | | | | | |
|---|---|---|---|---|---|---|---|
| 1 | 80001223 | 6 | 80001228 | 11 | 80001233 | 16 | 80001238 |
| 2 | 80001224 | 7 | 80001229 | 12 | 80001234 | 17 | 80001239 |
| 3 | 80001225 | 8 | 80001230 | 13 | 80001235 | 18 | 80001240 |
| 4 | 80001226 | 9 | 80001231 | 14 | 80001236 | 19 | 80001241 |
| 5 | 80001227 | 10 | 80001232 | 15 | 80001237 | 20 | 80001242 |

| Field | Value |
|---|---|
| **Personnel Number** | Thomas McGregor |
| **Infotype** | 0194 |

3. Click the **Overview** button. The Overview Garnishment Document (0194) screen is displayed showing a list of garnishment documents.
4. Highlight **Case no 2007 5009 210 120 742** and click the **Choose** button to display the details of the garnishment document.

5. Click **Order** from the menu bar to view Infotype 0195- Display Garnishment Order (0195) screen.

   **NOTE**: Highlight Case no and click History from the menu bar to view Garnishment History – Remittance Information.

**Questions & Answers**

Answer the following questions.

4. What is the initial amount of the garnishment?

   ______________________________________________

5. What type of garnishment was ordered?

   ______________________________________________

This exercise is complete.

## *KNOWLEDGE CHECK*

| Question | Answer |
|---|---|
| 1. What icon will give a history of the records associated with the infotype being viewed? | |
| 2. What is the transaction code for viewing employee master data information? | |
| 3. What is the transaction code for maintaining employee/master data information? | |
| 4. Give an example of an advanced infotype function. | |
| 5. What does delimit mean? | |
| 6. What is the infotype for bank details? | |
| 7. What is the infotype for recurring payments? | |
| 8. What is the infotype for one time or additional payments? | |
| 9. What should we do in the system when changing records? | |

## SUMMARY

In this lesson, you learned to:

- Display HR master data records
- Display/Maintain Employee Bank Details IT0009
- Display/Maintain Recurring Payments/Deductions IT0014
- Display/Maintain Additional Payments IT0015
- Display Garnishment Document IT0194 and Garnishment Order IT0195

*THIS PAGE*
*INTENTIONALLY LEFT BLANK*

# Lesson 3: Payroll Preliminary Process Review and Reports

## Objectives

Understand the preliminary payroll review process.

Describe Integrated HR-Payroll System report types and features.

Display and understand the following Integrated HR-Payroll System reports:

- Display Payroll Results — PC_PAYRESULT
- Display the Wage Type Reporter — PC00_M99_CWTR
- Display and print Remuneration Statements — ZPYR001 (mass printing) or PUOC_10
- Define Financial Report for Payroll Posting — ZFIR018 (used by Budget Analysts)

## Preliminary Payroll Review Process

Several Integrated HR-Payroll System and Business Objects reports are reviewed during the payroll correction days. These reports allow agencies to view and analyze finance, payroll, and HR data during the time when payroll corrections can still be processed.

The goal is for each agency to create and document a process that allows them to detect and correct payroll related errors prior to payroll finalization.

Agencies should be able to demonstrate and document due diligence to ensure accurate and timely payment to their employees. Establishment of and adherences to a sound preliminary payroll review process will reduce payments errors, this ensures public resources are being properly accounted for. Agency internal controls, as well as audit readiness, will be strengthened by tying the HR, finance, and payroll components together.

| | |
|---|---|
| INFORMATION | *For more information, Preliminary Payroll Review Process job aid is available on the OSC Training website in Help Documents.* |

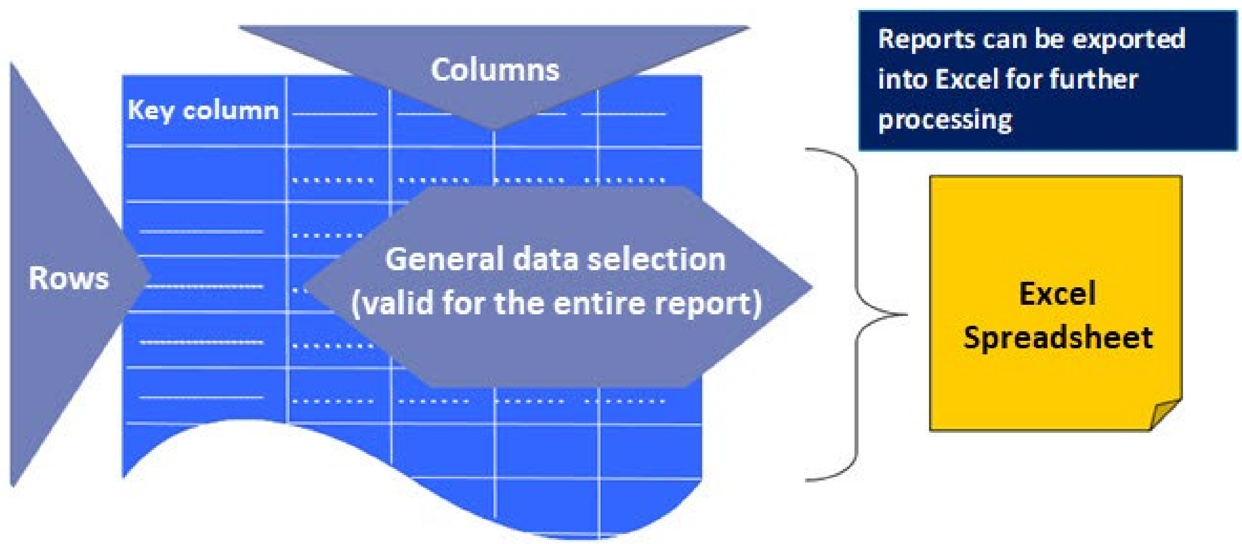
Agency preliminary payroll reviews should begin the day after payroll initialization. Preliminary payroll amounts should be compared against prior agency results for reasonableness. These comparisons should be reported after each payroll run (approximately 8:00am, noon, and 3:30pm).

When there are unidentifiable discrepancies from the normal agency results, contact BEST Shared Services immediately.

Agencies should establish expected results (run rates) that are a baseline for the population they will be testing during corrections days. Establishments of run rates can be done by viewing payroll and financial reports from prior dates. Materials and/or unexplainable deviation from the agency baseline should be researched and resolved before payroll finalization.

The Integrated HR-Payroll System reports must be reviewed during preliminary payroll processing. Agencies can set up a variant that chooses the same Org Unit, or Employee Group, or Wage Type, etc. each time to make comparisons more consistent, and deviations easier to detect. The reports which will be discussed in the lesson are available at the specific employee level up through various summary levels.

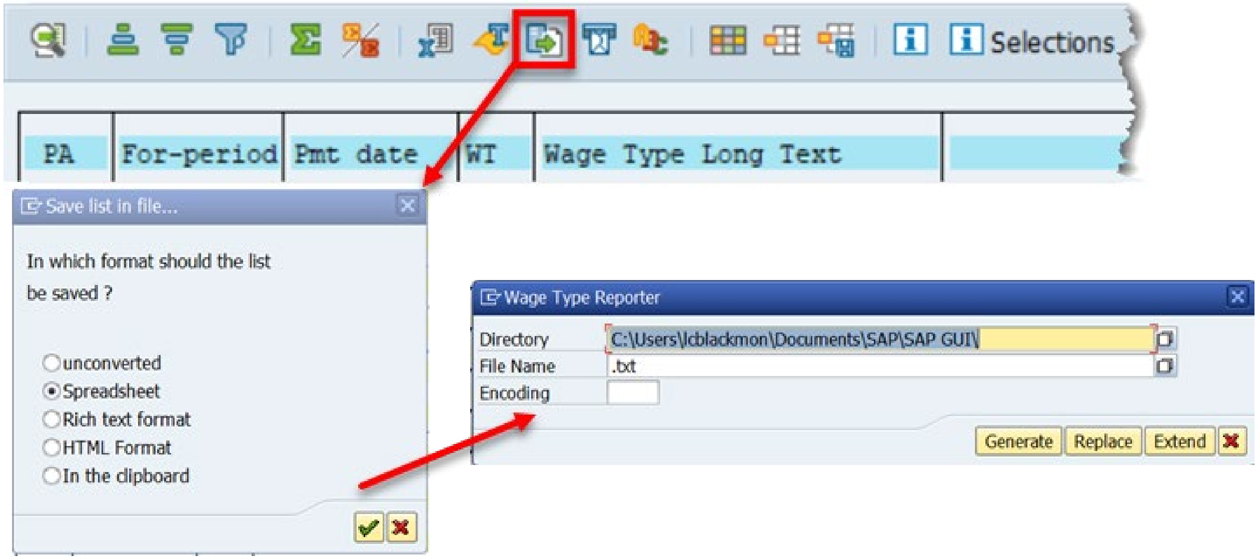
# Basic Integrated HR-Payroll System Reporting Structure




Line-item reports are the typical format for the output of list-display transactions, which generate lists of related objects. They are also found on the initial output screens of some create, display, and change transactions within the Integrated HR-Payroll System.

Each row in a line-item report displays the data about a single object, such as an employee. The data is arrayed in columns, which are capped by identifying headers. The rows are usually organized vertically according to the contents of the first column.

## From SAP to Excel




Most reports can be exported to Excel for data sorting and calculations.

Use one of the following methods to export the report.

- Click the Local File icon (as seen above). This icon is not available on all reports.
- Follow the menu path *System > List > Save > Local file*.
- Follow the menu path *List > Export. Spreadsheet (Excel)*. (Look under the first path- the title can change depending on the report.)

The next step is naming the file and placing in the appropriate file location.

## Reporting Features

The Integrated HR-Payroll System offers several reporting features:

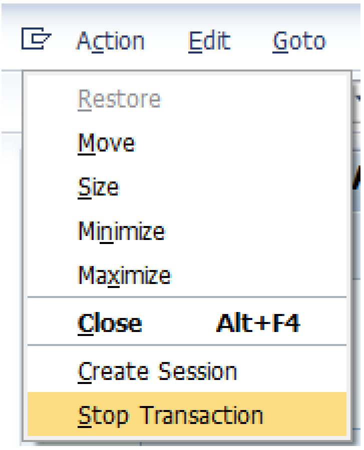
- Variants
- Report Layout
- Sorting
- Totals and subtotals

There are many selection criteria options to tailor your data results.

The more selection criteria used, the smaller the data pool that will be included in the report.

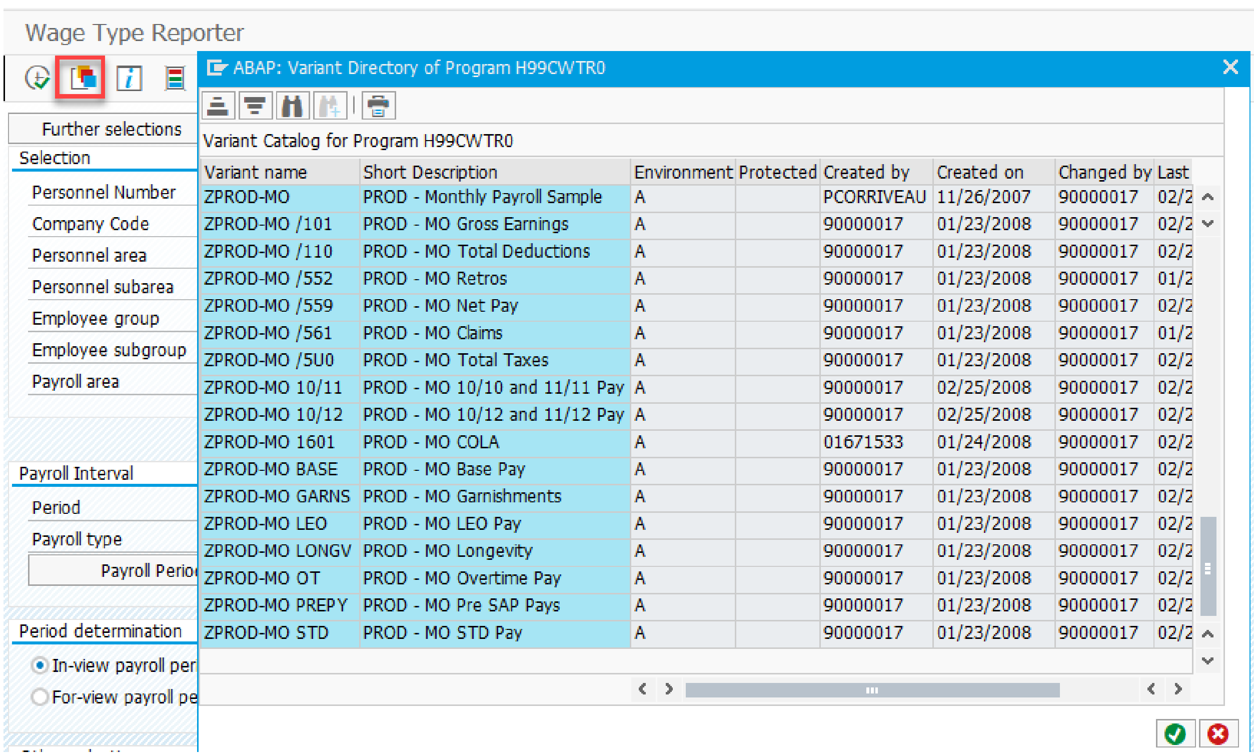
If unsure of the time it will take the report to generate, open a second Integrated HR-Payroll System session, or run the report in the background.

If the report is taking longer than expected to run or freezes, use the Stop Transaction feature to end the report. (See example at right.)




## Report Variants

Report variants provide a way for storing pre-defined selection criteria for later report execution.




Each report has multiple variants. Variants are report specific.

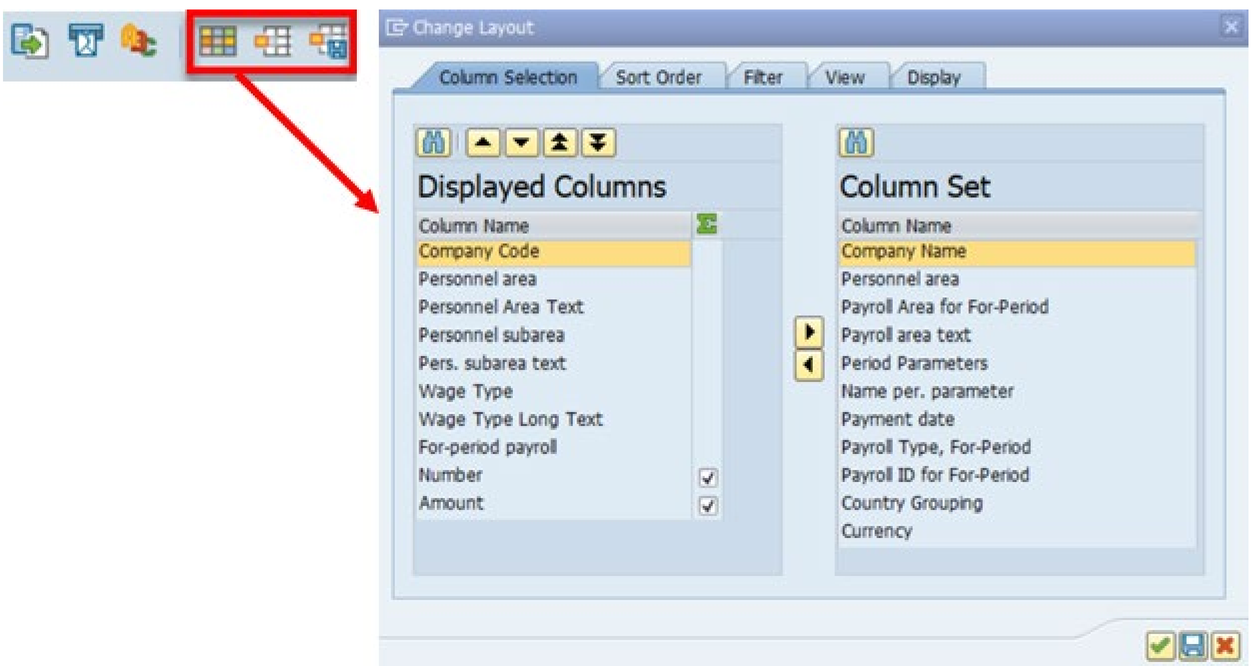
The filter criteria entered on many report entry screens can be saved. For example, if entering time for 15 people (personnel numbers), and these 15 numbers have been entered behind the multiple selection criteria button in the Personnel Number field, the entries can be saved as a variant. The next time that the 15 people need time entered, use the variant instead of re-entering the 15 personnel numbers each month.

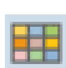
There are three advantages of using a variant:

1. Faster entry
2. Reduced errors
3. Can be used by more than one person in a group or area

## Report Layout

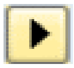
### Field and User Layout Options

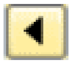



Click the Change layout icon.  A pop-up box is displayed.

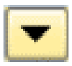
There are five-tab options on the Change Layout box.

**Displayed Columns** tab– Displays the fields included on the current report. If a different layout is desired, it can be adjusted by moving the columns to the right column to hide them from the display.

 Highlight an item in the Displayed Columns list and move it to the Column set list.

 Highlight a Column set item and move it to the Displayed Columns list.

 Move the highlighted item up in the order (moves the column to the left on the report).

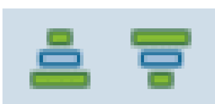
 Move the highlighted item down in the order (moves the column to the right on the report).

 Move the highlighted item to the top of the list (to the left of the report).

 Move the highlighted item to the bottom of the list (to the right of the report).

 Use *Find* to search for a field.

The sorting function rearranges the rows of line-item reports according to the contents of one or more selected data columns also known as *"sorting columns."*



Rows can be arranged in either alphanumerical or reverse alphanumerical order in one of two ways. The first method makes use of the Sort Ascending and Sort Descending.

<u>Single-Column Sort of a Line-Item Report</u>

Step 1. Click the header of the sort column to select it.

Step 2. Click the Sort descending or Sort ascending button.

## Creating Totals and Subtotals

Totals can be created for numeric fields, such as net value or quantity, by selecting the column and clicking the "Total" button (if available).

If a total has been created for a column, create subtotals by clicking the "Subtotals" button (if available).

The total and subtotals for more than one column can be displayed at the same time.

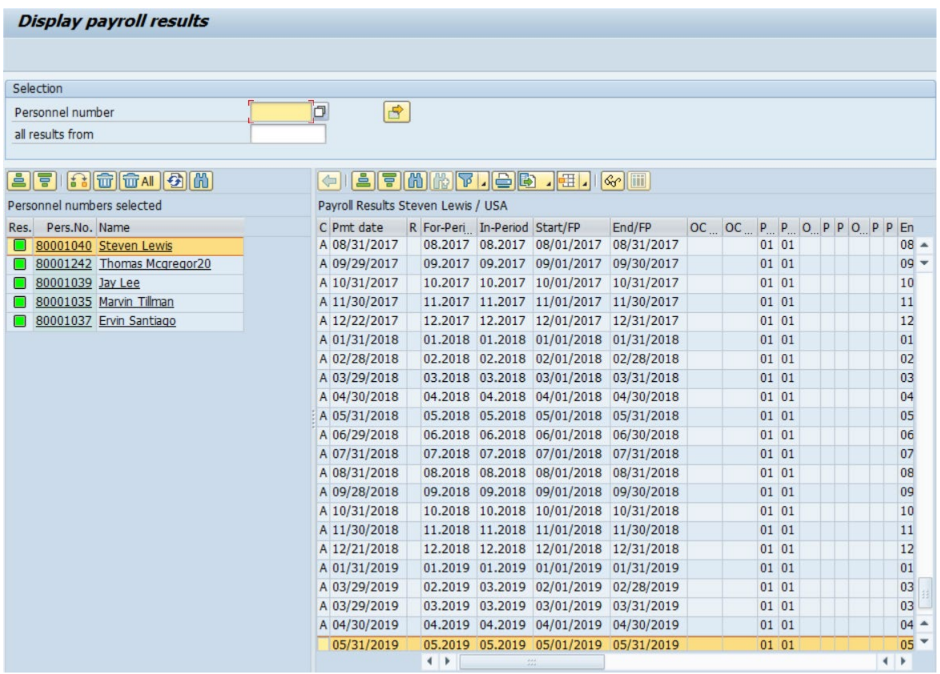
It is possible to display only the lines (rows) with totals by clicking the dots in front of the totals.

## Payroll Specific Reports

The following represents the Integrated HR-Payroll System reports covered in this course:

| | |
|---|---|
| Payroll Results | PC_PAYRESULT |
| Wage Type Reporter | PC00_M99_CWTR |
| Remuneration Statements | ZPYR001 |
| Off-Cycle Workbench – Payroll History | PUOC_10 |
| Payroll Posting | ZFIR018 |

## Payroll Results Report PC_Payresult




The PC_Payresult is a technical report that can be used to display preliminary payroll results for one or more employees.

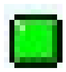
The payroll results initial screen is divided into two task pane windows. The left pane displays the selected personnel numbers and employees' names. The right pane displays the different payroll results. The most current payroll period will be highlighted.

Select an employee to display their payroll results.

> INFORMATION
>
> *For more information, the PC Pay Result Display BPP is available on the OSC Training website in Help Documents.*

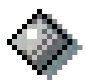
## Payroll Results

The symbol in the Results column shows whether there are results for the selected period.

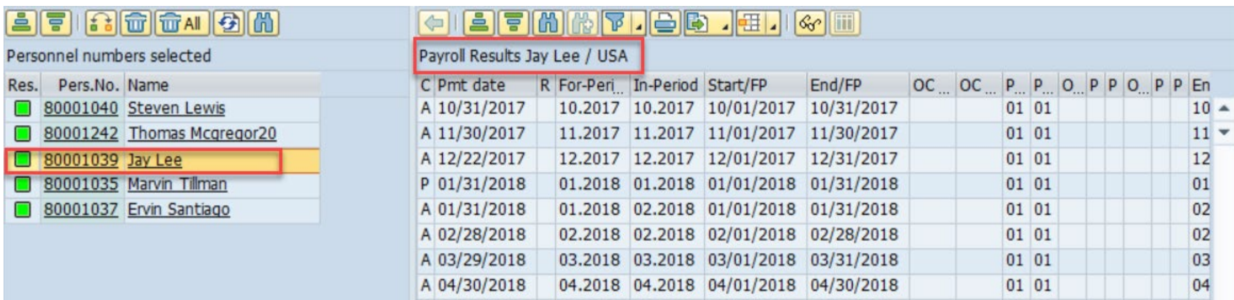


Results exist (green-filled square)

No results exist (red-filled circle)

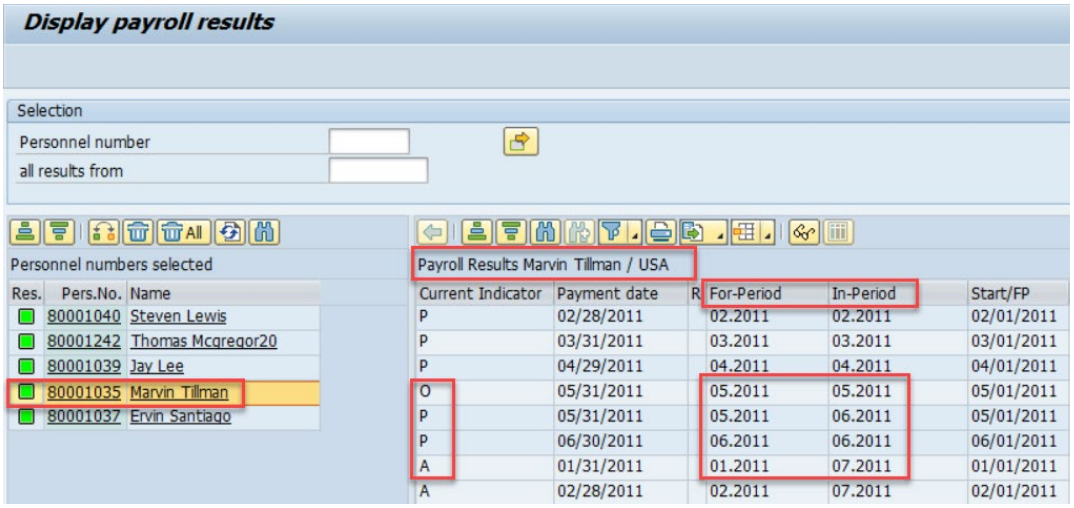


You have no authorization to display the results (grey-filled diamond)




When toggling between employees, be sure to verify the employee name on the left task pane to ensure that the correct employee's pay results are being viewed.

## Payroll Results (Status Indicators, For Period and In Period)




Click on employee name listed on left to view a list of payroll results on the right. Each payroll result presented on the right is coded with a status that indicates whether the payroll record is old or current.

**Status Indicators:**

A – Used for a payroll result generated by the last payroll run. The result is current (**actual** result of **current** payroll).

P – Used when a payroll result has been replaced by a new record during a retroactive accounting run. It then becomes the predecessor of the current record (**prior or previous** result).

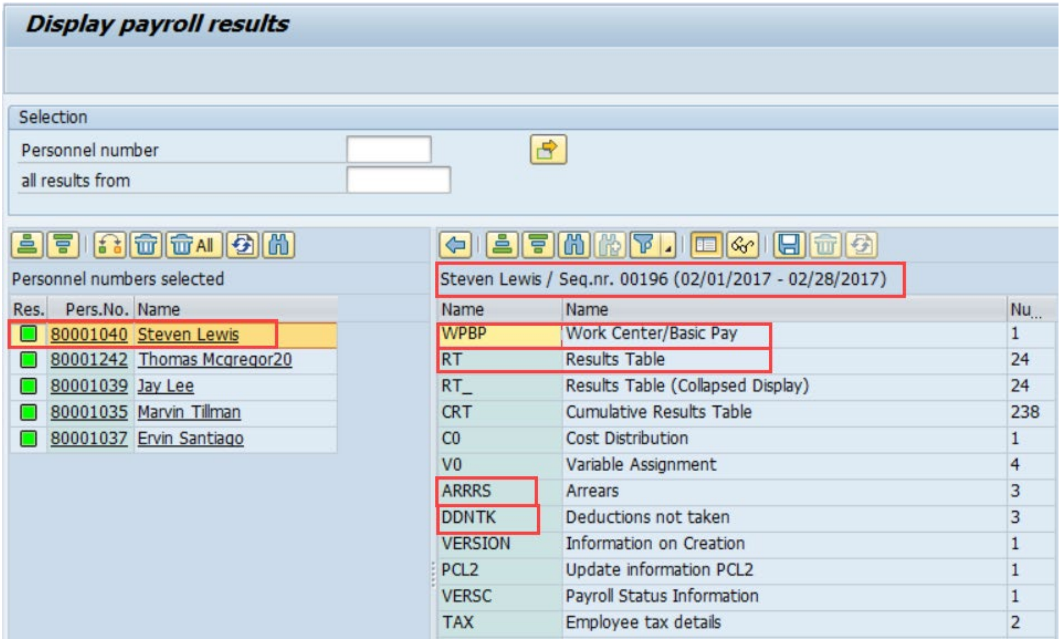
O – Used when it has been replaced by at least two retroactive accounting runs; that is, the record is no longer current, nor is it the predecessor of the current record (**old** result).

When different dates exist for the for-period and in-period fields, a retro-calculation has occurred. A retro-calculation indicates that a change has occurred in a pay period in which a previous result already existed.

**For-period:** Shows the period that the payroll line affects. For example, if a retro-calculation was made in July that affects May payroll, the For-Period column will show a May date.

**In-period:** Shows when a change was made, regardless of the payroll run it affects. For example, if a retro-calculation was made in July that affects May payroll, the In-Period column will show a July date.

## Payroll Results (Common Tables)




Double-click the payment date to view the payroll tables related to that payment date.

Several payroll tables could exist for a payroll result. The common tables that will be discussed in this class are:

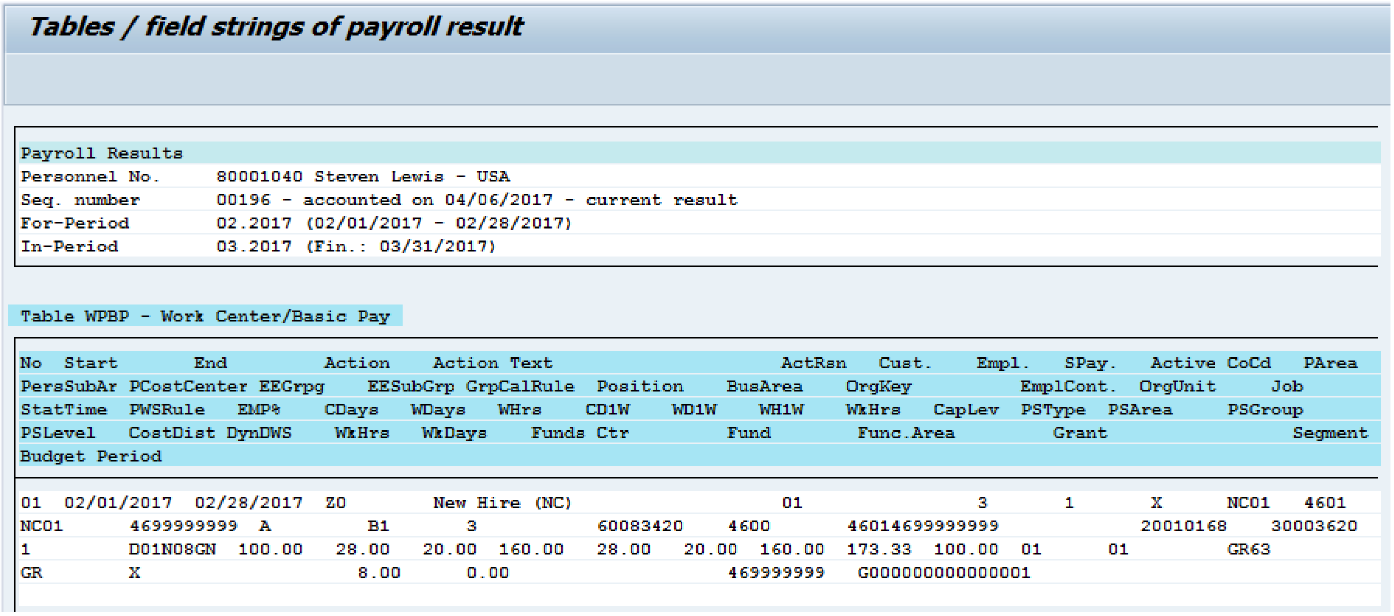
**WPBP** – Work Place/Basic Pay

**RT** – Results Table or RT_ - Results Table (Collapsed Display)

**ARRRS** – Arrears

**DDNTK** – Deductions Not Taken

## Payroll Results – WPBP Work Place/Basic Pay



***Tables / field strings of payroll result***

```
Payroll Results
Personnel No.       80001040 Steven Lewis - USA
Seq. number         00196 - accounted on 04/06/2017 - current result
For-Period          02.2017 (02/01/2017 - 02/28/2017)
In-Period           03.2017 (Fin.: 03/31/2017)

Table WPBP - Work Center/Basic Pay

No   Start       End         Action     Action Text                    ActRsn    Cust.     Empl.    SPay.    Active CoCd    PArea
PersSubAr PCostCenter EEGrpg    EESubGrp GrpCalRule  Position     BusArea     OrgKey              EmplCont.  OrgUnit      Job
StatTime  PWSRule    EMP%      CDays    WDays    WHrs      CD1W     WD1W     WH1W     WkHrs    CapLev  PSType  PSArea      PSGroup
PSLevel   CostDist DynDWS      WkHrs    WkDays     Funds Ctr          Fund         Func.Area           Grant                  Segment
Budget Period

01   02/01/2017  02/28/2017  Z0         New Hire (NC)                  01                     3         1        X      NC01    4601
NC01      4699999999  A        B1       3            60083420     4600        46014699999999             20010168      30003620
1         D01N08GN  100.00    28.00    20.00   160.00   28.00    20.00   160.00   173.33   100.00  01      01          GR63
GR        X                   8.00       0.00                     469999999    G000000000000001
```

The **WPBP Table** allows the comparison of hours worked to planned hours. You can use it to investigate questions about shift pay and overtime. Also, this table can be used to determine if the work schedule changed or if employee changed agency.

This table is created during finalization from the following infotypes:

- 0001 – Organization Assignment
- 0007 – Work Schedule
- 0008 – Basic Pay (Earnings)
- 173.33 = Target Hours – Full-Time EE
  (2080/12 = Average Monthly Hours Worked)

**<u>Planned Hours</u>**

CDays = Calendar Days
WDays = Work Days
WHrs = Work Hours

**<u>Actually Worked</u>**

CD1W = Calendar Days
WD1W = Work Days
WH1W = Work Hours

## Payroll Results – RT Results Table

### Table RT – Results Table

| | |
|---|---|
| Payroll Results | |
| Personnel No. | 80001040 Steven Lewis - USA |
| Seq. number | 00196 - accounted on 04/06/2017 - current result |
| For-Period | 02.2017 (02/01/2017 - 02/28/2017) |
| In-Period | 03.2017 (Fin.: 03/31/2017) |

Table RT - Results Table

| PReg Var | WT To | Wage Type Text Unit | Rate | WC C1 C2 C3 Number | Assign:AltPay Amount | CA | BT Abs |
|---|---|---|---|---|---|---|---|
| * | /101 | Total gross | | | 6,250.00 | US | |
| * | /114 | Base wage for BSI | | | 6,250.00 | US | |
| * | /550 | Statutory net | | | 6,250.00 | US | |
| * | /551 | Retrocalc.difference | | | 6,250.00- | US | |
| * | /553 | Recalc.diff.to last payr. | | | 6,250.00- | US | |
| * | /5U[illegible] | Number of paid period | | | | | |

| | |
|---|---|
| Payroll Results | |
| Personnel No. | 80001040 Steven Lewis - USA |
| Seq. number | 00196 - accounted on 04/06/2017 - current result |
| For-Period | 02.2017 (02/01/2017 - 02/28/2017) |
| In-Period | 03.2017 (Fin.: 03/31/2017) |

### Table RT – Results Table (Collapsed Display)

Table RT - Results Table (Collapsed Display)

| A | WT | WT Text | APC1C2C3aBKoReBTAwvTvNUnit | Amt/Unit | No. | Amount |
|---|---|---|---|---|---|---|
| * | /101 | Total gross | | | | 6,250.00 |
| * | /114 | Base wage f | | | | 6,250.00 |
| * | /550 | Statutory n | | | | 6,250.00 |
| * | /551 | Retrocalc.d | | | | 6,250.00- |
| * | /553 | Recalc.diff | | | | 6,250.00- |
| * | /5U3 | Number of p | | | 1.00 | |

The **Results Table** is where the final payroll results are stored. This table represents technical wage types that are generated during the payroll process. You can use it to investigate questions about salary, overtime, and shift pay.

The RT (Results table) has two different views: expanded and collapsed. They both have the same data but with a different view of displaying the data.

This Results table will list all the various technical wage types and amounts used to process payroll with amounts.

## Payroll Results – DDNTK Deductions Not Taken

| Payroll Results | |
|---|---|
| Personnel No. | 80001040 Steven Lewis - USA |
| Seq. number | 00196 - accounted on 04/06/2017 - current result |
| For-Period | 02.2017 (02/01/2017 - 02/28/2017) |
| In-Period | 03.2017 (Fin.: 03/31/2017) |

Table DDNTK - Deductions not taken

| WgType | WgType Text | Amount | VT | VN | Origin |
|---|---|---|---|---|---|
| 3100 | # NC Flex Dental-PT | 35.58 | B | 02 | R |
| 3115 | # NC Flex AD&D PT | 1.35 | B | 04 | R |
| 3130 | # NC Flex Cancer PT | 14.68 | B | 01 | R |

The **DDNTK Table**, also known as the Deductions Not Taken table, contains the deductions not taken during the current payroll.

## Payroll Results – ARRRS Arrears

| Payroll Results | |
|---|---|
| Personnel No. | 80001040 Steven Lewis - USA |
| Seq. number | 00196 - accounted on 04/06/2017 - current result |
| For-Period | 02.2017 (02/01/2017 - 02/28/2017) |
| In-Period | 03.2017 (Fin.: 03/31/2017) |

Table ARRRS - Arrears

| WType | WType | Amount | VT | VN | PerMo | Check date | PayPer | PayYear |
|---|---|---|---|---|---|---|---|---|
| 3100 | # NC Flex Dental-PT | 35.58 | B | 02 | 01 | 03/31/2017 | 02 | 2017 |
| 3115 | # NC Flex AD&D PT | 1.35 | B | 04 | 01 | 03/31/2017 | 02 | 2017 |
| 3130 | # NC Flex Cancer PT | 14.68 | B | 01 | 01 | 03/31/2017 | 02 | 2017 |

The **ARRRS Table**, also known as the arrears table, contains the deductions that are carried over to the next payroll period. When there is insufficient net pay to deduct all the mandatory and voluntary payroll deductions, the system determines how to prioritize deductions based upon configuration. If a deduction is marked for arrears, the non-deducted amount of the wage type will be stored in the ARRRS table and recovered in the next payroll cycle if possible.

**NOTE**: 401K does not move to the ARRRS Table.

For regular deductions that do not display in the ARRRS (Arrears) table but display in the DDNTK (Deductions Not Taken) table, the employee should contact the provider directly to submit missed payments. Items that show on this table are usually supplemental insurance items.

The system is designed to take all the deduction or none of it. If an employee does not have enough pay to take the deduction, it will not take any of it. The full amount is then kept in the ARRRS and DDNTK tables until there is enough pay to take the full deduction.

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

## EXERCISE 3.1: Display Payroll Results – PC_PAYRESULT

**SCENARIO**

Steven Lewis has contacted you regarding his February and March 2017 pay statement. Steven expressed concern in his deductions between the two months. You need to look at Steven Lewis's payroll results to access his deductions.

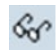
1. Enter Transaction code **PC_PAYRESULT** in the Command field and press Enter or click **Transfer/Enter** . The **Display payroll results** screen is displayed.
2. Complete the following field:

| Field | Value |
|---|---|
| **Personnel Number** | 80001040 – Steven Lewis |

3. Press **Enter** or click **Transfer/Enter** icon.
4. Click Steven Lewis from the list on the left side of the screen. His Payroll Results information will display on the right.
5. Select the row **(Pmt date 03/31/17, For Period 02.2017, In-Period 03.2017)** and click **Display Overview** icon to display the list of tables.
6. Click the **WPBP Table** row and click **Display Content** icon to display the Work Center/Basic Pay information.
7. Click **Back** icon to go back one screen.
8. Click the **RT_ Table** row and click **Display Contents** icon to display the payroll results information.
9. Click **Back** icon to go back one screen.

10. Click the **ARRRS** row and click **Display Contents**  icon to display the payroll results information.

11. Click **Back** icon  to go back one screen.

12. Click the **DDNTK** row and click **Display Contents**  icon to display the payroll results information.

**Questions & Answers**

Answer the following questions.

1. How many days did Steven Lewis work For-Period 02.2017?

   ______________________________________________

2. What were Steven Lewis' total gross wages For-Period 02.2017?

   ______________________________________________

3. How many deductions were not taken during the month of 02.2017?

   ______________________________________________

4. Were the deductions not taken in 02.2017 deducted in 03.2017?

   ______________________________________________

This exercise is complete.

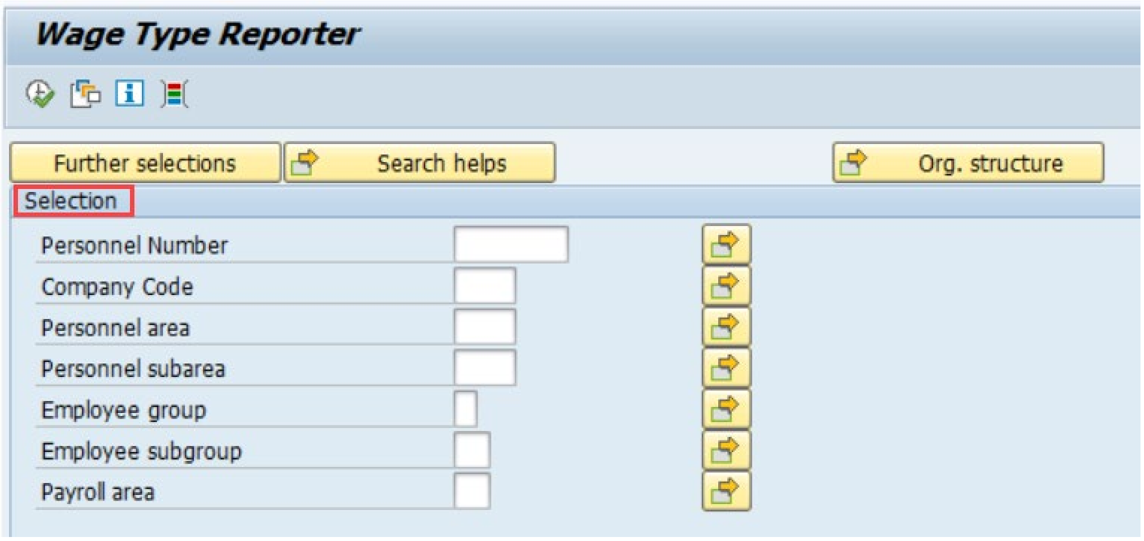
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

# Wage Type Reporter PC00_M99_CWTR

The wage type reporter is a flexible tool to check preliminary payroll during corrections and to view payroll results by wage type.

It is used for either period specific payroll amounts or for period to period comparisons for payroll amounts – either by element or summarized. Recommendation is that agency is aware of reasonable run rates for total payroll expenses and important cost elements (overtime, longevity, etc.) Wage Type Reporter should be checked during payroll correction days to determine if agency preliminary results are on track.

## Wage Type Reporter (Selection Area)




The standard selection fields for this report are in the Selection group. At least one selection area must be completed for this report to run successfully.

This evaluation report can be executed for the following:

A single employee

A group of employees

Agency (Personnel area)

For a selected period

For a specific payroll run (e.g., regular, off-cycle)

Compare a regular payroll run with another payroll run

Overview of wage types for an in-period view or a for-period view

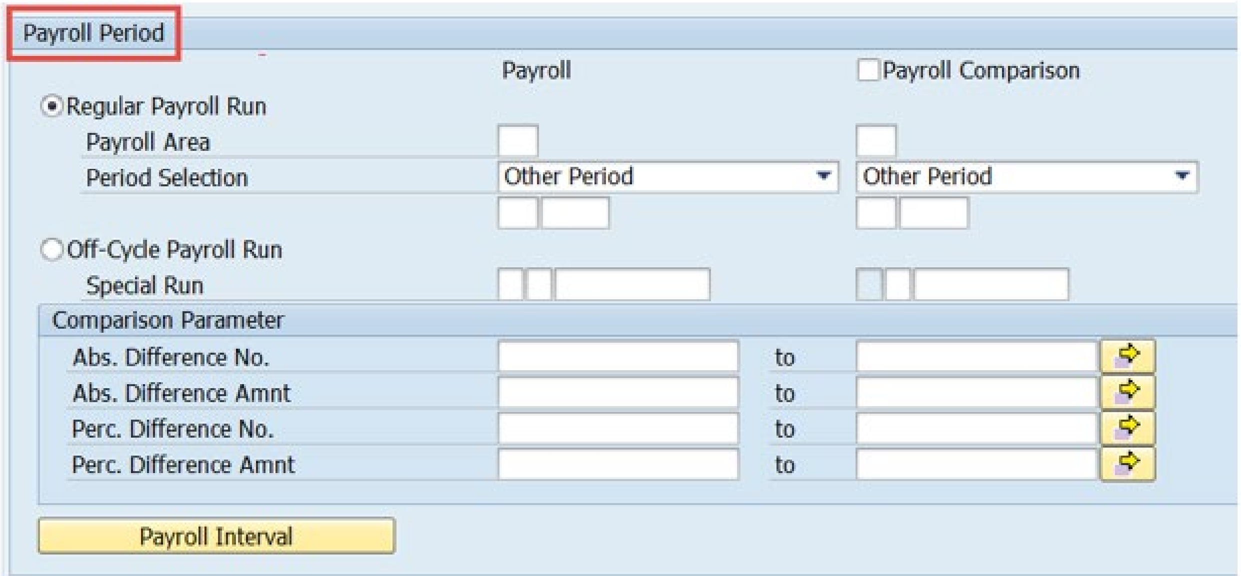
Read and evaluate archived payroll results

## Wage Type Reporter (Payroll Interval Area)

When using the Wage Type Reporter choose the date range using payroll period(s) for desired results. Enter a payroll type to generate a report. For a regular payroll run, leave the field blank.

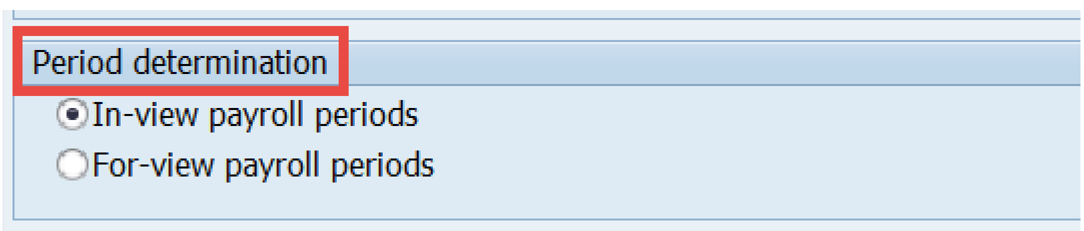
A specific payroll period can be viewed by using the payroll period button and entering the desired period.

## Wage Type Reporter (Payroll Period Area)




When generating a report for a regular Payroll run, enter the Payroll Area, Payroll Period, and year. One pay period can be compared to another pay period by selecting the payroll comparison checkbox filling in the Payroll Area, Payroll Period, and year.

## Wage Type Reporter (Period Determination Area)



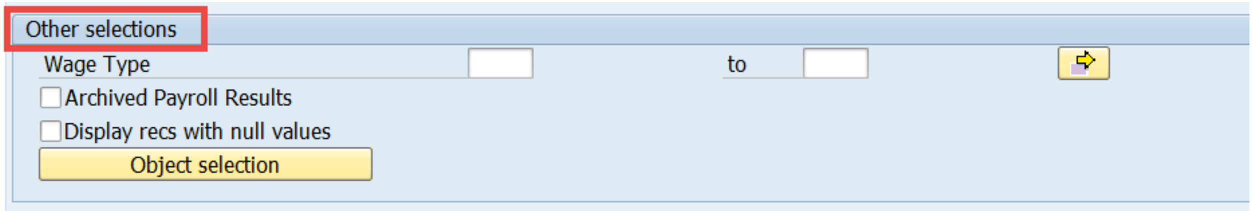

This section will be relevant to the dates that were selected in the Payroll interval fields.

> **In-view payroll periods**: includes all calculations from the dates of the period in question, plus all retroactive calculations – all data that has been processed within the period.
>
> **For-view payroll periods:** includes only the calculations that pertain to the dates of the period in question, no calculations which pertain to previous dates.

*Example:*

If the selected payroll interval was 01/01/2013 – 03/31/2013, the system will display all payroll results created IN this period, according to the payroll type you specified. A payroll run IN February 2013 FOR December 2012 would be included in the example, however, a payroll run IN April 2013 FOR February 2013 would not.

## Wage Type Reporter (Other Selections Area)



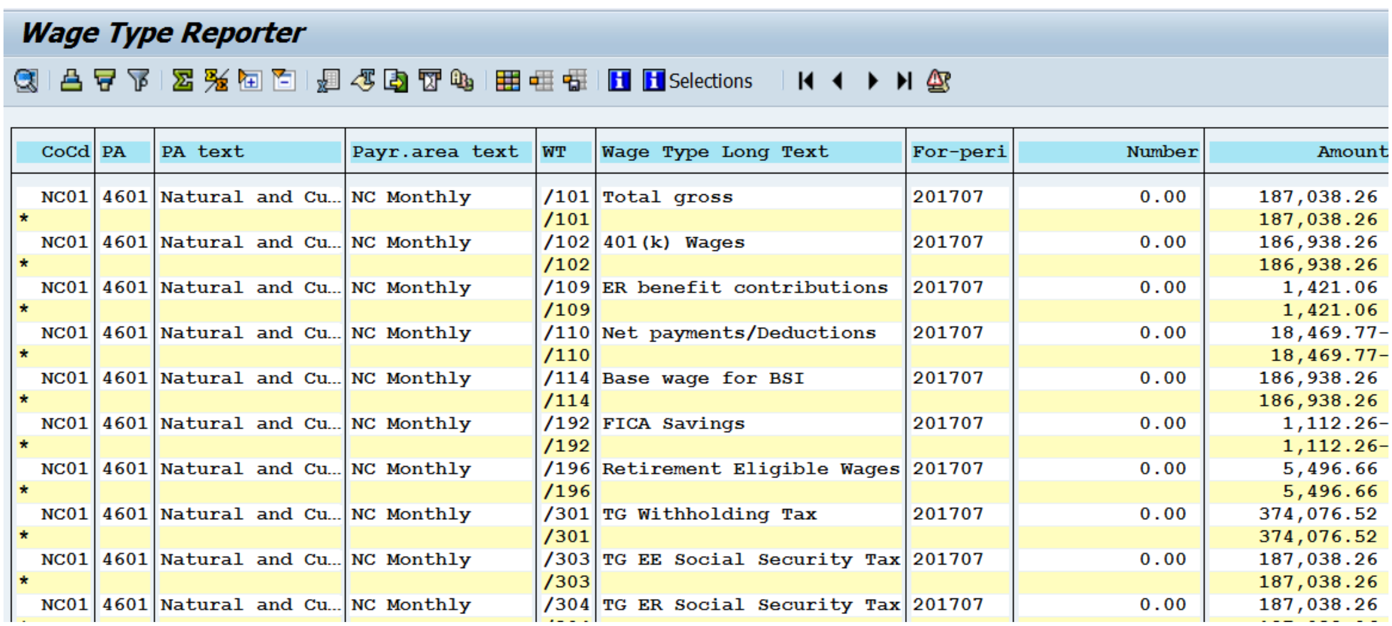

In order to generate this report a wage type must be specified.

If more than one wage type is needed to generate the report, the multiple selection icon and list the different wage types.

You can choose the Object selection button to specify which columns should display in the output list and which objects should be hidden.

> **NOTE:** When choosing the Personnel number field, the employee's name and personnel number will be displayed on the report.

## Wage Type Reporter



***Wage Type Reporter***

Selections

| CoCd | PA | PA text | Payr.area text | WT | Wage Type Long Text | For-peri | Number | Amount |
|---|---|---|---|---|---|---|---|---|
| NC01 | 4601 | Natural and Cu… | NC Monthly | /101 | Total gross | 201707 | 0.00 | 187,038.26 |
| * | | | | /101 | | | | 187,038.26 |
| NC01 | 4601 | Natural and Cu… | NC Monthly | /102 | 401(k) Wages | 201707 | 0.00 | 186,938.26 |
| * | | | | /102 | | | | 186,938.26 |
| NC01 | 4601 | Natural and Cu… | NC Monthly | /109 | ER benefit contributions | 201707 | 0.00 | 1,421.06 |
| * | | | | /109 | | | | 1,421.06 |
| NC01 | 4601 | Natural and Cu… | NC Monthly | /110 | Net payments/Deductions | 201707 | 0.00 | 18,469.77- |
| * | | | | /110 | | | | 18,469.77- |
| NC01 | 4601 | Natural and Cu… | NC Monthly | /114 | Base wage for BSI | 201707 | 0.00 | 186,938.26 |
| * | | | | /114 | | | | 186,938.26 |
| NC01 | 4601 | Natural and Cu… | NC Monthly | /192 | FICA Savings | 201707 | 0.00 | 1,112.26- |
| * | | | | /192 | | | | 1,112.26- |
| NC01 | 4601 | Natural and Cu… | NC Monthly | /196 | Retirement Eligible Wages | 201707 | 0.00 | 5,496.66 |
| * | | | | /196 | | | | 5,496.66 |
| NC01 | 4601 | Natural and Cu… | NC Monthly | /301 | TG Withholding Tax | 201707 | 0.00 | 374,076.52 |
| * | | | | /301 | | | | 374,076.52 |
| NC01 | 4601 | Natural and Cu… | NC Monthly | /303 | TG EE Social Security Tax | 201707 | 0.00 | 187,038.26 |
| * | | | | /303 | | | | 187,038.26 |
| NC01 | 4601 | Natural and Cu… | NC Monthly | /304 | TG ER Social Security Tax | 201707 | 0.00 | 187,038.26 |

This report allows for the following outputs:

The SAP List Viewer enables:

The use of pre-defined SAP standard and custom created display variants

Sorting of data

Filtering of data

Totals and subtotals

Using the Microsoft Excel output will download the onscreen view of information to an Excel Spreadsheet.

## Examples of Available Variants

| Use this variant… | To get this information… |
|---|---|
| ZPROD-BW/101 | Biweekly Gross Earnings |
| ZPROD-BW/110 | Biweekly Total Deductions |
| ZPROD-BW/559 | Biweekly Net Pay |
| ZPROD-MO/101 | Monthly Gross Earnings |
| ZPROD-MO/110 | Monthly Total Deductions |
| ZPROD-MO/559 | Monthly Net Pay |
| ZPROD-MO 10/12 | Monthly 10/12 and 11/12 Pay |
| ZPROD-MO 1601 | Monthly COLA |
| ZPROD-TOT-BASE | Total Base Pay by Employee |
| ZPROD-TOT-OTHR | Total Other Pay by Employee |
| ZPROD-BW/101 | Biweekly Gross Earnings |

**NOTE**: These are global variants. You can use any available variant and add information to narrow your search, but you should not change any variant currently in SAP. If you need a variant for your agency or office, you can copy an existing one and modify your copy. Be sure to add your agency or office name somewhere in the variant name, so you can find it later.

Use this process to check a payroll run by wage type against a previous period. This should be performed each pay period (monthly and biweekly) to see if the current payroll is reasonable for your organization.

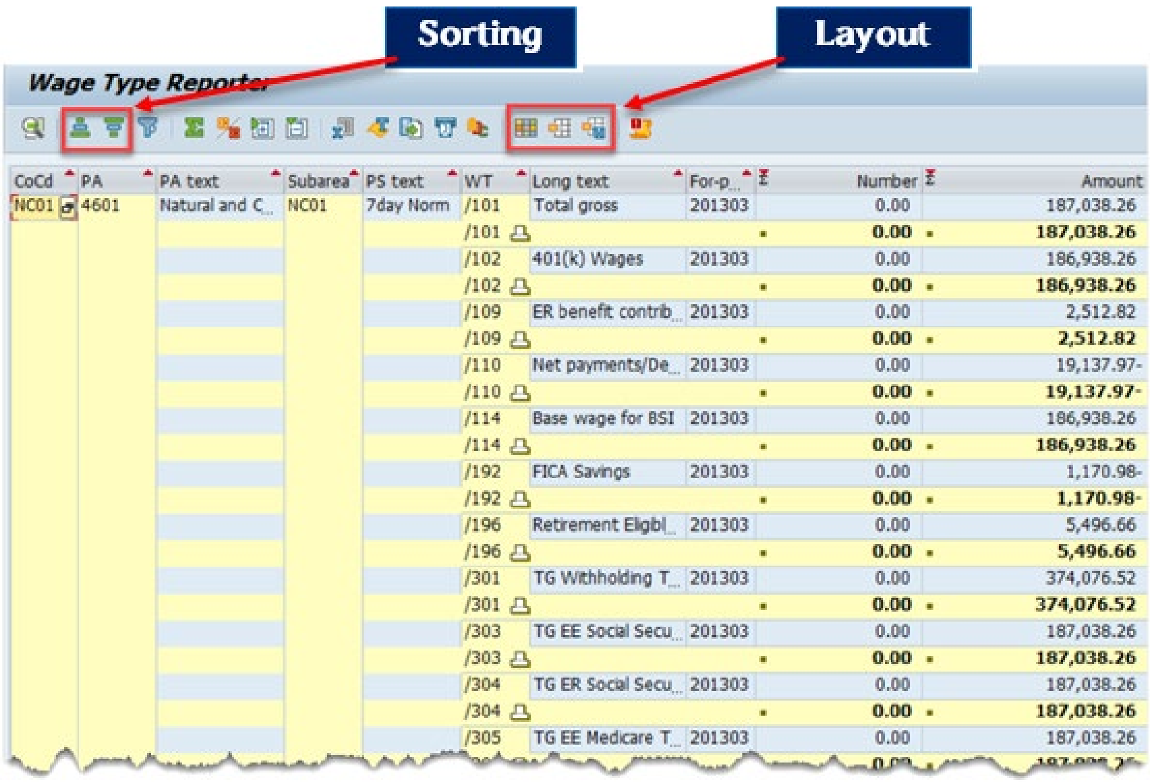
This type of verification is performed by BEST, but items that can stand out as incorrect on the agency level cannot be evident on the statewide level.

For example, some items you would typically check for wage types /101 and 1000 include:

Are the highest paid and lowest paid employees the actual employees you expect to be there?

Are there any spikes in the highest, lowest, or middle salaries when you compare periods?

Are there spikes in base pay from period to period?




| CoCd | PA | PA text | Subarea | PS text | WT | Long text | For-p... | Number | Amount |
|---|---|---|---|---|---|---|---|---|---|
| NC01 | 4601 | Natural and C... | NC01 | 7day Norm | /101 | Total gross | 201303 | 0.00 | 187,038.26 |
| | | | | | /101 | | | **0.00** | **187,038.26** |
| | | | | | /102 | 401(k) Wages | 201303 | 0.00 | 186,938.26 |
| | | | | | /102 | | | **0.00** | **186,938.26** |
| | | | | | /109 | ER benefit contrib... | 201303 | 0.00 | 2,512.82 |
| | | | | | /109 | | | **0.00** | **2,512.82** |
| | | | | | /110 | Net payments/De... | 201303 | 0.00 | 19,137.97- |
| | | | | | /110 | | | **0.00** | **19,137.97-** |
| | | | | | /114 | Base wage for BSI | 201303 | 0.00 | 186,938.26 |
| | | | | | /114 | | | **0.00** | **186,938.26** |
| | | | | | /192 | FICA Savings | 201303 | 0.00 | 1,170.98- |
| | | | | | /192 | | | **0.00** | **1,170.98-** |
| | | | | | /196 | Retirement Eligibl... | 201303 | 0.00 | 5,496.66 |
| | | | | | /196 | | | **0.00** | **5,496.66** |
| | | | | | /301 | TG Withholding T... | 201303 | 0.00 | 374,076.52 |
| | | | | | /301 | | | **0.00** | **374,076.52** |
| | | | | | /303 | TG EE Social Secu... | 201303 | 0.00 | 187,038.26 |
| | | | | | /303 | | | **0.00** | **187,038.26** |
| | | | | | /304 | TG ER Social Secu... | 201303 | 0.00 | 187,038.26 |
| | | | | | /304 | | | **0.00** | **187,038.26** |
| | | | | | /305 | TG EE Medicare T... | 201303 | 0.00 | 187,038.26 |

The report is now displayed for viewing, printing, or downloading. You can hide some of the columns by clicking on the Change layout icon.

You can select as many options as you desire to hide. The columns listed in the Hidden fields table will not be displayed in your report. You can save this display layout to be recalled each time you generate this report. This will eliminate having to hide columns each time this report is generated.

The report displayed above was created using the custom variant, HR_CH: Wage Type Capitulation Variant. Using this variant will automatically create totals and subtotals. If your report is similar to the view above, the variant was not used.

| | |
|---|---|
| INFORMATION | *For more information, the PC00M99CWTR Wage Type Reporter BPP is available on the OSC Training website in Help Documents.* |

## EXERCISE 3.2: Wage Type Reporter – PC00_M99_CWTR

**SCENARIO**

Your manager has asked you to run a Wage Type Reporter summary for Cultural Resources.

1. Enter Transaction code **PC00_M99_CWTR** in the Command Field and press Enter or click **Transfer/Enter** icon . The Wage Type Reporter screen is displayed.
2. Click the **Get Variant** icon to find variant. The Find Variant information box is displayed.
3. Delete the information in the **Created by** field and click Execute icon. The Variant Directory of Program H99CWTR0 is displayed.
4. Select the variant **SAP&HR_CH_UVG1 (HR_CH:Wage Type Capitulation)** and click the **Choose/Start Search** icon.
5. Complete the following fields:

| Field | Value |
|---|---|
| **Personnel Area** | 4601 |
| **Payroll Area (Payroll Period Section)** | 01 |
| **Period Selection** | Select *Other Period* from the list. |
| **Payroll Period Month / Year** | 03 2013 |

6. Click the **Execute** icon to run the report.

**Questions & Answers**

Answer the following questions.

5. What is the total wage type/101 calculation for the Cultural Resources (PA 4601)?

_______________________________________________

6. What is the total amount of wage type 1000 (Regular Salary) personnel area NC01 (7-day norm)?

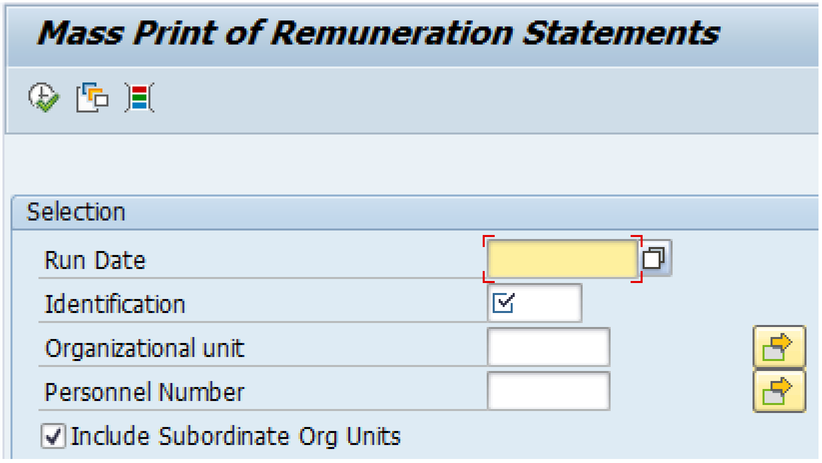
_______________________________________________

7. What is the total amount of wage type /G03 (Garnishment sum)?

_______________________________________________

This exercise is complete.

# Remuneration Statement (ZPYR001 – Mass Printing)

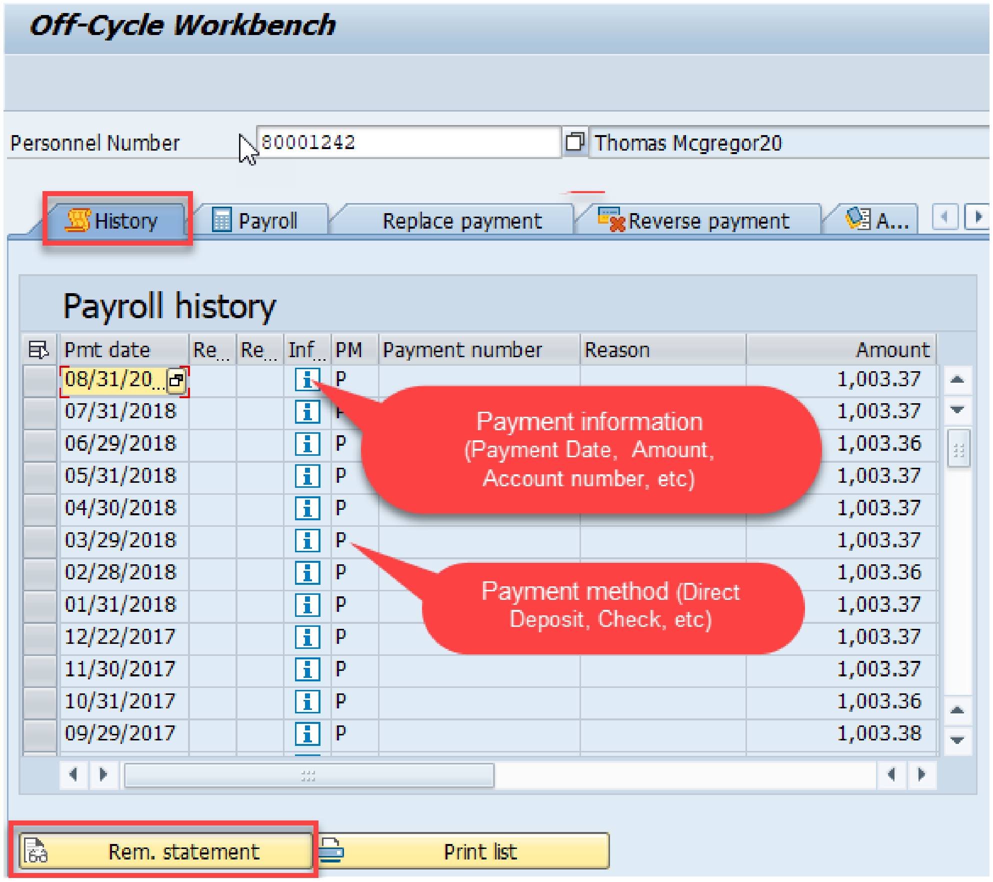



1. Select the run date from the drop-down list.
2. The ID field will default from the run date selected.
3. Select your org unit and personnel number ranges.

**NOTE:** Mass printing for an agency requires a code. The code is emailed from BEST Shared Services to authorized agency personnel after payroll finalization has occurred.

| | |
|---|---|
| INFORMATION | *For more information, the Print Remuneration Statement (ZPYR001) is available on the OSC Training website in Help Documents.* |

# Off Cycle Workbench (PUOC_10)




The *History* tab page in the Off-Cycle Workbench displays an extract from the payroll cluster containing the employee's payroll results includes payments that you have replaced with a check and reversal payroll results.

Detailed information can be displayed when you highlight an individual row and click the Rem statement button.

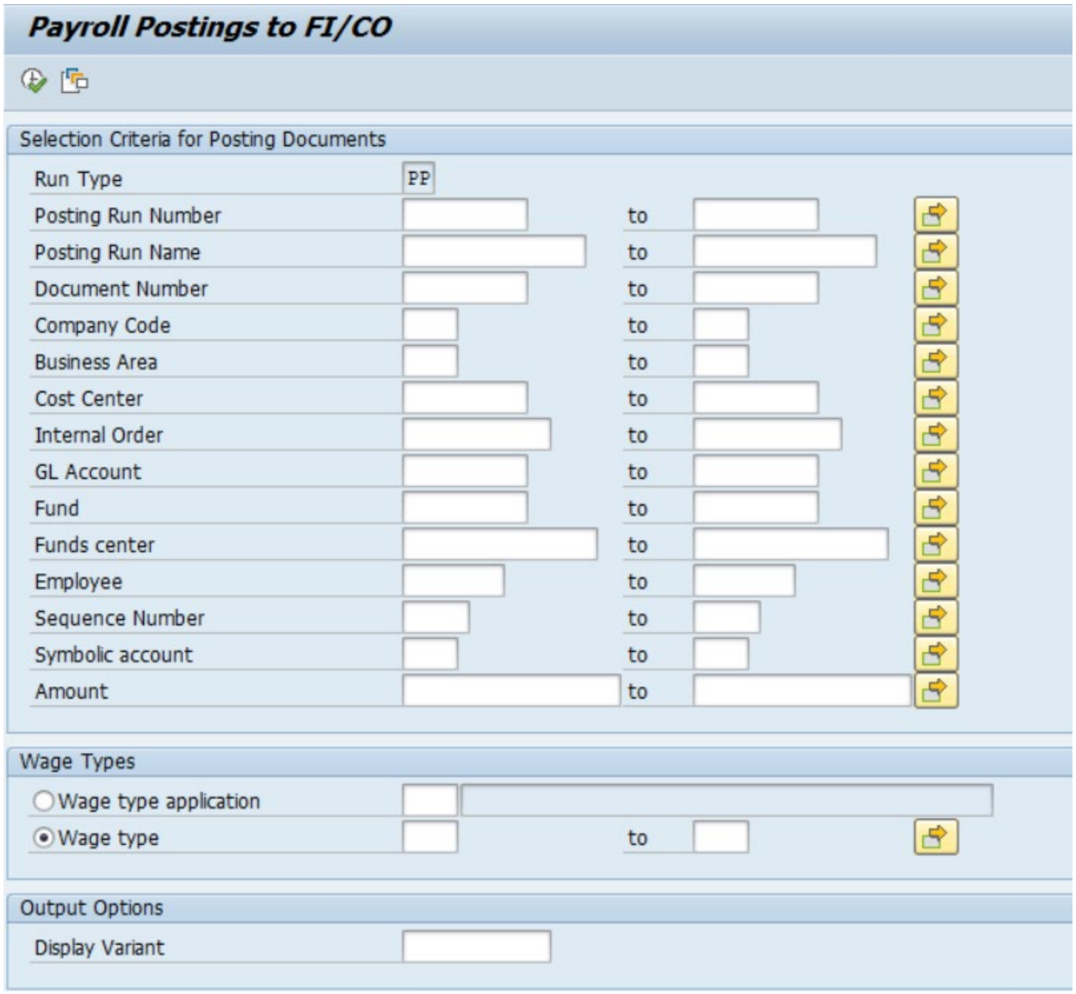
The following payment information can be display:

Check number, house bank and company account

Replaced payments - which payment was replaced by which check

Reversed payroll results - the reason for reversal and the administrator who carried out the reversal

# Financial Report for Payroll Posting ZFIR018




As part of the validation process for posting payroll, the agency should run the ZFIR018 report. The summary version can be used to verify the total dollar amount on the report with the CMCS (Cash Management Control System). The detail version can be used to view the detail account, wage types, and cost distribution for each employee. This report should be run after payroll has posted to General Ledger.

The ZFIR018 report is an ERP report that was developed to be used to reconcile cash management and the NCAS payroll and health benefit postings. It is the financial posting of each payroll.

Variants have been set up to use when running the ZFIR018 report. These variants are in the format of:

**/180829 CMCS** REQS POSTED 08 29 18
This includes the payroll runs for CMCS posting date of August 29, 2018.

**/1808MM** TOTAL PAYROLL POSTINGS 08 2018
This includes all payroll runs for month of August 2018. Medical is excluded.

**/180905 CMCS M** REQS POSTED 09 05 18 MEDICAL
This includes the medical expenditures for the August 2018 payroll which post on November 5, 2018.

INFORMATION *For more information, the Financial Report for Payroll Posting (ZFIR018) BPP is available on the OSC Training website in Help Documents.*

## KNOWLEDGE CHECK

| Question | Answer |
|---|---|
| 1. A ________ stores selection criteria for reports. | |
| 2. Name three advantages of using variants. | |
| 3. Which report has a history tab that contains payroll results that include replaced deposits and checks?<br>A. Off Cycle Workbench<br>B. ZFIR018<br>C. Wage Type Reporter | |
| 4. What symbol indicates that results exist in the PC_Payresult report and the user has access?<br>A. Red-filled circle<br>B. Grey-filled diamond<br>C. Green-filled square | |

## SUMMARY

In this lesson, you learned to:

Understand the preliminary payroll review process

Describe Integrated HR-Payroll System report types and features.

Display and understand the following Integrated HR-Payroll System reports:

| | |
|---|---|
| ◦ *Display Payroll Results* | PC_PAYRESULT |
| ◦ *Display the Wage Type Reporter* | PC00_M99_CWTR |
| ◦ *Display and print Remuneration Statements* | ZPYR001 (mass printing) or PUOC_10 |
| ◦ *Define Financial Report for Payroll Posting* | ZFIR018 (used by Budget Analysts) |

# Lesson 4: Payroll Course Review

## Objectives

- Define payroll processing specific terms and concepts
- Display specific infotypes
- Display and examine the payroll reports
  - *Payroll Results* (PC_PAYRESULT)
  - *Wage Type Reporter* (PC00_M99_CWTR)
  - *Remuneration (Mass Print)* (ZPYR001)
  - *Off Cycle Workbench* (PUOC_10)
  - *Financial Report for Payroll Posting* (ZFIR018)

## Course Review Activity

Your instructor will hand out course review questions. These questions are designed to make sure you understood the major points of the course.

You need to:

Answer the questions using all classroom materials

Participate when your instructor goes over the answers to the questions

You can take the review questions with you for later review.

# Next Steps

Monitor the Integrated HR-Payroll System communication

- BEST Shared Services website
- URL: **https://www.osc.nc.gov/state-employees/BEST**
- Review conceptual materials
- Access the Training HELP site
- URL: **https://www.osc.nc.gov/state-agency-resources/training/training_help_documents**
- Practice what you've learned

  URL: **https://mybeacon.its.state.nc.us/irj/portal**

  Use your current NCID username and password

Keep your training materials close by as a ready reference.

*Need transactional assistance?*

Remember to access the Training HELP website when you need assistance in completing transactions. As stated above, the work instructions can be accessed online through the web link in the steps above.

# Course Assessment/Evaluation

Follow the instructions given by your instructor to complete your competency assessment and your evaluation of today's class in the Learning Management System (LMS).

## CONGRATULATIONS!

**You've completed the course!**