OSC HR/Payroll Training

PAYROLL ADMINISTRATION

PY300

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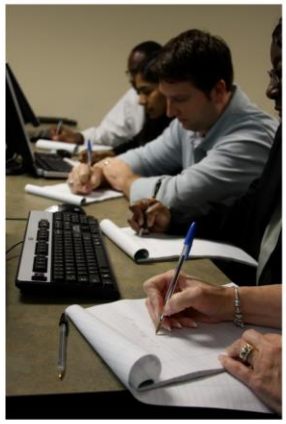
North Carolina Office of the State Controller
HR/Payroll Training

Welcome and Introductions

Welcome to the ***Payroll Administration*** course.

- Introductions
- Tent cards
- Restrooms
- Breaks
  (common & smoking areas)
- Parking lot
- Classroom etiquette
  - Cell phones on vibrate/off
  - Quiet side conversations
- Fire safety information



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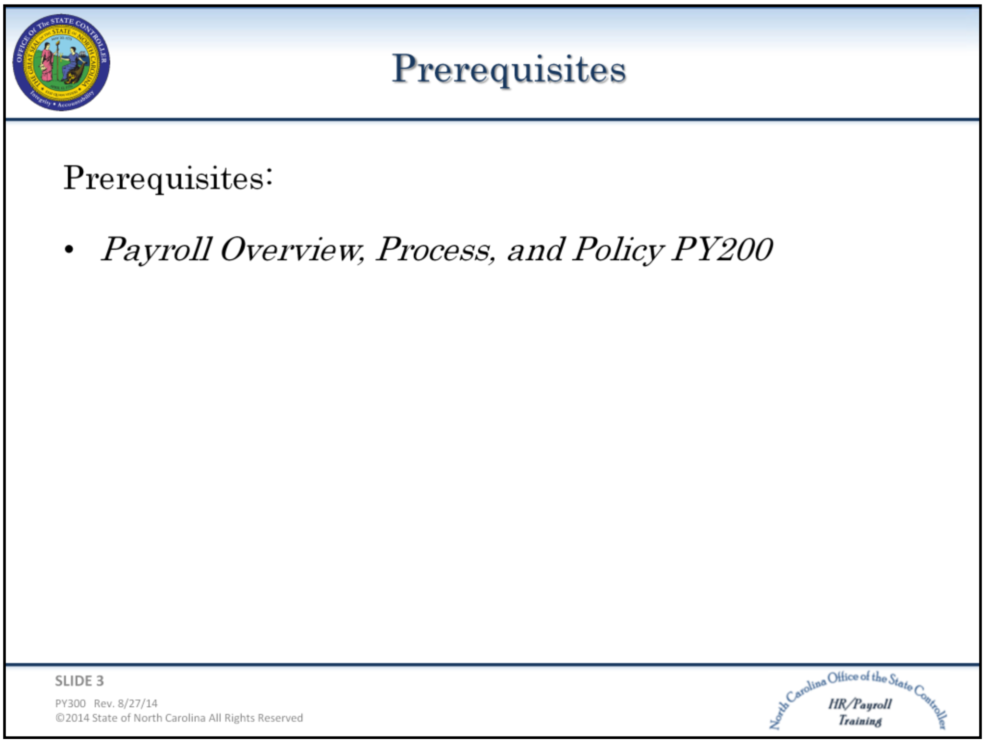
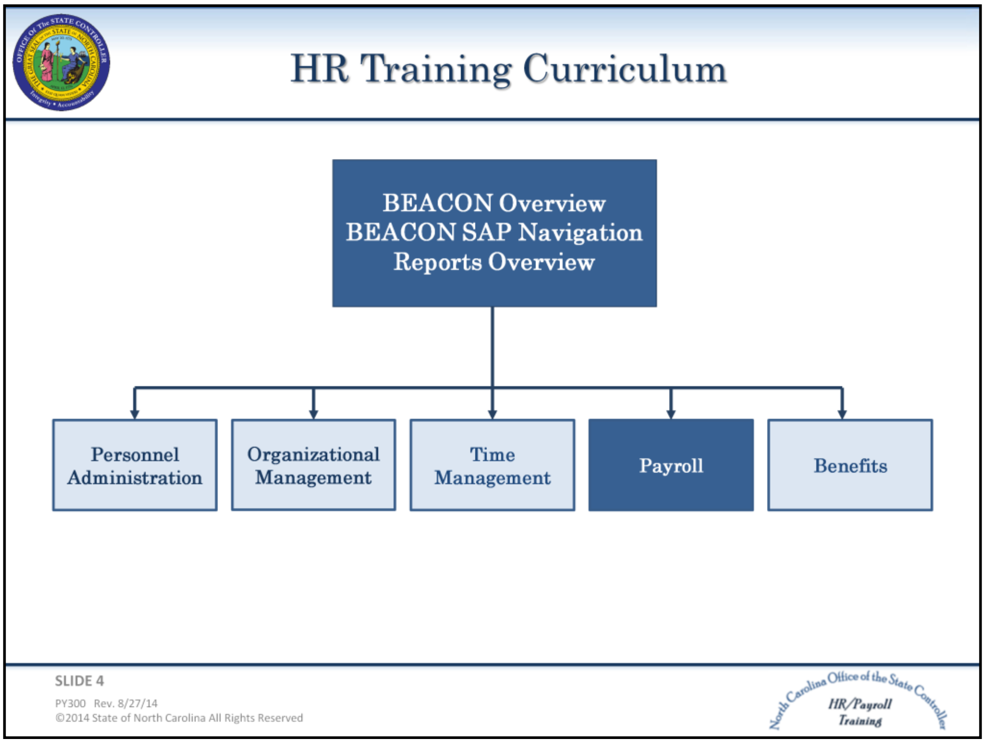
Also ensure that others have a quality training experience. Please turn your cell phones on vibrate/off during class so others are not disturbed.

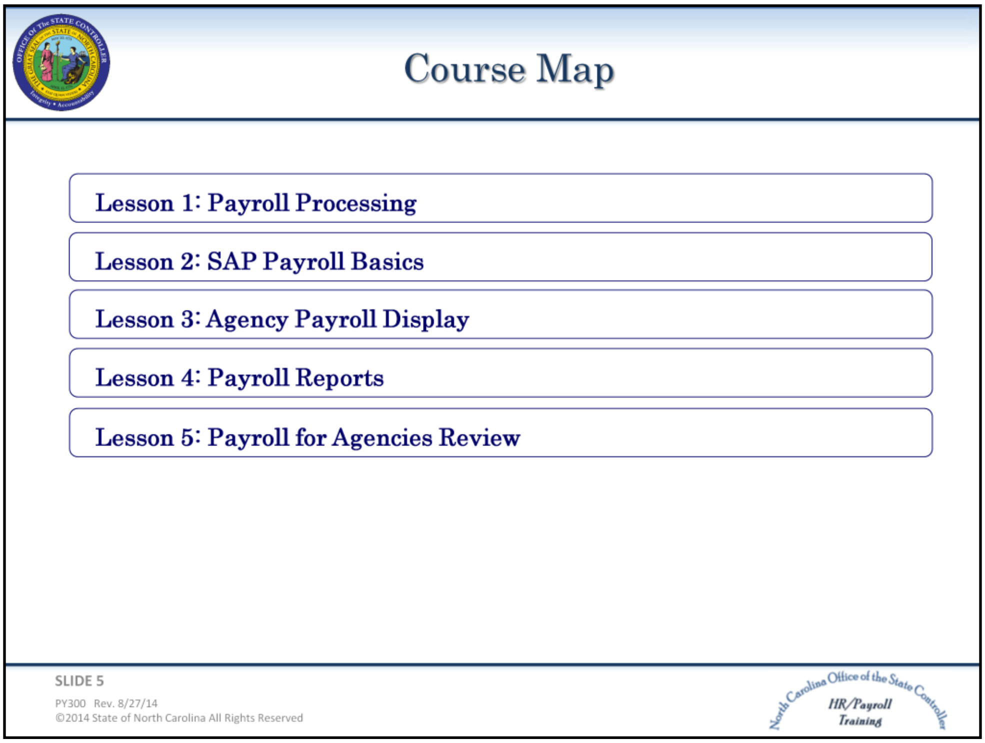


For maximum understanding of this course, please ensure that you have completed the above prerequisite.



The OSC HR/ Payroll training program comprises several courses and different modules.

There are two types of security roles that you can have for payroll. One is the display role and the other is the maintainer role (Payroll Administrator). The display role will only allow for looking at the information. In order to edit or change information, you must be granted the maintainer role.



This course includes five lesson modules.

Course Objectives

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

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

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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 SAP – 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

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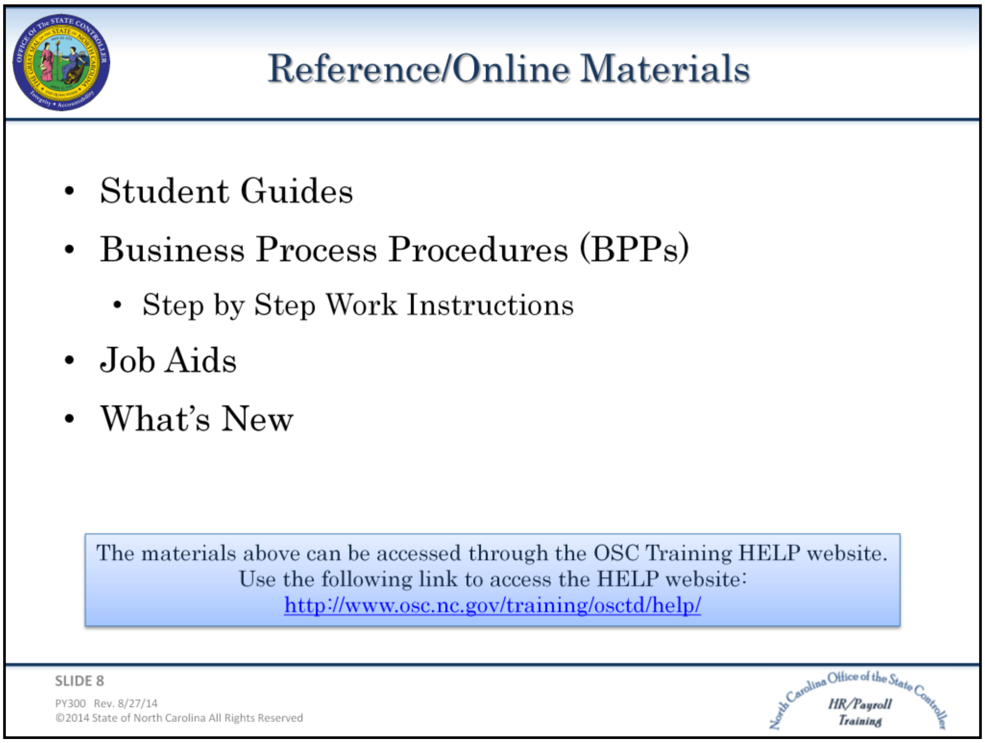
Reference/Online Materials
• Student Guides
• Business Process Procedures (BPPs)
• Step by Step Work Instructions
• Job Aids
• What's New
The materials above can be accessed through the OSC Training HELP website.
Use the following link to access the HELP website:
http://www.osc.nc.gov/training/osctd/help/
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Reference/Online Materials

- BEST Shared Services Contact Information
- System Status & Updates
- Forms
- Support Materials
  - Payroll Calendars
- ESS/MSS Portal Access Link

The materials above can be accessed through the OSC BEST Shared Services website. Use the following link to access the website: http://www.osc.nc.gov/BEST/index.html

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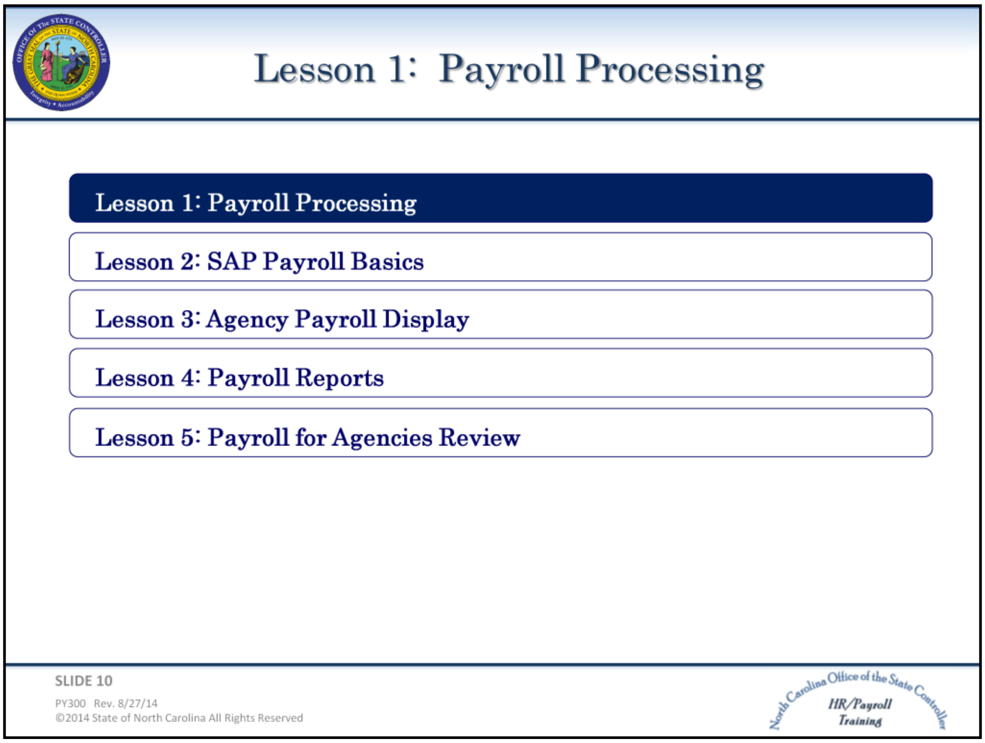
Lesson 1: Payroll Processing
Lesson 1: Payroll Processing
Lesson 2: SAP Payroll Basics
Lesson 3: Agency Payroll Display
Lesson 4: Payroll Reports
Lesson 5: Payroll for Agencies Review
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HR/Payroll Training

Lesson 1 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, voluntary deductions,
- Describe essential master data needed for payroll processing

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

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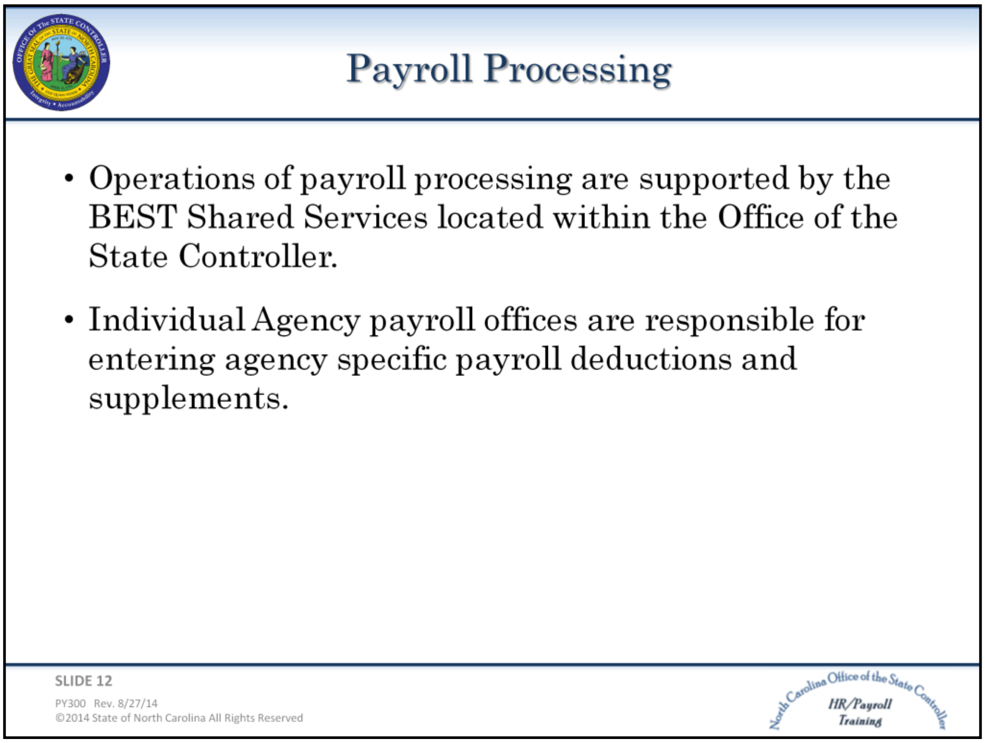
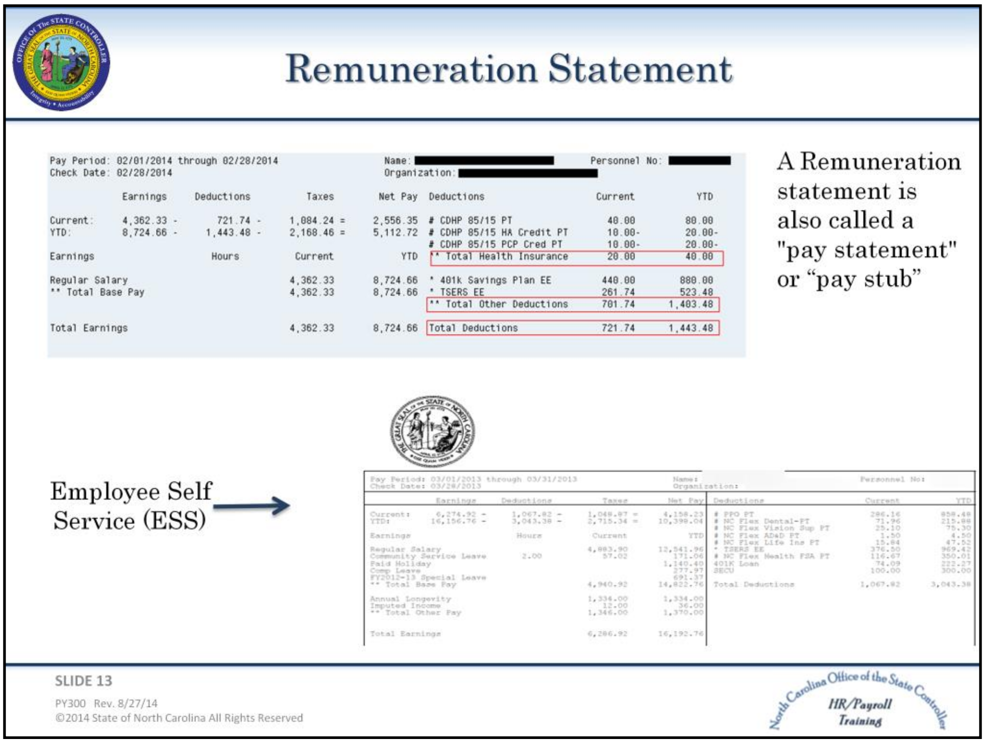


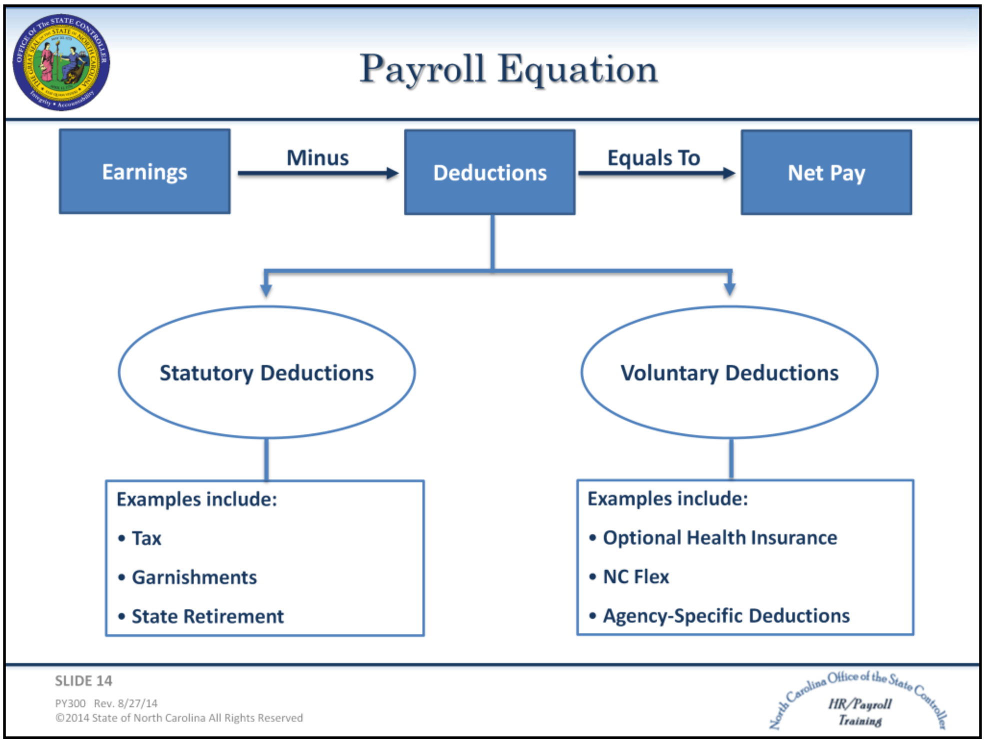
The BEST Shared Services performs all gross-to-net calculations, including computation of tax withholdings, and any employer matching and contributory costs. The SAP system maintains employee master data that will contain certain year-to-date data on each state employee.



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.



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)

- Employee earnings are calculated using several factors
  - Salary/ Daily Rate/Hourly rate (Temporary Employees)
  - Time worked / Absences
  - Shift premiums
  - Overtime

Pay Period: 02/01/2014 through 02/28/2014 Name: [redacted] Personnel No: [redacted]
Check Date: 02/28/2014 Organization: [redacted]

	Earnings	Deductions	Taxes	Net Pay
Current:	4,362.33 -	721.74 -	1,084.24 =	2,556.35
YTD:	8,724.66 -	1,443.48 -	2,168.46 =	5,112.72

Earnings	Hours	Current	YTD
Regular Salary		4,362.33	8,724.66
** Total Base Pay		4,362.33	8,724.66
Total Earnings		4,362.33	8,724.66

Deductions	Current	YTD
# CDHP 85/15 PT	40.00	80.00
# CDHP 85/15 HA Credit PT	10.00-	20.00-
# CDHP 85/15 PCP Cred PT	10.00-	20.00-
** Total Health Insurance	20.00	40.00
* 401k Savings Plan EE	440.00	880.00
* TSERS EE	261.74	523.48
** Total Other Deductions	701.74	1,403.48
Total Deductions	721.74	1,443.48

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

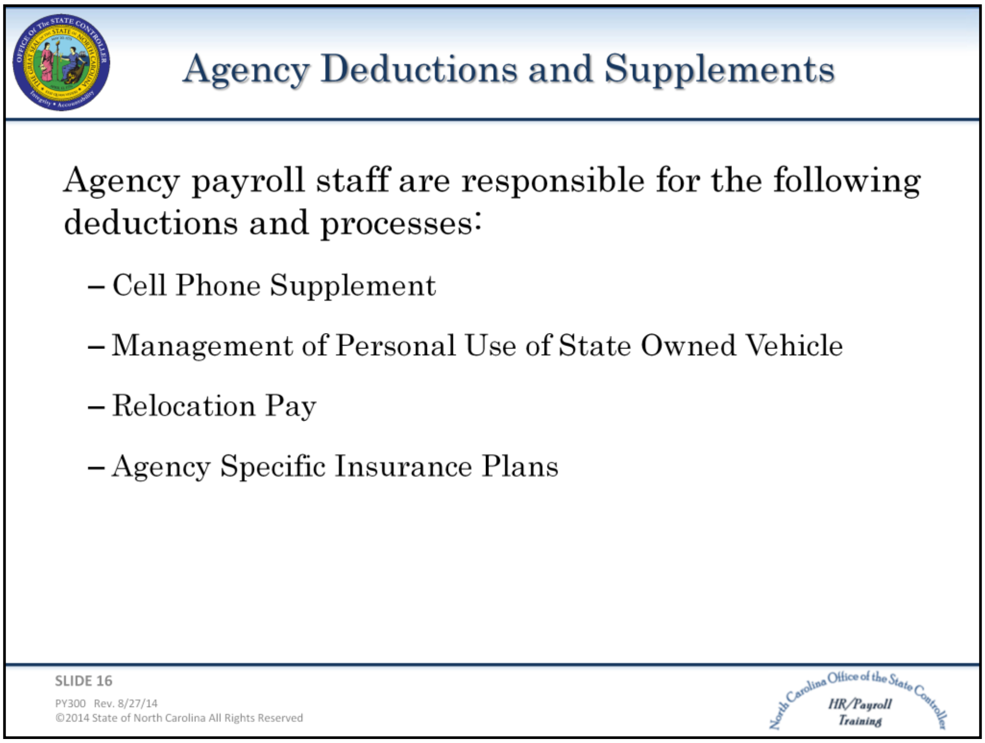
- Salary/Hourly rate
- Time worked/Absences
- Shift premiums
- Overtime

The Time Management module updates the employee's time record in the SAP HR/Payroll system on a regular basis with information regarding:

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

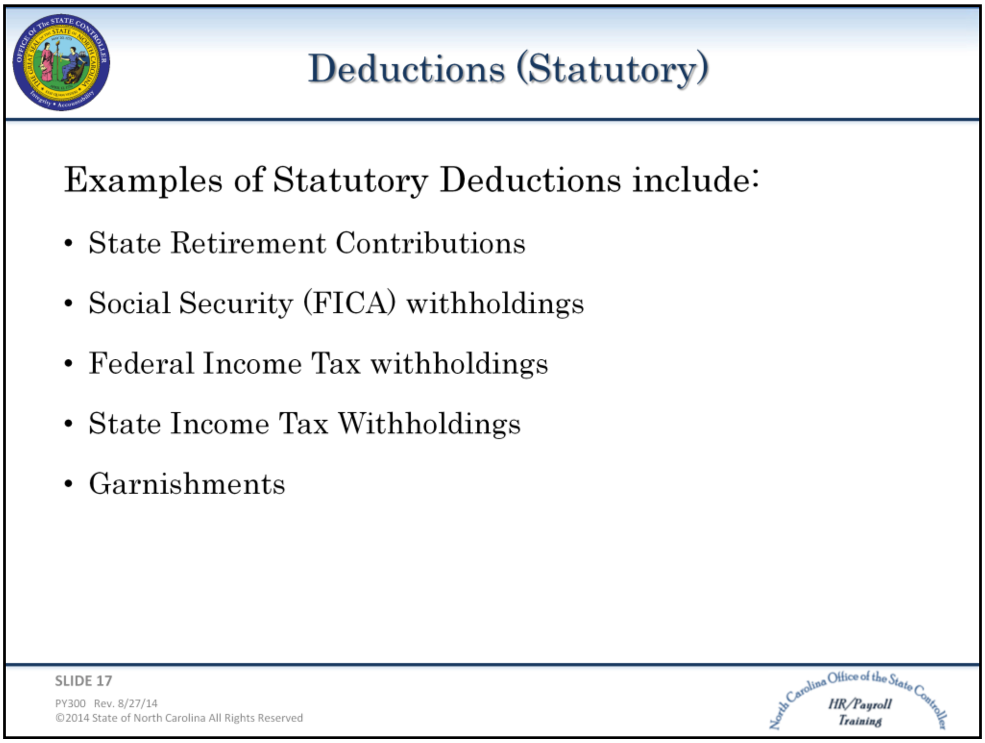
The information above is maintained via infotypes which become wage types used during the processing of payroll.

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). SAP calculates overtime pay for these employees. Employee's position carries premium pay eligibility to designate evening , night , and weekend shift premium pay.



Remember the following points when dealing with deductions:

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



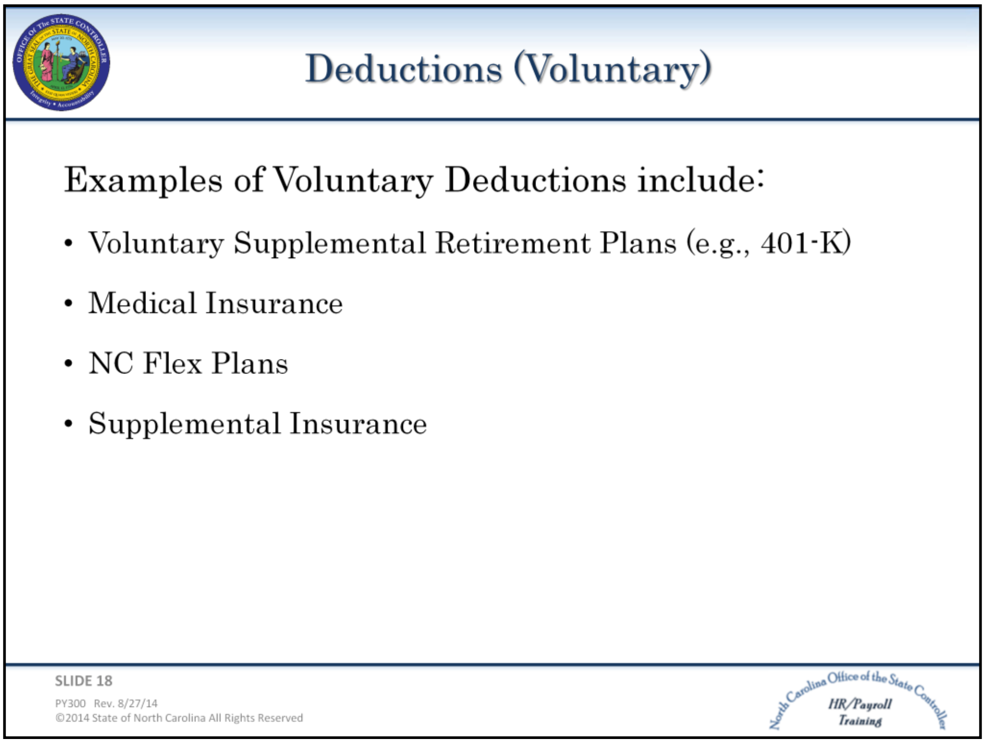
Statutory Deductions

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.

Garnishments are considered a statutory deduction that deserves a more detailed discussion.

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.

NOTE: 'Exempt' status cannot be selected using ESS



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 deduction priority (tax deferred deductions first, pre-tax deductions second, taxes third, then other deductions as prioritized).
- All deductions are given a setting of how they should process if the employee does not have enough to satisfy the full deduction.

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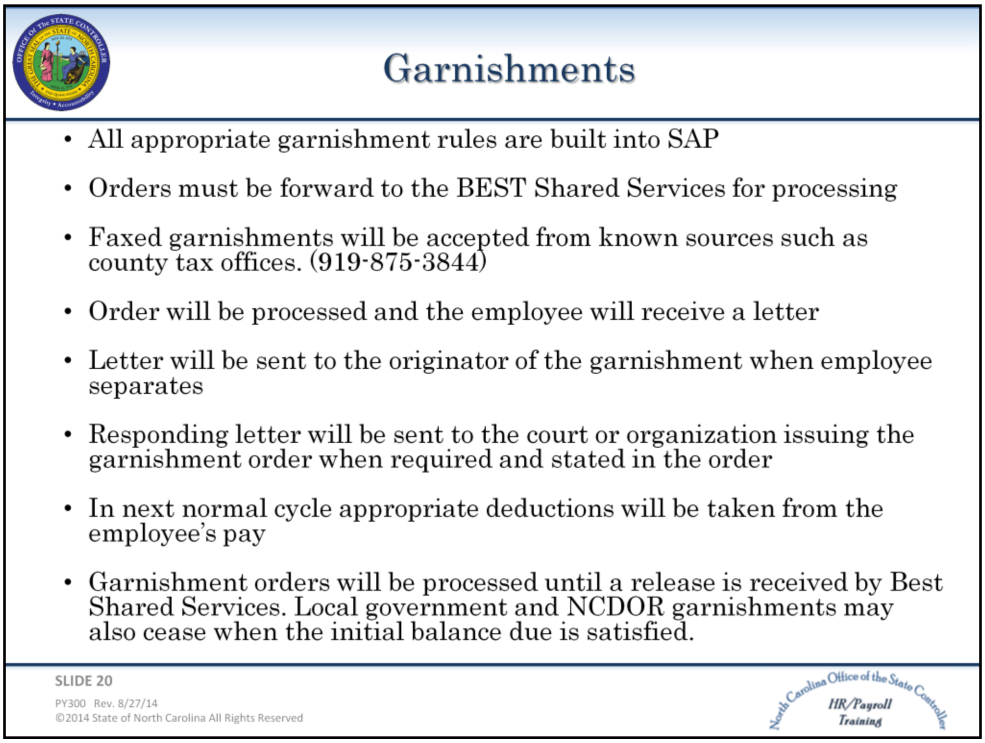
The priority of deductions is as follows…

1. Tax Deferred (Retirement, 401K)
2. Pre-tax deductions (health insurance, flex plans)
3. Taxes (FICA, Federal, State)
4. Overpayments
5. Garnishments
6. Parking and Commuting Wage types
7. Loans (401K, SECU)
8. All other deductions based on wage type number. Wage type 2452 would be taken before 2453.
9. Dues – SEANC, Police Benevolent, etc.

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



All appropriate garnishment rules are built in SAP.

New garnishment orders are 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 may also cease when the initial balance due is satisfied.

All garnishments are owned by BEST Shared Services.

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).

Pay Period: 02/01/2014 through 02/28/2014 Name: [redacted] Personnel No: [redacted]
Check Date: 02/28/2014 Organization: [redacted]

	Earnings		Deductions		Taxes		Net Pay
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Total Earnings		4,362.33	8,724.66

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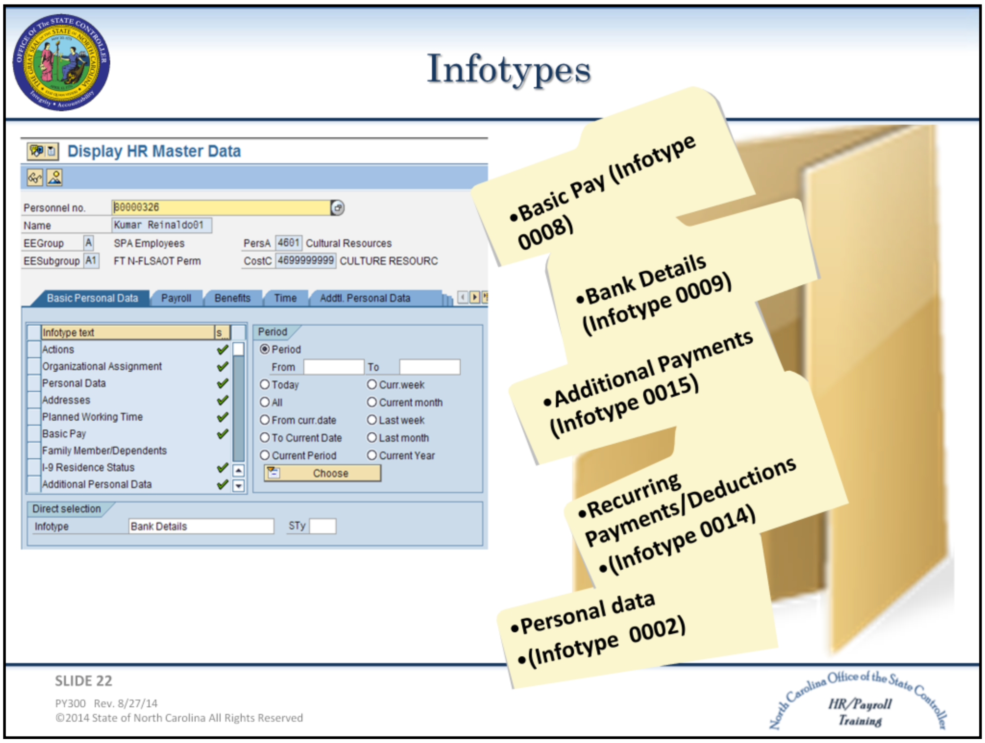
Calculation of net pay is included in payroll processing.

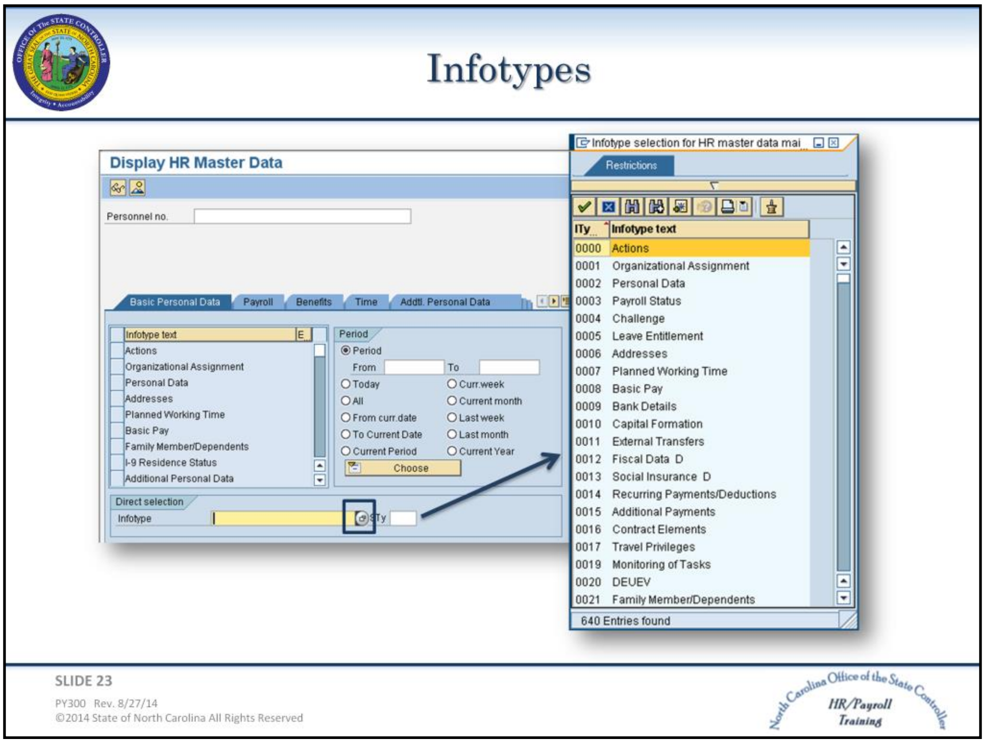


Payroll also uses employee **master data** to process payroll. Each employee has a master record that consists of data organized into infotypes. Infotypes are used to group related data fields together to form units of information in the HR module.

Just as you would have individual pieces of paper in a file folder to comprise a manual personnel record, you will have electronic infotypes to comprise a personnel record. 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:

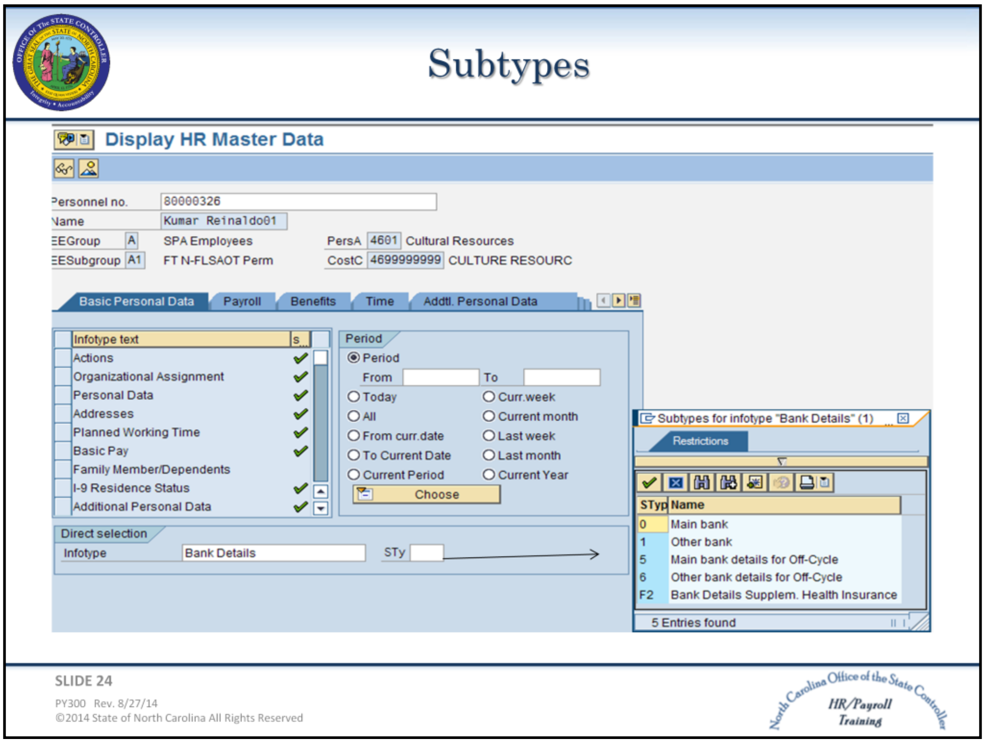
- Normal employee information, consisting of name, address, and other personal details.
- Benefits information, covering benefit plans and deductions.
- Tax information, including the employee's residence tax area, work tax area, and unemployment details.
- Payroll information, including basic pay, other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



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 match code button, select the appropriate infotype from the list, and click Enter twice.



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

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

- Infotype **0001** Organizational Assignment (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)

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These infotypes are accessible via **PA20 (Display)** and **PA30 (Maintain)**. The chart below lists the appropriate security role(s) needed to maintain payroll dependent infotypes:

Infotype Name	Infotype Number	SAP Security Role
Organization Assignment	0001	HR Master Data Maintainer Short Term Disability Spec
Payroll Status	0003	Payroll Admin Display Payroll
Planned Working Time	0007	HR Master Data Maintainer
Basic Pay	0008	HR Master Data Maintainer
Bank Details	0009	HR Master Data Maintainer, Payroll Administration
Work Tax Area	0208	HR Master Data Maintainer, Payroll Administration, Display Payroll
Unemployment Tax Area	0209	HR Master Data Maintainer, Payroll Administration Display Payroll
Tax Withholding Info	0210	HR Master Data Maintainer, Payroll Administration, Display Payroll

Common Wage Types

Wage Type	Description	Wage Type	Description	Wage Type	Description
/101	Total Gross Wages	1253	Shift 20%	1318	Education Leave
/599	Net Pay	1256	Shift Overtime Hours	1319	Injury Leave
1000	Regular Pay	1301	Vacation Leave	1320	Military Leave Training
1100	Salaried/Hourly Pay	1302	Sick Leave	1321	Military Leave Active Duty
1200	Regular Hours	1304	Bonus Leave	1325	Paid Holiday
1210	Overtime Earned	1307	Additional Hours	1327	Comp Leave
1220	Annual Longevity	1311	LWOP	1344	Travel Comp
1250	Shift 5%	1312	Admin Leave	1709	On Call Pay
1251	Shift 10%	1315	Civil Leave	1710	Call Back
1252	Shift 15%	1316	Community Service Leave		

A complete wage type list can be found in the Wage Type List job aid located in the Payroll folder on the OSC Training HELP website:

http://www.osc.nc.gov/training/osctd/help/

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A wage type allows the system to process amounts and time units in different ways during the payroll processing run.

Knowledge Check

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. True or False: BEST will accept faxed copies of garnishment orders from employees.
7. Are factors such as time worked and overtime used to calculate an employee's earnings?
8. Give an example of a voluntary deduction.
9. Give an example of a statutory deduction.

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Lesson 1: Review

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

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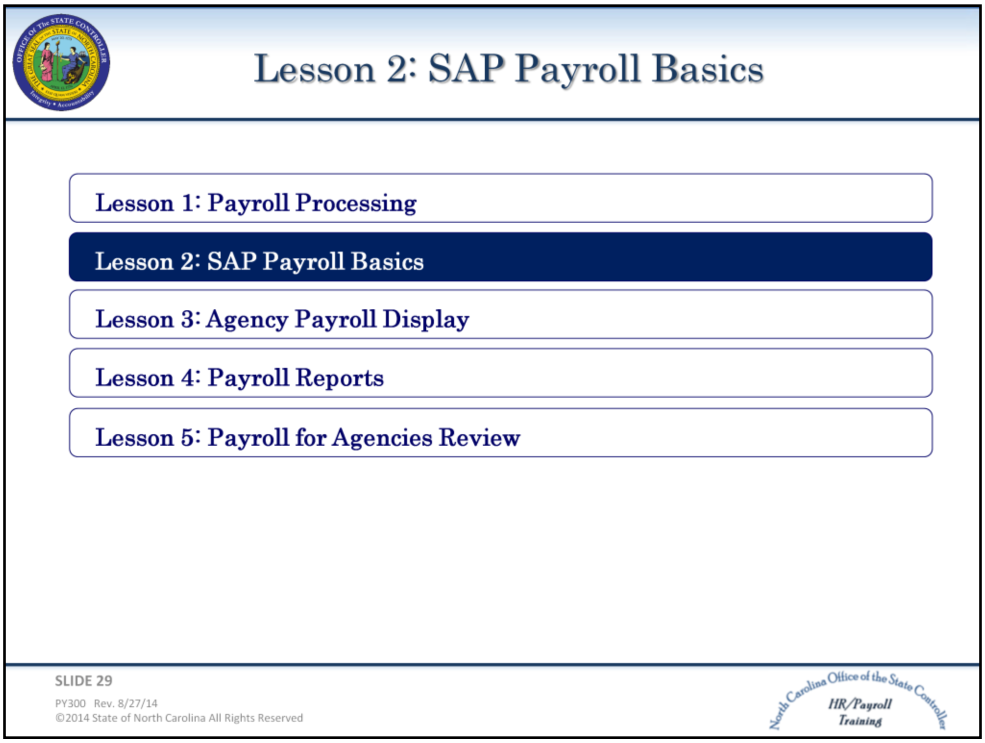

The second lesson of the course will review how to display HR master data records.

Lesson 2 Objectives

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

– Understand how to log onto SAP

– Navigate within SAP

– Display HR master data records

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Exercise 2:1 - Logging on to SAP

Log on to SAP

In this scenario, you log on SAP to start your work day.

You need…

- Portal access
- NCID User ID
- Password

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Favorites to add:

PA20

PA30

PC_PAYRESULT

PUOC_10

PC00_M99_CWTR

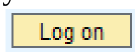
2.1 – Exercise: Log on to SAP

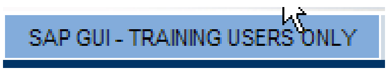
Scenario

You need to log on to SAP to start your work day.

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 on Windows.
2. Enter your NCID and password into the appropriate fields.
3. Click 

.
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
PUOC_10
PC00_M99_CWTR

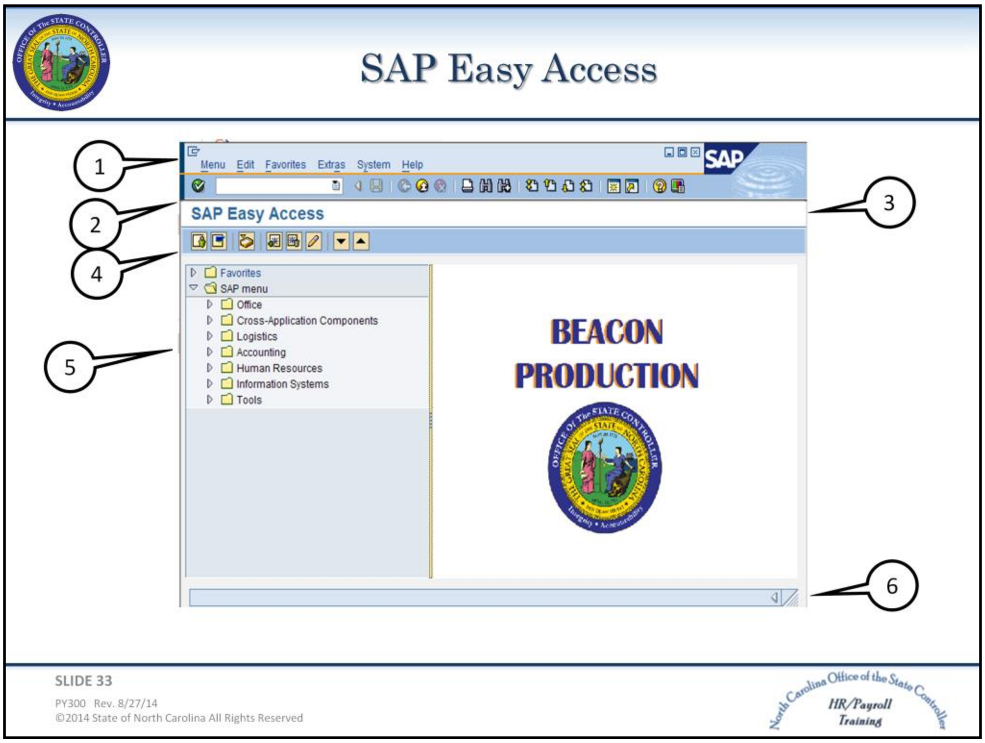
Answer the following questions.

Question 1

What three things do you need to log on SAP?

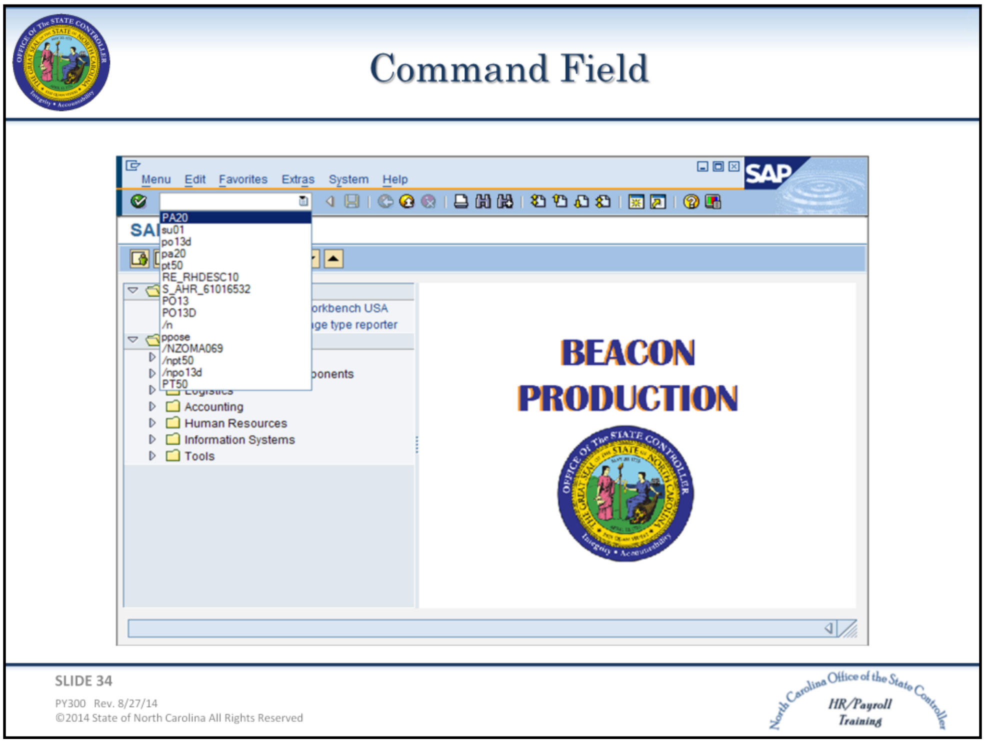
Question 2

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



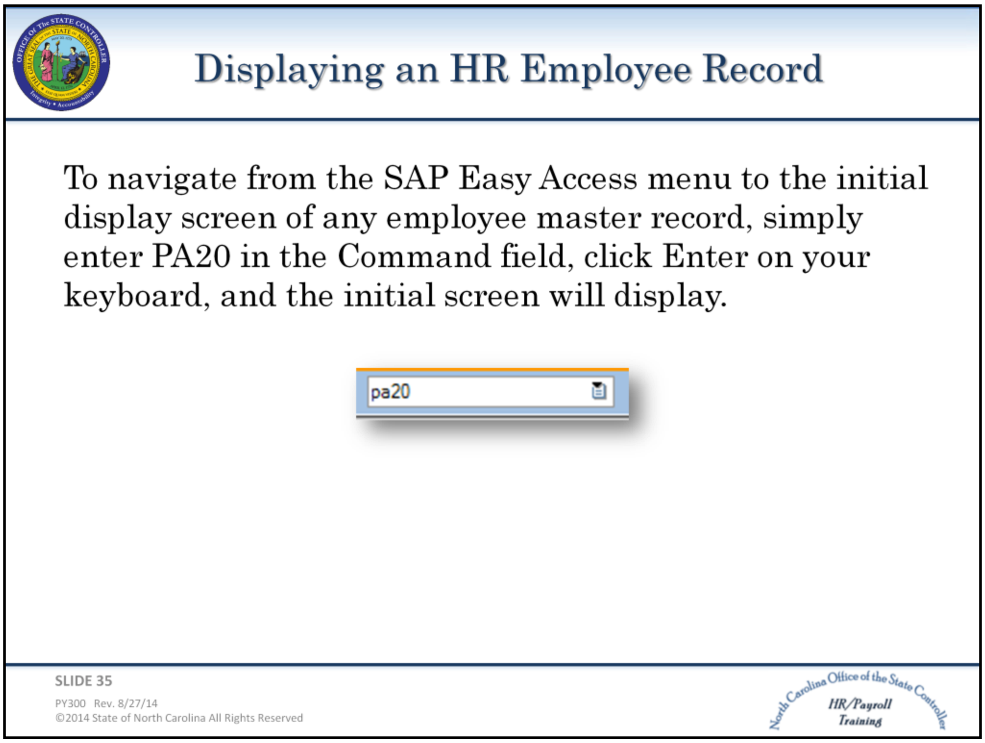
Seven features are found on every screen of the SAP application window:

1. **Menu bar** – The menu bar contains screen specific headers that can be clicked for submenu actions. Favorites can be bookmarked from the Menu bar.
2. **Standard toolbar** – The standard toolbar contains the Command field and several command buttons for working with transactions and navigating between transaction screens.
3. **Title bar** – The title bar displays the name of the screen and/or transaction in the application window.
4. **Application toolbar** – The application toolbar is a screen-specific row of command buttons. This toolbar replicates some commands that exist on the menu bar.
5. **Central work area** – The central work area is located between application toolbar and status bar of every screen. This area is the working area for the SAP environment.
6. **Status bar** – The status bar contains the Message field and System Data field. The Message field is one place SAP uses to display system confirmations, warnings, errors, and other messages. The System Date field displays all technical information regarding the SAP system, including the transaction currently being displayed in the Central work area.
7. **Pop-up window** (not pictured above) – The pop-up window is another place the SAP system displays messages and typically requires the user to take action (i.e., confirm yes or no).



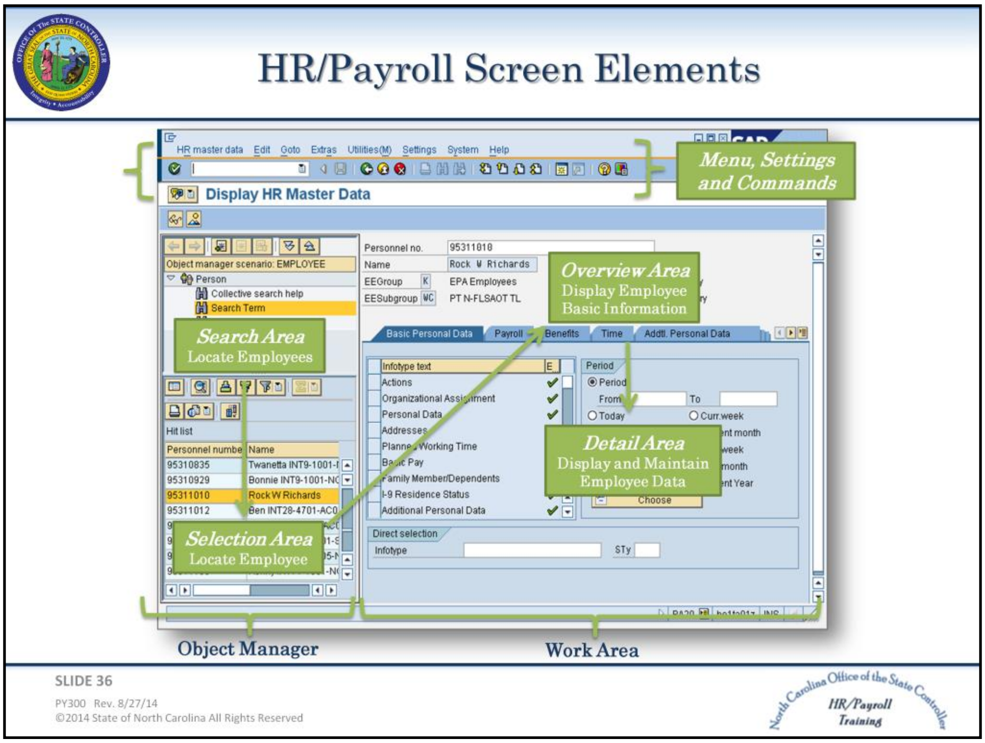
The Command field is used to navigate to SAP transactions. Every transaction has an initial screen in the application and is identified via a unique name known as a transaction code. By entering that code in this field, the system will navigate to the initial screen of that transaction. The Command field also contains a list of recently used transaction codes. To view this list, click the list icon at the end of the field.

Fifteen previously used transaction codes are maintained in history.



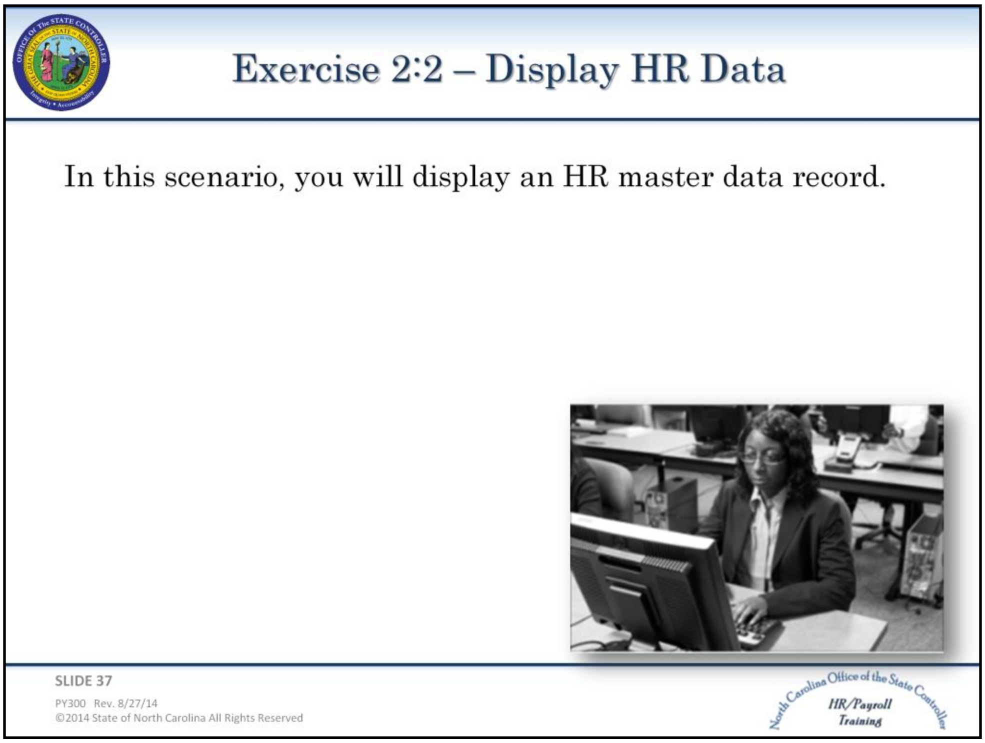
Using the PA20 transaction, you can display an infotype in an employee master data record. This transaction code is used for display only and does not allow any additions, updates, or changes to the employee record.

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



The SAP HR Master Data screen is broken down in the following way: The *Object Manager is on* the left-hand side of the screen and is divided into a *Search Area* and a *Selection Area*. Use the *Search Area* to search employees according to designated criteria such as last name, first name, organizational assignment etc. A hit list is displayed in the *Selection Area*. Double-click to choose an employee personnel number in the selection area. Once the employee has been selected, all information will display in the *Work Area* on the right-hand side of the screen.

The right-hand side of the screen, or *Work Area*, is divided into an *Overview Area* and a *Detail Area*. The *Overview Area* displays basic employee information such as name, employee group, employee subgroup, personnel area, and cost center. The *Detail Area* displays menu or infotype options.



Scenario:
You have a Personnel Number and need to display other information about this employee.

Instructions:

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

Question 1:

What is the name of the employee?

Question 2:

What is the employee's Personnel Area?

2.2 - Exercise: Display HR Master Data

Scenario

You have a Personnel Number and need to display other information about this employee.

Instructions

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

Questions

Answer the following questions.

Question 1

What is the name of the employee?

Question 2

What is this employee's Personnel Area?

Exercise 2:3 – Search HR Data

In this scenario, you need to retrieve personal and basic pay information for Maureen Ahmed.

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Exercise 2.3: Search HR Master Data

Scenario: You need to retrieve information for Maureen Ahmed.

Work Instruction: Use the instructions in the Exercise Guide to complete this exercise.

2.3 - Exercise: Search HR Master Data

Scenario

You need to retrieve personal and basic pay information for Maureen Ahmed.

Instructions

1. In the Command Field, enter **PA20** and click . The Display HR Master Data screen is displayed.
2. Click in the Personnel Number field. Click the match code. Search by Last name; First name or =n.ahm*
3. Complete the following fields:

Field	Value
Last name	Enter **Ahm***.
First name	Leave blank

4. Click .
5. Find Maureen Ahmed in the list.
6. Under the Basic Personal Data tab, find the Basic Pay information, click to select. Select the eyeglasses to display the pay information for Maureen Ahmed. Answer the following questions.

Questions

Answer the following questions.

Question 1

What is her personnel number?

Question 2

What employee group is assigned to her record?

Knowledge Check

1. What three things are needed in order to log into SAP?
2. What is the transaction code used to review employee master data?
3. Name two ways to add to your favorites list.

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Lesson 2: Review

In this lesson, you learned to:

- Understand how to log onto SAP
- Navigate within SAP
- Display HR master data records

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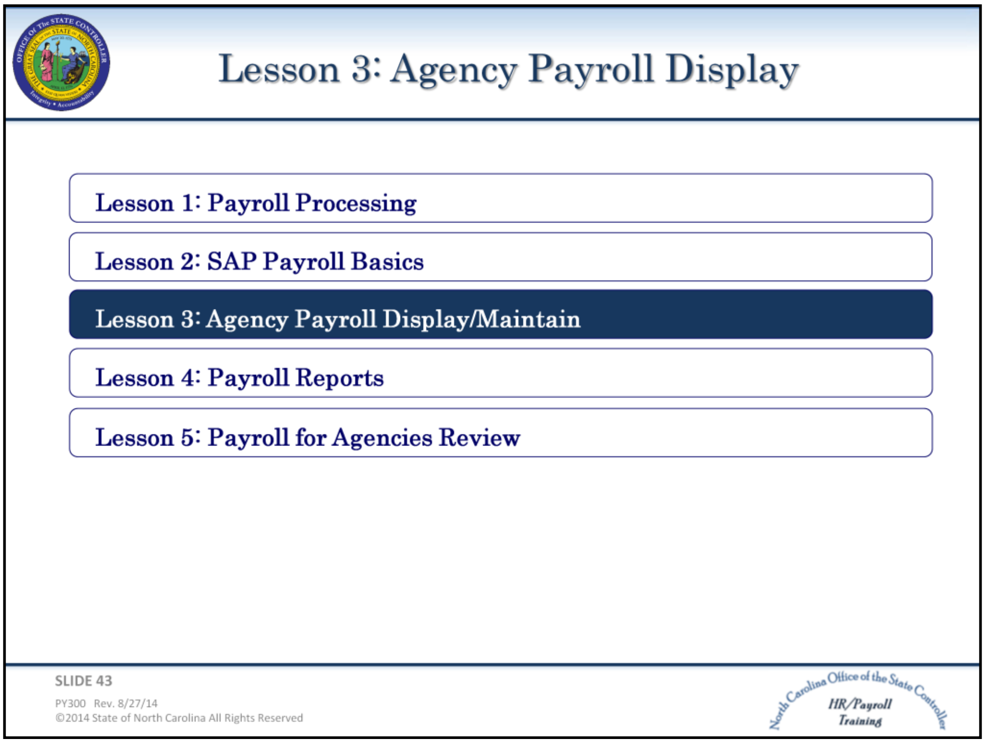

The third lesson of the course will discuss how to view and maintain employee HR master data records as it relates to payroll functions.

Lesson 3 Objectives

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

- 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.
  - Relocation Pay

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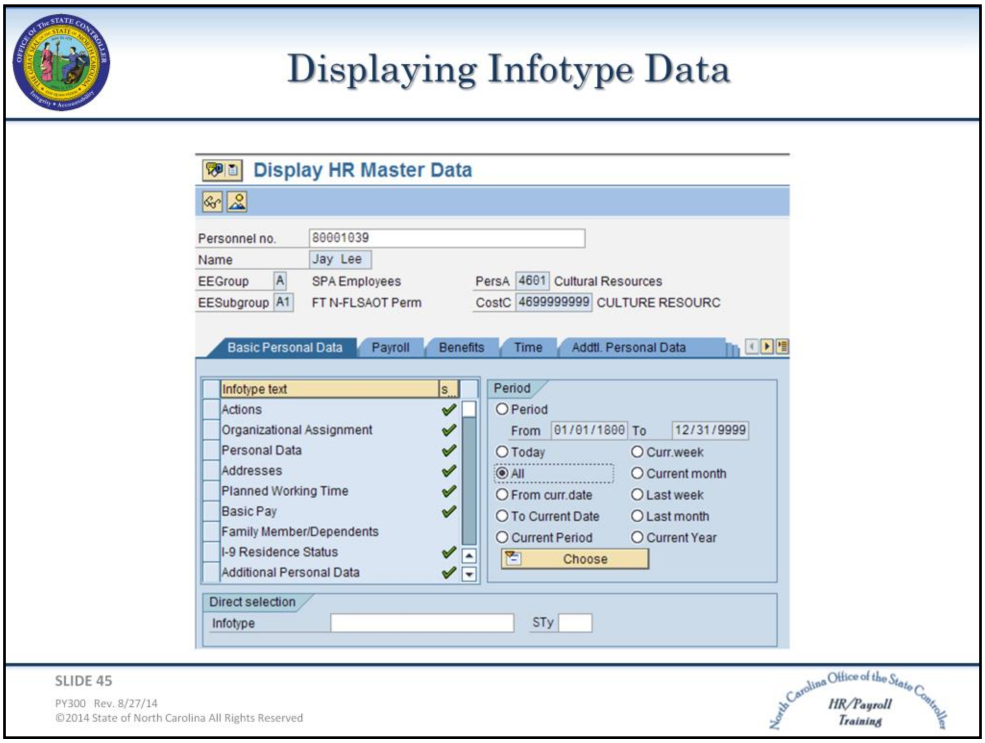
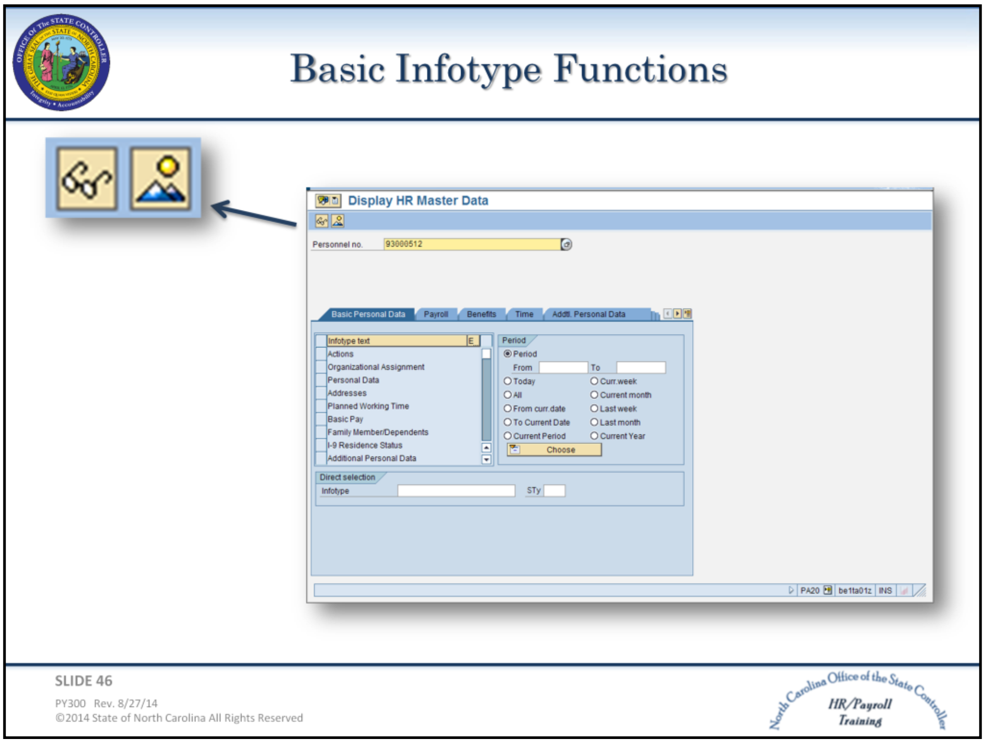


The PA20 transaction code will display all infotype records. The HR Master Data for Jay Lee displayed above shows the Payroll Tab as the active tab. There are several tabs (i.e. Basic Personal Data, Time, etc.) that exist within a HR Master Data record. Each of these tabs group related data together 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.

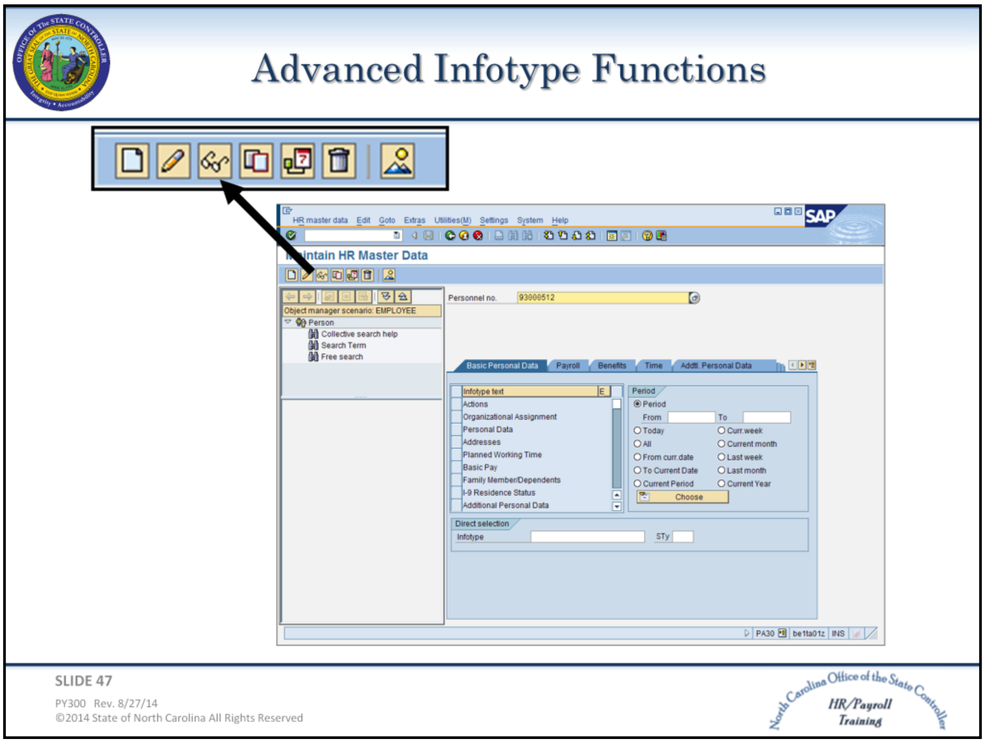
The PA30 transaction code is used to maintain employee data. You should be careful using this transaction as information will be updated and changed upon hitting save.



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

The Display button displays the selected infotype data. Upon selecting this button, the HR/Payroll system will take you to the most recent infotype record available. If available, use the Previous Record button, Next Record, or Overview buttons to move through other infotype records.

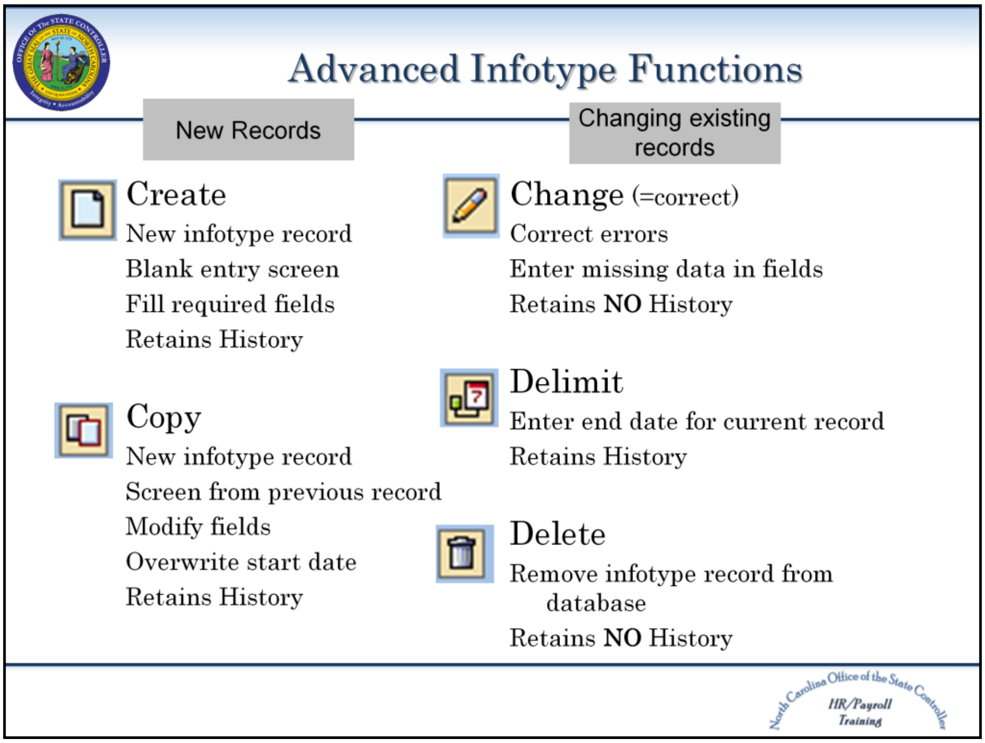
The Overview button provides a history of records associated with an infotype. From this list, select the infotype record of choice, then click the Choose button to display the record.



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

The processing options for infotype 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, an old record is delimited if it exists. 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.

To change existing infotype records use the change, delimit, or delete functions.

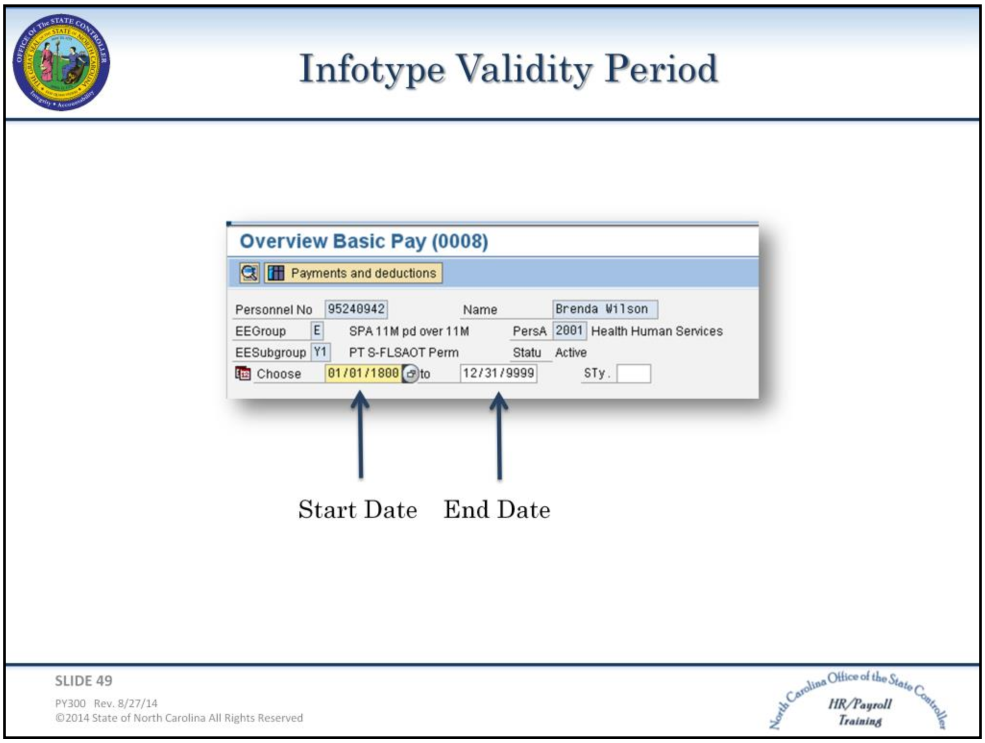
Change – The Change function enables the correction of an existing record without creating a new one. Changes to infotype records are not included in the history.

Delimit – Enter the end date for current record. This will be create an infotype history.

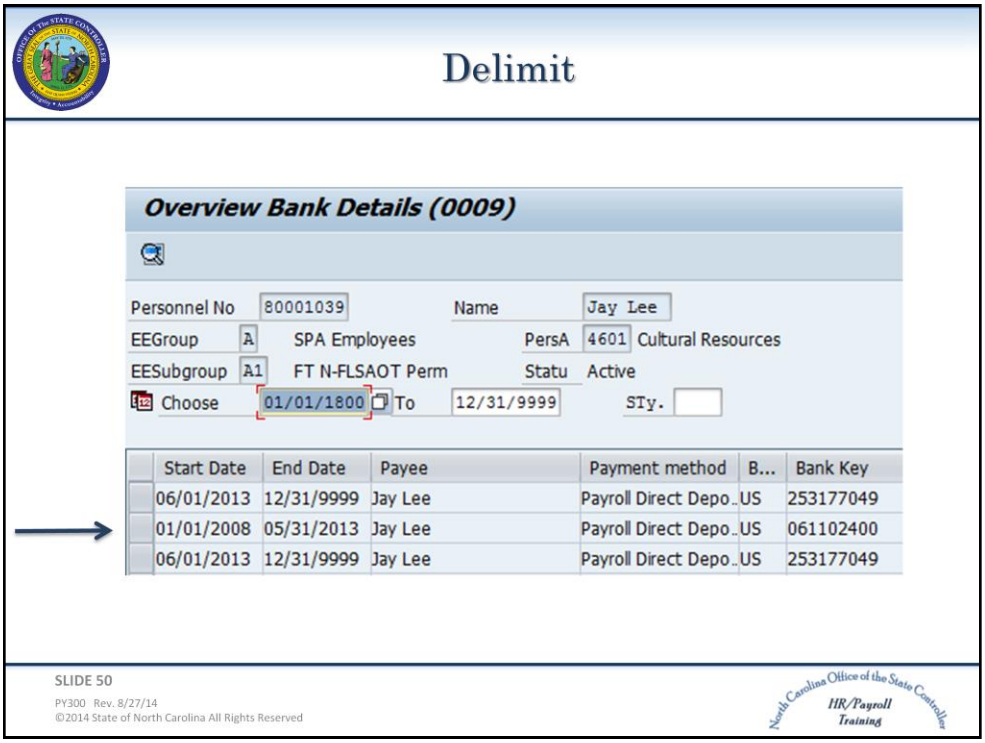
Delete – Removes infotype record from the database. This will remove the infotype record from the history.

> 🗁**NOTE:** It is strongly encouraged that this option not be used without assistance from BEST Shared Services.

Now that we know more about infotypes, let's take a look at important infotypes used by agency payroll employees!

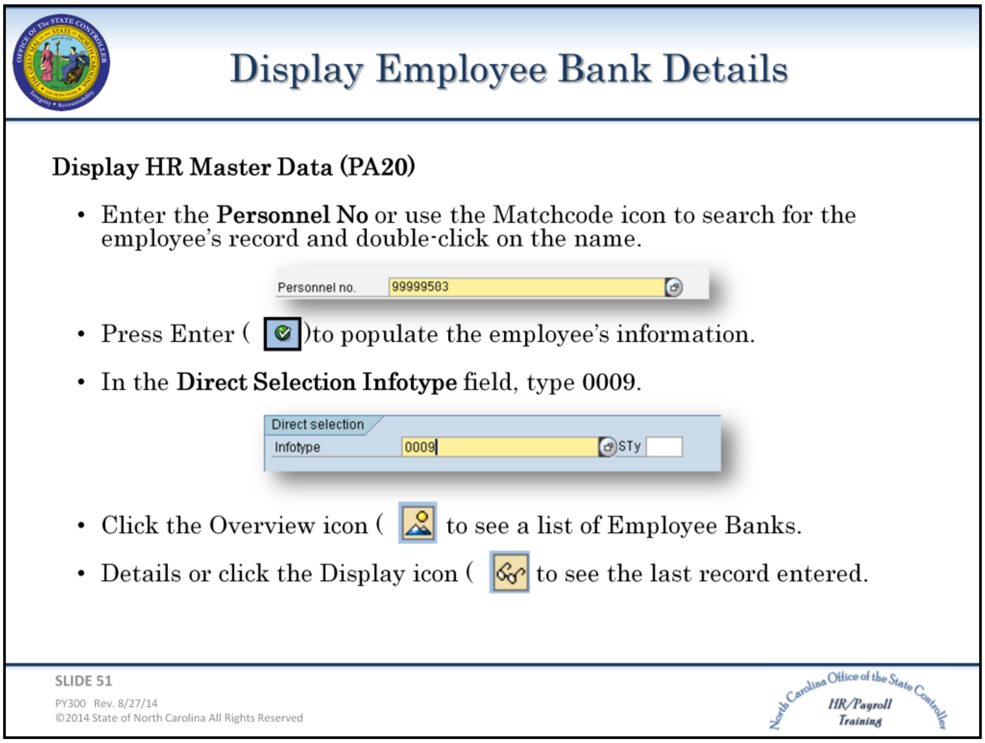


Each infotype record has a beginning and ending date which is known as the validity period. **Validity periods** define the life span or "valid period" of the information contained in the infotype. When creating or changing an infotype, both the beginning and ending dates are required. In most cases,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



SAP allows for the ability to have multiple instances of an infotype record. In order to update an employee's record the old record is assigned an end date or is delimited. To **delimit** 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 can not have overlapping dates.

This process of delimiting is very important because the HR/Payroll system is a date-driven system.

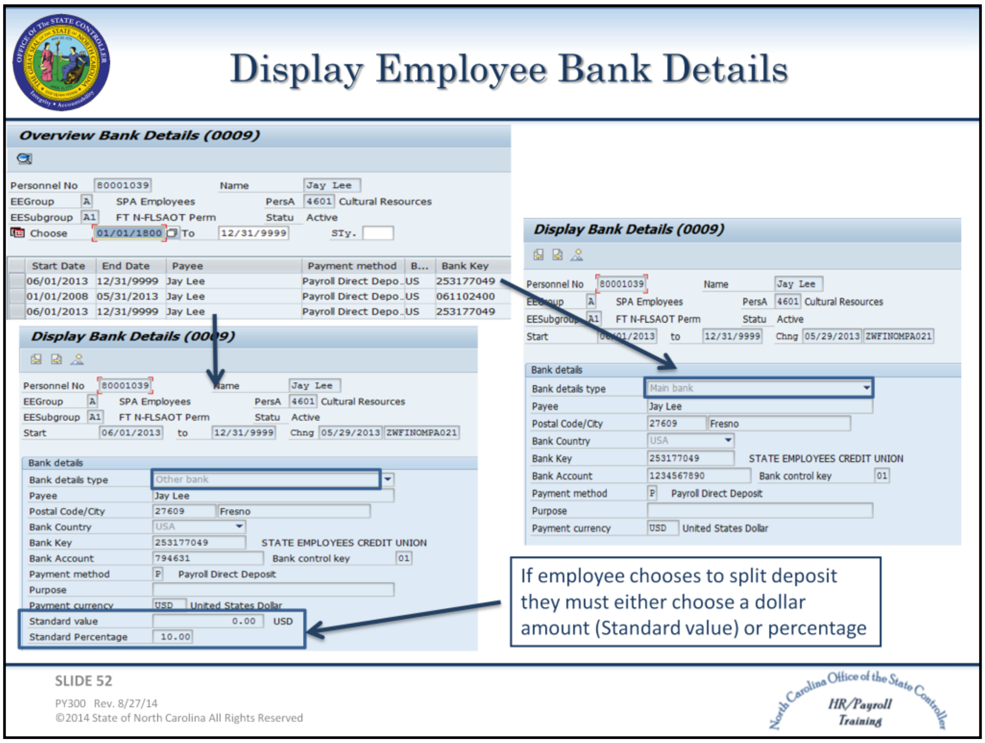


The Office of State Controller requires all employees paid through SAP/HR Payroll to use direct deposit. Any exception to the Direct Deposit policy must be requested in writing to the State Controller's Office. Direct Deposit information should be entered for all new hires. Employees can have multiple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

CRITICAL! - Changing bank accounts should be done on the first day 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 infotype to view an employee's bank details is 0009 – Bank Details.

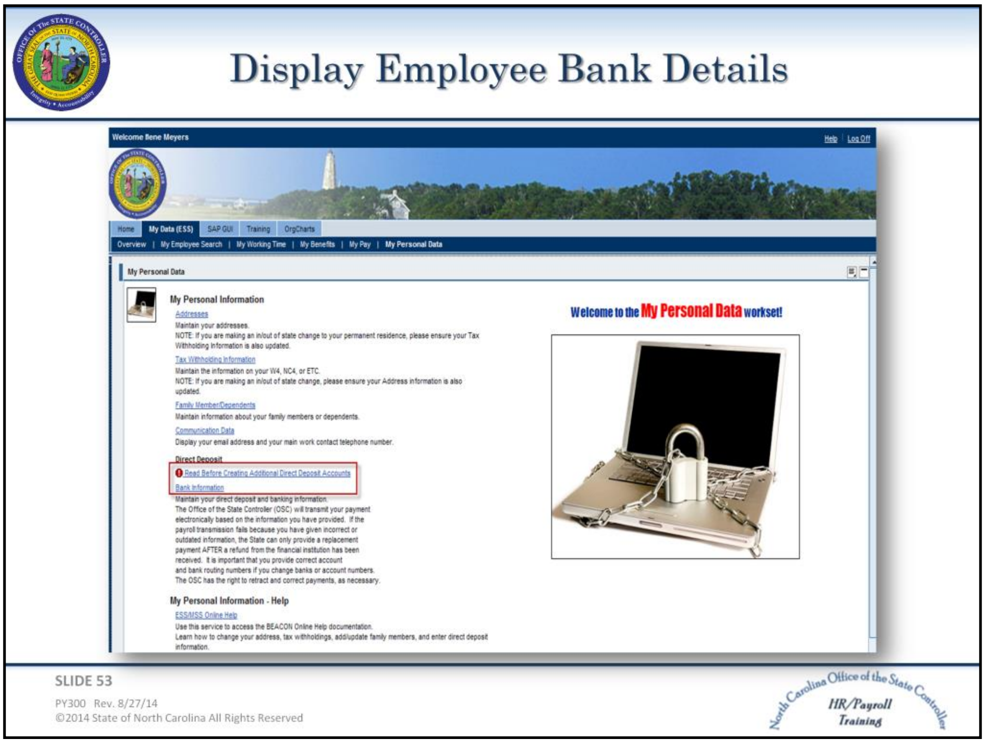
It is best to overview what already exists in the infotype record before making changes to HR master data.



The employee must have a single type "0 – Main bank" record for direct deposit. Employee's may have up to 3 type "1 – Other bank" records. Each record must have a beginning and end 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 that do not have access to ESS must contact their agency HR/Payroll office or BEST Shared Services to make change to bank details.

Exercise 3:1 – Display Employee Bank Details

Display Employee Bank Details – IT0009

In this scenario you need to view an employee's bank details.

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Exercise 3.1: Display an Employee's Bank Details

Scenario: You received a call from Jay Lee regarding his employee deposit. He needs to verify which bank he is using for direct deposit.

3.1 - Exercise: Display Employee Bank Details

Scenario

You received a call from Jay Lee regarding his bank. He needs to verify which bank he is using for direct deposit.

Instructions

1. In the Command Field, enter **PA20** and click . The Display HR Master Data screen is displayed.
2. Click in the Personnel Number field. Click the match code. Search by Last name; First name or =n.lee*.jay*
3. Complete the following fields:

Field	Value
Last name	Enter **lee***.
First name	Enter **jay***

4. Click .
5. Double-click Jay Lee in the list to refresh the information on your screen.
6. On the Display HR Master Data screen enter the following:

Field	Value
Infotype	0009 for Bank Details

7. Click to display bank details.

Question 1

How many bank records exist for Jay?

Question 2

Does Jay have a split deposit?

Question 3

Is Jay's money going into his checking or savings account?

Exercise 3:2 – Maintain Employee Bank Details

Maintain Employee Bank Details – IT0009

In this scenario you need to maintain an employee's bank details.

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Exercise 3.2: Maintain an Employee's Bank Details

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 he sees one paycheck go into the new account.

3.2 - Exercise: 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 he sees one paycheck go into the new account.
NOTE: For any changes made in the SAP system, you should always make notes.

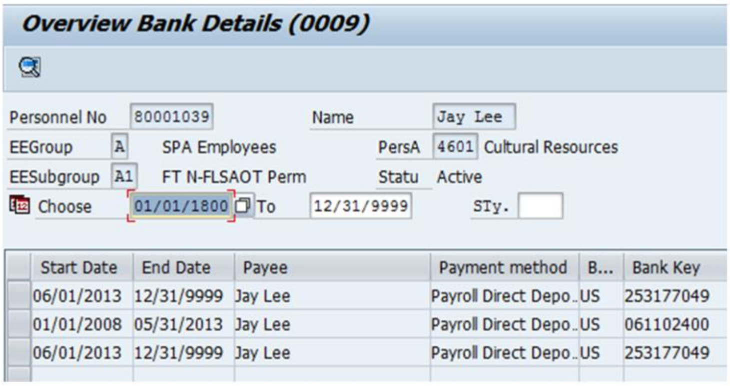
Instructions

Use PA30, Infotype 0009 and the Create button to set up the new account with the following information:

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

Field	Value
Personnel Number	See **Data Specific Data Sheet**
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

Overview Bank Details



Overview Bank Details (0009)

Personnel No 80001039 Name Jay Lee
EEGroup A SPA Employees PersA 4601 Cultural Resources
EESubgroup A1 FT N-FLSAOT Perm Statu Active
Choose 01/01/1800 To 12/31/9999 STy.

Start Date	End Date	Payee	Payment method	B...	Bank Key
06/01/2013	12/31/9999	Jay Lee	Payroll Direct Depo..	US	253177049
01/01/2008	05/31/2013	Jay Lee	Payroll Direct Depo..	US	061102400
06/01/2013	12/31/9999	Jay Lee	Payroll Direct Depo..	US	253177049

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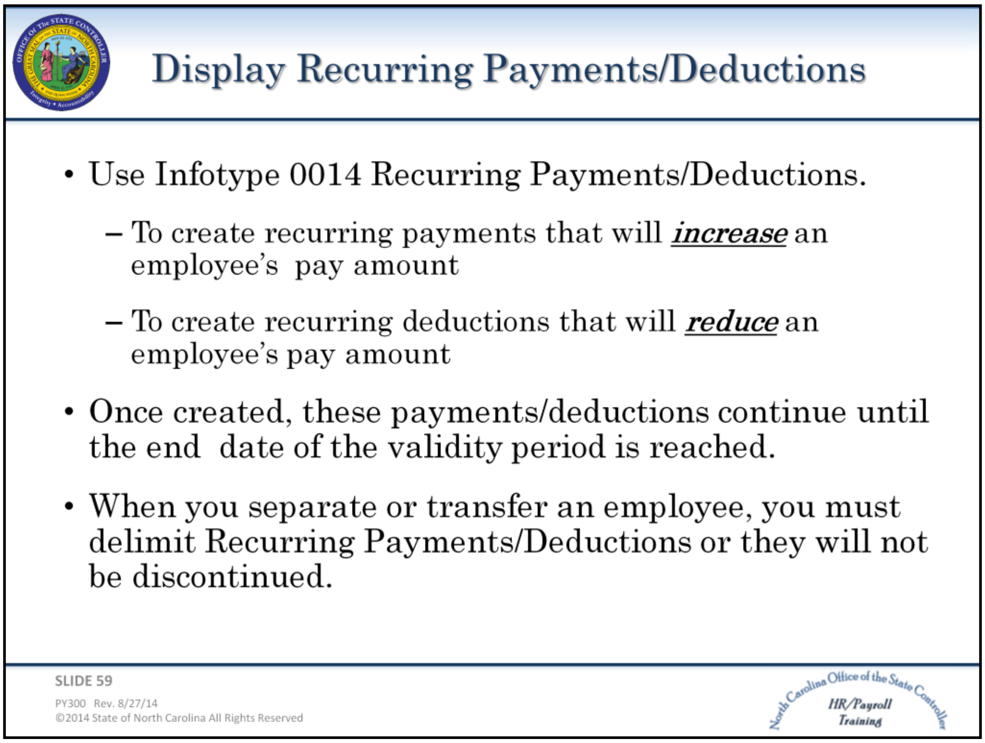
HR/Payroll Training



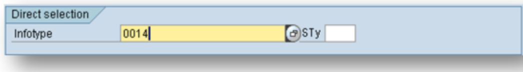
The HR/Payroll system looks at the validity date of the payment/deductions to make sure they are processed in the current payroll run.

Display Recurring Payments/Deductions

Display HR Master Data (PA20)

- Enter the **Personnel No** or use the Matchcode icon to search for the employee's record and double-click on the name.

- Press Enter ( )to populate the employee's information.
- In the **Direct Selection Infotype** field, type 0014.



- Click the Overview icon ( ) to see a list of recurring payments/deductions or click the Display icon ( ) to see the last record entered.

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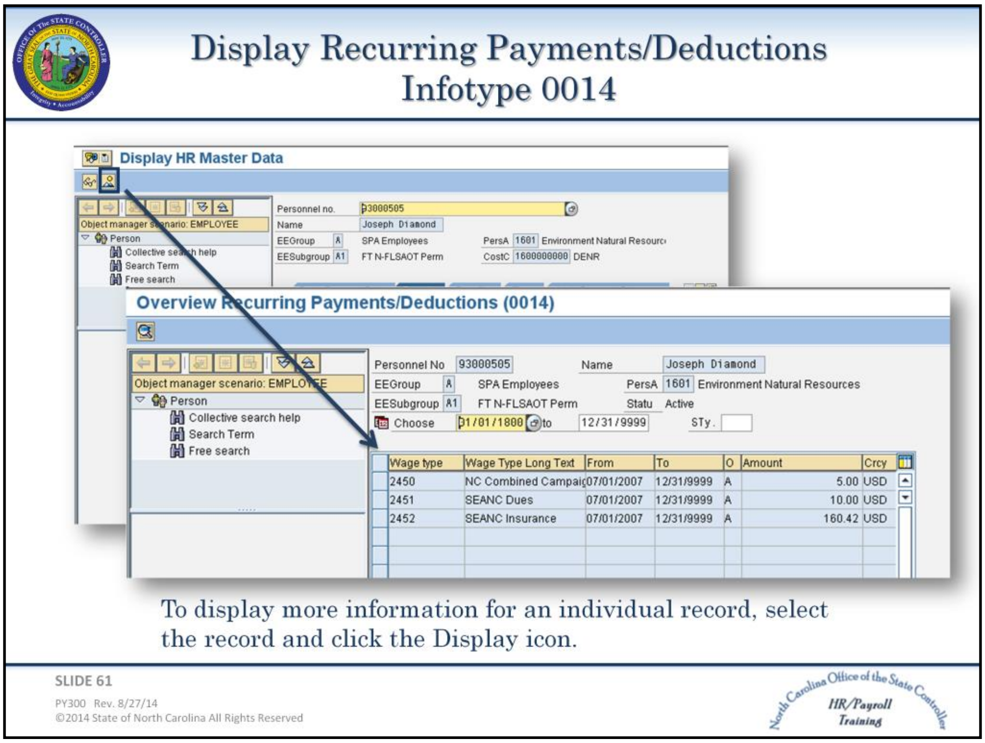
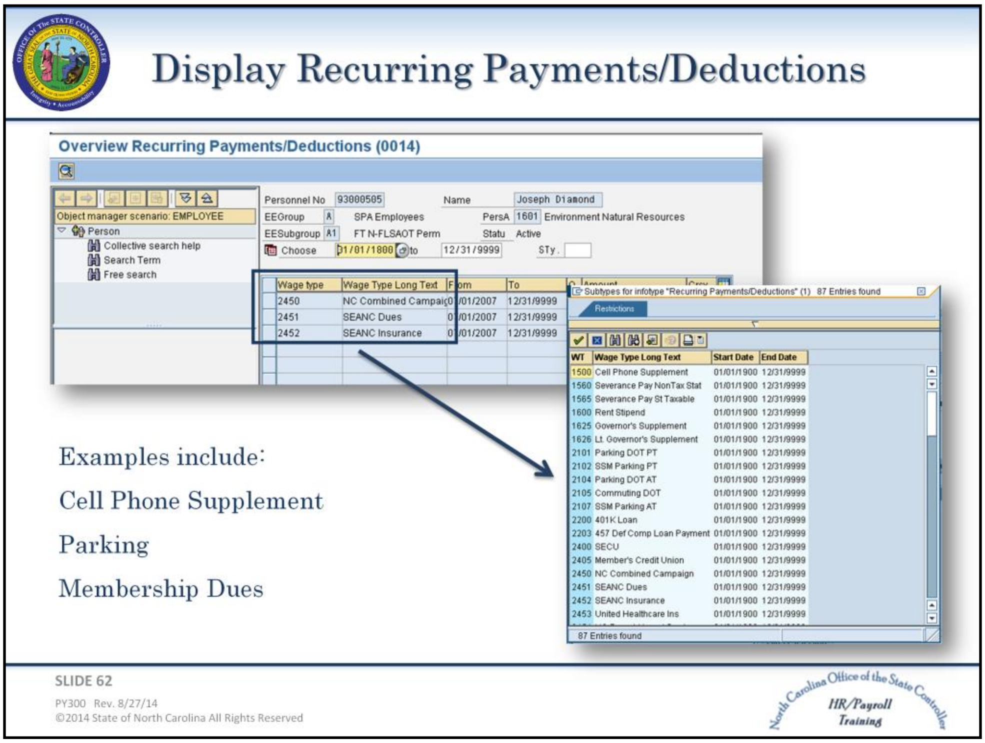
Another option to view an employee's recurring payments/deductions is to use transaction code PA20 and click the Payroll tab. If there is a green check mark to left of Recurring Payments/Deductions in the Infotype text box, then you would highlight the active record and use the Display or Overview icon.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



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 Display icon.



There are several subtypes to categorize recurring payments/deductions.

Agency recurring deductions/payments that use subtypes are:

- Cell Phone Supplement
- Management of Personal Use of State Owned Vehicles
- Agency Specific Insurance

Exercise 3:3 – Display Recurring Payments/Deductions

Display Recurring Payments/Deductions - PA20 and IT0014

Marvin Tillman called to inquire about a recurring deduction on his pay statement. Using Marvin's HR master data record, research his recurring payments/deductions so that you may return his call and give him the information he needs.

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3.3 – Exercise: Display Recurring Payments/Deductions IT 0014

Scenario

Marvin Tillman called to ask about a recurring payment/deduction from his paycheck. Use his HR master data to research his payments so you can return the call.

Instructions

1. Start from the **Easy Access Menu**. In the Command Field, enter **PA20** and click . The Display HR Master Data screen is displayed.
2. Click the  next to the **Personnel No.** field. Or =n.til*.mar*
3. Complete the following fields:

Field	Value
Last name	Enter **til***.
First name	Enter **mar***

4. Click .
5. Double click Marvin Tillman.
6. Click  to refresh the information on your screen.
7. On the **Display HR Master Data** screen enter the following:

Field	Value
Infotype	0014 for Recurring Payments/Deductions

8. Click  to display an overview list.

Question 1

How many recurring payments/deductions exist for Marvin Tillman?

Question 2

What are they and what are the amounts?

Exercise 3:4 – Maintain Recurring Payments/Deductions

Maintain Recurring Payments/Deductions - PA30 and IT0014

Steve Lewis has requested a Metlife deduction in the amount of $15.00 to be added to his record. You will use PA30 to set the deduction up.

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3.4 – Exercise: Maintain Recurring Payments/Deductions (IT 0014)

Scenario

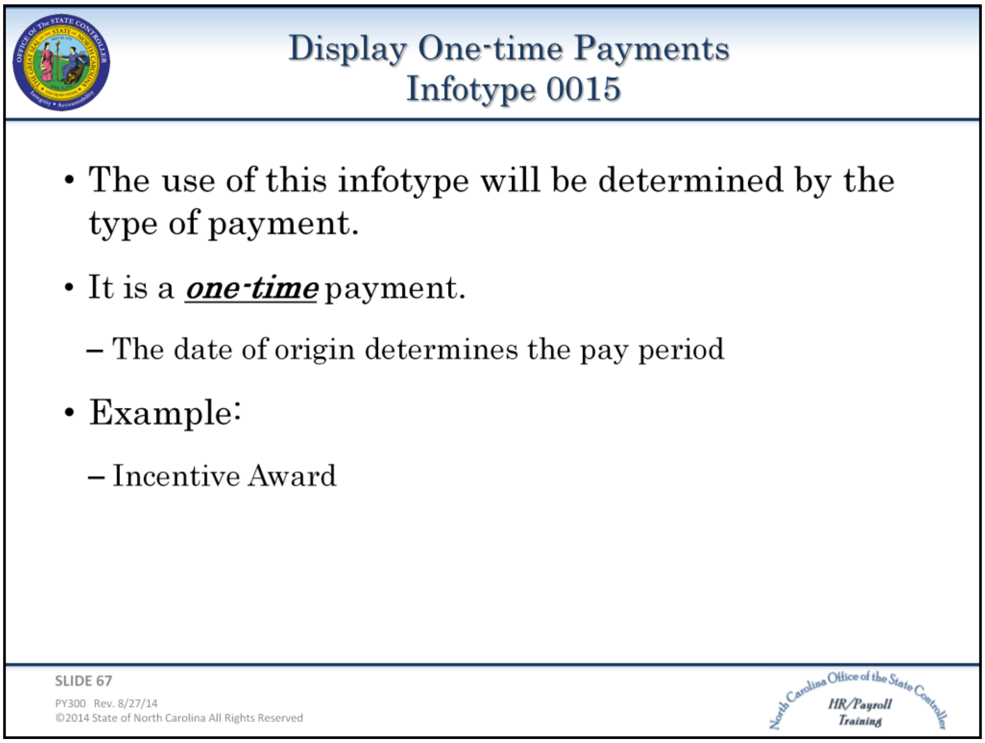
Steve Lewis has requested a Metlife deduction in the amount of $15.00 be added to his record.

Instructions

Using the PA30 (Infotype 0014/subtype 2516), create a recurring deduction with the following information:

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

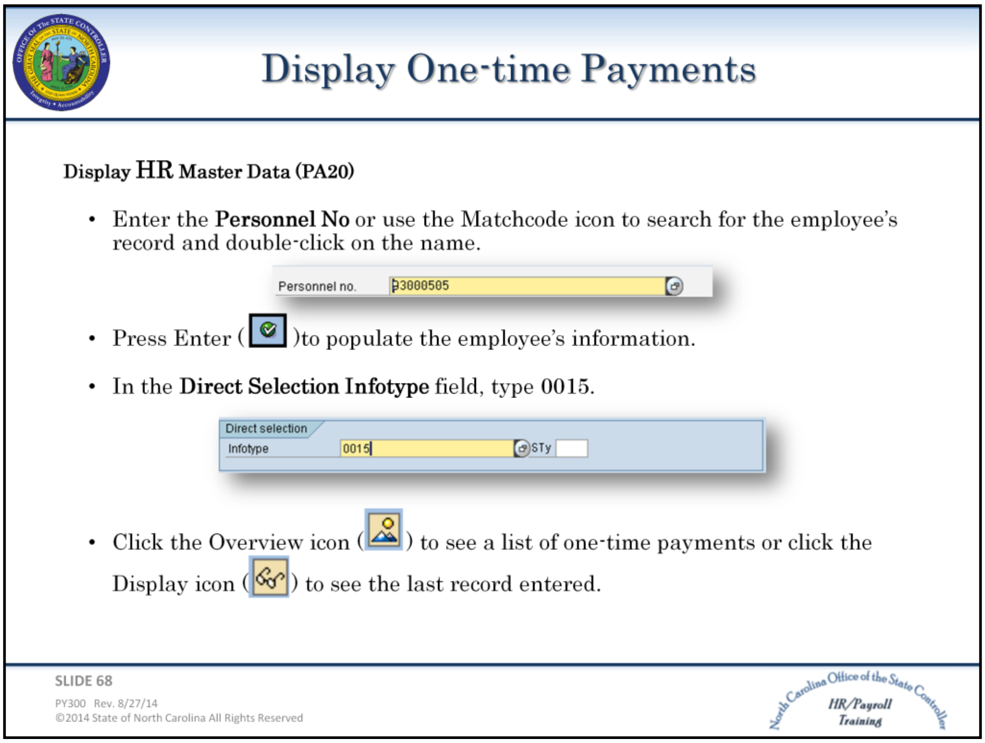
Field	Value
Personnel Number	See **Data Specific Data Sheet**
Start	Tomorrow’s date
Wage Type	2516 – Metlife
Amount	$15.00
Note	Add a note as to why the new deduction is being added



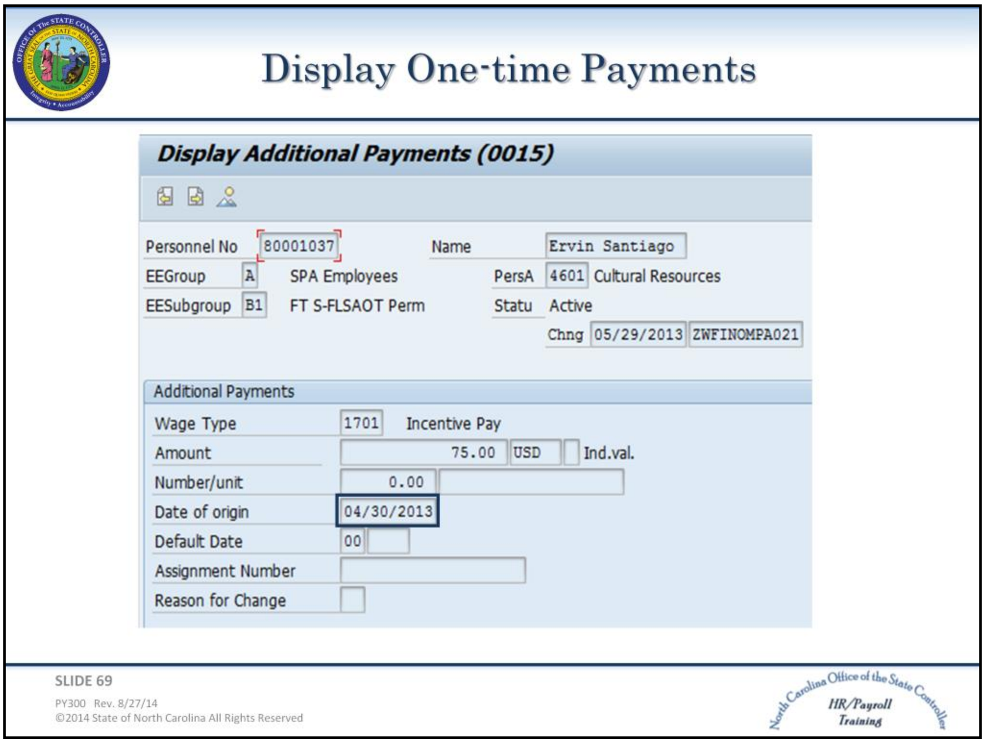
This infotype will be used when any action needs to occur related to a lump sum, one-time payment to an employee.

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

Example:
A one-time payment for an exempt monthly person is entered on March 31st. March's pay is recalculated to include the one-time payment. The difference will be paid in the April check.



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 to 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.



The Date of origin field is extremely important. The date entered in this 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, access the payroll calendar located at:

http://www.osc.nc.gov/BEST/support/index.html

Exercise 3:5 – Display Additional Payments

Display Additional Payments - PA20 and IT0015

Ervin Santiago received $75.00 extra dollars in his pay. He called the agency HR/Payroll office to ask why the additional amount appeared on his pay statement.

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3.5 - Exercise: Display Additional Payments IT 0015

Scenario

Ervin Santiago received $75 extra in his pay. He called 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.

Instructions

1. Start from the **Easy Access Menu**. In the Command Field, enter **PA20** and click . The Display HR Master Data screen is displayed.
2. Click the next to the **Personnel No.** field. Or =n.san*.erv*
3. Complete the following fields:

Field	Value
Last name	Enter **san***.
First name	Enter **erv***

4. Click .
5. Double-click Ervin Santiago.
6. Click to refresh the information on your screen.
7. On the **Display HR Master Data** screen enter the following:

Field	Value
Infotype	0015 for Additional Payments

8. Click to display an overview list.

Question 1

What is the reason Ervin got an extra $75 in his pay?

Question 2

For how long will he receive this amount?

Exercise 3:6 – Maintain Additional Payments

Maintain Additional Payments - PA30 and IT0015

Thomas McGregor has received a $100 mentor pay award. You will use PA30 and IT0015 to add the additional or one time payment to his record.

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3.6 - Exercise: Maintain Additional Payments (IT 0015)

Scenario

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

Instructions

Using the PA30 and Infotype 0015/subtype 1702, enter an additional payment for Thomas McGregor using the following information:

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

Field	Value
Employee	See **Data Specific Data Sheet**
Wage Type	1702 – Mentor Pay
Amount	$100.00
Date of origin	Tomorrow’s date

🗁**Note: If you forget to add the note, you may 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 in and save the record again.**

Garnishment Processing

- Garnishments are processed with the standard SAP-supplied garnishments module.
- The State of NC recognizes the following types of garnishments:

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

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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 may be faxed (919.875.3844), emailed, or sent through the mail system. BEST Shared Services will centrally manage the following:

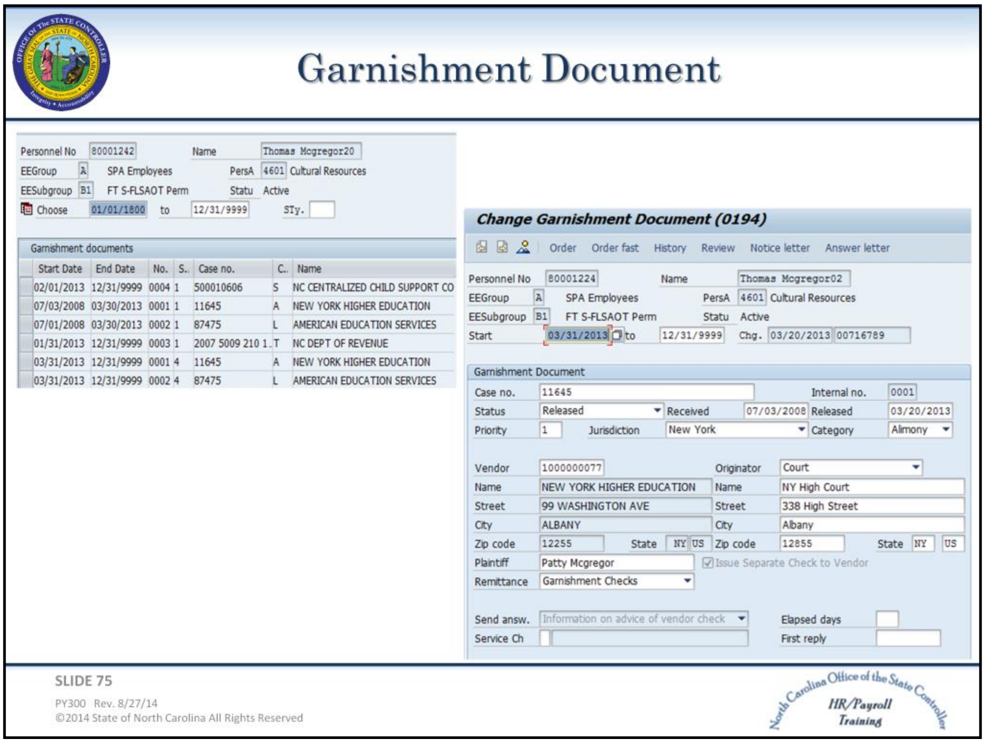
Entry

Processing

Remittance

Reporting

Communication



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 for John Wilson. Several fields of importance are:

Status – The status of the garnishment documents are Active, Pending, Inactive, Released, Reactivate for Refund and Bankrupt

Received – The date that the garnishment was received from the garnishing authority

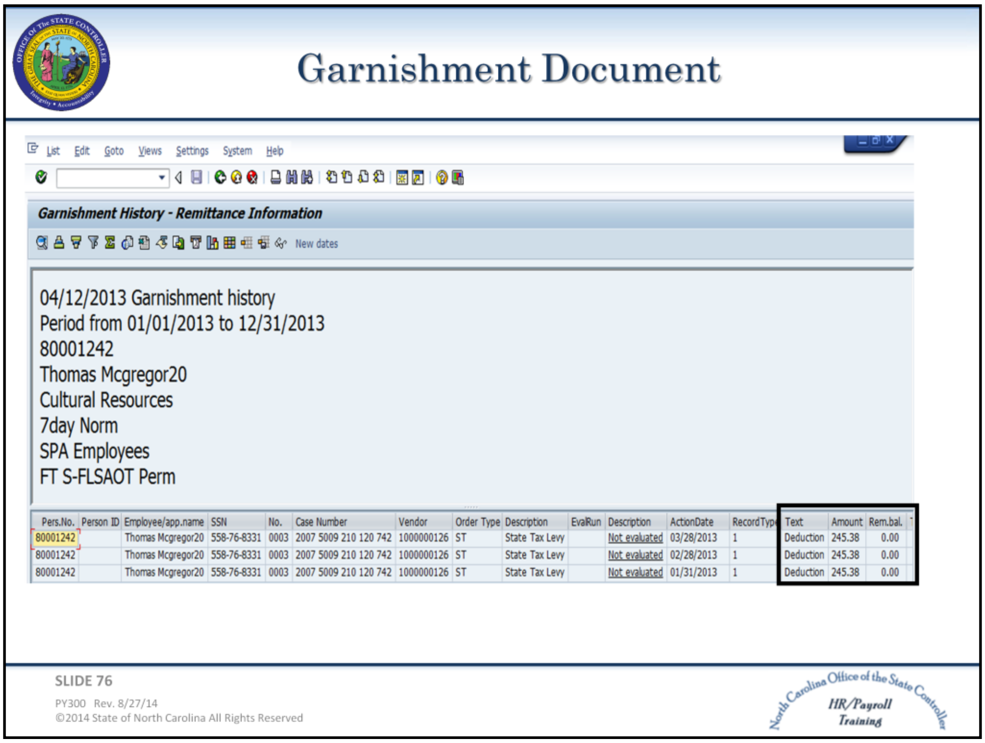
Priority – Garnishment processing priority. The highest priority that can be assigned is 001.

Category – Describes the category of the garnishment document being issued (e.g. bankruptcy, state tax, etc.)

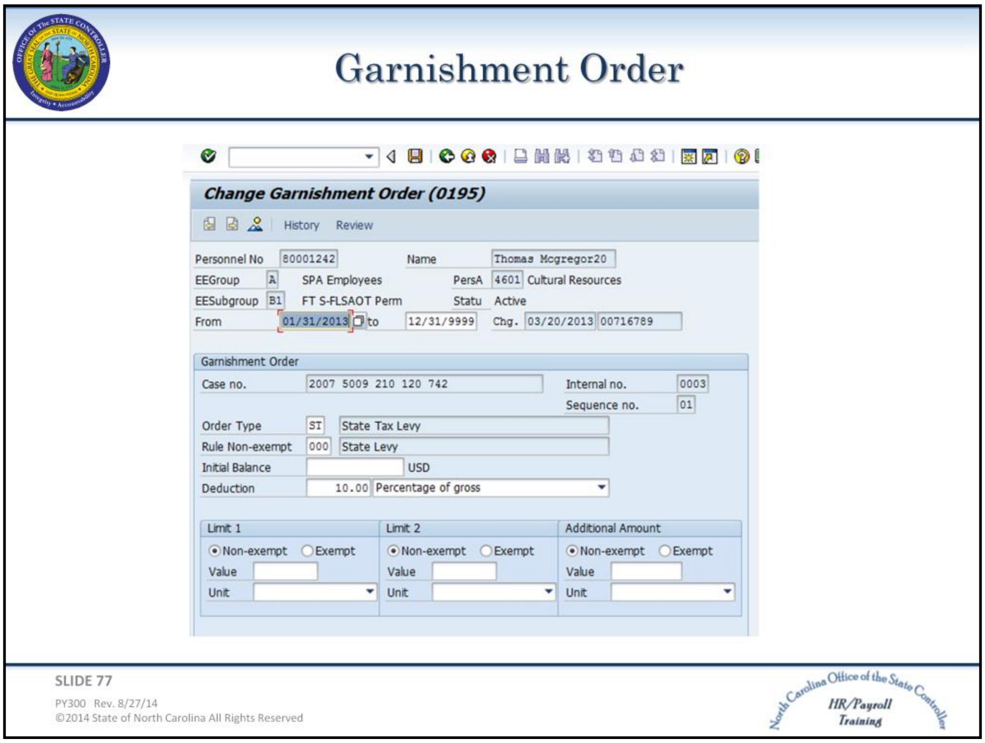
Originator – This field displays the legal authority from which the garnishment document originated.

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 screens show 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.



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.

NOTE: If you are going to display a State Tax Levy, you should put data in the Initial Balance field

Exercise 3.7 – Display Garnishments

Display Garnishments using PA30 with IT0194 and IT0195.

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

3.7 - Exercise: Display Garnishments PA20/PA30 (IT0194, IT0195)

Scenario

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

Instructions

You may use the PA20 or PA30 to conduct this exercise using the following information:

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

Field	Value
Personnel Number	See **Data Specific Data Sheet**
Infotype	0194, 0195 (Case #2007 5009 210 120 742)

Questions

Answer the following questions.

Question 1

What is the initial amount of the garnishment?

Question 2

What type of garnishment was ordered?

For further or more detailed information on garnishments, you may call BEST Shared Services at 919-707-0707 or 866-622-3784.

Knowledge Check

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?

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Lesson 3 Review

You learned to:

- 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.

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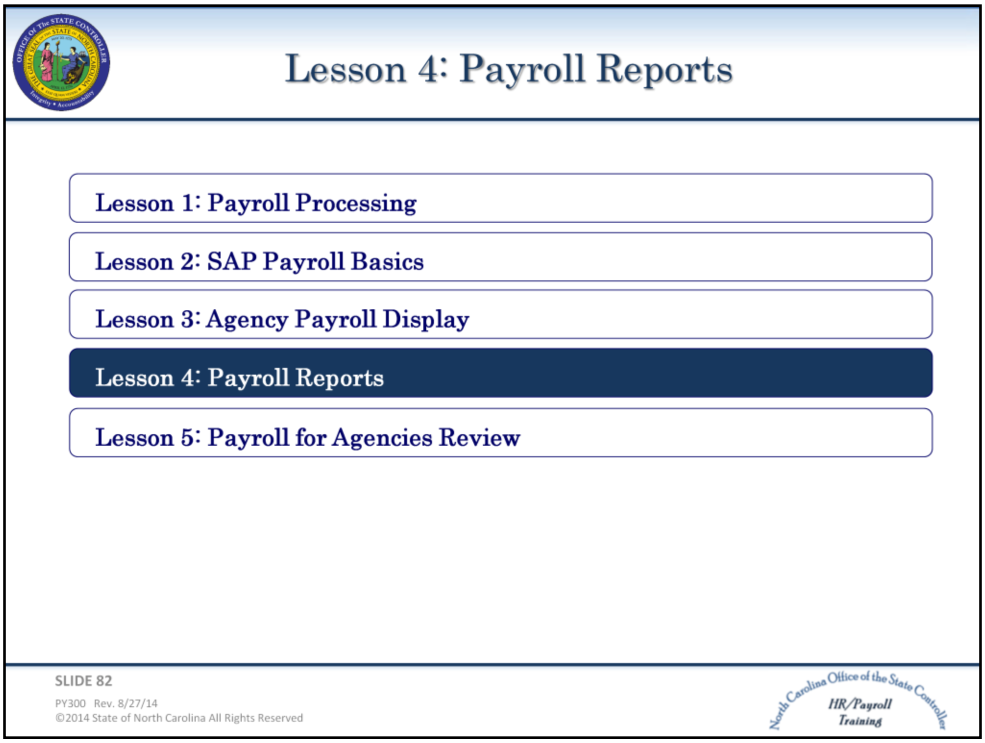

The fourth lesson of this course will cover important payroll reports used to view technical, employee, and department information.

Lesson 4 Objectives

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

- Describe SAP report types and features.
- Display and understand the following SAP reports:
  - Display and print Remuneration Statements ZPYR001 (mass printing) or PUOC_10
  - Display Payroll Results PC_PAYRESULT
  - Display the Wage Type Reporter PC00_M99_CWTR
  - Define Financial Report for Payroll Posting ZFIR018 (used by Budget Analysts)

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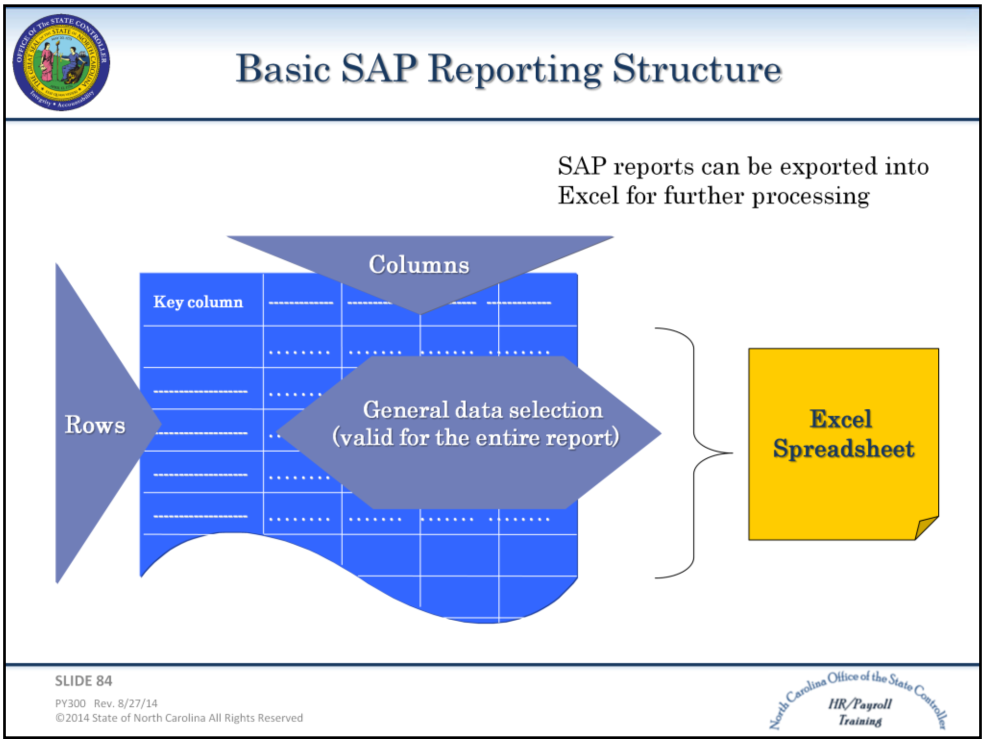
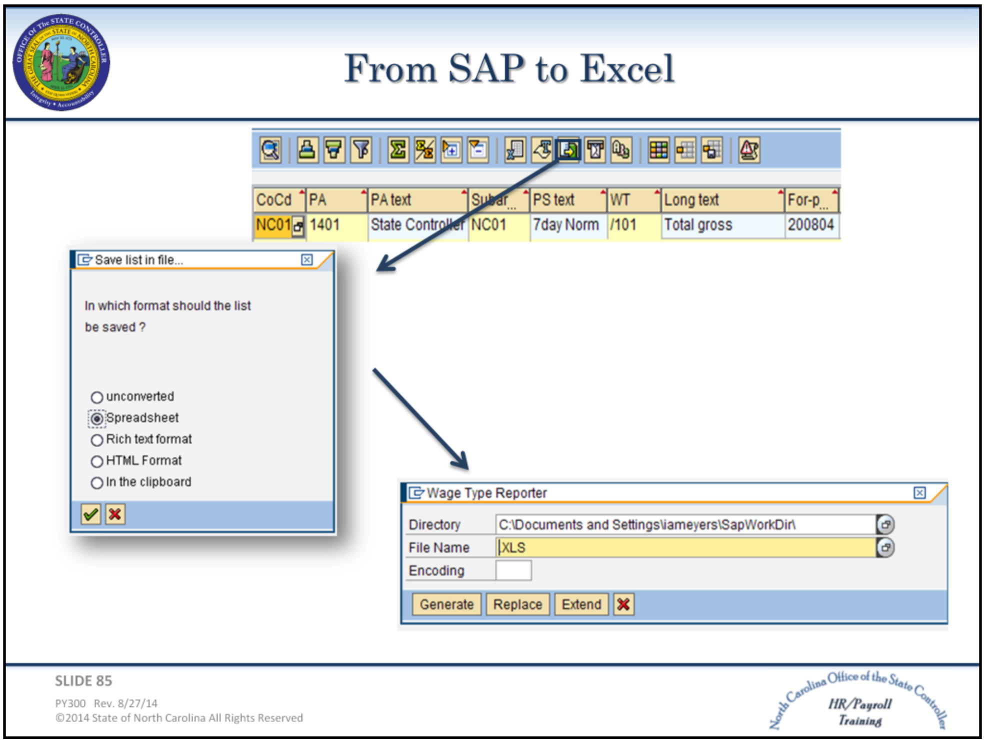


Line-item reports are the typical format for the output of list-display transactions, which generate lists of related objects. They are also found on the initial output screens of some create, display, and change transactions within many Human Resources transactions.

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

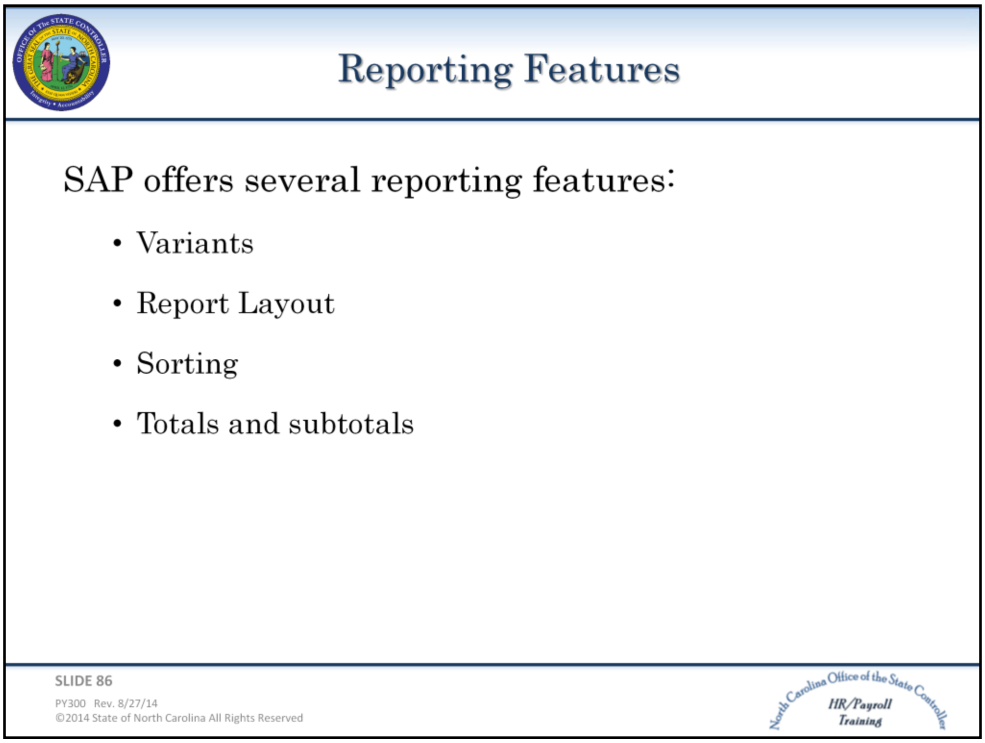


Most reports can be exported to Excel for data sorting and calculations.

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 may change depending on the report.)

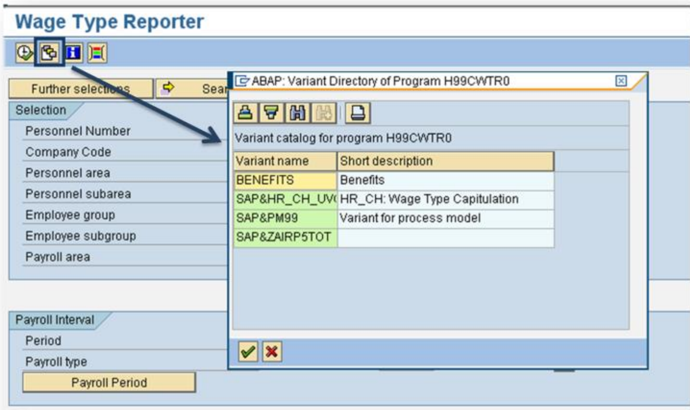
The next step will be naming the file and placing in the appropriate file location.



- 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 you are unsure how long it will take the report to run, open a 2nd SAP 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.

Report Variants

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



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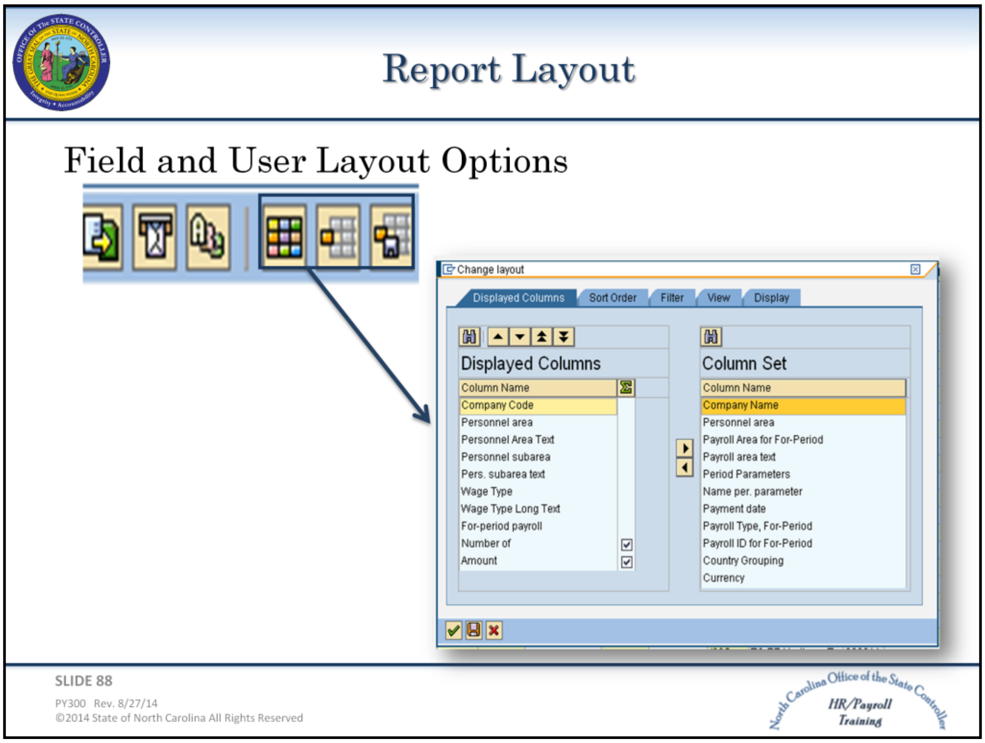
- Each report has multiple variants.
- Variants are report-specific.
- The filter criteria entered on many report entry screens can be saved. For example, if you need to enter time on 15 people (personnel numbers), and you have entered these 15 numbers behind the multiple selection criteria button in the Personnel Number field, you may save your entries as a variant. The next time you need to enter time for these 15 people you only need to display the variant instead of re-entering the 15 personnel numbers each month.
- Three advantages of using a variant:
  - Faster entry
  - Reduced errors
  - Can be used by more than one person in your group or area



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 you want a different layout, you can adjust your display 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.

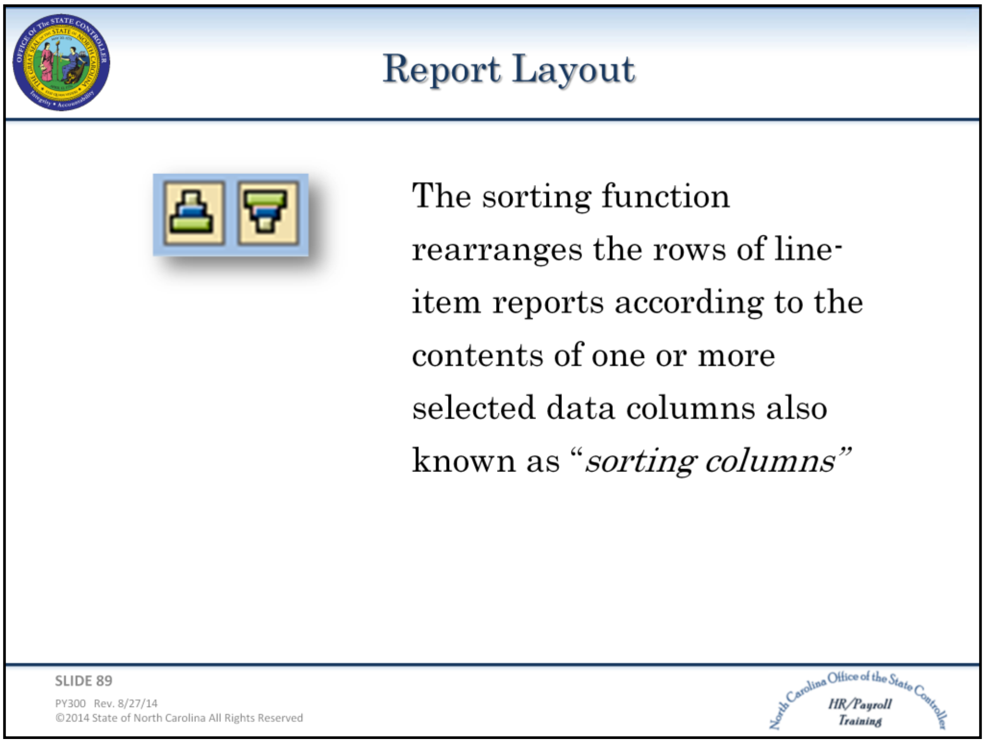
 Move the highlighted item up in the order (moves the column to the left on the report),

 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 *Helps* to search for a field.



You can arrange rows 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.

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Payroll Specific Reports

The following represents the SAP Payroll Specific reports covered in this course:

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

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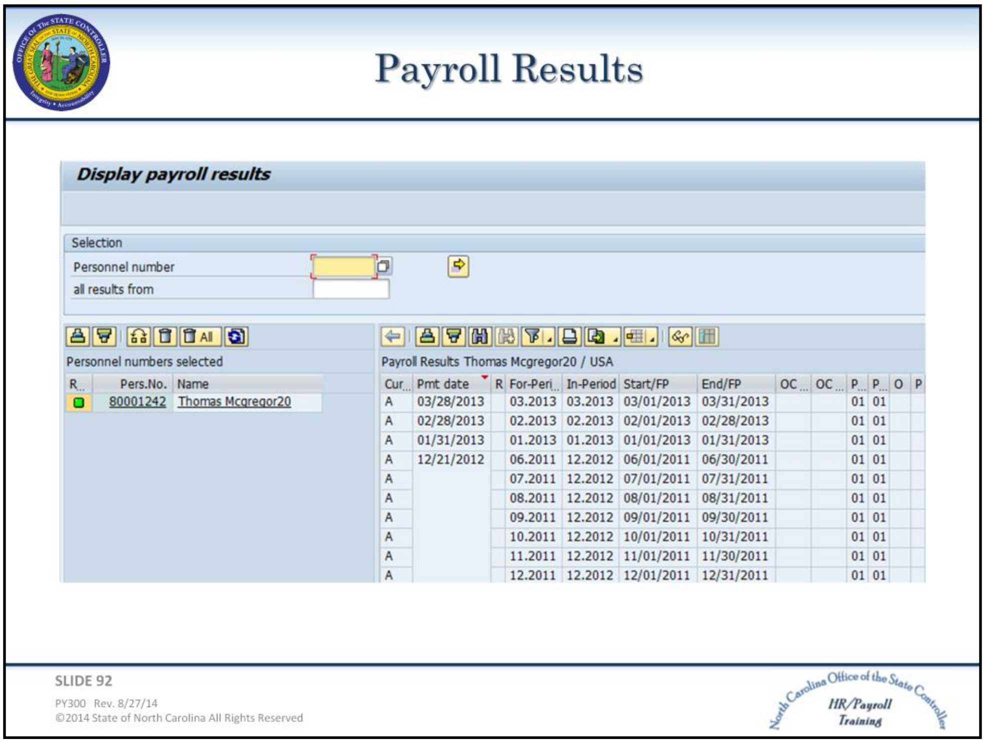


Payroll Results - PC_PAYRESULT

This is a technical report that displays payroll results for one or more employees.

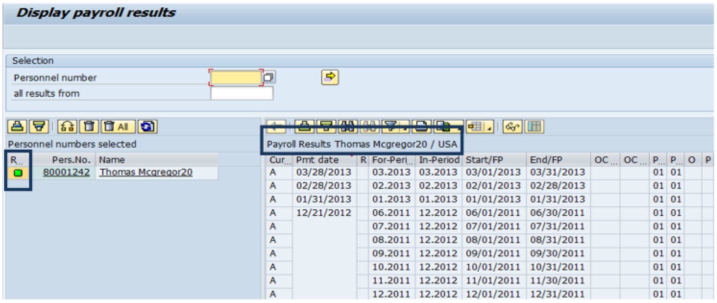
The payroll results initial screen is divided into two task pane windows. The left pane displays the selected personnel numbers and employee's name. The right pane displays the different payroll results. The most current payroll period will be highlighted.

By selecting an employee their payroll results will be displayed.

Payroll Results

The symbol in the Results column shows if 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



R..	Pers.No.	Name
	80001242	Thomas Mcgregor20

Cur...	Pmt date	R	For-Peri...	In-Period	Start/FP	End/FP	OC ...	OC ...	P...	P...	O	P
A	03/28/2013		03.2013	03.2013	03/01/2013	03/31/2013			01	01		
A	02/28/2013		02.2013	02.2013	02/01/2013	02/28/2013			01	01		
A	01/31/2013		01.2013	01.2013	01/01/2013	01/31/2013			01	01		
A	12/21/2012		06.2011	12.2012	06/01/2011	06/30/2011			01	01		
A			07.2011	12.2012	07/01/2011	07/31/2011			01	01		
A			08.2011	12.2012	08/01/2011	08/31/2011			01	01		
A			09.2011	12.2012	09/01/2011	09/30/2011			01	01		
A			10.2011	12.2012	10/01/2011	10/31/2011			01	01		
A			11.2011	12.2012	11/01/2011	11/30/2011			01	01		
A			12.2011	12.2012	12/01/2011	12/31/2011			01	01		

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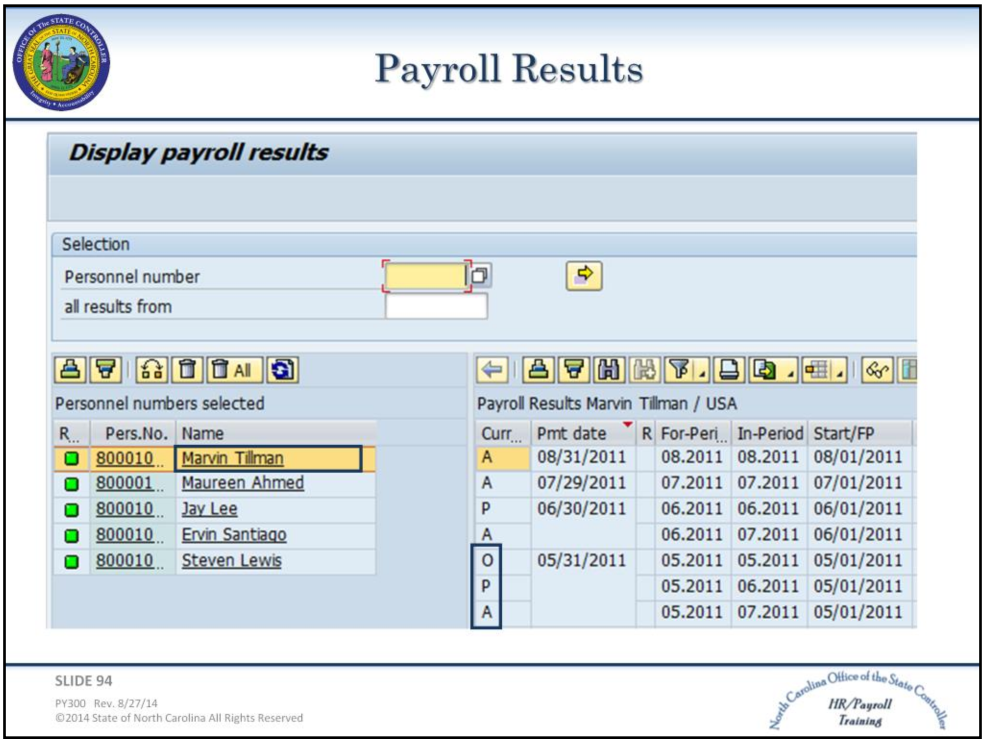
When toggling between employees, be sure to verify the employee name on the left task pane to ensure you are viewing the correct employee's pay results.



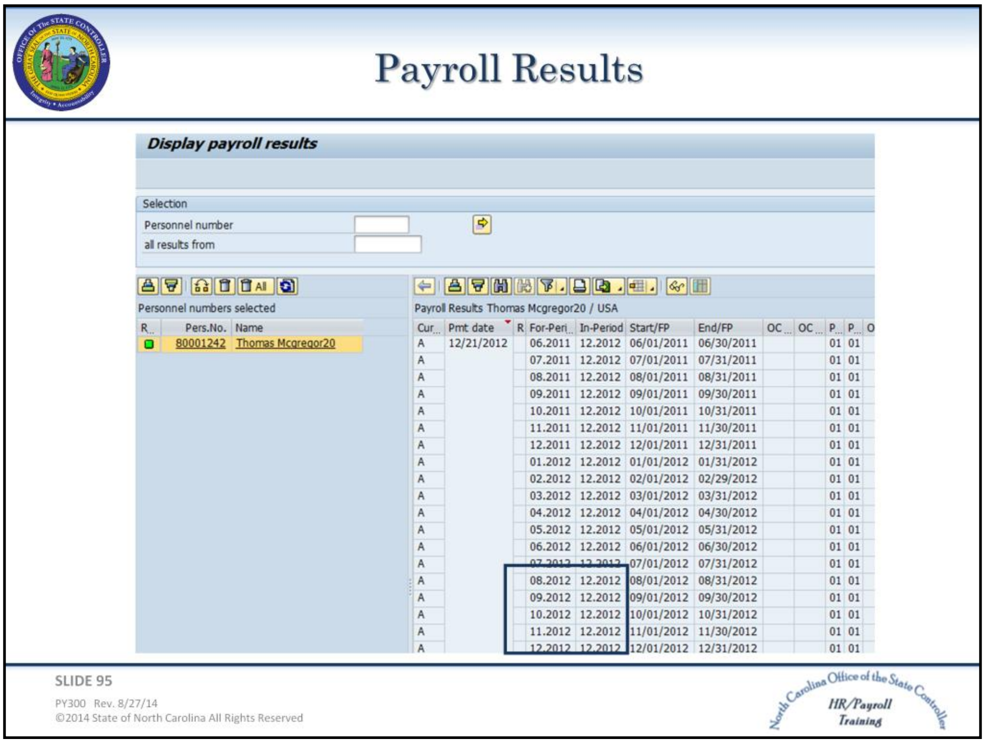
Click on employee name listed on left to view a list of payroll results on the right. Each payroll result presented on the right is coded with a status that indicates whether the payroll record is old or current.

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).

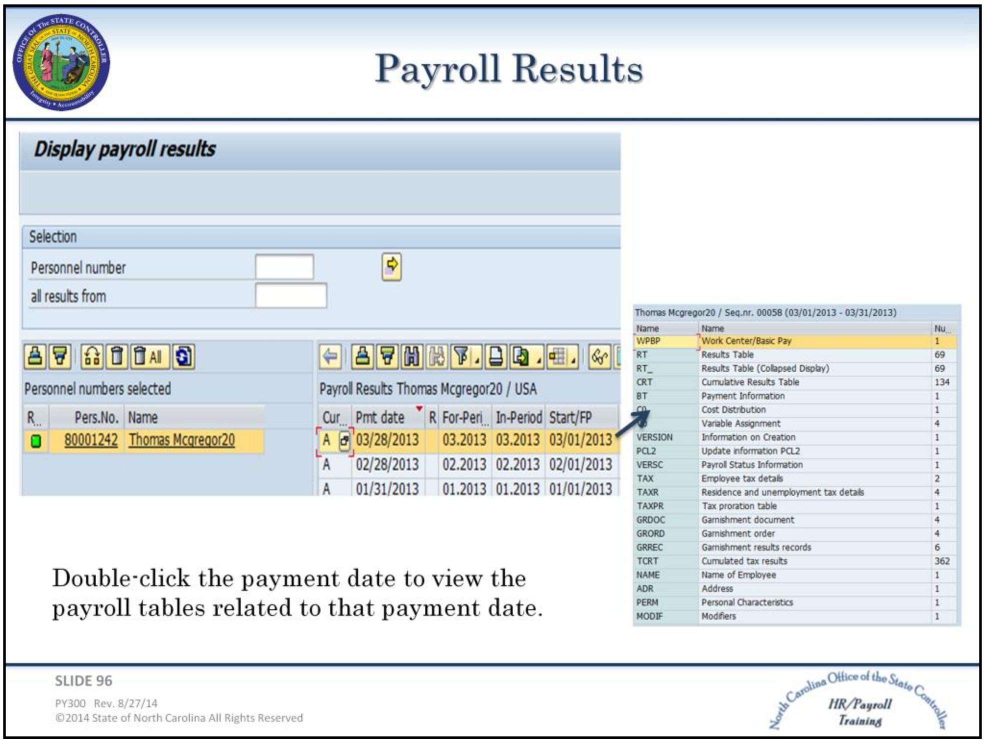
O – Used when it has been replaced by at least two retroactive accounting runs; that is, the record is no longer current, nor is it the predecessor of the current record (**old** result).



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 March payroll, the For-Period column will show a March 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 March payroll, the For-Period column will show an July 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

Table WPBP – Work Place/Basic Pay

Payroll Results

Personnel No.	80001242 Thomas Mcgregor20 - USA
Seq. number	00058 - accounted on 04/02/2013 - current result
For-Period	03.2013 (03/01/2013 - 03/31/2013)
In-Period	03.2013 (Fin.: 03/31/2013)

Table WPBP - Work Center/Basic Pay

No	Start	End	Action	Action Text	ActRsn	Cust.	Empl.	SPay.	Active	CoCd	PArea
01	03/01/2013	03/31/2013	Z0	New Hire (NC)	01		3	1	X	NC01	4601

PersSubAr	PCostCenter	EEGrpg	EESubGrp	GrpCalRule	Position	BusArea	OrgKey	EmplCont.	OrgUnit	Job
NC01	4699999999	A	B1	3	65003009	4600	46014699999999		20010173	30003719

StatTime	PWSRule	EMP%	CDays	WDays	WHrs	CD1W	WD1W	WH1W	WkHrs	CapLev	PSType	PSArea	PSGroup
1	D01N08GN	100.00	31.00	21.00	168.00	31.00	21.00	168.00	173.33	100.00	01	01	GR64

PSLevel	CostDist	DynDWS	WkHrs	WkDays	Funds Ctr	Fund	Func.Area	Grant	Segment
GR	X		8.00	0.00		469999999	G000000000000001		

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The **WPBP Table** allows you to compare hours worked to planned hours. You can use it to investigate questions about shift pay and overtime.

This table is created 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)

Planned Hours

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

Actually Worked

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

Payroll Results

Table RT – Results Table

Payroll Results

Personnel No.	80001242 Thomas Mcgregor20 - USA
Seq. number	00058 - accounted on 04/02/2013 - current result
For-Period	03.2013 (03/01/2013 - 03/31/2013)
In-Period	03.2013 (Fin.: 03/31/2013)

Table RT - Results Table

PReg Var	To	WT Unit	Wage Type Text Rate	WC	C1 C2 C3 Number	Assign:AltPay Amount	CA	BT	Abs.
*		/101	Total gross			2,453.75	USD		
*		/102	401(k) Wages			2,453.75	USD		
*		/110	Net payments/Deductions			845.38-	USD		
*		/114	Base wage for BSI			2,453.75	USD		
*		/301	TG Withholding Tax		01	2,453.75	USD		
*		/301	TG Withholding Tax		02	2,453.75	USD		
*		/303	TG EE Social Security Tax		01	2,453.75	USD		
*		/304	TG ER Social Security Tax		01				

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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 of the various technical wage types and amounts used to process payroll with amounts.

Payroll Results

Table ARRRS - Arrears

Payroll Results	
Personnel No.	80000110 Maureen Ahmed - USA
Seq. number	00062 - accounted on 06/05/2013 - current result
For-Period	03.2013 (03/01/2013 - 03/31/2013)
In-Period	05.2013 (Fin.: 05/31/2013)

Table ARRRS - Arrears

WType	WType	Amount	VT	VN	PerMo	Check date	PayPer	PayYear
3005	# PPO PT	2,041.28	B	03	01	05/31/2013	03	2013
3100	# NC Flex Dental-PT	37.40	B	02	01	05/31/2013	03	2013
3105	# NC Flex Vision Sup PT	6.84	B	04	01	05/31/2013	03	2013
3130	# NC Flex Cancer PT	15.68	B	01	01	05/31/2013	03	2013

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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.

Payroll Results

Table DDNTK –
Deductions Not Taken

Payroll Results	
Personnel No.	80000110 Maureen Ahmed - USA
Seq. number	00062 - accounted on 06/05/2013 - current result
For-Period	03.2013 (03/01/2013 - 03/31/2013)
In-Period	05.2013 (Fin.: 05/31/2013)

Table DDNTK - Deductions not taken

WgType	WgType Text	Amount	VT	VN	Origin
3005	# PPO PT	510.32	B	03	R
3100	# NC Flex Dental-PT	37.40	B	02	R
3105	# NC Flex Vision Sup PT	6.84	B	04	R
3130	# NC Flex Cancer PT	15.68	B	01	R

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

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 of 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.

Demo 4.1 - Display Payroll Results

Display Payroll Results – PC_PAYRESULT

Use PC_PAYRESULT to display payroll results for Thomas McGregor.

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Scenario: You need to look at payroll results for Thomas McGregor.

4.1 – Exercise: Display Payroll Results –PC_PAYRESULT

Scenario

You need to look at payroll results for Thomas McGregor.

Instructions

1. Start from the **Easy Access Menu**. In the Command Field, enter **PC_PAYRESULT** and click . The **Display payroll results** screen is displayed.
2. Click the Personnel number field to enter Thomas McGregor.
3. Complete the following fields:

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

Field	Value
Personnel Number	Enter your student ID# from the above list.

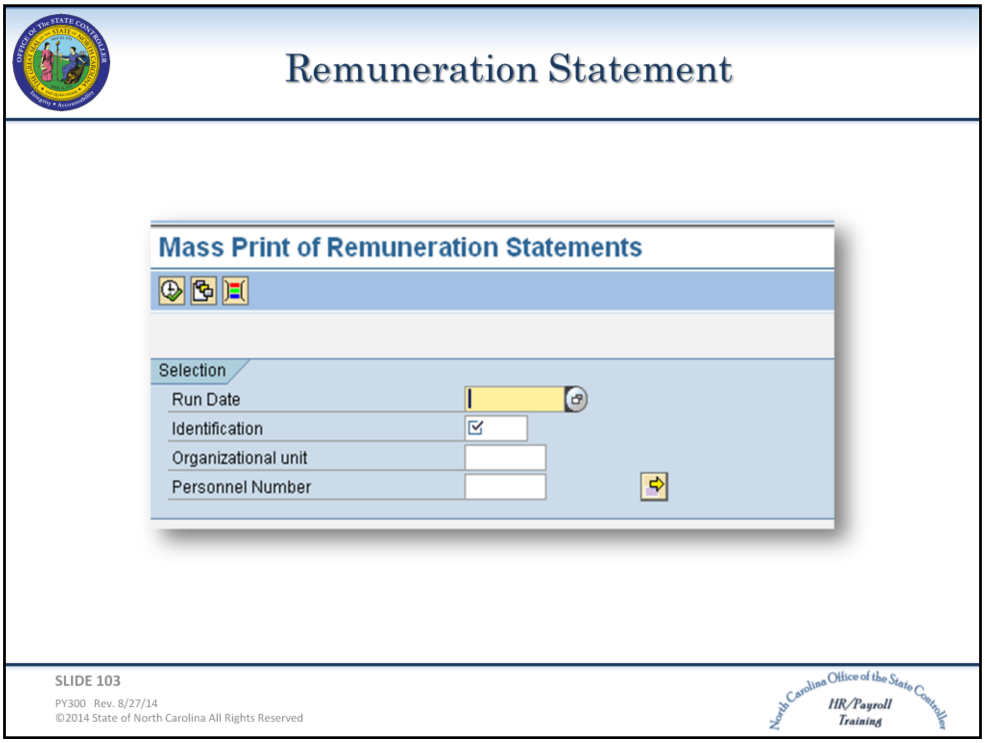
4. Click or enter.

5. Click Thomas McGregor from the list on the left side of the screen. His Payroll Results information will display on the right.

6. Select the row (Pmt date 03/28/13) and click to display the list of tables.
7. Click the WPBP Table row and click to display the information.
8. Click to go back one screen.
9. Click the RT Table row and click to display the information.

Question 1

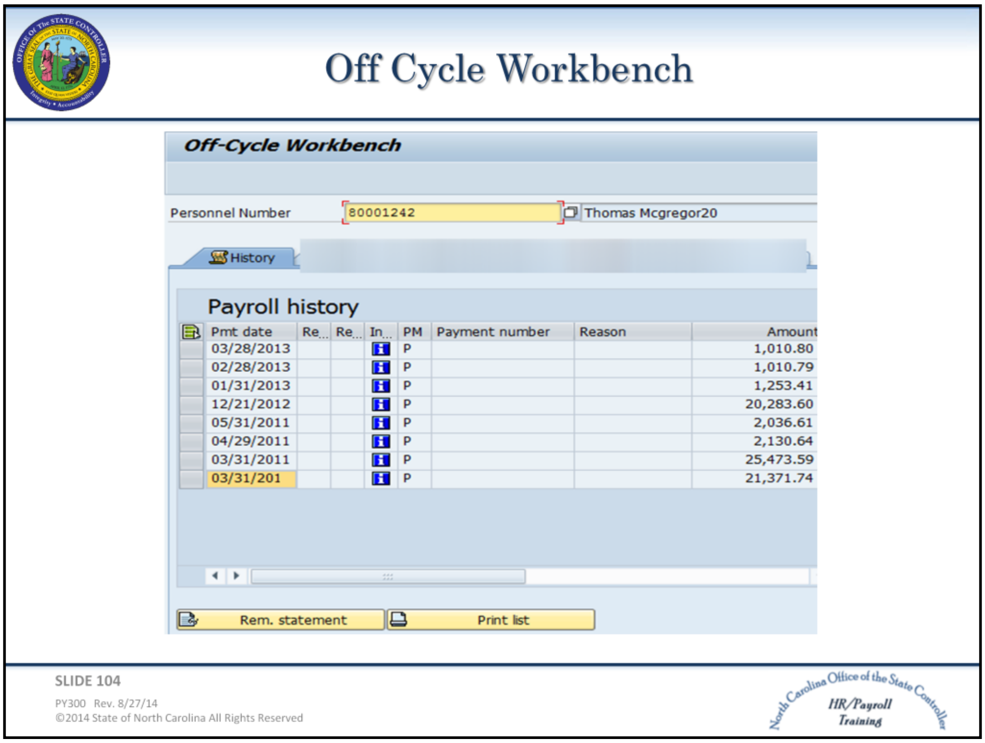
What were Thomas McGregor’s total gross wages for 03/28/13?



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.

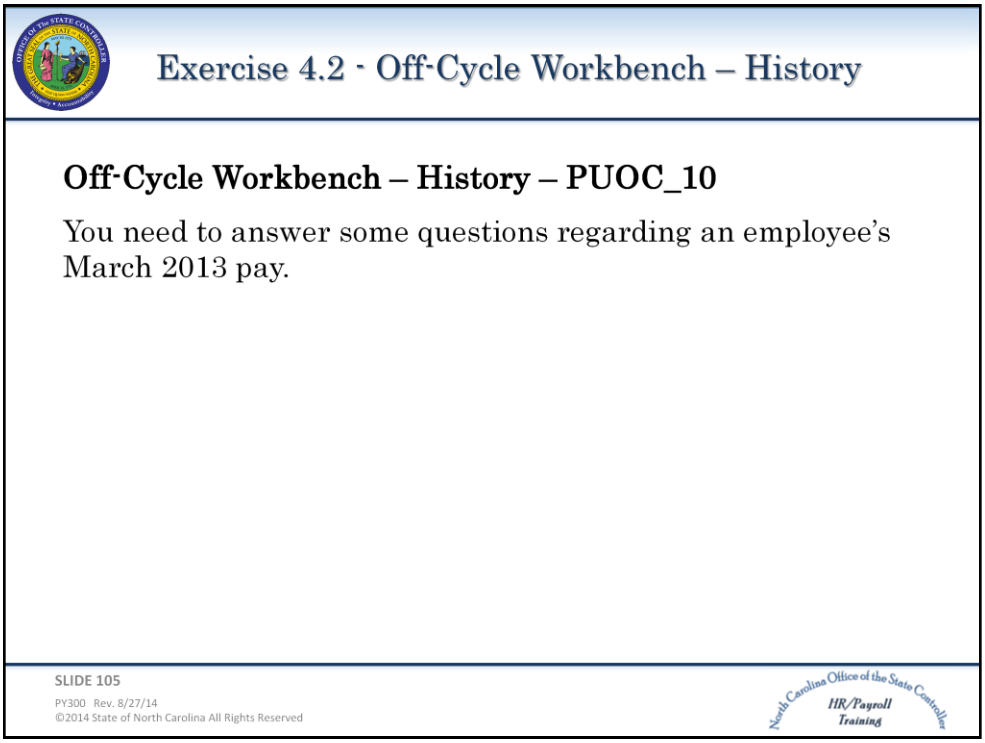


The *History* tab page in the Off-Cycle Workbench displays an extract from the payroll cluster containing the employee's payroll results includes payments that you have replaced with a check and reversal payroll results.

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



Exercise 4.2: Off-Cycle Workbench – History – PUOC_10

Scenario: Thomas McGregor has called regarding several pay statements he doesn't understand.

4.2 – Walkthrough: Off-Cycle Workbench - History – PUOC_10

Scenario

You need to answer some questions regarding an employee's March 2013 pay. Complete the following steps with your instructor.

Instructions

1. Start from the **Easy Access Menu**. In the Command Field, enter **PUOC_10** and click . The **Off Cycle Workbench** screen is displayed.
2. Click the next to the **Personnel No.** field.
3. Complete the following fields:

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

Field	Value
Personnel Number	Enter your student ID# from the above list.

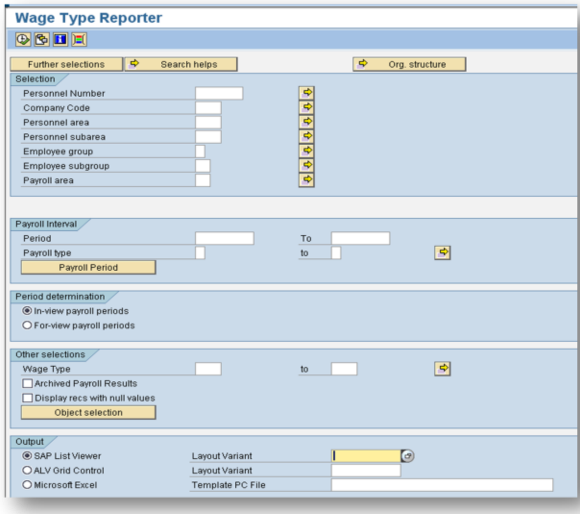
4. Click or enter to populate Thomas McGregor.
5. Highlight the line containing the payroll information you need to view for March 2013.
6. Click Rem. statement to view results for that payroll.
7. Click to go back one screen.
8. Click Print list to view the Payroll history screen.
9. Click to go back one screen.
10. Choose another line, if needed.

Question 1: What is the net pay for Thomas for March 2013?

Question 2: What is the total deduction amount?

Question 3: How was Thomas paid – direct deposit or check?

Wage Type Reporter



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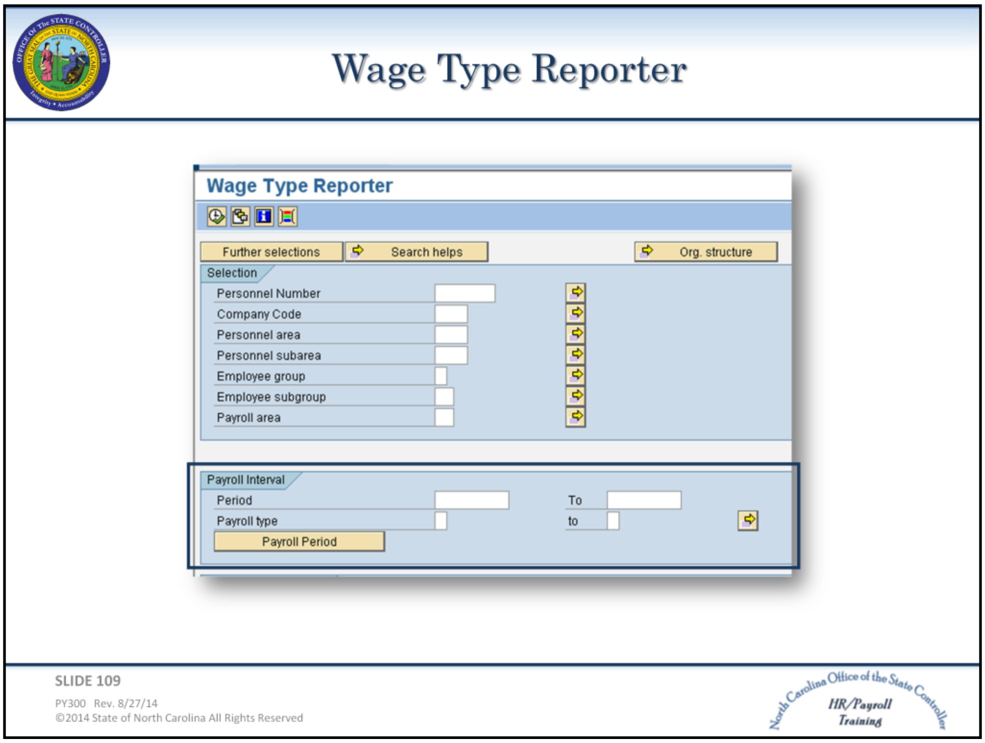
The wage type reporter is a flexible tool to check preliminary payroll during corrections and to view payroll results by wage type.

The standard selection fields for this report are in the Selection group. You must complete at least one selection area in order for this report to run successfully.

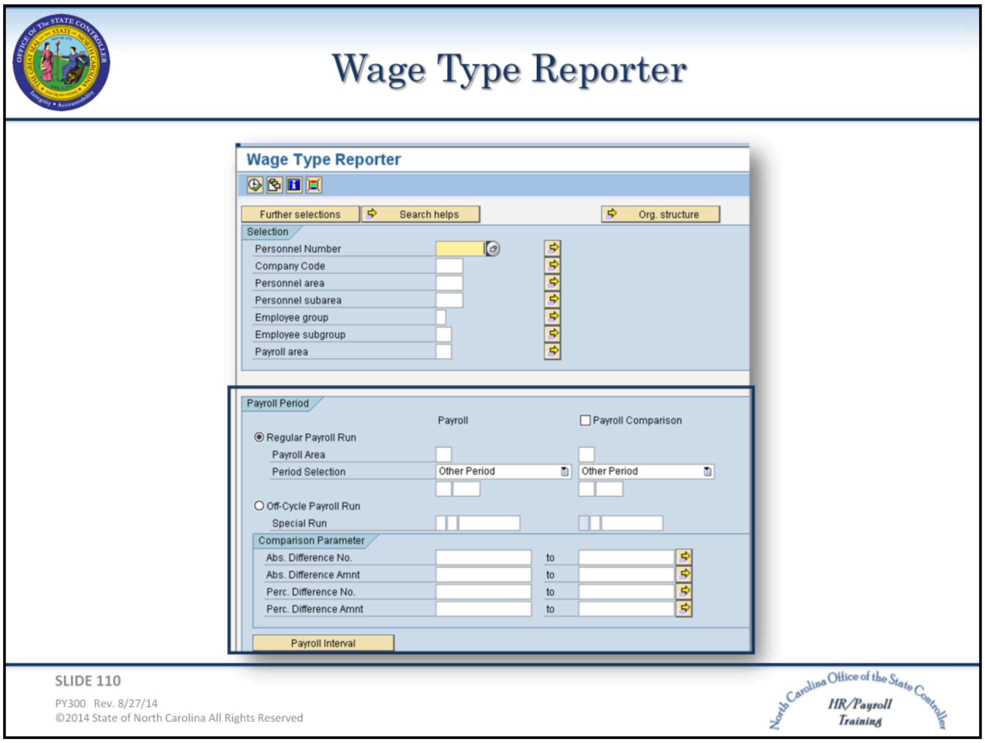
This evaluation report can be executed for the following:

- 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

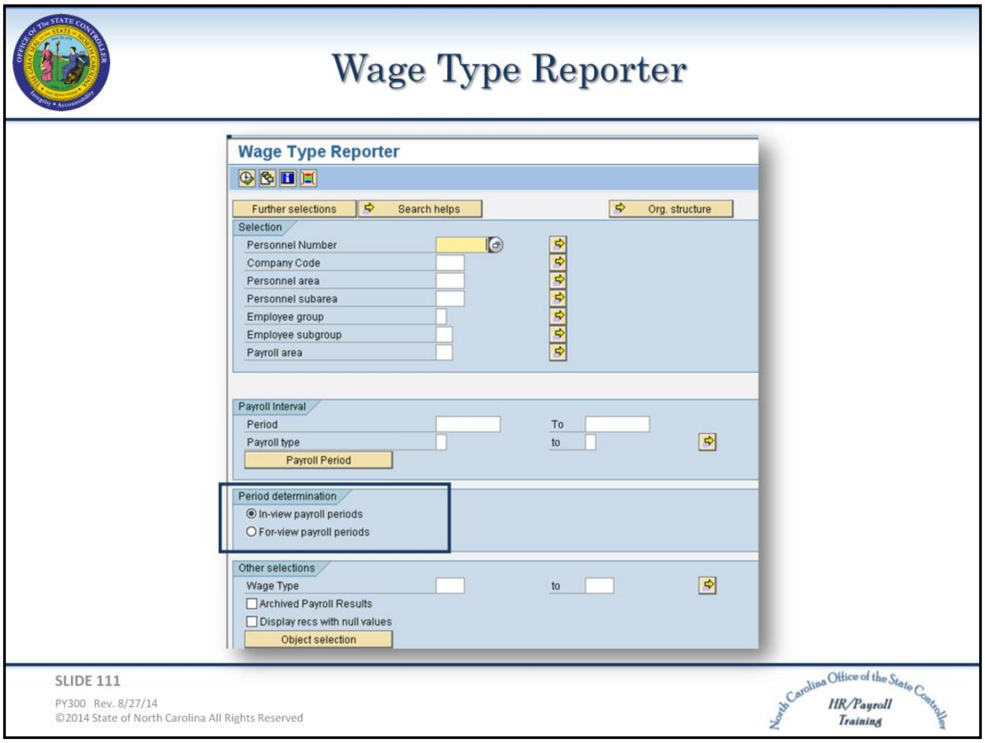


Choose the date range using payroll period(s) for desired results. You may choose to enter a payroll type to run. For a regular payroll run, leave blank.

By using the Payroll Period button, you can enter a specific payroll period to view. You must enter the payroll period number and year.



If you choose to run the report for a regular Payroll run, you must enter the Payroll Area, payroll period, and year. You can also compare one pay period to another pay period by selecting the comparison payroll checkbox and filling in the Payroll Area, Payroll Period and year as well.



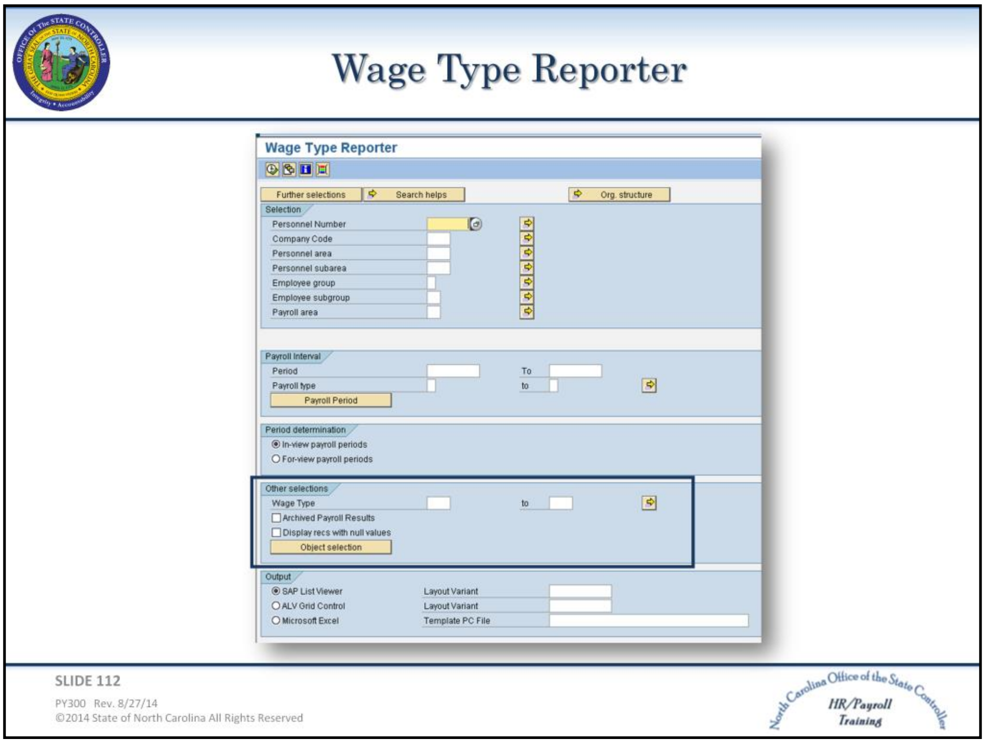
This section will be relevant to the dates that you have selected in the Payroll interval fields.

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.

<u>Example</u>:

If you have selected a payroll interval of 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.

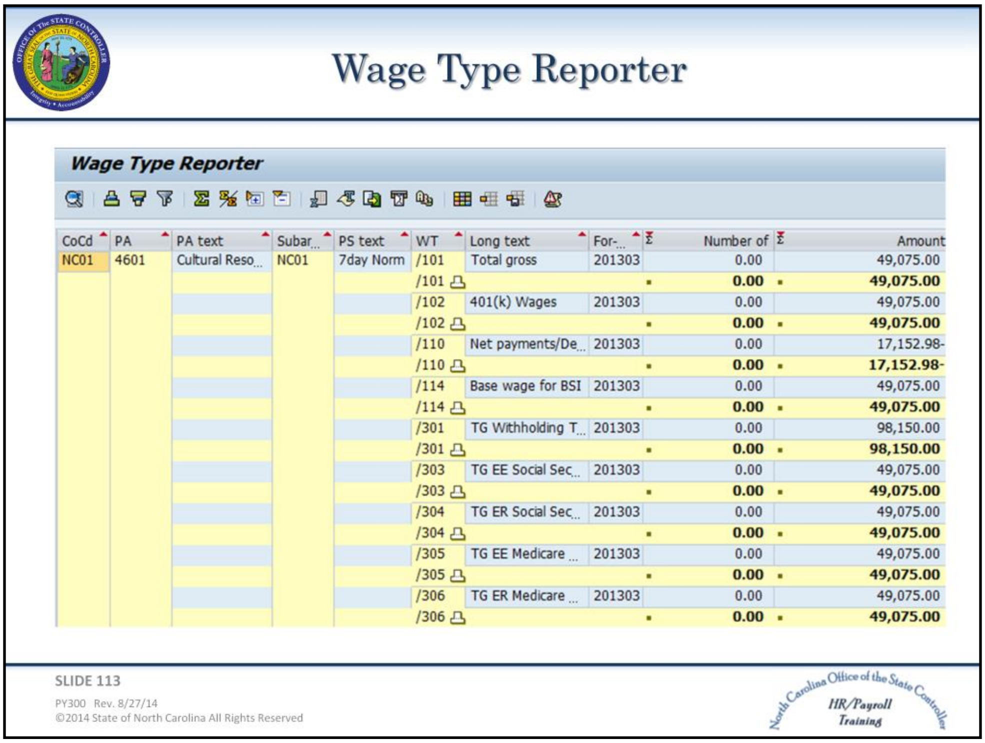


You must specify a wage type to run this report.

If you desire to run more than one wage type, you can select 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.



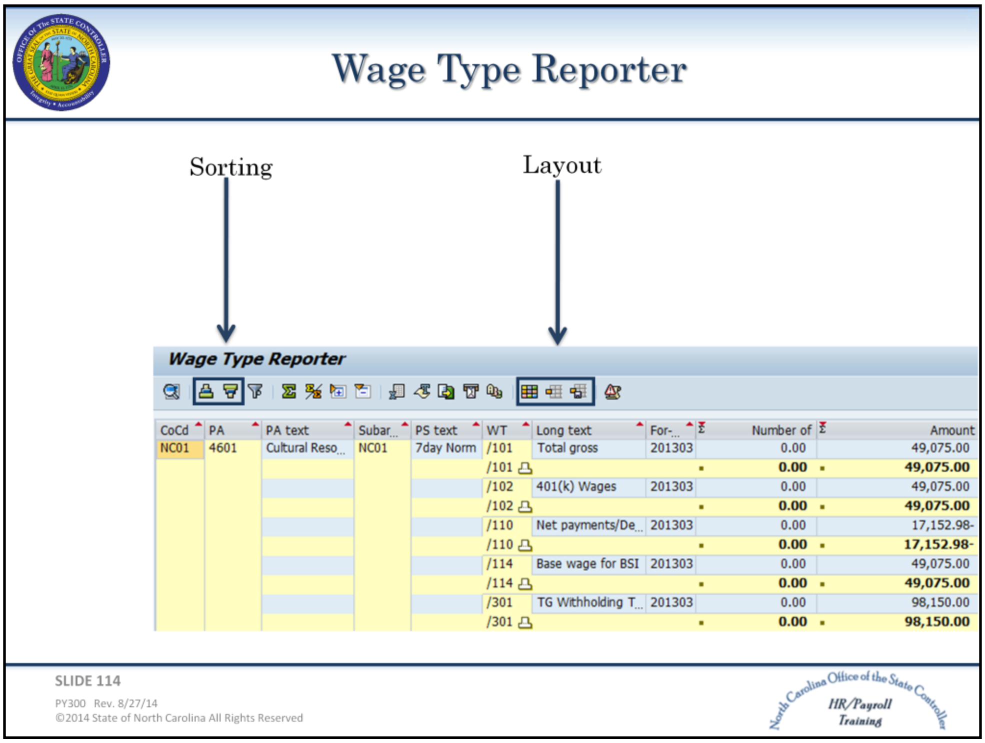
CoCd	PA	PA text	Subar...	PS text	WT	Long text	For-...	Number of	Amount
NC01	4601	Cultural Reso...	NC01	7day Norm	/101	Total gross	201303	0.00	49,075.00
					/101			**0.00**	**49,075.00**
					/102	401(k) Wages	201303	0.00	49,075.00
					/102			**0.00**	**49,075.00**
					/110	Net payments/De...	201303	0.00	17,152.98-
					/110			**0.00**	**17,152.98-**
					/114	Base wage for BSI	201303	0.00	49,075.00
					/114			**0.00**	**49,075.00**
					/301	TG Withholding T...	201303	0.00	98,150.00
					/301			**0.00**	**98,150.00**
					/303	TG EE Social Sec...	201303	0.00	49,075.00
					/303			**0.00**	**49,075.00**
					/304	TG ER Social Sec...	201303	0.00	49,075.00
					/304			**0.00**	**49,075.00**
					/305	TG EE Medicare ...	201303	0.00	49,075.00
					/305			**0.00**	**49,075.00**
					/306	TG ER Medicare ...	201303	0.00	49,075.00
					/306			**0.00**	**49,075.00**

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.



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 run this report. This will eliminate you having to hide columns each time you run this report.

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.

Wage Type Reporter

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

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 on 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 name so you can find it later.

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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 may stand out as incorrect on the agency level may not be evident on the state-wide 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?

Exercise 4.3 - Wage Type Reporter

Wage Type Reporter – PC00_M99_CWTR

You need to answer some agency-specific questions regarding 4601 – Cultural Resources.

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Walkthrough 4.4: Wage Type Reporter – PC00_M99_CWTR

Scenario: You need to answer some agency-specific questions regarding retroactive pay changes based on timesheet changes.

Work Instruction: Use the instructions in the Exercise Guide and directions from your instructor to complete this walkthrough.

4.3 – Walkthrough: Wage Type Reporter – PC00_M99_CWTR

Scenario

You need to answer some agency-specific questions regarding 4601 – Cultural Resources.

Instructions

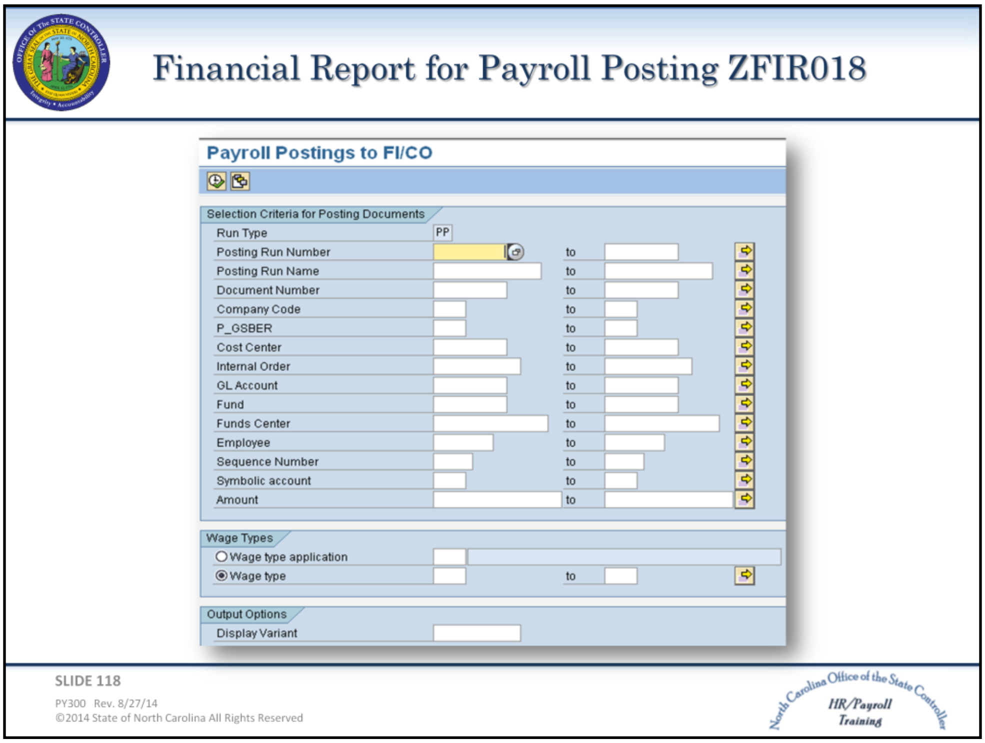
1. Start from the **Easy Access Menu**. In the Command Field, enter **PC00_M99_CWTR** and click . The **Wage Type Reporter** screen is displayed.
2. Click to get the list of variants.
3. Select the variant **SAP&HR_CH:Wage Type Capitulation**.
4. Complete the following fields:

Field	Value
Personnel Area	4601
Payroll Area	01 (in the Payroll Period area of the screen)
Period Selection	Select *Other Period* from the list.
Payroll Period/Payroll Year	03 2013

5. Click to run the report.

Question 1: What is the total wage type calculation for the Cultural Resources (PA 4601)?

Question 2: What is the total amount of wage type 1000 (Regular Salary) personnel area NC01 (7-day norm)?



As part of the validation process for posting payroll, the agency should run the ZFIR018 report. The summary version can be used to verify 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.

Knowledge Check

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?
   a) Off Cycle Workbench
   b) ZFIR018
   c) Wage Type Reporter
4. What symbol indicates that results exist in the PC_Payresults report?
   a) Red filled circle
   b) Grey filled diamond
   c) Green filled square

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Lesson 4 Review

In this lesson, you learned to:

- Describe SAP report types and features
- Display the Wage Type Reporter
- Display Payroll Reports

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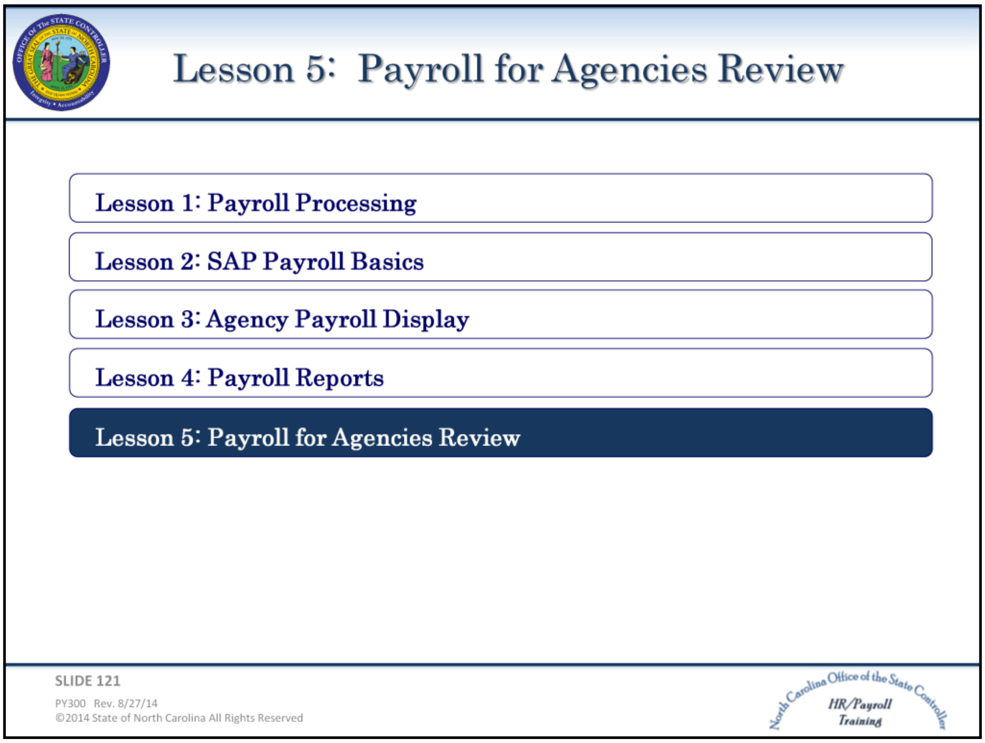

This lesson will review concepts learned within course.

Course Review

In this course, you learned to:

- Display/maintain agency specific infotypes.
- Define payroll processing specific terms and concepts.
- Display the wage type reporter.
- Display and examine the payroll reports.

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Course Review

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.

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Next Steps

Monitor OSC HR/Payroll SAP communication

- BEST Shared Services web site (especially the Updates tab)
  URL: http://www.osc.nc.gov/BEST/index.html
- OSC Training website: **What's New** link
  URL: http://www.osc.nc.gov/beacon/training/whats_new.html

Access Training Help

- Access from an SAP transaction
  URL: http://www.osc.nc.gov/training/osctd/help/index.html

Practice what you've learned (training sandbox)

URL: https://mybeacon.nc.gov

- Client 899
- Use your current NCID user name and password

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Continue to monitor updates on the BEACON University website for information regarding any future training that you are scheduled to attend.

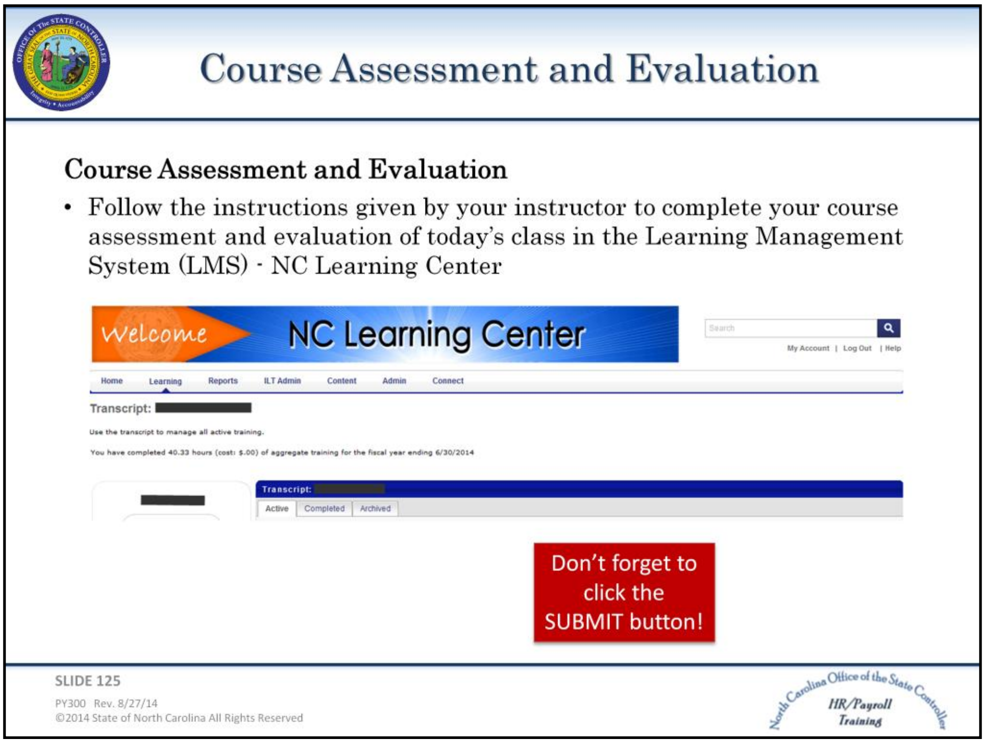
Keep your training materials close by as a ready reference.

Want to practice what you have learned from your desk?

Follow the link provided above to access the training client on the BEACON website. The training client is number 899. Your current NCID user name and password are used to access the practice environment.

Need transactional assistance?

Remember to access Training help when you need assistance in completing transactions. As stated above, the work instructions can be accessed either on line or by clicking on Training help from within an SAP transaction.



Please listen as your instructor explains the Course Assessment and Evaluation process.

Conclusion

CONGRATULATIONS!

You have completed the course!

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