

Earnings and Deductions Statement

ZHR_RPTPY711

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
05/01/2007	Janet Pasion	Initial Draft
05/03/2007	Lesa Terry	Reviewed
5/4/2007	Mary Openshaw-Mensing	Functional Team Review
6/18/07	Janet Pasion	Updated screenshots
6/25/07	Janet Pasion	Added additional information in Helpful Hints.
6/26/07	Paula Holmes	Manager Review

Purpose

Use this procedure to view and/or print an employee's Earnings and Deduction Statements.

Trigger

Perform this procedure when viewing and/or printing an employee's past or current Earnings and Deduction Statements.

Prerequisites

- Run after payroll is exited as this report will read payroll posting data. **OR**
- Run this on Day 3 of the payroll processing cycle to show impacts of entries that have been made. This could be used as a preview of the statement.

In order to perform this transaction you must be assigned the following roles:

Payroll Processor, Payroll Analyst, Payroll Supervisor, Time & Attendance Supervisor, Time & Attendance Inquirer, Organizational Management Supervisor & Security Auditor

Transaction Code

ZHR_RPTPY711

Date	Procedure Update Log
7/2/2007	Created

Helpful Hints

On the 7/10/2007 pay date, the following items will be effective:

Employees Earnings and Deductions Statements will reflect a number of fixes that have either been reported to DOP by agencies, or that DOP has found during testing since go-live. An example is a retroactive action; Earnings Statement **reprinted** from prior pay periods reflected that subsequent retroactive activity. Beginning with the 7/10 pay date, the statements will be static and **reflect the amounts as they appeared when issued**, despite any subsequent retroactive activity.

To avoid system timeouts, consider limiting your request to no more than 100 employees.

Procedure

1. Start the transaction using the transaction code **ZHR_RPTPY711**.

ZHR_RPTPY711XD - Select Earnings Statement

Period

Payroll Area

Pay Period Use Current Period

Run Parameters

Run Type

Selection

Personnel Number	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Business Area	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Personnel Area	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Personnel Subarea	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Org Unit	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Org Key	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>

Statement Type

Normal Statement

Extended Statement

Output Options

Display PDF Online Preview Smartform Save PDF File to PC

Normal (path & file name)

Extended (path & file name)

Payment Type

Both

Warrants

ACH

Employee No-Print Option

Skip No-Print EEs

2. In the Period section, review/complete the following fields:

Field Name	R/O/C	Description
Payroll Area	R	<p>Groups and designates the employees whose payroll is run on the same date.</p>  <p>The Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only.</p> <p>Example: 11</p>
Pay Period	O	<p>Designates the single or range of pay periods to report on. The periods in a payroll year are numbered in ascending order, beginning with 01. It is uniquely identified with the number of the payroll period and the payroll year.</p>  <p>For a list of current year pay periods, see Job Aid, HRMS Payroll and Reports.</p> <p>Example: 08 2007 (Reflects April 1 – 15, 2007)</p>
<input type="checkbox"/> Use Current Period	O	Runs the report for the current pay period.



The Run Type field is defaulted as P for Production. For a preview of the Earning Statement, use Run Type T for Test. This may be used during DAY 3 of the payroll processing cycle to show impacts of entries that have been made.

Title: Earnings and Deductions Statement

Processes :

Sub-Processes :

HRMS Training Documents

ZHR_RPTPY711XD - Select Earnings Statement

State of Washington HRMS

File name: EARNINGS_AND_DEDUCTIONS_STATEMENT_ZHR_RPTPY711.DOC
Version: Training Team Draft Script
Last Modified: 7/9/2007 7:53:00 AM
Reference Number:

SAP Parent
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ZHR_RPTPY711XD - Select Earnings Statement

Period

Payroll Area: 11
Pay Period: 11 2007 Use Current Period

Run Parameters

Run Type: P

Selection

Personnel Number: [] to []
Business Area: [] to []
Personnel Area: [] to []
Personnel Subarea: [] to []
Org Unit: [] to []
Org Key: [] to []

Set Sort Order

Statement Type

Normal Statement
Extended Statement

Output Options

Display PDF Online Preview Smartform Save PDF File to PC

Normal (path & file name): []
Extended (path & file name): []

Payment Type

Both
Warrants
ACH

Employee No-Print Option

Skip No-Print EEs

3. In the Selection section, review/complete the following fields:

Field Name	R/O/C	Description
Personnel Number	C	A unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This replaces the use of identifying employees by social security number. Example: 20009999
Business Area	C	A specific agency in the State of Washington.  This selection option will run the report for the specified agency including their Personnel Area(s). Example: 1110 (Department of Personnel)
Personnel Area	C	A specific agency/sub-agency in the State of Washington. Example: 1111 (HRISD)
Org Unit	C	An organizational grouping of employees which serves as functional units of an agency and defines organizational structure. Example: 60009999
Org Key	C	The employee's payroll distribution location. Example: 6000

Title: Earnings and Deductions Statement

Processes :

Sub-Processes :

HRMS Training Documents

ZHR_RTPY711XD - Select Earnings Statement

State of Washington HRMS

File name: EARNINGS_AND_DEDUCTIONS_STATEMENT_ZHR_RTPY711.DOC
Version: Training Team Draft Script
Last Modified: 7/9/2007 7:53:00 AM
Reference Number:

SAP Parent
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ZHR_RPTPY711XD - Select Earnings Statement

Period

Payroll Area: 11
Pay Period: 11 2007 Use Current Period

Run Parameters

Run Type: P

Selection

Personnel Number: 20099999 to
Business Area: to
Personnel Area: to
Personnel Subarea: to
Org Unit: to
Org Key: to

Set Sort Order

Statement Type

Normal Statement
Extended Statement

Output Options

Display PDF Online Preview Smartform Save PDF File to PC

Normal (path & file name):
Extended (path & file name):

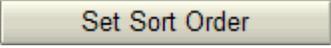
Payment Type

Both
Warrants
ACH

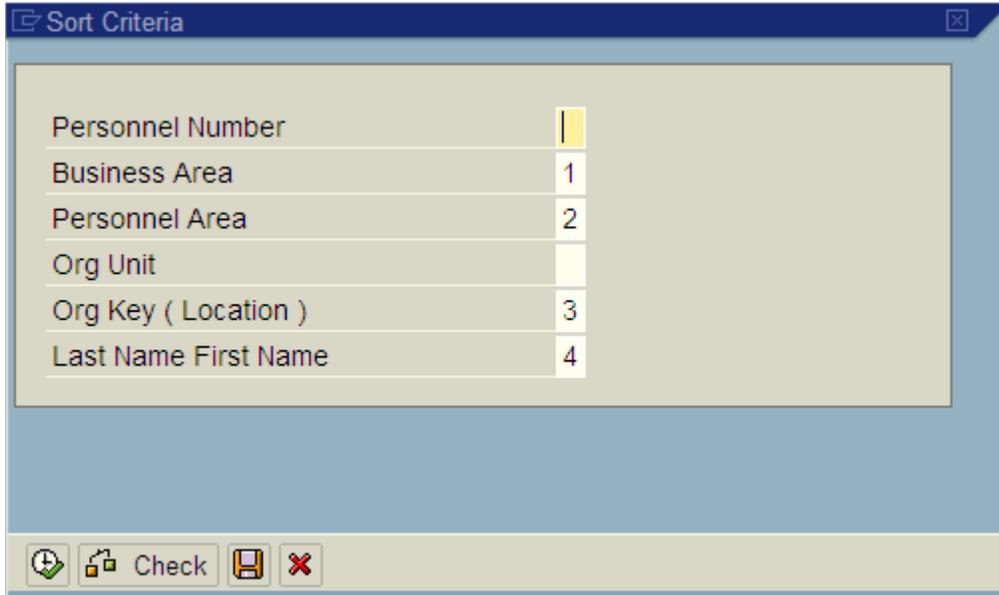
Employee No-Print Option

Skip No-Print EEs



To change the sort order of the report results, click . The system defaults at Business Area, Personnel Area, Org Key and Last Name First Name, which is shown in the screenshot below. The following dialog box will appear. Designate the order by renumbering the options from 1 through 6.

TEXT-456



Once the selections have been made, click  to accept selections.

4. Choose a radio button in the Statement Type section.



Only one button can be selected at a time.

Field Name	R/O/C	Description
Normal Statement	C	This will provide 2 pages of information. If the amount of information exceeds 2 pages, then the extended version will be produced.
Extended Statement	C	This will provide detailed retroactive information and will print on as many pages necessary. Information will include the payroll period, wage type and net difference of the affected wage types.

5. Choose a radio button in the Output Options section.



Only one button can be selected at a time.

Field Name	R/O/C	Description
Display PDF Online	C	This will preview the Earning Statement in PDF format.
Preview Smartform	C	This will preview the Earning Statement directly from HRMS. (Select Print Preview from the selection screen)
Save PDF File to PC	C	This will provide the option to save the Earning Statement directly to the users PC.

- 5.1 When selecting the Save PDF File to PC option, use the following:

If	Then
the Normal Statement has been chosen as the Statement Type,	provide the path and file name for your document.
the Extended Statement has been chosen as the Statement Type,	provide only the file name for the document.

6. Choose a radio button in the Payment Type section.



Only one button can be selected at a time.

Field Name	R/O/C	Description
All	C	This selection will provide both Warrants and Direct Deposit as the payment types.
Warrants	C	This selection will only provide Warrants as the payment type.
Direct Deposit	C	This selection will only provide Direct Deposit as the payment type.

ZHR_RPTPY711XD – Select Earnings Statement

Period

Payroll Area: 11
Pay Period: 12 2007 Use Current Period

Run Parameters

Run Type: P

Selection

Personnel Number: 20009999 to
Business Area: to
Personnel Area: to
Personnel Subarea: to
Org Unit: to
Org Key: to

Set Sort Order

Statement Type

Normal Statement
Extended Statement

Output Options

Display PDF Online Preview Smartform Save PDF File to PC

Normal (path & file name):
Extended (path & file name):

Payment Type

Both
Warrants
ACH

Employee No-Print Option

Skip No-Print EEs



The Employee No-Print Option section is not be used at this time and the Department of Personnel recommends not making a selection in this field. This option selection will be used with future functionality enhancements.

7. Click  (Execute) to execute the report.



The screenshot below is an example of a Normal version. Notice the Allowances and Noncash Taxable tables now reflect a Year-to-date total.



Results are shown here in two screenshots.

Earnings and Deductions State (Normal) – Page 1



STATE OF WASHINGTON
Earnings and Deductions Statement

Payroll Date
07/10/2007

Employer
4900 Dept Natural Resources

Location
ZE1**

KAI DANIEL
 PO BOX 4611
 WENATCHEE WA 98807

Personnel #	Payroll Area
20009999	11 Semi-Monthly
Exemptions #	W/H Stat
02	Married
Pay Period	Anniversary Date
2007-13	10/01/2000
Pay Period Begin	Pay Period End
06/16/2007	06/30/2007

Earnings	+	Allowances	-	Mandatory Deductions	-	Deductions	+	Adjustments	=	NET PAY
3,061.50		0.00		537.16		239.33		0.00		2,285.01

Payment Type	Payment Number	Account	Payment Bank	Amount
Direct Deposit	B11223344	Checking	CASHMERE VALLEY BANK	2,285.01
Total Net Payment				2,285.01

Leave / Quota Balances	Begin	Earned	Taken	Adjust	Balance
Sick Leave	264.39	8.00	0.00	0.00	272.39
Annual Leave/Vacation	134.00	10.00	0.00	0.00	144.00
Personal Holiday - Shift	1.00	0.00	0.00	0.00	1.00 Use before 12/31/2007

Earnings and Deductions State (Normal) – Page 2

20009999 DANIEL, KAI

4900 Dept Natural Resources

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Position Title	Earnings Type	Hrs/Unit	Rate	Amount	YTD
ADM EQ&MTL MGMT	1003 Pay Period Salary	80.00	0.00	3,061.50	36,980.94
	1055 Adj to Gross not subj Ret	0.00	0.00	0.00	200.00
	1305 annual leave for all agys	0.00	0.00	0.00	2,818.56
Total Earnings				3,061.50	39,999.50

Allowances	Amount	YTD	Noncash Taxable	Amount	YTD
			1128 Noncash Gross non Perm	0.00	29.00
Total Allowances			Total Noncash Earnings		
	0.00	0.00		0.00	29.00

Employee (EE) Mandatory Deductions	Amount	YTD	Deductions	Amount	YTD
/401 TX Withholding Tax	303.15	3,979.65	2143 LTD	18.68	224.16
/403 TX EE Social Security Tax	186.50	2,438.65	2242 Medical FSA-pretax	0.00	25.00
/405 TX EE Medicare Tax	43.62	570.33	2243 Medical FSA PreTax(2007)	25.00	300.00
/442 TX EE Suplmtal Pension Tx	2.67	33.23	2256 Deferred Comp	50.00	650.00
/443 TX EE Medical Aid Fund Ta	1.22	15.31	2266 P2 PERS 2	107.15	1,392.95
			2531 Uniform Pre-Tax	28.50	370.50
			2727 GA Zone Parking	10.00	120.00
			3100 Agency Reimbursement	0.00	2,278.02
Total EE Mandatory Deductions	537.16	7,037.17			

Employer (ER) Contributions	Amount	YTD	Total Deductions	Amount	YTD
/404 TX ER Social Security Tax	186.50	2,438.65		239.33	5,360.63
/406 TX ER Medicare Tax	43.62	570.33			
/432 TX ER Accident Fund Tax	3.63	45.64			
/433 TX ER Medical Aid Fund Ta	1.22	15.31			
/434 TX ER Suplmtal Pension Tx	2.67	33.23			
2366 P2 ER Pers Plan 2	167.16	2,118.89			
2550 Health - ER Share	353.50	4,370.50			
Total ER Contributions	758.30	9,592.55			

8. You have completed this transaction.

Result

You have generated the Earnings and Deduction Statement.

Comments

None