

# HRMS End User Training



## HRMS Payroll and Reports Training Guide

# Classroom Introductions

## Welcome to Payroll and Reports

- Security
- Restrooms
- Participant Lounge
- Building Evacuations
- Messages
- Call Phones
- Computers

**Name**  
**Role**  
**Agency**  
**Goal(s) for class**



# Course Objectives

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

- Explain the big picture (overview) of HRMS Payroll and Reports.
- Explain the new terms and concepts associated with HRMS Payroll and Reports.
- Complete the Pre-Payroll Analysis, including simulations and reports.
- Discuss the release of payroll and how agencies are involved in correcting reports.
- Run and view payroll reports.
- Complete extended payroll scenarios.



# Training Materials

**The following training materials and tools are used:**

- **HRMS Training Guide:** Designed to introduce you to HRMS navigation terms and concepts and to provide the necessary information to complete the activities and exercises throughout the course.
- **HRMS Activity Guide:** Designed to provide you with activities and exercises that help solidify your understanding of concepts learned in the course and also provide you with an opportunity to use HRMS.



# Training Tools

- **HRMS On-line Quick Reference (OLQR):** On-line help that provided you with step-by-step instructions designed to help you complete tasks in HRMS.

The screenshot shows the HRMS On-Line Quick Reference page. At the top, there is a navigation bar with links for 'Contact DOP | About Us | Topic Index A-Z | Forms | Publications | Calendar'. Below this is the 'HR' logo and 'Washington State Department of Personnel'. A search bar with a 'GO' button is on the right. A horizontal menu contains buttons for 'Home', 'Strategic HR', 'Compensation & Job Classes', 'Training', 'Recruitment', 'Rules', 'Diversity', 'Payroll', and 'More DOP Services'. The 'Payroll - HRMS' section is highlighted in green. A sidebar on the left lists 'HRMS Support', 'Payroll Calendars & Schedules', 'HRMS-Related Training', 'On-Line Quick Reference' (with a right-pointing arrow), and 'Personnel/Payroll Association'. The main content area has a breadcrumb trail: 'Home > Payroll > Human Resource Management System > On-Line Quick Reference' and a 'Print Friendly' link. The title is 'On-Line Quick Reference'. The text explains that the OLQR contains instructional materials for day-to-day tasks in the HRMS and is organized by functional areas and roles. A bulleted list includes: 'Functional Areas and Roles', 'Job Aids', 'HRMS Reports', 'User Procedures', 'Course Manuals', 'Glossary', and 'HRMS Communications'. A 'HRMS Data Definitions Project' link is at the bottom. A search bar labeled 'Search OLQR' is at the bottom right. On the right side, there are three yellow boxes: 'Portal Access' with links to 'HRMS/BI Portal (SSO)' and 'HRMS/BI Portal (All)'; 'Related Links' with a link to 'Acronyms'; and 'Related Documents' with a link to 'HRMS Upgrade Impacts'. A 'Contact Us' box at the bottom right provides the phone number '360-664-6400' and an 'E-Mail' link.

Website address:

<http://www.hr.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/default.aspx>



# Job Aids

Washington State Department of Personnel

Contact DOP | About Us | Topic Index A-Z | Forms | Publications | Calendar

Home Strategic HR Compensation & Job Classes Training Recruitment Rules Diversity Payroll More DOP Services

Payroll - HRMS

HRMS Support  
Payroll Calendars & Schedules  
Training  
On-Line Quick Reference ▶

Home > Payroll > Human Resource Management System > On-Line Quick Reference > Print Friendly

## Job Aids

**HRMS End User Job Aids**  
The following job aids provide quick-reference guide to end users allowing them to accomplish a particular task or activity.

**Contact Us**  
360-664-6400 or [E-mail](#)

Job Aids	Format		Date
Access HRMS	<a href="#">PPT</a>	<a href="#">PDF</a>	4/04/07
Basic Navigation	<a href="#">PPT</a>	<a href="#">PDF</a>	4/04/07
Employee Hiring and Processing	<a href="#">PPT</a>	<a href="#">PDF</a>	1/22/08
Financial Reporting	<a href="#">PPT</a>	<a href="#">PDF</a>	5/14/07
Garnishments	<a href="#">PPT</a>	<a href="#">PDF</a>	1/16/08
General Reporting	<a href="#">PPT</a>	<a href="#">PDF</a>	4/04/07
HRMS Benefits	<a href="#">PPT</a>	<a href="#">PDF</a>	1/23/08
<b>HRMS Payroll and Reports</b>	<a href="#">PPT</a>	<a href="#">PDF</a>	9/29/08
Inquirer Roles	<a href="#">PPT</a>	<a href="#">PDF</a>	4/04/07
Maintain Payroll Master Data	<a href="#">PPT</a>	<a href="#">PDF</a>	8/06/08
Organizational Management	<a href="#">PPT</a>	<a href="#">PDF</a>	3/03/08
Personnel Time Recording	<a href="#">PPT</a>	<a href="#">PDF</a>	4/04/07
Quotas	<a href="#">PPT</a>	<a href="#">PDF</a>	8/06/08
Supervisor Roles	<a href="#">PPT</a>	<a href="#">PDF</a>	4/04/07
Time Absence Types	<a href="#">PPT</a>	<a href="#">PDF</a>	1/16/08
Time Management	<a href="#">PPT</a>	<a href="#">PDF</a>	2/13/07
Time Wage Types	<a href="#">PPT</a>	<a href="#">PDF</a>	1/24/08
Year End Reports	<a href="#">PPT</a>	<a href="#">PDF</a>	4/02/08

Website address:

<http://www.hr.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/JobAids.aspx>



# HRMS Payroll and Reports Overview



# HRMS Payroll and Reports Overview

Upon completion of this section, you will be able to:

- Understand the concept of payroll processing in HRMS.
- Know and understand the functions you will perform as a Payroll Analyst in HRMS.
- Understand where payroll processing fits into HRMS.
- Explain the five areas of payroll processing.
- Understand key terms and concepts of payroll processing.
- Understand roles as they relate to the course.



# New Terms

- **Payroll Processing:** Process which runs payroll for the State.
- **Payroll Simulations:** Transaction that is run to check payroll results prior to the DES payroll run.
- **Master data:** This is essential personnel information that includes personal and organizational data which is unique to each employee.
- **Payroll:** Calculation of pay for an employee for a pay period.
- **Payroll Area:** Grouping in HRMS that divides employees into areas to run payroll.
- **Regular Payroll:** Period during which payroll is scheduled to run according to the payroll calendar.



# Agency Roles

- For payroll processing, four primary roles work together to complete the payroll tasks in HRMS.
  - **Payroll Analyst:** Responsible for producing and reviewing payroll reports.
  - **Payroll Processor:** Creates and maintains an employee's payroll master data in HRMS.
  - **Payroll Inquirer:** Views an employee's master data after it is entered by the Payroll Processor to verify the information entered is complete and accurate.
  - **Payroll Supervisor:** Provides oversight to all three of the payroll processing rolls. Has read and reporting access to most payroll information. Must also be mapped to the Payroll Processor or Payroll Analyst roles in order to perform the specific tasks of the roles



# Department of Enterprise Services



- Department of Enterprise Services (DES) is vital to the centralized payroll process
- During the payroll process DES is responsible for:
  - Releasing and starting the payroll run (executing payroll).
  - Distributing error reports to agencies.
  - Correcting technical errors.
  - Processing payroll postings and third party remittance.



# Office of the State Treasurer



- The Office of the State Treasurer (OST) collaborates with DES and each agency to assist in payroll processing.
- During the payroll process, OST is responsible for:
  - Verifying payroll balances based on information provided during the payroll run
  - Releasing signatures on payroll warrants
  - Transmitting Automated Clearinghouse (ACH) files (direct deposit)

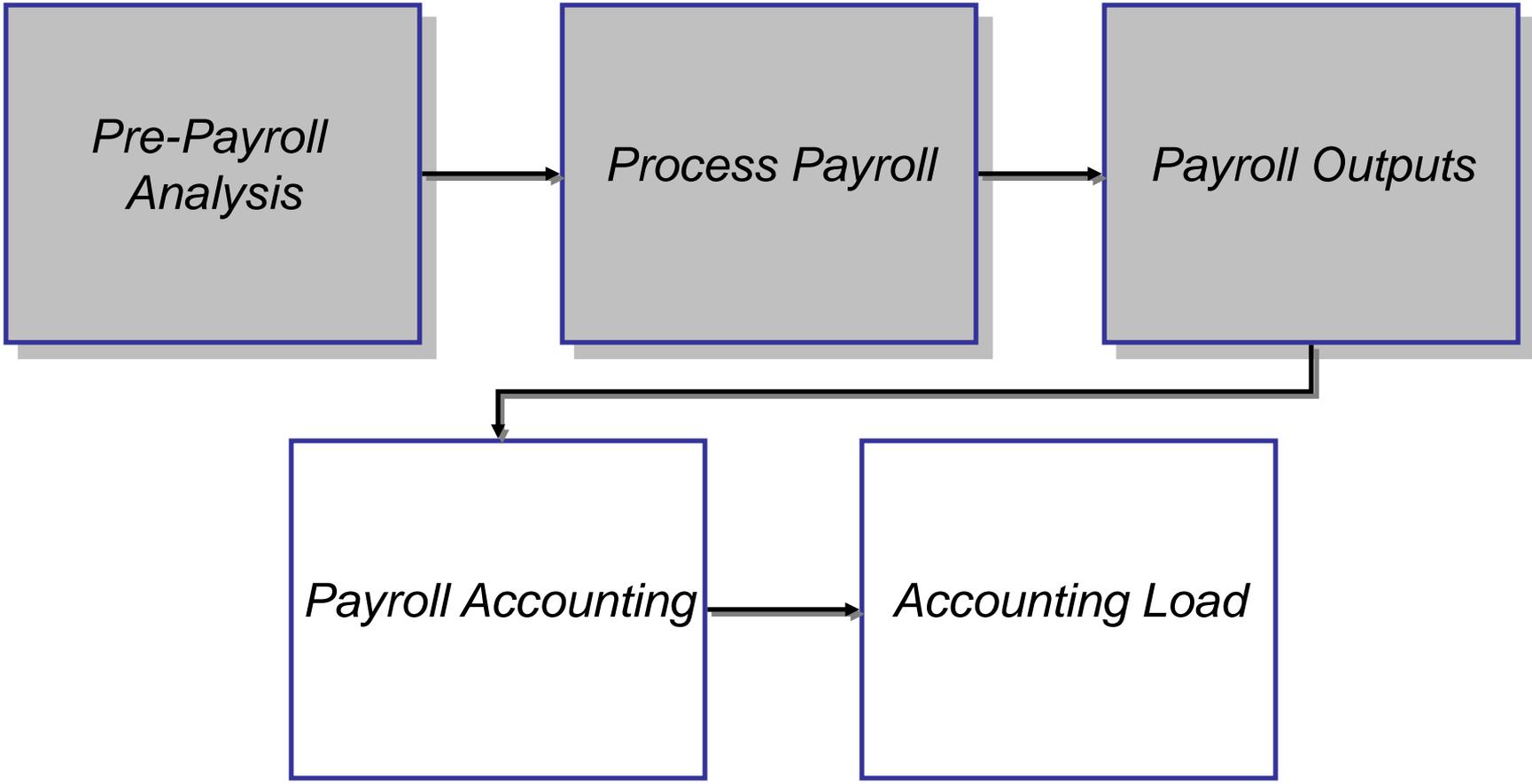
**Note: The term EFT (Electronic Funds Transfer) has been replaced with ACH in HRMS.**

# Office of Financial Management

- During the payroll process, OFM is responsible for:
  - Financial interfaces between HRMS and the Agency Financial Reporting System (AFRS)
    - HRMS coding will be converted to AFRS.
    - JV to transfer dollars from operating accounts to Fund 035.
    - JV Payments to other state agencies
      - DRS, HCA
      - Combined Fund Drive , Guaranteed Education Tuition via JV.
  - Paying 3rd party vendors through AFRS:
    - Taxes paid to the IRS through the Electronic Funds Payment Transfer System (EFTPS)
    - Savings Bond Purchases.
    - Union Dues
    - Garnishments
    - Other payroll deductions



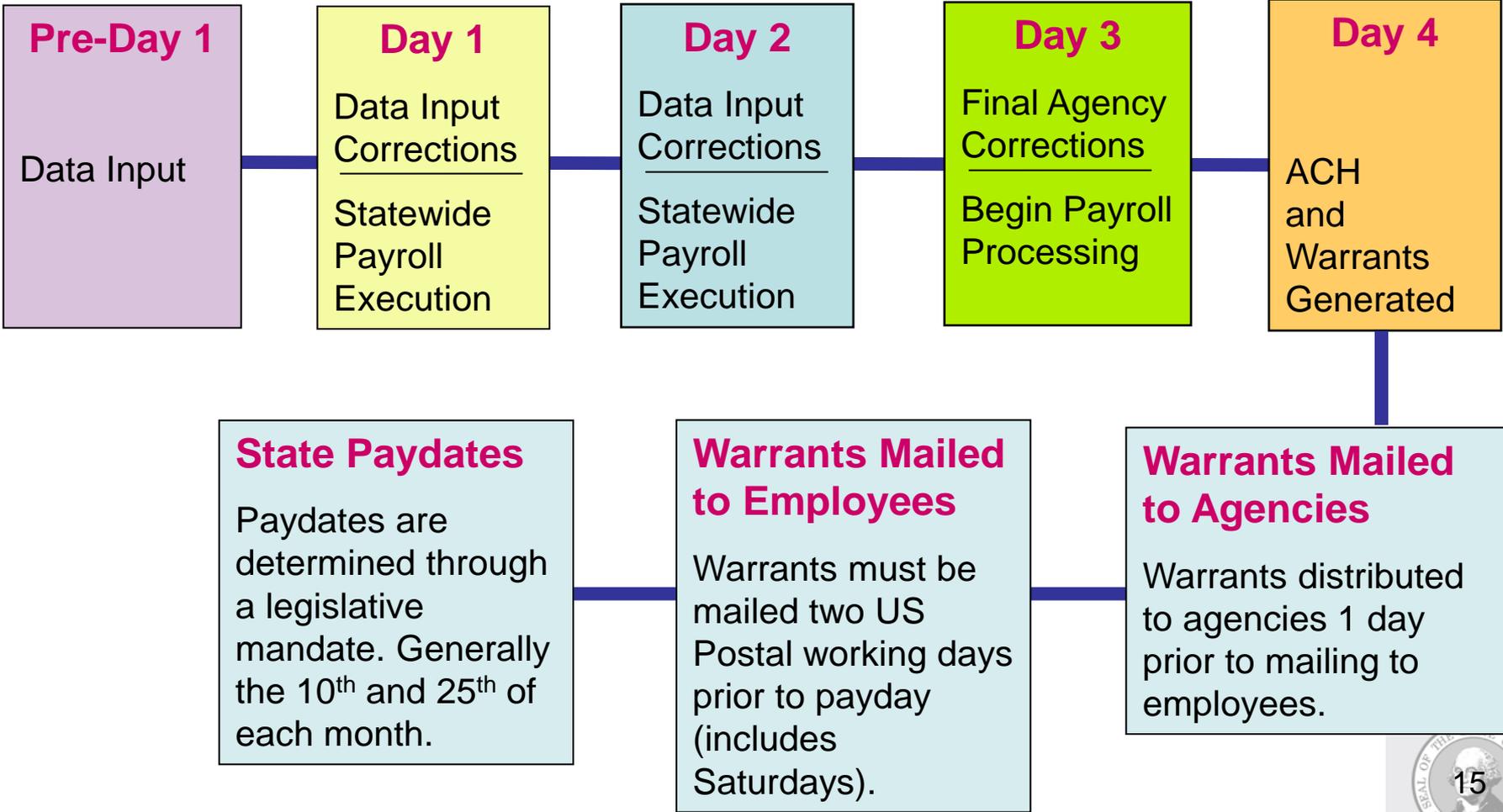
# Payroll Processing Business Process Flow



**Note:**  
Shaded boxes indicate Agency involvement  
Non-shaded box are completed by central support agencies

# Determining a Payroll Processing Cycle

*Working back from mandated payday . . .*



# Payroll Processing Activities Day 4

## Day 4 Processes

**Agencies are locked out of HRMS to protect data while DES runs the following processes:**

- Warrants, Direct Deposits and the Earnings and Deductions Statements are produced
- 3<sup>rd</sup> party (vendor) payments are produced
- Retirement processing occurs
- Financial processing occurs
- Balancing process is run to ensure financials and payments reconcile
- Interfaces are produced for OFM and the State Treasurer
- Agencies are notified of final redlines or employee lockouts, requiring manual warrant preparation

## Timeframe

Payroll processing begins at 5 am and completes approximately 12-14 hrs. later, usually by 7 pm. Processing the final payroll requires key jobs to be run consecutively, not simultaneously, due to record contention.

# Review: HRMS Payroll and Reports

*Instructions: Match the role on the left to the solution in the column on the right  
(role may have more than one activity associated with it)*

**What role is responsible for the following payroll processing activities?**

Payroll Processor

Payroll Analyst

Department of  
Enterprise  
Services

Office of the  
State Treasurer

Office of Financial  
Management

Run a Payroll  
Simulation

Release signatures  
on Payroll Warrants

Enter Payroll  
Master Data

Release and start  
the payroll run

Converts HRMS  
to AFRS



# Pre-Payroll Analysis

# Pre-Payroll Analysis

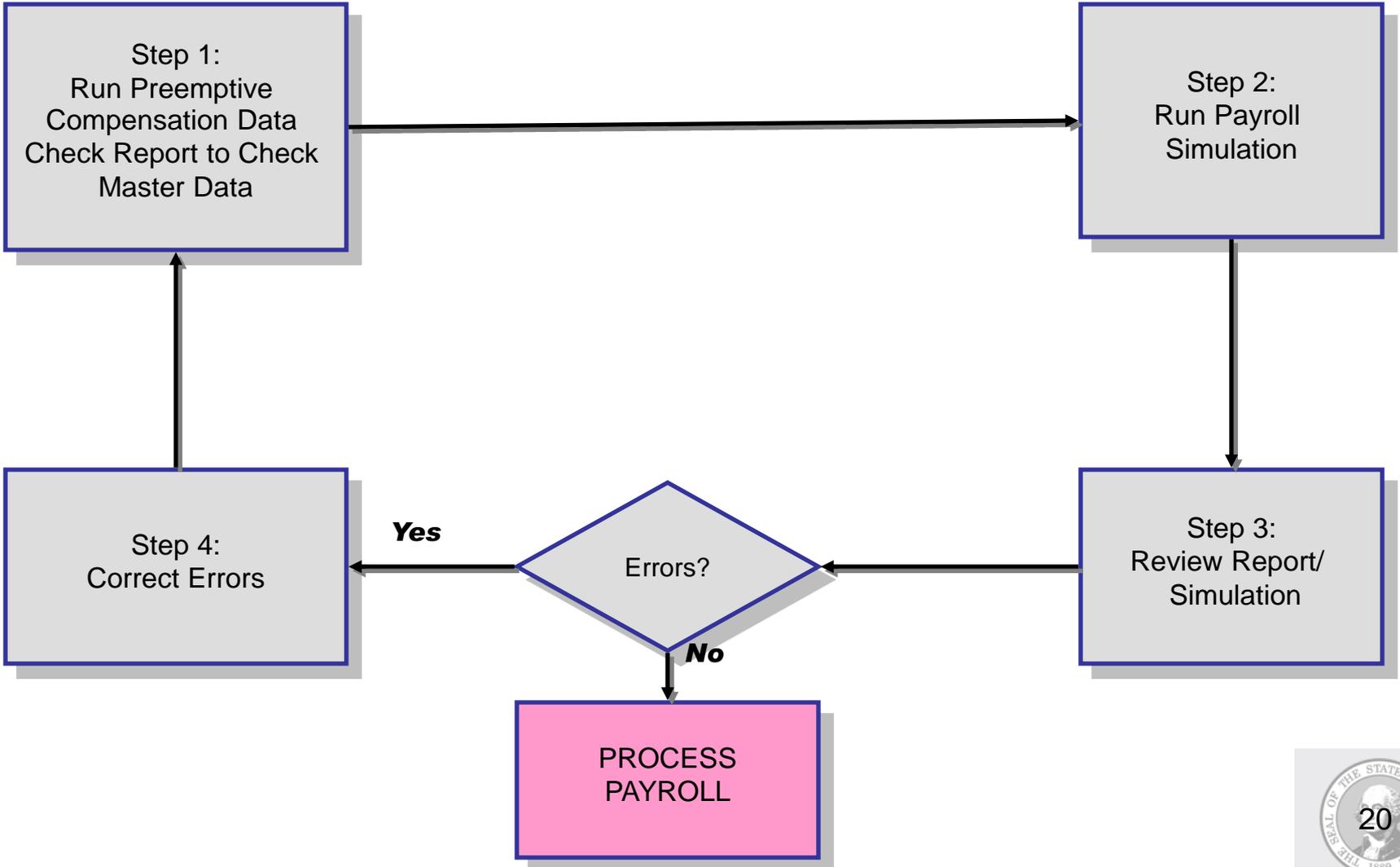
Upon completion of this section, you will be able to:

- Understand where Pre-Payroll Analysis tasks are completed within the overall payroll process.
- View Preemptive payroll reports to review payroll master data.
- Run a simulation and view simulation logs.
- View simulation reports.
- Identify errors and prepare payroll processing.



# Pre-Payroll Analysis Business Process Flow

**START**



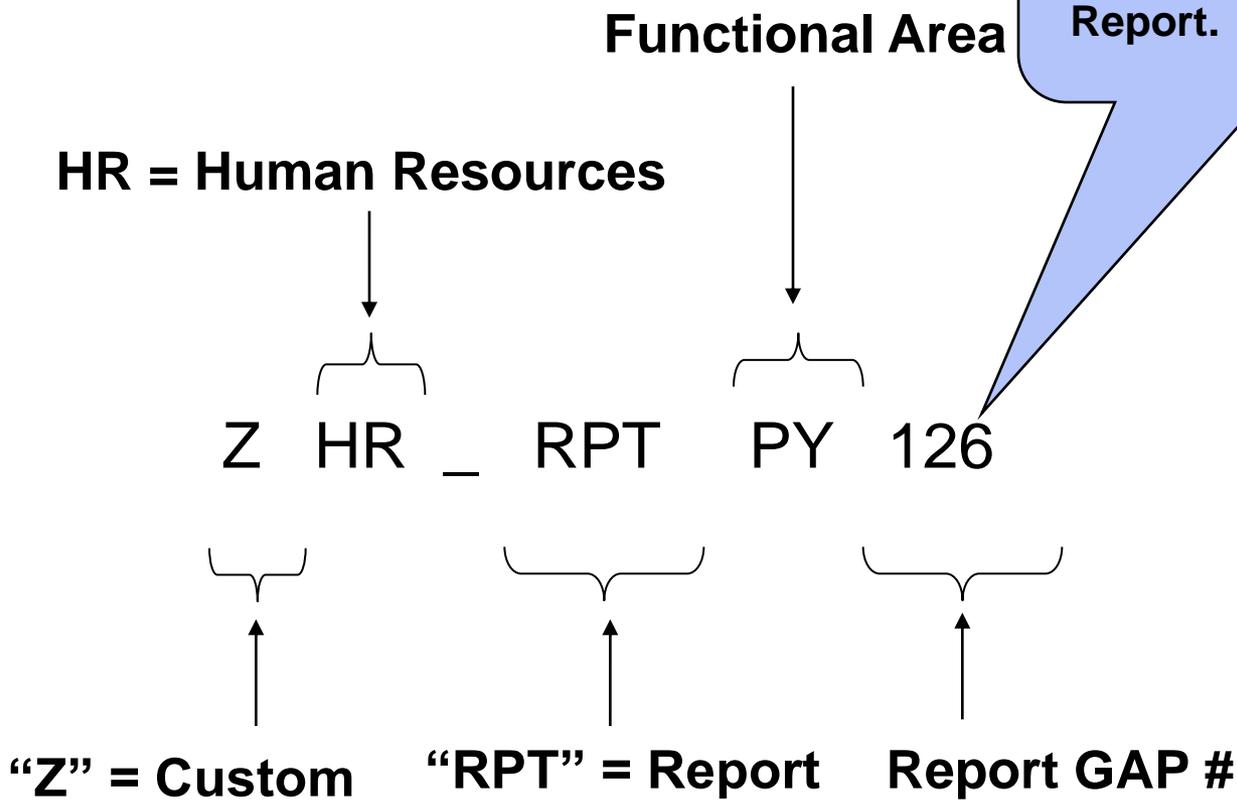
# Overview of Pre-Payroll Analysis Tasks

- Step 1- Payroll processing Activities pre-Day 1 and Day 1:
  - Corrections and Returns for Agency **ZHR\_RPTPY151**
  - Logged Changes in Infotype Data **S\_AHR\_61016380**
  - Basic Infotype Check **ZHR\_RPTPYN06**
  - Preemptive Time Data Check **ZHR\_RPTPYN07**
  - Preemptive Compensation Data Check **ZHR\_RPTPYN08**
  
- Step 2- Run/Review Payroll Simulation  
**PC00\_M10\_CALC\_SIMU**
  
- Step 3- Correct the identified errors and prepare for payroll to be run by DES.



# HRMS Reporting - Transaction Code Map

The Transaction Code used for this example is the Payroll Posting Report.



- Functional Areas:
- PY – Payroll
  - PA – Personnel Administration
  - OM – Organizational Management
  - TM – Time Management
  - BN - Benefits

# Step 1. Payroll processing Activities Pre-day 1 and day 1



# Corrections and Return

- The Corrections and Return Report is used to display the pre-note (for direct deposits) corrections and rejects the agency needs to correct for the employee record.
- Refer to the OLQR for the User Procedure:  
**Corrections and Returns for Agency**
- Access the Corrections and Return report by using the transaction code **ZHR\_RPTPY151**



# Corrections and Return

- Fields to complete:
  - Key date
  - Personnel Number
  - Personnel Area
  - For Date
  - For Seqnr
  
- Click  (**Execute**) to generate report.

Program Edit Goto System Help

### Corrections and Returns for Agency Action

Further selections Search helps Org. structure

**Key date**

Today  
 Other keydate

Key Date

**Selection**

Personnel Number		
Personnel area	1110	
Personnel subarea		
Employee group		
Employee subgroup		

**ACH File Period Selection**

For Date	10/1/2008	to	10/15/2008
For Seqnr	01		

# Corrections and Return

List Edit Goto System Help SA

Navigation icons: back, forward, refresh, search, print, save, delete, etc.

## Corrections and Returns for Agency Action

Report ID: ZHR\_RPTPY151  
User : KELLYW

State of Washington - HRMS  
Corrections and Returns for Agency Action

Personnel Area : 2350 Dept of Labor & Industries

Personnel Number	Employee Name	Code	and Explanation	ADNDA
<b>Employee names and numbers have been removed to protect confidentiality</b>	R03	NO ACCOUNT/UNABLE TO LOCAT ACCOUNT		
	R03	NO ACCOUNT/UNABLE TO LOCAT ACCOUNT		
	C01	INCORRECT DFI ACCOUNT NUMBER		0420026304
	R02	ACCOUNT CLOSED		
	R03	NO ACCOUNT/UNABLE TO LOCAT ACCOUNT		



# Logged Changes in Infotype Data

- Helps identify data changes according to personnel numbers, Infotype and/or date and time.
- Run this report daily
- Refer to the OLQR User Procedure: **Logged changes in infotype data**
- Access the Logged Changes in Infotype Data by using the transaction code **S\_AHR\_61016380**

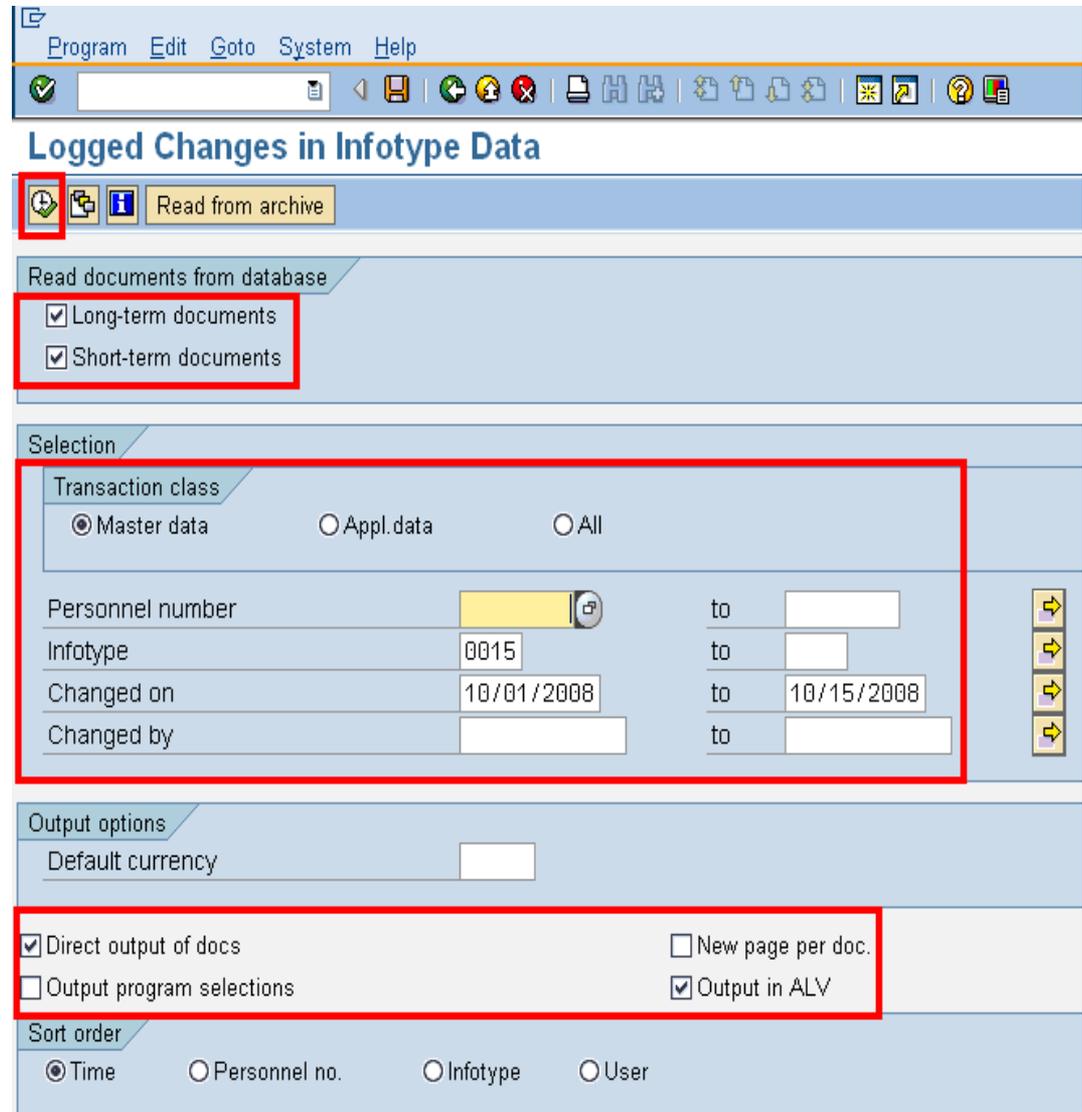


# Logged Changes in Infotype Data

## ■ Fields to complete:

- Long-term documents
- Short-term documents
- Personnel Number
- Infotype
- Changed on
- Changed by
- Select Sort order

■ Click  (**Execute**) to generate report.



Program Edit Goto System Help

Logged Changes in Infotype Data

  Read from archive

Read documents from database

- Long-term documents
- Short-term documents

Selection

Transaction class

- Master data
- Appl. data
- All

Personnel number	<input type="text"/>	to	<input type="text"/>
Infotype	0015	to	<input type="text"/>
Changed on	10/01/2008	to	10/15/2008
Changed by	<input type="text"/>	to	<input type="text"/>

Output options

- Direct output of docs
- Output program selections
- New page per doc.
- Output in ALV

Sort order

- Time
- Personnel no.
- Infotype
- User

# Logged Changes in Infotype Data cont'd.

## Logged Changes in Infotype Data

<b>PersNo</b>	<b>23456</b>	<b>Hudson, Matt</b>				
<b>Infotype</b>	A 0015	Additional Payments				
<b>Doc.type</b>	Long term	Changed b <b>98765432</b>				
<b>Date</b>	10/01/2008	<b>Time</b>	08:13:32	<b>Seq. no.</b>	0001	
<b>Subty Obj</b>	<b>Lck</b>	<b>From</b>	<b>To</b>	<b>No</b>	<b>Old record changed</b>	<b>Action</b>
1056		09/30/2008	09/30/2008	000		I
<b>Field name</b>	<b>Old field</b>		<b>New field</b>			
*Number					0.00	
*Amount					2,656.68	
->					(P0001) USD	
*Date of Origin					00/00/0000	
Ind.val.						
*WT				1056		
*Payr. Year				0000		
*Payr. Per.				00		
Reason						
Unit						
*Assign. No.					00 HOURS	
Func. Area						
Fund						
Cost Ctr						
CostObject						
Bus. Area						
AFRS Alloc						
AFRS Proj						

<b>PersNo</b>	<b>23456</b>	<b>Hudson, Matt</b>				
<b>Infotype</b>	A 0015	Additional Payments				
<b>Doc.type</b>	Long term	Changed b <b>98765432</b>				
<b>Date</b>	10/01/2008	<b>Time</b>	08:13:52	<b>Seq. no.</b>	0001	
<b>Subty Obj</b>	<b>Lck</b>	<b>From</b>	<b>To</b>	<b>No</b>	<b>Old record changed</b>	<b>Action</b>
1056		09/30/2008	09/30/2008	000	10/01/2008 <b>98765432</b>	U
<b>Field name</b>	<b>Old field</b>		<b>New field</b>			
Number		0.00			0.00	
*Amount		2,656.68			2,655.68	
->		(P0001) USD			(P0001) USD	
Date of Origin		00/00/0000			00/00/0000	
Ind.val.						
WT		1056			1056	
Payr. Year		0000			0000	
Payr. Per.		00			00	
Reason						

# Basic Infotype Check

- The report helps to identify any employees with missing data.
- Run this report at the beginning or end of each day to help eliminate errors during payroll.
- Refer to the OLQR User Procedure: **Preemptive Basic Data Check**
- Access the Basic Infotype Check by using the transaction code **ZHR\_RPTPYN06**



# Basic Infotype Check cont'd.

- Fields to complete:
  - Payroll area
  - Personnel area
  - Uncheck Infotypes:
    - 0168 Insurance Benefit
    - 0208 Work Tax Area
    - 0235 Other Taxes\*
  
- Click  (**Execute**) to generate report.

Program Edit Goto System Help

Preemptive Basic Data Check

Further selections Search helps Sort order

Payroll period

Payroll area

Current period

Other period

Selection

Personnel Number

Employment status

Personnel area

Personnel subarea

Employee group

Employee subgroup

Business area

Organizational unit

Infotypes Selection

<input checked="" type="checkbox"/> Infotype 0001 - Organizational Assignment	<input checked="" type="checkbox"/> Infotype 0002 - Personnel Data
<input checked="" type="checkbox"/> Infotype 0006 - Addresses	<input checked="" type="checkbox"/> Infotype 0007 - Work Schedule
<input checked="" type="checkbox"/> Infotype 0008 - Basic Pay	<input checked="" type="checkbox"/> Infotype 0009 - Bank Info
<input checked="" type="checkbox"/> Infotype 0027 - Cost Distribution	<input checked="" type="checkbox"/> Infotype 0041 - Date Specifications
<input checked="" type="checkbox"/> Infotype 0167 - Medical Benefits	<input type="checkbox"/> Infotype 0168 - Insurance Benefits
<input checked="" type="checkbox"/> Infotype 0169 - Retirement	<input checked="" type="checkbox"/> Infotype 0171 - General Benefits
<input checked="" type="checkbox"/> Infotype 0207 - Residence Tax Area	<input type="checkbox"/> Infotype 0208 - Work Tax Area
<input checked="" type="checkbox"/> Infotype 0209 - Unemployment State	<input checked="" type="checkbox"/> Infotype 0210 - Withholding Indo W4/W5 US
<input checked="" type="checkbox"/> Infotype 0234 - Add'l Withholding Info. US	<input type="checkbox"/> Infotype 0235 - Other taxes
<input checked="" type="checkbox"/> Infotype 0103 - Bond Purchase	

# Basic Infotype Check cont'd.

[List](#) [Edit](#) [Goto](#) [Views](#) [Settings](#) [System](#) [Help](#)

**Preemptive Basic Data Check**

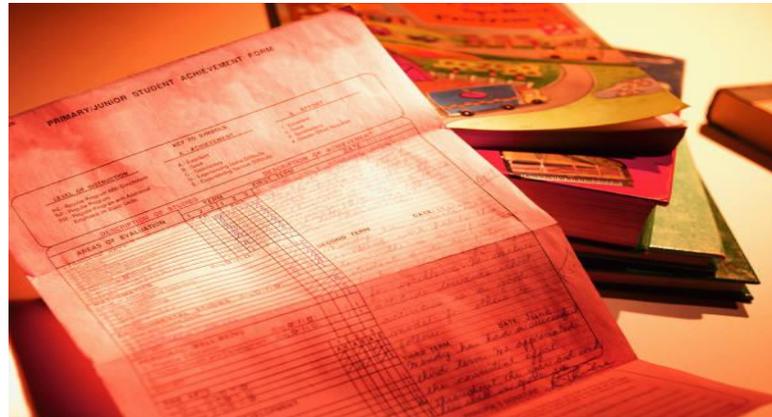
## State of Washington Preemptive Basic Data Check

**Program:** ZHR\_RPTYPY06  
**User:** KELLYW  
**Date:** 10/27/2008  
**Period:** From 10/01/2008 To 10/15/2008

Employee Number	Employee Name	Message	Infotype
Employee names and numbers have been removed to protect confidentiality		Infotype 0167 - Medical Benefits data is missing	0167
		Infotype 0041 - Anniversary Date (Date type 01) is missing	0041
		Infotype 0167 - Medical Benefits data is missing	0167
		Infotype 0169 - Retirement data is missing	0169
		Infotype 0167 - Medical Benefits data is missing	0167
		Infotype 0169 - Retirement data is missing	0169
		Infotype 0169 - Retirement data is missing	0169
		Infotype 0167 - Medical Benefits data is missing	0167
		Infotype 0169 - Retirement data is missing	0169
		Infotype 0167 - Medical Benefits data is missing	0167
		Infotype 0167 - Medical Benefits data is missing	0167
		Infotype 0169 - Retirement data is missing	0169
		Infotype 0167 - Medical Benefits data is missing	0167
Infotype 0169 - Retirement data is missing	0169		

# Preemptive Time Data Check

- Helps identify any ZCATA time transfer errors.
- Run this report when time data has been transferred via the ZCATA action into HRMS
- Refer to the OLQR User Procedure: **Preemptive Time Data Check**
- Access the Basic Infotype Check by using the transaction code **ZHR\_RPTPYN07**

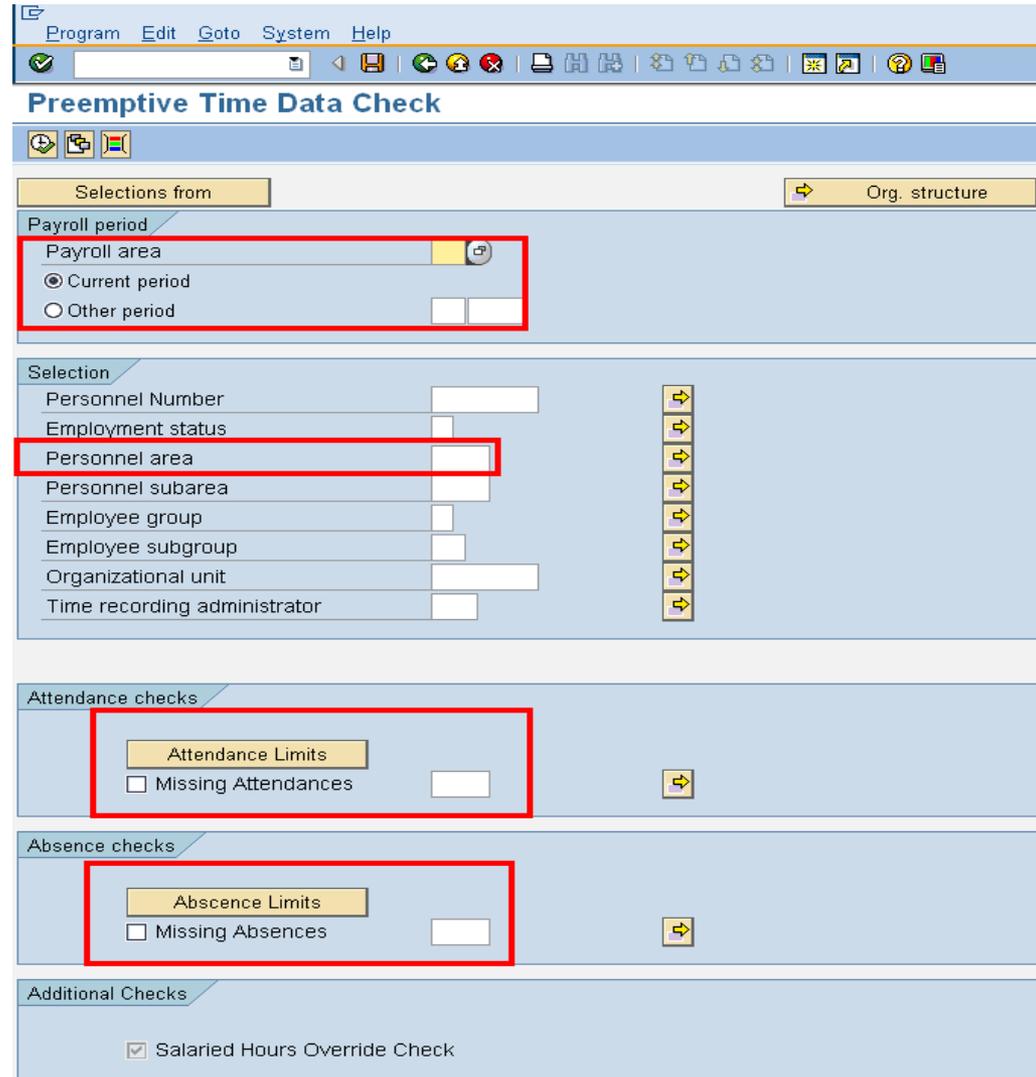


# Preemptive Time Data Check

## ■ Fields to complete:

- Payroll Area
- Personnel Number
- Personnel Area
- Check Missing Attendance
- Enter Wage types
- Enter Absence types
- Check Missing Absences

- ## ■ Click (**Execute**) to generate report



Program Edit Goto System Help

Preemptive Time Data Check

Selections from Org. structure

Payroll period

Payroll area

Current period

Other period

Selection

Personnel Number

Employment status

Personnel area

Personnel subarea

Employee group

Employee subgroup

Organizational unit

Time recording administrator

Attendance checks

Attendance Limits

Missing Attendances

Absence checks

Absence Limits

Missing Absences

Additional Checks

Salaried Hours Override Check

# Preemptive Time Data Check cont'd.

List Edit Goto Views Settings System Help

## Preemptive Time Data Check

### State of Washington Preemptive Time Data Check

**Program:** ZHR\_RPTPYN07  
**User:** KELLYW  
**Date:** 10/27/2008  
**Period:** 10/01/2008 thru 10/15/2008

Person...	Employee Name	Employee Group	Employee Sub Group	Employment...	Work Sched	Message	Att/A...	Atts/Abs Description	Number
<b>Employee names and numbers have been removed to protect confidentiality</b>		Permanent	Monthly(M) OT Exempt	100.00	FULL	No record enter...	9003	Vacation Leave	0.00
		Permanent	Monthly(M) OT Exempt	100.00	FULL	No record enter...	9003	Vacation Leave	0.00
		Permanent	Monthly(M) OT Exempt	100.00	FULL	No record exists	1223	Salary Hours Override	0.00
		Permanent	Monthly(M) OT Exempt	100.00	R015	No record exists	1223	Salary Hours Override	0.00
		Permanent	Monthly(M) OT Exempt	100.00	R015	No record enter...	9003	Vacation Leave	0.00
		Permanent	Monthly(M) OT Exempt	100.00	R015	No record enter...	9003	Vacation Leave	0.00
		Permanent	Monthly(M) OT Exempt	50.00	FULL	No record exists	1223	Salary Hours Override	0.00
		Permanent	Monthly(M) OT Exempt	50.00	FULL	No record enter...	9003	Vacation Leave	0.00
		Permanent	Monthly(M) OT Exempt	50.00	FULL	No record enter...	9003	Vacation Leave	0.00
		Permanent	Monthly(M) OT Exempt	50.00	FULL	No record enter...	9003	Vacation Leave	0.00

# Preemptive Compensation Data Check

- The Preemptive Compensation Data Check report helps to verify that all payroll master data is complete prior to running a payroll simulation
- This report validates (current payroll processing cycle):
  - Arrears
  - Deductions not taken
  - Claims
  - Payments and deductions limits
  - Time quota compensation status
  - Reversal checks
  - Garnishments checks
- Refer to the OLQR User Procedure: [Preemptive Compensation Data check](#)
- Access the Preemptive Compensation Data Check by using the transaction code **ZHR\_RPTPYN08**



# Preemptive Compensation Data Check cont'd.

- **Arrears:** Can be created when a health or retirement deduction is adjusted in a previous pay period.
- **Deductions Not Taken:** When there is not enough net pay in the previous pay period to take the deducted wage type from pay.
- **Claims:** When the systems recognizes an overpayment situation in the previous pay period.
- **Payments and Deductions Limits:** When a payment or deduction amount is higher than normal and should be checked.
- **Time Quota Compensation Status:** When time entered does not match employee status.
- **Garnishments Checks:** When a garnishment has been created using the incorrect vendor number.



# Preemptive Compensation Data Check cont'd.

- Enter the *Payroll Area*.

- Choose to search by *Current period* or *Other periods*.

- Enter values as appropriate.

The screenshot shows the 'Preemptive Compensation Data Check' application window. The title bar includes 'Program Edit Goto System Help'. The main interface is divided into several sections:

- Further selections:** A button labeled 'Org. structure'.
- Periods:** A section with a red border containing:
  - 'Payroll Area' with a dropdown menu.
  - 'Current period' (selected) and 'Other periods' (radio buttons).
  - 'In-period view' (selected) and 'For-period view' (radio buttons).
  - 'To' with a date input field.
- Selections:** A list of fields for personnel information:
  - Personnel number
  - Personnel area
  - Personnel subarea
  - Employee group
  - Employee subgroupEach field has a corresponding dropdown arrow.
- Infotype Selections:** A list of checkboxes for various checks:
  - Deductions in Arrears
  - Deductions Not Taken
  - Claim in Prior Period
  - Infotype 2010 Checks
  - Infotype 0014 Checks
  - Infotype 0015 Checks
  - Infotype 0234 Checks
  - Infotype 0027/1018 Checks
  - Infotype 0554 Checks
  - Time Quota Comp Checks
  - Reversal Checks
  - Garnishments ChecksButtons for 'Wage Type Checks', 'Quota Types', and 'Garnishment Types' are visible next to the checkboxes.

# Preemptive Compensation Data Check

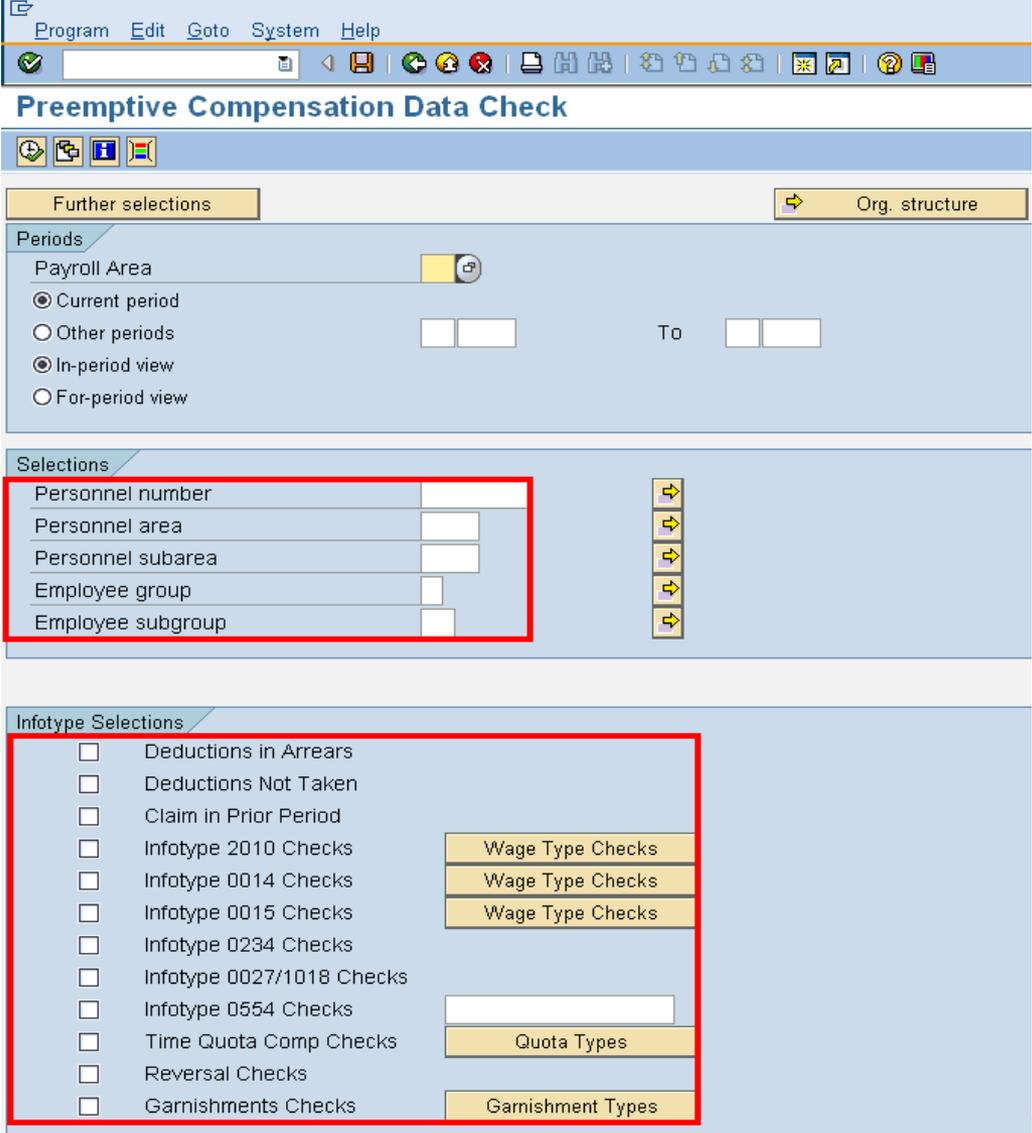
cont'd.

## ■ Fields to complete:

- *Personnel number (s)*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee Subgroup*

■ Under the Infotype selection choose an infotype to validate by clicking the checkbox.

■ Click  (**Execute**) to generate report.



The screenshot shows the 'Preemptive Compensation Data Check' application window. The title bar includes 'Program Edit Goto System Help'. The main interface is divided into several sections:

- Further selections:** A dropdown menu set to 'Org. structure'.
- Periods:** A section with a 'Payroll Area' dropdown (set to 'Current period') and radio buttons for 'Current period', 'Other periods', 'In-period view', and 'For-period view'. There are also input fields for 'To'.
- Selections:** A table with five rows: 'Personnel number', 'Personnel area', 'Personnel subarea', 'Employee group', and 'Employee subgroup'. Each row has an input field and a vertical arrow icon to its right. This entire section is highlighted with a red border.
- Infotype Selections:** A list of checkboxes for various infotypes: 'Deductions in Arrears', 'Deductions Not Taken', 'Claim in Prior Period', 'Infotype 2010 Checks', 'Infotype 0014 Checks', 'Infotype 0015 Checks', 'Infotype 0234 Checks', 'Infotype 0027/1018 Checks', 'Infotype 0554 Checks', 'Time Quota Comp Checks', 'Reversal Checks', and 'Garnishments Checks'. To the right of these are buttons for 'Wage Type Checks' (three buttons), 'Quota Types', and 'Garnishment Types'. This entire section is also highlighted with a red border.

# Preemptive Compensation Data Check cont'd.

State of Washington  
Preemptive Compensation Check

**Program:** ZHR\_RPTPYN08  
**User:** KELLYW  
**Date:** 12/17/2008  
**Period:** 12/16/2008 thru 12/31/2008

Employee...	Employee...	Hours	Amount	Wage Type	Wage Type Text	Message
		0.00	165.00	2531	Uniform Pre-Tax	Wage Type in Arrears
		0.00	33.00	2531	Uniform Pre-Tax	Deduction Not Taken
		0.00	12.50	2727	GA Zone Parking	Deduction Not Taken
		0.00	200.00	2256	Deferred Comp	Deduction Not Taken
		0.00	50.00	4100	Bond Purchase Deduction	Deduction Not Taken
		0.00	2.50	2661	Charity	Deduction Not Taken
		0.00	122.50	2531	Uniform Pre-Tax	Wage Type in Arrears
		0.00	24.50	2531	Uniform Pre-Tax	Deduction Not Taken
		0.00	0.92	2124	Life Insurance	Deduction Not Taken

# ***HRMS Activity***



**Run the Preemptive Compensation Data Check  
Walkthrough – Pg 4**

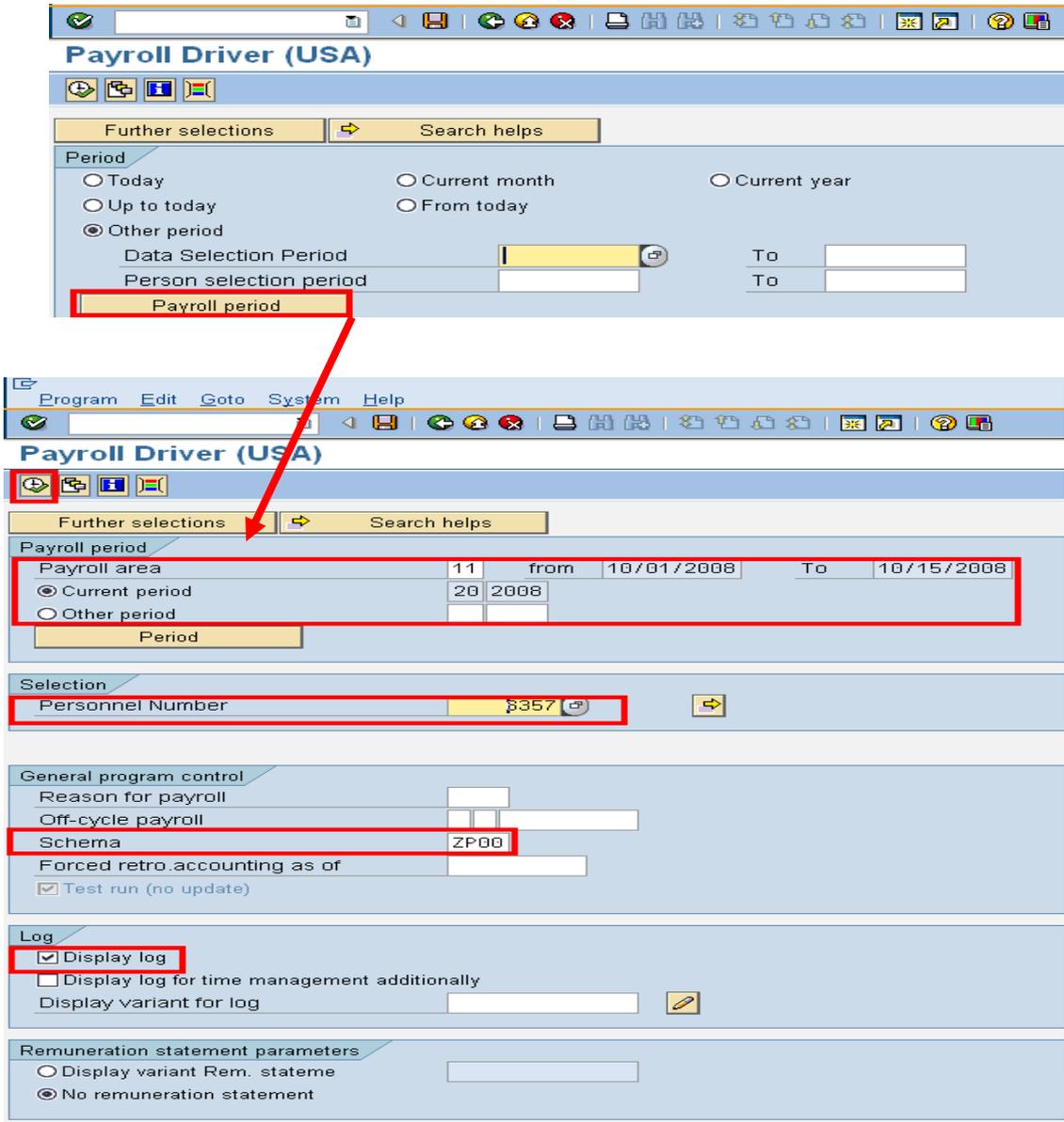
# Step 2. Run Payroll Simulation/View Log

- A **payroll simulation** is the process used prior to running payroll that allows you to:
  - Check for infotypes needed in payroll that might be missing from an employee's master data.
  - Verify that employee master data is valid.
  - Verify what the employee is paid.
  - Find red lines.
- Use the payroll simulation to evaluate an individual's employee payroll results or the results of a group of individuals.
- Refer to the OLQR User Procedure: **Payroll Simulation**
- Access the Payroll Simulation using the transaction code:  
**PC00\_M10\_CALC\_SIMU**



# Run a Payroll Simulation cont'd.

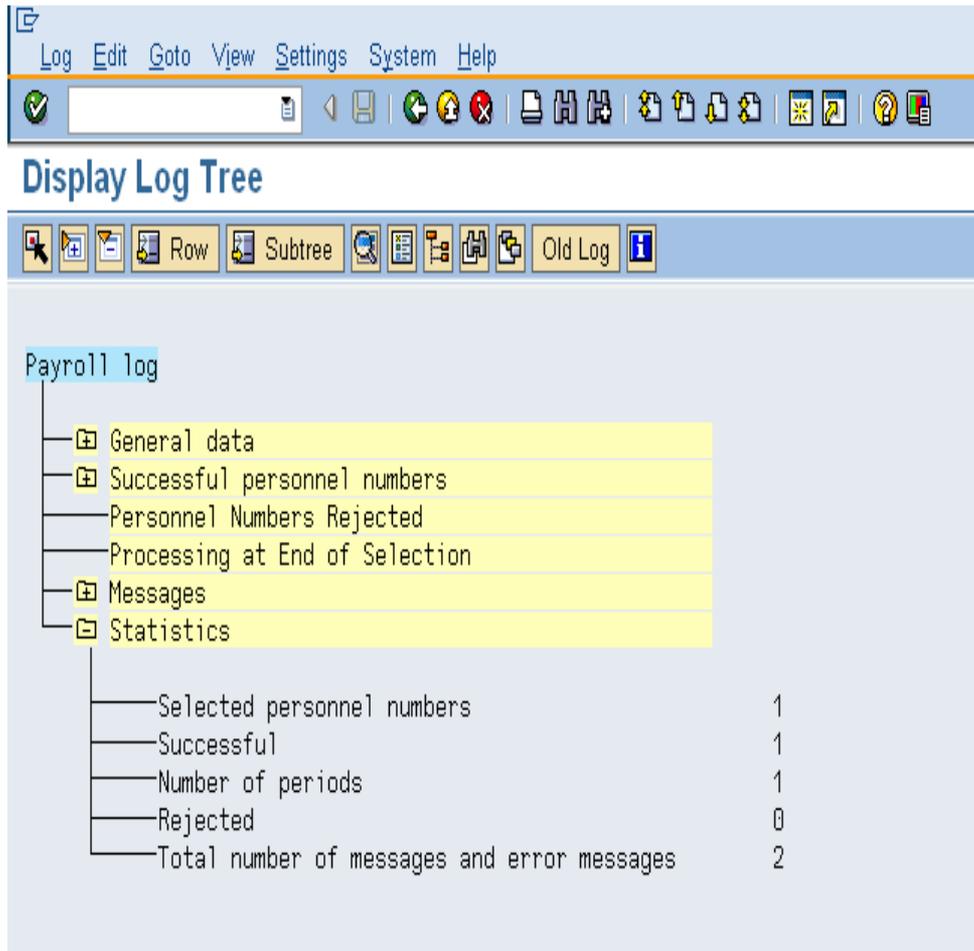
1. Click **Payroll period** to get the screen for simulation processing (as seen to the right).
2. Enter:
  - Payroll Area
  - Current period or Other period
  - Personnel Number
  - Schema
3. Choose the **Display log** checkbox.
  - If you need to run the simulation for more than 5 employee's **do not check** the display log.
4. When finished, click  (**Execute**) to generate report.



The screenshot shows the 'Payroll Driver (USA)' application window. The 'Period' section has the 'Payroll period' button highlighted with a red box. Below it, the 'Payroll period' section is expanded, showing a table with columns for 'Payroll area', 'Period', 'from', and 'To'. The 'Personnel Number' field is set to '3357'. The 'Schema' field is set to 'ZP00'. The 'Log' section has the 'Display log' checkbox checked. The 'Remuneration statement parameters' section has the 'No remuneration statement' radio button selected.

Payroll area	Period	from	To
11	20 2008	10/01/2008	10/15/2008

# Step 3. Viewing Results: Display Log Tree



The screenshot shows a software window titled "Display Log Tree". The window has a menu bar with "Log", "Edit", "Goto", "View", "Settings", "System", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window displays a tree structure for a "Payroll log". The tree is expanded to show the following items:

- General data
- Successful personnel numbers
- Personnel Numbers Rejected
- Processing at End of Selection
- Messages
- Statistics
  - Selected personnel numbers: 1
  - Successful: 1
  - Number of periods: 1
  - Rejected: 0
  - Total number of messages and error messages: 2

- The Display Log Tree report is divided into six main folders:

- *General Data*
- *Successful Personnel Numbers*
- *Rejected Personnel Numbers*
- *Processing at End of Selection*
- *Messages*
- *Statistics*

- Drill down to see more selections by clicking the folder icon.

# Viewing Results: Successful Personnel Numbers

The screenshot shows a software interface for viewing payroll logs. At the top, there is a menu bar with options: Log, Edit, Goto, View, Settings, System, Help. Below the menu is a toolbar with various icons. The main area is titled "Display Log Tree" and contains a tree view of payroll data. The tree structure is as follows:

- Payroll log
  - General data
  - Successful personnel numbers
    - 1111111 Wells, Carol
      - 20/2008 ( 10/01/2008 - 10/15/2008 ) Regular payroll run in 20/2008
        - USPS Payroll
          - Initialization of payroll
          - Processing on-demand reg. payroll check
          - Basic data processing
          - Get previous result of period for V0
          - Reading previous pay results
          - GENERAL PROCESSING OF TIME DATA
            - IF NAMC if non-authorized manual check (\*)
            - ELSE else if non authorized manual check (\*)
            - ENDIF
          - Garnishment: Retrocalculation
          - USPS Retroactive accounting
          - Net processing
          - Processing month end accruals
          - Final processing USA

1. Click *Successful personnel numbers* to display the personnel numbers of employees who successfully run through the payroll simulation.
2. Click on the *employee name*, then the *payroll date* to drill down to the *USPS Payroll* folder.
3. Click on the *Final Processing USA* folder to get to employee results tables.



# Viewing Results: Successful Personnel Numbers cont'd.

- A list of folders display.
- Double Click *RT* to display the *Results Table*.

<input type="checkbox"/>	RFRSH		VAR			Refresh Variables - RFB
<input type="checkbox"/>	SORT	IT				Sort internal table
<input type="checkbox"/>	PRINT	NP	IT			IT (should be empty now)
<input type="checkbox"/>	PIT	X070	GEN	NOAB		Error for whatever w/type is still there
<input type="checkbox"/>	SORT	RT				Sort results table
<input type="checkbox"/>	PRINT	NP	RT			Final results table
<input type="checkbox"/>	PRINT	NP	ARRS			Final arrears table
<input type="checkbox"/>	PRINT	NP	DDNT			Final deductions not taken table
<input type="checkbox"/>	PRINT	NP	BAL			Accounted offset table
<input type="checkbox"/>	PRINT	NP	UNB			Unaccounted offset table
<input type="checkbox"/>	PRINT	NP	XDFT			Generated offset table
<input type="checkbox"/>	PRINT	NP	BTZ			Bank transfer data
<input type="checkbox"/>	BENTB					Update BENTAB (benefits processing)
<input type="checkbox"/>	ADDCU		P30			Update cumulative results (table CRT)
<input type="checkbox"/>	PRT	ZWSP		NOAB		CDC SIR 4417 1226 & 1227 to CRT Only
<input type="checkbox"/>	IF		0			Original payroll?
	ELSE					
	ENDIF					
<input type="checkbox"/>	XDEC					Distribution of Employer's Costs
<input type="checkbox"/>	PRINT	NP	CRT			Print cumulation results (CRT)
<input type="checkbox"/>	PRINT	NP	TCRT			Print tax cumulation results (TCRT)
	IF		R			IF retro
<input type="checkbox"/>	ELSE					
	ENDIF					
	UTRST					Build tax reporter index table T5UX1 RFB
<input type="checkbox"/>	EXPRT		RU			Export results to database cluster RU

# Viewing Results: Successful Personnel Numbers cont'd.

Detail View of Log

PRINT NP RT Final results table

Output

Table RT

A Wage Type	APC1C2C3aBKoReBTAwvTvNOne Amount/One Number	Amount
* /101 Total gross		2,444.00
* /102 401(k) Wage		2,444.00
* /109 ER benefit		483.60
* /110 Net payment		170.20
* /114 Base wage f		2,444.00
* /181 Spcl Union		2,444.00
* /182 P0/T0 Base		2,444.00
* /188 PSERS 2 Bas		2,444.00
* /189 403B Base		2,444.00
* /190 J1 Base		2,444.00
* /191 Spcl Union		2,444.00
* /192 DCP Base		2,444.00
* /193 LTD Base		2,444.00
* /194 R1 Base		2,444.00
* /195 Rtmnt Base		2,444.00
* /196 Plan1 Base		2,444.00
* /225 Retirement	90.00	
* /227 SOW (no WSF	90.00	
* /301 TG Withhold 01		2,444.00
* /303 TG EE Socia 01		2,444.00
* /304 TG ER Socia 01		2,444.00
* /305 TG EE Medic 01		2,444.00
* /306 TG ER Medic 01		2,444.00

■ The employee Results Table shows deductions and wage types and their corresponding amounts.

- For example, the Total Gross for this employee is \$2,444.00. The total miscellaneous deductions and allowances (/110) is \$170



# Viewing Results: Rejected Personnel

## Numbers

■ Identifies red line errors including:

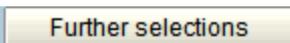
- Missing or incomplete infotypes
- Invalid pay scale information
- Incorrect payroll area information

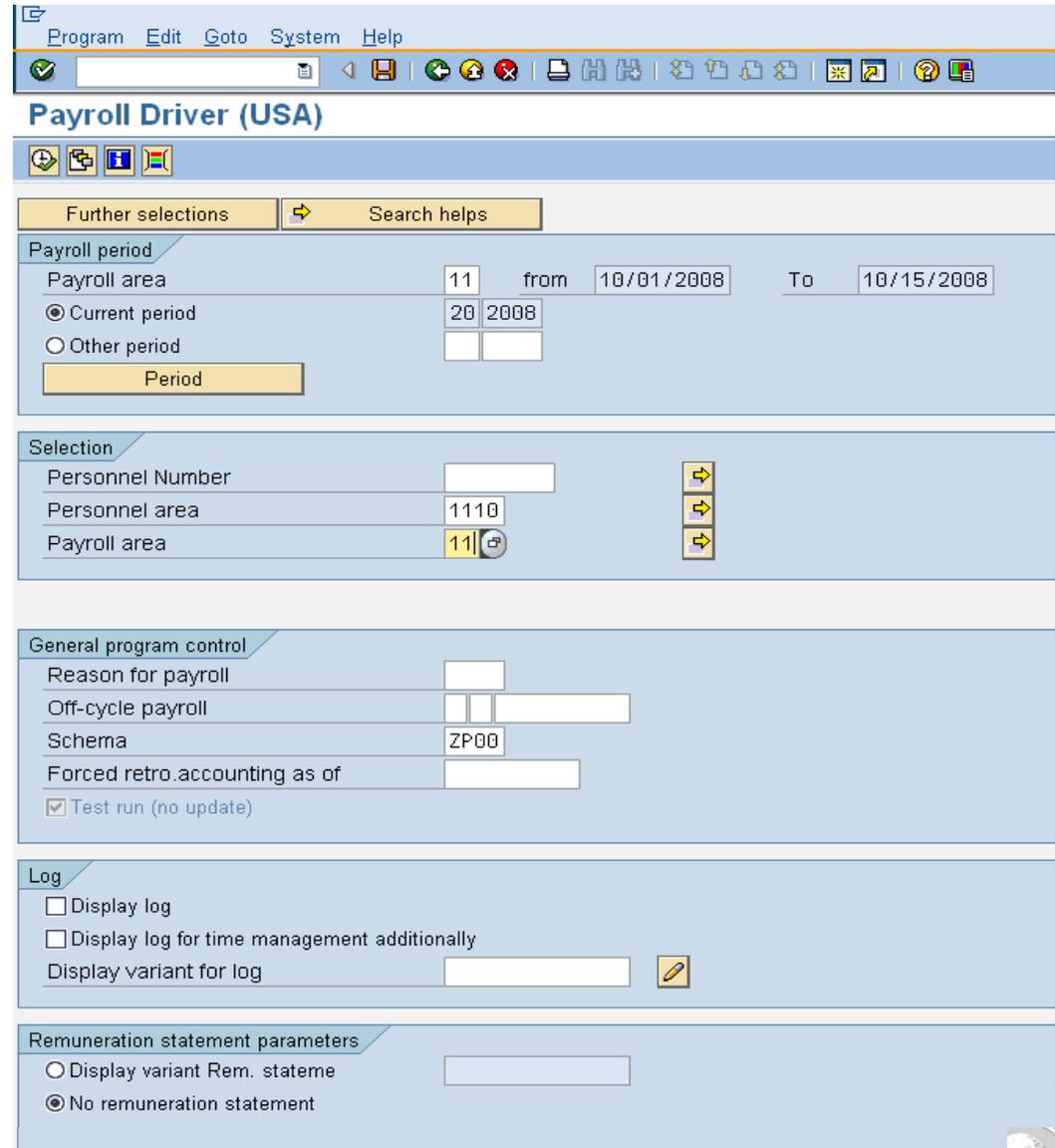
■ After changes are made to an employee's master data, rerun the payroll simulation to verify changes are complete.

The screenshot shows a software interface for viewing payroll log results. The main window is titled "Payroll log" and contains a tree view of log items. The tree is expanded to show the "Personnel Numbers Rejected" folder, which contains a specific entry for employee 400000145, JONES, JENNY. This entry is highlighted in green and has a red error message below it: "Period start 12/16/2008 before earliest pos. RA run date 01/01/2009". Other folders in the tree include "General data", "Processing at End of Selection", "Messages", and "Statistics". The "Messages" folder contains two yellow error messages: "PArea 10 is ignored, incorrect period modifier" and "PArea 99 is ignored (not for payroll run acc. to T549A)". The "Statistics" folder shows a summary of results: Selected personnel numbers: 1, Successful: 0, Number of periods: 0, Rejected: 1, Total number of messages and error messages: 3.

Category	Value
Selected personnel numbers	1
Successful	0
Number of periods	0
Rejected	1
Total number of messages and error messages	3

# Payroll Simulation – whole agency

- Use the Payroll Simulation as a tool to find redlines for your agency, sub agency, or employee.
- Click  to add Personnel Area, Payroll Area to selection criteria.
- Fields to complete:
  - Payroll area
  - Payroll Period
  - Personnel area
  - Payroll area
  - Schema
  - Click  (**Execute**) to generate report.



The screenshot shows the 'Payroll Driver (USA)' application window. The title bar includes 'Program Edit Goto System Help'. Below the title bar is a toolbar with various icons. The main interface is divided into several sections:

- Further selections** and **Search helps** buttons.
- Payroll period** section: 'Payroll area' is set to '11', 'from' is '10/01/2008', and 'To' is '10/15/2008'. There are radio buttons for 'Current period' (selected) and 'Other period'. A 'Period' button is also present.
- Selection** section: 'Personnel Number' is empty, 'Personnel area' is '1110', and 'Payroll area' is '11'. There are three dropdown arrows on the right.
- General program control** section: 'Reason for payroll' is empty, 'Off-cycle payroll' has three empty boxes, 'Schema' is 'ZP00', and 'Forced retro .accounting as of' is empty. A checked checkbox 'Test run (no update)' is present.
- Log** section: 'Display log' and 'Display log for time management additionally' are unchecked. There is a 'Display variant for log' field with an edit icon.
- Remuneration statement parameters** section: 'Display variant Rem. stateme' is empty, and 'No remuneration statement' is selected.

# Payroll Simulation –whole agency

The screenshot shows a software interface with a menu bar (Log, Edit, Goto, View, Settings, System, Help) and a toolbar. The main window is titled "Display Log Tree" and contains a tree view of payroll logs. The tree is titled "Payroll log" and has the following structure:

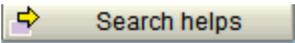
- General data
- Successful personnel numbers
- Rejected Personnel Numbers
  - 00037819 CHARLES TARA T
    - 02/2007 ( 01/01/2007 - 01/15/2007 ) Regular payroll run in 02/2007
      - P9ZNC E C C101 Check on IT9; Print Zero-Net-Checks
        - Processing 
          -  Personnel no. 00037819 rejected because infotype 9 is missing
  - 00059235 CARHARTT JANESSA T
    - 02/2007 ( 01/01/2007 - 01/15/2007 ) Regular payroll run in 02/2007
      - P9ZNC E C C101 Check on IT9; Print Zero-Net-Checks
        - Processing 
          -  Personnel no. 00059235 rejected because infotype 9 is missing

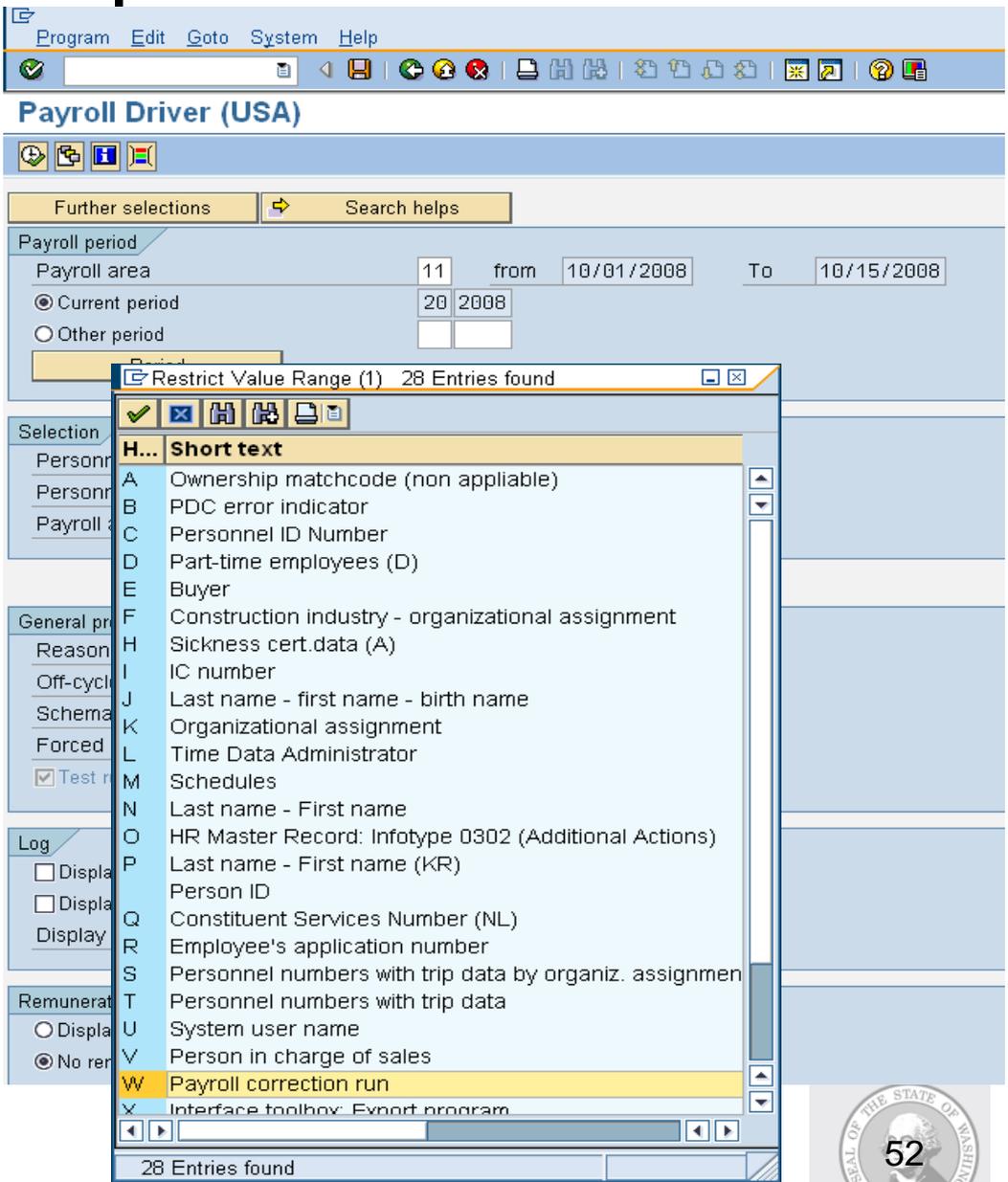
# Payroll Simulation Helpful hints

- After corrections have been made run a Payroll Simulation, without the Display log checked using the code W- Payroll correction run.
- Using the Payroll Correction will run the simulation for employee's who had changes to their master data since the last payroll was processed by DES.
- Refer to the User Procedure **Payroll\_Simulation-Payroll Correction Run**



# Payroll Simulation Helpful hints cont'd.

- Select the 
- Select W – Payroll Correction run
  - This will run only employees who have had updates to their payroll master data.
- Click  (Copy) to continue.



The screenshot shows the 'Payroll Driver (USA)' application window. The main interface includes a menu bar (Program, Edit, Goto, System, Help), a toolbar, and a 'Further selections' section with a 'Search helps' button. Below this, the 'Payroll period' is set from 10/01/2008 to 10/15/2008, with 'Current period' selected for 20 2008. A 'Restrict Value Range (1)' dialog box is open, displaying a list of 28 entries. The entry 'W Payroll correction run' is highlighted in yellow. The list includes various codes and descriptions such as 'Ownership matchcode (non applicable)', 'PDC error indicator', 'Personnel ID Number', etc.

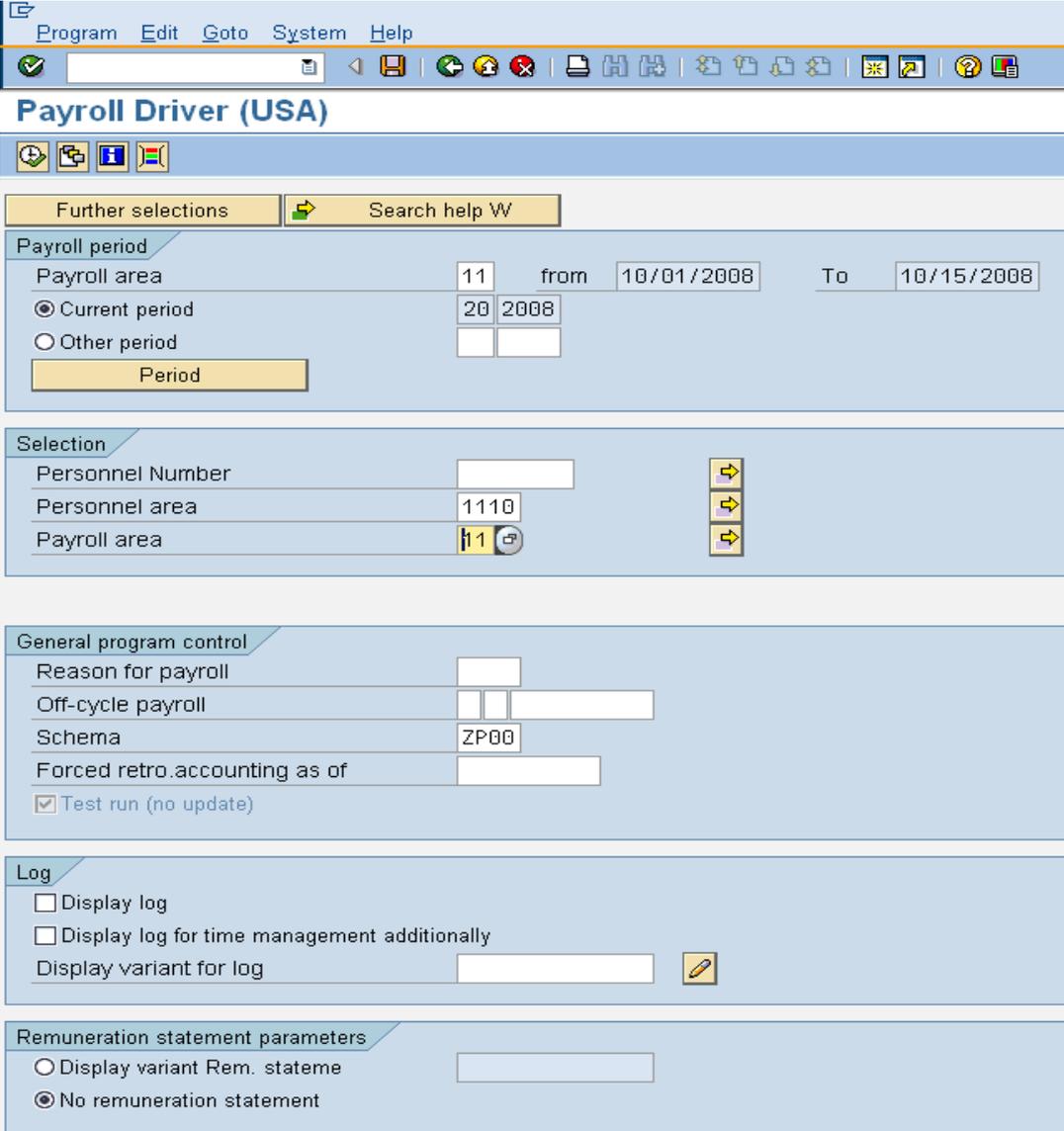
H...	Short text
A	Ownership matchcode (non applicable)
B	PDC error indicator
C	Personnel ID Number
D	Part-time employees (D)
E	Buyer
F	Construction industry - organizational assignment
H	Sickness cert.data (A)
I	IC number
J	Last name - first name - birth name
K	Organizational assignment
L	Time Data Administrator
M	Schedules
N	Last name - First name
O	HR Master Record: Infotype 0302 (Additional Actions)
P	Last name - First name (KR) Person ID
Q	Constituent Services Number (NL)
R	Employee's application number
S	Personnel numbers with trip data by organiz. assignmen
T	Personnel numbers with trip data
U	System user name
V	Person in charge of sales
W	Payroll correction run
X	Interface toolbox: Export program

# W-Payroll Correction Simulation

## ■ Fields to complete:

- Payroll period
- Personnel Area
- Personnel Number
- Schema

■ Click  (Execute) to generate the report.



The screenshot shows the 'Payroll Driver (USA)' application window. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. Below the title bar, there are buttons for 'Further selections' and 'Search help W'. The main area is divided into several sections:

- Payroll period:** Includes fields for 'Payroll area' (11), 'from' (10/01/2008), and 'To' (10/15/2008). There are radio buttons for 'Current period' (selected) and 'Other period'. A 'Period' button is also present.
- Selection:** Includes fields for 'Personnel Number', 'Personnel area' (1110), and 'Payroll area' (11). There are three vertical arrow buttons to the right of these fields.
- General program control:** Includes fields for 'Reason for payroll', 'Off-cycle payroll', 'Schema' (ZP00), and 'Forced retro.accounting as of'. There is a checked checkbox for 'Test run (no update)'.
- Log:** Includes checkboxes for 'Display log' and 'Display log for time management additionally'. There is a text field for 'Display variant for log' and an edit icon.
- Remuneration statement parameters:** Includes radio buttons for 'Display variant Rem. stateme' and 'No remuneration statement' (selected).

# W-Payroll Correction Simulation cont'd.

## Display Log Tree

The screenshot displays a hierarchical log tree for a payroll run. The root node is 'Payroll Log'. It branches into 'General data', 'Successful personnel numbers', and 'Personnel Numbers Rejected'. Under 'Personnel Numbers Rejected', there is a node for employee '40000235 SULLIVAN, JAMES'. This node further branches into a payroll run for '21/2010 ( 10/16/2010 - 10/31/2010 )'. Under this payroll run, there is a node for 'ACTIO ZMBP AR' with a note 'Check splits w/manual 1223 or 7/24 sch'. This node branches into 'Processing', which then leads to a red error message: 'Termination in operation ERROR 20102102 ZMBP3\*\*\*\*> \*\* ERROR "EE HAS MULTIPLE SPLITS basic entry in IT :'. The error message is highlighted in red.

- Employees still with errors will display.
- For this screen shot:
  - “Termination in operation Error ...The Employee has Multiple Splits basic entry in IT”

# ***HRMS Activity***



**Run a Payroll Simulation Without  
Display Log  
Exercise pg. 7**

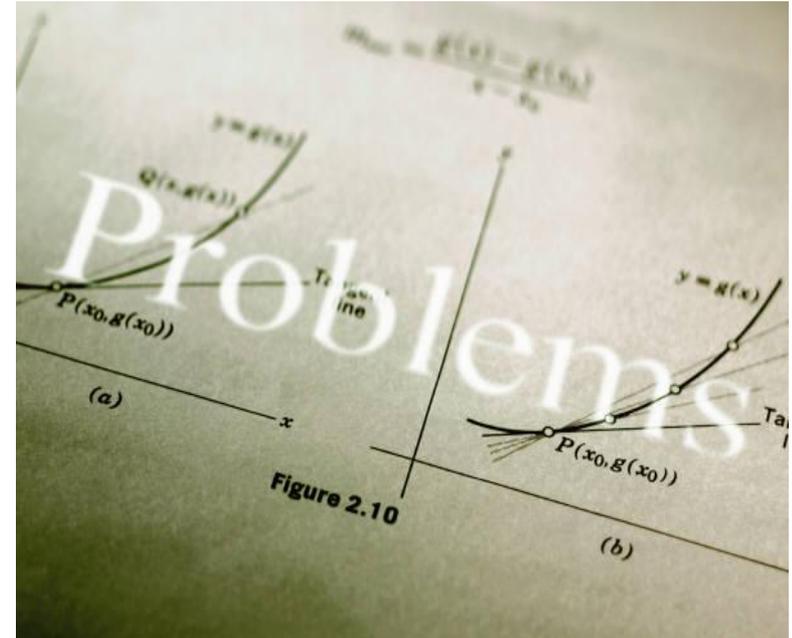
**Run a Payroll Simulation and View the Display Log Tree  
Exercise pg. 9**

# Step 3 : Correct the Identified errors

## ■ Run each of these reports prior to payroll cut-offs:

- Corrections and Returns for Agency  
**ZHR\_RPTPY151**
- Logged Changes in Infotype Data  
**S\_AHR\_61016380**
- Basic Infotype Check **ZHR\_RPTPYN06**
- Preemptive Time Data Check **ZHR\_RPTPYN07**
- Preemptive Compensation Data Check  
**ZHR\_RPTPYN08**
- Payroll Simulation (**PC00\_M10\_CALC\_SIMU**)

## ■ Catching these errors and correcting them prior to the release of payroll helps to make sure that payroll is calculated correctly for the employee.



# Review: Pre-Payroll Analysis

- Why should you run a Preemptive Compensation Data Check ?

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- True or False: You should run a simulation when the payroll processor has made a change to the employee's payroll related master data.

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# Payroll processing activities for Day 2 and 3



# Payroll processing activities for Day 2 and 3

Upon completion of this section, you will be able to:

- Understand the tasks and responsibilities for processing payroll.
- Work through the steps of processing payroll.
- Run reports to check employee payroll results.
- Correct payroll errors as needed.



# New Terms

- **3<sup>rd</sup> Party Remittance Program:** Process that sends information to AFRS regarding the payment of deductions and employer contributions to third parties such as the IRS or credit unions.
- **Posting Simulation:** Execution of the payroll posting program in simulation mode. The payroll posting program interprets the payroll results to create accounting transactions.
- **ALAS (Automated Liability Apportionment Solution):** Reads the payroll posting results and if necessary apportions (divides) the liability entries in order to correctly match the distribution of expenses by business area. Generates AFRS transactions.
- **FI (Financial Interpreter) Interpreter Simulation:** Reads the ALAS stored results and creates AFRS and TM\$ (Treasury Management System) transactions to interface to the legacy accounting systems operated by OFM and OST.

# Process Payroll: Tasks / Responsibility

	<b>Process Task</b>	<b>Responsible Role / Agency</b>
Step 1	Release Payroll	DES
Step 2	Run Payroll & Check Results	DES
Step 3	Release for Corrections	DES
Step 4	Agency Check Results and Correct Errors	Agency – Payroll Analyst, Payroll Processor, Time and Attendance Processor
Step 5	Exit Payroll	DES

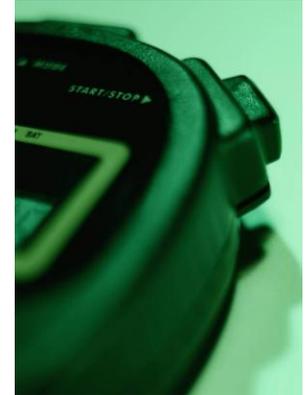
# Step 1: Release Payroll

- At 6:00p.m. on the evening of the 1<sup>st</sup> business day of payroll processing, DES releases payroll.
- During this time, all employee records are locked and therefore can not be accessed to make updates during the running of payroll.
- Agencies do not have any responsibility during this step, however, should be aware that when system messages appear regarding locked payroll, this process is occurring.
- After corrections are made (Step 4), the process is repeated in order to run payroll again.



# Step 2: Run Payroll

- DES processes payroll. This task occurs on the 1<sup>st</sup> business day for processing the prior payroll period.
- Like a simulation, running payroll produces reports and identifies errors that need to be validated and verified. These reports are addressed in Step 5 of the payroll process.
- DES will check payroll results for any technical errors.



# Step 3: Release for Corrections

- During this step, DES unlocks the employee records that were previously locked during payroll run. This occurs each day until the final day of payroll processing.
- Agencies receive a list of corrections from DES. Which includes RPCIPE and ALAS errors.
- Check the Spool file for errors (Payroll, ZCATA).



# Step 4: Agency Checks Results and Correct Errors

1. Check the HRMS Payroll and Financials website for errors.
2. Access your spool file to check for rejected employee's data.
3. Reports to run after payroll is released for corrections and prior to payroll exiting:
  - Basic Infotype Check (**ZHR\_RPTPYN06**)
  - Preemptive Time Data Check (**ZHR\_RPTPYN07**)
  - Preemptive Compensation Data Check (**ZHR\_RPTPYN08**)
  - Payroll Threshold Report (**ZHR\_RPTPYN09**)
  - Active Employees with No Retirement Deductions Taken (**ZHR\_RPTPY024**)
  - Wage Type Reporter (**PC00\_M99\_CWTR**)
  - Remittance Detail (**PC\_M99\_URMR**)
  - Payroll Posting Report (**ZHR\_RPTPY126**)



# HRMS Payroll and Financial Errors


 **GO**

- Home
- Strategic HR
- Compensation & Job Classes
- Training
- Recruitment
- Rules
- Diversity
- Payroll
- More DOP Services

Payroll - HRMS

- HRMS Support
- Payroll Calendars & Schedules ▶
- Training
- On-Line Quick Reference

[Home](#) > [Payroll](#) > [Human Resource Management System](#) > [Payroll Calendars & Schedules](#) > [Payroll & Financial Errors](#) [Print Friendly](#)

## Payroll & Financial Errors

The Department of Personnel Information Services Division is committed to providing assistance and solutions to agencies and employees during payroll processing days.

Each payroll period, HRMS generates critical information about payroll processing. DOP provides this information to agencies to help them identify error types, who is affected, why errors occurred, and how to resolve errors.

Click on the Instructions and spreadsheets below for current HRMS Payroll and Financial Errors.

**Related Links**

[Message Center](#)

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**Contact Us**

360-664-6400 or [E-Mail](#)

	<b>Day1</b> RPCIPE & ALAS Error	<b>Day2</b> RPCIPE & ALAS Error	<b>Day3</b> Payroll Redlines	<b>Payroll</b> <b>Locked</b> Employees
	<a href="#">Instructions</a>	<a href="#">Instructions</a>	<a href="#">Instructions</a>	<a href="#">Instructions</a>
<b>Payroll Period 6</b>	<a href="#">Day1</a>	<a href="#">Day2</a>	<a href="#">Day3</a>	<a href="#">Locked</a>
<b>Mar. 1-15, 2009</b>	<a href="#">Errors</a>	<a href="#">Errors</a>	<a href="#">Redlines</a>	<a href="#">Employees</a>
<b>Alert/Status</b>	Normal	Normal	Normal	Normal

**Payroll errors:** Generated during payroll processing and do not allow the employee to continue and complete the process. (These are available on your agency's spool files in HRMS. After a noon process on Day 3, remaining redlines will be posted above.)

**RPCIPE (posting) errors:** Generated after payroll calculations have completed and caused by a variety of conditions. Use the [Common RPCIPE Errors](#) for helpful tips on how to research and correct.

■ <http://www.hr.wa.gov/payroll/HRMS/PayrollCalendarSchedules/Pages/HRMSPayrollFinancialErrors.aspx>



# RPCIPE & ALAS Errors\_Day results

http://www.dop.wa.gov/NR/rdonlyres/2908B622-5B9F-4C4E-9360-DBAFEFA71FFE/0/PP13\_Day2\_RPCIPEALASE - Microsoft Internet Explorer

File Edit View Insert Format Tools Data Go To Favorites Help

Back Forward Stop Refresh Home Search Favorites Home Office Print Mail New Folder People

Address http://www.dop.wa.gov/NR/rdonlyres/2908B622-5B9F-4C4E-9360-DBAFEFA71FFE/0/PP13\_Day2\_RPCIPEALASEErrors.xls

A1		fx Pers Area		
	A	B	C	D
1	Pers Area	PERNR	Repeat Error	Cause of Error
2	Grand Count	28		
3	0850 Count	1		
4	850		200812_Day3	ALAS ERROR
5	1020 Count	1		
7	1950 Count	1		
8	1950		200813_Day2	RPCIPE Error (Most likely cause: Please see error #5 & 6 as described in "Common RPCIPE Errors")
9	2250 Count	2		
12	2350 Count	2		
15	3000 Count	2		
18	3008 Count	1		
20	3013 Count	3		
21	3013		200813_Day2	RPCIPE Error (Most likely cause: Please see error #5 & 6 as described in "Common RPCIPE Errors")
22	3013		200813_Day2	ALAS ERROR
23	3013		200813_Day2	Recipe error
24	3022 Count	1		
26	3025 Count	1		



# RPCIPE errors

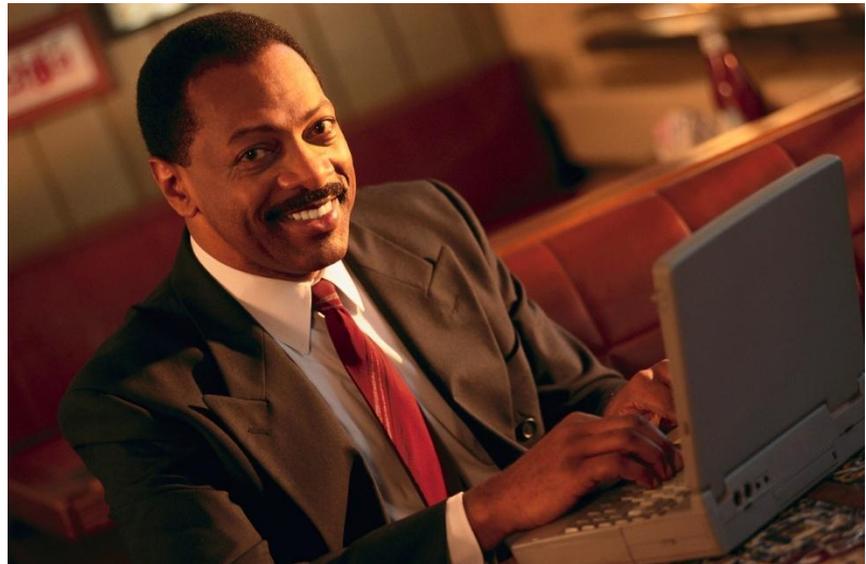
- Are cost distribution errors that can be caused by a variety of conditions.
- Common cause of RPCIPE errors include:
  - Changes to the employees:
    - Position funding.
    - Position relationship.
    - Employee position information.
    - Employee's master data.
    - Terminated employee errors.
    - Cost distribution (Infotype 0027) end dating
- To assist agencies in correcting these errors DES sends out “Common RPCIPE errors” document.
- Use the Payroll Simulation Validate RPCIPE Error Corrections
- Use the Preemptive Compensation Data check report (**ZHR\_RPTPYN08**) selecting infotype 0027/1018 ( cost distribution)

# ALAS errors

- Caused by claims from prior periods that are not offset in the current period.
- These errors cause the ALAS financials to be out of balance.
- If these errors are not corrected prior to DES exiting payroll the employee will be locked out of the payroll process in HRMS.
- Use the Payroll Threshold Report (**ZHR\_RPTPYN09**)

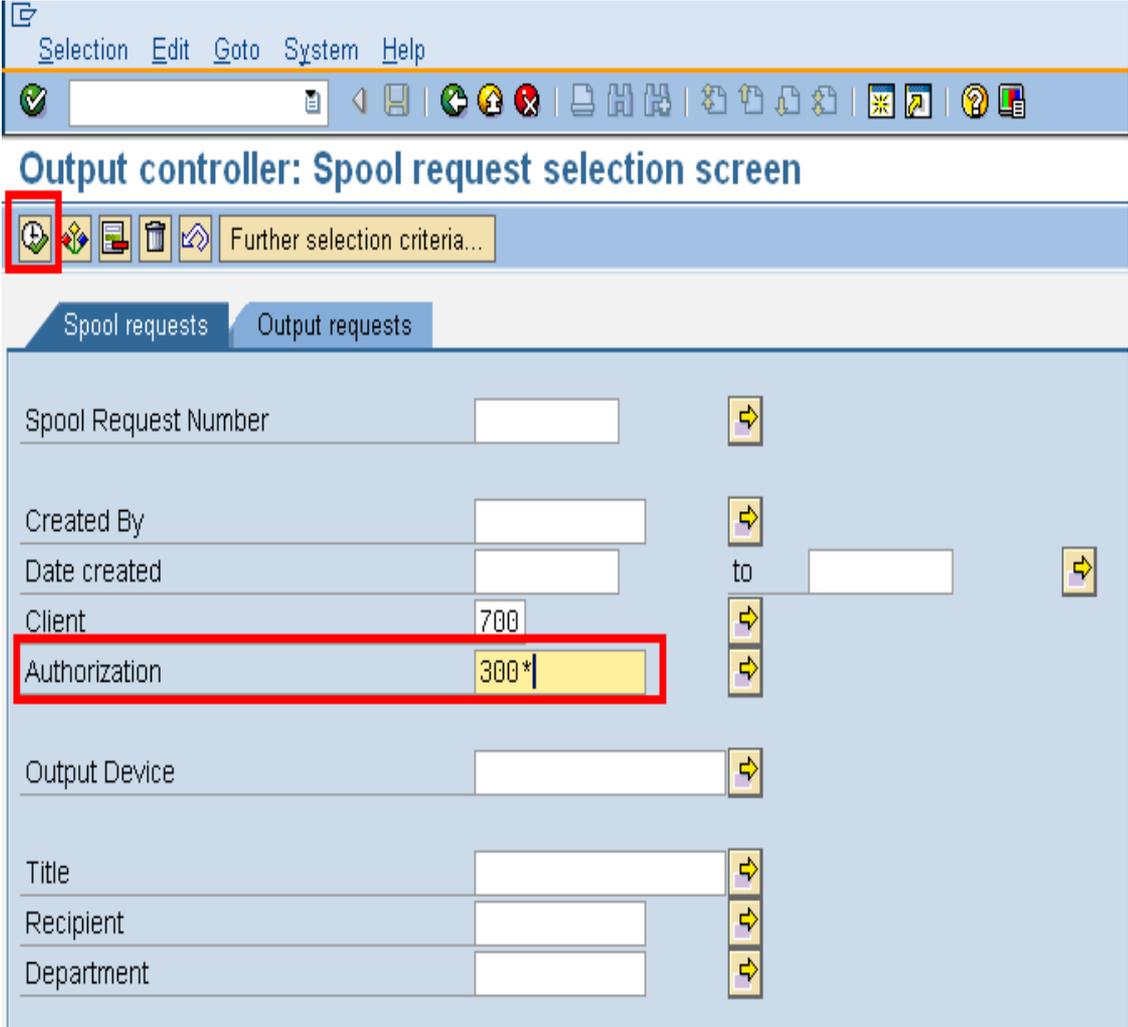
# Error Spool File

- Run the Spool file after payroll has been run by DES.
- Use the spool file to access Time, Payroll, and GAP 1, Reports.
- Errors that are found on the reports must be resolved before payroll is exited.



# Accessing the Spool File

- Access the spool file, use the transaction code **SP01**.
- Remove the contents of:
  - Created by
  - Date Created
- **Field to complete:**
  - **Authorization:**
  - Click  (Execute) to generate report.



Selection Edit Goto System Help

Output controller: Spool request selection screen

Further selection criteria...

Spool requests Output requests

Spool Request Number	<input type="text"/>	
Created By	<input type="text"/>	
Date created	<input type="text"/>	to <input type="text"/>
Client	700	
Authorization	300*	
Output Device	<input type="text"/>	
Title	<input type="text"/>	
Recipient	<input type="text"/>	
Department	<input type="text"/>	

# List of Spool Request

- The List of spool request displays all of the available reports on the spool file for your agency.
- Items will stay on the spool file for seven days.
- To view a report click the box next to the spool you want to view.
- Click  (Display) to view the spool request.

Output Controller: List of Spool Requests

Spool no.	Type	User	Date	Time	Status	Pages	Title or name of spool request
14152	<input type="checkbox"/>	TIDALSAP	07/03/2007	03:12	-	4	3000_ZCATA_RETSFR
14300	<input type="checkbox"/>	TIDALSAP	07/03/2007	03:10	-	3	3008_ZCATA_RETSFR
13972	<input type="checkbox"/>	TIDALSAP	07/03/2007	03:08	-	2	3007_ZCATA_RETSFR
14057	<input type="checkbox"/>	TIDALSAP	07/03/2007	03:07	-	2	3006_ZCATA_RETSFR
13968	<input type="checkbox"/>	TIDALSAP	07/03/2007	03:07	-	2	3003_ZCATA_RETSFR
14204	<input type="checkbox"/>	TIDALSAP	07/03/2007	03:07	-	4	3002_ZCATA_RETSFR
13877	<input type="checkbox"/>	TIDALSAP	07/03/2007	03:07	-	2	3001_ZCATA_RETSFR
14126	<input type="checkbox"/>	TIDALSAP	07/03/2007	03:07	-	2	3004_ZCATA_RETSFR
14202	<input type="checkbox"/>	TIDALSAP	07/03/2007	03:07	-	2	3009_ZCATA_RETSFR
13699	<input type="checkbox"/>	TIDALSAP	07/02/2007	22:14	-	4	3008_Payroll Results Western State Hospital
13697	<input type="checkbox"/>	TIDALSAP	07/02/2007	21:58	-	3	3000_Payroll Results DSHS Headquarters (00001)
13843	<input type="checkbox"/>	TIDALSAP	07/02/2007	21:44	-	2	3000_Payroll Results DSHS Headquarters (00002)
13673	<input type="checkbox"/>	TIDALSAP	07/02/2007	21:27	-	4	3009_Payroll Results Child Study/Treatment Ctr
13754	<input type="checkbox"/>	TIDALSAP	07/02/2007	21:20	-	3	3004_Payroll Results Naselle Youth Camp
13744	<input type="checkbox"/>	TIDALSAP	07/02/2007	20:41	-	2	3006_Payroll Results Special Commitment Center
13391	<input type="checkbox"/>	TIDALSAP	07/02/2007	20:40	-	2	3002_Payroll Results Maple Lane School
13741	<input type="checkbox"/>	TIDALSAP	07/02/2007	20:33	-	3	3000_Payroll Results DSHS Headquarters (00003)
13662	<input type="checkbox"/>	TIDALSAP	07/02/2007	20:32	-	5	3001_Payroll Results Echo Glen School
13806	<input type="checkbox"/>	TIDALSAP	07/02/2007	20:29	-	3	3003_Payroll Results Green Hill School
13388	<input type="checkbox"/>	TIDALSAP	07/02/2007	20:23	-	2	3007_Payroll Results Eastern State Hospital
13660	<input type="checkbox"/>	TIDALSAP	07/02/2007	19:26	-	1	3000_Payroll Results DSHS Headquarters

21 Spool requests displayed

21 Spool requests without output request

# ZCATA\_RETSFR Error Messages

## Statistics:

Number of unsuccessful postings: 66

Number of data records read: 66

Number of successful postings: 0

Exc.	Cxd	Pers.No.	Start Date	A/AType	Hours	Crcy	WT	Number	TMU	Amount	Type	Number
Message text												
<input type="checkbox"/>	X00	40000011	12/26/2008	9047	8.00		0.00					1
E		40000011	Not enough quota 42 for attendance/absence 9047 on 12/26/2008 for personnel no. 40000011:									
E		40000011	Record from 12/26/2008 with subtype 9047 could not be posted									
<input type="checkbox"/>	X00	40000012	12/26/2008	9047	1.20		0.00					2
E		40000012	Not enough quota 42 for attendance/absence 9047 on 12/26/2008 for personnel no. 40000012:									
E		40000012	Record from 12/26/2008 with subtype 9047 could not be posted									
<input type="checkbox"/>	X00	40000013	12/31/2008	9003	8.00		0.00					3
E		40000013	Not enough quota 31 for attendance/absence 9003 on 12/31/2008 for personnel no. 40000013:									
E		40000013	Record from 12/31/2008 with subtype 9003 could not be posted									

## ■ In the example above:

- The first messages indicate that there was not enough quota 42 (Personal Holiday-shift) for the absence wage type 9047 on 12/26/2008 for the personnel number.
- The bottom message tells you that there was not enough quota 31 (annual) for the absent wage type 9003 on 12/31/2008 for the personnel number.





# Gap 1 Time and Attendance Spool Request

State of Washington - HRMS  
Time and Leave Activity

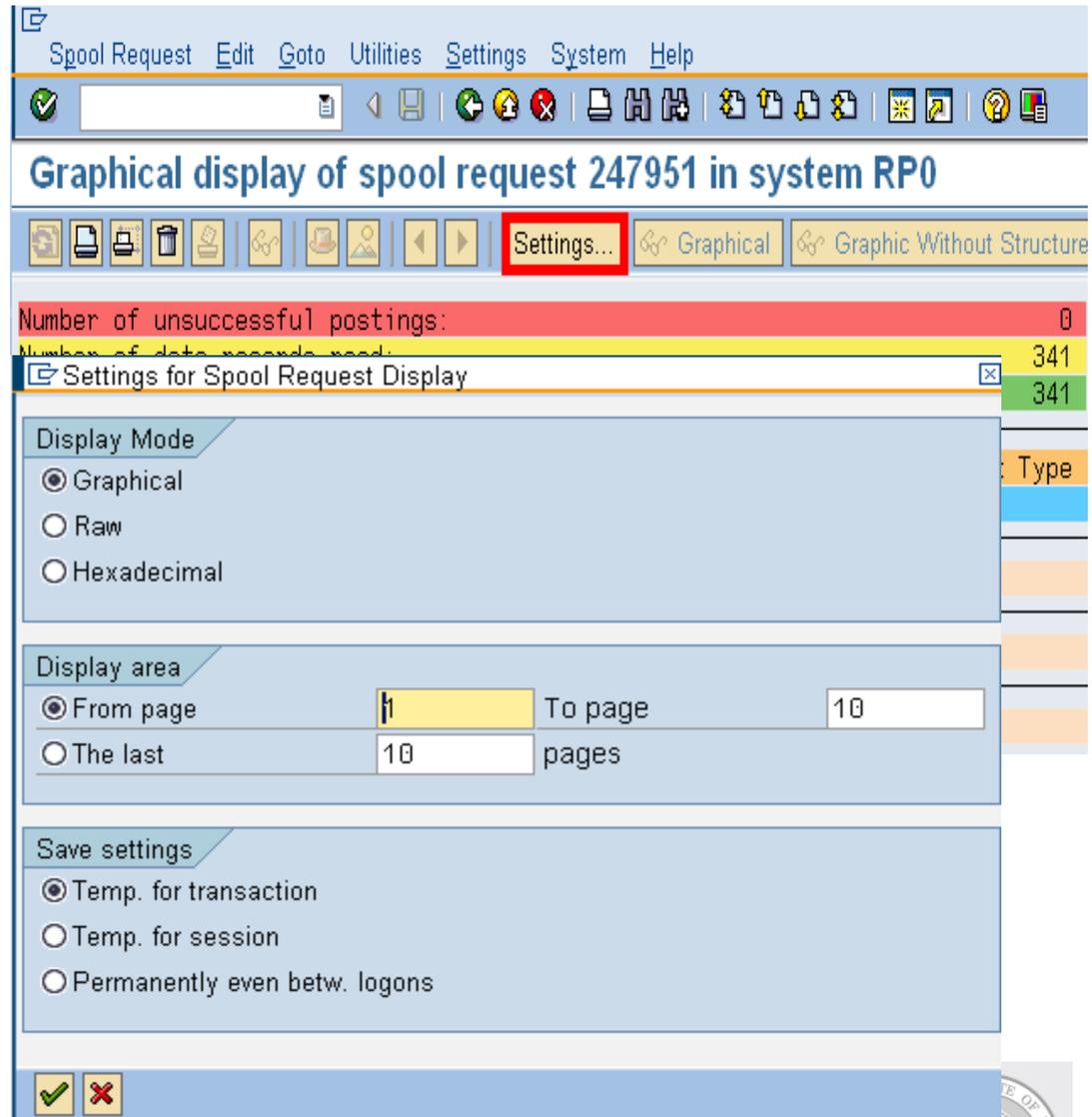
First Name	Begin Date	End Date	Msg. ID	Message Text	Wage Type	Abs. Type	Hours
BRIAN	00/00/0000	00/00/0000	E0195	Personnel number not active on 10/18/2010			0.00
BRIAN	10/16/2010	00/00/0000	E1137	Record was rejected during CATS processing.		9033	10.00
BRIAN	10/17/2010	00/00/0000	E1137	Record was rejected during CATS processing.		9033	10.00
BRIAN	10/18/2010	00/00/0000	E1137	Record was rejected during CATS processing.		9033	10.00
JESSICA	00/00/0000	00/00/0000	E0009	Attendance/absence 10/22/2010 - 10/22/2010 during non-working period (			0.00

- The Gap 1 Time and Attendance spool will only display if your agency provides a Gap1 file to HRMS.
- The message text will tell you what errors have occurred.



# Displaying more than 10 pages and Printing Spool

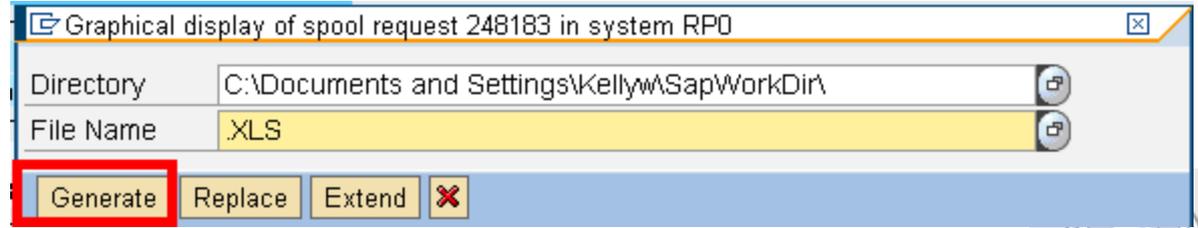
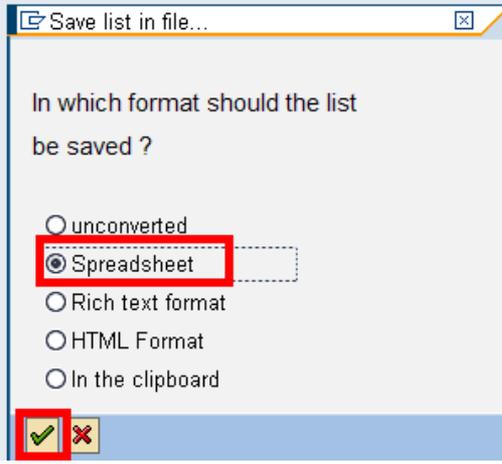
- Select the spool you want to view by selecting the  display button.
- If your file is more than 10 pages, click **Settings...**
- Enter the number of pages for your report in the *Display area*.
- Click  (Continue).
- An information window will pop up, click  (Continue).
- Click  (Print), if you need to print your report.



# Exporting Spool to Excel



- 1. From the Menu Bar, click **Spool Request/ Forward/ Save to local file.**
- 2. A **Save list in file** window will pop up, click the radio button by spreadsheet.
- 3. Click  (Continue).
- 4. A window to Choose the Directory of where you want to save your file will pop up. Enter a File Name for your document.
- 5. Click Generate.



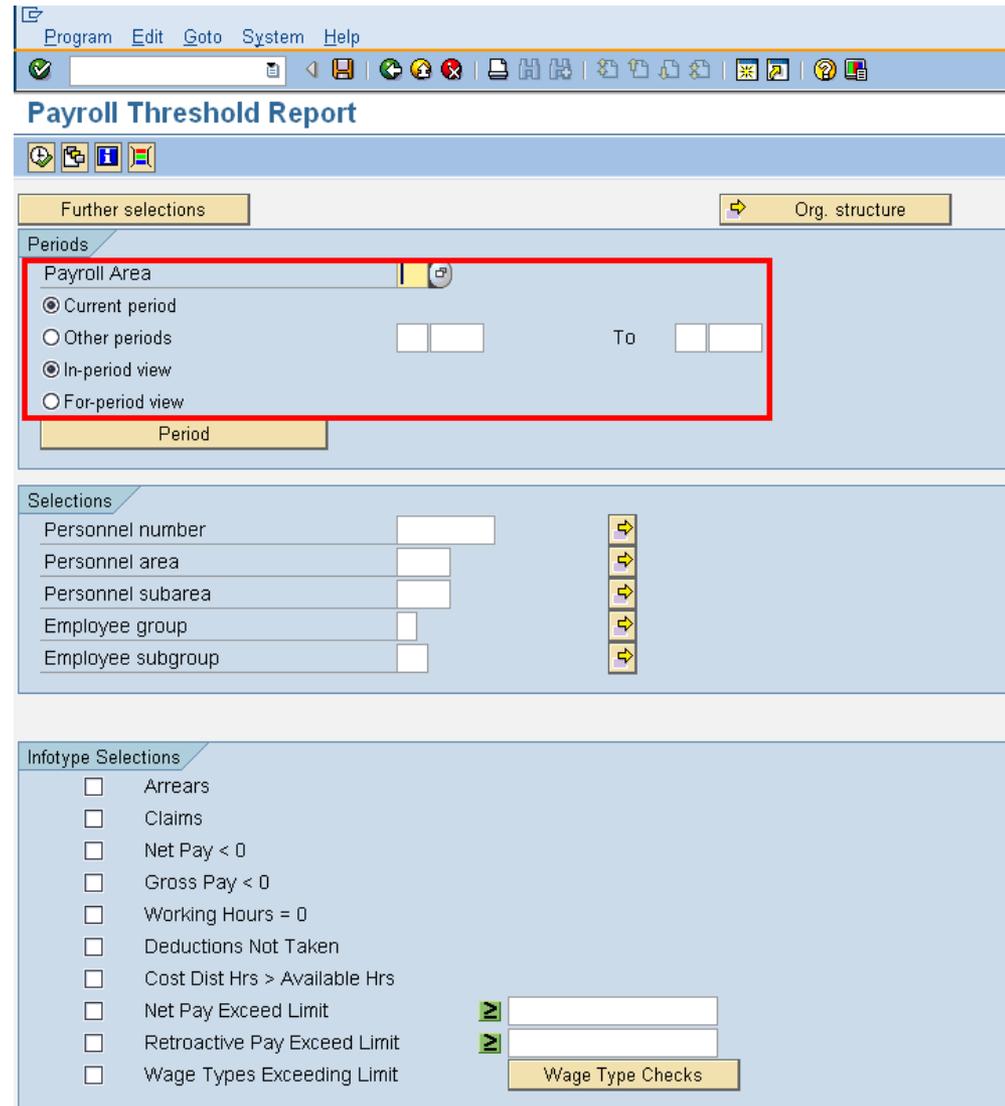
# Payroll Threshold Report

- Run the Payroll Threshold Report after payroll has been run by DES.
- The report checks the accuracy of payroll run by displaying issues that have arisen after payroll has been processed.
- Refer to the OLQR User Procedure: [Payroll Threshold Report](#)
- To access this report, use the transaction code: **ZHR\_RPTPYN09**



# Accessing the Payroll Threshold Report

1. Click  to access the screen shown to the right.
2. Enter the *Payroll Area*.
3. Choose to search by:
  - *Current period*
  - *Other periods*
  - *In-period view*
  - *For-period view*
  - Enter values as appropriate.



The screenshot shows the 'Payroll Threshold Report' application window. The title bar includes 'Program Edit Goto System Help'. Below the title bar is a toolbar with various icons. The main content area is divided into several sections:

- Further selections:** A button labeled 'Further selections' and a button labeled 'Org. structure'.
- Periods:** A section with a 'Payroll Area' dropdown menu. Below it are four radio button options: 'Current period' (selected), 'Other periods', 'In-period view', and 'For-period view'. There are also two date input fields labeled 'To'.
- Selections:** A section with five rows of input fields: 'Personnel number', 'Personnel area', 'Personnel subarea', 'Employee group', and 'Employee subgroup'. To the right of these fields are five downward-pointing arrow buttons.
- Infotype Selections:** A section with a list of checkboxes: 'Arrears', 'Claims', 'Net Pay < 0', 'Gross Pay < 0', 'Working Hours = 0', 'Deductions Not Taken', 'Cost Dist Hrs > Available Hrs', 'Net Pay Exceed Limit', 'Retroactive Pay Exceed Limit', and 'Wage Types Exceeding Limit'. The 'Net Pay Exceed Limit' and 'Retroactive Pay Exceed Limit' checkboxes are checked. To the right of these two rows are two input fields. Below this section is a button labeled 'Wage Type Checks'.

# Accessing the Payroll Threshold Report cont'd.

4 Choose a value to search by entering one of the following:

- Personnel number
- Personnel area
- Personnel subarea
- Employee group
- Employee Subgroup

5. Choose an area to validate by clicking the box:

- Arrears (created in current period)
- Claims
- Net pay<0
- Gross Pay <0
- Deductions not Taken
- Cost Dist Hrs>Available Hrs
- Net Pay Exceed Limit
- Retroactive Pay Exceed Limit
- Wage Types Exceeding Limit

6 Click  (**Execute**).



# Viewing Results: Payroll Threshold Report



## Payroll Threshold Report



### State of Washington Payroll Threshold Check

**Program:** ZHR\_RPTPYN09  
**User:** KELLYW  
**Date:** 12/17/2008  
**Period:** 12/16/2008 thru 12/31/2008

Pers...	Personnel Area Desc.	Hours	Rate	Amount	Wage Ty...	Wage Type Text	For Per...	In ...	Limit	Message
3000	DSHS Headquarters	0.00	0.00	2,179.45	/560	Amount paid			1,800.00	Net Amount Greater Than Acceptable Limit
3000	DSHS Headquarters	0.00	0.00	0.00		Amount paid			0.00	Neg Net Amount - Check Misc/Mandatory Deductions
3000	DSHS Headquarters	0.00	0.00	1,893.35		Amount paid			1,800.00	Net Amount Greater Than Acceptable Limit
3000	DSHS Headquarters	0.00	0.00	1,905.75		Amount paid			1,800.00	Net Amount Greater Than Acceptable Limit
3000	DSHS Headquarters	0.00	0.00	1,889.59		Amount paid			1,800.00	Net Amount Greater Than Acceptable Limit
3000	DSHS Headquarters	0.00	0.00	2,248.13		Amount paid			1,800.00	Net Amount Greater Than Acceptable Limit
3000	DSHS Headquarters	0.00	0.00	2,319.68		Amount paid			1,800.00	Net Amount Greater Than Acceptable Limit
3000	DSHS Headquarters	0.00	0.00	1,953.57		Amount paid			1,800.00	Net Amount Greater Than Acceptable Limit
3000	DSHS Headquarters	0.00	0.00	2,298.31		Amount paid			1,800.00	Net Amount Greater Than Acceptable Limit
3000	DSHS Headquarters	0.00	0.00	2,468.65		Amount paid			1,800.00	Net Amount Greater Than Acceptable Limit
3000	DSHS Headquarters	0.00	0.00	1,827.02		Amount paid			1,800.00	Net Amount Greater Than Acceptable Limit
3000	DSHS Headquarters	0.00	0.00	2,116.11		Amount paid			1,800.00	Net Amount Greater Than Acceptable Limit
3000	DSHS Headquarters	0.00	0.00	2,445.92		Amount paid			1,800.00	Net Amount Greater Than Acceptable Limit
3000	DSHS Headquarters	0.00	0.00	2,398.95		Amount paid			1,800.00	Net Amount Greater Than Acceptable Limit



# ***HRMS Activity***



**Run and View Payroll Threshold Report  
Exercise – Pg 14**

# Active Employee with No Retirement Deductions Taken Report

- Use to identify employees who did not have retirement subtracted from their pay during a particular payroll period.
- Run this report for a single pay period to validate that retirement deductions have been taken for all eligible employees.
- Refer to OLQR User Procedure: [Active Employees with No Retirement Deductions Taken](#)
- Access this report using the transaction code: **ZHR\_RPTPY024**



# Active Employee with No Retirement Deductions Taken Report

Program Edit Goto System Help

Active Employees With No Retirement Deductions Taken

Further selections Search helps Org. structure

Payroll period

Payroll area	11	from	10/01/2008	To	10/15/2008
<input checked="" type="radio"/> Current period	20	2008			
<input type="radio"/> Other period					

Selection

Personnel Number		
Personnel area	1110	
Personnel subarea		
Employee group		
Employee subgroup		

Additional Selection

Retirement Plan

Execute

1. Enter the *Payroll area*.
2. Search by *Current period* or *Other period*.
3. Choose a value to search by entering one or a combination of the following:

- *Personnel number (s)*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

4. Click  (**Execute**) to generate report.

# Viewing Results: Active Employee with No Retirement Deductions Taken

Report ID: ZHR\_RPTPY024  
User : KELLYW

State of Washington - HRMS  
Active Employees With No Retirement Deduction Taken

For the Pay Period 02.2010 01/01/2010 01/15/2010

Employee Name	Employee Number	Org Unit #	Org. Unit Title	Retire Plan	Current Time Worked	Old Time Worked	Warrant Reg. No.	Comment
3500 Sup of Pub Instruction								
Alvarez, Felix	20000002	31000028	650		88	0	P1002	Pos. elig, EE inelig

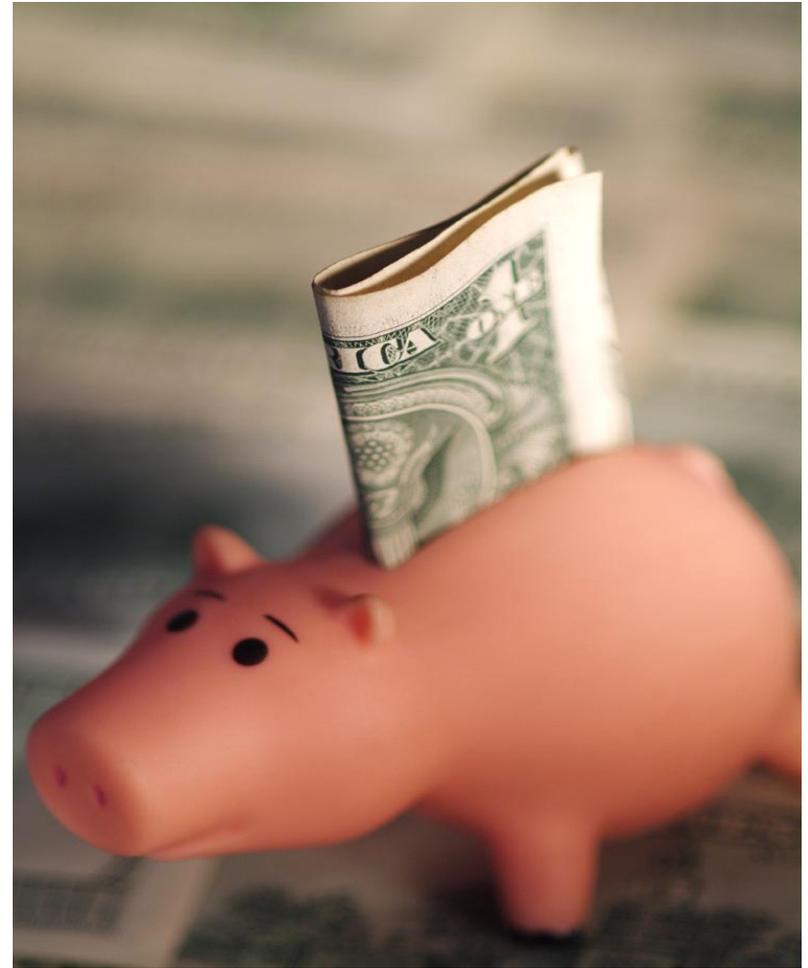


# Understanding Results: Active Employee with No Retirement Deductions Taken

<b>Position</b>	<b>Employee</b>	<b>Enrolled</b>	<b>Deduction Taken</b>	<b>Comment on Report</b>
Eligible	Eligible	Yes	Yes	Bypass employee
Eligible	Eligible	Yes	No	Pos. eligible, EE eligible, enrolled
Eligible	Eligible	No	Yes	Not possible; inconsistent
Eligible	Eligible	No	No	Pos. eligible, EE eligible, not enrolled
Eligible	Ineligible	Yes	Yes	Not possible, inconsistent
Eligible	Ineligible	Yes	No	Not possible; inconsistent
Eligible	Ineligible	No	Yes	Not possible, inconsistent
Eligible	Ineligible	No	No	OK but inconsistent
Ineligible	Eligible	Yes	Yes	OK but inconsistent
Ineligible	Eligible	Yes	No	Pos. ineligible, EE eligible, enrolled ; inconsistent

# Payroll Posting Report

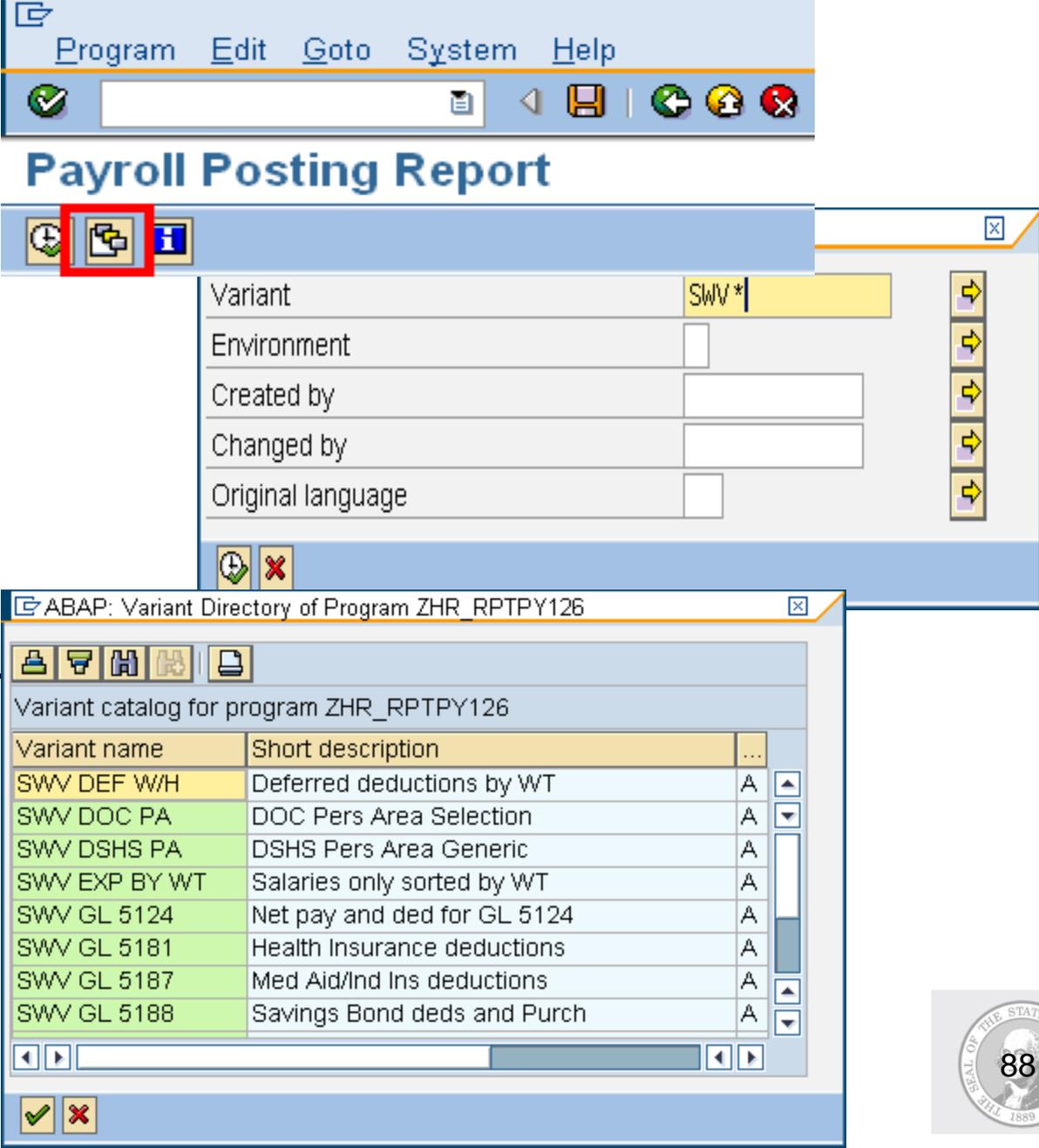
- The Payroll Posting Report displays all General Ledgers and the Cost Coding.
- This report reads payroll posting data after it has been processed through payroll.
- Refer to the OLQR User Procedure: [Payroll Posting Report](#)
- Access this report using the transaction code:  
**ZHR\_RPTPY126**



# Accessing Variants

■ To access a variants:

- Click  (Get Variant).
- Clear the created by field
- Click the Variant name you are selecting.
- Click  (Choose).



The screenshot shows two SAP dialog boxes. The top one is titled "Payroll Posting Report" and has a menu bar with "Program", "Edit", "Goto", "System", and "Help". Below the menu bar is a toolbar with icons for back, save, refresh, and cancel. The dialog contains a table with the following fields:

Variant	SWV*
Environment	
Created by	
Changed by	
Original language	

The bottom dialog box is titled "ABAP: Variant Directory of Program ZHR\_RPTPY126". It displays a table of variants:

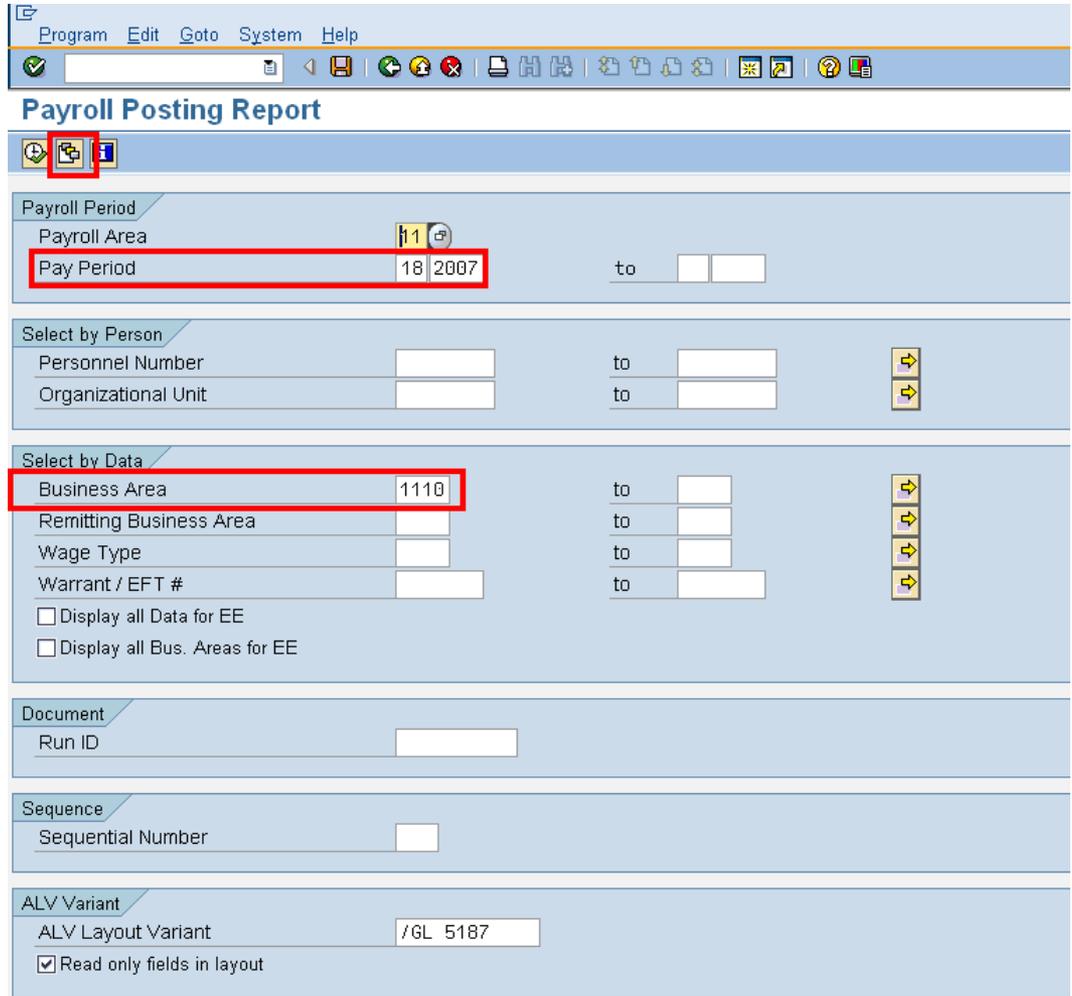
Variant name	Short description	
SWV DEF W/H	Deferred deductions by WT	A
SWV DOC PA	DOC Pers Area Selection	A
SWV DSHS PA	DSHS Pers Area Generic	A
SWV EXP BY WT	Salaries only sorted by WT	A
SWV GL 5124	Net pay and ded for GL 5124	A
SWV GL 5181	Health Insurance deductions	A
SWV GL 5187	Med Aid/Ind Ins deductions	A
SWV GL 5188	Savings Bond deds and Purch	A

# Payroll Posting Report

## ■ Fields to complete:

- Pay period
- Business Area

## ■ Click (**Execute**) to generate the report.



Program Edit Goto System Help

### Payroll Posting Report

Payroll Period

Payroll Area 11

Pay Period 18/2007 to

Select by Person

Personnel Number to

Organizational Unit to

Select by Data

Business Area 1110 to

Remitting Business Area to

Wage Type to

Warrant / EFT # to

Display all Data for EE

Display all Bus. Areas for EE

Document

Run ID

Sequence

Sequential Number

ALV Variant

ALV Layout Variant /GL 5187

Read only fields in layout

### Note:

If you are running this report for one employee, you **must** also include your business number.

# Payroll Posting Report

SAP  
 List Edit Goto Views Settings System Help

## Payroll Posting Report

Navigation icons: Print, Filter, Refresh, etc.

### State of Washington - HRMS Payroll Posting Report

Report ID: ZHR\_RPTPY126  
 User: KELLYW  
 Date: 10/27/2008  
 Period: From 09/01/2007 To 09/15/2007  
 Payroll Period: 18 . 2007  
 Payroll Area: 11  
 Run type: Production

Pay Peri...	BusA	Bus.area	Pers.No.	Last name	First name	G/L	Over. Gr	Medical Aid Group	WT	Long text	Number of	Amount	For-period	In-Period	Pmt date
								1110-4902 Admin & clerical			15,485.25	856.17-			
								1110-5300 Admin Field Personne			26,061.24	1,441.03-			
								1110-5307 EMP N.O.C.			639.00	126.84-			
											42,185.49	2,424.04-			

Select the roll-up icon to display each Medical Aid Group detailed information



# Wage Type Assignment

- Run this report to view the list of all HRMS wage types and view the General Ledger account the wage type will post to in OFM's Agency Financial Reporting System (AFRS)
- Refer to the OLQR User Procedure: [Wage Type Assignment - Display G/L Accounts](#)
- Access this report using the transaction code:  
**PC00\_M99\_DKON**



# Wage Type Assignment

## ■ Fields to complete: *Company Code*

- *Key Date*
- *Select Cost Planning*
- *Select Display as variable list*

## ■ Click (Execute) to generate the report.

Program Edit Goto System Help

Wage Type Assignment - Display G/L Accounts

Selection

Country Grouping	10	to	
Wage Type		to	
Company Code		to	
Key Date	10/23/2008		

Valuate Add. Modification

Consider Business Processes

- Payroll Results Posting
- Month End Accruals Posting
- Cost Planning

Output

- Display as tree
- Display as variable list



# Wage Type Assignment

■ This report displays:

- Wage Types
- Wage type name
- General Ledger number and name

Wage Type Assignment - Display G/L Accounts

WT	WType text	G/L Acct	Short Text
/401	TX Withholding Tax	5124000000	HR ONLY ACC SAL PAY
/402	TX Earned Income Credit P	5124000000	HR ONLY ACC SAL PAY
/403	TX EE Social Security Tax	5124000000	HR ONLY ACC SAL PAY
/404	TX ER Social Security Tax	5124000000	HR ONLY ACC SAL PAY
/405	TX EE Medicare Tax	5124000000	HR ONLY ACC SAL PAY
/406	TX ER Medicare Tax	5124000000	HR ONLY ACC SAL PAY
/432	TX ER Accident Fund Tax	5187000000	HR ONLY MED IND INS
/433	TX ER Medical Aid Fund Ta	5187000000	HR ONLY MED IND INS
/434	TX ER Suplmtal Pension Tx	5187000000	HR ONLY MED IND INS
/442	TX EE Suplmtal Pension Tx	5187000000	HR ONLY MED IND INS
/443	TX EE Medical Aid Fund Ta	5187000000	HR ONLY MED IND INS
/551	Retrocalc.difference	5999999999	HR ONLY CLEARING ACC
/552	Difference prev. Period	5999999999	HR ONLY CLEARING ACC
/559	Payment	5124000000	HR ONLY ACC SAL PAY
/561	Claim	5999999999	HR ONLY CLEARING ACC
/563	Claim from prev. period	5999999999	HR ONLY CLEARING ACC
1003	Pay Period Salary	6510AM0000	Initiative 732
1003	Pay Period Salary	6510NU0000	PENS BENE PMTS
1003	Pay Period Salary	6510AJ0000	STATE OTHER
1003	Pay Period Salary	6510ALSW15	HIGH ED STUDTS WS
1003	Pay Period Salary	6510AN0000	JUSTCS & JUDGS
1003	Pay Period Salary	6510AQ0000	STA FERRY SYS
1003	Pay Period Salary	6510AR0000	ELECTD OFFCLS
1003	Pay Period Salary	6510NW0000	NON FTE COMP
1003	Pay Period Salary	6510NW0000	NON FTE COMP
1003	Pay Period Salary	6510AL0000	HIGH ED STUDTS
1003	Pay Period Salary	6510AESW14	STATE SPECIAL SPEC
1003	Pay Period Salary	6510AASW01	STATE CLASS REG
1003	Pay Period Salary	6510AB0000	HIGH ED CLSF
1003	Pay Period Salary	6510ACSW01	STATE EXEMPT REG
1003	Pay Period Salary	6510AD0000	HIGH ED EXEMPT
1003	Pay Period Salary	6510AESW13	STATE SPECIAL BRD CO
1003	Pay Period Salary	6510AG0000	COMM ST PTL OF
1006	Base Rate / Daily Wage		
1007	Assignment Pay by Range	6510AASW04	STATE CLASS ASSG PY
1008	GrpC Loc AssignPy by Rng	6510AASW04	STATE CLASS ASSG PY

# Wage Type Reporter

- Use Wage Type Reporter to run analysis on wage types used in the payroll process.
- This report is used to identify transactions automatically recorded in the Agency State payroll Revolving Account 035 in General Ledger (GL) 5199- Other payables.
- Refer to the OLQR User Procedure: **Wage Type Reporter**
- To access this report, use the transaction code: **PC00\_M99\_CWTR**

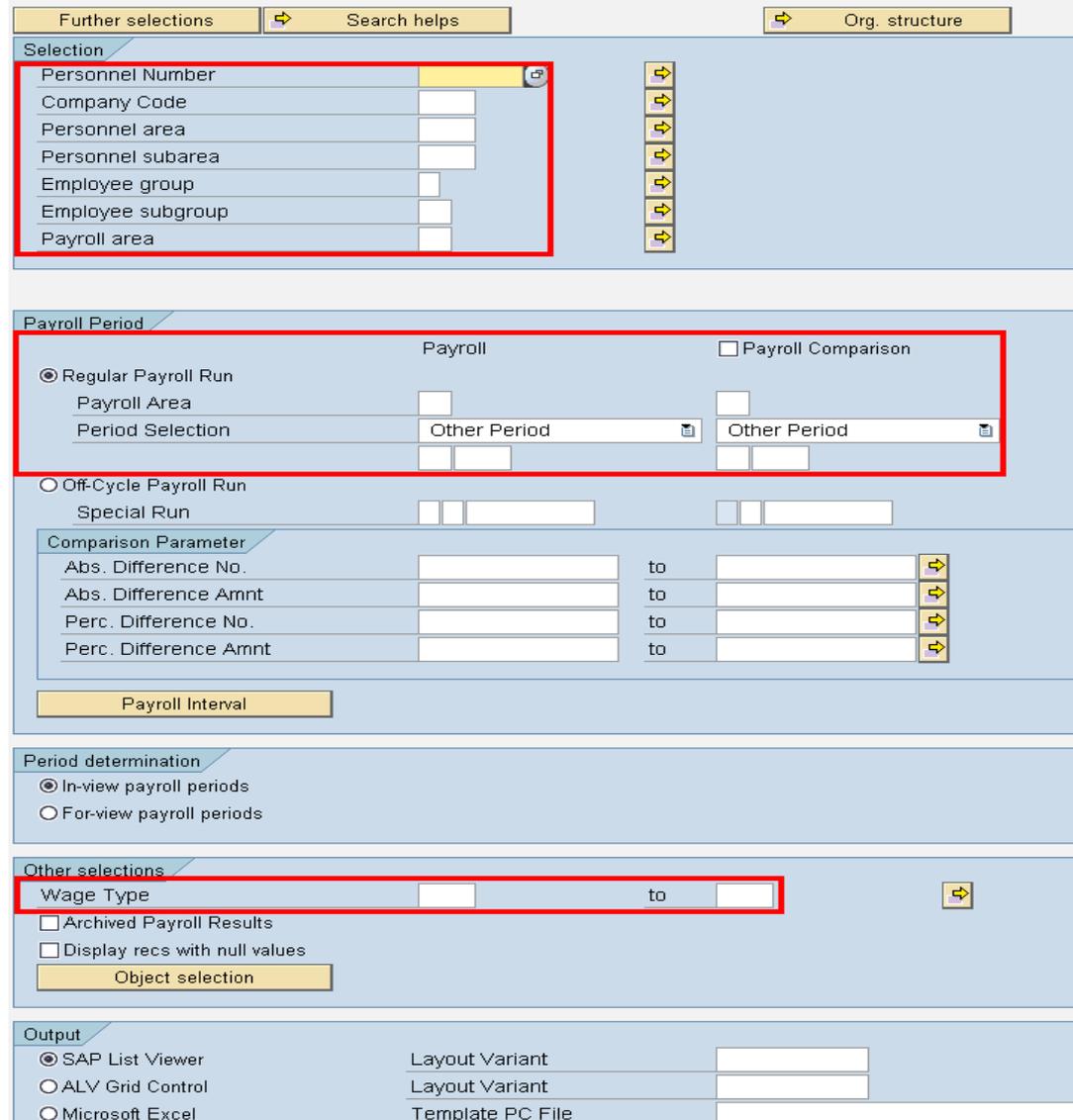
# Wage Type Reporter – Statewide Variants

- The following Variants have been created for statewide use:
  - **SWV GL 5199** – This report should be run each payroll to determine if the agency has any transactions that need to be transferred from the Agency 035 GL 5199 for employee deductions. It is also used in 035 Reconciliation.
  - **SWV HI ERSHARE-Employer** health insurance costs
  - **SWV DEF COMP-** Deferred compensation deduction



# Wage Type Reporter

1. Enter the selection criteria in the *Selection* area.
2. Enter the *Payroll Interval*.
3. Identify the *Wage types* to search.
4. Select the *Output*.
5. Click  **(Execute)**.



The screenshot shows the SAP Wage Type Reporter interface with several sections highlighted by red boxes:

- Selection:** Personnel Number, Company Code, Personnel area, Personnel subarea, Employee group, Employee subgroup, Payroll area.
- Payroll Period:** Payroll,  Payroll Comparison,  Regular Payroll Run, Payroll Area, Period Selection (Other Period), Off-Cycle Payroll Run, Special Run, Comparison Parameter (Abs. Difference No., Abs. Difference Amnt, Perc. Difference No., Perc. Difference Amnt).
- Period determination:**  In-view payroll periods,  For-view payroll periods.
- Other selections:** Wage Type,  Archived Payroll Results,  Display recs with null values, Object selection.
- Output:**  SAP List Viewer,  ALV Grid Control,  Microsoft Excel, Layout Variant, Template PC File.

# Viewing Results: Wage Type Reporter

Wage Type	Wage Type Long Text	Pers.No.	Last name First name	For-per...	Payment date	ε	Amount
2755	DOC Wellness Assn			200902	01/26/2009		1.50-
2755							<b>1.50-</b>
2987	Arrears to DRS subj W/H			200902	01/26/2009		7.74
	Arrears to DRS subj W/H			200902	01/26/2009		3.12
	Arrears to DRS subj W/H			200902	01/26/2009		3.99
	Arrears to DRS subj W/H			200902	01/26/2009		217.62
	Arrears to DRS subj W/H			200902	01/26/2009		2.22
	Arrears to DRS subj W/H			200902	01/26/2009		8.09
	Arrears to DRS subj W/H			200902	01/26/2009		15.92
	Arrears to DRS subj W/H			200902	01/26/2009		72.42
	Arrears to DRS subj W/H			200902	01/26/2009		421.40-
	Arrears to DRS subj W/H			200902	01/26/2009		6.76
	Arrears to DRS subj W/H			200902	01/26/2009		12.97

Use *SWV GL5199* to determine if the agency has any transactions that need to be transferred from the Agency 035 GL 5199 for employee deductions. It is also used in 035 Reconciliation.

# ***HRMS Activity***



**Run and View a Wage Type Reporter  
Exercise— Pg. 16**

# Remittance Detail Report

- *Is used to provide a list of warrants that are not mailed out centrally by OFM.*
- *This can act as the agencies Miscellaneous Deduction Register (MDR).*
- Refer to the OLQR User Procedure: **3rd Party Reconciliation**
- Access the Remittance Detail Report using the transaction code **PC00\_M99\_URMR**

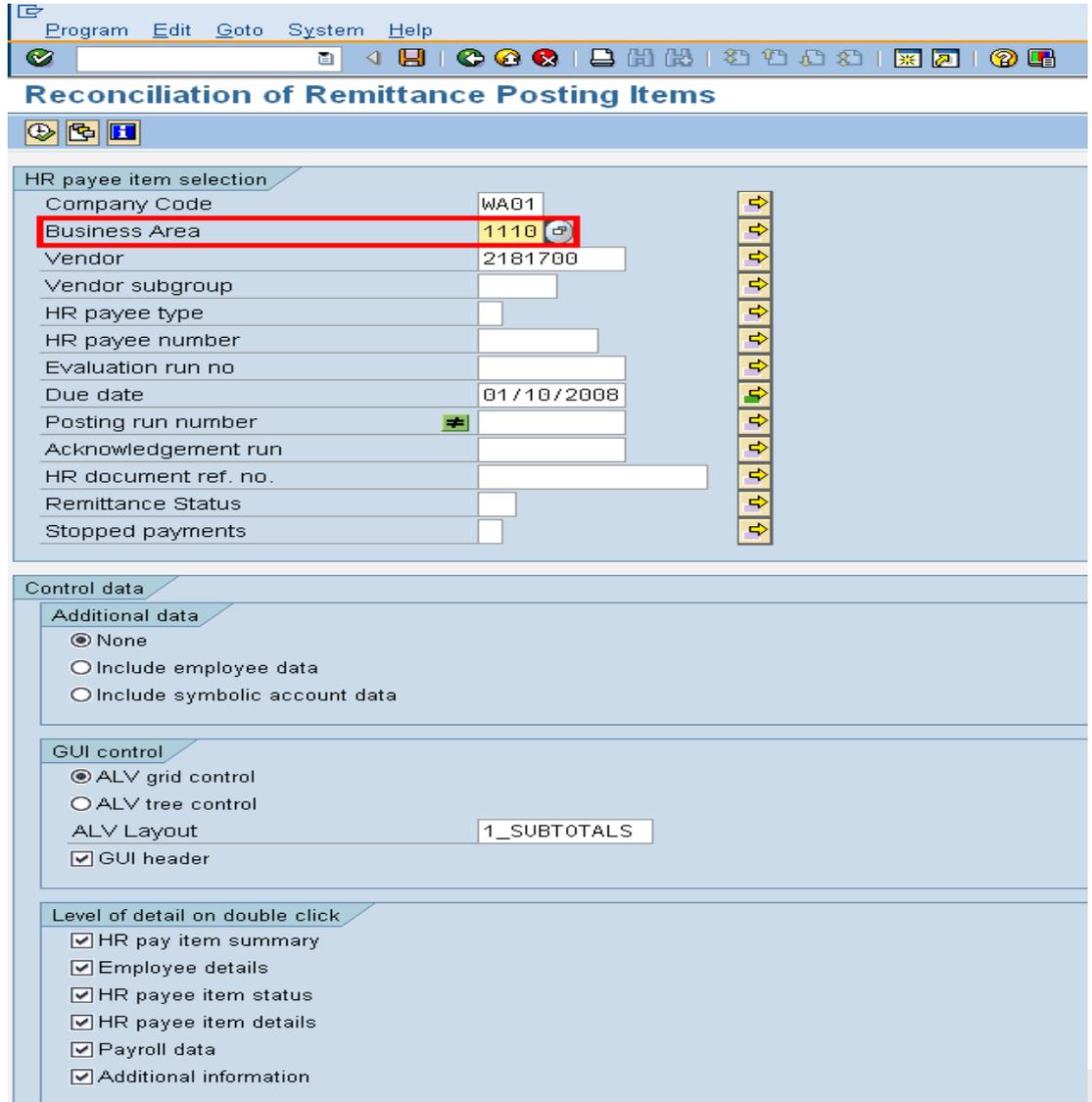


# Remittance Detail Report

## ■ Fields to complete:

- Company Code
- Business Area
- Vendor
- Due Date

■ Click  (**Execute**) to generate the report.



The screenshot shows the SAP 'Reconciliation of Remittance Posting Items' dialog box. The 'HR payee item selection' section contains the following fields:

Company Code	WAB1	
Business Area	1110	
Vendor	2181700	
Vendor subgroup		
HR payee type		
HR payee number		
Evaluation run no		
Due date	01/10/2008	
Posting run number		
Acknowledgement run		
HR document ref. no.		
Remittance Status		
Stopped payments		

The 'Control data' section includes:

- Additional data:**
  - None
  - Include employee data
  - Include symbolic account data
- GUI control:**
  - ALV grid control
  - ALV tree control
  - ALV Layout: 1\_SUBTOTALS
  - GUI header
- Level of detail on double click:**
  - HR pay item summary
  - Employee details
  - HR payee item status
  - HR payee item details
  - Payroll data
  - Additional information

# Remittance Detail Report

Reconciliation Edit Goto System Help

Remittance Detail - Overview

HR payee items

Co...	BusA	Vendor	HR PType	HR payee	EvalRun	...	Amount	Crcy	Payday	Due	TranDate	Pay. date
W...	2350	2170900	1	170	17		127.08	USD	01/11/2010	01/11/2010	12/22/2010	
						-	127.08	USD				
		2170900				..	127.08	USD				
	2350	2181700	2	1	17		2,890.92	USD	01/11/2010	01/11/2010	12/22/2010	
	2350		2	2	17		1,265.44	USD	01/11/2010	01/11/2010	12/22/2010	
	2350		2	3	17		1,265.44	USD	01/11/2010	01/11/2010	12/22/2010	
	2350		2	4	17		295.96	USD	01/11/2010	01/11/2010	12/22/2010	
	2350		2	5	17		295.96	USD	01/11/2010	01/11/2010	12/22/2010	
						-	6,013.72	USD				
		2181700				..	6,013.72	USD				
W...						...	6,140.80	USD				
						....	6,140.80	USD				

- Print this report by Vendor number to send as the MDR with the warrant.
- To view the report detail double click on the dark yellow line numbers.



# Remittance Detail Print Preview

Print Preview of LOCL Page 00001 of 00002

SAP System

■ Agencies can print the remittance detail and send to vendors along with their payments

■ Displays:

- Vendor Name
- Amount being sent
- Due Date
- Number of employees
- Employee's personnel number
- SSN
- Amount being paid by each employee

Reconciliation of remittance posting items

Remittance summary

*HR payee item*

Company Code	:	WA01 STATE OF WASHINGTON
Company Name	:	STATE OF WASHINGTON
Vendor	:	2170900 WA FEDERATION OF STATE EMPLOYE
Name 2	:	
Name 3	:	
Street	:	1212 JEFFERSON ST SE STE 300
Po Box	:	
City	:	OLYMPIA
Region	:	WA
Postal Code	:	98502
Vendor name	:	WA FEDERATION OF STATE EMPLOYE
Reference Document	:	HR 0001400000
Business Area	:	2350
HR payee type	:	1 Other payee(s)
HR payee number	:	00000170 Wash Fed St Employee1.37%
HR payee	:	Wash Fed St Employee1.37%
Evaluation run no	:	0000000017
Payment amount	:	127.08 USD
Currency	:	USD
Due date	:	01/11/2010

Employee details

Number of employees : 000005

Employee	Social Security No.	Total Amount
40000181 RODRIGUEZ BARB	500-10-1131	32.09
40000182 RODRIGUEZ ELSIE	500-10-1132	32.09



# Step 5: Exit Payroll



- The final step in the processing of payroll is exiting payroll.
- DES prepares the payroll data for printing of warrants and ACH transmission.
- DES is responsible for exiting payroll. Exiting of payroll occurs on the morning of Day 4 prior to Day 4 activities starting.

# Review Questions.

- True or False?

ALAS errors are caused by claims from prior periods that are not offset in the current period.

---

- When do agencies need to check their spool file?  
What is the transaction code to access the spool file?

On each of the payroll processing days to verify that they do not have errors with the time transfer, payroll processing. SP01

Reports to run after payroll  
is exited



# Reports to run after payroll is exited

- Upon completion of this section, you will be able to access key HRMS payroll processing reports including:
  - Payroll Journal (**ZHR\_RPTPPYN33**)
  - Negative Summary Records (**ZHR\_RPTPY455**)
  - Wages Not Subject to OASI/Medicare (**ZHR\_RPTPY632**)
  - Payroll Results Table (**PC\_PAYRESULT**)
  - Accrued and Mandatory Deduction Reports (**ZHR\_RPTPY010**)
  - Warrant/ACH register and Summary (**ZHR\_RPTPY635**)
  - Employee Year to Date (YTD) Payroll register (**ZHR\_RPTPY646**)
  - Payroll Posting Report (**ZHR\_RPTPY126**)



# Payroll Journal

- This report is used for Payroll certification based on the State of Washington Office of Financial Management State Administrative & Accounting Manual (SAAM) Chapter 25.20.30.  
<http://www.ofm.wa.gov/policy/25.20.htm>
- Before you can receive current results, DES must execute a payroll run and have stored results during a payroll cycle.
- Signatures for certification should not occur until DES has processed their final run for the payroll cycle and DES has generated warrants and ACH.
- Access the Payroll Journal using the transaction code **ZHR\_RPTPYN33**



# Payroll Journal

## ■ Fields to complete:

- Payroll area
- Current Period
- Other Period
- Personnel Area
- Personnel subarea

■ Click  (**Execute**) to generate the report.

Program Edit Goto System Help

Payroll Journal

Further selections Org. structure

Periods

Payroll Area

Current period

Other periods To

In-period view

For-period view

Selections

Personnel number

Personnel area

Personnel subarea

Employee group

Employee subgroup

Additional Selections

Organizational Key

Business Area

Print only Totals sheets



# Viewing Results: Payroll Journal

## Screen 2 of 2



Run Date: 01/21/2009  
Page : 1

Pay Date : 12/24/2008

Med Aid	Retire	Deductions	Net Pay
6.83	160.25	678.89	1,612.71
6.75	192.11	171.96	2,269.02
6.75	156.39	421.85	1,622.96
20.33	508.75	1,272.70	5,504.69

### Note:

If there are mid period transfers, the transferring employees entire pay for period will appear on both the gaining and the losing agencies Payroll Journal.

# ***HRMS Activity***



**Run and View the Payroll Journal  
Exercise– pg. 18**

# Negative Summary Records Report

- Use the Negative Summary Records report to identify any negative third party remittances that may have been generated from:
  - Warrant cancellation
  - Credit / Miscellaneous Deductions
  - Retroactive Change
- Run this report for every payroll to have documentation of any negative deductions and for fund reconciliation.
- Refer to the OLQR User Procedure: [Negative Summary Records](#)
- Access the Negative Summary Records report using the transaction code **ZHR\_RPTPY455**.

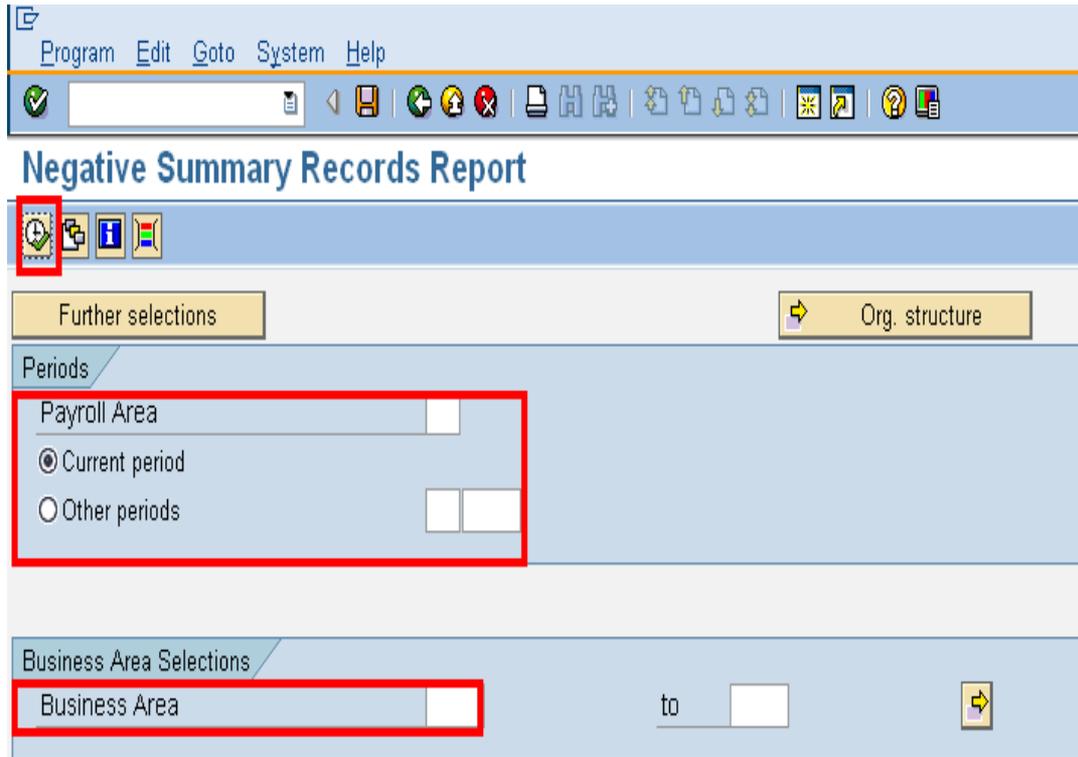


# Negative Summary Records Report

## ■ Fields to complete:

- Payroll Area
- Other Periods
- Business Area

## ■ Click (Execute) to generate the report.



The screenshot shows a software application window titled "Negative Summary Records Report". The window has a menu bar with "Program", "Edit", "Goto", "System", and "Help". Below the menu bar is a toolbar with various icons. The main content area is divided into several sections:

- Further selections**: A button labeled "Further selections" and a button labeled "Org. structure".
- Periods**: A section with a "Payroll Area" dropdown menu, a radio button for "Current period", and a radio button for "Other periods" with two adjacent input fields.
- Business Area Selections**: A section with a "Business Area" dropdown menu, a "to" label, another input field, and an "Execute" button.

Red boxes highlight the "Execute" icon in the toolbar, the "Current period" radio button, the "Other periods" radio button and its input fields, and the "Business Area" dropdown menu.

**Note:** If no records are found you will receive the message No Negative 3<sup>rd</sup> Party Remittance Records Found

# Negative Summary Records

List Edit Goto System Help

**Negative Summary Records Report**

Report ID: ZHR\_RPTPY455 State of Washington - HRMS Run Date: 06/20/2013  
 User : KELLYW Negative Summary Records - Summary View Page : 1

Business Area : 3000 - Dept of Social & Health Serv.  
 Payroll Period: 11 / 2013

Warrant Register	Payee Vendor Name	Payee Vendor ID	Amount
P1312	CONNECTICUT REVENUE SERVICES	2158300	38.50-

Click on the  (detail) for further detail

List Edit Goto System Help

**Negative Summary Records Report**

Report ID: ZHR\_RPTPY455 State of Washington - HRMS Run Date: 06/20/2013  
 User : KELLYW Negative Summary Records - Details View Page : 1

Business Area : 3000 - Dept of Social & Health Serv.  
 Payroll Period: 11 / 2013 Payee Vendor Name : 2158300 - CONNECTICUT REVENUE SERVICES

Personnel Number	Personnel Name	Payee Type	Personnel Area Code	Personnel Area	Deduction Wage Type Code	Deduction Wage Type Text	Amount
Personnel Number and Name removed		Regular Deductions	3000	DSHS Headquarters	2683	Connecticut St W/H Tax	38.50-



# Wages Not Subject to OASI/Medicare

- Displays employees who have wages not subject to OASI and Medicare.
  - Employees exempt from OASI.
  - Employees over OASI maximum
  - Sick leave buyout not subject due to death or disability
  - Dependant care
  - Pretax insurance
- Refer to the OLQR User Procedure: **Wages Not Subject to OASI/Medicare**
- Access the Wages Not Subject to OASI/Medicare report using the transaction code **ZHR\_RPTPY632**

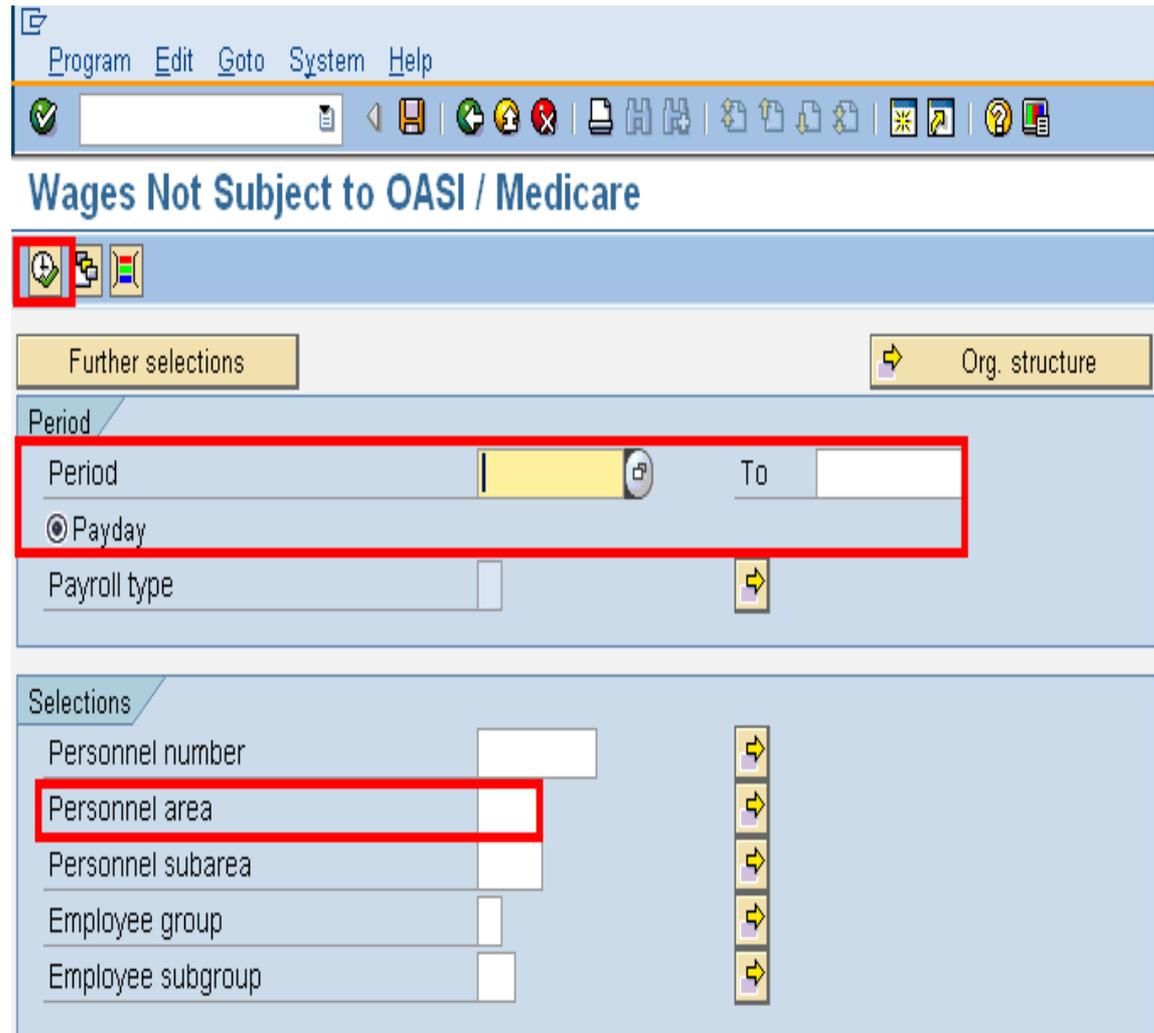


# Wages Not Subject to OASI/Medicare

## ■ Fields to complete:

- Period to date
- Personnel area

## ■ Click (**Execute**) to generate the report.



Program Edit Goto System Help

Wages Not Subject to OASI / Medicare

Further selections Org. structure

Period

Period | To

Payday

Payroll type

Selections

Personnel number

Personnel area

Personnel subarea

Employee group

Employee subgroup



# Wages Not Subject to OASI/Medicare

Screen 2 of 2



ington - HRMS Run Date: 01/21/2011  
 or Period From 01/01/2010 To 01/31/2010 Page : 1

Social Security			Medicare		
Noncash Subject	Gross Not Subject	Gross Subject	Noncash Subject	Gross Not Subject	Gross Subject
0.00	124.50	5,752.50	0.00	124.50	
0.00	124.50	5,752.50	0.00	124.50	



# Payroll Results Table

- Used to view the stored payroll results for a specific payroll run.
- Refer to the OLQR User Procedure: **Payroll Results**
- Access the Payroll Results Table by using the transaction code **PC\_PAYRESULT**



# Payroll Results Table

- Enter the Personnel number.
  - To search for multiple personnel numbers use the  (**Multiple selection**).
- Click  (**Enter**).

Personnel number Edit Goto Tables System Help

Display payroll results

Selection

Personnel number 

all results from

Personnel numbers selected

Res.	Pers.No.	Name
------	----------	------

Overview of Payroll Results

... Payment date	... For-Period	In-Period	Start/FP
------------------	----------------	-----------	----------

# Payroll Results Table

- In the *Personnel numbers selected* area, click the *Pers.No.* you wish to view.
- Payroll results for the chosen person are shown in the *Payroll Results* area.
- Double-click on the record you'd like to view in the *Payroll Results* area.

The screenshot shows a software interface with a menu bar (Personnel number, Edit, Goto, Tables, System, Help) and a toolbar. Below the menu is a search area with a text box containing '40000235' and a search icon. The main area is titled 'Payroll Results PHILLIPS MICHAEL / USA'. On the left, a table shows 'Personnel numbers selected' with one entry: '40000235 PHILLIPS MICHAEL'. The main table displays payroll records with columns: Res., Pers.No., Name, Payment date, For-Period, In-Period, Start/FP, End/FP, OC..., P..., and P... The records are listed from 02/11/2008 to 03/10/2010.

Res.	Pers.No.	Name	Payment date	For-Period	In-Period	Start/FP	End/FP	OC ...	OC ...	P...	P...
A	40000235	PHILLIPS MICHAEL	02/11/2008	03.2008	03.2008	01/16/2008	01/31/2008			11	11
A			02/25/2008	04.2008	04.2008	02/01/2008	02/15/2008			11	11
A			03/10/2008	05.2008	05.2008	02/16/2008	02/29/2008			11	11
A			03/25/2008	06.2008	06.2008	03/01/2008	03/15/2008			11	11
A			04/10/2008	07.2008	07.2008	03/16/2008	03/31/2008			11	11
A			04/25/2008	08.2008	08.2008	04/01/2008	04/15/2008			11	11
A			05/09/2008	09.2008	09.2008	04/16/2008	04/30/2008			11	11
A			05/23/2008	10.2008	10.2008	05/01/2008	05/15/2008			11	11
A			06/10/2008	11.2008	11.2008	05/16/2008	05/31/2008			11	11
A			06/25/2008	12.2008	12.2008	06/01/2008	06/15/2008			11	11
A			07/10/2008	13.2008	13.2008	06/16/2008	06/30/2008			11	11
A			07/25/2008	14.2008	14.2008	07/01/2008	07/15/2008			11	11
A			08/11/2008	15.2008	15.2008	07/16/2008	07/31/2008			11	11
A			08/25/2008	16.2008	16.2008	08/01/2008	08/15/2008			11	11
A			09/10/2008	17.2008	17.2008	08/16/2008	08/31/2008			11	11
P			09/25/2008	18.2008	18.2008	09/01/2008	09/15/2008			11	11
A			09/25/2008	18.2008	19.2008	09/01/2008	09/15/2008			11	11
A			10/10/2008	19.2008	19.2008	09/16/2008	09/30/2008			11	11
A			10/24/2008	20.2008	20.2008	10/01/2008	10/15/2008			11	11
A			11/10/2008	21.2008	21.2008	10/16/2008	10/31/2008			11	11
A			12/10/2008	22.2008	23.2008	11/01/2008	11/15/2008			11	11
A			12/10/2008	23.2008	23.2008	11/16/2008	11/30/2008			11	11
A			02/10/2009	24.2008	03.2009	12/01/2008	12/15/2008			11	11
A			02/10/2009	01.2009	03.2009	12/16/2008	12/31/2008			11	11
A			02/10/2009	02.2009	03.2009	01/01/2009	01/15/2009			11	11
A			02/10/2009	03.2009	03.2009	01/16/2009	01/31/2009			11	11
A			02/25/2010	24.2009	04.2010	12/01/2009	12/15/2009			11	11
A			02/25/2010	01.2010	04.2010	12/16/2009	12/31/2009			11	11
A			02/25/2010	02.2010	04.2010	01/01/2010	01/15/2010			11	11
A			02/25/2010	03.2010	04.2010	01/16/2010	01/31/2010			11	11
A			02/25/2010	04.2010	04.2010	02/01/2010	02/15/2010			11	11
A			03/10/2010	05.2010	05.2010	02/16/2010	02/28/2010			11	11

# Payroll Results Table

- A list of payroll information for the chosen employee displays in the *Payroll Results Area*.
- To view the payroll results for this employee, double-click on **RT** in the *Name* column.
  - You can also highlight **RT** and click **Display**.

Personnel number Edit Goto Tables System Help

Display payroll results

Selection

Personnel number

all results from

Personnel numbers selected PHILLIPS MICHAEL / Seq.nr. 00251 (02/16/2010 - 02/28/2010)

Res.	Pers.No.	Name	Name	Name	Num...
■	40000235	PHILLIPS MICHAEL	WPBP	Work Center/Basic Pay	1
			RT	Results Table	109
			RT_	Results Table (Collapsed Display)	109
			CRT	Cumulative Results Table	224
			BT	Payment Information	1
			C0	Cost Distribution	1
			C1	Cost Assignment from Different Infotypes	1
			V0	Variable Assignment	8
			PCALAC	Status info. for subsequent programs	1
			VERSION	Information on Creation	1
			PCL2	Update information PCL2	1
			VERSC	Payroll Status Information	1
			TAX	Employee tax details	2
			TAXR	Residence and unemployment tax details	4
			TAXPR	Tax proration table	1
			TCRT	Cumulated tax results	417
			NAME	Name of Employee	1
			ADR	Address	1
			PERM	Personal Characteristics	1
			MODIF	Modifiers	1
			COSTS	HR-PAY-US: table type for COSTS	30

# Display Payroll Results

■ This screen indicates that the payroll results for the chosen employee have successfully been captured.

■ The report allows you to view:

- Total gross pay
- Social Security Tax

List Edit Goto System Help

Tables / field strings of payroll result

**Payroll Results**

Personnel No. 40000235 PHILLIPS MICHAEL - USA

Seq. number 00251 - accounted on 12/23/2010 - current result

For-Period 05.2010 (02/16/2010 - 02/28/2010)

In-Period 05.2010 (Fin.: 02/28/2010)

**Table RT - Results Table**

PReg	WT	Wage	Type	Text	WC	C1	C2	C3	Assign:AltPay	CA	BT	Abs
Var	To	Unit	Rate						Number	Amount		
*		/101		Total gross								4,967.00
*		/102		401(k) Wages								4,967.00
*		/109		ER benefit contributions								636.25
*		/110		Net payments/Deductions								618.51
*		/114		Base wage for BSI								4,967.00
*		/181		Spcl Union Due (Regular)								4,967.00



# ***HRMS Activity***



**Run and View the Payroll Results Table  
Exercise – Pg. 20**

# Accrued and Mandatory Payroll Deduction Reports

- Used to show:
  - Medical aid and industrial insurance
  - Court payments
  - Social Security and Medicare for both employees and employer
  - Retirement summaries by plan
- Refer to the OLQR User Procedure:  
[Accrued and Mandatory Payroll Deductions](#)
- Access this report by using the transaction code **ZHR\_RPTPY010**.



# Accrued and Mandatory Payroll Deduction Reports

Program Edit Goto System Help

Accrued and Mandatory Payroll Deduction Reports

Further selections Org. structure

Periods

Payroll Area

Current period To

Other periods

In-period view

For-period view

Period

Selections

Personnel number

Personnel area

Personnel subarea

Employee group

Employee subgroup

Select Report Type

Accrued Payroll Deduction Reports

Medical Aid

Court Payments

Mandatory Deductions

Federal Tax

Retirement Plans

■ Click **Payroll period** to access the screen shown to the left.

■ Enter the *Payroll Area*.

■ Enter the Period to search by:

– *Current period*

– *Other periods*

– *In-period view*

– *For-period view*

– Enter values as appropriate.

■ Enter the appropriate selection in the Selections field.

■ Select the *Report Type*.

■ Click  **(Execute)**.

# Viewing Results: Accrued and Mandatory Payroll Deduction Reports – Medical Aid

Report ID: ZHR_RPTPY010 User : KELLYW State of Washington - HRMS Accrued and Mandatory Payroll Deductions Run Date: 01/21/2009 Page : 1									
Pay Date 01/26/2009		Medical Aid and Industrial Insurance					Pay Period 01/01/2009 - 01/15/2009		
Personnel Area		2250 Washington State Patrol							
Warrant Register		P0902							
Risk Class	Employee Sup. Pension	Employee Medical Aid	Employee Total	State Accident Fund	State Medical Aid	State Sup. Pension	State Total	Total Deduction	
4902	1,925.28	1,748.46	3,673.74	4,762.66	1,748.46	1,925.28	8,436.40	12,110.14	
5307	1,094.51	4,602.33	5,696.84	14,421.56	4,602.33	1,094.51	20,118.40	25,815.24	
6803	35.94	185.98	221.92	807.64	185.98	35.94	1,029.56	1,251.48	
6804	2.84	7.78	10.62	18.60	7.78	2.84	29.22	39.84	
7103	3,666.00	17,104.09	20,770.09	53,678.32	17,104.09	3,666.00	74,448.41	95,218.50	
<b>TOTALS</b>	6,724.57	23,648.64	30,373.21	73,688.78	23,648.64	6,724.57	104,061.99	134,435.20	



# Viewing Results: Accrued and Mandatory Payroll Deduction Reports – Court Payment

Report ID: ZHR_RPTPY010		State of Washington - HRMS		Run Date: 12/01/2008	
User : KELLYW		Accrued and Mandatory Payroll Deductions		Page : 1	
Pay Date 10/24/2008	Court Payment Accruals			Pay Period 10/01/2008 - 10/15/2008	
Personnel Area	1950 Liquor Control Board				
Warrant Register	P0820				
Employee Court Payments				Employee Total	
3005 — Garnish: Writs				1,600.93	
<b>TOTAL:</b>				1,600.93	



# Viewing Results: Accrued and Mandatory Payroll Deduction Reports – Employee/State Mandatory Deductions

EMPLOYEE								STATE			TOTAL DEDUCTION
W/H TAX	O.A.S.I.	MEDICARE	EMPLOYEE TOTAL	O.A.S.I.	MEDICARE	STATE TOTAL					
668,913.72	154,656.00	80,698.48	904,268.20	154,656.00	80,698.48	235,354.48	1,139,622.68				



# Viewing Results: Accrued and Mandatory Payroll Deduction Reports – Retirement Plans

Accrued and Mandatory Payroll Deduction Reports				
Report ID: ZHR_RPTPY010		State of Washington - HRMS		Run Date: 01/21/2009
User : KELLYW		Employee / State Mandatory Deductions		Page : 1
Pay Date 01/26/2009	Retirement Plans		Pay Period 01/01/2009 - 01/15/2009	
Personnel Area	2250 Washington State Patrol			
Warrant Register	P0902			
Plan	Employee Total	State Total	Total Deduction	
N2	8,475.80	12,218.88	20,694.68	
P1	8,589.11	11,895.88	20,484.99	
P2	97,182.26	147,696.90	244,879.16	
P3	30,551.46	36,018.88	66,570.34	
S1	188,338.13	222,606.90	410,945.03	
S2	41,773.67	49,374.70	91,148.37	
<b>TOTALS</b>	374,910.43	479,812.14	854,722.57	

■ Only applicable plans will display on this report



# ***HRMS Activity***



**Run Accrued & Mandatory Payroll Deductions  
Exercise – 22**

# Warrant/ACH Register and Summary

- Displays both detail and summary information for warrants and ACH.
- Refer to the OLQR User Procedure: [Warrant/ACH Register and Summary](#)
- Access the Warrant/ACH Register and Summary by using the transaction code **ZHR\_RPTPY635**



# Warrant/ACH Register and Summary

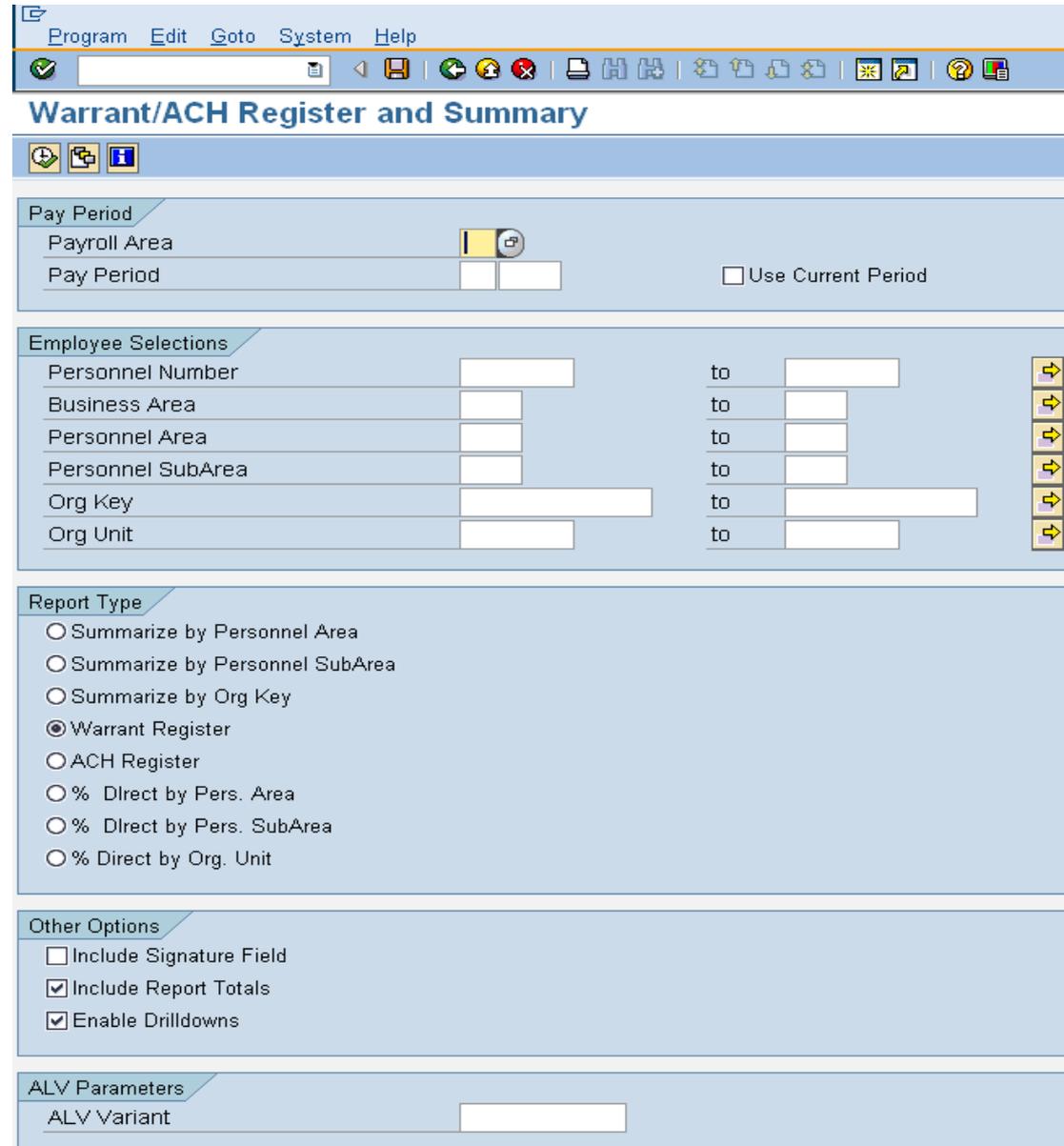
## ■ Fields to complete:

- Payroll Area
- Period
- Personnel area

## ■ Select either:

- Summarize by Personnel Area
- Summarize by Personnel SubArea
- Summarize by Org Key
- Warrant Register
- ACH Register
- % Direct by Pers. Area
- % Direct by Pers. SubArea
- % Direct by Org. Unit

■ Click  (Execute) to execute the report.



The screenshot shows the SAP 'Warrant/ACH Register and Summary' report configuration interface. It includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main configuration area is divided into several sections:

- Pay Period:** Fields for 'Payroll Area' (with a dropdown arrow), 'Pay Period' (with two input boxes), and a checkbox for 'Use Current Period'.
- Employee Selections:** A table with columns for selection criteria and 'to' values, with dropdown arrows on the right.

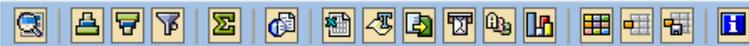
Selection Criteria	Value	to	Value
Personnel Number	[input]	to	[input]
Business Area	[input]	to	[input]
Personnel Area	[input]	to	[input]
Personnel SubArea	[input]	to	[input]
Org Key	[input]	to	[input]
Org Unit	[input]	to	[input]
- Report Type:** Radio buttons for different summarization options:
  - Summarize by Personnel Area
  - Summarize by Personnel SubArea
  - Summarize by Org Key
  - Warrant Register
  - ACH Register
  - % Direct by Pers. Area
  - % Direct by Pers. SubArea
  - % Direct by Org. Unit
- Other Options:** Checkboxes for:
  - Include Signature Field
  - Include Report Totals
  - Enable Drilldowns
- ALV Parameters:** A field for 'ALV Variant' with an input box.

# Warrant/ACH Register and Summary

## Summary by Personnel SubArea



### Warrant/ACH Register and Summary



#### State of Washington - HRMS Warrant / ACH Register and Summary

**Report ID:** ZHR\_RPTPY635\_NEW  
**User:** KELLYW  
**Date:** 08/05/2010  
**Payroll Area:** 11  
**Payroll Period:** 06/2009 (03/01/2009 to 03/15/2009)  
**Check Date:** 03/25/2009  
**Records Reported:** 6  
**Run Time:** 00:00:04

#### SUMMARY BY PERSONNEL SUBAREA - DbClick any line for detail drilldown

Type	Bus. Area	Bus. Area Text	Pers. Area	Pers. Area Text	Pers. SubArea	Pers. SubArea Text	Number Low	Number High	Amount	Count
ACH	1110	Department of Personnel	1110	Dept of Personnel	0001	Non Represented			5,750.94	4
WARRANT	1110	Department of Personnel	1110	Dept of Personnel	0001	Non Represented	000448C	000486C	67,450.60	39
ACH	1110	Department of Personnel	1110	Dept of Personnel	0003	Exempt			66,318.20	20
ACH	1110	Department of Personnel	1111	Information Services Division	0001	Non Represented			6,466.90	5
WARRANT	1110	Department of Personnel	1111	Information Services Division	0001	Non Represented	000487C	000511C	32,189.57	25
WARRANT	1110	Department of Personnel	3500	Sup of Pub Instruction	0001	Non Represented	000621C	000629C	1,695.91	2
		TOTAL ACH							78,536.04	29
		TOTAL WARRANTS					000448C	000629C	101,336.08	66
		TOTAL ALL							179,872.12	95

#### Tip:

Double click on any line to access the employee level detail in the Summary by Pers SubArea detail report



# Warrant/ACH Register and Summary

## Summary by Personnel SubArea cont'd.

[List](#) [Edit](#) [Goto](#) [Views](#) [Settings](#) [System](#) [Help](#)
SA

**Warrant/ACH Register and Summary**

### State of Washington - HRMS Warrant / ACH Register and Summary

**Report ID:** ZHR\_RPTPY635\_NEW  
**User:** KELLYW  
**Date:** 08/05/2010  
**Payroll Area:** 11  
**Payroll Period:** 06/2009 (03/01/2009 to 03/15/2009)  
**Check Date:** 03/25/2009  
**Records Reported:** 20

#### SUMMARY BY PERS SUBAREA DETAIL - DbClick any line for Pay Results

Type	Personnel Number	Name	Bus. Area	Bus. Ar...	Pers. A...	Pers. Area Text	P...	Pers. Sub...	Org. Unit	Org. Text	Org. Key	Number	Amount
ACH	40000234	IBACH, JOHNNIE	1110	Depart...	1110	Dept of Personnel	0...	Exempt	30000492	DIRECTOR'S OFFICE	1000	A000673	3,315.91
ACH	40000235	PHILLIPS, MICHAEL	1110	Depart...	1110	Dept of Personnel	0...	Exempt	30000492	DIRECTOR'S OFFICE	1000	A000674	3,315.91
ACH	40000236	PAYSEUR, LLOYD	1110	Depart...	1110	Dept of Personnel	0...	Exempt	30000492	DIRECTOR'S OFFICE	1000	A000675	3,315.91
ACH	40000237	HENRY, JORGE	1110	Depart...	1110	Dept of Personnel	0...	Exempt	30000492	DIRECTOR'S OFFICE	1000	A000676	3,315.91
ACH	40000238	BOOMER, CURT	1110	Depart...	1110	Dept of Personnel	0...	Exempt	30000492	DIRECTOR'S OFFICE	1000	A000677	3,315.91
ACH	40000239	KANDA, JOHNNIE	1110	Depart...	1110	Dept of Personnel	0...	Exempt	30000492	DIRECTOR'S OFFICE	1000	A000678	3,315.91
ACH	40000240	JAMES, TIM	1110	Depart...	1110	Dept of Personnel	0...	Exempt	30000492	DIRECTOR'S OFFICE	1000	A000679	3,315.91
ACH	40000241	ELDRIDGE, BRUCE	1110	Depart...	1110	Dept of Personnel	0...	Exempt	30000492	DIRECTOR'S OFFICE	1000	A000680	3,315.91
ACH	40000242	PEACOCK, CHRISTOPHER	1110	Depart...	1110	Dept of Personnel	0...	Exempt	30000492	DIRECTOR'S OFFICE	1000	A000681	3,315.91
ACH	40000243	SPADARO, SHANE	1110	Depart...	1110	Dept of Personnel	0...	Exempt	30000492	DIRECTOR'S OFFICE	1000	A000682	3,315.91
ACH	40000244	BABER, DANIEL	1110	Depart...	1110	Dept of Personnel	0...	Exempt	30000492	DIRECTOR'S OFFICE	1000	A000683	3,315.91
ACH	40000245	MATHEWS, ROB	1110	Depart...	1110	Dept of Personnel	0...	Exempt	30000492	DIRECTOR'S OFFICE	1000	A000684	3,315.91
ACH	40000246	CLIFF, MELVIN	1110	Depart...	1110	Dept of Personnel	0...	Exempt	30000492	DIRECTOR'S OFFICE	1000	A000685	3,315.91
ACH	40000247	MARTINEZ, VIC	1110	Depart...	1110	Dept of Personnel	0...	Exempt	30000492	DIRECTOR'S OFFICE	1000	A000686	3,315.91
ACH	40000248	GREENE, DAVID	1110	Depart...	1110	Dept of Personnel	0...	Exempt	30000492	DIRECTOR'S OFFICE	1000	A000687	3,315.91
ACH	40000249	KIRK, ADAM	1110	Depart...	1110	Dept of Personnel	0...	Exempt	30000492	DIRECTOR'S OFFICE	1000	A000688	3,315.91
ACH	40000250	BRYANT, RICHARD	1110	Depart...	1110	Dept of Personnel	0...	Exempt	30000492	DIRECTOR'S OFFICE	1000	A000689	3,315.91
ACH	40000251	EVERMAN, JAMES	1110	Depart...	1110	Dept of Personnel	0...	Exempt	30000492	DIRECTOR'S OFFICE	1000	A000690	3,315.91
ACH	40000252	MARTIN, BILL	1110	Depart...	1110	Dept of Personnel	0...	Exempt	30000492	DIRECTOR'S OFFICE	1000	A000691	3,315.91
ACH	40000253	GRAY, JAMES	1110	Depart...	1110	Dept of Personnel	0...	Exempt	30000492	DIRECTOR'S OFFICE	1000	A000692	3,315.91
TOTAL for 20 employees												66,318.20	

**Tip:**

Double click on any line to access the employees Payroll Results



# Warrant/ACH Register and Summary

Personnel number Edit Goto Tables System Help

## Display payroll results

Selection

Personnel number

all results from

Personnel numbers selected

Res.	Pers.No.	Name
<input checked="" type="checkbox"/>	40000237	HENRY JORGE

Payroll Results HENRY JORGE / USA

...	Payment date	...	For-Period	In-Period	Start/FP	End/FP	OC ...	OC ...	P...	P...
A	12/10/2007		23.2007	23.2007	11/16/2007	11/30/2007			11	11
A	12/24/2007		24.2007	24.2007	12/01/2007	12/15/2007			11	11
A	01/10/2008		01.2008	01.2008	12/16/2007	12/31/2007			11	11
A	01/25/2008		02.2008	02.2008	01/01/2008	01/15/2008			11	11
A	02/11/2008		03.2008	03.2008	01/16/2008	01/31/2008			11	11
A	02/25/2008		04.2008	04.2008	02/01/2008	02/15/2008			11	11
A	03/10/2008		05.2008	05.2008	02/16/2008	02/29/2008			11	11
A	03/25/2008		06.2008	06.2008	03/01/2008	03/15/2008			11	11
A	04/10/2008		07.2008	07.2008	03/16/2008	03/31/2008			11	11
A	04/25/2008		08.2008	08.2008	04/01/2008	04/15/2008			11	11
A	05/09/2008		09.2008	09.2008	04/16/2008	04/30/2008			11	11
A	05/23/2008		10.2008	10.2008	05/01/2008	05/15/2008			11	11
A	06/10/2008		11.2008	11.2008	05/16/2008	05/31/2008			11	11
A	06/25/2008		12.2008	12.2008	06/01/2008	06/15/2008			11	11
A	07/10/2008		13.2008	13.2008	06/16/2008	06/30/2008			11	11

# Employee Year to Date (YTD) Payroll Register

- Use to view detailed results of employee's year to date earnings totals.
- This report shows the year-to-date totals for Gross pay, Withholding tax, Social Security, Medicare, Deferred Compensation and Union Dues.
- This information is used to create an employee's W-2 form and form 941 for IRS.
- Access the Employee Year to Date (YTD) Payroll Register using the transaction code **ZHR\_RPTPY646**.



# Employee Year to Date (YTD) Payroll Register

1. Enter one of the following:

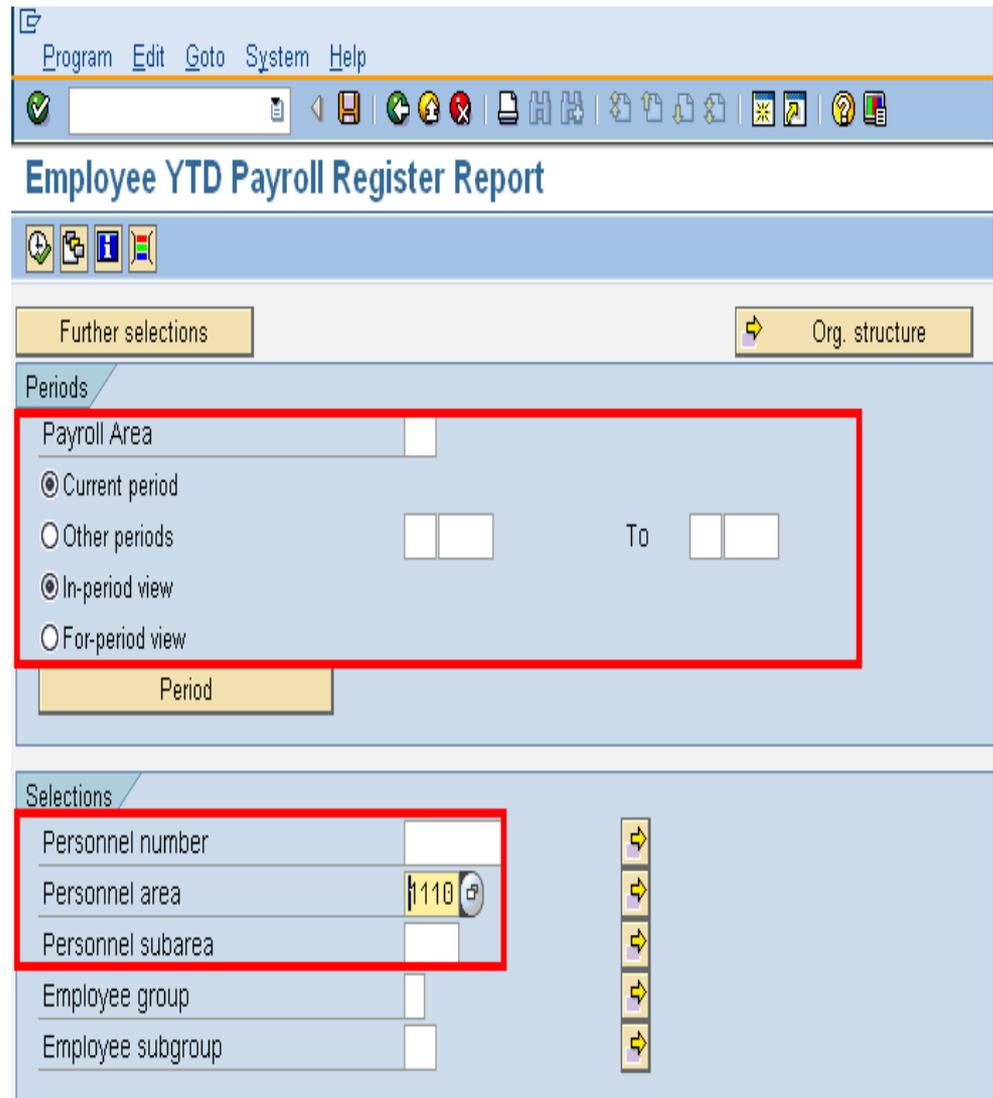
- *Personnel number (s)*
- *Personnel area*
- *Personnel subarea*

2. Click the  button.

3. Enter the *Payroll Area*.

4. Select Current period or Other Period, and In-period view or For-period view.

5. Click  (**Execute**).



The screenshot shows the 'Employee YTD Payroll Register Report' interface. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title is 'Employee YTD Payroll Register Report'. There are two buttons: 'Further selections' and 'Org. structure'. The 'Periods' section is highlighted with a red box and contains the following options: 'Payroll Area' (input field), 'Current period' (selected radio button), 'Other periods' (radio button with two input fields), 'In-period view' (selected radio button), and 'For-period view' (radio button). Below the 'Periods' section is a 'Period' button. The 'Selections' section is also highlighted with a red box and contains the following options: 'Personnel number' (input field), 'Personnel area' (input field with '1110' and a dropdown arrow), 'Personnel subarea' (input field), 'Employee group' (input field), and 'Employee subgroup' (input field). To the right of the 'Selections' section are four dropdown arrows.

# Viewing Results: Employee Year to Date (YTD) Payroll Register

SAP

## Employee YTD Payroll Register Report

### Employee YTD Payroll Register Report

Report ID: ZHR\_RPTPY646 State of Washington - HRMS Run Date: 10/16/2008  
 User : KELLYW Employee YTD Payroll Register Report Page : 1

Period: 17/2008  
 Personnel Area: 1110 Dept of Personnel

Employee Name	Medicare Qtr1	Medicare Qtr2	Medicare Qtr3	Medicare Qtr4	Medicare Gross Total	Medicare Amount Paid	Medicare Trans/Dual Appointment
Personnel No.	OASI Qtr1	OASI Qtr2	OASI Qtr3	OASI Qtr4	OASI Gross Total	OASI Amount Paid	OASI Trans/Dual Appointment
Org Code	YTD Gross	W/H Not Subj Paid	W/H Tax	EIC Paid	Def Retire	Non Def Retire	Def Comp
	Pretax Insurance	Taxed Insurance	Depend Care	Total Deferred	Union Dues	Charity	401K
Indicators	501C	Allow Total	Qualified Expense	Medicare Noncash	OASI Noncash	Total Noncash	403B
<b>Jones, Jessi</b> 589788	0.00	0.00	1,872.00	0.00	1,872.00	27.14	1,872.00
30000503	0.00	0.00	1,872.00	0.00	1,872.00	116.06	1,872.00
	1,872.00	152.02	109.98	0.00	102.02	0.00	50.00
Death: N	0.00	0.00	0.00	152.02	0.00	0.00	0.00
Retire: Y	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Def Comp: Y							
<b>Yang, Joe</b> 123435	0.00	0.00	300.00	0.00	300.00	4.35	300.00
30008032	0.00	0.00	300.00	0.00	300.00	18.60	300.00
	300.00	0.00	0.00	0.00	0.00	0.00	0.00
Death: N	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Retire: N	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Def Comp: N							



# ***HRMS Activity***



**Run the Employee Year to Date (YTD)  
Payroll Register  
Exercise – Pg. 24**

# Other Payroll Reports

- The following reports are also available to run for payroll purposes.
  - **Medical Aid Detail Report (ZHR\_RPTPY394)** – Displays quarterly gross salary (inclusive of wage types subject to Medical Aid only) and work hours by medical aid risk class code for the quarter
  - **Buyout Statements / Lag Leave (ZHR\_RPTPY681)** – Form that is mailed to employees eligible and have been given the option to buyout sick leave.
  - **Adjustments to Earnings Subject to Employment Security (ZHR\_RPTPY123)** – Used to read payroll posting data after it has been processed through ALAS. This report displays all the posted entries affected by an employee with a cancelled warrant.

# Year End Reports

- The following reports are available for year end reporting in HRMS
  - **Form 1099R- (PU19)\***  
Displays information reported on the 1099R Tax Statement (organization code, gross pension)
  - **W-2 Wage and Tax Statement- (PU19)\***  
Displays employee's wages and other information reported to IRS for calendar year
  - **W-2 Audit –(PU19)\***  
Displays employees who received wages during calendar year and will receive a W-2 from the agency
  - **Transmitter Report and Summary of Magnetic Media (PU19)\***  
Displays data transmitted to the Social Security Administration, summarizes wages reported
  - **Appointments with EIC at Year End - (ZHR\_RPTPY675)**  
Displays active employees who have Earned Income Credits (EIC)
  - **Sick Leave Over 480 – Non eligible report– (ZHR\_RPTPY007)**  
Identifies employees with more than 480 hours of sick leave who are not eligible for buyout.

\* Only end users with the **Tax Reporter Role** may access the transaction **PU19**



# Business Intelligence Reports

- The following reports are available Business Intelligence reporting in HRMS:
  - **Distribution of Payroll and Related Costs** – Shows employer costs by employee and by AFRS account distribution
  - **Position Cost Report** – Displays an audit for employer costs, full-time costs, overtime hours, overtime amounts, and shift differential amounts for each position and class title in an agency
  - **“Who Charged” Reporting** – Displays the AFRS account code structure as to “who” is charged, hours worked, salary used, and organization structure



# Review Questions

- Which report must be run, printed and signed to certify payroll each payroll ?

**Payroll Journal (ZHR\_RPTPYN33)**

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- Which report shows the year-to-date totals for Gross pay, Withholding tax, Social Security, Medicare, Deferred Compensation and Union Dues?

**Employee Year to Date Payroll Register  
(ZHR\_RPTPY646)**

---

# Payroll Outputs

# HRMS Earning Statements

- When the payroll process is complete, earnings statements and warrants are distributed to agencies.
- HRMS earning statements are two-sided.
  - Side 1 contains employee information and net pay.
  - Side 2 contains a breakdown of earning types, allowances, mandatory deductions, voluntary deductions, and employer contributions.
- Refer to the OLQR User Procedure:  
[Earnings and Deductions Statement](#)
- Access Earnings and Deductions Statement using the transaction code **ZHR\_RPTPY711**

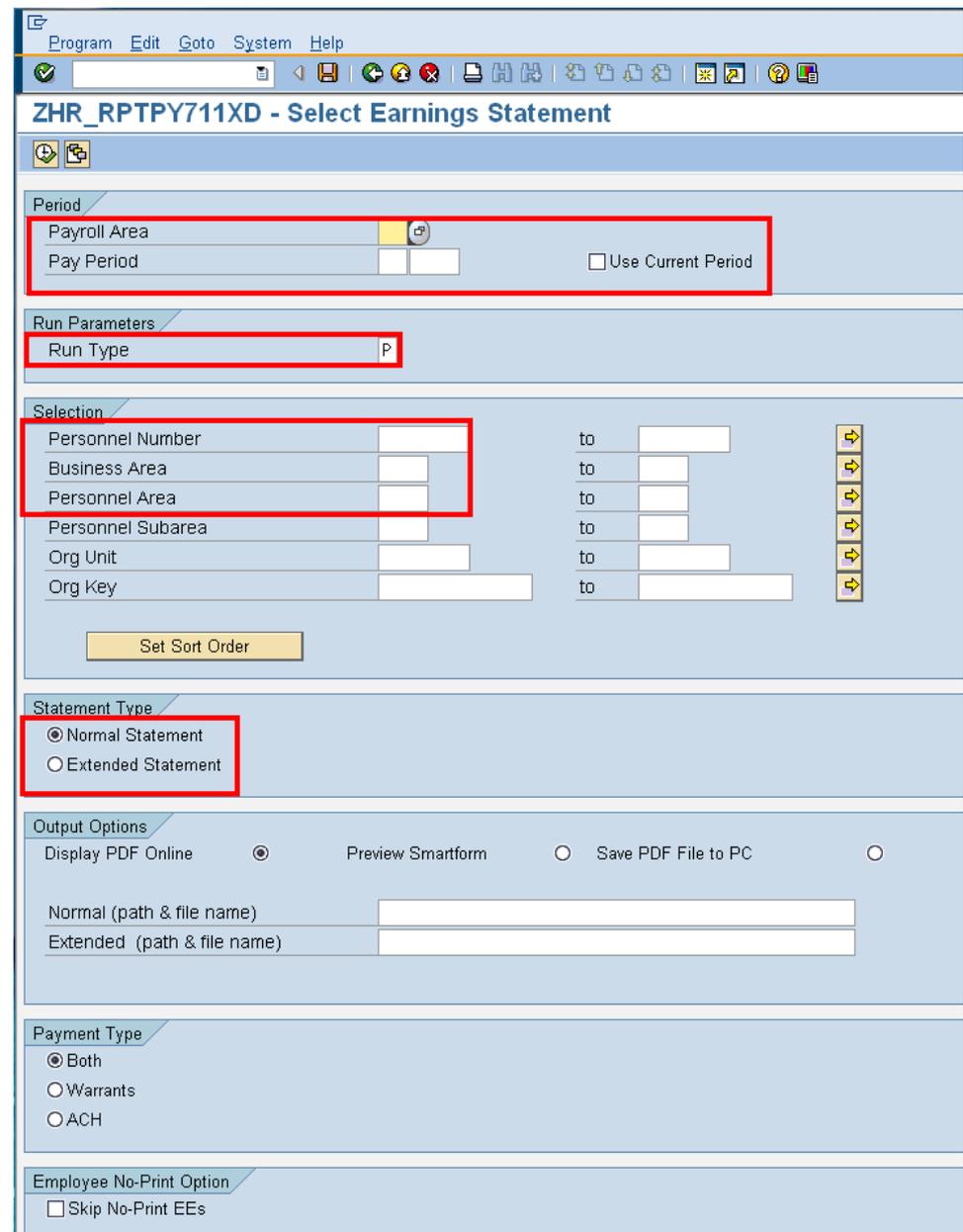


# Reprint Earning Statement

## ■ Fields to complete:

- Enter the *Payroll Area*.
- Enter *Pay Period*.
- Enter the employee's *Personnel number*.
- In the *Payment Type* Field select Both.

## ■ Click (Execute).



The screenshot shows the 'ZHR\_RPTPY711XD - Select Earnings Statement' application window. The interface is divided into several sections:

- Period:** Contains 'Payroll Area' (highlighted with a red box), 'Pay Period' (with two input fields), and a 'Use Current Period' checkbox.
- Run Parameters:** Contains 'Run Type' with a dropdown menu set to 'P' (highlighted with a red box).
- Selection:** Contains a table of selection criteria with input fields and 'to' fields. The first three rows ('Personnel Number', 'Business Area', 'Personnel Area') are highlighted with a red box. A 'Set Sort Order' button is located below the table.
- Statement Type:** Contains radio buttons for 'Normal Statement' (selected) and 'Extended Statement' (highlighted with a red box).
- Output Options:** Contains radio buttons for 'Display PDF Online' (selected), 'Preview Smartform', and 'Save PDF File to PC'. Below are input fields for 'Normal (path & file name)' and 'Extended (path & file name)'.
- Payment Type:** Contains radio buttons for 'Both' (selected), 'Warrants', and 'ACH'.
- Employee No-Print Option:** Contains a checkbox for 'Skip No-Print EEs'.

# Reprint Earning Statement cont'd.

Print Preview of LOCL Page 00001 of 00002

Archive Print and Archive



STATE OF WASHINGTON  
Earnings and Deductions Statement

<b>Payroll Date</b>
09/10/2008

<b>Employer</b>
1110 Dept of Personnel

<b>Location</b>
2000

Sullivan, James  
5543 Lacey St  
Olympia, WA 98501

<b>Personnel #</b>	<b>Payroll Area</b>
12345	11 Semi-Monthly
<b>Exemptions #</b>	<b>W/H Stat</b>
01	Single
<b>Pay Period</b>	<b>Anniversary Date</b>
2008-17	02/18/2001
<b>Pay Period Begin</b>	<b>Pay Period End</b>
08/16/2008	08/31/2008

Earnings	+	Allowances	-	Mandatory Deductions	-	Deductions	+	Adjustments	=	NET PAY
2,396.00		0.00		531.41		167.58		0.00		1,697.01

Payment Type	Payment Number	Account	Payment Bank	Amount
Direct Deposit	D128695		TWINSTAR CU	1,697.01
<b>Total Net Payment</b>				<b>1,697.01</b>

Simulation

Leave / Quota Balances	Begin	Earned	Taken	Adjust	Balance
Sick Leave	272.80	8.00	16.00	0.00	264.80
Annual Leave/Vacation	191.10	10.67	8.00	0.00	193.77
Personal Holiday - Shift	1.00	0.00	0.00	0.00	1.00 Use before 12/31/2008



# EFT Employee Letter

- Used to create letters for employees informing them of direct deposit.
- The letter contains details of changes made to direct deposit including:
  - Financial Institution Name and Number
  - Type of Account
  - Account Number
- Access EFT Employee Letter using transaction code **ZHR\_RPTPY713**.



# EFT Employee Letter

■ Click on **Payroll period** to display screen to the right.

- Fields to complete:
- Payroll Area
  - Payroll period
  - Personnel Number

■ Click  (**Execute**) to generate the report.

Program Edit Goto System Help

### EFT Employee Letter

Selections from Search helps Org. structure

Payroll period

Payroll area

Current period

Other period

Period

Selection

Personnel Number	<input type="text"/>	<input type="button" value="→"/>
Personnel area	<input type="text"/>	<input type="button" value="→"/>
Personnel subarea	<input type="text"/>	<input type="button" value="→"/>
Business area	<input type="text"/>	<input type="button" value="→"/>
Payroll area	<input type="text"/>	<input type="button" value="→"/>

Additional Selections

Errors Messages

# Printing the EFT Letter

- To preview the EFT Letter prior to printing, click *Print preview*.
- In the *Spool Control* Field, click *Print immediately*.
- To Print the EFT Letter, click *Print*.

The screenshot shows the SAP Print dialog box with the following fields and options:

- OutputDevice:** LOCL (highlighted in yellow)
- Frontend Printer:** \doppoly002\DOP2-01
- Page selection:** (empty text field)
- Spool Request:**
  - Name:** SMART LOCL KELLYW
  - Title:** (empty text field)
  - Authorization:** (empty text field)
- Spool Control:**
  - Print immediately (highlighted with a red box)
  - Delete After Output
  - New Spool Request
  - Close Spool Request
  - Spool retention pd:** 8 Day(s)
  - Storage Mode:** 1 Print only
- Number of Copies:**
  - Number:** 1
  - Group (1-1-1,2-2-2,3-3-3,...)
- Cover Page Settings:**
  - SAP cover page:** Do Not Print
  - Recipient:** (empty text field)
  - Department:** (empty text field)
- Buttons:** Print (highlighted with a red box), Print preview, and Close (X).

# EFT Employee Letter

## State of Washington

Agency: 0110  
Organization Code: 30000270

July 18 , 2012

WALSH, MICHEAL  
3230 FISHTRAP LOOP  
OLYMPIA, WA 98506

Dear Employee:

According to our records you have authorized the State of Washington to automatically deposit your net wages. You will receive a warrant until the new information has been recorded properly.

Please verify the following information to ensure your wages will be deposited to the proper financial institution and account. If the information is correct, the automatic deposit of your wages will begin as soon as the account information is confirmed by your financial institution. This takes approximately 10 to 15 calendar days.

Financial Institution Name:	KEY BANK
Financial Institution Number:	041200775
Type of Account:	Checking or PAY CARD*
Account Number:	68577358215

\*Note for employees using PAY CARD: Pay cards are coded as a Checking account in the payroll system for the purposes of automatic deposit of net wages. Your net pay will be directed to your pay card as requested.

If any of the above information is incorrect, please notify your payroll officer \*\*\* IMMEDIATELY \*\*\* so that the information can be corrected. Incorrect information may cause your wages to be directed to the wrong financial institution or account and delay your pay. Moreover, your correct automatic deposit may not be effective until the following pay period.

If you have any questions, please contact your payroll officer.



# Extended Payroll Scenarios

# Extended Payroll Scenarios

Upon completion of this section, you will be able to:

- Complete extended payroll scenarios including:
  - Cancel a Warrant/ACH using the off-cycle reversal
  - Find Overpayments
  - Offsetting overpayments
  - Recover Overpayments
  - Mid-Period Transfers
  - Recover a Manual Warrant



# New Terms

- **Off-Cycle Reversal:** Two step process to cancel a Warrant/ACH created in error.
  - Step 1. Contact the DES Service Center (360)664.6400 or **ServiceCenter@des.wa.gov** to process the ACH Reversal
  - Step 2. Process the reversal
- **Off-cycle workbench:** Transaction that recovers money back in HRMS

# Scenario 1: Cancel a Warrant/ACH

- 1. To access the off-cycle workbench use the transaction code: **PUOC\_10** in the command field.
- 2. Enter the *Personnel Number*.
- 3. Click on the **Reverse payment** tab.
- 4. Click the grey box to the left of the warrant/ACH you want to cancel.
- 5. Enter a *Reversal reason*.
- 6. Click **Reverse**.
- 7. Accept the error. The warrant is now cancelled.

The screenshot shows the 'Off-Cycle Workbench' application window. At the top, there is a menu bar with 'Off-cycle', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Off-Cycle Workbench' and shows 'Personnel Number' as '40000179' and 'SMITH, EMMETT'. A navigation bar contains 'History', 'Payroll', 'Replace payment', 'Reverse payment' (highlighted with a red box), and 'Assign check number'. Below this is a section titled 'Payroll history - Reverse' containing a table with columns: 'Payment date', 'Re...', 'Re...', 'Inf...', 'PM', 'Payment number', and 'Reason'. The first row of the table is highlighted in yellow and has a grey box to its left, which is also highlighted with a red box. Below the table is a section titled 'Information on payments to be reversed' with a table with columns: 'Payment date', 'Payment number', 'Amount', 'Crcy', 'PM', and 'Text'. At the bottom of the window, there is a 'Reversal reason' field and a 'Reverse' button, both highlighted with a red box.

**Tip:**  
Refer to User Procedure **Warrant Cancellation or ACH Reversal**



# ***HRMS Activity***



**Run the Off-cycle Reversal for a Warrant  
Exercise – Pg. 26**

# Scenario 2: Identify Cost Distributions

- To identify **Employees** with a ***Cost Distribution Infotype (0027)***
  - **Employee Cost Distribution Report (ZHR\_RPTFI0027)**
- To identify the ***Cost Distribution Infotype (1018)*** by **Position**
  - **Position Cost Distribution (ZHR\_RPTFI1018)**
- **User Procedures on the OLQR**
  - **Cost Distribution- Employee (IT0027)**
  - **Cost Distribution- Position (IT1018)**

# Scenario 3: Find Overpayments

## ■ Reports to run help identify overpayments:

- Payroll Simulation (PC00\_M99\_CALC\_SIMU)
- Preemptive Compensation Data Check (ZHR\_RPTPYN08)
  - Run After Day 1 of payroll processing.
- Payroll Threshold Report (ZHR\_RPTPYN09)
  - Run After Day 1 of payroll processing.
- Payroll Posting Report (ZHR\_RPTPY126)
  - Run After Day 1 through Day 3 of payroll processing
  - Use the ALAS communication Run ID and Doc #.
- Payroll Journal (ZHR\_RPTPYN33)
- Payroll Results (PC\_PAYRESULT)

## ■ Wage Type Reporter (PC00\_M99\_CWTR)

- Use to Identify new HR actions, catch overpayments before they occur.



# Scenario 4: Recover Overpayments

- Overpayments need to be recovered in HRMS.
- Since money can not be withheld from an employee's check without his/her approval, you and the Payroll Processor must create a positive balancing adjustment that matches the overpayment amount.
- If you have the employee's permission to collect the entire amount then you will not have to do anything in the system. HRMS will automatically process the claim and recover the overpayment.
- If you have an employee's permission to recover the overpayment within an agreed amount of time use recurring deduction (**Infotype 0014**). This must be completed by the Payroll Processor.
  - It is your responsibility for informing the Payroll Processor of any necessary changes to master data (including setting up a recurring deduction).

# Scenario 4A. Create a positive balancing adjustment

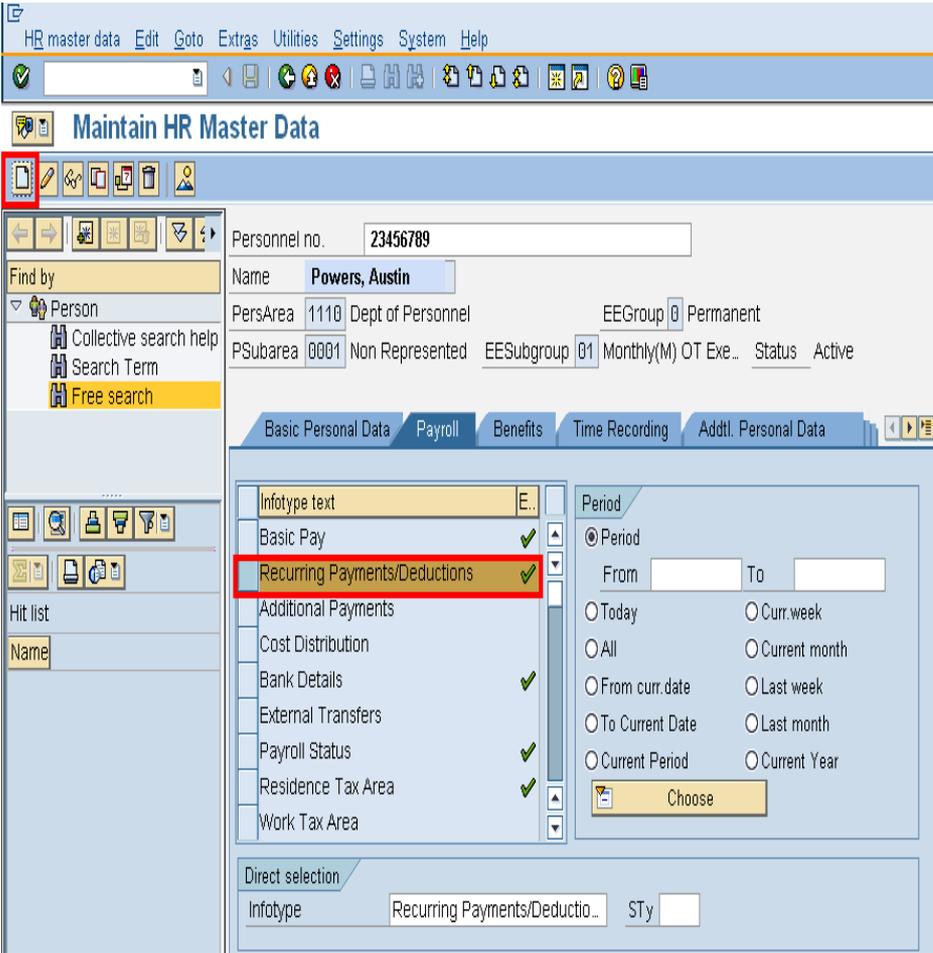
1. Enter Transaction code **PA30** in the command field.
2. Enter the Personnel Number **23456789**
3. Click the **Additional Payments** button
4. Select **Additional Payments** or type 15 in the direct selection.
5. Click **Create** to create.

The screenshot shows the 'Maintain HR Master Data' application window. The title bar includes 'HR master data Edit Goto Extras Utilities Settings System Help'. The main window title is 'Maintain HR Master Data'. The 'Personnel no.' field contains '23456789'. The 'Name' field contains 'Powers, Austin'. The 'PersArea' is '1110' and 'Dept of Personnel'. The 'EEGroup' is '0' and 'Permanent'. The 'PSubarea' is '0001' and 'Non Represented'. The 'EESubgroup' is '01' and 'Monthly(M) OT Exe...'. The 'Status' is 'Active'. The 'Basic Personal Data' tab is selected. The 'Additional Payments' button is highlighted in the 'Hit list' section. The 'Direct selection' section shows 'Additional Payments' selected in the 'Infotype' field. The 'Period' section shows 'Period' selected with 'From' and 'To' fields. The 'Choose' button is visible.



# Scenario 4B Create a recurring payment

- 1. Enter Transaction code **PA30** in the command field.
- 2. Enter the Personnel Number
- 3. Click the **Payroll** tab.
- 4. Select **Recurring Payments/Deductions** or type 14 in the direct selection.
- 5. Click **Create** to create.



# Scenario 4B. Create a recurring payment cont'd.

1. Enter start date
2. Select wage type 3223 (repay/plan deduction)
3. Enter amount of deduction.
4. Select Payment model
5. Click  (**Enter**) to check entries.
6. Click  (**Save**) to save.

Infotype Edit Goto Extras System Help

### Create Recurring Payments/Deductions (0014)

Personnel No. 23456789 Name Powers, Austin

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exe... Status Active

Start 01/16/2009 to 04/15/2009

#### Recurring Payments/Deductions

Wage Type 3223 RepayPlan deduction

Amount A 150.00 USD Semi-monthly

Number/unit

Assignment Number

Reason for Change

#### Payment dates

Payment model WA04 Every Pay Period - Full Amt

# Scenario 4B. Create a recurring payment cont'd.

1. Select the wage type 3224 (RePay balance).
2. Enter the Amount-entire amount of the claim.
3. Date of origin.
4. Click  (**Enter**) to check entries.
5. Click  (**Save**) to save.

Personnel No. 23456789 Name Powers, Austin

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exe... Status Active

Additional Payments

Wage Type 3224 RePay balance

Amount 900.00 USD

Number/unit

Date of origin 01/16/2009

Default Date

Assignment Number

Reason for Change

# Scenario 4C. Overpayment paid with personal check

- Enter Transaction code **PA30** in the command field.

- Enter the Personnel Number

- Click the **Payroll** tab.

- Select **Recurring Payments/Deductions** or type 14 in the direct selection.

- Click **(Create)** to create.

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 40000235

Name PHILLIPS MICHAEL

PersArea 1110 Dept of Personnel EGroup Civil Service Exempt

PSubarea 0003 Exempt ESubgroup 01 Monthly(M) OT Exe... Status Active

Basic Personal Data **Payroll** Benefits Time Recording Addtl. Personal Data

Infotype text	E..	Period
Basic Pay	✓	From To
<b>Recurring Payments/Deductions</b>	✓	<input type="radio"/> Today <input type="radio"/> Curr.week
Additional Payments	✓	<input type="radio"/> All <input type="radio"/> Current month
Cost Distribution	✓	<input type="radio"/> From curr.date <input type="radio"/> Last week
Bank Details	✓	<input type="radio"/> To Current Date <input type="radio"/> Last month
External Transfers		<input type="radio"/> Current Period <input type="radio"/> Current Year
Payroll Status	✓	<input type="button" value="Choose"/>
Residence Tax Area	✓	
Work Tax Area		

Direct selection

Infotype Recurring Payments/Deductio... STy

# Scenario 4C Overpayment paid with personal check cont'd.

## Fields to complete:

- Start
- Wage Type
- Amount

## Click (enter) to validate your entries

## Click (save) to save entries

Infotype Edit Goto Extras System Help

### Create Recurring Payments/Deductions (0

Personnel No. 40000235

PersArea 1110 Dept of Personnel EEGroup B Civil Service Exempt

PSubarea 0003 Exempt EESubgroup 01 Monthly(M) OT Exe... Status Active

Start 12/16/2009 to 12/31/2009

Recurring Payments/Deductions

Wage Type 3226 Cash Payment Ovrprmt Recov

Amount A 500.00 USD

Number/unit

Assignment Number

Reason for Change

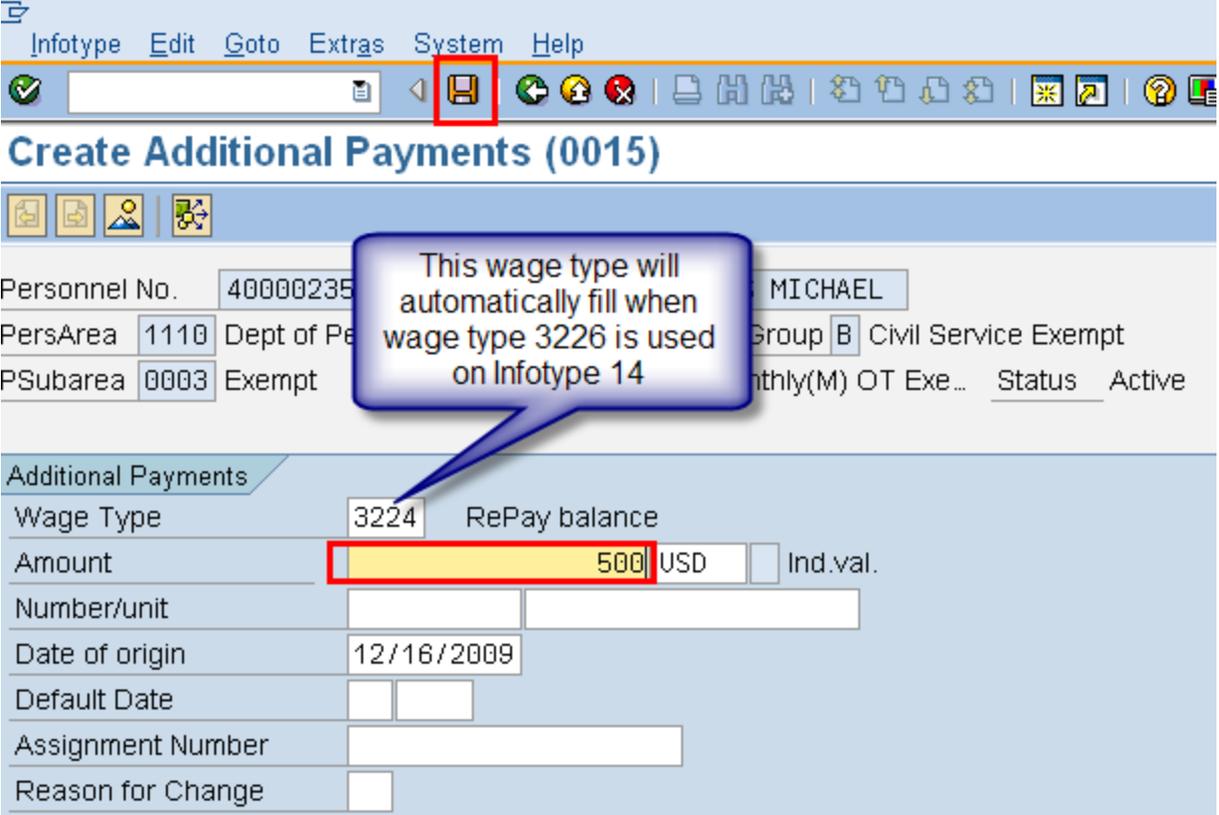
Payment dates

Payment model

The to date must either be the same as the Start date or the end of the current pay period.

# Scenario 4C. Overpayment paid with personal check cont'd.

- Verify Wage Type Amount
- Enter the amount
- Click  (enter) to validate entries
- Click  (save) to save entries



Infotype Edit Goto Extras System Help

**Create Additional Payments (0015)**

Personnel No. 40000235 MICHAEL  
PersArea 1110 Dept of Pa Group B Civil Service Exempt  
PSubarea 0003 Exempt Monthly(M) OT Exe... Status Active

**Additional Payments**

Wage Type	3224	RePay balance
Amount	500	USD Ind.val.
Number/unit		
Date of origin	12/16/2009	
Default Date		
Assignment Number		
Reason for Change		

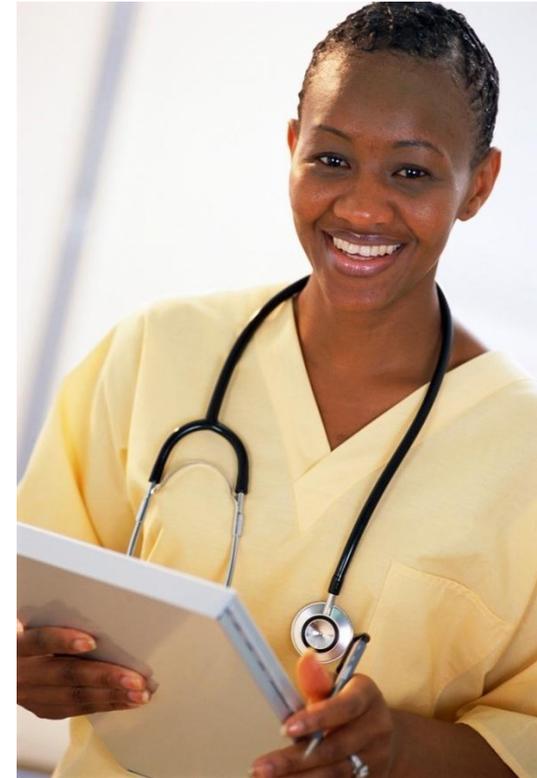
This wage type will automatically fill when wage type 3226 is used on Infotype 14

# Scenario 5: Mid Period Transfers

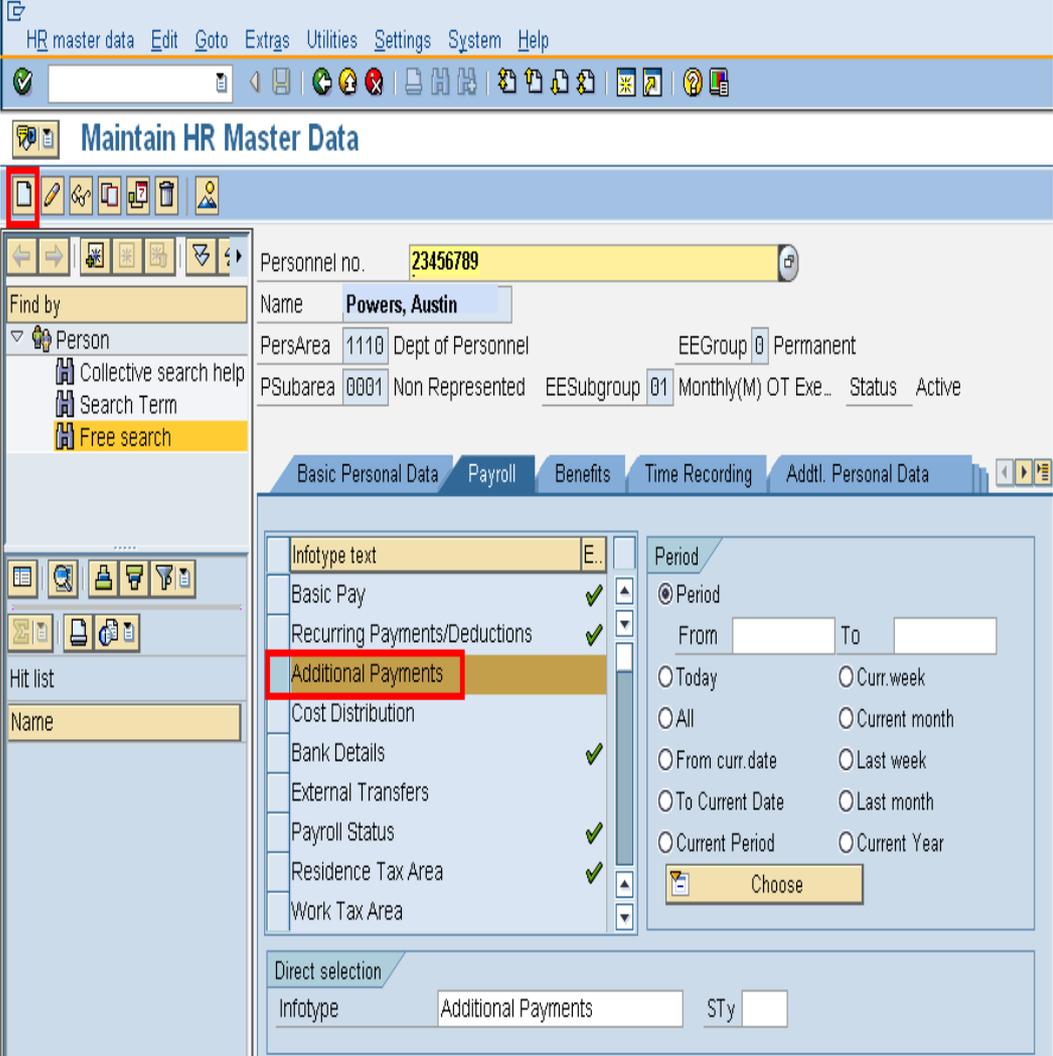
- Department of Personnel encourages managers to make hiring and termination dates align with pay periods (1<sup>st</sup> or 16<sup>th</sup>) when possible due to the complicated involvement for payroll processors of the losing & gaining agencies.
- In HRMS, when an employee transfers mid-period (Appointment Change), a single warrant / EFT is processed for that period. The agency that receives the transferring employee reports the entire pay period taxes and most deductions.
  - The monies are automatically transferred from the losing agency to the gaining agency to cover their portion of the costs on the period
- After payroll is run, the losing agency no longer owns the employee. Therefore they will not see payroll results, payroll register, mandatory deductions, etc. All this will appear in the gaining agency.
  - The losing agency will see transactions on the expenditure reports. The losing and gaining agencies transfer Journal Vouchers (transfer of money from losing agency to gaining agency).

# Scenario 5: Mid Period Transfers: W/H, Social Security, Medicare

- In a mid-period transfer, the applicable employer share of expenditures are recorded in each agency's operating / capital accounts and 035 payroll revolving account GL 5124.
- A transfer is then recorded automatically. This transfers the applicable employer share from the losing agency GL5124 to the gaining agency GL5124.
- Both the employer shares and employee shares of withholding, Social Security, and Medicare are paid and reported by the gaining agency.
  - The gaining agency is responsible for reporting tax information on the 941 and W-2 reports.



# Scenario 6: Recover A Manual Warrant



1. Enter the *Personnel no.* for the employee that needs a manual warrant.
2. Click  (Enter) to validate personnel number.
3. Choose *Additional Payments* from the *Infotype* field.
4. Click  **(Create)**.



# Scenario 6: Recover A Manual Warrant

Infotype Edit Goto Extras System Help

## Create Additional Payments (0015)

Personnel No.  Name

PersArea  Dept of Personnel EEGroup  Permanent

PSubarea  Non Represented EESubgroup  Monthly(M) OT Exe... Status

Additional Payments

Wage Type	<input type="text" value="3100"/> Agency Reimbursement
Amount	A <input type="text" value="75.00"/> USD
Number/unit	<input type="text"/>
Date of origin	<input type="text" value="05/15/2009"/>
Default Date	<input type="text"/>
Assignment Number	<input type="text"/>
Reason for Change	<input type="text"/>

1. Enter the *Wage Type*.
2. Enter the *Amount*.
3. Enter the *Date of origin*.
4. Click  (Enter) to validate information.
5. Click  (**Save**) to save.



# Summary

- Throughout the course, you have learned how to:
  - Explain the big picture (overview) of HRMS Payroll and Reports.
  - Explain the new terms and concepts associated with HRMS Payroll and Reports.
  - Complete the Pre-Payroll Analysis, including simulations and reports.
  - Discuss the release of payroll completed in Process Payroll and how agencies are involved in correcting reports. View payroll results.
  - Run and view payroll reports.
  - Complete extended payroll scenarios.



# Question and Answer



# Resources

■ ***The following resources are available for your use:***

- DES Service Center  
(360) 664-6400

[ServiceCenter@dop.wa.gov](mailto:ServiceCenter@dop.wa.gov)

- HRMS Resources

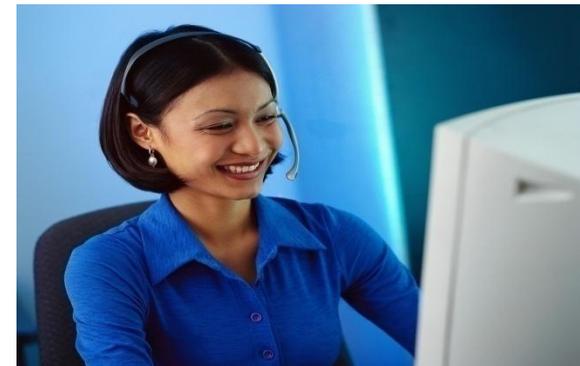
<http://www.hr.wa.gov/payroll/HRMS/HRMSSupport/Pages/HRMSResources.aspx>

- The On-Line Quick Reference (OLQR)

<http://www.hr.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/default.aspx>

- The Office of Financial Management

<http://www.ofm.wa.gov/resources/payroll.asp>



# Training Evaluation

- Please take a few minutes to complete the course evaluation and participant assessment prior to leaving.



**Thank you for  
your participation**