OSC TRAINING | PY300
Developing Guardians of North Carolina’s Data
NORTH CAROLINA OFFICE OF THE STATE CONTROLLER

Updated 8-8-19
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INTRODUCTION

Overview

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

Prerequisites

- PY200 – Payroll Overview, Process, and Policy

There is one prerequisite that you must take before attending this course. Attending this prerequisite ensures that you are adequately prepared with the new processes, concepts and terms needed for successful completion of the PY300 Payroll Administration course.

Post-class Offering

This courses can be helpful to you but is not required for the Payroll Administrator’s security role.

- BOBJ410 - Business Objects Reporting
Integrated HR-Payroll System Training Curriculum

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

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

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

Strategy for Training

**TELL ME (Concepts)**
Instructor will discuss the process, responsibilities, and describe the transactions – LISTEN

**SHOW ME (Demonstrations)**
Instructor will demonstrate job-related tasks performed in the Integrated HR-Payroll System – HANDS OFF.

**LET ME (Exercises)**
Student will complete the exercises which allows for hands-on practice in class – HANDS ON

**SUPPORT ME (Availability)**
Instructor will be available to answer questions while the students complete the exercises
Course Map

You can see the Course Map of the class at the beginning of each lesson. The lessons covered in this class include:

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

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

Course Objectives

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

- Define payroll processing specific terms and concepts
- Display specific infotypes
- Display and examine the payroll reports
  - Payroll Results (PC_PAYRESULT)
  - Wage Type Reporter (PC00_M99_CWTR)
  - Remuneration (Mass Print) (ZPYR001)
  - Off Cycle Workbench (PUOC_10)
  - Financial Report for Payroll Posting (ZFIROC18)
Reference Materials

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

The materials above are available on the OSC website.

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

**SUMMARY**

This course is intended to give HR-Payroll professionals an understanding of the Integrated HR-Payroll System Payroll Administration module. This course will provide you with demonstration and practice for displaying and maintaining Payroll operations.
Lesson 1: Payroll Processing

Objectives

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

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

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

Payroll Processing

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

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

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

![Payroll Statement Example]

Employee Self Service (ESS) – My Pay

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

- Earnings (total pay prior to deductions)
- Net Pay (total pay minus taxes minus deductions)
- Deductions (voluntary and statutory)
- Additional information (HR Master Data information)
OSC does not print and distribute pay statements to State employees. For employees who have access to ESS, the My Pay tab will provide the ability to view and print an employee pay statement. Printing will be at the discretion of each agency.

**Payroll Equation**

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

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

**Net Pay** is earnings minus all deductions. Net pay represents the employee’s take home pay, direct deposited in their provided bank.
Earnings (Gross Pay)

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

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

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

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

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

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

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

- Relocation Pay
- Agency Specific Insurance Plans

Remember the following points when dealing with deductions:

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

**Deductions (Statutory)**

Examples of Statutory Deductions include:

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

**Statutory Deductions**

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

☞ **NOTE:** Employees must fill out a new form in January for each year to claim Tax EXEMPT status. This can be done by the Agency HR or BEST. New forms must be received and entered prior to 02/16/XXXX or the system will default to Single/0. To claim ‘Exempt’ the employee must complete form NC-4EZ for NC State tax and/or form W-4 for Federal tax.

☞ **NOTE:** ‘Exempt’ status cannot be selected using ESS.

Garnishments are considered a statutory deduction that deserve a more detailed discussion in Lesson 3.
**Deductions (Voluntary)**

Examples of Voluntary Deductions include:

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

**Voluntary Deductions**

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

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

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

**Deduction Priority**

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

All deductions are given a deduction priority.

The priority of deductions is as follows...

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

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

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

Calculation of net pay is included in payroll processing.

### Remuneration statement

<table>
<thead>
<tr>
<th>Pay Period: 08/01/2017 through 08/31/2017</th>
<th>Name: Marvin Tillman</th>
<th>Personnel No: 80001035</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Date: 08/31/2017</td>
<td>Organization: 4601-Natural and Cultural Resources</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Earnings</th>
<th>Deductions</th>
<th>Taxes</th>
<th>Net Pay</th>
<th>Deductions</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>2,692.08</td>
<td>-787.25</td>
<td>-469.61</td>
<td>-1,435.22</td>
<td># BYUP 80/20 PT</td>
<td>15.04</td>
<td>120.32</td>
</tr>
<tr>
<td>YTD</td>
<td>21,538.64</td>
<td>-6,290.72</td>
<td>-3,798.77</td>
<td>-11,487.75</td>
<td>** Total Health Insurance</td>
<td>15.04</td>
<td>120.32</td>
</tr>
<tr>
<td>Earnings Hours</td>
<td>Current</td>
<td>YTD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Salary</td>
<td>2,642.08</td>
<td>21,136.64</td>
<td></td>
<td></td>
<td># 401k Savings Plan EE</td>
<td>100.00</td>
<td>800.00</td>
</tr>
<tr>
<td>** Total Base Pay</td>
<td>2,642.08</td>
<td>21,136.64</td>
<td></td>
<td></td>
<td># NC Flex Dental-PT</td>
<td>78.20</td>
<td>625.60</td>
</tr>
<tr>
<td>** Total Other Pay</td>
<td>50.00</td>
<td>400.00</td>
<td></td>
<td></td>
<td># NC Flex Vision Sup PT</td>
<td>5.56</td>
<td>44.40</td>
</tr>
<tr>
<td>Call Phone Supplement</td>
<td>50.00</td>
<td>400.00</td>
<td></td>
<td></td>
<td># NC Flex AD&amp;D PT</td>
<td>1.35</td>
<td>10.80</td>
</tr>
<tr>
<td>** Total Other Deductions</td>
<td>772.21</td>
<td>6,177.80</td>
<td></td>
<td></td>
<td># NC Flex Canor PT</td>
<td>15.18</td>
<td>121.44</td>
</tr>
<tr>
<td>Total Earnings</td>
<td>2,692.08</td>
<td>21,536.64</td>
<td></td>
<td></td>
<td>* TSERS EE</td>
<td>138.52</td>
<td>1,268.16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td># NC Flex Health FSA PT</td>
<td>66.66</td>
<td>533.34</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td># NC Flex Dep Care FSA PT</td>
<td>341.66</td>
<td>2,733.34</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NC Flex Life INS RE/Sp AT</td>
<td>4.40</td>
<td>35.20</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NC Flex Life INS RE/Ch AT</td>
<td>0.68</td>
<td>5.44</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>** Total Other Deductions</td>
<td>772.21</td>
<td>6,177.80</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Deductions</td>
<td>787.25</td>
<td>6,298.12</td>
</tr>
</tbody>
</table>

### Infotypes

- Basic Pay (Infotype 0008)
- Bank Details (Infotype 0009)
- Additional Payments (Infotype 0015)
- Recurring Payments/Deductions (Infotype 0014)
- Personal data (Infotype 0002)
Payroll also uses employee **master data** to process payroll. Each employee has a master record that consists of data organized into infotypes. Infotypes are used to group related data fields together to form units of information in the HR module.

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

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

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

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

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

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

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

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

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

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

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

These infotypes are accessible via PA20 (Display) and PA30 (Maintain). For a complete list of infotypes, the Payroll Processing Infotype job aid is available on the OSC Training website in Help Documents.
The chart below lists the appropriate security role(s) needed to maintain or display payroll dependent infotypes:

<table>
<thead>
<tr>
<th>Infotype Name</th>
<th>Infotype Number</th>
<th>SAP Security Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Assignment</td>
<td>0001</td>
<td>• HR Master Data Maintainer <em>(Update Access)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Payroll Administration <em>(Read Only Access)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Display Payroll <em>(Read Only Access)</em></td>
</tr>
<tr>
<td>Payroll Status</td>
<td>0003</td>
<td>• Payroll Administration <em>(Read Only Access)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Display Payroll <em>(Read Only Access)</em></td>
</tr>
<tr>
<td>Planned Working Time</td>
<td>0007</td>
<td>• HR Master Data Maintainer <em>(Update Access)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Payroll Administration <em>(Read Only Access)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Display Payroll <em>(Read Only Access)</em></td>
</tr>
<tr>
<td>Basic Pay</td>
<td>0008</td>
<td>• HR Master Data Maintainer <em>(Update Access)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Payroll Administration <em>(Read Only Access)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Display Payroll <em>(Read Only Access)</em></td>
</tr>
<tr>
<td>Bank Details</td>
<td>0009</td>
<td>• HR Master Data Maintainer <em>(Update Access)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Payroll Administration <em>(Update Access)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Display Payroll <em>(Read Only Access)</em></td>
</tr>
<tr>
<td>Work Tax Area</td>
<td>0208</td>
<td>• HR Master Data Maintainer <em>(Update Access)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Payroll Administration <em>(Update Access)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Display Payroll <em>(Read Only Access)</em></td>
</tr>
<tr>
<td>Unemployment Tax Area</td>
<td>0209</td>
<td>• HR Master Data Maintainer <em>(Update Access)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Payroll Administration <em>(Update Access)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Display Payroll <em>(Read Only Access)</em></td>
</tr>
<tr>
<td>Tax Withholding</td>
<td>0210</td>
<td>• HR Master Data Maintainer <em>(Update Access)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Payroll Administration <em>(Update Access)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Display Payroll <em>(Read Only Access)</em></td>
</tr>
</tbody>
</table>
Common Wage Types

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

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

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

A complete list of wage types, the Wage Type List job aid is available on the OSC Training website in Help Documents.
EXERCISE 1.1: Logging into the Integrated HR-Payroll System

SCENARIO
You need to log on the Integrated HR-Payroll System training client so you can complete course exercises.
You need:
- Portal Access
- NCID User ID
- Password

Instructions

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

1. Assume you have already booted up your computer and logged onto Windows.
2. Enter your NCID and password into the appropriate fields.
3. Click the Log on button.
4. Click the tab.
5. Choose the client designated by your instructor.
6. Maximize the Easy Access menu.

Favorites to add to the SAP easy access menu:
- PA20
- PA30
- ZNCTIME
- CATS_DA

Questions & Answers

Answer the following questions.

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

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

This exercise is complete.
**Knowledge Check**

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

**Summary**

In this lesson, you learned to:

- Explain the details of payroll processing to include the calculation of gross pay, net pay, statutory deductions, and voluntary deductions
- Describe essential master data needed for payroll processing
- Understand how to log into the Integrated HR-Payroll System
Lesson 2: Agency Payroll Display & Maintain

Objectives

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

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

Displaying HR Employee Record

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

The PA20 transaction should be used until all corrections have been identified. This will prevent errors to an employee record inadvertently which would trigger retro activity.
EXERCISE 2.1: Display HR Master Data

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

Instructions

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

2. Enter **80001039** in the **Personnel No.** field.

3. Click **Enter** to validate your entry and display the employee information in the Overview Area.

Questions & Answers

Answer the following questions.

1. What is the name of the employee? _______________________________

2. What is the employee’s Personnel Area? ____________________________

This exercise is complete.
EXERCISE 2.2: Search HR Master Data

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

**Instructions**

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

2. Click in the Personnel Number field.

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

3. Complete the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name</td>
<td>Enter Ahm*</td>
</tr>
<tr>
<td>First name</td>
<td>Leave blank</td>
</tr>
</tbody>
</table>

4. Click the **Start Search** button.

5. Select **Maureen Ahmed** in the list and click the **Copy** button.

6. Under the **Basic Personal Data** tab, select Basic Pay. Click the **Display** icon to view the pay information for Maureen Ahmed.

**Questions & Answers**

Answer the following questions.

1. What is her Personnel number (PERNR)?  
   _____________________________

2. What employee group is assigned to her record?  
   _____________________________

3. What is her Regular Salary?  
   _____________________________

4. What is her Annual Salary?  
   _____________________________

This exercise is complete.
Displaying Infotype Data

The PA20 transaction code will display all infotype records.

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

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

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

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

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

Advanced Infotype Functions

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

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

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

<table>
<thead>
<tr>
<th>Create</th>
<th>The Create function enables the entry of new data. When creating a new record, an old record is delimited if it exists. Infotype history is created using appropriate validity periods.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy</td>
<td>The Copy function is the creation of a new record and updates the infotype history. Unlike the Create function, the data is not entered on a blank screen, instead it is a screen with current valid data and the data can be overwritten. Be sure to change the date of the new record so the history is created properly. To change existing infotype records use the change, delimit, or delete functions.</td>
</tr>
<tr>
<td>Change</td>
<td>The Change function enables the correction of an existing record without creating a new one. Changes to infotype records are not included in the history.</td>
</tr>
<tr>
<td>Delimit</td>
<td>Enter the end date for current record. This will create an infotype history.</td>
</tr>
<tr>
<td>Delete</td>
<td>Removes infotype record from the database. This will remove the infotype record from the history.</td>
</tr>
</tbody>
</table>

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

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

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

Delimited Record

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

Display Employee Bank Details

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

It is best to overview what already exists in the infotype record before making changes to HR master data.
The Office of the State Controller requires all employees paid through the Integrated/HR Payroll System to use direct deposit. Any exception to the Direct Deposit policy must be requested in writing to the State Controller’s Office. Direct Deposit information should be entered for all new hires. Employees can have multiple bank accounts in the Integrated HR-Payroll System with either a percentage or dollar amount for deposit.

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

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

**How does Split Deposit work?**

When employees choose to split their deposit in several accounts, the payroll program will always deposit the amounts of all Other bank’s first and the remaining balance will be deposited in the Main bank.
Employees can use Employee Self Service to make changes to their Bank Details.

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

EXERCISE 2.3: Display Employee Bank Details – (IT0009)

**SCENARIO**
You received a call from Marvin Tillman regarding his bank. He needs to verify which bank(s) he is using for direct deposit.

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

2. Complete the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Number</td>
<td>80001035</td>
</tr>
<tr>
<td>Infotype</td>
<td>0009</td>
</tr>
</tbody>
</table>

3. Click the **Overview** button to display all bank records.

4. Highlight the first record and click the **Choose** button to display the bank details.

5. Click the **Back** button to return to the Overview Bank Details screen.

6. Repeat step 4 for each additional bank record listed on the Overview Bank Details screen.

**Questions & Answers**

Answer the following questions.

1. How many bank records exist for Marvin? _________________

2. Does Marvin have a split deposit? _________________

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

This exercise is complete.
EXERCISE 2.4: Maintain Bank Details PA30 (IT0009)

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

1. Enter Transaction code **PA30** in the Command field and click the **Enter** button.

2. Complete the following fields:

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel Number</strong></td>
<td>Employee – Jay Lee</td>
</tr>
<tr>
<td><strong>Infotype</strong></td>
<td>0009</td>
</tr>
</tbody>
</table>

3. Click the **Create** icon to access the Create Bank Details (0009) screen.
4. Complete the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Date</strong></td>
<td>First day of the next month</td>
</tr>
<tr>
<td><strong>Bank Details Type</strong></td>
<td>Main Bank</td>
</tr>
<tr>
<td><strong>Bank Key</strong></td>
<td>253177049 (State Employees Credit Union, Raleigh, NC)</td>
</tr>
<tr>
<td><strong>Bank Account</strong></td>
<td>1234567890</td>
</tr>
<tr>
<td><strong>Bank Control Key</strong></td>
<td>01</td>
</tr>
<tr>
<td><strong>Payment Method</strong></td>
<td>P</td>
</tr>
</tbody>
</table>

5. Click the **Save** button.

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

6. Click the **Save** button or click **Enter**.

7. Record created.

This exercise is complete.
Display Recurring Payments/Deductions

Use Infotype 0014 Recurring Payments/Deductions.

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

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

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

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

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

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

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

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

- Combined Campaign
- SEANC Dues
- SEANC Insurance

There are several subtypes to categorize recurring payments/deductions. Agency recurring deductions/payments that use subtypes are:

- Agency Specific Insurance
  
  Example: United Healthcare Ins
EXERCISE 2.5: Display Recurring Payments/Deductions (IT0014)

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

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

2. Complete the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Number</td>
<td>80001035 for Marvin Tillman</td>
</tr>
<tr>
<td>Infotype</td>
<td>0014 for Recurring Payments/Deductions</td>
</tr>
</tbody>
</table>

3. Click the **Overview** button to display an overview list.

4. Highlight the record Mr. Tillman referenced and click the **Choose** icon to see the record details.

**Questions & Answers**

Answer the following questions.

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

2. What are they and what are the amounts? ____________________________

3. What information would you provide to Mr. Tillman? ____________________________

This exercise is complete.
EXERCISE 2.6: Create Recurring Payments/Deductions (IT0014)

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

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

2. Complete the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel Number</strong></td>
<td>Employee – Steve Lewis</td>
</tr>
<tr>
<td><strong>Infotype</strong></td>
<td>0014</td>
</tr>
<tr>
<td><strong>Subtype</strong></td>
<td>2516 – MetLife</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>Tomorrow’s Date</td>
</tr>
<tr>
<td>Wage Type</td>
<td>2516 (should default)</td>
</tr>
<tr>
<td>Amount</td>
<td>15.00</td>
</tr>
</tbody>
</table>

5. Click the **Edit** button and select **Maintain Text** from the menu. The **Infotype Text** box is displayed. Type a note indicating why the new deduction is being added. Ex: *Per documentation received, the employee has requested a MetLife deduction in the amount of $15.00 be added to his record*.

6. Click the **Save** button. You will now see the **Maintain Text** icon on the Create Recurring Payments/Deductions (0014) screen.

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

This exercise is complete.

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

**Display Additional Payments (IT0015)**

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

The date of origin determines the pay period

**Example:**

- Incentive Award
- Mentor Pay
- Meals

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

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

**Example:**

- A one-time payment for a monthly employee is entered on March 20\(^{th}\) with the Date of origin 1/31/2018. January’s pay is recalculated to include the one-time payment. The difference will be paid in the March check.
The Date of origin field is extremely important. The date entered in this field will determine which payroll run includes the payment. Reference the payroll schedule for both monthly and bi-weekly payroll. The additional payment amount will be included in your total earnings.

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

Another option to view an employee’s one-time payment is to use transaction code PA20 and click the Payroll tab. If there is a green check mark left of One-time Payments in the Infotype text box, then you would highlight that record and use the Display or Overview icon. If no green check mark exists, then there is not an active record for that employee.
EXERCISE 2.7: Display Additional Payments (IT0015)

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

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

2. Complete the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Number</td>
<td>80001037 – Ervin Santiago</td>
</tr>
<tr>
<td>Infotype</td>
<td>0015 – Additional Payments</td>
</tr>
</tbody>
</table>

3. Click the **Overview** button to display the list of records.

4. Highlight the record for the $75 additional payment and click on the **Choose** button to display the detail information.

**Questions & Answers**
Answer the following questions.

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

2. For how long will he receive this amount? __________________________

3. What is the Date of origin? __________________________

This exercise is complete.
EXERCISE 2.8: Create Additional Payments (IT0015)

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

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

2. Complete the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee</strong></td>
<td>Thomas McGregor</td>
</tr>
<tr>
<td><strong>Infotype</strong></td>
<td>0015</td>
</tr>
<tr>
<td><strong>Subtype</strong></td>
<td>1702 – Mentor Pay</td>
</tr>
</tbody>
</table>

3. Click the **Create** button.

4. Complete the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date of Origin</strong></td>
<td>Tomorrow’s Date</td>
</tr>
<tr>
<td><strong>Wage Type</strong></td>
<td>1702 (should default)</td>
</tr>
<tr>
<td><strong>Amount</strong></td>
<td>100.00</td>
</tr>
</tbody>
</table>
5. Click the **Edit** button and select **Maintain Text** from the menu. The **Infotype Text** box is displayed. Type a note indicating why the additional payment is being added.

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

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

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

   This exercise is complete.
   *********************************************************************************

### Garnishment Processing

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

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

   📝 **NOTE:** Employee’s address must be current in SAP.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Name</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Court Ordered Child Support</td>
<td>COCS</td>
<td>Creditor Garnishment</td>
<td>CRED</td>
</tr>
<tr>
<td>Federal Tax Levy</td>
<td>FTL</td>
<td>State Tax Levy</td>
<td>STL</td>
</tr>
<tr>
<td>Bankruptcy Garnishment</td>
<td>BNKY</td>
<td>County Garnishment</td>
<td>CO</td>
</tr>
<tr>
<td>Student Loans Garnishment</td>
<td>SLN</td>
<td>City Garnishment</td>
<td>CI</td>
</tr>
<tr>
<td>Hospital Garnishment</td>
<td>HSP</td>
<td>Ambulance Garnishment</td>
<td>ABL</td>
</tr>
<tr>
<td>SS Admin Garnishment</td>
<td>SSAN</td>
<td>Alimony</td>
<td>ALY</td>
</tr>
<tr>
<td>IRS Negotiated Garnishment</td>
<td>IRNG</td>
<td>Unemployment Garnishment</td>
<td>UMP</td>
</tr>
<tr>
<td>Employee Restitution</td>
<td>EMPR</td>
<td>Garnishment Refund</td>
<td>GRNR</td>
</tr>
</tbody>
</table>

Infotypes used for Garnishments:

- 0194 Garnishment Document
- 0195 Garnishment Order

Garnishment orders must be sent to BEST Shared Services for processing. Those that are received by agency payroll or HR staff will need to be forwarded to BEST Shared Services for processing. Documents can be faxed (919-875-3844), emailed, or sent through the mail. BEST Shared Services will manage the following:

- Entry
- Processing
- Remittance
- Reporting
- Communication
Garnishment Document

The Garnishment Document IT0194 overview screen gives two choices:

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

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

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

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

Use Infotype 0195 to view the details of the executed order. The important fields to understand on the garnishment order screen are:
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- **Order Type** – This field represents the garnishment type.
- **Initial Balance** – This field contains the total amount due from the employee if the order is a state, local government, or employee restitution garnishment. If the garnishment order does provide a total amount due, this field will be zero.
- **Deduction** – This amount represents the deduction that will be taken from the employee pay, for all pay periods, until the initial balance is completely collected or a released is obtained and processed.

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

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

**EXERCISE 2.9: Display Garnishments**

**SCENARIO**

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

1. Enter Transaction code **PA20** in the Command field.

2. Complete the following fields:

<table>
<thead>
<tr>
<th>PERNR # - Thomas McGregor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Number</td>
<td>Thomas McGregor</td>
</tr>
<tr>
<td>Infotype</td>
<td>0194</td>
</tr>
</tbody>
</table>

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

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

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

Questions & Answers

Answer the following questions.

1. What is the initial amount of the garnishment? ____________________________

2. What type of garnishment was ordered? ____________________________

This exercise is complete.
**Knowledge Check**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. What icon will give a history of the records associated with the infotype being viewed?</td>
<td></td>
</tr>
<tr>
<td>2. What is the transaction code for viewing employee master data information?</td>
<td></td>
</tr>
<tr>
<td>3. What is the transaction code for maintaining employee/master data information?</td>
<td></td>
</tr>
<tr>
<td>4. Give an example of an advanced infotype function.</td>
<td></td>
</tr>
<tr>
<td>5. What does delimit mean?</td>
<td></td>
</tr>
<tr>
<td>6. What is the infotype for bank details?</td>
<td></td>
</tr>
<tr>
<td>7. What is the infotype for recurring payments?</td>
<td></td>
</tr>
<tr>
<td>8. What is the infotype for one time or additional payments?</td>
<td></td>
</tr>
<tr>
<td>9. What should we do in the system when changing records?</td>
<td></td>
</tr>
<tr>
<td>10. True or False: BEST will accept faxed copies of garnishment orders from employees.</td>
<td></td>
</tr>
</tbody>
</table>

**Summary**

In this lesson, you learned to:

- Display HR master data records
- Display/Maintain Employee Bank Details IT0009
- Display/Maintain Recurring Payments/Deductions IT0014
- Display/Maintain Additional Payments IT0015
- Display Garnishment Document IT0194 and Garnishment Order IT0195
Lesson 3: Payroll Preliminary Process Review and Reports

Objectives

Understand the preliminary payroll review process.

Describe Integrated HR-Payroll System report types and features.

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

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

Preliminary Payroll Review Process

Several Integrated HR-Payroll System and Business Objects reports are reviewed during the payroll correction days.

Allows agencies to view and analyze finance, payroll, and HR data during this time when payroll corrections can still be processed.

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

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

For more information, Preliminary Payroll Review Process job aid is available on the OSC Training website in Help Documents.
Agency preliminary payroll reviews should begin the day after payroll initialization. Preliminary payroll amounts should be compared against prior agency results for reasonableness. These comparisons would be reported after each payroll run (approximately 8:00am, noon, and 3:30pm).

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

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

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

Basic Integrated HR-Payroll System Reporting Structure

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

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

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

Use one of the following methods to export the report.

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

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

**Reporting Features**

The Integrated HR-Payroll System offers several reporting features:

- Variants
- Report Layout
- Sorting
- Totals and subtotals

There are many selection criteria options to tailor your data results.
The more selection criteria used, the smaller the data pool that will be included in the report.

If you are unsure how long it will take the report to run, open a second Integrated HR-Payroll System session, or run the report in the background.

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

Report Variants

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

Each report has multiple variants.

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

Three advantages of using a variant:

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

Report Layout

Field and User Layout Options

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

There are five tab options on the Change Layout box.

Displayed Columns tab—Displays the fields included on the current report. If you want a different layout, you can adjust your display by moving the columns to the right column to hide them from the display.
Highlight an item in the Displayed Columns list and move it to the Column set list.

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

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

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

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

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

Use *Find* to search for a field.

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

You can arrange rows in either alphanumerical or reverse alphanumerical order in one of two ways. The first method makes use of the Sort Ascending and Sort Descending.

**Single-Column Sort of a Line-Item Report**

1. Click the header of the sort column to select it.
2. Click the Sort descending or Sort ascending button.

**Creating Totals and Subtotals**

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

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

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

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

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

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

Payroll Results Report PC_Payresult

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

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

Select an employee to display their payroll results.

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

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

- Results exist (green-filled square)
- No results exist (red-filled circle)
- You have no authorization to display the results (grey-filled diamond)

When toggling between employees, be sure to verify the employee name on the left task pane to ensure you are viewing the correct employee's pay results.
Payroll Results (Status Indicators, For Period and In Period)

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

**Status Indicators:**

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

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

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

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

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

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

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

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

- **WPBP** – Work Place/Basic Pay
- **RT** – Results Table or RT_ - Results Table (Collapsed Display)
- **ARRRS** – Arrears
- **DDNTK** – Deductions Not Taken
Payroll Results – WPBP Work Place/Basic Pay

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

This table is created during finalization from the following infotypes:

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

**Planned Hours**

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

**Actually Worked**

- **CD1W** = Calendar Days
- **WD1W** = Work Days
- **WH1W** = Work Hours
Payroll Results – RT Results Table

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

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

This Results table will list all the various technical wage types and amounts used to process payroll with amounts.
Payroll Results – DDNTK Deductions Not Taken

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

Payroll Results – ARRRS Arrears

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

**NOTE:** 401K does not move to the ARRRS Table.
For regular deductions that do not display in the ARRRS (Arrears) table but display in the DDNTK (Deductions Not Taken) table, the employee should contact the provider directly to submit missed payments. Items that show on this table are usually supplemental insurance items.

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

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

**EXERCISE 3.1: Display Payroll Results – PC_PAYRESULT**

**SCENARIO**

You need to look at payroll results for Steven Lewis.

1. Enter Transaction code **PC_PAYRESULT** in the Command field and press Enter or click . The **Display payroll results** screen is displayed.

2. Complete the following field:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Number</td>
<td>80001040 – Steven Lewis</td>
</tr>
</tbody>
</table>

3. Press **Enter** or click **Transfer** button.

4. Click Steven Lewis from the list on the left side of the screen. His Payroll Results information will display on the right.

5. Select the row (Pmt date 03/31/17, For Period 02.2017, In-Period 03.2017) and click **Display Overview** icon to display the list of tables.

6. Click the **WPBP Table** row and click **Display Content** icon to display the Work Center/Basic Pay information.

7. Click to go back one screen.

8. Click the **RT Table** row and click **Display Contents** icon to display the payroll results information.

9. Click to go back one screen.
10. Click the **ARRRS** row and click **Display Contents** icon to display the payroll results information.

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

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

**Questions & Answers**

Answer the following questions.

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

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

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

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

This exercise is complete.

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

**Wage Type Reporter PC00_M99_CWTR**

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

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

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

This evaluation report can be executed for the following:

- A single employee
- A group of employees
- Agency (Personnel area)
- For a selected period
- For a specific payroll run (e.g., regular, off-cycle)
- Compare a regular payroll run with another payroll run
- Overview of wage types for an in-period view or a for-period view
- Read and evaluate archived payroll results

Wage Type Reporter (Payroll Interval Area)

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

By using the Payroll Period button, you can enter a specific payroll period to view. You must enter the payroll period number and year.
Wage Type Reporter (Payroll Period Area)

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

Wage Type Reporter (Period Determination Area)

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

**In-view payroll periods**: includes all calculations from the dates of the period in question, plus all retroactive calculations – all data that has been processed within the period.

**For-view payroll periods**: includes only the calculations that pertain to the dates of the period in question, no calculations which pertain to previous dates.
Example:

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

Wage Type Reporter (Other Selections Area)

You must specify a wage type to run this report.

If you desire to run more than one wage type, you can select the multiple selection icon and list the different wage types.

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

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

Wage Type Reporter
This report allows for the following outputs:

The SAP List Viewer enables:

- The use of pre-defined SAP standard and custom created display variants
- Sorting of data
- Filtering of data
- Totals and subtotals

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

**Examples of Available Variants**

<table>
<thead>
<tr>
<th>Use this variant...</th>
<th>To get this information...</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZPROD-BW/101</td>
<td>Biweekly Gross Earnings</td>
</tr>
<tr>
<td>ZPROD-BW/110</td>
<td>Biweekly Total Deductions</td>
</tr>
<tr>
<td>ZPROD-BW/559</td>
<td>Biweekly Net Pay</td>
</tr>
<tr>
<td>ZPROD-MO/101</td>
<td>Monthly Gross Earnings</td>
</tr>
<tr>
<td>ZPROD-MO/110</td>
<td>Monthly Total Deductions</td>
</tr>
<tr>
<td>ZPROD-MO/559</td>
<td>Monthly Net Pay</td>
</tr>
<tr>
<td>ZPROD-MO 10/12</td>
<td>Monthly 10/12 and 11/12 Pay</td>
</tr>
<tr>
<td>ZPROD-MO 1601</td>
<td>Monthly COLA</td>
</tr>
<tr>
<td>ZPROD-TOT-BASE</td>
<td>Total Base Pay by Employee</td>
</tr>
<tr>
<td>ZPROD-TOT-OTH</td>
<td>Total Other Pay by Employee</td>
</tr>
<tr>
<td>ZPROD-BW/101</td>
<td>Biweekly Gross Earnings</td>
</tr>
</tbody>
</table>

**NOTE:** These are global variants. You can use any available variant and add information to narrow your search, but you should not change any variant currently in SAP. If you need a variant for your agency or office, you can copy an existing one and modify your copy. Be sure to add your agency or office name somewhere in the name so you can find it later.
Use this process to check a payroll run by wage type against a previous period. This should be performed each pay period (monthly and biweekly) to see if the current payroll is reasonable for your organization.

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

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

- Are the highest paid and lowest paid employees the actual employees you expect to be there?
- Are there any spikes in the highest, lowest, or middle salaries when you compare periods?
- Are there spikes in base pay from period to period?

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

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

The report displayed above was created using the custom variant, HR_CH: Wage Type Capitulation Variant. Using this variant will automatically create totals and subtotals. If your report is similar to the view above, the variant was not used.
Lesson 3: Payroll Preliminary Process Review and Reports

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

EXERCISE 3.2: Wage Type Reporter – PC00_M99_CWTR

SCENARIO

You need to look at payroll results for Thomas McGregor.

1. Enter Transaction code **PC00_M99_CWTR** in the Command Field and press Enter or click . The Wage Type Reporter screen is displayed.

2. Click the **Get Variant** icon to find variant. The Find Variant information box is displayed.

3. Delete the information in the **Created by** field and click Execute icon. The Variant Directory of Program H99CWTR0 is displayed.

4. Select the variant **SAP&HR_CH_UVG1 (HR_CH:Wage Type Capitulation)** and click the **Choose** icon.

5. Complete the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Area</td>
<td>4601</td>
</tr>
<tr>
<td>Payroll Area (Payroll Period Section)</td>
<td>01</td>
</tr>
<tr>
<td>Period Selection</td>
<td>Select Other Period from the list.</td>
</tr>
<tr>
<td>Payroll Period Month / Year</td>
<td>03 2013</td>
</tr>
</tbody>
</table>

6. Click the **Execute** icon to run the report.
Questions & Answers

Answer the following questions.

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

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

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

This exercise is complete.

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

Remuneration Statement (ZPYR001 – Mass Printing)

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

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

For more information, the Print Remuneration Statement (ZPYR001) is available on the OSC Training website in Help Documents.
Off Cycle Workbench (PUOC_10)

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

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

The following payment information can be display:

- Check number, house bank and company account
- Replaced payments - which payment was replaced by which check
- Reversed payroll results - the reason for reversal and the administrator who carried out the reversal
Financial Report for Payroll Posting ZFIR018

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

The ZFIR018 report is an ERP report that was developed to be used to reconcile cash management and the NCAS payroll and health benefit postings. It is the financial posting of each payroll.
Variants have been set up to use when running the ZFIR018 report. These variants are in the format of:

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

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

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

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

Knowledge Check

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

In this lesson, you learned to:

Understand the preliminary payroll review process

Describe Integrated HR-Payroll System report types and features.

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

- *Display Payroll Results*  
  PC_PAYRESULT

- *Display the Wage Type Reporter*  
  PC00_M99_CWTR

- *Display and print Remuneration Statements*  
  ZPYR001 (mass printing) or PUOC_10

- *Define Financial Report for Payroll Posting*  
  ZFIR018 (used by Budget Analysts)
Lesson 4: Payroll Course Review

Objectives

- Define payroll processing specific terms and concepts
- Display specific infotypes
- Display and examine the payroll reports
  - Payroll Results (PC_PAYRESULT)
  - Wage Type Reporter (PC00_M99_CWTR)
  - Remuneration (Mass Print) (ZPYR001)
  - Off Cycle Workbench (PUOC_10)
  - Financial Report for Payroll Posting (ZFI018)

Course Review Activity

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

You need to:

- Answer the questions using all classroom materials
- Participate when your instructor goes over the answers to the questions

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

Next Steps

Monitor the Integrated HR-Payroll System communication

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

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

   Use your current NCID user name and password

Keep your training materials close by as a ready reference.

*Need transactional assistance?*

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

**Course Assessment/Evaluation**

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

**CONGRATULATIONS!**

You’ve completed the course!