



Central Michigan University Payroll Processing Manual



**SAP R/3
Version 4.5b**

Payroll Processing

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Off-Cycle Workbench

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OFF-CYCLE WORKBENCH

The Off-cycle workbench is used to create any off-cycle checks, view all payroll history, replace checks, reverse checks and assign check numbers to manual payments.

You can get to the Off-Cycle Workbench by using the menu path as follows:

Menu Path: Human resources > Payroll accounting > America > USA > Off-cycle > Off-cycle workbench

Transaction Code: PUOC

Off-cycle workbench

Off-cycle Edit Goto System Help

Personnel number

Payroll History Replace payment Reverse payment Assign check number

Payroll parameters

Off-cycle reason

Payment date

Payroll

Payroll status

Last payroll

Next payroll

Earl.MD change

Personnel structure

Employee group

Employee subgroup

Payroll area

Company code

Personnel area

Personnel subarea

Enter personnel number and hit enter

RS2 (1) (010) fourtest OVR 10:46AM

10:46 AM

Enter the personnel number of the employee you wish to access. The latest payroll information will default to the current screen as follows:

Off-cycle workbench [Window Title Bar]

Off-cycle Edit Goto System Help [Menu Bar]

✓ [Dropdown] [Navigation Icons] [System Icons]

Personnel number: 5881 WILLIAM E MILLER

Payroll |
 History |
 Replace payment |
 Reverse payment |
 Assign check number

Payroll parameters

Off-cycle reason: []

Payment date: 07/20/1999 [Payroll]

Payroll status

Last payroll: 13 1999 05/30/1999 - 06/12/1999

Next payroll: 14 1999 06/13/1999 - 06/26/1999

Earl.MD change: 06/16/1999

Personnel structure

Employee group: C CMU EMPLOYEE

Employee subgroup: ST SUPERVISOR/TECHNICAL

Payroll area: UB Bi-weekly

Company code: CMU CENTRAL MICHIGAN UNIV.

Personnel area: BUFI BUSINESS & FINANCE

Personnel subarea: BFMA FAC MANAGEMENT

RS2 (1) (010) fourtest OVR 10:48AM

[Start] [Icons] [Pa...] [In...] [SA...] [SA...] [Mi...] [0...] [SA...] [un...] [System Icons] 10:48 AM

This screen has 5 tabs (index cards) for different selections. Each selection is described on the following pages.

Off-cycle workbench: Payroll

This page is a general overview of the off cycle payment process. Each type of off-cycle payment (special, ODR, adjustment and NAMC) is detailed on the following pages.

Menu Path: Human resources > Payroll accounting > America > USA > Off-cycle > Off-cycle workbench

Transaction Code: PUOC

This transaction will default to the Payroll screen. This screen is used to create all off-cycle checks.

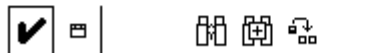
1. Enter the personnel number of the employee
2. Enter the reason for the off-cycle payroll run. This determines how the payroll run will be processed. Use the down arrow to select the correct **Off-cycle reason**.

Off-cycle reason (1) 7 Entries found

Restrictions Hit list

CGrpg	OC reason	Name
10	0001	Holiday bonus
10	0002	Special payment
10	0010	Correction
10	0050	Regular period 'on demand'
10	0070	Non-auth. manual check
10	0080	Absence
10	0090	Advance payment

NOT USED
BY CMU



Select the reason based on the following (see attached pages for more detailed information):

0001 Holiday bonus

If an employee is to receive a bonus, carry out an off-cycle payroll run and take the necessary steps for the payment to be paid to the employee. Pay type: Special (A); uses infotype 267

0002 Special payment

When you create an on-demand check for special pay, you create a check that is not assigned to a particular pay period. For example, you can pay commissions or other one-time payments with an on-demand check for special pay. Pay type: Special (A); uses infotype 267

0010 Correction

You must adjust a payroll result if you have produced a check incorrectly and the check is no longer available or you have already transferred an incorrect direct deposit record. To adjust the payroll result, you must change or create data for the desired adjustment within the payroll period. The adjustment will trigger a retroactive calculation that updates the next payroll result with the correct information. The adjustment will not be associated with a specific pay period. Pay type: Adjustment (B)

0050 Regular period 'on-demand'

To pay an employee who requires a check but for some reason will not receive payment, you must create a payroll result associated with a specific open pay period. For example, if an employee begins employment shortly before the payroll date, and his or her paperwork cannot be processed in time, you can nonetheless conduct a regular payroll run for this employee. This is possible even if the regular payroll run has been concluded for the relevant payroll area, or before the next payroll run for the whole payroll area. Pay type: Regular (blank)

0070 Non-auth. manual check

You can create an unauthorized manual check if an employee requires a check immediately and you cannot obtain authorization from the necessary authorities for the tax calculations. In this case, you must enter the employee's earnings and manually calculate the corresponding taxes and other employee withholdings. You can now write a manual check for the employee. Pay type: NAMC (C)

0080 Absence

CMU will not be using this option

If an employee is absent during future payroll periods, run payroll for the period in which the absence takes place with a payroll run on a specific date. Pay type: Special (A)

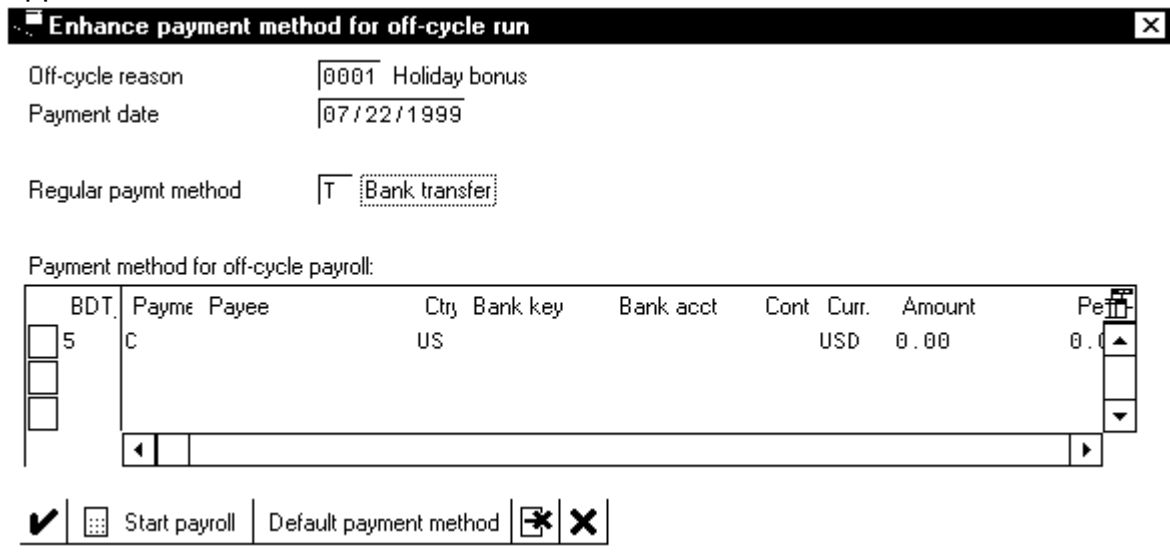
0090 Advance payment

You can create an advance payment for an employee that is retiring or terminating and requires a check immediately. The system allows you to select the periods that need to be paid in advance. The personnel number is only selected again for regular payroll if the current payroll period has elapsed. Pay type: Regular (blank)

Note: The payroll control record, which ensures that no changes are made to payroll-relevant data during the regular payroll period, is not taken into account during off-cycle activities.

Double click on the reason code and then select the payroll icon.

If you have selected an adjustment check or ODR, the following screen appears:




Enhance payment method for off-cycle run

Off-cycle reason: 0001 Holiday bonus
 Payment date: 07/22/1999
 Regular paymt method: T Bank transfer

Payment method for off-cycle payroll:

BDT	Paym	Payee	Ctry	Bank key	Bank acct	Cont	Curr	Amount	Pct
5	C		US				USD	0.00	0.0

Start payroll | Default payment method | X | X

- This screen is an additional record that is created for the current payment in the *Bank Details* infotype (0009). It creates the record with a subtype 5 (BDT field). The original record for infotype 9 is subtype 6. This subtype 5 record contains the reason for the off-cycle run, payment date, payroll type and payroll identifier. The default setting is payment by check. If you want to use the main bank details from infotype 009 instead of the default, you need to click on (highlight) the default method and click on delete  icon. You can split the payment and assign main and secondary bank details if you wish to enter other payment methods (C for check or T for bank transfer). If you are accepting the default, click on the *Start payroll* icon..

Result: If the payroll run is successful, you can view the remun by clicking on *form*. Click *save* to save the results and click on the green arrow in the box to return to the off-cycle menu. The data is saved in the infotypes and the payroll result is written to the payroll cluster. The system simultaneously makes an entry in the indicator table, to show that a payroll result exists and further processing (off-cycle batch program) is required.

DETAILED INFORMATION AND PROCEDURES BASED ON REASON CODE

0001 Holiday bonus and 0002 Special payment

Both of these reason codes are used to create an ON_DEMAND SPECIAL CHECK

When you create an on-demand check for special pay, you create a check that is not assigned to a particular pay period. CMU would use this when monies are

owed to a terminated employee that has already received their last regular paycheck or when an employee should receive a separate check for a bonus or award. It is also used when there has been a lapse in the employees pay (leave of absence for example) and an on-demand regular check will not process.

Note: If you want to do a cost center override, you must create the entry first on infotype 267 with the correct off-cycle reason code, date and a payroll identifier code.

Menu Path: Human resources > Payroll accounting > America > USA > Off-cycle > Off-cycle workbench

Transaction Code: PUOC

To create a special check:

1. Enter 0001 for Holiday bonus or 0002 for special payment
2. Enter the date of the desired check
3. Click on the payroll icon.

The following screen appears:

Wage type	Long text	Amount	Currency	Number	Unit
<input type="checkbox"/>	<input type="text"/>				
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

This is the input screen for infotype 267.

1. Enter the wage type in the *Wage type* field. Only certain wage types can be entered on this infotype. Use the pull down menu for a list of valid wage types.
2. Enter the amount to be paid for this wage type in the *Amount* field.
3. Click on the start payroll icon located at the bottom of the box

Note: The system creates a record in the *One Time Payment Off-Cycle* infotype (0267) for each wage type that you enter in bonus accounting. If the wage type & amount has been entered on infotype 267, it will default to this screen as long

as the date & off-cycle reason code match the date and reason code selected here.

An infotype 9 screen will appear. (An explanation of this screen appears on page A-5). Accept the default if you want a check instead of a bank transfer. Click on the *Start payroll* icon

Result: If the payroll run is successful, you can view the remun by clicking on *form*. Click *save* to save the results and click on the green arrow in the box to return to the off-cycle menu. The data is saved in the infotypes and the payroll result is written to the payroll cluster. The system simultaneously makes an entry in the indicator table, to show that a payroll result exists and further processing (off-cycle batch program) is required.

0010 Correction

Selecting reason code 0010 produces an ADJUSTMENT CHECK. Use this code if you must correct a payroll result, if you have produced a check incorrectly and the check is no longer available to void, or if you have already transferred an incorrect direct deposit record. To adjust the payroll result, you must change or create master data for the desired adjustment within the payroll period. The adjustment will trigger a retroactive calculation that updates the next payroll result with the correct information. The adjustment will not be associated with a specific pay period. The adjustment will show up as a pay adjustment on the employee check and/or remuneration statement.

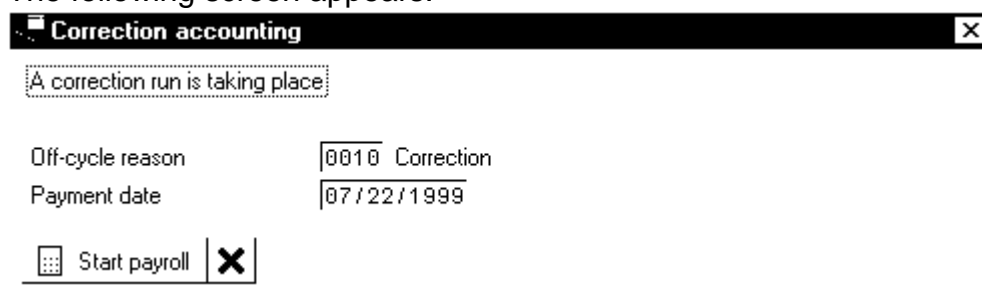
Menu Path: *Human resources > Payroll accounting > America > USA > Off-cycle > Off-cycle workbench*

Transaction Code: PUOC

To create an adjustment check:

1. Enter 0010 for correction
2. Enter the date of the desired check
3. Click on the payroll icon.

The following screen appears:



Correction accounting [X]

A correction run is taking place

Off-cycle reason 0010 Correction
Payment date 07/22/1999

[Start payroll] [X]

4. Verify the payment date and reason, and click the *Start payroll* icon.

An infotype 9 screen will appear. (An explanation of this screen appears on page A-5). Accept the default if you want a check instead of a bank transfer. Click on the *Start payroll* icon

Result: If the payroll run is successful, you can view the remuneration by clicking on *form*. Click *save* to save the results and click on the green arrow in the box to return to the off-cycle menu. The data is saved in the infotypes and the payroll result is written to the payroll cluster. The system simultaneously makes an entry in the indicator table, to show that a payroll result exists and further processing (off-cycle batch program) is required.

0050 Regular period 'on-demand' and 0090 Advance payment

Both of these reason codes are used to create an ON_DEMAND REGULAR CHECK

When you create an on-demand regular check (ODR), the payroll result is associated with a specific open pay period. CMU would use an ODR for an employee that is hired shortly before the payroll date and who was not part of the regular payroll run. This is possible even if the regular payroll run has been concluded for the relevant payroll area, or before the next payroll run for the whole payroll area.

CMU would also use an ODR to create an advance payment for an employee that is retiring and requires a check immediately. The system allows you to select the periods that need to be paid in advance. This payroll result updates the payroll results for the last period to be paid. All other periods selected are treated as retroactive for this payroll result.

If you start a regular payroll run in the off-cycle menu, the payroll control record is not taken into account.

Menu Path: Human resources > Payroll accounting > America > USA > Off-cycle > Off-cycle workbench

Transaction Code: PUOC

To create an ODR check:

1. Enter 0050 for regular period on-demand or 0090 for advance payment
2. Enter the date of the desired check. This date **MUST** be before the next scheduled pay date.
3. Click on the payroll icon.

The following screen appears for an ODR:

Regular payroll accounting [X]

The next regular payroll run will now take place:

Off-cycle reason 0050 Regular period 'on demand'

Payroll period 13 1999 07/01/1999 - 07/15/1999

Payment date 07/15/1999

Start payroll [X]

The following screen appears for an advance payment:

Select payroll periods [X]

Off-cycle reason 0090 Advance payment

Payment date 08/31/1999

Which periods should be paid in advance?

	Acc	Accc	Start	To	
<input type="checkbox"/>	13	1999	07/01/1999	07/15/1999	
<input type="checkbox"/>	14	1999	07/16/1999	07/31/1999	
<input type="checkbox"/>	15	1999	08/01/1999	08/15/1999	
<input type="checkbox"/>	16	1999	08/16/1999	08/31/1999	
<input type="checkbox"/>	17	1999	09/01/1999	09/15/1999	
<input type="checkbox"/>	18	1999	09/16/1999	09/30/1999	

Start payroll [X]

- Select the pay periods that you want to advance the employee. (You may select more than one). Click the *Start payroll* icon.

An infotype 9 screen will appear. (An explanation of this screen appears on page A-5). Accept the default if you want a check instead of a bank transfer. Click on the *Start payroll* icon

Result: If the payroll run is successful, you can view the remuneration by clicking on *form*. Click *save* to save the results and click on the green arrow in the box to return to the off-cycle menu. The payroll result is written to the payroll cluster. The system simultaneously makes an entry in the indicator table, to show that a payroll result exists and further processing (off-cycle batch program) is required.

0070 Non-auth. manual check

A non-authorized manual check (NAMC) can be created to make tax corrections such as clearing uncollected FICA or correcting W2 reportable wages. This payroll result updates the payroll results directory with the

manual check information. A manual check could then be written for the employee if applicable.

Only certain persons have authorization to create a NAMC check.
(See separate procedures for creating NAMCs in 45B.)

Off-cycle workbench: History

Menu Path: Human resources > Payroll accounting > America > USA > Off-cycle > Off-cycle workbench

Transaction Code: PUOC

1. Enter the personnel number of the employee you wish to access. Click the History tab.

Personnel number: 3610 | ELMA LEE MOORE

Payroll | History | Replace payment | Reverse payment | Assign check number

Pmnt date	Re	Rej	Pi	Payment number	Pay Reas.	Name	Amount	Currnc	Ac
09/03/1998	*		T				3,207.79	USD	08
09/01/1998			T				2,070.73	USD	08
08/20/1998			T				1,856.78	USD	07
08/20/1998			C	00836432			448.29	USD	08
08/06/1998		*	C	00836362			784.61	USD	07
07/31/1998	*						0.00	USD	07
07/31/1998	*		C				784.61	USD	07
07/31/1998	*		C				784.61	USD	07
07/15/1998			C	00787844			948.67	USD	07
06/30/1998			C	00786279			948.68	USD	06
03/31/1998			C	00768085			2,481.55	USD	03
02/13/1998			C	00757949			948.67	USD	02

Display

RS2 (1) (010) | fourtest | OVR 01:32PM | 1:32 PM

Column descriptions:

- Pmnt date: check or direct deposit date
- Reversed: indicator that check was reversed
- Replaced: indicator that check was replaced
- Payment type: C = check; T = transfer
- Payment number: check or direct deposit number
- Payment Information: double clicking here will give you a breakdown of the bank transfers, if any; double clicking on the indicator again will give you the check cashing information.
- Reason: reason code for off-cycle payment

Name: reason code text for off-cycle payment
 Amount: amount of check or direct deposit
 Currency: always US dollars
 Accounting Period: the pay period of the check or bank transfer
 SeqNo: Sequence number; this number matches the sequence number on payroll results.
 Ptyp: Payroll type; an A here indicates an adjustment check; a B a special check, etc...

2. Use the scroll bar to see more information:

Off-cycle workbench

Off-cycle Edit Goto System Help

Personnel number 6610 ELMA LEE MOORE

Payroll History Replace payment Reverse payment Assign check number

Pay	Reas.	Name	Amount	Currnc	Accounting period	SeqNo	Ptyp
☐	☐		3,207.79	USD	08/09/1998 - 08/22/1998	00053	
☐	☐		2,070.73	USD	08/09/1998 - 08/22/1998	00054	
☐	☐		1,856.78	USD	07/26/1998 - 08/08/1998	00035	
☐	☐		448.29	USD	08/20/1998	00036	A
☐	☐		784.61	USD	07/16/1998 - 07/25/1998	00032	
☐	☐		0.00		07/16/1998 - 07/25/1998	00026	
☐	☐		784.61	USD	07/16/1998 - 07/25/1998	00028	
☐	☐		784.61	USD	07/16/1998 - 07/25/1998	00030	
☐	☐		948.67	USD	07/01/1998 - 07/15/1998	00024	
☐	☐		948.68	USD	06/16/1998 - 06/30/1998	00023	
☐	☐		2,481.55	USD	03/16/1998 - 03/31/1998	00006	
☐	☐		948.67	USD	02/01/1998 - 02/15/1998	00003	

Display

RS2 (1) (010) fourtest DVR 01:32PM 1:32 PM

Off-cycle workbench: Replace payment

If a check has been lost, stolen or damaged prior to being cashed, you must create a replacement check. To replace the old check, the system prints a replacement check with a new check number.

To replace a payroll check, proceed as follows:

Menu Path: *Human resources > Payroll accounting > America > USA > Off-cycle > Off-cycle workbench*

Transaction Code: PUOC

Enter the personnel number of the employee whose check needs to be replaced. Click the 'Replace payment' tab.

Personnel number 3610 ELMA LEE MOORE

Payroll | History | Replace payment | Reverse payment | Assign check number

	Pmnt date	Re: Rej	Pi	Payment number	Pay Reas.	Name	Amount	Currc	Act
<input type="checkbox"/>	06/15/1999		C	00921422			1,500.41 USD	06	
<input type="checkbox"/>	08/20/1998		C	00836432			448.29 USD	08	
<input type="checkbox"/>	08/06/1998		C	00836362			784.61 USD	07	
<input type="checkbox"/>	07/15/1998		C	00787844			948.67 USD	07	
<input type="checkbox"/>	06/30/1998		C	00786279			948.68 USD	06	
<input type="checkbox"/>	03/31/1998		C	00768085			2,481.55 USD	03	
<input type="checkbox"/>	02/13/1998		C	00757949			948.67 USD	02	
<input type="checkbox"/>	01/30/1998		C	00764741			2,481.56 USD	03	
<input type="checkbox"/>	01/30/1998		C	00754743			948.68 USD	01	

Display | Replace

RS2 (1) (010) fourtest OVR 01:55PM 1:55 PM

Select the desired check to be replaced by clicking the box on the left-hand side and then selecting the 'Replace' icon.

Pmnt date	Rej	Rej	Pi	Payment number	Pay Reas.	Name	Amount	Currnc	Act
Replacement of check									
Replacement reason				[] [v]					
Which date should be used when the check is issued?									
New check date				06/15/1999					
How should the new check number be allocated?									
<input checked="" type="checkbox"/> Automatic									
<input type="checkbox"/> Manually									
[] [v] [x] Replace				[X]					

Select the replacement reason, the new check date and if the check number will be automatically assigned or assigned manually.

Note: You can substitute a bank transfer by issuing a check without giving a reason. The default date for the new check is the same as the old one; the default date for a bank transfer is the current date. However, you can also enter an alternative date.

If the check number is to be applied automatically, the system takes the next number from the check lot. If you are applying the check number manually, this number is checked against the check lot.

Then select the 'Replace' icon again.

Result: The check number has been replaced and an identification number will appear in the message section of your screen. The replace payment indicator now appears in the appropriate column. Go to OC Batch Processing to print the check.

Technical information:

The system starts the report RPCDTCU0 (preprogram data medium exchange, and assigns a code from the program run date and the identification feature, which is made up as follows: CYYYP (Y stands for the sequence number from a number range that is defined for check replacement). All replacements issued on the same day are given the same date and identification feature, which are entered in an indicator table.

Running OC Batch Processing starts report RPUOCR00. This report reads the indicator table and starts the appropriate process model (in this case RFFOUS_C).

Off-cycle workbench: Reverse payment

You can reverse a check if it has not been cashed or a direct deposit if it has not been credited to the account of the employee. You can also reverse multiple payroll results in any desired sequence.

To reverse a payroll check, proceed as follows:

Menu Path: *Human resources > Payroll accounting > America > USA > Off-cycle > Off-cycle workbench*

Transaction Code: PUOC

Enter the personnel number of the employee whose payment needs to be reversed. Click the 'Reverse payment' tab.

Off-cycle workbench

Off-cycle Edit Goto System Help

Personnel number 3610 ELMA LEE MOORE

Payroll History Replace payment **Reverse payment** Assign check number

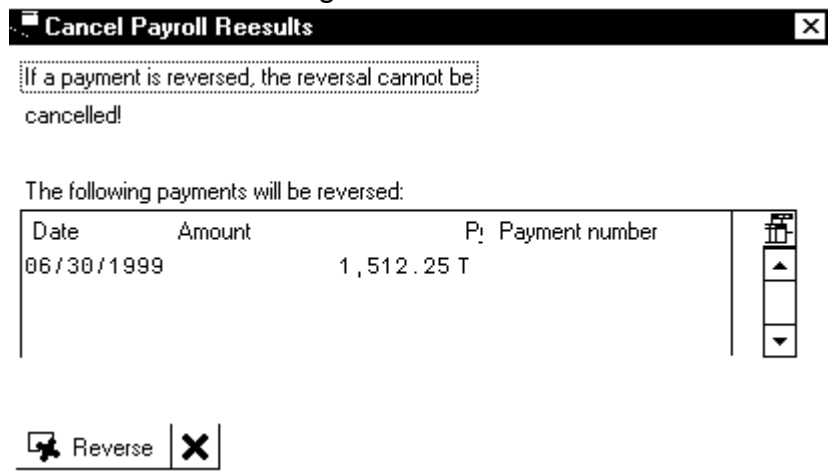
Date	Rej. P.	Payment number	Pay. Reas.	Name	Amount	Currnc	End c.
06/30/1999	T		SL		1,512.25 USD	06/30	
06/15/1999	C	00921422	SL		1,500.41 USD	06/15	
05/28/1999	T		SL		1,979.01 USD	05/31	
05/27/1999	C		SL		1,353.82 USD	05/15	
05/13/1999	T		SL		787.67 USD	05/01	
04/29/1999	T		SL		2,119.92 USD	04/17	
04/15/1999	T		SL		939.30 USD	04/01	
04/01/1999	T		SL		2,081.13 USD	03/20	
03/18/1999	T		SL		2,137.53 USD	03/06	
03/04/1999	T		SL		849.18 USD	02/20	
02/18/1999	T		SL		1,468.16 USD	02/06	
02/04/1999	T		SL		2,129.36 USD	01/23	

Display Reverse

RS2 (1) (010) fourtest OVR 02:05PM 2:05 PM

The system offers you an overview of all the payroll results that have not been reversed. You can view the remuneration statement or detailed information on any transaction shown.

Select the desired payment to be reversed by clicking the box on the left hand side and then selecting the 'Reverse' icon.



Verify that the correct transaction has been selected. Click the 'Reverse' icon.

- If the amount has been paid by check, you must enter a reason for the cancellation. If several payments are shown in the payroll result, the reason is applied to all payments.
- The system issues a warning indicating that the cancellation cannot be reversed.
- To verify that you have chosen the correct payroll period, enter the check number again. In the case of a transfer, no further entry is required.

Result: The check number has been reversed. The reverse payment indicator now appears in the appropriate column. The system cancels the payroll result (with a v) and all payments that belong to the payroll result. (see below for exceptions) In addition, the retroactive accounting date is set in the *Payroll Status* infotype (0003) according to the payment date of the reversed bonus payment, or the first day of the payroll period.

Effect on Payroll Results

- If you void the last payroll result, this is the same as deleting a payroll result. The data is then only available for history purposes. You cannot view the results in payroll history only in payroll results.
- If you void another payroll result (out of sequence), no "void" indicator is displayed. This payroll result is still available, for example, for the purposes of retroactive payroll accounting. The system makes the following entries in the results table (RT):
 - It produces the technical wage type /568 that contains the payment amount for the payroll result with reversed +/- sign.

- It writes the amount of the wage type /557 (remuneration amount) in to the wage type /569.
- It writes the amount of the wage type /558 (remuneration amount) in to the wage type /570.
- It writes the amount of the wage type /559 (remuneration amount) in to the wage type /571.
- Deletes the wage types /557, /558, and /559.
- It deletes the entries in the table *Bank transactions* (BT).
- If the amount was paid by a transfer, the system writes the "invalid" indicator (v), personnel number, sequence number and amount relating to this check in the *off-cycle* table. *Transfer replaced by check or cancelled.*

You can only cancel a payroll result if there are no posting documents. This means that any relevant documents must have been reversed beforehand or that they should not be created.

Once you have reversed a payroll result you can clear this with a correction run or with the next regular payroll run.

Features

If you cancel the last payroll result, you have the following options for subsequent processing.

- If payments have already been made to third parties, retroactive payroll accounting takes place with the next payroll run.
- If no payments have been made to third parties, and have yet been posted to accounting, the payroll result is flagged as "invalid". You can repeat the payroll run for these periods.
- If no payments have been made to third parties, but have been posted to accounting, the payroll result is flagged as "invalid", and the posting run is repeated. To do this, use the report RPUOCB00, which starts a process model that contains report RPCIPE00.

Off-cycle workbench: Assign check number

If a manual check has been processed, you can assign a check number in the system for that manual check.

To assign a check number, proceed as follows:

Menu Path: *Human resources > Payroll accounting > America > USA > Off-cycle > Off-cycle workbench*

Transaction Code: PUOC

You have replaced a standard payment with a check, and must now assign a check number. The employee has, as a rule, already received the check.

1. Enter the personnel number that you want to process and choose *Enter*.
2. Choose *Assign check number*.
3. Mark the payroll result to which you want to assign a check number.
Note: By choosing *Display* you can display the remuneration statement that belongs to this payroll result.
4. Choose *Assign*.

Result: You have assigned a check number to a payroll result.

Maintaining Master Data

Infotype 003 Payroll Status..... 26

Infotype 009 Bank Details..... 27

Infotype 014 Recurring Payments & Deductions 29

Infotype 015 Additional Payments 30

Declining Balance Salary/Deductions..... 32

Infotype 032 Check Distribution..... 32

Infotype 210 Withholding Information 35

Infotype 234 Additional Withholding Information 36

Infotype 235 Other Taxes 37

Infotype 267 One-Time Payments Off Cycle 38

Comptime Payoff 39

Overpayments 40

Vacation Payoff 40

MAINTAINING MASTER DATA

The payroll department is responsible for making changes to the master data of employees when there are changes in the employee's bank details, tax information or check distribution. They are also responsible for adding deductions, additional payments and garnishment information for employees. Each employee has a series of infotypes that contain the payroll-related information for that employee.

You make changes or add to the employee's records using the following menu path:

Menu path: *Human Resources > Personnel management > Administration > Maintain master data*

Transaction Code: PA30

From the Payroll Accounting USA screen, use: Environment > Master data > Maintain

Maintain HR Master Data
HR master data Edit Goto Extras Utilities Settings System Help

Personnel no. 5881
WILLIAM E MILLER CMU EMPLOYEE
BUSINESS & FINANCE SUPERVISOR/TECHNICAL
FAC MANAGEMENT SSN 372-56-6598

Basic Personal Data Payroll Data Payroll Supplements Addtl. Personal Data Work Contract Data

Actions
Residence Tax Area
Organizational Assignment
Work Tax Area
Personal Data
Unemployment State
Addresses
Withh. Info. W4/W5 US
Planned Working Time
Bank Details

Period
 Period
Fr. To
 Today Curr. week
 All Current month
 From curr. date Last week
 To current date Last month
 Curr. period Current year
Choose

Direct selection
Infotype STy

Enter personnel number and hit enter

Click on tab for Payroll Data and then click on appropriate line OR enter the infotype you wish to maintain.

Enter the personnel number of the employee you wish to maintain (change). Hit enter

Select the tab Payroll Data and then click on the appropriate infotype (example: Bank Details)

Or

Enter the personnel number of the employee you wish to maintain (change),

Enter the infotype number you wish to change or create, hit enter.

The payroll-related infotypes to be changed or created by the Payroll Office are:

0003 Payroll Status

Lock an employee from a payroll run or change their retro date

0009 Bank Details

Change the employee bank, the amount of a deduction or direct deposit, or switch the employee from check to bank transfer or vice versa.

0014 Recurring payments and deductions

Add a payment or a deduction to an employees pay cycle. Also set up a declining balance deduction.

0015 Additional payments

Add a one time payment to an employee's pay or set up a declining balance limit

0032 Check distribution

Change the building where the employee's check or advice will be sent

0194 Garnishment document – see separate procedures

0195 Garnishment order – see separate procedures

0210 Withholding tax information for Federal, State and local tax authorities

Change the marital status, the number of exemptions or withhold an additional amount

0234 Additional withholding information

Take an additional tax amount for a particular pay period

0235 Other taxes

Change an employee's FICA exempt status

0267 One time payments for special off cycle checks

Enter one-time payments here that are to be printed on a special check

Information on how to create or change these infotypes is explained on the following pages.

Pers no locked - check this box to stop payroll from running at all for this employee.

Bank Details - Infotype 9

The Bank Details Infotype 0009 is used to enter the payment method of payroll checks. This infotype is required for every active employee and, during hiring, "C" will default as the payment method. The Payroll department will maintain this infotype which controls bank account information for direct depositing.

The standard system contains the following bank detail types:

- Subtype 0: *Main bank* - net check information; can be either a Check (C which is the default), or a Bank Transfer (T advice)
- Subtype 1: *Other bank* - used for bank deductions; can be either a flat dollar amount or a percentage; you must enter either an amount or a percentage
- Subtype 2: *Trip expenses*
- Subtype 5: *Main bank details for off-cycle*
- Subtype 6: *Other bank details for off-cycle*

Menu path: Human Resources > Personnel management > Administration > Maintain master data > Enter 9 in the infotype field > Select the create icon

Recurring Payments/Deductions Infotype 14

Recurring Payments and Deductions (Infotype 0014) is used to create a deduction or recurring payment that needs to be made from an employee's paycheck at intervals which differ from the intervals at which the employee is paid. **For one time payments use infotype 15.** The deduction/payment will be made automatically from the employee's paycheck at the correct interval. In addition, use infotype 14 in conjunction with infotype 15 to set up the per pay amount and the period of validity for deductions that occur over a period of time. (see separate procedures)

Each deduction/payment is represented by a wage type. Individual wage types have characteristics that determine their processing by the payroll. For processing, some wage types need hours (or other time units) entered, others only need the amount.

The system will make the first deduction/payment in the payroll period that contains the beginning date specified. The last deduction/payment will be made in the payroll period that contains the end date specified.

Menu path: Human Resources > Personnel management > Administration > Maintain master data > Enter 14 in the infotype field > Select the create icon

Transaction Code: PA30 > Enter 14 in the infotype field > Select the
create icon

Transaction Code: PA30 > Enter 15 in the infotype field > Select the create icon

1. Enter the wage type in the *Wage type* field. Only certain wage types are allowed on this infotype. Use the pull down menu for a list of valid wage types.
2. Enter the amount to be paid for this wage type in the *Amount* field.
3. Enter the number/unit if applicable. Note: you must enter the number of MPERS hours applicable to this amount if this is a MPERS employee.
4. Enter the date on which the amount is to be paid to the employee in the *Start date* field. (this date MUST be a valid date within or before the pay period of the next regularly scheduled pay.)
5. Hit enter to verify the information, then save your entry

Declining Balance Salary/Deductions

In certain cases, there are wages and/or deductions that are set up as declining balances. These special types utilize both Infotype 014, and Infotype 015 – Additional Payments. The reason for the combination of the two Infotypes is:

Infotype 014 contains the Per Pay Period Amount, and the validity period
Infotype 015 contains the Limit for the Deduction.

Once both of these Infotypes are set up, they work in conjunction to create the declining balance properties. The system will automatically take the Per Pay Period amount until it has reached the limit indicated on Infotype 015. Each deductions that can be set up as a declining balance has 3 wage types. The wage type ending in '1' such as 0FC1, is entered on infotype 14 as the amount to be taken per pay period. The wage type ending in '2' such as 0FC2, is entered on infotype 15 as the total amount to be taken. The wage type ending in '3' (0FC3) shows in the payroll results table (RT) as the total amount that is already deducted. When '3' reaches the total of '2', the deduction stops.

Wage types that are set up to be declining balance are:

0FC* Friends of CMU donation

0MC* Chip membership

0MD* Donation-development

0MS* Donation-misc

0SA* Student activity center

0UW* United way donation

Always enter the '1' wage type on infotype 14 FIRST and then enter the balance to be taken ('2' wage type) on infotype 15. The system should automatically bring up infotype 15 after you have saved the information on infotype 14.

Check Distribution - Infotype 32

The *Check Distribution* (0032) infotype determines where to send pay checks/advices. The abbreviated name of the building and the office numbers are entered. (Example: CSB218). See the attached pages with the building abbreviations.

For off campus CEL employees, the code entered is AA111. This code indicates to the system that whoever has this code should have their paychecks mailed to their home address. This code is for CEL off campus employees only.

To change the building and office number of an employee, use the following menu path:

Menu path: Human Resources > Personnel management > Administration > Maintain master data > Enter 32 in the infotype field > Select the create icon

Indoor Athletic Complex	IAC
Larzelere Hall	LA
Larzelere Custodians	LA990
Mailroom	MALRM
Merrill Custodians	ME990
Merrill Dining Commons	UC
Moore Hall	MO
Motorpool	MTRPO
Music Building	MU
Park Library	PA
Pearce Hall	PE
Powers Custodians	PO990
Powers Hall	PO
Public Broadcasting	PB000
Public Safety	PUBSAF
Robinson Dining Commons	UC
Ronan Hall	RN
Rose Arena	RO
Rowe Hall	RW
Saxe Custodians	SA990
Sloan Hall	SL
Smith Hall	SM
Special Olympics	SO
Student Activity Center	SAC
Sweeney Custodians	SW990
Telecommunications	WOLDTC
Testing Center	ROBTC
Thorpe Custodians	TH990
Trout Custodians	TR990
Troutman Custodians	TM990
University Center	UC
Warriner Hall	WA
West Hall	WE
Wheeler Custodians	WH990
Wightman Hall	WI
Woldt Custodians	WO990
Woldt Dining Commons	UC

Withholding Information Infotype 210

Withholding Information (infotype 210) stores the details from employees' Federal Employee Withholding Allowance forms and from their equivalent state and local Withholding Allowance forms also known as W-4's. The information is used by payroll to calculate withholding tax. These screens are created during the Hiring Action and are changed by the Payroll Office if they receive a W-4 from the employee

Menu path: Human Resources > Personnel management > Administration > Maintain master data > Enter 210 in the infotype field and the tax authority you wish to change in the Sty field > Select the create icon

Transaction Code: PA30 > Enter 210 in the infotype field and the tax authority you wish to change in the Sty field > Select the create icon

Create Withh. Info. W4/W5 U (Infotype 0210)

Infotype Edit Goto Extras System Help

PersNo 6310 NORMA J BAILEY
ACADEMIC AFFAIRS CMU EMPLOYEE
C OF EDU HMN SV REG FAC 10 MONTH SSN 374-48-2358

From 01/01/1999 to 12/31/9999

Tax Authority FED Federal Tax Level Federal

Status
Filing status 02 Married

Exemptions
Allowances
Additional amt. USD
 Tax exempt indicator IRS Limits Indicator

Additional data
Def. Form. No. 1 PERCENTAGE METH Assign Form. No.

Earned Income Credit
EIC status

W: To period of record valid from 01/01/1998 to 12/31/9999 will be delimited RS2 (1) (010) fourtest OVR 0.06

Start Inbo... SAP... Cre... Mict... until... 12:43 PM

Exemptions

An employee's W4 may contain numbers of exemptions as well as exemption amounts. These should be entered in the relevant sections. In addition, some state and local tax authorities allow employees additional exemptions from taxation. You should enter the amount indicated on the employee's State Withholdings Certificate or local tax authority equivalent, in the *Additional amt* field.

The *Tax exempt indicator* should be active for employees who are exempt from withholding tax for a particular authority.

Additional data

An employee may also specify an additional amount to be withheld from their pay to go towards paying their federal, state and local taxes. If you enter \$100 in the Additional amount field, the system adds \$100 to the normally calculated tax amount.

Auto-Adjustment in Case of Shortage

If, due to an additional tax amount, not enough money remains to cover the tax, the difference is backed out.

Earned Income Credit

The Earned Income Credit is a tax credit granted to workers whose income falls below certain levels. The worker must also meet other eligibility requirements. This information can be found on the W5.

Save your entry. The previous record will be delimited.

Additional Withholding Information **Infotype 234**

Occasionally an employee will request that additional withholding taxes for a particular city or county be withheld from his/her pay. This infotype overrides the amount that is deducted on that pay. It does not add to the amount.

Determine the amount of additional tax that is needed for a particular pay.

Calculate the amount of taxes for the current pay and add the two together.

Enter the information on info type 234 as follows:

Menu path: Human Resources > Personnel management > Administration > Maintain master data > Enter 234 in the infotype field > Enter tax authority in the Sty field > Select the create icon

Transaction Code: PA30 > Enter 234 in the infotype field > Enter tax authority in the Sty field > Select the create icon

Enter the information for the pay period in which you want the taxes to be deducted.

Create One-Time Payments Of (Infotype 0267)

Infotype Edit Goto Extras System Help



PersNo 5569 CINDY R VAUTRIN
BUSINESS & FINANCE CMU EMPLOYEE
BUS & FIN PROF ADMIN SALARY SSN 370-70-1776

One-Time Payments Off-Cycle

Wage type 00EA MPL EXCELLENCE AWARD

Amount 1,200.00 USD

Number/unit

Start date 07/06/1999

Default date

Assignment number

Reason for change

Off-cycle reas. 0001 Holiday bonus

Payroll type A

Payroll identifier

1. Enter the wage type in the *Wage type* field. Only certain wage types can be entered on this infotype. Use the pull down menu for a list of valid wage types.
2. Enter the amount to be paid for this wage type in the *Amount* field.
3. Enter the date on which the bonus amount is to be paid to the employee in the *Start date* field. (this date **MUST** match the date of the off-cycle special check)
4. Enter the reason code of the off-cycle check (0001 for bonus, 0002 for all others) in the *Off-cycle reas.* field
5. Enter the type of off-cycle payroll run in the *Payroll type* field as 'A' for off cycle bonus
6. Enter the payroll identifier of 0 for the first one dated that day for this employee, 1 for the second, etc. **You MUST have the payroll identifier entered to see this entry in the off-cycle process**
7. Hit enter to verify the information then save your entry.
8. Go to the off-cycle workbench and process the special check.

Comptime Pay Off

Calculate comptime to be paid off as follows:

Comp days x 8 = hours

Hours x hourly rate = total to be keyed

1. Key total amount on infotype 15 using wage type 30CP
2. Use a date in the current payroll period for the *date of origin* unless the person has been terminated, then use a date from the last active pay period
3. Save your entry

Then:

Reduce comp time balance on 2012. (See Time Management Manual under Leave Balance Revisions)

Overpayments

Infotype 15 is also used to record overpayments from employees that have received monies in error. Use the following steps:

1. Make sure the payroll has been exited
2. Make any needed corrections to the employee's master data
3. Simulate the next pay period to verify the amount of overpayment
4. Notify the employee

Once the money has been returned:

1. Deposit the dollars into g/l account 113261 (?)
2. On infotype 15 enter wage type 0MCR and the amount being paid back
3. Use a date in the current payroll period for the *date of origin* unless the person has been terminated, then use a date from the last active pay period
4. Save your entry

Vacation Payoff

To pay off employees requesting vacation payoff's outside of normal payoff's (i.e. VT, VR), do the following:

1. Run time evaluation for the employee through the period in which you will be doing the payoff. Normally, this will take place with all other employees, not separately.
2. Create an IT (infotype) 015 for the pay period in which the payoff is to occur. (in this example the payoff date is 5/28/98)

Miscellaneous

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Payroll Accounting – SIMULATION

Payroll Simulation is used to evaluate individual employee payroll results. Also, we will perform a Simulation of the entire payroll before producing Payroll Results. This gives us the ability to calculate all information for each employee exactly as they would be calculated during a Productive Payroll Run, without actually updating balances. These test results can be reviewed, and adjustments can be made easily prior to starting the actual run.

Menu Path: *Human Resources > Payroll accounting > America > USA > Payroll accounting > Simulation*

Transaction Code: PC00_M10_CALC_SIMU *or PC10 > Payroll > Simulation*

The screen to enter a payroll simulation looks exactly like the front screen of an actual run. The following screen appears:

The screenshot shows the 'Payroll Driver (USA)' application window. The title bar includes 'Program Edit Goto System Help'. The main area is divided into several sections:

- Payroll period:** Payroll area [US] [06/16/1999] To [06/30/1999].
 Current period
 Other period [12] [1999]
- Selection:** Personnel number [] to []
Payroll area [US] to []
- General program control:**
Reason for payroll []
Special run [] [] []
Schema [Z000]
Forced retro. accounting as of []
 Test run (no update)
- Log:**
 Display log
 Display log for time management additionally
Display variant for log []
- Remuneration statement parameters:**
Display variant Rem. statement [PAYHIST-US]

The bottom of the window shows a Windows taskbar with the Start button, system tray icons, and the system clock displaying 'RS2 (2) (010) fourtest OVR 08:56AM' and '8:56 AM'.

Select the variant: 'UB PYRL SIM' or 'US PYRL SIM'

To run a retro simulation and see the remuneration for all affected pay periods use variants RETRO SIM US or RETRO SIM UB

The information that must be provided is:

- Payroll Area (enter in two places) - US for Semi-Monthly or UB for Bi-Weekly
- Period - current indicator, or other (must enter period and year as 06 1999)
- Personnel Number - only if running individual employee; leave blank to select all employees
- Schema - Z000 always for CMU
- Display log – check only if want to see all calculations; DO NOT check if running all employees
- Display variant Rem.statement – PAYHIST-US or PAYHIST-UB for a single remun statement. To see all retro remun statements, use variant RETRO US or RETRO UB.

WARNING - If you leave this field blank you will NOT see the remuneration statement after simulation!

SIMULATION IN FOREGROUND FOR ONE EMPLOYEE

Hit enter to verify the information, then execute. When the payroll run has finished, click on the *Form* icon to see the remuneration statement.

SIMULATION IN BACKGROUND FOR ALL EMPLOYEES

When running payroll simulation for all employees prior to the actual payroll run, enter a range of employees to select (i.e. 3000-5000), select Program, Execute in background. Run for all employee ranges. Once payroll has finished, check the spool file using transaction SP01 for errors. Three spool files are created. The first is header information, the second is the remuneration statements and the third spool is a log containing all the selection information as well as any error messages and a listing of all the rejected employees. Correct all errors prior to running the actual payroll.

NOTE: Payroll simulation can only be run in test mode. To produce an on demand regular check for an employee, use the Off Cycle Workbench, reason code 50.

Sort retroactive runs – 1
Output language - B
Execute

Displaying Payroll Results

All the wage types generated during a payroll run are displayed in the employee's payroll results. The results are made up of different clusters that contain pertinent information about this particular payroll run, including a separate result for each retro period. To access payroll results, use the following menu path:

Menu Path: Human Resources > Payroll accounting > America > USA > Tools > Payroll result > Display

Transaction Code: PC00_M10_CLSTR

Enter the employee's personnel number and hit the execute icon. A list of all the payroll results that have been created for this employee will be displayed. Click on the last page icon to find the latest results. Following is a print screen of PART of the results:

Selection Deactivate tab.sel.

PerNo	SeqNo	UI	ForPer	PerMo	ForPer	ForPerBeg	ForPerEnd	PayType	PayID	QC	Rsn
ST	SI	InPer	PerMo	InPer	InPer	InPerEnd	InPerEnd	PayType	PayID	QC	Rsn
invalid	pay	date	LPer	BonusDate	PayrDate	PayTime	ReversDat	ReversTm	ReversRs		
00013068	00098		UB	04	20.1999	09/05/1999	09/18/1999				
	A		UB	04	20.1999		09/18/1999				
	V	09/30/1999				10/19/1999	11:11:02	11/02/1999	15:47:25	10	
00013068	00099		UB	04	00.0000	06/27/1999	06/27/1999	C			
	A		UB	04	20.1999		09/18/1999			0050	07
		06/27/1999			06/27/1999	11/02/1999	15:47:45				
00013068	00100		UB	04	14.1999	06/13/1999	06/26/1999				
	A		UB	04	20.1999		09/18/1999			0050	07
		07/08/1999				11/02/1999	15:47:45				
00013068	00101		UB	04	15.1999	06/27/1999	07/10/1999				
	A		UB	04	20.1999		09/18/1999			0050	07
		07/22/1999				11/02/1999	15:47:45				
00013068	00102		UB	04	16.1999	07/11/1999	07/24/1999				
	A		UB	04	20.1999		09/18/1999			0050	07
		08/05/1999				11/02/1999	15:47:45				
00013068	00103		UB	04	00.0000	08/12/1999	08/12/1999	B	0		
	A		UB	04	20.1999		09/18/1999			0050	07
		08/12/1999			08/12/1999	11/02/1999	15:47:45				
00013068	00104		UB	04	17.1999	07/25/1999	08/07/1999				
	A		UB	04	20.1999		09/18/1999			0050	07
		08/19/1999				11/02/1999	15:47:45				

Header box

The header box contains three lines of column definitions. Most of these are self-explanatory. Others are clarified as follows:

ST – Status

- A = most current results for that ForPer, even if the results did not change during retro
- P = previous results for that ForPer
- O = old results for that ForPer

invalid – will show a V when the results have been voided; will not show when reversed out of sequence.

PerMo – 2 for US payroll run, 4 for bi-weekly payroll run

ForPer - Period this result is ran FOR

InPer - Period this result is ran IN

PayrDate and PayTime - Date and time this pay result was actually ran

Paytype - type of special check (A=special, B=adjustment, C=NAMC)

Double click anywhere on the payroll results you wish to view:

Display Cluster RU (USA Payroll Results)

System Help

Selection Select all Select none

PerNo	SeqNo	Name	ForPer	InPer	AS
00013068	107	JESSICA BELUSAR	20.1999	20.1999	A

Table	Name	Number of lines
<input type="checkbox"/> VERSC	Status data for payroll accounting	Field string
<input type="checkbox"/> PCALAC		0
<input type="checkbox"/> PCL2	Update information PCL2	Field string
<input type="checkbox"/> WPBP	Work center/basic pay	1
<input type="checkbox"/> RT	Results table	54
<input type="checkbox"/> RT	Results table (condensed display)	54
<input type="checkbox"/> GRT	Gross results table	0
<input type="checkbox"/> CRT	Cumulated results table	44
<input type="checkbox"/> BT	Bank transactions	1
<input type="checkbox"/> ABC	Cumulate absence classes	0
<input type="checkbox"/> C0	Cost distribution	0
<input type="checkbox"/> C1	Cost distribution from various infotypes	1
<input type="checkbox"/> V0	Variable assignment	0
<input type="checkbox"/> DFT	Differences for split gross/net accounting	0
<input type="checkbox"/> VCP	Leave in period	0
<input type="checkbox"/> ALP	Alternative payment	0
<input type="checkbox"/> TT	Subsequent time tickets	0
<input type="checkbox"/> STATUS	Status indicator	0
<input type="checkbox"/> TAXR	Tax authorities of resident/unemployment (US)	4
<input type="checkbox"/> TAX	Tax	2
<input type="checkbox"/> TAXPR	Authorities tax prorates	1
<input type="checkbox"/> TCRT	Tax accumulation (USA)	3
<input type="checkbox"/> ARRS	Arrears	0

Selection Select all Select none

PerNo	SeqNo	Name	ForPer	InPer	AS
00013068	107	JESSICA BELUSAR	20.1999	20.1999	A

<input type="checkbox"/> TCRT	Tax accumulation (USA)	3
<input type="checkbox"/> ARRS	Arrears	0
<input type="checkbox"/> DDNTK	Non-effected deductions	0
<input type="checkbox"/> BENTAB	Benefits	0
<input type="checkbox"/> ACCR	Accruals	0
<input type="checkbox"/> GRDOC	Garnishment document	0
<input type="checkbox"/> GRORD	Garnishment order	0
<input type="checkbox"/> GRREC	Garnishment record	0
<input type="checkbox"/> UTIPS		0
<input type="checkbox"/> DFRT	Difference table for retroactive accounting	0
<input type="checkbox"/> DOC0		
<input type="checkbox"/> DOWP		
<input type="checkbox"/> NAME	Name of employee	Field string
<input type="checkbox"/> ADR	Address	Field string
<input type="checkbox"/> PERM	Personal features	Field string
<input type="checkbox"/> ORJ version	Creation data	Field string

If number of lines = 0, there are no entries for this result.

Double-click on the desired table. The most commonly used tables are:

- WPBP – contains information from infotypes 0000 and 0001 including the cost center.
- RT condensed display - shows all the current results by wage type

- TCRT - Yearly, quarterly, fiscal and monthly totals for all wage types and taxes by tax authority.
- C1 – cost distribution from various infotypes (detailed explained on the next page)

Double click on the RT table to see which wage types have cost center assignments as shown below:

Display Cluster RU (USA Payroll Results)

System Help

List payroll results

PerNo	SeqNo	Name	ForPer	InPer	SI
00003296	83	JOHN E GAY	07.1999	07.1999	A

RT Results table (condensed display)

A Wage type	APC1C2C3ABKoReBTAwTvN	One amount/one number	Amount
* /603 RE EE Soci	01		1,333.00
* /604 RE ER Soci	01		1,333.00
* /605 RE EE Medi	01		1,333.00
* /606 RE ER Medi	01		1,333.00
* /610 RE ER Unem	01		1,333.00
* /610 RE ER Unem	03		1,333.00
* /700 WT plus ER			1,333.00
* /701 TD Withhol	01		1,333.00
* /703 TD EE Soci	01		1,333.00
* /704 TD ER Soci	01		1,333.00
* /705 TD EE Medi	01		1,333.00
* /706 TD ER Medi	01		1,333.00
* /840 Diff.curr.	01	1.33	20.45
* 4001 TX Withhol	01		125.26
3 /SUT Actual Wor	01	88.00	
3 00AM CEL-ADV/ME	01	0002	184.00
3 00AM CEL-ADV/ME	01	0003	92.00
3 00AM CEL-ADV/ME	01	0004	207.00
3 00CS CEL-COURSE	01	0001	850.00

This 4 digit number corresponds to the assignment number on C1

Double click on the C1 table to see which cost centers are associated with each wage type:

Display Cluster RU (USA Payroll Results)

System Help

List payroll results

PerNo	SeqNo	Name	ForPer	InPer	SI
00003296	83	JOHN E GAY	07.1999	07.1999	A

C1 Cost distribution from various infotypes

Assignmt.	Company code	Business area	Controlling area
0001	CMU	1100	CMU
>> Other fields		Cost center	34309
		Funds center	34309
0002	CMU	1100	CMU
>> Other fields		Cost center	34306
		Funds center	34306
0003	CMU	1100	CMU
>> Other fields		Cost center	34314
		Funds center	34314
0004	CMU	1100	CMU
>> Other fields		Cost center	34310
		Funds center	34310

This assignment number corresponds to the number on the RT table

Leave Entitlement **Infotype 5**

You can maintain an employee's leave entitlement in Infotype 0005. The *Leave Entitlement* infotype can be used to store information on an employee's leave entitlement over a certain period of time as stipulated in the work contract, and any entitlement the employee may have to leave for education and training, and so on.

Infotype 5 also provides information on an employee's remaining leave. The term "remaining leave" in the HR system refers to days of leave which have not yet been accounted, requested, or compensated on the current date.

Each time you enter a leave record in the *Absences* infotype (2001), the system checks that the employee still has sufficient remaining leave, and updates the leave totals accordingly. You only have to store the employee's leave entitlement, as stipulated in the work contract, in the system once. The system then automatically generates the employee's leave entitlement for the following years.

Leave entitlement is a special type of absence quota. The special entry options required for leave entitlement are provided in this infotype.

Menu path:

Human Resources → Personnel management → Administration → Display Master Data → Leave Entitlement

Transaction Code:

PA20 (Display master data) → Leave Entitlement

PA30 (Maintain master data) → Leave Entitlement

Basic Pay **Infotype 8**

This infotype is part of each hiring event and is a required infotype for every employee. This infotype will be used to enter the hourly or per pay amounts for staff and 12 month faculty employees. Other employee groups will enter basic pay using either Recurring Payments/Deductions infotype or the Additional payments infotype. Students and Temporary Staff will use Student/Temporary Assignments infotype (9001) where employees can hold multiple positions at different pay rates and various cost centers.

Basic pay data is entered in the system as wage types. You can enter up to 20 wage types per employee and per specified period. Whenever you enter a wage type, the system performs a check for each employee as to whether or not it is permitted. The check depends on the employee subgroup and personnel subareas assigned to the employees on the basis of his or her master data. The system calculates the total of all payments.

When an employee leaves a company you are not permitted to delimit the *Basic Pay* infotype (0008). Basic payroll data must remain in the system. This is the only way of ensuring the accuracy of any retroactive accounting runs that need to be performed.

Menu path:

Human Resources → Personnel management → Administration → Display Master Data → Basic Pay

Transaction Code:

PA20 (Display master data) → Basic Pay

PA30 (Maintain master data) → Basic Pay

Overview

List Basic Pay (Infotype 0008)

Infotype Edit Goto Extras System Help

Payments and deductions

PersNo 16989 BENNY TEST
 BUSINESS & FINANCE CMU EMPLOYEE
 FIN AFFAIRS PROF ADMIN SALARY SSN 889-39-2839

Choose 01/01/1800 to 12/31/9999 STy.

SI	Start date	End date	Tj	Ar	PS group	Lv	Amount	Curren	Annual salary	Crcy	L
0	03/01/2000	12/31/9999	25	10	PROFADM	3S	1,416.67	USD	34,000.00	USD	
0	10/18/1999	02/29/2000	25	10	PROFADM	3S	1,166.67	USD	28,000.00	USD	

1 of 2

ST2(1)(010) staging2 OVR 09:13AM

Individual

Copy Basic Pay (Infotype 0008)

Infotype Edit Goto Wage types Extras System Help

Salary amount Payments and deductions

PersNo 16989 BENNY TEST
 BUSINESS & FINANCE CMU EMPLOYEE
 FIN AFFAIRS PROF ADMIN SALARY SSN 889-39-2839

From 03/01/2000 to 12/31/9999

Pay scale

Reason Cap.utilvl 100.00
 P.scale type 25 PROFESSIONAL ADMIN. WkHrs/period 86.67 Semi-monthly
 P.scale area 10 CENTRAL MICH. UNIV. Next increase
 PS group PROFADM Level 3S Annual salary 34,000.00 USD

Wag	Wage type name	Or	Amount	Curren	Inv / Number	Unit text
0SR6	REGULAR SALARY		1,416.67	USD	-	
					-	
					-	
					-	
					-	

IV 03/01/2000 12/31/9999 1,416.67 USD

ST2(1)(010) staging2 OVR 09:14AM

Residence Tax Area **Infotype 207**

The residence tax area is the group of authorities to which an individual employee pays tax. It is initially populated during the Hiring Action. The tax information is derived from the zip code that is entered on Infotype 6, Subtype 1.

A combination of local, state and federal tax authorities will be *displayed* by the system in this infotype. There are several levels of taxing authorities in the system per state, that include localities, counties, or school district taxes.

Suppose that an employee lives in San Francisco, California. You enter the code CA01 for that tax area. The system will then display the San Francisco, state of California, and Federal tax authorities to which the employee must pay tax.

Menu path:

Human Resources → Personnel management → Administration → Display Master Data → Payroll Data → Residence Tax Area

Transaction Code:

PA20 (Display master data) → Payroll Data → Residence Tax Area

PA30 (Maintain master data) → Payroll Data → Residence Tax Area

Unemployment State Tax Infotype 209

Unemployment state information is used for the payment of Unemployment Insurance for each employee. Even though we are exempt from unemployment in several authorities at CMU, we must still maintain this infotype. The payroll process requires this infotype exist in order for payroll to process properly. We control this exemption in the system by assigning a zero rate to those authorities where we are exempt from unemployment. This infotype is created during the hiring event.

Menu path:

Human Resources → Personnel management → Administration → Display Master Data → Payroll Data → Unemployment State

Transaction Code:

PA20 (Display master data) → Payroll Data → Unemployment State
PA30 (Maintain master data) → Payroll Data → Unemployment State

Overview

The screenshot shows the SAP 'Overview Unemployment State (Infotype 0209)' screen. The title bar includes 'Infotype Edit Goto Extras System Help'. The main area displays employee data for 'EDITH H EXAMPLE' (PersNo 13191). The data is organized as follows:

PersNo	13191	EDITH H EXAMPLE
	BUSINESS & FINANCE	CMU EMPLOYEE
	FIN AFFAIRS	PROF ADMIN SALARY
		SSN 378-90-6185
Choose	01/01/1800	bis 12/31/9999

Start date	End date	Tax e	Description	Lock
10/12/1998	12/31/9999	MI	Michigan	

At the bottom of the screen, it shows '1 of 1' and the system status 'RS2 (3) (010) fourtest OVR 03:56PM'.

Individual (Infotype 209)

The screenshot shows the SAP 'Display Unemployment State (Infotype 0209)' interface. The main data fields are as follows:

PersNo	13191	EDITH H EXAMPLE
BUSINESS & FINANCE		CMU EMPLOYEE
FIN AFFAIRS		PROF ADMIN SALARY
SSN		378-90-6185
From	10/12/1998	12/31/9999
Chngd	09/24/1998	KRULL1PA
Unemployment data		
Tax authority	MI	Michigan

RS2 (3) (010) - fourtest OVR 03:57PM

Georgia/Maryland Tax Procedures

If you hire or work with the withholding for any employees who have a Maryland or Georgia tax area, please note the following:

Maryland:

If the employee lives in Maryland, infotype 0207 must be set up with a Maryland county. So, instead of typing MD in the tax area field, the tax area should be MDXX. For instance, if an employee lives in Prince George's County in Maryland, the tax area is MD0J. If the county is not specified, the employee will be under withheld.

Georgia:

There are 6 options for tax status on infotype 0210 when working with Georgia:

1. Single
2. Married
3. Married claiming self plus dependents
4. Married, both spouses working
5. Married, one spouse working
6. Head of household or family

The "Married" status (#2) will withhold Georgia taxes at the "Single" status rate. So, if an employee claims "Married", a status 4 or 5 should be chosen rather than 2 unless the employee wants to have taxes withheld at the single rate.

Mass Update – IT0014 Office Professional Dues

This program reads IT0008 to obtain the pay rate in effect on the date specified on the selection screen. With this rate, it creates a BDC session that will create a new IT0014 - wage type 0UCL for the date range specified on the selection screen. It also produces a file that can be imported into excel for further reporting or analysis. To run the program, use the following menu path:

**System → Services → Reporting → Program
name = ZPBPR001**

Or Transaction Code:

SE38 → Program name = ZPBPR001

You will be presented with the following selection screen:

The screenshot shows the SAP selection screen for the program ZPBPR001. The title bar includes 'Program Edit Goto System Help' and the SAP logo. The main title is 'CMU/HR BDC IT0014 UPDATE OF CLERICAL DUES'. Below the title, there are several sections:

- Selections from:** A section with a 'Period' dropdown menu. The 'Other period' option is selected. Below it, there are fields for 'From today' and 'To'.
- Selection:** A section with 'Personnel number' and 'Employment status' fields. There are 'to' and 'to' labels between the fields, and a 'to' label at the end.
- SELECTION CRITERIA FOR ZPBPR001:** A section with several checkboxes and fields. The 'OUCL DATE RANGE' checkbox is checked, and the 'TO' field contains '12/31/9999'. The 'UPDATE MODE' is set to 'A'. The 'BDC SESSION NAME' is 'ZPBPR001_BDC'. The 'OUTPUT FILE' is '//SAPDATA/HR_SAP_OUT\$/ZPBPR001.TXT'.

A grey box on the right side of the screen contains five numbered instructions with arrows pointing to the corresponding fields:

1. Enter the Period Dates in the Other Period Boxes
2. Enter the Employment Status Range 1-3
3. Enter the Date Range for 0UCL
4. Enter the Maximum hourly rate
5. Enter either A – Audit or U – Update

At the bottom of the screen, there is a status bar with the text 'RS2 (1) (010) resappui - OVR'.

1. Either get a variant from the saved variants as an example, or fill in the following fields.
 - a. Other Period – Enter the date you wish to obtain the IT0008 rate from. For example if today's date is 6/11/02, and you wish to obtain the new fiscal year rate which is effective 6/23/02, enter 6/23/02 in BOTH the from and the To Dates section. This is not a required field, but is necessary to pull the appropriate rates.
 - b. Employment status – select range of 1 – 3 to obtain all employees that are active or on leave. This is not a required field, but recommended.
 - c. OUCL Date Range – Enter the date you want the IT0014 to begin. Enter unending in the end date. For example, to begin the IT0014 on 6/23/02, enter 6/23/02 in the box next to OUCL Date Range. 12/31/9999 will default in to the screen, so you do not need to modify this date unless you want to. This is a required field.
 - d. Maximum OUCL amount. Enter the maximum hourly rate that should be encountered on IT008 for this group of employees. This will allow the program to flag those as an error if they exceed this maximum. It is a required field.
 - e. Update mode – Enter “A” for the first run to produce the audit report. Once you have verified the audit report is appropriate and any errors are cleared up, you can execute the program in “U” mode. Once you run in “U” mode, the BDC session will be created. This is a required field.
 - f. BDC session name. Leave this field as it defaults in. Changing the name is unnecessary.
 - g. Output file. A file name defaults in, and you may leave it as it. If you wish to change the name, it is recommended that you rename it after the program has run.
2. Once all fields have been entered on the selection screen, execute the program in the background.
3. After running the program in Update mode, execute the BDC session in the background.
4. Review the BDC session to make sure there are no errors. If errors occur (possibly due to employees that are locked), either rerun the process for the employees in error after correcting the problem, or create their records manually on IT0014 based on your report data.

Mass Update IT009 Bank Details

This program will create a BDC session to do a mass update of IT009 - Main Bank. It reads the selection screen for an old Bank Routing Number, and will search the database for employees that have a Bank Details - Main Bank assigned to this routing number. Once found, it will create a new Main Bank IT009 with the new routing number from the selection screen. It also produces a report of employees that have Other Deduction - IT009 set up with the old routing number. This will allow for a MANUAL update of the old routing numbers with the new routing numbers. The program is only able to report on the Other Deduction subtype, it cannot automatically update those records.

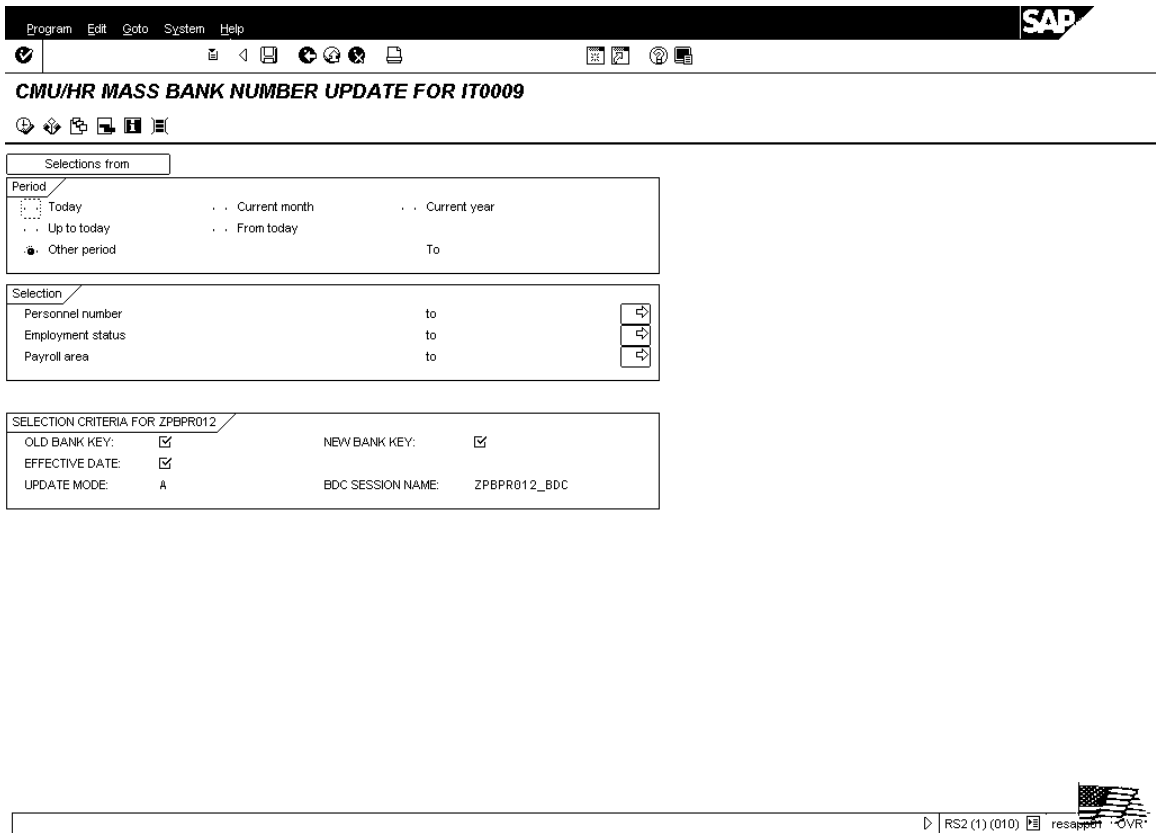
To run the program, either use the path:

**System → Services → Reporting → Program
name ZPBPR012**

Or enter transaction code:

SA38 → Program Name ZPBPR012

Once there, you will be presented with the following screen:



1. Either select a variant as a sample, or enter the following fields:
 - a. Other Period. Enter the dates you wish the program to query the database for active IT009 records. Typically, you'll enter the begin date similar to the effective date for the new IT009, and leave the end date as 12/31/9999
 - b. Employment Status – typically you'll want to select only active or employees on leave. Enter a range of 1-3 to accomplish this.
 - c. Payroll area – Enter either US for semi-monthly or UB for bi-weekly. You will need to run separately for the two payroll areas because they should be using different effective dates. You should be using the period begin date of the next pay period, but you should wait to run until after the current period has been distributed.
 - d. Old Bank Key – New Bank Key – Enter the bank key you are searching for in the database in the Old Bank Key field, and the number it is changing to in the New Bank Key field. The system will verify if you have entered a correct number in both of these fields, and will not let you off the selection screen until you have entered valid ones. If you are sure of the routing number you have, you may possibly need to add a new bank number to the bank table.
 - e. Effective Date – Enter the date you wish the IT009 to begin in the Begin date. Leave the end date as 12/31/9999. The dates are particularly sensitive. You should be using the period begin date of

the next pay period, but you should wait to run until after the current period has been distributed.

- f. Update Mode – Enter “A” for audit, “U” for update. Run the program first in Audit mode in the background to make sure the information is correct. Once you are comfortable with the run, execute the program in “U” mode in the background. This will then create the BDC session for you.
 - g. BDC Session – leave the BDC session name as it appears
2. Once you have executed the program in update mode, process the BDC session in the background via transaction code SM35.