

HRMS Reporting Workgroup Presentation

- Payroll Journal
- Flexible Employee Data



Reporting Workgroup Template

- Report name (transaction number)
- Roles necessary to access report
- How the report is used
- Risks using this report
- Internal controls
- Q & A



Agenda



- Payroll Journal
 - Difference between the two reports
 - Proactive responses to retros
 - Mgmt tool / OFM SAAM requirement
- Flexible Employee Data
 - Difference between the two reports
 - Before payroll runs - proactive
 - After payroll runs for data cleanup

Security Roles Matrix

- Payroll Journal ZHR_RPTPYN33

HRMS Financial Roles	HRMS Payroll Roles
Financial Reporting Processor	Payroll Analyst
	Payroll Inquirer
	Payroll Processor
	Payroll Supervisor

Payroll Journal **ZHR_RPTPYN33**

- The report can also be used for viewing payroll results at an agency level (business area), personnel area (sub-agency) level, and an individual employee level.
- Static data after final payroll run
- Clearly states the retros that need to be researched or verified

Payroll Journal (cont.)

- Non-cash, SSDP, taxable fringe
- Misc deductions can be reviewed for reasonableness
- Includes warrant and EFT numbers
- SAP standard delivered Payroll Journal
S_ALR_87014259
 - Further detail
 - Why this is not supported by DOP

Payroll Journal N33 Set-up

Program Edit Goto System Help SAP

Payroll Journal

Further selections Org. structure

Periods

Payroll Area

Current period
 Other periods 2006 To

In-period view
For-period view

Selections

Personnel number

Personnel area

Personnel subarea

Employee group

Employee subgroup

Additional Selections

Organizational Key

Business Area

Print only Totals sheets



Payroll Journal Detail

Payroll Journal										
Report ID : ZHR_RP1PYW33			State of Washington - HRMS							
User :			Payroll Journal							
Business Area : 1000 - Office of the Attorney General										
Pay Period End Date : 05/15/2009										
Personnel Area : 1000 - Attorney General										
Org Key : 55C										
Personnel#	Name	E66 Warrant#	Hours	Gross Pay	W/H Tax	OASDI	Medicare	Med Aid		
0	14	06 E1	1	64.00	2,442.00	178.31	148.87	34.81	4.56	
0	11	06 E1	0	88.00	1,774.50	175.76	109.22	25.54	6.00	
2	15	01 E2	0	88.00	2,357.92	167.57	144.27	33.74	4.67	
0	13	01 E1	6	88.00	4,513.88	365.18	277.32	64.86	6.69	
0	10	01 E1	3	88.00	3,036.50	307.94	195.72	43.44	5.47	
2	13	06 E2	9	88.00	1,959.00	162.49	114.62	26.81	6.57	
2	14	06 E2	9	88.00	2,007.00	61.52	118.79	27.79	5.45	
2	17	05 E2	3	24.00	259.92	0.00	16.11	3.77	1.77	
2	16	05 E2	C	26.25	284.29	0.00	17.63	4.12	1.94	
2	15	05 E2	C	13.00	140.79	0.00	8.72	2.04	0.95	
0	10	06 E1	9	88.00	1,394.50	114.68	85.65	20.03	5.83	
0	18	01 E1	6	88.00	3,469.50	342.10	211.63	49.50	5.47	
0	14	01 E1	6	64.00	3,643.92	1,034.34	214.18	50.09	4.67	
2	18	06 E2	5	88.00	1,774.50	0.00	107.48	25.14	5.00	
0	11	06 E1	0	72.00	2,566.40	163.99	149.69	35.01	4.26	
0	11	06 E1	9	64.00	2,566.40	90.35	156.58	36.62	4.18	
2	18	01 E2	4	88.00	2,857.00	379.86	170.03	39.77	4.60	
				*Retro	698.40					
0	16	01 E1	1	88.00	4,426.63	713.43	273.27	63.91	5.02	

How to use N33 proactively

- When a retro occurs that you are not expecting or aware of:
 - Check your payroll batch
 - Check your actions from HR
 - Review payroll actions processed
- If something is unexplained
 - Run a Logged Changes in Infotype Data
S_AHR_61016380
 - Run a CATS_DA

Proactive Review



- Verification of deductions
 - Extremely high deductions for an employee
 - No deductions on an employee you know has child support, garnishment or other
- Net pay review
 - Reasonableness for the employee
- Taxable fringe review when processed

Payroll Certification

- Based on the OFM (SAAM) Chapter 25.20.30 <http://www.ofm.wa.gov/policy/25.20.htm>.

Payroll Journal

Report ID: ZHR_RPTPN33
User : LESAT

State of Washington - HRMS
Payroll Journal

Business Area: 1110 - Department of Personnel

Pay Period End Date : 09/30/2006

Personnel Area : 1110 - Dept of Personnel

Personnel#	Name	ESG Warrant#	Hours	Gross Pay	W/H Tax	OASDI	Medicare	Med Aid	
Total for Personnel Area :			1110 - Dept of Personnel	10211.35	311,929.66	35,295.09	18,745.87	4,466.76	718.27
Totals For				*Retro	812.29				

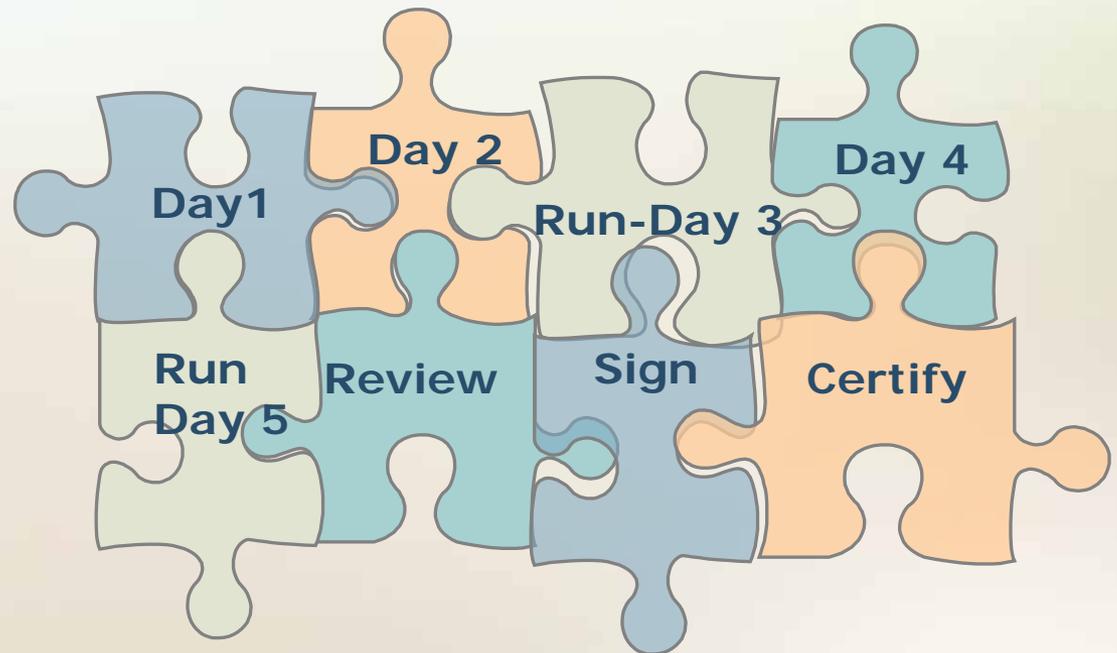
"I hereby certify that to the best of my knowledge amounts listed in this payroll are true and correct charges and that employees holding a position covered by Chapter 41.06 RCW, WAC 251, or other applicable employment contract, have been employed in accordance with the rules, regulations, and orders issued thereunder."

BY _____ Title _____ Date _____

- Do not certify report until Day 4 final processing has occurred

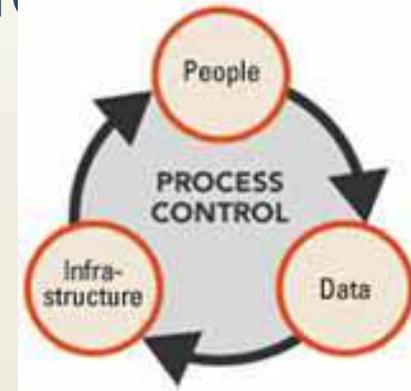
Internal Control

- Management review for reasonableness which supports separation of duties
- Review of this report prior to cut-off will
- assists in cross checking between duties



Risk Management

- Requirement of SAAM 25.20.30 RCW 41.06.270
- Errors are not found prior to payroll exit
- Overpayments may not be identified and handled timely
- Retro's may not be identified and responded



Additional N33 Details

- Run this report on Day 2 or 3 to find any variances or discrepancies proactively
- Do your preemptive changes
- Run the report again the following day
- The results/changes will not be available until the next day

- When this report is run on Day 5 it is after the fact which is acceptable for certification but will not allow corrections
- Possible ways to assist larger agencies
 - Variant preset to break down the data for the outside regions, orgs, or units
 - Export data to Excel
 - Export to Access for further manipulation

Security Roles Matrix

- Flexible Employee Data Report ZHR_RPTPAN02

HRMS Payroll Roles	HRMS Personnel Administration Roles	HRMS Time Management Roles
Leave Corrections Processor	Personnel Administration Inquirer	Time & Attendance Inquirer
Payroll Supervisor	Personnel Administration Processor	Time & Attendance Supervisor
	Personnel Administration Supervisor	

Security Roles Matrix

- Flexible Employee Data S_AHR_61016362

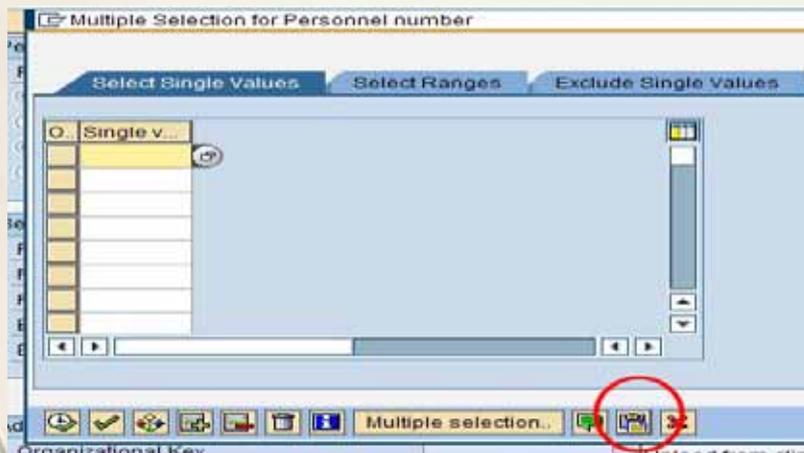
HRMS Payroll Roles	HRMS Personnel Administration Roles	HRMS Time Management Roles
Benefits Processor	Personnel Administration Inquirer	Time & Attendance Inquirer
Leave Corrections Processor	Personnel Administration Processor	Time & Attendance Supervisor
Payroll Analyst	Personnel Administration Supervisor	
Payroll Supervisor		

Flexible Employee Data

- S_AHR_61016362 is the SAP standard delivered report
- ZHR_RPTPAN02 is the WA customized report
- No default fields
- What you ask for is what you get
- This report is used between payrolls to clean up data prior to busy cut-off dates

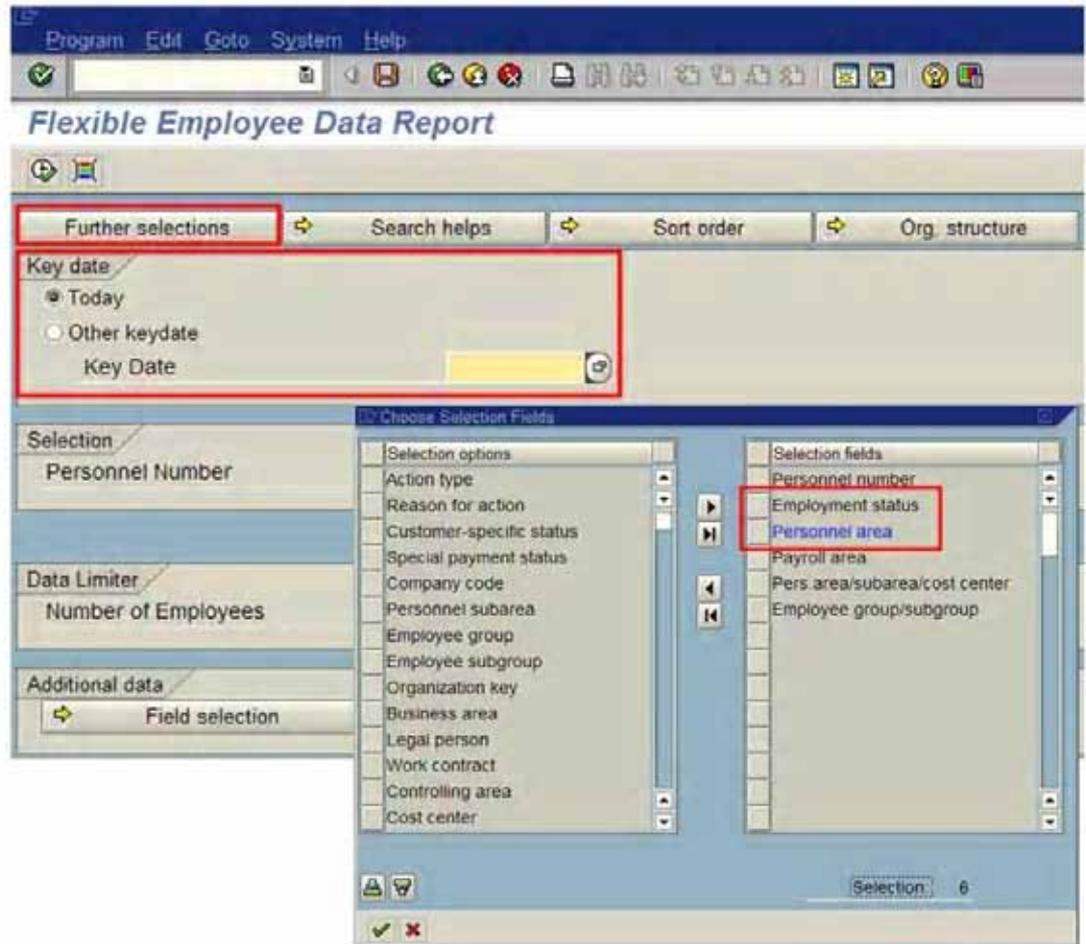
- Good to load into Access or Excel
 - Payroll Count
 - Load to a macro that supplies the agency with hourly reports or other reports
- The data from this report can be used in conjunction with other reports
 - Social Security numbers
- The report gives a snapshot of data
 - For the date it is ran, either today or for a specific key date

- Divide reports into groups by org or personnel areas or whatever to make the reports more manageable
 - (Karen Conley at DSHS trains a way to post breakdowns into manageable pieces and save to a clip board)



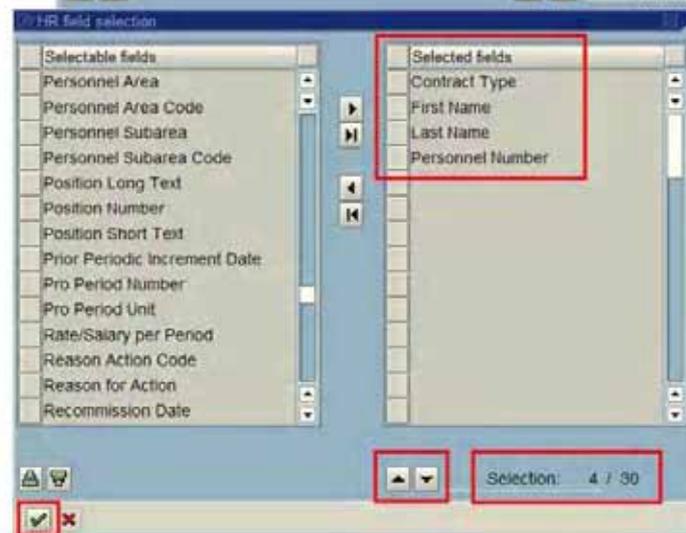
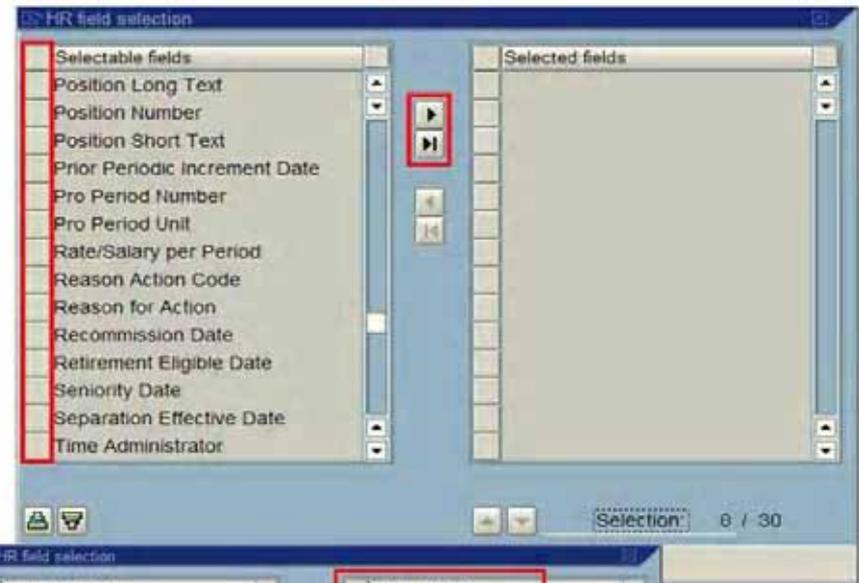
Flexible Employee Data Report – ZHR_RPTPAN02

- Enter a Key Date.
- To add additional Selection fields to narrow search results, click on 'Further selections' and select the desired fields.
 - *Employment Status*
 - *Personnel Area*
- Click  (Continue (Enter)).



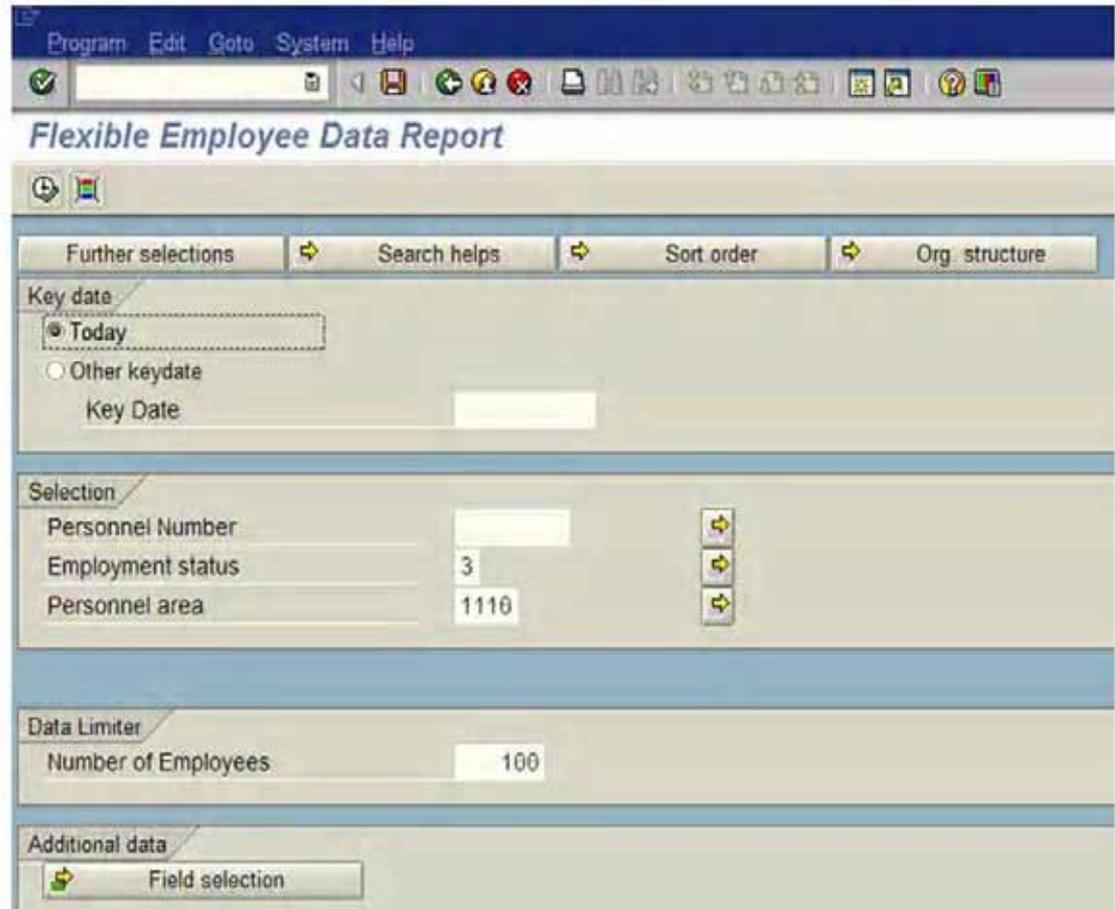
Flexible Employee Data Report – ZHR_RPTPAN02

- In the Additional Data section, select the Field selection to display additional data on the report.
- Click on the grey box to the right of the Selectable fields, then click on the  (choose arrows) to move the selected items to the *Selected fields* area.
- Click  (**Continue**) to return to the report.



Flexible Employee Data Report – ZHR_RPTPAN02

- Click  (Execute) to execute the report.



The screenshot shows the 'Flexible Employee Data Report' application window. The title bar includes 'Program Edit Goto System Help'. The main interface has a menu bar with 'Further selections', 'Search helps', 'Sort order', and 'Org. structure'. Below this, there are several sections for data entry:

- Key date:** Includes a radio button for 'Today' (selected), a radio button for 'Other keydate', and a text field for 'Key Date'.
- Selection:** Includes text fields for 'Personnel Number', 'Employment status' (containing '3'), and 'Personnel area' (containing '1110'). To the right of these fields are three vertical arrow buttons.
- Data Limiter:** Includes a text field for 'Number of Employees' (containing '100').
- Additional data:** Includes a button labeled 'Field selection' with a small icon.

Statewide Variants Available

ABAP: Variant Directory of Program ZHR_RPTPAN02

Variant catalog for program ZHR_RPTPAN02

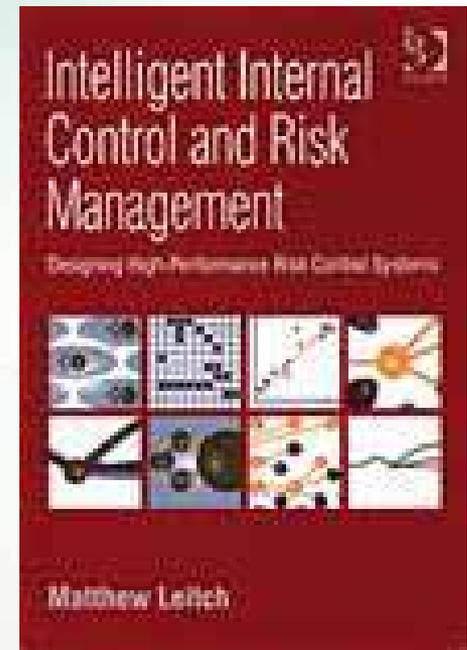
Variant name	Short description	Ch
SWV DATESPECS	Date Specifications	A	X	
SWV EMP SNAPSH	Employee Snapshot	A	X	KIM
SWV MA OVERRIDE	Med Aid Override by job/persID	A		CH
SWV MAIL ADDR	SWV Mailing Address	A	X	CH
SWV PID	PID Variant	A	X	KIM
SWV PSTAGL LST	SWV Pay Scale Ty Ar Gr Lv list	A		JAP

Flexible Employee Data Report

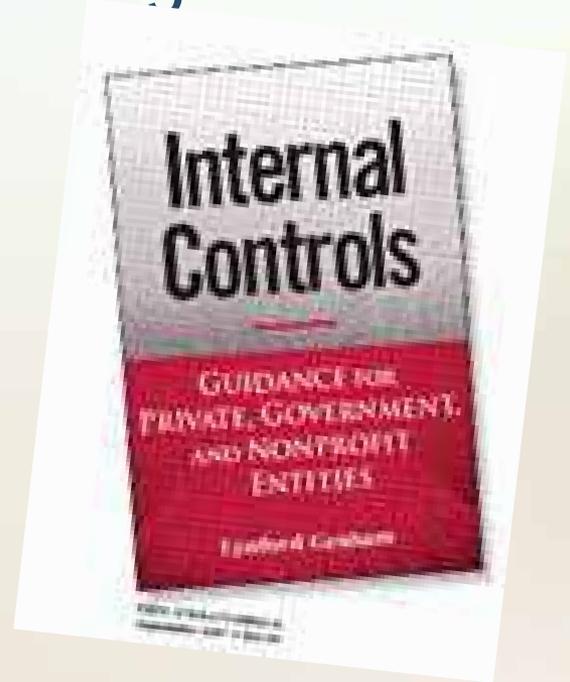
- Review OLQR Flexible Employee Data Report procedures for the following:
 - Flexible Employee Data – Next Increase Date
 - Flexible Employee Data Report_Indirect Value
 - Flexible Employee Data

Internal Control

- Search for rep and non rep
- COLA eligible
- Work schedule rules
- PID
- Double fills
- Admin intern verification
- Checking for consistency/data cleanup



- Informational requests from consultants
 - number of employees, classification, etc.
- Reviewing appointment changes
- Seniority lists
- Status changes
- Updating PA40s
- Verification of salaries



Risk

	High Risk	Average	Low Risk	Total
Sales				
Value	100		100	2,000
Money	A	B	C	A
Risk				
Loans	100		100	40
Money	A	B	C	B
Collections				
Cash	10		10	11
Salary	1	1	1	3
Internal Rating				400

- Incorrect key dates
 - May not include the timeframe you are looking for
- Know your data
 - If you do not have the correct titles for what you are looking for it may not be the same as what you are going to get
 - You will only get what you ask for

Possible Risk (cont.)

- When the report is run, actions may not be complete yet
 - If a new hire is not posted completely by payroll and HR, the data in this report will be incomplete
 - If a separation is not complete, the person will show as inactive

Additional Reporting Tools

- If you see no entry:
 - Go to PA20, review Actions to see if employee is a new hire
- If you see an incorrect entry:
 - Go to the PA20 Additional Withholding
 - Go to the PA20 Actions to see if it is a transfer
- Movement Turnover Report ZHR_RPTPYU26

Summary

- Identify ways to apply this presentation back in your agency
- Remember to notify the Help Desk if OLQR or training materials are not clear
- Reminder that each agency may have set processes and those should always be followed

Questions!