

## Reports

### **Payroll Journal ZHR\_RPTPYN33 Overview**

This section will provide you with an understanding of how to work within HRMS to execute the payroll certification report that meets the requirements of the State of Washington State Administrative and Accounting Manual (SAAM) in Chapter 25.20.30 <http://www.ofm.wa/policy/25.20.htm>.

Execute this report to verify the earning and deductions for individual employees or groups of employees in the area of responsibility of the sub agency or field office. This report is required as a certification of the reasonableness of payroll and is a significant tool for internal control.

Although it is recommended the Time and Attendance Keeper run this report, the person reviewing and signing the certification should be different from the Time and Attendance Keeper and someone who does not have the ability to input or otherwise manipulate data within the system (HR Field Personnel or Supervisors).

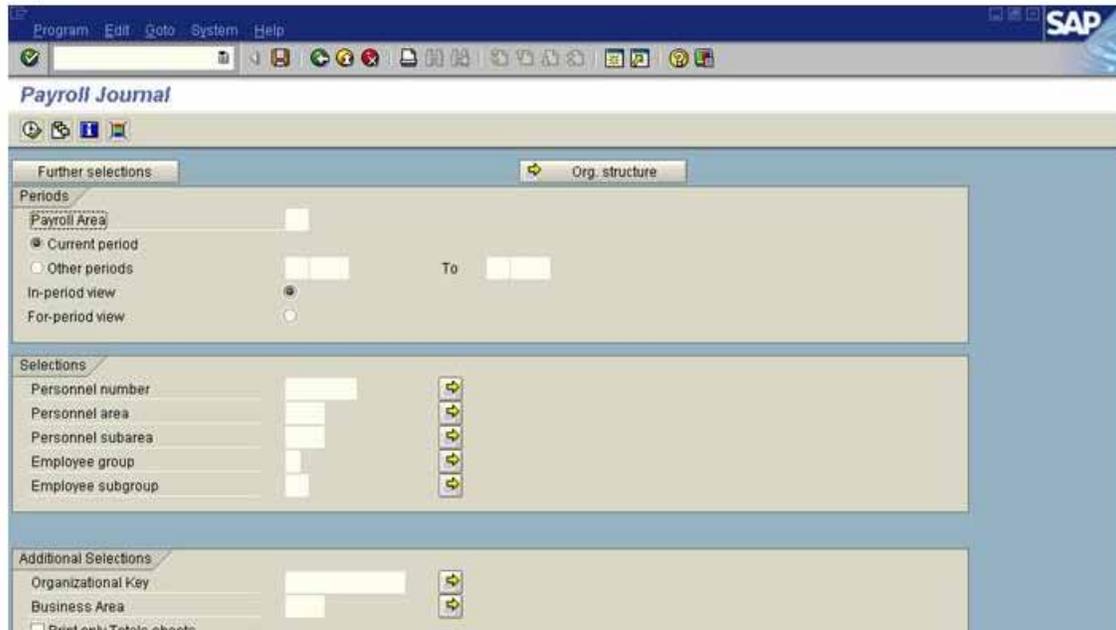
Prior to this report being available within the HRMS system, the Department of Personnel (DOP) must execute a payroll run and store results during a payroll cycle before an applicable employee can execute and view the N33 report. Execute, review and certify this report only after payroll exits, when there is assurance that the final payroll run is complete.

### **Step by Step Instructions for the N33 Report**

1. Start the transaction using transaction code ZHR\_RPTPYN33.

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**Payroll Journal**



**HRMS Reports** Other Formats...  
Cue Card - HTML

**Field Definitions**

| Field Name     | R/O/C | Description  |
|----------------|-------|--|
| Payroll Area   | R     | Description of the Payroll Area.<br><br> Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only.<br><b>Example:</b> 11   |
| Current Period | C     | This selection option will run a report for the current pay period.<br><br> To select the current payroll period, click the  (Enter) button and the dates will default in. |
| Other period   | C     | This selection option will run a report for a specific pay period.<br><b>Example:</b> 18/2006  |

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2.



**Payroll Journal**

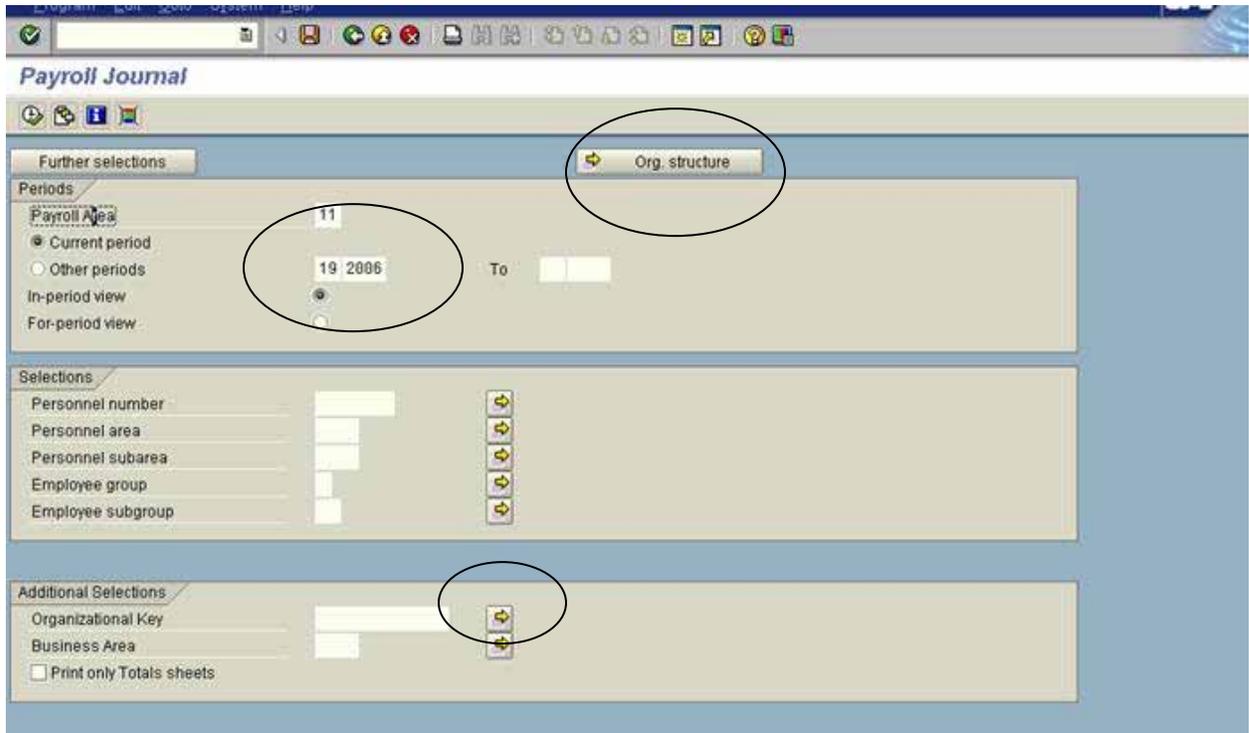
Click .

3. Select Org Structure and then the desired org structure. Alternatively, select the Organizational Key and input desired Org Keys. If you select more than one org key the report will not structure the journal by org key.

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Note: Execute the org key individually if the object is to separate employees by org key.



4. View Payroll Journal for accurate basic salary information, net pay, and/or retroactive pay. After payroll, exit and lock out, this Payroll Journal will show the warrant number of each employee's pay.

### Configuring the Report for a Specific Area

One of the biggest challenges of running reports at an individual office is structuring the report to execute information on a specific group of employees.

DSHS divides different areas in organizational structures. The command button at the top right of the screen in the report field is a drop down menu of all the possible structures that an individual HRMS user can access. This is one way to gather information of a specific group of employees.

Another solution to this challenge is to execute the report by using the "Org Key". The processor can enter one org key or several. Entering more than one "org key" at a time results in HRMS combining employees of all areas into one report, without separating the employees by org key. Run the report by a single org key at a time to avoid this problem.

An additional option is to run this report by multiple personnel numbers at a time. If the HRMS user has a file (usually excel) with all the desired personnel numbers, highlight the personnel numbers and use the CTRL Key on the keyboard with the "C" key to copy, or right click to copy the personnel numbers. Next, select the "multiple selections" button in the

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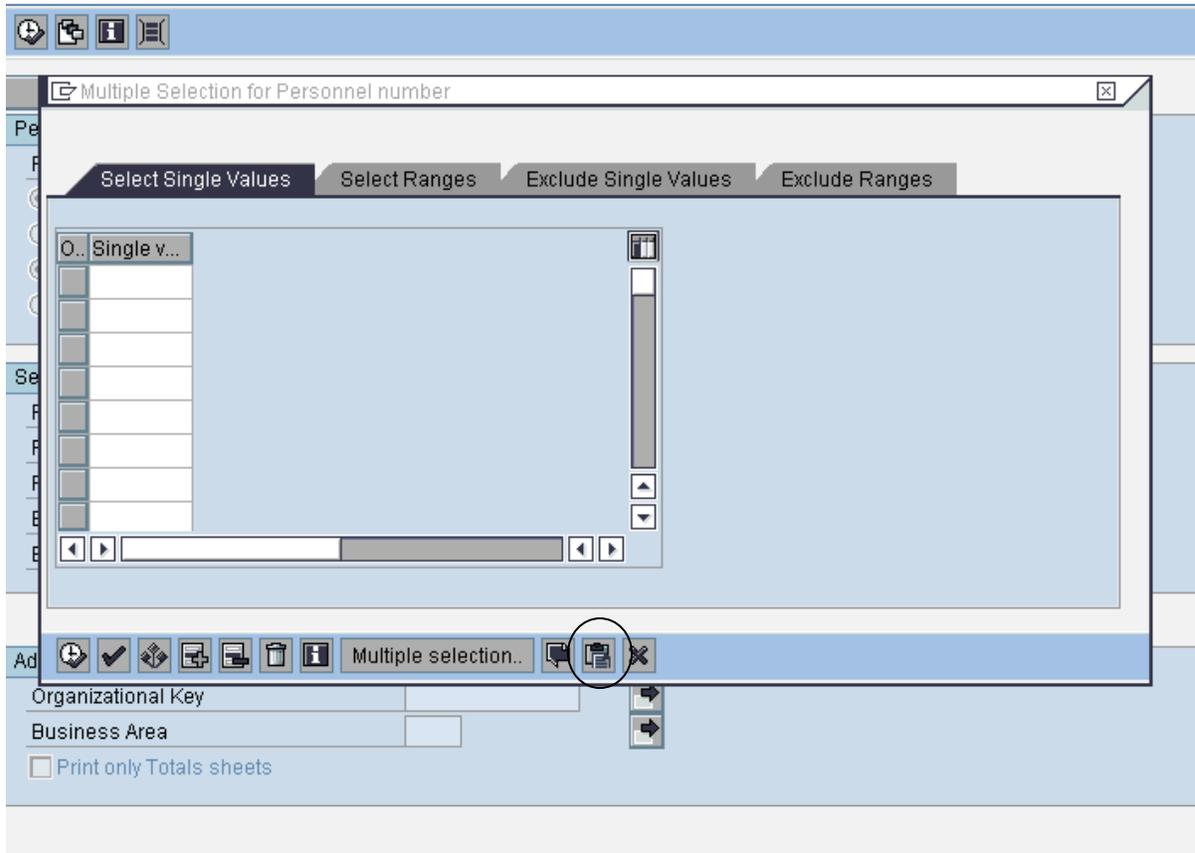
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HRMS "Selections" with the yellow arrow next to the field for personnel numbers. Click on the "suitcase" icon shown below and this will copy all personnel numbers to the report. Click on the green check and execute the report as described above.

There is a variant report within HRMS that displays the N33 report in alphabetical order. The name of the variant is CERT payroll alpha. This is a useful tool also.



## Payroll Journal



The Headquarters Payroll staff can assist any individual trying to establish this process. Feel free to contact the assigned Payroll Representative or any member of the HQ Payroll staff to obtain assistance with setting up and executing this report.