

## Activities to perform during payroll processing days

### Helpful Hints – Suggested Series of Transaction Codes for Payroll Processing

These transaction codes are sequentially organized by Day, from pre-Day 0 through Day 5, and are provided as an aid to agencies.

#### To save these to your HRMS Favorites:

##### Create Folders:

In HRMS, on the SAP Easy Access screen, right-click on Favorites and select Insert Folder; name the folder (i.e. Payroll Processing).

Green Check

Add additional folders and sub-folders as needed (i.e. Pre Day 0)

##### Add Transaction Codes:

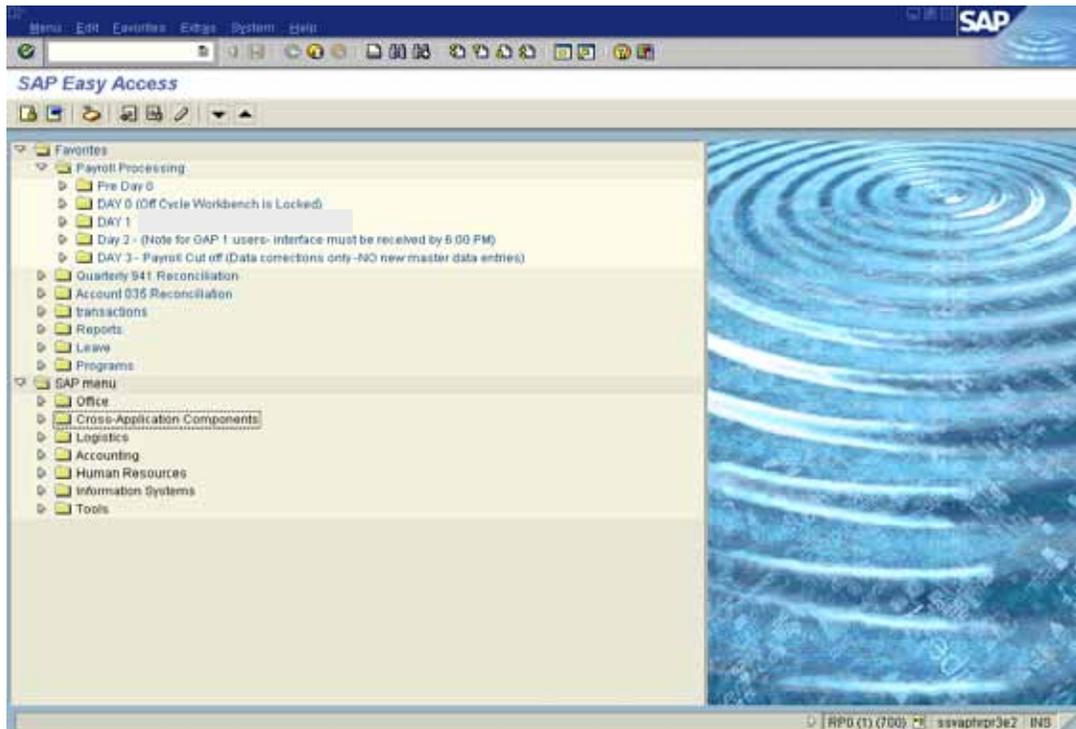
Right-click on desired folder/sub-folder and select Insert Transaction.

In the Manual Entry of a Transaction window, enter a Transaction Code as shown in the screen prints on pages 2 and 3 below (i.e. PUOC\_10).

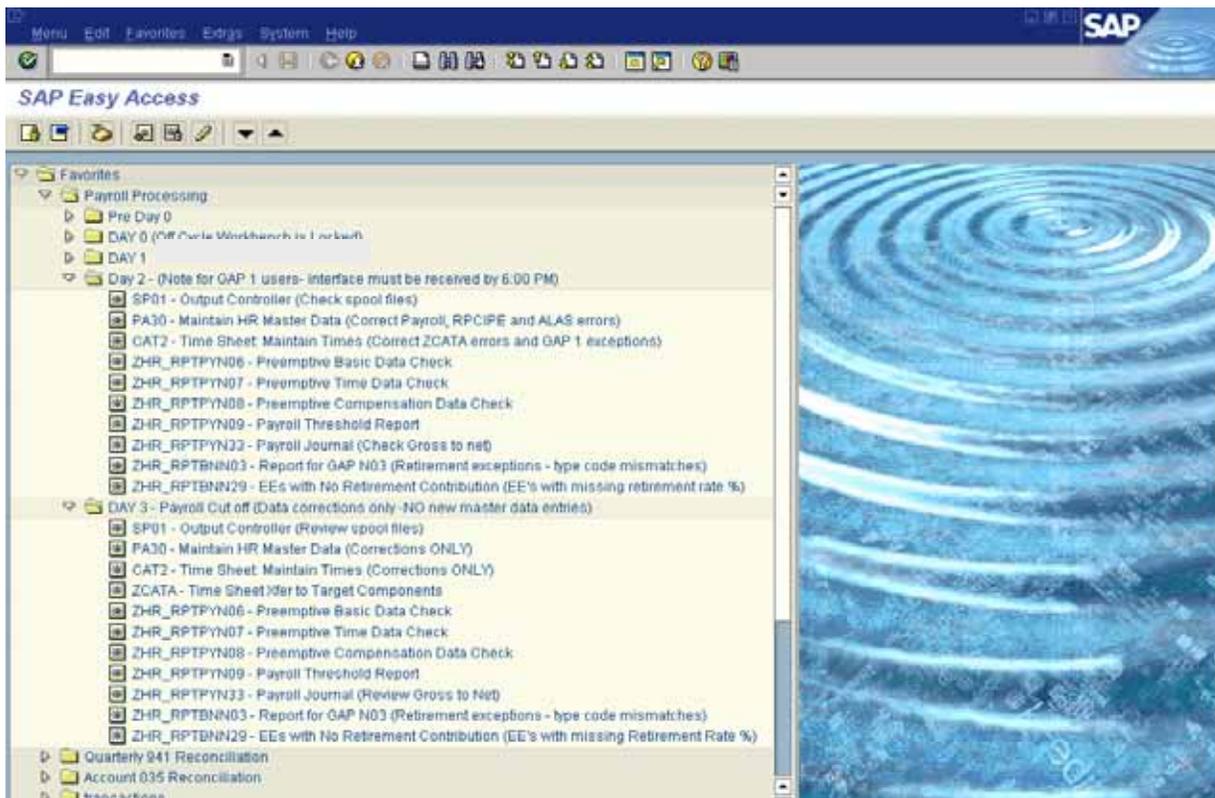
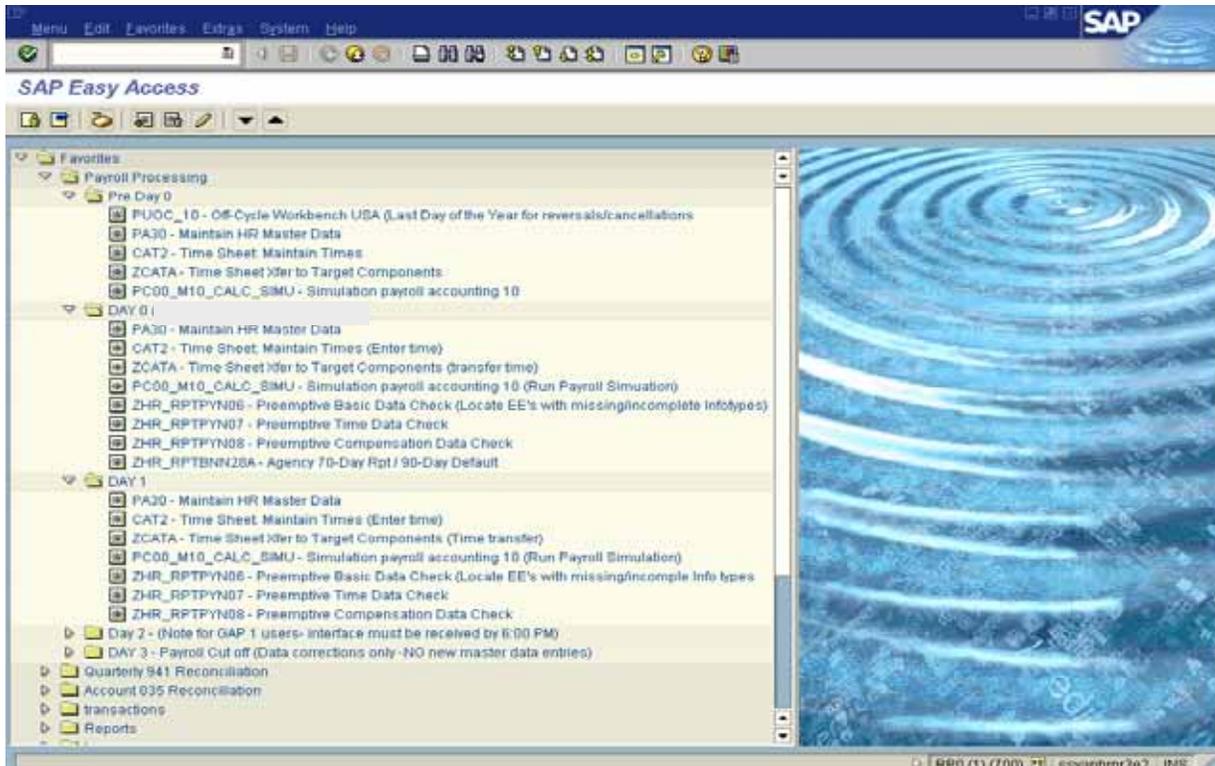
Green check.

Add additional Transaction Codes as needed.

*\*\*For additional instructions, see Course Manual for HRMS Basics and Reporting*



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### Day 0:

- Run Corrections and Returns ZHR\_RPTPY151 to find any direct deposits that will not clear; notify employee they will receive a warrant.

### Day 1:

- Enter Time (CAT2) and transfer ZCATA
- Run Payroll Simulations
- Corrections and Returns ZHR\_RPTPY151
- Correct redlines found in ZCATA transfers or Payroll simulations
- If time entry is complete, run ZHR\_RPTPYN07 – Preemptive Time Data Check
- Run ZHR\_RPTPYN08 Preemptive Comp Data Check
- Run ZHR\_RPTPYN06 to find employees with incomplete/missing infotypes
- Continue Master Data Updates if needed
- Submit GAP1 by 6pm (if submitting early on night 1)
  
- At 6:00 p.m. on the first day of payroll processing Transaction PUOC\_10 (off-cycle workbench) is locked and reversals cannot be entered until after the payroll processing cycle (**If there is a Day 0 payroll process**, e.g. last payroll of the year, the PUOC\_10 will be locked at 6:00 p.m. on Day 0)

### Day 2 – Gap 1 Cut-off:

- ISD will post RPCIPE and ALAS errors in the morning
- Check your spool files (transaction code SP01)
- Correct Payroll, ZCATA and RPCIPE (Payroll Posting) and ALAS Redlines/Errors
- If you submitted GAP1 early, check spool file for any rejected employees
- Manually enter time for those rejected employee r
- Run ZHR\_RPTPYU26 Movement/Turnover Report
- Run ZHR\_RPTPY151 Corrections & Returns for Agency
- Run ZHR\_RPTPY126 Payroll Posting Report
- Run Wage Type Reporter PC00\_M99\_CWTR (can also run for specific wage types)
- Run Flexible Employee Data Report to update the Next Increase (PID) on IT0008
- If time entry is complete, run ZHR\_RPTPYN07 – Preemptive Time Data Check
- Run ZHR\_RPTPYN08 Preemptive Comp Data Check
- Run ZHR\_RPTPYN06 to find employees with incomplete/missing infotypes

### Day 3 – Payroll Cut-off: (Agencies should reserve for corrections only)

- ISD will post RPCIPE and ALAS errors in the morning
- ISD will post Payroll Redlines after 12:15 p.m.
- Check your spool files (SP01)
- Correct Payroll, ZCATA, RPCIPE and ALAS Redlines/Errors
- If you submitted GAP1, check spool file for rejected employees
- Manually enter time for those rejected employee records
- Run ZHR\_RPTPYN06 to find incomplete employees with missing infotypes
- Run Active Employees with no retirement taken ZHR\_RPTPY024
- Run Wage Type Reporter PC00\_M99\_CWTR (can also run for specific wage types)

## **Activities to perform during payroll processing days**

- Run ZHR\_RPTPY126 Payroll Posting Report
- Run ZHR\_RPTPYN07 Preemptive Time Data Check
- Run ZHR\_RPTPYN09 Payroll Threshold Report
- Run ZHR\_RPTPYN33 Payroll Journal Report to examine Gross to Net Pay (This is an alternative to going into each employee's pay results one at a time.)
- **Payroll processors** – When performing final checks for redline errors:
  - Make sure HR has finished entering transactions
  - Transfer all time entered for your agency using ZCATA with Repeat Transfer unchecked
  - Run ZCATA time transfer a second time with Repeat Transfer checked
  - Run a payroll simulation for your full agency in the background with Display Log turned off

### **Day 4 – System is Locked for Payroll Processing**

- ISD will post final employee lockouts in the morning

### **Day 5 – Post-Payroll**

- ZHR\_RPTM084 Attendance System Change – DOC created a variant for quota reports, and there is a Statewide Variant as well for Shared and Donated Leave totals.
- ZHR\_RPTPY126 Payroll Posting Report – use SWV to find non-active personnel for the pay period that received health care benefits.
- PT64 Absence List (Attendance/Absence Data) – DOC created variants for LWOP, OT, and Hourly.
- **N33**