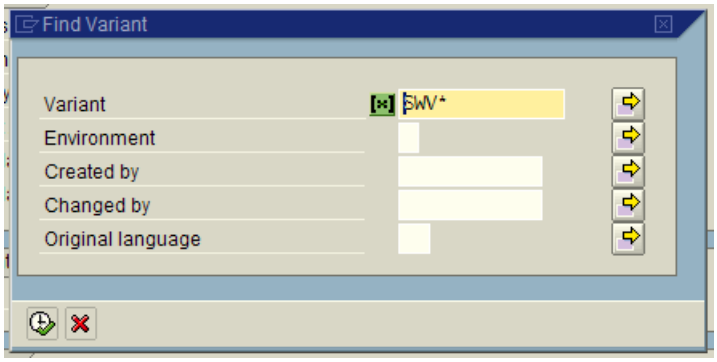
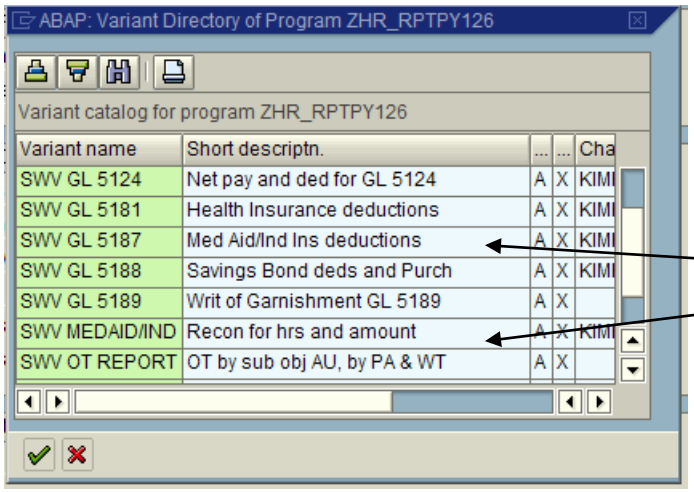
Each pay period on Day 2 (after day 1 payroll has processed) each agency should go into the Payroll Posting Report (ZHR_RPTPY126) to review their LNI classification codes for staff.

Enter this transaction number in the command field, when the report opens click the get variant button. In the Variant field input SWV*, take you're personnel number out of the created by field, and click execute. This will bring up all state wide variants available.

Get Variant button



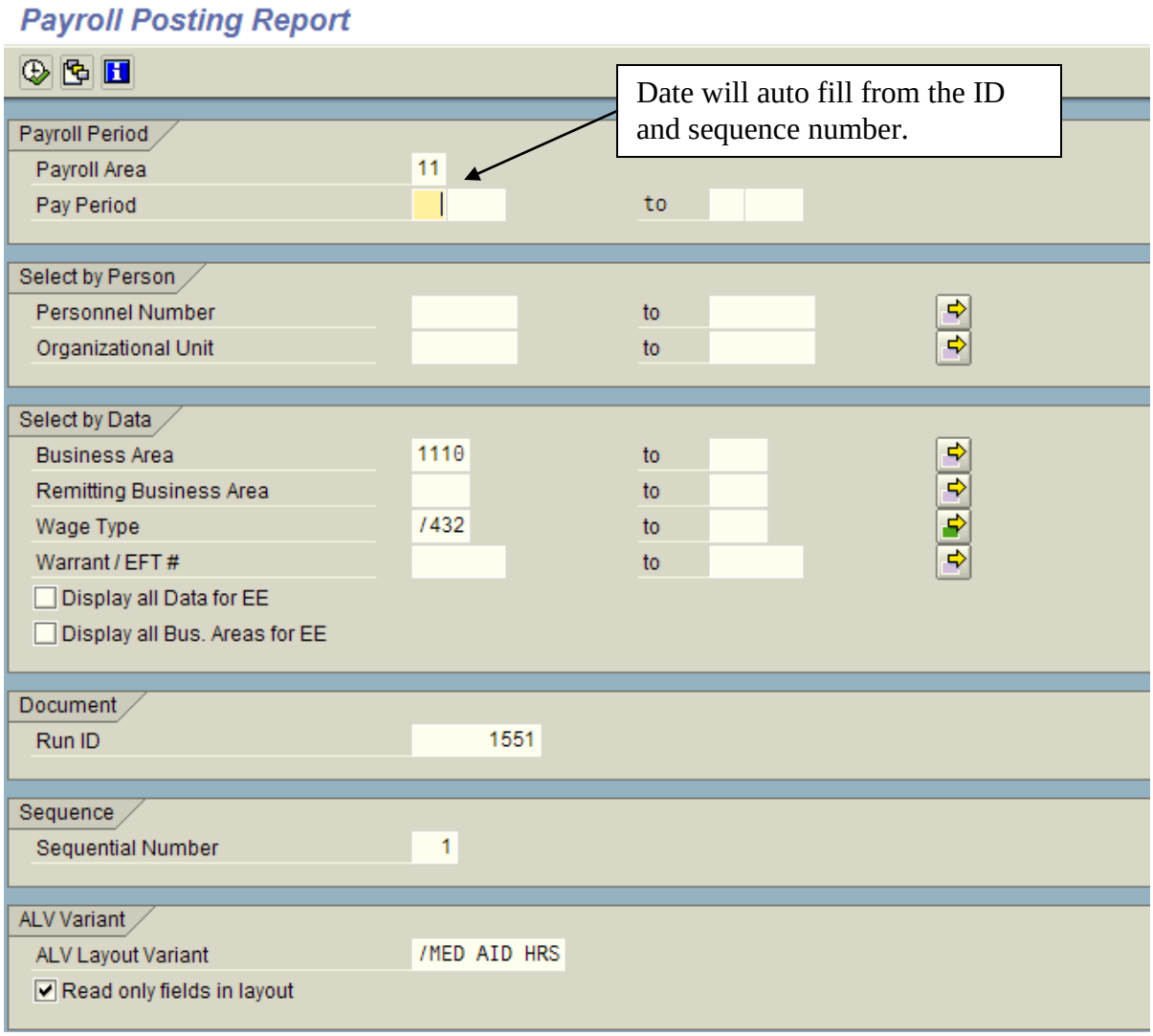


There are two variants that are accessible for the LNI tax groups. Both reports are accurate however they do give different views.

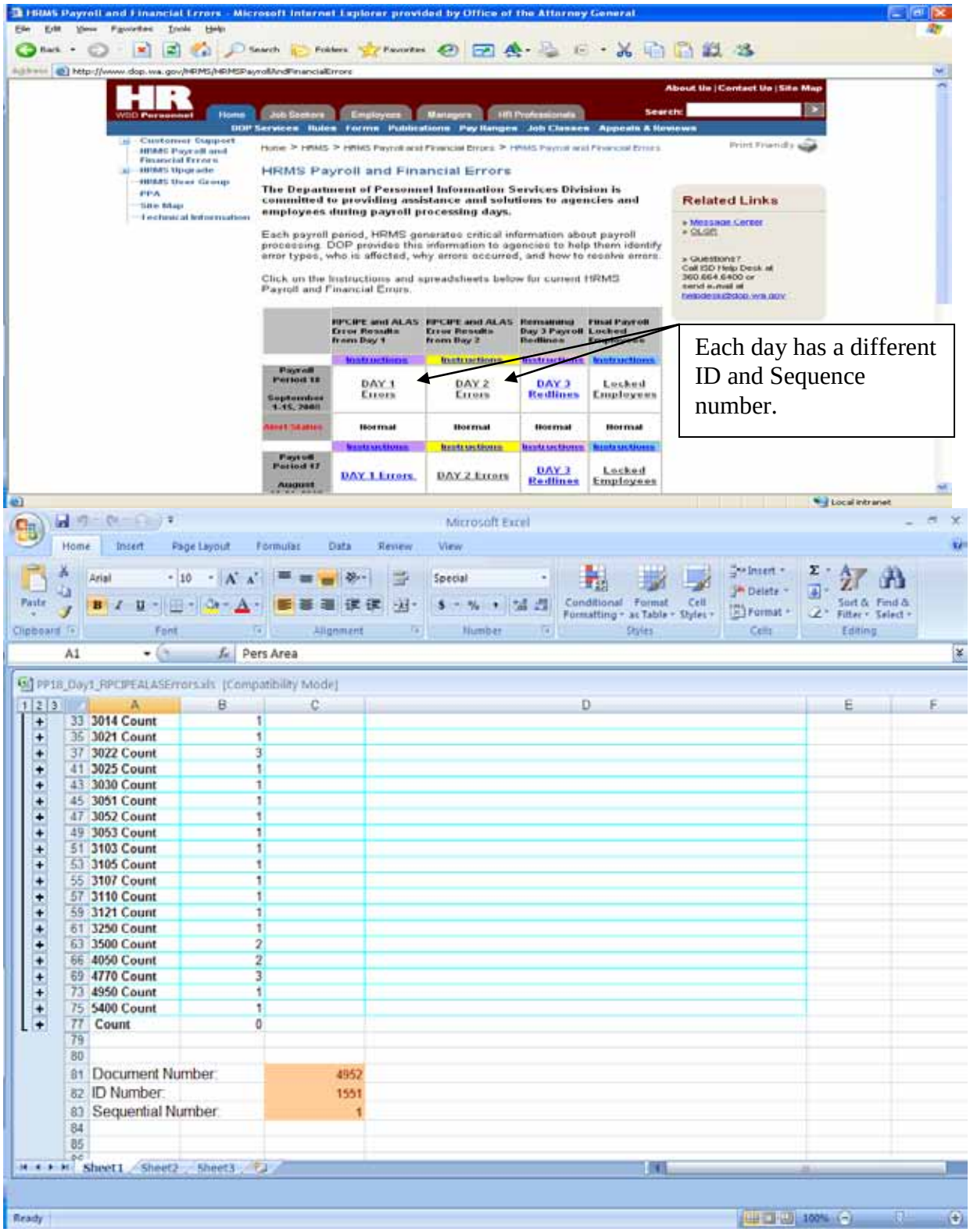
Instructions for Day 2 and 3 payroll:

For day 2 and 3 the payroll dates auto fill and the business area is now a required field. Fill in the *Run ID and Sequence number which are located at the bottom of the Payroll Error (Rpcipe and ALAS) spreadsheet located at http://www.dop.wa.gov/HRMS/HRMSPayrollAndFinancialErrors

- Run ID = ID number
- Sequential number has the same title



* On non payroll days the Run ID and Sequence number is not needed


HRMS Payroll and Financial Errors
Related Links
DAY 1 Errors
DAY 2 Errors
DAY 3 Redlines
Locked Employees
Each day has a different ID and Sequence number.
Microsoft Excel
Pers Area
3014 Count 1
3021 Count 1
3022 Count 3
3025 Count 1
3030 Count 1
3051 Count 1
3052 Count 1
3053 Count 1
3103 Count 1
3105 Count 1
3107 Count 1
3110 Count 1
3121 Count 1
3250 Count 1
3500 Count 2
4050 Count 2
4770 Count 3
4950 Count 1
5400 Count 1
Count 0
Document Number: 4952
ID Number: 1551
Sequential Number: 1

Once executed the report will look like this. To get a full picture you can go to the bottom and double click on the printer icon to condense as detailed on next page. The Medical Aid Group column details three important areas.

Agency	Class Code	Long Text title code
0450	4902	Admin & Clerical

Payroll Posting Report

State of Washington - HRMS
Payroll Posting Report

Report ID: ZHR_RPTPY126
User: CHRISP
Date: 09/22/2008
Period: From 09/01/2008 To 09/15/2008
Payroll Period: 18 , 2008
Payroll Area: 11

Pers.No.	Pay Period	BusA	Last name	First name	Over. Grp	Medical Aid Group	WT	Wage Type Long Text	Σ	Number of	Σ	Amount	Retro	For-period	In-Period	Pay date
						0450-4902 Admin & clerical		TX EE Medical Aid Fund Ta	•	1,254.50-	•	33.22				
								TX EE Suplmtal Pension Tx	•	1,318.50-	•	51.19				
								TX ER Accident Fund Tax	•	1,318.50-	•	93.66				
								TX ER Medical Aid Fund Ta	•	1,254.50-	•	33.22				
								TX ER Suplmtal Pension Tx	•	1,318.50-	•	51.19				
						0450-4902 Admin & clerical			• •	6,464.50-	• •	262.48				
						0850-4902 Admin & clerical		TX EE Medical Aid Fund Ta	•	80.00	•	2.26-				
								TX EE Suplmtal Pension Tx	•	80.00	•	3.13-				
								TX ER Accident Fund Tax	•	80.00	•	6.09-				
								TX ER Medical Aid Fund Ta	•	80.00	•	2.26-				
								TX ER Suplmtal Pension Tx	•	80.00	•	3.13-				
						0850-4902 Admin & clerical			• •	400.00	• •	16.87-				
						1000-4902 Admin & clerical		TX EE Medical Aid Fund Ta	•	39,407.39	•	976.75-				
								TX EE Suplmtal Pension Tx	•	39,407.39	•	1,541.37-				
								TX ER Accident Fund Tax	•	39,407.39	•	2,625.07-				
								TX ER Medical Aid Fund Ta	•	39,407.39	•	976.75-				
								TX ER Suplmtal Pension Tx	•	39,407.39	•	1,541.37-				
						1000-4902 Admin & clerical			• •	197,036.95	• •	7,661.31-				
						1000-5300 Admin Field Personne		TX EE Medical Aid Fund Ta	•	52,373.40	•	1,297.99-				
								TX EE Suplmtal Pension Tx	•	52,437.40	•	2,050.65-				
								TX ER Accident Fund Tax	•	52,437.40	•	3,492.29-				

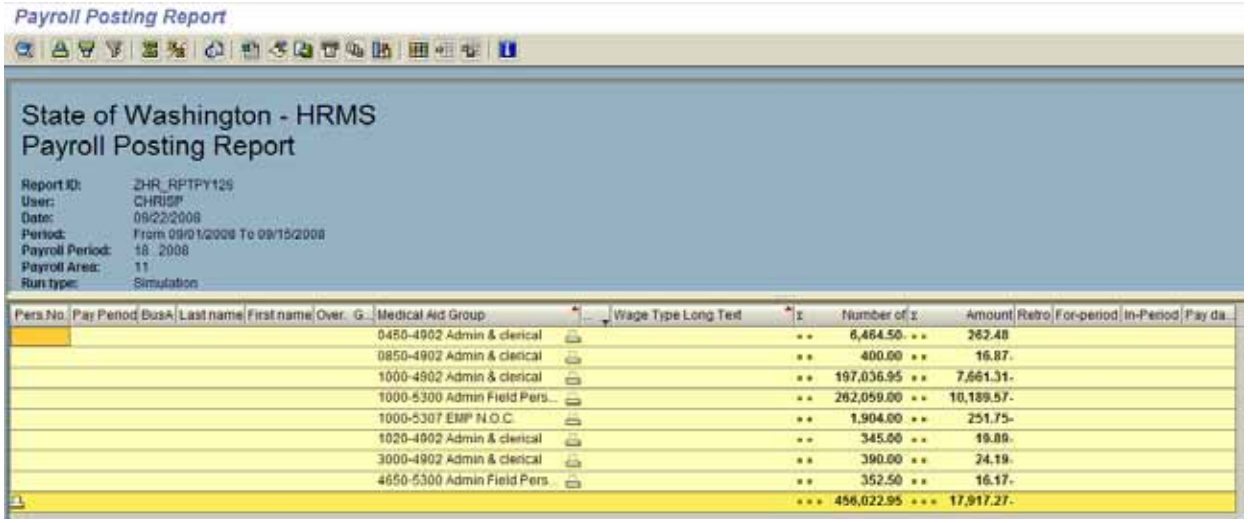
Click on the icon next to the Wage Type Long Text to see the employee detail. The reason for this retro will be detail in screen shots below.

Report ID: ZHR_RPTPY126
User: CHRISP
Date: 09/22/2008
Period: From 09/01/2008 To 09/15/2008
Payroll Period: 18 , 2008
Payroll Area: 11

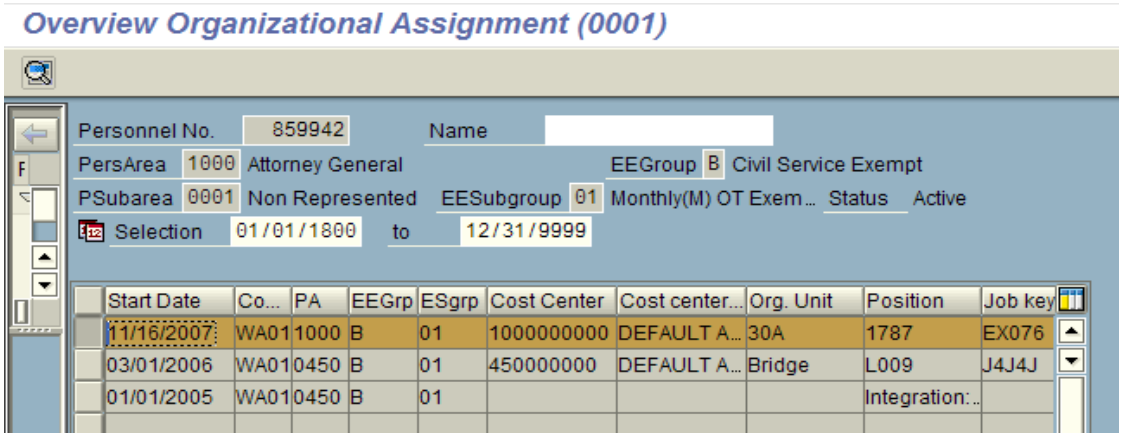
Pers.No	Pay Period	BusA	Last name	First name	Over. G.	Medical Aid Group	...	Wage Type Long Text	Σ	Number of	Σ	Amount	Retro	For-period	In-Period	Pay da...
859942	200818	1000			0010	0450-4902 Admin & clerical	/443	TX EE Medical Aid Fund Ta		88.00-		2.33	R	200803	200803	02/11/...
859942	200818	1000			0010		/443			80.00-		2.12	R	200806	200806	03/25/...
859942	200818	1000			0010		/443			72.00-		1.90	R	200811	200811	06/10/...
859942	200818	1000			0010		/443			88.00-		2.33	R	200810	200810	05/23/...
859942	200818	1000			0010		/443			88.00-		2.33	R	200807	200807	04/10/...
859942	200818	1000			0010		/443			51.00-		1.35	R	200817	200817	09/10/...
859942	200818	1000			0010		/443			80.00-		2.12	R	200814	200814	07/25/...
859942	200818	1000			0010		/443			80.00-		2.12	R	200802	200803	01/25/...
859942	200818	1000			0010		/443			88.00-		2.33	R	200808	200808	04/25/...
859942	200818	1000			0010		/443			69.00-		1.83	R	200805	200805	03/10/...
859942	200818	1000			0010		/443			88.00-		2.33	R	200813	200813	07/10/...
859942	200818	1000			0010		/443			88.00-		2.33	R	200816	200816	08/25/...
859942	200818	1000			0010		/443			86.50-		2.29	R	200804	200804	02/25/...
859942	200818	1000			0010		/443			88.00-		2.33	R	200815	200815	08/11/...
859942	200818	1000			0010		/443			80.00-		2.12	R	200812	200812	06/25/...
859942	200818	1000			0010		/443			40.00-		1.06	R	200809	200809	05/09/...
								TX EE Medical Aid Fund Ta	•	1,254.50-	•	33.22				
								TX EE Suplmtal Pension Tx	•	1,318.50-	•	51.19				
								TX ER Accident Fund Tax	•	1,318.50-	•	93.66				
								TX ER Medical Aid Fund Ta	•	1,254.50-	•	33.22				
								TX ER Suplmtal Pension Tx	•	1,318.50-	•	51.19				
						0450-4902 Admin & clerical			• •	6,464.50-	• •	262.48				
						0850-4902 Admin & clerical		TX EE Medical Aid Fund Ta	•	80.00	•	2.26-				
								TX EE Suplmtal Pension Tx	•	80.00	•	3.13-				
								TX ER Accident Fund Tax	•	80.00	•	6.09-				

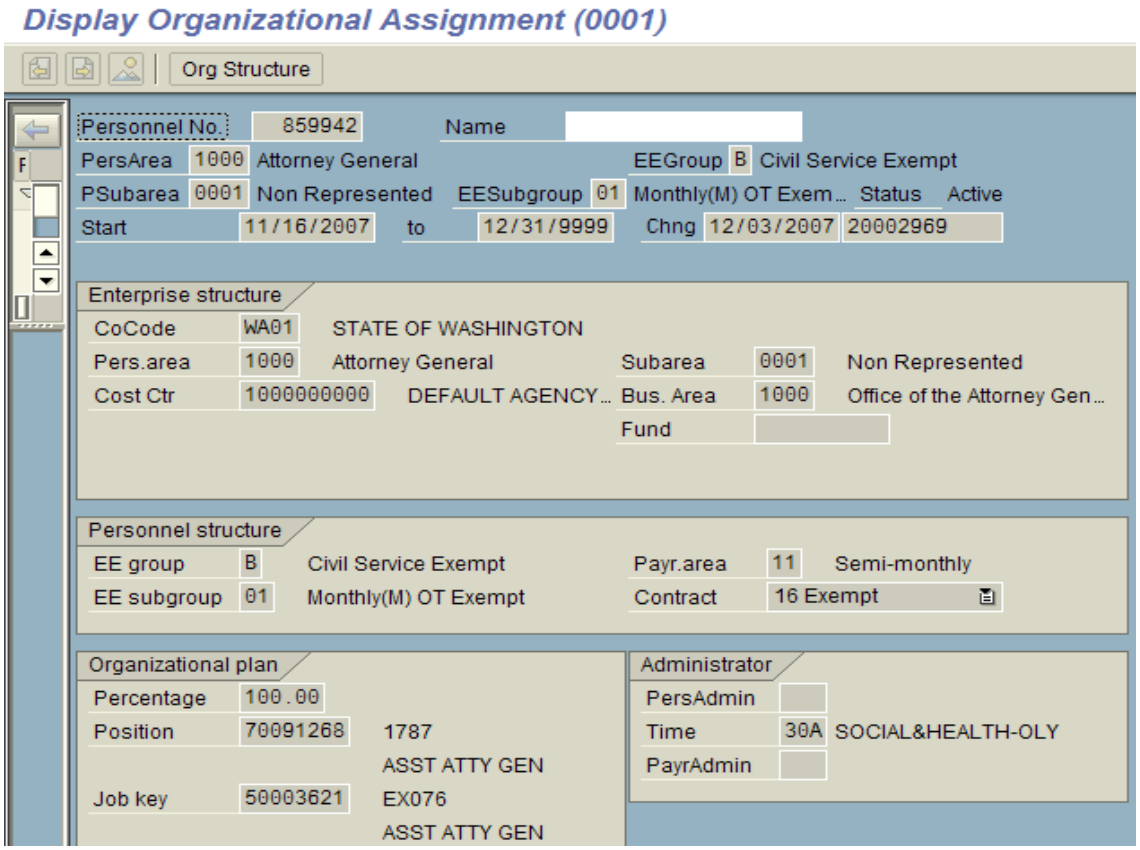
The roll up shows multiple agencies:

Agency	Class Code	Long Text title code
0450	4902	Admin & Clerical
0850	4902	Admin & Clerical
1000	4902	Admin & Clerical
1000	5300	Admin Field Pers.
1000	5307	EMP N.O.C.
1020	4902	Admin & Clerical
3000	4902	Admin & Clerical
4650	4902	Admin & Clerical

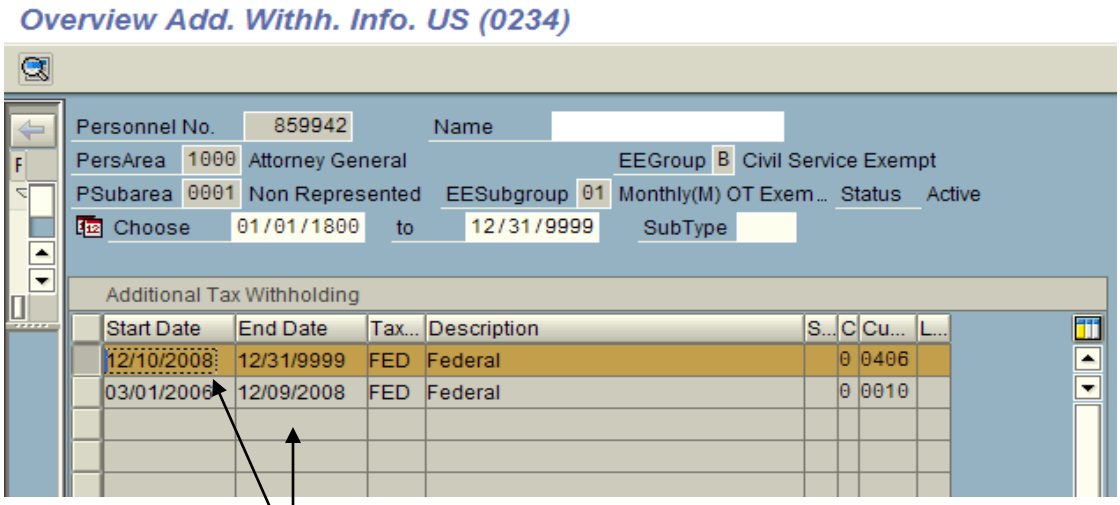


To validate the entries you will need to compare IT0234 with the date the employee started with your agency on IT0001. Always remember that IT0234 (Add. Withh. Info. 0234) should always have a pay date as the start date.



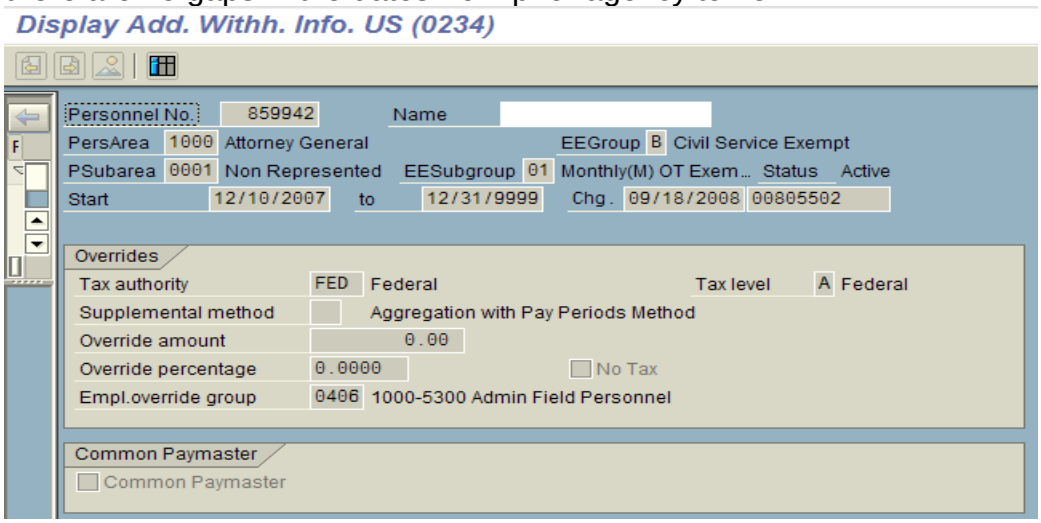


Effective dating for IT0234 is very important and if not properly corrected can charge the incorrect rate for LNI taxes.



No date gaps from prior to current agency.

As you can see, this EE transferred to agency 1000 from 0450, however IT0234 was not corrected until 9/18/08 and should have had a start date of 12/10/07 since that was the first payroll paid by agency 1000. The delay in this change caused a retro and the system will only credit/debit the agency for the current year. If changes cross calendar years, the agency should contact LNI for guidance. It is also very important to be sure there are no gaps in the dates from prior agency to new.



As with all master data changes you should always run a payroll simulation (PC00_M10_CALC_SIMU) on the employee to verify any changes in the employee pay and verify the agency funding. **NOTE**: The system will only update the agency funding and employee pay (the system will not take difference from employee, yet will credit the employee for any rate change) for the current year. If changes cross calendar years, the agency should contact LNI for guidance.