

N08-PREEMPTIVE COMPENSATION DATA CHECK

Workgroup: DSHS, DOT, OST

Purpose of Report

1. Verify employee information before the first Payroll Simulation run
2. Detect Recipe errors – report looks at all current and retro actions for missing cost distribution (coding)

Data Source

- * PA 30 (Master Employee Data) for all info types

<input type="checkbox"/>	Claim In Prior Period	
<input type="checkbox"/>	Infotype 2010 Checks	Wage Type Checks
<input type="checkbox"/>	Infotype 0014 Checks	Wage Type Checks
<input type="checkbox"/>	Infotype 0015 Checks	Wage Type Checks
<input type="checkbox"/>	Infotype 0234 Checks	
<input type="checkbox"/>	Infotype 0027/1018 Checks	
<input type="checkbox"/>	Infotype 0554 Checks	
<input type="checkbox"/>	Time Quota Comp Checks	Quota Types
<input type="checkbox"/>	Reversal Checks	
<input type="checkbox"/>	Garnishments Checks	Garnishment Types

- * Stored data from last payroll-use this report throughout pay period to help identify errors

Infotype Selections

1. Deductions in Arrears - Identify employees not receiving enough money to deduct for health and retirement in full

Org Unit	Org Unit text	Amount	Wage Ty...	Wage Type Text
30012309	JRA GREEN HILL SCHOOL	120.00	2531	Uniform Pre-Tax

2. Deductions not taken- Not receiving enough money for a deduction to process or declining balance has exceeded

0.00	0.00	30.00				2531
0.00	0.00	3.45				2124

Infotype Selections

- 3. Claim in Prior Period - this identifies where the employee owes the state money as an overpayment

Rate	Amount	Wage Typ	Wage Typ	Limit	Message	Begin Dat	End D
0	0	147.49	/563		Claim from prev. per Claim		

- 4. Infotype 2010 (Employee Remuneration Info)- Verifies if the payroll master data is valid - WT specific in report

Infotype Selections-cont.

- 5. Infotype 0014 & 0015 (Recurring Deductions & Additional)-Verifies that the employee has a valid recurring deduction - WT specific in report

Per.	Person Subgroup D.	Hou.	Rate	Amo.	Infotype	Infotype Text	Subty.	Wage	Wage Type Text	Limit	Message	Begin Date	Changed...
06	M-OT Elig>40hrs/wk	0.00	0...	0.00	0014	Recurring Payments/Deductions	2727	2727	GA Zone Parking	<5.00	Recurring Payments/Deductions (0014)	06/01/2011	06/16/2011
01	Monthly(M) OT Exe...	0.00	0...	0.00	0014	Recurring Payments/Deductions	2727	2727	GA Zone Parking	<5.00	Recurring Payments/Deductions (0014)	06/01/2011	06/16/2011

Infotype Selections – cont.

- 6. Infotype 0234 – Make sure there medical aid class code in HRMS
- 7. Infotype 0027/1018- missing cost distribution

Rate	Amount	Infotype	Infotype Text	Subtype	Subtype Text	Wage Type	Wage Type Text	Limit	Message	Beg
00	0.00	0027	Cost Distribution						Missing Cost Assignment (1018) OR (0027)	
00	0.00	0027	Cost Distribution						Missing Cost Assignment (1018) OR (0027)	

- 8. Infotype 554 –Make sure there is a hourly rate in this field
- 9. Help identify employees whose time entered does not match their employee status

Infotype Selections – cont.

- ❑ 10. Reversal Checks- Employees who have had reversals and if they have fully processed or not

t	Message	Beg
	Period 23 . 2007 Payroll Reversal not yet processed	
	Period 11 . 2011 Payroll Reversal retroed in current period	
	Period 11 . 2011 Payroll Reversal not yet processed	
	Period 19 . 2006 Payroll Reversal not yet processed	
	Period 21 . 2010 Payroll Reversal retroed in current period	
	Period 24 . 2010 Payroll Reversal retroed in current period	
	Period 21 . 2010 Payroll Reversal not yet processed	
	Period 24 . 2010 Payroll Reversal not yet processed	
	Period 20 . 2007 Payroll Reversal not yet processed	
	Period 01 . 2008 Payroll Reversal not yet processed	

Infotype Selections – cont.

- 11. Garnishment Checks – verify the vendor information for Writs and Support have been entered correctly in HRMS

Preemptive – ZHR_RPTPYN09

- * This is the report to run after the first payroll has simulated until exit-Day 1,2 and 3
- *The data comes from the current payroll and the last time it simulated

Infotype Selections

- Arrears
- Claims
- Net Pay < 0
- Gross Pay < 0
- Working Hours = 0
- Deductions Not Taken
- Cost Dist Hrs > Available Hrs
- Net Pay Exceed Limit
- Retroactive Pay Exceed Limit
- Wage Types Exceeding Limit

Wage Type Checks

Similarities in the N08 & N09

1. Arrears
2. Claims
3. Deductions Not Taken

Some Additional Selections

- * Net Pay < 0
- * Gross Pay < 0
- * Working Hours = 0
- * Net Pay Exceed Limit
- * Retro Pay Exceed Limit

Preemptive Reports

- Prior to Exit
- Important information
- Tools to prevent incorrect pay
- All Agencies have time constraints, but it costs more time to correct an error than using these tools to prevent one!

Pre emptive N08 & N09

Questions?