Authorized Roles

      Payroll Processor
      Payroll Analyst
      Payroll Supervisor
      Time & Attendance Supervisor
      Time & Attendance Inquirer
      Organizational Management Supervisor
   Security Auditor

Related Resources

      Payroll Results Table (PC_PAYRESULT)
      Payroll Simulation (PC00_M10_CALC_SIMU)

Earnings and Deductions Statement (ZHR_RPTPY711)

Use this procedure to view or print an employee's current or prior pay period Earnings and Deduction Statements.

Step 1.

Enter transaction code ZHR_RPTPY711 in the command field and click the Enter button:
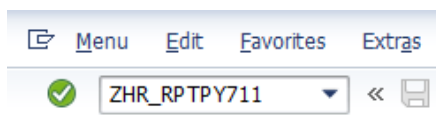
Step 2.

The Earnings and Deductions Statement has five selection areas to assist in filtering the results:

- Period
- Run Parameters
- Selection
- Output Options
- Payment Type

ZHR_RPTPY711XD - Select Earnings Statement

Period

Payroll Area	☑
Pay Period	☐ Use Current Period

Run Parameters

Run Type	P

Selection

Personnel Number	to	
Business Area	to	
Personnel Area	to	
Personnel Subarea	to	
Org Unit	to	
Org Key	to	

[Set Sort Order]

Output Options

◉ PDF Earnings Statements

Output Options

◉ Display PDF Online   ○ Save PDF File to PC
Single-Page(path & file name)
Multi-Page(path & file name)

○ Accessible HTML Earnings Stmts

Output Options

◉ Download to PC (Local - Foreground Only)
○ Download to PC and Display (Only 1 Statement will be displayed)

Select Folder Location   Enter Only Folder Location..

Payment Type

◉ Both
○ Warrants
○ ACH

Step 3.

Complete the following fields in the Period section:

The following fields are mandatory:
- o Payroll Area
- o Payroll Period or check the Use Current Period box

Period

Payroll Area	11	
Pay Period	16	2018	☐ Use Current Period

Tips:

- Use Payroll Area 11 for the State of Washington. Use Payroll Area 10 for the Board of Volunteer Firefighters.

Step 4.

The Run Parameters section will determine the type of run, Production or Test.

The following field is mandatory:
- o Run Type

Run Parameters	
Run Type	P

Tips:

- It is recommended to use Run Type P (Production). Running T (Test) could result in a recalculation of Quota Balances based on retroactivity and this may not clearly represent what actually reported at the time of the original pay period. HTML documents must be run with P.
- The data found in the Earnings and Deductions Statement is based off Stored Payroll Results. If Payroll has not stored for the period, the Earnings and Deductions Statement will not be available in P.
- Changes made during the payroll cycle will not show until Payroll has stored. Payroll Stores at approximately 8 p.m. on Payroll Days 0 through 2, at noon on Payroll Day 3 and the final Payroll Store is at approximately 8 p.m. on Payroll Day 3.

Step 5.

The Selection section will assist in getting only the information needed.

The following fields are optional:

- o Personnel Number
- o Business Area
- o Personnel Area
- o Personnel Subarea
- o Org Unit
- o Org Key

Selection				
Personnel Number	40000520	to		
Business Area		to		
Personnel Area		to		
Personnel Subarea		to		
Org Unit		to		
Org Key		to		

Set Sort Order

Tips:

- A selection is not required for each field.
- The system default sort order of the results is Business Area, Personnel Area, Org Key and Last Name First Name. To change the sort order, click Set Sort Order button. The following dialog box will appear. Designate the order by renumbering the options from 1 through 6. Once completed, select Execute in Sort Criteria box selection.

Step 6.

The Output Options section will determine the format and destination of your earnings statements.

To view or print PDF earnings statements, select the PDF Earnings Statements radio button and complete the following fields:

- o Display PDF Online

  OR
- o Save PDF to PC
    - ▪ Single-Page (path & file name)
    - ▪ Multi-Page (path & file name).

To view or print Accessible HTML earnings statements, select the Accessible HTML Earnings Stmts radio button and complete the following fields:

- o Download to PC (Local – Foreground Only)

  OR
- o Download to PC and Diplay (Only 1 Statement will be displayed)
- o Select Folder Location

Tips:

- Either PDF Earnings Statements or Accessible HTML Earnings Stmts must be selected.
- PDF Earnings Statements:
  - Display PDF Online – this option will populate a PDF file for immediate viewing

    OR
  - Save PDF File to PC – this option will save a PDF file or files (depending on your selection criteria) to your PC. The file path is required for both Single-Page (path & file name) and Multi-Page (path & file name).
    - Single-Page (path & file name) – File path for saving the file to your PC. Click the Match Code to search for available locations on your computer
    - Multi-Page (path & file name) – File path for saving the file to your PC. Click the Match Code to search for available locations on your computer
  - The PDF document downloaded to PC will save as 711SINGLE in your selected location.

- Select Accessible HTML Earnings Stmts when viewing Earnings and Deductions Statements with accessibility programs.
- Accessible HTML Earnings Stmts:
  - Download to PC (Local – Foreground Only) – Ability to select multiple employees; a single HTML document will be generated and saved for each personnel number in the designated Select File Location area entered.

    OR
  - Download to PC and Display (Only 1 Statement will be displayed) – This option will allow you to select multiple employees; however only the last employee processed will be displayed. The full list of employees will be available in separate HTML documents saved by personnel number in the designated Select File Location area entered.
  - Select Folder Location - File path for saving the file to your PC. Click the Match Code to search for available locations on your computer
  - The format for the HTML document downloaded to PC name will be as follows: 711_4 digit personnel area_4 digit period year_2 digit period_8 digit Personnel Number. Example: 711_1790_2018_16_40000520

Step 7.

The Payment Type section will assist in getting only the information needed.

Select one of the following radio buttons:

- Both

- o Warrants
- o ACH

Payment Type
- ⦿ Both
- ◯ Warrants
- ◯ ACH

Tips:

- Both - This selection will provide both Warrants and Direct Deposit as the payment types.
- Warrants – This selection will only provide Warrants as the payment type.
- ACH – This selection will only provide Direct Deposit as the payment type.

Step 8.

Click the Execute button.

Step 9.

If the PDF Earnings Statements and Display PDF Online radio buttons were selected in the Output Options section, your results will display in HRMS.

If you are downloading or saving an earnings statement file, a SAP GUI Security window may appear:

Select the Allow button to allow SAP to create a file:

SAP GUI Security

The system is trying to create the file

C:\Users\lisab\AppData\Local\Temp\1\208e4950_0909smart.pdf

in the directory

C:\Users\lisab\AppData\Local\Temp\1\

Do you want to grant the permission to modify the parent directory and all its subdirectories?

☐ Remember My Decision

Allow   Deny   Help

Tips:

- Selecting the Remember My Decision will allow SAP to bypass this message in the future.
- If you have selected the Output Option for Accessible HTML Earnings Statements, you will need to click Allow through 2 pop-up windows requesting permission.
- You will receive confirmation in the bottom left hand corner that the file has transferred.

- After exiting the Earnings Statement, you will receive a control report.
    - For PDF, you will receive a report that will detail the Agency and page number counts based off the selection criteria provided.
    - For HTML, you will receive a report documenting the HTML documents created and where they saved based off the selection criteria provided.