Preemptive Compensation Data Check

Transaction Code: ZHR RPTPYN08

PurposeUse this procedure to verify employee information and diagnose problems

that might occur when running payroll.

Trigger Perform this to validate (current payroll processing cycle):

Arrears

• Deductions not taken

Claims

Payments and deductions limits

• Time quota compensation status

Prerequisites This report requires a previous payroll to compare against. Run this report

prior to payroll release and prior to payroll exit.

End User Roles In order to perform this transaction you must be assigned one of the

following roles:

Payroll processor, Payroll Analyst, Payroll Inquirer, Payroll Supervisor

Change History	Change Description		
4/9/08	Updated user procedure to meet OLQR standards. Added notes under helpful hints.		
6/10/2009	Screen shots updated to match current system. Note added re: Infotypes 0027 and Infotypes 1018		

Transaction Code ZHR_RPTPYN08



Helpful Hints:



This report helps to verify that all payroll master data is complete. Use this report throughout the pay period to help identify errors with an employee's master data.

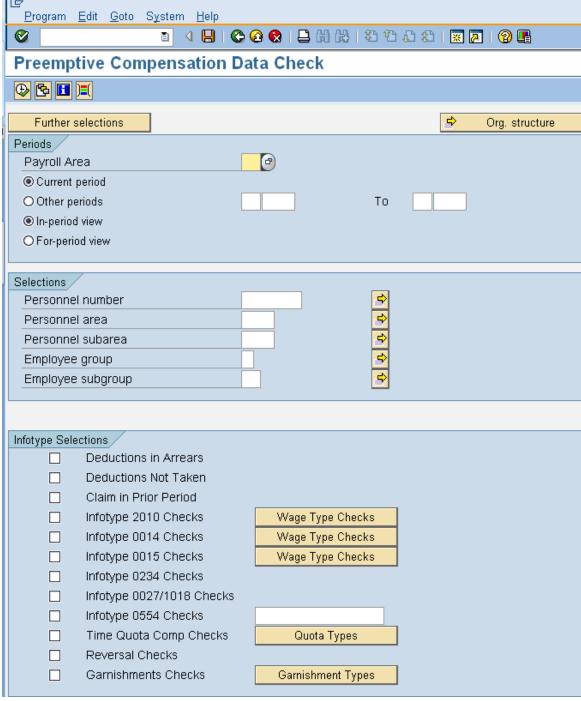


Use this report to detect **RPCIPE** errors caused by a lack of cost distribution on Infotype 0027 and Infotype 1018. This report will look at all current and retro actions on active employees.



Procedure

1. Start the transaction using the transaction code **ZHR_RPTPYN08**.



2. Under the Periods section complete the following fields:



R=Required Entry O=Optional Entry C=Conditional Entry				
Field Name	R/O/C	Description		
Payroll Area	R	A payroll area groups and designates the employees whose payroll is run on the same date. Payroll Area 11 is the default for the State of		
		Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only. Example: 11		
		Lxample.		
Current Period	С	Displays current payroll information		
Other Periods	С	This selection option will run a report for a specific pay period.		
		Refer to the HRMS Payroll and Reports Aid for a list of all pay periods		
		Example:18/2009		
In Period	С	The current payroll period.		
For-Period	С	Displays prior period adjustments that were made in the current period.		
		For example: If an adjustment was made during the pay period 12/2009 (June 1- June15) to dates in the 8/2009 (April 1-15) pay period the change will display on the report.		

3. Under the Selections section complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry				
Field Name	R/O/C	Description		
Personnel	0	The employee's unique identifying number.		
Number				
		Example: 400000129		
Personnel	R	A specific agency/sub agency in the State of Washington		
area				
		Example: 1111 Information Services Division		
Personnel	0	A subdivision of Personnel Area that identifies Bargaining		
subarea		Units, WMS, Exempt and non-Represented positions.		
		Francis 2004 Non removated		
		Example: 0001- Non represented		
Employee	0	Status of an employee or position within the State of		
group		Washington. Note: This is the status of the position only,		



not the employee.
Example: 0 (Permanent)

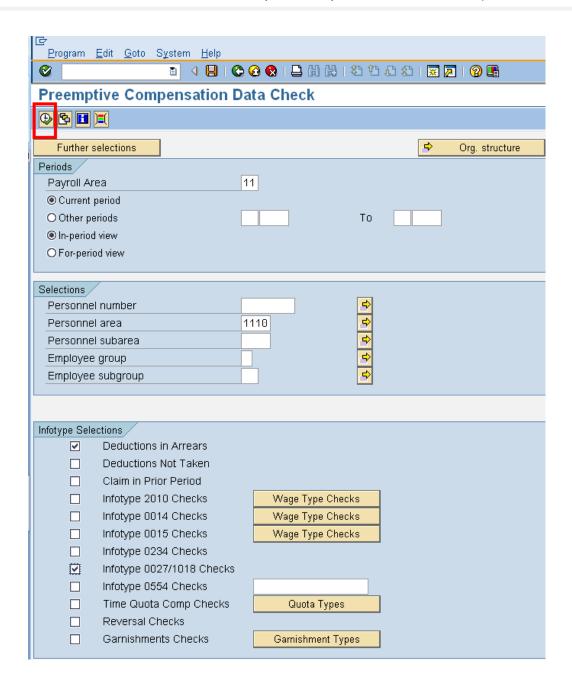
4. Under the Infotype Selections complete the following:



Multiple combo boxes may be selected for this report.

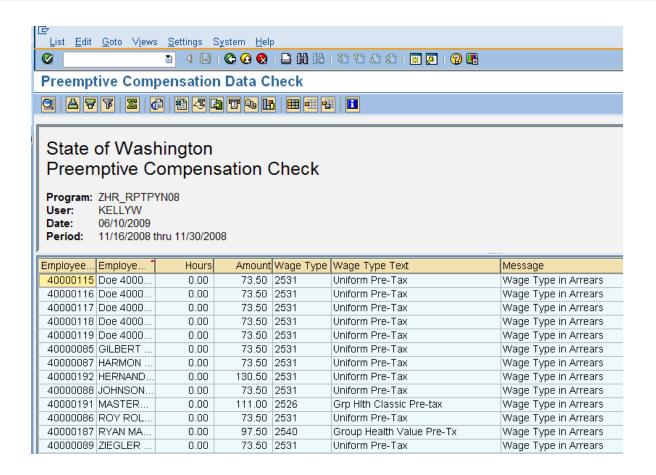
R=Required Entry O=Optional Entry C=Conditional Entry					
Field Name	R/O/C				
Deductions in Arrears	0	Will help identify employees who do not have enough money for their health and retirement deductions to be taken in full for the current pay period.			
Deductions not taken	0	Will help identify employees who do not have enough money for a deduction to be taken, or a limit to a declining balance was exceeded			
Claim in Prior Period	0	Will help Identify employees who were overpaid in a previous pay period.			
Infotype 2010 Checks	0	Will verify that the employees' payroll master data is valid. For the pay period			
Infotype 0014 Checks	0	Will verify that the employees have a valid <i>Recurring Payments/Deductions</i> (0014) for the pay period.			
Infotype 0015 Checks	0	Will verify that the employees has a valid <i>Additional Payments</i> (0015) for the pay period			
Infotype 0027/1018 Checks	0	Will help identify RPCIPE errors for the payroll period. Will look at all current and retro relevant actions on active employees			
Infotype 0554 Checks	0	Will verify that the employee has a valid Hourly Rate per Assignment (0554) for the pay period			
Time Quota Comp Checks	0	Will help identify employees whose time entered does not match their employee status.			
Reversal Checks	0	Will identify employees who have had reversals			
Garnishment Checks	0	Will verify that vendor information for Writs and Support have been entered correctly into HRMS			





5. Click (Execute) to generate the report





You have completed this transaction.



Use the information in the report to identify missing infotypes, incorrect entries of garnishment vendors, or employees who have deductions not take, or their health and/or retirement is in Arrears.

Results

You have generated the Preemptive Compensation Data Check report to verify master data.



Errors found on this report, **must** be corrected prior to payroll exiting on Day 4 of the pay period to

