Wage Type Reporter

Transaction Code:
PC00_M99_CWTR

Purpose This report is used to identify transactions automatically recorded in the Agency State payroll Revolving Account 035 in General Ledger (GL) 5199 Other payables.

Trigger Agencies should generate this report each payroll. To receive current results DOP must execute a payroll and have stored results during a payroll cycle.

Prerequisites The payroll cycle must be exited

End User Roles In order to perform this transaction you must be assigned one of the following roles: Payroll Analyst, Payroll Inquirer, Payroll Processor, Payroll Supervisor

Change History	Change Description
9/6/06	Procedure Created
8/15/07	Added new SWV to list. Added Procedure log update table and roles that can run report.
4/26/11	Procedure updated to match current system. Note added re: Using Org. Structure vs. Personnel Area to run the report.

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Helpful Hints: Department of Personnel has created some state-wide variants to help agencies with their reconciliations. Use the procedure *Report_Create and Retrieve Variants* for steps to access the state-wide variants. When accessing the variants remember to input your personnel area and update the payroll dates. There is no need to save your own variants. DOP recommends that you retrieve the state-wide variants for these are maintained by DOP and will stay current.

The state-wide variants are:

Variant Name	Short Description
SWV CFD	CFD- WT2661 Charity Deductions
SWV DEF COMP	DEF Comp WT 2256 deductions
SWV GET	GET- WT 2982 deduction
GL 5199 REPORT	Deductions that accrue in 5199
SWV HI POST TAX	After Tax Health Ins deductions
SWV PRE TAX	Pre Tax health Ins deductions
SWV HI ERSHARE	Health Insurance ER Costs
SWV LIFE	LIFE- WT 2124 deductions
SWV LTD	LTD- WT 2143 deductions
SWV NON PERM	Non Perm Report
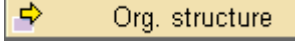
Procedure

1.   Start the transaction using the transaction code **PC00_M99_CWTR**.

2.   Under the Selection section complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Company Code	R	Company Code for the State of Washington **Example: WA01**
Personnel Area	R	A specific agency/sub-agency in the State of Washington. **NOTE:** If you use the ⇨ Org. structure button to select an ORG Unit(s) to run the report for a period of time; The report results will display agency numbers and values. If there have been any transfers in/out of your agency during the indicated reporting period, the report **will** display other agencies employee data. To ensure that the report results **only** display your agencies data, **always** enter in your agencies personnel area. **Example: 1110 (Dept. of Personnel)**
Personnel subarea	O	A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions. Example: **0001- Non represented**
Employee Group	O	Status of an employee or position within the State of Washington. **Note:** This is the status of the position only, not the employee. **Example: O (Permanent)**
Employee subgroup	O	This is within an employee group for which personnel provisions have been defined. Employee sub-group defines employees who are processed according to similar payroll or time rules. **Example: 00 (Hourly OT Exempt)**
Payroll Area	O	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**

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3. Under Payroll Interval click the Payroll Period

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**
Period Selection	R	The payroll period.

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 Use the dropdown to select the either ***Other Period*** or ***Current period.***

If **Other Period** is selected- enter the pay period.

 You can validate that you have the correct payroll period by pressing **Enter** on your keyboard or on the toolbar.

Example: 1/2011
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4. Under the Other selections Complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Wage Type	R	This is an object in Payroll and Personnel Administration which stores amounts or time units that are used to calculate pay and deductions, store results, and determine statistics. It separates amounts and time units for various business processes. It enables the system to process amounts and time units in different ways during the payroll run. **Example: 2725**

4.1 To enter multiple wage types click (Multiple Selection)

 To input this entire wage type list, highlight the ***Wage type column*** (numbers only) of this table (excluding the heading row) and press CTRL + C simultaneously to copy the selection. Then click on (Upload from clipboard) to paste the list.

Wage Type	Title
2725	Agency Parking Reimbursement

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2755	DOC Wellness Assn
2761	DOC Emp Assn
2976	Lodging (Rent)
2977	Lodging (Deposit)
2978	Meals
2979	Recoup for loaned objects
2980	Utilities
2981	ERT Tuition
2987	Arrears to DRS subj W/H
2988	Restores to DRS
2989	Arrears to Treas W/H Def
2991	Excise Tax to DSHS
3100	Agency Reimbursement
3101	DB: Agency Reimbursement
3787	DB: Arrears payable to DRS
3788	DB: Restore to DRS
3789	DB: Arrs payable to Treasr

DOP recommends that you input the entire wage types listed above even if they are not applicable to your agency. The reason is that you may have an employee transfer into your agency that has a wage type that is applicable for their prior agency and this report will help catch discrepancies.

4.2 Click (Copy) to accept.

Notice the (Multiple Selection Active) button now has a green box below it indicating you have entered additional data for this field.

5. Click the **Object selection** button, select additional fields to display on your report results, select the box to the left of the **Available objects:**

6. Click the to return to the selction criteria screen

7. Under **Output** select **ALV Grid Control**

8. Click (**Execute**) to generate the report results.

Pers.No.	Last name First name	ID number	PY Are...	Payr.area text	...	For-per...	Pmt d...	C...	WT	Wage Type Long Text	Number of	Amount
40000000	ALSTON, LORINDA	500101000	11	Semi-monthly	2	201101	01/10...	10	/003	Valuation basis 3		2,444.00
40000000	ALSTON, LORINDA	500101000	11	Semi-monthly	2	201101	01/10...	10	/101	Total gross	0.00	2,444.00
40000000	ALSTON, LORINDA	500101000	11	Semi-monthly	2	201101	01/10...	10	/102	401(k) Wages	0.00	2,444.00
40000000	ALSTON, LORINDA	500101000	11	Semi-monthly	2	201101	01/10...	10	/109	ER benefit contributions	0.00	554.78

Results
You have generated the Wage Type Reporter

Comments
A manual process is required for distribution of funds for wage types that accrue to GL 5199. Agencies can distribute funds with an AFRS batch using an A.19 Voucher Distribution to generate a warrant or ACH or use an A.8 Journal Voucher to process a transfer transaction within the state treasury. Contact the OFM Help Desk at 360-664-7225 for assistance in processing AFRS transactions. Miscellaneous Detail Report (MDR) distribution is a manual process for all wage types that accrue to GL 5199. This report, contain the employee detail, can be sent with the payment if desired.

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