

Accrued and Mandatory Payroll Deductions

ZHR_RPTPY010

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
1/31/06	Sherrie Sibbett	No data when run, altered scenario for results.
1/26/06	Emilie Miller	New
10/02/06	Lesa Terry	Updates
2/21/07	Kelly Welsh	Updates

Purpose

Use this procedure to run and view the Accrued and Mandatory Payroll Deductions Report. This report can be used to show either:

- Medical aid and industrial insurance
- Court payments
- Medicare and OASI for both employees and employer
- Retirement summaries by plan

Trigger

Perform this procedure after each payroll for balancing.

Prerequisites

Print this report after payroll has been exited by Department of Personnel and payroll results have been saved.







Transaction Code

ZHR_RPTPY010

Date	Procedure Update Log
2/21/2007	Updated screen shots in steps 1 and 6, to meet OLQR publishing standards.




Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.

Title: Accrued and Mandatory Payroll Deductions
Processes :
Sub-Processes :

HRMS Training Documents

Message Type	Description
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

State of Washington HRMS

Procedure

1. Start the transaction using the transaction code **ZHR_RPTPY010**.

Accrued and Mandatory Payroll Deduction Reports

The screenshot shows the SAP transaction ZHR_RPTPY010. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is titled "Accrued and Mandatory Payroll Deduction Reports".

Further selections section:

- Org. structure: [dropdown arrow]
- Period: 01/01/2007 To 01/15/2007
- End of in-period:
- End of for-period:
- Payday:
- Payroll type: [dropdown arrow]
- Payroll period: [button]

Selections section:

- Personnel number: [input field] [dropdown arrow]
- Personnel area: 1500 [dropdown arrow]
- Personnel subarea: [input field] [dropdown arrow]
- Employee group: [input field] [dropdown arrow]
- Employee subgroup: [input field] [dropdown arrow]

Select Report Type section:

- Accrued Payroll Deduction Reports:
 - Medical Aid:
 - Court Payments:
- Mandatory Deductions:
 - Federal Tax:
 - Retirement Plans:

Bottom right corner: RT0 (1) (524)

2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Period	R	Pay period start date Example: 01/01/2007

Field Name	R/O/C	Description
To	R	Pay period end date Example: 01/15/2007



You can also click on the **Payroll Period** button for additional search options by payroll period.

3. Click End of in-period .



Searching by **End of in-period** selects the last day of a period. If the last day of a payroll period falls under the selection range, all data from that period is retrieved.

4. As required, complete/review the following fields, depending on your search criteria. For this exercise, complete as follows:

Field Name	R/O/C	Description
Personnel number	O	An employee's unique identifying number. <div style="display: flex; align-items: center;"> <p>Leave this field blank if running this report for your entire agency.</p> </div> Example: 12345678
Personnel area	R	A specific agency/sub-agency in the State of Washington. Example: 1500 (General Administration)
Personnel sub-area	O	A subdivision of Personnel Area. Example: Blank

5. Choose a radio button in the *Select Report Type* area



Only one button can be selected at a time.

Field Name	R/O/C	Description
Medical Aid	O	Selecting the Medical Aid radio button displays medical aid, industrial insurance, employee and employer shares by risk class.
Court Payments	O	Selecting the Court Payments radio button details court payments.

Title: Accrued and Mandatory Payroll Deductions
Processes :
Sub-Processes :

HRMS Training Documents

Field Name	R/O/C	Description
Federal Tax	<input type="radio"/>	Selecting the Federal Tax radio button displays the Social Security and Medicare for both the employee and employer.
Retirement Plans	<input type="radio"/>	Selecting the Retirement Plan radio button details retirement summaries by plan.

6. Click  (**Execute**) to view the report.

Title: Accrued and Mandatory Payroll Deductions
Processes :
Sub-Processes :

HRMS Training Documents

Accrued and Mandatory Payroll Deduction Reports

Report ID: ZHR_RPTPY010	State of Washington - HRMS	Run Date: 02/21/2007					
User : TRAINING59	Employee / State Mandatory Deductions	Page : 1					
Pay Date 01/25/2007	Tax	Pay Period 01/01/2007 - 01/15/2007					
Personnel Area Warrant Register	1500 General Administration P0702						
EMPLOYEE			STATE			TOTAL DEDUCTION	
W/H TAX	O.A.S.I.	MEDICARE	EMPLOYEE TOTAL	O.A.S.I.	MEDICARE		STATE TOTAL
3,106.30	1,818.28	425.24	5,349.82	1,818.28	425.24	2,243.52	7,593.34



This report example is for the Medical Aid Report.

7. You have completed this transaction.

Result

You have run and viewed the Accrued and Mandatory Payroll Deductions Report. This report can be used to show either:

- Medical aid and industrial insurance
- Court payments
- Social Security and Medicare for both employees and employer
- Retirement summaries by plan

Comments

None.

State of Washington HRMS

File name: ACCRUED_AND_MANDATORY_PA
Version: SME Approved Script
Last Modified: 2/23/2007 3:04:00 PM
 YROLL_DEDUCTIONS_ZHR_RPTP
 Y010.DOC

SAP Parent
Page 7 / 7

Reference Number: