

**Active Employees with No Retirement Deductions Taken**

ZHR\_RPTPY024

**Change History**

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

Date	Name	Change Description
9/22/06	Lesa Terry	Create

**Purpose**

Use this procedure to identify employees who did not have retirement subtracted from their pay during the specified payroll period.

**Trigger**

Perform this to validate for a single pay period that retirement is being paid to all applicable employees.

**Prerequisites**










Run this report after payroll is released for correction and prior to payroll Exit.

**Transaction Code**

**ZHR\_RPTPY024**

**Helpful Hints**

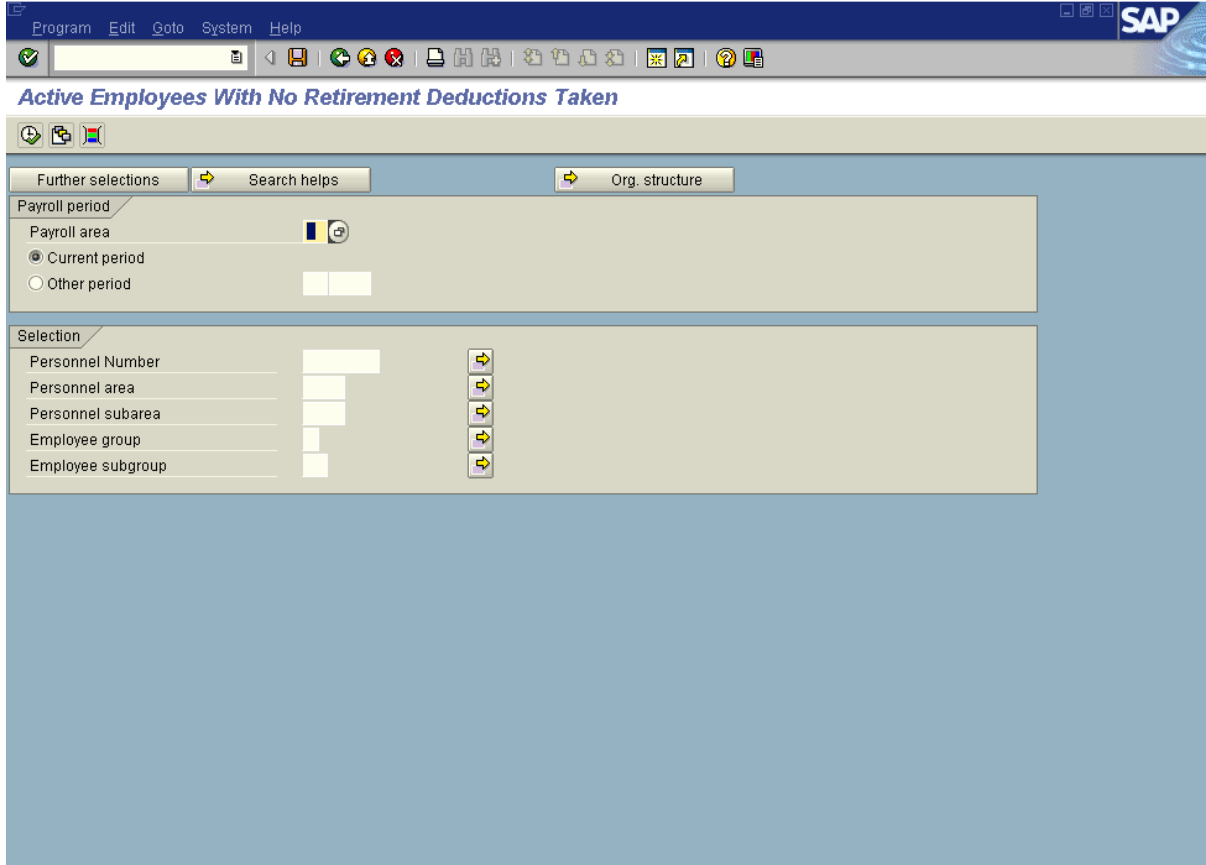
The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

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


**Procedure**

1. Start the transaction using transaction code **ZHR\_RPTPY024**.

**Active Employees With No Retirement Deductions Taken**




2. Complete the following fields:

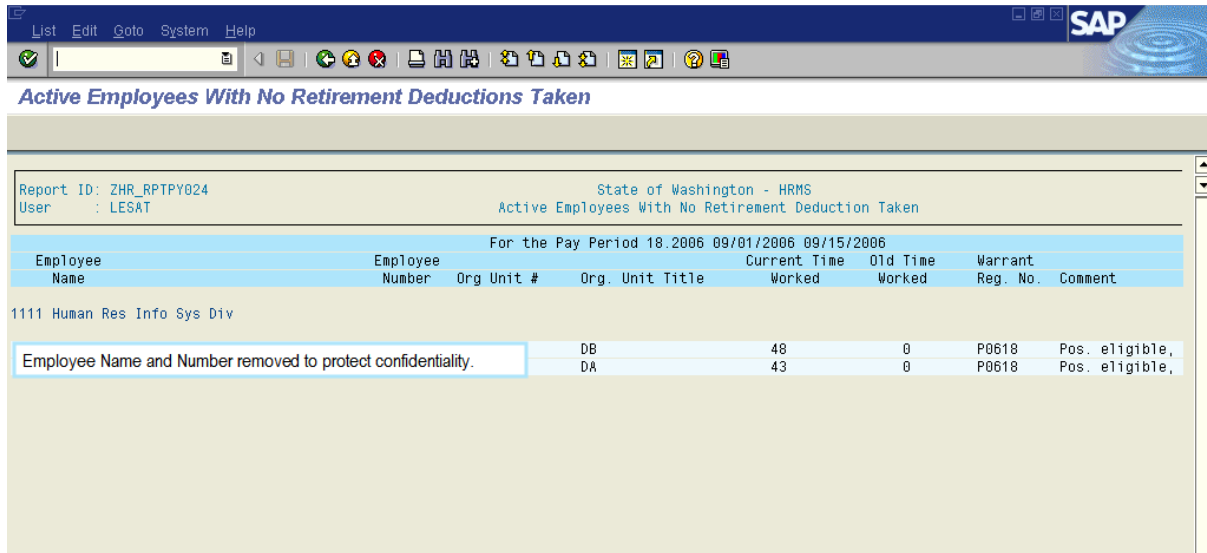
Field Name	R/O/C	Description
Payroll Area	R	Description of the Payroll Area.  Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only. <b>Example:</b> 11

3. Choose to search by **Current period** or **Other Periods**.
4. Complete the following fields:

Field Name	R/O/C	Description
Personnel Number	O	Employee's unique identification number.
Personnel area	R	A Specific agency/sub-agency in the State of Washington. <b>Example:</b> 1110

5. Click  (Execute) to execute the report.

### Active Employees With No Retirement Deductions Taken



Report ID: ZHR\_RPTPY024  
User : LESAT

State of Washington - HRMS  
Active Employees With No Retirement Deduction Taken

For the Pay Period 18.2006 09/01/2006 09/15/2006

Employee Name	Employee Number	Org Unit #	Org. Unit Title	Current Time Worked	Old Time Worked	Warrant Reg. No.	Comment
1111 Human Res Info Sys Div			DB	48	0	P0618	Pos. eligible,
Employee Name and Number removed to protect confidentiality.			DA	43	0	P0618	Pos. eligible,



The comments that result will help to determine where the error is. The table below explains what situation has occurred if the comment in the **Comment** field appears.

Position	Employee	Enrolled	Deduction Taken	Comment on Report
Eligible	Eligible	Yes	Yes	Bypass employee
Eligible	Eligible	Yes	No	Pos. eligible, EE eligible, enrolled
Eligible	Eligible	No	Yes	Not possible; inconsistent

*Title: Active Employees with No Retirement Deductions Taken*

**Processes :**

**Sub-Processes :**

HRMS Training Documents

Position	Employee	Enrolled	Deduction Taken	Comment on Report
Eligible	Eligible	No	No	Pos. eligible, EE eligible, not enrolled
Eligible	Ineligible	Yes	Yes	Not possible, inconsistent
Eligible	Ineligible	Yes	No	Not possible, inconsistent
Eligible	Ineligible	No	Yes	Not possible, inconsistent
Eligible	Ineligible	No	No	OK, but inconsistent
Ineligible	Eligible	Yes	Yes	OK, but inconsistent
Ineligible	Eligible	Yes	No	Pos. ineligible, EE eligible, enrolled; inconsistent

6. You have completed this transaction.

**Result**

You have generated the Active Employees With No Retirement Deductions Taken report.