

Employee Year To Date Register

ZHR_RPTPY646

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 view detailed results of an employee's year to date total earnings.

Trigger

Perform this procedure when there is a need to view year-to-date totals for gross pay, withholding tax, social security, Medicare, deferred compensation and union dues.

Prerequisites

- Run this report after payroll has been exited by DOP.

Transaction Code

ZHR_RPTPY646

Helpful Hints

This information is used to create an employee's W-2 form and form 941 For IRS.

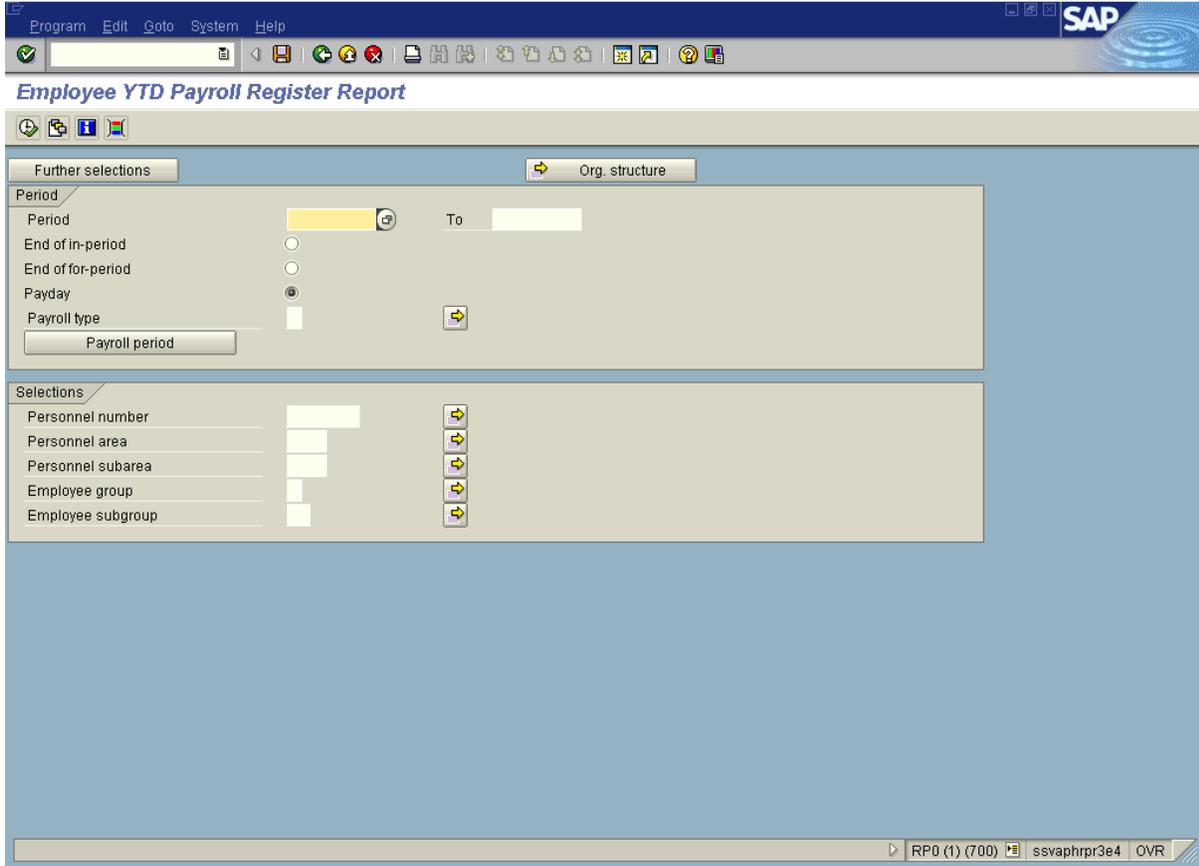
The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

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

Procedure

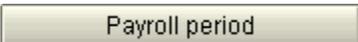
1. Start the transaction using transaction code **ZHR_RPTPY646**.

Employee YTD Payroll Register Report



2. Complete the following fields:

Field Name	R/O/C	Description
Personnel area	R	A specific agency/sub-agency in the State of Washington Example: 1110

3. Click  .

Employee YTD Payroll Register Report

4. Complete the following fields:

Field Name	R/O/C	Description
Personnel number	O	Enter the Personnel number for the employee(s).
Payroll Area	R	<p>Description of the Payroll Area.</p> <p> Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only.</p> <p>Example: 11</p>
Other periods	R	<p>Enter the Pay period</p> <p> Choose either Current period or Other periods. In this example we chose Other periods and entered the pay period.</p> <p>Example: 18 2006</p>

State of Washington HRMS

5. Select **In-period view** or **For-period view**.

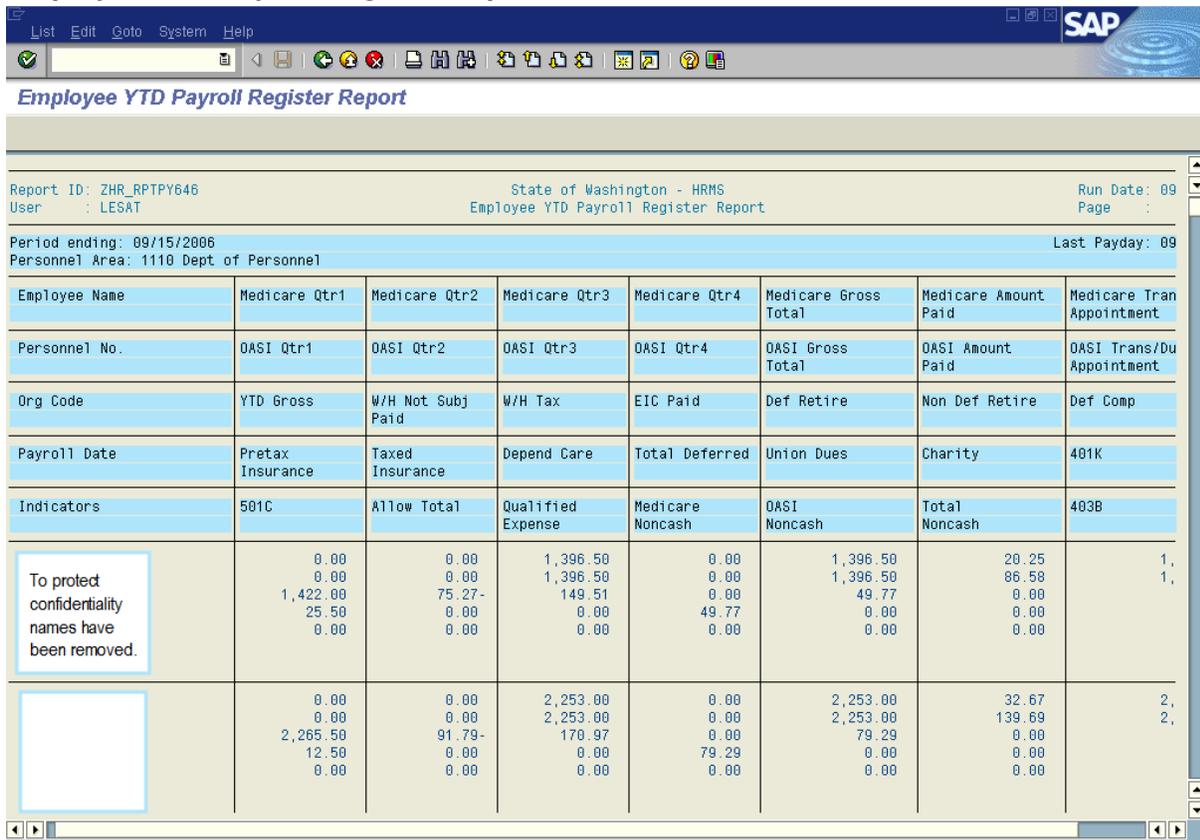
In-period: The current payroll period

For-period: The prior period that was processed in the current payroll because of retro calculations in that period.

6. Click  (Enter) to validate the information.

7. Click  (Execute) to execute the report.

Employee YTD Payroll Register Report



The screenshot shows the SAP Employee YTD Payroll Register Report interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title is 'Employee YTD Payroll Register Report'. The report details include: Report ID: ZHR_RPTY646, User: LESAT, State of Washington - HRMS, Employee YTD Payroll Register Report, Run Date: 09, Page: ., Period ending: 09/15/2006, Last Payday: 09, Personnel Area: 1110 Dept of Personnel.

Employee Name	Medicare Qtr1	Medicare Qtr2	Medicare Qtr3	Medicare Qtr4	Medicare Gross Total	Medicare Amount Paid	Medicare Tran Appointment
Personnel No.	OASI Qtr1	OASI Qtr2	OASI Qtr3	OASI Qtr4	OASI Gross Total	OASI Amount Paid	OASI Trans/Du Appointment
Org Code	YTD Gross	W/H Not Subj Paid	W/H Tax	EIC Paid	Def Retire	Non Def Retire	Def Comp
Payroll Date	Pretax Insurance	Taxed Insurance	Depend Care	Total Deferred	Union Dues	Charity	401K
Indicators	501C	Allow Total	Qualified Expense	Medicare Noncash	OASI Noncash	Total Noncash	403B
To protect confidentiality names have been removed.	0.00	0.00	1,396.50	0.00	1,396.50	20.25	1,
	0.00	0.00	1,396.50	0.00	1,396.50	86.58	1,
	1,422.00	75.27-	149.51	0.00	49.77	0.00	
	25.50	0.00	0.00	49.77	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	2,253.00	0.00	2,253.00	32.67	2,
	0.00	0.00	2,253.00	0.00	2,253.00	139.69	2,
	2,265.50	91.79-	170.97	0.00	79.29	0.00	
	12.50	0.00	0.00	79.29	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	

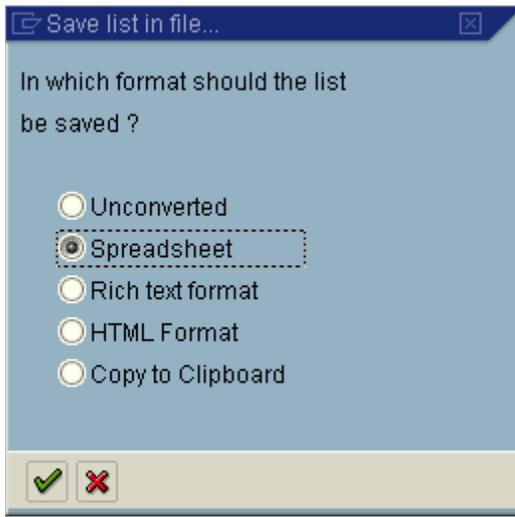


The results show the year-to-date results for the Employee(s) chosen.

Follow the steps below to export this file to an alternative format, such as Microsoft Excel.

8. From the Menu bar Select **List→Save/Send→File....**

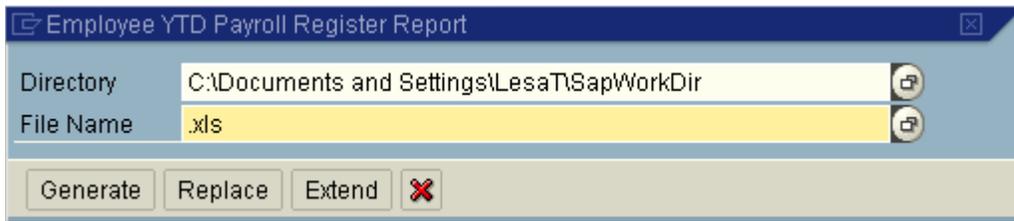
Save list in file...



9. Click Spreadsheet .

10. Click .

Employee YTD Payroll Register Report

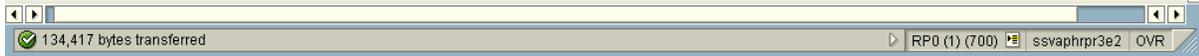


11. Complete the following fields:

Field Name	R/O/C	Description
Directory	R	Select the directory to save the file.
File Name	R	Name your file. Example: EmployeeYTDRegister.xls

12. Click .

Employee YTD Payroll Register Report



You will receive a message in the Status Bar indicating the file has been transferred, meaning it was saved into the location chosen. Now you can open the report using Microsoft Excel.

13. You have completed this transaction.

Result

You have generated the YTD Payroll Register for the chosen employee(s) and exported and saved the file in Excel.

Comments

None.