

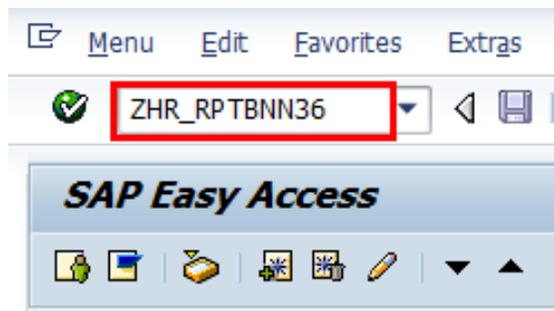
HRMS

Reconcile Differences Between PAY1 and HRMS

Use this procedure to reconcile the differences between PAY1 and HRMS amounts related to Account 035/GL 5181 and W-2 reporting requirements.

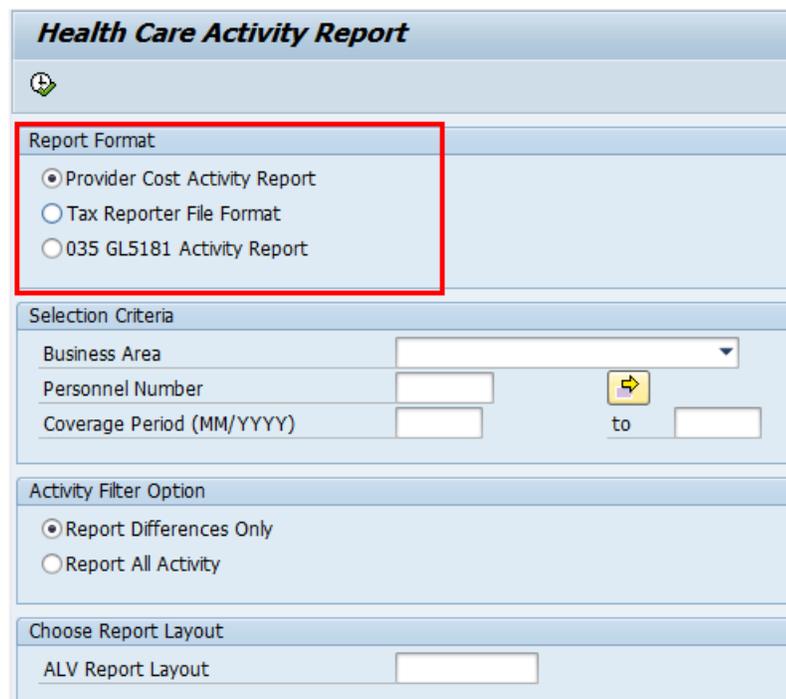
Note: To perform this transaction you must be assigned at least one of the following roles: Benefits Processor, Financial Reporting Processor, Payroll Analyst, Payroll Inquirer, Payroll Processor, Payroll Supervisor, Tax Reporter. Entry Fields are defined as: Required = (R), Optional = (O), Conditional = (C).

1. Enter transaction code "ZHR_RPTBNN36" in the Command field and press **Enter**,



2. The report gives you three radio buttons for different report formats (detailed below). The Report Format is considered Conditional (C) depending on which you select:

- Provider Cost Activity Report
- Tax Reporter File Format
- 035 GL5181 Activity Report



The screenshot shows the 'Health Care Activity Report' form. The 'Report Format' section is highlighted with a red box and contains three radio buttons: 'Provider Cost Activity Report' (selected), 'Tax Reporter File Format', and '035 GL5181 Activity Report'. Below this section is the 'Selection Criteria' section, which includes fields for 'Business Area', 'Personnel Number', and 'Coverage Period (MM/YYYY)' with a 'to' field. The 'Activity Filter Option' section has two radio buttons: 'Report Differences Only' (selected) and 'Report All Activity'. The 'Choose Report Layout' section has a field for 'ALV Report Layout'.

Reconcile Differences Between PAY1 and HRMS (cont.)

3. Provider Cost Activity Report. View difference between PAY1 and HRMS for:

- Wage type 2575 (Health Provider)
- Wage type 2255 (HSA ER Contribution)

Field	Description
Business Area (C)	A specific agency in the state of Washington.
Personnel Number (C)	Employee's unique identifying number.
Coverage Period (R)	Months of activity you want to view.
Report Difference Only (O)	View information ONLY for employees who have a difference between PAY1 and HRMS.
Report All Activity (O)	View information for the entire Business Area for the coverage period selected.

4. Click  Execute.

5. The Provider Cost Activity Report will also identify employees who received the \$125.00 incentive in their Health Savings Account (HSA) from HCA.

Health Care Activity Report

Data highlighted in red indicates a difference between PAY1 and HRMS.

HRMS BA	HRMS PA	HRMS Personnel Area Name	Pay1 BA	Pay1 PA	PERNR	SSN	Employee Name	Cov.Prd	Pay1 MedCd	Pay1 DenCd	Pay1 ProvC	HRMS ProvC	HRMS Tx Ad	ProvCostD	PAY1 ER HS	HRMS ER HS	HRMS ER HS	ER HSA Df
1630	1630	Consolidated Technology Svcs	1630	1630				201507	UHSA	1	581.04	581.04	0.00	0.00	58.34	29.17	0.00	29.17
1630	1630	Consolidated Technology Svcs	1630	1630				201512	UHSA	1	581.04	581.04	0.00	0.00	58.34	58.34	29.17	29.17
1630	1630	Consolidated Technology Svcs	1630	1630				201509	CHSA	4	569.63	569.63	0.00	0.00	58.34	29.17	0.00	29.17
1630	1630	Consolidated Technology Svcs	1630	1630				201509	CHSA	4	569.63	569.64	0.00	0.01	58.34	58.34	0.00	0.00
1630	1630	Consolidated Technology Svcs	1630	1630				201512			0.00	0.00	0.01	0.01	0.00	0.00	29.17	29.17
1630	1630	Consolidated Technology Svcs	1630	1630				201507	UHSA	4	654.41	654.41	0.00	0.00	58.34	29.17	0.00	29.17
1630	1630	Consolidated Technology Svcs	1630	1630				201512	UHSA	4	654.41	654.41	0.00	0.00	58.34	58.34	29.17	29.17
1630	1630	Consolidated Technology Svcs	1630	1630				201507	UHSA	1	1,538.36	1,538.36	0.00	0.00	116.67	58.33	0.00	58.34
1630	1630	Consolidated Technology Svcs	1630	1630				201512	UHSA	1	1,538.36	1,538.36	0.00	0.00	116.67	116.67	58.34	58.34

State of Washington - HRMS Health Care Activity Report

Report ID: ZHR_RPTBNN36
 User:
 Run Date: 02/04/2016
 Total Records: 27
 Business Area: 1630
 Pers. Area: All
 Cov.Prd Date: Include - 01/2016 to 01/2016
 Pay1 Data Upto: 01/2016

Note: Payroll offices will need to key this additional employer contribution into HRMS using WT2255 (HSA ER Contribution) into Additional Payments (IT0015).

Provider Cost Activity Report

HRMS ...	HRMS Personnel Area Name	Pay1 BA	PERNR	Cov.Prd	Pay1 Med...	Pay1 Den...	HRMS ER HS	HRMS ER HS	ER HSA...
1630	Consolidated Technology Svcs	1630		201601	UHSA	4	58.34	0.00	125.00
1630	Consolidated Technology Svcs	1630		201601	UHSA	1	116.67	0.00	125.00
1630	Consolidated Technology Svcs	1630		201601	UHSA	1	116.67	0.00	125.00
1630	Consolidated Technology Svcs	1630		201601	CHSA	1	58.34	0.00	125.00
1630	Consolidated Technology Svcs	1630		201601	UHSA	1	116.67	0.00	125.00
1630	Consolidated Technology Svcs	1630		201601	UHSA	1	116.67	0.00	125.00
1630	Consolidated Technology Svcs	1630		201601	UHSA	1	116.67	0.00	125.00

Reconcile Differences Between PAY1 and HRMS (cont.)

6. 035 GL5181 Activity Report. View difference between PAY1 and HRMS for:

- Employee contribution and adjustments
- Wage type 2550 (PEBB funding rate)
- Tobacco surcharge & adjustment
- Spousal/domestic partner surcharge & adjustment

Field	Description
Business Area (C)	A specific agency in the state of Washington.
Personnel Number (C)	Employee's unique identifying number.
Coverage Period (R)	Months of activity you want to view.
Report Difference Only (O)	View information ONLY for employees who have a difference between PAY1 and HRMS.
Report All Activity (O)	View information for the entire Business Area for the coverage period selected.

7. Click Execute

Health Care Activity Report

Data highlighted in red indicates a difference between PAY1 and HRMS.

035 GL5181 Activity Report																		
HRMS BA	HRMS PA	HRMS Personnel Area Name	Pay1 BA	Pay1 PA	PERNR	Employee Name	SSN	201511	EE Cont'd	PAY1 PEBB	HRMS PEBB	PEBB Fund	PAY1 Tobc	HRMS Tobc	Tobc Diff	PAY1 SPDP	HRMS SPDP	SPDP Diff
1630	1630		1630	1630			201511	178.00	0.00	216.00	840.00	840.00	0.00	0.00	0.00	50.00	0.00	50.00
1630	1630		1630	1630			201511	241.00	0.00	241.00	840.00	840.00	0.00	0.00	0.00	0.00	0.00	0.00
1630	1630		1630	1630			201511	0.00	0.00	0.00	840.00	840.00	0.00	0.00	0.00	0.00	0.00	0.00
1630	1630		1630	1630			201511	160.00	0.00	160.00	840.00	840.00	0.00	0.00	0.00	0.00	0.00	0.00
1630	1630		1630	1630			201511	84.00	0.00	84.00	840.00	840.00	0.00	0.00	0.00	0.00	0.00	0.00
1630	1630		1630	1630			201511	31.00	0.00	31.00	840.00	840.00	0.00	0.00	0.00	0.00	0.00	0.00
1630	1630		1630	1630			201511	241.00	0.00	241.00	840.00	840.00	0.00	0.00	0.00	0.00	0.00	0.00
1630	1630		1630	1630			201511	178.00	0.00	178.00	840.00	840.00	0.00	0.00	0.00	50.00	0.00	50.00
1630	1630		1630	1630			201511	178.00	0.00	178.00	840.00	840.00	0.00	0.00	0.00	25.00	0.00	25.00
1630	1630		1630	1630			201511	224.00	0.00	224.00	840.00	840.00	0.00	0.00	0.00	0.00	0.00	0.00
1630	1630		1630	1630			201511	241.00	0.00	241.00	840.00	840.00	0.00	0.00	0.00	0.00	0.00	0.00
1630	1630		1630	1630			201511	107.00	0.00	107.00	840.00	840.00	0.00	0.00	0.00	0.00	0.00	0.00
1630	1630		1630	1630			201511	241.00	0.00	241.00	840.00	840.00	0.00	0.00	0.00	0.00	0.00	0.00
1630	1630		1630	1630			201511	178.00	0.00	178.00	840.00	840.00	0.00	0.00	0.00	0.00	0.00	0.00
1630	1630		1630	1630			201511	241.00	0.00	241.00	840.00	840.00	0.00	0.00	0.00	0.00	0.00	0.00
1630	1630		1630	1630			201511	178.00	0.00	178.00	840.00	840.00	0.00	0.00	0.00	0.00	0.00	0.00
1630	1630		1630	1630			201511	178.00	0.00	178.00	840.00	840.00	0.00	0.00	0.00	0.00	0.00	0.00
1630	1630		1630	1630			201511	147.00	0.00	147.00	840.00	840.00	0.00	0.00	0.00	0.00	0.00	0.00
1630	1630		1630	1630			201511	0.00	0.00	0.00	840.00	840.00	0.00	0.00	0.00	0.00	0.00	0.00
1630	1630		1630	1630			201511	84.00	0.00	84.00	840.00	840.00	0.00	0.00	0.00	0.00	0.00	0.00
1630	1630		1630	1630			201511	84.00	0.00	84.00	840.00	840.00	0.00	0.00	0.00	0.00	0.00	0.00
1630	1630		1630	1630			201511	216.00	0.00	216.00	840.00	840.00	0.00	25.00	0.00	25.00	0.00	0.00

The "*" identifies the losing agency when an employee transfers to another agency after the 1st of the month. "9999" may appear in the HRMS Personnel Area (PA) column in the losing agency when the program cannot identify the PA from the data. Both the losing and gaining agencies should run the "Payroll Journal Voucher Report" (Transaction Code: ZHR_RPTPY376) with "report ID" 13 or 14 for more details on GL 5181 activity.

Reconcile Differences Between PAY1 and HRMS (cont.)

8. Export Health Care Activity Report. Save as spreadsheet.

9. To save the differences in red, as shown on the report, (Execute) the following formats for the Health Care Activity Report:

- Provider Cost Activity Report
- 035 GL5181 Activity Report

10. Select the (Excel) button on the menu bar.

11. The Microsoft Excel Security Notice may appear. Click on "Trust all from publisher".

12. The Excel file will open in the Health Care Activity Report window.

Health Care Activity Report

State of Washington - HRMS
Health Care Activity Report

Report ID: ZHR_RPTBHN036
User:
Run Date: 12.02.2016
Total Records: 179
Business Area:
Pers. Area: All
Cov.Prd Date: Include - 02.2014 to 04.2014

Provider Cost Activity Report

HRMS BA	HRMS PA	PersArea Name	Pay1 BA	Pay1 PA	PERNR	SSN	Employee Name	Cov.Prd	Pay1 MedCd	Pay1 DenCd	Pay1 ProvC	HRMS ProvC	HRMS Tx Ad	ProvCostD	PAY1 ER HS	HRMS ER HS	HRMS ER HS	ER HSA Df
2250	2250	Washington S.	2250	2250				201402	C	1	1,743.55	1,743.56	0.00	0.01-	0.00	0.00	0.00	0.00
2250	2250	Washington S.	2250	2250				201403	C	1	1,743.55	1,743.56	0.00	0.01-	0.00	0.00	0.00	0.00
2250	2250	Washington S.	2250	2250				201404	C	1	1,743.55	1,743.56	0.00	0.01-	0.00	0.00	0.00	0.00
2250	2250	Washington S.	2250	2250				201402		4	79.06	59.30	0.00	19.76	0.00	0.00	0.00	0.00
2250	2250	Washington S.	2250	2250				201412			0.00	0.00	0.00	0.00	0.00	0.00	58.33	58.33
2250	2250	Washington S.	2250	2250				201402	UHSA	1	1,461.89	1,327.73	0.00	134.16	116.67	116.67	0.00	0.00
2250	2250	Washington S.	2250	2250				201403	UHSA	1	1,461.89	1,327.73	0.00	134.16	116.67	116.67	0.00	0.00
2250	2250	Washington S.	2250	2250				201403	C	1	1,261.60	630.80	0.00	630.80	0.00	0.00	0.00	0.00
2250	2250	Washington S.	2250	2250				201402	CV	1	1,157.30	1,157.29	0.00	0.01	0.00	0.00	0.00	0.00
2250	2250	Washington S.	2250	2250				201403	CV	1	1,157.30	1,157.29	0.00	0.01	0.00	0.00	0.00	0.00
2250	2250	Washington S.	2250	2250				201404		1	134.16	0.00	0.00	134.16	0.00	0.00	0.00	0.00
2250	2250	Washington S.	2250	2250				201403		1	134.16	0.00	0.00	134.16	0.00	0.00	0.00	0.00
2250	2250	Washington S.	2250	2250				201404		1	134.16	67.08	0.00	67.08	0.00	0.00	0.00	0.00
2250	3023	DSHS Region 3	2250	2250				201412			0.00	0.00	297.88	297.88	0.00	0.00	0.00	0.00
2250	2250	Washington S.	2250	2250				201402		1	44.72	0.00	0.00	44.72	0.00	0.00	0.00	0.00
2250	2250	Washington S.	2250	2250				201403		1	44.72	0.00	0.00	44.72	0.00	0.00	0.00	0.00
2250	2250	Washington S.	2250	2250				201404		1	44.72	22.36	0.00	22.36	0.00	0.00	0.00	0.00
2250	2250	Washington S.	2250	2250				201402	CHSA	1	545.41	545.41	0.00	0.00	58.34	29.17	0.00	29.17
2250	2250	Washington S.	2250	2250				201412			0.00	0.00	0.00	0.00	0.00	0.00	29.17	29.17
2250	2250	Washington S.	2250	2250				201404	UHSA	1	638.72	594.00	0.00	44.72	58.34	29.17	0.00	29.17

Health Care Activity Report

Microsoft Excel Security Notice

Microsoft Office has identified a potential security concern.

Note: The digital signature is valid, but the signature is from a publisher whom you have not yet chosen to trust.

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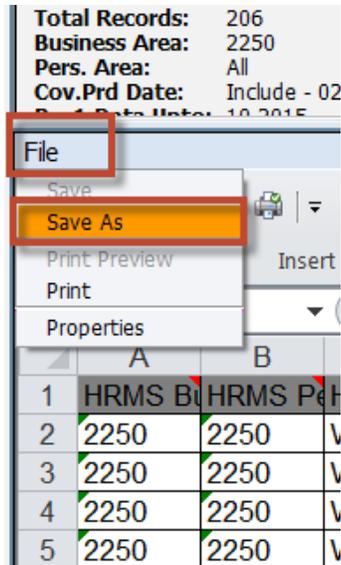
State of Washington - HRMS
Health Care Activity Report

Report ID: ZHR_RPTBHN036
User:
Run Date: 12.02.2016
Total Records: 206
Business Area:
Pers. Area: All
Cov.Prd Date: Include - 02.2014 to 05.2014

HRMS BA	HRMS PA	PersArea Name	Pay1 BA	Pay1 PA	PERNR	SSN	Employee Name	Cov.Prd	Pay1 MedCd	Pay1 DenCd	Pay1 ProvC	HRMS ProvC	HRMS Tx Ad	ProvCostD	PAY1 ER HS	HRMS ER HS	HRMS ER HS	ER HSA Df
2250	2250	Washington State Patrol	2250	2250				201402	C	1	1,743.55	1,743.56	0.00	0.01	0.00	0.00	0.00	0.00
2250	2250	Washington State Patrol	2250	2250				201403	C	1	1,743.55	1,743.56	0.00	0.01	0.00	0.00	0.00	0.00
2250	2250	Washington State Patrol	2250	2250				201404	C	1	1,743.55	1,743.56	0.00	0.01	0.00	0.00	0.00	0.00
2250	2250	Washington State Patrol	2250	2250				201402		4	79.06	59.30	0.00	19.76	0.00	0.00	0.00	0.00
2250	2250	Washington State Patrol	2250	2250				201412			0.00	0.00	0.00	0.00	0.00	0.00	58.33	58.33
2250	2250	Washington State Patrol	2250	2250				201402	UHSA	1	1,461.89	1,327.73	0.00	134.16	116.67	116.67	0.00	0.00
2250	2250	Washington State Patrol	2250	2250				201403	UHSA	1	1,461.89	1,327.73	0.00	134.16	116.67	116.67	0.00	0.00
2250	2250	Washington State Patrol	2250	2250				201403	C	1	1,261.60	630.80	0.00	630.80	0.00	0.00	0.00	0.00
2250	2250	Washington State Patrol	2250	2250				201402	CV	1	1,157.30	1,157.29	0.00	0.01	0.00	0.00	0.00	0.00
2250	2250	Washington State Patrol	2250	2250				201403	CV	1	1,157.30	1,157.29	0.00	0.01	0.00	0.00	0.00	0.00
2250	2250	Washington State Patrol	2250	2250				201404		1	134.16	0.00	0.00	134.16	0.00	0.00	0.00	0.00
2250	2250	Washington State Patrol	2250	2250				201404		1	134.16	67.08	0.00	67.08	0.00	0.00	0.00	0.00
2250	2250	Washington State Patrol	2250	2250				201405	CV	1	1,157.30	1,157.29	0.00	0.01	0.00	0.00	0.00	0.00
2250	2250	Washington State Patrol	2250	2250				201405	U	1	595.75	0.00	0.00	595.75	0.00	0.00	0.00	0.00

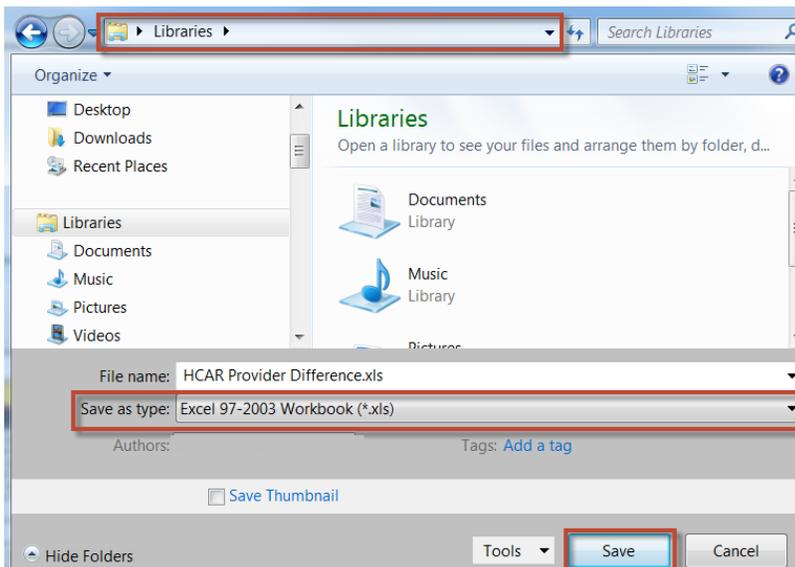
Reconcile Differences Between PAY1 and HRMS (cont.)

13. To save an Excel file, click on “File” above the spreadsheet.



14. Complete the “Save As” as follows:

- Select where the file will be saved
- Change the file name
- Save as type should always be “Excel 97-2003 Workbook (*.xls)”
- Click on the save button to save



15. When the Excel file is opened the red cells will continue to show as red.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	HRMS Bu	HRMS Pat	HRMS Personal Area ID	PAY1 Bu	PAY1 Pat	PERNR	SSN	Employee Name	Coverage	PAY1 Medic	PAY1 Date	PAY1 Pay	HRMS Pay	HRMS Prov	HRMS Prov	Provider C	PAY1 Emp	HRMS Emp	HRMS Emp	Employer B
2	2250	2250	Washington State Patrol	2250	2250					201402	C	1	1,743.55	1,743.56	0		0	0	0	0
3	2250	2250	Washington State Patrol	2250	2250					201403	C	1	1,743.55	1,743.56	0		0	0	0	0
4	2250	2250	Washington State Patrol	2250	2250					201404	C	1	1,743.55	1,743.56	0		0	0	0	0
5	2250	2250	Washington State Patrol	2250	2250					201402		4	79.96	59.3	0		0	0	0	0
6	2250	2250	Washington State Patrol							201412			0	0	0		0	0	58.33	0
7	2250	2250	Washington State Patrol	2250	2250					201402	UHSA	1	1,461.89	1,327.73	0		116.67	116.67	0	0
8	2250	2250	Washington State Patrol	2250	2250					201403	UHSA	1	1,461.89	1,327.73	0		116.67	116.67	0	0

Reconcile Differences Between PAY1 and HRMS (cont.)

16. Tax Reporter File Format

Field Name	Description
Tax Reporter File Format	Create a pre-formatted file to upload adjustments for wage types 2575 (Health Provider) & 2255 (HSA ER Contribution) into Tax Reporter (PU19).
Business Area (C)	Specific agency in the state of Washington.
Personnel Number (C)	Employee's unique identifying number.
Coverage Period (R)	Coverage period will default to the current year; key the year if different than the default.
Tax Company (Personnel Area) (R)	Agency's four-character designation.
Adjustment Date for PU19 (MM/DD/YYYY) (R)	Reporting period end date.
Include ALV Report w/Details (O)	Select if you want to see the report details.

17. Click  **Execute.**

Health Care Activity Report

Report Format

Provider Cost Activity Report
 Tax Reporter File Format
 035 GL5181 Activity Report

Selection Criteria

Business Area: 0110 House of Representatives
 Personnel Number:
 Coverage Period Year (YYYY): 2015

Tax Reporter File Format Additional Details

Tax Company (Personnel Area): 0110
 Adjustment Date for PU19 (MM/DD/YYYY): 12/31/2015

Include ALV Report w/Details

*** The ALV report with details will be displayed after file is generated.
 *** You must click the Green Arrow back to see the detailed report.

Choose Report Layout

ALV Report Layout:

Tax Reporter Upload Formatted File

PERNR	Tax Auth	Blank	Box	Adj. Date	Amount
	FED		W23W	12/31/2015	466.72
	FED		W2DD	12/31/2015	1,871.19-
	FED		W23W	12/31/2015	1,283.37
	FED		W23W	12/31/2015	641.74
	FED		W23W	12/31/2015	700.08
	FED		W23W	12/31/2015	1,283.37

Wage Type 2255 = W23W
Wage Type 2575 = W2DD

Reconcile Differences Between PAY1 and HRMS (cont.)

18. After the report has been executed, if you would like to see the differences, which are also reflected in the Provider Cost Activity Report, click the  back arrow and the detail report will appear.

Tax Reporter Upload Formatted File																			
HRMS BA	HRMS PA	PersArea Name	Pay1 BA	Pay1 PA	PERNR	SSN	Employee Name	Cov.Prd	Pay1 MedCd	Pay1 DenCd	Pay1 ProvC	HRMS ProvC	HRMS Tx Ad	ProvCostDl	PAY1 ER HS	HRMS ER HS	HRMS ER HS	ER HSA	Df
			1100	1100				201511	CV	4	1,633.92	0.00	0.00	1,633.92	58.34	0.00	0.00		58.34
			1100	1100				201512	CV	4	1,633.92	0.00	0.00	1,633.92	58.34	0.00	0.00		58.34
1100	1100	Office of Admn Hearings	1100	1100				201502	U	1	1,715.63	1,715.63	0.00	0.00	58.34	0.00	0.00		58.34
1100	1100	Office of Admn Hearings	1100	1100				201503	U	1	1,715.63	1,715.63	0.00	0.00	58.34	0.00	0.00		58.34
1100	1100	Office of Admn Hearings	1100	1100				201504	U	1	1,715.63	1,715.63	0.00	0.00	58.34	0.00	0.00		58.34
1100	1100	Office of Admn Hearings	1100	1100				201505	U	1	1,715.63	1,715.63	0.00	0.00	58.34	0.00	0.00		58.34
1100	1100	Office of Admn Hearings	1100	1100				201506	U	1	1,715.63	1,715.63	0.00	0.00	58.34	0.00	0.00		58.34
1100	1100	Office of Admn Hearings	1100	1100				201507	U	1	1,715.63	1,715.63	0.00	0.00	58.34	0.00	0.00		58.34
1100	1100	Office of Admn Hearings	1100	1100				201508	U	1	1,715.63	1,715.63	0.00	0.00	58.34	0.00	0.00		58.34

Data highlighted in red indicates a difference between PAY1 and HRMS.

NOTE: On the 25th of the month HCA health care costs will be loaded into HRMS through interface 58. The interface job will produce a spool with "Title" starting "LIST1S LOCL" for each Business Area and can be viewed using SP01. The spool will contain the number of records processed as well as the records that rejected.

Agencies should review their spools for rejected records and follow normal business process in resolving the issues. **Rejected records will not be reported on the Health Care Activity reports.**

Once the reason for the rejection has been resolved the data will not show up until the 25th of the next month.

The spool will only be available for seven (7) calendar days after the report is created.

```

State of Washington
Interface 058 - PAY1 Invoice History Data Load
System: SH2
Client: 700
Deliverable ID: IIFPY058
ABAP Program: ZHI_IIFPY058_PAY1_INVOICE_HIST
Variant: 40000000000019
Execution Date: 09/04/2015
Execution Time: 11:51:51
Direction: 2
User Name:
Job Name:

The file was opened from the following location: SAP Application \\sveciolohsh2\i\ Pay1_2015_Only.txt
Interface Identifier: IIFPY058
Header Date: 12/27/2014
Header Time: 133254
Header Record Count: 471951
1_Detail Records Received: 471951
1_Detail Records in Error: 1149
Detail Records Processed: 470802

1_Agency Specific Record Counts For: 163
1_Detail Records Received: 2718
1_Detail Records in Error: 7
Invalid record from file at line: < 176,270 > Bad SSN. Bad Personnel #.
Invalid record from file at line: < 176,271 > Bad SSN. Bad Personnel #.
    
```

Reconcile Differences Between PAY1 and HRMS (cont.)

19. Exporting Tax Reporter File Format. After the report has been executed, the Tax Reporter Upload Formatted File will be available. Click on the following:

- List: (in the top menu bar)
- Export
- Spreadsheet

Note: Uploading to Tax Reporter PU19 - Users can export the pre-formatted file to an excel spreadsheet. The 'Header' must be removed and the 'Amount' column must be formatted to 'Text.' The excel file must be saved as a Text (Tab delimited) (*.txt) prior to the upload.

The screenshot shows the SAP HRMS interface. The 'List' menu is open, and the 'Export' option is selected, which has opened a sub-menu with 'Spreadsheet...' highlighted. Below the menu, the report title 'State of Washington Health Care Activity Report' is visible, along with report details: Report ID: ZHR_RPTBNN36, User: [redacted], Run Date: 02/19/2016, Total Records: 5, Business Area: [redacted], Pers. Area: [redacted], and Cov. Prd Date: Include - 01/2015 to 12/2015. Below this is a table titled 'Tax Reporter Upload Formatted File' with the following data:

PERNR	Tax Auth	Blank	Box	Adj. Date	Amount
	FED		W2DD	12/31/2015	287.66-
	FED		W2DD	12/31/2015	1,285.79-
	FED		W2DD	12/31/2015	1,052.93-
	FED		W2DD	12/31/2015	289.25
	FED		W2DD	12/31/2015	307.31

20. In the Select Spreadsheet selection box, click on the radio button for "Excel (in MHTML Format)".

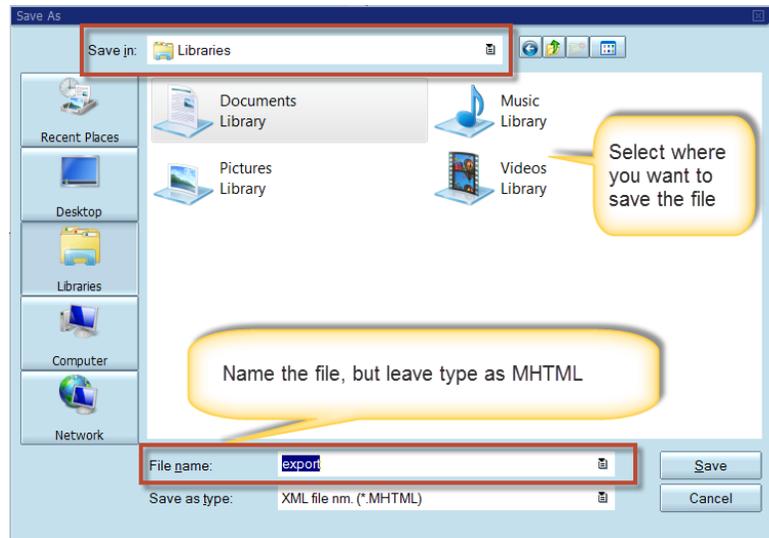
21. Click the (Enter) at the bottom.

The screenshot shows the 'Select Spreadsheet' dialog box. The 'Formats:' section has three radio buttons: 'Excel (in MHTML Format)' (selected), 'OpenOffice (in OpenDocument Format 2.0)', and 'Select from All Available Formats'. There is a text input field below the radio buttons. At the bottom of the dialog, there is a checkbox for 'Always Use Selected Format' and a row of three buttons: a checkmark button (highlighted with a red box), a close button (X), and a cancel button.

Reconcile Differences Between PAY1 and HRMS (cont.)

22. Complete the “Save As” as follows:

- Select where the file will be saved
- Change the file name
- Save as type should always be “XML file nm. (*.MHTML)”
- Click on the save button to save.

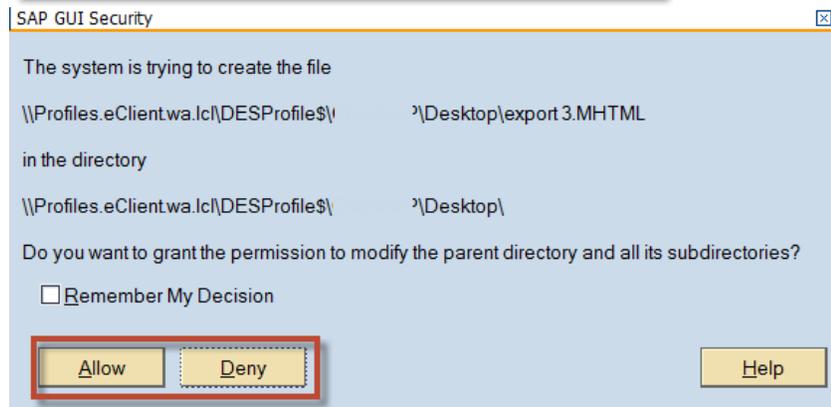


23. Upon saving you will receive two (2) SAP GUI Security prompts:

1. The first is requesting permission to save the document in the specified location:

- If you click “Allow” it will save the document in the specified location
- If you click “Deny” the document will not be saved and you will not be able to open at the next message.

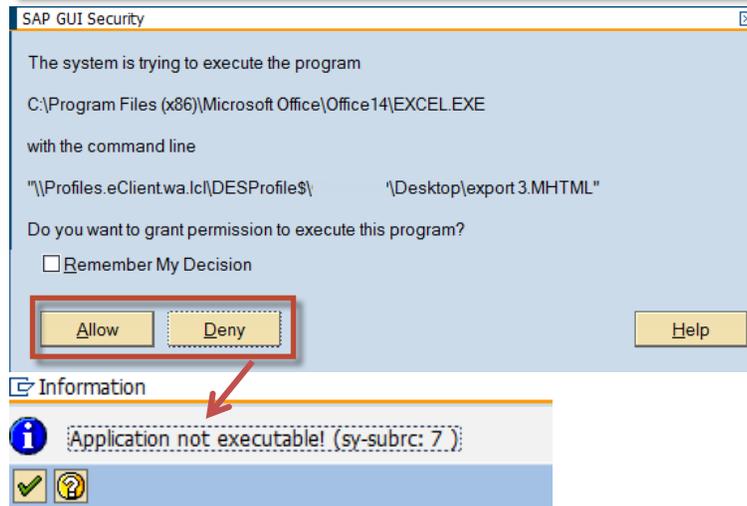
The SAP GUI Security message will appear twice. The first message is to save in the requested directory.



2. The second is requesting permission to open the document for viewing:

- If you click “Allow” the document will automatically open for viewing and manipulation
- If you click “Deny” the document will not open and the message will be “Application not executable”

The second message is to grant permission to execute the program. Once permission is granted the spreadsheet will open.



Reconcile Differences Between PAY1 and HRMS (cont.)

24. The “Amount” column must be formatted to “Text” and the “Header” row must be removed.

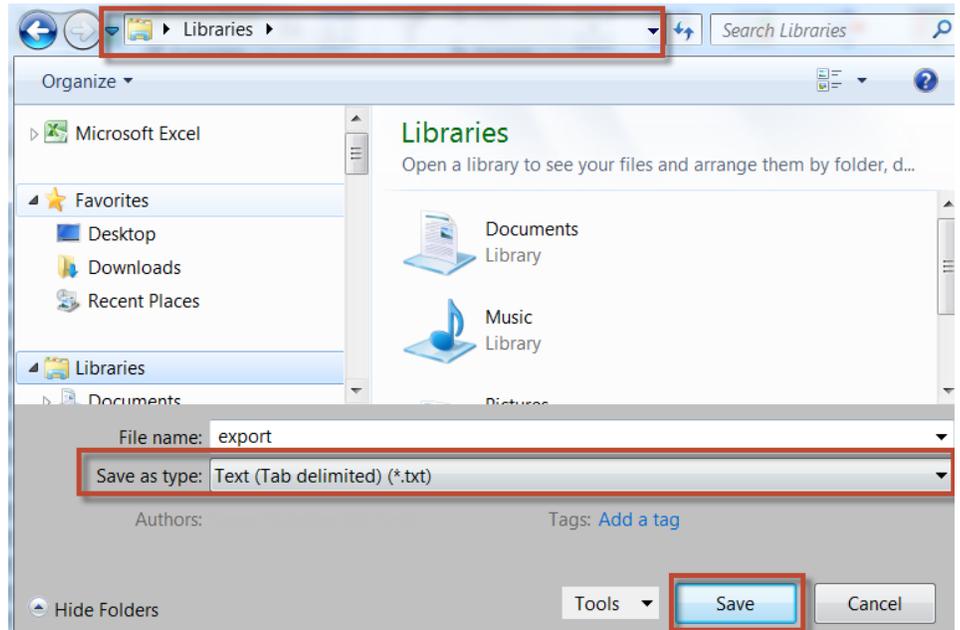
	A	B	C	D	E	F	G	H	I
1	PERNR	Tax Auth	Blank	Box	Adj. Date	Amount			
2	20007847	FED		W2DD	12/31/2015	-287.66			
3	20020175	FED		W2DD	12/31/2015	-1,285.79			
4	20080899	FED		W2DD	12/31/2015	-1,052.93			
5	20088961	FED		W2DD	12/31/2015	289.25			
6	20089019	FED		W2DD	12/31/2015	307.31			
7									

Highlight and delete row 1, the header row.

The Amount column must be formatted as text.

25. The Excel file must be saved as a Text (Tab Delimited) (*.txt) file prior to the upload.

26. To upload the spreadsheet into the Tax Reporter (PU19), please see the On Line Quick Reference (OLQR) procedure for [Tax Reporter Manual Upload](#)



Reconcile Differences Between PAY1 and HRMS (cont.)

27. Employees Enrolled in a Consumer Directed Health Plan (CDHP) Medical Plan.

All employees enrolled in a CDHP must:

1. Have an active Health Savings Account (HSA) plan on Savings Plans (IT0169).

2. Upon withdraw from state service, end date the HSA record the 15th of the month.

3. If an employee transfers in or out of your agency, enter the necessary adjustment to WT2255 HSA ER Contribution (same type of adjustment made to WT2575 PEBB Funding Rate) into Additional Payments (IT0015).

28. Question: How is the previous year's data updated?

29. Question: Is the data for the Health Care Activity Report fluid?

Overview Savings Plans (0169)

Start Date	End Date	Type	Text	Plan	Text
01/01/2016	12/31/9999	HSAP	HSA plan	HSAF	Health Savings Account-Family
12/31/2015	12/31/2015	HSAP	HSA plan	HSAF	Health Savings Account-Family

Example: Employee terminated state service 3/25/2016

List Savings Plans (0169)

Start Date	End Date	Type	Text	Plan	Text
01/01/2016	03/15/2016	HSAP	HSA plan	HSAF	Health Savings Account-Family
12/31/2015	12/31/2015	HSAP	HSA plan	HSAF	Health Savings Account-Family

Answer: The previous year's data from HCA is updated in HRMS each month for the first six months of the current year. Any changes in PAY1 after June 20th (approx.) that affects prior year data will not be included in the Health Care Activity Report. After June 25, the previous year's HCA data becomes static.

Answer: No, the payroll data and HCA data is refreshed on the 25th of each month. Any changes in HRMS after Day3 of the first payroll processing cycle (1st thru 15th) will not be included in the report until the following month.