Payroll Journal

ZHR_RPTPYN33

Change History

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

Date	Name	Change Description
09/27/06	Lesa Terry	Update

State of Washington HRMS

File name:
PAYROLL_JOURNAL_ZHR_RPTPY
N33.DOC
Reference Number:

Version: SME Approved Script
Last Modified: 10/11/2006 8:25:00 AM

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Purpose

Use this procedure for Payroll certification based on the State of Washington Office of Financial Management State Administrative & Accounting Manual (SAAM) Chapter 25.20.30. http://www.ofm.wa.gov/policy/25.20.htm.

The report can also be used for viewing payroll results at an agency level (business area), personnel area (sub agency) level, and an individual employee level.

Trigger

Perform this procedure to verify the earnings and deductions for an individual employee or groups of employees in your agency.

Prerequisites

Before you can receive current results, DOP must execute a payroll run and have stored results during a payroll cycle. Signatures for certification should not occur until DOP has processed their final run for the payroll cycle and DOP has generated warrants and ACH.

Transaction Code

ZHR_RPTPYN33

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

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Procedure

1. Start the transaction using transaction code **ZHR_RPTPYN33**.
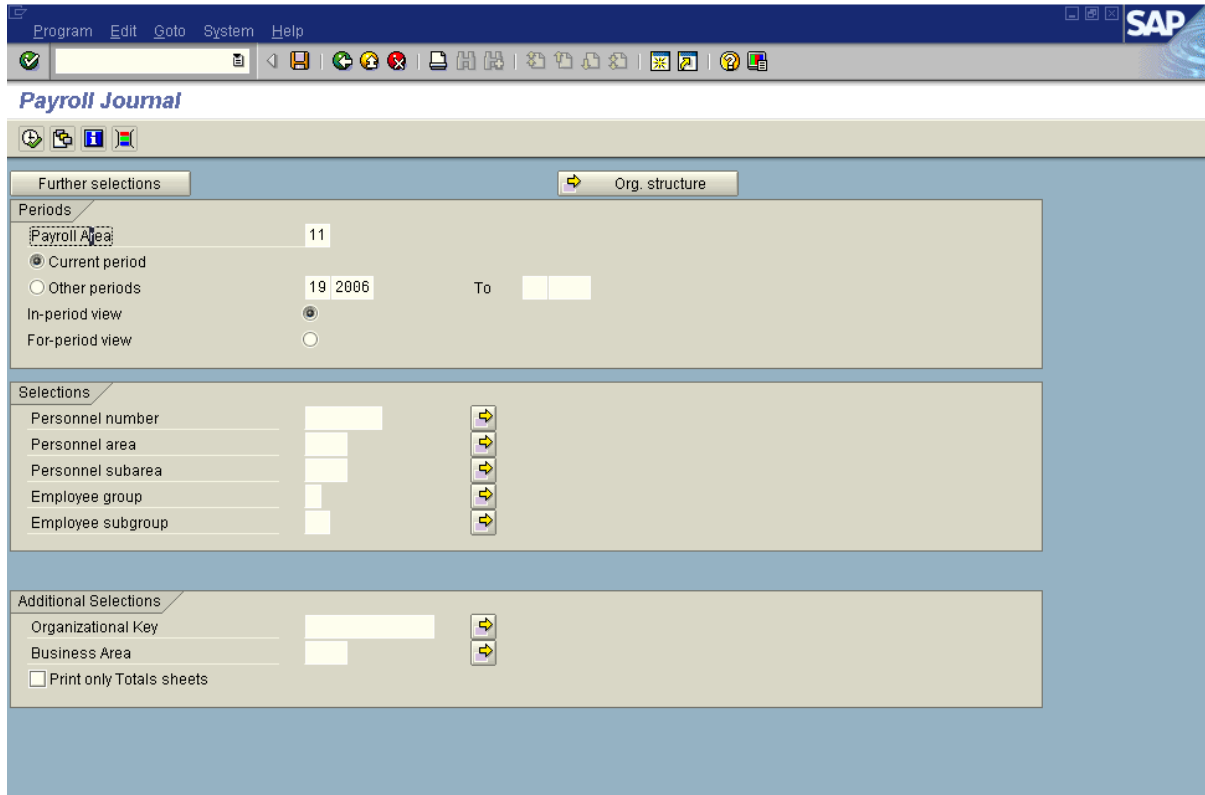
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2. Complete the following fields:

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. **Example:** 11

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Field Name	R/O/C	Description
Current Period	C	This selection option will run a report for the current pay period. To select the current payroll period, click the (Enter) button and the dates will default in.
Other period	C	This selection option will run a report for a specific pay period. **Example:** 18/2006

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In the sample above, Payroll area 11 was entered and then the (Enter) button was clicked to default in the current pay period.

3. Complete the following fields:

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

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4. Click ⏱ .

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```
Report ID: ZHR_RPTPYN33                          State of Washington - HRMS
User    : LESAT                                     Payroll Journal


Business Area: 1110 - Department of Personnel
Pay Period End Date : 09/30/2006        Personnel Area : 1110 - Dept of Personnel        Org Key :  1000
Personnel#     Name                     ESG Warrant#    Hours   Gross Pay    W/H Tax      OASDI    Medicare    Med Aid

                                                        71.00    2,265.50     170.97     139.68     32.67      4.75
                                                        76.75    1,604.00     206.63      95.95     22.44      5.12
                                                        80.00    2,501.50     393.78     152.83     35.74      5.35
                                                        80.00    2,501.50     355.88     153.51     35.91      5.35
                                                        66.50    2,125.00     174.80     128.96     30.16      4.44
                                                        77.50    2,501.50     378.20     153.91     35.99      5.18
                                                        80.00    2,899.50     444.17     178.19     41.68      5.35
                                                        80.00    2,692.50     384.01     166.50     38.94      5.35
                                                        80.00    1,294.00     117.93      80.23     18.76      5.35
                                                        80.00    1,814.00     165.32     108.40     25.36      5.35
                                                        78.30    1,422.00     150.40      87.73     20.52      5.23
                                                        79.00    2,899.50       0.00     178.25     41.69      5.27
                                                        77.00    2,501.50     391.65     152.30     35.62      5.14
                                                        60.00    1,294.00     224.53      79.79     18.67      4.01
                                                        80.00    1,422.00     170.47      86.58     20.25     15.79
                                                        45.50    3,996.00     790.45     246.98     57.76      3.04
                                                        80.00    1,643.00     189.41     100.28     23.45      5.35
                                                        65.10    2,053.00     160.81     126.51     29.59      4.35
                                                        80.00    2,618.00     365.26     160.73     37.59      5.35
                                                        80.00    1,685.50     228.17     101.47     23.73      5.35
                                                        79.00    2,265.50     166.17     139.29     32.57      5.27
                                                        80.00    2,501.50     382.07     141.41     33.07      5.35
                                                        59.00    2,265.50     208.02     134.11     31.37      3.94
                                                        68.00    2,794.00     278.46     171.71     40.16      4.54
                                                        80.00    3,303.00     572.51     201.99     47.24      5.35
                                                        80.00    2,562.50     323.83     158.44     37.06      5.35
                                                        80.00    2,378.00     265.81     146.26     34.20      5.35
                                                        80.00    3,706.00     461.06     228.60     53.46      5.35
```

Names have been removed to protect confidentiality.

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```
Report ID: ZHR_RPTPYN33                          State of Washington - HRMS
User    : LESAT                                     Payroll Journal


Business Area: 1110 - Department of Personnel
Pay Period End Date : 09/30/2006        Personnel Area : 1110 - Dept of Personnel
Personnel#     Name                     ESG Warrant#    Hours   Gross Pay    W/H Tax      OASDI    Medicare    Med Aid

  Total for Personnel Area :     1110 - Dept of Personnel   10211.35  311,929.66   35,295.09  18,745.87   4,466.76    718.27
  Totals For                                      *Retro       812.29

"I hereby certify that to the best of my knowledge amounts listed in this payroll are true and correct
charges and that employees holding a position covered by Chapter 41.06 RCW, WAC 251, or other
applicable employment contract, have been employed in accordance with the rules, regulations, and
orders issued thereunder."

BY_____  Title_____  Date_____
```

5.   You have completed this transaction.

Result

You have run and viewed the Payroll Journal report.

Comments

None.

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