

**Payroll Threshold Report**

**Purpose** Use this procedure to run and view the Payroll Threshold Report. This report is used to view payroll information after a payroll run has been executed and has been released for corrections.

**Trigger** Perform this procedure when you need to verify payroll information or you would like to ensure that employees are set up correctly with payroll master data.

**Prerequisites** None.

**End User Roles** In order to perform this transaction you must be assigned the following role: Payroll Processor, Payroll Supervisor, Payroll Analyst, Payroll Inquire.

Change History	
Date	Change Description
07/30/2012	Procedure updated to match current system. Description of fields and infotype selections added.

**Transaction Code** ZHR\_RPTPYN09

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**Procedure**

1. Start the transaction using the transaction code **ZHR\_RPTPN09**.

The screenshot displays the SAP Payroll Threshold Report (ZHR\_RPTPN09) interface. At the top, there is a menu bar with options: Program, Edit, Goto, System, and Help. Below the menu bar is a toolbar with various icons for navigation and actions. The main title of the report is "Payroll Threshold Report".

The interface is organized into several sections:

- Further selections:** Contains a button labeled "Payroll period" and a button labeled "Org. structure".
- Period:** Includes a date field for "Period" and a "To" field. Below these are three radio buttons: "End of in-period" (selected), "End of for-period", and "Payday". There is also a "Payroll type" field with a dropdown arrow and a "Payroll period" button.
- Selections:** Lists five criteria with input fields and dropdown arrows: "Personnel number", "Personnel area", "Personnel subarea", "Employee group", and "Employee subgroup".
- Infotype Selections:** Contains a list of checkboxes for various conditions:
  - Arrears
  - Claims
  - Net Pay < 0
  - Gross Pay < 0
  - Working Hours = 0
  - Deductions Not Taken
  - Cost Dist Hrs > Available Hrs
  - Net Pay Exceed Limit (with a green 'M' icon and an input field)
  - Retroactive Pay Exceed Limit (with a green 'M' icon and an input field)
  - Wage Types Exceeding Limit

At the bottom right of the "Infotype Selections" section, there is a button labeled "Wage Type Checks".

2. In the **Periods** section click Payroll period, and complete the following fields:

**Periods**

Payroll Area      

Current period

Other periods       To      

In-period view

For-period view

Period

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Payroll Area	R	A payroll area groups and designates the employees whose payroll is run on the same date. Payroll Area is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters.  <b>Example: 11</b>
Current Period	C	Displays current payroll information.
Other Periods	C	This selection option will run a report for a specific pay period. Refer to the <a href="#">HRMS Payroll and Reports</a> Job Aid for a list of all pay periods  <b>Example: 13/2012</b>
In-period view	C	The current payroll period.
For-period view	C	The prior period that was processed in the current payroll because of retro calculations in that period.  <b>For example:</b> If an adjustment was made during the pay period <b>12/2012</b> (June 1- June15) to dates in the <b>8/2012</b> (April 1-15) pay period the change will display on the report.

3. In the **Selections** section complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	C	The employee's unique identifying number. <b>Example:</b> 40000235
Personnel Area	C	A specific agency/sub agency in the State of Washington. <b>Example:</b> 3008 (Western State Hospital)
Personnel Subarea	C	A subdivision of Personnel Area that identifies bargaining units, WMS, Exempt and non-represented positions. <b>Example:</b> 0001- Non represented
Employee group	C	Status of an employee or position within the State of Washington. <b>Example:</b> 0 (Permanent)
Employee subgroup	C	A sub-division of employee group which defines work period designation and salary rate unit. <b>Example:</b> 00 Hourly (H) OT Exempt

**Selections**

Personnel number

**Personnel area**

Personnel subarea

Employee group

Employee subgroup

4. In the **Infotype selections** section complete the following fields:

**Infotype Selections**

Arrears

Claims

Net Pay < 0

Gross Pay < 0

Working Hours = 0

Deductions Not Taken

Cost Dist Hrs > Available Hrs


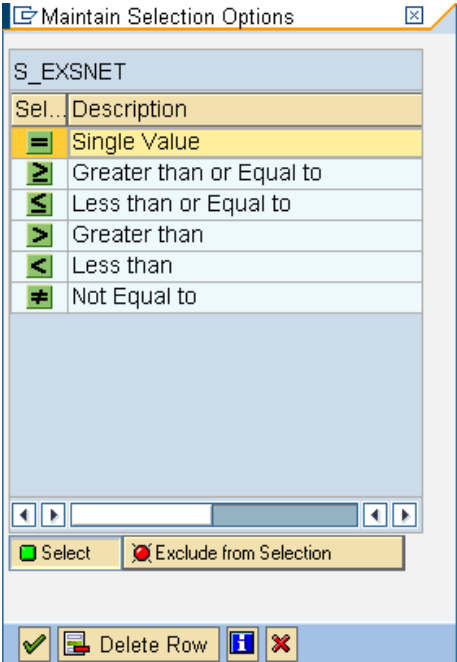

Net Pay Exceed Limit

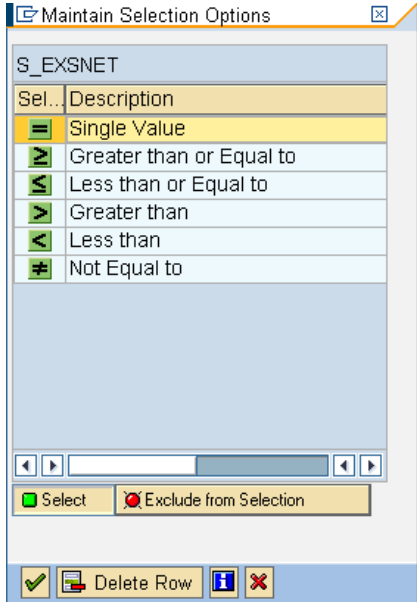

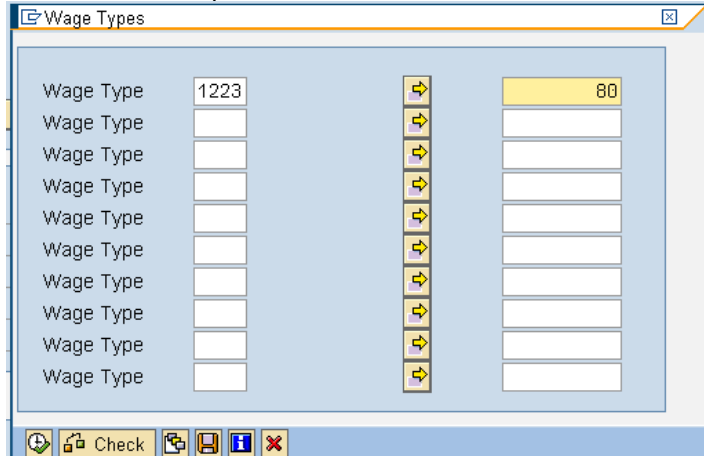
Retroactive Pay Exceed Limit

Wage Types Exceeding Limit

**Wage Type Checks**


R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Arrears	C	Checks for employees who do not have enough money for retirement/health deductions to be taken in full for the current pay period. The remaining amount will be placed into Arrears.
Claims	C	Check for employees who have claims due to not enough pay to cover deductions.
Net Pay < 0	C	Checks for employees with net pay < 0.
Gross Pay < 0	C	Checks for employees whose gross pay is < 0.
Working Hours = 0	C	Checks for employees who do not have hours worked during the pay period.
Deductions not taken	C	Checks for employees who did not have enough money for all of their deductions to be taken.
Cost Dist Hrs >	C	Checks for hours that have been entered for an employee

Available Hrs		which are greater than the actual hours for the pay period.
Net Pay Exceed Limit	C	<p>Checks for employees Net Pay that Exceeds the keyed amount.</p> <p> <b>Tip:</b> Place cursor in the field and double click to access the <i>Maintain Selection Options</i> to change the search results:</p>  <p>To change option, select and double click.</p> <p><b>Example:</b> Net Pay Exceed Limit = to 1500</p> <p><input checked="" type="checkbox"/> Net Pay Exceed Limit    =    1500</p>
Retroactive Pay Exceed Limit	C	<p>Checks for employees who have Retroactive Pay that exceeds the keyed amount.</p> <p> <b>Tip:</b> Place cursor in the field and double click to access the <i>Maintain Selection Options</i> to change the search results:</p>

	 <p>To change option, select and double click.</p> <p><b>Example: Retroactive Pay Exceed Limit <math>\geq</math> 1500</b></p> <table border="1" data-bbox="665 913 1380 966"> <tr> <td><input checked="" type="checkbox"/></td> <td>Retroactive Pay Exceed Limit</td> <td><math>\geq</math></td> <td>1,500.00</td> </tr> </table>	<input checked="" type="checkbox"/>	Retroactive Pay Exceed Limit	$\geq$	1,500.00
<input checked="" type="checkbox"/>	Retroactive Pay Exceed Limit	$\geq$	1,500.00		
<p>Wage Types Exceeding Limit</p>	<p>C</p> <p>Checks for employees with specified wage types and amounts.</p>  <p>Click <b>Wage Type Checks</b> and enter desired wage types and amounts.</p> <p>Place cursor in the amount field and double click to select different search options.</p> 				





**Infotype Selections**

- Arrears
- Claims
- Net Pay < 0
- Gross Pay < 0
- Working Hours = 0
- Deductions Not Taken
- Cost Dist Hrs > Available Hrs
- Net Pay Exceed Limit
- Retroactive Pay Exceed Limit
- Wage Types Exceeding Limit

5. Click  (Execute) to execute a process or action.

Program Edit Goto System Help

**Payroll Threshold Report**

Further selections

**Periods**

Payroll Area

Current period

Other periods  2011 To

In-period view

For-period view

**Selections**

Personnel number

Personnel area

Personnel subarea

Employee group

Employee subgroup

**Infotype Selections**

- Arrears
- Claims
- Net Pay < 0
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- Cost Dist Hrs > Available Hrs
- Net Pay Exceed Limit
- Retroactive Pay Exceed Limit
- Wage Types Exceeding Limit



Screen shot 1 of 2

The screenshot shows the 'Payroll Threshold Report' application window. The title bar includes 'List Edit Goto Views Settings System Help'. Below the title bar is a toolbar with various icons. The main content area displays the following information:

**State of Washington  
Payroll Threshold Check**

**Program:** ZHR\_RPTPYN09  
**User:** KELLYW  
**Date:** 07/31/2012  
**Period:** 12/01/2011 thru 12/15/2011

Pers...	Personnel Area Desc.	Pers...	Personnel Subarea ...	Person Gr...	Person Gr...	Pers...	Person Subgroup De...	Stat...	Employee...	Employee ...
1110	Dept of Personnel	0001	Non Represented	0	Permanent	05	H-OT Elig>40hrs/Wk	3	40000085	GILBERT ...
1110	Dept of Personnel	0001	Non Represented	0	Permanent	05	H-OT Elig>40hrs/Wk	3	40000085	GILBERT ...
1110	Dept of Personnel	0001	Non Represented	0	Permanent	05	H-OT Elig>40hrs/Wk	3	40000085	GILBERT ...

Screen shot 2 of 2

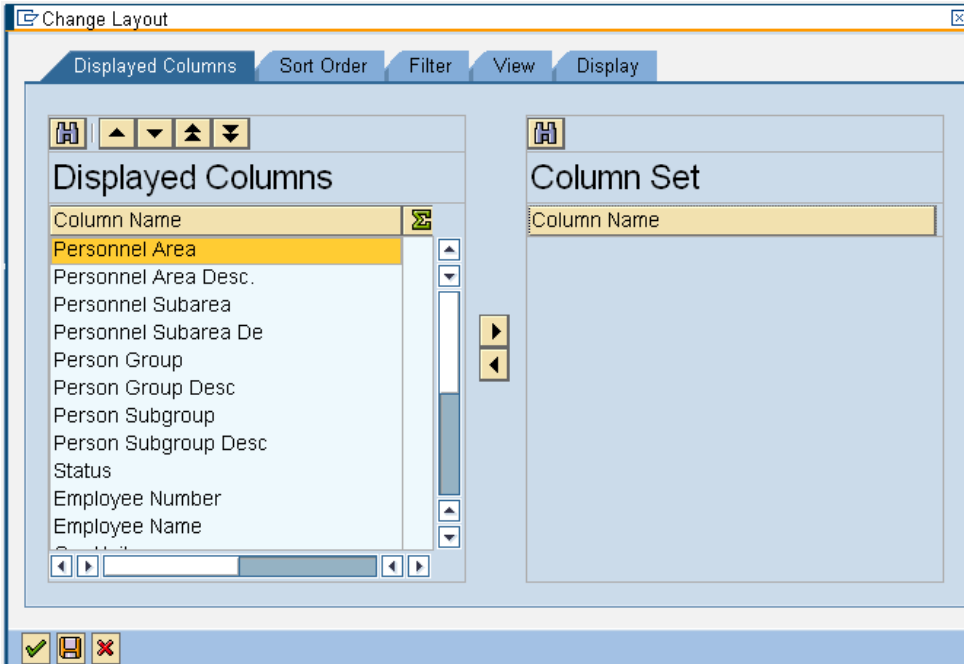
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**State of Washington  
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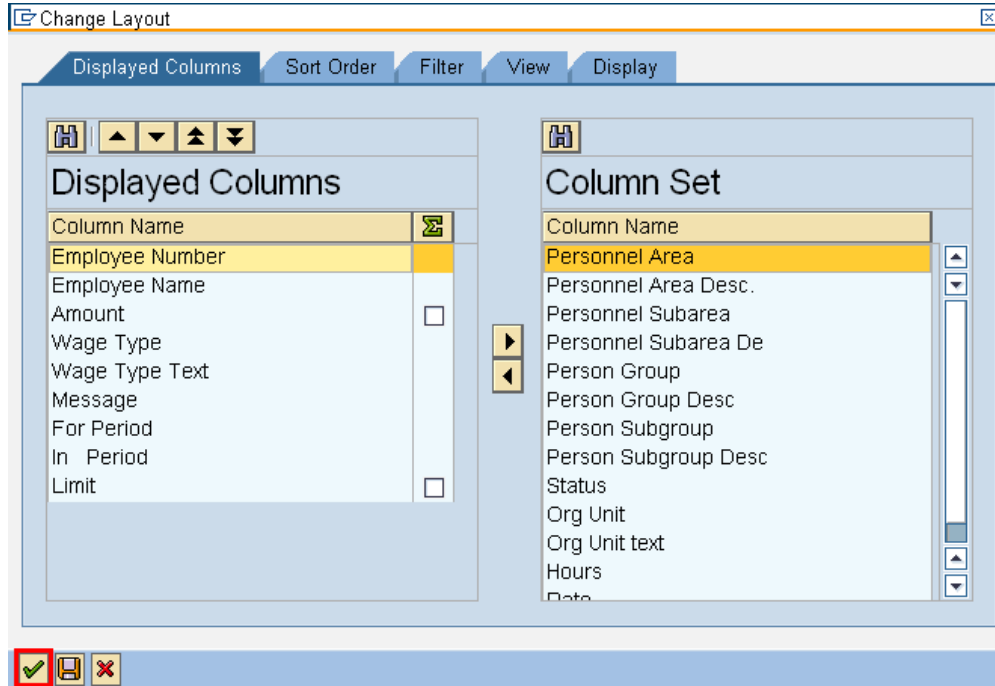
Org Unit	Org Unit text	Hours	Rate	Amount	Wage Type	Wage Type Text	For P...	In P...	Limit	Message
30000493	ADMINISTRATI...	0.00	0.00	1,207.50	2531	Uniform Pre-Tax			0.00	Amount in Arrears for Employee
30000493	ADMINISTRATI...	0.00	0.00	0.00	/5UT	Actual Worked Hours			0.00	Check for Zero Time Worked
30000493	ADMINISTRATI...	0.00	0.00	0.00	/560	Amount paid			0.00	Neg Net Amount - Check Misc/Mandatory Deductions


6a. To remove unwanted columns click the  (Change Layout) icon on the application toolbar.



6b Use the  (Select Fields up/down) to rearrange the order of the columns displayed on the report.

6c.  Use the  (Show/hide selected fields) to move unwanted columns into the **Column Set**. All columns listed in the **Column Set** will not display on the report.



6d Click  (Copy) to return to the report.

List Edit Goto Views Settings System Help

Payroll Threshold Report

State of Washington  
Payroll Threshold Check

Program: ZHR\_RPTPYN09  
User: KELLYW  
Date: 07/31/2012  
Period: 12/01/2011 thru 12/15/2011

Employee...	Employee Name	Amount	Wage Type	Wage Type Text	Message	For Period	In Period	Limit
40000085	GILBERT COLETTE	1,207.50	2531	Uniform Pre-Tax	Amount in Arrears for Employee			0.00
40000085	GILBERT COLETTE	0.00	/5UT	Actual Worked Ho...	Check for Zero Time Worked			0.00
40000085	GILBERT COLETTE	0.00	/560	Amount paid	Neg Net Amount - Check Misc/Mandatory Deductions			0.00

7. The report results display.

**Results**

You have generated the Payroll Threshold Check Report to verify the accuracy of employees payroll results and identify possible issues.