

Preemptive Compensation Data Check

Transaction Code:
ZHR_RPTPYN08

Purpose Use this procedure to verify employee information and diagnose problems that might occur when running payroll.

Trigger Perform this to validate (current payroll processing cycle):

- Arrears
- Deductions not taken
- Claims
- Payments and deductions limits
- Time quota compensation status

Prerequisites This report requires a previous payroll to compare against. Run this report prior to payroll release and prior to payroll exit.

End User Roles In order to perform this transaction you must be assigned one of the following roles:
Payroll processor, Payroll Analyst, Payroll Inquirer, Payroll Supervisor

Change History	Change Description
4/9/08	Updated user procedure to meet OLQR standards. Added notes under helpful hints.
6/10/2009	Screen shots updated to match current system. Note added re: Infotypes 0027 and Infotypes 1018

Transaction Code ZHR_RPTPYN08

Helpful Hints:



This report helps to verify that all payroll master data is complete. Use this report throughout the pay period to help identify errors with an employee's master data.



Use this report to detect **RPCIPE** errors caused by a lack of cost distribution on Infotype 0027 and Infotype 1018. This report will look at all current and retro actions on active employees.

Procedure



1. Start the transaction using the transaction code **ZHR_RPTPN08**.

The screenshot shows the SAP transaction 'Preemptive Compensation Data Check'. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main content area is organized into several sections:

- Further selections:** Contains a button for 'Org. structure'.
- Periods:** Includes a 'Payroll Area' dropdown, radio buttons for 'Current period', 'Other periods', 'In-period view', and 'For-period view', and date input fields for 'To'.
- Selections:** Features input fields for 'Personnel number', 'Personnel area', 'Personnel subarea', 'Employee group', and 'Employee subgroup', each with a corresponding selection arrow button.
- Infotype Selections:** Lists various infotypes with checkboxes:
 - Deductions in Arrears
 - Deductions Not Taken
 - Claim in Prior Period
 - Infotype 2010 Checks
 - Infotype 0014 Checks
 - Infotype 0015 Checks
 - Infotype 0234 Checks
 - Infotype 0027/1018 Checks
 - Infotype 0554 Checks
 - Time Quota Comp Checks
 - Reversal Checks
 - Garnishments Checks
 To the right of these are buttons for 'Wage Type Checks' (three instances), 'Quota Types', and 'Garnishment Types'.

2. Under the **Periods** section complete the following fields:

Title: Preemptive Compensation Data Check (ZHR_RPTPN08)

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Payroll Area	R	<p>A payroll area groups and designates the employees whose payroll is run on the same date.</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>
Current Period	C	Displays current payroll information
Other Periods	C	<p>This selection option will run a report for a specific pay period.</p> <p> Refer to the HRMS Payroll and Reports Job Aid for a list of all pay periods</p> <p>Example:18/2009</p>
In Period	C	The current payroll period.
For-Period	C	<p>Displays prior period adjustments that were made in the current period.</p> <p>For example: If an adjustment was made during the pay period 12/2009 (June 1- June15) to dates in the 8/2009 (April 1-15) pay period the change will display on the report.</p>

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

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	O	<p>The employee's unique identifying number.</p> <p>Example: 400000129</p>
Personnel area	R	<p>A specific agency/sub agency in the State of Washington</p> <p>Example: 1111 Information Services Division</p>
Personnel subarea	O	<p>A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions.</p> <p>Example: 0001- Non represented</p>
Employee group	O	<p>Status of an employee or position within the State of Washington. Note: This is the status of the position only,</p>

		not the employee. Example: 0 (Permanent)
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4. Under the **Infotype Selections** complete the following:



Multiple combo boxes may be selected for this report.

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Deductions in Arrears	O	Will help identify employees who do not have enough money for their health and retirement deductions to be taken in full for the current pay period.
Deductions not taken	O	Will help identify employees who do not have enough money for a deduction to be taken, or a limit to a declining balance was exceeded
Claim in Prior Period	O	Will help Identify employees who were overpaid in a previous pay period.
Infotype 2010 Checks	O	Will verify that the employees' payroll master data is valid. For the pay period
Infotype 0014 Checks	O	Will verify that the employees have a valid <i>Recurring Payments/Deductions</i> (0014) for the pay period.
Infotype 0015 Checks	O	Will verify that the employees has a valid <i>Additional Payments</i> (0015) for the pay period
Infotype 0027/1018 Checks	O	Will help identify RPCIPE errors for the payroll period. Will look at all current and retro relevant actions on active employees
Infotype 0554 Checks	O	Will verify that the employee has a valid <i>Hourly Rate per Assignment</i> (0554) for the pay period
Time Quota Comp Checks	O	Will help identify employees whose time entered does not match their employee status.
Reversal Checks	O	Will identify employees who have had reversals
Garnishment Checks	O	Will verify that vendor information for Writs and Support have been entered correctly into HRMS

Program Edit Goto System Help

Preemptive Compensation Data Check

Further selections Org. structure

Periods

Payroll Area 11


Current period
 Other periods To
 In-period view
 For-period view

Selections

Personnel number
Personnel area 1110
Personnel subarea
Employee group
Employee subgroup

Infotype Selections

Deductions in Arrears
 Deductions Not Taken
 Claim in Prior Period
 Infotype 2010 Checks Wage Type Checks
 Infotype 0014 Checks Wage Type Checks
 Infotype 0015 Checks Wage Type Checks
 Infotype 0234 Checks
 Infotype 0027/1018 Checks
 Infotype 0554 Checks
 Time Quota Comp Checks Quota Types
 Reversal Checks
 Garnishments Checks Garnishment Types

5. Click  (Execute) to generate the report

Preemptive Compensation Data Check

State of Washington
Preemptive Compensation Check

Program: ZHR_RPTYPN08
User: KELLYW
Date: 06/10/2009
Period: 11/16/2008 thru 11/30/2008

Employee...	Emple...	Hours	Amount	Wage Type	Wage Type Text	Message
40000115	Doe 4000...	0.00	73.50	2531	Uniform Pre-Tax	Wage Type in Arrears
40000116	Doe 4000...	0.00	73.50	2531	Uniform Pre-Tax	Wage Type in Arrears
40000117	Doe 4000...	0.00	73.50	2531	Uniform Pre-Tax	Wage Type in Arrears
40000118	Doe 4000...	0.00	73.50	2531	Uniform Pre-Tax	Wage Type in Arrears
40000119	Doe 4000...	0.00	73.50	2531	Uniform Pre-Tax	Wage Type in Arrears
40000085	GILBERT ...	0.00	73.50	2531	Uniform Pre-Tax	Wage Type in Arrears
40000087	HARMON ...	0.00	73.50	2531	Uniform Pre-Tax	Wage Type in Arrears
40000192	HERNAND...	0.00	130.50	2531	Uniform Pre-Tax	Wage Type in Arrears
40000088	JOHNSON...	0.00	73.50	2531	Uniform Pre-Tax	Wage Type in Arrears
40000191	MASTER...	0.00	111.00	2526	Grp Hlth Classic Pre-tax	Wage Type in Arrears
40000086	ROY ROL...	0.00	73.50	2531	Uniform Pre-Tax	Wage Type in Arrears
40000187	RYAN MA...	0.00	97.50	2540	Group Health Value Pre-Tx	Wage Type in Arrears
40000089	ZIEGLER ...	0.00	73.50	2531	Uniform Pre-Tax	Wage Type in Arrears

You have completed this transaction.



Use the information in the report to identify missing infotypes, incorrect entries of garnishment vendors, or employees who have deductions not take, or their health and/or retirement is in Arrears.

Results

You have generated the Preemptive Compensation Data Check report to verify master data.



Errors found on this report, **must** be corrected prior to payroll exiting on Day 4 of the pay period to