

## Preemptive Basic Data Check

Transaction Code:  
ZHR\_RPTPYN06

- Purpose** Use this procedure to display a list of employees with missing Master Data Infotypes.
- Trigger** Perform this procedure at the beginning or end of each day to identify any employees with missing data. Running this report regularly can help to eliminate errors during payroll.
- Prerequisites** Run this report prior to payroll Release and prior to payroll Exit.
- End User Roles** Payroll Processor, Payroll Inquirer, Payroll Analyst, Payroll Supervisor, Personnel Administration Inquirer, Personnel Administration Processor, Personnel Administration Supervisor

Change History	Change Description
9/22/2006	Procedure Updated
4/30/2009	Screen shots updated to match upgraded system. End user roles added

- Menu Path** Human Resources → Personnel Management → Administration → HR Master Data → Maintain
- Transaction Code** ZHR\_RPTPYN06
-

## Procedure

1. Start the transaction using the transaction code **ZHR\_RPTPYN06**.

**Preemptive Basic Data Check**

Further selections | Search helps | Sort order

**Payroll period**

Payroll area ☐ Current period ☐ Other period


**Selection**

Personnel Number    
 Employment status    
 Personnel area    
 Personnel subarea    
 Employee group    
 Employee subgroup    
 Business area    
 Organizational unit

**Infotypes Selection**

☒ Infotype 0001 - Organizational Assignment ☒ Infotype 0002 - Personnel Data  
☒ Infotype 0006 - Addresses ☒ Infotype 0007 - Work Schedule  
☒ Infotype 0008 - Basic Pay ☒ Infotype 0009 - Bank Info  
☒ Infotype 0027 - Cost Distribution ☒ Infotype 0041 - Date Specifications  
☒ Infotype 0167 - Medical Benefits ☒ Infotype 0168 - Insurance Benefits  
☒ Infotype 0169 - Retirement ☒ Infotype 0171 - General Benefits  
☒ Infotype 0207 - Residence Tax Area ☒ Infotype 0208 - Work Tax Area  
☒ Infotype 0209 - Unemployment State ☒ Infotype 0210 - Withholding Indo W4/W5 US  
☒ Infotype 0234 - Add'l Withholding Info. US ☒ Infotype 0235 - Other taxes  
☒ Infotype 0103 - Bond Purchase

2. Complete the following fields:


R=Required Entry O=Optional Entry C=Conditional Entry		
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. <b>Example:</b> 11
Personnel Area	R	A specific agency/sub-agency in the State of Washington <b>Example:</b> 1110

3.

Enter Infotype Selections:

- 0001 Organizational Assignment
- 0002 Personnel Data
- 0006 Addresses
- 0007 Work Schedule
- 0008 Basic Pay
- 0009 Bank Info
- 0041 Date Specifications
- 0207 Residence Tax Area
- 0208 Work Tax Area - **not currently used; uncheck this Infotype**
- 0209 Unemployment State
- 0210 Withholding Info W4/W5 US
- 0234 Add'l Withholding Info. US
- 0027 Cost Distribution
- 0103 Bond Purchase
- 0167 Medical Benefits
- 0168 Insurance Benefits- **not currently used; uncheck this Infotype**
- 0169 Retirement
- 0171 General Benefits
- 0235 Other Taxes - **not used by most employees; uncheck this Infotype if not used in your agency**

4.

Click  (Execute) to execute the report.

List Edit Goto Views Settings System Help			
Preemptive Basic Data Check			
State of Washington Preemptive Basic Data Check			
<b>Program:</b> ZHR_RPTPYN06 <b>User:</b> KELLYW <b>Date:</b> 04/30/2009 <b>Period:</b> From 11/16/2008 To 11/30/2008			
Employee N	Employee Name	Message	Infotype
40000474	ARMSTRONG EDWARD	Infotype 0167 - Medical Benefits data is missing	0167
40000178	BOWEN CAROL	Infotype 0167 - Medical Benefits data is missing	0167
40000461	BRADSHAW SKYE	Infotype 0167 - Medical Benefits data is missing	0167
50000000	CROSS JASON	Infotype 0171 - General Benefits data is missing	0171
50000000	CROSS JASON	Infotype 0169 - Retirement data is missing	0169
50000000	CROSS JASON	Infotype 0167 - Medical Benefits data is missing	0167
22220001	Doe John	Infotype 0027 - Cost Distribution data is missing	0027
40000361	FUJIMURA KATSUMI	Infotype 0027 - Cost Distribution data is missing	0027
40000438	GAMBINO ELLIOT	Infotype 0167 - Medical Benefits data is missing	0167
40000441	HALE JASPER	Infotype 0167 - Medical Benefits data is missing	0167
40000358	HAMANO YUKAHO	Infotype 0027 - Cost Distribution data is missing	0027
40000367	HAYASHIDA KOTOMI	Infotype 0027 - Cost Distribution data is missing	0027
40000480	HOPKINS ELIJAH	Infotype 0167 - Medical Benefits data is missing	0167
40000364	ISHIHARA YUMIE	Infotype 0027 - Cost Distribution data is missing	0027
40000190	JANWAY RACHEL	Infotype 0167 - Medical Benefits data is missing	0167
40000362	KICHIDA MICHYUKI	Infotype 0027 - Cost Distribution data is missing	0027
40000363	KISHITA RISE	Infotype 0027 - Cost Distribution data is missing	0027
40000356	KOUNO KIKO	Infotype 0027 - Cost Distribution data is missing	0027
40000185	LOES NORMA	Infotype 0167 - Medical Benefits data is missing	0167
40000353	LOOPER CYNDI	Infotype 0027 - Cost Distribution data is missing	0027
40000355	MIKAMI RYOUICHI	Infotype 0027 - Cost Distribution data is missing	0027
40000365	MORISHITA ISHIN	Infotype 0027 - Cost Distribution data is missing	0027
40000369	NAKAHARA MIYUKI	Infotype 0027 - Cost Distribution data is missing	0027
40000359	NAKAJIMA HANAE	Infotype 0027 - Cost Distribution data is missing	0027
40000371	SATO SEIKA	Infotype 0027 - Cost Distribution data is missing	0027
40000366	SUGIURA AKIMI	Infotype 0027 - Cost Distribution data is missing	0027
40000360	TAKANO YUMEKA	Infotype 0027 - Cost Distribution data is missing	0027
40000370	TAKAYAMA KAZUNE	Infotype 0027 - Cost Distribution data is missing	0027
40000189	THOMAS BILL	Infotype 0234 - Additional Withholding Info, US data is missing	0234
40000017	TURNER JOHN	Infotype 0027 - Cost Distribution data is missing	0027
40000368	YAMANE UKI	Infotype 0027 - Cost Distribution data is missing	0027

5. You have completed this transaction.

#### Results

You have generated the Preemptive Basic Data Check Report