

Show Retroactivity by Personnel Area

Use this report to view all retroactivity organized by personnel area for the current and/or prior pay periods.

Related Procedures:

[Logged Changes in Infotype Data](#)

[Payroll Posting](#)

[Payroll Results Table](#)

[Payroll Simulation \(Payroll Driver \(USA\)\)](#)

[Payroll Simulation - Find an Overpayment](#)

Related Resources:

[OFM Statewide Accounting Payroll Resources](#)

Authorized Roles:

[Payroll Analyst](#)

[Payroll Inquirer](#)

[Payroll Processor](#)

[Payroll Supervisor](#)

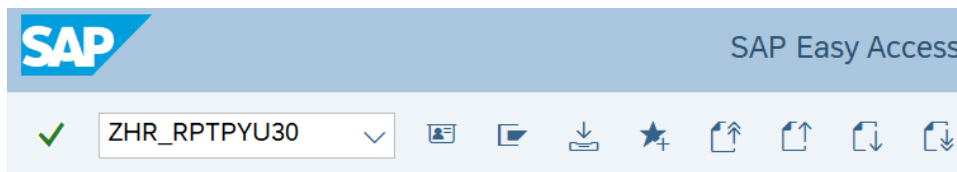
TIPS:

Use this report to see how many employees had retroactivity during a given pay period, or to get detailed information about what may have caused the retroactivity for an employee.

Stored payroll results are required for retroactivity to appear in the report results.

Step

Enter transaction code ZHR_RPTPYU30 in the command field and click the Enter button.



Step

Complete the Payroll Period section.

The following fields are required:

- Payroll Area

- Payroll Period

The following check box will default:

- Use Current Period

Payroll Period		
Payroll Area	11	
Payroll Period	01 2024	<input checked="" type="checkbox"/> Use Current Period

TIPS:

The Period section will determine the time period of the employees and data that will display in the results.

Choose from one of the following Payroll areas:

- 10: Monthly
- 11: Semi-Monthly

Do not use Payroll areas other than those listed above. Payroll area 10 is used by the Board for Volunteer Firefighters only.

The report will default to the current pay period; unmark the Use Current Period check box to change the report to a different period.

Step

Complete the Selection Criteria section.

The following fields are optional:

- Business Area
- Personnel Area
- Personnel Number

Selection Criteria			
Business Area	<input type="text"/>	to	<input type="text"/>
Personnel Area	<input type="text"/>	to	<input type="text"/>
Personnel Number	<input type="text"/>	to	<input type="text"/>

TIPS:

The Selection Criteria section will assist in getting only the information needed.

Step

Select one of the following radio buttons:

- Show Summary Layout

- Expand First 6 Months Layout
- Expand First 2 Years Layout

Type of Interactive Report

- Show Summary Layout
- Expand First 6 Months Layout
- Expand First 2 Years Layout

TIPS:

The radio buttons will default to Show Summary Layout (recommended). This selection provides a high-level overview of the retroactivity, although you can click on a period to get more details.

Select Expand First 6 Months Layout to view six months' worth of individual pay periods. Click on a period to get more details.

Select Expand First 2 Years Layout to view two years' worth of individual pay periods. Click on a period to get more details.

Step

The following field is optional:

- ALV Layout Variant

ALV

Layout Variant

TIPS:


An ALV Variant name is not required. Leaving this field blank will result in a default layout for this report.

Step

Click the Execute button.

Sample initial report results:

State of Washington - HRMS
Retro Analysis Report



Report ID: ZHR_RPTPYU30
User: [redacted]
Date: 09/18/2024
Payroll Area: 11
Payroll Period: 202401

Personnel Area	Personnel Area Desc.	Total	Current	3 Months	> 3 Months	> 6 Months	> 1 Year	> 2 Years
1050	Office of Financial Mgmt	25	23	2	0	0	0	0

TIPS:

The following columns are available for selection on the initial report results screen:

Personnel Area	Personnel Area Desc.	Total	Current	3 Months	> 3 Months	> 6 Months	> 1 Year	> 2 Years
1050	Office of Financial Mgmt	26	24	2	0	0	0	0

The Total column contains the number of employees processed in the selected payroll period.

The Current column contains the number of employees processed in the selected payroll period who did not have retroactivity.

The 3 Months column is the number of employees processed in the selected payroll period with retroactivity equaling 3 months or less.

The >3 Months column is the number of employees processed in the selected payroll period with retroactivity greater than 3 months.

The >6 Months column is the number of employees processed in the selected payroll period with retroactivity greater than 6 months.

The >1 Year column is the number of employees processed in the selected payroll period with retroactivity greater than 12 months.

The >2 Years column is the number of employees processed in the selected payroll period with retroactivity greater than 24 months.

Step

Click on a report cell to examine details of retroactivity within the desired number of months/years.

In this example, if you click on the cell in the 3 Months column, you will see detailed information about two employees who had retroactivity in the past three months.

Personnel Area	Personnel Area Desc.	Total	Current	3 Months	> 3 Months
1050	Office of Financial Mgmt	26	24	2	0


Step

Click on a report cell to examine details of each employee's retroactivity.

Sample detailed report results:

State of Washington - HRMS
Retro Analysis Report

Report ID: ZHR_RPTPYU30
User: [redacted]
Date: 09/18/2024
Payroll Area: 11
Payroll Period: 202401



Line No.	Personnel Area	For Period	Personnel Number	Last Name	First Name	Show HR Master Data	Audit Log	Display Pay Results
1	1050	202323	[redacted]	[redacted]	[redacted]	66	Q	66
2	1050	202324	[redacted]	[redacted]	[redacted]	66	Q	66

TIPS

Detailed report results allow you to further examine areas of interest when you are uncertain of what may have triggered the retroactivity.

The following tools will assist in determining what may have caused the retroactivity for an employee:

Personnel Area	For Period	Personnel Number	Last Name	First Name	Show HR Master Data	Audit Log	Display Pay Results	Payroll Posting Rpt
1050	202323	8172	[redacted]	[redacted]	66	Q	66	66

Select a personnel number within the Personnel Number field to open PA20 (Display HR Master Data).

Select the View button in the Show HR Master Data field to open PA20 (Display HR Master Data).

Select the View button in the Audit Log field to open the Logged Changes in Infotype Data report (S_AHR_61016380).

Select the Results icon in the Display Pay Results field to open the Display Payroll Results report (PC_PAYRESULT).

Select the Report icon in the Payroll Posting Rpt field to open Payroll Posting report (ZHR_RPTPY126). This report will return results for any pay period after payroll has been completed and posted. If you want to run the report for the current period before Day 4, you will need to complete the Run ID and Sequential Number fields.