| Change History | Change Description |
|----------------|--|
| End User Roles | In order to perform this transaction you must be assigned one of the following roles: Payroll Processor, Payroll Analyst, Payroll Supervisor, Payroll Inquirer |
| Prerequisites | Payroll has been exited by the Department of Personnel |
| Trigger | Perform this procedure to identify employees have wages not subject to OASI and Medicare. |
| | • Dependent care. |
| | A disability |
| | A death |
| | A Sick leave buyout due to : |
| | Or |
| | Being over the OASI maximum |
| Purpose | Use this procedure to identify employees within your agency who have wages that are not subject to Old Age Survivor Insurance (OASI) and Medicare due to: |
| Wages not sub | bject to OASI Medicare Transaction Code: ZHR_RPTPY632 |

| Change History | Change Description |
|----------------|---|
| 6/21/2007 | Created |
| 3/27/2008 | Updates to the description of Period, and To dates that can be used to run this report. |
| 8/4/2009 | User procedure updated to provide current system screen shots |

Transaction Code ZHR_RPTPY632



Helpful Hints:



Refer to the <u>Office of Financial Management</u> website for information regarding the current OASI maximums.



Procedure

1. Start the transaction using the transaction code **ZHR_RPTPY632**.

| ⊡ Program <u>E</u> dit <u>G</u> oto System <u>H</u> el | р | | |
|---|------------------|-----------|------------------|
| S 1 4 | 😋 🙆 😵 🖴 尚 協 | 8008 | 🐹 🙇 😰 📑 |
| Wages Not Subject to O | ASI / Medicare | | |
| 🕀 🔁 📕 | | | |
| Further selections | | | 🖻 Org. structure |
| Period | | | |
| Period | (²) | To | |
| Payday | | | |
| Payroll type | | \$ | |
| | | | |
| Selections | | | |
| Personnel number | | ₽ | |
| Personnel area | | \$ | |
| Personnel subarea | | \$ | |
| Employee group | | \$ | |
| Employee subgroup | | \$ | |
| | | | |

2. Under the Periods section complete the following fields:

| F | R=Require | d Entry O=Optional Entry C=Conditional Entry | | |
|------------|-----------|--|--|--|
| Field Name | R/O/C | Description | | |
| Period | R | The pay period for which the report, transaction, or program is being run. | | |
| | | Yearly Reports (Accumulative) Example: 1/1/2009 to 12/31/2009 Quarterly Reports (Accumulative) Example: 01/01/2XXX to 3/31/2XXX End dates of each quarter 1st quarter ends 3/31/2XXX | | |



| | 2 nd quarter ends 6/30/2XXX |
|---|--|
| | 3 rd quarter ends 9/30/2XXX |
| | 4 th quarter ends 12/31/2XXX |
| 3 | Pay Period- Value for the pay period only. This option is not accumulative. (To review pay periods refer to the <u>HRMS Payroll and Reports Job Aid</u>) Example: 17/2009 (pay dates: 8/16/2009 to 8/31/2009) |
| 4 | Monthly Report: As paid for the entire month Example: 8/1/2009 to 8/31/2009 |
| 5 | Lagged Monthly Report- Pay periods. This is not accumulative. Example: 8/16/2009 to 9/15/2009 |

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 | 0 | The employee's unique identifying number. | | | | |
| | | Leave this field blank, to capture all employees of your agency, or sub-agency. | | | | |
| | | Example: 40000200 | | | | |
| Personnel area | R | A specific agency/sub agency in the State of Washington | | | | |
| | | Example: 1110 (Department of Personnel) | | | | |
| Personnel subarea | 0 | A subdivision of Personnel Area that identifies Bargaining | | | | |
| | | Units, WMS, Exempt and non-Represented positions. | | | | |
| | | | | | | |
| | | Example: 0001-(Non Represented) | | | | |
| Employee group | 0 | Status of an employee or position within the State of | | | | |
| | | Washington. Note: This is the status of the position only, | | | | |
| | | not the employee. | | | | |
| | | | | | | |
| | | Example: 0 (Permanent) | | | | |
| Employee | 0 | This is within an employee group for which personnel | | | | |
| subgroup | | provisions have been defined. Employee sub-group defines | | | | |
| | | employees who are processed according to similar payroll | | | | |



| or time rules. | |
|------------------------------------|--|
| Example: 00 (Hourly (H) OT Exempt) | |

3. Click (Execute) to generate the report.



This report results are longer than the screen, so two screen shots have been provided.

Screen 1 of 2

| l⊡∻ List <u>E</u> dit <u>G</u> oto System <u>H</u> | lp | | | | |
|---|---|--|--|--|--|
| S | ◁ 😕 ໕ 🚱 📮 🛗 🛗 巻 🍄 🖧 🛠 🛒 🔊 🚱 🖷 | | | | |
| Wages Not Subject to OASI / Medicare | | | | | |
| | | | | | |
| | | | | | |
| Report ID: ZHR_RPTPY632 User : KELLYW | Wages Not Subject to | | | | |
| Personnel Area: 1110 - Dept of Personnel | | | | | |
| | | | | | |
| | | | | | |
| European News | Personnel Total | | | | |

| Liiptoyee Name | Number | organización | 01055 |
|--|--|--|---|
| BABER, DANIEL BOOMER, CURT BRYANT, RICHARD CLIFF, MELVIN ELDRIDGE, BRUCE | 40000244 40000238 40000250 40000246 40000241 | 30000492 30000492 30000492 30000492 30000492 30000492 | 19,868.00 19,868.00 19,868.00 19,868.00 19,868.00 |
| EVENNAN, OANES | 40000201 | 30000482 | 10,000.00 |



Screen 2 of 2

ll es

| List | <u>E</u> dit <u>G</u> oto S <u>v</u> stem <u>H</u> elp | | | | | | |
|----------|---|---|--|---|---|--|--|
| Ø | ····································· | | | | | | |
| Wage | es Not Subject to OA | SI / Medicare | | | | | |
| | | | | | | | |
| | | | | | | | |
| | Wages Not Subject to | State of Washingto OASI / Medicare for Po | on - HRMS eriod From 01/01/200 | 19 To 03/31/2009 | | | |
| | | | | | | | |
| | | | | | | | |
| | | S | ocial Security | | | | |
| n | Total Gross | Gross Subject | Noncash Subject | Gross Not Subject | Gross Subject | | |
| | 19,868.00 19,868.00 19,868.00 19,868.00 19,868.00 19,868.00 19,868.00 | 19,774.50 19,774.50 19,774.50 19,774.50 19,774.50 19,774.50 19,774.50 | 0.00 0.00 0.00 0.00 0.00 0.00 | 93.50 93.50 93.50 93.50 93.50 93.50 93.50 | 19,774.50 19,774.50 19,774.50 19,774.50 19,774.50 19,774.50 19,774.50 | | |



This report display the total gross Non

4. You have identified employees who are over the maximum for OASI/Medicare.

Results

You have generated the Wages not Subject to OASI/Medicare report.

