

# HRMS Payroll and Reports

Report Name	Transaction Code	Use
<b>Run Daily</b>		
Corrections and Returns for Agency	ZHR_RPTPY151	Displays the pre-note (for direct deposits) corrections & rejects the agency needs to correct on the employee record.
Logged Changes in infotype Data	S_AHR_61016380	Report displays a log of all changes that have been made to tinfotype records
<b>Run Prior to Payroll</b>		
Basic Infotype Check	ZHR_RPTPYN06	Use to identify employees who are missing infotypes.
Preemptive Time Data Check	ZHR_RPTPYN07	Displays ZCATA time transfer errors.
Preemptive Compensation Data Check	ZHR_RPTPYN08	Use to verify that all payroll master data is complete and no exceptions prior to running a simulation. Uses data from a prior payroll period.
Payroll Simulation (Process)	PC00_M10_CALC_SIMU	Use to simulate results for a payroll run prior to payroll being run by DOP
<b>Run After Payroll is Released for Corrections and Prior to Payroll Exiting</b>		
Payroll Threshold Report	ZHR_RPTPYN09	Use to check the accuracy of a simulated payroll run.
Active Employees with No Retirement Deductions Taken Report	ZHR_RPTPY024	Use to identify employees that did not have retirement subtracted from their pay during a particular payroll period.

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<b>Run After Payroll is Released for Corrections and Prior to Payroll Exiting</b>		
Wage Type Reporter	PC00_M99_CWTR	Use to identify transactions automatically recorded in the Agency State payroll revolving account 035 in General Ledger (GL) 5199 Other payables
Payroll Journal	ZHR_RPTPYN33	Use to verify the earnings and deductions for individual employee or groups of employees in your agency. This report is used for Payroll certification based on State of Washington Office of Financial Management State Administrative & Accounting Manual (SAAM) Chapter 25.20.30.
Negative Summary Records	ZHR_RPTPY455	Use to identify any negative third party remittance that may have been generated.
Wages Not Subject to OASI	ZHR_RPTPY632	Use to display employees who have wages not subject to OASI and Medicare. Including employees exempt from OASI (State Patrol), employees over OASI maximum; sick leave buyout not subject due to a death, disability; dependent care; and pretax insurance.
Remittance Detail Report	PC00_M99_URMR	Use to identify warrants not mailed centrally from OFM.
<b>Run After Payroll is Exited</b>		
Employee Year to Date (YTD) Payroll Register	ZHR_RPTPY646	Use to view detailed results of an employee's year to date total earnings.
Payroll Posting Report	ZHR_RPTPY126	Used to display employees that have cancelled warrants for a selected pay period.

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<b>Run After Payroll is Exited</b>		
Adjustments to Earnings Subject to Employment Security	<b>ZHR_RPTPY123</b>	Report for Employment Security. Used to update quarterly Unemployment Insurance data. Used to read the payroll posting data after it has been processed by the Automated Liability Apportionment Solution (ALAS) program. This report displays all the posted entries affected by an employee with a cancelled warrant can help also be identified using report <b>ZHR_RPTPYN08</b>
Savings Bond Cancelled Warrant Report	<b>ZHR_RPTPY574</b>	Use to display the adjusted Bond Reserve Balance for employees with warrant cancellations. SSN, employee name, warrant number, register number, code type, bond reserve balance, deduction amount, and adjusted bond reserve balance.
Display of Savings Bond Purchases	<b>ZHR_RPTPYS10</b>	Use to display Savings Bonds purchases for an employee. The report includes the number of bonds, bond denomination, bond price and the beneficiary name.
Payroll Results Table	<b>PC_PAYRESULT</b>	Use to view the payroll results for a specified payroll run.
Accrued and Mandatory Payroll Deduction Reports	<b>ZHR_RPTPY010</b>	Use to show deductions (including Medical Aid, Social Security, Medicare, Retirement and Garnishments)
Warrant/ACH Register and Summary	<b>ZHR_RPTPY635</b>	Use to display both detail and summary information for warrants and ACH.
Tax Link Agency Subs Negative Rejects	<b>ZHR_RPTPY600</b>	Use to find the source of the negative amount(s). This may also prompt the agency to do a prior-quarter adjustment.

# HRMS Payroll and Reports

Report Name	Transaction Code	Use
<b>Run Quarterly</b>		
Medical Aid Detail Report	ZHR_RPTPY394	Use for quarterly Medical Aid Reporting for L&I. Reports Gross Salary (inclusive of wage types subject to Medical Aid only), Work Hours (inclusive of hours on wage types subject to Medical Aid), by Medical Aid Risk Class Code. Warrant Cancellations (Off Cycle) having medical aid deducted reduces the gross and the hours reported when cancelled.
<b>Run Yearly</b>		
Buyout Statements (Lag Leave)	ZHR_RPTPY681	Use to produce form to mail to employees eligible and have been given the option to buyout sick leave.
Appointments with EIC at Year End Report	ZHR_RPTPY675	Use to display active employees who have Earned Income Credit (EIC)
Sick leave over 480-Non Eligible Report	ZHR_RPTPYN007	Use to display employees who have a sick leave balance over 480, yet are not eligible for the Sick Leave buyout.

# HRMS Payroll and Reports

Technical Wage Type	Wage Type Title	Common Use
/001 - /003	Valuation Wage Types	These wage types evaluate the Employee hourly base and salary based on schedule
/101 - /196	Technical Accumulators	These wage types accumulate Total gross, or gross of wage types subject to Retirement plans, or Unions. Example: /101 is Total Gross
/225 - /227	Average Bases	These wage types calculate the average hours, for example /225 calculates the average hours subject to retirement
/301 - /343	Gross Subject to taxes	These wage types calculate the gross subject to taxes prior to pre taxed or deferred payments and deductions
/401 - /443	EE and ER Federal and State Taxes	These wage types report the actual employee and employer federal and state taxes. Example: /401 is TX Withholding
/550 - /5UW	Payments, Advances, Claims, Retro's	These wage types report a number of different payment types and payment calculated items.  Example: /560 represents the Net Payment to the employee
/601 - /643	Taxable Wages	These wage types calculate the taxable wages after pre taxed or deferred payments and deductions have been reduced.
/700 - /743	Reportable Wages	These wage types reflect the reportable gross for EE and ER amounts for federal and state taxes. Example: /701 is RE Withholding
<b>SOW Tax Types</b>	Federal (1 – 6) State of WA (32 – 43)	1 = W/H 2 = EIC 3 = EE OASI 4 = ER OASI 5 = EE Medicare 6 = ER Medicare 32 = ER Accident Fund 33 = ER Med Aid 34 = ER Supplemental 42 = EE Supplemental 43 = EE Med Aid

# HRMS Payroll and Reports

<b>2012 Pay Period Examples</b>					
<b>Pay Periods</b>	<b>Pay Date</b>	<b>Pay Period to enter in HRMS for Reports</b>	<b>Pay Periods</b>	<b>Pay Date</b>	<b>Pay Period to enter in HRMS for Reports</b>
December 16-31, 2011	Jan 10 <sup>th</sup>	1 2012	July 1-15, 2012	July 25 <sup>th</sup>	14 2012
Jan 1 -15, 2012	Jan 25 <sup>th</sup>	2 2012	July 16-31, 2012	August 10 <sup>th</sup>	15 2012
January 16-31, 2012	Feb 10 <sup>th</sup>	3 2012	August 1-15, 2012	August 24 <sup>th</sup>	16 2012
February 1-15, 2012	Feb 24 <sup>th</sup>	4 2012	August 16-31, 2012	September 10 <sup>th</sup>	17 2012
February 16-28, 2012	March 9 <sup>th</sup>	5 2012	September 1-15, 2012	September 25 <sup>th</sup>	18 2012
March 1-15, 2012	March 26 <sup>th</sup>	6 2012	September 16-30, 2012	October 10 <sup>th</sup>	19 2012
March 16-31, 2012	April 10 <sup>th</sup>	7 2012	October 1-15, 2012	October 25 <sup>th</sup>	20 2012
April 1-15, 2012	April 25 <sup>th</sup>	8 2012	October 16-31, 2012	November 9 <sup>th</sup>	21 2012
April 16-30, 2012	May 10 <sup>th</sup>	9 2012	November 1-15, 2012	November 26 <sup>th</sup>	22 2012
May 1-15, 2012	May 25 <sup>th</sup>	10 2012	November 16-30, 2012	December 10 <sup>th</sup>	23 2012
May 16-31, 2012	June 11 <sup>th</sup>	11 2012	December 1-15, 2012	December 24 <sup>th</sup>	24 2012
June 1-15, 2012	June 25 <sup>th</sup>	12 2012	December 16-31, 2012	January 10 <sup>th</sup>	01 2013
June 16-30, 2012	July 10 <sup>th</sup>	13 2012			

## HRMS Payroll Schedule Example

