

Leave Buyout Reporting to DRS_Correct

**PC00_M99_CW
TR**

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
4/20/05	Kathy Henry	First draft
4/22/05	Joanne Gallaher	SME review, approval
4/26/05	Heather Hanson	Training review, approval
6/28/05		Agency review, approval
7/12/05	Denise Paulsen	Tester review, approval
7/12/05	Kathy Henry	Updated procedure based on new information regarding adding personnel number and name to the report and additional criteria required to run report. On hold until a decision is made as to how to get personnel number and name on the report.
8/17/05	Jenelle Anderson	Added Message Type table
5/9/06	Chylynn Hansel	Edits

Purpose

Use this procedure to correct the amounts previously reported with status code *A* to the Department of Retirement Systems (DRS) for annual leave buyouts paid to separated employees.

HRMS only sends status codes *A* and *B* to DRS. Annual leave buyouts should be reported as status codes *N* for non-retirees or *T* (up to 240 hours) for retirees. Excess vacation leave cash buyouts for retirees should be reported using status code *U*.



Only leave buyout information for PERS Plan 1, TRS Plan 1, and WSPRS Plan 1 members commissioned prior to July 1, 2001 should be reported to DRS. In creating leave buyout for PERS Plan 2 employees, the infotype 9004 (Annl Leave Buyout – No Ret) should be used. If an incorrect infotype is created, the buyout will be reported to DRS and will need to be deleted.

Trigger

Perform this procedure when annual leave buyouts were made to an employee at separation and reported to DRS with the wrong status code.

Prerequisites

- An annual leave buyout was made to an employee at separation.
- The payment was reported to DRS using an incorrect status code.

Menu Path

Human Resources → Payroll → Americas → USA → Info system → Payroll results → PC00_M99_CWTR

Transaction Code

PC00_M99_CWTR

Helpful Hints

- This is a manual process that uses the DRS Web-Based Employer Transmittal (WBET) system. The HRMS system is only used to gather details about the information to report.
- The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.

Message Type	Description
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

1. Start the transaction using the above menu path or transaction code **PC00_M99_CWTR**.

Wage Type Reporter

Wage Type Reporter

The screenshot shows the SAP Wage Type Reporter interface. It includes the following fields and options:

- Selection:** Personnel Number, Company Code, Personnel area (0460), Personnel subarea, Employee group, Employee subgroup, Payroll area.
- Payroll Interval:** Payroll Interval (11/16/2004) To (11/30/2004), Payroll type, Payroll Period button.
- Period determination:** In-View Payroll Periods (selected), For-View Payroll Periods.
- Other selections:** Wage type (1391 to 1392), Archived Payroll Results, Display recs with null values, Object selection button.
- Output:** SAP Listviewer - Layout (selected), ALV Grid Control - Layout, Excel - Template PC File.

2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Personnel Number	O	The employee's unique identifying number.
Personnel area	R	The agency or sub-agency. Example: 0460

Processes :

Sub-Processes :

Field Name	R/O/C	Description
Payroll area	O	A grouping of similar employees for whom payroll is run at the same time and in the same way. Example: 11
Payroll Interval	R	The date range for the report.  This would normally be the dates of the last pay period.
Wage type	R	The first type of payment or deduction. Example: 1391 (Vacation leave payout not subject to Retirement)
to	R	The last type of payment or deduction. Example: 1392 (Vacation leave payout subject to retirement)
SAP Listviewer – Layout	O	The variant template to use for the report layout.

- In the **Other selections** group, click **Object Selection**.
- In the **Available objects** list, click the gray box to the left of **Personnel Number** and click  to move it to the **Objects selected** list.
- Click  (Continue) to continue.
- Click  (Execute) to execute the report.
- To view the personnel number and name on the report, click  (Change Layout).
- In the **Hidden Fields** list, click the gray box to the left of **Personnel Number** and **Last name First Name**, and click  to move them to the **Line 1** list.

Wage Type Reporter

07/12/2005 Wage Type Reporter

PA	Personnel Area Text	PY	Payroll area text	Pe	For-pe	P	Wage Type Long Text	Number of	Amount	Crcy	Pers. No.	Last name	First name
0460	Wa State Law Library	11	Semi-monthly	2	200423		Vac LV Payout not sub ret	7.10	101.54	USD	592827	EKLUND, CORA	
0460	Wa State Law Library	11	Semi-monthly	2	200423		Vac Lv Payout sub] ret	240.00	6,864.48	USD	592827	EKLUND, CORA	
0460	Wa State Law Library	11	Semi-monthly	2	200423		VEBA Sick Payout	132.83	3,465.79	USD	592827	EKLUND, CORA	

- Note the amounts of any annual leave payments (wage type 1391 and/or 1392).
- Go to [DRS Web-based Services](#) to logon, create and submit a report via the WBET application. Change the status code on the leave buyouts to *N* or *T*.



A maximum of 240 hours is subject to retirement, unless the employee has a letter of necessity authorizing additional reporting, although an employee could receive a buyout for more hours.



For more information about Transmittal Codes, see [DRS Employer Handbook – Chapter 7](#)



For instructions on making the corrections, go to [DRS Employer Handbook – Chapter 8](#).



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11. You have completed this transaction.

Result

You have corrected the reporting of annual leave buyouts to DRS.