

Payroll in a Background Operation



HELP.PYINT

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Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax

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Payroll in a Background Operation

Use

This function enables you to automate either the whole or parts of the payroll process. For example, you can let the system execute the payroll program overnight so that you can check the results the next morning.

Scope of Function

You have the following options for running payroll in a background operation:

- As a standard, you can schedule background jobs in the SAP System using the function *System* → *Services* → *Jobs* → *Define Job*. In this way you can let the payroll program you want to use to [run payroll \[Ext.\]](#) run in the background. You can find more information in the [Background Processing \[Ext.\]](#) section under [Scheduling Background Jobs \[Ext.\]](#).
- You can use report RPCSC000 (*Scheduler for Parallel Accounting*) to split the personnel numbers into small sets and [run payroll in parallel \[Page 6\]](#) in the background. In this way you reduce the payroll runtime.
- Using the [Payroll Calendar \[Page 8\]](#) you can create and schedule payroll jobs.
- You can use a [Process Model \[Page 11\]](#) to define the sequence of all programs that you need for payroll and its subsequent activities. When you start a [Process \[Page 16\]](#) that is based on such a process model, the system automatically executes the program in the sequence you defined.

Parallel Payroll for Personnel Numbers

Parallel Payroll for Personnel Numbers

Use

If you have to run payroll for a large number of personnel numbers in a payroll period, you can use report RPCSC000 to split the personnel numbers into several background jobs. The system then processes the background jobs simultaneously, using different application servers.

Integration

Report RPCSC000 is used exclusively in Payroll.

[Report RPCS0000 \[Ext.\]](#) can also be used if you want to run parallel evaluations for payroll.

Prerequisites

You must note the following prerequisites:

- The payroll program is called up using a symbolic name. You must define these symbolic names and the program names in view T596F.
- You must define a suitable program variant in the programs assigned to the symbolic names.

Scope of Function

You specify the number of personnel numbers to be included in the background payroll run, or how many background jobs should be created. Report RPCSC000 selects the personnel numbers to be included in the payroll run from the database, and groups them together in background jobs. You can release each background job for payroll separately, or you can release them together.

You can enter a short title for each payroll run. Each background job contains this short title and a sequential number. The short title can be helpful if you want to display the background jobs in the general job overview.

The program displays a log after the payroll run has been completed.

Parallel Payroll for Personnel Numbers

Prerequisites

You have defined the symbolic names to be used to call the payroll program and the program names in table T596F. You must use the following naming conventions: the symbolic name starts with CALC and contains the country modifier (for example, CALC02).



The system takes the first entry with the symbolic name into account and does not use the date in the table.

You have defined a program variant in the payroll program that is assigned to the symbolic name.

You are in the *ABAP Execute Program* screen.

Procedure

1. Enter Program `RPCSC0000`.
2. Choose *Execute*.
3. Enter the program and a variant.

The system uses the payroll schema for the variant you have selected for the payroll run.

4. Enter the number of personnel numbers to be included in the parallel payroll run, or enter the number of jobs for which the payroll run should be split.
5. Choose one of the following steps:
 - Program → Execute
 - *Program* → *Execute + Print*
 - *Program* → *Execute in Background*

Result

The system performs payroll and prints a log. This contains the following information:

- Date and time of the individual program steps
- Error messages
- Warnings
- Overview of generated background processes

You can clearly identify the jobs using the job numbers and the job names.

Payroll Calendar

Payroll Calendar

Use

You can use the payroll calendar to create payroll jobs and follow how they are executed. The payroll jobs are grouped into tasks according to payroll areas.

Prerequisites

In Customizing for *Payroll* under *Payroll Calendar* the following settings must be made:

- [Define Schedule for Payroll Calendar \[Ext.\]](#)
- [Specify Version for Payroll Driver \[Ext.\]](#)

Scope of Function

The payroll calendar provides you with the following functions:

- *Job Scheduling:*

To create payroll jobs call the *Scheduling of Payroll Jobs* report (RPCPRC10) using this function.



The documentation for the *Scheduling of Payroll Jobs* report describes how you create a payroll job.

- *Calendar:*

For example, in the calendar you can:

- [Change and Display Payroll Jobs and Tasks \[Page 9\]](#) that have been scheduled
- display payroll jobs and tasks that have already been processed
- schedule tasks, that you have already created using the job scheduling function, to occur at a later date

Changing and Displaying Payroll Jobs and Tasks

1. From the *SAP Easy Access* screen, choose *Human Resources* → *Payroll* → <Country> → *Tools* → *Payroll Calendar* in the SAP menu.

You access the initial screen of the payroll calendar.

2. Enter a *Schedule* and choose *Calendar*.

You access the *Payroll Calendar* <Schedule> screen. The calendar is displayed in two parts:

- The upper section contains a calendar for three months, beginning with the month of the selected start date. Weekends, public holidays and the days for which payroll jobs are scheduled have a different background color.
- The tasks for all dates are displayed in the lower part of the screen. These tasks contain the scheduled payroll jobs for a payroll area.

The following functions, amongst others, are available on the *Payroll Calendar* <Schedule> screen.

Function	Path
Display payroll jobs that have already been carried out.	<i>Settings</i> → <i>Hist.data on</i>
Hide payroll jobs that have already been carried out	<i>Settings</i> → <i>Hist.data off</i>
Display payroll jobs for a task	Double-click on the task
Display payroll jobs that are scheduled for a certain day, week or month	Double-click on the day, the week number or the name of the month
Schedule tasks, that you have already created using the job scheduling function, to occur at a later date	<i>Edit</i> → <i>Schedule task</i>
Delete task	<ol style="list-style-type: none"> 1. Choose <i>Environment</i> → <i>Configuration</i> → <i>Task</i> 2. Choose <i>Display</i> → <i>Change</i> 3. Select the task that you want to delete and choose <i>Edit</i> → <i>Delete</i> 4. Go back to the <i>Payroll Calendar</i> <Schedule> screen and choose <i>Refresh</i>

3. To obtain further information on a payroll job and to change it if necessary, call the job overview by double-clicking on the payroll job. The following functions, amongst others, are available here:

Function	Path
Display job definition	<i>Job</i> → <i>Display</i>
Display job steps	<i>Job</i> → <i>Steps</i>

Changing and Displaying Payroll Jobs and Tasks

Cancel job scheduling	<i>Job → Schedule job → Cancel</i>
Delete payroll job	<i>Job → Delete</i>
Display spool list with the payroll log	<i>Job → Spool list</i>
Display job log	<i>Goto → Job log</i>

HR Process Workbench

Purpose

The *HR Process Workbench* enables you to automate payroll and the subsequent activities and to run them in the background. To do this, you create a process model containing the sequence of all programs to be started by the system. You can restart processes using this process model. When you start a process, the system runs all process steps, in other words, all programs included in the process model. These programs are run in a defined sequence.

Integration

You can use process models to

- Automate the complete [regular payroll process \[Ext.\]](#) and subsequent activities, for example, the [creation of remuneration statements \[Ext.\]](#) or [posting to Accounting \[Ext.\]](#).
- Run [off-cycle payroll \[Ext.\]](#)

Features

- You can reduce the process runtime by running programs in parallel.
- Processing of the programs can be easily monitored.
- You can check each personnel number during the complete process run.
- You can repeat single process steps, for example, if errors have occurred and you then correct the error.
- At any time, you can check which data is transferred from one process step to the next.
- You can specify that a message is sent in specific conditions.

Process Model

Process Model

Definition

A process model defines a sequence of programs that automatically follow one another. The process run can be interrupted with **breakpoints**.

Use

Process models are used as templates for the execution of [processes \[Page 16\]](#). Several processes can be based on the same process model.

Structure

In the attributes, you use the [personnel number selection program \[Page 19\]](#) to specify which personnel numbers are used in the process model.

You define the behavior of the program in the process model by specifying a **program category** that defines this program. The specifications for the program categories are documented in the system under *Edit* → *Program category*. You can assign any number of programs to a program category.

Technical Processing of a Process Model

Purpose

Process models are used as the basis for running [processes \[Page 16\]](#).

Prerequisites

A workflow user must be set up in Customizing for *Basis Components* under *Business Management* → *SAP Business Workflow* → [Maintain Standard Settings for SAP Business Workflow \[Ext.\]](#). This enables the program to be executed correctly.



For more information on SAP Business Workflow, see [BC – SAP Business Workflow – Navigation \[Ext.\]](#).

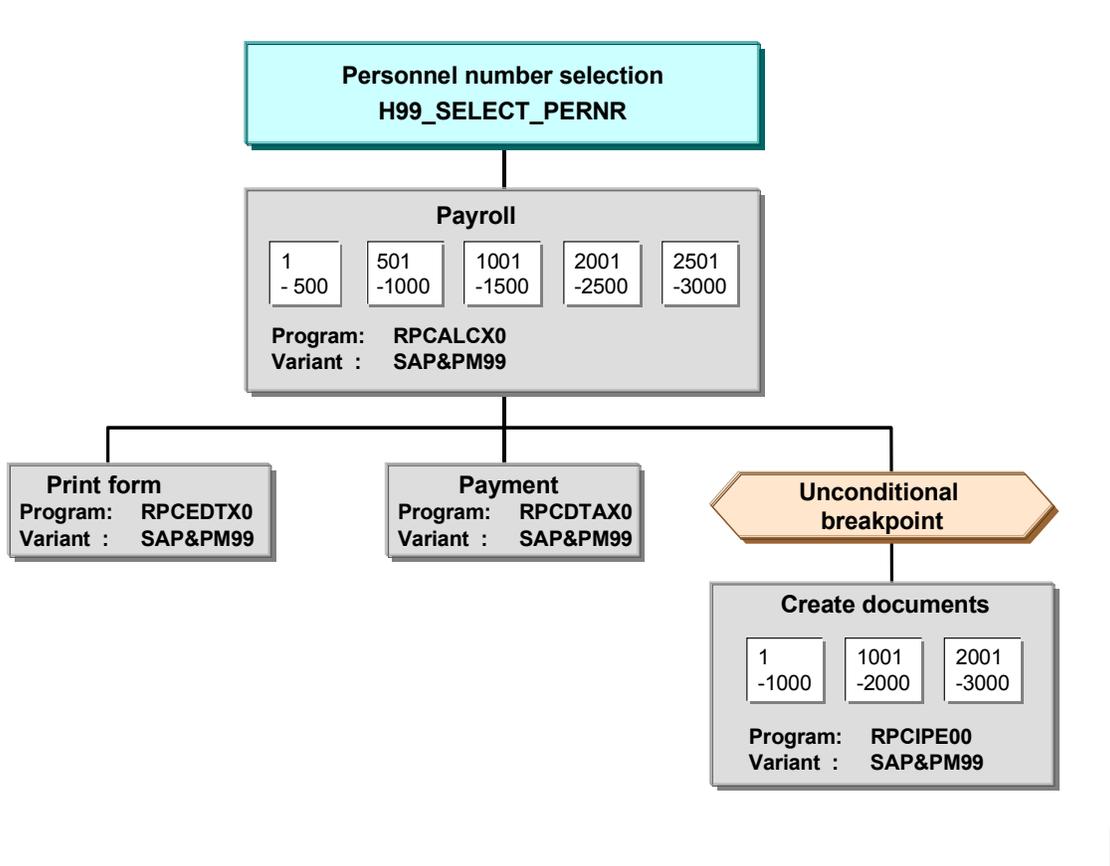
Process flow

1. The process starts with a selection program which determines the personnel numbers for processing. The selection program can either be started in the background or directly from the *HR Process Workbench*. It triggers a [workflow event \[Ext.\]](#), starts the process, and transfers the process control to a function module, otherwise known as the Process Manager.
2. The Process Manager determines the next step, and starts the accompanying program in the background.
3. At the end of the program, control is given back to the Process Manager. The system checks the status of the process step and checks whether other steps follow. A [container \[Ext.\]](#) transfers the information from one process step to the subsequent step. The content of the container is always saved so that the information on the individual steps is never lost.
4. The next program is started with the information from the container and from the results tables for the preceding program.

Result

An overview of the status for the individual process steps is displayed in the *HR Process Workbench*. A message can be sent to a particular person, depending on the definition of the individual process steps.

Process Model: Example



Personnel number selection

The selection program H99_SELECT_PERNR transfers the personnel numbers to be processed to the process model.

Programs

The program RPCALCX0 with selection variant SAP&PM99 belongs to the PY-Payroll program category.

Form printing and payment are processed together, therefore, the total runtime is reduced.

Sets of personnel numbers

The payroll program simultaneously processes sets of 500 personnel numbers and the transfer program processes sets of 1000 personnel numbers. This means that the runtimes of the programs are reduced.

Programs that process sets of personnel numbers can follow programs that do not split selected personnel numbers, and vice versa.

Breakpoint

The unconditional breakpoint interrupts the process each time it is run and before any documents are created.



Programs that select personnel numbers can only follow programs that also work on the personnel number level. For example, the payment program cannot transfer personnel numbers to the check printing program as a selection criterion. Only a program that does not select personnel numbers can follow the check printing program. The system documentation for the program categories specifies which categories select personnel numbers.

Process

Process

Definition

Execution of programs defined in a [process model \[Page 11\]](#) in a specified sequence.

Use

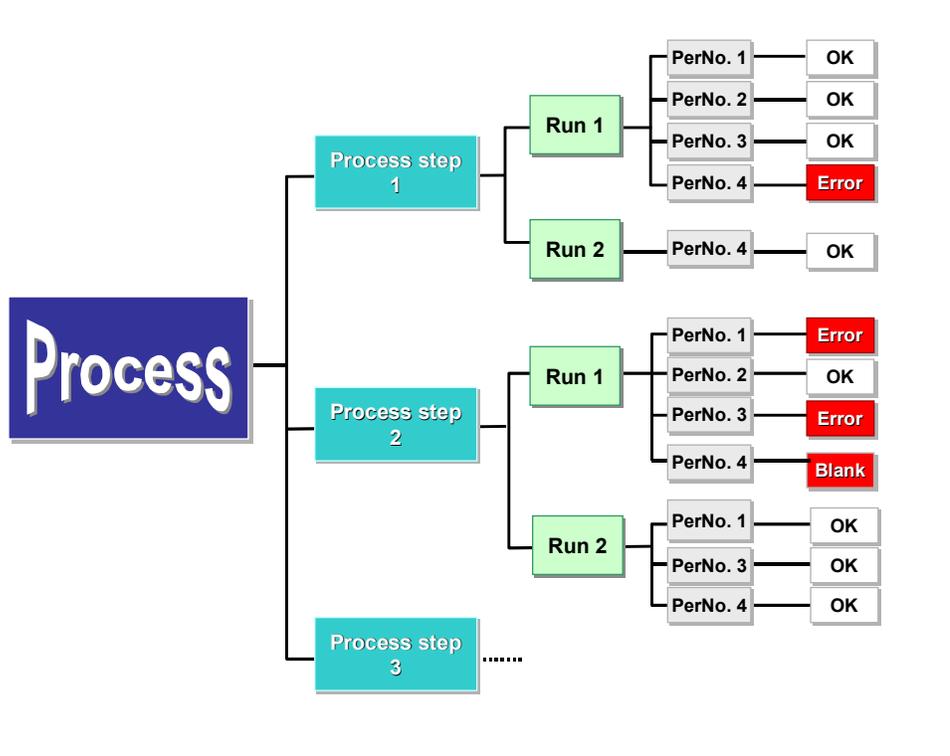
Each process is created in the *HR Process Workbench* using a process model and is assigned a unique number. The process comprises all steps defined in the process model. Closed processes are locked for changes, however they can still be displayed. This ensures that the complete process history is available.

If a process model is used periodically, you create a new process each time. The process ID uniquely identifies each process.



You use the same process model each month to create the bank transfer for an employee and print the forms. Each month you use the process model to create a new process. In December, you may need to use a different process model since additional evaluation reports are required at the end of the year.

Structure



You can check the processing steps using the [Status Display \[Page 36\]](#) function.

Process step

In a process step, a program is executed in the process model. The process step includes:

The program category, whose specifications have been defined in the [process model \[Page 11\]](#).

The assigned program with a variant

You can repeat a process step as often as required. The subsequent program that processes the results of the process steps is then also repeated. You [start and repeat \[Page 31\]](#) processes and process steps in the same way.

Run

A run is equivalent to starting or repeating a process step. The runs in a process step are displayed and numbered sequentially. If a process is repeated, all process steps will also be repeated.

Set

If personnel numbers are processed at the same time in a process step, the system groups together the personnel numbers into a set. The number of sets is determined each time the process step is repeated. The sets are assigned a sequential number, starting from 1 each time.

If the personnel numbers cannot be processed at the same time, they automatically form **one** set.

Breakpoint

Breakpoint

Definition

Specifies whether a process must be interrupted. There are conditional and unconditional breakpoints.

Structure

A breakpoint is defined by a function module. SAP provides the function module `HRPY_PROCESS_STOP_CONDITIONAL` (conditional breakpoint) and `HRPY_PROCESS_STOP_ABSOLUTE` (unconditional breakpoint).

You can define your own conditions for a breakpoint in a function module. The function module interface has the following structure:

- Import parameter
 - `IMP_PROCESSID` LIKE T52SPS-PROCESSID (process object key)
 - `IMP_STEPID` LIKE T52SPS-STEPID (process step object ID)
 - `IMP_RATE` LIKE T52SMS-PERCENTAGE (percentage rate)
- Exception
 - `STOP_PROCESS` (If this exception occurs, the process is interrupted.)

Personnel Number Selection

Use

The process model must start with a program that selects the personnel numbers for the complete process run. Each process model starts with a specific selection program.

You specify the selection program when you create the process model.

Integration

Personnel numbers that have not been selected using the selection program defined in the process model can still be included in a process containing payroll. For example, you can include new employees in a process. If the process is repeated, they are read from [matchcode W \[Ext.\]](#).



SAP provides an international selection program H99_SELECT_PERNR.

If you use your own selection program, base it on the following structure. The given source text must remain.

```
REPORT MY_SELECTION_PROGRAM.
INCLUDE RPUPMDP1.
RANGE: PROCESS_EMPLOYEES FOR PERNR-PERNR.
DATA: This_report like sy-repid
...
START-OF-SELECTION.
This_report = sy-repid
CALL FUNCTION 'HRPY_PROCESS_INIT_SELECTION'
  EXPORTING
    IMP_PROGRAM      = This_report
  CHANGING
    CHAN_PROCESSID  = STPROCID
    CHAN_STEPID     = STSTEPID
    CHAN_CONNECT    = CONNECT
    CHAN_CONT       = CONT
```

... Specific processing: In the PROCESS_EMPLOYEES table, enter the personnel numbers to be processed.

```
END-OF-SELECTION.
CALL FUNCTION 'HRPY_PROCESS_CLOSE_SELECTION'
  EXPORTING
```

Personnel Number Selection

```
IMP_PROCESSID      = STPROCID
IMP_STEPID         = STSTEPID
IMP_CONNECT        = CONNECT
IMP_CONT           = CONT
```

TABLES

```
IMP_PERNR_INDEX = PROCESS_EMPLOYEES
```

LEAVE PROGRAM.

Mail Connection

Use

During a process, the individual steps can have different statuses. When you create a process model, you can define the situations in which you are notified about the status of a process step.

You can send a message by mail or by pager. For more information on communicating by pager, see [Sending Messages By Pager \[Ext.\]](#).

Features

You can send a message in the following situations:

- Some personnel numbers contain errors
- Some personnel numbers have no data
- Processing of a set of personnel numbers was canceled
- A step was completed
- The system stopped at a breakpoint
- The system did not stop at a breakpoint

There are standard texts for these mails. The texts are assigned when the process model is created. Each mail has an attachment. If you double-click this attachment, you access the HR Process Workbench at the place where the process was canceled.

Activities

When you create a process model, you specify who should receive the message and which standard text should be used for the mails.

To change the standard texts, from the SAP Easy Access screen, choose the SAP menu *Tools* → *Form Printout* → *SAPscript* → *Standard Text*. For more information, see the Implementation Guide (IMG) for *Payroll* under [Create Process Model \[Ext.\]](#).

Copying or Creating a Process Model

Copying or Creating a Process Model



We recommend that you copy the standard process models and then edit the copies.

Procedure

Copying a Process Model

1. From the SAP Easy Access screen, choose the SAP menu *Human Resources* → *Payroll* <country> → *Tools* → *Customizing Tools* → *Maintain Process Model*.
You access the *Maintenance of Process Models* screen.
2. In the *Process model* field, enter a process model.
 - To display the process model before you copy it, choose *Model* → *Display*.
 - To display information on the process model, choose *Goto* → *Documentation for model*.
3. Choose *Model* → *Copy*.
4. In the *Target model* field, enter the name of your process model and choose *Copy*.
You can use names that begin with the **digits 0 to 9** or with **Z**.

Creating a Process Model

1. From the SAP Easy Access screen, choose the SAP menu *Human Resources* → *Payroll* <country> → *Tools* → *Customizing Tools* → *Maintain Process Model*.
You access the *Maintenance of Process Models* screen.
2. Enter a name and choose *Model* → *Create*. You can use names that begin with the **digits 0 to 9** or with **Z**.
3. Maintain the attributes for your process model and choose *Save*.
In the attributes, you can define a name and selection program for your process model. The selection program transfers the personnel numbers to be processed to the process model.
4. Choose *Continue*.

Result

You have created a process model and can [edit it \[Page 24\]](#) if required.



To be able to use a process model to execute processes in a live system, you must first activate it.

To store information on your new process model, choose *Goto* → *Documentation on model*.

- If you have copied a process model, the system has also copied the accompanying documentation. You can change this documentation if required.

Copying or Creating a Process Model

- If you have created a new process model, you can create new documentation for your model.

Editing a Process Model

Editing a Process Model

Prerequisites

You have [created or copied a process model \[Page 22\]](#) and are in the *Maintenance of Process Models* screen.

Procedure

1. Enter the name of the process model that you want to edit and choose *Model* → *Change*.
You access the *Maintain Process Model <name>* screen. The following areas are displayed:
 - Display area
The process model you have called is displayed and can be changed.
 - Navigation area
You can define which section of the process model is shown in the display area.
 - Insertable objects
The *Program* and *Breakpoint* templates are displayed.
2. Insert the *Program* and *Breakpoint* objects as process steps in the process model. For more information, see [Inserting a Process Step \[Page 25\]](#).

Inserting a Process Step

Prerequisites

You are [editing a process model \[Page 24\]](#) and are in the *Maintain Process Model <name>* screen. The templates for programs and breakpoints are available in the *Insertable objects* area.

Procedure

1. In the *Insertable objects* area, select the object that you want to insert.
2. Click in the display area.
You access the *Change Step <number>* dialog box.
3. Create the [attributes for the program \[Page 26\]](#) or the [breakpoint \[Page 27\]](#).
The inserted object appears separately in the display area.
4. To include the object in the process model, choose *Include*.
5. Use the cursor to draw a line from the parent object to the child object.

Result

The object is inserted in the process model as a new process step.

Defining the Attributes of a Process Step

Defining the Attributes of a Process Step

Prerequisites

You are [inserting a process step in a process model \[Page 25\]](#) and are in the *Maintain Process Model <name>* screen.

Procedure

1. Enter the program category that you want to use.

If you want to create a new category, enter the name of the category and define the following characteristics:

- Unconditional breakpoint before program start
- Whether the status can be reset
- Personnel number selection
- Parallel processing
- Parent category
- Child category



For an overview of the existing program categories and their characteristics, see *Maintenance of Process Models* under *Edit → Program categories*. You can also enter a new program category here.

2. Enter the program that you want to use.
3. Enter the program variant that you want to use with this model. You can also enter the name of a new variant and create the variant directly.
4. If the program processes personnel numbers at the same time, enter the size of the personnel number set.
5. If applicable, specify whether somebody should be informed of the status of the process step.

Result

The process step is displayed under the program, variant and set size information.

Defining the Attributes of a Breakpoint

Prerequisites

You are [inserting a process step in a process model \[Page 25\]](#) and are in the *Maintenance of Process Model <name>* screen.

Procedure

1. Enter the condition under which the breakpoint will interrupt the process run.



If you want to use a function module, enter the name of the function module in the *Separate function module* field. If you then call the field help for this field, the documentation for the specified function module is displayed.

2. If applicable, specify whether somebody should be informed of the status of the breakpoint.

Result

The breakpoint is displayed.

Changing a Process Step

Changing a Process Step

Prerequisites

You are [editing a process model \[Page 24\]](#) and are in the *Maintain Process Model <name>* screen.

Procedure

1. Double-click the process step that you want to change. The *Change Step <number>* dialog box appears.
2. Enter the changes and choose *Continue*.

If you are changing a program, you can create new program categories here.

Changing the Sequence of Process Steps

Prerequisites

You are [editing a process model \[Page 24\]](#) and are in the *Maintain Process Model <name>* screen.

Procedure

You have the following options:

Cutting and Inserting a Process Step

1. Select the process step that you want to move.
2. Choose *Edit → Nodes → Remove to buffer*.
3. Choose *Edit → Nodes → Insert buffer*.

The process step is displayed separately in the display area. You can now [reinsert the process step \[Page 25\]](#).

Linking a Process Step to a Preceding Object

1. Choose *Connect*.
2. Use the cursor to draw a line from the new parent object to the process step that you want to move.

The process step and the accompanying child objects are now subordinate to the new parent object.

Creating a Process

Creating a Process

Prerequisites

You have created the [process model \[Page 11\]](#) to be used in the process.

Procedure

1. From the SAP Easy Access screen, choose the SAP menu *Human Resources* → *Payroll* <country> → *Tools* → *HR Process Workbench*.
2. Choose *Edit* → *Process* → *Create*.

The process number that uniquely identifies the process is assigned automatically. The number range object, which controls the assignment of the numbers, is delivered with the *HR Process Workbench*.

3. Enter a process name and the process model that you want to use. Choose *Continue*.

Result

The process has been created. It has the [status \[Page 36\]](#) *Still to run*. You can start the process.



To check which process model is used in your created process, flag the process and choose *Goto* → *Additional information*.

To display the process model used in your created process, flag the process and choose *Goto* → *Display process model*.

Starting or Repeating a Process or Process Step

Use

You start and repeat processes and process steps in the same way. The [status \[Page 36\]](#) indicates whether you need to start or repeat the process.

You may need to start or repeat a process step for the following reasons:

- Breakpoint
A process step follows either a conditional or unconditional breakpoint.
- Process termination
Process steps can be terminated due to a program or technical error. You can see the reason for the program termination by displaying the [job log \[Page 35\]](#).
- Personnel numbers with errors
Use the [spool list \[Page 35\]](#) and [job log \[Page 35\]](#) to check the process step. Remove the error and repeat the process step.



If a process step or a process is repeated, processing of the following personnel numbers is repeated:

- Personnel numbers **without** the status *Successful*
- Personnel numbers **with** the status *Not selected*



You can only repeat processes, process steps, and personnel number sets that were successful if you [change the status \[Page 38\]](#) for the personnel numbers in question.

Prerequisites

You have [created a process \[Page 30\]](#) in the *HR Process Workbench*.

Procedure

1. Select the process that you want to start and choose *Edit* → *Process* → *Start/repeat*.
2. Specify whether the process will run immediately or at a later point.

This information refers to starting the [selection program \[Page 19\]](#).

- Immediately: In the personnel number selection screen, either specify a variant or enter the payroll area and payroll period.
- At a later point: Enter the start date and time. Choose *Continue*. Select the variant for starting the personnel number selection program.



If you schedule a process for a later time, you must first create a variant for the selection program. This is possible if, for example, you [edit a process model \[Page](#)

Starting or Repeating a Process or Process Step

[24](#). From the *Maintain Process Model <name>* screen, choose *Goto* → *Attributes*. From the subsequent dialog box, choose *Create variants* and create a variant for the selection program.



A process is always executed in the background.

Result

The process is run at a specified time.

You can control the process run using [process control \[Page 35\]](#).

Closing a Process

Use

We recommend that you close a process if you do not want to repeat it again. The process is then locked for changes. You can close a process even if it still contains incorrect personnel numbers.

Prerequisites

You have [started a process \[Page 31\]](#) in the *HR Process Workbench*.

Procedure

1. Select the process that you want to close.



You cannot reverse the *Close process* activity. You can only display a closed process.

2. Choose *Edit* → *Process* → *Close*. In the subsequent confirmation box, confirm your decision.

Result

The process is displayed in a light gray font in the *HR Process Workbench*. All process data remains unchanged so that you can see the process history.

Deleting a Process

Deleting a Process

Prerequisites

You have [closed a process \[Page 33\]](#) in the *HR Process Workbench*.

Procedure

1. Select the process that you want to delete.
2. Choose *Edit* → *Process* → *Delete*.

Result

You can no longer access the history for processes that have been deleted.



The application log shows who deleted a process and at what time it was deleted. To access the application log selection screen, choose *Goto* → *Display application log*. If you want to accept the default settings, choose *Continue*. An overview of the processes deleted in the previous year is displayed. If you want to restrict the overview, enter the necessary data in the selection screen.

Process Control

Use

The process steps for a process always run in the background. With this function, you can check that the process steps have been executed in the *HR Process Workbench*.

Features

The following tools help you to monitor the processing:

- [Status display \[Page 36\]](#)
- Job log

The job log contains the date and time of the processing start and end and, if applicable, the termination date and time.



To display detailed information on the program termination, double-click the *Job interrupted* message in the job log. Either a short dump or a termination message text will inform you of the cause of the termination.

- Spool list for sets of personnel numbers

Activities

To display the job log, select the set of personnel numbers and choose *Goto* → *Job overview for set*.

To display the spool list, select the set of personnel numbers and choose *Goto* → *Spool list for set*.

Status Display

Status Display

Use

You can use the status display to check the status of a process.



For more information on checking the processing status, see [Process Control \[Page 35\]](#).

Features

In the *HR Process Workbench*, the system shows the current status for each process.

You can also display the status of the personnel numbers processed in a process.

Process status

The process status is displayed on the process, process step, run, and set level. The icons given to the levels during and after a process run provide information on the processing status. For a legend explaining the symbols, see *Utilities*.

The process status can be as follows:

- *Stopped*
A process step follows either a conditional or unconditional breakpoint. To continue the process, [start the process step \[Page 31\]](#).
- *Successful*
You can now [close the process \[Page 33\]](#).
- *Provisional*
This status is not currently used.
- *Incorrect*
If process steps are *provisionally* or *incorrectly* ended, display the [spool list \[Page 35\]](#) to analyze the problem. Remove the error and [repeat the process step \[Page 31\]](#).
- *Canceled*
Display the [job log \[Page 35\]](#). Remove the error and repeat the process step.

Personnel number status

During the process flow, each personnel number receives information on the processing status. This means you can follow the status of a personnel number through the complete process flow. Only correctly processed personnel numbers are transferred from one process step to the next.

You can display the status of a personnel number for all process levels. The status can be as follows:

- *Successful*
- *Provisional*

Status Display

Personnel numbers receive this status if they are processed using incomplete data and the process step was performed correctly.

- *Incorrect*

If the program has identified errors, this status is assigned to personnel numbers.



For example, in the payroll program, personnel numbers have the status *Incorrect* if the system saves them in [matchcode W \[Ext.\]](#) (*Payroll correction run*).

- *Blank*

This status is for personnel numbers that were incorrect in the previous process step and, as a result, could not be edited. Check the error that has occurred in the previous process step, correct the error, and start the previous process step again.

- *Not selected*

Personnel numbers with this status are not transferred to the next process step.

Activities

To display the status of specific process levels, expand the levels.

To display the status of a personnel number, select the corresponding process level, choose *Goto* → *Display personnel numbers* and specify whether particular personnel numbers or personnel numbers with a particular status are to be displayed.



To restrict which processes are displayed in the *HR Process Workbench*, choose *Process overview* → *Set filter*.

Changing the Status

Changing the Status

Use

If you repeat processes or process steps, only personnel numbers without the *Successful* status or with the *Not selected* status are processed. To be able to edit personnel numbers that have been processed successfully, you must first change the status.



You can only reset the status if this action is permitted for the process step category in question. For more information, see [Defining the Attributes of a Process Step \[Page 26\]](#).

Prerequisites

You have [started a process \[Page 31\]](#) in the *HR Process Workbench*.

Procedure

Select the appropriate level in the process.

Choose *Edit* → *Personnel number* → *Set to 'Incorrect'*.



You have changed the value of a wage type in a table for the process step *Payroll*. The personnel numbers affected by this change are not grouped in matchcode W (*Payroll correction run*), however, when the payroll process is repeated, they should be corrected. Change the status to *Incorrect* and start the process again.