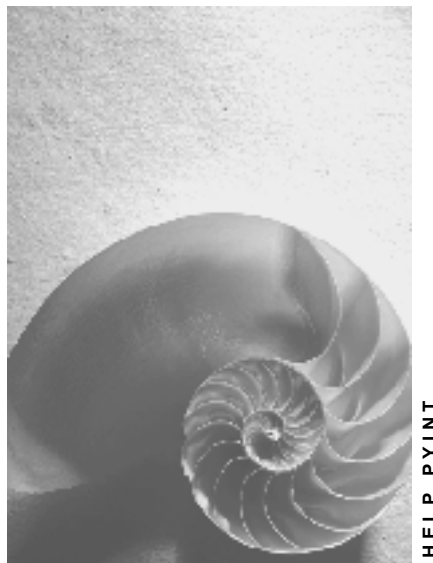


The Payroll Process



Release 4.6C



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The Payroll Process

Purpose

The payroll program is run at a specific point in time, not only to calculate an employee's basic remuneration but also any special payments, overtime payments or bonuses that must be effected for the period in question.

Prerequisites

Before you start this process, you have to specify for which payroll area(s) payroll should be run. You have the following options:

- From the *SAP Easy Access* screen, choose *Human Resources* → *Payroll* → *<Country>* → *Settings* → *Set Payroll Area*.
- When [Releasing the Payroll Run \[Page 16\]](#) specify for which payroll area the payroll should be run.
- If you want to execute a payroll run for several payroll areas at the same time, you must release each payroll area individually- [release individually \[Page 17\]](#).

If you do not want to perform payroll for an employee, you must use the [Lock Personnel Number \[Page 10\]](#) function.

Before you start the payroll run for all employees, you can run a [Payroll Simulation \[Page 11\]](#) for individual employees.

Process Flow

The status of the [Payroll Control Record \[Page 8\]](#) is automatically updated with every step that is carried out during payroll.

1. You release one or several [Payroll Areas \[Ext.\]](#) for payroll.

The system increases the period number in the payroll control record of the respective payroll area by 1. You cannot change the master and time data for the personnel numbers belonging to this payroll area if it affects the payroll past or present. Changes affecting the future are still possible.

2. You run payroll.

The system calls up a country-specific payroll program. It determines the current payroll period from the payroll control record and performs payroll using the values you entered in the payroll program.

In general, you do not carry out these steps on-line but rather as a background job.

3. You check whether payroll has run correctly, or determine where errors have occurred.

If the payroll has not run without errors, the system display error messages indicating where the errors have occurred. If desired, you can obtain a detailed payroll log. However, we recommend that you only create a payroll log if you simulate the payroll run.

If necessary, you can set the status of the payroll to *Check Payroll Results* during this phase. This way you make sure that no changes are made to payroll-relevant data which could affect the payroll past or present. In addition, the payroll area in question is locked

The Payroll Process

for payroll. However, during this phase you can simulate the payroll for individual employees to understand exactly how the errors originated, by means of the payroll log.

If you want to carry out a spot check on the payroll results after a successful payroll run, there is a report available which reads the stored payroll results. The report allows each employee to see the contents of all internal tables containing payroll results. This allows you to check all partial results for a payroll run. In this way you can determine whether the system ran the payroll in accordance with your expectations, for example, for an employee for whom you made complex changes to the master data.

4. You correct master or time data for personnel numbers which contain errors, and which the payroll program could not process.

During the payroll run, the System flags the *Payroll Correction* field in the *Payroll Status* infotype (0003) for all rejected personnel numbers. When you correct master or time data for a personnel number, this field is also flagged. These personnel numbers are grouped together in a list under [Matchcode \[Ext.\] W \(Payroll Correction Run\)](#). In a payroll correction run, that is a payroll run with matchcode W, payroll only takes place for the corrected personnel numbers.

5. You release payroll again.

The payroll period does not change.

6. You perform a payroll correction run.

If there are a lot of employees stored in Matchcode W (*Payroll Correction Run*), you carry out this step as a background job in the same way that you carried out the *Start Payroll* step. If you only have to run payroll again for a few employees, you can carry out this step on-line.

7. You simulate the posting to *Accounting*.

Under certain circumstances errors can occur, which mean you must change the payroll-relevant master and time data again. If, for example, a cost center was entered for some employees and it has been deleted in the interim, the system will note this as an error during the posting simulation. Then set the payroll status to *Release for Correction* once again, and correct the master data for the employees in question. This will cause these personnel numbers to be automatically stored in Matchcode W (*Payroll Correction Run*). Next, carry out another payroll correction run and simulate the posting to *Accounting* again.

8. You exit payroll. The personnel numbers for the payroll area can be processed again.



You can only exit payroll when the payroll has run successfully for all personnel numbers in the selected payroll area. This means that payroll is finished for **all** of the personnel numbers in the payroll area, including the rejected personnel numbers, and the payroll period is complete.

Result

You have run payroll for all the personnel numbers in a payroll area or in several payroll areas.

You can carry out the following steps in the payroll:

- [Create a Remuneration Statement \[Ext.\]](#)

- Wage and salary payments

Wage and salary payments differ from country to country. You can find country-specific information under *Payroll <Country> → Subsequent Activities → Wage and Salary Payments*.

- [Posting to Accounting \[Ext.\]](#)

Payroll Control Record

Definition

Payroll object that is important for the payroll run, and which contains all the information on a [payroll area \[Ext.\]](#).

Use

The [payroll control record \[Ext.\]](#) has the following functions:

- It locks the personnel numbers, for which payroll should be run, against master data changes that affect the payroll past or present.
- It locks the payroll for the period during which payroll-relevant changes are made to the master data for the personnel numbers being processed.
- It makes the following information available for the system:
 - What is the next payroll period for which regular payroll should be run?
 - Up to what date is [retroactive accounting \[Ext.\]](#) carried out?
 - What status does the payroll currently have? (for example, *Released for Payroll* or *Check Payroll Results*)?

When you carry out a payroll run, the system automatically changes the payroll status in the payroll control record. You can also change the status manually under *Payroll* → *Tools* → *Control Record*.

Structure

The control record contains the following information:

- Payroll area
- Payroll status
- Payroll period
- [Earliest possible retroactive accounting period \[Ext.\]](#)
- Last change made to the control record



When you create the control record in your live system, please note the following: the payroll period that you enter at the start of the live payroll run must be **1** period lower than the period with which you want to perform the live payroll run for the first time.



You want to carry out the first payroll run in period 5 1999. In the payroll control record, you must enter 4 1999 as the period. If you set the payroll control record for the first payroll run to status *Released for Payroll*, the system increases the period by 1 and payroll is run for period 5 1999.

Locked Personnel Numbers

Locked Personnel Numbers

In the [Payroll Status infotype \(0003\) \[Ext.\]](#) you can exclude an employee from the payroll run by flagging the *Pers.no. locked* field.

You can **not** set these lock indicators for the current period in the following situations:

- if payroll has already been completed for the current payroll period.
- if the employee has already been paid in the current payroll period.

Simulating Payroll

Use

You can simulate payroll for individual employees before performing the regular payroll run for all the employees in your enterprise. This is, for example, a good idea, if you have made complex changes to an employee's master data, which may lead to far-reaching changes in his or her payroll results. In this way, you recognize sources of errors in time to make corrections before the regular payroll run. You can even simulate payroll for individual employees at any time during the regular payroll process, in order to trace the cause of any errors.



Is it not necessary to simulate payroll for all employees before every regular payroll run. You can also make corrections at any time during the process of the [regular payroll run \[Ext.\]](#).

Scope of Function

A simulation run corresponds to a regular payroll run with the following restrictions:

- The results of a simulated payroll run are not saved on the data base. You can view and print the results in the payroll log.
- The system does not lock any master data.
- The current payroll period in the payroll control record is not changed.
- The steps *Release payroll* and *Exit payroll* do not apply.

Activities

1. From the *SAP Easy Access* screen, choose *Payroll* → *Payroll* <Country> → *Payroll* → *Simulation* in the SAP menu.

You access the initial screen of the payroll program. The *Test Run (No Update)* indicator is set and cannot be changed.

2. Enter the necessary data and choose *Execute*.

Displaying the Payroll Log

Displaying the Payroll Log

Use

The payroll log gives you clear detailed information on the payroll run and its results. It is divided into different levels that you can display depending on the amount of detail required.

The *General data* level gives information on the processed data and shows the payroll schema used by the system. The *Successful personnel numbers* and *Rejected personnel numbers* include processing of the schema for each personnel number. This expands the *Rejected personnel numbers* level. However, you can also create and save your own view variants. You can find more information under [creating and processing display variants for the payroll log \[Page 15\]](#).



If you run [payroll in a background operation \[Ext.\]](#), you should not switch on the log display as the spool might "overflow". The system still prints data on the schema used, the personnel numbers rejected, and the statistics that appear as the last main level in the log.

Scope of Function

- In the display we differentiate between the **log tree** and the actual **log** that you find under *Settings* → *Detailed view*.
- The *color legend* under *Utilities* gives information on the levels that the log tree displays and the log is divided into.
- Navigation in the log tree.
 - To display lower levels, click on the structure node belonging to the level that you wish to open. To display all levels behind a higher level, place your cursor on the relevant level and choose *Expand*.
- Navigation in the log tree.
 - To display the actual log, call the detailed view of the log by double clicking on the *Payroll log* in the log tree or on the level of the log that you wish to display.
- You can [search in the payroll log \[Page 14\]](#) for certain terms, for example, for a wage type name.
- For documentation on functions, personnel calculation rules and schemas select the relevant object and choose *Information*.
- Old log
 - If you use customer functions with their own logs, you can display these logs by clicking on the *Old log* pushbutton.

Displaying the Payroll Log



You can **not** use this pushbutton to switch to the log display that was valid until Release 4.0.

Searching in the Payroll Log

Searching in the Payroll Log

Use

In the payroll log, you can search for errors or use the search to find out what happened during the process. You can, for example, trace the processing of a wage type in the payroll process.

You can either search in the log tree or in the detailed view of the log.

Prerequisites

You are in the *Display log tree* screen.

Procedure

Searching in the Log Tree

1. In the standard function bar, choose .
2. Enter a search term.
3. Specify if you want to search in the complete log tree or only in the nodes of the log tree that are currently expanded.
4. Choose  *Search*.

The system places the cursor on the first line containing the search term.

Searching in the Detailed View of the Log

1. Choose *Settings* → *Search in log* and make the entries required.
 - If you search according to wage type, select *Also search tables*.
 - If you want to display the path that you must choose in the log tree to get to the search term, select *Detailed display of hit*.
2. In the application function bar, choose .
3. Enter a search term, restrict the search area, for example, to certain personnel numbers and choose .

A list of hits is displayed.

4. Choose one or more hits and choose .

The search terms are displayed in context.

- You can expand the displayed levels individually. To expand all levels, choose .
- To display processing within a personnel calculation rule, place your cursor on the relevant line and choose , or display the rule by double clicking on it.

Creating and Processing Display Variants for the Payroll Log

Use

You can create and save variants to display the log and the log tree in a certain way. In this way you can, for example, specify that certain levels of the log tree are already expanded. In the standard system, the display of rejected personnel numbers is always expanded.

Prerequisites

You are in either the *Display log tree* screen or the *Detail view of log* screen.

Procedure

1. Choose *Settings* → *Log tree*.
2. In the *Log Tree Settings* dialog box, define a view variant on the tab pages and choose *Enter*.
 The log tree is displayed in accordance with your settings.
3. Depending on whether your display variants should only apply for the log tree, or if they should also apply for the detailed view of the log, you proceed in the following way:
 - If you only want to specify the log tree display in your variant, choose *Settings* → *Save as variant*.
 - If you also want to specify the detailed view display in your variants, proceed in the following way:
 - a. Choose *Settings* → *Detailed view*.
 - b. On the tab pages in the *Detail View Settings* dialog box, define a view variant and choose *Enter*.
 - c. Choose *Settings* → *Save as variant*.

Result

You can display the log tree and the detailed view in the saved display variants. You have the following options:

- When simulating or executing payroll, you specify your display variant in the field *Display variant for log* in the selection screen of the payroll program.
- First of all, you create the log and then define your display variants in the *Display log tree* screen. Choose *Settings* → *Get display variant*.

To delete a variant, choose *Settings* → *Delete display variant* and double-click on the variant you want to delete.

Releasing Payroll

Releasing Payroll

Procedure

1. From the *SAP Easy Access* screen, choose *Payroll* → *Payroll* <Country> → *Payroll* → *Tools* → *Release Payroll* in the SAP menu.
2. Specify the payroll area for which you want to release payroll and choose *Continue*  .
If you have already specified the payroll area using *Settings* → *Set payroll area*, the system releases payroll for this payroll area.

Result

You can [run payroll \[Page 18\]](#) for this payroll area.

The system has increased the period number in the payroll control record for the payroll area by 1. The payroll control record is used to lock the personnel numbers in the payroll area for changes to the master and time data reflecting the past and present.

Releasing Several Payroll Areas

Use

If you want to execute a payroll run for more than one payroll area at the same time, you must release each payroll area individually. The easiest way to do so is to use the relevant payroll control record for the payroll result.

Procedure

1. From the *SAP Easy Access* screen, choose *Payroll* → *Payroll* <Country> → *Tools* → *Control Record* in the SAP menu.

You access the initial screen of the payroll control record.

2. Enter the payroll area for which you want to release payroll and choose *Change*.
3. Set the payroll status to *Released for payroll* and save the payroll control record. Return to the initial screen of the payroll control record.
4. Repeat steps 2 to 4 until you have released all the necessary payroll areas.



Proceed in the same way to [correct \[Page 21\]](#), [check \[Page 23\]](#) or [exit \[Page 27\]](#) payroll for several payroll areas,

Result

You can perform payroll for all the payroll areas that you have released for payroll.

Running Payroll

Running Payroll

Prerequisites

You have [released \[Page 16\]](#) the payroll area or areas for which you want to run payroll.



You usually perform this step as a background job. For more information, see [payroll in a background operation \[Ext.\]](#).

Procedure

1. From the *SAP Easy Access* screen, choose *Payroll* → *Payroll* <Country> → *Payroll* → *Start Payroll* in the SAP menu.

You access the selection screen of the payroll program.

2. Enter the data required.



The *current period* indicator is set in the *Payroll period* group. Depending on the payroll area specified, the system reads the current period from the payroll control record.



If you flag *Display log*, you get a detailed [payroll log \[Page 12\]](#) after the payroll run. However, this is usually only a good idea if you [simulate payroll for individual employees \[Page 11\]](#) and want to accurately trace the calculations made in the process. If you perform payroll as a background job, you should **not** create the log as vast quantities of data are created.

The *Test run (no update)* indicator must **not** be flagged because otherwise the system will not save the payroll results.

3. Choose *Program* → *Execute* or *Execute and print*.

Result

The system performs payroll (usually in the background). If errors occur, you will get a list with the relevant error messages after payroll.

Use the error messages to check whether personnel numbers have been rejected or not selected.



In some situations, it is difficult to exactly trace the origin of an error using only the error message. If you can not tell how the error occurred from the error message, you can simulate payroll for the relevant employee a second time and create a payroll log. The log enables you to exactly trace all calculations and makes determining the error a lot easier.

Running Payroll

The R/3 System stores the employees rejected during a payroll run in Matchcode W. To check which employees are stored in Matchcode W, you can display [the personnel numbers not included in the payroll run \[Page 20\]](#).



If personnel numbers are rejected or not selected, you must not [exit \[Page 27\]](#) the payroll program. You must [correct \[Page 21\]](#) the master and time data for the relevant employee and finally [perform a correction run \[Page 22\]](#).

If you make a [qualified advance payment \[Page 38\]](#), you must not exit the payroll program. The system treats an advance payment in a similar way to a correction.

Displaying Personnel Numbers not Included in the Payroll Run

Displaying Personnel Numbers not Included in the Payroll Run

Use

The system saves all the personnel numbers for a payroll area, which could not be included in the payroll run for the current period due to incorrect data, in Matchcode W (*Payroll Correction Run*). You can use this procedure to check which employees are saved in Matchcode W.



You can also find Matchcode W (*Payroll Correction Run*) on the selection screen of the payroll program under *Search help*.



Personnel numbers rejected for other reasons (for example, because payroll has already been performed for them in the selected period) are not stored in Matchcode W.

Procedure

1. From the *SAP Easy Access* screen, choose *Payroll* → *Payroll* <Country> → *Tools* → *Control Record* in the SAP menu.
2. Specify a payroll area and choose *Display*.
3. Choose *Goto* → *Incorrect Pers. Nos.* (incorrect personnel numbers).

Result

The system shows all the personnel numbers for the payroll area that were rejected in the payroll run due to incorrect data.

Correcting Payroll-Relevant Master and Time Data

Prerequisites

You have [run payroll \[Page 18\]](#), resulting in errors.

Procedure

1. From the *SAP Easy Access* screen, choose *Payroll* → *Payroll* <Country> → *Payroll* → *Corrections* in the SAP menu.

The system sets the payroll status for the payroll area to *Released for correction*. Master and time data processing for the personnel numbers in the payroll area has been released again.



If you want to set the payroll run for several payroll areas to *Released for correction*, it is easier to use the payroll control record to do so. To do so, proceed as when [releasing several payroll areas \[Page 17\]](#).

2. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
3. Correct the relevant infotypes.

Result

The system has saved all employees for which you have changed payroll-relevant master or time data in this correction phase of payroll in Matchcode W (*Payroll correction run*).

After you have completed the corrections, [release payroll \[Page 16\]](#) a second time. The personnel numbers in the payroll area are again locked for past and future changes to the master and time data.

Finally, you [perform a payroll correction run \[Page 22\]](#). If errors occur a second time, repeat these steps until payroll has been performed for all personnel numbers and Matchcode W is empty.



You can only end the payroll run when Matchcode W no longer contains any personnel numbers.

Performing a Payroll Correction Run

Performing a Payroll Correction Run

Prerequisites

The system has stored [personnel numbers not included in the payroll run \[Page 20\]](#) in Matchcode W (*Payroll Correction Run*). You have [performed corrections \[Page 21\]](#) for the relevant employees and finally [released \[Page 16\]](#) payroll a second time.



If only a few employees are saved in Matchcode W (*Payroll Correction Run*), perform this step on-line. If it was not possible to perform payroll for many employees or if you have made corrections for many employees, you can perform the correction run as a background job. For more information, see [payroll in a background operation \[Ext.\]](#).

Procedure

1. From the *SAP Easy Access* screen, choose *Payroll* → *Payroll* <Country> → *Payroll* → *Start Payroll* in the SAP menu.

You access the selection screen of the payroll program.

2. Specify a payroll area and choose *Search help*.
3. Select Matchcode W (*Payroll Correction Run*).

The *Restrict value area* dialog box appears.

To further restrict the value area, you can specify an individual personnel number or an interval of personnel numbers. Only the personnel numbers corresponding to these values are selected from the *payroll correction run*.

If you do not want to further restrict the value range, all the personnel numbers from the *payroll correction run* are selected for payroll.

6. Choose *Continue*.
7. Choose *Program* → *Execute* or *Execute and Print* or *Execute in Background*.

Result

The system only performs payroll for the personnel numbers that were saved in Matchcode W (*Payroll Correction Run*).

Checking the Payroll Results

Use

After a successful payroll run, you can check the payroll results for your employees on a random basis. This can, for example, be recommended for employees for whom you have made a complex change to the master data.



In such cases, we recommend that you [simulate \[Page 11\]](#) the payroll run for the relevant employees before starting payroll for all the employees. In this way, you recognize possible sources of errors in time and can make corrections before the payroll run.

You can check the payroll results for an employee using the report [Displaying the Payroll Results \[Page 28\]](#) (H99_DISPLAY_PAYRESULT). You can use this report to display the contents of all tables in which the system has saved data for the employee's payroll result.

Prerequisites

You have [run payroll \[Page 18\]](#) for one or several payroll areas.

Procedure

1. From the *SAP Easy Access* screen, choose *Payroll* → *Payroll* <Country> → *Payroll* → *Check result* in the SAP menu.

The system locks the payroll program for the payroll area and prevents master and time data relevant to payroll from being processed. This prevents a new payroll run from being performed or master and time data relevant to payroll from being changed.



if you want to check the payroll run for several payroll areas, it is easier to use the payroll control record. To do so, proceed as when [releasing several payroll areas \[Page 17\]](#).

2. Choose *Tools* → *Display results*.

You access the initial screen of the report *Display Payroll Results*.

3. Enter the necessary data and choose *Enter*.

The system displays a list of the selected personnel numbers.

4. By clicking on a personnel number, access the list of accompanying payroll results.
5. By double-clicking on a payroll result, call the list of tables in which data for this payroll result is stored.
6. By double-clicking on a line, call the contents of the table that you wish to check.

Result

You have checked in detail whether payroll was performed correctly for one or more employees.

Checking the Payroll Results

Simulating a Posting Run

Use

We recommend that you simulate a posting run both before and after completing payroll. In this way, you can recognize posting-relevant errors in the payroll results early on, and avoid errors when creating a live posting run.

You can repeat simulation of posting runs as often as you require, as this does not, unlike creating a live posting run, lead to the payroll results being selected.

You have two options for simulating a posting run:

- Creating a **test run** without posting documents (limited check). The system performs the following activities:
 - It selects the payroll results.
 - It determines the posting-relevant information and the wage types to be posted.
 - It determines the symbolic accounts and the employee grouping for account determination.

In this way, the system creates individual items, which, unlike the posting documents for a simulation run, are not saved. The system finally checks if the balance of these individual items is equal to zero for each payroll result.
- Creating a **simulation run** with posting documents (complete posting). The system performs the following activities:
 - It creates a posting run and marks it as being a simulation run. For this reason, the system does not post the posting documents for this posting run.
 - The posting documents are put through the same checks as the posting documents from a live posting run.

Simulating A Posting Run before Finishing Payroll

Before completing payroll, you should create a simulation run to recognize posting-relevant errors in the payroll result early on. If you do not want to create a simulation run at this stage, you should at least create a test run.

Simulating A Posting Run after Finishing Payroll

After finishing payroll, you should create a simulation run in order to check the posting documents (this may have to be approved by Accounting). Remove any possible causes of errors and repeat creation of the simulation run, until technically correct posting documents with the right contents are created. You should only create a live posting run at this point in time.

Procedure

You proceed as described in [creating a posting run \[Ext.\]](#). When doing so, bear the following special feature in mind:

- If you want to create a test run, enter the value **T** in the field *Document creation type* (in the *Run attribute* group box).

Simulating a Posting Run

- If you want to create a simulation run, enter the value **s** in the field *Document creation type* (in the *Run attribute* group box).



If you want to have a complete log of a number of personnel numbers (selected for test purposes) that is easy to keep track of, set the *Display log* indicator in the *Run attribute* group box. We advise you against creating a complete log for a larger number of personnel numbers. Even if you do not set the *Display log* indicator, the system produces a log if there are errors for the personnel numbers affected.

Result if Successful

In the case of **test runs**, the system displays a detailed log if you have set the *Display log* indicator in the step *Create posting run*. If you have not set the *Display log* indicator, the system displays statistics for the evaluated personnel numbers.

In the case of **simulation runs**, the system creates a posting run and marks it as a simulation run. This prevents the accompanying posting documents being posted. The simulation run gets the status *Documents created* and is saved. The accompanying posting documents get the status *created*. An index is created for all processed payroll results. This ensures that the origin of a document item can be retraced, provided that the original payroll result has not been replaced as the result of a correction run. For more information, see [Displaying Revision information \[Ext.\]](#)

Result if Unsuccessful

In the case of **test runs**, the system displays a log containing the relevant error messages.

In the case of **simulation runs**, various errors can occur:

- If an error occurs when selecting or processing the payroll results for individual employees, the system rejects the incorrect personnel numbers and does not include them in the document. The log contains a relevant error message.
- If an error occurs when creating the document, a relevant error message appears in the document display after the document has been created. The posting run gets the status *Documents incorrect*. The accompanying posting documents get the status *incorrect*.
- Certain situations in which an error occurs (for example, rejection of all personnel numbers) can lead to no documents being created. In this case, the log contains the comment *No documents created*. The posting run gets *deleted* status.



Delete the simulation runs you no longer require to avoid creating unnecessarily large amounts of data. For more information, see [deleting the posting run \[Ext.\]](#)

Exiting Payroll

Prerequisites

You have made all [corrections \[Page 21\]](#). If you have made a [qualified advance payment \[Page 38\]](#), you have run payroll for all the wage and salary elements.

Procedure

From the *SAP Easy Access* screen, choose *Payroll* → *Payroll* <Country> → *Payroll* → *Exit Payroll* in the SAP menu.



When you exit payroll, payroll is finished for **all** the personnel numbers in the payroll area and the payroll period is complete.



If you want to exit the payroll run for several payroll areas, it is easier to use the payroll control record. To do so, proceed as when [releasing several payroll areas \[Page 17\]](#).

If you exit payroll using the payroll control record, you can simultaneously change the earliest possible retroactive accounting period for the accompanying payroll area. You use this date to specify until which date in the past it is possible to change master and time data for the employees in this payroll area and until which date the payroll program accounts retroactively for a retrospective change in master and time data.

As long as you have not performed the payroll run without errors, it is not a good idea to change the earliest possible retroactive accounting period. For this reason, you can only make entries in this field in the payroll control record **after** you have chosen *End of payroll* and **before** you save the payroll control record.

Result

You have finished payroll for the current payroll period. The personnel numbers for the payroll area can be processed again.

Displaying Payroll Results

Displaying Payroll Results

Use

You can use report H99_DISPLAY_PAYRESULT to display the payroll results for any personnel numbers.

Integration

- You can access the display or maintenance of HR master data (*Goto → HR Master Data → Display/Maintain*)
- By selecting *Tables → Loans → Display*, you can also include loan wage types in the display. In this way report H99_DISPLAY_PAYRESULT replaces the report RPCLSTLO (*Printout of Loan Results*)

Scope of Function

- You can display the contents of all tables and field strings for any payroll cluster.
- You can temporarily save the selection of tables to be displayed, reducing the calling time.
- Archived payroll results are also displayed.

Selection

You can display the payroll results for several personnel numbers by choosing *Multiple Selection*. The system displays all the payroll results, for which the start of the [for-period \[Ext.\]](#) or the end of the [in-periods \[Ext.\]](#) come before the date specified.

Output

The personnel numbers entered so far are displayed on the left side of the screen. The formatted name from the *Organizational Assignment* infotype (0001) is displayed as a default. To display the sortable first and last names from the *Personal Data* infotype (0002), choose the *First and Last Name* pushbutton in the SAP list viewer (ALV) toolbar.

The symbol behind every name in the *Results* column shows if there are results available in the selected period.

-  Results exist
-  No results exist
-  You have no authorization to display personnel numbers

Information on the personnel numbers and country-specific information is displayed in the SAP list viewer (ALV).

- Overview of all the payroll results for a personnel number (cluster CU)
- Overview of payroll results tables
- Preselection of payroll tables

Displaying Payroll Results

- Inconsistencies that occur when reading the infotypes and the CU cluster for a personnel number

The contents of the payroll tables are printed in the form of the payroll log in a list.

Activities

You can perform the following activities using the report H99_DISPLAY_PAYRESULT:

- Displaying the personnel numbers in the SAP list viewer (ALV) Grid Control
 - By selecting *Personnel number* → *Name* → *Formatted last name/first and last name*, you can switch between the various ways of displaying the names
 - By choosing , you can delete the current personnel number from the selection of the displayed personnel numbers.
 - By choosing , you can delete all personnel numbers from the selection of the displayed personnel numbers. Choose *All*.
 - If the selection of current personnel numbers has gone missing (for example, because of a column selection), you can repeat this selection by choosing .
- [Overview of all the payroll results for a personnel number \[Page 30\]](#) (Cluster CU)
 - You can save your own personal standard layout that is used at the start of every program for this overview. There is also a default layout for the relevant country-specific fields for every country. If you have not saved a standard layout, the system selects the default layout based on the personnel number and the country.
 - You can use the following functions for both the overview of the payroll results and the overview of payroll tables:
 - By choosing , you can save a line selection until you leave the program.
 - By choosing , you can delete the saved line selection.
 - You can redisplay a saved line selection by choosing .
- [Overview of the payroll results tables \[Page 31\]](#)

Displaying the Payroll Results for a Personnel Number

Displaying the Payroll Results for a Personnel Number

Prerequisites

You are in the *Display Payroll Results* screen.

Procedure

1. In the *Personnel number* field in the *Selection* group, enter the personnel number or personnel numbers, for which you want to display the payroll results.
2. By making an entry in the *All results from* field , you can also specify the *Valid from date* for the displayed payroll results.
3. Choose .

Result

The selected personnel numbers are displayed on the left of the screen. If you want to display an overview of all the personnel numbers for one of the selected personnel numbers, select the personnel number. The payroll results are displayed on the right of the screen.

You can directly display or process the HR master data for the selected personnel numbers using the path *Goto → HR master data → Display* or *Goto → HR master data → Maintain*.

For the displayed payroll results, you can now display the relevant [tables \[Page 31\]](#).

Displaying the Overview of Tables for a Payroll Result

Prerequisites

You are in the *Display Payroll Results* screen and have displayed the payroll results for a personnel number.



If you have already saved a certain selection of tables for a payroll result, this selection is automatically displayed when you select a payroll result by double-clicking on it. The system then no longer displays the overview of tables for a payroll result.

Procedure

1. Select a payroll result and choose .
2. The system displays an overview of all the tables that are relevant for this payroll result and the number of entries in the table.



Only the tables that are relevant for the respective country for the employee are included in the overview of a payroll result.

You can also display tables that do not contain any entries for the selected payroll results. If you also want to display these tables, choose *Tables* → *Empty tables* → *Display*.

Result

The system displays an overview of the tables for a payroll result. You can now display the contents of the displayed tables.

Displaying the Tables for a Payroll Result

Displaying the Tables for a Payroll Result

Prerequisites

You are in the screen *Display Payroll Results* and have displayed the overview of tables for a certain payroll result for a personnel number.

Procedure

Select one of the displayed tables and choose . You can also select several tables.

You access the screen *Tables/field strings of payroll result* and see the contents of the selected table for the relevant payroll result.

Result

You can print this table by choosing *List* → *Print*.

You can search for certain character chains in the table by choosing *Edit* → *Find*.

Error Search for Several Personnel Numbers: Example

Use

You suspect that there are inconsistencies in the payroll results for the personnel numbers 232323 and 454545.

Procedure

1. Display the tables in which you suspect there are errors for the personnel number 232323.
You notice values that you also want to check for the personnel number 454545 in the tables *Work Place Basic Pay* (WPBP) and *Payment Information* (BT).
2. Select both tables and choose .
3. Enter the personnel number 454545 and double-click on the payroll result for which you want to display tables WPBP and BT.

Result

The tables required are displayed without you having to select them again.

Deleting the Last Payroll Result

Deleting the Last Payroll Result

Use

If you have performed payroll for an employee who should not have been included in the payroll run or for whom payroll should have been run differently (for example, if the system has performed a payroll run too far in the past), you can delete these payroll results. You can only delete the last payroll result.



To correct errors that occur during payroll, you must **not** delete the payroll results for the respective employee. Instead, proceed as described in [correcting payroll-relevant master and time data \[Page 21\]](#).

Prerequisites

You can only delete a payroll result in the following cases:

- The employee's master data are no longer processed.
- Payment was not yet arranged for the employee.
- If you are working in a live system, the payroll control record for the payroll area to which the employee belongs should not yet have the status *End of payroll*.

Procedure

1. From the *SAP Easy Access* screen, choose *Payroll* → *Payroll* <Country> → *Payroll* → *Tools* → *Problem Solving* → *Delete Payroll Result* in the SAP menu.
2. Enter the personnel number and choose *Execute*.

A list of all payroll results generated during the last payroll run is displayed. If payroll has only been run for the current period, the list contains only one entry. If the system has performed a [retroactive accounting run \[Ext.\]](#), the list contains several entries.
3. Choose *Delete* and confirm the system's query.

Result

The system performs the following activities:

- The current payroll result is deleted. The previous payroll result becomes the current payroll result.

If retroactive accounting runs were linked to the deleted payroll results, all the payroll results that were affected by this retroactive accounting run will be reset to the original status. That means that these payroll results get the status indicator A instead of the status indicator P that they acquired through retroactive accounting.
- The *Payroll Status* infotype (0003) is updated accordingly.
- The deletion of the payroll result is saved in a log, the application log. You can use the application log to [display the deleted payroll results \[Page 36\]](#).

Displaying Deleted Payroll Results

Displaying Deleted Payroll Results

You can check whether payroll results have been deleted, which payroll results have been deleted, and who deleted them.

Procedure

1. Choose transaction SLG1.
The *Evaluate application log* screen appears.
2. In the *Object* field, enter HRPV.
3. In the *Time Restriction* group box, enter dates and times to determine the period you want to check.
4. Choose *Program* → *Execute*.
A list of payroll results deleted during the specified period is displayed. The list displays the deletion date and the administrator who has deleted the payroll result.
5. Select an entry from the list.
6. Choose *Goto* → *Display messages*.
Further details are displayed for the selected entry.

Advance Payments

Use

The SAP System differentiates between qualified and unqualified advance payments.

Qualified Advance Payments

With qualified advance payments, payroll takes place for some of the payroll elements in the first payroll run, and is transferred if necessary. The payroll run is not ended. Instead, it receives the *Payroll Correction* status. During the correction phase, you enter more payroll elements. In the subsequent payroll runs you carry out payroll for these remaining payroll elements and transfer them to your employees. The payroll program only finishes when accounting has been performed for all payroll elements.

Unqualified Advance Payments

Employees may receive an advance salary payment prior to the payroll run. In this case, only the employee's master data is imported for the transfer. No payroll run is performed. Wage types entered in the following infotypes are taken into account:

- *External Bank Transfers* infotype (0011)
- *Recurring Payments and Deductions* infotype (0014)
- *Additional Payments* infotype (0015)

The transfer is effected gross for net, since there is no payroll run to calculate deductions such as taxes and social insurance contributions. Net accounting for the advance payment takes place during the payroll run, which is performed later. This type of advance payment is known as an **advance payment on the basis of master data**. The payroll run takes place at the end of the payroll period.

An unqualified advance payment is independent of the payroll period and is therefore considered a period-independent activity.

Qualified Advance Payments

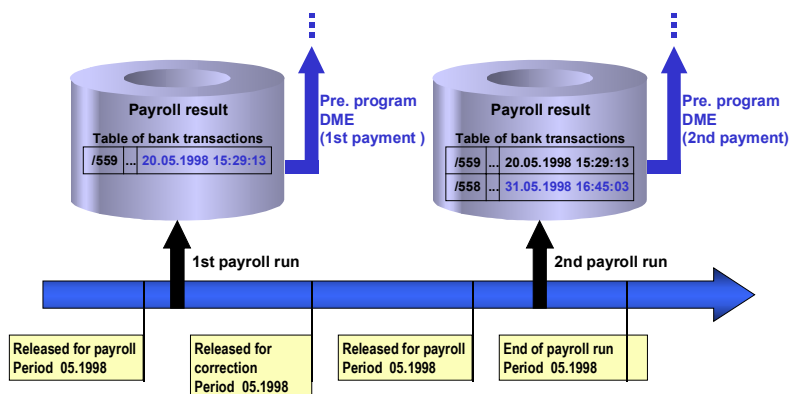
Qualified Advance Payments

Use

Make a qualified advance payment to carry out payroll and to transfer some of an employees payments during the current payroll period. Payroll and transfers occur several times within a payroll period.



An employee should receive the basic payments during the current period. Bonuses for overtime or holiday payment should be calculated and paid later.



The following procedure takes place if you carry out payroll for an employee's basic payments in the first payroll run and for their bonuses in the second run:

First Payroll Run

- The *Transfers* wage type (1559) is found in the Bank Transactions (BT) table of the payroll cluster along with amount to be transferred from the basic payments.

Second Payroll Run

- In the payroll run the System compares the amount to be transferred from all the payments with the Transfers wage type (1559), which was formed in the first payroll run. The System determines the difference between both the transfer amounts and from this it forms the Payment of the Balance wage type (1558).

Integration

To transfer the amounts in connection with the payroll run, you start the preliminary program Data Medium Exchange (RPCDTAx0) by choosing the menu path Payroll → Bank Transfer.

First Transfer Run:

The *Indicate Transfers* indicator must be set. The Transfer wage type (1559) is then marked as transferred with the date and time.

Second Transfer Run:

You restart the preliminary program Data Medium Exchange. The System recognizes the amount from the *Transfer* wage type (1559) which has a time stamp as being already transferred and only transfers the amount from the Payment of the Balance wage type (1558).

Making a Qualified Advance Payment

Making a Qualified Advance Payment

Procedure

1. Release the payroll run (see [Releasing the Payroll Run \[Page 16\]](#)).
2. Run payroll (see [Run Payroll \[Page 18\]](#))
3. Make the advance payment (see the respective country-specific section *Wage and Salary Payments* under *Payroll <Country> → Subsequent Activities*).
4. Release the payroll for correction (see [Correcting Payroll-Related Master Data and Time Data \[Page 21\]](#))
5. Enter the data for which you want to perform a payroll run separately.



When an advance payment is created, a flag is set for transferred wage types. You cannot change the payee data and transfer amounts for these wage types, which are flagged as already transferred, during the correction phase. The employee would otherwise be rejected in the payroll run after the correction phase.

6. Repeat steps 1 to 5 until you have entered all data for which split payroll must be performed.
7. Exit the payroll run (see [Exiting the Payroll Run \[Page 27\]](#))

Result

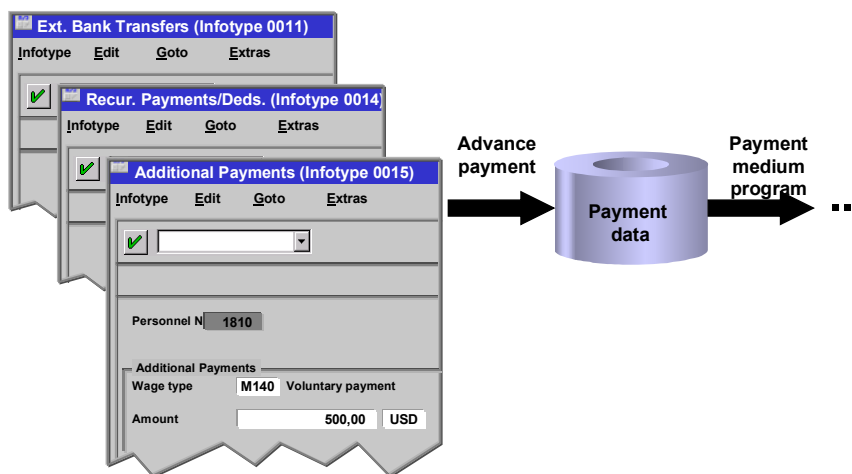
You have effected a qualified advance payment and have transferred and run payroll separately for several of an employee's payments.

Unqualified Advance Payments

Use

To give an employee an advance payment from the master data you carry out an unqualified advance payment. You can make advance payments without performing a payroll run. You simply start a transfer run, which reads the wage types from the following infotypes.

- *External Bank Transfers* infotype (0011)
- *Recurring Payments and Deductions* infotype (0014)
- *Additional Payments* infotype (0015)



During the transfer run a file is created, which contains the amounts assigned to these wage types. The file then creates transfer forms as transfer mediums for the bank or data mediums for data medium exchange. An unqualified advance payment is also known as an **advance payment based on master data**.

The transfer advance payment is an estimation of net pay, without deductions. At a later point, usually at the end of the payroll period, a normal payroll run takes place to calculate the net amounts for the advance payment. The wage types, which were transferred as part of the advance payment, must be included in the ordinary payroll run, but should be considered as already paid. To ensure this, the wage types permitted for above-mentioned wage types must be coded accordingly.

For more information on [wage type coding \[Ext.\]](#), see The Implementation Guide.

Use

Creating a File for an Unqualified Advance Payment

1. In the payroll menu choose *Period-Independent* → **Reporting** → *Advance Payment*.
2. Enter the appropriate values in the fields and set the required indicators.
3. Flag the *Test* parameter.



This *Set flag for transfers* parameter prevents the wage type amount from being overwritten and transferred more than once when the payment run is repeated. The system calculates the amount of the difference for the respective wage type in the new payment run instead.

4. Choose *Program* → *Execute* or *Execute + Print* or *In Background*.
5. Use the log to check that transfer data is complete and correct. If necessary, correct the data.
6. Deselect the *Test* parameter and run the report again (see step 8).



A process log is displayed after the report has run. The program run date and an identification feature appear below the process log header. Please make a note of both data. The *Run Date* and *Identification Feature* parameters are queried in the *Create Transfer Medium* step.

7. Lastly create your [Payment medium \[Ext.\]](#)

You have effected an unqualified advance payment.