Payroll New Zealand (PY-NZ)

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SAP ™

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Icons

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Contents

Payroll New Zealand (PY-NZ)

Purpose

This component enables you to run payroll for all employees in accordance with legal and business requirements.

Implementation Considerations

The *Payroll New Zealand* component should be implemented in cooperation with the project team implementing other areas of SAP *Human Resources* (HR), in particular *Personnel Administration*.

Integration

The *Payroll* component for New Zealand forms an integral part of the *Human Resources* component and is therefore closely linked with R/3 *Time Management*. It is also fully integrated with other R/3 modules, such as *Financial Accounting* and *Controlling*. You can run payroll using a combination of SAP and third-party products.

Features

The SAP Payroll component enables you to carry out gross and net calculations. It provides all the functions necessary to:

- Calculate tax on income (PAYE), bonuses, retirement and redundancy payments and leave payments

- Calculate student loan and child support deductions

- Calculate employee and employer contributions to superannuation funds

- Calculate employee and employer earnings liable for Accident Compensation (ACC)

- Pay an employee in advance

- Perform a payroll run outside the usual schedule

- Calculate payments and tax on termination

- Process leave accruals and calculate payments

- Recalculate payroll automatically following a change in an employee's pay details

- Create Employee Monthly Schedules and Remittance Certificates for delivery to the Inland Revenue Department (IRD)

- Report on numerous aspects of payroll, such as contributions to superannuation and ACC

Payroll in the SAP System

Purpose

You can use this component to calculate the remuneration for work done for each employee.

However, *Payroll* does not just involve the calculation of remuneration, but consists of a variety of processes that are becoming increasingly important due to the employer's increased obligation to supply benefits and medical welfare. These benefits are products of:

- Labor law
- Tax law
- Contribution law
- Benefits law
- Civil law
- Reporting law
- Information law
- Statistics law

Integration

Payroll can be integrated in *Personnel Administration, Time Management, Incentive Wages and Accounting*:

- Standardized data retention enables you to use master data and other payroll relevant data from *Personnel Administration.*

- Time data, entered via *Time Management*, is automatically included in the *Payroll* and is valuated during the payroll run.

- Data from the *Incentive Wages* component is used to calculate piecework wages and premium wages directly in *Payroll*.

- Information on expenses and payables from *Payroll* is posted for accounting directly in *Financial Accounting,* and you assign the costs to the appropriate cost center. You can also control the financial system of third-party providers.

Features

The System calculates the gross and net pay, which comprises the individual payments and deductions that are calculated during a payroll period, and are received by an employee. These payments and deductions are included in the calculation of the remuneration using different wage types [Ext.].

After the remuneration payroll you can carry out various subsequent activities, for example, you can see to remuneration payment or the creation of various lists, and make evaluations.

Payroll Basics (PY-XX-BS)

Purpose

The *Payroll* is based on an international payroll driver. This payroll driver was modified for each country. The country-specific payroll drivers take the statutory and administrative regulations of a country into account.

Since the payroll driver has a modular structure, you can use the Customizing functions to quickly modify the payroll procedure to meet the particular requirements of your enterprise.

Process Flow

When you access *Payroll*, the payroll driver calls the accompanying payroll schema, which consists of a sequence of functions. For each activity, the individual functions import data from internal tables and payroll relevant files.

Payroll is then performed as follows:

1. The system updates the databases and imports the master data relevant to payroll.

2. If Off-Cycle Payroll [Ext.] is to take place, the system deletes the internal table IT.

3. The system imports the last payroll result.

4. The system calculates the gross wage and considers the shift schedule, shift change compensation, and valuation bases. Any master data relevant to payroll is included in the calculation at this point.

5. The system calculates the partial period factors, lump sums and salary elements, and cumulates the gross results.

6. The system calculates the net remuneration and performs retroactive accounting if specific master data has been changed in previous payroll periods.

Result

After the payroll run, you can transfer the payroll results to *Financial Accounting*, or perform evaluations and create lists and statistics.

Payroll Driver

Definition

Special report for Payroll. SAP has developed country-specific payroll drivers, which are based on report RPCALCx0. With country-specific reports the penultimate character in the name refers to the country indicator (for example, D for Germany, F for France).

Use

Report RPCALCx0 can calculate periodic payments and also off-cycle payroll runs. However, this report does not include tax and social insurance data for net wage calculations. The country specific payroll drivers contain this data.

Integration

Calculation rules and other reports are stored in an accompanying schema [Page 12] which also contains the activities carried out by the payroll driver during payroll. All data is stored in internal tables [Page 14] and saved in files [Page 13] with a cluster structure.

Payroll Schema

Definition

The payroll schema contains calculation rules to be used by the payroll driver [Page 11] during payroll. SAP has developed country-specific schemas which are based on schema X000. With country-specific reports, the first character in the name refers to the country indicator (for example, D for Germany, F for France).

Structure

A schema consists of the following parts:

- Initialization

  The system performs the following steps:

  – Updates the databases

  – Imports required infotypes

- Gross calculation of pay

  The system performs the following steps:

  – Processes basic data and time data

  – Queries off-cycle payroll runs

  – Reads payroll account of the last period accounted

  – Processes time data and calculates the individual gross values

  – Performs factoring

- Net calculation of pay

  The system performs the following steps:

  – Calculates net remuneration

  – Performs bank transfers

Integration

All data is stored in internal tables [Page 14] and saved in files [Page 13] with a cluster structure.

Payroll Relevant Files

Definition

Payroll files contain data for payroll and payroll results.

Structure

The system requires the following files for payroll:

- Pnnnn (nnnn = number of the infotype)
  The Pnnnn files contain data that has been entered in the respective infotypes for an employee.

- PCL1
  The PCL1 file contains primary information, in other words, data from the master data and time recording systems.

- PCL2
  The PCL2 file contains secondary information, in other words, derived data and all generated schemas.

Integration

When you start payroll, the system imports the relevant master data from the Pnnn files (for example, basic pay and tax class) and imports the time data from the PCL1 file to the IT table. The system imports the payroll results from the previous month from table ORT (for example, to form averages). The system processes this data and saves the payroll results and generated schemas in the PLC2 file.

Internal Tables

Definition

Internal tables store data during payroll. The system imports data to these tables and used them to calculate new data. This data is then also saved in internal tables.

Structure

At the start of the payroll run, the system reads the values from the results tables to the old results table (ORT). Data from the previous period is, therefore, available in the current payroll period.

The most important internal tables are:

- Input table (IT)
  Table IT contains data that can be edited. The table exists only during processing.

- Output table (OT)
  Table OT contains the results of an activity. These results are written to the input table for further processing. The table exists only during processing.

- Results table (RT)
  Table RT contains the results of the period for which payroll has been run. The system saves this data in the PCL2 file in cluster RX.

Payroll Control

Use

This function is used to control *Payroll*.

During *Payroll* the master data for the personnel numbers to be included in the payroll run can not be changed for the past or present, for example.

You should not perform payroll, when master data is being processed for the personnel numbers for which payroll should be run.

Scope of Function

Payroll Control Record

Definition

Payroll object that is important for the payroll run, and which contains all the information on a payroll area [Page 22].

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 [Page 30] 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 [Page 32]

- 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 increses the period by 1 and payroll is run for period 5 1999.

Payroll Status (Infotype 0003)

Definition

Infotype in which data on the *Payroll* status and *Time Management* status is stored.

> For example, the system stores the date of the last payroll run performed for the employee in the *Payroll Status* infotype (0003).
>
> The system can flag an employee that was rejected in the payroll run.

Use

The system automatically creates this infotype when the employee is hired. In general, the system updates the infotype and writes the changes to the payroll past.

Structure

You can change the payroll status of an individual employee using *Payroll/Retroactive Accounting* and *Time Evaluation*.

> It is only worthwhile making such changes for a few exceptional cases. For more information, see Changing The Payroll Status [Ext.].

Editing the Payroll Status

Use

The *Payroll Status* infotype (0003) is usually updated by the system. An exception is manual editing of an employee's payroll status. The following possibilities exist to edit the infotype.

- Editing Master Data

    Here, you can edit part of a field.

- Enhanced Editing

    Here, you can edit all fields.

Prerequisites

Editing Master Data

You are authorized to edit master data.

Enhanced Editing

During the enhanced maintenance of the *Payroll Status* infotype (0003), you can exclude employees from the payroll run and delete employees from the payroll correction run [Page 52]. Since such changes are particularly critical, you need special authorization for extended editing of the infotype. If you do not have this authorization, contact your system administrator.

Procedure

Editing Master Data

1. Choose *Human Resources → Personnel Management → Administration → HR Master Data → Maintain.*

2. Enter the personnel number and infotype 0003, and select 🖉 .

    You can edit the following fields:

    − *Earl. Pers. RA* (Earliest Possible Personnel Retroactive Accounting Date)

    − *Run Payroll Up To*

    − *Do Not Account After*

    − *Personnel Number Locked*

        ➡

        For more information on this field, see locked personnel numbers [Page 42].

    − *Earl. Pers. RA* (Earliest Possible Personnel Retroactive Accounting Date Time Evaluation)

Enhanced Editing

1. Choose *Human Resources → Payroll → <Country> → Tools → Maintain Payroll Status.*

Editing the Payroll Status

The *Change Payroll Status* screen appears.

2. Enter the personnel number and choose ⏱.

You can enter data in all fields of the *Payroll Status* (0003) infotype.

Locked Personnel Numbers

In the Payroll Status infotype (0003) [Page 18] 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.

Payroll Area

Definition

A group of employees for whom payroll should be run together, and at the same time.

Use

You can perform the *Payroll* separately for different employee groups, using different payroll areas [Ext.]. This is necessary if the payroll period [Page 23] is not the same for all employee groups.

> Salaried employees in your enterprise receive their salary at the end of the month. Hourly wage earners receive their remuneration in the middle of the subsequent month.

> You can also group together all employees in one payroll area that should **not** be included in the payroll run. To do so, you create a payroll area for which you do not select the *Run payroll* indicator.

When you run payroll, you must specify the payroll area in the payroll driver [Page 11] selection screen. The payroll area has the following functions:

- In the *Payroll Period* block it is used to determine the exact payroll period.

- In the *Selection* block it is used to select the personnel numbers that should be grouped together during the payroll.

Structure

The payroll area contains the following information:

- Payroll area text

- Period parameters [Ext.]

- *Run payroll until* indicator

- Date modifier [Ext.]

Integration

Every payroll area needs its own payroll control record [Page 40].

Specific Payroll Dates

Definition

Exact period in which the regular payroll is carried out.

> 14-day payroll periods have been defined for your enterprise. The first period begins on 01 January. If you carry out *Payroll* for payroll period 09, the specific payroll date is 01 through 15 May.

Use

In regular payroll, payroll is always run for a payroll period. The system determines the specific payroll dates. It also checks if retroactive accounting [Ext.] is necessary.

> In the case of Off-Cycle-Payroll [Ext.] the specific payroll period can be a day. In the case of bonus accounting, the payment date that you use to start the off-cycle payroll is both the start date and the end date of the payroll period. The system generates the payroll result for this day.
>
> For further information see Off-Cycle-Activities [Ext.].

In the case of regular payroll, the method used to define the specific payroll period is dependent on whether you are carrying out a test run or a live payroll run:

- For a test run, you generally enter the specific payroll period

- For a live payroll run, the system uses the value that is in the payroll control record [Page 40] as the current payroll period

In the payroll driver [Page 11] selection screen, enter the payroll area [Page 22] for which you want to run payroll. The system derives the exact start and end date of the payroll for this payroll area, using the following parameters, which are stored in the payroll area or in the payroll control record:

- In the payroll area

  - Period parameters [Page 24]

  - Date modifier [Page 25]

- In the appropriate payroll control record

  - Payroll period [Page 26]

Period Parameters

Definition

A two-digit numerical parameter that determines the time interval for which payroll is run for a payroll area.

If you assign the period parameter [Ext.] 01 to the payroll area *Salaried Employee*, payroll is run monthly for this payroll area. If you assign the period parameter 03 to the payroll area *Industrial Employee*, payroll is run weekly for this payroll area.

Use

The SAP standard system contains period parameters for all the common payroll periods for different countries. However, if you need an individual period parameter for your system, specify this in Customizing for *Payroll* under *Environment* → *Payroll Organization* → Define Period Parameters [Ext.].

In Customizing for *Payroll* under *Environment* → *Payroll Organization* → Check Payroll Area [Ext.] you assign a period parameter to every payroll area in your system. In this way you determine how frequently regular payroll should be run for this payroll area. You can assign the same period parameter to all payroll areas, if the payroll periods are the same for all employees in your enterprise.

In your system, you must use Report RPUCTP00 (*Generation of Payroll Periods*) to generate the payroll periods for every period parameter that you have assigned to a payroll area. In this way you determine the concrete start and end date for each period, as well the payday. You generate the payroll periods in Customizing for *Payroll* under *Environment* → *Payroll Organization* → Generate Payroll Periods [Ext.].

When you start payroll, enter the payroll area for which you want to run payroll on the payroll driver selection screen. The system derives the payroll period from the period parameter you assigned to this payroll area.

Integration

If you want to specify different date specifications, for example different paydays, for a period parameter, then you also have to define a date modifier [Page 25].

Date Modifier

Definition

Differentiator that you use to determine different paydays for different employees for whom payroll is run with the same periodicity.

> Payroll is run monthly in your enterprise. The payday is the 15th of the month for industrial employees and the 25th for salaried employees. Since the payroll periodicity (monthly) is the same for both groups of employees, the system requires two date modifiers [Ext.] as differentiators to be able to determine different paydays.

Use

You determine the date modifiers in Customizing for *Payroll* under *Environment* → *Payroll Organization* → Define Date Modifiers [Ext.].

You assign a date modifier to every payroll area in your system in Customizing for *Payroll,* under *Environment* → *Payroll Organization* → Check Payroll Area [Ext.].

- If you use the same payday for all payroll areas, assign the SAP standard modifier to all payroll areas.

- If you use different paydays for different payroll areas, assign different date modifiers to these payroll areas that you have created for your enterprise.

In your system, you must generate the payroll periods separately using Report RPUCTP00 (*Generation of Payroll Periods*) for every combination of period parameters and date modifiers that you have assigned to a payroll area. You generate the payroll periods in Customizing for *Payroll* under *Environment* → *Payroll Organization* → Generate Payroll Periods [Ext.].

When you start payroll, enter the payroll area for which you want to run payroll on the payroll driver selection screen. The system recognizes, by means of the date modifier that you assigned to this payroll area, whether different date specifications exist for this payroll area.

Integration

A date modifier always refers to a period parameter [Page 24].

Payroll Period

Definition

The time interval for which the payroll is regularly performed. In the abstract sense the payroll period [Ext.] refers to the interval during which payroll is regularly performed. For example, weekly or monthly payroll periods. In the concrete sense the payroll period describes a specific period with start and end dates. For example, the (monthly) payroll period from 01 through 31 October.

Use

You specify the concrete payroll periods, with a period number, start and end date and pay day, for your enterprise in Customizing for *Payroll* under *Environment → Payroll Organization →* Generate Payroll Periods [Ext.] *,* using Report RPUCTP00 *(Generation of Payroll Periods)*. The generation of the payroll periods is dependent on the period parameter and the date modifier. The report enters the start and end date of every payroll period in Table T549Q (*Payroll Periods*) and enters the payday in Table T549S (*Personnel Date Specifications Per Payroll Period*).

> The system automatically creates the **payday** for all countries when you generate the payroll periods. However, the payday only has a role to play in some countries. For example, if the bank transfer day of the original payroll run (as opposed to a retroactive accounting run) is important for tax purposes.
>
> In some countries the payday is printed on the pay check. The employee can cash the check from this date.

When you start payroll, enter the payroll area for which you want to run payroll on the payroll driver selection screen. Using the payroll control record for this payroll area, the system determines the next period for which payroll is to be run. The procedure is as follows:

1. The system reads the current value that is contained in the *Payroll Period* field of the payroll control record.

2. Using this value the system reads the *Previous Payroll Period* field in Table T549Q (*Payroll Periods*).

3. The system determines which period follows this previous period in accordance with Table T549Q.

    This subsequent period is the current payroll period.

4. The system also determines the concrete start and end date of the payroll period in Table T549Q.

    You have created this date specification with Report RPUCTP00.

Finally, the system reads the relevant infotypes using the date specifications for the start and end dates.

Integration

The payroll periods are defined in the SAP System and are dependent on the period parameter [Page 24].

In your enterprise, the first payroll period for the year 2000 begins on 01 January. Depending on the period parameter you use as a basis, for example *weekly* or *monthly*, the payroll period 05 2000 can have the following meaning:

- *Weekly* period parameter: Period 05 2000 = 31 January-06 February 2000

- *Monthly* period parameter: Period 05 2000 = 01-31 May 2000

Period Number

Definition

A two-digit numerical parameter that, together with the date, clearly identifies a concrete payroll period [Page 26].

> The period number [Ext.] 08, together with the year 2000, denotes the eighth payroll period in the year 2000. It can depend on the system settings, for example, the calendar month August or the week from 14 through 20 February.

Use

In the payroll control record, the system continuously increases the period numbers of the payroll periods for a fiscal year. Every time you set the status of the payroll control record to *Release for Payroll*, the period number is increased by one. In this way the system identifies the current payroll period. At the start of a new fiscal year the period number is reset to 01.

The period number that a payroll period contains depends on the following criteria that you enter when generating the payroll periods.

- Period parameter (for *example, weekly* or *monthly*)

- Start of fiscal year

  In most countries the fiscal year starts on 01 January. However, it starts on 06 April in the United Kingdom.

- Indicator for determining the period number

  This indicator specifies the payroll period date the system should use to determine the period number.

  - Start date

  - End date

  - Payday

Example

Example 1

You make the following specifications when generating the payroll periods:

- Period parameter *monthly*

- Start of fiscal year 01 January

- Determine the period number depending on the end date of the payroll period.

In this case, the payroll period from 01 through 31 July, for example, has the period number 07 in your system.

Example 2

You make the following specifications when generating the payroll periods:

- Period parameter *weekly*

- Start of fiscal year 01 January

- Determine the period number depending on the payday

    The payday should be four days after the end of the period.

In this case, the payroll period from 01 through 07 January, for example, has the period number 02 in your system. The period from 25 through 31 December of the previous year has the period number 01, because the payday for this period is 04 January.

Retroactive Accounting

Use

If you change the master or time data for an HR master record for a period for which payroll has already been run, the old payroll results must be checked in the next regular payroll run and the payroll run must be repeated. The system automatically creates a retroactive accounting run in the payroll past.

To ensure that not every change triggers a retroactive accounting run, the changes are checked for retroactive accounting relevance. This ensures that only those changes that require a correction of the payroll results, trigger a retroactive accounting run. Moreover, the system determines the retroactive accounting limit for which retroactive accounting can take place, from the *Payroll Status* infotype (0003) and the payroll control record.

Scope of Function

The retroactive run is limited by basic data:

- Payroll past

    The payroll past includes all periods for which you have already run and exited payroll.

- Retroactive accounting limit

    The retroactive accounting limit determines the date up to which you may change master and time data in the payroll past, and, in the case of a retroactive run, the earliest date to which the system can run retroactive accounting. The retroactive accounting limit always refers to personnel numbers.

    You can change the retroactive accounting limit in the following ways:

    - for an employee in the *Earl. Pers. RA* (Earliest Possible Personal Retroactive Accounting Date) field in the *Payroll Status* infotype (0003)

    - for a payroll area in the *Earliest Possible Retroactive Accounting Period* field in the payroll control record (see Change Earliest Possible Retroactive Accounting Period [Page 33])

    The system uses the following values to determine the retroactive accounting limit:

    − for each payroll area, from the earliest possible retroactive accounting period that is stored in the corresponding payroll control record

    − for each employee, from the earliest possible personal retroactive accounting date that is stored in the *Payroll Status* infotype (0003)

    − for each employee, using the hiring date of the employee

    The system uses these values to select the most recent date.

- Retroactive accounting relevance

    You can determine the retroactive accounting relevance either per infotype or per infotype field. To determine which infotypes or fields are relevant to retroactive

accounting, see Customizing for *Personnel Administration* under *Customize Procedures* → *Infotypes* → Define Fields Relevant for Retroactive Accounting [Ext.]*.

⇨

If you edit infotypes that are relevant to retroactive accounting, you should take note of some particular features. For more information, see Payroll-Relevant Maintenance of HR Master Data [Ext.].

- Retroactive accounting recognition

    If you maintain an infotype that is relevant to retroactive accounting and its validity period overlaps with the payroll past, the system enters the start date of the changed infotype in the *Earliest MD Change* (Earliest Master Data Change since Last Payroll Run) field of the *Payroll Status* infotype (0003). During the next payroll run the system automatically performs retroactive accounting up to this date. Afterwards, the system deletes the entry.

    ⇨

    The *Earliest MD Change* field can also contain a date that occurs in the future. This date is entered in an off-cycle payroll run [Ext.].

    If you have made at least one change in the payroll past that is relevant to retroactive accounting, the system checks the entry in the *Earliest MD Change* field and determines the date to which the retroactive accounting run must take place.

Earliest Possible Retroactive Accounting Period

Definition

The earliest period for retroactive accounting is the payroll period furthest in the past for which you can run retroactive accounting. This is stored in the payroll control record for the payroll area.

Use

This period is determined by your company. You can specify, for example, that retroactive accounting for the previous year is not possible after a particular date in the current year.

Changing the Earliest Possible Retroactive Accounting Period

⚠️

You can only change the earliest possible retroactive accounting period for a payroll area, **whilst** exiting payroll [Page 59].

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

2. Enter the payroll area for which you want to change the earliest possible retroactive accounting period and choose *Change*.

⚠️

The earliest possible retroactive accounting period can only be changed, **after** you have set payroll status to *Exit payroll* and **before** you save the payroll control record.

3. In the *Earliest retroactive accounting period* field, enter your new earliest retroactive accounting period and save your entries.

Transaction Codes for Payroll

In *Payroll*, you can use the following transaction codes:

Bases

Transaction	Activity
PC00_M99_CLSTR	Display Payroll Results
PC00_M99_CALC	Payroll Driver (International)
PC00_M99_ABKRS	Specify a payroll area
PC00_M99_CLSTPC	Display PC Cluster: Personal Calendar
PC00_M99_TLEA	Leave Overview
PC00_M99_TLEA30	Batch-Input: Annual Leave
PC00_M99_CPRC	Access Payroll Calendar
PC00_M99_MOLGA	Specify a personnel country grouping
PC00_M99_CLJN	Payroll Journal - International
PC00_M99_DLGA20	Use of Wage Types in Payroll
PC00_M99_UDIR	Restore the Payroll Results Directory
PU00	Delete Personnel Data
PU01	Delete Current Payroll Result
PU03	Change Payroll Status
PU22	Archive Data
PU30	Wage Type Copier
PU95	Edit Wage Type Groups and Logical Views
PU96	Edit Wage Type Groups
PU97	Edit Logical Views
PU98	Assign Wage Types to Wage Type Groups
PUOC_xx (xx = Country Code)	Off-Cycle Workbench
PEST	Maintenance of Process Model
PUST	HR Process Workbench
Pay scales:	
PC00_M99_U510	Simple Std Pay Increase for Indirectly Valuated WTs
PC00_M99_IRTF	Enhanced Std Pay Increase (Indirect and Direct WTs) with Batch Input

PC00_M99_ITUM	Pay Scale Reclassification acc.to Age or Pay Scale Membership Period
Third party	
PC00_M99_URMA	Acknowledgement Report for Third Party Remittance
PC00_M99_URMU	Update of Remittance Tables from TemSe-Object

Forms

PC00_M99_CEDT	Remuneration Statements
PDF7	Delete Form in Customer Client
PDF8	Copy Form from SAP Client to Customer Client
PDF9	Copy Form within Customer Client
PC00_M99_CLGA00	Wage Type Statement
PC00_M99_CLGV00	Wage Type Distribution
PC00_M99_CKTO	Payroll Accounts
PDF0	Conversion Report for Remuneration Statement Forms
PDFA	Conversion of Payroll Journal Forms

Transfer Activities

PC00_M99_CIPE	Posting to Accounting: Create Posting Run
PC00_M99_DKON	Posting to Accounting: Wage Type Assignment - Display G/L Accounts
PC00_M99_CIPC	Posting to Accounting: Search for Payroll Results not Posted
PC00_M99_URMR	Reconciliation of Transfers
PC00_M99_URMW	Maintain Wage Types According to Assignment to HR Creditors
PC00_M99_URMD	Undo Third-Party Remittance Runs
PC00_M99_URMP	Create Third-Party Remittance Posting Run
PC00_M99_CMLI0	Cash Breakdown List (International)
PC00_M99_CDTA	Preliminary Program- Data Medium Exchange for Several Payment Runs

Tools

PE04	Editor for Calling Functions and Operations
PE03	Editor for Calling Features
PE02	Editor for Calling Personnel Calculation Rules
PE01	Editor for Calling Personnel Calculation Schemas
PE51	Call the Form Editor

Transaction Codes for Payroll

PU12	Interface Toolbox
PDSY	HR-Documentation Maintenance

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 48] 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 49].

If you do not want to perform payroll for an employee, you must use the Lock Personnel Number [Page 42] function.

Before you start the payroll run for all employees, you can run a Payroll Simulation [Page 43] for individual employees.

Process Flow

The status of the Payroll Control Record [Page 40] is automatically updated with every step that is carried out during payroll.

1. You release one or several Payroll Areas [Page 22] 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 messges indicating where the errors have occured. 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 payrol 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 [Page 22].

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 [Page 30] 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 [Page 32]
- 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 increses the period by 1 and payroll is run for period 5 1999.

Locked Personnel Numbers

In the Payroll Status infotype (0003) [Page 18] 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 [Page 37].

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

Use

The payroll log gives you clear detailed information on the payroll run and it's 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 47].

> If you run payroll in a background operation [Page 76], 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 46] 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.

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

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

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 50] 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 53], check [Page 55] or exit [Page 59] payroll for several payroll areas,

Result

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

Running Payroll

Prerequisites

You have released [Page 48] 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 [Page 76].

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 44] after the payroll run. However, this is usually only a good idea if you simulate payroll for individual employees [Page 43] 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.

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 52].

⚠

> If personnel numbers are rejected or not selected, you must not exit [Page 59] the payroll program. You must correct [Page 53] the master and time data for the relevant employee and finally perform a correction run [Page 54].
>
> If you make a qualified advance payment [Page 70], 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

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 50], 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 49].

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 48] 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 54]. 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

Prerequisites

The system has stored personnel numbers not included in the payroll run [Page 52] in Matchcode W *(Payroll Correction Run)*. You have performed corrections [Page 53] for the relevant employees and finally released [Page 48] 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 [Page 76].

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 43] 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 60] (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 50] 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 49].

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.

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 53]. If you have made a qualified advance payment [Page 70], 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 49].
>
> 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

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

- 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 62] (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 63]

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 63].

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

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

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 corrrecting payroll-relevant master and time data [Page 53].

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 [Page 30], 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 68].

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 HRPU.

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

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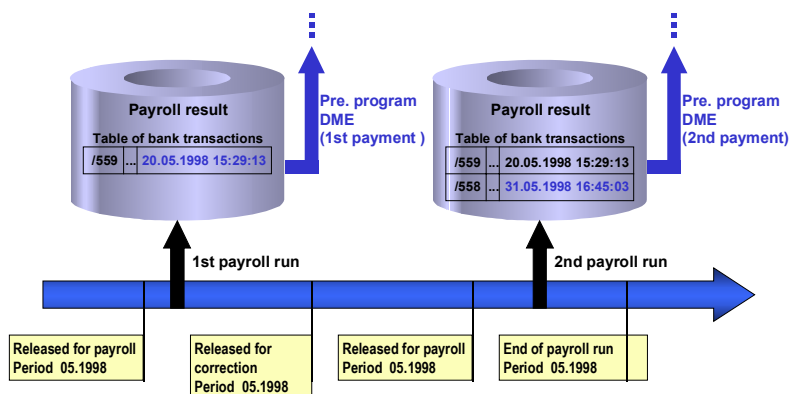
The following procedure takes place if you carry out payroll for an employee's basic payments in the first payroll run and for their bonuses in the second run:

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

Procedure

1. Release the payroll run (see Releasing the Payroll Run [Page 48]).

2. Run payroll (see Run Payroll [Page 50])

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 53])

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 59])

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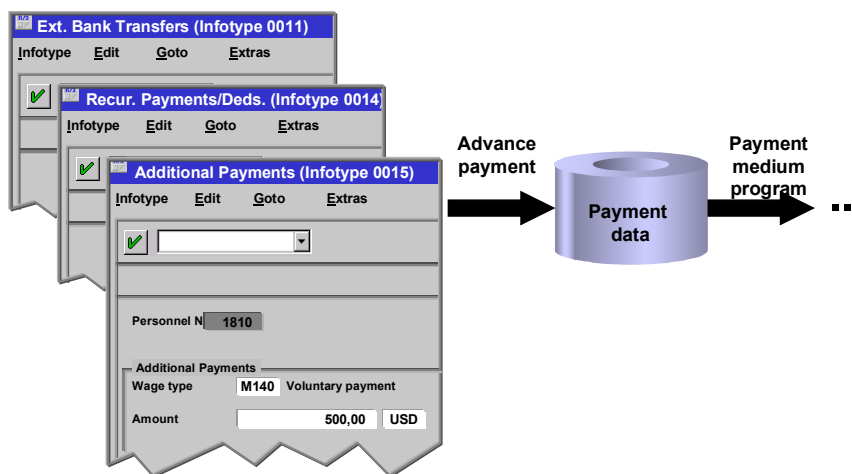
During the transfer run a file is created, which contains the amounts assigned to these wage types. The file then creates transfer forms as transfer mediums for the bank or data mediums for data medium exchange. An unqualified advance payment is also known as an **advance payment based on master data.**

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.

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 [Page 50] 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 77] in the background. In this way you reduce the payroll runtime.

- Using the Payroll Calendar [Page 79] you can create and schedule payroll jobs.

- You can use a Process Model [Page 82] to define the sequence of all programs that you need for payroll and its subsequent activities. When you start a Process [Page 87] that is based on such a process model, the system automatically executes the program in the sequence you defined.

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

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 80] 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 *Shedule* 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.	*Settings* → *Hist.data on*
Hide payroll jobs that have already been carried out	*Settings* → *Hist.data off*
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	*Edit* → *Schedule task*
Delete task	1. Choose *Environment* → *Configuration* → *Task* 2. Choose *Display* → *Change* 3. Select the task that you want to delete and choose *Edit ->Delete* 4. Go back to the *Payroll Calendar <Schedule>* screen and choose *Refresh*

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	*Job* → *Display*
Display job steps	*Job* → *Steps*

Cancel job scheduling	*Job → Schedule job → Cancel*
Delete payroll job	*Job → Delete*
Display spool list with the payroll log	*Job → Spool list*
Display job log	*Goto → Job log*

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 [Page 37] 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

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 87]. Several processes can be based on the same process model.

Structure

In the attributes, you use the personnel number selection program [Page 90] 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 87].

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
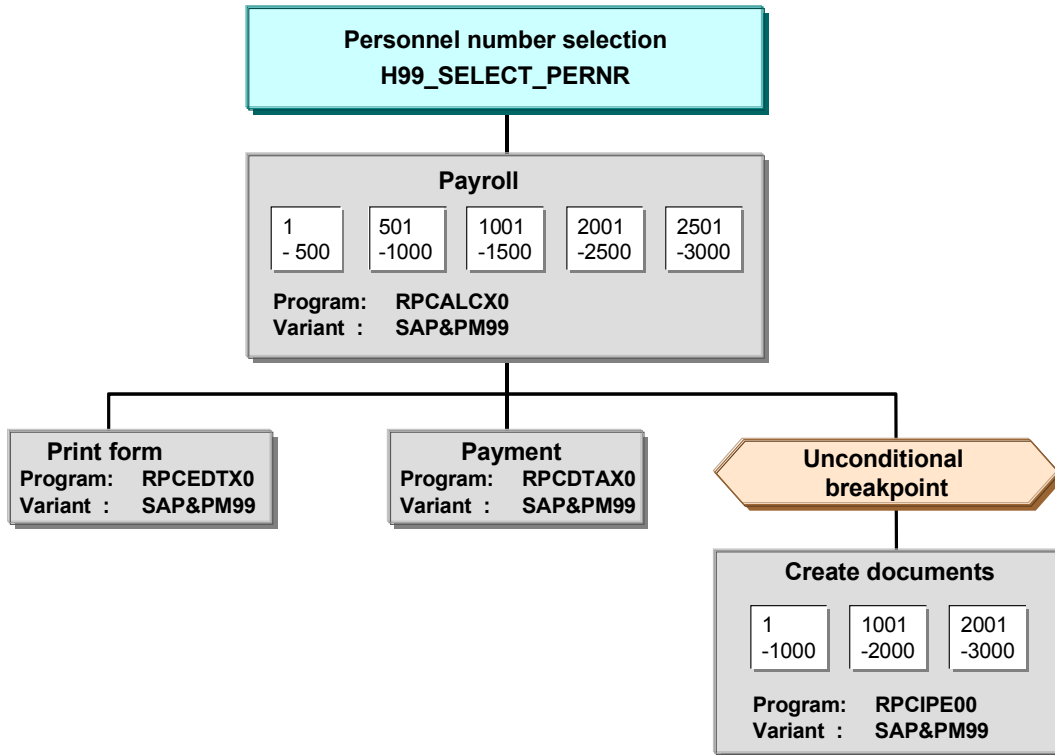
Personnel number selection

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.

Process Model: Example

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

Definition

Execution of programs defined in a process model [Page 82] 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
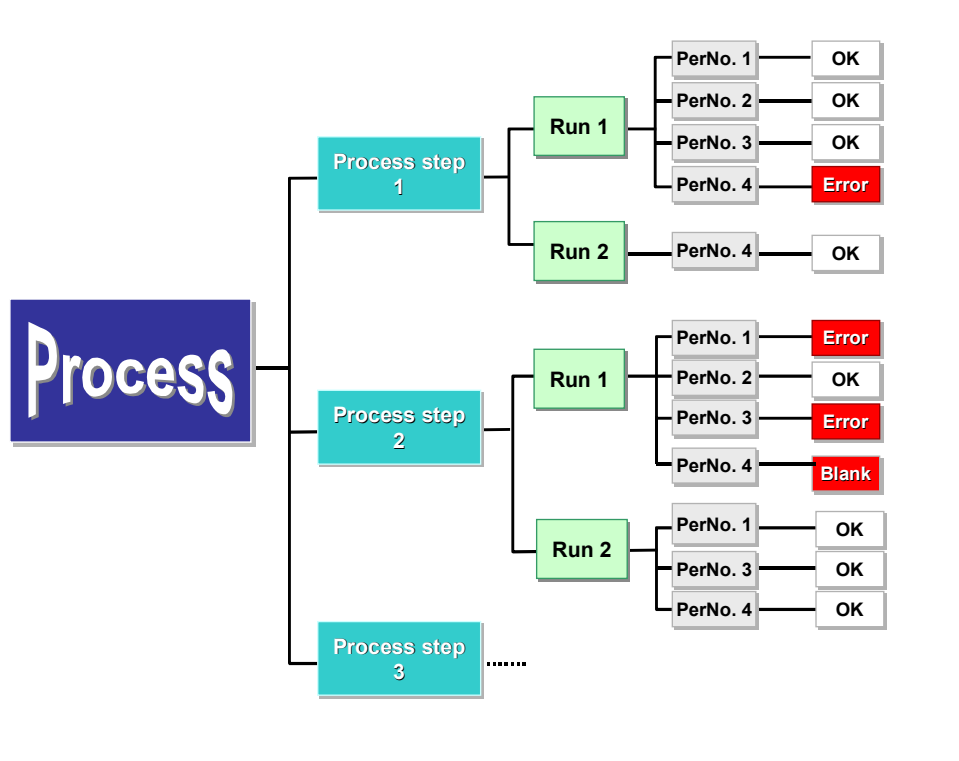
You can check the processing steps using the Status Display [Page 107] function.

Process step

Process

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 82].

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 102] 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

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 [Page 52].

　　　　　　　⇨

　　　　　　　　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

            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

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 95] 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

Prerequisites

You have created or copied a process model [Page 93] 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 96] .

Inserting a Process Step

Prerequisites

You are editing a process model [Page 95] 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 97] or the breakpoint [Page 98].

    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

Prerequisites

You are inserting a process step in a process model [Page 96] 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 96] 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

Prerequisites

You are editing a process model [Page 95] 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 95] 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 96].

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

Prerequisites

You have created the process model [Page 82] 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 107] *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 107] 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 106].

*   Personnel numbers with errors

    Use the spool list [Page 106] and job log [Page 106] 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 109] for the personnel numbers in question.

Prerequisites

You have created a process [Page 101] 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 90].

    –   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 95]. 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 106].

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 102] 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

Prerequisites

You have closed a process [Page 104] 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 107]

- 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

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 106].

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 102].

- *Successful*

    You can now close the process [Page 104].

- *Provisional*

    This status is not currently used.

- *Incorrect*

    If process steps are *provisionally* or *incorrectly* ended, display the spool list [Page 106] to analyze the problem. Remove the error and repeat the process step [Page 102].

- *Canceled*

    Display the job log [Page 106]. 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 [Page 52] *(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

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 97].

Prerequisites

You have started a process [Page 102] 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.

Off-Cycle Payroll Activities

Purpose

The *Off-cycle workbench* offers functions that are not part of regular payroll. Unlike a regular payroll run [Page 37], which is normally run on a specific day in each payroll period, you can perform off-cycle activities on any day.

Integration

For information about how off-cycle payroll runs affect other components, see Effects of Off-Cycle Payroll on Other Functions [Page 116].

Features

With the component *Off-Cycle Activities* you can conduct payroll accounting online. All other activities related to payroll or cheque management are collected together in process models [Page 82].

In a process model, the SAP System continues processing the payroll results in the background, with the result that a remuneration statement is created, wages are paid, and the data is transferred to *Financial Accounting.*

You can access the off-cycle workbench, which contains all off-cycle activities by choosing *Human Resources → Payroll → Asia/Pacific → New Zealand → Off-cycle*. The following functions belong to off-cycle activities:

- Payroll [Page 113]

- History [Page 111]

Payroll History

Use

You can display all the payroll results that have been created to date for any employee.

Features

On the *History* screen, you can find the following information:

- Date of payroll result

- Payment method

- Payment number

- Information on the payroll result (for example, bank details or information on previous payments)

- Reason for the payroll run

- Payment amount

- Payroll period

- Sequence number (current number of the payroll result)

- Payroll type [Page 115]

Reversed payroll results and payments are marked. You can display the remuneration statement for each payroll result.

The Off-Cycle Payroll Process

Purpose

For more information about off-cycle payroll, see Off-Cycle Payroll [Page 113].

Process Flow

1. First, you enter the reason for the off-cycle payroll run. This determines how the payroll run will be processed. The payroll system derives the category for the off-cycle reason [Page 115] from the off-cycle reason. In New Zealand, the reason for an off-cycle payroll run is a bonus.

    The SAP System creates a record in the *One-Time Payments Off-Cycle* infotype (0267) for each wage type that you enter in bonus accounting. This infotype record contains information on:

    − Wage type

    − Bonus payment amount

    − Reason for off-cycle payroll

    − Payroll types [Page 115]

    − Payroll identifier
       The payroll identifier is a sequential number allocated by the SAP System to differentiate between several bonus payments on the same day. The first bonus accounting run has the payroll identifier 0.

2. You copy the payment method from the *Bank Details* infotype (0009), or you enter a different payment method. If you specify a different payment method, a record is created in the *Bank Details* infotype (0009) that includes the following data:

    − Reason for off-cycle payroll

    − Payment date

    − Payroll type

    − Payroll identifier

    The default setting is payment by cheque. You can split the payment and assign main and secondary bank details.

3. Once you have run payroll successfully, save your data. The data is saved in the relevant infotypes, and the payroll result is stored in the database. At the same time, the SAP System makes an entry in the indicator table for batch processing to show that a payroll result exists and further processing is required.

4. The SAP System starts the *Subsequent processes of off-cycle payroll runs* report (RPUOCP00) on a predefined date. The report is scheduled as a background job when the system is set up. This report reads the indicator table and starts the appropriate process model using these results

Off-Cycle Payroll

Use

This function enables you to perform various payroll processes that are not covered by the regular payroll run [Page 37].

Prerequisites

In Customizing for *Payroll New Zealand,* under *Off-Cycle Activities* you set up your off-cycle reasons, specify which off-cycle payroll procedures are to be available, and define the appropriate process model for all subsequent activities. In addition, you configure the cheque management functions.

In Customizing for *Payroll New Zealand,* under *Authorization Administration*, you define the authorizations for activity groups SAP_HR_PY_CLERK_NZ and SAP_HR_PY_SPECIALIST_NZ. These are required for off-cycle activities. To restrict the authorizations for individual administrators, use the authorization object P_OCWBENCH. For more information on authorization maintenance, see users and authorizations [Ext.].

In Customizing for *Personnel Administration,* under *Payroll Data → Additional Payments: Off-Cycle*, you set up the wage types that you require for off-cycle payroll runs.

You must have scheduled the *Subsequent processes of off-cycle payroll runs* report (RPUOCP00) with appropriate variants for batch sequential processing as a regular background job. To do this, choose *System → Services → Jobs → Define Job.*

Features

From the *Off-Cycle Workbench*, you can display the payroll calendar and change the payment method. The payroll calendar contains information about planned payroll dates and the date of the employee's last payroll run. In addition, you enter the reason and the date for the off-cycle payroll run.

A bonus run enables you to run payroll for adhoc payments such as commissions and bonuses. If an employee is to receive a bonus, perform an off-cycle payroll run and take the necessary steps for the payment to be paid to the employee.

The payroll control record, which ensures that no changes are made to payroll-relevant data during the regular payroll period, is not taken into account during off-cycle activities.

In the *Bank Details* infotype (0009), you can enter the details of a main or subsidiary bank for the off-cycle payroll run. These bank details are valid only for the period of the relevant payroll run.

Activities

1. When you are in the *Off-Cycle Workbench*, enter the personnel number that you want to process and choose *Enter.*
2. Enter the reason for the off-cycle payroll run and, if required, the payment date.
3. Enter the payment method.
4. If you want to make a bonus payment, enter the bonus wage type and the amount.
5. Choose *Start payroll.*

Off-Cycle Payroll

The SAP System performs an off-cycle payroll run.

If the off-cycle run was not successful, the SAP System issues an error log. After a successful bonus run, you can return to the *Off-Cycle Workbench* and automatically create a new record for the bonus in the *One-Time Payment Off-Cycle* infotype (0267) by choosing *Save*.

Types and Categories of Off-Cycle Payroll

Payroll runs are distinguished by their assignment to various types and categories:

1. Payroll type

   The payroll type is a technical distinction for the payroll driver. Based on the payroll type, the payroll driver can distinguish how payroll is to be run.

   The following payroll categories exist:

   − Blank = Regular

     Regular payroll is run for one period.

   − A = Bonus

     The day for which the payroll was started (the off-cycle payment date) is both the "for-period" and the "in-period". The payroll result is therefore created for the day on which the payroll run was started.

2. Type of reason for off-cycle payroll

   The type of reason for off-cycle payroll specifies the category so that, in line with the off-cycle reason, the *Off-Cycle Workbench* can display the relevant information for the administrator.

   − The payroll type *Bonus* has the off-cycle reason type *Bonus*.

3. Category of off-cycle payroll

   Assigning off-cycle reasons to categories represents a technical grouping of off-cycle reasons for the SAP System. This ensures that identical payroll processes are handled in the same way.

   The types of off-cycle reason set up in the SAP System depend on the categories that are required by the *Payroll New Zealand* component.

4. Reason for off-cycle payroll

   The off-cycle reason is a distinction based on business considerations. In Customizing for *Personnel Administration*, you specify the reasons that are valid for your enterprise. You assign each off-cycle reason to a category. The assignment to a type of off-cycle reason and to a payroll type is done by the SAP System.

   In Customizing, you define the off-cycle reason *Holiday bonus* and assign it to the category *bonus*. The SAP System assigns the type of off-cycle reason *Bonus* and the payroll type *A* to the *Holiday bonus*.

Effects of Off-Cycle Payroll on Other Functions

Integration

Superannuation

Contributions to superannuation are not made during an off-cycle payroll run.

Taxation

Bonus payments are taxed as extra emolument payments, which means that the wage type for the bonus should be configured with the correct specification of processing class 21. For more information, see Tax on Bonuses [Page 159].

If you are a large employer, the date on which you perform the off-cycle run will affect the date on which you pay PAYE, student loan and child support deductions on the bonus payment to the Inland Revenue Department (IRD). Large employers must pay deductions from salary or wages paid between the 1st and 15th of a month by the 20th of that month and deduction from salary or wages paid between the 16th and the end of the month by the 5th of the following month.

Mass Off-Cycle Payroll Runs

Use

In addition to off-cycle bonus and adjustment runs for individual employees, you can also perform off-cycle runs for a selection of employees or payroll areas.

Integration

You **cannot** use the *Off-Cycle Workbench* to perform mass off-cycle payroll runs. Instead, you enter the bonus or adjusted payments in the appropriate infotypes, and then trigger an off-cycle run for multiple employees or payroll areas in the payroll driver.

Prerequisite

The bonus or adjustment must be paid on the same date for all employees.

Activities

1. Create bonus payments for the employees or payroll areas by entering the bonus payments in the *One-Time Payments Off-Cycle* infotype (0267).

   Or

   Adjust your employees' pay in the appropriate infotype (for example, the *Basic Pay* (0008) or the *Recurring Payments/Deductions* (0014) infotype).

   To simplify processing, the project team can write a batch input report in Customizing that fills the appropriate infotypes for all employees/payroll areas automatically.

2. In the payroll driver, enter the employees/payroll areas, the off-cycle reason, the payroll type, identifier and date.

3. Execute the payroll run, and check the results.

4. When the results are correct, print your pay slips and perform payroll posting to *Accounting*.

Gross Part of Payroll

Purpose

Using this component you determine an employee's gross pay, according to contractual requirements, which is composed of payments and deductions.

Examples of payments that are included in the calculation of gross remuneration are as follows:

- Basic pay

- Bonuses

- Vacation allowance

- Holiday bonus

- Gratuities

Deductions include company-owned apartment, company-sponsored day care, and similar benefits.

Different factors determine whether such payments and deductions increase or reduce the taxable income. Such factors include the statutory regulations of a country and, in some countries, the enterprise policy.

Individual gross values are grouped together as bases for taxes or social insurance (SI) contributions according to the specifications of a country, state or region and pay scale regulations for a profession. These gross cumulations are used to calculate specific values.

Some important gross cumulations are:

- Gross tax amount

- Gross social insurance amount

Other gross cumulations are assessment bases for calculating holiday bonuses, vacation allowances, or other employee bonuses.

Advance Payments

Purpose

An employee taking certain types of absences may be entitled to an advance payment of some or all of his or her salary for the entire period in which he or she will be absent. The advance payments component enables you to pay employees specific parts of their salary in advance.

Features

The advance payment component:

- Simulates a payroll run to retrieve the payroll results for the period in which the leave occurs

- Creates an advance payment cluster that contains the payroll results for the period in which the leave occurs and is paid in the period specified by the user

- Locks the absence so that the amount cannot be paid to the employee again

- Produces an advance payment report with details of the advance payment

    If you delete or change the leave period for which an advance payment was made, the SAP System checks whether the payment has been made. If the payment has not yet taken place, it cancels the advance payment. However, if the payment has already been effected, it cannot withdraw the payment.

Constraints

Note that the following functions are not supported:

- Advance payment for a period in which a tax rate or scale is due to change

- Advance payment to several banks

- Change of company codes or payroll areas for periods in which an advance payment is being made

- Calculation of leave accruals during an advance payment run

Process for Creating an Advance Payment

Purpose

This process describes the steps you must take and the steps performed by the SAP System to create payments in advance for employees who have booked to take leave.

Prerequisites

You must have performed the steps in Customizing for *Payroll New Zealand* described in Creating an Advance Payment [Page 121].

Process Flow

1. You choose the absence type and enter the length of the absence in the *Absences* infotype (2001) for each employee.

2. You choose the employees who are to receive the advance payment, determine the period in which it is to be paid and execute the advance payment program.

3. The SAP System simulates a payroll run to retrieve the payroll results for the period in which the leave occurs, including the wage types and absence types that are eligible for advance payment.

4. The SAP System creates an advance payment cluster that contains the payroll results for the period and then locks the absence so that it cannot be paid again.

5. The SAP System then issues a report containing details of the advance payment.

6. In the period in which the advance payment is to be paid, the employee receives his or her projected earnings minus the usual deductions.

7. When the payroll period that was paid in advance is reached, the SAP System again retrieves the payroll results from the advance pay cluster. The wage types configured to be paid in advance are included, but this time with the reverse details. This results in a zero net payment to the employee for these wage types.

8. If any adjustments occur to the employee's details while the employee is on leave (for example, a pay increase), the employee receives the difference between the original pay and the new pay in the period in which the change occurred. Any difference in taxable gross is taxed at the employee's marginal rate as if the employee received his or her full pay in this period.

Result

The employees received payment in advance for the wage types and absence types you selected.

Creating an Advance Payment

Use

You want to pay one or a selection of employees in advance for the leave that they are booked to take.

Prerequisites

In Customizing for *Payroll New Zealand*, you must have defined:

- The wage types that can be paid in advance and how they are to be processed (Define Advance Pay for Wage Types [Ext.])

- The absence types for which advance payments can be made (Assign Advance Pay to Absence [Ext.])

Procedure

1. Choose *Human Resources → Personnel Management → Administration → HR master data → Maintain*.

    The *Maintain HR Master Data* screen appears.

2. Enter the personnel number.

3. In the *Absences* infotype (2001), choose an absence type.

4. Enter the absence details.

5. Save your entries

6. Choose *Human Resources → Payroll Accounting → Asia/Pacific → New Zealand → Subsequent activities → Per payroll period → Other activities → Create advance payment*.

    The *Advance Payment* screen appears.

7. Enter the personnel number of the employee or select the group of employees who you want to pay in advance.

8. In the date fields, enter the start and end dates of the leave.

9. Enter the date on which the advance payment is to be paid. If the advance payment is to be paid in the current period, you can leave the field blank.

10. If you only want to make an inquiry, deselect the *Advance payment* field indicator.

    If you want to generate the advance payment, set the *Advance payment* field indicator.

11. Execute the program.

Result

The SAP System creates an advance pay cluster specifying the payroll results for the period.

Changing an Advance Payment

Use

If you change an absence before the payroll period in which it is to be paid, you must delete the advance payment cluster manually and create a new cluster by running the advance payment program. If you do not delete the old advance payment cluster and create a new cluster, payroll performs the adjustment.

Procedure

1. Choose *Human Resources → Personnel Management → Administration → HR master data → Maintain*.

    The *Maintain HR Master Data* screen appears.

2. In the *Personnel number* field, enter the personnel number.

3. In the *Absences* infotype (2001), enter the subtype that the advance leave was entered against, and enter the dates of the leave period.

4. Choose *Change*.

5. Change the details of the leave period.

6. Save your changes.

7. Choose *Human Resources → Payroll → Asia/Pacific → New Zealand → Subsequent activities → Per payroll period → Other activities → Delete advance payment*.

8. Execute [Page 123] the program.

9. Choose *Human Resources → Payroll → Asia/Pacific → New Zealand → Subsequent activities → Per payroll period → Other activities → Create advance payment*.

10. Execute [Page 121] the program.

Result

You have deleted the original advance payment and created a new one.

Deleting an Advance Payment

Use

You have created an advance payment for an employee, but, before the payroll run in which the employee is due to be paid, you want to cancel the advance payment.

Prerequisites

In Customizing for *Payroll New Zealand*, you must have performed the following step: Maintain Dynamic Action for Advance Pay Deletion [Ext.].

Procedure

⚠️

> Before you delete an advance payment, you must check whether the payment has already been made. The SAP System cannot withdraw a payment that has already been effected.

1. From the *SAP Easy Access* menu, choose *Human Resources → Payroll → Asia/Pacific → New Zealand → Subsequent activities → Per payroll period → Other activities → Delete advance payment*.

2. Enter the required data.

3. Choose *Program → Execute*.

Result

The advance payment record is deleted from the cluster.

Terminations

Purpose

The *Terminations* component enables you to process terminations and termination payments, including tax deductions and leave payments. You can terminate a single employee or a number of employees simultaneously and you can also perform retrospective terminations.

Integration

The *Terminations* component collects data from the payroll infotypes, delimits *the Recurring Payments/Deductions* infotype (0014) and creates records in the *Additional Payments* infotype (0015). In the *Actions* infotype (0000), the SAP System delimits the hiring action and creates a termination action.

It also simulates a payroll run to calculate the employee's final pay from the last payroll period to the termination date.

Features

This component enables you to:

- Process employee resignations

- Process redundancies

- Process bulk terminations

- Perform retrospective terminations

- Calculate leave up to the termination date including:

    - Leave entitlements and accruals

    - Leave balances owing at the termination date

    - Annual leave payments

    - Long service leave payments

- Calculate additional payments including:

    - Employee's pay from the last payroll period to the termination date

- Calculate tax on termination payments

- Issue termination reports

Terminations Process

Purpose

This document provides an overview of the steps you need to perform during the termination process and outlines the steps that the SAP System performs in the background.

Process Flow

You perform the following steps:

1. To initiate the termination process or start a simulation for one or more employees, see Starting the Termination Procedure [Page 127].

2. To ensure that the employee receives the correct recurring payments in his or her last pay, see Suppressing Recurring Payments [Page 129] (optional).

3. To ensure that the employee receives the correct additional payments in his or her last pay, see Entering Additional Payments [Page 130] (optional).

4. To complete the termination process or the simulation, see Projecting & Updating Terminations [Page 131].

The SAP System performs the following steps:

1. The user calls the *Terminations* program, selects the personnel numbers of the employees to be terminated, defines whether the termination payment is to be made by cheque and whether or not this is a simulation.

    If the user sets the *Pay by cheque* field indicator, the program creates a cheque payment wage type specifying the total termination payment. To effect the payment, the user must issue the cheque manually.

2. The program reads the initial data (for example, employee details, absence quota types) for each employee and lists the employees on the *Termination New Zealand* screen. The user then checks the data for each employee on the *Employee Termination Details* screen.

3. The user calls the *Recurring payments* function for each employee. The program displays the wage types stored in the *Recurring Payments/Deductions* infotype (0014). The user flags the wage types that are not to be included in the termination payment. The program includes all other recurring payments and deductions in the employee's final pay. The recurring payments and deductions do not appear on the *Employee Termination Detail* Screen.

4. The user enters wage types for additional payments on the *Employee Termination Details* screen. The program includes these and any additional payments already maintained in the employee's final pay. The wage types entered previously in the *Additional Payments* infotype (0015) are not displayed on the *Employee Termination Details* screen.

5. The user runs the *Calculate pay* function This triggers a simulated payroll run in which the program calculates:

    a. Leave payment

        The program reads the employee's leave entitlement and accrual and, depending on the reason for the termination, calculates the payment to which the employee is entitled.

    b. Additional pay

Terminations Process

> The program reads the *Additional Payments* infotype (0015) and any further payments you entered during the termination process and calculates the amount.

c.　Recurring payments and deductions

> The program reads the *Recurring Payments/Deductions* infotype (0014) and carries out all payments and deductions unless you have suppressed a particular payment or deduction during the termination process.

d.　The program checks the absence quotas for which the employee is eligible, depending on the reason for the termination. Leave entitlement is paid out at the current rate or average rate of the year in which it was earned, whichever is higher. Leave accruals are paid out on the basis of the employee's basic entitlement as a percentage of gross earnings accumulated since his or her last anniversary. Entitlement is paid out using *the Time Quota Compensation* infotype (0416) and accruals are paid out using the *Additional Payments* infotype (0015).

6.　The program generates and displays a termination report.

7.　To complete the termination for an employee, the user executes the *Update* function on the *Employee Termination Details* screen.

8.　The SAP System performs all the steps in the *Calculate pay* function. When this is complete, it displays the spooler where you can display the termination reports and investigate any errors.

9.　When you end the spooler display, the program creates a leaving action in the *Actions* infotype (0000), with the start date being the termination date.

10.　The program delimits the *Recurring Payments/Deductions* infotype (0014) and all the infotypes specified in the terminations action.

11.　The program creates *Additional Payment* infotype records (0015) for additional payments made during the terminations process.

12.　If the employee is to be paid by cheque, the SAP System creates an *Additional Payment* infotype record (0015) against a wage type with processing class 74 and specification 1. This ensures that the amount paid is negated and prevents a bank transfer occurring in any of the periods that the payroll will run for future or retro terminations.

Starting the Termination Procedure

Use

An employee has resigned or retired or you want to dismiss an employee. You want to ensure that the employee receives the correct remuneration and that the necessary infotypes are delimited in the SAP System.

Prerequisites

- You have defined the termination reasons in Customizing for *Personnel Administration* under *Personnel Management → Personnel Administration → Adjusting Procedures → Actions →* Set up Personnel Actions [Ext.] and Create Reasons for Personnel Actions [Ext.].

You have performed the following steps in Customizing for *Payroll New Zealand*:

- Define the wage types you want to use to pay leave entitlement and accrual

- Set up the wage type for the cheque for the termination payment

- Determine the absence quota types to be remunerated, based on the termination reason

- Define the percentage of the employee's year-to-date gross earnings he or she will be paid for a particular absence quota type

Procedure

1. From the *SAP Easy Access* menu, choose *Human Resources → Payroll → Asia/Pacific → New Zealand → Subsequent activities → Per payroll period → Other activities → Start termination process*.

    The *Terminations New Zealand* screen appears.

2. To terminate one employee, enter the personnel number.

    To terminate a range of employees, enter your selection criteria.

3. Enter the termination date and reason.

4. To issue a cheque payment, choose *Pay by cheque*.

5. To generate a termination report for analysis purposes only or to do a test run of a termination, choose *Enquiry only*.

6. Choose *Execute*.

    The SAP System displays all the employees selected in a list. If the system found a problem with one or more of the employees selected, the relevant system message is displayed beside the name of the employee. In some cases (for example, if the employee's master record is locked or the employee has already been terminated) this may mean that the employee cannot be terminated.

7. Select one of the personnel numbers and choose *Details*.

    The *Employee Termination Details* screen appears.

8. On this screen, you can change the termination date and reason for the individual employee.

Starting the Termination Procedure

You can also make additional payments to the employee, suppress recurring payments and calculate the employee's final pay.

Result

The SAP System displays each employee's termination details, which you can check and modify if necessary. For a description of the next steps, see:

Suppressing Recurring Payments [Page 129]

Entering Additional Payments [Page 130]

Projecting & Updating Terminations [Page 131]

Suppressing Recurring Payments

Use

The terminations report includes all recurring payments and deductions in an employee's final termination payment. To exclude a recurring payment or deduction from termination payment calculations, you must suppress the recurring payment on the *Employee Termination Details* screen of the terminations report.

> Note that the *Recurring payments* function does not appear if you are performing a retrospective termination.

Prerequisites

The employee must have wage types in the *Recurring Payments/Deductions* infotype (0014).

You must have selected one or more employees for termination and currently be displaying the *Employee Termination Details* screen for a single employee. For more information on selecting employees for termination, see Starting the Termination Procedure [Page 127].

Procedure

From the *Employee Termination Details* screen,

1. Choose *Recurring payments*.

2. To exclude recurring payments and deductions from an employee's termination payments, set the *Suppress in final pay* field indicator for the relevant wage type.

3. Choose *Back* to return to the *Employee Termination Details* screen.

Result

The recurring payments and deductions do not appear on the *Employee Termination Details* screen. When you choose the *Calculate pay* function to simulate the payment or the *Update* function on the *Employee Termination Details* screen to perform the termination, the program calculates the payments in the background and displays the results in the termination report.

Entering Additional Payments

Use

The terminations report processes the wage types stored in the *Additional Payments* infotype (0015). You can also enter additional payments directly into the *Additional Payments* table on the *Employee Termination Details* screen.

> ➡
>
> Wage types stored in the *Additional Payments* infotype (0015) do not appear on the *Employee Termination Details* screen.

Prerequisites

You must have selected one or more employees for termination and be displaying the *Employee Termination Details* screen for a single employee. For more information on selecting employees for termination, see .

Procedure

On the *Employee Termination Details* screen, create each additional payment by entering the wage type and amount, number or unit, depending on the wage type.

> ➡
>
> If you enter a wage type that exists in the *Additional Payments* table, the value or number of both are combined by the SAP System to make one payment.

To undo any additional payments you have entered, choose *Undo*. Note that this will also undo any entries you made on the *Recurring Payments and Employee Termination Details* screens.

Result

When you choose the *Calculate pay* function to simulate the payment or the *Update* function on the *Employee Termination Details* screen to perform the termination, the program calculates the payments in the background and displays the results in the termination report.

Projecting and Updating Terminations

Use

You have selected the employees you want to terminate or whose termination you would like to simulate. You want to project the employee's final salary for information purposes or you want to perform the termination and finish the termination process.

Prerequisites

You must have completed the following steps:

Starting the Termination Procedure [Page 127]

Suppressing Recurring Payments [Page 129]

Entering Additional Payments [Page 130]

You must be on the *Employee Termination Details* screen.

Procedure

Projecting Termination Pay

To project an employee's final salary, select the employees whose payment you want to simulate and choose *Calculate pay*.

The SAP System performs the steps necessary to calculate final payment and issues a termination report for the employee, showing the following:

- Ordinary pay

- Termination payments

- Deductions

- Tax

- Net pay or claim

The data is for analysis purposes only and is not posted.

Updating Terminations

Before updating the terminations, you can alter the method of payment on the *Employee Termination Details* screen. When you are satisfied with this, and that the correct termination payment is being projected, select the employees you want to terminate, and choose *Update*.

The SAP System calculates the pay as above and switches to the spooler where you can display the termination reports. On returning to the *Employee Termination Details* screen, the SAP System displays the message *Terminated* for all successfully terminated employees. If this message does not appear for an employee, he or she could not be terminated and you need to investigate the errors in the spooler (Transaction SP01). There you can display both the termination report and payroll driver log to find the period that contained the error.

For the successfully terminated employees, the SAP System delimits the relevant infotypes and creates additional payments, if necessary.

Projecting and Updating Terminations

Leave Processing

Purpose

The *Leave* component enables you to customize your system so that your employees' leave and absences are accrued and converted into leave entitlement automatically at the appropriate time. You can process not only annual leave but also sick leave, long service leave and time in lieu.

Integration

Leave and absences are administrated with the absence quotas from the *Time Data Recording and Administration* component. The accrual of leave is administrated with the *Time Evaluation* component. Both of these components form part of *Personnel Time Management*.

Features

Accrual and Entitlement

The *Time Management* functions for processing absence quotas enable you to group employees who have the same absence and attendance quota types. You can decide the absence quota types that are to be accrued automatically.

> Certain types of leave, such as annual leave, need to be accrued and can only be taken when the accrual becomes an entitlement (for example, on the employee's anniversary). However, other types, such as sick leave, are granted in advance for the entire year, usually after a probation period.

You can define the employees' basic entitlement to a specific number of days for a certain type of leave and how the leave is to be accrued (for example, on a daily basis as of the employee's starting date, rising with seniority).

> Employees between zero and three years length of service are entitled to 112.5 hours of annual leave per year, accrued on a daily basis.
>
> Employees with four or more years length of service are entitled to 150 hours of annual leave per year, accrued on a daily basis.

Finally you determine when the leave accrual is to be rolled over into leave entitlement.

For information on processing leave and absences using *Time Management*, refer to the *SAP Library* under *Human Resources → PT Time Management → Time Data Recording and Administration →* Quotas [Ext.].

For more information on configuring absence quotas, see Customizing for *Time Management* under *Personnel Time Management → Time Data Recording and Administration →* Managing Time Accounts using Attendance/Absence Quotas [Ext.].

Leave Processing

Absence Payments

Absence payments can be made at the current rate or by comparing the current rate with the average weekly earning rate and taking the higher of the two rates. For more information, see Absence Payments [Page 138].

Long Service Leave and Leave Without Pay

It is common business practice to grant employees a one-off entitlement to long service leave once they have reached a certain anniversary, for example 37.5 hours of long-service leave after 10 years service and 75 hours of leave 5 years later, when the employee has worked a total of 15 years.

Employees can usually take this leave at any time until their next entitlement to long service leave when they forfeit any remaining long service leave.

The *Leave* component, in conjunction with the *Personnel Time Management* component, enables you to define a set of rules to handle the accrual and rollover to entitlement of long service leave or any leave with a rollover that is more than 12 months in the future..

If you grant your employees leave without pay (LWOP), you may want to delay the rollover into entitlement. You can configure rules to define if and how LWOP affects the date on which the employee becomes eligible for long-service leave. In that case, you can also ensure that the employee does not forfeit his or her long service leave until the delayed rollover occurs.

Quota Accrual Transfer to Entitlement

Purpose

The *Leave* component, in conjunction with the *Personnel Time Management* component, lets you:

- Effect a rollover that is more than 12 months into the future, for example, long service leave

- Extend the rollover date by leave without pay (LWOP) absences

- Pro-rate leave for the portion of the accrual period up to the transfer date

- Include LWOP absences in length of service calculations

The following provides an overview of how the SAP System processes quota accrual transfers to entitlement, based on your system configuration in Customizing for *Payroll New Zealand* and *Personnel Time Management*.

Prerequisites

You must have:

- Completed the steps described in Customizing for *Payroll New Zealand* under *Absence Payments → Quota Accruals Transfer to Entitlement → Grant Long Service Leave Entitlement*. The main steps are listed below.

- Defined the transfer rules for rollovers to entitlement that are more than 12 months long in the step Define Transfer Rules for Quota Entitlements [Ext.] in the *Quota Compensation* section of Customizing for *Personnel Time Management*

- Assigned the transfer rules to the appropriate selection rules for a quota type in the *Transfer time* register card in the step Define Generation Rules for Quota Selection [Ext.] in the *Quota Compensation* section of Customizing for *Personnel Time Management*

- Set up the transfer frequency and the leave without pay rules in the Quota Accruals Transfer to Entitlement section of Customizing for *Payroll New Zealand*

Process Flow

1. To calculate the length of service for a rollover that is greater than one year, you define and configure a three-character transfer rule. The rule is set against each quota type and links quotas to tables that define the length of the accrual to entitlement transfer period and how LWOP absences affect this transfer period.

   If you require different transfer rules for different employee groupings, you must ensure that you have configured the following groupings accordingly:

   – Employee subgroup grouping for time quotas

   – Personnel subarea grouping for time quotas

   – Personnel subarea grouping for time recording

   If you require different transfer rules for the same employee groupings, you must ensure that you have configured a different name for each rule.

2. Once the transfer rule has been configured, you define:

− The date type that holds the start date of the transfer time

   This is derived from the *Date Specifications* infotype (0041). For long service leave, the date type must be equivalent to "hire date minus one day" to ensure that the rollover happens at the correct time.

− The length of the accrual period in months or years. For long service leave, the length must be 999 months to ensure that although long service leave is technically accrued, the accrual period is so long that it is the equivalent of a grant.

− Up to three transfer periods

   For example, you can define that accrual should transfer to entitlement after 10 years from the date type entered in infotype 0041, and then again after five years, and again each year after that. The final transfer period is repeated continuously. Similarly, if you define only one transfer period, this will keep repeating.

3. You then configure how LWOP absences affect the transfer date. You do this by defining an absence type, and whether you want to extend the transfer date of the new grant, and consequently, the deduction period for any existing long service leave:

    − By the entire length of the LWOP absence

    − Only if the LWOP absence is greater than a defined threshold value

    − Only by the portion of the LWOP absence that is above the threshold values

    − By the entire length of the LWOP absence after the threshold value has been taken into account

4. To calculate the transfer date, the SAP System adds the transfer period to the date type in infotype 0041, and adds any LWOP absences.

Result

If you configure a quota type to accrue daily, the SAP System stores the accrual amount each day. If you configure a quota type to accrue on a monthly basis, accrual occurs at the end of the month. However, if a transfer period occurs part-way through a month, the SAP System calculates accrual for part of the month only by pro-rating the amount of the accrual for the month.

   For the month of February, the SAP System reads the start date 01.02.2000 and the end date 29.02.2000. If the transfer date is 14.02.2000, it changes the end date to 14.02.2000. This date is then used to pro-rate the amount of leave that the employee accrued for the month.

Absence Payments

Use

This function enables you to decide how to remunerate your employees' absences. You have the following options:

- Remunerate the absence at the current earning rate

- Compare the current earning rate with the average weekly earning rate and pay the higher of the two

Prerequisites

You must have maintained the Absence Payments [Ext.] chapter in Customizing for *Payroll New Zealand*.

Features

You can apply the shut down rule and complete absence week rule to the calculation of the absence payments.

Leave Conversion

Purpose

This component enables you to convert the New Zealand leave solution to the new internation solution that processes leave based on *Leave Quotas*.

Implementation Considerations

From Release 4.6B onwards, the New Zealand leave solution is no longer supported. Hence all existing customers must convert to the new solution using *Leave Quotas.*

Integration

- The new leave solution based on leave quotas, processes leaves and absences in *Personnel Time Management* and not in Payroll.

- The *Terminations/Redundancies* component has been modified to work with *Personnel Time Management* component.

Features

- A conversion program, *New Zealand Leave Conversion* program (HNZLCON0), has been created for a smooth transition from old leave solution to international solution for leave processing using *Leave Quotas*.

- There is a new time management status in *Planned Working Time* infotype (0007) for employees accruing leave. The status is called *Time evaluation for accruals only*.

- The Leave types which were previously stored in *Leave Entitlements* infotype (0005) are now replaced by *Leave Quotas*, stored in *Absence Quotas* infotype (2006)

- Earlier, the initial loading of balances and adjustments was done through *Leave Balance Adj* Infotype (0311) and *Leave History Adj* Infotype (0312). Now it is done through *Quota Corrections* infotype (2013).

- There is a new *Time Quota Compensation* infotype (0416) which replaces the *Leave Entitlement Compensation* infotype (0083) for pay out of unused leave.

- Employee and company anniversary dates are now stored in *Date Speciications* infotype (0041). *Leave Quotas* use date types in *Date Specifications* infotype (0041) to determine anniversaries. Earlier, the LVACC table in the payroll results cluster was used to determine when the next leave anniversary date for an employee.

- There is a new *Quota Overview* transaction (PT50) replacing the view V_5NZLV

- The *Leave Quotas* transfer accrual balances at the end of the day on which the anniversary falls. Previously, in the New Zealand leave, accrual balances were transferred at the beginning of the day on which the anniversary falls.

Constraints

The *New Zealand Leave Conversion* program (HNZLCON0) does not make changes to the configuration. It only converts existing employees leave data to Leave Quota data. This means that you must have configured and tested for Leave Quotas before running the conversion program.

Leave Conversion

Anniversary dates for employees with no payroll results

If an employee does not have payroll results before conversion, then the leave data for this employee will not converted. This is because the conversion program will not have any exisitng information for determining the conversion date or leave balances.

For all such employees, the leave data must be converted manually.

Conversion of leave from days to hours

This component does not allow you convert the time units for leave. For example, if the users have their leave recorded in days and wish to change this to hours as part of the conversion process, the conversion program only takes the leave data in its current format and alters and formats this to be stored in the correct areas for leave quotas to use. It does not covert the time units.

Retroactive calculations prior to conversion date

The conversion program will take the New Zealand leave balances on a particular date and convert them to be used with Quota accruals.

Retroactove re-calculations for leave prior to the conversion date is not possible.

If you perform retroactive processing prior to the conversion date, the leave will be recalculated for the retroactive periods and the employee will get more leave than they are allowed.

In the

In *Payroll Status* Infotype (0003), the earliest retroactive accounting date is set to conversion date and earliest time evaluation date is set the RPTIME00 date. This is to prevent retroactive calculations beyond those dates. You must also configure this at payroll area level to completely stop all retroactive calculations prior to the conversion date.

Accrual Conversion

Purpose

This process converts the existing New Zealand leave accrual data into the **Leave Quota** format. The New Zealand leave accrual balances for the selected employees are determined and an equal amount is created as a Leave Quota accrual.

Prerequisites

Consider a situation where the next anniversary of a leave type whose accrual is loaded happens to be the conversion date and *Reduce anniversary date* option is chosen for this particular leave type.

In such a case, the date that will be written in **Date Specifications** Infotype (0041) will be *Conversion date – 1*. This will result in the quota missing the rollover of the year's accrual even after finishing a year. This can be detected by executing the leave projection program on conversion date and *Conversion date – 1* to find out if rollover happens on conversion date. Then, the accrual will be converted to entitlement and loaded on the date which is *Conversion date – 1*.

For this purpose, before running leave conversion, you must ensure that leave projection program provides accurate results for all the employees on conversion date and *Conversion date – 1*.

Process Flow

- The wagetypes /C02, /C05 and /C06 are read from the last payroll result stored for the employee, and the accrual balances are kept.

- For each leave type that is selected for processing, the year to date leave accruals, gross earnings, complete weeks of absences data is read from the payroll results.

  - The conversion program will handle all types of data for leave types, which are currently accruing or which will be granted. If a leave type is configured to be paid at the *Average Vs Current* rate, then Gross$, Gross weeks, Absence$, Absence weeks data will be read from the RT cluster table of the last payroll results. The accrual value from RT will be divided by 1000 (as it is maintained in RT, multiplied by 1000 for accuracy purposes)

  - *Add Quota Corrections* and *Do not change the transfer time* are two options available for loading the accrual in the **Quota Corrections** Infotype (2013).

  - If two leave types having outstanding accrual are mapped to a single quota, only one will be converted and the program will generate a warning.

Result

Quota Corrections Infotype (2013) records and **Leave History Adj** Infotype (0312) records are created as of conversion date. When Time evaluation is run later on conversion date, the accrual values are loaded in to Time data clusters. When payroll is run for the next period, gross earnings, complete weeks of absences data are loaded in to the LVAWE table in the payroll cluster.

Accrual Conversion

Entitlement Conversion

Purpose

This process will transfer existing New Zealand leave entitlement data into Leave Quota entitlement format. New Zealand leave entitlement balances for selected employees are determined and an equal amount created as a leave quota ntitlement.

Prerequisites

Process Flow

- For various past year entitlements, average rate are maintained in the cluster table LVACC and this will also be converted in the new format. These will be read from LVACC table of the last payroll results.

- For facilitating this, the program will load the various past year entitlements one day earlier in each year, starting from *Conversion date – 1*.

- The **Absences** Infotype (2001) is read, as any future absences and absences taken in advance would be re-booked after the conversion is complete. This would reduce the created quota balance.

    ⇨

    - In case of a situation in *Accrual Conversion,* where the accruals have to be loaded as entitlement, all the prior year entitlements will be loaded one day each starting from C*onversion day – 1*.

    - The feature **Cumulated Entitlement Loading** can be selected for leave types that are configured to be paid at the current rate only. If this feature is selected, then all the prior year entitlements will be cumulated into a single entitlement and loaded on *Conversion date – 1*. If this feature is applied for a leave type, which is configured to be paid at *Average Vs Current* rate, then the program will not perform cumulated entitlement loading.

    - **Time Evaluation** driver must be executed from the date of the earliest **Quota Corrections** Infotype (2013) record being created, either accrual or entitlement loading. If we assume this date as RPTIME00 run date, then the **Planned Working Time** Infotype (0007) record will be delimited as of that date. The new records before RPTIME00 run date will have **Time Management Status** 0 and the records after RPTIME run date will have **Time Management Status** as given in the selection screen or a default value of 9.

    - If only accruals have been loaded for a particular quota type and there has been entitlement loadings for other quota types, then the accruals from RPTIME00 run date to Conversion date must be cleared. For this purpose, **Quota Corrections** Infotype (2013) records will be created with the option of replacing accrual by 0 and not changing the transfer time.

Result

Each entitlement will result in creation of a **Quota Corrections** Infotype (2013) record and if gross data and complete weeks of absence data is present associated to this entitlement, then

Entitlement Conversion

this will result in creation of *Leave History Adj* Infotype (0312) record.

Anniversary Conversion

Purpose

This process will transfer existing leave anniversary dates from the New Zealand leave format to Leave Quota format. Anniversary dates are determined for selected employees, and stored in the format and place required by Leave Quotas.

The New Zealand leave holds Anniversary dates for leave types in the LVACC payroll table whereas Leave Quotas hold anniversary dates in the *Date Specifications* Infotype (0041). The Leave Quotas configuration determines which date type will be used as the anniversary date for each quota type.

Process Flow

- The cluster table LVACC values are read from the last payroll result stored for the employee, and the leave type and last anniversary date values are kept.

- The *Date Specifications* Infotype (0041) records valid at the conversion date or in the future are read.

- The input values are read to find out which date types each leave type to anniversary date pairing should be output to. If the you select the hire date instead of last anniversary date, hire date will be considered.

Result

Date Specifications Infotype (0041) records will be created.

- The date types generated during accrual conversion will be stored in the *Date Specifications* Infotype (0041) record valid from conversion date. If there are existing *Date Specifications* Infotype (0041) records valid as of conversion date, they will be delimited as of conversion date and the new date types created will be included in the records valid from conversion date. If the existing *Date Specifications* Infotype (0041) record contains a date type, which is generated by the *New Zealand Leave Conversion* program (HNZLCON0), the system will generate a warning. In a single *Date Specifications* Infotype (0041) record, not more than 12 date types can be stored. The system will generate a warning if an attempt is made to store more than 12 date types.

- Date types in the *Date Specifications* Infotype (0041) record before RPTIME00 date will be generated with the date as RPTIME00 date – 1. If you chose the *Use Hire date as Anniversary* option, the date type will be generated with the date as Hire date.

- If two leave types are mapped to same date type and two anniversary dates are generated for the outstanding accruals of the two leave types, only the later date of the two will be stored against that date type.

Handling Leave in Advance

Purpose

This process describes how the standard system handles leave in andvance during the leave conversion.

Process Flow

- Absences taken in advance will be recreated so that they are booked against the appropriate quota types. For this purpose, leave balance before a particular absence was taken, is determined and an entitlement is created equivalent to that value. After RPTIME00 is executed, the absence is recreated so that it is booked against the correct quota type. The same process is applied for absences which are overlap the conversion date.

- If the leave types against which the absences are booked are configured to be paid at the higher of Average and Current rate, then the LVTAK table that holds the leave payment data will be converted to LVPAY entries. The table LVPAY holds the leave payment data in New Zealand Payroll results cluster when International leave is used.

- If rounding rules are used, there may be a different entitlement that is transferred to **Absence Quota** Infotype (2006) from the entitlement that is given using **Quota Corrections** Infotype (2013). In such cases, the entitlement in LVPAY will also be rounded, considering the rounded value in to **Absence Quota** Infotype (2006). This will cause an increase or decrease in leave adjustment payment later when enough entitlement is available to offset this leave in advance.

Executing New Zealand Leave Conversion Program (HNZLCON0)

Use

The **New Zealand Leave Conversion** (HZLCON0) enables you to convert your leave balances from the New Zealand Leave solution to the Leave Quotas solution. This program automates the change process for Leave Quotas by generating and altering various pieces of data.

If you upgrade from an earlier system to releases 4.0B or higher, all the leave related data needs to be converted to Leave Quotas solution. You must execute the Leave Conversion program for this purpose.

Prerequisites

- The Leave conversion date is determined internally. This is calculated as the date of last payroll run + 1. For this purpose, there must be at least one payroll result for the employee. If an employee doesn't have a payroll run, then this employee's data will not be selected for conversion.

- In the releases earlier to 4.6B, you must ensure that the last payroll run has been successful and data verified.

    Note

    You cannot perform retroactive calculations for a date prior to the leave conversion date.

- You must not modify master data records after the last payroll run and before leave conversion.

- You must not modify entitlements with effective date using the **Leave History Adj** Infotype (0312) during the period before Leave conversion.

- Before performing leave conversion, you must not have records in the **Leave History Adj** Infotype (0312) with adjustments to old leave data for future periods. The employee(s) for whom such records exist would not be considered for the leave data conversion.

- You must not have any records in the **Absence Quota** Infotype (2006) and **Quota Corrections** Infotype (2013) before the leave conversion. The employee(s) for whom such records exist would not be considered for the leave data conversion.

- You must ensure that all the relevant configuration tables for the old and new leave solution exist in the SAP standard system with proper configuration data stored in them.

- The leave conversion program will internally execute the Leave Projection Program to project leave balances on the date of conversion. You must ensure that the program is executed successfully and also provides expected values for all the employees.

Procedure

The conversion parameters and the mapping of Leave Type to Quota Type must be specified in the selection screen.

Executing New Zealand Leave Conversion Program (HNZLCON0)

Selection

Specify the personnel selection details for the employees for whom leave conversion must be performed.

Conversion Parameters

- In the *Test Run* field, specify whether it is a simulation or actual conversion. SAP recommends that you perform a test run first to examine the log thoroughly before performing the real conversion and make correction, if any.

- To load data from a non SAP standard system or a third party legacy system, select *Data from non-SAP system*. This would ensure that the program wiill not read data from SAP systems.

- Specify whether the program should generate date type 01. This is the technical hire date for all the employees.

- Enter the *Leave conversion date type* This date type stores the conversion date in *Date Specifications* Infotype (0041) after the conversion. This enables you to identify that conversion for this employee is successful.

- Enter the *New time management status* which will be stored in *Absences* Infotype (0007) to perform time evaluation from a particular date. You can enter either 7 or 9 in this field.

Conversion Rules

- Specify the leave types and the associated quota types to which data should be converted.

- You may also enter the *Accrual ID* of the leave type to specify the accrual IDs to be converted. SAP recommends you to leave the field blank so that all the accrual Ids valid for the leave types will be included for conversion. If you want to enter the Accrual ID, you must do so only for the purpose of filtering the Accrual IDs to be converted. You must not give different rules, for example, different target quota type or date type.

- For each leave type to quota type conversion, enter the associated *Date type*. Using the date type, you can configure the quota type to identify the leave transfer date or accrual period.

- Specify whether cumulated entitlement loading is to be done.

- Specify whether hire date should be considered as the last anniversary date instead of last anniversary date stored in the LVACC table. This should essentially be used for long service leave or sick leave, if required.

- To determine the anniversary date, specify whether to subtract 1 day from the last anniversary date.

- This is because in the old solution, the leave rollovers occur at the start of the anniversary day whereas in the *Personnel Time Management* component, leave rollovers occur at the end of the anniversary day. As a result, anniversary dates may need to be reduced by one day to ensure that anniversary rollovers are accurate after the conversion to Personnel Time Management.

- Select *Program -> Execute.*

- The date types provided to store the anniversary data should be used exclusively for that purpose used. There must not be any records in the *Date Specifications* Infotype (0041) records used for some other purpose. This is applicable to Leave conversion date type also.

- Typically, the employees whose set of leave types in the old solution are the same are grouped together. These need to be converted to a corresponding set of Quota types. If you need to convert the same leave type to different quota types for two sets of employees, then you must do this in two batches with appropriate conversion rules. If two sets of leave types are to be converted into the same set of quota types then you can do so in a single batch.

- When you execute the leave conversion program in simulated or update run, the standard system performs a simulated conversion. A list is displayed with the list of employees and the status of their simulated conversion. The status could be:

    - Successful Simulation

    - Successful simulation with warning

    - Simulation failed

    - Conversion already done

- You can select the employees to display the log using the *Display Log* button. This will display the log of conversion for the employees selected, in a separate screen. The log displays the summary of the old leave data, new leave data that would be updated and a list of errors, warnings, messages generated during the simulation.

- SAP recommends that you check the log thoroughly before proceeding with the updation. When you execute leave conversion in the Update mode, you must select the *Update New Leave* button to update infotypes and clusters. The list on the screen displays the employee data with the updated status. The status could be Updation successful, Updation successful with warnings or Updation failed.

- All the employees for whom the simulated run was unsuccessful or whose leave data has already been converted will not be selected for the update run.

- You can use the *Settings* button to personalize the display of the log. You can select the type of information to be displayed in the log.

See Also

Net Part of Payroll

Purpose

This component enables you to determine an employee's net remuneration, according to contractual requirements. Net pay is the amount paid after the deduction of tax and social insurance contributions from gross remuneration.

You can use different gross values to calculate deductions. For this reason, you form different totals during a payroll run which you then use for future processing.

Taxation

Purpose

The *Taxation* component calculates the amount of tax to be deducted from an employee's gross salary and paid to the Inland Revenue Department (IRD).

Integration

The Taxation component is fully integrated with the ordinary and off-cycle payroll runs, leave, terminations, advance payments and all other relevant components. Taxation on retrospective payments is also calculated automatically.

Features

With this component, you can calculate the following:

- Accident Compensation Deductions [Page 156]

- Student Loan Repayment Deductions [Page 157]

- Tax Rebates [Page 158]

- Tax on Bonuses [Page 159]

- Tax on Retiring and Redundancy Payments [Page 161]

- Overriding Tax [Page 162]

- Additional Tax [Page 163]

- Tax Across Multiple Payroll Periods [Page 164]

The SAP System also enables you to generate the IR reports required by the Inland Revenue Department, such as the Employer Monthly Schedule, Remittance Certificate and ACC Employer Premium certificate.

Employee Tax Information

Definition

Employee tax information is a collection of tax-relevant information about an employee which is stored in two infotypes.

Use

Employee tax information is used by the payroll program to calculate the amount of tax the employee is required to pay in a given period. To ensure that the correct tax amount is deducted from an employee's gross salary, you must maintain the following infotypes for each employee.

Structure

The IRD Number infotype (0309) [Page 153] stores the employee's Inland Revenue Department (IRD) number.

The Tax New Zealand infotype (0313) [Page 154] stores the employee's tax-relevant details.

Inland Revenue Department Number Infotype (0309)

Definition

The IRD Number infotype specifies the employee's Inland Revenue Department number.

Use

To meet the requirements of the Privacy Act, this information is maintained in a separate infotype. There are strict rules regarding the use and display of personal information. By storing the number in a separate infotype, you can determine who is authorized to access the number.

For new employees, you can create the *IRD Number* infotype through a hiring action. If an employee's IRD number changes, you can change the existing tax record in master data by delimiting the old record and entering a new validity period for the new record.

Tax Infotype (0313)

Definition

The *Tax New Zealand* infotype (0313) stores all the personal information required to calculate the amount to be deducted for tax from an employee's salary during the payroll run.

➡️

Employees who do not have a tax infotype are rejected during the payroll run.

Use

In this infotype, you maintain and display the following tax information for an employee:

- IRD number details
- Taxation details
- Flat tax details
- IR certificate issue details

You can create the *Tax New Zealand* infotype through a hiring action for new employees. If an employee's tax details change, you can change the existing tax record in master data by delimiting the old record and entering a new validity period for the new record.

Structure

IRD Number Details

You maintain the employee's Inland Revenue Department (IRD) number in the *IRD Number* infotype (0309). Choose *Goto → IRD number* to access the infotype directly.

If you are authorized to display the employee's IRD number, you can read the number in the *Tax New Zealand* infotype (0313). However, if you are not authorized to display the IRD number, you can see that the number exists (*********) but cannot see the actual number.

Taxation Details

The *Tax code* is a mandatory field that determines how the tax on the employee's income is to be calculated. The standard system contains the standard tax codes issued by the IRD. If, due to legislative changes, you need to add a new tax code, you can do so in Customizing for *Payroll New Zealand* by choosing *Taxation → Tax Codes →* Create Tax Code Definitions [Ext.].

Tax on extra emolument payments (bonuses) is usually calculated automatically according to the tax brackets stored in Customizing (see Tax on Bonuses [Page 159]). However. if an employee wants to have all extra emolument payments taxed at one of the higher rates (33% or 39% in the 2000 - 2001 tax year) because, for example, he or she believes that his or her annual income will exceed the relevant extra emolument tax bracket, you can enter the appropriate value in the *Extra emolument rate* field. The *Extra emolument rate 33%* check box must not be used as of April 1 2000.

The *Surcharge code* field cannot be entered. It is displayed for historical purposes only.

Flat Tax Details

If the employee has the tax code **STC**, you enter the flat rate of tax in the *Tax percentage* field. The rate is set by the IRD.

The *Add earner premium* indicator becomes active when the employee has tax code STC and you have entered a flat rate of tax. ACC earner premium is not automatically deducted for an employee with tax code STC. You set the indicator for this field if you want ACC earner premium to be calculated and deducted by the SAP System.

> If earner premium is **not** to be deducted, then the employer does not need to pay ACC employer premium. In this case, you should check that the employee's earnings are not cumulated into the *ACC liable earnings* wage type (/143) and the *Other non-liable earnings* wage type (/146) in Customizing *for Payroll New Zealand* under *Accident Compensation* → Define Wage Types for ACC [Ext.].

If the employee has one of the following tax codes, you can enter a rate in the *Student loan percentage* field:

- M Main

- M SL Main with Student Loan

- S Secondary

- S SL Secondary with Student Loan

- SH Secondary High

- SH SL Secondary High with Student Loan

- ST Secondary Top

- ST SL Secondary Top with Student Loan

- STC Special Tax Code

This overrides the default rate defined in Customizing *for Payroll New Zealand* under *Taxation* → *Tax Codes* → Maintain Student Loan Repayment Rates [Ext.]. You may want to override the default because, for example, the employee wants to repay his or her student loan in higher installments than required by the IRD.

If you specify a flat student loan rate for one of the tax codes M, S, SH or ST, the system converts it to the appropriate student loan (SL) tax code.

IR Certificate Issue Details

In this section, you enter the year in which the last Inland Revenue (IR) certificate was issued to the employee along with the number of the certificate. Since the tax changes that became effective in April 1999, IR certificates are no longer required. These have been replaced by the Employer Monthly Schedule and remittance certificate.

Accident Compensation Deductions

Use

The Accident Rehabilitation and Compensation Insurance Corporation (ACC) provides 24-hour, no-fault, comprehensive and compulsory insurance cover for accident-related injuries. Employees are required to pay an ACC earner premium that covers injuries sustained by employees outside the workplace.

ACC earner premium is a tax based on total earnings which is deducted from an employee's salary as part of PAYE tax at a maximum rate of 1.3%. Above an annual salary of $84,636, the employee pays ACC earner premium at a flat rate. (These values are valid in the tax year ending March 31 2001).

Prerequisites

In Customizing for *Payroll New Zealand* under *Taxation* → Tax Codes [Ext.], you must have checked that the following standard settings are correct:

*   Threshold above which deductions are made at a flat rate

*   Earner premium rate for each individual tax code

Features

The SAP System calculates the ACC earner premium amount due during the payroll run and deducts it from the employee's gross salary as part of PAYE tax.

The Inland Revenue Department (IRD) requires an employer to submit an IR68A form once a year containing ACC details. The *ACC employer premium report* (HNZLACC0) enables you to retrieve these details from the SAP System. For more information on this report, see ACC Employer Premium Report (HNZLACC0) [Page 173].

Student Loan Repayment Deductions

Use

An employee who has a student loan is required to make monthly repayments from his or her salary if he or she earns more than a certain amount. For the tax year ending March 31 2001, an employee earning more than $284 per week (or $14,768 per year) before tax is required to pay 10% on every dollar over the threshold. The repayments are deducted from the employee's salary by the employer on behalf of the Inland Revenue.

➡️

> For an employee earning $800 per week, the first $284 are not liable for student loan repayment deduction so this amount is subtracted from the employee's salary. The resulting amount is multiplied by the student loan deduction rate 0.1. The student loan deduction is $51.60.

Only employees with the following tax codes are liable for student loan repayment deductions:

- M SL Main with student loan

- S SL Secondary with student loan

- SH SL Secondary high with student loan

- ST SL Secondary top with student loan

Prerequisites

In Customizing for *Payroll New Zealand* under *Taxation → Tax Codes →* Maintain Student Loan Repayment Rates [Ext.], you must have checked the standard threshold for repayment and the student loan deduction rate for each tax code.

Features

To override the standard deduction rate defined in Customizing, change the Tax New Zealand infotype (0313 [Page 154]). This may be necessary if, for example, the employee wants to repay his or her student loan in higher installments than the minimum required by the Inland Revenue.

Activities

The SAP System calculates the student loan repayment amount due during the payroll run and deducts it from the employee's gross salary as part of PAYE tax.

Tax Rebates

Use

Employees whose earnings are below a particular threshold are entitled to a tax rebate. This only applies to employees on the tax code ML (Main Low).

The rebate is calculated by subtracting an IRD-defined amount from the employee's yearly gross salary, multiplying the result with an IRD-defined factor and subtracting this from the rebate base amount. The rebate is subtracted from the total tax calculated.

> For an employee earning less than $9,880, the first $6,240 are subtracted from the employee's yearly gross salary. The resulting amount is multiplied by the tax multiplication factor of 0.20. This amount is then subtracted from the rebate base amount of $728.

Prerequisites

In Customizing for *Payroll New Zealand*, you must have checked the threshold and rates delivered with the standard system under *Taxation* → *Tax Codes* → Maintain Tax Rebates [Ext.]

Tax on Bonuses

Use

The Inland Revenue Department (IRD) differentiates between two types of bonus payment or lump sum:

- Lump sums paid annually or irregularly, such as Christmas bonus, are taxed as extra emolument payments

- Lump sums paid regularly or lump sums for overtime are added to the employee's gross wages and PAYE is deducted from the total

This section deals with the tax calculated on irregular or annual bonuses, the extra emolument payments.

There are three tax rates for an extra emolument payment. The rate applied to an employee's bonus depends on the employee's annual earnings including the bonus (valid for the tax year ending March 31 2001):

If the employee's annual income is…	Then he or she will be taxed at a rate of…
Less than $38,000	21%
Between $38,000 and $60,000	33%
$60,000 or more	39%

In addition to the extra emolument tax, the employer must also deduct ACC earner premium and, for employees with a student loan, the student loan repayment deduction from the lump sum.

An employee has a student loan and is expected to earn less than $38,000 this year. He or she receives a Christmas bonus of $600 (gross).

Tax on bonus payment

Gross bonus	$600.00
Less extra emolument tax (21%)	$126.00
Less ACC earner premium (1.3%)	$7.80
Less student loan repayment deduction (10%)	$60.00
Net bonus	**$406.20**

Integration

Bonuses are usually paid in an off-cycle payroll run, which can be performed at any time (unlike a regular payroll run). As large employers are required by the Inland Revenue Department (IRD) to pay PAYE, student loan and child support deductions twice a month, the date on which the off-cycle run is performed affects the date on which these payments are due. For information on off-cycle payroll, see Off-Cycle Payroll Activities [Page 110].

Tax on Bonuses

Prerequisites

In Customizing for *Payroll New Zealand*:

- You must have defined a wage type for extra emolument payments and assigned the appropriate specification of processing class 21 under *Taxation → Tax Wage Types → Define Tax for Wage Types [Ext.]*

- You must have checked the threshold and rates delivered with the standard system under *Taxation → Tax Codes → Define Extra Emolument Rate [Ext.]*

Features

An employee may choose to have tax deducted at the high rate even though his or her annual earnings are not predicted to exceed the extra emolument threshold. This may be because he or she has other income (for example from another job or rent on property) and wants to avoid repaying tax at the end of the tax year because his or her total earnings exceed one of the above thresholds. By defining this in the employee's Tax New Zealand infotype (0313) [Page 154], you override the threshold value defined in Customizing.

Tax on Retiring and Redundancy Payments

Use

When an employee retires or is made redundant, he or she may be eligible for a lump sum payment.

Integration

Retiring and redundancy payments are taxed as extra emolument payments (see Tax on Bonuses [Page 159]).

Prerequisites

In Customizing for *Payroll New Zealand*:

- You must have defined a wage type to store retiring and redundancy payments and have assigned it the correct specification of processing class 21 under *Taxation → Tax Wage Types →* Define Tax for Wage Types [Ext.]

- You must have checked the threshold and rates delivered with the standard system under *Taxation → Tax Codes →* Define Extra Emolument Rate [Ext.]

Overriding Tax

Purpose

The SAP System is configured to calculate the amount of tax to be deducted from an employee's wage or salary automatically. In certain cases, you may need to override this automatic calculation.

⇨

An employee receives a bonus payment every three months. If you do not override the tax amount, the SAP System would add the bonus to the employee's monthly salary in the month that he or she receives the bonus and tax the entire amount. This would lead to the employee paying a higher rate of tax than if he or she had received one third of the bonus each month over three months.

This process enables you to override the automatic calculation of tax for a particular period for an employee using a special tax override wage type that has been assigned a particular processing class specification.

Process Flow

1. Check the model tax override wage type in Customizing for *Payroll New Zealand* under *Taxation → Tax Wage Types →* Define Tax Override for Wage Types [Ext.] and create any new wage types required.

2. Assign the correct specification of processing class *66* to these wage types to ensure that the wage types are processed as tax overrides.

3. Calculate the tax amount to be deducted from the employee's gross wage or salary.

4. Create an *Additional Payments* infotype (0015) record, choose the tax override wage type and enter the amount of tax against that wage type.

5. During the payroll run, the personnel calculation rule *NZTO* processes the content of the override wage type and replaces the values of the *Taxable Amount* (/411), *Retirement Tax* (/420) or *Taxation Refund* (RFND) wage types, depending on the specification of processing class *66*.

Result

The SAP System overrides standard tax calculated.

Additional Tax

Purpose

The SAP System is configured to calculate the amount of tax to be deducted from an employee's wage or salary on the basis of the employee's *Tax New Zealand* infotype (0313). In certain cases, you may need to add or deduct tax from this amount - for example, because there is a need to override the automatic calculation.

This process enables you to add or deduct an amount of tax from the amount calculated automatically for a particular period for an employee using a special additional tax wage type that has been assigned a particular processing class specification.

Process Flow

6. Check the model additional tax wage type in Customizing for *Payroll New Zealand* under *Taxation* → *Tax Wage Types* → Define Additional Tax Wage Types [Ext.] and create any new wage types required.

7. Assign the correct specification of processing class *21* to these wage types to ensure that the wage types are processed as additional tax.

8. Calculate the tax amount to be deducted from or added to, the employee's gross wage or salary.

9. Create an *Additional Payments* infotype (0015) record, choose the additional tax wage type and enter the amount of tax against that wage type.

10. During the payroll run, the personnel calculation rule *NXCT* processes the content of the additional tax wage type as well as the content of the *Full income tax* wage type (/401) or *Taxable amount* wage type (/411).

Result

The SAP System adds the tax to (or deducts the tax from) the amount of tax calculated automatically.

Tax Across Multiple Payroll Periods

Purpose

The SAP System is configured to calculate the amount of tax to be deducted from an employee's wage or salary per payroll period. In certain cases, you may need to spread the amount of tax on a payment over a number of full payroll periods.

> An employee started work on April 1 but was not paid in the April payroll run. In the May payroll run, you want to pay him or her for April and May.

This process enables you to calculate an amount of tax for an employee over more than one payroll period using a special tax spread wage type that has been assigned a particular processing class specification.

Process Flow

11. Check the model tax spread wage type in Customizing for *Payroll New Zealand* under *Taxation → Tax Wage Types → Define Tax Spread Wage Types [Ext.]* and create any new wage types required.

12. Assign the correct specification of processing class *71* to these wage types to ensure that the SAP System spreads the tax calculation over the number of payroll periods specified in the *Additional Payments* infotype (0015).

13. Create an *Additional Payments* infotype (0015) record, choose the tax spread wage type and enter the number of periods over which you want the tax amount to be spread.

14. During the payroll run, the personnel calculation rule *NZTO* processes the content of the tax spread wage type and distributes the amount over the periods.

Tax Reporting

Purpose

This section contains descriptions of the reports the Inland Revenue Department (IRD) requires you to submit and explains how to generate them.

Employer Monthly Schedule (HNZLEMS0)

Use

As an employer, you are required to provide the Inland Revenue Department (IRD) with the following information for each employee on a monthly basis in the form of the Employer Monthly Schedule (EMS):

- Name

- IRD number

- Gross earnings

- Earnings not liable for ACC earner premium

- Extra emolument tax rate

- Indicator if lump sum was taxed at low rate

- Total PAYE deductions (which includes income tax, ACC earner premium and withholding tax)

- Student loan repayments

- Child support payments

- Child support code

- Start date, if the employee started in that period

- Finish date, if the employee left the company in that period

- Tax code

For small employers, the EMS is due once a month on the 20th of the following month. For large employers, the EMS is due once a month on the 5th of the following month.

Prerequisites

You must have maintained the following steps in Customizing for *Payroll New Zealand* under *Taxation → Employer Monthly Schedule*:

- Tax rates to determine whether the *Lump sum taxed at low rate* indicator should be selected in a particular month on the EMS (Maintain EMS High/Low Tax Rate [Ext.])

- Action types that determine whether the employee's start or finish date should be listed in a particular month on the EMS (Maintain EMS Hiring/Leaving Action Types [Ext.])

- Employer IR details to be issued on the EMS (Define Employer IR Details for the EMS [Ext.])

Features

The Employer Monthly Schedule report generates an EMS using data contained in your employees' infotypes and payroll data from the payroll run prior to the month selected for the employees you choose.

The *Last submitted EMS run date* is used to determine which employees should be included in this month's EMS and the start and finish dates that should be reported.

Employees who could not be processed (for example because no payroll results could be found for the month selected) are listed in a dialog box before the report is displayed.

The report issues a list of the employees selected and for each employee details the information required by the IRD (see above). You then have three options:

- Cancel the report if, for example, you generated it for information purposes only.

- Generate a file to be used for transmitting the EMS to the IRD electronically. The IRD requires that the file be submitted in ASCII format which is the default format. Once the file has been downloaded, you can transmit it to the IRD as specified in the ir-File document (available from the IRD).

- Generate an exception report that lists all the employees who were not included on the EMS. These employees were not rejected because of an error in their details but because their gross earnings, PAYE or student loan repayment were negative. This situation may arise, for example, because of a correction in the amount of tax the employee paid in a previous month, which leads to the employee receiving money back in the current month. The IRD requires you to send these details by post or fax.

See also:

Creating the Employer Monthly Schedule [Page 168]

Processing the Employer Monthly Schedule [Page 169]

Creating the Employer Monthly Schedule

Use

Use this function to generate an Employer Monthly Schedule for a selection of employees for a particular month.

Prerequisites

You must have maintained the Customizing steps for *Payroll New Zealand* listed in Employer Monthly Schedule [Page 166].

You must have run the payroll for the period in question.

Procedure

1. Select the employees for whom you want to issue the Employer Monthly Schedule.

2. Enter the period and year.

3. Enter the date on which the last EMS was generated and subsequently sent to the Inland Revenue Department (IRD).

      ➡

      If you are running the EMS for the first time, the date you enter in the *Last submitted EMS run date* field depends on the situation:

If…	Then
Your SAP HR payroll component has just gone productive	Enter the "go live" date
You have been using SAP HR payroll but are using the EMS report for the first time	Enter the pay date for the last EMS submitted to the IRD, regardless of how it was submitted

4. Enter the personnel area to be used in the header details on the electronic file and report.

5. Execute the report.

Result

The SAP System processes each employee individually. Any employees who could not be processed (for example, because no payroll data exists for the period in question) are listed for information.

The SAP System issues a report listing all the employees who were successfully processed. For each employee, the details required by the IRD on the Employer Monthly Schedule are displayed.

If you generated the report for information only, you can cancel it and no further processing takes place. If you want to submit this report to the IRD, you will find more information under Processing the Employer Monthly Schedule [Page 169].

Processing the Employer Monthly Schedule

Use

Use this function submit the Employer Monthly Schedule you have generated to the Inland Revenue Department (IRD).

Prerequisites

You must have generated an EMS and be displaying the report.

Procedure

Generate an electronic file

1. Choose *Electronic file*.

   A dialog box appears containing a default file name and the data format *ASC* (ASCII).

   ➡️

   Note that you may change the default file name but that you should not change the file type as the IRD requires you to transmit the report in ASCII format.

2. Choose *Transfer*.

   The SAP System downloads the file and you can then transmit it to the IRD as specified in the ir-File document, which is available from the IRD.

Generate an exception list

1. Choose *Exception report*.

   The SAP System displays a list of all the employees who were not included on the EMS because their gross earnings, PAYE or student loan repayment were negative.

2. Print the list and mail or fax the details of the report to the IRD.

Result

You have submitted the EMS to the IRD.

Remittance Certificate (HNZLREM0)

Use

As an employer, you are required to submit a remittance certificate to the Inland Revenue Department (IRD) with the following information for each employee on a regular basis:

- Employer

- IRD number of employer

- Period to which the remittance certificate was issued

- Total PAYE deductions (which includes income tax, ACC earner premium and withholding tax)

- Total student loan repayments

- Total child support payments

- Specified Superannuation Contribution Withholding Tax (SSCWT) if you pay SSCWT as an employer

The remittance certificate for employers who do not pay SSCWT is called IR345.

The remittance certificate for employers who do pay SSCWT is called IR346.

For small employers, the remittance certificate is due once a month on the 20th of the following month. For large employers, it is due twice a month on the 20th of the current month and on the 5th of the following month.

Features

The remittance certificate report generates form IR345 or IR346, depending on your selection, using data contained in your employees' infotypes and payroll data from the payroll run for the period selected.

Employees who could not be processed (for example, because no payroll results could be found for the month selected) are listed in a dialog box before the report is displayed.

The report issues the remittance certificate, which contains totals for:

- PAYE deductions and withholding tax

- Child support deductions

- Student loan deductions

- SSCWT deductions (only in IR346)

- Total deductions payable

You have the option of generating an exception report that lists all the employees who were not included on the remittance certificate. These employees were not rejected because of an error in their details but because their gross earnings, PAYE or student loan repayment were negative. This situation may arise, for example, because of a correction in the amount of tax the employee paid in a previous month, which leads to the employee receiving money back in the current month. The IRD requires you to send these details, too.

The remittance certificate cannot be filed electronically. You should use IRD stationery.

See also:

Creating the Remittance Certificate

Use

Use this function to generate a remittance certificate for a selection of employees for a particular month.

Prerequisites

You must have run the payroll for the period in question.

Procedure

4. Select the employees for whom you want to issue the remittance certificate.

5. Enter the time frame within the period, for example 01.05.1999 to 31.05.1999.

6. Depending on whether your company pays Specified Superannuation Contribution Withholding Tax (SSCWT), choose the certificate you want to issue.

4. Enter the personnel area to be used in the header details on the electronic file and report.

5. Execute the report.

Result

The SAP System processes each employee individually. Any employees who could not be processed (for example, because no payroll data exists for the period in question) are listed for information.

The SAP System issues a report listing totals for:

- PAYE deductions and withholding tax

- Child support deductions

- Student loan deductions

- SSCWT deductions (only for IR346)

- Total deductions payable

If you generated the report for information only, you can cancel it and no further processing takes place.

To display a list of employees who were rejected from the remittance certificate because their gross earnings, PAYE, student loan or child support was negative, choose *Exception report*.

ACC Employer Premium Report (HNZLACC0)

Use

The Inland Revenue Department (IRD) requires you to submit the ACC residual claims levy statement (IR68A) by May 31 following the end of a financial year.

The ACC employer premium report generates the details required to fill out the IR68A form.

Prerequisites

You must have carried out the Customizing steps listed in Accident Compensation Deductions [Page 156].

The payroll should have been run for all periods up until the last period to be included in the report. If you require a report on the full financial year, you must have payroll results for all periods until the final period of the financial year.

Features

Access the report by choosing *Human Resources → Payroll → Asia/Pacific → New Zealand → Subsequent activities → Per payroll period → Lists/statistics → Payroll reports → ACC employer premium report*.

The report calculates and issues the following details:

IRD number

Gross earnings	Consists of: *ACC liable earnings* (/143) *1st week of injury payment* (/144*) Reimbursed by ACC* (/145) *Other non-liable earnings* (/146)

Payments for employees for first week of injury only +	Year-to-date amount of *1st week of injury payment* (/144)
Payments after first week reimbursed by ACC +	Year to date amount of *Reimbursed by ACC* (/145)

ACC Employer Premium Report (HNZLACC0)

Excess paid to any employee over the maximum +	If amount in *ACC liable earnings* wage type (/143) is greater than amount in *ACCMC* constant, the employee has received an excess.
Other payments not liable, for example withholding payments =	Year-to-date amount of *Other non-liable earnings* (/144)
Total earnings not liable for premium	Total

Gross earnings of employees -
Total earnings not liable for premium =
Total earnings liable for premium

For each employer classification unit:

Liable earnings *	
Premium rate /	Constant derived from feature *ACCRT*
100 =	
Premium payable	

The **Total premium payable** is calculated for all employer classification units.

Total premium payable *	
GST rate /	Constant *GSTRT*
100 =	
GST amount payable	

Total premium payable +
GST amount payable =
Total employer premium

For **Other payments not liable for premium** and **Excess payment over the maximum**, the SAP System lists the personnel number and IRD number of each employee concerned and the amount.

See also:

Executing a Payroll Report [Page 202]

Superannuation

Purpose

Superannuation is a scheme by which employees and employers can contribute to a fund as a form of investment for an employee's retirement. Contributing to a superannuation fund [Ext.] is not compulsory neither for either party.

In this component, you can record all the necessary information required to enable the *Payroll* component to calculate the amount to be paid into an employee's superannuation fund. The SAP System allows you to:

- Define a series of superannuation funds for your employees

- Determine the components of the superable earnings [Ext.] that form the basis of the superannuation calculation

- Group employees together for the purposes of superannuation

- Define employee contribution amounts or percentages

- Define employer contribution amounts or percentages

Implementation Considerations

If you administrate contributions to superannuation funds for your employees, this component enables you to automate the process and integrate it into your payroll procedure.

Superannuation (Infotype 0310)

Definition

The *Superannuation* infotype [Ext.] (0310) contains default settings for the superannuation funds to which the employer and/or employee contribute for the employee's retirement.

Use

For the payroll program to calculate the contribution amounts to any superannuation funds to which an employee subscribes, you must create a record for the *Superannuation* infotype per fund for the employee.

For new employees, you can create the *Superannuation* infotype through a hiring action. If your employees' superannuation details change, you can create new superannuation records in master data by delimiting the old records and entering a new validity period for the new records.

Structure

The settings you make in the Superannuation infotype (0310) include the:

- Superannuation fund

- Superannuation annual salary (if this is not the same as the employee's actual salary)

- Company contribution details (percentage, absolute amount or factor of the employee's contribution)

- Employee contribution details (percentage or absolute amount)

- Medical classification (if your company or the superannuation fund requires the employee to undergo a medical examination before joining the fund)

- Reason for joining the fund (if your company requires the employee to specify a reason)

In Customizing for *Payroll New Zealand* under *Superannuation → Superannuation Funds → Define Superannuation Fund Details [Ext.]*, you can set up default contribution details which you can override if you change the default in the infotype. You can also set up a default superannuation fund in Customizing.

Integration

If an employee decides to change the contributions he or she makes to a particular fund, you need to create a new record to reflect these changes. Should you receive a request to change contribution amounts after payroll has been run for a particular period, changing the record will trigger retroactive accounting.

Superannuation Contributions

In New Zealand, there are no compulsory superannuation funds. An employee may choose to join one or more superannuation funds. For each superannuation fund, contributions are made according to one of the following options:

- Both employer and employee contribute

- Only employer contributes

- Only employee contributes

The options available for each fund vary from employer to employer.

An employer contribution can be a:

- Percentage of the employee's superable salary

- Fixed amount

- Factor of the contribution paid by the employee - for example, the employer may agree to contribute 1.5 times the amount that the employee contributes

An employee contribution can be a:

- Percentage of the employee's superable salary

- Fixed amount

The contributions may differ from fund to fund.

Specified Superannuation Contribution Withholding Tax

Use

Any contribution an employer makes to a superannuation fund [Ext.] for the benefit of an employee is liable for Specified Superannuation Contribution Withholding Tax (SSCWT). The calculation of SSCWT may be based on a grossed up superannuation amount or on the company base contribution amount.

a = SSCWT rate = 33%

b = company contribution

i.　SSCWT based on grossed up amount:

$$SSCWT = a / (1 - a) \times b$$

$$SSCWT = 0.33 / (1 - 0.33) \times 50 = \$24.63$$

ii.　SSCWT based on company contribution

$$SSCWT = b \times a$$

$$SSCWT = 50 \times 0.33 = \$16.50$$

Prerequisites

In Customizing for *Payroll New Zealand*, you must have:

1. Set up a wage type to hold the calculated SSCWT amount

2. Set up a processing class containing the following specifications:

    – Calculations based on base contribution amount

    – Calculations based on grossed up superannuation amount

3. Assigned the appropriate specification to the wage type

4. Maintained the current SSCWT rate

Activities

The SAP System calculates the amount of SSCWT due during the payroll run and stores it in the appropriate wage type.

Superannuation Reporting

Use

This section contains a description of the superannuation reports you can create and explains how to generate them.

Superannuation Report (HNZLSUP0)

Use

The superannuation report enables you to display the superannuation funds and the employees who contribute to those funds. In addition, it provides information about the contributions made by the employer and employees as well as the Specified Superannuation Contribution Withholding Tax (SSCWT) amount paid.

Prerequisites

You must have

- Carried out the Customizing steps for superannuation

- Set up a *Superannuation* infotype (0310) for each participating employee

- Generated payroll results

Features

You can choose to display the list by:

- Employee

- Fund

If you choose to display by employee, the SAP System lists the superannuation funds in which each employee participates.

If you choose to display by superannuation fund, it lists the personnel numbers of the employees who participate in a particular fund.

In both cases, totals are displayed for each payroll area selected and the company as a whole. In the fund list, a total per superannuation fund is also listed.

Deductions

Purpose

This component calculates all payments to third-parties with the exception of taxes and garnishments, which are deducted directly from the employee's pay. Maximum thresholds for deductions and outstanding payments are taken into account.Features

Within payroll, deductions can refer to gross remuneration or to net remuneration. The following types of deductions are differentiated between:

- Statutory deductions

    Statutory deductions include taxes or social insurance payments, for example.

- Voluntary deductions

    Voluntary deductions include payments to a savings plan or a voluntary insurance policy that the employer takes out for the employees.

Moreover, you differentiate between:

- One-off Deductions [Ext.]

    for example a donation

- Recurring Deductions [Ext.]

    for example, in the case of imputed income or a savings plan.

Subsequent Activities

Purpose

The component comprises the activities that you must carry out after payroll (gross - net - payroll).

Wage and Salary Payments

Purpose

This component enables you to pay wages and salaries to employees, while taking into consideration country and bank-specific requirements and specifications. Moreover, you can make certain employee-specific payments to third parties (dependent on the country version), whereby the employee is not the payment recipient. The system offers different variants of *wage and salary payments*, which are used in various combinations by the individual country versions.

You can find technical information on *wage and salary payments* and notes on the necessary Customizing settings in the following sections:

- Payment-Related Information in the Master Data [Page 184]

- Payment-Related Information in the Payroll Result [Page 185]

- Preliminary Program for Data Medium Exchange [Page 187]

You can find information on the posting of payment transactions in the documentation for *Posting to Accounting,* under Integration with the Posting of Payment Transactions [Ext.].

Scope of Function

You can find information on *wage and salary payments* in the following sections.

Payment-Related Information in the Master Data

Certain information from the master data for your employees reappears in the *Payroll* results. The *Wage and Salary Payments* evaluates this Information in the Payroll Results [Page 185], but also accesses certain infotypes directly.

Below is a list of the international infotypes that contain payment-related information.

- Organizational Assignment (Infotype 0001) [Ext.]

- Personal Data (Infotype 0002) [Ext.]

- Addresses (Infotype 0006) [Ext.]

- Bank Details (Infotype 0009) [Ext.]

- External Bank Transfers (Infotype 0011) [Ext.]

> In addition to the infotypes mentioned above, there are other international wage types (e.g. for capital formation) that contain payment-related information. These infotypes will not be discussed here. For more information on international infotypes, see the SAP Library under *Human Resources → Payroll → <Country>*.

For more information on how the system evaluates the payment-related information in the master data and the payroll results, see Preliminary Program DME [Page 187].

Payment-Related Information in the Payroll Results

The following tables in the payroll results contain payment-related information that the system evaluates during the wage and salary payments process.

- *Payment Information* (BT)

- *Work Center/Basic Pay* (WPBP)

Payment Information table (BT)

Every entry in the *Payment Information* table (BT) in an employee's payroll results corresponds to a payment that was created in a payroll period for this employee. However, the employee is not necessarily the **payment recipient** of all payments. A difference must be made, for entries in the *Payment Information* table (BT), between payments to the employee and employee-specific payments to third parties.

The origin and treatment of employee-specific payments to third parties is country-specific. If, for example, salary elements for an employee are garnished or are retained for capital formation, an entry is created in the *Payment Information* table (BT) in the employee's payroll results, for payment of the retained amount to a third party (e.g. the creditor or the capital formation institute). The origin of this entry depends on the county version used, and the settings in Customizing. However, employee-specific payments to third parties do not necessarily create an entry in the *Payment Information* table (BT) for the employee. The reason for this is that in certain country versions these payments are made independent of the *Wage and Salary Payments* component.

Entries in the *Payment Information* Table (BT) for Payments to the Employee

- The *Payment Method* field is always filled.

- The *Bank Number* and *Bank Account* fields are filled, if the payment method requires bank details.

- The *Recipient*, *Postal Code* and *Location* fields are filled, if you have manually overwritten the corresonding fields in the Bank Details infotype (0009) [Ext.]. If you have not manually overwritten these fields in the *Bank Details* infotype (0009), the values from the Personal Data (0002) [Ext.] and Addresses (0006) [Ext.] infotypes are displayed there. In this case, the *Recipient*, *Postal Code* and *Location* fields are not filled in the *Payment Information* table (BT).

Entries in the *Payment Information* Table (BT) for Employee-Specific Payments to Third Parties

- The entry in the *Payment Information* table (BT) for an employee-specific payment to a third party either contains detailed information from the infotype that forms the basis of the payment (Payment Method, Bank Details, Name and Addresses), or a recipient key in the *Recipient* field. This recipient key refers to Customizing for *Personnel Management*, where you must store the detailed information mentioned.

Payment-Related Information in the Payroll Results

- The *Purpose* field in the *Payment Information* table (BT) is filled, if a purpose was entered in the infotype that forms the basis of the payment.

   ➡

   Note that not all the fields in the *Payment Information* table (BT) are discussed here. For more information on how the system determines the information on the payment recipient, see Preliminary Program DME [Page 187], in the "Scope of Function" *section*.

Work Center/Basic Pay **Table (WPBP)**

Certain organizational elements from the *Organizational Assignment* infotype (0001) are stored in the *Work Center/Basic Pay* table (WPBP) during payroll. These organizational elements are used in the wage and salary payments process (dependent on Customizing) to determine the house bank and the house bank account.

Furthermore, the system uses the *Work Center/Basic Pay* table (WPBP) to determine the paying company code. Specification of the paying company code is optional in Customizing. If you have not specified a paying company code in Customizing, the system uses the company code that is stored in the *Work Center/Basic Pay* table (WPBP) in the employee's payroll results. If the *Work Center/Basic Pay* (WPBP) table for the employee contains several partial periods as the result of a WPBP Split [Ext.], in the payroll period to be processed, the system uses the company code in the last partial period, in which the employee was active, to determine the paying company code.

Preliminary Program DME

Use

To start the preliminary program DME, choose *Human Resources → Payroll → Payroll → Bank Transfer → Pre. Program DME* from the *SAP Easy Access* menu.

You use the preliminary program DME to evaluate the payroll results to create payment data. The creation of payment data is the first step in the wage and salary payments process.

You can also use the preliminary program DME if you want to make several partial payments on different dates within a payroll period (Qualified Advance Payment [Page 70]).

The preliminary program DME can evaluate payments using different payment methods [Ext.] in a payment run. The payment medium programs, which further process the data created by the preliminary program DME, select the relevant data records using the payment method.

The preliminary program DME processes both information from the master data [Page 184] and information from the payroll results [Page 185] for an employee.

Integration

The payment data created by the preliminary program DME is processed by the country-specific payment medium programs in *Accounting* to create payment mediums (for example, DME files for the bank, checks). You must start these subsequent programs after the preliminary program DME has evaluated the payroll results for the employee and has created the payment data.

Prerequisites

You have exited payroll for the payroll periods for which you want to make wage and salary payments. (Exception: You make a Qualified Advance Payment [Page 70] before exiting payroll.)

You have checked or made the following settings in agreement with *Accounting*.

- **Setting up the payment methods** (in Customizing for *Personnel Management* under *Personnel Administration → Personal Data → Bank Details → Define Payment Method [Ext.]*)

- **Setting up the house banks and house bank accounts** (in Customizing for Payroll under *Data Medium Exchange → Preliminary Programs for Data Medium Exchange → Set Up House Banks [Ext.]*)

- **Defining the Sending Banks** (using the *Sender Account Number for Data Medium Exchange* feature (DTAKT) in Customizing for Payroll under *Data Medium Exchange → Preliminary Programs for Data Medium Exchange → Define Sending Banks [Ext.]*)

- **Defining the paying company code** if you do not want to use the company code stored in the *Organizational Assignment* (0001) infotype (using the *Sender Account Number for Data Medium Exchange* feature (DTAKT) in Customizing for Payroll under *Data Medium Exchange* → *Preliminary Programs for Data Medium Exchange* → Define Sending Banks [Ext.]).

- **Assigning the text key for the payment transaction to transfer wage types** (in Customizing for Payroll under *Data Medium Exchange* → *Preliminary Programs for Data Medium Exchange* → Check Text Keys for Payment Transactions [Ext.])

    This assignment is not necessary in all country versions.

Scope of Function

For every current original result for employees processed in a payment run, the preliminary program DME reads the *Payment Information* table (BT) in the payroll results.

In the process, the system performs the following steps for every entry in this table:

- The system determines the information on the payment recipient

    – from the entry in the *Payment Information* table (BT)

    – from the *Payee Keys* table (T521B), if the entry in the *Payment Information* table (BT) contains a recipient key

    – from the *Personal Data* (0002) and *Addresses* (0006) infotypes, if the entry in the *Payment Information* table (BT) does not contain a recipient key and does not contain any recipient data

- The system evaluates the *Sender Account Number for Data Medium Exchange* feature (DTAKT) to determine the following information:

    – The paying company code

    – The house bank

    – The house bank account

- The system reads the *Purpose* field in the *Payment Information* table (BT):

    – If the *Purpose* field is filled, the contents of the field are transferred to the payment data.

    – If the *Purpose* field is not filled, the following text is used: "Wage/Salary", <Personnel Number>, <Payroll Period> or "Pension", <Personnel Number>, <Payroll Period>.

- The system determines the payment currency:

    – If the *Currency* field in the *Payment Information* table (BT) contains a currency, this currency is used for the payment.

    – If the *Currency* field in the *Payment Information* table (BT) does not contain a currency, the currency from the *Currency* field in the *Payroll Status Information* table (VERSC) is used for the payment.

- The system reads the bank codes of the house banks and the recipient bank from the *Bank Master Record* table (BNKA).

- The system checks the payment data for consistency. If a payment with inconsistent data exists for an employee, the system does not make any payment for this employee.

- For every entry in the *Payment Information* table (BT) the system creates an entry in the payment data.

Selection

The selection screen for the preliminary program DME is country-specific. The following describes only the most important international parameters.

Set Flag for Transfers

We recommend that you mark this indicator. It causes the system to mark every processed entry in the *Payment Information* table (BT) with date and time, to show payment runs carried out later that it is "processed". This prevents entries in the *Payment Information* table (BT) being accidently processed more than once. If the payroll run is repeated after you have executed the preliminary program DME, the system does not overwrite the entries marked with date and time but performs a difference calculation. That is why you must mark the *Set Flag for Transfers* indicator if you want to perform a qualified advance payment.

Wage Type

You can use these input fields to restrict a payment run to certain wage types, for example, to pay the wage types created for *External bank Transfers* (Infotype 0011) separately from the employee's salary.

Test

If you mark this indicator, the system only displays the payments to be made as the result for a payment run. It does not create any payment data and does not change any data in the payroll results.

Output

The preliminary program DME creates a payment run, which contains payment data. You can clearly identify every payment run using the *Program Run Date* and *Identification Feature* combination. The *Identification Feature* originates from the six-digit system time, at which you started the preliminary program DME. The system replaces the last digit of the six-digit system time in the *Identification Feature* with a `P`.

> You started the preliminary program DME at 09.25 on 04.14.2000. You can clearly identify the payment run created using the *Program Run Date* (`04.14.2000`) and *Identification Feature* (`09251P`) combination.

The payment data contained in a payment run is saved in the following tables:

- *Control Records for the Payment Program* (REGUV)

- *Settlement Data from Payment Program* (REGUH)

Preliminary Program DME

- *Processed Items from Payment Program* (REGUP)

The data in these tables is further processed by the payment medium programs in *Accounting*. For more information, see Payments (FI-BL) [Ext.].

See also:

Repeating a Payment Run [Page 191]

Repeating a Payment Run

Use

If a payment run was not carried out correctly (for example, because of a program termination), you have to repeat this payment run.

Prerequisites

When you created the payment run that you now want to repeat, you marked the *Set Flag for Transfers* indicator.

Procedure

1. Make the same settings on the Preliminary Program DME [Page 187] selection screen that you made when you created the original payment run.

2. In the *Repeat Run: Date* and *Time* fields, enter the date and time for the payment run to be repeated.

   The system uses this entry to evaluate the entries in the *Payment Information* table (BT) which the preliminary program DME marked with data and time, but for which the date and time correspond to your entries in the *Repeat Run*: *Date* and *Time* fields.

3. If you only want to evaluate entries in the *Payment Information* table (BT) which have already been marked, select the *Flagged Records Only* indicator.

   If you do **not** set this indicator, the system also evaluates the entries in the *Payment Information* table (BT) which are still not marked with date and time.

4. Choose ⊕.

   If you do not know the date and time for the payment run to be repeated, proceed as follows:

1. Use the Display Payroll Results [Page 60] program (Report H99_DISPLAY_PAYRESULT) to display a payroll result (for any employee) that was evaluated during the original payment run.

2. Display the *Payment Information* table (BT).

3. Select an entry from the *Payment Information* table (BT) which the preliminary program DME marked with date and time when creating the original payment run.

4. Make a note of the values in the *Date* and *Time* fields so that you can enter them in the *Repeat Run: Date* and *Time* fields on the Preliminary Program DME selection screen.

Wage and Salary Payments by Bank Transfer

Purpose

The system uses this process to provide all the information your house bank needs to transfer the wage and salary payments to your employees. The system creates a DME file and the DME accompanying sheet. Furthermore, you can print a payment summary which lists the individual payments. You can use the payment summary to, amongst other things, post the wage and salary payments manually to *Financial Accounting*.

Process Flow

1. The preliminary program DME [Page 187] evaluates the entries in the *Payment Information* table (BT) in the payroll results for the employees, and creates a payment run which contains the payment data.

2. The payment medium program [Ext.] for the bank transfer evaluates the payment data and creates a DME file, the DME accompanying sheet and the payment summary. The DME file contains all bank transactions and is of the same format as the file used by the bank for your country.

3. You provide your house bank with the DME file created, so that the bank transfer can be made.

The following graphic shows the process flow of wage and salary payments by bank transfer.
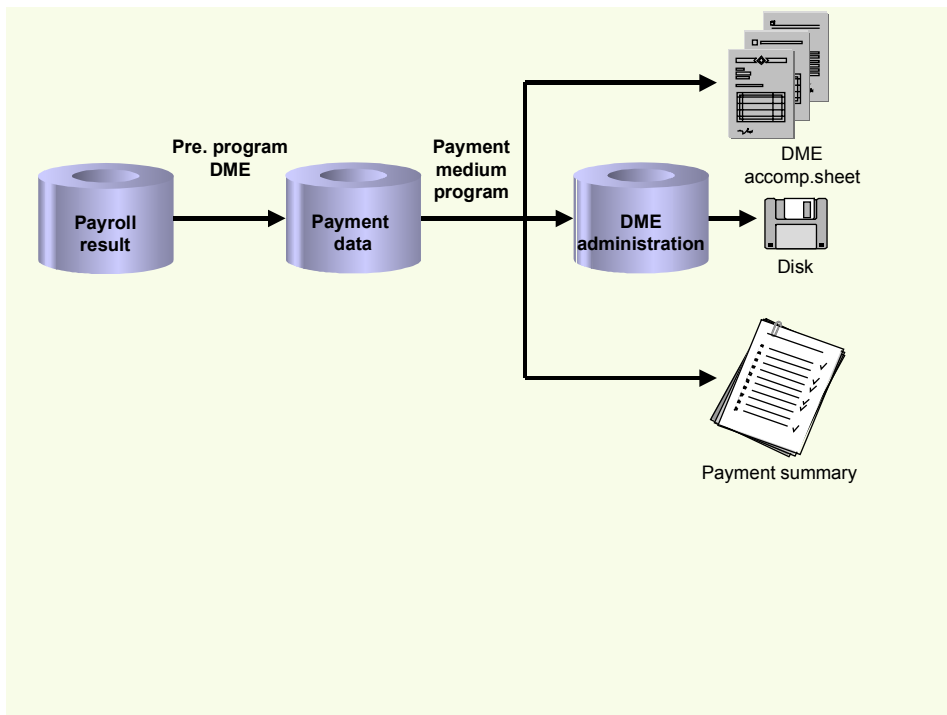
Evaluating Payroll Results

Procedure

1. Start the preliminary program DME [Page 187].

2. Make the required entries for *Payroll period*, *Selection* and *Wage types*.

3. Select the *Set flag for transfers* indicator (see Preliminary Program DME [Page 187]), and select ⊕.

   The system produces statistics on the personnel numbers evaluated and the entries in the *Payment Information* table (BT).

4. Make a note of the program run date and the six-digit identification feature. You will have to enter these values at a later stage on the selection screen of the payment medium program, which you use for creating the DME file [Page 194].

Result

The system evaluates the payroll results for the employees you selected, and saves the payment information as payment data to the database.

Creating a DME File

Procedure

1. Start the payment medium program used for creating DME files.

2. Enter the *program run date* and the *identification feature* of the payment run to be processed.

3. In the *Print control* section, select the *Data medium exchange* and *Print payment summary* indicators.

4. Enter the additional necessary data, and choose 🕓.

Result

The system evaluates the payment data for the payment run you entered, and creates a DME file. The DME file contains all bank transactions and is of the same format as the file used by the bank for your country.

Furthermore, the system creates the DME accompanying sheet and the payment summary for this DME file. You can continue to process the DME file created, using data medium administration [Page 195].

Data Medium Administration

Use

Data medium administration (DME administration) helps you to manage the data media that you create in Financial Accounting and in Human Resources.

In the Accounts Receivable or Accounts Payable menu, choose *Periodic processing* → *Payments*. The system displays the Automatic Payment Transactions: Status screen. From here, choose *Environment* → *Payment medium* → *DME administration* to reach the DME administration screen.

In the Payroll country menus, choose *Payroll* → *Bank transfer* → *DME management*.

In the DME administration overview, the system displays all the data media created with the selection criteria you have specified. You can call up further information for each data medium. Select the required data medium.

Features

DME administration includes the following functions:

- **Displaying data medium attributes**

    Choose *Extras* → *DME attributes*

    The system displays the following information for the selected data medium:

    − Payment run ID

    − House bank or clearing house

    − Date and time of data medium creation

    − Responsible person

    − Amount paid in currency specified

    − Further technical data

- **Deleting an individual or several data media**

    The accompanying administrative data is deleted from the system at the same time.

    Select the required data medium and then choose *Edit* → *Delete data medium*. A confirmation prompt appears. The selected data media are deleted when you confirm this prompt.

    If you wish to delete data media from several company codes, then you should use the reorganization function within the payment program.

    See also:

    Deleting DME Administrative Data Across Company Codes [Ext.]

- **Downloading one or more files from the SAP system or from the file system to hard drive or disk**

    See also:

    Downloading a DME File onto Disk [Ext.]

Data Medium Administration

- **Displaying the contents of a data medium on the screen or printing the contents**

  Choose *Edit* → *Display DME* contents from the DME administration overview screen.

  ➡

  The following functions are **not** available for payments from *Human Resources* (HR).

- **Displaying Documents**

  Choose *Extras* → *DME attributes* and then *Environment* → *Display documents*. By selecting *Choose*, you branch into the selected payment document.

- **Displaying the transferred data after receiving and entering the account statement**

  To do this, choose *Extras* → *Bk transact.attribs* from the DME administration overview screen. If your electronic account statements are processed automatically, then the system fills in the fields within the *Account statement* group.

- **Printing the payment summary for the selected data medium**

  To do this, choose *Extras* → *Payment summary* from the DME administration overview screen.

- **Creating a payment advice note**

  If you do not use the automatic transfer of electronic account statements but instead enter the account statement data manually, you can simplify this work by means of payment advice notes within DME administration.

  You can create a payment advice note for a specified data medium using *Environment* → *Generate doc.pmt adv*. You can enter this payment advice number at a later stage when clearing the bank clearing account. During clearing, the system then only proposes those open items which belong to the payments specified in the payment advice.

  You can find more information on the use of this function in Great Britain, (for the creation of a Telepay file, for example) in the documentation of report RFFODTA1.

Cash Payment with Cash Breakdown List

Purpose

The system uses this process to provide all the information you need to pay the wages and salaries, in cash, to your employees. The system creates:

- A cash breakdown list, in the payroll currency, with the number of bank notes and coins you need for the cash payment

- A payment list that lists the individual payments for each employee

- A list of signatures that the employee can sign after receiving the cash payment

In contrast to the other payment processes that the R/3 System offers for wage and salary payments, no data is stored or changed in your system when you use the cash payment with cash breakdown list process. Only the lists mentioned above are created when you use this process.

Prerequisites

You have not entered any payment method in the *Bank Details* infotype (0009).

➡️

If the *Payment Method* field in the *Bank Details* infotype (0009) is blank, the system stores the payment amount in the *Cash Payment* wage type (/557) in the *Results Table* (RT) in the payroll results for the employees, during the payroll run.

The system does **not** store the *Cash Payment* wage type (/557) in the *Payment Information* table (BT).

Process Flow

The *Cash Breakdown List* program (Report RPCMLI00 or RPCMLI09) evaluates the entries in the *Results Table* (RT) in the employee's payroll results, for the wage type you entered on the program selection screen in the *Wage Type of Net Amount* field. It then creates the following lists:
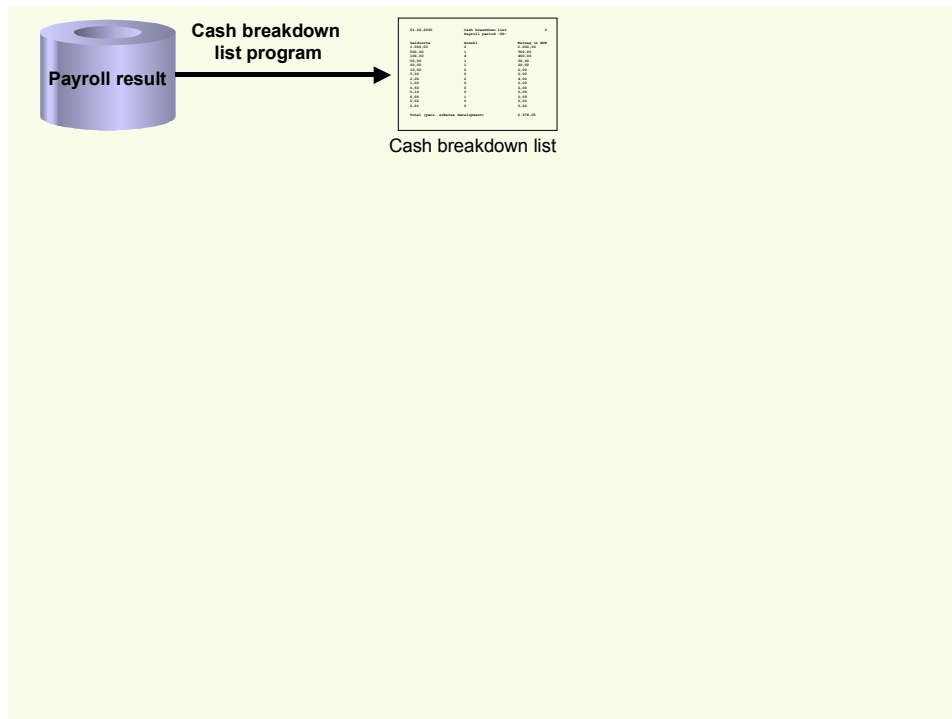
- Cash breakdown list

- Payment list

- List of signatures

➡️

If you use the Off-Cycle Activities [Ext.] component, use report RPCMLI09. If you do not use the *Off-Cycle Activities* component, use report RPCMLI00.

The following graphic shows the process flow of cash payments with a cash breakdown list.

Cash Payment with Cash Breakdown List

Cash breakdown list

Reports

Purpose

You can create reports and statistics using this component.

Payroll Reporting

Use

This function enables you to display and print a number of reports that provide payroll data about your employees.

Prerequisites

You must have run payroll for your employees and have payroll results.

Features

When you have run payroll for your employees, you can run the following reports:

- **Employee pay details report**

    This displays each employee's total hours, earnings, allowances, taxes and deductions for the current payroll period, the month-to-date and the year-to-date by wage type. The amount paid, retroactive calculations and gross pay are only displayed for the current period.

    A total is displayed for each payroll area and a grand total for all the employees specified in the report.

- **Employee payroll summary report**

    This displays your employees' total hours, taxed and untaxed earnings, a total for gross earnings, a total for each deduction, a total for all deductions and a total for net pay for the current payroll period, the month-to-date and the year-to-date per payroll area.

- **Reconciliation report**

    This report reconciles per payroll area the year-to-date figures for the last payroll period with the figures for the current period including any retroactive payments and generates new year-to-date figures for earnings and allowances, retroactive payments from previous periods, income tax, deductions, claims, total amount paid and number of employees paid.

    In addition, you can display a list of employees who were:

    − Transferred from one payroll area to the specified payroll area

    − Hired on the specified date

    − Transferred to another payroll area from the specified payroll area

    − Terminated on the specified date

    − Not selected in the comparison

- **Payroll exception report**

    This displays the personnel number of employees who were rejected by the payroll run for a particular month and the reasons why - for example, because an employee has no IR number.

- ACC Employer Premium Report (HNZLACC0) [Page 173]

See also:

Executing a Payroll Report [Page 202]

Executing a Payroll Report

Use

Payroll reports enable you to display payroll data for your employees. The following reports are executed in the same way, but display different data:

- Employee pay details report

- Employee summary report

- Reconciliation report

- Payroll exception report

- ACC employer premium report

Prerequisites

You must have run payroll for your employees and have payroll results.

Procedure

1. Choose *Human Resources → Payroll → Asia/Pacific → New Zealand → Subsequent activities → Per payroll period → Lists/statistics → Payroll reports*.

2. Select the payroll report you want to execute.

3. Enter a payroll area.

4. Set the *Current period* field indicator

    or

    In the *Other period* field, enter the payroll period and year, for example, `01.1999` (April 1999).

5. To run the report for a selection of employees, enter your selection criteria.

6. Choose *Program → Execute*.

Quarterly Employment Survey (HNZLQES0)

Use

The Quarterly Employment Survey is one of two reports that helps your company provide the statistics required by the New Zealand Statistics Organisation on a quarterly basis.

The report provides statistics on the number of employees, their ordinary time earnings and their overtime earnings for the payroll period(s) and the selection of employees you choose.

Integration

The other report that provides statistics on your employees' superannuation funds and the company contributions is the Quarterly Labour Cost Survey for Superannuation Costs [Page 205].

Prerequisites

You must have run the payroll and have results for the periods you want to evaluate.

Features

Selection

You can restrict the employees selected for the survey by entering individual, or a range of:

- Personnel numbers

- Personnel areas and subareas

- Payroll areas

The *Survey date* you enter determines the payroll periods for which the statistics will be evaluated. To display statistics per individual employee, you can set the *Detailed list* field indicator.

Output

Summary report

For all payroll areas and payroll periods selected, the Quarterly Employment Survey report lists the:

- Number of full-time male and female employees

- Number of part-time male and female employees

- Total employee earnings for ordinary working time based on weekly rates

- Total employee earnings for overtime based on weekly rates

- Total number of ordinary working hours based on weekly rates

- Total number of overtime hours based on weekly rates

Quarterly Employment Survey (HNZLQES0)

Detailed list

For each individual payroll area, the detailed list displays the personnel numbers evaluated and the individual:

- Earnings for ordinary working time based on weekly rates

- Earnings for overtime based on weekly rates

- Number of ordinary working hours based on weekly rates

- Number of overtime hours based on weekly rates

Subtotals are displayed for the following:

- Payroll area

- Males

- Females

- Full-time employees

- Part-time employees

A grand total is displayed at the end of the report.

Quarterly Labour Cost Survey for Superannuation Costs (HNZLSCS0)

Use

The Quarterly Labour Cost Survey (Superannuation Costs) report is one of two reports that helps your company provide the statistics required by the New Zealand Statistics Organisation on a quarterly basis.

The report outputs provides statistics on the superannuation funds your employees subscribe to and the company contributions to those funds for the payroll period(s) and selection of employees you choose.

Integration

The other report that provides statistics on your employees and their earnings is the Quarterly Employment Survey (HNZLQES0) [Page 203].

Prerequisites

You must have run the payroll and have results for the periods for which you want to evaluate superannuation costs.

Features

Selection

You can restrict the employees selected for the survey by specifying:

- Personnel numbers
- Personnel areas and subareas
- Payroll areas

The *Survey date* you enter determines the payroll periods for which the statistics will be evaluated.

Output

For all payroll areas and payroll periods selected, the Quarterly Labour Cost Survey report for superannuation costs lists the:

- Superannuation funds
- Company contribution to the fund (in percent)
- Number of full-time employees participating in each fund
- Number of part-time employees participating in each fund