

Payroll United States (PY-US)



HELP.PYUS

Release 4.6C



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Icons

Icon	Meaning
	Caution
	Example
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Payroll United States (PY-US)

Purpose

This component allows you to process payroll for employees in the United States, using data from SAP Personnel Administration and Benefits under a wide variety of configurations. You can also run payroll using a combination of SAP and third party products. The SAP Payroll system also offers a number of standard payroll reports. The Tax Reporter component allows you to generate all required state and federal tax forms, such as SUI reports and W-2s. Further reports can be generated using Ad Hoc Query in conjunction with an SAP Payroll Infotype.

Implementation Considerations

United States Payroll should be implemented in cooperation with the project team implementing other areas of SAP HR, particularly Personnel Administration. Since US Payroll uses an interface to a separate BSI TaxFactory database to calculate taxes, you need to consult with networking, database and Basis personnel during some parts of the implementation.

Integration

The Payroll component is integrated with other SAP HR components, such as Personnel Administration and Benefits. There are also interfaces to other SAP modules such as Financial Accounting and Controlling.

Features

SAP Payroll allows American businesses to run payroll for employees in all states. Requisite statutory reports, such as Federal forms 940, W-2, W-3, and all state SUI forms are also supported by the SAP system.

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 \[Page 134\]](#) 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 \[Page 30\]](#) which also contains the activities carried out by the payroll driver during payroll. All data is stored in [internal tables \[Page 32\]](#) and saved in [files \[Page 31\]](#) with a cluster structure.

Payroll Schema

Payroll Schema

Definition

The payroll schema contains calculation rules to be used by the [payroll driver \[Page 29\]](#) 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 \[Page 32\]](#) and saved in [files \[Page 31\]](#) 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

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 \[Page 60\]](#)
- [Payroll Area \[Page 40\]](#)
- [Payroll Status \[Page 36\]](#)
- [Payroll Period \[Page 41\]](#)

Payroll Control Record

Payroll Control Record

Definition

Payroll object that is important for the payroll run, and which contains all the information on a [payroll area \[Page 40\]](#).

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 \[Page 48\]](#) 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 \[Page 50\]](#)
- Last change made to the control record



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



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

Payroll Status (Infotype 0003)

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 \[Page 72\]](#). 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 \[Page 62\]](#).

- *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 \(0003\) \[Page 36\]](#) 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

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 \[Page 41\]](#) 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 \[Page 29\]](#) 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 \[Page 60\]](#).

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 \[Page 130\]](#).

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 \[Page 60\]](#) as the current payroll period

In the [payroll driver \[Page 29\]](#) selection screen, enter the [payroll area \[Page 40\]](#) 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 \[Page 42\]](#)
 - [Date modifier \[Page 43\]](#)
- In the appropriate payroll control record
 - [Payroll period \[Page 44\]](#)

Period Parameters

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 \[Page 43\]](#).

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 \[Page 42\]](#).

Payroll Period

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 \[Page 42\]](#).



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

Period Number

Definition

A two-digit numerical parameter that, together with the date, clearly identifies a concrete [payroll period \[Page 44\]](#).



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 Number

- 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

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 \[Page 51\]](#))

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

Retroactive Accounting

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

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** [\[Page 79\]](#).

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

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

Transaction Codes for Payroll

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

Loading Employee Data from a Non-SAP System into SAP Payroll

Loading Employee Data from a Non-SAP System into SAP Payroll

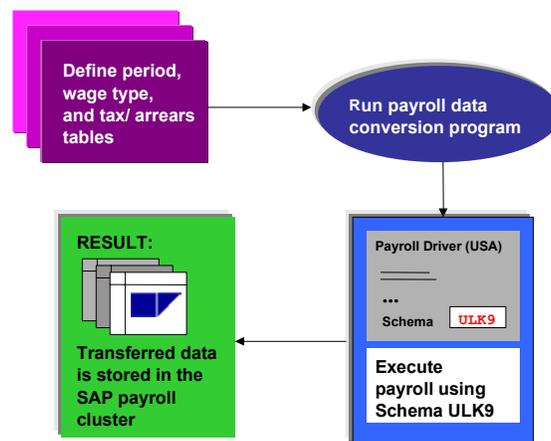
Purpose

If portions of your employee population are paid outside of the SAP payroll system, it may be necessary to transfer payroll information between systems. For example, if an employee transfers mid-year from a department being paid on a non-SAP system to another department who is paid on SAP, it would be necessary to import into SAP all year-to-date payroll results for this employee. This ensures that taxes are calculated correctly for this employee and makes earnings information available for tax reporting in SAP.

Prerequisites

You have access to a program that converts employee data on your non-SAP system to a format that is compatible with SAP Payroll.

Process Flow



1. Define pay period, wage type, and tax/arrear tables in the *Transfer Old Data* chapter of the Payroll USA Implementation Guide (IMG).
2. Run a payroll data conversion program to populate the period, wage type, and tax/ arrear tables with the employee data to be imported into SAP Payroll from the non-SAP system.



The conversion program required for this process is not delivered with the standard SAP system.

3. Execute the payroll driver using Schema ULK9. The payroll driver extracts the data stored in the pay period, wage type, and tax/ arrear tables and stores this data in the SAP payroll results cluster. This data is then available for use in tax reporting. When you run the *Tax Reporter: Preparation* step at the end of a reporting period, the system automatically incorporates data for transfer employees in tax reporting for this period. See [Transfer In / Out in Tax Reporter \[Ext.\]](#) for further information.

Loading Employee Data from a Non-SAP System into SAP Payroll

Result

Employee data from the non-SAP payroll system is transferred into SAP and is stored in the payroll results cluster.

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 \[Page 68\]](#) 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 \[Page 69\]](#).

If you do not want to perform payroll for an employee, you must use the [Lock Personnel Number \[Page 62\]](#) function.

Before you start the payroll run for all employees, you can run a [Payroll Simulation \[Page 63\]](#) for individual employees.

Process Flow

The status of the [Payroll Control Record \[Page 60\]](#) is automatically updated with every step that is carried out during payroll.

1. You release one or several [Payroll Areas \[Page 40\]](#) for payroll.

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

2. You run payroll.

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

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

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

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

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

The Payroll Process

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

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

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

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

5. You release payroll again.

The payroll period does not change.

6. You perform a payroll correction run.

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

7. You simulate the posting to *Accounting*.

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

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



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

Result

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

You can carry out the following steps in the payroll:

- [Create a Remuneration Statement \[Page 498\]](#)

The Payroll Process

- 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 \[Page 525\]](#)

Payroll Control Record

Payroll Control Record

Definition

Payroll object that is important for the payroll run, and which contains all the information on a [payroll area \[Page 40\]](#).

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 \[Page 48\]](#) 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 \[Page 50\]](#)
- Last change made to the control record



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



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

Locked Personnel Numbers

Locked Personnel Numbers

In the [Payroll Status infotype \(0003\) \[Page 36\]](#) 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 \[Page 57\]](#).

Scope of Function

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

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

Activities

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

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

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

Displaying the Payroll Log

Displaying the Payroll Log

Use

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

The *General data* level gives information on the processed data and shows the payroll schema used by the system. The *Successful personnel numbers* and *Rejected personnel numbers* include processing of the schema for each personnel number. This expands the *Rejected personnel numbers* level. However, you can also create and save your own view variants. You can find more information under [creating and processing display variants for the payroll log \[Page 67\]](#).



If you run [payroll in a background operation \[Page 96\]](#), 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 \[Page 66\]](#) for certain terms, for example, for a wage type name.
- For documentation on functions, personnel calculation rules and schemas select the relevant object and choose *Information*.
- Old log
 - If you use customer functions with their own logs, you can display these logs by clicking on the *Old log* pushbutton.

Displaying the Payroll Log



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

Searching in the Payroll Log

Searching in the Payroll Log

Use

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

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

Prerequisites

You are in the *Display log tree* screen.

Procedure

Searching in the Log Tree

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

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

Searching in the Detailed View of the Log

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

A list of hits is displayed.

4. Choose one or more hits and choose .
- The search terms are displayed in context.
- You can expand the displayed levels individually. To expand all levels, choose .
 - To display processing within a personnel calculation rule, place your cursor on the relevant line and choose , or display the rule by double clicking on it.

Creating and Processing Display Variants for the Payroll Log

Use

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

Prerequisites

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

Procedure

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

Result

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

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

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

Releasing Payroll

Releasing Payroll

Procedure

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

Result

You can [run payroll \[Page 70\]](#) 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 \[Page 73\]](#), [check \[Page 75\]](#) or [exit \[Page 79\]](#) payroll for several payroll areas,

Result

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

Running Payroll

Running Payroll

Prerequisites

You have [released \[Page 68\]](#) 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 \[Page 96\]](#).

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 \[Page 64\]](#) after the payroll run. However, this is usually only a good idea if you [simulate payroll for individual employees \[Page 63\]](#) and want to accurately trace the calculations made in the process. If you perform payroll as a background job, you should **not** create the log as vast quantities of data are created.

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

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

Result

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

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



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

Running Payroll

The R/3 System stores the employees rejected during a payroll run in Matchcode W. To check which employees are stored in Matchcode W, you can display [the personnel numbers not included in the payroll run \[Page 72\]](#).



If personnel numbers are rejected or not selected, you must not [exit \[Page 79\]](#) the payroll program. You must [correct \[Page 73\]](#) the master and time data for the relevant employee and finally [perform a correction run \[Page 74\]](#).

If you make a [qualified advance payment \[Page 90\]](#), you must not exit the payroll program. The system treats an advance payment in a similar way to a correction.

Displaying Personnel Numbers not Included in the Payroll Run

Displaying Personnel Numbers not Included in the Payroll Run

Use

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



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



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

Procedure

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

Result

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

Correcting Payroll-Relevant Master and Time Data

Prerequisites

You have [run payroll \[Page 70\]](#), 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 \[Page 69\]](#).

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 \[Page 68\]](#) 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 \[Page 74\]](#). If errors occur a second time, repeat these steps until payroll has been performed for all personnel numbers and Matchcode W is empty.



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

Performing a Payroll Correction Run

Performing a Payroll Correction Run

Prerequisites

The system has stored [personnel numbers not included in the payroll run \[Page 72\]](#) in Matchcode W (*Payroll Correction Run*). You have [performed corrections \[Page 73\]](#) for the relevant employees and finally [released \[Page 68\]](#) 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 \[Page 96\]](#).

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 \[Page 63\]](#) 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 \[Page 80\]](#) (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 \[Page 70\]](#) 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 \[Page 69\]](#).

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

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

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

The system displays a list of the selected personnel numbers.

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

Result

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

Checking the Payroll Results

Simulating a Posting Run

Use

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

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

You have two options for simulating a posting run:

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

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

Simulating A Posting Run before Finishing Payroll

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

Simulating A Posting Run after Finishing Payroll

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

Procedure

You proceed as described in [creating a posting run \[Page 568\]](#). When doing so, bear the following special feature in mind:

- If you want to create a test run, enter the value π 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 \[Page 584\]](#)

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 \[Page 580\]](#)

Exiting Payroll

Prerequisites

You have made all [corrections \[Page 73\]](#). If you have made a [qualified advance payment \[Page 90\]](#), 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 \[Page 69\]](#).

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

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

Result

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

Displaying Payroll Results

Displaying Payroll Results

Use

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

Integration

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

Scope of Function

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

Selection

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

Output

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

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

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

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

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

Displaying Payroll Results

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

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

Activities

You can perform the following activities using the report H99_DISPLAY_PAYRESULT:

- Displaying the personnel numbers in the SAP list viewer (ALV) Grid Control
 - By selecting *Personnel number* → *Name* → *Formatted last name/first and last name*, you can switch between the various ways of displaying the names
 - By choosing , you can delete the current personnel number from the selection of the displayed personnel numbers.
 - By choosing , you can delete all personnel numbers from the selection of the displayed personnel numbers. Choose *All*.
 - If the selection of current personnel numbers has gone missing (for example, because of a column selection), you can repeat this selection by choosing .
- [Overview of all the payroll results for a personnel number \[Page 82\]](#) (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 \[Page 83\]](#)

Displaying the Payroll Results for a Personnel Number

Displaying the Payroll Results for a Personnel Number

Prerequisites

You are in the *Display Payroll Results* screen.

Procedure

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

Result

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

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

For the displayed payroll results, you can now display the relevant [tables \[Page 83\]](#).

Displaying the Overview of Tables for a Payroll Result

Prerequisites

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



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

Procedure

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



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

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

Result

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

Displaying the Tables for a Payroll Result

Displaying the Tables for a Payroll Result

Prerequisites

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

Procedure

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

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

Result

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

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

Error Search for Several Personnel Numbers: Example

Use

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

Procedure

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

Result

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

Deleting the Last Payroll Result

Deleting the Last Payroll Result

Use

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



To correct errors that occur during payroll, you must **not** delete the payroll results for the respective employee. Instead, proceed as described in [correcting payroll-relevant master and time data \[Page 73\]](#).

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 \[Page 48\]](#), 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 \[Page 88\]](#).

Displaying Deleted Payroll Results

Displaying Deleted Payroll Results

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

Procedure

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

Advance Payments

Use

The SAP System differentiates between qualified and unqualified advance payments.

Qualified Advance Payments

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

Unqualified Advance Payments

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

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

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

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

Qualified Advance Payments

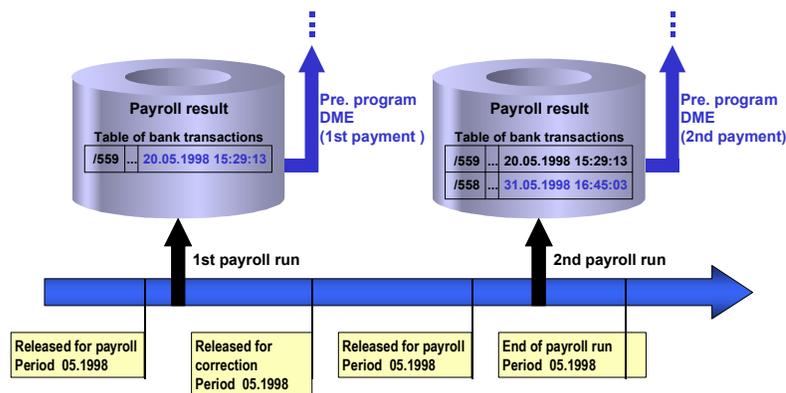
Qualified Advance Payments

Use

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



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



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

First Payroll Run

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

Second Payroll Run

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

Integration

To transfer the amounts in connection with the payroll run, you start the preliminary program Data Medium Exchange (RPCDTAX0) by choosing the menu path Payroll → Bank Transfer.

First Transfer Run:

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

Second Transfer Run:

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

Making a Qualified Advance Payment

Making a Qualified Advance Payment

Procedure

1. Release the payroll run (see [Releasing the Payroll Run \[Page 68\]](#)).
2. Run payroll (see [Run Payroll \[Page 70\]](#))
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 \[Page 73\]](#))
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 \[Page 79\]](#))

Result

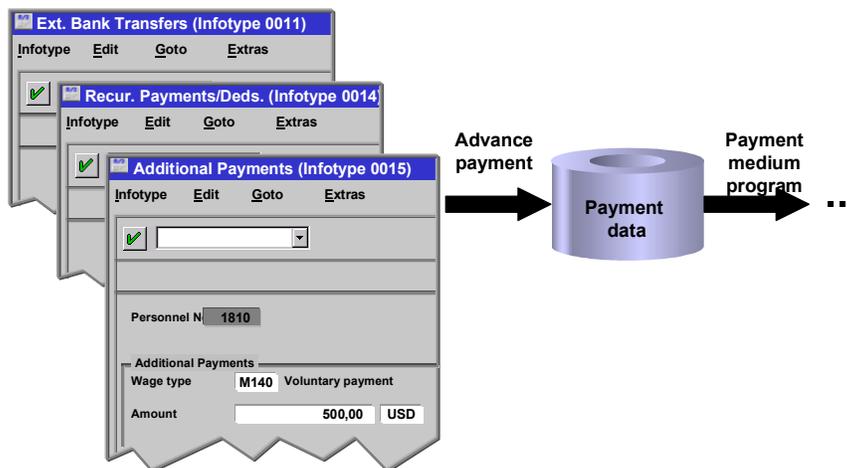
You have effected a qualified advance payment and have transferred and run payroll separately for several of an employee's payments.

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 \[Page 70\]](#) 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 \[Page 97\]](#) in the background. In this way you reduce the payroll runtime.
- Using the [Payroll Calendar \[Page 99\]](#) you can create and schedule payroll jobs.
- You can use a [Process Model \[Page 102\]](#) to define the sequence of all programs that you need for payroll and its subsequent activities. When you start a [Process \[Page 107\]](#) 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 \[Page 504\]](#) 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

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 \[Page 100\]](#) 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

Changing and Displaying Payroll Jobs and Tasks

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

You access the initial screen of the payroll calendar.

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

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

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

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

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

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

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

Changing and Displaying Payroll Jobs and Tasks

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

HR Process Workbench

Purpose

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

Integration

You can use process models to

- Automate the complete [regular payroll process \[Page 57\]](#) and subsequent activities, for example, the [creation of remuneration statements \[Page 498\]](#) or [posting to Accounting \[Page 525\]](#).
- Run [off-cycle payroll \[Page 134\]](#)

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 \[Page 107\]](#). Several processes can be based on the same process model.

Structure

In the attributes, you use the [personnel number selection program \[Page 110\]](#) 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 \[Page 107\]](#).

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 \[Ext.\]](#).

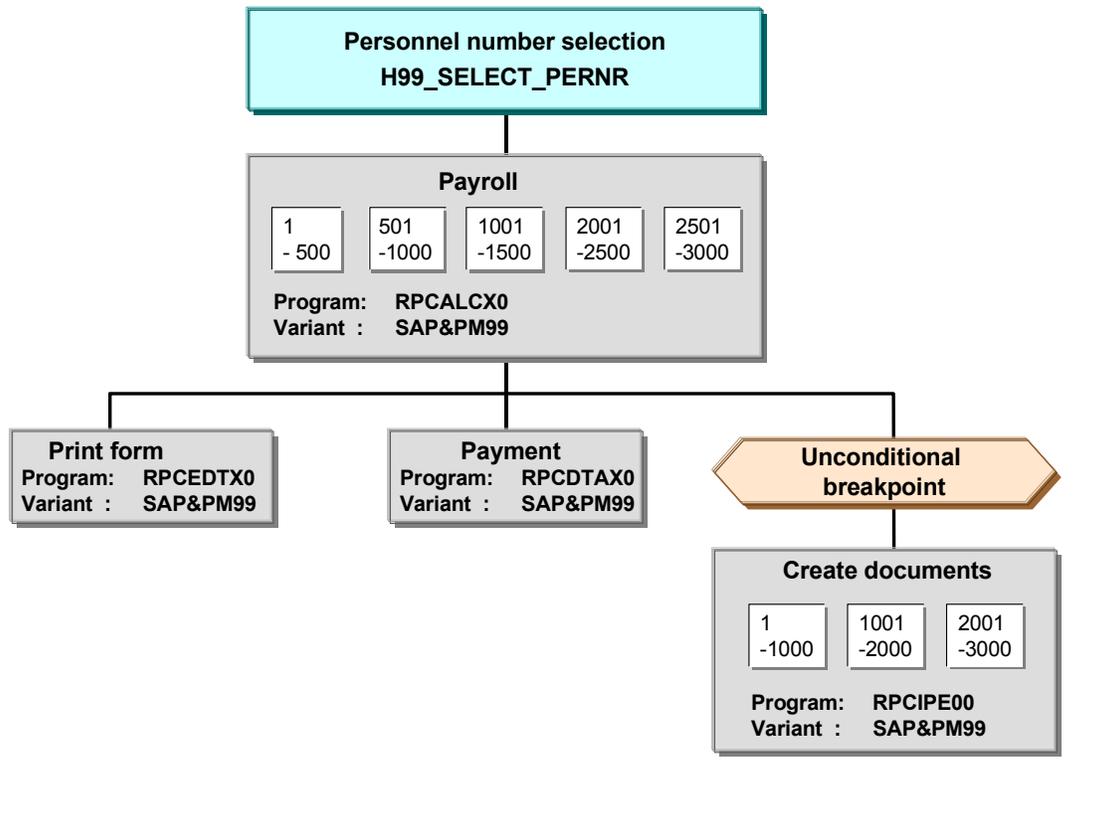
Process flow

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 \[Page 102\]](#) in a specified sequence.

Use

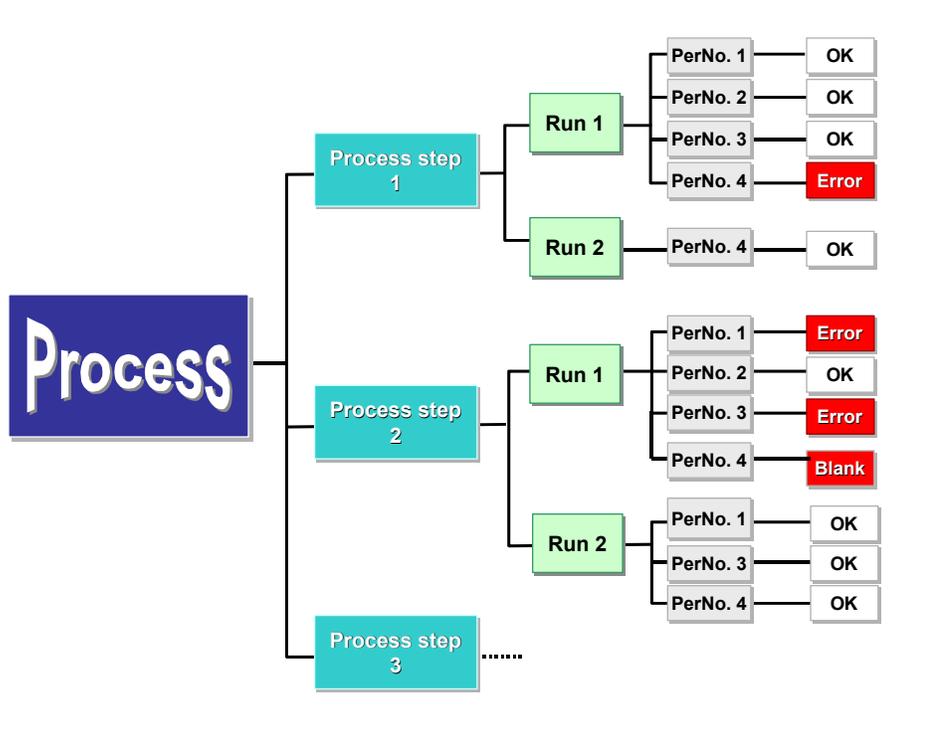
Each process is created in the *HR Process Workbench* using a process model and is assigned a unique number. The process comprises all steps defined in the process model. Closed processes are locked for changes, however they can still be displayed. This ensures that the complete process history is available.

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 \[Page 127\]](#) 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 \[Page 102\]](#).

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 \[Page 122\]](#) 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

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 \[Page 72\]](#).



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'
```

Personnel Number Selection

EXPORTING

IMP_PROCESSID = STPROCID

IMP_STEPID = STSTEPID

IMP_CONNECT = CONNECT

IMP_CONT = CONT

TABLES

IMP_PERNR_INDEX = PROCESS_EMPLOYEES

LEAVE PROGRAM.

Mail Connection

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 \[Page 115\]](#) 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 \[Page 113\]](#) 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 \[Page 116\]](#).

Inserting a Process Step

Inserting a Process Step

Prerequisites

You are [editing a process model \[Page 115\]](#) 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 \[Page 117\]](#) or the [breakpoint \[Page 118\]](#).
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 \[Page 116\]](#) 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

Defining the Attributes of a Breakpoint

Prerequisites

You are [inserting a process step in a process model \[Page 116\]](#) 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 \[Page 115\]](#) 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

Changing the Sequence of Process Steps

Prerequisites

You are [editing a process model \[Page 115\]](#) 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 \[Page 116\]](#).

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 \[Page 102\]](#) 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 \[Page 127\]](#) *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

Starting or Repeating a Process or Process Step

Use

You start and repeat processes and process steps in the same way. The [status \[Page 127\]](#) 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 \[Page 126\]](#).
- Personnel numbers with errors
Use the [spool list \[Page 126\]](#) and [job log \[Page 126\]](#) 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 \[Page 129\]](#) for the personnel numbers in question.

Prerequisites

You have [created a process \[Page 121\]](#) 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 \[Page 110\]](#).
 - 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.

Starting or Repeating a Process or Process Step

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 \[Page 115\]](#). 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 \[Page 126\]](#).

Closing a Process

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 \[Page 122\]](#) 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 \[Page 124\]](#) 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

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 \[Page 127\]](#)
- 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 \[Page 126\]](#).

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 \[Page 122\]](#).
- *Successful*
You can now [close the process \[Page 124\]](#).
- *Provisional*
This status is not currently used.
- *Incorrect*
If process steps are *provisionally* or *incorrectly* ended, display the [spool list \[Page 126\]](#) to analyze the problem. Remove the error and [repeat the process step \[Page 122\]](#).
- *Canceled*
Display the [job log \[Page 126\]](#). 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 \[Page 72\]](#) (*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 \[Page 117\]](#).

Prerequisites

You have [started a process \[Page 122\]](#) 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 Activities (PY-XX-OC)

Off-Cycle Activities (PY-XX-OC)

Purpose

As an addition to [regular payroll \[Page 57\]](#), which carries out payroll at fixed regular intervals, this function enables you to carry out specific [off-cycle payroll activities \[Ext.\]](#) for individual employees on any day.

You can issue a check to replace payments that were originally made to an employee by check or by transfer but which the employee did not receive, or if the check is in an unusable condition (for example, torn).

You can reverse payroll results that were created by a regular or off-cycle payroll run.

You can enter a check number into the system retrospectively for a payroll result for which you have already issued a check manually.

Implementation Considerations

To implement the *Off-Cycle Activities* component, you must edit the *Off-Cycle Activities* section in Customizing for *Payroll*.

In the standard system, administrators that use the Off-Cycle Workbench have all authorizations for the whole transaction. To restrict authorizations, refer to the authorization object P_OCWBENCH.



For example, you can give one administrator authorization to carry out off-cycle payroll runs. You can give another administrator the authorization to reverse payroll results.

For more information on authorization maintenance, refer to [Users and Authorizations \[Ext.\]](#).

Features

The *Off-Cycle Activities* component comprises the following areas:

- Off-Cycle Workbench
 - This provides a uniform user interface for all off-cycle activities.
- Off-Cycle Subsequent Processing
 - Once you have performed a function in the Off-Cycle Workbench, the process still has to be completed. Depending on the function that you have executed, the system still has to carry out various subsequent activities. For example, following an off-cycle payroll run, a remuneration statement must be issued.

Off-Cycle Workbench

The *Off-Cycle Workbench* offers the following functions:

- [Off-Cycle payroll \[Page 134\]](#)
 - The types of payroll run that you can carry out depend on the settings made in Customizing.

Off-Cycle Activities (PY-XX-OC)

- You can make a bonus payment to an employee for a special occasion.
- You can carry out an immediate correction run if, for example, an employee's master data was changed.
- You can carry out a regular on demand payroll run for an individual employee independently of the payroll area. This is necessary, for example, if an employee was hired shortly before the payroll date and his or her data could not be entered on time.
- You can run payroll for several periods in advance, if, for example, an employee is to leave the company or wants to take leave and is to receive payment for these periods immediately.
- You can pay an absence, such as leave, in advance.
- You can process payments that you have created in the *Payroll Results Adjustment* infotype (0221).
- Replace a payment that was made to, but not received by an employee.
- Reverse a payroll result
- Assign at a later date the number of a check - that was issued manually - to the relevant payroll result.

Off-Cycle Subsequent Processing

Depending on the country, [off-cycle subsequent processing \[Page 161\]](#) is carried out using one or several batch reports. The reports are located in the Off-Cycle menu. When you run the report, you specify on the selections screen of the [process model \[Page 102\]](#) that you have created for off-cycle subsequent processing. In process models of this kind, you define which subsequent programs are to be run, and in which order. The type of subsequent processing varies, depending on whether an off-cycle payroll result, a payment replacement or a reversal is to be further processed.

Constraints

Off-Cycle Activities are not available in all country versions. In some countries that implement the component not all of the functions outlined here are available.

Off-Cycle Workbench

Off-Cycle Workbench

Definition

User interface enabling you to carry out off-cycle payroll, payment replacement, and reversals conveniently.

Use

You access the Off-Cycle Workbench from the *Payroll* menu.

You can use the Off-Cycle-Workbench to carry out the following for a specific employee:

- Display payroll results
- Run various types of off-cycle payroll
- Replace by check a payment that was originally made by check or transfer, but not received by the employee
- Reverse an incorrect payroll result
- Add a check number retrospectively to a payroll result for which you have already issued a check manually

Structure

The Off-Cycle Workbench contains the following tab pages:

- [History \[Page 133\]](#)
- [Payroll \[Page 134\]](#)
- [Replace Payments \[Page 149\]](#)
- [Reverse payments \[Page 154\]](#)
- [Assign check number \[Page 153\]](#)

Integration

Following a payroll run, payment replacement, or reversal that you have carried out in the Off-Cycle Workbench, the system carries out the [off-cycle subsequent processing \[Page 161\]](#).

Payroll History

Use

This function enables you to display the previous payroll results relating to payment for a specific employee within the Off-Cycle Workbench. To see the payroll results, you do not have to leave the Off-Cycle Workbench or run a report.



For example, you want to replace a torn check. You can refer to the check number that is displayed in the payroll history to find out for which payroll result the check was issued.

Features

The *History* tab page in the Off-Cycle Workbench displays an extract from the payroll cluster containing the most important information on the employee's payroll results.

Payments that you have replaced with a check and payroll results that you have reversed are indicated.

To see more detailed information, you can display the remuneration statement for each payroll result.

For payments, you can display the following information:

- Check number, house bank and company account
- In the case of replaced payments - which payment was replaced by which check
- In the case of reversed payroll results - the reason for reversal and the administrator who carried out the reversal

Activities

To display the remuneration statement for a particular payroll result, select the result and choose  *Remuneration statement*.

For detailed information on a payment, choose .

Off-Cycle Payroll

Off-Cycle Payroll

Use

As an addition to [regular payroll \[Page 57\]](#), which carries out payroll at fixed regular intervals, this function enables you to carry out specific off-cycle payroll activities for individual employees on any day. [Off-Cycle Reasons \[Page 144\]](#) differentiate between various types of off-cycle payroll runs.

You carry out off-cycle payroll from the *Payroll* tab page in the [Off-Cycle Workbench \[Page 132\]](#).

Prerequisites

- In Customizing for *Payroll*, under *Off-Cycle Activities* → [Set Up Off-Cycle Reasons \[Ext.\]](#), you have specified which off-cycle reasons are to be available.
- In Customizing for *Payroll*, under *Payroll Data* → [Additional Payments Off-Cycle \[Ext.\]](#), you have set up the wage types that you require for your off-cycle payroll runs.
- In Customizing for *Personel Administration* under *Off-Cycle Activities* → [Define Default Values for Payment Methods \[Ext.\]](#), you can also specify which payment method the system proposes for each off-cycle reason in the Off-Cycle Workbench.
- You have scheduled the batch report for subsequent processing of off-cycle activities as a regular background job with a suitable variant by choosing *System* → *Services* → *Jobs* → *Define Jobs*. The report is located in the Off-Cycle menu. We recommend that you run subsequent processing as a background job on a daily basis.

Features

The tab page *Payroll* in the Off-Cycle Workbench offers the following options:

- You can select the reason for the off-cycle payroll run. The possible entries that you can make in the lower part of the screen change in accordance with the reason that you specify.
The off-cycle reason determines the kind of off-cycle payroll run you want to run. Depending on the settings you have made in Customizing, some or all of the following payroll activities are available:
 - [Bonus accounting \[Page 136\]](#)
 - [Correction accounting \[Page 138\]](#)
 - [Regular payroll on demand \[Page 139\]](#)
 - [Advance payment \[Page 140\]](#)
 - [Absence payment \[Page 141\]](#)
 - [Payroll results adjustment \[Page 142\]](#)
- You can check the payroll calendar. It contains information about planned payroll dates and the date of the employee's last payroll run.
- You can change the payment method.
 - If you have specified a default payment method for each off-cycle reason in Customizing, the system proposes this payment method.

Off-Cycle Payroll

- If you have not specified a default value in Customizing, the system proposes the payment method from the *Bank Details* infotype (0009).

In the *Bank Details* infotype (0009) you can enter the details of a main or secondary bank for the off-cycle payroll run. The *Main bank for off-cycle* and *Secondary bank for off-cycle* are subtypes of infotype 0009.

If you specify a different payment method, the system creates a record for the current payment in the *Bank Details* infotype (0009).

- You can split the payment and assign main and secondary bank details.

Bonus Accounting

Bonus Accounting

Use

This function enables you to make a special payment to an employee for a special occasion or for special performance.



An employee is to receive a bonus for outstanding sales performance.

You want to give your employees an end-of-year bonus.



It is advisable to conduct bonus accounting from the Off-Cycle Workbench if you want to pay a bonus to individual employees. It is easier to create mass bonus payments using batch input in the *One-Time Payments Off-Cycle* infotype (0267). For more information, refer to [The One-Time Payments Off-Cycle Infotype \(0267\) \[Page 147\]](#).

Integration

The 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 type \[Page 144\]](#)
- Payroll identifier

The payroll identifier is a sequential number allocated by the system to differentiate between several bonus payments or [absence payments \[Page 141\]](#) made on the same day. This differentiation is necessary, since both of these off-cycle payroll runs belong to the same payroll type. The first bonus accounting run or absence payment has the payroll identifier 0.

Prerequisites

The standard system already contains an off-cycle reason for bonus payments. In Customizing for *Payroll*, you can, if required, set up one or several off-cycle reasons for bonus accounting. Choose *Off-Cycle Activities* → [Set Up Off-Cycle Reasons \[Ext.\]](#) You must assign the reason to the [Category \[Page 144\] Bonus](#).

Under *Off-Cycle Activities* → [Define Default Values for Wage Types \[Ext.\]](#), you have, if required, defined a wage type that the system proposes when you process a bonus.

Features

If you have defined default values for wage types in Customizing and you select the relevant off-cycle reason in the Off-Cycle Workbench, the system proposes a wage type for bonus

accounting in the group header *Create Payments*. You can overwrite the default value that is proposed.

Correction Payroll

Correction Payroll

Use

This function enables you to make an immediate correction payment if an employee's master data or time data is changed. The employee does not then have to wait until the system automatically carries out retroactive accounting with the next regular payroll run.



An employee receives a pay check and discovers that overtime hours have not been remunerated correctly. The employee wants to receive the missing amount immediately, rather than wait until the next regular payroll run. You enter the missing overtime in the corresponding time infotype and then run a correction payroll run in the Off-Cycle Workbench.

Integration

In the *Earliest master data change* field, the system shows the retroactive accounting limit that was set on account of the change in master data in the *Payroll Status* infotype (0003).

Prerequisites

The standard system already contains an off-cycle reason for correction payroll. In Customizing for *Payroll*, you can, if required, set up an off-cycle reason for correction payroll. Choose *Off-Cycle Activities* → [Set Up Off-Cycle Reasons \[Ext.\]](#). You must assign the reason to the [Category \[Page 144\] Correction](#).

Features

When you select the relevant off-cycle reason in the Off-Cycle Workbench and run payroll, the system runs retroactive payroll back to the date that is displayed in the *Earliest master data change* field. The system creates retroactive results for the periods processed. It also creates an original result for the payment date that you use for the correction run.

Regular Payroll On Demand

Use

You can use this function to run regular payroll on demand for a specific employee for a payroll period. You conduct this payroll run independently of the regular payroll run for the payroll area to which the employee is assigned.



An employee is hired shortly before the payroll date. The employee's data cannot be processed in time for it to be included in the regular payroll run. You can use the Off-Cycle Workbench to run regular on demand payroll for the employee, even if the regular payroll run for the payroll area has already taken place. You do not have to wait until the next regular payroll run for the whole payroll area.

You have hired a new employee. Instead of receiving his or her first pay at the end of the first payroll period, the new employee is to be paid at the start of his period of employment. In the Off-Cycle Workbench, you can run regular on demand payroll for the first period in which he is employed in your enterprise.

Integration

If you want to run off-cycle payroll for an employee for **several** payroll periods, do not run regular on demand payroll. Instead, make an [advance payment \[Page 140\]](#).

Prerequisites

The standard system already contains an off-cycle reason for payroll on demand. You can, if required, set up your own off-cycle reason in Customizing for *Payroll*. Choose *Off-Cycle Activities* → [Set Up Off-Cycle Reasons \[Ext.\]](#). You must assign the reason to the [category \[Page 144\] On demand](#).

Features

If you choose this reason when you are in the Off-Cycle Workbench, the system offers you the next period for which payroll is to be run for the employee. The system then carries out on demand payroll for this period.

Advance Payment

Advance Payment

Use

This function enables you to run payroll for an employee for several periods in advance independently of the regular payroll runs for the payroll area.



An employee leaves the company and is to receive all the money owed immediately.

An employee takes leave. You want the employee to receive payment in advance for the payroll periods in which the leave occurs.

Integration

If you want to settle an absence, such as leave, in advance, you can also carry out an [absence payment \[Page 141\]](#). This means that the employee is only paid in advance for the time that he or she is absent. However, you use the advance payment function to run payroll in advance for all the periods in which the absence takes place.



The employee is to take 10 days leave. The leave period affects three payroll periods. In the case of an absence payment, the employee is paid in advance for 10 days. In the case of an advance payment, the employee is paid in full for all three payroll periods in which the leave takes place.

Prerequisites

The standard system already contains an off-cycle reason for advance payments. In *Customizing for Payroll*, you can, if required, set up an off-cycle reason for payments in advance. Choose *Off-Cycle Activities* → [Set Up Off-Cycle Reasons \[Ext.\]](#). You must assign the reason to the [Category \[Page 144\] Advance payment](#).

In *Customizing*, under *Off-Cycle Activities* → [Define Default Values for Payments in Advance \[Ext.\]](#), you specify how many payroll periods the system is to propose for payments in advance.

Features

When you select the relevant off-cycle reason in the Off-Cycle Workbench, the system offers several periods for payroll. The number of periods proposed depends on the settings in *Customizing for Payroll*.

If you pay several payroll periods in advance, only **one** original result is created, and only **one** payment is effected. The system creates the original result for the latest of the periods for which you run payroll. All other periods prior to this period are processed using retroactive payroll.

The system ensures that the employee who is to receive an advance payment is not processed twice. The employee is then automatically excluded from the payroll area's regular payroll runs for the periods already processed.

Absence Payment

Use

If an employee is to be absent during future payroll periods, for example, because of leave, you can pay the employee in advance for the period of the absence. The remuneration is calculated using [Absence evaluation \[Page 245\]](#).

Integration

Contrary to a [payment in advance \[Page 140\]](#), you do not run payroll for the whole period in which the absence takes place. This means that the employee is only paid in advance for the time that he or she is absent.

Prerequisites

The standard system already contains an off-cycle reason for absence payments. In Customizing for *Payroll*, you can, if required, set up an off-cycle reason for absence payments. Choose *Off-Cycle Activities* → [Set Up Off-Cycle Reasons \[Ext.\]](#). You must assign the reason to the [category \[Page 144\]](#) *Absence payment*.

In Customizing for Payroll, under *Off-Cycle Activities* → *Off-Cycle Absence Evaluation* → [Assign Absences to an Off-Cycle Reason \[Ext.\]](#), you have specified which absence types are permitted for off-cycle payroll.

Features

When you select the corresponding off-cycle reason from the Off-Cycle Workbench, the system proposes the absences for processing that have already been entered in the *Absences* infotype (2001), and that have been set as permitted for off-cycle payroll in Customizing.

When you pay an absence, the system adds the following data to the already created record in the *Absences* infotype (2001).

- Reason for off-cycle payroll
- Payment date
- [Payroll type \[Page 144\]](#)
- Payroll identifier

The payroll identifier is a sequential number assigned by the system to differentiate between several absence payments or [bonus payments \[Page 136\]](#) made on the same day. This differentiation is necessary, since both of these off-cycle payroll runs belong to the same payroll type. The first absence payment or bonus accounting run has the payroll identifier 0.

Payroll Results Adjustment

Payroll Results Adjustment

Use

This function enables you to make payments directly from the Off-Cycle Workbench that you have created in the *Payroll Results Adjustment* infotype (0221). This means that you do not need to wait until the system reads the data from the infotype for processing during the next regular payroll run.



An employee leaves your enterprise whilst working away from the main office in which your HR department is located. The employee's superior calculates the amount owed manually, and issues a check for the employee manually. To ensure that this payroll result is also available in the system, you enter the relevant data retrospectively in the *Payroll Results Adjustment* infotype (0221) and subsequently run payroll from the Off-Cycle Workbench, specifying payroll results adjustment as the off-cycle reason.

Integration

The payments that you create in the *Payroll Results Adjustment* infotype (0221) are displayed in the Off-Cycle Workbench.

Prerequisites

The standard system already contains an off-cycle reason for payroll results adjustment. You can, if required, set up an off-cycle reason in Customizing for *Payroll*. Choose *Off-Cycle Activities* → [Set Up Off-Cycle Reasons \[Ext.\]](#) . You must assign the reason to the [category \[Page 144\]](#) *Payroll Results Adjustment*.

Features

When you select the relevant off-cycle reason in the Off-Cycle Workbench, the system displays the payments that you created in the infotype. You can select a payment and run payroll.

Running Off-Cycle Payroll

Prerequisites

You are in the [Off-Cycle Workbench \[Page 132\]](#).

Procedure

1. Enter the personnel number that you want to process and choose the tab page *Payroll*
2. Select an [off-cycle reason \[Page 144\]](#)
This determines the subsequent processing.
3. If required, enter a date other than the one proposed.
4. Copy the payment method from the *Bank Details* infotype (0009), or enter a different payment method.
5. If required, split the payment and assign the main and secondary bank details.
6. Enter additional data according to the off-cycle reason you have entered.
7. Choose  *Start payroll*
8. After the payroll run, save your data.

Result

Following the off-cycle payroll run, the system makes the following changes:

1. It saves the data in the relevant infotypes, and saves the payroll results to the database.

At the same time, the system makes an entry in the indicator table for batch processing to show that a payroll result exists that requires further processing.



You can display the contents of the indicator table using report H99LT52OCG (*Display Indicator Table for Off-Cycle Batch Processing*). The report is located in the Off-Cycle menu.

2. At the regularly scheduled time, the system runs as a background job the country-specific batch report for subsequent processing of off-cycle payroll.

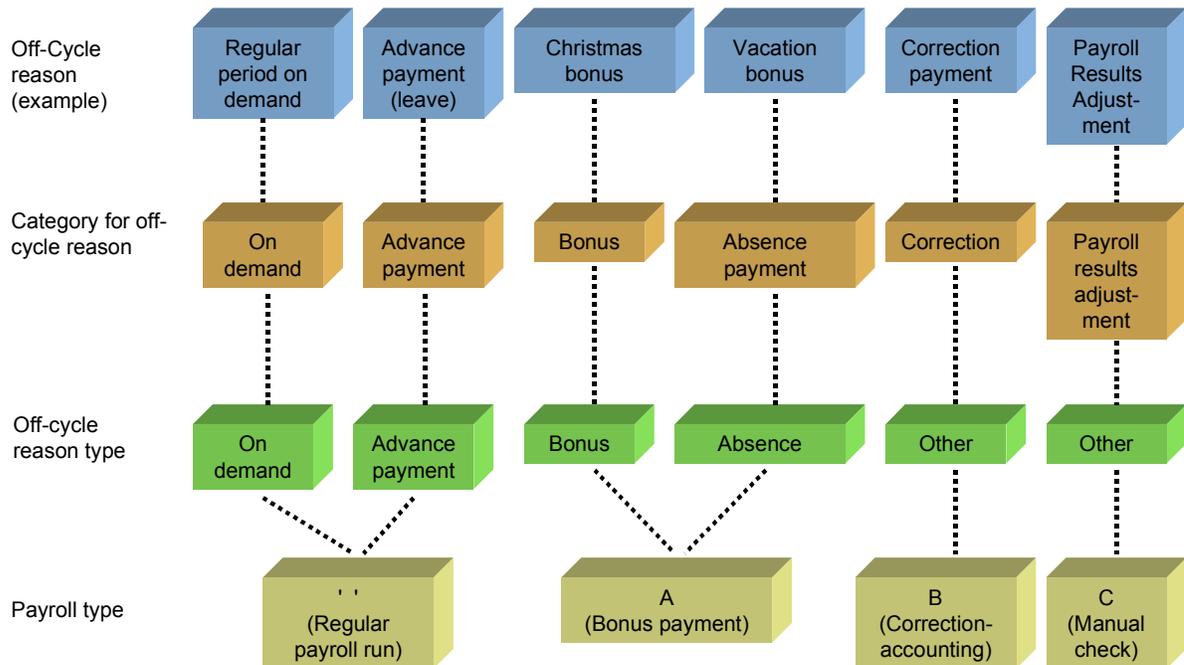
The report reads the indicator table. Using the payroll results from the indicator table, the system starts the process model that you specified in the report variant.

3. The system carries out all subsequent programs that you specified in the process model. For example, it produces remuneration statements, prints checks or initiates transfers and posts payroll results to *Accounting* if you have specified these steps in the process model.

Reasons, Types and Categories for Off-Cycle Payroll

Reasons, Types and Categories for Off-Cycle Payroll

Various off-cycle reasons, and assignment to various types and categories are used to distinguish payroll runs.



Off-Cycle Reason

Off-Cycle Reason

The off-cycle reason differentiates between various business reasons. Off-Cycle reasons enable an administrator to decide conveniently what kind of payroll to run from the Off-Cycle Workbench.

The standard system already contains off-cycle reasons for all kinds of off-cycle payroll. In Customizing for *Payroll*, you can set up your own reasons that are valid for your enterprise. You assign each off-cycle reason to a specific category. This enables the system to deal with similar payroll runs in the same way. The subsequent assignment to a type of off-cycle reason and to a payroll type is done automatically by the system.



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

Category for the Off-Cycle Reason

Categories group several off-cycle reasons together so that similar reasons, such as Easter bonus and Christmas bonus are dealt with in the same way by the system.

Reasons, Types and Categories for Off-Cycle Payroll



Which types of off-cycle reason are set up in the system depends on the categories that are required by the country-specific components.

Off-Cycle Reason Type

The system uses the off-cycle reason type to decide what information it must display in the Off-Cycle Workbench. The decision is made in line with the off-cycle reason selected by the administrator.

- *On demand*
The system proposes the next regular payroll period.
- *Advance Payment*
The system proposes several future regular payroll periods.
- *Bonus*
If you have defined a wage type, the system proposes a wage type for bonus accounting that you have set up in Customizing for *Payroll*.
- *Absence*
The system proposes for payroll future absences that you have recorded in the *Absences* infotype (2001).
- *Other*
For a correction run carried out in the Off-Cycle Workbench, the system displays the date of the retroactive payroll run from the *Payroll Status* infotype (0003). For a payroll run with the category *Payroll Results Adjustment*, the system displays payments that you have created in the *Payroll Results Adjustment* infotype (0221).

Payroll Type

The payroll type enables the payroll driver to decide which of the following kinds of payroll are to be run:

- *Blank = Regular payroll run*
The system then runs on demand payroll for one or several periods.
The types of off-cycle reason *on demand* and *advance payment* belong to this payroll type.
- *A = Bonus payment*
The payment date with which you run off-cycle payroll is the start and end date of the payroll period. The system creates the payroll result for this day.
The types of off-cycle reason *bonus* and *absence* belong to this payroll type.
- *B = Correction run*
The system runs retroactive payroll for past periods on account of a change in master data. Payroll is re-run for all periods that have already been run, back as far as the retroactive accounting date. In addition to these retroactive accounting results, the system creates an original result for the payment date that you use for the off-cycle run.

Reasons, Types and Categories for Off-Cycle Payroll

- *C = Manual check*

The system processes payments that you have entered in the *Payroll Results Adjustment* infotype (0221). This payroll type exists for USA and Canada only.

The One-Time Payments Off-Cycle Infotype (0267)

Definition

Infotype in which additional wage elements that are only made once or irregularly can be stored for [off-cycle payroll \[Page 134\]](#).

Use

The *One-Time Payments Off-Cycle* infotype (0267) is not used in all countries.

To create one-time payments, you have the following options:

- If you only want to create a one-time payment for one or a few employees, we recommend that you use the [Off-Cycle Workbench \[Page 132\]](#). The system thereby saves you from carrying out several steps that you otherwise must carry out manually in the *One-Time Payments Off-Cycle* infotype (0267).
- If you want to make one-time payments to many employees, we recommend that you use batch input in the *One-Time Payments Off-Cycle* infotype (0267), or use [fast entry \[Ext.\]](#).

Structure

- The standard system contains various wage types as subtypes
- In the *Payment date* field, the system offers the last day of the current payroll period as the payment date for the one-time payment off-cycle. You can overwrite this default value by entering the required date for the off-cycle payroll run in the *Payment date* field.
- In the *Off-Cycle Reason* field, you can only select from reasons that were assigned to payroll type A in Customizing. For more information, refer to [Reasons, Types and Categories for Off-Cycle Payroll \[Page 144\]](#).
- In the *Payrollid* (Payroll identifier) field, you must make entries, only if you want to create two infotype records for an employee on the same day. The system requires the payroll identifier to distinguish between two runs with the same date and the same payroll type.



In the *One-Time Payments Off-Cycle* infotype (0267), you have created a bonus payment of USD 100 for an employee. You have not made any entries in the *Payroll identifier* field. The employee is to receive a further bonus payment on the same day of USD 50. In the *Payrollid* field, enter a distinguisher for the system, for example, the figure 1.

Integration

If you create mass off-cycle payments in the *One-Time Payments Off-Cycle* infotype (0267), you start the payroll driver using a [process model \[Page 102\]](#), that you defined in Customizing off-cycle activities. In the HR Process Workbench, you create a [Process \[Page 121\]](#) using this process model. You then run the process model. The process model ensures that payroll is run only for the employees with a relevant entry in the *One-Time Payments Off-Cycle* infotype (0267).

The One-Time Payments Off-Cycle Infotype (0267)

You can also start the payroll driver without using a process model. However, you must then specify individually each employee who received a one-time payment. Alternatively, you can process the whole payroll area. However, this gives payroll results for all employees, even those who did not receive a one-time payment.



You must make sure that the payroll driver uses the correct data from the infotype during payroll. You must ensure that the data that appears in the *Reason for off-cycle payroll* and *Special run* fields, (including the fields: *Payroll type*, *Payroll identifier*, and *Payment date for off-cycle payroll*) which appear on the selection screens for the process and the payroll driver is exactly the same as data you created in the corresponding fields in the *One-Time Payments Off-Cycle* infotype (0267).

If you create one-time payments in the Off-Cycle Workbench, the system ensures that the payroll driver runs using the correct data.

See also:

[Creating bonus payment details in infotype 0267 \[Ext.\]](#) (Payroll Thailand)

Replacing a Payment

Use

You replace a payment if:

- An employee did not receive a payment by transfer
- A check that you issued to an employee is unusable



An employee usually receives payment by transfer. The employee changed bank at short notice, with the result that payment was made to the old bank. The bank rejects the payment.

An employee usually receives payment by check. A check is torn during printing, or is later stolen.

Integration

If you replace a payment that was originally made by check, the system reverses the original check in *Accounting*.

If you replace a payment that was originally made by transfer, the system makes an entry in the Table T52OCL (*Off-Cycle: Transfer replaced by check or reversed*) and logs that a payment was replaced.



The table T52OCL is not evaluated by the system. You must ensure that you do not make the payment twice accidentally. To check the table T52OCL, you can run the report H99LT52OCL. (*Transfer replaced by check or reversed*).

Prerequisites

In Customizing for *Payroll*, you have edited the following steps in the section on *Off-Cycle Activities*:

- [Check Payment Key \[Ext.\]](#)
- [Printing Check with Manual Number Assignment \[Ext.\]](#)
- [Replace Checks \[Ext.\]](#)

You have scheduled the batch report for subsequent processing of check replacement as a regular background job with a suitable variant by choosing *System* → *Services* → *Jobs* → *Define Jobs*. The report is located in the *Off-Cycle* menu. We recommend that you run subsequent processing as a background job on a daily basis.

Features

The tab page *Replace payment* in the *Off-Cycle Workbench* offers you the following options:

- You can issue checks to replace payments by transfers or payments by check.
- You can select a reason for the payment replacement.

Replacing a Payment

- Once the payment by check has been made, you must enter a reason.
- Once the payment by transfer has been made, you do not have to enter a reason.
- You can assign the new check number yourself, or have it assigned by the system.
 - If you apply the check number manually, this number is checked against the check lot.
 - If the check number is to be applied automatically, the system takes the next number from the check lot.
- You can confirm the date proposed by the system, or you can enter another date.
 - The system proposes the date of the original check or transfer that is being replaced.

Replacing a Payment

Prerequisites

You are in the [Off-Cycle Workbench \[Page 132\]](#).

Procedure

1. Enter the personnel number that you want to process and choose *Replace payment*.
The system displays all payments that you can replace.
2. Select the payment that you want to replace.
Information relating to this payment is displayed.
3. If required, overwrite the check date that the system proposes.
4. If you want to replace a check, enter the reason for the reversal.
5. Specify whether the new check number is to be applied automatically by the system or whether it is to be applied manually.
If the check number is to be assigned manually, enter it in the *Check number* field. The system immediately checks this number with the check lot.
6. Choose  *Replace*.

Result

1. The system runs the [Preliminary Program Data Medium Exchange \[Ext.\]](#).
2. It marks the replaced payments with a key that is composed of the program run date and the identification feature CYYYYP:
 - C = check
 - CYYYYP (Y = the sequence number from a number range that was defined by SAP for check replacement).
 - P = *Human Resources*All replacements carried out on the same day are given the same key. The system enters the details in the indicator table for off-cycle batch processing.



You can display the contents of the indicator table using report H99LT52OCG (*Display Indicator Table for Off-Cycle Batch Processing*). The report is located in the Off-Cycle menu. If you choose transaction type **R** (check replacement) in the report's selection screen, the data records containing replaced payments in the indicator table are displayed. This enables you, for example, to see which identification feature the system has assigned.

3. The system runs the batch report for the subsequent processing of check replacements as a background job at the time that you have scheduled for the regular processing of the report.
The report reads the indicator table and runs the process model that you specified in the report variant.

Replacing a Payment

4. The system runs the check print program as part of the process model, and thereby prints the new checks.

If you have specified that the check number is to be applied automatically, the system uses the next number from the check lot.

Assigning Check Numbers

Use

You have carried out an off-cycle payroll run. You have issued a check manually for this payroll result. You enter the number of this manually issued check into the system retrospectively against the payroll result.



You use the Off-Cycle Workbench to make a bonus payment to an employee. You cannot print the check immediately because the printer is not working. The employee must, nonetheless receive the check immediately. You therefore issue a check manually. You assign the number of this check to the payroll retrospectively so that you can later see which check belongs to which bonus payment.

Prerequisite

You are in the [Off-Cycle Workbench \[Page 132\]](#).

Procedure

1. Enter the personnel number that you want to process and choose the tab page *Assign check number*.
2. Mark the payroll result to which you want to assign a check number.
3. Enter the number of the check that you have issued manually.
4. Choose  *Assign*.

Reversing Payroll Results

Reversing Payroll Results

Use

Depending on the status of the payroll control record, you have various options for making an incorrect payroll result invalid.

- If the control record does not yet have the status *End of payroll*, you can:
 - Repeat the payroll run
 - [Delete the incorrect payroll result \[Page 86\]](#)
- If the control record already has the status *End of payroll*, you must reverse the payroll result. If the data medium exchange program has already been run, the system also reverses the relevant checks and transfers.



When reversing, the payroll results are not deleted from the data base. They are only marked with the “invalid” indicator. Reversal consequently requires a lot of memory space.

If the payroll control record does not yet have the status *End of payroll*, we recommend that you repeat the payroll or delete the incorrect payroll result.

Integration

In the case of a payment by check, the system reverses the check in *Accounting*.

If the amount was paid by transfer, the system writes the personnel number, sequence number, amount, and [BT split indicator \[Page 199\]](#) relating to this transfer to the table T52OCL (*Off-Cycle: Transfer by check replaced or reversed*).



This table is not actively evaluated by the system. Instead, it only documents which payments you have replaced or reversed. You must therefore make sure that a reversed payment was definitely not transferred. To check the table T52OCL, you can run the report H99LT52OCL (*Transfer by check replaced or reversed*).

Prerequisites

You have scheduled the batch for subsequent processing of off-cycle activities as a regular background job with a suitable variant by choosing *System* → *Services* → *Jobs* → *Define Jobs*. We recommend that you run subsequent processing as a background job on a daily basis.

Features

The tab page *Reverse payment* in the Off-Cycle Workbench offers you the following options:

- You can reverse the payroll results of a regular payroll run or an off-cycle payroll run, regardless of whether the employee has received a check or transfer.

The system reverses all payments that belong to that payroll result.

Reversing Payroll Results

- The system offers an overview of all the payroll results. You can display detailed information on the relevant payments.
- You can select a reason for the reversal.
 - If you reverse a check, you must specify a reason.
 - You can reverse a transfer without specifying a reason.

Reversing the Payroll Result

Reversing the Payroll Result

Prerequisites

You have corrected the relevant master data.



If you reverse a payroll result that was the result of bonus accounting, you must also delete the relevant infotype record in the *One-Time Payments Off-Cycle* infotype (0267).

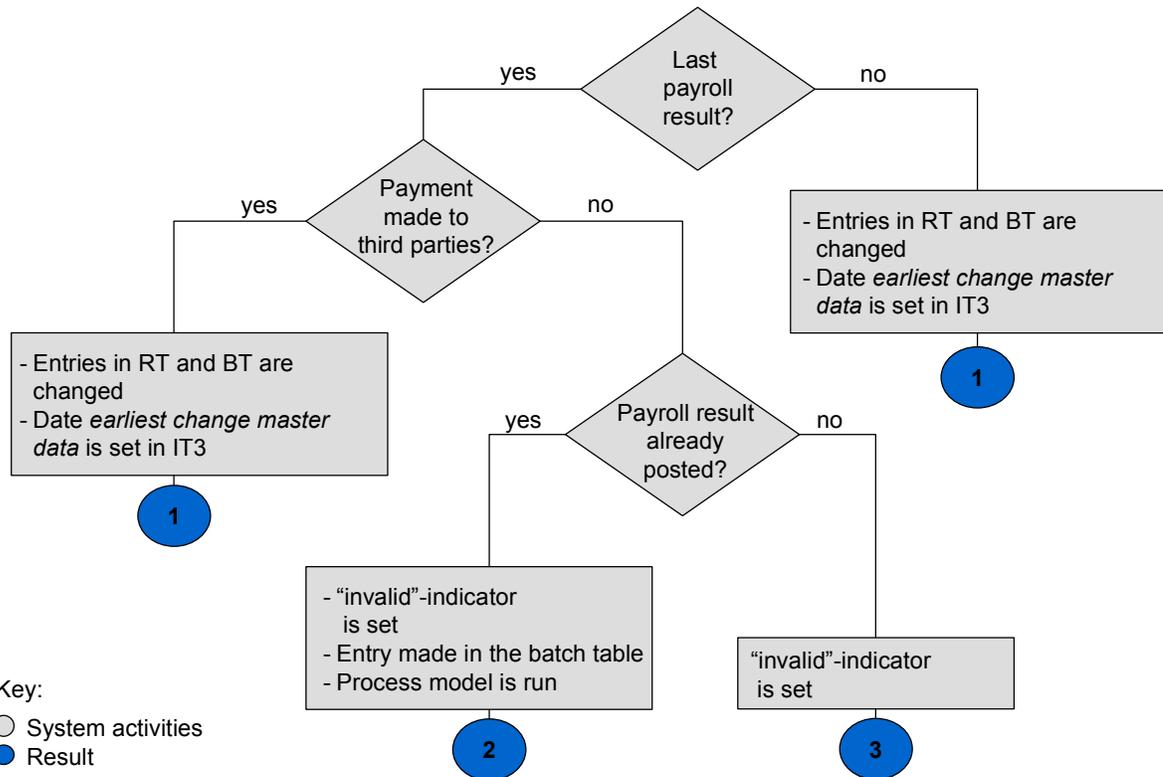
You are in the [Off-Cycle Workbench \[Page 132\]](#).

Procedure

1. Enter the personnel number that you want to process and choose the tab page *Reverse payment*.
2. Select the payroll result that you want to reverse.
3. If you want to reverse a check, enter the reason for the reversal.
4. Choose *Reverse*.
5. Confirm the security check.

Result

Depending on whether you have reversed the last payroll result, whether the payroll result was already posted to *Accounting*, and whether payments were already made to third parties, the system triggers various subsequent activities:



Result 1

Out-of-sequence reversal

1. The system makes [Changes \[Page 159\]](#) to the tables RT (*Results Table*) and BT (*Bank Transfers*).
2. Depending on how the reversed payroll result came about, the system sets the following retroactive accounting date in the *Payroll Status* infotype (0003):
 - In the case of off-cycle payroll, it writes the payment date for the payroll run in the field *Mast.data chng.bonus* (Earliest payroll-relevant master data change (Bonus))
 - In the case of regular payroll, it writes the start date of the period for which payroll has been run in the *Earliest master data change* field (earliest master data change since last payroll).

This ensures that retroactive accounting takes place.
3. In the payroll result, the system places the indicator *R* in the *invalid* field of the payroll directory (RGDIR). It enters the reason, date and time of the reversal in this data record.
4. Following the reversal, you have the following options:

Reversing the Payroll Result

- If the employee is to receive a payment immediately, carry out a correction payroll run in the Off-Cycle Workbench.
- If you do not carry out a correction payroll run in the Off-Cycle Workbench, the system automatically carries out retroactive payroll when the next regular payroll run takes place.

Result 2

"Void"

1. The system places the "void" indicator V in the *invalid* field of the payroll directory (RGDIR) for the payroll result.



If the V indicator is set, the payroll result can no longer be used for evaluations. Instead, it is only available for the payroll history. The system enters the reason, the date, and the time of the reversal to the data record.

2. The system makes an entry in the indicator table for off-cycle batch processing.



You can display the contents of the indicator table using report H99LT52OCG (*Display Indicator Table for Off-Cycle Batch Processing*). The report is located in the Off-Cycle menu.

3. The system runs the batch report for subsequent processing of off-cycle activities as a background job at the time that you have scheduled for the regular processing of the report.

The report reads the indicator table and runs the process model that you specified in the report variant. The process model produces reversal documents for reversed payroll results and posts them to *Accounting*. As a result, the documents that were originally posted are reversed.

4. Depending on which payroll result you reversed, you have the following options:
 - If the payroll result arose from an off-cycle payroll run, you can rerun payroll.
 - If the payroll result arose from a regular payroll run, retroactive payroll takes place at the next regular payroll run, since the control record already has the status *End of payroll*.

Result 3

"Void"

The system places the "void" indicator V in the *invalid* field of the payroll directory (RGDIR) for the payroll result.

Out-of-Sequence Reversal: Changes in the RT and BT Tables

If you reverse the last payroll result and payments have already been made to third parties, or if you reverse a payroll result other than the last, the system makes the following changes in the RT table (Results Table) and the BT table (Bank Transfers):

Table RT

- The system produces the technical wage type /568 that contains the payment amount for the reversed payroll result.
- It writes the amount of the wage type /557 cm to the wage type /569.
- It writes the amount of the wage type /558 cm to the wage type /570.
- It writes the amount of the wage type /559 to the wage type /571.
- It stores the former payment method in coded form in the *amount per unit* field in wage types /569, /570 and /571.
 - Payment by check: 1
 - Transfer: 2
 - Check with numbers applied manually: 3



The payment of USD 2,500 to an employee was originally split into a check payment (USD 1,000) and bank transfer (USD 1,500). The following appears in the RT table:

Wage type	Amount per unit	Number	Amount	BT
/559			1 000	01
/559			1 500	02

After reversal, the following appears in the results table instead:

Wage type	Amount per unit	Number	Amount	BT
/568			2 500	
/571	1		1 000	01
/571	2		1 500	02

- The system deletes the wage types /557, /558, and /559.

Out-of-Sequence Reversal: Changes in the RT and BT Tables**BT Table**

The system deletes the wage types /557, /558, and /559.

The other wage types in the BT table, for example, wage types from the *External Transfers* infotype (0011) are not deleted.

Off-Cycle Subsequent Processing

Use

The system uses this function to further process the results of an off-cycle payroll, a replaced payment or a reversed payroll result.



Once you have made a bonus payment using the Off-Cycle Workbench, not all necessary steps have been concluded. A further remuneration statement must be issued, the necessary checks must be printed or the transfers must be made and the payroll results must be posted to *Accounting*. Further steps may also be necessary, depending on the business processes in your enterprise.

Indicator Table for Batch Subsequent Processing

The system writes all necessary details relating to the results of the off-cycle payroll, the payment replacement or the reversal to the table T52OCG (*Off-cycle: Flags for Batch: Payroll, Subsequent Program*). The results are thereby made available for subsequent processing.

You can display the contents of the indicator table using report H99LT52OCG (*Display Indicator Table for Off-Cycle Batch Processing*). The report is located in the Off-Cycle menu.

Report for Batch Subsequent Processing

You start subsequent processing by running one or several batch reports. The batch report ensures that the system runs all necessary subsequent programs in sequence.

Once you have used the functions *Run payroll*, *Replace payment* and *Reverse payroll result*, you must - in line with your country version:

- Run various batch reports
- Run the same batch report separately for each function.

The relevant reports are contained in the standard system of each of the country-specific versions. The reports are located in the Off-Cycle menu.



We recommend that you schedule the report(s) for batch subsequent processing - that are contained in your country-specific standard system - as regular background jobs - for example at the end of each workday. This ensures that subsequent processing is conducted regularly and on time.

Process Model

In a process model, you define which subsequent programs are run, and in what order. On the selection screen of the report for the batch subsequent processing, you specify which process model the report is to use.

Model process models are contained in the standard system. You can use these to create your own process models.

Off-Cycle Subsequent Processing



The process models may differ from country to country. For more information on process models, refer to Customizing for *Payroll*, under *Off-Cycle Activities* → *Create Process Models for Off-Cycle Subsequent Processing* - or under *Create Process Model for Subsequent Processing Off-Cycle* in the maintenance of the relevant process model, . Choose *Model documentation*.

Prerequisites

You have made the following settings for the functions *Payroll*, *Replace payment* and *Reverse payroll result*:

- You have created your own process model for each function in Customizing for *Payroll* under *Off-Cycle Activities* → [Create Process Models for Off-Cycle Subsequent Processing \[Ext.\]](#) .



If you only implement the *Payroll* function, create your process model in the step [Create Process Model for Subsequent Processing Off-Cycle Payroll \[Ext.\]](#).

- In the country-specific standard system, for each function, you have scheduled the relevant report(s) - with an appropriate variant - for batch subsequent processing as regular background jobs. To do this, choose *System* → *Services* → *Jobs* → *Define job*.

Features

You can schedule the relevant batch report with the corresponding process model as a background job, or you can call it in the Off-Cycle menu and run it from there directly.

Depending on the function you executed in the Off-Cycle Workbench, the system carries out the following activities:

Function	Decision criteria	Subsequent processing by system
----------	-------------------	---------------------------------

Off-Cycle Subsequent Processing

<p>Off-Cycle payroll</p>		<ul style="list-style-type: none"> • Saves payroll results on database • Makes an entry in the indicator table for batch processing to show that a payroll result exists that requires further processing • Runs the batch report for subsequent processing of off-cycle activities as a background job at the time that you have scheduled for the regular processing of the report • Reads indicator table • Runs the process model that you have specified in the process model and uses the payroll results from the table • Runs subsequent programs as part of the process model, for example: <ul style="list-style-type: none"> – Creates remuneration statements – Prints checks or triggers transfers – Posts payroll results to <i>Accounting</i> – Runs any further subsequent programs that you have defined in the process model
<p>Replacing a Payment</p>		<ul style="list-style-type: none"> • Runs Preliminary Program <i>Data Medium Exchange</i> • Indicates each payment replacement with a key composed of program run date and the indicator feature CYYYP (For more information, see replace payment [Page 151]) • Enters the details in the indicator table for off-cycle batch processing • Runs the batch report for subsequent processing of check replacement as a background job at the time that you have scheduled for the regular processing of the report • Reads indicator table • Runs the process model that you have specified in the report variant • Prints new checks

Off-Cycle Subsequent Processing

Reversal	You have reversed the last payroll result and payments have already been made to third parties. Or you have reversed a payroll result other than the last one (Out-of-sequence reversal).	<ul style="list-style-type: none"> Makes Changes [Page 159] to the tables RT (<i>Results Table</i>) and BT (<i>Bank Transfers</i>). Places the retroactive accounting date in the <i>Earliest master data change</i> field in the <i>Payroll Status</i> infotype (0003). Marks the payroll result with the indicator <i>R</i> in the <i>invalid</i> field of the payroll directory (RGDIR) Runs retroactive accounting If you do not carry out a correction payroll run in the Off-Cycle Workbench, the system automatically carries out retroactive payroll when the next regular payroll run takes place.
Reversal	You have reversed the last payroll result, which was already posted, although no payments to third parties have taken place ("Void").	<ul style="list-style-type: none"> Marks the payroll result with the indicator <i>V</i> in the <i>invalid</i> field of the payroll directory (RGDIR). Makes an entry in the indicator table for off-cycle batch processing to show that a reversed payroll result exists Runs the batch report for subsequent processing of off-cycle activities as a background job at the time that you have scheduled for the regular processing of the report Reads indicator table Runs the process model that you have specified in the report variant Posts payroll results to <i>Accounting</i> Runs retroactive accounting (if the reversed payroll result arose as a result of regular payroll)
Reversal	You have reversed a payroll result, which was already posted, and no payments to third parties have taken place ("Void").	Marks the payroll result with the indicator <i>V</i> in the <i>invalid</i> field of the payroll directory (RGDIR).

See also:

[Running Off-Cycle Payroll \[Page 143\]](#)

[Replace Payments \[Page 151\]](#)

[Reversing the Payroll Result \[Page 156\]](#)

Gross Part of Payroll (PY-US-GR)

Purpose

The Gross Payroll component processes employee master data from SAP Personnel Administration and generates wage types and amounts to be used by the Net Payroll component, or to be exported to a third-party product for net calculation. Pre-tax deductions and earnings are processed within the Gross Payroll component.

Integration

The Gross Payroll component is closely integrated with the SAP Personnel Administration and SAP Benefits components.

Wage Types

Wage Types

Definition

Payroll and Personnel Administration objects used to differentiate between monetary amounts or time units that are used in different ways to calculate the employee's remuneration. In the SAP System monetary amounts or time units that serve different business purposes, and that are processed in different ways during the payroll run, are delimited from one another using [wage types \[Ext.\]](#).



The *Standard Pay* wage type has a different business background to the *Union Dues* wage type.

You enter the number of hours in the *Overtime* wage type. During the payroll run the *Overtime* wage type is processed in a different way to the *Monthly Salary* wage type.

The *Overtime Hours* wage type is included in a [basis for calculating average values \[Ext.\]](#) which is different to the *Holiday Bonus* wage type.

The standard SAP System contains a [wage type catalog \[Page 175\]](#) with a large number of different wage types for different business tasks.

Use

There are two categories of wage types:

- Primary Wage Types

Primary wage types include:

- [Dialog wage types \[Page 169\]](#) that you enter when maintaining master data in the infotypes.
- [Time wage types \[Page 170\]](#) that the system forms using time information or that you enter online.

- Secondary Wage Types

[Secondary wage types \[Page 171\]](#) are technical wage types generated by the system in *Payroll* during the payroll run.

These wage types have different purposes in the SAP system:

- A wage type is typically evaluated with a monetary amount that should be paid out to the employee or that they should withhold.
- It can also be used to cumulate several amounts for statistical evaluation.
- It can be used by the system in *Payroll* to temporarily store interim results, and to move from one step to the next.

The business task of a wage type determines whether it is entered online or is generated by the system, and how it is processed during the payroll run.



The *Standard Pay* wage type is used to assign the collectively agreed and fixed salary to an employee. It is therefore entered as a dialog wage type in the Basic Pay infotype (0008).

The *Total Gross Amount* wage type is used to cumulate all wage types that belong to an employee's total gross amount. It is therefore generated as a secondary wage type by the system during the payroll run.

The *Standard Pay* wage type is included in the *Total Gross Amount* wage type during the payroll run.

Structure

Fields

A wage type consists of the following fields:

- **AMT** (*Amount*)
In the case of a standard pay wage type, for example, it contains the amount that the employee should receive.
- **RTE** (*Rate*)
Contains the [valuation basis \[Ext.\]](#) therefore in the case of an hourly wage type the hourly rate, which should be multiplied by the number of hours performed by the employee, during the payroll run.
- **NUM** (*Number*)
In the case of a time wage type, for example, it contains a number of time units such as hours, which, during the payroll run, should be multiplied by the valuation basis that you specified for this time wage type in Customizing.

Depending on the wage type, one of the fields can be filled or entries can be available in two or all of the fields.

Wage Type Characteristics

A wage type is identified by the following characteristics:

- Characteristics that control the entry of the wage type on-line, for example.
 - Can data be entered on-line for an infotype, personnel area, or employee subgroup?
 - Is a wage type regarded as a payment or a deduction?
 - Direct or indirect valuation?
 - Can the amount be overwritten on-line when an indirect valuation is performed?
 - Rounding?
- Characteristics that determine how the wage type will be processed during the payroll run or the evaluation of the payroll results.
 - [Processing Class \[Page 172\]](#)
 - [Evaluation Class \[Page 173\]](#)

Wage Types

- [Cumulation wage type \[Ext.\]](#), in which the wage type should be included
- Basis for calculating average value, in which the wage type should be included
- Valuation basis, in which the wage type should be included

Wage Type Groups

Several similar wage types are grouped together in [wage type groups \[Ext.\]](#)

See also:

[Assigning Wage Types to Wage Type Groups \[Page 192\]](#)

[Using Wage Types \[Page 197\]](#)

[Valuating Wage Types \[Page 256\]](#)

Dialog Wage Types

Definition

Primary wage type that you enter on-line.

Use

You enter a dialog wage type in the following infotypes in the SAP System:

- *Basic Pay* infotype (0008)
- *Recurring Payments and Deductions* Infotype (0014)
- *Additional Payments* infotype (0015)
- *EE Remuneration Info* infotype (2010)
- *External Bank Transfers* infotype (0011)
- *Time Quota Compensation* infotype (0416)

In some *Time Management* infotypes you can determine a [different payment \[Page 237\]](#). Here you also enter a wage type.

Apart from these internationally used infotypes there are additional nationally used infotypes.

The dialogue wage types are [evaluated \[Page 257\]](#) in different ways.

Time Wage Type

Time Wage Type

Definition

Primary wage type that:

- The system makes available by means of time data information, if certain conditions that you defined previously have been filled
- You enter on-line

Use

Time wage types are selected by the system using [time wage type selection \[Page 231\]](#) in Time Evaluation.

Time wage types are only written with a number (usually of hours) to the payroll program and, it is only at this point that they are [evaluated \[Page 258\]](#).

Example

The standard system contains a model wage type *Overtime Bonus 50%*. You can use the customizing system to define conditions that must be met before the *Overtime bonus 50%* time wage type can be assigned to an employee.

Such conditions could be as follows:

- The employee must have worked at least 2 hours of overtime.
- The employee must have worked on a weekend.
- The employee must have worked on a public holiday.

Whenever the conditions you defined are met, the system automatically selects the time wage type *Overtime bonus 50%* for the employee in question.

Secondary Wage Type

Definition

A technical wage type generated by the system.

Use

You do not enter secondary wage types on-line. The system generates secondary wage types during the payroll run or derives them from particular factors.

Secondary wage types are also wage type that cumulate several wage types or temporarily store interim results.

Structure

The technical name of a secondary wage type always starts with the character (/), for example, /001.

Example

The standard system includes the secondary wage type /101 (*Total Gross Amount*). This wage type is created during the payroll run and is used to cumulate all of the wage types that pertain to an employee's total gross amount.

Processing Class

Processing Class

Definition

A wage type characteristic that controls processing during payroll.

Use

There are different processing classes for the various processing steps that are carried out within payroll. During the payroll run, the system processes a wage type in a certain processing step according to its individual specification in the respective processing class.

The standard system contains processing classes that have different specifications. You can also create customer processing classes and specifications in Customizing for *Payroll* under *Environment* → *Environment of Wage Type Maintenance* → *Processing and Evaluation Classes* → [Maintain Evaluation Classes and their Specifications \[Ext.\]](#).

Structure

A processing class has different specifications.

Example

In the standard system, processing class 15 determines how a wage type is valued in accordance with the principle of averages.

The standard system permits the following specifications for processing class 15:

- Specification 1: Formula frame for averages over the last 3 months
- Specification 2: Formula frame for averages over the last 12 months

Evaluation Class

Definition

Wage type characteristic, which controls processing when evaluating and displaying the payroll results.

Use

There are various evaluation classes for the different processing steps within the evaluation and displaying of payroll results. During evaluation, the system processes a wage type in a certain processing step according to its individual specification in the respective evaluation class.

The standard system contains evaluation classes with different specifications. You can also create customer evaluation classes and specifications in *Payroll Customizing* under *Environment* → *Environment of Wage Type Maintenance* → *Processing and Evaluation Classes* → [Maintain Evaluation Classes and their Specifications \[Ext.\]](#).

Structure

An evaluation class has different specifications.

Example

In the standard system, the specifications for evaluation class 02 control how a wage type is printed on a form.

- Specification 00: no printing on the form
- Specification 01: prints personal payments/deductions
- Specification 02: prints wage types included in the total gross amount
- Specification 03: prints wage types derived from time-based payments and included in the total gross amount

Wage Type Copier

Wage Type Copier

Definition

Tool used for [creating the customer-specific wage type catalog \[Page 176\]](#).

Use



We recommend that you only use the wage type copier within Customizing (Transaction OH11). It is available in all the steps in which you copy wage types. You find this, for example, in Customizing for *Payroll* under *Environment* → *Environment of Wage Type Maintenance* → *Create Wage Type Catalog*.

You can also call up the wage type copier outside of Customizing, using transaction PU30.

The wage type copier provides you with the following functions:

- Copy wage types

You copy the model wage types, which are contained in your standard system, into the customer-specific name range. In this way you create your own customer-specific wage type catalog.

- Delimit or delete wage types (time-based)

You can delimit or delete wage types that you no longer require.



Never delete SAP model wage types.

Never delete customer-specific wage types in a live system; only ever do this in a test system.

We recommend that you do **not** delete or delimit customer-specific wage types. Instead, you should no longer allow them to be entered in infotypes. Then the wage type can no longer be used in your system. You also avoid the problems that could arise when deleting or delimiting wage types.

- Check completeness of wage types

The wage types are created in tables. Table T512W (*Wage Type Valuation*) is a central table that must contain all the customer-specific wage types. You can carry out a test run to check if the wage types included in other tables are also contained in Table T512W. You receive a list of all the wage types that are **not** contained in Table T512W.

- Documentation for model wage types

When you copy a model wage type to the customer-specific name range, the system also copies the documentation. You can change the documentation for the customer-specific wage type using transaction PDSY (*HR Documentation Maintenance*).

Wage Type Catalog

Definition

A directory of all the wage types used in *Payroll*.

Use

The wage type catalog in the standard system includes [model wage types \[Ext.\]](#) that are configured for the *Payroll* process. You generate your wage types by copying the model wage types to your customer name range. You can then modify the copies to suit your company-specific requirements.



Only use [customer-specific wage types \[Ext.\]](#) in your live payroll run.

You edit the wage type catalog, for example:

- in Customizing for *Personnel Administration* under [payroll data \[Ext.\]](#)
- in Customizing for *Payroll* under *Environment of Wage Type Maintenance* → [Create Wage Type Catalog \[Ext.\]](#).

For more information, see the Implementation Guide (IMG) for *Personnel Administration* under *Payroll Data* → [Wage Type Concept \[Ext.\]](#).

Structure

- The SAP wage type catalog
 - It includes all primary and secondary wage types required for *Payroll*.
- Customer-specific wage type catalog
 - You create the customer-specific wage type catalog in Customizing by copying the SAP model wage types into the customer-specific name range.

Creating the Customer-Specific Wage Type Catalog

Creating the Customer-Specific Wage Type Catalog

Use

You use the [wage type copier \[Page 174\]](#) to create your own wage type catalog from the SAP wage type catalog, which contains all the model wage types. You copy the model wage types into your customer-specific name range and edit the copied wage types so that they meet your requirements.



We recommend that you create your customer-specific wage type catalog within the Customizing framework. This prevents you forgetting important Customizing settings. For example, certain wage type characteristics are already preconfigured and must not be changed for legal reasons.

Prerequisites

Obtain an overview of the wage types required at your company.

Features

You can create your wage type catalog by copying whole [wage type groups \[Ext.\]](#) or using prototypes.

- [Copying Model Wage Types Assigned to a Wage Type Group \[Page 178\]](#)

If you do not have much experience of using the wage type catalog, it is best to use this procedure. The disadvantage of this procedure is that it is very time-consuming because you must completely configure each wage type you want to use.
- [Copying a Model Wage Type as a Prototype \[Page 180\]](#)

Only use this procedure if you have an exact overview of how you want to implement wage types in your company. This saves time because you must edit less customer-specific wage types in detail.

Activities

1. You copy the SAP model wage types to the customer-specific name range. You have the following options:
 - You copy all the model wage types for a whole wage type group.
 - You copy a model wage type as a [prototype \[Ext.\]](#)
 - You use one of the wage types, which you have copied into your customer-specific name range within the framework of a wage type group, as a prototype.
2. If you want to define characteristics for your customer-specific wage types, which are different to the model wage types, then you must edit these wage types with regard to
 - your dialog characteristics (for example, whether it is entered in the infotype)
 - the way it is dealt with in payroll (for example, processing classes and evaluation classes)

Creating the Customer-Specific Wage Type Catalog

If you work with wage type groups you make this specification for every wage type; if you work with prototypes you make this specification for every prototype.

3. If you have copied a sample wage type into your customer-specific name range as a prototype, you then duplicate this prototype. In this way you generate several wage types with the same characteristics from this prototype. You can still correct prototypes you have copied, for example, to adjust them to suit the wage type text.

Copying Model Wage Types Assigned to a Wage Type Group

Copying Model Wage Types Assigned to a Wage Type Group

You can create your customer-specific wage type catalog by copying model wage types for a [wage type group \[Ext.\]](#) from the SAP wage type catalog to the customer-specific name range. You can also copy just some of the model wage types assigned to a wage type group.

Procedure

1. Choose *Copy* in the initial screen of the [wage type copier \[Page 174\]](#).
The *Copy Wage Types* screen appears.
 - The *Test Run* function is active. We recommend that you carry out a test run first of all.
 - To use the wage type copier live, deactivate the *Test Run* function.
2. Choose  *Wage Type Group* (change wage type group) and specify a wage type group.
The wage types from the wage type group are displayed when you enter long and short texts.
3. Select the wage types you want to copy and choose  *CWT* (Automatic Assignment of Customizing Wage Types).
The *Wage Type Maintenance* dialog box appears.
4. Enter the necessary data and choose .



Only use wage type names from the customer-specific name range, in other words, names that start with a digit. You can also enter the customer wage type names individually.

The copied wage types are displayed with the copy of the long and short texts.

5. Adapt the wage type texts to meet your requirements, if necessary.
6. Select the wage types you want to copy, and choose  *Copy*.

Result

You have copied sample wage types from a wage type group into the customer-specific name range. A [list of the copied wage types \[Page 183\]](#) is displayed for control purposes.

Your customer-specific wage types have the same wage type characteristics as the SAP sample wage types that you have copied. You can change these characteristics in all the steps in Customizing in which you edit wage type characteristics.



In Customizing for *Personnel Administration*, the *Wage Types* section is available in the *Payroll Data* unit for each infotype. Here you can edit valid wage types for this infotype.

Copying Model Wage Types Assigned to a Wage Type Group

In Customizing for Payroll under *Environment* → *Environment of Wage Type Maintenance* → [Check Wage Type Characteristics \[Ext.\]](#) you can change the dialog characteristics of your customer-specific secondary wage types.

Copying a Model Wage Type as a Prototype

Copying a Model Wage Type as a Prototype

Use

If some of the wage types that you need have similar wage type characteristics, you can use prototypes to create your customer-specific wage type catalog. In doing this, you copy a sample wage type from a wage type group in the SAP wage type catalog into the customer-specific name range as a prototype. You can adjust the wage type characteristics of the prototype so that they meet the needs of your enterprise. Then you create the remaining customer-specific wage types for this wage type group, by copying the prototype several times.



If you use this procedure you should have an exact overview of how you want to implement wage types in your company.

Procedure

2. Choose *Copy* in the initial screen of the [wage type copier \[Page 174\]](#).

The *Copy Wage Types* screen appears.

- The *Test Run* function is active. We recommend that you carry out a test run first of all.
- To use the wage type copier live, deactivate the *Test Run* function.

2. In the *Original WT* field (Original Wage Type) enter the model wage type for the prototype and choose .

The wage type text for the sample wage type is displayed.

3. In the *Customizing WT* field (Customizing Wage Type) enter the customer-specific wage type name for the prototype and select .



Only use wage type names from the customer-specific name range, in other words, names that start with a digit.

4. Adapt the wage type texts to meet your requirements, if necessary.
5. Select the wage type and choose  *Copy*.

Result

A model wage type is copied to the customer name range as a prototype. A [list of the copied wage types \[Page 183\]](#) is displayed for control purposes.

Your customer-specific wage types have the same wage type characteristics as the SAP sample wage type that you have copied. You can change these characteristics in all the steps in Customizing in which you edit wage type characteristics.



In Customizing for *Personnel Administration*, the *Wage Types* section is available in the *Payroll Data* unit for each infotype. Here you can edit valid wage types for this infotype.

Copying a Model Wage Type as a Prototype

In Customizing for Payroll under *Environment* → *Environment of Wage Type Maintenance* → [Check Wage Type Characteristics \[Ext.\]](#) you can change the dialog characteristics of your customer-specific secondary wage types.

Duplicating a Wage Type

Duplicating a Wage Type

Use

You have copied a wage type as a prototype into your customer-specific name range and now want to duplicate it, so that you have several similar wage types available in your customer-specific wage type catalog.

In general you proceed as in [copy model wage types for a wage type group \[Page 178\]](#).

Prerequisites

You defined the wage type characteristics of the prototype in Customizing, to meet your requirements.

Procedure

3. Choose *Copy* in the initial screen of the [wage type copier \[Page 174\]](#).
The *Copy Wage Types* screen appears.
 - The *Test Run* function is active. We recommend that you carry out a test run first of all.
 - To use the wage type copier live, deactivate the *Test Run* function.
2. In the *Original WT* field (Original Wage Type) enter the name of your prototype and choose .

The wage type texts for the prototype are displayed.

3. Select the prototype and select *1 Duplicate WT* (duplicate wage type).

The *Wage Type Maintenance* dialog box appears.

5. Enter the necessary data and choose .



Only use wage type names from the customer-specific name range, in other words, names that start with a digit. You can also enter the customer wage type names individually.

The copied wage types are displayed with the copy of the long and short texts.

6. Adapt the wage type texts to meet your requirements, if necessary.
7. Select the wage types you want to copy, and choose  Copy.

Result

You have duplicated the prototype. A [list of the copied wage types \[Page 183\]](#) is displayed for control purposes.

List of Copied Wage Types

Definition

Overview of the wage types that you have copied in the customer-specific name range and the SAP system tables that belong to them.

Use

The list of the copied wage types is displayed at the end of a copying procedure in the [wage type copier \[Page 174\]](#). You can use the list to determine whether

- you have to reprocess table entries manually
These tables are highlighted in yellow in the tree structure
- a table is locked by another user so that no changes can be made

These tables are highlighted in red in the tree structure



Do **not** leave the wage type copier if tables are locked by other users. The information that you have already entered for copying the wage types is therefore not lost. Instead, ask the other users to leave the table. After they have come out of the table in question, you can edit the wage type.

Structure

The list of the copied wage types is represented by the system as a tree structure. It contains

- A list of all tables into which wage types have been copied by the system or should be copied.
- Information on which copied wage types are assigned to the corresponding tables.
The assignment of the wage type to the table either takes place using the key or the function part of the table:

– Key

In this case the table field, which the wage type name contains, is part of the table key. In such tables the system copied the entries.



Table T511 (*Wage Types*) has the following key fields:

000	Client
99	Country group
3333	Customer wage type name
99991231	Expiry date of the wage type 31.12.9999

In this table the wage type name is part of the key. The wage type could have been copied by the system.

List of Copied Wage Types

– Function part

In this case, the wage type name is included in the function part of the table rather than the key. The function part of a table consists of all the fields that do not belong to the table key. If the wage type name is in the function part of the table, it is not possible to simply copy the table, because then the table will have several entries with the same key.

In such tables the system could not automatically copy the wage type. You must therefore [copy wage types manually \[Page 185\]](#).

Copying Wage Types Manually

Use

In the [list of copied wage types \[Page 183\]](#) the SAP tables, in which the system can not copy the model wage types to the customer-specific name range, have a yellow background. You must copy these wage types manually.

Prerequisites

You have copied model wage types to your customer name range using the [wage type copier \[Page 174\]](#), and are now in the list of copied wage types.

Procedure

You have two editing possibilities:

Overwrite in Customizing



We recommend this procedure.

1. Click on the text *Wage type is Not a Key Field, Please Maintain Manually*, which is displayed with a yellow background.

You access the section in Customizing where you can call up the appropriate activity to edit the wage type.

2. Call the activity.
3. Overwrite the name of the model wage type with your customer wage type name.

Overwrite Directly

In the list of copied wage types, flag the wage type you want to edit, and choose *Overwrite*.



This procedure is useful if you have to edit a lot of wage types manually.

Time-Based Delimitation of a Wage Type

Time-Based Delimitation of a Wage Type

Use

If you no longer need a customer-specific wage type, you can delimit this wage type (time-based) using the wage type copier. It is then no longer available in your system.



Never delimit SAP model wage types.

Never delimit customer-specific wage types in a live system; only ever do this in a test system.

We recommend that you do **not** delimit wage types with respect to time, as this can cause problems during the *Payroll* run. Instead, you should define in Customizing that the wage type should no longer be permitted for entry in any infotype. For example, you have the possibility of doing this for each infotype in Customizing for *Personnel Administration* in the section [Payroll Data \[Ext.\]](#)

Prerequisites

You have copied SAP model wage types to the customer name range.

Procedure

1. Choose *Delete* in the initial screen of the [wage type copier \[Page 174\]](#).
The *Delete Wage Types* screen appears.
2. In the column *Delete WT* (wage type to be deleted), enter the name of the wage types that you want to delimit with respect to time.
3. Select the wage types that you want to delimit.
4. Select *Limit wage types according to time until...* and enter the delimitation date.



The delimitation date must be a payroll period after the date from which you no longer need the wage type. The system still needs the wage type for another payroll period, to be able to import the payroll result from the previous period.

5. Choose  *Delete*.
A [list of the deleted wage types \[Page 190\]](#) is displayed.

Result

The system makes the following changes in the SAP System tables:

- In the date-dependent tables, the system sets the end date of the selected wage type to the delimitation date you have specified. The wage type is still available in this table, but can only be used up until this delimitation date.

Example: Table T512W (*Wage Type Evaluation*)

Time-Based Delimitation of a Wage Type

- In the tables that are **not date dependent**, the system can not delimit the wage type. The following options are available:
 - If the wage type to be delimited is part of the table key, it is deleted. This means that you will no longer be able to copy the wage type.

Example: Table T555K (*Transfer to Time Wage Types*)
 - If the wage type to be delimited is not part of the key, you have to [manually delimit \[Page 191\]](#) the wage type.

Deleting Wage Types

Deleting Wage Types

Use

If you no longer need a customer-specific wage type, you can delete this wage type from the wage type catalog using the wage type copier. It is then no longer available in your system.



Never delete SAP model wage types.

Never delete customer-specific wage types in a live system; only ever do this in a test system.

We recommend that you do **not** delete wage types, as this can cause problems during the *Payroll* run. Instead, you should define in Customizing that the wage type in question should no longer be permitted for entry in any infotype. For example, you have the possibility of doing this for each infotype in Customizing for *Personnel Administration* in the section [Payroll Data \[Ext.\]](#). As an alternative we recommend that you do not delete the wage type, but rather that it should be [delimited with respect to time \[Page 186\]](#).

Prerequisites

You have copied SAP model wage types to the customer name range.

Procedure

2. Choose *Delete* in the initial screen of the [wage type copier \[Page 174\]](#).

The *Delete Wage Types* screen appears.

2. In the column *Delete WT* (wage type to be deleted), enter the name of the wage types that you want to delete.



Only specify wage type names from your customer name range.

3. Select the wage types you want to delete.
4. Select *Delete Wage Types*.
5. Choose  *Delete*.

A [list of the deleted wage types \[Page 190\]](#) is displayed.

Result

The system makes the following changes in the SAP System tables:

- If the wage type name is in the table key, the system deletes all table entries for the selected wage type.
- If the wage type name is not in the table key, but is contained in the function part of the table, then the system can not delete the entry. These table entries must therefore be [deleted manually \[Page 191\]](#).

Deleting Wage Types

The deleted wage type is neither available for wage type copying or for other activities in the SAP system.

List of Deleted Wage Types

List of Deleted Wage Types

Definition

Overview of the customer wage types that you have deleted or delimited with respect to time, and the SAP system tables which belong to them.

Use

The list is displayed if you have deleted or delimited customer wage types in the [wage type copier \[Page 174\]](#). You can use the list to determine whether

- you have to reprocess table entries manually
 - These tables are highlighted in yellow in the tree structure
- a table is locked by another user so that no changes can be made

These tables are highlighted in red in the tree structure



Do **not** leave the wage type copier if tables are locked by other users. Otherwise, the information that you have already entered for deleting or delimiting the wage types gets lost. Instead, ask the other users to leave the table. After they have come out of the table in question, you can edit the wage type.

Structure

The list of the deleted wage types is represented by the system as a tree structure. It contains

- A list of all the tables in which wage types have been, or should have been, deleted or delimited by the system.
- Information on which deleted /delimited wage types were assigned to the corresponding tables.

The assignment of the wage type to the table either takes place using the **key** or the **function part** of the table. For more information, see the [list of copied wage types \[Page 183\]](#).

- If the table field, which contains the wage type names, is part of the table key, the system has deleted or delimited the entry with respect to time.
- If the wage type name is contained in the function part of the table, the system could **not automatically** delete or delimit the wage type with respect to time. You must therefore [delimit or delete these wage types manually \[Page 191\]](#).

Deleting or Delimiting Wage Types Manually

Use

In the [list of deleted wage types \[Page 190\]](#) the SAP tables, in which the system can not delete or delimit the customer-specific wage types, have a yellow background. You must delete or delimit these wage types manually.

Prerequisites

You have delimited or deleted customer-specific wage types using the [wage type copier \[Page 174\]](#) and are now in the list of deleted wage types.

Procedure

You have two editing possibilities:

Delete or Delimit in Customizing



We recommend this procedure.

2. Click on the text *Wage type is Not a Key Field, Please Maintain Manually*, which is displayed with a yellow background.

You access the section in Customizing where you can call up the appropriate activity to edit the wage type.

2. Call the activity.
3. Delete the customer-specific wage or delimit it with respect to time.

Delete Directly or Delimit (Time-Based)

In the list of deleted wage types, flag the wage type you want to delete or delimit, and choose *Delete or Delimit*.



This procedure is useful if, for example, you have to delete or delimit a lot of wage types manually.

Assigning Wage Types to Wage Type Groups

Assigning Wage Types to Wage Type Groups

Use

The customer-specific wage types, which you have copied from SAP model wage types, are automatically assigned to the same [wage type group \[Ext.\]](#) as the model wage types. You can change this assignment. Moreover, you can also obtain an overview of the assignment of wage types to wage type groups.



The assignment of wage types to [logical views \[Ext.\]](#) takes place using wage type groups. If you remove a wage type from a wage type group, it is no longer available in the logical view to which the wage type group is assigned for editing of the wage type characteristics.

Scope of Function

In transaction PU98 (Assign Wage Types to Wage Type Groups) you have the following options:

- Assign customer wage types to a wage type group



After a release upgrade from Release 2.1 or 2.2 to Release 3.0 or higher, you must assign all customer-specific wage types to a wage type group. Wage type groups were only introduced with Release 3.0 of the SAP-R/3 System. This means that you must include wage types created in Release 2.1 or 2.2 in wage type groups.

- Delete customer wage types from a wage type group

When you have created a customer wage type catalog, you can delete a customer wage type from a wage type group.

- Display all wage types that are not assigned to a wage type group

You can display the customer wage types that have not been assigned to a wage type group.

- Display all wage types assigned to a particular wage type group

For example, you can display all wage types assigned to the (*Basic Pay*) wage type group (0008).

- Display assignment of wage types to wage type groups

You can display the wage type groups to which one or several wage types are assigned.

If you want to display the assignment of more than one wage type, you have the following options:

- Display the **total quantity**:

All of the wage type groups containing at least one of the selected wage types are displayed.

- Display the **common quantity**:

The wage type groups containing all of the wage types are displayed.

Assigning Wage Types to Wage Type Groups

Displaying the Assignment of Wage Types to Wage Type Groups

Displaying the Assignment of Wage Types to Wage Type Groups

Use

If, for example, you delete a customer-specific wage type from a wage type group and you want to assign it to another wage type group, you can first of all check to see the wage type groups to which this wage type is already assigned.

Procedure

1. Select transaction PU98.
2. In the *Template Using Model Wage Types* block, choose the entry *All Wage Types*.
3. Select the wage types whose assignment to wage type groups you want to check.
4. Select one of the following indicators:
 - *Total quantity*
All of the wage type groups containing at least one of the selected wage types are displayed.
 - *Common quantity*.
The wage type groups, in which all the selected wage types are contained, are displayed.
5. Choose *Display Groups*.

Result

In the *Wage Type Groups* block, depending on the indicators you have selected, the corresponding wage type groups are flagged:

- to which at least one of the selected wage types is assigned
- to which all of the selected wage types are assigned

Deleting Customer Wage Types from a Wage Type Group

Deleting Customer Wage Types from a Wage Type Group

Use

You want to change the assignment of a customer-specific wage type to the wage type groups. You want to delete the wage type from a wage type group and now want to assign it to another wage type group.

Procedure

1. Select transaction PU98.
2. In the *Wage Types to be Assigned* block, choose the *Customer-Specific Wage Types* entry.
A list is displayed of all customer wage types.
3. Select the customer wage type that you want to delete from a wage type group.
4. In the *Wage Type Groups* block, select the wage type group from which the wage type should be deleted.
5. Select the *Delete* indicator.
6. Choose *Group assignment*.

The *Delete Wage Types in the Wage Type Groups* dialog box appears. A dialog box is displayed for control purposes telling you which wage types are deleted from which wage type groups.

7. Choose .

Result

The customer wage type is deleted from the selected wage type group.

Assigning Customer Wage Types to a Wage Type Group

Assigning Customer Wage Types to a Wage Type Group

Use

You want to change the assignment of a customer-specific wage type to the wage type groups. You have deleted the wage type from one wage type group and now want to assign it to another wage type group.



After changing from Release 2.1 or 2.2 to Release 3.0 or a later release, you have to first of all assign **all** the customer-specific wage types, which you created in earlier releases, to a wage type group.

We recommend that you proceed as follows:

1. Choose a customer wage type to be assigned.
2. Select a model wage type that corresponds to the customer wage type.
3. [Display the wage type groups \[Page 194\]](#), to which the selected model wage type is assigned.
4. Assign the customer wage type to these wage type groups.

Procedure

1. Select transaction PU98.
2. In the *Wage Types to be Assigned* block, choose the *Customer-Specific Wage Types* entry.
A list is displayed of all customer wage types.
3. Select the customer wage type that you want to assign to a particular wage type group.
4. In the *Wage Type Groups* block, select the wage type group to which the wage type should be assigned.
5. Flag the *Insert* indicator.
6. Choose *Group assignment*.

The *Add Wage Types to Wage Type Groups* dialog box appears. A dialog box is displayed for control purposes telling you the wage types you have assigned to the wage type groups.

7. Choose .

Result

The customer wage type is assigned to the selected wage type group.

Using Wage Types

Use

The function enables you to obtain an overview of the wage type characteristics for all the primary and secondary wage types that you use. You might want to do this to compare the characteristics of different wage types, for example, or to obtain an overview of the status of your wage types within the system.

To obtain the overview, run report program RPDGGA20 (*Use of Wage Types in Payroll*). The report generates a list of the wage types available for a selected country.

Scope of Function

The report only evaluates the wage types that affect the **Behavior of a Wage Type in Payroll**, and not the characteristics that determine the **Behavior of a Wage Type On-Line**.

The list is arranged according to wage type characteristics and their specifications. The wage types, which are assigned to the following wage type characteristics, are displayed.

- Processing classes
- Evaluation classes
- Cumulations
- Bases for calculating averages
- Valuation bases

In the wage type utilization list, the personnel areas that belong to the selected country are displayed.

Creating a Wage Type Utilization List

Creating a Wage Type Utilization List

1. Choose *Human Resources* → *Payroll* → *Environment* → *Wage Type Utilization*.
2. In the *Country Grouping* field of the *Selection* block, enter the country grouping for which you want to check the wage type utilization.
3. In the *Wage Type Validity* field enter a validity period.

The system only displays the usage of the wage types that are valid within this validity period.
4. If necessary, restrict the evaluation to one or several wage types, by entering it in the *Wage Type* field.
5. Select *Display Logical Views*, if necessary.

In the generated tables or tree structure, all the [logical views \[Ext.\]](#) in which you can edit the corresponding class are displayed for the processing classes, evaluation classes and cumulations, if you flag this option. If there is an IMG section corresponding to the logical view, this will be displayed. You can navigate from the wage type utilization list to the corresponding IMG activity and make the changes there.
6. In the *Output* block, select the required output form.
 - To display a list with a hierarchical structure, choose *Table*.

If, for example, you are only interested in the use of individual processing classes in wage types, we recommend you use a table as the output form for the results. Displaying the results in table form takes less time, because the system only determines the relevant information when it accesses the next level.

In the tables you can double click on a line of the table (for example, *Processing Classes*) to navigate to the detailed view for the corresponding table entry.
 - To display a list with a tree structure, choose *Tree Structure*.
 - To obtain a non-hierarchical list of the wage type characteristics, choose *Continuous List*.

If you want to obtain a complete where-used-list, you should use the tree structure or continuous list as the output form for the results. It takes longer, however, if you use the tree structure and the continuous list, because the system has to determine all the information for the sub-nodes and levels before it can display the results.
7. Choose *Program* → *Execute*.

Wage Type Split

Definition

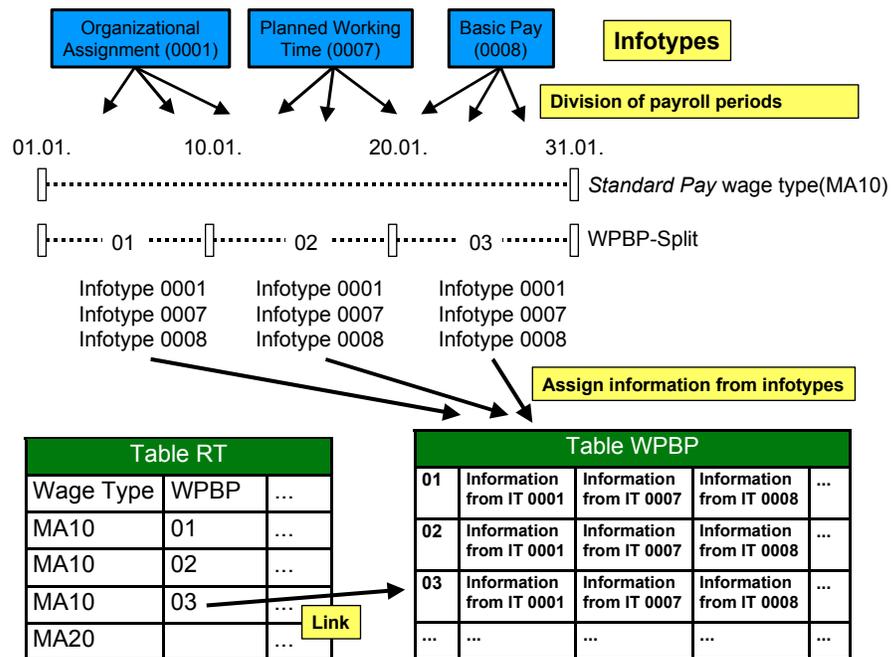
The division of payroll periods into partial periods when entries in different infotypes have been changed. The wage types are assigned to these partial periods.

The wage type split has the following significance in the payroll results:

- It defines changes to infotypes for the exact day and indicates these periods in the payroll results using a two-digit number: the split indicator.
- It provides a link from the Results Table RT to other payroll tables. The information relevant for the split is assigned to the infotype using this table.



The [Work Center-/Basic Pay Split \(WPBP-Split\) \[Ext.\]](#) provides a link to table WPBP:



Use

The system uses the following wage type splits:

Wage Type Split	Use if
Work Center-/ Basic Pay Split (WPBP-Split)	an employee's work center and/or basic pay change within a payroll period
Cost Accounting Split (KR-Split)	an employee's assignment to a cost center changes within a payroll period

Wage Type Split

Split for Different Payments (ALP- Split)	an employee carries out substitution during a payroll period and is remunerated differently than normal.
Absence Split (AB-Split)	an employee is absent once or several times (for example, leave or illness) during a payroll period.
Bank-Transfer-Split (BT-Split)	an employee has one main bank account and one, or several, secondary bank accounts.
Variable Split (VO-Split)	there is special information available for an employee for a payroll period, for example, information on a garnishment, a loan or a company car
Country-Specific Splits (C1-Split, C2-Split, C3-Split)	there is country-specific information available for an employee for tax, social insurance and so on.



The WPBP-split is displayed as AP-split in the RT table because of space restrictions.

Wage Type Split: Example 2

12.01.	15.01.	ABO1	01	02
25.01.	31.01.	ABO1	02	02

Payments

Payments

Definition

Payments that the employee is entitled to according to the employment contract (= stipulated in the employment contract) or that they accrue (= paid voluntarily by the employer).

The individual payments form the basis for the calculation of an employee's gross remuneration, which is the core part of payroll. Gross remuneration is the starting point for the calculation of social insurance and tax payments, and also for the calculation of net remuneration.

Structure

In the SAP System, payments are split into the following categories according to their characteristics:

- **Basic pay**

Basic pay consists of the fixed wage and salary elements that are paid in every payroll period. You enter them in the form of wage types in the [Basic Pay\(0008\) \[Page 205\]](#) infotype.
- **Recurring payments and deductions**

Recurring payments and deductions are paid or retained with fixed frequency. The system determines the payments using factors such as overtime, leave or substitutions. You enter the wage types which illustrate these factors in the [Recurring Payments and Deductions \(0014\) \[Page 213\]](#) infotype. In the processing stage, the system uses the Customizing settings representing the collective agreement.
- **Additional Payments**

Additional payments are wage and salary elements that are not usually paid in each payroll period, and that are not paid at regular intervals. You enter them in the [Additional Payments\(0015\) \[Page 216\]](#) infotype.

Basic Pay (Infotype 0008)

You can store the employee's basic pay in the *Basic Pay* infotype (0008) . You get an overview of the employee's payroll history using the infotype history.

The standard system contains the following reference types:

- Subtype 0: *Basic contract*
- Subtype 1: *Increase basic contract*
- Subtype 2: *Comparable domestic pay*
- Subtype 3: *Refund of costs in foreign currency*
- Subtype 4: *Local weighting allowance*

You can process the *Basic Pay* infotype (0008) on its own or during a personnel action. If you want to create a new infotype record, enter the reference type on the screen *Maintain HR Master Data*. The reference type is already set if you carry out a personnel action

Pay scale

The system automatically proposes the *Pay Scale Type* and the *Pay Scale Area*. However, you can overwrite these values.

Wage types

If you want to insert an infotype record, the system automatically suggests the wage types. There are a few wage types which you can not overwrite or delete. You can enter up to 20 wage types.



When an employee leaves a company you are not permitted to delimit the *Basic Pay* infotype (0008). Basic payroll data must remain in the system. This is the only way of ensuring the accuracy of any retroactive accounting runs that need to be performed.

See also:

[Enter Basic Pay \[Page 206\]](#)

[Performing a Personnel Action \[Page 209\]](#)

[Performing a Standard Pay Increase \[Page 211\]](#)

Editing Basic Pay

Editing Basic Pay

Procedure

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

You access the Basic Pay infotype (0008) by calling up the *Display HR Master Data*, *Maintain HR Master Data* or *Personnel Actions* screens.

2. Check the entries from the collective agreement. If necessary, change the pay scale structure assignment.
3. Check the default wage types from the wage type model.
4. Enter an amount for **directly** valuated wage types.

Directly valuated wage types with no values entered in the Amount, Number and Unit fields are not saved.
5. If necessary, enter a number and a unit for **indirectly** valuated wage types, for example, for wage types whose amount is calculated as a percentage of the sum of other wage types.

The amount of the indirectly valuated wage types is only displayed, but is not saved. If your Customizing settings specify that indirect valuation is only valid until a date prior to the validity end date of the infotype record in the *Basic Pay* infotype (0008), an appropriate message will be displayed. If this is the case you can re-enter the date on which indirect valuation should take place, in the *Ind.Val.* field.



For indirect valuations, an infotype record must be created for the employee in the *Planned Working Time* infotype (0007).

Indirectly valuated wage types must not be overwritten because the indirect valuation will therefore be lost.

You can enter a maximum of twenty wage types for each employee. If your Customizing settings permit fewer wage types, fewer lines will be available.

6. If necessary, delete any default wage types that are not required.
7. Check the total amount of the wage types.

The total payment amount is calculated by the system. All wage types to be included in the total amount, in accordance with the Customizing settings, are flagged in field A (*Add to Total Amount*).

8. Choose .



Depending on the *Copy Default Values for Infotypes* feature (DFINF), the values in the *Pay Scale Type*, *Pay Scale Area*, *Capacity Utilization Level* and *Work Hours/Period* fields will be redefined, but not copied. The values in the *Capacity Utilization Level* and *Work Hours/Period* fields are copied if the values in the old infotype record do not correspond to the default values at that time

Editing Basic Pay

If you copy the infotype record in a batch input session and change the validity start date, you should first enter a date in the *From* field and then copy the data. You can then enter data in other fields, (for example, *Wage Types*).

For more information on editing basic pay, see [Performing a Pay Scale Reclassification \[Page 209\]](#).

Pay Scale Reclassification

Pay Scale Reclassification

Use

A pay scale reclassification is the transfer of an employee to a different pay scale group and possibly to a different pay scale level. As a result of this transfer, the employee receives the remuneration for the new pay level assignment.

A pay scale reclassification is usually performed in a payroll period prior to the payroll run. The pay scale reclassification must always take place before the standard pay increase.

Activities

You carry out the pay scale reclassification using Report **RPITUM00**.

The system takes the basis for the pay scale reclassification from Customizing. For more information, see the Implementation Guide (IMG) for *Personnel Management* under *Personnel Administration* → *Payroll Data* → *Basic Pay* → *Pay Scale Changes* → [Pay Scale Reclassification \[Ext.\]](#).

Alternatively, you can enter a different date for the next increase in the *Basic Pay* infotype (0008). This alternative date overrides the entries in Customizing.

Performing A Pay Scale Reclassification

Procedure

1. Choose *System* → *Services* → *Reporting*.
2. In the *Program* field enter report **RPITUM00** and choose .
The selection screen for the report is displayed.
3. In the sections *Period*, *Selection* and *Further Selections*, enter the selection criteria you want to use to perform a pay scale reclassification. For example, you can make a selection according to payroll administrator or a specific organizational unit.
4. Enter the following parameters in the *Data Relevant for Batch Input* section:
 - a. Choose *Create Batch Input Session*.
 - b. Enter the additional parameters.
 - c. If necessary, enter the pay scale structure for which you want to perform a pay scale reclassification.

These entries further restrict the selected employees.

5. Choose .



If you do not select *Create Batch Input Session*, the pay scale reclassification will only be simulated. A results log is displayed, that you can evaluate as required.

You can use reports **RPLTRF00**, **RPLTRF10**, and **RPSTRF00** to generate lists containing employees employed on a key date with the pay scale structure and additional information on the current pay scale assignment. For more information, see the report documentation.

6. Process the batch input session.

Result

As a result of the pay scale reclassification, the pay scale structure for the employee in the *Basic Pay* infotype (0008) will be updated. If you have not reset the default value (1601) of the *Action/Action for Pay Scale Reclassification* parameter, the action performed will also be logged in the *Actions* infotype (0000).

Standard Pay Increase

Standard Pay Increase

Use

You may encounter automatic standard pay increases for employees whose basic pay has been calculated indirectly, based on the assignment to a particular pay scale structure, in accordance with the Customizing settings. For more information, see the Implementation Guide (IMG) for *Personnel Management* under *Personnel Administration* → *Payroll Data* → *Basic Pay* → *Pay Scale Changes* → *Pay Scale Increase*.

Scope of Function

The system differentiates between the following types of standard pay increases:

Simple Standard Pay Increase

The amounts in the Customizing settings are increased by a specific amount or percentage rate.

Extended Standard Pay Increase

The history in the *Basic Pay* infotype (0008) is updated. You can also modify directly valuated wage types and use different increase variants. You can use increase variants, for example, to insert new wage types, replace existing wage types with new ones, or delimit existing wage types without replacement.

In the following cases, you can use an extended standard pay increase **in addition to** a simple standard pay increase:

- You want to update the history in the *Basic Pay* infotype (0008). This applies to those employees whose pay was adjusted using a simple standard pay increase because of its assignment to a pay scale structure.



The extended standard pay increase saves infotype records in database PA0008. This reduces memory space on the hard disk.

- You want to use additional increase variants for directly and indirectly valuated wage types.

Effecting a Standard Pay Increase

Simple Standard Pay Increase

1. Choose *System* → *Services* → *Reporting*.
2. In the *Program* field enter report **RPUS1000** and choose .
The selection screen for the report is displayed.
3. In the *Pay Scale Group*, *Pay Scale Level* and *Wage Type* fields, enter the employees who should receive a standard pay increase. Enter the date from which the Customizing settings should be changed.
4. In the *Increase* and *Rounding* sections, enter the necessary data, for example, an increase amount or an increase percentage rate.
5. Choose .

The amount of the indirectly valuated wage types is adjusted according to the data in the Customizing settings. No new infotype records have been created in the *Basic Pay* infotype (0008).

For more information, see the IMG for *Personnel Management* under *Personnel Administration* → *Payroll Data* → *Basic Pay* → *Pay Scale Changes* → *Pay Scale Increase*, or under *Personnel Administration* → *Payroll Data* → *Basic Pay* → *Revise Pay Scale Groups and Levels*.

Extended Standard Pay Increase

1. Choose *System* → *Services* → *Reporting*.
2. In the *Program* field enter report **RPITRF00** and choose .
3. In the *Selection* section, enter the selection criteria you want to use to effect an extended standard pay increase. For example, you can make a selection according to administrator, or a specific organizational unit.
4. Enter the following parameters in the *Further Selections* section:
 - a. Choose *Batch Input*.



If you do not select *Batch Input*, the pay scale reclassification will only be simulated. A results log is displayed, that you can evaluate as required.

- b. If necessary, enter the pay scale structure for which you want to effect a standard pay increase.
 - c. Enter the additional parameters.
These entries further restrict the selected employee headcount.
5. Choose .
 6. Process the batch input session.

Effecting a Standard Pay Increase

The payments for the selected employees have been adjusted in accordance with the data specified in Customizing. New infotype records have been created in the *Basic Pay* infotype (0008).

Recurring Payments/Deductions (Infotype 0014)

In the *Recurring Payments/Deductions* infotype (0014), you can enter an amount and/or a value and a unit of measurement for a wage type that is always paid or deducted during payroll. Recurring payments/deductions are wage elements which are paid or deducted in every payroll period. In contrast to additional payments, recurring payments/deductions are paid or deducted within a defined periodicity.

In addition, you have the possibility to enter default cost assignment settings for recurring payments/deductions for the application component *Controlling* (CO). You can store a different cost center and company code combination than the one in the *Organizational Assignment* infotype (0001); the additional payments will then be charged to this cost center. Select *Edit* → *Maintain cost assignment*. The *Default Cost Assignment Settings* dialog box appears. Enter the relevant data. If any data has already been entered for the cost assignment it will be displayed on the infotype single screen. You can set up further controlling objects using customizing in the section [Enter Default Cost Assignment Settings \[Ext.\]](#) in *Personnel Administration*

The standard system contains, amongst others, the following wage types:

- Subtype M110: *Vacation allowance*
- Subtype M120: *Holiday bonus*
- Subtype M130: *Standard special payment*
- ...

Recurr. Pay/Deduc

Enter the wage type that is to be paid or deducted in the *Wage Type* field. In conjunction with the *Wage type* you must process either the *Amount* field or the *Number* and *Unit* fields. The system checks the combination you entered. The currency is defaulted according to the company code. This can be overwritten.

Date of Payment

A wage type is only paid in certain periods or on certain days. These periods or days can be defined either in the *1st payment period* and *Interval in periods* fields, thus defining the interval to the next and all subsequent periods, or in the *1st payment date* and *Interval/Unit* fields, thus defining the interval to the next day and all subsequent days. Enter the payment period without the payroll year. The subsequent payment periods will be determined by adding the intervals.



If the report RPCDTBX0 (Preliminary Data Medium Exchange Program for Separate Payment Run) has created a preliminary document for a wage type transfer, the *Transfer* field is displayed on the infotype screen. You can not delete the wage type in this case.

See also:

[Define Recurring Payments and Deductions \[Page 215\]](#)

Recurring Payments/Deductions (Infotype 0014)

Country-Specific Features

- **Great Britain:** [Recurring Payments/Deductions \(Infotype 0014\): National Features Great Britain \[Ext.\]](#)

Processing Recurring Payments and Deductions

Use

Using recurring payments and deductions you determine the wage and salary components which under normal circumstances you pay or deduct from an employee. You can pay bonuses for travel costs or holiday pay, for example.

You can enter an additional payment that differs from the cost assignment in the *Organizational Assignment* infotype (0001) for recurring payments and deductions. If this is the case, the recurring payment/deduction will be taken from the cost center that differs from the master cost center.

Defining Recurring Payments and Deductions

1. Choose *Human Resources -> Personnel Management -> Administration -> HR Master Data -> Maintain*.
2. Enter the personnel number of the employee concerned and choose the *Recurring Payments and Deductions* infotype (0014).
3. Choose .
4. Enter the data required in the fields.



The entries in the *Amount* and *Number/Unit* fields depend on the selected wage type. For **directly** valuated wage types, enter the amount and the number or unit. This is not necessary for **indirectly** valuated wage types.

You can either make entries in the *First Payment Period* and *Interval in Periods* field, or in the *First Payment Date* and *Interval/Unit* field. If you have entered the first payment period and the interval in periods, you cannot enter data for the payment date and interval/unit, and vice versa.

5. Choose .

Defining Recurring Payments and Deductions for Varying Account Assignments.

1. On the *Recurring Payments and Deductions* screen choose .

The *Cost Assignment Defaults* dialog box appears.

2. Enter the different assignments.
3. Choose *Transfer*.

You have created a cost assignment for a recurring payment/deduction that differs from the cost assignment in the *Organizational Assignment* infotype (0001).

Additional Payments (Infotype 0015)

Additional Payments (Infotype 0015)

In the infotype *Additional Payments* (0015), you can enter an amount and/or a value and a unit of measurement in a wage type; these are always paid or deducted in a certain period during payroll. Additional payments are wage elements which are not paid or deducted in every payroll period in contrast to recurring payments and deductions which are paid or deducted within a defined periodicity.

In addition, you have the possibility to enter default cost assignment settings for additional payments for the application component *Controlling* (CO). You can store a different cost center and company code combination than the one in the *Organizational Assignment* infotype (0001); the additional payments will then be charged to this cost center. Select *Edit* → *Maintain cost assignment*. The *Default Cost Assignment Settings* dialog box appears. Enter the relevant data. If any data has already been entered for the cost assignment it will be displayed on the infotype single screen. You can set up further controlling objects using customizing in the section [Recording Cost Assignment Specifications \[Ext.\]](#) in *Personnel Administration*.

The standard system contains, amongst others, the following wage types:

- Subtype M110: Vacation bonus
- Subtype M120: Christmas bonus
- Subtype M30: *Special payment*
- ...

Additional Payments

Enter the wage type that is to be paid or deducted in the *Wage Type* field. In conjunction with the *Wage type* you must process either the *Amount* field or the *Number* and *Unit* fields. The system checks the combination entered. The currency is defaulted according to the company code. This can be overwritten.

The system uses the last day of the current payroll period as the date of origin of the additional payment. You can overwrite this default value by

- entering another date in the field *Date of origin*
- entering the required payroll period and payroll year in the fields *Default date*.

If you enter a different payroll period in the fields *Default date* the system defaults the last day of the specified payroll period as the date of origin.



If the report RPCDTBX0 (Preliminary Data Medium Exchange Program for Separate Payment Run) has created a preliminary document for a wage type transfer, the *Transfer* field is displayed on the infotype screen. You can not delete the wage type in this case.

See also:

[Edit Additional Payments \[Page 217\]](#)

Processing Additional Payments

Use

By means of additional payments an employee can receive a one off payment on a fixed date, for example, on their anniversary of years of service.

You can also transfer wage types stored in the *Additional Payments* infotype (0015) gross for net as an [unqualified advance payment \[Page 93\]](#) before the actual payment date.

Creating Additional Payments

1. Choose *Human Resources -> Personnel Management -> Administration -> HR Master Data -> Maintain*.
2. Enter the personnel number of the employee concerned, and choose the *Additional Payments* infotype (0015).
3. Choose .
4. Enter the required data in the fields.



The entries in the *Amount* and *Number/Unit* fields depend on the selected wage type. For directly valuated wage types, enter the amount and the number or unit. This is not necessary for indirectly valuated wage types.

For the date on which the additional payment should take place, the system suggests the last day of the current payroll period from the payroll control record. You can overwrite the default value by entering another payroll period.

5. Choose .

Entering Additional Payments for Varying Account Assignments

You can enter an additional payment that differs from the cost assignment in the *Organizational Assignment* infotype (0001). If this is the case, the payment will be deducted from the cost center that differs from the master cost center.

Procedure

1. On the *Create Additional Payments* screen, choose .
The *Cost Assignment Defaults* dialog box appears.
2. Enter the different assignments.
3. Choose *Transfer*.

You have created a cost assignment for an additional payment that differs from the cost assignment in the *Organizational Assignment* infotype (0001).

Standard Wage Maintenance

Standard Wage Maintenance

Use

You can use this function to guarantee wage or salary payments for an employee if his or her pay has decreased. The difference between the current pay and guaranteed pay is calculated by the system and is known as the standard wage maintenance amount. The different collective agreements include various types of standard wage maintenance clauses for salaried and hourly-paid employees.

You can create different wage maintenance types for your employees, for example:

Wage maintenance in the event of a pay scale downgrade

Provision for old age

Wage maintenance as part of a social compensation plan or similar action.

You can define a fixed wage maintenance amount, or you can project the amount, in other words, you can reduce or increase the amount in regular intervals.

Features

Standard wage maintenance types

It is possible to create different wage maintenance types in Customizing. These wage maintenance types can then be called as subtypes in the [Standard Wage Maintenance infotype \(0052\) \[Page 220\]](#). You can enter the guaranteed pay for your employee using one or more standard wage maintenance types.

Adjustment types

You can adjust the guaranteed wage and salary payments in the following ways:

- You can periodically increase (or decrease) the payment by a constant value
- You can periodically increase (or decrease) the payment by a percentage value

The adjustment type is defined for a wage maintenance type.

Print to remuneration statement

You can print the difference between an employee's current pay and the pay guaranteed in wage maintenance as a statement wage type on the remuneration statement.



You make the settings that define functions performed in wage maintenance in Customizing for Personnel Management under *Personnel Administration* → *Payroll Data* → *Standard Wage Maintenance*.

Standard Wage Maintenance (Infotype 0052)

Standard Wage Maintenance (Infotype 0052)

Definition

The wage maintenance amount is calculated by the system and is the difference between the current and guaranteed pay. You enter the guaranteed pay for your employee in the *Standard Wage Maintenance* infotype (0052).

Use

You can determine the wage maintenance amount using different reasons and different adjustment types. Please refer to the section [Standard Wage Maintenance \[Page 218\]](#).

Standard wage maintenance type

The wage maintenance types set up in Customizing are called as subtypes. You can create several wage maintenance types for an employee.

Pay scales

You can either enter data in the *Pay Scale Type*, *Pay Scale Area* and *Pay Scale Group* fields, or you can save them without data. The *pay scale group* and *pay scale level* are used for the indirect valuation of wage maintenance wage types and are not required for direct valuation.

Wage types

You can only enter wage types set up for wage maintenance in Customizing. The wage type list can include up to 20 wage types.

Wage types that are included in the total are flagged with an X in the *T* field.

Wage type valuation

You can either value the wage types directly, or they can be indirectly valued by the system.

For indirect valuations, an infotype record must be created for the employee in the *Planned Working Time* infotype (0007). If the indirect valuation is only valid until a date that is before the validity end of the record, the system displays an appropriate message. If this is the case, you can enter the date on which indirect valuation should take place again.

Indirectly-valuated wage types are flagged with an I after the amount.



For more information on wage type valuation, refer to the section [Valuating Wage Types \[Page 256\]](#).

Time Quota Compensation Infotype (0416)

Definition

Time quota compensation allows a financial remuneration of absence entitlements that have not been deducted by absences.

Use

You can use the *Time Quota Compensation* infotype (0416) to remunerate absence entitlements such as *Leave* or *Time in lieu of overtime*. When the compensations are recorded, the remaining quota or leave that has not been deducted or compensated is reduced by the specified amount.

Structure

- Various methods for compensating quota remainders are defined in Customizing. They simplify the recording of quota compensation. You choose the method you require by specifying a subtype for the infotype.

For more information, see [Methods for Compensating Time Quotas \[Ext.\]](#)

- The list of *absence quotas* in the infotype shows which quotas can be compensated. It displays all the employee's absence entitlements that are available for deduction on the current day.

You can branch to the corresponding infotype record by double-clicking the absence quota. This shows additional, detailed information on the quota, such as whether deduction can result in a negative value, for example.

- You can project a recorded compensation. In this process, the SAP System calculates anticipated changes to the quota, without saving the data record. This process is recommended
- If you are unsure whether there is enough remaining quota to perform compensation
- If you want to check which quotas are reduced by a compensation
- You have the option of checking the specified compensation before saving. The check enables you to view which quotas are reduced by the compensation and by how much.
- You can compensate all of an employee's quotas at the same time. This process is recommended if, for example, an employee leaves the company. You must be able to perform *free compensation* to be able to do this.

The SAP System automatically writes the quota remainder for each quota type to the number field of the compensation in the list of quotas. You can overwrite the number that is determined automatically.

Employee Remuneration Info Infotype (2010)

Employee Remuneration Info Infotype (2010)

Definition

You can use the *Employee remuneration info* infotype (2010) to enter wage types manually and specify information directly for Payroll.



If you work with time evaluation, you can transfer time balances directly using the [Time Transfer Specifications \[Ext.\]](#) infotype (2012), which in turn has an effect on remuneration.

Use

These wage types are not generated automatically in payroll. Use infotype 2010 to enter wage data that has been calculated manually, such as premiums, bonuses for difficult working conditions or other special wage types.

You can adjust the wage types and subtypes of this infotype to your individual requirements in the Customizing system. Here, you can define, for example:

- The wage types that can be used here
- The fields in which data can be entered
- Whether additional information can be entered for Accounting and Logistics
- Whether a wage type can be used once or several times per payroll period.

Structure

The following options can be used to control remuneration for a wage type in the infotype:

1. Number of hours, number, unit, and amount

If these fields contain entries, the system uses the values stored in the Customizing system for this wage type. If no *amount* is specified, you can enter one manually in the infotype.

2. Different payment

It is possible to enter additional data on a different payment for remuneration records on the entry screen or via *Goto* → *Different payment*.

- Assign a premium
- Re-define a payment by assigning a pay scale group and level
- Control payment by entering a different position
- Add or deduct a specific amount using the *Extra pay indicator* and the *Valuation basis*.

See also:

[Maintaining Employee Remuneration Information \[Page 243\]](#)

Time Management Aspects in Payroll

Time Management Aspects in Payroll

The *Time Management* (PT) and *Payroll* (PY) components are closely linked in the R/3 System.

The processing of time data for determining the gross wage takes place in the gross part of payroll. Subschema xT00 (x=country indicator) is used to process Time Management aspects within Payroll.

These include:

- Creating the personal work schedule and, if necessary, importing the planned working times



It is possible that differences between the times from the personal work schedule and the planned times may affect the monetary valuation of work performed. This may happen if an employee has substituted for another employee, for example.

- Forming partial period factors; see also [Partial Period Calculations \(Factoring\) \[Page 316\]](#)
- Forming valuation bases; see also [Valuating Wage Types Using Valuation Bases \[Page 259\]](#)
- Selecting time wage types for overtime, bonuses, and hourly wages, that is, day processing of time data using schema TC00 (time wage type selection: international) or TC04 (time wage type selection: international for time recording without clock times)
- Performing a shift change compensation; see also [Shift Change Compensation \[Page 235\]](#)
- Processing information on a different payment for work performed; see also [Activity with a Higher Rate of Pay \[Page 236\]](#)
- Processing information on manually calculated wage sizes, bonuses, and so on; see also [Employee Remuneration Information \[Page 240\]](#)
- Processing compensation for time off entitlements; see also [Time Quota Compensation \(Infotype 0416\) \[Page 221\]](#)
- Valuating time wage types; see also [Time Wage Type Valuation \[Page 258\]](#)
- Valuating absences; see also [Absences \[Page 244\]](#)
- Processing incentive wages; see also [Processing Incentive Wages \[Page 298\]](#)

Integration with Time Management

Purpose

You use this component to calculate [time wage types \[Page 170\]](#) in Payroll, such as bonuses for overtime, night work, or work on public holidays. The time wage types are formed on the basis of time data information. They are used to form employees' gross wage.

Implementation Considerations

The component acts as an interface between the *Payroll* component and the *Time Management* component. The *Integration with Time Management* component is supplied with time data from the *Time Data Recording and Administration* component and with time wage types from the *Time Evaluation* component.

If you only use the *Time Data Recording and Administration* component, you can use the *Integration with Time Management* component to evaluate the employee-related time data information and to determine the time wage types. If you also use the *Time Evaluation* component, the *Integration with Time Management* component imports the time wage types determined by *Time Evaluation*. The *Integration with Time Management* component determines provisional time wage types for periods for which time evaluation cannot deliver current results (due to a payroll run being moved forward, for example).

Integration

With Other R/3 Human Resources Components

Desired Function	Required Component
Managing time accounts	Time Evaluation
Checking complex working time regulations	Time Evaluation
Implementing time recording subsystems	Time Evaluation

With Other R/3 Components

Desired Function	Required Component
Compensating work performed and assigning personnel costs according to the source	Controlling

Features

- The time wage types determined, such as hourly wage, overtime wage, and bonuses, form the specifications for the financial valuation of work performed further on in gross payroll.
- In the case of working times that have no specified attendance or absence times, it is assumed in the standard system that the employee has worked according the planned times from his or her work schedule.
- When selecting time wage types, the system can automatically take account of conditions on the duration or time of an activity, public holidays, or weekdays.

Integration with Time Management

- Cost accounting information can also be assigned to the time data. Payroll passes on this information to the wage types formed. This enables the personnel costs resulting from the time data to be made available to Cost Accounting.

Day Processing of Time Data in Payroll

Use

Employee time data recorded in *R/3 Time Management* contains information about any relevant time-based location, duration, and quality of work completed. This information allows you to determine bonuses.

Day processing for time data forms time wage types from the information recorded in *R/3 Time Management* during the payroll run.

Prerequisites

The calculation basis is formed from the time data recorded in *R/3 Time Management* and scheduled employee working times. The following must first be set up in Customizing or in *HR Master Data* maintenance:

- Create work schedules in Customizing
- Assign work schedules to the individual employees using the *Planned Working Time* (0007) infotype
- Complete the prerequisites for recording time data records

For more information, see the Implementation Guide (IMG) for **Personnel Time Management**.

Features

- Time data is processed by the subschema of schema XT00 (*Processing Time Data in Payroll, X = country indicator*). The subschema is called by the function DAYPR (*Day Processing of Time Data*)
 - In the standard R/3 System, the time data is processed using the schema TC00 (*Wage Type Generation International*) or TC04 (*International Wage Type Generation for Time Evaluation without Clock Times*) Both schemas record only the exceptions to the daily work schedule. Schema TC00 processes time data recorded in clock time format and are full-day records. Schema TC04 only records time data in hourly format.
- In schema TC00 and TC04 steps and rules are defined for evaluating the time data. The individual processing steps can be modified to suit your specific requirements in Customizing.
- Day processing is carried out during the payroll run. Time data is processed there for each day to be accounted. In the payroll log, you can see the selected time wage types for each day.
- The close relationship between the *Time Management* and *Payroll* component ensures a seamless accounting of time data information, including retroactive accounting at any time when changes are made in the future to the time data.
- For Customizing day processing you can use the functions and operations in *R/3 Time Evaluation*.

See also: [Time Wage Type Selection \[Page 231\]](#)

Sequence of Day Processing/Wage Type Selection

Sequence of Day Processing/Wage Type Selection

Purpose

You use the process described here to form time wage types from time data information. The time wage types form the basis for calculating the gross wage.

Prerequisites

Function DAYPR (*Day Processing of Time Data*) is contained in schema xT00 (*Processing Time Data in Payroll*; x = country indicator). The subschema to be processed, TC00 (*Wage Type Generation: International*) or TC04 (*Wage Type Generation International for Time Evaluation Without Clock Times*) is entered in parameter 2 of the function.

Schema xT00 includes all of the steps that are required to calculate time-related gross remuneration. It is processed in the payroll run.

You have customized the processing steps of schema TC00 or TC04 to suit your requirements.

Process Flow

1. Access day processing

Function DAYPR is used to access the subschema for day processing of time data (TC00 or TC04). If you use the Time Evaluation component, the time wage types that have already been determined are imported from Cluster B2. For more information, see [Integration Between Time Evaluation and Payroll \[Page 234\]](#).

Actual day processing is in schema TC00 or TC04 between functions BDAY (*Begin Processing Block of Time Evaluation*) and EDAY (*End Processing Block of Time Evaluation*). This section is run once per day and per employee.

2. Initialization

Function MOD (*Determine Groupings*) is used in subschema TC00 or TC04 to call personnel calculation rule TMOD. You can use PC rule TMOD to specify the groupings to be used by the payroll driver to access the tables for time type determination and time wage type selection during processing.

Operation MODIF T specifies the *time type determination group* to be used by the payroll driver to access entries from table T555Z (*Time Type Determination*) for the employee.

Operation MODIF W specifies the *time wage type selection group* to be used by the payroll driver to access entries from table T510S (*Time Wage Type Selection*) for the employee.

3. Load time data

All necessary time data is supplied in a sequence of functions. This includes the recorded attendances and absences, and the specifications from the work schedule. The information is entered in the work table TIP (*Day Input*).

Refer to: [Processing Using Internal Tables \[Ext.\]](#) and [Supplying Time Data \[Ext.\]](#)

4. Classify times

Sequence of Day Processing/Wage Type Selection

In the next step, all entries of table TIP are classified individually. This determines whether the times are planned times or overtime. The TIP entries are then assigned a [processing type \[Ext.\]](#): M for overtime, or S for planned work.

For detailed information on the classification of times, see:

[Classification of Times \[Ext.\]](#)

[Break Processing by Time Evaluation \[Ext.\]](#)

[Overtime Determination by Time Evaluation \[Ext.\]](#)



These links all relate to Time Evaluation documentation. All information relating to forming and processing time accounts is not relevant to Payroll.

5. **Select time wage types**

These TIP entry/processing type combinations are then compared individually to the conditions required by time wage type selection. Particular features are assigned to each day, such as public holiday class, day type, and so on. These features are checked during time wage type selection.

Function DAYMO is used to specify the *Day grouping for time wage type selection* (working days, Sundays, and public holidays) to be used to check the entries of table T510S. You must assign a particular entry in the schema for each of these cases.

Time wage type selection is performed in the schema using function GWT (*Generate Wage Types*). The time wage types are selected on the basis of the processing type of a TIP entry. Function GWT is accessed twice in the schema:

- GWT S: for TIP entries with processing type S (planned work)
- GWT M: for TIP entries with processing type M (overtime)

This procedure enables the time wage types selected for planned times and overtime to be collected in various tables. In this way, you can control the compensation of overtime wage types.



Function GWT also selects time wage types for all absence that are evaluated according to the 'as if' principle. In the standard system, the absences are assigned processing type S.

For more information on absence valuation, see [Absences \[Page 244\]](#).

6. **Compensate overtime**

In overtime compensation, it is specified whether the overtime hours are to be remunerated or compensated with time in lieu.

For more information, see the section *Compensate Overtime* in the Implementation Guide for Payroll.

7. **Store results**

Function CUMBT (*Cumulate Interim Results*) is used to store the results of day processing in the results tables. The required time types for all days in the payroll period are now in table ZL. If the time data was recorded together with information on cost assignment or on a different payment, ZL still contains pointers to tables C1 and ALP from Cluster B2.

Sequence of Day Processing/Wage Type Selection

Result

The time wage types are transferred from ZL to work table IT in Payroll. They are now available for monetary valuation.

Time Wage Type Selection

Use

In time wage type selection, you use employees' time data to determine the hourly wage and bonuses for overtime, work on a public holiday, and night work.



- You want different time wage types to be selected for work on a public holiday than for work on a workday.
- For up to two hours of overtime you want time wage type Mxxx to be selected in addition to the basic hourly wage. This wage type is valued with a 25% bonus in comparison with the basic hourly wage.

The monetary valuation of the time wage types determined is performed further on in the payroll process.

Integration

Time wage type selection is a processing step in day processing of time data in Payroll or Time Evaluation. It is called by function GWT (*Generate Wage Types*) in the schema (TC00 *Wage Type Generation International* or TC04 *Wage Type Generation International for Time Evaluation Without Clock Times* for Payroll, or in the standard time evaluation schemas.

Function GWT processes the entries of table T510S (*Time Wage Type Selection*), which contains the wage types that can be selected and the conditions that must be met for the selection of a wage type.

Prerequisites

You have set up table T510S (*Time Wage Type Selection*) to suit your requirements. This is done in Customizing for *Time Evaluation* or *Payroll*.

For more information, see the Implementation Guide for *Time Evaluation* or *Payroll*.

Features

There are many different regulations governing the selection of time wage types. They are formed when several individual rules in T510S are grouped into a rule group. In this way, you can group together all corporate regulations for your employee groupings. Each individual rule contains the time wage type to be selected. In time wage type selection, all individual rules in a rule group are run. If even one of the conditions specified in an individual rule is not fulfilled, the time wage type is not selected.

Groupings for time wage type selection

The rule groups for the selection of time wage types are determined according to the *time wage type selection rule group* and the *day grouping for time wage type selection*, which are the key to reading table T510S.

- Whether an employee is an hourly wage earner or a salaried employee, for example, plays an important role in time wage type selection. You can therefore use the *time wage type selection rule group* to group your employees, and set regulations according to the groupings. The *time wage type selection rule group* is independent of the other

Time Wage Type Selection

organizational groupings in the Human Resources system. It is only used for time wage type selection.

- You can define various rule groups depending on particular factors relating to the day being evaluated (workdays, normal working days, Sundays, public holidays, and so on). You can use the *day grouping for time wage type selection* to distinguish between the rule groups.



The conditions on the day being evaluated can also be contained in an individual rule.

For a better system performance, however, it is advisable to create rule groups for the selection of time wage types for certain days. In this case, you specify day-related conditions using the *day grouping for time wage type selection*.

- In day processing, the times are classified according to the information from the work schedule and the recorded time data. The times are assigned an indicator, the *processing type*. Its main use is to differentiate planned working time and overtime. You can also use it for additional criteria.

Different time wage types can be selected for a rule group dependent on the *processing type*.

Conditions on the time or duration of work performed or on the day being evaluated

For each time wage type/individual rule, you determine conditions on the day being evaluated for the time or duration of work performed. A time wage type is only selected if all the specified criteria are met.

- Conditions on the day

The time wage type is only selected if the conditions specified for the day being evaluated are met. In this way you can, for example, determine bonuses automatically for work on weekends, on a public holiday, or the day before or after a public holiday.

Information from the employee's planned working time can also be a condition on the selection of a time wage type. This can depend on whether the day is a workday for the employee, for example, or on the information stored in the daily or period work schedule.



You want employees who work a rotating shift pattern (early, late, and night shift) to be paid higher bonuses than employees who work a normal shift, provided the circumstances are the same (*Valuation class of the period work schedule*).

- Conditions on the time

You can define conditions on the time or duration of work performed to enable bonuses such as overtime, Sunday, or night bonuses to be selected. You can specify that the time wage type is only to be selected within a particular time interval or that it is not selected until a certain number of hours has been worked. You can also specify that a time wage type be chosen only if the employee has already worked a certain number of planned working hours or overtime hours on that day.

Additional options in Customizing

- You can set a time wage type to a fixed value, regardless of the hours worked in one day. This enables you to set up a guaranteed hours regulation, for example.

Time Wage Type Selection

- You can use the exit regulations in time wage type selection to stipulate that no more time wage types be selected after a certain one has been selected.

Integration Between Time Evaluation and Payroll

Integration Between Time Evaluation and Payroll

Use

The *integration between time evaluation and payroll* allows the *Payroll* component access to time wage types determined by time evaluation for the determination of the gross wage.

Features

- The time wage types determined by time evaluation in tables ZL, ALP, and C1 (Cluster B2) represent the interface between time evaluation and payroll.
 - Table ZL: contains the time wage types
 - Table C1: contains the data relevant for cost assignment
 - Table ALP: contains the information necessary for a different payment
- Function IMPRT B2 imports the time wage types determined by time evaluation from Cluster B2 to payroll, and values them. However, the payroll is often run before the end of the payroll period, which means that time evaluation cannot provide time wage types for all days in the period.



You run the payroll on the fifteenth day of the month. Time evaluation has processed the time data up to and including the fourteenth. For the rest of the month, the employees are to be paid as if they had worked according to their planned working times, combined with existing attendances and/or absences, if applicable.

- Payroll performs a projection according to schema TC00 or TC04 for the days in the payroll run that have not yet been processed by time evaluation.
- The automatic retroactive accounting recognition guarantees that the time data is accounted without gaps. Any differences between the projection and the results determined at the end of the payroll run are balanced out in the following period by a retroactive accounting run.

To do this, payroll sets the date as a retroactive accounting indicator in the *Earliest MD change* field in the *Payroll Status* infotype (0003). The prerequisite is that the employee takes part in time evaluation (*Time Management status* other than 0).
- If time infotypes are created or changed for a payroll period that has already been accounted, time recording or time evaluation sets a retroactive accounting indicator for the corresponding date for payroll in the *Earliest MD change* field in the *Payroll Status* infotype (0003). The prerequisites for this are that
 - The time infotypes concerned are flagged as relevant to retroactive accounting for time evaluation or payroll
 - Function CHECK (*General Checks Before Evaluations/Status Determination*) is in the time evaluation schema with parameter RPR (Recalculation Payroll)

Shift Change Compensation

Purpose

You can use this component to implement company or collective agreements that stipulate that employees should not be disadvantaged financially if their planned working time is changed.

Features

- If an employee's planned working time is changed in such a way that would cause a financial disadvantage to the employee, he or she is paid on the basis of the original working time (for example, in the case of a change from a night shift with night shift bonuses to an early shift).
- If an employee's planned working time is changed in such a way that would benefit the employee financially, he or she is paid on the basis of the changed working time (for example, in the case of a change from work on a Friday to a Sunday with Sunday bonuses).
- The shift change compensation can be listed separately on the remuneration statement, for example.
- You can limit the payment of shift change compensation to particular substitution types.

Activity with a Higher Rate of Pay

Activity with a Higher Rate of Pay

Purpose

This component is used to provide payroll with hourly rates that are specified in R/3 Time Management with information on a different payment.

Integration

Data records from *Time data recording and administration* and/or *Time evaluation* are processed in this component.

Features

- The time wage types and/or values determined by this component form the specifications for the financial valuation of work performed further on in gross payroll.
- A different payment for work performed can be effected using the following procedure:
 - Allocation of a bonus for particular activities or working conditions (premium)
 - Payment based on an alternative rate
 - Payment based on the specifications of a different position
- In the standard system, the component ensures that an employee cannot be paid at a lower rate than is specified in his or her basic pay on the basis of a different payment.
- In exceptional cases, you can use this component to correct the payroll results for particular hourly rates.

For more information, see [Entering a Different Payment for Time Infotype Records \[Page 237\]](#).

Entering a Different Payment for Time Infotype Records

Use

You can store information on payment in several of the time infotypes as well as just time data. In this way, employees can receive a special rate of remuneration for certain work activities.

The specifications on a *different payment* are entered via an additional window in the infotype. The method is different for *Employee Remuneration Information* (2010). In the standard system, the data is passed on to Payroll to be queried and processed.

You can specify a different rate of payment for the following time infotypes:

- *Attendances* (2002)
- *Substitutions* (2003)
- *Availability* (2004)
- *Overtime* (2005)
- *Employee Remuneration Info* (2010)



The subtypes of certain time infotypes can also have an influence on payment (for example, the subtypes *Substitution type* and *Availability type*).

If necessary, ask your system administrator whether the subtypes have an effect on payment.

Note for US customers:

When you enter a different payment, you can enter an alternative work tax area in the *Tax area* field. This replaces the tax area entered for the employee in the *Work Tax Area* infotype (0208). For more information, see [Work Tax Area Overrides \[Ext.\]](#).

Procedure

1. Select an infotype and maintain the record on the entry screen.
2. Choose *Goto* → *Different payment*.



In the *Employee Remuneration Information* infotype (2010), you can enter data on a different payment directly on the entry screen.

3. Specify a different payment.

You can determine the remuneration in the following ways:

– **Assigning a premium**

You can assign an employee a premium for particular work activities or working conditions. The premium is selected according to a premium number and a premium indicator. Use the possible entries function to display all permitted premiums with corresponding texts and values.

Entering a Different Payment for Time Infotype Records

You can either assign a premium on its own or together with the following options:

– **Payment according to a different pay scale**

You can use the *Pay scale group* and *Pay scale level* fields to enter data on payment for a particular work activity. In this case, the payroll program does not select the rates which are specified for the employee in the *Basic Pay* infotype (0008), but the employee is paid according to the rates entered here for the duration of the different payment.

– **Payment according to the specifications for a different position**

You can use the fields *Object type* and *Position* to assign the payment for the work activity according to the specifications for a different position.

– **Correcting payroll results**

The *Extra pay* and *Valuation* fields can be used to correct the results of payroll.

Not every wage type is valued using a fixed amount in payroll. The payroll program calculates a *valuation basis* during the payroll run which is used to value a wage type. The valuation basis is derived from the basic pay and the payments and deductions. You can change the valuation basis for the specified period in the *Valuation* and *Extra pay* fields.

Enter an amount in the *Valuation* field. The *extra pay indicator* determines how the new valuation basis is formed:

Extra pay

If you enter + in the *Extra pay* field, the amount in the *Valuation* field is added to the valuation basis calculated in payroll.

Reduction

If you enter - in the *Extra pay* field, the amount in the *Valuation* field is deducted from the valuation basis calculated in payroll.

Specifying an alternative amount

If you do not make an entry in the *Extra pay* field, the valuation basis calculated for the wage type in payroll is replaced by the specified amount.



Please note that you should only ever use one of the options for assigning a different rate of payment. An exception is the premium, which you can assign in addition to one of the other options.

4. Choose *Transfer*.
5. Save your entries.

Result

You have entered specifications on a different rate of payment for a time infotype record.

Entering a Different Payment for Time Infotype Records

Employee Remuneration Information

Employee Remuneration Information

Purpose

You can use the *Employee Remuneration Information* infotype (2010) to process manually calculated wages, bonuses, or other non-standard wage types. The time wage types been determined are entered into payroll and are used to form the gross wage.

Integration

Possible Integration with Other R/3 Components

Desired Function	Required Component
Record wage types for work performed, together with information for other components in the R/3 System.	Cross-Application Time Sheet

Features

- Employee Remuneration Information provides payroll with time- and person-related time wage types. These time wage types form the specifications for the financial valuation of work performed further on in payroll.
- You can include information on a different payment with the employee remuneration information. If you do, the specified wage types are valued according to the different pay scale group/level or the different position, for example, further on in the payroll run.
- This enables you to use this component as an interface to external time management systems. In this case, a Business Application Interface (BAPI) is used to supply the employee remuneration information with time wage types.
- You can use the *Cross-Application Time Sheet* to supply Human Resources with information on bonuses (for example, travel allowance).

See also: [Cross-Application Time Sheet \[Ext.\]](#)

Employee Remuneration Info Infotype (2010)

Definition

You can use the *Employee remuneration info* infotype (2010) to enter wage types manually and specify information directly for Payroll.



If you work with time evaluation, you can transfer time balances directly using the [Time Transfer Specifications \[Ext.\]](#) infotype (2012), which in turn has an effect on remuneration.

Use

These wage types are not generated automatically in payroll. Use infotype 2010 to enter wage data that has been calculated manually, such as premiums, bonuses for difficult working conditions or other special wage types.

You can adjust the wage types and subtypes of this infotype to your individual requirements in the Customizing system. Here, you can define, for example:

- The wage types that can be used here
- The fields in which data can be entered
- Whether additional information can be entered for Accounting and Logistics
- Whether a wage type can be used once or several times per payroll period.

Structure

The following options can be used to control remuneration for a wage type in the infotype:

1. **Number of hours, number, unit, and amount**

If these fields contain entries, the system uses the values stored in the Customizing system for this wage type. If no *amount* is specified, you can enter one manually in the infotype.

2. **Different payment**

It is possible to enter additional data on a different payment for remuneration records on the entry screen or via *Goto* → *Different payment*.

- Assign a premium
- Re-define a payment by assigning a pay scale group and level
- Control payment by entering a different position
- Add or deduct a specific amount using the *Extra pay indicator* and the *Valuation basis*.

See also:

[Maintaining Employee Remuneration Information \[Page 243\]](#)

Employee Remuneration Info Infotype (2010)

Maintain Employee Remuneration Information

1. Select the *Employee Remuneration Information* infotype (2010).
2. Enter a validity period.
3. Select a processing mode.

The *Employee Remuneration Information* screen appears.

4. Check the validity date of the record. Correct it if necessary.
5. In the *Wage type* field, enter the wage type for the remuneration information record. Use the F4 help for a list of permitted wage types.
6. Enter a number of hours, a number / unit and/or an amount.



Your entries in the *Number of hours*, *Number/unit* and *Amount* fields depend on the selected wage type.

Certain wage types are valued indirectly in Payroll. You do not have to specify an amount or number / unit in this case.

The amount and number / unit can be entered for other wage types, however, and are often mandatory.

The permitted entries for each wage type are defined in the Customizing settings. The system checks your entries at this point and generates an error message if you have made entries which are not permitted.

7. Enter data on a [different payment \[Page 237\]](#), if required. This is only necessary if you have not made an entry in the *Amount* field.
8. Maintain the *Accounting/Logistics specifications*, if necessary.



It is also possible to maintain additional data when you enter remuneration information using the weekly calendar or fast entry function.

For more information on *Activity Allocation* and *Cost Assignment*, see [Integration with Other Components \[Ext.\] \[Ext.\]](#).

9. Save your entries.

Result

You have maintained remuneration information for an employee.

Absences

Absences

Purpose

This component is used to define regulations to determine how absences (unpaid leave, paid leave, illness, and so on) are handled in payroll.

You can define specifications to determine:

- Which valuation basis is used to value a paid absence
- Which absences are granted bonuses (for example, vacation allowance)
- Which absences cause deductions in pay
- Which absences are used to form statistics

Integration

To be able to use this component, you must record employee absences such as leave, illness, and so on, in the Time Management component or using a third-party system. The component processes absences from the *Absences* infotype (2001).

Features

- You can value absences as if the employee had worked. This enables bonuses for night work or for work on a Sunday or public holiday to be taken into account.
- You can define specifications for determining deductions in pay for an unpaid day of absence.
- You can determine vacation allowances for each day of absence.
- You can specify that an absence be valued using an average pay, to be defined at a later stage. This means that you can include the average overtime of the previous month in the calculation of vacation allowances, for example.
- You can group absences together for the purposes of cost accounting or statistics to evaluate them subsequently for multiple employees.
- Absences can be valued according to particular conditions on the day of the absence or the absence entitlement from which they have been deducted.
- You can define rules to process specific requirements.

Absence Valuation

Use

You use this component to value employees' absences (unpaid leave, paid leave, illness, and so on) in Payroll.

Features

Absences recorded for an employee in the *Absences* infotype (2001) can be valued in Payroll according to a variety of criteria.



- An employee takes leave. He or she should receive a vacation allowance.
- An employee is ill for a long period of time. There may be certain country-specific criteria that affect the way in which the absence is valued.
- A employee has taken unpaid leave. His or her pay must be reduced accordingly.

You can define *absence valuation rules* in Customizing to meet your various requirements. Absence types and subtypes in the *Absences* infotype (2001) are grouped according to the methods of absence valuation you want to use.

The following procedures for valuating absences are included in the standard system. You can either use one of these procedures, or a combination of more than one:

- **“As if” principle**

An absence is valued as if the employee had worked.

- **Formation of counting classes for factoring and cost accounting**

Absences lead to a reduction in pay. For more information, see [Factoring \[Page 316\]](#).

The costs incurred by the enterprise due to periods of paid incapacity to work should be determined.

- **Valuation of absences using averages or constants**

An absence is valued according to the average number of hours or days worked, or as a constant using a fixed amount. For more information, see [Valuation Using Valuation Bases \[Page 259\]](#) and [Valuating in Accordance with the Principle of Averages \[Page 275\]](#).

- **Individual calculation**

Special processing is triggered for certain absences. Specific information from the employee's master data, for example, is taken into account in special processing.



The *Absences* section of the Implementation Guide (IMG) contains detailed information on setting up the system and on the various methods of absence valuation.

Absence Valuation**Off-cycle payroll runs**

In some countries, you can also value absences in an off-cycle run. This allows you to effect an advance payment for the duration of the absence. If you implement off-cycle payroll in your country and enterprise, the valuation of absences is dependent on whether it takes place in one of the following payroll runs:

- In a regular run
- In an off-cycle run
- In a regular payroll run after a previous off-cycle valuation

For more information on off-cycle accounting, see [Off-Cycle Activities \[Page 130\]](#).

Absence Valuation in Schema xT00: Technical Process

Purpose

Absence valuation using the payroll schema xT00 allows you to value the absences recorded for an employee according to:

- The type of absence recorded
- The employee's organizational assignment
- The absence quota from which an absence has been deducted
- Special country-specific features and requirements

Process Flow

Absence Valuation in Schema xT00: Technical Process

Func.	Par1	Par2	Par3	Par4	P	D	Text
...							
MOD	XMOD	GEN					Set groupings
RAB							Import absences
PRINT	NP	AB					Print absences
xNAB							Country-specific absence routines
....							
DAYPR	TC00						Day processing of time data
...							
PAB							Process absences
...							
xAB							Country-specific absence routines
...							

Set groupings

The first action in payroll that is relevant to absence processing is function MOD in schema xT00.



The X sign appears in the following text in a number of schemas, functions, and personnel calculation rules. The X stands for the country indicator and also for the international versions of the schemas, functions, and personnel calculation rules. Only use schema xT00, personnel calculation rule XMOD, and so on, if no separate schemas, functions, and personnel calculation rules have been created for your country.

Function MOD determines the table entries the system accesses to value absences.

MOD calls personnel calculation rule XMOD which uses operation MODIF A to determine the *employee grouping for absence valuation*.

Absence Valuation in Schema xT00: Technical Process

The *employee grouping for absence valuation* is used in the *Valuation of Absences* table (T554C) to select an absence valuation rule. The specifications stored in personnel calculation rule XMOD assign a meaning to the employee grouping. You can set individual grouping criteria here.



For more information, see the Implementation Guide for Payroll and choose *Absences* → *Set grouping for absence valuation*.

You can define groupings for a particular organizational assignment, for example, in relation to the *employee subgroup grouping for personnel calculation rules*.



You can use different *employee groupings for absence valuation* for

- Hourly wage earners
- Salaried employees

In the standard system, the *payroll modifier* for accessing the *Constant Valuations* table (T510J) is also set in personnel calculation rule XMOD using operation MODIF 2.

Import absences

After a grouping has been set for the personnel number, function RAB reads the absences recorded for the employee during the relevant period in the *Absences* infotype (2001).

The absences are assigned to a WPBP split indicator. The absence valuation rule is determined from the *Attendances and Absences* table (T554S), which groups together different absence types in payroll.

The absences are assigned to a work center split indicator.



An employee has changed work centers within the company during the payroll period. The work center split indicator allows you to take account of this organizational change when valuating absences.

If parameter 3 of function RAB contains the entry X, the absence valuation rule can be changed using the *Breakdown of Absences after Quota Deduction* table (T554A). In this way, you can create a special absence valuation rule that is dependent on the quota from which the absence is deducted.

If an absence is deducted from one or more quotas, an absence record can be broken down if required. If this is not the case, parameter 3 has no effect.

Take account of country-specific requirements when reading absences

Special processing may be required to account for country-specific requirements. A common example is absence due to illness. The amount of payment can change in the course of the illness (continued pay).

To ensure that the absence valuation function can deal with such situations, the internal *Absences* table (AB) has been enhanced. If an absence record is affected by country-specific

Absence Valuation in Schema xT00: Technical Process

requirements, it is split into smaller sections and then entered in table AB. In table AB, there are three split indicators in which you can store country-specific indicators.



Split indicators for country XY for

- Social insurance
- Tax

Each section can then be valued using a different procedure, that is, a different absence valuation rule.

Function XNAB is used for a more detailed version of table AB. Please note that the function must come at a specific position in the schema. It must not be processed until **after** the absences have been read, but **before** they are valued (function PAB).

Day processing of time data

During day processing of time data, time wage types are selected using the *Time Wage Type Selection* table (T510S), and the time wage types are entered in the internal *Time Wage Types* table (ZL).

The same applies to all absences for which the *Time Wage Type Selection* field is selected in the *Valuation of Absences* table (T554C).

Value absences

Absence valuation is triggered using function PAB.



Actual amounts are not calculated at this stage in the payroll process. First, the specifications made for absence valuation in Customizing are processed. Processing these specifications facilitates the subsequent valuation of wage types in amounts and/or factoring.

Function PAB performs the following steps:

- It reads the internal *Absences* table (AB) for each absence or partial interval.
- The system determines the appropriate absence valuation rule on the basis of the absence type and the employee's organizational assignment, and carries out the actions specified in the *Valuation of Absences* table (T554C):
 - a) The counting classes that have been determined are cumulated in internal table CABC. The table contains the following information for each split:
 - Number of paid (AP) and unpaid (AU) absences in a counting class
 - Number of calendar days (K), absence days (A), and absence hours (S)

You can query this information in personnel calculation rules using operation NUM:



Partial period parameters for the partial period (=T)

Absence Valuation in Schema xT00: Technical Process

TKAU**	Unpaid absence (AU) expressed in calendar days (K) All counting classes (**)
TAAP**	Paid absence (AP) expressed in absence days (A) All counting classes (**)
TSAU33	Unpaid absence (AU) expressed in absence hours (S) Counting class 33 (33)

- b) Bases for calculating average values or wage types valuated using constants are determined.

The system enters the wage types in the following tables according to the *time unit* specified in the rule for absence valuation:

- Time unit B, I, E: The wage types are entered in table OT. If you have selected the *Basic Pay Split* field in the *Valuation of Absences* table (T554C), the wage types are cumulated for each split.
- Time unit Z: The wage types are entered in table ZL. There is one entry per day and wage type. In this way, you can access the results for a specific day in further processing.
Using function ZLIT, table ZL is entered in table IT at the end of the gross part of payroll.

- c) If you have created a separate personnel calculation rule for special processing special processing is carried out.

You can use information from the employee's master data or organizational assignment data for special processing. The system calculates temporary values and enters them in *record layout fields*.

For information on record layout fields, see the documentation on the operands for operations NUM, RTE, and AMT.

Take account of country-specific requirements in absence valuation

The processing triggered by function XNAB may have to be continued. This can only take place after the absences have been valuated using function PAB.



Processing can be carried out using function XAB.

Short/ Long-Term Disability Plans

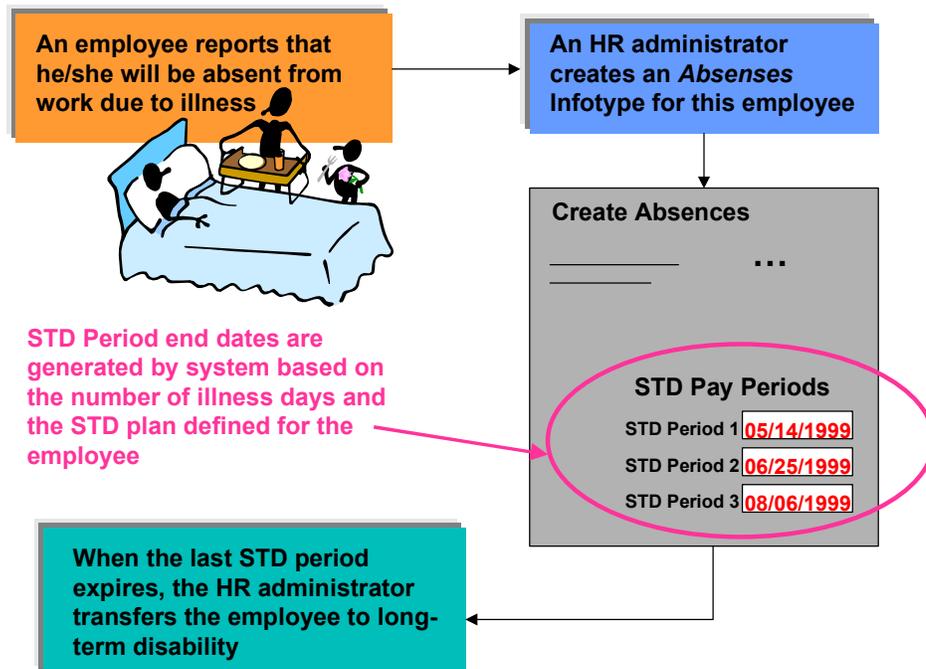
Purpose

The SAP Payroll system calculates pay for illness-related absences for employees based on the short/long-term disability plan that applies to that particular employee. When you record an absence in Infotype 2001 such as an Illness, Short-Term Disability, or Long -Term Disability, the payroll system determines which illness pay plan applies for the employee and calculates appropriate pay over multiple pay periods for the absent employee.

Prerequisites

- You must carry out all configuration in the *Short/Long-Term Disability Plans* section of the *Absence* chapter of the Payroll USA IMG.
- You have created a *Date Specifications* Infotype (0041) with 01 and the employee's hire date as the date. The system uses this date to determine the service years for calculating short-term disability plan eligibility.

Process Flow



1. An employee reports that he/she will be absent from work for period of time.
2. The HR administrator creates an *Absences* infotype (2001) for this period, with the appropriate absence subtypes.

Short/ Long-Term Disability Plans

3. The system defaults the STD period end dates based on the short-term disability plan defined for this employee.
4. Once the employee's illness days have been exhausted (if the employee is eligible for paid illness days), the HR administrator creates a second absence record for short-term disability.
5. When payroll is run during the short-term disability periods, the employee is paid a percentage of his or her full salary based on his or her short-term disability plan. For example, an employee could receive 100% of his or her salary during the first period; 75% during the second, and 50% during the third.
6. Once third STD period has expired, the employee is transferred to a long-term disability plan funded by a third party, such as a private insurance company or a social insurance program.

See also:

[Example: Recording Illnesses and Initiating STD pl \[Page 253\]ans](#)

[Recording Modified Work Days \[Page 254\]](#)

[Short-Term Disability Status Report \[Page 255\]](#)

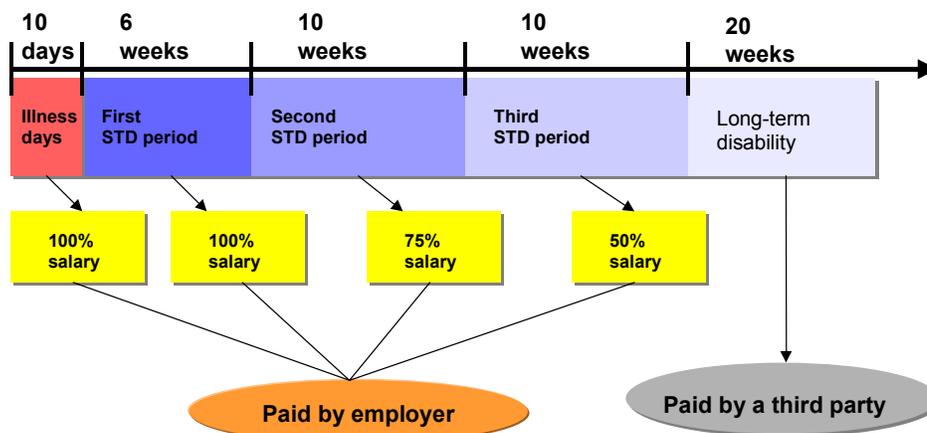
Recording Absences Relevant for Short-Term Disability: Example

Recording Absences Relevant for Short-Term Disability: Example

Scenario

John Smith, employee of Redcar Locomotives, is involved in a serious car accident and is therefore unable to report to work for the next 30 weeks. John's benefits with Redcar entitle him to 10 paid illness days, and short-term disability providing 100% of his salary during the first six weeks, 75% during the second ten weeks, and 50% during the third and final period. After this period, John must transfer to a long term disability plan funded by his private insurance policy.

The HR administrator at Redcar creates an *Absences* Infotype record for the 10 illness days, and then a second *Absences* record for short-term disability. The system automatically calculates and displays the end dates for the three short-term disability periods. As time passes and John remains absent from work, his STD plan dictates the percentage of his full salary he receives each pay period. During John's last STD period, the HR administrator prepares the necessary paperwork to transfer him to a long-term disability plan. Once John's STD plan expires, an HR administrator at Redcar, creates long-term disability *Absences* infotype record to store the long-term disability plan details.



Recording Modified Work Days

Recording Modified Work Days

Use

When an employee is absent from work on a short-term disability plan he or she may at some point be able to return to work on a part-time basis, and thus extend the total number of days he or she is eligible for short-term disability. For example, if an employee returns to work for four hours per day during his or her last two weeks (5-day work-week) of short term disability, then he or she would be entitled to an additional 5 days on short-term disability. You must enter the hours for each modified work day as a separate *Absences* infotype record (with subtype short-term disability).

Prerequisites

- You must carry out all configuration in the *Short/Long-Term Disability Plans* section of the *Absence* chapter of the Payroll USA IMG.
- You have created a *Date Specifications* Infotype (0041) with 01 and the employee's hire date as the date. The system uses this date to determine the service years for calculating an employee's short-term disability plan eligibility.

Procedure

1. From the main SAP menu, choose *Human resources* → *Personnel management* → *Administration*, and then *Maintain master data*.
2. On the screen that appears, enter the personnel number for the employee, choose the *Time recording* tab, select *Absences*, enter the date of the modified work day and choose *create*.
3. On the subtypes dialog-box select *Short-term disability* and then choose *Enter*.
4. On the *Absences* infotype screen that appears, enter either the time range the employee worked or reduce the number of absence hours to reflect the length of the work day; and enter the *Relationships* indicator (left box) used in other records for this absence. This indicator links the modified work day to other *Absences* infotype records related to the same absence.
5. Save your entries.

Result

The modified work day is recorded and the employee's eligible time on short-term disability is extended by the number of hours worked this day.

Short-Term Disability Status Report

Use

Short/Long-Term Disability Status Report extracts data from absence data stored on the *Absences* infotype (2001) for the group of employees selected for the desired time period and displays a list of employees who are on short-term disability leave. This report enables you to track employees on short-term disability leave from work and more effectively plan an employee's transfer to long-term disability.

Activities

To access this report from the US payroll menu, choose *Period-independent* → *Payroll supplement* → *STD/LTD Report*. For further information, see the Application help for this report.

Wage Type Valuation

Wage Type Valuation

Use

The R/3 system uses primary and secondary wage types. [Secondary wage types \[Page 171\]](#) are formed during the payroll run. The primary wage types must be entered with values, which can be used again during the payroll run. In Customizing for *Payroll* under Incentive Wage Types → *Payroll* → *Wage Types* → *Check Wage Type Catalog* → *Check Wage Type Characteristics* you determine how the wage types should be valued. The [Valuation of dialog wage types \[Page 257\]](#) is different from the [Valuation of time wage types \[Page 258\]](#).

Dialog Wage Types Valuation

Use

You need this function to assign a value to wage types entered in master data maintenance.

The dialog wage types can be valued directly in different ways.

- Direct

Enter the amount used for wage type valuation in the appropriate infotype.



An employee receives a special payment of 500. In the *Additional Payments* infotype (0015), enter the *Special Payment* wage type with an amount of \$500 and directly value the *Special Payment*.

- Indirectly

The system calculates the amount the wage type should be valued with, on the basis of certain employee characteristics, with a module that contains all the data necessary for calculation.



Your employees receive standard pay. This standard salary should be calculated using the pay scale type, pay scale area, pay scale group, and pay scale level entered in the *Basic Pay* infotype (0008). Assign the TARIF module to the appropriate wage type in Customizing for *Personnel Management* under *Personnel Administration* → *Payroll data* → *Basic Pay* → *Check Wage Type Catalog* → *Check Wage Type Characteristics*. The modules included in the standard system for indirect valuation are described in the view *Change Wage Type Characteristics*. Details

- According to the [principle of averages \[Page 275\]](#)

Time Wage Types Valuation

Time Wage Types Valuation

Use

You need this function to value time wage types.

During the payroll run, the system reads various [time wage types \[Page 170\]](#) from tables. These time wage types contain only one *number* (NUM). To calculate the *amount* (AMT) of the time wage type, the *number* must be multiplied by a *rate* (RTE). The system calculates the rate for each unit

- using averages



An employee has 14 days leave. The vacation allowance should be made up of the pay and 10% of all overtime bonuses from the last six months. To do this the system must calculate an [average value \[Page 275\]](#)

- using a valuation basis



Your employee works overtime between 5 p.m. and 7 p.m. In accordance with the company agreement, these two hours of overtime entitle the employee to an overtime bonus in addition to his or her basic remuneration.

Your Time Management system provides you with a *Bonus for overtime* wage type, which only contains the *number* of hours of overtime (2 hours in this example). The payroll program requires a rate by which to multiply the number in the *Bonus for overtime* wage type. To do this, you must define a [valuation basis \[Page 259\]](#).

Valuating Wage Types Using Valuation Bases

Use

Time wage types are evaluated above all using the valuation bases. In this way bonuses or overtime remuneration is valued.

You can define different valuation bases.

- Constant valuation bases

You can define constant valuation bases that are [dependent on the wage type to be valued \[Page 264\]](#), or on a [collective agreement \[Page 268\]](#).

- Employee-related valuation bases

You can calculate [employee-related valuation bases \[Page 271\]](#) that are dependent on an employee's payments.

Technical Procedure for Wage Type Valuation using Valuation Bases

Purpose

For more information on the purpose of this process, see [Valuation Using Valuation Bases \[Page 259\]](#).

Process Flow



The X sign appears in the following text in a number of schemas, functions, and personnel calculation rules. This abbreviation represents the country indicator and the international versions of the schemas, functions, and personnel calculation rules. You should only use this if schemas, functions, and personnel calculation rules have not been set up specifically for your country or if you do not want to use the country-specific functions that are available.

1. The system determines the work center and basic pay data.

In personnel calculation schema X000 (*Determine gross wage and transfer*), subschema XBD0 (Edit basic data) is called up. This subschema contains the WPBP function (Workplace Basic Pay), which causes the following:

- The system enters the wage types from the Basic Pay infotype (0008) in the input table (IT).
- The system enters the work center and basic pay data for an employee in the internal table WPBP.
- The system determines whether several partial periods arise within a payroll period. Partial periods can arise for the following reasons:
- Because an employee joined or left the company during the period.
- Because of changes in basic pay, changes in organizational assignment, and changes in the personal work schedule.
- Because payments are divided for cost accounting into paid and unpaid attendance and absence.



For more information on the calculation of partial periods see [Factoring \[Page 316\]](#).

2. For every partial period the system forms [Employee-related valuation bases \[Page 271\]](#).

Subschema XT00 (*Processing of Time Data*) is accessed by personnel calculation schema X000. The personnel calculation rule X010 (*Form valuation bases (Addition)*) is queried in this subschema. This personnel calculation rule values processing class 01 for the basic pay wage types in the input table. Depending on the specification of the processing class, the system writes the basic pay wage types to one of the secondary wage types that are used as the valuation bases.

Technical Procedure for Wage Type Valuation using Valuation Bases

Calculation rule X010 is queried depending on the employee subgroup. In the standard system, the processing steps within personnel calculation rule X010 are the same for all employee subgroup groupings. If you want to set up special processing features for an employee subgroup grouping, you must enter your changes for the correct employee subgroup grouping for personnel calculation rules.

Personnel calculation rule X013 (Form *valuation bases(Division)*) is accessed immediately afterwards. This personnel calculation rule is also queried depending on the employee subgroup. Personnel calculation rule X013 queries the processing class 01 according to specification 5. This query has the following results:

- By means of specification 5 the system recognizes the valuation bases.
 - By means of the employee subgroup the system recognizes whether the employee receives an hourly wage or a period-related salary. The entries in the valuation bases for all employees who do not receive an hourly wage are divided by the average number of hours for the period. This result is written as a valuation basis to the *Rate* (RTE) field of wage types /001 and/or /002.
3. The system forms the valuation bases for partial periods that must be paid differently.
- In subschema XT00 function PALP (Process alternative payments) is queried. In this function the personnel calculation rule X012 (Calculate valuation bases for alternative payment) is queried. This personnel calculation rule checks whether a partial period must be paid differently. The following cases are taken into account:
- The employee works at a work center that is not assigned to them. The valuation bases for this period are determined using data for the work center at which the substitution occurs.
 - The collective agreement provisions of a different wage group / wage level apply to the employee. The valuation bases are determined using the wage group or wage level that is valid for this period.
4. The system determines the wage types that are valued using a valuation basis.
- The personnel calculation rule X015 (*Valuation of time wage types*) is queried in subschema XT00. This personnel calculation rule is queried depending on the employee subgroup. The personnel calculation rule X015 checks whether the input table (IT) contains time wage types that should be valued using valuation bases.
- Using operations AMT?0, NUM?0 and RTE?0 the system checks the contents of the *AMT* (*Amount*), *NUM* (*Number*) and *RTE* (*Rate*) fields. The following cases are distinguished between:
- If the *AMT* (*Amount*) field contains a value, the wage type will be transferred to the output table OT using operation ADDWT.
 - If the *NUM* (*Number*) and *RTE* (*Rate*) fields contain values these are multiplied by each other. The result is entered in the *Total Amount* field and the wage type is transferred to the output table OT using operation ADDWT.
 - If only the *Number* field (*NUM*) field contains a value, the operation VALBS determines whether a valuation basis has been entered in the *Wage Type Valuation* table T512W for the wage type. If a valuation basis has been specified, the wage type is valued

Technical Procedure for Wage Type Valuation using Valuation Bases

accordingly. If no valuation basis has been specified, the wage type is valued using the principle of averages, in accordance with the specification in processing class 15.



The query of personnel calculation rule X015 is identical for all subareas, in other words, the queries described above are effected at the same time for all employee subgroup groupings (hourly wage earners, monthly wage earners, salaried employees, and so on).

The wage type valuation using a valuation basis is different for wage earners and salaried employees; that is, the wage type valuation depends on the employee subgroup grouping. If no valuation basis exists the wage type is valued using the principle of averages.

Using personnel calculation rule X015 the system values all the determined wage types using the valuation bases. In so doing it distinguishes between the employee subgroup grouping:

- For hourly wage earners (employee subgroup grouping with specification 1):
 - a) The base wage type is valued using operation VALBS0
 - b) The first derived wage type is valued using operation VALBS1
 - c) The second derived wage type is valued using operation VALBS2
 - d) Operation ADDNA cumulates the values in the NUM and AMT fields. The RTE field remains unchanged.
- For monthly wage earners and salaried employees (employee subgroup grouping with all other specifications):
 - a) The system accesses the personnel calculation rule X115 (Valuation of time wage types) and carries out the following steps:
 - b) The system uses this indicator to determine whether the existing wage type must also be paid differently. The alternative payment depends on the specification in processing class 18 (Processing for Work Center-Related Payments):

Specification of processing class 18	Valuation
0, BLANK	Remuneration with higher valuation basis
1	Remuneration with difference

- c) The base wage type is valued in accordance with processing class 18 using operation VALBS0.
- d) The first derived wage type is valued using operation VALBS1
- e) The second derived wage type is valued using operation VALBS2
- f) Operation ADDNA cumulates the values in the NUM and AMT fields. The RTE field remains unchanged.

Result

All wage types are allocated with an amount that can be processed during the payroll run.

Technical Procedure for Wage Type Valuation using Valuation Bases

Wage Type-Dependent Constant Valuation Bases

Wage Type-Dependent Constant Valuation Bases

Definition

Values for bonuses dependent on the bonus wage type.

Use

The valuation of a time wage type with wage type-dependent constants is often dependent on certain conditions being met. You can define different, wage type dependent constants that depend on a modifier. Different conditions are represented with different modifiers. The value of these modifiers is queried with the function RAB (Read Absences) or the operation VALBS (Valuation bases).

Further conditions can be defined within the personnel calculation rule to determine whether a time wage type is valued using a wage type-dependent constant valuation basis. In the standard system, the modifier MODIF 2 is used. You set the modifiers in personnel calculation rule [XMOD \[Page 267\]](#) (*Modifiers for Payroll*).

Prerequisites

In Customizing for Payroll under Time Wage Type Valuation→Valuation Bases→Assign Valuation Bases you have determined which wage type should be calculated with a wage type dependent constant.

In Customizing for Payroll under Time Wage Type Valuation→Valuation Bases→Constant Valuation Bases→Define Wage Type-Dependent Constants you define the amount with which a wage type should be valued depending on the wage type constant. The wage type-dependent constants are defined as dependent on a *payroll modifier*.

The modifier value is set as **MODIF 2** within personnel calculation rule [XMOD \[Page 267\]](#) (employee grouping for payroll). In the personnel calculation rule XMOD, you can define customer-specific conditions depending on this modifier.



For further information on system settings, see the Implementation Guide (IMG) for *Payroll:<country>* under *Time Wage Type Valuation → Valuation Bases → Constant Valuation Bases*.

Please take particular care with the *Employee Remuneration Information* infotype (2010). This infotype allows you to enter manually calculated wage types, for example, bonuses for hazardous or unpleasant work, and premiums. This is also the case for time wage types, for example, for overtime.

If you enter the *Bonus for overtime* wage type with an *Amount* in the *Employee Remuneration Information* infotype (2010), the wage type is included in the payroll run with its amount. In this case, the valuation basis is not used to value the wage type. By entering a wage type using the *EE Remuneration Information* infotype (2010), you can override time wage type valuation using a valuation basis.

The Customizing system enables you to specify the wage types that can be entered in the *Employee Remuneration Information* infotype (2010). For more information, see the IMG for *Personnel Management* under *Personnel Administration → Payroll Data → Employee Remuneration Information*.

Wage Type-Dependent Constant Valuation Bases

Wage Type- Dependent Constant Valuation Bases Example

Wage Type- Dependent Constant Valuation Bases Example

Initial Situation

The *Overtime on Sunday* wage type is valued at your company with a constant, wage type-dependent valuation basis. The value of the constant valuation basis is 25 for the hourly paid, and 30 for all other employees.

Procedure

In Customizing for *Payroll* under *Time Wage Type Valuation* → *Valuation Bases* → *Assign Valuation Bases* you determine which time wage type is calculated with which valuation basis. You create entries for the modifier values 01 and 02 in the following way:

Modifier value	Wage type	Valuation basis
01	<i>Overtime on Sunday</i>	25
02	<i>Overtime on Sunday</i>	30

Calculation rule XMOD (*Employee grouping for payroll*) is called in calculation schema XT00 (*Processing of time data for Payroll*), and is dependent on the employee subgroup grouping for the personnel calculation rule.

Only the entries for modifier **01** in the *Constant Valuations* table (T510J) should be read for the employee subgroup grouping for personnel calculation rule with specification **1** (hourly wage earners). The entries for modifier **02** should be read for all other *employee subgroup groupings for personnel calculation rules*.

The modifier used to read the *Constant valuations* table (T510J) is modifier 2 (MODIF 2). You must set modifier 2 to modifier value 01 for the employee subgroup grouping for personnel calculation rule with the specification 1 (hourly paid): **MODIF 2 = 01**. You must set modifier 2 to modifier value **02** for all other *employee subgroup groupings*: **MODIF 2 = 02**

Result

The entry for modifier 01 is read in the *Constant valuations* table (T510J) for the hourly-wage earners. Hourly wage earners are assigned the *Overtime on Sunday* constant with a constant valuation of 25 per hour.

The entry for modifier 02 is read in the *Constant valuations* table (T510J) for all other employees. Overtime worked on Sundays by employees who are not hourly wage earners is valued at 30.



In personnel calculation rule XMOD (*Employee grouping for Payroll*), other modifiers are set in addition to modifier 2, which reads the *Constant valuations* table (T510J). For information on which modifiers you can use in the standard system, refer to the documentation on the MODIF operation.

Personnel Calculation Rule *XMOD*

Definition

Personnel calculation rule *XMOD* (*Employee Grouping for Payroll*) is used to set *modifiers* for reading tables relevant to payroll.

Constant Valuation Bases that Depend on the Collective Agreement

Constant Valuation Bases that Depend on the Collective Agreement

Definition

Values for bonuses dependent on pay scale group and pay group level.

Constant Valuation Bases that Depend on the Collective Agreement Example

Constant Valuation Bases that Depend on the Collective Agreement Example

Initial Situation

In accordance with the collective agreement, overtime on public holidays should always be remunerated with \$50 for every overtime hour, for all employees in pay scale group 1 and pay scale level 2. In other words, the *overtime on public holidays* wage type is always valued using a constant valuation basis, that depends on the pay scale group and pay scale level. An employee with this pay scale group and level has worked two hours overtime, on a public holiday, which should be remunerated.

In Customizing for *Personnel Administration* under *Check wage type characteristics*, you have determined which module should be used to value the wage types.

In *Payroll Customizing*, under *Time Wage Type Valuation* → *Valuation Bases* → *Constant Valuation Bases* → *Define Wage Type-Dependent Constants*, you have defined the amount a wage type should be valued with, depending on the wage type constant.



For more information on how to use a module to indirectly value wage types, see Customizing (IMG) for *Personnel Administration* under *Personnel Administration* → *Payroll data*. Each infotype includes the section *Wage type* → *Checking the wage type catalog* → *Check wage type characteristics*, which describes how to code the wage types.

For more information on how to process pay scale groups and pay scale levels, for valuation with constant valuation bases that depend on the collective agreement, refer to the *Payroll <country> Implementation Guide (IMG)* and choose *Time wage type valuation* → *Valuation bases* → *Constant valuation bases* → *Define pay scale-dependent constants*.

Procedure

In the SAP System, you first enter the overtime hours for the employee in the *Time Management* application component. The system then uses preset conditions to choose the appropriate [time wage type \[Page 170\]](#), in this case "*Overtime on public holidays*", with the number of hours as 2. This wage type is valued with a valuation basis that is dependent on the following employee characteristics:

- Does the employee belong to pay scale group 1?
- Does the employee belong to pay scale level 2?

The appropriate valuation basis is determined using the *Pay scale* module. The following values are available for the wage type *overtime on public holiday*:

Field	Value
NUM (<i>Number</i>)	2 hours
RTE (<i>Rate</i>)	\$50 per hour

The system calculates the wage type amount (\$100) by multiplying the number by a rate.

Constant Valuation Bases that Depend on the Collective Agreement Example

Result

The employee receives remuneration of \$100 (Number of working hours * valuation basis).

Employee-Related Valuation Basis

Definition

Individual value for every employee for whom payroll is carried out on the basis of wage types.

You can value the bonus wage types using a [percentage premium \[Page 274\]](#) in accordance with the conditions specified in the collective agreement. This premium is a supplement to the employee's basic remuneration.

Use

You create employee-related valuated bases by [copying model wage types in a wage type group \[Page 178\]](#). The standard system contains the secondary wage types /001, /002, /003 and /004. In these secondary wage types the rate of the respective dialog wage types are collected. These rates are the respective valuation bases.



Secondary wage types /001 and /002 are used on an hourly basis for valuating wage types. Secondary wage types /003 and /004 are only used in the German payroll to value wage types on a daily basis.

To include a wage type in one of these valuation bases, the wage type in question must be coded in processing class 1 with a specification from the following table.

Specification	Meaning
0	The wage type is not written to a valuation basis.
1	The wage type is written to secondary wage type /001 (and also to secondary wage type /003 for Germany).
2	The wage type is written to secondary wage type /002 (and also to secondary wage type /004 for Germany).
3	The wage type is written to secondary wage types /001, /002, /003 and /004.
5	The wage type amount is divided by the total hourly amount.



All of the wage types that you enter using the *Basic Pay* infotype (0008) must be coded in processing class 1.

The secondary wage types /001 and /002, must be coded in processing class 1 with specification 5. In doing this, the basic pay for hourly-wage earners, which is cumulated in these wage types, is divided by the number of working hours in the payroll period. The resulting rate can be used as a valuation basis.

The German payroll system also requires that secondary wage types /003 and /004 are coded with specification 5 in processing class 1. No other wage types may be coded with specification 5.

In Customizing for Payroll under Time Wage Type Valuation→Valuation Bases→Assign Valuation Bases→Maintain Basic Pay for Valuation Bases you determine which dialog wage type is included in which valuation basis.

In Customizing for Payroll under Time Wage Type Valuation→Valuation Bases→Assign Valuation Bases you determine which time wage type is calculated with which valuation basis.

Employee-Related Valuation Basis

Additionally, you can determine the percentage of a valuation basis used to value a time wage type, and whether derived wage types are considered.



For further information on system settings, see the Implementation Guide (IMG) for *Payroll:<country>* under *Time Wage Type Valuation* → *Valuation Bases* → *Create Person-Related Valuation Bases*.

Person-Related Valuation Bases: Example

Initial Situation

In accordance with the collective agreement, all of an employee's wage elements are used to value *overtime worked on Sunday*.

However, voluntary payments are also taken into account when the *overtime on public holiday* wage type is valued.

Your employee works two hours on a Sunday and three hours on a public holiday. His/her salary contains the following elements:

Wage type:	Amount
Standard salary	\$30 per hour
Standard bonus	\$10 per hour
Voluntary bonus	\$5 per hour

Procedure

The system creates the following person-related valuation bases:

- Valuation basis for working on a Sunday (valuation basis 1)
 - Valuation basis 1 is calculated from the *salary* at \$30 per hour plus the *standard bonus* at \$10 per hour. $\$30 + \$10 = \$40$ per hour
 - The *Overtime on Sundays* wage type is created with the number two. This number is valued with valuation basis 1: $\$40$ per hour x 2 hours = \$80
- Valuation basis for working on a public holiday (valuation basis 2)
 - Valuation basis 2 is created using the salary, the standard bonus, and the voluntary bonus of \$5 per hour. $\$30 + \$10 + \$5 = \45 per hour
 - The *Overtime on a Public Holiday* wage type is created with the number three. This number is valued with valuation basis 2: $\$45$ x 3 hours = \$135.

Result

In addition to his/her salary, the employee gets \$80 Sunday bonus and \$135 public holiday bonus.

Percentage Advance Pay for Individual Valuation Bases

Percentage Advance Pay for Individual Valuation Bases

Use

Collective agreement provisions usually stipulate that time wage types such as *Overtime on Sunday* and *Overtime on Public Holidays* must be valued with a percentage of the employee's basic remuneration.



The *Overtime on Sunday* wage type must be valued with a 25% increase in basic remuneration, consisting of the *salary*, *standard bonus*, and *voluntary bonus*. Valuation basis 1 is used.

There are two ways of effecting this percentage increase:

- Percentage increase of base wage type

The base wage type is the *Overtime on Sunday* time wage type. This wage type is valued with 125% of valuation basis 1. If an employee works overtime on a Sunday, he or she is assigned the wage type *Overtime on Sunday* valued with 125% of valuation basis 1.
- Create a derived wage type

The *Overtime on Sunday* base wage type is valued with 100% of valuation basis 1. You also specify the *Overtime on Sunday* derived wage type: 25%. This wage type is valued with 25% of valuation basis 1. In this case, the employee has the following wage types:

 - The *Overtime on Sunday* base wage type is valued with 100% of valuation basis 1.
 - The derived wage type *Overtime on Sunday* is valued with 25% of valuation basis one 1.

The advantage of this procedure is that the derived wage type enables you to display and print the 25% bonus separately in the form.

Valuating using the Principle of Averages

Purpose

This method is often used to calculate [absences \[Page 244\]](#), however, it can also be used to calculate holiday pay or other bonuses, for example.

Prerequisites

You make the system settings for calculations using the principle of averages in Customizing for *Payroll* under *Time Wage Type Valuation* → *Averages New*.



Here, you also find the section *Previous Averages - Not for Reconfiguration*, which refers to the calculation of averages up to Release 4.5. The old version is not further developed and is only available in Customizing to make changes. You can only use one of the two versions; that is, you can not use the old and new tables simultaneously.

In one of the up-coming releases, conversion from the old to new processing of averages will take place automatically.



You perform payroll monthly in your enterprise.

An employee takes 14 days leave in August. In accordance with the company agreement, the employee receives not only basic remuneration during this period of absence, but also extra remuneration to cover unearned bonuses. This extra remuneration is calculated on the basis of the bonuses for night work, work on Sundays and public holidays, which the employee received on average in the three previous months.

As an average calculation basis, on which the calculation of bonuses is based, you have set up the *Collected Bonuses* wage type in Customizing.

Process Flow

In this example, the absence is calculated using the principle of averages as follows:

1. Creating Average Bases

Therefore, the average calculation basis contains the sum of the wage types that you have selected for valuation using the principle of averages. In each payroll period, average calculation bases are formed in accordance with your settings in Customizing for each employee.

In the above examples the *Bonus for Night Work*, *Bonus for Work on a Sunday*, and *Bonus for Work on a Public Holiday* wage types are collected and added to the *Collected Bonuses* wage type. You can choose to collect the *number* of working hours, the *amount*, or the *rate* for the wage type.

2. Determining the Payroll Periods

For calculations using the principle of averages, only the average calculation bases for specific previous periods are used.

Valuating using the Principle of Averages

In the above example you have determined in Customizing that the average calculation basis should be based on the three previous months when calculating using the principle of averages. Since your employee was absent in August, that is in payroll period 8, only payroll periods 5, 6 and 7 are included in the *Collected Bonuses* wage type when calculating the average bonus.

3. Determining the Valuation Basis

As a calculation basis the System must determine a *Rate* for the *Collected Bonuses* wage type:

In the above example the *Amount* of the *Collected Bonuses* wage type is divided by the *Number* of working hours. It does not matter whether you have collected the bonuses according to *Number*, *Amount* or *Rate*, you must still change the calculation rule for the standard system according to the entries in Customizing.

If the average value is not recalculated for each absence valuation, you can use [frozen averages \[Page 277\]](#).

If no average bases have been created for an employee, you can use the *EE Remuneration Info.* infotype (2010) to enter the [average value directly \[Page 259\]](#) using a wage type. First, you must define a user-specific wage type for the average value and enter this in the *Calculation Rules for Averages* view (V_T51AV_A). For more information, see Customizing for *Payroll* under *Time Wage Type Valuation* → *Averages New*.



You can define absence valuation rules for employee groupings (for example, for all salaried employees) and for groups of absence types (for example, paid leave). You define these absence valuation rules in Customizing. Please note, however, that the values used to perform a valuation in accordance with the principle of averages are determined using the average bases for each individual employee and are employee-specific.

Frozen Averages

Use

As an additional function for calculating averages, the R/3 System enables you to freeze average values. This means that you can use an average value calculated on the basis of several periods at the beginning of an absence for all of the periods affected by the absence, instead of always having to recalculate the average value for each period.



An employee takes leave in periods 04 and 05. The *Leave* absence is valued according to the principle of averages. Three previous periods are to be used in the calculation.

In this case, the following options are possible:

- Normal valuation using the principle of averages

The absence is valued in period 04 for the first time using averages. The relevant previous periods are periods 01, 02, and 03. The second absence valuation takes place in period 05. In this case, the relevant previous periods are 02, 03, and 04. The absence can be valued differently in periods 04 and 05 because the calculation is performed using average bases from different previous periods in each case.
- Valuation using frozen averages

The absence is valued at the start of the absence in period 04 after the average is calculated. The relevant previous periods are periods 01, 02, and 03. The calculated average is then frozen, in other words, it is saved and used again in the subsequent period (period 05). The absence is valued in exactly the same way in periods 04 and 05 using a frozen average value.



The duration of the employee's absence determines whether an average should be frozen or whether the absence should be valued with a frozen average. Up until Release 4.5 the duration of the absence was queried in the R/3 System, in personnel calculation rule X016, once the calculation of averages had been concluded. For more information, see the section [Technical Sequence for Processing Averages \[Page 279\]](#).

In the processing of averages this information is queried internally in the coding, as of Release 4.6.

Determining the Average Value without a Basis

Determining the Average Value without a Basis

Use

You can use a wage type to enter an average value for an employee instead of creating the average value using average calculation bases. This is useful if no average bases have been calculated for an employee but you still want to use an average value to value the employee absence. Furthermore, this procedure allows you to override the average value calculated by the system, for example, for a new employee, by entering a wage type with an average value for the employee in question.

Activities

Firstly, you must define a user-specific wage type for the average value and enter this in the *Calculation Rules for Averages* view (V_T51AV_A). For more information, see *Customizing for Payroll* under *Time Wage Type Valuation* → *Averages New*.

You enter this wage type for the employee in the *EE Remuneration Info* infotype (2010) as follows:

1. Enter the name of the wage type in the *Wage and Salary Type* field.
2. In the *Amount* field, enter the rate to be used as the average value.

For this employee, absence valuation is performed using the rate for this wage type, which has been entered in the *EE Remuneration Info* infotype (2010).

Old and New Processing of Averages

Use



As of Release 4.6B the processing of averages has fundamentally changed. You can find information on the new processing of averages under [Technical Sequence for Processing Averages \(new\)](#) [Page 282]. You can find information on the old processing of averages under [Technical Sequence for Processing Averages \(old\)](#) [Page 288].

For some country versions (Argentina, Brazil, Mexico, Sweden, USA and Venezuela) the new version of the processing of averages was delivered with Release 4.5B. These country versions can only use the new processing of averages and cannot choose between the old and new processing of averages. In the IMG for *Payroll* for these countries, the only section that still exists for the averages is *Averages New*.

All other countries can choose between the old and new versions for processing averages. In the corresponding IMG for *Payroll*, you can find both the *Averages New* and *Previous Averages - Not for Reconfiguration* sections. However, you can only use one of the two versions; that is, you can not use the old and new versions for processing averages simultaneously. If you have been using the old version for processing averages up until now, you can still continue to use this version. You do not have to convert your system to the new version. The old version for processing averages is no longer being developed.



We recommend that you use the new version for processing averages, if:

- you set up the processing of averages for wage types for the first time in your system
- up until now you have been using the old version for processing averages, but now want to use the additional functions of the new version

Changes in the Processing of Averages

- The average value is no longer calculated for each wage type in operation MEANV (*Calculation of Averages*), but rather for each average value calculation rule in function AVERA (*Calculation of Averages*).
- All the required payroll results are imported with a database access.
- The SAP name space and the customer-specific name space for objects are clearly separated from each other.
- The bases for calculating average values can now also be formed from [partial period parameters](#) [Ext.].
- You now define the average value calculation rule based on time. For example, you can specify that up until a specific point in time the averages are formed over a three month period, and then from this time over a 5 month period.
- The time unit for average periods is now freely defined. For example, you can form averages over five months or 12 weeks.

Old and New Processing of Averages

- Now, you can not only include the [regular payroll \[Page 57\]](#) run in the calculation of averages, but also the [off-cycle payroll \[Page 134\]](#) run.
- If an employee changes [payroll periodicity \[Page 44\]](#), the system adjusts the calculation of averages.
- All the averages are calculated at once. First of all the system collects all the wage types, then every average value calculation rule is applied once.

Changes in Customizing for Averages

You make the Customizing settings for averages, as of Release 4.6B, in the Implementation Guide (IMG) for *Payroll* under *Time Wage Type Valuation* → *Averages New*. The Customizing settings, which were previously made in personnel calculation rules or processing classes, can now be made in the maintenance view.

The following table shows a comparison between the Customizing settings for Release 4.6B and the settings that were made in releases prior to Release 4.6B:

Customizing Setting	Before Release 4.6B	From Release 4.6B
Forming the Basis for Calculating Average Values	View V_512W_C (Averages)	Table T51AV_2W (Assignment of Primary Wage Types to Average Bases)
Forming the Basis for Calculating Average Values from Partial Period Parameters		Table T51AV_2P (Assignment of Partial Period Parameters to Average Bases)
Relevancy Test	Personnel Calculation Rule X017 (Relevancy Test for Averages Calculation)	Table T51AV_R (Relevance Rule for Calculating Averages) Table T51AV_ROC (Off-Cycle Reasons not Relevant for Calculation of Averages)
Adjustment Rule	Table T511C (Adjustment Rules for Bases for Calculating Average Values)	Table T51AV_C (Adjustment Rules for Bases for Calculating Average Values)
Cumulation Rule	Table T511B (Cumulation Rules for Bases for Calculating Average Values)	Table T51AV_B (Cumulation Rules for Bases for Calculating Average Values)
Final Processing	Personnel Calculation Rule X018 (Calculation of Averages after Cumulation: AMT/NUM)	Table T51AV_E (Final Processing Rules for Averages)
Average Value Calculation Rules	Table T511A (Calculation Rules for Averages)	Table T51AV_A (Calculation Rules for Averages)
Assigning the Valuation of Averages to a Primary Wage Type.	Processing Class 15	Table T51AV_P (Assignment of Wage Types to Average Calculation Rules)

Technical Process of Average Processing (New)

Purpose



The procedure for processing averages described in this and the following sections refers to releases from Release 4.6B. The processing of averages has fundamentally changed since this release.

For more information, see the Implementation Guide (IMG) for *Payroll* under *Time Wage Type Valuation* → *Averages New* → [Bases for Valuation of Averages \[Ext.\]](#).

If you have been using the old version for processing averages up until now, you can still continue to use this version. You do not have to convert your system to the new version. However, the old version for processing averages will no longer be developed. If you reconfigure, you should only use the new version for processing averages.

Prerequisites

When setting up the new average valuation of wage types in your system, you must perform the following activities:

- Forming the Basis for Calculating Average Values
 - The average calculation bases are used as a basis for calculating averages. The wage types assigned to the average calculation bases are stored in the secondary wage types /201 to /232.
- Definition of calculation rules for averages
 - The calculation rules are made up of the following rules and values:
 - Relevancy rules
 - Cumulation rules
 - Final processing rules
 - Comparison rules
 - Adjustment rules
 - Number of relevant previous periods
 - Specify if the calculated average value should be frozen
 - Manual values (employee- and period-specific)
 - Off-cycle rules
- Assignment of calculation rules to wage types
 - This assignment defines which primary wage type should be calculated according to which calculation rule.

Technical Process of Average Processing (New)

For information on setting up average valuation, see the Implementation Guide (IMG) for *Payroll* under *Time Wage Type Valuation* → *Averages New*.

Process Flow

In the following, certain personnel calculation schemas and rules that start with the letter X serve as an example. The X represents the international personnel calculation schemas and rules and can be replaced with a country-specific letter. For example, there is a German personnel calculation schema D000 for the international personnel calculation schema X000.

The subschema XT00 (*Processing of Time Data for Payroll*) is accessed by personnel calculation schema X000. The function AVERA (*Average Calculation*) is called within this schema and performs the whole average calculation.

Averages are calculated in the following sequence:

1. Wage type selection and specification of calculation rules

You can specify which wage types you want to value with an average value in *Payroll* Customizing under *Time Wage Type Valuation* → *Averages New* → *Basis for Valuation of Averages*. The function AVERA selects the wage types marked in such a way and establishes which calculation rules are assigned to these wage types.

2. The system checks the calculation rules for manual values

The system checks if a manually assigned value already exists for a wage type in the internal table IT for every calculation rule. The system uses this value from the AMT field as an average value. In this case, the system skips averages calculation and continues processing with step 7.

3. The system checks the calculation rules for frozen averages

For each calculation rule, the system checks the start and finish date specified in the internal table AVERAGE: If a frozen average already exists for the relevant wage type and is valid for the current period, the system skips the calculation of averages and continues processing with step 7.

4. Selection of all potentially relevant payroll results and creation of average calculation bases

You have specified under which conditions a period should be relevant for the calculation of averages in the IMG for *Payroll* using the calculation rule in the relevancy rule. The system selects all payroll results that are, according to the relevancy rule, relevant and checks these according to the [Relevancy Test for Valuation According to the New Principle of Averages \[Page 286\]](#).

You can also flag the current period as being relevant for the calculation of averages. The system then accesses a preliminary value from the data previously determined for the current period and uses this value for average calculation. The system finally calculates the final value for the current period that is written to the results table RT at the end of averages calculation in step 9.

5. Cumulating average calculation bases

The system cumulates the individual average calculation bases from the selected payroll results (from the relevant periods) for each calculation rule in the internal table MV.

Technical Process of Average Processing (New)

In Customizing for *Payroll* under *Time Wage Type Valuation* → *Averages New* → [Create Calculation Rules for Averages \[Ext.\]](#), you can specify which of the values from the fields NUM, RTE or AMT of the wage type are cumulated. Here, you can also specify which sign (+/-) should be used to cumulate each value.

In Customizing for *Payroll* under *Time Wage Type Valuation* → *Averages New* → *Create Calculation Rules for Averages*, you can make the following settings in the view *Adjustment Rules for Bases for Calculating Average Values* (V_T51AV_C) using adjustment rules:

- You can decide whether the system reads payroll results that are only partially in the averages period completely, partially or not at all for averages calculation.
- You can take a pay increase or an individual wage increase and, in this way, adjust the average calculation bases to the increased payments.
- You can make both positive and negative adjustments.

6. Calculation of the average value

The average value is calculated in the personnel calculation rule X018. In the standard system, the system divides the cumulated amount calculated in step 5 for all AMT fields by the cumulated amount from all NUM fields of the average calculation bases. You can also specify your own formulas or constants in the personnel calculation rule X018. The result of the calculation is the average value in the RTE field (rate).

In Customizing for *Payroll* under *Time Wage Type Valuation* → *Averages New* → *Create Calculation Rules for Averages*, you can create your own final processing rules in the view *Final Processing Rules for Averages* (V_T51AV_E), which you can then assign to a calculation rule.

In Customizing for *Payroll* under *Time Wage Type Valuation* → *Averages New* → *Create Calculation Rules for Averages*, you can create your own final comparison rules in the view *Comparison Rules for Averages* (V_T51AV_W), which you can then assign to a calculation rule. For example, you can compare the calculated value with a specified value (for example, standard pay) and specify under which conditions which value should be used as an average value.

7. Multiplying the average value with the number

The system writes the average value calculated in step 6 in the RTE field for every calculation rule to the RTE field for all wage types that are assigned to this calculation rule. The amount of the average value in the field AMT of the wage types is the result of multiplying the contents of the fields RTE and NUM for each wage type.

8. Freezing the average

You may want to freeze the value obtained by calculating averages. To do so, you can save the average value from the RTE field in the payroll results in the internal table AVERAGE for every calculation rule. In Customizing for *Payroll* under *Time Wage Type Valuation* → *Averages New* → *Create Calculation Rules for Averages*, you can specify the period for which the average should be frozen in the view *Calculation Rules for Averages* (V_T51AV_A).

9. Creating the average calculation bases for subsequent periods

The function ADDCU (*Update Cumulations*) checks which wage types from the results table RT should be included in an average calculation basis. These wage types are collected in the relevant average calculation bases and the average calculation bases

Technical Process of Average Processing (New)

are finally written to the results table RT. This means that they are available in the payroll results for future calculations according to the principle of averages.

Relevancy Test for Valuation According To the New Principle of Averages

Relevancy Test for Valuation According To the New Principle of Averages

Purpose

When calculating average values, the SAP System uses the average bases that are stored for each employee. You can flag payroll results and average periods as relevant or irrelevant for the calculation of averages, based on particular criteria. Starting at the current period, the system performs a relevancy test for the current and previous periods. If the average period is relevant, cumulation takes place in a secondary wage type.



If you use [Off-Cycle Activities \[Page 130\]](#) in your system, you can use the new method of calculating averages to exclude certain off-cycle payroll runs from averages valuation if there is an off-cycle reason.

Prerequisites

In Customizing for Payroll you determine via *Time Wage Type Valuation* → *Averages New* → [Create Calculation Rules for Averages \[Ext.\]](#) the following default values:

- Number and unit of relevant average periods
Taking the current period as the starting point, the number of previous periods that the system must deem relevant and use to calculate averages. This is independent of payroll periodicity.
- Maximum number of average periods
The maximum number of periods that the system checks to determine the required number of relevant average periods.

Process Flow

The decision as to whether an average period is relevant for the calculation of averages is made in two steps:

1. Taking the current period as the starting point, the system checks if a payroll result is relevant. It does this for all payroll results that were marked as being potentially relevant.
2. The periodicity of payroll results and average periods can be different, for example, if you have weekly payroll results but use monthly average periods. Using the payroll results that were flagged as being relevant or irrelevant, the system checks if the average period is relevant. You can make the following settings in Customizing for this:
 - An average period is only relevant when all the payroll results assigned to it are relevant.
 - An average period is only relevant when at least one of the payroll results assigned to it are relevant.

Relevancy Test for Valuation According To the New Principle of Averages**Result**

The relevancy test can have the following results:

- A period is relevant for the calculation of averages.
In this case, the average calculation bases for the period are cumulated according to the cumulation rule stored in table T51AV_B (*Cumulation Rules for Average Calculation Bases*).
- A period is not relevant in the calculation of averages.
In this case, the average bases are not cumulated which means that they are not included in the calculation of averages.

Example

The number of relevant average periods is two. The maximum number of average periods is four. The calculation of the averages takes place in period 8. You have monthly average periods but run payroll on a weekly basis. An average period is relevant if all the payroll results assigned to it are relevant. The current period should not be taken into consideration in the calculation of averages.

1. Checking the payroll results:

The system checks all the results of the weekly payroll run, which are assigned to the average periods 7, 6, 5 and 4 and decides if these payroll results are relevant or not.

2. Checking the average periods:

The system finally checks the average periods until it has found at least two that are relevant. For example, if a payroll result, which is assigned to the average period 6 was flagged as being irrelevant, the average period is, according to the specifications, also irrelevant.

The system checks a maximum of four previous periods, in this example the periods 7, 6, 5 and 4. If the desired number of periods is not found after the check, the calculation of averages is carried out with the least number of periods. If the system checks the maximum number of previous periods but fails to find a single relevant period, the average value is 0.

Technical Process of Average Processing (Old)

Prerequisites



The procedure for processing averages described in this section, and in the following sections, refers to releases prior to Release 4.6B. The processing of averages as of Release 4.6B has fundamentally changed. For more information, see [Old and New Processing of Averages \[Page 279\]](#) and the Implementation Guide (IMG) under *Payroll* → *Time Wage Type Valuation* → *Averages New* → [Bases for Valuation of Averages \[Ext.\]](#).

If you been using the old version for processing averages up until now, you can now use this version. You do not have to convert your system to the new version. However, the old version for processing averages will no longer be developed. If you reconfigure, you should only use the new version for processing averages.

Process Flow

The old version of average processing takes place in the following sequence:

1. Creating Bases for Calculating Averages

Primary wage types to be included in the average bases are cumulated in one of the secondary wage types for average bases in accordance with the entries you have made. This cumulation is performed in each payroll period for each employee. The average bases are stored in internal table RT at the end of payroll, and are available for future calculations performed in accordance with the principle of averages.

2. Specifying the Wage Types to be Valuated Using the Averages Principle

The subschema XT00 (*Processing of Time Data for Payroll*) is accessed by personnel calculation schema X000. The calculation rule X015 (*Valuation of Time Wage Types*) is the first action relevant to the calculation of averages.



In the following, the X sign represents certain personnel calculation schemas and rules. This sign stands for the international versions of the personnel calculation schemas and rules and can be replaced with a country-specific letter. For example, there is a German personnel calculation schema D000 for the international personnel calculation schema X000.

The personnel calculation rule X015 determines whether the internal table IT contains time wage types that should be valuated according to the principle of averages. The contents of the AMT (*Amount*), NUM (*Number*), and RTE (*Rate*) fields are checked using decision operations AMT?0, NUM?0 and RTE?0.

Technical Process of Average Processing (Old)

- If the AMT field contains a value, the wage type will be transferred with the operation ADDWT (*Add Wage Type to Subsequent Wage Type*).
- If the AMT field does not contain a value, but the NUM and RTE fields do contain values, the value in the NUM field will be multiplied by the value in the RTE field. The result is entered in the AMT field and the wage type is transferred with the operation ADDWT.
- If only the NUM field contains a value, the operation VALBS (*Evaluate Valuation Bases*) queries whether a valuation basis has been entered in table T512W for the wage type. If this is the case, the wage type is valued using the appropriate valuation basis. If a valuation basis has not been specified, but a specification has been entered for processing class 15, the wage type is valued in accordance with the principle of averages. Processing is continued using operation GCY with personnel calculation rule X016 (*Special Processing for the Valuation of Time Wage Types*).

Only wage types that meet the following conditions are calculated according to the principle of averages:

- Only the NUM field (*Number*) contains a value.
- No valuation basis has been entered.
- A specification has been entered for processing class 15.

3. Defining Calculation Rules

After defining which wage types are to be valued according to the principle of averages, the calculation rule is defined. This is carried out by the decision operation VWTCL° 15 in the calculation rule X016. This decision operation queries processing class 15. Wage types that are to be evaluated using the principle of averages, are coded in processing class 15 with a particular specification. The operation MEANV <nn> is called for each specification. In this operation, nn stands for a calculation rule from the *Calculation Rules for Averages* view (V_T511A). Depending on the calculation rule, operation MEANV <nn> performs the actual calculation of average values.



Your wage type has specification **1** in processing class 15. You have entered personnel calculation rules X017 (*Relevancy Test for Averages*), X018 (*Calculation of Averages after Cumulation*) and the cumulation type **01** (from the *Cumulation Rules for Bases for Calculating Average Values* view (V_T511B)) for calculation rule **01**. You have also specified that **3 previous periods** should be taken into account when the averages are calculated. In rule X016, the operation MEANV **01** is assigned to specification **1**. Using parameter **01**, calculation rule **01** is determined using personnel calculation rules X017 and X018, cumulation type **01**, and **3** previous periods. Operation MEANV performs the calculation of averages on the basis of these entries.

4. Calculating the Averages

Operation MEANV performs the following steps when calculating averages:

Technical Process of Average Processing (Old)

1. The internal table MV is queried and this determines whether averages have already been calculated for the employee concerned within the current payroll period using the same average calculation rule.
 - If this is the case, the value that has already been determined is entered in the RTE field (rate).
 - If this is not the case, step 2 is performed.
2. The internal table IT is queried and determines whether the *Average Value* wage type exists for the employee concerned (from the *Calculation Rules for Averages* view (V_T511A)).
 - If this is the case, the value is entered in the RTE field (rate).
 - If this is not the case, step 3 is performed.
3. The individual [periods \[Page 295\]](#) are processed.
 - a. Each previous period to be processed is imported, starting with the current period - 1.
 - b. The [relevancy test \[Page 293\]](#) is performed.
 - c. If the period is relevant, the cumulation takes place using the cumulation rule.
4. The system checks whether the maximum number of periods to be taken into account has been reached.
 - If this is not the case, return to step 2.
5. The [final processing of averages \[Page 296\]](#) is performed:
 - a. The average is calculated using personnel calculation rule X016 for final processing of averages from the *Calculation Rules for Averages* view (V_T511A).
 - b. The value is entered in the RTE (*Rate*) field for the wage type to be valuated.

When the calculation of averages has finished, an average value is entered in the RTE field (*Rate*) for the appropriate wage type. This average value is used to effect a valuation (usually of absences). To do this, the values in the RTE and NUM fields are multiplied.

5. Special Processing for Frozen Averages

Special processing for frozen averages is dependent on the specification of a wage type in processing class 15. If a wage type has specification A in processing class 15, the decision operation ABEVL? will be called in the calculation rule X016.

The decision operation ABEVL? determines whether an employee's absence goes beyond the current period and returns a value (**0**, **1**, **2** or **3**) as the result of the query. Based on this value, you can trigger the following absence valuations in the personnel calculation rule X016:

- Return value **0**: The absence begins and ends in the current period.
 - Operation MEANV calculates the average.
- Return value **1**: The absence begins in the current period and ends in the next period.

Technical Process of Average Processing (Old)

In this instance, the average value is calculated for the current period and frozen for the next period.

- Operation MEANV calculates the average.
- Operation ZERO=NA sets the NUM (*Number*) and AMT (*Amount*) fields to zero.
- Operation ELIMI deletes split indicators.
- Operation ADDNAE/02A transfers the value from the RTE field (*Rate*) to wage type /02A and saves the value in the internal table RT. By placing the value in this wage type, the rate, in other words, the average value, is frozen and can be re-used in the next period to value the same absence.
- Return value **2**: The absence begins in the previous period, continues through the current period, and ends in the next period.
 - The absence is first valued in the current period using the frozen average value from the previous period. The average value is then frozen again for the next period.
 - Operation RTE=L /02A reads wage type /02A, in which the average value of the previous period was fixed, from internal table LRT.
 - Operation MULTI NRA multiplies the value in the *Rate* (RTE) field, in other words the average value, by the *Number* (NUM) field, in other words the number of absence hours or absence days. The result is entered and stored in the *Amount* (AMT) field.
 - Operation ZERO=NA sets the NUM (*Number*) and AMT (*Amount*) fields to zero.
 - Operation ELIMI deletes split indicators.
 - Operation ADDNAE/02A transfers the value from the RTE field (*Rate*) to wage type /02A and saves the value in the internal table RT. By placing the value in this wage type, the rate, in other words, the average value, is frozen and can be re-used in the next period to value the same absence.
- Return value **3**: The absence starts in the previous period and ends in the current period.
 - The absence is valued using the frozen average value of the previous period.
 - Operation RTE=L /02A reads wage type /02A, in which the average value of the previous period was fixed, from internal table LRT.
 - Operation MULTI NRA multiplies the value in the *Rate* (RTE) field, in other words the average value, by the value in the *Number* (NUM) field, in other words the number of absence hours or absence days. The result is entered and stored in the *Amount* (AMT) field.

Valuation of Primary Wage Types

Valuation of Primary Wage Types

Use

To value primary wage types using the principle of averages, you must flag these wage types accordingly. To do this, use the *Processing Classes, Cumulations, and Evaluation Classes* view (8V_512W_D) to enter a specification for primary wage type in processing class 15. Each specification of processing class 15 corresponds to a calculation rule in the *Calculation Rules for Averages* view (V_T511A).

The following parameters must be set for each calculation rule:

- Personnel calculation rules, [used for the relevancy test for valuations in accordance with the principle of averages \[Page 293\]](#).
- Conditions for the [cumulation of average calculation bases \[Page 294\]](#).
- Personnel calculation rules for the [final processing of averages \[Page 296\]](#)
- [Number of periods \[Page 295\]](#), used for valuations in accordance with the principle of averages.

The *Averages* view (V_512W_C) enables you to determine the secondary wage type for average bases in which the primary wage type for the calculation of averages is cumulated. It also enables you to determine whether the RTE (*Rate*), NUM (*Number*) or AMT (*Amount*) field is cumulated.

Relevancy Test for Valuation Using the Principle of Averages (old)

Use

You can flag a payroll period as relevant or irrelevant for the calculation of averages, based on particular criteria. In this respect, you can define a personnel calculation rule according to which a relevancy test is carried out.

The standard system includes the calculation rule X017 (*Relevancy Test for Averages*). You can modify the calculation rule to meet your enterprise-specific requirements. In the standard system, all previous periods are flagged as relevant in calculation rule X017.



You want to determine that the only payroll periods used in the calculation of averages are those in which the employee has at least 15 social insurance days.

You can create a customer calculation rule to perform this query for each employee and then flag only the periods in which the employee has at least 15 social insurance days as relevant for the calculation of averages.

Prerequisites

In Customizing for *Payroll* under *Time Wage Type Valuation* → *Averages Old* → *Create Relevancy Test*, you can define customer calculation rules for the relevancy test. You must then assign the average calculation rule to a calculation rule in the *Calculation Rules for Averages* view (V_T511A).

The relevancy test can have the following results:

- A period is relevant for the calculation of averages.
The average bases of the period are cumulated in accordance with the cumulation rules in view V_T511B *Cumulation Rules for Average Bases*.
- A period is not relevant in the calculation of averages.
The average bases are not cumulated which means that they are not included in the calculation of averages.

Cumulating Average Bases

Cumulating Average Bases

Use

If the relevancy test has determined that the average bases of a period must be included in the calculation of averages, the average bases are cumulated in internal table MV.

In Customizing for *Payroll* under *Time Wage Type Valuation* → *Averages Old* → *Create Cumulation Rules for Bases for Calculating Averages*, you can specify which of the values from the following fields are cumulated:

- NUM (*Number*) of a wage type
- AMT (*Amount*) of a wage type
- RTE (*Rate*) of a wage type

You can also specify which sign (+/-) should be used to cumulate each value.

In the *Cumulation Rules for Bases for Calculating Average Values* view (V_t511B), you create the cumulation rules in accordance with the conditions. You must then assign a cumulation rule to a calculation rule in view V_T511A *Calculation Rules for Averages*.

Determining Relevant Previous Periods

Use

When calculating average values, the SAP System uses the average bases of previous periods that are stored for each employee. Starting at the current period, the system performs a relevancy test for the previous period. If the period is relevant, cumulation takes place in a secondary wage type.

In Customizing for Payroll you determine via *Time Wage Type Valuation* → *Averages Old* → [Create Calculation Rules for Averages \[Ext.\]](#) the following default values:

- Number of relevant periods
Taking the current period as the starting point, the number of previous periods that the system must deem relevant and use to calculate averages.
- Maximum number of periods
The maximum number of previous periods that the system checks to determine the required number of relevant periods.



The number of relevant periods is two. The maximum number of periods is four. The calculation of the averages takes place in period 8. The system keeps checking previous periods until it has found at least two that are relevant. A maximum of four previous periods are checked, in this example the periods 7, 6, 5 and 4. If the desired number of periods is not found after a maximum check of four previous periods then the calculation of averages is carried out with the fewest number of periods. If the system checks the maximum number of previous periods but fails to find a single relevant period, the average value is 0.

Final Processing of Averages

Use

After the calculation of averages, the *Rate* field (RTE) must contain a valuation basis for the wage type in question. A formula must be created in the personnel calculation rule used. This formula performs the final processing of averages step.

The standard system contains the calculation rule X018 (*Calculation of Averages After Cumulation: AMT/NUM*). This calculation rule calculates an hourly rate by dividing the value in the AMT field (*Amount*) by the value in the NUM field (*Number*). The hourly rate is entered in the RTE (*Rate*) field.

Prerequisites

In Customizing for *Payroll* under *Time Wage Type Valuation* → *Averages Old* → *Create Final Processing Rule*, you can create an individual personnel calculation rule for final processing of averages. You must then assign this personnel calculation rule to a calculation rule in view V_T511A *Calculation Rules for Averages*.

Adapting the Average Bases to Increased Payments

Use

You can take a standard or individual wage increase into account when creating the average calculation bases. You must define a rule in Customizing to adapt the average bases to the changed pay scale conditions with retroactive effect . For more information see Customizing for *Payroll* and choose *Time Wage Type Valuation* → *Averages* → *Create Adjustment Rules for Bases for Calculating Averages*.

Incentive Wages: Overview

Incentive Wages: Overview

Familiarity with the technical aspects of *SAP Payroll* is a prerequisite for understanding incentive wages accounting. In particular, you must understand the following terms: personnel calculation scheme, personnel calculation rule, function, and operation.

The extensive options for implementing *SAP Incentive Wages* make system standardization difficult. If the time ticket types and the manner in which time tickets are recorded differs greatly from one enterprise to the next, then valuation of time tickets can often be completely different. Therefore, it does not make sense to elaborate incentive wages accounting processes in detail to cover all possible accounting scenarios.

Following, you will find a number of versions as examples to use when setting up your own incentive wages accounting process. The international version contains an accounting process for hourly-wage earners, while the German version features two additional processes for monthly wage earners based on the collective agreement provisions existing in the Federal German states of Baden Wuerttemberg and North Rhein-Wesfalia. Please refer to the Implementation Guide (IMG) for further information.

Incentive Wages Accounting: Processes

Three accounting processes for incentive wages are contained in the standard SAP System. The concepts behind these processes are explained further.

Monthly Wage Calculation for Incentive Wages

Monthly Wage Calculation for Incentive Wages

In monthly wage calculation, the target time is valued for each time ticket using the piecework rate. The piecework rate for the [wage group \[Ext.\]](#) entered on the time ticket is used for this case. The result is the amount that the piecework employee is due for the respective time ticket. The calculated amount is made up of the following:

- Basic Monthly Wage
- Time-dependent variable element
- Performance-dependent variable element

Basic Monthly Wage

The basic monthly wage is the part of the gross wage paid to employees regardless of their performance. It can be paid in a monthly lump sum, or defined as an hourly wage dependent on the working time.

The basic monthly wage is determined in the gross part of payroll. This amount is used in incentive wages as the basis for calculating variable elements.

Monthly wages are converted to hourly rates for incentive wage accounting.



Various bonuses can be paid out in addition to the basic wage. Examples include bonuses for working nights or on Sundays. However, these bonuses are **not** taken into account in the standard SAP System for incentive wages accounting.

Time-Dependent Variable Element

Employees can be assigned to a pay scale group different from their master pay scale group, and remunerated at a higher rate for certain activities in incentive wages accounting. The higher pay scale group must be entered on the time ticket. The difference amount is determined in incentive wage accounting, and valued using the actual time as specified on the time ticket. The resulting amount is referred to as a **time-dependent variable element**.

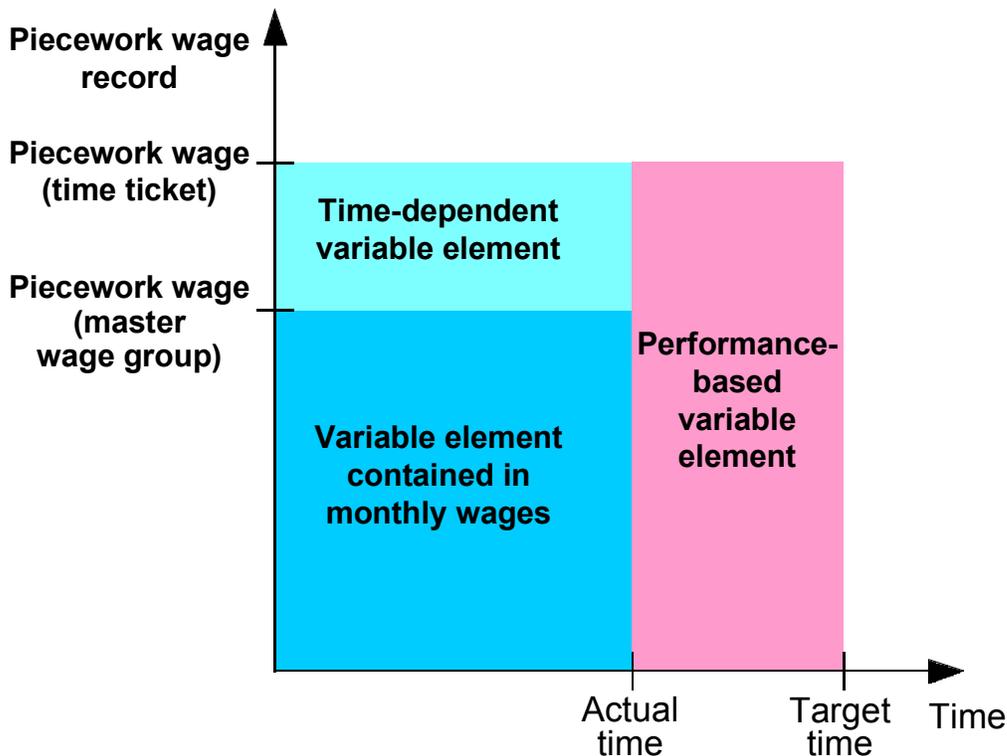
Performance-Dependent Variable Element

The performance-dependent variable element credits the employee with completing work in less than the target time. The difference between target and actual time is valued according to the pay scale group specified on the time ticket.

Theoretically, both the time-dependent and the performance-dependent variable elements can be negative and result in a wage deduction. This can be the case for the time-dependent variable element if the pay scale group specified on a time ticket is lower (that is, valued at a lower rate) than the employee's master wage group. Downgrading is limited to a maximum of one pay scale group in the standard SAP System. If the actual time is greater than the target time, the performance-dependent variable element assumes a negative value. In this case, the time ticket is usually paid at the average rate, that is, the performance-dependent variable element has a value of zero.

The following diagram shows the relationship between the various gross wage elements:

Monthly Wage Calculation for Incentive Wages



The individual areas are represented in proportion to the gross wage elements.



The piecework rate in an employee's master wage group is 22 euros/hour.

The employee completes an order in four hours, instead of the target time of five hours. The employee is also assigned to a higher wage group with a piecework rate of 24 euros/hour. The higher wage group is entered on the time ticket.

The standard calculation performed in incentive wages accounting for this time ticket is as follows:

The total amount due to the employee for this time ticket is calculated by multiplying the target time by the piecework rate on the time ticket:

$$5 \text{ hours} \times 24 \text{ euros/hour} = 120 \text{ euros}$$

The *basic monthly wage element* is determined by multiplying the actual time by the piecework rate of the master wage group:

$$4 \text{ hours} \times 22 \text{ euros/hour} = 88 \text{ euros}$$

You get the *time-dependent variable element* by multiplying the 2 euros extra in the higher wage group by the actual time:

$$4 \text{ hours} \times 2 \text{ euros/hour} = 8 \text{ euros}$$

The *performance-dependent variable element* is determined by multiplying the difference between target and actual time by the piecework rate of the time ticket:

Monthly Wage Calculation for Incentive Wages

$$(5 \text{ hours} - 4 \text{ hours}) \times 24 \text{ euros/hour} = 24 \text{ euros}$$

The result is then:

$$88 \text{ euros} + 24 \text{ euros} + 8 \text{ euros} = 120 \text{ euros}$$

The *time-dependent variable element* of 8 euros and the *performance-dependent variable element* of 24 euros are explicitly indicated as elements of the gross wage.

Calculating the Earnings Factor for Incentive Wages

Calculating the Earnings Factor for Incentive Wages

The following describes the procedure for calculating the earnings factor in incentive wages accounting, based on the one stipulated in Baden Wuerttemberg. The basic monthly wage of the current month is multiplied by the earnings factor of the last two months.

The earnings factor is calculated as follows:

$$DRS_A = \frac{\text{Total (SZ(LS) x ARS(LS)) + DZ(LS) x DRS_V}{ANWZ}$$

$$\text{Earnings Factor} = \frac{DRS_V}{ARS}$$

Whereby:

Table Caption

●	SZ(LS):	The target time of the individual time ticket
●	ARS(LS):	The piecework rate of the wage group on the time ticket
●	DZ(LS):	The actual time of the time tickets paid at the average rate
●	DRS_A:	The average basic rate of the current month
●	DRS_V:	The average basic rate of the last two months
●	ARS:	The piecework rate of the master wage group
●	ANWZ:	The total of all actual times (piecework and average)

The total is for all time tickets in the reference period, that is, two months in the standard SAP System.

Earnings Factor: Example**Earnings Factor: Example**

An employee receives a basic monthly wage of 3,200 euros. This is an hourly wage (= piecework rate) of 20 euros/hour for a monthly working time of 160 hours.

Of the 160 working hours, he works 100 hours on a piecework basis (= actual time), and the remaining 60 hours are paid at the average rate.

The employee's performance corresponds to a **target time** of 120 hours. From this target time, 20 hours are paid at a rate of 20 euros/hours and 100 hours are paid at a rate of 25 euros/hour. A higher is entered as the master wage group on the time ticket for the 100 hours. The employee is entitled to a total of 2,900 euros for the work. The piecework hourly wage (actual time = 100 hours) is thus calculated as 29 euros/hour. This value is the average rate for the current month.

To calculate the earnings factor for the current month, the average rate of the current month is divided by the piecework rate of the master wage group:

$$\text{Earnings Factor} = \frac{29 \text{ euros/hour}}{20 \text{ euros/hour}} = 145\%$$

In order to calculate the employee's gross monthly wage, the basic monthly wage is multiplied by the earnings factor:

$$\text{Gross Monthly Wages} = 3,200 \text{ euros} \times 145\% = 4,640 \text{ euros}$$

The employee's gross monthly wage is 4,640 euros.



In the above example, the gross monthly wage was calculated according to the earnings factor of the current month. The average earnings factor of the previous two months is also used in the standard procedure, however. This allows a monthly wage with deferred payment.

Incentive Wages Accounting: Hourly Wage Earners

The process for hourly wages accounting is basically the same as the process for [monthly wages accounting \[Page 300\]](#). However, There is one major difference:

The monthly wage is specified as an hourly wage from the start of the process. As a result, the monthly basic wage does not need to be converted into an hourly wage.

Incentive Wage Accounting: Tools

Incentive Wage Accounting: Tools

The following sections contain additional information regarding personnel calculation schemas, functions, and personnel calculation rules to be used in incentive wages accounting.

Incentive Wages Accounting: Personnel Calculation Schemas

The recorded time tickets are valued in the gross part of payroll; incentive wages accounting is an integral part of payroll.

There are two reference schemas for incentive wages accounting:

- **German Version: DIW0**

Schema DIW0 is used in the German version of *SAP Payroll*, and contains special features that are specific to Germany only.

In the German version, subschema DT00 is called from schema D000. From there, schema DT00 (which processes the time data) is called to value the time tickets.

The feature of schema DIW0 specific to Germany is the final monthly calculation.

For more information, see the Implementation Guide (IMG) for *SAP Incentive Wages* under *Set controls for accounting*.

- **International Version: XIW00**

Since the procedure for valuing time tickets varies so greatly from one country and organization to the next, there are no country-specific accounting schemas for Incentive Wages. Instead, you can use schema XIW0 as a reference for setting up your own incentive wage accounting system.

Schema X000 serves as a reference for the entire international *Payroll* component (gross and net part). Subschema XT00 is provided for the gross part. Schema XIW0 is then called from schema XT00, and is used to value the time tickets.

For more information, see the IMG for *SAP Incentive Wages* under *Set controls for accounting*.



The personnel calculation schemas XIW0 and DIW0 are activated in the standard SAP System. If they are not required, they can simply be deactivated to improve system performance.

Personnel Calculation Rules DIW0 and XIW0

Personnel Calculation Rules DIW0 and XIW0

The structures of personnel calculation rules DIW0 and XIW0 are identical. They consist of the following steps:

- Testing the employee's employee subgroup
- Reading special valuation bases for incentive wages
- Processing time tickets for individual incentive wages
- Processing time tickets for group incentive wages

Schema DIW0 includes the following additional feature for Germany:Final monthly calculation

The above steps are carried out in separate functions.

Before the time tickets are valuated, average values from the previous month are read by calling the ACTIO function with the XW0 personnel calculation rule as a parameter. These are used as valuation bases for working times that are valuated with an average rate (for example, working times that have been recorded on time-based time tickets).

Two special functions are provided to actually process the individual time tickets: Individual time tickets are valuated with function PW1, and group time tickets are valuated with function PW2.

After the time tickets have been valuated in the German DIW0 schema, the ACTIO function is called with the DWM personnel calculation rule as a parameter to perform a final monthly calculation.

Functions PW1 and PW2

Functions **PW1** and **PW2** are used to process time tickets in *SAP Payroll*.

Function PW1 performs the following steps:

- Reads the time ticket data for individual incentive wages, importing only those time tickets:
 - Having payroll indicators with a value of 1
 - Which are not locked
 - Whose posting date is within the recording period.
- Reads the account assignment splits for work center, cost center, and employee subgroup grouping for personnel calculation rules for each time ticket.
- Values the time tickets according to the personnel calculation rule that is entered as the parameter.

Function PW2 performs the following steps:

- Reads the time ticket data for individual incentive wages, importing only those time tickets:
 - Having payroll indicators with a value of 2
 - Which are not locked
 - Whose posting date is within the accounting period.
- Reads the group results.
- Enters the group result in the *labor utilization rate* field of the time ticket (this takes place temporarily so that calculations can be performed and is *not* written to the database).
- Calculates the target time from the actual time on the respective time ticket and the group result, and enters it in the appropriate time ticket field.
- Reads the account assignment splits for work center, cost center and employee subgroup grouping for personnel calculation rules for each time ticket.
- Values the time tickets according to the personnel calculation rule that is entered as the parameter.

Incentive Wages Accounting: Personnel Calculation Rules

Incentive Wages Accounting: Personnel Calculation Rules

The following personnel calculation rules are used in the international and in the German payroll schema to perform various individual steps:

	International	German
Test Employee Subgroup	XW3	XW3
Test Employee	XW4	XW4
Special Valuation Bases	XW0	XW0
Process Individual Time Tickets	XW1	DW1
Process Group Time Tickets	XW2	DW2
Final Monthly Calculation	—	DWM

XW3:

The employee subgroup is read in the XW3 personnel calculation rule. Employees who work on an incentive wage basis have to be assigned to employee DJ, DK, DO, or DP subgroups in the standard SAP System. If this is the case, the variable INCW is set to a value of 1. If the employee belongs to a different subgroup, then the variable retains its initial value of 0.

XW4:

The XW4 personnel calculation rule is used as a parameter by the IF function. The INCW variable is evaluated in this particular rule. If INCW has the value of 1, the subsequent processing steps are carried out; they are not if the value is other than 1.

XW0:

Average values from the previous month are made accessible in the XW0 personnel calculation rule, according to the employee subgroup. These are used as valuation bases for working times that are valued with an average rate (for example, working times that have been recorded on time-based time tickets).

XW1, XW2, DW1, DW2:

The time tickets are valued according to XW1, XW2, DW1 and DW2.

DWM

A final monthly calculation is performed in the DWM personnel calculation rule, according to the employee's pay scale area. This only makes sense if the [earnings factor \[Page 303\]](#) was calculated in the previous accounting steps.



All of the procedures described here depending on wage group, that is, the amounts calculated are differentiated by wage group for the hourly wage.

Special Operations

The following operations are required to set up incentive wages accounting to suit individual customer requirements:

- MEANV: Average calculation
- VWTCL: Value of processing class
(Processing class 46 is used here)
- RE510: Reads pay scale table
- GETAL: Sets labor utilization rate
- TABLE: Prepares access to table fields
 - You can activate the *LE* parameter to access all fields in the time ticket being processed.
 - You can activate the *GT* parameter to read data on an employee's membership in the group when processing group time tickets.
- VARGB: Sets field from table in variable argument
- FILLW: Writes to the [subsequent time ticket \[Ext.\]](#)
- ADDWT: Totals in subsequent time ticket (specification M)



For more information, see the RPDSYS00 documentation.

Wage Types

Wage Types

Wage types for basic pay, wage types on time tickets, and wage types as payroll results are relevant in *SAP Incentive Wages*.

Wage Types from Basic Pay

Different wage types are taken as the basis for calculating piecework bonuses, depending on whether the employee is an hourly or monthly wage earner.

Hourly Wage Earners:

The standard hourly wage **ME10** is referenced to value time tickets for hourly wage earners.

Monthly Wage Earners:

Wage type **MC10** is used in the standard system for monthly wage earners.

The basic monthly wage is included in the gross amount for the monthly wage calculation in the standard system, and is supplemented by the variable elements for incentive wages accounting.

For earnings factor calculation, which is also set up in the standard system, the basic monthly wage is multiplied by the earnings factor. The difference between this amount and the basic monthly wage is included in the gross amount as a piecework bonus.



The monthly wage or the standard hourly wage must be specified in the *Basic Pay* infotype (0008).

Wage Types on Time Tickets

Wage Types on Time Tickets

There are two methods of valuating a time ticket in payroll.

The target time on the time ticket can be valuated with the piecework rate for the wage group specified on the time ticket. The time tickets are paid at a *piecework rate*.

The actual time on a time ticket can be paid at an average rate (for example average value from previous month). These are time tickets paid at an *average rate*.

The wage type entered on the time ticket specifies whether the time ticket is paid at a piecework rate, or at an average rate.

Wage type **ML01** is used for piecework payment in the standard system, while payment at an average rate is indicated by wage type **ML02**.



A wage type is only entered on time tickets that specify a personnel number.

You can specify which wage types can be entered on which types of time ticket when you customize the system. See *Define permitted wage types* in the *SAP Incentive Wages* section of the IMG.

Processing class 46 is used in the wage type settings to identify the payment type (piecework or average). The processing class has two standard specifications:

- 1: Piecework paid time tickets
- 2: Average paid time tickets

This is difference between the ML01 and ML02 wage types in the standard SAP System.

Wage Types as Accounting Results

Different wage types are entered in the result table by the personnel calculation rules in *SAP Incentive Wages*, depending on the accounting procedure used.

The following wage types are used for the standard accounting procedures:

- **Hourly and Monthly Wage:**
 - Time-dependent variable elements per wage group:
ML09, ML10, ML11, ..., ML19
 - Performance-dependent variable elements per wage group:
ML29, ML30, ML31, ..., ML39
 - Earnings for times paid at an average rate:
MLDU
 - Performance-dependent variable element:
MLVL
 - Time-dependent variable element:
MLVZ
- **Earnings Factor:**
 - Piecework earnings per wage group:
ML59, ML60, ML61, ..., ML69
 - Earnings for times paid at an average rate:
MLDU
 - Earnings factor:
MLSU
 - Incentive wages bonus:
MLAZ

Partial Period Remuneration (Factoring)

Partial Period Remuneration (Factoring)

Purpose

If an employee did not work for the whole payroll period, then a partial remuneration is calculated during the payroll run. In this way only results for the current period are considered. Factoring is used in the following cases:

- To [reduce payments \[Page 318\]](#) made to an employee because he or she joins, leaves, or is absent from the company during a period
- To [calculate remuneration for an exact period \[Page 319\]](#) because of substitutions, changes in basic pay, organizational reassignments, or changes in the personal work schedule
- To calculate cost accounting wage types for an exact period. This will enable you to decide how much remuneration an employee receives for work done and for paid absences. The different amounts can be assigned to different cost centers.

Scope of Function

To determine an employee's exact remuneration, the remuneration amount is multiplied by a partial period factor. The partial period factor can be calculated using different methods:

- Payment method
- Deduction method
- Hybrid of payment and deduction methods
- PWS method
- All or nothing method

You find guidelines on which method to select in the collective agreement, the company agreement and in the documentation on the individual methods. The question of which method to use is extremely important, particularly if payroll is run for monthly periods.

The standard system contains a few examples for factoring rules that are needed to determine the partial period factor. You can either use these rules as they are, or adapt them in *Customizing for Payroll under Factoring* to meet your company requirements. Using *Create Wage Types for Cost Accounting*, you assign the wage types to different wage types for cost accounting.

The following infotypes are evaluated for factoring in payroll:

- *Actions* infotype(0000)
- *Organizational Assignment* infotype(0001)
- *Planned Working Time* infotype (0007)
- *Basic Pay* infotype(0008)
- *Recurring Payments and Deductions* infotype (0014)
- *Additional Payments* infotype (0015)
- *Absences* infotype (2001)
- *Substitutions* infotype (2003)

Application Examples for Reductions

Application Examples for Reductions

When the following situations arise within a payroll period, the payments made for an exact period are reduced:

- Reduction in basic pay
 - An employee joins the company on a day other than the first day of the period.
 - An employee leaves the company on a day other than the last day of the period.
 - An employee takes one week of unpaid leave.
- Reduction of recurring payments
 - An employee regularly receives a transportation allowance but takes leave for three weeks. The transportation allowance must only be paid for the period during which the employee travels to work.
- Reduction of additional payments
 - Your enterprise only pays a bonus on the condition that the employee will still be working for the enterprise the following month.

Application Examples for Period-Specific Remuneration Calculation

When the following situations arise within a payroll period, wage types are calculated for exact periods. This means that the remuneration elements are calculated separately for each partial period.

- Change in basic pay

An employee's payments are increased in the middle of a period. One half of the lower, period-specific remuneration amount is paid for the first partial period, and one half of the higher, period-specific remuneration amount is paid for the second partial period.
- Organizational assignment

An employee changes department and is, therefore, assigned to a different cost center. This does not mean that the employee receives more or less remuneration, but it does mean that the appropriate amounts must be debited to the cost centers in question for exact periods.

Partial Period Factor

Partial Period Factor

Definition

You can find a definition of the term [Partial Period Factor \[Ext.\]](#) in the glossary.

Structure

The SAP System uses the following formula to calculate the partial period factor:

(Planned working time or flat rate period working time – absence) ÷ divisor

All of this formula's [parameters \[Page 321\]](#) are time entries that must be based on the same calculation unit. The following calculation units exist:

- Working hours (S)
- Work days (A)
- Calendar days (K)

The parameters for the factoring formula are available in table PSP (*Personal Work Schedule*) in all three calculation units. In the personnel calculation rule, the calculation unit of the individual parameters is indicated by the above letters.



SSOLL contains the value for planned working time in hours, and ASOLL contains the value in work days.

When calculating the partial period factor you must specify the period that should be used:

- Partial period

If a WPBP split indicator exists for a basic pay wage type, you should use a partial period as the calculation basis. In this case, the period of each partial period is used as planned working time. In this case a "T" is set before the calculation formula parameters in the personnel calculation rules.
- Whole period

If there is no WPBP split indicator or if it is not relevant to the proportional calculation of remuneration, use the whole period as the calculation basis. For example, this is the case for recurring payments/deductions or additional payments. In this case, the period of the whole period is used as planned working time. A "G" is set before the calculation formula parameters in the personnel calculation rules.

Factoring Parameter

The formula, with which the partial period factor is determined, is filled as follows:

- **Planned working time**
 Planned working time is determined using table PSP (*Personal Work Schedule*). The values of the planned working time parameter can be different for employees in the same period if they have different personal work schedules.
- **Flat rate period working time**
 The flat rate period working time is determined using table WPBP (*Work Center/Basic Pay*).
- **Absence**
 In reductions, absence means the working time during which an employee was not at work and did not get paid. The absence is paid out in counting classes.
- **Partial period**
 If remuneration elements are calculated for exact periods, employee remuneration is calculated separately for specific partial periods. These partial periods are determined using table WPBP (*Work Center/Basic Pay*).
- **Divisors**
 The flat rate or individual period working time is used as a divisor in accordance with table PSP (*Personal Work Schedule*).

The parameters have the following meaning:

Value of whole period	Value of a partial period	Meaning
GSSOLL	TSSOLL	Planned working time in hours
GASOLL	TASOLL	Planned working time in work days
GKSOLL	TKSOLL	Planned working time in calendar days
GSAU**	TSAU**	Unpaid absence in hours for all counting classes
GAAU**	TAAU**	Unpaid absence in work days for all counting classes
GKAU**	TKAU**	Unpaid absence in calendar days for all counting classes
GSAP**	TSAP**	Paid absence in hours for all counting classes
GAAP**	TAAP**	Paid absence in work days for all counting classes
GKAP**	TKAP**	Paid absence in calendar days for all counting classes

Factoring Parameter

GSAX**	TSAX**	Work on public holidays in hours for all counting classes
GAAX**	TAAX**	Work on public holidays on a work day for all counting classes
GKAX**	TKAX**	Work on public holidays on a calendar day for all counting classes
GSDIVI	TSDIVI	Individual period working time in hours
GADIVI	TADIVI	Individual period working time in work days
GSDIVP	TSDIVP	Flat rate period working time in hours
GADIVP	TADIVP	Flat rate period working time in work days
GKDIVP	TKDIVP	Flat rate period working time in calendar days

Technical Sequence for Partial Period Remuneration

Purpose

For information on the use of partial period remuneration see [partial period remuneration \(factoring\) \[Page 316\]](#).

Prerequisites

The following conditions must be met before factoring schema xAL0 can run correctly:

- In Customizing for *Payroll* under *Factoring*→*Create Reduction Factors* you have determined the way in which the system should calculate the employees remuneration in different situations.
- Processing classes 10 (*Mark wage types for factoring*) and 31 (*Split monthly lump sums for cost accounting*) must be maintained for the primary wage types that require factoring.

Process Flow



The X sign appears in the following text in a number of schemas, functions, and personnel calculation rules. This abbreviation represents the country indicator and the international versions of the schemas, functions, and personnel calculation rules. You should only use this if schemas, functions, and personnel calculation rules have not been set up specifically for your country or if you do not want to use the country-specific functions that are available.

In personnel calculation schema X000 (*Determine gross wage and transfer*) subschema xAL9 (factoring and storage) is called up. The country-specific factoring schemas included in the standard system take account of common, country-specific requirements. If a country-specific schema does not exist for your country, make a copy of international subschema XAL9 or a suitable country-specific schema, and adapt the copy to your particular requirements.

1. Using function GEN/8 the system generates the secondary wage types /801 to /8<nn> for every partial period and enters them in the Input Table (IT).

These wage types contain the partial period factor. The value is set at 1 in each wage type and is then multiplied by the constant GENAU 100,000.00 to increase the accuracy of the calculations. The result is written to the *Rate* (RTE) field. The partial period factor can be changed in further procedures.

The employee subgroup grouping for personnel calculation rules and the WPBP split indicator are entered in each generated secondary wage type /8<nn>.



The standard system generates 16 secondary wage types for the partial period factors. You can use the secondary wage types /801 to /809 for your own partial period factors. The secondary wage types /810 to /816 are used in the R/3 System to calculate monthly lump sums.

- 2.

Technical Sequence for Partial Period Remuneration

If no split indicator is available the value of the partial period remains 1. The corresponding wage type is paid out with the whole amount. If the checked wage type contains a split indicator the factoring process continues.

3. Using the personnel calculation rule xPPF the system determines the partial period factor for each partial period.

If the employee worked in the payroll period, the system determines whether he was also absent and using this information calculates the partial period factor. The RTE field (rate) is updated in the input table (IT) for each secondary wage type /8<nn>.

4. Using the personnel calculation rule xCMO the System determines the flat-rate period for cost accounting.

The processing class 31 (Cost distribution) for all wage types in the Input Table (IT) is valuated and the amount of the following cost accounting wage types is calculated:

- /840 (Difference between Working Hours for the Current Month and the Average Value)
- /844 (Paid public holidays)
- /845 (Total paid non-work)
- /846 (Total unpaid absences)

5. Using the personnel calculation rule xVAL the System determines the salary components of the wage types in the Input Table (IT) by multiplying the amount of the primary wage type with the rate of the wage type /80<n>, which corresponds to the specification of processing class 10 (*Mark wage types for factoring*).

The new calculated value is then entered in the AMT field (*Amount*) of the corresponding primary wage type.

6. The system determines the hourly rates for cost accounting.
7. The reduced values are written in the Input Table (IT).

PWS Method

Definition

The method used to calculate partial period factors.

Use

If the PWS method is used to calculate the partial period factor, the individual, actual planned working time according to the employee's personal work schedule (PWS) is used as the divisor.

The PWS method is **suitable for use** in the following situations:

- for reductions if planned working time is specified exactly and you enter all deviations from planned working time in the following infotypes:
 - *Absences* infotype (2001)
 - *Substitutions* infotype (2003)
 - *Planned Working Time* infotype (0007)
- Rules for calculating partial payments for exact periods

The PWS method is not suitable if the payroll is run for monthly periods. The employee then has a lower reduction amount in periods with less planned working time (short months) than in periods with more planned working time (long months).

Structure

The partial period factor is calculated as follows:

Factor = (planned working time - absence) / individual period working time

Payment Method

Payment Method

Definition

The method used to calculate partial period factors.

Use

If the payment method is employed, the employee is remunerated for the period actually worked or for paid absences. The constant for the flat-rate period working time is used as the divisor.

If the payroll is run for monthly periods, the general divisor determines that each [calculation unit \[Page 320\]](#) (hour or day) has the same value, irrespective of whether the period is a short or long month.

The payment method is **suitable for use** in the following situations:

- The employee has many unpaid absences.
- The actual length of the period is not different from the general length of the period (for example, weekly payment).

The payment method is **not suitable to use** in the following situations:

- Payroll is run for an employee on a monthly basis (monthly or half-monthly) and the employee has only few unpaid absences.
- In long months (for example, July) remuneration could be calculated and the amount could exceed the basic remuneration amount for the period, despite the absences.
- In short months (e.g. February) an employees remuneration is reduced too much even if there are few absences.
- Partial payments must be calculated for exact periods.

The employee would receive an amount that is different from the remuneration amount for the period because the number of hours or days does not correspond to the average.

Structure

The partial period factor is calculated as follows:

Factor = (planned working time - absence) / general period working time



You can use the average values typical for your particular country, industry, or company as general period working time.

Deduction Method

Definition

The method used to calculate partial period factors.

Use

If the deduction method is employed, a prorata amount is deducted from employee remuneration for the period of his or her unpaid absence. The constant for the flat-rate period work time is used as the divisor.

If the payroll is run for monthly periods, the general divisor determines that each [calculation unit](#) [Page 320] has the same value, irrespective of whether the period is a short or long month.

The deduction method is **suitable to use** in the following situations:

- The employee has few unpaid absences.
- The actual length of the period is not different from the general length of the period (for example, weekly payment).

The deduction method is **not suitable to use** in the following situations:

- Payroll is run for an employee on a monthly basis (monthly or half-monthly) and the employee has only a few unpaid absences.
- In long months (e.g. July) a large number of absences could result in negative remuneration, i.e. money would be claimed from the employee.
- In short months (e.g. February) the employee also receives remuneration if he was absent for the whole month.
- Partial payments must be calculated for exact periods.

The employee would receive an amount that is different from the remuneration amount for the period because the number of hours or days does not correspond to the average.

Structure

The partial period factor is calculated as follows:

Factor = (general period work time - absence) / general period work time



You can use the average values typical for your particular country, industry, or company as general period working time.

Hybrid of Payment and Deduction Methods

Hybrid of Payment and Deduction Methods

Definition

The method used to calculate partial period factors.

Use

Since the deduction method is used for a lot of absences and the payment method is used for few absences it is recommended that each individual should decide which method should be used. For few absences the payment method should be used because then the remuneration is high. For a lot of absences the deduction method should be used because then the employee would earn less accordingly.



Mary Brown receives a basic monthly pay of 5,456.00 and has a general period working time of 22 workdays. In a month that contains 23 workdays, she has an unpaid absence of 10 workdays.

Reduction using different methods

Days of absence	Factoring method	Partial period factor	Standard salary
10	Deduction	$(22-10)/22 = 12/22$	2 976,00
10	Payment	$(23-10)/22 = 13/22$	3 224,00
11	Deduction	$(22-11)/22 = 11/22$	2 728,00
11	Payment	$(23-11)/22 = 12/22$	2 976,00

The calculation shows: If Mary Brown were to be absent and unpaid for 11 days she would earn just as much if the calculation was made using the payment method as she would if the absence were calculated for 10 days using the deduction method.

All or Nothing Method

Definition

The method used to calculate partial period factors.

Use

If the all or nothing method is employed, the employee receives either the entire wage type amount or nothing at all. A criterion for entitlement to the entire amount could, for example, be a minimum period that the employee must have worked. If the condition is met, the factor is 1. If the condition is not met, the factor is 0.

The all or nothing method is suitable to use in the following situations:

- Cost transfer of travel allowance
- If the employer pays a savings plan allowance

Reduction of Payments: Example

Reduction of Payments: Example

Gertrude Jones has unpaid leave from February 3 to March 29. This means that she works just 2 days in both February (20 workdays) and March (23 workdays). Her monthly basic remuneration is 3252,00. Her weekly working time is based on 37 hours.

Parameter values in hours

Parameter	February	March
Planned working time (SSOLL)	148	172
Absence (SAU)	132	156
Individual period working time (SDIVI)	148	172
General period working time (SDIVP)	167,7	167,7

Reduction using different methods

Method	Calculation formula	Remuneration for February	Remuneration for March
PWS	$a = (SSOLL - SAU^{**}) / SDIVI$	0,108	0,093
	Reduced remuneration: $b \times a$	351,22	302,44
Payment	$a = (SSOLL - SAU^{**}) / SDIVP$	0,095	0,095
	Reduced remuneration: $b \times a$	308,94	308,94
Deduction	$a = (SDIVP - SAU^{**}) / SDIVP$	0,213	0,070
	Reduced remuneration: $b \times a$	692,68	227,64

[Legend \[Page 321\]](#)

a = Partial period factor b = basic remuneration

If the **payment method** is employed, Gertrude Jones receives the same amount of remuneration for both months. If the **deduction method** is employed, she is significantly overpaid in February and significantly underpaid in March. If the **PWS method** is used, she would still receive a higher salary in February than in March, however the difference would be significantly lower than when using the deduction method.

Calculating Period-Specific Remuneration: Example

Calculating Period-Specific Remuneration: Example

Mary Brown receives a basic monthly pay of 5,456.00 and has a general period working time of 22 workdays. She changes cost center on the 16th of a month containing 23 workdays.

Calculating using different methods

Partial period in workdays	Factoring method	Partial Period Factor	Remuneration
1.-15. = 11	Payment	$(23-11)/22 = 12/22$	2 976,00
	Deduction	$(22-11)/22 = 11/22$	2 728,00
	PWS	$(23-11)/23 = 12/23$	2 846,60
16.-30. = 12	Payment	$(23-12)/22 = 11/22$	2 728,00
	Deduction	$(22-12)/22 = 10/22$	2 480,00
	PWS	$(23-12)/23 = 11/23$	2 609,40
		Total using payment method	5 704,00
		Total using deduction method	5 208,00
		Total using PWS method	5 456,00

Since Mary Brown only changed cost center and was not absent, her basic payments should be calculated using the PWS method. With this calculation method she receives the basic payments that she is entitled to for this month.

Net Part of Payroll (PY-US-NT)

Net Part of Payroll (PY-US-NT)

Purpose

The Net Payroll Component of the SAP Payroll system processes garnishments, deductions, taxes, and benefits for employees during a payroll run. Net Payroll processing is based on wage types entered in SAP HR Master Data as well as wage types that are calculated in the Gross Payroll component. Net Payroll generates a results cluster containing wage types and amounts for all employees in a payroll run. This cluster serves as the basis for all output from the SAP Payroll system, such as third-party remittances and statutory reporting.

Implementation Considerations

You should consult with members of the Personnel Administration, Financial Accounting, and Benefits implementation teams prior to and during implementation of the Net Payroll component. Taxes are calculated within the Net Payroll component using an interface to a third-part tax calculation product: TaxFactory from BSI. To implement this interface, you need to install a BSI server, database and GUI outside of the SAP system, and link it to SAP Payroll via RFC. To implement Net Payroll, therefore, you need to consult with project team members with knowledge of network administration, database administration, SAP Basis and relevant operating systems.

Integration

The Net Payroll component is fully integrated with HR Personnel Administration (Master Data), Benefits, Financial Accounting and Controlling and other components of the SAP system.

Tax (PY-US-NT-TX)

Purpose

This component calculates the amount of tax that needs to be deducted from employees' pay each pay period according to the relevant federal, state and local tax authority's regulations. It also generates the information used to create tax reports required by various taxing authorities.

Implementation Considerations

The Tax component is an integral part of the US Net Payroll component and requires an additional software license for BSI TaxFactory. This is a third-party product from Business Software, Inc (BSI) that serves as the tax calculation engine for SAP's US Payroll solution. TaxFactory is a requirement for running SAP Payroll in the United States.

Integration

This component relies on data from the HR Master Data component as well as the from HR Net Payroll component to calculate taxes. Information generated in the Tax component is used by the Tax Reporter component to generate various tax reports.

Features

The Tax component supports all payroll tax authorities at the federal, state, county, city and school district level.

It also supports different payment types for tax calculation (regular, supplemental, cumulative and vacation) and multiple payment methods for each payment type, such as regular, cumulative, etc.

The Tax Calculation Process

Purpose

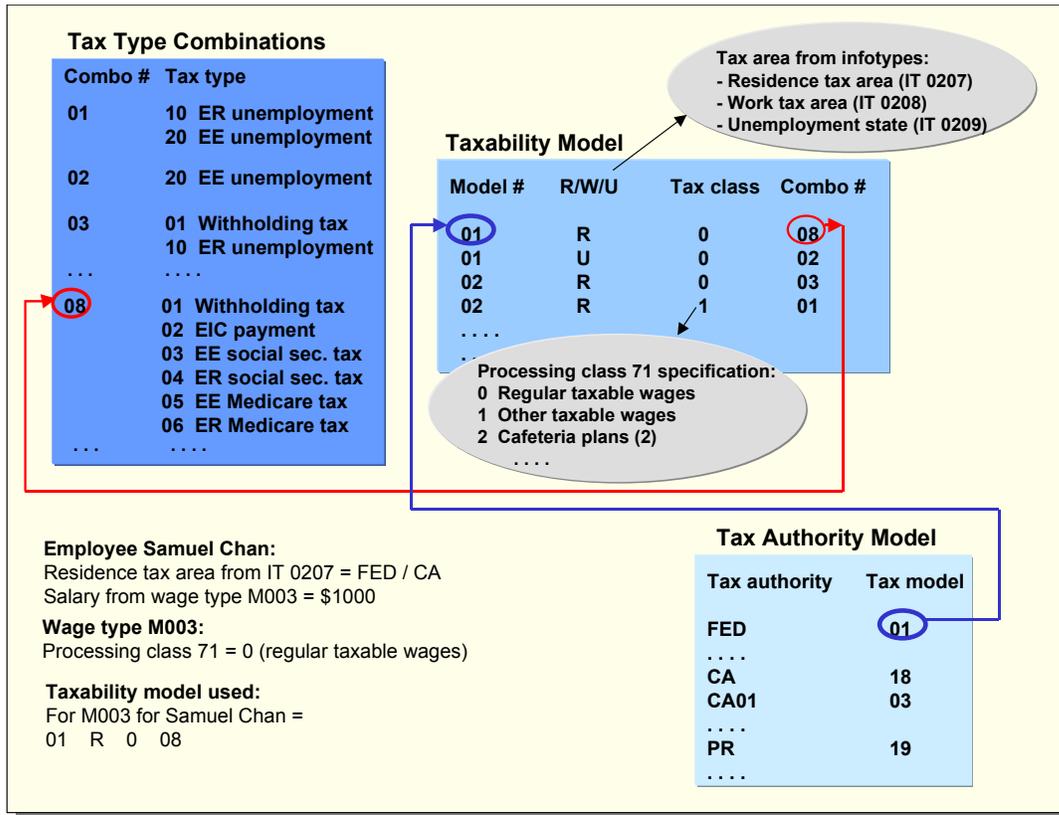
Before the SAP Payroll component sends any data to the BSI TaxFactory for tax calculation, the payroll driver goes through a number of steps to determine exactly which taxes will be applied for each payment or deduction wage type. These steps depend largely on how you configure wage types, tax types, tax authorities, and taxability models in the *Tax* section of the *Payroll: USA IMG*. This topic illustrates the process by which the payroll driver determines which tax calculations will be performed by the BSI tax calculation engine.

Prerequisites

- All relevant configuration steps in the *Tax* section of the *Payroll: USA IMG* have been carried out.
- All relevant tax area employee master data has been maintained, such as Infotypes 008, 0207, 0208 and 0209.

Process Flow

The following graphic illustrates the SAP tax calculation process.



The tax calculation process follows these steps:

The Tax Calculation Process

1. The payroll driver determines which tax authorities apply to the employee, such as residence area FED, by looking at the employee's master data.
2. The payroll driver reads a wage type and its tax class (processing class 71 specification). For example, M003 Salary of \$1000.00 with processing class 71 specification 0 (Regular wages).
3. Based on the applicable tax area and tax authority, the payroll driver selects a taxability model for this combination of tax class, tax area and tax authority. In this case, the taxability model would look like this:

Tax Authority	Tax Model	R/W/U	Tax Class	Tax Type Combo
FED	01	R	0	08

4. Based on the tax type combination included in the taxability model, the payroll driver determines which tax types must be applied to the wage type amount. The payroll driver sends BSI the wage type amount and the relevant tax types. In this case, the following data would be sent to BSI for tax calculation:

Amount	Tax Type
\$1000	01 Withholding tax
\$1000	02 EIC payment
\$1000	03 EE Social Security
\$1000	04 ER Social Security
\$1000	05 EE Medicare
\$1000	06 ER Medicare

5. The BSI tax engine calculates the tax on the wage type amount. The tax types passed to BSI determine which calculation formulas it uses.
6. BSI returns the results of the tax calculations to the SAP Payroll system, including the tax amounts calculated for each wage type amount and tax type. This information appears in the payroll log.

Result

The tax wage types determined in this process are stored in the payroll results cluster for the employee. These tax wage types can also be copied to the tax interface tables where they form the basis for various tax reports generated by the SAP Tax Reporter component.

Tax Allowance Processing

Purpose

Most jurisdictions allow reductions to taxable income based on different factors, and these factors vary from jurisdiction to jurisdiction. The different factors have been incorporated into the system to determine how data can be entered into various tax-related infotypes, as well as how employee allowances and tax exemptions are handled by the payroll driver.

Process Flow

Tax allowance thresholds

The reporting thresholds for withholding allowances are stored by jurisdiction. If an end user creates an Infotype 0210 *W-4 Withholding Information* record with exemptions greater than the jurisdictional threshold (e.g. 10 for federal), the system will accept the entries and issue a warning that the employee's W-4 certificate should be filed to the relevant agency.

The *Withholding Allowance Report* (RPUTAXU8) is also available to report those employees who claim exemptions greater than the jurisdictional threshold or greater than their existing mandated values.

This report checks Infotype 0210 *W-4 Withholding Information* records and displays all employees whose allowances exceed the allowed limits and whose filing status is not the same as their Infotype 0161 *IRS Mandates* record. You can access this report from the main US Payroll menu: *Info system* → *Tax* → *Withholding Allowance Report*.

Federal and state rules governing exemptions

Exemption expiration dates are stored by jurisdiction. If an employee claims a withholding exemption, the system will automatically delimit the Infotype 0210 record with the corresponding effective date. If a new exemption certificate is not supplied by the employee, the system will automatically withhold tax for check dates after the jurisdictional-mandated date.

The *Exemption Expiration Report* (RPUTAXU7) is also available. It displays all employees whose exemptions are due to expire within a selected date range. You can access this report from the main US Payroll menu: *Info system* → *Tax* → *Exemption Expiration Report*.

Defaults and edits

The system contains edits at the jurisdictional level to ensure an end user does not set up allowance data which is not allowed. For example, the states of AZ, MS, PA, and PR do not allow additional withholding. This means, if a user attempts to enter an additional withholding amount on Infotype 0210, the system will return an error message.

If an Infotype 0210 record is not set up for a state and that state does not allow employees to use withholding information from the federal W-4, the system will now default correctly to the individual state rule.

Tip Income Taxation

Tip Income Taxation

Purpose

This process allows the system to handle tip income separately from regular income when calculating taxes.

Process Flow

1. Calculate taxes for regular income and tip income separately.

Different wage types are used for storing the results. In case of retrocalculation, the calculation for tip incomes (and other non-cash incomes) always uses the 'Tax when earned' principle.

2. Prioritize regular income taxes and tip income taxes using the tax priority module.

If there is any amount not taken for tip income taxes, it is stored in table RT with a wage type assigned via T51P1 for the tip income tax. This wage type is the 'Not taken' wage type.

3. In subsequent payroll runs, some 'Not taken' taxes are recovered by self-adjustment during the tax calculation.

This recovery process must be performed separately between regular income taxes and tip income taxes.

Employee Tax Information

Definition

Employee tax information is used by the US payroll driver to calculate the tax an employee is liable to pay and the amount the employer must contribute to federal, state and local tax, as well as unemployment insurance.

Structure

Employee tax information consists of many separate pieces of information. To ensure that an employee's withholdings are processed correctly, the following master data infotypes must be maintained:

- [Address \(Infotype 0006\) \[Ext.\]](#)
The employee's permanent address is also used as their tax residence. If these are not the same address, a different record can be created for the home address.
- [Residence Tax Area \(Infotype 0207\) \[Page 340\]](#)
The Residence Tax Area establishes the tax authorities that may levy tax on an employee.
- [Work Tax Area \(Infotype 0208\) \[Page 342\]](#)
The Work Tax Area is used to calculate the amount of taxes paid to each authority for an employee who works across several tax areas.
- [Unemployment State \(Infotype 0209\) \[Page 347\]](#)
An employee is assigned to an unemployment state so that Unemployment Insurance can be paid for that employee.
- [Withholding Information \(Infotype 0210\) \[Page 349\]](#)
Details from an employee's Federal Employee Withholding Allowance Certificate, State Employee Withholding Allowance Certificate and the equivalent certificate for local tax authorities are held in the system. They are used to calculate deductions from an employee's pay.
- [Withholding Overrides \(Infotype 0234\) \[Page 353\]](#)
In addition to holding information from employees' Withholding Allowance Certificates, you may wish to store data for a tax authority that the payroll should use to calculate withholdings from special payments.
- [Other Taxes \(Infotype 0235\) \[Page 355\]](#)
In certain exceptional circumstances it may be necessary to record alternatives to the standard calculation of taxes for an employee.
- [IRS Mandates \(Infotype 0161\) \[Page 357\]](#)
If an employee has limits or exemption amounts set by the Internal Revenue Service (IRS) or equivalent state and local authorities, these will be taken into account by the system.

Residence Tax Area (Infotype 0207)

Residence Tax Area (Infotype 0207)

Definition

The residence tax area is the group of authorities to which an individual employee pays tax.

Use

As long as a particular combination of local, state and federal tax authorities has been maintained in the relevant section of the Implementation Guide, all the tax authorities to which the employee must pay tax, based on their residence, will be *displayed* by the system in this infotype.

For further information, please see the *Tax areas* section of the US Payroll Implementation Guide.



Suppose that an employee lives in San Francisco, California. You enter the code CA01 for that tax area. The system will then display the San Francisco, state of California, and Federal tax authorities to which the employee must pay tax.

Creating Residence Tax Area Data (Infotype 0207)

Prerequisites

The particular combination of local, state and federal tax authorities has been maintained in the *Tax areas* section of the US Payroll Implementation Guide.

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
2. Enter the employee's personnel number.
3. Select the [Residence Tax Area infotype \(Infotype 0207\) \[Page 340\]](#) by entering the name or number in the *Infotype* field.
4. Choose .
5. Enter the employee's residence tax area.
All the relevant local, state and federal authorities will be displayed under *Tax authorities*.
6. Save your entries.

Result

A Residence Tax Area record is created for the employee, which enables the payroll to calculate local, state and federal taxes correctly.

Work Tax Area (Infotype 0208)**Work Tax Area (Infotype 0208)****Definition**

An employee who works in more than one locality during a tax year, may be subject to taxes in those localities. The Work Tax Area infotype records the amount of time an employee spends in each locality other than their Residence Tax Area (Infotype 0207) throughout the tax period.

Creating an Employee's Work Tax Area (Infotype 0208)

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
2. Enter the employee's personnel number.
3. Specify *Work Tax Area* infotype (Infotype 0208) in the *Infotype* field.
4. Choose .
5. Enter the employee's work tax area in the *Tax area* field.
6. In the *Allocation percent* field, enter the percent of total work for the validity period of the record that the employee will perform in this tax area.
The relevant tax authority and level are displayed.
7. Save your entries.
8. Repeat steps 3 through 7 for each of the tax areas in which the employee will be subject to tax during the period.

Result

The employee's work tax area details are recorded.

Creating Work Tax Area Percentages for an Employee

Creating Work Tax Area Percentages for an Employee

Suppose that an employee, John Smith, will work 100 days in San Francisco, 100 days in Oregon, and 50 days in Washington state in the coming year. His residence tax area is San Francisco. You should create Work Tax Area infotype records for the amount of time John Smith will work in each of the areas other than his residence tax area.

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
2. Enter the employee's personnel number.
3. Specify *Work Tax Area* (Infotype 0208) in the *Infotype* field.
4. Choose .
5. Enter *OR* for Oregon in the *Tax area* field.
6. Enter *40* in the *Allocation percent* field.
The Tax authority *Oregon* and Tax level *B State* are displayed.
7. Save your entries.
8. Repeat steps 3 through 7 using 20% for Washington state.

Result

John Smith's work tax area details are recorded.

Recording Overrides to an Employee's Work Tax Area

Use

If an employee works in multiple tax jurisdictions within a pay period, you can assign appropriate work tax areas to increments of time the employee spends working in each jurisdiction. You record this information in the *Different Payment* section of Time Evaluation Infotypes: *Attendances* (2002), *Substitutions* (2003), *Overtime* (2005), *Remuneration Information* (2010).

Prerequisites

You have maintained processing class 67 for supplemental payment wage types, and 70 for salaried wage types in the *Maintain tax-related processing classes* step under the *Tax* chapter of the Payroll USA Implementation Guide (IMG). No configuration is necessary for wage types related to hourly wages.

Procedure

1. From the main SAP menu, choose *Human resources* → *Personnel management* → *Administration* → *Maintain master data*.
2. Choose the *Time recording* tab strip.
3. On the screen that appears, enter:
 - the employee's personnel number
 - the relevant time periodand choose the appropriate infotype (for example, *Attendances*).
 4. On the dialog-box that appears, choose the appropriate subtype.
 5. On the screen that appears, enter the relevant time data for the employee.
 6. From the same screen, choose *Goto* → *Different payment* and enter the appropriate work tax area for the time period specified in the *Tax area* field.
 7. Save your entries.

Result

You have assigned a work tax area to a given period of an employee's work time and when you run payroll for this period taxes will be allocated to the appropriate authorities.

See also:

[Example: Recording Overrides to an Employee's Work Tax Area \[Page 346\]](#)

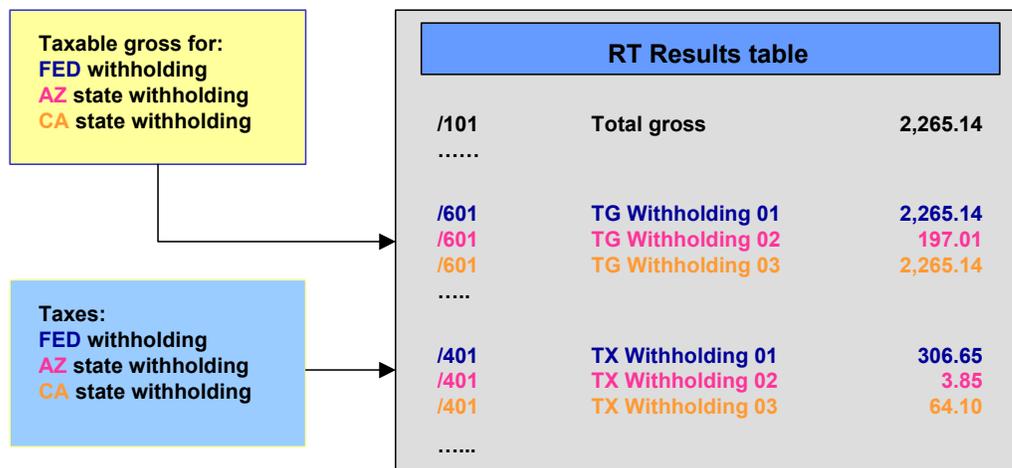
Recording Overrides to an Employee's Work Tax Area: Example

Recording Overrides to an Employee's Work Tax Area: Example

Scenario

John Smith, a salesperson for Acme Tools, in Pasadena, California and earns a semi-monthly salary of \$2,265.14. During payroll period three of 1999 John spends two days visiting clients in Tucson, Arizona. To ensure that the appropriate taxes are withheld when payroll is run, the payroll administrator records a work tax area override on the *Attendances* infotype (using the Business trip subtype) for the two days worked in Arizona.

When the administrator runs payroll for period three the taxable gross of \$197.01 and \$3.85 appears in the payroll results for the two days Mr. Smith worked in Arizona. Although taxes are prorated for the days worked in Arizona, the gross taxable and tax for California are not reduced, since he resides in California.



Unemployment State (Infotype 0209)

Definition

Unemployment state information is used for the payment of Unemployment Insurance for each employee. You should create Unemployment State records in accordance with company policies and the applicable state laws.

This information is also used to provide statistical information to unemployment authorities requiring multiple work site reports.



It is very important to follow company and state policy when determining an employee's unemployment state.

Creating an Employee's Unemployment State Record (Infotype 0209)

Creating an Employee's Unemployment State Record (Infotype 0209)

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
2. Enter the employee's personnel number.
3. Specify *Unemployment State* (Infotype 0209) in the *Infotype* field.
4. Choose .
5. Enter the employee's unemployment state in the *Tax authority* field.
6. If necessary enter the employee's work site.



For those employees whose unemployment state requires statistical reporting by work site, you should also enter this data.

7. Save your entries.

Result

The employee's unemployment state details are recorded.

W-4 Withholding Information (Infotype 0210)

Use

This infotype is used to store the details from an employee's Federal Employee Withholding Allowance Certificates (Form W-4) and from the employee's equivalent state and local Withholding Allowance Certificates, if applicable. The information stored on Infotype 0210 is used together with the information in Infotype 0234 *Withholding Overrides* and Infotype 0161 *IRS Mandates* to calculate withholding tax for an employee.

Structure

The fields and structure of Infotype 0210 will vary depending on whether you are creating an *Infotype 0210* record with the Federal subtype or with a subtype for a state or local authority.

Exemptions

An employee's W-4 or state/local equivalent may contain a number of allowances as well as amounts. These should be entered in the relevant sections.

If the IRS or other authority has set a limit on the number of allowances an employee may claim, the *IRS mandates* indicator will be active.

The *Tax exempt indicator* should be defined for employees who are exempt from withholding tax for a particular authority.

Withholding adjustments

An employee may also specify an additional amount to be withheld from their pay to go towards paying their federal, state and local taxes.

You can assign an alternative formula to be used to calculate the withholding.

W-5 filing status

The *EIC status* field is only available on the Federal subtype of Infotype 0210. If an employee turns in a Form W-5 (Earned Income Credit Advance Payment Certificate), you should enter the information from the form here.

Withholding Overrides

If an employee has withholding overrides defined on Infotype 0234 *Withholding Overrides*, this information is displayed here.

Creating Federal Withholding Information

Creating Federal Withholding Information

Use

The IRS allows employees to claim allowances and exemptions from their income tax. This information is entered here on Infotype 0210 and used to calculate the employee's income tax liability.

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
2. Enter the employee's personnel number.
3. Specify *W-4 Withholding Information* (Infotype 0210) in the Infotype field, enter **FED** in the *Subtype* field, and choose .
4. Enter the employee's filing status and the relevant exemption information and amounts.



If a limit on the number of allowances an employee may claim has been set by the IRS or other authority and entered in Infotype 0161 IRS Mandates, the *IRS mandates* indicator will be active.

5. If you define the employee as exempt with the *Tax exempt indicator*, then you need to define the validity dates for the exemption in the *Start* and *To* fields.
6. If the employee has requested that an additional amount be withheld from his or her pay, enter the amount in the *Add. withholding* field and define the calculation method to be used for the withholding amount.
7. Enter the employee's *Earned Income Credit* status, if necessary.
8. Save your entries.

Result

The employee's Federal Withholding Allowance Certificate details are recorded.

Creating State or Local Withholding Information (Infotype 0210)

Creating State or Local Withholding Information (Infotype 0210)

Use

Some states and local tax authorities allow employees to claim allowances and exemptions from their income tax. This information is entered here on Infotype 0210 and used to calculate the employee's income tax liability.

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
2. Enter the employee's personnel number.
3. Specify *W-4 Withholding Information* (Infotype 0210) in the *Infotype* field
4. Enter the state or local authority in the *Subtype* field, and choose .

The *Create W-4 Withholding Info.* screen appears.



Different fields will be active on the infotype depending on which authority you entered in the *Subtype* field.

5. Enter the employee's filing status and the relevant exemption information and amounts.



If a limit on the number of allowances an employee may claim has been set by the IRS or other authority and entered in Infotype 0161 IRS Mandates, the *IRS mandates* indicator will be active.

6. If you define the employee as exempt with the *Tax exempt indicator*, then you need to define the validity dates for the exemption in the *Start* and *To* fields.
7. If the employee has requested an additional amount to be withheld from their pay, enter the amount in the *Add. withholding* field and define the calculation method to be used for the withholding amount.
8. Save your entries.

Result

The employee's State or Local Withholding Allowance Certificate details are recorded.

Withholding Overrides (Infotype 0234)

Definition

The information entered for an employee here is used in conjunction with the employee's *W-4 Withholding Information* (Infotype 0210) to calculate withholding taxes for the employee.

Use

Payroll uses the information on Infotype 0234 to calculate withholdings from special payments. The type of supplemental method to be used to calculate the tax is also likely to differ with each payment. For this reason it may be advisable to create a new record for each payment.

Alternatively, you may have employees to whom standard tax calculation does not apply. In this case you should specify the *Employee override group* to which they belong in the *Federal* subtype of this record. The override will apply to all tax authorities.

Additional information

The withholding method used by payroll, either supplemental as defined here, or standard, is determined when the payment to an employee is entered into the system. Please see the *Wage* type section for further information.

Creating Withholding Overrides (Infotype 0234)

Creating Withholding Overrides (Infotype 0234)

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
2. Enter the employee's personnel number.
3. Specify *Withholding Overrides* (Infotype 0234) in the *Infotype* field.
4. Enter the relevant tax authority in the *Subtype* field and choose .
5. Enter the supplemental method, if required.
6. For state or local tax authorities, specify the type of certificate provided by the employee, if required.
7. Save your entries.

Result

The withholding override information is recorded for the employee.

Other Taxes (Infotype 0235)

Definition

In certain exceptional circumstances it may be necessary to record alternatives to the standard calculation of taxes for an employee.

The *Other taxes (Infotype 0235)* record may be used for any tax authority.

Tax types

All tax types *except* withholding tax are displayed and may be adjusted for the particular authority. You may either alter the calculation of the tax by changing the formula used, or exempt an employee entirely from a tax.

Any change you make here will override the standard calculation of the tax.

Creating Other Taxes (Infotype 0235)

Creating Other Taxes (Infotype 0235)

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
2. Enter the employee's personnel number.
3. Specify *Other taxes* (Infotype 0235) in the *Infotype* field.
4. Enter the relevant tax authority in the *Subtype* field and choose .
The *Create Other Taxes* screen appears, listing all the tax types for the particular tax authority.
5. Either assign an alternative formula to the tax type you wish to change, or indicate an employee's exemption from the tax by activating the *Exe.* field.
6. Save your entries.

Result

You have changed the way in which local, state or federal taxes are calculated for certain employees.



You will only need to change the way taxes are calculated for an employee, or exempt an employee from a tax in very exceptional circumstances.

IRS Mandates (Infotype 0161)

Definition

An employee may have limits on exemption amounts set by the Internal Revenue Service (IRS) or another tax authority. The *IRS Mandates* infotype ensures that the system will not allow an employee to claim more allowances or withholdings than the IRS or the relevant tax authority has deemed appropriate for that individual. You should maintain the *IRS Mandates* infotype with any data provided by the relevant authority.

Use

If an employee has IRS mandates stored in Infotype 0161, the system will compare the allowances stored in the employee's Infotype 0161 *IRS Mandates* record with the employee's Infotype 0210 *W-4 Withholding Information* record and use whichever amount is lower.

Example

Employee Pat Smith has an IRS Mandates record with eight allowances. Pat claims 10 allowances on her Form W-4 (and therefore has a *W-4 Withholding Information* record with 10 allowances). When payroll is run, the payroll driver will use the mandated allowances of eight from Infotype 0161 *IRS Mandates* to calculate her withholdings.

Employee Jan Jones has an IRS Mandates record with six allowances. Pat claims four allowances on his Form W-4 (and therefore has a *W-4 Withholding Information* record with four allowances). In this case when payroll is run, the payroll driver will use the claimed allowances of four from Infotype 0210 *W-4 Withholding Information* to calculate his withholdings.

Creating IRS Mandates for an Employee (Infotype 0161)

Creating IRS Mandates for an Employee (Infotype 0161)

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
2. Enter the employee's personnel number.
3. Specify *IRS Mandates* (Infotype 0161) in the *Infotype* field.
4. Enter the tax authority in the *Subtype* field and choose .
5. Enter the employee's filing status and maximum number of exemptions allowed as indicated on the document sent by the relevant authority.
6. Save your entries.

Result

Details of the limits set by the IRS or other authority are recorded in the system.

Retrocalculation

Use

When there is a change of earnings for the past, payroll results need to be recalculated to correct tax and earnings amounts.

Integration

Payroll results, and therefore payroll retrocalculations, form the basis for evaluations and posting to accounting, tax deposits, as well as forms produced in the Tax Reporter component.

Prerequisites

The system performs a retrocalculation of payroll results when you make a retroactive master data change that affects an employee's past earnings.

Features

Wage offset calculation

In almost all cases, the SAP payroll driver uses the wage offset method to calculate taxes for retroactive changes. This means that any under or overpayments are forwarded to the current period and taxed with the current tax authority and tax rate.

"Tax-when-earned" calculation

In certain cases, the system uses the tax-when-earned method. This means the payroll driver goes back to the pay period where the master data change occurred and repeats the tax calculation. It changes the taxable earnings, runs the tax calculation on the updated earnings using the previous tax authority and that tax authority's current tax rate, and changes the taxes paid in that period.



If a retroactive change crosses the year, the payroll driver does not go back and recalculate taxes for the prior year. This is controlled by function UOTX0 within schema U000.

Cases when the tax-when-earned calculation is used:

- any retroactive non-authorized manual check
- a prior-period change of tax authority
- a prior period change of taxability model
- a retrocalculation made to a gross-up (not recommended)

As delivered, the payroll driver does not allow retroactive taxes to be higher than the taxes withheld in the original period, i.e. a 'cap' is placed on retroactive taxes. This cap could lead to errors when performing a retrocalculation where a state change is involved.

Retrocalculation



You can control whether a cap is placed on retroactive taxes in function UTPRI within schema U000.

Cross-quarter retrocalculation

When you make a cross-quarter retrocalculation, the system identifies and records key data for the run in the Cross-Quarter Retrocalculation table. This data is critical for both Tax Reporter and the Payroll Reconciliation Report. Payroll creates entries in this table whenever it detects a cross-quarter retrocalculation of payroll results that were already included in a productive Tax Reporter form generation run, as indicated in the Tax Reporter Control Record. Entries are made in the Cross-Quarter Retrocalculation table for any retro change that adjusts taxable or tax wage type amounts in the original period.

Other retroactive adjustments not impacting tax reporting are not flagged in this table. Tax Reporter uses the entries in this table to pre-select employees for correction forms, allowing more efficient runtimes during tax form generation.

Benefits Integration to Payroll

Benefits Integration to Payroll

Purpose

Users of the R/3 Benefits component can use Benefits Integration to streamline the payroll calculation process for their employees. The Benefits Integration component allows benefits-related deductions and contributions entered in master data to be processed during net payroll processing.

Implementation Considerations

The *Payroll: USA Implementation Guide (IMG)* contains a section for configuring Benefits Integration. You have to ensure that payroll-related settings for your Benefits plans are configured properly before running payroll. For example, you must set up contribution limits for registered savings plans, like 401(K) plans, to ensure that employee deductions fall within legal limits.

Integration

This component integrates the Payroll component with the Benefits component. Deduction and contribution amounts can be remitted to benefits providers using functionality from the Third Party Remittance component.

401(k) Nondiscrimination Testing

Use

The 401(k) Nondiscrimination Testing program can be used to alert you to potential year-end problems, thus allowing time to make adjustments to participants' deferred contributions that might be necessary to maintain the plan within published guidelines. The 401(k)-nondiscrimination test identifies the number and/or identity of HCEs (highly compensated employees) within the company. It also outputs an evaluation of your 401(k) plan and indicates whether the plan is in compliance with current regulations. You can also use this program to update the HCE indicator in master data for employees it identifies as HCEs.

Prerequisites

You must be using both the Benefits and Payroll modules to run this test.

Features

The 401(k) Nondiscrimination Testing program evaluates the 401(k) plans at your company, and determines whether they comply with current regulatory guidelines. The program also identifies HCEs within your organization.

Activities

The 401(k) Nondiscrimination Test report has two selection screens. You can switch between selection screens using the following menu bar pushbuttons:

- *General info*
- *Tests*

After all selections have been made, the program evaluates benefit plan data, master data and payroll results for the relevant employee population. Finally, it outputs the results to a list screen.

Running the 401(k) Nondiscrimination Test

Running the 401(k) Nondiscrimination Test

Prerequisites

You must be using the Benefits Integration component with US Payroll to perform this test. Payroll results must be available in the system for your selected test population. Also, all Benefits plan data must have been maintained in the Benefits component.

Procedure

There are two selection screens for the 401(k) nondiscrimination test report:

1. General Information
2. Tests

This procedure describes how to make selections and execute the 401(k) nondiscrimination test.

Step 1: Start the test report

1. Select *System-> Services-> Reporting*.
2. Enter program RPSBENU1.
3. Execute the program. The *Benefits: 401(k) Non-discrimination Testing* selection screen for General Information appears.

Step 2: Set general test parameters

1. In the *Date Selection* area of the first (General Info) selection screen, enter the plan year to be tested (required). The default is the year prior to the current system year.
2. The report automatically uses the information from Box 1 of the W-2 Federal Tax and Wage Statement form. Box 1 uses the last payroll result of the testing year as the compensation to be used in testing. You can customize this compensation by including and/or excluding additional wage types in the *Define Compensation Adjustment* area.
3. In the *Choose Benefit Plan(s) for Testing* area, enter the benefit area and benefit plan(s) to be tested. (This is a required field when you run nondiscrimination testing. It is optional when you are simply identifying HCEs.)
4. To automatically run all tests necessary to determine whether chosen plans qualify for tax exemption, select *Perform All Necessary Tests*. Do not select it if you want to run tests individually on subsequent screens.

Step 3: Describe, restrict, and determine the HCE population

1. Enter the minimum annual taxable compensation your company uses to define HCEs for the testing year selected. This is a required field in the first (General Info) selection screen.
2. Select a method for determining HCEs. You can use either of two methods:
 - The first method includes employees who own at least 5% of the company, or whose compensation exceeds the minimum annual taxable compensation you defined in the previous step

Running the 401(k) Nondiscrimination Test

- The second method includes the top 20% of employees whose compensation exceeds the minimum annual taxable compensation you defined, *plus* those employees who own at least 5% of the company (but whose compensation is below that of the top 20% of employees)

You can also run the test under both options to compare the results.

If you select the second (top 20%) method, there are three places where you can identify certain employees as exempt from classification as HCEs:

- Select *General Exclusions As Permitted By Law*, for a list of some exclusionary categories. Choose all applicable categories.



If you choose *Have Not Completed 6 Months of Service*, then you must also enter the *Date Type Indicating First Day Of Work*, and you must maintain the Date Specifications Infotype (Infotype 0041) for that date type.

If you choose *Have Terminated*, then you must also enter the *Date Type Indicating Last Day Of Work*, and you must maintain the Date Specifications Infotype (Infotype 0041) for that date type.

- Exclude by criteria entered in the *Master Data Exclusion* area.
- Exclude by criteria entered in the *Benefit Data Exclusion* area.

Step 4: Select the test(s) to run

1. In the Update Database area in the first (General Info) selection screen, select either to:
 - Run the test as *Testing Only, Do Not Update*. This is the default.
 - Allow the program to update the HCE indicator in the HCE Information infotype (infotype 0375), using a batch-processing session, by selecting *Batch Input Information*.
2. If you did *not* choose *Perform All Necessary Tests* on the *General Information* screen, you may perform the Ratio Percentage Test and/or Average Benefit Test. To run these tests, choose *Tests* from the application toolbar to access the second selection screen. If you chose to perform all necessary tests or run the Ratio Percentage Test, check to see whether you can exempt certain employees from ratio percentage testing. There are two places where you can identify these employees as exempt:
 - On the second (Tests) selection screen, choose *General Exclusions As Permitted By Law* for a list of some exclusionary categories. Choose all applicable categories.



If you choose *Have Not Completed 6 Months of Service*, then you must also enter the *Date Type Indicating First Day Of Work*, and you must maintain the Date Specifications Infotype (Infotype 0041) for that date type.

If you choose *Have Terminated*, then you must also enter the *Date Type Indicating Last Day Of Work*, and you must maintain the Date Specifications Infotype (Infotype 0041) for that date type.

- Exclude by criteria entered in the *Master Data Exclusion* area of the second (Tests) selection screen.

Running the 401(k) Nondiscrimination Test



3. If you chose to perform all necessary tests or run the Average Benefit Test, and if the benefit plan(s) you are testing are designed to integrate with Social Security, then you may enter the appropriate Social Security Wage Types to include in the testing.
4. Enter the *Maximum Annual Compensation* value appropriate for the testing year selected previously. This is a required field in the second (Tests) screen.
5. If you did *not* choose *Perform All Necessary Tests* on the *General Information* screen, you may select and run the *Actual Deferral Percentage (ADP) Test* and/or *Actual Contribution Percentage (ACP) Test*.
 - If you chose to perform all necessary tests or run the *ADP Test*, then you may select certain contributions to include in the testing.
 - If you chose to perform all necessary tests or run the *ACP Test*, then you may select certain contributions and/or an elective deferral or to include in the testing.
6. Select *Execute* to run the test(s).

Result

The program outputs a list screen containing the test results. It also provides additional information about the testing population and the HCEs. You can save this list to a local file, or print it.

ERISA 5500 Testing

Use

You can run program RPSBENU2 whenever you need to file an ERISA 5500 for an employee benefit plan.

Prerequisites

You must be using the Benefits Integration component to use this report. It requires benefit plan data and payroll results to be available in the system.

Features

The ERISA 5500 form is used to determine whether employee benefit plans are operated according to governmental regulations. Program RPSBENU2 assists in the completion of the ERISA 5500 form by providing information needed for the following sections of the form:

- 7 - number of participants in the plan
- 21 - check if substantiation guidelines from Revenue Procedure 93-42 are being applied
- 32 - plan income, expenses, and changes in net assets for the plan year

Activities

This report features multiple selection screens:

- Population
- Plan info
- Items 7, 21

Use these selection screens to tell the program which plan to examine, for which employee population, and also which features to use to derive the info needed for items 7 and 21.

Running the ERISA 5500 test

Running the ERISA 5500 test

Prerequisites

You must be using the Benefits Integration component with U.S. Payroll to perform this test. Payroll results must be available in the system for your selected test population. Also, all Benefits plan data must have been maintained in the Benefits component.

Procedure

To run this report, you have to carry out the following steps using two separate screens:

- Start the program and enter benefit plan information
- Specify features for identifying active/deceased/highly compensated participants (needed for items 7 and 21 of ERISA form 5500)

The information below describes how to make these selections, and run the ERISA 5500 test program.

Step 1: Start the program and enter benefit plan information

1. Select System-> Services-> Reporting.
2. Enter program RPSBENU2.
3. Execute the program.
4. In the first section of the screen (Plan information), select the benefit area, benefit plan, and type of plan.
5. In the second section of the screen (Date selection), enter the plan year begin and end dates for the plan you are testing.
6. Continue making selections by choosing Items 7, 21.

Step 2: Specify features for items 7 and 21 of ERISA form 5500

1. In the first section of the screen (Information related to Item 7), specify the features you wish to use for the following tasks:
 - Define active participants (default feature ACTIV)
 - Define deceased participants (default feature DECEA)
 - Define terminated participants (default feature TERMI)
2. Also in the first section of the screen, you can enter wage types to identify retired or separated participants receiving benefits. Enter any relevant wage types in this field.
3. In the second section of the screen (Information related to Item 21), specify the method for identifying Highly Compensated Employees to be used in the ERISA 5500 test. You can enter the minimum annual taxable compensation and select one of the following two methods for identifying HCEs:
 - 5% Company Owner Or Compensation Exceed Limit Entered Above

Running the ERISA 5500 test

- Top 20% Employees Whose Compensation Exceed Above Limit Plus 5% Owner

Once you have completed making selections on the three selection screens, choose *Execute* to run the report.

Result

The report outputs data in a format, which allows results to be easily transferred to the corresponding sections of the ERISA 5500 form. You can save the output to a file, or print it.

Garnishments

Garnishments

Purpose

A garnishment is a legal procedure authorizing a deduction from an employee's earnings to satisfy a debt. It refers to a court proceeding through which a creditor seeks to reach an employee's earnings before they are paid, so they can be used to satisfy a legal claim against the employee. This component enables you to track and manage employee garnishments, for example for child and spousal support and federal and state tax levies.

Implementation Considerations

Install this component if you want to be able to:

- Create and send out garnishment notice letters and answers
- Determine garnishable wage types and amounts that can be garnished
- Handle garnishment adjustments
- Set up bank transfers to transfer garnished amounts to financial institutions
- Track the employee garnishments in your company

Integration

The Garnishments component within US Payroll uses data entered in SAP HR Master Data (garnishment infotypes) to generate garnishment deductions and reports.

The Garnishment Process

Purpose

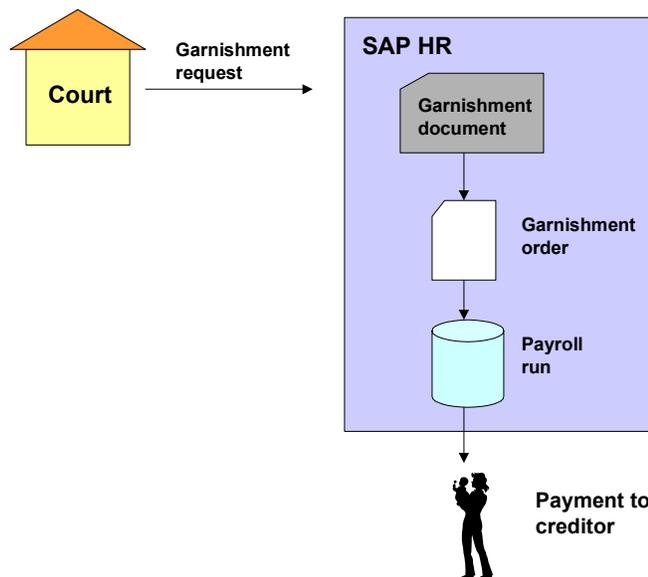
The process describes how you can create garnishments on employee wages using SAP HR.

Prerequisite

The appropriate settings for garnishment processing have been made in the Implementation Guide (IMG).

Process Flow

The garnishment process



1. The garnishment process is triggered when your company receives a garnishment order from the court requesting that you set aside a specific amount of an employee's wages to repay a debt.
2. You then need to create the garnishment document in SAP HR detailing what type of debt it is, who is requesting payment for the debt, etc.
3. You then create the garnishment order for the garnishment document. The garnishment order includes information such as how much will be garnished from the employee's wages.
4. When payroll is run, the system looks at the garnishment order, and depending on its status, creates the appropriate remittance information for the creditor.

The Garnishment Process

Result

The garnishment payment is made to the creditor and the balance is automatically adjusted in SAP HR.

Garnishment Document (Infotype 0194)

Definition

This is the main garnishment infotype and is used to store garnishment document information, including

- General information such as status, important dates, priority, and category
- Vendor information
- Originator information
- Garnishment processing information, such as applicable service charges, and remittance information

Integration

The Garnishment Order (Infotype 0194) is closely linked with the Garnishment Order (Infotype 0195) and the Garnishment Adjustment (Infotype 0216). When you create and save a garnishment document, the [Garnishment Order \(Infotype 0195\) \[Page 376\]](#) fast-entry screen appears. This screen allows you to enter garnishment order information for several different order types.

Adjustments to a garnishment, such as a refund, a stopped payment or an additional deduction, are performed using the [Garnishment Adjustment \(Infotype 0216\) \[Page 381\]](#).

Creating a Garnishment Document (Infotype 0194)

Creating a Garnishment Document (Infotype 0194)

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
2. Enter the employee's personnel number.
3. In the *Infotype* field, specify *Garnishment Document (0194)*.
4. Choose .
5. Enter the necessary information on the *Create Garnishment Document* screen.



You must at least enter data in the fields for case number, priority, internal number, status and category.

6. Choose *Calculate end date* if you want to create the end date of the garnishment.
This will calculate the end date from when the garnishment first becomes active to the end of the obligation after a report is run.



The end date can only be calculated when the status of the garnishment is *Pending*.

7. Save your entries.

Result

Once you have saved your entries, the [Garnishment Order \(Infotype 0195\) \[Page 376\]](#) fast-entry screen appears. You can now continue creating the garnishment request.

See also:

[Creating a Garnishment Order \[Page 378\]](#).

Changing Garnishment Document Information

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
2. Enter the employee's personnel number.
3. In the *Infotype* field, select *Garnishment Document (0194)* and choose .
The *List Garnishment Document* screen appears.
4. Select the desired garnishment case from the displayed list and choose .
5. Choose .
The *Copy Garnishment Document* screen appears.
6. Make the necessary changes.
7. Adjust the begin date of the new record, if necessary.
8. Save your entries.

Result

The garnishment document information is changed.

See also:

[Changing the Frequency of Payment Answers to the Originator: Example \[Ext.\]](#)

Garnishment Order (Infotype 0195)

Garnishment Order (Infotype 0195)

Definition

The data for garnishments is stored in several infotypes. The garnishment document information is stored in the infotype [Garnishment Document \(Infotype 0194\) \[Page 373\]](#). This infotype must be created before you can create a garnishment order.

Use

The *Garnishment Order* (Infotype 0195) allows you to store the processing data for a garnishment request. This data includes:

- The initial balance of the claim
- The periodic deduction information
- Any information on non-exempt and exempt limits

This infotype can be displayed in either a fast-entry or detail-entry screen. Both screens allow you to enter the main data of the garnishment order type, but only the fast-entry screen allows you to insert several order types using one entry screen.

If you need to fill in more fields than there are in the fast-entry screen, you can use the detail-entry screen, which you can access from the fast-entry screen by choosing *Garnishment* → *Order*, by selecting *Order* from the toolbar, or by simply double-clicking the desired entry in the fast-entry screen.

Structure

- **Order Fast-Entry Screen:**

The order fast-entry screen enables you to enter information on multiple garnishment orders at one time.

The deduction is defined in two fields. The *Deduction Unit* field refers the specified unit to the value of the deduction for calculating the deduction of every pay period. The *Value of Deduction* field is the value which will be taken from payments to the employee, for all periods, until the garnishment end date has been met.

The Limit information corresponds to three fields. The *Limit Indicator* tells you whether the *Limit Value* is for the exempt or the non-exempt amount. The system refers the *Limit Unit* to the value for calculating the non-exempt amount. The *Limit Value* allows you to enter either an amount or a percentage.

The *Lock Indicator* allows you to lock an order type so the information is not considered during the payroll run.

- **Detail-Entry Screen**

The detail-entry screen includes all of the fields on the fast-entry screen, except for the operation field, as well as the fields discussed below.

If you copy an entry in the detail screen of this infotype, a new field will appear, *New Balance*. This tells the system to no longer use the remaining balance. It will deduct the initial balance, ignoring the old balance. If you do not select this field, the system will

Garnishment Order (Infotype 0195)

correct the remaining balance by calculating the difference between the new entry and the old entry.

You can choose *Supplements* on the toolbar if you need to add additional information pertaining to a Federal Tax levy or State tax case. This information includes the tax filing status, the model for levy statement, the number of exemptions, any additional standard deductions, and the levy form date.

Integration

Adjustments to a garnishment, such as a refund, a stopped payment or an additional deduction, are performed in [Garnishment Adjustment \(Infotype 0216\) \[Page 381\]](#).

Creating a Garnishment Order (Infotype 0195)

Creating a Garnishment Order (Infotype 0195)

Prerequisites

You must create a Garnishment Document (Infotype 0194) immediately before you create the garnishment order. Upon saving the new garnishment document, the *Garnishment Order* fast-entry screen appears. You must make entries here before the record can be saved.

Procedure

1. On the *Create Garnishment Order* screen, specify the desired rule in the *RI (Rule Indicator)* field.
2. Enter either the *Initial balance* or the *Deduction*.



Usually, initial balances are required in Creditor, Federal Tax, and State Tax cases and deductions are mandatory in Child Support and Alimony cases. However, your company can customize the tables to change this.

3. Enter any additional limits if applicable.



If you use a rule, limits are not necessary, but still possible. If you do not choose a rule, you must set limits.

4. If necessary, choose *Supplements* to access another entry screen and add any additional information.



If the case is a Federal Tax or State Tax levy, you are required to enter supplemental information.

5. Save your entries.

Result

The garnishment order record is created.

Changing a Garnishment Order (Infotype 0195)

Procedures

There are two procedures depending on whether the garnishment order information has been used in a previous payroll run:

- If payroll has not been run, follow the procedure *Changing Pre-Payroll Garnishment Order Information*.
- If payroll has been run since the data you want to change was entered, follow the procedure *Changing Post-Payroll Garnishment Order Information*.

Changing Pre-Payroll Garnishment Order Information

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
2. Enter the employee's personnel number.
3. Specify *Garnishment Document (Infotype 0194)* in the *Infotype* field.
4. Choose .
5. Select the desired garnishment case from the displayed list and choose .
The *Change Garnishment Document (Infotype 0194)* screen appears.
6. Choose *Garnishment* → *Order*.
If you prefer to view the *Garnishment Order* fast-entry screen, choose *Garnishment* → *Order fast*.
7. Make your changes.



You can undo changes made to an order in the fast-entry screen (for example if you changed the balance), by choosing *Edit* → *Undo*. However, you can only do this if you have not yet saved the incorrect balance.

8. Save your entries.

Result

The garnishment document information is changed.

Changing Post-Payroll Garnishment Order Information

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
2. Enter the employee's personnel number.
3. In the infotype field, specify *Garnishment Document (Infotype 0194)* and choose .
4. Select the desired garnishment case from the displayed list and choose .
The *Copy Garnishment Document* screen appears.

Changing a Garnishment Order (Infotype 0195)

5. Make your changes.
6. Adjust the begin date of the new record.
7. Save your entries.

Result

The garnishment document information is changed.

Garnishment Adjustment (Infotype 0216)

Definition

The data for garnishments is stored in several infotypes. The garnishment document information is stored in the infotype [Garnishment Document \(Infotype 0194\) \[Page 373\]](#) and the garnishment order information is stored in the infotype [Garnishment Order \(Infotype 0195\) \[Page 376\]](#).

Structure

You can access the *Garnishment Adjustment* infotype directly from either of these infotypes by choosing *Garnishment* → *Adjustment*. Depending on the type of adjustment you make, you access different screens from this infotype. The infotype allows for the following adjustments:

- **Separate calculation of payments**

In circumstances in which there are two payments in the same payroll period for the same garnishment, for example, if the employee receives as bonus as well as her regular pay, you may need to process a separate calculation.
- **Calculating the garnishment end date**

Some states put a time limit on how long a garnishment can be active. The end date represents the day on which the garnishment is no longer active, and can be calculated automatically by the system given the day that the garnishment becomes active and the number of valid days that the law specifies. If you forget to calculate the end date when first creating the garnishment document, you can still make an adjustment.
- **Declaring a new balance**

At times you may get the order to change the balance of an existing garnishment. In this case the system will disregard the old balance, and calculate the garnishment using the new balance.
- **Processing refunds from the vendor**

At times you may receive a refund from the vendor. This usually happens when a new balance is declared, when the vendor has a different balance on record than the value stored in the system, or when a garnishment payment is paid after the valid number of payable days.
- **Stopping a payment**

Stopping a payment is similar to a refund in that balances must be corrected because a check does not go to the vendor.
- **Adding additional deductions**

If an employee receives a refund from the vendor or a one-time bonus payment, this employee may be required by either state law or your company's procedure to have an additional garnishment deduction.
- **Exceptional payments**

The type of adjustment you choose determines which screens and fields are available for editing.

Calculating the Garnishment End Date

Calculating the Garnishment End Date

Prerequisite

The garnishment must have the status *Pending*.



You may not calculate the end date for all types of garnishments. Support garnishments usually do not have a number of valid days for which the employee's pay can be garnished; therefore no end date will exist.

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
2. Enter the employee's personnel number.
3. Specify *Garnishment Document (Infotype 0194)* in the *Infotype* field.
4. Choose .
5. Select the desired garnishment case from the displayed list and choose .
6. Choose *Garnishment* → *Adjustment* → *Calculate end date*.

The *Create Calculate End Date (Infotype 0216)* screen appears.



You can also access this adjustment infotype via the *Order* fast-entry screen or the *Garnishment Order* single-entry screen by choosing the same options.

7. Enter the number of valid days in the appropriate field.
8. Save your entries.

Result

A record is created in infotype 0216 and the end date is calculated by a report. This report is run after every payroll period and delimits infotypes 0194 and 0195 after the number of valid days during which a garnishment can be active have expired.

Declaring a New Balance for a Garnishment

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
2. Enter the employee's personnel number.
3. Specify *Garnishment Document* (Infotype 0194) in the *Infotype* field.
4. Choose .
5. Select the desired garnishment case from the displayed list and choose .
The *Copy Garnishment Document* screen appears.
6. Choose *Garnishment* → *Order*.
The *Copy Garnishment Order* screen appears.
Notice that a *New balance* indicator appears.
7. Mark the *New balance* indicator.
8. Enter the new begin date.
9. In the *Initial balance* field, enter the new initial balance.
10. Save your entries.

Result

The initial balance is the new balance from the begin date on. The system creates an adjustment in Infotype 0216 *Garnishment Adjustment* and any remaining balance is ignored in the next payroll run.



Note that this is changing the initial balance to a new balance. If you would like to correct an existing balance, see [Correcting an Incorrect Balance \[Page 384\]](#).

Correcting an Incorrect Balance

Correcting an Incorrect Balance

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
2. Enter the employee's personnel number.
3. Specify *Garnishment Document (Infotype 0194)* in the *Infotype* field.
4. Choose .
5. Select the desired garnishment case from the displayed list and choose .
6. Choose *Garnishment* → *Order* (fast-entry).
7. Select the line that requires the change and choose .
8. In the fast-entry screen, place the cursor on the line where the *Operation* indicator is \perp .
This field can be found as the last entry in the line.
9. Change the amount.
10. Save your entries.

Result

The initial balance owed to the creditor is corrected (no new record is created). The difference will correct the remaining balance in the next payroll run.



The above procedure is different from the one for declaring a new balance. For steps on how to declare a new balance, see [Declaring a New Balance for a Garnishment \[Page 383\]](#).

Processing Refunds of Garnishment Payments

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
2. Enter the employee's personnel number.
3. Specify *Garnishment Document (Infotype 0194)* in the *Infotype* field.
4. Choose .
5. Select the desired garnishment case from the displayed list and choose .
6. Choose *Garnishment* → *Adjustment* → *Refund*.
The *Create Refund (Infotype 0216)* screen appears.
7. Enter the date of adjustment and the sequence number of garnishment orders at which the balance should be corrected.
8. In the *Adjustment amount* field, enter the refund amount.
9. Enter the adjustment wage type.



Depending on the wage type you choose, you can send the refund amount to the employee, garnish it, or a combination of the two.

10. Save your entries.
Saving your entry will automatically bring you to the *Garnishment Document* infotype.
11. Change the status on infotype 0194 to *Reactivate for Refund*.
This is done if the refund occurs after the release date on which the status was changed to *Released*.

Result

The garnishment payment refund is processed and the system automatically corrects the remaining balance.

Adding an Additional Deduction to an Existing Deduction

Adding an Additional Deduction to an Existing Deduction

Procedure

6. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
7. Enter the employee's personnel number.
8. Specify *Garnishment Document (Infotype 0194)* in the *Infotype* field.
9. Choose .
10. Select the desired garnishment case from the displayed list and choose .
6. Choose *Garnishment* → *Adjustment* → *Additional deduction*.
The *Create Additional Deduction (Infotype 0216)* screen appears.
7. Enter the *Date of adjustment*, which must be a date within the next payroll period.
8. Enter the sequence number of garnishment order in the *SeqNo garn orders* field.
9. Enter the additional amount in the *Garnishment Amount* field.
This is the additional amount to be garnished only for the particular order type.
10. Save your entries.

Result

The additional deduction is processed.

Stopping Payment of a Garnishment

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.

2. Enter the employee's personnel number.

3. Specify *Garnishment Document* (Infotype 0194) in the *Infotype* field.

4. Choose .

5. Select the desired garnishment case from the displayed list.

6. Choose .

7. Choose *Extras* → *Garnishment History*.

The *Garnishment History Sorted by Order Type* screen appears.

8. Choose *Remittance*.

A list of the payments appears.



The list is separated depending on the *Remittance* status of the payments. A payment can only be stopped when the *Remittance* status is set in the *Evaluated* section.

9. Since there may be more than one payment, place the cursor on the *Remittance* status of the part you would like to stop, and choose *Edit* → *Stop Payments*.

In a pop-up window a list appears of all payments that belong to the selected part.

10. From that list, select the payment you want to stop.

A pop-up window appears.

11. Enter the adjustment wage type.

Here you decide whether the stopped payment should go completely to the employee or to other garnishments.



This pop-up window proposes an adjustment date. It is the next possible day when the adjustment can be made to the payroll.

Result

The payment is stopped and a *Stopped Payment* record is created in *Garnishment Adjustment* (Infotype 0216). In the garnishment history, the stopped payment appears in the section with the *Remittance* status *Stopped Payments*.

Calculating Garnishment Amounts from Bonus and Regular Pay Separately

Calculating Garnishment Amounts from Bonus and Regular Pay Separately

Procedure

11. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
12. Enter the employee's personnel number.
13. Specify *Garnishment Document (Infotype 0194)* in the *Infotype* field.
14. Choose .
15. Select the desired garnishment case from the displayed list and choose .
6. Choose *Garnishment* → *Adjustment* → *Separate calculation*.
7. Save your entries.

Result

The garnished amount of the regular pay and that of the bonus pay are calculated separately.

Garnishment Reports

Definition

Garnishment reports retrieve garnishment data from the system. Three of these reports display relevant garnishment data, and one manipulates data to change the status of garnishments in the infotypes via batch input.

Structure

The garnishment reports are the following:

- **The Garnishment History Report**

The garnishment history report displays the garnishment history for a specified employee. You will be able to see the corrections and deductions for the history of the employee, as well as remaining balances and the total to date. You can see the service charges, if any, that were rendered by the company, as well as remittance information.

- **The Garnishment Review Report**

The garnishment review report displays all customizing parameters that are used in processing garnishments. These parameters include the tables in which the information is stored.

- **The Garnishment Statistics Report**

The garnishment statistics report displays the total number of employees with garnishments and without garnishments by personnel area, personnel subarea, employee group and employee subgroup.

- **The Garnishment Batch Input Reports**

A garnishment batch input report should be run after every payroll run to change garnishment status. These reports will do one of the following:

- a) Change all expired garnishments with the status of *Active* to *Inactive*.
- b) Change all relevant garnishments from *Pending* to *Active*.
- c) Delimit all chosen garnishments.

The information is then updated automatically in the infotypes using batch input.

- **Garnishment Letters**

There are two types of garnishment letters that you can create and print using the SAP System. These are Answer Letters and Notice Letters. You can create each of them, either for an individual employee or a group of employees. The mechanism used for creating letters for a group of employees is automatic, depending on different events in the system. Depending on these events a flag is stored that is read by the report that creates the letter. The mechanism used for creating a letter for an individual employee is the employee's garnishment infotype.

Executing the Garnishment Statistics Report

Executing the Garnishment Statistics Report

Procedure

1. From the US Payroll menu, choose *Subsequent activities* → *Period-independent* → *Payroll supplement* → *Garnishment statements*.
2. Select the reporting parameters.
3. Choose *Execute*.

Result

You see the garnishment statistics report which displays the number of employees with garnishments and without garnishments sorted by personnel area, personnel subarea, employee group and employee subgroup.



Select a personnel subarea by placing the cursor on the appropriate line and by choosing *Choose*. This displays the names of the employees in the specified personnel subarea that have garnishments, as well as the number of garnishments that are outstanding. This function is only available when garnishments exist for the subarea.

Further, if you place the cursor on an employee's name and choose *Choose*, the system will display all garnishments for the particular employee.

You can sort by status and priority or by garnishment numbers.

Next to each garnishment, a traffic light displays the status. A red light means the garnishment is either *Inactive* or *Released*, a green light means that a garnishment is *Active*, and a yellow light means that a garnishment is *Pending*.

Executing the Garnishment History Report

Prerequisites

The garnishment history report displays the garnishment history for a specified employee. You can see the corrections and deductions for the history of the employee, as well as remaining balances and the total to date. You also see the service charges, if any, that were rendered by the company, and *Remittance* information can be displayed.

Procedure

12. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
13. Enter the employee's personnel number.
14. Specify *Garnishment Document* (Infotype 0194) in the *Infotype* field.
15. Choose .
16. Select the desired garnishment case from the displayed list.
17. Choose .
18. Choose *History*.

Result

The garnishment history is displayed.



The system defaults the present calendar year for the parameter of this report. If you would like to display employee information for different dates, choose *New Dates*.

To display *Remittance* information for the specified employee, choose *Edit* → *Remittance info*. Here you can see if a check is already in the *Third-Party Remittance* table. You can make changes to the dates or stop a payment as long as the *Remittance* status is set to *Evaluated*.

You can sort by release date or by order type by choosing *Sort by Release Date* or *Sort by Order Type* on the toolbar.

Changing the Garnishment Due Date Using the Garnishment History Report: Example

Changing the Garnishment Due Date Using the Garnishment History Report: Example

Scenario

John Smith's creditor garnishment has expired. However, although his debt has been paid, the due date on his garnishment in the system is incorrect. This due date can be corrected using the garnishment history report.

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
2. Enter the employee's personnel number.
3. Specify *Garnishment Document* (0194) in the *Infotype* field.
4. Choose .
5. Select the case with the desired garnishment and choose .
6. Choose *History*.

The garnishment history is displayed.

7. Choose *Remittance*.
8. Place the cursor on the due date that you want to change.

If there are payments from different payroll runs, you can select from a list which payments you want to change the due date for.



This is only possible if the *Remittance* status is set on *Evaluated*.

9. Enter the new due date and save your entries.

Result

The garnishment due date is changed.

Executing the Garnishment Review Report

Prerequisites

The garnishment review report displays all customizing parameters that are used in processing garnishments. These parameters include the tables in which the information is stored.

Procedure

19. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
20. Enter the employee's personnel number.
21. Specify *Garnishment Document* (Infotype 0194) in the *Infotype* field.
22. Choose .
23. Select the desired garnishment case from the displayed list.
24. Choose .
25. Choose *Extras* → *Customizing review*

Result

You see the customizing entries.



If you access the review report from *Garnishment Document* (Infotype 0194), you receive the list of garnishment document customizing tables. If you access from *Garnishment Order* (Infotype 0195), you receive the list of garnishment order customizing tables.

Garnishment Letters

Garnishment Letters

Definition

Garnishment letters include answer letters and notice letters that must be sent out to the employee being garnished and the originator of the garnishment.

Use

Notice letters are used in cases of bankruptcy, termination, notification, release, and leave of absence. These letters depend on the status of the garnishment as shown in *Garnishment Document* (Infotype 0194).

Answer letters use information from previous payroll runs to create a letter to the vendor. This letter may or may not be requested by the vendor.

Structure

There are two ways to create letters for employees. You can create letters for:

- Individual employees
- Groups of employees

Letters for individual employees are printed directly from the employee's *Garnishment Document* infotype.

Letters for groups of employees are printed using two reports; one for notice letters and one for answer letters. These reports can be found in the US Payroll menu under *Subsequent activities* → *Period-independent*, then *Payroll supplement* → *Garnishment letter*. See the online report documentation for more information on these reports.

Creating a Garnishment Answer Letter for an Employee

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
2. Enter the employee's personnel number.
3. Specify *Garnishment Document* (Infotype 0194) in the *Infotype* field.
4. Choose .
5. Select the desired garnishment case and choose .
The *Change Garnishment Document* screen appears.
6. Choose *Extras* → *Print Answer Letter* or choose *Answer letter* on the toolbar.
A list of payroll results appears.
7. Select the payroll results for which you would like to create an answer letter.



Depending on the selected payroll results, the corresponding type of letter will be created. If an assignment is not made to a form in the customizing table, the name of the form can be entered here.

Result

An answer letter is created and displayed on the screen. The administrator can now:

- Print the letter.
- Make individual changes to the letter by choosing *Edit* → *Edit letter* before printing.
- Select another form to create a different letter by choosing *Letter* → *Other form*.

Creating a Garnishment Notice Letter for an Employee

Creating a Garnishment Notice Letter for an Employee

Procedure

6. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
7. Enter the employee's personnel number.
8. Specify *Garnishment Document* (Infotype 0194) in the *Infotype* field.
9. Choose .
10. Select the desired garnishment case and choose .
11. Choose *Extras* → *Print Notice letter* or choose *Notice letter* from the toolbar.



Depending on the garnishment status, the corresponding type of letter is created. If an assignment is not made to a form in the customizing table, you can enter the name of the form directly.

Result

A notice letter is created and displayed on the screen. The administrator can now:

- Print the letter.
- Make individual changes to the letter by choosing *Edit* → *Edit letter* before printing.
- Select another form to create a different letter by choosing *Letter* → *Other form*.

Tips

Purpose

This component calculates wages and taxes for employees who receive tips, while taking tip credits and tip allocation into account.

Features

This component enables you to:

- Differentiate between tipped and non-tipped employees
- Record tips for each employee
- Process tip credits
- Determine tip allocations
- Calculate and track withholding taxes for tips
- Record tip information required on Form 8027 (Employer's Annual Information Return of Tip Income and Allocated Receipts)

Constraints

The *Tips* component does not include an automatic process for determining whether jurisdictional thresholds have been met that would require an employee to report tips or would make an employee eligible for tip credit, such as \$20 per month. Instead, the customer must predetermine which employees should report tips. From a system point of view, if tips are entered, they will be processed. For tip credit, employees must be flagged as either eligible or not eligible for tip credit on *Infotype 0506 Tip Indicators*.

This component does not provide an automatic process for calculating establishment-level tip information that is needed for the tip allocation process. Specifically, this component does not calculate gross receipts per establishment, total direct and indirect tips per establishment or total tip shortfall per establishment. Instead, it relies on the user supplying this data on a pay-period basis.

For overtime wage rate calculation, the tax area defined on *Infotype 0208 Work Tax Area* must be the same as the tax authority in defined in the US Payroll IMG step *Define establishments for tip processing*. This is because the system uses the tax area and tax authority to derive the state minimum wage.

Calculating Tip Allocation

Calculating Tip Allocation

Purpose

Establishments that are required by the IRS to calculate tip allocation for their employees are assigned a percentage of their total food and beverage sales for a pay period, usually 8%, as a tip allocation amount. Employees at the establishment who do not report sufficient tips to cover their prorated share of this percentage each pay period must be allocated the difference between what tips they report and their prorated share of the tip allocation amount. This must be calculated every pay period for each of the establishments at which an employee works during that period. This amount is also calculated as a year-to-date amount each pay period and printed on the employee's Form W-2 at the end of the year.

Prerequisites

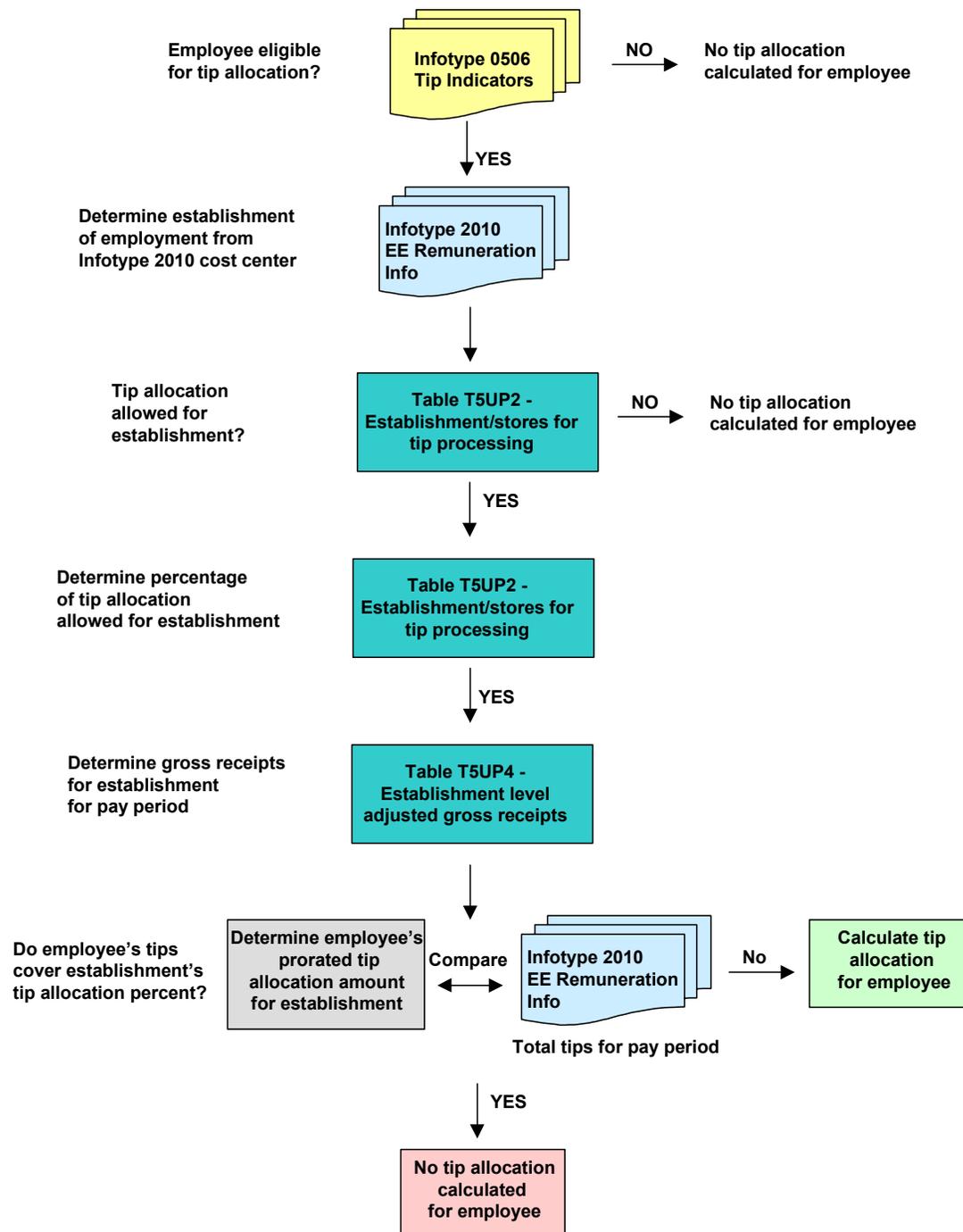
You have made all of the necessary customizing for tips in the *Tips* chapter of the *US Payroll Implementation Guide* (IMG).

You have recorded your adjusted gross receipts for the pay period, including the total tip shortfall for the establishment (the difference between the amount of gross receipts an establishment is required to report to the IRS as tips, and the amount actually reported by employees as tips) in the *Record adjusted gross receipts* section in the *Tips* chapter of the *US Payroll Implementation Guide* (IMG).

Process Flow

When payroll is run for your employees, the system goes through several steps to determine whether or not tip allocation applies to each combination of employee and establishment, and if so, whether the employee earned sufficient tips at an establishment to cover that establishment's tip allocation percentage.

The tip allocation process



1. The system looks at the employee's *Infotype 0506* (Tip Indicators) record to determine whether the employee is eligible for tip allocation.

Calculating Tip Allocation



Employee must be defined as a *directly tipped* employee to be eligible for tip allocation.

2. The system then determines at which establishment(s) the employee worked by looking at the employee's *Infotype 2010* (EE Remuneration) records.
3. The establishment is then checked against table T5UP2 (Establishment/stores for tip processing) to see if tip allocation is allowed for that establishment.
4. If tip allocation is not allowed for that establishment, no tip allocation is calculated for the employee. If allocation is allowed, then the system determines the establishment's tip allocation percentage from table T5UP2 (Establishment/stores for tip processing).
5. The system then looks at Table T5UP4 (Establishment level adjusted gross receipts) to determine the establishment's gross receipts for the pay period. This amount is used to calculate the employee's prorated tip allocation amount for the pay period.
6. The employee's prorated tip allocation amount for the pay period is then compared against their total tips for the pay period entered on *Infotype 2010* (EE Remuneration Info).
7. If the amount is sufficient to cover the employee's prorated tip allocation amount for the pay period, then no tip allocation is calculated for the employee. If it is not sufficient, tip allocation is calculated for the employee.

Result

Tip allocation is calculated for the employee, if necessary.

Calculating Wages Using Tip Credit

Purpose

When an employee qualifies as a "tipped" employee, the employer may credit any tips received by the worker up to a certain amount of the worker's hourly wage, depending on the jurisdiction. However, if the employee does not earn sufficient tips to cover the tip credit amount, the employer must pay the employee the difference.

Prerequisites

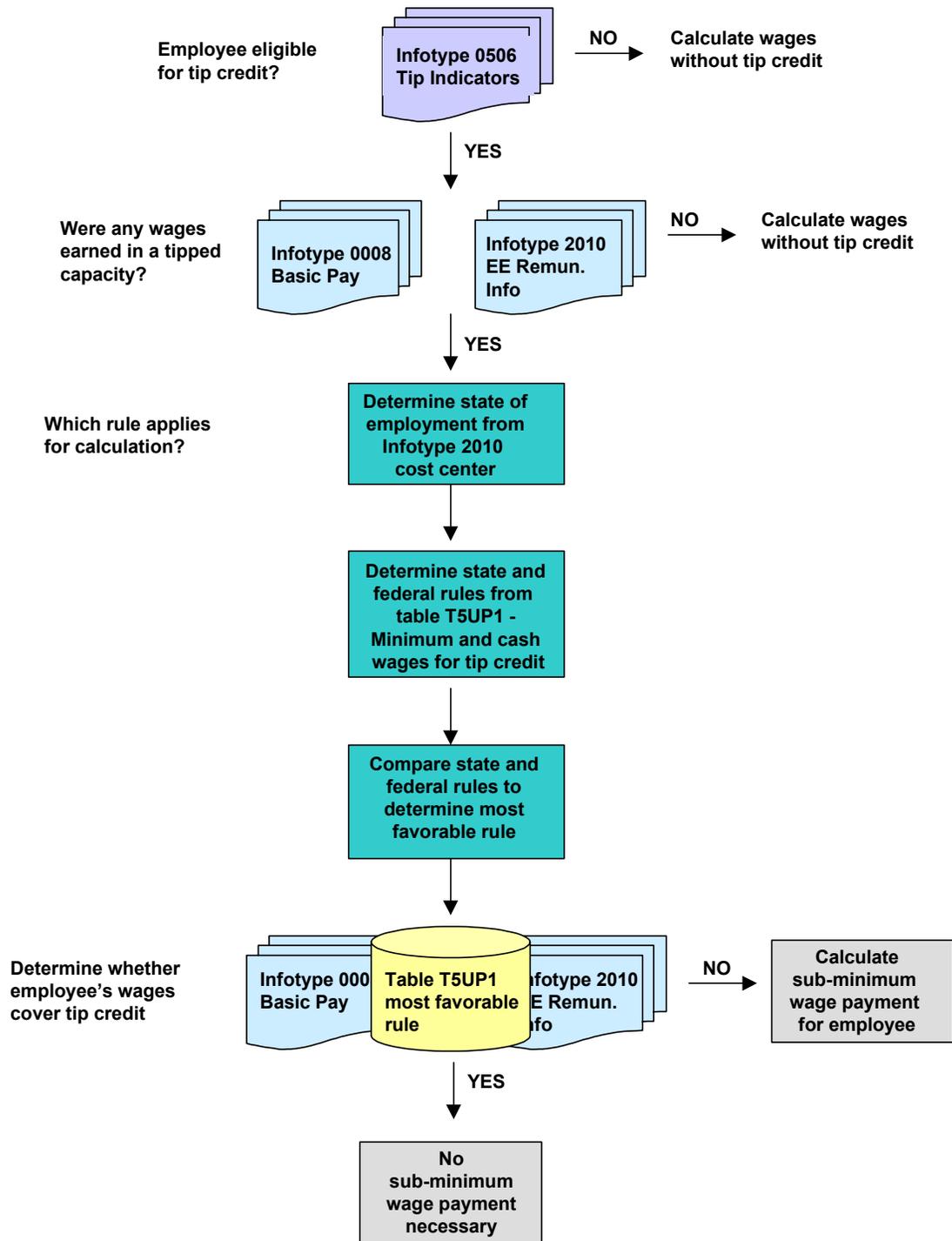
You have made all of the necessary customizing for tips in the *Tips* chapter of the *US Payroll Implementation Guide* (IMG).

Process Flow

When payroll is run for your employees, the system goes through several steps to determine whether or not tip credit applies to each employee, and if so, whether they earned sufficient tips to cover the tip credit:

Calculating Wages Using Tip Credit

Calculating wages using tip credit



1. The system examines the employee's *Infotype 0506* (Tip Indicators) to determine whether the employee is eligible for tip credit calculation.

Calculating Wages Using Tip Credit

2. The system then determines the wages for a tipped position versus a non-tipped position by looking at the employee's *Infotype 0008* (Basic Pay) and *Infotype 2010* (EE Remuneration Info).



The hourly wage amount stored in the employee's Basic Pay record (Infotype 0008) is the applicable cash wage (minimum wage minus tip credit) and not the minimum wage.

If the employee is working in a non-tipped position, the employee's wages are calculated without tip credit. If the employee is working in a tipped position, the system proceeds to Step 3.

3. The system looks up the establishment at which the employee's tips were recorded, and from that information, it derives the state code for the establishment and the applicable state rule for calculating tip credit.
4. The system then compares the federal and state rule to determine which is the most favorable to the employee and uses that rule to calculate the employee's wages.
5. If the tips reported by the employee were not sufficient to cover the tip credit, the system calculates the applicable sub-minimum wage payment for that employee (pay period credit amount minus total tips amount).

Result

The system has determined whether tip credit applies to the employee and calculated the sub-minimum payment for the employee if necessary.

Tip Indicators (Infotype 0506)

Tip Indicators (Infotype 0506)

Definition

This infotype enables you to define the tipped status of an employee. This status is used when calculating tip credit and tip allocation.

Use

This infotype allows you to define whether an employee is:

- Non-tipped
- Directly tipped
- Indirectly tipped

If the employee is a tipped employee, you can also define whether or not the employee is eligible for tip credit.

Defining Tip Indicators (Infotype 0506)

Use

The tip indicators entered here determine which rules apply to an employee for tip credit and tip allocation.

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
2. Enter the desired personnel number .
3. Specify *Tip Indicators* (Infotype 0506) in the *Infotype* field.
4. Choose .
5. Enter the appropriate *Tipped Emp. Indicator* and, if the employee is a tipped employee, define whether the employee is eligible for tip credit.
6. Save your entries.

Result

You have defined the tip indicators for your employee.

Recording Adjusted Gross Receipts

Recording Adjusted Gross Receipts

Use

Adjusted gross receipts are used as allocation bases for tip allocation. They need to be recorded every pay period.

Prerequisites

You have defined your establishments/stores in the *Tips* chapter of the *Payroll USA Implementation Guide*, under step *Define establishments for tip processing*.

Procedure

Execute the *Payroll USA Implementation Guide* step *Record adjusted gross receipts* under the *Tips* chapter.

See the documentation for that step for more information.

Recording Reported Tip Amounts

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.

2. Enter the personnel number.

3. Specify *EE Remuneration Info* (Infotype 2010) in the *Infotype* field.

4. Choose .

The *Create EE Remuneration Info (Infotype 2010)* screen appears.

5. Here you can enter the regular work hours and/or overtime hours as well as the directly tipped or indirectly tipped amounts and total gross receipts for that employee.



The system does not check whether the employee is classified as tipped or non-tipped employee in *Infotype 0506 Tip Indicators* and does not generate a warning or error message if you enter tips for an employee defined as non-tipped.

6. Choose *Cost assignment* to define at which cost center/establishment the tips were received.



The employee will be rejected if no cost center is specified here. The first six characters of the cost center must correspond to the value defined for the establishment in the *US Payroll Implementation Guide*, step *Define establishments for tip processing*.

7. Save your entries.

Result

You have recorded tip amounts received by an employee at a specific establishment.

Deductions (PY-US-DD)

Purpose

Deductions (post-tax) are processed during net payroll calculation. The SAP system offers extensive functionality for deductions processing, such as deductions processing with goals and arrears processing.

Implementation Considerations

Deductions processing requires configuration of deduction wage types for use in Personnel Administration. You also need to create payment/deduction schedules to ensure deductions are taken at the correct intervals. See the *Deductions* chapter of the *Payroll: USA Implementation Guide* (IMG) for further information.

Integration

Deductions processing begins with the entry of deduction wage types for employees in the SAP Personnel Administration component. For example, you can use the Recurring Payments and Deductions infotype to create a deduction for union dues for an employee. Any deductions entered in this way will be automatically taken during net payroll calculation.

Employee Deductions

Definition

Deductions from employees' pay can be processed automatically by the R/3 Payroll component. For example, you can use Payroll to processing priorities and arrears automatically, and to set limits on deductions. By deductions we mean union dues, insurance contributions, charitable donations and so on; tax and garnishment deductions are processed.

Structure

Wage Type

A wage type represents each deduction. Individual wage types have characteristics that determine their processing by the payroll. For deductions processing, these characteristics can include the amount to be deducted, the moments and the frequency at which the deduction should be taken, as well as arrears processing and limits on deductions. These details will have been set up using the *Payroll Implementation Guide, Environment for Maintaining Wage Types* section.

Number and Unit

For deductions of non-monetary objects the payroll will use a predefined formula to make the appropriate monetary deduction from the employee's pay. This formula is part of the characteristics of the particular wage type (see above).

First Payments and Intervals

You may determine the payroll period in which the first deduction is made by entering either of two details:

- The payroll period
- The date

The payroll will make the first deduction in the payroll period that contains the date specified.

Further deductions can be made in intervals of payroll periods or days/weeks/months/years.

Alternatively, a payment model may have been assigned as a default to a particular wage type. This will have been set up using the *Payroll Implementation Guide, Deduction Frequencies* chapter. The payment model will appear automatically when you enter the wage type. In this case you do not have to enter the payment intervals, as they are predefined. At this stage, you can also change the payment model.

Integration

The processing of deductions from employee pay integrates master data and payroll functionality. In R/3, the Payroll component processes deductions from employees' pay using data from their *Recurring Payments and Deductions* (Infotype 0014) records.

Employee Deductions



[Deductions and Intervals per Payroll Period: Example \[Ext.\]](#)

[Deductions and Intervals by Date and Time Period: Example \[Ext.\]](#)

Creating a Regular Deduction per Payroll Period

Prerequisites

When a deduction needs to be made from an employee's paycheck every time that the employee is paid, you need to create a *Recurring Payments and Deductions* (Infotype 0014) record for the employee.

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
2. Enter the employee's personnel number.
3. Specify *Recurring Payments and Deductions* (Infotype 0014) in the *Infotype* field.
4. Choose .
5. Enter the validity period of the deduction.
6. Select the number of the wage type that represents the deduction.
7. Enter either the (monetary) amount to be deducted or the number and type of units of the deduction.



The *Number/unit* fields may only be used for wage types that have been set up to deduct per unit. This will have been done using the *Payroll Implementation Guide, Environment for Maintaining Wage Types* section.

8. Enter an assignment number if required.
9. Enter the number of the first payment period.
10. In the *Interval in periods* field, enter 01 so that the deduction is made with each payment the employee receives.
11. Save your entries.

Result

The deduction will be made automatically each time that the employee is paid.

See also:

[Creating a Regular Deduction: Example \[Ext.\]](#)

Creating a Deduction with a Different Interval than the Employee's Payroll Period

Creating a Deduction with a Different Interval than the Employee's Payroll Period

Prerequisites

When a deduction needs to be made from an employee's paycheck at intervals which differ from the intervals at which the employee is paid, you need to create a *Recurring Payments and Deductions* (Infotype 0014) record for them.

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
2. Enter the employee's personnel number.
3. Specify *Recurring Payments and Deductions* (Infotype 0014) in the *Infotype* field.
4. Choose .
5. Enter the validity period of the deduction.
6. Select the number of the wage type that represents the deduction.
7. Enter the (monetary) amount to be deducted or the number and type of units of the deduction.



The *Number/unit* fields may only be used for wage types that have been set up to deduct per unit. This will have been done using the *Payroll Implementation Guide, Environment for Maintaining Wage Types* section.

8. Enter an assignment number if required.
9. Enter the date of the first payment in the *First payment date* field.

The payroll will make the first payment in the payroll period in which this date falls.

10. In the *Interval* field, enter the interval number and unit, 6 weeks for instance.

The payroll will calculate the intervals from the *First payment date*. Each time the interval falls in a payroll period a deduction will be made.

11. Save your entries.

Result

The deduction will be made automatically from the employee's paycheck at the correct interval.

Limits on Deductions

Definition

Set up standard limits on deductions using the *Payroll Implementation Guide, Limits on Deductions* chapter. The limits set here apply to deductions created for an employee using *Recurring payments and deductions* (Infotype 0014) records, and are processed automatically by the payroll.



These limits will, for instance, determine that no more than 5% or \$150 may be deducted from the total gross amount an employee receives per month.

If you wish different limits to apply to certain deductions for particular employees, you may override the automatic limits by creating a *Limits on Deductions* (Infotype 0165) record for them.

See also:

[Limits on Deductions \(Infotype 0165\) \[Ext.\]](#)

Wage Type Classes

Wage Type Classes

Definition

Individual wage types that are related and represent particular deductions are grouped into **wage type classes**. All insurance deductions, for instance, could have been grouped into one *wage type class*.

Limiting Rule

Definition

Rules are set up in the *Payroll Implementation Guide, Limits on Deductions* chapter. They apply to whole or percentage amounts of wage types. A rule may define, for instance, that no more than 5% of the total gross amount received by an employee may be deducted.

Creating Limits on Deductions (Infotype 0165)

Creating Limits on Deductions (Infotype 0165)

Prerequisites

If a limit on a deduction that is not the same as the standard limit that applies to a particular employee, you should create a *Limits on Deductions* (Infotype 0165) record for this employee. This will record override the standard limit set in the system.

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
2. Enter the employee's personnel number.
3. Specify *Limits on Deductions* (Infotype 0165) in the *Infotype* field.
4. Choose .
5. Select the [Wage Type Classes \[Page 414\]](#) to which the limit should apply.
6. Select the time frame to which the limit applies.
7. In the *Interval* field, enter the required time frame.
8. Enter a fixed amount or a select a [Limiting Rule \[Page 415\]](#) for the limit.
9. Save your entries.

Result

A non-standard limit is set for this employee on the relevant deductions.



You may assign a number of different limits to one wage type class for an employee. This allows you to specify, for example, that no more than 6% or \$200 may be deducted from the total gross amount a particular employee receives per month.

Loans

Purpose

You can use this component to enter, administer and perform payroll for company loans in the SAP system.

You can grant an employee company loans for a specific purpose, for example, to build a house or buy a car. In doing so, you grant the employee an interest rate lower than the market's usual reference interest rate. The employee's salary provides your enterprise with security.

The amount of administration is kept low as the processing of formalities, payment of the loan, repayment and interest payment by the employee, can simply be processed using *Payroll*.

Integration

Loan repayment and interest calculation are automatically processed in *Payroll* and, according to your entries, withheld from the employee's salary. The loan accounting data is saved together with the payroll results.

Scope of Function

In principal, you can choose between various **loan categories** in the SAP system, such as installment loans and annuity loans, with different repayment types.

To simplify awarding and evaluating the loan, we distinguish between various **loan types**. Loan types distinguish between loans using the purpose and the loan category, for example, *Building loan with installment repayment*.

At least one **loan condition** is assigned to a loan type. The interest rate and repayment pattern for the loan are stored in this type of loan condition.

You enter all the loan data in the *Loans* infotype (0045).

You set up loan types and their conditions in the Loans unit in *Payroll Customizing*.

Company Loans (Infotype 0045)

Definition

You use this infotype to enter all the loan data. This infotype contains information on:

- Basic data
- Conditions
- Payments

Use

During the payroll run, the data in the *Loans* infotype (0045) is used to calculate the following values:

- Loan deductions
- Loan interest calculation
- Imputed income taxation

Structure

Loan Types

The loan types are stored as subtypes in the *Loans* infotype (0045). Every loan that you create gets a sequential number. The combination of loan type and sequential number makes it possible for the system to clearly identify every loan. This makes it possible for you to create several loans of the same type for an employee.



When creating a loan, the system always proposes a sequential number. Depending on whether you create a loan of the same type for an employee or just want to change the conditions of a loan that already exists, you must either keep or change the sequential number proposed by the system:

- If you want to create a new loan and create a new infotype record for this purpose, the system suggests a new sequential number that has not been used before. We recommend that you **keep** this number.
- If you want to create a new loan and copy an existing infotype record for this purpose, the system will suggest the sequential number of the infotype record you have copied. You must **change** this number. We recommend that you first of all check the list of existing infotype records to see which sequential numbers have already been assigned to this employee. If you use an existing sequential number, the system cannot clearly assign payments to a loan.

Company Loans (Infotype 0045)

- If you want to change the conditions of a loan that already exists and copy an existing infotype record for this purpose, the system will suggest the sequential number of the infotype record you have copied. You must **keep** this number.

Tab Pages

On the *Basic data* tab page, enter the date of approval and the amount of the loan. The status of the loan is also displayed here. However, payments and special payments that you have entered after the last payroll run, are not taken into consideration.

On the *Conditions* tab page, you enter the relevant loan conditions. You also specify when repayment should begin. Regardless of this, interest payments are included in the payroll run, immediately after the loan is paid to the employee.

On the *Payments* tab page, you enter all the payments that are made by your company or employee with regard to the loan.

Payments

On the *Payments* tab page you enter outgoing payments, repayments and other payments, for example, loan charges. You can pay a maximum of the approved amount to the employee. The approved amount is occasionally paid in several partial amounts.



The approval of a loan does not automatically lead to payment. You should only allocate the loan payment on the *Payments* tab page.

Payments that have already been included in the payroll run are inactive and can not be changed, as you usually do not make changes to such payments. However, if you want to process a payment that has already been accounted, select it and choose . The payment is then released for processing.



Subsequent changes to payments trigger retroactive accounting in *Payroll*.

Payment Types

There are various payment types available for entering payments. The payment types differentiate between payments according to:

- Whether it is a case of a payment to the borrower or a repayment to the employer
- Whether the payment is made directly by check or bank transfer or is cleared with the employee's remuneration during the payroll run

Company Loans (Infotype 0045)



We recommend that you use the payment types provided by SAP as far as this is possible. However, if you require your own payment types, you can set these up in Payroll Customizing under *Loans* → *Master Data* → [Customer Payment Types \[Ext.\]](#).

Using Payment Types

Payment type	Use	Comment/Example
<i>Outgoing payment to third-party</i>	You do not want to pay out the loan to the employee, you want pay it to a third person instead.	An employee receives a building loan to build a house. You do not pay the loan to the employee, but to the contractor who builds the house.
<i>Loan payment (payroll)</i>	You want to pay the employee the total approved amount of the loan or part of this together with his/her pay.	
<i>Loan payment (external)</i>	You want to pay the employee the total approved amount of the loan or part of this by check or bank transfer.	
<i>Loan remission</i>	An employee cannot repay his/her loan or you want to release him/her from the remaining debt.	You can only close a loan in the system when the remaining loan amount has either been repaid by the borrower or remitted by the lender.
<i>Fees</i>	You want to demand fees from your employee for granting the loan.	
<i>Total repayment</i>	The employee repays the total outstanding amount of the loan by check or bank transfer.	
<i>Special repayment (payroll)</i>	The employee makes an unscheduled repayment that should be withheld from his/her pay.	
<i>Special repayment (external)</i>	The employee makes an unscheduled repayment by check or bank transfer.	
<i>Loan balance transfer</i>	You want to transfer company loans from a legacy system.	You can also use the payment type <i>Loan payment (external)</i> for transferring loans from legacy systems.



The *Special Repayment (External)* and *Complete Repayment* payment types can both be used for a direct repayment by check or bank transfer. These payment types have different types of interest calculation:

- In the case of *special repayment (external)*, the day you specify as the payment date is **not** taken into consideration in interest calculation.
- In the case of *total repayment*, this day is taken into consideration in interest calculation.

If you want to enter a repayment for an employee, that leaves the company or changes company code, use the *Total repayment* payment type. This guarantees that interest is calculated for the loan even for the last day that the employee works in the company or is assigned to the old company code.



The employee Anne Lovelace leaves your company on April 30. She was granted a company loan. You want to enter an external repayment for this loan on April 30. If you enter the repayment as a *special repayment (external)* with the payment date of April 30th, no more interest is calculated for the loan for this day. If you enter the payment as a complete repayment with the payment date as April 30, interest will still accrue for this day. As Anne Lovelace is no longer an employee in your company on May 01, you can not enter the payment as a *special repayment (external)* with the payment date as May 01, so that interest can still be calculated for April 30.

Integration

The correct repayment of a loan is only guaranteed when there is a valid infotype record for the *Loans* infotype (0045). That is why *Payroll* is interrupted with an error message when there is no valid infotype record for an open loan. This can, for example, occur when the validity of a loan created was underestimated. You must therefore extend the validity of the loan in a case like this. When doing so, proceed as described in [correct incorrect entries \[Page 423\]](#).

Once the employee has completely repaid the loan, a message is displayed in the payroll log. We recommend that you delimit loans that are completely repaid in the *Loans* infotype (0045).

See also:

[Company Loans \(Infotype 0045\): National Features Great Britain \[Ext.\]](#)

[Company Loans \(Infotype 0045\): National Features Belgium \[Ext.\]](#)

[Loans \(Infotype 0045\): Features for Venezuela \[Ext.\]](#)

Creating Loans and Loan Payments

Creating Loans and Loan Payments

Use

An employee applies to the HR department for a loan for a certain purpose. The HR department checks whether the employee fulfills the criteria for a loan. You specify the amount of the loan, the repayment type and conditions together with the employee. You can modify this data at any time. You also specify the validity period and approval date.

Each loan is assigned to an employee and can be clearly identified using the personnel number, loan type and sequential number.



To distinguish between different loans assigned to the same employee, you use a combination of the loan type and the sequential number. For this reason, you can not use a sequential number that has already been assigned to a new loan with the same type as another loan, even if the loans do not coincide or if one of the loans has already been delimited. The system suggests the next available sequential number.

Prerequisites

- You have set up loan conditions and loan types in *Payroll Customizing*, under *Loans* → *Master Data* → [Create a Loan Type \[Ext.\]](#)
- You are in [master data maintenance \[Ext.\]](#).

Procedure

1. Enter the employee's personnel number.
2. In the *Infotype* field, enter **0045**, and in the *Subtype* field, enter the loan type.



If you create a new data record, you must enter the loan type as a subtype on the menu screen. The field is no longer ready for input in the *Loans* infotype (0045).

3. Choose .
4. Enter the data required and save your entries.



We recommend that you specify the payment on the *Payments* tab page.

You can also enter a note or a commentary on the loan or employee. Choose *Edit* → *Maintain Text*. When you have created a text, a  pushbutton is displayed, which you can use to call up the text.

Correcting Incorrect Entries

Use

You have created a loan and discovered incorrect entries. You must correct the incorrect loan values. You could correct the following entries:

- validity period
- external reference number
- loan condition
- repayment or annuity installment
- approval date
- approved loan amount
- payments



These type of corrections trigger a retroactive accounting run in *Payroll*. Retroactive accounting takes places until the date that is set in the *Valid* field of the *Loans* infotype (0045). If you only change payment information, the system uses the date of payment as the retroactive accounting limit.

Prerequisites

- You have [created a loan \[Page 422\]](#).
- You are in [master data maintenance \[Ext.\]](#).

Procedure

1. Enter the employee's personnel number.
2. In the *Infotype* field, enter **0045** and in the *Type* field, enter the loan type to be changed.
3. Choose .
4. If several loans exist for the same loan type, select the loan to be changed using  or .
5. Correct the relevant values.
6. Save your entries.

Creating a Special Repayment

Creating a Special Repayment

Use

As well as the repayment installment that regularly incurs, an employee wants to make an additional repayment for his/her loan. This is possible using the *Special Repayment (External)* or *Special Repayment (Payroll)* payment types. The employee can pay the external special repayment by check, cash payment, and so on. He/she can use part of the available remuneration, for example, Christmas bonus or vacation bonus or other gratuities, for the special payment (Payroll).

Prerequisites

- You have [created a loan \[Page 422\]](#).
- You are in [master data maintenance \[Ext.\]](#).

Procedure

1. Enter the employee's personnel number.
2. In the *Infotype* field, enter **0045** and in the *Subtype* field, enter the correct loan type.
3. Choose .
4. If several loans exist for the same loan type, select the loan to be changed using  or .
5. Choose the *Payments* tab page.
6. Enter a special repayment.



If the employee wants to repay the loan completely, you use the loan amount open, displayed on the *Basic Data* tab page.

For the *Special Repayment (Payroll)* payment type, the repayment amount should not exceed the payment amount of remuneration that the employee receives.

7. Save your entries.

Changing the Value of a Loan

Use

If the interest rate for the loan conditions or the repayment amount and/or annuity installment change, you must create a new infotype record for the *Loans* infotype (0045). The old data record is then delimited in time. If several data records exist for one loan in a payroll period, the record that is valid at the beginning of the period is evaluated within Payroll.

The loan amount and approval date are fixed elements of a loan. These values must remain constant in all the loan data records.



If there is a split in the payroll results due to a personnel action or change in the legal person, proceed as described in [Processing Loans in the Case of a Change in Company Code. \[Page 426\]](#)

Prerequisites

- You have [created a loan \[Page 422\]](#).
- You are in [master data maintenance \[Ext.\]](#).

Procedure

1. Enter the employee's personnel number.
2. In the *Infotype* field, enter **0045** and in the *Subtype* field, enter the loan type to be changed.
3. Choose .
4. If several loans exist for the same loan type, select the loan to be changed using  or .
5. Choose *Edit* → *Copy*.
6. Enter the new validity period and change the loan values (for example, the repayment installment).
7. Save your entries.

Result

You have made a time-dependent change to the loan. A new data record is created and the old data record is delimited.

Processing Loans in the Case of a Change in Company Code

Processing Loans in the Case of a Change in Company Code

Purpose

If an employee changes [company code \[Ext.\]](#), for example, works for another company within your group, he can not transfer his loan to the new company code. This is due to the fact that he would no longer repay repayments to the company that awarded him the loan but to the new company.

That is why you must delimit the *Loans* infotype (0045) to the date of the change of company code. To do this, you change the end date of the infotype record so that the infotype record is only valid until the date of the change of company code.

You must also close the infotype with a complete repayment. The person, who makes this payment in whatever way, should be arranged within the company.

Finally, you create a new loan for the employee from the point in time that he belongs to the new company code.

Process Flow

1. The employee changes company code.
2. You make the following changes in the *Loans* infotype (0045):
 - You delimit the infotype record to the date of the change of company code.
 - You close the employee's loan with a complete repayment in a similar way to [leaving \[Page 427\]](#).
3. You create a [new loan \[Page 422\]](#) for the employee from the point in time that he belongs to the new company code in the *Loans* (0045) infotype.



You can link the *Loans* infotype (0045) to the dynamic action *Change of company code*. To do so, choose [dynamic actions \[Ext.\]](#) in *Personnel Administration Customizing*, under *Setting up procedures*.

Processing Loans for an Employee Who Leaves

Use

When an employee who has been granted a loan, leaves your enterprise, you must make sure that he/she has completely repaid the loan. After the employee has left your enterprise, payroll is no longer performed for him/her, making it impossible for repayment to take place via payroll. Any outstanding debts must be settled in *Financial Accounting*. We therefore recommend that you close the loan with a special repayment or complete repayment, **before** the employee leaves.



When an employee leaves the company, a message is displayed in the payroll log. The SAP System **does not** automatically settle outstanding balances.

Prerequisites

- You have [created a loan \[Page 422\]](#).
- You are in [master data maintenance \[Ext.\]](#).

Procedure

1. In the *Infotype* field, enter 0045 and in the *Type* field, enter the loan type to be changed.
2. Choose .
3. If several loans exist for the same loan type, select the loan to be changed using  or .
4. Choose the *Payments* tab page.
5. Enter a special repayment or complete repayment for the amount of the loan amount still outstanding and save your entries.

Processing Loans for Inactive Agreements

Processing Loans for Inactive Agreements

Use

If an employee does not get paid for a certain period of time, repayment of the loan should be inactive for this time.

Prerequisites

- You have [created a loan \[Page 422\]](#).
- You are in [master data maintenance \[Ext.\]](#).

Procedure

- Enter the employee's personnel number.
- In the Infotype field, enter **0045** and in the *Type* field, enter the loan type to be changed.
- Choose .
- If several loans exist for the same loan type, select the loan to be changed using  or .
- Choose *Edit* → *Copy*.
- In the fields *Valid ... to* (valid from and to), you enter the date, from which repayment of the loan should be inactive.
- Choose the *Conditions* tab page and enter **0** in the *Repayment or Annuity installment field*.
- Save your entries.

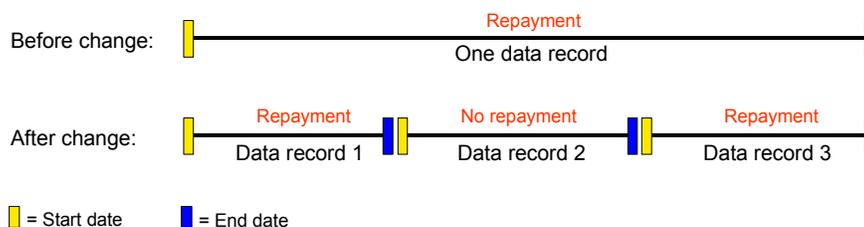
The system refers to the fact that the existing data record is split.

- Confirm the message.

Result

There are now three data records with different start and end dates for the changed loan:

Loans Infotype (0045)



- Record 1: from the original start date to the date from which repayment should become inactive
- Record 2: from the date on which repayment should become inactive to the date from which repayment should recommence
- Record 3: from the date on which repayments should start again to the original end date

Processing Loans for Inactive Agreements

You have changed the employee's loan for a certain period in such a way that no repayments are due. After the end of the period without repayments, the repayment installment originally specified is automatically due.

Deleting Loans

Deleting Loans

Use

A loan can be deleted for the following reasons:

- an incorrect personnel number has been entered.
- the employee rejects the loan.
- the employer does not approve the loan.



If you want to delete a loan, you must first of all delete all the accompanying payments, as described below.

You cannot delete the *Loans* infotype (0045) if a loan has already been paid and the employee has not repaid it completely yet.

You cannot delete loans that have been paid back completely, and for which processing is complete.

Prerequisites

- You have [created a loan \[Page 422\]](#).
- You are in [master data maintenance \[Ext.\]](#).

Procedure

1. Enter the employee's personnel number.
2. In the *Infotype* field, enter **0045** and in the *Subtype* field, enter the loan type of the loan to be deleted and choose .
3. If several loans exist for the same loan type, select the loan to be deleted using  or .
4. Choose the *Payments* tab page.
5. Select a payment and choose .
6. Repeat step 5 until you have deleted all payments.
7. Save the infotype record.
 - Depending on whether other loans exist for the same loan type, you access
 - another loan record
 - From here, you go back to the *Maintain HR Master Data* screen
 - directly to the *Maintain HR Master Data* screen
8. Choose .
9. Check whether the information displayed refers to the loan to be deleted, and choose  again.

Repayment

Use

If you have paid a loan to an employee, he/she usually repays the amount in regular partial amounts. The loan repayment is made up of a repayment share, which reduces the loan amount paid for each loan period, and an interest share.

The type of loan repayment is stored in different **loan categories**. The start of repayment and repayment pattern are stored in different **loan conditions**.

Prerequisites

In *Payroll Customizing*, under *Loans* → *Master Data* → [Create a Loan Type \[Ext.\]](#) you have

- specified the assignment of loan categories to loan types in the *Technical Attributes* view.
- specified at least one loan condition for each loan type in the *Conditions* view.

Scope of Function

The SAP system distinguishes between the following loan categories:

- Repayment in installments
In this case, the employee regularly pays a **repayment installment**. This installment contains only the repayment. The interest receivable is added on in every payroll period. The total amount that the employee must pay in every period, thus changes. As the term of the loan progresses, the amount gets less and less, as the remaining debt and also the interest receivable from the employee decrease.
- Annuity repayment
In this case, the employee regularly pays a **annuity installment**. This installment contains both the repayment and the interest. The total of repayment and interest payment thus remains constant. This type of repayment is awarded on a more regular basis, as the charge to the borrower remains constant for the complete term of the loan.
- Recurring advance
In this case, you can pay the employee a certain amount on one occasion. The recurring advance is not repaid and no interest incurs. The employee must only repay the amount when he/she leaves the enterprise.



Expenses of 1,000 euro regularly incur for an employee in the external sales force. So that the employee does not have to pay this amount from his own pocket, he/she receives a one-off recurring advance of 1,000 euro. Each time expenses are accounted at the end of a payroll period, the employee is repaid exactly the amount that he spent on expenses in this period. The recurring advance is not affected by this. On leaving, the employee must only repay the enterprise exactly 1000 euro.

Repayment**Activities**

When you create a loan for an employee in the *Loans* infotype (0045), choose a loan type. This loan type has been assigned a certain loan category in Customizing. In this way, you determine the type of repayment according to which the employee must repay the loan.

Select the repayment pattern for the loan in the *Loan condition* field, on the *Conditions* tab page in the *Loans* infotype (0045). Specify the repayment amount in the *Repayment installment or Annuity installment* field.

Repayment of Installment Loans

The repayment amount that reduces the balance of the loan in each loan period remains constant. Interest accrues as an additional charge against the employee.

The expected term of the loan can be determined for this loan type.

Prerequisites

Loan amount paid out	30,000 euro
Interest rate	5 % p.a.
Repayment installment	250 euro
Interest calculation frequency	Monthly
Repayment frequency	Monthly
Repayment start date	One year after loan was paid out

Loan Calculation

- In the first twelve months, interest of 125 euro accrues monthly. As the loan balance of 30,000 euro remains unchanged in this period, the interest amount remains constant.
- Repayment, which starts after 12 months, is calculated in the following way:

$$30,000 \text{ euro} / 250 \text{ euro} = 120 \text{ months}$$
- The total term of the installment loan is eleven years.
- In the first month after repayment begins, deductions taken from the employee's remuneration are 375 euro = 250 euro repayment + 125 euro interest).
- The remaining debt after the first repayment is 29,750 euro.
- With each repayment, the amount of interest is reduced, and subsequently the amount paid by the employee is also reduced.

Example: Repayment of Installment Loans**Example: Repayment of Installment Loans**

A repayment amount is calculated, that is then deducted from the employee's pay in each loan period. This repayment amount consists of a repayment share and an interest share. The repayment amount remains constant, but the interest share decreases and the repayment share increases during the loan period.

Because of the interest deductions, the term of the loan cannot be directly deduced from the rate of repayment for this loan type.

Prerequisites

Loan amount paid out	30,000 euro
Interest rate	5 % p.a.
Annuity installment	250 euro
Interest calculation frequency	Monthly
Repayment frequency	Monthly
Repayment start date	One year after loan has been paid out

Loan Calculation

- In the first twelve months, interest accrues every month, which increases the balance of the loan and the interest. In the first month, the interest is 125 euro, in the twelfth month it is 130.31 euro, so that the loan balance increases to 31,404.02 euro before the first repayment.
- From the first annuity installment, 130.85 euro is allotted to interest and 119.15 euro to the regular repayment.
- The total term of the loan, including the first year when no repayments are made, amounts to almost 27 years.
- The amount that the employee must pay each month remains constant at 250 euro.

Repayment Plan

Use

You can create a repayment plan for a loan to obtain detailed information on the term of the loan and the charge to the employee.

Integration

You can only create the repayment plan for loans that you create in the *Loans* infotype (0045) or have already created.

Scope of Function

- You create the repayment plan for each of the employee's loans, which is identified by the loan type and the sequential number.
- You create the repayment plan in the currency of the repayment installment.
- If you have already created loan payments, this is mentioned in the repayment plan.
- When you create a loan in the *Loans* infotype (0045), you can simulate a repayment plan for an employee even if you have not yet entered any loan payments, and have not yet saved the loan.

You can enter any values for the loan amount, repayment installment, start of repayment and payment date. You can repeat the repayment plan again and again, for example, to check the effect a higher or lower repayment installment has on the term of the loan.

- You can copy the values to the infotype that you have specified when simulating the repayment plan.

If you have, for example specified a different value for the loan amount when creating the repayment plan, to the value you have entered in the *Approved loan amount* field when creating the infotype record, you can copy this change to the infotype. The system then automatically copies the changed amount from the dialogbox *Parameter for Repayment Plan* to the *Approved loan amount* field. You must not manually enter the changed amount in this field.

Example: Repayment Plan

Example: Repayment Plan**Prerequisites**

In the SAP system, the following values are stored for an employee's loan:

Personnel number	123456
Loan type	Building loan with annuity payment (0200)
Sequential number	06
Legacy data transfer	7,700 euro on June 01 1998
Special repayment	1,000 euro on December 24 1998
Annuity installment	450 euro monthly
Repayment start date	June 01 1998

Result

Using this information, the system creates the following repayment plan:

Repayment plan for *Personnel number 123456*
Loan ID *0200 06 (Building loan with annuity repayment)*
Currency *euro*

Year	Period	Balance	Repayment	Interest
1998	06	7,282.08	417.92	32.08
1998	07	6,862.42	419.66	30.34
1998	08	6,441.01	421.41	28.59
1998	09	6,017.85	423.16	26.84
1998	10	5,592.92	424.93	25.07
1998	11	5,166.22	426.70	23.30
1998	12	3,737.75	428.47	21.53
1999	01	3,303.32	434.43	15.57
1999	02	2,867.08	436.08	13.76
1999	03	2,429.03	438.05	11.95
1999	04	1,989.15	439.88	10.12
1999	05	1,547.44	441.71	8.29
1999	06	1,103.89	443.55	6.45
1999	07	658.49	445.40	4.60
1999	08	211.23	447.26	2.74

Example: Repayment Plan

1999	09	0.00	211.23	0.88
			7,700	262.11

Creating Repayment Plans

Creating Repayment Plans

Prerequisites

You have [created a loan \[Page 422\]](#).



When you are creating a new loan, you can also create the repayment plan. You must only specify the approved loan amount and the loan condition. You can then choose any parameters for the repayment plan.

You are in [master data maintenance \[Ext.\]](#).

Procedure

1. Enter the employee's personnel number.
2. In the *Infotype* field, enter **0045** and in the *Subtype* field, enter the loan type.
3. Choose  or .
4. If several loans with the same loan type exist, select the loan for which you want to create the repayment plan, using  or .
5. Choose  (Create Repayment Plan).

You are in the *Parameter for the repayment plan* dialog box.

6. If necessary, change the data displayed and choose .

Result

The system creates the repayment plan.

To copy the values to the infotype that you have entered in the *Parameter for repayment plan* dialogbox, you proceed in the following way:

1. Go from the repayment plan back to the *Parameter for the repayment plan* dialogbox.
2. Choose  (Copy).

Displaying Conditions

Use

The *Conditions* function allows you to display detailed information on the interest amount and the interest and/or repayment pattern of the loan.

Prerequisites

- You have [created a loan \[Page 422\]](#).
- You are in [master data maintenance \[Ext.\]](#).

Procedure

1. Enter the employee's personnel number.
2. In the *Infotype* field, enter **0045** and in the *Type* field, enter the loan type.
3. Choose .
4. If several loans exist for the same loan type, select the loan to be displayed using  or .
5. On the *Conditions* tab page, choose the  function (condition overview).

Result

In the *Conditions ... for loan type* dialog box, you can see the validity date, debit interest rate, reference interest rate and, depending on the loan type, the repayment and/or interest pattern:

- In the case of an **installment loan**, the interest and repayment patterns are displayed.
- In the case of an **annuity loan**, only the repayment pattern is displayed, as the interest is due at the same time.

The repayment pattern determines when a repayment installment is due. The interest pattern determines when the cumulated interest that incurs in every payroll period is due.

Interest Calculation

Interest Calculation

Use

The SAP system calculates the interest that incurs for a loan in accordance with the specifications that you have made in Customizing for the relevant loan type.

Prerequisites

In *Payroll* Customizing, you have defined the following:

- Value date

You have specified at which point in time interest on loans should be calculated in your enterprise, under *Loans* → *Calculation* → [Adjust Value Date \[Ext.\]](#). In the standard system, interest is calculated at the end of the payroll period.

- Interest rate and interest calculation frequency

In the *Conditions* view under *Loans* → *Master Data* → [Maintain Loan Types \[Ext.\]](#), you have specified the amount and the intervals at which interest should be due.



If you want to award an interest-free company loan, create your own condition with debit interest of 0% for this purpose.

- Interest calculation method

You have the following options for determining the interest calculation method:

- Under *Loans* → *Calculation* → [Specify Interest Calculation Method \[Ext.\]](#), you can change the standard interest calculation method provided by SAP using the INTLO feature (*HR Loans: Interest Calculation Method*). In the process, you can specify an interest calculation method for your whole system, for certain loan types or certain loan conditions. The standard interest calculation method assumes there are 30 interest days in a month and 360 interest days in a year.

We recommend this procedure.

- You can specify the interest calculation method for a certain loan condition in the *Conditions* view, under *Loans* → *Master Data* → *Maintain Loan Types*. If you specify an interest calculation method here, you thus override the interest calculation method that you may have entered in the INTLO feature.

- Reference interest rate

You have the following options for determining the reference interest rate:

- You can use the REFIN payroll constant (*Reference interest rate*) in table T511K (Payroll Constants) to store the reference interest rate for your whole system, under *Loans* → *Calculation* → [Check Payroll Constants \[Ext.\]](#).

We recommend this procedure.

- You can specify the reference interest rate for a certain loan condition in the *Conditions* view, under *Loans* → *Master Data* → *Maintain Loan Types*. If you specify a reference

interest rate here, you thus override the reference interest rate that you may have specified with the REFIN payroll constant.



If you specify the interest calculation method and the reference interest rate with the INTLO feature and the REFIN constant, you may possibly want to prevent entries being made in the step *Maintain Loan Types*. That is why, you can hide these fields from the *Conditions* view. To do so, choose *Loans* → *Master Data* → [Adjust Screen Control \[Ext.\]](#) in *Payroll* Customizing.

Scope of Function

The date that you choose for the interest calculation of loans depends on the payment date of your payroll areas. The payment date can, for example, be at the beginning or end of the payroll period. Interest should also be calculated accordingly for an employee's loan; that is, at the beginning or end of the payroll period.

If you pay an employee's loan with the payroll run, the time of interest calculation has the following effects:

- If interest is calculated at the **start of the period**, interest is due in the payroll period in which you create the loan. The number of days for which interest is calculated depends on the calculation method that you choose for your system. In the standard system, interest is calculated for 30 days for each month.
- If interest is calculated at the **end of the period**, no interest incurs for the payment amount in this payroll period.

This case has already been created in the standard system.

Interest calculation for external payments, such as payments by check or bank transfer is for the exact day. Within the current payroll period, interest is calculated for only the days on which it actually accrues.

During the payroll run, the system calculates the interest for each payroll period and includes it, when due, as a deduction in accordance with the loan conditions.

Activities

If you create a loan in the *Loans* infotype (0045), choose a loans condition on the *Conditions* tab page. With that, you specify the rate of interest and calculation frequency for this loan. The conditions that you can select here depend on the loan type. You can specify an interest rate in the *Individual interest rate* field, which should apply for this employee.



You can also hide the *Individual interest rate* field from the infotype interface.

To display the conditions for a loan type in a detailed form, choose the  function (conditions overview) on the *Conditions* tab page.

Interest Calculation

Example: Interest Calculation

Prerequisites

In your enterprise, payroll takes place on a monthly basis. You have created a loan for an employee with the following data:

Loan type	Building loan with payment by installments
Loan amount paid out	10,000 euro
Loan payment	January 10 of the current year
Repayment start date	May 01 of the current year
Repayment installment	300 euro each month

The following values are stored in Customizing for the loan type *Building loan with repayment installment*:

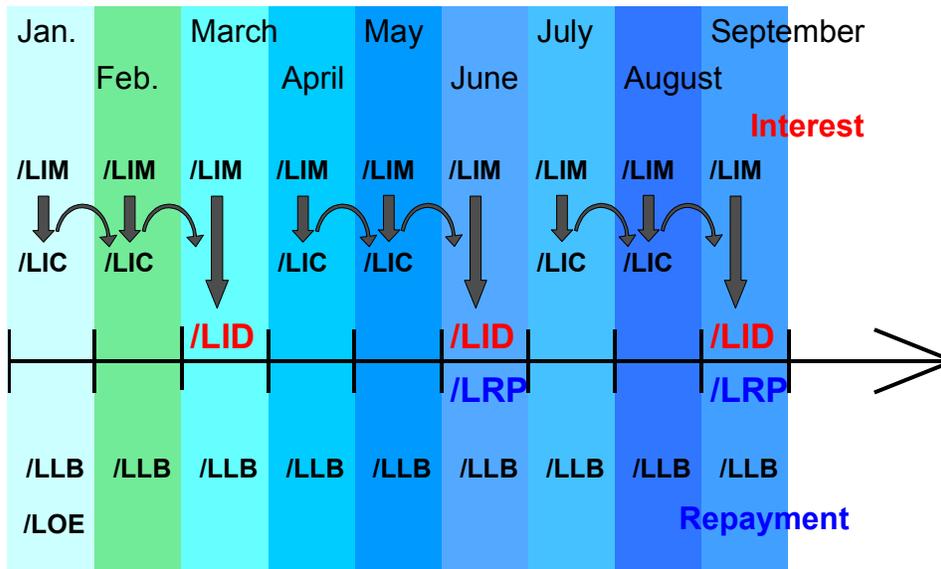
Debit interest	5 %
Interest calculation frequency	First period: 03
	Interval: 03
Repayment frequency	First period: 03
	Interval: 03

The interest for this loan is thus due in the months of March, June, September, and December.

The repayment installment for the loan type *Building loan with installment repayment* is also due in the months of March, June, September and December. However, the employee must only pay the first repayment installment for the loan on hand in June, as you specified May 01 as the start of repayment date. June is the first month, in which a repayment installment is due for the repayment pattern for this loan type after the start of repayment date on May 01.

Example: Interest Calculation

Interest Calculation



Interest is calculated for each payroll period and stored in the *Interest for current period* wage type (/LIM). If interest is not due in the previous payroll period, it is cumulated in the *Cumulated interest* wage type (/LIC) until the next due date. When the interest is due, the *Cumulated interest* wage type (/LIC) is converted to the *Interest due* wage type (/LID).

In the example, the loan is paid out on January 10 of the current year. This means that only 21 days of interest accrue in this month. For the first payroll period, interest of $10,000 \times 0.05 \times 21 / 360 = 29.17$ euro accrues (10,000 euro balance, 5% interest, 21 days interest, 360 days per year).

For the remaining periods up to the first repayment, interest of $10,000 \times 0.05 \times 30 / 360 = 41.67$ euro accrues (10,000 euro balance, 5% interest, 30 days interest, 360 days per year).

The interest per payroll period is cumulated and due at an interval of 3 periods.

Wage Types

The following loan wage types arise for the first six payroll periods:

Period	Wage type	Wage type text	Amount	Explanation
Period 01	/LIC	Cumulated interest	29.17	
(January)	/LIM	Interest for current period	29.17	21 days
	/LLB	Loan balance	10,000	
	/LOE	External loan payment	10,000	
Period 02	/LIC	Cumulated interest	70.84	
(February)	/LIM	Interest for current period	41.67	
	/LLB	Loan balance	10,000	

Example: Interest Calculation

Period 03	/LID	Interest due	112.51	
(March)	/LIM	Interest for current period	41.67	
	/LLB	Loan balance	10,000	
Period 04	/LIC	Cumulated interest	41.67	
(April)	/LIM	Interest for current period	41.67	
	/LLB	Loan balance	10,000	
Period 05	/LIC	Cumulated interest	84.34	
(May)	/LIM	Interest for current period	41.67	
	/LLB	Loan balance	10,000	
Period 06	/LID	Interest due	125.01	
(June)	/LIM	Interest for current period	41.67	
	/LLB	Loan balance	9,700	
	/LRP	Regular repayment	300	

Calculating Imputed Income

Calculating Imputed Income

Use

The interest saving for a loan, which results from a particularly reasonable interest rate, can be remuneration in the form of imputed income. The SAP system automatically calculates the imputed income (or interest rate advantage), that an employee incurs from a loan. This is the result of the difference between the debit interest and the reference interest rate, as the debit interest awarded by the employer is often significantly less than the usual reference interest rate awarded by the bank.

To find out the statutory bases for imputed income, see the employment tax guidelines.

Prerequisites

The prerequisites are the same as those for [interest calculation \[Page 440\]](#). You have also selected the *Interest rate advantage* field in the *Conditions* view in *Payroll* Customizing under *Loans* → *Master Data* → [Create a Loan Type \[Ext.\]](#) .

Features

Exemption Limit for Germany

The exemption limit, which is currently 5,000 DM is automatically taken into consideration during payroll.

Example of an Imputed Income Calculation

Prerequisites

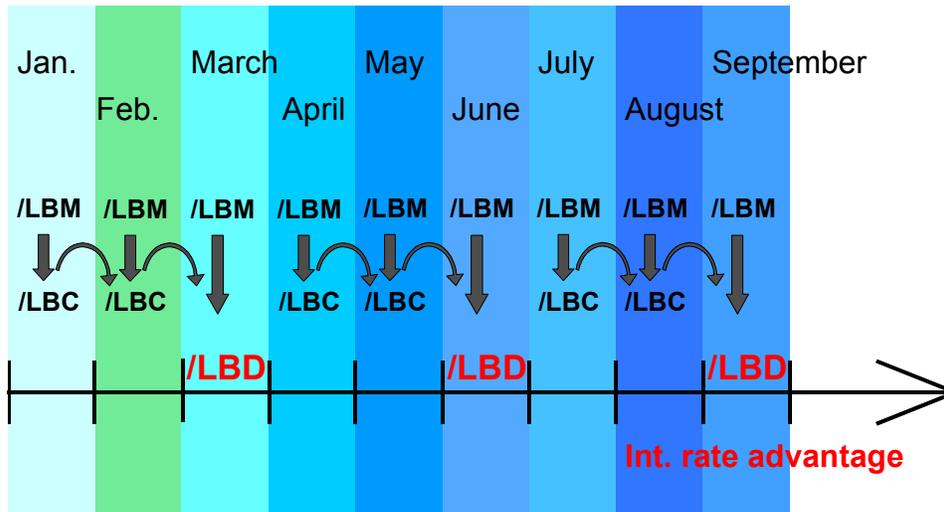
In your enterprise, payroll takes place on a monthly basis. You have created a loan for an employee with the following data:

Loan type	Building loan with payment by installments
Loan amount paid out	10,000
Loan payment	January 10 of the current year
Repayment start date	May 01 of the current year
Repayment installment	300 euro each month

The following values are stored in Customizing for the loan type *Building loan with repayment installment*:

Debit interest	5 %
Reference interest rate	6 %
Interest rate advantage	Selected
Interest calculation frequency	First period: 03
	Interval: 03
Repayment frequency	First period: 03
	Interval: 03

Calculating Imputed Income (Interest Rate Advantage)



For the first payroll period, imputed income of $10,000 \times 0.01 \times 21 / 360 = 5.83$ incurs (10,000 amount of loan, 1% interest rate advantage = 6% reference interest rate -- 5 % debit interest; for 21 days of interest, 360 days per year).

For the remaining payroll periods up to the first repayment, calculation is as follows: $10,000 \times 0.01 \times 30 / 360 = 8.33$.

Example of an Imputed Income Calculation

The interest for each payroll period is cumulated, and is due after 3 periods.

Wage Types

As well as the wage types listed in the [Example: Interest Calculation \[Page 443\]](#), the following wage types are created when calculating imputed income.

Period	Wage type	Wage type text	Amount	Explanation
Period 01	/LBC	Cumulated interest advantage	5.83	
	/LBM	Interest rate advantage/current period	5.83	21 days
Period 02	/LBC	Cumulated interest advantage	14.16	
	/LBM	Interest rate advantage/current period	8.33	
Period 03	/LBD	Taxed interest advantage	22.49	Due
	/LBM	Interest rate advantage/current period	8.33	

Evaluating a Loan

Use

You can use various forms of evaluation to check loans, which have already been included in the payroll run. You usually call up the evaluation reports described in the following documentation in the *General Report Selection* for several employees. In the Loans infotype (0045), you can also partially evaluate individual employees.

Scope of Function

The following evaluations are possible:

- Report RPCLOF00 (*Account Statement for Company Loans*)
The account statement lists all transactions and current balances for the employee's company loans. You can choose between the *Debit Memo - Credit Memo* or *Transaction - Balance* formats.
- Report RPCLOF00 (*Account Statement for Company Loans*)
The overview lists the total of all loans for each employee. The evaluation displays the results from the perspective of the evaluation period. In other words, it includes all of the changes made during the evaluation period, for example, even if they affect periods prior to the evaluation period because of retroactive accounting runs.
- Report RPCLOH00 (*Calculate Present Value for Company Loans*)
The overview lists the [present values \[Ext.\]](#) of the company loans.

Activities

To evaluate several employees, choose *Information systems* → *General report selection* → *Human resources* → *Payroll* → *Payroll <Country>* → *(Company) Loans* and call up the report you require. Enter the necessary data and execute the report.

To display an account statement or an overview of loans for an individual employee, choose *Goto* → *Account statement* or *Goto* → *Loans overview* in the *Loans* infotype (0045).

Loan Wage Types

Loan Wage Types

In *Payroll*, *loan* wage types start with /Lnn: In most of the countries that use the *Loans* component, the following wage types are used:

Wage type	Wage type text
/LBC	Cumulated interest advantage
/LBD	Taxed interest advantage
/LBM	Interest rate advantage/current period
/LCI	Interest-bearing capital
/LEE	Special repayment, external
/LEP	Special payroll repayment
/LER	Loan remission
/LEX	Complete repayment
/LFC	Cumulated interest exemption
/LFM	Interest exemption/current period
/LFP	Loan fees
/LIC	Cumulated interest
/LID	Interest due
/LIM	Interest for current period
/LLB	Loan balance
/LO3	Third-party loan payment
/LOE	External loan payment
/LOP	Loan payment - payroll
/LRP	Regular repayment (both installment and annuity loans)
/LTE	Transfer loan balance

Additional country-specific loan wage types are also used in some countries.

Arrears Processing for Deductions

Use

Arrears processing refers to the [Voluntary Deductions \[Ext.\]](#) that are deducted from the net remuneration. You enter these voluntary deductions using deduction wage types in the [Recurring Payments/Deductions \[Page 215\]](#) (0014) and [Additional Payments \[Page 217\]](#) (0015) infotypes, and in country specific infotypes for employer benefits. The system compares the deduction amount with the remaining net amount and, if possible, makes the deduction. When making this comparison the system takes a calculated country-specific minimum net amount into account.

Arrears processing is responsible for determining how payroll is performed if the deductions exceed the net remuneration.



Your employee takes part in a savings plan which means that a fixed amount is withheld from the net remuneration in each payroll period.

Moreover, regular amounts are deducted from the net remuneration and are paid to different institutions or towards company insurance.

If the sum of all the deductions is greater than the net amount, then all the deductions that were entered in the master data cannot be made during the payroll process.

Unpaid absences, for example, can lead to unexpectedly low net remuneration. If all deductions are taken in full, the difference between total net remuneration and the sum of all deductions becomes an outstanding debt owed to the employee.

Integration

You make the settings for arrears processing in Customizing for Payroll under *Deductions* → *Arrears and Priorities*.

Features

Arrears processing is controlled using deduction wage type characteristics. You assign the following characteristics to deduction wage types for arrears processing:

- **Priority**

The priority specifies the sequence in which the deduction wage types are processed. If deduction wage types exist with the same priority in payroll, then the system sorts them according to name.



If you use the *Garnishment* component, you should assign the garnishment wage type with the highest priority.

- **Arrears-characteristics**

You must also specify in Customizing the way in which deduction wage types should be processed if the net amount does not provide sufficient cover. The possibilities available

Arrears Processing for Deductions

for arrears characteristics are described in detail in Customizing for Payroll under *Deductions* → *Arrears and Priorities* → [Define Priority for Deduction \[Ext.\]](#)

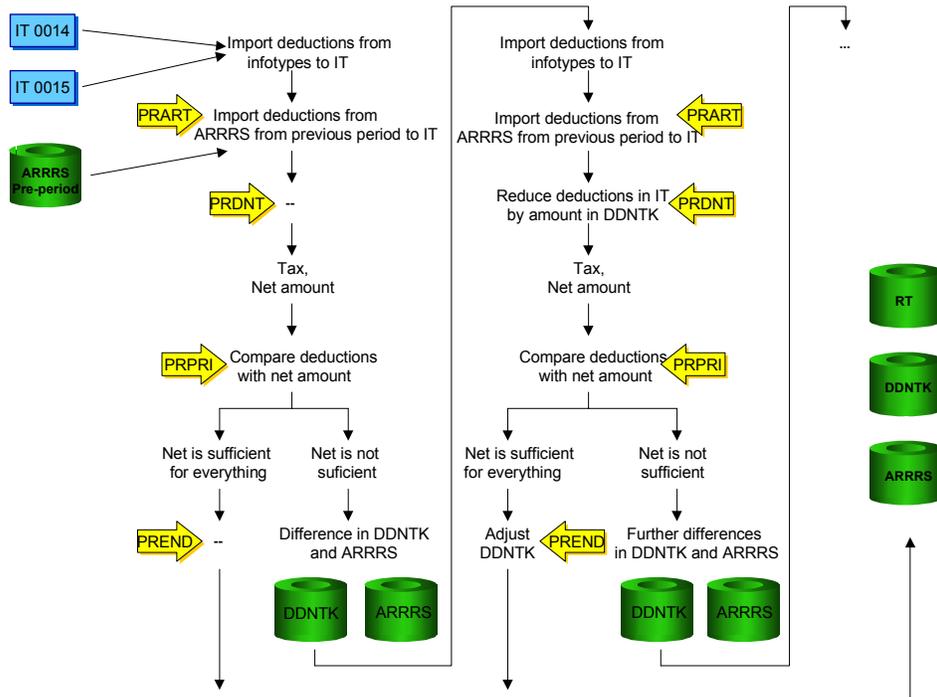
Technical Procedure of Arrears Processing

Purpose

For more information on the purpose of this process, see [Arrears Processing for Deductions \[Page 451\]](#).

Process Flow

Arrears Processing



Legend:

Tables

- **ARRRS Arrears table**
This contains the amounts of the deductions, which could not be processed in the previous period. These amounts are added to the amounts of the deduction wage types for the current period and are included in the current processing. Deduction wage types which cannot be processed in the current period and which are allocated with corresponding arrears characteristics are placed in the ARRRS table to be processed in the next period.
- **DDNTK Deductions not taken**
Contains amounts of deductions that could not be taken from the net amount in the **current** period.

Functions

Technical Procedure of Arrears Processing

PRART *Processing of Table OARRS*

PRART *Processing of Table DDNTK*

PRPRI *Processing of priorities table*

PREND *Modify table DDNTK at end of loop*

For more information on the functions use transaction PDSY HR *Documentation Maintenance* or go to the menu for *Payroll* using the menu path *Tools→ Maintenance Tools→Function/Operation*.

The steps in the graphic are performed in the following way:

1. Import of the deductions

The following deduction wage types are imported to the input table (IT) for further processing:

- Amounts from the ARRRS table from the previous period with function PRART
Using personnel calculation rule X014 you can determine whether a deduction wage type, which was not processed in the previous period, should be processed during the current period.
- Current amounts from the *Additional Payments* (0015) and *Recurring Payments/Deductions* (0014) infotypes.

2. Processing of table DDNTK: *Deductions not taken*

This processing step does not take place the first time the loop is run because the table is empty.

The amounts of the deduction wage types in the input table (IT) are reduced by the amounts of table DDNTK in function PRDNT. Further processing, such as tax calculations, is based on these reduced deductions.

3. Processing deductions according to priority

Once the net amount has been calculated, the system processes all of the deduction wage types in accordance with their priority and their arrears characteristics. The system checks, using function PRPRI, whether the remaining net amount is sufficient for the deduction, for every deduction wage type involved.

- If the net amount is sufficient, the deduction is not changed.
- If the net amount were not sufficient, the deduction would result in a negative net amount. Therefore, the amount of the deduction wage type must be reduced by the appropriate difference. This difference is stored in table DDNTK. The amount is also added to the ARRRS table according to the arrears characteristic.

After the deductions have been processed the system checks whether deduction wage types need to be reduced, that is, whether table DDNTK is full.



Processing of steps 1 to 3 takes place in a loop, which is performed several times if the deduction wage types have to be reduced.

Technical Procedure of Arrears Processing

Since certain deductions can be made from the remuneration before taxation, and since the gross tax amount can change, processing must therefore take place in a loop. For more information see [Processing Reduced Gross Tax Amounts \[Page 456\]](#).

4. Adjusting table DDNTK

After the last loop has been run, table DDNTK can contain amounts that must be deducted from the deductions for the current period. However, it can also contain amounts from the ARRRS table. Table DDNTK should, however, only contain the amounts which could not be taken into consideration in the current period. This is implemented using function PREND.



ARRRS (Start of processing)	80,00	Deductions from the previous period
IT 0014	30,00	Deductions from the current period
	110,00	Total deductions
RT	60,00	Amount that could be deducted from the net amount
ARRRS (End of processing)	50,00	Amount that could not be deducted from the net amount and which is transferred
DDNTK	50,00	Amount that could not be deducted from the net amount in the current period

Table DDNTK should in fact only contain the amount 30,00 from the Recurring Payments and Deductions Infotype (0014)

Using function PREND the system compares the values of the deduction wage types in table DDNTK with the values in the RT and ARRRS tables. In this way the amount of the current deduction is determined and is written to table DDNTK.



Tables DDNTK and ARRRS are stored along with the payroll results in cluster table PCL2, and can be displayed using report RPCLSTRX.

Processing Reduced Gross Tax Amounts

Processing Reduced Gross Tax Amounts

Use

If the deductions do not affect an employee's gross tax amount then processing can take place as described in [Technical Procedure of Arrears Processing \[Page 453\]](#)

Exceptions are deductions which are made from the net salary amount, but which still reduce the gross tax amount. This is the case with donations or company insurance, for example. The processing class that you use for this determines whether a wage type should be deducted from remuneration before or after taxation.

Features

If such a wage type results in a deduction, and part of the amount is placed in table DDNTK, then the system recalculates the gross tax amount. Previously the deduction that was not reduced was used to calculate the gross tax amount. Calculation of the gross tax amount using the new reduced deduction amount results in a higher gross tax amount.

The result of the higher gross tax amount, using the new tax calculation, is a changed net amount. The deductions are then made from this net amount.



Payment/deduction type	Calculation 1	Calculation 2
Total gross amount	3 000,00	3 000,00
Donations, deduction from remuneration before taxation	500,00	300,00
Gross tax amount	2 500,00	2 700,00
Net amount	1 500,00	1 650,00
Garnishment.	1 000,00	1 000,00
Loans	200,00	200,00
Actual deduction for donation	300,00	300,00
	Remaining amount	
DDNTK	200,00	...-
Payment Amount		150,00

Calculation 1

The total gross amount is reduced by the amount of the donation to the gross tax amount, from which the net amount is then calculated. The amounts for the garnishment and the repayment of loans are deducted from the net amount first, because they have a higher priority than the donation. Only 300,00 of the net amount remain for the deduction of donations. Since the donations amount to 500,00, the 200,00 which cannot be deducted is placed in table DDNTK.

Calculation 2

The gross tax amount must be redefined starting with reduced donation amounts. The loop must therefore be repeated again to process the new gross tax amount and the new donation amount.

Processing Arrears in Retroactive Accounting

Processing Arrears in Retroactive Accounting

Use

When the original payroll is run for a payroll period, deduction wage types are subtracted and paid. This procedure cannot be reversed. If you have to trigger retroactive accounting in this payroll period after you have changed a deductions wage type, then the deduction wage type is processed specially.

Features

The changed amount of the deduction wage type cannot be taken into consideration by the system. In retroactive accounting the amount of the deductions wage type that was processed in the original run is processed again.

Of course, a positive or negative difference can exist between the deduction amount in the original system and the changed deduction amount. This difference can be written to the next payroll period using the *Arrears* table (*ARRRS*).

In Customizing for Payroll under *Deductions*→*Arrears and Priorities*→[Maintain Arrears Deductions for Retroactive Accounting \[Ext.\]](#) you determine how changed deduction wage types should be processed in retroactive accounting.



In retroactive accounting arrears are processed in a different way to that of an original period. Processing in retroactive accounting takes place in function PRDNT, namely before the tax calculation. The loop must therefore be performed again, there is no iteration. Processing in functions PRPRI and PREND does not take place either.

National Bond and Trust Data Transfers

Purpose

The National Bond and Trust Data Transfer functionality provides customers the flexibility to offer employees the option to purchase US Savings Bonds through payroll deductions. SAP has chosen the the National Bond and Trust Company (NBT) to provide the US Bond administration services. In addition to purchasing US savings bonds, NBT provides other bond-related administrative services including: distribution, registration, owner and co-owner tracking, beneficiary, and all other bond servicing requirements.

Process Flow

1. The first step is to enroll interested employees in the savings bond purchase program.
2. Then, after you have run payroll you export the savings bond deduction data to an intermediate file using the Interface Toolbox.
3. You then create the final file for NBT using the Layout Conversion function in the Interface Toolbox.
4. Finally you download a file containing the savings bond deduction data, and a report file which summarizes the contents of the savings bond deduction data file.
5. Your company then remits the the data and report files and savings deduction funds to the NBT.

Enrolling Employees in the Bond Purchase Program

Enrolling Employees in the Bond Purchase Program

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
2. Enter the personnel number.
3. Specify *Recurring Payments and Deductions* (Infotype 0014) in the *Infotype* field.
4. Specify **D100** (Bond Purchase Deduction) in the *STy* field.
5. Choose .
6. Specify when the deduction should begin, the amount and frequency of the deduction, and the reason for change, if applicable.
7. Save your entries.

Result

The specified employee is enrolled in the saving bond purchase program.

Exporting Bond Data to an Intermediate File

Prerequisites

You have enrolled the employee in the bond purchase program and run payroll.

Procedure

1. Choose *Human resources* → *Payroll accounting* → *America* → *USA* and then *Tools* → *Interface toolbox*.

The *Interface Toolbox* screen appears.

2. In the *Export and Import* section, choose *Export*.

The *Export* pop up appears.

3. Enter *NBT1* in the *Export for interface format* field and choose *Export*.

The *Export* selection screen appears.

4. Specify the appropriate selection criteria, including the name of the export file



Make note of this file name. You will need it when you create the final file in NBT-compatible format.

5. Choose *Execute*.

Result

The savings bond deduction data for the payroll period specified is exported to intermediate file and can now be converted to a file with a National Bond and Trust (NBT)-compatible format.

Creating Files for Submission to the National Bond and Trust (NBT)

Creating Files for Submission to the National Bond and Trust (NBT)

Procedure

5. Choose *Human resources* → *Payroll accounting* → *America* → *USA* → *Tools* → *Outsourcing* - *Interface Toolbox* → *Interface Toolbox*.

The *Interface Toolbox* screen appears.

6. Choose the  *Export* tab.
3. Select *Conversion with file layout* and specify **NBT3**.
4. Choose  *Execute*.

The *File Layout - NBT3* screen appears.

5. In the *Import file* field, enter file name you defined when you exported the bond data to an intermediate file (See [Exporting Bond Data to an Intermediate File \[Page 461\]](#)).
6. Assign a name to the *Export file* and make a note of it.



SAP recommends that you use one file name per payroll area.

7. In the *Options* section, select *Append file* to attach this file to a previously created NBT file (i.e. a file with data from another payroll area or pay period, or both).
8. Choose .

Result

Your intermediate savings bond deductions file is copied to a file with NBT-compatible format and can be downloaded to your PC.

Downloading Files and Summary Report for the National Bond and Trust

Prerequisites

You have exported bond data to intermediate file and created the files in the proper format for submission to the National Bond and Trust (NBT).

Procedure

1. Choose *Human resources* → *Payroll accounting* → *America* → *USA* and then *Tools* → *Outsourcing - Interface Toolbox* → *Interface Toolbox*.
2. Choose the  *Export* tab.
3. Select *Download from TemSe*.
4. In the *TemSe object* field, enter the name of the export file you created when you created files for submission to NBT (see [Creating Files for Submission to the NBT \[Page 462\]](#)).
5. Specify a file name of your choice in the *File name* field.
6. Choose  *Execute*.
7. To download the bond deductions summary report, repeat Steps 1-6, and use file *nbt.rpt* as the *TemSe file* in Step 3.

Result

The NBT savings bond deduction data file and summary report are downloaded to PC and can be submitted to NBT.

Prepaid Deductions

Prepaid Deductions

Purpose

When employees go on leave, their available income and therefore their net payments within a pay period may not be great enough to cover specific deductions (for example, health insurance deductions). In the SAP system, you can set up your system to handle these recurring deductions in different ways. You can have them accumulate within arrears, be covered by an advance from the company, or, using Prepaid Deductions functionality, enable employees to give you checks to prepay one or several of their deductions while they are on leave. This is advantageous for the employee because it reduces the amount of deductions in arrears the employee has to repay when he returns to work.

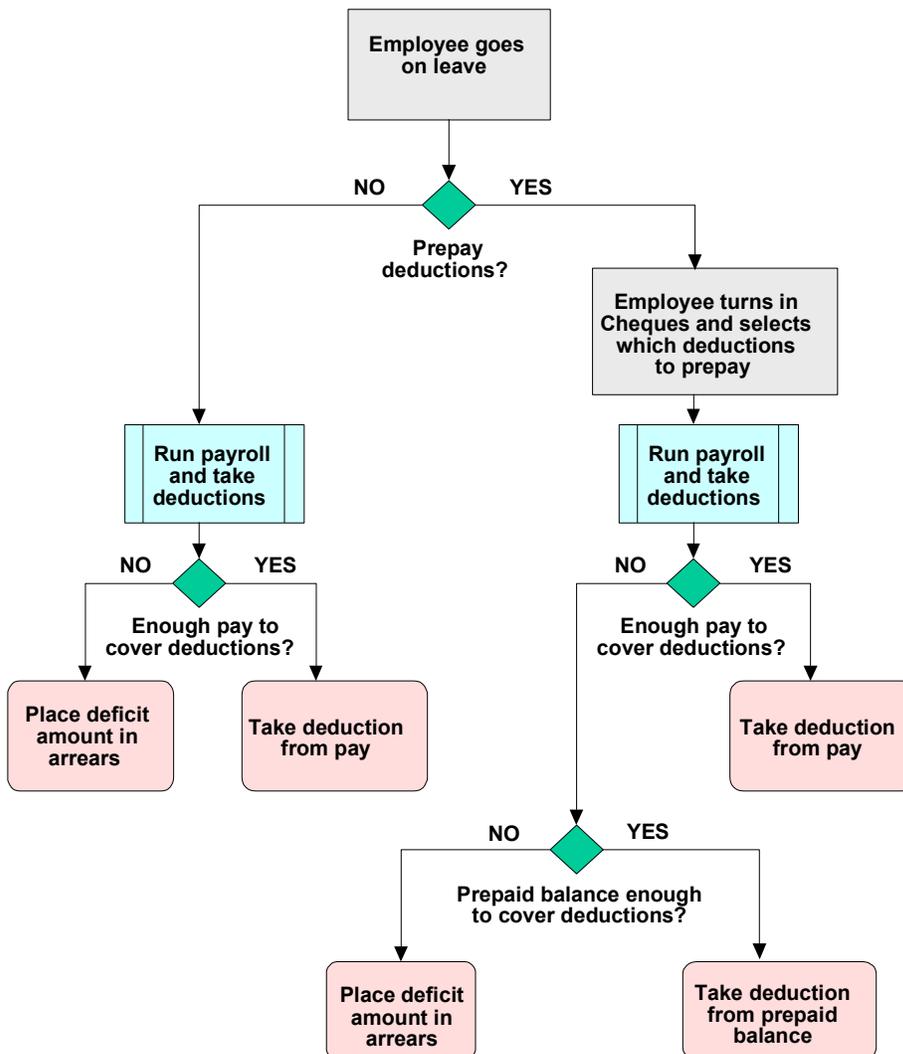
Prerequisites

You have defined which deductions can be prepaid in your company and configured the prepaid deduction wage types accordingly in the Payroll IMG under *Deductions -> Prepaid Deductions*.

Process Flow

Prepaid Deduction Processing

Prepaid Deductions



1. An employee goes on leave, and decides whether he wants to prepay some of his deductions that will be due during his leave.
2. If he decides to prepay deductions, he gives the company one or several checks and informs them which of the deductions available for prepayment in the company he wants to prepay.
3. The amount received from the employee is placed in a prepayment deduction 'bank' (or balance) for the employee.
4. When payroll is run, the payroll driver first tries to take the deduction from the employee's regular pay.

If there is not a sufficient amount to cover the deduction, it will determine whether the employee has a prepayment balance for deductions. If not, it will put the amount into arrears. If the employee does have a prepayment balance, it tries to take the deduction from that money.

Prepaid Deductions



If there are not enough funds in the prepayment balance to cover a specific deduction in full, the system checks the configuration of the deduction wage type to determine its arrears processing indicator, and will either take part of the deduction or put the entire deduction amount in arrears. For example, if the deduction wage type's arrears indicator is "All or nothing, write to arrears table", the entire deduction amount for the period is placed in arrears.

5. The employee returns to work and normal processing resumes.

If the employee has a positive balance in his prepayment deduction 'bank', the company reimburses the employee the balance.

If the employee has deductions in arrears, these are taken from the employee's pay the next time (or several times) payroll is run.

Result

If the employee opted to prepay deductions, the amount in arrears that has to be taken when the employee returns to work is significantly lower than if the employee had not opted to prepay deductions.

Prepaid Deduction Processing and Retrocalculation

Purpose

Retrocalculation affects prepaid deductions in different ways depending on whether you change the deduction amount or the prepaid deduction balance retroactively.

Prerequisites

You have configured the Prepaid Deduction wage types in the Payroll IMG under *Deductions* → *Prepaid Deductions*.

Process Flow

The following two examples show how retrocalculation affects prepaid deduction processing.

Retroactive deduction increase with prepaid deduction processing

Medical deduction of \$100 per period.
Employee prepaid deduction balance after deduction is taken is shown in parentheses:

Period 10 in period 10	Period 11 in period 11	Period 12 in period 12
\$100 (\$300)	\$100 (\$200)	\$100 (\$100)

Medical deduction increased in Period 13 to \$120 per period back to Period 10. Differences are placed in arrears.
Results after retrocalculation:

Period 10 in period 13	Period 11 in period 13	Period 12 in period 13	Period 13 in period 13
\$100 diff \$20 arrears \$20 (\$300)	\$100 diff \$20 arrears \$40 (\$200)	\$100 diff \$20 arrears \$60 (\$100)	\$120 arrears \$80 (\$0)

1. The specific deduction amounts are changed retroactively and retrocalculation is carried out.
2. Deductions taken in the original periods are not changed retroactively.
3. The difference between the original period amount and the retrocalculation amount for the period is placed into arrears.
4. When the payroll driver gets to the current period, it first checks whether the prepaid deduction balance is sufficient to cover the specific deduction in that period.

If yes, it takes the deduction and determines whether there are sufficient funds to cover some or all of the arrears built up during the retrocalculation.

If no, it either takes the remaining balance amount and puts the rest into arrears or puts the entire amount into arrears if the deduction wage type is flagged with the "take all or take nothing" arrears indicator.

Prepaid Deduction Processing and Retrocalculation

Retroactive decrease of a prepaid deduction balance

Medical deduction of \$100 per period.
Employee prepaid deduction balance after deduction is taken is shown in parentheses:

Period 10 in period 10	Period 11 in period 11	Period 12 in period 12
\$100 (\$300)	\$100 (\$200)	\$100 (\$100)

In Period 13, the employee's prepaid deduction balance is corrected to \$150 (\$50 after deduction is taken) for Period 11.

Adjusted prepaid deduction balance shown in blue.
Results after retrocalculation:

Period 10 in period 13	Period 11 in period 13	Period 12 in period 13	Period 13 in period 13
\$100 (\$300)	\$100 (\$200) \$50	\$100 (\$100) -\$150	\$100 arrears \$100 -\$150

Reimbursement of \$150 triggered to cover the negative deduction balance; claim of \$150 created. The \$100 deduction from Period 13 is placed into arrears.

1. A prepaid deduction payment for an employee is changed retroactively. For example, if the payment amount was entered incorrectly.
2. This, in turn, changes the employee's prepaid deduction balance.
3. Retrocalculation is carried out.

Since the specific deductions taken within a pay period are not changed during retrocalculation, the prepaid deduction deductions are not changed during retrocalculation either.

4. If the prepaid deduction balance is no longer sufficient to cover the prepaid deduction deductions taken in prior periods, the prepaid deduction balance becomes negative.
5. When the payroll driver gets to the current period, it triggers a reimbursement of the negative prepaid deduction balance (without triggering a reimbursement wage type) and places the regular deduction from the current period into arrears.
6. The reimbursement is added to net payments and deductions and a claim is created for the amount.

Result

When retrocalculation is carried out and the prepaid deduction balance is not sufficient to cover the deductions in prior periods, the system either

- Places the deduction amounts into arrears
- Places the deduction amount for the current period into arrears and creates a claim for the negative prepaid deduction reimbursement

Entering a Prepaid Deduction Payment

Use

Using *Prepaid Deduction* functionality, employees who are going on leave can choose to voluntarily prepay recurring deductions that will become due while they are on leave. These prepayments create the employee's 'prepaid deduction balance', which is used to cover deductions during their absence.

Prerequisites

You have configured your prepaid deduction wage types in the Payroll IMG under *Deductions* → *Prepaid Deductions*.

Procedure

1. From the main Personnel management menu, choose *Administration* → *HR master data* → *Maintain*.

The *Maintain HR Master Data* screen appears.

2. Specify the employee for which you are entering the payment, select Infotype 0014 (Recur. Payments/Deds.) and choose *Create*.

The *Create Recur. Payments/Deds.* screen appears.

3. Enter the amount of the payment and any other necessary information.



The wage type you specify determines the prepayment deduction balance for which you are entering the payment.

4. Save the record.



You can also enter the prepaid deduction payment on Infotype 0015 *Additional Payments*.

Result

The payment is placed in the employee's prepaid deduction balance to cover deductions when the employee's regular pay is not sufficient to cover the deduction.

Reimbursing an Employee's Prepaid Deduction Balance

Use

Using *Prepaid Deduction* functionality, employees who are going on leave can choose to voluntarily prepay recurring deductions that will become due while they are on leave. These prepayments create the employee's 'prepaid deduction balance' used to cover deductions during their absence. When the employee returns to work, any remaining money in the prepaid deduction balance needs to be reimbursed to the employee.

Prerequisites

You have configured your prepaid deduction wage types in the Payroll IMG under *Deductions* → *Prepaid Deductions*.

Procedure

5. From the main Personnel management menu, choose *Administration* → *HR master data* → *Maintain*.

The *Maintain HR Master Data* screen appears.

6. Specify the employee for which you are reimbursing the balance, select Infotype 0014 (Recur. Payments/Deds.) and choose *Create*.

The *Create Recur. Payments/Deds.* screen appears.

7. Enter the amount of the reimbursement and any other necessary information.



The wage type you specify determines the prepayment deduction balance which you are reimbursing.

8. Save the record.



You can also enter the prepaid deduction reimbursements on Infotype 0015 *Additional Payments*.

Result

The employee is reimbursed their prepaid deduction balance.

Final Payroll Processing (PY-US-FP)

Purpose

After completion of Net Payroll calculation, the SAP system offers a wide variety of post-processing activities, which are included in the Final Payroll Processing component.

Integration

This component allows you to post payroll results directly to General Ledger and Controlling accounts in other modules of the SAP system. It also allows you to create electronic media for making direct deposits at employee banks. The Final Payroll Processing component is therefore highly integrated with SAP Financial Accounting.

Features

Final Payroll processing contains the following features:

- Direct deposit of employee pay
- Third party remittances
- Earnings statements
- Posting to Financial Accounting/Controlling including month-end accruals

Wage and Salary Payments

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 \[Page 475\]](#)
- [Payment-Related Information in the Payroll Result \[Page 476\]](#)
- [Preliminary Program for Data Medium Exchange \[Page 478\]](#)

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 \[Page 540\]](#).

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 \[Page 476\]](#), 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 \[Page 478\]](#).

Payment-Related Information in the Payroll Results

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 country 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 corresponding 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 \[Page 478\]](#), 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

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 \[Page 90\]](#)).

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 \[Page 475\]](#) and [information from the payroll results \[Page 476\]](#) 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 \[Page 90\]](#) 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 \[Ext.\]](#))

Preliminary Program DME

- **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).

Preliminary Program DME

- 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 accidentally 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)

- *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 \[Page 482\]](#)

Repeating a Payment Run

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 \[Page 478\]](#) 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 \[Page 80\]](#) 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 Check with Integrated Remuneration Statement

Wage and Salary Payments by Check with Integrated Remuneration Statement

Purpose

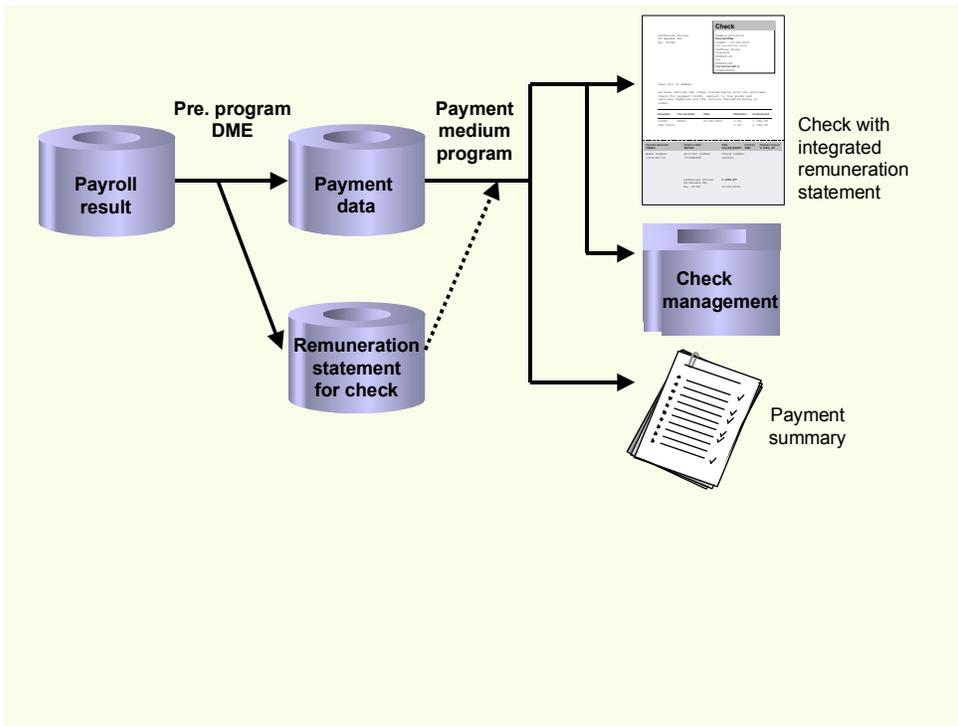
The system uses this process to print the wage and salary checks for your employees. The system creates a remuneration statement for each employee and prints it on the check. Furthermore, you can print a payment summary which lists the individual payments. You can use the payment summary to, amongst other things, post the wage and salary payments manually to *Financial Accounting*.

Process Flow

1. The [preliminary program DME \[Page 478\]](#) 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
 - remuneration statements
2. The *International Payment Medium - Check (with check management)* program (Report RFFOUS_C)
 - a. evaluates the payment data
 - b. imports the remuneration statements that belong to the checks
 - c. prints checks with integrated remuneration statement
 - d. prints the payment summary
3. The system stores information on the checks created, in the [check management \[Ext.\]](#).

The following graphic shows the process flow of wage and salary payments by check with integrated remuneration statement.

Wage and Salary Payments by Check with Integrated Remuneration Statement



Evaluating Payroll Results

Use

The [preliminary program DME \[Page 478\]](#) can evaluate payments using different [payment methods \[Ext.\]](#). For this reason, you only have to execute the *Evaluate Payroll Results* step **once**, if you use the following processes together:

- [Wage and Salary Payment by Check with Integrated Remuneration Statement \[Page 483\]](#)
- [Wage and Salary Payment by Bank Transfer with Payment Advice Printing \[Page 489\]](#)



The data medium programs, which further process the data created by the preliminary program DME, select the corresponding records using the payment method. Therefore, you should **not** fill the *Payment Method* field on the Preliminary Program DME selection screen (in the *Additional Data* section). If you fill this field, some payments may not get processed in certain system constellations.

Procedure

1. Start the [preliminary program DME \[Page 478\]](#).
2. Make the required entries for *Payroll period*, *Selection* and *Wage types*.
3. Select the *Set flag for transfers* indicator (see [Preliminary Program DME \[Page 478\]](#)).
4. Make the other entries necessary for creating the remuneration statement, and select

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

5. 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 [printing checks \[Page 486\]](#).

Result

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

Printing Checks

Printing Checks

Procedure

1. Start the *International Payment Medium - Check (with check management)* program (Report RFFOUS_C).
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 *Print checks* 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 checks with an integrated remuneration statement. Moreover, the system creates the payment summary for the checks that have been created, and stores the information on these checks in the [Check Management \[Ext.\]](#).

Zero-Net Checks

Purpose

If an employee does not get a salary payment in a payroll period, you can print the remuneration statement for this employee on a voided check (zero-net check).

Prerequisites

In *Payroll Customizing*, you have checked the standard settings for zero-net checks under *Direct Deposit/Data Medium Exchange* and, if necessary, modified them to meet your requirements.

Process Flow

If there is no salary payment for an employee in a payroll period, the system performs the following process for creating zero-net checks:

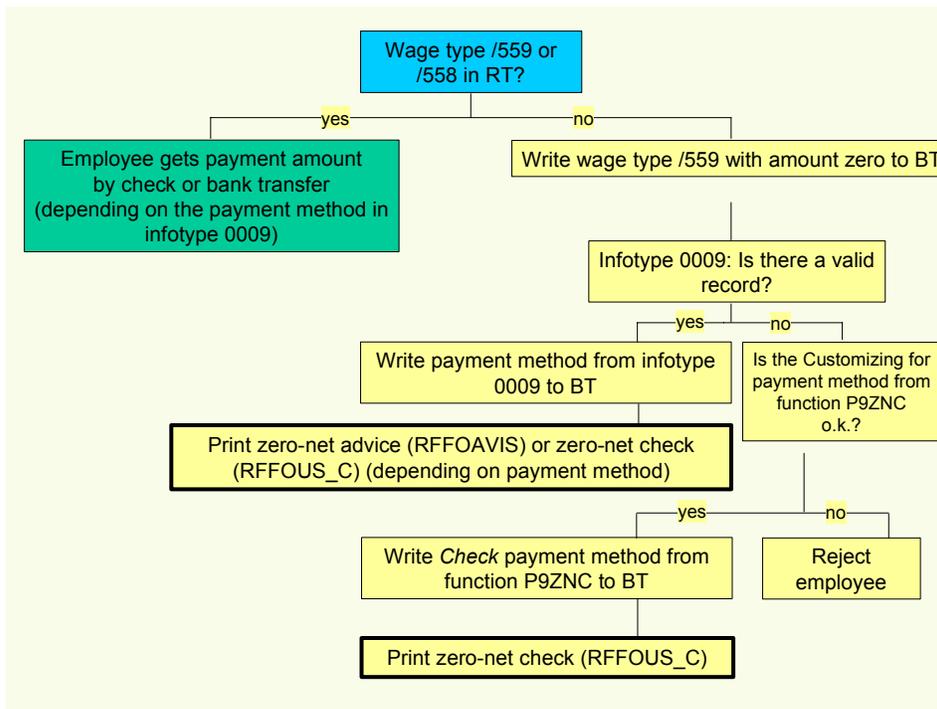
1. The system creates an entry in the *Bank Transactions* table (BT) in the payroll results for the employee, which contains wage type *1559 Bank Transfer* with the amount of zero.
2. The system checks if there is a valid record of the *Bank Details* infotype (0009) for the employee at the time of payroll:
 - If there is a valid record of the *Bank Details* infotype (0009), the system writes the payment method that is stored in the *Bank Details* infotype (0009) to the entry created in the *Bank Transaction* (BT) table.
 - If there is no valid record of the *Bank Details* infotype (0009), the system uses the *Check* payment method that is stored as a parameter in function P9ZNC in the payroll schema. The system checks if the *Check* and *Allowed for personnel payments* indicators are set for this payment method in *Customizing of Accounting*. If this is the case, the system writes the payment method to the entry created in the *Bank Transaction* (BT) table. If this is not the case, the system rejects the employee in payroll.
3. The system processes the entry created in the *Bank Transaction* (BT) table during the process of [wage and salary payment by check with integrated remuneration statement \[Page 483\]](#) and creates a cancelled check with an integrated remuneration statement for the employee.



If you do not use the creation of zero-net checks (in other words function P9ZNC is not included in the payroll schema), the pre-program DME prints remuneration statements for employees without a salary payment. In such cases, you cannot use SAPscript for the remuneration statements.

The following graphic shows the creation of zero-net checks and [zero-net advices \[Page 494\]](#).

Zero-Net Checks



Wage and Salary Payments by Bank Transfer with Payment Advice Printing

Wage and Salary Payments by Bank Transfer with Payment Advice Printing

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, and creates a payment advice for every employee, on which the remuneration statement is printed. 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 \[Page 478\]](#) 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
 - remuneration statements

The preliminary program DME prints the remuneration statements or transfers them to the payment medium program. This is dependent on the *Payslip on Payment Advice Note* indicator on the selection screen for the program.

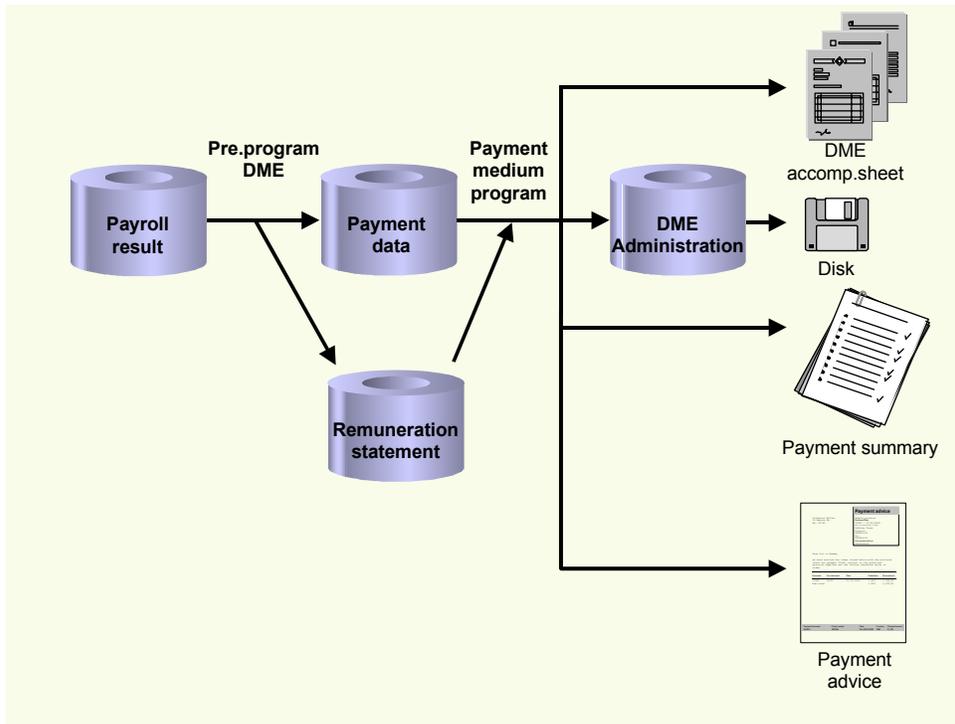


For employees who, in addition to the bank transfer, receive one or several payments by check, the preliminary program DME transfers the remuneration statement to the *International Payment Medium - Check (with check management)* program (Report RFFOUS_C). This is independent of the *Payslip on Payment Advice Note* indicator on the selection screen for the program.

2. The [payment medium program \[Ext.\]](#) for the bank transfer evaluates the payment data.
 - It creates the 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 in your country.
 - It also prints the remuneration statements, if these were transferred by the preliminary program DME.
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 with payment advice printing.

Wage and Salary Payments by Bank Transfer with Payment Advice Printing



Prenotification

Purpose

This process is only available in the USA. If you want to pay an employee by bank transfer, you can check the employee's bank details before the first payment by making a test transfer with the amount zero. If you use the test transfer, the preliminary program DME checks, during the [Wage and Salary Payments by Bank Transfer with Payment Advice Printing \[Page 489\]](#) process, if a test transfer was made to check the bank details. In the following situations it changes the bank transfer into a check payment:

- You have still not created the DME file for the test transfer.
- The test transfer revealed that the bank details are invalid.
- The test transfer was made less than 10 days ago.

Prerequisites

- You have stored the bank details for the bank transfer in the *Bank Details* infotype (0009) and, if necessary, in the *External Bank Transfers* (0011) infotype.
- You have set up the creation of short-term documents for the *Bank Details* (0009) and *External Bank Transfers* (0011) infotypes (in Customizing for Payroll under Payroll: USA → *Electronic Funds Transfer (EFT)* → *Prenotification* → [Set up Prenotification \[Ext.\]](#)).

Process Flow

1. You create, or change, the *Bank Details* (0009) or *External Bank Transfers* (0011) infotype for one or several employees. You enter bank details when doing this.
The system creates (dependent on your Customizing settings) short-term documents for these infotypes.
2. You start the *Prenotification* program (Report RPCDTEU0) at the appropriate time.
The system reads the short-term documents for the specified time, and creates entries in the *Prenotification: New Bank Data from Master Records* table (PNBK) for the bank details that are to be tested.
3. You start the *Prenotification: Creation of the Prenotification File* program (Report RFPNFC00).
The system creates a prenotifications file in ACH format.
4. You provide your house bank with the prenotifications file.
5. Your house bank checks the bank details and reports any possible errors, so that the employee's master data can be corrected.

Evaluating Payroll Results

Evaluating Payroll Results

Use

The [preliminary program DME \[Page 478\]](#) can evaluate payments using different [payment methods \[Ext.\]](#). For this reason, you only have to execute the *Evaluate Payroll Results* step **once**, if you use the following processes together:

- [Wage and Salary Payments by Check with Integrated Remuneration Statement \[Page 483\]](#)
- [Wage and Salary Payments by Bank Transfer with Payment Advice Printing \[Page 489\]](#)



The data medium programs, which further process the data created by the preliminary program DME, select the corresponding records using the payment method. Therefore, you should **not** fill the *Payment Method* field on the Preliminary Program DME selection screen (in the *Additional Data* section). If you fill this field, some payments may not be processed in certain system constellations.

Procedure

1. Start the [preliminary program DME \[Page 478\]](#).
2. Make the required entries for *Payroll period*, *Selection* and *Wage types*.
3. Select the *Set flag for transfers* indicator (see [Preliminary Program DME \[Page 478\]](#)).
4. If you want to transfer the remuneration statements as payment advice to the payment medium program for bank transfer,
 - flag the *Payslip on Payment Advice Note* indicator
 - enter the form for creating the remuneration statement in the *Payroll Form for Advice* field

If you do not flag the *Payslip on Payment Advice Note* indicator, the preliminary program DME prints the remuneration statements, and uses the form that you entered in the *Payroll Form* field to do this.

5. Choose .

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

6. 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 \[Page 493\]](#).

Result

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

Creating a DME File

Procedure

1. Start the payment medium program for the bank transfer.
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*, *Print payment advice notes* 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 your house bank. You can continue to process the DME file created, using [data medium administration \[Page 496\]](#).

The system creates the DME accompanying sheet and the payment summary for this DME file. Furthermore, the system prints the payment advices with the remuneration statements, if these were transferred by the preliminary program DME (dependent on your settings).

Zero-Net Advices

Zero-Net Advices

Purpose

If an employee, who is paid by bank transfer, does not receive a salary payment in a payroll period, you can print the remuneration statement for this employee on a zero-net advice.

Prerequisites

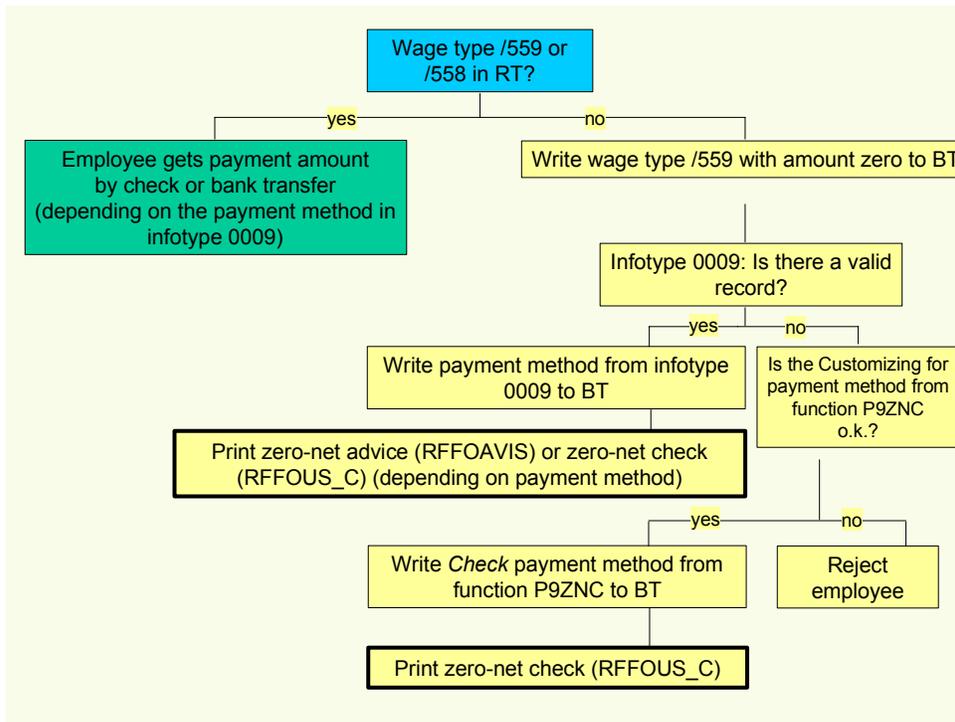
In *Payroll Customizing* you have checked the standard settings for zero-net checks under *Direct Deposit/Data Medium Exchange* and, if necessary, modified them to meet your requirements.

Process Flow

If there is no salary payment for an employee in a payroll period, the following process takes place for creating zero-net advices:

1. During the payroll run, the system creates an entry in the *Bank Transactions* (BT) table in the payroll results for the employee that contains wage type */559 Bank Transfer* with the amount of zero.
2. The system checks if there is a valid record of the *Bank Details* infotype (0009) for the employee at the time of payroll:
 - If there is a valid record of the *Bank Details* infotype (0009), the system writes the payment method stored in the *Bank Details* infotype (0009) to the entry created in the *Bank Transaction* (BT) table.
 - If there is no valid record of the *Bank Details* infotype (0009) for the employee, the system does not create a zero-net advice, but creates a [zero-net check \[Page 487\]](#) instead. The system uses the payment method stored as a parameter in function P9ZNC in the payroll schema.
The system checks that the *Check* and *Allowed for personnel payments* indicators are set for this payment method in *Customizing of Accounting*. If this is the case, the system writes the payment method to the entry created in the *Bank Transaction* (BT) table. If this is not the case, the system rejects the employee during the payroll run.
3. You perform the process of [wage and salary payment by bank transfer with payment advice printing \[Page 489\]](#). During the process the pre-program DME also creates payment data for the entries from the *Bank Transaction* (BT) table, that contains wage type */559 Bank Transfer* with an amount of zero. However, the payment medium program that you use to create the DME file does not select this payment data with the amount of zero.
4. You start the program *International Payment Medium – Zero Balance Notice* (Report RFFOAVIS) and evaluate the payment run created a second time. In this way, the system prints a zero-net advice for the employees who do not get a salary payment and are paid by bank transfer in accordance with the *Bank Details* infotype (0009).

The following graphic shows the creation of [zero-net checks \[Page 487\]](#) and zero-net advices.



Data Medium Administration

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 \[Ext.\]](#)

- **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.

Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

Purpose

The R/3 System lists all the payments and deductions made for an employee in a clear format on the remuneration statement. The system also allows you to enter personal or general notifications for your employees. These are printed on the remuneration statement as additional information. This additional information, for example, general information from the management or birthday greetings can be entered in the *Notifications* infotype (0128).

You usually create the remuneration statement after the payroll run and before the bank transfer. If you perform more than one payroll run in a single period, you can create remuneration statements after each payroll run.

You specify the format, structure and content of the form for the remuneration statement in Customizing for *Payroll* under *Remuneration Statement*.

Creating Remuneration Statements

Procedure

1. In the *SAP Menu* choose *Human Resources* → *Payroll* → *International* → *Information System* → *Employee* → *Remuneration Statement*.
2. Enter the appropriate values in the fields, and set the indicators required.



The system enters a default value in the *Payroll Area* field. This corresponds to your entries in the initial payroll or to the settings under *Tools* → *Set Modifiers* → *Payroll Area*. You can overwrite this default value.

3. Choose *Program* → *Execute* or *Execute + Print* or *Execute in Background*.

Notifications Infotype (0128)

Notifications Infotype (0128)

Definition

In the Notifications Infotype (0128) you define the additional information that should be printed on your employee's remuneration statement. For example, messages from management and birthday congratulations.

Structure

The *Notifications* infotype (0128) has the following subtypes in the standard system.

- Subtype 1: *General notifications*
In this subtype you assign a text module to a personnel number. You have created the text module previously using the function *Tools* → *SAPscript* → *Standardtext*. You cannot edit the text module directly in the *Notifications* Infotype (0128).
- Subtype 2: *Personal notifications*
In this subtype you edit an individual text module for the personnel number in question. You can **only** edit and display this text directly in the infotype.

Creating a General Notification

Procedure

1. Choose *Tools* → *Form Printout* → *SAPscript* → *Standard Text*.
2. In the *Text Name* and *Language* fields, enter the required data.
3. In the *Text ID* field, enter **HR_G**.
4. Choose *Create*.
5. Choose *Goto* → *Header*.
6. Enter a short title for the new text module.



Maintain the short title for the text modules you have used. This provides you with a better overview within the *Notifications* infotype (0128), because the short title, not the text name, is displayed in the list screen or overview screen for the infotype.



A change to a text module affects all of the personnel numbers to which the text is assigned in subtype 1 (*General Notifications*).

7. Enter the text for the general notification.



The system does not support formatting within the remuneration statement.

8. Choose *Save*.

Assigning a Notification to a Remuneration Statement

Assigning a Notification to a Remuneration Statement

Prerequisites

You have created a general notification by choosing *Tools* → *Form Printout* → *SAPscript* → *Standard Text*.

Procedure

1. Choose *Human Resources* → *Personnel Management* → *Administration* → *HR Master Data* → *Maintain*.
2. Enter the employee's personnel number.
3. In the *Infotype* field, enter 0128 and in the *Subtype* field, enter 1 for a *General Notification*.
4. Choose *Create*.
5. Enter the text name.
6. Enter any other necessary data, if and when required.



You should define the beginning and end date of the notification, as the notification will be printed in every payroll period otherwise.

7. Choose *Save*.

Result

You have assigned a general notification to an employee's remuneration statement.

Editing Personal Notifications

Procedure

1. Choose *Human Resources* → *Personnel Management* → *Administration* → *HR Master Data* → *Maintain*.
2. Enter the employee's personnel number.
3. Enter **0128** in the *Infotype* field and **2** in the *Type* field for a *Personal Notification*.
4. Choose *Create*.
5. Enter a short title for the personal notification.
6. In lower part of the window, enter the personal notification. If this area is too small, you can access the SAPscript editor by choosing *Maintain Notification*. You can now edit the text again.



The system does not support formatting within the remuneration statement.

You should define the beginning and end date of the notification, as the notification will be printed in every payroll period otherwise.

7. Choose *Save*.

Parallel Execution of Evaluation Programs

Parallel Execution of Evaluation Programs

Use

If you want to generate evaluations for a large number of personnel numbers (for example, print remuneration statements), you can use report RPCS0000 to create several background jobs. The system then processes the background jobs simultaneously using different application servers.



You should not use report RPCS0000 to run simultaneous evaluations with only one result (for example, for an employee telephone directory). This is because you cannot combine the results of individual background jobs.

Prerequisites

The following prerequisites must be met if you want to run an evaluation program using report RPCS0000:

- A suitable variant must be defined in the evaluation program.
- The evaluation program must use the logical database PNP.

Scope of Functions

You specify the number of personnel numbers to be evaluated in the background job or how many background jobs should be created. Report RPCS0000 selects the personnel numbers to be evaluated from the database and groups them together in background jobs. You can release each background job separately or you can release them together.



Report RPCS0000 does not use the criteria for the logical database PNP when sorting. Sort sequences defined in the program variants may, therefore, not be performed correctly.

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

The program displays a log after the evaluation has been completed.

Starting Evaluation Programs Simultaneously

Prerequisites

You have defined a program variant for the evaluation program (for example, for the creation of remuneration documents) and are in the *ABAP/4 Execute Program* screen.

Procedure

1. Enter program RPCS0000.
2. Choose *Execute*.
3. Enter the evaluation program and a variant.
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 the evaluation and then 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 job names.

Payroll Journal (Report RPCLJNx0; HxxCLJN0)

Purpose

The *payroll journal* contains detailed, selected payroll data for several employees, for whom payroll has been run in a particular time interval or a selected payroll period.

You can use the payroll journal to:

- Identify errors that have occurred during the payroll run
- Cumulate payroll data belonging to an organizational unit
- Track the development of data over several payroll periods
- Have an additional, detailed control medium for revisions

Scope of Function

The new version of the payroll journal differentiates between:

- Page headers

The page header is printed on each page and contains the organizational assignment for the employee.
- Payroll excerpts

The payroll excerpts contain the payroll data for each employee and the payroll result.
- Continuation excerpts

If the printed payroll excerpts cover two pages, the continuation excerpts appear in first position on the second page, and then the rest of the payroll excerpt follows.
- Totals page

The totals page contains the cumulated data from the payroll excerpts for each organizational unit.

In the old version of the payroll journal all this information was grouped together.

When the payroll journal is generated, the system evaluates the data records within Payroll whose [In-Periods \[Ext.\]](#) are within the specified time interval. Any retroactive accounting differences that exist for a specific payroll period are first of all evaluated in the payroll journal, with the payroll period during which the retroactive accounting run took place. The selected payroll results are listed one after the other, in accordance with the [In-Period View \[Ext.\]](#), in the forms mentioned above.

Restrictions

The payroll journal cannot be used as a basis for reconciliation with the *Financial Accounting and Controlling* application components.

Creating a Payroll Journal

Prerequisite

You have made the necessary settings for the payroll journal in Customizing for *Payroll*, under *Forms* → *Payroll Journal*, and have ended the payroll run successfully.

You are in the initial screen for Payroll.

Procedure

1. In the *SAP Menu* choose *Human Resources* → *Payroll* → *International* → *Information System* → *Organizational Entity* → *Payroll Journal*.
2. Enter the appropriate values in the fields, and set the indicators required.



You can specify a period of time or a payroll period as data selection criteria.

Fill in the *Payroll Type* and *Payroll Identifier* fields, if these are available in your country version, to restrict the payroll results that are to be evaluated.

You use *Delimitation* to determine the sorting sequence and the way in which the values for the totals pages should be cumulated.

You use *Format Retroactive Accounting* to determine how retroactive accounting should be displayed on the payroll excerpts.

You use *Format Retroactive Accounting* to determine how current periods are printed and whether superlines are printed.

3. Choose *Program* → *Execute* or *Execute + Print* or *In Background*.

Result

The payroll journal was created. According to the settings you have made, you only obtain information concerning the personnel area, or additionally you obtain information concerning the individual employees.

Wage Type Statement

Wage Type Statement

Definition

The wage type distribution is a list that gives you an overview of the wage types in the in-period view. The system evaluates the payroll results from results tables RT and CRT and determines the original payroll result and the retroactive accounting results created in the period in question.

The system also evaluates the employee's organizational assignment. This is included in the payroll results. This data is taken from the *Work Center Basic Pay* table (WPBP).

Use

You can use the wage type statement to

- Identify errors that have occurred during the payroll run
- Cumulate payroll data belonging to an organizational unit
- Have an additional, detailed control medium for revisions

The following evaluation options can be used when creating the wage type statement:

- Individual evaluation

This type of evaluation is performed for each personnel number. The number and amount is printed for each wage type. The individual evaluation can be sorted according to personnel number or employee name within the organizational assignment.
- Totals evaluation

This type of evaluation is performed without specification of personnel number and name. The selected wage types are cumulated and printed for all selected personnel numbers. The totals evaluation can only be sorted according to organizational assignment.

Wage type statements can only be created for one country. Personnel numbers that are assigned to another country are listed in the error log.

Creating a Wage Type Statement

Prerequisites

Payroll results exist.

You are in the initial screen for *Payroll*.

Procedure

1. In the *SAP Menu* choose *Human Resources* → *Payroll* → *International* → *Information Systems* → *Wage Type* → *Wage Type Statement*.
2. Enter the appropriate values in the fields, and set the indicators required.



If you do not enter a wage type, the SAP System selects all wage types that are in the internal *Results tables* RT or CRT for the selected payroll result.

If you flag the *New Page Per Wage Type* field, each new wage type is printed on a new page in the individual statement. This parameter is not used in totals evaluation.

In the *Reference Period* field, you can enter a payroll period as a comparison period. The results of the comparison and the absolute and relative differences between the wage types will then be printed on the wage type statement. The comparison values that are generated when a reference period is used cannot be printed on the form.

If you flag the *Read Cumulated Results* field, the cumulated annual values for the results table CRT are read and formatted for the wage type statement.

In the *Totals Formation* group, you can change the standard output by changing one of the sort criteria.

3. Choose *Program* → *Execute* or *Execute + Print* or *Execute in Background*.

Result

A wage type statement is displayed.

Wage Type Distribution

Wage Type Distribution

Definition

The wage type distribution is a list that gives you an overview of the wage types in the for-period view. The system evaluates the payroll results from results table RT and determines the last payroll result for the for-periods for a period.

The system also evaluates the employee's organizational assignment. This is included in the payroll results. This data is taken from the *Work Center Basic Pay* table (WPBP). The system does not include any retroactive accounting differences in the wage type distribution.

When creating the list, the system only considers the current data records that are valid at the time of the evaluation. This means that the evaluation runs that take place later may not have the same result: If retroactive accounting has taken place in this period, a new payroll result exists, which is then displayed.

Use

You can use the wage type distribution to:

- Identify errors that have occurred during the payroll run
- Cumulate payroll data belonging to an organizational unit
- Track the development of data over several payroll periods
- Have an additional, detailed control medium for revisions

The following evaluation options can be used when creating the wage type statement:

- Individual evaluation

This type of evaluation is performed for each personnel number. The number and amount is printed for each wage type. The individual evaluation can be sorted according to personnel number or employee name within the organizational assignment.
- Totals evaluation

This type of evaluation is performed without specification of personnel number and name. The selected wage types are cumulated and printed for all selected personnel numbers. The totals evaluation can only be sorted according to organizational assignment.

Wage type distribution lists can only be created for one country. Personnel numbers that are assigned to another country are listed in the error log.

Creating the Wage Type Distribution List

Prerequisites

Payroll results exist.

You are in the initial screen for *Payroll*.

Procedure

4. In the *SAP Menu* choose *Human Resources* → *Payroll* → *International* → *Information System* → *Wage Type* → *Wage Type Distribution*.
5. Enter the appropriate values in the fields, and set the indicators required.



If you do not enter a *Wage Type*, the SAP System selects all wage types that are in the internal *Results tables* RT for the selected payroll result.

If you flag the *New Page Per Wage Type* field, each new wage type is printed on a new page in the individual statement. This parameter is not used in totals evaluation.

If you only flag the *Evaluation Start* field in the *Evaluation Period* group, only this period will be evaluated.

In the *Totals Formation* group, you can change the standard output by changing one of the sort criteria.

6. Choose *Program* → *Execute* or *Execute + Print* or *Execute in Background*.

Result

You have created a wage type distribution.

Wage Type Reporter (H99CWTR0)

Wage Type Reporter (H99CWTR0)

Use

You use the wage type reporter to evaluate wage types that are contained in the payroll results. Data from the *Results Table* (RT) and the *Work Center Basic Pay* table (WPBP) is used in the evaluation.



Data from the *Personnel Administration* application component (PA-PA) (for example, infotypes), or from other tables in the R/3 System is not included in this evaluation.

Prerequisites

Payroll has been run successfully.

Scope of Function

Evaluation options

- Evaluation of wage types for a selected period
- Overview of the wage types from an [in-period view \[Ext.\]](#) or a [for-period view \[Ext.\]](#).
- Variable column selection for the list (for example, company code, wage type, and [in-period \[Ext.\]](#))
- Selection of wage types to restrict the evaluation
- Summarized output of selected wage types
- Summarized output of selected wage types

List display

- Output and display in
 - [SAP List Viewer \[Page 513\]](#)
 - [Microsoft Excel Table \[Page 514\]](#)

SAP List Viewer

Definition

The SAP List Viewer is a user interface, which enables you to display lists in a standardized list format in the R/3 System. The List Viewer uses a simple list format and includes functions for the dynamic creation of display variants.

Use

The List Viewer enables you to

- Use pre-defined SAP standard display variants
- Create display variants
- Sort the data
- Sort the lines according to the values in the columns, either in an ascending or descending sequence
- Set a filter
- Display lines that meet certain criteria
- Form totals and subtotals

The wage type reporter uses the List Viewer as a method for displaying the created list. You can choose how to display the list using the display variants. For example, you can

- Move columns
- Hide columns
- Form totals
- Sort the data

For more information, see the documentation on *Cross Application Components (CA-GTF)* under [SAP List Viewer \[Ext.\]](#).

Displaying the Excel Table

Displaying the Excel Table

Use

The wage type reporter uses Microsoft Excel to display the list in a table format.

Activities

When you use Microsoft Excel to display the form, SAP recommends that you use an Excel template and use the following procedure:

1. Start the wage type reporter with the required data, however, do not specify an Excel template.

The system creates a temporary table.

2. Enter suitable column headers in the table. Insert the headers as the first line.
3. Select all columns in the area containing the data.
4. Choose the Pivot Table Report and create the required report.
5. Insert this report in a new Excel sheet.

The Pivot Table is displayed.

6. To save the Pivot Table as a template, select all data in the temporary table. Do not select the column headers.
7. Delete the selected data and place the cursor in the first column and second line.
8. Save the template in the file format **.XLT**.

The template can be re-used for other Excel tables; however, the objects selected must be the same as the objects selected when the template was created.

1. In the *Excel model template* field, enter the path for the template.
2. Start the wage type reporter.

The new temporary table is displayed.

3. Choose the sheet with the Pivot Table, and update the table.

Creating a List of Wage Types

Prerequisites

Payroll results exist.

You are in the initial screen for Payroll.

Procedure

1. In the *SAP Menu* choose *Human Resources* → *Payroll* → *International* → *Information System* → *Wage Type* → *Wage Type Reporter*.
2. Enter the appropriate values in the fields, and set the indicators required.



The standard selection fields are available in the *Selection* group. Note that the selection according to organizational criteria in these fields need not correspond to the selection of payroll results for the selected organizational unit. Differences may occur if master data is changed retroactively. SAP recommends that you include the objects used for selection in the *Object Selection* function.

If you flag the *In-period* or *For-period view* in the *Period Determination* group, a list is created for the selected view.

If you do not enter a wage type, the SAP System selects all wage types that are in the internal *Results Table RT* or in the *Work Center Basic Pay* table for the selected payroll result.

You use the *Object Selection* function to define which objects are displayed as columns in the list and which objects are summarized. The selected objects are printed as columns in the list and the objects not selected are summarized.

In the *Output* group, you define whether the list is created with the List Viewer or printed as a Microsoft Excel table.

If *Display using list display* or *Layout list viewer* is selected, the list is displayed in the [SAP List Viewer \[Page 513\]](#).

If *Display using Excel* or *Excel model template* is selected, the list is displayed as a [Microsoft Excel Table \[Page 514\]](#).

3. Choose *Program* → *Execute*.

Result

A list is displayed of the wage type evaluation.

Month-End Accruals Concept

Month-End Accruals Concept

Definition

Payroll Accounting is usually carried out in a fixed cycle. This cycle is determined by the length of the periods for which the payroll is run, such as a month or a week.

Once the payroll run is complete, the results are transferred to accounting (Financial Accounting and Cost Accounting) where they are posted using a fixed posting date, such as the check date. Financial Accounting also assigns its accounting transactions to fixed periods, such as months or four weeks.

If the periods used within Human Resources (HR) and Financial Accounting are the same, the posting date enables you to assign the posting of payroll results correctly.

If the payroll periods are not the same as the posting periods used within Financial Accounting, the *FROM* and *TO* dates of the payroll period might belong to different posting periods within Financial Accounting. The payroll results are then posted using a fixed posting date, such as the check date. As a result, all of the personnel expenses are assigned to a single posting period within Financial Accounting, even though the expenses were actually incurred in two different posting periods. This makes it difficult to make a meaningful comparison of expenses incurred in different posting periods.

You then need to be able to split personnel expenses so that for exact periods within Financial Accounting they can be assigned to different posting periods.

The month-end accruals function was developed to solve this problem.

Two Ways of Splitting Personnel Expenses for Exact Periods

- **Approach Using Estimates**

The personnel expenses expected for a posting period are estimated on the basis of the results from past payroll periods and the appropriate accruals are created. These accruals are then reversed in the posting period to which the corresponding payroll results are posted.

- **Approach Using Actual Values**

The personnel expenses calculated by the payroll run are split directly for the posting periods in question.

The SAP solution is designed to use a combination of these two methods, but can be configured to use one or the other.

See also:

[Approach Using Estimates \[Page 517\]](#)

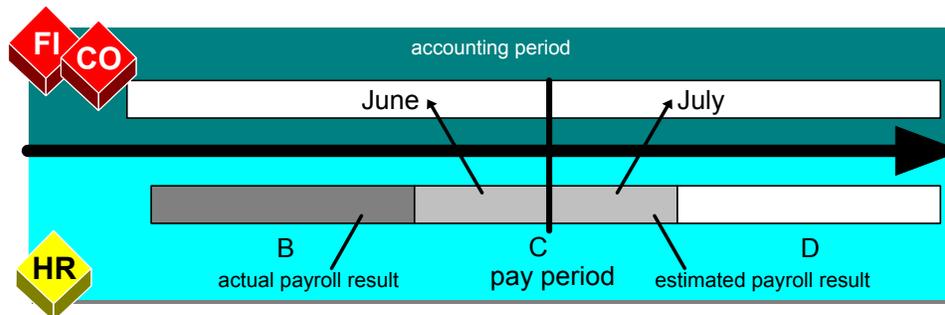
[Approach Using Actual Values \[Page 518\]](#)

[The SAP Solution \[Page 519\]](#)

Approach Using Estimates

The Approach Using Estimates is an accounting method frequently used when a pay period intersects two different accounting periods.

Suppose your company's accounting periods are on a monthly basis and pay period C intersects accounting periods June and July. You can use the actual payroll results of pay period B to estimate the payroll results in pay period C. Financial Accounting will debit the June accounting period for the amount of work in pay period C that occurred in June, and debit the July accounting period for the amount of work in pay period C that occurred in July.



In the June accounting period, Financial Accounting can debit a special expense account with the estimated amount for the part of payroll period C that belongs to June. To balance the postings in the June accounting period, a provisional account can then be credited with the same amount that was debited to the special expense account mentioned above.

In the July accounting period when the actual payroll values are posted, you balance these accounts by reversing the estimated postings. You can credit the special expense account and debiting the provisional account with the original estimated amounts



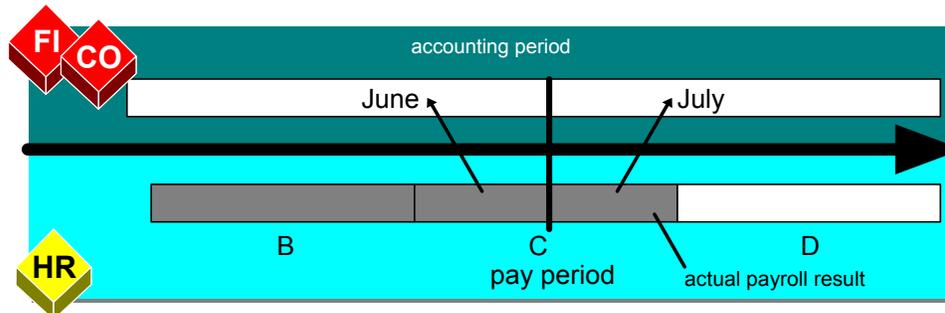
If the June accounting period is still open when the payroll results of pay period C are posted, estimated values can have been used although the more accurate actual values were available

Approach Using Actual Values

Approach Using Actual Values

The Approach Using Actual Values is an accounting method frequently used when a pay period intersects two different accounting periods.

Suppose your company's accounting periods are on a monthly basis and pay period C intersects accounting periods June and July. The posting date for pay period C is derived from the end date, or the check date of the pay period. Suppose your posting date for pay period C is in the July accounting period. All the actual values for pay period C, then, can be posted into the July accounting period. Financial Accounting will then determine what amount of the actual values for pay period C should be transferred into the June accounting period.



Financial Accounting can debit a special expense account with this amount for the part of payroll period C that belongs to June. To balance the postings in the June accounting period, a provisional account can then be credited with the same amount that was debited to the special expense account mentioned above.

For the July accounting period, you balance these accounts by reversing the two postings. You can credit the special expense account and debiting the provisional account with the appropriate amounts.

It may occur that, for example, the June accounting period is already closed when you want to post the actual values into June. In this event you must post the actual values into the next, in this case the July, accounting period. One option is to do the posting similar to the way it is done in the [Approach Using Estimates \[Page 517\]](#).

The SAP Solution

Choice of Method used to Split Expenses

The SAP solution for month end accruals enables you to split personnel expenses for the appropriate posting periods. You can do this by using a combination of [Approach Using Estimates \[Page 517\]](#) and [Approach Using Actual Values \[Page 518\]](#). As a result, such splits are executed using the most up-to-date (and therefore the best) information available.

This means that the splits are based on current values, if possible. This is the case if all of the posting periods in question are still capable of receiving posting data when the payroll results are posted.

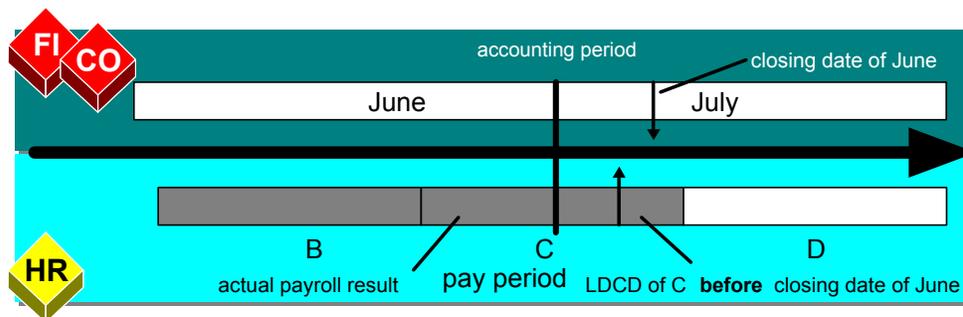
Otherwise, the amount of personnel expenses still expected for a posting period is estimated during an earlier payroll run.

You can also set up the system so that only the *Approach Using Estimates* or *Approach Using Actual Values* is used.

There are no presettings to determine the date on which the payroll results are posted for a particular payroll period. When customizing the system, you are required to enter dates by which the payroll results must be posted. Using this latest document creation date (LDCD), you can determine the date by which postings must be effected for each subsequent payroll period. You cannot change these dates, which means it is essential that you meet the specified deadline for posting. You must also use the Implementation Guide (IMG) to specify a final date for each posting period with regard to postings from HR. When the payroll is run, the system compares these two dates with each other.

If the LDCD of the payroll period in question is earlier than the final dates for all of the posting periods within Financial Accounting, the system recognizes that the expenses can be split on the basis of the current payroll results.

In the following example, the LDCD of the (current) payroll period C is earlier than the final posting date of the June (and July) posting period (s). For this reason, the expenses can be split using the appropriate basis (see below) in accordance with the *Approach Using Actual Values*.

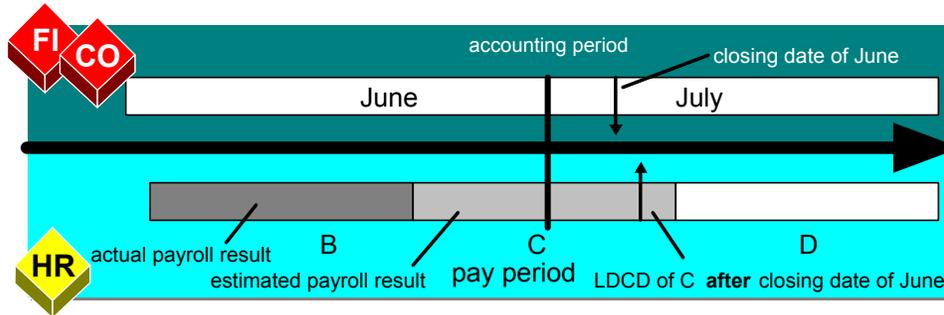


If the earlier of the two posting periods can no longer receive posting data by the LDCD of the current payroll period, you can no longer split the current values. The system recognizes this situation during the payroll run for the previous payroll period.

In the next example, the June posting period is no longer capable of receiving posting data by the LDCD of payroll period C. During the payroll run for payroll period B, the system uses the payroll

The SAP Solution

results for payroll period B to estimate the expected amount of June expenses for payroll period C. The system then creates accruals for June in the amount of the estimated expenses.



The current results for the whole of payroll period C are subsequently posted using a posting date in July. For this reason, the accruals created for June must be reversed in July.

See [Approach Using Estimates \[Page 517\]](#) for a description of how the system splits expenses by creating accruals.

The system also splits the current values (by creating and reversing accruals in accordance with the [Approach Using Actual Values \[Page 518\]](#)).

Effected Postings: Example

	Expenses		Accruals Account
June			400\$
July	1000\$		400\$

	Accrued Expenses		Payable
June	400\$		
July		400\$	1000\$

Of the \$1000 incurred for payroll period C that must be posted to July in accordance with the customizing settings, \$400 (for example) should actually be posted to the posting period for June. This is achieved by debiting the \$400 to an expense account (*Accrued Expenses*) using a posting date in June. The offsetting entry is made in an accruals account. The actual payroll posting of \$1000 (*Expenses to Payable*) is effected using a posting date in July. A posting date in July is also used to credit the so-called *Accrued Expenses* account and to reverse the accrual.

If you use the Approach Using Estimates, the additional postings are effected after the payroll run for payroll period B. If you use the Approach Using Actual Values, on the other hand, these postings are not effected until payroll period C.

Note that you must set the *Posting date acc. to table* parameter when starting *Transfer to FI/CO* to ensure that the regular posting is effected using the posting date specified during customizing.

Basis Used to Split Expenses

The system enables you to split expenses in accordance with:

- Calendar Days
- Workdays According to the Personal Work Schedule
- Working Hours According to the Personal Work Schedule

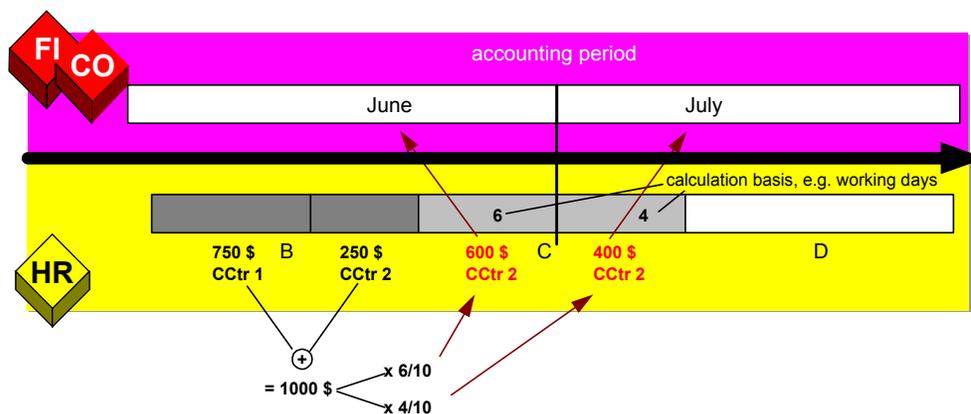
Refer to the appropriate section within the IMG for more information.

Effect of an Organizational Reassignment

If an employee's remuneration or organizational assignment changes during a payroll period (creation of a WPBP split), the calculation of month end accruals is affected as follows:

1. Approach Using Estimates

If expenses for a future payroll period are estimated on the basis of the current payroll results, the system assumes that the employee's organizational assignments in the period to be estimated are the same as on the last day of the current payroll period. For this reason, the expected personnel expenses are debited to the Cost Center assigned on the last day because the system assumes that the employee will remain on this Cost Center after the change has been effected. However, the entire period is used as the basis of the amount of expected expenses. The following example makes this clearer:



At the end of payroll period B, the employee works on Cost Center 2 so that the accruals for payroll period C are debited to Cost Center 2. However, the basis of the estimation consists of the entire periodic expenses at the amount of \$1000.

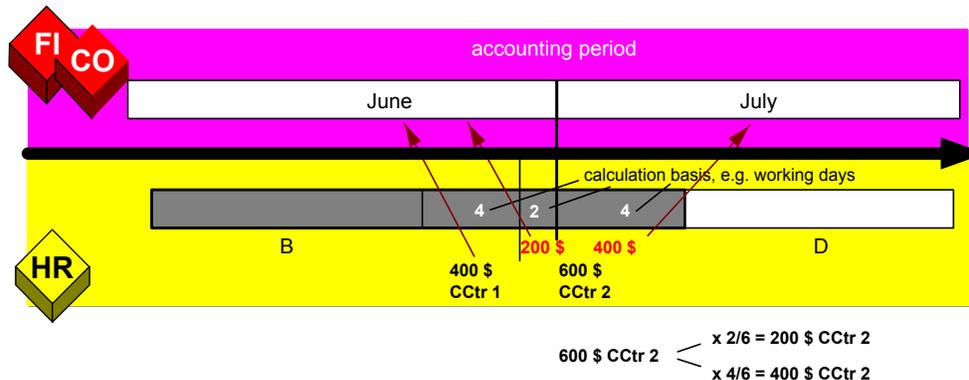
The SAP Solution

Note the system's assumption that wage types with an explicit cost assignment (table C1) also occur in the period to be estimated with the same cost assignment. Such payments are assigned to the entire payroll period, irrespective of the exact time at which the payment is effected, and are then split accordingly.

The system ignores future changes made to the employee's organizational data, even if they are already entered and stored in the system when the payroll is run. The reason for this is that changes usually compensate for one another. For example, an employee who leaves the company in the payroll period to be estimated and for whom month end accruals are not really required is usually replaced by another employee.

2. Approach Using Actual Values

When expenses are split using the Approach Using Actual Values, all of the required information on the best possible split is already in the system when the posting is effected. All of the partial periods within the payroll period are checked individually and assigned to the posting periods. In the following example, the first of the two partial periods, during which the employee works for Cost Center 1, is assigned in its entirety to the June posting period. The expenses incurred in the second partial period, on the other hand, are distributed to June as well as July, in accordance with the basis used for the split (workdays in this example).



Wage types with an explicit cost assignment (table C1) are assigned to the partial period in which they occur. Irrespective of their exact date of origin, they are distributed to the posting periods in accordance with the expenses incurred in the partial period that includes their date of origin.

Regularly Entered Delayed Wage Types

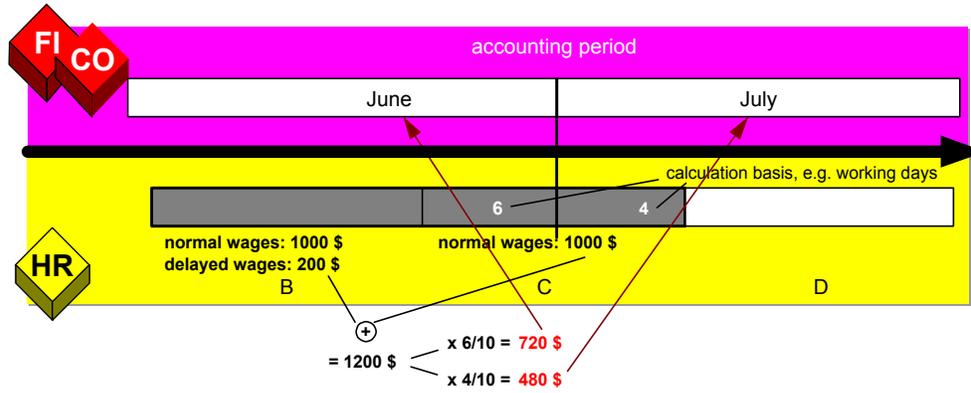
Sometimes, particular wage types, such as overtime bonuses, are regularly entered in the system in the period following the payroll period to which they apply. When the payroll is run, the system has no information on the amount of these wage types for the current payroll period.

Such wage types are not entered until the subsequent payroll run, which triggers a retroactive accounting run for the current payroll period.

If the current period is used as a basis for distributing expenses to two different posting periods, these wage types are ignored because they are not yet available in the system. However, it is possible to estimate the expected amount of such wage types on the basis of the last payroll period for which they are available, which is the preceding period.

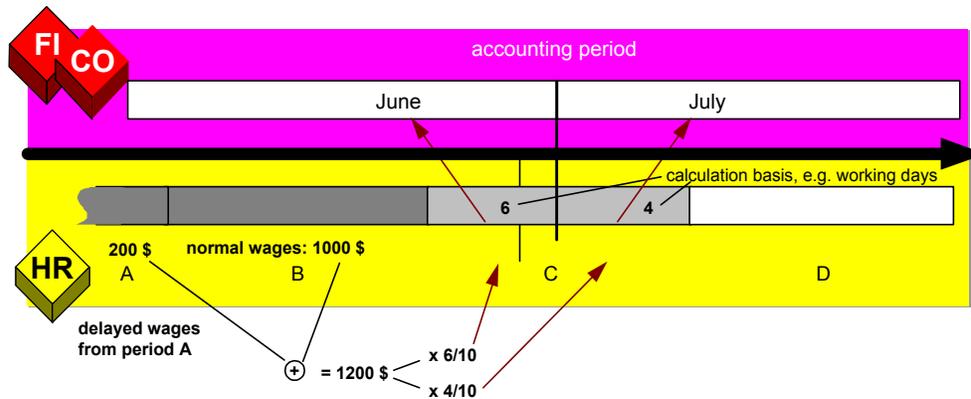
You can flag such wage types as *Regularly Entered Delayed* when customizing the system. They are then taken from the previous period when month end accruals are created.

The following example explains this situation for the Approach Using Actual Values. It illustrates a hybrid form because the amount of *Regularly Entered Delayed* wage types is estimated.



The basis of the distribution does not merely consist of the \$1000 in current payroll period C. Instead, \$200 are also used; period C is expected to incur this amount but it is not entered and included in a payroll run until payroll period D. At this time, you can no longer assign part of this amount to the June posting period because this period can no longer receive posting data.

If the Approach Using Estimates is used (see following example), the expenses expected in period C are estimated during the payroll run for period B.



Period A represents the last payroll period for which *Regularly Entered Delayed* wage types are available at this time. Thus, the basis of the estimation consists of the wage types normally entered for period B and the *Regularly Entered Delayed* wage types in period A.

The personnel calculation schema determines whether a particular wage type is *Regularly Entered Delayed* for specific employee groupings.

Posting Retroactive Accounting Differences to Previous Posting Periods

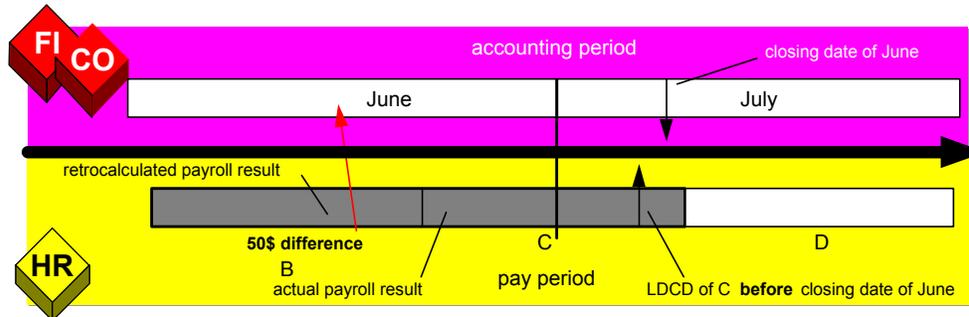
The section *Regularly Entered Delayed Wage Types* describes how, under certain conditions, expense wage types can be assigned to their appropriate posting periods, despite the fact that retroactive accounting has been performed. You can do this if you know in advance that such wage types are regularly entered one period later than the period to which they actually apply.

The SAP Solution

However, if retroactive changes are made to **ordinary** wage types, an unexpected retroactive accounting run is triggered for previous payroll periods. Retroactive pay increases are an example of such unexpected changes.

The differences between the new and original payroll results for the retroactively accounted period are usually posted using the posting date of the current period, even if part or all of the retroactively accounted period belongs to a previous posting period.

If the payroll period in question belongs entirely to previous posting periods, you can use the month end accruals function to set up the system so that retroactive accounting differences are posted to the last posting period that can receive such data. For example:



In this example, the basic pay data in payroll period B is increased with retroactive effect from \$1000 to \$1050. Data can still be posted to June because the LDCD of the current payroll period C is earlier than the final date of the June posting period. The difference of \$50 for the retroactively accounted period B is posted to the June posting period because B belongs entirely to June.

You can only use this function if just one previous posting period can still receive such posting data.

Note that *Regularly Entered Delayed* wage types are ignored because accruals are created for these wage types during the normal procedure.

Posting to Accounting (PY-XX-DT)

Purpose

The payroll results contain information that is relevant for *Accounting*. For this reason, they must be evaluated for posting to Accounting. The *Posting to Accounting* component performs this task. It is the interface between *Payroll* and *Accounting*. It helps to:

- Group together posting-relevant information from the payroll results
- Create summarized documents
- Perform the relevant postings in the Accounting components

Integration

Various components of the R/3 system interact when *posting to Accounting*:

Payroll (PY)

The *Payroll* component creates payroll results for each payroll period. To do so, [wage types \[Page 166\]](#) with different business purposes are created. They are created according to tax, social insurance law, industrial law, pay scale and operative points of view.

Financial Accounting (FI)

Financial Accounting illustrates all business transactions in the enterprise using postings to the relevant accounts. *Posting to Accounting* provides the necessary data for the following components in *Financial Accounting*:

- General Ledger Accounting (FI-GL)
- Accounts Payable (FI-AP)
- Accounts Receivable (FI-AR)
- Special Ledger (FI-SL)
- Funds Management (FI-FM)

Cost Accounting (CO)

Cost Accounting provides information on the relationship between costs and activities within the enterprise. To do so, costs are either assigned to a cost center or to another account assignment object. The *posting to Accounting* component usually posts to the following account assignment objects:

- Cost center
- Order

It is also possible to post to the following account assignment objects:

- Cost object
- Work breakdown structure element
- Network number
- Activity number

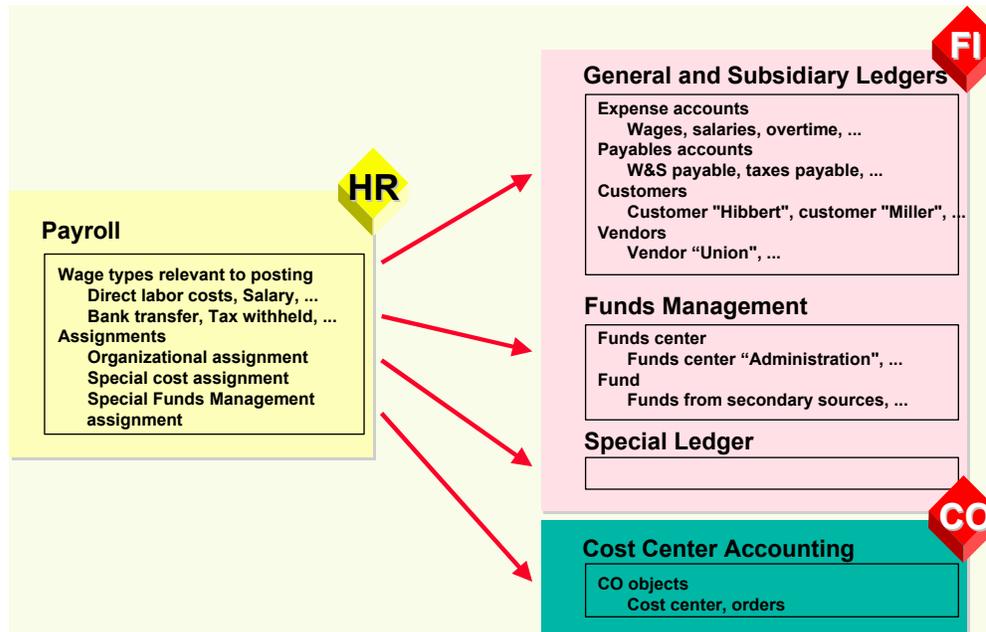
Posting to Accounting (PY-XX-DT)

- Sales order
- Item in sales order

Personnel Cost Planning (PA-CM-CP)

The system can provide *Personnel Cost Planning* with data based on simulated or actual payroll results from *posting to Accounting*

The graphic shows how the components link together when posting to Accounting



Implementation Considerations

The components involved in *posting to Accounting* do not have to be in the same client in the R/3 system. If the components involved are in different R/3 systems, R/2 systems or third-party systems, you can find more information in the following sections:

- [Posting from HR Systems < 4.0 \[Page 592\]](#)
- [Posting to AC Systems < 4.0 \[Page 596\]](#)
- [Posting Posting Documents \[Ext.\]](#)
- In *Customizing of Cross-Application Components*, under *Predefined ALE Business Processes* → *Human Resources* → *HR <--> AC* → *Posting of Payroll Results to Accounting*

Scope of Function

- You can use the *Accounting* interface (AC interface) to directly post the documents created to the *Accounting* components.
- You can simulate posting runs before the end of the payroll run. In this way, you can check if the payroll results are also correct from the point of view of *posting to Accounting*.

Posting to Accounting (PY-XX-DT)

- You can access information on the creation and processing of posting runs at any time using status management and the history.
- By selecting the payroll results, you prevent them from being evaluated twice. This also lets you check if payroll results were missed out during reporting.
- With the help of layouts, which you can configure to your individual needs (for example, totals formation, sorting, filtering), you can check posting documents efficiently.
- The summarized line items can be traced back to the payroll result for a personnel number at any time. This function is protected by authorizations.
- The data created can be archived. For more information on archiving, see [Archiving Posting Documents \(PY-XX-DT\) \[Ext.\]](#) and [Archiving Index Files \(PY-XX-DT\) \[Ext.\]](#).
- You can provide data for Personnel Cost Planning

Central Objects

Central Objects

You can use the *Central Objects* section to gather information on the following objects:

- Posting runs
- Posting documents

To be able to correctly control the process of *Posting to Accounting*, you must thoroughly understand both these objects and their relationship to one another.

Posting Runs

Definition

Central object in *posting to Accounting*. The step [creating a posting run \[Page 568\]](#) creates a posting run based on the payroll results, with a distinctive number, the run type PP and the accompanying [posting documents \[Page 532\]](#). A posting run always contains all the posting documents created. Therefore, all activities performed with reference to the posting run affect all of its accompanying posting documents.

During *posting to Accounting* the posting run takes on various statuses that provide information on the progress of the posting and any errors that may occur.

Use

Posting Document: Assigned Activities

Activity	Procedure(s)
Simulate	Simulating a posting run [Page 566]
Create	Creating a posting run [Page 568]
Display	Displaying the posting run overview [Page 577] Displaying the history [Page 589] Displaying the attributes of a posting run [Page 579] Displaying detailed information [Page 590]
Modify	Changing or creating a posting run text [Page 578] Deleting a posting run [Page 580]
Post	Posting posting documents [Page 573]
Reverse	Reversing a posting run [Page 587]
Archive the index files	Archiving index files (PY-XX-DT) [Ext.]

The posting run ensures that an employee's payroll results are only posted once:

- During the step *Creating a posting run*, the system locks the payroll results for the selected personnel numbers. In this way, it is not possible for either another posting run or the *payroll driver* to process these payroll results.
- In *posting to Accounting*, a posting run can only be accessed by one sub-process at a time. Amongst these sub-processes are:
 - Creating a posting run
 - Deleting a posting run
 - Posting posting documents
 - Reversing posting documents

Posting Runs

Status management ensures that these sub-processes are listed in a permitted order.

- The system selects the payroll results for a personnel number, which are processed in the step *Create posting run*. When attempting to repeat payroll for the same payroll period, the system rejects a personnel number whose payroll results are selected. It is also not possible to process a payroll result that has already been selected with the step *Create posting run*. However, selection of the payroll results is only cancelled
 - If you delete a posting run for which the accompanying posting documents have not yet been posted
 - If you reverse posting documents that have already been posted for a posting run

Structure

Attributes

A posting run can, depending on Customizing and the country version, have the following attributes:

- Payroll area and period
- Due date
- Country grouping
- Number of personnel numbers selected
- Number of personnel numbers evaluated
- Number of personnel numbers rejected
- Number of personnel numbers skipped
- Payroll type, payroll identifier and payment date for Off-Cycle Payroll
- Program that has generated the run
- R/3 System Release
- Name of accompanying TemSe data object
- Function exit: Account determination is used
- Function exit: Filling out ZUONR/SGTXT is used
- Function exit: Temporary wage type is used
- Number of document archive
- Number of index archive
- Month End Accruals evaluated by posting
- Month End Accruals evaluated by reversal



You should consider that not every posting run has all attributes named.

Status History

The system automatically creates a status history for posting documents, to log changes with the date, time and user responsible.

Posting Documents

Posting Documents

Definition

Central object in *posting to Accounting*, which contains all the information transferred when posting to *Accounting*. Posting documents are created in the step *Create posting run*. All posting documents that are created as a result of creating a posting run are grouped together to one unit in this posting run.

Each posting document is given a clear number when it is created. During *posting to Accounting*, the posting document takes on different statuses, which provide information on which activities were performed with reference to the posting document.

The *Accounting* components use the posting document as the original document for creating other documents. These accounting documents contain a link to the posting document on which they are based.

The [reversal document \[Page 585\]](#) is a special form of the posting document. It has the same structure as the posting documents that are created for a regular posting. The system creates reversal documents if you reverse the posting documents for a posting run.

Use

Posting document: assigned activities

Activity	Procedure(s)
Display	Displaying the Document Overview [Page 582] Displaying the Posting Document [Page 583] Analyzing the Line Items [Page 584] Displaying the History [Page 589] Displaying Detailed Information [Page 590]
display the accompanying accounting documents	Checking the Accounting Documents [Page 574]
Release	Release the Posting Documents [Page 572]
Post	Posting Posting Documents [Page 573]
Archive	Archiving Posting Documents (PY-XX-DT) [Ext.]

Structure

Document header and lines

Posting documents always consist of document header and document lines.

The document header contains information on

- Document number

- Company codes
- Posting date
- Document date

The document header contains information on

- Account number
- Account assignment objects (for example, cost center)
- Amount
- Currency



In Accounting, a document line is also called a document line item.

Status History

The system automatically creates a status history for posting documents, to log changes with the date, time and user responsible.

Business Basics

Business Basics

You can use the *Business Basics* unit to get information on the business aspects of *posting to Accounting* using examples.

Example: Posting a Salary

Payroll Results (HR)

Payroll calculates wage types with different business tasks. Some of these wage types (for example, the primary wage type MA10 *Standard Pay* or the secondary wage type /559 *Bank Transfer*) contain information that is relevant for Accounting. Thus, from the point of view of *Financial Accounting*, Wage type MA10, *Standard Pay*, contains a company-related expense while the wage type /559, *Bank Transfer*, contains a payable.

Within *Posting to Accounting*, wage type /559 *Bank Transfer*, is posted to a payables account. In this example, the wage type is posted to the account *Wages and salaries payable*.

The wage type MA10 *Standard Pay* is posted to an expenses account. In this example, it is posted to the *Salaries* account. As additional account assignment, this posting contains the master cost center of the employee, for example, cost center 600 *Production*.

Posting in Financial Accounting (FI)

Posting payroll results in *Financial Accounting* takes place in the following way:

	Account	Debit	Credit
	Salaries	2,000	
to	Wages and salaries to be paid		2,000



The posting of payment transactions is not part of the technical process of *Posting to Accounting*. The procedure will, however, be described in the following documentation in order to demonstrate this example's relevance for business.

If you make payments to the employee, you must (within this payment transaction) make postings from the payables account above to the bank account involved, so that the clearing account is clear again after both posting transactions.

The following posting is to be performed within the payment transaction:

	Account	Debit	Credit
	Wages and salaries to be paid	2,000	
to	Bank account		2,000

Posting to Cost Accounting (CO)

Cost Accounting interprets the posting of payroll results as the posting of primary costs to the value of the salary paid to the employee (2,000 euro). These costs are posted to cost center 600, *Production*, with the cost type *Salaries*.

Complete Posting

Complete Posting

Use

The system only assigns an account to the largest part of the wage types to be posted to which the relevant amount is posted. Complete posting is only guaranteed by correctly selecting the wage types to be posted when processing the posting characteristics of wage types in Customizing.

Some of the wage types created in Payroll illustrate employer expenses. They should be posted in the Accounting components.

This expenses posting is offset by posting the receivables against the employees to the account *Wages and Salaries to Be Paid*. Other receivables against different recipients of deductions that are retained from the employee's salary also arise, depending on the respective country. These are usually posted to a receivables account for each recipient group.

See also:

[Example: Posting A Salary \[Page 535\]](#)

[Example for Germany: Complete Posting \[Page 537\]](#)

[Example for Switzerland: Complete Posting \[Page 538\]](#)

Prerequisites

You must have defined the posting characteristics of the wage types in *Payroll* Customizing (under *Reporting for Posting Payroll Results to Accounting* → *Activities in the HR System* → *Maintain Wage Types* → *Define Posting Characteristics of Wage Types*).

Example for Germany: Complete Posting

Example for Germany: Complete Posting

The *Standard Salary* primary wage type (MA10) is posted as an expense. The secondary wage types *Bank Transfer (/559)*, *EE Taxes (/260)*, and *EE SI Shares (/261)* are posted to payables accounts. Wage types */351*, */361*, */371*, and */381* (*ER Shares for Social Insurance*) are posted twice, since they represent both an expense and a payable.

Example Posting for Germany

Postings to expense accounts		Postings to payables accounts	
<i>Wage type</i>	<i>Amount</i>	<i>Wage type</i>	<i>Amount</i>
MA10 Standard Salary	5,000	/559 Bank Transfer	2,902.21
		/260 EE Taxes	1,110.29
		/261 EE SI Shares	987.50
/351 ER HI share	335.00	/351 ER HI share	335.00
/361 ER PI share	465.00	/361 ER PI share	465.00
/371 ER RP share	162.50	/371 ER RP share	162.50
/3Q1 ER NI share	25.00	/3Q1 ER NI share	25.00
	5,987.50		5,987.50

The relevant posting records are as follows:

	FI accounts in INT account plan	Debit	Credit
	430000 <i>Salaries</i>	5,000	
	440000 <i>Legal social expenses</i>	987.50	
to	176000 <i>Salaries/wages to be paid</i>		2,902.21
to	176100 <i>Employment and church tax</i>		1,110.29
to	176200 <i>Social Insurance</i>		1,975.00
		5,987.50	5,987.50

Example for Switzerland: Complete Posting

Example for Switzerland: Complete Posting

Postings to expense accounts	Postings to payables accounts		
<i>Wage type</i>	<i>Amount</i>	<i>Wage type</i>	<i>Amount</i>
M100 Monthly salary	5,500	/559 Bank Transfer	4,694.50
		/411 AHV contribution	277.75
		/420 AHV contribution	82.50
		/430 Non-industrial accident	85.25
		/451 Pension fund	360
/410 AHV administration costs	3.35	/410 AHV administration costs	3.35
/412 AHV premium / ER share	277.75	/412 AHV premium / ER share	277.75
/429 ALV/ER share	82.50	/429 ALV/ER share	82.50
/452 EE's PF/ER share	360	/452 EE's PF/ER share	360
/43C Industrial accident	75.25	/43C Industrial accident	75.25
/40A FAK contribution fund	82.50	/40A FAK contribution fund	82.50
/480 reserve, 13th month wages	458.35	/480 reserve, 13th month wages	458.35
	6,839.70		6,839.70

The relevant posting records are as follows:

	Account	Debit	Credit
	400000 Wages and salaries	5,500	
	400200 13. 13th Month Wage	458.35	
	405100 Social insurance AHV/ALV/FAK	446.10	
	405200 Round up pension fund	360.00	
	405300 Social insurance BU/NBU	75.25	
to	220100 AHV/ALV Payroll account		723.85
to	220200 SUVA Premium payroll account		160.50
to	220600 FAK payroll account		82.50
to	222100 Pension funds payroll account		720
to	225100 Payment account		4,694.50

Example for Switzerland: Complete Posting

to	226100 Reserve, cash discount 13th salary discount		458.35
		6,839.70	6,839.70

Integration with the Posting of Payment Transactions

Integration with the Posting of Payment Transactions

Use

Posting payroll results ensures that the personnel expenses that arise within the company are posted in *Financial Accounting* and *Cost Accounting*. The resulting payables are also offset as follows:

- Payables to employees are offset against the *Wages and Salaries Payable* account
- Payables to the recipients of the deductions retained from the employees are offset in additional payables accounts. This is country-specific.

Activities

These payables are triggered in Financial Accounting as follows:

- Payables against the employees are settled by payments.
- The receivables against third parties (for example, tax, social insurance) are settled by payments.

The following steps are performed for each transaction:

1. The amounts payable are calculated.
2. The amounts calculated are paid.
3. A *Payables account to bank clearing account* posting is created.



Steps 2 and 3 are performed either automatically or manually, based on the country and respective payment transaction.

When the appropriate account statements are created, the *Bank clearing account to bank* posting run clears the bank clearing account.

See also:

[Germany: Integration with the Posting of Payment Transactions \[Page 541\]](#)

[USA: Integration with the Posting of Payment Transactions \[Page 542\]](#)

Germany: Integration with the Posting of Payment Transactions

Use

Posting payroll results ensures that the personnel expenses within the company are posted to *Financial Accounting* and *Cost Accounting*. The resulting payables are also offset as follows:

- Payables to employees are offset against the *Wages and Salaries Payable* account
- Payables to the tax office are offset against the *Taxes Payable* account
- Payables to the social insurance agencies are offset against the *Social Insurance Contributions Payable* account.

In certain cases, further payables against other recipients can arise.

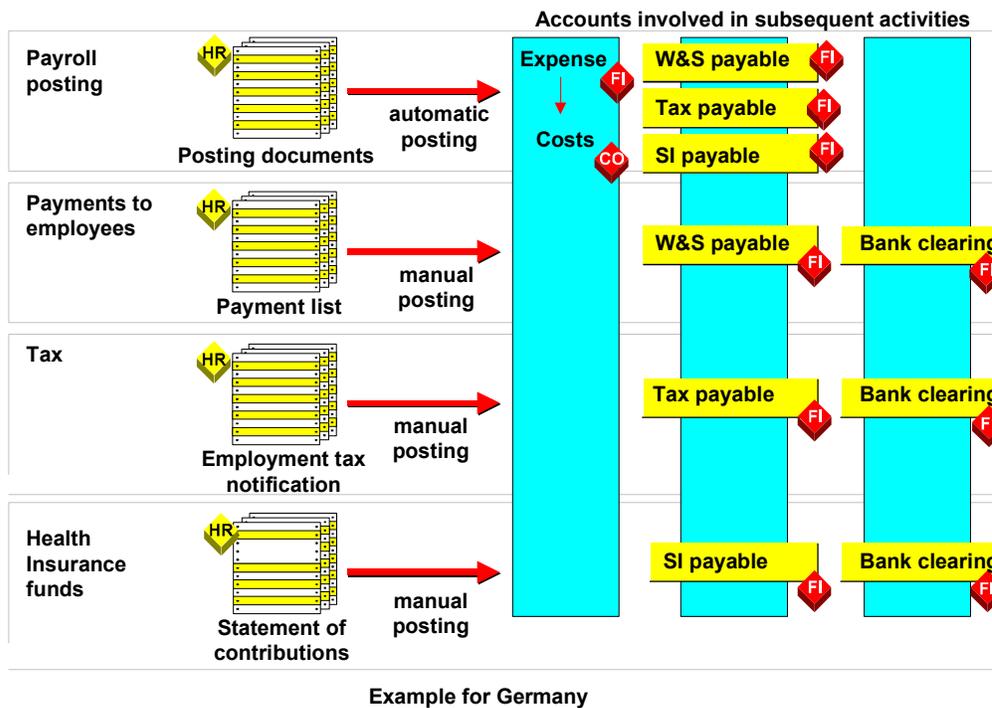
Activities

These payables are cleared in Financial Accounting as follows:

- Payables to employees are effected using payments (usually bank transfers).
- Taxes are based on the Employment Tax Notification and are transferred to the tax office with the other general company tax payments.
- The social insurance contributions payable are based on the Statement of Contributions and are transferred to the health insurance funds using the *Transfer to HI Fund* function.

The following graphic shows an overview of integration with the posting of payment transactions:

USA: Integration with the Posting of Payment Transactions



The following steps are performed for each of these payment transactions:

1. The amounts payable are calculated.
2. The amounts calculated are paid. This takes place based on the transaction either automatically or manually.
3. A *Payables account to bank clearing account* posting is created. You must perform this posting manually.

When the appropriate account statements are created, the *Bank clearing account to bank* posting run clears the bank clearing account.

USA: Integration with the Posting of Payment Transactions

In the USA, payables against the tax authorities and other vendors are posted to the relevant vendor accounts using the function [Third Party Remittance \[Ext.\]](#), they are then paid by the normal payment run in *Financial Accounting*.

Technical Aspects

You can use the *Technical Aspects* unit

- To get an overview of the technical process of *Posting to Accounting*
- To get information on the technical details

Technical Sequence of Posting

Technical Sequence of Posting

Purpose

Posting to Accounting includes the evaluation of the payroll results, the creation of posting documents and posting them in the *Accounting* components.

Process Flow

1. Each time *Posting to Accounting* is started, the system creates a posting run with a distinctive number. The posting run allows you to recreate the information edited at any time. The posting run has a different status at each point between the reporting of the payroll results and the posting of the summarized information.
2. The system evaluates the payroll results in view of information relevant to posting. If payroll results are evaluated for a live posting run, they are flagged. This ensures that the payroll results are not evaluated twice. The system can also use the selection to check whether any payroll results exist in a payroll period that has not been evaluated yet.
3. The system determines the symbolic account assignment from the wage types to be posted using the settings in Customizing. The system derives the employee grouping for the account assignment from certain characteristics of the employee. The system derives the G/L account from the combination of employee grouping and symbolic account. The account assignment objects are determined.
4. The system creates summarized posting documents from the data determined. These only contain information that is relevant for the Accounting components.
5. The system posts the posting documents directly to the Accounting components involved using the [Accounting interface \[Ext.\]](#).

Posting-Relevant Information from Master Data, Time Data and Organizational Management

Certain information from master and time data and from [Organizational Management \[Ext.\]](#) appears in the payroll result. When evaluating the payroll results for *posting to Accounting*, the system filters out the posting-relevant information from the payroll results.

Organizational Assignment

The *Organizational Assignment* infotype (0001) includes the assignment of the employee to a **personnel area** and a **company code**. This infotype also includes the assignment to a **master cost center** and to a **business area**. If you do not specify any other assignments, the system will use this assignment in *posting to Accounting*.

Cost Distribution from Organizational Management

In *Organizational Management*, you can specify a percentage cost distribution to several account assignment objects (cost centers orders or projects) for a position. It is possible to evaluate this cost distribution in *Payroll*, so that costs for the employee that would otherwise be posted to the master cost center are distributed to the required account assignment objects in the next posting. A cost distribution from *Organizational Management* can also be a result of the percentage assignment of an employee to several positions.

Cost Distribution from HR Master Data

In the [Cost Distribution Infotype \(0027\) \[Ext.\]](#), you can specify a percentage distribution of costs to several account assignment objects (cost centers, orders or projects) for the employee. If you specify the cost distribution for an employee for a partial period of a payroll period in the *Cost Distribution* infotype (0027), the account assignments from the *Organizational Assignment* infotype (0001) (master cost center) and *Organizational Management* are not taken into consideration for this part of the costs.

Employee Remuneration

Information relevant to posting, in a broader sense, is contained in all infotypes that the system directly or indirectly uses to calculate an employee's remuneration in *Payroll*. The most important infotypes are:

- *Basic Pay* infotype (0008)
- *Recurring Payments and Deductions* infotype (0014)
- *Additional Payments* (0015)
- *Absences* infotype (2001)
- *Attendances* (2002)
- *Substitutions* (2003)
- *Availability* (2004)
- *Overtime* (2005)
- *EE Remuneration Info* (2010)

With the exception of the *Basic Pay* infotype (0008), you can specify a cost assignment in all the infotypes listed. If you enter the relevant data for cost assignment in one of these infotypes, this cost assignment and not the cost assignment from the infotypes *Organizational Assignment*

Posting-Relevant Information from Master Data, Time Data and Organizational Management

(0001) and *Cost Distribution* (0027) or from *Organizational Management* is taken into consideration when *posting to Accounting*. However, this only applies when wage types are posted that were entered in these infotypes or created using them.



The list above is not a complete list of infotypes in which you can specify a cost assignment.

See also:

[Posting to Substitute Cost Centers \[Page 561\]](#)

[Posting to Fixed Cost Centers \[Page 605\]](#)

[Posting to Funds Management \[Page 635\]](#)

Posting-Relevant Information in the Payroll Result

The following tables in the payroll result contain information relevant to posting:

- The Results Table (RT) contains the wage types saved in the payroll results, with information on the rate (RTE), number (NUM), and amount (AMT), as well as the assignments to other tables. The assignments to the tables Work Center/Basic Pay (WPBP), Cost Distribution (CO), and Cost Assignment from Various Infotypes (C1) play a central role in the posting of payroll results.
- The Work Center/Basic Pay table (WPBP) contains central partial period information from the following infotypes (as well as derived information):
 - *Actions* (0000)
 - *Organizational Assignment* (0001)
 - *Planned Working Time* (0007)
 - *Basic Pay* (0008)
- The *Cost Distribution* (CO) table contains information from cost distribution within *Organizational Management* or from the *Cost Distribution* infotype (0027). The entries in the *Cost Distribution* (CO) table are assigned to entries in the *Work Center/Basic Pay* (WPBP) table.
- The table *Cost Distribution from Various Infotypes* (C1) contains the cost assignments from various infotypes. For a list of the most important infotypes in which you can specify a cost assignment, see [Posting-Relevant Information from Master Data, Time Data and Organizational Management \[Page 545\]](#). Those entries in the *Results Table* (RT) that contain wage types that were entered in one of these infotypes with a cost assignment or were created from it, link to the relevant entries in the table *Cost Distribution from Various Infotypes* (C1). A prerequisite for this is that the link to the table *Cost Distribution from Various Infotypes* (C1) was not deleted in the payroll calculation rules.

You can consider the payroll results from various points of view. The following functions are available:

Perspective	Function	Path
Employee	Remuneration Statement	<i>Payroll → Payroll → Remuneration statement</i>
Department	Wage Type Statement	<i>Payroll → Information System → Wage Type → Wage Type Statement</i>
Department	Payroll Journal	<i>Payroll → Information System → Organizational Unit → Payroll Journal</i>
Technical	Display cluster Rx	<i>Payroll → Tools → Display Payroll Results</i>

When posting to Accounting, the system evaluates the information in the payroll result tables for each personnel number in the following way:

- It determines the posting characteristics defined in Customizing for every wage type contained in the *Results Table* (RT).
- If a wage type should be posted to an expenses account in accordance with Customizing, the system checks if the entry for this wage type in the *Results Table* (RT) links to an entry in the table *Cost Distribution from Various Infotypes* (C1). If this is the case, the system posts the wage type amount to this cost assignment. If you have, however, specified that cost

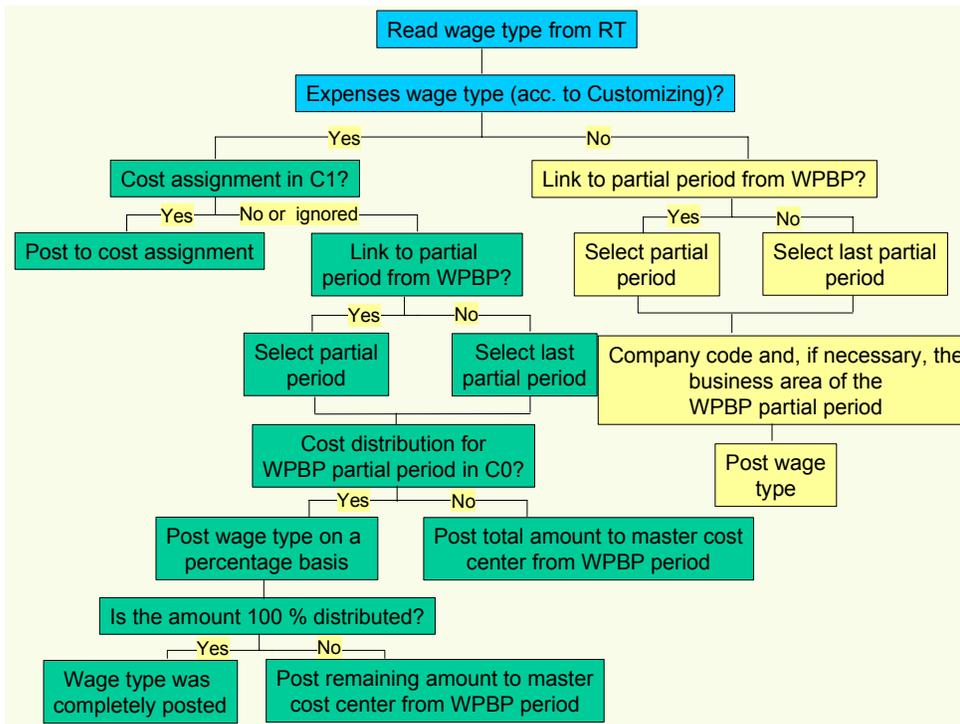
Posting-Relevant Information in the Payroll Result

assignments from the table *Cost Distribution from Various Infotypes* (C1) should be ignored in the posting characteristics for the wage type, the system does not post the wage type amount to the specified cost assignment.

- If the entry for a wage type in the *Results Table* (RT) does not link to an entry in the table *Cost Distribution from Various Infotypes* (C1) or the cost assignment specified is ignored because of the wage type's posting characteristics, the system checks if the entry in the *Results Table* (RT) refers to a [Partial Period in the Work Center/Basic Pay Table \(WPBP\) \[Ext.\]](#). If this is the case this partial period is selected. If this is not the case, the system selects the last partial period in the table *Work Center/Basic Pay* (WPBP).
- The system checks if a cost distribution in the *Cost Distribution* (CO) table is specified for the period defined in the table *Work Center/Basic Pay* (WPBP).
 - If this is the case, the system posts the wage type amount on a percentage basis to this cost assignment. If a cost assignment of less than 100% is specified in the table *Cost Distribution* (CO), the system posts the remaining amount to the master cost center that is specified for the respective partial period in the table *Work Center/Basic Pay* (WPBP).
 - If this is not the case, the system posts the total wage type amount to the master cost center that is specified for the respective partial period in the table *Work Center/Basic Pay* (WPBP).
- If a wage type is posting-relevant according to Customizing but should not be posted to an expenses account, the system checks if the entry for this wage type in the *Results Table* (RT) links to a partial period in the table *Work Center/Basic Pay* (WPBP). If this is the case this partial period is selected. If this is not the case, the system selects the last partial period in the table *Work Center/Basic Pay* (WPBP). The system reads the company code, and if necessary, the business area from the defined partial period, and posts the wage type amount using this information as a basis. The business area is not taken into consideration when posting to customer and vendor accounts.

Evaluating Tables in the Payroll Result for Posting to Accounting

Posting-Relevant Information in the Payroll Result



Example: Posting-Relevant Information in the Payroll Result

Example: Posting-Relevant Information in the Payroll Result

The following basic conditions apply for an employee:

- Your employee is assigned to the *Central Development* master cost center
- The basic pay is 5,000.00
- From January 01 – January 15, the employee works for the *Product Planning* cost center for 50% of the time and for the master cost center for 50% of the time.
- From January 16 - January 31, your employee works for the *Sales* cost center (30%) and for the *Quality assurance* cost center (70%).
- On January 16, your employee receives a one-off payment of 100.00 from the *Training* cost center.

This affects the payroll results for the payroll month of January as follows:

Work Center / Basic Pay Table (WPBP)

WPBP Partial Period	From - To	Company Code	Master Cost Center
01	01.01-15.01.	0001	Central development
02	16.01-31.01.	0001	Central development

Results Table (RT)

Wage type	WPBP Partial Period	Cost Accounting	Amount
Monthly salary (M020)	01		2,400.00
Monthly salary (M020)	02		2,600.00
One-off payment (M110)	02	0001	100.00
Bank transfer (/559)			5,100

Cost Distribution Table (C0)

WPBP Partial Period	SeqNr	Company Code	Cost Center	Percent
01	01	0001	Product planning	50
02	01	0001	Sales and distribution	30
02	02	0001	Quality assurance	70

Table of Cost Distribution from Different Infotypes (C1)

Cost Accounting	Company codes	Cost center
0001	0001	Training

This information in the payroll results tables is evaluated by the *Posting to Accounting* component as follows:

Example: Posting-Relevant Information in the Payroll Result**Posting Wage Type *Monthly Salary* (M020) for WPBP Partial Period 01:**

1. The system reads the *Monthly Salary* wage type (M020) for work center 01 from the *results table* (RT).
2. The system reads the posting characteristics for the wage type in Customizing and identifies that this wage type is to be posted to an expense account.
3. The system checks whether there is an entry for this wage type in the *Cost Distribution from Different Infotypes* table (C1). This is not the case.
4. The system checks whether the entry for this wage type in the *results table* (RT) refers to a partial period in the *Work Center Basic Pay* table (WPBP) and identifies the partial period January 01 – January 15.
5. The system checks whether cost distribution has been specified in the *Cost Distribution* table (C0) for this partial period and identifies a distribution of 50% to the *Product Planning* cost center.
6. The system posts 50% of the wage type amount to this cost center (1,200 to the *Product Planning* cost center).
7. The system checks whether the wage type amount has been distributed at 100%. This is not the case. For this reason, the system posts the remaining amount (50% = 1,200) to the master cost center for the employee (*Central Development*). The wage type amount is then completely posted.

Posting Wage Type *Monthly Salary* (M020) for WPBP Partial Period 02:

1. The system reads the *Monthly Salary* wage type (M020) for work center 02 from the *results table* (RT).
2. The system reads the posting characteristics for the wage type in Customizing and identifies that this wage type is to be posted to an expense account.
3. The system checks whether there is an entry for this wage type in the *Cost Distribution from Different Infotypes* table (C1). This is not the case.
4. The system checks whether the entry for this wage type in the *results table* (RT) refers to a partial period in the *Work Center Basic Pay* table (WPBP) and identifies the partial period January 16 – January 31.
5. The system checks whether cost distribution has been specified in the *Cost Distribution* table (C0) for this partial period and identifies a distribution of 30 % to the *Quality Assurance* cost center.
6. The system posts the wage type amount, which is distributed on a percentage basis, to the cost centers (780 to the *Product Planning* cost center and 1,820 to the *Quality Assurance* cost center).
7. The system checks whether the wage type amount has been distributed at 100%. This is the case. The wage type amount is then completely posted.

Posting the *One-Off Payment* Wage Type (M110):

1. The system reads the *One-Off Payment* wage type (M110) from the *results table* (RT).
2. The system reads the posting characteristics for the wage type in Customizing and identifies that this wage type is to be posted to an expense account.

Example: Posting-Relevant Information in the Payroll Result

3. The system checks whether an entry for this wage type exists in the *Cost Distribution from Different Infotypes* table (C1) and identifies that the wage type amount is to be posted to the *Training* cost center.
4. The system posts the wage type amount to the cost center.

Posting Bank Transfer Wage Type (/559)

1. The system reads the *Bank Transfer* wage type (/559) from the *results table* (RT).
2. The system reads the posting characteristics for the wage type in Customizing and identifies that this wage type is to be posted to a balance sheet account.
3. The system checks whether the entry for this wage type in the *results table* (RT) refers to a partial period in the *Work Center Basic Pay* table (WPBP). This is not the case. The system chooses the last partial period in the *Work Center/Basic Pay* table (WPBP) (16.01 – 31.01).
4. The system reads the company code 0001 from the partial period for the *Work Center/Basic Pay* table (WPBP) and posts the wage type amount to this company code.

Posting Documents

The system creates the following posting document for the described postings:

Company code 0001

G/L account	Cost Center	Debit	Credit
Salaries	Product planning	1,200.00	
Salaries	Central development	1,200.00	
Salaries	Sales and distribution	780.00	
Salaries	Quality assurance	1820.00	
Salaries	Training	100.00	
Wages and salaries to be paid			5,100.00

Account Determination

Use

You can use Customizing for *Posting to Accounting* to determine which wage types are posted, and to which *Financial Accounting* accounts the amount contained in these wage types should be posted. If you perform *posting to Accounting*, the wage types from the payroll results to be posted are posted to the assigned accounts. This automatic process is called **account determination**.



With the help of the report [Display Assignment of Wage Types to G/L Accounts \(RPDKON00\) \[Ext.\]](#), you can specify which wage types are posted to which accounts.

Accounts are determined in the following steps:

1. The system determines the assigned symbolic account from the wage type.
2. The assigned *Financial Accounting* account (G/L account, customer account or vendor account) is determined from the symbolic account.

The two-stage procedure is advantageous since *Payroll* is separated from the Accounting components by the “Symbolic Account” interface. If there are organizational changes in Accounting, the symbolic account assignment of the wage types remains unaffected. On the other hand, payroll changes do not necessarily cause changes to the account assignment settings in the *Accounting* components.

Activities

In Customizing for *posting to Accounting*, you can assign a G/L account to a symbolic account in the following ways:

- You assign a G/L account to a symbolic account.
- You assign various G/L accounts to a symbolic account, irrespective of the employee grouping for account determination, for example, you assign the G/L account *Wages* to the symbolic account *Wages and salaries* for industrial workers, and you assign the G/L account *Salaries* to the symbolic account *Wages and salaries* for salaried employees.

For account determination to run successfully, you must specify the account assignment type for every symbolic account in *Payroll* Customizing, under *Reporting for Posting Payroll Results to Accounting* → *Activities in the HR System* → *Employee Grouping and Symbolic Accounts* → *Define Symbolic Accounts*. This specifies if the posting is a G/L account posting, a customer posting or a vendor posting.

During account determination, the system determines the relevant account in Financial Accounting for every symbolic account using the account assignment type and the value of the employee grouping for account determination.

See also:

[Germany: Account Determination for Specific Service Types in Accordance with the KHBV/PBV \[Page 630\]](#)

Document Split Account

Document Split Account

Definition

An object in *Accounting* used as a clearing account within *posting to Accounting*.

Use

When posting to Accounting, various situations require the posting data to be split into several documents.

If it is necessary to split documents but a document split account was not set up in the system, posting to Accounting cannot take place. For this reason, you should set up a document split account and assign the account planned for this purpose, even if it does not appear necessary to split documents when the system is introduced.

You assign a document-split account to the relevant symbolic accounts in Payroll Customizing (under *Reporting for Posting Payroll Results to Accounting* → *Activities in the AC System* → *Assign Accounts* → *Assign Technical Accounts*).

The system splits the document in the following situations:

- The posting data contains posting records with a different posting date or different posting periods.
- The posting data contains posting records with different company codes.
- The posting data does not only contain G/L account postings but also payable/receivable postings.
- Document split control that is stored in the posting variant used requires you to split the documents.
- The size of the posting data makes it necessary to split the documents.

If the system splits documents in one of these situations, the posting items do not always have a balance of zero. If the balance of the posting items for a document is not equal to zero, an item for the relevant posting to the document split account is added to this document in order to clear the balance of this document.

If you use [business areas \[Ext.\]](#) in Financial Accounting, the system makes sure that the balance within a G/L account document is zero for each business area when *posting to Accounting*. To do so, the system adds postings to the document split account under specification of the business area. Thus, the document split account is only posted to if the document has not been split but the balance of the posting items has not been cleared for each business area.

Posting Retroactive Accounting Data

Use

When posting retroactive accounting data, the posting run for the previous payroll result is reversed (posting with reversed sign) and the new payroll result is posted for the payroll periods accounted retroactively.

The summarization of posting information performed in *posting to Accounting* has the following effect when posting retroactive accounting data:

- If only the amount changes, the difference is posted.
- If the account assignment objects also change, the amount in the old account assignment objects is cancelled and posted to the new ones.

At the time of posting, *Financial Accounting* has usually closed the previous [posting periods \[Page 560\]](#). For this reason, the retroactive accounting data is posted in the posting period that belongs to the current payroll period (with the exception of [posting to special periods \[Page 607\]](#)).

If, at the time of posting retroactive data, the previous payroll result for the retroactively accounted period was already posted in Accounting, the system does not evaluate this payroll result a second time using Customizing to reverse the posting. Instead, the system evaluates the posting run that was created for this payroll result. In the process it determines

- Which wage types were posted
- Which symbolic accounts were used
- With which account assignment type the posting took place
- With which *Employee grouping for the account determination* this posting took place
- Which entries from the payroll results tables (for example, table WPBP, C0, C1) were evaluated

The system reverses the posting using this information.

See also:

- [Example: Posting Retroactive Accounting Data \[Page 556\]](#)
- [Recalculation Differences \[Page 558\]](#)
- [Retroactive Accounting \[Page 48\]](#)

Example: Posting Retroactive Accounting Runs

Example: Posting Retroactive Accounting Runs

In period 1, an employee receives monthly remuneration of 5,000. In period 2, basic remuneration is increased retroactively to 6,000 for period 1 and all subsequent periods.

The following graphic shows only the basic wage types that are relevant in posting:

- Since wage type /560 (*Net Pay*) is not posted, the posting-relevant wage type /559 (*Bank Transfer*) is taken into account for the payment.
- No other payments or deductions are taken into consideration. The payment amount (wage type /559 *Bank Transfer*) therefore represents the monthly remuneration for the employee (wage type M020).

I 01/2000 IN 01/2000		In February 2000, employee receives retroactive salary increase of 1,000 from January 01, 2000	01/2000 IN 02/2000		02/2000 IN 02/2000	
M020	5,000		M020	6,000	M020	6,000
/559	5,000	/559	5,000	/552	1,000	
		/551	- 1,000	/559	7,000	

II	
Sal. Jan. old	- 5,000
Sal. Jan. new	+6,000
Sal. Feb. new	+6,000
Sal.	7,000
Pymt Jan. old	- 5,000
Pymt Jan. new	+6,000
Pymt Feb. new	+6,000
Pymt	7,000
Recalc. Jan. new	- 1,000
Recalc. Feb. new	+1,000
Recalc. diff.	0,-

III		
Salary	W&S payable	Recal.diff.account
7,000	7,000	

Part I: Consideration of Payroll Results

In period 01, the monthly salary for the employee is 5,000 (wage type M020). This amount is paid out to the employee (wage type /559 *Bank Transfer*)

As a result of the retroactive accounting run, a new payroll result is created in period 02 for period 01. In this result, the basic remuneration is increased to the new agreed amount of 6,000 (M020). The payment amount in period 01 remains unchanged (wage type /559 *Bank Transfer*). The difference of 1,000 is recorded in the separate wage type /551 *Recalculation Difference*.

In period 2, the employee receives 7,000 (wage type /559 *Bank Transfer*). This is due to the retroactive remuneration increase. This amount consists of the monthly salary for period 2 (wage type M020 = 6,000) and the retroactive salary increase for period 1 (wage type /552 *Subs.clearing/prev.month* = 1,000).



If the tax is calculated according to the principle of origin, wage types /551 *Recalculation Difference* and /552 *Subs.clearing/prev.month* are formed when retroactive differences are created. However, if the tax is calculated according to the inflow principle, other wage types may be relevant to posting with regard to retroactive differences either instead of or in addition to these wage types.

Example: Posting Retroactive Accounting Runs**Part II: Consideration of Postings**

When this retroactive run is posted, the posting for payroll result *period 01 in period 01* is reversed. In this way, the posting of wage type M020 creates a balance of 7,000, which is posted to the debit side of the *remuneration* account as an expense. The posting of the payment amount (wage type /559) creates a balance of 7,000, which is posted to the credit side of the *Payments* account as a payable. In the posting, the amounts for wage types /551 and /552 create a balance of zero. Therefore, no posting is created from these recalculation differences.

Part III: Consideration of Accounts

7,000 are posted to the debit side of the *Remuneration* account. 7,000 are posted to the credit side of the *Payments* account. There is no posting to the recalculation difference account. A retroactive run can, for example, trigger a posting to the recalculation difference account if several company codes are affected by the retroactive run.

See also:

[Recalculation Differences \[Page 558\]](#)

[Cross-Company Code Transactions \[Page 609\]](#)

Recalculation Differences

Recalculation Differences

Use

Creation of Recalculation Differences in Payroll

In retroactive runs, the amounts of the *Payment Amount* wage type /560 are not changed. The system calculates a new payment amount for the previous period; however, it does not save this amount. Instead, it creates the amount for the *Recalculation Difference* wage type (/551) from the difference between this amount and the original payment amount.

The system saves this amount in the *results table* (RT) from the new payroll results for the period recalculated and transfers it to wage type /552 *Subs.clearing/prev.month* for the current period. The system stores the amount for wage type /552 (*Subs.clearing/prev.month*) in the *results table* (RT) from the original results for the current period.

Wage types /551 (*Recalculation Difference*) and /552 (*Subs.clearing/prev.month*) have opposite positive (+)/negative (-) signs:

Change	Sign /551 <i>Recalculation Difference</i>	Sign for /552 <i>Subs.clearing/prev.month</i>
A remuneration element for an employee is increased retroactively	Negative	Positive
A remuneration element for an employee is reduced retroactively	Positive	Negative

Posting Recalculation Differences

When the system posts the payroll results to Accounting, it checks that the balance of the single items to be posted is zero for each employee and payroll result. For this reason, you must code the wage types /551 (*Recalculation Difference*) and /552 (*Subs.clearing/prev.month*) as relevant to posting in Customizing. If you fail to do so, the balance per payroll result will not be zero if recalculation differences occur, as you cannot change the amount for wage type /559 *Bank Transfer* retroactively.



Wage type /560 *Payment Amount* is not taken into account by the evaluation for posting to Accounting. Only wage type /559 (*Bank Transfer*) is relevant for posting.

Due to the opposite positive/negative signs, the total of wage types /551 (*Recalculation Difference*) and /552 (*Subs.clearing/prev.month*) is zero for the employee. For this reason, these wage types do not usually create a posting, even though they are coded as relevant for posting. However, this does not apply if company code clearing is not used, and a retroactive run including the period before the employee changed company code is carried out after a change in company code. For more information and an example of posting, see [Retroactive Accounting for Summary Clearing \[Page 613\]](#). Other exceptions are retroactive runs over the end of the fiscal year and posting to special periods.

We recommend that you set up a different clearing account in Accounting for posting recalculation differences. This clearing account should not be used for any other postings.



If the tax is calculated according to the principle of origin, wage types /551 *Recalculation Difference* and /552 *Subs.clearing/prev.month* are formed when retroactive differences are created. However, if tax is calculated according to the inflow principle, other wage types may be relevant to postings concerning retroactive differences (either instead of or in addition to these wage types).

See also:

[Posting Retroactive Accounting Data \[Page 555\]](#)

[Example: Posting Retroactive Accounting Runs \[Page 556\]](#)

Prerequisites

You must set up the system correctly in *Payroll Customizing*, under *Reporting for Posting Payroll Results to Accounting*, to ensure that recalculation differences are posted correctly to Accounting.

- You must define a symbolic account for recalculation differences (under *Activities in the HR System* → *Employee Grouping and Symbolic Accounts* → *Define Symbolic Accounts*)
- You must assign the symbolic account for recalculation differences to the corresponding wage types (under *Activities in the HR System* → *Maintain Wage Types* → *Define Posting Characteristics of Wage Types*)
- You must assign a balance sheet account from *Accounting* to the symbolic account (under *Activities in AC System* → *Assigning Accounts* → *Assign Balance Sheet Accounts*)

Posting Period and Posting Date

Posting Period and Posting Date

The system usually determines the posting date from the current payroll period. As a result, retroactive accounting runs are also posted with the posting date that originates from the current payroll period. [Posting to Special Periods \[Page 607\]](#) is an exception to this rule.

The *Accounting* components determine the posting period that is posted to, from the posting date.

Use

You have the following options for specifying the posting date:

- Using the relevant settings in the table of date specifications for a specific period in *Payroll Customizing*, under *Reporting for Posting Payroll Results to Accounting → Activities in the HR System → Maintain the Posting Date for Payroll Periods*
- By manual entry in the step *Create posting run* in the *Specifications for posting date* group box
- By setting the *Acc.to payment* indicator in the step *Create posting run* in the *Posting date specification* group box. However, use of the payment date, as a posting date is only useful in countries in which the payment date is given a relevant meaning (for example, USA, Canada, Japan).

In some countries, payroll periods and posting periods can have different lengths. If the start and finish of a payroll period are in different posting periods for a weekly payroll run, it is necessary to distribute the expense from this payroll period (proportionally) to two posting periods. In some countries, this is possible with the help of the [Month-End Accruals \[Page 516\]](#) function.

Posting to Substitute Cost Centers

Use

Particularly for objects such as orders or projects to which can only be posted for a limited period of time, or after a change in the cost center structure, it may not be possible to post to certain account assignment objects in cost accounting.

In this case, the system posts to the master cost center instead, which is set in the infotype *Organizational Assignment* (0001). This master cost center is determined from the last partial period from the table *Work Center/Basic Pay* (WPBP) for the current payroll result.

If this master cost center is in a different company code, or cannot be posted to, the system posts to a substitute cost center.

The system logs the substitution of account assignment objects in the document. You must check these substitutions and perform manual postings after executing *posting to Accounting* if the expense should not remain in the account assignment objects determined on a substitution basis.

Prerequisites

You must have set up the substitute cost center in cost accounting, and assigned it in *Payroll Customizing* (under *Reporting for Posting Payroll Results to Accounting* → *Activities in AC system* → *Assign Substitute Cost Centers*).

Substitution Logic for Closed CO Account Assignment Objects

Substitution Logic for Closed CO Account Assignment Objects

Purpose

The substitution logic for closed CO account assignment objects assumes that you manually repost posting items, which the system posts to the substitute cost centers, to other account assignment objects. This will be explained in the following example.



An employee gets a salary of 5,000 and changes his/her master cost center on the 1st January 2000 (from the cost center *Special Development* to the cost center *Training*). The cost center *Special Development* is closed as of 31st December 1999. By mistake, you do not enter the employee's change of cost center in the master data before completing payroll for period 01 in 2000. For this reason, the *Workplace/Basic Pay* (WPBP) table in the payroll results *01 in 01* contains the *Special Development* cost center.

Process Flow

Posting for Payroll Period 01

1. As it is not possible to post to the *Special Development* cost center, the system posts the expense of 5,000 (for the employee's salary) to the [substitute cost center \[Page 561\]](#) that you have specified in Customizing.
2. The system documents the substitution of the account assignment object in the posting document to remind you that you must manually repost the expense of 5,000 from the substitute cost center to the employee's new master cost center (*Training*).
3. You perform the reposting.

Retrospective Change in Master Data and Retroactive Accounting

1. Following the payroll run for period 01/2000, you enter the change in cost center in the employee's master data.
2. This change in master data leads to a retroactive accounting run in period 02/2000. The *Workplace/Basic Pay* (WPBP) table in the *payroll results 01 in 02* contains the correct *Training* cost center.

Posting for Payroll Period 02

The system compares the payroll results *01 in 01* and *01 in 02* and (because of the change in cost center) tries to cancel the amount of 5,000 on the cost center for the result *01 in 01* (*Special Development*) and post it to the cost center for the result *01 in 02* (*Training*). However, as the cost center *Special Development* is closed, the system uses the current master cost center (*Training*), which it determines from the last partial period in the table *Workplace/Basic Pay* (WPBP) for the current payroll result (*02 in 02*).

1. The system thus cancels the amount of 5,000 on the *Training* cost center.
2. The system also posts the amount of 5,000 to the *Training* cost center.

Substitution Logic for Closed CO Account Assignment Objects

- When [checking the posting documents \[Page 571\]](#) you realize that these two postings cancel each other out and that the amount of 5,000, which you manually posted to the *Training* cost center remains in this cost center.

Result



If you would not repost manually after posting the payroll results 01/2000, the system would still perform the same postings to the *Training* cost center when posting the payroll results 02/2000. In this case, the expense of 5,000 would remain on the substitute cost center and the expense of 5,000 for the salary that the employee received in the payroll period 01/2000 would be missing on the *Training* cost center.

The following table shows an overview of which posting you must perform in this example and which postings are made by the system. To keep the explanation simple, posting the salary for period 02/2000 is not taken into consideration.

Posting for Payroll Period	Cost Center <i>Special Development</i>	Cost Center <i>Training</i>	<i>Substitute cost centers</i>	Posting performed by
01			+ 5,000	the system
01		+ 5,000	- 5,000	the user
02		- 5,000		the system
02		+ 5,000		the system
Total		+ 5,000	0	

Steps**Steps**

You can use the *Steps* unit

- To inform yourself, at a glance, which steps you must carry out to [perform the posting \[Page 565\]](#)
- To call detailed descriptions of these steps
- To gain information on steps within posting, which you only need to perform in certain situations (for example, deleting a posting run, reversing posting documents)

Performing the Posting

Purpose

Posting to Accounting includes the evaluation of the payroll results, the creation of summarized documents and posting them in the Accounting components.

The documents created in *posting to Accounting* contain summarized information. However, provided you have authorization, you can trace back which information (from the payroll results) the posting documents are based on for a specific personnel number.

If documents have been posted with an incorrect posting date, you can also [reverse \[Page 585\]](#) a posting run.

You can also archive the data created in posting to Accounting. For more information, see [Archiving Posting Documents \(PY-XX-DT\) \[Ext.\]](#) and [Archiving Index Files \(PY-XX-DT\) \[Ext.\]](#).

Prerequisites

You have successfully run payroll.

Process Flow

When posting to Accounting, you carry out the following activities:

1. Simulating a Posting Run
2. Creating A Posting Run
3. Checking a Posting Run
4. Checking the Posting Documents
5. Releasing Posting Documents
6. Posting Posting Documents
7. Checking Accounting Documents
8. Checking the Completeness of the Postings
9. Subsequent Activities in Financial Accounting

Result

You have posted the personnel expenses and payables to the accounts and account assignment objects in the *Accounting* components.

Simulating a Posting Run

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 \[Page 568\]](#). 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 \[Page 584\]](#)

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 \[Page 580\]](#)

Creating a Posting Run

Creating a Posting Run

Use

After completing *Payroll*, you must create a live posting run to post the personnel expenses and payables to the accounts and account assignment objects in the *Accounting* components.

Before creating a live posting run you should have created a [simulation run \[Page 566\]](#) with technically correct posting documents containing the correct information.

Prerequisites

You must have successfully run payroll for the personnel numbers, for which the payroll results should be evaluated for posting.

Payroll must have been completed for all payroll areas affected by posting.

A simulation run, with technically correct posting documents containing the correct information should have been created.

Procedure

1. Choose *Human Resources* → *Payroll* → *Subsequent activities* → *Per payroll period* → *Posting to Accounting* → *Execute run*.
2. To select the payroll period, you enter the *payroll area* and choose .

The current payroll period is displayed.

If you want to evaluate a different payroll period to the current period, choose *Other period* and enter the period you require.
3. Make the necessary entries in the *Selection* group. Entering the payroll area usually makes the selection.
4. Enter the value **P** in the field *Type of document creation*.
5. You can enter a *Text for the posting run*. You can choose this text yourself. It helps identify the posting run in the overview of posting runs.
6. In the *Document creation data* group, specify the posting variant you require or copy the standard entry.
7. Only make settings for the options described in the following table in special cases.
8. To create the posting run, choose .

Controlling the Evaluation Report in Special Cases

Option	Explanation
<i>Off-Cycle Payroll</i>	If you want to evaluate the results of an Off-Cycle Payroll Run [Page 130] , enter the necessary data. Off-Cycle payroll runs only take place in certain countries.

Creating a Posting Run

<i>Display log</i>	If you set this indicator, after creating the posting run the system displays a log that contains detailed information, for example, the wage types evaluated for posting, for every personnel number for which payroll was performed. Only set this indicator if you want to process an easily comprehensible range of personnel numbers. The creation of a log for large numbers of personnel numbers requires a lot of memory space and is not recommended. If you do not set the <i>Display log</i> indicator, errors that occurred when creating the posting run are still displayed in a log for specific personnel numbers.
<i>Cost planning</i>	If you want to provide the results of the evaluation report as data for personnel cost planning [Page 649] , choose <i>Cost Planning</i> and make the necessary entries.
Default value for posting date group box	Here, you can specify the posting date [Page 560] or make further entries for posting for special periods [Page 607] . You should flag the <i>Acc. to period definition</i> indicator for regular posting runs.
<i>Document date</i>	You can enter a <i>Document date</i> in the <i>Document creation data</i> group box. If you do not enter a document date, the system uses the date on which the posting documents were created, therefore the current system date.

Result if Successful

If you have set the *Display log* indicator, the system displays a detailed log. If you have not set the *Display log* indicator, the system displays statistics for the evaluated personnel numbers.

The posting run created gets the status *Documents created* and is saved. It has a clear number. The accompanying posting documents get the status *created*.

An index of all processed payroll results is created. This makes it possible to trace creation of a document item although the documents have been summarized.

The system selects the processed payroll results to ensure that they are only posted once.

Result if Unsuccessful

The following errors can occur when creating a posting run:

- 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.

For more information on the treatment of errors in posting, see [unselected or incorrect personnel numbers \[Page 652\]](#).

Checking a Posting Run

Checking a Posting Run

Use

After you have created the posting run, make sure that no errors occurred.

Prerequisites

You have performed the step [creating a posting run \[Page 568\]](#).

Procedure

Go to the [document overview \[Page 577\]](#) and check the status of the relevant posting run.

Posting run status	Meaning (for live posting runs)
<i>Documents created</i>	You have successfully created a posting run and can continue processing the posting run.
<i>Incorrect documents</i>	You must remove the error, delete the posting run and create a new posting run.
<i>Deleted</i>	When creating the posting run, the system rejected all the personnel numbers and did not create any documents. You must remove the error and create a new posting run.
<i>Selection is running</i> <i>Document creation is triggered</i> <i>Document creation is running</i>	Creation of the posting run is still running. It is also possible that the system interrupted creation of the posting run after the payroll results for individual personnel numbers were selected. In this case, you must delete the posting run and create a new posting run.

For notes on causes of errors, see the display of the posting documents for a posting run. The display of the history, attributes and details of a posting run can provide further indications of causes of errors. To view this, select the posting run in the overview of posting runs, then choose *Go to* and the relevant menu option.

See also:

[Checking the Completeness of the Postings \[Page 575\]](#)

Checking the Posting Documents

Use

If you have performed the step *Check posting run*, you should check the posting documents for the posting run in question.

Prerequisites

You have created a posting run.

Procedure

1. In the [document display \[Page 583\]](#), you check the line items in the posting documents created.
2. If necessary, check the [revision information \[Page 584\]](#) for the individual line items.

If a posting run contains one or more incorrect posting documents, the system cannot post the correct posting documents, as it is only possible to post all the posting documents belonging to a posting run at the same time.

Therefore, if you discover errors when checking the posting documents, you must delete the posting run in question and create and check a new posting run, after removing the cause of the problem.

If the posting documents are correct, you can release them.

Releasing Posting Documents

Releasing Posting Documents

Use

If, when checking a live posting run and the accompanying posting documents, you establish that all posting documents are technically correct and contain the right contents, you can post the posting documents. To do so, you must first of all release all posting documents for the posting run.

Procedure

1. Display the posting documents for a posting run in the document overview.
2. Select the posting documents that you want to release.
3. Choose .

A dialog box appears in which you must confirm the release of the posting documents.

4. Choose *Yes* to release the posting documents or *No* to terminate the process.

Result

The released posting documents have the status *Released*. If you have released all posting documents for a posting run, the posting run has the status *All documents released*.

You should not reset the release status. If you find errors in a posting run after releasing the posting documents, you must delete it and create a new posting run.

Additional Information

You can grant authorization for the release of posting documents for every company code for another person.

However, another authorization is necessary for posting the documents. This authorization is not assigned for each company code, as it is only possible to post all posting documents for a posting run (which may belong to different company codes) at the same time. Posting posting documents should therefore be seen as a technical step, as the person responsible for the individual company codes has already given their approval for posting the posting documents by releasing them.

You can set up a workflow for the release of posting documents. The *PayrollAccDocument.Release* method from the business object *BUS7009* is used in this workflow. In Customizing, choose *Basis* → *Business Management* → *SAP Business Workflow* → *Perform Task-Specific Customizing*, and from there, choose the following path from the component hierarchy under *Payroll* → *Payroll: General Parts* → *Transfer*, to make settings for the task *Release posting document*.

The standard task *PY_EVDOCREL* is provided as a model. When this event is triggered, the task sends a work item containing the above method.

For general information on workflows, see the [SAP Business Workflow \(BC-BMT-WFM\) \[Ext.\]](#).

Posting Posting Documents

Use

After you have released all the posting documents for a posting run, and the posting run thus has the status *All documents released*, you can post the posting documents.

You must post all the posting documents belonging to a posting run together in the *Accounting* components. Individual posting documents cannot be posted.

Prerequisites

The posting run has the status *All documents released*.

Procedure

1. Go to the overview of posting runs.
2. Select the required posting runs.
3. Choose .
4. Choose *Immediately* or *Create job*, to start the reversal or  *Cancel*, to cancel the reversal.

A dialog box is displayed, in which you must confirm that you want to post the posting documents for the selected posting runs.

Result if Successful

If you use *Human Resources* and *Accounting* in the same system, the posting documents were posted in the components affected in *Accounting*. The posting run has the status *Documents posted*.

If you use *Human Resources* and *Accounting* in separate systems, posting does not take place simultaneously in the *Accounting* components. The system creates Idocs for the posting documents for a posting run. The posting run gets the status *Documents transferred*. The Idocs are sent to the logical system, in which the posting documents should be posted, using the ALE interface. When processing the Idoc in the target system, the posting documents are posted in the *Accounting* components affected.

If agreed with *Accounting*, you can [reverse posting documents \[Page 585\]](#) that have been posted, if this is necessary because of an error in the contents.

Result if Unsuccessful

The posting run has the status *Document transfer has failed*. Posting to *Accounting* did not take place.

Depending on the error that occurred, it may be a good idea to start posting this posting run once again. If the error still occurs and it is not possible to post the posting run, you must delete the posting run and create a new one.

Checking Accounting Documents

Checking Accounting Documents

Use

The Accounting components create their own posting documents based on the summarized posting documents. You should check these documents after you have posted the posting documents for a posting run.

Prerequisites

- The relevant posting run has the status *Documents posted* when Payroll and Accounting are in one system.
- The relevant posting run has the status *Documents posted* when *Payroll* and *Accounting* are in distributed (separate) systems.

Procedure

1. Go to the document overview.
2. Select the posting document you require.
3. Choose *Goto* → *Accounting documents*.

A dialog box appears with a list of the accounting documents created.

4. Selected the accounting document you require.

Result

You see the document that the specified Accounting component has created.

For more information, see [Accounting Documents Were Not Created \[Page 653\]](#)

Checking the Completeness of the Postings

Use

When checking a posting run or after you have posted the posting documents for one or several posting runs, you can use the completeness check to make sure that all employees that were included in the payroll run were taken into consideration when reporting for posting to Accounting.

During the completeness check, the system checks if all the existing payroll results were evaluated for *posting to Accounting* and therefore selected.



During this check, the system possibly processes very large amounts of data. It can therefore be time-consuming and put pressure on the system.

Procedure

1. In Payroll, choose *Subsequent Activities* → *Per Payroll Period* → *Posting to Accounting* → *Completeness Check*.
2. Enter a date, from which the completeness of the posting should be checked and choose . During the check, all the payroll results are checked that were created after the date specified.



Bear in mind that this check can only be made for payroll results that have been included in a payroll run and posted with an R/3 system of 4.0A or above.

Result

The system displays a list of the following information:

- Existing payroll rules that were not evaluated for posting to Accounting.
- Live posting runs that do not have any of the following statuses:
 - Transferred
 - Posted
 - Deleted
 - Reversed
 - Archived
 - Partially archived

Subsequent Activities in Financial Accounting

Subsequent Activities in Financial Accounting

Use

After performing *posting to Accounting*, you should perform certain reconciliation tasks and checks in Accounting.

Prerequisites

You have performed posting to Accounting and successfully posted the posting documents in the relevant Accounting components.

Procedure

For example, in Financial Accounting, the following steps are amongst the checks to be made:

- Comparison of transferred and posted payables.
- Checking of the retention amount for advances.
- Checking of the retention amount for claims.
- Clearing the cross-company-code activities:

Displaying an Overview of the Posting Runs

Use

In the overview of posting runs you can display a list of all available posting runs.

After you have created a posting run, the posting run overview is the starting point for all other actions that you perform with reference to the posting run:

- Checking a posting run
- Posting posting documents
- Reversing posting documents
- Deleting a posting run
- Changing or creating text for a posting run
- Manually setting the status of a posting run to *posted*

The [SAP list viewer \[Ext.\]](#) is used to display the posting runs. It offers a wide range of functions (for example, layouts, sort functions), which you can use to modify the display to meet your requirements.

Procedure

Choose *Payroll* → *Payroll* → *Subs.Activities* → *Per Payroll Period* → *Evaluation* → *Posting to Accounting* → *Edit Run*.

To go from the log display to the posting run overview after creating a posting run, choose *Posting run overview*.

Result

You access the **posting run overview**. In the standard system, the display is limited to posting runs that have not been posted yet using a filter. If you want to see the posting runs that have already been posted, you must [delete the filter \[Ext.\]](#).

Changing or Creating a Text for a Posting Run

Changing or Creating a Text for a Posting Run

Use

To identify the posting runs it is useful, particularly when creating posting runs in background processing, to enter a descriptive text for the individual posting runs. In the standard system, this text is displayed in the posting run overview in the column *Run text*.

Procedure

Creating a Text before Creating the Posting Run

Enter the desired text in the *Posting run text* field in the *Run attributes* group box in the selection screen of the program *Create posting run* before executing the program.

Creating or Changing a Text after Creating the Posting Run

1. Go to the overview of posting runs.
2. Select the posting run whose text you want to change.
3. Choose *Edit* → *Change name*
4. Enter the desired name or make changes and choose .

Displaying the Attributes of a Posting Run

Use

You can use the attributes of a posting run to, amongst other things, access the information that is displayed as statistics after creating the posting run, in other words, the number of selected, evaluated, rejected and missed out personnel numbers.

For more information on posting run attributes, see the [Posting Run Documentation \[Page 529\]](#).

Procedure

1. Go to the overview of posting runs.
2. Select the required posting run.
3. Choose *Goto* → *Run attribute*.

Deleting a Posting Run

Deleting a Posting Run

Use

If, before posting a **live posting run**, you realize that it contains errors (either technical, or in the contents), you must create this posting run a second time. As the system has selected the payroll results that were evaluated in this posting run, you must delete the posting run to remove selection of the payroll results. It is only then possible for the system to evaluate the relevant payroll results a second time for posting to Accounting.

If you no longer require **simulation runs** for test purposes, it is a good idea to delete them.

Prerequisites

If you want to delete a posting run, it should not have **any** of the following statuses:

- Documents transferred
- Documents posted
- Reversal documents transferred
- Reversal documents posted
- Reversal document creation is running
- Reversal documents created
- Reversal is running
- Reversal was unsuccessful
- Reversal documents are incorrect
- Partially archived
- Archived

Procedure

1. Go to the overview of posting runs.
2. Select the posting runs you want to delete.
3. Choose .

A dialog box appears in which you must confirm the deletion procedure.

4. Choose *Immediately* or *Create job*, to start the reversal or  *Cancel*, to cancel.

Result

The result of the deletion procedure depends if you delete a live posting run or a simulation run.

- If you delete a live posting run, the posting documents and index remain. The status of the posting run is set to *Deleted*. Selection of the payroll results is cancelled. This makes it possible for the system to evaluate these payroll results a second time for the creation of a live posting run.

Deleting a Posting Run

- If you delete a simulation run, the index and document lines are deleted. The status of the simulation run is set to *Deleted*. Only the document header remains.

You can delete the data from deleted live runs or simulation runs that is still on the database after this step, in a subsequent run within [Archiving \[Ext.\]](#).

Displaying the Document Overview

Displaying the Document Overview

Use

In the document overview, you can display which posting documents belong to one or more posting runs.

Procedure

Go to the overview of posting runs.

- To see the **posting documents for a posting run**, double-click on the posting run required in the document overview.
- To see the **posting documents for several posting runs**, select the posting runs and choose .

Displaying Posting Documents

Use

In the document display, you can display the document line items for one or more posting documents.

Procedure

Go to the document overview.

- To display the **document line items for a posting run**, double-click on the posting run required in the document display.
- To display the **posting documents for several posting runs**, select the posting runs and choose .

Displaying Revision Information

Displaying Revision Information

An important part of *posting to Accounting* is the ability to retrace individual line items. This is particularly important if a revision is required. In this case the following occurs:

- Postings are carried out in a summarized form, meaning that the *Accounting* components are only provided with the information that they require.
- This prevents unauthorized persons from accessing personal data.
- You can still retrace postings at any time, as the system creates an index of the processed payroll results when summarizing the posting data within *posting to Accounting*. Special authorization allows you to retrace the document line items back to the payroll results for the employee.



The *Vacation bonus* cost type was posted to a cost center in a payroll period where payment of the vacation bonus was not expected. You want to find out which employee and wage type formed the basis for this posting.

Procedure

Go to the [document display \[Page 583\]](#) for the document that you want to check.

- To see the **revision information for a document line item**, double-click on the document line item you require in the revision information display.
- To display the **revision information for several document line items**, select the document line item and choose .

Check the information displayed for wage types, personnel numbers, payroll periods, accounts, account assignment objects, and so on.

For an overview of the wage types contained in the employee's payroll result, double-click on a line in the revision information.

To hide all the wage types that are not posted in this overview, choose *Only posted wage types*.

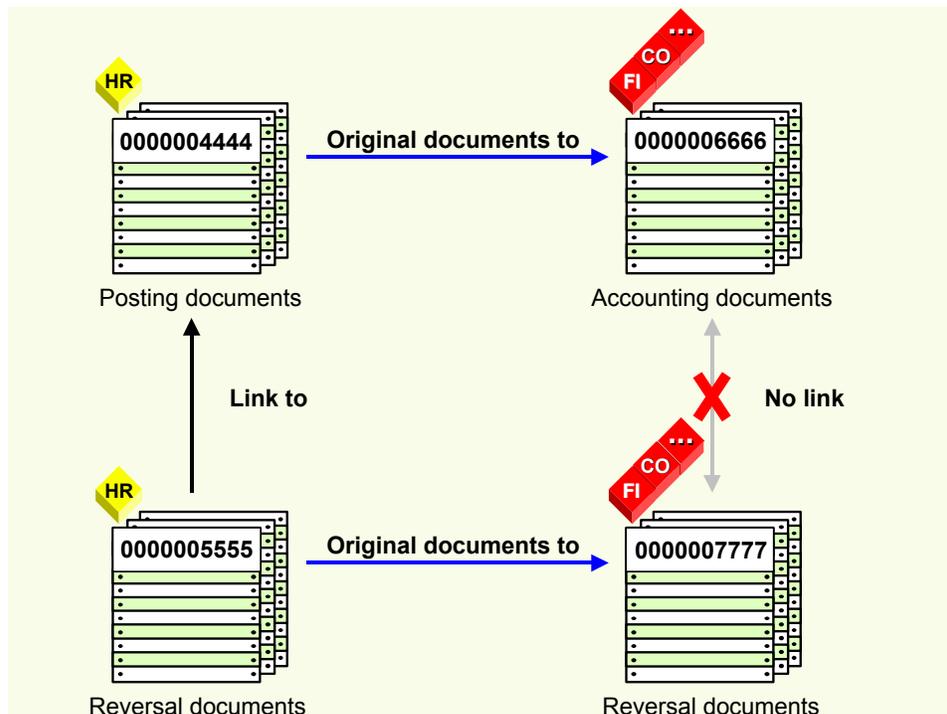
To return to the full display of wage types, choose *all wage types*.

Reversal of Posting Documents

Use

If you have successfully posted posting documents and realize that the posted data is incorrect, you can reverse all documents for the posting run in question. You cannot reverse individual posting documents for a posting run. The system uses the same posting run to administer posting documents and reversal documents.

Reversal of Posting Documents



The graphic shows the relationship between posting documents from *Human Resources* (HR) and the documents from *Accounting* after a reversal.

The *Accounting* components use the posting documents as original documents. The *Accounting* components have created their own documents based on these original documents.

To reverse these accounting documents you must first of all create reversal documents in Human Resources that then serve as original documents for the reversal documents from Accounting.

After a reversal, there is a relevant reversal document for each posting document and each accounting document. The reversal documents contain all the document line items from the documents to be reversed with a reversed sign.



The reversal documents from Human Resources contain a link to the accompanying posting documents. However, the reversal documents from Accounting do **not** contain a link to the accompanying accounting documents.

Reversal of Posting Documents

Activities

[Reversing posting documents \[Page 587\]](#)

[Resetting the reversal after termination \[Page 655\]](#)

Reversing Posting Documents

Use

If you have successfully posted posting documents and realize that the posted data is incorrect, you can reverse all documents for the posting run in question.

See also:

[Reversal of posting documents \[Page 585\]](#)

Prerequisites

- You have successfully posted the posting documents for a posting run. The posting run has one of the following statuses:
 - Documents transferred
 - Documents posted
- It is initially not possible to reverse posting documents if payroll results were processed for which retroactive accounting runs took place and the results of these runs have already been processed in a live posting run. In this case, you must firstly reverse or delete the posting documents from the posting runs with retroactive accounting, and finally reverse the posting documents from the incorrect posting run.
- Accounting has approved the reversal.
- The system should not have used any line items from the documents created in Accounting for clearing.
- It must be possible to post the reversal documents (for example, the relevant CO account assignments should not yet be closed).

Procedure

1. Go to the overview of posting runs. If the posting run, whose posting documents you want to reverse, is not displayed, choose *Edit* → *Filter* → *Delete filter*.
2. Select the required posting run.
3. Choose *Edit* → *Reverse* → *Reverse documents*.
4. A dialog box appears, in which you must enter information on the reversal date:
 - Choose *Yes*, to copy the respective posting date of the original documents as the reversal date. A posting run can contain posting documents with different posting dates.
 - Choose *No*, to enter a different reversal date. If you enter a different posting date, it must be after the posting date for the original documents.



You can determine the posting date of the posting documents in the document overview.

5. To start the reversal, choose *Immediately* or *Create job*, or choose  *Cancel* to cancel the reversal.

Reversing Posting Documents

The system prints a log that informs you on the success of the reversal.

Result if Successful

- **Reversal documents** are created containing all document line items for the original documents with reversed plus/minus (+/-) signs.
- The reversal documents were transferred to Accounting and posted there. This cancels the original, incorrect posting.
- The selection of accompanying payroll results was reset.
- Links to the reversed posting documents were inserted in the reversal documents. You can see this by showing the *Reversal documents* column in the document overview.

You must create a new posting run in order to repost the payroll results, which were processed in the posting run whose posting documents you have reversed, in their corrected state.

Result if Unsuccessful

For information on the steps that you must perform if the reversal process is terminated due to an error, see [Resetting the Reversal after Termination \[Page 655\]](#).

Displaying the Status History

Use

The system automatically creates a status history for posting runs and posting documents to log the actions performed with the date, time and person responsible. You can display this status history.

Procedure

Displaying the Status History for a Posting Run

1. Go to the overview of posting runs.
2. Select the required posting run.
3. Choose *Goto* → *Run history*.

Displaying the Status History for a Posting Document

1. Go to the document overview.
2. Select the posting document you require.
3. Choose *Goto* → *Document history*.

Displaying Detailed Information

Displaying Detailed Information

Use

You can access detailed information on posting runs, posting documents and document items.

Whereas fields can be hidden in the list display, in the detailed information the system displays the contents of all the fields containing data.

Procedure

Displaying Detailed Information for a Posting Run

1. Go to the overview of posting runs.
2. Select the posting run you require.
3. Choose *Goto* → *Display details*.

Displaying Detailed Information for a Posting Document

1. Go to the document overview.
2. Select the posting document you require.
3. Choose *Goto* → *Display details*.

Displaying Detailed Information for a Document Item

1. Go to the document display.
2. Selection the document item you require.
3. Choose *Goto* → *Display details*.

Posting in Previous Releases

It is still possible to post to Accounting if *Payroll* or *Accounting* is in an R/3 system with a release status of 4.0A or below, or is in an R/2 system. When performing *posting to Accounting*, only the functions available in both release statuses are supported.

Posting from HR Systems < 4.0

Use

It is still possible to post to Accounting if *Accounting* is in an R/3 system with a release status of 4.0A or above and *Payroll* is in an R/3 system with a release status below 4.0A or is in an R/2 system.

When *posting to Accounting*, only the functions available in both release statuses are supported. In the following, the most important functions and restrictions are named:

- In *Financial Accounting* (FI) you have the option of [summarized posting \[Page 604\]](#).
- When [posting to fixed cost centers \[Page 605\]](#), you can specify the fixed cost center for each business area.
- In the case of CO account assignments, which cannot be posted to, the system posts to the [substitute cost center \[Page 561\]](#). Substitution takes place using the substitute cost center and not the master cost center. The master cost center is not provided in this constellation of the HR system.

Prerequisites

- Accounting is situated in a central system, along with all the components.
- The Accounting master data (for example, cost centers to which you want to post) must be available in the HR system.

Procedure

In order to post from HR systems with a release status lower than 4.0A, you must create a TemSe file, from which posting documents are created, after completing payroll in the Accounting system (AC-system). You have two options for creating this TemSe file:

- Using a file transfer
- Using an ALE business process (using IDocs in the HR system)



If you want to use ALE technology for this purpose, you must make the relevant settings in ALE Customizing.

If the HR system has a release status lower than 3.1G, you can only post using a file transfer.

Posting Using a File Transfer

Steps in the HR System (Sending System)

1. Start the report *Payroll program <Country>* (RPCALCx0) with the payroll schema x500.
The HR system evaluates the payroll results and writes the posting-relevant information to a TemSe file.
2. Start the report *Transfer to Accounting: Export to R/2 or R/3 Release < 4.0* (RPCIPX00).
The HR system creates a second modified TemSe file from the first TemSe file.

Posting from HR Systems < 4.0

3. Start the report *Posting to Accounting: Transfer Program for RPCIPX00 and RPCIPI00* (RPCIPT00).

The HR system creates a work file on the presentation or application server from the second TemSe file.

Steps in the AC System (Receiving System)

4. Start the report *Posting to Accounting: Transfer Program for RPCIPX00 and RPCIPI00* (RPCIPT00), to further process the file created by the HR system.

The AC system creates a TemSe file.

5. Start the report *Transfer to Accounting: Import from R/2 or R/3 < 4.0* (RPCIPI00).

The AC system creates posting documents from the data for the TemSe file. These documents are grouped together in one posting run.

6. [Check the posting run \[Page 570\]](#)

7. [Check the posting documents \[Page 571\]](#)

During this procedure, consider that revision information is not available in this constellation. For more information, see [using revision information \[Page 595\]](#).

8. [Release the posting documents \[Page 572\]](#).

9. [Post the posting documents \[Page 573\]](#)

Posting Using an ALE Business Process**Steps in the HR System (Sending System)**

1. Start the report *Payroll program <Country>* (RPCALCx0) with the payroll schema x500.

The HR system evaluates the payroll results and writes the posting-relevant information to a TemSe file.

2. Start the report *Transfer to Accounting: Export to R/2 or R/3 Release <4.0* (RPCIPX00).

- The HR system creates a master Idoc from the TemSe file.
- The HR system uses the Customizing for the distribution model to determine from which logical system the Idoc should be received.
- The data is transferred to the AC system via the ALE layer. Inbound processing takes place there. When doing so, the AC system creates a TemSe file from the data in the Idoc received.

Steps in the AC System (Receiving System)

3. Start the report *Transfer to Accounting: Import from R/2 or R/3 < 4.0*.

The AC system creates posting documents from the data for the TemSe file. These documents are grouped together in one posting run.

4. [Check the posting run \[Page 570\]](#)

5. [Check the posting documents \[Page 571\]](#)

During this procedure, consider that revision information is not available in this constellation. For more information, see [using revision information \[Page 595\]](#).

6. [Release the posting documents \[Page 572\]](#).

Posting from HR Systems < 4.07. [Post the posting documents \[Page 573\]](#)

Consider that this ALE business process has the following **restrictions**:

- The TemSe objects created are not defined as application objects. For this reason, the system does not update links between the TemSe object and the Idoc.
- The system does not support [serialization \[Ext.\]](#).
- In connection with the prerequisite already mentioned, that the Accounting master data must be available in the HR system, the restriction that not all account assignment objects can be distributed using ALE applies for ALE scenarios.

Result

The payroll results were transferred and posted to the *Accounting* components.

Using Revision Information

Use

When posting from HR systems with a release status lower than 4.0A to AC systems, with a release status from 4.0A onwards, it is not possible to access revision information (personnel numbers and wage types) for the documents created using the report *Transfer to Accounting: Import from R/2 or R/3 < 4.0* (RPCIPI00). If you want to use the revision information in this situation, you must perform further steps as well as the actual posting procedure.

Prerequisites

To be able to use the revision information in the combination of systems mentioned, you must store the assignment of symbolic accounts to Accounting accounts in both the HR system and the AC system. To do so, you make the relevant settings in *Payroll Customizing* under *Transfer to FI/CO* → *Symbolic Accounts*.

Procedure

1. Start the report *Payroll program <Land>* (RPCALCx0) with the payroll schema x500. Set the *Activate revision* indicator.

The HR system writes the posting-relevant information, as well as the personnel numbers and wage types, to a TemSe file.

2. Start the report *Interface Payroll/Accounting* (RPCIPO00), to process the TemSe file created.
3. Make the necessary entries in the selection screen of the report.
4. Set the *Revision tool on?* indicator
5. Do not set the indicator *Create batch-Input?*

The HR system creates a list containing the information required.

Posting to AC Systems < 4.0

Use

It is still possible to post to Accounting if *Human Resources* is in an R/3 system with a release status of 4.0A or above, and *Accounting* is in an R/3 system with a release status lower than 4.0A, or is in an R/2 system.

When *posting to Accounting*, only the functions available in both release statuses are supported. The most important functions and restrictions are named in the following:

- You can repeat creation of the TemSe file. To do so, you must delete live posting runs. If you manually set the status of the posting run to *posted* in the HR system, in the last step, it is not possible to repeat the creation of the TemSe file.
- It is possible to post to fixed cost centers; however, it is not possible to post using the business area as a basis.
- In *Financial Accounting* (FI), the system can perform a summarized posting if the AC system has a release status of 3.0A or above. For this purpose, you must specify the clearing cost center in the AC system in *Payroll Customizing* under *Transfer to FI/CO* → *Concluding Activities* → *Maintain Clearing Cost Centers*. Before starting the report *Transfer to Accounting: Import from R/2 or R/3 < 4.0* (RPCIPI00), set the *Assign clearing cost center* indicator.
- In the case of closed cost centers, the system does not post to the substitute cost center.

Prerequisites

- Accounting is located in a central system, along with all the components.
- You have specified the company codes that are in the AC system with a release status below 4.0 in *Payroll Customizing*, under *Reporting for Posting Payroll Results to Accounting* → *Special Scenarios* → *Posting in Previous Releases* → *Set Up Export to R/2 System or R/3 System < 4.0*.
- The Accounting master data (for example, the cost centers to which you want to post) must be available in the HR system.

Procedure

To post to AC systems with a release status lower than 4.0A, you must create a batch-input session after completing payroll in the AC system.

If the AC system has a release status of 3.1G or above, you have two options for performing the posting.

- Using an ALE business process (using IDocs in the HR system)
- Using a file transfer



If you want to use ALE technology for this purpose, you must make the relevant settings in ALE Customizing.

If the HR system has a release status lower than 3.1G, you can only post using a file transfer.

Posting Using a File Transfer

Steps in the HR System (Sending System)

1. Perform the step [creating a posting run \[Page 568\]](#). We recommend that you only create live posting runs even if this is not absolutely necessary in the current constellation. If you want to use the revision information, set the indicator *Revision help Export R/3 3.x*. If you enter a text for the posting run, the first ten characters of this text form the last ten characters of the name of the TemSe file. If you do not enter a text for the posting run, a number is generated for the last ten characters of the name of the TemSe file.

The HR system evaluates the payroll results and writes the posting-relevant information to a TemSe file.

2. Start the report *Transfer to Accounting: Import from R/2 or R/3 < 4.0* (RPCIPX00).

The HR system creates another TemSe file.

3. Start the report *Posting to Accounting: Transfer Program for RPCIPX00 and RPCIPI00* (RPCIPT00).

The HR system creates a work file on the presentation or application server.

Steps in the AC System (Receiving System)

4. To further process the file created by the HR system, start the report *Posting to Accounting: Transfer Program for RPCIPX00 and RPCIPI00* (RPCIPT00).

The AC system creates a TemSe file.

5. Start the report *Transfer to Accounting: Import from R/2 or R/3 < 4.0* (RPCIPI00).

The AC system creates batch-input sessions from the data in the TemSe file for the transaction *Post Document* (FB01) and for the transaction *Enter Reposting of Primary Costs* (KB11), if required.

6. Post the payroll results by processing the batch input session.
7. Select the posting run created in the overview of posting runs in the HR system. Choose *Edit* → *In old releases* → *Manually set to posted*.

Be aware of the following special feature in this step: You must not manually set the posting run to posted if posting documents **and** the TemSe file exist for this posting run, as the company codes exist in another AC system with release status 4.0A or higher. In this case, you must [release the posting documents \[Page 572\]](#) in the HR system and finally [post \[Page 573\]](#).

Posting Using an ALE Business Process

Steps in the HR System (Sending System)

1. Perform the step [creating a posting run \[Page 568\]](#). We recommend that you only post live posting runs even if it is possible to post [simulation runs \[Page 566\]](#) in the current constellation. If you want to use the revision information, set the indicator *Revision help Export R/3 3.x*. If you enter a text for the posting run, the first ten characters of this text form the last ten characters of the name of the TemSe file. If you do not enter a text for the posting run, a number is generated for the last ten characters of the name of the TemSe file.

Posting to AC Systems < 4.0

The HR system evaluates the payroll results and writes the posting-relevant information to a TemSe file.

2. Start the report *Transfer to Accounting: Import from R/2 or R/3 < 4.0* (RPCIPX00).
 - The HR system creates a master Idoc from the TemSe file.
 - The HR system uses Customizing for the distribution model to determine from which logical system the Idoc should be received.
 - The data is transferred to the AC system via the ALE layer. Inbound processing takes place here. When doing so, the AC system creates a TemSe file from the data in the Idoc it has received.

Steps in the AC System (Receiving System)

3. Start the report *Transfer to Accounting: Import from R/2 or R/3 < 4.0* (RPCIP100).

The AC system creates batch-input sessions from the data in the TemSe file for the transaction *Post Document* (FB01) and, if necessary, for the transaction *Enter Reposting of Primary Costs* (KB11).
4. Post the payroll results by processing the batch input session.
5. Select the posting run created in the overview of posting runs in the HR system. Choose *Edit* → *In old releases* → *Manually set to posted*.

Be aware of the following special feature of this step: You must not manually set the posting run to posted if posting documents **and** the TemSe file exist for this posting run, as the company codes are in another AC system with release status 4.0A or higher. In this case, you must [release the posting documents \[Page 572\]](#) in the HR system and finally [post \[Page 573\]](#).

Bear in mind that this ALE business process has the following **restrictions**:

- The TemSe objects created are not defined as application objects. For this reason, the system does not update links between the TemSe object and the Idoc.
- The system does not support [serialization \[Ext.\]](#).
- In connection with the prerequisite already mentioned, (that the Accounting master data must be available in the HR system), the restriction that the system is unable to distribute all the account assignment objects using ALE applies for ALE scenarios.

Result

The payroll results were transferred and posted to the *Accounting* components.

Special Business Requirements for Posting

You can use the section *Special Business Requirements for Posting*

- To get a more detailed overview of the functions of *Posting to Accounting*
- To gain information on the way in which the system supports your special business requirements

Posting with Personnel Numbers

Posting with Personnel Numbers

Use

If wage types are posted to balance sheet accounts, in particular cases, you can reduce the time spent on checking within *Financial Accounting*. Posting using personnel numbers and setting the accounts in such a way that they can be cleared automatically does this.



The use of personnel numbers when posting payroll results is only planned for balance sheet accounts, and not for expense accounts, customer or vendor accounts.

See also:

[Example: Posting Using Personnel Numbers \[Page 601\]](#)

[Further Information on Clearing Accounts \[Ext.\]](#)

Example: Posting Using Personnel Numbers

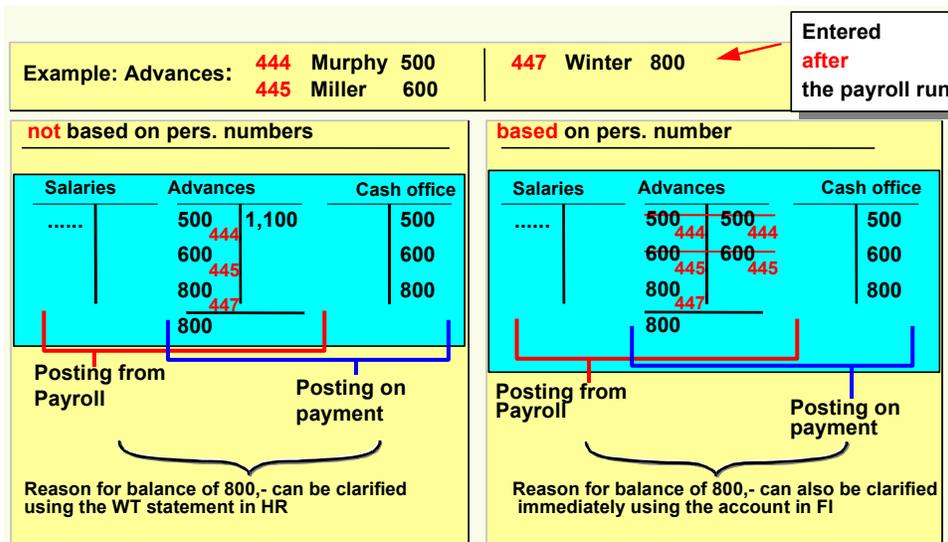
Example: Posting Using Personnel Numbers

Advances are paid to the cash office. In *Financial Accounting*, the system makes a respective *Advances to cash office* posting. The personnel number is assigned to the posting to the advances account.

By entering an *Advance* wage type in the master data for the employee affected, the system makes a net deduction (to the amount of the advance) within payroll, and posts it to the advance account when *posting to Accounting*.

You can check the retained advance payments using a list that is generated together with the wage type statement.

If posting to the advance account is based on personnel numbers, Financial Accounting can automatically clear this account, as shown in the following graphic:



Posting to Customer and Vendor Accounts

Posting to Customer and Vendor Accounts

Use

When posting to expenses and payables accounts, the G/L account is always derived from the symbolic account, and, if necessary, from the *Employee Grouping for Account Determination*.

When posting to customer and vendor accounts, you have two possibilities for controlling account determination:

- If you want to use fixed customer and vendor accounts, you can directly assign the number of the customer or vendor account to a symbolic account and, if necessary, an employee grouping.
- If you want to run customer and vendor accounts on an employee basis, you can set the system in such a way that the personnel numbers are also included in account determination.



It is not possible to use the special general ledger indicator when posting to customer and vendor accounts.

See also:

[Example: Posting to Customer Accounts for Employees \[Page 603\]](#)

[Assign Customer Accounts \[Ext.\]](#)

[Assign Vendor Accounts \[Ext.\]](#)

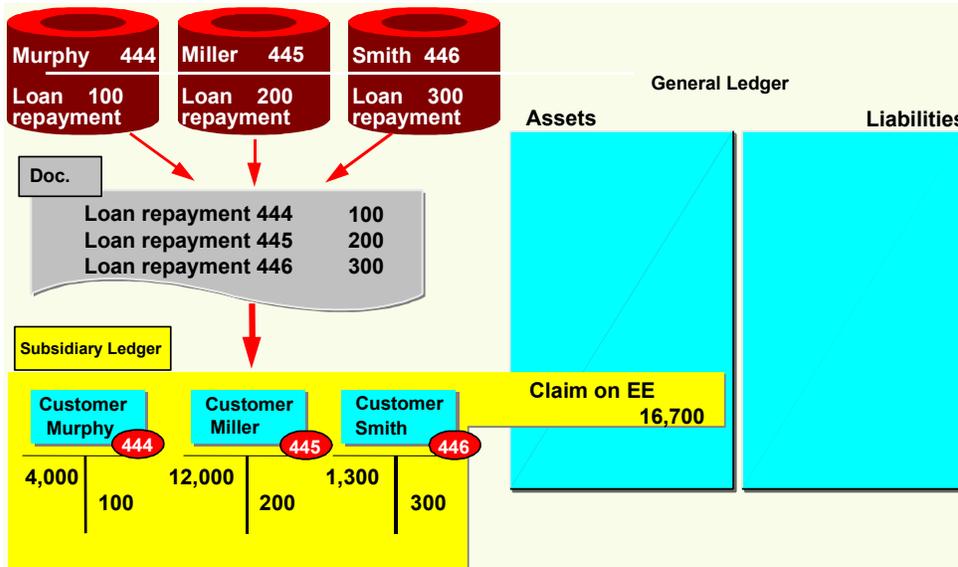
[Assign Customer Accounts for Loan-Specific Posting \[Ext.\]](#)

Prerequisites

You have made the necessary settings in *Payroll Customizing*, under → *Reporting for Posting Payroll Results to Accounting* → *Activities in AC System* → *Assign Accounts*.

Example: Posting to Customer Accounts for Employees

Example: Posting to Customer Accounts for Employees



The graphic shows how the system posts the repayment of company loans to customer accounts for employees.

The employees Murphy, Miller and Smith were all granted a company loan. Each of these employees has their own customer account in *Financial Accounting*. In *Human Resources*, a symbolic account is used for the repayment of employee loans in Customizing.

The system does not assign this symbolic account a customer account number in Customizing for *posting to Accounting*, but assigns a code which takes the personnel numbers into account when determining the account.

In this way, a symbolic account is used in *Human Resources* Customizing for the repayments specified in the example, however, in *Accounting*, the system still posts to individual customer accounts for employees.

When posting to these customer accounts, the system automatically posts to the reconciliation account assigned to the customer in the general ledger.

Summarization in the Accounting Components

Summarization in the Accounting Components

Use

When posting payroll results to Accounting, it is sometimes useful to have documents in *Accounting*, which are as small as possible. These documents should be summarized using CO account assignments while detailed information on the CO account assignments should be available to *Controlling*. This is necessary in the following situations, for example:

- You should remove the information you do not require from Financial Accounting.
 - Due to the longer retention periods for posting documents in Accounting, smaller documents should be created.
- Accounting should not have access to certain detailed information, for example, when posting to cost centers that were set up for individual employees.

You can meet these requirements with the help of *Document Summarization for Overhead Costs-Controlling* in Accounting.

For information on document summarization in *Controlling* and *Funds Management*, see [Posting with Position Management \[Page 645\]](#).

Prerequisites

To use document summarization in Financial Accounting for posting the payroll results, you must make the relevant settings for *HRPAY* in Customizing for *Financial Accounting*, under (*General Ledger Accounting* → *Business Transactions* → *Integration* → *Overhead Cost Controlling* → *Carry Out Document Summarization in Overhead Cost Controlling*).

Posting to Fixed Cost Centers

Use

In certain situations it is useful to post particular cost accounting wage types to fixed cost centers or to orders, instead of to the employee's master cost center or to another specified cost assignment. This is known as *Posting to a Fixed Cost Center* or *Posting to Fixed Orders* or *Standard Orders*.

Posting to a fixed cost center is usually necessary if directly assigning costs to an employee's master cost center would be incorrect from the cost accounting point of view. By posting to a fixed cost center or to a standard order, the *Controlling* (CO) department receives the costs in a summarized form, separate from the amounts assigned directly. Repostings can then be performed within *Controlling*, according to other criteria, for example, the number of employees or total remuneration.



- Decrease in expenses to the *Canteen* cost center
- The employer's contribution to social insurance and capital formation payments
- Flat-rate taxes paid by the employer
- Vacation bonus with accrual calculation in *Controlling*
- Holiday bonus with accrual calculation in *Controlling*

Prerequisites

You have set up posting to fixed cost centers in *Payroll Customizing* (under *Reporting for Posting Payroll Results to Accounting* → *Activities in the AC System* → *Set Up Fixed Cost Postings*).

See also:

[Example: Posting Without and With a Fixed Cost Center \[Page 606\]](#)

Example: Posting With or Without a Fixed Cost Center

Example: Posting With or Without a Fixed Cost Center

Posting data

Account	Cost center	Amount
430000 <i>Salaries</i>	711	1,000.00
435000 <i>Annual bonus</i>	711	200.00
430000 <i>Salaries</i>	712	1,200.00
435000 <i>Annual bonus</i>	712	400.00

Cost centers without a fixed cost center

Cost center	Cost type	Amount
711	430000	1,000.00
711	435000	200.00
712	430000	1,200.00
712	435000	400.00

Cost centers with fixed cost center 99 for cost element 435000

Cost center	Cost type	Amount
711	430000	1,000.00
712	430000	1,200.00
99	435000	600.00

Posting to Special Periods

Use

If retroactive runs affect the previous fiscal year, you follow a different procedure than described in the section [Posting Retroactive Accounting Data \[Page 555\]](#). In this case, the last general posting period is usually already finished. However, posting to special periods in the old fiscal year is sometimes still possible, and usually necessary. This process is called posting to special periods. You can trigger posting to special periods when starting posting to Accounting.

The number and duration of posting periods and special periods are defined within *Financial Accounting* using fiscal year variants assigned to the company codes. There are usually twelve regular posting periods which, for example, correspond to the calendar months, and four special periods. If the fiscal year has been moved, and in other special cases, the number and dates of the posting periods will be different to this case.



If retroactive accounting runs affect the fiscal year that precedes the previous fiscal year, the resulting data is also posted to the special periods for the previous fiscal year.

See also:

[Example: Posting to Special Periods \[Page 608\]](#)

Example: Posting to Special Periods

Example: Posting to Special Periods

In this example, the fiscal year is made up of 12 regular posting periods, which correspond to the calendar months. In this example, period 13 is a special period.

Posting retroactive accounting data within the fiscal year		Posting retroactive accounting data at the end of the fiscal year											
Backdated pay increase from April 01, 1999 in May 1999	5,000 1,000	Backdated pay increase from December 01, 1999 in January 2000	5,000 1,000										
May 1999 <table border="1"> <thead> <tr> <th>Salaries</th> <th>W&S to be paid</th> </tr> </thead> <tbody> <tr> <td>7,000</td> <td>7,000</td> </tr> </tbody> </table>		Salaries	W&S to be paid	7,000	7,000	Posting period 13/1999 <table border="1"> <thead> <tr> <th>Salaries</th> <th>Clearing</th> <th>W&S to be paid</th> </tr> </thead> <tbody> <tr> <td>1,000</td> <td>1,000</td> <td></td> </tr> </tbody> </table>		Salaries	Clearing	W&S to be paid	1,000	1,000	
Salaries	W&S to be paid												
7,000	7,000												
Salaries	Clearing	W&S to be paid											
1,000	1,000												
Amounts to be paid are not included in the example.		Jan. 2000 <table border="1"> <thead> <tr> <th>Salaries</th> <th>Clearing</th> <th>W&S to be paid</th> </tr> </thead> <tbody> <tr> <td>6,000</td> <td>1,000</td> <td>7,000</td> </tr> </tbody> </table>		Salaries	Clearing	W&S to be paid	6,000	1,000	7,000				
Salaries	Clearing	W&S to be paid											
6,000	1,000	7,000											

The right side of the graphic shows a retroactive accounting run that was triggered by a backdated pay increase affecting the previous fiscal year. As a comparison, the left-hand side shows posting a comparable retroactive accounting run during the fiscal year.

In January 2000, an employee gets a backdated pay increase for December 01 1999.

The system posts the pay increase of 1,000 to the credit side of the *Salaries* account for the special period 13/1999. The offsetting posting in the special period 13/1999 is made to the credit side of a clearing account, to which the system posts the [recalculation difference \[Page 558\]](#) of 1,000.

In the current posting period, (01/2000), the system posts the regular salary of 6,000 to the debit side of the *Salaries* account and posts the recalculation difference of 1,000 to the debit side of a clearing account. This is offset by posting 7,000 to the account *Wages and salaries to be paid* in the current posting period.

Cross-Company Code Transactions

Use

Several company codes can be involved in a payroll run for an employee. In such a cross-company code transaction, receivables and payables can arise between company codes.

In the following situations, cross-company code transactions occur:

- An employee works for several company codes (because of proportional assignment or change of company code within a payroll period) within a payroll period.
- After an employee has changed company code, retroactive accounting is performed for the time before the change of company code.
- An employee changes company code retrospectively.

You can clear the receivables and payables that may arise in these three cases, either on a summarized basis or using company code clearing accounts.

Prerequisites

You have made the necessary settings in *Payroll Customizing*, under *Reporting for Posting Payroll Results to Accounting* → *Activities in HR System* → *Posting Variants*. For the posting variant you use, the *Post to company code clearing accounts* indicator must

- **not be set**, if you want to use [summary clearing \[Page 610\]](#)
- **be set**, if you want to use [clearing using company code clearing accounts \[Page 610\]](#)

Summary Clearing

Summary Clearing

Use

If the *Post to company code clearing accounts* indicator is **not** set in Customizing for the posting variant you use, when cross-company code transactions take place, this results in balances on the document-split accounts, the recalculation difference account or the payment accounts. These balances illustrate receivables or payables between the company codes.

You can only use summary clearing if balancing the receivables and payables between the company codes involved is permitted and if it is also sufficient to explain the receivables and payables between the company codes from the procedure only.

Prerequisites

To use summary clearing, you must make sure that the *Post to company code clearing accounts* indicator is **not** set for the posting variant that you use. You make these settings in *Payroll Customizing*, under → *Reporting for Posting Payroll Results to Accounting* → *Activities in AC System* → *Create Posting Variants*).

Proportional Assignment to Several Company Codes within a Payroll Period with Summary Clearing

Use

If an employee works for several company codes within a payroll period, the expenses incurred are distributed to these company codes on a proportional basis. However, the system assigns the relevant payables to the company code in which the master cost center is located to which the employee was assigned on the last day in the payroll period.

In this way, receivables and payables arise between the company codes, which appear as balances on the document split accounts.

In the following cases, an employee is assigned to several company codes on a proportional basis:

- The employee changes company code during a payroll period.
- You have specified a percentage cost distribution to several company codes for the employee in the *Cost Distribution* infotype (0027) or in *Organizational Management*.
- You have specified a different cost assignment for individual wage elements for the employee, which contains a different company code.

You can find more information on cost distribution and cost assignment under [Posting-relevant Information from Master Data, Time Data and Organizational Management \[Page 545\]](#).

The graphic shows an example of an employee who works for two company codes. To simplify the explanation, no other payments or deductions are taken into consideration in this example.

In this example, the following expenses incur during posting:

- Company code 0001: 7,000
- Company code 0002: 3,000

The **payables** of 10,000 are posted to company code 0001.

Consequently, the document-split accounts are not cleared in both company codes.

- The balance of the document-split account for company code 0001 shows a receivable of 3,000 against company code 0002.
- The balance of the document-split account for company code 0002 shows a receivable of 3,000 against company code 0001.

Activities

The balances of the document-split accounts correspond to the receivables and payables between the company codes.

You must manually clear the receivables and payables between the company codes. When doing so, you also clear the balances of the document-split accounts.

**Proportional Assignment to Several Company Codes within a Payroll Period with
Summary Clearing**

Retroactive Accounting for Summary Clearing

Retroactive Accounting for Summary Clearing

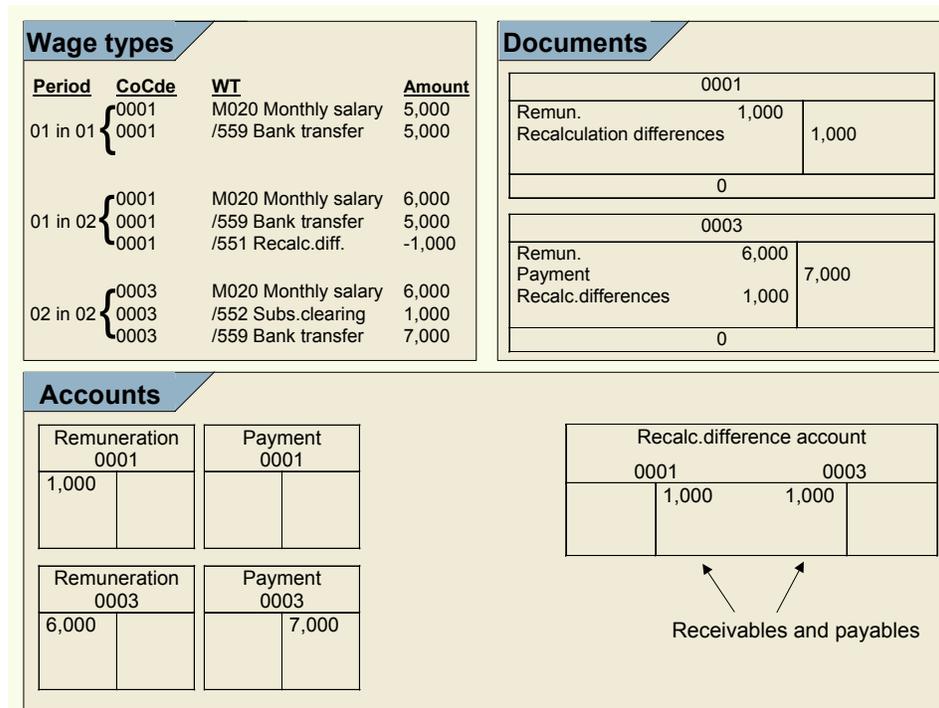
Use

If an employee changes company code and, for example, after the change receives a backdated pay increase which also affects the time before the change, receivables and payables incur between the two company codes.

Although the relevant expenses wage type changes for the period for which retroactive accounting is run, the amount to be paid to the employee remains the same. The payment amount firstly changes in the current period so that the system transfers the payments that the old company code must make because of the backdated pay increase from the new company code.

In this way, receivables and payables incur between the company codes that appear as balances on the recalculation difference account.

The graphic shows the case where an employee changes from company code 0001 to company code 0003 at the start of period 02. In period 02, his/her monthly salary is increased by 1.000 for period 01.



In period 01, the employee receives a monthly salary of 5,000 (wage type M020). This amount is also paid to the employee (wage type /559) as no other payments and deductions are taken into account in this example.

In period 02, the employee gets a monthly salary of 6,000 for period 02 (wage type M020) as well as a backdated pay increase of 1,000 for period 01.

In this way, expenses of 1,000 incur in company code 0001. The payment amount is not increased retrospectively for period 01, but is transferred to the current period using the wage

Retroactive Accounting for Summary Clearing

wage types /551 *Recalculation difference* and /552 *Subsequent clearing from previous period* instead. The expense of 1,000 in company code is thus offset by a recalculation difference of 1,000 that is posted to the credit side of the recalculation difference account.

A payment amount of 7,000 incurs for the current period in company code 0003; this amount is made up of the increased salary of 6,000 and the subsequent clearing of 1,000 from the previous month. This amount is posted to the *Payment* account in credit. This is offset by an expense of 6,000 that is posted to the debit side of the *Remuneration* account, as well as a recalculation difference of 1,000 that is posted in the debit side of the recalculation difference account for company code 0003.

Consequently, the recalculation difference accounts are not cleared in both company codes.

- The balance of the recalculation difference account for company code 0001 shows a payable of 1.000 from company code 0003.
- The balance of the document-split account for company code 0003 shows a receivable of 1.000 from company code 0001.



If, in Payroll Customizing under Reporting for Posting Payroll Results to Accounting -> Activities in HR System -> Employee Grouping and Symbolic Accounts -> Define Symbolic Accounts, you code the symbolic account to which the wage types /551 *Recalculation difference* and /552 *Subsequent clearing from previous period* are assigned with the account assignment type FL Balance sheet account for checking the balance in the case of retroactive accounting data, the balance incurs on the document split account instead.

Activities

The balances of the recalculation difference accounts correspond to the receivables and payables between the company codes.

You must manually clear the receivables and payables between the company codes. When doing so, you also clear the balances of the recalculation difference accounts.

Retroactive Accounting in Several Company Codes with Summary Clearing

Retroactive Accounting in Several Company Codes with Summary Clearing

Use

If an employee is retrospectively assigned to another company code, retroactive accounting is triggered. Posting of this retroactive accounting run happens in the following way:

- Posting of the old payroll results from the retroactively accounted period is reversed in the old company code.
- The new payroll result from the retroactively accounted period is posted in the new company code.

Reversal in the old company code and the posting in the new company code also affect the accounts for the outgoing accounts. As the payment can no longer be cancelled, the balances of the outgoing accounts are subsequently no longer balanced.

The graphic shows an example for the case of an employee who has retrospectively changed company code. To simplify matters, the assumption is made that the company code has changed retrospectively for the whole period 01.

Wage types			
Period	CoCde	WT	Amount
01 in 01	0001	M020 Monthly salary	5,000
	0001	/559 Bank transfer	5,000
01 in 02	0003	M020 Monthly salary	5,000
	0003	/559 Bank transfer	5,000
02 in 02	0003	M020 Monthly salary	5,000
	0003	/559 Bank transfer	5,000

Documents		
0001		
Remuneration		5,000
Payment	5,000	
0		
0003		
Remun.	10,000	
Payment		10,000
0		

Accounts			
Remuneration 0001	Payment 0001	Bank clearing account	
*5,000 5,000	*5,000 *.5000 5,000	0001	0003
		*5,000	5,000
Remuneration 0003	Payment 0003		
10,000	5,000 10,000		

You must clear the payment accounts!
This example also contains the posting
Payment to bank clearing account.

* original posting in period 01

Originally, an amount of 5,000 was posted from the *Remuneration* account to the *Outgoing payment* account in period 01 in company code 0001. After making the payment, the *Payment* account was cleared to the amount of 5,000 by the manual posting *Payment to company code clearing* account.

The backdated change of company code for the employee from company code 0001 to company code 0003 causes the *Remuneration to outgoing* posting to the amount of 5,000 to be reversed

Retroactive Accounting in Several Company Codes with Summary Clearing

in company code 0001 and posted in company code 0003. As the payment to the employee has, however, already been made and was made by company code 0001, a receivable of 5,000 from company code 0001 incurs against company code 0003.

After making the payment in period 02, the outgoing accounts in both company codes are not cleared.

- The balance of the outgoing account for company code 0001 shows a receivable of 5,000 against company code 0003.
- The balance of the outgoing account for company code 0003 shows a payable of 5,000 against company code 0001.



If you code the symbolic account to which the wage type */559 Bank transfer* is assigned with the account assignment type *FO Balance sheet account in original period only* (in Customizing for Payroll under *Reporting for Posting Payroll Results to Accounting -> Employee Grouping and Symbolic Accounts -> Define symbolic accounts*), the balances do not arise in the outgoing accounts but in the document split accounts.

Activities

The balances of the outgoing accounts correspond to the receivables and payables between the company codes.

You must manually clear the receivables and payables between the company codes. When doing so, you also clear the balances of the outgoing accounts.

Clearing Using Company Code Clearing Accounts

Use

If the *Post to company code clearing accounts* indicator is **set** in Customizing for the posting variant that you use, when cross-company code transactions take place, this results in balances on the company code clearing accounts. These balances illustrate receivables or payables between the company codes.

In this way, the company code clearing accounts exactly show which receivables or payables exist between the individual company codes.

You can only use clearing using company code clearing accounts if the company codes in your enterprise only illustrate parts of a legal unit meaning that clearing can take place without any difficulties. If this prerequisite is not met, you cannot make any entries that lead to cross-company code transactions, unless other activities take place in Financial Accounting (for example, issuing an invoice, correcting group turnover).

Prerequisites

To use summary clearing, you must make sure that the *Post to company code clearing accounts* indicator is **set** for the posting variant that you use. You make these settings in *Payroll Customizing*, (under → *Reporting for Posting Payroll Results to Accounting* → *Activities in HR System* → *Create Posting Variants*).

You have created the company code clearing accounts required in Customizing for *Financial Accounting*, under *General Ledger Accounting* → *Business Transactions* → *Cross-Company Code Transactions*.

Proportional Assignment to Several Company Codes within a Payroll Period when using Company Code Clearing Accounts

Proportional Assignment to Several Company Codes within a Payroll Period when using Company Code Clearing Accounts

Use

If an employee works for several company codes within a payroll period, the expenses incurred are distributed to these company codes on a proportional basis. However, the system assigns the relevant payables to the company code in which the master cost center is located to which the employee was assigned on the last day in the payroll period.

In this way, receivables and payables incur between the company codes. They appear as balances on the company code clearing accounts.

In the following cases, an employee is proportionally assigned to several company codes:

- The employee changes company code during a payroll period.
- You have specified a percentage cost distribution to several cost centers for the employee in the *Cost Distribution* infotype (0027) or in *Organizational Management*.
- You have specified a different cost assignment for individual wage elements for the employee. This cost assignment contains a different company code.

You can find more information on cost distribution and cost assignment under [Posting-Relevant Information from Master Data, Time Data and Organizational Management \[Page 545\]](#).

The graphic shows an example of an employee who works for two company codes. To simplify the explanation, no other payments or deductions are taken into consideration in this example.

Proportional Assignment to Several Company Codes within a Payroll Period when using Company Co

Wage type

Employee is paid by company code 0001, but works for company code 0002 on a proportional basis

CoCde	WT	Amount
0001	M020 Monthly salary	7,000
0002	M020 Monthly salary	3,000
0001	/559 Bank transfer	10,000

Documents

0001		
Remun.	7,000	
Payment		10,000
Receivable to 0002	3,000	
0		

0002		
Remun.	3,000	
Payable to 0001		3,000
0		

Accounts

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Remuneration 0001</th> </tr> </thead> <tbody> <tr> <td style="width: 50%; text-align: right;">7,000</td> <td style="width: 50%;"></td> </tr> </tbody> </table>	Remuneration 0001		7,000		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Payment 0001</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: right;">10,000</td> </tr> </tbody> </table>	Payment 0001			10,000	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Receivable to 0002 0001</th> </tr> </thead> <tbody> <tr> <td style="width: 50%; text-align: right;">3,000</td> <td style="width: 50%;"></td> </tr> </tbody> </table>	Receivable to 0002 0001		3,000	
Remuneration 0001														
7,000														
Payment 0001														
	10,000													
Receivable to 0002 0001														
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Remuneration 0002</th> </tr> </thead> <tbody> <tr> <td style="width: 50%; text-align: right;">3,000</td> <td style="width: 50%;"></td> </tr> </tbody> </table>	Remuneration 0002		3,000		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Payment 0002</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </tbody> </table>	Payment 0002				<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Payable to 0001 0002</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: right;">3,000</td> </tr> </tbody> </table>	Payable to 0001 0002			3,000
Remuneration 0002														
3,000														
Payment 0002														
Payable to 0001 0002														
	3,000													

↙ ↘ You must clear the company code clearing accounts!

In this example, the following expenses incur during posting:

- Company code 0001: 7,000
- Company code 0002: 3,000

The **payables** of 10,000 are posted to company code 0001.

The receivables and payables between the company codes are paid to the company code clearing accounts set up for this purpose.

- The balance of the company code clearing accounts for company code 0001 shows a receivable of 3,000 from company code 0002.
- The balance of the company code clearing accounts for company code 0002 shows a receivable of 3,000 from company code 0001.

Activities

The balances of the company code clearing accounts correspond to the receivables and payables between the company codes.

You must manually clear the receivables and payables between the company codes. When doing so, you also clear the balances of the company code clearing accounts.

Retroactive Accounting in Several Company Codes - Clearing Using Company Code Clearing Accounts

Retroactive Accounting in Several Company Codes - Clearing Using Company Code Clearing Accounts

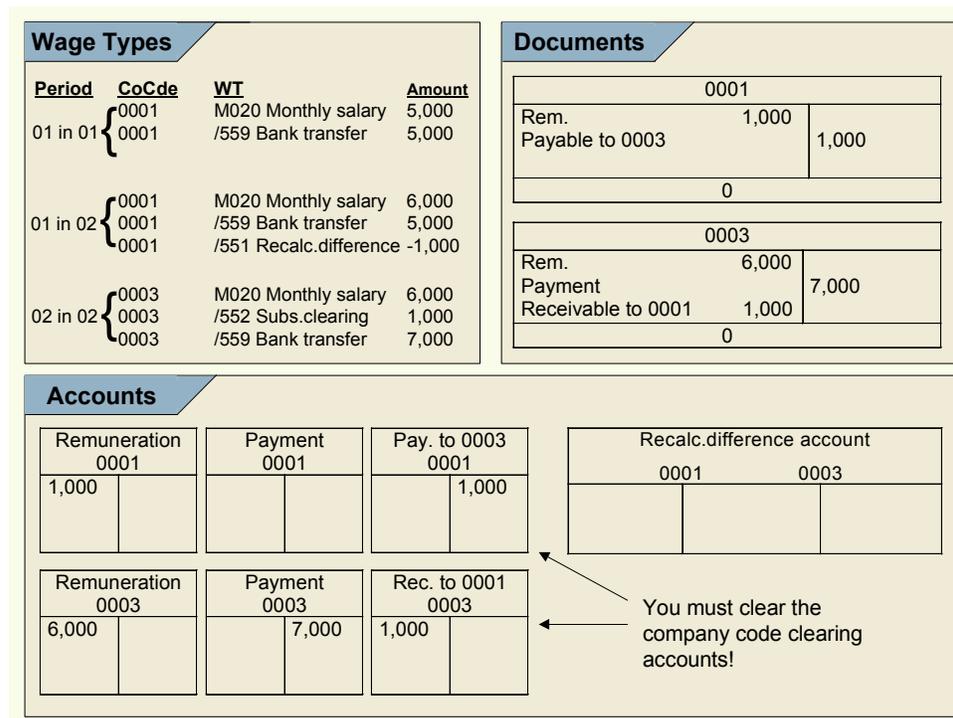
Use

If an employee changes company code and, for example, after the change receives a backdated pay increase which also affects the time before the change, receivables and payables incur between the two company codes.

Although the relevant expenses wage type changes for the period for which retroactive accounting is run, the amount to be paid to the employee remains the same. The payment amount firstly changes in the current period so that the system transfers the payments that the old company code must make because of the backdated pay increase from the new company code.

In this way, receivables and payables incur between the company codes. They appear as balances on the company code clearing accounts.

The graphic shows the case where an employee changes from company code 0001 to company code 0003 at the start of period 02. In period 02, his/her monthly salary is increased by 1,000 for period 01.



In period 01, the employee receives a monthly salary of 5,000 (wage type M020). This amount is also paid to the employee (wage type /559) as no other payments and deductions are taken into account in this example.

Retroactive Accounting in Several Company Codes - Clearing Using Company Code Clearing Account

In period 02, the employee gets a monthly salary of 6,000 for period 02 (wage type M020) as well as a backdated pay increase of 1,000 for period 01.

In this way, expenses of 1,000 incur in company code 0001. The payment amount is not increased retroactively for period 01, but is transferred to the current period instead using the wage types */551 Recalculation difference* and */552 Subsequent clearing from previous period*. The payable against company code 0003 of 1,000 offsets the expense of 1,000 in company code 0001.

A payment amount of 7,000 incurs for the current period in company code 0003; this amount is made up of the increased salary of 6,000 and the subsequent clearing of 1,000 from the previous month. This amount is posted to the *Payment* account in credit. This is offset by an expense of 6,000 that is posted to the debit side of the *Remuneration* account, as well as the receivable of 1,000 against company code 0001 that is posted in the debit side of the company code clearing account from company code 0003.

The receivables and payables between the company codes are paid to the company code clearing accounts set up for this purpose.

- The balance of the company code clearing account for company code 0002 shows a receivable of 1.000 from company code 0001.
- The balance of the company code clearing account for company code 0001 shows a receivable of 1.000 from company code 0002.



The amounts for wage types */551 Recalculation difference* and */552 Subsequent clearing from previous period* do not, in this case, lead to a posting to the recalculation difference account. As these wage types are posted to a symbolic account with the account assignment type *FL Balance sheet account for checking the balance in the case of retroactive accounting data*, they are posted to the last company code for the actual payroll result, therefore to company code 0003, in this case. They thus balance to zero so that a posting to the recalculation difference account does not take place.

Prerequisites

The symbolic account to which the wage types */551 Recalculation difference* and */552 Subsequent clearing/previous month* has the account assignment type *FL Balance sheet account for checking the balance in the case of retroactive data*. For more information, see the Implementation Guide (IMG) for *Payroll, under Reporting for Posting Payroll Results to Accounting* → *Special Scenarios* → *Posting to Company Code Clearing Accounts*.

Activities

The balances of the company code clearing accounts correspond to the receivables and payables between the company codes.

You must manually clear the receivables and payables between the company codes. When doing so, you also clear the balances of the company code clearing accounts.

**Retroactive Accounting in Several Company Codes - Clearing Using Company Code
Clearing Accounts**

Retroactive Accounting after a Retrospective Change of Company Code when Clearing Using Company Code Clearing Accounts

Use

If an employee is retrospectively assigned to another company code, retroactive accounting is triggered. Posting of this retroactive accounting run happens in the following way:

- Posting of the old payroll results from the retroactively accounted period is reversed in the old company code.
- The new payroll result from the retroactively accounted period is posted in the new company code.

The payment that took place in period 01 can no longer be reversed. In this way, a receivable or a payable arises between the two company codes, which then appears on the company code clearing accounts.

The graphic shows an example for the case of an employee who has retrospectively changed company code. To simplify matters, the assumption is made that the company code has changed retrospectively for the whole period 01.

Wage types			
Period	CoCde	WT	Amount
01 in 01	0001	M020 Monthly salary	5,000
	0001	/559 Bank transfer	5,000
01 in 02	0003	M020 Monthly salary	5,000
	0003	/559 Bank transfer	5,000
02 in 02	0003	M020 Monthly salary	5,000
	0003	/559 Bank transfer	5,000

Documents		
0001		
Remun.		5,000
Receivable to 0003	5,000	
0		
0003		
Rem.	10,000	
Payment		5,000
Payable to 0001		5,000
0		

Accounts			
Remuneration 0001	Payment 0001	Rec. to 0003 0001	Bank clearing account 0001 0003
*5,000 5,000	*5,000 *.5000	5,000	
Remuneration 0003	Payment 0003	Pay. to 0001 0003	
10,000	5,000 5,000	5,000	

* original posting to in period 01

The payment accounts are cleared.
You must clear the company code clearing accounts!

Originally, an amount of 5,000 was posted from the *Remuneration* account to the *Outgoing payment* account in period 01 in company code 0001. After making the payment, the *Payment* account was cleared by the manual posting *Payment to bank clearing* account to the amount of 5,000.

Retroactive Accounting after a Retrospective Change of Company Code when Clearing Using Company Code Clearing Accounts

The backdated change of company code for the employee from company code 0001 to company code 0003 causes the *Remuneration to payment* posting of 5,000 to be reversed in company code 0001. However, as the payment has already been made to the employee, a receivable of 5,000 incurs from company code 0001 to company code 0003 that appears on the company code clearing account of company code 0001.

In company code 0003, an amount of 10,000 is posted as an expense to the *Remuneration* account. This amount contains the expense of 5,000 for period 01 and the expense of 5,000 for period 02. This posting of 5,000 to the payment account of company code 0003 and 5,000 to the company code clearing account of company code 0003 offsets this.

After the amount of 5,000 was paid to the employee for period 02, the system performs a manual posting *Payments to bank clearing accounts* of 5,000. This clears the payment accounts in both company codes, but does not clear the company code clearing accounts.

- The balance of the company code clearing account for company code 0001 shows a receivable of 5,000 against company code 0003.
- The balance of the company code clearing account for company code 0003 shows a payable of 5,000 against company code 0001.



The amounts of wage type /559 Bank transfer for period 01 do not lead to a posting in this case. As the wage type is posted to a symbolic account with the account assignment type FO *Balance sheet account in original period only*, only the amount for this wage type from the original period is posted.

Prerequisites

The symbolic account to which wage type /559 *Bank transfer* is posted, has the account assignment type FO *Posting in original period only*. For more information, see the Implementation Guide (IMG) for *Payroll*, under *Reporting for Posting Payroll Results to Accounting* → *Activities in the HR System* → *Employee Grouping and Symbolic Accounts* → *Define Symbolic Accounts*.

Activities

The balances of the company code clearing accounts correspond to the receivables and payables between the company codes.

You must manually clear the receivables and payables between the company codes. When doing so, you also clear the balances of the company code clearing accounts.

Postings Relevant to Value-Added Tax

Postings from the payroll results - usually postings in the form of *Expenses to Payables* - are **not** usually **subject to value-added tax**. Neither the expenses, nor the payables contain input or output tax. When posting payroll results, this does not usually affect accounts to which amounts subject to value-added tax as a result of other transactions are posted.

The posting of value-added tax using *the posting to Accounting* component is only technically possible in a few cases for reasons of upward compatibility. **However, we do not recommend this procedure.**



If you want to perform the value-added tax posting with *posting to Accounting*, you must exactly check if the calculation and posting of the value-added tax corresponds with the legal recommendations. In the standard system, it is **not** planned to perform value-added tax postings using *posting to Accounting*. For this reason, we can not guarantee that calculation and posting of value-added tax using these components corresponds to the legal recommendations.

If you want to perform value-added tax postings *using posting to Accounting* against our recommendations, you should consider the following points: Bear in mind that this is not a complete list:

- In the countries in which not all the information for the calculation and posting of value-added tax is available in the payroll results or during the posting of the payroll results to Accounting, no value-added tax postings can be performed using the *posting to Accounting* component. The USA and Canada are, for example, amongst these countries, as the system requires a *Jurisdiction Code* in this case, which is not available in Payroll.
- If you want to perform a value-added tax posting using *posting to Accounting*, there should not only be a check on the legal side, this procedure must also be agreed on internally.
- Using value-added tax postings using *posting to Accounting*:
 - Separate business transactions are grouped together.
 - Sometimes, amounts are posted using the revenue principle.
 - The value-added tax is posted in the company code in which the accompanying expense is posted. For this reason, this procedure leads to incorrect results if there are cross-company code procedures. This can have serious consequences if the company codes do not belong to the same integrated company liable to sales tax.

In the following sections, you find examples of value-added tax postings and notes on which procedures are planned for these postings in the standard system.

Bear in mind that this is not a complete list: Other procedures are also feasible in which value-added tax postings can occur.

- [Travel Expenses \[Page 627\]](#)
- [Invoices to Employees \[Page 628\]](#)
- [Amounts Paid by the Employee \[Page 629\]](#)

Postings Relevant to Value-Added Tax

Travel Expenses

Separate Posting (Recommended Procedure)

If you reimburse employees' travel expenses using *Payroll*, this results in value-added-tax postings. For this reason, you should post the following procedures separately:

- Posting of *travel expense to payables for employees*. This procedure is performed within the *Travel Management* component. For more information, see [Transfer to Accounting \[Ext.\]](#) and [Transfer to HR Payroll \[Ext.\]](#).
- Reimbursement of the amounts to be paid via Payroll and then the value-added tax free posting of *payables for employees to wages and salaries to be paid* using the *Posting to Accounting* component.

This procedure has the advantage that it allows a real-time posting of travel expenses and this posting is not linked to the posting of the payroll results.

Combined Posting (Non-Recommended Procedure)

It is technically possible to set up the relevant wage types in such a way that the travel expenses relevant to value-added-tax are not posted using *Travel expenses reporting*, but are posted using the *Posting to Accounting* component. The value-added-tax indicator that is transferred from *Travel expenses reporting to Payroll* is taken into consideration when posting the payroll results to Accounting, so that the value-added tax is calculated and posted.

Bear in mind that we do not recommend this procedure and cannot guarantee that the calculation and posting of the value-added-tax always corresponds to the legal recommendations.

See also:

[Posting Value-Added Tax \[Page 625\]](#)

Invoices to Employees

Invoices to Employees

Separate Posting (Recommended Procedure)

If the company issues invoices to employees (for example, for company-owned apartments, private conversations using a company-owned telephone, and so on), this results in value-added tax postings. You should therefore perform the following procedures separately, in accordance with the declaration principle.

- Creating an invoice with the subsequent value-added tax posting of *employee receivable to income/expense reduction*. This procedure is performed in the *Financial Accounting* component.
- Retaining the amounts claimed via *Payroll* with the subsequent value-added tax free posting of *personnel expense to employee receivable* using *Posting to Accounting*.

Combined Posting (Non-Recommended Procedure)

It is technically possible to group together the posting of both these procedures and perform a value-added tax posting of *personnel expenses to income/expense reduction* using the *Posting to Accounting* component. To do so, a fixed value-added tax indicator must be assigned to the income/expenses account to which the relevant wage type is posted. This value-added tax indicator is then taken into consideration when posting the payroll results to Accounting so that the value-added tax is calculated and posted.

Bear in mind that we do not recommend this procedure and cannot guarantee that the calculation and posting of the value-added-tax always corresponds to the legal recommendations.



If one of the following tax categories is assigned to the income/expenses account, and the *posting without tax permitted* indicator is set in the master data for the account; *Posting to Accounting* does not calculate the value-added tax when posting to this account.

If one of the following tax categories is assigned to the income/expenses account, and the *Posting without tax permitted* indicator is **not** set in the master data for the account; *Posting to Accounting* can not post to this account in the case described here.

Tax category	Meaning
*	All tax types allowed
+	Only output tax allowed
-	Only input tax allowed

See also:

[Posting Value-Added Tax \[Page 625\]](#)

Amounts Paid by the Employees

Separate Posting (Recommended Procedure)

If you reimburse amounts that were paid by employees, this results in value-added tax postings. You should therefore perform the following procedures separately, in accordance with the declaration principle.

- Receipt of invoice with the subsequent value-added tax posting of *expense to payables for employees* in *Financial Accounting*.
- Reimbursement of the amounts via *Payroll* and value-added tax free posting of *payables for employees to wages and salaries to be paid* using the *Posting to Accounting* component.

Combined Posting (Non-Recommended Procedure)

It is technically possible to group together the posting of both these procedures and perform a value-added tax posting of *expenses to wages and salaries to be paid* using the *Posting to Accounting* component. To do so, a fixed value-added tax indicator must be assigned to the expense account to which the relevant wage type is posted in *Financial Accounting*. This value-added tax indicator is then taken into consideration when posting the payroll results to Accounting so that the value-added tax is calculated and posted.

Bear in mind that we do not recommend this procedure and cannot guarantee that the calculation and posting of the value-added-tax always corresponds to the legal recommendations.



If one of the following tax categories is assigned to the expenses account, and the *posting without tax* indicator is set in the master data for the account, *posting to Accounting* does not calculate the value-added tax when posting to this account.

If one of the following tax categories is assigned to the expenses account, and the *Posting without tax permitted* indicator is **not** set in the master data for the account; *Posting to Accounting* cannot, in this case, post to this account.

Tax category	Meaning
*	All tax types allowed
+	Only output tax allowed
-	Only input tax allowed

See also:

[Posting Value-Added Tax \[Page 625\]](#)

Germany: Account Determination for Specific Service Types in Accordance with the KHBV/PBV

Germany: Account Determination for Specific Service Types in Accordance with the KHBV/PBV

Use

The Hospitals Accounting Regulation (KHBV) and Nursing Homes Accounting Regulation (PBV) specify for which service types (employee groups) expense accounts must be within *Financial Accounting*, in the case of public-sector hospitals and nursing homes. These regulations also specify to which service type the employees should be assigned.

You can post the personnel expenses to these expense accounts for a specific service type by making the relevant settings in the system, so that the symbolic account, the *employee grouping for account determination*, and the service type are all taken into consideration during account determination.

Prerequisites

You have made the relevant settings in *Payroll Customizing* under *Payroll Germany* → *Industries* → *Public Sector* → *Hospitals and Homes* → *Service Type*.

You have made the relevant settings in *Payroll Customizing*, under *Payroll: Germany* → *Posting to Accounting* → *Activities in AC System* → *Assigning Accounts* → *Assign Expense Accounts*.

Scope of Function

- For the hospitals and nursing homes sector, you can assign employees to a service category using the fields *Service type* and *Service category* in the *Organizational Assignment* infotype (0001).
- You can specify a percentage distribution to several service types/categories in the *Cost Distribution* infotype (0027).
- In certain infotypes you can specify a cost assignment. You can also store a service type/category here. For a list of the most important infotypes in which a cost assignment can be stored, see [Posting-Relevant Information from Master Data, Time Data and Organizational Management \[Page 545\]](#).
- In *Organizational Management*, you can store the service type/category in a position.

Payroll reads the information on the service type/category from the master and time data, and from *Organizational Management*, and saves it in the payroll result.

When *posting to Accounting*, the system reads this information from the payroll results and includes it in account determination.

EMU: Special Features of Posting to Accounting

The currency conversion for the European Monetary Union is particularly important in Posting to Accounting.

The system uses the currency from the payroll results as the document currency for posting. For this reason you can convert the house currency in *Financial Accounting* at a different time to the payroll currency used in *Human Resources*. The document currency transferred from *Payroll to Accounting* is subsequently interpreted as a foreign currency in *Financial Accounting* and converted into the house currency.

If retroactive accounting is necessary after the currency conversion in *Human Resources*, and the retroactive run includes periods before the conversion date, the system creates separate documents during posting using the respective document currency.



You convert the currency used in Payroll on January 01, 2002. If, during the payroll run in January 2002, a retroactive accounting run is required for the period of December 2001, the recalculated "December in January" results for December use the old country currency as the payroll currency. The difference between the old and new result for December is then posted in the old national currency. The payroll result for January 2002 is posted in euro.

Please note that the retroactive accounting difference is usually posted in the current posting period. The only exception is posting to special periods at the end of the fiscal year.

As a result, retroactive runs after 01.07.02 may create documents in the current period that have the old national currency as the document currency.

Rounding Differences

The payables posted by the *posting to Accounting* component are cleared during the other subsequent activities for *Payroll* and the connected postings. After the postings have been performed in connection with the subsequent activities, all the payables are thus cleared and the balances of the payable accounts are equal to zero.

Due to rounding differences resulting from the currency conversion, it may be the case that some payable accounts do not have a balance of zero. This effect can be due to the fact that *posting to Accounting* transfers the amounts to *Accounting* without a currency conversion. Here they are converted into the house currency. In contrast, in other subsequent activities in *Payroll*, it is necessary to convert the currency on a personnel number level and then calculate the totals.

You should also take this into account when the accounts are reconciled. You should manually adjust any balances in these accounts that are not equal to zero due to rounding differences.

See also:

[European Monetary Union: Euro \(CA-EUR\) \[Ext.\]](#)

[Treatment of Rounding Differences \[Ext.\]](#)

Integration with Other Components

Integration with Other Components

You can use the section *Integration with Other Components* to inform yourself on how *Posting to Accounting* supports the following components:

- *Funds Management* (with and without using *Position Management*)
- *Personnel Cost Planning*

Posting to Funds Management

Use

When posting personnel expenses to *Funds Management*, the system distinguishes between the following scenarios:

1. [Posting to Funds Management without Entering FM Account Assignments \[Page 634\]](#)
2. [Integration of Funds Management without using Position Management \[Page 635\]](#)
3. [Integration of Funds Management using Position Management \[Page 637\]](#)

For every company code, you can specify if scenario 2 should be used and a date specified on which the integration of Funds Management should be activated. You make the necessary settings in Customizing for *Financial Accounting* (under *Funds Management* → *Actual and Commitment Update/Integration* → *Integration* → *Integration with HR (Human Resources)* → *Define Begin of HR Integration*).

At FM level, you can specify if scenario 3 should be used. However, it is possible to activate this scenario for certain employee groups only, which you create based on certain employee characteristics. You can activate the scenario at a different time for every employee grouping. You make the necessary settings in Customizing for Personnel Management (under, *Position Management* → *Integration* → *Integration With Funds Management*).

In the following cases, scenario 3 does not apply for an employee:

- Scenario 3 is not activated for the employee's FM area.
- Scenario 3 is only activated for certain employee groupings from the employee's FM area. The employee does not belong to any of these employee groupings.

In both cases, scenario 2 applies for the employee if it is activated for the employee's company code. If scenario 2 was not activated for the employee's company code, scenario 1 applies for the employee in both cases.

Posting to Funds Management without Entering FM Account Assignments

Posting to Funds Management without Entering FM Account Assignments

Use

You can also post personnel expenses to Funds Management if you do not want to store any *Funds Management* account assignments in *Human Resources*.

For this purpose, you can define assignments of FM account assignments to CO account assignments in *Funds Management* so that when posting the payroll results to Accounting the FM account assignments are derived from the CO account assignments that are contained in the posting documents.



It is only possible to post personnel expenses to *Funds Management* without entering FM account assignments if the master data structure of *Funds Management* corresponds to the master data structure of *Controlling*.

For more information, see [Assigning FM Account Assignment to CO Account Assignment \[Ext.\]](#).

Integration of Funds Management without using Position Management

Use

You can store the following account assignment objects from Funds Management in the employee's master data or in Organizational Management to post personnel expenses to these account assignment objects within posting the payroll results to Accounting.

- Funds center
- Commitment item (in certain cases only)
- Fund

Integration

You use the *Funds Management* component (FI-FM).

Prerequisites

You have specified from when account assignment objects from Funds Management should be transferred when posting to Accounting in Customizing for *Financial Accounting* under *Funds Management -> Actual and Commitment Update -> Integration -> Integration with HR (Human Resources) -> Define Begin of HR Integration*. It is only possible to store account assignment objects from Funds Management in the employee's master data or in Organizational Management from this point in time onwards.

You have made the relevant settings in Customizing for *Personnel Administration* so that the account assignment objects from Funds Management can be entered in the HR master data.

Scope of Function

You can assign an employee account assignment objects from Funds Management in different ways:

- You can assign a funds center and, optionally, a fund to the employee in the *Organizational Assignment* infotype (0001).
- Using the *Cost Distribution* infotype (0027), you can assign the employee to several funds centers and, optionally, funds on a percentage basis so that his/her personnel expenses are distributed to these account assignment objects.
- You can assign the employee to a position to which a cost distribution is assigned that contains one or several funds centers. The employee can also be assigned to several such positions on a percentage basis.
- You can assign individual remuneration elements for an employee to a funds center and, optionally to a commitment item and a fund, by storing a cost assignment in the infotypes intended for this purpose. For a list of the most important infotypes in which you can specify a cost assignment, see [Posting-Relevant Information from Master Data, Time Data and Organizational Management \[Page 545\]](#).

If the system can no longer post to the fund for the Funds Management account assignment to be used because it's financial purpose has expired (for example, in the case of a retroactive

Integration of Funds Management without using Position Management

accounting run), the system deletes the fund from the relevant document line of the posting document (a fund is not given for the posting). The system documents deletion of the fund from the document line in the posting document.

Integration of Funds Management without using Position Management

Use

The aim of *Position Management* is to finance, arrange and plan the work areas and employees as efficiently as possible within the budget allocated. Integration with *Funds Management* makes it possible for *Position Management* to access the part of the budget from *Funds Management* that contains the personnel expenses.

Persons and positions can be financed in *Position Management* using the budget set for personnel expenses in *Funds Management*. This creates fund commitments in *Funds Management*. When *posting to Accounting*, these funds commitments are used up and an actual posting takes place in Funds Management.

For more information on the environment in *Position Management* and *Funds Management*, see [Position Management \[Ext.\]](#) and [Funds Management \[Ext.\]](#).

Integration

The integration of *Position Management* (PA-PM) with *Funds Management* (FI-FM) must be activated. For information on activating the integration, see the Implementation Guide (IMG) for *Personnel Management* under *Position Management -> Integration -> Integration with Funds Management*.

Prerequisites

The employees in question must have been financed in *Position Management*. The master data for this employee must meet the following conditions:

- No account assignments from Funds Management (funds center, commitment item and fund) should be stored in the infotypes *Organizational Assignment* (0001) and *Cost Distribution* (0027).
- The account assignment objects from Controlling that are stored in these infotypes, must belong to controlling areas that belong to the same FM area **for each employee**.



- In the infotypes, in which deviating cost assignments can be specified, you can also store account assignments from Funds Management. For a list of the most important infotypes in which you can specify a cost assignment, see [Posting-Relevant Information from Master Data, Time Data and Organizational Management \[Page 545\]](#). If you enter a deviating account assignment in these infotypes and the integration of Funds Management and Controlling are active, you must store account assignment objects for both account assignment objects:
- If a wage type is posted as an expense, you must have specified which expenditure type is used for the accompanying financing in Position Management.
- You must have specified to which account assignment objects from Funds Management the system should post if an expenditure type was not financed for an employee.

Integration of Funds Management without using Position Management

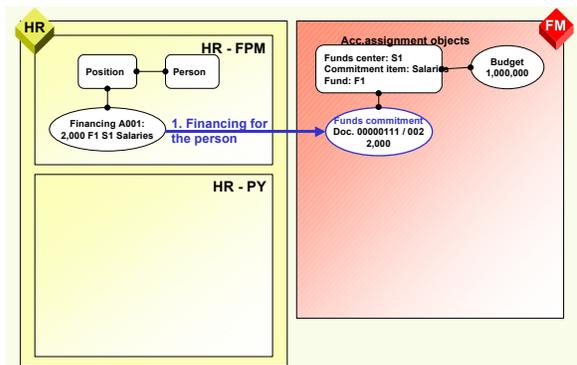
Process Flow for Integrated Position Management

Purpose

If integration of *Position Management* (PA-PM) to *Funds Management* (FI-FM) is activated, financing, payroll and posting take place as in the following example.

Process Flow

1. Financing the Person



The person is financed either directly or via their position in *Position Management*.

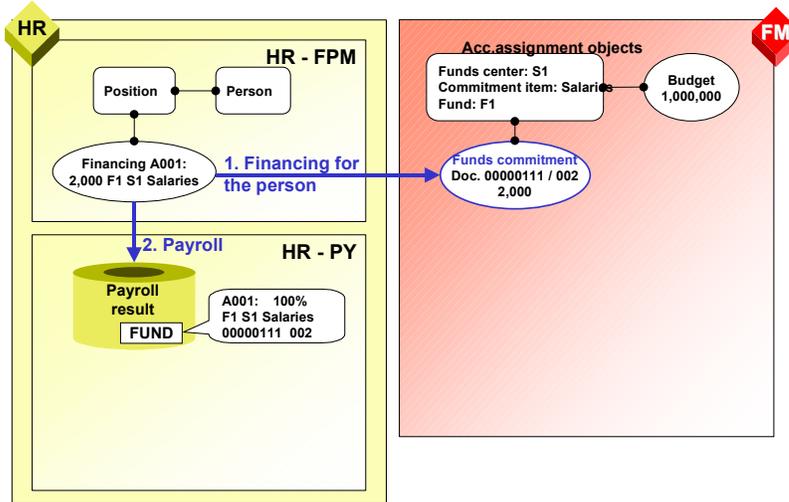
In this example, financing of 2,000 is created based on the expenditure type A001 with the following account assignment objects from Funds Management:

- Funds center: S1
- Commitment item: Salaries
- Fund 1: F1

This creates a funds commitment of 2,000 on this account assignment in Funds Management (FM). The funds commitment takes place in the funds commitment document number 00000111 in line 002.

Process Flow for Integrated Position Management

2. Payroll



Position Management provides *Payroll* with the following information for the period that corresponds to the processed payroll period:

- Account assignment objects from Funds Management that were created when financing the various expenditure types for the employee
- Document number and line number for the funds commitment in Funds Management

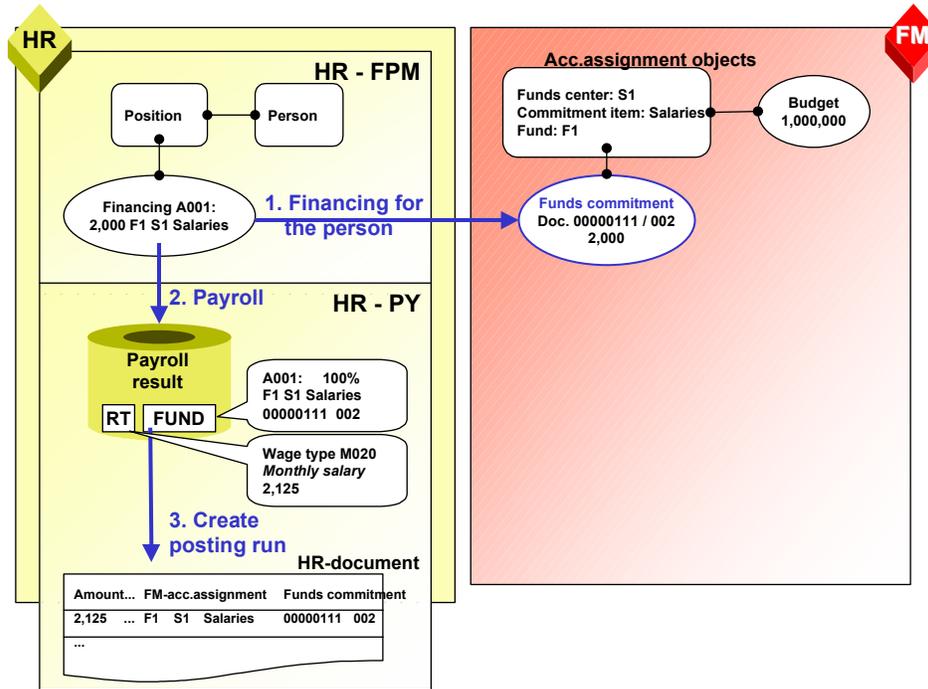
The financing amounts on the account assignment objects are converted to percentages and saved in the *Funding* (FUND) table in the payroll result along with the information mentioned using account assignment objects and funds commitment.



In the example, the expenditure type A001 is 100% financed from the account assignment objects funds center S1, commitment item *Salaries* and fund F1.

Process Flow for Integrated Position Management

3. Evaluating the Payroll Results



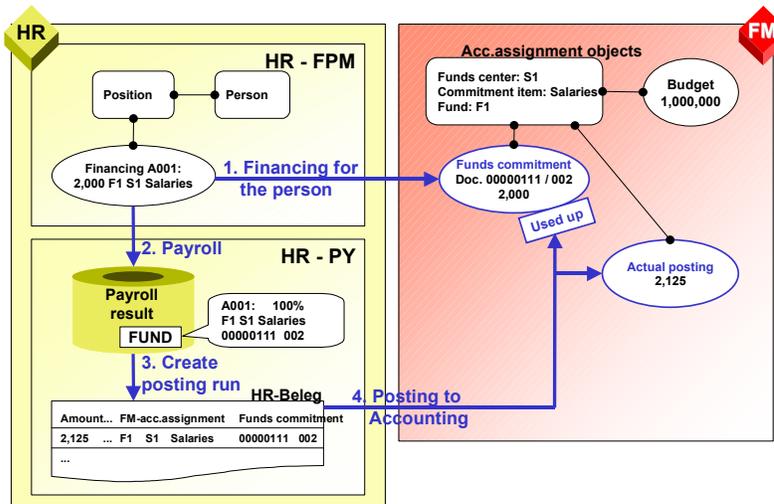
When evaluating the payroll results for posting to Accounting, the system uses the settings in Customizing to determine which expenditure type every expenditure wage type is assigned to that exists in the *Results table* (RT) in the payroll result for the employee and should be taken into consideration when posting. The *Financing* (FUND) table in the payroll result for an employee is used to determine with which account assignments from Funds Management these expenditure types were financed and which document and line number the funds commitment created by Position Management in Funds Management has. These account assignments from Funds Management and the document and line number of the funds commitment are given as account assignment information when posting the expenditure wage types to Accounting.

Process Flow for Integrated Position Management



In the example, the expenditure wage type M020 *Monthly salary* has an amount of 2,125 according to the *Results Table* (RT). The expenditure type A001 is assigned to this wage type in Customizing. The *Financing* (FUND) table is used to determine that the expenditure type A001 was financed with the account assignment objects; funds center S1, funds commitment *Salaries* and fund F1. This information, as well as the document and line number of the funds commitment is contained in the posting document created by *posting to Accounting*.

4. Posting to Accounting



When posting to Accounting, an actual posting to the account assignment objects specified in the posting document takes place in Funds Management. The funds commitment is reduced by the amount of the actual posting.



In the example, the actual posting to the account assignment objects; funds center S1, funds commitment *Salaries* and fund F1, takes place in Funds Management. As the amount of the actual posting (2,125) is higher than the funds commitment (2,000), the funds commitment is reduced completely.

See also:

[Payroll with Position Management \[Page 643\]](#)

[Posting with Position Management \[Page 645\]](#)

Payroll with Position Management

Purpose

If integration of *Position Management* (PA-PM) to *Funds Management* (FI-FM) is activated, the following process takes place in *Payroll*.

Process Flow

During payroll, the person's financing for the period of every payroll period processed is read from *Position Management* (PA-PM). In the process, percentages are calculated from the financing amounts from the account assignment objects in *Funds Management* (FI-FM), resulting in 100% for each financed expenditure type.

Even if the budget provided only partially covers the financing required, this is also converted to a total of 100%.



Example 1

Financing required:	2,000
Financing from account assignment objects in Funds Management (funds center S1, commitment item <i>Salaries</i> , fund F1)	1,000 = 100 %

Example 2

Financing required:	2,000
Financing from account assignment objects in Funds Management (funds center S1, commitment item <i>Salaries</i> , fund F1)	750 = 75%
Financing from account assignment objects in Funds Management (funds center S2, commitment item <i>Salaries</i> , fund F2)	250 = 25 %

A [WPBP-Split \[Ext.\]](#) takes place if financing is not provided for the whole of the payroll period, or financing changes within the payroll period

Financing is stored in the table *Financing* (FUND) in the payroll results for every WPBP period. This table contains the following data for every WPBP period and every expenditure type that was financed in Position Management:

- The *Funds Management* account assignment (funds center, commitment item and funds), used to finance the employee
- Document number and line of the funds commitment created because of the financing in *Position Management* in *Funds Management*.
- Percentage used to fund the expenditure type for the employee in this WPBP period using these Funds Management account assignment objects (the total of all percentages for each expenditure type and WPBP period is always 100 %)

Payroll with Position Management

- Whether the expenditure type financed is basic pay financing

The *financing* (FUND) table is stored in the payroll results.

If a person's basic pay is not financed in a period of the payroll period, the system informs you of this during the payroll run.

In Customizing for *Personnel Management*, you can make settings for the message to be displayed and the relevant system reaction with reference to payroll in Customizing for *Personnel Management*, under *Position Management* → *Integration* → *Determining Funds Required* → *Defining the Process Flow for Payroll Simulations* → *Define System Reactions for Payroll*.

The following reactions are possible:

Set system reactions	Message in payroll log	Consequences for payroll
Information (I)	No message	The <i>Financing</i> (FUND) table does not contain any account assignment objects, but only contains an entry in which the <i>Basic pay-financing</i> indicator is set.
Warning (W)	<i>"The expenditure type Basic pay is not financed without gaps"</i> .	The <i>Financing</i> (FUND) table does not contain any account assignment objects, but only contains an entry in which the <i>Basic pay-financing</i> indicator is set.
Error message (E)	<i>"The expenditure type Basic pay is not financed without gaps"</i> .	The non-financed person is rejected in the payroll run. You must have created basic pay financing before payroll can be performed for the person.

Posting with Position Management

Purpose

If integration of *Position Management* (PA-PM) to *Funds Management* (FI-FM) is activated, the following process takes place in *posting to Accounting*.

Prerequisites

If a wage type is posted as an expense, you must have specified which expenditure type is used for the accompanying financing in Position Management in *Payroll Customizing*, under *Reporting for Posting Payroll Results to Accounting* → *Special Scenarios* → *Integration of HR Funds and Position Management* → *Assign Expenditure Types to Wage Types*.

Process Flow

When evaluating the payroll results for posting to Accounting, the system uses Customizing to determine the expenditure type assigned to every wage type that is to be posted as an expense. It uses this expenditure type and the [WPBP split \[Ext.\]](#) of the wage type to determine which financing should be used from the *Financing* (FUND) table in the payroll results.

The relevant posting items contain the information obtained. The subsequent posting then uses up the funds commitment specified in the *Financing* (FUND) table in *Funds Management* and creates an actual posting to the *Funds Management* account assignment stored in the *Financing* (FUND) table.

If the expenditure type is financed proportionally from several *Fund Management* account assignments, the wage type amount is distributed to these account assignments based on the portions. Any rounding off differences are added to the greatest share.



If a different Funds Management account assignment was specified in one of the infotypes in which a cost assignment can be specified, this Funds Management account assignment is copied from the table *Cost Distribution from Various Infotypes* (C1) when posting the relevant expense. The Funds Management account assignment from the *Financing* (FUND) table is not taken into consideration for this posting. Moreover, the funds commitments are not used up in this expense posting.

For a list of the most important infotypes in which you can specify a cost assignment, see [Posting-Relevant Information from Master Data, Time Data and Organizational Management \[Page 545\]](#).

If a cost distribution to several CO account assignments was specified in the *Cost Distribution* infotype (0027), all the CO account assignments are multiplied with the calculated percentages of the financing from Position Management.



Cost center/funds center distribution

Financing of 1,000 takes place using the following account assignment objects from Funds Management.

Posting with Position Management

Account assignment 1: Funds center S1, commitment item *Salaries*, fund F1.
(Amount: 500)

Account assignment 2: Funds center S2, commitment item *Salaries*, fund F2.
(Amount: 500)

The *Financing* table (FUND) thus shows 50% for account assignment 1 and 50% for account assignment 2.

However, a cost distribution of 40% is entered in the *Cost Assignment* infotype (0027) for the cost center HR-01. The other 60% are posted to the employee's master cost center (HR-ALL) from the *Organizational Assignment* (0001) infotype.

A wage type with the amount of 1,000 was posted accordingly in the following way:

Cost center	FM account assignment	Multiplication	Amount
HR-ALL	1	1,000 x 60 % x 50 %	300
HR-ALL	2	1,000 x 60 % x 50 %	300
HR-01	1	1,000 x 40 % x 50 %	200
HR-01	2	1,000 x 40 % x 50 %	200



The documents in *Controlling* and in *Funds Management* contain summarized information:

In the *Controlling* document in the example, only the allocation to both the cost centers HR-ALL (amount: 600) and HR-01 (amount: 400) would appear. A prerequisite for this is that you have made the relevant settings for the reference procedure HRPAY in Customizing for *Controllings* under *General Controlling* → [Document Summarization for External Accounting Documents \[Ext.\]](#).

Only the allocation to both the account assignments 1 and 2 (an amount of 500 respectively) would appear in the *Funds Management* document.

Special Cases of Integration between Funds Management and Position Management

If integration of *Position Management* (PA-PM) to *Funds Management* (FI-FM) is activated, the following special cases can occur when *posting to Accounting*.

Special Case 1: Missing Financing for an Expenditure Type

If a wage type is assigned to an expenditure type that was not directly financed or was not financed using a position in Position Management in the period in question, there are no entries for this expenditure type and WPBP period in the *Financing* (FUND) table. In this case, the system attempts to determine a substitute account assignment by determining the default account assignment of the integration of *Funds Management/Position Management* from *Funds Management*. You define the substitute account assignment for each FM area and fiscal year in *Payroll Customizing*, under *Reporting for Posting Payroll Results to Accounting* → *Special Scenarios* → *Integration of HR Funds and Position Management* → *Define Posting Collector*.

Two-Step Substitution Concept

The system determines the substitute account assignment for wage types that are assigned to an expenditure type, that were not directly financed or were financed using a position in Position Management in the relevant period, in the following way:

1. The system first of all attempts to derive the substitute account assignment from the basic pay financing. If basic pay is financed in the relevant period (that means, there is financing with the *Basic pay* indicator for this period in the *Financing* (FUND) table in the payroll results), a substitute account assignment is derived from the Funds Management account assignment for this financing. The system derives the substitute account assignment using the Customizing settings from *posting to Accounting* named above. The non-financed expense is posted with this substitute account assignment. If basic pay is financed proportionally, the wage type amount with the non-financed expenditure type is distributed proportionally to the substitute account assignments determined in this way.
2. If basic pay is also not financed, the system determines the default account assignment without financed basic pay as the substitute account assignment in a second step, which you have stored in Customizing for *posting to Accounting* as described above. The account assignment objects stored in this position are used to post the wage type.

When using a substitute account assignment, the funds commitment is not used up when posting. Only an actual posting takes place.

If the system is not able to determine a substitute account assignment or if incorrect account assignment objects are stored (for example, funds whose financing purpose has come to an end), the posting document contains an error message. The posting document has the status *Documents incorrect*.

Special Case 2: Retroactive Accounting and Substitution

When posting a retroactive accounting run the amounts on the *Funds Management* account assignments are reversed that were previously posted to. This also applies if the substitute account assignment is posted to because of an incorrect financing. A prerequisite for this is, however, that you have not changed Customizing for the substitute account assignment in the meantime.

Special Cases of Integration between Funds Management and Position Management

If the system posted to the substitute account assignment of the FM area in the previous month because of a lack of basic pay financing and the person was subsequently financed in *Position Management*, when posting retroactive accounting runs in the subsequent month, the previous month's amount is reversed on the substitute account assignment and the (possibly changed) amount is posted to the Funds Management account assignment of the financing now stored in *Position Management*. In this case, the prerequisite that you have not, in the meantime, changed Customizing for the substitute account assignment, also applies.

Special Case 3: Fund whose Financing Purpose Has Come To An End

If the system can no longer post to the fund of the Funds Management account assignment to be used because its financial purpose has expired (for example, in the case of a retroactive accounting run), the system deletes the fund from the relevant document line of the posting document (a fund is not given for the posting). This does not apply if the fund originates from the default account assignment that you have stored in Customizing for *posting to Accounting* as described above. The system documents deletion of the fund from the document line in the posting document.

Special Case 4: Funds Commitment with Completed Indicator

If, when posting, the system determines that the funds commitment to be used up in *Funds Management* is indicated as being completed (this can particularly occur in the case of retroactive accounting runs for the last fiscal year), this funds commitment number is deleted from the relevant document line of the posting document. This only causes the actual posting to be made in *Funds Management*, without using up a funds commitment in the process. The system documents deletion of the funds commitment number from the document line in the posting document.

Providing Data for Personnel Cost Planning

Use

You can use the program *Posting to Accounting: Create Posting Run* (Report RPCIPE00) to provide Cost Planning with data based on existing or simulated payroll results.

Procedure

1. Choose *Human Resources* → *Payroll* → *Subsequent activities* → *Per payroll period* → *Posting to Accounting* → *Execute posting run*.
2. To select the payroll period, enter the *payroll area* and choose 
The current payroll period is displayed.
If you want to evaluate a different payroll period to the current period, choose *Other period* and enter the period you require.
3. Make the necessary entries in the *Selection* group. Entering the payroll area usually makes the selection.
4. In the *Run attribute* group box, choose the relevant *Type of document creation*.
 - If you want to provide *Cost Planning* with data based on payroll results that exist, you have the possibility of using all types of document creation.
 - If you want to provide *Cost Planning* with data based on simulated payroll results, you must enter a π (test run) in the *Type of documentation* field
5. Choose Cost Planning (in the *Run attribute* group box)
6. Set the *Cost planning data* indicator in the *Cost Planning* dialog box. If you want to provide Cost Planning with data using simulated payroll results rather than existing ones, set the *Simulate payroll* indicator and specify the appropriate payroll program and, if necessary, a report variant.
7. In the dialog box, choose *Cost Planning* .
8. Choose .

Result

Cost planning is provided with the data from *Payroll*. For more information, see [Personnel Cost Planning \[Ext.\]](#).

Troubleshooting

Troubleshooting

You can use the *Troubleshooting* section to get help in unexpected situations when *posting to Accounting*:

- [Posting run cancelled with status "selection running" \[Page 651\]](#)
- [Personnel numbers not selected or rejected \[Page 652\]](#)
- [Accounting documents were not created \[Page 653\]](#)
- [Posting run is missing in posting run overview \[Page 654\]](#)
- [Resetting the reversal after termination \[Page 655\]](#)

Posting Run Cancelled with Status "Selection Running"

Posting Run Cancelled with Status "Selection Running"

Use

During creation, a posting run has the status *Selection running*. If the creation of a posting run was cancelled after the payroll results for individual personnel numbers had already been selected, the posting run thus retains the status *Selection running*.

To be able to create a new posting run, you must remove the selection of the payroll results. You do this by deleting the posting run.

Procedure

You [delete \[Page 580\]](#) the posting run.

Result

By deleting the posting run, you have removed the selection of the payroll results for personnel numbers already processed. You can now create a new posting run.

[Troubleshooting \[Page 650\]](#)

Personnel Numbers not Selected or Rejected

Personnel Numbers not Selected or Rejected

Use

If personnel numbers were not selected or were rejected when creating a live posting run, you can subsequently select these personnel numbers for evaluation.

Procedure

You have two different options for selecting personnel numbers for evaluation that were not selected or were rejected.

Creating a New Posting Run for All Personnel Numbers

1. Remove the cause of the error stated in the log.
2. Delete the posting_.
3. Create a new posting run.

Creating a Separate Posting Run for the Personnel Numbers Skipped

1. Remove the cause of the error stated in the log.
2. Create a new posting run. When doing so, enter the same parameters in the selection screen that you entered when creating the first posting run.

The payroll results already contained in another live posting run are not evaluated a second time. Only the payroll results for the skipped personnel numbers or for the personnel numbers not selected are included in a separate posting run.

Result

The payroll results for the personnel numbers that were not selected or were skipped are now included in a live posting run.

[Troubleshooting \[Page 650\]](#)

Accounting Documents Were not Created

Use

If the system has not created any corresponding accounting documents after posting the posting documents in the *Accounting* components, this can be due to various errors.

Procedure

- First of all, check the status and the history of the posting run in the posting run overview. In this way, you can check if you have actually performed all the steps for posting to Accounting.



The posting run must have the status *Documents posted* or (in distributed systems) the status *Documents transferred*. If the posting run has a different status, it has not yet been posted.

- If you use ALE technology and the posting run has the status *Documents transferred*, check the status of the Idoc created in the HR system and sent to the AC system with the help of the [Idoc list \[Ext.\]](#). If the Idocs were processed correctly, check the status of the [posting \[Ext.\]](#) in the AC system.
- If you do not use ALE technology and the run has the status *Documents posted*, check the status of the posting.

[Troubleshooting \[Page 650\]](#)

Posting Run is Missing in the Posting Run Overview

Posting Run is Missing in the Posting Run Overview

Use

After you have posted, reversed, deleted or archived the posting documents for a posting run, the posting run is no longer displayed in the posting run overview. This is due to a filter that is set in the standard system.

Procedure

If you want to display posting runs in the posting run overview whose posting documents were posted, reversed, deleted or archived, choose *Edit* → *Filter* → *Delete filter* in the posting run overview.

See also:

[Setting and Deleting Filter \[Ext.\]](#)

Result

The posting runs required are displayed in the posting run overview. The standard settings are not changed by this procedure. For more information, see [layouts \[Ext.\]](#).

[Troubleshooting \[Page 650\]](#)

Resetting the Reversal after Termination

Use

In certain situations, the reversal of posting documents may be cancelled with an error. This may, for example, occur in the following situations:

- The specified posting date is in a posting period that is already closed.
- At the time of the reversal, the posting of the original document had not been completed.
- Account assignment objects (for example, cost centers) which were posted to in the original document are closed at the time of the reversal.
- Posting items that were created by the original document are already cleared at the time of the reversal (for example to customer and vendor accounts).

If the reversal is cancelled with an error, the relevant posting run gets the status *Reversal documents incorrect*. In this case, you must check the incorrect reversal documents and reverse the reversal that went wrong to be able to reverse the posting documents a second time.

If the reversal is cancelled not because of an error but for example, for technical reasons, the posting run in question can have one of the following statuses:

- Reversal document creation is running
- Reversal documents created
- Reversal is running

In this case, it is not necessary to perform the steps for checking the incorrect reversal documents specified below. Only perform the steps that are required to reverse the incorrect reversal.

Procedure

Checking Incorrect Reversal Documents

1. Go to the document overview for the relevant posting run.
2. Select the posting documents that have the status *incorrect (Reversal)* and choose .
The **document display** is displayed.
3. Read the error messages that were created for the incorrect reversal documents and remove the cause of the error.

Cancelling Incorrect Reversal

1. Go to the overview of posting runs.
2. Select the posting run that contains the incorrect reversal documents.
3. Choose *Edit* → *Reversal* → *Reset the reversal after termination*.

Result

The posting run was returned back to the same state as it had after the posting documents to be reversed were posted. It can be reversed again.

Resetting the Reversal after Termination



The incorrect reversal documents get the status *Reversal reset*. You no longer have an influence on *Posting to Accounting*.

[Troubleshooting \[Page 650\]](#)

Third-Party Remittance

Purpose

Like the Transfer to FI/CO functionality, the Third-Party Remittance component involves the transfer of financial posting data from HR to FI/CO accounts. Like the Direct Deposit/Data Medium Exchange program, the third-party remittance component also generates actual physical payments in the form of bank transfers or checks. However, third-party remittance differs from the FI/CO Transfer component in one critical way - it exclusively handles posting and payment information for **external** payees, such as tax authorities, garnishment recipients and benefits providers. Third-party remittance provides reports that extract all relevant external payment info from SAP Payroll results, posts the data to FI/CO, and generates the external payments.



Third-party remittance is intended as an automatic process, configured accordingly in the IMG. Ideally, it should be run every day. Although it is possible, SAP does not recommend that you carry out third-party remittance manually.

Implementation Considerations

Since many customers elect to run HR in a dedicated, separate R/3 system, one of the primary considerations in setting up third-party remittance is the link between the HR and other systems managing the general ledger, payment program and controlling functions.

Integration

You need to implement third-party remittance if you are using SAP Net Payroll. Wage types configured for payroll must also be configured to post financial information to FI through the third-party remittance component. Third-party remittance stores tax-related data needed by the Tax Reporter component. It is also fully integrated with SAP Garnishments processing.

Features

Third-party remittance is a complete solution for transferring HR posting data to FI and generating external payments. It also includes reporting functions that reconcile data between the HR and FI components, even in distributed environments where HR is run in a dedicated system.

The third-party remittance component allows wage type amounts from payroll results to be split out to multiple payees, a feature that allows efficient processing of garnishments and benefits in Payroll while enabling detailed financial postings from generated payroll results.

Third-party remittance is a flexible component, insofar as its functionality works equally well in single or multi-system environments. ALE links can be made to external SAP systems, allowing you to transfer posting and payment data from a dedicated SAP R/3 HR system to an R/2, R/3 or non-SAP system.

The Third-Party Remittance Process

Purpose

This business process allows you to complete three major tasks related to the final processing of a payroll run. They are:

- Posting financial data to the appropriate G/L and subledger accounts in FI and CO.
- Generating bank transfer and check payments to third parties, such as tax authorities and benefits providers
- Reconciling payments made in FI with payables data stored in HR.

Prerequisites

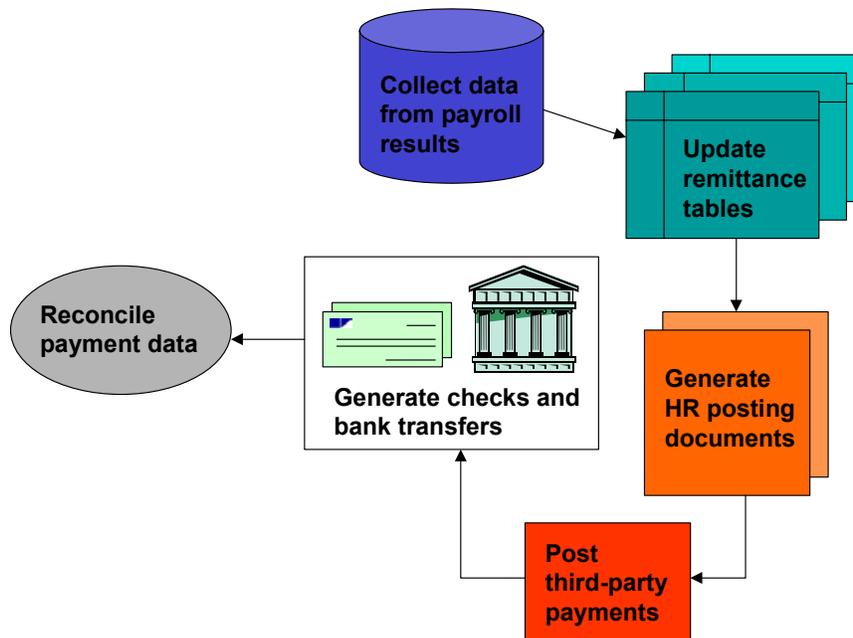
You must have completed all configuration of HR creditors, remittance rules, wage types and number ranges in the *Third-Party Remittance* chapter of the *Payroll: USA* or *Payroll: Canada Implementation Guide*.

The FI Payment Program must be configured so that the system knows when to run the payment program, and with which variants, for the HR creditors you defined. This allows the check printing and direct deposit programs (RFFOUS_C and RFFOUS_T) to generate payments automatically as needed.

Additionally, payroll results must exist for the employee population for which you want to begin the remittance process. It is also recommended that the Remuneration Statement, Transfer to FI/CO, and Direct Deposit/Data Medium Exchange programs are run prior to beginning this process.

The Third-Party Remittance Process

Process Flow



It is recommended that you complete this entire process after each payroll run. The Transfer Withholdings for Third Parties (RPURMP00) program, which creates HR posting documents used in the Display Posting Runs (PCP0) transaction, should be run in batch every night. This ensures that all amounts due are remitted in a timely fashion.



As described here, the process assumes that the HR and FI/CO applications are running in a single system.

1. Collect data from existing payroll results for third-party remittance and posting to FI/CO. Data collection is accomplished by running RPCALC using the U500 evaluation schema. The schema generates 2 TemSe files containing the extracted third-party payment data - one file for individual results and one for cumulated results
2. You then execute the 'Update Remittance Tables' (RPURMU00) program, which extracts data from the TemSe files and stores it in the third-party remittance interface tables (T51R5, T51R6, T51R7 and T51R8).
3. Run the 'Create Posting Run' (RPURMP00) program to create a list of HR posting documents containing third-party payment data.

The Third-Party Remittance Process

4. Post third-party payments to the appropriate FI/CO accounts.
The 'Process Posting Run' function (transaction PCP0) allows you to select the results from your RPURMP00 run, view the documents created, then release and post the documents to FI/CO.
5. Generate checks and bank transfers.
The RFFOUS_C and RFFOUS_T programs generate checks and transfers, respectively. These reports run automatically based on how you configured the payment program in transaction F110.
6. Reconcile payment data from FI with third-party remittance interface tables in HR.
The 'Reconcile Postings' (RPURMR00) produces a list of third-party remittance items that have been posted to FI. The list contains information confirmed by FI, such as receipt of the posting, payment of the posting and FI vendor/HR creditor details
7. The 'Acknowledgement Report' (RPURMA00) function within third-party remittance is provided primarily for use in conjunction with a non-SAP FI system, or an R/3 system with a release prior to 4.0.
The report reads third-party remittance posting data from the FI system either via manually entered data, or a TemSe file created by the external system. It then updates the HR system accordingly. The system marks all entries paid by the specified accounts payable run for each company code and business area.
8. The 'Undo processing steps' function can be used to cancel a third-party remittance run prior to actual posting to FI.

Result

All third parties to which tax, garnishment, membership or benefits payments are owed have been paid. The amounts have been posted to the appropriate G/L, subledger and bank accounts in FI/CO.

Executing the Data Collection Run

Use

The third-party remittance data collection run collects data from existing payroll results for third-party remittance and posting to FI/CO.

This data is stored in two TemSe files. One file contains all cumulated remittance data, the other one contains more detailed individual remittance data.

Prerequisites

Payroll results must exist for the employee population for which you want to run third-party remittance.

Procedure

1. From the US Payroll menu, choose *Subsequent activities* → *Period-independent* → *Evaluation* → *Third-party remittance* → *Collect data*.

The *Payroll Driver (USA)* screen appears.



The US Payroll Driver uses schema U500 to collect the third-party remittance data.

2. Enter the parameters.
3. Choose *Execute*

Result

The two third-party remittance TemSe files are created and listed in the log. You will use these files in the next third-party remittance step to update the system tables that store third-party remittance data.

Updating the Third-Party Remittance Tables

Updating the Third-Party Remittance Tables

Use

This report updates the remittance tables with data from two TemSe files created in the previous third-party remittance step ('Collect Data'). The Temse files contain cumulated third-party remittance data collected from the previous payroll run.

Prerequisites

You have successfully executed the data collection step for the employee population for which you want to run third-party remittance.

Procedure

1. From the US Payroll menu, choose *Subsequent activities* → *Period-independent* → *Evaluation* → *Third-party remittance* → *Update tables*.

The *Update Remittance Tables from TemSe Object* screen appears

2. Select both TemSe files created in the previous data collection run. If they do not match each other, they will be rejected. Matching files usually have sequential numbers.



You can run the update in test mode first to check which data will be updated in the real run.

3. Choose *Execute*.

Result

The system issues a log listing HR payees for which third-party remittance is payable, along with the amount and the due date. You should note down the earliest due date in the list for use in the next step: 'Create Posting Run'.

Creating the Third-Party Remittance Posting Run

Use

The posting run provides financial posting information. Remittance due is listed according to FI vendor and HR payee. A third-party remittance posting run is created

Prerequisite

You have successfully carried out the previous third-party remittance step 'Update third-party remittance tables'.

Procedure

1. From the US Payroll menu, choose *Subsequent activities* → *Period-independent* → *Evaluation* → *Third-party remittance* → *Create posting run*.
2. Enter the parameters.

For help on the selection screen, choose the *Selection screen help* function on the toolbar. For additional selection criteria, choose the *Selection options* button on the toolbar.



The due date you select for the posting run should always be the first due date listed in the update run log from the previous third-party remittance step (Update Remittance Tables from TemSe Object - RPURMU00). When you enter this date in the Due date field, you should also use the "Less than or equal to" selection option to be sure that you catch any earlier outstanding remittance items.

3. Choose .

Result

The third-party remittance posting run is created. The report creates a log listing all remittances due by FI vendor and HR creditor. The third-party remittance posting run is entered at the bottom of the log. You can proceed to the next 'Process Posting Run' step by double-clicking on the '3PR posting' line.



For information on releasing and posting the third-party remittance items in the 'Process posting run' step, see the report documentation (RPURMP00) on the 'Create Posting Run' screen. (choose the information icon).

Processing the Posting Run

Use

This is where you check, release and post the items in your third-party remittance posting run.

Prerequisites

You have successfully carried out the previous third-party remittance step 'Create posting run'.

Procedure

4. From the US Payroll menu, choose *Subsequent activities* → *Period-independent* → *Evaluation* → *Third-party remittance* → *Process posting run*.
5. Choose your third-party remittance run from the list of posting runs. (Third-party remittance runs appear towards the bottom of the screen, under the heading: 'TP').
6. Process your third-party remittance posting run by double-clicking it to check and release its documents.
7. Once all documents are released, you can post the entire run to FI from the 'Display posting run' screen.

Result

The third-party remittance run is posted to FI.

Reconciling the Postings

Reconciling the Postings

Use

This report produces a list of third-party remittance items that have been posted to FI. The list contains information confirmed by FI, such as receipt of the posting, payment of the posting and FI vendor/HR creditor details.

Prerequisite

You have successfully released and posted your third-party remittance posting run to FI/CO.

Procedure

4. From the US Payroll menu, choose *Subsequent activities* → *Period-independent* → *Evaluation* → *Third-party remittance* → *Reconcile postings*.

The *Reconciliation of Transfers* screen appears.

5. Enter the parameters.
6. Choose *Execute*.

Result

The processed and paid remittances are reconciled.

Checking the Processing Classes

Use

At times, you may need to change the processing class used for third-party remittance. An example of this would be when you change assignment to wage types.

This program maintains the wage type table according to the assignment of wage types to HR creditors. It checks whether the wage types have been assigned the correct processing class type in processing class 78. If not, the program either changes the processing class type or prompts you to change it in Customizing for third-party remittance.

Procedure

1. From the US Payroll menu, choose *Subsequent activities* → *Period-independent* → *Evaluation* → *Third-party remittance* → *Check processing classes*.

The *Check Processing Classes* screen appears.

2. Enter the parameters.
3. Choose .

Result

The processing classes are maintained. For further information on this report and the resulting output, see the report documentation for this screen.

Acknowledging the Posting Run

Acknowledging the Posting Run

Use

This report is intended primarily for use in conjunction with a non-SAP FI system or an R/3 FI system with a release prior to 4.0.

The report reads third-party remittance posting data from the FI system either via manually entered data, or a TemSe file created by the external system. It then updates the HR system accordingly.

Prerequisites

The posting and reconciliation runs have been executed.

Procedure

1. From the US Payroll menu, choose *Subsequent activities* → *Period-independent* → *Evaluation* → *Third-party remittance* → *Acknowledge postings*.
2. Enter the parameters.
3. Choose *Execute*.

Result

The acknowledgement run is executed and all those remittances that have been paid are marked and identified after the information is sent to the Finances department from HR.

Undoing the Processing Steps

Use

You can use this report to undo the third-party remittance process at certain, defined points.

Procedure

1. From the US Payroll menu, choose *Subsequent activities* → *Period-independent* → *Evaluation* → *Third-party remittance* → *Undo processing steps*.
2. Enter the parameters.



You must mark at least the run(s) that you want to undo.

If you select "Undo all", you will no longer have any information on what has been remitted to whom and when. Make sure that you will not need any of the data before using this function.

3. Choose *Execute*.

Result

The run(s) you selected are undone.

Payroll Results Adjustments

Payroll Results Adjustments

Purpose

Most employees' payroll results can be made using Retroactive Payroll processing. By correcting master data, the system will automatically determine the amounts that should have been paid and make the necessary adjustments.

However, there may be situations where you still need to make manual adjustments or process adjustments in a separate payroll run. Adjustments can be made through Master Data maintenance, the Off-Cycle Workbench or the Adjustments Workbench. All of these methods are based on Infotype 0221 *Payroll Results Adjustment*.

Overview of Adjustments and Where They are Maintained

Type of Adjustment	Infotype 0221 Subtype	Adjustments Workbench	Off-Cycle Workbench	Master Data Maintenance
Included	blank	x	x	x
Included	ADJT	x		x
Included	TWEG	x		x
Excluded	YANA	x		
Excluded	YAWA	x		
Included	TCRT			x

Included adjustments are defined here as adjustments which are included in normal payroll processing. This means these adjustments are picked up in retrocalculations, normal payroll runs as well as in off-cycle runs of type 'C'. Excluded adjustments are processed outside normal payroll processing with their own special adjustment run. These adjustments are therefore kept separate from any other master data changes since they are processed independently in their own payroll run.

Process Flow

1. You discover that you need to adjust an employee's payroll results.
2. You determine whether the change can be processed in the next regular payroll run, an off-cycle run, or should be processed separately without any retroactive adjustments that may occur.
3. You make the adjustment either through the Adjustments Workbench, the Off-Cycle Workbench or through master data maintenance.

Adjusting Payroll Results through a Retroactive Master Data Change

1. Make a retroactive change to the employee's master data.
2. Run payroll.



You can also trigger a retrocalculation immediately without waiting for the next regular payroll run.

Result

The master data change is picked up in the payroll run and the employee's results are recalculated accordingly. Both underpayments and overpayments are carried forward to the current payroll period, based on the constructive receipt principle. Any overpayments (claims) which cannot be cleared by the employee's current pay will be carried forward into subsequent periods until the claim is cleared.

Adjusting Payroll Results with Infotype 0221, subtype blank

1. Create an Infotype 0221 record for the employee with the relevant adjustment amounts.
2. Run either a regular payroll or an off-cycle payroll with Pay Type = C.

Result

The change is picked up in the payroll run and the employee's results are adjusted accordingly.

Adjusting Payroll Results with the Adjustments Workbench

1. Decide if the adjustment should be processed in the next payroll run, in an off-cycle run, or in a special run that will bypass retroactive processing.
2. Access the *Adjustments Workbench* and enter the appropriate adjustment.

If you entered...	Then
An excluded adjustment (subtype YANA or YAWA)	An Infotype 0221 <i>Payroll Results Adjustment</i> subtype record is created with adjustment status X (not yet processed). This status means that the record will be ignored by the Payroll Driver in normal payroll runs and that the record can still be changed.
An included adjustment (subtype blank, ADJT, TWEG or TCRT)	An Infotype 0221 <i>Payroll Results Adjustment</i> subtype record is created that will be picked up in the next normal payroll run.

3. Run payroll for the adjustment.

If you entered...	Then
An excluded adjustment (subtype YANA or YAWA)	Trigger the special adjustment run from the <i>Adjustments Workbench</i> to process the adjustment.
An included adjustment (subtype blank, ADJT, TWEG or TCRT)	Run payroll as normal or trigger an off-cycle payroll run with type C.

Result

If you entered...	Then
An excluded adjustment (subtype YANA or YAWA)	The special run picks up the adjustments and changes the adjustment status of the processed subtypes to ' ' (space) and updates the sequence number of the special adjustment in Infotype 0221.

Payroll Results Adjustments

An included adjustment (subtype blank, ADJT, TWEG or TCRT)	The adjustments are picked up and processed with the normal payroll run.
--	--

See also:

[Payroll Results Adjustment \(Infotype 0221\) \[Page 682\]](#)

The Adjustments Workbench

Purpose

This component allows you to easily process employees' payroll adjustments. You can create two categories of adjustments: those processed within normal payroll run processing and those processed independently in a separate payroll run that bypasses retroactive processing. All adjustments you can make are represented various subtypes of Infotype 0221 *Payroll Results Adjustment*.

Features

The Adjustments Workbench provides you with the tools you need to

- make adjustments to an employee's payroll results
- trigger a special adjustments payroll run
- correct adjustments
- determine whether or not adjustments have already been processed in a payroll run

It functions as a single interface to all the utilities you need to make the adjustments, including Infotype 0221 *Payroll Results Adjustment*, the payroll driver and other tools for checking and correcting adjustments.

Making an Adjustment (Manual Input)

Making an Adjustment (Manual Input)

Procedure

1. From the Adjustments Workbench, select the type of adjustment you want to make under *Manual input* and choose  *Enter data*.

The *Personnel number* dialog box appears.

2. Specify the person for which you are making the adjustment and choose .

The *Create Payroll Results Adjustment* screen appears.

3. Specify the adjustment date in the *Adjust. date* field.



For prior-period adjustments, the adjustment date must be equal to or later than the employee's latest pay date.

For prior-year adjustments, the adjustment date must create the latest cluster result in the year for the employee. If you are making an adjustment for a terminated employee or if you have not yet run payroll for the new year, you should change the date to the employee's termination date or last pay period end date.

4. The payroll ID number, which uniquely identifies the adjustment, is defaulted in the *Payr.ID* field. You can overwrite this if necessary.
5. If desired, enter a reason for the adjustment in the *OC reason* field.
6. Specify the wage types and amounts for the adjustment in the *Wage, Hour* and *Amount* fields.
7. Save your entries.

Result

The adjustment has been entered into the relevant Payroll Results Adjustment subtype. If you entered an excluded adjustment (subtype YANA or YAWA), the subtype is flagged with the adjustments indicator 'X' (not yet processed) and can now be included in a special adjustments run.

Making an Adjustment (Batch Input)

1. From the Adjustments Workbench, select the type of adjustment you want to make under *Batch input* and choose  *Preparation*.

The *BDC data import for adjustments* screen appears.

2. Specify the *Batch input session name*, *User name*, whether you want to keep the session when finished and how long the session should be held.
3. Specify the name of the file you want to upload in the *BDC upload file name* field.



The *Subtype for Infotype 0221* will be defaulted and cannot be changed.

4. Choose  to upload the file.

The file is uploaded and a log screen appears informing you of the status of the upload.

5. Choose  to return to the Adjustments Workbench.

6. Choose  *Batch input* to start the batch input session that will load the adjustments into the relevant Payroll Results Adjustment subtypes.

The *Batch Input: Session Overview* screen appears.

7. Select the relevant session and choose  *Process* to start the session.

Result

The adjustment has been entered into the relevant Payroll Results Adjustment subtype and flagged with the adjustments indicator 'X' (not yet processed) and can now be included in a special adjustment run.

Preparing Files for Batch Input

Preparing Files for Batch Input

Use

If you need to make mass adjustments through the Adjustments Workbench, you can do so through batch input.

Procedure

1. On the *Adjustments Workbench*, choose  to download a sample batch input file.
2. Save the sample file with extension .txt.
3. Open the sample file in any spreadsheet program to determine how the data needs to be entered in the file.



If you are opening file in Excel and the Text Import Wizard appears, simply choose *Finish* to load the file.

4. Enter data in the spreadsheet as needed with up to 20 entries per personnel number.
5. Save the file as type TXT with tabs as separators.
6. On the *Adjustments Workbench*, choose  *Preparation* to upload the TXT file.
7. Execute batch input processing.

Result

You have uploaded a file for batch input in the correct format and can now start the batch adjustment process.

Special Adjustment Run

Use

This function recalculates an employee's payroll results once an excluded adjustment has been made for the employee through the Adjustments Workbench. Special adjustment runs only pick up excluded adjustments, which are made with Infotype 0221 subtypes YAWA and YANA and do not include any master data changes that may have been made for an employee.

Excluded adjustments created from the Adjustments Workbench are processed with payroll run type 'C' (Manual Check).

Integration

Special adjustment runs are called from the Adjustments Workbench.

Activities

When you execute a special adjustment run, the special adjustment date specified on the selection screen must match the adjustment date specified on the Infotype 0221 subtype.

The special run picks up the adjustments and changes the adjustment status of the processed subtypes to from X to ' ' (space) and updates the sequence number of the special adjustment in Infotype 0221.

Starting a Special Adjustment Run for Excluded Adjustments

Starting a Special Adjustment Run for Excluded Adjustments

Use

Special adjustment runs are necessary to pick up excluded adjustments made from Adjustments Workbench. Excluded adjustments are those adjustments that are processed outside the normal payroll processing, and are made with Infotype 0221 subtypes YANA and YAWA.

Prerequisites

You have created an excluded adjustment the Adjustments Workbench that has not yet been processed by a special adjustment run. If you entered the adjustments through batch input, then must have also already processed the batch input session to upload the adjustments to the subtypes.

Procedure

Procedure for manual input

8. From the Adjustments Workbench, select the type of adjustment you want to make under *Manual input* and choose  *Payroll*.
9. On the *Personnel number* dialog box, specify the person for which you want to run payroll and choose  *Continue*.

The *Payroll Driver* screen appears.



The payroll area is defaulted based on the personnel number you entered. The correct payroll run type is defaulted based on the type of adjustment you selected on the Adjustments Workbench.

10. Specify the relevant payroll identifier that uniquely identifies the adjustment in the *Off-cycle payroll* section.
11. Specify the run date in the *Off-cycle payroll* section.



The run date must match the adjustment date specified on the Infotype 0221 subtype used to make the adjustment.

12. Choose .

Procedure for batch input

8. From the Adjustments Workbench, select the type of adjustment you want to make under *Batch input* and choose  *Payroll*.

Starting a Special Adjustment Run for Excluded Adjustments



The correct payroll run type is defaulted based on the type of adjustment you selected on the Adjustments Workbench.

9. Specify the employee population for which you want to run payroll in the *Selection* section.
10. Specify the adjustment date and relevant payroll identifier that uniquely identifies the adjustment in the *Off-cycle payroll* section.
11. Choose .

Result

A special payroll run is carried out for the adjustments.

Payroll Results Adjustment (Infotype 0221)

Payroll Results Adjustment (Infotype 0221)

Definition

The Payroll Results Adjustment infotype allows you to enter data for checks that were issued outside of the SAP Payroll system. This data is then updated in the employee's payroll results in the SAP Payroll component.

Adjustments made with Infotype 0221 are processed in the period represented by the check date on the infotype and are therefore taxed on a taxed-when-earned basis. This differs from normal retroactive master data changes, which are taxed using the wage offset method (tax-when-paid).

Use

The following table gives an overview of the various Infotype 0221 subtypes, where you can maintain them, what you need to enter on the subtypes, what the system calculates and how they are picked up and processed.

Overview of Payroll Results Adjustment Subtypes and Their Uses

Subtype	Where maintained	What you specify	What the system calculates	How processed
blank (NAMC)	Adjustments Workbench / Master Data / Off-Cycle Workbench	positive gross amounts, employee taxes	employer taxes, technical wage types	Included in normal payroll processing
ADJT	Adjustments Workbench / Master Data	positive and negative gross amounts, both employee and employer taxes	technical wage types	Included in normal payroll processing
TWEG	Adjustments Workbench / Master Data	positive gross amounts	employee and employer taxes, technical wage types	Included in normal payroll processing
YANA	Adjustments Workbench	positive and negative gross amounts, technical wage types, both employee and employer taxes	nothing	Special payroll run (excluded from normal payroll processing)
YAWA	Adjustments Workbench	positive gross amounts, employee taxes (optional)	employee and employer taxes, technical wage types,	Special payroll run(excluded from normal payroll processing)
TCRT	Master Data	employee and employer taxes	nothing	Included in normal payroll processing

Payroll Results Adjustment (Infotype 0221)

Structure

The Payroll Results Adjustment infotype (0221) consists of a main infotype screen for entering manual check data and various subtypes with slightly different screens and logic, allowing you to make adjustments to adjustment data for an employee.

Integration

This infotype is closely integrated with the US Payroll component. Data entered in this infotype and its subtypes is directly updated in the payroll results cluster for the employee.

See also:

[Payroll Results Adjustment - Subtype 'blank' \[Page 684\]](#)

[Payroll Results Adjustment - Subtype ADJT \[Page 685\]](#)

[Payroll Results Adjustment - Subtype TWEG \[Page 686\]](#)

[Payroll Results Adjustment - Subtypes YANA and YAWA \[Page 687\]](#)

[Payroll Results Adjustment - Subtype TCRT \[Page 688\]](#)

Payroll Results Adjustment - Subtype 'blank'

Payroll Results Adjustment - Subtype 'blank'

Definition

Subtype 'blank' (Non-authorized manual check) of Infotype 0221 (*Payroll Results Adjustment*) allows you to make positive adjustments to employees' payroll results.

When you make an adjustment with subtype 'blank', you specify the positive adjustment amount and employee taxes. The system calculates the employer taxes and the taxable wages (technical wage types) during the payroll process.

Use

This subtype can be used to enter an adjustment for an employee when you know the gross adjustment amount and the employee taxes, but you want the system to calculate the employer taxes and technical wage types. This subtype is maintained either directly through Master Data maintenance, the Adjustments Workbench or through Off-Cycle Payroll.

Structure

The Infotype 0221, subtype 'blank' screen allows you to enter the following information:

- Check date



If you enter a check date that falls in the prior year and you have already begun running payroll for the current year, you cannot use the *Start payroll* function from the Infotype 0221 screen. You can either wait for the next regular payroll run or trigger the adjustment from the payroll driver screen using special run type C and the Payr.ID you specified for the entry on the infotype.

- Payroll identifier
- Check number
- Tax company
- Off-cycle reason
- Payment and deduction wage types and amounts
- Tax authorities for tax deductions

Payroll Results Adjustment - Subtype ADJT

Definition

Subtype ADJT (Adjustment NAMC) of Infotype 0221 (*Payroll Results Adjustment*) allows you to make positive and negative adjustments to employees' payroll results.

When you make an adjustment with subtype ADJT, you need to determine the appropriate taxes for the adjustment and specify them on the subtype. The system only calculates the taxable wages (technical wage types) during the payroll process.

Use

This subtype allows you to adjust an employee's payroll results when you know the gross adjustment amount as well as the tax amounts to be adjusted. This subtype also has functionality to help clear claims from payroll.



To clear the claims, you first need to execute the *Claims Processing* report (from the Payroll USA menu: *Period-independent -> Payroll supplement -> Claims processing*) to determine the gross and net claim amounts, and the tax components on the claim. The repayment amount is listed in the report output. These amounts must be listed on Infotype 0221 subtype ADJT, with the wage type RPAY representing the repayment amount. When ADJT sees the RPAY wage type, it performs special processing to clear the claim from payroll.

Note: This procedure is only valid for terminated employees.

Structure

The Infotype 0221, subtype ADJT screen allows you to enter the following information:

- Check date



If you enter a check date that falls in the prior year and you have already begun running payroll for the current year, you cannot use the *Start payroll* function from the Infotype 0221 screen. You can either wait for the next regular payroll run or trigger the adjustment from the payroll driver screen using special run type C and the Payr.ID you specified for the entry on the infotype.

- Payroll identifier
- Check number
- Tax company
- Off-cycle reason
- Payment and deduction wage types and amounts
- Tax authorities for tax deductions

Payroll Results Adjustment - Subtype TWEG

Payroll Results Adjustment - Subtype TWEG

Definition

Subtype TWEG (Prior period gross adjustment) of Infotype 0221 (*Payroll Results Adjustment*) allows you to make positive adjustments to employees' payroll results.

When you make an adjustment with subtype TWEG, you simply need to specify the gross adjustment amount. The system calculates all taxes and taxable wages (technical wage types) during the payroll process.

Use

This subtype allows you to make adjustments to an employee's payroll results when you know the gross adjustment amount, but want the system to calculate the taxes. This is especially useful when making adjustments to imputed income.

Structure

The Infotype 0221, subtype TWEG screen allows you to enter the following information:

- Check date



If you enter a check date that falls in the prior year and you have already begun running payroll for the current year, you cannot use the *Start payroll* function from the Infotype 0221 screen. You can either wait for the next regular payroll run or trigger the adjustment from the payroll driver screen using special run type C and the Payr.ID you specified for the entry on the infotype.

- Payroll identifier
- Check number
- Tax company
- Off-cycle reason
- Payment and deduction wage types and amounts
- Tax authorities for tax deductions

Payroll Results Adjustment - Subtypes YANA and YAWA

Definition

Subtypes YANA (Adjustments, No Tax Calculation) and YAWA (Adjustments Without Tax Calculation) of Infotype 0221 (*Payroll Results Adjustment*) allow you to make non-cash adjustments to employees' payroll results without triggering retrocalculation.

When you make an adjustment with subtype YANA, you need to determine the appropriate taxes for the adjustment and specify them on the subtype. When you make an adjustment with subtype YAWA, you only need to specify the gross adjustment amount. The system automatically calculates the employee and employer taxes and technical wage types during the payroll process.

Use

These subtypes allow you to make changes to an employee's payroll results separately from master data changes that affect an employee's payroll results. Adjustments made with subtypes YANA and YAWA are handled outside the normal retrocalculation process. This ensures that YANA and YAWA adjustments are not affected by normal payroll runs. It also ensures that other master data changes are still picked up in normal payroll runs.

You must manually trigger a special adjustment run to process these adjustments from the Adjustments Workbench. This special adjustment run only takes into account adjustments with subtypes YAWA and YANA; normal master data changes are not taken into account until the next normal payroll run.

Structure

The Infotype 0221, subtypes YANA and YAWA screens allow you to enter the following information:

- Check date
- Payroll identifier
- Check number
- Tax company
- Off-cycle reason
- Payment and deduction wage types and amounts
- Tax authorities for tax deductions

Integration

These subtypes are maintained through the Adjustments Workbench.

Payroll Results Adjustment - Subtype TCRT

Payroll Results Adjustment - Subtype TCRT

Definition

Subtype TCRT allows you to adjust employee and employer taxes in table TCRT.

Use

Subtype TCRT allows you to maintain accurate tax balance limits for employees who switch tax companies during the year. In this subtype, you can enter a special wage type representing the cumulated tax amount that was paid before the employee switched tax companies. This 'artificially' boosts the total tax paid for each pay period in which you enter the wage type, ensuring that cumulated tax amounts continue to build on the cumulated amount, in spite of the change in tax company.



This subtype only updates table TCRT (and not RT or CRT).

Structure

The Infotype 0221, subtype TCRT screen allows you to enter the following information:

- Check date
- Payroll identifier
- Check number
- Tax company
- Off-cycle reason
- Employee and employer tax wage types and amounts
- Tax authorities for tax deductions

Out-of-Sequence Checks

Use

Out-of-sequence check processing is supported by SAP Payroll. Using this functionality, your enterprise may execute off-cycle payroll runs with a pay date that is earlier than the pay date of the last completed payroll run. Out-of-sequence check processing primarily affects bonus, correction, and year-end adjustment payroll runs.

Example

In certain prior releases, if you ran payroll on May 25 for pay period 10, with May 30 as the pay date, then the earliest possible pay date for subsequent off-cycle payroll runs would have been May 30. To illustrate, if an employee left your enterprise on May 27 without providing appropriate notice, and if you are required by law or company policy to pay all outstanding wages immediately as a payment in advance, then the earliest possible pay date for that payment would have been May 30. However, using the functionality that supports out-of-sequence checks, you may now select May 27 as the pay date in the described scenario.

Integration

Out-of-sequence check processing is fully integrated for use within the U.S. Payroll component.

Prerequisites

If your enterprise has never issued out-of-sequence checks, then you must configure your system to do so. To this end, execute the following steps in the U.S. Payroll IMG:

- *Cumulations* → *Company-Specific Cumulation* → *Define cumulation intervals*
- *Cumulations* → *Generate cumulation intervals*

Payroll Reporting (PY-US-RP)

Purpose

The R/3 HR Payroll System provides all regulatory and tax reports required by U.S. federal and state law, such as SUI reports for state unemployment agencies, W-2 reports for the federal and state governments, and the Multiple Worksite Report for the Bureau of Labor Statistics. Additional payroll reports are available for other business purposes, such as the New Hire Report. These reports allow efficient evaluation of payroll data and ensure compliance with government regulations.

Implementation Considerations

When implementing R/3 Payroll, ensure that all configuration steps for regulatory reports are carried out in such a way as to guarantee compliance. For example, some reports use forms that you configure in the IMG. If you do not configure the form properly, the reports may not generate certain kinds of data that are required by law. As the laws affecting regulatory reports change, you may need to re-examine the payroll IMG to make adjustments, thereby ensuring compliance.

Integration

Payroll reports access information from all HR infotypes and evaluate data from HR Time Management and HR Organizational Management as well as HR Personnel Administration.

Features

R/3 Payroll offers numerous internal and regulatory reports, including:

- New Hire Reporting
- Tax Reporter for federal and state reports

Tax Reporter

Purpose

This component enables you to produce payroll tax and other reports for government authorities in the format required by each authority.

Tax Reporter generates the following forms:

- Form 940 – Employer's Annual Federal Unemployment Tax Return
- Form 941 – Employer's Quarterly Federal Tax Return
- Form 941C
- Form W-2 – Wage and Tax Statement
- Form W-2C
- 1099-R
- 1099-RC
- Multiple Worksite Report (Combined format for Bureau of Labor Statistics)
- Unemployment Insurance reports for all states

Implementation Considerations

Tax Companies

Tax Reporter can only be run in production mode for an entire tax company. In the SAP system, you assign tax companies to employees indirectly – via the personnel area and subarea (IMG: Payroll USA -> Tax -> Tax companies). You should therefore ensure that tax companies have been defined correctly and are represented properly in employee payroll results before you start testing tax reporter.

Client-dependent entries

Where SAP delivers preconfigured tax form tables for a magnetic media report (diskette or tape) such as the SUI or W-2 reports, the configuration is loaded to your system either as a transport or as an LCP. For this reason, it is very important for the IT support teams responsible for HR to understand how to properly cascade customizing entries from client 000 to the test and production clients.

Worksites

If you are producing a Multiple Worksite Report (MWR) from the SAP Tax Reporter component, these worksites must exist in the configuration for US Personnel Administration. End users should be trained to enter the worksite on IT0209 when hiring or transferring employees.

Features

Tax Reporter supports at least one of the required media formats for each tax authority and report provided. For example, some reports are set up to be compliant for magnetic tape reporting as opposed to diskette or paper, and the supported format may vary from one tax authority to another.

Tax Reporter

Additionally, users can create their own tax reports for authorities and/or forms not supported in the standard SAP Payroll system. For example, if you have employees in the state of Pennsylvania, you may want to create a number of custom tax reports for reporting withholding and occupational taxes and wages to the many school districts and other tax authorities in that state.

The Reporting Process

Purpose

This process describes how to use Tax Reporter to create regulatory reports for federal and local agencies.

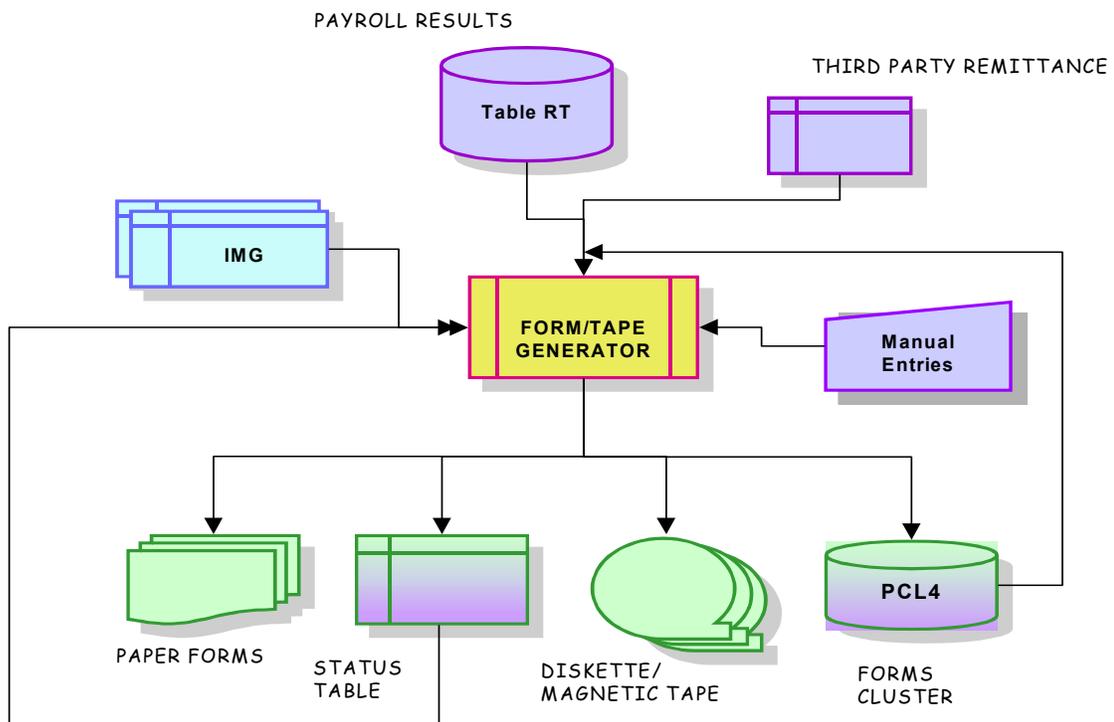
Prerequisites

You must have already run payroll for your employees and have payroll results. Some reports may also require that specific infotypes have been maintained.

Process Flow

The Tax Reporter Reporting Process

The following graphic provides a technical overview of the Tax Reporting process:



The reporting process is roughly the same for all reports generated by Tax Reporter, the periodicity (for example, quarterly or annual) of the reports depends on federal and local requirements.

Tax Form Generation

Specify exactly what report you want to generate and the area and period for which you want the report created. The system uses your entries to extract the appropriate data from the payroll

The Reporting Process

results. You can output the form on paper, magnetic tape or magnetic diskette depending on the report you choose.



Tax forms are always run for a **Tax Company**. You cannot perform a production tax form run for a subset of employees or individual employees, however you can perform simulations of any tax form for any groups of employees.

Result

You have produced the regulatory report in the format required by the government agency and can now submit it.

The Forms Cluster

Definition

The forms cluster allows for greater flexibility when rerunning forms after retrocalculations have been performed.

Use

The forms cluster (PCL4) serves as persistent storage for any form produced by Tax Reporter. It stores actual tax form field data as reported on the form. The forms cluster contains tax form field data at employee level as well as at aggregate (Tax Company level). After a retrocalculation has been performed to correct data in Payroll, you can rerun a tax form for the employee, and Tax Reporter will obtain the new result for the employee and update the cluster accordingly.

To view the contents of the forms cluster, select a tax form, then choose *Utilities* → *Display form fields* from the initial Tax Reporter screen.

Tax Form Reconciliation

Tax Form Reconciliation

Definition

All tax form reconciliation is carried out using the Payroll Reconciliation Report.

To access the Payroll Reconciliation report from the US Payroll menu, choose *Subsequent activities* → *Per payroll period* → *Lists/statistics* → *Payroll reconciliation report*.

The Payroll Reconciliation Report balances tax forms to Payroll and FI by showing you the payroll results totals for tax form-relevant wage type groupings (such as Taxable earnings) for each tax company and tax authority selected. Additionally, this report is specially designed to display any retrocalculations that impacted the reporting period's results but which were not included on the tax form because they were created after the tax form run.



W-2 forms are run on January 14th. On January 15th, a recalculation is performed that changes taxable wages for an employee in the prior year. This prior year adjustment will be listed separately on the Reconciliation Report, as it will not be included in the tax form itself.

Process Description:

To reconcile a tax form produced by Tax Reporter, use the following general process:

1. Set up the Payroll Reconciliation Report to look at the same tax company and reporting period as the form you are producing.



Running the reconciliation report by a tax company may cause the report to run more slowly than using another selection such as company code or personnel area. If your tax company is large (containing over 10,000 employees) and maps exactly to a personnel area/subarea or a company code, it is advisable to run the report by those criteria instead of choosing the tax company on the report selection screen. The reason for this is that company code, personnel area and subarea are HR Logical Database fields, and tax company is not. HR reports can select employees more quickly for Logical Database fields than for other fields not included. Also, choosing "employee details" for a large employee range can significantly slow the program.

2. Check the wage type groupings on the report to match the boxes on the tax form you are reconciling.



When reconciling a tax form, make sure you select Tax Company and Tax Authority as "Reportable Fields" on the selection screen. Otherwise, tax wage type amounts will be totaled for all tax companies and authorities, yielding unusable results.

3. Where variances exist between the reconciliation report and the tax form, check the following two factors:
 - a) Number of employees selected: The Reconciliation Report will select all employees with current RT results in the tax company and period you selected. Tax Reporter, however, contains logic that rejects some employees from a tax form run, such as when the employee has negative wages. Always check the Tax Reporter Log for the

Tax Form Reconciliation

form you are balancing prior to running the reconciliation report to see if and how many employees were rejected from the tax form run. If employees were rejected, manually exclude those employees from the Payroll Reconciliation Report run.

- b) Manual entries in the Tax Interface Table (T5UT1). You may sometimes need to make manual entries for an employee in one or more tax form groups to ensure that values are included on the tax form that for some reason were not included in the payroll results. Since the Reconciliation Report does not read this table, you need to know which employees had manual entries, and which tax form groups/wage type groupings they impacted.

Result

Using this basic technique, you should be able to quickly identify the source of variances between payroll results/FI postings and tax form data.

Form Field Definition

Form Field Definition

Use

This function allows you to check the configuration of the tax form groups assigned to the forms you generate with Tax Reporter. You can do this by drilling down within each tax form group to see which wage types you have assigned to it.

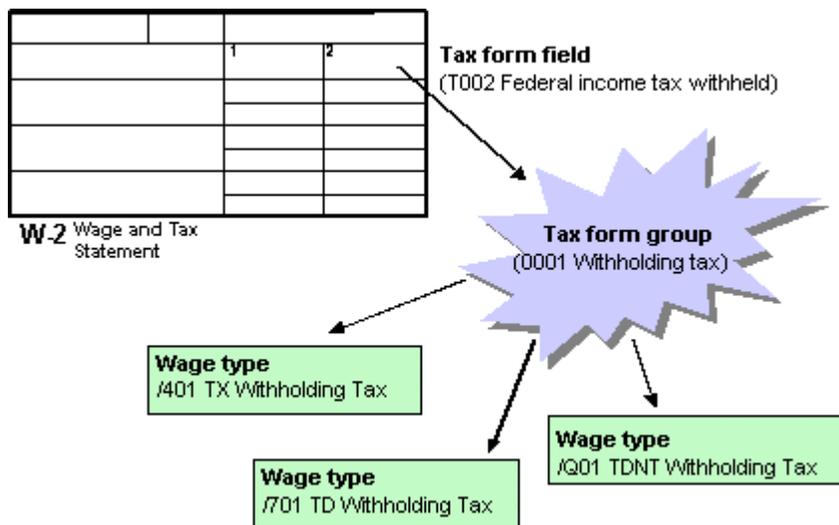
Prerequisites

You have configured your tax form groups in the *Tax Form Groups* section of the Tax Reporter chapter of the *US Payroll Implementation Guide (IMG)*.

Features

This function enables you to drill down from a tax form field to tax form groups and from a tax form group down to the actual wage types that make up the amount that appears in the tax form field. The graphic illustrates this process using the example of Box 2 (Federal income tax withheld) from the W-2 Wage and Tax Statement form.

Wage Type Drilldown



Activities

To access this function from the *Tax Reporter* screen, choose the desired form from the Tax Forms structure on the left side of the screen, the *Form field definition* tab and then the *Display form fields* function button.

Generating Tax Forms

Prerequisites

- You have carried out all necessary configuration steps in the *Tax Reporter* section of the *US Payroll Implementation Guide* (IMG).
- You have defined an output device in *User Profiles* under *System* on the main R/3 menu.

Procedure

1. From the US Payroll menu choose *Subsequent activities* → *Period-independent* → *Payroll supplement* → *Tax Reporter*.

The *Tax Reporter* screen appears.

2. On the tree structure on the left side of the screen, choose the periodicity relevant for your form class (for example, *Annual* for W-2), and then your form class.

A generation screen specific to your form class appears.

3. Enter the desired tax company and generation date in the appropriate fields (if you leave the tax company field blank, all tax companies will be selected), and on the *PROD. run* screen you can further define your selections and output (if relevant for your form class).



To generate your forms in test mode choose the *TEST run* tab. On the screen that appears, enter a range of personnel numbers, choose a data source (payroll results or tax interface tables), and choose the *Test online* function button (or *Test background* to process your test run in the background).

4. Choose *Online*.



If you prefer to generate your forms in the background, choose *Background*. On the dialog-box that appears, enter your background job scheduling information, and choose *Save*.

The *Generation run output* screen appears displaying the categories of output organized in a tree structure.

5. To print a form, expand the *Forms* folder of the tree structure and choose the icon next to a form in the list. On the *Tax reporter Forms Print/Preview* screen, choose *Print*. On the following screen, specify an output device and then choose the print icon.
6. To download a magnetic media file to a local directory, expand the *Magnetic Media* file folder, choose the desired file from the list that appears. The *View/Download Magnetic Tape Files* screen appears, which displays the contents of the file. Choose *Download*, and on the dialog-box that appears, specify a local directory and *Save*.



If you would like to view the structure of the file, choose *File Structure* from the *View/Download Magnetic Tape Files* screen. You can also verify the contents of the

Generating Tax Forms

magnetic media file by double clicking in any record of the displayed file. This calls up a special view that allows you to quickly check the Tax Reporter has added the correct content to each field on the tape.

7. Check the Log section of the output to see what messages were issued during the run, if manual entries were read, employees were rejected, etc.

Result

The forms and reports (where applicable) are generated in the specified formats.



You can verify the data generated using the US Payroll Reconciliation Report.

User Preferences in Tax Reporter Generation

Use

The *User Preferences* dialog-box *Tax Reporter* allows you to define what appears on the screen when you start *Tax Reporter* and specify the sort order for downloading magnetic media files.

To access the *User Preferences* maintenance dialog-box form *Tax Reporter*, choose *Tools* → *Preferences*.

Structure

The *User Preferences* dialog-box consists of the selection areas which allow you to

- designate which screen should appear when you start *Tax Reporter*
 - the last screen accessed
 - the screen for a particular form class (for example. *W-2 Processing*)
- specify that the form selection tree-structure appears expanded, showing all available forms at start-up
- specify a default sort order in which magnetic media files downloaded
- specify form output selection details to be shown at start-up
- determine whether the tab for Productive run, Test run, Generation dates, or for Form Definition appears as the active tab at start-up.

View/ Download Magnetic Media Files Created During Tax Reporter Generation

View/ Download Magnetic Media Files Created During Tax Reporter Generation

Use

By selecting the *All mag.media files* function button on the *Tax Reporter* screen, you can display a list of magnetic media files that have been generated (in production and/or test mode) for a particular form class. From the list screen you can display the contents for a particular file, and download the file to a local directory.

Prerequisites

You have run *Tax Reporter* for the desired tax form class (*W-2 Processing*, for example).

Procedure

3. From the US Payroll menu choose *Subsequent activities* → *Period-independent* → *Payroll supplement* -> *Tax reporter*.

The *Tax Reporter* screen appears.

2. To view magnetic media files for all tax form classes for both productive and test generation runs, choose the *All mag. media files* function button.



You can also restrict your selection to magnetic media files generated for a particular form class and generation run type (productive or test) by choosing the desired form class from the *Tax Forms* tree structure, the corresponding *PROD. run* or *TEST run* tab on the main screen, and then the *mag. media files* function button.

3. If the *Sorting order* dialog box appears, specify the order in which you wish to have the magnetic media files displayed, and then choose *Continue*.



If you have already defined a default sort order in Preferences, this dialog box will not appear. For further information on defining user preferences, see [User Preferences in Tax Reporter Generation \[Page 701\]](#).

Result

A list of the magnetic media files generated in Tax Reporter is displayed according to your selection criteria. From this screen, you can drill down to view the contents of the magnetic media files displayed or download these files.

Correction W-2 Forms

Definition

A Correction W-2 is an adjusted version of the employee copy of Form W-2, and can be generated before tax forms are filed with tax authorities.

Use

Before you file your W-2s with the relevant tax authorities, Tax Reporter allows you to generate Correction W-2s for employees whose wage and tax information is adjusted after the W-2 employee copies have been distributed. "Correction" is printed on the face of Correction W-2s to differentiate these forms from the incorrect originals.

Generating Correction W-2 Forms

Generating Correction W-2 Forms

Use

In some cases it is necessary to make a correction to an employee's payroll results that will affect his or her W-2 form. If this change is made after you have generated and distributed W-2s to employees, but before have filed the W-2s with tax authorities (no "File date" in the Generation Bookkeeping Table for the SAPS file (HR_F_W2)), you can produce Correction W-2 forms within *Tax Reporter*.

Whenever a payroll is run which changes tax amounts for a period that has already been reported from Tax Reporter, Payroll flags the employee and the run in a special Cross-Period Recalculation table (T5UQR). The Payroll function that performs this check and flagging is UCQRC. The procedure below shows how you can take advantage of this function

Prerequisites

You have adjusted the payroll results of the employees for whom you are generating Correction W-2s.

Procedure

1. From the US Payroll menu choose *Subsequent activities* → *Period-independent* → *Payroll supplement* → *Tax reporter*.
2. The *Tax Reporter* screen appears.
3. On the tree structure on the left side of the screen, choose *Annual* and then *W-2 Processing*.
4. The *W-2 Processing* generation screen appears.
5. Enter the relevant tax company and generation date in the appropriate field, and on the *PROD. run* screen select *Generate employee copy*, *Generate magnetic tape* and then the *Employee copy* icon.
6. Select the *Correct employees only with retroactive changes* radio button.



The other radio buttons provide additional options, such as forcing correction for specific employee numbers. This may be useful if a change was made that did not cause the employee to be flagged in T5UQR, such as a name or Social Security number change.

7. Choose *Online*.



If you prefer to generate your forms in the background, choose *Background*. On the dialog box that appears, enter your background job scheduling information, and choose *Save*.

8. A dialog box appears asking whether or not you wish to overwrite existing results. Choose *Yes*.
9. The *Generation run output* screen displays the categories of output organized in a tree structure.

Generating Correction W-2 Forms

10. To print the employee Correction W-2 forms, expand the Forms folder of the tree structure and choose the icon next to Form W-2 Multiple Copy per Employee On the Tax reporter Forms Print/Preview screen, choose Print. On the following screen, specify an output device and then choose the print icon.

Result

Correction W-2s are generated for the specified employees and the magnetic media files are updated to reflect the adjustments.



Even if you generate Correction W-2s for only a few employees, the system may require considerable time to process the form data, since all magnetic media files affected by the adjustments must be updated.

Reprinting W-2 Employee Copies

Reprinting W-2 Employee Copies

Use

If you have generated and distributed W-2s to employees and need to reprint a W-2, for example, if an employee requests another copy, you can use this function to reissue a W-2 to an employee.

Procedure

1. From the US Payroll menu choose *Period-independent*, then *Payroll supplement* → *Tax reporter* → *Generation*.

The *Tax Reporter: Generation* screen appears.

2. Enter the desired tax company and generation date in the appropriate fields.
3. Choose *Annual* from the tree structure on the left side of the screen, and then *W-2 Processing*.
4. Choose the *W-2 Processing (PROD. run)* tab on the main screen.
5. On the screen that appears, enter the desired range of employees, select *Print copies*.



Make sure that you select *Generate employee copy only*.

6. Choose *Online*.

The *Confirmation* dialog box appears.

7. Choose *Print*.

The *W-2 Processing Generation run output* screen appears.

8. Choose the *Forms* folder icon and then icon next to *Form W-2 Multiple Copy per Employee*.

The *Tax Reporter Forms - Print/Preview Utility* screen appears.

9. Choose *Print*, specify an output device, and choose the *Print* icon.

Result

W-2 Forms are printed directly from the tax form data in PCL4. No tax form generation is performed by the Print Copies function. You can also use the "Print copies" function to generate magnetic media from the tax form cluster.

Generating for W-2c Forms

Prerequisites

You must have generated W-2s for a Tax Company in production mode and marked the run as filed (using the menu path Tools->Set filing date in Tax Reporter).

Procedure

1. From the US Payroll menu choose *Subsequent activities* → *Period-independent* → *Payroll supplement* -> *Tax reporter*.

The *Tax Reporter* screen appears.

2. On the tree structure on the left side of the screen, choose *Annual*, and then *W-2c Processing*.

The *W-2c Processing* generation screen appears.

3. Enter the desired tax company and generation date in the appropriate fields (if you leave the tax company field blank, all tax companies will be selected).

5. On the *W-2c PROD. run* screen, enter the desired range of employees and choose *Online*.



If you prefer to generate your forms in the background, choose *Background*. On the subsequent dialog box that appears, enter your background job scheduling information, and choose *Save*.

The *Generation run output* screen appears, displaying the categories of output organized in a tree structure.

5. To print the employee copy *W-2c Forms*, expand the *Forms* folder of the tree structure and choose the icon next to *W-2c Forms* in the list that appears. On the *Tax reporter Forms Print/Preview* screen that appears, choose *Print*. Specify an output device and then choose the print icon.
6. To download a magnetic media file to a local directory, expand the *Magnetic Media* file folder, choose the desired file from the list that appears. The *View/Download Magnetic Tape Files* screen appears, which displays the contents of the file. Choose *Download*, and on the following dialog box that appears, specify a local directory and *Save*.



If you would like to view the structure of the file, choose *File Structure* from the *View/Download Magnetic Tape Files* screen.

Result

W-2c forms and data are generated for the employees selected. Six forms (copies A, B, C, D, 1, and 2) are produced for each employee. The system outputs two forms per page (A with 1, B with 2, and C with D) for a total of three pages. The system also generates a separate Notice to

Generating for W-2c Forms

Employee and a summary W-3c form. When you generate W-2c forms for multiple employees, the copies are sorted by employee.

Some of the boxes on the W-2 do not have boxes that directly correspond to them on the W-2c. The table below shows where the corrected amounts go on the W-2c if there are no designated boxes for the information on the W-2c.

Original on W-2	Is placed on W-2c in
Advance EIC payment (Box 9)	Empty box on the left
Dependent care benefits (Box 10)	Empty box on the left
Nonqualified plans (Box 11)	Empty box on the left
Benefits included in box 1 (Box 12)	Empty box on the left
Box 13 items A - H	Empty box on the left
Special tax types (Boxes 19-21)	Boxes 20-21

Box 19 on the W-2 contains text information. This information is placed in front of the Box 20 and Box 21 information on the W-2c.

Multiple Worksite Reporting

Use

Employers are required to submit the Multiple Worksite Report (MWR) to the Bureau of Labor Statistics (BLS) in addition to quarterly state unemployment insurance (SUI) contribution and wage reports to state authorities.

Integration

The Multiple Worksite Report is a subset of the Tax Reporter component. It relies on results from the Payroll component and master data from Personnel Administration. When payroll is run, worksite information is stored in the TAXR table of the payroll results cluster. When you prepare to run Tax Reporter, this worksite data is transferred to the Tax Interface tables (T5UT1 and T5UT2). MWR pulls this worksite data from the Tax Interface tables.

Features

The MWR is a totaling report that reports the sum of employees in different worksites, rather than providing details for each employee. The MWR also lists, per worksite, total wages for the reporting period, headcount by month, and reporting unit address. This report generates a file in the magnetic tape format required by the BLS. A paper log is also created (for employer record-keeping purposes only). The MWR can be filed individually to each state or centrally to the BLS for all states (provided you have registered with the BLS).

Running the Multiple Worksite Report

Running the Multiple Worksite Report

Prerequisites

- You have entered the relevant worksite data for each of your employees in Infotype 209 (Unemployment State) and have decided whether you want to file the MWR separately for each state, or centrally for all states.
- If you choose to file the MWR centrally for all states, you must first register with the Bureau of Labor Statistics (BLS).

Procedure

1. Choose: *Human resources* → *Payroll* → *America* → *USA*, then *Subsequent activities* → *Period-independent* → *Payroll supplement* → *Tax reporter*.

The *Tax Reporter* screen appears.

2. Run the *Tax Reporter* function for that company or companies, using **Multiple Worksite Report - Combined** for central filing to the BLS or **Multiple Worksite Report - State Level** if you are filing the MWR by state.



SAP recommends filing the MWR centrally with the BLS for all states.

3. Download the TemSe file created by Tax Reporter to magnetic tape, and submit the tape to the appropriate authority.

Result

You have generated the data for the Multiple Worksite Report and can now submit it to the appropriate authority.

New Hire Reporting

New Hire Reporting

Use

The Personal Responsibility and Work Opportunity Act of 1996 requires reports to be generated and sent to state tax authorities after new employees are hired. Companies that operate in multiple states can also choose to file their new hire reports for all states centrally to one state. The New Hire Report generates these reports, which include all federal and state requirements.

Prerequisites

Depending on the state or states in which your company operates, the New Hire Reporting frequency may vary. Determine the required reporting frequency prior to running the New Hire Report.

Features

The report contains the following *federally* mandated information for each new hire in the reporting period:

- Employee name
- Social Security Number
- Employee address
- Employer name
- Employer address
- Employer Identification Number (EIN)

Some states require additional types of information, such as employee date of birth, hire/rehire date, and employer SUI account number.

The report allows employers to choose any state in which they operate as the one to which they report all new hires. Based upon that choice, the system automatically selects the appropriate information required by that state and produces a data file for all newly hired and rehired employees for the period specified.

The report results can be output on magnetic media or printed and saved.

Activities

To run the New Hire Report from the Personnel administration menu choose *Administration* → *Reporting* → *Reports* → *Administration US* → *Compliance* → *New Hire Reporting*. When you run this report, it reads all needed employer and employee data from various sources, including the tax interface tables and employee master data from infotypes 0000, 0001, 0002, 0006, 0007, 0167, 0209, and 0210. The program also determines which information is necessary for each new employee in the reporting period selected, depending on the employee's Unemployment Insurance (UI) state.

Running the New Hire Report

Prerequisites

Determine the reporting period required by the states in which your company operates prior to running the New Hire Report. Also ensure that all required data has been entered in the relevant infotypes.

If you choose to submit the combined report on magnetic media, you also need to choose which state you will be submitting the report to.

Procedure

1. From the Personnel administration menu choose *Administration* → *Reporting* → *Reports* → *Administration US* → *Compliance* → *New hire reporting*.
2. Specify your selection criteria under *Report-specific selections*.



The report only selects active employees (employees with employment status '3'). If necessary, you can make additional selections for the report under the *Selection* section.

3. Choose the type of output you want (paper or magnetic media).

If you choose to output the report on magnetic media, select which state you are reporting to and specify the path and name of the file.

4. Choose *Execute*.

Result

A summary of the required data for the employer and each new employee is displayed. The report results can be printed and saved. If you chose to output the report on magnetic media, the file is saved to the path and file name you specified.

Running the NC-9901: Report of Organization

Running the NC-9901: Report of Organization

Use

Federal law requires US business to submit payroll data to the Bureau of the Census for the previous calendar year in the form of Form NC-9901: Report of Organization. This program generates the data for this report.



You must obtain special software from the Bureau of the Census (Computerized Self-Administered Questionnaire - CSAQ) to complete the information on the file output by this program and submit the file to the Bureau.

Prerequisites

- You have maintained worksite data for your employees in Infotype 0209 (Unemployment State).
- You have defined the activity codes for Form NC-9901 in the Payroll Administration Implementation Guide under step *Define activity codes* and defined additional data for your worksites in the US Payroll Implementation Guide under step *Define unemployment worksites*.

Procedure

1. Choose *System* → *Services* → *Reporting* and execute Program **RPLNCU00**.

The *NC-9901 Report: Generate Importable File* screen appears.

2. Define the selection period for the report.



The system recognizes the current date and defaults the selection period to the previous year.

3. Choose *Org. structure* and select the organizational units for which you want to run the report, or enter your selection criteria in the *Selection* section.
4. Define the complete file path and file name for your output in the *Local output file name* field.
5. Choose *Execute*.



You can also execute the program in the background by choosing *Program* → *Execute in background*.

Result

You have generated a file with the data for the report. You can now import this file into the software from the Bureau of the Census, complete the necessary information and submit it.

Running the NC-9901: Report of Organization

The program outputs the annual and quarterly payroll amounts in thousands. For example, if the annual payroll amount for the company were \$100,000, then 100 would appear as the annual payroll amount in the output.

HIPAA Reporting

HIPAA Reporting

Use

This report generates a letter to any employee who has recently lost a medical benefit. You can configure a feature that allows you to generate similar letters when other benefits are lost. The report ensures compliance with the Health Insurance Portability and Accountability Act (HIPAA).

Prerequisites

SAPscript form *HR_HIPAA_FORM_F* and feature PLTIP should be configured as needed prior to running the report.

Features

This letter outlines the medical coverage data, including the beginning and end dates of the coverage and dependent information. The employee/former employee can then show this letter to his or her next employer in order to ensure continuous coverage under HIPAA guidelines.

Activities

The HIPAA reporting process begins whenever an employee or dependent loses a medical benefit. This is triggered by a personnel action such as a termination. Whenever an employee loses a medical benefit, start the HIPAA. This report checks table T5UB1 to see whether a benefit plan type MEDI exists for the employee. It then generates a letter to the employee.

Running the HIPAA Report

Prerequisites

Make sure that feature PLTYP checks table T5UB1 for plans with benefit type MEDI within country grouping 10. This will ensure that the report will comply with regulatory requirements by generating letters to all employees who have lost a medical benefit.

Procedure

Periodically run the HIPAA Report to generate letters to your employees who have lost a medical benefit. To access this report from the Personnel administration menu choose *Administration* → *Reporting* → *Reports* → *Administration US* → *Compliance* → *HIPAA Reporting*.

Result

The system generates letters for all affected employees.

US Workers' Compensation Summary Report

US Workers' Compensation Summary Report

Use

The US Workers' Compensation Summary Report provides you with a summary of the workers' compensation information for a given organizational unit, as well as detailed workers' compensation information per employee. This information serves as a basis for calculating workers' compensation insurance premiums.

Integration

This report reads data defined for your employees and/or organizational units defined in the *Workers' Compensation* chapter of the *Personnel Administration Implementation Guide* under *Organizational Data*. You can also make workers' compensation code assignments and other settings using the *WC State and Code* PD infotype for organizational units and the *WC State, Code, Attribute* PD infotype for positions.

Features

The report generated contains the following information:

- Workers' compensation state
- Organizational unit number and name
- Workers' compensation code
- Total number of employees
- Workers' compensation wage
- Detailed employee workers compensation information
- Employee name
- Personnel number
- Organizational unit
- Position
- Workers' compensation state, code, and wage

Period-related parameters:

You can specify any calendar period for which you want the workers' compensation data to be selected for the report.

Selection parameters: Organizational unit/Personnel number

Report-specific selection: Include workers' compensation wages in report

Show detail list in background

Activities

To access this report from the Personnel management menu choose *Administration* → *Info System* → *Reports* → *Administration US* → *Workers' compensation* → *US workers' compensation report*.

US Workers' Compensation Summary Report



For more information, see the application help for the report. It contains details on output options and required configuration.

Using Evaluation Schemas

Using Evaluation Schemas

Use

You can evaluate the payroll results using the respective country-specific schema x500. This schema is only used in a few country versions.

The payroll results are evaluated in an additional run, which is carried out by the payroll driver. A sequential file (TemSe object) is generated with the payroll data. The file created in this way is stored under the respective file name, your user ID, and the date and time of the program run. The subsequent evaluations access this data.

Prerequisites

The payroll run must have been completed successfully for the personnel numbers you want to post.

You are in the *ABAP Editor: Initial Screen*.

Activities

1. You start the payroll driver with the appropriate evaluation schema.
2. Enter the appropriate values in the fields and set the required indicators.
3. Choose *Program* → *Execute* or *Execute + Print* or *In Background*.

If you have chosen *Display log*, after posting, a log will appear on screen which displays the evaluation data.

Evaluating the Payroll Results Using Infotypes or the Logical Database

Use

The following options are available in the SAP system for evaluating the payroll results.

- The [payroll infotypes \[Page 725\]](#) and the [InfoSet Query \[Ext.\]](#)

For detailed information on the InfoSet Query, see the SAP Library under *Human Resources* → *Reporting in Human Resources Management* → *HR Reporting Tools* → *SAP Query (BC-ERV-Que)* → *InfoSet Query*.

- [Logical Database \[Ext.\]](#)

- Standard reports

You can evaluate the payroll results in direct access with the standard reports.



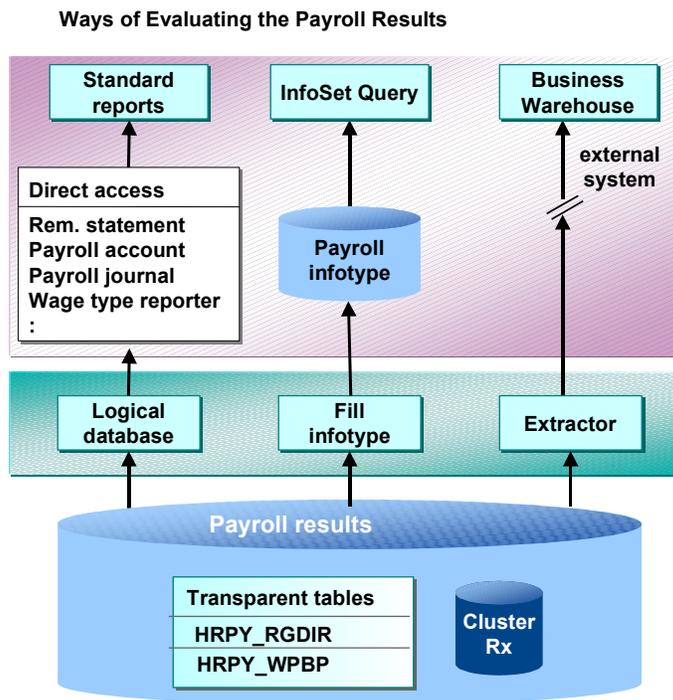
- [Remuneration statement \[Page 498\]](#)
- [Payroll journal \[Page 506\]](#)
- [Payroll account \[Ext.\]](#)
- [Wage type reporter \[Page 512\]](#)

For detailed information on the standard reports, see the SAP Library under *Payroll* → *Other Countries* → *Subsequent Activities*.

- *Business Warehouse*

You can also evaluate the payroll results in the *SAP Business Warehouse* environment. For detailed information on this, see the Business Warehouse in the SAP Library.

Evaluating the Payroll Results Using Infotypes or the Logical Database



Scope of Function

Inform yourself of the evaluation options before you evaluate the payroll results.

Comparison of the Evaluation Options using Payroll Infotypes or using the Logical Database PNP with the Enhancements for the Payroll Results

General criteria for the evaluation	Payroll infotypes for the evaluation with the InfoSet Query	Enhancement of the logical database PNP for Payroll for direct evaluation with reports
Evaluation path	If you want to evaluate the payroll results using the InfoSet Query [Ext.] , use the relevant payroll infotype (for example, <i>Monthly Cumulation</i> (0458)). You use the payroll infotype to provide the InfoSet Query with the payroll results for evaluation.	If you want to use reports to evaluate the payroll results, you use the logical database for Payroll. The reports call the logical database to evaluate the payroll results. The InfoSet Query does not use the logical database for Payroll to evaluate the payroll results.

Evaluating the Payroll Results Using Infotypes or the Logical Database

<p>Storing the data</p>	<p>The SAP system stores the data in the transparent tables for the payroll infotypes. Special wage types called evaluation wage types [Ext.] are available for this purpose.</p>	<p>The payroll driver stores the data for the logical database redundantly, in transparent form, in the following tables:</p> <ul style="list-style-type: none"> • <i>Directory information</i> from the CU cluster is stored in the transparent table HRPY_RGDIR. The cluster remains in the system. • Data for the <i>Work Center/Basic Pay</i> (Table WPBP) from the RX cluster is stored in the transparent table HRPY_WPBP. The RX cluster remains in the system.
<p>Calling the data</p>	<p>The SAP system only calls the current payroll results. You can select the evaluation data with the help of wage types.</p>	<p>The SAP system calls all the payroll results from the evaluation period for processing.</p>
<p>Data Selection</p>	<p>You get a quick selection of the payroll results with the help of the wage types that are provided in the payroll infotype.</p>	<p>You get a high-performance selection of the payroll results with the help of selected fields from the <i>Period</i> group box and the organizational fields from the <i>Selections</i> group box (for example, personnel number, payroll area or company code).</p> <p>Example in report: EXAMPLE_PNP_GET_PAYR_OLL [Page 741]</p>
<p>Programming</p>	<p>You should not change the programming of the payroll infotypes and use (read) them in other programs.</p>	<p>You can use the existing reports to evaluate or write evaluation reports using program examples [Page 741]</p>
<p>Validity for the countries</p>	<p>As well as payroll infotypes [Page 725], that are valid internationally (for example, payroll results: <i>Periodical Values</i> (0402), <i>Monthly Cumulation</i> (0458) there are payroll infotypes that are valid for one country.</p>	<p>In the SAP system, there is one logical database for all countries. Country-specific features are provided by standardizing the node PAYROLL (for example, NODES: PAYROLL TYPE PAYUS_RESULT)</p>

Evaluating the Payroll Results Using Infotypes or the Logical Database

Prerequisites

Description	Payroll infotypes	Enhancement of the PNP logical database for Payroll
Customizing	<p>In Customizing for Personnel Management under Human Resources Information System → Payroll Results [Ext.] you have:</p> <ul style="list-style-type: none"> • defined the evaluation wage types • assigned the wage types • set up the payroll infotype • assigned the payroll infotype to Payroll 	<p>In the attributes for the evaluation report, you have specified the following:</p> <ul style="list-style-type: none"> • Logical database: PNP • Selection screen version: 900 selection screen for the payroll results • HR report class for <i>Payroll</i> (for example, the standard value PY_DEF) and the function <i>Payroll report class</i> selected.

Infotypes for Evaluating Payroll Results

Use

In addition to master data, applicant data, and personnel planning data, you can also evaluate payroll results using a query and InfoSet query.

A number of predefined infotypes are available for the evaluation. The wage types required for the evaluation are entered in these infotypes:

Infotype	Meaning
0402	Payroll Results: Period Values
0403	Payroll Results: Period Values (not required at present)
0458	Monthly Cumulation of Payroll Results
0459	Quarterly Cumulation of Payroll Results
0460	Annual Cumulation of Payroll Results

You can either activate these predefined infotypes or create your own infotypes using the same structures. You can enhance these infotypes by using additional wage types and then activating the infotypes. This makes the necessary data, from the payroll results, available on the PNP logical database.



If an error occurs when filling the payroll infotype, refer to the note *Problems when Filling the Payroll Infotype* (note number 0125921).

Furthermore, we recommend that you create your own payroll infotypes in the customer name range 9* and do not modify the payroll infotypes *Payroll Results: Period Values* (0402 or 0403).

USA: Infotypes for Tax Reporting

The pre-defined infotypes 0446 and 0457 are also used for tax reporting. These infotypes have been created specifically for the USA. For more information, see [US Tax Payroll Infotypes \(0446-0457\)](#) [Page 748].

Prerequisites

You have performed the following activities before you set up the evaluation of payroll results using a query or InfoSet Query:

1. In Customizing for *Personnel Management* under *Human Resources Information System* → *Payroll Results* → [Set Up Payroll Infotypes \[Ext.\]](#), you have activated the payroll infotypes you require. You can create new payroll infotypes based on pre-defined payroll infotypes and then enhance these to meet your requirements.
2. The infotype was filled out with the information from a payroll result. You have two options:
 - As long as Customizing has been set up accordingly, data is automatically transferred to the infotype in each payroll run. You do this in Customizing for *Personnel Management*

Infotypes for Evaluating Payroll Results

under *Human Resources Information System* → *Payroll Results* → [Set Up Assignment for Payroll \[Ext.\]](#).

- You can enter data in the infotype without a payroll run using report RPABRI00.

Activities

For information on evaluations using a query or InfoSet query, see [BC - SAP Query \[Ext.\]](#). For information on evaluations in Human Resources, see [Maintaining Queries in the HR Application \[Ext.\]](#).

Payroll Results Infotypes: Period Values (0402 and 0403)

Definition

The *Payroll Results: Period Values* infotype (0402) contains information from the payroll results of the regular payroll run. Infotype 0403 is identical and is currently not required.

The start and end dates for the infotype correspond to the payroll period.

Structure

You define the structure of the infotype in Customizing for *Personnel Management* under [Payroll Results \[Ext.\]](#).

You cannot maintain the infotype on-line. You can maintain the infotype using one of the following methods:

- The data is automatically updated when the payroll run has been completed successfully, however, this must be set up accordingly in Customizing for *Personnel Management* under *Human Resources Information System* → *Payroll Results* → [Set Up Assignment for Payroll \[Ext.\]](#). We recommend that you use this procedure as the data in the payroll infotype is automatically updated by the system (also in the case of retroactive accounting).
- You can update the data at any time using report RPABRI00. We recommend that you use this procedure if existing payroll results should be evaluated.

Using this infotype as a basis, you can evaluate the results of a regular payroll run using the query and the InfoSet Query.

Monthly Cumulations (Infotype 0458)

Monthly Cumulations (Infotype 0458)

Definition

In the standard system, the *Monthly Cumulation of Payroll Results* infotype (0458) contains general information from the payroll results and [cumulation wage types \[Ext.\]](#) referring to one month. This can be useful if the periods for your payroll run are weekly and not monthly, or if payroll is run using a different frequency.

The start and end dates for the infotype correspond to the cumulation period. If your employee, for example, leaves the company in the middle of a cumulation period, you can still access the cumulated values.

Structure

You define the structure of the infotype in Customizing for *Personnel Management* under *Payroll Results*.

You cannot maintain the infotype on-line. You can maintain the infotype using one of the following methods:

- The data is automatically updated when the payroll run has been completed successfully, however, this must be set up accordingly in Customizing for *Personnel Management* under *Human Resources Information System* → *Payroll Results* → [Set Up Assignment for Payroll \[Ext.\]](#).
- You can update the data at any time using report RPABRI00.

Using this infotype as a basis, you can evaluate payroll results using the query and the InfoSet Query.

Quarterly Cumulations (Infotype 0459)

Definition

In the standard system, the *Quarterly Cumulation of Payroll Results* infotype (0459) contains general information from the payroll results, as well as [cumulation wage types \[Ext.\]](#) that refer to quarterly values.

The start and end dates for the infotype correspond to the cumulation period. If your employee, for example, leaves the company in the middle of a cumulation period, you can still access the cumulated values.

Structure

You define the structure of the infotype in Customizing for *Personnel Management* under *Payroll Results*.

You cannot maintain the infotype on-line. You can maintain the infotype using one of the following methods:

- The data is automatically updated when the payroll run has been completed successfully, however, this must be set up accordingly in Customizing for *Personnel Management* under *Human Resources Information System* → *Payroll Results* → [Set Up Assignment for Payroll \[Ext.\]](#).
- You can update the data at any time using report RPABRI00.

Using this infotype as a basis, you can evaluate payroll results using the query and the InfoSet Query.

Annual Cumulations (Infotype 0460)

Annual Cumulations (Infotype 0460)

Definition

In the standard system, the infotype *Annual Cumulation of Payroll Results* (0460) contains general information from the payroll results as well as [cumulation wage types \[Ext.\]](#) for annual values.

The start and end dates for the infotype correspond to the cumulation period. If your employee, for example, leaves the company in the middle of a cumulation period, you can still access the cumulated values.

Structure

You define the structure of the infotype in Customizing for *Personnel Management* under *Payroll Results*.

You cannot maintain the infotype on-line. You can maintain the infotype using one of the following methods:

- The data is automatically updated when the payroll run has been completed successfully, however, this must be set up accordingly in Customizing for *Personnel Management* under *Human Resources Information System* → *Payroll Results* → [Set Up Assignment for Payroll \[Ext.\]](#).
- You can update the data at any time using report RPABRI00.

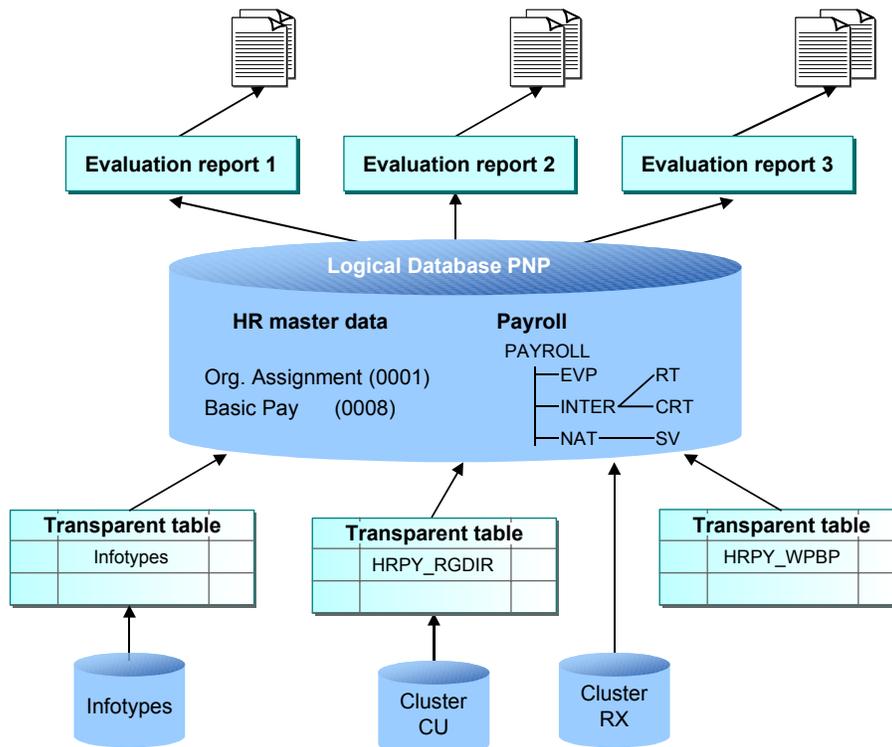
Using this infotype as a basis, you can evaluate payroll results using the query and the InfoSet Query.

Using the Logical Database for Payroll

Use

From Release 4.6A, the evaluation of payroll results is supported by a logical database that is integrated in the [logical database PNP for HR master data \[Ext.\]](#). This tool enables you to create programs for the evaluation of payroll results both simply and quickly.

Mode of Operation of the Logical Database PNP with the Enhancements for Evaluation of the Payroll Results



Using the logical database for payroll results has the following advantages for the user:

- You can access the payroll results faster and more easily.
- It is a simple and standardized way of evaluating the payroll results.
- Evaluation reports use this standardized interface and have a standard appearance.
- The performance of the evaluation reports is improved by using transparent tables for data selection.
- The number of coding lines in the evaluation programs (reports) is reduced by up to 60 percent.
- An evaluation report can be created in less time.
- The logical database supports use of the [HR process workbench \[Page 102\]](#). This improves integration in the whole payroll process.

Using the Logical Database for Payroll

- The selection screen can be customized. To do this, you use the new [report categories \[Page 746\]](#)
- Different sort variants (all the fields for WPBP and RGDIR can currently be sorted)
- It is not necessary to customize the payroll infotypes.



Use the logical database for payroll for new reports that evaluate the payroll results.

Scope of Function

The most important functions are:

- Data Retrieval

The [logical database \[Ext.\]](#) consists of special ABAP programs that also provide the programs in *Payroll* with the evaluation data. All the data in a payroll record is provided in the subobjects for a [complex structure \[Page 736\]](#) at a selected time. To evaluate the payroll results, you can use reports from the standard system or create your own reports.

- Data Selection

The logical database provides a particular view of the database tables for *Personnel Administration* (PA-PA) or *Payroll* (PY) and enables you to select and evaluate payroll results according to particular criteria.



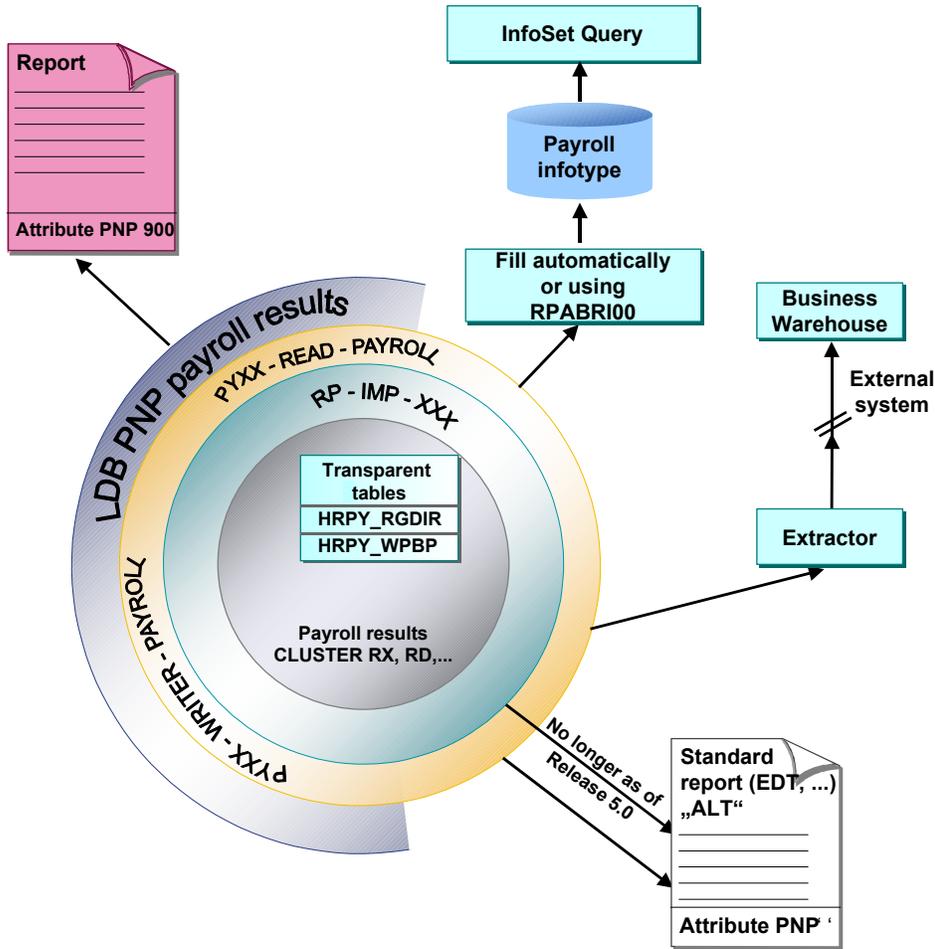
Employees can now be selected on the selection screen of the evaluation report according to organizational criteria, for example, you can select all employees in a payroll area, however, the selection is made using exclusively the payroll results.

- Authorization

The system checks whether the user who started the evaluation has the correct authorization for this evaluation. The authorization concept corresponds to the concept of the previous PNP report.

Using the Logical Database for Payroll

Technical Realization of the Evaluation Options for Payroll Results



Comparison of the Logical Database for HR Master Data and the Logical Database for Payroll

Technical Criteria or Enhancements	Logical Database for HR Master Data (PNP)	Logical Database for Payroll (PNP with Screen 900)
------------------------------------	---	--

Using the Logical Database for Payroll

Time of data retrieval	<p>There is only one date available for data retrieval:</p> <ul style="list-style-type: none"> At the time of GET PERNR, all infotype records are placed in an internal table for one personnel number 	<p>Several data retrieval events exist:</p> <ul style="list-style-type: none"> At the time of GET PERNR, all the infotype records are made available in an internal table (infotype table) for one personnel number At the time of GET PAYROLL, the payroll results for a personnel number are made available in a complex structure If all GET PAYROLL events have run for a personnel number, the event GET PERNR LATE is triggered
Retrieval of payroll data for the evaluation programs	Each internal table and field string (for example, RT, BT, SV, and so on) must be sorted and processed individually	A complex structure containing all tables (WPBP, SV, BT, and so on) for each country
Selection	<ul style="list-style-type: none"> According to infotypes Extends to the HR master data 	<ul style="list-style-type: none"> According to payroll results Extends to the HR master data and payroll results
Evaluation report	<ul style="list-style-type: none"> Uses import macros (for example, RP-IMP-C2-RX) Sorting required 	<ul style="list-style-type: none"> Uses complex structures [Page 736] You can use all fields in the internal tables HRPY_RGDIR and HRPY_WPBP and sort them as required Selection of required sort sequence using the <i>Sort</i> function in the report

Using the Logical Database for Payroll

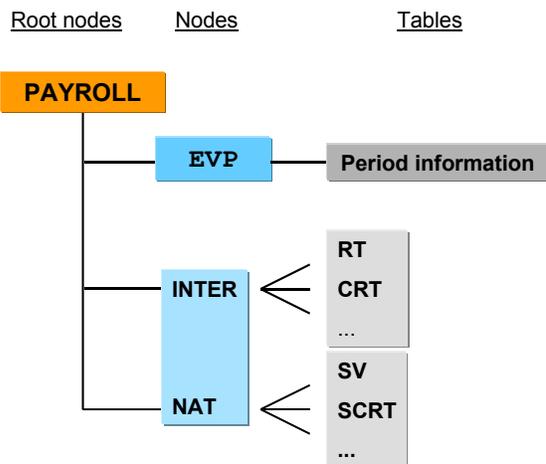
<p>Modifying the selection screen</p>	<p>In Customizing for Personnel Management under <i>Human Resources Information System</i> → <i>Reporting</i> using: Report categories (selection criteria [Ext.])</p>	<p>In Customizing (when creating a report) using: Report categories The fields on the selection screen for the evaluation report are controlled using the new report categories. The main procedure for customizing the selection screen corresponds to the familiar procedure for customizing the PNP report categories.</p>
---------------------------------------	---	---

Structure of Logical Database for Payroll

Structure of Logical Database for Payroll

The logical database for payroll transfers the payroll results to the evaluation reports in a complex structure. This structure contains an international and a national node that are subordinate to the root nodes:

- International node
The international node contains international (non-country-dependent) tables (for example, RT, CRT). The appropriate international tables are filled at runtime and retrieved using the complex structures.
- National node
The national node contains the national tables (for example, SV) The corresponding national tables are determined and filled at runtime using the type assignment.



Conversion of Evaluation Reports

How Do You Convert an Existing Evaluation Report to the Logical Database for Payroll?

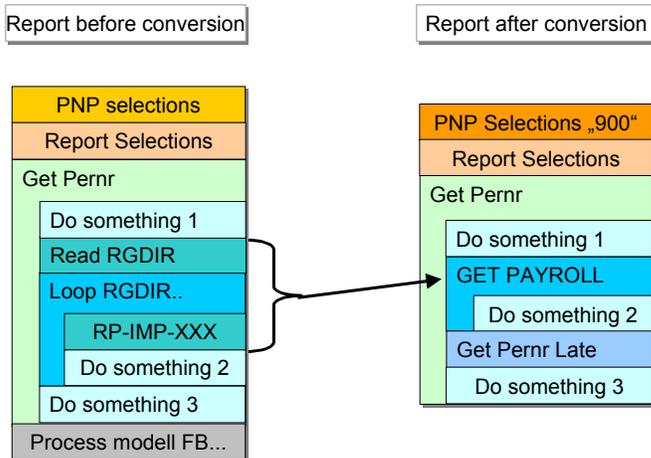
In Release 4.6C, we recommend that you first convert any reports (standard reports and customer reports) that are not used by any other report. You should not convert reports that are called using function modules or other reports (for example, the remuneration statement or the payroll account) in this release.



See the release note *Using the Logical Database for Payroll* for Release 4.6C.

To convert a report to the logical database for payroll, proceed as follows:

- Enter the following in the report attributes:
 - Logical database: **PNP**
 - Selection screen version: **900** selection screen for the payroll results
 - HR report category for payroll: **PY_DEF** of a customer report category
 Select *Payroll report category*.
- Change the following in the coding:
 - The evaluation report is assigned to a country when the coding line **NODES : PAYROLL TYPE PAY99_RESULT** is inserted.
 - Switch the **RP-IMP-C2-xx** macro to the event **GET PAYROLL**. We recommend that you no longer use the macro **RP-IMP-C2-xx**.



SAP provides the report [EXAMPLE PNP_GET_PAYROLL \[Page 741\]](#) as an example.

Conversion of Evaluation Reports

To convert old evaluation reports, use the [utility macros \[Page 742\]](#), which are contained in the standard system, and one of the listed variants.

- If you only want to make minor changes to the coding of the report, we recommend that you use **variant A** for the conversion. With this variant, the conversion effort required is minimal.
 - Example: [Old coding \[Page 743\]](#)
 - Example: [Variant A – New coding \[Page 744\]](#)
- We recommend that you use **variant B** for the conversion if the report is not very large and you want it to be compatible for further developments.

Switch macro **RP-IMP-C2-xx** to the event **GET PAYROLL**.

- Example: [Old coding \[Page 743\]](#)
- Example: [Variant B – New coding \[Page 745\]](#)

See also:

[Example 1: ABAP Coding: Read International Payroll Results \[Page 739\]](#)

[Example 2: ABAP Coding: Read National Payroll Results \[Page 740\]](#)

[Example 3: Utility Macros for Report Conversion \[Page 742\]](#)

[Example 4: Old Coding \[Page 743\]](#)

[Example 5: Variant A – New Coding \[Page 744\]](#)

[Example 6: Variant B – New Coding \[Page 745\]](#)

[Example 7: Report EXAMPLE_PNP_GET_PAYROLL for Evaluation of Payroll Results \[Page 741\]](#)

ABAP Coding: Read International Payroll Results

The system reads the international part of the payroll results for all clusters. The **GET PAYROLL** event is triggered for all personnel numbers and not just for the international country grouping (99).

Segment from coding

```
NODES: payroll TYPE pay99_result.
DATA: wa LIKE LINE OF . . payroll-inter-rt.
GET PERNR.
...
GET PAYROLL.
  LOOP AT payroll-inter-rt
    INTO wa.
    WRITE: wa-lgart.
  ENDLOOP.
```

ABAP Coding: Read National Payroll Results

ABAP Coding: Read National Payroll Results

The system reads country-specific payroll results (for example, for Germany). The **GET PAYROLL** event is only triggered for personnel numbers for the specified country.

Segment from coding

```
REPORT EXAMPLE_ ...
NODES: payroll TYPE payde_result.
...
GET PERNR.
...
GET PAYROLL.
  LOOP AT payroll-inter-rt INTO wa1.
    WRITE: wa1-lgart.
  ENDLOOP.
  LOOP AT payroll-nat-sv INTO wa2.
    WRITE: wa2-rvnum.
  ENDLOOP.
```

ABAP Coding: Report EXAMPLE_PNP_GET_PAYROLL for Evaluation of Payroll Results

This report uses the logical database PNP to evaluate the payroll results.

Example: Short version of report `EXAMPLE_PNP_GET_PAYROLL`

REPORT EXAMPLE_PNP_GET_PAYROLL.

** You find an extended version*

** of this report in your R/3 system !*

TABLES: pernr, pyorgscreen, pytimescreen.

NODES: payroll TYPE pay99_result.

Data: g_result_counter type i.

GET pernr.

WRITE: / 'Currently working on:', pernr-pernr.

GET pernr LATE.

WRITE: / 'Found', g_result_counter,
 'results for #', pernr-pernr.

ULINE.

GET payroll.

g_result_counter = g_result_counter + 1.

WRITE: / 'Seq No. = ', payroll-evp-seqnr,
 'In period =', payroll-inter-versc-inper,
 'In period =', payroll-inter-versc-inper,
 'Pay date =', payroll-inter-versc-paydt.

Utility Macros for Report Conversion

Segment from Coding

```

REPORT
INCLUDE h99paytransmac.
NODES: payroll TYPE payDE_result.
...
GET PERNR.
...
GET PAYROLL.
Copytodata payroll.
LOOP AT rt INTO wa.
    WRITE: wa-lgart.
ENDLOOP.
...

```

```

RT[] = &1-INTER-RT.
CRT[] = &1-INTER-CRT.
BT[] = &1-INTER-BT.
CO[] = &1-INTER-CO.
C1[] = &1-INTER-C1.
...

```

The SAP system contains generated macros for easy conversion of old reports. The coding for this report is based on the individual payroll tables (for example, RT, CRT).



- For the O tables (for example, ORT), use `copytodata_o`.
- To transfer the contents of the single tables (for example, RT) to the complex structure, use `copytostruc(_o)`.
- The macro `copystruc_o` works in the same way as `copystruc` but for O tables.

Example – Old Coding

Segment from coding

```
INCLUDE: RPC2RX00.  
INCLUDE: RPC2RXX0.  
INCLUDE: RPPFXD00.  
DATA: BEGIN OF COMMON PART BUFFER.  
    INCLUDE RPPFXD10.  
DATA: END OF COMMON PART BUFFER.  
INCLUDE: RPPFXM00.  
...  
START-OF-SELECTION.  
GET PERNR.  
RP-IMP-C2-RX.  
LOOP AT RT.  
...
```

Example: Variant A: New Coding

Example: Variant A: New Coding

Segment from coding

```
INCLUDE: RPC2RX00.  
INCLUDE: RPC2RXX0.  
NODES: payroll type pay99_result.  
...  
START-OF-SELECTION.  
GET PERNR.  
GET PAYROLL.  
COPYTODATA PAYROLL.  
LOOP AT RT.  
...
```

Advantage

Parts of the coding that refer to the single tables (for example, RT, CRT, and so on) need not be changed since the single tables are filled by the macro `copytodate`.

Example: Variant B: New Coding

Segment from coding

```
NODES: PAYROLL TYPE PAY99_RESULT.  
DATA: RT_HEADER TYPE LINE OF HRPAY99_RT.  
...  
START-OF-SELECTION.  
...  
GET PERNR.  
GET PAYROLL.  
LOOP AT PAYROLL-INTER-RT INTO RT_HEADER.  
...
```

Advantage

The use of the complex structure simplifies the layout of the report. This variant does not require the macros. Instead, it uses the new complex structure **PAYROLL**. You do not need to use an **INCLUDE** as in the [Example – Variant A: New Coding \[Page 744\]](#).

Disadvantage

You must replace the link to the single tables (for example, RT, CRT) by a link to the complex structure.

Report Category

Report Category

Definition

The report category specifies which fields are displayed on the selection screens of evaluation reports in *Human Resources*.

Use

Report Categories for HR Master Data

The report categories for *HR Master Data* define which master data fields are displayed on the standard selection screens for standard evaluation reports. Report categories are already assigned to the standard reports.

In Customizing for *Personnel Management*, you can [create report categories \[Ext.\]](#) and [assign a report category to an evaluation report \[Ext.\]](#).



Only change the report categories for the standard SAP reports, if the selection screen for the SAP standard system does not meet your requirements and you are aware of the effect this will have on the selection screen.

Report Categories for Payroll

The report categories for the evaluation of payroll results define which master data fields are displayed on the standard selection screens for evaluation reports.

If you want to create a new evaluation report to evaluate the payroll results using the logical database for payroll, use either report category `PY_DEF`, or create your own report category and assign it to the new report.

See also:

[Creating a Report and Report Category \[Page 747\]](#)

Creating a Report and Report Category

Use

You want to create a new report to evaluate the payroll results.

Prerequisites

You are in the *ABAP Editor* in the *Change Program Attributes* <name report> screen.

Procedure

1. Enter the required values in the fields you are already familiar with.
2. In the *Logical database* field, enter **PNP** and in the *Selection screen version* field, enter **900** for the logical database for payroll.
3. Choose *HR report categories*.

The *Report Category Assignment* dialog box appears.

4. Select *Payroll results (Cluster)* and enter the name of the new report category.
5. Choose  *Create report category*.

The *View Change "Time Selection Definition" Overview*: screen appears.

6. To develop the report further, define the time and organizational selections.
7. Save your entries.

Result

You can use the report to evaluate payroll results.

US Tax Payroll Infotypes (0446 - 0457)

US Tax Payroll Infotypes (0446 - 0457)

Definition

The US tax payroll infotypes contain Federal, State, and Local tax data from generated payroll results. As the table below indicates, SAP delivers predefined US Tax infotypes for various tax authority/periodicity combinations. Alternatively, you can copy the DDIC structures of these infotypes and generate custom infotypes using your customer name range.

Tax Level	Payroll Period	Monthly Cumulations	Quarterly Cumulations	Annual Cumulations
Federal	0446	0447	0448	0449
State	0450	0451	0452	0453
Local	0454	0455	0456	0457

Use

You can select these infotypes to retrieve US tax data from payroll results, when generating reports with Query and Ad-hoc Query functionalities. For further information see [Reporting of Payroll Results \[Page 721\]](#).



Before you can use these infotypes to evaluate payroll results with Query or Ad-hoc Query, you must have first configured the infotypes with the desired wage types and have these wage types filled with data from the payroll results. For details, see the *Prerequisites* section of [Reporting of Payroll Results \[Page 721\]](#).

US Garnishments Infotype for ABAP / Ad Hoc Query

Definition

A number of fields are available in Infotype 0195 (Garnishment Order) for reporting purposes. These fields are not visible to the user when displaying or maintaining HR master data, but they are available in the background for query. You can retrieve all information related to garnishments processing from this infotype using ABAP query and ad hoc query. This information includes data from the Garnishment Document (Infotype 0194) and Garnishment Order (Infotype 0195) fields, as well as from payroll results. The table below outlines the fields available for query according to data source:

Fields Available for Query in Infotype 0195

Garnishment Document (Infotype 0194)	Garnishment Order (Infotype 0195)	Payroll Results
Employee	Order type	Amount (collected in current period) ²
Case no.	Rule	Month-to-date ³
Start / End dates of doc.	Initial balance ¹	Year-to-date ⁴
Case no.	Deduction	Total-to-date ⁵
Status	Limit 1 value /unit	Remaining balance ⁶
Released date	Limit 2 value / unit	
Priority	Additional amount Value / unit	
Origin		
Category		
Vendor		
Originator		
Plaintiff		

1. *Initial Balance* - total amount to be garnished as of the date the document is issued.
2. *Amount (collected in current period)* - amount paid during the current payroll period of specified key date. If the key date covers more than one payroll period, this field contains the amount collected during the last period of the key date range. If nothing was collected during this period, the query will return \$0.00.
3. *Month-to-date* - amount paid during the month of specified key date. If the key date covers more than one month, this field contains the amount collected during the last month of the key date range. If nothing was collected this month, the query will return \$0.00.
4. *Year-to-date* - amount paid during the year of specified key date. If the key date covers more than one month, this field contains the amount collected during the last year of the key date range. If nothing was collected this year, the query will return \$0.00.
5. *Total-to-date* - total amount paid as of key date.
6. *Remaining Balance* - the amount that remains to be paid.



For information on evaluations using a query or ad-hoc query, refer to the Basis Components (BC) section of the R/3 Library under *BC - ABAPQuery*. For information on evaluations in Human Resources, see *Special Features when Maintaining Queries from the HR Application* (under *BC - ABAPQuery*).



When you create a functional area to query payroll results for garnishments use only Infotype 0195 (Garnishment Order). If you use Infotype 0194 (Garnishment Document) and Infotype 0195 within the same functional area query, the query results will contain duplicate entries for fields on Infotype 0194.

Interface Toolbox for Human Resources (PX-XX-TL)

Purpose

In the SAP System, you can use the following methods to transfer data from the application components in *Human Resources* (HR) to a third-party system, or vice versa:

- Interface Toolbox
- Application Link Enabling ([ALE \[Ext.\]](#))
- Business Application Programming Interface ([BAPI \[Ext.\]](#))

A comparison of the [technology \[Page 752\]](#) shows which method is most suitable to perform the task.

You use the Interface Toolbox to retrieve data from *Human Resources* for further processing in a third-party system. The third-party system can be a payroll system used outside of the SAP System. This can be useful if, for example, you run gross payroll in your enterprise and the net payroll takes place in a third-party system.

Alternatively, you can use the Toolbox to import results based on personnel numbers from the third-party system and use them for payroll in the SAP System.

You use the interface to

- Evaluate data from *Human Resources* in a third-party system
- Run payroll partially or completely in a third-party system

The data is retrieved from the *Personnel Administration* (PA-PA), *Payroll* (PY), and *Time Management* components, or from all three.

Access

You access the Toolbox using transaction PU12.

In the *Time Management* component (PT), you call the Interface Toolbox from the menu. Choose *Time Management* → *Administration* → *Environment* → *Third-party payroll*.

In the *Payroll* component (PY), you also call the Interface Toolbox from the menu. In the *SAP Menu*, choose *Human resources* → *Payroll* → *Tools* → *Maintenance tools* → *Interface Toolbox*.

Features

Selected examples show which scenarios can be performed using the Toolbox:

- [Exporting master data to a third-party system \[Page 754\]](#)
- [Exporting master data and payroll results to a third-party system \[Page 756\]](#)
- [Gross payroll in an SAP System and net payroll in a third-party system \[Page 758\]](#)

The Toolbox enables you to create an interface as well as carry out routine work. The following processes and associated functions are important for using the Interface Toolbox:

- For the data export
 - [Setting up the interface for exporting with the Toolbox \[Page 760\]](#)
 - [Data export with the Toolbox \[Page 762\]](#)
- For the data import
 - [Importing wage types with the Toolbox \[Page 925\]](#)



For detailed information on the required activities, see the individual sections.

Technology for Interface Scenarios

Task	Method
<p>Export HR master data (infotypes) from the SAP System to a third-party system</p>	<p>Interface Toolbox</p> <ul style="list-style-type: none"> • Transport HR master data from all possible infotypes (also customer infotypes) • Convert selected data to file format for third-party system • Example: Export master data to a third-party system [Page 754] <p>ALE [Ext.] (Application Link Enabling)</p> <ul style="list-style-type: none"> • The standard system contains an ALE business process for some infotypes • You can insert additional infotypes (see note in OSS note system) <p>Data is exported in the SAP format only (no conversion)</p>
<p>Import HR master data (infotypes) from the third-party system to the SAP System</p>	<p>ALE / BAPI [Ext.]s (Business Application Programming Interface)</p> <ul style="list-style-type: none"> • Batch input technology [Ext.]
<p>Export payroll results (infotypes) from the SAP System to a third-party system</p>	<p>Interface Toolbox</p> <ul style="list-style-type: none"> • Select all possible tables in Payroll • Additional options for processing wage types (for example, consideration of retroactive accounting) • Example: Export master data and payroll results to a third-party system [Page 756] <p>Combination of Toolbox and ALE</p> <ul style="list-style-type: none"> • The Toolbox fills the IDocs • Distribute the complete IDocs using ALE • IDocs exist in the SAP interface for North America - they can be used by customers (in IDoc administration, these are the IDoc types that begin with 'HROT')

Technology for Interface Scenarios

<p>Import wage types from a third-party system to the SAP System</p>	<p>Process (See also: Importing Wage Types with the Interface Toolbox [Page 925])</p> <ol style="list-style-type: none"> 1. Transfer the wage types to interface tables with <ul style="list-style-type: none"> – Transfer by customer program – A BAPI (Object: BUS7023 Manager for External Payroll; Method: InsertOutsourcer) 2. Start payroll to transfer the wage type to the payroll result
<p>Export time evaluation results (infotypes) from the SAP System to a third-party system</p>	<p>Interface Toolbox Selection of Time Management tables that are relevant for payroll (tables: ZL, C1, ALP)</p>
<p>Import time evaluation results from the third-party system to the SAP System</p>	<p>Human Resources and external applications [Ext.]</p>
<p>Change validation (Transport changed data to third-party system)</p>	<p>Interface Toolbox (See also: Change Validation [Page 798])</p> <ul style="list-style-type: none"> • Change validation is possible for individual fields or for complete infotype records • Method: Import all data and compare it with old data (check performance). <p>ALE</p> <ul style="list-style-type: none"> • Change validation only possible on infotype record level (export complete infotype record) • Method: Change display technology (system recognizes changes to the infotype and only exports these if a change takes place)

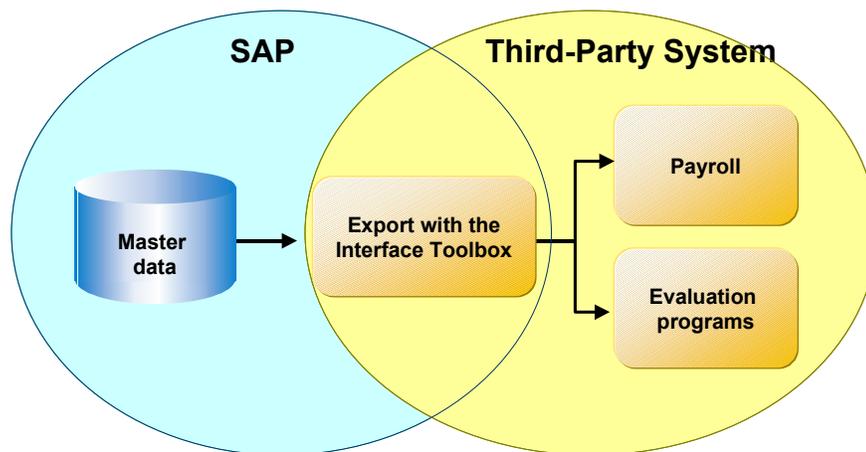
Example 1: Export Master Data to a Third-Party System

Example 1: Export Master Data to a Third-Party System

Task

You want to export HR master data from the SAP System to a third-party system to be used as a basis for

- Evaluations
- Payroll



This application example is simple to effect with the Interface Toolbox.



Only master data is taken from the SAP System. No information is transferred from the third-party system to the SAP System.

Prerequisites

You use the *Personnel Administration* application component (PA-PA) in your enterprise.

Method

Step	in the SAP System	In the Third-Party System
1. Export HR master data (infotypes) from the SAP System to a third-party system	With the Toolbox <ul style="list-style-type: none"> • Set up the interface for the export • Run the data export 	The master data and payroll results from the SAP System are in the third-party system.

Example 1: Export Master Data to a Third-Party System

<p>2. You start payroll or payroll reporting programs in the third-party system.</p>		<p>The payroll and reporting results are available in the third-party system.</p>
--	--	---

Example 2: Export Master Data and Payroll Results to Third-Party System

Example 2: Export Master Data and Payroll Results to Third-Party System

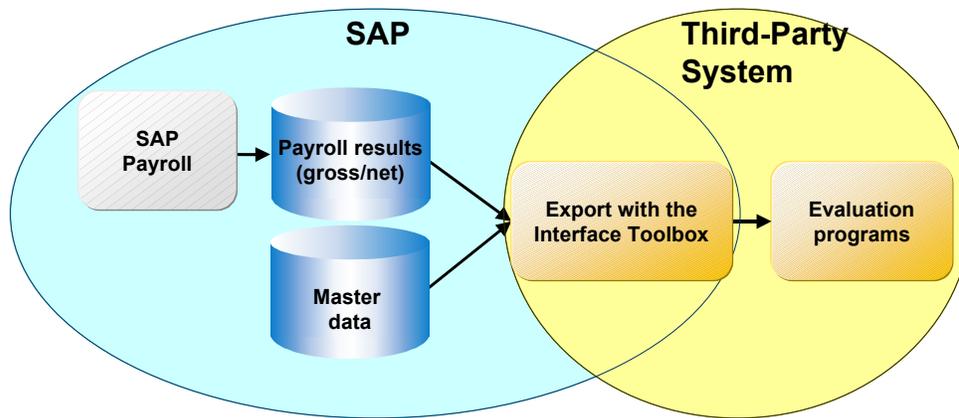
Task

You want to use HR master data and payroll results (gross or net) from the SAP System to a third-party system as a basis for

- Evaluations
- Payroll

You can also transfer time results to the third-party system instead of the payroll results.

No information is transferred from the third-party system to the SAP System.



Prerequisites

You use the following application components in your enterprise:

- *Personnel Administration (PA-PA)*
- *Time Management (PT)*
- *Payroll (PY)*

You have set up gross payroll in the SAP System.

Method

Step	in the SAP System	In the Third-Party System
1. You run payroll (gross or net) in the SAP System.	The payroll results are available after a successful payroll run.	

Example 2: Export Master Data and Payroll Results to Third-Party System

<p>2. You export the master data (infotypes) and the payroll results to the third-party system.</p>	<p>With the Toolbox</p> <ul style="list-style-type: none"> • Set up the interface for the export • Run the data export 	<p>The master data and payroll results from the SAP System are in the third-party system.</p>
<p>3. Start the reporting programs in the third-party system.</p>		<p>The reporting results are available in the third-party system.</p>

Example 3: Gross Payroll in SAP System, Net Payroll in Third-Party System

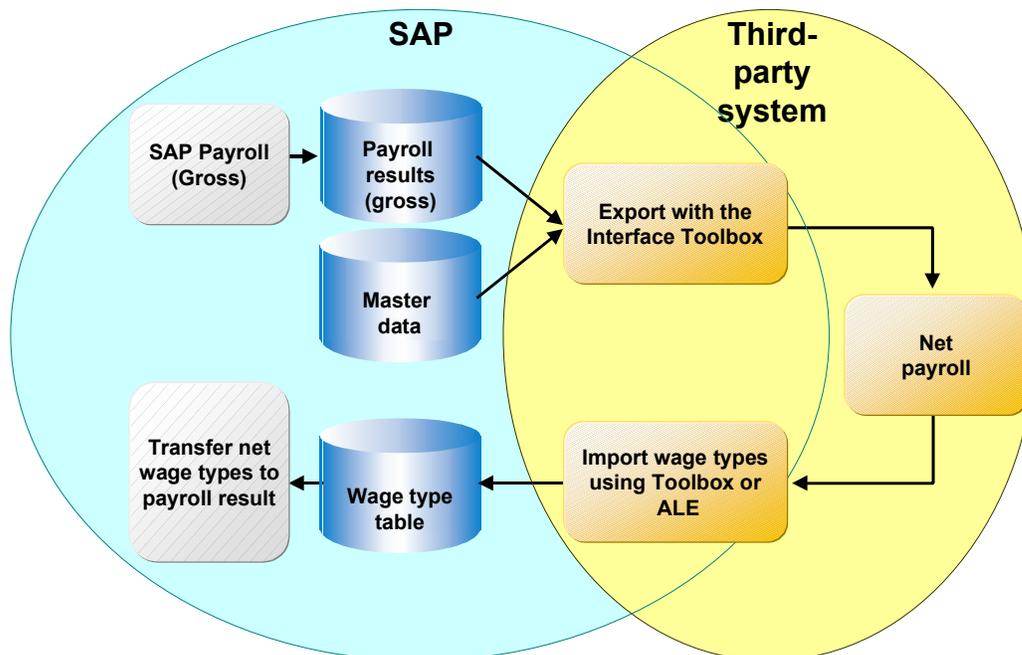
Example 3: Gross Payroll in SAP System, Net Payroll in Third-Party System

Task

You want to use master data and payroll results (gross) from the SAP System as the basis for further payroll in a third-party system. You also want to transfer wage types (net) from the third-party system to the SAP System.

In the SAP System, you require information on the net wage types if you

- Run posting to Accounting with the *Human Resources* component (HR)
- Print remuneration statements or checks in the SAP System
- Start programs for reporting in the SAP System
- Collect all wage type information in the payroll result for the SAP System



Prerequisites

You use the following application components in your enterprise:

- *Personnel Administration* (PA-PA)
- *Payroll* (PY)

You have set up gross payroll in the SAP System.

Example 3: Gross Payroll in SAP System, Net Payroll in Third-Party System

Method

Step	in the SAP System	In the Third-Party System
1. You run payroll (gross) in the SAP System.	The payroll results (gross) are available after a successful payroll run.	
2. You export the master data (infotypes) and the payroll results (gross) to the third-party system.	With the Toolbox <ul style="list-style-type: none"> • Set up the interface for the export • Run the data export 	The master data and payroll results from the SAP System are in the third-party system.
3. Start payroll (net) in the third-party system.		The payroll results (net) are available after a successful payroll run.
4. You import the payroll wage types (net) from the third-party system to the SAP System.	With the Toolbox <ul style="list-style-type: none"> • Import the wage types from the third-party system to the SAP System 	
5. Start payroll in the SAP System to transfer the payroll wage types (net) to the payroll results.	In the SAP System, the wage type information is integrated with the payroll results.	

Setting Up the Interface for Export with the Toolbox

Setting Up the Interface for Export with the Toolbox

Purpose

You use this process to

- Set up the interface for exporting with the Toolbox
- Export the selected data to the third-party system using the Interface Toolbox.

Prerequisites

You use the following application components in your enterprise:

- *Personnel Administration* (PA-PA)
- *Time Management* (PT)
- *Payroll* (PY)

Process flow

The process is split into several steps:

2. You use the Toolbox to create an [interface format \[Page 763\]](#). In this step, you select the data and [convert \[Page 781\]](#) the data to be exported.

The interface format includes the following functions:

- Create objects
- Delete objects
- Data definition for cluster objects
- Table entries
- Convert field objects
- Restrictions for field objects
- Attributes

3. You determine which data is only to be exported if it has changed.



You need only perform this step if only changed data is to be exported.

You use the [change validation functions \[Page 798\]](#) to determine the data for the export. These functions include:

- Create objects
- Delimit objects
- Validating single fields
- Key fields
- Relations

Setting Up the Interface for Export with the Toolbox

- Wage types
3. You use the data entered in the interface format and in change validation to [generate the export program \[Page 857\]](#).
You use the functions in the [file layout \[Page 871\]](#) to set up the required file format for the data to be exported. These functions include:
 - Create
 - Delete
 - Move
 - Insert
 - Attributes
 - Blocks
 - Structures
 - Fields
 4. You use the specifications for the file layout to [generate the conversion program \[Page 898\]](#).

Result

You have set up an interface for the export. You can start the generated export program to run the data export and convert the data to the required file format.

Data Export with the Toolbox

Data Export with the Toolbox

Purpose

You use this process to retrieve data from the *Human Resources* application components (HR) for Payroll or for the payroll reporting programs for use in a third-party system.

Prerequisites

You use the following application components in your enterprise:

- *Personnel Administration* (PA-PA)
- *Time Management* (PT)
- *Payroll* (PY)

You have used the Interface Toolbox to set up an interface for the export (see [application example 1 \[Page 754\]](#)) or you are using an interface from the standard system.

Process flow

The process is split into several steps:

1. With the Toolbox, start the [export program \[Page 859\]](#).
2. You use the Toolbox to download the export files from the TemSe file to your PC or to an application server ([Downloading the Export Files \[Page 870\]](#)).
3. If the system administrator for this system is in agreement, you can transfer the data to the third-party system.

Result

The third-party system contains data from the SAP System. You can use this data for Payroll or for the payroll evaluation programs.

Interface Format

Definition

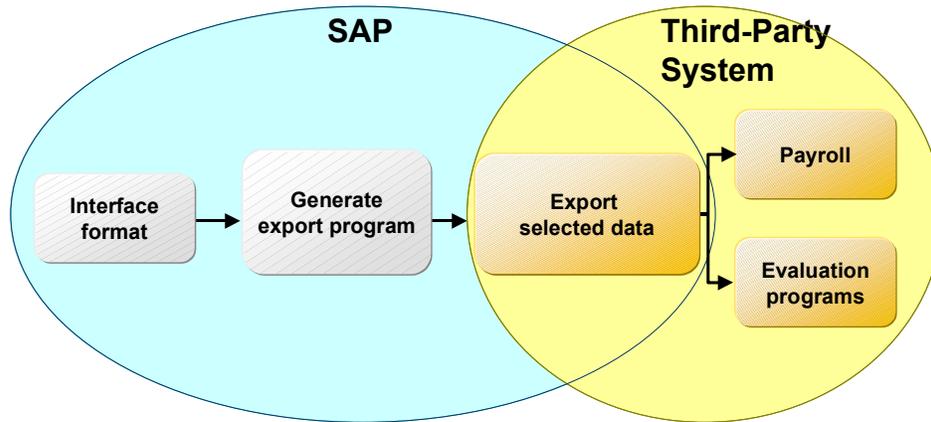
The interface format contains the objects that you want to export from the *Human Resources* application component (HR) to a third-party system.

Use

The interface format is the basis for data export with the Interface Toolbox. You use the interface format to determine which *HR* data you want to select, and also how this selection should take place. When you define an interface format, you can access all employee data for the following application components:

- *Personnel Administration* (PA-PA)
- *Time Management* (PT)
- *Payroll* (PY)

Using your defined interface format as a basis, the Interface Toolbox will ultimately generate a program using the *Advanced Business Application Programming* language ([ABAP \[Ext.\]](#)). You use this program to export the data. The system processes the data quickly and effectively during the export.



Structure

The interface format is a hierarchical sequence of objects.

Objects and their hierarchy

Object	Hierarchy classification	Example
Database objects [Page 767]	1	MDTA for HR master data PCL2 for payroll
Cluster objects [Page 768]	2	RX, RD, ... for payroll results B2 for time evaluation results

Interface Format

Table objects [Page 769]	3	WPBP for work center/basic pay, P0002 for personal data
Field objects [Page 771]	4	PERSK for employee group ANZHL for number

Task

To save the personnel number data, the *interface format* uses the objects in the *Human Resources* component (HR). You use the interface format to select a data subset that meets your requirements.



You can choose to select only the infotypes that you require for processing in a third-party system.

You can also select particular fields from the fields in an infotype.

The interface format and objects exactly match the definition of the data to be exported later with the export program. For performance reasons, the set of export data should be arranged in the best possible way.

Characteristic

Each object in the Interface Toolbox has specific characteristics. The characteristics determine how the object is processed and are assigned as follows:

- Entered explicitly by the user



You assign the *Conversion* characteristic to a field object.

- Implicitly by the Interface Toolbox



The Interface Toolbox automatically assigns the *Length* characteristic to the field object.

- By the SAP System



The SAP System assigns the *Permissibility per infotype* characteristic to the field object.

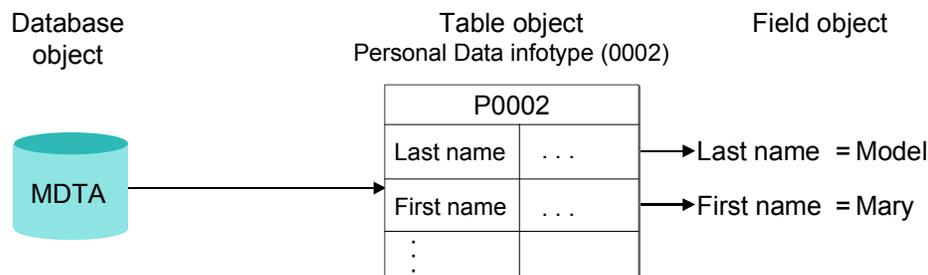
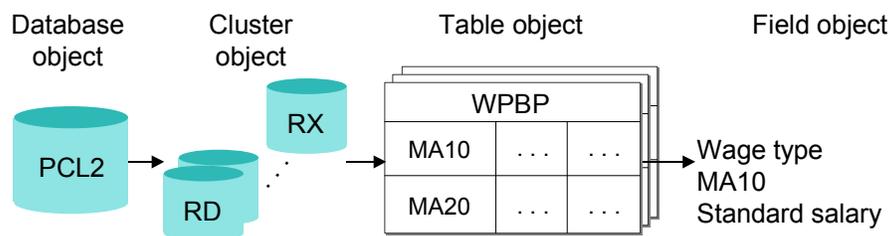
Create Objects

Use

The *Create* function is permitted for all objects.

- [Database objects \[Page 767\]](#)
- [Cluster objects \[Page 768\]](#)
- [Table objects \[Page 769\]](#)
- [Field objects \[Page 771\]](#)

You use the function to create an object in the tree structure and the accompanying characteristics.



Different dialogs are used depending on the object, and you must enter information for the object to be created.

To use the *Create* function efficiently and to create the data consistently, you must always create the parts of the objects that are subordinate in the hierarchy.



You want to create a database object with the type Master Data (MDTA). To do this, select the required infotypes.

You also want to create a database object with the type *Export-Import File* (PCL2). To do this, you must select the required cluster object (for example, RX) and then select the required objects from the table objects belonging to the cluster (for example, WPBP).

The field object is an exception. If you create a table object, the system will automatically transfer all assigned field objects to the interface format.

Create Objects

Activities

You create an [interface format \[Page 772\]](#).

Database Object

Definition

Subset of tables from a database.

You can use the Interface Toolbox to select the following database objects:

- Set of all infotypes (MDTA) with the type *Master Data*
- Payroll and Time Management data (PCL2) with the type *Import/Export file*

Use

You use the database object to create an interface format. When you create an interface format, note the following:

- Database objects with the type *Master Data* (MDTA) are followed by table objects. Infotypes belong to the table objects.

If you create a database object with this type, you can assign required infotypes for the subsequent export.

The table object (infotype) automatically includes all field objects belonging to the relevant infotype.

- If database objects have the type *Import/Export File* (PCL2), then the subordinate hierarchy level consists of cluster objects.

When you create a database object with this characteristic, you must enter the name of the database table on which the interface format is based (for example, PCL2). The Interface Toolbox will then check whether the specified database table exists in the SAP System.

You must also maintain the following objects which are lower in the hierarchy:

- Cluster object
- Table object

The table object automatically includes all field objects belonging to the table.



You can also create an additional database object at a later point.

You then run

- The dialog for a table object for master data
- The dialog for a cluster object for an import/export file

Cluster Object

Cluster Object

Definition

Each database object, for example, PCL1 or PCL2, with the type *Import/Export file* consists of related areas. These areas are known as *clusters*, for example, RX, RD. Cluster objects are dependent on the superordinate database object.



You can select the following cluster objects for database object PCL2:

- Cluster RD
- Cluster RX
- Cluster B2

If the database object has the type *Master Data*, then there is **no** cluster object.

Use

If you assign a database object with the type *Import/Export file* to the interface format, you must select the cluster in which the payroll or time evaluation data is found.

When the interface format is processing cluster data, it uses the existing [import macros \[Ext.\]](#) in the SAP System. If you have changed the table objects for the data import in the import macro (for example, if you have deleted or inserted a table object), these changes are automatically transferred to the Interface Toolbox.

The Toolbox checks that the import macro is actually reading the data from the superordinate database object and the specified cluster.

The system checks that the [data definition include \[Page 795\]](#) and the import macro are syntactically correct.

If you create a new cluster object or change the characteristics of an existing cluster object, you must enter the following information in the system:

- Name of the cluster (for example, B2)
- Name of the data definition include (for example, RPC2RDD0)
 - The data definition include contains the definition of the data defined by the import macro.
- Import macro (for example, RP-IMP-C2-RD)
 - The import macro determines the set of all possible subsequent table objects.

You then run the dialog for the table objects.

Table Object

Definition

Table from *Human Resources* (HR).

The system differentiates between the following types:

- Section of a cluster object
The table object, for example, WPBP, is a section of a cluster object, for example, RX, which belongs in turn to the database object, for example, PCL2.
- Infotype
The table object, for example, P0002, is an infotype whose superordinate database object (MDTA) is the set of all infotypes.

Characteristic

The only available characteristics for the table object are those automatically assigned by the SAP System.



Characteristics that you have assigned using the *Table Entries* function are an exception. For more information, see [Table Entries \[Page 779\]](#).

The system derives the characteristics from the data definition include (for example, RPC2RDD0) for the superordinate cluster object (for example, RD).



For more information, see the section on data definition of cluster data with the [data definition include \[Page 795\]](#).

For table objects with the *Set of All Infotypes* as the superordinate database object (MDTA), the system derives the characteristics from the [ABAP Dictionary \(DDIC\) \[Ext.\]](#).

Use

If you assign a database object with the type *Import/Export file* to the interface format, you must select the cluster containing the payroll or time evaluation data.

When you create a table object, the system displays a list of all internal tables and field strings. There following types of lists are available:

- List of all internal tables or field strings, if the table object belongs to a cluster object.
- List of all infotypes, if the table object belongs to a database object with the type *Master Data*.

From this list, you can select the table objects for data export. The Interface Toolbox automatically inserts all accompanying field objects for the selected table object.

Table Object

Field Object

Definition

The field object, for example, BUKRS for company code, is a field in the superordinate table object, for example, the *Organizational Assignment* infotype (P0001). The system first assigns characteristics to the field object based on the [ABAP Dictionary \[Ext.\]](#). You can change these later by converting the field object.

Characteristic

- Type (for example, CHAR)
- Length (for example, 4)
- Content (for example, 0001)

Use

Each table object contains a particular number of field objects. A list of all fields belonging to the corresponding table object is displayed. The Interface Toolbox creates the list using the structure assigned to the table object from the *ABAP Dictionary*. From this list you can select all the field objects whose data you want to export.

Creating an Interface Format

Creating an Interface Format

Use

You want to create an interface format with the name **Z000**. The interface format **Z000** should contain database objects:

- *Personal data* (P0002):
- *Basic pay* (P0008)

You want to use **all** field objects from both database objects.

Procedure

1. Choose the *Configuration* tab index.
2. In the *Object to be processed* group box, choose *Interface Format*.
3. In the *Interface format* field, enter the name of your new interface format **Z000**.
4. Choose *Create*.

You access the *Create Interface Format* dialog box.

5. In the *Country grouping* field, enter the country indicator and, in the *Description of new interface format* field, enter a text.

You access the *Create database object* dialog box.

6. To create a database object with the type *Master Data*, choose the *Master Data*.



To create an interface format with the type *Import/Export file*, you should be familiar with the [import macro for cluster data \[Ext.\]](#) and [cluster data definition using a data definition include \[Page 795\]](#).

You access the *Create master data* dialog box.

7. Select the *Personal Data (P0002)* and *Basic Pay (P0008)* infotypes.

The *Export program* dialog box is displayed.

8. Enter data as required.



If you choose *Suggest values*, the system proposes names for the export program and includes.

9. Choose *Continue*.
10. Choose *Edit* → *Expand*.

The system displays all levels of the object tree with the individual field objects for the infotypes.

11. Save your entries.

You access the *Create object catalog entry* dialog box.

12. Enter the development class and choose *Save*.

Result

You have created an interface format with the name **Z000**.



You can use the individual interface format functions to edit the generated interface format. For example, you can [insert a field object in an interface format \[Page 774\]](#).

Inserting a Field Object

Inserting a Field Object

Use

You can use the *Create* function to insert field objects in a table object and consequently, alter the sequence of the field objects within a table object. The system inserts the selected field objects after the current cursor position.

Prerequisites

You have created an interface format.

Procedure

1. Choose the *Configuration* tab index.
2. In the *Object to be processed* group box, choose *Interface Format*.
3. In the *Interface format* field, enter the name of your interface format.
4. Choose *Change*.

The system displays the **tree structure**.

5. Choose *Edit* → *Expand*.

The system displays all **table objects** with the accompanying **field objects**.

6. In the selected table object, position your cursor on the field object after which you want to insert one or more field objects.
7. Choose *Create*.

You access the *Add Fields from <name>* dialog box.

8. Select the field object(s) you want to add to the table object.

The system inserts the selected field objects **after** the current cursor position.



If you select a field object from the list that is already assigned to the relevant table object, then this field object will be ignored and not transferred.

9. Save your entries.

Result

You have added one or more field objects to the table object.

Delete Objects

Use

The *Delete* function is permitted for all objects.

- [Database objects \[Page 767\]](#)
- [Cluster objects \[Page 768\]](#)
- [Table objects \[Page 769\]](#)
- [Field objects \[Page 771\]](#)

You use the function to remove an object from the tree structure.

If you delete an object from the tree structure, you also remove all objects below it in the hierarchy.



You also want to create a database object with the type *Export-Import File* (PCL2).

The accompanying cluster objects, table objects, and field objects are also deleted.

Integration

If you delete objects from the tree structure of the Interface Toolbox , the [change validation \[Page 798\]](#) objects derived from these objects will also be deleted.

This means that the relationship between the object in the interface format and in *change validation* is always **consistent**.



For example, if you delete the field object (LGART) from the table object (RT), this field object will also be deleted from the change validation tree structure.

Activities

[Delete an object \[Page 776\]](#).

Deleting Objects

Deleting Objects

Prerequisites

You have created an interface format.

You are in the [tree structure \[Page 774\]](#) and all table objects are displayed with all field objects.

Procedure

1. Select the objects to be deleted using *Select*.



When you select an object, the Interface Toolbox includes all dependent objects in the object hierarchy. This means that all objects subordinate to the object to be deleted will also be selected.

2. Choose *Delete*.

The system deletes **all** selected objects including those subordinate to the object to be deleted.

3. Save your entries.

Result

You have deleted objects from the tree structure.

Data Definition for Cluster Objects

Use

The *Data Definition* function is only valid for [cluster objects \[Page 768\]](#).

This function allows you to change the name of a [data definition include \[Page 795\]](#) for a cluster object.

If you create a new database object or cluster object for the interface format, the Interface Toolbox requires the following information:

- Name of the cluster
- Name of the data definition include
- Name of import macro



If you change the name of the data definition include you should ensure that the new data definition include contains at least all the data definitions from the old include.

Activities

Either [change the name of a data definition include \[Page 778\]](#) or display the include.

Changing or Displaying the Data Definition for a Cluster Object

Changing or Displaying the Data Definition for a Cluster Object

Prerequisites

You have created an interface format.

You are in the [tree structure \[Page 774\]](#) and all table objects are displayed with all field objects.

Procedure

1. Position the cursor on the required cluster object.
2. Choose *Data definition*.

You access the *Data Definition for DB <name>, Cluster <name>* dialog box.

3. You can now change the name of the data definition include or display the include.

The dialog box also gives you an overview of the assignment of internal table names or field string names to the corresponding structures in the data dictionary.

4. If you have changed the name of the data definition include, choose *Save*.

Result

You have changed the name of your data definition include and you have displayed an overview of the assignments to cluster objects.

Table Entries

Use

The *Table entries* function only applies to [table objects \[Page 769\]](#).



WPBP (*Work center/Basic pay*)

Basic pay infotype (P0008)

This function allows you to use the Interface Toolbox to select records for data export from the input data stream. You can specify whether you want to export all table entries or just a selection of entries.

Activities

Select [table entries \[Page 780\]](#) for a table object.

Selecting Table Entries

Selecting Table Entries

Prerequisites

You have created an interface format.

You are in the [tree structure \[Page 774\]](#) and all table objects are displayed with all field objects.

Procedure

1. Place the cursor on the selected table object.
2. Choose *Table entries*.
You access the *Table entries for <name>* dialog box.
3. Choose an entry for
 - a. For an infotype, choose
 - All records valid at the start date of the current period
 - All records valid at the end date of the current period
 - All records valid on at least one day in the current period
 - All existing records, including those outside of the current period
 - b. A cluster
 - First entry
 - Last entry
 - All entries in the current period
 - All entries
4. Save your entries.

Result

The result of this selection is only apparent after the data export, for example, in the export program log, or directly in the output file.

Conversion for Field Objects

Use

The *Conversion* function only applies to [field objects \[Page 771\]](#).

The Interface Toolbox allows you to modify the export file to meet the requirements of the third-party system, as well as allowing you to transfer the data in the SAP System to the third-party system. The *conversion* then modifies the data.

During the conversion, the system replaces the old content (value) of the object with the new content (value).



- The *Gender Key* field object (P0002-GESCH) has the content (value) **2**, which should be replaced by the content (value) **1** during the export.
- The *Form of Address Key* field object (P0002-ANRED) has the content (value) **1**, which should be replaced by a **text** (for example, Dear Sir).
- The names of the wage types in the SAP System (for example, /101) can be replaced by the names of the wage types used in the third-party system (for example, GROSS).

Features

The system differentiates between three conversion types for field objects:

- [Direct value \[Page 782\]](#)
- [Table value \[Page 785\]](#)
- [User exit \[Page 788\]](#)



The Toolbox also includes additional conversion options in the [file layout \[Page 871\]](#). You can use these options in addition to or instead of the conversion options in the interface format.

Activities

[Select the conversion for a field object \[Page 790\]](#).

Constant Conversion Type

Constant Conversion Type

Use

The *Constant* conversion type causes the Interface Toolbox to replace the old value of a field object by a new value during the data export. You can enter the necessary default values for the conversion of the field objects in the *<name> (old)* and *<name>(new)* fields of the *Direct Value for <name>* dialog box.



You want to replace the old value of the ANSSA field object, which is contained in the *Addresses* infotype (*P0006*), with a new value.

Enter the following in the *Constant for "Address Record Type"* dialog box.

Field: ANSSA (old)	Field: ANSSA (new)
1	Main address
2	Temporary address
*	Holiday address

Features

Replace Constant Generically

Use the * (asterisk) character to replace values generically. In your selected field object, enter a * (asterisk) in the... (old) field as the first and only character. Enter the new constant in the ... (new) field.

If, when processing the data records, the Toolbox finds the character * (asterisk) for generic replacement, the system replaces all values without a suitable entry in the ...(old) field with the value from the ...(new) field for the generic lines.

See also:

[Example: Replacing a Constant Generically \[Page 784\]](#)

Length of the Field Object for the Constant Conversion Type

You can use the *Length* function to **redefine** the field length of a field object. Normally the Toolbox uses the length in the ABAP dictionary as the length of the field object. The new field length can be either longer than, equal to, or shorter than the length in the ABAP dictionary.

Reference for the Constant Conversion Type

You can use the *Reference* function to refer to an existing, suitable conversion. You can define a reference to an existing conversion program without creating a new conversion program. If you modify the fields in the *Constant Value for <name>* dialog box then the Toolbox will also integrate these changes in the referenced fields.

If suitable references for the field object to be converted already exist in the SAP System, then they will be shown in the *Reference Conversion Type* dialog box and they can be used again

Constant Conversion Type

Your payroll result contains the table objects A and B. The LGART field object is contained in table A and table B.

You define the constant conversion type for the LGART field object from table object A.

You only define one **reference** from the LGART field object in table object B to the LGART field object in table A.

If you modify the *Constant* conversion type in one of the two fields (A-LGART, B-LGART), then the Toolbox will automatically integrate these changes in the referenced fields.

Transfer of Entries for Conversion

Once you have made all the entries for the conversion of a field object, choose *Transfer*.

Example: Replacing a Constant Generically**Example: Replacing a Constant Generically****Purpose**

You want to replace the selected values of the KOSTL field object (*cost center*) with new values during the data export.

Process flow

Perform the conversion of direct values in two steps:

1. Enter the following values in the *KOSTL (old)* and *KOSTL (new)* fields in the *Constant for Cost Center* dialog box.

Field: KOSTL (old)	Field: KOSTL (new)
1111	Z1111
2222	Z222
*	ZZZZ

2. When the Interface Toolbox exports data, selected values for the *Cost Center (KOSTL)* field are contained in the input data stream records. The system replaces these selected input values for the *Old cost center (KOSTL (old))* field by the values you have entered in the *New cost center (KOSTL (new))* field.

Values for the KOSTL field in the input data stream for the export	Content of the KOSTL field after the data export
1111	Z1111
2222	Z2222
3333	ZZZZZ

Table Value Conversion Type

Use

The *Table Value* conversion type operates in a similar way to the *Constant* conversion type where the Interface Toolbox replaces the old value of the field object with a new value during the export process. However it differs from the constant conversion type because the new value contained in a field, for example, TITEL for title, comes from a [database table \[Page 786\]](#), for example, T535N for name supplements. The new value is a value stored in the SAP System and is not determined by a constant.



To use the table value conversion type, you need to know the table names of the required database tables (for example, table T535N for name supplements) and fields (for example, the TITEL field for title).

Key Fields for the Table Value Conversion Type

The content of the key fields defines the access path for the selected field, whose content is to be used as the replacement.

If you enter the name of the database table and field name and choose *Enter*, then the Toolbox automatically enters the default values from the SAP System in the key fields for this table.

The access path for the key fields is a default value in the SAP System. Check and, if necessary, correct this access path so that the correct field object can be used for the table value conversion.

In addition, the SAP System allows you to use system fields that are available in the *System Fields in ABAP Programs (SYST)* table. These are the fields that begin with **SY-**, for example, SY-LANGU for the language key in the SAP logon procedure, and SY-DATUM for the current date in the system: You can use these system fields to define the access path to a field object.

Table Value Conversion Type**Database Table**

Database tables used when converting table values are all tables in the SAP System that exist in the ABAP Dictionary (DDIC). This does **not** just include the database objects used by the Interface Toolbox for the interface format.

Example: Replacing a Table Value

You can use the *table value* conversion type to replace values that represent a code with values that represent a text and which already exist in a field in the database table.



You want to replace the value in the *Form of Address (ANRED)* field object in the *Personal Data (P0002)* infotype with the value from the *Form of Address text (ATEXT)* in the *Forms of Address (T522T)* database table.

You are in *Conversion → Table value* for the *Form of Address (ANRED)* field object from the *Personal Data (P0002)* table object.

Enter **T522T** in the *Table* field and **ATEXT** in the *Field Name* field in the *Table Values for "Form of Address Key"* dialog box. When you choose *Enter*, the key fields P0002-SPRSL and P002-ANRED are displayed, provided you have selected both fields for the export.

You end the example with the *Transfer* function.

User Exit Conversion Type

User Exit Conversion Type

Use

If the functions offered by the *Constant* and *Table Value* conversion types do not meet your requirements, the Interface Toolbox allows you to use your own, user-defined conversion program. The *User Exit* conversion type creates the link to the customer conversion program.

Prerequisites

The following conditions must be met before you can define the field object conversion for the *User Exit* conversion type in the interface format:

- You have generated a user-defined program for the conversion of a field object.
 - The name of the user-defined program matches the program name in the *Program* field.
- The routine specified in the *Form Routine* field is specified in your user-defined program.
 - The SAP System checks that the specified form routine exists in your user program.
- The Interface Toolbox provides you with a default value for the length of the field object to be converted. You can modify this length to suit your requirements at any time.

The *User Exit* conversion is carried out for each table line in the selected table object (for example, WPBP) in the input data stream. Define the form routine in your user-defined program with two parameters:

Parameters	Meaning
Parameter 1	Current line of the table object in which the field object is contained (input parameter)
Parameter 2	Result of conversion (return value) The return value is interpreted as a character field type.

See also:

[Example: User Exit with Form Routine \[Page 789\]](#)

Example: User Exit with Form Routine

Basic Situation

You use a customer *User Exit* with the program name ZUSEREXI and the form routine with the name KONVERT.

You wish to convert the value in the *Title* (TITEL) field object in the *Personal Data* infotype (P0002) to the text from the *Title* (TTOUT) field in the *Name Supplements* (T535N) table. The title ING (for engineer) should not be used.

Procedure

The customer program for the user exit (including the form routine) could be as follows:

```
FORM KONVERT TITEL USING VALUE(P0002) STRUCTURE P0002
      CHANGING VALUE (RESULT) .
      IF P0002-TITEL <> `ING.` .
        SELECT SINGLE * FROM T535N
              WHERE ART = `T`
              AND TITEL = P0002-TITEL .
      IF SY-SUBRC = 0 .
        RESULT = T535N-TTOUT .
      ELSE .
        CLEAR RESULT .
      ENDIF .
ENDFORM .
```

Selecting the Conversion for A Field Object

Selecting the Conversion for A Field Object

Prerequisites

You have created an interface format.

You are in the [tree structure \[Page 774\]](#) and all table objects are displayed with all field objects.

Procedure

5. Place the cursor on the selected table object.
6. Choose *Table entries*.
You access the *Table entries for <name>* dialog box.
7. Place the cursor on the selected field object and choose *Conversion*.
The *Conversion type* dialog box appears.
8. Choose one of the following conversion types:
 - *Constant*
You access the *Direct Value for <name>* dialog box.
 - a) Enter data as required.
 - b) Choose *Transfer*.
 - *Table value*
You access the *Table Value for <name>* dialog box.
 - a) Enter data as required.
 - b) Choose *Transfer*.
 - *User Exit*
You access the *User Exit for <name>* dialog box.
 - a) Enter the required data.

Field	Content
Program	Program name of the user-defined user exit
Form routine	Name of form routine
Conversion length	Length of converted field object

- b) Choose *Continue*.

9. Save your entries.

Result

You have assigned a conversion type to the selected field object.

Restrictions for Field Objects

Restrictions for Field Objects

Use

The *Restrictions* function only applies to [field objects \[Page 771\]](#).



The *Address record type* field (ANSSA) in the *Addresses* infotype (P0006).

The *Pay scale type* field (TAFAR) from table WPBP (Work center/Basic pay).

You can use this function to select records from the input data stream to be exported by the Interface Toolbox. The selection criterion is the field object with the predetermined restrictions. You can use your default values to define the restrictions referring to the content of the selected field object. Only the data records whose field object matches that in the *Restrictions* function will be exported from the input data stream.



You only want to select the main address from the ANSSA (address type) field in the *Addresses* infotype (P0006). You do not need the other address types.

To do this, enter 1 for address in the *Restrictions for "P0006-ANSSA"* dialog box and copy the entry.

The Interface Toolbox only exports the input records for the data stream that have 1 (main address) in the ANSSA field. Data records with other addresses are not exported.

Restriction types for field objects

- Special restrictions for wage types

This type of restriction is only valid for wage types from wage type tables.



For more information on wage types, see [Wage Type Processing in the Interface Toolbox \[Page 828\]](#).

- General restrictions

This type of restriction is valid for field objects with the type CHAR and NUM.

Activities

[Select the restrictions for a field object \[Page 793\]](#).

Creating Restrictions for a Field Object

Prerequisites

You have created an interface format.

You are in the [tree structure \[Page 774\]](#) and all table objects are displayed with all field objects.

Procedure

1. Place the cursor on the selected field object.
2. Choose *Restrictions*.
You access the *Restrictions for <name>* dialog box.
3. If you have already defined restrictions for the field object and want to insert more restrictions, choose *New line*.
4. Enter the restrictions.



Several entries for a field object are linked implicitly with the logical operation **OR**.

5. Choose *Transfer*.
6. Save your entries.

Result

You have created a restriction for the selected field object.

Attributes in the Interface Format

Use

You use the *Attributes* function to define the processing parameters for the interface format. These are used by system when the data is exported. They determine how the interface format will be used in the SAP System.

Features

The attributes can be changed during or after the processing of the interface format.

For the process control:

- Interface without payroll
- Check control record
- No retroactive accounting
- Valuate wage types indirectly
- Layout conversion directly after export
- [New change validation \[Page 802\]](#)

For storing the interface results:

- Do not save to cluster IF
- Save current results only

Activities

You use the *Attributes* function to assign the attributes at any time during the editing of the interface format.



You must assign the attributes to the interface format **before** you generate the export program.

If you assign the attributes to the interface format later, you **must** regenerate the export program.

Data Definition Include

Definition

The data definition include contains the definitions of the internal tables and field strings used in the [import macro \[Ext.\]](#). Like the import macro, it is a further characteristic of the [cluster object \[Page 768\]](#). There is just one include for each cluster object, and it contains the definition of the data.

Use

The Interface Toolbox must recognize the structure of the cluster to be able to read cluster objects in the SAP System. The data definition include contains this structure definition. The Toolbox uses the data definition include to read the data from a cluster.

Activities

The Interface Toolbox enables you to generate a [data definition include automatically \[Page 796\]](#) using the specifications for this program.

Creating an Include Automatically or Using an Existing Include

Creating an Include Automatically or Using an Existing Include

Procedure

1. Choose the *Configuration* tab index.
2. In the *Object to be processed* group box, choose *Interface Format*.
3. In the *Interface format* field, enter the name of your new interface format.
4. Choose *Create*.

You access the *Create Interface Format* dialog box.

5. In the *Country grouping* field, enter the country indicator and, in the *Description of new interface format* field, enter a text.

You access the *Create database object* dialog box.

6. Choose *Payroll results/Time data*.

You access the *Create Payroll Results/Time Data* dialog box.

7. In the *File Data* data group, enter the following fields:

Import/Export Table	Name of import/export file (for example, PCL2)
Name of the cluster	Name of the cluster (for example, RU)

8. Choose *Continue*.

The system suggests values for the automatic generation of data definition include.



For example, RP-IMP-C2-RD is displayed in the *Name of import macro* field.

For example, RPCALCU0 is displayed in the *Name of program* field.

9. Choose one of the following steps:

- **Create a data definition include automatically**

- a) So that the system will generate the data definition include, enter a new name for the include (for example, ZPC2RU00) in the *Include to be created* field of the *Data definition include* group. If necessary, change the names of the import macro and program.



The program name for the cluster containing payroll results (Rx) is the program name of the payroll driver that you use in Payroll.

- RPCALCx0; where x is the country indicator, for example, RPCALCD0
- HxxCALC0; where xx is the country indicator, for example, AR for Argentina

The program name for the time evaluation cluster B2 is the international name RPTIME00 (*Time Evaluation*).

Creating an Include Automatically or Using an Existing Include

- b) To generate the include, choose *Continue*.

You access the *Create Object Catalog* dialog box.

- c) In the subsequent dialog, enter the corresponding object catalog entry.

You access the *Add Tables/Field Strings* dialog box.

– **Use an existing include**

You have already created a data definition include for another interface format for the same cluster object, and want to use this include.

- a) To use this data definition include, choose *Existing include* in the *Data definition include* data group. In the *Name of include* field, enter the name.

- b) Choose *Continue*.

The *Insert Tables/Field Strings* dialog box is displayed.

10. Select the required objects.

11. Choose *Continue*.

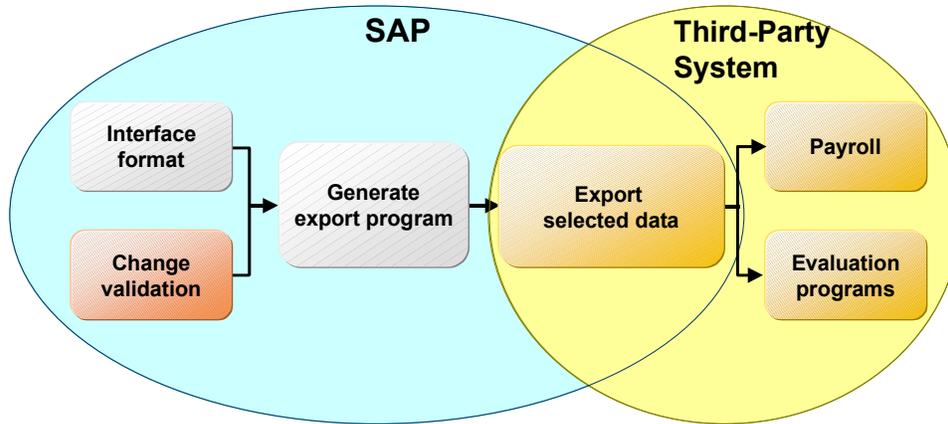
12. Save your entries.

Result

You have created your data definition include automatically or used an existing data definition include.

Change Validation

Change Validation



Use

Most of the data exported to a third-party system using the Interface Toolbox **does not** change in every [payroll period \[Ext.\]](#). For example, an employee's personal details (name, first name, personnel number, and so on) rarely differ from one period to the next.

If the Interface Toolbox transfers all data for a payroll period for every data export, the following disadvantages arise:

- Increased redundancy of exported data (larger volume of data)
- Increased transfer load during the data export
- Increased processing

The receiver **must** process all transferred information as it is not possible to determine in advance whether or not the information has changed during the payroll periods.

- High probability of errors made by the Interface Toolbox during data export and during the processing of the information by the receiver

It is therefore a good idea to only export data that has changed since the last data export. The third-party system can use the data that has not changed since the last data export again since this data already meets your requirements. Only changes to the data must be transferred to the third-party system for further processing.

The *Change Validation* function allows you to avoid exporting unchanged data.

Prerequisites

You have created an Interface Format and can only call the objects assigned to the Interface Format for *change validation*. The objects for *change validation* include:

- [Table objects \[Page 769\]](#) (internal tables, field strings, and infotypes)
- [Field objects \[Page 771\]](#)



Change Validation

For more information on the interface format and objects, see [Interface Format \[Page 763\]](#).

Features

To deal with this problem, the Interface Toolbox has a *change validation* function with a wide range of functions.

- [Create objects \[Page 809\]](#)
- [Delimit objects \[Page 811\]](#)
- [Single field validation \[Page 814\]](#)
- [Key fields \[Page 817\]](#)
- [Relations \[Page 820\]](#)
- [Wage types \[Page 823\]](#)
- [User-defined change validation \[Page 824\]](#)



There are special rules for the change validation of wage types from the corresponding wage type tables. For more information, see [Wage Type Processing in the Interface Toolbox \[Page 828\]](#).

See also:

[Comparison Period for Change Validation \[Page 800\]](#)

Comparison Period for Change Validation

Comparison Period for Change Validation

Definition

The comparison period is a payroll period used in change validation to determine which data has changed since the last export.

Use

The *Change Validation* function allows the Interface Toolbox to determine which data has changed from one period to another. This data is then transferred to the export file and this determines the volume of data to be exported.

If retroactive accounting is first excluded from individual payroll periods and from multiple exports, then it is easy to determine which data in a payroll period will be used for comparison. A comparison is always made between the data for the current export and the data for the last export, since it identifies the changes that have occurred in the data to be exported.



Data from the March payroll period is compared with the data from the February payroll period when the data is exported. Differences in the March payroll period when compared to the February payroll period are exported.

If data is exported for an employee for the first time, there is no comparison period for payroll. If this is the case, the system exports the data for the existing payroll period.

The determination of payroll periods for retroactive accounting and multiple exports is explained in the following sections.

See also:

[Setting the Comparison Period for Multiple Export \[Page 801\]](#)

[Setting the Comparison Period for Retroactive Accounting \[Page 802\]](#)

Setting the Comparison Period for Multiple Export

Use

If you run the export program several times for the same payroll period, then this is known as **multiple export**. Multiple export can be split into two types:

- Repeat
- Additional export

To identify the changes in the dataset for multiple export, the system must know the payroll period. When you define the payroll period, you should note the following:

The selection screen for the [export program \[Page 859\]](#) contains a *Repeat run* parameter in the *Export options* group box.

- **Select the checkbox for a repeat run.**

The last data export for this payroll period did not take place for the export program.

The change validation function uses the **last but one** data export from the selected payroll period to compare the data. An export must have taken place previously, otherwise the comparison will be made with the most recent comparison period.

- **Do not select the checkbox for an additional export.**

If another export run takes place during the selected payroll period, the export program assumes that the third-party system has received the data from the last export.

The change validation function uses the **last** data export from the selected payroll period to compare the data. An export must have taken place previously, otherwise the most recent period will be used for the comparison.

See also:

[Setting the Comparison Period for Retroactive Accounting \[Page 802\]](#)

Setting the Comparison Period for Retroactive Accounting

Setting the Comparison Period for Retroactive Accounting

Use

There are two ways of setting the comparison period for retroactive accounting:

- **First method**

The third-party system receives the data from the original period as well as from the retroactive accounting period.

- If the *New change validation* attribute is flagged, the Toolbox uses the [new variant for the first method \[Page 803\]](#)
- If the *New change validation* attribute is **not** flagged, the Toolbox uses the [old variant for the first method \[Page 805\]](#)

- [Second method \[Page 807\]](#)

The third-party system only receives data from the original period.

Determination of Comparison Period Using First Method if New change validation Attribute Is Flagged

Prerequisites

The Toolbox uses this variant if you

1. Have flagged the *New change validation attribute* [\[Page 794\]](#) in the interface format
2. Have **not** flagged the *Only original periods* export option for the export.

It is assumed that the third-party system has received the data from the retroactive accounting periods as well as from the original periods.

Use

We recommend that you use this variant because the disadvantages of the [old variant \[Page 805\]](#) do not apply. The Toolbox now uses the new variant as the standard for a new interface format.

Advantages

- Each change is only sent once per payroll period. If subsequent exports follow the first export, in contrast to the old variant, these changes are not sent.
- The Toolbox also sends retroactive changes in all cases.



For the first export after a change that covers several payroll periods, the changes are sent for each payroll period affected by the change.

In retroactive accounting for payroll, the preceding payroll periods are defined using the rule that the **last original period** is always used as the comparison period.

Rule

The system always determines the most recent payroll period in which the [for-period view \[Ext.\]](#) matches the payroll period. If this does not exist, the last exported payroll period is used. The payroll period can be a previous retroactive period for the current export if it exists or the last payroll period of the past export.

These rules are described in an example.



The payroll periods listed in the table are applicable for an employee.

					New	New	New	Old	Old	Old
Sequ ential no.	For- perio d	In- perio d	Conte nts field 1	Conte nts field 2	Prec eding perio d	Conte nts field 1 sent	Conten ts field 2 sent	Prece ding perio d	Conte nts field 1 sent	Conte nts field 2 sent

**Determination of Comparison Period Using First Method if New change validation
Attribute Is Flagged**

1	01 2000	01 2000	A	X	-	A	X	-	A	X
2	02 2000	02 2000	B	X	1	B	#	1	B	#
3	01 2000	02 2000	A	Y	1	#	Y	1	#	Y
4	02 2000	02 2000	B	Y	2	#	Y	3	B	#

Determination of Comparison Period Using First Method if *New change validation* Attribute Is Not Flagged

Prerequisites

The Toolbox uses this variant if you

1. Have **not** flagged the *New change validation* [attribute \[Page 794\]](#) in the interface format
2. Have **not** flagged the *Only original periods* export option for the export.

It is assumed that the third-party system has received the data from the retroactive accounting periods as well as from the original periods.

Use

The specification of the precedent for the payroll period in change validation has been converted. For compatibility reasons, SAP supports this variant.

Disadvantages

- If a payroll period is exported several times, changes are also transferred several times.
- In certain situations, the Toolbox does not export retroactive changes.

In retroactive accounting for payroll, the preceding payroll periods are defined using the following rules:

Rule 1

For the **first** retroactive accounting period in payroll, the preceding period is the most recent payroll period in the [in-period view \[Ext.\]](#) that matches the current payroll period in the [for-period view \[Ext.\]](#). If this payroll period does not exist, then the system does not call up a preceding period for the data comparison.

Rule 2

For the **following** retroactive accounting periods and the original period for payroll, the system always uses the preceding retroactive accounting periods.

These rules are described in an example.



The payroll periods listed in the table are applicable for an employee.

Sequential no.	For-period	In-period	Preceding period	Explanation
00001	01 2000	01 2000	none	First export
00002	02 2000	02 2000	00001	
00003	03 2000	03 2000	00002	
00004	04 2000	04 2000	00003	

**Determination of Comparison Period Using First Method if New change validation
Attribute Is Not Flagged**

00005	02 2000	05 2000	00002	Preceding period according to rule 1
00006	03 2000	05 2000	00005	Preceding period according to rule 2
00007	04 2000	05 2000	00006	Preceding period according to rule 2
00008	05 2000	05 2000	00007	Preceding period according to rule 2

Second Method for Setting the Comparison Period

Use

It is assumed that the third-party system has not received the data from the retroactive accounting periods. The third-party system only receives data from the original period.

In retroactive accounting for payroll, the preceding payroll periods are defined using the rule that the **last original period** is always used as the comparison period.

Rule

The system always uses the **last original period** as the comparison period.

Application and Procedure for this rule

On the selection screen for the [export program \[Page 859\]](#) , select the *Only Original Periods* radio button in the *Export Options* group box. The export program then uses the **original payroll periods** to check for changes.

Result

The retroactive periods in payroll are suppressed for the data export.

The comparison period for change validation is always an original period.



The payroll periods listed in the table are applicable for an employee.

Only the original periods should be called up for the data export. The third-party system does not contain the data from the retroactive accounting periods.

Sequential no.	For-period	In-period	Preceding period	Period type
00001	01 1996	01 1996	No preceding period	O
00002	02 1996	02 1996	00001	O
00003	03 1996	03 1996	00002	O
00004	04 1996	04 1996	00003	O
00005	02 1996	05 1996	No export	R
00006	03 1996	05 1996	No export	R
00007	04 1996	05 1996	No export	R
00008	05 1996	05 1996	00004	O

Legend

- O Original period
- R Retroactive accounting period

Second Method for Setting the Comparison Period

Create Objects

Use

The *Create* function for change validation only applies to [table objects \[Page 769\]](#).

This function checks a table objects and accompanying field objects assigned to the interface format for changes to the dataset between two exports. The system compares an object from one data export with the same object from the previous data export and checks for changes. The table object and all field objects lower in the hierarchy are included in data validation.



For example, the *Personal Data* infotype (*P0002*) includes all field objects that the infotype has in the selected interface format.

If you do not use any other *change validation* functions, the system performs change validation for the table objects using the accompanying field objects. If change validation identifies **at least one change** in an object, then the export program will **transfer** the **complete table object** with data to the third-party system.

Activities

[Create table objects for change validation \[Page 810\]](#).

Creating Objects

Creating Objects

Prerequisites

You have created an interface format.

Procedure

10. Choose the *Configuration* tab index.
11. In the *Object to be processed* group box, choose *Interface Format*.
12. In the *Interface format* field, enter the name of your interface format.
13. Choose *Change Validation*.
14. Choose *Display / Change*.
The system changes to the change mode.
15. Choose *Create*.
You access the *Field Strings/Tables* dialog box.
16. Select the table object for *change validation*.
17. Choose *Continue*.
The system displays the tree structure.
18. Choose *Edit → Expand*.
The system displays the accompanying field objects for the table object.
19. Save your entries.

Result

You have assigned selected objects in your interface format to change validation, or created objects for the change validation.

Delimit Objects

Use

You can use the *Delimit* function for [table objects \[Page 769\]](#) (internal tables, field strings, and infotypes).

This function flags a table object and the accompanying field objects in the payroll period to be exported as invalid.



The *Delimit* function **cannot** be used separately for an individual field object. If you create this function for a table object, the system includes **all** field objects belonging to this object in the delimitation.

Features

By delimiting an object, **all field objects** belonging to this object are flagged with the character "<". The delimitation information "<" is transferred with the respective field object length.

The [key fields \[Page 817\]](#) are exceptions because the system always exports the contents of key fields.

During the data export by the Interface Toolbox, the delimited object is transferred to the third-party system along with all flagged field objects. By looking at the flagged field object the receiver can determine whether or not the object is still valid for the relevant employee.

Activities

Activate the [Delimit \[Page 813\]](#) function for a table object.

See also:

[Example: Delimiting an Infotype \[Page 812\]](#)

Example: Delimiting an Infotype**Example: Delimiting an Infotype**

You have activated *Change Validation* for the *External Bank Transfers* infotype (0011). Choose *Delimit* and define a unique key for the infotypes, for example, the fields BANKL and BANKN.

The normal change validation process is not affected. However, if the infotype record with the defined key is delimited, the Interface Toolbox only defines the values for these key fields. The delimitation character "<" is entered in all other fields.

Your employee was a member of a club, and between January 1996 and March 1996 the membership fees were paid by external bank transfer. This amount is entered in *Ext. Bank Transfer (0011)* infotype.

The employee ended the club membership on March 31, 1996. You must now set the validity end date for this external bank transfer to March 31, 1996 using master data maintenance.

Use the Interface Toolbox to carry out the data export for April 1996. The following field objects for the *Ext. Bank Transfer (0011)* infotype are included in the objects transported to the third-party system.

External Transfers Infotype (0011)

Field Object	Name	Field content
P0011-BANKL	Bank key	672922
P0011-BANKN	Bank account number	700100
P011-BETRAG	Amount	<... <
P0011-LGART	Wage types	<... <

The field content "<" (delimitation) means that the *Ext. Bank Transfer* infotype (0011) and all relevant field objects are **invalid** for this employee in the export payroll period.

Delimiting Objects

Prerequisites

You have created an interface format.

Procedure

20. Choose the *Configuration* tab index.
21. In the *Object to be processed* group box, choose *Interface Format*.
22. In the *Interface format* field, enter the name of your interface format.
23. Choose *Change Validation*.
24. Choose *Display / Change*.

The system switches to the change mode and displays the **tree structure**.
25. Choose *Edit → Expand*.

The system displays the accompanying **field objects** for the **table object**.
26. Place the cursor on the table object.
27. Choose *Delimit*.

The system delimits the selected table objects with the accompanying field objects.
28. Save your entries.

Result

You have delimited the table object and respective field objects for change validation.



You can reverse the delimitation by selecting the table object and choosing the *Delimit* function again.

Single Field Validation

Single Field Validation

Use

The *Single Field Validation* function only applies to [table objects \[Page 769\]](#).

The *Change Validation* function usually considers the field objects in a table object (internal tables, field strings and infotypes) as a unit. The system exports the complete table object as soon as a field object in the table object has changed.

The *Single Field Validation* function allows you to export just the field objects that have changed. If the field object has not changed, the “#” character is exported.



If no field object in a table object has changed from one payroll period to the next, then the **complete table object is ignored**. The corresponding table object is not exported.

Activities

Activate [single field validation \[Page 816\]](#) for a table object.

See also:

[Example: Single Field Validation \[Page 815\]](#)

Example: Single Field Validation

In the **TEST** interface format, the *Work Center/Basic Pay (WPBP)* table object is defined with the *Personnel Subarea (BTRTL)*, *Personnel Area (WERKS)* and *Employee Subgroup Grouping for Personnel Calculation Rule (ABART)* field objects. The individual field validation function is activated for the table object (WPBP). The system exports the following values for the displayed payroll results:

Export with Single Field Validation

Object	Previous payroll result	Current payroll result	Data after import
WPBP-BTRTL	0001	0001	####
WPBP-WERKS	0002	0003	0003
WPBP-ABART	1	1	#

For Comparison:

Export Without Single Field Validation

Object	Previous payroll result	Current payroll result	Data after import
WPBP-BTRTL	0001	0001	0001
WPBP-WERKS	0002	0003	0003
WPBP-ABART	1	1	1

Validating Single Fields

Validating Single Fields

Prerequisites

1. You have [created an interface format \[Page 772\]](#).
2. You have created the *change validation* for a [table object \[Page 810\]](#).
3. The *Maintain Change Validation* screen appears.

[The system displays the accompanying field objects for the table object \[Page 813\]](#).

Procedure

1. Place the cursor on the table object.
2. Choose *Single Field Validation*.

The system validates the single fields for the selected table object.

3. Save your entries.

Result

You have activated single field validation for a table object. In the future, only changed field objects will be exported.



You can reverse the single field validation by selecting the table object and choosing the *Single Field Validation* function again.

Key Fields

Use

You can only use the *Key Fields* function for [field objects \[Page 771\]](#) in internal tables or infotypes.



The *Key Field* function cannot be used for the **Field string** table object, since the field string only consists of one entry (for example, the *Personal Features (PERM)* field string in cluster object Rx (for example, RD, RU)).

Change validation for table objects (internal tables) can only function successfully if you specify which line of the current table is to be compared with which line in the table from the comparison period. The *Key Field* function defines those fields which clearly determine a table line as key fields for the table object. This means that one table cannot contain two lines that match in all key fields.

For each current table entry, the SAP System searches in the current payroll period for a table entry with the same key fields in the comparison period and then compares all fields.

Activities

[Define the field objects as key fields \[Page 819\]](#)

See also:

[Example: Key Fields \[Page 818\]](#)

Key Fields

Example: Key Fields

You have defined two field objects, *Bank Number (BANKL)* and *Account Number (BANKN)* as key fields in the table object containing the bank transfer amounts.

A bank transfer must exist for each account number so that change validation function can work with the key field function successfully.

Payroll Period 01	Payroll Period 02						
BANKL	BANKN	AMOUNT		BANKL	BANKN	AMOUNT	
Key field	Key field			Key field	Key field		
672922	700100	900.00		672922	700100	950.00	
672922	700101	500.00					
672922	700102	400.00		672922	700102	400.00	
				672922	700103	100.00	
				672922	600500	500.00	

BANKL	BANKN	AMOUNT	Legend
Key field	Key field		
672922	700100	950.00	Change in amount
672922	700101	<...<	if delimitation active
672922	700103	100.00	Only in period 02
672922	600500	500.00	Only in period 02



The *Bank Number (BANKL)* and *Account Number (BANKN)* field objects are key fields. The content of these fields is exported, not the "<" character (delimitation).

Defining Key Fields

Prerequisites

1. You have [created an interface format \[Page 772\]](#).
2. You have created the *change validation* for a [table object \[Page 810\]](#).
3. The *Maintain Change Validation* screen appears.

[The system displays the accompanying field objects for the table object \[Page 813\]](#).

Procedure

4. Place the cursor on the table object.
5. Choose *Key Fields*.

The selected field objects in the tree structure have the key field symbol.

6. Save your entries.

Result

You have defined a key field object for change validation.



You can reverse the definition by selecting the field object and choosing the *Key fields* again.

Relations

Relations

Use

The *Relations* function only applies to [field objects \[Page 771\]](#).



To use the *Relations Between Field Objects* function, [single field validation \[Page 814\]](#) must be **active** for the relevant table object.

Features

The *single field validation* and *relations* are related as follows:

If single field validation is active for a table object, the system only exports fields from the table object that have changed.

There are often close relationships between individual fields in a table in the SAP System. This means that the fields are only meaningful **together**. For example, an employee's personnel subarea data is only meaningful if the personnel area to which the personnel subarea is assigned is also known.

To meet this requirement, you can use the Interface Toolbox to define **relations** between two or more fields. If at least one field that is linked to one or more other fields by the *Relations* function changes, then the system exports all linked fields again.

Activities

Create [relations \[Page 822\]](#) between field objects.

See also:

[Example: Relations Between Field Objects \[Page 821\]](#)

Example: Relations Between Field Objects

You have already activated *single field validation* for the *Work Center/Basic Pay (WPBP)* table object

You want to link the *Personnel Area (WERKS)* and *Personnel Subarea (BTRTL)* field objects using *relations*.

If the content of one of the two field objects changes from one data export to the next, the system exports both field objects again.

Previous payroll period	Current payroll period	Export the following data	Explanation
WPBP-BTRTL=0001	WPBP-BTRTL=0001	WPBP-BTRTL=0001	Export again
WPBP-WERKS=0002	WPBP-WERKS=0003	WPBP-WERKS=0003	Export again
WPBP-ABART=1	WPBP-ABART=1	WPBP-ABART=#	No change, single field validation is active

The system also checks field objects with no relations individually.

Creating Relations

Creating Relations

Prerequisites

1. You have [created an interface format \[Page 772\]](#).
2. You have created the *change validation* for a [table object \[Page 810\]](#).
3. To perform this function, you must first activate [Single Field Validation \[Page 814\]](#) for the table object to which the field object belongs.
4. The *Maintain Change Validation* screen appears.

[The system displays the accompanying field objects for the table object \[Page 813\]](#).

Procedure

1. Place the cursor on the selected field object.
2. Choose *Relations*.
You access the *Relations for <name>* dialog box.
3. Select the field object(s) to be linked to the previously selected field object with a relation.
4. Save your entries.

Result

You have created relations for a field object in change validation.



If you choose the *Relations* icon in front of the name of the field object, you display a list of all field objects related to the selected field object.

To delete unwanted entries, select the entry and choose *Delete*.

Wage types

For information on the *Wage Types* function, see [Wage Types in Change Validation \[Page 838\]](#).

User-Defined Change Validation

User-Defined Change Validation

Use

You can use this function to specify that the decision of whether or not to carry out change validation will only be made when the export program **runs**. If you want to use this function, the Toolbox requires a user-defined program to decide whether or not to activate *change validation*.

Features

The Interface Toolbox makes demands on the user-defined program so that the change validation can be activated when the program runs.

Program type

The **program type** can have the following values:

- **1** Executable program
- **S** Subroutine pool

Parameters

The program must contain a form routine with only **one parameter**. This parameter displays the return value for the form routine. The return value determines whether or not the export value is to carry out the change validation. The following values are possible for the return value:

- *Change validation* not active
- *Change validation* active

The *Change Validation* function is set to **active** as default.

INCLUDE

If you include INCLUDE 3 from the Export Program function (interface [format \[Page 763\]](#)) in the customer program, you can use current export data and the export data from the comparison period to the customer form routine to decide whether to activate change validation.

Activities

[Activate the user-defined change validation \[Page 827\]](#)

See also:

[Naming Conventions for Export Data \[Page 825\]](#)

[Example: User-Defined Change Validation \[Page 826\]](#)

Naming Conventions for Export Data

The following naming conventions apply to the export data:

- NEW_<table name> for the current export data (for example, NEW_WPBP)
- OLD_<table name> for the export data from the comparison period (for example, OLD_WPBP)

User-Defined Change Validation

Example: Customer Program for Change Validation

The following example shows a possible structure for your user-defined program, which will be used to decide whether or not to activate change validation when the export program runs.

```
REPORT ZPCIFP01.
INCLUDE ZPCIFRX3.      "INCLUDE 3 from export program
FORM DIFFERENCE_CHECK USING SWITCH.
  SWITCH = `1`.      "change validation is active
  READ TABLE NEW_WPBP INDEX 1.
  IF SY-SUBRC = 0.
    READ TABLE OLD_WPBP INDEX 1.
    IF SY-SUBRC = 0.
      IF ( NEW_WPBP-MASSN <> OLD_WPBP-MASSN) AND
        ( NEW_WPBP-MASSN = `05` ).
        SWITCH = `0`. "change validation is not active
      ENDIF.
    ENDIF.
  ENDIF
ENDFORM.
```

Legend

The form routine uses the SWITCH parameter, which decides whether or not the change validation is active.

The change validation function is set to active as default (SWITCH = 1). If the MASSN field in the *Work Center/Basic Pay* (WPBP) table for the current export data differs from that in the comparison period, and if the current personnel action (MASSN) is '05', then change validation is not active.

Activating User-Defined Change Validation

Prerequisites

1. You have [created an interface format \[Page 772\]](#).
2. You have created the *change validation* for a [table object \[Page 810\]](#).
3. The *Maintain Change Validation* screen appears.

[The system displays the accompanying field objects for the table object \[Page 813\]](#).

Procedure

5. Choose *User-defined change validation*.
The *User-Defined Change Validation* dialog box appears.
6. In the *Program* field, enter the customer (user-defined) program. In the *Form Routine* field, enter the name of the accompanying form routine.
7. Save your entries.

Result

You have specified which user-defined program the Toolbox will use to decide whether or not to activate change validation when the export program is run.

Wage Type Processing with the Toolbox

Wage Type Processing with the Toolbox

Use

In payroll, [wage types \[Ext.\]](#) are important stores of information which are used to calculate wages and salaries. The wage type is particularly important in the Interface Toolbox, which was developed to export payroll results from the *Human Resources* (HR) component to a third-party system.

Special, enhanced processing rules apply for particular functions in the Interface Toolbox to meet the demands made on the wage types. These processing rules differ from the processing rules for individual functions. This concerns the following functions:

- Interface Format
[Wage Types in the Interface Format \[Page 829\]](#)
- Change Validation
[Wage Types in Change Validation \[Page 838\]](#)



The same processing rules apply to wage types as to other objects for all functions in the interface format or change validation that are not specifically mentioned here (for example, the conversion function for field objects, and so on)

Wage Type Tables in the Interface Format

Definition

A *Human Resources* (HR) table can be treated as a wage type table in the interface format if the table contains at least **one field** with the **LGART** field name.

Use

The Interface Toolbox processes wage types and the accompanying wage type tables in the SAP System separately in the *interface format*.

Table Types

If there is a field in the table with the name LGART, then one of the following two **table types** can be set for this table:

- **Regular tables**

The system treats the tables in the *interface format* as **regular tables** (for example, WPBP (*Work Center/Basic Pay*)).

- **Wage type tables**

The system treats the tables in the *interface format* as **wage type tables** (for example, RT (*Results Table*)).

Assign Table Type

The *Restrictions* function in the interface format allows you to assign one of the two table types to a table containing at least one field with the name LGART. If you select one of the *special restrictions for wage types* using the [Restrictions \[Page 792\]](#) function, then the Toolbox will define this table as a **wage type table**.



The *Results Table* (RT) table object is automatically defined as a wage type table by the Interface Toolbox.

Other table objects are considered to be regular tables.

See also:

[Wage Type Selection in the Interface Format \[Page 830\]](#)

Wage Type Selection in the Interface Format

Wage Type Selection in the Interface Format

Use

You can select subsets of a wage type table (individual wage types) for export in the same way as when selecting a field object in a regular table. In both cases, use the [Restrictions \[Page 792\]](#) function in the *Interface Format* to select a subset of table entries ([lines in the table \[Page 831\]](#)) for wage types or field objects.

Different From Selecting Other Field Objects

The selection of wage types from wage type tables differs from the selection of other field objects from regular tables.

- If you **do not** enter any restrictions, all wage types will be exported.
- If you enter restrictions, the only wage types exported are those that you have assigned to the wage type table using the *Restrictions* function.

To process the wage types, the Interface Toolbox requires **additional information** that must be entered when the wage types are selected for data export (*Restrictions* function). This information determines how the wage types are processed in the original payroll run and also in retroactive accounting. This additional information is contained in the different **wage type options for retroactive accounting**.

If you have entered restrictions, the Interface Toolbox exports all wage types using [wage type option \[Page 832\] R1](#).



If the same processing rules apply to a subset of wage types, then you can also select these wage types **generically**, for example, * or /1*.

Prerequisites

To process wage type tables, you must assign your table objects to the *interface format* before you can export data.

See also:

[Wage Type Options for Retroactive Accounting \[Page 832\]](#)

Structure of a Wage Type

Definition

A wage type is a table entry in a wage type table. A wage type consists of the LGART field and the following three numerical fields:

- *Amount*
- *Rate*
- *Number*

Other fields also belong to a wage type (for example, *Split Indicator*, *Currency*).

Wage types	Amount	Rate	Number
LGART	(RTE)	(AMT)	(NUM)
For example, MA10	For example, 10	For example, 5	For example, 2

These fields form **one line** (table entry) in the wage type table for the corresponding wage type.

Wage Type Options for Retroactive Accounting

Wage Type Options for Retroactive Accounting

Use

The **ability to run retroactive accounting** is one of the most important characteristics of payroll. A retroactive run is necessary, for example, in the following case:

You have made changes to HR master data for the payroll past.

The system must run payroll for these payroll periods again, even though payroll is completed. The modified payroll data must be taken into account.

When comparing the [payroll periods \[Ext.\]](#) to be included in retroactive accounting with the original payroll period, the payroll program or reporting programs may identify that corrections are required.



As a result of a retroactive salary increase, an additional amount must be transferred to the employee.

Wage Types in a Retroactive Run

Most wage types are created in the retroactive accounting period with the amount that would have been used in the original period (for example, wage type /101 (*Total Gross Amount*)).

However, there are wage types that contain the differences between the retroactive period and the original payroll period.



Wage type /553 (*Recalculation difference for last payroll run*) is the difference between the payment amount for the current payroll period in the payroll run and the previous result.

To support third-party payroll systems that do not use retroactive accounting, or that use a different method to form retroactive accounting differences, the Interface Toolbox has **retroactive accounting functions**.

Features

- **Retroactive Accounting Option R1**

The system processes the selected wage type **as in the original payroll period**. The system transfers the values in the three wage type fields (*Amount, Rate, and Number*) **unchanged** to the third-party system.

- **Retroactive Accounting Option R2**

The system calculates the **difference** between the values in the three wage type fields (amount, rate, and number) for the selected wage type from the retroactive accounting period and the [comparison period \[Page 834\]](#). These differences are **assigned** to the respective **retroactive accounting period**. If the difference for all three fields is **0** (zero) then the system does not export this wage type.

- **Retroactive Accounting Option R3**

Wage Type Options for Retroactive Accounting

As for option R2, the system calculates the **difference** between the values in the three wage type fields (amount, rate, and number) from the retroactive accounting period and the comparison period. However, these differences are assigned to the period immediately preceding the current payroll period.

- **Retroactive Accounting Option R4**

As for options R2 and R3, the system calculates the **difference** between the values in the three wage type fields (amount, rate, and number) from the retroactive accounting period and the comparison period. These differences are assigned to the **current payroll** period. If the relevant wage type already exists in the payroll period, then the system cumulates the values for each personnel number. If the third-party system does not use retroactive accounting, you should choose this wage type option.

- **Option DT**

Options R3 and R4 have a special feature to allow wage types to be assigned to a payroll period, even if they do not originate in this payroll period and come from retroactive accounting periods instead. If you wish to retain information on whether the wage type comes from a retroactive accounting period or from an original period, then choose option DT.

The system assigns wage types that originate from retroactive accounting to a table with the name \$D<name>, instead of to a table in the original period.

Activities

[Choose a wage type option \[Page 837\]](#)

Comparison Period for Wage Type Options in Retroactive Accounting

Comparison Period for Wage Type Options in Retroactive Accounting

Definition

The comparison period is a payroll period used within the *Restrictions* function in *Change validation*. It is used to determine which data has changed since the last export.

Use

If you are running first retroactive accounting for the first time for the [for-period \[Ext.\]](#) in question, the Interface Toolbox will use the original payroll period as the comparison period. However, it could be the case that **several** retroactive accounting runs are required for a [payroll period \[Ext.\]](#).



You are recalculating payroll period **01** from period **02**.

If it is necessary to recalculate payroll period **01** from period **04** again, then the differences are created as follows.

The difference between the payroll period “**period 01 recalculated from period 04**” and the payroll period “**period 01 recalculated from period 02**”.

The difference for the original period 01 is **not** created.

Rule

The payroll period that the system always uses for comparison is the most recent payroll period with the same [for-period view \[Page 835\]](#) as the payroll period currently being processed.

See also:

[Defining the Comparison Period for Generating Wage Type Differences for Several Retroactive Runs \[Page 836\]](#)

Comparison Period for Wage Type Options in Retroactive Accounting

In-Period Information / For-Period Information

The **for-period information** specifies the payroll period **for** which the payroll result is valid.

The **in-period information** specifies the payroll period **in** which the system has created the payroll result.

Together the **in-period information** and the **for-period information** characterize **one** payroll result.

Example: For-Period Information / In-Period Information

Payroll result	For-per. information	Start date of for-per. information	End date of for-per. information	In-per. information	End date of in-per. information
1	01/1997	01.01.1997.	31.01.1997	02/1997	02.28.1997
2	02/1997	02.01.1997	28.02.1997	02/1997	02.28.1997

Explanation

Payroll result 1 for payroll period (for-period) 01/1997 has the start date January 01, 1997 and the end date January 31, 1997. This payroll result was created in payroll period (in-period) 02/1997.

Comparison Period for Wage Type Options in Retroactive Accounting

Example: Comparison Period for Wage Type Differences for Several Retroactive Runs

Do not confuse this example with the determination of the [comparison period for change validation \[Page 800\]](#).

An employee has the payroll results listed in the table. The payroll results contain each relevant payroll comparison period for the creation of wage type differences (changes). The system compares the most recent payroll period with the same [for-period information \[Page 835\]](#) as the payroll period being processed.

Sequential no.	For-period	In-period	Preceding period
00001	01 1996	01 1996	No preceding period
00002	01 1996	02 1996	00001
00003	02 1996	02 1996	No preceding period
00004	03 1996	03 1996	No preceding period
00005	01 1996	04 1996	00002
00006	02 1996	04 1996	00003
00007	03 1996	04 1996	00004
00008	04 1996	04 1996	No preceding period

Activating Wage Type Options for Retroactive Accounting

Prerequisites

1. You have [created an interface format \[Page 772\]](#).
2. You are in the [object tree \[Page 774\]](#) and all table objects are displayed with all field objects.

Procedure

10. Place the cursor on the selected wage type field (LGART) in the table object to be edited.
11. Choose *Restrictions*.
You access the *Set Restrictions* dialog box.
12. Select *Special restrictions for wage types*.
You access the *Wage Type Restriction for <name>* dialog box.
13. Enter the restrictions.



Several entries for a field object are linked implicitly with the logical operation **OR**.

14. Enter the name of the wage type and select the required option (DT, R1-R4).
15. Choose *Transfer*.
16. Save your entries.

Result

You have used the Interface Toolbox to activate one of the wage type options for retroactive accounting (R1 to R4) for a wage type field. If you have already activated wage type option DT, wage types used in the retroactive run will be assigned to the table \$D<table name >. The information necessary for the data export of a wage type is now complete and the wage type is assigned to the corresponding wage type table.

Wage Types in Change Validation

Wage Types in Change Validation

Use

The Interface Toolbox processes wage types and the accompanying wage type tables separately during change validation.

Just as the Interface Toolbox processes [regular tables \[Page 829\]](#) in change validation, you can also run [change validation \[Page 798\]](#) for wage type tables. The system only exports the wage types to the third-party system if they have changed from one data export to another.

The following topics are important for using this transaction:

- [Change validation and wage type tables \[Page 839\]](#)
- [Change validation and wage type comparison \[Page 840\]](#)
- [Wage types and split indicators \[Page 841\]](#)

Features

The following functions are available for wage types in change validation:

- [Activate wage types for change validation \[Page 842\]](#)

The functions are only valid for wage types.

You can use the following change validation functions to process wage types. The functions have modified or restricted processing rules.

- [Delimit wage types for change validation \[Page 844\]](#)

The following functions **cannot** be used in connection with the change validation:

- *Validating single fields*
- *Key fields*

The explicit definition of key fields is not possible for wage types. The wage type name (**LGART**) is always used as the key field.

- *Relations*

Prerequisite

You have assigned the individual wage type to the relevant interface format using the [Restrictions \[Page 792\]](#) function for field objects in the *Interface Format*. In this assignment, you have activated one of the wage type options for retroactive accounting (R1 to R4) for each wage type to be included in change validation.

If you have not entered restrictions, all wage types will be exported with wage type option R1.

Change Validation and Wage Type Tables

If it is a regular table, activate change validation for the complete table.

If it is a wage type table, then change validation always refers to a **single wage type**.

Just as with regular tables, the only field objects included in change validation are those you have already assigned to change validation. You must assign each wage type required for the difference check to change validation.

If you do not specify any wage types, change validation will **not** take place in the standard system.

Change Validation and Wage Type Comparison

Change Validation and Wage Type Comparison

You can set the comparison period for change validation with wage types as for all other objects. When the system checks a [wage type \[Page 831\]](#) for changes, it uses the three fields (amount, rate, and number) that are common to all wage types.

The wage type comparison has the following results:

- If the content of at least one of the three wage type fields has changed then the relevant wage type and the three fields will be **exported** again.
- If the content of none of the three wage type fields has changed then this wage type will be ignored. The relevant wage type is **not exported**.



For more information on comparison periods in change validation, see [Comparison Periods in Change Validation \[Page 800\]](#).

Wage Types and Split Indicators

If wage types have [split indicators \[Ext.\]](#), there can be several table entries ([lines in the table \[Page 831\]](#)) for this wage type in the wage type table. As a result the wage type name is **not** sufficient as a key to identifying a table entry.

[The Problem of Wage Types and Split Indicators \[Page 199\]](#)

In change validation, it is not clear which table entry for the wage type in the comparison period is to be compared with which table entry in the current payroll period.

Solution

If you want to use change validation for wage types, you must ensure that only **one table entry exists per wage type**. To ensure that this is the case, **do not export split indicators**. You must not select the field object containing the split indicator for export. If you have already selected this field object for export, **delete** it. If the wage type exists several times after the split indicator has been deleted, the system cumulates the multiple entries for this wage type and stores them in one entry.

Activating Wage Types for Change Validation

Activating Wage Types for Change Validation

Use

The *Wage Types* function is only allowed for wage types. The system only checks the wage types for changes if you have assigned the wage types to change validation using the *Wage Types* function.

Activities

[Activate wage types for change validation \[Page 843\]](#)

Activating Wage Types for Change Validation

Prerequisites

1. You have [created an interface format \[Page 772\]](#).
2. You **must** first use the [Restrictions \[Page 792\]](#) function to assign the wage type to be processed to the interface format to be processed.
3. You have created the *change validation* for a [table object \[Page 810\]](#).
4. The *Maintain Change Validation* screen appears.

[The system displays the accompanying field objects for the table object \[Page 813\]](#).

Procedure

29. Place the cursor on the field object **LGART**.
30. Choose *Wage types*.
You access the *Wage Types for <name>* dialog box.
31. Select the wage types you want to include in change validation.
32. Choose *Continue*.
33. Save your entries.

Result

You have assigned individual wage types in a wage type table to change validation.



You can remove individual wage types from the assignment by selecting the wage type symbol. The system displays the wage types. Select the wage type and choose *Delete*.

Wage Type Delimitation for Change Validation

Wage Type Delimitation for Change Validation

Use

The *Delimit* function refers to a single **wage type**. A wage type table is delimited on the wage type level and must be carried out for each wage type **individually**.

Alternatively, you can use the *Delimit* function following the instructions under [Delimiting Objects \[Page 811\]](#).

Constraints

If you use the *Delimit* function for wage types, you should note that a wage type is delimited irrespective of the wage type options for retroactive accounting (R1 to R4).

Activities

[Delimit wage types for change validation \[Page 845\]](#)

Delimiting Wage Types for Change Validation

Prerequisites

1. You have [created an interface format \[Page 772\]](#).
2. You **must** first use the [Restrictions \[Page 792\]](#) function to assign the wage type to be processed to the interface format to be processed.
3. You have created the *change validation* for a [table object \[Page 810\]](#).
4. The *Maintain Change Validation* screen appears.
[The system displays the accompanying field objects for the table object \[Page 813\]](#).

Procedure

1. Choose wage types.
The system displays the accompanying field objects for the **LGART** field.
2. Place the cursor on a wage type.
3. Choose *Delimit*.
The Delimit symbol appears next to the wage type.
4. Save your entries.

Result

You have delimited individual wage types in a wage type table for the data transport.

Examples: Interaction of Wage Types and Wage Type Options for Retroactive Accounting in Change Validation

Examples: Interaction of Wage Types and Wage Type Options for Retroactive Accounting in Change Validation

The following example explains how the individual change validation functions can be used for wage types from wage type tables.

Example: An employee has the following payroll periods

Sequent ial no.	For- period	In-period	<i>Total Gross Amount</i> wage type from the results table (RT)
00001	01 1996	01 1996	3 000.00
00002	02 1996	02 1996	3 000.00
00003	01 1996	03 1996	3 500.00
00004	02 1996	03 1996	3 500.00
00005	03 1996	03 1996	3 500.00
00006	03 1996	04 1996	Wage type not available
00007	04 1996	04 1996	Wage type not available

The following examples consider the generation of a special wage type. The *Total Gross Amount* wage type (secondary wage type /101) from the *Results Table (RT)* is used as an example wage type for the employee.

The *total gross amount* wage type contains an amount of **3,000.00** for the payroll periods **01** and **02**.

- Before payroll is run for payroll period **03**, the *Total Gross Amount* wage type is increased retroactively to **3,500.00** as of payroll period **01**. This increase corresponds to a salary increase for the employee. The retroactive increase in the total gross amount triggers retroactive accounting for this employee.
- **Before** the payroll run for payroll period **04**, the *Total Gross Amount* wage type is set to **ZERO (0)** as of payroll period **03** since the employee should not receive any pay as of payroll period **03**.

Payroll is run for payroll period **04** with retroactive accounting for period **03**.

The following examples show how the Interface Toolbox works in connection with wage type processing in the interface format and change validation.

Examples: Interaction of Wage Types and Wage Type Options for Retroactive Accounting in Change V

- [Example 1: Third-Party Payroll System Runs Retroactive Accounting \(R1\) \[Page 848\]](#)
- [Example 2: Third-Party Payroll System Runs Retroactive Accounting \(R1\); Change Validation and Delimitation Functions are Active \[Page 849\]](#)
- [Example 3: Third-Party Payroll System Runs Retroactive Accounting \(R2\) \[Page 851\]](#)
- [Example 4: Third-Party Payroll System Runs Retroactive Accounting \(R2\); Change Validation and Delimitation Functions are Active \[Page 852\]](#)
- [Example 5: Third-Party Payroll System Without Retroactive Accounting \(R4\) \[Page 854\]](#)
- [Example 6: Third-Party Payroll System Without Retroactive Accounting \(R4\); Change Validation and Delimitation Functions are Active \[Page 855\]](#)

Examples: Interaction of Wage Types and Wage Type Options for Retroactive Accounting in Change Validation

Example 1: Third-Party Payroll System Runs Retroactive Accounting (R1)

A third-party payroll system runs retroactive accounting. You want to transfer the *Total Gross Amount* wage type and all other wage types in the SAP System from the employee's payroll result to the third-party system.

To do this, choose [retroactive accounting option R1 \[Page 832\]](#). The *Total Gross Amount* wage type has the following values after the data export:

Payroll period	<i>Total Gross Amount</i> wage type from the results table (RT)
01 in 01	3 000.00
02 in 02	3 000.00
01 in 03	3 500.00
02 in 03	3 500.00
03 in 03	3 500.00
03 in 04	-----
04 in 04	-----

Legend

1. In the **01 in 03** and **02 in 03** payroll periods, the system exports the unchanged total values for the wage type from the original period.
2. The wage type is no longer available in the payroll periods **03 in 04** and **04 in 04** since it was set to **ZERO** as of payroll period **03**, before the payroll run for payroll period **04**.

Example 2: Third-Party Payroll System Runs Retroactive Accounting (R1); Change Validation and Delimitation Functions are Active

You only want to export wage types if they have changed from one payroll period to another. You activate change validation for your wage types by assigning single wage types to change validation using the *Create* function. (For more information on creating objects in change validation, see [Creating Objects \[Page 809\]](#)).

The following **problem** can occur in this situation.

A wage type from a payroll period does **not** exist in the export file. It is unclear whether the wage type did not occur in this payroll period, or whether it has a value **identical** to the value in the comparison period.

There are two possible solutions to this problem:

- The user is active:
You provide information on whether the wage type still exists in the payroll period. You can do this using an additional wage type. This additional wage type acts as a switch (switch wage type). The system generates the switch wage type if the original wage type no longer exists.
- The Interface Toolbox is active with the *Delimit* function:
You can delimit the wage type using the corresponding function. The system generates the character "<" for the wage type in question. The delimitation sign means that the wage type is no longer valid for the employee.



For more information on delimiting objects within change validation, see *Change Validation → Delimiting Objects* and *Wage Type Processing in the Interface Toolbox → Delimiting Wage Types for Change Validation*.

If change validation and delimitation are active for the wage type, then the *Total Gross Amount* wage type has the following result data for the data export:

Payroll period	<i>Total Gross Amount</i> wage type from the results table (RT)
01 in 01	3 000.00
02 in 02	-----
01 in 03	3 500.00
02 in 03	-----
03 in 03	-----
03 in 04	< ... <

Examples: Interaction of Wage Types and Wage Type Options for Retroactive Accounting in Change Validation

04 in 04	-----
----------	-------

Legend

1. The wage type in the **02 in 02** payroll period is not exported since the total value of the wage type has **not** changed when compared with the values in the **01 in 01** payroll period.
2. The wage type is not exported in the **02 in 03** and **03 in 03** payroll periods, since the total value for the wage type has **not** changed from the value in the **01 in 03** payroll period.
3. In the **03 in 04** payroll period, the wage type is delimited, since it no longer exists.
4. The wage type no longer exists in the **04 in 04** payroll period since the system has already transferred the delimitation information to the **03 in 04** payroll period

Example 3: Third-Party Payroll System Runs Retroactive Accounting (R2)

A third-party payroll system runs retroactive accounting. You only want the SAP System to transfer the differences between the payroll period used in retroactive accounting and the payroll period from the original payroll run to the third-party system for retroactive accounting periods.

To do this, choose [retroactive accounting option R2 \[Page 837\]](#).

The *Total Gross Amount* wage type has the following results data for the data export:

Payroll period	<i>Total Gross Amount</i> wage type from the results table (RT)
01 in 01	3 000.00
02 in 02	3 000.00
01 in 03	500.00
02 in 03	500.00
03 in 03	3 500.00
03 in 04	-3 500.00
04 in 04	-----

Legend

- In the **01 in 03** and **02 in 03** payroll periods, the system only exports differences from the retroactive accounting period and the original period.
 $3\,500.00 - 3\,000.00 = 500.00$
- In the **03 in 04** payroll period, the total wage type amount is - 3,500.00, since the value of the wage type was retroactively set to ZERO in payroll period **03**.
 $0 - 3\,500.00 = - 3\,500.00$
- The wage type no longer exists in the **04 in 04** period, since it was set to ZERO as of payroll period **03**, before the payroll run for payroll period **04**.

Examples: Interaction of Wage Types and Wage Type Options for Retroactive Accounting in Change Validation

Example 4: Third-Party Payroll System Runs Retroactive Accounting (R2); Change Validation and Delimitation Functions are Active

A third-party payroll system runs retroactive accounting. You only want the R/3 System to transfer the differences between the retroactive accounting payroll period and the comparison period to the third-party system during retroactive accounting periods.



For more information on the comparison period, see *Defining the Comparison Period for Wage Type Options in Retroactive Accounting*.

To do this, choose [retroactive accounting option R2 \[Page 832\]](#).

By activating change validation, you also ensure, as in example 2, that export wage types are only exported again if they have **changed**.



Make sure that change validation is only activated for the **original periods**, and not for the retroactive periods in payroll.

The change validation function for retroactive accounting periods is **controlled** by the R2 retroactive accounting option.

Change validation for the original periods in payroll also refers to the total value of the respective wage type and not to the differences.

To delimit wage types, follow the procedure recommended in example 2.



The system only delimits wage types if the respective wage type exists and has a difference in retroactive accounting.

The *Total Gross Amount* wage type has the following results data for the data export:

Payroll period	<i>Total Gross Amount</i> wage type from the results table (RT)
01 in 01	3 000.00
02 in 02	-----
01 in 03	500.00
02 in 03	500.00
03 in 03	-----

Examples: Interaction of Wage Types and Wage Type Options for Retroactive Accounting in Change V

03 in 04	-3,500.00 (first entry) < ... < (additional delimitation information)
04 in 04	-----

Legend

1. The wage type in the **03 in 03** payroll period is **not exported** since the **total value of the wage type** has not changed when compared with the values in the **02 in 03** payroll period.
2. In the **03 in 04** payroll period, the results table (RT) contains **two** entries for the *Total Gross Amount* wage type. On the one hand, the difference between the original **03 in 03** payroll period and **03 in 04** ($0.00 - 3,500.00 = -3,500.00$) is transferred. On the other hand, the wage type no longer exists in the payroll period, so the “<” delimitation information must be transferred.
3. The wage type no longer exists in the **04 in 04** payroll period since the delimitation information has already been transferred in the **03 in 04** payroll period

Examples: Interaction of Wage Types and Wage Type Options for Retroactive Accounting in Change Validation

Example 5: Third-Party Payroll System Without Retroactive Accounting (R4)

The third-party system performs payroll **without** retroactive accounting.

Therefore, you want to **collect** the differences from the retroactive accounting run and transfer them with the corresponding original period to payroll.

To do this, choose [retroactive accounting option R4 \[Page 832\]](#).

The *Total Gross Amount* wage type has the following results data for the data export:

Payroll period	<i>Total Gross Amount</i> wage type from the results table (RT)
01 in 01	3 000.00
02 in 02	3 000.00
01 in 03	-----
02 in 03	-----
03 in 03	4 500.00
03 in 04	-----
04 in 04	3 500.00 (Repayment from 03 as recalculation difference)

Legend

- The differences from the **01 in 03** (500.00) and **02 in 03** (500.00) payroll periods are collected.
The value of 4,500.00 is calculated as follows:
 $2 * 500.00 + 3 500.00 = 4 500.00$
- The wage type is no longer available in the payroll periods **03 in 04** and **04 in 04** since it was set to **ZERO** as of payroll period **03**, before the payroll run for payroll period **04**.

Example 6: Third-Party Payroll System Without Retroactive Accounting (R4); Change Validation and Delimitation Functions are Active

The third-party system performs payroll **without** retroactive accounting. Therefore, you want to **collect** the differences from the retroactive accounting run and transfer them with the corresponding original period to payroll. To do this, choose [retroactive accounting option R4](#) [Page 832].

You also want to activate the change validation and delimitation functions for wage types. This can cause problems, since the information (wage type) is condensed in such a way that the result could be interpreted incorrectly.

The **Total Gross Amount** wage type has the following results data for the data export:

Payroll period	Total Gross Amount wage type from the results table (RT)
01 in 01	3 000.00
02 in 02	----- (since change validation is not active)
01 in 03	-----
02 in 03	-----
03 in 03	4 500.00
03 in 04	-----
04 in 04	-3,500.00 (first entry) < ... < (additional delimitation information)

Problem

- If this information is the **only** information available for the wage type, then it could be interpreted as follows:
- In payroll periods **01** and **02** the wage type was worth 3,000.00.
- This value did **not** change with retroactive effect in the **01 in 03** and **02 in 03** payroll periods.
- In payroll period **03**, the wage type was worth 4,500.00.

The calculation of the amount 4,500.00 ($2 \times 500.00 + 3,500.00 = 4,500.00$) cannot be reconstructed here. However, it is necessary since change validation is used.

- This would also mean that the value of the wage type had decreased retroactively for payroll period **03**, and would have the value 1,000.00.
- Payroll period **04** is the first period in which the wage type does not occur.

Examples: Interaction of Wage Types and Wage Type Options for Retroactive Accounting in Change Validation

Solution

To solve this problem, you should activate the [DT \[Page 832\]](#) wage type option for retroactive accounting. The values for the *Total Gross Amount* may appear as follows:

Payroll period	<i>Total Gross Amount</i> wage type from the results table (RT)	<i>Total Gross Amount</i> wage type from the table (\$DRT)
01 in 01	3 000.00	-----
02 in 02	-----	-----
01 in 03	-----	-----
02 in 03	-----	-----
03 in 03	3 500.00	1 000.00
03 in 04	-----	-----
04 in 04	< ... <	-3 500.00

Legend

- In the **03 in 03** payroll period, the retroactive accounting difference of 1,000.00 and the amount of 3,500.00 are shown separately. This clearly shows that the current value of the wage type is 3,500.00 for the **03 in 03** payroll period.

This information would be of particular importance for the payroll run in the **04 in 04** payroll period if the wage type had retained the value of 3,500.00 and no longer occurred because the change validation function was active. It would be unclear whether the employee is entitled to 3,000.00 or 4,500.00.

- The change validation function sends the delimitation information to the "04 in 04" payroll period even though the wage type no longer exists in the **03 in 04** payroll period.

The reason for this is the *Only Export in Original Period* option which is flagged in the selection screen for the export program.

If you had not selected this option, then the Toolbox would have sent the delimitation information in the **03 in 04** payroll period.

Generation - Interface Format for the Export Program

Use

The Interface Toolbox does not use a standard data export program when exporting data. This means that there is no ready-made program for data export in the SAP System.

Features

The following demands are placed when exporting data from the SAP System to a third-party system.

- Flexibility for the user
- High transfer speed during data export

To meet these requirements, the system generates the export program based on user's requirements. These user requirements are stored in the tables in the Interface Toolbox.

If you have created an interface format, or have changed one of the following areas, you **must** regenerate the export program when before you can use it:

- [Interface format \[Page 763\]](#)
- [Import macro for cluster data \[Ext.\]](#)
- [Data definition include \[Page 795\]](#)
- [Change validation \[Page 798\]](#)
- [Wage type processing \[Page 828\]](#)

Prerequisite

Before you generate the export program, you must enter the name of the export program in the interface format for the Toolbox:

- In the *Main Program* field, enter the name of the export program
- In the *Include 1 to 9* fields, enter the name of the data definition include



Do not use the name of a program or include that has already been used for a different purpose.

The Toolbox only receives the names of the export program and includes. The coding for the export program is generated in the interface format via the *Generate* function.

Activities

[Generate the export program \[Page 858\]](#)

Generating the Export Program

Prerequisites

You have created an interface format or made changes in one of the following areas:

- [Interface format \[Page 763\]](#)
- [Import macro for cluster data \[Ext.\]](#)
- [Data definition include \[Page 795\]](#)
- [Change validation \[Page 798\]](#)
- [Wage type processing \[Page 828\]](#)

Procedure

13. Choose the *Configuration* tab index.
14. In the *Object to be processed* group box, choose *Interface Format*.
15. In the *Interface format* field, enter the name of your new interface format.
16. Choose *Generate*.

Result

The customer export program for the interface format has been generated for data export.

Export Program

Definition

Using your defined interface format as a basis, the Interface Toolbox generates a program using the *Advanced Business Application Programming* language (ABAP). This program is the export program.

Use

The export program transfers payroll results from the SAP System to a third-party system. You must

- [generate \[Page 857\]](#), and
- [execute \[Page 860\]](#) the export to suit your requirements.

Structure

When you start the export program, you see a selection screen with several input blocks.

- You can select the payroll period and personnel numbers in the upper areas.
- The lower area allows you set parameters for the export program.

Activities

[Start the export program \[Page 860\]](#)

Starting the Export Program

Starting the Export Program

Prerequisites

You have created an interface format.

Procedure

1. Choose the *Export* tab index.
2. In the *Export activities* group box, choose *Export with interface format*.
3. In the *Interface format* field, enter the name of your interface format.
4. Choose *Execute*.

You access the *Export* dialog box.

5. In the individual fields, enter the necessary data and select the required export options.
6. Choose *Execute*.

Result

You have created the export file for the personnel numbers selected from a payroll area.

Infotype: Export Status (0415)

Use

The Interface Toolbox uses the *Export Status* infotype (0415) to monitor the export status for the individual interface formats.

The infotype enables you to run payroll at the same time as other interface formats (Master Data interfaces and payroll interfaces). Separate administration of retroactive accounting (using the *Payroll Status* infotype (0003)) and interfaces (using the *Export Status* infotype (0415) subtype (interface name)) ensures that unwanted interaction is avoided. The retroactive accounting capabilities remain unrestricted.

Structure

Subtype

- Interface name
Name of the interface format from which the export program has been generated.

Fields

The fields correspond to the relevant fields in the *Payroll Status* infotype (0003).

- *Earliest personal RA date*
Earliest date from which data can be exported.
- *Export until*
The employee data is exported until this date, even if the date is after the employee leaving date. The date must be in a period during which the employee is not active.
- *Do not export after*
The employee data was exported until this date.
- *Exported until*
The employee data has been exported up to this date.
- *Earliest MD change*
If payroll data is changed for an employee, the R/3 System stores the validity start date. The export program uses this date to identify whether an export must be repeated, and if so, the date on which the new export must take place to transfer the change to the third-party system.
- *Personnel number locked*
If this field is flagged, the employee is locked for export and the personnel number will not be exported. In this case, the personnel number is not exported.

Features

The Interface Toolbox creates and maintains the *Export Status* infotype (0415).

Fields

- The interface format creates the *Export Status* infotype (0415) for this personnel number when the personnel number is exported for the first time with a particular interface format.
- For each subsequent export, the Interface Toolbox enters the end date of the exported payroll period in the *Exported Until* field.
- The SAP System automatically enters the appropriate date in the *Earliest MD Change* field at the same time as the *Earliest MD change* field in the *Payroll Status* infotype (0003).
- You can use the remaining fields to monitor the export of individual personnel numbers. The Interface Toolbox usually maintains the *Export Status* infotype (0415) for you.

Export History for Interface Results

Use

To carry out detailed change and wage type validation, the export program must be able to access the data from previous exports. For this reason, the Interface Toolbox stores the data for each export.

Just like the payroll results, the stored interface results can be divided as follows:

- Interface directory
 - The interface directory is a table of contents for personnel numbers. It contains all payroll runs, along with other detailed information (for example, for-period, in-period, payroll area.)
- Interface data
 - The interface data contains the individual export data for the personnel number(s).
 - The interface data is always in its original state, that is, the state before change validation is carried out.

The Interface Toolbox can work with several interface formats. As a result, the interface results are stored for each interface format.

Prerequisites

You must select the *Update* export option before you start the [export program \[Page 859\]](#).

Features

You can use the Toolbox to

- Display
- Delete

It is often a good idea to delete interface results in the test system. The Interface Toolbox offers you two options:

- Delete the last interface result for one or more personnel number(s).
 - The interface results for the selected personnel number(s) are deleted.
- Delete all interface results for an interface format.
 - If no personnel number is entered, the interface results for all personnel numbers belonging to this interface format are deleted.

To ensure consistency, it is not possible to delete an individual interface result within the sequence of interface results. The last (current) interface result is the only exception.

Displaying the Interface Format

Displaying the Interface Format

Prerequisites

You want to display the interface results for an interface format after the data export.

Procedure

1. Choose the *Export History* tabstrip.
2. In the *Interface format* field, enter the name of your interface format.
3. If required, you can use the *Personnel no.* and *Payroll area* fields to restrict the selection of the data.
4. Choose *Display*.
5. Select a line from the interface results.

The system displays the content of the table at the time when the selected interface result was exported.

To give a complete overview, both the exported entries and those entries not exported due to change validation are displayed. However, wage types with restrictions are not displayed.

Result

You have displayed the interface data for an interface format.

Deleting Interface Results

Prerequisites

You want to display the interface results for an interface format after the data export.

Procedure

1. Choose the *Export History* tabstrip.
2. In the *Interface Format* field, enter the name of your interface format and, if required, the personnel number(s).
3. Choose *Delete*.
You access the *Delete Interface Results* screen.
4. If you want to select individual lines in the interface result for deletion, flag *Manual selection*.
5. If you want to delete all the interface results, flag *Delete all to*.
Enter the date up to which you want to delete the interface results.
6. Choose *Delete*.

Result

You have deleted interface results for an interface format.

Automatic Conversion of Interface Results

Automatic Conversion of Interface Results

Use

The Interface Toolbox saves all values for all exported fields as interface results in cluster IF. The Interface Toolbox uses this information to determine whether the field has changed since the last export. This takes place in change validation. Changes in the data structures (field length or field type in the Data Dictionary) may mean that the Interface Toolbox cannot import results when exporting or displaying the interface results.

If a result with an old data structure cannot be imported, the Interface Toolbox temporarily converts the data to be imported to the new format. This is done using the data definition in the *Version Management Cluster IF - Exported Tables (T532K)* and *Version Management Cluster IF - Fields Structure (T532L)* tables.

The Interface Toolbox runs this data conversion automatically when the old results are imported. No further processing by the user is required.

The data is stored in the database in the old data structure. This avoids the loss of information.



Upgrade to Release 4.5

There is no version description for the old version for an upgrade from a previous release. If data structures are changed in an upgrade, you must carry out one-time activities.

For more information, see the documentation for report RPCLSTIF_CONVERSION (*Conversion of Interface Results in IF Cluster*) under *Structure Changes for an Upgrade*. When you call the report, choose *Help* → *Application help*.

Manual Conversion of Interface Results

Use

In addition to automatic conversion of the interface results without permanent conversion on the database, the Interface Toolbox also enables you to convert and store interface results manually. You use manual conversion to

- Run a test
- Quickly process old interface results that must be imported frequently (performance)

Prerequisites

You have used the Interface Toolbox to create an interface format and used this format to export payroll results or HR master data. The interface results have been saved in cluster IF. One of the exported data structures was then changed in the Data Dictionary.



You, or SAP, have changed the type or length of a data element.

If you want to import data from the old interface format, you must transfer the data to a new format.

You want to run a conversion of the old interface results on the database, and do not want to [convert the interface results automatically \[Page 866\]](#) .

Features

Manual conversion takes place for a particular interface format, a selected old and new version of the data, and a selection of personnel numbers.



For more information, see the documentation for report RPCLSTIF_CONVERSION (*Conversion of Interface Results in IF Cluster*). When you call the report, choose *Help* → *Application help*.

Displaying TemSe Files

Displaying TemSe Files

Prerequisites

You have exported the data.

Procedure

1. In the menu, choose *File* → *Display TemSe object*.

The *Display TemSe object* dialog box appears.

2. In the *TemSe object* field, enter the names of your export field with the appropriate prefix.



You want to display the export file with the name **TESTFILE**, which you have selected from the export program selection screen.

In the *File* field, enter HR_PINTFS_TESTFILE and choose *Display*.

3. Choose *Display*.



If the Toolbox identifies an error when export file is displayed, it will display the export file in an [unformatted form \[Page 903\]](#). The unformatted display is better for identifying errors.

Result

The content of the TemSe file is displayed.

Managing TemSe Files

Use

You want to use the enhanced TemSe management functions:

- Delete TemSe objects
- [Display TemSe files \[Page 868\]](#)

Prerequisites

You have exported the data and created a TemSe object.

Procedure

1. In the menu, choose *File* → *TemSe administration*.

You access the *TemSe: Request Screen*.

2. Enter the required selection criteria.



If you do not know the exact object name or creator, leave the fields blank and enter an approximate date in the *Creation date* field. Try to enter a date that is as accurate as possible.

3. Choose *Object list*.

You access the *TemSe: List of Objects* dialog box.

4. To display the contents of an object, select the required object and choose *Contents*.

You access the *TemSe: Contents of Object* screen.

5. Different selection options for the selected objects are now displayed.

Result

You have accessed the TemSe file administration functions.

Downloading an Export File

Downloading an Export File

Use

You can download the exported file from the TemSe file to your PC or application server.

Prerequisites

The data was successfully exported.

Procedure

1. Choose the *Export* tab index.
2. In the *Export activities* group box, choose *Download from TemSe*.
3. In the *TemSe object* and *File name* fields, make the appropriate entries.
4. Choose *Execute*.

Result

The exported TemSe file can be found on your PC or application server.

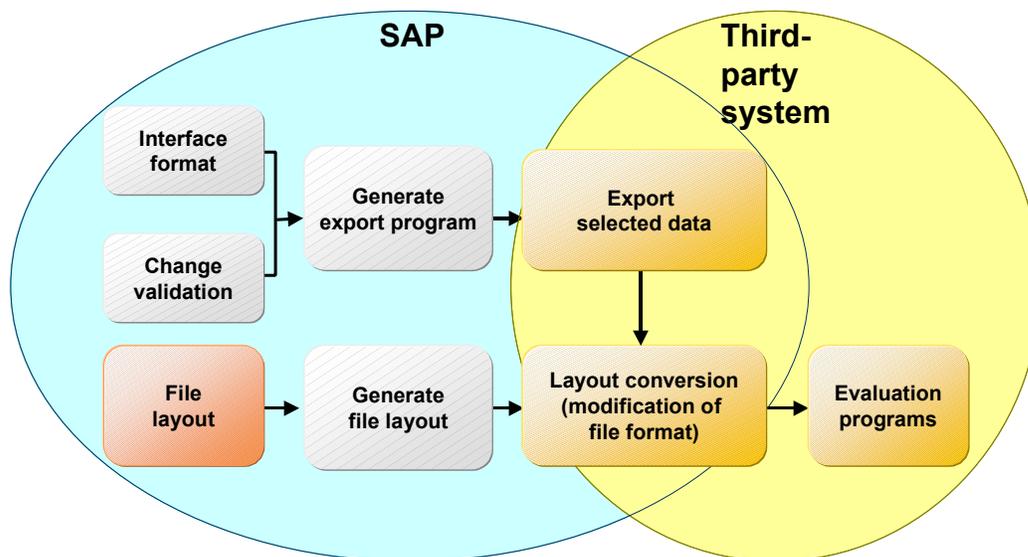
File Layout

Definition

The file layout describes the structure of the export file, in particular the sequence and length of the [field objects \[Page 774\]](#).

Use

The *File Layout* function allows you to convert the export file format, which is known as the SAP export file format, into any user-defined file format. An [interface format \[Page 763\]](#) is assigned to each file layout.



File Layout Types for the Export File

- [SAP standard file layout \[Page 904\]](#)
- User-defined file layout



The section on the file layout refers to the user-defined file layout.

Structure

Like the interface format, the file layout has hierarchical objects.

Objects in the File Layout and their Hierarchy

File Layout

Object	Hierarchy classification	Example
Block	1	BEGIN_OF_FILE
Structure	2	MASTER_DATA
Field	3	P0002-NACHN

You can define **blocks**, **structures** and **fields** in the file layout. When you create a file layout, use the following sequence:

1. Blocks
2. Assigned structures
3. Fields of the assigned structures

The blocks, structures and fields can have any name.

Fields

- You can assign fields in the interface format to the defined fields belonging to the file layout.
You can also copy the characteristics and content of these interface format fields.
- You can also define the fields to suit your requirements.

Structures

You can group a certain number of fields together in a structure. A structure corresponds to one **line** in the export file.

Blocks

Several structures are grouped together in a block. Blocks are not represented in the export file. They are only used to control the editing of the structures.

See also:

[Generating the File Layout \[Page 898\]](#)

[Layout Conversion \[Page 900\]](#)

Processing the File Layout

Purpose

You use this process to convert the file format for the export file to a user-defined file format.

Prerequisites

The SAP System contains an export file in the [SAP standard file layout \[Page 903\]](#).

Process flow

1. Creation of [file layout \[Page 896\]](#).

The defined blocks, structures, and fields form the file layout for the export file.

2. [Generation of file layout \[Page 898\]](#)

You must also generate the file layout at the same time as the export program.

3. [Conversion of file layout \[Page 900\]](#).

The Conversion function uses the rules you have defined to process the blocks, structures, and fields. The blocks, structures and fields are processed **individually** and processing is triggered by specific processing times in the Interface Toolbox. The Interface Toolbox calls these processing times, and processes all blocks that you have assigned to this processing time. The Interface Toolbox subsequently processes all structures assigned to the block, and all fields assigned to the structure.



If the file layout function does not meet your requirements, you can define form routines to process the file layout and call these form routines using a user exit.

Result

The SAP System contains an export file with the user-defined file layout.

Editing and Attributes for the File Layout

Use

You use these functions to edit the file layout.

Features

- **Create**

The *Create* function is valid for all objects (block, structure, field).

You **must** assign an existing **interface format** to the file layout.

- If the file layout does not yet have any objects (block, structure, field), choose *Create*.
- If you want to add additional objects to an existing file layout, place the cursor on an object of the same type (block, structure, field) and choose *Create*.

- **Delete**

The *Delete* function is valid for all objects (block, structure, field).

- Select the object to be deleted and choose *Delete*.

The objects located below this object in the hierarchy will also be deleted.

If the object to be deleted (structure, field) is used elsewhere in the file layout, it will NOT be deleted there. If you have deleted all occurrences of the object, the Interface Toolbox will query whether you want to delete the object from the object list. If the object remains in the object list, you can use the object again at any time by choosing *Insert*.

For an alphabetical list of all structures or fields, see *Structures* or *Fields*.

- **Move**

The *Move* function is valid for all objects (block, structure, field).

- Select the object you wish to move.
- Place the cursor on the object in front of which you wish to insert the object and choose *Move*.

- **Insert**

The *Insert* function is allowed for structures and fields.

You can use structures and fields **several times** in the file layout.

- **Attributes**

The *Attributes* function creates the link with the interface format assigned to the file layout.

User Exits and User-Defined Form Routines

Use

You can use the Interface Toolbox to call your customer form routines during the conversion. This enables you to implement complicated file layouts.

If a user-defined form routine is called up, the Interface Toolbox transfers parameters to the user-defined form routine. The form routine transfers a return value to the Toolbox.

If you want to implement a user-defined form routine using the user exit, you must specify which form routine is used and in which program this form routine can be found.

Prerequisites

The user-defined form routine must meet two criteria:

- It **must** contain **16 parameters**.
- **Parameter 16** is the **return value** for the Interface Toolbox.



If you use a user-defined form routine, you can choose to set the first 15 parameters. These parameters are used as input parameters. If a parameter does not have an entry, then the Interface Toolbox uses SPACE.

You can use the following types of input parameters:

- [Constant values as input parameters \[Page 876\]](#)
- [Interface format values as input parameters \[Page 877\]](#)
- [Interface variables as input parameters \[Page 878\]](#)

Constant Values as Input Parameters

Constant Values as Input Parameters

Definition

You can use a constant value as the input parameter for a user-defined form routine. You must enter constant values in quotation marks, for example "CONSTANT_VALUE".

The *FIRST* control parameter is used for constant values.

Interface Format Values as Input Parameters

Definition

You can use all data defined in the interface format as input parameters for a user-defined form routine.

Use

This allows you to use data from the export file, in other words, data from internal tables, field strings, and infotypes.

You enter the data as follows: `<table name>-<field name>` (for example, `P0002-NACHN`, `VERSC-ABKRS`, `WPBP-WERKS`).

You must also use the following control parameters for the interface format:

- **First**

The system uses the value from the first entry.

- **Last**

The system uses the value from the last entry.

- **Current**

The system uses the value from the current work area.

You can only use the *Last* and *All* control parameters for internal tables and infotypes. If you use a field string value as the input parameter, you must set the *First* control parameter.



You should only use the **All** control parameter if the user exit is called up within a field or structure assigned to a block. The object is processed according to the data in the repeat factor.

Interface Variables as Input Parameters

Interface Variables as Input Parameters

Definition

The interface format includes numerous internal interface variables. An interface variable always begins with **&VAR-**.



The *Personnel Number* interface variable could be used as an input parameter as follows: **&VAR-PERNR**.

Use

You must also use the *First* control parameter for the interface variables.

Interface variable	Data type	Length	Meaning
PERNR	Numeric	8	Personnel number from BOP
PERNA	Character	8	Name of export program from BPR
UNAME	Character	12	User name for export program from BPR
DATUM	Date	8	Date of export from BPR
UZEIT	Time	6	Time of export from BPR
VERSN	Numeric	5	Version number from BPR
BEGDA	Date	8	Start date of first payroll period from BOP
ENDDA	Date	8	End date of first payroll period from BOP
PERIO	Numeric	2	Number of exported payroll period from BOP (in-period)
PERBE	Date	8	Start date of exported payroll period from BPE (for-period)
PEREN	Date	8	End date of exported payroll period from BPE (for-period)
RCALC	Character	1	Retroactive accounting indicator from BPE
NPERN	Numeric	6	Number of employees from BPO
VALUE	Character		Value of current structure (dynamic length)
TABNA	Character	10	Current processed table name from BOT
ENTRY	Numeric	6	Number of entries in the current processed table from BOT
NENTR	Numeric	6	Line number of the current entry from BOE
INFBE	Date	8	Start date for current processed infotype from BOI
INFEN	Date	8	End date for current infotype from BOI

Interface Variables as Input Parameters

WTYEN	Date	8	End date of current processed wage type from BOW
PERMO	Numeric	2	Period modifier from BPE
PABRJ	Numeric	4	Payroll year from BPR
PABRB	Numeric	2	Payroll period BPR
MFILE	Character	40	Output file for conversion (main export file)
AFIL1	Character	40	Additional conversion file 1 (additional export file 1)
AFIL2	Character	40	Additional conversion file 2 (additional export file 2)
AFIL3	Character	40	Additional conversion file 3 (additional export file 3)
AFIL4	Character	40	Additional conversion file 4 (additional export file 4)
APPEN	Character	1	Conversion option <i>Append File</i>

Blocks in the File Layout

Blocks in the File Layout

Use

The blocks form the highest level in the file layout hierarchy. They control the processing of the structures and fields. The interface format stores the objects (block, structure, field) in a graphical overview.

Features

The functions for the blocks are shown as symbols in the tree structure. To access the appropriate function, select an icon.

- *Processing*
Determines the processing time for a block.
- *Repeat*
Determines how often a block is processed.
- *Output to file*
Name of the file to which the export file is written.
- [User exit before \[Page 881\]](#)
- [User exit after \[Page 882\]](#)

Activities

To execute this function you must be in the *Change File Layout <name> (Block View)* screen. Choose *Block*, *Structure* or *Field*. The blocks are displayed in the selected sequence. The structure and field strings are arranged alphabetically. This is because fields and structures can be used several times.

User Exit Before (Block)

Use

You use the *User Exit Before* function to call a user-defined form routine. The form routine is called **before** the Interface Toolbox starts to process the block, in other words, before the Toolbox processes the structures and fields assigned to a block.

Each user exit **must have 16 parameters**.

Input Values

Parameters 1 to 15 are available as input values for the user exit.

If you use tables, you can select the following parameters for the table entries:

- *First*
The **first table entry** is transferred to the form routine.
- *Last*
The **last table entry** is transferred to the form routine.
- *Current*
The **current table entry** (from the table header) is transferred to the form routine.

Return Value

In the form routine, the return value is parameter 16. The return value of a form routine determines how the block is subsequently processed. The return value can have the following values:

- **0**
The Toolbox does not process the block.
- **1**
The Toolbox processes the block.

Activities

In the *User Exit* dialog box, enter the data for the program, for the form routine, and for parameters 1 to 15.

User Exit After (Block)

User Exit After (Block)

Use

You use the *User Exit After* function to call a user-defined form routine. The form routine is called **after** the Interface Toolbox has processed all structures and fields belonging to a block. The result for the currently processed block is stored in the local [interface block buffer \[Page 888\]](#), which can be accessed in the user exit.

Each user exit **must have 16 parameters**.

Input Values

Parameters 1 to 15 are available as input values for the user exit.

If you use tables, you can select the following parameters for the table entries:

- *First*
The **first table entry** is transferred to the form routine.
- *Last*
The **last table entry** is transferred to the form routine.
- *Current*
The **current table entry** (from the table header) is transferred to the form routine.

Return Value

In the form routine, the return value is parameter 16. The return value of a form routine determines whether the interface block buffer is written to the export file. The return value can have the following values:

- **0**
The Interface Toolbox does not write the interface block buffer to the file.
- **1**
The Interface Toolbox writes the interface block buffer to the file.

Activities

In the *User Exit* dialog box, enter the data for the program, for the form routine, and for parameters 1 to 15.

Structures in the File Layout

Use

A structure corresponds to one line in the export file.

Features

The functions are represented by icons in the object tree. To access a function, select an icon.

- Export
 - The export parameters tell the Interface Toolbox the conditions for writing data to the interface block buffer.
- [User exit before \[Page 884\]](#)
- [User exit after \[Page 885\]](#)

User Exit Before (Structure)

User Exit Before (Structure)

Use

You use the *User Exit Before* function to call a user-defined form routine. The form routine is called **before** the Interface Toolbox starts to process the structure, in other words, before the Toolbox processes a particular structure and related fields.

Each user exit **must have 16 parameters**.

Input Values

Parameters 1 to 15 are available as input values for the user exit.

If you use tables, you can select the following parameters for the table entries:

- *First*
The **first table entry** is transferred to the form routine.
- *Last*
The **last table entry** is transferred to the form routine.
- *Current*
The **current table entry** (from the table header) is transferred to the form routine.

Return Value

In the form routine, the return value is parameter 16. The return value of a form routine determines how the structure is subsequently processed. The return value can have the following values:

- **0**
The Interface Toolbox does not process the structure.
- **1**
The Interface Toolbox processes the structure.

Activities

In the *User Exit* dialog box, enter the data for the program, for the form routine, and for parameters 1 to 15.

User Exit After (Structure)

Use

You use the *User Exit After* function to call a user-defined form routine. The form routine is called up **after** the Interface Toolbox has processed all fields belonging to a structure. The result for the currently processed block is stored in the local [interface block buffer \[Page 888\]](#), which can be accessed in the user exit.

Each user exit **must have 16 parameters**.

Input Values

Parameters 1 to 15 are available as input values for the user exit.

If you use tables, you can select the following parameters for the table entries:

- *First*
The **first table entry** is transferred to the form routine.
- *Last*
The **last table entry** is transferred to the form routine.
- *Current*
The **current table entry** (from the table header) is transferred to the form routine.

Return Value

In the form routine, the return value is parameter 16. The return value of a form routine determines whether the interface block buffer is written to the export file. The return value can have the following values:

- **0**
The Toolbox disregards any changes in the form routine and writes the unchanged structure to the interface block buffer.
- **1**
The Interface Toolbox writes the unchanged structure to the interface block buffer.

Activities

In the *User Exit* dialog box, enter the data for the program, for the form routine, and for parameters 1 to 15.

You can decide whether to transfer the block buffer to the export file in the User Exit After (block).

Field Functions in the File Layout

Use

The fields in the file layout are the lowest level in the object hierarchy. Values are stored in these fields.

Features

The functions are represented by icons in the object tree. To access the appropriate function, select an icon.

- *Length*
Defines the length of a field.
- *Content*
Informs the Toolbox how the content of a field is defined.

Calling Specific Interface Data

Use

The Interface Toolbox enables you to select specific data for use in the user-defined form routine.

You can use data from the following areas:

- [Interface block buffer \[Page 888\]](#)
- [Interface format data \[Page 891\]](#)
- [Access to export data in a user-defined file layout \[Page 893\]](#)
- [Structure definitions \[Page 894\]](#)

See also:

[Generating the File Layout \[Page 898\]](#)

[Layout Conversion \[Page 900\]](#)

Interface Block Buffer

Interface Block Buffer

Definition

Each file layout, a block buffer is assigned to each block. The Interface Toolbox does not write the block fields to this block buffer at this point. The block buffer is only transferred to the export file when the block has been processed.

Use

If you use the [User Exit After \[Page 882\]](#) function during block processing, you can specify whether the interface block buffer is written to the export file.

The Toolbox defines the interface block buffer and can be used by the user-defined form routine. If your program contains the user-defined form routine and uses the **RPCIFI26** include in the Interface Toolbox, you have unlimited access to the interface block buffer.

In the **RPCIFI26** include, the interface block buffer is defined as an internal table with the name **BLOCKS_OUTPUT**.

```
DATA: BLOCKS_OUTPUT TYPE PINTF_OUTPUT OCCURS 10 WITH HEADER LINE.
TYPES: BEGIN OF PINTF_OUTPUT,
        SNAME (25) ,
        LENTH (6) TYPE N,
        VALUE TYPE PINTF_MAX_RECORD,
        END OF PINTF_OUTPUT.
TYPES: PINTF_MAX_RECORD (4096) TYPE C.
```

The BLOCKS_OUTPUT-SNAME field contains the name of a structure assigned to a block. The BLOCKS_OUTPUT-LENTH field contains the length of this structure and the BLOCKS_OUTPUT_VALUE field contains the content.

SNAME	LENTH	VALUE
STRUCTURE_01	17	12199601010002X00
STRUCTURE_02	20	Bond, James
STRUCTURE_03	8	19961010

The Interface Toolbox writes the value of the BLOCKS_OUTPUT-VALUE field in the length specified in the BLOCKS_OUTPUT-LENTH field to the output file.

If you use a user-defined form routine that uses the *User Exit After* function for blocks, you can maintain the interface block buffer by deleting, changing, moving, or inserting entries.

```
INCLUDE RPCIFI26.
```

Interface Block Buffer

```
FORM MAINTAIN_BLOCK USING PAR_01
                                PAR_02
                                PAR_03
                                PAR_04
                                PAR_05
                                PAR_06
                                PAR_07
                                PAR_08
                                PAR_09
                                PAR_10
                                PAR_11
                                PAR_12
                                PAR_13
                                PAR_14
                                PAR_15      "Input parameters 1 - 15
                                RETURN_VALUE. "return parameter

RETURN_VALUE = `1`.
LOOP AT BLOCKS_OUTPUT.
  IF BLOCKS_OUTPUT-SNAME = `STRUCTURE_A` AND
    BLOCKS_OUTPUT-VALUE(2) = `XS`.
    CLEAR BLOCKS_OUTPUT-VALUE.
    BLOCKS_OUTPUT-LENTH = 10.
    BLOCKS_OUTPUT-VALUE = `DS19960125`.
    MODIFY BLOCKS_OUTPUT.
  ENDIF.
ENDLOOP.
ENDFORM.
```



If you change the BLOCKS_OUTPUT interface block buffer and the value 1 is returned to the Toolbox, the Interface Toolbox exports the exact content of the interface block buffer. It is not possible to recreate the previous content of the interface block buffer.

You can use the interface block buffer for each customer form routine that uses the *User Exit After* function for blocks.

Example of an Interface Block Buffer

Interface Block Buffer

Before	SNAME	LENTH	VALUE
	STRUCTURE_A	12	XS0123456789

After	SNAME	LENTH	VALUE
	STRUCTURE_A	10	DS 19960125

Interface Format Data

Use

If you use the *During Processing of Employee Data* processing time to process blocks, structures, and fields in your user-defined form routine, the data can be used as defined in the interface format. The Interface Toolbox generates coding that represents the internal tables, infotypes, and field strings from the interface format.

The coding for the interface format data is defined in the **first include** used to generate the conversion program for the file layout. If you use this include in the program containing the user-defined form routine, the interface format data can be called up in the form <table name>-<field name>. You can also use the standard table operations used in *the Advanced Business Application Programming* (ABAP) language, for example, LOOP, READ TABLE, and so on.



For example, if you have specified that the NACHN, VORNA and GESCH fields from infotype P0002 (*Personal Data*) are used, the Interface Toolbox generates the following coding:

```
DATA: BEGIN OF P0002 OCCURS 5 ,
      NACHN(000025) TYPE C ,
      VORNA(000025) TYPE C ,
      GESCH(000001) TYPE C ,
END OF P0002 .
```

You can now use the names of the fields defined above (NACHN, P0002-VORNA, and P0002-GESCH):

```
REPORT ZUSER_EXITS .
INCLUDE ZPCIFT01 .
FORM EXAMPLE_P0002 USING PAR_01
                        PAR_02
                        PAR_03
                        PAR_04
                        PAR_05
                        PAR_06
                        PAR_07
                        PAR_08
                        PAR_09
                        PAR_10
```

Interface Format Data

```
PAR_11
PAR_12
PAR_13
PAR_14
PAR_15
RETURN_VALUE.

READ TABLE P0002 INDEX 1.
CONCATENATE P0002-NACHN
            P0002-VORNA
            INTO RETURN_VALUE
            SEPARATED BY ``,`.
ENDFORM.
```

Legend

If the first line of infotype P0002 (*Personal Data*) contains the first name (P0002-VORNA) 'James' and the surname (P0002-NACHN) 'Bond', then the return value is the character string 'Bond, James'.

If the system processes a new payroll period, the Interface Toolbox enters the corresponding payroll period values in the interface format data.



You can also transfer infotype P0002 (*Personal Data*) directly in parameters 1 to 15, instead of following the above example.

Access to Export Data in a User-Defined File Layout

Use

You can set up user exits in different areas (for example, structure, block) within the file layout. If the [change validation functions \[Page 798\]](#) provided do not meet your requirements, you can define customer user exits. In your user exits, you use the function modules included in the standard system to define your change validation function.

Features

You can use the function module within the file layout to enter data for the structures (NEW_ and OLD_ structures) that already exist in the export program for the change validation user exit. SAP recommends that you use this procedure in the following situations:

- You want to access the values for the exported files during change validation, although the system has not identified any changes.
- In the standard system, the change validation function uses the last exported payroll period for comparison. You also want to compare the values for a payroll period with the values for a different period.
- If you have flagged the *Layout conversion directly after export attribute [Page 794]* in the interface format, the tables and field strings (NEW_ and OLD_ structures) still contain values. You can still use the function module to retrieve another comparison period for change validation or to run the conversion of the file layout.

The standard system contains the following function modules:

1. HR_INTF_INITIALIZE
This function module must be called once before all other function module. You must enter the current program name for the Interface Toolbox.
2. HR_INTF_IMPORT_L
This function module enters data in the OLD tables in the same way as the *Import* function (IMPRT with specification L).
3. HR_INTF_IMPORT_O
This function module enters data in the OLD tables in the same way as the *Import* function (IMPRT with specification O).
4. HR_INTF_IMPORT_CURRENT
This function module enters the current result in the NEW tables.

Structure Definition

Structure Definition

Definition

The Interface Toolbox generates a corresponding field string in the second include for each defined structure. This then generates the conversion program for the file layout. You can call each field assigned to a structure, using `<structure name>-<field name>`.

Use

You have defined the STRUCTURE 01 structure. If you have assigned the NAME (constant length: 24) and GENDER (Constant length: 6) fields to the structure, the system generates the following coding:

```
DATA: BEGIN OF STRUCTURE_01,  
      NAME(000024) TYPE C,  
      GENDER(000006) TYPE C,  
END OF STRUCTURE_01.
```

You can use the generated structure information for the [User Exit After \[Page 885\]](#) structure function in the user-defined form routine. If the field content is redefined and the value 1 is returned, the Interface Toolbox will write the structure to the [interface block buffer \[Page 888\]](#) without updating &VAR-VALUE (&VAR-VALUE contains the content of the current structure).

```
REPORT ZUSER_EXITS.  
INCLUDE ZPCIFT01.  
FORM EXAMPLE_STRUCTURE USING PAR_01  
                                PAR_02  
                                PAR_03  
                                PAR_04  
                                PAR_05  
                                PAR_06  
                                PAR_07  
                                PAR_08  
                                PAR_09  
                                PAR_10  
                                PAR_11  
                                PAR_12  
                                PAR_13
```

Structure Definition

```

PAR_14
PAR_15      "Input parameters 1 - 15
RETURN_VALUE.  "Return parameter

RETURN_VALUE = `1`.
READ TABLE P0002 INDEX 1.
CONCATENATE P0002-NACHN
            P0002-VORNA
            INTO STRUCTURE_01-NAME
            SEPARATED BY ``,`.
IF P0002-GESCH = `1`.
    STRUCTURE_01-GENDER = `MALE`.
ELSE.
    STRUCTURE_01-GENDER = `FEMALE`.
ENDIF.
ENDFORM.

```

Legend

If **James** is the value for P0002-VORNA, **Bond** is the value for P0002-NACHN and **1** is the value for P0002-GESCH, then the following entry is made in the BLOCKS_OUTPUT interface format block buffer:

SNAME	LENTH	VALUE
STRUCTURE_01	30	Bond, James MALE

Creating a File Layout

Creating a File Layout

Prerequisites

If you want to access the fields in the [interface format \[Page 763\]](#) when creating the file layout, you must use the following functions for the file layout objects:

- The *Processing* and *Repeat* functions for the *Block* object
- The *Export* function for the *Structure* object
- The *Length* and *Content* of the field for the *Field* object

Procedure

1. Choose the *Configuration* tab index.
2. In the *Object to be processed* field, enter the name of the new file layout.
3. Choose *Create*.
You access the *Create New File Layout* dialog box.
4. In the *Interface Format* field, enter the name of the interface format whose export file you want to convert. Also enter a short text for the new file layout.
5. Choose *Continue*.
The *Change File Layout <Name> (Block View)* screen appears.
6. Choose *Create*.
You access the *Create Block* dialog box.
7. In the *Block Name* field, enter the name of the block and check the default value.
8. Choose *Complete*.
The object tree for the block is displayed.
9. Select the appropriate function, for example, *Processing* or *Repeat*.
You access the appropriate dialog box.
10. Make the necessary selection in the dialog box.
11. Place the cursor on the block name and choose *Structure*.
You access the *Create* dialog box.
12. Choose *Subordinate structure*.
You access the *Create Structure* dialog box.
13. In the *Structure Name* field, enter the name of the structure.
14. Click the plus sign to the left of the structure name.
The tree structure for the structure is displayed.
15. Choose the appropriate function, for example, *Export*.
You access the appropriate dialog box.

16. Make the necessary selection in the dialog box.
17. Place the cursor on the structure name and choose *Fields*.
You access the *Create Field* dialog box.
18. In the *Field Name* field, enter the name of the field.
19. Click the plus sign to the left of the field name.
The tree structure for the field is displayed.
20. Select the appropriate function, for example, *Length* or *Contents*.
You access the appropriate dialog box.
21. Make the necessary selection in the dialog box.
22. Save your entries.

Result:

You have created a customer file layout.

Generating the File Layout

Generating the File Layout

Use

After creating a new file layout or modifying an existing file layout, you must generate the file layout.

If you make changes in the following areas, you must generate the file layout again:

- [Interface format \[Page 763\]](#)
- Import macro for cluster data
- [Data definition include \[Page 795\]](#)
- [Change validation \[Page 798\]](#)
- [Wage type processing \[Page 828\]](#)

Prerequisite

You must enter the following names in the Interface Toolbox before you generate the file layout.

- Name of the file layout program and the include
 You assign the names in the file layout using the File Layout Function program.
- Name of the data definition include



For more information on file layouts, see [File Layout \[Page 871\]](#).

Activities

[Generate the file layout \[Page 899\]](#)

See also:

[Layout Conversion \[Page 900\]](#)

Generating the File Layout

Prerequisites

You have created a file layout.

Procedure

6. Choose the *Configuration* tab index.
7. In the *File Layout* field, enter the name of the file layout.
8. Choose *Generate*.

Result

The file layout has been generated.

Conversion with the File Layout

Conversion with the File Layout

Use

Layout conversion converts the export file to another format that has been defined in the file layout. You use this function to run the conversion program.

Features

The following parameters can be used:

- *Input file*
The name of the file to be converted, in other words the export file created by the export program.
- *Output file*
The name of the output export file. The converted export file is written to this file.
- *Additional export files 1 to 4*
The file names used if particular blocks are to be written to an additional file.
- *Append on export files*
The Toolbox adds the specified file or files to the current conversion output.
If you do not activate this parameter and the specified file(s) already exist, the system will **overwrite** the existing file(s).
- *Log*
Detailed information on the conversion procedure.
- *Update*
If the parameter is flagged, the system writes the output file to the TemSe file.
If the parameter is not flagged, the system performs a test run.

Prerequisites

Before you can convert the layout, the Interface Toolbox must have successfully exported the data.



For more information on exports, see [Export Program \[Page 859\]](#).

You must also generate the program for the file layout according to the definitions set for blocks, structures, and fields.



For more information, see [Generating the File Layout \[Page 898\]](#).

Activities

[Convert the file layout \[Page 902\]](#)

Converting a File Layout

Converting a File Layout

Prerequisites

1. The Interface Toolbox has successfully exported the data.
2. You have generated the conversion program for the file layout.

Procedure

1. Choose the *Export* tab page.
2. In the *Export activities* group box, select *Conversion with file layout* and enter the name of the file layout.
3. Choose *Execute*.

The *File Layout <name>* dialog box is displayed.

4. In the *Input and output files* group box, enter the names of the files.
5. In the *Options* group box, enter the name of the required function.
 - Append on export files
 - Log
 - Update
6. Choose *Execute*.

Result

You have used the file layout to convert the file specified under *Import-Export File*. The converted export file is written to the TemSe file ([Display TemSe File \[Page 868\]](#)).

File Format of Export File (SAP Standard)

If an error occurs when the [TemSe file is displayed normally \[Page 868\]](#), the Toolbox displays the export file in an **unformatted** view.



This detailed information on the file format of the export file is required to trace and remove errors, or if you have created a customer program that is based on the SAP standard file layout.

Definition

The export file contains the data that generates the respective export program. The payroll results for each personnel number are grouped together and stored in this file.

The export file is structured so that it has a compact data format and can also be easily read automatically. The compact data format means that majority of data is displayed implicitly, not explicitly. It also ensures that information is saved with minimum redundancy.

Structure of an Export File

Structure of an Export File

Definition

The export file consists of a sequence of bytes that can also be considered to be a sequence of commands in machine language. These commands consist of:

- Operator codes
- Operator parameters (operands)

Structure

Operator Code, Operator Parameter, and Operand

The first two bytes in a command contain the **operator code**. Several bytes follow the operator code and these form the **operator parameter**. The operator parameters represent the **operands**. However, there are also operators without operands.



The BOT operator (**B**egin **o**perator for **t**able) has two operands. The first operand is 10 bytes long, and the second is 6 bytes long. The first operand contains the table name, and the second operand contains the line number of the table entry.

Structure

An export file begins with a start sequence, the **preamble**. The preamble is followed by **personnel numbers**. The **postamble** constitutes the end sequence.

Preamble

The preamble shows the start of the export file. The operands in the preamble contain information on the export program (for example, creation date). The export file always starts with a preamble.

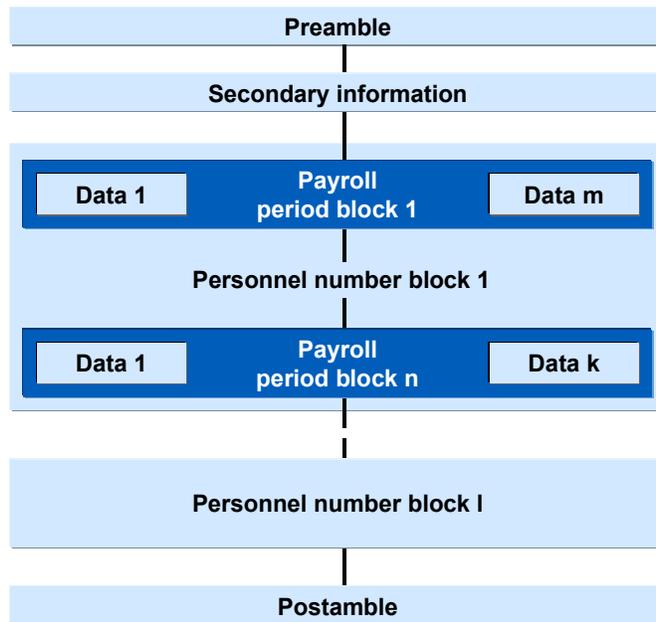
Personnel number

Each personnel number begins with a **BOP** operator (**b**egin **o**perator for **p**ersonnel number). The payroll period that the **BPE** operator (**b**egin operator **p**eriod) introduces follows. Within the payroll periods there is the actual export data, which is grouped together in blocks. The **EPE** operator (**e**nd operator **p**ersonnel number) forms the end of the payroll period. The **EOP** operator (**e**nd operator for **p**ersonnel number) is at the end of the personnel number.

Postamble

The postamble is at the end of the export file. The postamble begins with the **BPO** operator (**b**egin operator for **p**ostamble), followed by an operand. The **EPO** (**e**nd operator for **p**ostamble) operator forms the end of the postamble.

Structure of an Export File



For more information on operators, see [Operators for Export/Import Files \[Page 907\]](#).

See also:

[Displaying Export Files Using Operator Blocks \[Page 906\]](#)

Display Export Files Using Operator Blocks

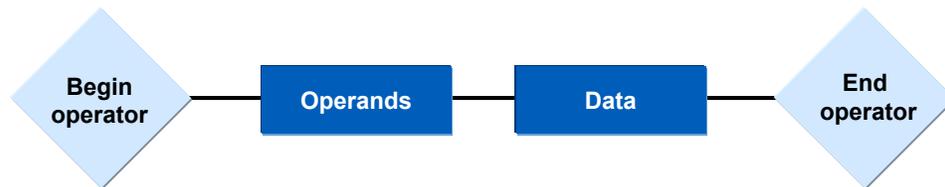
Display Export Files Using Operator Blocks

Definition

Each export file can be displayed as a sequence of **operator blocks**.

Structure

Each block is introduced by a **begin operator** and closed by the accompanying **end operator**. Between the begin and end operators there is a **data section**. This data section can also consist of a sequence of operator blocks.



The **type of operator** gives the operator block the following information:

- Number of operands
- Meaning of the operands
- Structure of the data section
- The structure of the data section is determined by the secondary file.

An export file can consist of the following **operator blocks**:

- Preamble block
- Personnel number block
- Payroll period block
- Postamble block

See also:

[Creating the Export File \[Page 907\]](#)

Operators for the Export File

Definition

The structure of the export file is determined by **operators** and **operands**. A combination of individual operators define the results to be exported. The export file consists of a sequence of operator blocks. Each block begins with a begin operator and ends with an end operator. The type of operator determines how the data between the begin operator and the end operator is interpreted.

Structure

The **operator** is uniquely defined by the **operator code**. The operator code is 12 bytes long and contains a hexadecimal number.

The following operator codes are available:

- [Begin of preamble BPR - operator code 01 \[Page 909\]](#)
- [End of preamble EPR - operator code 02 \[Page 909\]](#)
- [Begin of secondary information BSC - operator code 17 \[Page 910\]](#)
- [End of secondary information BSC - operator code 18 \[Page 910\]](#)
- [Begin of personnel number BOP - operator code 05 \[Page 911\]](#)
- [End of personnel number EOP - operator code 06 \[Page 911\]](#)
- [Begin of payroll period BPE - operator code 07 \[Page 912\]](#)
- [End of payroll period EPE - operator code 08 \[Page 912\]](#)
- [Begin of table BOT - operator code 09 \[Page 913\]](#)
- [End of table EOT - operator code 0A \[Page 913\]](#)
- [Begin of table entry BOE - operator code 0B \[Page 914\]](#)
- [End of table entry EOE - operator code 0C \[Page 914\]](#)
- [Begin of field string BOF - operator 0D \[Page 915\]](#)
- [End of field string EOF - operator code 0E \[Page 915\]](#)
- [Begin of infotype BOI - operator code 0F \[Page 916\]](#)
- [End of infotype EOI - operator code 10 \[Page 916\]](#)
- [Begin of wage type BOW - operator code 11 \[Page 917\]](#)
- [End of wage type EOW - operator code 12 \[Page 917\]](#)
- [Begin of postamble BPO - operator code 03 \[Page 918\]](#)
- [End of postamble EPO - operator code 04 \[Page 918\]](#)

See also:

[Structure of the Secondary File \[Page 920\]](#)

Operators for the Export File

Begin Preamble BPR (01) / End Preamble (02)

Definition

Each export file starts with the preamble block. This block starts with the **BPR** operator, and ends with the **EPR** operator.



The **begin preamble operator** introduces the export file. This operator must be at the beginning of the export file.

No.	Operand	Length	Type	Example
1	Name of export program	40	Character	ZPCIFRX0
2	User name	12	Character	TESTUSER0001
3	Export date	8	Date	19991013
4	Time of export	6	Time	150147
5	Period modifier	2	Numeric	01
6	Payroll year	4	Numeric	1999
7	Payroll period	2	Numeric	01
8	Version number	5	Numeric	00002

The **end preamble operator** closes the begin preamble operator. This operator has no operands.

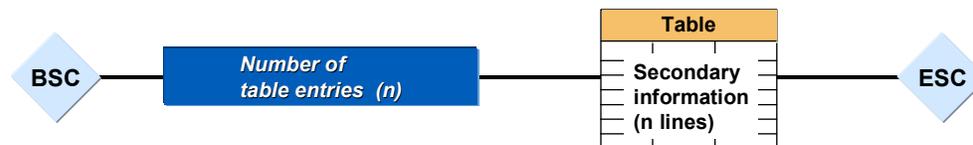
Begin of Secondary Information BSC (17)/End of Secondary Information ESC (18)

Begin of Secondary Information BSC (17)/End of Secondary Information ESC (18)

Definition

Secondary information begins with the **BSC** operator and ends with the **ESC** operator.

Between the BSC operator and the ESC operator, there is a number of table entries and the actual table containing the secondary information.



The **begin secondary information operator** indicates that secondary information follows.

No.	Operand	Length	Type	Example
1	Number of table entries	6	Numeric	000016
2	Table of secondary information	from ABAP Dictionary	PPU12_SEC	

The **end secondary information operator**, which has no operands, closes the begin secondary information operator.

Begin Personnel Number BOP (05) / End Personnel Number EOP (06)

Begin Personnel Number BOP (05) / End Personnel Number EOP (06)

Definition

In the export file, personnel number blocks follow the preamble block. These personnel number blocks start with the **BOP** operator and end with the **EOP** operator.



The **begin personnel number operator** indicates the beginning of a personnel number.

No.	Operand	Length	Type	Example
1	Personnel number	8	Numeric	00900100
2	Start date of first payroll period	8	Date	19990101
3	End date of last payroll period	8	Date	19990331
4	Number of payroll periods	2	Numeric	03

The **end personnel number operator** closes the begin personnel number operator.

Begin Payroll Period BPE (07) / End Payroll Period EPE (08)

Begin Payroll Period BPE (07) / End Payroll Period EPE (08)

Definition

The individual payroll periods in the payroll run are listed within the personnel number blocks. These block begin with the **BPE** operator and end with the **EPE** operator.



The **begin payroll period operator** indicates the beginning of a payroll period.

No.	Operand	Length	Type	Example
1	Start date of payroll period	8	Date	19990101
2	End date of payroll period	8	Date	19990131
3	Retroactive accounting indicator 0=no RA period, 1=RA period	1	Character	1
4	Payroll type	1	Character	A: bonus accounting
5	Payroll ID	1	Character	1 to make distinction between several special payroll runs
6	Payroll area	2	Character	A1
7	Period modifier	2	Numeric	01
8	For-period	6	Character	199901
9	Sequence number for cluster IF	9	Numeric	00001
10	Sequence number, payroll result	5	Numeric	00001

The **end payroll period operator** closes the begin payroll period operator. This operator has no operands. It indicates that a payroll period has been processed.

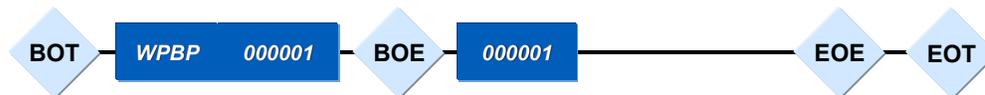
Begin Table BOT (09) / End Table EOT (0A)

Definition

Table data begins with the **BOT** operator and ends with the **EOT** operator.

For each table entry there is an operator pair BOE and EOE between the BOT operator and the EOT operator. The secondary file defines the data between the BOE and EOE.

The second operand of the BOT operator specifies the number of table entries.



The **begin table operator** indicates that table data follows.

No.	Operand	Length	Type	Example
1	Name of table	10	Character	RT
2	Number of table entries	6	Numeric	000016

The **end table operator** closes the begin table operator. This operator has no operands. It indicates that table data has been processed.

Begin of Table Entry BOE (0B) / End of Table Entry EOE (0C)

Begin of Table Entry BOE (0B) / End of Table Entry EOE (0C)

Definition

For each table entry there is an operator pair BOE and EOE between the BOT operator and the EOT operator. The secondary file defines the data between the BOE and EOE.

The second operand of the BOT operator specifies the number of table entries.



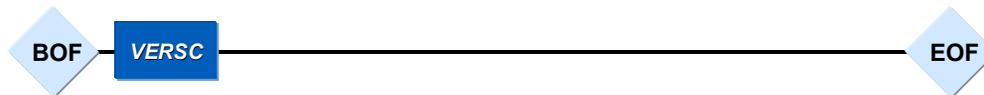
The **begin table entry operator** indicates that table entry data follows.

No.	Operand	Length	Type	Example
1	Line number for entry	6	Numeric	000001

The **end table entry operator**, which has no operands, closes the begin table entry operator. It shows that the table entry data has been processed.

Begin of Field String BOF (0D) / End of Field String EOF (0E)

Definition



The **begin of field string operator** indicates that field string data follows.

No.	Operand	Length	Type	Example
1	Name of field string	10	Character	VERSC

The **end field string operator** closes the begin field string operator. This operator has no operands. It indicates that the field string data has been processed.

Begin of Infotype BOI (0F) / End of Infotype EOI (10)

Begin of Infotype BOI (0F) / End of Infotype EOI (10)

Definition



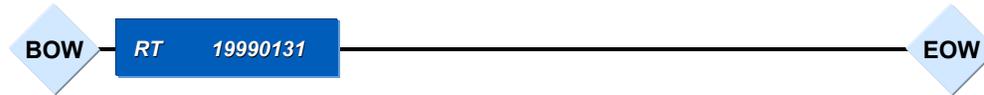
The **begin of infotype operator** indicates that infotype data follows.

No.	Operand	Length	Type	Example
1	Name of infotype	10	Character	P0006
2	Start date for infotype	8	Date	19990101
3	End date for infotype	8	Date	19990131

The **end of infotype operator** closes the begin infotype operator. This operator has no operands. It indicates that infotype data has been processed.

Begin Wage Type BOW (11) / End Wage Type EOW (12)

Definition



The **begin wage type operator** indicates that wage types follow.

No.	Operand	Length	Type	Example
1	Table name for wage type	10	Character	RT
2	End date of wage type	8	Date	19990131

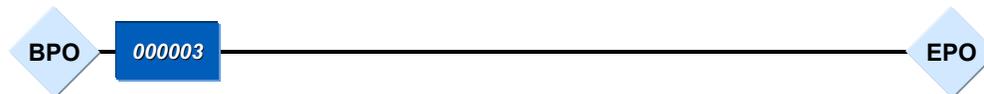
The **end wage type operator** closes the begin wage type operator. This operator has no operands. It indicates that wage type data has been processed.

Begin Postamble BPO (03) / End Postamble EPO (04)

Begin Postamble BPO (03) / End Postamble EPO (04)

Definition

Each export file ends with the postamble block. This block starts with the **BPO** operator, and ends with the **EPO** operator.



The **begin postamble operator** is almost at the end of the export file. Only the number of employees whose data was exported and the end post operator come after this operator.

No.	Operand	Length	Type	Example
1	Number of employees	6	Numeric	000019

The **end postamble operator** closes the begin postamble operator. This operator has no operands. This is the end of the export file.

Display of Export File - Formatted

The following structure is formatted so it is easier to understand.

BPR (01) ZPCIFX0 TEST_USER_01 19990113 105402 01 1999 01 00002

EPR (02)

BOP (05) 00900100 19990101 19990131 01

BPE (07) 19990101 1999 131 1

BOI (0F) P0002 19990101 19990131

 NACHN Bond

 VORNA James

 GESCH 1

EOI (10)

BOT (09) BT 000001

BOE (0B) 000001

 BANKL 67290010

 BANKN 123456789

 BETRG +000500000

EOE (0C)

EOT (0A)

BOW (11) RT 19990131

 LGART /101

 BETRG +000000000500000

EOW (12)

EPE (08)

EOP (06)

BPO (03) 000001

EPO (04)

Secondary Files

Secondary Files

Definition

The secondary file contains information on each table object (tables, field strings, and infotypes) that you have assigned to the interface format. This is information that can be displayed when you edit the interface format by choosing the *Information* on table object function. The secondary file ensures that the export file can also be processed outside of the SAP System.

Structure

The secondary file, like the export file, can be found in the TemSe file. Each line in the secondary file contains specific information on a table object.

Line Format of Secondary File

No.	Field	Length	Type	Example
1	Name of table	10	Character	RT
2	Field name	10	Character	LGART
3	Data type	1	Character	D
4	Field length	6	Numeric	000008
5	Number of decimal places	6	Numeric	000000
6	Conversion indicator	1	Character	For internal use only
7	Conversion type	2	Numeric	For internal use only
8	Conversion modifier	6	Numeric	For internal use only

Data Types

Data type	Meaning	Example
C	Character	ABCD01
N	Numerical value	038472
D	Date in the form YYYYMMDD	19990101
T	Time in the form HHMMSS	105453
V	Floating point number (with +/- sign)	+0003450
	<ul style="list-style-type: none"> 1 byte is the sign (+ or -) 	-003746543
	<ul style="list-style-type: none"> The last bytes are the decimal places (according to the value in the <i>Number of decimal places</i> field.) 	

Secondary Files

Structure of the Secondary File (Formatted)

Field	Data type	Length
P0002-NACHN	C	20
P0002-VORNA	C	20
P0002-GESCH	C	1
BT-BANKL	N	8
BT-BANKN	N	9
BT-BETRG	V	10
RT-LGART	C	4
RT-BETRG	V	16

Generation of Secondary File

Use

The secondary file ensures that the export file can also be processed outside of the SAP System. The secondary file contains all information on the structure of the tables to be used, the field strings, and infotypes.



If you transfer the export file to a third-party payroll system that uses the SAP standard file layout in the Interface Toolbox, you must **regenerate** the secondary file after every change in the interface format.

If you use the import program, you must **regenerate** the secondary file.

If the third-party payroll system uses neither the unconverted export file nor the import program from the Toolbox, then it is **not necessary** to regenerate the secondary file.

Activities

[Generate the secondary file \[Page 924\]](#)

Generating the Secondary File

Generating the Secondary File

Prerequisites

You have created the export file for the personnel numbers selected from a payroll area.

Procedure

9. In the menu, choose *File* → *Generate secondary file*.

You access the *Generate Secondary File* dialog box.

10. In the *Interface Format* and *Secondary File* fields, enter the names of your interface format and secondary file.



If you leave the *Secondary File* field blank, the secondary file will only be saved in the *Interface Format* (IF) cluster.

If you enter a name for the secondary file in the *Secondary File* field (using the naming conventions), a secondary file will also be saved in the TemSe file ([Displaying the TemSe File \[Page 868\]](#)).

11. Choose *Display*.
12. Choose *Execute*.
13. Choose *Generate*.

Result

You have generated the secondary file that will be used to further process data from the SAP System.



You can then save the file to a PC by downloading it from the TemSe file.

Import Wage Types

Use

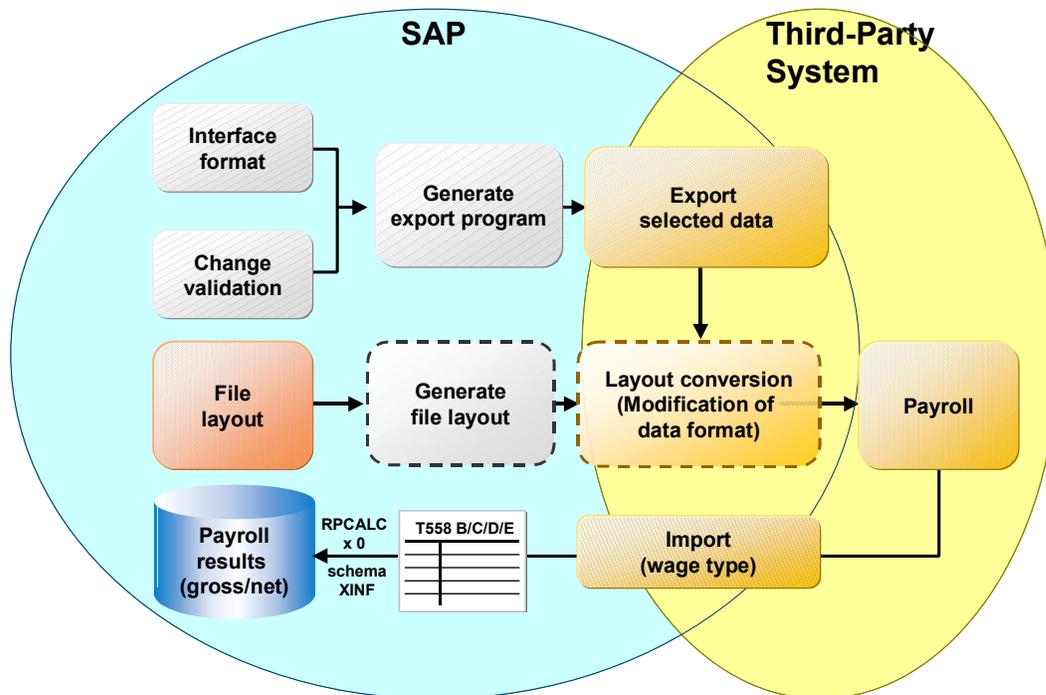
You use the *Import wage types* function to transfer wage types from a third-party system to the payroll results of the SAP System.



For more information, see the Implementation Guide (IMG) for *Cross Application Components* under *Predefined ALE Business Processes* → *Human Resources* → *HR External Systems* → *Connection With an External Payroll System* → *Import Payroll Results* or in the SAP Library under *CA Cross Application Components* → *Business Framework Architecture (CA-BFA)* → *Library of ALE Business Processes* → *Human Resources* → *Human Resources - External Applications* → [Process Flow: Import Payroll Results from a Third-Party System \[Ext.\]](#).

Features

The import transfers wage types for payroll from the third-party system to the R/3 System.



Activities

[Run the Import \[Page 926\]](#)

Starting the Import

Starting the Import

Prerequisites

You have successfully run payroll in a third-party system.

Procedure

1. In the menu, choose *Import wage types* → *Create IDocs*.
You access the *IDoc Inbound Processing Via File* screen.
2. In the *Complete file name* field, enter the name of the input file.
3. Choose *Execute*.
The system message contains the number of created IDocs.
4. In the menu, choose *File* → *Import wage types* → *Create IDocs*.
You access the *Inbound Processing of IDocs Ready for Transfer* screen.
5. Enter **MANAGEREXTPAYROLL_INSERTOUT** as the *Message type* and, if required, enter the *Creation date* and the *Creation time*.
6. Choose *Execute*.

Result

The wage types created in the third-party system are available for further processing in the interface tables of the SAP System.

You can then start payroll in the SAP System and perform the subsequent payroll activities:

- Create a remuneration statement
- Run posting to Accounting

Outsourcing

[Starting the Outsourcing Process \[Page 928\]](#)

[Outsourcing Gross Payroll and Master Data \[Page 937\]](#)

[Outsourcing Time Wage Types \[Page 980\]](#)

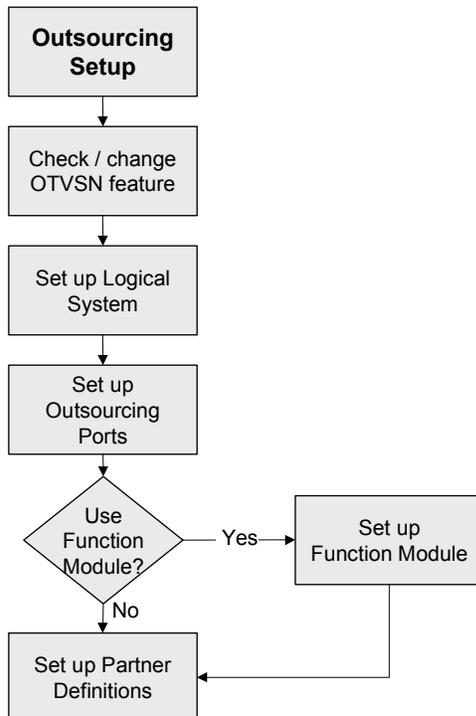
[Troubleshooting \[Page 987\]](#)

Starting the Outsourcing Process

Starting the Outsourcing Process

Before you begin using the Outsourcing functionality, you need to set up your system to be able to send and receive data. This requires selecting which type of payroll outsourcing best serves your company's needs, changing that option and setting up a logical system, a partner definition, and a port or ports.

A flowchart of the high level process follows.



See also:

[Set the Outsourcing Type \[Page 929\]](#)

[Setup Process for Outsourcing \[Page 931\]](#)

Set the Outsourcing Type

Before you begin, you must determine which outsourcing option is most appropriate for your company. After deciding, you might be required to change the preset option. The default option is for Combined Payroll. If your company does **not** choose to use this option, then you must change the OTSVN value.

For more information, see [Changing the OTVSN Option \[Page 930\]](#).

Changing the OTVSN Option

Changing the OTVSN Option

Use

When you need to change the type of Payroll Outsourcing that your company wants to perform, use this procedure to do so.

Prerequisites

Make sure that you have **not** run any other type of Payroll Outsourcing before you make this change.

Procedure

1. In the command box, type **pe03** and press Enter.

The Features Initial Screen screen appears.

2. In the *Feature* field, type **OTVSN**, then choose Change.
3. Select the only field in the tree structure, CM, then select *Edit* → *Change nodes*.



If this field contains anything other than CM, it indicates that someone has already changed this information.

4. Type the appropriate code for the version of Outsourcing that you want to use, then choose Transfer. (MD for Master Data, GP for Gross Payroll)
5. Select *Feature* → *Activate*.

The Feature was generated message appears in the status bar on your screen.

6. Select *Goto* → *Back*.
7. Select *Feature* → *Activate*.

The Generate Features screen appears.

8. Select *Program* → *Execute*.

The Generate Features log appears.

9. Select *Goto* → *Back* until you return to the main menu.

Result

You have successfully completed changing the OTVSN option. When you have set up your system, you are ready to begin using Payroll Outsourcing.

Setup Process for Outsourcing

Purpose

In order to run Payroll Outsourcing successfully, you **must** make sure that you have properly configured the server.

For more information regarding IDocs, see [IDoc Interface / Electronic Data Interchange \[Ext.\]](#).

Prerequisites

SAP recommends that you perform the procedures in the order listed in the process flow.

Process Flow

1. Set up a logical system.
2. Set up the outsourcing ports and the function module (optional).
3. Define the partner definition.

Result

You are ready to begin the Payroll Outsourcing tasks.

See also:

[Setting Up Logical Systems \[Page 932\]](#)

[Setting Up Outsourcing Ports / Function Modules \[Page 933\]](#)

[Setting Up the Partner Definition \[Page 935\]](#)

Setting Up Logical Systems

Setting Up Logical Systems

Prerequisites

Set up a logical system before you define your ports and partners. For a smoother workflow, perform each of these tasks in the order they appear in this text. Doing so makes less work than performing these tasks in another sequence.



The IMG path varies by release.

Procedure

1. Choose *Tools* → *Accelerated SAP* → *Customizing* → *Edit project*.

The Customizing Execute Project screen appears.

2. Choose *Goto* → *SAP Reference IMG*.

The Display IMG screen appears.

3. Select and expand the *Basis Components* file.
4. Select and expand the *Distribution (ALE)* file.
5. Select and expand the *Sending and Receiving Systems* file.
6. Select and expand the *Logical Systems* file.
7. Select *Define Logical System*.

The Change View Logical Systems screen appears.

8. Choose *Edit* → *New Entries*.
9. In the *Log System* field, type **FILEPORT**.
10. In the *Description* field, type the appropriate definition for this system, then choose *Save*.

Result

You have successfully set up your logical system. Continue with [Setting Up Outsourcing Ports / Function Modules \[Page 933\]](#).

Setting Up Outsourcing Ports / Function Modules

Prerequisites

Make sure that you have configured the port area on the server so that the third-party payroll service provider is able to access the file easily. Also ensure that both the user and the outsourcer know the name of the port before they need to create and export the payroll file or import the payroll results file.

Make sure that you create both an Outbound file and an Inbound file port on the server, if you are both exporting and importing information. These directories must be separate.

You can also assign a function module for an Inbound or Outbound file at the same time you are setting up the ports. Depending on your business requirements, you can use an existing function module or you can create your own.



This procedure assumes that you are using an existing function module.

If you are starting this process from the SAP Reference IMG screen, begin with step 3.



The IMG path varies by release.

Procedure

Setting up the Outbound file port

11. Choose *Tools* → *Accelerated SAP* → *Customizing* → *Edit project*.

The Customizing Edit Project screen appears.

12. Choose *Goto* → *SAP Reference IMG*.

The Display IMG screen appears.

13. Select and expand the *Basis Components* file.
14. Select and expand the *Distribution (ALE)* file.
15. Select and expand the *Sending and Receiving systems* file.
16. Select and expand the *Systems in Network* file.
17. Select and expand the *Asynchronous processing* file.
18. Select and expand the *Assigning ports* file.
19. Select *Define port*.

The Ports in IDoc Processing screen appears.

20. Expand the *File* file.
21. Select the appropriate HROT_xx file.

Setting Up Outsourcing Ports / Function Modules



The detailed information appears on the right hand side of the screen.

22. Select the *Outbound File* tab, if required.
23. Select the *Physical directory* field, then type the path for the server and directory on which the export file will be stored for the Outsourcer in that field.
24. In the *Outbound File* field, type the name for the export file.



If you want to set up a function module, continue with step 14.
If you do not want to set up a function module, continue with step 15.
If you do not need to set up an inbound file port, choose Save.

25. In the *Function Module* field, select the function module for the export file, then choose Save.

Setting up the Inbound file port

26. Select the HROTIN file.

The detailed information appears on the right hand side of the screen.

15. Select the *Inbound File* tab.
16. Select the *Physical directory* field, then type the path for the server and directory on which the import file will be stored from the third-party payroll service provider.
17. In the *Inbound File* field, type the name for the import file.



If you want to set up a function module, continue with step 18.
If you do not want to set up a function module, choose Save.

18. In the *Function Module* field, select the function module for the import file, then choose Save.

Result

You have successfully set up your file ports. Continue with [Setting Up the Partner Definition \[Page 935\]](#).

Setting Up the Partner Definition

Prerequisites

If you have not set up the logical system or the ports, you will need to come back to this screen to add the information. It is a good idea to set up the logical system and define the ports before you set up the partner definition.

Procedure

Creating a partner

1. Select *Tools* → *Business Communication* → *IDoc-Basis* → *IDoc* → *Partner Profile*.

The Partner profiles screen appears.

2. Select and expand the *Partner type LS* folder.
3. Select *Partners* → *Create*.

The Partner profiles detail screen appears on the right-hand side of your screen.

4. In the *Partn.number* field, type **FILEPORT**.
5. In the *Partn.type* field, make sure that LS (for Logical System) appears.



If LS does *not* appear in the *Partn.type* field, select it.

6. Select the *Classification* tab.
7. In the *Partn.Status* field, select A (for Active), then choose Save.

Defining outbound parameters

8. In the *Outbound Parmtrs* group box, select the Create outbound parameters pushbutton.

The Partner Profiles Outbound Parameters screen appears.

9. In the *Message Type* field, select the appropriate HROT_xx file.
10. In the *Receiver Port* field, select the matching HROT_xx file.



Select the *File* tab, if required.

11. Select the *Transfer IDocs immed.* field.
12. In the *Basic Type* field, select the corresponding Basic IDoc type, if the information is not supplied automatically.
13. Save the information.
14. Repeat steps 8 through 13 for each type of outbound IDoc you need to define.

Setting Up the Partner Definition



If you are using the Combined Payroll Export, you **must** set up both types of IDocs, master data and gross payroll.

Result

You have successfully set up your partner and defined the outbound IDoc parameters.

You are ready to begin exporting payroll or master data information.

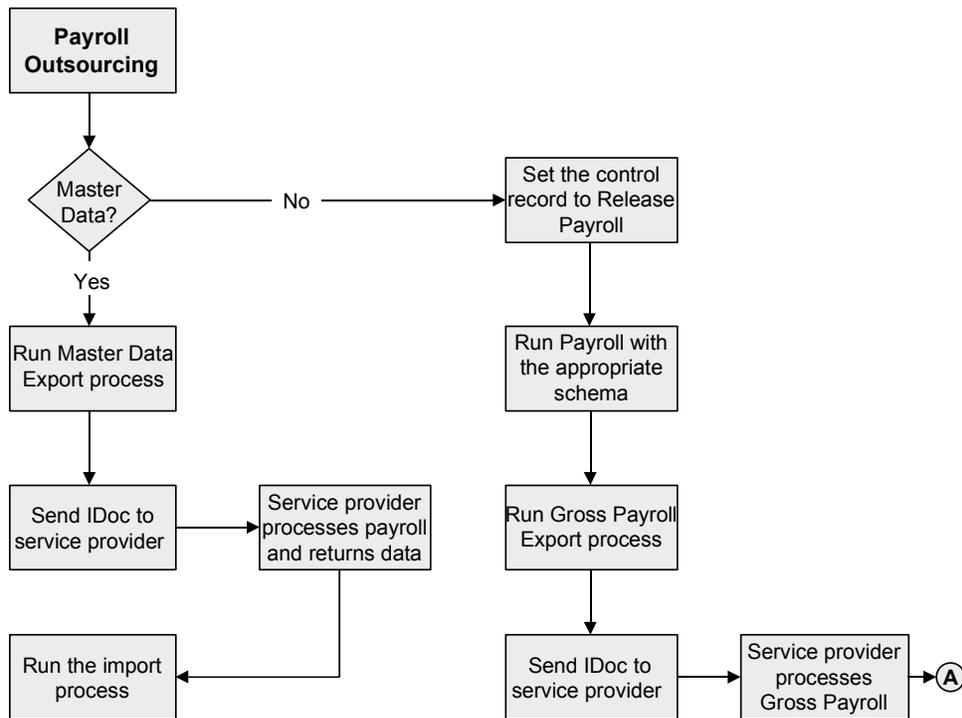
Outsourcing Gross and Combined Payroll and Master Data

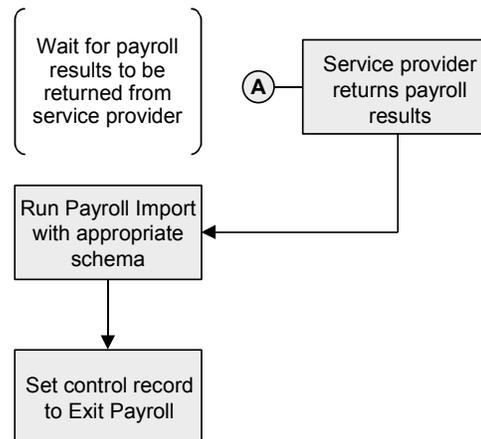
The Payroll Outsourcing functionality allows you to create data in an electronic file and send that data to a third-party payroll service provider for processing. The Outsourcing menu appears on the Payroll screen, allowing you to create and prepare the electronic file you need to transmit to your third-party payroll service provider.

The Payroll Outsourcing software allows you to send Gross Payroll or employee Master Data information or both to your third-party payroll service provider. The service provider translates values, creates a file, calculates the tax and benefit deductions, prints the payroll checks, and returns the payroll and wage-type information to the SAP system electronically for updating Financial and Controlling figures.

You can decide if you want to export gross payroll, master data only, or a combination of the two. Then you can decide whether or not to import the payroll results from the third-party payroll service provider. If you are using the gross payroll or combined payroll outsourcing and you decide that you want to receive the payroll results from the third-party service provider, you can choose to either import payroll results directly into Finance and Controlling or import the payroll results into HR for reconciliation before transferring the data into Finance and Controlling. If you send *only* master data to the third party service provider, you can import payroll results *only* into Finance and Controlling.

For basic payroll outsourcing, you *must* determine whether your company uses Master Data or Gross Payroll or Combined Payroll to follow the proper instructions. The following flowchart shows the high level process for each of these types of outsourced payroll processes. If you use the combined payroll outsourcing, this flowchart helps you determine which process to observe based on which option you choose.



Outsourcing Gross and Combined Payroll and Master Data

For more information regarding IDocs, see [IDoc Interface / Electronic Data Interchange \[Ext.\]](#).

See also:

[Setup Process for Outsourcing \[Page 931\]](#)

[Combined Payroll Outsourcing Process \[Page 939\]](#)

[Gross Payroll Outsourcing Process \[Page 948\]](#)

[Master Data Outsourcing Process \[Page 954\]](#)

[Importing Payroll Results Process \[Page 957\]](#)

[Payroll Outsourcing Screens \[Page 963\]](#)

[Troubleshooting \[Page 987\]](#)

Combined Payroll Outsourcing Process

Purpose

The Combined Payroll Process allows you to update master data during a pay period and to export these changes. Not all IDoc segments can be exported in this mini-master version. The mini master uses fewer segments than the master data version. The mini-master data contains those IDoc segments which allow you to perform mid-pay-period processing on the Outsourcer's system (such as bonus runs).

You can process the Mini Master export multiple times during a pay period. It picks up all the changes you made since you processed the last export. The Mini-Master Export option prepares the export file to send to the third-party payroll service provider.

Once the IDoc is created, you assign the export IDoc to the appropriate service port for transport to the payroll server on which the third-party payroll service provider's software resides.

The Gross Payroll export uses pay related data only and provides the data as calculated by the Payroll driver.



The Gross Payroll exports the benefit infotype changes that occur during a pay period with the payroll driver. This way, the Outsourcers can process the benefit changes along with the corresponding deductions.

When you run the Combined Payroll option for outsourcing, you **must** perform two procedures to create the payroll data. The first procedure creates the gross payroll file to be used to export data to the third-party payroll service provider. The second procedure prepares the export file, called IDoc, to send to the third-party payroll service provider. It also allows you to assign the export IDoc to the appropriate service port for transport to the payroll server on which the payroll software resides.

Prerequisites

Make sure that all required information has been configured. You **must** establish:

- Tax authorities
- Payroll areas
- Calendars associated with each payroll area
- Wage types
- Deduction frequencies
- Payroll control records for each payroll area



Make sure that you run the gross payroll schema **before** you run the outsourcing options.

Combined Payroll Outsourcing Process

Process Flow

1. Run the gross payroll process from the Payroll menu using the appropriate schema.
2. Review the payroll results to ensure that the gross payroll process ran without errors.
3. If the payroll results show errors, correct the errors and repeat steps 1 through 3. - **OR** - If the payroll results are error free, continue with step 4.
4. Run this process from the *Human Resources* → *Payroll* → *Outsourcing* → *Export* → *Combined Payroll Export* menu. In order to produce the outsourcing IDoc, you **must** use each available option in the *Export* menu in the following order for each option.

Mini-Master Data

1. Run the Mini Master Export option.
2. Run the Display IDocs option.
3. Run the Process Outbound IDocs option.

Combined Payroll

1. Run the Combined Payroll Export option.
2. Run the Display IDocs option.
3. Run the Process Outbound IDocs option.

Result

You have completed the outsourcing payroll process.

See also:

[Importing Payroll Results Process \[Page 957\]](#)

[Exporting Mini-Master Data \[Page 942\]](#)

[Exporting Combined Payroll \[Page 944\]](#)

[Locating New IDocs \[Page 946\]](#)

[Processing New IDocs \[Page 947\]](#)

[Comparing SAP Data with Third-Party Data \[Page 956\]](#)

Exporting Mini-Master Data

Exporting Mini-Master Data

Use

The Mini-Master Export allows you to provide the Outsourcer with employee information as it changes. Using this feature reduces the size of the IDocs that are created and sent to the Outsourcer. Use this program to provide the Outsourcer changes to the employee's master data **without** running payroll.

Prerequisites

Make sure that all administrative tasks have been performed and closed before beginning the Mini-Master Data Export process.

Procedure

1. Select *Human Resources* → *Payroll* → *Outsourcing* → *Export* → *Combined Payroll Export* → *Mini Master Export*.

The Mini Master Export screen appears.

2. In the Payroll Period group box, *Payroll* field, type or select the appropriate value for the payroll that you want to export.
3. In the Selection group box, *Personnel number* fields, type the employee number or range of numbers, if applicable.
4. In the *Payroll Area* field, type or select the appropriate value for the payroll that you want to export.
5. Select the *Update* field.
6. Add or select other information appropriate to the payroll run.
7. Select Execute.

The Export Statistics screen appears.

8. Close the Export Statistics screen.



If you need to create another Outsourcing file for export, repeat steps 2 through 8.

9. Return to the main menu.

Result

You have successfully generated the electronic mini-master data file. You can continue with [Locating New IDocs \[Page 946\]](#).

See also:

[Exporting Combined Payroll \[Page 944\]](#)

[Comparing SAP Data with Third-Party Data \[Page 956\]](#)

Exporting Combined Payroll

Exporting Combined Payroll

Prerequisites

Make sure that all administrative tasks have been performed and closed before generating the electronic payroll file.

Procedure

1. Start the payroll from the Payroll menu.



For more information, see [Starting Payroll \[Page 70\]](#).

2. In the General program control group box, *Schema* field, you **must** type the appropriate schema for your country.



For example, the US payroll uses schema **U200** and the Canadian payroll uses schema **K200**.

3. Select *Human Resources* → *Payroll* → *Outsourcing* → *Export* → *Combined Payroll Export* → *Combined Payroll Export*.

The Combined Payroll Export screen appears.

4. In the Payroll Period group box, *Payroll* field, type or select the appropriate value for the payroll that you want to export.
5. In the Selection group box, *Personnel number* fields, type the employee number or range of numbers, if applicable.
6. In the Selection group box, *Payroll Area* field, type or select the appropriate value for the payroll that you want to export.
7. Select the *Update* field.
8. Add or select other information appropriate to the payroll run.
9. Select Execute.

The Export Statistics screen appears.

10. Close the Export Statistics screen.



If you need to create another Outsourcing file for export, repeat steps 4 through 10.

11. Return to the main menu.

Result

You have successfully generated the electronic payroll file. You can continue with [Locating New IDocs \[Page 946\]](#).

See also:

[Running Off-Cycle Gross Payroll \[Page 952\]](#)

Locating New IDocs

Locating New IDocs

Prerequisites

Make sure that you have generated the electronic payroll file or files for export.

Procedure

1. Select *Human Resources* → *Payroll* → *Outsourcing* → *Export* → *Display IDocs*.

The IDoc Lists screen appears.

2. In the *Date created* field, type or select the appropriate date on which the IDoc file or files were created, if it were created on a different day than the default (today's) date.
3. In the *Time created* fields, type the time of day that the IDoc file or files were created, if applicable.
4. Add or select other information appropriate to the IDoc file you want to locate.
5. Select Execute.

The IDoc Lists screen appears with all of the IDoc information listed.

6. In the *Number* field, select the IDoc file or files that you have created, then select *Goto* → *Status List Details*.

The Detail Data on IDoc Status screen appears.

7. Locate and make a note of the IDoc number.
8. Close the Detail Data on IDoc Status screen.



If you need to locate another IDoc file for export, repeat steps 6 through 8.

9. Return to the initial SAP menu.

Result

You have successfully located the IDoc file. You can continue with [Processing New IDocs \[Page 947\]](#).

Processing New IDocs

Prerequisites

Make sure that you have located and written down the number of the IDoc file or files for export.

Procedure

1. Select *Human Resources* → *Payroll* → *Outsourcing* → *Export* → *Process Outbound*.
The Process All Selected Intermediate Documents screen appears.
2. In the *IDoc number* field, type the number or the range of numbers for the IDocs you want to export.
3. In the *Port of Receiver* field, select the appropriate HROT_XX file.
4. Add or select other information appropriate to the IDoc file you want to locate.
5. Select Execute.
The Information dialog box appears, indicating how many IDocs were selected for transport.
6. Select Continue.

Result

You have successfully processed the outbound IDoc file or files.

Gross Payroll Outsourcing Process

Gross Payroll Outsourcing Process

Purpose

When you run your payroll for outsourcing, you **must** use two procedures. The first procedure creates the gross payroll file to be used to export data to the third-party payroll service provider.

The second procedure prepares the export file, called IDoc, to send to the third-party payroll service provider. It also allows you to assign the export IDoc to the appropriate service port for transport to the payroll server on which the payroll software resides.

Prerequisites

Make sure that all required information has been configured. You **must** establish:

- Tax authorities
- Payroll areas
- Calendars associated with each payroll area
- Wage types
- Deduction frequencies
- Payroll control records for each payroll area



Make sure that you run the gross payroll schema **before** you run the outsourcing options.

Process Flow

5. Run the gross payroll process from the Payroll menu using the appropriate schema.
6. Review the payroll results to ensure that the gross payroll process ran without errors.
7. If the payroll results show errors, correct the errors and repeat steps 1 through 3. - **OR** - If the payroll results are error free, continue with step 4.
8. Run these processes from the *Human Resources* → *Payroll* → *Outsourcing* → *Export* menu. In order to produce the outsourcing IDoc, you **must** use each available option in the Export menu in the following order.
 - a. Run the Gross Payroll Export option.
 - b. Run the Display IDocs option.
 - c. Run the Process Outbound IDocs option.

Result

You have completed the outsourcing payroll process.

See also:

[Importing Payroll Results Process \[Page 957\]](#)

Gross Payroll Outsourcing Process

[Running Gross Payroll Outsourcing \[Page 950\]](#)

[Locating New IDocs \[Page 946\]](#)

[Processing New IDocs \[Page 947\]](#)

[Running Off-Cycle Gross Payroll \[Page 952\]](#)

Running Gross Payroll Outsourcing

Running Gross Payroll Outsourcing

Prerequisites

Make sure that all administrative tasks have been performed and closed before generating the electronic payroll file.

Procedure

12. Start the payroll from the Payroll menu.



For more information, see [Starting Payroll \[Page 70\]](#).

2. In the General program control group box, *Schema* field, you **must** type the appropriate schema for your country.



For example, the US payroll uses schema **U200** and the Canadian payroll uses schema **K200**.

3. Select *Human Resources* → *Payroll* → *Outsourcing* → *Export* → *Gross Payroll Export*.
The Gross Payroll Export screen appears.
4. In the Payroll Period group box, *Payroll* field, type or select the appropriate value for the payroll that you want to export.
5. In the Selection group box, *Personnel number* fields, type the employee number or range of numbers, if applicable.
6. In the Selection group box, *Payroll Area* field, type or select the appropriate value for the payroll that you want to export.
7. Select the *Update* field.
8. Add or select other information appropriate to the payroll run.
9. Select Execute.

The Export Statistics screen appears.

10. Close the Export Statistics screen.



If you need to create another Outsourcing file for export, repeat steps 4 through 10.

11. Return to the main menu.

Result

You have successfully generated the electronic payroll file. You can continue with [Locating New IDocs \[Page 946\]](#).

See also:

[Running Off-Cycle Gross Payroll \[Page 952\]](#)

[Processing New IDocs \[Page 947\]](#)

Running Off-Cycle Gross Payroll

Running Off-Cycle Gross Payroll

Use

When you need to run an off-cycle payroll for outsourcing, use this procedure.

Prerequisites

If you are using Gross Payroll Outsourcing, then you can run off-cycle payroll as required, using this procedure.

Procedure

1. Run the off-cycle payroll.



For more information, see [Off-Cycle Payroll Accounting \[Page 134\]](#).

2. From the main menu, select *Human Resources* → *Payroll* → *Outsourcing* → *Export* → *Gross Payroll Export* - **OR** - select *Human Resources* → *Payroll* → *Outsourcing* → *Export* → *Combined Payroll Export* → *Combined Payroll Export*.

Either the Gross Payroll or the Combined Payroll Export screen appears.

3. In the Payroll Period group box, leave the setting for Current Period.
4. In the *Payroll* field, type or select the appropriate value for the payroll that you want to export.
5. In the Selection group box, *Personnel number* fields, type the employee number or range of numbers, if applicable.
6. In the Selection group box, *Payroll Area* field, select the appropriate value for the payroll that you want to export.
7. Select the *Update* field.
8. In the Special payroll run group box, *Special Payroll Type* field, select the appropriate code for the type of off-cycle run.
9. In the *Special Payroll Identifier* field, add a sequential number, if applicable.
10. In the *Special Payroll Date* field, type the date for the off-cycle run.



This data **must** reflect the data for the off-cycle run exactly. You assign the sequential number for the special payroll runs as necessary.

11. Add or select other information appropriate to the payroll run.
12. Select Execute.

The Export Statistics screen appears.

13. Close the Export Statistics screen.
14. Select Continue.

Result

You have successfully run the off-cycle gross payroll for outsourcing. You can continue with [Locating New IDocs \[Page 946\]](#).

Master Data Outsourcing Process

Master Data Outsourcing Process

Purpose

When you export employee data for payroll outsourcing, do **not** run Payroll from the Payroll menu. The Master Data option prepares the export file, called IDoc, to send to the third-party payroll service provider.

Once the IDoc is created, you assign the export IDoc to the appropriate service port for transport to the payroll server on which the third-party payroll service provider's software resides.

Prerequisites

Make sure that all required information has been configured. You **must** establish:

- Tax authorities
- Payroll areas
- Calendars associated with each payroll area
- Payroll control records for each payroll area

If you also export wage types (Infotypes 14 and 15) and benefits, then you **must** configure:

- Wage types
- Deduction frequencies

Process Flow

Run these processes from the *Human Resources* → *Payroll* → *Outsourcing* → *Export* menu. In order to produce the outsourcing IDoc, you **must** use each available option in the Export menu in the following order.

1. Run the Master Data Export option.
2. Run the Display IDocs option.
3. Run the Process Outbound IDocs option.

Result

You have completed the outsourcing payroll process.

See also:

[Importing Payroll Results Process \[Page 957\]](#)

[Running Master Data Outsourcing \[Page 955\]](#)

[Locating New IDocs \[Page 946\]](#)

[Processing New IDocs \[Page 947\]](#)

[Comparing SAP Data with Third-Party Data \[Page 956\]](#)

Running Master Data Outsourcing

Prerequisites

Make sure that all administrative tasks have been performed and closed before beginning the Master Data Export process.

Procedure

10. Select *Human Resources* → *Payroll* → *Outsourcing* → *Export* → *Master Data Export*.

The Master Data Payroll Export screen appears.

11. In the Payroll Period group box, *Payroll* field, type or select the appropriate value for the payroll that you want to export.
12. In the Selection group box, *Personnel number* fields, type the employee number range, if applicable.
13. In the *Payroll Area* field, type or select the appropriate value for the payroll that you want to export.
14. Select the *Update* field.
15. Add or select other information appropriate to the payroll run.
16. Select Execute.

The Export Statistics screen appears.

17. Close the Export Statistics screen.



If you need to create another Outsourcing file for export, repeat steps 2 through 8.

18. Return to the main menu.

Result

You have successfully generated the electronic payroll file. You can continue with [Locating New IDocs \[Page 946\]](#).

See also:

[Comparing SAP Data with Third-Party Data \[Page 956\]](#)

Comparing SAP Data with Third-Party Data

Comparing SAP Data with Third-Party Data

Use

If you are using Master Data Outsourcing, you can occasionally check to make sure that your data matches the data that your third-party payroll service provider has, using this procedure.

Prerequisites

Be sure to schedule these transmissions with your third-party service provider.

Procedure

1. Select *Human Resources* → *Payroll* → *Outsourcing* → *Export* → *Master Data Export*.
The Master Data Payroll Export screen appears.
2. In the Payroll Period group box, leave the setting for Current Period.
3. In the *Payroll* field, type or select the appropriate value for the payroll that you want to export.
4. In the Selection group box, *Personnel number* fields, type the employee number range, if applicable.
5. In the *Payroll Area* field, select the appropriate value for the payroll that you want to export.
6. Select the *Update* field.
7. Select the *All data (not diffs. only)* field.
8. Add or select other information appropriate to the payroll run.
9. Select Execute.
The Export Statistics screen appears.
10. Close the Export Statistics screen.
11. Select Continue.
12. Run the other two procedures in this process as you would for a normal export to the third-party payroll service provider.

Result

You have successfully run the master data all data program to send to the third-party payroll service provider for comparing with its data.

See also:

[Locating New IDocs \[Page 946\]](#)

[Processing New IDocs \[Page 947\]](#)

Importing Payroll Results Process

Purpose

There are two ways to import payroll results. One way imports payroll directly to the Finance and Controlling (FI/CO) modules. The other way imports payroll results directly into a payroll results table within the HR module, for Payroll to reconcile all amounts before releasing the data to FI/CO.

If you use the Master Data Export, then you *must* import payroll results directly to FI/CO. Since the Master Data Export does *not* use the SAP Payroll clusters, payroll results *cannot* be imported back through them. If you want to import financial data from the Outsourcer's system to SAP's financial modules, you have only this option to do so.

If you use the Gross or Combined Payroll Export programs, you can use either option. Using the direct import method means that there are no records within SAP for reconciliation between payroll and the figures appearing in SAP's FI/CO. When you export the gross payroll data and import payroll results directly to FI/CO, you can only use the Outsourcer's system for reconciliation.

When you are using Gross or Combined Payroll Export programs, you can choose to import payroll results into the SAP HR module. This process imports all the Outsourcer's net and gross data and stores it in the SAP payroll results cluster. Using this method, you can reconcile financial data before transferring it to FI/CO. Since the import provides a total of differences between the gross values you exported and the gross values the Outsourcer imported, you can use these differences for any required reconciliation between the two systems.

Prerequisites

Use procedure only if you outsource your payroll using either master data, gross payroll, or combined payroll outsourcing.

Process Flow

Importing Payroll Results to FI / CO

1. Receive the payroll results file from the third-party payroll service provider.
2. Process the file from the service provider.
3. Locate the new IDoc.
4. Release the IDoc.

Importing Payroll Results to the HR Module for Reconciliation

1. Receive the payroll results file from the third-party payroll service provider.
2. Process the file from the service provider from a file to an IDoc.
3. Locate the new IDoc and evaluate the payroll results.
4. Release the IDoc.
5. Release the payroll results to Finance and Controlling.

Importing Payroll Results Process**Result**

You have successfully completed the process for importing payroll results into SAP software.

See also:

[Processing the Payroll Results File \[Page 959\]](#)

[Locating Import IDocs \[Page 960\]](#)

[Releasing IDocs \[Page 961\]](#)

[Importing Payroll Results \[Page 962\]](#)

Processing the Payroll Results File

Prerequisites

Make sure that you have received the electronic payroll results file or files from the third-party payroll service provider.

Procedure

1. Select *Human Resources* → *Payroll* → *Outsourcing* → *Import* → *Process Inbound*.

The Trigger Inbound Processing screen displays.

2. In the *Directory + File* field, type the network path for the directory in which the inbound file is located, followed by the file name.



You can find the path information in the inbound port definition you set up for outsourcing. For more information, see [Setting Up Outsourcing Ports / Function Modules \[Page 933\]](#).

3. In the *Port* field, type the name of the port to which you want to transfer the IDoc.
4. Select Execute.

The processing of the inbound file begins.

Result

You have successfully completed processing the inbound payroll results file. You can continue with [Locating Import IDocs \[Page 960\]](#).

Locating Import IDocs

Locating Import IDocs

Prerequisites

Make sure that you have processed the electronic payroll results file or files from the third-party payroll service provider to an IDoc file or files.

Procedure

1. Select *Human Resources* → *Payroll* → *Outsourcing* → *Import* → *Display IDocs*.

The IDoc Lists screen appears.

2. In the *Date created* field, type or select the appropriate date on which the IDoc file or files were created, if it were created on a different day than the date shown.
3. In the *Time created* fields, type the time of day that the IDoc file or files were created, if applicable.
4. Add or select other information appropriate to the IDoc file you want to locate.
5. Select Execute.

The IDoc Lists screen appears with all of the IDoc information listed.

6. In the *Number* field, select the IDoc file or files that you have created, then select *Goto* → *Status List Details*.

The Detail Data on IDoc Status screen appears.

7. Locate and make a note of the IDoc number.
8. Close the Detail Data on IDoc Status screen.



If you need to locate another IDoc file for export, repeat steps 6 through 8.

9. Return to the main Payroll screen.

Result

You have successfully located the IDoc file. You can continue with [Releasing IDocs \[Page 961\]](#).

Releasing IDocs

Use

In order to prepare the IDoc to be processed or released to Finance and Controlling modules (FI/CO), you must first release it.

Prerequisites

Make sure that you have converted the electronic payroll results file or files from the third-party payroll service provider to an IDoc file or files.

Procedure

10. Select *Human Resources* → *Payroll* → *Outsourcing* → *Import* → *Release IDocs*.

The Inbound Processing of IDocs Ready for Transfer screen appears.

2. In the *IDoc number* field, type the number of the IDoc or IDocs.
3. Choose Execute.

Result

You have successfully released the IDoc for processing. If you are *not* releasing the payroll results directly to FI/CO, you can continue with [Importing Payroll Results \[Page 962\]](#).

Importing Payroll Results

Importing Payroll Results

Prerequisites

Make sure that you have converted the electronic payroll results file or files from the third-party payroll service provider to an IDoc file or files.

Procedure

1. Select *Human Resources* → *Payroll* → *Outsourcing* → *Import* → *Payroll Import*.

The Payroll Driver screen appears.

2. In the *General program control* area, *Schema* field, type **x250**. The **x** represents your country code (letter).



Type **U250** in the US or **K250** in Canada.

3. In the *Payroll Period* area, *Payroll* field, type or select the appropriate value for the payroll that you want to export.
4. In the *Selection* area, *Personnel number* fields, type the employee number range, if applicable.
5. In the *Selection* area, *Payroll Area* field, type or select the appropriate value for the payroll that you want to export.
6. Select the *Update* field.
7. Add or select other information appropriate to releasing the payroll results.
8. Select *Execute*.

The Payroll Driver log screen appears.

9. Close the Payroll Driver log screen.



If you are using Gross Payroll outsourcing, you can set the Payroll Control record to exit.

Result

You have successfully imported the payroll results.

Payroll Outsourcing Screens

When you are ready to export IDocs to the third-party payroll service provider, make sure that you have completed all necessary steps before you prepare the export IDoc. Once you have done so, you are ready to begin the payroll outsourcing process.

The outsourcing option has been added to the Payroll menu. All outsourcing options are located in this menu.

For more information regarding IDocs, see [IDoc Interface / Electronic Data Interchange \[Ext.\]](#).

See also:

[Export Screen \[Page 964\]](#)

[IDoc Lists Screen \[Page 966\]](#)

[IDoc Display Screen \[Page 968\]](#)

[Data Record Screens \[Page 970\]](#)

- [Header Record Data Elements \[Page 972\]](#)
- [Key Record Data Elements \[Page 973\]](#)
- [Trailer Record Data Elements \[Page 975\]](#)

[Process All Selected IDocs Screen \[Page 976\]](#)

[Trigger Inbound Processing Screen \[Page 977\]](#)

[Payroll Driver for Import Process Screen \[Page 978\]](#)

Export Screen

Export Screen

Purpose

Use this screen to prepare the IDoc file or files to be exported to the third-party payroll service provider.

Features

Field Name	Description
Payroll area	Required. Type or select the specific payroll area for the payroll you want to outsource.
Current period	Default
Other period	Optional. If you want to create the payroll outsourcing file for a different period, select this field and type the appropriate period information.
Personnel number	Optional. You can control which people are to be paid via the outsourcing file by defining the starting and ending personnel number in these fields.
Payroll area	Optional / Recommended. Type or select the specific payroll area for the payroll you want to outsource.
Repeat	Optional. Select this option if you need to repeat the creation of a payroll outsourcing file due to errors in a previous run.
Update	Default. This option updates a payroll outsourcing file. If you clear this option, you risk creating errant or old information from a previous payroll run.
Display log	Optional. Select this option if you want to view the log after you have created your outsourcing file.
All data (not diffs. only)	Optional. Select this option if you want to send all of the data to the Outsourcer, for example, comparing data in both databases.
Number of IDoc segments	Optional. The default value for this field is 6000. If you have a less powerful system, type 3000.
Gross / Combined Payroll field	Description
Special Payroll Type	Optional. Type or select the specific payroll type to identify the off-cycle payment type.
Special Payroll Identifier	Optional. Type or select the specific payroll identifier for this off-cycle payment type.
Special Payroll Date	Optional. Type the appropriate date for this off-cycle payment run.

See also:

[IDoc Lists Screen \[Page 966\]](#)

[Process All Selected IDocs Screen \[Page 976\]](#)

IDoc Lists Screen

IDoc Lists Screen

Purpose

Use this screen to locate the IDoc file or files that you have created.

Features

Field Name	Description
Date created	Recommended. Type the date or range of dates on which the files were created in these fields. Use the DDMMYYYY format.
Time created	Optional. Type the time or the range of times at which the files were created in these fields. Use the HHMMSS format.
Logical message type	Optional
Message code	Optional
Message function	Optional
Partner type of sender	Optional
Partner function of sender	Optional
Partner number of sender	Optional
Partner type of recipient	Optional
Partner function of recipient	Optional
Partner number of recipient	Optional

For more information regarding IDocs, see [IDoc Interface / Electronic Data Interchange \[Ext.\]](#).

See also:

[IDoc Lists Screen \(2\) \[Page 967\]](#)

[IDoc Display Screen \[Page 968\]](#)

[Data Record Screens \[Page 970\]](#)

IDoc Lists Screen (2)

Purpose

Use this screen to review the IDoc or IDocs that you want to send to the Outsourcing system port. This screen shows you the status and the name of the IDoc, as well as the means to display the information contained within the IDoc. You can review the contents of the IDoc as a means of checking data for accuracy.

Features

In the left frame, you can locate the type of IDoc you have created, Outbound or Inbound. In the right frame, look for the appropriate message type. The message type is associated with the appropriate IDoc type.

In the right frame, select the Message type, HROT_xxP or HROT_xxM as appropriate, then choose the IDoc Display pushbutton.

For more information regarding IDocs, see [IDoc Interface / Electronic Data Interchange \[Ext.\]](#).

See also:

[IDoc Lists Screen \[Page 966\]](#)

[IDoc Display Screen \[Page 968\]](#)

[Data Record Screens \[Page 970\]](#)

IDoc Display Screen

IDoc Display Screen

Purpose

This screen displays all high level information for the specific IDoc you selected. From here, you can select information that you want to view to ensure the validity of the data.

Features

Left Frame

The left frame of this screen displays all of the IDocs that you have created. Each is assigned a sequential number by the system. Normally, the IDoc you want to transfer to the Outsourcing port is the last IDoc in the list.

Field Name	Description
IDoc <number>	The list of IDocs created with this message type
Control Record	The top record for the selected IDoc file
Data Records	The data used to create the IDoc Select and expand this folder to view the IDoc information.
E1HR_HD	The IDoc segment containing the header record
E1HR_KY	The IDoc segments containing the key record or payroll information Select and expand this folder to view the IDoc segments. Select this field and select Choose to view specific data contained in the IDoc.
E1HR_TL	The IDoc segment containing the trailer record The number next to this data record represents the total number of data segments contained in the IDoc.
Status records	The status record information stored during the IDoc creation process

Right Frame

The right frame contains more information about the IDoc itself.

Field Name	Description
Direction	Indicates whether the IDoc is inbound or outbound
Current status	Indicates the state of the IDoc at this moment, for example, an error occurred or it is ready for processing
Basic type	Contains the message type country-specific information for this IDoc
Extension	Contains additional information for the basic type field, if applicable
Message type	The message that is associated with the IDoc type
Partn. number	Contains the name of the partner that you established when you set up the partner definition

IDoc Display Screen

Partn. type	Contains the information that you established when you defined the logical system
Port	Contains the name of the port that you established when you defined the port definition

See also:

[IDoc Lists Screen \[Page 966\]](#)

[IDoc Lists Screen \(2\) \[Page 967\]](#)

[Data Record Screens \[Page 970\]](#)

Data Record Screens

Data Record Screens

These screens allow you to view the data elements which are being transferred to the third-party payroll service provider.

The Data Record screens vary, therefore the screens explained herein are those screens which are written in every export IDoc. For more information, see [Converting IDoc Documentation to HTML \[Page 989\]](#).

See also:

[Header Record Data Elements \[Page 972\]](#)

[Key Record Data Elements \[Page 973\]](#)

[Trailer Record Data Elements \[Page 975\]](#)

Header Record Data Elements

Header Record Data Elements

Purpose

The header record contains all pertinent information regarding the contents of the IDoc.

Integration

This information allows you to make sure that you are sending all of the appropriate information to the third-party payroll service provider, for example, you can check the payroll period, the type of payroll, and so on.

Features

Data element	Description
ABKRS <i>Payroll area</i>	Payroll area to which the employees with the same payroll schedule are assigned
ZEINH <i>Payroll time units</i>	The code for which type of payroll is included in the IDoc
PABRJ <i>Accounting year</i>	The company's fiscal year
PABRP <i>Accounting period</i>	The company's accounting period within its fiscal year
PERBE <i>Start date</i>	The date on which the Payroll For period begins
PEREN <i>End date</i>	The date on which the Payroll For period ends
VERSN <i>HR: Outsourcing Payroll version</i>	Identifies which type of payroll information is contained in the IDoc.

See also:

[Data Record Screens \[Page 970\]](#)

[Key Record Data Elements \[Page 973\]](#)

[Trailer Record Data Elements \[Page 975\]](#)

Key Record Data Elements

Purpose

The header record contains all pertinent information regarding the specific employee for which the following information applies.

Integration

This information allows you to make sure that you are sending data for every employee within a payroll area.

Features

Data element	Description
PERNR <i>Personnel Number</i>	The number assigned to an employee
PERID <i>Personal ID Number</i>	This contains a number that has been assigned to an employee by an outside institution, such as a tax number or a social insurance number
ABKRS <i>Payroll area</i>	Payroll area to which employees with the same payroll schedule are assigned
FPBER <i>Start of payroll period</i>	The date on which the Payroll For period begins
FPEND <i>End of payroll period</i>	The date on which the Payroll For period ends
FPPER <i>For-period for payroll</i>	The date on which the For-period payroll is valid
BUKRS <i>Company code</i>	The code the company uses for its payroll
WERKS <i>Personnel area</i>	The area to which an employee is assigned
BTRTL <i>Personnel subarea</i>	The subarea within an area to which an employee is assigned, if applicable

See also:

[Data Record Screens \[Page 970\]](#)

Key Record Data Elements

[Header Record Data Elements \[Page 972\]](#)

[Trailer Record Data Elements \[Page 975\]](#)

Trailer Record Data Elements

Purpose

The trailer record reiterates information contained in the header record plus one additional field.

Integration

The trailer record indicates the end of the information contained in this IDoc.

Features

Data element	Description
ABKRS <i>Payroll area</i>	Payroll area to which employees with the same payroll schedule are assigned
ZEINH <i>Payroll time units</i>	The code for which type of payroll is included in the IDoc
PABRJ <i>Accounting year</i>	The company's fiscal year
PABRP <i>Accounting period</i>	The company's accounting period within its fiscal year
PERBE <i>Start date</i>	The date on which the Payroll For period begins
PEREN <i>End date</i>	The date on which the Payroll For period ends
NPERN <i>Number of personnel processed</i>	The number of employees included in this IDoc
TRECS <i>Number of segments processed</i>	The number of data segments processed in this IDoc

See also:

[Data Record Screens \[Page 970\]](#)

[Header Record Data Elements \[Page 972\]](#)

[Key Record Data Elements \[Page 973\]](#)

Process All Selected IDocs Screen

Process All Selected IDocs Screen

Purpose

Use this screen to prepare the IDoc or IDocs to be transported to the Outsourcing system port.

Features

Field name	Description
IDoc number	Type the number of the IDoc file you want to send to the third-party payroll service provider in this field.
Basic IDoc type	Select the appropriate IDoc type from the list.
Port of receiver	Type or select the appropriate port for your Outsourcing process.
Partner type of recipient	Optional
Partner function of recipient	Optional
Partner number of recipient	Optional
Logical message type	Optional
Last changed on	Optional
Time of last change	Optional
Output mode	Optional
Test option	Optional
Maximum number of IDocs	Optional

See also:

[Export Screen \[Page 964\]](#)

[IDoc Lists Screen \[Page 966\]](#)

[IDoc Lists Screen \(2\) \[Page 967\]](#)

[Data Record Screens \[Page 970\]](#)

Trigger Inbound Processing Screen

Purpose

Use this screen to begin processing inbound data from the third-party payroll service provider into an IDoc format.

Features

Field name	Description
Directory + File	Type the full path for the directory and filename in which the inbound payroll results file is stored.
Port	Type or select the name of the port which the outsourcing software uses to locate the directory and file.

For more information regarding IDocs, see [IDoc Interface / Electronic Data Interchange \[Ext.\]](#).

See also:

[IDoc Lists Screen \[Page 966\]](#)

[Payroll Driver for Import Process Screen \[Page 978\]](#)

Payroll Driver for Import Process Screen

Payroll Driver for Import Process Screen

Purpose

Use this screen to release the payroll results data in the IDoc to FI/CO.

Features

Field Name	Description
Payroll area	Required. Type or select the specific payroll area for the payroll you want to outsource.
Current period	Default
Other period	Optional. If you want to create the payroll outsourcing file for a different period, select this field and type the appropriate period information.
Personnel number	Optional. You can control which people are to be paid via the outsourcing file by defining the starting and ending personnel number in these fields.
Payroll area	Optional / Recommended. Type or select the specific payroll area for the payroll you want to outsource.

See also:

[Trigger Inbound Processing Screen \[Page 977\]](#)

[IDoc Lists Screen \[Page 966\]](#)

Outsourcing Time Wage Types

Outsourcing Time Wage Types

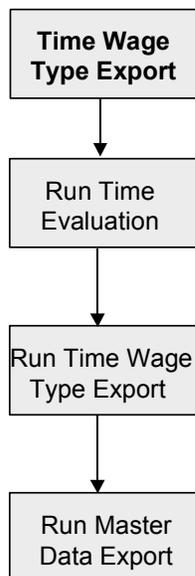
The Time Wage Type Outsourcing functionality allows you to create data in an electronic file and send that data to a third-party service provider for processing. The Outsourcing menu appears in the Human Resources → Payroll menu, allowing you to create and prepare the electronic file you need to transmit to your third-party service provider.

The Time Wage Type Outsourcing software allows you to send Time evaluation along with employee Master Data information to your third-party service provider. The service provider translates values, creates a file, calculates the tax and benefit deductions, prints the payroll checks, and returns the payroll and wage-type information to the SAP system electronically for updating Financial and Controlling figures.

When you decide to export time wage types to a third-party service provider, you allow the outsourcer to evaluate your employees' time data. In addition to sending this data, you must also export master data in order for the payroll to be processed properly.

This process allows you to send only time wage types; it does not permit you to send raw time data. In other words, you will be required to set up and run all time management and time evaluation on the SAP system before you send this data to the outsourcer for further processing.

A flowchart of the high level process follows.



You can decide if you want to import the payroll results from the third-party payroll service provider. If you decide to import this information, you can import payroll results *only* into Finance and Controlling.

For more information regarding IDocs, see [IDoc Interface / Electronic Data Interchange \[Ext.\]](#).

See also:

[Time Wage Type Outsourcing Process \[Page 983\]](#)

[Processing Time Wage Types \[Page 985\]](#)

Time Wage Type Outsourcing Process

Purpose

When you outsource your time wage type information for processing, you also need to prepare Master Data for export to the third-party service provider.

Prerequisites

Make sure that all required information has been configured. You **must** establish:

- Tax authorities
- Payroll areas
- Calendars associated with each payroll area
- Payroll control records for each payroll area

If you also export wage types (Infotypes 14 and 15) and benefits, then you **must** configure:

- Wage types
- Deduction frequencies



Make sure that you run the time evaluation **before** you run the outsourcing options.

Process Flow

9. Run the time evaluation process from the Time Management menu.
10. Review the results to ensure that the time evaluation process ran without errors.
11. If the time evaluation results show errors, correct the errors and repeat steps 1 through 3. -
OR - If the time evaluation results are error free, continue with step 4.
12. Run these processes from the *Human Resources* → *Payroll* → *Outsourcing* → *Export* menu. In order to produce the outsourcing IDoc, you **must** use these options in the Export menu in the following order.
 - d. Run the *Time Wage Type Export* option.
 - e. Run the *Master Data Export* option.
 - f. Run the *Display IDocs* option.
 - g. Run the *Process Outbound IDocs* option.

Result

You have completed the time wage type outsourcing process.

See also:

[Processing Time Wage Types \[Page 985\]](#)

[Locating New IDocs \[Page 946\]](#)

Time Wage Type Outsourcing Process

[Processing New IDocs \[Page 947\]](#)

Processing Time Wage Types

Use

Send time wage types to the outsourcer for payroll processing. When you use this option, you must also use the Master Data Export for the third-party service providers to process the time wage types.

Prerequisites

Make sure that all administrative tasks have been performed and closed before generating the electronic payroll file.

Procedure

13. Start the Time Evaluation process from the Time Management menu.



For more information, see [Running the Time Evaluation Report \(RPTIME00\) \[Ext.\]](#).

2. Go to the main menu.
3. Select *Human Resources* → *Payroll* → *Outsourcing* → *Export* → *Time Wage Type Export*.
The Time Wage Type Export screen appears.
4. In the Payroll Period group box, *Payroll* field, type or select the appropriate value for the payroll that you want to export.
5. In the Selection group box, *Personnel number* fields, type the employee number or range of numbers, if applicable.
6. In the Selection group box, *Payroll Area* field, type or select the appropriate value for the payroll that you want to export.
7. Select the *Update* field.
8. Add or select other information appropriate to the payroll run.
9. Select Execute.

The Export Statistics screen appears.

10. Close the Export Statistics screen.



If you need to create another Outsourcing file for export, repeat steps 4 through 9.

12. Return to the main menu.

Result

You have successfully exported your time wage types. You can continue with either [Locating New IDocs \[Page 946\]](#) or with [Running Master Data Outsourcing \[Page 955\]](#).

See also:

[Processing New IDocs \[Page 947\]](#)

Processing Time Wage Types

Troubleshooting

As this is an interface, you must first determine wherein the problem lies. Once you establish the source of the problem, you can resolve it.

This section offers some tips for determining the source of problems. To further assist your troubleshooting efforts, check the list of links below.

Determining the Source

Source	Check	Correct?	Action
The data?	Original data	No	Correct data
		Yes	Check further
	Actual exported data	No	Contact support
		Yes	Inform the Outsourcer
The calculation?	Master Data: Outsourcer owns the process		Inform the Outsourcer
	Gross Payroll: SAP owns the process		Contact support
	Net payroll calculation and legislative reporting		Inform the Outsourcer
	Gross Payroll entries made by the Outsourcer		Inform the Outsourcer
	Gross Payroll recalculated by Outsourcer		Inform the Outsourcer

See also:

[Scheduling IDoc Transfers \[Page 988\]](#)

[Repeating the Process \[Page 990\]](#)

[Transferring Data \[Page 991\]](#)

[Scheduling Changes to Employee Records \[Page 992\]](#)

[Rehires, Transfers, and Reference Personnel Numbers \[Page 993\]](#)

[No IDoc Created \[Page 994\]](#)

Scheduling IDoc Transfers

Scheduling IDoc Transfers

Purpose

Make sure that all IDoc files have been transferred to the third-party payroll service provider before you write another IDoc to the Outsourcing port.

Integration

Each time you prepare an IDoc to send to the Outsourcing port, you automatically overwrite the existing file. Make sure that you and your third-party payroll service provider have set up a workable schedule for creating the IDoc data as well as making sure that the third-party payroll service provider has retrieved the IDoc.

See also:

[Converting IDoc Documentation to HTML \[Page 989\]](#)

Converting IDoc Documentation to HTML

Use

This procedure is used for sending documentation explaining IDoc field information electronically to your third-party payroll service providers.

Prerequisites

Use the information contained in this HTML file format to determine the information contained in the other data segments of the IDoc. You can send these documents to your third-party payroll service provider as a reference to the information contained in the IDoc.

Make sure that you are starting from the initial screen.

Procedure

1. Select *Tools* → *Business Communication* → *IDoc-Basis* → *Documentation* → *IDoc Types*.

The Documentation for IDoc Types screen appears.

2. In the *ObjectName* field, type the name of the IDoc.

3. Select *Documentation* → *HTML Page*.

The Parameter for HTML File Names dialog box appears.

4. In the *Local Directory* field, type the name of the directory to which you want to save the HTML documents, then select *Continue*.

All of the documentation for the specific type of IDoc that you specified is converted into HTML format.

5. Return to the main menu.

Result

You have successfully generated the online IDoc documentation file.

Repeating the Process

Repeating the Process

Purpose

The Repeat and Update options provide different functionality when used combined or separately. Make sure you know which is required for the version of Payroll Outsourcing you are using.

Features

Using Repeat and Update options in Gross Payroll

Use the Repeat and Update options when you need to recreate an IDoc from the previous run. In order to do this, you **must not** have exited payroll on the control record. Select the same period as you used for the last export to re-run the payroll export option, and use both the Repeat and Update options. If you were unable to complete or to export an IDoc file for whatever reason, then you can use this option to create a new IDoc to export to the third-party payroll service provider.

Using Repeat and Update options with Master Data

Use the Repeat and Update options when you need to recreate an IDoc for the previous payroll. Master Data only allows you to repeat the previous payroll. It does not allow you to go back to a prior pay period. If you need to do this, you can perform one of the following options.

- You can make changes to the employee records using prior effective dates, and the system automatically retroactively calculates these changes for you.
- You can select Repeat and All Data (not diffs. only) to compare your data against the data your third-party payroll service provider has stored.

Transferring Data

Purpose

Make sure you know which data you are transferring to the third-party service provider at any given time. Depending on whether changes were made to an employee record and when those changes were made or took effect, you can send new information only or both sets of information.

Constraints

What data transfers when you change an employee record?

If an employee is promoted in the middle of a pay period, both sets of data transfer to the third-party payroll service provider for them to interpret.

What data does not transfer when you change an employee record?

If you change a base wage type in the table, **only** the most current information writes to the IDoc. (The information that is effective on the date in which you run the payroll and create the IDoc.)

Scheduling Changes to Employee Records

Scheduling Changes to Employee Records

Constraints

Gross Payroll

If you are importing payroll results, you **must not** exit payroll until you have received the payroll results. When you have **received and processed** the inbound IDoc from the third-party payroll service provider, you can exit payroll to allow changes.

Master Data

If you are importing payroll results, SAP recommends that you set the control record in Payroll to protect data from being changed in the base wage type area. When you have received and processed payroll results from the third-party payroll service provider, you can exit payroll to allow changes.

Rehires, Transfers, and Reference Personnel Numbers

Purpose

In situations in which you have rehired an employee, transferred an employee, or you have created a reference personnel number, you must select All data (not diffs. only) to process the export document. The third-party payroll service providers will require full information for the employee in order that all of the data processes will be supported and updated properly. Check with your third-party payroll service provider to make sure that all of the data you are sending will be supported in their software systems.



This means that any employees that have been transferred or have a reference personnel number will receive two payroll checks from the third-party payroll service provider. Doing so ensures accuracy of your payroll balance.

No IDoc Created

No IDoc Created

Purpose

When this occurs, make sure that you have provided data in all of the appropriate fields. Check the Payroll Area fields to ensure that you have added the **same information** in both fields. This is important because the Export program uses the information contained in the second Paroll area field as its main selection criteria. If this value differs from the value in the first field, this situation can occur.

See also:

[Exporting Mini-Master Data \[Page 942\]](#)

[Exporting Combined Payroll \[Page 944\]](#)

[Running Gross Payroll Outsourcing \[Page 950\]](#)

[Running Off-Cycle Gross Payroll \[Page 952\]](#)

[Running Master Data Outsourcing \[Page 955\]](#)

[Processing Time Wage Types \[Page 985\]](#)

US-Specific HR Intotypes

Definition

This section contains a collection of US-specific HR infotypes.

Additional Personal Data (Infotype 0077)

Additional Personal Data (Infotype 0077)

Definition

Infotype 0077, Additional Personal Data, stores personal information that is not stored in the other master data infotypes.

Use

This infotype contains information that is confidential, and should only be accessed by a select few employees.

The field for ethnic origin is required. It is used mostly for EEO regulatory reporting that is required by the government. The field *Military status* stores the military information of the employee.

The *Challenge* section allows you to identify the employee as disabled. This field is required for government compliance of the Employees with Disabilities Act.

The section for *Veteran status* allows you to store the veteran status of the employee. The choices are specially challenged veteran, Vietnam veteran, or non-veteran. You can mark all that apply. These fields are also used for government compliance of EEO laws.



This infotype is used most effectively by being included in the New Hire Action.

Assignment of EEO and AAP Categories to Jobs (PD Infotype 1610)

Assignment of EEO and AAP Categories to Jobs (PD Infotype 1610)

Definition

This infotype allows you to maintain legally required data for jobs within U.S. organizations. You can define both Equal Employment Opportunity (EEO) and Affirmative Action Planning (AAP) categories.

Use

Although these same assignments can be made from the Personnel Administration IMG, end-users in the Human Resources area can maintain this PD infotype more easily.



You want to maintain EEO/AAP categories for a newly created job classification. For job no. 50000101, 'Department Manager', make the following entry:

Valid dates	01/01/97 - 12/31/97
EEO Category	01 - Officers and Managers
AAP Category	02 - Managers

How To Access This Infotype

You can access Infotype 1610 from the Detail Maintenance menu within Organization and Planning.



When selecting from the list of PD infotypes, ensure that the country indicator is set for 'US'.

Assignment of Workers' Comp Codes to Org Units (PD Infotype 1612)

Assignment of Workers' Comp Codes to Org Units (PD Infotype 1612)

Definition

You can use this PD infotype to assign Workers' Compensation Classification Codes to organizational units for U.S. companies. The infotype accesses view V_T5U26.

Use

Although these same assignments can be made from the US Payroll IMG, end-users in the Human Resources area can maintain this PD infotype more easily.



You have defined organizational unit 407, Human Resources, in the system. If the state of California, in which this department was located, has a workers' compensation classification code 9901 (Office and Clerical) for 1997. You would make the following entry to complete the assignment of this code to your department:

Org.Unit	407
Text	Human Resources
WC State	CA
Descr.	California
WC Code	9901
WC Text	Office and Clerical
From	01/01/1997
To	12/31/1997

How To Access This Infotype

You can access Infotype 1612 from the Detail Maintenance menu within Organization and Planning.



When selecting from the list of PD infotypes, ensure that the country indicator is set for 'US'.

Integration

PD Infotype 1613 allows you to assign workers' compensation classification codes directly to individual positions

See also:

[Assignment of Workers' Comp Codes to Positions \(PD Infotype 1613\) \[Page 999\]](#)

Assignment of Workers' Comp Codes to Positions (PD Infotype 1613)

Definition

Each U.S. state has its own classification system for workers' compensation codes. The state workers' compensation board publishes a list of valid codes within the state. The codes are used by state or commercial insurers to classify types of work performed, and calculate a corresponding workers' compensation insurance premium.

Use

You can use this PD infotype for assigning workers' compensation classification codes to individual positions within U.S. companies. State-specific attributes, such as the area codes required in Alaska, can also be entered here. The infotype accesses view V_T5U28. Although these same assignments can be made from the US Payroll IMG, end-users in the Human Resources area can maintain this PD infotype more easily. Where code assignments exist for both a position and an organizational unit, the assignment to the position has priority.



An employee with personnel number 50000084 works in the Food Production department. You have assigned workers' compensation classification code 9901 to this department. However, this employee's position involves machine maintenance. Assign classification code 9910 (Machine Maintenance) to this position instead of 9901 (Food Production).



The infotype table differs slightly from the maintenance view in the IMG - you can assign a number of state-specific attributes to positions using the infotype table. These state-specific attributes must be maintained in separate steps within the IMG.

How To Access This Infotype

You can access Infotype 1613 from the Detail Maintenance menu within Organization and Planning.

Integration

PD Infotype 1612 allows you to assign workers' compensation classification codes to organizational units.

See also:

[Assignment of Workers' Comp Codes to Org Units \(PD Infotype 1612\) \[Page 998\]](#)

Residence Status (Infotype 0094)

Residence Status (Infotype 0094)

Definition

Infotype 0094 allows you to store information regarding an employee's residence status, as well as information regarding the compliance with the Immigration Reform and Control Act (IRCA), which requires every employer verify that each person hired can prove via documents their identity, and their eligibility for employment.

Structure

This infotype is divided into two parts: the personal identification information section (the residence permit) and the employment verification section (the work permit).

Personal identification

This section stores the information for personal identification. The only field which is required on this infotype is *Residence status*.

The *ID type* field describes the type of documentation the employee presents to the company. You can also enter data for the issuing authority.

The *ID number* is the number of the document provided by the employee to the company. The *Issuing date* is the date on which the personal identification document was issued to the employee. This date must be the same as or later than the employee's date of birth.

Lastly, the *ID expiry date* field is the date that the provided identification expires.



If the expiration date is filled, and there is a value of A (Alien) in the *Residence status* field, then this transaction will automatically generate a transaction to store a deadline for the expiration of the work permit (infotype 0019, subtype 71).

Employment verification

This section stores the information for employment verification. The *Work permit* field stores the type of work permit. The *Work permit number* field stores the number of the document provided by the employee to establish work eligibility.

The date issued and the issuing authority are also stored. The *Expiry of work perm.* field stores the date on which work eligibility expires. This field should only be filled for those employees who are NOT citizens.



You can use the *Overview* function on the toolbar to view an overview of the employee residence status history.

Workers' Compensation (Infotype 0076)

Definition

Infotype 0076 is used in conjunction with Infotype 0082, *Additional Absence Data*, to store information that will be needed when filling out a Workers' Compensation form.

Structure

The Workers' Compensation infotype has two screens. The first screen is divided into two parts, the first part holding static illness data and the second part holding static payroll data. The second screen contains the variable data associated with the injury or illness.

Before accessing this infotype you must choose a subtype. The subtype is either the state or province that the employee in which the employee works. Every state/province has its own workers compensation form, and therefore has its own data requirements.

First screen

As mentioned, the first screen contains static information, and is divided into illness information and payroll information.

Each illness/injury has a case number that is entered into the field *Case number*. This number is assigned either by the Workers' Compensation Board or internally. The status field stores the processing status of the worker's compensation claim. Examples of status are R-Reporting; O-Open; P-Pending; or C-Closed.

Also stored is the date and time that work stopped.

In the *No. of hours worked* field you enter the number of hours that the employee worked on the day the illness or injury occurred. This information is used for reporting purposes only, and has no effect on payroll calculation.

The payroll information appears in the bottom half of the screen. The *Payment type*, which is the wage type for the workers compensation, is entered in this field. In the *Payment amount* field, you enter an amount that can be used with the field *Payment rule* in the payroll calculation. This *Payment rule* is the rule used in the actual payroll calculation. This is a user-defined field that may depend on the laws/requirements of the state/province in which the user operates.



You can use the Overview function from the toolbar to access an overview of the chosen employee's workers compensation history.

Second screen

You access the second screen to the Workers' Compensation infotype by choosing the *Variable Data* function from the toolbar in the first screen. This screen stores such information as whether or not in-house care was used, and if so, when. Also, there is a field that stores any remarks or comments about the particular case.



To use this infotype most effectively, you must access it by using the Absence function on the toolbar of Infotype 0082, *Additional Absence Data*.

Workers' Compensation (Infotype 0076)

US-Specific HR Internet Application Components

Definition

The US-specific Internet Application Components (IACs) in SAP HR allow employees to access information stored in the SAP HR system through your company's intranet.

Use

These IACs allow employees to take responsibility for changing personal information, such as their address and withholding allowances. It also helps ease the workload of the company's HR department since the employees are making these changes themselves. In addition, the IACs offer employees the opportunity to request information from the HR department, such as their previous year's W-2 Form.

Integration

The IAC is integrated with the online SAP HR system, so that any master data changed or entered through the IAC is immediately reflected in the HR system.

Address Information in the Internet (PA-PA-US)

Address Information in the Internet (PA-PA-US)

Use

In this Internet Application Component (IAC), employees take responsibility for their own address information. They can create, change and display their address information, which is used on different occasions, such as for mailing and tax purposes. When employees have access to their own information, employers can expect faster response times and more accurate data.

When employees change their data in this IAC, the old status is not lost. Instead, a historical record is created.

Type of Internet Application Component

Intranet - Employee Self-Service (ESS)

For more information on Internet Application Components, see [R/3 Internet Application Components \[Ext.\]](#).

Prerequisites

An employee must have an SAP user that is directly linked to their R/3 employee master data, via the *Communication* infotype (0105).

Authorizations

SAP delivers a standard activity group that contains all the necessary authorizations. For more information, see [Employee Self-Service \(ESS\) \[Ext.\]](#).

Standard Settings

To set up the ESS users, you have to make various settings in Customizing. For further details, see Customizing *Personnel Management -> Employee Self-Service*.

Features

In this service, the fields are reduced to their essentials, so that employees who have no knowledge of the R/3 System can change their addresses.

The *Address Information* IAC can be linked to the IAC for changing W-4 withholding information by means of a feature in the IMG. If you turn on the link to the W-4 IAC, the W-4 IAC is accessed when an employee makes an address change that could affect his or her W-4 withholding information.

Service Name

The service name of this IAC is PZ02. You can find all the relevant data under the service name in the [SAP@WebStudio \[Ext.\]](#).

R/3 Development Objects

These R/3 development objects are used:

- Development class: PB10
- Transaction: PZ02

Address Information in the Internet (PA-PA-US)

- Function group: EHU1
- BAPIs:
 - EmployeePrivAddress.Change
 - EmployeePrivAddress.Create
 - EmployeePrivAddress.Delete
 - EmployeePrivAddress.Getdetail
 - EmployeePrivAddress.Getlist
 - EmployeePrivAddress.Getdetailedlist

Address Information (PA-PA-US)

Address Information (PA-PA-US)

Purpose

This service allows employees to display and change their own address information via their company's intranet. If desired, this Employee Self-Service (ESS) scenario can be linked to the W-4 Withholding Information ESS with feature W4SWH. This feature can be maintained in the Payroll USA IMG under *Internet Application Components (IACs) -> Maintain link between address change and W-4 info. IACs*. This link is useful when an employee makes a change to their home address that would effect their state withholding elections.

Process Flow (No Link to W-4 ESS)

1. The user accesses the address information ESS through their company's intranet.
2. The user can then display, change, delete or create new address information for different address types (permanent, temporary, etc.).
3. The user saves the data.
4. The payroll manager is notified of the changes.
5. The user receives confirmation that the address change is complete.

Result

Any records changed are immediately updated in SAP HR and the old records are delimited.

Process Flow (Change of Home Address With Link to W-4 ESS)

1. The user accesses the address information ESS through their company's intranet.
2. The user can then display, change, delete or create new address information for different address types (permanent, temporary, etc.).
3. If the user changes their home address, the system compares the new address to the old address to determine if the user changed their state.
4. If the user did change their state, the system checks whether this change effects the user's W-4 withholding information.
5. Depending on the new state's regulations for calculating withholding tax, the system will react in different ways:

If the use of Federal elections for state withholdings is...	Then...
Required	The employee's elections on the Federal W-4 are used to calculate the state withholding tax. The employee does not get directed to the W-4 ESS scenario.

Address Information (PA-PA-US)

Not allowed	The employee's elections on the Federal W-4 cannot be used to calculate the state withholding tax. The employee is taken to the W-4 ESS scenario to define elections for state withholding.
Optional	A dialog box appears asking the employee if they want to change their state withholding elections or use the Federal elections. If they choose to change their state elections, they will be taken to the W-4 ESS scenario.

6. The user saves their changes.
7. A message is sent to the payroll manager indicating that the employee has changed their address via ESS and that their withholding infotypes (W-4 Withholding Info. - Infotype 0210 and Residence Tax Area - Infotype 207) need to be reviewed for tax purposes.
8. The user receives confirmation that the address change is complete.

Result

Any records changed are immediately updated in SAP HR and the old records are delimited.

See also:

W-4 Withholding Information in the Internet (PA-PA-US)

W-2 Reprint Option in the Internet (PA-PA-US)

W-2 Reprint Option in the Internet (PA-PA-US)

Use

This Internet Application Component (IAC) provides employees with an easy method of requesting a reprint of their previous year's Form W-2.

Type of Internet Application Component

Intranet - Employee Self-Service (ESS)

For more information on Internet Application Components, see [R/3 Internet Application Components \[Ext.\]](#).

Prerequisites

An employee must have an SAP user that is directly linked to their R/3 employee master data, via the Communication infotype (0105).

The employee's W-2 must have already been printed and the corresponding TemSe file created. For more information, see [Generating Tax Forms \[Page 699\]](#).

Authorizations

SAP delivers a standard activity group that contains all the necessary authorizations. For more information, see [Employee Self-Service \(ESS\) \[Ext.\]](#).

Standard Settings

To set up the ESS users, you have to make various settings in Customizing. For further details, see Customizing *Personnel Management -> Employee Self-Service*.

Features

When employees request a W-2 reprint with this scenario, they can choose between picking up the reprint in the Payroll Department in the company, or having the copy sent to their home address.

If they choose to have the copy sent to their home address, a screen appears with their home address as currently defined in SAP. If the address is correct, then can submit the request. If not, they have to access the Address Change ESS where they can change their home address. For more information, see [Address Information in the Internet \(PA-PA-US\) \[Page 1004\]](#)

Service Name

The service name of this IAC is WS01000090. You can find all the relevant data under the service name in the [SAP@WebStudio \[Ext.\]](#).

R/3 Development Objects

These R/3 development objects are used:

- Development class: PB10
- Transaction: WS01000090
- Module pool: SAPMWS01000090H

Requesting a W-2 Reprint

Use

This Employee Self-Service (ESS) scenario provides you with an easy method of requesting a copy of your prior year's Form W-2.

Prerequisites

You have an SAP user that is directly linked to your R/3 employee master data, via the *Communication* infotype (Infotype 0105).

Procedure

1. Access your company intranet and choose the ESS for W-2 reprints.



You can only request a copy of your W-2 from the immediate prior year (for example in 1999, you can only request your 1998 W-2).

2. Select the delivery method for the reprint. This can be:

- Sent with regular mail
- Sent through intercompany mail
- Pick up the reprint yourself at your company's payroll/HR office



If you choose to have the copy sent to your home, a screen appears showing your current home address as stored in the SAP system.

3. If your address is correct choose *Confirm*.
4. If your address is incorrect, you must first inform your HR department of your correct address or access the Address Change ESS and change your address there.
5. Save your entries.

Result

Your request is forwarded to your company's payroll administrator.

W-4 Withholding Information in the Internet (PA-PA-US)

W-4 Withholding Information in the Internet (PA-PA-US)

Use

In this Internet Application Component (IAC), employees take responsibility for keeping their W-4 withholding information current. They can create, change and display the information they would normally include on Form W-4 (Employee's Withholding Allowance Certificate) and on state-specific W-4 forms. This information is used to withhold the correct amount from the employee's salary for tax purposes. This both reduces the administration necessary in the Human Resources department for entering withholding data into the system and empowers employees to quickly and easily check and change their withholding information when necessary.

When employees change their data in this IAC, the old status is not lost. Instead, a historical record is created.

Type of Internet Application Component

Intranet - Employee Self-Service (ESS)

For more information on Internet Application Components, see [R/3 Internet Application Components \[Ext.\]](#).

Prerequisites

An employee must have an SAP user that is directly linked to their R/3 employee master data, via the Communication infotype (0105).

Authorizations

SAP delivers a standard activity group that contains all the necessary authorizations. For more information, see [Employee Self-Service \(ESS\) \[Ext.\]](#).

Standard Settings

To set up the ESS users, you have to make various settings in Customizing. For further details, see Customizing *Personnel Management -> Employee Self-Service*.

Features

In this scenario, the fields are reduced to their essentials, so that employees who have no knowledge of the R/3 System can change their details.

This Internet Application Component is based on Infotype 0210 (Withh. Info. W4/W5 US), which stores tax information from both Form W-4 and Form W-5 (Earned Income Credit Advance Payment Certificate). However, it is not possible to display or change W-5 information with this IAC.

When employees change their withholding information with this scenario, they are required to check a box certifying, under penalty of perjury, that they are entitled to the allowances they are claiming and that the information they are supplying is correct.

Service Name

The service name of this IAC is PZ10. You can find all the relevant data under the service name in the [SAP@WebStudio \[Ext.\]](#).

R/3 Development Objects

These R/3 development objects are used:

- Development class: PB10
- Transaction: PZ10
- Function group: EHU2
- BAPIs:
 - EmployeeW4W5InfoUS.Create
 - EmployeeW4W5InfoUS.Change
 - EmployeeW4W5InfoUS.Delete
 - EmployeeW4W5InfoUS.GetList
 - EmployeeW4W5InfoUS.GetDetailedList
 - EmployeeUS.Enqueue
 - EmployeeUS.Dequeue

Updating W-4 Withholding Information

Updating W-4 Withholding Information

Use

This service allows you to display and change US withholding tax information stored on Form W-4 using the Internet Application Component (IAC) for tax withholding data.

Prerequisites

You have an SAP user that is directly linked to your R/3 employee master data, via the *Communication* infotype (Infotype 0105).

Procedure

6. Access your company intranet and choose the IAC for W-4 withholding information.
7. Display or change your state and/or federal tax withholding information as necessary.
8. Save your changes.

Result

Any information changed in the IAC is automatically updated in the master data records in your company's SAP HR system.