Off-Cycle Activities (PY-XX-OC)

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Icons

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Off-Cycle Activities (PY-XX-OC)

Purpose

As an addition to regular payroll [Ext.], 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You can issue a check to replace payments that were originally made to an employee by check or by transfer but which the employee did not receive, or if the check is in an unusable condition (for example, torn).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 9]

   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 36] 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 [Ext.] 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

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 8]

- Payroll [Page 9]

- Replace Payments [Page 24]

- Reverse payments [Page 29]

- Assign check number [Page 28]

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 36].

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

Use

As an addition to regular payroll [Ext.], 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 19] 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 7].

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 11]

   – Correction accounting [Page 13]

   – Regular payroll on demand [Page 14]

   – Advance payment [Page 15]

   – Absence payment [Page 16]

   – Payroll results adjustment [Page 17]

- 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

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 22].

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 19]

- Payroll identifier

  The payroll identifier is a sequential number allocated by the system to differentiate between several bonus payments or absence payments [Page 16] 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 19] *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

Bonus Accounting

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

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 19] *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 15].

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 19] *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

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 16]. 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 19] *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 [Ext.].

Integration

Contrary to a payment in advance [Page 15], 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 19] *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 19]

* Payroll identifier

    The payroll identifier is a sequential number assigned by the system to differentiate between several absence payments or bonus payments [Page 11] 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

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 19] *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 7].

Procedure

1. Enter the personnel number that you want to process and choose the tab page *Payroll*

2. Select an off-cycle reason [Page 19]

    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

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

Reasons, Types and Categories for Off-Cycle Payroll

Off-Cycle reason (example)	Regular period on demand	Advance payment (leave)	Christmas bonus	Vacation bonus	Correction payment	Payroll Results Adjust- ment
Category for off-cycle reason	On demand	Advance payment	Bonus	Absence payment	Correction	Payroll results adjust- ment
Off-cycle reason type	On demand	Advance payment	Bonus	Absence	Other	Other
Payroll type	' ' (Regular payroll run)		A (Bonus payment)		B (Correction- accounting)	C (Manual check)

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.

> 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.

- *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 9].

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 7]. 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 19].

* 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 (0627), 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 [Ext.], that you defined in Customizing off-cycle activities. In the HR Process Workbench, you create a Process [Ext.] 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).

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.

－　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 7].

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.

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 7].

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

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 [Ext.]

- 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 [Ext.] 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

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 7].

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.*

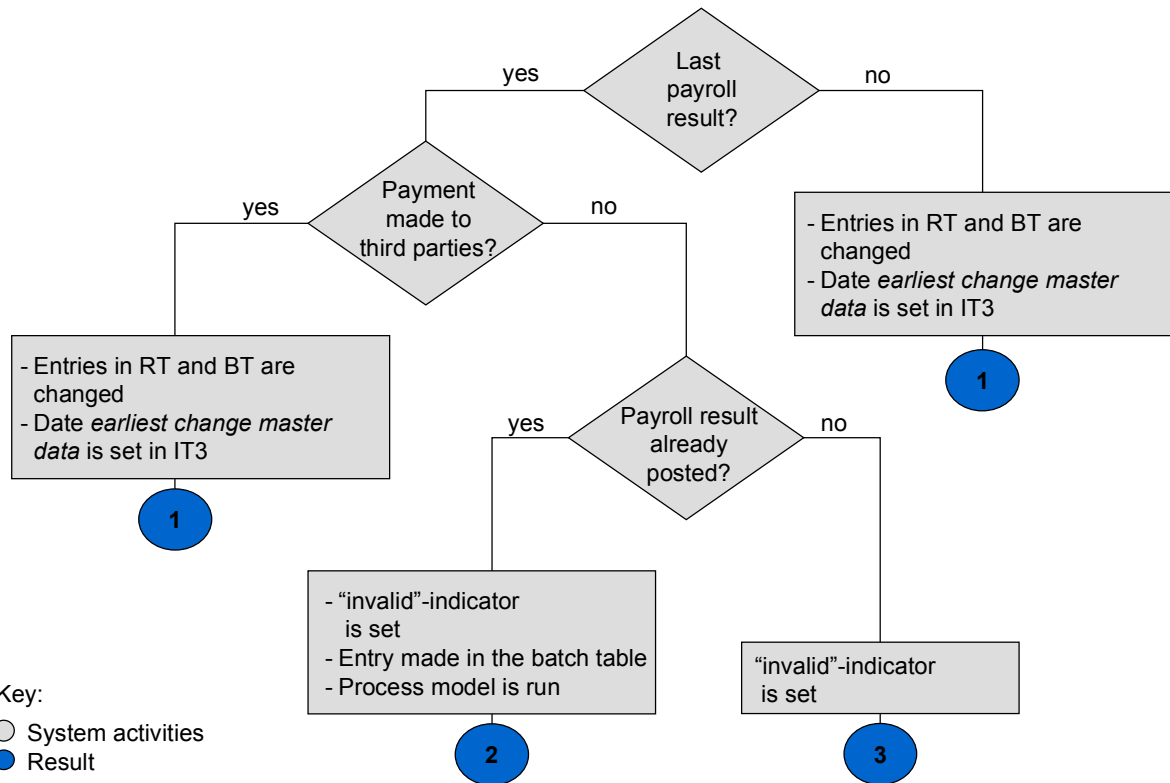5. Confirm the security check.

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:

Reversing the Payroll Result

```
                                           ┌─────────┐
                                   yes     ╱  Last    ╲     no
                              ┌────────────   payroll   ────────────┐
                              │            ╲  result? ╱             │
                              │             └─────────┘             │
                              │                                     │
                        ┌─────────┐                        ┌──────────────────────────┐
                 yes    ╱ Payment ╲    no                  │ - Entries in RT and BT are│
            ┌───────────  made to   ───────────┐           │   changed                 │
            │           ╲  third   ╱           │           │ - Date earliest change    │
            │            ╲parties?╱            │           │   master data is set in IT3│
            │             └───────┘            │           └──────────────────────────┘
            │                                  │                        │
 ┌──────────────────────────┐          ┌─────────┐                    (1)
 │ - Entries in RT and BT are│   yes    ╱ Payroll ╲    no
 │   changed                 │  ┌───────  result   ───────┐
 │ - Date earliest change    │  │       ╲ already ╱       │
 │   master data is set in IT3│ │        ╲posted?╱        │
 └──────────────────────────┘  │         └───────┘        │
            │                   │                          │
           (1)       ┌──────────────────────┐    ┌──────────────────┐
                     │ - "invalid"-indicator│    │ "invalid"-indicator│
                     │   is set             │    │   is set          │
                     │ - Entry made in the  │    └──────────────────┘
                     │   batch table        │            │
                     │ - Process model is run│          (3)
                     └──────────────────────┘
                                │
                               (2)
```

Key:
○ System activities
● Result

Result 1

Out-of-sequence reversal

1. The system makes Changes [Page 34] 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.

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

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 payroll		• 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:
		− Creates remuneration statements
		− Prints checks or triggers transfers
		− Posts payroll results to *Accounting*
		− Runs any further subsequent programs that you have defined in the process model
Replacing a Payment		• Runs Preliminary Program *Data Medium Exchange*
		• Indicates each payment replacement with a key composed of program run date and the indicator feature CYYYP (For more information, see replace payment [Page 26])
		• 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).	• Makes Changes [Page 34] to the tables RT (*Results Table)* and BT (*Bank Transfers*). • Places the retroactive accounting date in the *Earliest master data change* field in the *Payroll Status* infotype (0003). • Marks the payroll result with the indicator *R* in the *invalid* 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").	• Marks the payroll result with the indicator *V* in the *invalid* 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 *Accounting* • 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 *V* in the *invalid* field of the payroll directory (RGDIR).

See also: