

# Online Instructions for Processing Biweekly Gross Pay Distribution /Time Off Report

## Purpose

These online biweekly reports provide gross pay data and time off information by organizational unit to end users and replace the paper reports provided by Corporate Payroll Services each pay day. These online reports will use position based security authorization for retrieving and viewing all information. Authorization to run the report is based upon the organizational unit assigned to your position.

## Information Provided

The biweekly gross pay and distribution report and vacation/sick report display the same data elements found on current paper copies. This detail reflects pertinent employee master data, and gross pay information which includes the following elements:

- Hours Worked and Paid Time Off
- Premiums
- Total Hours and Amounts
- Labor Distribution
- Type of Pay in Hours and Amounts
- Beginning Balances for Vacation, Sick and Discretionary Holidays (D-Days)
- Hours Paid for Vacation, Sick and Discretionary Holidays (D-Days)
- Ending Balances for Vacation, Sick and Discretionary Holidays (D-Days)

## Processing the Gross Pay Report

Data for gross pay distribution is extracted based on biweekly pay periods.

- Type ZHGROSSPAY in the white transaction box at the upper left hand corner of the SAP screen. The report will default to the current period but a manual selection may be entered by using the 'other period' radio button. The report can be processed for prior periods if needed.
- Enter the pay period in the first box and calendar year in the second box.
- Organizational keys must be specified.
- Click on the execute button in the upper left corner. 

Example Screen Display:

The screenshot shows a software application window with a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main title is "Paid Time Off and Gross Pay Report". Below the title bar, there are two icons (a green checkmark and a flag). The interface is divided into several sections:

- Search and Selection Controls:** Includes "Selections from", "Search helps", and "Sort order" buttons.
- Payroll period:** Contains a "Payroll area" field with the value "ub", a "Current period" radio button (selected), and an "Other period" radio button with two empty input fields.
- Selection:** A list of fields with corresponding input boxes and arrow buttons:
  - Personnel Number
  - Employment status
  - Company Code
  - Personnel area
  - Personnel subarea
  - Organization key: Value "ddxx" is entered, and the field is highlighted in yellow.
  - Payroll area: Value "ub" is entered.

The report will then display on the screen. This can be saved as a file or sent to your SAP inbox using the following steps.

**Paid Time Off and Gross Pay Report**

Date : 02/18/2010 At: 07:57  
 Page(PR) : 1  
 Beg Date 08/17/2009  
 End Date 08/30/2009  
 Check Date 09/11/2009

DUKE UNIVERSITY  
 BIWEEKLY-UB  
 GROSS PAY & DISTRIBUTION

Page: 1  
 Prog : ZRHR0077\_OF VER: 00003  
 System: PPT Client 100

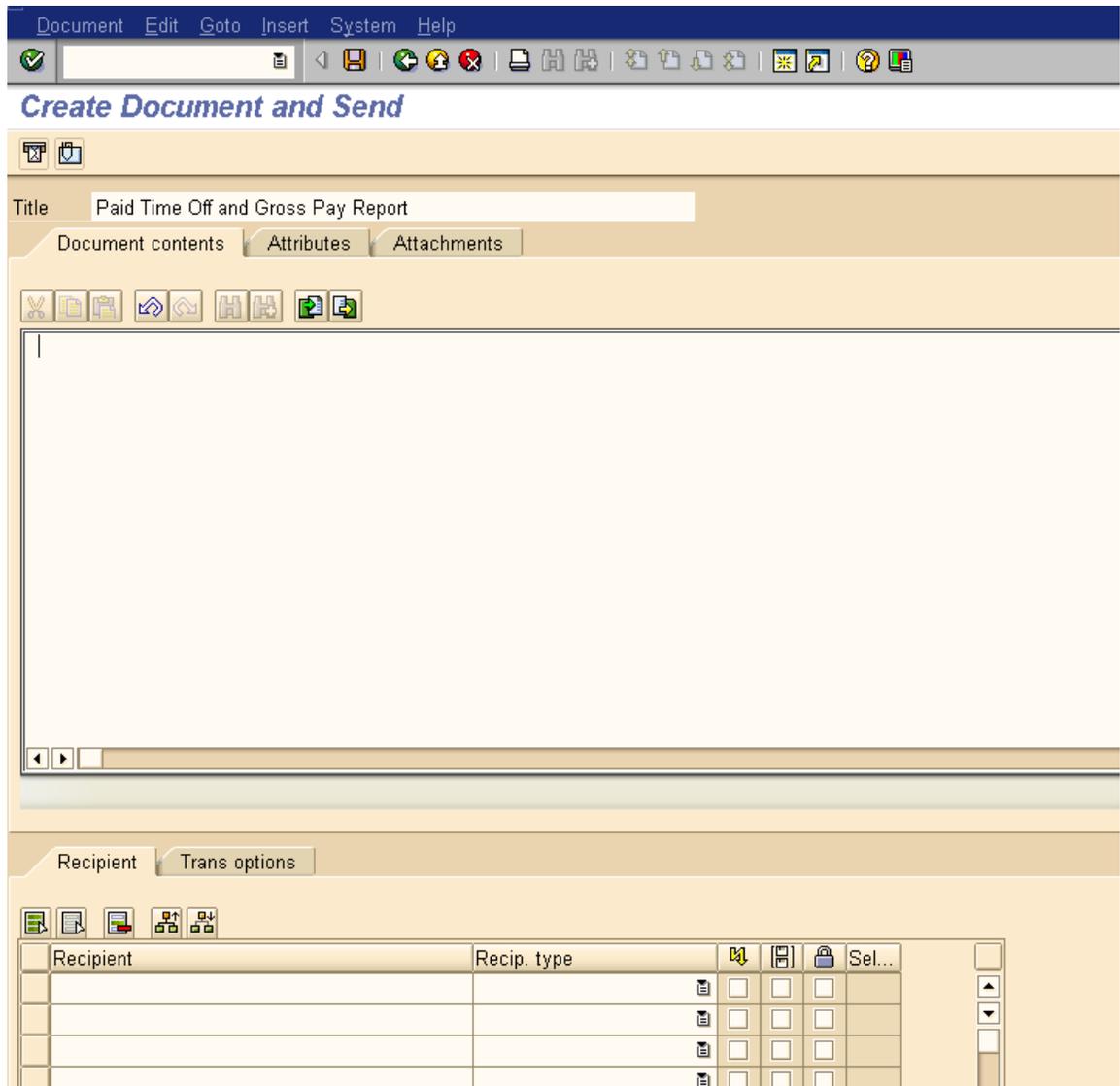
HOURS WORKED & PAID TIME OFF										PREMIUMS		**OVERTIME RATES/HRS**		TOTAL HOURS
WRKD	HOL	VAC	SICK	FNRL	JURY/ELEC	W/E	HOL	ECB UW	ECB WRKD	STBY SPEC	NSP	---WEEK1---	---WEEK2---	AMOUNTS
EMPL DATE						PRIM RATE: 16.66	PA: 1100	PSA:0002	EG: 3	ESG: DU	OT: 3	SHFT	HRS: 8.00	
PRI	2009-19													
HRS	48.3	24.0	10.0											82.3
AMT	804.68	399.84	166.60											1371.12
***TOTAL HOURS PAID													82.3	
***TOTAL GROSS													1371.12	
LABOR DISTRIBUTION:						PRIMARY	D098 0010	4416352		822.67				
						PRIMARY	D098 0010	8596352		548.45				
EMPL DATE						PRIM RATE: 22.29	PA: 1100	PSA:0002	EG: 3	ESG: DU	OT: 3	SHFT	HRS: 8.00	
PRI	2009-19													
HRS	64.5		8.0	9.0										81.5
AMT	1437.70		178.32	200.61										1816.63
***TOTAL HOURS PAID													81.5	
***TOTAL GROSS													1816.63	
LABOR DISTRIBUTION:						PRIMARY	D098 0010	8596352		1,089.98				
						PRIMARY	D098 0010	4216352		726.65				
EMPL DATE						PRIM RATE: 14.95	PA: 1100	PSA:0002	EG: 3	ESG: DU	OT: 3	SHFT	HRS: 8.00	
PRI	2009-19													
HRS	75.0		8.0							7.48	1.2	7.48	1.8	83.0
AMT	1121.27		119.60							8.97		13.46		1263.30

**Save as a File:**

- Go to the System icon at the top of the screen
- Click on list
- Click on save
- Save to local file

**Send to SAP inbox**

- Go to the System icon at the top of the screen
- Click on list
- Click on send
- The following screen will appear:



- Go to the Recipient tab and enter the name of the recipient or the system user id.
- Click on the mail slot indicator  to send the document

Displaying the document from the SAP inbox:

- Go to the main screen in SAP and click on the Business Workplace icon 
- Once this screen appears, click on the inbox icon  Inbox and then double click on Documents  Documents

- Once the list of documents appears, double click on the report



- Click on the attachment at the bottom of the screen



- Your report will then display.

Printing the document to a local printer:

- While the print option is available, we encourage departments to save the information electronically
- To print the document, click on the print icon at the top of the screen.  The following screen will appear.
- To print, click on the green check at the bottom of the page below.

**Print Screen List**

Output Device: LOCL Local printing to printers on Mac

Number of copies: 1

Number of pages

Print all

Print from page: 0 To: 0

Title: \_\_\_\_\_

Authorization: \_\_\_\_\_

Spool Retent.Per.: Delete after 8 days

Time of print: Print out immediately

SAP Cover Sheet: Do not Print

Report: 65 Rows X 132 Columns

Format: X\_65\_132 ABAP list: At least 65 rows by 132...

Properties

This report can be processed for prior pay periods, back to August 2002 . Under the payroll period, click on Other Period and key the period and calendar year.

This report can be processed for multiple organizational keys. Enter an org key and then click on the yellow arrow.

Organization key: DDxx Yellow arrow icon

Select Single Values (1)

O..	Single value
<input checked="" type="checkbox"/>	DDXX <span>Yellow arrow icon</span>
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Add the org keys on the screen

This report can be run once the pay period has been processed and exited, usually the Friday of a timecard week.

**Error messages:**

Entering an org key for which there is no authorization will result in the following message

```
Beg Date    12/21/2009
End Date    01/03/2010
Check Date  01/15/2010
NO DATA FOUND FOR  201001
```

Processing ZHGROSSPAY for an org key that includes employees not in the authorized org unit will result in the following message.

```
Personnel numbers skipped by the database driver
Reason 1: insufficient authorization, no. skipped personnel nos.:      5
```

Attempting to run the report for a period that has not been completed by Corporate Payroll Services will result in the following message.

```
Beg Date    01/18/2010
End Date    01/31/2010
Check Date  02/12/2010
 payroll has not been exited for this period(t569u)
NO DATA FOUND FOR  201003
```

**Other Messages:** You may occasionally see a message indicating a wagetype is not in a table. This reflects a payroll area transfer.

### Processing the ZHTIMEOFF Report:

Data for the Vacation/Sick report is extracted based on biweekly pay periods.

- Type ZHTIMEOFF in the white transaction box at the upper left hand corner of the SAP screen. The report will default to the current period but a manual selection may be entered by using the 'other period' radio button. The report can be processed for prior periods if needed.

- Enter the pay period in the first box and calendar year in the second box.
- Organizational keys must be specified.
- Click on the execute button in the upper left corner. 

**Vac/sic/disc Balance report - Gross Pay Distribution**

Selections from     Search helps     Sort order

**Payroll period**

Payroll area: UB

Current period  
 Other period

**Selection**

Personnel Number		
Employment status		
Company Code		
Personnel area		
Personnel subarea		
Organization key	DDXX	
Payroll area	ub 	

The report will then display on the screen. This can be saved as a file or sent to the individual's SAP inbox using the steps previously noted in this document.

Vac/sic/disc Balance report - Gross Pay Distribution

Date : 02/18/2010 At: 08:57 DUKE UNIVERSITY/HEALTH SYSTEM BIWEEKLY -SICK AND VACATION REPORT Page: 1  
 Prog: ZRHR0077\_BA VER: 00003 19-2009 PAY PERIOD(08/17/2009 THROUGH 08/30/2009) System: PPT Client: 100  
 PAY DATE 09/11/2009

PAY POINT

NAME	PERSONNEL NUMBER	EMPL DATE	PSA	WORK SCHEDULE	BEG BAL	HRS PAID	END BAL	
			0002	10	VAC	51.8	0.0	56.5
					SIC	22.4	1.8	24.3
					DISC	0.0	0.0	0.0
			0002	8	VAC	34.3	0.0	37.4
					SIC	92.2	29.8	66.0
					DISC	8.0	0.0	8.0
			0002	8	VAC	39.7	0.4	42.4
					SIC	71.6	0.0	75.3
					DISC	0.0	0.0	0.0
			0002	10	VAC	66.7	2.8	67.0
					SIC	180.2	4.0	189.8
					DISC	0.0	0.0	0.0
			0002	10	VAC	71.8	0.0	74.9
					SIC	105.2	0.0	108.9
					DISC	0.0	0.0	0.0
			0002	8	VAC	70.9	0.0	74.0
					SIC	189.2	0.0	192.9
					DISC	0.0	0.0	0.0
			0002	8	VAC	22.5	0.0	25.6
					SIC	26.6	4.3	26.0
					DISC	8.0	0.0	8.0
			0002	8	VAC	21.7	2.0	22.8
					SIC	62.1	0.0	65.8
					DISC	0.0	0.0	0.0
			0002	10	VAC	313.7	319.8	0.0
					SIC	710.1	0.0	0.0
					DISC	0.0	0.0	0.0
PAY POINT TOTAL				VAC	693.1	325.0	400.6	
				SIC	1,469.6	39.9	749.0	
				DISC	16.0	0.0	16.0	

PPT (1) (100) mashie OVR

Error Messages will be the same as the ZHGROSSPAY transaction noted earlier in this document.