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

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:

Document   Edit   Goto   Insert   System   Help

Create Document and Send

Title   Paid Time Off and Gross Pay Report

Document contents | Attributes | Attachments

Recipient | Trans options

Recipient	Recip. type				Sel...	
			□	□	□	
			□	□	□	
			□	□	□	
			□	□	□	
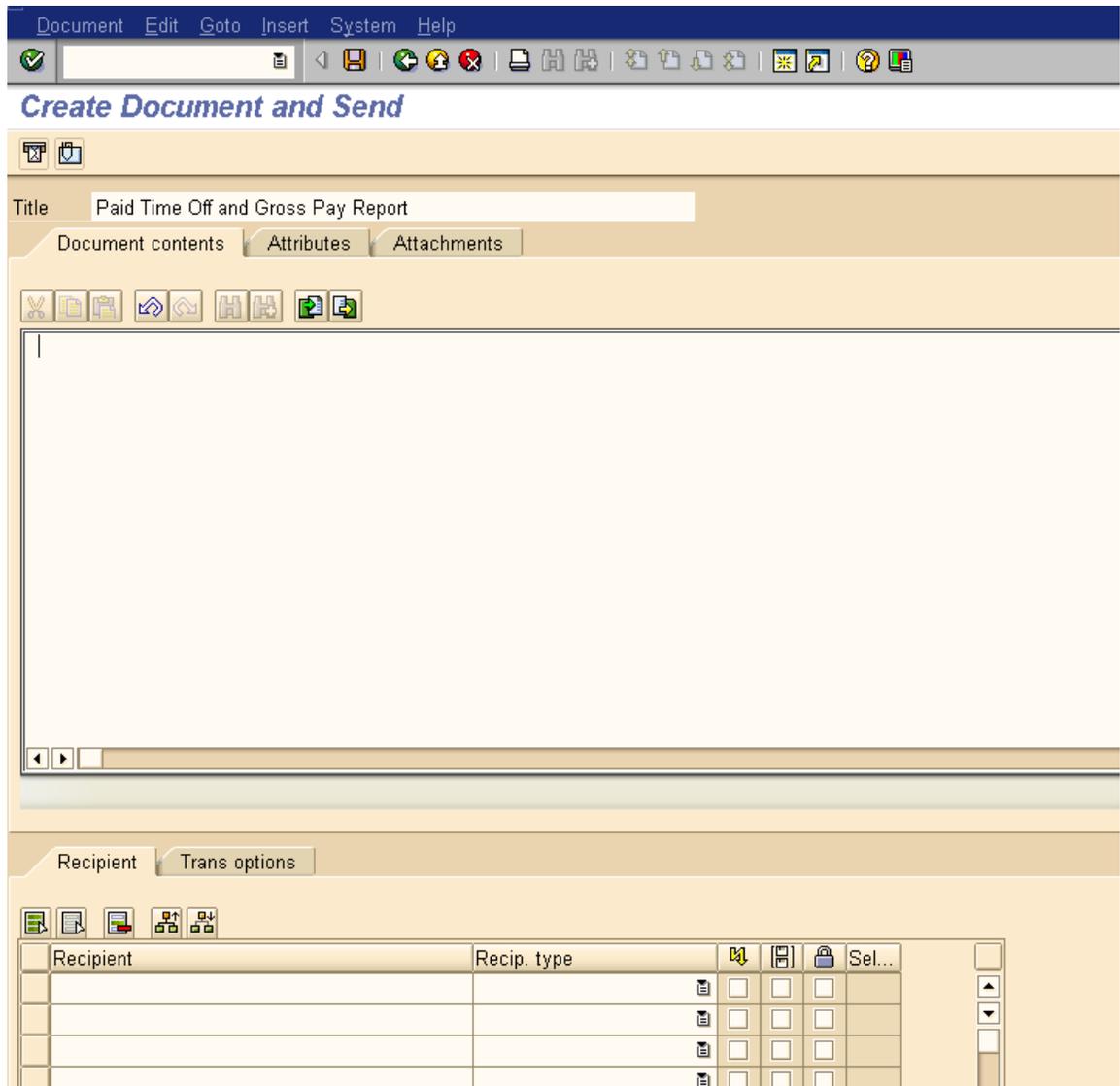
- Go to the Recipient tab and enter the name of the recipient or the system user id.

- 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

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

Me...	Type	Title	Att...
✉	📄	Paid Time Off and Gross Pay Report ...	📱

you wish to view

- Click on the attachment at the bottom of the screen

  Paid Time Off and Gross Pay Report

- 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.

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.

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.

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- 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.

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

                              PERSONNEL   EMPL          WORK
NAME                          NUMBER      DATE    PSA   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         190.2       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
```

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