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MEMORANDUM

TO: Human Resource Directors and Payroll Staff

FROM: Ronnie Head, CPA *RH*
Senior Assistant Comptroller General

DATE: 06/17/2019

SUBJECT: Infotype 7 vs. Infotype 8 Discrepancy Report

A new transaction code (**ZHR_WSR_PAY_COMPARE**) has been created to assist agencies in identifying discrepancies between scheduled work hours and pay rate calculations. This transaction code should be run each pay cycle to determine potential mismatches in infotype 7 and infotype 8. Any discrepancy found will be between the *annual working hours* in infotype 7 and the *work hours in a period* ("WkHrs/period") in infotype 8. Please review applicable employee records to determine what the correct scheduled hours should be for both infotypes based upon the employee's position. A mismatch between these two infotypes will cause a rate of pay discrepancy and result in an incorrect payout of terminal leave.

A discrepancy in the rate of pay also impacts year-end financial reporting balances. A pay rate discrepancy can cause the compensated absences report to overstate or understate the State's liability in the Comprehensive Annual Financial Report.

The SCEIS team has created a step by step reference sheet on how to properly run this report. Please find those instructions at the end of this memo. This transaction will be available to the individuals that have the PA-Display Salary HR role since semi-monthly salary information appears in the report.

Please share this information with any staff deemed necessary. If you have any questions, please contact one of the payroll staff members at our office or the SCEIS helpdesk for further guidance.