Mini Guide: Payroll Simulation Report (PC00_M10_CALC_SIMU)

Report Description: The Payroll Simulation Report generates a mock payroll just as it will process in the real world, allowing agencies to anticipate the impacts master data, time and other changes will have on their employees’ pay. Agencies may run the Payroll Simulation Report for a single employee, for the current payroll period or a period in the past or future.

Report Timing: Run the Payroll Simulation Report as needed, particularly after making a master data change on an employee’s records to determine the impact the change will have on employee earnings.

Who Can Run This Report: Employees with the Agency Payroll Administrator security role.

Important Notes:
• Before you run this report, make sure you have the following details: the payroll area, time period, schema and personnel number for which you would like to view results.
• If you run a Payroll Simulation Report report that exposes errors, you should analyze the data, correct the errors for the rejected personnel number and run the payroll simulation on the impacted employee once more to ensure all corrections are in place.
• When running a Payroll Simulation Report on a temporary or non-exempt employee, make sure that all of his or her working and leave time have been entered into SCEIS for the selected time period.

1. Log into SCEIS and use one of the following methods to access the payroll simulation report:
   • Enter PC00_M10_CALC_SIMU: Simulation into the Command Field and click on the Enter button.
   • From the SAP menu path select Human Resources > Payroll > Americas > USA > Payroll > PC00_M10_CALC_SIMU: Simulation.

2. When you reach the Payroll Driver (USA) screen below, start by clicking the Get Variant button (circled in red on the next page) to select your agency’s variant. After selecting your agency’s variant, you may customize it to suit your needs.
3. When you click the Get Variant button (circled in red in the screen shot above), the Find Variant window, shown below, will open. Type your agency’s variant into the Variant text field, then click the Execute button (circled in the screen shot below). If your name appears on the Created by the text field, delete your name from the field to search all variants, rather than only those you have created.

4. When you click the Execute button, the ABAP: Variant Directory of Program RPCALCU0 window, shown below, will open displaying variants that SCEIS created for your agency. Your agency’s variant begins with your agency’s Personnel Area (Agency Code), then a hyphen and the letters “PAYSIM.” For example, the Office of Budget and Control’s variant is F030-PAYSIM. Click on the variant for which you want to view results, and click on the Choose button (circled in the screen shot below) to finalize your variant selection.
When you have selected your variant, some fields on the PC00_M10_CALC_SIMU screen will be populated (different variants will cause different fields to populate). In the example below, the variant F030-PAYSIM was selected, causing the Payroll area, Schema, Display log and Display variant Rem. stateme fields to populate.

5. Complete the Payroll Period Section (boxed in red in the screen shot below) as appropriate to narrow your search results to display on the information that you need.

Definitions: Payroll Period Criteria

- **Payroll Area (required):** Enter the Payroll Area. For the State of South Carolina, the Payroll Area is SM – SC Semi-Monthly.
- **Current Period:** Select Current Period to view results for the current pay period.
• Other Period: Select Other Period to view results for a pay period other than the current period. When you select Other Period, you must complete the Payroll Period and Payroll Year fields as described below:

  • Payroll Period: This is the first field to the right of Other Period and is the specific payroll accounting period within a calendar year.
  • Payroll Year: This is the second field to the right of Other Period and is the specific payroll accounting year for the payroll period you selected.

6. Complete the Selection criteria (boxed in red below) as appropriate to select the personnel number and payroll area for which you need to view results.

Definitions: Selection Criteria

• Personnel Number: The unique personnel number (unique identifier) of the employee or employees for whom you would like to view results. You may enter a single personnel number or use the Multiple Section button (circled in red above) to enter a range of personnel numbers.

• Note: When running a Payroll Simulation Report, you should specify your criteria and avoid running the payroll simulation report for an entire payroll area, as doing so uses many system resources and can take an excessive amount of time.

• Payroll Area: Enter the Payroll Area. For the State of South Carolina, the Payroll Area is SM – SC Semi-Monthly.
7. Complete the General Program Control section (boxed in red below) as appropriate to select the criteria for which you need to view results.

**Definitions: General Program Control Options**

- **Reason for Payroll**: Use this option to specify the reason why an off-cycle payroll run is performed, for example an advance payment or a bonus.

- **Off-cycle Payroll**: Complete the following fields as appropriate:
  - **Payroll Type**: This is the first field to the right of Off-cycle payroll. It is used to recognize which simulated payroll run to execute, such as regular payroll or a bonus payment, among other choices. Use the Matchcode button (_requirements) to select a valid option.
  - **Payroll Identifier**: The second field to the right of Off-cycle payroll. Use this indicator to distinguish between different off-cycle payroll runs created on the same day.
  - **Off-Cycle Payment Date**: In the third field to the right of Off-cycle payroll, enter the date that the off-cycle is run.

- **Schema**: The personal calculation schema defines the rules for calculating payroll and will default to ZPRD: Production Payroll Schema—South Carolina once you have selected your agency’s variant.

- **Forced Retro Accounting As Of**: Do not select this option, as it is not currently applicable.

- **Test Run (No Update)**: The Test Run check box is checked automatically, and will be grayed out on your screen so that you cannot inadvertently uncheck it.
8. Complete the Log section (boxed in red below) as appropriate.

Definitions: Log Criteria

- **Display Log**: Once you have selected your agency’s variant, this box will be checked. Do not change the default value as this field is tied to whichever variant and schema you have selected.

- **Display Log For Time Management Additionally**: Do not select this option, as it is not currently applicable.

- **Display Variant For Log**: Do not select this option, as it is not currently applicable.

9. Complete the Remuneration Statement Parameters section (boxed in red below) as appropriate.

Definitions: Remuneration Statement Parameter Criteria

- **Display Variant Rem. Stateme**: Once you have selected your agency’s variant, this field will be completed. Do not change the default value as this field is tied to whichever variant and schema you selected.
• No Remuneration Statement: Select this option if you do not want to display a remuneration statement.

10. Click the **Execute** button (circled in the screen shot below) to run your payroll simulation.

After you run your Payroll Simulation Report, the **Display Log Tree** screen, shown below, will appear. (Your actual screen may look different, depending on your results and how the tree is expanded.) The display log tree contains information on the simulated payroll you have just run, based on the selected schema:

• The bottom of the payroll log verifies the total number of employees and payroll periods that simulated successfully.

• Any employees that did not process successfully will display under “Rejected.” Correct all rejected employee records, then run the Payroll Simulation Report on the impacted employee(s) once more to ensure all corrections are in place.
• To view the complete report, called the Layout Set Display, click the form view (circled in the screen shot at the bottom of page 7).

• If you opted to view a Remuneration Statement, it will look similar to the screen shots below.

• Click the green Back button to return to the main log or the yellow Exit button to return to the SAP Easy Access screen. (Buttons are circled in black in the screen shot at the top of page 7.)
Creating Custom Variants: Payroll Simulation Report

Many employees run the Payroll Simulation Report using the same variant on a routine basis. To make this process go more quickly, you can create your own custom variant. Below are instructions for creating a custom variant.

1. When you have run a Payroll Simulation Report using the variant and other options you would like to save in your custom variant, follow the menu path detailed below or click on the Save as Variant button (circled in the screen shot below).
   • **Save as Variant Menu Path:** Goto > Variants > Save as Variant. The Variant Attribute screen will then open, displaying a list of objects you can select for your variant.

2. Enter a name for your variant in the **Variant Name** text field, then enter a description of your variant in the **Meaning** text field.

3. Go through the list of selection objects, and check the appropriate columns—Protect field, Hide field, Save field without values or Required field—next to the selection objects you would like to save in your variant.

4. Click the **Save** button to save your variant once you have selected all of the necessary selection objects.

To access your variant when you run the Payroll Simulation Report in the future, enter your name in the **Created by** text field in the Find Variant window, then click the **Execute** button, and your variant will appear in the options displayed in the **Variant Directory** that appears (see steps 2 and 3 of this guide for more detailed instructions). Select the variant you saved from the directory, then click the **Choose** button. Once you have chosen your variant, you can execute the report using the selection objects you have saved, or make any modifications you need. Finally, click the **Execute** button to run the report.