# SCEIS
## South Carolina Enterprise Information System

# Mini Guide: Exemption Expiration Report (S_PH9_46000360)

**Report Description:** Displays employees whose W-4 tax exemptions (entered on infotype 0210 Withholding Information) will expire during the selected time period. Becausee these exemptions do not renew automatically in most jurisdictions, running this report helps to identify which employees need to renew their exemptions so agency HR Departments may prompt them to do so before they expire.

**Report Timing:** Run the Exemption Expiration Report each pay period, on "blue" days on the Comptroller General's Office payroll calendar.

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

1. **Log into SCEIS and use one of the following methods to access the Exemption Expiration Report:**

   • **Enter S_PH9_46000360 into the Command Field and click on the Enter button.**

   • **From the SAP menu path, select Human Resources > Payroll > Americas > USA > Info system > Tax > S_PH9_46000360 – Exemption Expiration Report.**

2. **When you reach the Exemption Expiration Report Screen shown below, start by specifying the Period for which you would like to view results (the Period section is boxed in red below).**

## Exemption Expiration Report

| Further selections | ⇨ | Search helps | ⇨ | Sort order |
|---|---|---|---|---|

**Period**

- ○ Today
- ○ Current month
- ○ Current year
- ○ Up to today
- ○ From today
- ◉ Other period

| Data Selection Period | | ⊡ | To | |
| Person selection period | | | To | |

**Payroll period**

**Selection**

| Personnel Number | | ⇨ |
| Employment status | | ⇨ |
| Company Code | | ⇨ |
| Payroll area | | ⇨ |
| Pers.area/subarea/cost cente | | ⇨ |
| Employee group/subgroup | | ⇨ |

## Definitions: Period Options

- **Today:** The current date is the key date for both the Data and Person selection periods.

- **Current Month:** The first day of the current month is the start date and the last day of the current month is the end date for both the Data and Person selection periods.

- **Current Year:** The first day of the current year is the start date and the last day of the current year is the end date for both the Data and Person selection periods.

- **Up to Today:** January 1, 1800 is the start date and the current date is the end date for both the Data and Person selection periods.

- **From Today:** The current date is the start date and December 31, 9999 is the end date for both the Data and Person selection periods.

- **Other Period:** Allows you to set the start date (in the leftmost field) and end date (in the rightmost field) of the Data and Person selection periods for which you would like to view results. You will receive results only for records that overlap with the periods you set by at least one day. To maximize control over the results you get using Other Period, you have the following options for how to enter dates:

  - **To view Data and Person selection periods that include all the dates available in the system**, select the Other Period radio button, but leave all start and end date fields blank.

  - **To view all results up to a certain date**, enter that date in the end date fields (the rightmost fields) for both the Data and Person selection periods, and leave the start date fields blank. The system will display results going back from the date you entered to the earliest date available.

  - **To view results for a single date**, enter that date in the start date fields (the leftmost fields) for both the Data and Person selection periods, and leave the end date fields blank.

- **Payroll Period Button:** Click the Payroll Period button (circled in black in the screen shot on page 1) to change the period selection options to Payroll Period, as shown below. When the selection options are set as Payroll Period, this button changes to display the word "Period" instead, and clicking it changes the selection options back to Period, rather than Payroll Period, options.

## Definitions: Payroll Period Options

- **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 define the specific payroll accounting period for which you would like to receive results by entering that period in the field immediately to the right of the Other Period option. Enter the payroll year for which you would like to receive results in the field to the right of the field in which you entered the payroll period.**

3. Complete the **Selection** criteria in the bottom half of the Exemption Expiration Report screen (boxed in red below).



## 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 a range of personnel numbers, or you may opt to exclude a single personnel number or a range of personnel numbers.**

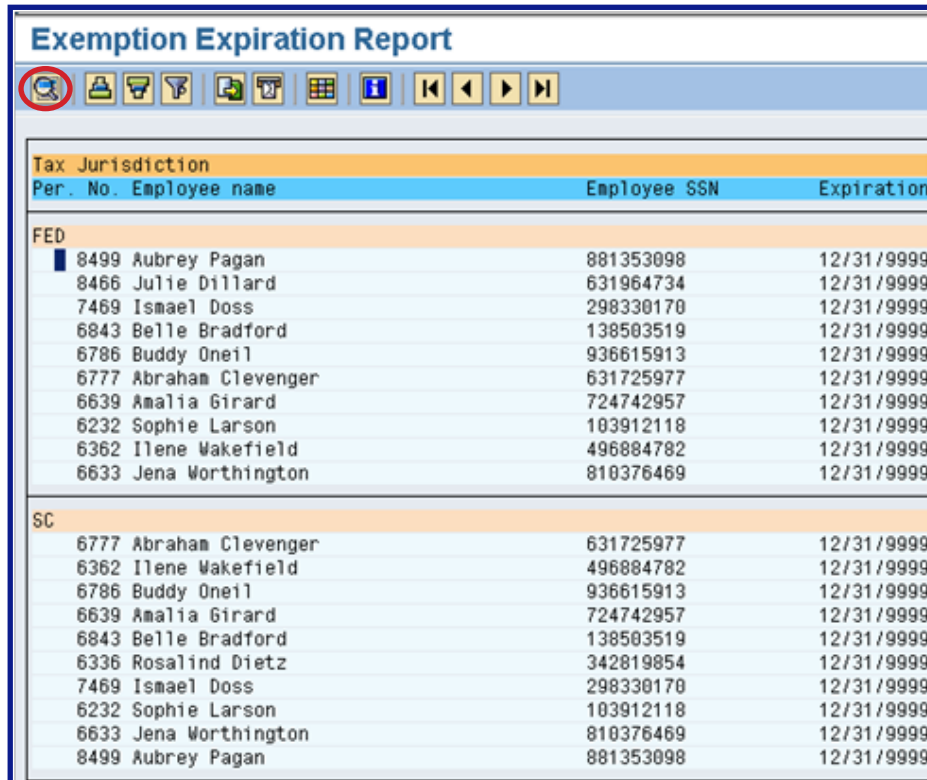## Mini Guide: Exemption Expiration Report (S_PH9_46000360)

- **Employment Status:** You may view employees with the following status options: Active, Inactive, Withdrawn or Retiree.

- **Company Code:** Enter your organizational unit number here.

- **Payroll Area:** Enter the Payroll Area. For the State of South Carolina, the Payroll Area is **SM – SC Semi-Monthly.**

- **Pers.area/subarea/costcente:** Enter a combination of the following organizational elements, as appropriate: Personnel Area, Personnel Subarea and/or Cost Center.

  - **Example Generic Entry:** Type 0001* to receive results for all employees assigned to personnel area 0001.

  - **Example Masked Entry:** Type 0001++++1234567890 (enter appropriate number in this format) to select results for a single cost center. This will deliver results independent of the personnel subarea.

- **Employee group/subgroup:** Enter a combination of the following organizational elements, as appropriate: Employee Group, Employee Subgroup.

  - **Example Generic Entry:** Type 1* to include all employees assigned to employee group 1 (active employees), independent of the employee subgroup.

  - **Example Masked Entry:** Type +DU (or appropriate subgroup) to select all employees assigned to a particular subgroup, independent of the employee group.

    **Note:** If you defined a Person Selection Period during Step 2, all personnel numbers assigned to the organizational unit defined in this (and others) field on at least one day during the identified time period will be selected.

- **Further Selections Button:** Click the **Further Selections** (circled below) button to customize your report by adding optional fields to your selection criteria.
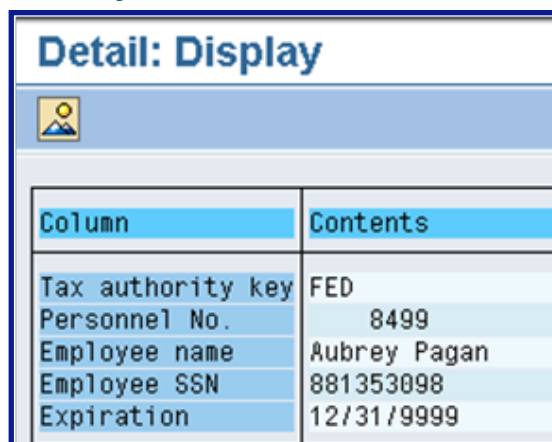
4. **Once you have completed all of the appropriate Payroll or Payroll Period options and Selection criteria, click on the execute button to run your Exemption Expiration Report (S_PH9_46000360). Execute Button:**

   **After clicking execute, your Exemption Expiration Report will be displayed as shown in the screenshot below.**



5. **To view details of any report entry, position your cursor on the line item you would like to view in detail, then click on the Details Button, circled in red in the screenshot above. When you click on the Details Button, you will receive the Detail: Display screen shown below.**



**To return to the Exemption Expiration Report from the Detail: Display Screen, click one of the below buttons:**

• **The Overview List Button:**

• **The Back Button:**