



South Carolina Enterprise Information System

# **SCEIS LEAVE WITHOUT PAY (LWOP) WORKSHOP PY500**

End User Training  
Columbia, SC  
Summer 2011

STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

# Welcome and Introductions

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## Welcome to SCEIS Leave Without Pay Workshop

- 🌀 Introductions
- 🌀 Sign-in sheet
- 🌀 Restrooms
- 🌀 Breaks
- 🌀 Parking lot
- 🌀 Complete Workshop evaluation at end of class

# Classroom Logistics

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- ④ Classroom etiquette
  - Cell phones off/silence
  - No side conversations
- ④ Feel free to ask questions
- ④ No email or internet usage during class except at breaks

# Workshop Learning Objectives

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- ① Upon completion of this Workshop, you should be able to:
  - Explain the Leave Without Pay Changes
  - Access reports available via SCEIS HR/Payroll ECC
  - Understand how to access and use the agency checklist
  - Generate time reports

# Workshop Map

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- 🌀 **Topic 1: Leave Without Pay Updates**
- 🌀 **Topic 2: PC\_PAYRESULT**
- 🌀 **Topic 3: Wage Type Reporter**
- 🌀 **Topic 4: Agency Payroll Checklists**
- 🌀 **Topic 5: Time Management Reports**



South Carolina Enterprise Information System

# TOPIC 1: LEAVE WITHOUT PAY UPDATES

STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

# Topic 1 Learning Objectives

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- Upon completion of this Topic, you should be able to:
  - Recognize the key changes to the Leave Without Pay formula in SCEIS
  - Understand how the new formula is calculated

# Memorandum dated July 6, 2011 (Office of Comptroller General)

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- Due to the fluctuating number of days in pay periods the current method of computing LWOP resulted in payments due from employees (claims) and /or payments due to employees.
- In order to mitigate these issues, the LWOP formula will change in SCEIS on July 17, 2011
- The new method of computing LWOP will begin July 17, 2011 with the first payroll including the new rules on August 16, 2011.**
- The CG's office provided a spreadsheet which can be used to assist you in calculating the new Reduced Semi-Monthly Payment and Value of LWOP.

# Calculation Before 7/17/2011

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- ④ Based on current policy, SCEIS calculates Leave Without Pay (LWOP) as follows:
- ④ **LWOP** (before 07/17/2011)
- ④ Absence Hours x Hourly Rate = Value of LWOP
- ④ **Semi-Monthly Payment with LWOP** (before 07/17/2011)
- ④ Semi-Monthly Salary – Value of LWOP = Reduced Semi-Monthly Payment

# Calculation Effective 7/17/2011

- ① Effective 07/17/2011, the new formula for calculating LWOP will be as follows:
  - LWOP (starting 07/17/2011)
    - $\frac{\text{LWOP Hours}}{\text{Scheduled Hours}^*} \times \text{Semi-Monthly Salary} = \text{Value of LWOP}$
    - Semi-Monthly Payment with LWOP (starting 07/17/2011)
    - $\frac{\text{Working Hours}^* - \text{LWOP Hours}}{\text{Scheduled Hours}^*} \times 100,000^{**} = \% \text{ of Hours Factor}$
    - $\frac{\% \text{ of Hours Factor}}{100,000^{**}} \times \text{Semi-Monthly Salary} = \text{Reduced Semi-Monthly Payment}$

# Additional Notes

- ☉ \* Scheduled Hours are the number of hours in the pay period. Working Hours are the number of working hours in the pay period which varies from Scheduled Hours only when an employee is hired or separated within the pay period. Scheduled Hours and Working Hours are the same unless the employee is separated or hired within the pay period.
- ☉ \*\* 100,000 is used as a rounding factor to increase the accuracy of the numbers. It will reduce rounding errors. In the formula, we multiply by the factor, and then divide by the factor.

# South Carolina Code of Laws - i 41-10-30

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- Any changes in the normal hours and wages agreed upon must be made in writing at least seven calendar days before they become effective. The statute states further that the employer has the option of giving written notification by posting the terms conspicuously at or near the place of work.

# MEMORANDUM dated July 7, 2011 (Office of Human Resources)

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- The Human Resources Division encourages state agencies to notify all employees of the change in the method of computation for LWOP in order to maintain compliance with this provision.

# New Formula for Computing LWOP (effective July 17, 2011)

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## New Formula for Computing LWOP:

- X = Scheduled Hours in a Pay period
- Y = Employee working Hours in a Pay period
- Z = Leave Without Pay ( LWOP ) Hours in a Pay period
- K = Constant with a Value 100000
- S = Semi Monthly Salary

# Steps for Calculation

## Steps for calculation:

- A= Employee Working Hrs – LWOP Hrs
- $A = Y - Z$
  
- B= Multiply Calculated Value of A by 100000
- $B = A * K$
  
- C = Divide calculated value of B by Scheduled Hours
- $C = B / X$

# Steps for Calculation cont.

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## Steps for calculation (cont.):

- D = Multiply the calculated value of value of C by Semi monthly Value
- $D = C * S$
  
- E = Final value of Salary= Divide the Calculated Value of D by 100000
  
- $E = D / K$

# Example

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## For Example:

- A Pay period has scheduled hours of 82.5 Hrs.
- Employee joins after 2 working days (15 Hrs).
- Employee takes LWOP for 10 hrs in a pay period.
- Employee semi monthly salary is \$1500

- ① **The new parameters with the above formula are as follows:**
  - $X =$  Scheduled Hours in a Pay period = 82.5 Hrs
  - $Y =$  Employee working Hours in a Pay period = 67.5 Hrs
  - $Z =$  Leave Without Pay (LWOP) Hours in a Pay period = 10 Hrs
  - $K =$  Constant with a Value 100000
  - $S =$  Semi Monthly Salary = 1500

# New Parameters Steps for Calculation

## Steps for calculation:

- $A = \text{Employee Working Hrs} - \text{LWOP Hrs}$
- $A = Y - Z$
- $A = 67.5 - 10 = 57.5$
- $B = \text{Multiply Calculated Value of A by } 100000$
- $B = A * K$
- $B = 57.5 * 100000 = 5750000$
  
- $C = \text{Divide calculated value of B by Scheduled Hours}$
- $C = B / X$
- $C = 5750000 / 82.5 = 69696.96$

# New Parameters Steps for Calculation cont.

## Steps for calculation (cont.):

- D = Multiply the calculated value of value of C by Semi monthly Value
- $D = C * S$
- $D = 69696.96 * 1500$
- $D = 104545454.54$
  
- E = Final value of Salary= Divide the Calculated Value of D by 100000
- $E = D / K$
- $E = 104545454.545 / 100000 = \$ 1045.45$
- The value of the salary that will be paid to the employee is \$1045.45

# Regular Working Hours Less LWOP (Examples from the CG's Memo)



<b>Regular Working Hours Less LWOP</b>			
		+	
Information:	Fill in yellow highlighted areas ONLY		
Scheduled Hours *		82.5	
Working Hours *		82.5	
LWOP Hours		10	
Semi-Monthly Salary		\$ 1,500	
Rounding Factor**		100,000	
Reduced Semi-Monthly Payment		\$ 1,318.18	
Value of LWOP		\$ 181.82	

# Regular Working Hours Less LWOP cont.



<b>Formula:</b>			
<b>Step 1: Determine % of Hours Factor</b>			
$\frac{((\text{Working Hours} - \text{LWOP Hours}) / \text{Scheduled Hours}) \times \text{Rounding Factor}}{\text{Rounding Factor}}$		=	% of Hours Factor
$\frac{(82.5 - 10 / 82.5) \times 100,000}{100,000}$		=	0.8787878787879
<b>Step 2: Determine Semi-Monthly Payment with LWOP</b>			
% of Hours Factor x Semi-Monthly Salary		=	Reduced Semi-Monthly Payment
.8787878787879 x \$1,500		=	<b>\$1,318.18</b>

# Regular Working Hours Less LWOP cont.



Step 3: Determine Value of LWOP				
LWOP Hours	x	Semi-Monthly Salary	=	Value of LWOP
Scheduled Hours				
10	X	\$ 1,500.00	=	\$ 181.82
82.5				

\* Scheduled Hours are the number of hours in the pay period. Working Hours are the number of working hours in the pay period when an employee is hired or separated within the pay period. Scheduled Hours and Working Hours are the same unless the employee is separated or hired within the pay period.

\*\* 100,000 is used as a rounding factor to increase the accuracy of the numbers. It will reduce rounding errors. In the formula, we multiply by the factor, then divide by the factor.

# Working Hours with new hire or separation less LWOP(Examples from the CG's Memo)



Information:	Fill in yellow highlighted areas ONLY
Scheduled Hours *	82.5
Working Hours *	67.5
LWOP Hours	10
Semi-Monthly Salary	\$ 1,500
Rounding Factor**	100,000
Reduced Semi-Monthly Payment	\$ 1,045.45
Value of LWOP	\$ 181.82

# Working Hours with new hire or separation less LWOP cont.



<b>Formula:</b>			
<b>Step 1: Determine % of Hours Factor</b>			
$\frac{((\text{Working Hours} - \text{LWOP Hours}) / \text{Scheduled Hours}) \times \text{Rounding Factor}}{\text{Rounding Factor}}$		=	% of Hours Factor
$\frac{(67.5 - 10 / 82.5) \times 100,000}{100,000}$		=	0.696969697
<b>Step 2: Determine Semi-Monthly Payment with LWOP</b>			
$\text{\% of Hours Factor} \times \text{Semi-Monthly Salary}$		=	Reduced Semi-Monthly Payment
$0.696969697 \times \$1,500$		=	<b>\$1,045.45</b>

# Working Hours with new hire or separation less LWOP cont.

Step 3: Determine Value of LWOP				
LWOP Hours	x	Semi-Monthly Salary	=	Value of LWOP
Scheduled Hours				
10	X	\$ 1,500.00	=	\$ 181.82
82.5				

\* Scheduled Hours are the number of hours in the pay period. Working Hours are the number of working hours in the pay period when an employee is hired or separated within the pay period. Scheduled Hours and Working Hours are the same unless the employee is separated or hired within the pay period.

\*\* 100,000 is used as a rounding factor to increase the accuracy of the numbers. It will reduce rounding errors. In the formula, we multiply by the factor, then divide by the factor.

# Topic 1 Summary

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- 🌀 You should now be able to:
  - Recognize the key changes to the Leave Without Pay formula in SCEIS
  - Understand how the new formula is calculated



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## Topic 2: PC\_PAYRESULTS

STATE INFORMATION  
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# Topic 2 Learning Objectives

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- Upon completion of this Topic, you should be able to:
  - Execute the PC\_PAYRESULT and review the results

# Payroll Results (pc\_payresult)

**Display payroll results**

**Selection**

Personnel number  

all results from

Personnel numbers selected

R...	Pers.No.	Name
------	----------	------

Overview of Payroll Results

...	Pmt date	...	For-Peri...	In-Period	Start/FP	End/FP	OC ...	OC ...	P...	P...	O...	...	O...	...	End of
-----	----------	-----	-------------	-----------	----------	--------	--------	--------	------	------	------	-----	------	-----	--------

# Payroll Results

The symbol in the Results column shows if there are results for the selected period.

-  Results exist (green filled square)
-  No results exist (red filled circle)
-  You have no authorization to display the results (grey filled diamond)

**Display payroll results**

Selection

Personnel number  

all results from

Personnel numbers selected:

Payroll Results Richard Wells / USA

Re...	Pers.No.	Name	C	Pmt date	R	For-Peri...	In-Period	Start/FP	E	d/FP	OC ...	OC ...	P...	P...	O...	P	P	O...	P	P	En
	93000512	Kathy Mardick	O	03/30/2007		03.2007	03.2007	03/01/2007		03/31/2007			01	01							03
	90000038	Richard Wells	P	03/30/2007		03.2007	04.2007	03/01/2007		03/31/2007			01	01							04
	98271412	Robert C Daly	P	04/30/2007		04.2007	04.2007	04/01/2007		04/30/2007			01	01							04
			P	05/31/2007		05.2007	05.2007	05/01/2007		05/31/2007			01	01							05
			P	06/29/2007		06.2007	06.2007	06/01/2007		06/30/2007			01	01							06

# Payroll Results

Personnel number Edit Goto Tables System Help

Display payroll results

Selection

Personnel number   

all results from

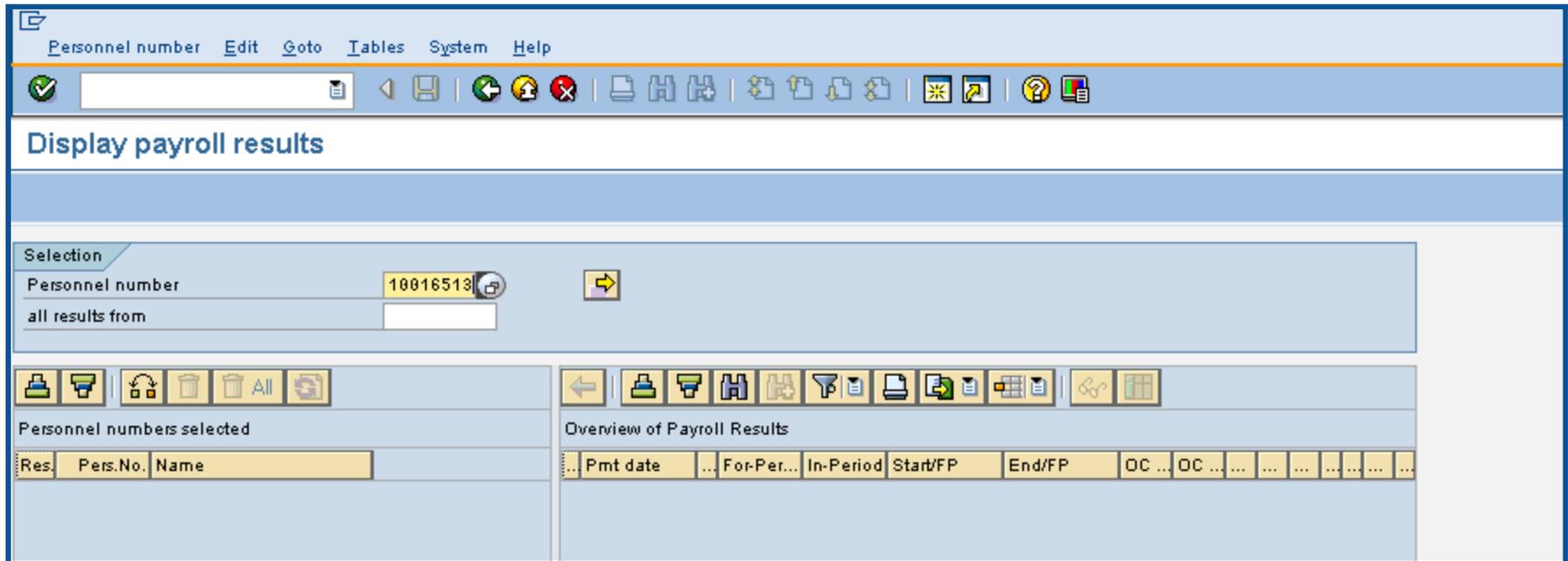
Personnel numbers selected

Re..	Pers.No.	Name
<input checked="" type="checkbox"/>	93000512	Kathy Mardick
<input checked="" type="checkbox"/>	90000038	Richard Wells
<input checked="" type="checkbox"/>	98271412	Robert C Daly

Payroll Results Richard Wells / USA

C	Pmt date	R	For-Peri...	In-Period	Start/FP	End/F
O	03/30/2007		03.2007	03.2007	03/01/2007	03/31
P	03/30/2007		03.2007	04.2007	03/01/2007	03/31
P	04/30/2007		04.2007	04.2007	04/01/2007	04/30
P	05/31/2007		05.2007	05.2007	05/01/2007	05/31
P	06/29/2007		06.2007	06.2007	06/01/2007	06/30
A	03/30/2007		03.2007	07.2007	03/01/2007	03/31
A	04/30/2007		04.2007	07.2007	04/01/2007	04/30
A	05/31/2007		05.2007	07.2007	05/01/2007	05/31

# Payroll Results



The screenshot shows the SOEIS Payroll Results application interface. At the top, there is a menu bar with options: Personnel number, Edit, Goto, Tables, System, and Help. Below the menu bar is a toolbar with various icons for navigation and actions. The main title of the application is "Display payroll results".

Under the "Selection" section, there is a "Personnel number" field containing the value "10016513" and a search icon. Below it is an "all results from" field which is currently empty.

Below the selection fields, there are two sets of toolbars. The left set includes icons for printing, filtering, undo, redo, and deleting. The right set includes icons for navigation, printing, filtering, and other actions.

On the left side, there is a section titled "Personnel numbers selected" with a table header:

Res.	Pers.No.	Name
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On the right side, there is a section titled "Overview of Payroll Results" with a table header:

Pmt date	For-Per...	In-Period	Start/FP	End/FP	OC ...	OC ...	...	...	...	...	...	...	...	...	...	...	...	...	...
----------	------------	-----------	----------	--------	--------	--------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

# Payroll Results cont.

Personnel number Edit Goto Tables System Help

Display payroll results

Selection  
 Personnel number    
 all results from

Personnel numbers selected

Res.	Pers.No.	Name
<input checked="" type="checkbox"/>	10016513	LWOP TEST

Payroll Results LWOP TEST / USA

...	Pmt date	...	For-Per...	In-Period	Start/FP	End/FP	OC ...	OC ...	...	...	...	...	...	...
P	10/01/2010		19.2010	23.2010	09/02/2010	09/16/2010			S	S				
P	10/15/2010		20.2010	23.2010	09/17/2010	10/01/2010			S	S				
P	11/01/2010		21.2010	23.2010	10/02/2010	10/16/2010			S	S				
P	11/16/2010		22.2010	23.2010	10/17/2010	11/01/2010			S	S				
P	12/01/2010		23.2010	23.2010	11/02/2010	11/16/2010			S	S				
A	09/01/2010		17.2010	24.2010	08/02/2010	08/16/2010			S	S				
A	09/16/2010		18.2010	24.2010	08/17/2010	09/01/2010			S	S				
A	10/01/2010		19.2010	24.2010	09/02/2010	09/16/2010			S	S				
A	10/15/2010		20.2010	24.2010	09/17/2010	10/01/2010			S	S				
A	11/01/2010		21.2010	24.2010	10/02/2010	10/16/2010			S	S				
A	11/16/2010		22.2010	24.2010	10/17/2010	11/01/2010			S	S				
A	12/01/2010		23.2010	24.2010	11/02/2010	11/16/2010			S	S				
A	12/16/2010		24.2010	24.2010	11/17/2010	12/01/2010			S	S				
P	01/01/2011		01.2011	01.2011	12/02/2010	12/16/2010			S	S				
A	01/01/2011		01.2011	02.2011	12/02/2010	12/16/2010			S	S				
P	01/14/2011		02.2011	02.2011	12/17/2010	01/01/2011			S	S				
A	01/14/2011		02.2011	03.2011	12/17/2010	01/01/2011			S	S				
A	02/01/2011		03.2011	03.2011	01/02/2011	01/16/2011			S	S				
A	02/16/2011		04.2011	04.2011	01/17/2011	02/01/2011			S	S				
A	03/01/2011		05.2011	05.2011	02/02/2011	02/16/2011			S	S				
A	03/16/2011		06.2011	06.2011	02/17/2011	03/01/2011			S	S				
A	04/01/2011		07.2011	07.2011	03/02/2011	03/16/2011			S	S				
A	04/15/2011		08.2011	08.2011	03/17/2011	04/01/2011			S	S				
A	04/29/2011		09.2011	09.2011	04/02/2011	04/16/2011			S	S				
A	05/16/2011		10.2011	10.2011	04/17/2011	05/01/2011			S	S				
A	06/01/2011		11.2011	11.2011	05/02/2011	05/16/2011			S	S				
A	06/16/2011		12.2011	12.2011	05/17/2011	06/01/2011			S	S				
A	08/16/2011		16.2011	16.2011	07/17/2011	08/01/2011			S	S				

# Display Payroll Results – RT\_

Personnel number   Edit   Goto   Tables   System   Help

Display payroll results

Selection  
 Personnel number    
 all results from

Personnel numbers selected

Res.	Pers.No.	Name
<input checked="" type="checkbox"/>	10016513	LWOP TEST

LWOP TEST / Seq.nr. 00131 (07/17/2011 - 08/01/2011)

Name	Name	Nu...
WPBP	Work Center/Basic Pay	1
RT	Results Table	109
<b>RT_</b>	<b>Results Table (Collapsed Display)</b>	<b>109</b>
CRT	Cumulative Results Table	864
BT	Payment Information	1
CO	Cost Distribution	1
VO	Variable Assignment	12
AB	Absences	1
ABC	Cumulation of Absence Classes	1
VERSION	Information on Creation	1
PCL2	Update information PCL2	1
VERSC	Payroll Status Information	1
TAX	Employee tax details	2
TAXR	Residence and unemployment tax details	4
TAXPR	Tax proration table	1
TCRT	Cumulated tax results	1110
NAME	Name of Employee	1
ADR	Address	1
PERM	Personal Characteristics	1
MODIF	Modifiers	1

# Payroll Results

Tables / field strings of payroll result				
<b>Payroll Results</b>				
Personnel No.	10016513 LWOP TEST - USA			
Seq. number	00130 - accounted on 07/18/2011 - current result			
For-Period	16.2011 (07/17/2011 - 08/01/2011)			
In-Period	16.2011 (Fin. : 08/01/2011)			
* 2750	Ben-401k Lo			50.51-
* 3000	MoneyPlus B			0.14-
* 3001	Ben-Dental 01	B 02		10.67-
* 3002	Ben-Health-01	B 03		147.29-
* 3005	Ben-Opt Lif01	B 08		24.25-
* 3009	Ben-Dental 01	B 01		32.61-
* 3010	Ben-Vision 01	B 04		7.76-
* 3400	Ben-SCRS EE01	B 08		190.10-
* 3506	Ben-OptLife01	B 09		4.85-
* 3507	Ben-SLTD EE01	B 0A		5.55-
* 3508	Ben-Dep Lif01	B 07		0.62-
* 4001	Ben-Dental 01	B 02		5.86
* 4002	Ben-Health-01	B 03		347.55
* 4009	Ben-Basic L01	B 05		0.17
* 4010	Ben-Basic L01	B 06		1.61
* 4400	Ben-SCRS ER01	B 08		400.24
* 4500	Ben-SCRS Gr01	B 0C		4.39
* 5001	Ben-Dental 01	B 02		16.53
* 5002	Ben-Health-01	B 03		494.84
* 5005	Ben-Opt Lif01	B 08		24.25
* 5006	Ben-Opt Lif01	B 09		4.85
* 5008	Ben-Dep Lif01	B 07		0.62
* 5009	Ben-Basic L01	B 05		0.17
* 5010	Ben-Basic L01	B 06		1.61
* 91F1	TX FED With 01			179.05
* 91F3	TX EE FICA 01			114.24
* 91F5	TX EE Medic 01			39.44
* 91SC	TX SC EE W1 02			143.59
* 92F4	TX ER FICA 01			168.63
* 92F6	TX ER Medic 01			39.44
* 9D50	Ded Pr Fee			0.20-
* 9D85	Ded Pr Fee			0.20-
* 9V50	VN-SC State			69.80-
* 9V85	VN-Ben-401k			50.31-
3 /001	Valuation b01			49.49
3 /002	Valuation b01			49.49
3 /851	Actual hrs.01		60.00	
3 /BER	Benefits ER01			759.82
3 /BT1	EE GTLI Tax01			18.00
3 1600	Regular Sal01			2,924.03
3 1600	LWOP 01		22.50	1,096.74
3 9404	TX ER Socia0101			168.63
3 9406	TX ER Medic0101			39.44
3 9901	Working Day01		8.00	
3 9902	Pay Period01		82.50	
3 9903	Recorded P01		60.00	
3 9BAS	Base Salary01			4,021.37

# Topic 2 Summary

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- 🔄 You should now be able to:
  - Execute the PC\_PAYRESULT and review the results



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# TOPIC 3: WAGE TYPE REPORTER

STATE INFORMATION  
TECHNOLOGY



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# Topic 3 Learning Objectives

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- Upon completion of this Topic, you should be able to:
  - Execute the PC00\_M99\_CWTR (Wage Type Reporter) and review the results

# Report Information

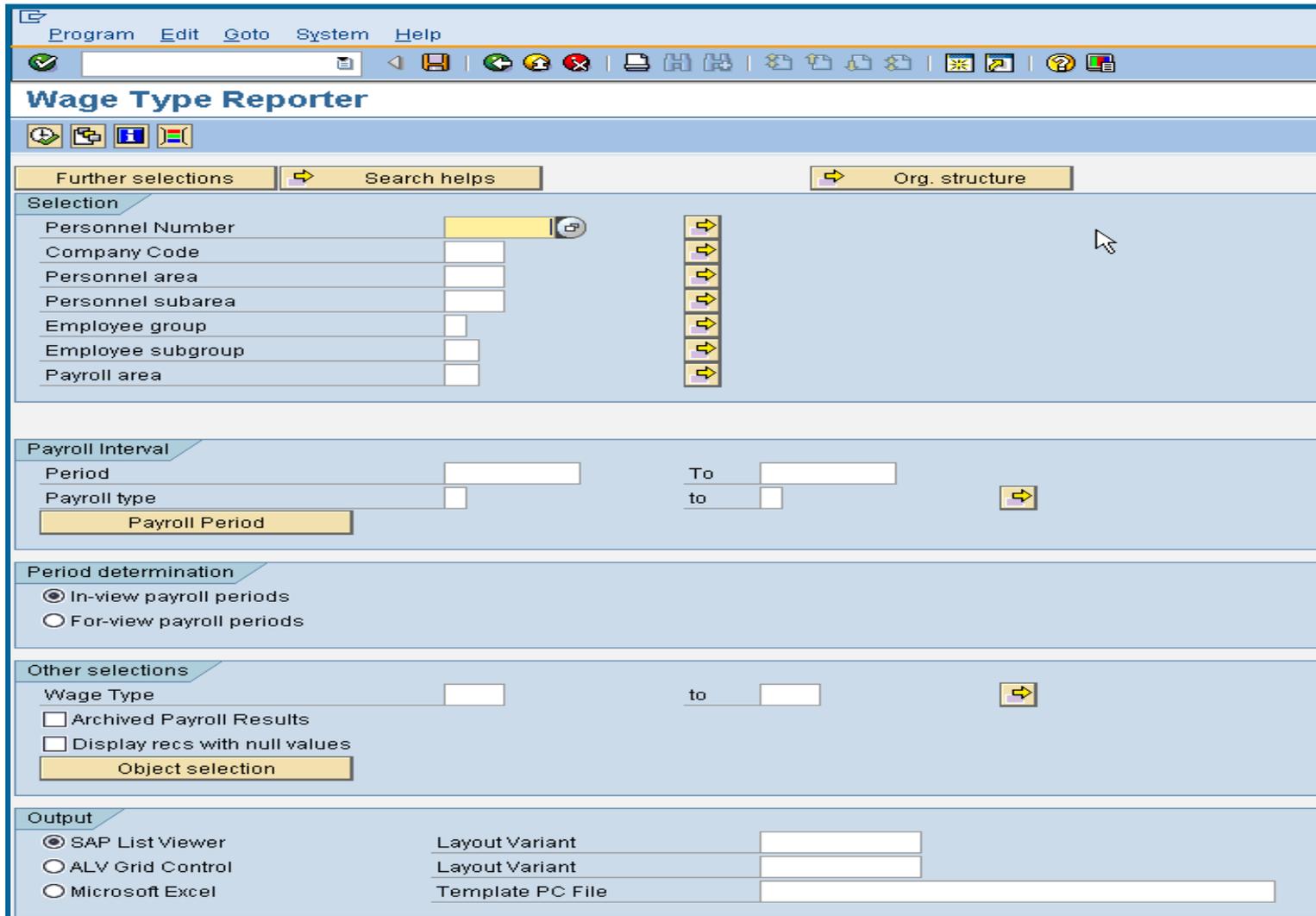
- **Description:** The PC00\_M99\_CWTR allows Payroll Administrators to generate reports to view specific wage types to include employees in claims status, view total gross wages and/or net wages, see missing time the state has paid for but has not been accounted for by the employee, view variances among pay periods, etc.
- **Report Timing:** Run after payroll runs and before exiting, during the release for corrections mode.

# Prerequisites

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- ④ Before running the PC00\_M99\_CWTR obtain the following data :
  - Personnel area
    - **Note:** To run the PC00\_M99\_CWTR report by employee (s) you need the following data:
  - Personnel numbers
  - Personnel subarea
  - Employee group
  - Employee subgroup
  - Payroll period
  - Wage Type List

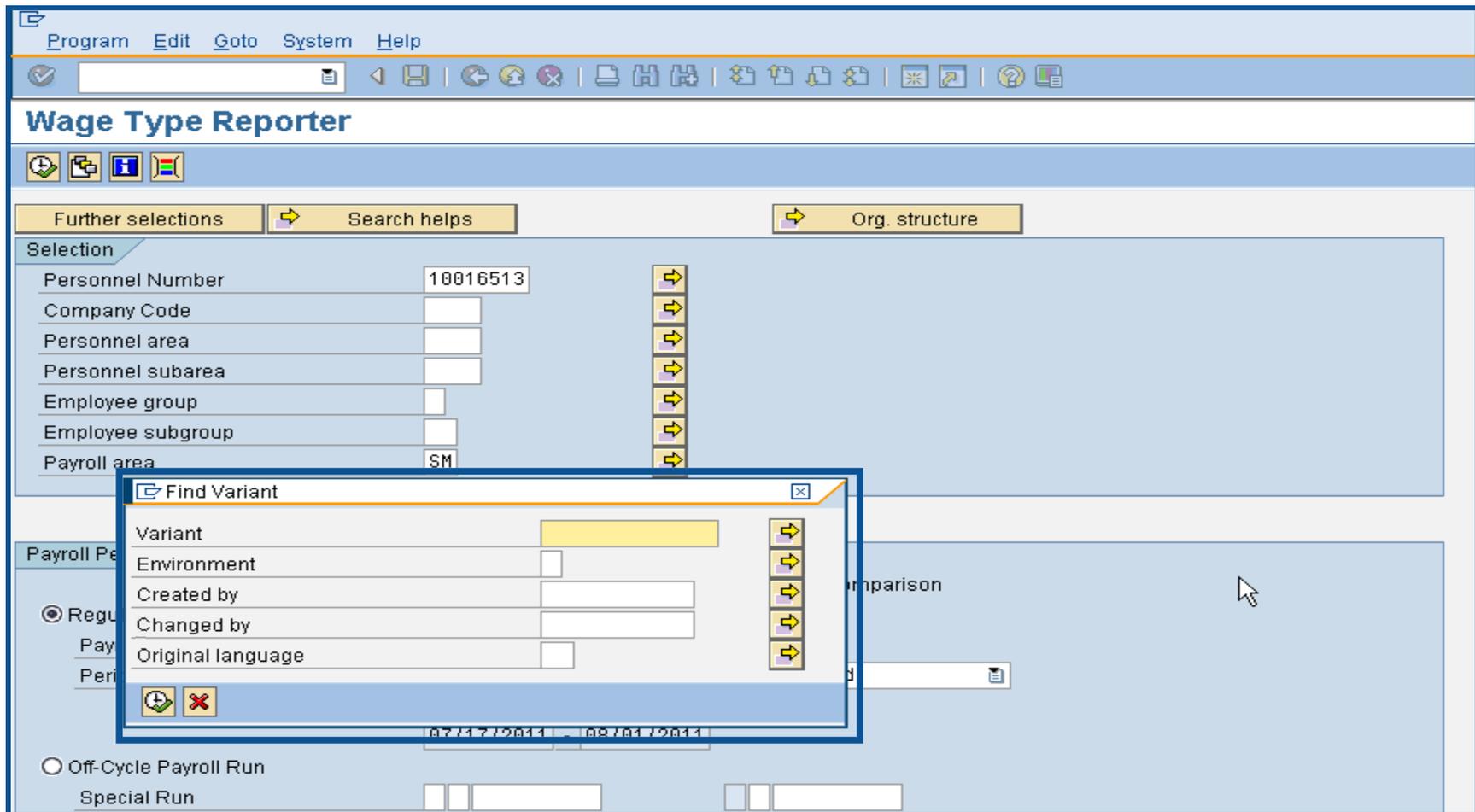
# Wage Type Reporter



The screenshot shows the SAP Wage Type Reporter interface. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title 'Wage Type Reporter' is displayed in a blue header. Below the title are three buttons: 'Further selections', 'Search helps', and 'Org. structure'. The interface is divided into several sections:

- Selection:** A list of selection criteria with input fields and dropdown arrows:
  - Personnel Number: [input field] [dropdown arrow]
  - Company Code: [input field] [dropdown arrow]
  - Personnel area: [input field] [dropdown arrow]
  - Personnel subarea: [input field] [dropdown arrow]
  - Employee group: [input field] [dropdown arrow]
  - Employee subgroup: [input field] [dropdown arrow]
  - Payroll area: [input field] [dropdown arrow]
- Payroll Interval:** Fields for 'Period' and 'To' with a 'Payroll type' dropdown and a 'Payroll Period' button.
  - Period: [input field] To: [input field]
  - Payroll type: [input field] to: [input field] [dropdown arrow]
  - Payroll Period: [button]
- Period determination:** Radio buttons for 'In-view payroll periods' (selected) and 'For-view payroll periods'.
- Other selections:** Fields for 'Wage Type' and 'to' with a dropdown arrow, and checkboxes for 'Archived Payroll Results' and 'Display recs with null values'. Includes an 'Object selection' button.
  - Wage Type: [input field] to: [input field] [dropdown arrow]
  - Archived Payroll Results
  - Display recs with null values
  - Object selection: [button]
- Output:** Radio buttons for 'SAP List Viewer' (selected), 'ALV Grid Control', and 'Microsoft Excel'. Includes fields for 'Layout Variant' and 'Template PC File'.
  - SAP List Viewer
  - ALV Grid Control
  - Microsoft Excel
  - Layout Variant: [input field]
  - Layout Variant: [input field]
  - Template PC File: [input field]

# Wage Type Reporter – Selecting the LWOP Variant



The screenshot displays the 'Wage Type Reporter' application window. The title bar includes 'Program Edit Goto System Help'. Below the title bar is a menu bar and a toolbar with various icons. The main window has a header with 'Wage Type Reporter' and a sub-header with 'Further selections', 'Search helps', and 'Org. structure' buttons. The 'Selection' section contains a table with the following fields and values:

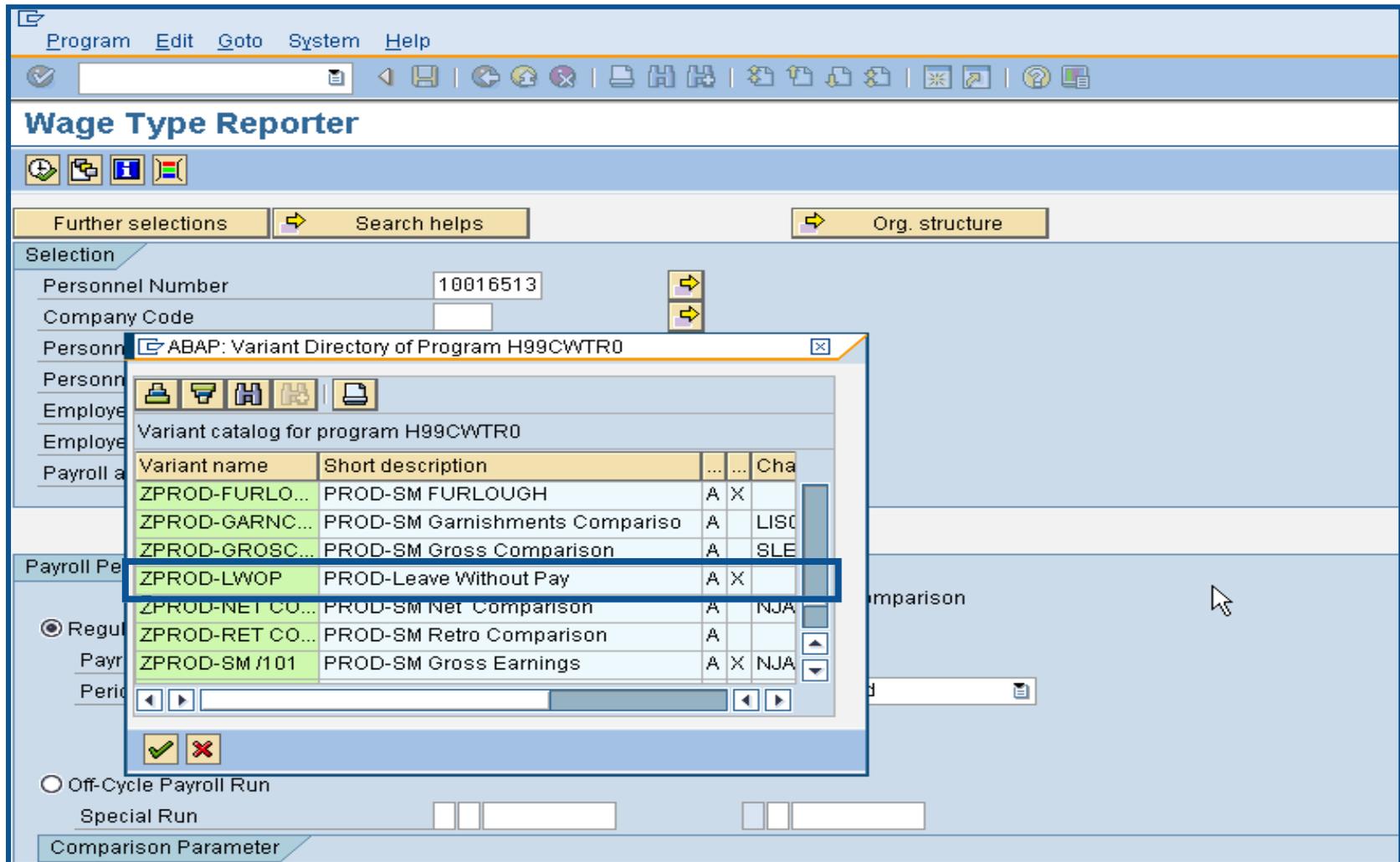
Field	Value
Personnel Number	10016513
Company Code	
Personnel area	
Personnel subarea	
Employee group	
Employee subgroup	
Payroll area	SM

A 'Find Variant' dialog box is open, showing a table with the following fields and values:

Field	Value
Variant	
Environment	
Created by	
Changed by	
Original language	

The dialog box also includes a 'Regulation' section with radio buttons for 'Regulation' and 'Off-Cycle Payroll Run', and a 'Special Run' section with radio buttons for 'Special Run' and 'Off-Cycle Payroll Run'. The 'Regulation' and 'Special Run' options are currently selected.

# Wage Type Reporter – Selecting the LWOP Variant cont.



The screenshot shows the SAP Wage Type Reporter interface. The main window has a menu bar (Program, Edit, Goto, System, Help) and a toolbar. Below the title bar, there are three buttons: "Further selections", "Search helps", and "Org. structure". The "Selection" section contains fields for "Personnel Number" (10016513) and "Company Code". A dialog box titled "ABAP: Variant Directory of Program H99CWTR0" is open, displaying a table of variants. The "ZPROD-LWOP" variant is highlighted. The dialog also includes a "Variant catalog for program H99CWTR0" section and a "Comparison" section.

Variant name	Short description	...	...	Cha
ZPROD-FURLO...	PROD-SM FURLOUGH	A	X	
ZPROD-GARNC...	PROD-SM Garnishments Compariso	A		LISC
ZPROD-GROSC...	PROD-SM Gross Comparison	A		SLE
ZPROD-LWOP	PROD-Leave Without Pay	A	X	
ZPROD-NET CO...	PROD-SM Net Comparison	A		NJA
ZPROD-RET CO...	PROD-SM Retro Comparison	A		
ZPROD-SM /101	PROD-SM Gross Earnings	A	X	NJA

# Wage Type Reporter – LWOP Variant

Program Edit Goto System Help

**Wage Type Reporter**

Further selections Search helps Org. structure

**Selection**

Personnel Number	10016513	↓
Company Code		↓
Personnel area		↓
Personnel subarea		↓
Employee group		↓
Employee subgroup		↓
Payroll area	SM	↓

**Payroll Period**

Payroll  Payroll Comparison

Regular Payroll Run

Payroll Area: SM

Period Selection: Other Period

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07/17/2011 - 08/01/2011

Off-Cycle Payroll Run

Special Run

**Comparison Parameter**

Abs. Difference No.		to		↓
Abs. Difference Amnt		to		↓
Perc. Difference No.		to		↓
Perc. Difference Amnt		to		↓

Payroll Interval

**Period determination**

In-view payroll periods

For-view payroll periods

**Other selections**

Wage Type: 1600 to

Archived Payroll Results

Display recs with null values

Object selection

**Output**

SAP List Viewer

Layout Variant: ZPROD-CLAIM

# Wage Type Reporter Results

List Edit Goto Settings System Help

Wage Type Reporter

Pers.No.	Last/First Name	ID number	PA	Personnel Area Text	For-pe	Pmt date	P	CG	WT	Long tex	Number	Amount
10016513	TEST, LWOP	234222111	F030	BUDGET AND CONTROL BOARD	201116	08/16/2011		10	1600	LWOP	22.50	1,096.74

# Topic 3 Summary

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- 🔄 You should now be able to:
  - Execute the PC00\_M99\_CWTR (Wage Type Reporter) and review the results



South Carolina Enterprise Information System

# TOPIC 4: AGENCY PAYROLL CHECKLIST

STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

# Topic 4 Learning Objectives

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- Upon completion of this Topic, you should be able to:
  - Understand how to use the agency checklist

# Agency Payroll Checklist – Page One



## Agency Payroll Processing Check List:

Pay Period: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ For Payment Date: \_\_\_\_\_  
Name of Individual confirming completion of this page: \_\_\_\_\_

### TIME/LEAVE

Step	Transaction Code	Purpose of the Review	Confirm Complete Initial/Date
<b>TIME/LEAVE ENTRY in CATS or MySCEmployee</b> a. Enter time/leave for employee(s) on a daily basis b. If applicable, enter charge objects on the CATS timesheet for appropriate time entries c. If applicable, enter premium wage types for shift differentials, etc. d. Ensure time entered by an employee in ESS has been approved, if appropriate in the absence of a supervisor and your agency policy e. Ensure that a schedule substitution is processed for temporary work schedule changes, if applicable	a. CAT2 b. CATS_APPR_LITE c. PA61	Enter/Edit/Correct time and cost distribution information on the CATS timesheet. View employee work schedules and update daily work schedule substitutions when necessary. Ensure that time related wage types are entered appropriately (on-call, call back, shift differential codes), Review time entered, warnings and errors.	
<b>TRANSFER TIME from CATS and Time Evaluation</b> a. Transfer Time (central process scheduled nightly) b. Time Evaluation central process scheduled nightly c. Time/Leave Administrators resolve errors (daily as needed)	a. CATS_DA b. CAT2 c. ZHRMTR or CATC d. PT_QTA10 e. PT50 f. PT_BAL00	Evaluate missing time for non-exempt employees, time not approved by a supervisor, or unrecorded time. Evaluate time evaluation results for time wage types) compared against approved time in CATS_DA for variances. Review quota information or other absence related information to determine if/when employees may be approaching a LWOP payroll scenario. Ensure premium wage types have been keyed for employees eligible for on-call, call-back, and/or shift differentials, etc. Make time entry corrections as needed.	
<b>TIME INTERFACES (inbound) IH026 Kronos/Time Clocks</b> <b>*Applies to agencies using inbound interface only.</b> a. Time Interface (central process scheduled nightly) b. Time Administrators resolve errors from error file received from SCEIS (daily as needed)	a. CATS_DA b. ZHRMTR or CATC c. PT_BAL00	Evaluate missing time for non-exempt employees, time not approved by a supervisor, or unrecorded time for employees whose time is updated via the inbound time interface. Evaluate time evaluation results for time wage types) compared against approved time in CATS_DA for variances. Review the error report generated by the system (sent via email) to resolve SSNs not found in the system, missing punches not accepted via the interface, or inactive personnel numbers.	

# Agency Payroll Checklist – Page Two



## Agency Payroll Processing Check List:

Pay Period: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ For Payment Date: \_\_\_\_\_  
Name of Individual confirming completion of this page: \_\_\_\_\_

### BENEFITS

Step	Transaction Code	Purpose of the Review	Confirm Complete Initial/Date
<p><b>BENEFITS INTERFACES (inbound)</b></p> <ul style="list-style-type: none"> <li>a. EIP Health Plans (central process scheduled nightly)</li> <li>b. SCRS Retirement Plans (central process scheduled nightly)</li> <li>c. IPP SCRS Retirement (central process scheduled semi-monthly)</li> <li>d. FBMC (central process scheduled semi-monthly)</li> <li>e. Great West 401K/457 Deferrals (central process scheduled semi-monthly)</li> <li>f. Great West 401K/457 Loan Payments (central process scheduled semi-monthly)</li> </ul>	<ul style="list-style-type: none"> <li>a. View IT0167- Health Plans via transaction code PA20</li> <li>b. View IT0168- Insurance Plans via transaction code PA20</li> <li>c. View IT0169- Savings Plans via transaction code PA20</li> <li>d. View IT0170 Flexible Spending Accounts via transaction code PA20</li> <li>e. View IT0377 Miscellaneous Plans via transaction code PA20</li> <li>f. ZHRDEDARR- Deductions not Taken and Arrears Report</li> <li>g. S_PH9_46000360 (Exemption Expiration Report)</li> </ul>	<p>The Exemption Expiration Report should be run each pay period on or after the “blue” days on the payroll calendar. This report assists an agency in the determination of the expiration of exemptions for a particular period. The Deductions not Taken and Arrears report should be run to view any deductions not taken in the current or past pay periods, as well as any instances where an arrears situation may have occurred for an employee.</p>	



# Agency Payroll Checklist – Page Four



## Agency Payroll Processing Check List:

Pay Period: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ For Payment Date: \_\_\_\_\_

Name of Individual confirming completion of this page: \_\_\_\_\_

Step	Transaction Code	Purpose of the Review	Confirm Complete Initial/Date
<b>PAYROLL PROCESS AUDIT REPORTS</b> (cont) a. Missing Infotype Report	ZHR_MISSING_INFOTYPE	Run the Missing Infotype Report at any time to determine if any payroll related infotypes have not been completed that might prevent time and/or payroll from processing. It is important to note that missing infotypes can cause payroll errors or cause the payroll not to run at all for an employee. All employees must have a the following Infotypes completed for payroll to process correctly: IT0001 Organizational Assignment IT 0002 – Personal Data IT0006 Addresses IT0007 Planned Working Time IT0008 Basic Pay IT0009 Bank Details IT 0169 Savings/Retirement Plans IT0207 FED/State Residence Tax area IT0208 State Work Tax Area IT0209 Unemployment State IT0210 Withholding Information W4/W5 US and State IT1018 Cost Distribution of Position	
<b>LABOR DISTRIBUTION and FI POSTING TOTALS</b> (period basis) a. Labor Distribution Report	ZHRLDISTR	Run each pay period on or after the "blue" days on the payroll calendar. This report assists agencies in determining the distribution of employee costs by wage type (i.e., employee/employer contributions, benefits, retirement, etc.), amount, period, and cost objects (i.e., Cost Center, Fund, Functional Area, Grant, etc.)	

# Agency Payroll Checklist – Page Five



## Agency Payroll Processing Check List:

Pay Period: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ For Payment Date: \_\_\_\_\_  
Name of Individual confirming completion of this page: \_\_\_\_\_

Step	Transaction Code	Purpose of the Review	Confirm Complete Initial/Date
<b>Payroll Journal</b> (period basis) Set Variant a. Payroll Journal b. Direct Deposit register c. Payroll Check register d. Earnings Summary e. Deduction Summary	PC00_M10_CLJN	Run each pay period on or after the “blue” days on the payroll calendar. Allows Payroll Administrator to view the financial results of the payroll run. The user can see the gross amount, all the deductions made from the gross amount, and the net amount of the paycheck. The report can be done by payroll period for one or several employees. This report is useful when trying to determine why an amount either was or was not deducted from and employee’s gross pay and/or to view an employee’s gross pay to determine if the amount is correct.	
<b>Payroll Results</b> (period basis) a. Payroll Results Report	PC_PAYRESULT	Allows the user to view the results of the payroll. The report is also useful to determine if the payroll run was processed as an off-cycle or normal cycle, to determine if the payroll was voided and why, to determine if the payroll was reversed and why, and to determine if the payroll was issued with an out-of-sequence check number.	
<b>Employee Remuneration</b> (period basis) a. Pay Statements	PC00_M10_CEDT	Generate a pay statement for employees in ECC similar to the version generated for the portal each pay day. This report reflects an employee’s withholdings, deductions, gross and net earnings for the period and year-to-date, imputed income, etc. This report can be generated to view an employees pay for the current period or another period.	

**Payroll Infotypes – Effective by Pay Period/Check Date:** Remember that most payroll infotypes are effective by **pay period** and not check date.

The ones that are effective by **check date** are the following:

- 210 – Fed and State withholding
- 167 – Health Plans
- 168 – Insurance Plans
- 170 – Flex accounts
- 009 – Bank Details (For **Main Bank** only)

# Topic 4 Summary

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- 🔄 You should now be able to :
  - Understand how to use the agency checklist



South Carolina Enterprise Information System

# Topic 5: TIME MANAGEMENT REPORTS

STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

# Topic 5 Learning Objectives

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- Upon completion of this topic, you should be able to:
  - Access reports available via SCEIS HR/Payroll ECC
  - Access the payroll checklist
  - Generate time reports

# Access Time and Payroll Reports





South Carolina Enterprise Information System  
SC Budget and Control Board

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## About SCEIS

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## SCDOT Data Cleansing & Conversion

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## Cutover

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## Agency Support Teams

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## Training

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## Finance

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## HR & Payroll

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## Materials Management

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## Reporting

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## Imaging

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## Technical

## Publications & Tools

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### HR/Payroll Reporting Tools

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[Listing of all SCEIS HR/Payroll Reports Available in ECC and BW - \(134kb PDF\)](#)  
December 1, 2010

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[Listing of Key Reports for Payroll Processing - \(33kb XLS\)](#)  
November 8, 2010

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[SCEIS Agency Payroll Checklist - \(114kb PDF\)](#)  
November 16, 2010

# Time Reports

Report Name	Description
<p><b>* Missing Time Report - ZHRMTR</b> (recommend to run on 2<sup>nd</sup> and 17<sup>th</sup>)</p>	<ul style="list-style-type: none"> <li>• missing time for non-exempt and exempt EEs current and prior pay periods</li> <li>• unapproved time for non-exempt, exempt and temporary EEs current and prior pay periods</li> <li>• no time recorded for non-exempt, exempt and temporary EEs for <u>current pay period</u> only.</li> </ul>
<p><b>* Display Working Times (CATS_DA)</b></p>	<p>Can be run daily, in the morning, to report on all time entered through CATS/Portal with appropriate status. Note: If absence entered on infotype 2001 instead of CATS must use ZHR_ABSENCE_HOURS to view.</p>
<p><b>* Time Sheet: Time Leveling (CATC)</b></p>	<p>Shows no time recorded for non-exempt, exempt and temporary EEs (<u>outside</u> current period). Can be run daily.</p>
<p><b>* Cumulated Time Evaluation Results: Time Balances/Wage Types (PT_BAL00)</b></p>	<p>Review the EEs time wage types that are created after the Time Evaluation process runs.</p>

# Time Reports (cont.)

Report Name	Description
<b>ZHRUAL</b>	Displays unapproved leave requests that have been entered in ESS and not approved in MSS

# Time and Payroll



Access the Payroll Calendar via SCEIS website:  
 HR & Payroll > Resources for Payroll Success > Comptroller  
 General's Office Payroll Schedule

**Comptroller General's Office Payroll Schedule**

The Comptroller General's Office Central State Payroll must complete a series of steps to prepare each payroll for State employees. During some of these steps some MySCEmployee functions in My Pay and My Personal Information are not available. Review the chart and calendars below to learn how your access may be different on various days throughout the year.

<b>Light Blue</b>	<b>Between 11:00 a.m. and 1:00 p.m. you will not be able to:</b> enter leave for the pay period currently being processed or change banking information, personal information (example, address), voluntary deductions or savings bonds.
<b>Blue</b>	<b>You will be able to:</b> enter hours worked and submit leave requests for other pay periods.
<b>Red</b>	<b>Throughout the day you may not be able to:</b> enter leave for the pay period currently being processed or change banking information, personal information (example, address), voluntary deductions or savings bonds.  <b>You will be able to:</b> enter hours worked and submit leave requests for other pay periods.

**January 2011**

S	M	T	W	Th	F	Sa
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**February 2011**

S	M	T	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

**March 2011**

S	M	T	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# Topic 5 Summary

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- You should now be able to:
  - Access reports available via SCEIS HR/Payroll ECC
  - Access the payroll checklist
  - Generate time reports

# Workshop Summary

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- 🔄 You should now be able to:
  - Explain the Leave Without Pay Changes
  - Access reports available via SCEIS HR/Payroll ECC
  - Understand how to access and use the agency checklist
  - Generate time reports

# Any Questions?

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# Next Steps

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- ➊ Additional Support and Reference Materials
  - You can access additional support and print step-by-step procedures on the SCEIS uPerform website.

Go to the SCEIS website at <http://www.sceis.sc.gov> and click **Training**, then click **SCEIS uPerform**

***Please complete the Workshop evaluation using the link that will be emailed to you after this workshop.***

Your input will help to shape future enhancements to the SCEIS End User Training Program