SCEIS FINANCE OVERVIEW OF PAYROLL
PY510

End User Training
Columbia, SC
Fall 2011
Upon completion of this workshop, you should be able to:

- Understand the payroll process as it impacts finance (FI)
- Discuss how the costing is provided in payroll, at which flows and levels
- Know which payroll reports should be run on what day
- Research payroll issues and errors, such as default funding
- Explain tips and tricks for running SCEIS reports, such as running the report in the background, sorting and filtering data
Workshop Topics

Topic 1: Comptroller General’s (CG) Payroll Schedule Explanation

Topic 2: Common Payroll Errors

Topic 3: Auditing Data Entry- Position Funding Report

Topic 4: Auditing Data Entry- Grants Validity Report

Topic 5: Analyzing Payroll Results- Wage Type Reporter

Topic 6: Labor Distribution Simulation and Production Run

Wrap-up
TOPIC 1: CG PAYROLL SCHEDULE
EXPLANATION
CG’s Payroll Schedule
## CG’s Payroll Schedule Instructions

<table>
<thead>
<tr>
<th>Color</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Light Blue</strong></td>
<td>Between 11:00 a.m. and 1:00 p.m. you will not be able to: enter leave for the pay period currently being processed or change banking information, personal information (example, address), voluntary deductions or savings bonds.</td>
</tr>
<tr>
<td><strong>Blue</strong></td>
<td>You will be able to: enter hours worked and submit leave requests for other pay periods. This is the day that the new payroll period begins. It is usually 2 days after the Off-Cycle Payroll date.</td>
</tr>
</tbody>
</table>
| **Red**      | Throughout the day you may not be able to: enter leave for the pay period currently being processed or change banking information, personal information (example, address), voluntary deductions or savings bonds.  
You will be able to: enter hours worked and submit leave requests for other pay periods.  
These are the days that payroll is locked for correction and is the final day that payroll must be exited in order for payroll to be on time. All information is due by 10:00 a.m., three days before the pay date. Two calculation (red) days are needed for SCEIS, however 3 red days are needed for January 1st, July 1st and October 1st payroll dates. |
| **Green**    | Regular payroll date. Pay date is the 1st and 16th. Pay date is moved to the previous Friday if the 1st or 16th falls on a weekend. Exceptions January 1st and July 1st payroll must not move into the previous calendar year or physical year. |
| **Light Green** | Off Cycle Payroll Date: includes emergency and bonus. It is run two days after the regular payroll date. Bonus must be run as a separate job. |
TOPIC 2: COMMON PAYROLL ERRORS
Analyzing Common Payroll Errors

The most common payroll errors tend be a result of the following:

- Organizational or Personnel Actions/Changes
- Time Data Entry
- Payroll Posting
- Configuration Changes
Organizational Actions

Organizational Changes Cause Payroll Issues for the following reasons:

- Changes to the Organizational structure
- Delimiting an org. unit with valid position and active Employees (EES), which causes payroll not to run
Personnel Actions

Personnel Actions/Changes Cause Payroll Issues for the following reasons:

- Hiring Actions (invalid position, late hiring, invalid cost distribution, not paying attention to retirement plans, wrong Employee Groups (EEG) and Employee Subgroups (ESG), Infotype IT0008 and IT0007 not matching, wrong time management status, wrong FSLA workweek, wrong WSR, wrong IT0554, wrong dual employment position cost distribution, wrong retirement plan for dual employment

- Termination Issues (late processing IT0416), late actions, later processing of EIP, late termination if EIP coverage, not on time

- Rehire issues

- Leave of Absence (LOA) issues
Time Data Entry Cause Payroll Issues for the following reasons:

- Working and/or Leave Hours not entered in SCEIS
- Missed Clock In/Clock Out
- Incorrectly classified time entry
- Working and/or Leave Hours assigned to wrong cost center
Payroll Posting

Payroll Posting Cause Payroll Issues for the following reasons:

– Missing Cost Distribution information on IT1018

– Locked or blocked cost enters, invalid grants, timing of grant master data changes made by finance

– Postings going to default cost center HRPAY

– Using incorrect wage types for the wrong combination of employee group and subgroup (e.g., temporary employees assigned to exempt wage types for basic pay)

– Timing of charge objects (grants) entered in the time sheet in a pay period
Configuration Changes

Configuration changes cause payroll issues for the following reasons:

- Change Management not conducted to determine if any business process changes need to occur
- Testing without real data
- Unable to test for all circumstances and/or scenarios
Reasons to Verify and Analyze Your Payroll

- It is easier to correct payroll before the payments are delivered and posted to accounting then once it is in the employee’s hands (bank accounts)

- Main correction opportunities
  - Before payroll is posted: Blue days on the payroll calendar
  - Payroll is about to be exited/posted: Red days on the payroll calendar
  - Check date is posting date: Green days on the payroll calendar
Payroll Information

Payroll relies on correct data from these areas:

- FI Master Data
- Time Management
- HR Master Data
- Benefits
- Interfaces
- Correct Configuration
Impact of Data Errors

Data errors lead to payroll errors, which can lead to more off-cycles

- If the employee data is not correct, the payroll will not be correct either
- Not every error is going to be caught at the point of data entry
- Incorrect maintenance of employee data
TOPIC 3: AUDITING DATA ENTRY
- POSITION FUNDING REPORT
Position Funding Report Information

- Always check for and validate the funding of positions during the payroll cycle

- Transaction Code: ZHR_Position_Funding

- Security Roles: Position Control Maintainer, Position Funding Approver

- Although you can run the Position Funding Report at anytime, you should always run this report on the “blue days”

- Output provided based on IT1018 at the position level

- Run the report by either individual department or organizational unit

- When running the report for the entire agency, run the report in the background because of the size
Position Funding Report
Information cont.

- You can download this report on either your hard drive or network server.

- You can run this report on any selection date, meaning past, current or future reporting period depending on agency needs.
Reasons to Use the Position Funding Report

The Position Funding Report is used to:

- Determine whether any cost distribution IT1018 is not maintained
- Find out what are the valid dates of IT1018 (start and end dates)
- View the base annual salary
- Review the following cost elements to assist with analyzing them for each position:
  - Cost Center
  - Fund
  - Functional Area
  - Grant
  - Funded Program
You can create a variant for the Position Funding Report.

In the Objects Section – Leave the defaults for ‘Plan Version,’ ‘Object type’ and ‘Status’

Object ID = Position Numbers

Do not complete this section

Required Fields: Personnel Area (s)

Query Title = What you want to name the report
### Position Funding Report

#### HR OM IT1018 Report V2

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<thead>
<tr>
<th>Employee Group</th>
<th>OrgUnit ID</th>
<th>OrgUnit Abbreviation</th>
<th>OrgUnit Name</th>
<th>Class ID</th>
<th>Class Code</th>
<th>Class Title</th>
<th>HRIS Position Number</th>
<th>Position ID</th>
<th>Position Abbreviation</th>
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#### HR OM IT1018 Report V2

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Position Funding Report Demonstration

Transaction Code: ZHR_Position_Funding

Purpose of Transaction
- To check for and validate the funding of positions during the payroll cycle
TOPIC 4: GRANT VALIDITY REPORT
Grant Validity Report

Always check for and validate the validity of the grants during the payroll cycle

Transaction Code: ZHR_Grant_Report

Security Roles: Central Position Funding Approver, HR Master Data Maintainer

Although you can run the Grant Validity Report at anytime, you should always run this report on the “blue days”

Output provided based on grants maintained at IT1018 at the position level

Run the report by either individual department or organizational unit

When running the report for the entire agency, run the report in the background because of the size
You can download this report on either your hard drive or network server.

You can run this report on any selection date, meaning past, current or future reporting period depending on agency needs.
Reasons to Use the Grant Validity Report

The Grant Validity Report is used to:

- Determine whether the grant is valid for any position
- Find out what are the valid dates of position (start and end dates)
Grants Validity Report

You should confer with those in HR/Personnel Administration to discuss the enterprise structure to identify the employee groups

In the Objects Section – Leave the defaults for ‘Plan Version,’ ‘Object type’ and ‘Status’

Object ID = Position Numbers

Do not complete this section

Query Title = What you want to name the report

Required Fields:
Employee Group(s) [for example, you can run for temporary, non-exempt or exempt employees]; or Personnel Area(s)
## HR Grant Report

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<thead>
<tr>
<th>Position</th>
<th>Position Title</th>
<th>Employ</th>
<th>Employee Group Text</th>
<th>Grant</th>
<th>Internal Reference</th>
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<th>Grant To Date</th>
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</tbody>
</table>
Transaction Code: ZHR_Grant_Report

Purpose of Transaction

– To check for and validate the validity of the grants during the payroll cycle
TOPIC 5: WAGE TYPE REPORTER
Use the Wage Type Reporter to report on wage types for which variants have been created

Transaction Code: PC00_M99_CWTR

Security Roles:

- Central Position Funding Approver
- HR Master Data Maintainer
Certain wage types indicate certain problems

- Use the payroll reports to find employees with potential payroll issues
- Investigate the issue(s) that caused those wage types to appear
- Resolve the problems so that employees are paid correctly the first time

When running the report for the entire agency, run the report in the background because of the size
Wage Type Reporter – View and Analyze cont.

- Wage types with values over a certain amount may indicate problems
  - An hourly employee who gets more than $1,000 in net pay may indicate they were overpaid. This depends on agency policy.
  - You may want to look at employees who have retro pay over $100
  - If a previous payroll had $1 million in net pay and the current one has $1.5 million, that may indicate a problem

- Compare the current payroll total to the previous payroll
Wage Type Reporter – Options

Wage Type Reporter Options:

- Run for a particular department for the agency
- Run for a particular organizational unit for the agency
- Run for a particular employee group such as:
  - Salary exempts
  - Salaried Non-exempts
  - Hourly employees
Personnel area = Agency Code
Wage Type Reporter – Wage Types

- Use different wage types to analyze various results
- A listing of the wage types used in SCEIS can be found at [http://www.sceis.sc.gov/page.aspx?id=212](http://www.sceis.sc.gov/page.aspx?id=212) (Listing of Key Wage Types in SCEIS)
- You can customize the output of the report according to your agency requirements (e.g., sorting, adding or deleting certain columns, summation, etc.)
- The Wage Type Reporter is ALV-Based
Refining the Analysis of Payroll Results

Create the ALV Grid display layout, save the layout and specify the layout name in the report selection screen

- Use the ALV Grid to sort and filter the values
- Sort from largest to smallest

Example – You can create the variant to only display claims that exceed $250.00
Additional Suggestions for Analyzing Payroll Wage Types

- What employees appear to be taking home an unreasonable amount of net pay?
  - Run the Wage Type Report using wage type /560
    - Specify different employee groups and set ALV Grid filters to use different thresholds for hourly vs. salaried employees
    - Run reports for specific employee types and look for wage types
      - For example, employees on leave without pay (LWOP) should not have a gross pay wage type /101
  - You can run the report in the background, the output can be seen at a later time so that you can then analyze the report(s)
Compare Payroll Periods

- Run the Wage Type Reporter to get totals per wage type, per payroll
- Maintain the totals in a spreadsheet, compare the current payroll to the previous period to see if there are any unexpected changes to the payroll amounts (increase or decrease)
- The Wage Type Reporter can compare one period to another for you
- Useful wage types to compare from one period to the previous one:
  - Net Pay - /560
  - Claims - /561
  - Retro pay - /552
  - Total gross pay - /101
Transaction Code: PC00_M99_CWTR
Purpose of Transaction
- To reconcile the payroll activity
Reconciling Payroll to FI Can Be Difficult – Why?

- Two different data models
  - Payroll has wage types and payroll results
  - FI has G/L accounts and documents
  - Transforming payroll results into accounting documents is complex

- Off-cycle activity creates more data to reconcile
  - If you only had to reconcile regular payrolls, you would have much less work
  - A great reason to reduce the number of off-cycle payroll runs

- Payroll has retroactivity, where retroactive payroll changes are posted in the current payroll
  - A retro wage increase may have been earned in a different cost center than the employee is currently in, but it is posted in the current accounting period
  - Timing differences can lead to confusion
Start reconciling the payroll activity on the blue day. Start by running the Labor Distribution Simulation

Transaction Code: ZHRLDISTRSIM

This transaction code is not yet available in SCEIS and the role mapping information has not yet been sent out to the agencies. The security role is in the process of being named

The CG runs posting simulations every day until the red day to determine if there are any FI posting errors.

- This utility report shows the posting simulation runs performed.
- Simulation runs provides the opportunity to correct any costing information on IT1018, IT14-Recurring Payments, IT15-One time payments and Dual Employment positions
Enter the posting date on the first screen. The check date is the posting date.
Confirm that the simulation runs selected are correct, by first selecting ‘Viewing Preliminary Selection Report’
Review the output of the Preliminary Selection Report.

It is important to note that this screen displays the Posting Date and the Posting Run #.

If there is any doubt about this information, contact the CG’s office for the run numbers on that particular date.

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<th>Run Information</th>
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<th>HR Doc. #</th>
<th>FI Doc. #</th>
<th>Grants Doc. #</th>
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</table>
Proceed to the Labor Distribution Selection Screen, which is running in the background.

The selection screen is displayed below. Once you accept the printer LOCL, which is the local printer attached to your computer, the next screen displayed is for assigning scheduling parameters.

Click on the Immediate button and then the Green Check button.
Labor Distribution Simulation – Step Five

- View the status of the background by selecting System>Own Jobs from the top menu bar.
- SCEIS will show the background jobs that you started. You can watch the status when it is Finished.

### Job Overview

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<th>Start time</th>
<th>Duration(sec.)</th>
<th>Delay (sec.)</th>
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<tbody>
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<tr>
<td>Job for RPCS0000, NO 00002</td>
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<td></td>
<td></td>
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<tr>
<td>Job for RPCS0000, NO 00002</td>
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<tr>
<td>Job for RPCS0000, NO 00002</td>
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<tr>
<td>Job for RPCS0000, NO 00002</td>
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<td></td>
</tr>
<tr>
<td>ZRPCIPS000</td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

*Summary*
Labor Distribution Simulation – Step Six

Proceed to the Labor Distribution Selection Screen – View Spools/Output

Spool output can be viewed by selecting System>Own Spool Requests from the top menu bar. You will see the spools, like the example displayed below
The Payroll Analysis Report has options where you can select wage types and positions as well as other cost objects.
The output of the Payroll Analysis Report allows you to see the detailed analysis broken down by wage type.
Once payroll is exited for the payroll period (last red day in the payroll calendar), the actual payroll will post to the accounting and FI documents that were created.

Transaction Code: ZHRLDISTR

The process for the Labor Distribution Report is the same as for the simulation version of the report.

Enter the posting date on the first screen (the check date is the posting date). Follow the same steps that were demonstrated in the presentation for the Labor Distribution simulation.
Transaction Code: ZHRLDISTRSIM

Purpose of Transaction

- To reconcile the payroll activity
Questionnaire Responses and Wrap-ups

- Review Questionnaire Responses
- Review Business Processes
- Document Open Issues
- Review Parking Lot Items
- Assign Owners for Resolution
- Next Steps
- Contact Information
Course Summary

You should now be able to:

- Understand the payroll process as it impacts finance (FI)
- Discuss how the costing is provided in payroll, at which flows and levels
- Know which payroll reports should be run on what day
- Research payroll issues and errors, such as default funding
- Explain tips and tricks for running SCEIS reports, such as running the report in the background, sorting and filtering data
Please complete the online course evaluation that will be emailed to you after the workshop.

Your input will help to shape future enhancements to the SCEIS End User Training Program.
HR FI FINANCIAL POSTING INTEGRATION
Upon completion of this workshop, you should be able to:

- Review Finance (FI) Postings
- Understand FI and Funds Management (FM) Impacts
Workshop Topics

Topic 1: HR FI Integration
- Wage Type and General Ledger (GL) Mapping
- Infotype 1 Mapping
- 1018 Mapping

Topic 2: FI Configuration
- FI Substitution Rules
- Funds Management (FM) Rules
- Controlling (CO) Account Assignment Substitutions

Topic 3: Accounting Entries
- Payroll Postings
- Third Party Postings

Topic 4: Research Payroll Postings (FI Point of View)
General Ledger Accounts = Symbolic Accounts = Wage Types

- Configuration is maintained by the SCEIS HR Team
- Input for mapping to GL – CG’s Office
- Multiple Combinations of Wage Type and Symbolic Account = 1 GL Account

### Wage Type Assignment - Display G/L Accounts

<table>
<thead>
<tr>
<th>WT</th>
<th>WType text</th>
<th>SymAc</th>
<th>Symbol.account txt</th>
<th>AATyp</th>
<th>G/L Acct</th>
<th>Short Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Regular Salary Exempt</td>
<td>6P01</td>
<td>Regular Salaried Exempt</td>
<td>C</td>
<td>50105800000</td>
<td>CLASSIFIED POSITIONS</td>
</tr>
<tr>
<td>1000</td>
<td>Regular Salary Exempt</td>
<td>6P01</td>
<td>Regular Salaried Exempt</td>
<td>C</td>
<td>50105800000</td>
<td>CLASSIFIED POSITIONS</td>
</tr>
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<td>50105800000</td>
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<td>1000</td>
<td>Regular Salary Exempt</td>
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<td>50105800000</td>
<td>CLASSIFIED POSITIONS</td>
</tr>
<tr>
<td>1000</td>
<td>Regular Salary Exempt</td>
<td>6P01</td>
<td>Regular Salaried Exempt</td>
<td>C</td>
<td>50105800000</td>
<td>CLASSIFIED POSITIONS</td>
</tr>
<tr>
<td>1010</td>
<td>Summer Pay Salaried</td>
<td>GP47</td>
<td>Summer Pay - Salaried - Exempt</td>
<td>C</td>
<td>50105800000</td>
<td>CLASSIFIED POSITIONS</td>
</tr>
<tr>
<td>1010</td>
<td>Summer Pay Salaried</td>
<td>GP47</td>
<td>Summer Pay - Salaried - Exempt</td>
<td>C</td>
<td>50105800000</td>
<td>CLASSIFIED POSITIONS</td>
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<td>C</td>
<td>50105800000</td>
<td>CLASSIFIED POSITIONS</td>
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<tr>
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<td>GP47</td>
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<td>C</td>
<td>50105800000</td>
<td>CLASSIFIED POSITIONS</td>
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<tr>
<td>1010</td>
<td>Summer Pay Salaried</td>
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<td>Summer Pay - Salaried - Exempt</td>
<td>C</td>
<td>50105800000</td>
<td>CLASSIFIED POSITIONS</td>
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<td>1010</td>
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<td>Summer Pay - Salaried - Exempt</td>
<td>C</td>
<td>50105800000</td>
<td>CLASSIFIED POSITIONS</td>
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</tbody>
</table>
HR – FI Configuration

Infotype 0001 – Generic Account Assignment

Enterprise structure:

<table>
<thead>
<tr>
<th>CoCode</th>
<th>State of South Carolina</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pers.area</td>
<td>DEPT OF HEALTH AND H..</td>
</tr>
<tr>
<td>Cost Ctr</td>
<td>J020HRPAY</td>
</tr>
<tr>
<td>Fund</td>
<td>HRPAY</td>
</tr>
<tr>
<td>Grant</td>
<td>NOT RELEVANT</td>
</tr>
<tr>
<td>Func.Area</td>
<td>HRPAY</td>
</tr>
</tbody>
</table>

Infotype 1018 – Specific Funding Assignment by Position

Display Cost Distribution

- Position: AH40 PROGRAM COORDINATOR II
- Planning Status: Active
- Start date: 07/05/2011 to 12/31/9999

Cost Distribution:

- Master cost center: J020HRPAY
- Functional Area: J020_A1K9
- Grant: J0201MFPEX70

Cost distribution:

<table>
<thead>
<tr>
<th>COAr</th>
<th>Cost ctr</th>
<th>Fund</th>
<th>Functional Area</th>
<th>Grant</th>
<th>Pct.</th>
<th>Order WBS ele..</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC01</td>
<td>J020LD0000</td>
<td>50020000</td>
<td>J020_A1K9</td>
<td>J0201MFPEX70</td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>
FI Configuration

FI Substitution Rules
- Rule created to change the following fields
  - Business Area
  - General Ledger Accounts

FM Derivation Rules
- Rules created to change the following fields based on the GL Accounts
  - Fund
  - Functional Area
  - Grant
  - Funded Program
- Change Funded Program for Fringe Based on GL Account
- Controlling (CO) Account Assignment Substitutions
CO Account Assignment Rules
- Rules created to change the following fields
  - Assign Revenue Accounts to Cost Center

FM AVC Rules (Based on Agency Request)
- Rules created to AVC check
  - Fund Center
  - Functional Area
### FI Integration to GL – T Account of Payroll Posting

<table>
<thead>
<tr>
<th>Salary</th>
<th>Fringe</th>
<th>Payroll Clearing</th>
<th>Due To Due From</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) 1,000.00</td>
<td>(1) 250.00</td>
<td>(2) 1,250.00</td>
<td>(1) 1,250.00</td>
</tr>
<tr>
<td>XXXX</td>
<td>XXXX</td>
<td>Z901</td>
<td>Z901</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liability</th>
<th>3rd Party Payable (Vendor)</th>
<th>Accrued Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>(3) 350.00</td>
<td>(4) 350.00</td>
<td>(5) 900.00</td>
</tr>
<tr>
<td>E120</td>
<td>E120</td>
<td>E160</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash</th>
<th>Checks Outgoing</th>
<th>ACH</th>
</tr>
</thead>
<tbody>
<tr>
<td>(4) 350.00</td>
<td>(5) 500.00</td>
<td>(5) 400.00</td>
</tr>
<tr>
<td>E120</td>
<td>E160</td>
<td>E160</td>
</tr>
</tbody>
</table>

---

1. PY Document Type - Payroll Posting At Agency Level
2. PY Document Type - Liability/Receipt/Rev Postings
   - TP Document Type - Liability Posting - Offset Payroll Clearing Account (Separate Document)
3. TP Document Type - Vendor Payable - Offset Liability Accounts
4. PM Document Type - Payment to Employee
Accounting Entries

Payroll Postings (PY Document Types)
- Debit to Expense (Home Cost Center/Fund/Functional Area/Grant/WBS/IO)
  - 1018 Mapping at
- Credit to Payroll Clearing BA
  - Technically, System needs an Entry as an Offset for the Salary/Fringe Benefits to Post
  - Debit Entry to Payroll Clearing is a separate document

Display Document: Data Entry View

<table>
<thead>
<tr>
<th>CoCo</th>
<th>Item</th>
<th>PK</th>
<th>Account</th>
<th>Description</th>
<th>Amount</th>
<th>BusA</th>
<th>Fund</th>
<th>Grant</th>
<th>Cost Center</th>
<th>Funded Program</th>
<th>Functional Area</th>
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<tbody>
<tr>
<td>SC01</td>
<td>1</td>
<td>40</td>
<td>51300100000</td>
<td>PET-SRS</td>
<td>236.64</td>
<td>F030</td>
<td>31850000</td>
<td>NOT RELEVANT</td>
<td>F030EC0000</td>
<td>F030EC0000_0001</td>
<td>F030_EC11</td>
</tr>
<tr>
<td>SC01</td>
<td>2</td>
<td>40</td>
<td>51300710000</td>
<td>PRE-RET DITH-ST EMP</td>
<td>2.59</td>
<td>F030</td>
<td>31850000</td>
<td>NOT RELEVANT</td>
<td>F030EC0000</td>
<td>F030EC0000_0001</td>
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<td>40</td>
<td>51300610000</td>
<td>INS HEALTH-ST EMPLY</td>
<td>271.32</td>
<td>F030</td>
<td>31850000</td>
<td>NOT RELEVANT</td>
<td>F030EC0000</td>
<td>F030EC0000_0001</td>
<td>F030_EC11</td>
</tr>
<tr>
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<td>40</td>
<td>51300670000</td>
<td>INS DENTAL- ST EMPPLY</td>
<td>5.88</td>
<td>F030</td>
<td>31850000</td>
<td>NOT RELEVANT</td>
<td>F030EC0000</td>
<td>F030EC0000_0001</td>
<td>F030_EC11</td>
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<td>40</td>
<td>51300310000</td>
<td>SOCIAL SEC-ST EMPLY</td>
<td>122.90</td>
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<td>31850000</td>
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<td>F030_EC11</td>
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<td>6</td>
<td>40</td>
<td>50106500001</td>
<td>TEMP GRT-TIME LIMIT</td>
<td>1,729.16</td>
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<td>31850000</td>
<td>NOT RELEVANT</td>
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<td>SC01</td>
<td>7</td>
<td>50</td>
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<td>PAYROLL CLRG ACCO...</td>
<td>2,367.87</td>
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<td>NOT RELEVANT</td>
<td>0000.000000.002</td>
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</tbody>
</table>
Accounting Entries cont.

- Payroll Postings (PY Document Types)
  - Reference Field = PAYRL00035 = 35th Payroll Run
Accounting Entries –
Header Level Information

Payroll Postings (PY Document Types) Header Level Information

- Doc. Header Test = PP0000002619 = HR Payroll Posting Run Job Number
- Reference Key = 0001910179 = HR Document Number

![Document Header Image]

- **Document Type**: PY Payroll (Live)
- **Doc. Header Text**: PP0000002619
- **Branch number**: Number of Pages 0
- **Card type**: Card no.
- **Request Number**: 
- **Reference**: PAYRL00035
- **Document Date**: 08/10/2011
- **Posting Date**: 08/16/2011
- **Posting Period**: 02 / 2012
- **Currency**: USD
- **Ref. Transactn**: HRPAY HR settlement post.
- **Reference key**: 0001910179
- **Entered by**: TBOUDEAU
- **Entry Date**: 08/10/2011
- **Time of Entry**: 17:33:20
- **TCode**: 
- **Changed on**: 08/17/2011
- **Last update**: 
- **Ledger Grp**: 
- **Ledger**: 
- **Ref.key(head) 1**: E121108169402002
- **Ref.key 2**: 

**Check**  **Cancel**
Accounting Entries – Liability Postings

Payroll Postings (PY Document Types) Liability Postings

- Documents are Posted at E120 BA/Other Agencies
- Unique Scenarios
  - Parking fees specific to an agency
  - Deductions
  - EIP Receivables
Accounting Entries – 3rd Party Postings

- Documents are Posted at E120 BA
- Wage Type – Liability Account = Vendor
- Document Type TP/TM

Display Document: Data Entry View

<table>
<thead>
<tr>
<th>Document Number</th>
<th>6666666667</th>
<th>Company Code</th>
<th>SC01</th>
<th>Fiscal Year</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Date</td>
<td>12/29/2018</td>
<td>Posting Date</td>
<td>12/29/2018</td>
<td>Period</td>
<td>6</td>
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<tr>
<td>Currency</td>
<td>USD</td>
<td>Texts exist</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CoCg</th>
<th>Item PK</th>
<th>Account</th>
<th>Crmtm Item</th>
<th>Ev/Rev Avc</th>
<th>Description</th>
<th>F</th>
<th>Amount BusA</th>
<th>Fund</th>
<th>Grant</th>
</tr>
</thead>
<tbody>
<tr>
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<td>2000000007</td>
<td>2000000000</td>
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<td>E120</td>
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<td></td>
</tr>
<tr>
<td>SC01</td>
<td>2</td>
<td>20</td>
<td>2100000014</td>
<td>2100000014</td>
<td>SAVINGS BOND W/H</td>
<td>25,725.00</td>
<td>E120</td>
<td>30267000</td>
<td>NOT RELEVANT</td>
</tr>
</tbody>
</table>
Researching HR FI Postings

**PY Document – Agency Level Document**
1. FB03 – Display Document
2. Environment > Original Document
3. View of HR Document
4. Select Variant or Double Click on Line Item
5. View Employee Level Detail

**Refer to HR Labor Distribution Reports**
1. Check Header of FI Posting Document
2. View Document Header Text for Posting Run
3. Execute Steps for HR Labor Distribution Reports
Questionnaire Responses and Wrap-ups

- Review Questionnaire Responses
- Review Business Processes
- Document Open Issues
- Review Parking Lot Items
- Assign Owners for Resolution
- Next Steps
- Contact Information
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