South Carolina Enterprise Information System

SCEIS FINANCE OVERVIEW OF PAYROLL PY510

End User Training
Columbia, SC
Fall 2011

Workshop Learning Objectives

- Upon completion of this workshop, you should be able to:
  - Understand the payroll process as it impact 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**

South Carolina Enterprise Information System

TOPIC 1: CG PAYROLL SCHEDULE EXPLANATION

CG's Payroll Schedule

SCEIS
South Carolina Enterprise Information System

July 2011 7

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						

August 2011 8

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			

September 2011 9

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	

October 2011 10

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					

November 2011 11

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			

December 2011 12

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

CG's Payroll Schedule Instructions

Light Blue	**Between 11:00 a.m. and 1:00 p.m. you will not be able to**: enter leave for the pay period currently being process or change banking information, personal information (example, address), voluntary deductions or savings bonds.
Blue	**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.
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

- 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.

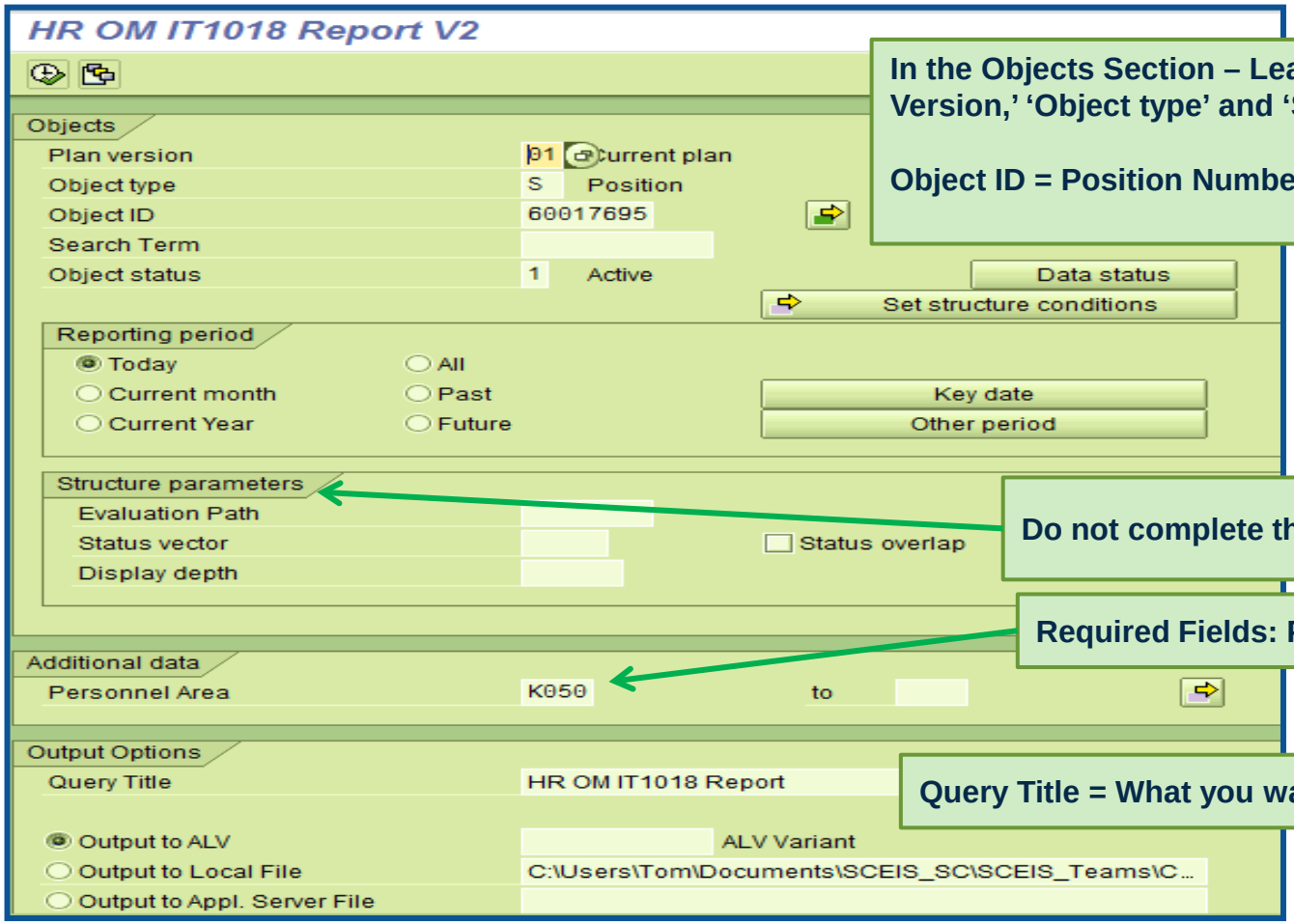
- You can download this report on either your hard drive or network server
- You can run this report on any selection date, meaning past, current or future reporting period depending on agency needs

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

Position Funding Report (Selection Screen)

- 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

Employee Group	Employee Group Text	OrgUnit ID	OrgUnit Abbreviation	OrgUnit Name	Class ID	Class Code	Class Title	HRIS Position Number	Position ID	Position Abbreviatic
1	CLASSIFIED FTE	20003872	K050PDATXV10	HP Dep C Ad Ops TC X0 Greenville ATCS 1	30000337	BA30	COMMUNICATIONS SPECIALIST III	000049352	60023498	BA30
1	CLASSIFIED FTE	20003871	K050PDATXV30	HP Dep C Ad Ops TC X0 Greenville ATCS 3	30000337	BA30	COMMUNICATIONS SPECIALIST III	000051464	60023576	BA30
1	CLASSIFIED FTE	21005891	K050PDATXC12	HP Dep C Ad Ops TC X0 Chr Sup 1 ATCS 2	30000337	BA30	COMMUNICATIONS SPECIALIST III	000052042	60023786	BA30
1	CLASSIFIED FTE	20003725	K050PD261A22	HP Dep C Enf2 T6 Ops 1 Post A Sq 2 FLS 2	30000539	JC10	LAW ENFORCEMENT OFFICER I	000115512	60024509	JC10
1	CLASSIFIED FTE	20003713	K050PD252C11	HP Dep C Enf2 T5 Ops 2 Post C Sq 1 FLS 1	30000539	JC10	LAW ENFORCEMENT OFFICER I	000115504	60024508	JC10
1	CLASSIFIED FTE	20003710	K050PD252D12	HP Dep C Enf2 T5 Ops 2 Post D Sq 1 FLS 2	30000539	JC10	LAW ENFORCEMENT OFFICER I	000114211	60024506	JC10
1	CLASSIFIED FTE	20003577	K050PD121A12	HP Dep C Enf1 T2 Ops 1 Post A Sq 1 FLS 2	30000539	JC10	LAW ENFORCEMENT OFFICER I	000114204	60024504	JC10

HR OM IT1018 Report V2

HRIS Position Number	Position ID	Position Abbreviatio	Position Title	Pay Band	Cost Center	Fund	Functional Area	Grant	Funded Program	Funded Program	Percentage
000138799	60025215	JC10	Trooper/Officer	BAND 05	K050SE0000	10010000	K050_0007	K0501MCSA010	K050SE0000_0007	1000.300000.000	50.00
000138799	60025215	JC10	Trooper/Officer	BAND 05	K050SE0000	50550000	K050_0007	K0501MCSA010	K050SE0000_0007	1000.300000.000	50.00
000000424	60025112	JC10	Trooper/Officer	BAND 04	K050SEFU10	31980000	K050_0007	NOT RELEVANT	K050SEFU10_0007	1000.300000.000	50.00
000000424	60025112	JC10	Trooper/Officer	BAND 04	K050SE0000	50550000	K050_0007	K0501MCSA010	K050SE0000_0007	1000.300000.000	50.00
000138419	60025607	JC10	Trooper/Officer	BAND 05	K050SE0000	10010000	K050_0007	K0501MCSA010	K050SE0000_0007	1000.300000.000	50.00
000138419	60025607	JC10	Trooper/Officer	BAND 05	K050SE0000	50550000	K050_0007	K0501MCSA010	K050SE0000_0007	1000.300000.000	50.00
000144892	60025102	JC10	Trooper/Officer	BAND 04	K050SEFU40	31980000	K050_0007	NOT RELEVANT	K050SEFU40_0007	1000.300000.000	50.00
000144892	60025102	JC10	Trooper/Officer	BAND 04	K050SE0000	50550000	K050_0007	K0501MCSA010	K050SE0000_0007	1000.300000.000	50.00

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

Grant Validity Report Information cont.

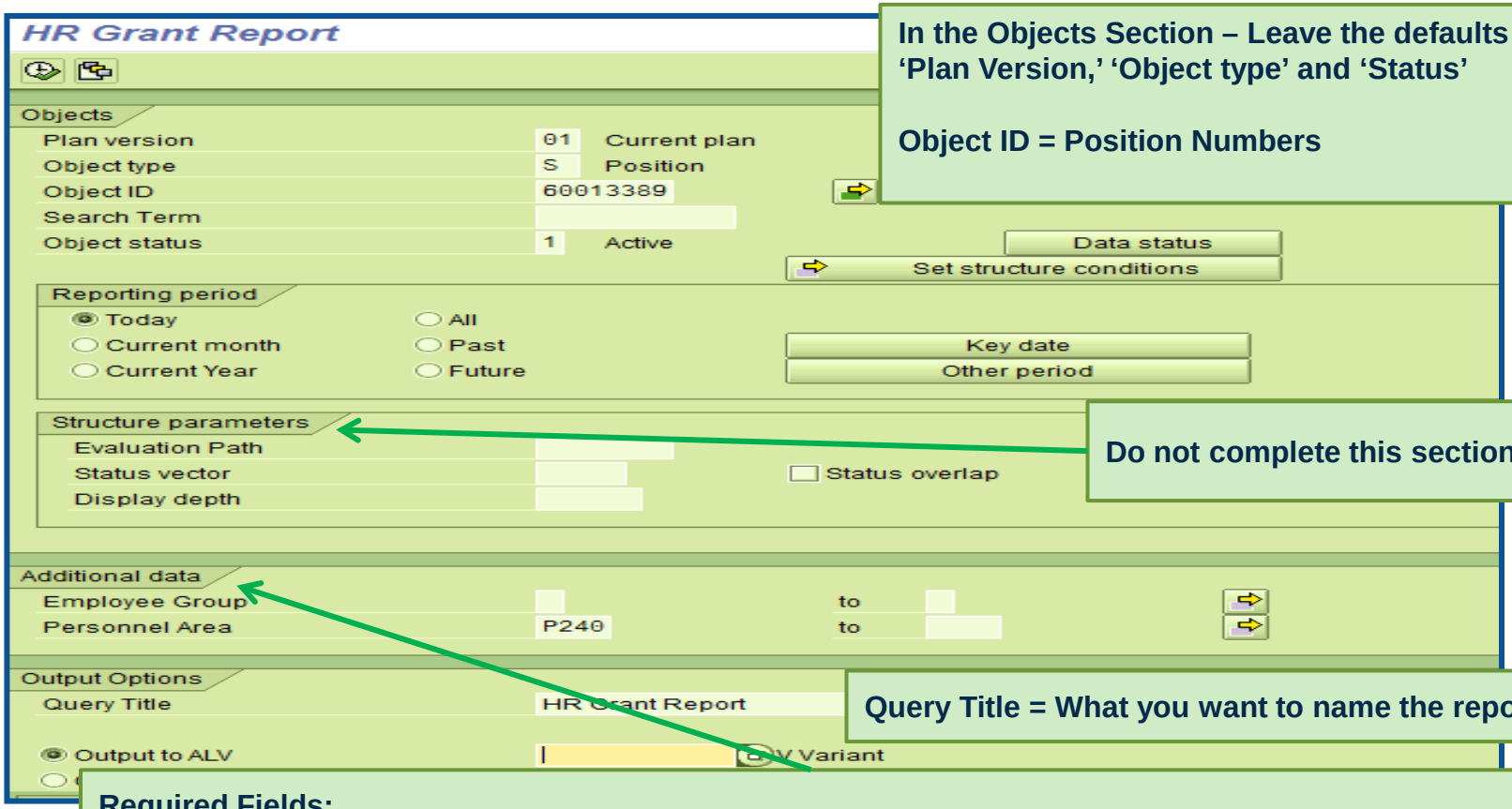
- You can download this report on either your hard drive or network server
- You can run this report on any selection date, meaning past, current or future reporting period depending on agency needs

Reasons to Use the 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 Adminstration 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)

Grants Validity Report cont.

HR Grant Report

HR Grant Report

Position ...	Position Title	Employ...	Employee Group Text	Grant	Internal Referen...	Grant Name	Grant From Date	Grant to Da...	Grant Ty...	Description	Σ Number	General Description
LC05	GEOLOGIC TECHNICIAN	3	TEMPORARY	P24011200511	560610	DRILL-LOG D...	08/01/2010	01/28/2012	G1	Federal	1	
				P24011200511							1	
AJ07	Applications Analyst II	4	TEMPORARY GRANT	P24011200610	018410	GEOLOGICAL ...	12/08/2009	03/01/2012	G1	Federal	1	
				P24011200610							1	
HA25	GIS ANALYST	1	CLASSIFIED FTE	P24011200711	020000	ESTUARINE S...	01/31/2011	08/28/2011	G1	Federal	1	
				P24011200711							1	
AH35	PROGRAM COORDINATOR I	1	CLASSIFIED FTE	P24011300011	000900	CAP FY11	10/01/2010	12/28/2011	G1	Federal	1	
				P24011300011							1	
HD70	ENG/ASSOC ENG III	1	CLASSIFIED FTE	P24011300608	006870	CTP	07/30/2007	12/31/2012	G1	Federal	1	
				P24011300608							1	
AA75	ADMINISTRATIVE ASSISTANT	4	TEMPORARY GRANT	P24011300708	008070	MMMS	06/30/2007	12/31/2011	G1	Federal	1	
HD70	ENG/ASSOC ENG III	1	CLASSIFIED FTE		008070	MMMS	06/30/2007	12/31/2011	G1	Federal	1	
				P24011300708							2	
BC20	Public Information Coordinator	4	TEMPORARY GRANT	P24011300908	014480	MMMS	04/23/2008	12/31/2012	G1	Federal	1	
				P24011300908							1	

Grant Validity Report Demonstration

- 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

Wage Type Reporter – View and Analyze

- 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

Wage Type Reporter – View and Analyze cont

- 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

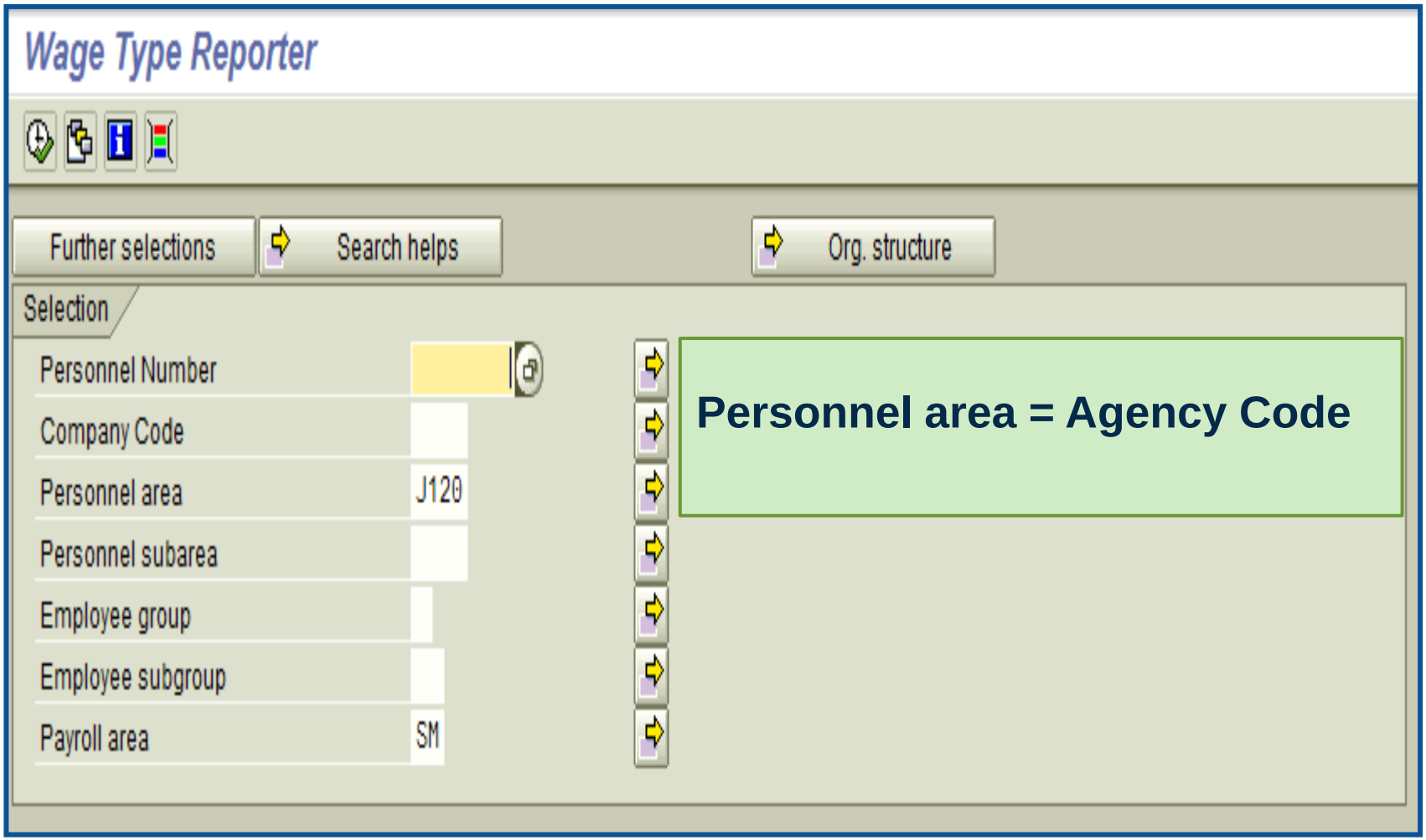
Wage Type Reporter – View and Analyze cont.

- 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

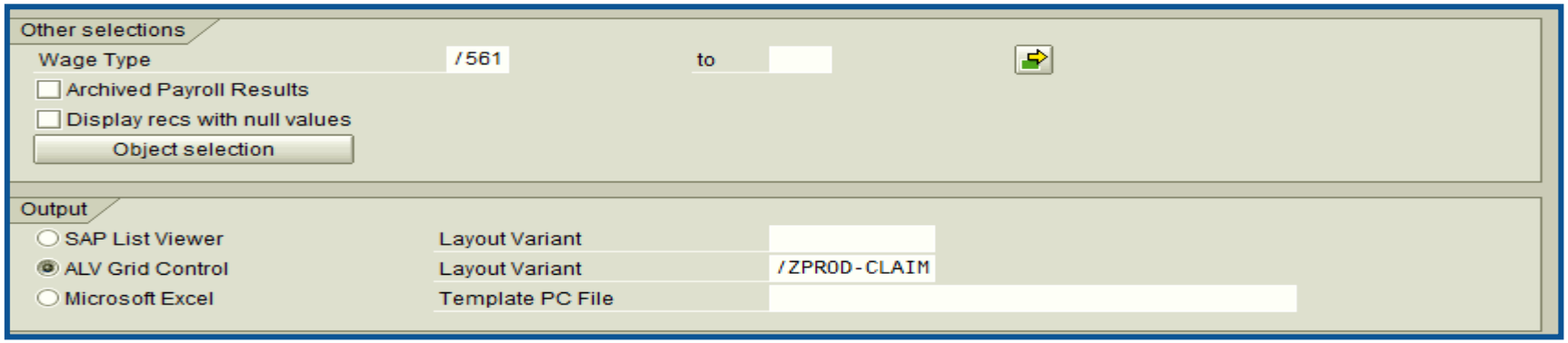
Wage Type Reporter



Personnel area = Agency Code

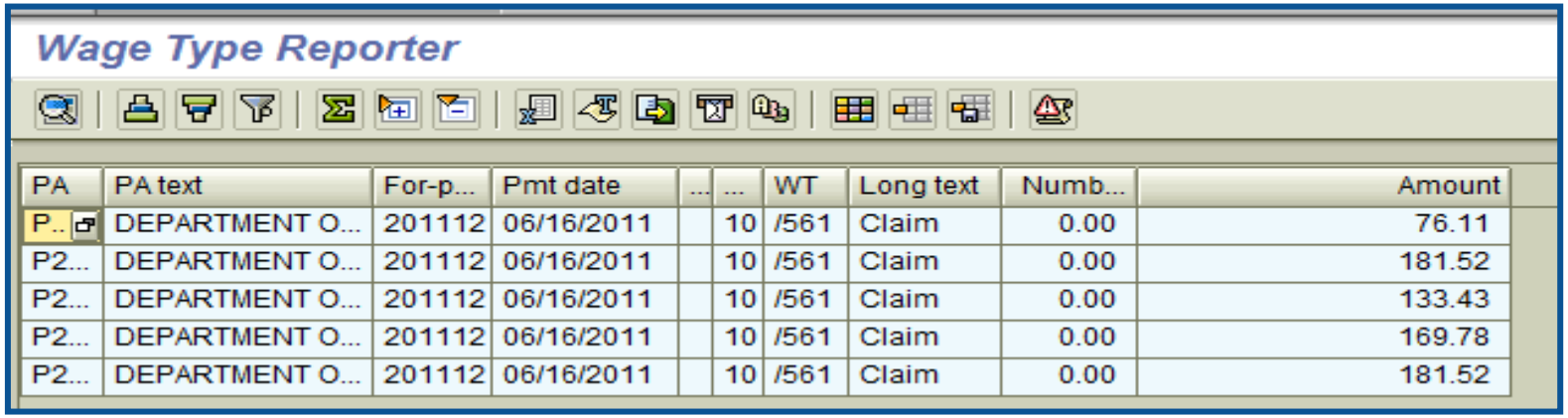
Wage Type Reporter – Wage Types

- 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 (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



Wage Type Reporter

PA	PA text	For-p...	Pmt date	...	...	WT	Long text	Numb...	Amount
P...	DEPARTMENT O...	201112	06/16/2011		10	/561	Claim	0.00	76.11
P2...	DEPARTMENT O...	201112	06/16/2011		10	/561	Claim	0.00	181.52
P2...	DEPARTMENT O...	201112	06/16/2011		10	/561	Claim	0.00	133.43
P2...	DEPARTMENT O...	201112	06/16/2011		10	/561	Claim	0.00	169.78
P2...	DEPARTMENT O...	201112	06/16/2011		10	/561	Claim	0.00	181.52

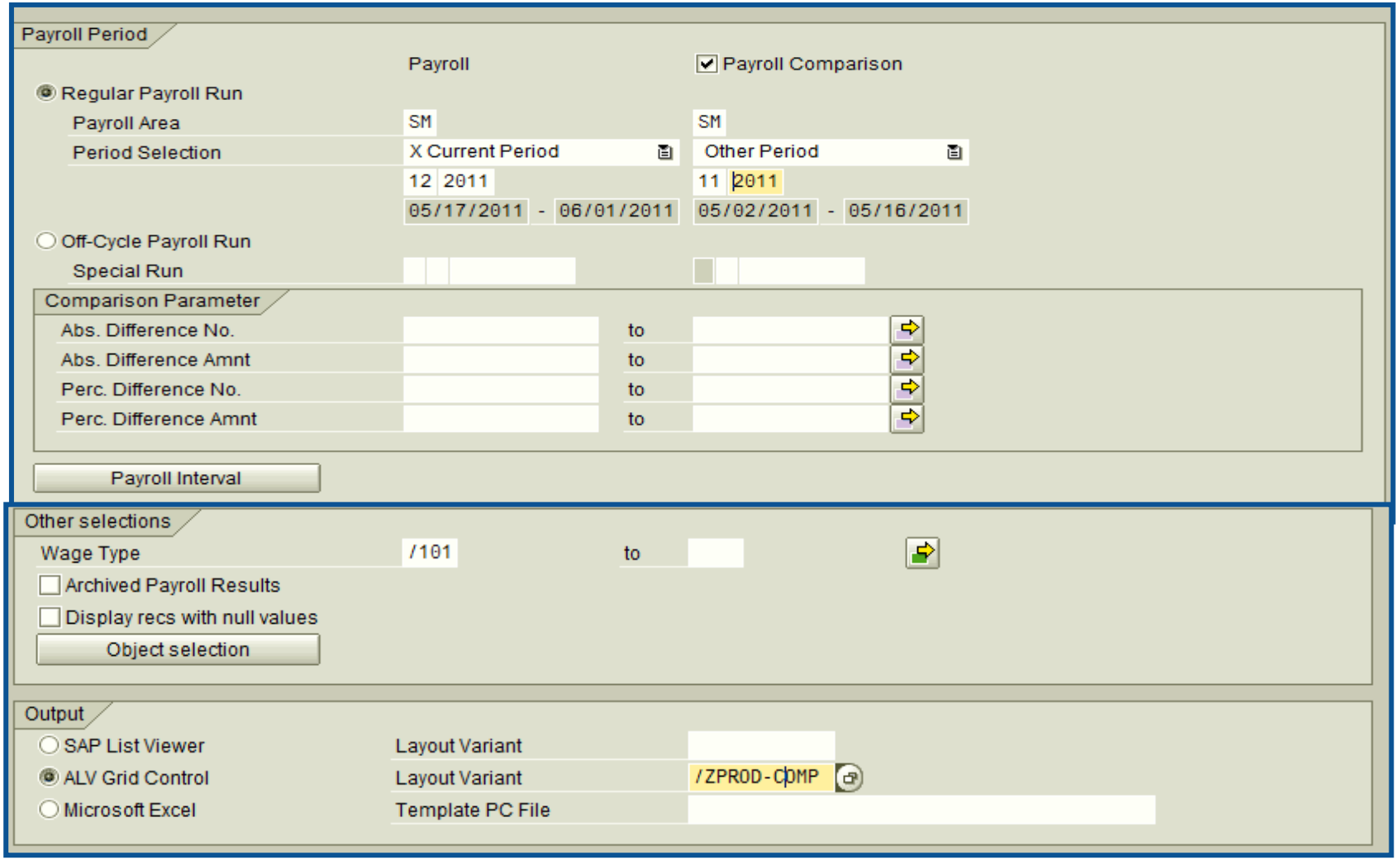
Additional Suggestions for Analyzing Payroll Wage Types

- 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

Comparing Payroll Periods



Wage Type Reporter Demonstration

- 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

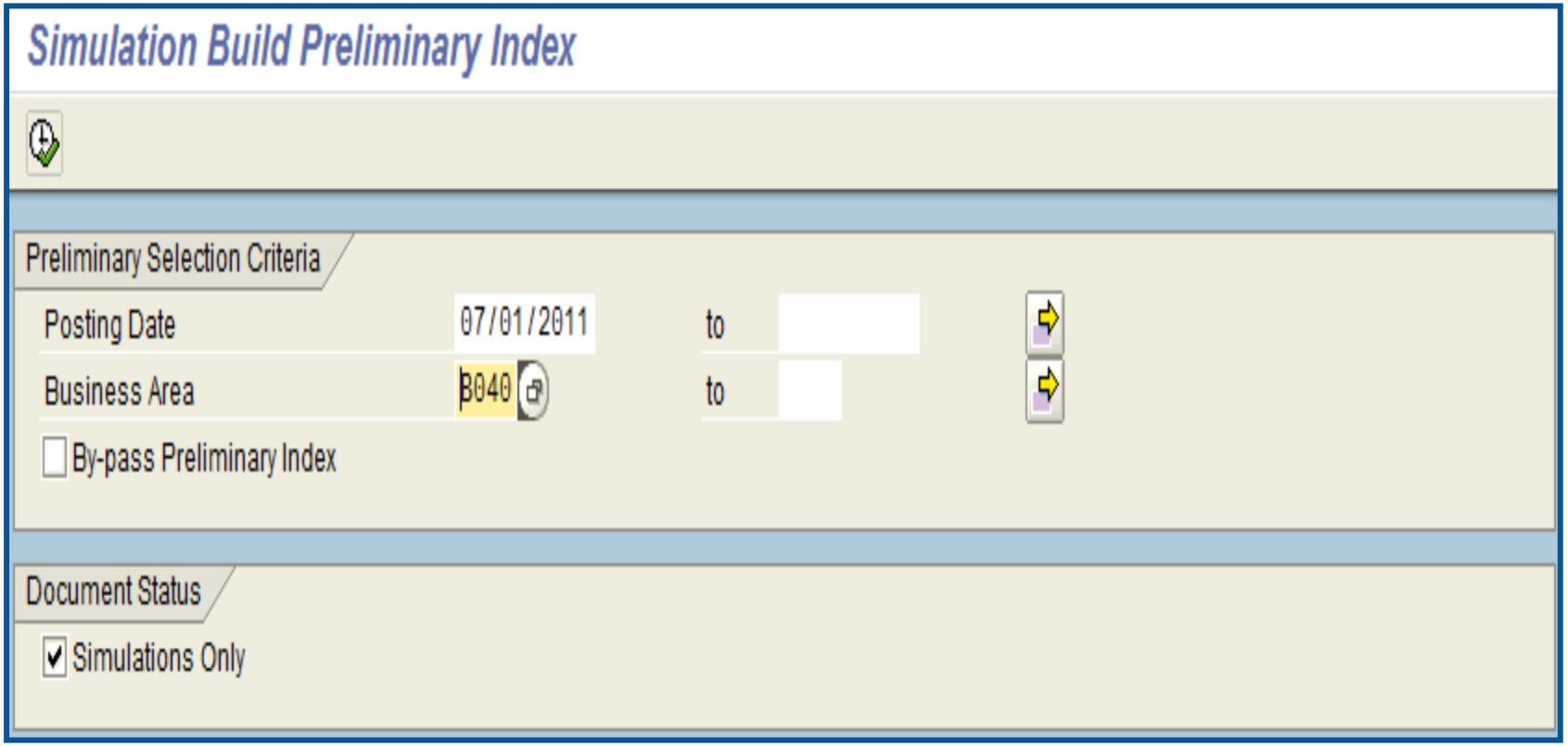
TOPIC 6: LABOR DISTRIBUTION SIMULATION AND PRODUCTION RUN

Labor Distribution Simulation Information

- 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

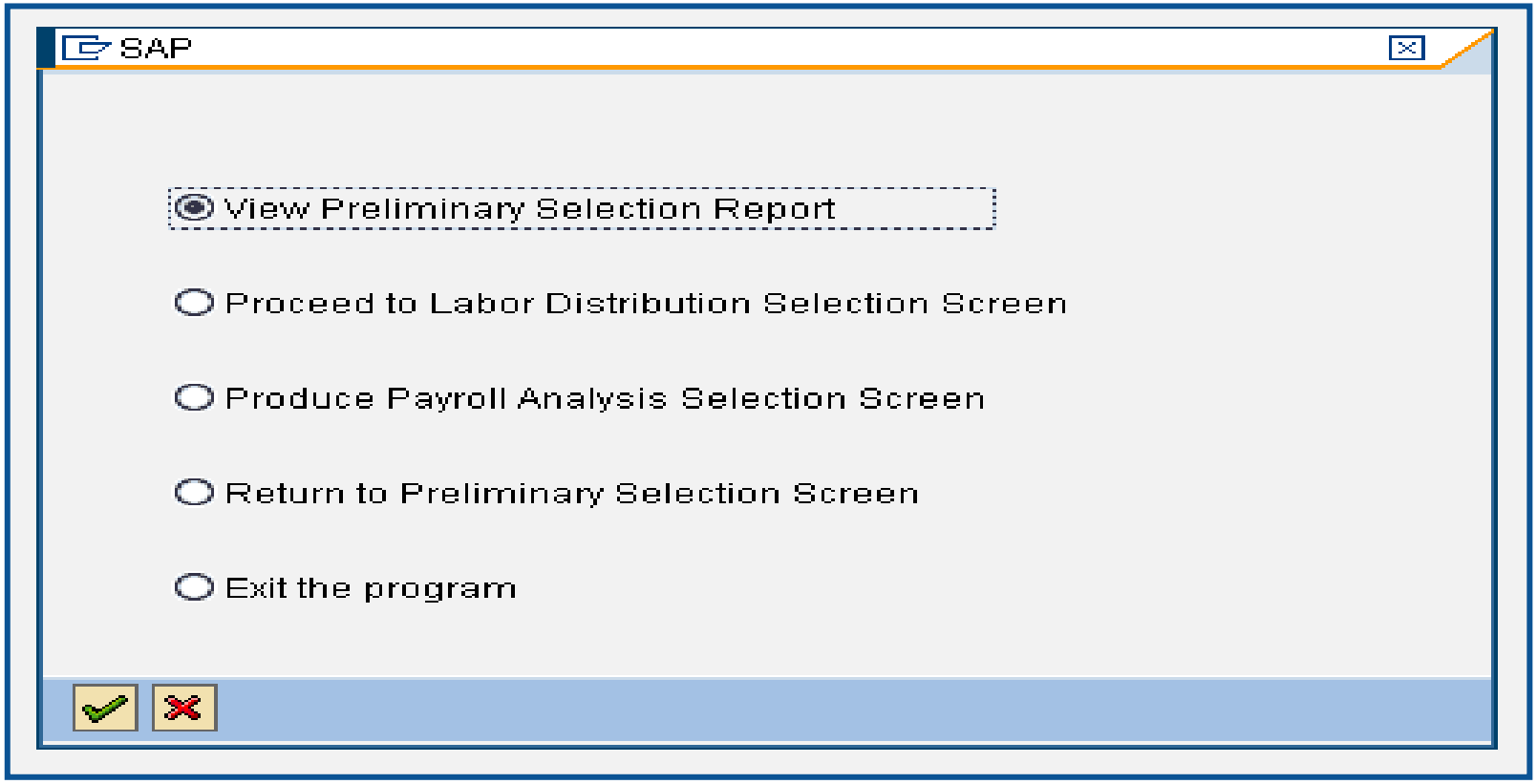
Labor Distribution Simulation – Step One

- Enter the posting date on the first screen. The check date is the posting date.



Labor Distribution Simulation – Step Two

- Confirm that the simulation runs selected are correct, by first selecting ‘Viewing Preliminary Selection Report’



Labor Distribution Simulation – Step Three

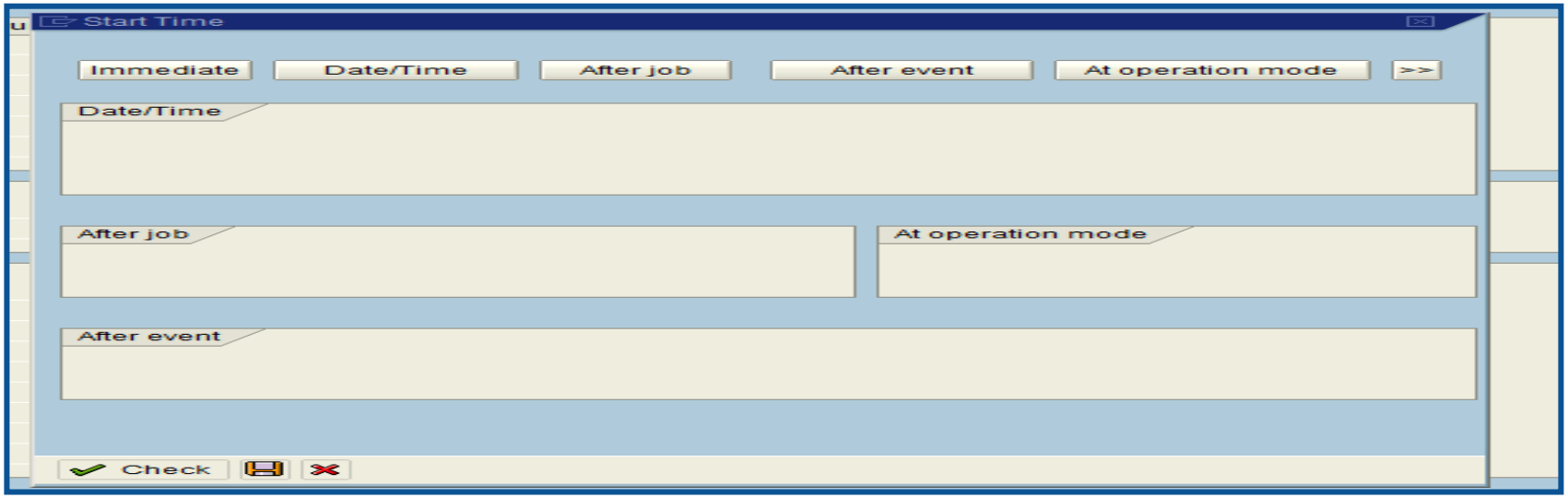
- Review the output of the Preliminary Selection Report.
- It is important to note that this screen displays the Posting Date and the Posting Run #.
- If there is any doubt about this information, contact the CG's office for the run numbers on that particular date.

Preliminary Selection Report

Posting Date	Posting Run #	Text for Run	Run Information	SIMU	HR Doc. #	FI Doc. #	Grants Doc #	Funds Doc #	Controlling Doc #	Bus. Area
07/01/2011	623		PArea SM/13/2011	X						B040
07/01/2011	624		PArea SM/13/2011	X						B040
07/01/2011	625		PArea SM/13/2011	X						B040
07/01/2011	626		PArea SM/13/2011	X						B040

Labor Distribution Simulation – Step Four

- 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

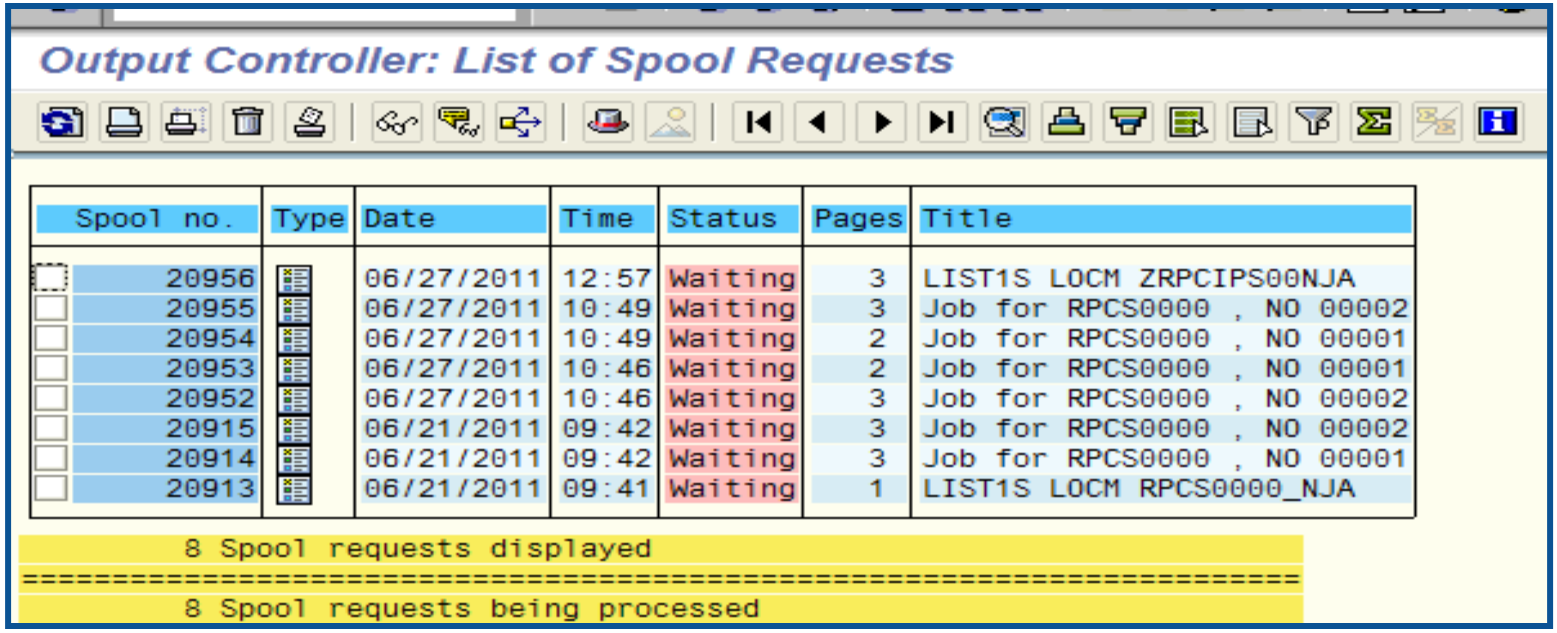
Job Overview

Release | Spool | Job log | Step | Application servers

Job	Spool	Job Doc	Job CreatedB	Status	Start date	Start time	Duration(sec.)	Delay (sec.)
Job for RPCS0000 , NO 00001			NJAIN	Finished	06/21/2011	09:41:56	19	0
Job for RPCS0000 , NO 00001			NJAIN	Finished	06/27/2011	10:46:45	11	7
Job for RPCS0000 , NO 00001			NJAIN	Finished	06/27/2011	10:49:35	3	0
Job for RPCS0000 , NO 00002			NJAIN	Finished	06/21/2011	09:41:56	19	0
Job for RPCS0000 , NO 00002			NJAIN	Finished	06/27/2011	10:46:45	11	7
Job for RPCS0000 , NO 00002			NJAIN	Finished	06/27/2011	10:49:35	3	0
RPCS0000			NJAIN	Finished	06/21/2011	09:41:55	2	0
ZRPCIPS00			NJAIN	Finished	06/27/2011	12:57:26	2	0
*Summary							70	14

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



Output Controller: List of Spool Requests

Spool no.	Type	Date	Time	Status	Pages	Title
20956		06/27/2011	12:57	Waiting	3	LIST1S LOCM ZRPCIPS00NJA
20955		06/27/2011	10:49	Waiting	3	Job for RPCS0000 , NO 00002
20954		06/27/2011	10:49	Waiting	2	Job for RPCS0000 , NO 00001
20953		06/27/2011	10:46	Waiting	2	Job for RPCS0000 , NO 00001
20952		06/27/2011	10:46	Waiting	3	Job for RPCS0000 , NO 00002
20915		06/21/2011	09:42	Waiting	3	Job for RPCS0000 , NO 00002
20914		06/21/2011	09:42	Waiting	3	Job for RPCS0000 , NO 00001
20913		06/21/2011	09:41	Waiting	1	LIST1S LOCM RPCS0000_NJA

8 Spool requests displayed

==========

8 Spool requests being processed

Labor Distribution Simulation – Step Eight

- The Payroll Analysis Report has options where you can select wage types and positions as well as other cost objects

Payroll Analysis Report

Selection Criteria for Posting Documents

Run Type	PP		
Posting Run Number	527	to	
Posting Run Name		to	
Document Number		to	
Company Code		to	
Posting Date	07/01/2011	to	
Business Area	B040	to	
Functional Area		to	
Cost Center		to	
Internal Order		to	
GL Account		to	
Fund		to	
Funds Center		to	
Grant Number		to	
WBS Element		to	
Employee		to	
Sequence Number		to	
Symbolic account		to	
Amount		to	
Worker's Comp Code		to	
Position		to	

Wage Types

Wage type application			
Wage type		to	

Labor Distribution Simulation – Step Eight

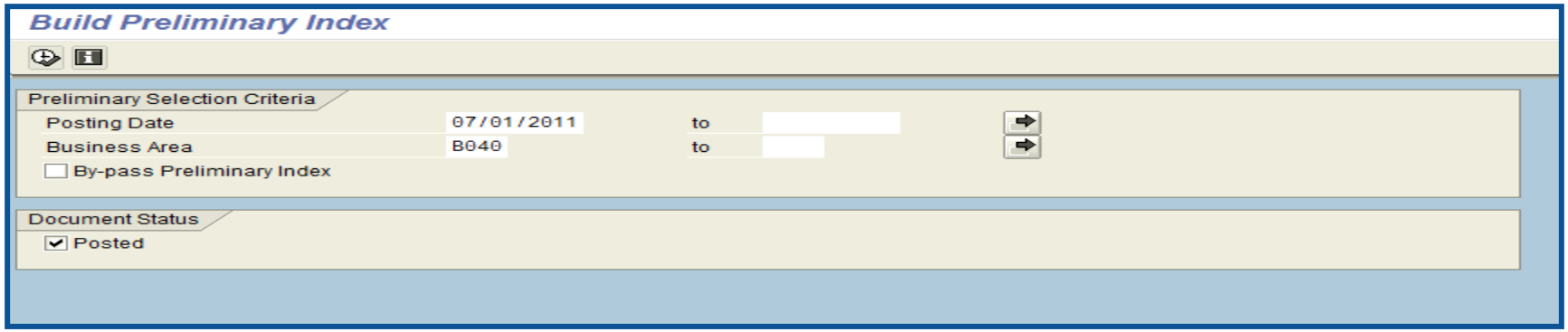
- The output of the Payroll Analysis Report allows you to see the detailed analysis broken down by wage type.

Payroll Analysis Report

Account Number with Text	Pers.No.	Se...	R...	E...	Run...	...	...	EG...	Sym...	Line	Wage Type	Amount	Posting doc.	...	Line	CO Accnt	Cost Center	Funds Center	FundsCenterText
2100000008 STATE INC TAX W/H EE	10000001	50	A	A	628		F		MD02	17	91SC	228.56-	702395	1	14				
2110000001 SOCIAL SECURITY-ER	10000001	50	A	A	628		F		EB49	8	92F4	320.95-	702395	1	4				
2110000001 SOCIAL SECURITY-ER	10000001	50	A	A	628		F		EB49	8	92F6	75.06-	702395	1	4				
2100000011 DED PROCESS FEE EE	10000001	50	A	A	628		F		MD14	20	9D85	0.20-	702395	1	11				
2100000011 DED PROCESS FEE EE	10000001	50	A	A	628		F		MD14	20	9D90	0.20-	702395	1	11				
2100000031 DEF COMP LOAN DED	10000001	50	A	A	628		F		MS09	21	9V85	357.77-	702395	1	10				
2100000018 DEFERRED COMP W/H	10000001	50	A	A	628		F		DC01	5	9V90	999.80-	702395	1	1				
5010450000 FAMILY COURT JUDGE	10000001	50	A	A	628		C	6F	GP01	1	1000	5,286.79	702396	1	4	CCtr B040C00014	B040C000...	B040C00014	Family Court
5130310000 SOCIAL SEC-ST EMPLY	10000001	50	A	A	628		C		GP40	2	9404	320.95	702396	1	3	CCtr B040C00014	B040C000...	B040C00014	Family Court
5130310000 SOCIAL SEC-ST EMPLY	10000001	50	A	A	628		C		GP40	2	9406	75.06	702396	1	3	CCtr B040C00014	B040C000...	B040C00014	Family Court
5130610000 INS HEALTH-ST EMPLY	10000001	50	A	A	628		C		GP76	3	9R60	139.68	702396	1	2	CCtr B040C00014	B040C000...	B040C00014	Family Court
5130670000 INS DENTAL- ST EMPLY	10000001	50	A	A	628		C		GP77	4	9R62	5.86	702396	1	1	CCtr B040C00014	B040C000...	B040C00014	Family Court
5130610000 INS HEALTH-ST EMPLY	10000001	50	A	A	628		C		GP76	3	9R67	0.17	702396	1	2	CCtr B040C00014	B040C000...	B040C00014	Family Court
5130610000 INS HEALTH-ST EMPLY	10000001	50	A	A	628		C		GP76	3	9R68	1.61	702396	1	2	CCtr B040C00014	B040C000...	B040C00014	Family Court

Labor Distribution Report – ZHRLDISTR

- 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

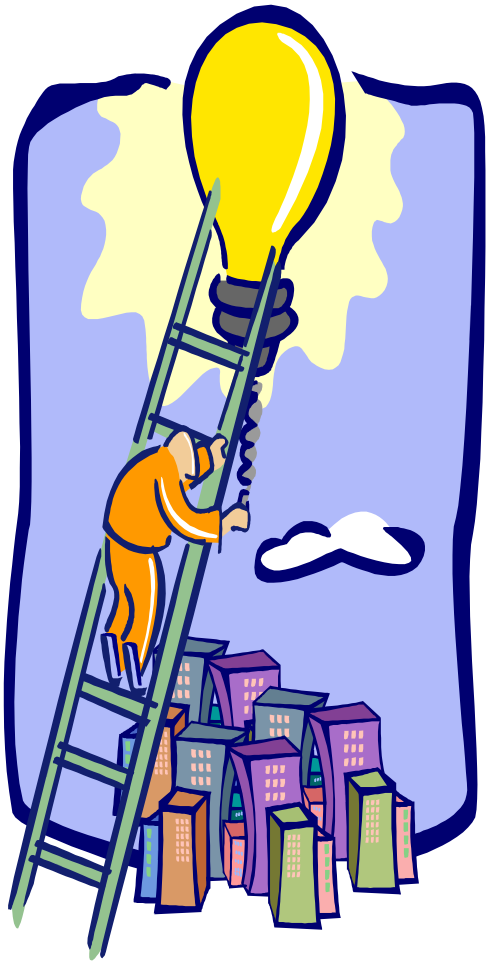


Labor Distribution Report Demonstration

- Transaction Code: ZHRLDISTRSIM
- Purpose of Transaction
  - To reconcile the payroll activity

Questionnaire Responses and Wrap-ups

- Review Questionnaire Reponses
- 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 impact 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

Evaluation

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

South Carolina Enterprise Information System

HR FI FINANCIAL POSTING INTEGRATION

End User Training
Columbia, SC
Fall 2011

Workshop Learning Objectives

- 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)

FI Integration GL – Wage Type GL Mapping

- 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

WT	WType text	SymAc	Symbol.account txt	AATyp	G/L Acct	Short Text
1000	Regular Salary Exempt	GP01	Regular Salaried Exempt	C	5010580000	CLASSIFIED POSITIONS
1000	Regular Salary Exempt	GP01	Regular Salaried Exempt	C	5010580000	CLASSIFIED POSITIONS
1000	Regular Salary Exempt	GP01	Regular Salaried Exempt	C	5010580000	CLASSIFIED POSITIONS
1000	Regular Salary Exempt	GP01	Regular Salaried Exempt	C	5010580000	CLASSIFIED POSITIONS
1000	Regular Salary Exempt	GP01	Regular Salaried Exempt	C	5010580000	CLASSIFIED POSITIONS
1000	Regular Salary Exempt	GP01	Regular Salaried Exempt	C	5010580000	CLASSIFIED POSITIONS
1010	Summer Pay Salaried	GP47	Summer Pay - Salaried - Exempt	C	5010580000	CLASSIFIED POSITIONS
1010	Summer Pay Salaried	GP47	Summer Pay - Salaried - Exempt	C	5010580000	CLASSIFIED POSITIONS
1010	Summer Pay Salaried	GP47	Summer Pay - Salaried - Exempt	C	5010580000	CLASSIFIED POSITIONS
1010	Summer Pay Salaried	GP47	Summer Pay - Salaried - Exempt	C	5010580000	CLASSIFIED POSITIONS
1010	Summer Pay Salaried	GP47	Summer Pay - Salaried - Exempt	C	5010580000	CLASSIFIED POSITIONS
1010	Summer Pay Salaried	GP47	Summer Pay - Salaried - Exempt	C	5010580000	CLASSIFIED POSITIONS

HR – FI Configuration

- Infotype 0001 – Generic Account Assignment

Enterprise structure

CoCode	SC01	State of South Carolina			
Pers.area	J020	DEPT OF HEALTH AND H…	Subarea	ZA00	EXEMPT ST CLA…
Cost Ctr	J020HRPAY	J020HRPAY	Bus. Area	J020	DEPT OF HEALTH & HU…
Fund	HRPAY	HRPAY			
Grant	NOT RELEVANT	NOT RELEVANT			
Func. Area	HRPAY	DUMMY			

- 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	Change Information

Cost Distribution 01 S 60019438 1

Master cost center J020HRPAY J020HRPAY

Cost distribution

COAr	Cost ctr	Fund	Functional Area	Grant	Pct.	Order	WBS ele…
SC01	J020LD0000	50020000	J020_A1K9	J0201MFPEX70	100.00		

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

FI Configuration cont.

- **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

Salary

(1) XXXX	$ 1,000.00		

Fringe

(1) XXXX	$ 250.00		

Payroll Clearing

(2) Z901	$ 1,250.00	$ 1,250.00	(1) Z901

Due To Due From

(1) Z901	$ 1,250.00	$ 1,250.00	(1) XXXX

Liability

(3) E120	$ 350.00	$ 350.00	(2) E120

3rd Party Payable (Vendor)

(4) E120	$ 350.00	$ 350.00	(3) E120

Accrued Payable

(5) E160	$ 900.00	$ 900.00	(2) E160

Cash

		$ 350.00	(4) E120

Checks Outgoing

		$ 500.00	(5) E160

ACH

		$ 400.00	(5) E160

(1) PY Document Type - Payroll Posting At Agency Level
(2) PY Document Type - Liability/Receivable/ Rev Postings
(3) TP Document Type - Liability Posting - Offset Payroll Clearing Account (Separate Document)
(4) TP Document Type - Vendor Payable - Offset Liability Accounts
(5) 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

Display Currency | General Ledger View

Data Entry View

Document Number	6100262733	Company Code	SC01	Fiscal Year	2012
Document Date	08/10/2011	Posting Date	08/16/2011	Period	2
Reference	PAYRL00035	Cross-CC no.			
Currency	USD	Texts exist		Ledger Group	

CoCd	Item	PK	Account	Description	Σ	Amount	BusA	Fund	Grant	Cost Center	Funded Program	Functional Area
SC01	1	40	5130010000	RET-SRS		236.64	F030	31850000	NOT RELEVANT	F030EC0000	F030EC0000_0001	F030_EC11
SC01	2	40	5130710000	PRE-RET DTH-ST EMP		2.59	F030	31850000	NOT RELEVANT	F030EC0000	F030EC0000_0001	F030_EC11
SC01	3	40	5130610000	INS HEALTH-ST EMPLY		271.32	F030	31850000	NOT RELEVANT	F030EC0000	F030EC0000_0001	F030_EC11
SC01	4	40	5130670000	INS DENTAL- ST EMPLY		5.86	F030	31850000	NOT RELEVANT	F030EC0000	F030EC0000_0001	F030_EC11
SC01	5	40	5130310000	SOCIAL SEC-ST EMPLY		122.30	F030	31850000	NOT RELEVANT	F030EC0000	F030EC0000_0001	F030_EC11
SC01	6	40	5010650001	TEMP GRT -TIME LIMIT		1,729.16	F030	31850000	NOT RELEVANT	F030EC0000	F030EC0000_EC11	F030_EC11
SC01	7	50	1000000010	PAYROLL CLRG ACCO...		2,367.87-	Z901	90097000	NOT RELEVANT		0000.000000.002	
						0.00						

Accounting Entries cont.

- Payroll Postings (PY Document Types)
  - Reference Field = PAYRL00035 = 35th Payroll Run

Display Document: Data Entry View

Display Currency | General Ledger View

Data Entry View

Document Number	6100262733	Company Code	SC01	Fiscal Year	2012
Document Date	08/10/2011	Posting Date	08/16/2011	Period	2
Reference	PAYRL00035	Cross-CC no.			
Currency	USD	Texts exist	☐	Ledger Group	

CoCd	Item	PK	Account	Description	Σ	Amount	BusA	Fund	Grant	Cost Center	Funded Program	Functional Area
SC01	1	40	5130010000	RET-SRS		236.64	F030	31850000	NOT RELEVANT	F030EC0000	F030EC0000_0001	F030_EC11
SC01	2	40	5130710000	PRE-RET DTH-ST EMP		2.59	F030	31850000	NOT RELEVANT	F030EC0000	F030EC0000_0001	F030_EC11
SC01	3	40	5130610000	INS HEALTH-ST EMPLY		271.32	F030	31850000	NOT RELEVANT	F030EC0000	F030EC0000_0001	F030_EC11
SC01	4	40	5130670000	INS DENTAL- ST EMPLY		5.86	F030	31850000	NOT RELEVANT	F030EC0000	F030EC0000_0001	F030_EC11
SC01	5	40	5130310000	SOCIAL SEC-ST EMPLY		122.30	F030	31850000	NOT RELEVANT	F030EC0000	F030EC0000_0001	F030_EC11
SC01	6	40	5010650001	TEMP GRT -TIME LIMIT		1,729.16	F030	31850000	NOT RELEVANT	F030EC0000	F030EC0000_EC11	F030_EC11
SC01	7	50	1000000010	PAYROLL CLRG ACCO...		2,367.87-	Z901	90097000	NOT RELEVANT		0000.000000.002	
						0.00						

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: SC01 Company Code

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
Currency	USD	Posting Period	02 / 2012
Ref. Transactn	HRPAY HR settlement post.		
Reference key	0001910179	Log.System	ECPCLNT010
Entered by	TBOUDEAU	Parked by	
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	

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

Display Document: Data Entry View

Display Currency | General Ledger View

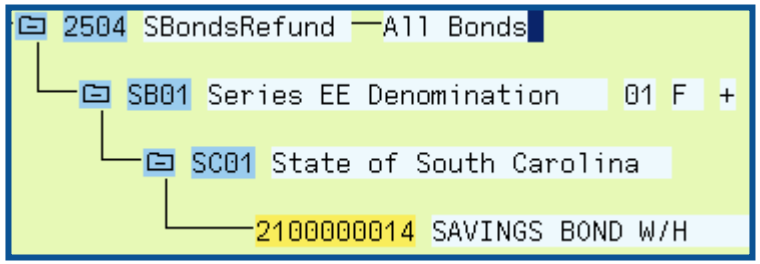
Data Entry View

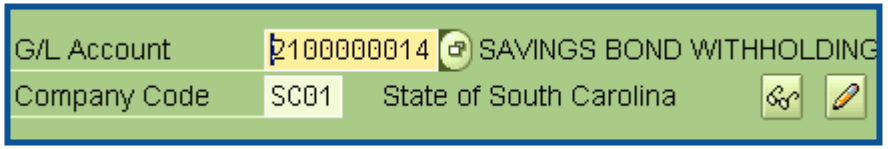
Document Number	0100202099	Company Code	SC01	Fiscal Year	2012
Document Date	08/10/2011	Posting Date	08/16/2011	Period	2
Reference	PAYRL00001	Cross-CC no.			
Currency	USD	Texts exist		Ledger Group	

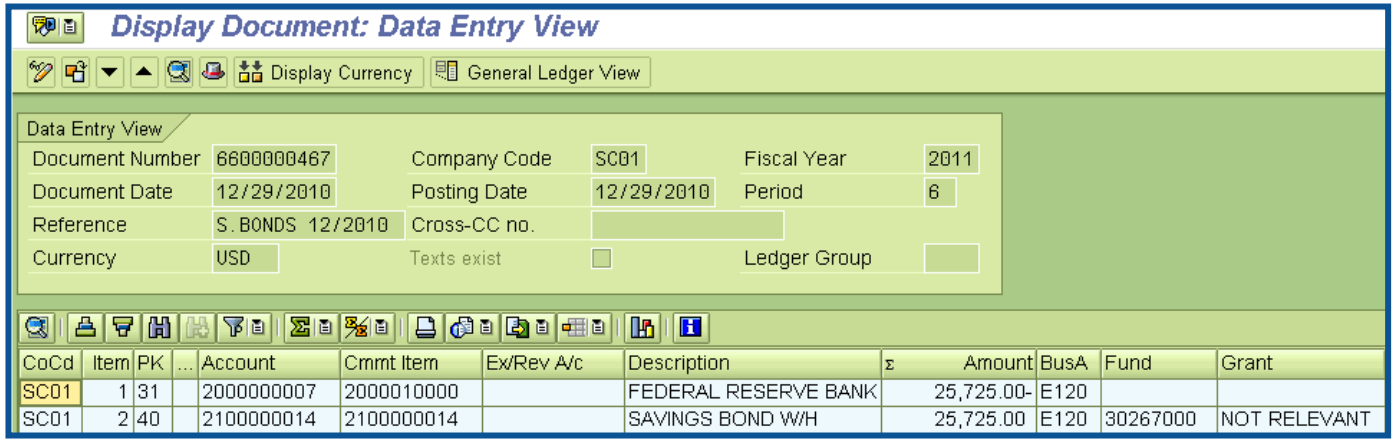
CoCd	Item	PK	Account	Cmmt Item	Ex/Rev A/c	Description	Amount	BusA	Fund	Grant	Cost
SC01	1	50	2010040000	2010040000		ACCRUED PAYROLL	889.10-	E160	30350999	NOT RELEVANT	
SC01	2	50	2100000006	2100000006		INSURANCE W/H EE	0.14-	E120	30267000	NOT RELEVANT	
SC01	3	50	2110000001	2110000001		SOCIAL SECURITY-ER	349.44-	E120	30267000	NOT RELEVANT	
SC01	4	50	2100000008	2100000008		STATE INC TAX W/H EE	253.10-	E120	30267000	NOT RELEVANT	
SC01	5	50	2110000007	2110000007		PRE DEATH-SRS-ER	45.58-	E120	30267000	NOT RELEVANT	
SC01	6	50	2110000002	2110000002		SRS-EMPLOYER CONTR	4,169.49-	E120	30267000	NOT RELEVANT	
SC01	7	50	2100000001	2100000001		RETIRE-SRS EE DED	1,975.68-	E120	30267000	NOT RELEVANT	
SC01	8	50	2110000001	2110000001		SOCIAL SECURITY-ER	87.38-	E120	30267000	NOT RELEVANT	
SC01	9	50	2100000023	2100000023		CHILD SUP DEDUCTION	601.19-	E120	30267000	NOT RELEVANT	
SC01	10	50	2100000005	2100000005		SOC SEC W/H EMPLOY...	258.08-	E120	30267000	NOT RELEVANT	
SC01	11	50	2100000007	2100000007		FED INC TAX W/H EE	673.97-	E120	30267000	NOT RELEVANT	
SC01	12	50	1300221013	1300221013		EIP EE LIFE PRM AGY	75.91-	F030	46809000	NOT RELEVANT	
SC01	13	50	2010040000	2010040000		ACCRUED PAYROLL	3,291.85-	E160	30350999	NOT RELEVANT	
SC01	14	50	2110000007	2110000007		PRE DEATH-SRS-ER	83.04-	E120	30267000	NOT RELEVANT	
SC01	15	50	2110000002	2110000002		SRS-EMPLOYER CONTR	7,574.98-	E120	30267000	NOT RELEVANT	
SC01	16	50	1300222014	1300222014		EIP ER DISAB PRM AGY	51.52-	F030	46809000	NOT RELEVANT	
SC01	17	50	1300222013	1300222013		EIP ER LIFE PRM AGY	5.44-	F030	46809000	NOT RELEVANT	
SC01	18	50	1300222011	1300222011		EIP ER HLTH PRM AGY	5,983.25-	F030	46809000	NOT RELEVANT	
SC01	19	50	2010040000	2010040000		ACCRUED PAYROLL	1,203.57-	E160	30350999	NOT RELEVANT	
SC01	20	50	2100000008	2100000008		STATE INC TAX W/H EE	47.55-	E120	30267000	NOT RELEVANT	

Accounting Entries – 3rd Party Postings

- 3rd Party Postings
  - Documents are Posted at E120 BA
  - Wage Type – Liability Account = Vendor
  - Document Type TP/TM







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

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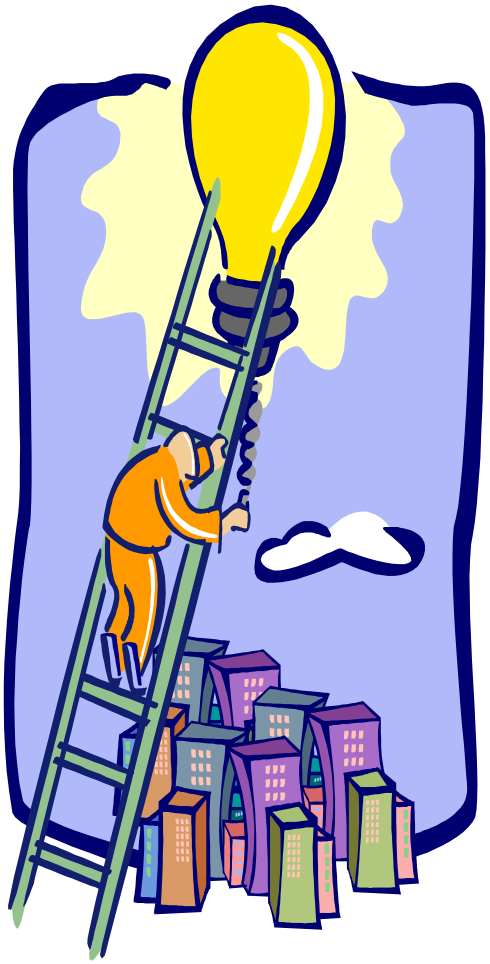

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