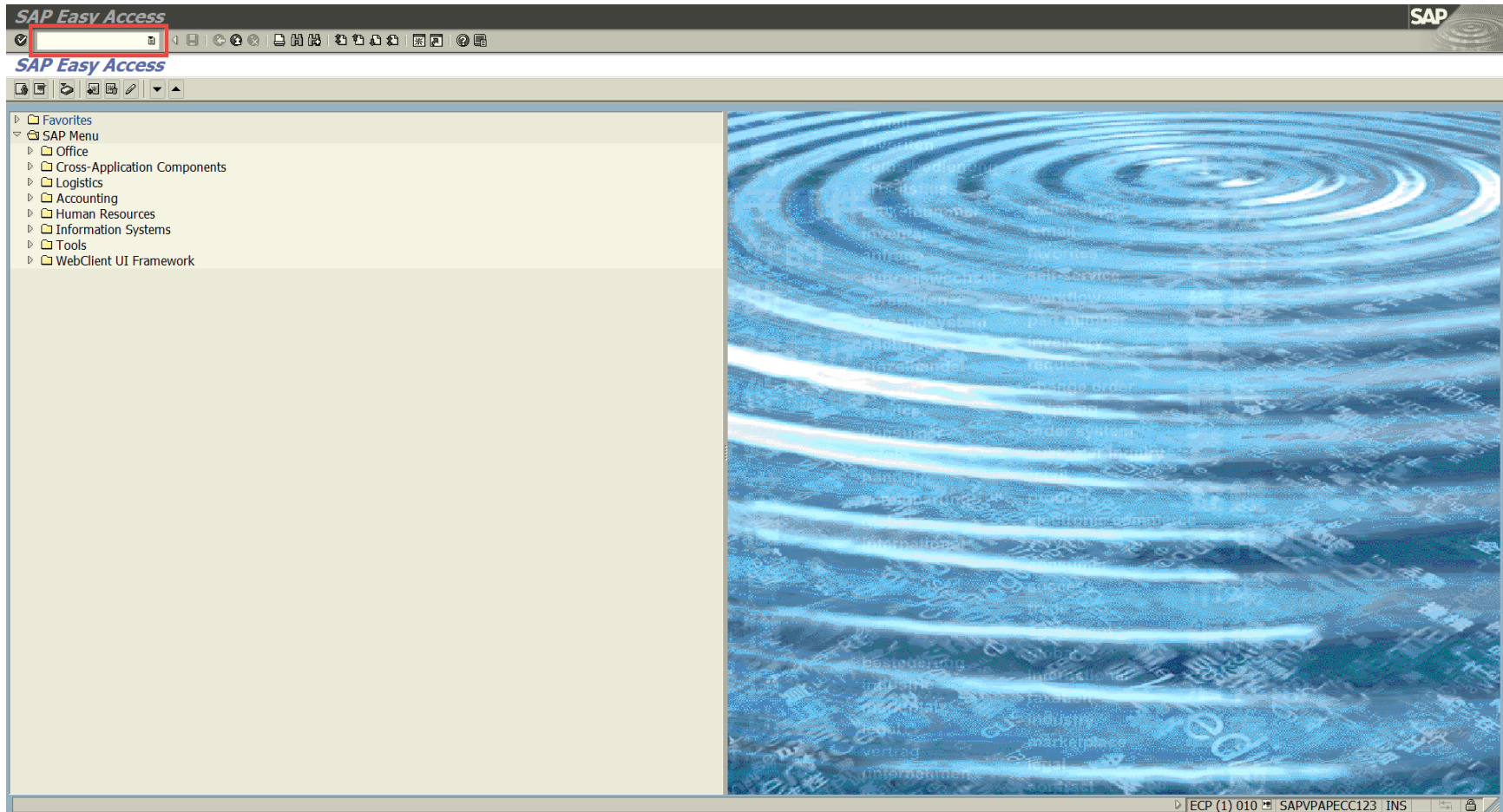


Type the transaction code ZHR\_WSR\_PAY\_COMPARE in the Command Field and click Enter



Once in the transaction, click on the Get Variant icon

The screenshot shows the SAP HR PA IT0007 vs. IT0008 transaction interface. The title bar at the top reads "HR PA IT0007 vs. IT0008" and the SAP logo is in the top right corner. Below the title bar is a toolbar with various icons. The main content area is divided into several sections:

- Further selections:** Contains radio buttons for "Today", "Up to today", "Other period", "Current month", "From today", and "Current year". There are also input fields for "Data Selection Period", "Person selection period", and "Payroll period", each with a "To" field.
- Selection:** Lists fields for "Personnel Number", "Employment status", "Personnel area", "Personnel subarea", "Business area", and "Payroll area", each with an input field and a right-pointing arrow button.
- Email:** Contains a "Set Up" button.
- Additional data:** Contains a "Work Schedule Rule" field with a "to" field and a right-pointing arrow button.
- Output:** Contains a "Query Title" field with the value "HR PA IT0007 vs. IT0008". It has a checked checkbox for "Output to ALV" with a dropdown menu set to "ALV Variant". Under "File output", there is a "File Type" dropdown set to "TXT Text file (delimited or fixed value)". There are also checkboxes for "Output to Local File", "Open file on completion", "Output to Appl. Server File", and "Overwrite file if it exists".
- Show Header/Footer:** A checked checkbox.

The bottom status bar shows "ECP (1) 010 | SAPVPAPECC123 | INS" and other system icons.

Choose the variant intended for Agency Use named (FY '19 COMPARE) by double-clicking or highlighting and clicking the green check mark in the pop-up window.

**NOTE:** This report will run based on your security access, so even if the CG FY COMPARE variant is chosen, you should only get results for those employees to which you have access.

The screenshot displays the SAP HR PA IT0007 vs. IT0008 report configuration interface. The title bar shows 'HR PA IT0007 vs. IT0008' and the SAP logo. The main window is titled 'HR PA IT0007 vs. IT0008'. The 'Further selections' section is active, showing a pop-up window for variant selection. The 'Period' section has radio buttons for 'Today', 'Up to today', 'Current month', 'From today', 'Current year', and 'Other p'. The 'Data' section has a dropdown menu for 'Variant Catalog for Program ZHR\_ALL\_RPT\_RH087\_WSCHD\_PAY'. The 'Selection' section has a table with two rows: 'CG FY COMPARE' with 'Fiscal Year Reporting' and 'FY '19 COMPARE' with 'Fiscal Year 2019 - Agency use'. The 'FY '19 COMPARE' row is highlighted with a red box. The 'Email' section has a 'Set Up' button. The 'Additional data' section has a 'Work Schedule Rule' field. The 'Output' section has a 'Query Title' field with 'HR PA IT0007 vs. IT0008', a checked 'Output to ALV' checkbox, and a 'File output' section with a 'File Type' dropdown set to 'TXT Text file (delimited or fixed value)'. There are also checkboxes for 'Output to Local File', 'Open file on completion', 'Output to Appl. Server File', and 'Overwrite file if it exists'. The 'Show Header/Footer' checkbox is checked. The status bar at the bottom shows 'ECP (1) 010 SAPVPAPECC123 INS'.

If you would like to add the personnel area(s) for which you are responsible and click Save to create your own variant, you may do so here.

The variants are set to bring back all active employees who are not in a Temporary Hourly position.

You may also change dates here as needed, just ensure you enter the desired date range in both the Data Selection Period and Person Selection Period fields as shown.

The screenshot shows the SAP configuration screen for HR PA IT0007 vs. IT0008. The interface is divided into several sections:

- Further selections:** Includes radio buttons for 'Today', 'Up to today', 'Current month', 'From today', and 'Current year'. The 'Other period' option is selected, with 'Data Selection Period' and 'Person selection period' both set to '07/01/2018' and '06/30/2019'.
- Selection:** A list of fields with input boxes and arrows. 'Personnel Number' is empty. 'Employment status' is '3'. 'Personnel area' is empty. 'Personnel subarea' is empty and highlighted with a red box. 'Employee group' is '3'. 'Business area' and 'Payroll area' are empty.
- Email:** A 'Set Up' button.
- Additional data:** 'Work Schedule Rule' field with a dropdown arrow.
- Output:** 'Query Title' is 'HR PA IT0007 vs. IT0008'. 'Output to ALV' is checked, with 'ALV Variant' set to 'ALV Variant'. Under 'File output', 'File Type' is 'TXT Text file (delimited or fixed value)'. There are checkboxes for 'Output to Local File', 'Open file on completion', 'Output to Appl. Server File', and 'Overwrite file if it exists'.

The SAP logo is visible in the top right corner, and the status bar at the bottom shows 'ECP (1) 010 SAPVPAPECC123 INS'.

You may also run the report for one or more personnel numbers. Running the report for the time period “Up to today” will bring back all available history in an employee’s record for IT0007 and IT0008.

The screenshot displays the SAP HR PA IT0007 vs. IT0008 report configuration interface. The title bar shows 'HR PA IT0007 vs. IT0008' and the SAP logo. The main content area is divided into several sections:

- Further selections:** Contains radio buttons for 'Today', 'Up to today' (highlighted with a red circle and '1'), 'Current month', 'From today', and 'Current year'. Below these are input fields for 'Data Selection Period', 'Person selection period', and 'Payroll period'.
- Selection:** Contains a list of selection criteria with corresponding buttons: 'Personnel Number' (highlighted with a red box and '2'), 'Employment status', 'Personnel area', 'Personnel subarea', 'Business area', and 'Payroll area'.
- Email:** Contains a 'Set Up' button.
- Additional data:** Contains a 'Work Schedule Rule' field with a 'to' field and a button.
- Output:** Contains a 'Query Title' field with the value 'HR PA IT0007 vs. IT0008'. Below it are checkboxes for 'Output to ALV' (checked) and 'Output to ALV Variant'. Under 'File output', there is a 'File Type' dropdown set to 'TXT Text file (delimited or fixed value)'. Below this are checkboxes for 'Output to Local File', 'Open file on completion', 'Output to Appl. Server File', and 'Overwrite file if it exists'. At the bottom of the output section is a checked checkbox for 'Show Header/Footer'.

The bottom status bar shows 'ECP (1) 010 | SAPVPAPECC122 | INS'.

The CG’s Office recommends filtering results as follows in order to drill down on the records that need investigation to ensure correct CAFR data and leave payouts/LWOP calculations.

## To filter within the report in SCEIS

**NOTE:** If desired, you may use the Export function to create a spreadsheet for further analysis instead of utilizing filters within the report.

Highlight the Mismatch column first, then click the Filter icon shown below.

HR PA IT0007 vs. IT0008

HR PA IT0007 vs. IT0008

HR PA IT0007 vs. IT0008

Personnel Ar	Personnel Number	Last Name	First Name	Start Date	End Date	Work Schedule Rule	Monthly Working Hrs	Start Date	End Date	IT0008 Wrk Hrs/pd	IT0007 Wrk Hrs/pd	Mismatch	Semi-Mthly Salary
				06/02/2016	07/01/2018	D375RG01	162.50	06/02/2016	07/01/2018	81.25	81.25	NO	1,268.87
				07/02/2018	12/31/9999	D375RG01	162.50	07/02/2018	12/31/9999	81.25	81.25	NO	1,285.62
				12/17/2016	07/05/2018	N42-2837	173.33	06/02/2018	07/05/2018	86.67	86.67	NO	1,444.75
				07/06/2018	09/25/2018	DATALOAD	162.50	07/06/2018	09/25/2018	81.25	81.25	NO	0.00
				09/26/2018	12/31/9999	D375RG01	162.50	09/26/2018	12/31/9999	81.25	81.25	NO	0.00
				05/22/2017	08/16/2018	D375RG01	162.50	05/22/2017	08/16/2018	81.25	81.25	NO	1,081.25
				08/17/2018	01/01/2019	DATALOAD	162.50	08/17/2018	01/01/2019	81.25	81.25	NO	0.00
				01/02/2019	12/31/9999	D40-RG01	173.33	01/02/2019	12/31/9999	86.67	86.67	NO	1,324.54
				06/02/2018	07/31/2018	D42-2962	173.33	06/02/2018	07/31/2018	86.67	86.67	NO	1,168.33
				08/01/2018	09/25/2018	DATALOAD	162.50	08/01/2018	09/25/2018	81.25	81.25	NO	0.00
				09/26/2018	12/31/9999	D375RG01	162.50	09/26/2018	12/31/9999	81.25	81.25	NO	0.00
				06/02/2018	07/23/2018	D40-RG01	173.33	06/02/2018	07/23/2018	86.67	86.67	NO	1,168.33
				07/24/2018	09/25/2018	DATALOAD	162.50	07/24/2018	09/25/2018	81.25	81.25	NO	0.00
				09/26/2018	12/31/9999	D375RG01	162.50	09/26/2018	12/31/9999	81.25	81.25	NO	0.00
				02/04/2019	04/09/2019	D40-RG01	173.33	02/04/2019	04/09/2019	86.67	86.67	NO	1,344.29
				04/10/2019	12/31/9999	DATALOAD	162.50	04/10/2019	12/31/9999	81.25	81.25	NO	0.00
				02/26/2018	12/06/2018	D375RG01	162.50	02/26/2018	12/06/2018	81.25	81.25	NO	1,583.33
				12/07/2018	12/31/9999	DATALOAD	162.50	12/07/2018	12/31/9999	81.25	81.25	NO	0.00
				01/02/2017	10/16/2018	D375RG01	162.50	11/17/2016	10/16/2018	86.67	81.25	YES	1,315.70
				10/17/2018	12/31/9999	D375RG01	162.50	10/17/2018	12/31/9999	81.25	81.25	NO	1,602.50
				12/10/2018	02/16/2019	D375RG01	162.50	12/10/2018	02/16/2019	81.25	81.25	NO	1,081.20
				06/02/2018	11/18/2018	N42-2837	173.33	06/02/2018	11/18/2018	86.67	86.67	NO	1,390.83
				11/19/2018	01/01/2019	DATALOAD	162.50	11/19/2018	01/01/2019	81.25	81.25	NO	0.00
				01/02/2019	12/31/9999	D375RG01	162.50	01/02/2019	12/31/9999	81.25	81.25	NO	1,416.66
				10/02/2018	11/06/2018	N42-2841	173.33	06/02/2018	11/06/2018	86.67	86.67	NO	1,390.83
				11/07/2018	12/16/2018	DATALOAD	162.50	11/07/2018	12/16/2018	81.25	81.25	NO	0.00
				12/17/2018	12/31/9999	D375RG01	162.50	12/17/2018	12/31/9999	81.25	81.25	NO	924.25
				03/26/2018	08/31/2018	D375RG01	162.50	03/26/2018	08/31/2018	81.25	81.25	NO	1,212.20

Next choose the search button in the pop-up window, click on the YES option, and click the green check mark.

**NOTE:** Do not type the word YES in the field as it may not return results. Using the search function ensures the filter will work appropriately.

The screenshot shows the SAP HR PA IT0007 vs. IT0008 interface. A dialog box titled "Determine Values for Filter Criteria" is open, showing a search function for the "Mismatch" field. The search term "YES" is entered, and the search button (magnifying glass) is highlighted with a red circle labeled "1". The "Select" dropdown is set to "Mismatch", and the "YES" option is highlighted with a red circle labeled "2". The green checkmark button at the bottom left of the dialog is highlighted with a red circle labeled "3".

0008 Wrk Hrs/pd	IT0007 Wrk Hrs/pd	Mismatch	Semi-Mthly Salary
81.25	81.25	NO	1,268.87
81.25	81.25	NO	1,285.62
86.67	86.67	NO	1,444.75
81.25	81.25	NO	0.00
81.25	81.25	NO	0.00
81.25	81.25	NO	1,081.25
81.25	81.25	NO	0.00
86.67	86.67	NO	1,324.54
86.67	86.67	NO	1,168.33
81.25	81.25	NO	0.00
81.25	81.25	NO	0.00
86.67	86.67	NO	1,168.33
81.25	81.25	NO	0.00
81.25	81.25	NO	0.00
86.67	86.67	NO	1,344.29
81.25	81.25	NO	0.00

The list will shorten accordingly and only reflect the YES records once the filter is set. Now, the second filter can be set to remove the zero salary amounts.

As shown below, highlight the Semi-Mthly Salary column and then click the Filter icon.

HR PA IT0007 vs. IT0008

HR PA IT0007 vs. IT0008

HR PA IT0007 vs. IT0008

Personnel Ar.	Personnel Number	Last Name	First Name	Start Date	End Date	Work Schedule Rule	Monthly Working Hrs	Start Date	End Date	IT0008 Wrk Hrs./	IT0007 Wrk Hrs./	Mismat.	Semi-Mthly Sala
				01/02/2017	10/16/2018	D375RG01	162.50	11/17/2016	10/16/2018	86.67	81.25	YES	1,315.70
				01/02/2017	10/16/2018	D375RG01	162.50	06/02/2016	10/16/2018	86.67	81.25	YES	1,264.95
				01/02/2017	11/16/2018	D375RG01	162.50	06/02/2016	11/16/2018	86.67	81.25	YES	1,264.95
				01/02/2017	07/11/2018	D375RG01	162.50	11/17/2016	07/11/2018	86.67	81.25	YES	1,494.12
				01/02/2017	08/01/2018	D375RG01	162.50	11/17/2016	08/01/2018	86.67	81.25	YES	1,355.12
				01/02/2017	09/16/2018	D375RG01	162.50	06/02/2016	09/16/2018	86.67	81.25	YES	1,240.62
				01/02/2017	10/05/2018	D375RG01	162.50	06/02/2016	10/05/2018	86.67	81.25	YES	1,301.45
				01/02/2017	07/01/2018	D375RG01	162.50	11/17/2016	07/01/2018	86.67	81.25	YES	1,446.29
				01/02/2017	10/05/2018	D375RG01	162.50	11/17/2016	10/05/2018	86.67	81.25	YES	1,831.66
				06/02/2016	10/16/2018	D375RG01	162.50	06/02/2016	10/16/2018	86.67	81.25	YES	1,964.75
				11/17/2016	07/01/2018	D375RG01	162.50	11/17/2016	07/01/2018	86.67	81.25	YES	1,380.16
				07/02/2018	12/31/9999	DATALOAD	162.50	07/02/2018	12/31/9999	86.67	81.25	YES	0.00
				03/02/2019	12/31/9999	TEMP24-7	173.33	02/28/2019	12/31/9999	81.25	86.67	YES	0.00
				06/02/2016	08/01/2018	D375RG01	162.50	06/02/2016	08/01/2018	86.67	81.25	YES	1,274.20
				12/02/2018	12/31/9999	TEMP24-7	173.33	11/14/2018	12/31/9999	81.25	86.67	YES	0.00
				08/01/2018	08/01/2018	DATALOAD	162.50	07/17/2018	08/01/2018	86.67	81.25	YES	7.25
				01/02/2017	09/01/2018	D375RG01	162.50	06/02/2016	09/01/2018	86.67	81.25	YES	1,099.83
				02/02/2019	12/31/9999	TEMP24-7	173.33	01/15/2019	12/31/9999	81.25	86.67	YES	0.00
				01/02/2017	08/01/2018	D375RG01	162.50	06/02/2016	08/01/2018	86.67	81.25	YES	1,313.62
				01/02/2017	07/16/2018	D375RG01	162.50	12/02/2016	07/16/2018	86.67	81.25	YES	1,368.25
				01/02/2017	10/19/2018	D375RG01	162.50	06/02/2016	10/19/2018	86.67	81.25	YES	1,250.58
				02/02/2019	12/31/9999	TEMP24-7	173.33	01/09/2019	12/31/9999	81.25	86.67	YES	0.00
				06/02/2016	08/01/2018	D375RG01	162.50	08/17/2016	08/01/2018	86.67	81.25	YES	1,274.50
				02/02/2019	12/31/9999	TEMP24-7	173.33	12/28/2018	12/31/9999	81.25	86.67	YES	0.00
				06/02/2016	10/16/2018	D375RG01	162.50	06/02/2016	10/16/2018	86.67	81.25	YES	1,864.79
				05/03/2019	12/31/9999	DATALOAD	162.50	05/02/2019	12/31/9999	86.67	81.25	YES	7.25
				01/02/2017	08/16/2018	D375RG01	162.50	08/29/2016	08/16/2018	86.67	81.25	YES	1,016.66
				06/06/2019	06/06/2019	DATALOAD	162.50	01/02/2019	06/06/2019	86.67	81.25	YES	7.36



Click the Multiple Selection icon next to the Semi-Mthly Salary fields.

HR PA IT0007 vs. IT0008

HR PA IT0007 vs. IT0008

Determine Values for Filter Criteria

Select.

Mismatch	YES	to		+
Semi-Mthly Salary		to		+

1

T0008 Wrk Hrs/	IT0007 Wrk Hrs/	Mismatch	Semi-Mthly Sala
86.67	81.25	YES	1,315.70
86.67	81.25	YES	1,264.95
86.67	81.25	YES	1,264.95
86.67	81.25	YES	1,494.12
86.67	81.25	YES	1,355.12
86.67	81.25	YES	1,240.62
86.67	81.25	YES	1,301.45
86.67	81.25	YES	1,446.29
86.67	81.25	YES	1,831.66
86.67	81.25	YES	1,964.75
86.67	81.25	YES	1,380.16
86.67	81.25	YES	0.00
81.25	86.67	YES	0.00
86.67	81.25	YES	1,274.20
81.25	86.67	YES	0.00
86.67	81.25	YES	7.25
86.67	81.25	YES	1,600.00

Once the second pop-up window appears, choose the Exclude Single Values tab and type 0.00 in the first Single value field. Click the execute icon to confirm your entry.

T0008 Wrk Hrs/	IT0007 Wrk Hrs/	Mismat	Semi-Mthly Sala.
86.67	81.25	YES	1,315.70
86.67	81.25	YES	1,264.95
86.67	81.25	YES	1,264.95
86.67	81.25	YES	1,494.12
86.67	81.25	YES	1,355.12
86.67	81.25	YES	1,240.62
86.67	81.25	YES	1,301.45
86.67	81.25	YES	1,446.29
86.67	81.25	YES	1,831.66
86.67	81.25	YES	1,964.75
86.67	81.25	YES	1,380.16
86.67	81.25	YES	0.00
81.25	86.67	YES	0.00
86.67	81.25	YES	1,274.20
81.25	86.67	YES	0.00
86.67	81.25	YES	7.25

Click the green check mark to complete setting of both filters on the report output.

HR PA IT0007 vs. IT0008

HR PA IT0007 vs. IT0008

Determine Values for Filter Criteria

Select:

Mismatch	YES	to	
Semi-Mthly Salary	0.00	to	

T0008 Wrk Hrs/...	IT0007 Wrk Hrs/...	Mismatch	Semi-Mthly Sala
86.67	81.25	YES	1,315.70
86.67	81.25	YES	1,264.95
86.67	81.25	YES	1,264.95
86.67	81.25	YES	1,494.12
86.67	81.25	YES	1,355.12
86.67	81.25	YES	1,240.62
86.67	81.25	YES	1,301.45
86.67	81.25	YES	1,446.29
86.67	81.25	YES	1,831.66
86.67	81.25	YES	1,964.75
86.67	81.25	YES	1,380.16
86.67	81.25	YES	0.00
81.25	86.67	YES	0.00
86.67	81.25	YES	1,274.20
81.25	86.67	YES	0.00
86.67	81.25	YES	7.25

1

After both filters have been set, begin researching the remaining records to determine whether changes need to be made to ensure correct pay and reporting. These are mismatches between Infotype 7 scheduled hours and Infotype 8 work hours/period that overlap in the displayed start and end dates.

HR PA IT0007 vs. IT0008

HR PA IT0007 vs. IT0008

HR PA IT0007 vs. IT0008

Personnel Ar	Personnel Number	Last Name	First Name	Start Date	End Date	Work Schedule Rule	Monthly Working Hrs	Start Date	End Date	IT0008 Wrk Hrs/	IT0007 Wrk Hrs/	Mismat	Semi-Mthly Sal
				01/02/2017	10/16/2018	D375RG01	162.50	11/17/2016	10/16/2018	86.67	81.25	YES	1,315.70
				01/02/2017	10/16/2018	D375RG01	162.50	06/02/2016	10/16/2018	86.67	81.25	YES	1,264.95
				01/02/2017	11/16/2018	D375RG01	162.50	06/02/2016	11/16/2018	86.67	81.25	YES	1,264.95
				01/02/2017	07/11/2018	D375RG01	162.50	11/17/2016	07/11/2018	86.67	81.25	YES	1,494.12
				01/02/2017	08/01/2018	D375RG01	162.50	11/17/2016	08/01/2018	86.67	81.25	YES	1,355.12
				01/02/2017	09/16/2018	D375RG01	162.50	06/02/2016	09/16/2018	86.67	81.25	YES	1,240.62
				01/02/2017	10/05/2018	D375RG01	162.50	06/02/2016	10/05/2018	86.67	81.25	YES	1,301.45
				01/02/2017	07/01/2018	D375RG01	162.50	11/17/2016	07/01/2018	86.67	81.25	YES	1,446.29
				01/02/2017	10/05/2018	D375RG01	162.50	11/17/2016	10/05/2018	86.67	81.25	YES	1,831.66
				06/02/2016	10/16/2018	D375RG01	162.50	06/02/2016	10/16/2018	86.67	81.25	YES	1,964.75
				11/17/2016	07/01/2018	D375RG01	162.50	11/17/2016	07/01/2018	86.67	81.25	YES	1,380.16
				06/02/2016	08/01/2018	D375RG01	162.50	06/02/2016	08/01/2018	86.67	81.25	YES	1,274.20
				08/01/2018	08/01/2018	DATALOAD	162.50	07/17/2018	08/01/2018	86.67	81.25	YES	7.25
				01/02/2017	09/01/2018	D375RG01	162.50	06/02/2016	09/01/2018	86.67	81.25	YES	1,099.83
				01/02/2017	08/01/2018	D375RG01	162.50	06/02/2016	08/01/2018	86.67	81.25	YES	1,313.62
				01/02/2017	07/16/2018	D375RG01	162.50	12/02/2016	07/16/2018	86.67	81.25	YES	1,368.25
				01/02/2017	10/19/2018	D375RG01	162.50	06/02/2016	10/19/2018	86.67	81.25	YES	1,250.58
				06/02/2016	08/01/2018	D375RG01	162.50	08/17/2016	08/01/2018	86.67	81.25	YES	1,274.50
				06/02/2016	10/16/2018	D375RG01	162.50	06/02/2016	10/16/2018	86.67	81.25	YES	1,864.79
				05/03/2019	12/31/9999	DATALOAD	162.50	05/02/2019	12/31/9999	86.67	81.25	YES	7.25
				01/02/2017	08/16/2018	D375RG01	162.50	08/29/2016	08/16/2018	86.67	81.25	YES	1,016.66
				06/06/2019	06/06/2019	DATALOAD	162.50	01/02/2019	06/06/2019	86.67	81.25	YES	7.36
				01/02/2017	08/17/2018	D375RG01	162.50	09/12/2016	08/17/2018	86.67	81.25	YES	1,081.20
				01/02/2017	12/01/2018	D375RG01	162.50	11/07/2016	12/01/2018	86.67	81.25	YES	1,687.33
				02/17/2018	12/01/2018	DATALOAD	162.50	02/02/2018	12/01/2018	86.67	81.25	YES	7.30
				07/17/2018	01/01/2019	N42-2841	173.33	06/02/2018	01/01/2019	81.25	86.67	YES	1,344.29
				11/22/2018	12/31/9999	DATALOAD	162.50	12/02/2018	12/31/9999	86.67	81.25	YES	1,390.83
				01/02/2017	07/13/2018	D375RG01	162.50	11/17/2016	07/13/2018	86.67	81.25	YES	1,315.70

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**NOTE:** There can be many uses for this report and filtering options should be applied as needed based on the level of analysis required. Please run and filter the report as appropriate depending on the reason for the necessary analysis and the scope of corrections that may need to be made.