

HRH65

SAP SuccessFactors Payroll Control Center

EXERCISES AND SOLUTIONS

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Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation



Demonstration



Procedure



Warning or Caution



Hint



Related or Additional Information



Facilitated Discussion



User interface control

Example text

Window title

Example text

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Unit 1

Exercise 1

Hire New Employee

As a Payroll manager, you need to hire a new employee into your Payroll Area.

1. Launch the Fiori Launchpad.
2. Add the new tiles to your *Fiori Launchpad* by clicking the *customize settings* icon in the top left corner to open settings.
3. Click the tile we just added *Add New International EE* which should open a new tab for us to enter the following data to hire our employee.

Field	Value
Effective Date	January 01 of the current year (01/01/YYYY)
Reason	blank
Position	99999999 (leave default)
Personnel Area	CABB
EE Group (Employee Group)	1
EE Subgroup (Employee Subgroup)	x0
Personnel Number	722991##

4. Enter the following values for ORGANIZATIONAL ASSIGNMENT and select the Next button

Field	Value
Personnel Subarea	0002
Payroll Area	X1-X9 for groups 01-09, Y0-Y9 for groups 10-19 Z0-Z9 for groups 20-20 and ZA for group 30

5. Enter the employee's personal information with the required fields with the following entries and save the data

Field	Value
Form of Address	Your Choice
Last Name	Your Choice
First Name	Your Choice
Date of Birth	Your Choice
Nationality	Your Choice

Field	Value
Communication Language	Your Choice

6. Create a new Address (Permanent residence) record and with the following entries and save the data

Field	Value
Country Key	Germany
City	Your Choice

7. Enter the employees working time details on the *Create Planned Working Time* screen.

8. Accept any warning message prompts that occur

9. Enter the employee's pay scale group and level

Field	Value
Pay Scale Group	E03
Level	01

10. Set up a bank transfer to your employee by keeping the **Bank Company** as Germany and using the following values and click *Next*

Field	Value
Payment Method	Überweisung / Bank Transfer – should be defaulted
Bank Country	Germany – should be defaulted
Bank Key	12312312 (Citibank)
Bank Account	Your Choice
Payment currency	Euro (EMU) – should be defaulted

11. Once you reach the WRAP-UP step – click the Save button at the top of the screen

12. Close the SAP HR Renewal screen and open transaction PA20 in SAP and view the data of your new hire employee

Unit 1

Solution 1

Hire New Employee

As a Payroll manager, you need to hire a new employee into your Payroll Area.

1. Launch the Fiori Launchpad.
 - a) Should be saved under your favorites (URL - Fiori Launchpad)
b) The link = http://zmetdc00.wdf.sap.corp:55080/sap/bc/ui5/ui2/ushell/shells/_abap/Fiorilaunchpad.html?sap-client=800&sap-language=EN
2. Add the new tiles to your *Fiori Launchpad* by clicking the *customize settings* icon in the top left corner to open settings.
 - a) Press the *customize settings* button.
 - b) Press the *Edit home page* button
 - c) Press the + button to open the App Finder
 - d) Press the *append* button underneath *Add New International EE (99)*
 - e) Press the < back button at top left
 - f) Click the *Close* button at the bottom right
3. Click the tile we just added *Add New International EE* which should open a new tab for us to enter the following data to hire our employee.

Field	Value
Effective Date	January 01 of the current year (01/01/YYYY)
Reason	blank
Position	99999999 (leave default)
Personnel Area	CABB
EE Group (Employee Group)	1
EE Subgroup (Employee Subgroup)	x0
Personnel Number	722991##

- a) On the *General Process Data* screen enter the values from the table.
- b) Choose *Next* button
4. Enter the following values for **ORGANIZATIONAL ASSIGNMENT** and select the *Next* button

Field	Value
Personnel Subarea	0002

Field	Value
Payroll Area	X1-X9 for groups 01-09, Y0-Y9 for groups 10-19 Z0-Z9 for groups 20-20 and ZA for group 30

5. Enter the employee's personal information with the required fields with the following entries and save the data

Field	Value
Form of Address	Your Choice
Last Name	Your Choice
First Name	Your Choice
Date of Birth	Your Choice
Nationality	Your Choice
Communication Language	Your Choice

6. Create a new Address (Permanent residence) record and with the following entries and save the data

Field	Value
Country Key	Germany
City	Your Choice

7. Enter the employees working time details on the *Create Planned Working Time* screen.

a) In the work schedule rule field the value should be *NORM* and in the Time Mgmt status the value should be defaulted 0 – No time evaluation. Accept these values

b) Verify the displayed data in the Working time fields and then click *Next*

8. Accept any warning message prompts that occur

9. Enter the employee's pay scale group and level

Field	Value
Pay Scale Group	E03
Level	01

a) Press the *Next* button and the system should default the values of *M020* for the **wage type** and \$3,050 for the **amount**. Save the data

b) Note – Annual salary may show \$0 – this is fine

10. Set up a bank transfer to your employee by keeping the **Bank Company** as *Germany* and using the following values and click *Next*

Field	Value
<i>Payment Method</i>	Überweisung / Bank Transfer – should be defaulted
<i>Bank Country</i>	Germany – should be defaulted
<i>Bank Key</i>	12312312 (Citibank)
<i>Bank Account</i>	Your Choice
<i>Payment currency</i>	Euro (EMU) – should be defaulted

11. Once you reach the WRAP-UP step – click the Save button at the top of the screen
12. Close the SAP HR Renewal screen and open transaction PA20 in SAP and view the data of your new hire employee

Unit 2

Exercise 2

Verify Declustered Results

Business Example

As a Payroll analyst at your company who is responsible for implementing the PCC functionality, you need to ensure your colleague correctly configured Declustering of Payroll tables for alerts and KPIs being written by your ABAP developer.

Task 1: Verify Clustering is Turned On

Verify that Declustering has been turned on in the system for International Payroll with the option for **synchronous Declustering**

1. From the SAP IMG (*Transaction SPRO*) navigate to the following *Payroll→Payroll International → Declustering Tools → Define Settings for Declustering Tools*

Task 2: Verify Country Specific Tables

Verify that the following **country specific** tables have been setup to create declustered results when payroll is run for International Payroll

1. From the same location of the IMG listed in Task 1 select the activity for *Register Payroll Result Tables to Be Declustered* and verify the following tables exist as an entry

Task 3: Verify Country Independent Tables

Verify that the following country independent tables have been setup to create declustered results when payroll is run

1. Navigate to transaction SM30 and type table *V_T77DCT_OPTION* and enter the following:
2. Verify that synchronous **Declustering** has been switched on
3. Go back to transaction SM30 and type table *V_T77DCT_REG* and enter the following:
4. Verify that the following table exists as an entry

Unit 2 Solution 2

Verify Declustered Results

Business Example

As a Payroll analyst at your company who is responsible for implementing the PCC functionality, you need to ensure your colleague correctly configured Declustering of Payroll tables for alerts and KPIs being written by your ABAP developer.

Task 1: Verify Clustering is Turned On

Verify that Declustering has been turned on in the system for International Payroll with the option for **synchronous Declustering**

1. From the SAP IMG (*Transaction SPRO*) navigate to the following *Payroll→Payroll International→Declustering Tools→Define Settings for Declustering Tools*
 - a) Verify that **synchronous Declustering** has been switched on for cluster RX

Task 2: Verify Country Specific Tables

Verify that the following **country specific** tables have been setup to create declustered results when payroll is run for International Payroll

1. From the same location of the IMG listed in Task 1 select the activity for *Register Payroll Result Tables to Be Declustered* and verify the following tables exist as an entry
 - a) WPBP
 - b) WPBP_INDEX
 - c) RT

Task 3: Verify Country Independent Tables

Verify that the following country independent tables have been setup to create declustered results when payroll is run

1. Navigate to transaction SM30 and type table **V_T77DCT_OPTION** and enter the following:
 - a) **HR Cluster Table = PCL2**
 - b) **Relation ID = CU**
2. Verify that **synchronous Declustering** has been switched on
3. Go back to transaction SM30 and type table **V_T77DCT_REG** and enter the following:
 - a) **HR Cluster Table = PCL2**
 - b) **Relation ID = CU**
4. Verify that the following table exists as an entry
 - a) **EVAL_PERIOD**

Unit 2 Exercise 3

Verify Payroll Control Center Background Jobs & Setup

Business Example

As a Payroll analyst at your company who is responsible for implementing the Payroll Control Center functionality, you need to ensure that your colleague correctly configured the Background jobs that are needed with the Payroll Control Center

1. Navigate to the Admin Transaction Report.
2. Verify that the user name for batch processing has been configured
3. Verify that the recurrence for daemon job has been configured.
4. Verify that the recurrence for regular wrap-up jobs has been setup.
5. Verify the user ID for your user is on the list for master data
 - HRH65-##
6. Verify that the general process ID for HR Process Workbench has been generated.

Verify Payroll Control Center Background Jobs & Setup

Business Example

As a Payroll analyst at your company who is responsible for implementing the Payroll Control Center functionality, you need to ensure that your colleague correctly configured the Background jobs that are needed with the Payroll Control Center

1. Navigate to the Admin Transaction Report.
 - a) On the SAP Easy Access Menu screen, choose *Human Resources* → *Payroll* → *International* → *Tools* → *Payroll Control Center* → *Admin Transaction Report*.



Note:

Alternatively you can use transaction PYC ADM TRANSACTION

- b) Ensure that all of the items on this screen except the maintain user list of master data have a green icon next to them to ensure they have been setup
2. Verify that the user name for batch processing has been configured
 - a) This should be setup with a batch user (SAJIDI) that has the appropriate authorizations
3. Verify that the recurrence for daemon job has been configured.
 - a) Should be setup with a recurrence time set to 1 minute & busy waiting should be checked.
 - b) Timeout for re-check should be set to 30 seconds.
4. Verify that the recurrence for regular wrap-up jobs has been setup.
 - a) Should be setup with a recurrence of 3 hours.
 - b) Should have a use Case ID
5. Verify the user ID for your user is on the list for master data
 - HRH65-##
6. Verify that the general process ID for HR Process Workbench has been generated.
 - a) Process ID should have a number assigned.

Unit 2 Exercise 4

Create New Key Performance Indicators

Business Example

As a **Payroll Analyst**, your Payroll team is setting up KPIs that will be used in the *Payroll Control Center*. We need to create and configure the new validations and KPIs requested. The logic for these new checks has already been written by our ABAP analyst and our task is to integrate it into the *Payroll Control Center*. The following KPIs will be used with the following folder structure.

1. Integrate the following KPIs into *Payroll Control Center*:

#	Description		ABAP Run Time Class	Folder
1	Num of EEs with gross pay (Employees Paid)	Employees Paid  1 employee(s) with gro...	<code>ZCL_PYC_PY_KPI _EE_NUM</code>	Gross Pay*
2	Gross pay compared to last period bar graph (Total Gross Pay)	Total Gross Pay (EUR) Last period 0 This period 3,050 EUR, 100% increase	<code>ZCL_PYC_PY_KPI _AMT_D_CH</code>	Gross Pay*
3	Check if FI periods are open (Finance Period Check)	Finance Period Check  0	<code>ZCL_PYC_FI_KPI _PERIODS</code>	Finance*
4	Check if PY posting transferred (Payroll Posting)	Payroll Posting  0 Payroll Posting Docu...	<code>ZCL_PYC_FI_KPI _DOCS</code>	Finance*
5	EE new hires (# New Hires)	# New Hires  1 Employees	<code>ZCL_PYC_KPI_EX _EE_NUM_NH</code>	Employee Stats
6	EE num org changes (# Org Changes)	# Org. Changes  0 Employees	<code>ZCL_KPI_EX_EE_ NUM_ORG_CHA</code>	Employee Stats

#	Description		ABAP Run Time Class	Folder
7	EE num diff (Difference Absolute)	Difference: Absolute  1 ▲ Employees Difference	ZCL_PYC_KPI_EE_DIFF_ABS	Employee Stats
8	EE count bar chart between periods (# Employees)	# Employees Last period 0 This period 1 Employees	ZCL_PYC_EE_NUM_CHART	Employee Stats
9	EE num diff percentage (Difference in %)	Difference: In %  100 ▲ Difference%	ZCL_KPI_EX_EE_NUM_DIFF_PER	Employee Stats

Task 1: Configure Individual PCC Key Performance Indicators

Navigate to the Payroll Control Center part of the SAP IMG and select the activity for *Payroll* → *Payroll International* → *Payroll Data Source Framework* → *Create Data Source Types*

Select *Create Data Source Types* in the box that pops up

1. Create a new *Data Source type* for our 1st requested KPI – **Number of Employees with Gross Pay (Employees Paid)**

Employees Paid



1

employee(s) with gro...

2. Create a new *Data Source type* for our 2nd requested KPI – **Total Gross Pay comparison between periods**

Total Gross Pay
(EUR)

Last period 0

This period 3,050

EUR, 100% increase

3. Create a new *Data Source type* for our 3rd requested KPI – **Finance Period Check (Open or Closed)**

Finance Period
Check



0

4. Create a new *Data Source* type for our 4th requested KPI – **Payroll Posting Documents not transferred to Finance**

Payroll Posting



0

Payroll Posting Docu...

5. Create a new *Data Source* type for our 5th requested KPI – **Number of New Hires in this period**

New Hires



1 ^

Employees

6. Create a new *Data Source* type for our 6th requested KPI – **Number of Employees with an Organizational Change**

Org. Changes



0

Employees

7. Create a new *Data Source* type for our 7th requested KPI – **Number of employee different from previous period (Difference: Absolute)**

Difference:
Absolute



1

Employees Difference

8. Create a new *Data Source* type for our 8th requested KPI – **Number of Employees Chart** with period comparison

Employees

Last period 0

This period 1

Employees

9. Create a new *Data Source* type for our 9th requested KPI – **Employee number difference percentage (Difference in %)**

Difference: In %



100

Difference%

Task 2: Create a PCC KPI Group

Navigate to the Payroll Control Center part of the SAP IMG and select the activity for *Payroll* → *Payroll International* → *Payroll Data Source Framework* → *Classify Data Sources*

1. Select *Setup Data Source Classes* in the box that pops up

Task 3: Create a PCC KPI Using the Configuration Workbench Tool

Example

In this task you will create the **Num of EEs with gross pay (Employees Paid)** KPI, which is the same analytics as configured in the IMG (Task 1, Step 1).

1. Note the differences as you complete your configuration!

Unit 2 Solution 4

Create New Key Performance Indicators

Business Example

As a **Payroll Analyst**, your Payroll team is setting up KPIs that will be used in the *Payroll Control Center*. We need to create and configure the new validations and KPIs requested. The logic for these new checks has already been written by our ABAP analyst and our task is to integrate it into the *Payroll Control Center*. The following KPIs will be used with the following folder structure.

1. Integrate the following KPIs into *Payroll Control Center*:

#	Description		ABAP Run Time Class	Folder
1	Num of EEs with gross pay (Employees Paid)	Employees Paid  1 employee(s) with gro...	ZCL_PYC_PY_KPI _EE_NUM	Gross Pay*
2	Gross pay compared to last period bar graph (Total Gross Pay)	Total Gross Pay (EUR) Last period 0 This period 3,050 EUR, 100% increase	ZCL_PYC_PY_KPI _AMT_D_CH	Gross Pay*
3	Check if FI periods are open (Finance Period Check)	Finance Period Check  0	ZCL_PYC_FI_KPI _PERIODS	Finance*
4	Check if PY posting transferred (Payroll Posting)	Payroll Posting  0 Payroll Posting Docu...	ZCL_PYC_FI_KPI _DOCS	Finance*
5	EE new hires (# New Hires)	# New Hires  1 Employees	ZCL_PYC_KPI_EX _EE_NUM_NH	Employee Stats
6	EE num org changes (# Org Changes)	# Org. Changes  0 Employees	ZCL_KPI_EX_EE _NUM_ORG_CHA	Employee Stats

#	Description		ABAP Run Time Class	Folder
7	EE num diff (Difference Absolute)	Difference: Absolute  1 ▲ Employees Difference	ZCL_PYC_KPI_EE_DIFF_ABS	Employee Stats
8	EE count bar chart between periods (# Employees)	# Employees Last period 0 This period 1 Employees	ZCL_PYC_EE_NUM_CHART	Employee Stats
9	EE num diff percentage (Difference in %)	Difference: In %  100 ▲ Difference%	ZCL_KPI_EX_EE_NUM_DIFF_PER	Employee Stats

Task 1: Configure Individual PCC Key Performance Indicators

Navigate to the Payroll Control Center part of the SAP IMG and select the activity for *Payroll* → *Payroll International* → *Payroll Data Source Framework* → *Create Data Source Types*

Select *Create Data Source Types* in the box that pops up

1. Create a new *Data Source type* for our 1st requested KPI – **Number of Employees with Gross Pay (Employees Paid)**

Employees Paid



1

employee(s) with gro...

- a) Enter the following details of our new data source type

Field	Value
Type	Z##_KPI_EES_W_GROSS
Name in DB	Z## KPI: Total Employees Paid with Gross Pay
Run Time Class	ZCL_PYC_PY_KPI_EE_NUM
Country Grouping	99
Transparent Results	Supported
Type Category	KP

- b) Double click the folder *Assign Input Type Parameters to Data Source Type* Enter the Input Type parameters as follows

Field	Name	Fixed	Mandatory
PYP_PROC	Payroll Process	x	x
PYP_PROC_INST	Payroll Process Instance		x

- c) Double click the folder *Assign Result Type Parameter to Data Source Type* and enter the following

Parameter Type	Name in DB Tables	Auth	No Simple Error Status
PYP_KPI_RESULT	Payroll Process KPI Result		Checked

- d) Select the line *PYP_KPI_RESULT* and double click the folder *Assign Result Detail Type to Result Type Parameter*. Create the following entry

Parameter Type	Name in DB Tables	Sort Field
PYP_KPI	Payroll Process KPI	1000

- e) Double click the folder *Asgmt. of UI Cat. Attr. to Data Source Type* and create the following entry

UI Category	Category Name	UI Attribute	Value
PYC.UI5.MO	SAPUI5 Library Specified for Mobile Devices Used in Payroll Cockpit	ICON	Pick from repository Ex: sap-icon://monitor-payments

2. Create a new Data Source type for our 2nd requested KPI – **Total Gross Pay comparison between periods**



- a) Enter the following details of our new data source type (Navigate to the sub folders as previously instructed)

Field	Value
Type	Z##_KPI_TOT_GROSS_PERIOD

Field	Value
Name in DB	Z## KPI: Total Gross Pay between periods
Run Time Class	ZCL_PYC_PY_KPI_AMT_D_CH
Country Grouping	99
Transparent Results	Supported
Type Category	KP

Field	Name	Fixed	Mandatory
PYP_PROC	Payroll Process	x	x
PYP_PROC_INST	Payroll Process Instance		x

Parameter Type	Name in DB Tables	Auth	No Simple Error Status
PYP_KPI_RESULT	Payroll Process KPI Result		Checked

UI Category	Category Name	UI Attribute	Value
PYC.UI5.MO	SAPUI5 Library Specified for Mobile Devices Used in Payroll Cockpit	ICON	Pick from repository Ex: sap-icon://monitor-payments

3. Create a new Data Source type for our 3rd requested KPI –Finance Period Check (Open or Closed)

Finance Period Check



0

- a) Enter the following details of our new data source type

Field	Value
Type	Z##_KPI_FI_PERIOD
Name in DB	Z## KPI: Finance Period Check (Open/Closed)

Field	Value
Run Time Class	ZCL_PYC_FI_KPI_PERIODS
Country Grouping	99
Transparent Results	Supported
Type Category	KP

Field	Name	Fixed	Mandatory
PYP_PROC	Payroll Process	x	x
PYP_PROC_INST	Payroll Process Instance		x

Parameter Type	Name in DB Tables	Auth	No Simple Error Status
PYP_KPI_RESULT	Payroll Process KPI Result		Checked

UI Category	Category Name	UI Attribute	Value
PYC.UI5.MO	SAPUI5 Library Specified for Mobile Devices Used in Payroll Cockpit	ICON	Pick from repository Ex: sap-icon://monitor-payments

4. Create a new Data Source type for our 4th requested KPI – Payroll Posting Documents not transferred to Finance



- a) Enter the following details of our new data source type

Field	Value
Type	Z##_KPI_FI_DOC_NOT_POSTED
Name in DB	Z## KPI: Payroll Posting Documents not transferred to FI
Run Time Class	ZCL_PYC_FI_KPI_DOCS
Country Grouping	99

Field	Value
<i>Transparent Results</i>	Supported
<i>Type Category</i>	KP

Field	Name	Fixed	Mandatory
<i>PYP_PROC</i>	<i>Payroll Process</i>	x	x
<i>PYP_PROC_INST</i>	<i>Payroll Process Instance</i>		x

Parameter Type	Name in DB Tables	Auth	No Simple Error Status
<i>PYP_KPI_RESULT</i>	<i>Payroll Process KPI Result</i>		Checked

UI Category	Category Name	UI Attribute	Value
<i>PYC.UI5.MO</i>	<i>SAPUI5 Library Specified for Mobile Devices Used in Payroll Cockpit</i>	ICON	Pick from repository Ex: sap-icon://monitor-payments

5. Create a new Data Source type for our 5th requested KPI –Number of New Hires in this period



- a) Enter the following details of our new data source type

Field	Value
<i>Type</i>	Z##_KPI_NEW_HIRE
<i>Name in DB</i>	Z## KPI: Number of New Hires
<i>Run Time Class</i>	ZCL_PYC_KPI_EX_EE_NUM_NH
<i>Country Grouping</i>	99
<i>Transparent Results</i>	Supported

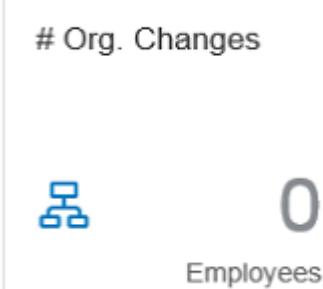
Field	Value
Type Category	KP

Field	Name	Fixed	Mandatory
PYP_PROC	Payroll Process	x	x
PYP_PROC_INST	Payroll Process Instance		x

Parameter Type	Name in DB Tables	Auth	No Simple Error Status
PYP_KPI_RESULT	Payroll Process KPI Result		Checked

UI Category	Category Name	UI Attribute	Value
PYC.UI5.MO	SAPUI5 Library Specified for Mobile Devices Used in Payroll Cockpit	ICON	Pick from repository Ex: sap-icon://monitor-payments

6. Create a new Data Source type for our 6th requested KPI –Number of Employees with an Organizational Change



- a) Enter the following details of our new data source type

Field	Value
Type	Z##_KPI_ORG_CHANGE
Name in DB	Z## KPI: Number of EEs with Org Change
Run Time Class	ZCL_KPI_EX_EE_NUM_ORG_CHA
Country Grouping	99
Transparent Results	Supported
Type Category	KP

Field	Name	Fixed	Mandatory
PYP_PROC	Payroll Process	x	x
PYP_PROC_INST	Payroll Process Instance		x

Parameter Type	Name in DB Tables	Auth	No Simple Error Status
PYP_KPI_RESULT	Payroll Process KPI Result		Checked

UI Category	Category Name	UI Attribute	Value
PYC.UI5.MO	SAPUI5 Library Specified for Mobile Devices Used in Payroll Cockpit	ICON	Pick from repository Ex: sap-icon://monitor-payments

7. Create a new Data Source type for our 7th requested KPI –Number of employee different from previous period (Difference: Absolute)



- a) Enter the following details of our new data source type

Field	Value
Type	Z##_KPI_EE_DIFF_NUMBER
Name in DB	Z## KPI: Employee Difference between periods (# Absolute)
Run Time Class	ZCL_PYC_KPI_EE_DIFF_ABS
Country Grouping	99
Transparent Results	Supported
Type Category	KP

Field	Name	Fixed	Mandatory
PYP_PROC	Payroll Process	x	x

Field	Name	Fixed	Mandatory
PYP_PROC_INST	Payroll Process Instance		x

Parameter Type	Name in DB Tables	Auth	No Simple Error Status
PYP_KPI_RESULT	Payroll Process KPI Result		Checked

UI Category	Category Name	UI Attribute	Value
PYC.UI5.MO	SAPUI5 Library Specified for Mobile Devices Used in Payroll Cockpit	ICON	Pick from repository Ex: sap-icon://monitor-payments

8. Create a new Data Source type for our 8th requested KPI –Number of Employees Chart with period comparison



- a) Enter the following details of our new data source type

Field	Value
Type	Z##_KPI_EE_PERIOD_COMPARE
Name in DB	Z## KPI: Number of employee comparison between periods
Run Time Class	ZCL_PYC_EE_NUM_CHART
Country Grouping	99
Transparent Results	Supported
Type Category	KP

Field	Name	Fixed	Mandatory
PYP_PROC	Payroll Process	x	x

Field	Name	Fixed	Mandatory
PYP_PROC_INST	Payroll Process Instance		X

Parameter Type	Name in DB Tables	Auth	No Simple Error Status
PYP_KPI_RESULT	Payroll Process KPI Result		Checked

UI Category	Category Name	UI Attribute	Value
PYC.UI5.MO	SAPUI5 Library Specified for Mobile Devices Used in Payroll Cockpit	ICON	Pick from repository Ex: sap-icon://monitor-payments

9. Create a new Data Source type for our 9th requested KPI – Employee number difference percentage (Difference in %)

Difference: In %



Difference%

- a) Enter the following details of our new data source type

Field	Value
Type	Z##_KPI_EE_DIFF_PERCENT
Name in DB	Z## KPI: Number of Employee Difference in Percent (%) between periods
Run Time Class	ZCL_KPI_EX_EE_NUM_DIFF_PER
Country Grouping	99
Transparent Results	Supported
Type Category	KP

Field	Name	Fixed	Mandatory
PYP_PROC	Payroll Process	X	X

Field	Name	Fixed	Mandatory
PYP_PROC_INST	Payroll Process Instance		x

Parameter Type	Name in DB Tables	Auth	No Simple Error Status
PYP_KPI_RESULT	Payroll Process KPI Result		Checked

UI Category	Category Name	UI Attribute	Value
PYC.UI5.MO	SAPUI5 Library Specified for Mobile Devices Used in Payroll Cockpit	ICON	Pick from repository Ex: sap-icon://monitor-payments

Task 2: Create a PCC KPI Group

Navigate to the Payroll Control Center part of the SAP IMG and select the activity for *Payroll → Payroll International → Payroll Data Source Framework → Classify Data Sources*

1. Select Setup Data Source Classes in the box that pops up
 - a) Click New Entries and enter the following Information

Field	Value
Class	Z##_KPIs
Name in DB	Group ##_KPIs
Class Category	PY_PROC_KPI
Inst. Selection Par	ABKRS
Time Selection Par	PERIOD
Sort Field	
Country Grouping	99

- b) Double click the *Folder* folder and create 3 entries by clicking *New Entries* and enter the following Information

Folder	Name in DB Tables
EE_STATS	Employee Statistics
FINANCE_INTEGRATION	Finance Integration
GROSS_STATS	Gross Pay Statistics



Note:

Within each entry specify the Country Grouping of 99. Optionally, a Sort Field can be added to control which order the KPI groups appear.

- c) Use the following table to put the individual KPIs within the folders by selecting each item and then double clicking *Assignment Data*. Assign any sort field

#	Description	Folder	Data Source Type
1	EE new hires (# New Hires)	Employee Statistics	Z##_KPI_NEW_HIRE
2	EE num org changes (# Org Changes)	Employee Statistics	Z##_KPI_ORG_CHANGE
3	EE num diff (Difference Absolute)	Employee Statistics	Z##_KPI_EE_DIFF_NUM_BER
4	EE count bar chart between periods (# Employees)	Employee Statistics	Z##_KPI_EE_PERIOD_COMPARE
5	EE num diff percentage (Difference in %)	Employee Statistics	Z##_KPI_EE_DIFF_PERCENT
6	Check if FI periods are open (Finance Period Check)	Finance Integration*	Z##_KPI_FI_PERIOD
7	Check if PY posting transferred (Payroll Posting)	Finance Integration*	Z##_KPI_FI_DOC_NOT_POSTED
8	Num of EEs with gross pay (Employees Paid)	Gross Pay Statistics*	Z##_KPI_EES_W_GROSS
9	Gross pay compared to last period bar graph (Total Gross Pay)	Gross Pay Statistics*	Z##_KPI_TOT_GROSS_PERIOD

Task 3: Create a PCC KPI Using the Configuration Workbench Tool

Example

In this task you will create the **Num of EEs with gross pay (Employees Paid)** KPI, which is the same analytics as configured in the IMG (Task 1, Step 1).

1. Note the differences as you complete your configuration!
 - a) Navigate to transaction: **PYC_CONF_WB** to access the *Configuration Workbench* tool.
 - b) Open the drop-down list and select *Analytics Chart*.
 - c) Click the *Display/Change* button and then *Create*. Fill in the following details:

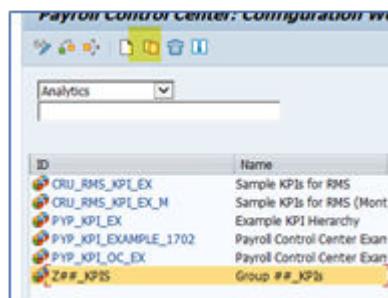
Field	Value
ID	Z##_KPI_EES_W_GROSS_WB

Field	Value
Name	Z## KPI: Total Employees Paid with Gross Pay WB

- d) After clicking *Continue* the CWB tool will take you to *Basic Information*. Fill in the following missing details:

Field	Value
Country Grouping	99
Chart Logic	ZCL_PYC_PY_KPI_EE_NUM

- e) Push the Save button and notice the *Chart Type* automatically updates to **NU Numeric**. The configuration of this individual KPI is complete!
- f) You now need to create a *Data Source* by selecting *Analytics* from the drop-down list. You will not use the **Z##_KPIs** already set up. Open up the **Z##_KPIs Data Source** and click the *Copy* button.



- g) Best practice is to use the *Copy* action when possible. In the To field, enter: **Z##_KPIs_WB**

Field	Value
ID	Z##_KPIs_WB
Name	Group ##_KPIs WB

- h) Click on the *Gross Pay Statistics* section and then *New Chart*. Select the new KPI created from the CWB tool and click *Continue*.
- i) Click *Save* to complete the task!

Unit 2 Exercise 5

Create New Alerts & Validations

Business Example

As a Payroll Analyst, your Payroll team is setting up Alerts that will be used in the Payroll Control Center. We need to create and configure the new validations and KPIs requested. The logic for these new checks has already been written by our ABAP analyst and our task is to integrate it into the Payroll Control Center.

- * items are used in future exercises
- ** items will be removed in a following exercise
- *** items can be removed from the exercise depending upon time

#	Description	Folder
1	Employment percentage does not match utilization (IT7/8)	GROSS
2	Employees missing main bank details	NET
3	Personnel number locked for payroll	GROSS
4	*Employees missing SAP IT0105 records	ORG
5	*Gross pay over amount (10,000)	GROSS
6	*Employees with positive deductions	NET
7	**Time management status = 0 (No time evaluation)	TIME
8	**Active employees in position 99999999	ORG
9	***Employees missing main address	NET
10	***Employees separated in the pay period	GROSS
11	***Negative gross Pay (/101)	GROSS
12	***Employees with low Net Pay (Under \$500)	NET
13	***Active, positive time recording employees without pay	NET
14	***Employees with claims	NET
15	***Employees with messages in the payroll log	GROSS

Task 1: Configure Individual PCC Alerts

Payroll → Payroll International → Payroll Data Source Framework → Create Data Source Types. Select Create Data Source Types in the box that pops up.

- Create a new Data Source type for our 1st requested Alert – Employment Percentage does not match Utilization (IT7/IT8) which checks the following fields.

Work schedule rule configuration screen. The 'Employment percent' field is highlighted with a red box and contains the value 100.00. The 'Cap.util.lvl' field is also highlighted with a red box and contains the value 100.00.

- Create a new Data Source type for our 2nd requested Alert – **Employee Missing Main Bank Details (Infotype 9)** which checks to make sure every employee has a record for a main bank on Infotype 9.

Bank details configuration screen. The 'Bank details type' field is highlighted with a red box and contains the value 0 Main bank.

- Create a new Data Source type for our 3rd requested Alert – **Employee Locked for Payroll** which checks to see if we have employees that are locked in payroll on Infotype 3.

Payroll/Retroactive Accounting configuration screen. The 'Pers.no.locked' checkbox is highlighted with a red box and is checked.

- Create a new Data Source type for our 4th requested Alert – **Employee Missing Infotype 105** which checks to make sure each active employee has an Infotype 105 subtype 0001 record in the system

Communication configuration screen. The 'System ID' field is highlighted with a red box and contains the value SAJIDI.

- Create a new Data Source type for our 5th requested Alert – **Gross Pay over \$10,000** which looks for employees receiving a gross payment over 10K.

Additional Payments configuration screen. The 'Wage Type' field is highlighted with a red box and contains the value 5000.

- Create a new Data Source type for our 6th requested Alert – **Employees with Positive Deductions** which checks to see if employees have positive deductions using wage type /110 (Total Deductions).

Start: 01/01/2018 to 12/31/9999

Recurring Payments/Deductions

Wage Type	9000	Medical 1 EE suppl. tax
Amount	A	25.00-
Number/unit		
Assignment Number		
Reason for Change		

7. Create a new *Data Source* type for our 7th requested Alert – **Time Management Status = 0 (No Time Evaluation)** which checks to make sure there are no employees who have a status of 0 in Planned working time.

Work schedule rule

Work schedule rule	NORM
Time Mgmt status	00 - No time evaluation
<input type="checkbox"/> Part-time employee	

8. Create a new *Data Source* type for our 8th requested Alert – **Active Employees in Default Position** to identify any employees who are in position 99999999.

Organizational plan

Percentage	100.00
Position	99999999
Job key	00000000
Org. Unit	00000000
Org.key	CABB

9. Create a new *Data Source* type for our 9th requested Alert – **Employee Missing Main Address** to identify employees who do not have a permanent residence

Address

Address type	1 Permanent residence
Care Of	
Street and House No.	/
2nd Address Line	
Postal code / city	Atlanta
District	
Region	DE Germany
Country Key	DE Germany

10. Create a new *Data Source* type for our 10th requested Alert – **Employee Separated in Period** to identify employees that have been terminated in this period.

Personnel action

Action Type	10 Termination
Reason for Action	01 Notice of termination by EE

Status

Customer-specific	
Employment	0 Withdrawn
Special payment	0 No special payment

11. Create a new *Data Source* type for our 11th requested Alert – **Negative Gross Pay** to identify employees who have a negative value in gross pay from payroll results (/101)

Table RT

MT	MT Text	APC1C2C3aBKoReBTAvyTvNUnit Amt/Unit No.	Amount
*	/101 Total gross		12,000.00-

12. Create a new *Data Source* type for our 12th requested Alert – **Employees with Net Pay Under \$500** to identify employees who are receiving a payment of under \$500

* /559 Payment	01		414.34
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13. Create a new *Data Source* type for our 13th requested Alert – **Active Positive Time Employees without Pay** to identify employees who enter time that are not receiving payment

* /559 Payment	01	
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14. Create a new *Data Source* type for our 14th requested Alert – **Employee's with Claim** to identify employees who have a claim in the current payroll period.

* /559 Payment	01	
* /561 Claim		8,250.00
* /563 Claim from		2,657.78
* /5PY Good Money		8,250.00-

15. Create a new *Data Source* type for our 15th requested Alert – **Employees with Messages in the Payroll Log** to identify employees who have a message generated in the payroll log

P9ZNC W C	Check on IT9; Print Zero-Net-Checks
Input	
Processing	
	Infotype 9 not available for personnel number 10000000 Create a BT entry with amount = 0

Task 2: Add Payroll Check Type for Select Alerts

- Back out to the IMG and navigate to the following location:*Payroll → Payroll International → Payroll Control Center → Payroll Control Center Configuration Simplification → Maintain Additional Information for Check Types and Solutions → Define Additional Check Type Level Input Parameters with Value*
- Search for **Z##_ALERT_GROSS_PAY_OVER** and select *Assign Input Parameter with Value to Check Type*

Task 3: Assign Solutions to Alerts

- Back out to the IMG and navigate to the following location:*Payroll → Payroll International → Payroll Control Center → Payroll Control Center Configuration Simplification → Maintain Additional Information for Check Types and Solutions → Assign Solutions to Check Types.*

Task 4: Create Policy Types

- Back out to the IMG and navigate to the following location:*Payroll → Payroll International → Payroll Control Center → Payroll Control Center Configuration Simplification*. Select the activity *Define Policy Types*

Task 5: Create Folder of Alerts in UI

- Navigate to the SAP Easy Access Menu (Not the IMG)
- Launch the favorite for the PCC Simplified Configuration Policy Page: http://zmetdc00.wdf.sap.corp:55080/sap/bc/ui5/ui5/sap/hrpy_pcc_conf_2/index.html?sap-client=800
- Create a new Alert Group called for Gross Alerts

4. Repeat the above steps to create groups of alerts for each of the “Folders” listed above which can still be found

Unit 2 Solution 5

Create New Alerts & Validations

Business Example

As a Payroll Analyst, your Payroll team is setting up Alerts that will be used in the Payroll Control Center. We need to create and configure the new validations and KPIs requested. The logic for these new checks has already been written by our ABAP analyst and our task is to integrate it into the Payroll Control Center.

- * items are used in future exercises
- ** items will be removed in a following exercise
- *** items can be removed from the exercise depending upon time

#	Description	Folder
1	Employment percentage does not match utilization (IT7/8)	GROSS
2	Employees missing main bank details	NET
3	Personnel number locked for payroll	GROSS
4	*Employees missing SAP IT0105 records	ORG
5	*Gross pay over amount (10,000)	GROSS
6	*Employees with positive deductions	NET
7	**Time management status = 0 (No time evaluation)	TIME
8	**Active employees in position 99999999	ORG
9	***Employees missing main address	NET
10	***Employees separated in the pay period	GROSS
11	***Negative gross Pay (/101)	GROSS
12	***Employees with low Net Pay (Under \$500)	NET
13	***Active, positive time recording employees without pay	NET
14	***Employees with claims	NET
15	***Employees with messages in the payroll log	GROSS

Task 1: Configure Individual PCC Alerts

Payroll → Payroll International → Payroll Data Source Framework → Create Data Source Types. Select Create Data Source Types in the box that pops up.

1. Create a new Data Source type for our 1st requested Alert – Employment Percentage does not match Utilization (IT7/IT8) which checks the following fields.

Work schedule rule	NORM
Time Mgmt status	00 - No time evaluation
Part-time employee	<input type="checkbox"/>
Working time	
Employment percent	100.00

Subtype	0 Basic contract
Pay scale	
Reason	<input type="checkbox"/>
PS type	01 International
PS Area	01 International
PS group	E03
Level	01
Cap.util.lvl	100.00
Wkhrs/period	163.00 Monthly
Next inc.	
Ann.salary	36,600.00 EUR

- a) Enter the following details of our new data source type

Field	Value
Type	Z##_ALERT_CHK_EMPLMNT_PCT
Name in DB	Z## Alert: (GROSS) Check Employment Percent
Run Time Class	ZCL_PYD_PA_EMPL_PCT
Country grouping	99
Transparent Results	Supported
Type Category	DF

- b) Double click the folder *Assign Input Type Parameters to Data Source Type* Enter the *Input Type* parameters as follows

Field	Name	Fixed	Mandatory
PYP_PROC	Payroll Process	X	X
PYP_PROC_INST	Payroll Process Instance		X

- c) Double click the folder *Assign Result Type Parameter to Data Source Type* and enter the following

Parameter Type	Name in DB Tables	Auth	No Simple Error Status
PERNR	Personnel Number	IT0008	

- d) Select the line for **PERNR** and double click the folder *Assign Result Detail Type to Result Type Parameter*. Create the following entries



Note:
Both ZSMB_xx and YSMB_xx are valid prefixes for the DETAIL parameters in this exercise.

Detail	Name in DB Tables	Sort Field	Use Persistence
SAP_CHK_ERR_OV	Overview	50	Checked

Detail	Name in DB Tables	Sort Field	Use Persistence
SAP_CHK_ERR_SOL	Check Error Solution	70	
ZSMB_AUDIT_REPORT	Infotype Audit Summary	30	
ZSMB_EMP_INFO	Employee Information	10	Checked
ZSMB_PAYROLL_LOG	Payroll Log Messages	60	Checked
ZSMB_PAYSLIP	Pay slip	40	
ZSMB_WAGE_TYPE_REPORT	Simple Wage Type	20	Checked

- e) Double click the folder Assgmt. Of Semantic Category and create the following entry

Semantics	Name in DB Tables	Semantic Value
PYD_NEED	Needs Data	CALC
PYD_TYADJ	Result error status adjustment type	PYP_ADJ

2. Create a new Data Source type for our 2nd requested Alert – Employee Missing Main Bank Details (Infotype 9) which checks to make sure every employee has a record for a main bank on Infotype 9.

- a) Enter the following details of our new data source type

Field	Value
Type	Z##_ALERT_MISSING_BANK
Name in DB	Z## Alert: (NET) Missing Bank
Run Time Class	ZCL_PYD_PA_MAIN_BANK
Country grouping	99
Transparent Results	Supported
Type Category	DF

- b) Double click the folder *Assign Input Type Parameters to Data Source Type* Enter the *Input Type* parameters as follows

Field	Name	Fixed	Mandatory
PYP_PROC	Payroll Process	X	X
PYP_PROC_INST	Payroll Process Instance		X

- c) Double click the folder *Assign Result Type Parameter to Data Source Type* and enter the following

Parameter Type	Name in DB Tables	Auth	No Simple Error Status
PERNR	Personnel Number	IT0008	

- d) Select the line for **PERNR** and double click the folder *Assign Result Detail Type to Result Type Parameter*. Create the following entries

Detail	Name in DB Tables	Sort Field	Use Persistence
SAP_CHK_ERR_OV	Overview	50	Checked
SAP_CHK_ERR_SOL	Check Error Solution	70	
ZSMB_AUDIT_REPORT	Infotype Audit Summary	30	
ZSMB_EMP_INFO	Employee Information	10	Checked
ZSMB_PAYROLL_LOG	Payroll Log Messages	60	Checked
ZSMB_PAYSLIP	Pay slip	40	
ZSMB_WAGE_TYPE_REPORT	Simple Wage Type	20	Checked

- e) Double click the folder *Assgmt. Of Semantic Category* and create the following entry

Semantics	Name in DB Tables	Semantic Value
PYD_NEED	Needs Data	CALC
PYD_TYADJ	Result error status adjustment type	PYP_ADJ

3. Create a new *Data Source* type for our 3rd requested Alert – **Employee Locked for Payroll** which checks to see if we have employees that are locked in payroll on Infotype 3.

- a) Enter the following details of our new data source type

Field	Value
Type	Z##_ALERT_LOCKED
Name in DB	Z## Alert: (GROSS) Locked in Payroll
Run Time Class	ZCL_PYD_PA_PY_LOCKED
Country grouping	99
Transparent Results	Supported
Type Category	DF

- b) Double click the folder *Assign Input Type Parameters to Data Source Type* Enter the *Input Type* parameters as follows

Field	Name	Fixed	Mandatory
PYP_PROC	Payroll Process	X	X
PYP_PROC_INST	Payroll Process Instance		X

- c) Double click the folder *Assign Result Type Parameter to Data Source Type* and enter the following

Parameter Type	Name in DB Tables	Auth	No Simple Error Status
PERNR	Personnel Number	IT0008	

- d) Select the line for **PERNR** and double click the folder *Assign Result Detail Type to Result Type Parameter*. Create the following entries

Detail	Name in DB Tables	Sort Field	Use Persistence
SAP_CHK_ERR_OV	Overview	50	Checked
SAP_CHK_ERR_SOL	Check Error Solution	70	
ZSMB_AUDIT_REPORT	Infotype Audit Summary	30	
ZSMB_EMP_INFO	Employee Information	10	Checked
ZSMB_PAYROLL_LOG	Payroll Log Messages	60	Checked

Detail	Name in DB Tables	Sort Field	Use Persistence
ZSMB_PAYSLIP	Pay slip	40	
ZSMB_WAGE_TYPE_R_EPORT	Simple Wage Type	20	Checked

- e) Double click the folder *Assgmt. Of Semantic Category* and create the following entry

Semantics	Name in DB Tables	Semantic Value
PYD_NEED	Needs Data	CALC
PYD_TYADJ	Result error status adjustment type	PYP_ADJ

4. Create a new *Data Source* type for our 4th requested Alert – **Employee Missing Infotype 105** which checks to make sure each active employee has an **Infotype 105 subtype 0001** record in the system

- a) Enter the following details of our new data source type

Field	Value
Type	Z##_ALERT_INFOTYPE105
Name in DB	Z## Alert: (ORG) Missing Infotype 105
Run Time Class	ZCL_PYD_PA_IT0105
Country grouping	99
Transparent Results	Supported
Type Category	DF

- b) Double click the folder *Assign Input Type Parameters to Data Source Type* Enter the *Input Type* parameters as follows

Field	Name	Fixed	Mandatory
PYP_PROC	Payroll Process	X	X
PYP_PROC_INST	Payroll Process Instance		X

- c) Double click the folder *Assign Result Type Parameter to Data Source Type* and enter the following

Parameter Type	Name in DB Tables	Auth	No Simple Error Status
PERNR	Personnel Number	IT0008	

- d) Select the line for **PERNR** and double click the folder *Assign Result Detail Type to Result Type Parameter*. Create the following entries

Detail	Name in DB Tables	Sort Field	Use Persistence
SAP_CHK_ERR_OV	Overview	50	Checked
SAP_CHK_ERR_SOL	Check Error Solution	70	
ZSMB_AUDIT_REPORT	Infotype Audit Summary	30	
ZSMB_EMP_INFO	Employee Information	10	Checked
ZSMB_PAYROLL_LOG	Payroll Log Messages	60	Checked
ZSMB_PAYSLIP	Pay slip	40	
ZSMB_WAGE_TYPE_REPORT	Simple Wage Type	20	Checked

- e) Double click the folder *Assgmt. Of Semantic Category* and create the following entry

Semantics	Name in DB Tables	Semantic Value
PYD_NEED	Needs Data	CALC
PYD_TYADJ	Result error status adjustment type	PYP_ADJ

5. Create a new *Data Source* type for our 5th requested Alert – **Gross Pay over \$10,000** which looks for employees receiving a gross payment over 10K.

- a) Enter the following details of our new data source type

Field	Value
Type	Z##_ALERT_GROSS_PAY_OVER
Name in DB	Z## Alert: (GROSS) Gross Pay Over 10K
Run Time Class	CL_SBP_PWD_CHK_PY_WT_GRS_GT

Field	Value
Country grouping	99
Transparent Results	Supported
Type Category	DF

- b) Double click the folder *Assign Input Type Parameters to Data Source Type* Enter the *Input Type* parameters as follows

Field	Name	Fixed	Mandatory
PYP_PROC	Payroll Process	X	X
PYP_PROC_INST	Payroll Process Instance		X

- c) Double click the folder *Assign Result Type Parameter to Data Source Type* and enter the following

Parameter Type	Name in DB Tables	Auth	No Simple Error Status
PERNR	Personnel Number	IT0008	

- d) Select the line for **PERNR** and double click the folder *Assign Result Detail Type to Result Type Parameter*. Create the following entries

Detail	Name in DB Tables	Sort Field	Use Persistence
SAP_CHK_ERR_KV	Check Error Key Value	10	
SAP_CHK_ERR_OV	Overview	60	Checked
SAP_CHK_ERR_SOL	Check Error Solution	80	
ZSMB_AUDIT_REPORT	Infotype Audit Summary	40	
ZSMB_EMP_INFO	Employee Information	20	Checked
ZSMB_PAYROLL_LOG	Payroll Log Messages	70	Checked
ZSMB_PAYSLIP	Pay slip	50	
ZSMB_WAGE_TYPE_REPORT	Simple Wage Type	30	Checked

- e) Double click the folder *Status Change Reason of Result Parameter Types* and create the following entry

Status Change Reason	Name in DB Tables	Status Operation
0001	Set to Resolved	Set to Resolved

- f) Double click the folder *Assgmt. Of Semantic Category* and create the following entry

Semantics	Name in DB Tables	Semantic Value
PYD_TYADJ	Result error status adjustment type	PYP_ADJ

6. Create a new *Data Source* type for our 6th requested Alert – **Employees with Positive Deductions** which checks to see if employees have positive deductions using wage type /110 (Total Deductions).

- a) Enter the following details of our new data source type

Field	Value
Type	Z##_ALERT_POS_DEDUCT
Name in DB	Z## Alert: (NET) Employee with Positive Deductions
Run Time Class	CL_SBP_PYD_PY_WT_POS_DEDS
Country grouping	99
Transparent Results	Supported
Type Category	DF

- b) Double click the folder *Assign Input Type Parameters to Data Source Type* Enter the *Input Type* parameters as follows

Field	Name	Fixed	Mandatory
PYP_PROC	Payroll Process	X	X
PYP_PROC_INST	Payroll Process Instance		X

- c) Double click the folder *Assign Result Type Parameter to Data Source Type* and enter the following

Parameter Type	Name in DB Tables	Auth	No Simple Error Status
PERNR	Personnel Number	IT0008	

- d) Select the line for **PERNR** and double click the folder **Assign Result Detail Type to Result Type Parameter**. Create the following entries

Detail	Name in DB Tables	Sort Field	Use Persistence
SAP_CHK_ERR_KV	Check Error Key Value	10	
SAP_CHK_ERR_OV	Overview	60	Checked
SAP_CHK_ERR_SOL	Check Error Solution	80	
ZSMB_AUDIT_REPORT	Infotype Audit Summary	40	
ZSMB_EMP_INFO	Employee Information	20	Checked
ZSMB_PAYROLL_LOG	Payroll Log Messages	70	Checked
ZSMB_PAYSLIP	Pay slip	50	
ZSMB_WAGE_TYPE_REPORT	Simple Wage Type	30	Checked

- e) Double click the folder **Status Change Reason of Result Parameter Types** and create the following entry

Status Change Reason	Name in DB Tables	Status Operation
0001	Set to Resolved	Set to Resolved

- f) Double click the folder **Assgmt. Of Semantic Category** and create the following entry

Semantics	Name in DB Tables	Semantic Value
PYD_TYADJ	Result error status adjustment type	PYP_ADJ

7. Create a new **Data Source** type for our 7th requested Alert – **Time Management Status = 0 (No Time Evaluation)** which checks to make sure there are no employees who have a status of 0 in Planned working time.

- a) Enter the following details of our new data source type

Field	Value
Type	Z##_ALERT_TM_STATUS
Name in DB	Z## Alert: (TIME) Time Management Status 0

Field	Value
Run Time Class	ZCL_PYD_PA_ZTERF_ZERO
Country grouping	99
Transparent Results	Supported
Type Category	DF

- b) Double click the folder *Assign Input Type Parameters to Data Source Type* Enter the *Input Type* parameters as follows

Field	Name	Fixed	Mandatory
PYP_PROC	Payroll Process	X	X
PYP_PROC_INST	Payroll Process Instance		X

- c) Double click the folder *Assign Result Type Parameter to Data Source Type* and enter the following

Parameter Type	Name in DB Tables	Auth	No Simple Error Status
PERNR	Personnel Number	IT0008	

- d) Select the line for **PERNR** and double click the folder *Assign Result Detail Type to Result Type Parameter*. Create the following entries

Detail	Name in DB Tables	Sort Field	Use Persistence
SAP_CHK_ERR_OV	Overview	50	Checked
SAP_CHK_ERR_SOL	Check Error Solution	70	
ZSMB_AUDIT_REPORT	Infotype Audit Summary	30	
ZSMB_EMP_INFO	Employee Information	10	Checked
ZSMB_PAYROLL_LOG	Payroll Log Messages	60	Checked
ZSMB_PAYSLIP	Pay slip	40	
ZSMB_WAGE_TYPE_R_EPORT	Simple Wage Type	20	Checked

- e) Double click the folder *Assgmt. Of Semantic Category* and create the following entry

Semantics	Name in DB Tables	Semantic Value
PYD_NEED	Needs Data	CALC

Semantics	Name in DB Tables	Semantic Value
PYD_TYADJ	Result error status adjustment type	PYP_ADJ

8. Create a new *Data Source* type for our 8th requested Alert – **Active Employees in Default Position** to identify any employees who are in position 99999999.

- a) Enter the following details of our new data source type

Field	Value
Type	Z##_ALERT_ACTIVE_EMPLOYEES
Name in DB	Z## Alert: (ORG) Active Employee in Default Position
Run Time Class	ZCL_PYD_PA_POS_99999999
Country grouping	99
Transparent Results	Supported
Type Category	DF

- b) Double click the folder *Assign Input Type Parameters to Data Source Type* Enter the *Input Type* parameters as follows

Field	Name	Fixed	Mandatory
PYP_PROC	Payroll Process	X	X
PYP_PROC_INST	Payroll Process Instance		X

- c) Double click the folder *Assign Result Type Parameter to Data Source Type* and enter the following

Parameter Type	Name in DB Tables	Auth	No Simple Error Status
PERNR	Personnel Number	IT0008	

- d) Select the line for **PERNR** and double click the folder *Assign Result Detail Type to Result Type Parameter*. Create the following entries

Detail	Name in DB Tables	Sort Field	Use Persistence
SAP_CHK_ERR_OV	Overview	50	Checked

Detail	Name in DB Tables	Sort Field	Use Persistence
SAP_CHK_ERR_SOL	Check Error Solution	70	
ZSMB_AUDIT_REPORT	Infotype Audit Summary	30	
ZSMB_EMP_INFO	Employee Information	10	Checked
ZSMB_PAYROLL_LOG	Payroll Log Messages	60	Checked
ZSMB_PAYSLIP	Pay slip	40	
ZSMB_WAGE_TYPE_REPORT	Simple Wage Type	20	Checked

- e) Double click the folder *Assgmt. Of Semantic Category* and create the following entry

Semantics	Name in DB Tables	Semantic Value
PYD_NEED	Needs Data	CALC
PYD_TYADJ	Result error status adjustment type	PYP_ADJ

9. Create a new *Data Source* type for our 9th requested Alert – **Employee Missing Main Address** to identify employees who do not have a permanent residence

- a) Enter the following details of our new data source type

Field	Value
Type	Z##_ALERT_MISSING_ADDRESS
Name in DB	Z## Alert: (NET) Employee Missing Main Address
Run Time Class	ZCL_PYD_PA_MAIN_ADDRESS
Country grouping	99
Transparent Results	Supported
Type Category	DF

- b) Double click the folder *Assign Input Type Parameters to Data Source Type* Enter the *Input Type* parameters as follows

Field	Name	Fixed	Mandatory
PYP_PROC	Payroll Process	X	X
PYP_PROC_INST	Payroll Process Instance		X

- c) Double click the folder *Assign Result Type Parameter to Data Source Type* and enter the following

Parameter Type	Name in DB Tables	Auth	No Simple Error Status
PERNR	Personnel Number	IT0008	

- d) Select the line for **PERNR** and double click the folder *Assign Result Detail Type to Result Type Parameter*. Create the following entries

Detail	Name in DB Tables	Sort Field	Use Persistence
SAP_CHK_ERR_OV	Overview	50	Checked
SAP_CHK_ERR_SOL	Check Error Solution	70	
ZSMB_AUDIT_REPORT	Infotype Audit Summary	30	
ZSMB_EMP_INFO	Employee Information	10	Checked
ZSMB_PAYROLL_LOG	Payroll Log Messages	60	Checked
ZSMB_PAYSLIP	Pay slip	40	
ZSMB_WAGE_TYPE_R_EPORT	Simple Wage Type	20	Checked

- e) Double click the folder *Assgmt. Of Semantic Category* and create the following entry

Semantics	Name in DB Tables	Semantic Value
PYD_NEED	Needs Data	CALC
PYD_TYADJ	Result error status adjustment type	PYP_ADJ

10. Create a new *Data Source* type for our 10th requested Alert – **Employee Separated in Period** to identify employees that have been terminated in this period.

- a) Enter the following details of our new data source type

Field	Value
Type	Z##_ALERT_SEPARATED_PERIOD
Name in DB	Z## Alert: (GROSS) Employee Separated in Period
Run Time Class	ZCL_PYD_PA_ACTIONS
Country grouping	99
Transparent Results	Supported
Type Category	DF

- b) Double click the folder *Assign Input Type Parameters to Data Source Type* Enter the *Input Type* parameters as follows

Field	Name	Fixed	Mandatory
PYP_PROC	Payroll Process	X	X
PYP_PROC_INST	Payroll Process Instance		X

- c) Double click the folder *Assign Result Type Parameter to Data Source Type* and enter the following

Parameter Type	Name in DB Tables	Auth	No Simple Error Status
PERNR	Personnel Number	IT0008	

- d) Select the line for **PERNR** and double click the folder *Assign Result Detail Type to Result Type Parameter*. Create the following entries

Detail	Name in DB Tables	Sort Field	Use Persistence
SAP_CHK_ERR_OV	Overview	50	Checked
SAP_CHK_ERR_SOL	Check Error Solution	70	
ZSMB_AUDIT_REPORT	Infotype Audit Summary	30	
ZSMB_EMP_INFO	Employee Information	10	Checked
ZSMB_PAYROLL_LOG	Payroll Log Messages	60	Checked
ZSMB_PAYSLIP	Pay slip	40	

Detail	Name in DB Tables	Sort Field	Use Persistence
ZSMB_WAGE_TYPE_R EPORT	Simple Wage Type	20	Checked

- e) Double click the folder *Assgmt. Of Semantic Category* and create the following entry

Semantics	Name in DB Tables	Semantic Value
PYD_NEED	Needs Data	CALC
PYD_TYADJ	Result error status adjustment type	PYP_ADJ

11. Create a new *Data Source* type for our 11th requested Alert – **Negative Gross Pay** to identify employees who have a negative value in gross pay from payroll results (/101)

Table RT				
A	WT	WT Text	APC1C2C3aBKoReBTAvvTvNUUnit Amt/Unit No.	Amount
*	/101	Total gross		12,000.00-

- a) Enter the following details of our new data source type

Field	Value
Type	Z##_ALERT_NEGATIVE_GROSS
Name in DB	Z## Alert: (GROSS) Negative Gross Pay
Run Time Class	ZCL_PYD_PY_NEG_GROSS
Country grouping	99
Transparent Results	Supported
Type Category	DF

- b) Double click the folder *Assign Input Type Parameters to Data Source Type* Enter the *Input Type* parameters as follows

Field	Name	Fixed	Mandatory
PYP_PROC	Payroll Process	X	X
PYP_PROC_INST	Payroll Process Instance		X

- c) Double click the folder *Assign Result Type Parameter to Data Source Type* and enter the following

Parameter Type	Name in DB Tables	Auth	No Simple Error Status
PERNR	Personnel Number	IT0008	

- d) Select the line for **PERNR** and double click the folder **Assign Result Detail Type to Result Type Parameter**. Create the following entries

Detail	Name in DB Tables	Sort Field	Use Persistence
SAP_CHK_ERR_OV	Overview	50	Checked
SAP_CHK_ERR_SOL	Check Error Solution	70	
ZSMB_AUDIT_REPORT	Infotype Audit Summary	30	
ZSMB_EMP_INFO	Employee Information	10	Checked
ZSMB_PAYROLL_LOG	Payroll Log Messages	60	Checked
ZSMB_PAYSLIP	Pay slip	40	
ZSMB_WAGE_TYPE_R_EPORT	Simple Wage Type	20	Checked

- e) Double click the folder **Assgmt. Of Semantic Category** and create the following entry

Semantics	Name in DB Tables	Semantic Value
PYD_NEED	Needs Data	CALC
PYD_TYADJ	Result error status adjustment type	PYP_ADJ

12. Create a new **Data Source** type for our 12th requested Alert – **Employees with Net Pay Under \$500** to identify employees who are receiving a payment of under \$500



- a) Enter the following details of our new data source type

Field	Value
Type	Z##_ALERT_LOW_NET_PAY
Name in DB	Z## Alert: (NET) Net pay under \$500
Run Time Class	ZCL_PYD_PY_WT_BET_LIMIT
Country grouping	99
Transparent Results	Supported
Type Category	DF

- b) Double click the folder **Assign Input Type Parameters to Data Source Type** Enter the **Input Type** parameters as follows

Field	Name	Fixed	Mandatory
PYP_PROC	Payroll Process	X	X
PYP_PROC_INST	Payroll Process Instance		X

- c) Double click the folder *Assign Result Type Parameter to Data Source Type* and enter the following

Parameter Type	Name in DB Tables	Auth	No Simple Error Status
PERNR	Personnel Number	IT0008	

- d) Select the line for **PERNR** and double click the folder *Assign Result Detail Type to Result Type Parameter*. Create the following entries

Detail	Name in DB Tables	Sort Field	Use Persistence
SAP_CHK_ERR_OV	Overview	50	Checked
SAP_CHK_ERR_SOL	Check Error Solution	70	
ZSMB_AUDIT_REPORT	Infotype Audit Summary	30	
ZSMB_EMP_INFO	Employee Information	10	Checked
ZSMB_PAYROLL_LOG	Payroll Log Messages	60	Checked
ZSMB_PAYSLIP	Pay slip	40	
ZSMB_WAGE_TYPE_R	Simple Wage Type	20	Checked
EPORT			

- e) Double click the folder *Assgmt. Of Semantic Category* and create the following entry

Semantics	Name in DB Tables	Semantic Value
PYD_NEED	Needs Data	CALC
PYD_TYADJ	Result error status adjustment type	PYP_ADJ

13. Create a new *Data Source* type for our 13th requested Alert – **Active Positive Time Employees without Pay** to identify employees who enter time that are not receiving payment



- a) Enter the following details of our new data source type

Field	Value
Type	Z##_ALERT_TIME_EE_NOPAY
Name in DB	Z## Alert: (NET) Active Time Employee without pay
Run Time Class	ZCL_PYD_PY_NONCAS_WO_PY
Country grouping	99
Transparent Results	Supported
Type Category	DF

- b) Double click the folder *Assign Input Type Parameters to Data Source Type* Enter the *Input Type* parameters as follows

Field	Name	Fixed	Mandatory
PYP_PROC	Payroll Process	X	X
PYP_PROC_INST	Payroll Process Instance		X

- c) Double click the folder *Assign Result Type Parameter to Data Source Type* and enter the following

Parameter Type	Name in DB Tables	Auth	No Simple Error Status
PERNR	Personnel Number	IT0008	

- d) Select the line for **PERNR** and double click the folder *Assign Result Detail Type to Result Type Parameter*. Create the following entries

Detail	Name in DB Tables	Sort Field	Use Persistence
SAP_CHK_ERR_OV	Overview	50	Checked
SAP_CHK_ERR_SOL	Check Error Solution	70	
ZSMB_AUDIT_REPORT	Infotype Audit Summary	30	
ZSMB_EMP_INFO	Employee Information	10	Checked
ZSMB_PAYROLL_LOG	Payroll Log Messages	60	Checked
ZSMB_PAYSLIP	Pay slip	40	
ZSMB_WAGE_TYPE_REPORT	Simple Wage Type	20	Checked

- e) Double click the folder *Assgmt. Of Semantic Category* and create the following entry

Semantics	Name in DB Tables	Semantic Value
PYD_NEED	Needs Data	CALC
PYD_TYADJ	Result error status adjustment type	PYP_ADJ

14. Create a new *Data Source* type for our 14th requested Alert – **Employee's with Claim** to identify employees who have a claim in the current payroll period.

* /559 Payment	01	
* /561 Claim		8,250.00
* /563 Claim from		2,657.78
* /5PY Good Money		8,250.00-

- a) Enter the following details of our new data source type

Field	Value
Type	Z##_ALERT_CLAIM
Name in DB	Z## Alert: (NET) Employees with claim
Run Time Class	ZCL_PYD_PY CLAIMS
Country grouping	99
Transparent Results	Supported
Type Category	DF

- b) Double click the folder *Assign Input Type Parameters to Data Source Type* Enter the *Input Type* parameters as follows

Field	Name	Fixed	Mandatory
PYP_PROC	Payroll Process	X	X
PYP_PROC_INST	Payroll Process Instance		X

- c) Double click the folder *Assign Result Type Parameter to Data Source Type* and enter the following

Parameter Type	Name in DB Tables	Auth	No Simple Error Status
PERNR	Personnel Number	IT0008	

- d) Select the line for **PERNR** and double click the folder *Assign Result Detail Type to Result Type Parameter*. Create the following entries

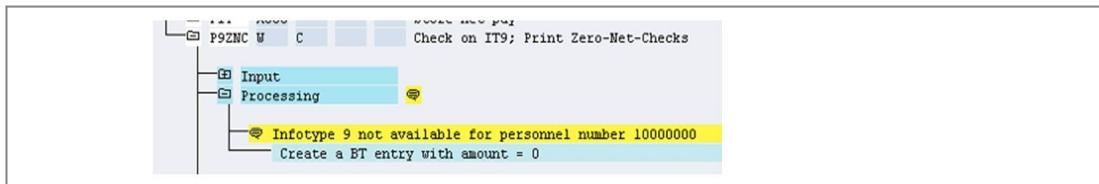
Detail	Name in DB Tables	Sort Field	Use Persistence
SAP_CHK_ERR_OV	Overview	50	Checked

Detail	Name in DB Tables	Sort Field	Use Persistence
SAP_CHK_ERR_SOL	Check Error Solution	70	
ZSMB_AUDIT_REPORT	Infotype Audit Summary	30	
ZSMB_EMP_INFO	Employee Information	10	Checked
ZSMB_PAYROLL_LOG	Payroll Log Messages	60	Checked
ZSMB_PAYSLIP	Pay slip	40	
ZSMB_WAGE_TYPE_REPORT	Simple Wage Type	20	Checked

- e) Double click the folder *Assgmt. Of Semantic Category* and create the following entry

Semantics	Name in DB Tables	Semantic Value
PYD_NEED	Needs Data	CALC
PYD_TYADJ	Result error status adjustment type	PYP_ADJ

15. Create a new *Data Source* type for our 15th requested Alert – **Employees with Messages in the Payroll Log** to identify employees who have a message generated in the payroll log



- a) Enter the following details of our new data source type

Field	Value
Type	Z##_ALERT_PAYROLL_MESSAGES
Name in DB	Z## Alert: (GROSS) Employees with Message in Payroll Log
Run Time Class	ZCL_PYD_PY_LOG
Country grouping	99
Transparent Results	Supported
Type Category	DF

- b) Double click the folder *Assign Input Type Parameters to Data Source Type* Enter the *Input Type* parameters as follows

Field	Name	Fixed	Mandatory
PYP_PROC	Payroll Process	X	X
PYP_PROC_INST	Payroll Process Instance		X

- c) Double click the folder *Assign Result Type Parameter to Data Source Type* and enter the following

Parameter Type	Name in DB Tables	Auth	No Simple Error Status
PERNR	Personnel Number	IT0008	

- d) Select the line for **PERNR** and double click the folder *Assign Result Detail Type to Result Type Parameter*. Create the following entries

Detail	Name in DB Tables	Sort Field	Use Persistence
SAP_CHK_ERR_OV	Overview	50	Checked
SAP_CHK_ERR_SOL	Check Error Solution	70	
ZSMB_AUDIT_REPORT	Infotype Audit Summary	30	
ZSMB_EMP_INFO	Employee Information	10	Checked
ZSMB_PAYROLL_LOG	Payroll Log Messages	60	Checked
ZSMB_PAYSLIP	Pay slip	40	
ZSMB_WAGE_TYPE_REPORT	Simple Wage Type	20	Checked

- e) Double click the folder *Assgmt. Of Semantic Category* and create the following entry

Semantics	Name in DB Tables	Semantic Value
PYD_NEED	Needs Data	CALC
PYD_TYADJ	Result error status adjustment type	PYP_ADJ

Task 2: Add Payroll Check Type for Select Alerts

- Back out to the IMG and navigate to the following location:*Payroll → Payroll International → Payroll Control Center → Payroll Control Center Configuration Simplification → Maintain Additional Information for Check Types and Solutions → Define Additional Check Type Level Input Parameters with Value*
- Search for **Z##_ALERT_GROSS_PAY_OVER** and select *Assign Input Parameter with Value to Check Type*

- a) Create for **Z##_ALERT_GROSS_PAY_OVER** the following 2 new entries:

Row Number	Parameter Type	Selection Value
1	YK_AMT_LOW	10000
2	LGART	/101

- b) Search for **Z##_ALERT_POS_DEDUCT** and add the following 2 new entries:

Row Number	Parameter Type	Selection Value
1	LGART	/110
2	YK_AMT_LOW	0

Task 3: Assign Solutions to Alerts

- Back out to the IMG and navigate to the following location:*Payroll → Payroll International → Payroll Control Center → Payroll Control Center Configuration Simplification → Maintain Additional Information for Check Types and Solutions → Assign Solutions to Check Types.*
 - Search for **Z##_ALERT_GROSS_PAY_OVER** and select *Assign Solutions to Check Type*:
Add a new entry with Semantic ID: **Z_CHECK_ADDITIONAL_PAYMENTS**
 - Search for **Z##_ALERT_POS_DEDUCT** and select *Assign Solution to Check Type*:
Add a new entry with Semantic ID: **Z_CHECK_RECURRING_PAYMENTS_DEDUCTIONS**

Task 4: Create Policy Types

- Back out to the IMG and navigate to the following location:*Payroll → Payroll International → Payroll Control Center → Payroll Control Center Configuration Simplification*. Select the activity *Define Policy Types*
 - Create a new Policy Type with the following attributes

Field	Value
Policy Type	Z##_ALERTS
Policy Type Name	Group ## Alerts
Country grouping	99
Inst. Selection Parameter	ABKRS
Time Selection Parameter	PERIOD

Task 5: Create Folder of Alerts in UI

- Navigate to the SAP Easy Access Menu (Not the IMG)
- Launch the favorite for the PCC Simplified Configuration Policy Page: http://zmetdc00.wdf.sap.corp:55080/sap/bc/ui5/ui5/sap/hrpy_pcc_conf_2/index.html?sap-client=800
- Create a new Alert Group called for Gross Alerts

- a) Press the button to create a new group of policies
 - b) Select Z##_Alerts created in step 2
 - c) Enter Policy Name = Gross Pay Alerts ##
 - d) Select the 6 Alerts from the table above that should be grouped as gross (Search by "Z##" and make sure to select the ones you created)
 - i. Employment percentage does not match utilization (IT7/8)
 - ii. Personnel number locked for payroll
 - iii. *Gross pay over amount (10,000)
 - iv. ***Employees separated in the pay period
 - v. ***Negative gross Pay (/101)
 - vi. ***Employees with messages in the payroll log
4. Repeat the above steps to create groups of alerts for each of the "Folders" listed above which can still be found
- a) NET (6 alerts)
 - i. Employees missing main bank details
 - ii. *Employees with positive deductions
 - iii. ***Employees missing main address
 - iv. ***Employees with low Net Pay (Under \$500)
 - v. ***Active, positive time recording employees without pay
 - vi. ***Employees with claims
 - b) ORG (2 alerts)
 - i. *Employees missing SAP IT0105 records
 - ii. **Active employees in position 99999999
 - c) TIME (1 alert)
 - i. **Time management status = 0 (No time evaluation)

Unit 2

Exercise 6

Configure One Click Monitoring

Business Example

As a Payroll analyst at your company who is responsible for implementing the Payroll Control Center functionality, you need to configure the Pre-Payroll activity for One Click Monitoring so that your Payroll Manager can run pre-payroll validations for their Payroll Area.

From the SAP IMG (Transaction SPRO) navigate to *Payroll → Payroll International → Payroll Control Center → Payroll Control Center Configuration Simplification*. The individual tasks below will be done from this section of the IMG

Task 1: Create Process Template for Monitoring

1. Select the Activity in the IMG for *Define Process Templates*.
2. Save your data.

Task 2: Create Process Types

1. Back out to the IMG and select the activity *Define Process Types*.

Task 3: Assign Process Template to Process

1. Navigate to the SAP Easy Access Menu (Not the IMG)
2. Launch the favorite for the *PCC Simplified Configuration Process Page*
http://zmetdc00.wdf.sap.corp:55080/sap/bc/ui5/ui5/sap/hrpy_pcc_conf_1/index.html?sap-client=800
3. Click the + button at the bottom right of the screen to create a new process
4. In the pop up box that appears select your *Z##_MONITORING_PROCESS* process type
5. Enter the following information
6. Validate & Save your changes

Unit 2 Solution 6

Configure One Click Monitoring

Business Example

As a Payroll analyst at your company who is responsible for implementing the Payroll Control Center functionality, you need to configure the Pre-Payroll activity for One Click Monitoring so that your Payroll Manager can run pre-payroll validations for their Payroll Area.

From the SAP IMG (Transaction SPRO) navigate to *Payroll → Payroll International → Payroll Control Center → Payroll Control Center Configuration Simplification*. The individual tasks below will be done from this section of the IMG

Task 1: Create Process Template for Monitoring

1. Select the Activity in the IMG for *Define Process Templates*.
 - a) Create a new Process Template with the naming convention and the following attributes.

Field	Value
Process Template	Z##_MONITORING_TEMPLATE
Template Name	Group ## PCC Monitoring Template
Instance Parameter	ABKRS
Time Parameter	Period
Country Grouping	99

- b) Select the *Payroll Process Template Business Version* folder within this activity of the IMG and create a new entry with the following:
 - i. *Process Template Business Version = 002*
 - ii. Save your changes. (You may get a warning message in step, if you don't save the changes now)
- c) Select the *Payroll Process Template Category* folder within this activity of the IMG and create a new entry with the following:
Process Template Category = MO Monitoring
- d) Select the *Payroll Process Template Event Handler Run Time* folder within this activity of the IMG and create a new entry with the following:
Payroll Process Template Event Handler Run Time = CL_PYC_EHI_REL_E_CHECK_DEF
- e) Select the *Step Group Template* folder within this activity of the IMG and create a new entry with the following:

Field	Value
Group Template	Your Choice
Name	Your Choice
Sequence Number	Blank
Country Grouping	99

- f) Double click the *Assign Step Template to Step Group Template* subfolder within the *Step Group Template* folder and create the following step template IDs and Sequences. Acknowledge any warning messages by clicking enter.

Step Template ID	Process Step Template Name	Sequence
PYP_V2_RUN_PAYROLL_TEST	Create Test Payroll Data	100
PYP_V2_INIT_POLICIES	Initiate Policies	200
PYP_V2_MONITORING	Monitoring	300

2. Save your data.

Task 2: Create Process Types

1. Back out to the IMG and select the activity *Define Process Types*.

- a) Create a new Process ID with the following attributes:

Field	Value
Process Type	Z##_MONITORING_PROCESS
Process Type Name	## Monitoring Payroll
Process Template	Z##_MONITORING_TEMPLATE
Country Grouping	99
Auth. Prefix	Z##
Administrator Group	PC##
Event Handler Enabled	Checked

- b) Double click the subfolder for the *Payroll Steps Context* and click the *New Entries* and enter the following values:

Step	Step Name	Parameter Type	Parameter Type	Parameter Value
PYP_V2_RUN_PAYROLL_TEST	Create Test Payroll Data	PROGRAM	SE38 Program Name	RPCALCX0

Step	Step Name	Parameter Type	Parameter Type	Parameter Value
PYP_V2_RUN_PAYROLL_TEST	Create Test Payroll Data	VARIANT	Variant for SE38 program	ZPCC

- i. Save changes

- c) Double click the subfolder for the *Other Process Type Context* and enter the following:

Parameter Type	Parameter Type Name	Parameter Value
PERMO	Period Parameters	09

- i. Save changes

- d) Double click the subfolder for *Assign Policy Type to Process Type* and enter the following:

Policy Type	Policy Type Name
Z##_ALERTS	Group ## Alerts

Task 3: Assign Process Template to Process

1. Navigate to the SAP Easy Access Menu (Not the IMG)
 - a) Save your data.
2. Launch the favorite for the *PCC Simplified Configuration Process Page*
http://zmetdc00.wdf.sap.corp:55080/sap/bc/ui5/ui5/sap/hrpy_pcc_conf_1/index.html?sap-client=800
3. Click the + button at the bottom right of the screen to create a new process
4. In the pop up box that appears select your *Z##_MONITORING_PROCESS* process type
5. Enter the following information
 - a) *Process Name*
 - i. **Your Choice**
 - b) *Payroll Area*
 - i. **Your assigned payroll area**
 - c) *Policies*
 - i. **Select all our alerts** — That you created earlier
 - d) *Team*
 - i. **HRH65-##**
 - e) *Analytics*

- i. **Group ## KPIs** — That you created earlier
- f) *Payroll Period*
 - i. **January YYYY (Current Year)**
 - ii. *Will need to scroll down
- 6. Validate & Save your changes

Unit 2 Exercise 7

Run One Click Monitoring

Business Example

As a Payroll analyst at your company who is responsible for implementing the Payroll Control Center functionality, you need to test the configuration that you just completed of the Pre-Payroll activity for One Click Monitoring so that your Payroll Manager can run pre-payroll validations for their Payroll Area.

Task 1: Launch Payroll Control Center

1. Launch the *Payroll Control Center Manager* role from your SAP Favorites

Task 2: Begin & Run Monitoring Process

1. From the *Payroll Control Center* main screen select the tab for *Upcoming Processes*.
2. Click the *Start Process* button for **Period 01/YYYY** for the **MONITORING POLICY**.
3. Click the tab for *Active Processes* and you should now see your monitoring policy within this tab
4. Click your monitoring process to drill into the details.
5. Click the first tab *Create Test Payroll Data* to view each of the steps involved in the process.
6. Once the step has completed (It may take a few minutes) the system will automatically move to the next step *Initiate Policies* after a few seconds and should start automatically.
7. Once the *Initiate Policies* has completed (It may take a few minutes) we can view the details of our run.
8. Once we have viewed the details we can click *Confirm* button at the bottom right to move onto the next step within this monitoring process.
9. Click on the *Monitoring* tab to go to that step in the process and then click the *Start* button at the bottom right to be taken to the *Monitoring KPI* screen with the identified alerts .
10. We would now be able to assign **Alerts** to the relevant administrators but will not do it at this time.
11. Click the *Confirm* button to complete the monitoring process.

Unit 2 Solution 7

Run One Click Monitoring

Business Example

As a Payroll analyst at your company who is responsible for implementing the Payroll Control Center functionality, you need to test the configuration that you just completed of the Pre-Payroll activity for One Click Monitoring so that your Payroll Manager can run pre-payroll validations for their Payroll Area.

Task 1: Launch Payroll Control Center

1. Launch the *Payroll Control Center Manager* role from your SAP Favorites
 - a) Double click on *URL - PCC My Processes Manager (2017)*.
 - b) Use the same credentials that you used to login to SAP to login
 - User : **HRH65-##**
 - Password: The password that you created at the beginning of class

Task 2: Begin & Run Monitoring Process

1. From the *Payroll Control Center* main screen select the tab for *Upcoming Processes*.
2. Click the *Start Process* button for **Period 01/YYYY** for the **MONITORING POLICY**.
3. Click the tab for *Active Processes* and you should now see your monitoring policy within this tab
4. Click your monitoring process to drill into the details.
 - a) The process should start automatically after a few seconds and there should be 3 steps in this process with a tab for each one that can be clicked.
 - i. *CREATE TEST PAYROLL DATA*
 - ii. *INITIATE POLICIES*
 - iii. *MONITORING*
5. Click the first tab *Create Test Payroll Data* to view each of the steps involved in the process.
 - a) There is a *refresh* button at the bottom left of the screen.
6. Once the step has completed (It may take a few minutes) the system will automatically move to the next step *Initiate Policies* after a few seconds and should start automatically.
 - a) You must click the tab for *Initiate Policies* to view that step.
7. Once the *Initiate Policies* has completed (It may take a few minutes) we can view the details of our run.
 - a) Click *see details* button.

- b) Select the *Program details* tab.
 - c) View the execute check instance by clicking the link in the result field.
 - d) View the execute KPI instances by clicking the link n the result field
 - e) Close the *details* screen
8. Once we have viewed the details we can click confirm button at the bottom right to move onto the next step within this monitoring process.
- a) Add a Note saying **First Initiate Policies**
 - b) Select the *OK* button
9. Click on the *Monitoring* tab to go to that step in the process and then click the *Start* button at the bottom right to be taken to the *Monitoring KPI* screen with the identified alerts .
- a) You should have 3 alerts (Two Org Related & 1 Time Related).
 - i. Click the *Edit* button within *Alert Assignment* to view them and click into the details to view each one further
 - i. Employees missing required IT0105 records
 - ii. Active employees in default position 99999999
 - iii. Employees with time evaluation status of zero
 - b) Verify that you have 9 different KPIs shown
 - i. 2 under Finance Integration
 - ii. 5 under Employee Statistics
 - i. You should have 1 new hire and 1 employee in your payroll area which is 1 greater than last period
 - iii. 2 Under Gross Pay Statistics
 - i. The total gross pay should be \$3,050 from your Basic Pay Entry.
10. We would now be able to assign **Alerts** to the relevant administrators but will not do it at this time.
11. Click the *Confirm* button to complete the monitoring process.
- a) *We will address the issues identified from this run later*
 - b) Enter a note saying **Completing Monitoring**

Unit 2 Exercise 8

Configure Production Payroll

Business Example

As a Payroll analyst at your company who is responsible for implementing the Payroll Control Center functionality, you need to configure the activity for Production Payroll so that your Payroll Manager can run payroll & the necessary validations for their Payroll Area.

From the SAP IMG (TRANSACTION SPRO) navigate to the following *Payroll → Payroll International → Payroll Control Center → Payroll Control Center Configuration Simplification*. The individual tasks below will be done from this section of the IMG

Task 1: Create Process Template for Monitoring

1. Select the Activity in the IMG for *Define Process Templates*.
2. Save your data

Task 2: Create Process Types

1. Back out to the IMG and select the activity *Define Process Types*

Task 3: Create Production Process

1. Navigate to the SAP Easy Access Menu (Not the IMG).
2. Launch the favorite for the PCC Simplified Configuration Process Page
http://zmetdc00.wdf.sap.corp:55080/sap/bc/ui5_ui5/sap/hrpy_pcc_conf_1/index.html?sap-client=800
3. Click the + button at the bottom right of the screen to create a new process.
4. In the pop up box that appears select your *Z##_PRODUCTION_PROCESS* process type.
5. Enter the following information.
6. Validate & Save your changes
7. Navigate to our *Monitoring ##* process and go into change mode and remove the **TIME** alert

Task 4: Remove Alerts from Process

1. Navigate to the SAP Easy Access Menu (Not the IMG).
2. Launch the favorite for the PCC Simplified Configuration Policy page.
http://zmetdc00.wdf.sap.corp:55080/sap/bc/ui5_ui5/sap/hrpy_pcc_conf_2/index.html?sap-client=800
3. Delete the following Group which should have only 1 Alert that we no longer need by clicking the *Edit* button and then deleting the *Time* group that contains the single alert for *Time Management Status = 0* (No Time Evaluation)

4. Remove the following alert **Active employees in position 9999999** from the **ORG** group that we created earlier.

Unit 2 Solution 8

Configure Production Payroll

Business Example

As a Payroll analyst at your company who is responsible for implementing the Payroll Control Center functionality, you need to configure the activity for Production Payroll so that your Payroll Manager can run payroll & the necessary validations for their Payroll Area.

From the SAP IMG (TRANSACTION SPRO) navigate to the following *Payroll → Payroll International → Payroll Control Center → Payroll Control Center Configuration Simplification*. The individual tasks below will be done from this section of the IMG

Task 1: Create Process Template for Monitoring

1. Select the Activity in the IMG for *Define Process Templates*.
 - a) Create a new *Process Template* with the naming convention and the following attributes:

Field	Value
Process Template	Z##_PRODUCTION_TEMPLATE
Template Name	Group ## PCC Production Template
Instance Parameter	ABKRS
Time Parameter	Period
Country Grouping	99

- b) Select the *Payroll Process Template Business Version* folder within this activity of the IMG and create a new entry with the following:
 - i. *Process Template Business Version = 002*
 - ii. Save your changes (You may get a warning message in step f if you don't save the changes now)
 - c) Select the *Payroll Process Template Category* folder within this activity of the IMG and create a new entry with the following
 - i. *Process Template Category = PP Productive Payroll*
 - d) Select the *Payroll Process Template Event Handler Run Time* folder within this activity of the IMG and make sure there is no entry here.
 - e) Select the *Step Group Template* folder within this activity of the IMG and create a new entry with the following:

Field	Value
Group Template	Your Choice
Name	Your Choice
Sequence Number	Blank
Country Grouping	99

- f) Double click the *Assign Step Template to Step Group Template* subfolder within the *Step Group Template* folder and create the following **Step Template IDs** and **Sequences**. Acknowledge any warning messages by clicking enter.

Step Template ID	Process Step Template Name	Sequence
PYP_V2_OPEN_PAYROLL	Start Payroll	100
PYP_V2_RUN_PAYROLL	Run Payroll	200
PYP_V2_SIMULATE_POSTING	Posting Simulation	300
PYP_V2_INIT_POLICIES	Initiate Policies	400
PYP_V2_MONITORING	Monitoring	500
PYP_V2_CLOSE_PAYROLL	End payroll	600

2. Save your data

Task 2: Create Process Types

1. Back out to the IMG and select the activity *Define Process Types*

- a) Create a new Process ID with the following details.

Field	Value
Process Type	Z##_PRODUCTION_PROCESS
Process Type Name	## Production Payroll
Process Template	Z##_PRODUCTION_TEMPLATE
Country Grouping	99
Auth. Prefix	Z##
Administrator Group	PC##
Event Handler Enabled	

- b) Double click the subfolder for the *Payroll Steps Context* and click the *New Entries* and enter the following values:

Step	Step Name	Parameter Type	Parameter Type	Parameter Value
PYP_V2_RUN_PAYROLL	Run Payroll	PROGRAM	SE38 Program Name	RPCALCX0
PYP_V2_RUN_PAYROLL	Run Payroll	VARIANT	Variant for SE38 program	ZPCC
PYP_V2_SIMULATE_POSTING	Posting Simulation	PROGRAM	SE38 Program Name	RPCIPE00
PYP_V2_SIMULATE_POSTING	Posting Simulation	VARIANT	Variant for SE38 program	ZPCC_SI M

- i. Save changes
- c) Double click the subfolder for the *Other Process Type Context* and enter the following:

Parameter Type	Parameter Type	Parameter Value
PERMO	Period Parameters	09

- i. Save changes
- d) Double click the subfolder for *Assign Policy Type to Process Type* and enter the following:

Policy Type	Policy Type Name
Z##_ALERTS	Group ## Alerts

Task 3: Create Production Process

1. Navigate to the SAP Easy Access Menu (Not the IMG).
2. Launch the favorite for the PCC Simplified Configuration Process Page
http://zmetdc00.wdf.sap.corp:55080/sap/bc/ui5/ui5/sap/hrpy_pcc_conf_1/index.html?sap-client=800
3. Click the + button at the bottom right of the screen to create a new process.
4. In the pop up box that appears select your *Z##_PRODUCTION_PROCESS* process type.
5. Enter the following information.
 - a) *Process Name*
 - i. **Your Choice**
 - b) *Payroll Area*

- i. Your assigned payroll area
 - c) Policies
 - i. Select all our alerts created in Solution 5 Task 2 EXCEPT TIME
 - d) Team
 - i. HRH65-##
 - e) Analytics
 - i. Group ## KPIs
 - f) Recurrences
 - i. January YYYY (Current Year)
 - ii. *Will need to scroll down
 - g) Predecessors
 - i. Select your ## monitoring process
6. Validate & Save your changes
7. Navigate to our *Monitoring ##* process and go into change mode and remove the **TIME** alert

Task 4: Remove Alerts from Process

1. Navigate to the SAP Easy Access Menu (Not the IMG).
2. Launch the favorite for the *PCC Simplified Configuration Policy* page.
http://zmetdc00.wdf.sap.corp:55080/sap/bc/ui5/ui5/sap/hrpy_pcc_conf_2/index.html?sap-client=800
3. Delete the following Group which should have only 1 Alert that we no longer need by clicking the *Edit* button and then deleting the *Time* group that contains the single alert for *Time Management Status = 0* (No Time Evaluation)
 - a) *We will get an error saying it cannot be deleted if it is assigned to our MONITORING or PRODUCTION PAYROLL PROCESS
4. Remove the following alert **Active employees in position 9999999** from the ORG group that we created earlier.
 - a) Click into the policy for the ORG folders and press the *pencil* button at the bottom right.
 - b) Press the X button next to the alert we want to remove.
 - c) Click the Save button at the bottom

Unit 2 Exercise 9

Run Production Payroll

Business Example

Business Example As a Payroll analyst at your company who is responsible for implementing the Payroll Control Center functionality, you need to test the configuration that you just completed of the Production Payroll activity so that your companies Payroll Manager can run Production payroll using the Payroll Control Center for their Payroll Area.

Task 1: Fix Employee Data before Payroll

1. To fix the employee data before Payroll, assign an Infotype 105 subtype 0001 record with your employee 722991## using the user HRH65-##.

Task 2: Launch Payroll Control Center

1. Launch the Payroll Control Center Manager role from your SAP Favorites.

Task 3: Begin & Run Production Payroll Process

1. From the *Payroll Control Center*, main screen select the tab for *Upcoming Processes*.
2. Click the **START** process for *Period 01/YYYY* for the **Production Payroll**.
3. Click the tab for *Active Processes* and you should now see your **Production Payroll** within this tab.
4. Click your **Production Payroll** to drill into the details.
5. We can see a tab for each of the 6 steps involved in this process.
 - a. START PAYROLL
 - b. RUN PAYROLL
 - c. POSTING SIMULATION
 - d. INITIATE POLICIES
 - e. MONITORING
 - f. END PAYROLL
6. Once the first step *Start Payroll* has started and automatically completed we can view the activities that have already been completed in the system.
7. Go back to the *Payroll Control Center* and we should see that the *Run Payroll* step was started and run automatically which we can view by clicking the tab for this step. Once it has completed running:
8. Look in SAP and confirm that Payroll results exist for our employee.
9. Once you have verified the activities we can go back to the *Payroll Control Center* and the system should have automatically started the next step *Posting Simulation* and run it

which we can see by going to the *Production Payroll* process and clicking the tab for *Posting Simulation*.

10. Verify the simulation once it completes running.
11. Go back to the *Payroll Control Center* using the < (back) button and click the confirm button to move onto the next step within this production payroll process.
12. The system will automatically move you to the next step *Initiate Policies* and will automatically start the next process for *Initiate Policies* which we can view by clicking the tab for this step.
13. Once the *Initiate Policies* has completed (It may take a few minutes) then we can view the details of the *Initiate Policies* step.
14. Go back to the *Payroll Control Center* and click the *Confirm* button within the *Initiate Policies* step to tell the system we are completed with the *Initiate Policies* step.
15. We can click the tab for the *Monitoring* step and then click the *Start* button. We should see the *Monitoring KPI Screen* with no alerts. We previously had 3 alerts in the monitoring step.
16. Verify the **KPI information**.
17. Click the *Confirm* button to complete the *Monitoring* step.
18. The step for *Exit Payroll* will start automatically – give it a minute to let it complete.



Note:

DO NOT MANUALLY START THIS STEP

19. Verify that the step completes successfully.

Unit 2 Solution 9

Run Production Payroll

Business Example

Business Example As a Payroll analyst at your company who is responsible for implementing the Payroll Control Center functionality, you need to test the configuration that you just completed of the Production Payroll activity so that your companies Payroll Manager can run Production payroll using the Payroll Control Center for their Payroll Area.

Task 1: Fix Employee Data before Payroll

1. To fix the employee data before Payroll, assign an Infotype 105 subtype 0001 record with your employee 722991## using the user HRH65-##.
 - a) Go to transaction PA30.
 - b) Enter personnel number **722991##**.
 - c) Enter *Infotype 105* in direct selection.
 - d) Create a new record with *Subtype 0001 – System User Name* effective at the beginning of the current year 01/01/YYYY.
 - e) Press F5 or select  to create a new record after entering the **Infotype** and **Subtype**.
 - f) Enter your login ID – **HRH65-##**

Task 2: Launch Payroll Control Center

1. Launch the Payroll Control Center Manager role from your SAP Favorites.
 - a) Double click on *PCC My Processes Manager (2017)*.

Task 3: Begin & Run Production Payroll Process

1. From the *Payroll Control Center*, main screen select the tab for *Upcoming Processes*.
2. Click the **START** process for *Period 01/YYYY* for the **Production Payroll**.
3. Click the tab for *Active Processes* and you should now see your **Production Payroll** within this tab.
4. Click your **Production Payroll** to drill into the details.
 - a) The first step *Start Payroll* start and complete automatically.
5. We can see a tab for each of the 6 steps involved in this process.
 - a. START PAYROLL
 - b. RUN PAYROLL
 - c. POSTING SIMULATION

- d. INITIATE POLICIES
 - e. MONITORING
 - f. END PAYROLL
6. Once the first step *Start Payroll* has started and automatically completed we can view the activities that have already been completed in the system.
- a) Verify the *Start Payroll* step has been started and completed automatically.
 - i. Go to transaction PA03 in the SAP system.
 - ii. Enter your payroll area and click the *display* icon.
 - iii. What is the status? Notice the Last change date and time stamp.
7. Go back to the *Payroll Control Center* and we should see that the *Run Payroll* step was started and run automatically which we can view by clicking the tab for this step. Once it has completed running;
- a) Click the **Activity** and select *See Details*.
 - b) Click the *program details* tab.
 - c) Click the link for the job *Productive Payroll Run* and view the **SAP Payroll log**.
8. Look in SAP and confirm that Payroll results exist for our employee.
- a) Go to transaction PC_PAYRESULT
 - b) Enter our personnel number **722991##**
 - c) Verify an entry exists for the first payroll of the current year 01/YYYY
9. Once you have verified the activities we can go back to the *Payroll Control Center* and the system should have automatically started the next step *Posting Simulation* and run it which we can see by going to the *Production Payroll* process and clicking the tab for *Posting Simulation*.
10. Verify the simulation once it completes running.
- a) Click the **Activity** and select *See Details*.
 - b) Click the *program details* tab.
 - c) Click the link under the job for *Simulate Posting*.
 - i. Write down the posting run number _____
 - d) Go to transaction PCP0 (Zero not letter O) in the SAP system and look at the simulation document created with the run number above.
 - e) Click into it to view the details.
11. Go back to the *Payroll Control Center* using the < (back) button and click the confirm button to move onto the next step within this production payroll process.
- a) Add a Note saying **Verified Posting simulation**.
 - b) Select the **OK** button.
12. The system will automatically move you to the next step *Initiate Policies* and will automatically start the next process for *Initiate Policies* which we can view by clicking the tab for this step.

- a) The system will change the status to **In Process** once we click the *Start* button.
 - b) Verify the gross amount.
13. Once the *Initiate Policies* has completed (It may take a few minutes) then we can view the details of the *Initiate Policies* step.
- a) Click the *See details* button.
 - b) Click the *Program Details* tab.
 - c) View the results for *Execute Check Instances*.
 - d) View the results for *Execute KPI Instance*.
14. Go back to the *Payroll Control Center* and click the *Confirm* button within the *Initiate Policies* step to tell the system we are completed with the *Initiate Policies* step.
- a) Add a Note saying **Completed Initiate Policies**.
 - b) Select the *OK* button.
15. We can click the tab for the *Monitoring* step and then click the *Start* button. We should see the *Monitoring KPI Screen* with no alerts. We previously had 3 alerts in the monitoring step.
- a) We fixed the alert for **Infotype 105** from the monitoring phase.
 - b) We removed the alert for **No position (99999999)**.
 - c) We removed the alert for **Time Eval Status = 0**.
16. Verify the **KPI information**.
- a) There should be one new hire.
 - b) Verify the **gross amount**.
17. Click the *Confirm* button to complete the *Monitoring* step.
- a) Add a note saying **Completed Monitoring step**
18. The step for *Exit Payroll* will start automatically – give it a minute to let it complete.



Note:

DO NOT MANUALLY START THIS STEP

19. Verify that the step completes successfully.
- a) Go to transaction **PA03** in the SAP system and look at the **control record** for your payroll area
 - b) What is the status?
 - c) Go to transaction **PC_PAYRESULT** and verify the employee has results.

Unit 2 Exercise 10

Setup Post Production Payroll Processes

Business Example

As a Payroll analyst at your company who is responsible for implementing the Payroll Control Center functionality, you need to configure the Post Payroll activity for Financial Accounting so that your Payroll Manager can run Financial Accounting for their Payroll Area.

From the SAP IMG (Transaction SPRO) navigate to the following *Payroll → Payroll International → Payroll Control Center → Payroll Control Center Simplification*. The individual tasks below will be done from this section of the IMG

Task 1: Create Process Template for Monitoring

1. Select the Activity in the IMG for *Define Process Templates*
2. Save your data

Task 2: Create Process Types

1. Back out to the IMG and select the activity `DEFINE PROCESS TYPES`

Task 3: Create Financial Process

1. Navigate to the SAP Easy Access Menu (Not the IMG).
2. Launch the favorite for the *PCC Simplified Configuration Process Page*.
http://zmetdc00.wdf.sap.corp:55080/sap/bc/ui5_ui5/sap/hrpy_pcc_conf_1/index.html?sap-client=800
3. Click the + button at the bottom right of the screen to create a new process
4. In the pop up box that appears select your `Z##_FINANCIAL_PROCESS` process type
5. Enter the following information:
6. Validate & Save your changes

Unit 2 Solution 10

Setup Post Production Payroll Processes

Business Example

As a Payroll analyst at your company who is responsible for implementing the Payroll Control Center functionality, you need to configure the Post Payroll activity for Financial Accounting so that you're Payroll Manager can run Financial Accounting for their Payroll Area.

From the SAP IMG (Transaction SPRO) navigate to the following *Payroll → Payroll International → Payroll Control Center → Payroll Control Center Simplification*. The individual tasks below will be done from this section of the IMG

Task 1: Create Process Template for Monitoring

1. Select the Activity in the IMG for *Define Process Templates*
 - a) Create a new Process Template with the naming convention and the following attributes:

Field	Value
Process Template	Z##_FINANCIAL_TEMPLATE
Template Name	Group ## PCC Financial Template
Instance Parameter	ABKRS
Time Parameter	Period
Country Grouping	99

- b) Select the *Payroll Process Template Business Version* folder within this activity of the IMG and create a new entry with the following:
 - i. *Process Template Business Version = 002*
 - ii. Save your changes (You may get a warning message in step f if you don't save the changes now).
- c) a. Select the *Payroll Process Template Category* folder within this activity of the IMG and create a new entry with the following:
 - i. *Process Template Category = OT Other*
- d) Select the *Payroll Process Template Event Handler Run Time* folder within this activity of the IMG and make sure there is no entry there.
- e) Select the *Step Group Template* folder within this activity of the IMG and create a new entry with the following:

Field	Value
Group Template	Your Choice

Field	Value
Name	Your Choice
Sequence Number	Blank
Country Grouping	99

- f) Double click the *Assign Step Template to Step Group Template* subfolder within the *Step Group Template* folder and create the following **Step Template IDs** and **Sequences**. Acknowledge any warning messages by clicking *Enter*.

Step Template ID	Process Step Template Name	Sequence
PYP_V2_POST_DOC	Create Posting Documents	100
PYP_V2_REL_POST_DOC	Release Posting Document	200
PYP_V2_TRANSFER_POST_DOC	Transfer Posting Document	300

2. Save your data

Task 2: Create Process Types

1. Back out to the IMG and select the activity `DEFINE PROCESS TYPES`

- a) Create a new **Process ID** with the following attributes

Field	Value
Process Type	Z##_FINANCIAL_PROCESS
Process Type Name	## Financial Payroll
Process Template	Z##_FINANCIAL_TEMPLATE
Country Grouping	99
Auth. Prefix	Z##
Administrator Group	PC##
Event Handler Enabled	

- b) Double click the subfolder for the *Payroll Steps Context* and click the *New Entries* and enter the following values:

Step	Step Name	Parameter Type	Parameter Type	Parameter Value
PYP_V2_POST_DOC	<i>Create Posting Documents</i>	PROGRAM	SE38 Program name	RPCIPE00

Step	Step Name	Parameter Type	Parameter Type	Parameter Value
PYP_V2_POST_DOC	Create Posting Documents	PROGRAM01	SE38 Program name	RPCIP-DEL
PYP_V2_POST_DOC	Create Posting Documents	VARIANT	Variant for SE38 program	ZPCC
PYP_V2_POST_DOC	Create Posting Documents	VAR-IANT01	Variant for SE38 program	ZPCC
PYP_V2_REL_POST_DOC	Release Posting Document	PROGRAM	SE38 Program name	RPCI-PA00
PYP_V2_REL_POST_DOC	Release Posting Document	VARIANT	Variant for SE38 program	ZPCC
PYP_V2_TRANSFER_POST_DOC	Transfer Posting Document	PROGRAM	SE38 Program name	RPCIPPO0
PYP_V2__TRANSFER_POST_DOC	Transfer Posting Document	VARIANT	Variant for SE38 program	ZPCC

- i. Save changes
- c) Double click the subfolder for the *Other Process Type Context* and enter the following.

Parameter Type	Parameter Type Name	Parameter Value
PERMO	Period Parameters	09

- i. Save changes

Task 3: Create Financial Process

1. Navigate to the SAP Easy Access Menu (Not the IMG).
2. Launch the favorite for the *PCC Simplified Configuration Process Page*.
http://zmetdc00.wdf.sap.corp:55080/sap/bc/ui5/ui5/sap/hrpy_pcc_conf_1/index.html?sap-client=800
3. Click the + button at the bottom right of the screen to create a new process

4. In the pop up box that appears select your *Z##_FINANCIAL_PROCESS* process type
5. Enter the following information:
 - a) *Process Name*
 - i. Your Choice
 - b) *Payroll Area*
 - i. Your assigned payroll area
 - c) *Recurrences*
 - i. **January YYYY (Current Year)**



Note:

*Will need to scroll down

6. Validate & Save your changes

Unit 2

Exercise 11

Run Post Production Payroll Processes

Business Example

As a Payroll analyst at your company who is responsible for implementing the Payroll Control Center functionality, you need to test the configuration that you just completed of the Post Production Payroll activity so that your companies Payroll Manager can run Financial accounting using the Payroll Control Center for their Payroll Area.

Task 1: Launch Payroll Control Center

1. Launch the *Payroll Control Center Manager* role from your SAP Favorites

Task 2: Begin & Run Monitoring Process

1. From the *Payroll Control Center* main screen select the tab for *Upcoming Processes*
2. Click the *Start* process for Period **01/xxxx** for the *Financial Accounting*
3. Click the tab for *Active Processes* and you should now see your *Group ## Post Payroll (Financial Accounting)* within this tab
4. Click your *Financial Accounting* process to drill into the details
5. Click the *f* button to view each of the steps involved in the process.
6. Once the first step for *Create Posting Documents* has completed (It may take a few minutes) we can view the activities that have already been completed
7. Return to the *Payroll Control Center* and confirm the create posting document task by clicking the *confirm* button
8. The step for *Release Posting Document* should start automatically. Wait for it to complete running (It may take a moment) which we can do by clicking the tab for this step and then hitting the *refresh* button as needed
9. Verify and confirm the release posting document task has completed
10. Return to the *Payroll Control Center* and confirm the release posting document item by clicking the *confirm* button
11. The system should automatically start the step for *Transfer Posting Document* which we can verify by clicking the tab for this step and hitting *refresh* as needed
12. Verify the transfer of the posting document task has completed
13. Return to the *Payroll Control Center* and confirm the last step

Run Post Production Payroll Processes

Business Example

As a Payroll analyst at your company who is responsible for implementing the Payroll Control Center functionality, you need to test the configuration that you just completed of the Post Production Payroll activity so that your companies Payroll Manager can run Financial accounting using the Payroll Control Center for their Payroll Area.

Task 1: Launch Payroll Control Center

1. Launch the *Payroll Control Center Manager* role from your SAP Favorites
 - a) URL - *PCC My Processes Manager (2017)*

Task 2: Begin & Run Monitoring Process

1. From the *Payroll Control Center* main screen select the tab for *Upcoming Processes*
2. Click the *Start* process for Period **01/xxxx** for the *Financial Accounting*
3. Click the tab for *Active Processes* and you should now see your *Group ## Post Payroll (Financial Accounting)* within this tab
4. Click your *Financial Accounting* process to drill into the details
 - a) The process should start automatically, but we can click the **START** button to begin the process
5. Click the **f** button to view each of the steps involved in the process.
6. Once the first step for *Create Posting Documents* has completed (It may take a few minutes) we can view the activities that have already been completed
 - a) Verify the *Create Posting Documents* activity that has already been completed and requires a manual confirmation
 - b) Verify the *Create Posting Document*
 - i. Click the Activity and select *See Details*
 - ii. Click the program details tab
 - iii. Click the link under the *Result* header item
 - iv. Write down the Posting run Number _____
 - v. Go to transaction PCPO in the SAP system and look at the document run number from the previous step
 - 1. What is the status?
 - 2. Notice the Payroll Area & Period – verify it is correct
 - 3. Simulation should not be checked

7. Return to the *Payroll Control Center* and confirm the create posting document task by clicking the *confirm* button
 - a) Add a Note, **Confirming Posting**
8. The step for *Release Posting Document* should start automatically. Wait for it to complete running (It may take a moment) which we can do by clicking the tab for this step and then hitting the *refresh* button as needed
9. Verify and confirm the release posting document task has completed
 - a) Click the *Activity* and select *See Details*
 - b) Click the *program details* tab
 - c) Click the link under the *Result* header item
 - d) Verify that the log shows the document status as *Released*
 - e) Go to transaction *PCPO* in the SAP system and look at the document for your payroll area
 - i. What is the status now?
10. Return to the *Payroll Control Center* and confirm the release posting document item by clicking the *confirm* button
 - a) Add a note, **Confirming Release of Posting**
11. The system should automatically start the step for *Transfer Posting Document* which we can verify by clicking the tab for this step and hitting *refresh* as needed
12. Verify the transfer of the posting document task has completed
 - a) Click the *Activity* and select *See Details*
 - b) Click the *PROGRAM DETAILS* tab
 - c) Click the link under the *Result* header item
 - d) Verify that no errors occurred
 - e) Go to transaction *PCPO* in the SAP system and look at the document for your payroll area – What is the status?
 - *You will need to delete the filter in order to see your document*
 - Click the “St” header item and then click the *filter* button
 - Press the *trash can* button to delete the filter and then click the *green check mark*
 - What status is your document under?
13. Return to the *Payroll Control Center* and confirm the last step
 - a) Add a note, **Document posted successfully**

Unit 2 Exercise 12

Configure Off Cycle Payroll

Business Example

As a **Payroll Analyst** at your company who is responsible for implementing the *Payroll Control Center* functionality, your team occasionally processes correction off cycle payrolls. You need to setup the off-cycle payroll functionality for correction payrolls and post payroll processing. From the SAP IMG (*Transaction SPRO*) navigate to the following *Payroll → Payroll International → Payroll Control Center → Payroll Control Center Configuration Simplification*. The individual tasks below will be done from this section of the IMG

Task 1: Create Process Template for Monitoring

1. Select the Activity in the IMG for `DEFINE PROCESS TEMPLATES`
2. Save your data

Task 2: Create Process Types

1. Back out to the IMG and select the activity `DEFINE PROCESS TYPES`

Task 3: Create Off-Cycle Correction Process

1. Navigate to the SAP Easy Access Menu (Not the IMG)
2. Launch the favorite for the *PCC Simplified Configuration Process Page*
http://zmetdc00.wdf.sap.corp:55080/sap/bc/ui5/ui5/sap/hrpy_pcc_conf_1/index.html?sap-client=800
3. Click the + button at the bottom right of the screen to create a new process
4. In the pop up box that appears select your `Z##_CORR_PY` process type
5. Enter the following information
6. Validate & Save your changes

Configure Off Cycle Payroll

Business Example

As a **Payroll Analyst** at your company who is responsible for implementing the *Payroll Control Center* functionality, your team occasionally processes correction off cycle payrolls. You need to setup the off-cycle payroll functionality for correction payrolls and post payroll processing. From the SAP IMG (*Transaction SPRO*) navigate to the following *Payroll → Payroll International → Payroll Control Center → Payroll Control Center Configuration Simplification*. The individual tasks below will be done from this section of the IMG

Task 1: Create Process Template for Monitoring

1. Select the Activity in the IMG for **DEFINE PROCESS TEMPLATES**
 - a) Create a new **Process Template** with the naming convention and the following attributes

Field	Value
Process Template	z##_OC_CORR_TEMPLATE
Template Name	Group ## PCC Off Cycle Correction
Instance Parameter	ABKRS
Time Parameter	BONDT
Country Grouping	99

- b) Select the *Payroll Process Template Business Version* folder within this activity of the IMG and create a new entry with the following
 - i. *Process Template Business Version = 002*
 - ii. Save your changes (You may get a warning message in step if you don't save the changes now)
 - c) Select the *Payroll Process Template Category* folder within this activity of the IMG and create a new entry with the following
 - i. *Process Template Category = AO Ad-hoc Off-Cycle*
 - d) Select the *Payroll Process Template Event Handler Run Time* folder within this activity of the IMG and verify there is no entry
 - e) Select the *Step Group Template* folder within this activity of the IMG and create a new entry with the following

Field	Value
Group Template	Your Choice
Name	Your Choice
Sequence Number	Blank
Country Grouping	99

- f) Double click the *Assign Step Template to Step Group Template* subfolder within the *Step Group Template* folder and create the following step template IDs and sequences. Acknowledge any **Warning messages** by clicking *Enter*

Step Template ID	Process Step Template Name	Sequence
PYP_V2_OC_CREATE_POST_DOC	Create Posting Documents (Off-Cycle)	100
PYP_V2_OC_RELEASE_POST_DOC	Release Posting Document (Off-cycle)	200
PYP_V2_OC_TRANSFER_POST_DOC	Transfer Posting Document (Off-Cycle)	300

2. Save your data

Task 2: Create Process Types

1. Back out to the IMG and select the activity **DEFINE PROCESS TYPES**

- a) Create a new *Process ID* with the following attributes

Field	Value
Process Type	Z##_CORR_PY
Process Type Name	## Correction PY
Process Template	Z##_OC_CORR_TEMPLATE
Country Grouping	99
Auth. Prefix	Z##
Administrator Group	PC##
Event Handler Enabled	Blank

- b) Double click the subfolder for the *Payroll Steps Context* and click the *New Entries* and enter the following values

Step	Step Name	Parameter Type	Parameter Type	Parameter Value
PYP_V2_OC_CREATE_POST_DOC	Create Posting Documents (Off-Cycle)	PROGRAM	SE38 Program name	RPCIPE00
PYP_V2_OC_CREATE_POST_DOC	Create Posting Documents (Off-Cycle)	PROGRAM01	SE38 Program name	RPCIP-DEL
PYP_V2_OC_CREATE_POST_DOC	Create Posting Documents (Off-Cycle)	VARIANT	Variant for SE38 program	ZPCC
PYP_V2_OC_CREATE_POST_DOC	Create Posting Documents (Off-Cycle)	ARIANT01	Variant for SE38 program	ZPCC
PYP_V2_OC_RELEASE_POST_DOC	Release Posting Document (Off-cycle)	PROGRAM	SE38 Program name	RPCIPA00
PYP_V2_OC_RELEASE_POST_DOC	Release Posting Document (Off-cycle)	VARIANT	Variant for SE38 program	ZPCC
PYP_V2_OC_TRANSFER_POST_DOC	Transfer Posting Document (Off-Cycle)	PROGRAM	SE38 Program name	RPCIPPO0

Step	Step Name	Parameter Type	Parameter Type	Parameter Value
PYP_V2_OC_TRANSFER_POST_DOC	Transfer Posting Document (Off-Cycle)	VARIANT	Variant for SE38 program	ZPCC

- i. Save changes
- c) Double click the subfolder for the *Other Process Type Context* and enter the following:

Parameter Type	Parameter Type Name	Parameter Value
PERMO	Period Parameters	09
OCCAT	Off-Cycle Category	03

- i. Save changes

Task 3: Create Off-Cycle Correction Process

1. Navigate to the SAP Easy Access Menu (Not the IMG)
2. Launch the favorite for the *PCC Simplified Configuration Process Page*
http://zmetdc00.wdf.sap.corp:55080/sap/bc/ui5/ui5/sap/hrpy_pcc_conf_1/index.html?sap-client=800
3. Click the + button at the bottom right of the screen to create a new process
4. In the pop up box that appears select your *Z##_CORR_PY* process type
5. Enter the following information
 - a) *Process Name*
 - i. **## Correction**
 - b) *Payroll Area*
 - i. **Your assigned payroll area**
 - c) *Off Cycle Reason*
 - i. **Correction (0010)**
 - d) *Recurrences*
 - i. **Feb 1, YYYY**
6. Validate & Save your changes

Unit 2

Exercise 13

Run Off Cycle Payroll

Business Example

As a **Payroll Analyst** at your company who is responsible for implementing the *Payroll Control Center* functionality, your team occasionally processes correction off cycle payrolls. You need to run the off-cycle payroll process for correction payrolls and post payroll processing.

Task 1: Create Payment to Process in Correction Run

1. Update the data for your personnel number **722991##** (## is your group number)

Task 2: Create New Off Cycle Correction Run

1. Navigate to the SAP Easy Access Menu (Not the IMG)
2. Launch the favorite for the PCC Manage Off Cycles
https://zmetdc00.wdf.sap.corp:55081/sap/bc/ui5_ui5/sap/hrpy_pcc_oc_1/index.html?sap-client=800

Task 3: View Off Cycle Payroll Results

1. Press the < back button at the top left of the screen to be taken back to the main *Manage Off Cycle Payrolls* screen and verify that our off-cycle payroll has been created in **NEW** status
2. We can now confirm that we have a correction payroll that has been created for our employee in their payroll results which can be viewed in transaction code **PC_PAYRESULT**
3. Click your employee's name to view the details of the off-cycle payroll
4. Click the *expand* button in the *Payroll Results* section to view the pay statement for this run and view the details of the results

Task 4: Run Post Payroll Processing for Off Cycle

1. Launch the *Payroll Control Center* as the **Payroll Manager**
2. Click **UPCOMING OFFCYCLE PROCESSES** and process the off-cycle correction run we created
3. Navigate back to the UI for *PCC Manage Off Cycles* and verify that our process has moved from **NEW** to **IN PROCESS**
4. Return to the PCC Manager User interface
5. Navigate back to the UI for *PCC Manage Off Cycles* and verify that our process has moved from **IN PROCESS** to **COMPLETED**

Unit 2

Solution 13

Run Off Cycle Payroll

Business Example

As a **Payroll Analyst** at your company who is responsible for implementing the *Payroll Control Center* functionality, your team occasionally processes correction off cycle payrolls. You need to run the off-cycle payroll process for correction payrolls and post payroll processing.

Task 1: Create Payment to Process in Correction Run

1. Update the data for your personnel number **722991##** (## is your group number)
 - a) Navigation to SAP transaction **PA30**
 - b) Enter personnel number **722991##**
 - c) Enter *Infotype 15* under the direct selection
 - d) Click the *Create* button to create a new record with the following information

Wage Type	Amount	Date of Origin
5555	500	01/01/YYYY

Task 2: Create New Off Cycle Correction Run

1. Navigate to the SAP Easy Access Menu (Not the IMG)
2. Launch the favorite for the PCC Manage Off Cycles
[https://zmetdc00.wdf.sap.corp:55081/sap/bc/ui5/ui5/sap/hrpy_pcc_oc_1/index.html?
sap-client=800](https://zmetdc00.wdf.sap.corp:55081/sap/bc/ui5/ui5/sap/hrpy_pcc_oc_1/index.html?sap-client=800)
 - a) Press the + (plus) button at the bottom right of the screen
 - b) Enter your employees personnel number **722991##**
Tip: You may need to search on Employee First Name/Last Name. Additionally, there is a setting that is used by the off-cycle program to determine if it should use on-premise *PERNR* or if it should use SuccessFactors User ID. This can be found in customizing *Payroll Control Center* → *General Settings* → *Activate or Deactivate External User IDs*. You can check if this is Deactivated to confirm searching by *Personnel Number*.
 - c) Press the button *Step 2*
 - d) Enter the reason for Correction 0010
 - e) Press the button *Step 3*
 - f) View the adjustment payroll results
 - g) Press the button *Step 5*

- h) Enter the payment date of **02/01/YYYY**
- i) Press the button *Review*
- j) View the overview of the request and then at the bottom right click *Check Request* which will run a test payroll on the employee and show the following box
- k) The bottom of the screen should now show a net amount to be paid to the employee
- l) Press the button *Save Request* which will save the payroll and show the following box

Task 3: View Off Cycle Payroll Results

1. Press the < back button at the top left of the screen to be taken back to the main *Manage Off Cycle Payrolls* screen and verify that our off-cycle payroll has been created in **NEW** status
2. We can now confirm that we have a correction payroll that has been created for our employee in their payroll results which can be viewed in transaction code **PC_PAYRESULT**
3. Click your employee's name to view the details of the off-cycle payroll
4. Click the *expand* button in the *Payroll Results* section to view the pay statement for this run and view the details of the results

Task 4: Run Post Payroll Processing for Off Cycle

1. Launch the *Payroll Control Center* as the **Payroll Manager**
2. Click **UPCOMING OFFCYCLE PROCESSES** and process the off-cycle correction run we created
 - a) Click the *Start Process* button to move the process from *Upcoming* to *Active*
 - b) Click the *Active Processes* tab
 - c) Click into the *Off-Cycle Correction* and then click the *start* button (The process will not auto start)
3. Navigate back to the UI for *PCC Manage Off Cycles* and verify that our process has moved from **NEW** to **IN PROCESS**
4. Return to the PCC Manager User interface
 - a) Wait for it the first step of our Off-Cycle post payroll processing to finish and then click the *confirm* button and enter any notes and click **OK**
 - b) Click the tab for *Release posting document (Off-Cycle)* and wait for it to automatically start (Do not need to manually start).
 - c) Once it finishes click the *confirm* button, enter any notes, and click **OK**
 - d) Click the tab for *Transfer posting document (Off-Cycle)* and wait for it to automatically start (Do not need to manually start).
 - e) Once it finishes click the *confirm* button, enter any notes, and click **OK**
5. Navigate back to the UI for *PCC Manage Off Cycles* and verify that our process has moved from **IN PROCESS** to **COMPLETED**

Unit 3 Exercise 14

Create & Run Validation as Payroll Manager

Business Example

As a **Payroll Manager**, you need to update and validate employee data between Payroll runs during the **MONITORING** phase of Payroll. We want to use the *Payroll Control Center* to ensure the payroll and master data has been updated correctly and that we are following the company policies

Task 1: Hire 2nd Employee

1. Update the data for your personnel number **722991##** (## is your group number)
2. Launch the *Fiori Launchpad* so we can hire a new employee
3. Select the tile *Add New International EE* which will allow us to enter the data to hire our 2nd employee
4. Enter the following values for *Organizational Assignment* and select *Next*.

Field	Value
Personnel Subarea	0002
Payroll Area	x1-x9 for groups 01-09, Y1-Y9 for groups 10-19 Z1-Z9 for groups 20-20 and ZA for group 30

5. Enter the following values for *Personal Data* with the required fields with following values and save the data.

Field	Value
Form of Address	Your Choice
Last Name	Your Choice
First Name	Your Choice
Date of Birth	Your Choice
Nationality	Your Choice
Communication Language	Your Choice

6. Create a new Address (*Permanent residence*) record and enter the address of your choice within the country of **Germany**.
7. Enter the employee's working time details on the *Create Planned Working Time* screen.
8. Accept any warning message prompts that occur.
9. Enter the employee's pay scale group and level as follows:

Field	Value
Pay Scale Group	E03
Level	01

10. Setup a bank transfer to your employee using the following values and select Next.

Field	Value
Payment Method	Überweisung / Bank Transfer – should be defaulted
Bank Country	Germany – should be defaulted
Bank Key	12312312 (Citibank)
Bank Account	Your Choice
Payment currency	Euro (EMU) – should be defaulted

11. Once you reach the WRAP-UP step – select Save at the top of the screen.
 12. Close the Fiori New Hire screen
 13. Open transaction PA20 and verify that your employee 722992## has been hired in SAP

Task 2: Enter Deduction for New Employee

1. Update the data for your newly hired Personnel number 712992## to give a deduction with the following information

Task 3: Generate Process for Monitoring

1. Navigate to the SAP Easy Access Menu (Not the IMG).
2. Launch the favorite for the PCC Simplified Configuration Process Page.
http://zmetdc00.wdf.sap.corp:55080/sap/bc/ui5/ui5/sap/hrpy_pcc_conf_1/index.html?sap-client=800
3. Click into your monitoring process and then click the pencil (edit) button at the bottom right.
4. Scroll to the Recurrences section and press + to add new payroll dates.
5. Save your process.

Task 4: Run February Monitoring

1. Launch the Payroll Control Center as the Payroll Manager.
2. Start the MONITORING process for period 02/YYYY for your Payroll area.
3. Verify the KPI Information shown on the screen.
4. There should be 3 or 4 alerts displayed for the manager (Do not assign the alerts yet as we will do this later).
5. Start the Monitoring step.

Task 5: Assign Alert to Admin as Manager

Next, we need to assign the policy checks to the appropriate administrators

1. *Log out of SAP and close out all windows of *Internet Explorer**
2. Log back into SAP & into the *Payroll Control Center* as your Payroll Super User (**HRH65-##**)
3. Assign the alerts to the following Administrators.

Task 6: Self-Assign Alert as Admin Only

Lastly, as an administrator who is proactive on the team, we want to self-assign an alert that they will resolve.

1. *Log out of SAP and close out all windows of *Internet Explorer**
2. Login to the *SAP GUI* via the *SAP Logon Pad* as your *Payroll Admin*
3. Log into the *PCC My Team Alerts* as your *Payroll Admin HRH65-##*
4. Assign the following alert to the user you are logged in as

Policy	Admin
<i>Employees with positive deductions</i>	HRH65-## (Admin)

Unit 3

Solution 14

Create & Run Validation as Payroll Manager

Business Example

As a **Payroll Manager**, you need to update and validate employee data between Payroll runs during the **MONITORING** phase of Payroll. We want to use the *Payroll Control Center* to ensure the payroll and master data has been updated correctly and that we are following the company policies

Task 1: Hire 2nd Employee

1. Update the data for your personnel number **722991##** (## is your group number)

- a) Navigate to SAP transaction PA30.
- b) Enter personnel number **722991##**.
- c) Enter *Infotype 15* under the direct selection.
- d) Select the *Create* button to create a new record with the following information.

Wage Type	Amount	Date of Origin
5000	\$12,000	02/28/YYYY

2. Launch the *Fiori Launchpad* so we can hire a new employee
 - a) Is saved under your favorites (URL - Fiori Launchpad)
 - b) The link = http://zmetdc00.wdf.sap.corp:55080/sap/bc/ui5_ui5/ui2/ushell/shells/_abap/Fiorilaunchpad.html?sap-client=800&language=EN
3. Select the tile *Add New International EE* which will allow us to enter the data to hire our 2nd employee
 - a) On the *General Process Data* screen enter the following values

Field	Value
Effective Date	February 01 of the current year
Reason	blank
Position	99999999 (leave default)
Personnel Area	CABB
EE Group (Employee Group)	1
EE Subgroup (Employee Subgroup)	x0
Personnel Number	722992##

- b) Choose *Next* to move to the next section.

4. Enter the following values for *Organizational Assignment* and select Next.

Field	Value
Personnel Subarea	0002
Payroll Area	X1-X9 for groups 01-09, Y1-Y9 for groups 10-19 Z1-Z9 for groups 20-20 and ZA for group 30

5. Enter the following values for *Personal Data* with the required fields with following values and save the data.

Field	Value
Form of Address	Your Choice
Last Name	Your Choice
First Name	Your Choice
Date of Birth	Your Choice
Nationality	Your Choice
Communication Language	Your Choice

6. Create a new Address (*Permanent residence*) record and enter the address of your choice within the country of **Germany**.

7. Enter the employee's working time details on the *Create Planned Working Time* screen.

- a) In the work schedule rule field the value should be *NORM* and in the *Time Management* status the value should be defaulted 0 – No time evaluation. Accept these values.
- b) Verify the displayed data in the *Working time* fields and then click next

8. Accept any warning message prompts that occur.

9. Enter the employee's pay scale group and level as follows:

Field	Value
Pay Scale Group	E03
Level	01

- a) Select Next to move to the next Infotype.

10. Setup a bank transfer to your employee using the following values and select Next.

Field	Value
Payment Method	Überweisung / Bank Transfer – should be defaulted
Bank Country	Germany – should be defaulted
Bank Key	12312312 (Citibank)
Bank Account	Your Choice

Field	Value
Payment currency	Euro (EMU) – should be defaulted

11. Once you reach the WRAP-UP step – select Save at the top of the screen.
12. Close the *Fiori New Hire* screen
13. Open transaction PA20 and verify that your employee 722992## has been hired in SAP

Task 2: Enter Deduction for New Employee

1. Update the data for your newly hired Personnel number 712992## to give a deduction with the following information
 - a) Navigation to SAP transaction PA30
 - b) Enter personnel number 722992##
 - c) Enter *Infotype 14* under the direct selection.
 - d) Create a new record with a start date of the current year (YYYY).

Wage Type	Amount	Start	End
9000	-25.00	02/01/YYYY	12/31/9999

Task 3: Generate Process for Monitoring

1. Navigate to the SAP Easy Access Menu (Not the IMG).
2. Launch the favorite for the PCC Simplified Configuration Process Page.
http://zmetdc00.wdf.sap.corp:55080/sap/bc/ui5/ui5/sap/hrpy_pcc_conf_1/index.html?sap-client=800
3. Click into your monitoring process and then click the *pencil* (edit) button at the bottom right.
4. Scroll to the Recurrences section and press + to add new payroll dates.
 - a) Check the box for February.
5. Save your process.

Task 4: Run February Monitoring

1. Launch the Payroll Control Center as the Payroll Manager.
 - a) Use the URL - PCC My Processes Manager (2017).
2. Start the MONITORING process for period 02/YYYY for your Payroll area.
 - a) Select the *Upcoming Processes* tab.
 - b) Select the MONITORING Process for February YYYY. The first step to create test payroll data should start automatically if we wait a few seconds, but we can also manually click the *Start Process* button.
 - c) Select the *Active Processes* Tab.
 - d) Start the *Create Test Payroll Data* step and wait for it to finish.

- e) Wait for the *Initiate Policies* step to run and then click confirm it.
 - f) Navigate to the *Monitoring Step*.
3. Verify the **KPI Information** shown on the screen.
- a) There should be 2 employees in the payroll area now instead of 1.
 - b) There should be 1 new hire in the payroll area.
 - c) The **Total Gross** should be significantly higher in this period.
4. There should be 3 or 4 alerts displayed for the manager (Do not assign the alerts yet as we will do this later).
- a) Verify employee 722991## gets picked up in the following validation checks.
 - i. *Gross Policy Validations*
 - Validation check for *Gross pay over amount*
 - b) Verify employee 722992## gets picked up in the following validation check:
 - i. *Net Policy Validations*
 - Validation check for Employees with positive deductions
 - ii. *Organizational Data Policy Validation*
 - *Infotype 105 not assigned*
5. Start the Monitoring step.
- a) Start this step, but DO NOT Confirm the MONITORING step.

Task 5: Assign Alert to Admin as Manager

Next, we need to assign the policy checks to the appropriate administrators

1. *Log out of SAP and close out all windows of *Internet Explorer**
2. Log back into SAP & into the *Payroll Control Center* as your Payroll Super User (**HRH65-##**)
 - a) Use saved favorite URL - PCC My Processes Manager (2017)
3. Assign the alerts to the following Administrators.
 - a) Click into your *Monitoring* policy for 02/YYYY
 - b) Click the *Process Queue*
 - c) Navigate to the following alerts and assign to the *Super User*

Policy	Admin
<i>Gross pay over amount</i> (Within Folder for Gross Policy Validations)	HRH65-## (Super User)
Employees missing required IT0105 records (Within Folder for Organizational Data Policy Validations)	HRH65-## (Super User)



Note:
DO NOT Confirm or Close the Monitoring step yet

Task 6: Self-Assign Alert as Admin Only

Lastly, as an administrator who is proactive on the team, we want to self-assign an alert that they will resolve.

1. *Log out of SAP and close out all windows of *Internet Explorer**
2. Login to the SAP GUI via the SAP Logon Pad as your Payroll Admin
 - a) HRH65-##— ADMIN USER
 - b) *welcome*
3. Log into the PCC My Team Alerts as your Payroll Admin HRH65-##
 - a) Use saved menu shortcut URL - PCC My Alerts Administrator (2017)
 - b) The default password is *welcome* but it should have been changed to a password of your choice in the previous step
4. Assign the following alert to the user you are logged in as

Policy	Admin
<i>Employees with positive deductions</i>	HRH65-## (Admin)

Unit 3

Exercise 15

Update Data using Super User - Manager and Admin

Business Example

As a **Payroll Administrator** who has been assigned a policy deviation to look within the *Payroll Control Center* you need to verify and update the data as needed for a validation check that was assigned to you by the **Payroll Manager**.

1. Close all SAP and *Internet Explorer* windows
2. Login to the *Payroll Control Center* as **Super User** who is also the *Manager HRH65-##*
3. From the main *Error Management* screen, under the *My Unresolved Errors* tab, select the *GROSS: Gross Pay over \$10,000* policy validation that is assigned to your user by clicking on it.



Hint:

If no items show up on the screen then you may need to return to the manager screen and “Start” the *Monitoring* step.

4. Next the *Employees missing required IT0105 records* alert needs to be resolved.
5. Select the *Employees missing required IT0105* link.
6. Navigate to the solution by selecting the link in the solution *Add missing Infotype 105 subtype 0001* which should launch the *SAP Web GUI* with *Infotype 105* prompted.
7. Close the *Payroll Control Center Alert Management* screen

Unit 3

Solution 15

Update Data using Super User - Manager and Admin

Business Example

As a **Payroll Administrator** who has been assigned a policy deviation to look within the *Payroll Control Center* you need to verify and update the data as needed for a validation check that was assigned to you by the **Payroll Manager**.

1. Close all SAP and *Internet Explorer* windows
2. Login to the *Payroll Control Center* as **Super User** who is also the *Manager HRH65-##*
 - a) Use the shortcut saved on the SAP Easy Access screen to launch the *Error Management* screen
URL - *PCC My Alerts Administrator (2017)*
3. From the main *Error Management* screen, under the *My Unresolved Errors* tab, select the *GROSS: Gross Pay over \$10,000* policy validation that is assigned to your user by clicking on it.



Hint:

If no items show up on the screen then you may need to return to the manager screen and "Start" the *Monitoring* step.

- a) Show the details of the employee by selecting the employee name or personnel number under the *Employee* field and view the *Details* of this employee.
 - b) Select the *Solutions* Tab.
 - c) Select the *Apply Solution* for the *Review Additional Payments in HR Renewal* line item to view the additional payment.
 - d) We have asked the HR team and they have informed us that the additional payment for this employee to be correct. Close the tab for the *Additional Payment*.
 - e) Since we have determined the payment to be correct, we want to set this validation check in a *Set to Resolved* status by selecting *Set to Resolved* at the bottom right corner.
Select the reason **Verified and okay** and select *Set to Resolved*.
 - f) Select the back button in the *PCC* screen (Not on the web browser) to navigate back to the main *Alert Management* screen.
Verify the alert is no longer shown
4. Next the *Employees missing required IT0105 records* alert needs to be resolved.
 5. Select the *Employees missing required IT0105* link.

6. Navigate to the solution by selecting the link in the solution *Add missing Infotype 105 subtype 0001* which should launch the SAP Web GUI with *Infotype 105* prompted.

a) Create a record with *subtype 0001* with your employee *HRH65-##* and save your changes. Close the *Maintain HR Master Data* window

b) Return to the *PCC Admin* screen by closing the *PA30 WEBGUI*

c) Select the check box for our employee and select *validate*.

Result

This triggers a rerun of the validation and determine if it is indeed resolved.

d) Verify the alert is moved to completed status

7. Close the *Payroll Control Center Alert Management* screen

Unit 3 Exercise 16

Update Data using Administrator

Business Example

As a **Payroll Administrator** who has been assigned an alert to look at within the Payroll Control Center you must verify and update the data as needed for a validation check that was assigned to you by the Payroll Manager.

1. *Close all current windows of the SAP Logon Pad & Internet Explorer* & login to the *Payroll Control Center* as *Administrator HRH65-##*
2. From the main *Alert Management* screen, under the *My Unresolved Errors* tab, select the *Employees with Positive Deductionspolicy* validation that is assigned to your user.
3. Dynamically rerun our validation to verify this employee has been fixed and no longer appears in the policy deviation.
4. Select the back button in the *PCC* screen (Not on the web browser) to navigate back to the main *Alert Management* screen.
5. Close the *Payroll Control Center Alert Management* screen

Unit 3

Solution 16

Update Data using Administrator

Business Example

As a **Payroll Administrator** who has been assigned an alert to look at within the Payroll Control Center you must verify and update the data as needed for a validation check that was assigned to you by the Payroll Manager.

1. *Close all current windows of the SAP Logon Pad & Internet Explorer* & login to the *Payroll Control Center* as *Administrator HRH65-##*
 - a) Use the shortcut saved on the SAP Easy Access screen to launch the *Alert Management* screen URL - *PCC My Alerts Administrator (2017)*
2. From the main *Alert Management* screen, under the *My Unresolved Errors* tab, select the *Employees with Positive Deductions* policy validation that is assigned to your user.
 - a) Show the details of the employee by selecting the employee name or personnel number under the *Employee* field.
 - b) Select the *Solutions* Tab.
 - c) Select *Apply Solution* for the *Review Recurring Payments/Deduction in HR Renewal* line item.
 - Note that we can also use the WebGUI activity.
 - Change the password if prompted.
 - d) Select the change icon for the *Medical deduction*
 - e) Change the amount from a negative (**-\$25.00**) to a positive **\$25.00**.
 - f) Save your changes and close the *Recurring Payments/Deduction* tab.
 - g) Return to the *Payroll Control Center Administrator* screen.
3. Dynamically rerun our validation to verify this employee has been fixed and no longer appears in the policy deviation.
 - a) Click “Validate” button on the bottom right corner & verify the error is cleared.
4. Select the back button in the *PCC* screen (Not on the web browser) to navigate back to the main *Alert Management* screen.
 - a) Verify the error is no longer shown.
5. Close the *Payroll Control Center Alert Management* screen

Unit 3 Exercise 17

Re-run PCC Validation as Payroll Manager

Business Example

As a **Payroll Manager**, you need to validate the changes made by the Administrators in your organization to ensure the data integrity and that everything looks as expected with *Payroll* and then run Payroll for February.

Task 1: Complete February Monitoring

1. Close all current *Internet Explorer* and SAP windows
2. Login to the *Payroll Control Center* as the *Payroll Manager HRH65-##*
3. Click into the *Monitoring Process* for *February YYYY* within *Current Processes*
4. Verify that all alerts have been resolved by the Administrators and *No Errors* is shown.
5. View the information in the *Monitoring* step of this process.
6. Select the edit button under *Alert Assignment*.
7. Click back to go to the all policies item.
8. Close the *Alert Assignment* Item
9. Confirm the *Monitoring Process* by selecting the confirm button in the bottom right.

Task 2: Generate Process for Production Payroll for February

1. Go to the *SAP Easy Access Menu* (Not the IMG).
2. Launch the favorite for the *PCC Simplified Configuration Process Page*
http://zmetdc00.wdf.sap.corp:55080/sap/bc/ui5_ui5/sap/hrpy_pcc_conf_1/index.html?sap-client=800
3. Click into your *production payroll* process and then click the *change* button at the bottom right
4. Scroll to the *RECURRANCES* section and press the + button to add new payroll dates
5. Save your process.

Task 3: Begin and Run Production Payroll Process

1. Launch the **Payroll Control Center Manager** role from your SAP Favorites.
2. From the *Payroll Control Center*, main screen select the tab for *Upcoming Processes*.
3. Select the **Start** process for *Period 02/YYYY* for the **Production Payroll**
4. Select the tab for *Current Processes* and you will see **Production Payroll** within this tab.
5. Select **Production Payroll** to drill into the details.

6. We can see a tab for each of the 6 steps involved in this process:
 - START PAYROLL
 - RUN PAYROLL
 - POSTING SIMULATION
 - INITIATE POLICIES
 - MONITORING
 - END PAYROLL
7. The first step *Start Payroll* will automatically start and complete.
8. The second step *Run Payroll* will start and run. Select the tab for this step to view it. Once this step is complete the Payroll results will exist for our employee, this can be verified in transaction PC_PAYRESULT.
9. The third step *Posting Simulation* will start automatically. To view the process, go to the **Production Payroll** process and select the tab for *Posting Simulation*.
10. The system will move you to *Initiate Policies* and will automatically. To view this step select the tab for *Initiate Policies*.
11. Once the *Initiate Policies* has completed (It may take a few minutes), select *confirm* to finish the step.
12. Select the tab for the *Monitoring* step and select the *Start* button. You will see the *Monitoring KPI Screen* with no alerts. We previously had 3 alerts in the monitoring step.
13. Verify the *KPI information*.
14. Select *Confirm* to complete the **MONITORING** step for our **February Production Payroll**.
15. The step for *Exit Payroll* will start automatically – give it a minute to let it complete.



Note:

DO NOT MANUALLY START THIS STEP

Re-run PCC Validation as Payroll Manager

Business Example

As a **Payroll Manager**, you need to validate the changes made by the Administrators in your organization to ensure the data integrity and that everything looks as expected with *Payroll* and then run Payroll for February.

Task 1: Complete February Monitoring

1. Close all current *Internet Explorer* and SAP windows
2. Login to the *Payroll Control Center* as the *Payroll Manager HRH65-##*
 - a) Use the URL shortcut saved for *PCC My Processes Manager (2017)*
3. Click into the *Monitoring Process* for *February YYYY* within *Current Processes*
4. Verify that all alerts have been resolved by the Administrators and *No Errors* is shown.
5. View the information in the *Monitoring* step of this process.
6. Select the edit button under *Alert Assignment*.
 - a) Select *Net Policy Validations*.
Verify that the alert for *Employees with Positive Deductions* shows **0**.
7. Click back to go to the all policies item.
 - a) Select *Gross Policy Validations*.
Verify that the error for *Gross pay over amount* shows **0**
8. Close the *Alert Assignment* Item
9. Confirm the *Monitoring Process* by selecting the confirm button in the bottom right.

Task 2: Generate Process for Production Payroll for February

1. Go to the *SAP Easy Access Menu* (Not the IMG).
2. Launch the favorite for the *PCC Simplified Configuration Process Page*
http://zmetdc00.wdf.sap.corp:55080/sap/bc/ui5/ui5/sap/hrpy_pcc_conf_1/index.html?sap-client=800
3. Click into your *production payroll* process and then click the *change* button at the bottom right
4. Scroll to the *RECURRANCES* section and press the + button to add new payroll dates
 - a) Check the box for *February*.
5. Save your process.

Task 3: Begin and Run Production Payroll Process

1. Launch the **Payroll Control Center Manager** role from your SAP Favorites.
a) *PCC My Processes Manager (2017)*.
2. From the *Payroll Control Center*, main screen select the tab for *Upcoming Processes*.
3. Select the *Start* process for *Period 02/yyyy* for the **Production Payroll**
4. Select the tab for *Current Processes* and you will see **Production Payroll** within this tab.
5. Select **Production Payroll** to drill into the details.
a) The first step *Start Payroll* start and complete automatically
6. We can see a tab for each of the 6 steps involved in this process:
 - START PAYROLL
 - RUN PAYROLL
 - POSTING SIMULATION
 - INITIATE POLICIES
 - MONITORING
 - END PAYROLL
7. The first step *Start Payroll* will automatically start and complete.
8. The second step *Run Payroll* will start and run. Select the tab for this step to view it. Once this step is complete the Payroll results will exist for our employee, this can be verified in transaction **PC_PAYRESULT**.
9. The third step *Posting Simulation* will start automatically. To view the process, go to the **Production Payroll** process and select the tab for *Posting Simulation*.
 - a) Once the step has completed, click the confirm button to move onto the next step within this **production payroll** process.
 - i. Add a Note saying **Verified Posting simulation**.
 - ii. Select OK .
10. The system will move you to *Initiate Policies* and will automatically. To view this step select the tab for *Initiate Policies*.
 - a) Select *Start* to change the status to *In Process*.
11. Once the *Initiate Policies* has completed (It may take a few minutes), select *confirm*to finish the step.
 - a) Add a Note saying **Completed Initiate Policies**
 - b) Select OK.
12. Select the tab for the *Monitoring* step and select the *Start* button. You will see the *Monitoring KPI Screen* with no alerts. We previously had 3 alerts in the monitoring step.
 - a) You fixed the alert for *Infotype 105* from the **Monitoring** phase.
 - b) You removed the alert for *No position (99999999)*
 - c) You removed the alert for *Time Eval Status = 0*

13. Verify the *KPI information*.
 - a) Verify the *gross amount*.
14. Select *Confirm* to complete the **MONITORING** step for our **February Production Payroll**.
 - a) Add a note saying **Completed Production Payroll**.
15. The step for *Exit Payroll* will start automatically – give it a minute to let it complete.



Note:

DO NOT MANUALLY START THIS STEP

Unit 4 Exercise 18

Verify User Authorization Objects for PCC

Business Example

As a Payroll analyst, you need to ensure that the authorization objects assigned to the Payroll Manager for your assigned Payroll area is correct. You need to ensure that these associates can only see the data of employees in their Payroll area within the Payroll Control Center.

1. Verify that the only data instance parameter values for authorization object (P_PYD_INST) are the following for your user HRH65-## for your role ZPCC_##
 - Your Group number plus * (01* for Group 1)
 - Your Payroll Area plus * (Ex: X1* for Group 1)

Verify User Authorization Objects for PCC

Business Example

As a Payroll analyst, you need to ensure that the authorization objects assigned to the Payroll Manager for your assigned Payroll area is correct. You need to ensure that these associates can only see the data of employees in their Payroll area within the Payroll Control Center.

1. Verify that the only data instance parameter values for authorization object (P_PYD_INST) are the following for your user HRH65-## for your role ZPCC_##
 - Your Group number plus * (01* for Group 1)
 - Your Payroll Area plus * (Ex: X1* for Group 1)
 - a) Navigate to transaction SU01D.
 - b) Type in your user id in the *User Field* and click the glasses icon .
 - c) Click the *Roles* tab.
 - d) Double click the role for ZPCC_##.
 - e) A new window should open up with your role.
 - f) Click the *Authorizations* tab in the window that just popped up.
 - g) Click the *Display Authorization Data* button.
 - h) Expand the *Human Resources* folder.
 - i) Expand the *Data Source Instance* Folder.
 - j) Note down the values that you see under the field “*Payroll Data Source Instance*” and what this is used for.
 - k) Click *Back* until you return to the SAP Easy Access screen.

Unit 5 Exercise 19

Run Action Log Viewer

Business Example

As an **Auditor** in the Payroll department you need to run an audit to understand the processing that occurred in the Payroll Control Center in the first period of the current year.

Front End Action Log

1. Launch the FRONT END ACTION LOG VIEWER program from your favorites *URL – PCC Action Log Viewer (2017)*
2. Select the *Completed Processes* tab at the top of the page.
3. Select *Monitoring* for January YYYY (Current Year).
Select some of the steps and view the details.
4. View the *Process History* for your MONITORING PROCESS.
5. Repeat for PRODUCTION PAYROLL for January YYYY (Current Year).
6. View the *Alert History* for your Production Payroll Process
7. Use the ↓ button at the bottom right to download settings, if required.
8. Use the gear button to filter the results shown, if required.

Unit 5

Solution 19

Run Action Log Viewer

Business Example

As an **Auditor** in the Payroll department you need to run an audit to understand the processing that occurred in the Payroll Control Center in the first period of the current year.

Front End Action Log

1. Launch the FRONT END ACTION LOG VIEWER program from your favorites *URL – PCC Action Log Viewer (2017)*
2. Select the *Completed Processes* tab at the top of the page.
3. Select *Monitoring* for January YYYY (Current Year).
Select some of the steps and view the details.
4. View the *Process History* for your MONITORING PROCESS.
 - a) Search for “Create Test” in the search box and hit ENTER.
 - b) Select “Create Test Payroll Data” to view the details.
 - c) Go back.
5. Repeat for PRODUCTION PAYROLL for January YYYY (Current Year).
 - a) Search “Run Payroll” in the search box and hit ENTER.
 - b) Select “Run Payroll – Payroll run started” to view the details.
 - c) Go back.
6. View the *Alert History* for your **Production Payroll Process**
7. Use the ↓ button at the bottom right to download settings, if required.
8. Use the gear button to filter the results shown, if required.

Unit 5 Exercise 20

Reset PCC Process for Testing

Business Example

As a **Payroll Manager** who is responsible for the Payroll environment, you need to reset a *Payroll Control Center Monitoring* process that has been accidentally started in the system.

1. First find the name of the process that was created.
2. Launch the *PCC My Processes Page* and generate future process.
3. Launch the *Payroll Control Center* and start a future Production Payroll for June of the current year.



Note:

You may need to select *Show more* on the bottom right corner to see a future process.

4. In the SAP system launch the `PCC RESET PROCESS PROGRAM`.
5. Under *Process Instance ID*, enter the ID for your production process along with the year and period. We will reset Production Payroll for June (period 06) of the current year (YYYY), therefore use the process name we wrote down in step 1B, adding `_YYYY06` to the name.
6. Select the *Delete and Recreate* button and *Ignore Execution Status*. Verify *Display log* is already selected.
7. Firstly, execute with simulation on, check the results to make sure our process was found by the program and you are only selecting one entry.
8. Return to the selection screen and uncheck the simulation box.
9. Execute the program.
10. Return to the *SAP Easy Access Screen*.
11. Launch the *Payroll Control Center* and verify that the started process has now been reset and is shown under *Upcoming Processes*.



Note:

The reset program will not update the payroll control record. If you start the next payroll period and the control record is updated, then you will need to manually correct the control record

Unit 5 Solution 20

Reset PCC Process for Testing

Business Example

As a **Payroll Manager** who is responsible for the Payroll environment, you need to reset a *Payroll Control Center Monitoring* process that has been accidentally started in the system.

1. First find the name of the process that was created.
 - a) Go to the following part of the IMG:

Payroll → Payroll International → Payroll Control Center → Payroll Process Management → Generate Process Steps

 Note:
Alternatively, you can go directly to transaction code PYC_STEP_GES
 - b) Find your process ID for your Production Process which will start with `ZPROC` followed by the date and time stamp it was created by selecting the drop down next to the Process ID. Copy the process ID to your clipboard.
This is automatically created with a date and time stamp in the system
2. Launch the *PCC My Processes Page* and generate future process.
 - a) Go to the SAP Easy Access Menu (Not the IMG)
 - b) Launch the favorite for the *PCC Simplified Configuration Process Page* http://zmetdc00.wdf.sap.corp:55080/sap/bc/ui5/ui5/sap/hrpy_pcc_conf_1/index.html?sap-client=800
 - c) Select your Production Payroll process.
 - d) To access change mode, select the pencil button.
 - e) Scroll down to recurrences and add processes up until June of the current year.
 - f) Save your changes.
3. Launch the *Payroll Control Center* and start a future Production Payroll for June of the current year.

 Note:
You may need to select *show more* on the bottom right corner to see a future process.

 - a) The process will start automatically and error out due to a control record issue.
 - b) Verify that an error occurs.
4. In the SAP system launch the `PCC RESET PROCESS PROGRAM`.

a) Execute transaction ZPYC_RESET_PROC*



Note:

This is a custom transaction assigned to a standard program.

Alternatively you can go to transaction SA38/SE38 and enter the standard program PYC_RESET_PROC_INST and then click the *Execute* button.

5. Under *Process Instance ID*, enter the ID for your production process along with the year and period. We will reset Production Payroll for June (period 06) of the current year (YYYY), therefore use the process name we wrote down in step 1B, adding _YYYY06 to the name.

a) **ZPROC201712041527241200000_YYYY06**



Hint:

Select the forward arrow button to enter the full process name.

6. Select the *Delete and Recreate* button and *Ignore Execution Status*. Verify *Display log* is already selected.
7. Firstly, execute with simulation on, check the results to make sure our process was found by the program and you are only selecting one entry.
8. Return to the selection screen and uncheck the simulation box.
9. Execute the program.
10. Return to the SAP Easy Access Screen.
11. Launch the *Payroll Control Center* and verify that the started process has now been reset and is shown under *Upcoming Processes*.



Note:

The reset program will not update the payroll control record. If you start the next payroll period and the control record is updated, then you will need to manually correct the control record

Unit 5

Exercise 21

Manage Declustered Payroll Results

Business Example

As an IT Analyst, it is your job to be aware of the database size that is created by the Declustered Payroll results and manage the Declustered results.

Task 1: Delete Declustered Results

1. View Declustered results in transaction `SE16` for your first employee.

`HRDCT_TPY_RGDIR` for test results
`P2RX_RT` for Results table

2. Launch the Delete Declustered payroll results transaction code `HRDCT_DEL_DATA` for your payroll area, in test mode first with the detailed log for both test and productive payroll.
 - a. Verify the number of employees selected = 2.
 - b. View the Tables Selected
3. Execute Program in productive mode.
4. Verify the Declustered results no longer exists for the following tables:
 - `HRDCT_TPY_RGDIR`
 - `P2RX_RT`
5. View clustered results in transaction `PC_PAYRESULT` for your employee **722991##**.

Task 2: Recreate Production Declustered Results

1. Launch the *Load Declustered payroll results* program `HRDCT_LOAD_PY_RX` and execute it for the current year for your payroll area, for the RT table only in test mode, with the detailed log.
 - Verify the number of employees selected = 2
 - Verify only the RT table is selected
2. Verify the Declustered results have been recreated in the system in table `P2RX_RT`.

Manage Declustered Payroll Results

Business Example

As an IT Analyst, it is your job to be aware of the database size that is created by the Declustered Payroll results and manage the Declustered results.

Task 1: Delete Declustered Results

1. View Declustered results in transaction SE16 for your first employee.

HRDCT_TPY_RGDIR for test results
P2RX_RT for Results table

- a) Enter table name HRDCT_TPY_RGDIR to view test payroll results created in the Monitoring process and select execute.
- b) Enter your payroll area.



Note:

If payroll area is not an option you may need to select *Setting → Fields for selection* and choose ABKRS (Payroll Area).

- c) Verify results exist.
 - d) Back out to the main SE16 screen and enter table name P2RX_RT for Results table.
 - e) Enter the personnel number **722991##** and hit execute.
 - f) Verify rows exist.
2. Launch the Delete Declustered payroll results transaction code HRDCT_DEL_DATA for your payroll area, in test mode first with the detailed log for both test and productive payroll.
 - a. Verify the number of employees selected = 2.
 - b. View the Tables Selected
 - a) Enter your payroll area.
 - b) Enter *Cluster ID = RX (International Payroll)*.
 - c) Select to delete “Test Payroll Decl. Results” and “Productive Decl. results”.
 - d) Select the *Detailed Log* check box.
 - e) Execute
 - f) Verify the number of employees selected = 2.

- g) Double click “Transparent Table Selected” and view the output.
 - h) Double click “Records of changed test Payroll RGDIR” and view the output.
3. Execute Program in productive mode.
 - a) Return to the selection screen and uncheck “Test Run”.
 - b) Execute the program.
 4. Verify the Declustered results no longer exists for the following tables:
 - HRDCT_TPY_RGDIR
 - P2RX_RT
 - a) Go to transaction SE16.
 - b) Enter table name HRDCT_TPY_RGDIR to view test payroll results created in the Monitoring process and select execute.
 - c) Enter the personnel number **722991##** and hit execute.
 - d) Verify no results exist.
 5. View clustered results in transaction PC_PAYRESULT for your employee **722991##**.
 - a) Open a new session and go to transaction code PC_PAYRESULT.
 - b) Enter your personnel number **722991##**.
 - c) Double click any row of results.
 - d) Double click the RT table and view the results.

Task 2: Recreate Production Declustered Results

1. Launch the *Load Declustered payroll results* program `HRDCT_LOAD_PY_RX` and execute it for the current year for your payroll area, for the RT table only in test mode, with the detailed log.
 - Verify the number of employees selected = 2
 - Verify only the RT table is selected
 - a) Launch the Delete Declustered payroll results program `HRDCT_LOAD_PY_RX`.
 - b) Select the period = current year.
 - c) Enter your payroll area.
 - d) Enter *Cluster ID = RX (International Payroll)*.
 - e) Check the box for Manual Select tables and then select only the Internal table for RT by choosing from the drop down.
 - f) Select the *Detailed Log* check box.
 - g) Execute
 - h) View the detailed log.
 - i) Verify the number of employees selected = 2.

- j) Verify “*Transparent Table Selected*” and verify only the RT table exists.
 - k) Double click “*Directory of Changed Payroll Result*”.
2. Verify the Declustered results have been recreated in the system in table P2RX_RT.
- a) Go to transaction SE16.
 - b) Enter table name P2RX_RT to view test payroll results created in the Monitoring process and click execute.
 - c) Enter the personnel number **722991##** and hit execute.
 - d) Verify that results have been recreated.



Note:

Table HRPY_RGDIR is used for non-test payroll results to store the period and link between the other tables.

Unit 8

Exercise 22

Case Study: Payroll Control Center

Business Example

As a member of the configuration team, you are responsible for the configuration of the *Payroll Control Center*. The goal of the case study is to test your knowledge on the subject and reinforce the knowledge and exercises that were learned in the class. Pre-requisite configuration has been done.

Task 1: Create New Payroll Area

1. Go to transaction SM30 and enter table V_T549A and click the *Maintain* button
2. Go to transaction PA03 and create the control record created in step 1A effective **December** of the prior year

Task 2: Hire New Employee

As a **Payroll Manager**, you need to hire a new employee into your PAYROLL AREA.

1. Launch the *Fiori Launchpad* so we can hire a new employee
2. Click the tile *Hire Employee International* (99) which should open a new tab for us to enter the data to hire our employee

Task 3: Update Authorization for our new Payroll Area

1. Update the existing authorization object assigned to our user to include additional authorization needed with our payroll area.

Task 4: Create Policy Types & New Alerts for our Group

1. Create Policy Types & New Alerts for our Group. From the SAP IMG Transaction SPRO navigate to the following *Payroll* → *Payroll International* → *Payroll Control Center* → *Payroll Control Center Configuration Simplification*.

Task 5: Create Process Template for Monitoring

1. Next, we will setup the process template for our new payroll area for our Monitoring process that will contain the 3 steps that are used for Pre-Payroll activities done during one click monitoring. From the SAP IMG Transaction SPRO) navigate to the following *Payroll* → *Payroll International* → *Payroll Control Center* → *Payroll Control Center Configuration Simplification* The individual tasks below will be done from this section of the IMG

Task 6: Create Process Type for Monitoring

1. Back out to the IMG and select the activity **Define Process Types**

Task 7: Create Monitoring Process in UI

1. Navigate to the SAP Easy Access Menu (Not the IMG) and launch the favorite for the PCC Simplified Configuration Process Page: http://zmetdc00.wdf.sap.corp:55080/sap/bc/ui5/ui5/sap/hrpy_pcc_conf_1/index.html?sap-client=800
2. Click the + button at the bottom right of the screen to create a new process
3. In the pop up box that appears select your Z##_CS_MON_PROCESS process type and enter the following
4. Validate & Save your changes

Task 8: Start One Click Monitoring for our new Payroll Area

1. Launch the *Payroll Control Center Manager* role from your SAP Favorites
2. From the *Payroll Control Center*, main screen select the tab for *Upcoming Processes*
3. Click the *Start* process button for Period 01/YYYY for the MONITORING PROCESS we created above
4. Click the tab for *Current Processes* and you should now see your monitoring policy that was created for **Simplified Configuration** within this tab
5. Click your *monitoring policy* to drill into the details
6. Click the 1/3 button to view each of the steps involved in the process
7. Once the process has completed (It may take a few minutes)
8. The system will automatically move you to the next step *Initiate Policies* after a few seconds and should start automatically. The step will not automatically start this step if you manually started the previous step – if that is the case then click the *Start* button to begin the step for *Initiate Policies* manually
9. Once the *Initiate Policies* has completed (It may take a few minutes) we can view the details of our run
10. Once we have viewed the details we can click *confirm* button to move onto the next step within this monitoring process. You should now see the *Monitoring* screen. We would only have alerts to investigate if we selected a validation rule that triggered an alert.

Task 9: Define Process Templates for Production Payroll (Backend)

1. Configure our Production Payroll completely using the simplified configuration framework. From the SAP IMG Transaction SPRO navigate to the following *Payroll → Payroll International → Payroll Control Center → Payroll Control Center Configuration Simplification*
2. Select the activity **DEFINE PROCESS TEMPLATES** and create a new Process Template

Task 10: Define Process Types for Production Payroll

1. Back out to the IMG and select the activity **Define Process Types**

Task 11: Create Production Process using Front End UI

1. Navigate to the SAP Easy Access Menu (Not the IMG) and launch the favorite for the PCC Simplified Configuration Process Page: http://zmetdc00.wdf.sap.corp:55080/sap/bc/ui5/ui5/sap/hrpy_pcc_conf_1/index.html?sap-client=800
2. Click the + button at the bottom right of the screen to create a new process

3. In the pop up box that appears select your Z##_SC_PROCESS_PP process type and enter the following
4. Validate & Save your changes

Task 12: Run Production Payroll for Payroll Area

1. Launch the *Payroll Control Center Manager* role from your SAP Favorites
2. From the *Payroll Control Center*, main screen select the tab for *Upcoming Processes*
3. Click the **Start** process for Period 01/YYYY for the **Production Payroll**
4. Click the tab for *Current Processes* and you should now see your **Production Payroll** within this tab
5. Click your **Production Payroll** to drill into the details
6. Click the 1/6 button to view each of the steps involved in the process
7. Once the process has completed (It may take a few moments) we can view the activities that have already been completed
8. Go back to the *Payroll Control Center* and verify the **Run Payroll** step was started and run automatically.
9. Look in SAP and confirm that **Payroll results** exist for our employee
10. Once you have verified the activities we can go back to the *Payroll Control Center* and the system should have automatically taken you to the next step **Posting Simulation** and run it
11. Verify the simulation once it completes running
12. Go back to the *Payroll Control Center* and click the *confirm* button to move onto the next step within this production payroll process
13. The system should automatically move you to the next step *Initiate Policies* & start the next process for *Initiate Policies*
14. Once the *Initiate Policies* has completed (It may take a few minutes) then we can view the details of the *Initiate Policies* step
15. Go back to the *Payroll Control Center* and click the *confirm* button to tell the system we are completed with the *Initiate Policies* step
16. You should now see the *Monitoring* screen. We would only have alerts to investigate if we selected a validation rule that triggered an alert.
17. Click the *Confirm* button to complete the *Monitoring* step
18. The step for **Exit Payroll** will start automatically – give it a minute to let it complete
19. Verify that it completes successfully

Unit 8

Solution 22

Case Study: Payroll Control Center

Business Example

As a member of the configuration team, you are responsible for the configuration of the *Payroll Control Center*. The goal of the case study is to test your knowledge on the subject and reinforce the knowledge and exercises that were learned in the class. Pre-requisite configuration has been done.

Task 1: Create New Payroll Area

1. Go to transaction SM30 and enter table V_T549A and click the *Maintain* button
 - a) Create a new entry PAYROLL AREA based upon the information below
 - b) Save your changes

Payroll Area	Text	Period Parameter	Run	Date Modifier
See Chart	PCC Case Study ##	09	✓	09

Group Number	Payroll
01	7A
02	7B
03	7C
04	7D
05	7E
06	7F
07	7G
08	7H
09	7I
10	7J
11	7K
12	7L
13	7M

Group Number	Payroll
14	7N
15	7O
16	7P
17	7Q
18	7R
19	7S
20	7T

2. Go to transaction PA03 and create the control record created in step 1A effective **December** of the prior year
 - a) Create a new entry for your assigned **Payroll Area** for period 12 of the prior year
 - b) Set the **Earliest retro acctg period** to **01** of the prior year

Task 2: Hire New Employee

As a **Payroll Manager**, you need to hire a new employee into your **PAYROLL AREA**.

1. Launch the *Fiori Launchpad* so we can hire a new employee
 - a) Should be saved under your favorites (URL - *Fiori Launchpad*)
 - b) The link = <http://zmetdc00.wdf.sap.corp:55080/sap/bc/ui5/ui2/ushell/shells/abap/Fiorilaunchpad.html?sap-client=800&sap-language=EN>
2. Click the tile *Hire Employee International* (99) which should open a new tab for us to enter the data to hire our employee
 - a) On the *Personnel Actions* screen enter the following values

Field	Value
Effective Date	January 01 of the current year (01/01/YYYY)
Reason	blank
Position	99999999 (leave default)
Personnel Area	CABB
EE Group (Employee Group)	1
EE Subgroup (Employee Subgroup)	X0
Personnel Number	722993##

- b) Choose *Next* button
- c) Enter the following values for *Infotype 0001* and select the *Next* button

Field	Value
Personnel Subarea	0002
Payroll Area	Payroll area created above (See chart above)

- d) Enter the employee's personal information with the required fields with the following entries and save the data

Field	Value
Form of Address	Your Choice
Last Name	Your Choice
First Name	Your Choice
Date of Birth	Your Choice
Nationality	Your Choice
Communication Language	Your Choice

- e) Create a new Address (*Permanent residence*) record and with the following entries and save the data

Field	Value
Country Key	Germany
City	Your Choice

- f) Enter the employee's working time details on the *Create Planned Working Time* screen.

- i. In the work schedule rule field the value should be NORM and in the Time Management status the value should be defaulted 0 – No time evaluation. Accept these values
- ii. Verify the displayed data in the *Working time* fields and then click *Next*

- g) Accept any warning message prompts that occur

- h) Enter the employee's pay scale group and level as follows

Field	Value
Pay Scale Group	E03
Level	01

- i. Press the *Next* button and the system should default the values of M020 for the wage type and \$3,050 for the amount. Save the data
- ii. Note – Annual salary may show \$0 – this is fine

- j) Setup a bank transfer to your employee by keeping the *Bank Company* as **Germany** and using the following values and click *Next*

Field	Value
Payment Method	Überweisung / Bank Transfer – should be defaulted
Bank Country	Germany – should be defaulted
Bank Key	12312312 (Citibank)
Bank Account	Your Choice
Payment currency	Euro (EMU)

- j) Once you reach the *Wrap-Up* step – click the Save button at the top of the screen.
- k) Close the *Fiori New Hire* screen.
- l) Open transaction PA20 in SAP and view the data of your new hire employee.

Task 3: Update Authorization for our new Payroll Area

1. Update the existing authorization object assigned to our user to include additional authorization needed with our payroll area.
 - a) Go to transaction code PFCG.
 - b) Enter the Role **ZPCC_##** and click the change button.
 - c) Select the *Authorizations Tab* and under the *Edit Authorization Data and Generate Profiles* area click the *Change Authorization Data* button .
 - d) On the next screen select the *Manually* button and enter the following authorization Objects **P_PYC_POL** and **P_PYC_PYP**
 - e) Expand the *Human Resource* folder and update the authorization for the two objects listed above to include the following Authorization Object for Policy Maintenance Request

Activity	All Activities
BO service name for authorization	*
Policy Type	Z##* <--Make sure to include asterisk your payroll area followed by * (Ex: 01 = 7A*, 02 = 7B)

- f) Authorization for Process Maintenance Request

Activity	All Activities
BO service name for authorization	*
Policy Type	Z##* <--Make sure to include asterisk your payroll area followed by * (Ex: 01 = 7A*, 02 = 7B)

- g) Update the payroll data source instance object. Update field “Payroll Data Source Instance / field to include your payroll area followed by * (Ex: 01 = 7A*, 02 = 7B*) b.

This object should already include two objects and we are going to update it with a new object :

- i. Original payroll Area followed by *
 - ii. Your Number followed by *
- h) Click the Generate button (red and white icon).

Task 4: Create Policy Types & New Alerts for our Group

1. Create Policy Types & New Alerts for our Group. From the SAP IMG Transaction SPRO navigate to the following *Payroll → Payroll International → Payroll Control Center → Payroll Control Center Configuration Simplification*.
 - a) Select the activity **Define Policy Types**
 - b) Create a new *Policy Type* with the following attributes

Field	Value
Policy Type	Z##_CS_ALERTS
Policy Type Name	Group ## Case Study Alerts
Country Grouping	99
Inst. Selection Parameter	ABKRS
Time Selection Parameter	PERIOD

- c) Navigate to the *SAP Easy Access Menu* (Not the IMG) and launch the favorite for the *PCC Simplified Policy Page*: http://zmetdc00.wdf.sap.corp:55080/sap/bc/ui5_ui5/sap/hrpy_pcc_conf_2/index.html?sap-client=800
- d) Click the + button at the bottom right of the screen to create a new group of policies
- e) Select the *Policy Type* created for Group ## Case Study Alerts when prompted
- f) Add the alerts of your choosing to this new group of policies
- g) Create additional policy groups with alerts as desired

Task 5: Create Process Template for Monitoring

1. Next, we will setup the process template for our new payroll area for our Monitoring process that will contain the 3 steps that are used for Pre-Payroll activities done during one click monitoring. From the SAP IMG Transaction SPRO) navigate to the following *Payroll → Payroll International → Payroll Control Center → Payroll Control Center Configuration Simplification* The individual tasks below will be done from this section of the IMG
 - a) Select the Activity in the IMG for **Define Process Templates**
 - b) Create a new *Process Template* with the naming convention and the following attributes

Field	Value
Process Template	Z##_CS_MONITORING_TEMP
Template Name	Group ## SC PCC Case Study Monitoring

Field	Value
Instance Parameter	ABKRS
Time Parameter	Period
Country Grouping	99

- c) Select the *Payroll Process Template Business Version* folder within this activity of the IMG and create a new entry with the following: Process Template Business Version = **002**
- d) Select the *Payroll Process Template Category* folder within this activity of the IMG and create a new entry with the following: Process Template Category = **Monitoring**
- e) Select the *Payroll Process Template Event Handler Run Time* folder within this activity of the IMG and create a new entry with the following: Payroll Process Template Event Handler Run Time = **CL_PYC_EHI_RELEASE_CHECK_DEF**
- f) Select the *Step Group Template* folder within this activity of the IMG and create a new entry with the following.

Field	Value
Group Template	Your Choice
Name	Your Choice
Sequence Number	Blank
Country Grouping	99

- g) Double click the *Assign Step Template to Step Group Template* sub-folder that is within the *Step Group Template* folder and create the following step template IDs and Sequences. Acknowledge any warning messages by clicking enter and then save your data

Step Template ID	Process Step Template Name	Sequence
PYP_V2_RUN_PAY-ROLL_TEST	Create Test Payroll Data	100
PYP_V2_INIT_POLICIES	Initiate Policies	200
PYP_V2_MONITORING	Monitoring	300

- h) Save your data

Task 6: Create Process Type for Monitoring

1. Back out to the IMG and select the activity **Define Process Types**

- a) Create a new *Process ID* with the following attributes

Field	Value
Process Type	Z##_CS_MON_PROCESS

Field	Value
Process Type Name	## Case Study Monitoring Payroll
Process Template	Z##_CS_MONITORING_TEMP
Country Grouping	99
Auth. Prefix	Z##
Administrator Group	PC##
	Checked

- b) Double click the subfolder for the *Payroll Steps Context* and click the *New Entries* and enter the following values

Step Template ID	Process Step Template Name	Parameter Type	Parameter Type	Parameter Value
PYP_V2_RUN_PAY-ROLL_TEST	Create Test Payroll Data	PROGRAM	SE38 Program name	RPCALCX0
PYP_V2_RUN_PAY-ROLL_TEST	Create Test Payroll Data	VARIANT	Variant for SE38 program	ZPCC

- i. Save changes

- c) Double click the subfolder for the *Other Process Type Context* and enter the following

Parameter Type	Parameter Type Name	Parameter Value
PERMO	Period Parameters	09

- i. Save changes

- d) Double click the subfolder for *Assign Policy Type to Process Type* and enter the following

Policy Type	Policy Type Name
Z##_CS_ALERTS	Group ## Alerts

- i. Save changes

Task 7: Create Monitoring Process in UI

1. Navigate to the SAP Easy Access Menu (Not the IMG) and launch the favorite for the PCC Simplified Configuration Process Page: http://zmetdc00.wdf.sap.corp:55080/sap/bc/ui5/ui5/sap/hrpy_pcc_conf_1/index.html?sap-client=800
2. Click the + button at the bottom right of the screen to create a new process
3. In the pop up box that appears select your Z##_CS_MON_PROCESS process type and enter the following

- a) Process Name
 - i. Your Choice
- b) Payroll Area
 - i. Payroll Area we created
- c) Policies
 - i. Select Alerts created earlier
- d) Team
 - i. HRH65-##
- e) Analytics
 - i. Your KPI group previously created
- f) Payroll Period
 - i. January YYYY (Current Year)



Note:

*Will need to scroll down

4. Validate & Save your changes

Task 8: Start One Click Monitoring for our new Payroll Area

1. Launch the *Payroll Control Center Manager* role from your SAP Favorites
 - a) URL - PCC My Processes Manager (2017)
2. From the *Payroll Control Center*, main screen select the tab for *Upcoming Processes*
3. Click the *Start* process button for Period 01/YYYY for the MONITORING PROCESS we created above
4. Click the tab for *Current Processes* and you should now see your monitoring policy that was created for **Simplified Configuration** within this tab
5. Click your *monitoring policy* to drill into the details
 - a) The process should start automatically after a few seconds
6. Click the 1/3 button to view each of the steps involved in the process
 - a) Clicking any button will also refresh the screen
7. Once the process has completed (It may take a few minutes)
 - a) You can click 1/3 to refresh to check
8. The system will automatically move you to the next step/*Initiate Policies* after a few seconds and should start automatically. The step will not automatically start this step if you manually started the previous step – if that is the case then click the *Start* button to begin the step for *Initiate Policies* manually
 - a) The system will change the status to **In Process** once we click the *Start* button

9. Once the *Initiate Policies* has completed (It may take a few minutes) we can view the details of our run
 - a) Click see *details* button
 - b) Select the *Program details* tab.
 - c) View the execute check instance by clicking the link in the result field
 - d) View the **execute KPI instances** by clicking the link in the result field
 - e) Close the *details screen* and click the *OK* button
10. Once we have viewed the details we can click *confirm* button to move onto the next step within this monitoring process. You should now see the *Monitoring* screen. We would only have alerts to investigate if we selected a validation rule that triggered an alert.

Task 9: Define Process Templates for Production Payroll (Backend)

1. Configure our Production Payroll completely using the simplified configuration framework. From the SAP IMG Transaction *SPRO* navigate to the following *Payroll → Payroll International → Payroll Control Center → Payroll Control Center Configuration Simplification*
2. Select the activity *DEFINE PROCESS TEMPLATES* and create a new Process Template
 - a) Create a new *Process Template* with the following attributes

Field	Value
Process Template	Z##_SC_TEMP_PP
Template Name	Your Choice
Instance Parameter	ABKRS
Time Parameter	Period
Country Grouping	99

- i. Save
- b) Select the *Payroll Process Template Business Version* folder within this activity of the IMG and create a new entry
 - i. *Process Template Business Version = 002*
 - ii. Save your changes (You will get a warning message in a subsequent step if you don't save the changes now)
- c) Select the *Payroll Process Template Business Version* folder within this activity of the IMG and create a new entry
 - i. *Process Template Category = PP Productive Payroll*
 - ii. Save your changes
- d) We can skip the folder for *Payroll Process Template Event Handler Run Time* because this is setup for only MONITORING. If you double-click the folder you will get a red error message letting you know that you cannot create an entry.

- e) Select the *Step Group Template* folder within this activity of the IMG

Field	Value
Group Template	Group ## Template
Name	Your Choice
Sequence Number	Blank
Country Grouping	99

- f) Select the *Assign Step Template to Step Group Template* subfolder within the *Step Group Template* folder and create the following **Step Template IDs** and **Sequences**

Step Template ID	Process Step Template Name	Sequence
PYP_V2_RUN_PAY-ROLL_TEST	Start Payroll	100
PYP_V2_RUN_PAYROLL	Run Payroll	200
PYP_V2_SIMULATE_POSTING	Simulate Posting	300
PYP_V2_INIT_POLICIES	Initiate Policies	400
PYP_V2_MONITORING	Monitoring	500
PYP_V2_CLOSE_PAYROLL	Exit Payroll	600

- g) Save your data

Task 10: Define Process Types for Production Payroll

1. Back out to the IMG and select the activity **Define Process Types**

- a) Enter the following information on the *Process Type* folder

Field	Value
Process Type	Z##_SC_PROCESS_PP
Process Type Name	## Simplified Config Production PY Process
Process Template	Z##_SC_TEMP_PP
Country Grouping	99
Auth. Prefix	Z##
Administrator Group	PC##

- i. Save your changes (MAKE SURE TO SAVE CHANGES)
- b) Double click the *Payroll Steps Context* and click the *New Entries* and enter the following values

Step	Step Name	Parameter Type	Parameter Type	Parameter Value
PYP_V2_RUN_PAYROLL	Run Payroll	PROGRAM	SE38 Program name	RPCALCX0
PYP_V2_RUN_PAYROLL	Run Payroll	VARIANT	Variant for SE38 program	ZPCC
PYP_V2_SIMULATE_POSTING	Posting Simulation	PROGRAM	SE38 Program name	RPCIPE00
PYP_V2_SIMULATE_POSTING	Posting Simulation	VARIANT	Variant for SE38 program	ZPCC_SIM
PYP_V2_RUN_PAYROLL_TEST	Create Test Payroll Data	PROGRAM	SE38 Program name	RPCALCX0
PYP_V2_RUN_PAYROLL_TEST	Create Test Payroll Data	VARIANT	Variant for SE38 program	ZPCC

i. Save changes

- c) Double click the subfolder for the *Other Process Type Context* and enter the following

Parameter Type	Parameter Type Name	Parameter Value
PERMO	Period Parameters	09

i. Save changes

- d) Double click the subfolder for *Assign Policy Type to Process Type* and enter the following

Policy Type	Policy Type Name
Z##_CS_ALERTS	Existing Validations

i. Save changes

Task 11: Create Production Process using Front End UI

1. Navigate to the SAP Easy Access Menu (Not the IMG) and launch the favorite for the PCC Simplified Configuration Process Page: http://zmetdc00.wdf.sap.corp:55080/sap/bc/ui5/ui5/sap/hrpy_pcc_conf_1/index.html?sap-client=800
2. Click the + button at the bottom right of the screen to create a new process
3. In the pop up box that appears select your Z##_SC_PROCESS_PP process type and enter the following
 - a) Process Name

- i. Your Choice
- b) Payroll Area
 - i. Payroll Area created earlier
- c) Policies
 - i. Select groups of policies of your choice
- d) Team
 - i. HRH65-##
- e) Analytics
 - i. Your KPI group previously created
- f) Payroll Period
 - i. January YYYY (Current Year)



Note:

*Will need to scroll down

4. Validate & Save your changes

Task 12: Run Production Payroll for Payroll Area

1. Launch the *Payroll Control Center Manager* role from your SAP Favorites
 - a) URL - PCC My Processes Manager (2017)
2. From the *Payroll Control Center*, main screen select the tab for *Upcoming Processes*
3. Click the **Start** process for Period 01/YYYY for the **Production Payroll**
4. Click the tab for *Current Processes* and you should now see your **Production Payroll** within this tab
5. Click your **Production Payroll** to drill into the details
 - a) This still will begin automatically
6. Click the 1/6 button to view each of the steps involved in the process
7. Once the process has completed (It may take a few moments) we can view the activities that have already been completed
 - a) Verify the **Start Payroll** has been started and completed automatically
 - i. Go to transaction PA03 in the SAP system
 - ii. Enter your payroll area and click the display icon
 - iii. What is the status? Notice the Last change date and time stamp
8. Go back to the *Payroll Control Center* and verify the **Run Payroll** step was started and run automatically.
9. Look in SAP and confirm that **Payroll results** exist for our employee

- a) Go to transaction PC_PAYRESULT
 - b) Enter our personnel number **722993##**
 - c) Verify an entry exists for the first payroll of the current year **01/YYYY**
10. Once you have verified the activities we can go back to the *Payroll Control Center* and the system should have automatically taken you to the next step **Posting Simulation** and run it
11. Verify the simulation once it completes running
- a) Go to transaction PCP0 (Zero not letter O) in the SAP system and look at the simulation document created for our payroll area
12. Go back to the *Payroll Control Center* and click the *confirm* button to move onto the next step within this production payroll process
- a) Select the **OK** button
13. The system should automatically move you to the next step *Initiate Policies* & start the next process for *Initiate Policies*
- a) The system will change the status to *In Process* once we click the start button
14. Once the *Initiate Policies* has completed (It may take a few minutes) then we can view the details of the *Initiate Policies* step
- a) Click the see *details* button
 - b) Click the *Program Details* tab
 - c) View the results for **Execute Check Instances**
 - d) View the results for **Execute KPI Instance**
15. Go back to the *Payroll Control Center* and click the *confirm* button to tell the system we are completed with the *Initiate Policies* step
- a) Add a Note saying **Completed Initiate Policies**
 - b) Select the **OK** button
16. You should now see the *Monitoring* screen. We would only have alerts to investigate if we selected a validation rule that triggered an alert.
17. Click the *Confirm* button to complete the *Monitoring* step
- a) Add a note saying **Completed Monitoring**
18. The step for **Exit Payroll** will start automatically – give it a minute to let it complete
- a) DO NOT MANUALLY START THIS STEP
19. Verify that it completes successfully
- a) Go to transaction PA03 in the SAP system and look at the control record for your payroll area