HRMS End User Training







Financial Reporting



Class Introductions

- Name
- Agency
- **Experience working with HRMS**
- Goal(s) for class





Course Objectives

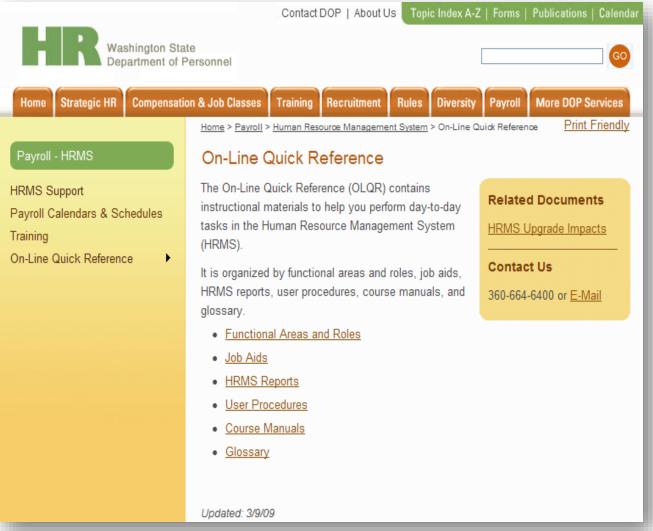
- Upon completion of this course, you will be able to:
- Define new terms and concepts specific to Financial Reporting.
- Identify the financial reports available in HRMS.
- Understand how to manipulate reports using the Automated List Viewer (ALV).
- Define how to create variants, and how to access Statewide variants.
- Identify the Financial reports available in the Business Intelligence.





Training Tools

■ HRMS On-line
Quick Reference
(OLQR): On-line
help that provided
you with step-bystep instructions
designed to help
you complete tasks
in HRMS.

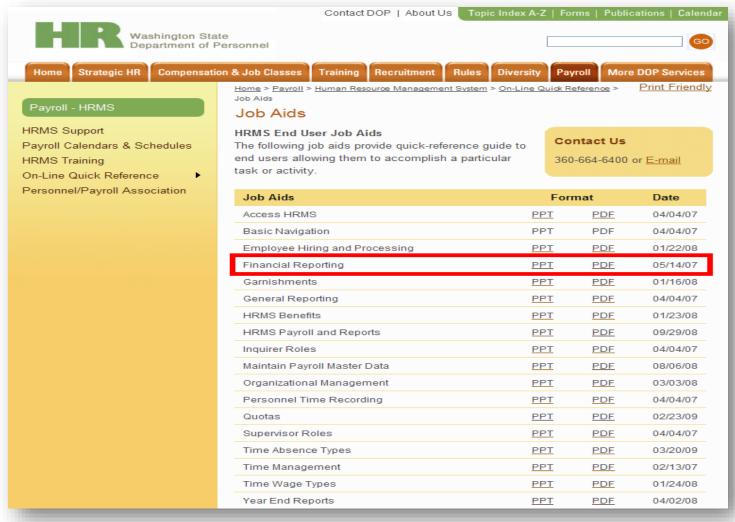


Website address:

http://www.dop.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/default.aspx



Job Aids



Website address:

http://www.dop.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/JobAids.aspx



Financial Reporting Overview



Financial Reporting Overview

Upon completion of this section, you will be able to:

- Define new terms related to Financial reports.
- List the key features and benefits of reporting in HRMS.
- Describe roles as they relate to the course.





Key Terms

- ■Automated List Viewer (ALV) Tool which allows users to modify data to fit their needs.
- ■Business Area A specific agency in the State of Washington. This is associated with each Employer Identification Number (EIN).
- **■In-Period-** The current payroll period.
- ■For- Period- The prior period that was processed in the current payroll because of a retro calculation in that period.
- ■**Period** The pay period for which the report, transaction, or program is being run.



Key Terms cont'd.

- **Personnel Area** A specific agency or sub-agency in the State of WA that is organized according to aspects of personnel, time management, and payroll. It divides the organization administratively.
- **Organizational Unit** An organizational grouping of employees which serves as functional units of an agency an defines organizational structure.
- Variant A customized version of a report with specific, individually pre-selected criteria. Used for reports which must be repetitively run.
- Wage Type An object in Payroll and Personnel Administration which stores amounts or time units that are used to calculate pay and deductions, store results, and determine statistics. It separates amounts and time units for various business processes.



Reporting in HRMS

- HRMS integration provides the capability to run reports within Personnel Areas (agencies or sub-agencies)
- Generating reports allows you to process information quickly to support decision making
- ■Display data and filter data to be unique to each agency or sub-agency.
- ■View the report online or print immediately.
- Ability to export and manipulate "real-time" data.





HRMS Role Based Security

- Human Resource Management System (HRMS) has role-based security
 - A "role" is defined as a major grouping of activities that reflect a specific aspect of a person's job
- While a role may have several activities aligned to it, an activity can only be aligned with one role. A person may be assigned one or more roles, and roles can be assigned to one or more persons.
- Your assigned HRMS role dictates the information that you can create, change and display
 - Your agency assigned your role based on what tasks you perform

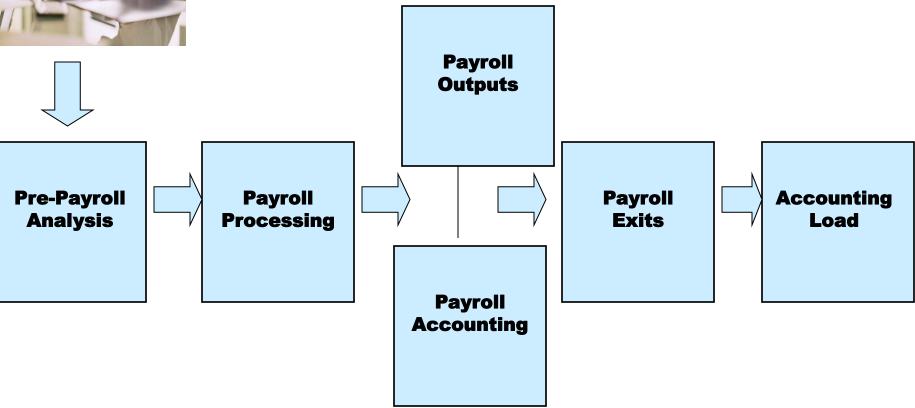
■ **Financial Reporting Processor**: Responsible for running financial reports within HRMS to view the data for their agencies.





Financial Information Process Flow

Agency End Users
Input information into HRMS





Running reports using the Automated List Viewer (ALV)



Section Overview

- Upon completion of this section, you will be able to:
 - Define the Automated List Viewer (ALV) toolbar
 - Access reports available to Financial Processors
 - Describe how to use the ALV to manipulate data of reports.



The Automated List Viewer (ALV)

- ■The Automated List Viewer (ALV) is a tool for displaying and formatting lists (reports) in the SAP system based on the SAP GUI user-interface technology.
- ■While some reports are easily viewed and printed, others can be large and harder to manage (potentially as wide and as long as a table).
- ■For these reports, the Automated List Viewer or ALV, enables you to visually manipulate how data is viewed in table form.





ALV Function Options Include:

- Selecting/Deselecting Multiple and Single Rows, Columns and Cells
- Swapping and Hiding Column Locations and Altering Widths
- Sorting in Ascending and Descending Orders
- Setting and Deleting Filters
- Selecting and Maintaining Filter Options
- Changing Filter Sequences
- Displaying and Deleting Totals

- Calculating and Deleting Averages, Maximums and Minimums
- Creating, Displaying and Deleting Subtotals for one or more columns
- Saving ALV List Layouts
- Selecting ALV Layout Options
- Displaying Lists Graphically
- Freezing Columns
- Choosing Details



Financial Reports Overview

Bi-Monthly:

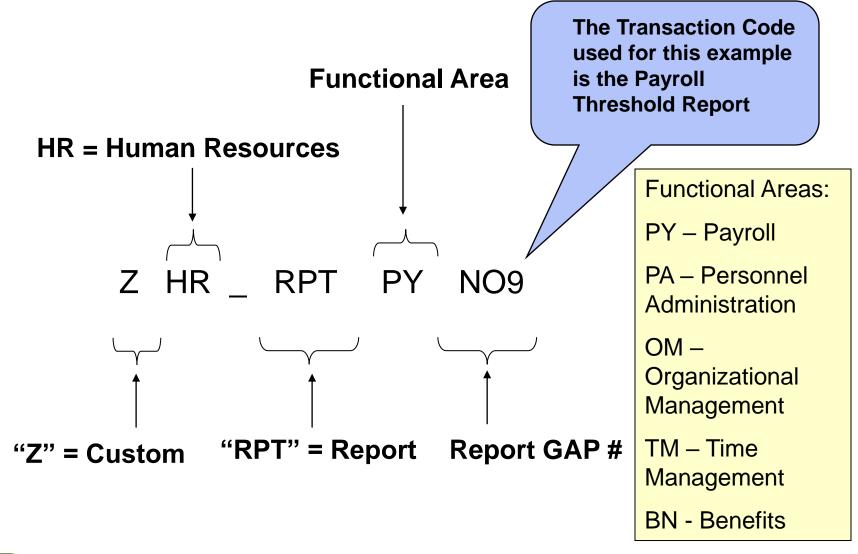
- Payroll Threshold Report (ZHR_RPTPYN09)
- Payroll Posting Report (ZHR_RPTPY126)
- Wage Type Assignment Display G/L Accounts (PC00_M99_DKON)
- Federal Employer Identification Numbers (EIN) (ZHR_RPTPY061)
- Negative Federal Tax Per Federal EIN Report (ZHR_RPTPY600)
- Negative Summary Records (ZHR_RPTPY455)
- Payroll Journal Voucher Report (ZHR_RPTPY376)
- Accrued & Mandatory Payroll Deduction Report (ZHR_RPTPY010)
- Remittance Detail Report (PC00_M99_URMR)

Quarterly:

- Medical Aid Detail Report (ZHR_RPTPY394)
- Tax Reporter Form 941 (PU19)



HRMS Reporting - Transaction Code Map



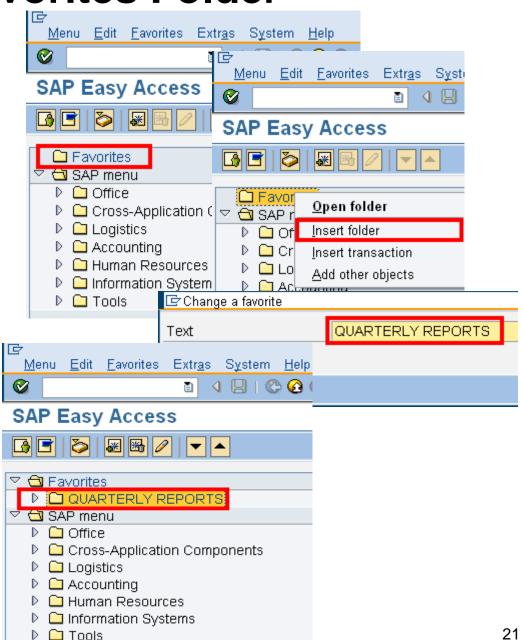


Personalize your Favorites Folder

- ■To personalize your favorites folder:
 - Right click on the folder
 - Select options

■You can:

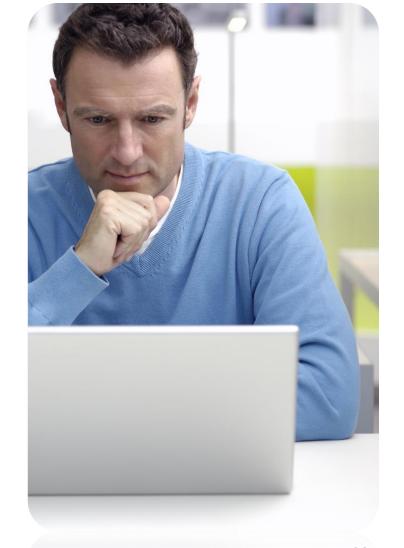
- Add sub-folders
- Add common transaction codes
- Add commonly viewed websites





Payroll Threshold Report

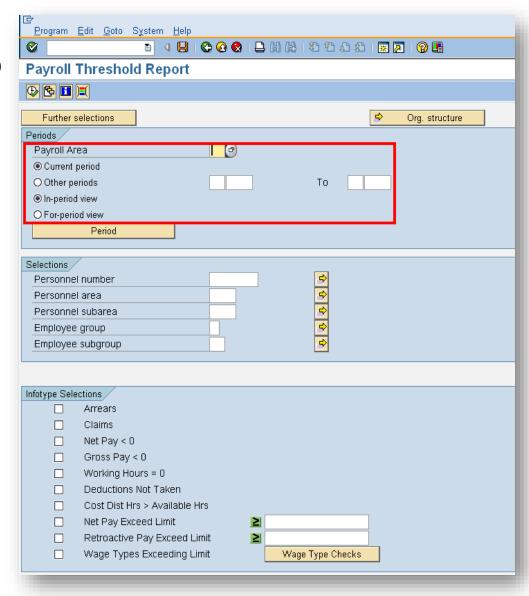
- Run the Payroll Threshold Report after payroll has been run by DOP.
- The report checks the accuracy of payroll run by displaying issues that have arisen after payroll has been processed.
- Refer to the OLQR User Procedure: Payroll Threshold Report
- To access this report, enter the transaction code:
 ZHR_RPTPYN09 into the command field





Accessing the Payroll Threshold Report

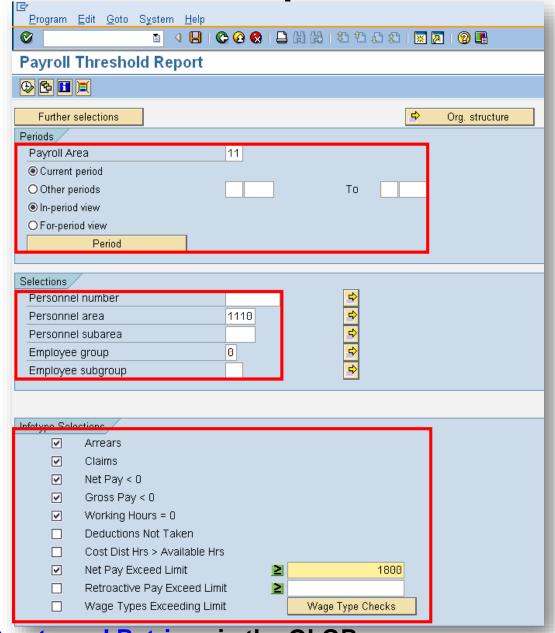
- Click Payroll period to access the screen shown to the right
- Enter the *Payroll Area*.
- Choose to search by:
 - Current period
 - Other periods





Accessing the Payroll Threshold Report

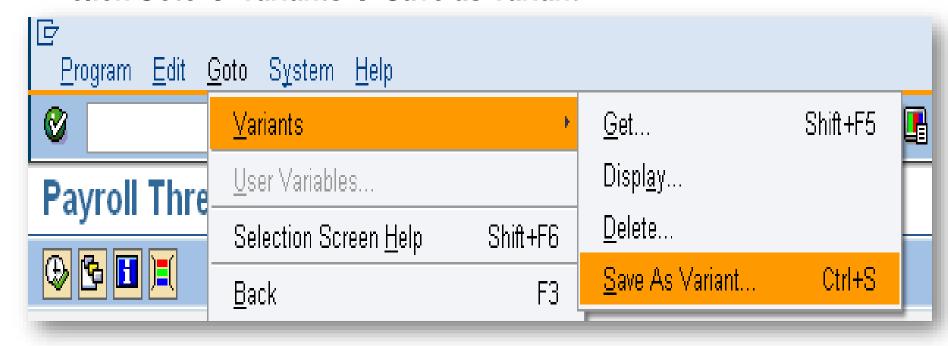
- ■Fields to complete:
 - –Personnel number (s)
 - -Personnel area
 - -Personnel subarea
 - –Employee group
 - -Employee Subgroup
- ■Under the Infotype selection choose an infotype to validate by clicking the checkbox.
- ■Click (Execute) to generate report.





Saving a Variant- Payroll Threshold Report

■ To save the report with your selected criteria, on the Menu Bar click Goto → Variants → Save as Variant

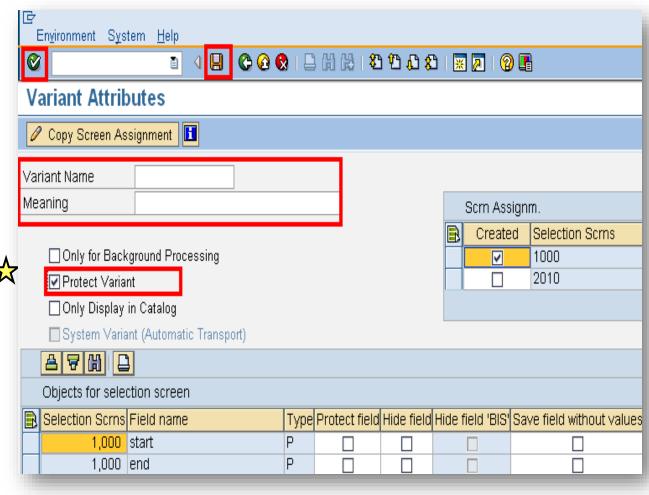


Note: You can also use [Ctrl + S] or click [(Save) to save a variant.



Saving a Variant- Payroll Threshold Report

- Complete the Variant name and Meaning fields
- Click (Enter) to validate the data
- Click (Save) to save the data
- You'll then be taken to back to the report page



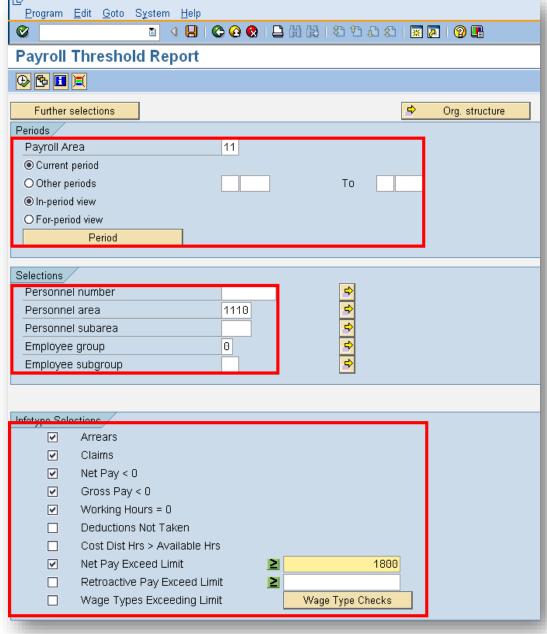


Tip: Clicking the 'Protect Variant' box will help ensure that no one will save over your variant. This is optional.



Payroll Threshold Report

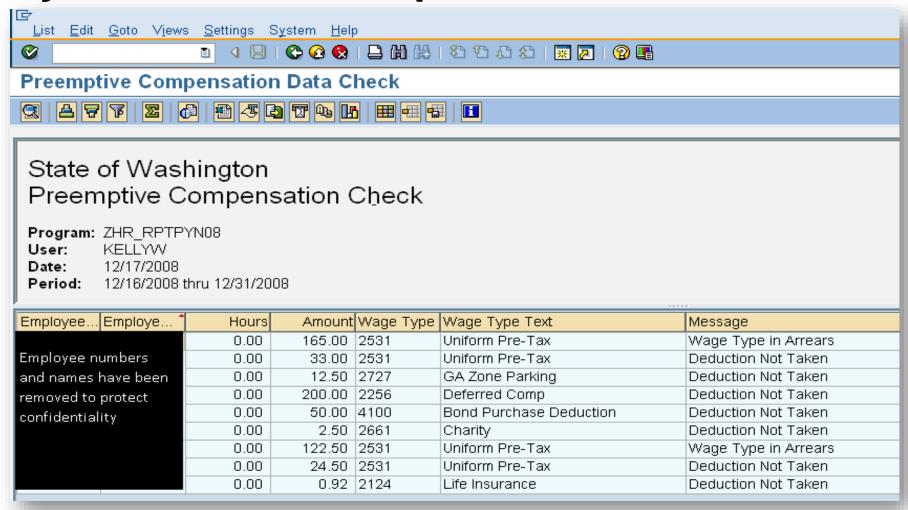
■Click (Execute) to generate report.



Refer to Variants_Create and Retrieve in the OLQR

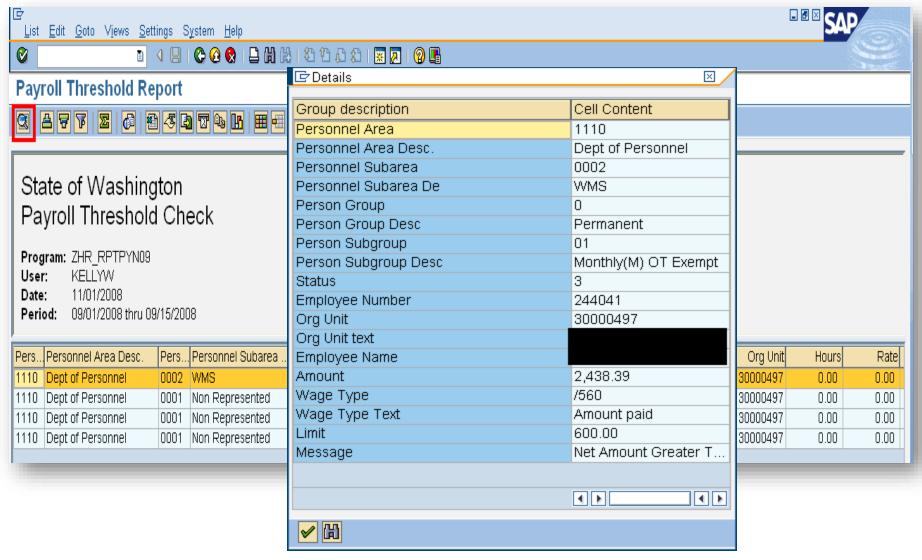


Payroll Threshold Report





Viewing Results: Payroll Threshold Report

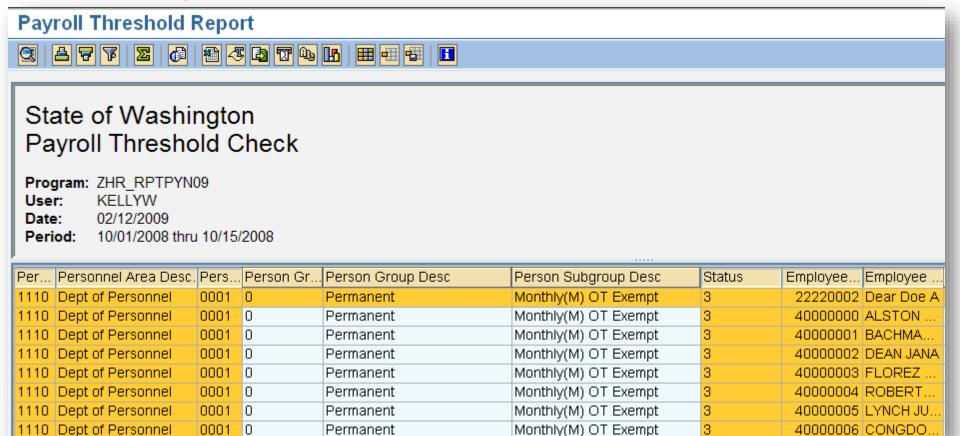


Note: Select the row and choose ((Details) to display details of the row





Selecting Multiple Rows, Cells or Columns

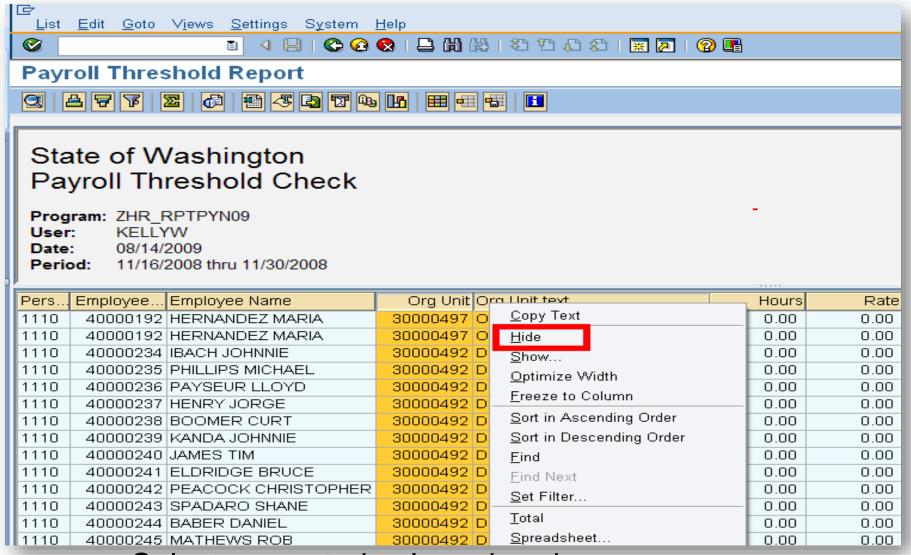


To select Adjacent Columns:

- Select a column, choose shift select the first and last of the desired column
- To select Non Adjacent Columns:
 - Select a column, choose control, and select the desired columns



Hiding Unwanted Columns

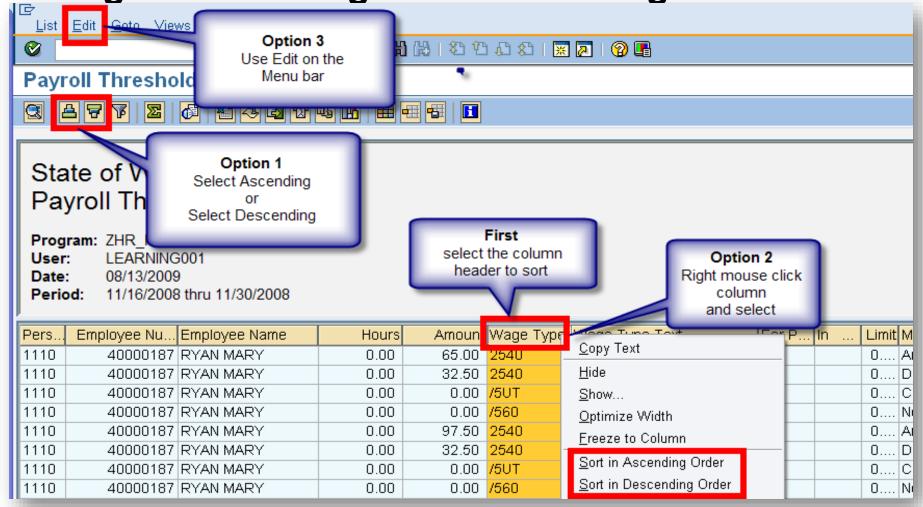


Select unwanted column headers



■ Right click your mouse and select hide

Sorting in Ascending and Descending Orders

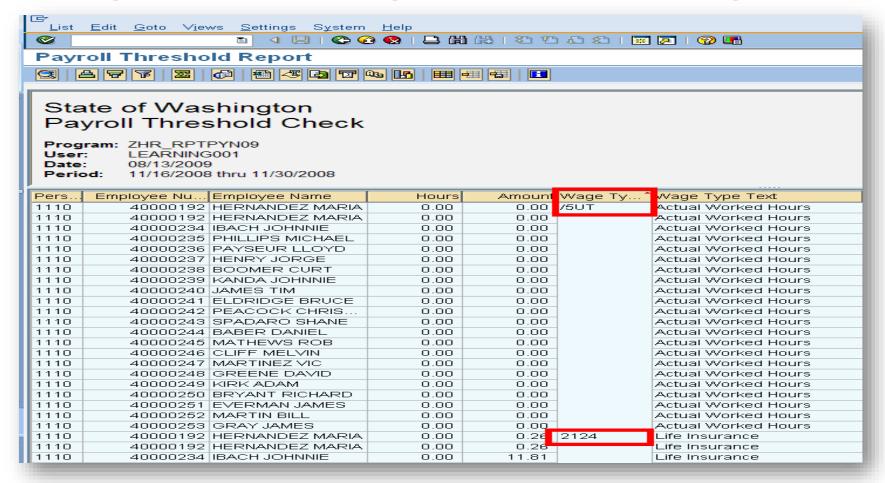


■First select column to sort- options on how to sort:

- 1. Select the \triangle (Ascending) or the $\boxed{2}$ (Descending).
- 2. Right click the column to sort.
- 3. Use Edit on the menu bar.



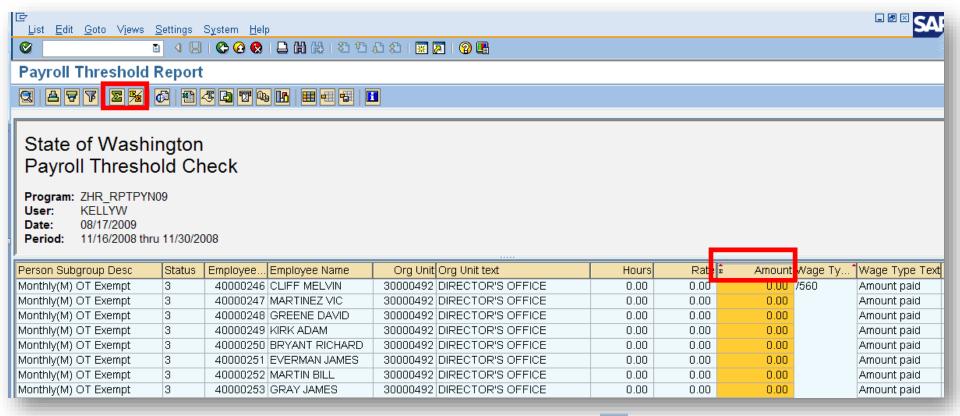
Sorting in Ascending and Descending Orders



- The column displays the sort. For this screen shot, **ascending** was selected.
- ■Note columns headers with a red triangle in the upper right corner indicate a sort



Adding Totals & Subtotals



- Select column header to total, then click (Total) to add the total to the column
- Select column header to subtotal, then click (subtotal) to add the subtotal to the column



Adding Totals & Subtotals cont'd.

Payroll Threshold Report



State of Washington Payroll Threshold Check

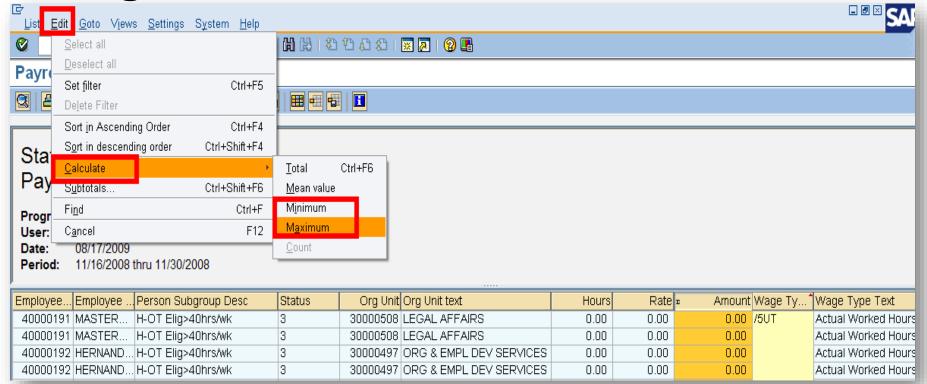
Program: ZHR_RPTPYN09 User: KELLYW Date: 08/17/2009

Period: 11/16/2008 thru 11/30/2008

Person Subgroup Desc	Status	Employee Employe	Org Unit Org Unit text	Hours	Rate	a Amount	Wage Ty Wage Type Text
Monthly(M) OT Exempt	3	40000252 MARTIN	3 30000492 DIRECTOR'S	OFFICE 0.00	0.00	11.81	2124 Life Insurance
Monthly(M) OT Exempt	3	40000253 GRAY J	30000492 DIRECTOR'S	OFFICE 0.00	0.00	11.81	Life Insurance
■ 236.72 2124 🕒							
Monthly(M) OT Exempt	3	40000234 IBACH J	30000492 DIRECTOR'S	OFFICE 0.00	0.00	300.00	Deferred Comp
Monthly(M) OT Exempt	3	40000235 PHILLIP	30000492 DIRECTOR'S	OFFICE 0.00	0.00	300.00	Deferred Comp
Monthly(M) OT Exempt	3	40000236 PAYSEU	2 30000492 DIRECTOR'S	OFFICE 0.00	0.00	300.00	Deferred Comp
Monthly(M) OT Exempt	3	40000237 HENRY	30000492 DIRECTOR'S	OFFICE 0.00	0.00	300.00	Deferred Comp
Monthly(M) OT Exempt	3	40000238 BOOME	30000492 DIRECTOR'S	OFFICE 0.00	0.00	300.00	Deferred Comp
Monthly(M) OT Exempt	3	40000239 KANDA	30000492 DIRECTOR'S	OFFICE 0.00	0.00	300.00	Deferred Comp
Monthly(M) OT Exempt	3	40000240 JAMES	M 30000492 DIRECTOR'S	OFFICE 0.00	0.00	300.00	Deferred Comp
Monthly(M) OT Exempt	3	40000241 ELDRID	30000492 DIRECTOR'S	OFFICE 0.00	0.00	300.00	Deferred Comp
Monthly(M) OT Exempt	3	40000242 PEACO	30000492 DIRECTOR'S	OFFICE 0.00	0.00	300.00	Deferred Comp
Monthly(M) OT Exempt	3	40000243 SPADAF	30000492 DIRECTOR'S	OFFICE 0.00	0.00	300.00	Deferred Comp
Monthly(M) OT Exempt	3	40000244 BABER	30000492 DIRECTOR'S	OFFICE 0.00	0.00	300.00	Deferred Comp
Monthly(M) OT Exempt	3	40000245 MATHE\	30000492 DIRECTOR'S	OFFICE 0.00	0.00	300.00	Deferred Comp
Monthly(M) OT Exempt	3	40000246 CLIFF N	30000492 DIRECTOR'S	OFFICE 0.00	0.00	300.00	Deferred Comp
Monthly(M) OT Exempt	3	40000247 MARTIN	30000492 DIRECTOR'S	OFFICE 0.00	0.00	300.00	Deferred Comp
Monthly(M) OT Exempt	3	40000248 GREENI	30000492 DIRECTOR'S	OFFICE 0.00	0.00	300.00	Deferred Comp
Monthly(M) OT Exempt	3	40000249 KIRK AD	M 30000492 DIRECTOR'S	OFFICE 0.00	0.00	300.00	Deferred Comp
Monthly(M) OT Exempt	3	40000250 BRYAN1	30000492 DIRECTOR'S	OFFICE 0.00	0.00	300.00	Deferred Comp
Monthly(M) OT Exempt	3	40000251 EVERMA	30000492 DIRECTOR'S	OFFICE 0.00	0.00	300.00	Deferred Comp
Monthly(M) OT Exempt	3	40000252 MARTIN	3 30000492 DIRECTOR'S	OFFICE 0.00	0.00	300.00	Deferred Comp
Monthly(M) OT Exempt	3	40000253 GRAY J	30000492 DIRECTOR'S	OFFICE 0.00	0.00	300.00	Deferred Comp
- 6,000.00 2256 凸							
Monthly(M) OT Exempt	3	40000234 IBACH J	30000492 DIRECTOR'S	OFFICE 0.00	0.00	270.70	<mark>2266 P</mark> 2 PERS 2
	-						



Adding maximums and minimums



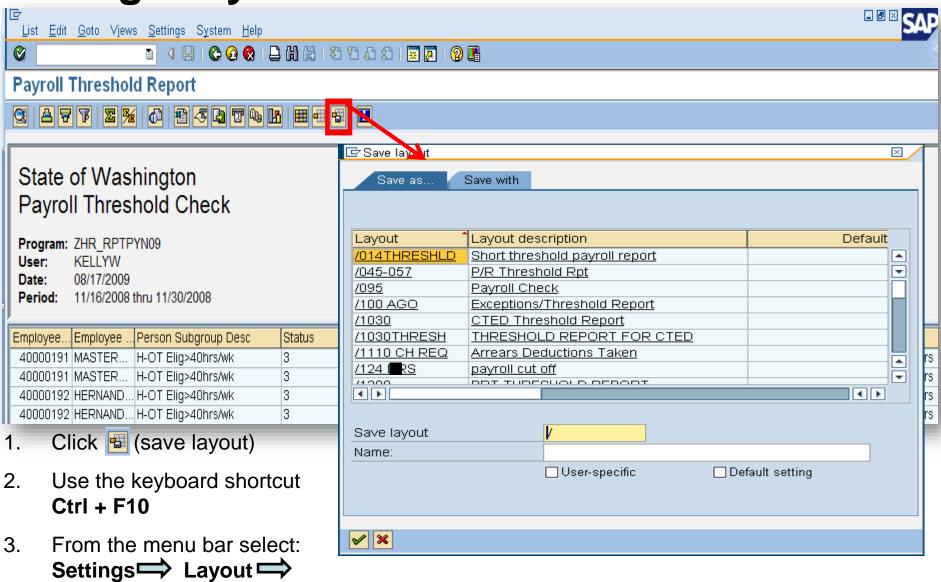
Select column:

- Edit
- Calculate
 - Mean Value
 - Minimum
 - Maximum



Saving a layout

Save



Review Questions

1. True of False?
All reports within HRMS have the ALV functions available?

2. True or False?
When creating a variant there is no minimum or maximum to the criteria selection?

3. What are the three ways an end user can save a Layout?



HRMS Activity

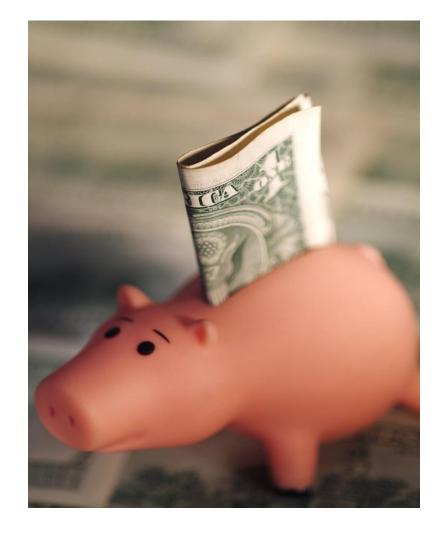


Run and View the Payroll Threshold Report (ZHR_RPTPYN09)



Payroll Posting Report

- The Payroll Posting Report displays all General Ledgers and the Cost Coding.
- This report reads payroll posting data after it has been processed through payroll.
- Refer to the OLQR User Procedure: Payroll Posting Report





Payroll Posting Report Statewide Variants



OLQR Web address:

http://www.dop.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/HRMSReports.aspx



Payroll Posting Report Statewide Variants

Updated: 9/25/08						
Report transaction Report title			Variant Name	Short Description	ALV Variant Layout	Filter
ZHR_RPTPY126	Payr	oll Posting Report	SWV GL 5124	Net pay and ded for GL 5124	/GL 5124	GL 5124*
ZHR_RPTPY126	Payroll Posting Report		SWV GL 5181	Health Insurance deductions	/GL 5181	GL 5181*
ZHR_RPTPY126	Payr	oll Posting Report	SWV GL 5187	Med Aid/Ind Ins deductions	/GL 5187	GL 5187*
ZHR_RPTPY126	Payı	roll Posting Report	SWV GL 5188	Savings Bond deds and Purch	/GL 5188	4100 Bond Purchase Dec
						4101 Bond Purchase Cor 4116 Refund amnt - Bonc
						4120 Number of Bonds F
ZHR_RPTPY126	Payroll Posting Report		SWV GL 5189	Writ of Garnishment GL 5189	/GL 5189	3005 Garnish: Writ
ZHR_RPTPY126	Payroll Posting Report		SWV MEDAID/IND	Recon for hrs and amount	/MED AID HRS	Include the following W
Note:					/432 TX ER Accident Fur	
This Screen shot is						/433 TX ER Medical Aid F
not the complete list.					/434 TX ER Suplmtal Per	
not are complete not						/442 TX EE Suplmtal Per

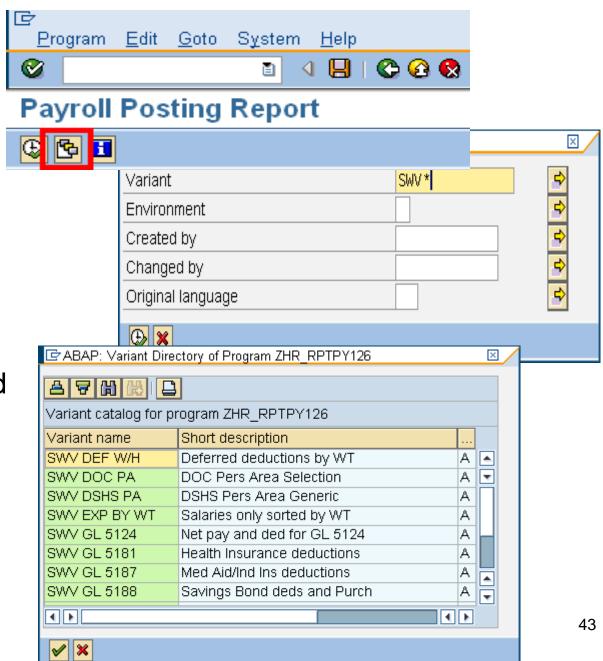


Accessing Variants

Enter the transaction code:
 ZHR_RPTPY126 into the command field.

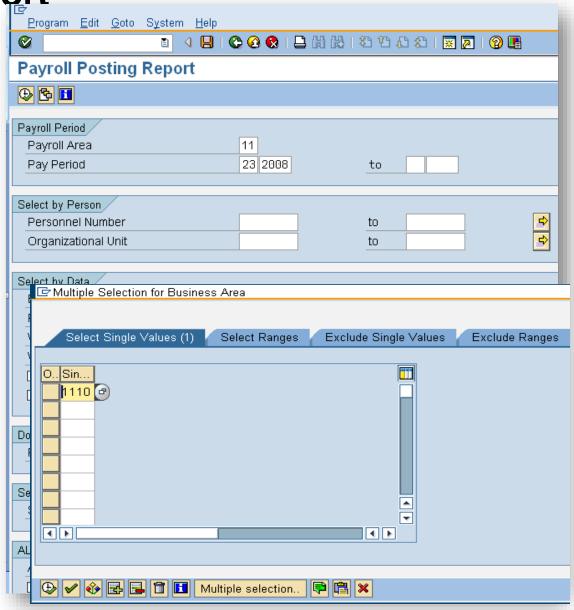
■To access a variants:

- Click (Get Variant).
- Clear the created by field
- Click the Variant name you are selecting.
- Click (Choose).



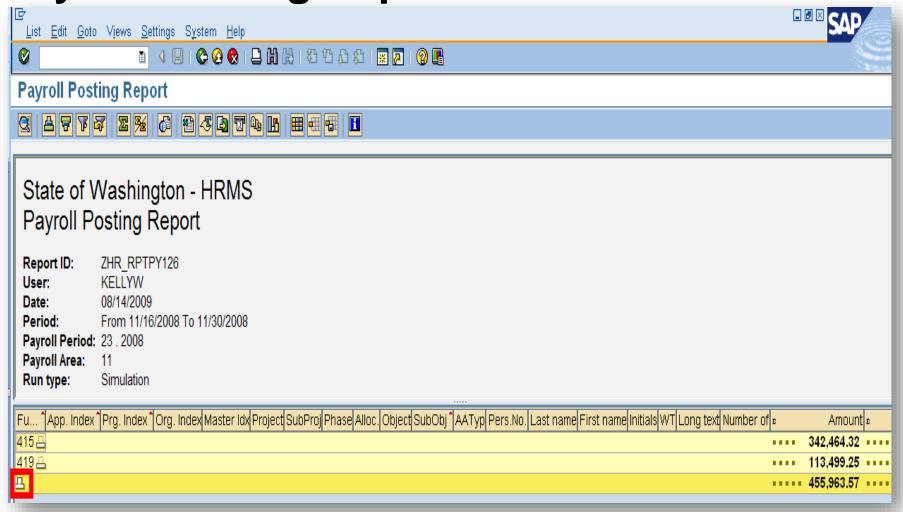
Payroll Posting Report

- ■Fields to complete:
 - Pay period
 - Business Area
- Use the (Multiple selection) to include or exclude search criteria
- ■Click (Execute) to generate the report.





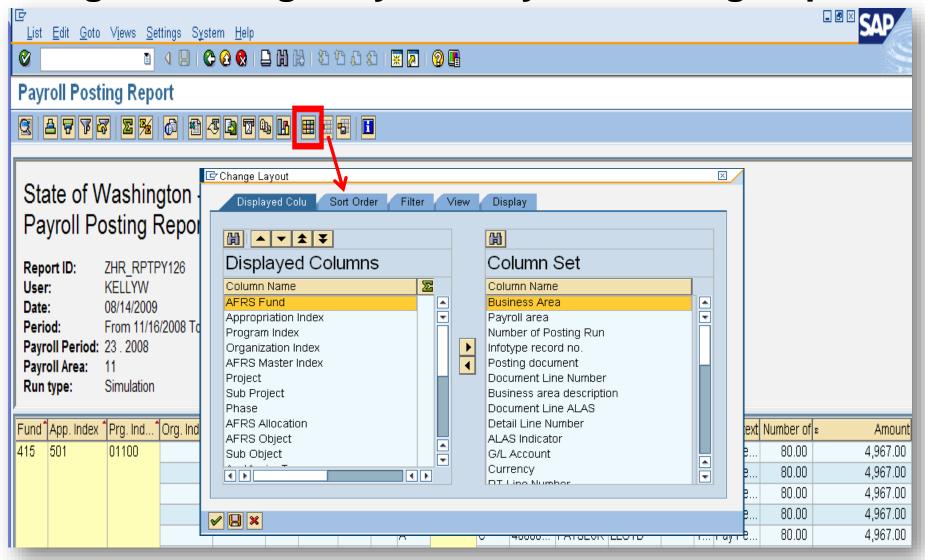
Payroll Posting Report



■ To display the data double click on the ___ (rollup) icon



Using the Change Layout- Payroll Posting Report



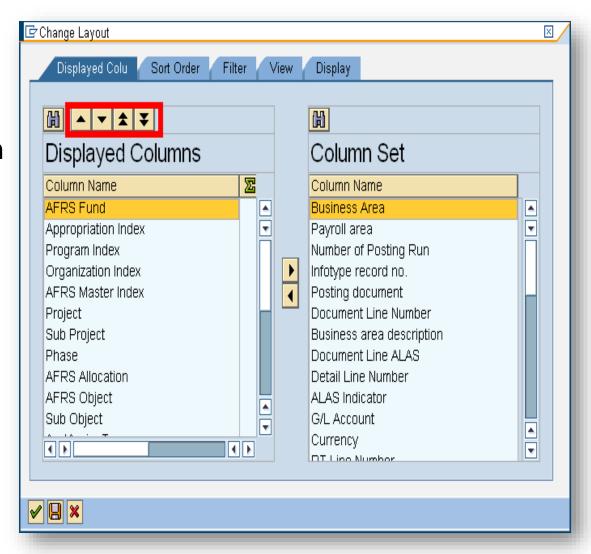


Using the Change Layout icon- Displayed

Columns Tab

■Displayed Columns

- Column headers listed will display on the report
- To re-order the columns, select the column and use one:

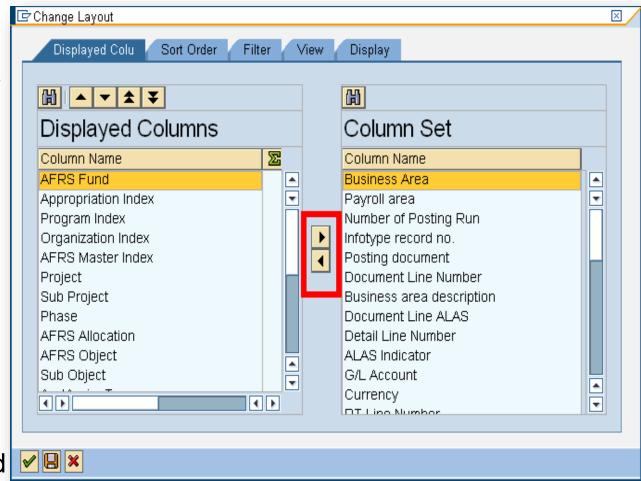




Using the Change Layout icon- Displayed Columns Tab

■Column Set

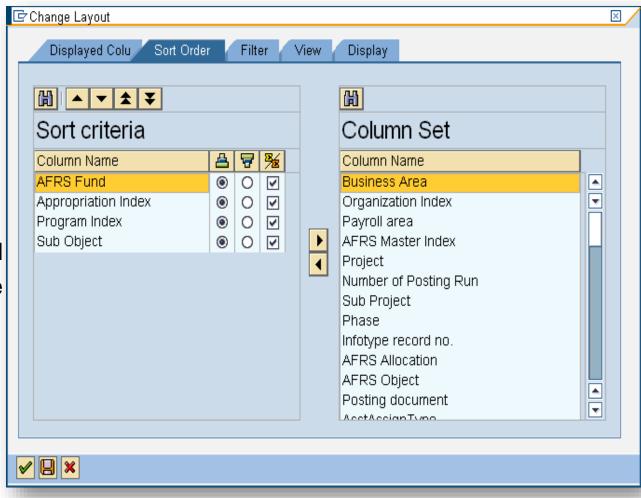
- Available columns for the report, but not displayed on the report.
- ■To move columns
 from the Column Set
 to Displayed
 Columns or from
 Displayed Columns
 to Column Set use
 the: (hide selected
 fields, or display selected
 fields)





Using the Change Layout icon- Sort Order Tab

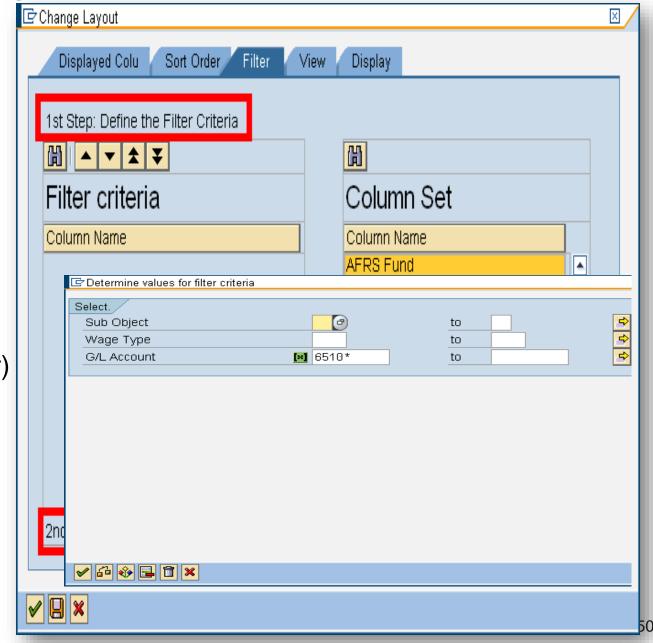
- ■Allows user to Add sorts to reports
 - From the Column
 Set select the
 column to first sort
 by
 - Use the (Add sort criterion) to add
 - Use the (Remove sort criterion to) to remove





Using the Change Layout icon - Filter Tab

- ■Two step process:
 - 1. Select column to filter- use the
 - (Add Filter Criterion) to Filter criteria
 - 2. Click the (filter) to set
- ■Enter filter criteria
- ■Click (Execute/Enter) to return to Change Layout
- ■Click (transfer) to view results





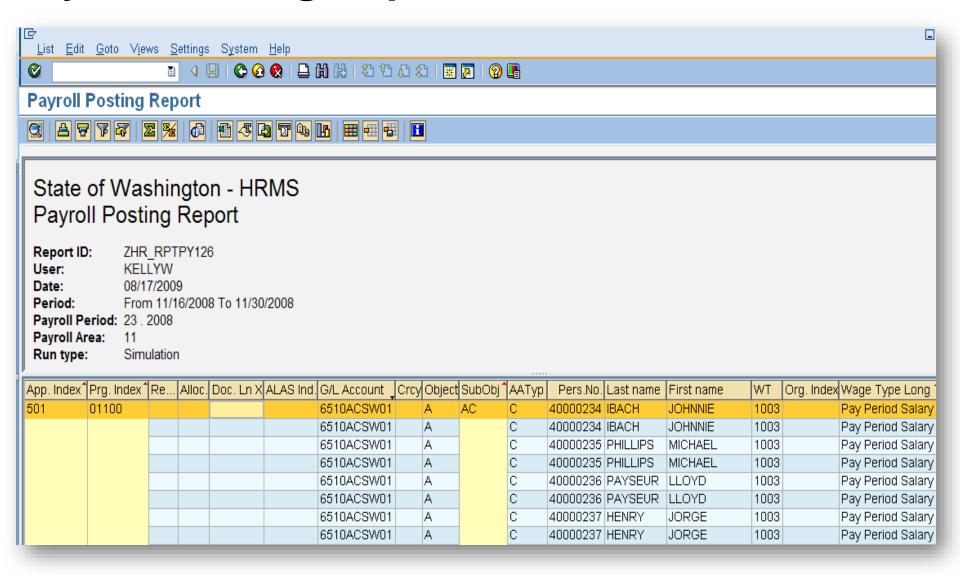
Using the Change Layout icon – **Display Tab**



- ■Check box next to Printout with date, Title and Page number to add page numbers and titles to report print outs.
- Select the (Transfer) to return back to the report with layout changes

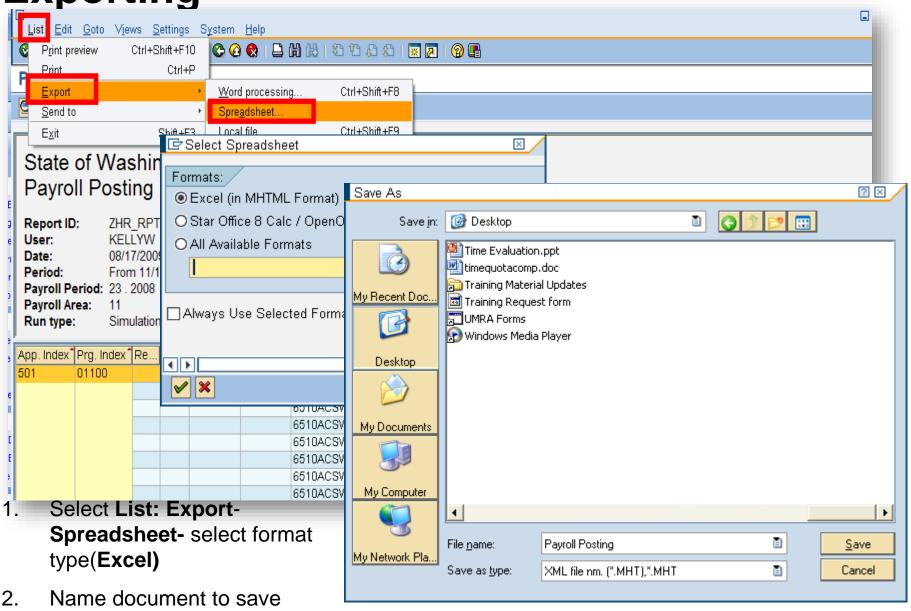


Payroll Posting Report results





Exporting



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HRMS Activity



Run and View the Payroll Posting Report ZHR_RPTPY126



Wage Type Reporter

- Use Wage Type Reporter to run analysis on wage types used in the payroll process.
- This report is used to identify transactions automatically recorded in the Agency Sate payroll Revolving Account 035 in General Ledger (GL) 5199- Other payables.
- Refer to the OLQR User Procedure: Wage Type Reporter
- Refer to the <u>Statewide Variant List</u> for existing statewide variants.
- To access this report, use the transaction code:
 PC00_M99_CWTR



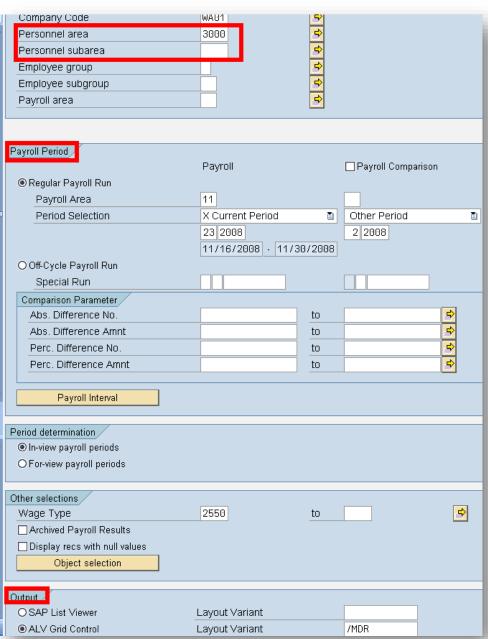
Wage Type Reporter

- Click (get variant) to select variant
- Fields to complete:
 - Personnel Area
 - Payroll Period
 - Output
- Click (Execute) to generate the report

Tip:

To select other layouts put your cursor into the Layout Variant field and select the (match code) to display all available layouts for the report.





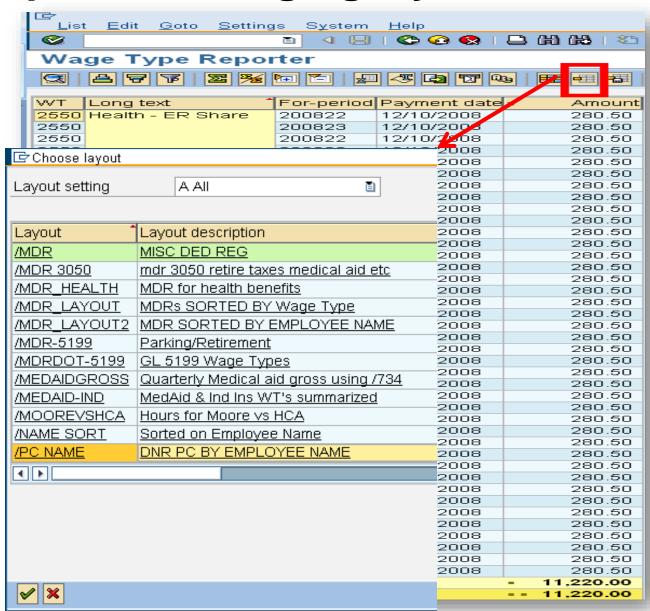
Wage Type Reporter- changing layouts

To change the layout click (select layout)

 Choose a layout and double click to Select.

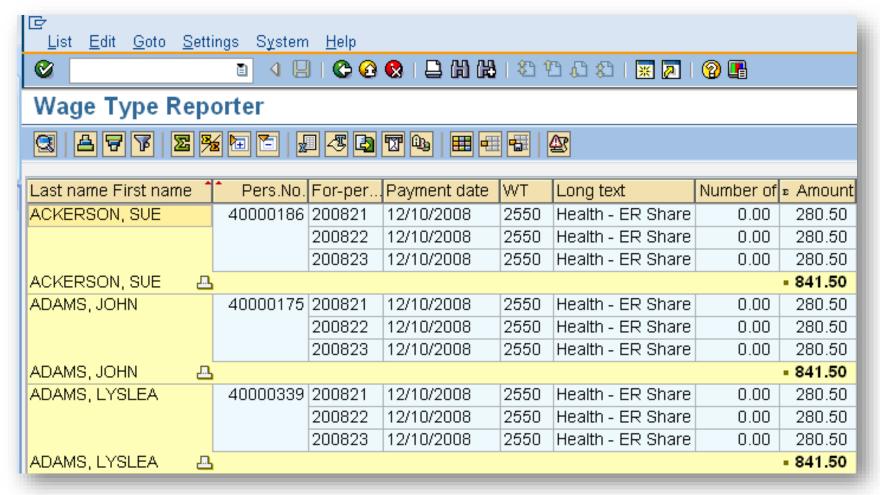


Keyboard shortcut to select a layout: **Ctrl+**F9





Wage Type Reporter- changing layouts cont'd.



The new layout is displayed.



HRMS Activity



Run and View the Wage Type Reporter

PC00_M99_CWTR



Review Questions

1. True of False?
All reports within HRMS are accessible by using the dropdown menu path?

2. True or False?
When creating a variant there is no minimum or maximum to the criteria selection?

3. True or False?
Users may only use the ALV layouts that they have created?



Wage Type Assignment

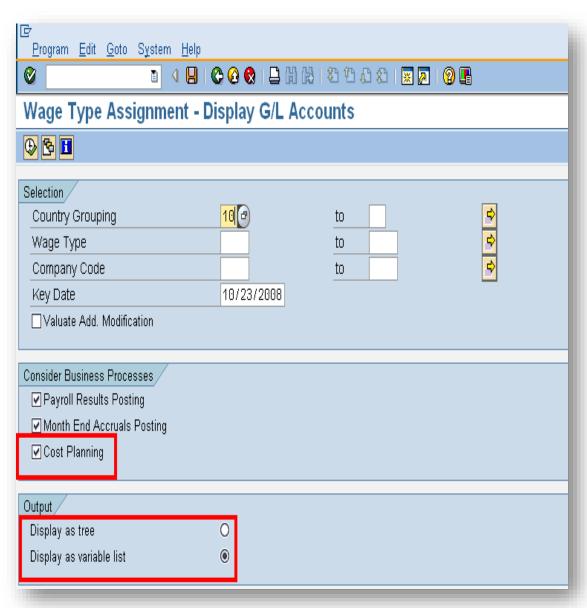
- Run this report to view the list of all HRMS wage types and view the General Ledger account the wage type will post to in OFM's Agency Financial Reporting System (AFRS)
- Refer to the OLQR User Procedure: Wage Type Assignment -Display G/L Accounts
- Access this report using the transaction code:PC00_M99_DKON





Wage Type Assignment

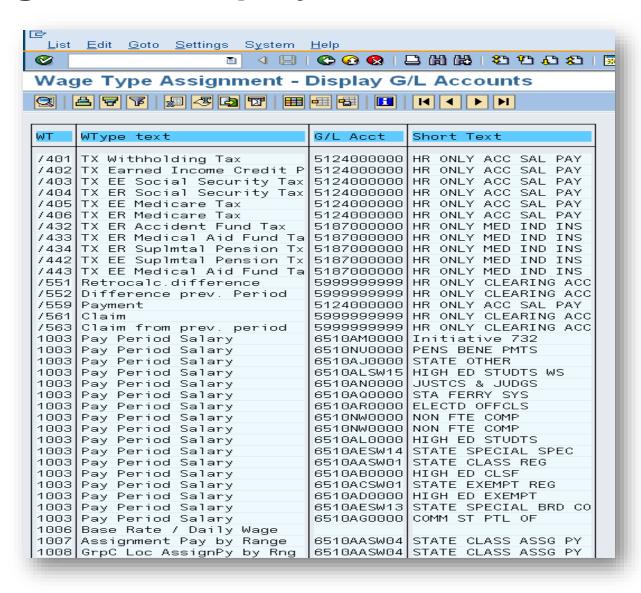
- ■Fields to complete:
 - Company Code
 - Key Date
 - Select Cost Planning
 - Select Display as variable list
- ■Click (Execute) to generate the report.





Wage Type Assignment-display as variable list

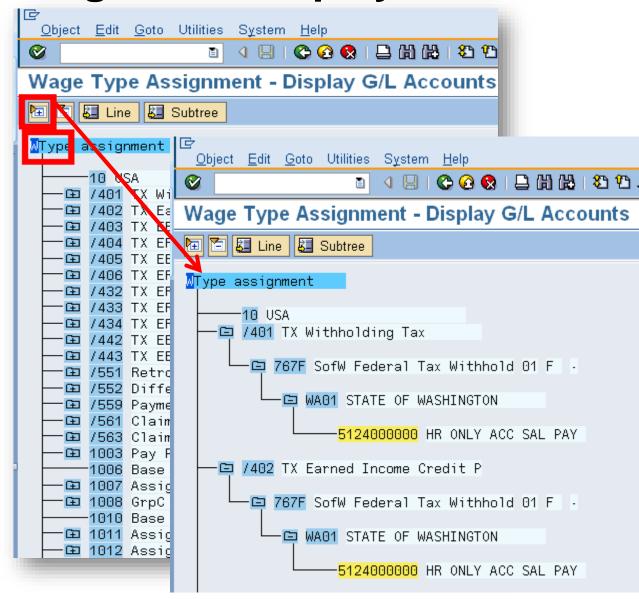
- ■This report displays:
 - Wage Types
 - Wage type name
 - General Ledger number and name





Wage Type Assignment-display as tree

- To display General ledgers:
 - Select Wtype assignment
 - Click [a](expand subtree)
- To close each folder:
 - Select Wtype assignment
 - Click (collapse subtree)





Federal Employer Identification Number (EIN) Report

 The Federal Employer Identification Number report provides the list of Federal EIN numbers for each agency.

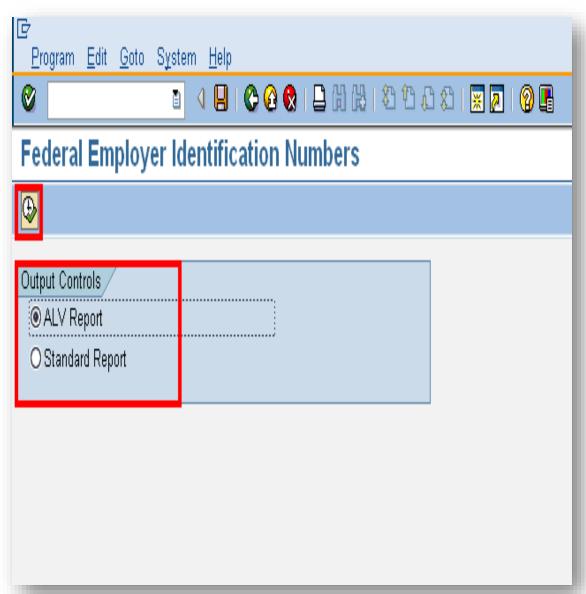
- Refer to the OLQR User Procedure: Federal Employer Identification Numbers
- Access this report using the transaction code:
 ZHR RPTPY061





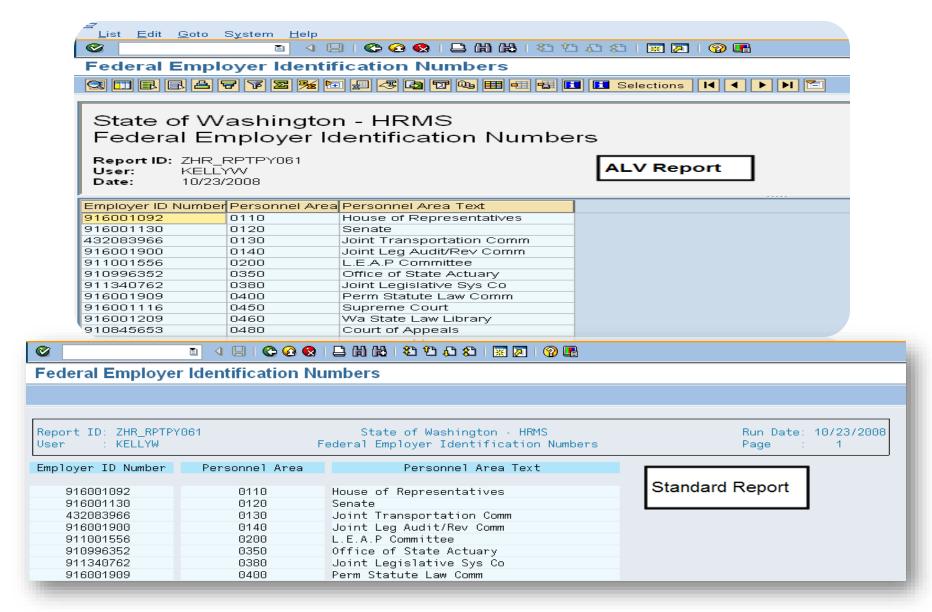
Federal Employer Identification Numbers

- ■There are two layouts for this report.
 - ALV Report
 - Standard Report
- ■Click (Execute) to generate the report.





Federal EIN cont'd.





Negative Federal Tax Per Employer Identification

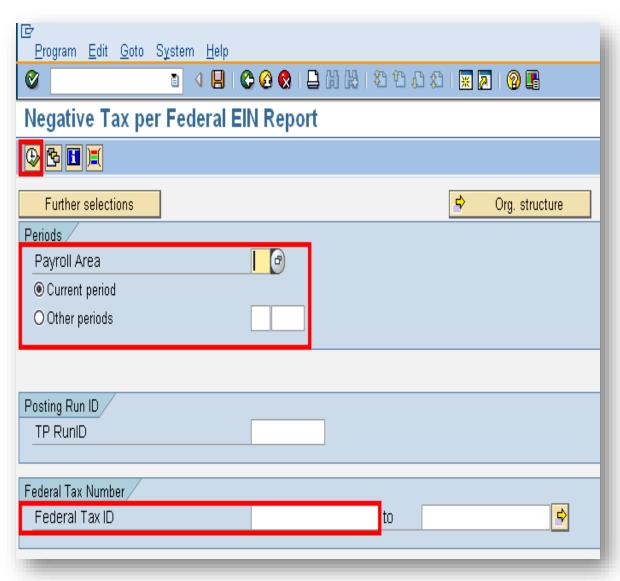
- Identifies all Employer Identification Numbers (EIN's) which have a negative total by tax type for any specific payroll period.
- Refer to the OLQR User Procedure: Negative Tax per Federal EIN Report
- Access this report using the transaction code: ZHR_RPTPY600





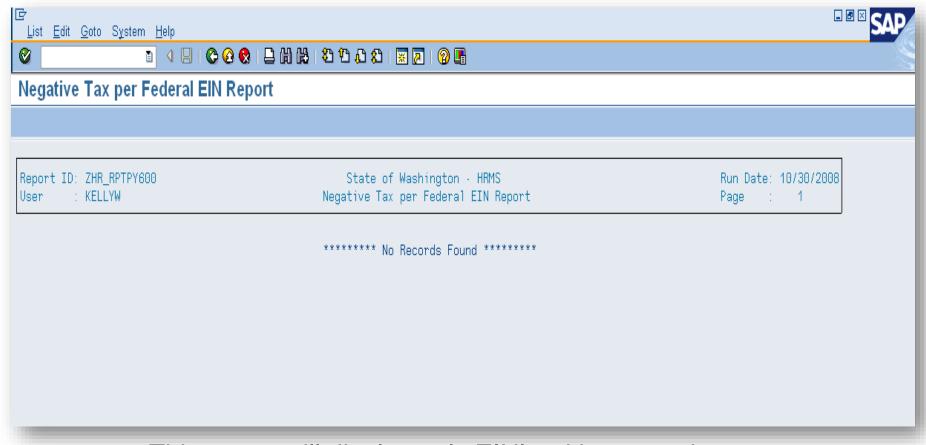
Negative Federal Tax Per EIN

- ■Fields to complete:
 - Payroll Area
 - Select the reporting period
 - Enter the Federal Tax ID
- Click ((Execute) to generate the report.





Negative Federal Tax Per EIN



■This report will display only EIN's with a negative totals.



Negative Summary Records Report

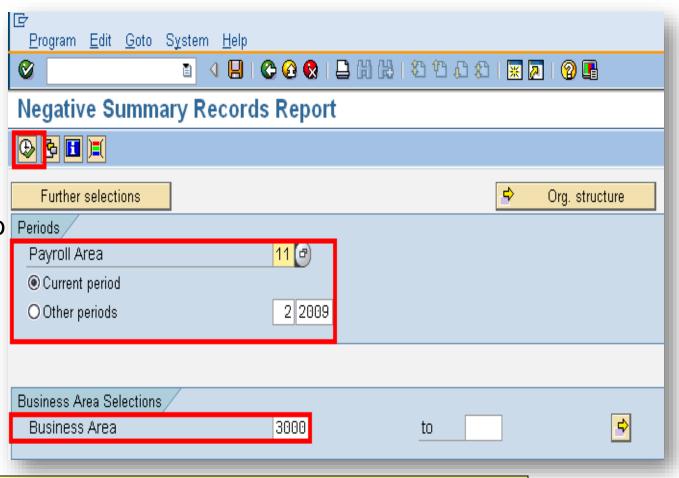
- Use the Negative Summary Records report to identify any negative third party remittances that may have been generated from:
 - Warrant cancellation
 - Credit / Miscellaneous Deductions
 - Retroactive Change
- Run this report for every payroll to have documentation of any negative deductions and for fund reconciliation.
- Refer to the OLQR User Procedure: Negative Summary Records
- Access this report using the transaction code
 ZHR_RPTPY455



Negative Summary Records

- ■Fields to complete:
 - Payroll Area
 - Other Periods
 - Business Area

■Click (Execute) to Periods generate the report.



Note: If no records are found you will receive the message No Negative 3rd Party Remittance Records Found



Negative Summary Records Report Results





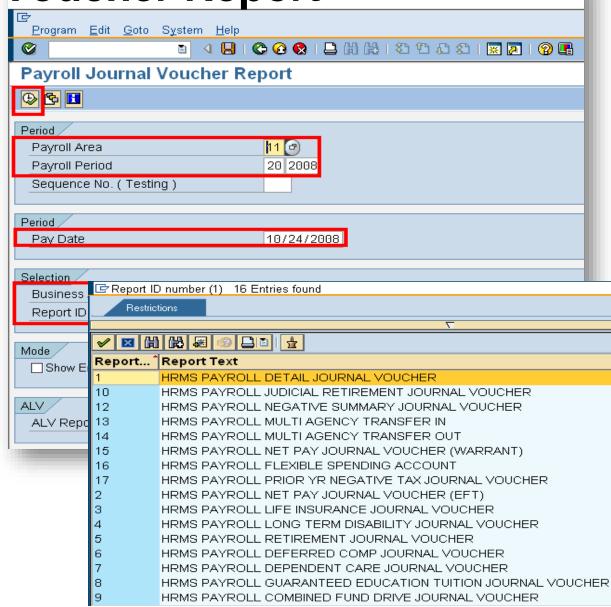
Payroll Journal Voucher Report

- Use this report to display all transfers of monies between agencies, Electronic Funds Transfers, treasury and/or treasury funds.
- Refer to the OLQR User Procedure: Payroll Journal Voucher Report
- Access this report using the transaction code
 ZHR_RPTPY376.



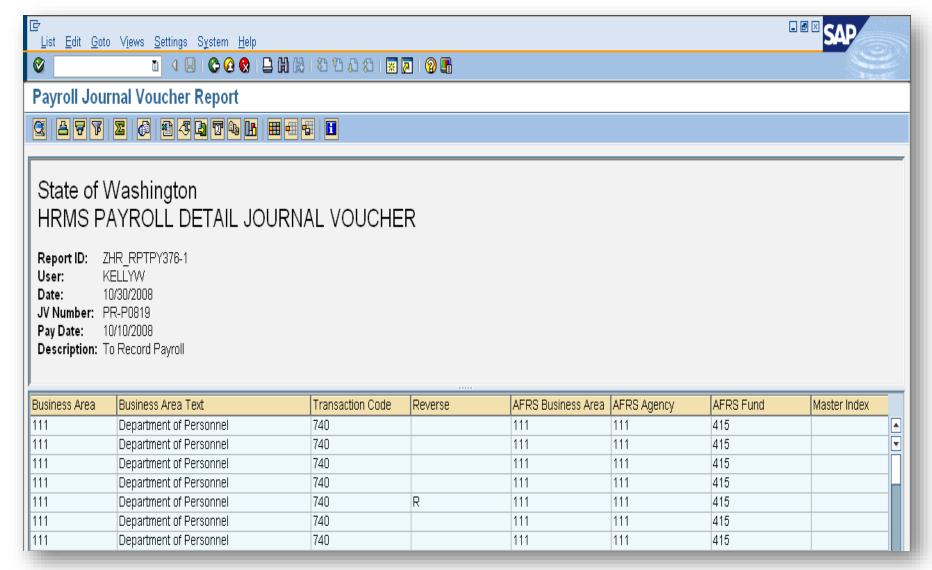
Payroll Journal Voucher Report

- Fields to complete:
 - Payroll Area
 - Payroll Period
 - Pay Date
 - Business Area
 - Report ID
- Click (Execute) to generate the report.





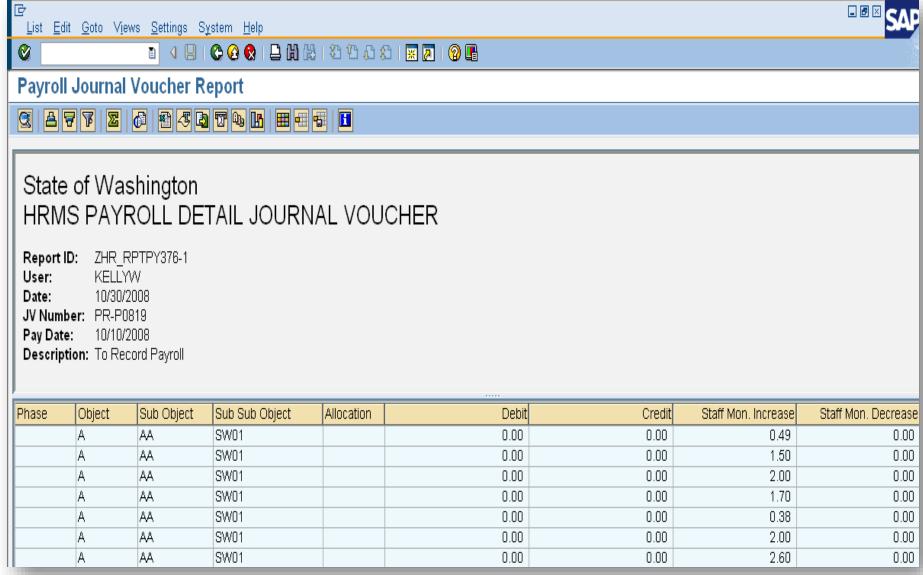
Payroll Journal Voucher 1 of 2





Payroll Journal Voucher

2 of 2





Accrued and Mandatory Payroll Deduction Reports

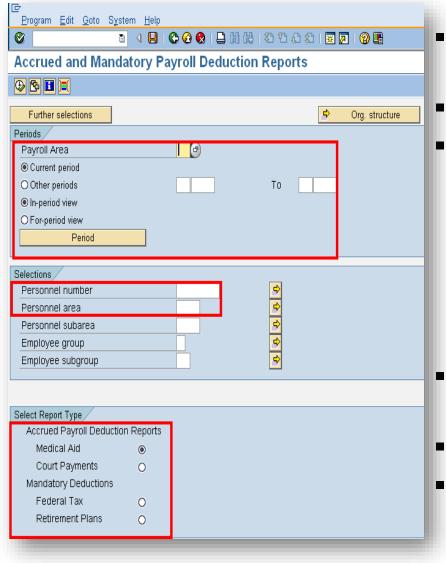
- ■Used to show:
 - Medical aid and industrial insurance
 - Court payments
 - Social Security and Medicare for both employees and employer
 - Retirement summaries by plan



- ■Refer to the OLQR User Procedure: Accrued and Mandatory Payroll Deductions
- Access this report by using the transaction code **ZHR_RPTPY010**.



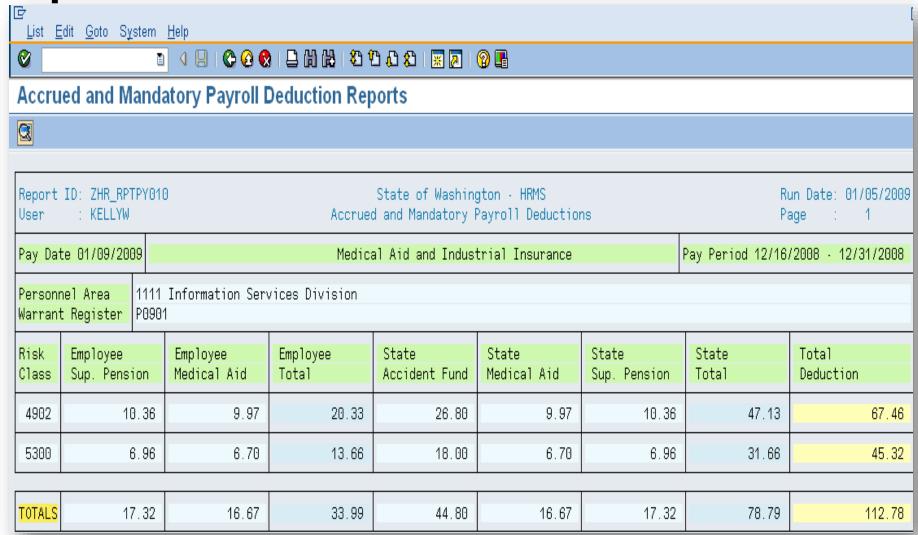
Accrued and Mandatory Payroll Deduction Reports



- Click Payroll period to the select payroll period.
- Enter the Payroll Area.
- Enter the Period to search by:
 - Current period
 - Other periods
 - In-period view
 - For-period view
- Enter the appropriate selection in the Selections field.
- Select Report Type.
- Click (Execute) to generate the report.

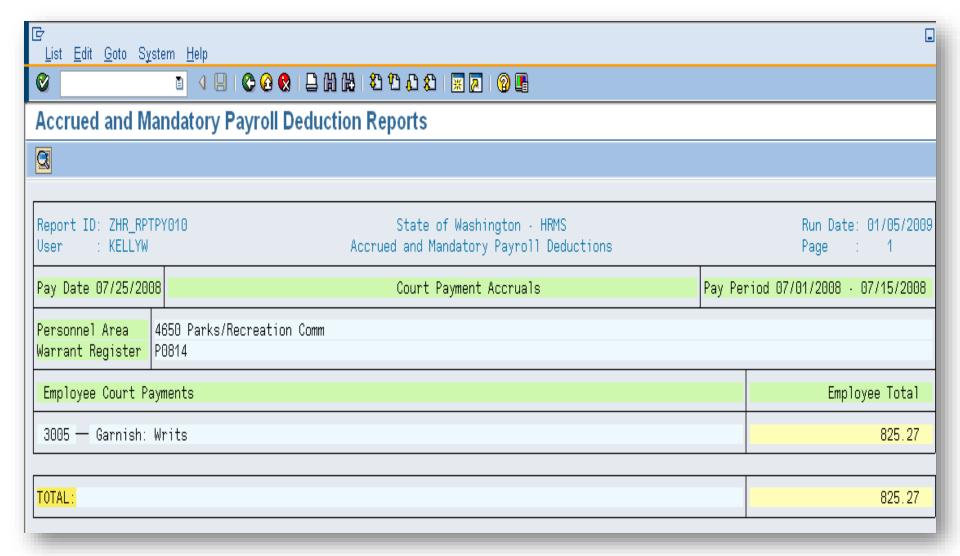


Accrued and Mandatory Payroll Deduction Reports – Medical Aid



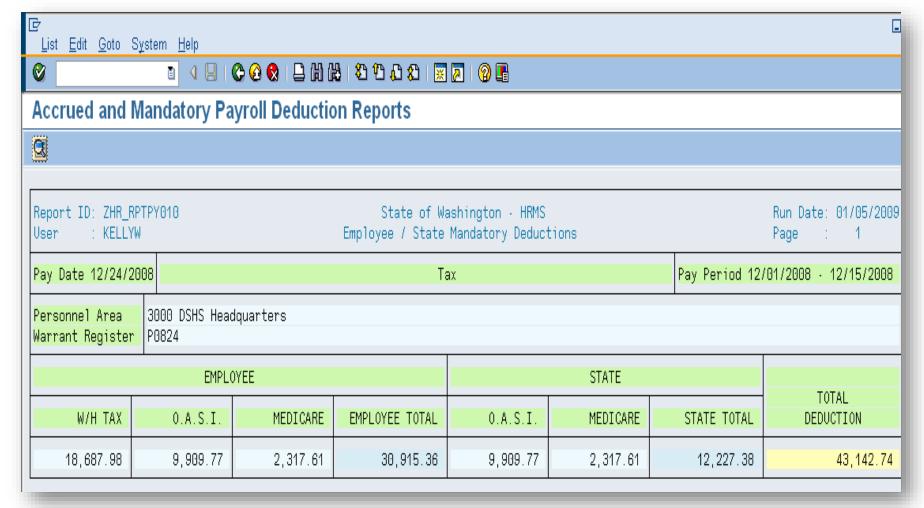


Accrued and Mandatory Payroll Deduction Reports – Court Payment





Accrued and Mandatory Payroll Deduction Reports – Employee/State Mandatory Deductions





Accrued and Mandatory Payroll Deduction Reports – Retirement Plans





Payroll Journal

This report is used for Payroll certification based on the State of Washington Office of Financial Management State Administrative & Accounting Manual (SAAM) Chapter 25.20.30.

http://www.ofm.wa.gov/policy/25.20.htm

- Refer to the OLQR User Procedure: Payroll Journal
- Access this report using the transaction code: ZHR_RPTPYN33



Payroll Journal

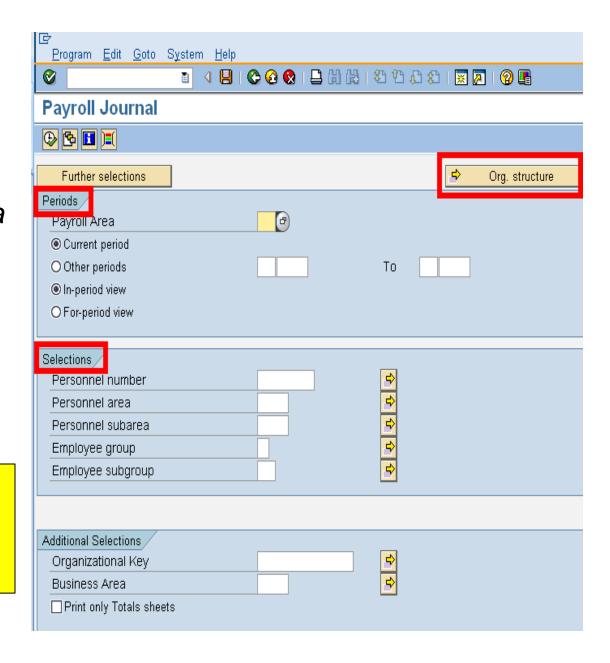
■ Fields to complete:

- Payroll area
- Current Period
- Other Period
- Personnel Area
- Personnel subarea

Click (Execute) to generate the report.

Tip:

Use the **Org. Structure** to run report for a specific division/unit.





Viewing Results: Payroll Journal Screen 1 of 2

Report ID: ZHR_RPTPYN33 User : KELLYW			State of Washington - HRM Payroll Journal			
	: 1110 - Department of Perso					
Pay Period En Personnel#	d Date : 01/15/2007 Name	Personnel Area ESG Warrant#	•		W/H Tax	
rersonner#	Name	ESG Warrant#	Hours	Gross Pay	W/H Tax	
90231243	BRADY CHERI T	01	69.50	2,501.50	389.52	
90230701	BRIGGS HARMON T	01	72.00	3,047.50	300.08	
00213457	BRYANT MONIQUE T	96	72.00	1,906.50	292.11	
90037819	CHARLES TARA T	01	72.00	2,125.00	179.83	
00174596	DEBOLT LARRY T	01	72.00	3,799.00	370.72	
00144827	DURHAM MURRAY T	01	72.00	4,718.50	693.67	
00216085	GILLIGAN RACHEL T	06	72.00	1,265.00	94.25	
00494927	LINDAL FRAN T	01	40.00	2,501.50	376.78	
90232249	TROTTER KATY T	01	72.00	3,706.00	458.68	
90205528	TUTTLE GERALD T	01	71.00	2,899.50	0.00	
Sub Total fo	r Personnel Area : 1110 and	Entire Org Key: 100	0 684.50	28,470.00	3,155.64	



Viewing Results: Payroll Journal Screen 2 of 2

			Page	: 2
1000			Pav Date :	01/25/2007
ledicare	Med Aid	Retire	Deductions	Net Pay
35.86	4.63	150.09	493.68	1,274.39
43.64	4.80	106.66	280.80	2,124.90
27.55	4.80	66.73	35.14	1,362.37
30.64	4.80	74.38	71.32	1,633.00
54.54	4.80	132.97	261.90	2,740.85
68.12	4.80	165.15	335.54	3,159.95
18.04	4.80	75.90	85.29	909.56
35.86	2.67	87.55	31.64	1,813.68
53.33	4.80	129.71	694.56	2,136.92
41.50	4.73	101.48	158.88	2,415.46
409.08	45.63	1,090.62	2,448.75	19,571.08



HRMS Activity



Run and View the Payroll Journal (ZHR_RPTPYN33)



Remittance Detail Report

- Is used to provide a list of warrants that are not mailed out centrally by OFM.
- *This* can act as the agencies Miscellaneous Deduction Register (MDR).
- Refer to the OLQR User Procedure: 3rd Party Reconciliation
- Access the Remittance Detail Report using the transaction code PC00_M99_URMR

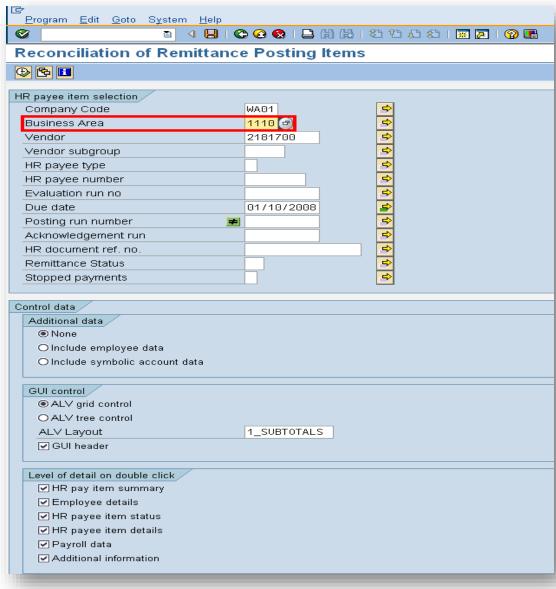


Remittance Detail Report

■Fields to complete:

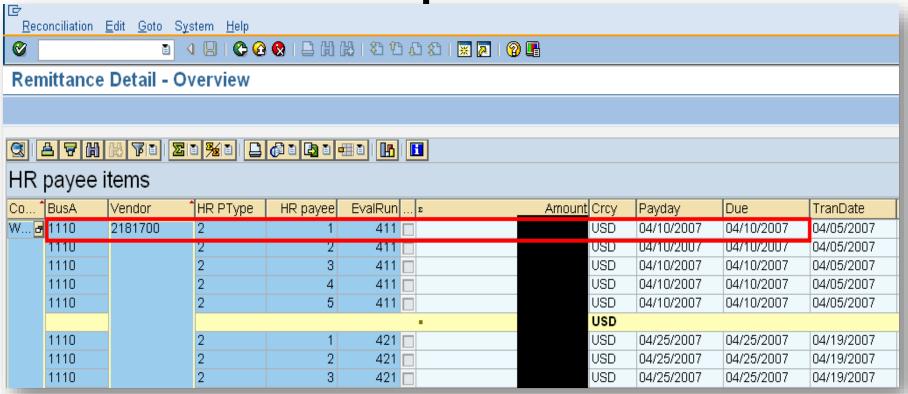
- Company Code
- Business Area
- Vendor
- Due Date

■Click ((Execute) to generate the report.





Remittance Detail Report



- ■Print this report by Vendor number to send as the MDR with the warrant.
- ■To view the report detail double click line numbers.

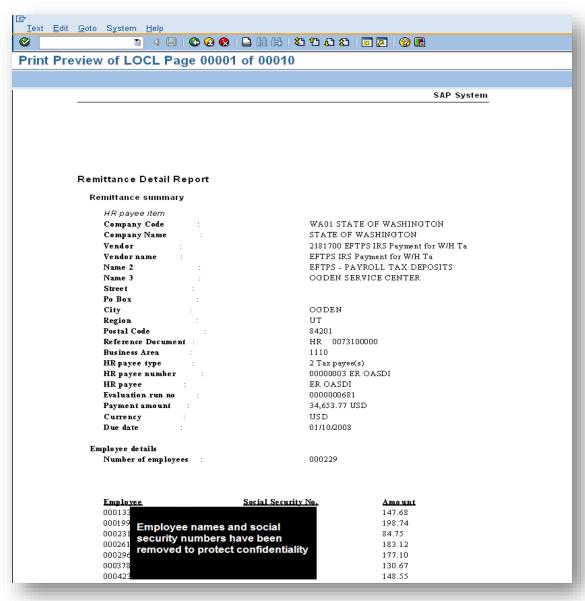


Remittance Detail Print Preview

■Agencies can print the remittance detail and send to vendors along with their payments

■Displays:

- Vendor Name
- Amount being sent
- Due Date
- Number of employees
- Employee's personnel number
- SSN
- Amount being paid by each employee





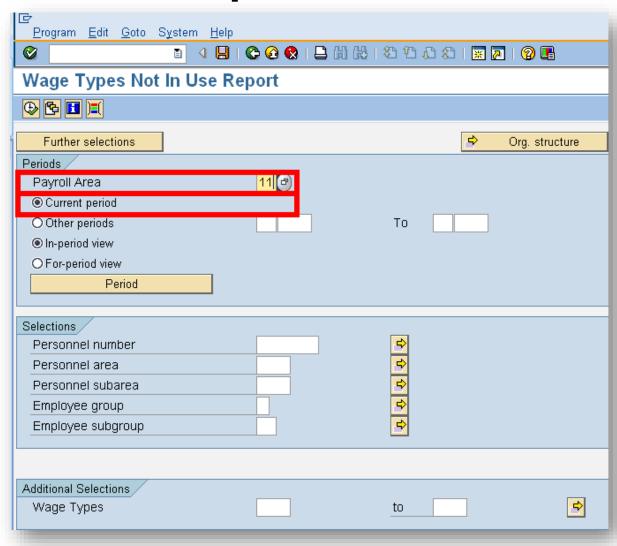
Wage Types Not in Use

- Report displays all wage types that were at one time used within HRMS and are no longer being used by the system.
- Use this report as a reference tool to identify old wage types.
- Access the Wage Types Not in Use by using the transaction code: ZHR_RPTPY164



Wage Types Not in Use Report

- Click Payroll period to specify payroll area
- Fields to complete:
 - Payroll Area
- Click (execute) to generate the report





Wage Types Not in Use Report

Report displays
 wage types no
 longer being used
 by HRMS





Percentage of Employee's with direct deposit

- Report provides agencies with:
 - Total number of employees paid
 - Total number of employees paid by warrant
 - Total number of employees paid by direct deposit
 - Actual percentage of employees paid by direct deposit

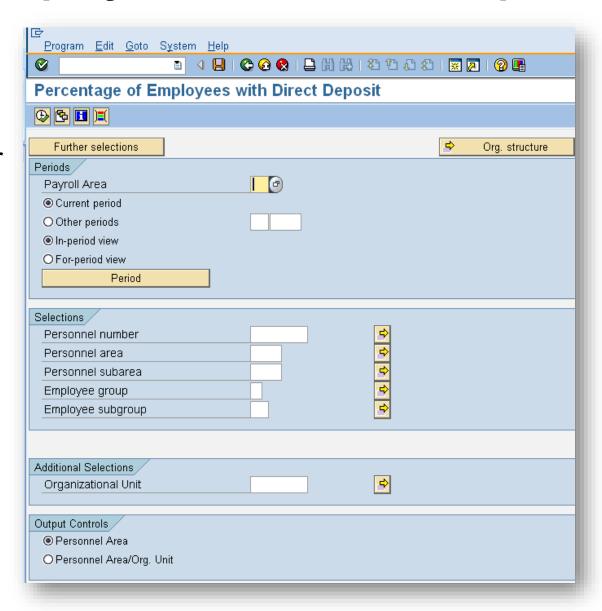
Access the Percentage of Employee's with direct deposit by using

the transaction code **ZHR_RPTPY493**



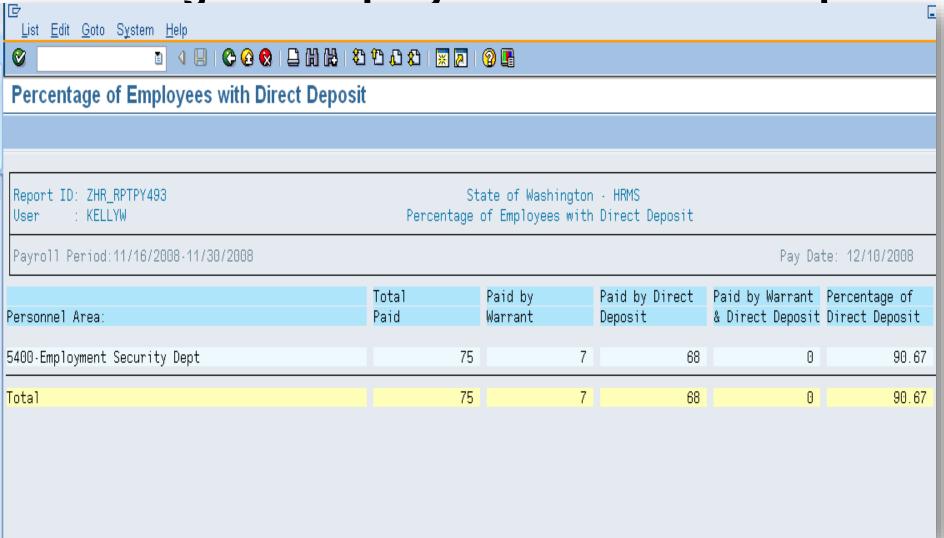
Percentage of Employee's with direct deposit

- Fields to complete:
 - Payroll Area
 - Personnel Number
 - Personnel Area
- Click (Execute) to generate the report





Percentage of Employee's with direct deposit



Report displays:

• Total number of employees paid for pay period, number of employees paid by warrant, direct deposit and the percent of employees paid by direct deposit 98

Other Financial Reports

- The following reports are also available to run for financial purposes.
 - Savings Bonds Cancelled Warrant Report (ZHR_RPTPY574):
 - Displays cancelled warrants
 - Display of Savings Bonds Purchased (ZHR_RPTPYS10)
 - Displays all bonds purchased during the reporting period.



Review Questions

1. Which report is used to display the transfers of money between agencies?

2. Which report displays the General Ledger that each Wage Type reports to?

3. True or False?
If there are mid period transfers the transferring employees' entire pay information only displays on the gaming agencies' Payroll Journal?



Quarterly Reports



Quarterly Report

- Upon completion of this section you will be able to:
 - Run Medical Aid Report (ZHR_RPTPY394) to view quarterly gross salary and work hours by medical aid risks class.
 - Run your agencies Form 941





Medical Aid Detail Report

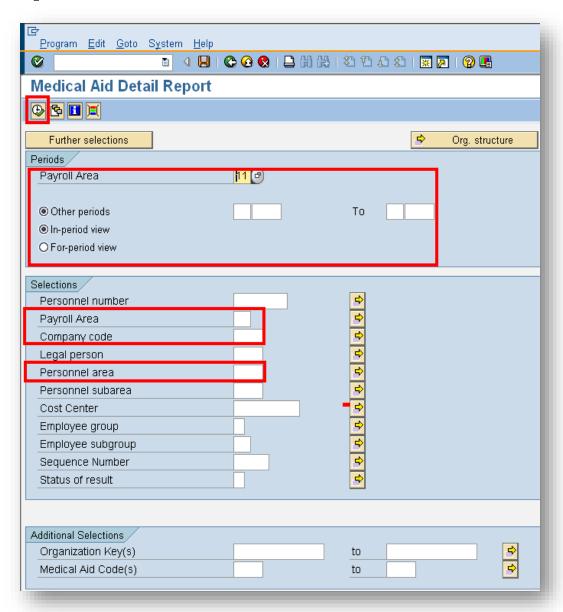
- Displays quarterly gross salary (inclusive of wage types subject to Medical Aid only) and work hours by medical aid risk class code for the quarter
- Refer to OLQR User Procedure Medical Aid Detail Report
- Access this report using the transaction code: ZHR_RPTPY394





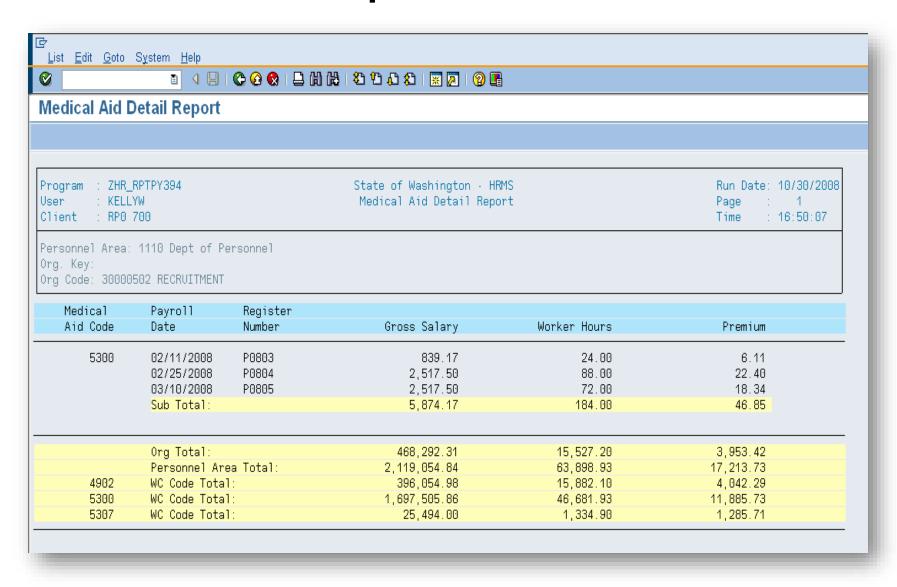
Medical Aid Detail Report

- ■Fields to complete:
 - Payroll Area
 - Other Periods
 - Payroll Area
 - Company Code
 - Personnel Area
- ■Click (Execute) to generate the report.





Medical Aid Detail Report





Tax Reporter



Accessing the Tax Report

- To access the Tax
 Reporter enter the
 transaction code

 PU19 (Tax Reporter)
- Click (Enter) to access the Tax Reporter

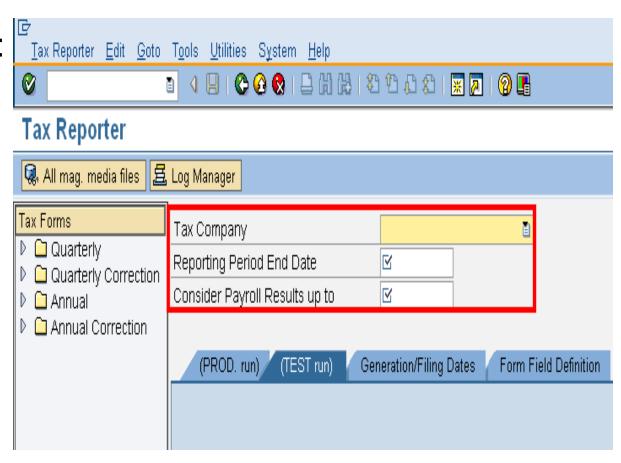




Tax Reporter cont'd.

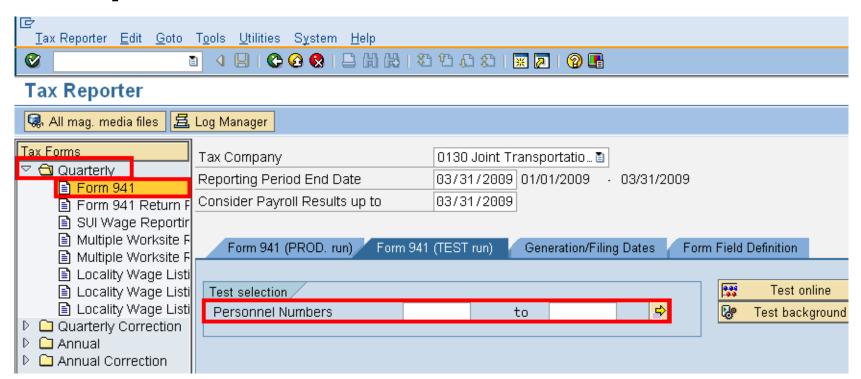
■ Fields to complete:

- Tax Company
- Reporting Period End Date
- Consider Payroll Results up to





Tax Reporter cont'd...

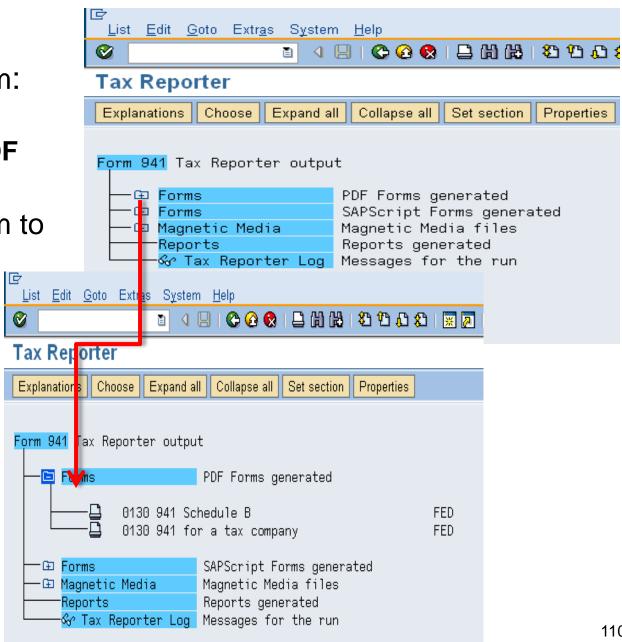


- Click the Quarterly folder to display options
 - Select the Form 941
- Enter Personnel Number(s)
 - If running for entire agency enter 1 to 99999999
- Select **Test online**



Tax Reporter cont'd.

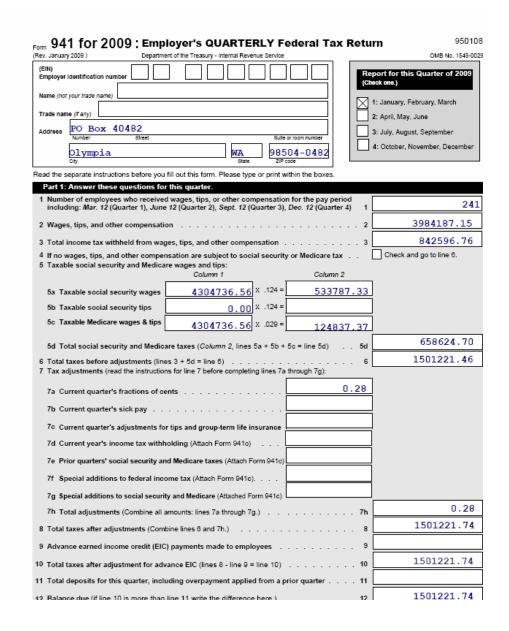
- To view the 941 form:
 - Click on the folder next to Forms- PDF Forms generated
- Double click the form to view
 - 941 Schedule B
 - 941 for a Tax Company





Tax Reporter cont'd.

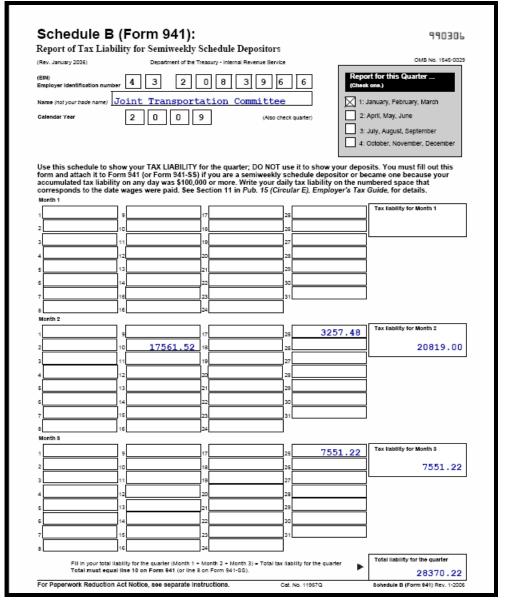
- Form now generated automatically by HRMS.
- Used to file quarterly with the IRS
- Rolls up the total
 W-2 amounts for all employees for the specified quarter





Accessing the Form 941 cont'd.

- Used to file quarterly with the IRS
- HRMS will automatically complete the form for you
- Schedule B must match the liabilities of the 941





Review Questions

1. What is the Medical Aid Report used for?

2. What is the name of the report that can be used to view the employee level detail of the Medical Aid Report?

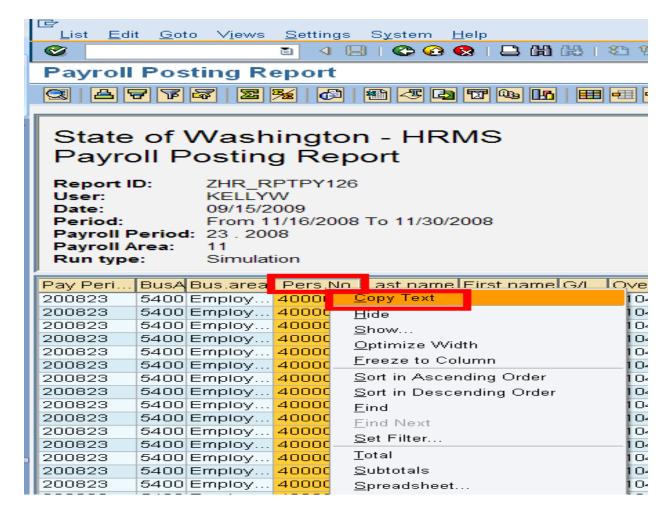


Helpful Tips



Tip # 1- How to highlight a list of PRNR's to copy to another report —ALV format

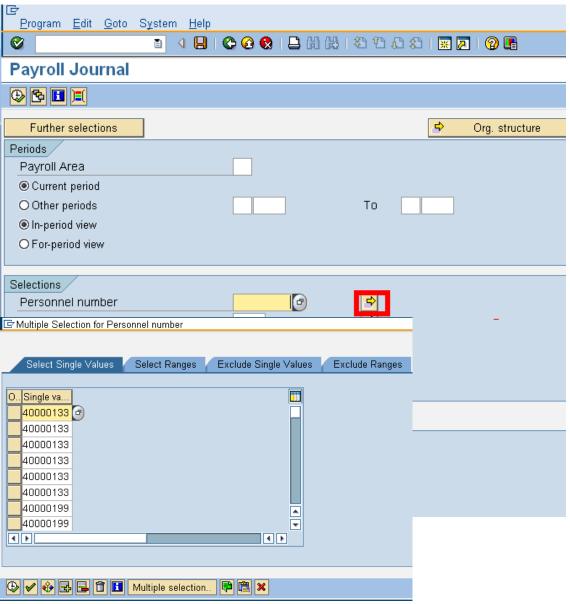
- Enter the report transaction code in the command field to access the report
 - For this example:(ZHR_RPTPY126)
- Highlight the column (or row) to copy
- Right click and select Copy text





Tip # 1- How to highlight a list of PRNR's to copy to another report —ALV format cont'd.

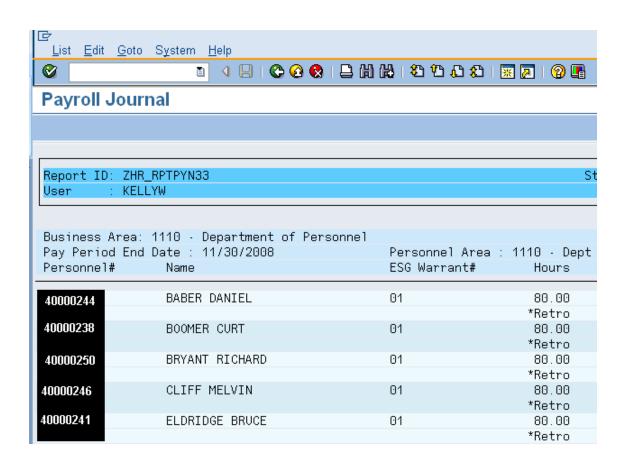
- Access the report to paste the copied field
 - For this example we accessed the Payroll Journal (ZHR_RPTPYN33)
- Click the multiple selection
- Press CTRL+V to paste entries





Tip # 2- How to highlight a PDF or SAP standard form

- Once the report has generated
 - Press CTRL+Y to highlight
 - Select data to copy



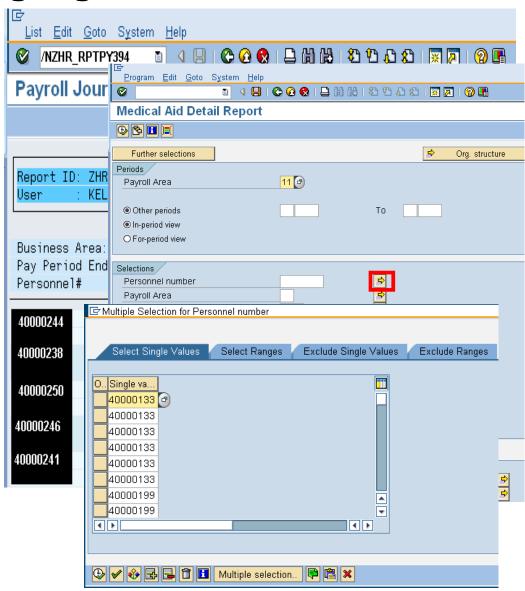


Tip # 2- How to highlight a PDF or SAP standard form

- Press CTRL+C to copy the data
- Enter the report transaction code into the command field:

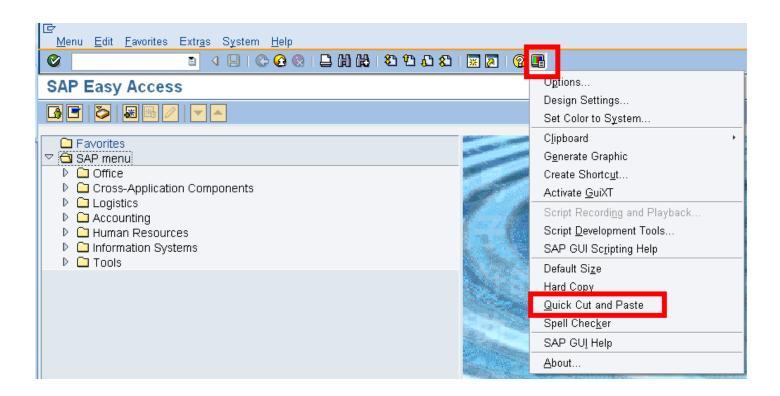
/NZHR_RPTPY394

Press CTRL+V to paste the copied personnel numbers





Tip # 3- Use Quick cut and Paste functionality



- To turn on: Click (Customize local layout)
- Select Quick cut and Pate
- To turn off: Click (Customize local layout) Turn on the Quick Cut and Paste function:



Business Intelligence Reports



Business Intelligence Reports

Upon completion of this section, you will be able to:

- Describe the benefits of the Business Intelligence.
- Define the difference between roles for HRMS and the Business Intelligence
- Describe how to access the Business Intelligence to run Financial Reports.
- Identify where to access Self-Paced training material for the Business Intelligence





Benefits of the Business Intelligence

- Stores data in one place to allow efficient retrieval, reducing time spent gathering data.
- A single query can contain what traditionally would be found in multiple reports, reducing the number of "hits" on the system.
- Ability to "slice and dice" data and customize the look and feel of a pre-defined report for individual analysis.
- Response time results in less stress on the HRMS system.



Business Intelligence Security

■The ability to access BI reports, specific functions and data within the BI environment is controlled by HRMS BI Security.

■BI User Role:

■Agency HRMS BI users will be mapped to either a "BI End User" or "BI Power user". All BI users can access reports via the HRMS Portal, but only Power users will be able to create ad hoc queries.

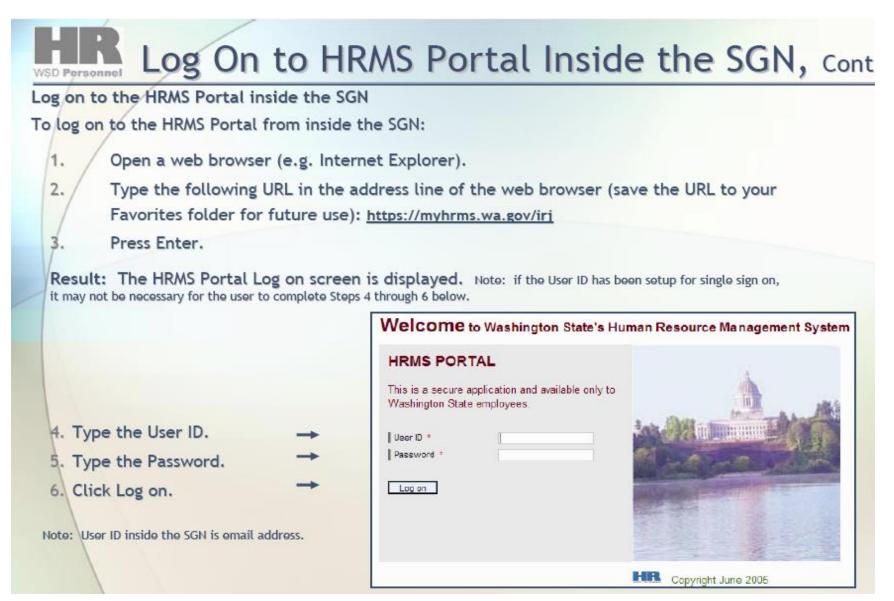
■BI InfoProvider Role:

The ability to access reports, depends on the infoprovider role BI user is assigned:

HR/Payroll/Time Data HR/Payroll/Time with Financial Data Financial data only



Accessing the Business Intelligence





Common Business Intelligence Reports

Distribution of Payroll and Related Costs

Gap #: 180

Old PAY1 report reference: M2390 - Distribution of P/R &

Related Cost Report

Displays employer costs by employee and by AFRS account distribution to the 'sub sub object' level as entered on the position or employee record.

Position Cost

Gap #: 450

Old PAY1 report reference: M2480 - Monthly Position Cost

Report

Displays employer costs, FTE's, overtime hours, overtime amounts, and shift differential amounts for each position and class title within the agency.

Who Charged

Gap #: 901

Old PAY1 report reference: N/A - New report

Displays employee data including what the employee was paid, basic employee data, 'sub sub object', cost assignment information, etc.



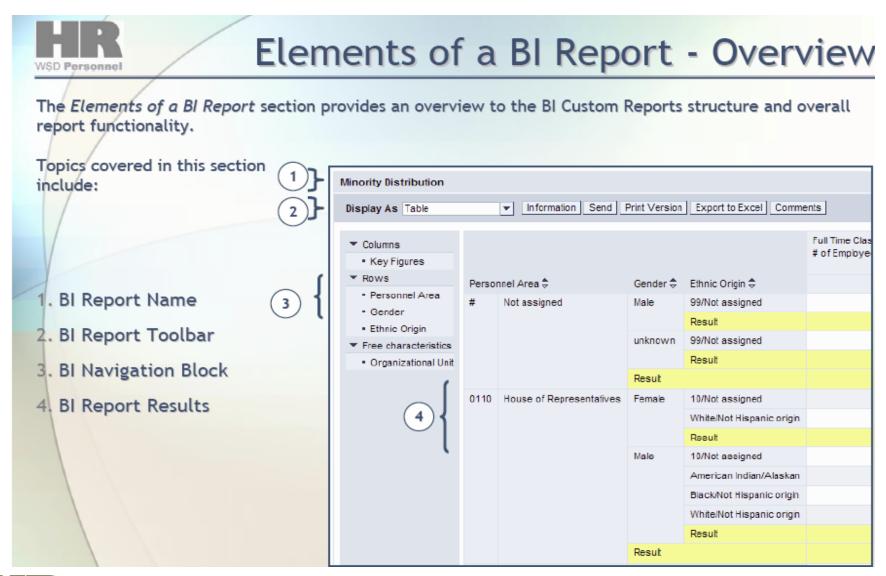
Schedule of BI InfoProvider Updates

The following table provides an overview of the data load frequency for BI InfoProviders:

InfoProvider	Update Frequency	Data Load Schedule
AFRS Payroll Accounting Data (ZPY_C51)	Daily (note: AFRS Payroll Accounting Transactional Data will be updated when an adjustment has been made and a new AFRS file is available. If no adjustments have occurred, AFRS Payroll Accounting Transactional Data will be updated after the next payroll exit)	Daily
Headcount (ZPAPA_C02)	Daily	Daily
Headcount and Personnel Actions (ZPA_C01)	Daily	Daily
Employee Specific Payroll Data (0PY_C02)	Semi-Monthly	After Payroll Exit
Quota Data (ZPT_C51)	Semi-Monthly	After Payroll Exit
Time and Labor (0PT_C01)	Semi-Monthly	After Payroll Exit
Headcount and Education (ZPA_M50)	Monthly	1 st Friday/mo*
Staffing Assignments (ZPAOS_C01)	Monthly	1 st Friday/mo*

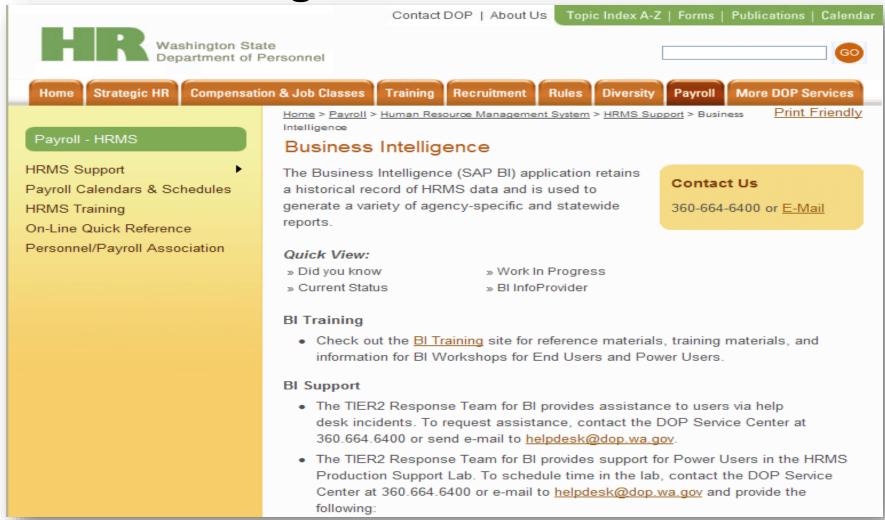


BI Report Overview





Business Intelligence



Website address:

http://www.dop.wa.gov/payroll/HRMS/HRMSSupport/Pages/BusinessIntelligence.aspx



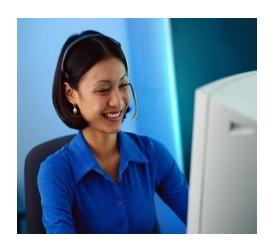
Summary

- Throughout the day, you have learned about:
- New terms and concepts specific to Financial Reporting.
- The different financial reports available in HRMS.
- Manipulating reports using the Automated List Viewer (ALV).
- Creating variants and accessing Statewide variants.
- Identify Financial reports available in the Business Intelligence.



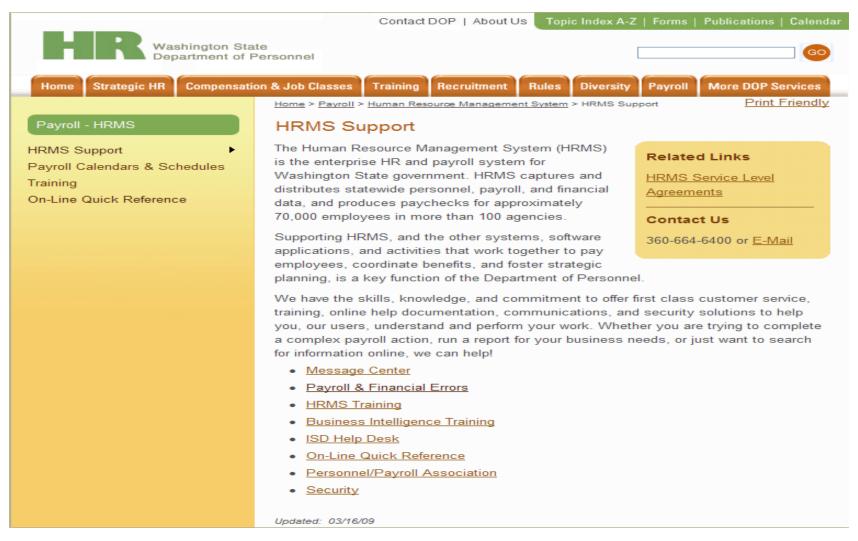
Resources

- The following resources are available for your use:
 - Department of Personnel's Service Center (360) 664-6400
 helpdesk@dop.wa.gov
 - Customer Support Web site:
 http://www.dop.wa.gov/HRMS/CustomerSupport/Resources/
 - The Business Intelligence Self Paced Learning Materials:
 http://www.dop.wa.gov/HRMS/CustomerSupport/BusinessIntelligence/BITraining.htm
 - The On-Line Quick Reference (OLQR)
 http://win-shrweb.dis.wa.gov/olqr/nav/index.htm
 - The Office of Financial Management http://ofm.wa.gov/





HRMS Support

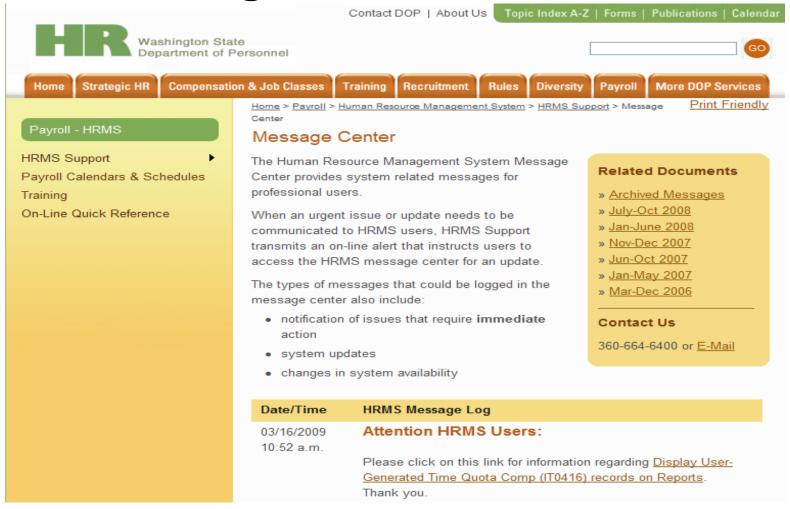


Address:

http://www.dop.wa.gov/PAYROLL/HRMS/HRMSSUPPORT/Pages/default.aspx



HRMS Message Center



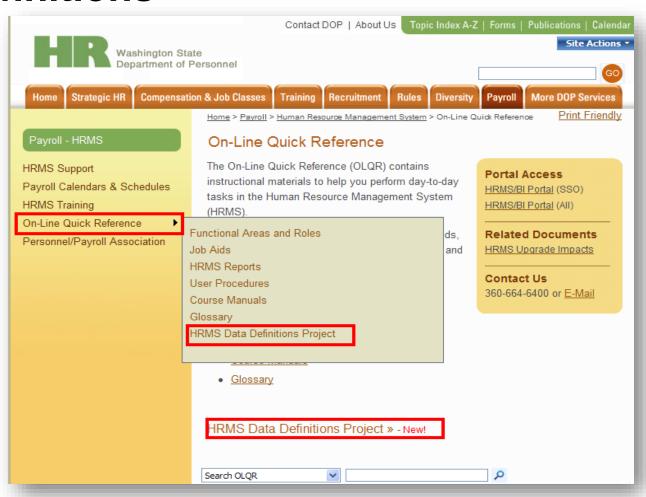
Address:

http://www.dop.wa.gov/payroll/HRMS/HRMSSupport/Pages/MessageCenter.aspx



HRMS Data Definitions

■HRMS Data
Definitions website
provides agencies
with standard
definitions of HRMS
fields names and
dropdown list
options.



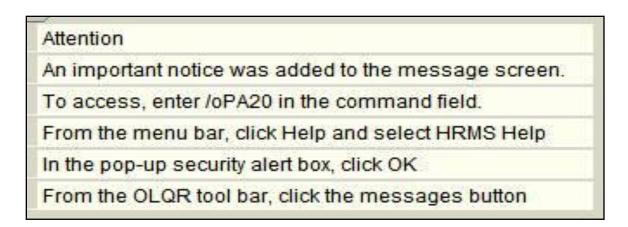
Website address:

http://www.dop.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/HRMSDataDefinitions.aspx



ZAlert System Messages

- Messages are sent by the ISD Customer Support unit and will appear when logged into the system or when first logging in.
 - ZAlerts will last up to 2 hours after being displayed. Once the message has expired you will no longer see the message.
- Messages will vary and may contain information regarding payroll pick-up or may direct you to the HRMS Message Center.





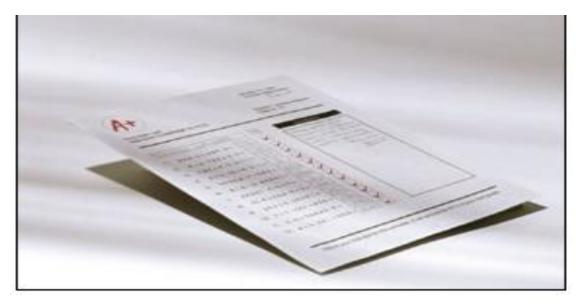
Question and Answer





Training Evaluation

Please take a few minutes to complete the course evaluation prior to leaving.



Thank you for your participation

