

OnePurdue Initiative

Concepts of Payroll in OnePurdue

Facilitated by Rick Miller,
10:00 a.m. –12:00 p.m.
Thu. July 20, 2006
FRNY G140

Payroll General Information

- Manage earnings, reductions, and deductions
- Sets and oversees processing schedules
- Manages Court Orders
- Manages Tax Processing and Interfaces
- Runs Payrolls
- Assures Payroll Posting

Payroll OnePurdue Terms

- Master Data
- Infotype
- Payroll Area
- Wage Type
- Basic Pay
- Off-Cycle Payroll

Wage Types

- Everything from Gross to Net and more
 - Payments
 - Basic Pay, Awards, Overloads, Overtime
 - Reductions
 - Pretax items (medical, parking, SRA)
 - Deductions
 - Taxes, United Way, Garnishments
 - Accumulators
 - Gross Income, Adjusted Gross Income, Net Income
 - Earnings (FIT, OASDI, HI, etc.)

Wage Type Characteristics

- Payment, deduction or accumulator
- Employee Group
- Frequency
- Taxable/non-taxable
- Proration
- Processes/Calculations
- Transfer to Finance

Payments

- Basic Pay for Exempt Employees
 - Salary, Administrative Adjustment, Sabbatical Leave with Pay

- Basic Pay for Non-exempt Employees
 - Hourly Rate

Basic Pay – Exempt Employee

Pers. No.	440	Pers.Assgn	00000440 00000440 Integration: D€	
Personnel No	440	Name	Miller 1 Test	
EE group	E Faculty	Personnel ar	Z020	Fort Wayne
EE subgroup	ZZ 9 Month AY Exempt	Status	Active	
Start	01/01/2006 to	12/31/9999	Chng	04/17/2006 RCMILLER

Subtype Basic contract

Salary	
Reason	<input type="text"/>
PS type	Z1 Monthly Exempt
PS Area	Z1 Purdue
PS group	FACULTY Level 01
Capacity Util. Level	100.00
Work hours/period	173.33 Monthly
Next increase	<input type="text"/>
Annual salary	<input type="text" value="30,000.00"/> USD

Wa...	Wage Type Long Text	O...	Amount	Curre...	In...	A...	Number/Unit	Unit
1000	Salary		3,000.00	USD		<input checked="" type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		

IV 04/18/2006 - 12/31/9999 USD

Basic Pay – Non-Exempt Employee

Pers. No.	375	Pers.Assgn	00000375 00000375 Temporary Clk	
Personnel No	375	Name	PY Post Clerical	
EE group	B Clerical	Personnel ar	Z010	Calumet
EE subgroup	Z8 12 Month Nonexempt	Status	Active	
Start	01/09/2006	to	12/31/9999	Chng 04/11/2006 TMARKUSS

Subtype 0 Basic contract

Reason		Capacity Util. Level	100.00
PS type	Z3 Hourly	Work hours/period	80.00 Bi-weekly
PS Area	Z1 Purdue	Next increase	
PS group	TEMPCLER Level 01	Annual salary	16,640.00 USD

Wa	Wage Type Long Text	O	Amount	Curre	In	A	Number/Unit	Unit
1003	Hourly Rate Non Eligible		8.00	USD		<input checked="" type="checkbox"/>		
1007	Hourly W/ Bene - Differen		1.00	USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
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				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		

IV 04/18/2006 - 12/31/9999 8.00 USD Payroll Simulation

Other Payments and Deductions

- Examples
 - Overloads, fellowships, awards, voluntary deductions, United Way

- Characteristics
 - Frequency
 - Pay Period
 - Minimum/Maximum Amounts
 - Employee Groupings
 - Individual Employee Overrides

Other Payments and Deductions – Recurring

Pers. No.	440	Pers.Assgn	00000440 00000440 Integration: D€	
Personnel No	440	Name	Miller 1 Test	
EE group	E Faculty	Personnel ar	Z020 Fort Wayne	
EE subgroup	ZZ 9 Month AY Exempt	Status	Active	
Start	01/01/2006	to	03/31/2006	

Recurring Payments/Deductions	
Wage Type	1300 Overload Pay
Amount	750.00 USD
Number/unit	
Assignment Number	
Reason for Change	

Payment dates	
Payment model	
1st payment period	or 1st payment date
Interval in periods	Interval/Unit

Other Payments and Deductions - One Time

Pers. No.	440	Pers.Assgn	00000440 00000440 Integration: D€	
Personnel No	440	Name	Miller 1 Test	
EE group	E Faculty	Personnel ar	Z020 Fort Wayne	
EE subgroup	ZZ 9 Month AY Exempt	Status	Active	

Additional Payments	
Wage Type	1300 Overload Pay
Amount	1,000.00 USD
Number/unit	
Date of origin	01/15/2006
Default Date	
Assignment Number	
Reason for Change	

Payroll Areas

- Biweekly
- Monthly
- Academic Year

Academic Year

- Regular Academic Year – 10 Payments
 - 1/18 End of August
 - 1/9 End of Sept – April
 - 1/18 End of May

- Summer Pay
 - Paid at end of May, June, July and August
 - Calculation of amount unchanged (Executive Memorandum C-26 says 2.5% of academic year annual salary = summer weekly salary)

New Payroll Calculator

File Edit View Insert Format Tools Data Window Help Adobe PDF

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SUMMER PAY CALCULATOR
NOTE: Light Blue Boxes REQUIRE values

PERSONNEL NUMBER: LAST NAME: FIRST NAME:

COMPS (M, CA, PV, RC): FORCED Cap Amount: OPTIONAL ENTRY

DEPARTMENT (look up): FTE:

Full Time Academic Year Salary

MAY	JUNE	JULY	AUGUST
\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Max Daily Value	JUNE Daily Value	JULY Daily Value	AUGUST Daily Value
\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00

ENTER Planned Working Days Per Period →

MAY	4
JUNE	8
JULY	9
AUGUST	8

MAY SUMMER PAY	\$ 1,000.00
JUNE SUMMER PAY	\$ 2,000.00
JULY SUMMER PAY	\$ 2,250.00
AUGUST SUMMER PAY	\$ 2,000.00
TOTAL This Calculation	\$ 7,250.00

REFERENCE TOOLSET

Jul 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

MONTH MONTH MONTH MONTH
May June July August

17	22	21	13
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WARNING !! Value Exceeds Forced Cap

PRINT MY entries

Approved by: _____ Date: ____/____/____

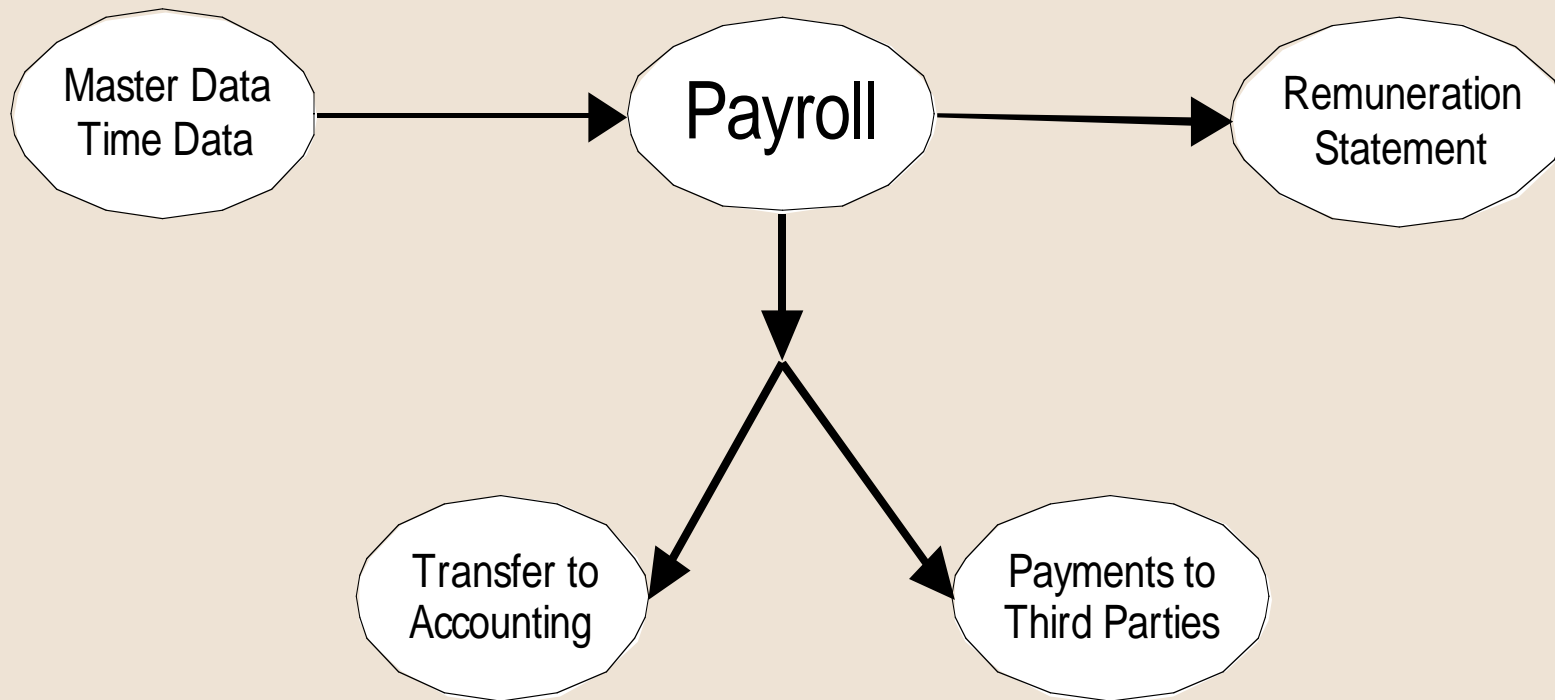
Court Orders

- Automated

Taxes

- US Taxes
 - BSI Tax Factory updates
- Nonresident Alien Taxation
 - New interfaces
 - Less Entry

Processing Payroll



Prerequisites to Payroll

	Prerequisites	Activities
Master and Time Data	<p>Work Schedules</p> <p>Dialog and time wage types</p> <p>Infotypes 0000, 0001, 0002, 0006, 0007, 0008, 0009 and country-specific infotypes (such as tax)</p> <p>The Payroll processes other infotypes: 0014, 0015, 2001, 2010, 2003, 2005</p>	<p>Use Customizing to set up and generate work schedules</p> <p>Make copies of model wage types in wage type catalog to create customer wage types in customer name range</p> <p>Use personnel actions to enter employee data in the system</p>
Administration	<p>Payroll areas and periods</p> <p>Payroll control record</p>	<p>Set up and generate using Customizing</p> <p>Create using Customizing</p>
Subsequent Activities	<p>Bank master data, and information on house banks</p> <p>Cost centers</p> <p>Remuneration statements</p>	<p>Usually set up by FI</p> <p>Usually set up by FI - links to organizational units</p> <p>Retrieve standard form</p>

Standard Factoring

Reduction in Pay

- Joining or leaving the university within a pay period

- Unpaid absences

- Paid Absences

- Partial Sabbatical pay

Calculation of pay for exact periods

- Change in basic pay

- Change in organizational assignment

Calculation of Cost Accounting Wage Types

Retroactivity

- Date Driven
- Always on
- Positive and Negative
- It works 100% of the time

Held Checks

- No Held Checks

Special Checks

- Why
 - Late payments
 - Early payments – leaving country and university
 - Awards
 - Replacement payments
 - Year-to-date adjustments

- When
 - Once a week

Posting and Payroll Charges

- Payroll Processing includes posting and charging
- Infotype 0027, 0014, 0015
- Timing

Payroll Related Roles

- Department Responsibility
- Payroll Processor Role
- Payroll Simulation Analyst Role
- Special Processor Role
- Tax Administrator Role
- Payroll Administrator Role
- Payroll Manager Role

Resources

To learn more about Enterprise and Personnel Structures, click to the following URL:

http://www.purdue.edu/onepurdue/resources/onepurdue_hr_concepts_education_data_links.shtml

Questions?

Evaluation of Session

An evaluation form is available at the following URL.

http://www.onepurdue.purdue.edu/resources/onepurdue_hr_concepts_education_datalinks.shtml

Please take a few minutes to complete the evaluation form and provide feedback about the session.

Your feedback will be used to improve future Concepts sessions.

Thank you for participating!