

# To-Be Process Review Workshop

## Human Resources Post Audit Validation in SAP

Location: Ross Building

Room: 130

Time: 1:00 p.m. to 5:00 p.m.

September 29, 2005

# Post – Audit Validation

# Payroll Processing Steps

- Update master data, enter time, enroll in benefits, etc
- Run pre-audit reports
- Run Production Payroll
- Run post-audit reports
- Correct errors that are generated from post-audit reports
- Rerun Production Payroll for those employees who had corrections
- Run subsequent program simulations
- Correct errors that are generated from subsequent program simulations
- Rerun Production Payroll for those employees who had corrections
- Exit Payroll
- Run subsequent programs in production

# Types of reports to validate

- Inactive employees with pay
- Claims processed
- Employees with retroactive pay
- Employees with large net pays
- Deductions in arrears (deductions not taken)
- Gross pay comparisons

# Inactive Employees with Pay

- Employees that become inactive in the pay period may still receive pay if not all recurring payments (infotype 0014) are turned off
- This report will catch any payments that are going out for inactive employees so they can be caught prior to exiting payroll

# Claims Processed

- Any employee that has Gross Pay go into a negative because of a large retro will have a claim processed (wage type /561)
- Sometimes this happens by error when an employee has a decrease in pay and the incorrect year is entered
- Report will identify the employee and the processor can determine if the claim is legitimate
- If claim is not legitimate then master data is updated and the employee is processed again through Payroll

# Employees With Retroactive Pay

- Retroactivity is processed any time master data is updated in the payroll past
- This report will identify large retro changes so that they can be validated prior to processing
- If the retro is incorrect the master data is updated and the employee is reprocessed through the Production Payroll

# Employees With Large Net Pay

- Wage type /560 stores the employees' net pay
- This report will sort the largest to the smallest net pay
- The same employees should always be at the top of the list
- If an employee is found to have too much net pay master data will be updated and the employee will be ran through Production Payroll again

# Deductions in Arrears (Deductions Not Taken)

- Any deduction that is scheduled to be deducted but cannot because employee does not have enough net pay will go into arrears or be placed in the deduction not taken table (deductions that do not go into arrears)
- Deductions are reviewed to ensure they should still be processed or if they should have been turned off
- If deduction should have been turned off then master data will be updated and Production Payroll reran
- If deduction goes into arrears, it will be determined if the employee should be billed, prepaid, or processed when they have monies

# Gross Pay Comparisons

- Wage type /101 stores the employees' gross pay
- Salaried exempt employees' gross pay should not change period by period unless they have unpaid absences
- This report will compare the gross pay from the last successful payroll run and output if the employee has a large enough variance
  - Variance is set on the selection screen

# Subsequent Programs in Simulation

- Pre-Program DME
- Posting to Accounting
- Posting to Accounts Payable

# Pre-Program DME

- This program breaks out the employees who should receive a check and those that should receive direct deposit
- When run in simulation this report will output those employees that are not set up for either
- Employee would be defaulted to payroll check and they would be reprocessed through Production Payroll

# Posting to Accounting

- This program will post all expenses, payables, and receivables from the current pay period
- Running this in simulation will ensure no cost objects (cost center, grant, fund, work order) have been closed
- If a cost object has been closed then master data would need to be updated and Production Payroll reran

# Posting to Accounts Payable

- This program posts to vendors amounts to be remitted via Accounts Payable
- Running this in simulation ensures a vendor has not been ‘blocked’ for any new remittances
- If a vendor has been ‘blocked’ a correction can either be made to unblock the vendor or update configuration (or master data) and rerun Production Payroll