

# **To-Be Process Review Workshop**

## **Human Resources Payroll Reports & Interfaces**

Location: Ross Building

Room: 130

Time: 8:00 a.m. to 5:00 p.m.

September 13, 2005

# Welcome!

- Introductions of Group

- Representatives from:

- » HR & Payroll & Benefits West Lafayette
- » HR & Payroll Calumet
- » HR & Payroll Ft. Wayne
- » HR & Payroll North Central
- » One Purdue HR team members
- » Business Managers
- » Physical Facilities
- » Housing & Food Services

- Facilitated by:

- » Troy Markusson (Bearing Point)
  - With input from:
    - Rick Miller (Purdue)
    - Julie Gregory (Purdue)
    - Greg Gick (Purdue)



# Workshop Logistics

- Tent Cards
- Rest Rooms
- Breaks
- Lunch



# Workshop Agenda

1. Reporting in SAP
2. Break
3. Reports Produced by Other Groups and Reports Not Needed
4. Lunch
5. Interfaces
6. Define Next Steps (Upcoming Workshops)
7. Adjourn

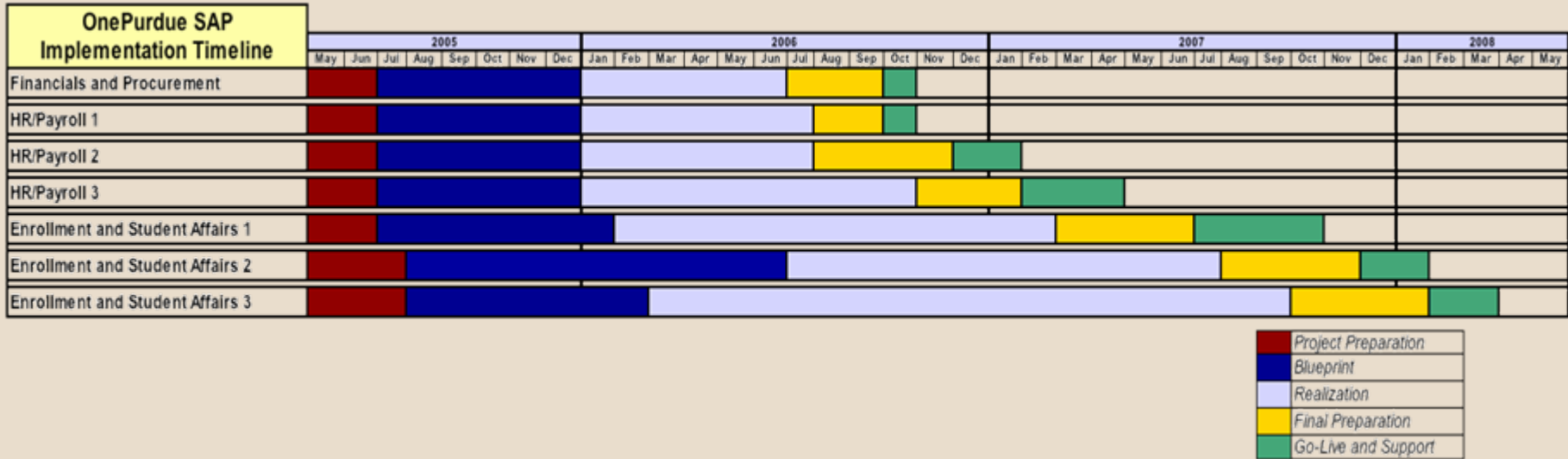


# Why Are We Here?

Our objective today is to...

- Discover
  - Introduction of the conceptual view of Payroll within the OnePurdue initiative.
- Validate
  - In this and future workshops you will be validating the processes, identifying gaps, identifying policy changes, and evaluating priorities.
- Facilitate Communication and Change Management
  - The future state of Purdue University
  - How people, processes, and technology will Integrate in the future.

# What Is the OnePurdue Project Timeline?



**Finance and Procurement:** Accounts Payable, Accounts Receivable, Work-Effort Reporting, Purchasing

**HR/Payroll 1:** e-Recruitment

**HR/Payroll 2:** Organizational Management, Personnel Administration, Payroll, Benefits, Time Entry and Evaluation, ESS, Workflow

**HR/Payroll 3:** Personnel Development, Open Enrollment, Year-End Payroll Processing

**Enrollment and Student Affairs 1:** Student Recruitment, Admissions, PFAE/ADMS, Transfer Articulation and Equivalency Rules

**Enrollment and Student Affairs 2:** Financial Aid

**Enrollment and Student Affairs 3:** Course Catalog, Student Master, Academic History, Grading, Degree Audit, Graduation, Student Accounting Master Data, Cashiering, Account Management, Billing, Payment Plans, Classroom Scheduling, Registration, Academic Calendar, Academic Progression

# Reporting in SAP

# Reporting Options

- SAP Delivered Reports
- Ad – Hoc Reporting (SAP Query)
- Business Warehouse (BW, Cognos)
- SAP ABAP (Development)



# SAP Delivered Reports

- Many reports delivered with SAP Payroll Module
- OnePurdue will use the majority of these reports
- Will report on both master data and payroll results
- Not much flexibility to change layout of reports
- Reports will be real time and run in SAP

# SAP Delivered Reports

- Wage Type Reports
- Wage Type Configuration Reports
- Payroll Journal
- Payroll Results Report
- Direct Deposit and Check Reports
- Accounting and 3<sup>rd</sup> Party Remittance Reports
- Garnishment Reports
- Workers' Compensation Report
- Claims Processing Report
- Tax Infotype Reports
- Year End Reports

# Wage Type Reports

- Wage Type Reporter
- Payroll Reconciliation Report

# Wage Type Reporter

- Evaluates wage types from the payroll results for a selected period
- Also evaluates basic enterprise and employee master data
- Can compare previous periods and output differences
- Limitations
  - Cannot output most master data on employee
  - Cannot output YTD amounts
  - Cannot output tax wage types

# Wage Type Reporter Output

**Wage Type Reporter**

Pers.No.	Last name First name	For-period	WT	Wage Type Long Text	Amount
60101	WF CLERK 01 BC600	200414	/101	Total gross	2,000.00
60102	WF CLERK 02 BC600	200414	/101	Total gross	2,000.00
60103	WF CLERK 03 BC600	200414	/101	Total gross	2,000.00
60104	WF CLERK 04 BC600	200414	/101	Total gross	2,000.00
60105	WF CLERK 05 BC600	200414	/101	Total gross	2,000.00
60106	WF CLERK 06 BC600	200414	/101	Total gross	2,000.00
60107	WF CLERK 07 BC600	200414	/101	Total gross	2,000.00
60108	WF CLERK 08 BC600	200414	/101	Total gross	2,000.00
60109	WF CLERK 09 BC600	200414	/101	Total gross	2,000.00
60110	WF CLERK 10 BC600	200414	/101	Total gross	2,000.00
*					20,000.00

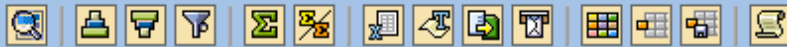
- Can choose to change layout
- Can download to Excel or email

# Payroll Reconciliation Report

- Evaluates wage types from the payroll results for a selected period
- Will output tax wage types (deductions and taxable earnings)
- Can output month-to-date, quarter-to-date, and year-to-date amounts
- Used to reconcile against quarter and year end reports
- Cannot output master data on employee

# Payroll Reconciliation Report Output

## Payroll Reconciliation Report



## Payroll Reconciliation Report

Pay period - 14 . 2004 07/31/2004 - 07/31/2004

Auth	PersNo	WT	Cumulation WT text	Current Pe
CA	60101	/401	TX Withholding Tax	92.89
CA		/701	RE Withholding Tax	2,000.00
FED		/401	TX Withholding Tax	308.13
FED		/701	RE Withholding Tax	2,000.00
CA	60102	/401	TX Withholding Tax	92.89
CA		/701	RE Withholding Tax	2,000.00
FED		/401	TX Withholding Tax	308.13
FED		/701	RE Withholding Tax	2,000.00
CA	60103	/401	TX Withholding Tax	92.89
CA		/701	RE Withholding Tax	2,000.00
FED		/401	TX Withholding Tax	308.13
FED		/701	RE Withholding Tax	2,000.00
CA	60104	/401	TX Withholding Tax	92.89
CA		/701	RE Withholding Tax	2,000.00
FED		/401	TX Withholding Tax	308.13
FED		/701	RE Withholding Tax	2,000.00

# Wage Type Configuration Reports

- Wage Type Utilization Report
- Wage Type Assignment – Display GL Accounts



# Wage Type Utilization Report

- Reports the setup of all customer wage types
- Report is based on configuration of system
- Can easily view what wage types are subject to what taxes, what earnings are included in disposable gross pay for garnishments, what deductions are set up for third party remittance, etc.

# Wage Type Utilization Report - SAP

## Use of wage types in payroll

Meaning of processing classes and their values  
Class Value Short text

68	2	Supplemental payment
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### Wage types

WType WType text

1053	Bonus
1110	Bonus
1111	Bonus - Special Pay Run
1112	Commission
1113	Severance pay
1114	Commission
1118	Bonus
1120	Uniform allowance
1121	Equipment allowance
1122	Car allowance
1300	Tuition reimb-taxable
1301	Tuition reimb-non-tax
1302	Relocation expenses

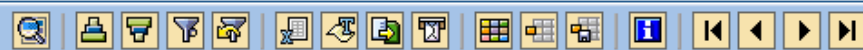
- List of all wage types that are taxed at the Supplemental Payment method

# Wage Type Assignment - Display GL Accounts

- Display the GL account each wage type is being posted to
- Assists in determining when an account is not in balance

# Wage Type Assignment - Display GL Accounts - SAP

## Wage Type Assignment - Display G/L Accounts



WT	WType text	No	Symbol.account txt	AATyp	V	G/L acct	Short Text	EGAC	EG AD txt
1000	Hourly rate	1	Direct Labor Costs	C	+	420000	Direct labor costs		
1000	Hourly rate	9	Direct Labor Costs	C	+	420000	Direct labor costs		
1000	Hourly rate	10	Accrual adjustment ...	F	-	???			
1001	Hourly rate-direct entry	1	Wages/salaries	C	+	430000	Salaries - base wage	1	Industrial wor...
1001	Hourly rate-direct entry	1	Wages/salaries	C	+	430000	Salaries - base wage	2	Salaried emplo...
1001	Hourly rate-direct entry	9	Wages/salaries	C	+	430000	Salaries - base wage	1	Industrial wor...
1001	Hourly rate-direct entry	9	Wages/salaries	C	+	430000	Salaries - base wage	2	Salaried emplo...
1001	Hourly rate-direct entry	10	Accrual adjustment ...	F	-	???			
1002	Salary	1	Wages/salaries	C	+	430000	Salaries - base wage	1	Industrial wor...
1002	Salary	1	Wages/salaries	C	+	430000	Salaries - base wage	2	Salaried emplo...
1002	Salary	9	Wages/salaries	C	+	430000	Salaries - base wage	1	Industrial wor...
1002	Salary	9	Wages/salaries	C	+	430000	Salaries - base wage	2	Salaried emplo...
1002	Salary	10	Accrual adjustment ...	F	-	???			
1004	Lead premium	1	Wages/Salaries	CN	+	176880	HR Clearing Account		
1004	Lead premium	9	Wages/Salaries	CN	+	176880	HR Clearing Account		
1004	Lead premium	10	Accrual adjustment ...	F	-	???			
1005	Shift premium	1	Wages/Salaries	CN	+	176880	HR Clearing Account		
1005	Shift premium	9	Wages/Salaries	CN	+	176880	HR Clearing Account		
1005	Shift premium	10	Accrual adjustment ...	F	-	???			
1010	Pension Payment	1	Wages/salaries	C	+	430000	Salaries - base wage	1	Industrial wor...
1010	Pension Payment	1	Wages/salaries	C	+	430000	Salaries - base wage	2	Salaried emplo...
1010	Pension Payment	9	Wages/salaries	C	+	430000	Salaries - base wage	1	Industrial wor...
1010	Pension Payment	9	Wages/salaries	C	+	430000	Salaries - base wage	2	Salaried emplo...
1010	Pension Payment	10	Accrual adjustment ...	F	-	???			
1055	Premium Pay	1	Wages/Salaries	CN	+	176880	HR Clearing Account		
1055	Premium Pay	9	Wages/Salaries	CN	+	176880	HR Clearing Account		
1055	Premium Pay	10	Accrual adjustment ...	F	-	???			

# Payroll Journal

- Payroll Register
- Can output either pay period amounts, or year to date amounts (could also set up fiscal year to date if needed)
- Configurable report that allows the layout to be University specific
- Can allow departments to view this report or some similar report
  - Only allow departments to view earnings and not deductions

# Payroll Journal - SAP

## Payroll Journal

Company Code: 3000 Tax Company: \* PPBegin: PPEnd: Page: 1  
 OrgUnit: 00000000 Personnel Area: 3400 Personnel Subarea: 0001 Payroll Area: \* Period: 14/2004

\*\*\*\*\*  
 Personnel#: 00060101 SSN#: 601011111 CostCenter: Forperiod: 14/2004  
 Name: Mrs BC600 WF-CLERK-01 PayRate: 23.08 NetPay: 1,421.18 GrossPay: 2,000.00 EE Tax: 578.82  
 Fed tax m/s: Single Exemptions: 01 ER Tax: 153.00

Earnings	Amount	Tax	Earnings	Amount	Deductions	Amount	NetPay
/101 TotGross	2,000.00	Total Tax EE		578.82			1,421.18 C
		FED					
		W/H EE	2,000.00	308.13			
		OASDI EE	2,000.00	124.00			
		MedcarEE	2,000.00	29.00			
		CA					
		W/H EE	2,000.00	92.89			
		SDI EE	2,000.00	12.40			
		SDIV EE	2,000.00	12.40			

# Payroll Results Report

- Technical report that outputs what payroll processed
- Can view the following:
  - Results Table (Current period)
  - Cumulated Results Table (MTD, QTD, YTD, FTD)
  - Payment Information (Check, Bank Routing Number, etc)
  - Tax Tables
  - Address
  - Personal Information
- Does not display retro processing in easy format

# Payroll Results Report – SAP

## Display payroll results

### Selection

Personnel number



all results from



Personnel numbers selected

R...	Pers.No.	Name
<input checked="" type="checkbox"/>	60101	Mrs BC600 WF-CLERK-...



Mrs BC600 WF-CLERK-01 / Seq.nr. 00062 (07/16/2004 - 07/31/2004)

Name	Name	Nu...
WPBP	Work Center/Basic Pay	1
RT	Results Table	64
RT_	Results Table (Collapsed Display)	64
CRT	Cumulative Results Table	69
BT	Payment Information	1
PCALAC	Status info. for subsequent programs	1
VERSION	Information on Creation	1
PCL2	Update information PCL2	1
VERSC	Payroll Status Information	1
TAX	Employee tax details	2
TAXR	Residence and unemployment tax details	4
TAXPR	Tax proration table	1
TCRT	Cumulated tax results	490
NAME	Name of Employee	1
ADR	Address	1
PERM	Personal Characteristics	1
MODIF	HR-PAY-99: Modifiers	1



# Direct Deposit and Check Reports

- Payment Summary
- DME Accompanying Sheet
- Check Register

# Payment Summary

- Reports the bank routing numbers, and bank accounts of all direct deposits
- Sorted by bank routing number
- Outputs all direct deposits made for a specified period

## Payment Summary – SAP

IDES US INC New York	Payment summary - Bank transfer Issue date 07/31/2004 Run 08/06/2004 / 05534P	Time 14:01:18 RFFOUS_T/HR15	Date 09/01/2005 Page 2
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30050021	Citibank	New York	HB: 3000	CC: 3000	PM: T
<b>Bank acct number</b>	<b>Pmnt no.</b>	<b>Person.no.</b>	<b>Name</b>	<b>PCde/City</b>	<b>Transaction in USD</b>
<b>Bank number</b>	<b>US</b>	<b>083000108</b>	<b>Payee's bank</b>	<b>First Union Bank &amp; Trust Chicago</b>	
32178932178	7	10967	Mrs Ellen Olbright	New York NY 10112	1,061.81
542136987	587	90001100	Mrs Mary Steward	New York NY 10117	1,858.48
658741201	6	10870	Mr. Carsten Zubke	New York NY 10117	947.65
99878946351	341	100229	Mr. Jerry Wagner	Mt. Pleasant PA 156	1,643.70
<b>Bank number</b>	<b>US</b>	<b>083000108</b>		<b>Total Amount</b>	<b>*****5,511.64*</b>
<b>Bank number</b>	<b>US</b>	<b>083000315</b>	<b>Payee's bank</b>	<b>Union Bank of California</b>	
453545454	598	90001113	Mr. Tom Miller	Atlanta GA 30112	2,160.81
<b>Bank number</b>	<b>US</b>	<b>083000315</b>		<b>Total Amount</b>	<b>*****2,160.81*</b>
<b>Bank number</b>	<b>US</b>	<b>113109678</b>	<b>Payee's bank</b>	<b>Nations Bank Houston</b>	
32131451	492	109553	Mr. Roy Gasson	Acworth GA 30101	109.39
541214789	591	90001104	Mrs Jane Miller	New York NY 10113	3,285.60
6759666696	429	108010	Mike Rios	Philadelphia PA 191	150.00
6759666696	434	108025	Mr. Theodore Seuss	Philadelphia PA 191	150.00
6759666696	452	109201	Mr. Steven Chambers	Philadelphia PA 191	150.00
7878951	342	100230	Mrs Jennifer Esposito	Staten Island NY 10	1,355.39
7878951	382	100281	Mrs Beth Armstrong	Staten Island NY 10	982.60
7878951	384	100283	Mrs Janet Bishop	Staten Island NY 10	982.60
7878951	385	100284	Mrs Barb Billows	Staten Island NY 10	982.60
7878951	386	100285	Mrs Samantha Tilman	Staten Island NY 10	982.60
7878951	468	109308	Mrs Barb Brunner	Staten Island NY 10	982.60
<b>Bank number</b>	<b>US</b>	<b>113109678</b>		<b>Total Amount</b>	<b>*****10,113.38*</b>

# DME Accompanying Sheet

- Provides details of the DME file being submitted to Purdue's house bank

# DME Accompanying Sheet – SAP

Diskette accompanying sheet

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Collective payment/collection order to                      Citibank  
New York

Creation date                      07/31/2004  
Batch Count                              1  
Block Count                              11  
Entry Detail/Addenda Count                      106  
Entry Hash                      1321798001  
Total Debit Amount  
0.00  
Total Credit Amount  
181,423.33

Sender's bank number                      134329042  
Immediate Destination                      987293099

# Check Register

- Accounts Payable report that outputs all payroll checks by employee
- Outputs check number and whether check was voided

# Check Register – SAP

## Check Register



IDES US INC  
New York  
Company code 3000

Check register

Bank	3000	Citibank
Bank Key	134329042	
Acct number	3000	30050021

### Check

Check number from to	Payment	Pmnt date	Crcy	Amount paid (FC)	Recipient/void reason code
01160623		07/31/2004	USD	1,421.18	Mrs BC600 WF-MGR-10 Newport Beach CA
01160624-01160625					voided by SOLOMON - Page overflow
01160626		07/31/2004	USD	1,421.18	Mrs BC600 WF-MGR-11 Newport Beach CA
01160627-01160628					voided by SOLOMON - Page overflow
01160629		07/31/2004	USD	1,421.18	Mrs BC600 WF-MGR-12 Newport Beach CA
01160630-01160631					voided by SOLOMON - Page overflow
01160632		07/31/2004	USD	1,421.18	Mrs BC600 WF-MGR-13 Newport Beach CA

# Accounting and 3<sup>rd</sup> Party Remittance Reports

- Payroll Posting Document
- Cost Center Report
- Reconciliation of Remittance Posting Items



# Payroll Posting Document

- Displays the postings made to Accounting
- Drill down functionality allows for more detailed information

# Payroll Posting Document - SAP

M	S	BusA	Tx	Line	PTyp	Account no. w. text	CO acc. ass.	Debit amnt	Credit amnt	Crcy
<input type="checkbox"/>					G/L...	176000 Salaries and wages p			8,436.85	USD
<input type="checkbox"/>					G/L...	176100 Federal Income Tax W			4,815.72	USD
<input type="checkbox"/>					G/L...	176110 Other Taxes(Employee			263.46	USD
<input type="checkbox"/>					G/L...	176120 Other Taxes(Employer			576.14	USD
<input type="checkbox"/>					G/L...	176210 Accr.FICA (Employee)			1,120.78	USD
<input type="checkbox"/>					G/L...	176220 Accr.FICA (Employer)			1,120.78	USD
<input type="checkbox"/>					G/L...	176410 Benefits (Employer)			772.20	USD
<input type="checkbox"/>					G/L...	176420 Benefits (Employee)			943.00	USD
<input type="checkbox"/>	⚠	⚠			G/L...	176410 Benefits (Employer)	CCtr 2200	1,629.80		USD
<input type="checkbox"/>	⚠	⚠			G/L...	430000 Salaries - base wage	CCtr 2200	13,491.49		USD
<input type="checkbox"/>	⚠	⚠			G/L...	449000 Other personnel expe	CCtr 2200	1,230.72		USD
<input type="checkbox"/>	⚠	⚠			G/L...	465000 Payroll taxes	CCtr 2200	1,696.92		USD
* Posting document 0000001753								18,048.93	18,048.93	USD
**								18,048.93	18,048.93	USD

# Payroll Posting Document – Drilldown capability

Account no. w. text	CO object	Wage Type Long Text	Pers.No.	Debit amnt	Credit amnt	Crcy
430000 Salaries...	CCtr 2200	/845 Total paid non...	700797			USD
430000 Salaries...	CCtr 2200	/845 Total paid non...	700797			USD
430000 Salaries...	CCtr 2200	/845 Total paid non...	700797			USD
430000 Salaries...	CCtr 2200	/845 Total paid non...	700826			USD
430000 Salaries...	CCtr 2200	/845 Total paid non...	700826			USD
430000 Salaries...	CCtr 2200	/845 Total paid non...	700826			USD
* 430000 Salaries...	CCtr 2200	/845 Total paid non...				USD
430000 Salaries...	CCtr 2200	1002 Salary	700797	607.64		USD
430000 Salaries...	CCtr 2200	1002 Salary	700797	1,323.72		USD
430000 Salaries...	CCtr 2200	1002 Salary	700797	1,189.11		USD
430000 Salaries...	CCtr 2200	1002 Salary	700797	1,458.33		USD
430000 Salaries...	CCtr 2200	1002 Salary	700797	1,323.72		USD
430000 Salaries...	CCtr 2200	1002 Salary	700826	781.25		USD
430000 Salaries...	CCtr 2200	1002 Salary	700826	1,701.93		USD
430000 Salaries...	CCtr 2200	1002 Salary	700826	1,528.86		USD
430000 Salaries...	CCtr 2200	1002 Salary	700826	1,875.00		USD
430000 Salaries...	CCtr 2200	1002 Salary	700826	1,701.93		USD
* 430000 Salaries...	CCtr 2200	1002 Salary		13,491.49		USD
**				13,491.49		USD

# Cost Center Report

- User can run report to view charges incurred on a cost center
- Can reconcile FI postings to the payroll results
- Can use report for cost planning by arriving at an average cost by employee
- Can drilldown to payroll results, wage type reporter, or FI payroll posting document

# Cost Center Report – SAP

Payroll Details | Time Data Detail | FI/CO Postings | Payroll Cluster

Cost Center Report from 01/01/2004 to 12/31/2004

Sort | Expand | Download

	Hours	Amount	Head Count
Cost Center Report - Administrator	5,883.38	98,935.16	4.00
Cc 0000002200 - VP - Human Resources	5,883.38	98,935.16	4.00
Ee 00700797 - Alissa Fitzgibbons	1,181.38	24,550.96	1.00
Ce 0000176410 - Benefits (Employ		2,278.92	
Std Medical Employer		1,017.38	
01/15/2004		72.67	
04/15/2004		436.02	
04/30/2004		72.67	
05/15/2004		72.67	
05/31/2004		72.67	
06/15/2004		72.67	
06/30/2004		72.67	
07/15/2004		72.67	
07/31/2004		72.67	
Dental Employer		52.50	
Basic Life Employer		9.80	
Std Medical Provider		1,095.50	
Dental Provider		93.94	
Basic Life Provider		9.80	
Ce 0000430000 - Salaries - base w	1,149.38	19,878.18	
Ce 0000449000 - Other personnel	32.00	538.44	
Ce 0000465000 - Payroll taxes		1,855.42	1.00
Ee 00700798 - Colleen Caplice	1,578.00	25,964.97	1.00
Ee 00700799 - Katrina Parzyck	1,572.00	28,515.66	1.00
Ee 00700800 - Andrea Stork	1,552.00	19,903.57	1.00

# Reconciliation of Remittance Posting Items

- Produces a list of all third-party remittance items that have been evaluated, posted or paid
- Can receive employee detail of payments being made to vendors
- Report used to reconcile Accounts Payable checks to payroll results

# Reconciliation of Remittance Posting Items – SAP

HR payee items												
CoCd	Vendor	EvalR...	Amount	Crcy	Payday	Due	TranDate	Pay. date	Run on	Remittance...	Status text	
3000	200016	1	92.32		02/05/1996	03/14/1996	09/12/2005			02	Being posted	
		2	92.32		02/12/1996	03/14/1996	09/12/2005			02	Being posted	
		3	92.32		02/19/1996	03/14/1996	09/12/2005			02	Being posted	
		4	92.32		02/26/1996	03/14/1996	09/12/2005			02	Being posted	
		5	80.99		01/12/1996	02/14/1996	09/12/2005			02	Being posted	
		301	92.89	USD	06/15/2004	07/14/2004	09/12/2005			02	Being posted	
			<b>450.27</b>									

# Garnishment Reports

- Garnishment Statements
- Garnishment Details Report
- Notice Letters



# Garnishment Statements

- Provide statistics on how many employees have garnishments based on enterprise structure
- Can drilldown to see details of who has the garnishment and what vendors

# Garnishment Statements - SAP

09/12/2005 Garnishment Statistics  
Period from 07/16/2004 to 09/12/2005

*Number of persons and garnishments*

PA	Subarea	Pers. subarea text	Name of EE group	Name of EE subgroup	≡ Persons wi	≡ Persons wi	≡ Number of
4200	0004	Maintenance	Active	Salaried staff	3	1	1
4200	0006	Sales & Mktng	Active	Salaried staff	7	0	0
4300	0001	Finance	Active	Hourly rate/wage	1	0	0

Employee	Empl./appl.name	≡ Garnishmen
00109605	Mr. Todd Michaels	1
		1

GrNo	Vendor	Status	Case no.	Priority
0001	State of Georgia	○○■	123-7654	100

# Garnishment Details Report

- Provides a comprehensive list of employees whose wages are garnished
- Also provides garnishment-related information for each employee from payroll results.

# Garnishment Details Report - SAP

## Garnishment Details Report

Company - 3000 IDES US INC	Garnishment Details Report	Page No. - 1
Pay Area - US US:Semi-Monthly - US		Run Date - 09/12/2005
Pay Per. - 14.2004 07/16/2004-07/31/2004		Run Time - 07:07:55
Pay Date - 07/31/2004		Report ID - RPCGRNU0

Employee Name	Employee ID	Document Date Internal N. Seq.N.	Start Release Date	Document Number	Orig. St. State	Gar. Amount Taken	Initial Balance	Gar. Cat. Pri.	Remaining Balance
Mr. Todd Michaels	00109605	09/06/2000 0001 01	09/06/2000 00/00/0000	123-7654	GA 1	108.33	CS 100		
Payroll Area Total (US)						108.33			
Company Total (3000)						108.33			

# Notice Letters

- Will print a notice letter to send to the employee anytime a new garnishment is setup in SAP
- Notice letter is customizable to meet the needs of the University

# Workers' Compensation Report

- Will provide details of dollars paid, hours worked, and workers' compensation premium for all employees by state
- Workers' compensation code attached to employee's position or organizational unit

# Workers' Compensation Report – SAP

Workers' Compensation state	AWCCCode	Pers.No.	WCCC Text	Amount	Workers' Compensation Hours	Premium type	Premium
IL	1000	100043	Sales	8,333.32	176.00	Man. rate	239.17
IL	1000	100045	Sales	8,333.32	176.00	Man. rate	239.17
IL	1000	100049	Sales	8,333.32	176.00	Man. rate	239.17
IL	1000	100051	Sales	8,333.32	176.00	Man. rate	239.17
IL	1000	100056	Sales	8,333.32	176.00	Man. rate	239.17
IL	1000	100097	Sales	11,666.68	176.00	Man. rate	334.83
				<b>53,333.28</b>	<b>1,056.00</b>		<b>1,530.68</b>

# Claims Processing Report

- This report is used for investigating the circumstances that created any given claim
- Report provides a list of the following:
  - Claim amount
  - Overpaid wages
  - Overpaid taxes
  - Pre-tax deductions
  - Post-tax deductions
- Knowledge of these amounts is critical for a payroll administrator to decide which amounts should be repaid by the employee (such as overpaid wages), and which can or must be forgiven (such as pre-tax 401(k) deductions)
- The report shows the difference between what taxes were taken and what taxes should have been taken



# Tax Infotype Reports

- Exemption Expiration Report
- W – 4 Withholding Allowance Report
- Tax Infotype Summary

# Exemption Expiration Report

- Most jurisdictions do not allow employees' tax exemptions to be automatically renewed
- Used to determine which employees' tax exemptions, entered in Infotype 0210 (W-4 Withholding Info), are due to expire soon

# Exemption Expiration Report - SAP

## Exemption Expiration Report



Tax Jurisdiction			
Per. No.	Employee name	Employee SSN	Expiration
FED			
100142	Steven McBride	145551212	12/31/9999
NY			
100003	Larry Myers	555445555	12/31/9999

# W – 4 Withholding Allowance Report

- This report checks employees' Infotype 0210 W-4 Withholding Info records to find cases where employees have claimed more allowances than allowed by that tax authority

# W - 4 Withholding Allowance Report - SAP

Tax Jurisdiction Allowance Threshold						
Per. no.	Employee Name	Employee SSN	Effective date	Claimed Status	Claimed	Allow
FED		10				
109102	Samantha Houston	397856499	01/01/2004	01		23

# Tax Infotype Summary

- Provides a summary of all tax infotypes and related data for each employee specified for a set period of time
- Can drilldown to view individual infotype

# Tax Infotype Summary – SAP

## Tax Infotype Summary

### Unemployment State

From	to	Tax authority
10/26/2003	12/31/9999	CA California

### Residence Tax Area

From	to	Res. tax area
10/26/2003	12/31/9999	CA

### Work Tax Area

From	to	Tax authority	All. perc.
10/26/2003	12/31/9999	CA	100.00

### Withholding Info W4/W5 US

From	to	Tx. Aut.	Mar. status	Add. amount	# Ex.
10/26/2003	12/31/9999	FED	Single	0.00	01

# Year End Reports

- Tax Reporter – Will be discussed at later BPR session



# Ad – Hoc Reporting (SAP Query)

- If SAP delivered report does not meet University need and report is on master data only, then will use Ad – Hoc Reporting
- Reports built by end users and project team
- Reports can use any SAP infotype to report master data
- Does not report on payroll results
- Lots of flexibility for layout changes and selection screen criteria
- Reports will be real time and run in SAP

# Business Warehouse (BW, Cognos)

- If report requires both master data and payroll results that are not available in an SAP delivered report then Business Warehouse will be used
- Reports will be built by central Cognos support team
- Lots of flexibility for layout changes and selection screen criteria
- Access to Business Warehouse may be restricted
  - May not be able to run own reports
  - May need to have someone else run report for you
- Reports will NOT be real time
  - Business Warehouse will have scheduled update runs

# SAP ABAP (Development)

- Last resort!!!
- These reports will only be developed if no other method can satisfy the requirement
  - Difficult rules that require extensive programming
- These reports will be developed by the SAP Development team
- All layout and selection screen criteria will be programmed
  - Therefore, lots of flexibility
- Reports would be real time and run in SAP
- These reports would be run from SAP and special security would need to be set up to allow appropriate users to access

# Reports Produced By Other Groups

# Benefits

Report ID	Description
PAFX139	Updated Monthly Flexible Credit Totals
PAFXI322-1	Spending Account Check Register
PAFXI322-2	Check Number Audit Listing
PAFXI322-9	Total of Credit Sheet
PASAS810-1	Paid Up Insurance With Unexpected Value
PAXP280-1	Flex System
PAXR225	LTD & Age Monitoring

# Benefits Continued

Report ID	Description
PAYRL145	Multiple Retirement Codes
PAYRL964-2	Error list for Insurance Deductions
PAYRL964-3	Error list for Retirement Deductions
PAYRL964-5	Error list for Personal Accident Insurance
PAYRL964-6	Error list for Graduate Health Insurance
PAYRLS200	Insurance Totals (Program Report)
PAFX1310-2	Payroll/personnel interface to Beneflex
PAYRL875-1	Payroll Annual & Retirement Difference
SASCOMP1	TIAA Retirement exceeds max University Contribution
PAFX1310-1	Payroll/personnel interface to Beneflex

# Finance

<b>Report ID</b>	<b>Description</b>
PAYRACHC	ACH Index Changes
PAYRACHC	Bank Index Alpha (fisch)
PAYRACHC	Bank Index by State (fisch)
PAYRACHC	Bank Index by State for Area
PAYRACHC	Changes of Purdue Data
PAYRACHC	Deletes of ACH Data
PAYRACHC	Update Fixed Deductions

# Personnel Administration

Report ID	Description
PAISD100-1	Graduate Dean Approved Departments
PAISD100-2	Graduate Department Status Report
PAISD200-1	Fiscal Planning Approved Department
PAISD200-2	Monthly Graduate Reappointments Approved
PAISD200-3	Monthly Graduate Reappointments - Payroll Changes Required
PAISD300-1	Create Payroll Transaction Batches
PAISD300-D	Create Payroll Transaction Batches Summaries



# Personnel Administration Continued

Report ID	Description
PAISL100-1	Lecturer Dean Approved Departments
PAISL100-2	Lecturer Department Status Report
PAISL200	
PAISL505-01	Part Time Lecturer Reappointments (Academic Year) to Page Center
PAISL505-02	Lecturer Reappointment Control Listing (10 month)
PAISV200-1	Notice of Work Restriction Violation
PAISV200-2	Notice of Work Restriction Violation - Letters

# Personnel Administration Continued

Report ID	Description
PAISV300-1	Expired Non Immigrant Status Doc.
PAISV300-2	Need I-9 Information On the Following Employees
PAISV300-3	I-9 Information Letters
PAISV300-4	J1 Students Needing Work Authorization for Bi-Weekly Pd Employment
PAISV300-5	Visa Status J1 Needing Work Authorization
PAISV400-1	I-9 Dates Re-Activated for Previously Terminated Employees

# Personnel Administration Continued

Report ID	Description
PASASEA-1	People with Visa Types 'EA'
PAYRL135-1	I9/Visa Update Listing
PAYRL135-2	I9/ Visa Error Listing
PAYRL135-3	Visa Type Change Listing
PAYRL253-3	Personnel PE Block Record Not Found For SS#
PAYRL520-1	Errors in update cards for graduate reappointments
PAYRL525-1	Update monthly graduate reappointments

# Personnel Administration Continued

Report ID	Description
PAYRL530-1	Reappointments coded no action
PEPDBU20-1	Position Description Audit Listing
PEQRBU13-1	PEBLOCK ERROR LIST
PESOB800-2	Golf Eligible for Season Pass Payroll
PESOR200-3	Police Listing for Page Center
PESOR200-3	Personnel List of Calumet Staff for Page Center
PESPA020-1	Telephone Directory Adjustments

# Personnel Administration Continued

<b>Report ID</b>	<b>Description</b>
PESRR110-1	Personnel Salary Analysis List 1
PESRR110-2	Personnel Salary Analysis List 2
PESRR110-3	Personnel Salary Analysis List 3
PESRR110-4	Personnel Salary Analysis List 4
PESSNSSN1	Labels for Central File Folders
PESUB100	Staff Receiving Promotions
SALECTR-1	Part-time Lecturers, Payroll Types not 63, 65, 66

# Personnel Administration Continued

Report ID	Description
SASLEAVE	Shows negative leave information
PAISV300-6	Notice of work restriction violation
PAISV300-7	Notice of work restriction violation
PASASDD-1	Count of Active Staff By Type
PASASDD-2	Active staff at campus/departments
PASASMI9-1	Active Biweekly Staff With Zero Value I-9 Data
PASPR052-1	Non-reportable earnings (fellowships)
PAYRL286-1	Not paid in the last 3 pay periods
SASNEWH2-1	Currently Employed, But no Address
	Terminations

# Time Administration

Report ID	Description
PAYRS0060	Program Control Hours - Time Slip Info
PAYRL271-1	Leave Report
PAYRL271-3	Leave Report Terminations
PAYRL272-D	Monthly SSN record no leave report
	Audit of biweekly payroll
PESMA100-1	Annual Sick Leave Usage Report
PESMA100-D	Annual Sick Leave Error Report

# Reports Not Needed In "To Be" Process



# Bond Reports

Report ID	Description	Why
PAYRL124-1	Bond Title Social Security Changes	Bonds will be outsourced
PAYRL124-1	Bond Title SS Changes	Bonds will be outsourced
PAYRL124-2	Bond Title Duplicate Error Report	Bonds will be outsourced
PAYRL125-1	Bond Registration List	Bonds will be outsourced
PAYRL12B-1	Savings Bond Registration Update	Bonds will be outsourced
PAYRL12B-1	Savings bond title/reg update	Bonds will be outsourced
PAYRL149-1	Savings Bond Audit Report	Bonds will be outsourced
PAYRL150- 1	Bond Purchase Schedule	Bonds will be outsourced
PAYRL150-2	Savings Bond Error Listing	Bonds will be outsourced

# Credit Union

Report ID	Description	Why
PAYRL188-1	IU Credit Union	Not needed in "To Be" Process
PAYRL335	PEFCU Deduction Control Report	Not needed in "To Be" Process

# Reports for Errors Not Allowed Due to System Check at Time of Entry

Report ID	Description	Why
PAIS0200-R001	PAIS Distribution File Duplicate SSN	Same SSN not allowed in SAP
PAISELST-1	PAIS Distribution Error File & Summary	Invalid entries not allowed
PASASTIA-1	TIAA Contributions Greater than \$20,000	File maintenance in Benefits and Payroll prevents over withholding
PASASTIA-2	TIAA Contributions Greater than \$25,000	File maintenance in Benefits and Payroll prevents over withholding

# Reports for Errors Not Allowed Due to System Check at Time of Entry

Report ID	Description	Why
PAYRL145	Multiple Retirement Codes	Employees can only have one tax status in SAP
PAYRL180-2	Charge Errors	G/L and account numbers are verified during entry
PAYRL247	% Error Distribution	Controls in place within SAP
PAYRL249	Time slip errors	Controls in place within SAP
PAYRL250-1	Non-Residents with exemptions that violate the law	Rules for this are included in SAP delivered software
PAYRL300-D	Calc Monthly Payroll errors	Replaced by simulation
PAYRL197	Payments released without final approval	Not applicable in “to be” process
PAVALDTE-1	Invalid pay distribution accounts	G/L and account numbers are verified during entry

# Adjusting Payroll Reports

Report ID	Description	Why
PAAPD110-1	Adjusting payroll Daily checks	Won't be processing adjusting payrolls
PAAPM105	Adjusting Payroll – PP# Document list	Won't be processing adjusting payrolls
PAAPM115	Adjusting Payroll Period Audit Errors	Won't be processing adjusting payrolls
PAAPM200	Update Errors	Won't be processing adjusting payrolls
PAAPM300-1	Summer Salaries from Adjusting Payroll for Pay Period & PP	Won't be processing adjusting payrolls

# Reports Not Needed Due to SAP Integration

Report ID	Description	Why
PAYRL321-D	Validate Update Card	Contained within SAP integration
PAYRL322-D	Update distribution error	Contained within SAP Integration
PAYRL323-D	Match Register to Distribution	Contained within SAP Integration
PAYRL324-1	Distribution Audit	Contained within SAP Integration
PAYRL326-D	Combine Update Card	Contained within SAP Integration
PAYRL330	FSA contribution control report	Contained within SAP Integration

# Reports Non Applicable in SAP

Report ID	Description	Why
PAYRL535-2	Errors in Printing Notices	Not applicable in SAP
PASASB23-1	Type 23 with 10,11,12,24	Not applicable in SAP
PASAB23-2	TYPE 23 with types 13-21 (not 18)	Not applicable in SAP
PAYRL122	Update Deductions – AFL-CIO Union	Not applicable in SAP
PAYRL536-1	List of Graduate AP Staff receiving notice of appointment	Not applicable in SAP
PASAOVL1	Employee with non-recurring that don't have matching recurring	Not applicable in SAP
PASAS5Z	Possible problems with 5Z	Not applicable in SAP

# Monthly Totals

Report ID	Description	Why
PAYRL390-1	Update Monthly Totals for PPxx (After 5 PAYRL130's)	SAP cannot provide payroll results without writing the payroll
PAYRL390-1	Updated Monthly Totals for PPxx	SAP cannot provide payroll results without writing the payroll
PAYRL390-1S	Update summer totals for PP.xx	SAP cannot provide payroll results without writing the payroll



# Miscellaneous Reports

Report ID	Description	Why
PASPR410-1	Insurance Orphans	Audits in SAP will prevent
PASPRO50-1	Illinois Earnings Report	No Illinois Reciprocal agreement
PASPR400-1	Medical Credit Changes	Audits in SAP will prevent
PAYRL117	Create Pre-note	Not pre-noting after go live
PAYRL120	Update of Summer Savings Deductions	Won't have summer savings
PAYRL121	Summer Savings	Not needed
PAYRL121 LARGE LISTING	Listing of NRA Fellow Federal Tax / Make copy for our big listing	Automated in SAP

# Miscellaneous Reports Continued

Report ID	Description	Why
PACDE600-1	Pay Period Date Control File Listing	Part of SAP Calendars
PAFXI311-1	SSN Changes Error Listing (YTD Register)	YTD register contains personnel number, not SSN
PAFXI314	Staff Benefits - Payroll Updates Rejected	Validation done at time of entry
PAFXI321-D	Spending Account Claim Reimbursement	Information supplied by third party vendor
PAFXI390	Updated monthly Flexible Credit Totals for pay period XX	Other audit tools will be in place
PAIS0040-R001	Default account/object required	Automated in SAP

# Miscellaneous Reports Continued

Report ID	Description	Why
DPHHBR10-1	Create MI Compensation Report	Available from Business Warehouse
LIST OF 1042	Data File-Renewal Pending Annual Update of Alien Tax Codes	SAP is date driven
PASASACH-1	Bank Index by State for Area	Available from Federal file
PAAPDUP	Duplicate Check Number List	SAP provides check numbers

# Miscellaneous Reports Continued

Report ID	Description	Why
PANOTAPP-1	TYPES 15,21 NOT APPROVED	SAP handles differently
PASA42AU-1	Audit of International Treaty Agreements	Treaties in SAP
PAIST100	Payroll Information System Main Menu	Just a screen print
PAYRL183-3	Union Dues	Not applicable
PAYRL252-1	Non-Residents who have had retirement code updated	Change captured on the change audit report
PAYRL252-2	Non-Residents who may need retirement code updated	Change captured on the change audit report

# Miscellaneous Reports Continued

Report ID	Description	Why
PAYRL801-C	Compensation statements	Produced by employee self service
PAYRL803-D	Error Report for Compensation Data (zero earnings)	Not applicable
PAYRL804	Alpha list	Not needed
PAYRL809-1	Reset I-9 date to zeros for budget terminations	Not applicable
PAYRL817-1	Summary of summer salaries	No longer needed
PAYRL600-1	Payroll Inquiry	Will be able to view employee information online

# Miscellaneous Reports Continued

Report ID	Description	Why
PAYRW099-R01	HR Self Service Pay Advice	Currently used for suspense only
PESMR100-1	Non-Match Payroll & Personnel Description	Not allowed in SAP
PAYRSTU2-01	Employees with undergrad and grad student status (comparison between SIS & payroll)	Not allowed in SAP
	Held Check List	Will not be holding checks
SASBIW	Biweekly Duplicate Dept/Rates	No longer a problem
SASLECTR-1	Part-time Lecturers, Payroll Types not 63, 65, 66	Not allowed in SAP
SASPPD	Update Student SS Pay Period Table	Not needed in SAP

# INTERFACES

# Interfaces

- Many interfaces currently connected to the legacy payroll will remain, some will move to new owners, and others will be eliminated.
- In SAP many of the interfaces that allow us to be connected to one another won't exist due to integration.
- We will begin with those that we anticipate will continue to exist.



# Voluntary Benefits

- FPA (Future Planning Associates)
  - Dental deductions
  - Universal life deductions
  - Auto & Homeowner deductions
  - Legal deductions
  
- Frequency Required
  - Bi-weekly
    - » eligibility outbound
    - » deductions inbound
    - » executed deduction outbound

# University Development

## United Way

- Deduction amount
  - recurring (file interface)
  - non-recurring (typed in manually)
- Frequency (annually)
  - (inbound)

# BURSAR

- Taxable fee remissions
  - imputed income determination
- Frequency
  - per pay period
    - » inbound

# Bursar 1042S Scholarships (non-resident aliens)

- Report issued identifying non-resident alien employees with scholarships and the amount of the scholarship.
  
- Frequency
  - annually
    - » inbound

# Indiana Child Support Bureau

- New Hire Information
- Frequency
  - monthly
    - » outbound
- Potential for other states also

# Wausau FSA administration NEW

- Flexible spending contributions
  - health care
  - dependent care
  
- Frequency
  - per pay period
    - » outbound

# Social Security Administration

- Federal reporting of W-2
  
- Frequency
  - annually
    - » outbound

# Social Security Administration

## EVS (verification of SSN)

- Frequency
  - quarterly
    - » outbound (name, SSN, Birth date of those not yet verified)
    - » inbound (non-matching SSN)



# Indiana Department of Revenue

- State & County reporting of W-2 information
  
- Frequency
  - annually
    - » outbound

# Indiana Department of Workforce Development

- Earnings file for each employee covered by unemployment
- Work location Report
- Frequency
  - quarterly
    - » outbound

# Glacier

- International Tax Treaty Compliance
  - (also includes independent contractors)
  
- Frequency
  - » Inbound
  - » outbound

# University Development

- Purdue Enrichment Program deductions taken through payroll
  
- Frequency
  - per pay period
    - » inbound
    - » outbound
  
    - » (unused and removed report)

# Parking

- Parking permit deductions (West Lafayette Campus)
  
- Frequency
  - per pay period
    - » inbound

# TIAA CREF

- TDA deductions
- University Retirement Contributions
- Eligibility
  
- Frequency
  - monthly
    - » outbound

# PERF

- PERF pension
- PERF annuity
  
- Frequency
  - quarterly
    - » outbound

# American Century

- TDA deductions  
(file created and sent through secure website)
  
- Frequency
  - per pay period
    - » outbound



# AIG Valic

- TDA deductions
  
- Frequency
  - per pay period
    - » outbound

# Lincoln Financial

- TDA deductions
- Frequency
  - per pay period
    - » outbound

# Fidelity Investments

- TDA deductions
- Frequency
  - per pay period
    - » outbound

# ASER

- Outbound – Employee and effort information
- Inbound – Modified salary distribution
  - APC PDC process
  
- Frequency
  - per pay period

# SI file (student)

- Social Security enrollment verification
  
- Frequency
  - bi-weekly
    - » inbound

# Interfaces that will reside with Personnel Administration

- **University Development** (retirement date, address)
- **SIS** (personnel information)
- **SPTS** (sponsored programs)
- **PUID / I2A2** (identification authorization)
- **SMAS** (employee master data)
- **Printing** (3 separate interfaces)
  - job posting
  - employee MSDB
  - distribution label

# Interfaces Identified as no Longer Needed

PDS (position description system)	PAIS (charge distributions)
WIPI (time collection)	PAAC (payroll charge)
Personnel (employee data)	Beneflex (benefits interface)
SAS / RJE (central & departmental reporting) (forwarded to PMO)	RMS (RHS timecard)
Alpha list International (no longer needed with SAP)	Updated Mo. totals for current pay period (replaced by SAP functionality)
Bond Purchase Schedule (file sent and returned with federal reserve bank of Minneapolis)	YTD Payroll Register (replaced by SAP functionality)
PEFCU (will be set up as ACH)	Budget (currently applies mass updates)