To-Be Process Review Workshop

Human Resources

Pre-Audit & Approval, Earnings, Direct Deposit and Checks

Location: ROSS Building
Room: 168
Time: 9:00 am - 5:00 pm
Date: 8/8/05
Welcome!

- **Introductions of Group**
  - Representatives from:
    - HR & Payroll 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 (BearingPoint)
    - With input from:
      - Rick Miller (Purdue)
      - Julie Gregory (Purdue)
      - Greg Gick (Purdue)
Workshop Logistics

- Tent Cards
- Rest Rooms
- Break
- Lunch
- Parking Lot
Workshop Agenda

1. Discuss Workshop Objectives, Rules, and Principles
2. Enterprise Structure, Pre-Audit
3. Break
4. Earnings
5. Lunch
6. Direct Deposit and Checks
7. Capture Issues in the “Parking Lot”
8. Discuss Next Steps
9. Adjourn
Why Are We Here?

Our objective today is to...

- Discover
  - SAP terminology, definitions, and capabilities.
  - Specific opportunities for business transformation.
  - Best practices in the context of the SAP implementation.
  - Documented future process and any system gaps.

- Validate
  - “To-Be” data and business processes.
  - Required policy changes (if any).
  - Process acceptance by core process owners, advisory committees, and University leadership.

- Facilitate Communication and Change Management
  - The future state of Purdue University
  - How people, processes, and technology will Integrate in the future.
What Have We Done to Prepare?

To prepare for this workshop, we have...

- Researched Best Practices
  - SAP software is the best practice source.
  - As stated in the One Purdue Guiding Principles, the SAP software WILL NOT be modified.

- Developed Proposed Business Processes
  - The “To-Be” business processes were developed utilizing the best practices found in the SAP software.

- Reviewed and Refined the Proposed Processes with Knowledgeable Staff in Key Operational Positions.
  - Presented the proposed processes.
  - Gathered feedback, learned of gaps, implemented changes as necessary.
What is Your Role?

Today, we need you to...

- Review and Validate the Proposed Process.
- Identify Gaps in the Proposed Process.
- Identify Organizational Challenges.
- Help Us Facilitate Change Management.
What will come from this Meeting?

The output from this meeting includes…

- To-Be Process Flowcharts.
- Gap Analysis Report.
- Functional Specifications Report
Workshop Ground Rules

- Respect Time
- Respect Process
  - Stick to agenda topics.
  - One subject discussed at a time.
- Respect One Another
  - One conversation at a time.
  - Cell phones and Blackberrys turned off.
  - Listen.
- Stretch
- Keep the end in sight
- Work to gain consensus on terminology
- Silence means agreement
- Issues will be parked and resolved outside the meeting
BPR Guiding Principles

1. “OnePurdue Guiding Principles” will apply.
3. Primary best-practice source = SAP and third-party bolt-on solutions (return-on-investment opportunity).
4. SMEs will be empowered by process owners to make key decisions regarding processes.
5. Enterprise processes will adhere to software best-practices – flexibility in implementation.
6. Disposition for exceptions to best practices:
   a. Termination of process
   b. Work-Around: “User Exit” w/o code modification
   c. Off-the-shelf bolt-on
   d. Offline operation
7. Process owners and key stakeholders “buy-in” validation required.
8. All best practices (5) and exceptions (6) must be integrated into the OnePurdue system.
9. Successful BPR also requires:
   a. Executive commitment
   b. Effective change agents to drive best practices and overcome resistance
   c. Appropriate organization structure
   d. Institutional willingness to consider radical change
What Is the OnePurdue Project Timeline?

<table>
<thead>
<tr>
<th>OnePurdue SAP Implementation Timeline</th>
<th>2005</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financials and Procurement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR/Payroll 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR/Payroll 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR/Payroll 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Management 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Management 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Management 3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Finance and Procurement:** Accounts payable, Account 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

**Campus Management 1:** Student Recruitment, Admissions, PFAE/ADMS, Transfer Articulation and Equivalency Rules

**Campus Management 2:** Financial Aid

**Campus Management 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
Let’s Get Started!

Our topics today are…

• *Enterprise Structure*
• *Pre Audit and Approval*
• *Earnings*
• *Direct Deposit (Prenote) and Checks*
Purdue Enterprise Structure
Enterprise Structure in SAP

- Personnel Area
- Personnel Subarea
- Employee Group
- Employee Subgroup
Personnel Area

- A personnel area is a specific entity for Personnel Administration
- Represents a subdivision of the company code
- Can default many different items off of personnel area
Personnel Area – DRAFT

- Calumet
- Fort Wayne
- North Central
- West Lafayette
- IUPUI
Personnel Subarea

- Personnel subareas are subdivisions of personnel areas
- Provide organization of most important areas of Personnel Administration are controlled at this level
  - Defines groupings for time management rules, default values for pay scales, benefit plan rules, and wage type permissibility.
Personnel Subarea - DRAFT

- Regular FT
- Regular PT
- Non Regular FT
- Non Regular PT
- Non Pay
Employee Group

- Employee group is used to classify employees in general terms
- Defines the position of a person within the company’s workforce
Employee Group - DRAFT

- Administrative
- Paraprofessional
- Clerical
- EVPR
- Faculty
- Graduate Student
- Professional
- Professional Assistant
- Management
- Police/Fire
- Service
- Non-Purdue Student
- Undergraduate Student
- Non Pay
Employee Subgroup

- Employee groups are divided into employee subgroups
- Employee subgroups are distinguished according to their status
Employee Subgroup - DRAFT

- 10 Month Exempt
- 12 Month Exempt
- Nonexempt
- Adjunct Faculty
- Fac with Admin Support
- Survivor
- Retiree > 65
- Retiree < 65
- Purdue Affiliate
- Associate
- Board of Trustees
- Ag County Extension Staff
- ECFVG
- Emeritus Retiree
- House of Directors
- University Religious Leader
- Consultant or Contractor
- Visiting Student
Pre – Audit Validation
Types of reports to validate

- Logged Changes in Infotype Data
- SAP Query
- Unapproved CATS time
- Time Evaluation
- Payroll Simulations
Logged Changes in Infotype Data

- Will output all changes to desired infotypes for desired period of time
- Will display old value, new value, date of change, and the user that entered the change
- Report can be run based on personnel number, infotype, “changed on” date, and “changed by” person
- Not very flexible for different outputting requirements
  - Cannot sort or filter by wage type
Logged Changes in Infotype Data – Example (Original record)

- Employee originally paid $2,083.33/period

### Change Basic Pay

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person ID</td>
<td>2</td>
</tr>
<tr>
<td>Personnel No</td>
<td>2</td>
</tr>
<tr>
<td>EE group</td>
<td>1</td>
</tr>
<tr>
<td>EE subgroup</td>
<td>Z3 Nonexempt</td>
</tr>
<tr>
<td>Start</td>
<td>07/01/2005</td>
</tr>
<tr>
<td>to</td>
<td>06/30/2008</td>
</tr>
<tr>
<td>Subtype</td>
<td>0 Basic contract</td>
</tr>
<tr>
<td>Reason</td>
<td>00 No Reason</td>
</tr>
<tr>
<td>PS type</td>
<td>01 Salared Exempt</td>
</tr>
<tr>
<td>PS Area</td>
<td>02 West Region</td>
</tr>
<tr>
<td>PS group</td>
<td>6R001</td>
</tr>
<tr>
<td>Wage Type Long Text</td>
<td>M003 Pay Period Salary</td>
</tr>
<tr>
<td>C. Amount</td>
<td>2,083.33 USD</td>
</tr>
<tr>
<td>Capacity util. level</td>
<td>100.00</td>
</tr>
<tr>
<td>Work hours/period</td>
<td>86.67 Semi-monthly</td>
</tr>
<tr>
<td>Next increase</td>
<td></td>
</tr>
<tr>
<td>Annual salary</td>
<td>50,000.00</td>
</tr>
</tbody>
</table>

---

**Original record**

- Employee originally paid $2,083.33/period
Logged Changes in Infotype Data – Example (Changed record)

- Employee receives an increase in Base Pay
  07/01/2008

### Change Basic Pay

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person ID</td>
<td>2</td>
</tr>
<tr>
<td>Pers.Assign</td>
<td>00000002 Calumet Regular PT</td>
</tr>
<tr>
<td>Name</td>
<td>Hourly Time</td>
</tr>
<tr>
<td>Personnel No</td>
<td>2</td>
</tr>
<tr>
<td>EE group</td>
<td>1 Active</td>
</tr>
<tr>
<td>EE subgroup</td>
<td>23 Nonexempt</td>
</tr>
<tr>
<td>Start</td>
<td>07/01/2008</td>
</tr>
<tr>
<td>to</td>
<td>12/31/9999</td>
</tr>
<tr>
<td>Chng</td>
<td>08/02/2005 TMARKUSS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Basic contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason</td>
<td>No Reason</td>
</tr>
<tr>
<td>PS type</td>
<td>Salaried Exempt</td>
</tr>
<tr>
<td>PS Area</td>
<td>West Region</td>
</tr>
<tr>
<td>PS group</td>
<td>6RD01</td>
</tr>
<tr>
<td>Capacity util. level</td>
<td>100.00</td>
</tr>
<tr>
<td>Work hours/period</td>
<td>86.67 Semi-monthly</td>
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<tr>
<td>Next increase</td>
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</tr>
<tr>
<td>Annual salary</td>
<td>50,400.00</td>
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</table>

<table>
<thead>
<tr>
<th>Wage Type Long Text</th>
<th>O. Amount</th>
<th>Curr.</th>
<th>A.</th>
<th>Number/Unit</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>M003 Pay Period Salary</td>
<td>2,160.00</td>
<td>USD</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Logged Changes in Infotype Data - Selection Screen

## Logged Changes in Infotype Data

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Read from archive]</td>
<td>Read documents from database</td>
</tr>
</tbody>
</table>

### Read documents from database

- [x] Long-term documents
- [x] Short-term documents

### Selection

- **Transaction class**
  - [x] Master data
  - [ ] Appl. data
  - [ ] All

- **Personnel number**
  - to

- **Infotype**
  - 0003

- **Changed on**
  - from 08/31/2005 to 08/31/2005

- **Changed by**
  - to

### Output options

- [ ] Direct output of docs
- [ ] New page per doc.
- [ ] Output program selections
- [ ] Output in ALV

### Sort order

- [x] Time
- [ ] Personnel no.
- [ ] Infotype
- [ ] User

### Default currency

<table>
<thead>
<tr>
<th>Currency</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Logged Changes in Infotype Data – Output

Logged Changes in Infotype Data

Long-term documents

<table>
<thead>
<tr>
<th>PersNo</th>
<th>Infotype Date</th>
<th>Time</th>
<th>SqNo</th>
<th>Changed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000002 A 0008</td>
<td>08/02/2005 15:56:27</td>
<td>0001</td>
<td>TMARKUSS</td>
<td></td>
</tr>
<tr>
<td>00000018 A 0008</td>
<td>08/02/2005 16:14:02</td>
<td>0001</td>
<td>JWHITE</td>
<td></td>
</tr>
<tr>
<td>00000019 A 0008</td>
<td>08/02/2005 16:14:11</td>
<td>0001</td>
<td>GFARMER</td>
<td></td>
</tr>
</tbody>
</table>

- Double click on employee to see detail
Logged Changes in Infotype Data

<table>
<thead>
<tr>
<th>PersNo</th>
<th>Infotype</th>
<th>Hourly Time</th>
<th>Infotype</th>
<th>Basic Pay</th>
<th>Changed by</th>
<th>Date</th>
<th>Time</th>
<th>Seq. no.</th>
<th>Old record changed</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000002</td>
<td>0008</td>
<td></td>
<td>0008</td>
<td></td>
<td>TMARKUSS</td>
<td>08/02/2005</td>
<td>15:56:27</td>
<td>0001</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suby Obj</th>
<th>Lck From</th>
<th>To</th>
<th>No</th>
<th>Old field</th>
<th>New field</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>07/01/2005</td>
<td>06/30/2008</td>
<td>000</td>
<td>2,083.33</td>
<td>I</td>
</tr>
<tr>
<td>*Amount</td>
<td></td>
<td></td>
<td></td>
<td>(P0001) USD</td>
<td>M003</td>
</tr>
<tr>
<td>*WT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 0        | 07/01/2008 | 12/31/9999 | 000 | 2,100.00 | I         |
| *Amount  |          |       |     | (P0001) USD | M003      |
| *WT      |          |       |     |           |           |

| 0        | 07/01/2005 | 12/31/9999 | 000 | 07/19/2005 EHERRON | D         |
| *Amount  |          |       |     | 2,083.33 |           |
| *WT      |          |       |     | (P0001) USD | M003      |
SAP Query

- SAP queries can be built that provide more user friendly reports

- Can be more selective in search criteria
  - Only want to see deductions changed for a certain period of time
  - Sort by deduction code
SAP Query Selection Screen

- Can build queries for each infotype interested in
- Can run reports for certain wage types, users, or dates changes made
### SAP Query - Output

**IT0008 Audit**

<table>
<thead>
<tr>
<th>Pers No</th>
<th>Last name</th>
<th>First name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Wage Ty.</th>
<th>Wage Type</th>
<th>Amount</th>
<th>Chngd on</th>
<th>Changed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000002</td>
<td>Time</td>
<td>Hourly</td>
<td>07/01/2005</td>
<td>06/30/2006</td>
<td>M003</td>
<td>Pay Period Salary</td>
<td>2,063.33</td>
<td>07/19/2005</td>
<td>EHERON</td>
</tr>
<tr>
<td>00000002</td>
<td>Time</td>
<td>Hourly</td>
<td>07/01/2008</td>
<td>12/31/1999</td>
<td>M003</td>
<td>Pay Period Salary</td>
<td>2,100.00</td>
<td>08/02/2005</td>
<td>TPMARKUSS</td>
</tr>
<tr>
<td>00000003</td>
<td>Bailey</td>
<td>Celeste</td>
<td>01/01/2005</td>
<td>12/31/1999</td>
<td>M003</td>
<td>Pay Period Salary</td>
<td>2,500.00</td>
<td>07/21/2005</td>
<td>EHERON</td>
</tr>
<tr>
<td>00000004</td>
<td>Bailey</td>
<td>Test Hire</td>
<td>08/01/2005</td>
<td>12/31/1999</td>
<td>M003</td>
<td>Pay Period Salary</td>
<td>4,166.67</td>
<td>07/27/2005</td>
<td>BRINSMAID</td>
</tr>
<tr>
<td>00000008</td>
<td>Brinsmaid</td>
<td>FirstCE</td>
<td>01/01/2005</td>
<td>12/31/1999</td>
<td>M003</td>
<td>Pay Period Salary</td>
<td>2,063.33</td>
<td>07/27/2005</td>
<td>BRINSMAID</td>
</tr>
<tr>
<td>00000010</td>
<td>Brinsmaid</td>
<td>FirstCE</td>
<td>07/01/2005</td>
<td>12/31/1999</td>
<td>M003</td>
<td>Pay Period Salary</td>
<td>853.33</td>
<td>07/27/2005</td>
<td>EHERON</td>
</tr>
<tr>
<td>00000011</td>
<td>Brinsmaid</td>
<td>FirstCE</td>
<td>01/01/2005</td>
<td>12/31/1999</td>
<td>M003</td>
<td>Pay Period Salary</td>
<td>1,041.67</td>
<td>07/27/2005</td>
<td>EHERON</td>
</tr>
<tr>
<td>00000012</td>
<td>Brinsmaid</td>
<td>SecondCE</td>
<td>01/01/2005</td>
<td>12/31/1999</td>
<td>M003</td>
<td>Pay Period Salary</td>
<td>2,063.33</td>
<td>07/27/2005</td>
<td>BRINSMAID</td>
</tr>
<tr>
<td>00000013</td>
<td>Brinsmaid</td>
<td>SecondCE</td>
<td>07/01/2005</td>
<td>12/31/1999</td>
<td>M001</td>
<td>Hourly Rate</td>
<td>12.00</td>
<td>08/02/2005</td>
<td>BRINSMAID</td>
</tr>
<tr>
<td>00000014</td>
<td>Brinsmaid</td>
<td>LTD</td>
<td>01/01/2005</td>
<td>12/31/1999</td>
<td>M003</td>
<td>Pay Period Salary</td>
<td>4,166.67</td>
<td>07/28/2005</td>
<td>BRINSMAID</td>
</tr>
<tr>
<td>00000015</td>
<td>Brinsmaid</td>
<td>Faculty</td>
<td>01/01/2005</td>
<td>12/31/1999</td>
<td>M003</td>
<td>Pay Period Salary</td>
<td>4,166.67</td>
<td>07/28/2005</td>
<td>BRINSMAID</td>
</tr>
<tr>
<td>00000016</td>
<td>Brinsmaid</td>
<td>BiWeekly</td>
<td>01/01/2005</td>
<td>12/31/1999</td>
<td>M003</td>
<td>Pay Period Salary</td>
<td>4,166.67</td>
<td>07/28/2005</td>
<td>BRINSMAID</td>
</tr>
<tr>
<td>00000017</td>
<td>Brinsmaid</td>
<td>Retiree</td>
<td>01/01/2005</td>
<td>12/31/1999</td>
<td>M003</td>
<td>Pay Period Salary</td>
<td>0.00</td>
<td>07/28/2005</td>
<td>BRINSMAID</td>
</tr>
<tr>
<td>00000018</td>
<td>Tim</td>
<td>Worthless</td>
<td>01/01/2005</td>
<td>12/31/1999</td>
<td>M003</td>
<td>Pay Period Salary</td>
<td>8,333.33</td>
<td>08/02/2005</td>
<td>JWHITE</td>
</tr>
<tr>
<td>00000019</td>
<td>Farmer</td>
<td>Michael</td>
<td>01/01/2005</td>
<td>12/31/1999</td>
<td>M003</td>
<td>Pay Period Salary</td>
<td>4,000.00</td>
<td>08/02/2005</td>
<td>GFARMER</td>
</tr>
<tr>
<td>00000020</td>
<td>Hourly</td>
<td>Time</td>
<td>06/01/2005</td>
<td>12/31/1999</td>
<td>M001</td>
<td>Hourly Rate</td>
<td>15.00</td>
<td>09/03/2005</td>
<td>EHERON</td>
</tr>
<tr>
<td>00000021</td>
<td>Troy</td>
<td>Test</td>
<td>08/01/2005</td>
<td>12/31/1999</td>
<td>M003</td>
<td>Pay Period Salary</td>
<td>10,000.00</td>
<td>08/03/2005</td>
<td>TPMARKUSS</td>
</tr>
</tbody>
</table>

- Can sort and filter by any field
- Can send to excel or email if need be
Unapproved CATS Time

- Only time that has been approved by the employees’ supervisor will be transferred to Payroll to be paid.
- Payroll can run the “Approve Working Times” transaction to view all unapproved time, and approve if necessary.
- Payroll can also view time rejected if necessary.
Unapproved CATS Time – Selection Screen

- Can be run by campus (Personnel area)
- Processing status
  - 20 – Released for approval
  - 40 – Approval rejected
- Payroll could approve any time if need be
## Unapproved CATS Time – Output

### Approve Working Times

<table>
<thead>
<tr>
<th>Name</th>
<th>Pers.No.</th>
<th>Date</th>
<th>Status</th>
<th># Number</th>
<th>MU</th>
<th>A/A Type</th>
<th>Created on</th>
<th>Time</th>
<th>Created by</th>
<th>Last change</th>
<th>Time</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Time</td>
<td>2</td>
<td>07/31/05</td>
<td>△</td>
<td>8</td>
<td>H</td>
<td>0800</td>
<td>08/02/2005</td>
<td>17:41:00</td>
<td>EHERRON</td>
<td>08/02/2005</td>
<td>17:41:00</td>
<td>EHERRON</td>
</tr>
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<td>07/30/05</td>
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<td>H</td>
<td>0800</td>
<td>08/02/2005</td>
<td>17:41:00</td>
<td>EHERRON</td>
<td>08/02/2005</td>
<td>17:41:00</td>
<td>EHERRON</td>
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<td>07/29/05</td>
<td>△</td>
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<td>0800</td>
<td>08/02/2005</td>
<td>17:41:00</td>
<td>EHERRON</td>
<td>08/02/2005</td>
<td>17:41:00</td>
<td>EHERRON</td>
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<td>24 H</td>
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<td></td>
</tr>
</tbody>
</table>
Time Evaluation

- Time evaluation will run multiple times during a payroll to evaluate all time approved and generate wage types for Payroll
- Errors can arise during this evaluation due to incorrect master data
Time Evaluation – Selection Screen

**Time Evaluation for Concurrent Employment**

**Selection Criteria**
- Person ID: [Blank]
- Personnel Number: 20

**Parameters for time evaluation**
- Evaluation schema: &MOC
- Layout for log: [Blank]
- Forced recalculation as of: [Blank]
- Evaluation up to: 10/01/2005

**Program Options**
- Display log
- Test run (no update)
Time Evaluation – Output (All employees successful)
Time Evaluation – Output (Employees with errors)

Display Log Tree

Log: Time Evaluation

- General data
  - Successful personnel numbers
  - Personnel numbers with errors
  - Personnel numbers ended early
  - Personnel Numbers Rejected

- Messages
  - Person rejected: 12
  - Person rejected: 14
  - Person rejected: 15
  - Person rejected: 16
  - Person rejected: 18
  - Person rejected: 19

- Statistics
  - Selected personnel numbers: 11
  - Successful runs for: 4
  - Including with errors: 0
  - Processing not completed for: 0
  - Rejected: 7
  - Total number of messages and error messages: 6
Payroll Simulation

- Simulations can be run as many times as needed for either an individual employee or for an entire group of employees
- Ensures payroll will calculate correctly before live payroll is run
  - Output will be a screen shot of the employee’s pay stub
- Can set up security to allow HR/Benefits to run payroll simulations to ensure their data entry is correct
- Payroll simulation runs the same as a live payroll except it does not write the result to the database
- Once simulations have been completed successfully a live payroll is run to update database
Payroll Simulation – Selection Screen

**Payroll Driver (USA)**

**Payroll Period**
- Period: Other Payroll Period
- Payroll Area: US 07/01/2005 - 07/15/2005
- Period: 13 2005

**Selection Criteria**
- Person ID
- Personnel Number: 2
- Payroll Area: US

**General program control**
- Reason for payroll
- Off-cycle payroll
- Schema: 200C
- Forced retro-accounting as of
- Test run (do update)

**Log**
- Display log
- Display log for time management additionally
- Display variant for log

**Remuneration statement parameters**
- Display variant Rem. statement: SAP & CALC
- No remuneration statement
Payroll Simulation – Output
Single Employee

US Model Company
1000 Main Street
San Francisco, CA 94600

Pay Type: Regular payroll
Pay Period: 07/01/2005 - 07/15/2005
Pay Freq: US Semi-monthly
Main Pers No: 00900662
Person ID: 2

<table>
<thead>
<tr>
<th>Pay Date</th>
<th>Dept/Chk Number</th>
<th>Net</th>
<th>Gross</th>
<th>Taxes</th>
<th>Deductions</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/15/2005</td>
<td></td>
<td>3,044.93</td>
<td>3,044.93</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>YTD:</td>
<td></td>
<td>3,044.93</td>
<td>3,044.93</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pers. Assign.</th>
<th>Retro-active</th>
<th>Current Period</th>
<th>Year To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rate</td>
<td>Hours</td>
<td>Amount</td>
</tr>
<tr>
<td>Pay Period Salary</td>
<td>00900662</td>
<td>24.04</td>
<td>40.00</td>
</tr>
<tr>
<td>Regular working time</td>
<td>00900662</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Earnings: 3,044.93

<table>
<thead>
<tr>
<th>ABSENCE/ATTENDANCE QUOTAS</th>
<th>Validity Begin Date</th>
<th>Validity End Date</th>
<th>Entitlement</th>
<th>Taken</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>06/01/2000</td>
<td>06/01/2000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
</tr>
</tbody>
</table>
Payroll Simulation – Output Multiple Employees

Error

- Persons Rejected
  - 03008003 COLODRE BALLEY
  - G2O Continue with complete data
  - Processing

Δ Infotype 0210: L44 for federal tax authority is missing.
  Period 200501, check date 07/15/2005
  Please check Infotype 0210.

Overall Status

- Statistics
  - Persons
    - Selected 2
    - Successful 1
    - Rejected 1
  - Personnel Assignments
    - Selected 2
    - Successful 1
    - Rejected 1
  - Further Information
    - Number of periods 2
    - Total number of messages and error messages 1
Earnings Calculation in SAP
What is the difference between Earning and Wage Type?

- **Earning**
  - Any amount included in Gross Pay
  - Taxable or non-taxable

- **Wage type**
  - SAP terminology for any earning, deduction, employer contribution, taxable benefit, taxable earning, net pay, gross pay, etc
  - Many wage types that SAP needs to calculate payroll
Where are earnings wage types entered in SAP?

- Basic pay infotype
- CATS/Time collection system
- Recurring payment/deduction infotype
- One time payment/deduction infotype
Basic Pay – Infotype 0008

- Hourly rate stored for hourly employees
- Salary stored for salaried employees
- Any other payments that are part of salary
## Basic Pay – Hourly Paid Screen Shots

### Display Basic Pay

<table>
<thead>
<tr>
<th>Person ID</th>
<th>20</th>
<th>Pers.Assgn</th>
<th>00000022 Calumet Regular PT...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel No</td>
<td>22</td>
<td>Name</td>
<td>Mr Time Hourly1</td>
</tr>
<tr>
<td>EE group</td>
<td>C</td>
<td>Personnel ar</td>
<td>Z001 Calumet</td>
</tr>
<tr>
<td>EE subgroup</td>
<td>Z3</td>
<td>Status</td>
<td>Active</td>
</tr>
<tr>
<td>Start</td>
<td>07/01/2005</td>
<td>to</td>
<td>12/31/9999</td>
</tr>
<tr>
<td>Chng</td>
<td>08/03/2005</td>
<td></td>
<td>EHERRON</td>
</tr>
</tbody>
</table>

### Subtype
- Basic contract

### Pay scale

<table>
<thead>
<tr>
<th>Reason</th>
<th>Capacity util. level</th>
<th>50.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS type</td>
<td>Work hours/period</td>
<td>80.00</td>
</tr>
<tr>
<td>PS Area</td>
<td>Bi-weekly</td>
<td></td>
</tr>
<tr>
<td>PS group</td>
<td>Next increase</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Annual salary</td>
<td>260.00</td>
</tr>
</tbody>
</table>

### Wage Type Long Text

<table>
<thead>
<tr>
<th>Wage Type</th>
<th>Amount</th>
<th>Curr...</th>
<th>A...</th>
<th>Number/Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>H001 Hourly Rate</td>
<td>10.00</td>
<td>USD</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>
## Basic Pay – Salary Screen Shot

### Change Basic Pay

<table>
<thead>
<tr>
<th>Person ID</th>
<th>21</th>
<th>Personnel No</th>
<th>21</th>
<th>Pers. Assign</th>
<th>00000021 Calumet Regular FT...</th>
<th>Status</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Fulltime Troy Test</td>
<td>Personnel ar</td>
<td>2001</td>
<td>Calumet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EE group</td>
<td>1</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EE subgroup</td>
<td>Z3</td>
<td>Nonexempt</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start</td>
<td>09/01/2005</td>
<td>to</td>
<td>12/31/9999</td>
<td>Chng</td>
<td>08/03/2005 TMARKUSS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtype**: 0 - Basic contract

**Pay scale**

<table>
<thead>
<tr>
<th>Reason</th>
<th>No Reason</th>
<th>Capacity util. level</th>
<th>100.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS type</td>
<td>Salaried Exempt</td>
<td>Work hours/period</td>
<td>86.67</td>
</tr>
<tr>
<td>PS Area</td>
<td>West Region</td>
<td>Next increase</td>
<td></td>
</tr>
<tr>
<td>PS group</td>
<td>6R001 Level</td>
<td>Annual salary</td>
<td>240,000.00 USD</td>
</tr>
</tbody>
</table>

**Wage Type Long Text**: M003 Pay Period Salary

| O. Amount  | 10,000.00 USD |
Basic Pay – Earnings Wage Types

- Salary
- Regular (hourly rate)
- Perquisite
- Administrative Adjustment
- Work Study Pay
Basic Pay - Continued

- If increase happens mid period SAP will properly factor the salary
  - Same applies if hired or terminated mid period

- Employee can hold multiple positions and be set up as both hourly and salaried
  - Employee can still only be paid monthly or bi-weekly, but they can be paid both hourly and salaried

- Employee can have multiple rates on infotype 0008
CATS/Time Collection System

- Time administrators enter hours worked in either CATS or time collection system
  - Only actual hours will be entered. Joe worked 45 hours Monday - Friday.
  - Hours worked only required to be entered for hourly employees

- Time evaluation will evaluate the hours worked and send to payroll the earnings in the appropriate buckets
  - Joe will get paid 40 hours Regular and 5 hours Overtime.

- Time will also send over all absences
  - Vacation, Sick, Holiday, Funeral, Jury, etc
  - All employees (hourly and salary) will enter absences
CATS/Time Collection System – Screen Shot

**Time Sheet: Data Entry View**

<table>
<thead>
<tr>
<th>Personnel Number</th>
<th>Mr Time Hourly1</th>
<th>Cost Ctr</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Data Entry Period: 09/26/2005 - 10/09/2005

Week: 39.2005

### Data Entry Area

<table>
<thead>
<tr>
<th>LT Receiver WBS element</th>
<th>A/A...</th>
<th>Position</th>
<th>09/26</th>
<th>09/27</th>
<th>09/28</th>
<th>09/29</th>
<th>09/30</th>
<th>10/01</th>
<th>10/02</th>
<th>10/03</th>
<th>10/04</th>
<th>10/05</th>
<th>10/06</th>
<th>10/07</th>
<th>10/08</th>
<th>10/09</th>
</tr>
</thead>
<tbody>
<tr>
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<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>

0100 – Vacation
0150 – Unpaid Absence
ATTN – Attendance hours
CATS/Time Collection – Earnings Wage Types

- Regular
- Overtime
- Special Events Pay
- Extra Duty Pay
- On Call Pay
- Call Back
- Emergency Pay
- Unit rate pay
- Shift Differential

- Vacation
- Sick/Family Sick Leave
- Holiday/Personal Holiday
- Personal Business
- Funeral
- Jury
- Military Pay
- Unpaid Absence
On Call Pay

- Hours employee is on call will be entered in CATS
- Rates for on call pay will be maintained in SAP configuration
  - Payroll will automatically calculate pay based on hours and area employee works in
Call Back

- In CATS the hours that the employee is called back for will be entered directly
  - Too many different call back rules to build in SAP
    - ½ hour minimum if issue resolved over phone
    - 3 ½ hour minimum if employee brought back to work
    - 2 ½ hours paid if issue resolved before employee reaches work

- Payroll will pay the employee’s overtime rate for these hours
Shift Differential

- Each shift will be entered separately in CATS
- CATS will send over to payroll two separate wage types
  - Regular hours
  - Shift differential
- Rules will be built in Payroll to pay each shift differential
- Different wage type for each different shift differential
Shift Differential - Example

- Employee works 8 hours night shift at Facilities
- Employee should receive an additional $0.45/hour for working through night
- Employee’s current hourly rate is $15.00
- Attendance code of Night will be entered in CATS
- CATS will send over to Payroll 8 hours Regular and 8 hours Shift Differential - Night
- Payroll will pay:
  - $120.00 Regular (8 x $15.00)
  - $3.60 Shift Differential Night (8 x $0.45)
Shift Differential – To Do

- Today many employees already have two positions
  - One position with the regular hourly rate
  - One position with the hourly rate including the shift differential

- In SAP if this remains and Night is entered in CATS then the employee will receive additional $0.45 per hour

- Want all employees to be consistent in CATS so that reporting can accurately reflect who is working what shift
Absences

- Hourly employee
  - Absences will be paid

- Salary employee
  - Absences will only be tracked in CATS
  - Only absence that will reduce pay will be unpaid absence
Absence Quotas

- Sick/Family Sick
- Vacation
- Personal Holiday
- Personal Business

- Time will not be allowed to be saved if employee does not have enough quota accrued
Recurring Payments – Infotype 0014

- Payments that are recurring in nature, and not driven from regular salary or time

- Recurring payments can have payment frequencies default
  - First or last period of the month
  - Both first and second

- These recurring payments can also be entered as one time payments on infotype 0015
Recurring Payments – Screen Shot

- A lot of flexibility around payment dates
- Payment models
- 1st payment period and Interval in periods
Recurring Payment – Cost Distribution

- Individual payments can be charged to different cost elements
Recurring Payments –
Earnings wage types

- Fellowship Taxable/Non-taxable
- Summer Pay
- Overload Pay
- Sabbatical Leave
- Overseas Post Differential
- Shift Adjustment
Additional Payments – Infotype 0015

- Payments that are to be processed for one pay cycle only
- Will include all wage types that are also on infotype 0014 (Recurring Payment)
- Cost Distribution functionality will also be included on infotype 0015
## Create Additional Payments

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person ID</td>
<td>21</td>
</tr>
<tr>
<td>Pers.Assign</td>
<td>00000021 Calumet Regular FT</td>
</tr>
<tr>
<td>Personnel No</td>
<td>21</td>
</tr>
<tr>
<td>EE group</td>
<td>1 Active</td>
</tr>
<tr>
<td>EE subgroup</td>
<td>Z3 Nonexempt</td>
</tr>
<tr>
<td>Name</td>
<td>Fulltime Troy Test</td>
</tr>
<tr>
<td>Personnel no</td>
<td>2001 Calumet</td>
</tr>
<tr>
<td>Status</td>
<td>Active</td>
</tr>
</tbody>
</table>

### Additional Payments

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wage Type</td>
<td>M113 Seperation</td>
</tr>
<tr>
<td>Amount</td>
<td>5,000.00 USD</td>
</tr>
<tr>
<td>Number/unit</td>
<td></td>
</tr>
<tr>
<td>Date of origin</td>
<td>10/01/2005</td>
</tr>
<tr>
<td>Default Date</td>
<td></td>
</tr>
<tr>
<td>Assignment Number</td>
<td></td>
</tr>
<tr>
<td>Reason for Change</td>
<td></td>
</tr>
</tbody>
</table>
Additional Payments Earnings
Wage Types

- Overseas Allowance
- Settlement
- Work Study Pay
- Separation
- Moving Expense Taxable/Non-Taxable
- Signing Bonus
- Awards (Multiple)
- Special Merit Pay
Retroactivity

- All master data in SAP is date sensitive
  - No more overriding of master data with the current information

- When new master data is created, the old information is “delimited” and the new information starts on the effective date of the change

- If the change happens to be in the past, the next time payroll runs it goes back to the period where the change occurred and reruns that payroll
  - The retroactive difference from the old payroll to the new payroll is carried forward and paid on the current check.

- Retroactivity for earnings can happen for any earnings in CATS or Payroll.
Retroactivity - Example

- Payroll has been run up to 02/28/2008 and Jane Doe makes $2,000/month
- She should have a pay increase to $2,200/month going back to 01/01/2008
- When payroll is run for March a retro will occur and pay Jane $2,600 (2,200 + 200 (Jan) + 200 (Feb))
- If Payroll was to enter 01/01/2007 by mistake Jane would receive $5,000 instead of $2,600
Overpayments

- Overpayments can be collected using the retroactive processing

- Employee was overpaid $200/month for the last three months
  - Master data would be updated to reflect this
  - Next time payroll is run retroactivity will occur and collect back $600 gross pay and all taxes and benefits will recalculate accordingly

- In special cases total amount to collect back may be more then the gross pay the employee is to receive in the current period
  - Special Claim processing will be triggered and the overpayment will try and collect back each future period until it can collect the money back
Checks/Direct Deposits
Checks/Direct Deposit

- Employee can have multiple bank accounts in SAP
  - Number of accounts is unlimited
- Employee can either have an additional percentage or dollar amount
- Because an employee can have multiple accounts Credit Union deductions will become a second direct deposit
- SAP delivers the correct EFT format file that needs to be submitted to Purdue’s originating bank
Bank Details – Infotype 0009

Check

<table>
<thead>
<tr>
<th>Bank details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Details Type</td>
<td>Main bank</td>
</tr>
<tr>
<td>Payee</td>
<td>Direct Deposit Troy Test</td>
</tr>
<tr>
<td>Postal code / city</td>
<td>334960000 Lafayette</td>
</tr>
<tr>
<td>Bank Country</td>
<td>USA</td>
</tr>
<tr>
<td>Bank Key</td>
<td></td>
</tr>
<tr>
<td>Bank Account Number</td>
<td></td>
</tr>
<tr>
<td>Bank control key</td>
<td></td>
</tr>
<tr>
<td>Payment method</td>
<td>C Check</td>
</tr>
<tr>
<td>Purpose</td>
<td></td>
</tr>
<tr>
<td>Payment currency</td>
<td>USD</td>
</tr>
</tbody>
</table>

- Payment method will determine check
- No other information needed
Bank Details – Infotype 0009
Direct Deposit (Main Bank)

<table>
<thead>
<tr>
<th>Bank Details Type</th>
<th>Main bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payee</td>
<td>Direct Deposit Troy Test</td>
</tr>
<tr>
<td>Postal code / city</td>
<td>334960000 Lafayette</td>
</tr>
<tr>
<td>Bank Country</td>
<td>USA</td>
</tr>
<tr>
<td>Bank Key</td>
<td>12350000 Central American Bank</td>
</tr>
<tr>
<td>Bank Account Number</td>
<td>854412541 Bank control key 01</td>
</tr>
<tr>
<td>Payment method</td>
<td>T Bank transfer</td>
</tr>
<tr>
<td>Purpose</td>
<td></td>
</tr>
<tr>
<td>Payment currency</td>
<td>USD</td>
</tr>
</tbody>
</table>

- All employees must have a “Main Bank”
- Bank keys will be loaded and updated in SAP
- Bank control key
  - 01 - Checking
  - 02 - Savings
Employees may have multiple “Other Banks”

Employee may choose a flat dollar amount or a percentage
No more pre-notes!!!

- Purpose of this process is to ensure that correct bank information is entered in SAP
- Employee will receive check for next ten business days
- Many banks today are not informing Purdue that there was an error with the original bank information
- If bank finds an error and change is needed in SAP a second pre-notification will be required, and another ten business days goes by
- Many companies (including universities) are no longer using pre-note
No more Credit Union Deductions!!!!

- Employee will be allowed to have multiple Other Banks on infotype 0009

- Bank key, bank account, and bank control key will be entered instead
  - Will need to gather from Credit Union (prior to Go Live)
  - If Credit Union will not provide then employee will have to send in new direct deposit form to Payroll