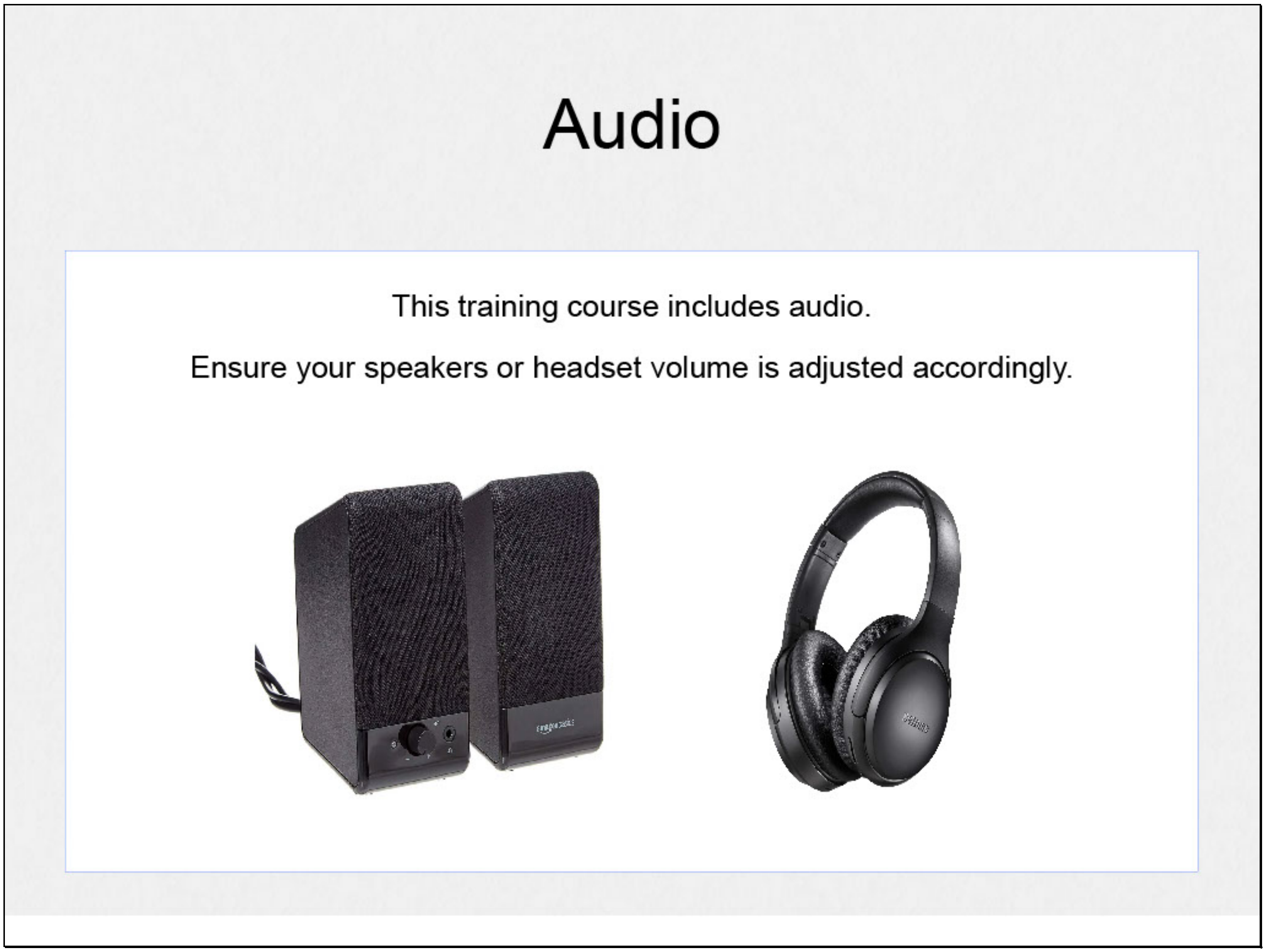
Slide 1 - Title Slide

Slide 2 - Audio Information



Slide 3 - CC Information

Slide 4 - Slide 4

Course Content

Unit 1: HR Introduction

Unit 2: Organizational Management

Unit 3: Personnel Administration

Unit 4: Time Management

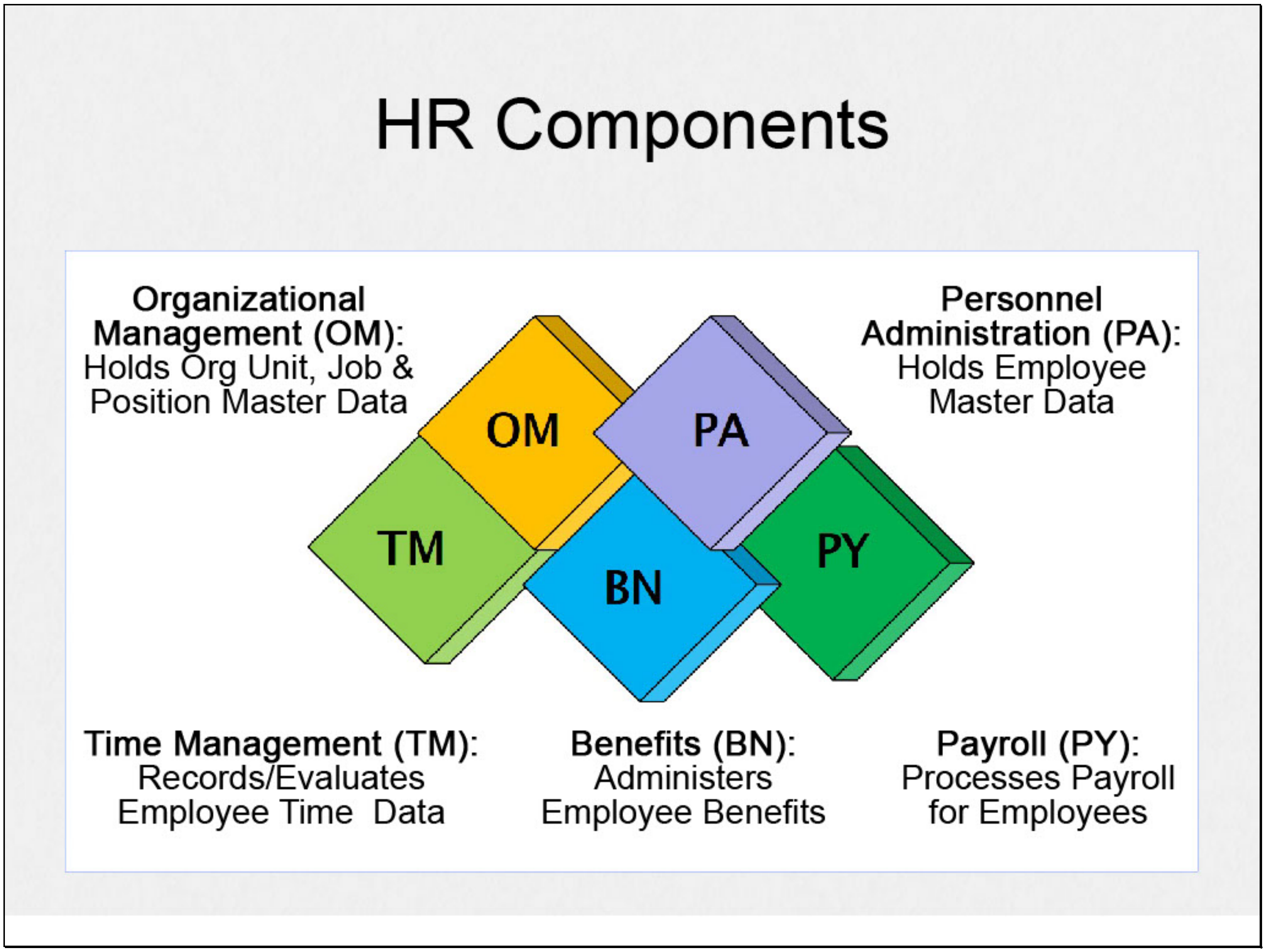
Unit 5: Payroll

Unit 6: Reporting

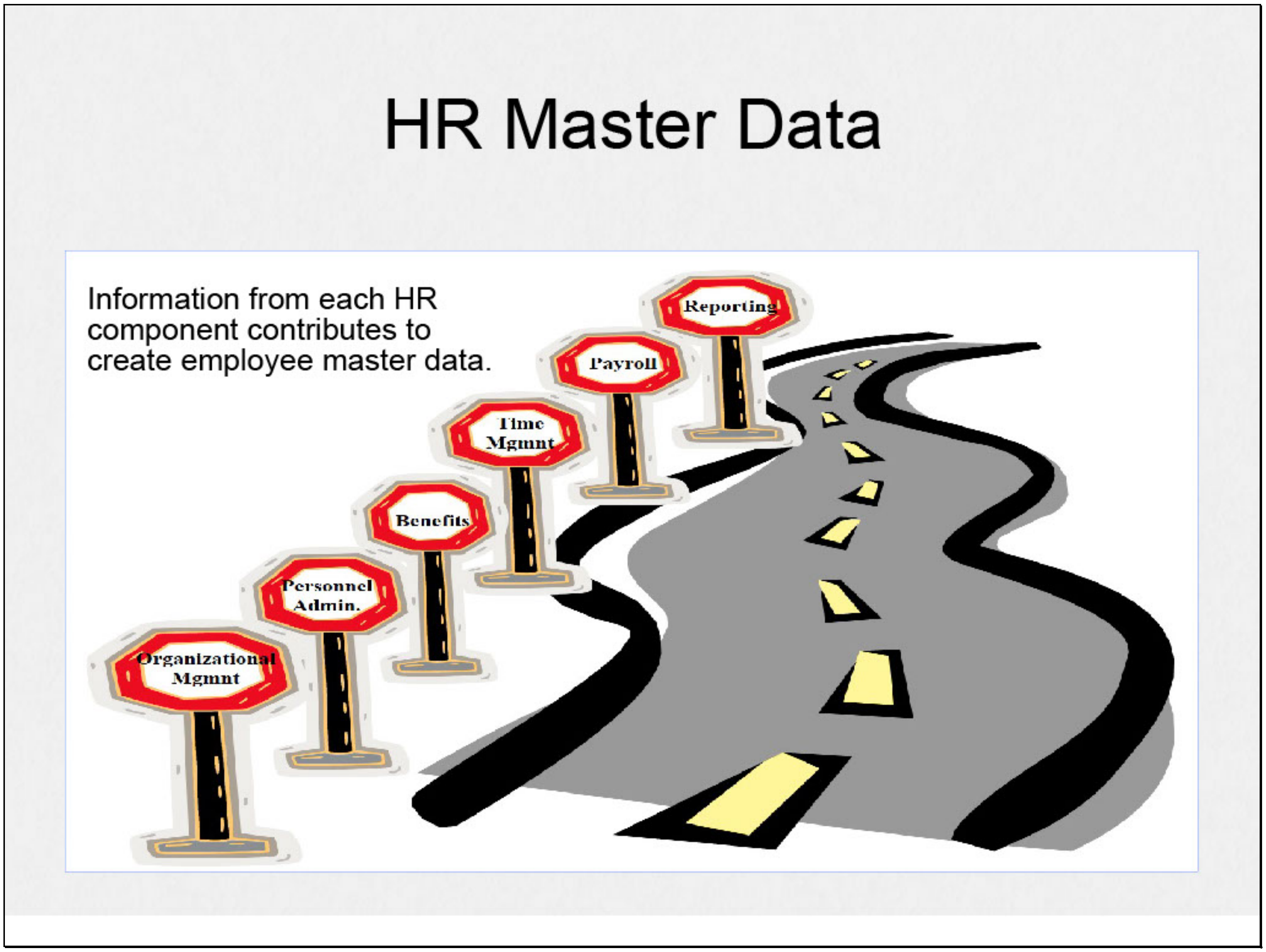
Slide 5 - Slide 5

Unit 1: HR Introduction

Slide 6 - Slide 6



Slide 7 - Slide 7



Slide 8 - Slide 8

Integration Across SAP

HR/Payroll data integrates with other SAP modules.

- If an employee is also a student, the Person ID and the Student Number will be the same.
- Changes to an employee's master data record may affect salary and benefit encumbrances in FM.
- Payroll is charged to cost objects in FI and GM.
- PPD and Housing employee time is transferred from Time Management to PM Work Orders.

Slide 9 - Slide 9

SAP HR Data Types

Human Resources and Payroll data includes:

Master Data

- Organizational Management (OM)
  - Includes information about the Enterprise Structure
  - Examples: Organizational Units, positions
- Personnel Administration (PA)
  - Refers to employee information
  - Examples: Name, addresses, pay rates

Transactional Data

- Entered as needed to support SAP updates to master data
- Examples: Time entry, creation of new positions

Slide 10 - Slide 10

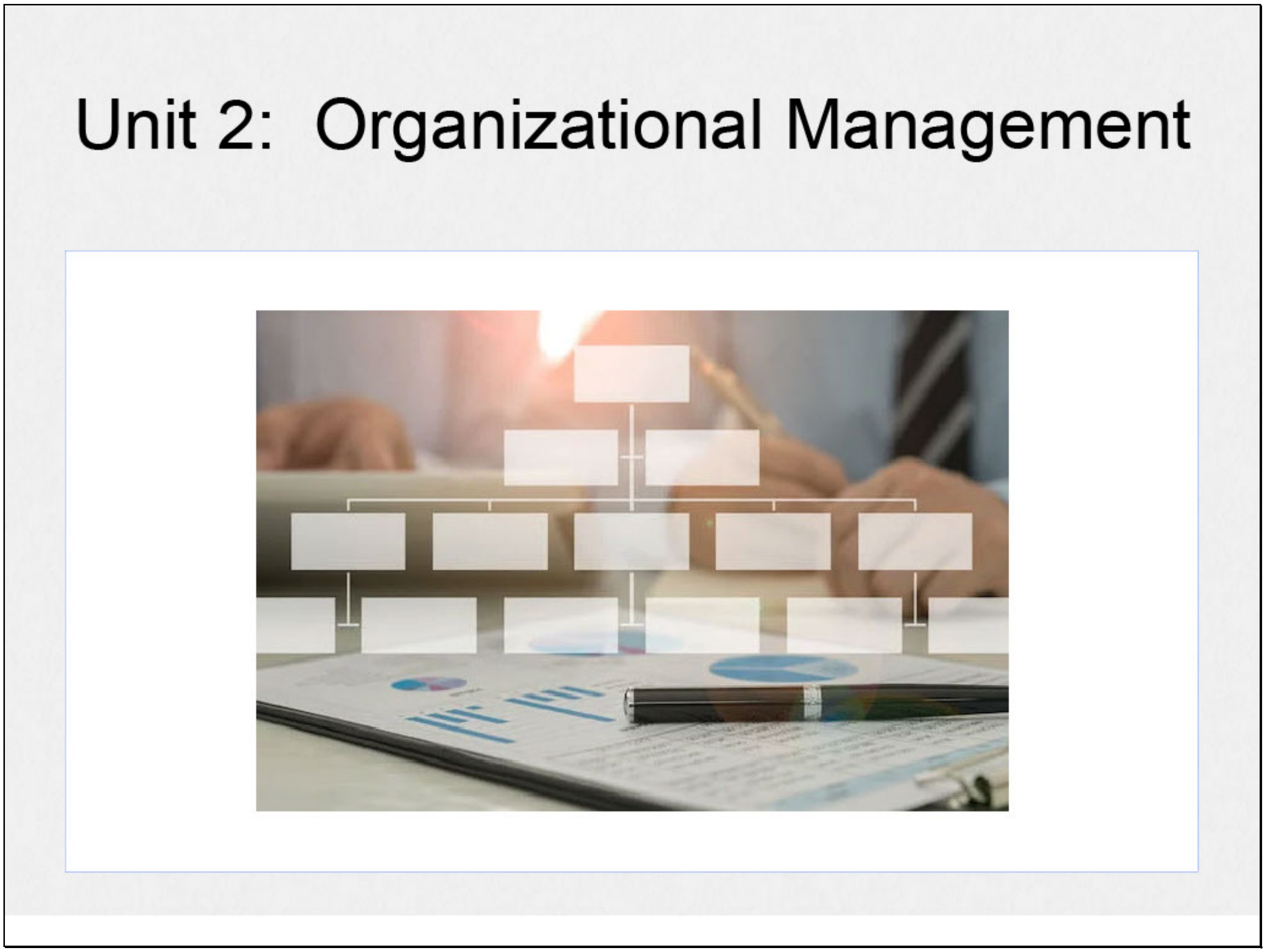
HR Security Access

Access to employee master data and certain transactions will be based on your SAP-HR security role. For example:

- If you are responsible for creating faculty and temporary positions in your department, you will have access to your department's position data and position transaction codes.
- If you are responsible for creating and maintaining employee data in your department, you will have access to the employee master data for your department and employee master data transaction codes.
- If you are responsible for administering employee time in your department, you will have access to the employees in your department and the time processing transaction codes.

All training must be successfully completed for a role prior to receiving access. The list of required courses will be listed in parenthesis next to your HR role(s) in your IRIS Training Plan.

Slide 15 - Unit Intro Slide



Slide 16 - Slide 16

Organizational Management Objects

Organizational Management (OM) objects:

- are created to maintain the Enterprise Structure of the system;
- allow classification according to features and types of information and arrangement into categories; and
- link to other objects, establishing relationships between objects and the inheritance of attributes.

OM objects inlcude:

- **Organizational Units** - such as Housing, Biology, College of Nursing
- **Jobs** - such as Regular Faculty, Programmer, Coach
- **Positions** - such as Staff Support Associate I, Professor, Student/Non-Work Study

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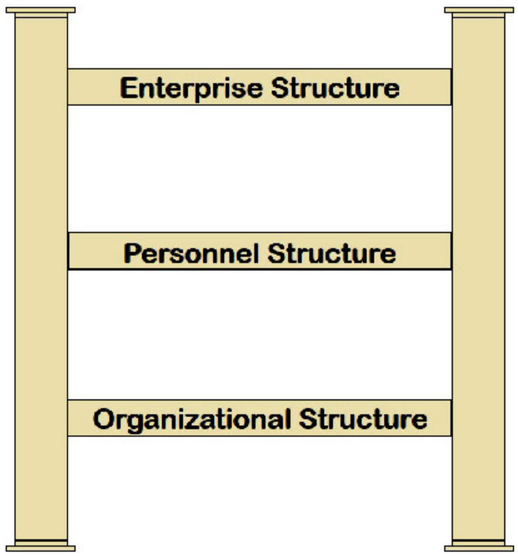
Foundation Structures

There are three structural concepts within SAP that are used to build the HR view of an employee.



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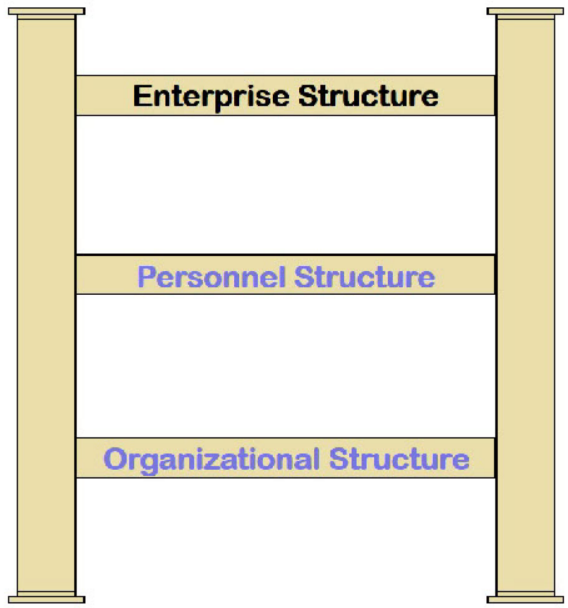
Enterprise Structure

The Enterprise Structure:

- establishes UK's structure of organizations, positions and people data;
- provides default values for data entry, selection criteria for reporting and authorization/security verification data; and
- determines:
  - Company Code
  - Personnel Areas
  - Personnel Subareas

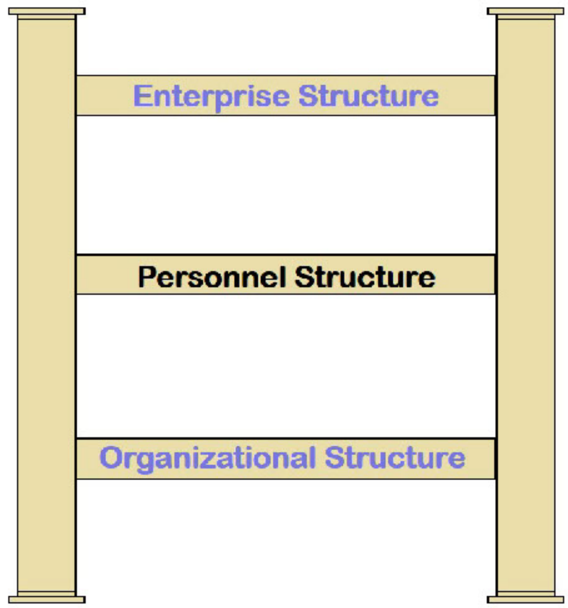


Slide 19 - Slide 19

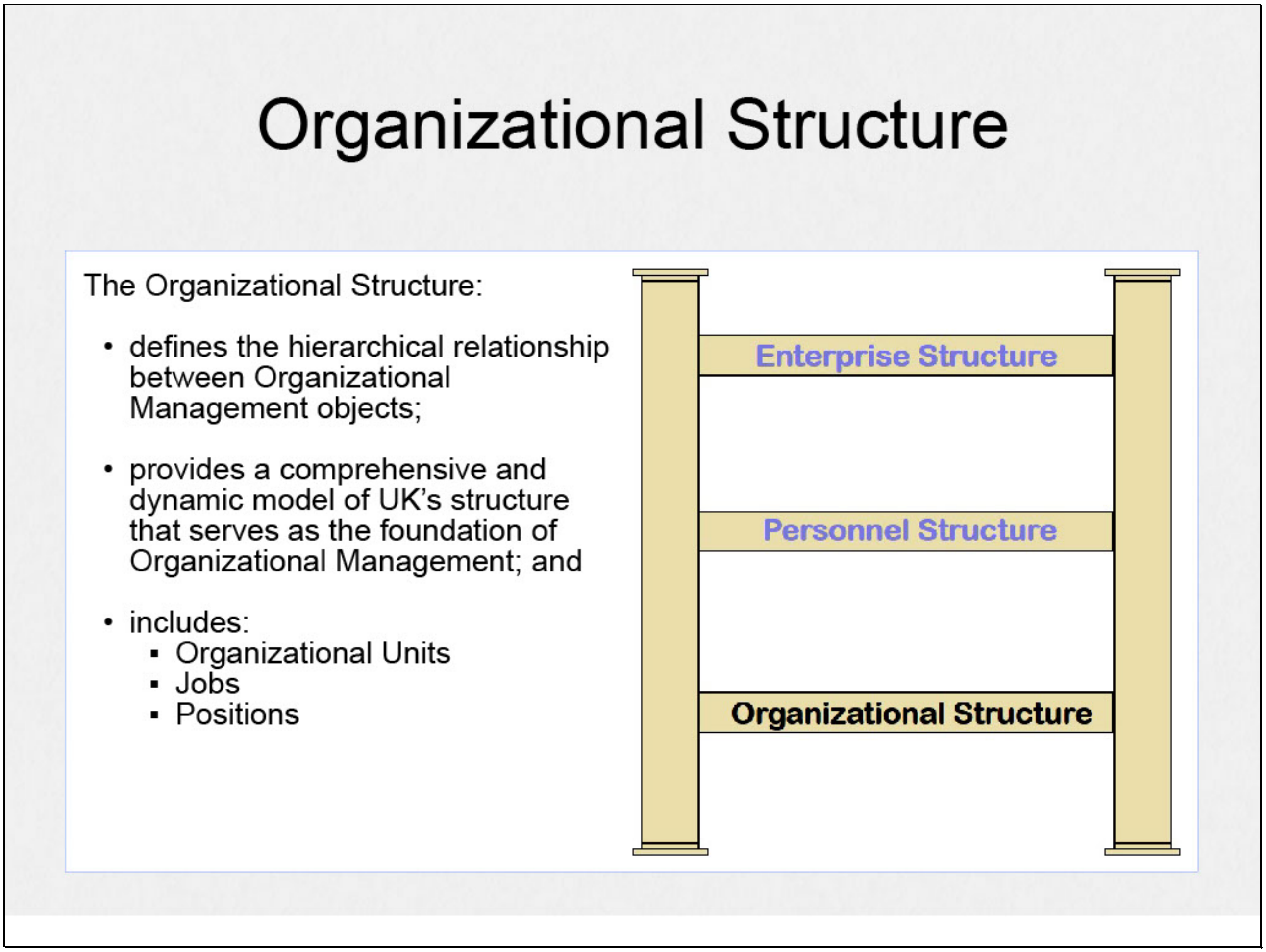
Personnel Structure

The Personnel Structure:

- defines employee types;
- provides default values for data entry, selection criteria for reporting and enforcing the authorization, security and verification data; and
- includes:
  - Employee Groups
  - Employee Subgroups
  - Payroll Areas

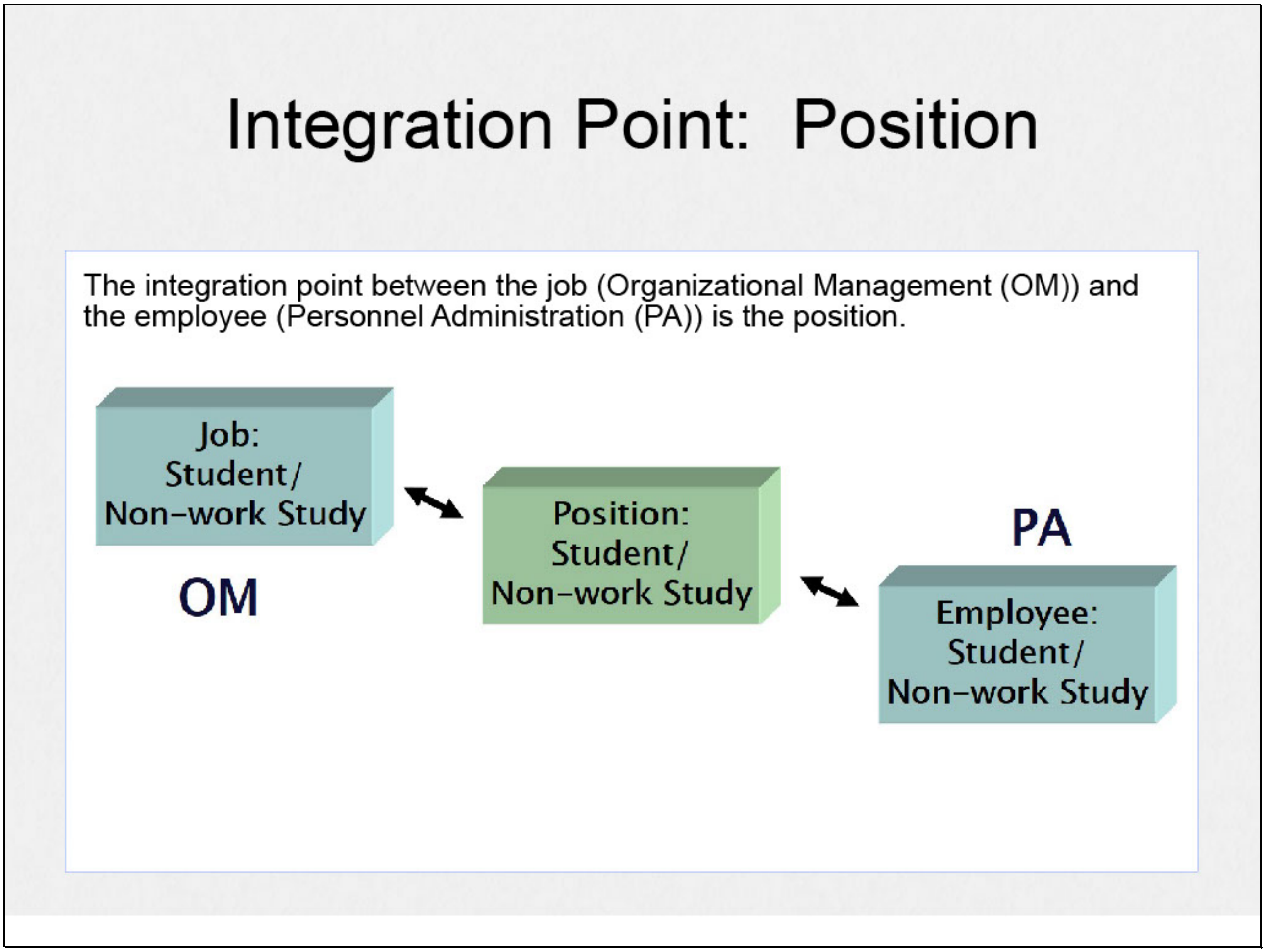


Slide 20 - Slide 20

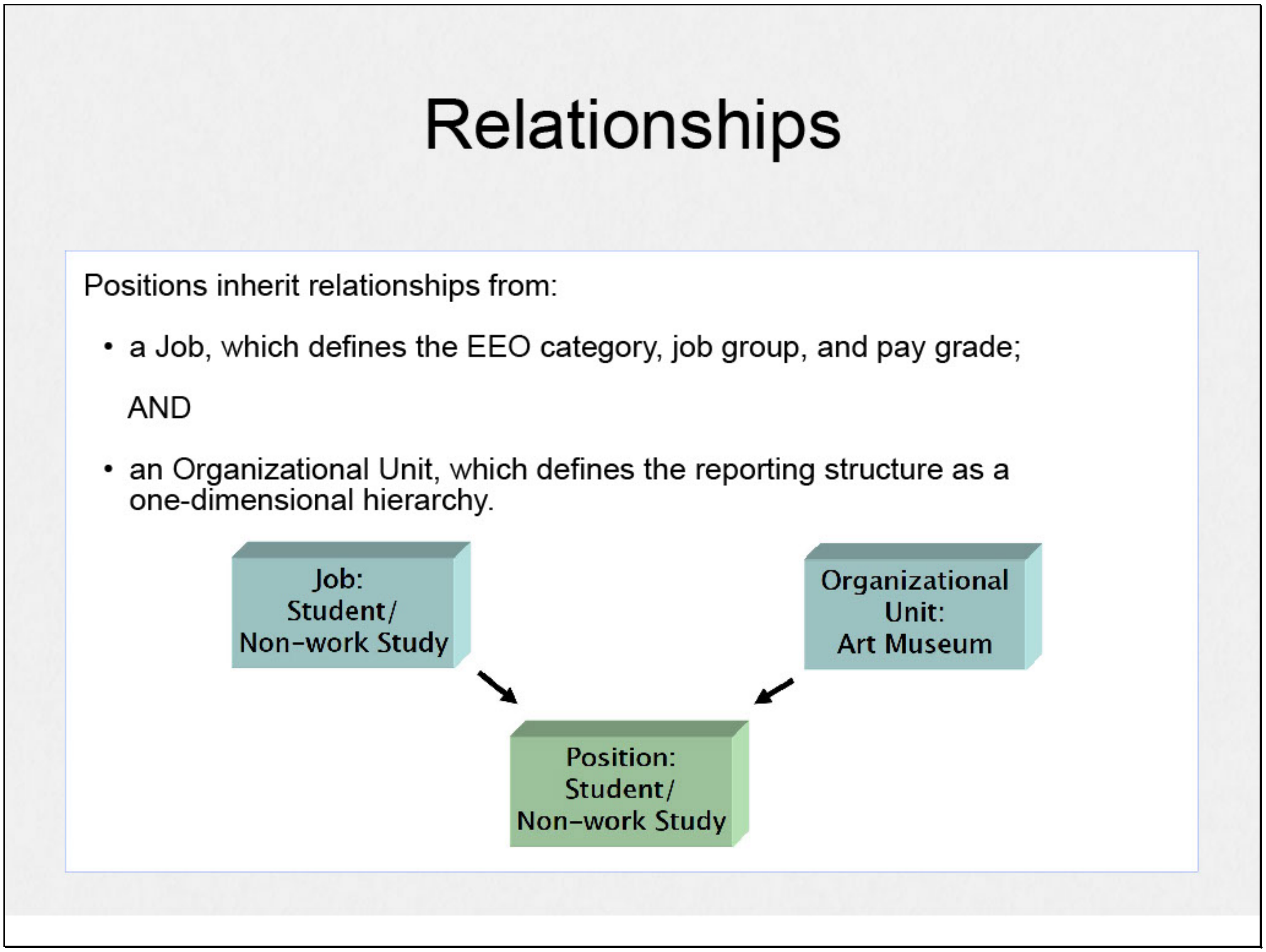


Slide 21 - Slide 21

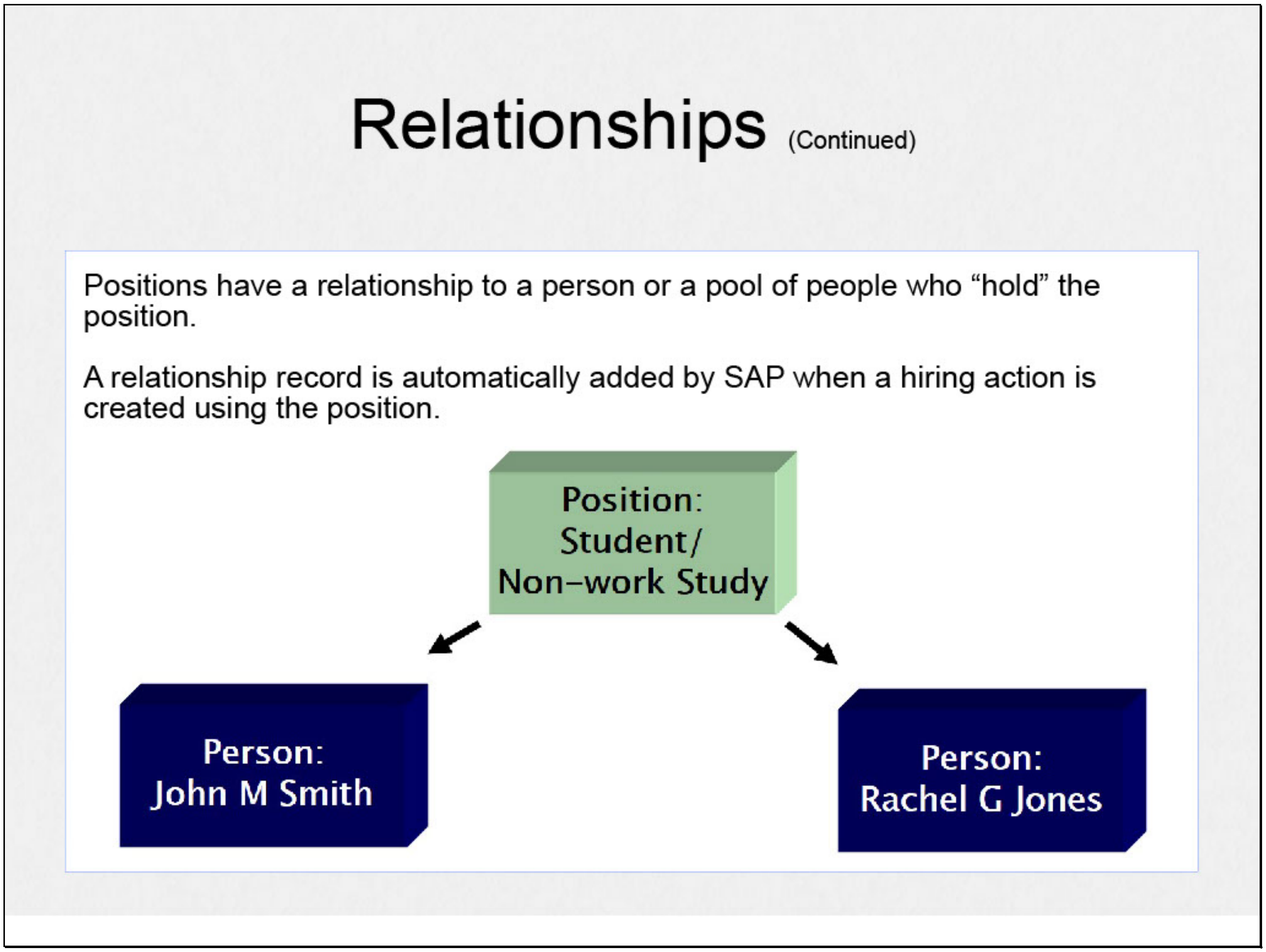
Slide 22 - Slide 22



Slide 23 - Slide 23



Slide 24 - Slide 24



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Personnel Administration

The Personnel Administration (PA) component is used to process and maintain employee information.

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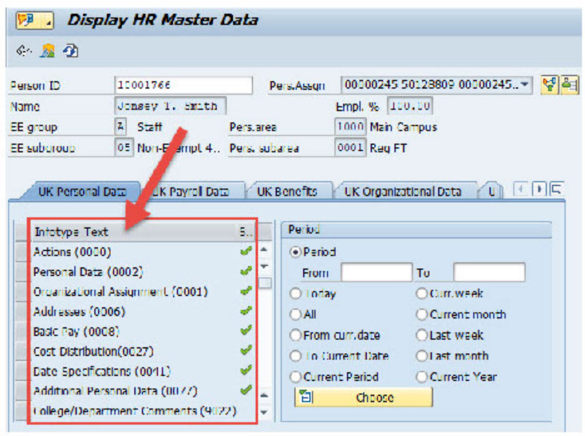
Infotypes

The personnel master data, time management and related data fields are grouped together as **Infotypes** according to logical aspects.

Examples include:

- Actions (0000)
- Personal Data (0002)
- Organizational Assignment (0001)
- Addresses (0006)
- Basic Pay (0008)
- Residence Status (0094)
- Absences (2001)
- Attendances (2002)



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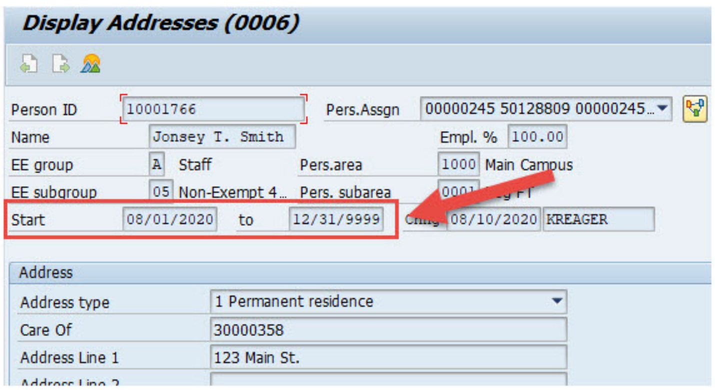
Validity Dates

Each Infotype record requires a start and end date to identify a validity period.

Current records are identified with an end date of 12/31/9999 (referred to as the “high date”).

Previous records will show the date they were started and the date they were delimited (ended).



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Employee Master Data

The Personnel Administration transaction codes provide access to employee master data.

- **PA20** is used to **display** employee records and is the preferred transaction code, since it allows multiple users to access the same employee record at the same time.
- **PA30** is used to **make changes** to employee records, such as address changes or cost distribution changes. However, records are locked to prevent other users from accessing data while it is being changed, unless they use PA20.
- **PA40** is used to **create actions** for an employee, such as hiring a new employee, changing an employee’s position, or changing base salary. Records are locked from access by other users, unless they use PA20.

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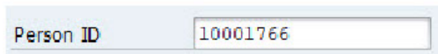
Search Tips

To pull up an employee's records, enter the employee's **Person ID** in the Person ID field (if known) and press **Enter**.



You can search for an employee's **Person ID** (if unknown) one of two ways:

- By Name
  - Type *=LastName.FirstName* in the **Person ID** field and press **Enter**

  - If only one employee matches what you have entered, the employee's records will open immediately.
  - If more than one employee matches, a pop-up window will appear listing all matches. Double-click on the desired name to select and open their records.

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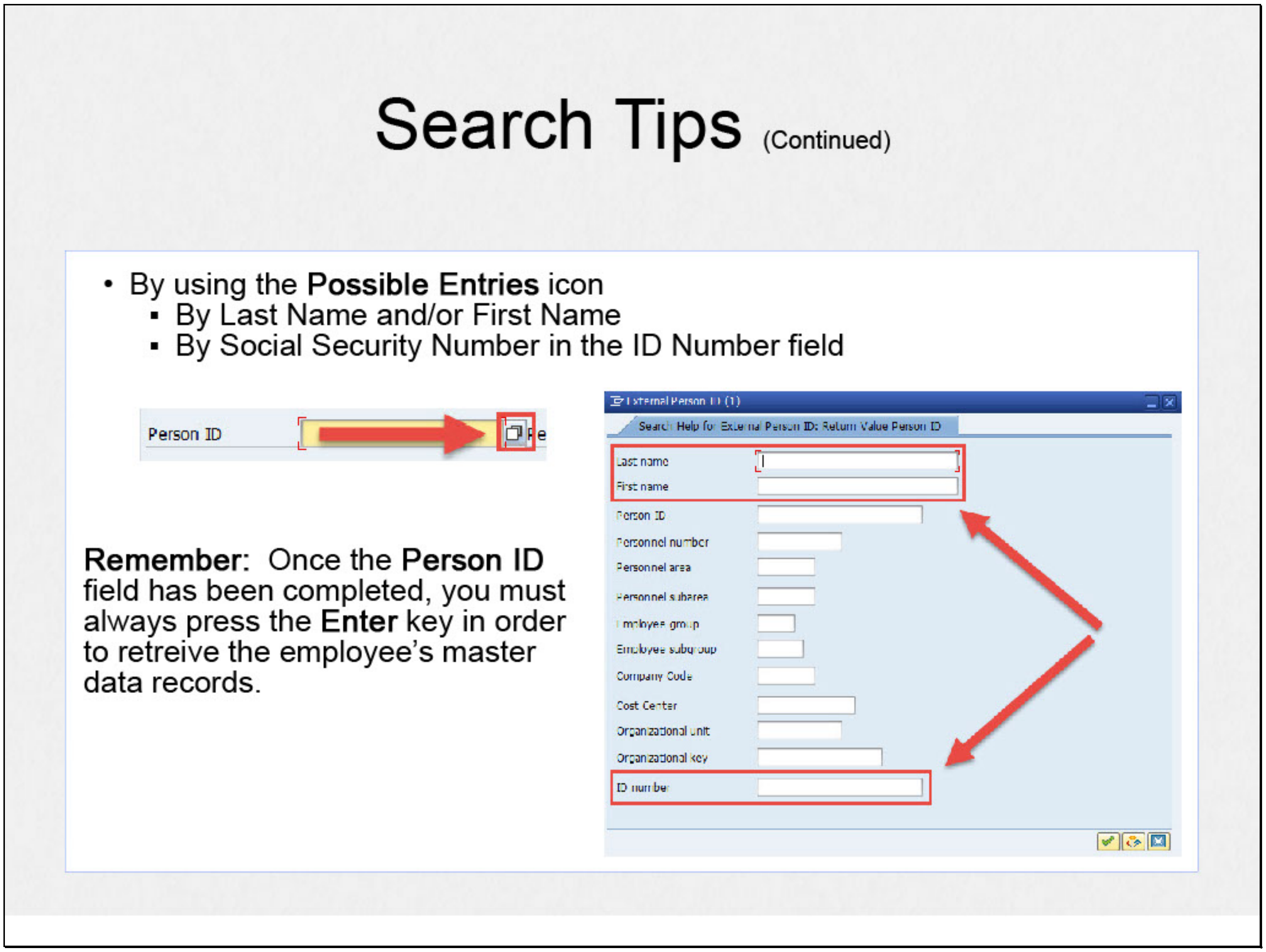

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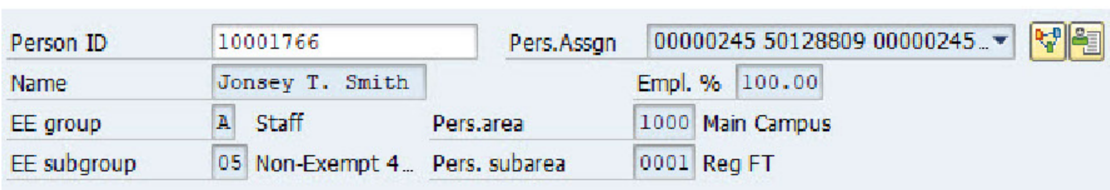
Employee Information

The Employee Information section, always seen at the top of the screen, provides basic employee master data.

It displays the following data:

- Person ID
- Personnel Assignment Info (Personnel Number, Position Number, Status)
- Name
- FTE (Full-Time Equivalency) (Empl. %)
- Employee Group/Subgroup
- Personnel Area/Subarea



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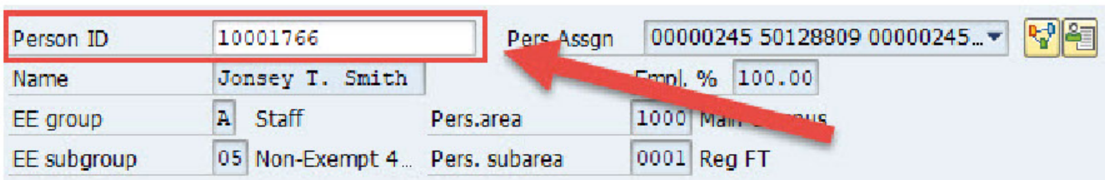
Person ID

The **Person ID** is a unique, eight-digit number for each employee, which is assigned automatically during the New Hire action.

An employee will retain this number even if they:

- change positions;
- take on additional/overload assignments; and/or
- separate from UK and then are rehired/reinstated at a later date (as long as the University is still using SAP).



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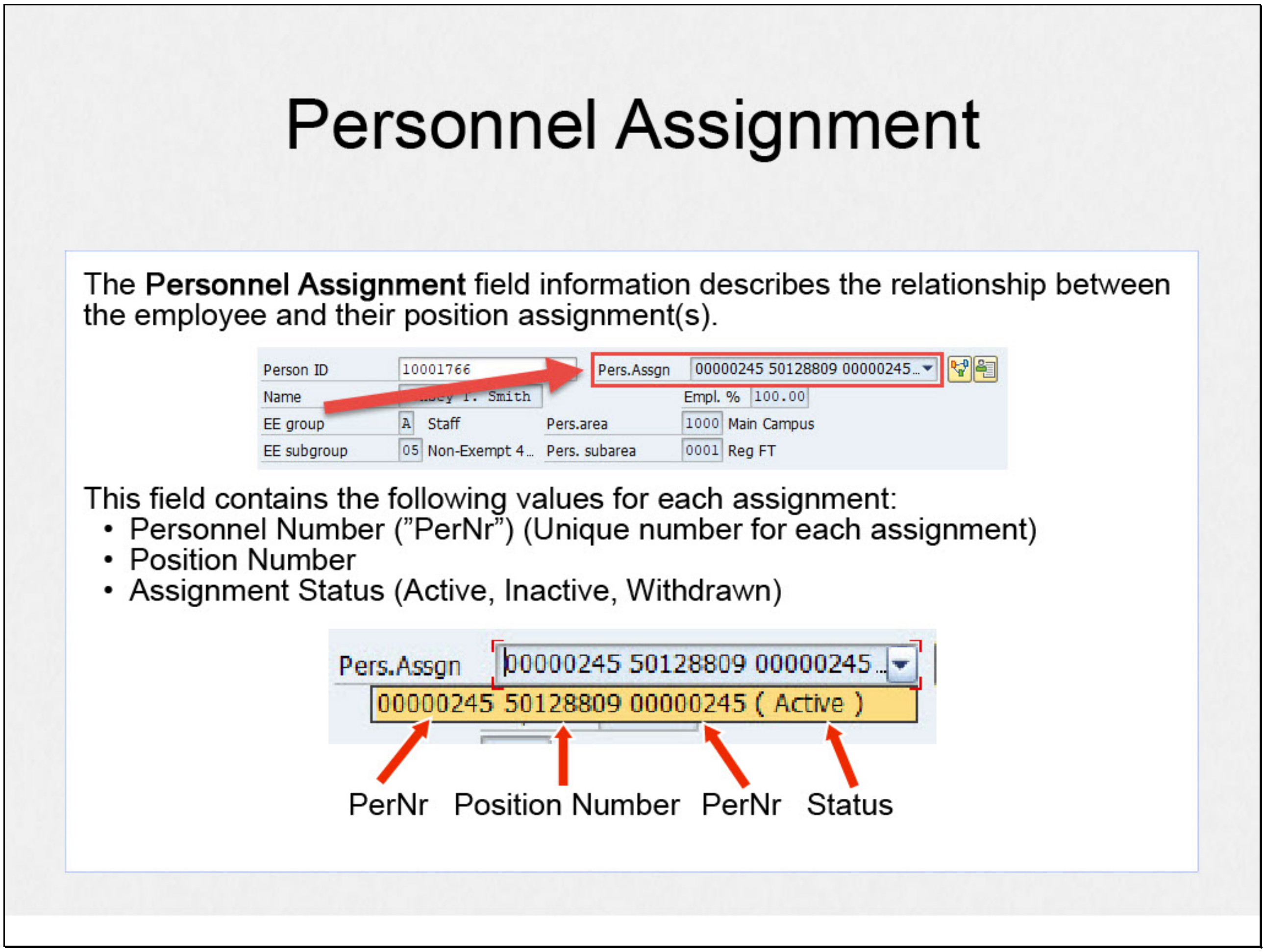

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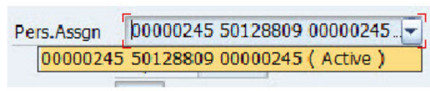
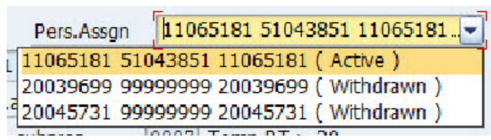
Personnel Assignment (Continued)

Upon clicking in the Personnel Assignment field, a drop-down box will appear listing all of the employee's assignments.

An employee could have just one assignment...



...or they could have multiple assignments. In this example, the employee has one Active assignment and two in which they no longer work. (SAP keeps a history of all assignments in this field.)



Any time an employee assumes an additional or overload assignment, a new assignment row is established with a new, unique PerNr.

If an employee has only one, main, Active assignment and they transfer to another position, they will retain the same PerNr. A new assignment row is not created. What is different will be the Position Number.

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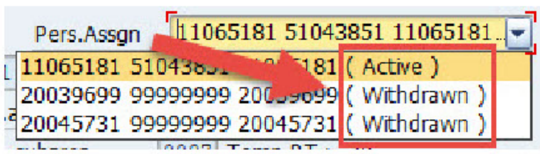
Assignment Status

The word in parenthesis in a Personnel Assignment's row indicates the assignment's status.



- **Active**
  - The employee is currently working in this assignment.
- **Inactive**
  - The employee is still hired in this position, but they are currently not working.
  - For example, the employee could be on FMLA or a retired employee receiving benefits.
- **Withdrawn**
  - The employee is no longer working in this assignment.
  - The Position Number will be **99999999**, but the PerNr will remain.

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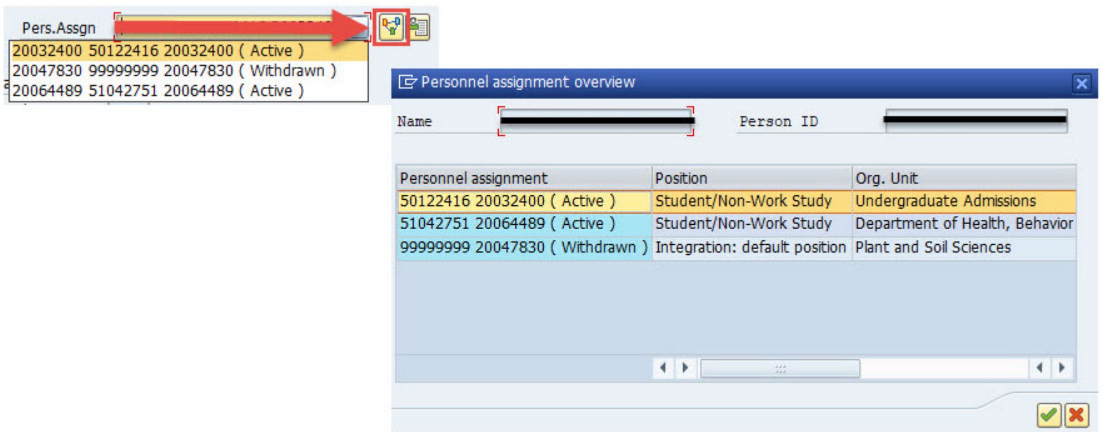
Personnel Assignment (Continued)

If an employee has multiple Active assignments and you are unsure which data goes with which assignment, click on the **Assignment Overview** icon to the right of the field to see additional information, such as the **Org. Unit** (Department).



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Personnel Assignment (Continued)

The key thing to understand about the data **in** the Personnel Assignment field is that it represents the assignment's information that is down in the Infotypes.

Before looking at and/or making any changes to an employee's master data, always make sure the correct Personnel Assignment's information is seen **in** the field!

- If that data does **not** represent the correct assignment, then you must click in the field (to obtain the drop-down list) and then click **on** the correct assignment's row.
  - That row's data will then appear **in** the field, and all of the records in the Infotypes will update to be the data associated with this assignment.

Failing to select the correct Personnel Assignment will result in you seeing and/or making changes to the incorrect assignment!

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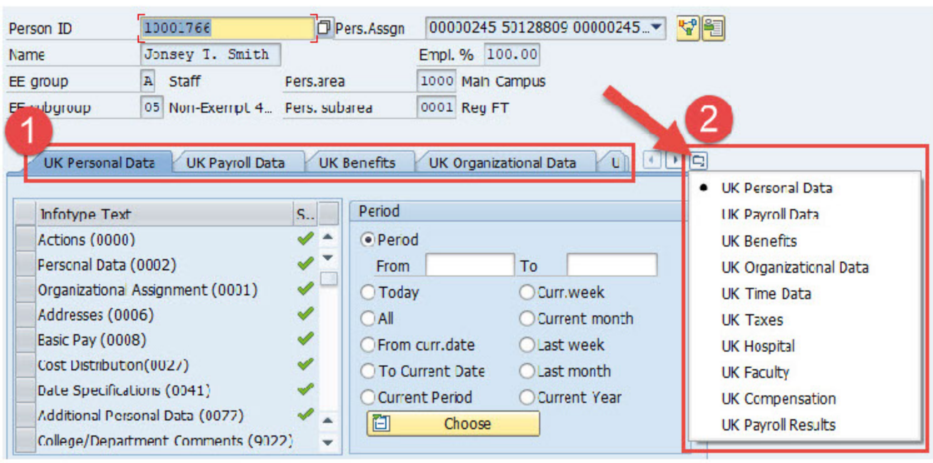
Accessing Employee Infotypes: PA20

Infotypes are categorized and listed under tabs.

To select a tab, click directly on it (1) or click on the Tab List icon (2), and then click on the desired tab's name in the drop-down list.



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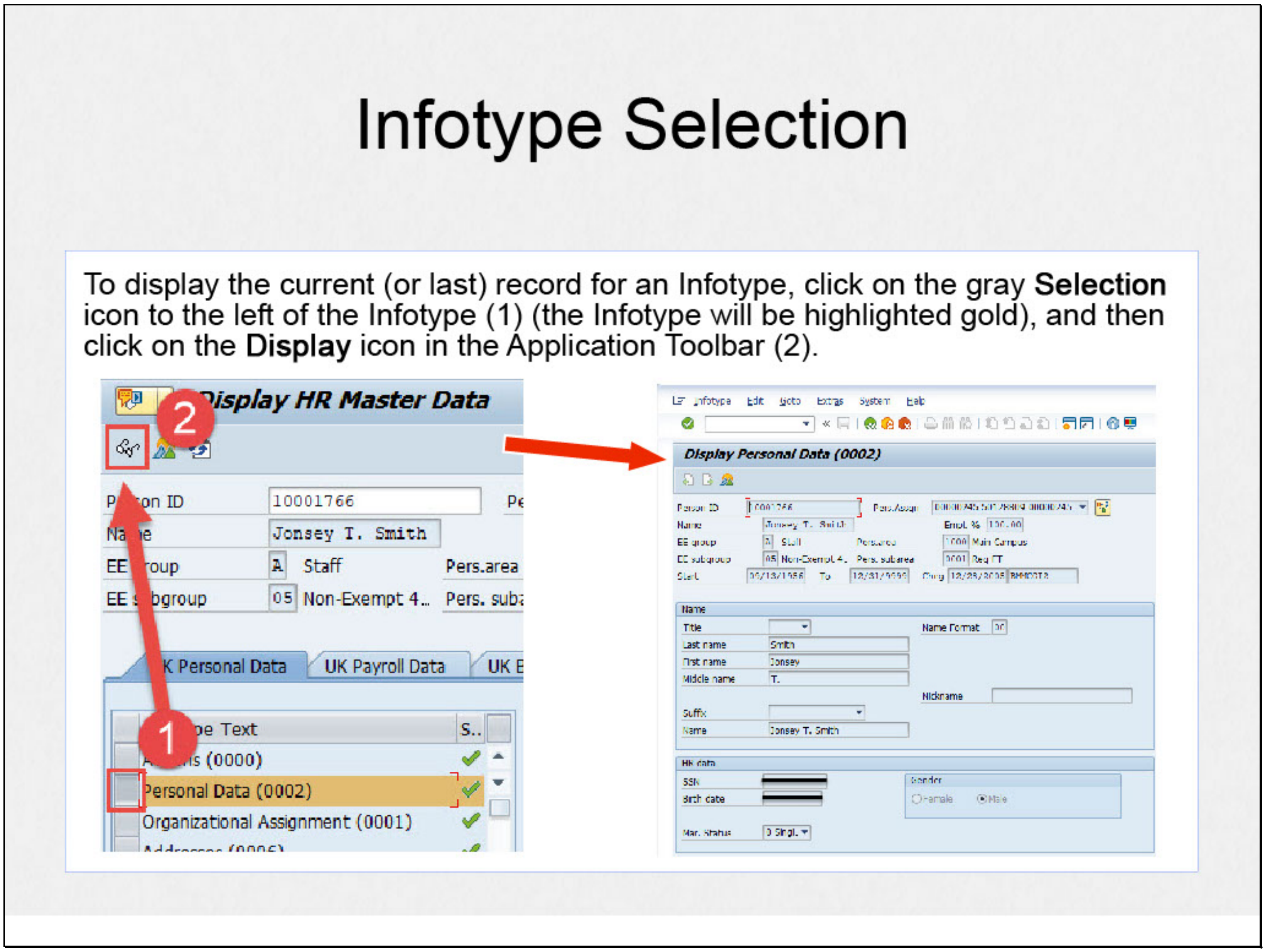

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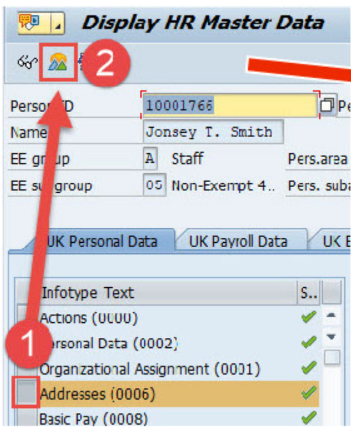
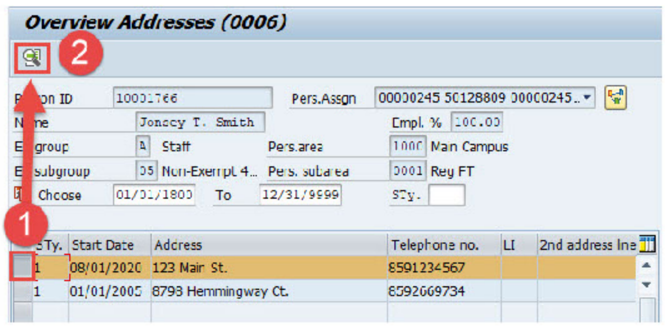
Infotype Selection (Continued)

You can also view a summarized listing of all the records for an Infotype.

Click on the **Selection** icon to the left of the desired Infotype (1), and then click on the **Overview** icon in the Application Toolbar (2).





To view the full screen for the first of these two records, select the desired record (1), and then click on the **Choose** icon in the Application Toolbar (2).

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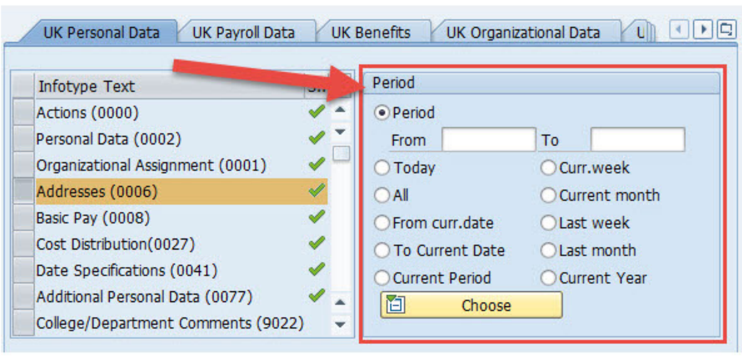
Period Selection

The **Period** section can be used to expand or limit (filter) the number of records viewed. For example:

- If you want to view all the records within an infotype, you would select **All**.
- If you want to view just the current records, you would select **Today**.



The default **Period** with no **From** and **To** dates is the same as **All**.

Be sure to select the desired **Infotype** and **Period** prior to clicking on either the **Display** or **Overview** icon.

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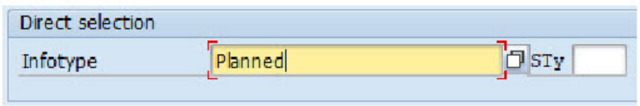
Direct Selection

By using the **Direct selection** - **Infotype** field at the bottom of the master data record screen, you can move directly into an Infotype without clicking around on the tabs to find it. This is optional!

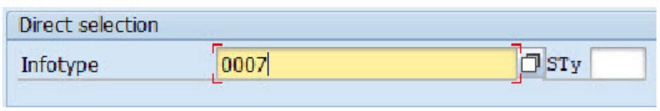
To use this field:

- type the name (or part of the name) in the **Infotype** field and press **Enter**,



OR

- enter the Infotype's four-digit number into the field and press **Enter**.



Once the desired Infotype is displayed, you can then click on either the **Display** or **Overview** icon in the Application Toolbar.

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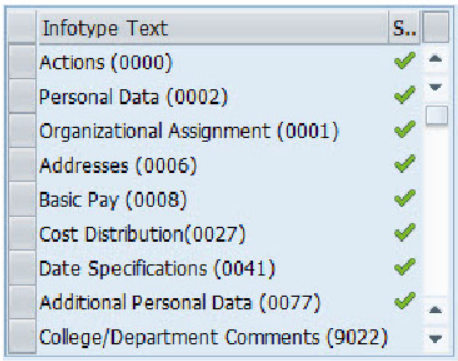
Infotypes Section

The following slides will provide an overview of a few of the key Infotypes. (This course will not cover all Infotypes.)



A green checkmark in the **Status** column (to the right of the **Infotype Text** column) indicates there is at least one record for the Infotype. No checkmark indicates no records at all.

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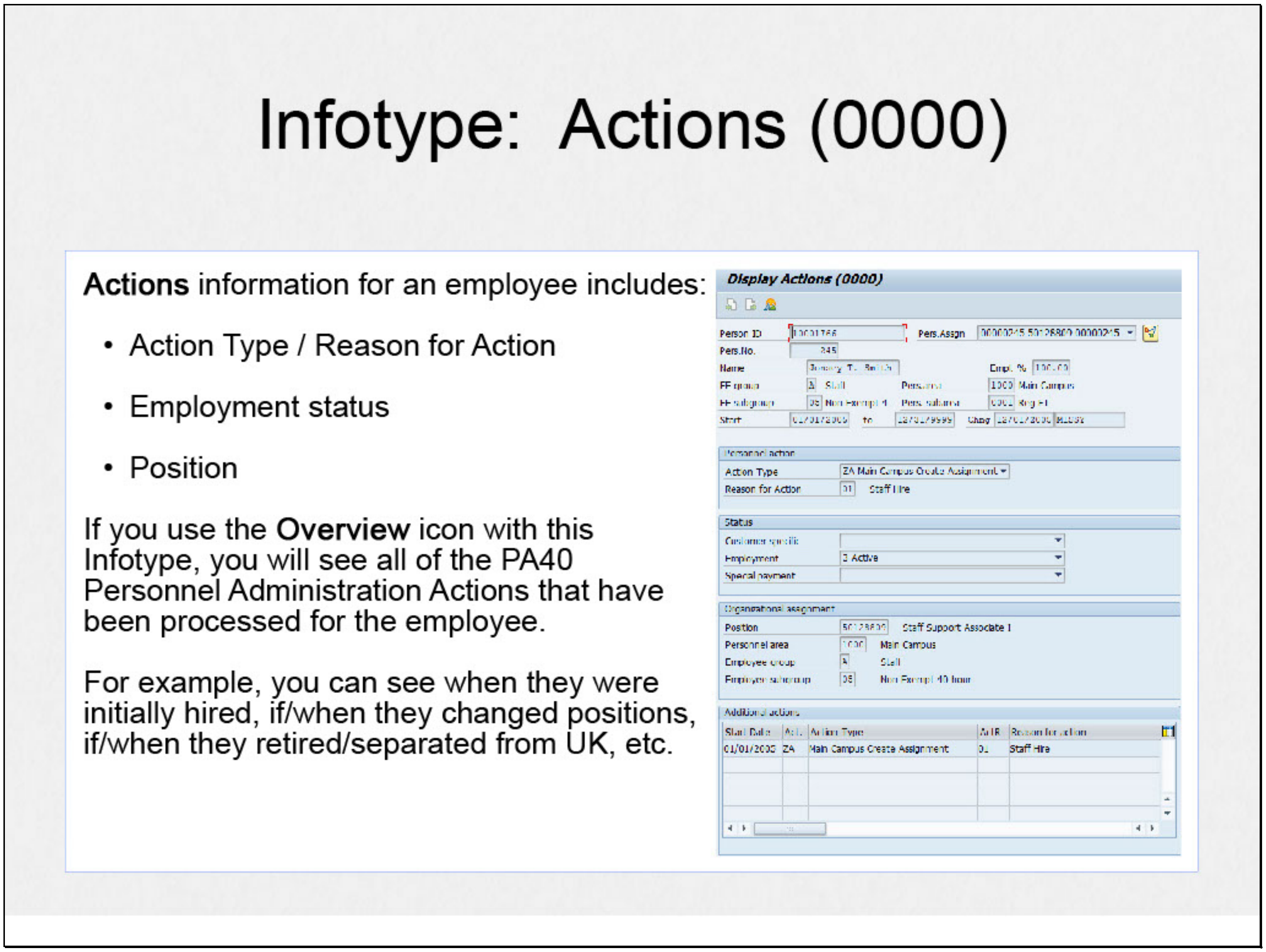

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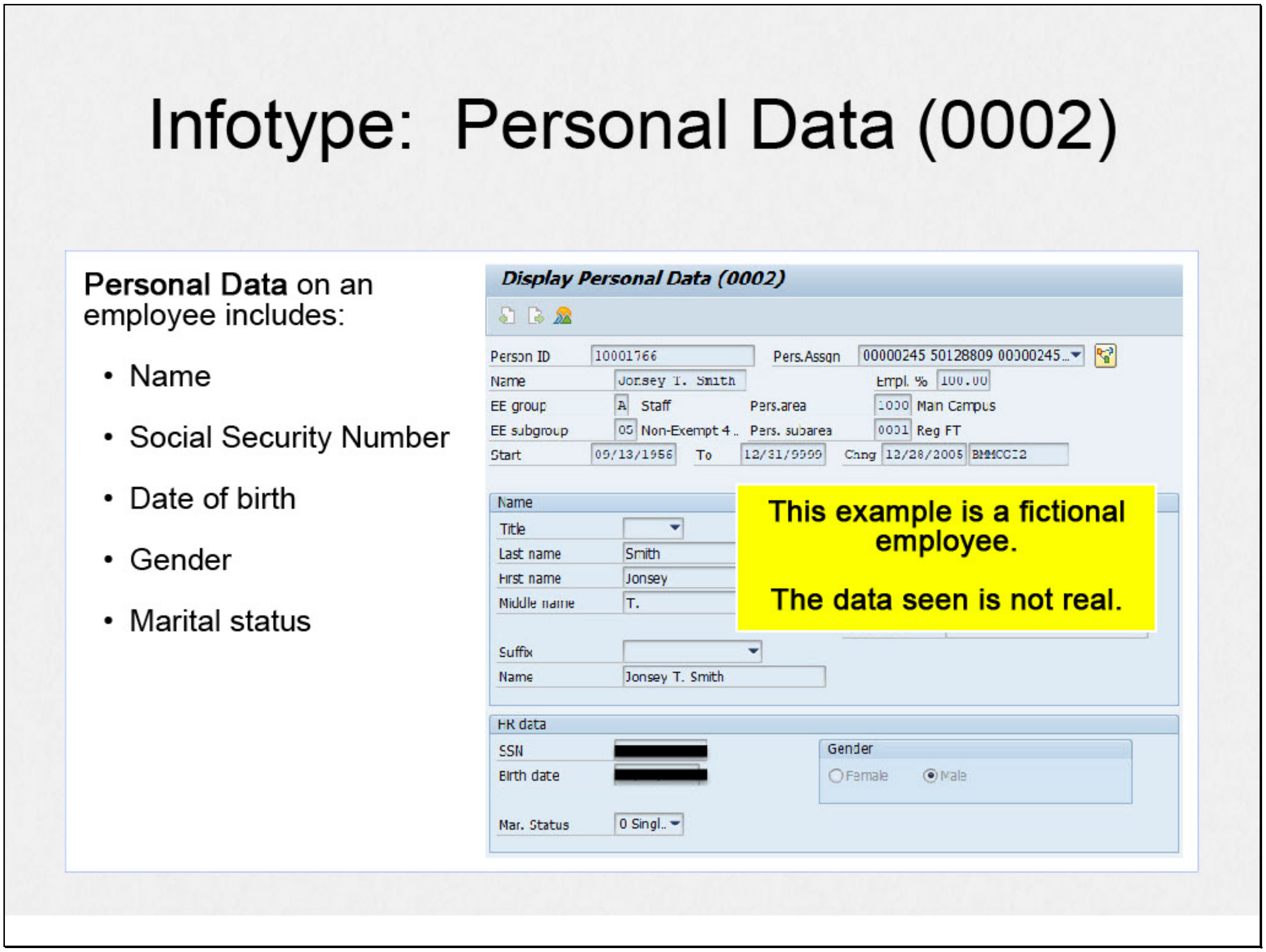

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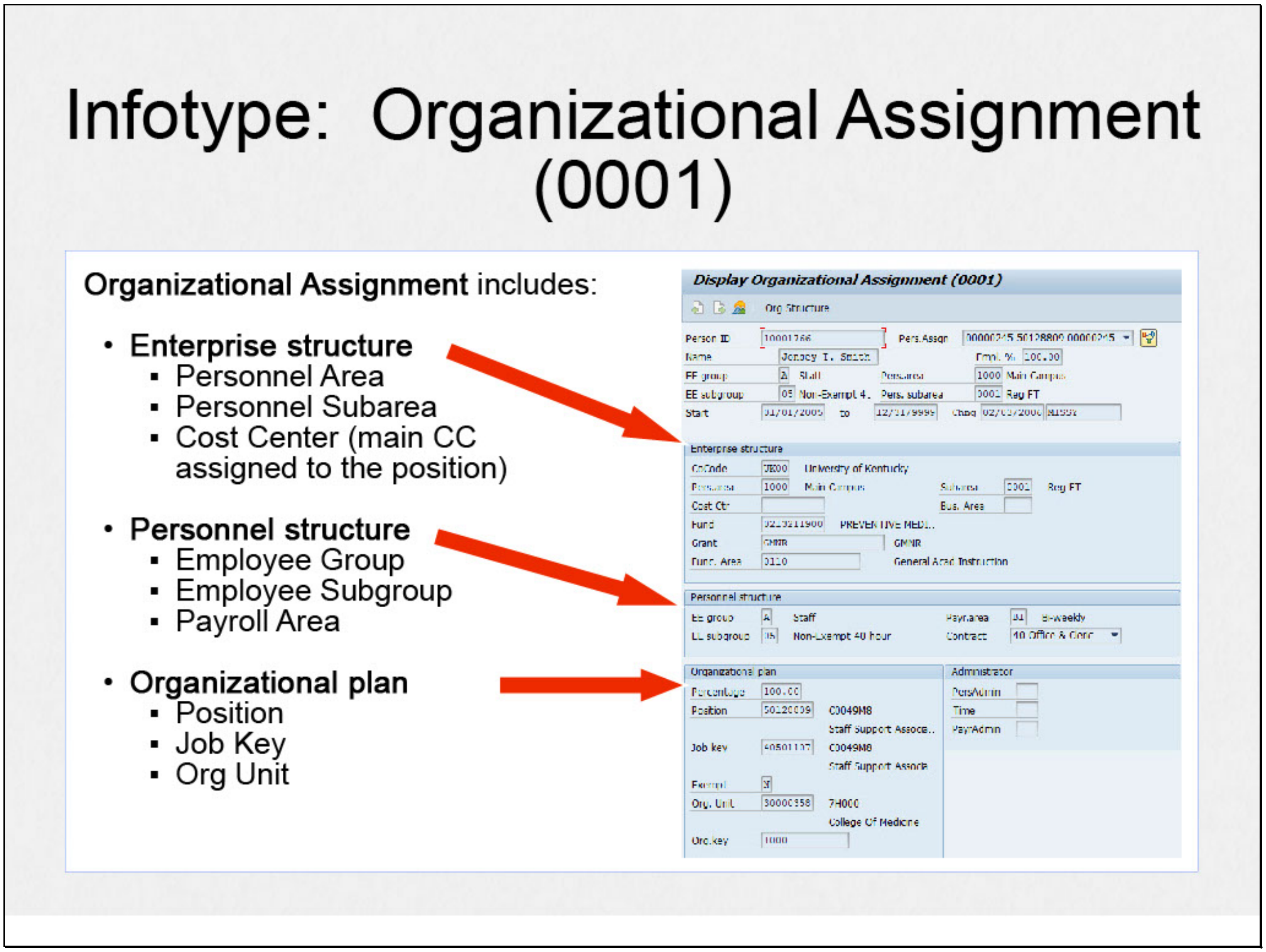

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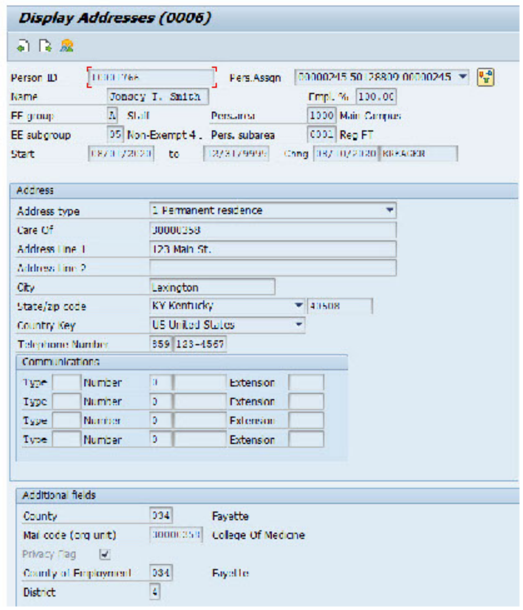
Infotype: Addresses (0006)

SAP can store different addresses such as:

- Permanent Residence (Home)
- Work Address
- Remote Work Address

This infotype also includes:

- Telephone Number
- County (of residence)
- Mail Code (Org Unit)
- Privacy Flag (used to designate home address as private)
- County of Employment



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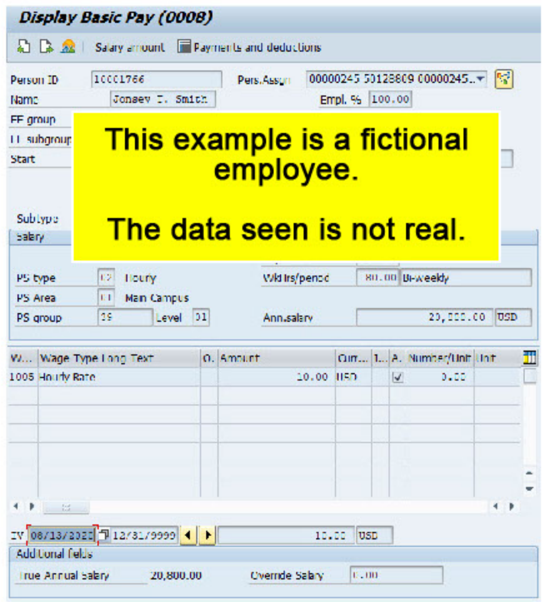
Infotype: Basic Pay (0008)

Basic Pay information includes:

- Payscale Type (Hourly/Salary)
- Payscale Area (Main Campus / Hospital)
- Payscale Group (grade level)
- Work Hours/Period
- Annual Salary
- Hourly / Monthly Rate
- True Annual Salary
- Override Salary



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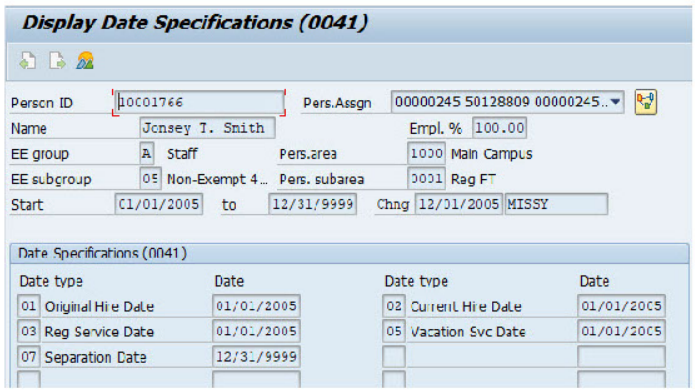
Infotype: Date Specifications (0041)

Date Specifications includes:

- Original Hire Date
- Current Hire Date
- Regular Service Date
- Vacation Service Date
- Separation Date



Note: A date of **12/31/9999** is a placeholder for the date type (i.e. Separation Date).

Note: If information is incorrect, contact HR Compensation so they can make the necessary changes.

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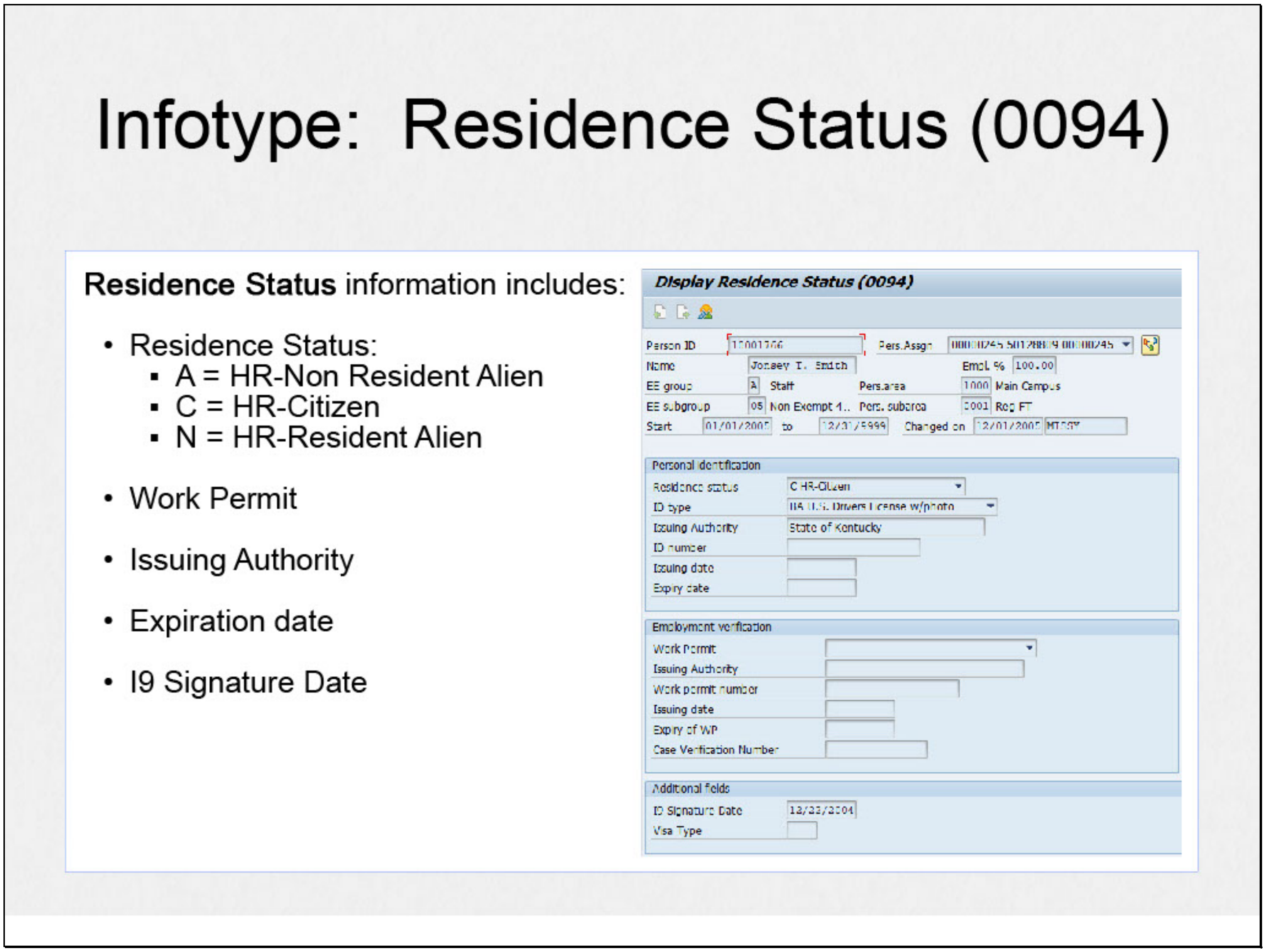

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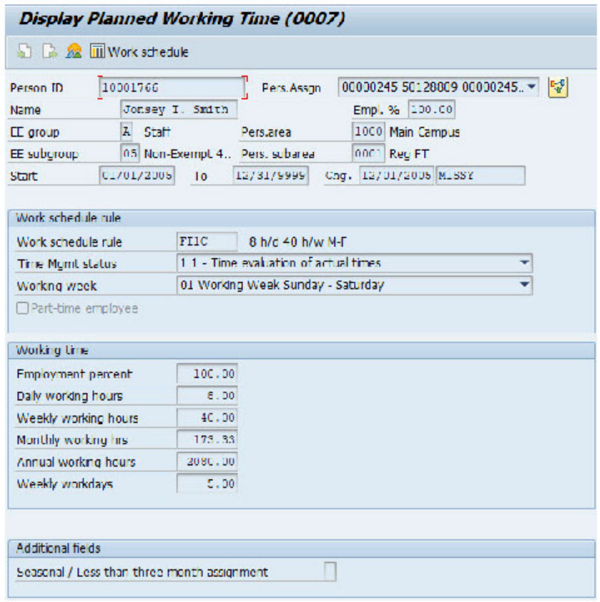
Infotype: Planned Working Time (0007)

Work time information includes:

- Work Schedule Rule
- Working Week
- Employment Percent (FTE)
- Daily Working Hours
- Weekly Working Hours
- Monthly Working Hours
- Annual Working Hours
- Weekly Work Days



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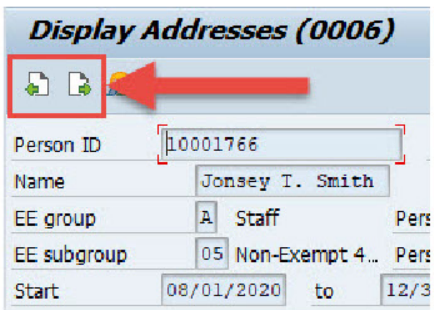
Previous / Next Record Icons

If multiple records for an Infotype exist, you can use the **Previous Record** / **Next Record** icons in the Application Toolbar to scroll through the records.



If the icons are grayed-out, this indicates either there is only one record for this Infotype or your **Period** selection on the initial screen is restricting you from accessing other records.

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Unit 4: Time Management

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Time Management Overview

Time Management (TM) provides support for all processes involved in the planning, recording, and reporting of employee working times (attendances) and leave time (absences).

It is integrated with Personnel Administration to obtain and validate information about working hours and leave quotas for absences.

There is also integration with Payroll. Hours entered, approved, and transferred are automatically released to the Payroll Department for processing.

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Key Benefits

Default **Target Hours** for hourly employees (based on their specific work schedule) can be easily applied to their time entry screen to lessen the amount of data entry.

Overtime is not entered as a separate total, but is calculated by the system from all hours worked within one week's time.

Vacation, TDL, and Holiday leave is accrued and tracked in SAP rather than in separate departmental systems.

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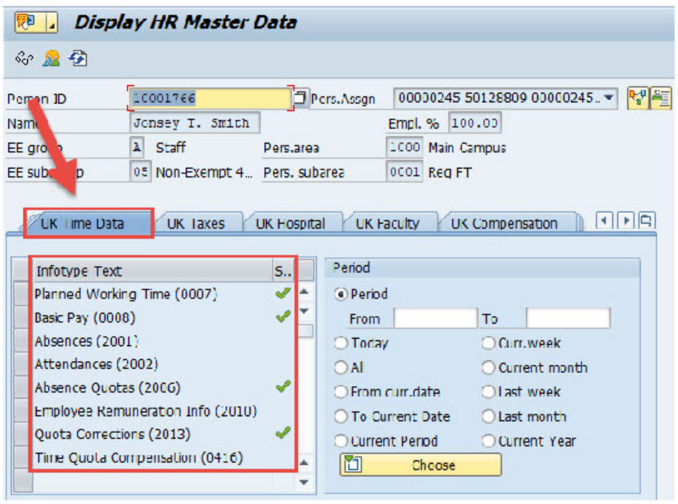
UK Time Data Tab

The majority of the Infotypes related directly to an employee's work and leave time are accessed via the **UK Time Data** tab.



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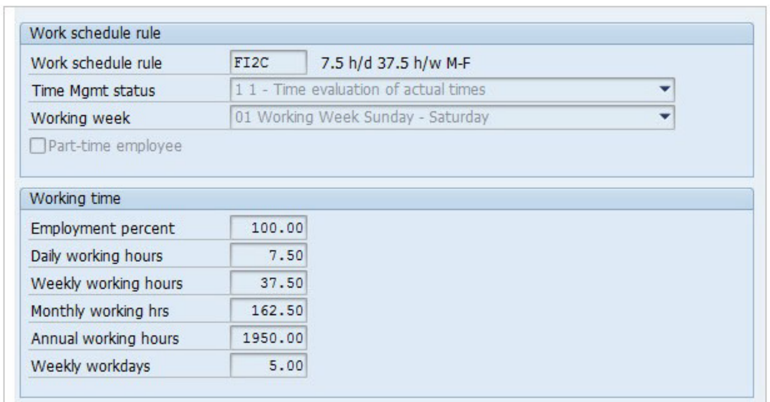
Planned Working Time (0007)

Normal work schedule information for an employee is used to determine an hourly employee's Target Hours.

The Time Management Status determines how the employee will be paid; by actual times entered or by the planned times in the work schedule.

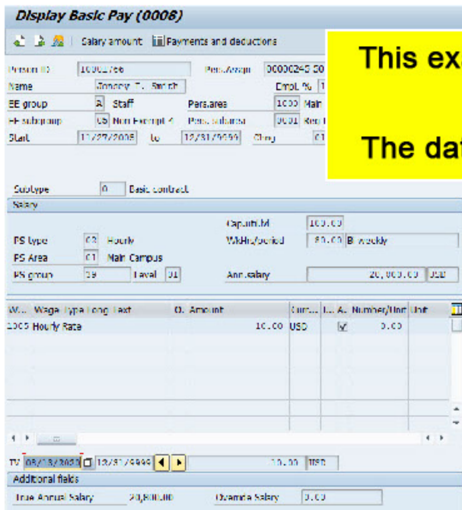


Slide 72 - Slide 72

Basic Pay (0008)

This is the exact same Infotype that is on the **UK Personal Data** tab.

- Some Infotypes are accessible on multiple tabs.



This example is a fictional employee.

The data seen is not real.

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Absences (2001)/Attendances(2002)

Absences and attendances can be recorded in partial-day or full-day hourly amounts.

Some absences and attendances influence pay.

- For example: Hours in excess of 40 hours per week (overtime), Shift differential, Unpaid leave

Some absences influence leave quota balances.

- For example: Vacation, Temporary Disability Leave (TDL), Holiday

Other absences are recorded for informational purposes.

- For example: Jury Duty, Funeral Leave

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Absences (2001)/Attendances (2002)

(Continued)

Examples of **Absences (2001)** and **Attendances (2002)** Infotype records:

Absences (2001)

Start Date	End Date	Ab...	Att./abs. type text	Hours	Cal.days	Payroll h
12/29/2010	12/29/2010	7155	HOLIDAY-Special	8.00	0.00	8
12/28/2010	12/28/2010	7155	HOLIDAY-Special	8.00	0.00	8
12/27/2010	12/27/2010	7155	HOLIDAY-Special	8.00	0.00	8
12/24/2010	12/24/2010	7156	HOLIDAY-Christmas	8.00	0.00	8
12/23/2010	12/23/2010	7155	HOLIDAY-Special	8.00	0.00	8
12/22/2010	12/22/2010	7155	HOLIDAY-Special	8.00	0.00	8
12/21/2010	12/21/2010	7155	HOLIDAY-S			
12/20/2010	12/20/2010	7155	HOLIDAY-S			
12/06/2010	12/06/2010	7170	VACATION			
12/03/2010	12/03/2010	7170	VACATION			

Attendances (2002)

Start Date	End Date	At...	Att./abs. type text	Hours	O.	Position	CoC
01/03/2011	01/03/2011	1005	HOURS WORKED	8.00	0		
12/17/2010	12/17/2010	1005	HOURS WORKED	8.00	0		
12/16/2010	12/16/2010	1005	HOURS WORKED	8.00	0		
12/15/2010	12/15/2010	1005	HOURS WORKED	8.00	0		
12/14/2010	12/14/2010	1005	HOURS WORKED	8.00	0		
12/10/2010	12/10/2010	1005	HOURS WORKED	8.00	0		
12/09/2010	12/09/2010	1005	HOURS WORKED	8.00	0		
12/08/2010	12/08/2010	1005	HOURS WORKED	8.00	0		
12/07/2010	12/07/2010	1005	HOURS WORKED	8.00	0		
12/06/2010	12/06/2010	1005	HOURS WORKED	8.00	0		

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Other Time Management Infotypes

Absence Quotas (2006)
- Used to display Vacation, Temporary Disability Leave (TDL), Holiday/Bonus Day, and Military leave balances

Employee Remuneration Info (2010)
- Used for manually processing calculated wage amounts, bonuses, premiums, and other irregular wage amounts.

Quota Corrections (2013)
- Used only by HR Leave Administration to make corrections and/or adjustments to quota balances (i.e. converting TDL to Vacation quota)

Time Quota Compensation (0416)
- Used to create TDL/Vacation payouts for staff retirement and separation

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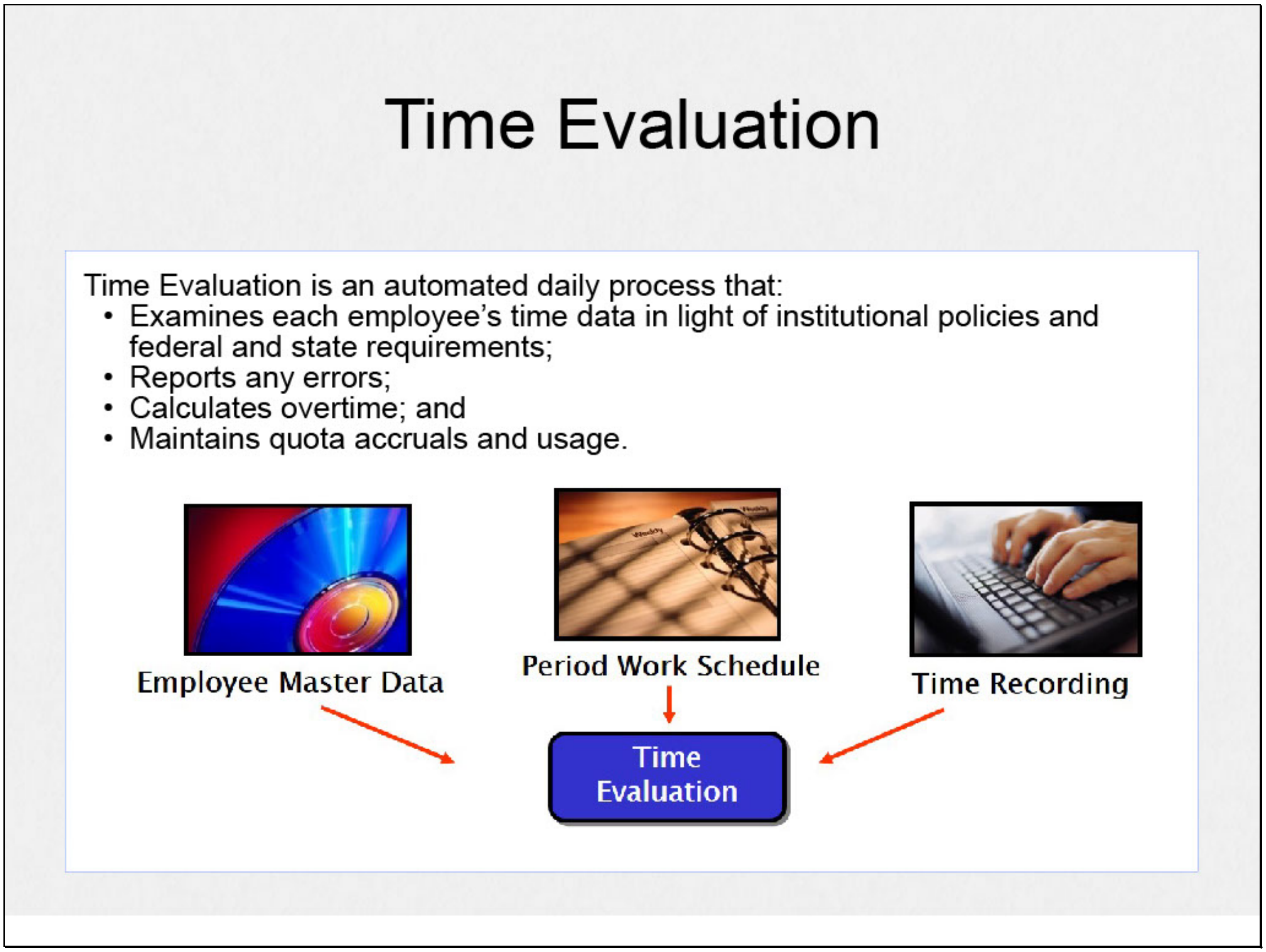

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Time Entry Overview

Methods of capturing absence/attendance time data include the following:

- Working Time entry through myUK Employee Self Service
- Leave Requests through myUK Employee Self Service
- Working time and leave request entry via SAP transactions
- Time collection systems (manual data entry or using time clocks)

The time entry transaction in SAP is the Cross Application Time Sheet (CATS).

A few areas at the University use non-SAP, external time management systems/applications for recording time, and their data is uploaded into the SAP HR/Payroll area for payroll processing once each pay period.

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CATS Time Entry

If time data is entered manually in SAP:

- Absence/attendance data is entered on behalf of non-exempt/hourly employees; and
- Absence data only is entered on behalf of exempt monthly or biweekly employees (attendance data is automatically processed in SAP).

Data Entry Period 12/11/2011 - 12/24/2011

Data Entry Area

LT	Pers.No.	Name	COAr	A/...	Total	SU 12/11	MO 12/12	TU 12/13	WE 12/...	TH 12/15	FR 12/16	SA 12/17
	548	Peter A Demery			80	0	8	8	8	8	8	0
	548	Peter A Demery	UK00	1005	80		0	8	8	6	0	
	548	Peter A Demery	UK00	7170	8		8					
	548	Peter A Demery	UK00	7180	10					2	8	

Time data entries must be reviewed and approved in SAP.

Finally, the time must be transferred from CATS into the appropriate Infotypes (2001/2002) in the SAP HR/Payroll module for payroll processing.

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Displaying Absence Quotas

Appropriate department users and business officers will have access to display absence quotas for employees within their organizational units.

The **PT_QTA10** and **PT50** reports will provide the:
- Type of quota (Vacation, TDL, Holiday, Military leave); and
- Entitlement hours (cumulative balance), Requested hours (time taken), and Remaining hours (current balance).

Employees may view their quotas via the myUK Employee Self Service website.

All balances are in **Hours** only.

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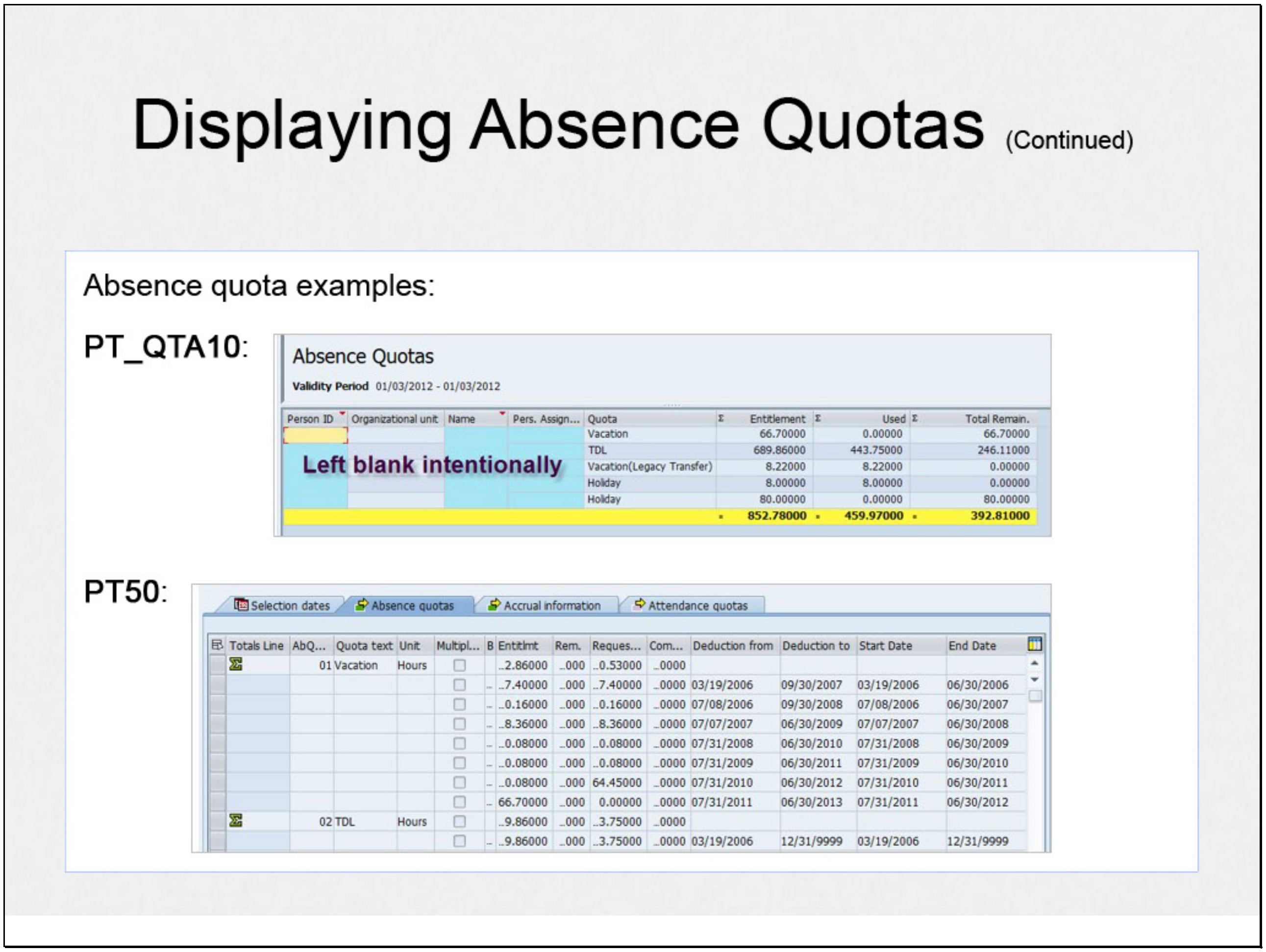

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Remuneration Statement

The Remuneration Statement (report) displays an employee's total earnings, taxes, post tax deductions, pre tax deductions and employer contributions.

The report is available after each of the three payroll runs and is identical in content to the employee's Pay Statement.

Departments often generate this report to verify that the time entry and payroll processes were successful for all of their employees.

Transaction code **PC00_M10_CEDT** is used to generate this report.

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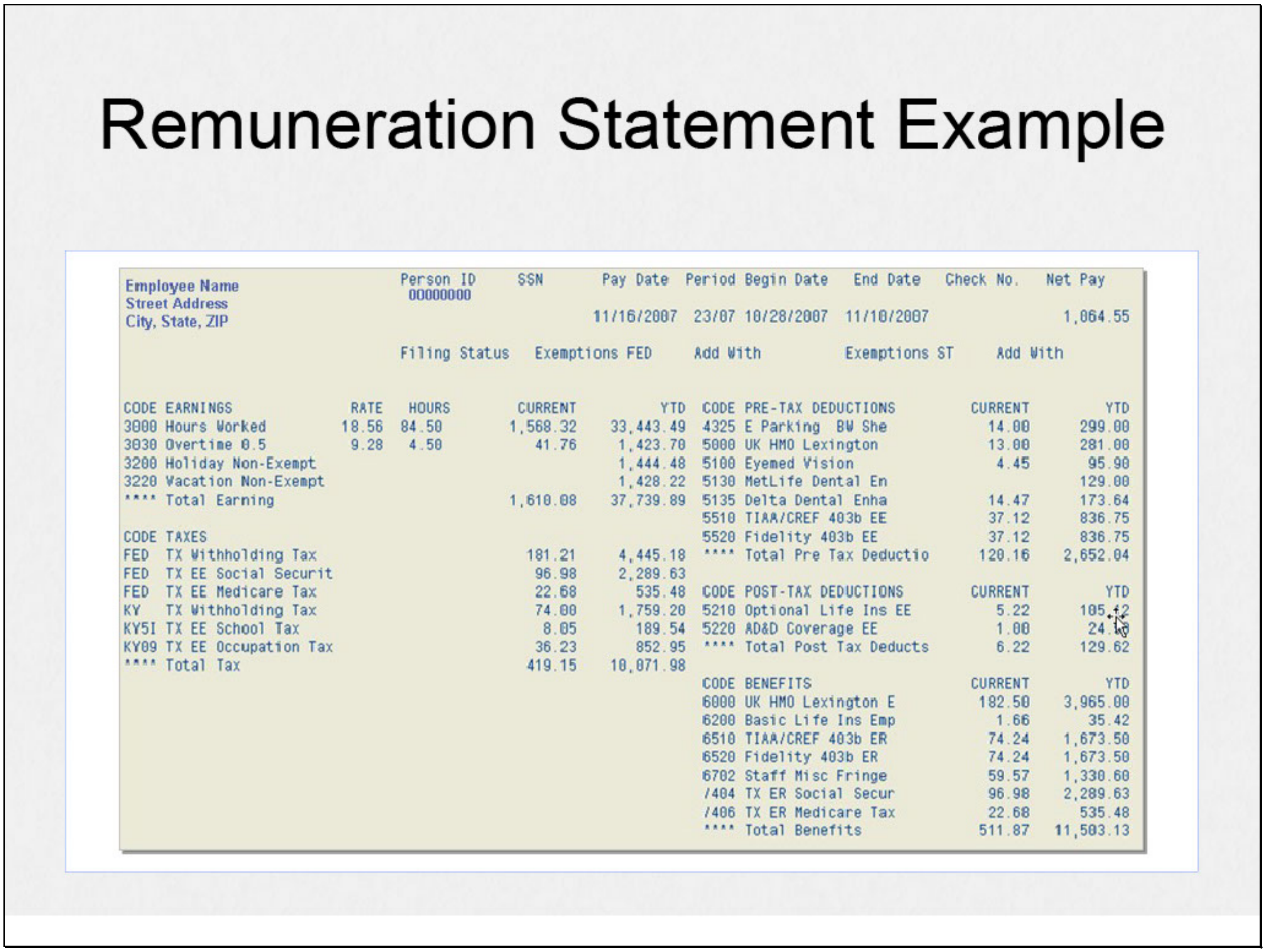

Remuneration Statement Example

Employee Name
Street Address
City, State, ZIP

Person ID	SSN	Pay Date	Period	Begin Date	End Date	Check No.	Net Pay
00000000		11/16/2007	23/07	10/28/2007	11/10/2007		1,064.55

Filing Status	Exemptions FED	Add With	Exemptions ST	Add With

CODE	EARNINGS	RATE	HOURS	CURRENT	YTD
3000	Hours Worked	18.56	84.50	1,568.32	33,443.49
3030	Overtime 0.5	9.28	4.50	41.76	1,423.70
3200	Holiday Non-Exempt				1,444.48
3220	Vacation Non-Exempt				1,428.22
****	Total Earning			1,610.08	37,739.89

CODE	TAXES	CURRENT	YTD
FED	TX Withholding Tax	181.21	4,445.18
FED	TX EE Social Securit	96.98	2,289.63
FED	TX EE Medicare Tax	22.68	535.48
KY	TX Withholding Tax	74.00	1,759.20
KY5I	TX EE School Tax	8.05	189.54
KY09	TX EE Occupation Tax	36.23	852.95
****	Total Tax	419.15	10,071.98

CODE	PRE-TAX DEDUCTIONS	CURRENT	YTD
4325	E Parking BW She	14.00	299.00
5000	UK HMO Lexington	13.00	281.00
5100	Eyemed Vision	4.45	95.90
5130	MetLife Dental En		129.00
5135	Delta Dental Enha	14.47	173.64
5510	TIAA/CREF 403b EE	37.12	836.75
5520	Fidelity 403b EE	37.12	836.75
****	Total Pre Tax Deductio	120.16	2,652.04

CODE	POST-TAX DEDUCTIONS	CURRENT	YTD
5210	Optional Life Ins EE	5.22	105.[illegible]2
5220	AD&D Coverage EE	1.00	24.[illegible]
****	Total Post Tax Deducts	6.22	129.62

CODE	BENEFITS	CURRENT	YTD
6000	UK HMO Lexington E	182.50	3,965.00
6200	Basic Life Ins Emp	1.66	35.42
6510	TIAA/CREF 403b ER	74.24	1,673.50
6520	Fidelity 403b ER	74.24	1,673.50
6702	Staff Misc Fringe	59.57	1,330.60
/404	TX ER Social Secur	96.98	2,289.63
/406	TX ER Medicare Tax	22.68	535.48
****	Total Benefits	511.87	11,503.13

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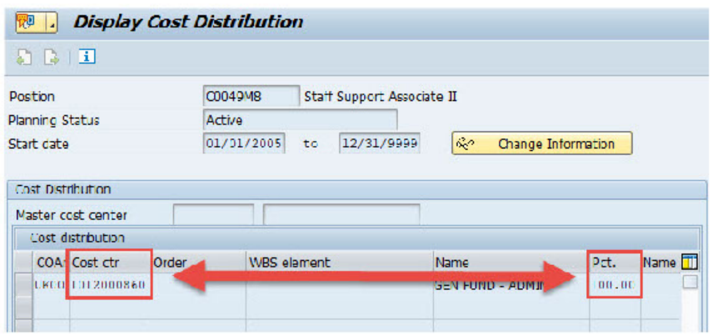
Cost Distribution (1018)

A position's default funding (for wages/salary) comes from Cost Centers and/or WBS Elements (grants).

This information is established in each position's master data record, Infotype **Cost Distribution (1018)**.

The two components included in this Infotype are the cost object numbers and the corresponding percentages.

In this example, the position is funded 100% by Cost Center 1012000860.



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Cost Distribution (0027)

At times, it is necessary to charge an employee's wages/salary to a different accounting scenario for a specific period of time. This would be for:

- Employees who are being paid from WBS Elements (grants); and/or
- Employees whose Cost Distribution varies from their position's default Cost Distribution (1018).

This adjustment is made using the **Cost Distribution (0027)** Infotype in the employee's master data record. Thus, Infotype 0027 overrides the 1018 record.

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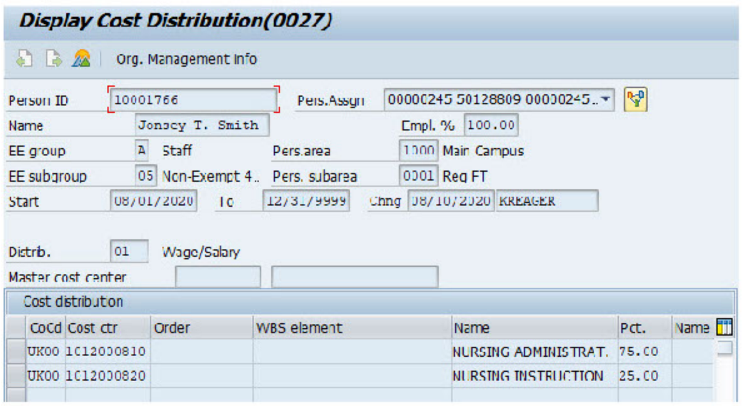
Cost Distribution (0027) (Continued)

In this example, 75% of Jonsey Smith's wages/salary will be charged to Cost Center 1012000810, and the other 25% will be charged to Cost Center 1012000820, effective August 1, 2020 forward.



The end date can always be updated at a later point in time, should the department decide to end this particular record.

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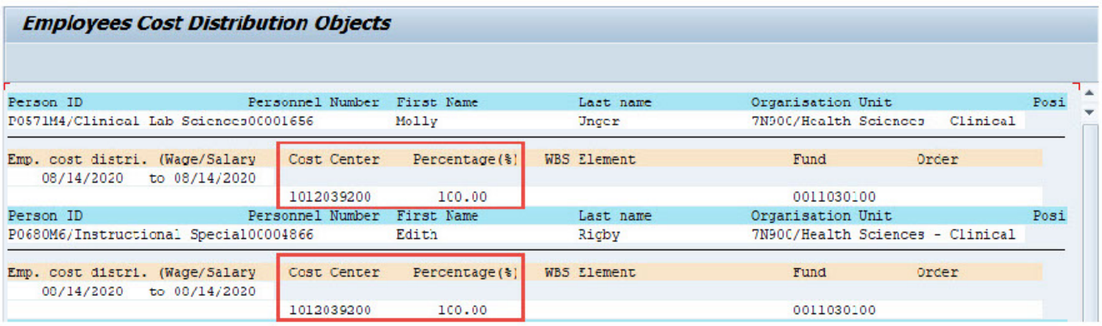
Cost Distribution Objects Report

Transaction **ZCOSOBJ** provides a report on the cost distribution for employees that will be processed in payroll, either from Infotype 1018 or 0027.



In the example above, 100% of Molly Unger and Edith Rigby's wages/salary will charge to Cost Center 1012039200.

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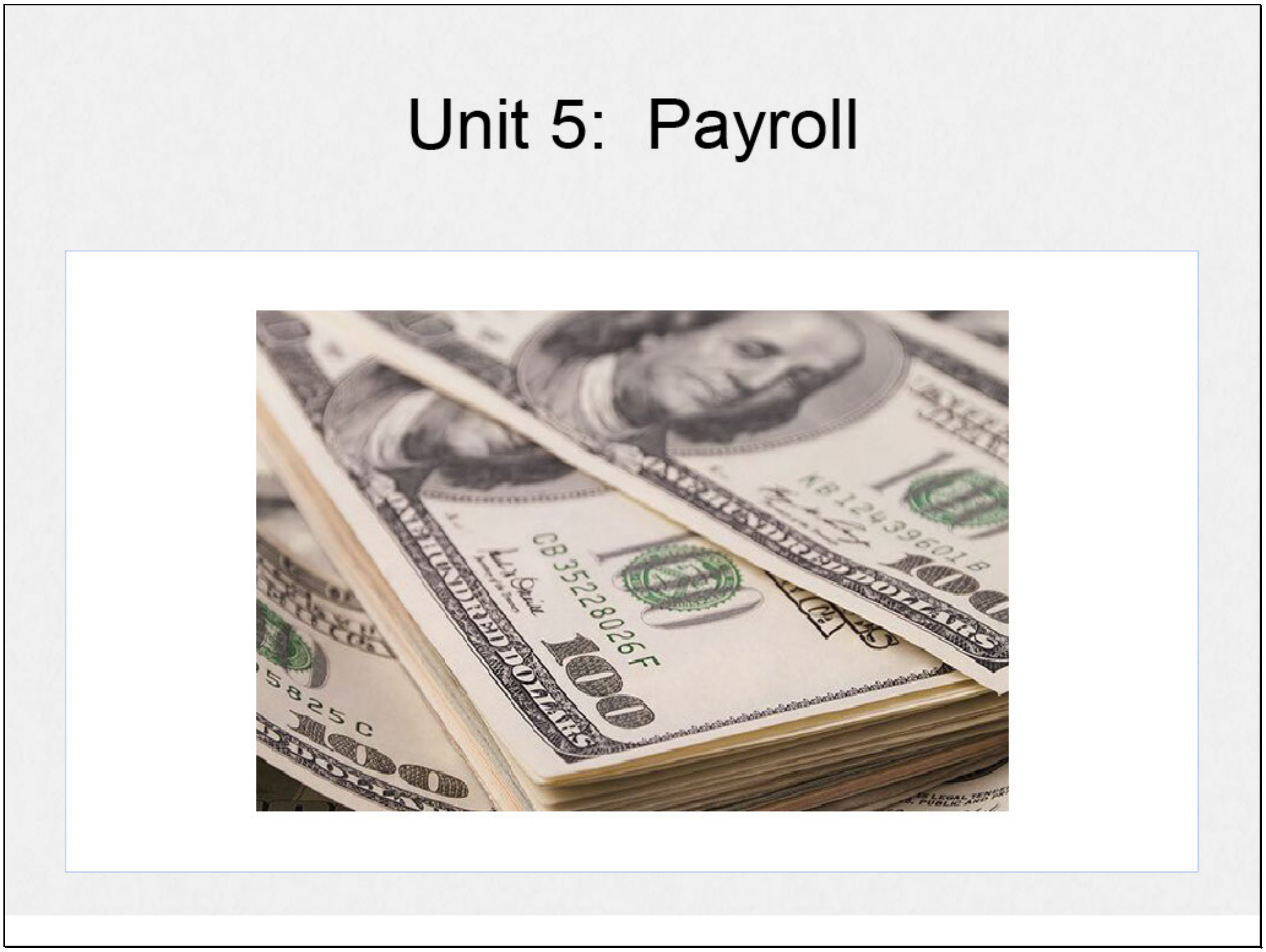

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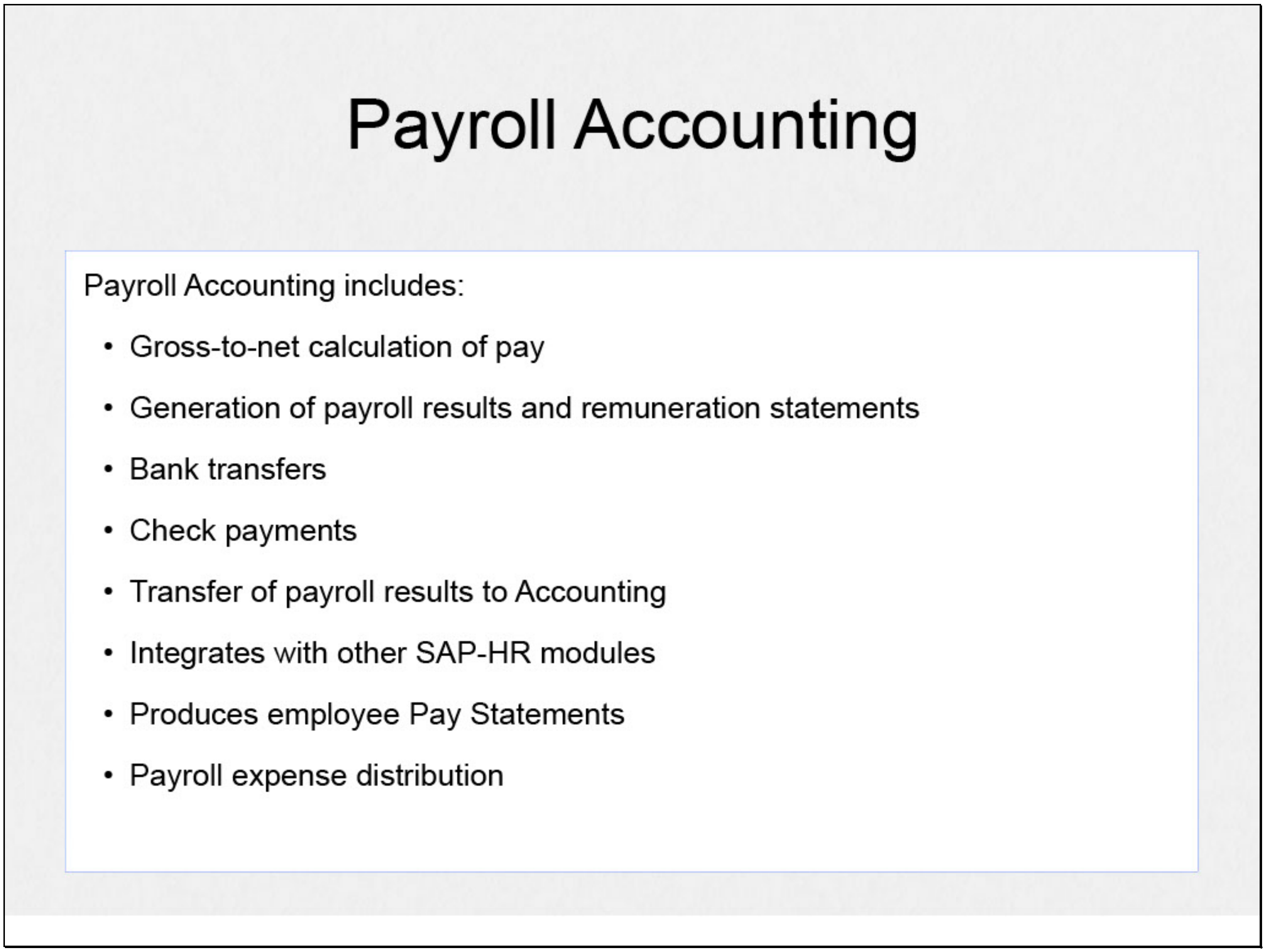

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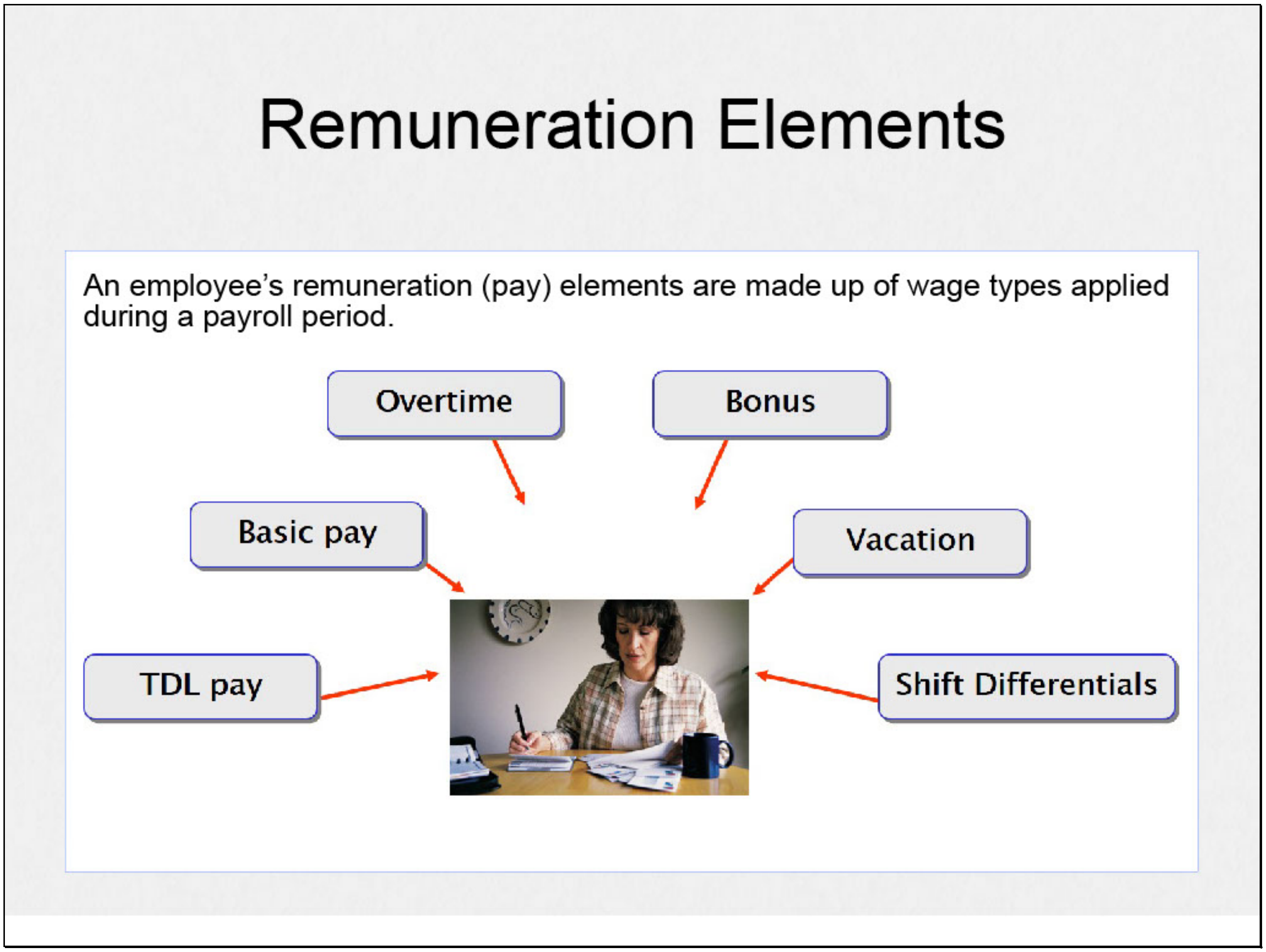

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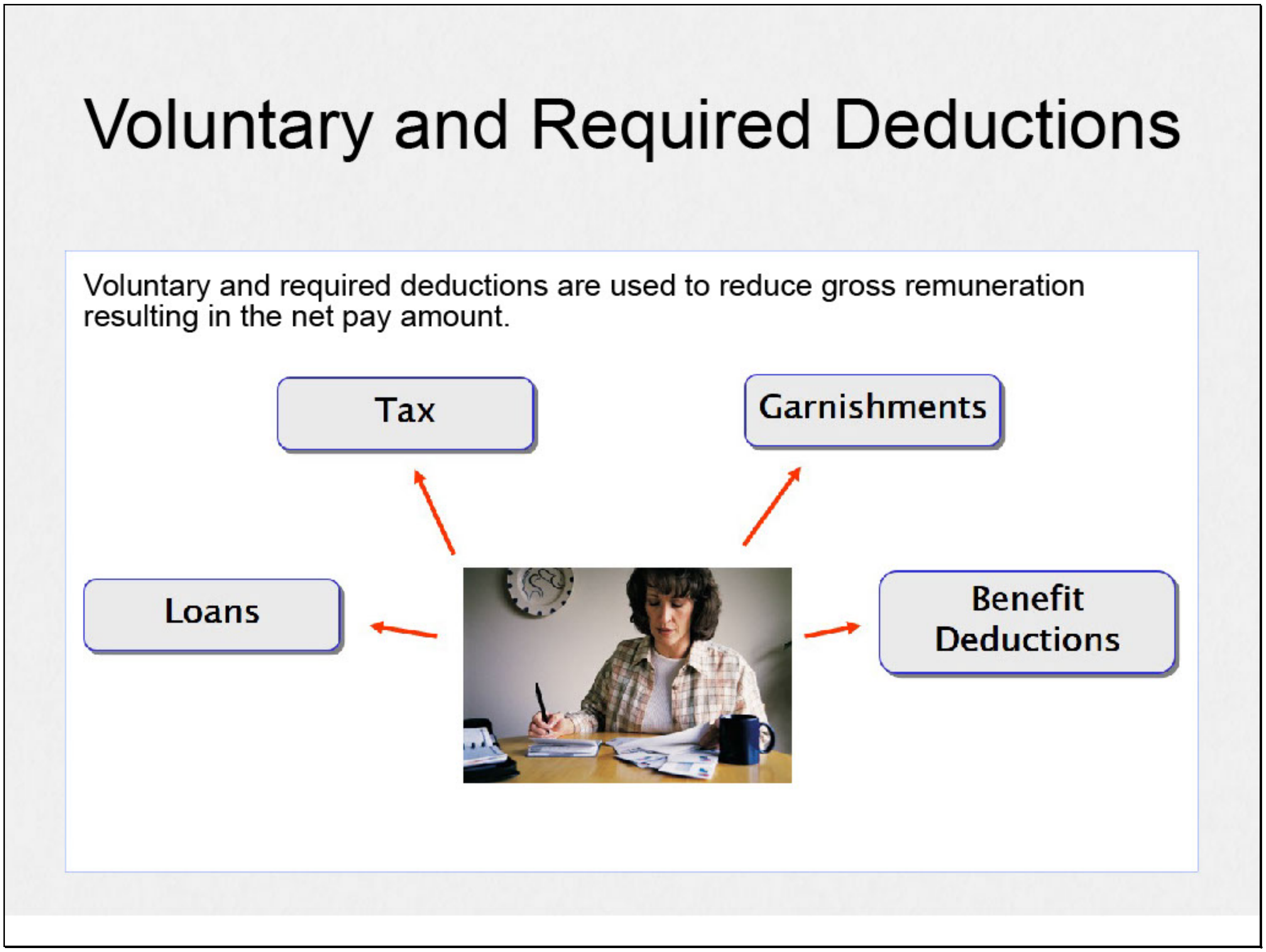

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Deferred Pay

The Deferred Pay Solution provides a method of accurately tracking earnings and payments for 9-month and 10-month Faculty members who are paid over the full twelve months of the Fiscal Year.

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Reporting

In this unit we will cover two different types of HR reporting:

- SAP Reports
- Business Warehouse (BW) Reports

Access to these reports are based on the HR roles/access indicated in your IRIS Training Plan.

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SAP: Organizational Management

Report Name	Transaction Code	Description
Cost Center Report	ZCCWBS	Displays the employee salary and employer benefits with cost allocation; Run after payroll posting to accounting
Existing Jobs	S_AHR_61016497	Displays the names, codes, and start/end for any active jobs
History of Vacancies	S_AHR_61018869	Displays the history of vacancies (names and dates) and names of current position holders for every organizational unit
Job Index	S_AHR_61016498	Displays the name, object codes, position, holder, and staffing percentage of all active jobs
Organization and Staffing Display	PPOSE	Displays an object in the organizational structure and its lesser related objects. Display the master data records of any of these objects. NOT A REPORT, A DISPLAY SCREEN
Position Attribute Report	ZHR_POSATTR	Displays the positions in an area, including the Enterprise Structure, Grade level, EEO information, cost distribution, and the funding category code

Continue

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SAP: Organizational Management (Cont.)

Report Name	Transaction Code	Description
Position Cost Center Distribution	ZHR_1018	Displays cost distribution on positions
Position Creation Tracking Report	ZHR_POSITION_ TRACK	Displays basic information about positions
Position Vacancy Report	ZHR_VACREP	Displays current vacant positions by name and vacancy dates for specific organizational units
Salary Recommendation	ZHR_SALREC	Displays salary recommendations including an equity check for employees in the same job

Continue

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SAP: Personnel Administration

Report Name	Transaction Code	Description
Address Query	ZHR_ADDRESSES	Used to create a home address list for employees within an organizational unit
Employee Cost Distribution Objects	ZCOSOBJ	Displays cost allocations (IT 0027 or IT 1018) for employee
FTE Report	ZHR_FTE	Displays FTE and headcount
Hire Action Report	ZHR_HIREREPORT	Displays new hires, rehires, and reinstates in org unit for a specified time period; Report also indicates if a new employee's payroll record is locked
One Time Payment Report	ZHR_0015	Displays one time payments; can run using a wide range of selection criteria

Continue

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SAP: Personnel Administration (Cont.)

Report Name	Transaction Code	Description
Position Change Action Report	ZHR_POSCHANGE	Displays employees who have changed positions in an area during a specified period of time; Provides information on employee's new assignment, including new pay rate
Recurring Payment Report	ZHR_0014	Displays recurring payments; Can be run using a wide range of selection criteria
Retirement Action Report	ZHR_RETIRE	Displays retirement actions
Separation Report	ZHR_SEPARATE	Displays a listing of employees who have been separated from an org unit during a specified period of time
User ID and Email Report	ZHR_USER_ID	Displays a list of user system IDs and email addresses

Continue

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SAP: Time Management

Report Name	Transaction Code	Description
Check Pay Report	ZHR_CHECKPAY	Quick reference to identify employees who have no pay amount for a specific payroll period; Run after preliminary run and thereafter for specific payroll period and single payroll area
Payroll Results by Org Unit	ZHR_PAYRESULTS	Displays payments of unit's employees and costs associated with each employee per payroll; Run after the preliminary payroll run up to final payroll for that period
Remuneration Statements	PC00_M10_CEDT	Simulates paycheck for pay-period; Run after preliminary payroll run up to final payroll for that period
STEPs Time Fee Audit	ZHR_STEPS	Used to validate STEPS hours that have been loaded
Display Working Time	CATS_DA	Displays working times for a single employee or a group of employees

Continue

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SAP: Time Management (Continued)

Report Name	Transaction Code	Description
Time Feed Audit Report	ZHR_TIMEFEEDRPT	Report for areas with time feed systems; Provides a listing of attendance and absence codes for specified time period; Areas that use CATS_DA will not use this report; Run for a specific payroll period
Vacation Accrual Liability	ZHR_VAC_ACCR	Used by Business Officers to see the financial liability for vacation hours that are available to employees in their departments
Verify Transfer of Time	ZVERXFER	Used to verify hours that have transferred successfully to HR for payment; May also be used to find hours that were unsuccessful during the transfer process; Run after transfer

Continue

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Business Warehouse (BW) Reports

Report Name	Information
HR Labor Distributions	Eleven reports available using the following display preferences: • By Pay Period • Staff Cert by Org Unit for non FES faculty • Staff Cert by Org Unit for Staff • By Department • By Funds Center • By Grant • By Organizational Unit • By WBS Element • YTD Detail Analysis by Department • PTD Detail Analysis by Department
Employee Data (Not Labor) by Org Unit	Displays basic employee master data for an Organizational Unit.

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HR_200 Practice Guide (Optional)

After completing this course, you can practice viewing employee data in the Training Sandbox.

This is optional!

Click on the **HR_200 Practice Guide** button below to open and print the guide.

HR_200 Practice Guide

Then return to this course window and click on the **Continue** button below.

Continue

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Print This Course (Optional)

If desired, a printable version of this course is available!

To access and print:

1. Click on the printer (the PDF file will open in a separate browser window)
2. Print the course
3. Close the separate browser window
4. Return to this course window
5. Click on the **Continue** button below

To proceed without printing, click on the **Continue** button.

Continue

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