Quick Reference Card - Basic

ZHR_CHECKPAY Check Pay Report

Process: This report will be helpful in ensuring proper and accurate payment of the organizational unit's employees. Unlike ZHR_PAYRESULTS, which only displays employees who have pay results loaded on Infotype 9401, this report will even display employees who are not receiving a check. This should help to catch situations of employees not getting paid before payroll is finalized. Note: If a new Basic Pay Infotype (0008) was created during the pay period, the employee will be listed twice on the report.

Role: Business Officers and other users with the ability to review remuneration statements	**Frequency:** Run after preliminary payroll run and thereafter for specific payroll period and single payroll area

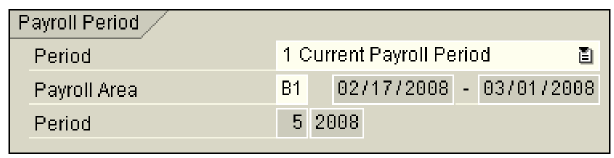
SAP EASY ACCESS

Enter the transaction code	ZHR_CHECKPAY

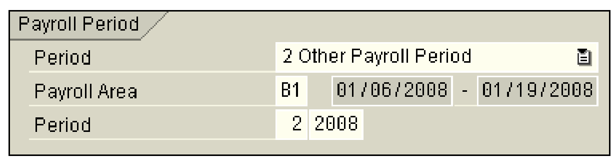
NEW PAYROLL RESULT REPORT

Select the desired **Payroll Period** (use the **Period** drop-down icon to choose):

- **Current Payroll Period** – Enter only the **Payroll Area** (B1=Biweekly; M1=Monthly) and press the Enter key.



- **Other Payroll Period** – Enter the **Payroll Area**, the desired **Period** (pay period number/year), and press the Enter key.



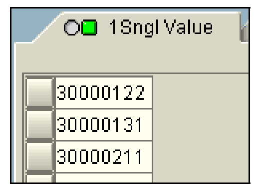
Employment Status	3=Active
Payroll Area	B1=Biweekly; M1=Monthly
Organizational Unit	Enter your 8-digit number (3000xxxx) OR, if checking multiple units, use the "**OrgStructure**" icon OrgStructure in the Application Toolbar to search (using the Find icon) and select the units.

To add/use other **Selection Criteria** fields:

1. Click on the Selection Fields icon in the Application Toolbar.
2. Select the desired **Selection options** fields(s) in the left column by clicking on the gray selection box Cost Center to the left of the field(s).
3. Click on the Choose icon pointing to the right.
4. Click on the Continue icon or press the Enter key.
5. Enter the desired value in the field.

To enter multiple values for any field:

1. Click on the Multiple Selection icon to the far right side of the field.



2. Enter the values (one per line) on the **Sngl Values** tab.
3. Click on the Copy icon in the lower-left corner. The Multiple Selection icon will now have a green, "Active" indicator light .

Click on the Execute icon

The **Total Gross** column is most important. If **$0.00** is seen, the employee is not getting paid for the selected pay period, and further investigation as to the reason would need to be made.

Example report (The data in the Org Unit, Person ID, Personnel Number, and Name columns were cleared for this QRC. This data <u>will</u> be displayed in production.):

New Payroll Result Report

New Payroll Result Report

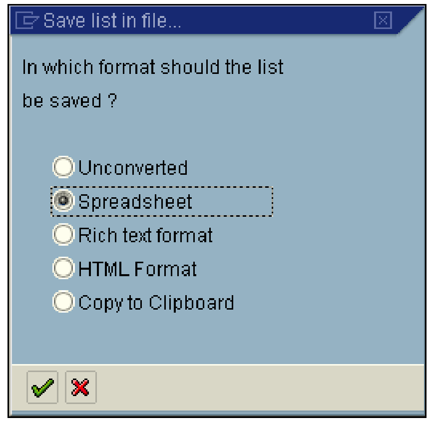
Organizational Unit	Person ID	Pers.No.	EE Name	Employment Status	Personnel Area	Personnel Subarea	Employee Group	Employee Subgroup	Base Pay Amount	Payroll Area	Total Gross
				Active	Main Campus	Reg FT	Staff	Non-Exempt 40 hour	19.22	Bi-weekly	1,631.30
				Active	Main Campus	Reg FT	Staff	Non-Exempt 37.5 hour	13.20	Bi-weekly	1,234.20
				Active	Main Campus	Reg FT	Staff	Non-Exempt 40 hour	17.48	Bi-weekly	1,398.40
				Active	Main Campus	Reg FT	Staff	Non-Exempt 37.5 hour	14.30	Bi-weekly	1,576.58
				Active	Main Campus	Reg FT	Staff	Non-Exempt 40 hour	14.60	Bi-weekly	1,189.90
				Active	Main Campus	Reg FT	Staff	Non-Exempt 40 hour	14.60	Bi-weekly	1,168.00
				Active	Main Campus	Reg FT	Staff	Non-Exempt 40 hour	14.60	Bi-weekly	235.06
				Active	Main Campus	Reg FT	Staff	Non-Exempt 40 hour	13.70	Bi-weekly	1,106.28
				Active	Main Campus	Reg FT	Staff	Non-Exempt 37.5 hour	13.20	Bi-weekly	1,501.50

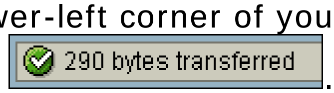
Possible reasons for a $0.00 **Total Gross**:

- It is an hourly employee, and hours have not yet been entered.
- The Payroll Status Infotype (0003) may still be locked for new hires.
- A payroll error has occurred and requires master data change.

ZHR_CHECKPAY Check Pay Report

DOWNLOADING THE REPORT TO EXCEL

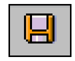
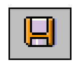
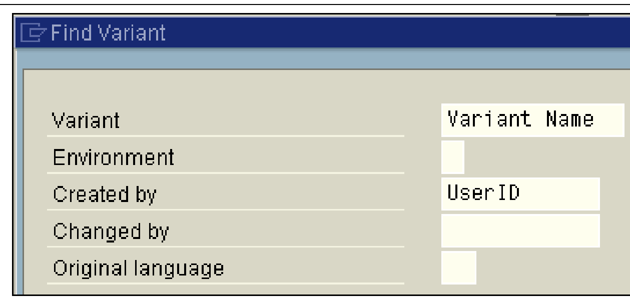
Click on the Local File icon in the Application Toolbar.	
Select **Spreadsheet** in the **Save list in file...** window, then click on the Continue icon (or press the Enter key) to proceed.	
Directory	Click on the Possible Entries icon and browse to the desired saving location in the **Save in** field. 
Click on the **Save** pushbutton in the lower-right corner of the **Save As** window.	
File Name	Enter a file name, including the ".xls" extension at the end. For example: 
Click on the **Generate** pushbutton.	

The Status Bar, in the lower-left corner of your IRIS window, will display x-number of bytes were transferred . Go to the selected directory location where the file was saved to open the Excel report.

CREATING AND SAVING SELECTION VARIANTS

The values entered on the initial selection screen, which will be consistently used each time this report is executed (i.e. **Payroll Area**, **Employment Status**, **Organizational Unit**, etc...), may be saved as a selection variant for easy retrieval in future use. One selection variant may be created and saved for your biweekly staff, and a second variant created and saved for your monthly staff.

ZHR_CHECKPAY Check Pay Report

After the desired values are entered on the selection screen, click on the Save icon in the Standard Toolbar.	
ABAP: Save as Variant	
Enter a <u>unique</u> **Variant name**.	Name can consist of letters, numbers, spaces, and special characters. Only limitation is the length of the field. For example: 3F001_B1 Staff
Meaning	Enter a description of or purpose for the variant. For example: BW Staff for Check Pay Report
Click in the checkbox next to **Protect variant** to keep others from changing and/or deleting your variant.	Protect variant ☑
Click on the Save icon in the Standard Toolbar.	
USING A SELECTION VARIANT	
Click on the Get Variant icon in the Application Toolbar.	
Enter either the variant name in the **Variant** field, or enter the UserID of the user who created the variant in the **Created by** field.	
Click on the Execute icon in the lower-left corner of the **Find Variant** window.	

If a **Variant** name was entered, the values saved with the variant will appear on the **New Payroll Result Report** window.

1. Enter any other necessary criteria (i.e. the specific **Payroll Period** values).
2. Click on the Execute icon in the Application Toolbar.

If a UserID was entered in the **Created by** field and only one variant was created by this user, the values saved with the variant will appear on the **New Payroll Result Report** window.

1. Enter any other necessary criteria (i.e. the specific **Payroll Period** values).
2. Click on the Execute icon in the Application Toolbar.

If a UserID was entered in the **Created by** field and multiple variants were created by this user, a selection window will appear listing the variants:

Variant name	Short descriptn.
3F001_B1 STAFF	BW Staff for Check Pay Report
3F001_M1_STAFF	MO Staff for Check Pay Report

1. Double-click on the desired variant. The system will return to the **New Payroll Result Report** window and display the values saved with the variant.
2. Enter any other necessary criteria (i.e. the specific **Payroll Period** values).
3. Click on the Execute icon in the Application Toolbar.