



## **State of Arkansas Remuneration Statement (Payslip)**

### ***Transaction PC00\_M10\_HRF***

#### **Introduction**

The State of Arkansas Remuneration Statement enables the agency payroll department to provide employees with an accurate record of salary payments and deductions for a particular bi-weekly pay period or off-cycle payroll.

This transaction allows employees with the proper roles to distribute pay slips to several employees at a time.

Employees with access to the AASIS system may print their own statement through Employee Self-Service.

#### **Roles which may access PC00\_M10\_HRF**

- Agency Time Management Specialist
- Agency and State Central Time Management
- Agency and State Payroll Systems Management
- Agency and State Time Management Supervision
- Agency and State Time Display Only
- Agency and State Payroll Display Only
- State Employee Benefits Specialist
- State Payroll Systems Application
- State Payroll Systems Coordination
- State Payroll Systems Specialist
- State Personnel Administration
- Parks and Tourism Time/Tip Specialist
- Agency Central Time Management



State of Arkansas Remuneration Statement (Payslip)  
Transaction *PC00\_M10\_HRF*

## Before Beginning transaction

Preview of Remuneration statements permits subsequent printing only one at a time. To print a group of remuneration statements without preview, default settings must be temporarily changed to allow printing without first going to Print Preview.

To maintain printer default settings: Select *System>User Profile>Own Data*

Select the Defaults tab.

The screenshot shows a window with three tabs: Address, Defaults, and Parameters. The Defaults tab is active. It contains the following fields:

Start menu	Z000
Logon Language	
Decimal Notation	1,234,567.89
Date Format	MM/DD/YYYY
Time Format (12/24h)	24 Hour Format (Example: 12:05:10)

Below these fields is a section titled "Spool Control" with an "OutputDevice" field.

Clear the *Output Device* field.

The screenshot shows the "Spool Control" section with the following options:

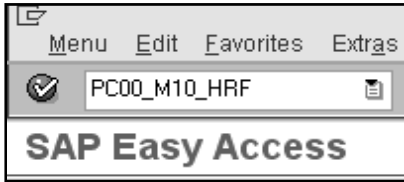
- OutputDevice: [Empty text box]
- Output Immediately
- Delete After Output

Select <Save>. 



State of Arkansas Remuneration Statement (Payslip)  
Transaction *PC00\_M10\_HRF*

1. Enter *PC00\_M10\_HRF* in the *command* field.

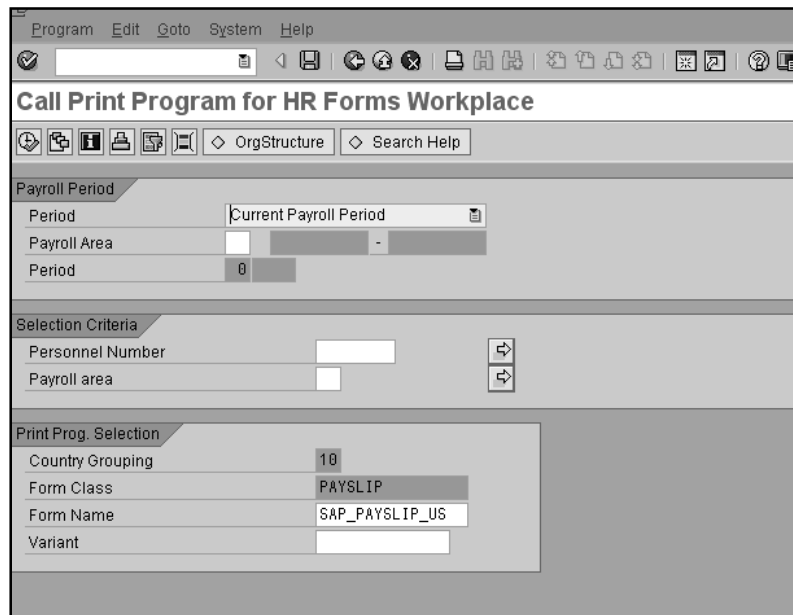


You may also use the AASIS Menu Path:

*Human Resources>Payroll>Americas>USA>Payroll>PC00\_M10\_HRF  
Remuneration statement with HR-Forms.*

2. **<Enter>** .

**Call Print Program for HR Forms Workplace** screen appears



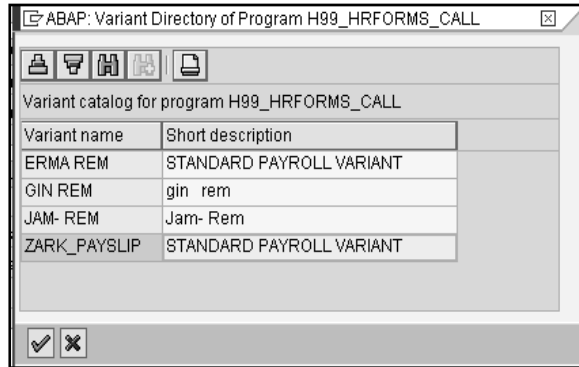
3. **<Get Variant>** .



State of Arkansas Remuneration Statement (Payslip)  
Transaction *PC00\_M10\_HRF*

4. Choose **ZARK\_PAYSLIP** from displayed choices.

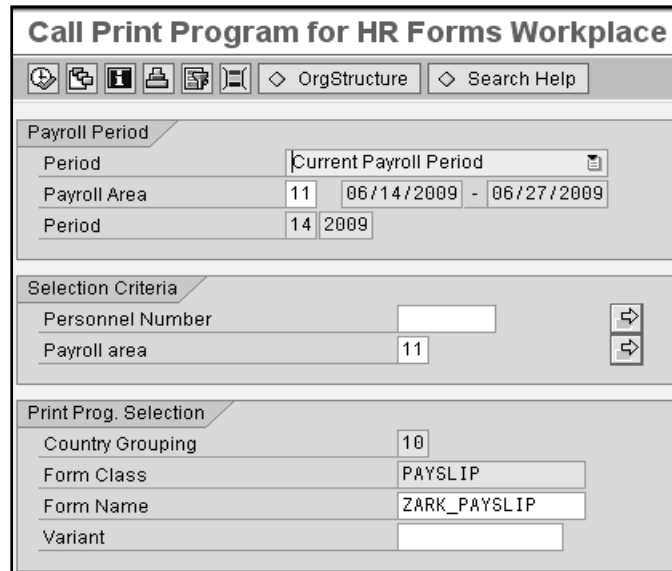
This variant has been created by the AASIS Service Center and ensures that you are looking at correctly formatted and configured information for the remuneration statement.




5. **<Enter>** . Required.

This sets the variant data and prevents an error message.

**Note:** Do not change entries on the screen.



6. **<Execute>** . Required

Payslip screen will appear.



State of Arkansas Remuneration Statement (Payslip)  
Transaction *PC00\_M10\_HRF*

**Payslip (United States)**

OrgStructure Search Help

**Payroll Period**

Period: Current Payroll Period

Payroll Area: 11 06/14/2009 - 06/27/2009

Period: 14 2009

**Selection Criteria**

Personnel Number: [ ]

Payroll area: 11

**Form-specific Settings**

Suppress Statistics

Archive Forms: Do Not Archive

Form in Language of Employee

**7. Required: Specify *Period* for requested data:**

***Current Payroll Period*** defaults in the Period field. Never run remuneration statements for a payroll period that has not yet exited.

Using the dropdown, change the selection to '*Other Payroll Period*'.

**Note:** Do not select '*Other Period*'

**Payslip (United States)**

OrgStructure Search Help

**Payroll Period**

Period: Current Payroll Period

Payroll Area: Today

Period: Key Date

Period: All

Period: Other Period

Period: Current Month

Period: Current Year

Period: Past (until today)

Period: Future (as of today)

Period: Current Payroll Period

Period: Other Payroll Period

**Selection Criteria**

Personnel Number: [ ]

Payroll area: [ ]

**Form-specific Settings**

Suppress Statistics

Archive Forms: Do Not Archive

Form in Language of Employee



State of Arkansas Remuneration Statement (Payslip)  
Transaction *PC00\_M10\_HRF*

Enter the desired payroll period based on OPM Payroll's period designations.

**Payslip (United States)**

OrgStructure Search Help

**Payroll Period**

Period Other Payroll Period

Payroll Area 11 06/14/2009 - 06/27/2009

Period 11 2009

**Selection Criteria**

Personnel Number

Payroll area 11


**Form-specific Settings**

Suppress Statistics

Archive Forms Do Not Archive

Form in Language of Employee

**8. Required: Specify *Selection Criteria* for requested Data.**

Selection may be made by personnel number, and a list of numbers may be entered by using the multiple selection  option.

Type a single personnel number on each line, or use ranges, excluding numbers as needed.

Multiple Selection for Personnel Number

Select Single Values Select Ranges Exclude Single Values Exclude Ranges

0.. Single v...

6

14

23

31

36

Multiple selection...



# State of Arkansas Remuneration Statement (Payslip) Transaction *PC00\_M10\_HRF*

Selection may also be made using Selection Fields. 

**Payslip (United States)**

OrgStructure Search Help

**Payroll Period**

Period	Other Payroll Period	
Payroll Area	11	06/14/2009 - 06/27/2009
Period	11	2009

**Selection Criteria**

Personnel Number	
Payroll area	11

**Form-specific Settings**

Suppress Statistics

Archive Forms: Do Not Archive


Form in Language of Employee

**Choose Selection Fields**

Selection options	Selection fields
Selection options	Selection fields R..
Customer-Specific Status	Personnel Number
Employment Status	Payroll Area
Special Payment Status	
Company Code	
Personnel Area	
Personnel Subarea	
Employee Group	
Employee Subgroup	
Organizational Key	
Business Area	
Legal Person	
Work Contract	
Controlling Area	

Selection: 2

When selecting *Personnel Area* or *Business Area*, use *Employment Status* and designate active employees to eliminate terminated personnel from your results.

After choosing the additional fields desired, <Select>  to include these fields on the Selection screen.

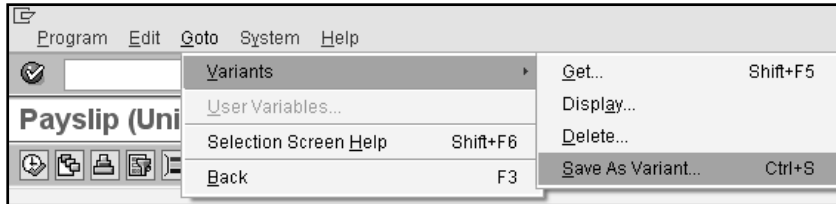


State of Arkansas Remuneration Statement (Payslip)  
Transaction *PC00\_M10\_HRF*

Select <Continue>.

**To Save as a Variant**

After the desired criteria have been selected, you can save your settings as a variant. Select Goto>Variants>Save As Variant.



9. After establishing desired criteria for selection <Execute>

Payroll Period	
Period	Other Payroll Period
Payroll Area	11 09/07/2008 - 09/20/2008
Period	20 2008

Selection Criteria	
Personnel Number	<input type="text"/>
Payroll area	<input type="text"/>

Form-specific Settings	
<input type="checkbox"/> Suppress Statistics	
Archive Forms	Do Not Archive
<input type="checkbox"/> Form in Language of Employee	





# State of Arkansas Remuneration Statement (Payslip) Transaction PC00\_M10\_HRF

## 10. Print options appear.

Select Output Device.

<Start search>



State of Arkansas Remuneration Statement (Payslip)  
Transaction PC00\_M10\_HRF

Select your Output device.

OutputDevice	ShrtName	Location/Status Message
0000-AASIS_NULL_PRINTER	NPRT	Null printer for wrong dev s
0011-B0277	AG21	170 94.38 200
0011-B0387	AG09	170 94.38 201
0011-B0394	AG18	170 94.38 202
0011-B0398	AG10	170 94.38 202
0011-B0338	AG05	170 94.38 209
0011-B0439	AG03	170 94.38 212
0011-B0330	AG06	170 94.38 208

Print: Payslip (United States)

Output Device: 0610-ABCLE380

**Spool Request**

Name: HRFORM [REDACTED]

Cover Page Text: [REDACTED]

Authorization: [REDACTED]

**Spool Control**

Print Immediately

Delete After Output

New Spool Request

Close Spool Request

Spool Retention Per.: 8 Day(s)

Storage Mode: Print only

**Number of Copies**

Number of Copies: 1

**Cover Page Settings**

SAP Cover Page: Do Not Print

Recipient(s): [REDACTED]

Department: [REDACTED]

Print | Print Preview | X

Spool Control:

- Print Immediately – Prints the pay slip automatically
- Delete After Output – Recommended; deletes the spool after all pay slips have been printed.




**State of Arkansas Remuneration Statement (Payslip)**  
Transaction *PC00\_M10\_HRF*

The 'Print' or 'Print Preview' options will continue to be available once the first option has been completed.

Remuneration statement appears in PDF format.

State of Arkansas Remuneration Statement		For questions, please contact your Agency Payroll Office	Pay Date Jul 6, 2009	Check Number 9
Employee # 1		AG 00 00 00 000	Pay Period: Jul 19, 2008 - Jul 2, 2009	
Report Date: Jul 11, 2009 1:53:47 PM				
Rate	Work Hours	Contract	YTD	
Regular working time	20.000	64.00	1,874.83	27,453.84
Regular working time	20.000	64.00	424.10	3,261.00
State & Federal Unemp. Mtg			0.00	800.00
Car Allowance			0.00	1,000.00
Holiday pay			0.00	1,000.00
Shift pay			0.00	300.00
Shift pay			0.00	300.00
<b>Total Earnings</b>	<b>60.00</b>	<b>2,108.94</b>	<b>31,238.94</b>	
Deductions		Contract	YTD	
Withholding Tax FIC			1,830.44	30,010.38
Withholding Tax ST			1,830.44	30,010.38
SS Social Security Tax			1,830.44	30,010.38
MI Medicare Tax			1,830.44	30,010.38
Taxes		Contract	YTD	
Withholding Tax FIC			532.42	5,184.37
Withholding Tax ST			100.00	1,000.00
SS Social Security Tax			110.00	1,100.00
MI Medicare Tax			37.88	420.72
<b>Total Withholding Tax</b>			<b>880.30</b>	<b>8,804.10</b>
Pre-Tax Deductions		Contract	YTD	
Health Insurance			100.00	1,000.00
SAF APLAC (Health/CDR CD)			8.86	121.82
CDR CD (Health/CDR CD)			8.86	121.82
<b>Total Pre-Tax Deductions</b>			<b>117.72</b>	<b>1,243.64</b>
Post-Tax Deductions		Contract	YTD	
CDR CD			11.72	117.72
<b>Total Post-Tax Deductions</b>			<b>11.72</b>	<b>117.72</b>
<b>Total Deductions</b>			<b>179.02</b>	<b>3,365.81</b>
Check/Transfer Information		Amount		
Payment Method		1,244.36		
<b>Earnings</b>	<b>Taxes</b>	<b>Deductions</b>	<b>Net Pay</b>	
2,108.94	880.30	179.02	1,244.36	
Messages				
Leave Account	Hours Remaining			
Annual Leave	0.00			
Sick Leave	100.00			
Compensatory Time (CTC)	0.00			
Holiday Leave	0.00			
Reserve Holiday	0.00			
Celebratory Leave	0.00			
Compensatory Time @ 1.5	0.00			

**NOTE:** Name, address and personnel number have been blanked out for this illustration.

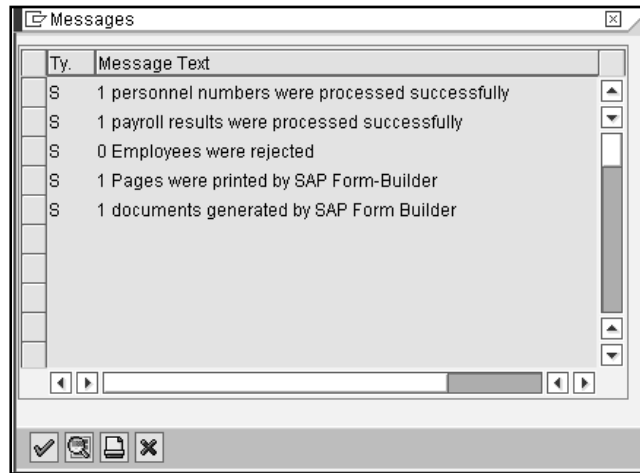
If printing more than one pay slip, select <Back>  to select and print the next pay slip.





State of Arkansas Remuneration Statement (Payslip)  
Transaction *PC00\_M10\_HRF*

Once the print or print preview process has been completed, a messages box will appear with pay slip information.



Things you may notice:

- Official State of Arkansas seal
- State of Arkansas
- Report Run: Displays system date and time that the statement was generated.
- Actual pay date displays.
- Name and contact information of agency personnel do not display.
- The fourth line of address appears, if used in master data.
- A ten digit zip code displays.
- Social security numbers no longer appear.
- The page format is portrait.
- Deductions (other than taxes) display with a minus sign.

Direct all questions about remuneration statement to the AASIS Help Desk at 501-683-2255.