



Workshop Presentation – HCM_PY_04: Retro-Calculation and Off-Cycles

January 13, 2012

Department of Finance and Administration
Office of the Mississippi Management and Reporting System

AGENDA

- 1. Workshop Ground Rules**
- 2. Workshop Guiding Principles**
- 3. Workshop Objectives**
- 4. Workshop Agenda in Detail**
- 5. Workshop Roles**
- 6. Workshop Content**
- 7. Workshop Wrap-up**

Workshop Ground Rules

- All participants should be familiar with the requirements and the topics to be covered;
- The workshop scribe is responsible for documenting the parking lot issues and follow up questions;
- The workshop facilitators are responsible for keeping the discussion centered on the topic being discussed. If an issue is determined that cannot be resolved during the workshop, the facilitator will note the issue for future resolution and enter it into the workshop output document; and
- Parking of discussion item if the required knowledge is not in the room.

Workshop Guiding Principles

Workshop

- Demonstrate how requirements are met using Standard SAP functionality
- Utilize standard SAP functionality (80/20 rule)
- Avoid the “what won’t work” mindset

Essential to dos:

- Review Business Process Model
- Update/Create process Flow Diagrams
- WS Output Documents
- Identify RICEFW Objects
- Document process changes/implications
- Solution Manager:
 - Create Business Blueprint Documents
- Identify Issues and Risks



Participant

- Be attentive and open minded
- Explore questions and answers
- Encourage input from other participants
- Refrain from absolutes and mandates
- Focus on current issue being discussed
- Avoid “war stories”
- Manage cell phone, pagers & interruptions
- Keep the conversations to one at a time

Workshop Objectives

- Develop and agree upon content/input that will drive the development of Business Blueprint deliverables (Workshop output Template, Workshop Questions and Flows) that describe the to-be processes for Payroll
- Inform and demonstrate standard SAP functionality for use as to-be processes in Payroll
- Define Integration, inputs and outputs from and to other processes
- Identify impacts (e.g., benefits, change implications, policy changes, technology implications, etc.) associated with the “to-be” models
- Utilize standard SAP functionality to design processes that address key issues, exploit areas of opportunity and embrace strategic intent imperatives (e.g., commonality)



Workshop Agenda

Team

Payroll Team

Date

January 13, 2012

Topics

- Payroll control record & Infotype 3
- Triggers
- Payroll results
- OC Workbench Types: Voids \ Reversals, Adjustments, Corrections, Replacements
- Exception Pay, Separation Pay, Supplemental
- Subsequent process, Checks and ACH
- Authorization, DFA & Exception pay

Deliverables

- Business Process Design Document
- Business Scenario Design Document
- Master Data Requirements and Design Document
- Organization Structure Requirements and Design Document
- Key Design Decisions Document
- Functional Specifications for any Functional Gaps identified (RICEFW)



Blueprint Workshop - Roles

SAP Facilitator	Stefan Prinsloo
Customer Facilitator	Mary Hill
Scribe	Kelly O'Hey, Leisa Wood
OCM	Iris Griffin



A successful workshop is the result of interaction and participation!

Retro Calculation

Purpose

- Correct changes of earnings or deductions for the past
- System performs a retro calculation of payroll results
- Automatically when triggers activated or Forced

Triggers

- Rate changes
- Position (PIN) changes
- Time changes
- Leave changes
- Cost allocation changes
- Benefits changes
- Deduction changes
- Tax changes
- Forced Retro



Retro Calculation and Infotype 3

Change Payroll Status

Payroll correction

Name SSN

New York Active
 Manhattan Hourly rate/labor US:Weekly - UW

Chng

Payroll/Retroactive Accounting

Earl.pers. RA date Accounted to

Run payroll up to Earliest MD change

Do not account after Mast.data chng.bonus

Pers.no.locked Payroll correction

Time evaluation

Earl.pers.rec.date Pers.calendar from

PDC recalculation

PDC error indicator



Payroll Control Record

Payroll control record



Payroll area Semi-monthly

Payroll status

-
-
-
-

Payroll period -

Run

Earliest retro acctg period 16.12.1996



Payroll Result when retro'd

Note sequence numbers 00229 & 00223 - period 11.2009

Payroll Results Mr. Steve Jensen / USA								
Sequence	C	Pmt date	R	For-Peri...	In-Perio...	Start/FP	End/FP	C
00216	A	04/30/2009		04.2009	04.2009	04/01/2009	04/30/2009	
00217	A	05/31/2009		05.2009	05.2009	05/01/2009	05/31/2009	
00218	P	06/30/2009		06.2009	06.2009	06/01/2009	06/30/2009	
00219	P	07/31/2009		07.2009	07.2009	07/01/2009	07/31/2009	
00220	P	08/31/2009		08.2009	08.2009	08/01/2009	08/31/2009	
00221	P	09/30/2009		09.2009	09.2009	09/01/2009	09/30/2009	
00222	P	10/31/2009		10.2009	10.2009	10/01/2009	10/31/2009	
00223	P	11/30/2009		11.2009	11.2009	11/01/2009	11/30/2009	
00224	A	06/30/2009		06.2009	12.2009	06/01/2009	06/30/2009	
00225	A	07/31/2009		07.2009	12.2009	07/01/2009	07/31/2009	
00226	A	08/31/2009		08.2009	12.2009	08/01/2009	08/31/2009	
00227	A	09/30/2009		09.2009	12.2009	09/01/2009	09/30/2009	
00228	A	10/31/2009		10.2009	12.2009	10/01/2009	10/31/2009	
00229	A	11/30/2009		11.2009	12.2009	11/01/2009	11/30/2009	
00230	A	12/31/2009		12.2009	12.2009	12/01/2009	12/31/2009	

Off-cycle Overview

- Currently Supplemental payroll
- Payroll activity outside of pay period payroll
 - Used to correct regular pay period payroll
 - Payroll activity in between pay periods
 - Pay stipends or reimbursements on separate check
 - Replace or correct payments
- YE Adjustment
 - are also Off-cycles
 - Data is captured via Infotype 221
 - Processed via transactions PAUY and PAUX



SAP Payroll Types

Type	Related Infotype
blank - Regular	N/A
A - Bonus	IT 0267
B - Correction	N/A
C – Payroll Result Adjustment	IT 0221

SAP Off-cycle “String”

- Payroll Type
- Payroll Identifier
- Off-cycle payroll Payment Date

A, 1, 3/9/2010

A, 2, 3/9/2010



Infotype 0267 – Payroll Type “A”

Create Additional Off-Cycle Payments (0267)



Person ID	301585	Pers.Assgn	00301585 00301585 FT Salary Ac	
Personnel No	301585	Name	John Q Teacher	
EE group	1	Reg/Perm Employee	Personnel ar	I1K0
EE subgroup	A0	FT Salary	Status	Active
				911059

Additional Off-Cycle Payments

Wage Type	2001	Head C Badminto
Amount	100.00	USD
Number/unit		
Payment date	01/08/2009	
Assignment Number		
Reason for Change		
Off-cycle reas.		
Payroll type	A	
Payroll Identifier		

Payroll Type “B”

- Correction Run
- Standalone retro-calculation
- Will be used to correct pay period payroll for same check date
 - Time Entry
 - Retro IT 0008/00014 rate adjustments
 - Any other retro payroll master data adjustments
 - Can also be used to adjust retro configuration changes



Infotype 0221 – Payroll Type “C”

Create Payroll Results Adjustment (0221)

Cost center

Person ID Pers.Assgn

Personnel No Name

EE group Reg/Perm Employee EE ar INS UTD Pre-K-12

EE subgroup FT Salary Status

Check date

Payroll Results Adjustment

Pay ID STy

OC reason Payroll results adjustment

Check no. Currency

Tax Overrides
 Tax Co. R.area
 W.area U.state

Data entry

Wage ...	Wage type text	Tax ...	Tax authority text	Number	Amount	B...	Plat
/601	TB Withholding Tax	FED	Federal		200.00		



Infotype 0009 – Off-cycle Override

Create Bank Details (0009)

Person ID	301585	Pers.Assgn	00301585 00301585 FT Salary Ac
Personnel No	301585	Name	John Q Teacher
EE group	1 Reg/Perm Employee	Personnel ar	I1K0 INS UTD Pre-K-12
EE subgroup	A0 FT Salary	Status	Active
Start	01/01/2009 to		12/31/9999

Bank details	
Bank details type	5 Main bank details for Off-Cycle
Payee	John Q Teacher
Postal Code/City	33166 Miami
Bank Country	US USA
Bank Key	
Bank Account	Bank control key
Payment method	C Check
Purpose	
Payment currency	USD
Off-cycle reason	Bonus Payment
Payroll type	B
Payroll Identifier	1
Payment date	03/08/2009

SAP Off-cycle Workbench

- Individual processing, one employee at a time
- Display History
- Run off-cycle payroll (bonus/awards, reimbursements, correction runs, payroll results adjustments)
- Replace Payment
- Reverse Payment



Display Payment History

Off-Cycle Workbench

Person ID Assignment

Name

- History
- Payroll
- Replace Payment
- Reverse Payment
- Assign Check Number

- Remuneration Statement
- Print List

Payroll History

Pmt date	Ca...	Re...	Co...	Inf...	PM	Payment Number	Reason	Amount	Crcy	Payroll Period	SeqNo	Pay...
01/05/2010					C		Stipend Payment	92.35	USD	01/05/2010	00006	A
12/31/2009					C			225.16	USD	12/11/2009 - 12/24/2009	00005	
12/18/2009					C			480.73	USD	12/09/2009 - 12/10/2009	00001	

Check Information ✕

Check Information

Check Number

Check Date

Amount

Cash Date

Payment Recipient



Run Off-Cycle Payroll

Off-Cycle Workbench

Person ID Assignment

Name

- History
- Payroll
- Replace Payment
- Reverse Payment
- Assign Check Number

Start Payroll

Reason

Payment date

Payroll Calendar Payment date of next regular payroll run 01/30/2009

Enter Payment Method Payment method is 'check'

Create Payments

Wage T...	Long Text	Amount	Curr...	Number/Unit	Unit
2001	Head C Badmintr	100.00	USD		



Replace Payment

Off-Cycle Workbench

Person ID Assignment
Name

History Payroll **Replace Payment** Reverse Payment Assign Check Number

Payroll History - Replace

Pmt date	Ca...	Re...	Co...	Inf...	PM	Payment Number	Reason	Amount	Crcy	Payroll Period	SeqNo	F
08/01/2008					C	00000087		1,367.87	USD	07/11/2008 - 07/24/2008	00002	
07/18/2008					C	00000081		1,367.86	USD	07/01/2008 - 07/10/2008	00001	

Select Payment to Be Replaced

Pmt date	Re...	Payment Number	Replaced by	Amount	Crcy	PM	Text
07/18/2008		00000081		1,367.86	USD	C	Check

Detailed Information for Replacing the Payment

New Check Date
Replacement Reason

How should the new check number be allocated?

- Automatically
 Manually

Check Number

Replace



Reverse Payment

Off-Cycle Workbench

Person ID Assignment Name

History Payroll Replace Payment **Reverse Payment** Assign Check Number

Payroll History - Reverse

Pmt date	Ca...	Re...	Co...	Inf...	PM	Payment Number	Reason	Amount	Crcy	Payroll Period
08/29/2008					C			0.00	USD	08/08/2008 - 08/21/2008
08/15/2008					C			0.00	USD	07/25/2008 - 08/07/2008
08/01/2008					C	00000087		1,367.87	USD	07/11/2008 - 07/24/2008
07/18/2008					C	00000081		1,367.86	USD	07/01/2008 - 07/10/2008

Information on Payments to Be Reversed

Pmt date	Payment Number	Amount	Crcy	PM	Text
07/18/2008	00000081	1,367.86	USD	C	Check

Reversal Reason Reverse

Group Off-Cycle Processing

- Run payroll for groups of employee at same time for same reason
- Examples: Supplemental Pays
- Must use regular SAP payroll program
- Need to load infotypes 0267, 0221, and/or 0009
- May need need to adjust other master data or configuration
- May need to load 0128 - Notifications

Wrap-up

Let's verify that we are on the same page...

- Clarify any Strange Jargon
- Validate Parking Lot Items
- Record Key Decisions

Plus/Delta

+s

What worked well today?

Δ's

What can we improve for future meetings and project activities?



Questions



Thank you!



Workshop Presentation – HCM_PY_09: Remuneration Statement, Bank Check / EFT

January 13, 2012

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Workshop Agenda

Team	Payroll Team
Date	January 13, 2012
Topics	<ul style="list-style-type: none"> • Process for qualification, Infotypes, Multiple Banks • Remuneration Statement for EFT • Remuneration Statement for warrants • Remuneration Statement & Retro • Dangerous Leave balance report
Deliverables	<ul style="list-style-type: none"> ▪ Business Process Design Document ▪ Business Scenario Design Document ▪ Master Data Requirements and Design Document ▪ Organization Structure Requirements and Design Document ▪ Key Design Decisions Document ▪ Functional Specifications for any Functional Gaps identified (RICEFW)



Blueprint Workshop - Roles

SAP Facilitator	Stefan Prinsloo
Customer Facilitator	Mary Hill
Scribe	Kelly O'Hey Thomas, Leisa Wood
OCM	Iris Griffin



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Process for EFT qualification

- What are the criteria for enrolling in EFT?
- How are these applied?
- What happens when the EE does not meet the criteria any longer?



IT 0009 Bank Details (Main Bank)

Change Bank Details



Pers. No.	500390	Pers.Assgn	ACCOUNTING TECHNICIAN I / 24 ...	
Personnel No	500390	Name	Herculina Gozun	
EE group	C FT Hourly mthly	Personnel ar	1DXX DD-Office, Technical & Bus Svcs	
EE subgroup	V1 Provisional	Status	Active	
Start	12/31/11/20	to	12/31/9999	Chng 12/30/2006 MLANSHE001

Bank details

Bank details type	Main bank
Payee	Herculina Gozun
Postal Code/City	90042 LOS ANGELES
Bank Country	USA
Bank Key	322271627 WASHINGTON MUTUAL BANK FA (ASB)
Bank Account	0394-4156 Bank control key 01
Payment method	D Bank transfer (ACH CCD)
Purpose	
Payment currency	USD United States Dollar



IT 0009 Bank Details (Other Bank)

Create Bank Details



Pers. No.	500390	Pers.Assgn	ACCOUNTING TECHNICIAN I / 24...	
Personnel No	500390	Name	Herculina Gozun	
EE group	C FT Hourly mthly	Personnel ar	1DXX	DD-Office, Technical & Bus Svcs
EE subgroup	V1 Provisional	Status	Active	
Start	01/01/2011	to	12/31/9999	

Bank details

Bank details type	Other bank		
Payee	Herculina Gozun		
Postal Code/City	90042	LOS ANGELES	
Bank Country	USA		
Bank Key			
Bank Account		Bank control key	<input type="checkbox"/>
Payment method	C	Check	
Purpose			
Payment currency	USD	United States Dollar	
Standard value	500.00	USD	
Standard Percentage			



IT 0009 Bank Details (Off-cycle)

Create Bank Details (0009)

Person ID:
 Pers.Assgn:

Personnel No:
 Name:

EE group: Reg/Perm Employee
 Personnel ar:
 INS UTD Pre-K-12

EE subgroup: FT Salary
 Status:

Start: to

Bank details

Bank details type:

Payee:

Postal Code/City:

Bank Country:

Bank Key:

Bank Account:
 Bank control key:

Payment method: Check

Purpose:

Payment currency:

Off-cycle reason: Bonus Payment

Payroll type:

Payroll Identifier:

Payment date:



Remuneration Statement (Paystub)

Sample

Name	Person ID	Payroll Period	Pay Date	Check Num	Location	Retirement Plan %	
ALL OR NOTHING, GARN MONTHLY	301600	08/08/08 08/21/08	08/29/08	003016000			
	Gross	- Taxes	- Deductions	+ Reimbursement	= Net	Defer	
Current Period	2,845.63	768.49	52.00	0.00	2,025.14	0.00	
Year-to-Date	6,881.05	1,940.56	0.00	0.00	4,880.49	0.00	
Earnings	Cost Center	Assignment	Time	Rate	Taxes	Current	YTD
Regular working time		00301600	80.00	35.39	2,831.20	Federal Withholding	550.79 1,414.15
Regular working time		00941135	1.00	14.43	14.43	Social Security	176.43 426.63
						Medicare	41.27 99.78
						Total Taxes	768.49 1,940.56
						Deductions	Current YTD
						Garnish: Support	50.00
						Service charge Support	2.00
Total Gross					2,845.63	Total Deductions	52.00
Total Reimbursements							
Leave Balance						suntrust	2,025.14
Sick		0.00				Total Net	2,025.14
Personal		0.00				FED Tax Status	
Vacation		0.00				Single	00 Additional Amount 0.00
Compensatory Time (Hours)		0.00					
Opt Days		0.00					
Vacation/Personal/Sick must be paid in half or full day increments							

Sample Paystubs



*

Microsoft Office
el 97-2003 Worksh

* This document will be included at the end of the powerpoint slides.

Dangerous Leave Balance report

- What is the Dangerous Leave Balance report?
- How is it applied?
- What is the process when the EE does not meet the criteria? Are they identified by the report?
- Who is responsible for this report?
- Who executes the process in SPAHRS?

Wrap-up

Let's verify that we are on the same page...

- Clarify any Strange Jargon
- Validate Parking Lot Items
- Record Key Decisions

Plus/Delta

+'s

What worked well today?

Δ's

What can we improve for future meetings and project activities?



Questions



Thank you!

Employee Statement							
Name	John Doe	Check Date	06/25/2009	Company	5100		
Address	433 N Hollywood Blvd Apt # C	Check Number	001074	Department	US16		
City, State Zip	Beverly Hills, CA, 91522	Pay Period Date	06/15/2009 - 06/21/2009	Location	978		
		ESN	12345678	Mail/Hold	M		
		Social Security Number	xxx-xx-9780	Tax Status/Allowan	S/01		
Time Related Earnings			Other Earnings				
Description	Pay End	Rate	Hours	Amount	Description	Amt	YTD Amount
PRIOR PAY ADJUSTMENTS					PRIOR PAY ADJUSTMENTS		
Vacation Pay	06/14/2009	30.00	19.00	570.00	Special Payment (O/T)	250.00	250.00
CURRENT PAY					CURRENT PAY		
Straight Time	06/21/2009	30.00	8.00	240.00	Domestic Partner	100.00	300.00
Overtime 1.5X	06/21/2009	45.00	2.00	90.00			
Straight Time	06/21/2009	30.00	8.00	240.00			
Overtime 1.5X	06/21/2009	45.00	1.00	45.00			
Straight Time	06/21/2009	30.75	8.00	246.00			
GOLD 2X	06/21/2009	61.50	3.00	184.50			
Mileage Allowance	06/21/2009	0.35	50.00	17.50			
Straight Time	06/21/2009	30.75	8.00	246.00			
Straight Time	06/21/2009	30.75	8.00	246.00			
					Statutory Deductions		
					Amt	YTD Amount	
					FED Withholding Tax	-264.93	-794.79
					FED EE Social Security Tax	-172.54	-517.62
					FED EE Medicare Tax	-40.35	-24.20
					CA Withholding Tax	-58.49	-175.47
					CA EE Disability Tax	-22.26	-66.98
					Voluntary Deductions		
					Amt	YTD Amount	
					HMO BEFORE TAX	-70.00 *	-200.00
					DMO BEFORE TAX	-30.00 *	-100.00
					401K SAVINGS PLAN	-38.25 *	-114.75
					Domestic Partner	-100	-300
					Credit Union	-500	-1500
* Excluded from federal taxable wages							
				Amount	YTD Amount		
Total Gross Pay				2475.00	7235	Message:	
Total Deductions				-1296.82		For questions, please call 1866-4DIRECT	
NET PAY				1178.18			

Check



**MAGIC Project
WORKSHOP MINUTES
HCM_PY_04: Retro-Calculation and Off-Cycles
HCM_PY_09: Remuneration Statement,
Bank Check/EFT, and Tax Reporting
January 13, 2012**

PROJECT IDENTIFICATION		
Project Name MAGIC	CPI/Project Number	Project Type (CBI, Implementation, CSS, Upgrade, Internal, other) Implementation
Customer Name State of Mississippi	Customer Number 600260	Planned Start/Finish
SAP Customer Partner	Project Sponsor	Program Manager
SAP Project Director Bill Bevil	Customer Project Director Becky Thompson	Partner Project Manager

GENERAL INFORMATION	
Workshop Title	HCM_PY_04: Retro-Calculation and Off-Cycles, and HCM_PY_09: Remuneration Statement, Bank Check/EFT, and Tax Reporting
Workshop Facilitators	Stefan Prinsloo, Mary Hill
Process Owner	Diane Langham
Scribe	Christian Thomas

ATTENDEES	
Name (including Role/Organization)	Agency
Mary Hill	DFA / MMRS
Stefan Prinsloo	SAP
Joel Kohler	Ag & Commerce
Margaret Jordan	DFA / OFM / BFC
Barbara Smith	MDWFP
Marsha Duncan	DMG for MDOT
Alison Brown	MDOT



ATTENDEES	
Name (including Role/Organization)	Agency
Margaret Barry	Military
Crystal Dedmon	Military
Latonya Moore	MDOT
Fannie Goodlett	MDA
Tammie Bridgeman	MDA
Alicia Harris	Department of Mental Health – MS State Hospital
Patricia Bryant	DFA / MMRS
Susan Perry	DFA / MMRS
Cynthia M. Butler	Archives & History
MarQuaita Lampkin	OSA
Richard Smith	DFA / MMRS
Glen Tuggle	STA
Warren Williams	Department of Mental Health – MS State Hospital
Susie Smith	District Attorneys

SUMMARY OF THE MEETING (SAP)	REFERENCE DOCUMENTS FOR DETAILS REFER TO THE FOLLOWING BUSINESS PROCESS DESIGN DOCUMENT
Gave introductions, overview of agenda	
Discussed the concept of Retro-Calculation as it appears in the context of SAP	
Reviewed triggers for Retro-Calculation: rate change, position change, leave change, time change, cost allocation change, benefits change, deduction change, tax change, or forced retro	
Discussed the relationship of Infotype 0003 (payroll status) to the retro-calculation process and how it determines when/how retro-calculations will occur for a specific employee IT0003 relevant fields: Account to, earliest MD change, Master data change bonus	
Discussed the functionality of payroll control records and how they interact with their related payroll areas <ul style="list-style-type: none"> - Constrains and initiates different phases of a payroll run - Specifies earliest retro accounting period 	
Presented example payroll results when retro process is executed	
Overviewed the concept of off-cycle payroll <ul style="list-style-type: none"> - Currently supplemental payroll - Payroll activity outside of pay period payroll: pay stipends or reimbursements on separate check, replace or correct payments - Year End adjustment: also off-cycles 	



SUMMARY OF THE MEETING (SAP)	REFERENCE DOCUMENTS FOR DETAILS REFER TO THE FOLLOWING BUSINESS PROCESS DESIGN DOCUMENT
SAP payroll types: - Regular - Bonus (A) – IT0267 - Correction (B) - Payroll Result Adjustment (C) – IT0221	
Discussed Off-cycle payroll run naming conventions and procedures	
Stepped through infotype 0267 (off-cycle), its various fields and discussed their functionality	
Stepped through infotype 0009 (off-cycle override), its various fields and discussed their functionality	
Group off-cycle processing: run payroll for groups of employees at same time for same reason	
Process for EFT qualification: - What are the criteria for enrolling in EFT? Some agencies have full-time vs. part-time requirements...some have none	
Discussed split disbursements on IT 0009; using different bank accounts or payment methods to divide pay by a percentage or set amount *deductions are sent to credit unions (remitted as a warrant)	
Demonstrated example remuneration statement. <i>Question:</i> Will leave balances be on paystub? <i>Answer:</i> I think your current paystub format would be a good starting point *Number of leave hours shown desired	
Discussed different aspects of dangerous leave balance report	

KEY DECISIONS ANSWERED (SAP/DISTRIBUTE AS MINUTES)	REFERENCE DOCUMENTS FOR DETAILS REFER TO THE FOLLOWING KEY DECISION DOCUMENT

ID	OCM IMPACT IDENTIFIED (STATE/DISTRIBUTE AS MINUTES)	AREA IMPACTED
01		
02		
03		



ID	OCM IMPACT IDENTIFIED (STATE/DISTRIBUTE AS MINUTES)	AREA IMPACTED
04		
05		

ID	ACTION/PARKING LOT ITEM (SAP)	OWNER	DUE DATE
AI-01	Discover agency criteria for an employee to qualify for electronic funds transfer (EFT) It varies from agency to agency. Draft process with IT0009 vs. Dangerous Leave Report	Stefan Prinsloo/Mary Hill	
AI-02	Get all agencies critical leave balance specifications	Mary Hill	
AI-03	Discuss with Leisa and DFA how to handle internal transfers of pay deductions to credit unions. Bank (EFT or WAR)	DFA/Leisa Wood/Stefan Prinsloo	
AI-04	How to set up EE->Time Keeper relationship for judges. Judges have implied seniority that is not captured at the position level and is currently reflected in the org structure. Mary Hill will communicate to Gail to collaborate with Derick	Mary Hill/Gail Marshall/Derick Mitchell	
AI-05	Travel advance/EFT->if employee has an outstanding advance a notification can be sent to that employee. Travel is all paid in check (warrant) form. The data needed for this will sit in Travel. What will be captured in Travel Management? Talk to Anri about this.	Stefan Prinsloo	
AI-06	Is the pre-note process still valid for State of Mississippi in light of EFT advances and SAP interaction? If yes, then a RICEFW object would have to be created to get the pre-note back into SAP. Talk to Yvonne Ratliff	Mary Hill	
AI-07	Expand on payroll centralization vs. decentralization KDD for payroll regarding who is responsible for off-cycle (supplemental) checks. Check verbage to ensure that the breadth of impact of the decision is clearly understood if DFA is solely responsible for this	Mary Hill	
AI-09	How is payment captured for legislative branch, how are benefits accumulated? Legislature may need a radically different payroll area	Mary Hill/Stefan Prinsloo	

ID	GAPS IDENTIFIED (SAP/DISTRIBUTE AS MINUTES)	OWNER	DUE DATE
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