

## 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	<ul> <li>Payroll control record &amp; Infotype 3</li> <li>Triggers</li> <li>Payroll results</li> <li>OC Workbench Types: Voids \ Reversals, Adjustments, Corrections, Replacements</li> <li>Exception Pay, Separation Pay, Supplemental</li> <li>Subsequent process, Checks and ACH</li> <li>Authorization, DFA &amp; Exception pay</li> </ul>			
Deliverables	<ul> <li>Business Process Design Document</li> <li>Business Scenario Design Document</li> <li>Master Data Requirements and Design Document</li> <li>Organization Structure Requirements and Design Document</li> <li>Key Design Decisions Document</li> <li>Functional Specifications for any Functional Gaps identified (RICEFW)</li> </ul>			





## Blueprint Workshop - Roles

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



A successful workshop is the result of interaction and participation!





#### Retro Calculation

#### **Purpose**

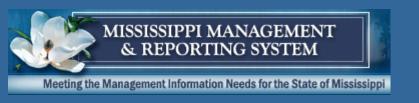
- Correct changes of earnings or deductions for the past
- System performs a retro calculation of payroll results
- Automatically when triggers activated or Forced





## **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







#### Payroll Control Record







#### 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	А	04/30/2009		04.2009	04.2009	04/01/2009	04/30/2009	
00217	А	05/31/2009		05.2009	05.2009	05/01/2009	05/31/2009	
00218	Р	06/30/2009		06.2009	06.2009	06/01/2009	06/30/2009	
00219	Р	07/31/2009		07.2009	07.2009	07/01/2009	07/31/2009	
00220	Р	08/31/2009		08.2009	08.2009	08/01/2009	08/31/2009	П
00221	Р	09/30/2009		09.2009	09.2009	09/01/2009	09/30/2009	
00222	Р	10/31/2009		10.2009	10.2009	10/01/2009	10/31/2009	П
00223	Р	11/30/2009		11.2009	11.2009	11/01/2009	11/30/2009	
00224	А	06/30/2009		06.2009	12.2009	06/01/2009	06/30/2009	П
00225	А	07/31/2009		07.2009	12.2009	07/01/2009	07/31/2009	П
00226	А	08/31/2009		08.2009	12.2009	08/01/2009	08/31/2009	
00227	А	09/30/2009		09.2009	12.2009	09/01/2009	09/30/2009	
00228	А	10/31/2009		10.2009	12.2009	10/01/2009	10/31/2009	
00229	А	11/30/2009		11.2009	12.2009	11/01/2009	11/30/2009	
00230	А	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.Assg	n 0030158	5 00301585 FT Salary Ac 🖺	₽
Personnel No 301585	Name	John Q Tea	acher	
EE group 1 Reg/Pe	erm Employe Personnel ar	I1K0	INS UTD Pre-K-12	
EE subgroup A0 FT Sala	ary	Status	Active	
			911059	
Additional Off-Cycle Payme	nts			
Wage Type	2001 🗗 Head C Badmintn			
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"

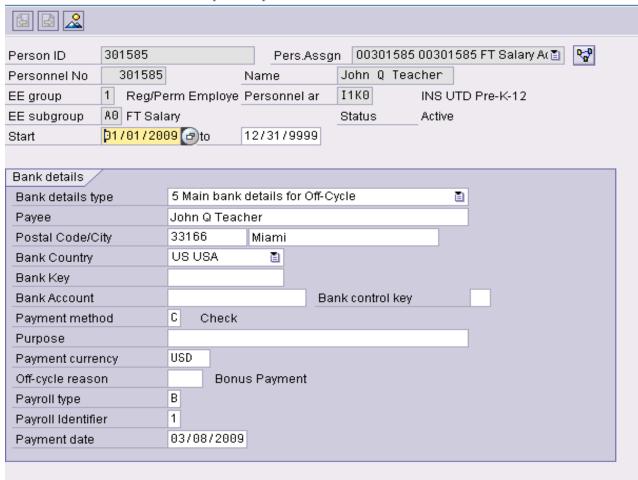
#### Create Payroll Results Adjustment (0221) 🙎 | 🛃 🔁 Cost center 00301585 00301585 FT Salary Ac 🖺 🛛 😭 301585 Person ID Pers.Assgn 301585 John Q Teacher Personnel No Name 1 Reg/Perm Employe Personnel ar I1K0 INS UTD Pre-K-12 EE group A0 FT Salary EE subgroup Status Active D3/08/2010 🕝 Check date Payroll Results Adjustment, Pay ID STy Tax Overrides OC reason Payroll results adjustment Tax Co. R.area Currency USD Check no. W.area U.state Data entry Wage type text Tax authority text B Plan Number Amount 200.00 7601 TB Withholding Tax FED Federal ٠ v 4 ▶ 4 Þ





## *Infotype 0009 – Off-cycle Override*

Create Bank Details (0009)







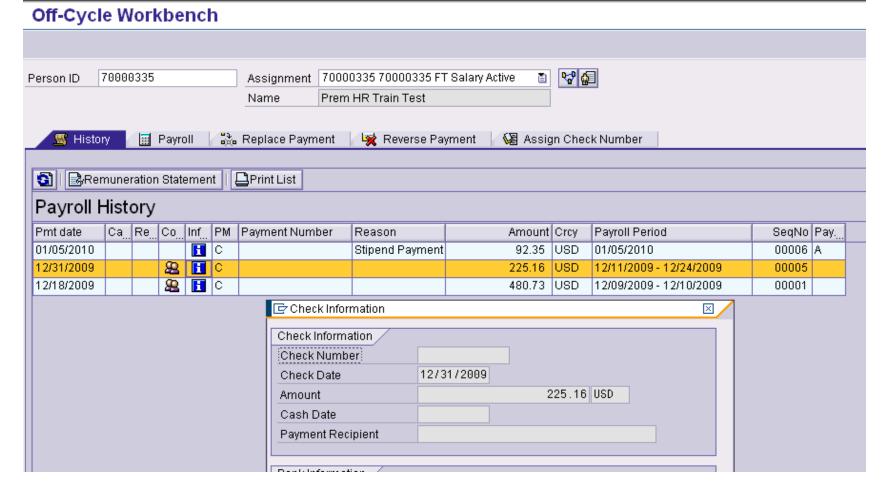
#### SAP Off-cycle Workbench

- 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**

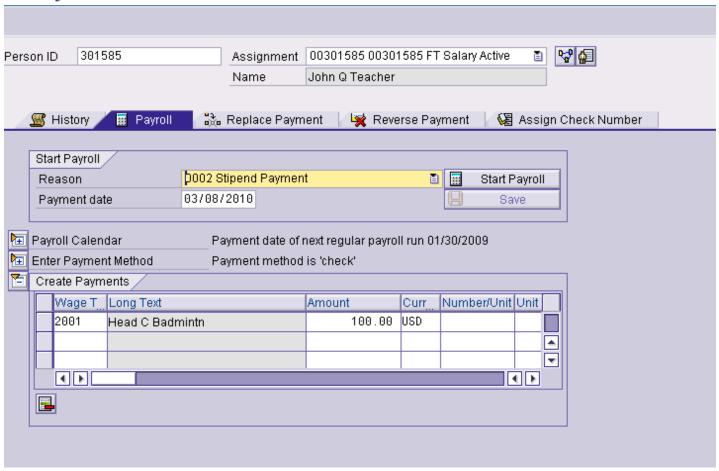






#### Run Off-Cycle Payroll

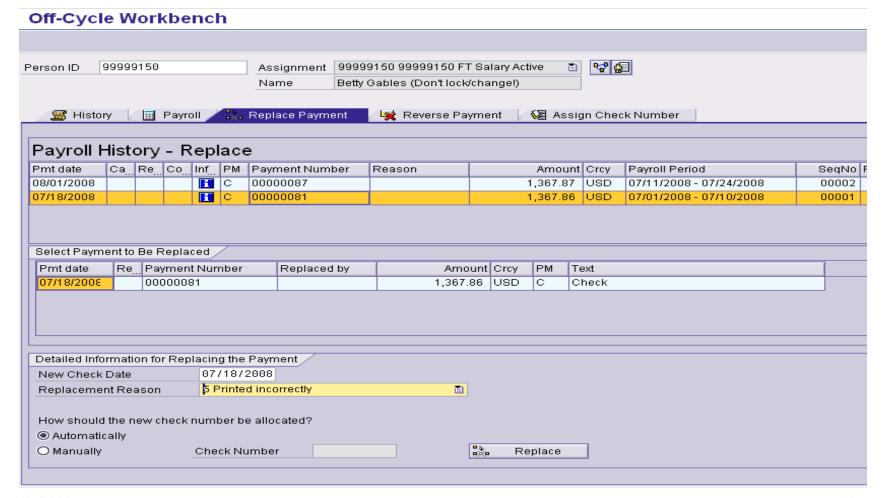
#### Off-Cycle Workbench







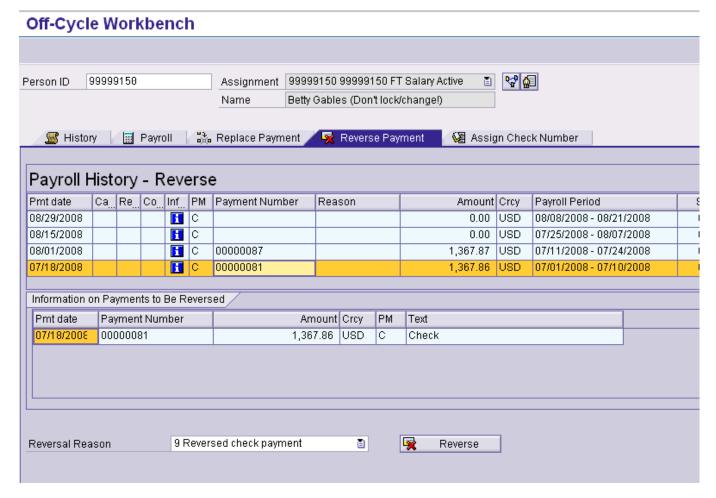
#### Replace Payment







#### Reverse Payment







#### 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

**Department of Finance and Administration** 

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14**-**100.10





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## Workshop Agenda

Team	Payroll Team
Date	January 13, 2012
Topics	<ul> <li>Process for qualification, Infotypes, Multiple Banks</li> <li>Remuneration Statement for EFT</li> <li>Remuneration Statement for warrants</li> <li>Remuneration Statement &amp; Retro</li> <li>Dangerous Leave balance report</li> </ul>
Deliverables	<ul> <li>Business Process Design Document</li> <li>Business Scenario Design Document</li> <li>Master Data Requirements and Design Document</li> <li>Organization Structure Requirements and Design Document</li> <li>Key Design Decisions Document</li> <li>Functional Specifications for any Functional Gaps identified (RICEFW)</li> </ul>





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Customer Facilitator	Mary Hill
Scribe	Kelly O'Hey Thomas, Leisa Wood
ОСМ	Iris Griffin



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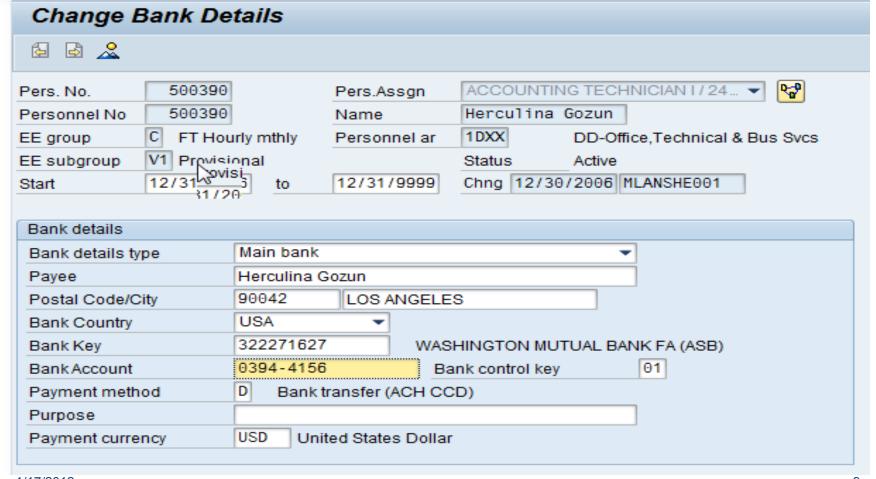
#### Process for EFT qualification

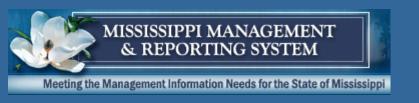
- What are the criteria for enrolling in EFT?
- How are these applied?
- What happens when the EE does not meet the criteria any longer?





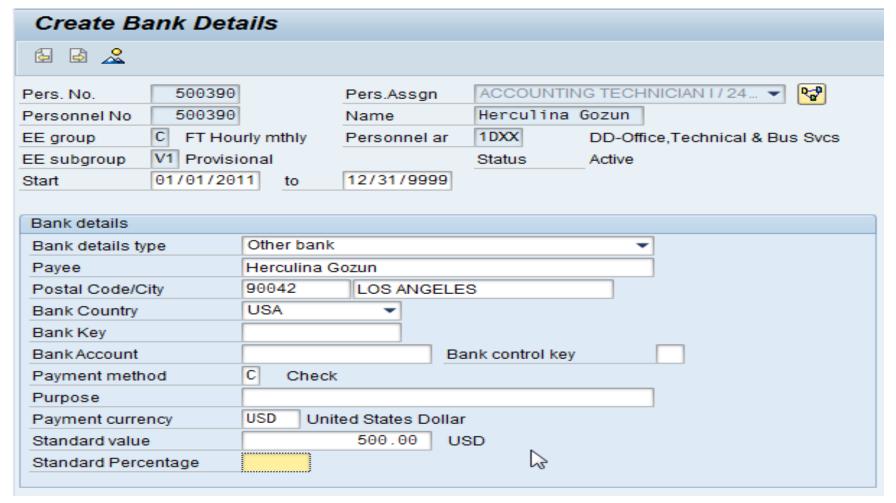
#### IT 0009 Bank Details (Main Bank)







#### IT 0009 Bank Details (Other Bank)







#### IT 0009 Bank Details (Off-cycle)

Create Bank Details (0009)

Person ID 301585	Pers.Assgn 00301585 00301585 FT Salary Ac 🖺 😭
Personnel No 30158	Name John Q Teacher
EE group 1 Reg/	Perm Employe Personnel ar I1K0 INS UTD Pre-K-12
EE subgroup A0 FT S	alary Status Active
Start [01/01/2	12/31/9999 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	В
Payroll Identifier	1
Payment date	03/08/2009





# Remuneration Statement (Paystub) Sample

Name ALL OR NOTHING, GA			ayroll Pe /08/08 0	riod Pay Dat 8/21/08 08/29			: Plan %	
Current Period Year-to-Date	Gross - 2,845.63 6,881.05	Taxes - 768.49 1,940.56	Deductio 52.0 0.0	0.0		Net Defer 2,025.14 4,808.49	0.00 0.00	
Earnings	Cost Center	Assignment	Time	Rate		Taxes Current	YTD	
Regular working ti Regular working ti		00301600 00941135	80.00 1.00	35.39 14.43	2,831.20 14.43	Federal Withholding Social Security Medicare Total Taxes	550.79 1 176.43 41.27 768.49	,414.15 426.63 99.78 1,940.56
						Deductions	Current	YTD
						Garnish: Support Service charge Support	50.00 2.00	
Total Gross					2,845.63			
Total Reimbursem	ents					Total Deductions	52.00	
Leave Balance						Deposits/Payments		
Sick Personal		0.0 0.0	0			suntrust		2,025.14
Vacation Compensatory Time	(Hours)	0.0 0.0	0			Total Net	2,025.14	
Opt Days		0.0				FED Tax Status		
Vacation/Personal	/Sick must be	paid in half	or full	day increments		Single 00	Additional	Amount 0.00





#### 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!

Address  City, State Zip  Time Related Earnin	John Doe 433 N Hollywood E Apt # C	Blvd		eck Date	06/25/2009	Company	5100
City, State Zip Fime Related Earnin	Apt # C	Blvd	01		00/23/2003	Company	3100
City, State Zip Fime Related Earnin	•		- Cr	eck Number	001074	Department	US16
Time Related Earnin			Pa	y Period Date	06/15/2009 - 06/21/2009	Location	978
Time Related Earnin			ES	SN .	12345678	Mail/Hold	M
	Beverly Hills, CA, 9	91522	Sc	cial Security Number	xxx-xx-9780	Tax Status/Allo	owan S/01
	igs			•	Other Earnings		
Description	Pay End	Rate	Hours	Amount	Description	Amt	YTD Amount
PRIOR PAY ADJUST	MENTS				PRIOR PAY ADJUSTMENT	S	
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
					Orealt Grillon	-300	-1300
* Excluded from fed	eral taxable wages	<b>.</b>					
				Amount YTD Amour	nt		
Total Gross Pay				2475.00 723	5 Message:		
Total Deductions				-1296.82	For questions, please call 18	66-4DIRECT	
NET PAY				1178.18			



### 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		CPI/Project Number	Project Type (CBI, Implementation, CSS, Upgrade, Internal, other)			
MAGIC			Implementation			
Customer Name		Customer Number	Planned Start/Finish			
State of Mississippi		600260				
SAP Customer Partner	Project Spons	or	Program Manager			
SAP Project Director	Customer Pro	ject Director	Partner Project Manager			
Bill Bevil	Becky Thom	npson				

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> <li>Constrains and initiates different phases of a payroll run</li> <li>Specifies earliest retro accounting period</li> </ul>	
Presented example payroll results when retro process is executed	
Overviewed the concept of off-cycle payroll  - 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 requirementssome 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.	
Question: Will leave balances be on paystub?	
Answer: 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
Al-01	Discover agency criteria for an employee to qualify for electronic funds transfer (EFT) It varies from agency to agency.	Stefan Prinsloo/Mary Hill	
	Draft process with IT0009 vs. Dangerous Leave Report		
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.	DFA/Leisa Wood/Stefan Prinsloo	
1101	Bank (EFT or WAR)		
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
01			
02			
03			
04			
05			