Human Capital Management
SAP Implementation at IESCO
Training Document
Payroll Processing

IESCO_SAP_ERP_HCM_TD_Payroll_Processing_Fiori v1.2

Content

Payroll Processing

1 Purpose

Document

Payroll is a process to calculate the salary and wages on the basis of employees grouping like (permanent,contract, daily wages, temporary etc) of an organization. The payroll program is run at a specific point in time, not only to calculate an employee's basic remuneration/salary but also calculate any special payments, overtime payments or bonuses that must be effected for the period. Payroll can be run weekly, bi-weekly and monthly basis depending on the organization policies.

1.1 Process Steps

The document describe how to create/change control record, Payroll simulation, Payroll Final procesing, Payroll posting to accounting.

1.1.1 Contol Record

The personnel control record performs the following functions in payroll:

- The Payroll Control Record defines the current payroll period and payroll past for retroactive accounting.
- Locks master data and time data so no changes can be made during the Payroll process. The lock is valid for the payroll past and the payroll present.Changes affecting future payroll runs are still possible.
- Defines the earliest possible retroactive accounting date for each payroll area.

The control record contains the following information:

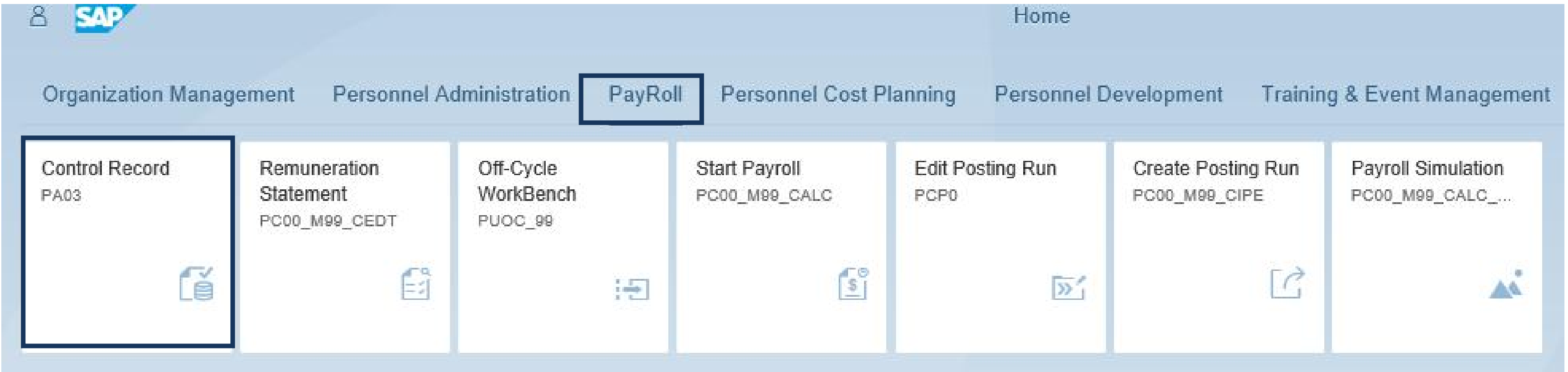
- Payroll Area: This section indicates the payroll area for which the payroll control record is applicable for. For each payroll area, only ONE Payroll Control Record can exist at a time.
- Payroll Status: This section indicates, control record at what stage a payroll run is currently. It also defines the current payroll period with exact dates and indicates how many times a payroll has been run.
- Earliest Retro Acctg Period: This section indicates the greatest earliest payroll period for retroactive accounting.
- Last Change to Personnel Control Record: This section indicates who triggered a change to the Payroll Control Record, when, and what change occurred.

Use

Following steps are followed during the Payroll Processing.

Procedure

1. Open “Control Record” App. from Fiori Launchpad.

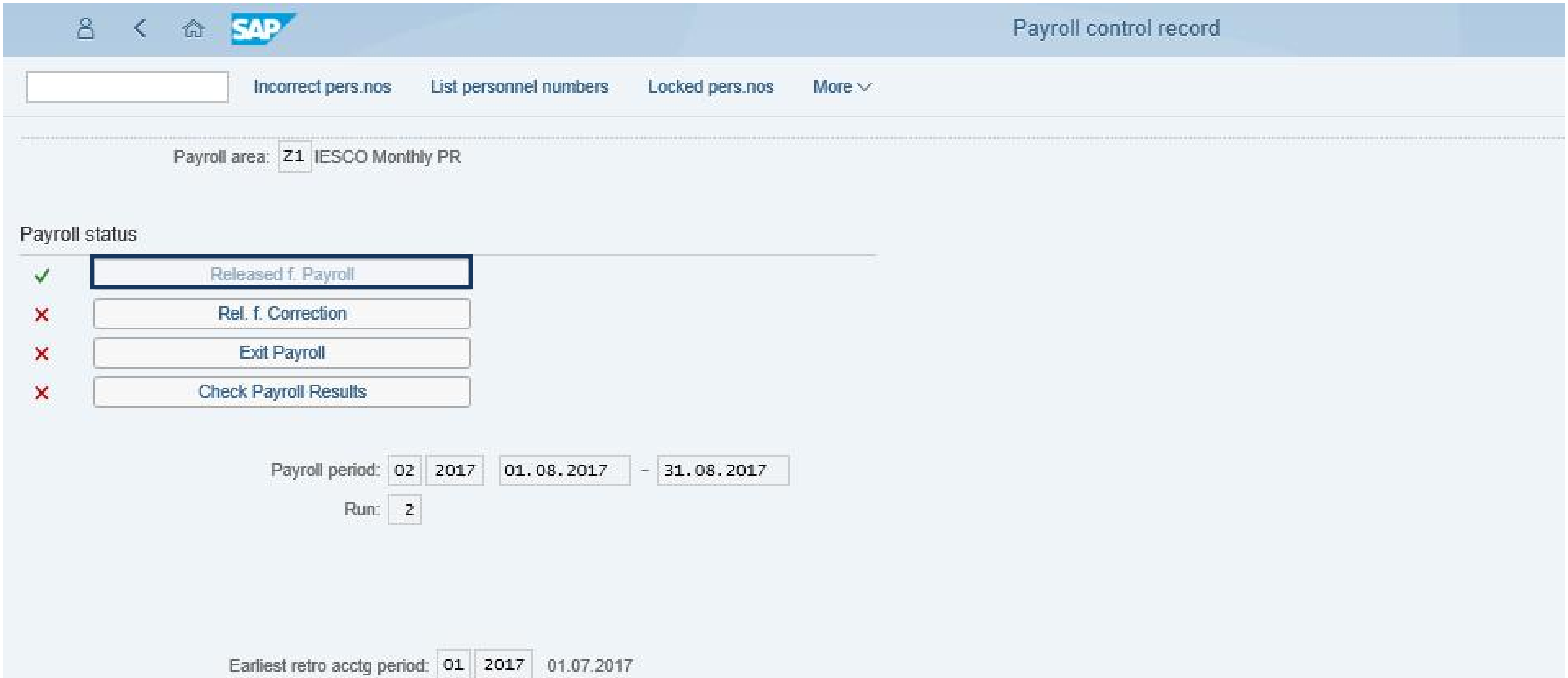


2. On the next screen enter payroll area.

Field name	Description	User action and values	Comments
Payroll Area		Z1	

3. Click the Create button; next screen appear.

Field name	Description	User action and values	Comments
Payroll Area		Z1	
Payroll Period No		02	Identified month 01 is July and 12 will June
Payroll Period Year		2017	2017 mean July,2017 to June 2018
Earliest retro acctg period No.		01	Identified month 01 is July and 12 will June
Earliest retro acctg period No. Year		2017	2017 mean July,2017 to June 2018



4. Click the Save button.

Result:

Control Record created

Note:

- Use Fiori App “Control Record“ for change/display.

1.1.2 Payroll Simulation

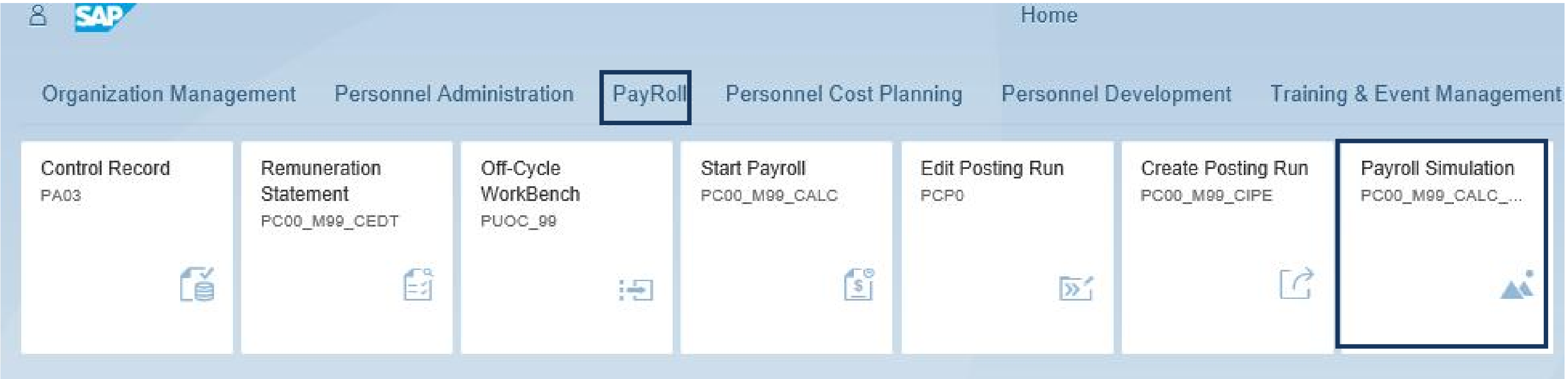
Running payroll in **simulation** mode helps to correct and check any errors before actual Payroll run. In simulation, no changes will be made to the database. This functionality helps to correct and check any errors before running final payroll.

Use

Following steps are followed during the payroll processing in simulation.

Procedure

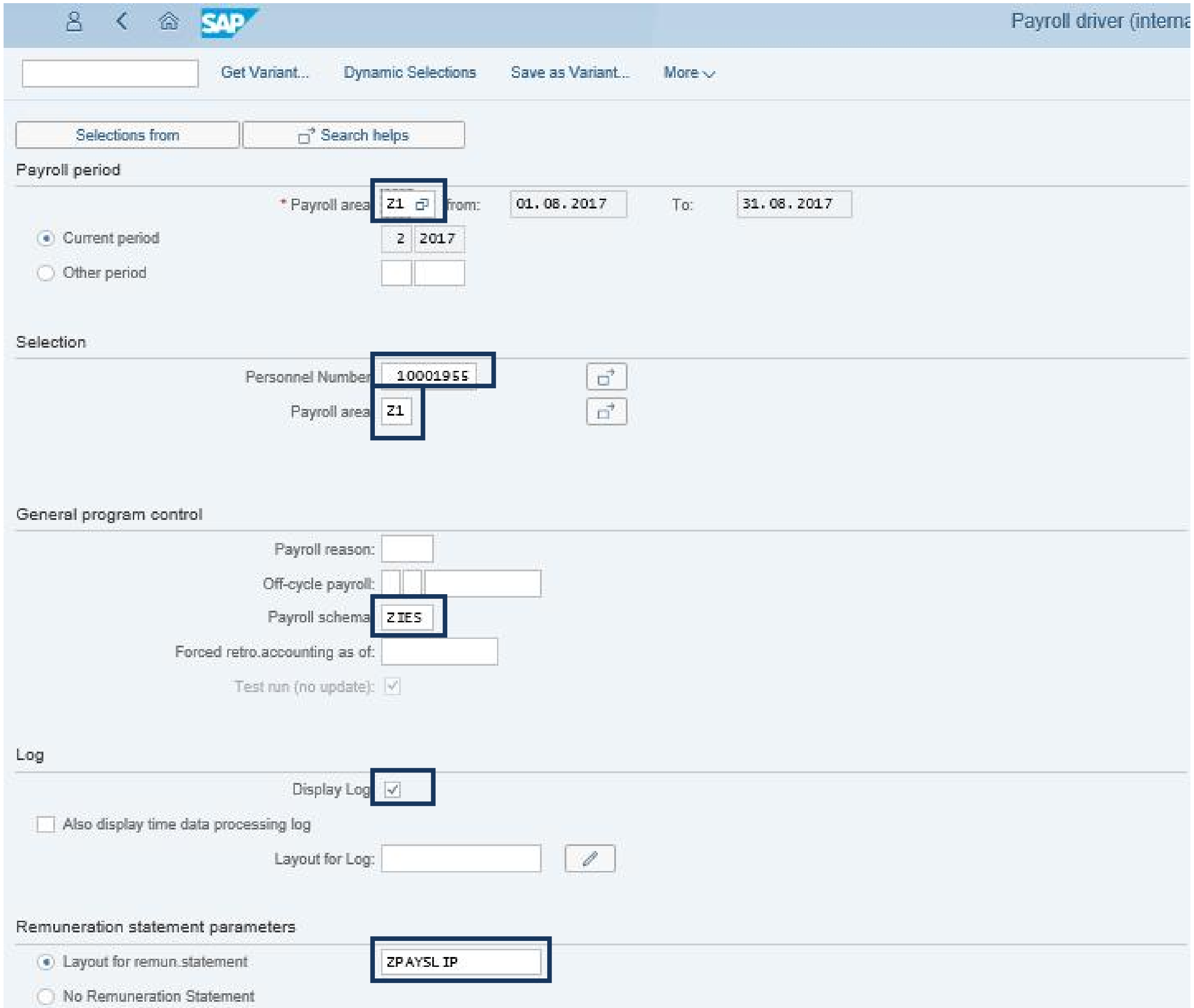
1. Open "Payroll Simulation" App. from Fiori Launchpad.



2. After clicking the payroll simulation the following screen will display, fill out the required field accroding to the following table entries.

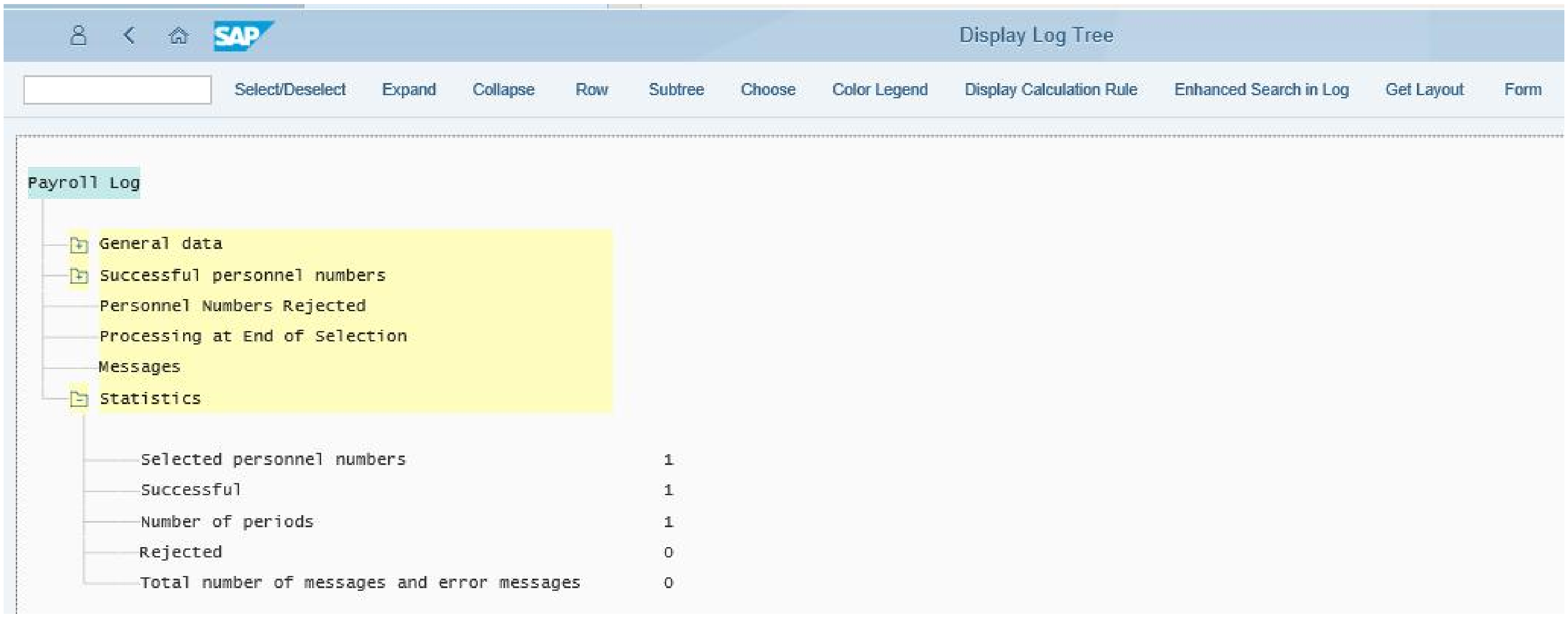
Field name	Description	User action and values	Comments
Payroll Area		Z1	
Current period		02 2017	Current period display default value according to current point of payroll area
Date From		01.08.2017	Month start date
Date To		31.08.2017	Month End date

Other period			
Personnel Number		1001955	
Payroll Area		Z1	
Payroll schema		ZIES	
Test run (no update)		Tick by default	
Display Log		Tick the check box	
Layout for remuneration statement		Tick the check box and enter ZPAYSLIP variant name	


Payroll driver (interna
Get Variant...
Dynamic Selections
Save as Variant...
More
Selections from
Search helps
Payroll period
* Payroll area
Z1
from:
01.08.2017
To:
31.08.2017
Current period
2
2017
Other period
Selection
Personnel Number
10001955
Payroll area
Z1
General program control
Payroll reason:
Off-cycle payroll:
Payroll schema
ZIES
Forced retro.accounting as of:
Test run (no update):
Log
Display Log
Also display time data processing log
Layout for Log:
Remuneration statement parameters
Layout for remun.statement
ZPAYSLIP
No Remuneration Statement

3. Click Execute button,next screen will appear 

4. The following screen showing the payroll simulation log.



Result:

Payroll simulation run successfully without error.

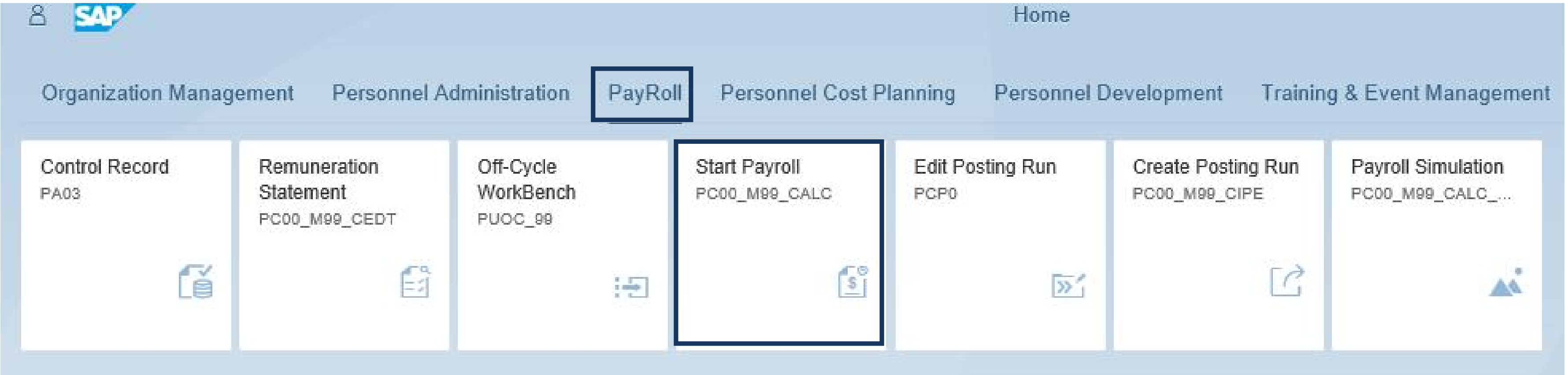
1.1.3 Start Paryoll

Use

Following steps are followed during the payroll processing in simulation.

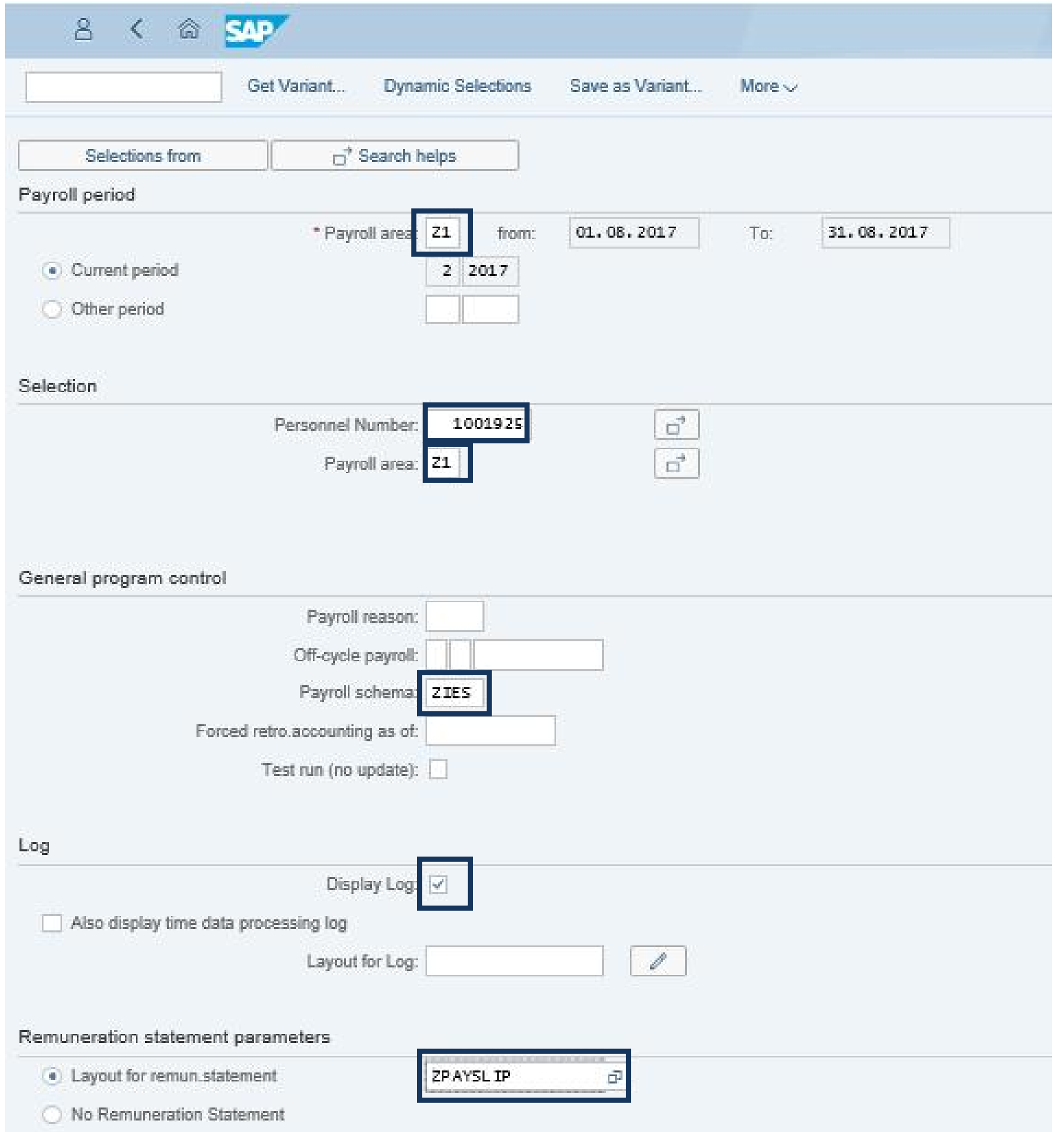
Procedure

1. Open “Start Payroll” App. from Fiori Launchpad.



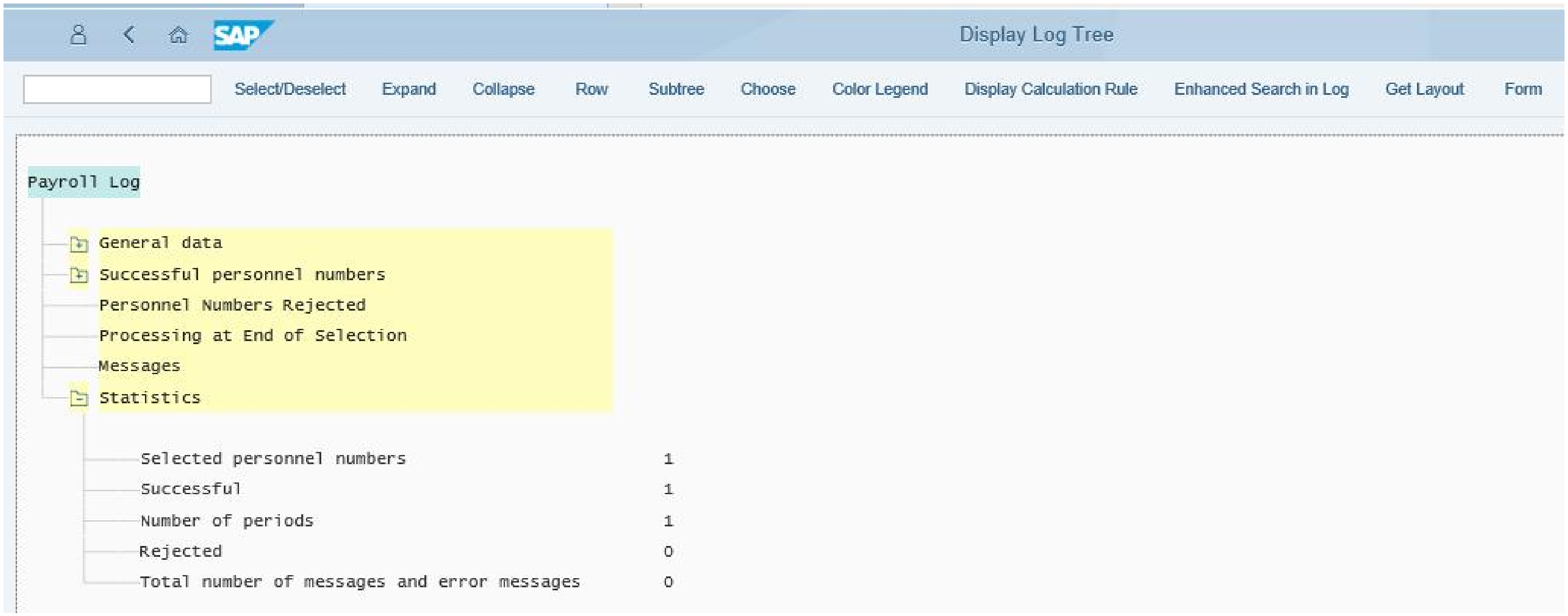
2. After clicking the payroll simulation the following screen will display, fill out the required field accroding to the following table entries.

Field name	Description	User action and values	Comments
Payroll Area		Z1	
Current period		02 2017	Current period display default value according to current point of payroll area
Date From		01.08.2017	Month start date
Date To		31.08.2017	Month End date
Other period			
Personnel Number		1001955	
Payroll Area		Z1	
Payroll schema		ZIES	
Test run (no update)			For final payroll processing test run check will be blank
Display Log		Tick the check box	
Layout for remuneration statement		Tick the check box and enter ZPAYSLIP variant name	


SAP
Get Variant...
Dynamic Selections
Save as Variant...
More
Selections from
Search helps
Payroll period
* Payroll area: Z1
from: 01.08.2017
To: 31.08.2017
Current period
2 2017
Other period
Selection
Personnel Number: 1001925
Payroll area: Z1
General program control
Payroll reason:
Off-cycle payroll:
Payroll schema: ZIES
Forced retro.accounting as of:
Test run (no update):
Log
Display Log:
Also display time data processing log
Layout for Log:
Remuneration statement parameters
Layout for remun.statement
ZPAYSLIP
No Remuneration Statement

3. Click Execute button,next screen will appear. 

4. The following screen showing the payroll processing log.



Result:

Payroll processing run successfully without error.

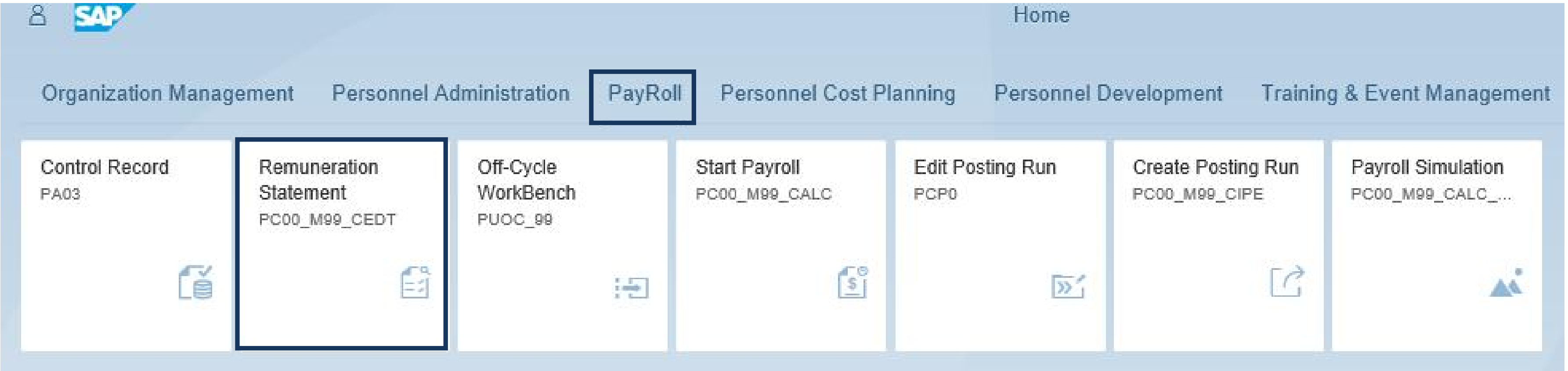
1.1.4 Remuneration Statement

Use

Following steps are followed during the payroll processing in simulation.

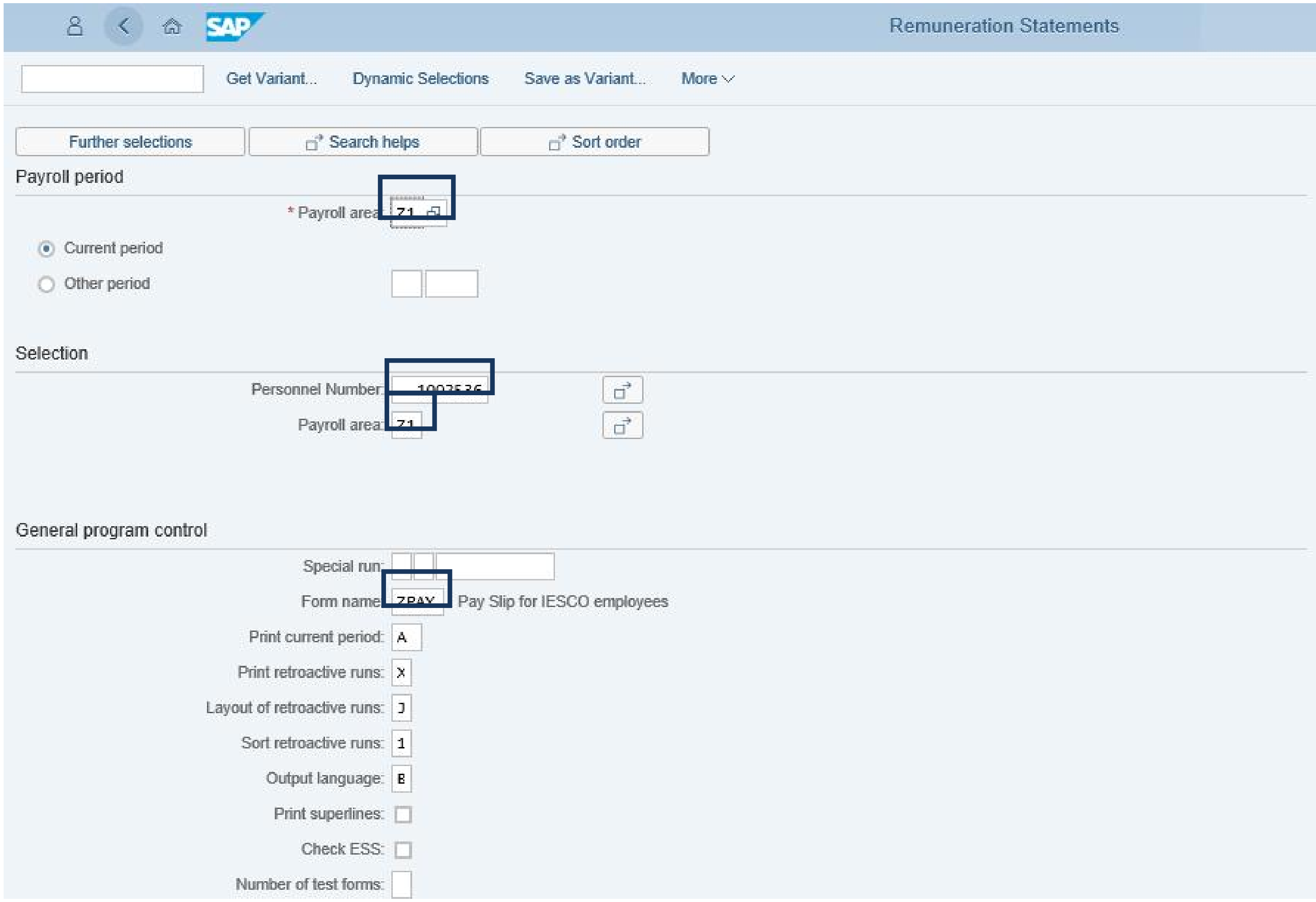
Procedure

1. Open “Remuneration Statement” App. from Fiori Launchpad.



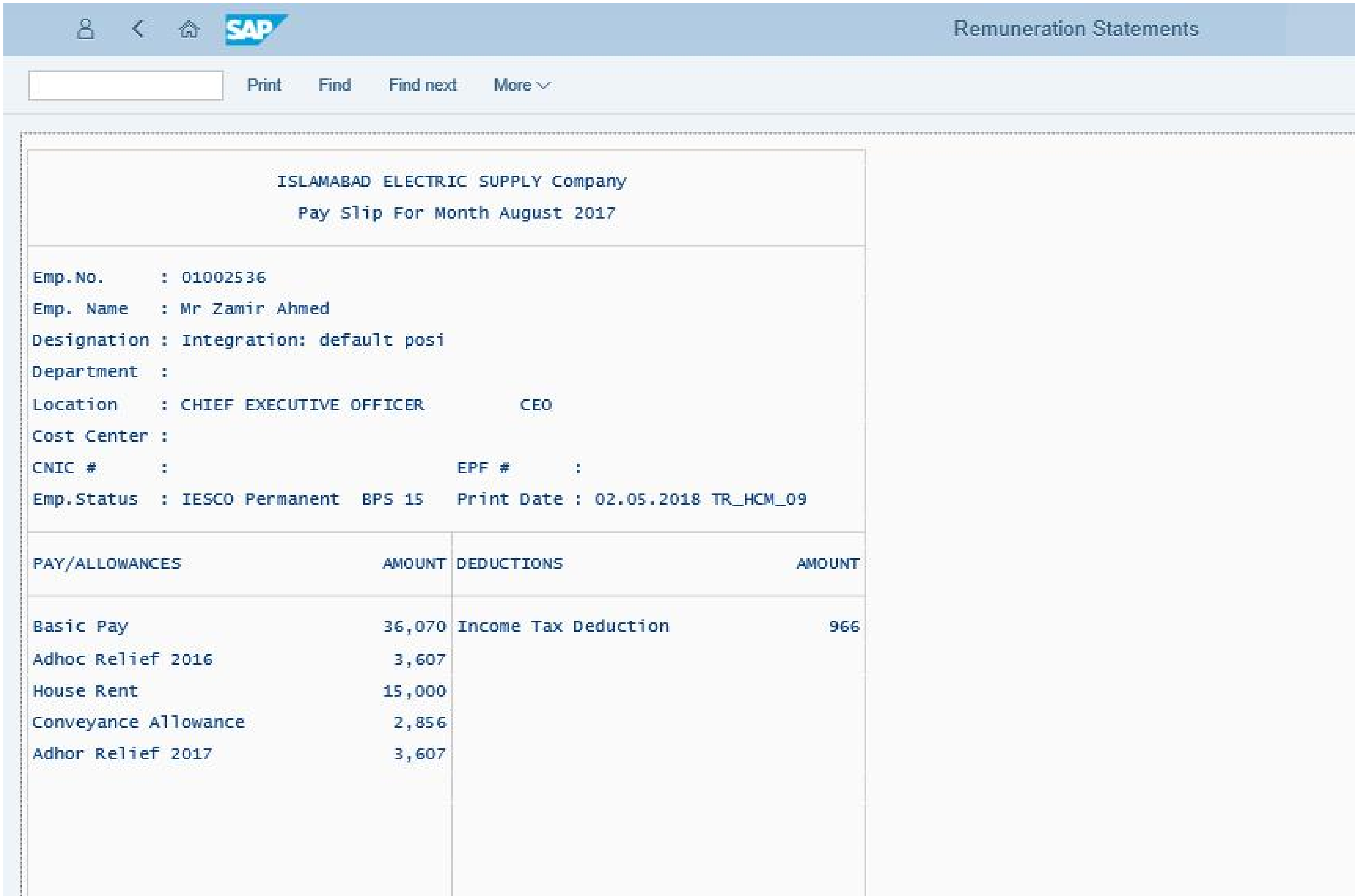
2. After clicking the Remuneration Statement the following screen will display, fill out the required field accroding to the following table entries.

Field name	Description	User action and values	Comments
Payroll Area		Z1	
Current period		02 2017	Current period display default value according to current point of payroll area
Personnel Number		1001955	
Payroll Area		Z1	
Form name		ZPAY	Remuneration Statement Name



5. Click Execute button,next screen will appear.

6. The following screen showing the remuneration statement/Salary Slip.



ISLAMABAD ELECTRIC SUPPLY Company
Pay Slip For Month August 2017

Emp.No.   : 01002536
Emp. Name   : Mr Zamir Ahmed
Designation : Integration: default posi
Department :
Location   : CHIEF EXECUTIVE OFFICER   CEO
Cost Center :
CNIC #   :   EPF #   :
Emp.Status : IESCO Permanent BPS 15   Print Date : 02.05.2018 TR_HCM_09

PAY/ALLOWANCES	AMOUNT	DEDUCTIONS	AMOUNT
Basic Pay	36,070	Income Tax Deduction	966
Adhoc Relief 2016	3,607		
House Rent	15,000		
Conveyance Allowance	2,856		
Adhor Relief 2017	3,607		

Total gross amount	61,140	Net payments/deductions	966
		Payment Amount	60,174

YEAR TO DATE
Basic Pay :
Basic Pay :
E.P.F. :

House Loan Balance	0	Plot Loan Balance	0
Car Loan Balance	0	Motor Cycle loan Bal	0
EPF Advance Balance	0		
Earned Leave Balance	0.00000	Casual Leave Balance	0.00000

Bank Detail:
Bank Name: Account No:

1.1.5 Create Posting Run (SIMULATION)

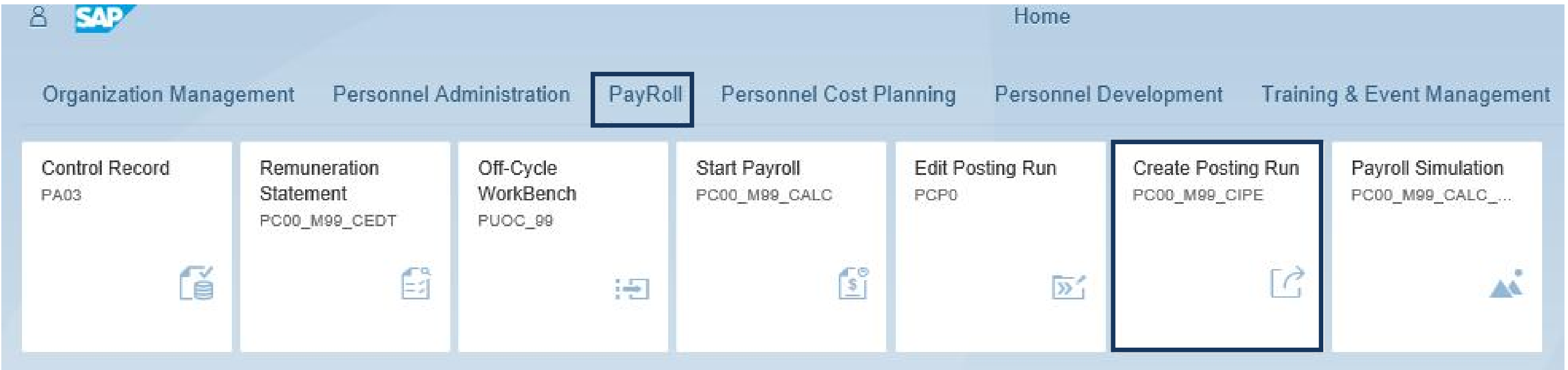
After successfull payroll processing the payroll result will post to the FI.

Use

Following steps are followed during the payroll posting in simulation.

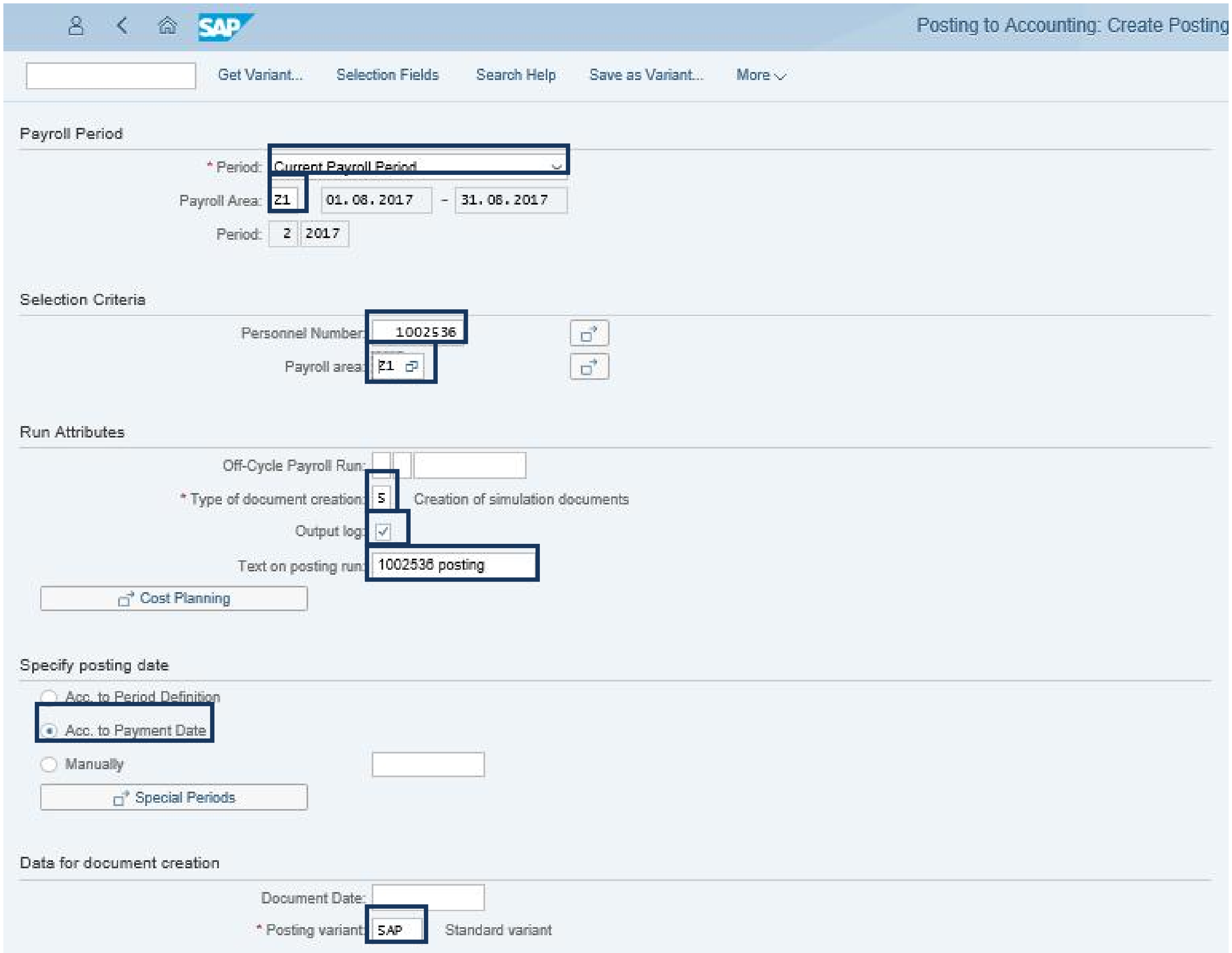
Procedure

1. Open “Create Posting Run” App. from Fiori Launchpad.



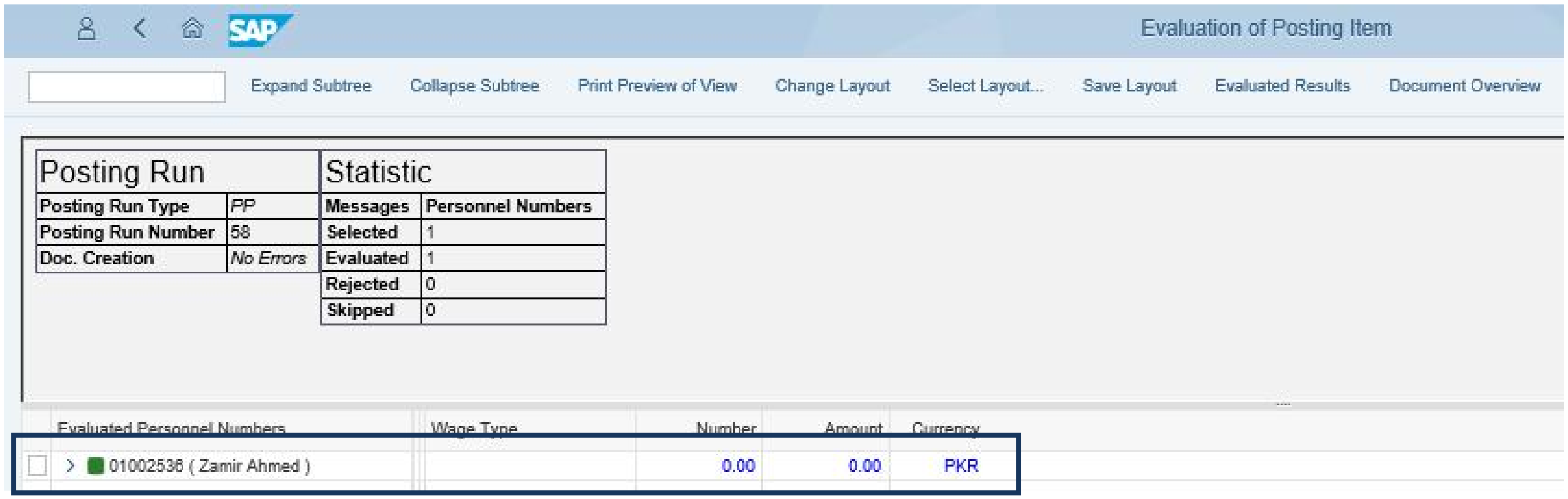
2. After clicking the Create Posting Run the following screen will display, fill out the required field accroding to the following table entries.

Field name	Description	User action and values	Comments
Period		Current Payroll Period	
Payroll Area		Z1	
Date From		01.08.2017	Month start date
Date To		31.08.2017	Month End date
Period		02 2017	Display
Personnel Number		1002536	
Payroll Area		Z1	
Type of document creations		S	S-Creation of simulation documents P-Live posting run
Output log:		Tick check box	
Acc. To Payment Date		Select radio button	

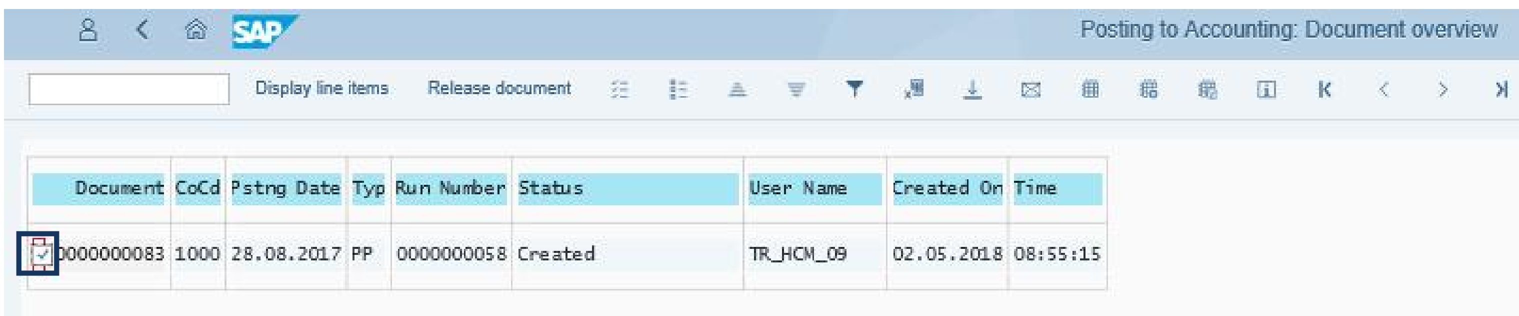

SAP
Posting to Accounting: Create Posting
Get Variant...
Selection Fields
Search Help
Save as Variant...
More
Payroll Period
* Period:
Current Payroll Period
Payroll Area:
Z1
01.08.2017
-
31.08.2017
Period:
2
2017
Selection Criteria
Personnel Number:
1002536
Payroll area:
Z1
Run Attributes
Off-Cycle Payroll Run:
* Type of document creation:
S
Creation of simulation documents
Output log:
Text on posting run:
1002536 posting
Cost Planning
Specify posting date
Acc. to Period Definition
Acc. to Payment Date
Manually
Special Periods
Data for document creation
Document Date:
* Posting variant:
SAP
Standard variant

3. Click Execute button,next screen will appear. 

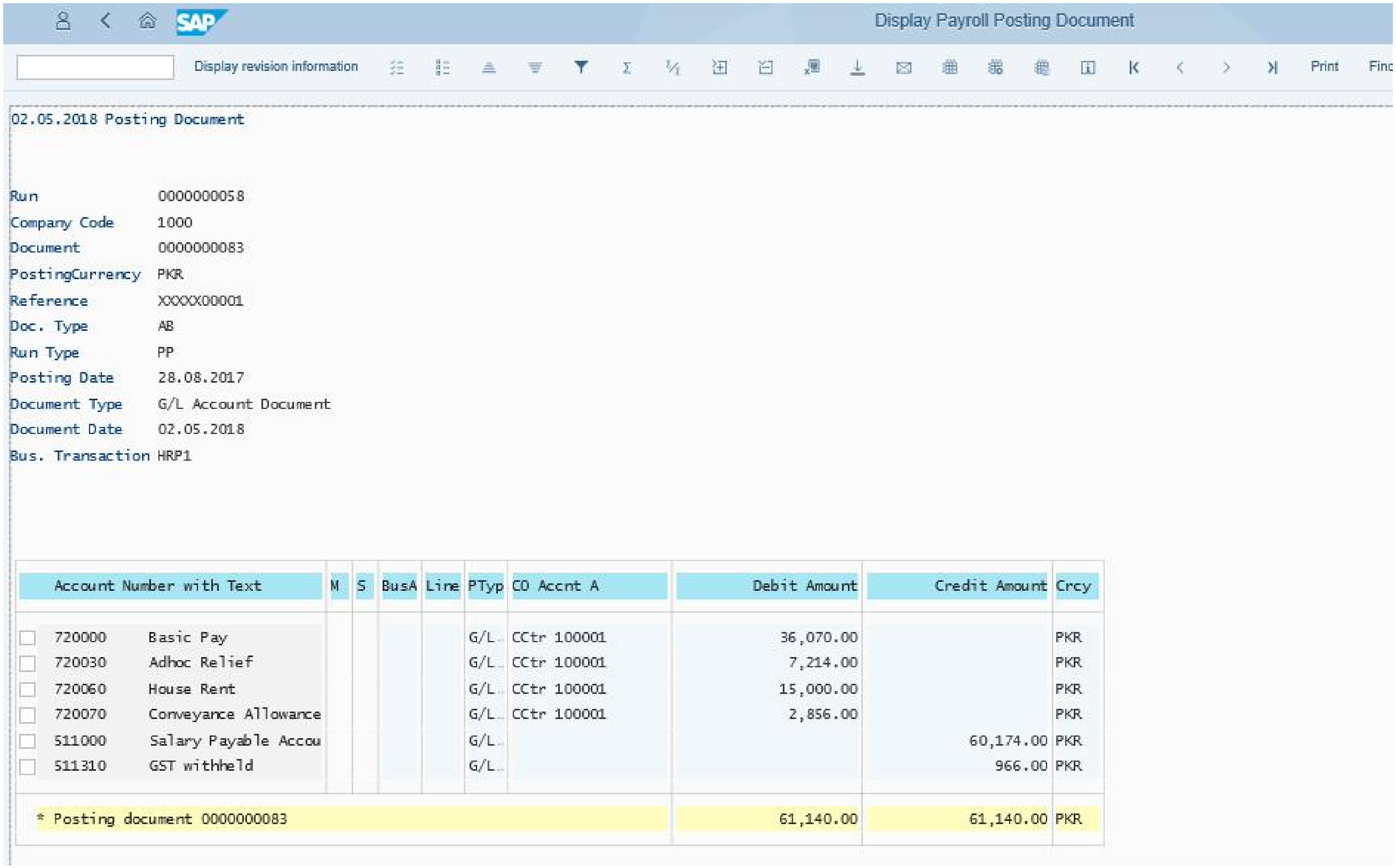
4. The following screen showing the payroll posting simulation run log.



5. By clicking the Document Overiew button, following screen will display.



6. Tick the check box Document and click the “Display Line Items” button, following screen will display.



Display Payroll Posting Document

Display revision information | Print | Find

02.05.2018 Posting Document

Run	0000000058
Company Code	1000
Document	0000000083
PostingCurrency	PKR
Reference	XXXXX00001
Doc. Type	AB
Run Type	PP
Posting Date	28.08.2017
Document Type	G/L Account Document
Document Date	02.05.2018
Bus. Transaction	HRP1

Account Number with Text		M	S	BusA	Line	PTyp	CO Accnt A	Debit Amount	Credit Amount	Crcy
720000	Basic Pay					G/L..	CCtr 100001	36,070.00		PKR
720030	Adhoc Relief					G/L..	CCtr 100001	7,214.00		PKR
720060	House Rent					G/L..	CCtr 100001	15,000.00		PKR
720070	Conveyance Allowance					G/L..	CCtr 100001	2,856.00		PKR
511000	Salary Payable Accou					G/L..			60,174.00	PKR
511310	GST withheld					G/L..			966.00	PKR
* Posting document 0000000083								61,140.00	61,140.00	PKR

1.1.6 Create Posting Run (LIVE)

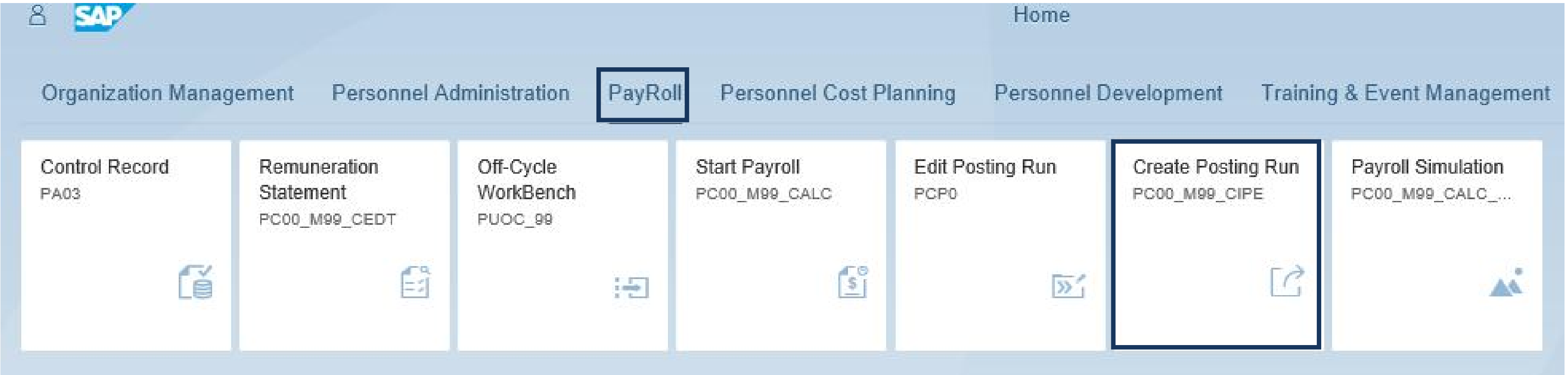
After successfull payroll processing the payroll result will post to the FI.

Use

Following steps are followed during the payroll posting live in FI .

Procedure

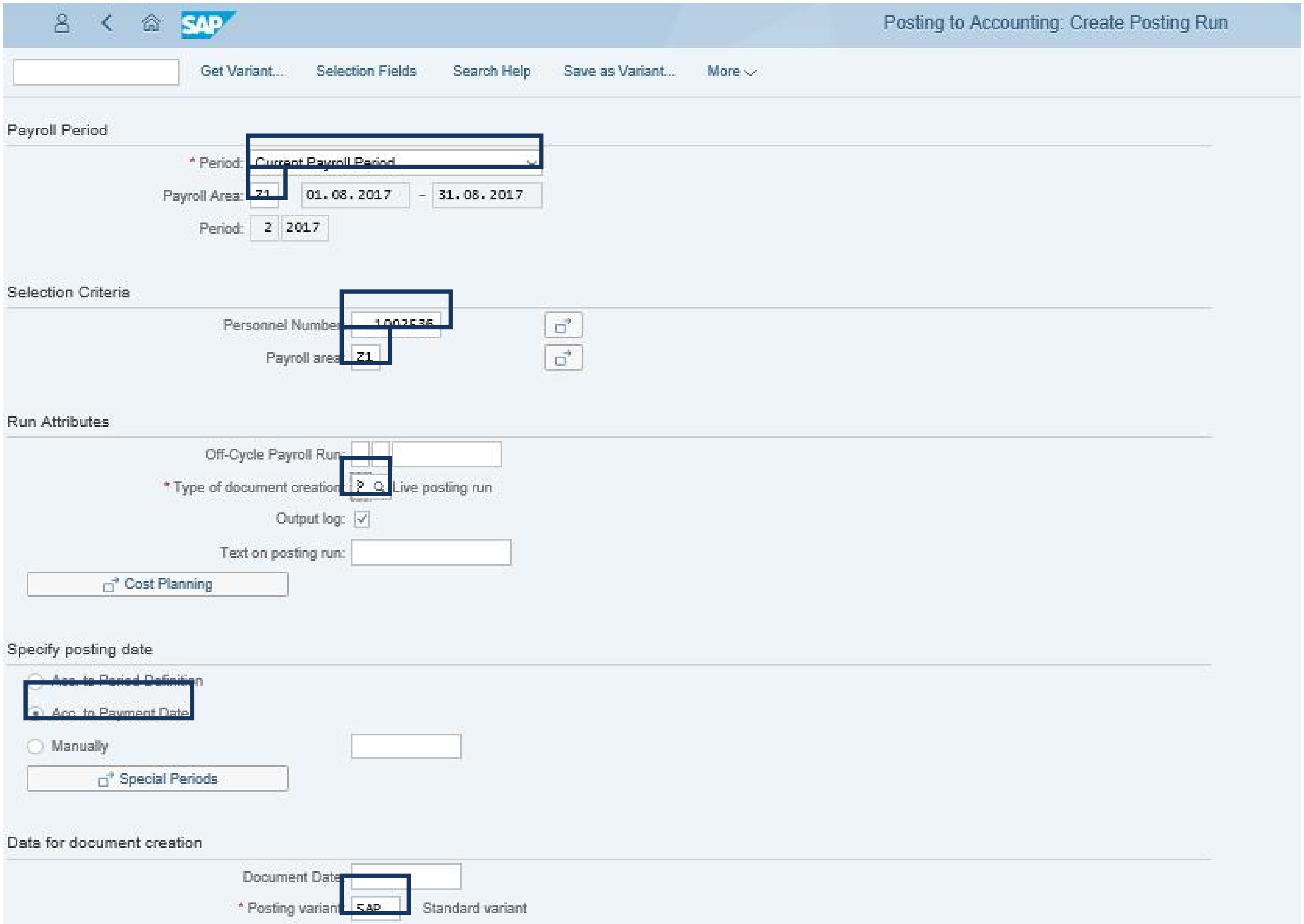
1. Open “Create Posting Run” App. from Fiori Launchpad.



2. After clicking the Create Posting Run the following screen will display, fill out the required field accroding to the following table entries.

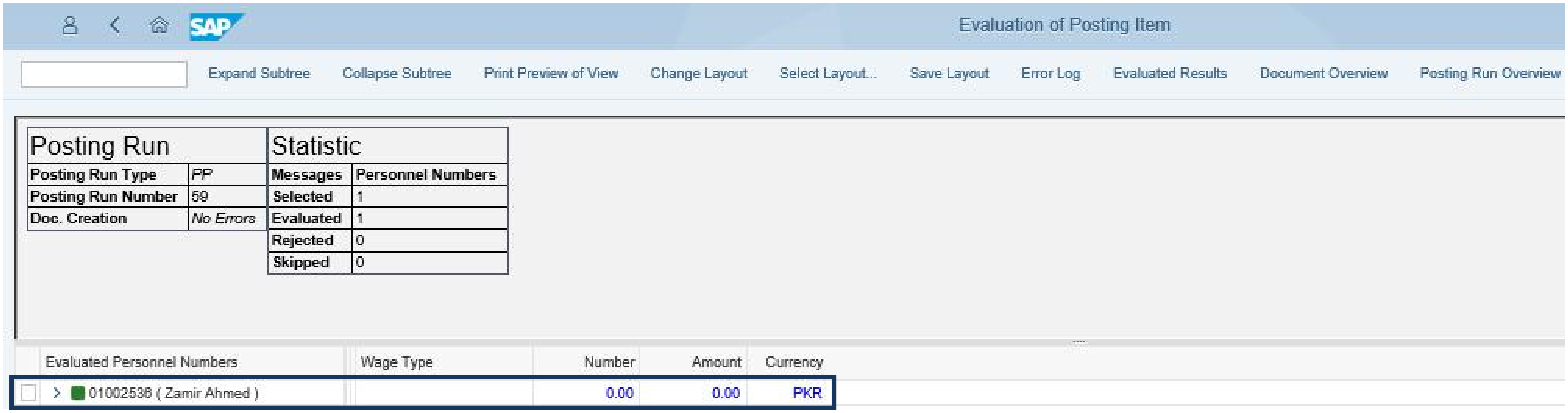
Field name	Description	User action and values	Comments
Period		Current Payroll Period	
Payroll Area		Z1	
Date From		01.08.2017	Month start date
Date To		31.08.2017	Month End date
Period		02 2017	Display

Personnel Number		1002536	
Payroll Area		Z1	
Type of document creations		P	S-Creation of simulation documents P-Live posting run
Output log:		Tick check box	
Acc. To Payment Date		Select radio button	

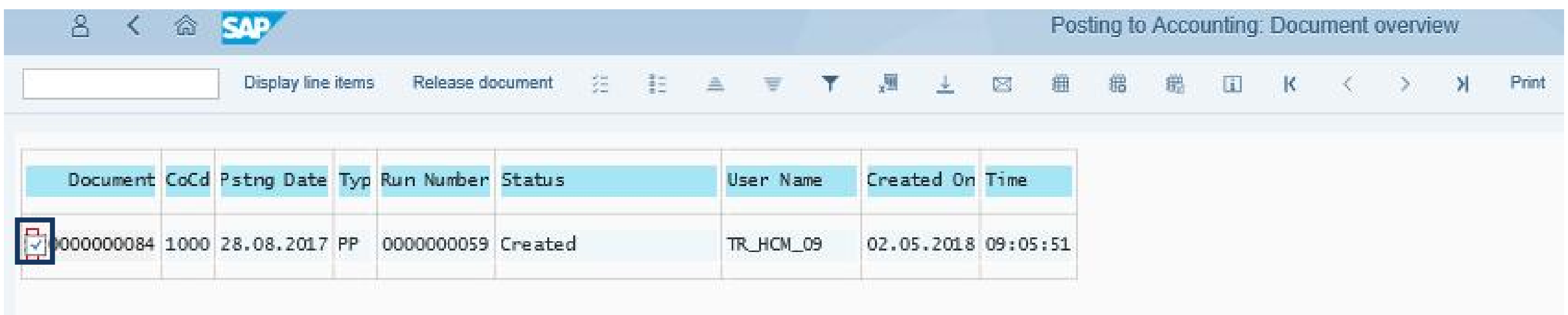

SAP
Posting to Accounting: Create Posting Run
Get Variant...
Selection Fields
Search Help
Save as Variant...
More
Payroll Period
* Period: Current Payroll Period
Payroll Area: Z1
01.08.2017
31.08.2017
Period: 2 2017
Selection Criteria
Personnel Number
Payroll area Z1
Run Attributes
Off-Cycle Payroll Run:
* Type of document creation
Live posting run
Output log:
Text on posting run:
Cost Planning
Specify posting date
Acc. to Period Definition
Acc. to Payment Date
Manually
Special Periods
Data for document creation
Document Date
* Posting variant SAP
Standard variant

3. Click Execute button,next screen will appear. 

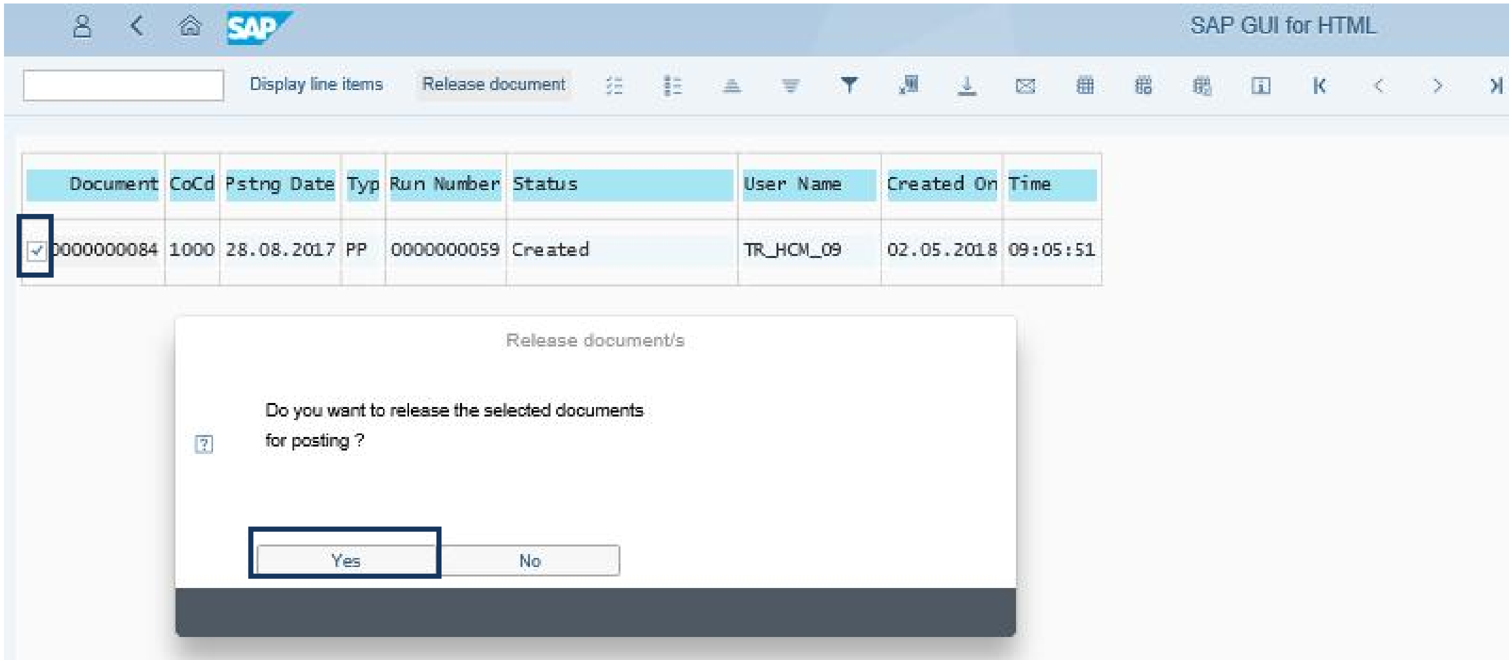
4. The following screen showing the payroll posting live run log.



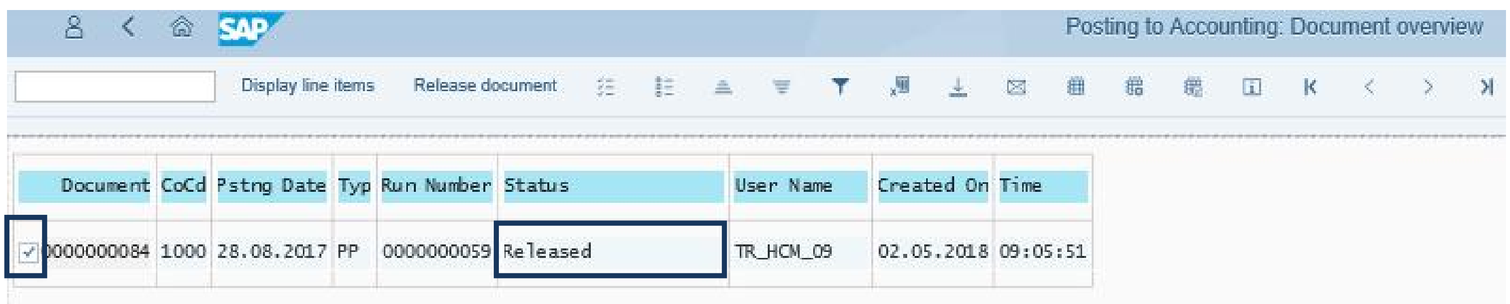
5. By clicking the Document Overiew button, following screen will display.



6. Tick the check box Document and click the "Release document" button, following screen will display.



7. Click Yes, next screen will appear with the status Released document.



Result:

Payroll posting live run successfully and posting document released for posting to FI.

1.1.7 Edit Posting Run

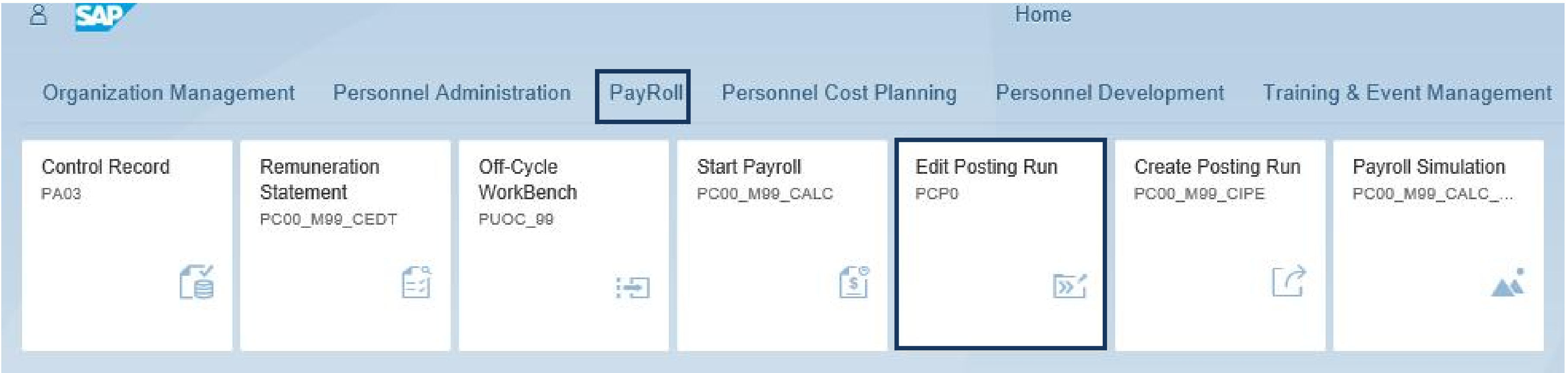
After successfull payroll posting document creation, the posting documnet will post to the FI.

Use

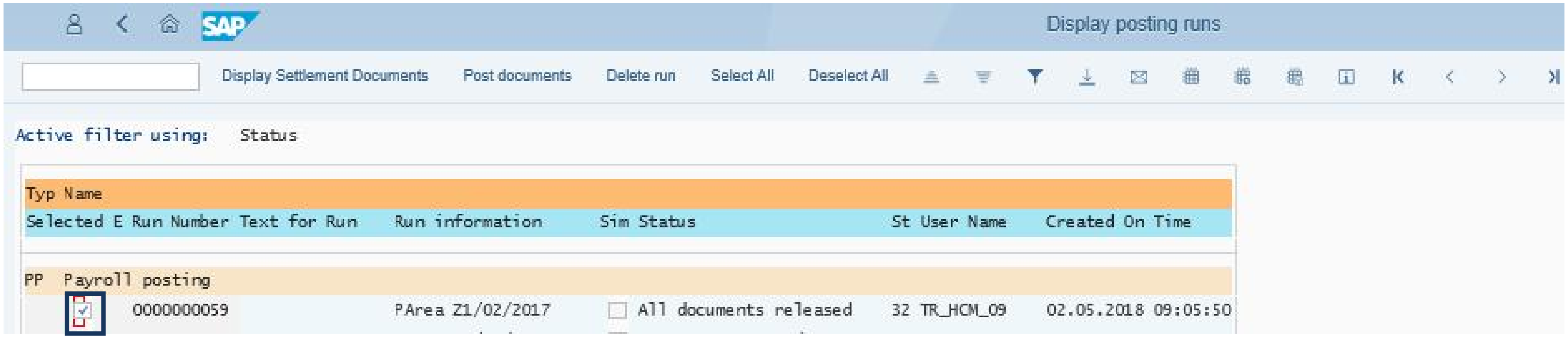
Following steps are followed during the Edit posting run.

Procedure

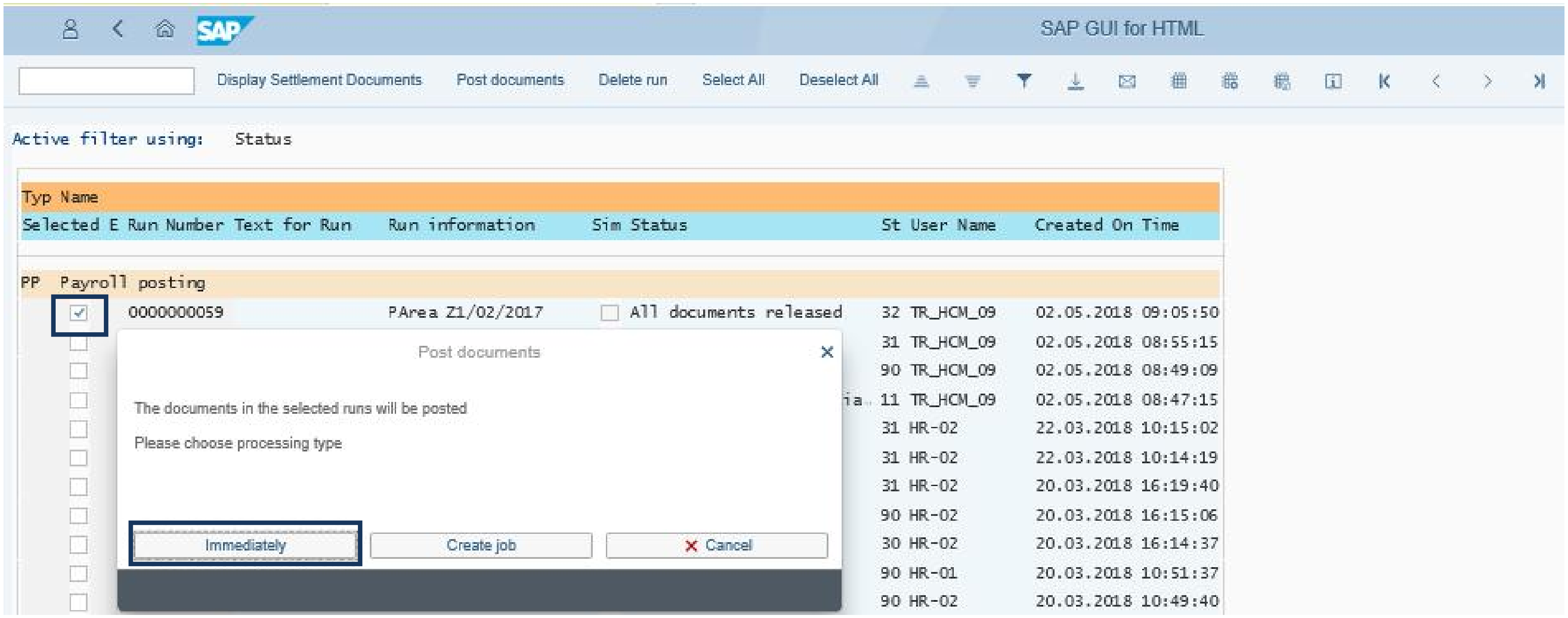
1. Open “Edit Posting Run” App. from Fiori Launchpad.



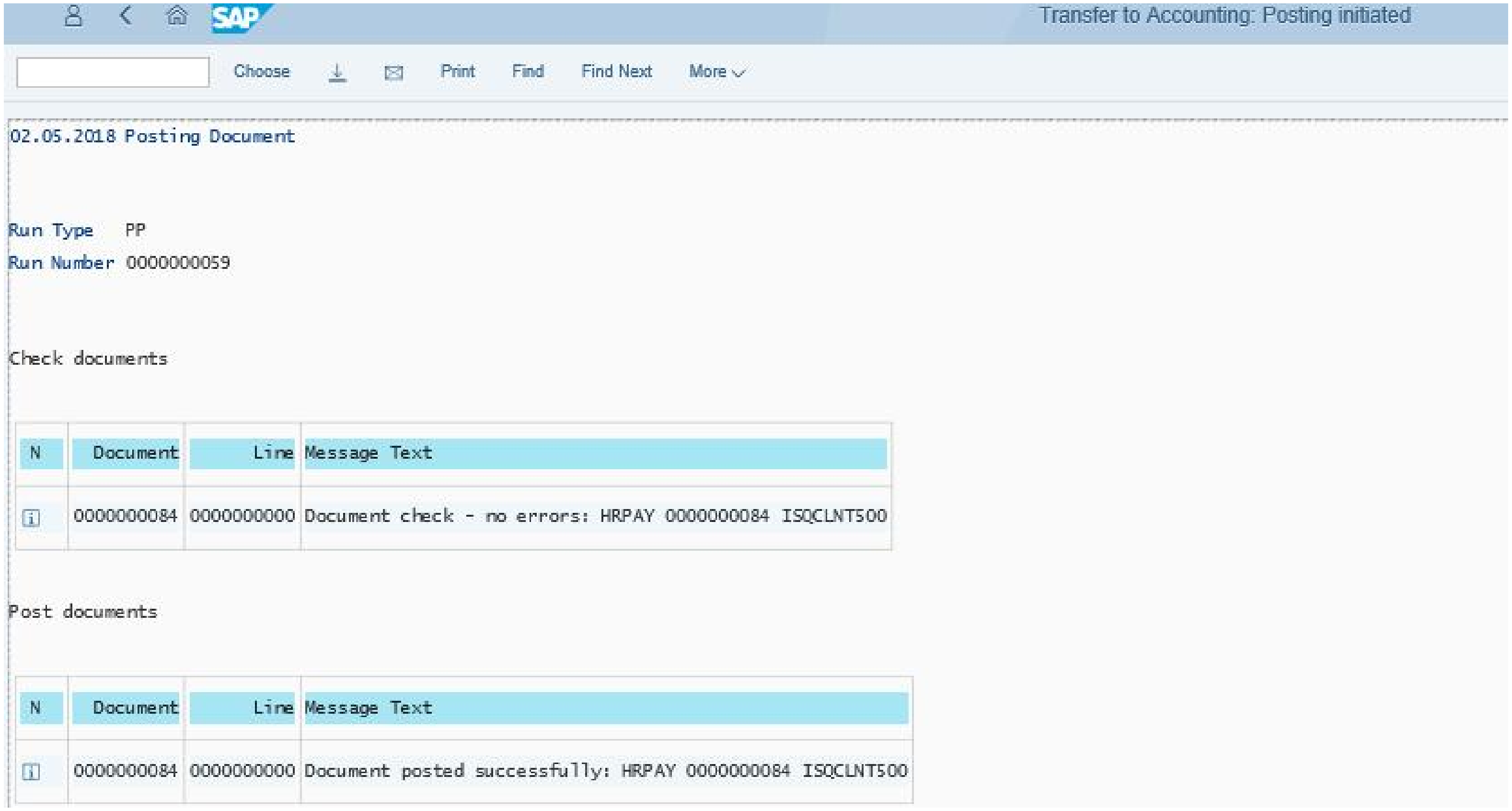
2. After clicking the Create Posting Run the following screen will display, select the document which has already released for posting to accounting in FI.



3. Click the Payroll check box t and click the “Post document” button, following screen will display.



4. Click Immediately, next screen will appear document posted successfully.



Result:

Payroll posting document posted to FI.