

Human Capital Management SAP Implementation at IESCO

Training Document Payroll Processing

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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:

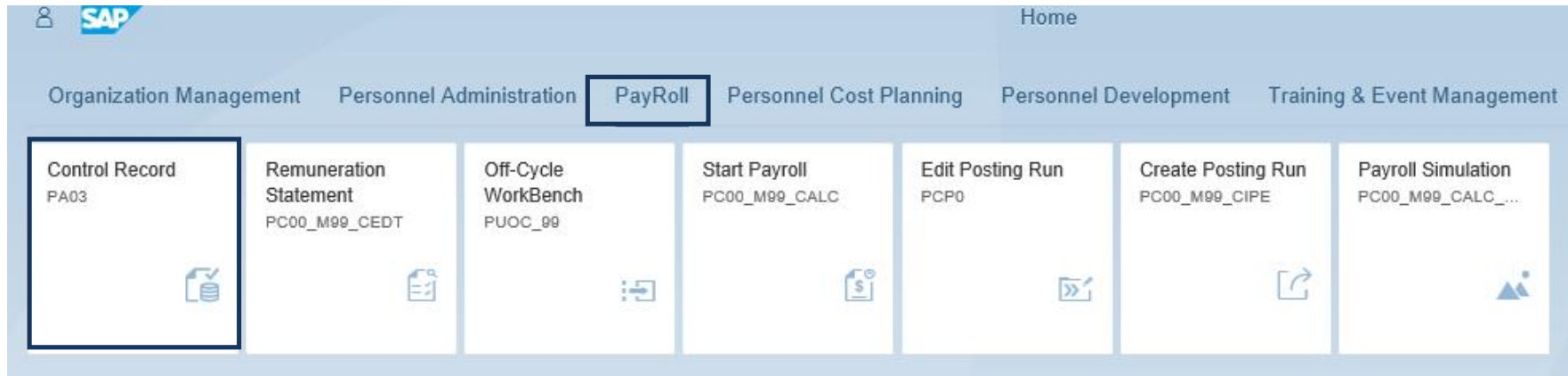
- Payroll Area: This section indicates the payroll area for which the payroll control record is applicable for. For each payroll area, only ONE Payroll Control Record can exist at a time.
- Payroll Status: This section indicates, control record at what stage a payroll run is currently. It also defines 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

Payroll control record

[Incorrect pers.nos](#)
 [List personnel numbers](#)
 [Locked pers.nos](#)
 [More ▾](#)

Payroll area: Z1 IESCO Monthly PR

Payroll status

✓	Released f. Payroll
✗	Rel. f. Correction
✗	Exit Payroll
✗	Check Payroll Results

Payroll period: 02 2017 01.08.2017 - 31.08.2017

Run: 2

Earliest retro acctg period: 01 2017 01.07.2017

Save

Cancel

4. Click the Save button.

Result:

Control Record created

Note:

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

1.1.2 Payroll Simulation

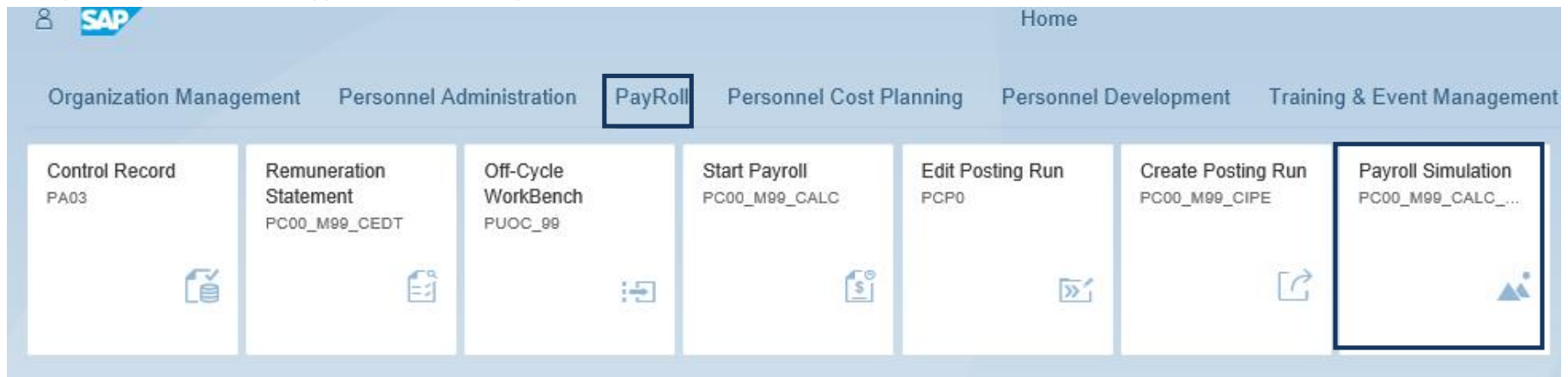
Running payroll in **simulation** mode helps to correct and check any errors before actual Payroll run. In simulation, no changes will be made to the database. This functionality helps to correct and check any errors before running final payroll.

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 according 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 (internal)

Get Variant... Dynamic Selections Save as Variant... More ▾

Selections from Search helps

Payroll period

* Payroll area from: To:

☒ Current period

☐ Other period

Selection

Personnel Number

Payroll area

General program control

Payroll reason:

Off-cycle payroll:

Payroll schema

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

☐ No Remuneration Statement

3. Click Execute button, next screen will appear



4. The following screen showing the payroll simulation log.

SAP Display Log Tree

Select/Deselect Expand Collapse Row Subtree Choose Color Legend Display Calculation Rule Enhanced Search in Log Get Layout Form

Payroll Log

- General data
- Successful personnel numbers
- Personnel Numbers Rejected
- Processing at End of Selection
- Messages
- Statistics

Selected personnel numbers	1
Successful	1
Number of periods	1
Rejected	0
Total number of messages and error messages	0

Result:

Payroll simulation run successfully without error.

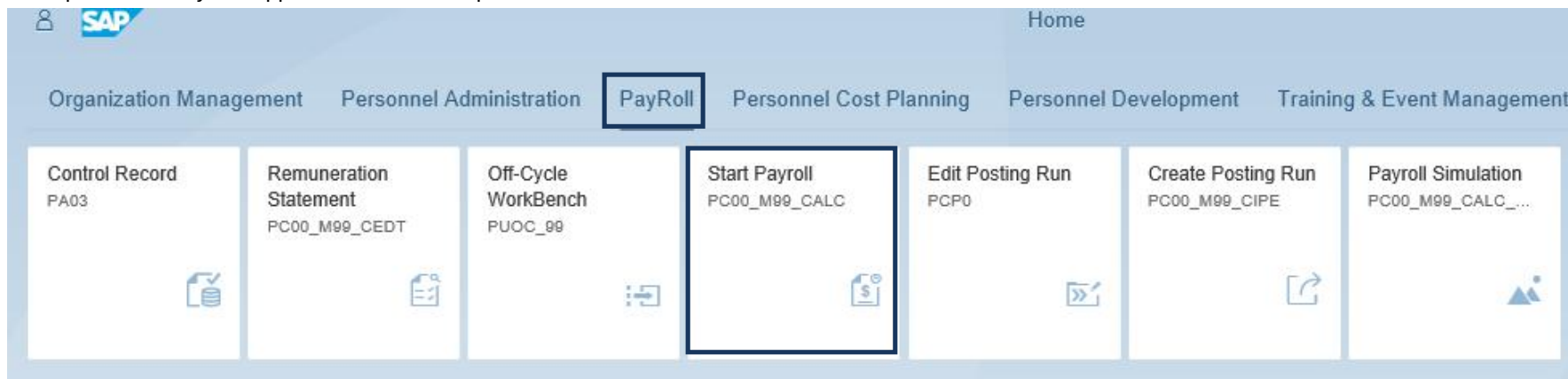
1.1.3 Start Payroll

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 according 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 ZPAYSIP variant name	

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 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: ☒

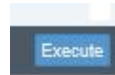
☐ Also display time data processing log

Layout for Log: 

Remuneration statement parameters

☒ Layout for remun.statement **ZPAYS1 IP** 

☐ No Remuneration Statement



3. Click Execute button,next screen will appear.
4. The following screen showing the payroll processing log.

<
Display Log Tree

Select/Deselect Expand Collapse Row Subtree Choose Color Legend Display Calculation Rule Enhanced Search in Log Get Layout Form

Payroll Log

- General data
- Successful personnel numbers
- Personnel Numbers Rejected
- Processing at End of Selection
- Messages
- Statistics
 - Selected personnel numbers 1
 - Successful 1
 - Number of periods 1
 - Rejected 0
 - Total number of messages and error messages 0

Result:

Payroll processing run successfully without error.

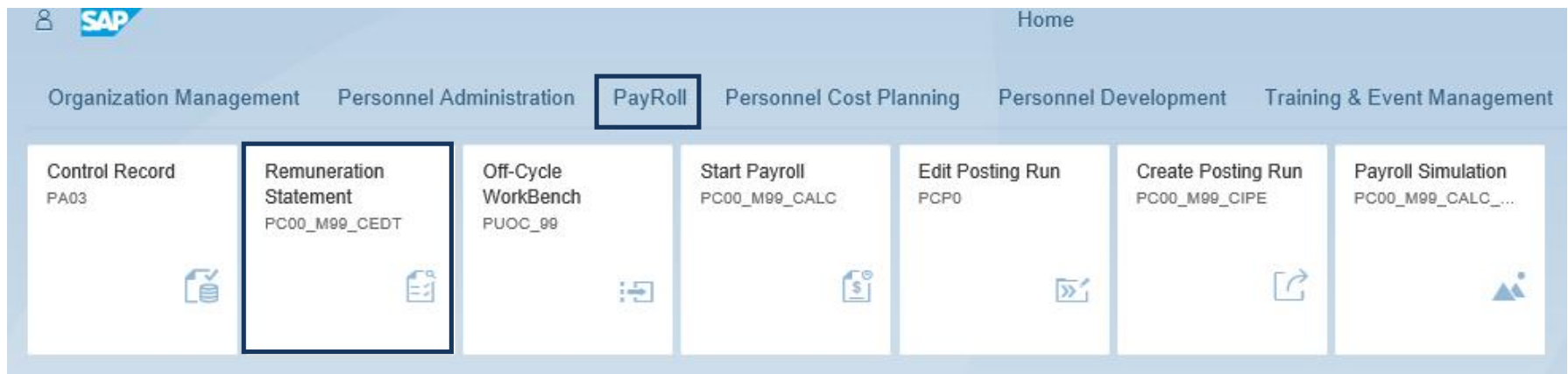
1.1.4 Remuneration Statement

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 according 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

Remuneration Statements

Get Variant... Dynamic Selections Save as Variant... More ▾

Further selections Search helps Sort order

Payroll period

* Payroll area: **71**

☒ Current period
☐ Other period

Selection

Personnel Number: **1002536**

Payroll area: **71**

General program control

Special run: ☐ ☐ ☐

Form name: **ZPAY** Pay Slip for IESCO employees

Print current period: **A**

Print retroactive runs: **X**

Layout of retroactive runs: **J**

Sort retroactive runs: **1**

Output language: **B**

Print superlines: ☐

Check ESS: ☐

Number of test forms: ☐

Execute

5. Click Execute button,next screen will appear.

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

Remuneration Statements

[Print](#)
[Find](#)
[Find next](#)
[More ▾](#)

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)

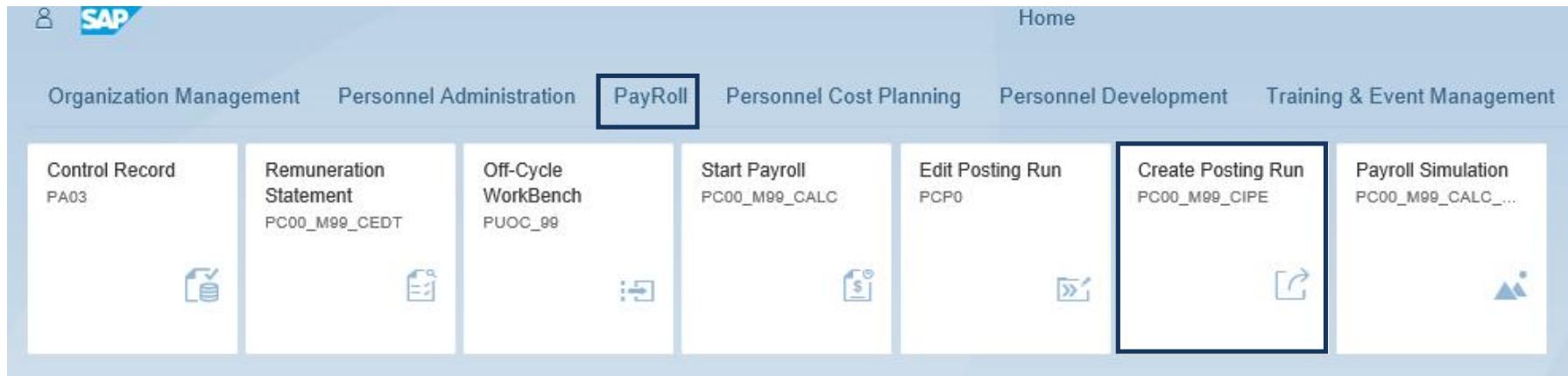
After successful payroll processing the payroll result will post to the FI.

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 according 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	

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: 5 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.

Evaluation of Posting Item

Expand Subtree
Collapse Subtree
Print Preview of View
Change Layout
Select Layout...
Save Layout
Evaluated Results
Document Overview

Posting Run		Statistic	
Posting Run Type	PP	Messages	Personnel Numbers
Posting Run Number	58	Selected	1
Doc. Creation	No Errors	Evaluated	1
		Rejected	0
		Skipped	0

Evaluated Personnel Numbers	Wage Type	Number	Amount	Currency
☐ > 01002536 (Zamir Ahmed)		0.00	0.00	PKR






Posting to Accounting: Document overview

[Display line items](#)
[Release document](#)


















Document	CoCd	Pstng Date	Typ	Run Number	Status	User Name	Created On	Time
 0000000083	1000	28.08.2017	PP	0000000058	Created	TR_HCM_09	02.05.2018	08:55:15

IESCO_SAP_ERP_HCM_TD_Payroll_Processing_Fiori v1.2

Display Payroll Posting Document										
Display revision information										
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 Acct 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)

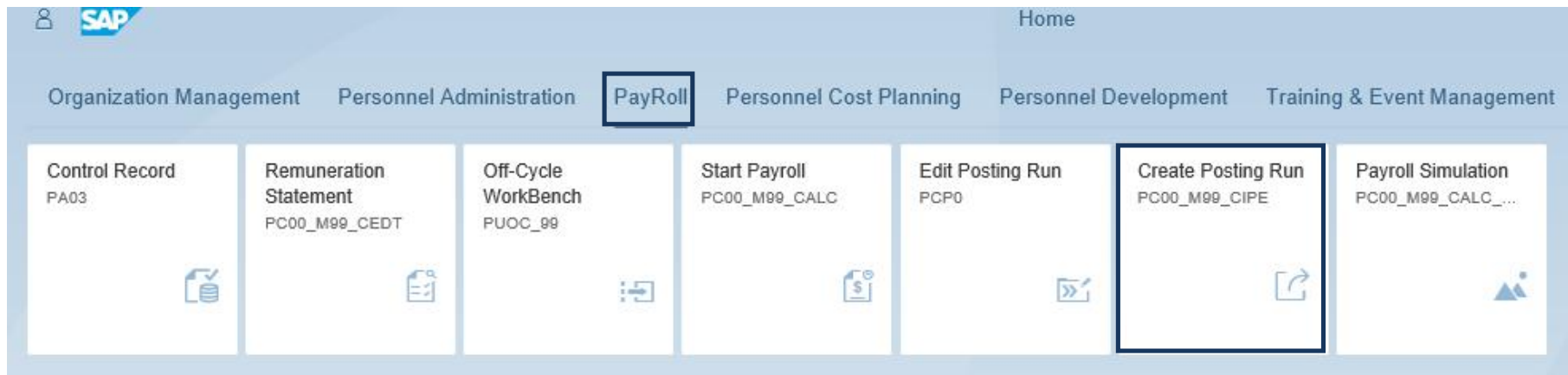
After successful payroll processing the payroll result will post to the FI.

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 according 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: 1002536

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

- Execute

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

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

SAP GUI for HTML

Display line items Release document

Document	CoCd	Pstng Date	Typ	Run Number	Status	User Name	Created On	Time
☒ 0000000084	1000	28.08.2017	PP	0000000059	Created	TR_HCM_09	02.05.2018	09:05:51

Release document/s

Do you want to release the selected documents for posting ?

☒ ?

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

Posting to Accounting: Document overview

Display line items Release document

Document	CoCd	Pstng Date	Typ	Run Number	Status	User Name	Created On	Time
☒ 0000000084	1000	28.08.2017	PP	0000000059	Released	TR_HCM_09	02.05.2018	09:05:51

Result:

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

1.1.7 Edit Posting Run

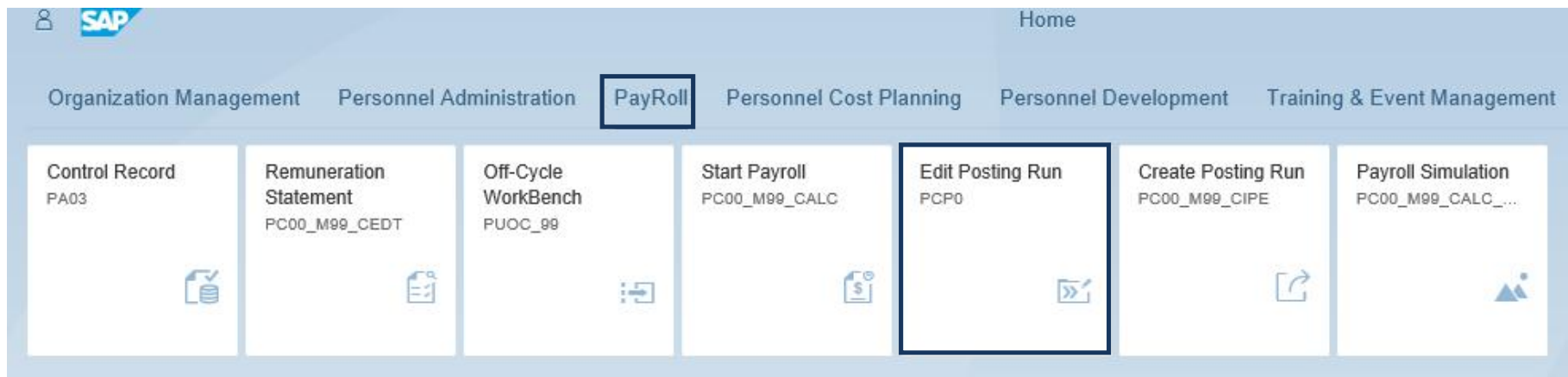
After successful payroll posting document creation, the posting document will post to the FI.

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.

Display posting runs						
	Display Settlement Documents	Post documents	Delete run	Select All	Deselect All	
Active filter using: Status						
Typ Name	Selected E	Run Number	Text for Run	Run information	Sim Status	St User Name
						Created On Time
PP Payroll posting	☒	0000000059		PArea Z1/02/2017	☐ All documents released	32 TR_HCM_09
						02.05.2018 09:05:50

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

SAP GUI for HTML

Display Settlement Documents Post documents Delete run Select All Deselect All

Active filter using: Status

Typ Name	Selected E	Run Number	Text for Run	Run information	Sim Status	St User Name	Created On Time
PP Payroll posting	☒	0000000059		PArea Z1/02/2017	☐ All documents released	32 TR_HCM_09	02.05.2018 09:05:50
	☐					31 TR_HCM_09	02.05.2018 08:55:15
	☐					90 TR_HCM_09	02.05.2018 08:49:09
	☐					11 TR_HCM_09	02.05.2018 08:47:15
	☐					31 HR-02	22.03.2018 10:15:02
	☐					31 HR-02	22.03.2018 10:14:19
	☐					31 HR-02	20.03.2018 16:19:40
	☐					90 HR-02	20.03.2018 16:15:06
	☐					30 HR-02	20.03.2018 16:14:37
	☐					90 HR-01	20.03.2018 10:51:37
	☐					90 HR-02	20.03.2018 10:49:40

Post documents

The documents in the selected runs will be posted

Please choose processing type

Immediately Create job Cancel

- Transfer to Accounting: Posting initiated

Choose Download Email Print Find Find Next More ▾

02.05.2018 Posting Document

Run Type PP
Run Number 0000000059

Check documents

N	Document	Line	Message Text
i	0000000084	0000000000	Document check - no errors: HRPAY 0000000084 ISQCLNT500

Post documents

N	Document	Line	Message Text
i	0000000084	0000000000	Document posted successfully: HRPAY 0000000084 ISQCLNT500

Payroll posting document posted to FI.