



# Mini Guide: Payroll Simulation Report (PC00\_M10\_CALC\_SIMU)

**Report Description:** The Payroll Simulation Report generates a mock payroll just as it will process in the real world, allowing agencies to anticipate the impacts master data, time and other changes will have on their employees' pay. Agencies may run the Payroll Simulation Report for a single employee, for the current payroll period or a period in the past or future.

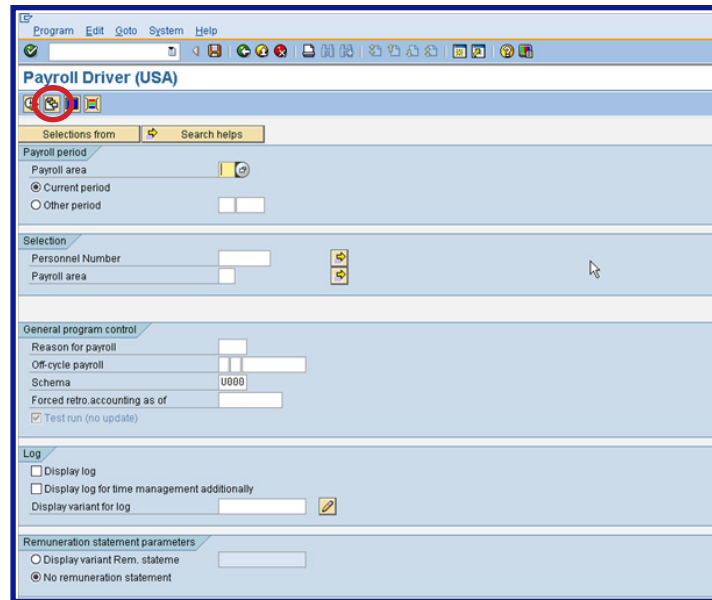
**Report Timing:** Run the Payroll Simulation Report as needed, particularly after making a master data change on an employee's records to determine the impact the change will have on employee earnings.

**Who Can Run This Report:** Employees with the Agency Payroll Administrator security role.

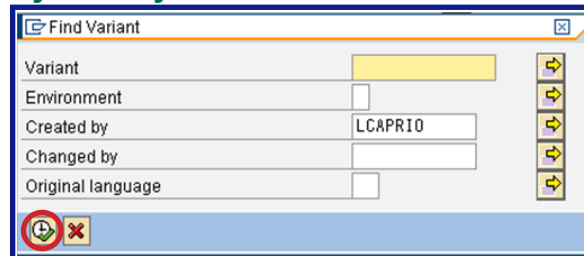
## Important Notes:

- Before you run this report, make sure you have the following details: the payroll area, time period, schema and personnel number for which you would like to view results.
  - If you run a Payroll Simulation Report report that exposes errors, you should analyze the data, correct the errors for the rejected personnel number and run the payroll simulation on the impacted employee once more to ensure all corrections are in place.
  - When running a Payroll Simulation Report on a temporary or non-exempt employee, make sure that all of his or her working and leave time have been entered into SCEIS for the selected time period.
1. Log into SCEIS and use one of the following methods to access the payroll simulation report:
    - Enter **PC00\_M10\_CALC\_SIMU: Simulation** into the Command Field and click on the **Enter** button.
    - From the SAP menu path select Human Resources > Payroll > Americas > USA > Payroll > PC00\_M10\_CALC\_SIMU: Simulation.
  2. When you reach the Payroll Driver (USA) screen below, start by clicking the **Get Variant** button (circled in red on the next page) to select your agency's variant. After selecting your agency's variant, you may customize it to suit your needs.

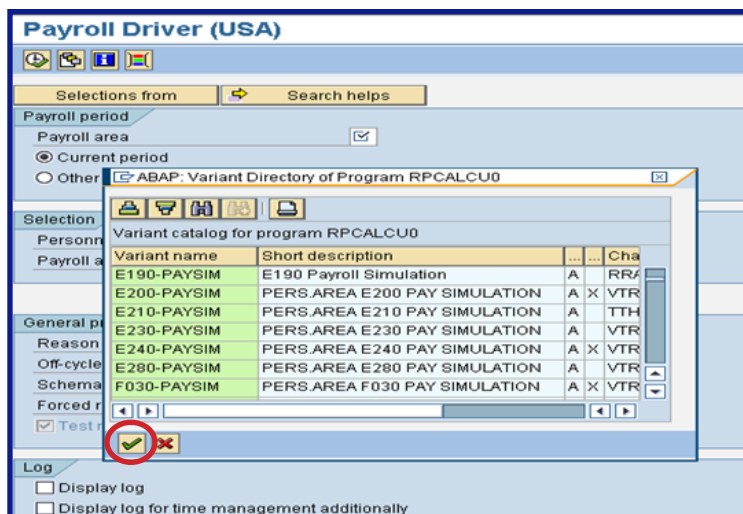
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3. When you click the **Get Variant** button (circled in red in the screen shot above), the **Find Variant** window, shown below, will open. Type your agency's variant into the **Variant** text field, then click the **Execute** button (circled in the screen shot below). If your name appears on the **Created by** text field, delete your name from the field to search all variants, rather than only those you have created.



4. When you click the **Execute** button, the **ABAP: Variant Directory of Program RPCALCU0** window, shown below, will open displaying variants that **SCEIS** created for your agency. Your agency's variant begins with your agency's **Personnel Area (Agency Code)**, then a hyphen and the letters "PAYSIM." For example, the **Office of Budget and Control's** variant is **F030-PAYSIM**. Click on the variant for which you want to view results, and click on the **Choose** button (circled in the screen shot below) to finalize your variant selection.



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When you have selected your variant, some fields on the PC00\_M10\_CALC\_SIMU screen will be populated (different variants will cause different fields to populate). In the example below, the variant F030-PAYSIM was selected, causing the **Payroll area**, **Schema**, **Display log** and **Display variant Rem. stateme** fields to populate.

The screenshot shows the 'Payroll Driver (USA)' screen with the following fields populated:

- Payroll period:** Payroll area: SM, Current period selected.
- Selection:** Personnel Number: [blank], Payroll area: SM.
- General program control:** Schema: ZPRD, Test run (no update) checked.
- Log:** Display log checked, Display variant for log: [blank].
- Remuneration statement parameters:** Display variant Rem. stateme: ZPROD-REM W/L.

5. Complete the **Payroll Period Section** (boxed in red in the screen shot below) as appropriate to narrow your search results to display on the information that you need.

The screenshot shows the 'Payroll Driver (USA)' screen with the 'Payroll period' section highlighted in red. The fields in this section are:

- Payroll area: [blank]
- Current period selected
- Other period: [blank]

### Definitions: Payroll Period Criteria

- **Payroll Area (required):** Enter the Payroll Area. For the State of South Carolina, the Payroll Area is **SM – SC Semi-Monthly**.
- **Current Period:** Select **Current Period** to view results for the current pay period.

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- **Other Period:** Select **Other Period** to view results for a pay period other than the current period. When you select **Other Period**, you must complete the **Payroll Period** and **Payroll Year** fields as described below:
  - **Payroll Period:** This is the first field to the right of **Other Period** and is the specific payroll accounting period within a calendar year.
  - **Payroll Year:** This is the second field to the right of **Other Period** and is the specific payroll accounting year for the payroll period you selected.
- 6. Complete the **Selection** criteria (boxed in red below) as appropriate to select the personnel number and payroll area for which you need to view results.

The screenshot shows the 'Payroll Driver (USA)' application window. The 'Selection' section is highlighted with a red border. It includes the following fields and controls:

- Personnel Number:** A text input field.
- Payroll area:** A dropdown menu.
- Multiple Section button:** A button with a plus sign and a downward arrow, circled in red.

Other sections visible in the interface include:

- Payroll period:** Radio buttons for 'Current period' (selected) and 'Other period'.
- General program control:** Fields for 'Reason for payroll', 'Off-cycle payroll', 'Schema' (U000), and 'Forced retro. accounting as of'. A checked checkbox for 'Test run (no update)'.
- Log:** Checkboxes for 'Display log' and 'Display log for time management additionally', and a text field for 'Display variant for log'.
- Remuneration statement parameters:** Radio buttons for 'Display variant Rem. stateme' and 'No remuneration statement'.

### Definitions: Selection Criteria

- **Personnel Number:** The unique personnel number (unique identifier) of the employee or employees for whom you would like to view results. You may enter a single personnel number or use the Multiple Section button (circled in red above) to enter a range of personnel numbers.
  - **Note:** When running a Payroll Simulation Report, you should specify your criteria and avoid running the payroll simulation report for an entire payroll area, as doing so uses many system resources and can take an excessive amount of time.
- **Payroll Area:** Enter the Payroll Area. For the State of South Carolina, the Payroll Area is **SM – SC Semi-Monthly**.

7. Complete the **General Program Control** section (boxed in red below) as appropriate to select the criteria for which you need to view results.


The screenshot shows the 'Payroll Driver (USA)' application window. The 'General program control' section is highlighted with a red border. It contains the following fields and options:

- Reason for payroll:** A text input field.
- Off-cycle payroll:** A text input field with a 'Matchcode' button (a button with a magnifying glass icon) to its right.
- Schema:** A dropdown menu with 'U000' selected.
- Forced retro accounting as of:** A date input field.
- Test run (no update):** A checked checkbox.

Other sections visible in the interface include:

- Payroll period:** 'Payroll area' with a dropdown arrow, and radio buttons for 'Current period' (selected) and 'Other period'.
- Selection:** 'Personnel Number' and 'Payroll area' with dropdown arrows.
- Log:** 'Display log' (unchecked), 'Display log for time management additionally' (unchecked), and 'Display variant for log' with a dropdown arrow and a magnifying glass icon.
- Remuneration statement parameters:** 'Display variant Rem. stateme' (unchecked) and 'No remuneration statement' (checked).

### Definitions: General Program Control Options

- **Reason for Payroll:** Use this option to specify the reason why an off-cycle payroll run is performed, for example an advance payment or a bonus.
- **Off-cycle Payroll:** Complete the following fields as appropriate:
  - **Payroll Type:** This is the first field to the right of **Off-cycle payroll**. It is used to recognize which simulated payroll run to execute, such as regular payroll or a bonus payment, among other choices. Use the **Matchcode** button (  ) to select a valid option.
  - **Payroll Identifier:** The second field to the right of **Off-cycle payroll**. Use this indicator to distinguish between different off-cycle payroll runs created on the same day.
  - **Off-Cycle Payment Date:** In the third field to the right of **Off-cycle payroll**, enter the date that the off-cycle is run.
- **Schema:** The personal calculation schema defines the rules for calculating payroll and will default to ZPRD: Production Payroll Schema—South Carolina once you have selected your agency's variant.
- **Forced Retro Accounting As Of:** Do not select this option, as it is not currently applicable.
- **Test Run (No Update):** The **Test Run** check box is checked automatically, and will be grayed out on your screen so that you cannot inadvertently uncheck it.

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8. Complete the **Log** section (boxed in red below) as appropriate.

### Definitions: Log Criteria

- **Display Log:** Once you have selected your agency's variant, this box will be checked. Do not change the default value as this field is tied to whichever variant and schema you have selected.
- **Display Log For Time Management Additionally:** Do not select this option, as it is not currently applicable.
- **Display Variant For Log:** Do not select this option, as it is not currently applicable.

9. Complete the **Remuneration Statement Parameters** section (boxed in red below) as appropriate.

### Definitions: Remuneration Statement Parameter Criteria

- **Display Variant Rem. Stateme:** Once you have selected your agency's variant, this field will be completed. Do not change the default value as this field is tied to whichever variant and schema you selected.

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- **No Remuneration Statement:** Select this option if you do not want to display a remuneration statement.

10. Click the **Execute** button (circled in the screen shot below) to run your payroll simulation.

The screenshot shows the 'Payroll Driver (USA)' application window. The top toolbar contains several icons, with the 'Execute' button (a circular arrow) circled in red. Below the toolbar, the 'Payroll period' section has 'Current period' selected. The 'Selection' section has 'Personnel Number' and 'Payroll area' fields. The 'General program control' section includes 'Reason for payroll', 'Off-cycle payroll', 'Schema' (set to 'U000'), and 'Forced retro accounting as of'. The 'Log' section has 'Display log' and 'Display log for time management additionally' checkboxes. The 'Remuneration statement parameters' section has 'No remuneration statement' selected.

After you run your Payroll Simulation Report, the **Display Log Tree** screen, shown below, will appear. (Your actual screen may look different, depending on your results and how the tree is expanded.) The display log tree contains information on the simulated payroll you have just run, based on the selected schema:

- The bottom of the payroll log verifies the total number of employees and payroll periods that simulated successfully.
- Any employees that did not process successfully will display under “Rejected.” Correct all rejected test employee records, then run the Payroll Simulation Report on the impacted employee(s) once more to ensure all corrections are in place.

The screenshot shows the 'Display Log Tree' application window. The top toolbar contains several icons, with the 'Form' button (a document with a pencil) circled in red. The main area displays a tree view under the heading 'Payroll Log'. The tree is expanded to show 'Statistics' with the following data:

Category	Count
Selected personnel numbers	1
Successful	1
Number of periods	2
Rejected	0
Total number of messages and error messages	0

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- To view the complete report, called the Layout Set Display, click the form view (circled in the screen shot at the bottom of page 7).
- If you opted to view a Remuneration Statement, it will look similar to the screen shots below.

Remuneration statement

Pay Period: 08/02/2009 through 08/16/2009      Name: EIP TEST      Personnel No: 00008000  
 Check Date: 09/01/2009      Agency: F030-BUDGET AND CONTROL BOARD

Earnings	Deductions	Taxes	Net Pay	Deductions	Current	YTD
Current: 2,291.66 -	314.85 -	693.73 =	1,283.08	3504 Ben-H1thBlueChoicePost	314.85	1,259.40
YTD: 7,102.72 -	1,259.40 -	2,105.23 =	3,738.09	Total Deductions	314.85	1,259.40
Earnings	Hours	Current	YTD			
Regular Salary Exempt		2,291.66	7,102.72			
Total Earnings		2,291.66	7,102.72			

Remuneration statement

Remuneration statement

Taxes	Tax Type	Status	EXMT AddlAmt	Cur Tax	YTD Tax	Cur Txb1 Earn	YTD Txb1 Earn
Federal	Withholding	Single		370.50	1,111.50	2,291.66	7,102.72
Federal	Social Security			142.08	440.37	2,291.66	7,102.72
Federal	Medicare			33.23	102.99	2,291.66	7,102.72
South Carolina	Withholding			147.92	450.37	2,291.66	7,102.72
Total Taxes				693.73	2,105.23		

Payment	Account	Type	Amount
Check			1,283.08

\*\*\* MESSAGES \*\*\*

- Click the green Back button to return to the main log or the yellow Exit button to return to the SAP Easy Access screen. (Buttons are circled in black in the screen shot at the top of page 7.)

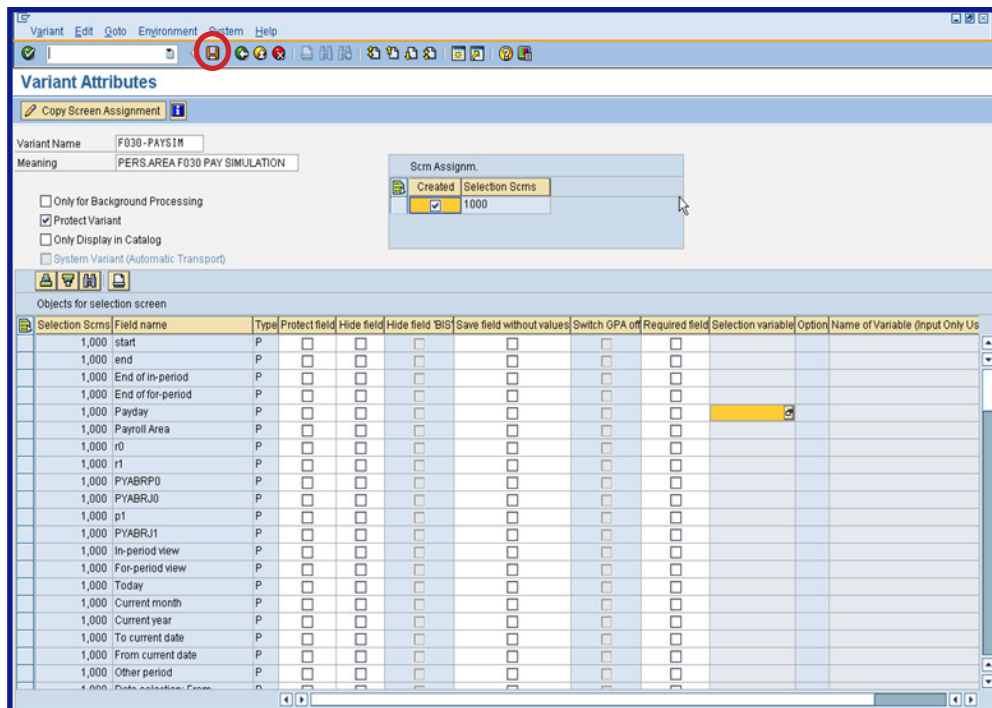


## Creating Custom Variants: Payroll Simulation Report

Many employees run the Payroll Simulation Report using the same variant on a routine basis. To make this process go more quickly, you can create your own custom variant. Below are instructions for creating a custom variant.

1. When you have run a Payroll Simulation Report using the variant and other options you would like to save in your custom variant, follow the menu path detailed below or click on the **Save as Variant** button (circled in the screen shot below).

- **Save as Variant Menu Path:** Goto > Variants > Save as Variant. The **Variant Attribute** screen will then open, displaying a list of objects you can select for your variant.



2. Enter a name for your variant in the **Variant Name** text field, then enter a description of your variant in the **Meaning** text field.
3. Go through the list of selection objects, and check the appropriate columns—Protect field, Hide field, Save field without values or Required field—next to the selection objects you would like to save in your variant.
4. Click the **Save** button to save your variant once you have selected all of the necessary selection objects.

To access your variant when you run the Payroll Simulation Report in the future, enter your name in the **Created by** text field in the Find Variant window, then click the **Execute** button, and your variant will appear in the options displayed in the **Variant Directory** that appears (see steps 2 and 3 of this guide for more detailed instructions). Select the variant you saved from the directory, then click the **Choose** button. Once you have chosen your variant, you can execute the report using the selection objects you have saved, or make any modifications you need. Finally, click the **Execute** button to run the report.