



**PUBLIC**

SAP Best Practices for SAP SuccessFactors Employee Central Payroll

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# Local Payroll Administration: Configuration Guide

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# 1 Local Payroll Administration

One of the greatest benefits of SAP Best Practices package is the pre-configured ready-to-run payroll solution. The most commonly shared payroll practices across U.S. are delivered; including Short and Long Term Disability processing, Loans pay-off on Termination and Pre-Paid Deduction processing.

In this SAP Best Practices package, the standard delivered payroll schemas have been modified to include additional functionality. Personnel calculation rules that need modification are copied to the **Yxxx** name range. New payroll schemas and personnel calculation rules also use the **Yxxx** name range. Several changes to sub-schemas and the addition of new payroll calculation rules have been incorporated into schema **YK01** and are referenced in the appropriate section in this document.

## i Note

This SAP Best Practices package does not currently include configuration for payroll interfaces.

## ⚠ Caution

This SAP Best Practices package assumes that the customer applies all Legal Change Patches and relevant SAP Notes relating to payroll.

## i Note

Depending on the employee master data you use to run through the payroll processes, certain processes may result in errors. It is not possible for the SAP Best Practices package to test all possible constellations of employees for all fifty states. For example, tax postings to financials are set up completely for states such as Ohio (OH) and California (CA) but not for all fifty U.S. states. For this reason, the payroll configuration can be used as a starting point for your sandbox and development systems, but additional customizing may be required for your particular implementation project.

The SAP Payroll process is run at a specific point in time, not only to calculate an employee's basic remuneration but also any special payments, overtime payments or bonuses that must be effected for the period in question.

Before you start installing this scenario, the prerequisite configuration blocks need to be configured. To check the sequence of execution the following configuration blocks should be activated.

Configuration Block	Comments
<a href="#">User Settings and Activation of Services</a>	Default currency and time settings in user profile and activation of the required SICF services.
<a href="#">HCM Local Enterprise Structure</a>	Configure enterprise structure in the payroll system.
<a href="#">HCM Global Personnel Administration</a>	Configuration for organizational data and work agreements.
<a href="#">Local Personnel Administration</a>	Configuration for country specific personnel and payroll data

## 2 Customizing Preparation

### 2.1 Schema Directory

#### Use

To process rules changes, use transaction PE01 to do so from a schema, or use transaction PE02 to directly modify rules without using a schema.

Schema changes or copies are processed with transaction PE01. With transaction PE02 you can display, change, copy and create rules.

#### Procedure

1. Access the transaction using the following navigation:

##### Transaction Code

PE01

##### i Note

This solution uses the following number range for **Time Evaluation** and **Payroll**:

Number Range Type	Number Range
Time Schema and Rules	Y100 to Y150
Payroll Schema and Rules	YUS0 to Yxxx

Function P0054 (in schema YUS0 and subschema YUTO) is configured to overwrite cost distribution from infotype 0027 Cost Distribution, however this is not used in the SAP Best Practices package. If you would like to activate this function, see [SAP Note 848665](#) for more information.

2. Choose *New Entries*.
3. Make the following entries:

Original SAP Schema	Description	New schema
U000	US accounting schema for RPCALCU0	YUS0
New BP	Convert amounts to 2 decimals	YUDC
New BP	Reduce Salary by paid absences	YUAB
UT00	Gross compensation and time evaluation	YUTO
UINO	US Payroll: Initialization of payroll	YUIN
UALO	Proration and cumulation gross	YUAL

4. [Save](#) your entries.

## 2.2 Rule Directory

### Use

This activity sets up the rule directory.

### Procedure

1. Access the transaction using the following navigation:

Transaction Code

**PE02**

2. Choose [New Entries](#).
3. Make the following entries:

Original SAP Rule	Description	New Rule	Schema
New BP	Verification Salary cannot be < zero	YUSL	YUAB



Original SAP Rule	Description	New Rule	Schema
New BP	Query for Paid Absences	YUPA	YUAB
New BP	Proration of Salary for Paid Absences	YUSP	YUAB

4. *Save* your entries.

**i Note**

Create these rules manually if they do not exist after activation of the Solution File.

# 3 Master Data

## 3.1 Benefit and Payroll Vendors

### Use

This activity creates the benefits and payroll vendors.



SAP Best Practices package does not deliver any payees with this solution; however the following table is an example of setting up your payees in the system:

PLAN	Description	PAYEE	Provider	Description	VENDOR	Description
401K	401k Savings Plan	1005	1005	US Fidelity Services	YKU03	Investment Services
401O	401k Catch-up	1005	1005	US Fidelity Services	YKU03	Investment Services
403B	403b Savings Plan	1005	1005	US Fidelity Services	YKU03	Investment Services
403O	403b Catch-up	1005	1005	US Fidelity Services	YKU03	Investment Services
457	457 Plan	1005	1005	US Fidelity Services	YKU03	Investment Services
DFCM	Deferred Comp	1005	1005	US Fidelity Services	YKU03	Investment Services
PEN1	Pension	101020	YKU1	US Pension Services	YKU05	Pension Services
AD&D	Accidental Death&Dismem	1006	1006	US New York Life	YKU06	Life Insurance
DLIF	Dependent Life	1006	1006	US New York Life	YKU06	Life Insurance

PLAN	Description	PAYEE	Provider	Description	VENDOR	Description
GTL	Group Term Life	1006	1006	US New York Life	YKU06	Life Insurance
OLFE	Optional Life Insurance	1006	1006	US New York Life	YKU06	Life Insurance
RLIF	Retiree Life Insurance	1006	1006	US New York Life	YKU06	Life Insurance
MED	Medical	3	3	US MEDP	YKU01	Health&Welfare
DENT	Dental	3	3	US MEDP	YKU01	Health&Welfare
VIS	Vision	3	3	US MEDP	YKU01	Health&Welfare
HCAR	Health Care FSA	3	3	US MEDP	YKU01	Health&Welfare
DCAR	Dependent Care FSA	3	3	US MEDP	YKU01	Health&Welfare
RMED	Retiree Medical	3	3	US MEDP	YKU01	Health&Welfare
LTD	Long Term Disab	2	2	US LTD	YKU02	Disability Insurance
STD	Short Term Disab	2	2	US LTD	YKU02	Disability Insurance
EAP	Employee Assistance	1009	1009	US EAP	YKU04	EAP
STCK	Stock Purchase Plan	1005	1005	US Fidelity Services	YKU03	Investment Services

## Procedure

1. Access the transaction choosing one of the following navigation options:

SAP Menu Path	Transaction Code
<a href="#">▶ Accounting</a> > <a href="#">Financial Accounting</a> > <a href="#">Accounts Payable</a> > <a href="#">Master Records</a> > <a href="#">Create</a>	<b>FK01</b>

2. Make the following entries and choose *Enter*:

Field Name	Description	User Action and Values	Comment
Vendor	Vendor	YKU00	
Company Code	Company Code	US01	
Account Group	Account Group	0001	

3. Make the following entries, then choose *Enter*:

Field Name	Description	User Action and Values	Comment
Name		Enter Not Used	This vendor is not used
Search Term 1/2		HCM Vendor	
Street/House number		44 Cole	
Postal Code		69190	
City		Palo Alto	
Country		US	
Time Zone		CST	
Language		English	

4. On the *Create Vendor: Control* screen, choose *Enter*.  
5. On the *Create Vendor: Payment Transactions* screen, choose *Enter*.  
6. On the *Create Vendor: Accounting information Accounting* screen, make the following entries:

Field Name	Description	User Action and Values	Comment
Recon. Account		<account no.>	
Sort key		009	
Cash management Group		A5	

7. Choose *Enter*.  
8. On the *Create Vendor: Payment transactions Accounting* screen, make the following entries:

Field Name	Description	User Action and Values	Comment
Payt Terms		0001	

Field Name	Description	User Action and Values	Comment
Payment Methods		C	

9. Choose *Enter*.
10. On the *Create Vendor: Corresponding Accounting* screen, choose *Enter*.
11. *Save* your entries.
12. Repeat steps 2 to 11 for the following vendors:

Vendor	Search Term	Reconc. Account	Postal Code	Region	City	Street	Name
YKU01	BP-HCM	121100	94118	CA	SAN FRAN-CISCO	3475 Vendor Ct.	Health&Welfare
YKU02	BP-HCM	121100	94304	CA	PALO ALTO	3475 Vendor Ct.	Disability Insurance
YKU03	BP-HCM	121100	94304	CA	PALO ALTO	3475 Vendor Ct.	Investment Services
YKU04	BP-HCM	121100	19002	CA	ARDMORE	3475 Vendor Ct.	EAP
YKU05	BP-HCM	121100	95111	CA	CITYVILLE	3475 Vendor Ct.	Pension Services
YKU06	BP-HCM	121100	94034	CA	MOUNTAIN VIEW	3475 Vendor Ct.	Life Insurance
YKU07	BP-HCM	121100	94115	CA	SAN FRAN-CISCO	3475 Vendor Ct.	BP-HCM FEDERAL TAX Vendor
YKU08	BP-HCM	121100	94111	CA	SAN FRAN-CISCO	3475 Vendor Ct.	BP-HCM State TAX Vendor
YKU09	BP-HCM	121100	95129	CA	SAN JOSE	3475 Vendor Ct.	Miscellaneous
YKU10	BP-HCM	121100	94118	CA	SAN FRAN-CISCO	3475 Vendor Ct.	Creditor
YKU11	HCM VEN-DOR	121100	94304	CA	PALO ALTO	3475 Vendor Ct.	Child Support
YKU12	HCM VEN-DOR	211000	94304	CA	PALO ALTO	3475 Vendor Ct.	BP-HCM TAX LEVY GARNISHMENT R
YKU13	HCM VEN-DOR	211000	94304	CA	PALO ALTO	3475 Vendor Ct.	BP-HCM State Levy garnishment VEND

Vendor	Search Term	Reconc. Account	Postal Code	Region	City	Street	Name
YKU14	HCM GARN V	211000	56301	CA	SAINT CLOUD	3475 Vendor Ct.	Not used
YKU15	HCM GARN V	211000	94103-151 8	CA	SAN FRAN- CISCO	3475 Vendor Ct.	Not used
YKU16	HCM GARN V	211000	46204	IN	INDIANAPOLIS	3475 Vendor Ct.	Not used
YKU17	HCM GARN V	211000	46204	IN	INDIANAPOLIS	3475 Vendor Ct.	Not used

# 4 Payroll Organization


## 4.1 Generate Payroll Periods

### Use

In this activity, you generate the payroll periods for each payroll area.

### Procedure

1. Access the transaction choosing one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll USA</a> > <a href="#">Basic Settings</a> > <a href="#">Payroll Organization</a> > <a href="#">Generate Payroll Periods</a> 	<b>SPRO</b>

2. On the *Choose Activity* screen select the activity *Generate payroll periods* and select the *Choose* icon.
3. On the *RPUCTPOO* screen, make the following entries for each parameter:

Payroll Area	UM (Monthly)	UX (Bi-weekly)	US (Semi-monthly)	UW (Weekly)
Period Parameters	01	04	02	03
Date Modifier	01	01	01	01
Start Date	01.01.2015	01.01.2015	01.01.2015	01.01.2015
Final year	2017	2017	2017	2017
Start date of fiscal year	0101	0101	0101	0101
Payday rule	3	3	3	3
Number of days				

Payroll Area	UM (Monthly)	UX (Bi-weekly)	US (Semi-monthly)	UW (Weekly)
Determine period number	1	1	1	1

- Choose *Execute*. Only select *Carry out table change* when you have verified the generated periods for each payroll area.

#### i Note

The entries provided are suggestions and can be changed to adjust the pay periods to meet your requirements.

- In the *Choose Activity* screen, choose *Check payroll periods*. This step allows you to check the payroll periods that were generated.
- In the *Determine Work Area: Entry* screen, enter the *Period Parameter* for the payroll area you are checking.
- In the *Choose Activity* screen, choose *Check pay dates*. Choose the *Position* icon. In the *Another entry* screen, enter the *Date Modifier*, *Period Parameter*, *Payroll Year* and *Payroll Period* you are checking.

## 4.2 Create Control Record

### Use

In this activity, you delete and re-create the payroll control record for each payroll area relevant for your implementation. In this SAP Best Practices package, the relevant for payroll areas delivered are UM (monthly), US (semi-monthly), UX (bi-weekly) and UW (weekly).

### Procedure

- Access the transaction choosing one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">▶ Payroll USA</a> > <a href="#">▶ Basic Settings</a> > <a href="#">▶ Payroll Organization</a> > <a href="#">▶ Assign new payroll accounting areas to period modifier</a> ▶	<b>SPRO</b>

- On the *Choose Activity* screen, select the activity *Create control record* and select the *Choose* icon.
- On the *Payroll control record* screen, enter a payroll area. For example, enter **UM, US, UX, UW** and choose *Display*.



4. Note the values in the **Payroll Status**, **Payroll period**, and the **Earliest retro acctg period**.
5. Choose *Back*.
6. On the *Payroll control record* screen, enter the payroll area from step 3. For example, enter **UM** and choose *Delete*. On the *Payroll control record* screen, choose the *Delete* function again.
7. Choose *Back*.
8. On the *Payroll control record* screen, enter the payroll area from previous step 3. For example, enter **UM**, and choose *Create*.
9. Enter the payroll period.
10. Enter the period number, minus one period, that you want to run payroll.
11. Enter the *Earliest retro acctg period* for the payroll area.
12. *Save* your entries.

## 4.3 Hourly Rates With Several Decimal Places

### Use

Some customers require an hourly rate with more than two decimals. SAP offers a standard five decimal currency available for use in SAP Best Practices package. The artificial currency **USDN** represents a currency with more than two decimal places. The **USDN** currency has been attached to all hourly employees.

### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Hourly rates with several decimal places</a>	<b>SPRO</b>

2. On the *Choose Activity* dialog box, double-click *Schema UALO: Proration & gross cumulation*.

#### **i** Note

In Payroll schema **YKUSO** (a copy of the schema **U000**), sub-schema **UINO** was replaced with sub-schema **YUIN** and modified to activate the settings for hourly rates with more than two decimals.

You should have the check over **PA03** activated. This is the setting for productive systems. It prevents the user from running payrolls out of sequence. You might want to deactivate this setting in your development client by setting an \* in the column **D**.

The switch OPT BSI is obsolete and is deactivated.

3. On the *Personnel Calculation Schemas: Initial* screen, in the *Schema* field, enter **YUIN178** and choose *Create*.
4. Make the following entries:

**YUIN: US Payroll: Initialization of payroll**

The screenshot shows the 'Personnel Calculation Schemas: Initial' screen. At the top, there is a toolbar with a checkmark, a dropdown menu, and icons for save, print, cancel, copy, paste, undo, redo, and a 'More' dropdown. Below the toolbar is a 'Cmmnd' field with a cursor and a 'Stack' button. The main area contains a table with the following data:

Line	Func.	Par1	Par2	Par3	Par4	D	Text
000010	BLOCK	BEG					Initialization of payroll
000020	PGM	ABR					Program type payroll
000030	UPD	YES					Database updates performed (YES/NO)
000040	OPT	INFT					Read only processed infotypes
000050	OPT	TIME					Read all time infotypes
000060	OPT	DEC					Hourly rates with more than 2 decimals
000070	CHECK		ABR				Check over PA03
000080	OPT	BSI					* Set switch BSI
000090	BLOCK	END					

**i Note**

For the following payroll schema, subschema **YUDC** (Convert to two decimals) has been included to allow for the correct processing of the alternate five decimal currency.

**YUAL** Proration and cumulation gross

5. On the *Personnel Calculation Schemas: Initial* Screen, enter **YUDC** and choose *Display*.
6. On the *Display Schema: YUDC* screen, the system displays the following values:

**YUDC: Convert amounts to 2 decimals**

The screenshot shows the 'Display Schema: YUDC' screen. It features a 'Cmmnd' field with a cursor and a 'Stack' button. The main area contains a table with the following data:

Line	Func.	Par1	Par2	Par3	Par4	D	Text
000010	BLOCK	BEG					Conversion to normal currency
000020	XDECI	CONV	RT	2			Convert RT amounts down to 2 decimals
000030	XDECI	CONV	IT	2			Convert IT amounts down to 2 decimals
000040	BLOCK	END					Conversion to normal currency

# 5 Absences

## 5.1 Determine Grouping for Absence Valuation

### Use

In this step, you determine which groupings the payroll driver uses to access the tables when processing absences. This is controlled by the function MOD UMOD GEN (replaced by BP with rule YUMD) in schema UT00 (Gross calculation of pay: Time data processing) (replaced by BP with schema YUTO).

In this SAP Best Practices package, a new subschema **YUAB** has been created to handle the processing of absences for salaried employees. This subschema is called in schema **YUAL** (a copy of UALO) directly after the processing of salary proration and contains three personnel calculation rules.

Schema YUAL:

Line	Func.	Par1	Par2	Par3	Par4	D	Text
000010	BLOCK	BEG					Calculate part time factors + gross
000020	IF		SPRN				If period is special run
000030	ELSE						Else: period is not special run
000040	GEN/8	16					Create wage types /801 to /816 in IT
000050	PIT	XPPF		NOAB			Determine proration factors
000060	PIT	XCM0	P31				Period lump sums for cost accounting
000070	PIT	XVAL	P10				Prorate period gross wages
000080	ACTIO	XCH0	A			*	Calculate hours for cost accounting
000090	COPY	YUAB				*	Query for Paid Absences
000100	ENDIF						Endif period is special run
000110	XDECI	CONV	RT	2		*	Convert RT amounts down to 2 decimals
000120	XDECI	CONV	IT	2		*	Convert IT amounts down to 2 decimals
000130	COPY	YUDC					Convert amounts down to 2 decimals
000140	PIT	X023	P20	NOAB			Cumulate gross wages and store in RT
000150	USCLM					*	US Overpayment Processing
000160	BLOCK	END					

## i Note

This process alleviates the rounding issues when an absence for a salaried employee is paid on a separate wage type. The standard process to achieve this was to configure the absence as unpaid, which caused the pay period salary to be prorated based on the unpaid period.

The new process now allows the payment amount of the absence wage type to be subtracted from the pay period salary. Configuration to facilitate this process is also required in T51P1 (Wage type linking) and processing class 97 for all absence and related salary wage types.

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Absences</a> > <a href="#">Determine grouping for absence valuation</a> >	<b>SPRO</b>

2. On the *Choose Activity* dialog box, double-click *Update schema UT00*.
3. On the *Personnel Calculation Schema: Initial* Screen, enter **YUAB** and choose *Create*.
4. Make the following entries:

### Schema YUAB:

Line	Func.	Par1	Par2	Par3	Par4	D	Text
000010	IF	YUSP					If: Query for Paid Absences
000020	PIT	YUPA	P97				Reduce Salary by Paid Absence
000030	PITAB	S	AIT				Copy IT to AIT
000040	PIT	YUSL	P97				Verify Salary cannot be < zero
000050	ENDIF						Endif

5. *Save* your entries.
6. Choose *Back*.

## i Note

Personnel calculation rule **YUSP** is the first of three rules used in this process. The purpose of this rule is to query for paid absences. If paid absences are found for the employee, the condition is **T** (True) and processing continues.

7. On the *Choose Activity* dialog box, double-click *Set modifiers for payroll calculation*.
8. On the *Personnel Calculation Rules: Initial* Screen, enter **YUSP** and choose *Create*.
9. Make the following entries:

### Rule YUSP:

Line	Var.Key	CL	T	Operation	Operation	Operation	Operation	Operation	Operation
000010			D	AMT=GSAP**AMT?0					
000020	=			SCOND=F	IF				
000030	>			SCOND=T	IF				

10. Save your entries.
11. Choose *Back*.

### i Note

Personnel calculation rule **YUPA** processes the contents of table **IT** based on processing class **97**. The purpose of this rule is to reduce the pay period salary by the amount of the paid absence wage type. To reduce the pay period salary by the amount of the absence, you must maintain processing class **97** with the value 1.

12. On the *Choose Activity* dialog box, double-click *Set modifiers for payroll calculation*.
13. On the *Personnel Calculation Rules: Initial* Screen, enter **YUPA** and choose *Create*.
14. Make the following entries:

#### Rule YUPA:

Line	Var.Key	CL	T	Operation	Operation	Operation	Operation	Operation	Operation
000010			D	VWTCL	97				
000020	*			ADDWT	*				
000030	1		D	VWTCL	97				
000040	1 *			ADDWT	*				
000050	2		D	VWTCL	97				
000060	2 *			ADDWT	*				
000070	3		D	VWTCL	97				
000080	3 *			ADDWT	*				
000090	3 1			ZERO=	RN	ELIMI *	RESET	RA1	

15. Save your entries.
16. Choose *Back*.

**i Note**

Personnel calculation rule **YUSL** is the last of the rules in this process. The purpose of this rule is to ensure that the amount of the pay period salary after the reduction process is not negative.

- 17. On the *Choose Activity* dialog box, double-click *Set modifiers for payroll calculation*.
- 18. On the *Personnel Calculation Rules: Initial Screen*, enter **YUSL** and choose *Create*.
- 19. Make the following entries:

**Rule YUSL:**

Line	Var.Key	CL	T	Operation	Operation	Operation	Operation	Operation	Operation	*
000010			D	VWTCL	97					
000020	*			ADDWT	*					
000030	1		D	VWTCL	97					
000040	1 *			ADDWT	*					
000050	2		D	VWTCL	97					
000060	2 *			ADDWT	*					
000070	3		D	VWTCL	97					
000080	3 *			ADDWT	*					
000090	3 2		D	AMT?0						
000100	3 2 *			ADDWT	*					
000110	3 2 <			ZERO= A	ADDWT *					
000120	3 3		D	AMT?0						
000130	3 3 *			ADDWT	*					
000140	3 3 <			ZERO= A	ADDWT *					

- 20. Save your entries.

**i Note**

Table T51P1 is used in this process to link the absence wage type to the appropriate salary wage type using the linking indicators **Z4** for **Pay Period Salary** and **Z5** for **Payscale salary**.

## 5.2 Deduct Absences From Salary

### 5.2.1 Create New Processing Class 97

#### Use

In this activity, you create a new processing class.

#### Procedure

1. Access the transaction choosing one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶▶ Payroll</a> > <a href="#">Payroll USA</a> > <a href="#">Basic Settings</a> > <a href="#">Environment for Maintaining Wage Types</a> > <a href="#">Processing Classes and Evaluation Classes</a> > <a href="#">Maintain processing classes and their specification</a> >	<b>SPRO</b>

2. In the *Country* field, select your country (for example, **USA**) and choose *Continue*.
3. Choose *New Entries*.
4. Make the following entries:

Field name	Description	User action and values	Comment
Processing class		97	
Description		Absence deduction from Salary	

5. Select the newly created row and in the *Dialog Structure* pane, double-click *Processing class specifications*.
6. Choose *New Entries*.
7. Make the following entries:

Specific	Description
	Pass forward
1	Deduct Absence from Salary

Specific	Description
2	Pass forward and add to variable 2
3	Pass forward and add to variable 3

8. [Save](#) your entries.

## 5.2.2 Wage Type Linking T51P3

### Use

In this activity, you configure the absence and salary linking. You must maintain process class 97 with value **1** for the wage types in column **2**.

### Procedure

1. Access the transaction choosing one of the following navigation options:

Transaction Code
<b>SM31</b>

2. In the *Table/View* field, enter **v\_T51P3** and choose *Maintain*.
3. In the *Country Grouping* field, enter **10** and choose *Continue*.
4. Choose *New Entries*.
5. Make the following entries:

Indicator	Meaning
Z4	BP Wage type link Salary
Z5	BP Wage type link Payscale Salary

6. [Save](#) your entries.



## 5.2.3 Wage Type Mapping T51P1

### Use

In this activity, you configure the wage type mapping.

### Procedure

1. Access the transaction using the following navigation:

**Transaction Code**

---

**SM31**

---

2. In the *Table/View* field, enter **T51P1** and choose *Maintain*.
3. In the *Country Grouping* field, enter **10** and choose *Continue*.
4. Choose *New Entries*.
5. Make the following entries:

Field Name	Description	User Action and Values	Comment
Indicator		Z4	
W. Type		1250	
From		01/01/1990	
To		12/31/9999	
W.type		1003	

6. *Save* your entries.
7. Repeat steps 4 to 6 for the following information:

Indicator	W.Type	Wage Type Description	W.Type	Wage Type Description
Z4	1250	Holiday Pay	1003	Pay Period Salary
Z4	1251	Vacation Pay	1003	Pay Period Salary

Indicator	W.Type	Wage Type Description	W.Type	Wage Type Description
Z4	1252	Sick Pay	1003	Pay Period Salary
Z4	1253	Comp time taken	1003	Pay Period Salary
Z4	1254	Jury Duty	1003	Pay Period Salary
Z4	1255	Bereavement leave	1003	Pay Period Salary
Z4	1259	Maternity leave	1003	Pay Period Salary
Z4	1260	Short Term Disability	1003	Pay Period Salary
Z4	1264	Other Paid Absences	1003	Pay Period Salary
Z5	1250	Holiday Pay	1002	Payscale Salary
Z5	1251	Vacation Pay	1002	Payscale Salary
Z5	1252	Sick Pay	1002	Payscale Salary
Z5	1253	Comp time taken	1002	Payscale Salary
Z5	1254	Jury Duty	1002	Payscale Salary
Z5	1255	Bereavement leave	1002	Payscale Salary
Z5	1259	Maternity leave	1002	Payscale Salary
Z5	1260	Short Term Disability	1002	Payscale Salary
Z5	1264	Other Paid Absences	1002	Payscale Salary

#### Note

If the client does not require absences to be paid on separate wage type for salaried employees, subschema **Y154** can be commented out in the schema. Configuration is required in the absence valuation area.

## 5.2.4 Assign Processing Class 97 to Wage Type

### Use

In this activity, you assign the wage type to process class 97.

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Deductions</a> > <a href="#">Assign processing classes to wage types</a> >	<b>SPRO</b>

2. On the [Change View Deduction storage: Overview](#) screen, choose [New Entries](#).
3. Make the following entries:

Field Name	Description	User Action and Values	Comment
Wage type		1250	
Start		01/01/1900	
End		12/31/9999	
P	Process class 97	1	

4. [Save](#) your entries.
5. Repeat steps 3 to 5 for the following values:

Wage Type	Wage Type Text	PRCL97
1250	Holiday pay	1
1251	Vacation pay	1
1252	Sick pay	1
1253	Comp time taken	1
1254	Jury duty	1
1255	Bereavement leave	1
1259	Maternity leave	1
1260	Short term disability	1
1264	Other Paid Absences	1

## 5.3 Define Day Rules

### Use

In this activity, you define day rules.

### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Absences</a> > <a href="#">Define Day Rules</a> >	<b>SPRO</b>

2. On the *Change View Day Rules: Overview* screen, choose *New Entries*.
3. Make the following entries:

Field Name	Description	User Action and Values	Comment
Day Rule		10	
Text for day rule		Saturday	
Sequential number		01	
Conditions set for holiday class		Mark both columns <b>Prev day</b> and <b>Curr. Day</b>	Mark all cells.
Conditions set for day type		Mark all cells in the column <b>Previous day</b>	
Conditions set for day type		Mark only day type blank and day type 1: day off. <b>Current Day</b>	Leave all other cells blank
Conditions set for weekday		Mark only <b>Saturday</b> for <b>Saturday</b> , and mark <b>Sunday</b> for Saturday and Sunday.	

Field Name	Description	User Action and Values	Comment
Conditions set for planned hours		Mark all cells of <b>Prev. day.</b>	
Curr. Day		Mark all cells of Curr. Day and save your entries	

4. [Save](#) your entries.
5. Repeat steps 2 to 4 for the following entries (keeping other values the same as the table above):

Day Rule	Text for day rule	Sequential No.
01	On workdays	00
02	On non-workdays	10
02	On non-workdays	20
03	On public holidays	00
04	Every day exc. public holidays	00
10	Saturday	01
11	Saturday & Sunday	01
13	Holiday + workday TType 0;1	00
14	Paid pub. holiday off; TType 1	00
15	Holiday and workday; day type 0	00

## 5.4 Absence Valuation

### Use

In this activity, you perform the following processes:

- Create counting classes for absence evaluation  
This activity defines counting classes and specifies regulations for which absences are collected in the counting classes. You can specify up to 10 counting classes for each absence valuation rule.
- Evaluate absences using the **as if** principle  
This activity lets you decide which absence valuation rules should be paid according to the **as if** principle.

- Evaluate absences by constants/averages  
This activity lets you specify regulations for absences that are valued using an average or constant.
- Special processing of absence evaluation rules  
This activity lets you specify a special processing for absence valuation, by using a personnel calculation rule that controls the special processing you require.

## 5.4.1 Evaluate Absences Using 'as if' Principle

### Use

Absences are valued using the **as if** principle. Absences for both hourly and salary employees are handled in the same way in SAP Best Practices package. However, changes may be made depending on the requirements of the customer.

### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Absences</a> > <a href="#">Absence Valuation</a> > <a href="#">Evaluate Absences using as if principle</a>	<b>SPRO</b>

2. On the *Change View* screens, select a row and choose *Details*.
3. Make the following entries:

#### i Note

The system displays the values seen in the first three columns. Select a row and choose *Details*, then enter the remaining data on the following screen.

Abs Val Grp	Valuation Rule	Valuation Rule Text	Offcycle Indic.	CC for Absence	Paid	Pct	Wage Type	Time	Pct	Time Unit	Basic Pay Split
01	01	Unpaid Absence		01		100.00	/846	I	100.00	RH	X

Abs Val Grp	Valuation Rule	Valuation Rule Text	Offcycle Indic.	CC for Absence	Paid	Pct	Wage Type	Time	Pct	Time Unit	Basic Pay Split
01	02	Short Term Disability		02	Selected	100.00					
01	03	Other Paid Absences		03	Selected	100.00	1264	I	100.00	RH	X
01	04	Sick/Illness		04	Selected	100.00	1252	I	100.00	RH	X
01	06	Family Medical Leave (FMLA)		06	Selected	100.00	/846	I	100.00	RH	X
01	07	Strike/Lock-out		07	Selected	100.00	/846	I	100.00	RH	X
01	10	Personal Time		10	Selected	100.00	1264	I	100.00	RH	X
01	11	Comp Time		11	Selected	100.00	1253	I	100.00	RH	X
01	14	Holiday		14	Selected	100.00	1250	I	100.00	RH	X
01	21	Long Term Disability		21	Selected	100.00	/846	I	100.00	RH	X
01	22	Occ. Injury / Workers' Comp		22		100.00	/846	I	100.00	RH	X
01	23	Jury Duty		23	Selected	100.00	1254	I	100.00	RH	X
01	24	Bereavement		24	Selected	100.00	1255	I	100.00	RH	X
01	25	Military Leave		25		100.00	/846	I	100.00	RH	X
01	26	Maternity		26	Selected	100.00	1259	I	100.00	RH	X
01	30	Short Term Disability @ 100 %		02	Selected	100.00	1260	I	100.00	RH	X
01	31	Short Term Disability @ 75 %		02	Selected	75.00	1260	I	75.00	RH	X
				02		25.00					
01	39	Short Term Disability @ 50 %		02	Selected	50.00	1260	I	50.00	RH	X
				02		50.00					

Abs Val Grp	Valuation Rule	Valuation Rule Text	Offcycle Indic.	CC for Absence	Paid	Pct	Wage Type	Time	Pct	Time Unit	Basic Pay Split
01	40	Short Term Disability - Unpaid		02		100.00	/846	I	100.00	RH	X
01	99	Vacation		99	Selected	100.00	1251	I	100.00	RH	X
01	99	Vacation - Off Cycle	O				1251		100.00	RH	
01	99	Vacation - Off Cycle	R	99		100.00					
02	01	Unpaid Absence		01		100.00	/846	I	100.00	RH	X
02	02	Short Term Disability		02	Selected	100.00					
02	03	Other Paid Absences		03	Selected	100.00	1264	I	100.00	RH	X
02	04	Sick/Illness		04	Selected	100.00	1252	I	100.00	RH	X
02	06	Family Medical Leave (FMLA)		06	Selected	100.00	/846	I	100.00	RH	X
02	07	Strike/Lock-out		07	Selected	100.00	/846	I	100.00	RH	X
02	10	Personal Time		10	Selected	100.00	1264	I	100.00	RH	X
02	11	Comp Time		11	Selected	100.00	1253	I	100.00	RH	X
02	14	Holiday		14	Selected	100.00	1250	I	100.00	RH	X
02	21	Long Term Disability		21	Selected	100.00	/846	I	100.00	RH	X
02	22	Occ. Injury / Workers' Comp		22		100.00	/846	I	100.00	RH	X
02	23	Jury Duty		23	Selected	100.00	1254	I	100.00	RH	X
02	24	Bereavement		24	Selected	100.00	1255	I	100.00	RH	X
02	25	Military Leave		25		100.00	/846	I	100.00	RH	X



Abs Val Grp	Valuation Rule	Valuation Rule Text	Offcycle Indic.	CC for Absence	Paid	Pct	Wage Type	Time	Pct	Time Unit	Basic Pay Split
02	26	Maternity		26	Selected	100.00	1259	I	100.00	RH	X
02	30	Short Term Disability @ 100 %		02	Selected	100.00	1260	I	100.00	RH	X
02	31	Short Term Disability @ 75 %		02	Selected	75.00	1260	I	75.00	RH	X
				02		25.00					
02	39	Short Term Disability @ 50 %		02	Selected	50.00	1260	I	50.00	RH	X
				02		50.00					
02	40	Short Term Disability - Unpaid		02		100.00	/846	I	100.00	RH	X
02	99	Vacation		99	Selected	100.00	1251	I	100.00	RH	X
02	99	Vacation - Off Cycle	O				1251		100.00	RH	
02	99	Vacation - Off Cycle	R	99		100.00					

4. [Save](#) your entries.

**i Note**

For additional information about Function AVERA (Cumulation of Averages), go to transaction [PE04](#), and in the *Name* field enter [RGRTE](#), then from the menu, choose [Goto > Documentation >](#).

## 5.5 Short/Long-Term Disability (STD/LTD) Plans

### 5.5.1 Prepare Payroll for Processing Pay Related to STD/LTD Plans

#### 5.5.1.1 Check Absence Breakdown for STD/LTD Plans

#### Use

In this activity, you check the absence breakdown for the short- and long-term disability plans. These breakdowns facilitate the automatic reduction of payment while on short-term disability.

#### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> ▶ <a href="#">Payroll: USA</a> ▶ <a href="#">Absences</a> ▶ <a href="#">Short/Long Term Disability (STD/LTD) Plans</a> ▶ <a href="#">Prepare payroll for processing pay related to STD/LTD plans</a> ▶ <a href="#">Check absence breakdown for STD/LTD plans</a> ▶	<b>SPRO</b>

#### i Note

The following absence breakdowns are delivered with the standard SAP system.

Valuation Rule	Valuation Rule Description
30	STD Paid @ 100 %
31	STD Paid @ 75 %
39	STD Paid @ 50 %
40	STD Unpaid

2. The assignment of the absence processing indicator for STD/LTD is controlled via sub schema YUMO and personnel calculation rule YUTO. In SAP Best Practices package, all employees are assigned to the same modifier for coverage under the STD/LTD plans.

**i Note**

If the schema YUMO and the rule YUTO is missing after activation of the solution file, create them manually.

3. Make the following entries:

**Sub Schema YUMO:**

Line	Func.	Par1	Par2	Par3	Par4	D	Text
000010	COM						Rule for USA modifiers (UMO1) must be called prior to UMOD!!!!
000020	COM						Determination of payroll modifier
000030	BLOCK	BEG					* Determine US payroll modifiers
000040	MOD	UMO1	GEN				Determine payroll modifiers t5k0c
000050	MOD	YUM1	GEN				Determine payroll modifiers
000060	MOD	UMOD	GEN				
000070	BLOCK	END					

**Rule YUM1:**

**YUM1:**

Line	Var.Key	CL	T	Operation	Operation	Operation	Operation	Operation	Operation	*
000010				UMODI	5=10					

Absence Modifier	Sick Pay Modifier	Valuation Rule	Processing Indicator	Breakdown Rule Level 1	Breakdown Rule Level 2	Breakdown Rule Level 3
MODIF A	UMODI 5					
01	10	02	01	30	31	39

**i Note**

The following settings are the standard settings delivered with an SAP system. Additional configuration may be required to ensure that absence processing meets your requirements.

Absence Modifier MODIF A	Sick Pay Modi- fier UMODI 5	Valuation Rule	Processing In- dicator	Breakdown Rule Level 1	Breakdown Rule Level 2	Breakdown Rule Level 3
01	00	02	01	30	31	39
01	00	04	01	30		
01	00	02	01	30	31	40
01	00	04	01	30		
02	00	02	01	30	31	39
02	00	04	01	30		
02	01	02	01	30	31	39
02	01	04	01	30		
02	02	02	01	30	31	40
02	02	04	01	30		

4. [Save your entries.](#)

# 6 Time Wage Type Valuation

## 6.1 Valuation Bases

### 6.1.1 Constant Dependent on Wage Types

#### Use

Although **Fixed Rate** valuation is **not** delivered with SAP Best Practices package, personnel calculation rule **Y174** has been maintained to set MODIF 2 to specific values based on **Personnel Area/Subarea** to allow customizing for **Fixed Rate** valuation.

#### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Time Wage Type Valuation</a>	<b>SPRO</b>
<a href="#">▶ Valuation Bases</a> > <a href="#">Constant Valuation Bases</a> > <a href="#">Constants dependent on wage types</a>	

2. On the *Choose Activity* dialog box, double-click *Modifier for constant evaluation* activity.
3. On the *Personnel Calculation Rules: Initial Screen*, enter **YUMD** and select *Choose*.
4. Choose *New Entries*.
5. Make the following entries:

Rule **YUMD**:

The screenshot shows the SAP 'Personnel Calculation Rules: Initial Screen' interface. At the top, there is a green checkmark, a dropdown menu, and several icons (pencil, scale, Cancel, up/down arrows, and More). Below this is a 'Cmmnd' field with a blue border. The main area is a table with columns: Line, Var.Key, CL, T, Operation, Operation, Operation, Operation, Operation. A dashed line separates the header from the data. The first row of data has '000010' in the 'Line' column and 'MODIF A=01MODIF 2=10MODIF B=01MODIF C=K MODIF D=0' in the 'Operation' column.

6. [Save](#) your entries.

**i Note**

For clients who would like to show full time equivalent (FTE) amounts on infotype 0008 for all employees including part-timers, the rule YUSE can be inserted in sub-schema YUTO under the valuation of rates, rule X013.

This rule takes the capacity utilization level percentage and multiplies it by the full wage on infotype 0008 and process for payment in the results table (RT). Additional documentation for this rule is available within the personnel calculation rule.

Rule **YUSE**:

Line	Var.Key	CL	T	Operation	Operation	Operation	Operation	Operation	Operation	Operation *
000010				RTE=	EMPCTMULTI	RAA	AMT/100	ZERO=	R	ADDWT *

## 6.1.2 Create Person-Related Valuation Bases

This activity defines which hourly or day rates for individual persons are set up during Payroll accounting. For this reason, you must determine for each wage type that is included in payroll accounting via the infotype **Basic pay**, in which bases of valuation this should be included.

### Prerequisites

Wage types that are not entered in the infotype **Basic pay** cannot be used for the creation of bases of valuation.

### Procedure

**i Note**

No configuration steps are required. The following settings are the standard SAP settings.

Activity	Maintains Object	BP Object
Create valuation bases (addition)	Rule X010	U010

<b>Activity</b>	<b>Maintains Object</b>	<b>BP Object</b>
Form valuation bases (division)	Rule X013	X013
General processing of time data USA	Schema UT00	YUTO
Maintain basic pay for valuation bases	Process Class 1 Assignment to valuation bases	N.A.

# 7 Fair Labor Standards Act (FLSA)

## 7.1 Update Schema UT00 / YUTO

### Use

This activity updates the schema.

### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Fair Labor Standards Act (FLSA)</a> > <a href="#">Update schema UT00</a> >	<b>SPRO</b>

2. Choose *New Entries*.



3. Make the following entries for schema YUTO:

Line	Func.	Par1	Par2	Par3	Par4	D	Text
000240	PAB						Edit absence data
000250	PRINT	NP	PART				Print partial month parameter
000260	PRINT	NP	PARX				Print cumulated absences
000270	PRINT	NP	ZL				Print table of time wage types
000280	PRINT	NP	IT				Print IT
000290	P2010	X930	GEN	NOAB			Process employee remuneration info
000300	P2010		GEN	NOAB			* PS -MA, Process EE remuneration info
000310	UTIPS						* Tip processing
000320	PIT	UTAL	P84	NOAB			* Total tip allocation amounts
000330	PRINT	NP	ALP				Table of different payments
000340	P0554						* PS -MA, Process Infotype 0554
000350	PALP	X012	GEN				Val. bases for different payments
000360	PIT	XALP		NOAB			Increased val.basis+extra pay+premium
000370	IF	UTRR					* If workweek and hourly paid
000380	COPY	UTRO					* FLSA: overtime valuation with reg.date
000390	ELSE						* Else usual valuation of time wage types
000400	ZLIT				AMS		* Time wage types in IT
000410	P0083						* Valuation of time wage types
000420	ZLIT				ASXN		Time wage types in IT
000430	ZLIT				MYCR		Time wage types in IT
000440	P0416						Valuation of time wage types
000450	PIT	X015	GEN	NOAB			Endif
000460	ENDIF						* Remove val. bases with ALP split
000470	PIT	X009	GEN	NOAB			Incentive wages
000480	COPY	XIW0					* Gross and RT storage for time wage types
000490	PIT	X020	P03				Gross and RT storage for time wage types
000500	ENDIF						Endif: workweek and hourly paid
000510	BLOCK	END					

4. Save your entries.

# 8 Cumulations

## 8.1 Company-Specific Cumulations

### 8.1.1 Define Cumulation Types

#### Use

If you require cumulation periods other than the standard periods available in the system (M: Monthly; Q: Quarterly; Y: Annual; U: Unlimited), you must define your specific cumulation types. You assign a time frame to these types at a later stage.

#### ❖ Example

You require semi-annual cumulation starting at the beginning of each half year. To do this you add cumulation type **1**.

#### → Recommendation

Because the cumulation and storage of their results requires extensive computing time and database space, only set up essential cumulation types.

#### i Note

The following settings are standard in the SAP System:

Calendar Type	Calendar Type Text
M (41)	Monthly
Q (21)	Quarterly
U (60)	Unlimited
Y (01)	Annually

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Cumulations</a> > <a href="#">Company-Specific Cumulation</a> > <a href="#">Define cumulation types</a> >	<b>SPRO</b>

2. Choose [New Entries](#).
3. Make the following entries:

Calendar Type	Calendar Type Text
F (41)	Monthly – when paid
H (21)	Quarterly – when paid
K (01)	Annually – when paid

4. [Save](#) your entries.

## 8.1.2 Wage Types for Cumulation

### Use

Here, you set **Wage Types** that will be cumulated by changing values for processing class 30.

### Procedure

This SAP Best Practices package is configured for the following cumulations:

- F: Monthly – when paid
- H: Quarterly – when paid
- K: Annually – when paid

Pick appropriate cumulation required

---

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Cumulations</a> > <a href="#">Assign Cumulations to Wage Types</a> > <a href="#">Wage Types for Cumulation</a> >	<b>SPRO</b>

2. Double-click the *Wage Type* desired.
3. Select the appropriate value from the dropdown list.

**i Note**

Most **Wage Types** are set to value **T**, to cumulate as per settings in T54C3, described in the following section.

4. *Save* your entries.

## 8.1.3 Cumulation of Wage Types

### Use

Here, you set different cumulation for each **Wage Type** to be cumulated.

### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Cumulations</a> > <a href="#">Assign Cumulations to Wage Types</a> > <a href="#">Cumulation of wage types</a> >	<b>SPRO</b>

2. Verify or add the following standard entries are in your system. If adding, choose *New Entries*.

3. Make the following entries:

Wage Type	Wage Type Long Text	Cumulation Type	Start Date	Number Cu- mulation	Amount Cu- mulation
/101	Total gross	F,H, K	01/01/1900	X	
/102	401(k) Wages	F, H, K	01/01/1900	X	
1275	Special Projects	F,H, K,M,Q, Y	01/01/1900		X
1276	Disaster Relief	F,H, K,M,Q, Y	01/01/1900		X
2040	401k Loan Deduction	F,H, K,M,Q, Y	01/01/1900	X	
2244	457 EE Pre-Tax	F,H, K,M,Q, Y	01/01/1900	X	
2245	457 EE Pre-Tax Bns	F,H, K,M,Q, Y	01/01/1900	X	
2344	457 Employer Rmatch	F,H, K,M,Q, Y	01/01/1900	X	
2345	457 Employer BMatch	F,H, K,M,Q, Y	01/01/1900	X	

4. [Save](#) your entries.

#### **i** Note

Customers should review the wage types to be cumulated, as in this SAP Best Practices package only a subset of the delivered wage types are marked for cumulation.

## 8.1.4 Generate Cumulation Intervals

### Use

Here, you generate the intervals for the various cumulations required.

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Cumulations Generate cumulation intervals</a> > <a href="#">Generate cumulation intervals</a> ▶	<b>SPRO</b>

2. Make the following entries:

Field	Value
Initial Year	Year prior to go live (for example, 2014)
Final Year	Usually 3 – 5 years after current year (2015)
Change Database	Check box - check if ready to update database table

3. [Save](#) your entries.

# 9 Deductions

Union dues are processed in info type **P0057** via function P0057 rule U014.

## 9.1 Assign Processing Classes to Wage Types

### Use

This activity assigns processing classes to wage types.

### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Deductions</a> > <a href="#">Assign processing classes to wage types</a> ▶	<b>SPRO</b>

2. Choose *New Entries*.
3. Make the following entries:

Field Name	Description	User Action and Values	Comment
Wage type		2020	
Start		01/01/1900	
End		12/31/9999	
P	Process class 5	0	

4. *Save* your entries.

- Repeat steps 2 to 4 for the following information, using the same start and end dates:

Wage Type	Wage Type Text	PRCL 5
2021	Union Dues – Percent	0

## 9.2 Wage Types for Deductions With Balances and Totals

### 9.2.1 Generate Calendar for Payment Model

#### Procedure

- Access the activity using one of the following navigation options:

##### Transaction Code

**SA38**

- In the *Program* field, enter **RPUCTP10** and choose *Execute*.
- In the *Country Grouping* dialog box, in the *Country* field, enter **USA** and choose *Continue*.
- On the *Generate calendar* for cumulations and deductions screen, make the following entries:

Field Name	Description	User Action and Values	Comment
Period parameters		1	
Date modifier		1	
Initial year		2015	
Final year		2017	

- Choose *Execute*.
- Save* your entries.



## 9.2.2 Assign Processing Classes to Wage Types

### Use

Deductions with balances and totals are provided in SAP Best Practice package. For the payroll process to distinguish between which wage type is the deduction, balance, total, and so on, a link must be maintained between each wage type.

#### **i** Note

The following table represents the links delivered with a standard SAP system.

Link	Description
10	Link from deduction wage type to balance wage type
11	Link from balance wage type to totals wage type

### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Deductions</a> > <a href="#">Wage</a>	<b>SPRO</b>
<a href="#">Types for Deductions with Balances and Totals</a> > <a href="#">Assign processing classes to wage types</a> ▶	

2. On the *Choose Activity* dialog box, double-click *Assign processing classes to wage types*.
3. Choose *New Entries*.
4. Make the following entries:

Field Name	Description	User Action and Values	Comment
Wage type		2000	
Start		01/01/1900	
End		12/31/9999	

Field Name	Description	User Action and Values	Comment
P	Process class 5	0	
P	Process class 6	0	
P	Process class 20	1	
P	Process class 50	1	

5. [Save](#) your entries.
6. Choose [Back](#).
7. On the [Choose Activity](#) dialog box, double-click [Maintain link between wage types](#).
8. Choose [New Entries](#).
9. Make the following entries:

Field Name	Description	User Action and Values	Comment
Indicator		10	
W.Type		2000	
From		<b>01/01/1900</b>	
To		<b>12/31/9999</b>	
Wtype		2002	

10. [Save](#) your entries.
11. Repeat steps 7 to 10 for the following information:

Link	Wage Type	Wage type created
10	2000 Charitable Donation – amt - ded	2002 Charitable - bal
11	2002 Charitable - bal	2003 Charitable - total
10	2004 Misc ded arrears - ded	2005 Misc ded arrears - bal
11	2005 Misc ded arrears - bal	2006 Misc ded arrears - total
10	2015 Bond purchase - deduction	2016 Bond purchase balance
11	2016 Bond Purchase balance	2017 Bonds purchase total
10	2035 Computer loan - deduction	2036 Computer loan balance
11	2036 Computer loan balance	2037 Computer load total
10	2045 Education loan - deduction	2046 Education loan balance

Link	Wage Type	Wage type created
11	2046 Education loan balance	2047 Education loan total
10	2855 Claim Clear Dedn Repay Plan Tx0	2856 Claim Clear Balance Tx0
11	2856 Claim Clear Balance Tx0	2857 Claim Clearing Total Tx0

### i Note

The following processing classes map deductions, balances and totals to their prospective wage types, and are standard SAP settings.

Process class	03	04	05	06	20	30	41	50
<b>Wage Types</b>								
Deductions	0	1	0	0	1	T	8	1
Balances	0	0	0	1	7	0	9	2
Totals	0	1	0	1	7	0	8	-

### i Note

You can achieve this by copying the following wage types with transaction **OH11**:

M235 for **Deduction**

M236 for **Balance**

M237 for **Total**

## 9.3 Limits on Deductions

### 9.3.1 Define Rules for Limits

#### Use

Limit rules have been defined for both 401K Pre-Tax Contributions and Union Dues. The standard delivered entries are used.

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Deductions</a> > <a href="#">Limits on Deductions</a> > <a href="#">Define Rules for limits</a>	<b>SPRO</b>

2. Choose [New Entries](#).
3. Make the following entries:

Field Name	Description	User Action and Values	Comment
Rule		Enter <b>401K</b>	
No.		Enter <b>001</b>	
Wage Type		Enter <b>/102</b>	
Percent		Enter <b>15.00</b>	
Proc. Ind		Enter + Add	Save your entries

4. [Save](#) your entries.
5. Repeat steps 2 to 4 for the following information:

Rule	No	WT	Percent	Process Indicator
UNIO	001	/101	Total Gross	1.00 + (add)

## 9.4 Priorities and Arrears

### 9.4.1 Set Priorities for Arrears

#### Use

In this SAP Best Practices package, wage types are set up for priority and arrears processing as follows.

- Deductions with priorities **A** and **B** always go to arrears.

- Deductions with priority **C** only go into arrears when specific conditions are met:
- Benefit deductions that have a plan cost for the benefit go into arrears; for example, health plan deductions.
- Other benefit deductions that have a contribution by the employee, but only for their personal benefit, only deduct what is possible and do not go into arrears; for example, 401K contributions.
- Other voluntary non-benefit deductions, such as charitable deductions, do not usually go into arrears. However, in this SAP Best Practices package, except for charitable deductions, all of the voluntary deductions have been set up for arrears processing.

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Deductions</a> > <a href="#">Priorities and Arrears</a> > <a href="#">Set priorities for arrears</a>	<b>SPRO</b>

2. Choose *New Entries*.
3. Make the following entries:

Wage Type	Wage Type Text	Priority	Arrears	Retroactive
2000	Charitable Donation – amount	C	2	1
2004	Misc. Dedn. Arrears	C	3	1
2010	Parking Deduction	C	3	1
2011	Misc. Deduction	C	3	1
2012	Cafeteria Deduction	C	3	1
2015	Bond Purchase-Deduction	C	3	1
2020	Union Dues – amount	C	3	1
2021	Union Dues – percent	C	3	1
2035	Computer Loan – Deduction	C	3	1
2040	401k Loan Deduction	C	3	1

Wage Type	Wage Type Text	Priority	Arrears	Retroactive
2045	Education Loan De- duction	C	3	1
2108	Dental DP EE After- tax	B	3	1
2110	EE Standard Medical After-tax	B	3	1
2111	EE Group Ins After-tax	B	3	1
2112	EE Medical HMO Af- ter-tax	B	3	1
2113	EE Indemnity 90/10 After-tax	B	3	1
2115	EE Medical PPO After- tax	B	3	1
2116	EE Retiree Medical Af- ter-tax	B	3	1
2117	EE Dental After-tax	B	3	1
2118	EE Vision After-tax	B	3	1
2119	EE Medical DP EE af- ter-tax	B	3	1
2120	EE Basic Life After-tax	B	3	1
2121	EE Dependent Life Af- ter-tax	C	3	1
2122	EE Optional Life After- tax	C	3	1
2123	EE AD&D After-tax	B	3	1
2124	EE Life 5 After-tax	B	3	1
2125	EE Long Term Disabil- ity After-tax	B	3	1
2126	EE Short Term Disa- bility After-tax	B	3	1
2127	EE Travel After-tax	B	3	1

Wage Type	Wage Type Text	Priority	Arrears	Retroactive
2128	EE Group Term Life after-tax	B	3	1
2129	EE Retiree Life after-tax	B	3	1
2130	EE 401k After-tax	C	3	1
2131	EE Cash Balance After-tax	C	3	1
2132	EE Thrift After-tax	C	3	1
2133	EE 403b After-tax	C	3	1
2134	EE Savings 4 After-tax	C	3	1
2135	EE Profit Share EE after-tax	B	3	1
2142	EE Retiree Exec Life aft-tax	B	3	1
2150	EE Employee Assistance Program After-tax	B	3	1
2151	EE Health Club Membership After-tax	C	3	1
2152	EE Pension After-tax	C	3	1
2153	EE Deferred Compensation – Salary After-tax	C	3	1
2154	EE Deferred Compensation – Bonus After-tax	C	3	1
2155	EE Vacation Buy After-tax	C	3	1
2180	401k catch-up after-tax	C	3	1
2181	403b catch-up after-tax	C	3	1
2208	Dental DP EE Pre-tax	B	3	1

Wage Type	Wage Type Text	Priority	Arrears	Retroactive
2210	EE Standard Medical Pre-tax	B	3	1
2211	EE Group Insurance Pre-tax	B	3	1
2212	EE Medical HMO Pre-tax	B	3	1
2213	EE Indemnity 90/10 Pre-tax	B	3	1
2215	EE Medical PPO Pre-tax	B	3	1
2216	EE Retiree Medical Pre-tax	B	3	1
2217	EE Dental Pre-tax	B	3	1
2218	EE Vision Pre-tax	B	3	1
2219	EE Medical DP Pre-Tax	B	3	1
2220	EE Basic Life Pre-tax	B	3	1
2221	EE Dependent Life Pre-tax	C	3	1
2222	EE Optional Life Pre-tax	C	3	1
2223	EE Accidental Death & Dismemberment Pre-tax	B	3	1
2224	EE Life 5 Pre-tax	B	3	1
2225	EE Long Term Disability Pre-tax	B	3	1
2226	EE Short Term Disability Pre-tax	B	3	1
2227	EE Travel Accident Pre-tax	B	3	1
2228	EE Group Term Life Pre-Tax	B	3	1



Wage Type	Wage Type Text	Priority	Arrears	Retroactive
2229	EE Retiree Life Pre-Tax	B	3	1
2230	EE 401K Pre-tax	C	3	1
2231	EE Cash Balance Pre-tax	C	3	1
2232	EE Thrift Pre-tax	C	3	1
2233	EE 403b Pre-tax	C	3	1
2234	EE Savings 4 Pre-tax	C	3	1
2235	EE Profit Share pre-tax	B	3	1
2240	EE Health Care pre-tax	C	3	1
2241	EE Dep Care pre-tax	C	3	1
2242	EE Retiree Exec Life pre-tax	B	3	1
2250	EE Employee Assistance Program Pre-tax	B	2	1
2251	EE Health Club Membership Pre-tax	C	2	1
2252	EE Pension Pre-tax	C	3	1
2253	EE Deferred Compensation – Salary Pre-tax	C	3	1
2254	EE Deferred Compensation – Bonus Pre-tax	C	3	1
2255	EE Vacation Buy Pre-tax	C	2	1
2280	EE 401k catch-up Pre-Tax	B	3	1
2281	EE 403b catch-up Pre-Tax	B	3	1

Wage Type	Wage Type Text	Priority	Arrears	Retroactive
2308	Dental DP Employer	B	C	1
2319	Medical DP Employer	B	C	1
2328	Group Term Life Employer	B	C	1
2329	Retiree Life Employer	B	C	1
2330	401k Employer	C	C	1
2331	Cash Bal Employer	C	C	1
2332	Thrift Employer	C	C	1
2333	403b Employer	C	C	1
2334	Savings 4 Employer	C	C	1
2335	Profit Share Employer	B	C	1
2342	Retiree Exec Employer	B	C	1
2352	Pension Employer	C	C	1
2353	Defer Comp-S Employer	C	C	1
2354	Defer Comp-B Employer	C	C	1
2380	ER 401k catch-up contrib	B	C	1
2381	ER 403b catch-up contrib	B	C	1
2855	Claim Clear Dedn Re-pay Plan Tx0	C	2	4
2858	Claim Clear Dedn Re-pay Plan Tx1	C	2	4
2861	Claim Clear Dedn Re-pay Plan Tx2	C	2	4
3010	Garnish: Creditor	A	4	

Wage Type	Wage Type Text	Priority	Arrears	Retroactive
3020	Garnish: Alimony/Support	A	4	
3030	Garnish: Levy	A	4	
3040	Garnish: Service charge	A	4	
3050	Garnish: Voluntary	B	4	
3060	Refund/Stop Payment. Exempt	0		
3070	Refund/Stop Pay. Non-exempt	0		

4. [Save](#) your entries.

## 9.4.2 Maintain Recovery of Arrears

### Use

In addition to the standard arrears processing, SAP Best Practices package also supports arrears payback processing. This is accomplished via two possible methods.

- A payment plan is created for the arrears amount. An arrears deduction wage type is initially created on infotype 0014 (wage type 2004) with the amount to be paid back each period and a balance wage type are automatically called on infotype 0015 for entry of the balance amount. This wage type must be replaced by wage type 2007 (recovery wage type) and the amount of total recovery must be entered. The correct balance wage type is created automatically by the payroll driver via payroll calculation sub-schema UDPO. Processing is then handled in the same manner as the normal deduction with balance and total. This functionality is accomplished via wage type links and is supported by standard processing in payroll.
- SAP Best Practices package delivers new wage types to facilitate arrears purge processing. This may be used in the case where an employee provides a manual payment to cover the amount in arrears, and that amount must be taken out of arrears without affecting current or future deductions and balances. In SAP Best Practices package a wage type has been set up for this processing. The following table shows the new wage type created, and the original wage type in arrears.

Wage types are set up quite similar to the payment plan process but have no deduction amount. An arrears purge wage type is set up in infotype 0015 with the amount in arrears. When the standard deduction with balance processing takes place, the amount is stored temporarily in the cumulation wage type **/110 Total Deductions**, which is applied against the amount in arrears to zero it out. Then, the amount is removed from **/110 Total Deductions** before final storage and cumulation, so that it does not look like a regular deduction was taken.

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Deductions</a> > <a href="#">Priorities and Arrears</a> > <a href="#">Maintain recovery of arrears</a>	<b>SPRO</b>

2. In the *Choose Activity* dialog box, select *Maintain link between wage types* and choose *New Entries*.
3. Make the following entries:

Link Ind.	Wage Type	Wage Type Text	Wage Type	Wage Type Text
10	2004	Misc. ded. arrears ded	2005	Misc. ded. arrears bal
11	2005	Misc. ded. arrears bal	2006	Misc. ded. arrears total
12	2011	Misc. deduction	2007	Misc. ded. arrears recovery
13	2007	Misc. ded. arrears recovery	2005	Misc. ded. arrears bal

4. In the *Choose Activity* screen select *Maintain link between wage types*.
5. Choose *New Entries*.
6. *Save* your entries.

## 9.5 Tax Related Payroll Schema and Rules

The following table provides details on the payroll schema and rules that are tax-related.

Schema	Description	Activity
UUIM	Unemployment insurance and work center mandatory?	Unemployment Information options
UTX0	US Tax calculation	Update schema UTX0
UBDO	Basic data (US)	Maintain payroll schema for withholding information

Schema	Description	Activity
UTX0	US Tax calculation	Maintain payroll schema for tax functions
UTX0	US Tax calculation	Maintain payroll schema for override methods
N.A.	Payroll accounting constants	Payroll accounting constants

## 9.5.1 Maintain Payroll Calculation Rule for Unemployment

### Use

SAP Best Practices package utilizes the standard delivered rule (UUIM). This rule determines whether it is mandatory for employees to provide information on worksite and unemployment status.

### Procedure

1. Access the transaction choosing one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">▶ Payroll: USA</a> > <a href="#">▶ Tax</a> > <a href="#">▶ Tax related payroll schemas and rules</a> > <a href="#">▶ Maintain payroll calculation rule for unemployment</a> >	<b>SPRO</b>

2. Review the rule to determine if you need to make any changes for your company.

## 9.5.2 Maintain Payroll Schema for Withholding Information

### Use

SAP Best Practices package utilizes standard delivered schema (UBDO). This schema determines whether withholding information is mandatory for employees.

### Procedure

1. Access the transaction choosing one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Tax</a> > <a href="#">Tax related payroll schemas and rules</a> > <a href="#">Maintain payroll calculation schema for withholding information</a> ▶	<b>SPRO</b>

2. Review the schema to determine if you need to make any changes for your company.

## 9.5.3 Maintain Payroll Schema for Tax Function

### Use

SAP Best Practices package utilizes standard delivered function (USTAX) within the payroll calculation schema US Tax calculation (UTXO). This function determines the way work days are prorated, the way that Earned Income Credit (EIC) and retro calculations are to be handled, and whether it is necessary to check for non-residence certificates or not.

## Procedure

1. Access the transaction choosing one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Tax</a> > <a href="#">Tax related payroll schemas and rules</a> > <a href="#">Maintain payroll calculation schema for tax function</a> >	<b>SPRO</b>

2. Review the rule to determine if you need to make any changes for your company.

## 9.5.4 Maintain Payroll Schema for Override Methods

### Use

SAP Best Practices package utilizes standard delivered override tax methods for current payments and for differences from retro calculations in schema US Tax calculation (UTX0). It also uses payroll constants (TXCTH & TXRTH) that represent threshold amounts. The threshold amounts are assigned to blank.

## Procedure

1. Access the transaction choosing one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Tax</a> > <a href="#">Tax related payroll schemas and rules</a> > <a href="#">Maintain payroll calculation schema for override methods</a> >	<b>SPRO</b>

2. Review the rule to determine if you need to make any changes for your company.

## 9.5.5 Tax Models (Subsequent Maintenance)

### i Note

Pre-Requisite: The tax authorities should be available in the system (via BSI or client 000). If you use BSI-SaaS integration, refer to config guide [BSI Configuration](#) of this package. It is necessary to run the sync report **RPUPAYUS\_SYNC\_TAX\_DATA**.

### Use

The combination of the following items enables you to designate tax types based on the type of payment, type of employee, residency or work, and tax authority. In the IMG, the configuration is presented in two steps.

- Employee tax modifiers are set using rule UMOT. These modifiers are used in the taxability model to differentiate between employee groups that are taxed differently by a tax authority. This has not been changed from the standard.
- The Taxability Model defines which taxes are applied to each combination of the following elements:
  - Tax authority being paid.
  - Residence/unemployment/work state applicable. The infotype 0207/0208/0209 records stored for the employee in the master data determine this.
  - Type of employee. The type of employee is defined in payroll rule UMOD and is assumed to be U1 for all US employees
  - Wage type being processed.

### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Tax</a> > <a href="#">Tax Data Maintenance</a>	<b>SPRO</b>
<a href="#">▶ Tax models (subsequent maintenance)</a> >	

2. In the standard system, data has been delivered at both levels to provide taxation for all payment types in all authorities. To use the models productively, you must generate the tax models. This is done via the [Generate Tax Model](#) in the **Display/change taxability** model IMG task.
3. In addition to the tax model entries, the processing class values have been set to support the **payment type** assignment to wage types in the SAP Best Practices package. The values for payment type are stored in processing class 71. All SAP Best Practices package wage types in the customer name range have been assigned the appropriate payment type.



### i Note

With the SAP Best Practices for ECP USA Version 7, sample tax models have been delivered. Refer to the workbook: [TaxModels Workbook](#) .

## 9.5.6 Unemployment Insurance

### Use

No changes or additions have been made in SAP Best Practices package to either state unemployment ceilings or worksite information. The worksite information is dependent on your requirements and therefore no sample entries are provided.

### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Tax</a> > <a href="#">Tax Data Maintenance</a>	<b>SPRO</b>
<a href="#">▶ Unemployment Insurance</a> >	

2. US01 is the only BSI Tax Company defined in SAP Best Practices package, and no address data is provided. Unless the company requires the use of a specific tax company code, the SAP Best Practices package entry description should be modified to match the company name. If the customer requires more than one BSI tax company, the entry may be copied to a new code.

### ⚠ Caution

Tax company experience rates are not delivered with SAP Best Practices package Company specific experience rates must be maintained directly into SAP and the BSI version you have installed.

### i Note

If the customer site requires additional **Gross Ups** the **Regular** and **Bonus** wage types delivered in SAP Best Practices package may be copied.

# 10 Garnishments

In the SAP Best Practices package, changes to the standard SAP entries for garnishments are only made where necessary, as the standard entries do provide sufficient information in most cases.

The configuration for Garnishments is documented in the [Garnishments workbook](#) .

Below you see the description of the various activities that are **not** covered in the workbook mentioned previously.

## 10.1 Master Data

### 10.1.1 Number Ranges


#### 10.1.1.1 Create Number Range for Garnishment Transfer

#### Use

In this activity, you verify or change the standard delivered number range for garnishment transfer to meet your requirements.

#### Procedure

1. Access the transaction choosing one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Garnishments</a> > <a href="#">Master Data</a> > <a href="#">Document</a> > <a href="#">Number Ranges</a> > <a href="#">Create the number range for the garnishment transfer</a> 	<b>PA07</b>

2. Choose *Intervals*.
3. Choose *+ Interval*.
4. Choose *Insert*.
5. Make the following entries:

Interval Number	From Number	To Number	Current Number	Ext
01	00000001	99999999	0	

6. [Save](#) your entries.

## 10.1.1.2 Create Number Range for Vendor Subgroup

### Use

In this activity, you create the number range for the vendor subgroup.

### Procedure

1. Access the transaction choosing one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Garnishments</a> > <a href="#">Master Data</a> > <a href="#">Document</a> > <a href="#">Number Ranges</a> > <a href="#">Create the number range for the vendor subgroup</a>	<b>PA08</b>

2. Choose *Intervals*.
3. Choose *+ Interval*.
4. Choose *Insert*.
5. Check or create the following entries:

Interval Number	From Number	To Number	Current Number	Ext
01	00001	99999	0	

6. [Save](#) your entries.

### 10.1.1.3 Check Wage Type Group Order Type

#### Use

In this activity, you review the **Order type** wage type group.

#### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Garnishments</a> > <a href="#">Master Data</a> > <a href="#">Order Types</a> > <a href="#">Wage Types</a> > <b>SPRO</b> <a href="#">Check Wage Type Catalog</a> > <a href="#">Check wage type group Order Type</a> ▶	

2. On the *Change View Assign Wage Types to Wage Type Groups: Overview* screen, choose *New Entries*.
3. The entries for this activity are described in the [Wagetype catalog workbook](#) 📖 , under the section **Garnishments**.

## 10.2 Adjustments

### 10.2.1 Check Wage Type Group Adjustments

#### Use

In this step, you assign your wage types to a wage type group.

## Procedure

1. Access the transaction choosing one of the following navigation options:

IMG Menu	Transaction code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Garnishments</a> > <a href="#">Master Data</a> > <a href="#">Adjustment</a> > <a href="#">Wage Types</a> > <a href="#">Check Wage Type Catalog</a> > <a href="#">Check Wage Type Group Adjustments</a> >	<b>SPRO</b>

2. On the *Determine Work Area: Entry* dialog box, in the *Country Grouping* field, enter **10** and choose *Continue*.
3. Choose *New Entries*.
4. **The entries for this activity are described in the [Wagetype catalog workbook](#) , under the section **Garnishments**.**

## 10.2.2 Check Permissibility for Adjustment Wage Types

### Use

The following wage types are delivered in the SAP Best Practices package for the processing of **Garnishment Adjustments**. Wage types have been assigned to the appropriate order type.

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Garnishments</a> > <a href="#">Master Data</a> > <a href="#">Order Types</a> > <a href="#">Garnishable Amounts</a> > <a href="#">Adjustment</a> > <a href="#">Check Permissibility of Adjustment Wage Types</a> >	<b>SPRO</b>

2. Choose *New Entries*.
3. **The entries for this activity are described in the [Wagetype catalog workbook](#) , under the section **Garnishments**.**

## 10.2.3 Define Defaults

### Use

Default values for garnishments processing have been set based on the most frequently entered values. Change the defaults to meet your requirements.

### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Garnishments</a> > <a href="#">Master Data</a> > <a href="#">Define</a> <b>SPRO</b> <a href="#">Defaults</a> >	

2. On the [Change View Garnishment Default Values: Overview](#) screen, choose [New Entries](#).
3. Make the following entries:

Indicator	Description of Garnishment Infotype Field	Default
01	Origin country	US
02	Origin	
03	Garnishment Status	2
05	Answer Letter Indicator	1
06	Separate Check Indicator	X
07	List Sort Mode	2
08	CCPA Federal Non-exempt Model	/F00
09	CCPA Federal Disposable Net Model	LEFE
20	Rule for the calculation of Non-exempt Amount	

4. [Save](#) your entries.

## 10.2.4 Garnishability of Wages

### Use

Processing class **59** controls the derivation of **Disposable Net**. In the SAP Best Practices package all customer name range wage type delivered are maintained with the correct value in processing class **59**. If additional wage types are required, we recommend that you copy from the delivered SAP Best Practices package wage types to ensure the proper configuration.

### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Garnishments</a> > <a href="#">Processing</a> > <a href="#">Check garnishability of wage types</a> >	<b>SPRO</b>

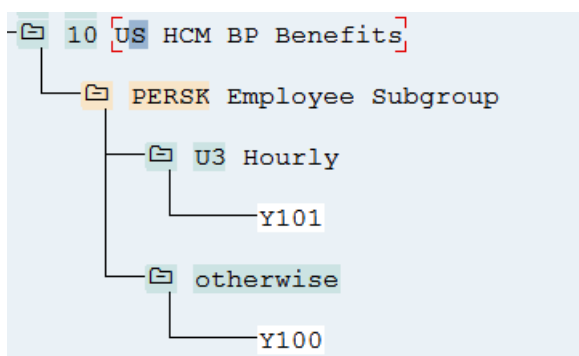
2. On the *Country Grouping* screen, enter **USA** and choose *Enter*.
3. On the *Change View Garnishment: Overview* screen, choose *New Entries*.
4. **The entries for this activity are described in the [Wagetype catalog workbook](#) , under the section **Garnishments**.**

# 11 Benefits (Basic Configuration)

This SAP Best Practices Package delivers basic configuration for US Benefits. This configuration includes the 401K saving plans.

The following activities are delivered via this package (as part of configuration block [Local Payroll Administration](#)). You can activate the solution file to get the config installed.

1. IMG Activity Define Benefit Area 10
2. Features
  - BAREA Benefit Area
  - BENGR First Program grouping
  - BSTAT Second program grouping
  - EECGR Employee Contribution Grouping
  - ERCGR Employer Contribution Grouping
  - ELIGR Eligibility grouping (this feature should be configured as shown below)



3. IMG Activity Configure gross compensation model
4. IMG Activity Enter wage types for plans
5. IMG Activity Define Benefit Providers
6. IMG Activity Define Benefit Plan Types
7. IMG Activity Define Benefit Plan Status
8. IMG Activity Assign Currency to Benefit Area
9. IMG Activity Define Eligibility Groupings
10. IMG Activity Define First Program Grouping
11. IMG Activity Define Benefit Programs
12. IMG Activity Define Second Program Grouping
13. IMG Activity Define Employer Contribution Variants
14. IMG Activity Assign Savings Plan Attributes
15. IMG Activity Define Savings Plan General Data
16. IMG Activity Define Employee Contribution Variants
17. IMG Activity Define Employee Contribution Rules
18. IMG Activity Define Employer Contribution Rules



19. IMG Activity Define Parameter Groups
20. IMG Activity Define Age Groups
21. IMG Activity Define Employee Contribution Groupings
22. IMG Activity Define Employer Contribution Groupings
23. IMG Activity Assign Savings Plan Attributes
24. IMG Activity Define Savings Plan General Data

### **i** Note

Automatic Creation of Inoftype IT0171 during employee replication from EC to ECP: If you have EC to ECP connection established and would like to leverage the US Benefits configuration in ECP to process employees replicated from EC, you can implement the BAdI HRSFEC\_B\_CE\_PROCESS\_EMPLOYEE and write to code to enable automatic creation of IT0171. For example, from the method IF\_HRSFEC\_CE\_PROCESS\_EMPLOYEE-PROCESS\_EMPLOYEE\_COMMON\_ADDIN you can call CL\_HRSFEC\_SERVICE\_LIB~ITF\_CREATE.

# 12 Off-Cycle Activities

## 12.1 Report and Variant Assignment

### Use

In this step you create the report (program) variants needed for off-cycle processing.

### Procedure

1. Access the activity using the following navigation option:

**Transaction Code**

---

**SE38**

---

2. On the *ABAP Editor: Initial* screen, in the *Program* field, enter **RPCALCU0** (for Payroll Driver (US)).
3. Select the *Variants* radio button and choose *Change*.
4. On the *ABAP: Variants – Initial Screen*, in the *Variant* field, enter **YUS\_HR\_US\_OC\_M** (for Monthly) and choose *Create*.
5. On the *Maintain Variant: Report (report name), Variant (variant name)* screen, make the following entries:

Field Name	Description	User Action and Values
Payroll area	Defaults to blank	Enter <b>UM</b>
Radio button: Current Period/Other period	Defaults to <b>Current Period</b>	Leave as-is
Personnel number	Defaults to blank	Leave blank
Payroll area	Defaults to blank	Enter <b>UM</b>
Reason for payroll	Specifies the reason why an off-cycle payroll run is performed.	Leave blank

Field Name	Description	User Action and Values
Off-cycle payroll	Payroll type, payroll identifier, off-cycle payroll payment date	Leave blank
Payroll schema	Defaults to U000	Enter <b>YUS0</b>
Forced retro.accounting as of	If date entered, payroll will recalculate all employees in the applicable pay period back to this date	Leave blank
Test run (no update)	Defaults to unchecked	Leave unchecked
Display log	Defaults to unchecked	Leave unchecked
Display log for time management additionally	Defaults to blank	Leave blank
Display variant for log	The variant name tells the payroll/time evaluation log which user settings should be used to display the log.	Leave blank
Radio button: Display variant Rem. Stateme/No remuneration statement	Defaults to <b>No remuneration statement</b>	Select No remuneration statement

6. Choose *Variant Attributes*.
7. On the *Variant Attributes* screen, in the *Description* field, enter **HCMBPUS\_Monthly**.
8. **Save** your variant. Repeat steps 2 to 7 for each payroll area (for example, US, UX, UM and UW). Then repeat the steps again for each of the following reports using the information:

**Program: RPCEDTU0 (Remuneration Statements)**

**Variant name: YUS\_HR\_US\_OC**

**Variant meaning: HCMBPUS\_Monthly**

Field Name	Description	User Action and Values
Payroll area	Defaults to blank	Enter <b>UM</b>
Radio button: Current Period/Other period	Defaults to <b>Current Period</b>	Leave as-is
Personnel number	Defaults to blank	Leave blank
Payroll area	Defaults to blank	Enter <b>UM</b>
Special run	Defaults to blank	Leave blank
Form name	Defaults to <b>UF01</b>	Leave as-is

Field Name	Description	User Action and Values
Print current period	Defaults to <b>A</b>	Leave as-is
Print retroactive runs	Defaults to <b>X</b>	Enter <b>L</b>
Layout of retroactive runs	Defaults to <b>J</b>	Enter <b>S</b>
Sort retroactive runs	Defaults to <b>1</b>	Leave as-is
Output language	Defaults to <b>B</b>	Enter <b>A</b>
Checkbox: Print superlines	Defaults to unchecked	Leave as-is
Checkbox: Check ESS	Defaults to unchecked	Leave as-is
Number of test forms	Defaults to blank	Leave as-is
Checkbox: Output log	Defaults to checked	Checked
Radio button: For-period/In-period/Alternative currency	Defaults to <b>For-period</b>	Leave as-is

**Program: RPCDTCU0 (Data Medium Exchange Preliminary Program (US))**

**Variant name: YUS\_HR\_US\_OC**

**Variant meaning: HCMBPUS\_Monthly**

Field Name	Description	User Action and Values
Payroll area	Defaults to blank	Enter <b>UM</b>
Radio button: Current Period/Other period	Defaults to <b>Current Period</b>	Leave as-is
Personnel number	Defaults to blank	Leave blank
Payroll area	Defaults to blank	Enter <b>UM</b>
Special run	Defaults to blank	Leave blank
Wage type	Defaults to blank	Leave blank
Payment method	Defaults to blank	Leave blank
Checkbox: Test	Indicates test or productive run. Defaults to unchecked.	Leave unchecked
Checkbox: Set flag for transfers	Flag entries in BT table with date and time of payment run	Checked

Field Name	Description	User Action and Values
Repeat run: Date	Used if payment run needs to be repeated	Leave blank
Repeat run: Time	Used if payment run needs to be repeated	Leave blank
Checkbox: Flagged records only	Used if payment run needs to be repeated	Leave blank
Payroll form	Parameter for calling up payroll form	Leave as-is
Payroll form for cheque	Parameter for calling up payroll form	Leave as-is
Checkbox: Payslip on pay advance note	Print remuneration stmt for employees receiving a transfer	Checked
Payroll form for advice	Parameter for calling up payroll form	Leave as-is
Radio button: List/Tree (summary)/Tree (details)	Defaults to <b>list</b>	Leave as-is

**Program: SAPFPAYM (Payment Medium Workbench)**

**Variant name: YUS\_HR\_US\_OC**

**Variant meaning: HCMBPUS**

Field Name	Description	User Action and Values
Program run date	Output run file from Pre DME step	Leave blank
Identification feature	Unique run name given during Pre DME execution	Leave blank
Proposal Run Only	Used as test switch	Leave blank
Payment Medium Format	Controls structure of file	Select <b>ACH Domestic payment transactions US</b>
Data Medium Exchange	Causes the payment medium to be output in a data medium exchange format or as a message	<b>Checked</b>
Payment Summary	The payment summary is only printed if this parameter is selected	<b>Checked</b>
Error Log	This indicator controls whether an error log is output.	<b>Checked</b>

Field Name	Description	User Action and Values
Payment Document Validation	When you set this indicator, the system only executes a payment if the document it is based upon is available and still valid.	<b>Checked</b>
Output to file system	Causes the created file to be saved in the file system of the application server and not in the TemSe in the SAP System (file for storage of temporary sequential data).	Leave blank
File name	Complete Name for Sequential File	Leave blank
Form Type	SAPscript or PDF-based form	SAPscript
Form Accompanying Letter	Name for an alternative form from that defined in the system configuration.	Leave blank
Payment Summary Layout	Select a payment summary layout	Leave blank
Screen Output	Select to output payment summary on screen	<b>Checked</b>

Other specifications for payment medium format ACH screen;

Field Name	Description	User Action and Values
ACH batch hdr. Company entry description	Company Entry Description	01
Company Identification	Company Identification (ACH)	Leave blank

**Program: RPCIPE00 (Posting to Accounting: Create Posting Run)**

**Variant name: YUS\_HR\_US\_OC**

**Variant meaning: HCMBPUS\_Monthly**

Field Name	Description	User Action and Values
Period	Defaults to <b>1 Current Payroll Period</b>	Leave as-is
Payroll area	Defaults to blank	Enter <b>UM</b>
Personnel number	Defaults to blank	Leave blank

Field Name	Description	User Action and Values
Payroll area	Defaults to blank	Enter <b>UM</b>
Off-cycle Payroll Run	Payroll type, payroll identifier, off-cycle payroll payment date	Leave blank
Type of document creation	Indicates test, simulation or production run.	Enter <b>P</b>
Checkbox: Output log	Defaults to unchecked	Leave unchecked
Text on posting run	Text that you enter to give more information on the posting run	Leave unchecked
Radio button: Acc. To Period Definition/Acc. To Payment Date/Manually	Defaults to Acc. To Period Definition	Select <i>Acc. To Payment Date</i>
Document date	Date on which original document was issued	Leave blank
Posting variant	Defaults to <b>SAP</b>	Leave as-is

**Program: RPURMEOO (Evaluate Remittance (new))**

**Variant name: YUS\_HR\_US\_OC**

**Variant meaning: HCMBPUS\_Monthly**

Field Name	Description	User Action and Values
Payroll area	Defaults to blank	Enter <b>UM</b>
Radio button: Current Period/Other period	Defaults to <b>Current Period</b>	Leave as-is
Personnel number	Defaults to blank	Leave blank
Payroll area	Defaults to blank	Enter <b>UM</b>
Off-cycle reason	Specifies the reason why an off-cycle payroll run is performed	Leave blank
Off-cycle Payroll Processing	Payroll type, payroll identifier, off-cycle payroll payment date	Leave blank
HR payee type	Defines a category of HR payees	Leave blank
ALV control	<b>Defaults to grid view</b>	Leave as-is
Level of detail on double-click	All checkboxes marked by default	Leave as-is

Field Name	Description	User Action and Values
Include period info	If marked, includes period info in list output	<b>Checked</b>
Processing option	Test Mode or Production Mode	Select <b>Production Mode</b>
Display log	If this flag has been set the program will produce a detailed log depending on your selection criteria.	<b>Checked</b>

**Program: RPURMPO0 (Create Third-Party Remittance Posting Run)**

**Variant name: YUS\_HR\_US\_OC**

**Variant meaning: HCMBPUS**

Field Name	Description	User Action and Values
Company Code	Company Code	Enter <b>US01</b>
Business Area	Business Area	Leave blank
HR payee type	Defines a category of HR payees	Leave blank
Due date	Determines when the payee must receive payment	Enter today's date
Text on posting run	Text that you enter to give more information on the posting run	<b>3PR Posting</b>
Posting date	Posting date	Enter <b>today's date</b>
Posting variant	Defaults to <b>SAP</b>	Leave as-is
Document date	Date on which original document was issued	Enter <b>today's date</b>
Test Mode/Production Mode	Flag for test or production run	Select <b>Production Mode</b>
Download/exp. TemSe	If checked, the program will export the output to a TemSe file	Unchecked
Include due date chg	If checked, the remittance posting run log will also contain information about items that have due date changes according to their accumulator and limit	<b>Checked</b>



Field Name	Description	User Action and Values
Update already posting items	Determines whether or not the HR payee items that are already posted to FI with a <b>posting run number</b> are to be updated. This update only happens for items that have an actual change in their <b>due date</b> .	<b>Checked</b>

For the two date fields on the variant, on the *Save* screen, in the selection variable, enter **D**. In the *Name of variable* column, select *Current Date*.

## 12.2 Program: RFFOUS\_C (International Payment Medium – Check (With Check Management))

### Use

In this step you create the report (program) variants needed for off-cycle processing.

### Procedure

1. Access the activity using the following navigation:

#### Transaction Code

**SE38**

2. On the *ABAP Editor: Initial* Screen, in the *Program* field, enter **RFFOUS\_C** (International Payment Medium - Check (with Check management)).
3. Select the *Variants* radio button and choose *Change*.
4. On the *ABAP: Variants – Initial Screen*, in the *Variant* field, enter **YUS\_HR\_US\_OC\_M** (for Monthly) and choose *Create*.
5. On the *Maintain Variant: Report (report name), Variant (variant name)* screen, make the following entries:  
**Variant name: YUS\_HR\_US\_OC**  
**Variant meaning: HCMBPUS**

Field Name	Description	User Action and Values
Program run date	Output run file from Pre DME step	Leave blank
Identification feature	Unique run name given during Pre DME execution	Leave blank
Proposal Run Only	Used as test switch	Leave blank
Paying company code	Company code used for Payroll Disbursements	Select <b>US01</b>
Sending company code	Employee Company code, if different from Paying Company Code	Select <b>US01</b>
Payment methods	Defaults to <b>C</b> for check	Select <b>N</b>
Payment method supplement	PM Supplements must be configured.	Leave blank
Business area	Delimit By Business Area	Leave blank
House bank	Payroll Disbursement Bank	Select <b>BANKB</b>
Account ID	Payroll Disbursement Bank account	Select <b>CHECK</b>
Check lot number	Check lot being used for checks	Select check lot, for example <b>0001</b>
Restart from check number	Used if Check stock has run out, or printer has stopped.	Enter one greater than last check number. Be careful with this setting, and test it before
Currency key	USD	Leave as-is
Payment document number	Document number of the document with which the payment was posted	Leave blank
Print Checks	Specify printer	Checked Specify <b>LOCL</b> for printer Print Immed - Unchecked
Print payment advice notes	Specify printer	Checked Specify <b>LOCL</b> for printer Print Immed - Unchecked
Print payment summary	Specify printer	Checked Specify <b>LOCL</b> for printer Print Immed - Unchecked

Field Name	Description	User Action and Values
Alternative check form	Alternative form	Enter <b>F110_PRENUM_CHK</b>
Filler for digits in words	Not required with Forms F110_PRE- NUM_CHK  F110_RU_PLATJOSH	Leave blank
Number of Sample Printouts	Number of leader/sample checks	Default is 2
No. of items in payment summary	Can be limited to less than 9999 based upon disbursement banks cri- teria	Defaults to 9999, change if required.
Payment document validation	Requires that payment is posted to AC before check run	Not advisable
Texts in recipient's language	Used for foreign language support	Leave blank
Currency in ISO code	Converts Currency key to ISO cur- rency Key	Leave blank
No form summary section	Form Summaries are not printed	Test this for desired results
Do not Void any Checks	Indicator that a check number is only issued and entered in the check regis- ter for actual checks. Voided checks (sample printout, page overflow and form summary section) are not noted in the check register.	Checked
Void and reprint checks from payment run already printed	Used for check void process	Checked
Check Number	Check number	Prerequisite to this setting is Check void process
Void reason code	Void reason code	Prerequisite to this setting is Check void process

6. Choose *Variant Attributes*.
7. On the *Variant Attributes* screen, in the *Description* field, enter **HCMBPUS\_Monthly**.
8. **Save** your variant. Repeat steps 2 to 7 for each payroll area (for example, US, UX, UM and UW). Then repeat the steps again for each of the following reports using the information:  
**Program: H99\_RFF\_FRAME (Main Program for Calling RFFO\*\_C)**  
**Variant name: YKU\_HR\_US\_OC\_B**  
**Variant meaning: HCMBP US (transfer)**

Field Name	Description	User Action and Values
Program name RFFOxxxx	Name of the program in the process model	Enter <b>SAPFPAYM</b>
Variant for RFFOxxxx	Name of variant	Enter <b>YKU_HR_US_OC</b>

**Program: H99\_RFF\_FRAME (Main Program for Calling RFFO\*\_C)**

**Variant name: YKU\_HR\_US\_OC\_N**

**Variant meaning: HCMBP US (check)**

Field Name	Description	User Action and Values
Program name RFFOxxxx	Name of the program in the process model	Enter <b>RFFOUS_C</b>
Variant for RFFOxxxx	Name of variant	Enter <b>YKU_HR_US_OC</b>

**Program: H99\_RFF\_FRAME\_REP (Program for Calling RFFO\*\_C for Check Replacement)**

**Variant name: YUS\_HR\_US\_OC**

**Variant meaning: HCMBPUS**

Field Name	Description	User Action and Values
Program run date	Output run file from Pre DME step	Leave blank
Identification feature	Unique run name given during Pre DME execution	Leave blank

## 12.3 Set Up Off-Cycle Reasons

### Use

With categories and payroll types, off-cycle reasons determine whether a regular, bonus, absence or payment in advance payroll run is processed. The following off cycle reasons are a subset of the standard delivered entries utilized in the SAP Best Practices package.

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Off-Cycle Activities</a> > <a href="#">Set up</a> <a href="#">off-cycle reasons</a> >	<b>SPRO</b>

2. Check that the standard delivered entries exist in your system. Otherwise, choose [New Entries](#).
3. Check or make the following entries:

OC Reason	OC Reason Description	OC Cat	OC Category Description	Pay Type	Bonus	Absence	Advance	On Demand	Other
0001	Bonus	02	Special pay	A	Selected				
0002	Additional payment	02	Special pay	A	Selected				
0010	Adjustment payment	03	Adjustment pay	B					Selected
0050	Regular period on demand	07	On-Demand					Selected	
0070	Payroll results adjustment	04	Payroll results adjustment	C					Selected
0080	Absence payment	05	Absence pay	A		Selected			
0090	Advance payment	06	Advance payment				Selected		

4. [Save](#) your entries.

## 12.4 Set Up Report Variants for Off-Cycle Activities

### Use

In this activity, you set up report variants for off-cycle activities.

### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> ▶ <a href="#">Payroll: USA</a> ▶ <a href="#">Off-Cycle Activities</a> ▶ <a href="#">Set up report variants for off-cycle activities</a> ▶	<b>SPRO</b>

2. On the *Choose Activity* screen double-click *Define Variants for Off-Cycle Activities*.
3. On the *Change View Variants for Off-Cycle Payroll Runs: Overview* screen, choose *New Entries*.
4. Make the following entries:

Application	Report	Variant
CALC	RPCALCU0	YUS_HR_US_OC
CDTC	RPCDTCU0	YUS_HR_US_OC
CEDT	RPCEDTU0	YUS_HR_US_OC

5. [Save](#) your entries.

## 12.5 Define Default Values for Advance Payment

### Use

In this activity the number of default periods can be defined when employees are to be paid in advance. The system will propose the period for which the next payroll run.

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Off-Cycle Activities</a> > <a href="#">Define default values for advance payments</a> >	<b>SPRO</b>

2. Choose [New Entries](#).
3. Make the following entries:

Time Unit	Name	No of periods
01	Monthly	1
02	Semi-monthly	2
03	Weekly	4
04	Bi-weekly	4
05	Every four weeks	2

4. [Save](#) your entries.

## 12.6 Define Default Values for Payment Methods

### Use

Depending on the type of off-cycle payment being processed, you set a default payment method.

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Off-Cycle Activities</a> > <a href="#">Define default values for advance payments</a> >	<b>SPRO</b>

2. Choose [New Entries](#).
3. Make the following entries:

OC Reason	OC Reason Description	0009	Check
0001	Bonus payment	Selected	
0002	Additional payment	Selected	
0010	Adjustment payment	Selected	
0050	Regular period <b>on demand</b>		Selected
0070	Payroll results adjustment		Selected
0080	Absence payment	Selected	
0090	Advance payment		Selected

4. [Save](#) your entries.

## 12.7 Replace Checks

In this SAP Best Practices package, seven check management groupings have been defined and attached to the appropriate **Payroll Administrator**. One grouping is a default and can be used in situations where one centralized payroll user handles all replacements. Additional groupings can be created when required.



## 12.7.1 Check Management Grouping

### Use

In this activity, you configure check management groupings.

### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Off-Cycle Activities</a> > <a href="#">Replace Checks</a> >	<b>SPRO</b>

2. On the *Choose Activity* screen, double-click *Check Management Grouping*.
3. On the *Change View Check Management Grouping: Overview* screen, choose *New Entries*.
4. Make the following entries:

Check Grouping	Grouping Text
0	Blank Check grouping, Centralized location
1	Group 1
2	Group 2
3	Group 3
4	Group 4
5	Group 5
6	Group 6

5. [Save](#) your entries.

## 12.7.2 Assigned Administrators

### Use

In this step, you assign one or more administrators to the subgroup for check management. Here, you specify all the administrators who, in the **Organizational Assignment** infotype (0001), *Payroll administrators* field, have been assigned to the employees for whom you want to **Replace Checks**.

### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Tips</a> > <a href="#">Off-Cycle Activities</a>	<b>SPRO</b>
<a href="#">▶ Replace Checks</a> ▶	

2. On the *Choose Activity* screen, double-click *Check Management Grouping – Assigned Administrators*.
3. On the *Change View Check Management Grouping – Assigned Administrators: Overview* screen, choose *New Entries*.
4. Make the following entries:

Payroll Administrator	Check Grouping	Grouping Text
	0	Blank Check grouping, Centralized location

5. *Save* your entries.

## 12.7.3 Assign Report and Variants

### Use

Using the subgroup for check management, you create the link between administrators and report variants. This ensures that the new check that the administrator wants to print is issued from the correct check lot.

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> ▶ <a href="#">Payroll: USA</a> ▶ <a href="#">Tips</a> ▶ <a href="#">Off-Cycle Activities</a> <a href="#">▶ Replace Checks</a> ▶	<b>SPRO</b>

2. On the *Choose Activity* screen, double-click *Check management grouping - Assign report and variants*.
3. On the *Change View Check management grouping - Assign report and variants*: screen, choose *New Entries*.
4. Make the following entries:

Check grpg	Name for check mgmt grpg	Report	Variant
0		RFFOUS_C	YKU_HR_US_OC

5. [Save](#) your entries.

## 12.7.4 Verify Payment Keys

### Use

This activity defines the correct payment methods for replacements.

### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> ▶ <a href="#">Payroll: USA</a> ▶ <a href="#">Off-Cycle Activities</a> ▶ <a href="#">Verify</a> <a href="#">payment keys</a> ▶	<b>SPRO</b>

2. In the *Country Grouping* field, enter **10** and choose *Continue*.
3. Choose *New Entries*.

4. Make the following entries:

Paymt meth.ty	Name	Payment m.	Name
C	Check	N	Check
D	Bank transfer	B	Bank transfer (ACH PPD)

5. [Save](#) your entries.

## 12.8 Create Process Models

The following process models have been defined in the SAP Best Practices package for off cycle processing.

Attribute	Process Model ID	Title of Process Model
OC	YKUUSCRP	HRBPUS Process Model, Off-Cycle Re-print Replaced Cheque
OC	YKUUSOCV	HRBPUS Process Model, Off-Cycle Posting After Reversal
OC	YKUUSOC	HRBPUS Process Model, Off-Cycle Subsequent Payroll Activities

### 12.8.1 Process Model for Subsequent Payroll Activities

#### Use

In the case of off-cycle payroll, subsequent processing must include printing the remuneration statements, posting to accounting, and payment by check or bank transfer.

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
▶ Payroll ▶ Payroll: USA ▶ Off-Cycle Activities ▶ Create process models ▶	<b>SPRO</b> <b>PEST</b> (Maintenance of Process Models)

2. On the *Choose Activity* dialog box, double-click *Maintain HR process model for subsequent payroll activities*.
3. On the *Maintenance of Process Models* screen, process model **SAPUSOC** will be pre-filled in the *Process Model* field. Choose *Copy*.
4. In the *Copy Process Model SAPUSOC* dialog box, enter **YKUUSOC** in the *Target Model* field and choose *Copy*.

## 12.8.2 Process Model for Payment Replacement

### Use

In the case of payment replacement, only new checks must be printed.

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
▶ Payroll ▶ Payroll: Canada ▶ Off-Cycle Activities ▶ Create process models ▶	<b>SPRO</b> <b>PEST</b> (Maintenance of Process Models)

2. On the *Choose Activity* dialog box, double-click *Maintain HR process model for payment replacement*.
3. On the *Maintenance of Process Models* screen, process model **SAPUSCRP** will be pre-filled in the *Process Model* field. Choose *Copy*.
4. In the *Copy Process Model SAPUSCRP* dialog box, enter **YKUUSCRP** in the *Target Model* field and choose *Copy*.

## 12.8.3 Process Model for Payroll Reversal

### Use

In the case of a reversal, you only need to offset in accounting.

### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
▶ Payroll ▶ Payroll: Canada ▶ Off-Cycle Activities	<b>SPRO</b>
▶ Create process models ▶	<b>PEST</b> (Maintenance of Process Models)

2. On the *Choose Activity* dialog box, double-click *Maintain HR process model for payroll reversal*.
3. On the *Maintenance of Process Models* screen, process model **SAPUSOCV** will be pre-filled in the *Process Model* field. Choose *Copy*.
4. In the *Copy Process Model SAPUSOCV* dialog box, enter **YKUUSOCV** in the *Target Model* field and choose *Copy*.

## 12.9 Assign Report Variants to Process Models

### ⚠ Caution

The assignment of report variants to the process models is not delivered and must be executed manually.

## 12.9.1 Process Model for Subsequent Payroll Activities

### Use

In the case of off-cycle payroll, subsequent processing must include printing the remuneration statements, posting to accounting, and payment by check or bank transfer.

### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Off-Cycle Activities</a> > <a href="#">Create process models</a> >	<b>SPRO</b>
	<b>PEST</b> (Maintenance of Process Models)

2. Enter process model **YKUUSOC** in the *Process Model* field. Choose *Change*.
3. The process model will be presented on the *Maintain Process Model YKUUSOC* screen. It will include the following nodes:

Text for Step	Program Name
Print form	RPCEDTU0
Execute posting run	RPCIPE00
Payroll	RPCALCU0
3PR Evaluation run	RPURMU00
3PR Posting run	RPURMPO0
Pre.program DME	RPCDTCU0
Create pay.medium – Check	H99_RFF_FRAME
Create pay. medium – Transfer	H99_RFF_FRAME
Execute posting run	H99_POST_PAYMENT

4. Delete the following 2 nodes in the process model:

Text for Step	Program Name
Payroll	RPCALCU0
Execute posting run	H99_POST_PAYMENT

5. Select the node, then choose *Delete Node*.
6. In the *Confirm Operation* dialog box, select *Delete Selected Links and Nodes* and choose the green check to continue.
7. Change the following node in the process model:

Text for Step	Program Name
3PR Evaluation run	RPURMU00

8. Double-click the node to select it.
9. The node will be presented in the *Change Step* dialog box. Make the following changes:

Field	Value
Program name	RPURME00
Variant	YKU_HR_US_OC

10. Choose the green check to continue.
11. Double-click each node to maintain it. Once you double-click a node, the *Change Step* dialog box appears. For each node, on the *Program* tab, verify the program category and enter the program variants as follows:

Program Category	Text for Step	Program Name	Variant
XEDT Print Form	Print form	RPCEDTU0	YKU_HR_US_OC
CIPE Execute posting run	Execute posting run	RPCIPE00	YKU_HR_US_OC
DME Pre.program DME	Pre.program DME	RPCDTCU0	YKU_HR_US_OC
RFF Create payment medium	Create pay.medium – Check	H99_RFF_FRAME	YKU_HR_US_OC_N
RFF Create payment medium	Create pay. medium - Transfer	H99_RFF_FRAME	YKU_HR_US_OC_B
URMP 3PR Posting run	3PR Posting run	RPURMP00	YKU_HR_US_OC

12. *Save* your entries.
13. Once the process model is saved, choose *Activate* to activate the process model.



## 12.9.2 Process Model for Payment Replacement

### Use

In the case of payment replacement, only new checks must be printed.

### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Off-Cycle Activities</a> > <a href="#">Create process models</a> >	<b>SPRO</b>
	<b>PEST</b> (Maintenance of Process Models)

2. Enter process model **YKUUSCRP** in the *Process Model* field. Choose *Change*.
3. The process model will be presented on the *Maintain Process Model YKUUSCRP* screen and includes the following node list:

Text for Step	Program Name
Create pay.medium	H99_RFF_FRAME

4. Double-click the node to maintain it. Once you double-click the node, the *Change Step* dialog box appears. On the *Program* tab, verify the program category and enter the program variant as follows:

Program Category	Text for Step	Program Name	Variant
RFF Create payment me- dium	Create payment medium	H99_RFF_FRAME_REP	YKU_HR_US_OC

5. *Save* your entries.
6. Once the process model has been saved, choose *Activate* to activate the process model.

## 12.9.3 Process Model for Payroll Reversal

### Use

In the case of a reversal, you only offset in accounting.

### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Off-Cycle Activities</a> > <a href="#">Create process models</a> >	<b>SPRO</b>
	<b>PEST</b> (Maintenance of Process Models)

2. Enter process model **YKUUSOCV** in the *Process Model* field. Choose *Change*.
3. The process model will be presented on the *Maintain Process Model YKUUSOCV* screen and includes the following nodes:

Text for Step	Program Name
Execute Posting Run	RPCIPE00
Execute posting run	H99_POST_PAYMENT

4. Delete the following node in the process model:

Text for Step	Program Name
Execute posting run	H99_POST_PAYMENT

5. Select the node and then choose *Delete Node*.
6. In the *Confirm Operation* dialog box, select *Delete Selected Links and Nodes* and select the green check to continue.
7. Double-click the node to maintain it. Once you double-click the node, the *Change Step* dialog box appears. On the *Program* tab verify, the program category, and enter the program variant as follows:

Program Category	Text for Step	Program Name	Variant
CIPE Execute posting run	Execute posting run	RPCIPE00	YKU_HR_US_OC

8. [Save](#) your entries.
9. Once the process model is saved, choose [Activate](#) to activate the process model.

## 12.10 Workflow Activation: Maintain Standard Settings

### Caution

**Automatic Workflow Customizing** must be executed manually.

### Use

This activity is necessary to set up a running workflow environment.

### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ SAP NetWeaver</a> > <a href="#">▶ Application Server</a> > <a href="#">▶ Business Management</a> > <a href="#">▶ SAP Business Workflow</a> > <a href="#">▶ Maintain Standard Settings</a> >	<b>SWU3</b>

2. Choose [Perform Automatic Workflow Customizing](#) (F9).
3. Indicate a change request when required and confirm all steps.

## 12.11 Activate Event Type Linkage for Workflow Events

### Use

This step must be executed prior to using any off-cycle processing in the **HR Process Workbench**.

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Background Processing with the HR Process Workbench</a>	<b>SPRO</b>
<a href="#">▶ Active event type linkage for workflow events</a> >	

2. Execute the activity.
3. A message informs you that SAP ERP has set the **Type Linkage Active** indicator for the appropriate entries in table SWFDVEVTY2.

# 13 SAP Best Practices Package Electronic Funds Transfer (EFT)

## 13.1 Prenotification

### 13.1.1 Set Up Prenotification

#### Use

In this activity, you set the system up to record changes made to the Bank Details infotype (0009) and External Bank transfers infotype (0011). For prenotification, you will then be able to make a test transfer to each new bank connection prior to transferring employees' salaries.

#### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Electronic Funds Transfer</a> > <a href="#">Prenotification</a> > <a href="#">Set up prenotification</a> >	<b>SPRO</b>

2. On the *Choose Activity* screen, double-click *HR Documents: Infotypes To Be Logged*.
3. On the *Change View HR documents: Infotypes to be logged: Overview* screen, choose *New Entries*.
4. Make the following entries:

Tr Class	Infotype	Infotype Text
A	0009	Bank Details
A	0011	External Bank Transfers

5. *Save* your entries.
6. On the *Choose Activity* screen, double-click *HR Documents: Field group definition*.
7. On the *Change View HR documents: Field group definition: Overview* screen, choose *New Entries*.

8. Make the following entries:

Infotype	Infotype Text	Field grp	Field Name	A/L
0009	Bank Details	01	*	
0011	External Bank Transfer	01	*	

9. [Save](#) your entries.

10. On the *Choose Activity* screen, select *HR Documents: Field group characteristics* and choose.

11. On the *Change View HR documents: Field group characteristics: Overview* screen, choose *New Entries*.

12. Make the following entries:

Tr. Class	Infotype	Infotype Text	DocFieldGr	Doc.type	SupFldGr
A	0009	Bank Details	01	L	
A	0011	External Bank Transfer	01	L	

13. [Save](#) your entries.

## 13.2 Direct Deposit/ Data Medium Exchange

### 13.2.1 Zero-Net Checks

#### 13.2.1.1 Define Void Reason Codes for Zero-Net Checks

#### Use

In this activity, you define the void reason codes for zero-net checks.

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Electronic Funds Transfer</a> > <a href="#">Direct Deposit/Data Medium Exchange</a> > <a href="#">Zero-Net Checks</a> > <a href="#">Define void reason code for Zero-Net Checks</a> ▶	<b>SPRO</b>

2. On the [Change View Check Void Reason Codes: Overview](#) screen, choose [New entries](#).
3. Make the following entries:

Field Name	Description	User Action and Values	Comment
Reason		<b>99</b>	
Void Reason Code		<b>Zero net Check</b>	
Reserved for print program		4 Zero Net Check	

4. [Save](#) your entries.

## 13.2.2 Preliminary Programs

### 13.2.2.1 Set Up House Bank

#### Use

House bank **BANKB** and account **CHECK** has been configured for the SAP Best Practices package. The house bank is attached to company code **US01**.

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Electronic Funds Transfer</a> > <a href="#">Direct Deposit/Data</a> <a href="#">Medium Exchange</a> > <a href="#">Preliminary Programs</a> > <a href="#">Set up house banks</a>	<b>SPRO</b>

2. On the [Change View Bank Accounts: Overview](#) screen, choose [New Entries](#).
3. Make the following entries:

House Bank	Bank country	Bank key	Text
BANKB	US	011000390	Bank of USA

### ⚠ Caution

Once the customer has defined their company, the house bank and accounts must be created for their company code.

4. [Save](#) your entries.

## 13.2.2.2 Determine Sending Banks

### Use

Feature DTAKT sets the default Sending Bank to **BANKB**, which is delivered with the SAP Best Practices package. Configuration changes are required in this area to reflect your house bank and account according to your company code. To process off-cycle payments in the same way, maintain feature PU137 as well. The following is an excerpt from feature **DTAKT**.



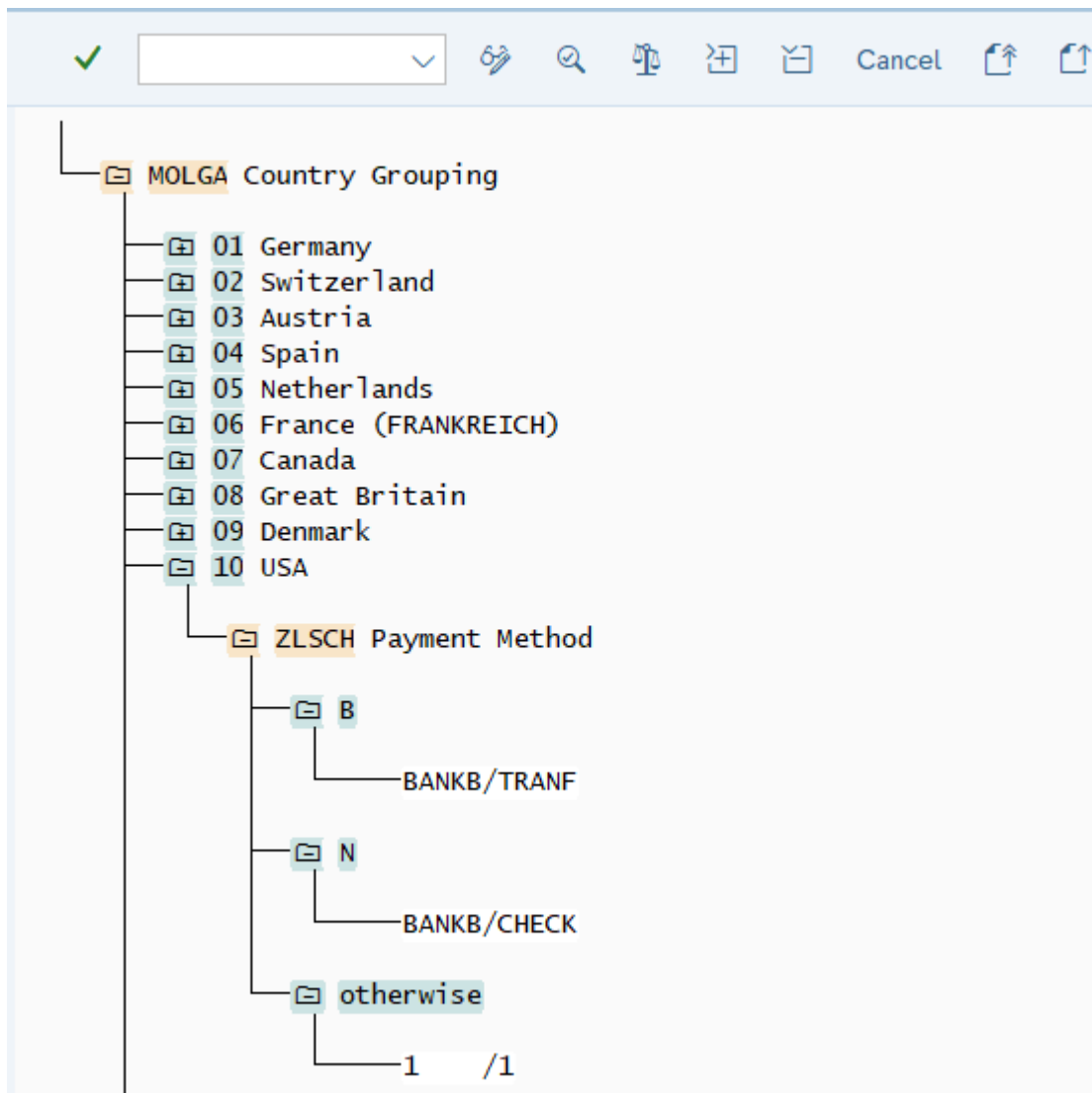
## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Electronic Funds Transfer</a> > <a href="#">Direct Deposit/Data Medium Exchange</a> > <a href="#">Preliminary Programs</a> > <a href="#">Determine sending banks</a>	<b>SPRO</b>

2. On the *Process feature DTAKT: decision tree* screen, choose *Change*.
3. Add the following for Molga 10:

**DTAKT**



4. *Save* your entries.

## 13.2.2.3 Define Text Keys for Payment Transactions

### Use

Here you define the text keys for any payment transactions.

### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">▶ Payroll: USA</a> > <a href="#">▶ Electronic Funds Transfer</a> > <a href="#">▶ Direct Deposit/Data Medium Exchange</a> > <a href="#">▶ Preliminary Programs</a> > <a href="#">▶ Define Text Keys for Payment Transactions</a> >	SPRO

2. On the *Work Area* entry dialog box, enter **10** and choose *Enter*.
3. On the *Change View Text Key for Data Carrier: Overview* screen, choose *New Entries*.
4. Make the following entries:

Field Name	Description	User Action and Values	Comment
Wage Type		/558	
Text key		53000	

5. *Save* your entries.
6. Repeat steps 2 to 5 for the following data:

Wage Type	Wage Type Long Text	Text Key
/559	Payment	53000
MJ70	Statement wage type	

# 14 Tax Reporter

## Use

**Tax Reporter** is the component of Employee Central Payroll that enables you to produce quarterly and annual wage and tax reports for local, state, and federal tax authorities. This section provides a general overview of the tax reporting process in Employee Central Payroll and describes the configuration that is required to perform tax reporting. This section concludes with chapters on year-end processing and quarterly processing.

The **Human Capital Management SAP country version for the United States of America** site is your central source of information on tax reporting, topics, training, development news, support, and documentation. This site is located within SAP Service Marketplace at <http://service.sap.com/hrusa>.

Before starting year end processing, we recommend that you visit this site for the **Year End** Web link for additional information on Year End functionality for U.S. Tax Reporter. Using the previous link for the **Human Capital Management SAP country version for United States of America**, the link to Year End is in the left column on the page. Review the site on a regular basis for important SAP Notes and functional updates.

For more information about program filing and testing for format correctness, see AccuWage Information and Software. For more information about AccuWage, see the U.S. government's Social Security Administration website.

AccuWage/AccuW2C is free software provided by the Social Security Administration.

- **AccuWage** is for use with Electronic Filing W-2 - [EFW2](#) (formerly MMREF-1.)
- **AccuW2C** is for use with Electronic Filing W-2c - [EFW2C](#) (formerly MMREF-2.)

AccuWage software allows you to review W-2 (Wage and Tax Statement) and W-2c (Corrected Wage and Tax Statement) reports for correctness before you send them to the Social Security Administration.

## 14.1 Tax Form Groups

### 14.1.1 Define Tax Form Groups Containing Non-tax Wage Types

## Use

In this step you define tax form groups containing non-tax wage type amounts.

These tax form groups come preconfigured with standard tax wage types already assigned, so in this step you only define how these tax form groups are evaluated in Tax Reporter. Amounts for most boxes on Form W-2 are stored in standard model wage types. Some, however, are stored in user-defined wage types. The SAP Best Practices package delivers tax reporter with updates to standard tax form groups using the delivered best practices defined wage types.

To enable the extraction of data from user-defined wage types, SAP delivers tax form groups that you assign user-defined wage types (refer to the procedures above). See the following table for a list of the boxes found on Form W-2 and their corresponding tax form groups.

## Procedure

1. Access the activity by choosing one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Tax Reporter</a> > <a href="#">Tax Form Groups</a> > <a href="#">Define tax form groups containing non-tax wage types</a>	<b>SPRO</b>

2. On the [Change View Tax form groups for other wage types: Overview](#) screen, select the desired tax form.
3. Choose [Assignment of wage types containing no tax amount](#).
4. On the [Change View Assign wage types to tax form groups: Overview](#) screen, choose [New entries](#).
5. On the [New Entries: Details of Created Entries](#) screen, enter the appropriate information:
  - Select a wage type you want to assign to this tax form group
  - Determine whether a number, a rate, or an amount will be taken from the payroll results
  - Specify how the item is stored in the tax interface table; as taxable, tax, tax and deposit, penalty, or as interest
  - Indicate whether the wage type is added or subtracted in the field. If the amount is negative in the payroll results, it must be subtracted to make it positive.
6. [Save](#) your entries.
7. Repeat this process for each wage type you assign to the tax form group.

The following non-tax form groups for W-2 Processing that are updated with the SAP Best Practices package wage types:

Tax Form Group	Description	Wage type assigned	Validity Date	Fields to be taken out of payroll result	Store content in interface table field	Add or subtract in field
W001	Group Term Life EE deductions	/BT1-EE GTLI Taxable	01.01.1900 – 12.31.9999	Select Amount	Select Taxable	Add wage type
W227	Dependent Care Benefits	2241- Dep Care EE pre-tax	01.01.1900 – 12.31.9999	Select Amount	Select Taxable	Subtract wage type

<b>Tax Form Group</b>	<b>Description</b>	<b>Wage type assigned</b>	<b>Validity Date</b>	<b>Fields to be taken out of payroll result</b>	<b>Store content in interface table field</b>	<b>Add or subtract in field</b>
W23C	Cost of GTL	2228 - Group Term Life Pre-Tax	01.01.1900 – 12.31.9999	Select Amount	Select Taxable	Subtract wage type
W23D	401K EE contributions	2230 - 401k EE Pre-Tax	01.01.1900 – 12.31.9999	Select Amount	Select Taxable	Subtract wage type
W23E	403 B EE contributions	2233 - 403b EE pre-tax	01.01.1900 – 12.31.9999	Select Amount	Select Taxable	Subtract wage type
W23G	457 EE contributions	2244- 457 EE pre-tax	01.01.1900 – 12.31.9999	Select Amount	Select Taxable	Subtract wage type
W23J	Sick pay not included in income	1252 – Sick Pay	01.01.1900 – 12.31.9999	Select Amount	Select Taxable	Subtract wage type
W23R	Medical Savings Account	2240 - Health Care EE pre-tax	01.01.1900 – 12.31.9999	Select Amount	Select Taxable	Subtract wage type

# 15 Forms

## 15.1 Remuneration Statement

### i Note

Pre-Requirement: The sample form **SAP\_SBP\_PAYS\_US1** described in this Best Practices package is delivered with EA-HRGXX Support package 51.

### 15.1.1 Set Up Remuneration Statement

#### Use

SAP Best Practices uses standard delivered PDF Form for the remuneration statement. Forms must be activated before use. Only use if you need your own grouping.

#### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Forms</a> > <a href="#">Remuneration Statement</a> > <a href="#">Set up remuneration statement</a> >	<b>HRFORMS</b>

2. On the *HR Forms: Overview* screen, under country grouping 10, find the **SAP\_SBP\_PAYS\_US1** form and review the *Status of the form* field. If the status is red, double-click the form.
3. On the *Change HR Forms* screen, choose the form name (**SAP\_SBP\_PAYS\_US1**) in the right-top section.
4. Choose *Activate*.



An example of the form:



SAP  
US Pre-Configured Client  
3999 West Chester Pike  
Newtown Square, PA 19073

Company Code US01	Personnel Area US01
Cost Center	Personnel Subarea 0002

Name Miss Jennifer Aniston	Payroll Area UZ	HR-US: Semi-M (PCC)
Personnel No. 00000102	Pay Period Jan 1, 2017	Jan 15, 2017
	Period No. 2017/01	

Check Date Jan 10, 2017	Check Number	Net Pay 11,424.78	=	Earnings (Current) 10,000.00	+	Earnings (Retro) 13,750.00	-	Taxes 12,325.22	-	Deductions 0.00
-------------------------	--------------	-------------------	---	------------------------------	---	----------------------------	---	-----------------	---	-----------------

Earnings	Rate	Number	Amount	Period
M003 Pay Period Salary			10,000.00	
M003 Pay Period Salary			6,875.00	2016/23
M003 Pay Period Salary			6,875.00	2016/24
<b>Total Earnings</b>			<b>23,750.00</b>	

Taxes	Authority	Amount
/401 TX Withholding Tax	FED	7,526.17
/401 TX Withholding Tax	CA	2,554.67
/403 TX EE Social Security Tax	FED	1,472.50
/405 TX EE Medicare Tax	FED	344.38
/441 TX EE Disability Tax	CA	213.75
/448 TX EE Voluntary Disabilit	CA	213.75
<b>Total Employee Tax</b>		<b>12,325.22</b>

Check/Transfer Information			
Bank Number	Account	Payment Method	Amount
		Check	11,424.78

### 15.1.1.1 Set Up Remuneration Statement (PE51)

#### Use

An alternative option to setup the remuneration statement is the HR Form Editor (transaction PE51).

SAP Best Practices uses standard delivered PE51 Form for the remuneration statement. Forms must be activated before use. Only use if you need your own grouping.

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
▶ <a href="#">Payroll</a> ▶ <a href="#">Payroll: USA</a> ▶ <a href="#">Forms</a> ▶ <a href="#">Remuneration Statement</a> ▶ <a href="#">Set up remuneration statement</a> ▶	<b>PE51</b>

2. On the *HR Form Editor: Initial* screen, under country grouping 10, find the **UF01** form.
3. Choose *Copy*.
4. On the *Copy Form UF01* screen, enter the below target information:

Field name	Value
Country Grouping	10
Form Name	ZF01

5. Choose *Copy Form*.
6. When prompted, create and save a new transport request for the new form.
7. On *HR Form Editor: Initial* screen, choose the new form name *ZF01* in the top section.
8. Choose the *Display* to check the current configuration or *Change* to modify this.

## 15.1.2 Enable Feature HRFOR to Display the Remuneration Statement on Employee Central

### Use

SAP Best Practices uses standard delivered Smart Form for the remuneration statement. Forms must be activated before use. Only use if you need your own grouping.



## Procedure

1. Access the activity using the following navigation options:

Transaction Code
------------------

PE03
------

2. On the *Features: Initial* screen, enter the feature HRFOR and choose *Change*.
3. Under the report category select **C** and Country grouping **10** for USA choose *Edit* and attach the HR Form **SAP\_SBP\_PAYS\_US1** and save the feature.
4. On the *Process feature* screen, choose *Activate* to activate the feature. Make sure the status of the feature shows Active.

### 15.1.3 Configuring the Payroll Results Export Report

#### i Note

Depending on your reporting requirements in Employee Central, you can schedule this report to run as a batch at a regular interval or run it on-demand. We recommend that you define variants with certain criteria that you require regularly for reports, such as period, payroll area, and subapplication.

1. Access the activity using the following navigation options:

Menu Path	Transaction Code
-----------	------------------

▶ System ▶ Services	SA38
▶ Reporting ▶	

2. On the *ABAP Program Execution* screen, enter the following:

Field Name	Value
Program	RP_HRSFEC_ExportPayrollResults

3. Choose *Execute* (F8).
4. On the *Payroll Results Export* screen, under Period, specify the relevant period or start and end dates.
5. Under *Selection Criteria* specify the relevant organizational units that you would like to report upon in Employee Central. The organizational units should be for the same country that you have specified in the subapplication, which you select under Options.
6. Under *Options*, configure the export file:
  - Select the subapplication for wage types that are to be exported. This is a mandatory parameter.
  - Choose if you want to export cumulated results, detailed results, or both. If you choose cumulated results, specify the cumulation type.

7. Under *Data Transfer* select if you want to perform the data export automatically or manually.
8. If the data transfer should be run automatically, the payroll results are automatically imported to Employee Central. Select *Automated Transfer (oData)*.
9. If the data transfer should be done manually, choose if the file is to be exported locally or to an application server.
10. Choose *Execute* (F8).

## 15.1.4 Setting Up Payroll Run Results in Employee Central

The code values to be imported for the Payroll Run Type (such as regular run, off cycle run) and the Wage Type (like net, gross) need to be mapped to internal Employee Central values during the import. Define picklists for payroll run type and wage type in Employee Central.

Also, define business rules to map the values of the payroll provider (for example, SAP ERP HCM or Employee Central Payroll) to the Employee Central picklist values. This way you ensure that the Employee Central picklist values are filled with the correct target values.

### i Note

To access and edit Employee Payroll Run Results and Employee Payroll Run Results Item, the respective user role should have the necessary permissions. For setting the permissions, go to **Admin Center** and enter *Manage Permission Roles* in the *Tools search* field. Choose the respective permission role and then *Permission*. In the permission settings, select *Miscellaneous Permissions* and check the settings for Employee Payroll Run Results and Employee Payroll Run Results Item.

1. Create a payroll run type picklist specifying all the payroll run type values that you require in Employee Central. For information on creating a picklist, see the Creating ECV2 Picklists section in the **Employee Central Master guide**.
2. If the picklists are already migrated to MDF picklists do the following:
  1. In the **Admin Center**, in *Company Processes & Cycles*, select *Company Settings*, choose *Picklist Center*.
  2. Select *Create New*.
  3. Fill out the fields as follows:

Field name	Value
Code	<code>payrollRunType</code>
Name	<code>payrollRunType</code>
Status	<code>Active</code>
Display Order	<code>No Selection</code>
Effective Start Date	<code>01/01/1900</code>

Field name	Value
parentPickList	No Selection

4. In the *Values* Section, create values as follows:

External Code	Label	Status	parentPickListValue
REGULAR	Regular	ACTIVE	No Selection
OFFCYCLE	Off cycle run	ACTIVE	No Selection

5. Save your entry.

6. Repeat steps a. through e. for the following picklist:

Field name	Value
Code	wageType
Name	wageType
Status	Active
Display Order	No Selection
Effective Start Date	01/01/1900
parentPickList	No Selection

External Code	Label	Status	parentPickListValue
SALARY	Salary	ACTIVE	No Selection
HOURS_WORKED	Off cycle run	ACTIVE	No Selection
NETPAY	Net Pay	ACTIVE	No Selection
GROSS	Gross Pay	ACTIVE	No Selection
TAXES	Taxes	ACTIVE	No Selection
401K	401K	ACTIVE	No Selection

Create a new business rule to map the payroll run type of the payroll provider to the equivalent values in this new picklist.

1. In the **Admin Center** in the *Company Processes and Cycles portlet*, select *Company Settings* and choose *Configure Business Rules*.

2. Select *Create New Rule*:

- On the *New Rule: Select a Scenario* screen, select *Basic* (basic rule).
- Enter the following values:

Field name	Value
Rule Name	CC_PayrollType
Rule ID	CC_PayrollType
Start Date	01/01/1900
Base Object	Employee Payroll Run Results

- Choose *Continue*.
- Select the *Payroll Provider Run Type* as shown below. Specify for each payroll run type of the payroll provider the equivalent value in the Employee Central payroll run type picklist.

Basic Information

Start Date 01/01/1900

Rule Type

Description

Parameters

Name	Object
Context	System Context
Employee Payroll Run Results	Employee Payroll Run Results

[Collapse All](#) | [Expand All](#)

**If**

Employee Payroll Run Results.Source: Payroll Run Type is equal to Text R

**Then**

Set Employee Payroll Run Results.Payroll Run Type to be equal to Value Regular (REGULAR)

[Add Else If](#)     [Add Else](#)

3. Choose *Save*.

4. Assign the business rule.

- Go to **Admin Center**. In the *Tools search* field, enter *Configure Object Definitions*.
- Under *Search*, select *Object Definition*. Enter *Employee Payroll Run Results* in the second dropdown menu.
- Choose *Take Action* and select *Make Correction*.
- Assign the rule that you just created (under saveRules) so that it is applied on Save.

Create a new business rule to map from the wage type of the payroll provider to the equivalent values in this new wage type picklist.

1. In the **Admin Center** in the *Company Processes and Cycles portlet*, select *Company Settings* and choose *Configure Business Rules*.
2. Select *Create New Rule*:
  - On the *New Rule: Select a Scenario* screen, select *Basic* (basic rule).
  - Enter the following values:

Field name	Value
Rule Name	CC_PayrollWageType
Rule ID	CC_PayrollWageType
Start Date	01/01/1900
Base Object	Employee Payroll Run Results Items

- Choose *Continue*.
- Select the wage type of the payroll provider as shown below and specify for each wage type the equivalent value in the wage type picklist of Employee Central.

Basic Information 👁

Rule Name \*

Rule ID \*

Start Date \*  📅

Rule Type

Description

Parameters ✎

Name	Object
Context	System Context
Employee Payroll Run Resul...	Employee Payroll Run Resul...

[Collapse All](#) | [Expand All](#)

**If**

or +

👁

👁

👁

**Then**

👁

[Add Else If](#)

The screenshot displays a configuration interface for business rules, organized into three main sections, each starting with an 'Else If' condition:

- Section 1:**
  - Else If:** Employee Payroll Run Results Items.Source: Wage Type is equal to Text /560
  - Then:** Set Employee Payroll Run Results Items.Wage Type to be equal to Value Net Pay (NETPAY)
  - [Add Else If](#)
- Section 2:**
  - Else If:** Employee Payroll Run Results Items.Source: Wage Type is equal to Text /101
  - Then:** Set Employee Payroll Run Results Items.Wage Type to be equal to Value Gross Pay (GROSS)
  - [Add Else If](#)
- Section 3:**
  - or:** A group of eight conditions, each with a 'Then' action:
    - Employee Payroll Run Results Items.Source: Wage Type is equal to Text /5U0
    - Employee Payroll Run Results Items.Source: Wage Type is equal to Text /260
    - Employee Payroll Run Results Items.Source: Wage Type is equal to Text /261
    - Employee Payroll Run Results Items.Source: Wage Type is equal to Text /263
    - Employee Payroll Run Results Items.Source: Wage Type is equal to Text /305
    - Employee Payroll Run Results Items.Source: Wage Type is equal to Text /401
    - Employee Payroll Run Results Items.Source: Wage Type is equal to Text /501
    - Employee Payroll Run Results Items.Source: Wage Type is equal to Text /301
  - Then:** Set Employee Payroll Run Results Items.Wage Type to be equal to Value Taxes (TAXES)
  - [Add Else If](#)      [Add Else](#)

3. Choose [Save](#).
4. Assign the business rule.
  - Go to **Admin Center**. In the *Tools search* field, enter *Configure Object Definitions*.
  - Under *Search*, select *Object Definition*. Enter *Employee Payroll Run Results Items* in the second dropdown menu.
  - Choose *Take Action* and select *Make Correction*.
  - Assign the rule that you just created (under saveRules) so that it is applied on Save.

# 16 Posting to Financial Accounting

## 16.1 Define Employee Groupings/Account Assignment

### Use

In this section, you make the settings required for evaluating payroll results for Posting to Accounting.

### Procedure

1. Access the activity using one of the following navigation options:

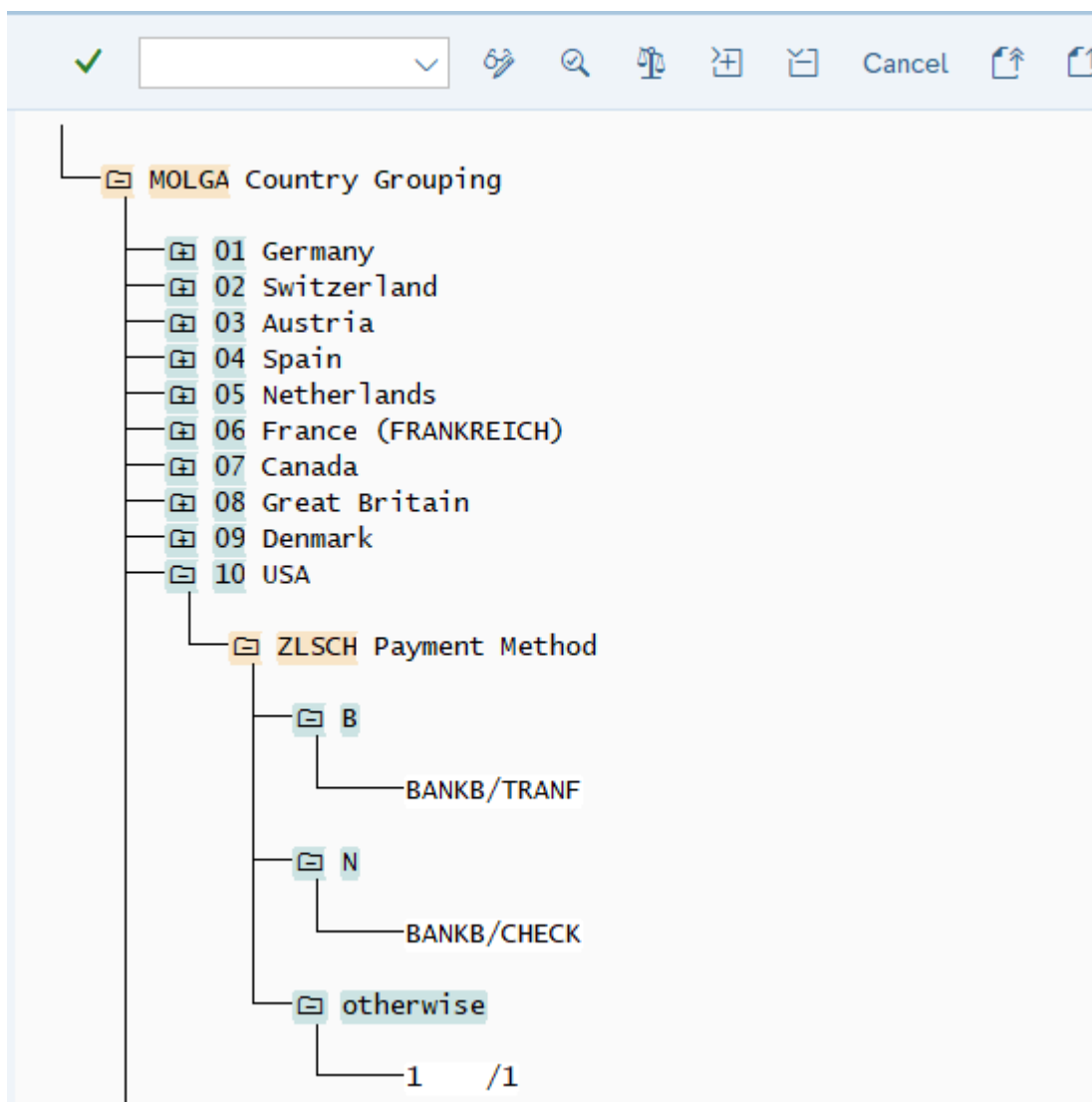
IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Posting to Financial Accounting</a> > <a href="#">Activities in the HR-System</a> > <a href="#">Employee grouping and symbolic accounts</a> > <a href="#">Define employee grouping/account assignment</a> >	<b>SPRO</b>

2. On the *Choose Activity* screen, double-click *Employee grouping/account assignment activity*.
3. On the *Change View Employee Grouping for Account Determination: Overview* screen, choose *New Entries*.
4. Make the following entries:

EE Group	EE Group Description
1	Hourly Paid Employees
2	Salaried Employees

5. On the *Choose Activity* screen, double-click *Maintain Feature* activity.
6. On the *Process Feature PPMOD: decision tree* screen, choose *New Entries*.
7. Make the following entries:

**PPMOD**



### i Note

The feature PPMOD separates the posting options into 3 options:

1 = Hourly

2 = Wage

3 = Salary

Blank = for postings that are not separated by the field *Employee subgroup grouping for personnel calculation rule* (ABART).

To separate further symbolic accounts, you must set the field *MOMAG* (Account determination dependent on employee grouping) in the step **Define Symbolic Accounts**. If the field is not checked, separation is not done. Therefore, it would not be necessary to create two or three options in the steps **Maintain FI Configuration** Assign financial accounts, assign expense accounts and all other steps, one symbolic account link with the field *Employee Group* equal to blank and an appropriate account would be sufficient.

For demonstration purposes, YK07 has separate accounts for different employee group groupings.



## 16.2 Define Symbolic Accounts

### Use

New **Symbolic Accounts** have been added in the SAP Best Practices package to provide a vehicle for more complex financial posting from payroll. Symbolic accounts in SAP Best Practices package are in the YKxx name range.

### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Posting to Financial Accounting</a> > <a href="#">Activities in the HR-System</a> > <a href="#">Employee grouping and symbolic accounts</a> > <a href="#">Define symbolic accounts</a>	<b>SPRO</b>

2. On the *Change View Symbolic Accounts: Overview* screen, choose *New Entries*.
3. Make the following entries:

Field Name	Description	User Action and Values	Comment
SymAc		YK00	
Description		Accrual	
AATYP		C	
MOMAG		deselect	

4. *Save* your entries.
5. Repeat steps 2 to 4 for the following information:

Symbolic Account	Symbolic Account Description	Type	MOMAG
YK00	Accrual	C	
YK01	Wages and Salaries	CN	X

<b>Symbolic Account</b>	<b>Symbolic Account Description</b>	<b>Type</b>	<b>MOMAG</b>
YK02	Direct Labor Costs	C	X
YK03	Overtime Payments	C	X
YK04	Vacation Payments	C	
YK05	Other Paid Absences	C	
YK06	Other Personnel Payments	C	X
YK07	Sick Pay	C	
YK08	Bonus Payments	C	X
YK09	Shift Bonus	C	X
YK10	Work Center Bonus	C	X
YK11	Employer Benefit Costs	C	X
YK12	401K Employer Match	C	X
YK13	Employer Taxes	C	
YK14	Employer Taxes (Tips)	C	
YK15	Other Wage and Salary Expenses	C	X
YK16	Travel Expenses – Non Taxable	C	
YK17	Travel Expenses – Taxable	C	
YK18	Travel Expenses – Advances	CN	
YK19	Special Payments	C	
YK20	Travel Expenses	C	
YK21	Retrocalculation Differences	F	
YK22	Garnishments	Q	
YK23	EE Taxes	F	
YK24	EE Taxes (TIPS)	F	
YK25	State Withholding Taxes	F	

Symbolic Account	Symbolic Account Description	Type	MOMAG
YK26	Other Taxes	F	
YK27	EE FICA Taxes	F	
YK28	Taxes to be Paid	F	
YK29	Payments to Associations	F	
YK30	EE Benefits to be Paid	F	
YK31	EE 401K Deductions	F	
YK32	ER 401K Deductions	F	
YK33	ER Other Contributions	F	
YK34	Other Personnel Costs to be Paid	F	
YK35	Accrual Adjustment Account	F	
YK36	SUI/SDI Taxes (US)	F	
YK37	Reposting of W+S payable for check reversal	F	
YK38	Remuneration for idle time	C	X
YK39	ER loans	F	
YK40	Interest received	F	
YK41	Other ER benefits	C	
YK42	Other payments	F	

## 16.3 Wage Type Maintenance

### 16.3.1 Define Wage Type Posting Attributes

#### Use

The /4 wage types can be posted in two ways:

- State and federal tax wage types can be posted to different accounts. Because it is unlikely that a customer posts each state's taxes to a different account, BP eliminated this labor-intensive step.
- Federal taxes are posted to account X and all state taxes are posted to accounts Y.

Wage types are mapped to symbolic accounts through configuration. The wage types and their corresponding symbolic account assignments are documented in the Wage Type documentation spreadsheet.

To achieve this, delete all /401 and /410 for the individual states out of the configuration step **Posting to US Tax**, leave the entries for FED and assign them to the appropriate accounts. Add the posting entry for states as described below for the default for states, because FED has its own entry, it is posted differently.

#### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Posting to Financial Accounting</a> > <a href="#">Activities in the HR-System</a> > <a href="#">Wage Type Maintenance</a> >	<b>SPRO</b>

2. On the [Wage Type Overview](#) screen, select [wage type /401](#) and in the [Dialog Structure](#) pane, double-click [Posting US Tax](#).
3. Select the wage type row and the system will highlight the line.
4. On the [Posting US Tax](#) screen, choose [Select All](#).
5. Deselect the wage type /401 with the [Auth FED](#) and choose [Delete](#). This will delete all wage types but the wage type for Federal Taxes.
6. On the [Posting Tax](#) screen, select the remaining wage type /401 with the [Auth FED](#) and choose [Copy](#). This will copy posting for the all the states excluding **FED**.
7. Delete any value in the [Tax authority](#) field.
8. In the [Symbolic Account](#) field, enter **YK25**.
9. [Save](#) your entries.

#### i Note

There are many entries to be deleted. The deletion will take some time.

10. Repeat steps 3 to 9 for the following information:

Wage Type	Tax Company	Tax Authority	Sequence no	+/-	Proc	Symbolic Account
/401			1	Pos...Cred	Normal	YK25
/401		FED	1	Pos...Cred	Normal	2220
/410		FED	1	Pos...Cred	Normal	2220
/410		FED	2	Pos...Deb	Normal	1320
/410			1	Pos...Cred	Normal	2223
/410			2	Pos...Deb	Normal	1320
/416			1	Pos...Cred	Normal	2223
/416			2	Pos...Deb	Normal	1320
/441			1	Pos...Cred	Normal	2223

11. Repeat steps 2 to 9 for the following information:

#### i Note

Wage types /403 - /406 are only federal taxes. States are not required in the **Posting US Tax** step. Delete all entries but tax authority FED.

Wage type	Tax Company	Tax Authority	Sequence number	+/-	Proc	Symbolic Account
/403		FED	01	Pos.. Deb	Normal	2222
/404		FED	01	Pos... Deb	Normal	2222
/404		FED	02	Pos... Cred	Normal	1320
/405		FED	01	Pos.. Deb	Normal	2222
/406		FED	01	Pos... Deb	Normal	2222
/406		FED	02	Pos... Cred	Normal	1320

#### i Note

You do this with all other /4 wage types. Instead of maintaining state by state, you can simplify the posting and just have one for federal and one for all others (in this case state). This reduces the maintenance dramatically.

All other wage types please maintain as follows:

12. To maintain all other wage types, on the *Wage Type Overview* screen, select wage type *1002* and in the *Dialog Structure* pane, double-click *Posting a wage type*.
13. On the *Posting a wage type* screen, make the following entries:

Field Name	Description	User Action and Values	Comment
No	Sequence no	1	
+/-	Posting sign	+	
Process type		Normal	Or blank
Symb	Symbolic Account	1100	

Field Name	Description	User Action and Values	Comment
No	Sequence no	9	
+/-	Posting sign	Enter +	
Process type		A	Month accrual
Symb	Symbolic Account	1100	

Field Name	Description	User Action and Values	Comment
No	Sequence no	10	
+/-	Posting sign	-	
Process type		A	Month Accrual
Symb	Symbolic Account	3320	

14. *Save* your entries.
15. Repeat steps 12 to 14 for the following information:

LGART	SEQNO	ENDDA	SIGN	SYMKO	SPPRC	C1IGN
1002	1	12/31/9999	+	1100		
1002	9	12/31/9999	+	1100	A	
1002	10	12/31/9999	-	3320	A	
1003	1	12/31/9999	+	1100		

LGART	SEQNO	ENDDA	SIGN	SYMKO	SPPRC	C1IGN
1003	9	12/31/9999	+	1100	A	
1003	10	12/31/9999	-	3320	A	
1051	1	12/31/9999	+	1100		
1052	1	12/31/9999	+	1100		
1054	1	12/31/9999	+	1100		
1100	1	12/31/9999	+	1100		
1100	9	12/31/9999	+	1100	A	
1100	10	12/31/9999	-	3320	A	
1106	1	12/31/9999	+	1100		
1106	9	12/31/9999	+	1100	A	
1106	10	12/31/9999	-	3320	A	
1108	1	12/31/9999	+	1100		
1108	9	12/31/9999	+	1100	A	
1108	10	12/31/9999	-	3320	A	
1109	1	12/31/9999	+	1100		
1109	9	12/31/9999	+	1100	A	
1109	10	12/31/9999	-	3320	A	
1110	1	12/31/9999	+	1100		
1111	1	12/31/9999	+	1100		
1112	1	12/31/9999	+	1100		
1113	1	12/31/9999	+	1190		
1113	9	12/31/9999	+	1190	A	
1113	10	12/31/9999	-	3320	A	
1114	1	12/31/9999	+	YK10		
1120	1	12/31/9999	+	YK06		
1121	1	12/31/9999	+	YK06		

LGART	SEQNO	ENDDA	SIGN	SYMKO	SPPRC	C1IGN
1122	1	12/31/9999	+	YK06		
1123	1	12/31/9999	+	YK06		
1123	9	12/31/9999	+	YK06	A	
1123	10	12/31/9999	-	3320	A	
1124	1	12/31/9999	+	YK06		
1124	9	12/31/9999	+	YK06	A	
1124	10	12/31/9999	-	3320	A	
1125	1	12/31/9999	+	YK06		
1200	1	12/31/9999	+	YK02		
1200	9	12/31/9999	+	YK02	A	
1200	10	12/31/9999	-	3320	A	
1201	1	12/31/9999	+	YK02		
1202	1	12/31/9999	+	YK02		
1203	1	12/31/9999	+	YK02		
1204	1	12/31/9999	+	YK02		
1205	1	12/31/9999	+	1210		
1206	1	12/31/9999	+	1210		
1207	1	12/31/9999	+	1210		
1210	1	12/31/9999	+	1210		
1211	1	12/31/9999	+	1210		
1212	1	12/31/9999	+	1210		
1213	1	12/31/9999	+	1210		
1214	1	12/31/9999	+	1210		
1215	1	12/31/9999	+	YK02		
1250	1	12/31/9999	+	YK05		
1251	1	12/31/9999	+	4300		



LGART	SEQNO	ENDDA	SIGN	SYMKO	SPPRC	C1IGN
1252	1	12/31/9999	+	YK07		
1253	1	12/31/9999	+	YK05		
1254	1	12/31/9999	+	YK05		
1255	1	12/31/9999	+	YK05		
1258	1	12/31/9999	+	YK05		
1259	1	12/31/9999	+	YK05		
1260	1	12/31/9999	+	YK05		
1264	1	12/31/9999	+	YK05		
1275	1	12/31/9999	+	YK05		
1276	1	12/31/9999	+	YK05		
1293	1	12/31/9999	+	1260		
1294	1	12/31/9999	+	1260		
1295	1	12/31/9999	+	4300		
1296	1	12/31/9999	+	4300		
1297	1	12/31/9999	+	4300		
1298	1	12/31/9999	+	4300		
1299	1	12/31/9999	+	4300		
1410	1	12/31/9999	+	1100		
1411	1	12/31/9999	+	1100		
1415	1	12/31/9999	+	1210		
1416	1	12/31/9999	+	1210		
1420	1	12/31/9999	+	1100		
1425	1	12/31/9999	+	1100		
1450	1	12/31/9999	+	1100		
1460	1	12/31/9999	+	1100		
1460	9	12/31/9999	+	1100	A	

LGART	SEQNO	ENDDA	SIGN	SYMKO	SPPRC	C1IGN
1460	10	12/31/9999	-	3320	A	
1500	1	12/31/9999	+	1100		
1500	9	12/31/9999	+	1100	A	
1500	10	12/31/9999	-	2115	A	
1501	1	12/31/9999	+	1100		
1501	9	12/31/9999	+	1100	A	
1501	10	12/31/9999	-	2115	A	
1510	1	12/31/9999	+	1100		
1510	9	12/31/9999	+	1100	A	
1510	10	12/31/9999	-	2115	A	
2000	1	12/31/9999	+	YK29		
2004	1	12/31/9999	+	YK29		
2007	1	12/31/9999	+	YK29		
2008	1	12/31/9999	+	YK29		
2010	1	12/31/9999	+	YK29		
2011	1	12/31/9999	+	YK29		
2012	1	12/31/9999	+	YK29		
2015	1	12/31/9999	+	2290		
2020	1	12/31/9999	+	YK29		
2021	1	12/31/9999	+	YK29		
2035	1	12/31/9999	+	YK29		
2040	1	12/31/9999	+	2290		
2045	1	12/31/9999	+	YK29		
2057	1	12/31/9999	+	YK29		
2058	1	12/31/9999	+	YK29		
2108	1	12/31/9999	+	YK30		

LGART	SEQNO	ENDDA	SIGN	SYMKO	SPPRC	C1IGN
2110	1	12/31/9999	+	YK30		
2111	1	12/31/9999	+	YK30		
2112	1	12/31/9999	+	YK30		
2113	1	12/31/9999	+	YK30		
2115	1	12/31/9999	+	YK30		
2116	1	12/31/9999	+	YK30		
2117	1	12/31/9999	+	YK30		
2118	1	12/31/9999	+	YK30		
2119	1	12/31/9999	+	YK30		
2120	1	12/31/9999	+	YK30		
2121	1	12/31/9999	+	YK30		
2122	1	12/31/9999	+	YK30		
2123	1	12/31/9999	+	YK30		
2124	1	12/31/9999	+	YK30		
2125	1	12/31/9999	+	YK30		
2126	1	12/31/9999	+	YK30		
2127	1	12/31/9999	+	YK30		
2128	1	12/31/9999	+	YK30		
2129	1	12/31/9999	+	YK30		
2130	1	12/31/9999	+	YK30		
2131	1	12/31/9999	+	YK30		
2132	1	12/31/9999	+	YK30		
2133	1	12/31/9999	+	YK30		
2134	1	12/31/9999	+	YK30		
2135	1	12/31/9999	+	YK30		
2142	1	12/31/9999	+	YK30		

LGART	SEQNO	ENDDA	SIGN	SYMKO	SPPRC	C1IGN
2150	1	12/31/9999	+	YK30		
2151	1	12/31/9999	+	YK30		
2152	1	12/31/9999	+	YK30		
2153	1	12/31/9999	+	YK30		
2154	1	12/31/9999	+	YK30		
2155	1	12/31/9999	+	YK30		
2170	1	12/31/9999	+	YK30		
2171	1	12/31/9999	+	2290		
2180	1	12/31/9999	+	YK31		
2181	1	12/31/9999	+	YK31		
2208	1	12/31/9999	+	YK30		
2210	1	12/31/9999	+	YK30		
2211	1	12/31/9999	+	YK30		
2212	1	12/31/9999	+	YK30		
2213	1	12/31/9999	+	YK30		
2215	1	12/31/9999	+	YK30		
2216	1	12/31/9999	+	YK30		
2217	1	12/31/9999	+	YK30		
2218	1	12/31/9999	+	YK30		
2219	1	12/31/9999	+	YK30		
2220	1	12/31/9999	+	YK30		
2221	1	12/31/9999	+	YK30		
2222	1	12/31/9999	+	YK30		
2223	1	12/31/9999	+	YK30		
2224	1	12/31/9999	+	YK30		
2225	1	12/31/9999	+	YK30		

LGART	SEQNO	ENDDA	SIGN	SYMKO	SPPRC	C1IGN
2226	1	12/31/9999	+	YK30		
2227	1	12/31/9999	+	YK30		
2228	1	12/31/9999	+	YK30		
2229	1	12/31/9999	+	YK30		
2230	1	12/31/9999	+	YK31		
2231	1	12/31/9999	+	YK30		
2232	1	12/31/9999	+	YK30		
2233	1	12/31/9999	+	YK30		
2234	1	12/31/9999	+	YK30		
2235	1	12/31/9999	+	1260		
2240	1	12/31/9999	+	YK30		
2241	1	12/31/9999	+	YK30		
2242	1	12/31/9999	+	YK30		
2244	1	12/31/9999	+	2213		
2245	1	12/31/9999	+	2213		
2250	1	12/31/9999	+	YK30		
2251	1	12/31/9999	+	YK30		
2252	1	12/31/9999	+	YK30		
2253	1	12/31/9999	+	YK30		
2254	1	12/31/9999	+	YK30		
2255	1	12/31/9999	+	YK30		
2270	1	12/31/9999	+	YK30		
2271	1	12/31/9999	+	YK30		
2280	1	12/31/9999	+	YK31		
2281	1	12/31/9999	+	YK31		
2308	1	12/31/9999	+	YK11		

LGART	SEQNO	ENDDA	SIGN	SYMKO	SPPRC	C1IGN
2308	4	12/31/9999	-	YK33		
2308	9	12/31/9999	+	YK11	A	
2308	10	12/31/9999	-	3320	A	
2310	1	12/31/9999	+	YK11		
2310	4	12/31/9999	-	YK33		
2310	9	12/31/9999	+	YK11	A	
2310	10	12/31/9999	-	3320	A	
2311	1	12/31/9999	+	YK11		
2311	4	12/31/9999	-	YK33		
2311	9	12/31/9999	+	YK11	A	
2311	10	12/31/9999	-	3320	A	
2312	1	12/31/9999	+	YK11		
2312	4	12/31/9999	-	YK33		
2312	9	12/31/9999	+	YK11	A	
2312	10	12/31/9999	-	3320	A	
2313	1	12/31/9999	+	YK11		
2313	4	12/31/9999	-	YK33		
2313	9	12/31/9999	+	YK11	A	
2313	10	12/31/9999	-	3320	A	
2315	1	12/31/9999	+	YK11		
2315	4	12/31/9999	-	YK33		
2315	9	12/31/9999	+	YK11	A	
2315	10	12/31/9999	-	3320	A	
2316	1	12/31/9999	+	YK11		
2316	4	12/31/9999	-	YK33		
2316	9	12/31/9999	+	YK11	A	

LGART	SEQNO	ENDDA	SIGN	SYMKO	SPPRC	C1IGN
2316	10	12/31/9999	-	3320	A	
2317	1	12/31/9999	+	YK11		
2317	4	12/31/9999	-	YK33		
2317	9	12/31/9999	+	YK11	A	
2317	10	12/31/9999	-	3320	A	
2318	1	12/31/9999	+	YK11		
2318	4	12/31/9999	-	YK33		
2318	9	12/31/9999	+	YK11	A	
2318	10	12/31/9999	-	3320	A	
2319	1	12/31/9999	+	YK11		
2319	4	12/31/9999	-	YK33		
2319	9	12/31/9999	+	YK11	A	
2319	10	12/31/9999	-	3320	A	
2320	1	12/31/9999	+	YK11		
2320	4	12/31/9999	-	YK33		
2320	9	12/31/9999	+	YK11	A	
2320	10	12/31/9999	-	3320	A	
2321	1	12/31/9999	+	YK11		
2321	4	12/31/9999	-	YK33		
2321	9	12/31/9999	+	YK11	A	
2321	10	12/31/9999	-	3320	A	
2322	1	12/31/9999	+	YK11		
2322	4	12/31/9999	-	YK33		
2322	9	12/31/9999	+	YK11	A	
2322	10	12/31/9999	-	3320	A	
2323	1	12/31/9999	+	YK11		

LGART	SEQNO	ENDDA	SIGN	SYMKO	SPPRC	C1IGN
2323	4	12/31/9999	-	YK33		
2323	9	12/31/9999	+	YK11	A	
2323	10	12/31/9999	-	3320	A	
2324	1	12/31/9999	+	YK11		
2324	4	12/31/9999	-	YK33		
2324	9	12/31/9999	+	YK11	A	
2324	10	12/31/9999	-	3320	A	
2325	1	12/31/9999	+	YK11		
2325	4	12/31/9999	-	YK33		
2325	9	12/31/9999	+	YK11	A	
2325	10	12/31/9999	-	3320	A	
2326	1	12/31/9999	+	YK11		
2326	4	12/31/9999	-	YK33		
2326	9	12/31/9999	+	YK11	A	
2326	10	12/31/9999	-	3320	A	
2327	1	12/31/9999	+	YK11		
2327	4	12/31/9999	-	YK33		
2327	9	12/31/9999	+	YK11	A	
2327	10	12/31/9999	-	3320	A	
2328	1	12/31/9999	+	YK11		
2328	4	12/31/9999	-	YK33		
2328	9	12/31/9999	+	YK11	A	
2328	10	12/31/9999	-	3320	A	
2329	1	12/31/9999	+	YK11		
2329	4	12/31/9999	-	YK33		
2329	9	12/31/9999	+	YK11	A	



LGART	SEQNO	ENDDA	SIGN	SYMKO	SPPRC	C1IGN
2329	10	12/31/9999	-	3320	A	
2330	1	12/31/9999	+	YK12		
2330	4	12/31/9999	-	YK33		
2330	9	12/31/9999	+	YK12	A	
2330	10	12/31/9999	-	3320	A	
2331	1	12/31/9999	+	YK11		
2331	4	12/31/9999	-	YK33		
2331	9	12/31/9999	+	YK11	A	
2331	10	12/31/9999	-	3320	A	
2332	1	12/31/9999	+	YK11		
2332	4	12/31/9999	-	YK33		
2332	9	12/31/9999	+	YK11	A	
2332	10	12/31/9999	-	3320	A	
2333	1	12/31/9999	+	YK11		
2333	4	12/31/9999	-	YK33		
2333	9	12/31/9999	+	YK11	A	
2333	10	12/31/9999	-	3320	A	
2334	1	12/31/9999	+	YK11		
2334	4	12/31/9999	-	YK33		
2334	9	12/31/9999	+	YK11	A	
2334	10	12/31/9999	-	3320	A	
2335	1	12/31/9999	+	YK11		
2335	4	12/31/9999	-	YK33		
2335	9	12/31/9999	+	YK11	A	
2335	10	12/31/9999	-	3320	A	
2342	1	12/31/9999	+	YK11		

LGART	SEQNO	ENDDA	SIGN	SYMKO	SPPRC	C1IGN
2342	4	12/31/9999	-	YK33		
2342	9	12/31/9999	+	YK11	A	
2342	10	12/31/9999	-	3320	A	
2344	1	12/31/9999	+	1390		
2344	4	12/31/9999	-	2290		
2344	9	12/31/9999	+	1390	A	
2344	10	12/31/9999	-	3320	A	
2345	1	12/31/9999	+	1390		
2345	4	12/31/9999	-	2290		
2345	9	12/31/9999	+	1390	A	
2345	10	12/31/9999	-	3320	A	
2350	1	12/31/9999	+	YK11		
2350	4	12/31/9999	-	YK33		
2350	9	12/31/9999	+	YK11	A	
2350	10	12/31/9999	-	3320	A	
2351	1	12/31/9999	+	YK11		
2351	4	12/31/9999	-	YK33		
2351	9	12/31/9999	+	YK11	A	
2351	10	12/31/9999	-	3320	A	
2352	1	12/31/9999	+	YK11		
2352	4	12/31/9999	-	YK33		
2352	9	12/31/9999	+	YK11	A	
2352	10	12/31/9999	-	3320	A	
2353	1	12/31/9999	+	YK11		
2353	4	12/31/9999	-	YK33		
2353	9	12/31/9999	+	YK11	A	

LGART	SEQNO	ENDDA	SIGN	SYMKO	SPPRC	C1IGN
2353	10	12/31/9999	-	3320	A	
2354	1	12/31/9999	+	YK11		
2354	4	12/31/9999	-	YK33		
2354	9	12/31/9999	+	YK11	A	
2354	10	12/31/9999	-	3320	A	
2355	1	12/31/9999	+	YK11		
2355	4	12/31/9999	-	YK33		
2355	9	12/31/9999	+	YK11	A	
2355	10	12/31/9999	-	3320	A	
2360	1	12/31/9999	+	YK11		
2360	4	12/31/9999	-	YK33		
2360	9	12/31/9999	+	YK11	A	
2360	10	12/31/9999	-	3320	A	
2361	1	12/31/9999	+	YK11		
2361	4	12/31/9999	-	YK33		
2361	9	12/31/9999	+	YK11	A	
2361	10	12/31/9999	-	3320	A	
2370	1	12/31/9999	+	YK11		
2370	4	12/31/9999	-	YK33		
2370	9	12/31/9999	+	YK11	A	
2370	10	12/31/9999	-	3320	A	
2371	1	12/31/9999	+	YK11		
2371	4	12/31/9999	-	YK33		
2371	9	12/31/9999	+	YK11	A	
2371	10	12/31/9999	-	3320	A	
2380	1	12/31/9999	+	YK11		

LGART	SEQNO	ENDDA	SIGN	SYMKO	SPPRC	C1IGN
2380	4	12/31/9999	-	YK33		
2380	9	12/31/9999	+	YK11	A	
2380	10	12/31/9999	-	3320	A	
2381	1	12/31/9999	+	YK11		
2381	4	12/31/9999	-	YK33		
2381	9	12/31/9999	+	YK11	A	
2381	10	12/31/9999	-	3320	A	
2800	1	12/31/9999	+	YK49		
2801	1	12/31/9999	+	3100		
2802	1	12/31/9999	+	YK49		
2803	1	12/31/9999	+	3100		
2804	1	12/31/9999	+	YK49		
2805	1	12/31/9999	+	3100		
2850	1	12/31/9999	+	3100		
2851	1	12/31/9999	+	3100		
2852	1	12/31/9999	+	3100		
2853	1	12/31/9999	+	3100		
2855	1	12/31/9999	+	3100		
2858	1	12/31/9999	+	3100		
2861	1	12/31/9999	+	3100		
2915	1	12/31/9999	+	3100		
2916	1	12/31/9999	+	3100		
3010	1	12/31/9999	+	2230		
3020	1	12/31/9999	+	2230		
3030	1	12/31/9999	+	2230		
3040	1	12/31/9999	+	2230		

LGART	SEQNO	ENDDA	SIGN	SYMKO	SPPRC	C1IGN
3050	1	12/31/9999	+	2230		
3060	1	12/31/9999	+	2230		
3070	1	12/31/9999	+	2230		
4010	1	12/31/9999	+	YK16		
4011	1	12/31/9999	+	YK17		
4020	1	12/31/9999	+	YK16		
4021	1	12/31/9999	+	YK17		
4030	1	12/31/9999	+	YK16		
4031	1	12/31/9999	+	YK17		
4040	1	12/31/9999	+	YK16		
4050	1	12/31/9999	+	YK16		
4061	1	12/31/9999	+	YK16		
4062	1	12/31/9999	+	YK16		
4063	1	12/31/9999	+	YK16		
4064	1	12/31/9999	+	YK16		
4065	1	12/31/9999	+	YK16		
4090	1	12/31/9999	+	YK18		
4095	1	12/31/9999	+	YK18		
6000	1	12/31/9999	+	1100		
6000	9	12/31/9999	+	1100	A	
6000	10	12/31/9999	-	3320	A	

## 16.4 Authorizations and Profiles

Special authorizations are required for posting to accounting. You have the option of assigning different authorizations for the different activities within posting to accounting.

## 16.4.1 Authorization Objects

### Use

The system checks the following HR authorization objects during posting to accounting:

- HR: Posting run (technical name: P\_PYEVRUN)
- HR: Posting document (technical name: P\_PYEVD0C)

#### **i** Note

This is not a complete list of authorization objects that the system checks for posting to **Accounting**. In certain system constellations, for example, additional authorizations are needed for the Application Link Enabling (ALE) to be able to perform posting to accounting. For more information about ALE authorizations see the Basis Customizing under [▶ Application Link Enabling \(ALE\) ▶ Sending and Receiving Systems ▶ Assign Required Authorizations ▶](#).

### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> ▶ <a href="#">Payroll: USA</a> ▶ <a href="#">Posting to Financial Accounting</a> ▶ <a href="#">Activities in the HR-System</a> ▶ <a href="#">Authorizations and profiles</a> ▶	<b>SPRO</b>

2. Choose *New Entries*.
3. Make the following entries:

#### **Authorizations for Posting Runs**

You maintain these authorizations based on the run type and simulation mode.

Activity	Authorization	Step
Insert or	01	Create Posting Run
Display		
Display	03	Display Posting Runs
Delete run	06	Delete Posting Run

Activity	Authorization	Step
Post run	10	Post Posting Run
Reverse run	85	Reserve Posting Run and Reset Reversal after Termination

#### Authorizations for posting documents

These authorizations are dependent on the company code.

Activity	Authorization	Steps
Display	03	Display Payroll Documents and Display Accounting Documents
Post	10	Post Run and Reverse Posting Run
Line items	28	Analyze Formation of Posting Documents
Release	43	Release Posting Documents

4. [Save](#) your entries.

## 16.5 Activities in the AC-System

### 16.5.1 Account Assignment

#### 16.5.1.1 Assign Financial Accounts

#### Use

Because we have enabled **Employee Grouping Account Assignment** with feature PPMOD, you must update the rules to allow account determination based on employee groupings.

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Posting to Financial Accounting</a> > <a href="#">Activities in the AC-System</a> > <a href="#">Account Assignment</a> > <a href="#">Assign financial accounts</a>	<b>SPRO</b>

2. On the *Enter Chart of Accounts* screen, enter your chart of account, for example, **0010** and choose *Enter*.
3. On the *Maintain FI Configuration: Automatic Posting – Accounts* screen, choose *Create*.
4. Make the following entries:

Transaction	HRF	HR Postings, Financial
Accounts are determined based on		
Debit/Credit	Blank	
Employee Group	X	
Symbolic account	X	Not changeable

5. *Save* your entries.

### Note

If you change the rule settings, it will delete the account settings completely. It is recommended to save the account settings before you change the rules to a spread sheet and re-apply them to the new setting by cut and paste.

6. Repeat steps 2 to 5 for the following information:

Symbolic Account	Employee Group	Account
2115		0000215010
YK11		0000610610
YK11	1	0000610610
YK11	2	0000610610
YK12		0000610600
YK12	1	0000610600
YK12	2	0000610600



Symbolic Account	Employee Group	Account
YK21		0000215170
YK21	1	0000215170
YK21	2	0000215170
YK22		0000215080
YK22	1	0000215080
YK22	2	0000215080
YK23		0000215020
YK23	1	0000215020
YK23	2	0000215020
YK24		0000215020
YK24	1	0000215020
YK24	2	0000215020
YK25		0000216030
YK25	1	0000216030
YK25	2	0000216030
YK26		0000215020
YK26	1	0000215020
YK26	2	0000215020
YK27		0000215020
YK27	1	0000215020
YK27	2	0000215020
YK28		0000216030
YK28	1	0000216030
YK28	2	0000216030
YK29		0000215170
YK29	1	0000215170

Symbolic Account	Employee Group	Account
YK29	2	0000215170
YK30		0000215120
YK30	1	0000215120
YK30	2	0000215120
YK31		0000215050
YK31	1	0000215050
YK31	2	0000215050
YK32		0000215160
YK32	1	0000215160
YK32	2	0000215160
YK33		0000215160
YK33	1	0000215160
YK33	2	0000215160
YK34		0000215170
YK34	1	0000215170
YK34	2	0000215170
YK35		0000215990
YK35	1	0000215990
YK35	2	0000215990
YK36		0000215020
YK36	1	0000215020
YK36	2	0000215020
YK37		0000215170
YK37	1	0000215170
YK37	2	0000215170
YK39		0000141070

Symbolic Account	Employee Group	Account
YK39	1	0000141070
YK39	2	0000141070
YK40		0000125000
YK40	1	0000125000
YK40	2	0000125000
YK42		0000217200
YK42	1	0000217200
YK42	2	0000217200
YK43		0000215160
YK43	1	0000215160
YK43	2	0000215160
YK44		0000215160
YK44	1	0000215160
YK44	2	0000215160
YK45		0000215160
YK45	1	0000215160
YK45	2	0000215160
YK46		0000215030
YK46	1	0000215030
YK46	2	0000215030
YK47		0000215160
YK47	1	0000215160
YK47	2	0000215160
YK48		0000125000
YK48	1	0000125000
YK48	2	0000125000

Symbolic Account	Employee Group	Account
YK49		0000125000
YK49	1	0000125000
YK49	2	0000125000
YK50		0000215170
YK50	1	0000215170
YK50	2	0000215170

## 16.5.1.2 Assign Expense Accounts

### Use

In this activity, you assign expense accounts.

### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Posting to Financial Accounting</a> > <a href="#">Activities in the AC-System</a> > <a href="#">Account Assignment</a> > <a href="#">Assign expense accounts</a>	<b>SPRO</b>

2. On the *Enter Chart of Accounts* screen, enter **0010** and choose *Enter*.
3. On the *Maintain FI Configuration: Automatic Posting – Accounts* screen choose *Create*.
4. Make the following entries:

Transaction	HRC	HR Postings, Expense Accounts
Accounts are determined based on		
Debit/Credit	Blank	

Transaction	HRC	HR Postings, Expense Accounts
Employee Group	X	
Symbolic account	X	Not changeable
Addit. Modification	blank	

5. [Save](#) your entries.
6. Repeat steps 2 to 5 for the following information:

Symbolic Account	Employee	Account
1100	1	0000611030
1100	2	0000611000
1190	1	0000611030
1190	2	0000611000
1210	2	0000611030
1230	1	0000610510
1230	2	0000610510
1240		0000610100
1250		0000610100
1260		0000610100
1270		0000610100
1271		0000610100
1310	1	0000612000
1310	2	0000612000
1311		0000610100
1320		0000610100
1390		0000610100
1400		0000610600
1500		0000610600

<b>Symbolic Account</b>	<b>Employee</b>	<b>Account</b>
YK01		0000611000
YK01	1	0000611000
YK01	2	0000611000
YK02		0000611030
YK02	1	0000611030
YK02	2	0000611030
YK03		0000610210
YK03	1	0000610210
YK03	2	0000610210
YK04		0000610220
YK04	1	0000610220
YK04	2	0000610220
YK05		0000610100
YK05	1	0000610100
YK05	2	0000610100
YK06		0000610100
YK06	1	0000610100
YK06	2	0000610100
YK07		0000610230
YK07	1	0000610230
YK07	2	0000610230
YK10		0000610200
YK10	1	0000610200
YK10	2	0000610200
YK11		0000215120

<b>Symbolic Account</b>	<b>Employee</b>	<b>Account</b>
YK11	1	0000215120
YK11	2	0000215120
YK12		0000215120
YK12	1	0000215120
YK12	2	0000215120
YK16		0000610100
YK16	1	0000610100
YK16	2	0000610100
YK17		0000610080
YK17	1	0000610080
YK17	2	0000610080
YK18		0000611030
YK18	1	0000611030
YK18	2	0000611030

### 16.5.1.3 Assign Technical Accounts

#### Use

In this step, you assign a document split account to an account key. This is a clearing account (Transaction HRA) in Accounting.

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Posting to Financial Accounting</a> > <a href="#">Activities in the AC-System</a> > <a href="#">Account Assignment</a> > <a href="#">Assign technical accounts</a> >	<b>SPRO</b>

2. On the *Enter Chart of Accounts* screen, enter **0010** and choose *Enter*.
3. On the *Maintain FI Configuration: Automatic Posting – Accounts* screen, choose *New Entries*.
4. Make the following entries:

Transaction	HRA	HR postings, technical accounts
Posting Key		
Debit	40	
Credit	50	

Account Keys	Account
1001	299999
1002	299999

5. *Save* your entries.

## 16.5.2 Set Up Line Item Text

### Use

In this activity, you set up line item texts that are used for posting documents.



## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Posting to Financial Accounting</a> > <a href="#">Activities in the AC-System</a> > <a href="#">Set up line item text</a> >	<b>SPRO</b>

2. On the [Change View Line Item Text Templates: Overview](#) screen, choose [New Entries](#).
3. Make the following entries:

ID	Text Edit Format	Control Display
PY01	Payroll Accounting	√

4. [Save](#) your entries.

## 16.6 Check Consistency in Customizing

### Use

In this step, you can use report RPDKON00 **Posting to Accounting: Display Assignment of WTs to G/L Accounts** to check the customizing settings for account determination (wage types, employee grouping for account determination, symbolic accounts, or G/L accounts). This report is a valuable tool to verify all account settings. If a wage type has no account assigned, you must verify the settings of the steps above.

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Posting to Financial Accounting</a> > <a href="#">Check Consistency in Customizing</a> >	<b>oG00</b>

2. On the [Posting to Accounting: Display Assignment of WTs to G/L Accounts](#) screen, enter the required data and start the report.

- Review the information displayed, and, if required, make changes in the steps that are relevant for account determination.

**Selection**

Country Grouping	10	To	
Wage Type	/401	To	/499
	1000	To	5000
Company Code	1000	To	
Key Date			
Value Add. Modification			
Consider Business Processes			
<input checked="" type="checkbox"/>	Payroll Result Posting		
<input checked="" type="checkbox"/>	Month End Accruals Posting		
	Cost Planning		
Output			
Display as tree	.		
Display as variable list			

- [Save](#) your entries.

# 17 Third Party Remittance

## 17.1 HR Payee Maintenance

Third Party Remittance has been pre-configured for deductions, benefits, taxes and garnishments. The rules governing how payments are transferred from payroll to vendor accounts in accounts payable have been established.

### 17.1.1 Set Up HR Payees for Tax Remittance

#### Use

In this step you set up HR payees who are to receive tax remittances.

#### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Third-Party Remittance</a> > <a href="#">HR Payee maintenance</a> > <a href="#">Set up HR payees for tax remittance</a> >	<b>SPRO</b>

2. On the [Change View HR payee assignment: Overview](#) screen, the system displays the following values:

HR Payee	Text	Com- pany Code	Vendor	Name
90000001	Federal Withholding Tax	<ZZZZ>	<YKU07>	
90000003	EE OASDI	<ZZZZ>	<YKU07>	

HR Payee	Text	Company Code	Vendor	Name
90000004	ER OASDI	<ZZZZ>	<YKU07>	
90000005	EE Medicare	<ZZZZ>	<YKU07>	
90000006	ER Medicare	<ZZZZ>	<YKU07>	
...				

3. For each above HR payee and choose *Remittance* rule details for HR Payee and enter the following info:

Remittance Rule	Remittance Rule Description	Transfer Interval	Postpone Transfer	Number Grace	Grace Period	Country	Payment Method
10001	Semiweekly EFT	A	001			US	Transfer (Direct Deposit)
10016	Monthly Due 15th	G	001			US	Transfer (Direct Deposit)
10024	Quarterly	I	007	001	D	US	Check
10099	Immediate Remittance					US	Transfer (Direct Deposit)

## 17.1.2 Maintain Tax Wage Types for Posting

### Use

In this activity, you maintain tax wage types for posting.

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Third-Party Remittance</a> > <a href="#">HR Payee maintenance</a> <a href="#">▶ Maintain tax wage types for posting</a>	<b>SPRO</b>

2. Review the settings and make any necessary changes.

### 17.1.3 Set Up HR Payee for Regular Remittance

#### Use

Third Party Remittance has been pre-configured for regular deductions, benefits, and taxes. The HR payee controls how general third-party payments are made and to which AP vendor they are posted. In the SAP Best Practices package, sample vendors are provided for such remittances, but configuration is needed in AP to change the vendor text and associated details for ultimate use.

In addition to the payee assignment, a remittance rule has been assigned to all HR payees. These rules govern how payments are transferred from payroll to vendor accounts in accounts payable. Also, the relevant wage types for the sample payee are assigned for payment. Both elements should be adjusted if the customer changes the meaning of the payee text.

The HR Payees for regular remittance control how general third-party payments are made and to which AP vendor they are posted. For the SAP Best Practices package, the following payees are created for **Regular Deduction, Tax, Benefit**, and **VO Split** remittances.

You can omit the company code to use the vendor across company codes.

Creditor Type	HR Payee	HR Payee Text	Company Code	Vendor	Vendor Text
1	101011	United Way		YKU09	BP-HCM Miscellaneous Vendor10001
1	101012	Union ABC		YKU09	BP-HCM Miscellaneous Vendor

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Third-Party Remittance</a> > <a href="#">HR Payee maintenance</a> <a href="#">▶ Set up HR payees for regular remittance ▶</a>	<b>SPRO</b>

2. On the *Change View HR creditor assignment: Overview* screen, choose *New Entries*.
3. Make the following entries:

Field Name	Description	User Action and Values	Comment
Creditor Type		<b>1</b>	
HR Payee		<b>101011</b>	
Company code		<b>Blank</b>	
Vendor		<b>YKU09</b>	

4. *Save* your entries.
5. Repeat steps 2 to 4 for the following information:

HR Payee	Text	Co.	Vendor	Name
101011	United Way		YKU09	BP-HCM Miscellaneous Vendor
101012	Union ABC		YKU09	BP-HCM Miscellaneous Vendor
70000023	Charitable Donations		YKU09	BP-HCM Miscellaneous Vendor

6. On the *Change View HR creditor assignment: Overview* screen, select the *101011* row and double-click *Wage types HR creditor grouping*.
7. Make the following entries:

Wage Type	Wage Type Long Text
2000 Charitable Donation	Amt

8. *Save* your entries.
9. On the *Change View HR creditor assignment: Overview* screen, select the *101011* row and double-click *HR creditor attribute*.

10. Make the following entries:

Start Date	End Date	Remittance rule	Rule description
01.01.1900	31.12.9999	10001Semi-Weekly Check	Semi-Weekly Check

11. [Save](#) your entries.

## 17.2 Remittance Rule and Accumulator Maintenance

This activity defines the rules governing the transfer of remittances, and sets up the HR accumulators used, and the rules that apply to them.

### 17.2.1 Define Rules

#### Use

In SAP Best Practices package, rules governing the transfer of remittances are defined. There is a combination of specifications determining when and how payments are to be made, and how each of these combinations must be stored under a specific rule number.

#### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Third-Party Remittance</a> > <a href="#">Remittance rule and accumulator maintenance</a> > <a href="#">Define rules</a> >	<b>SPRO</b>

2. On the [Change View Bank Transfer for HR Creditor: Overview](#) screen, check that the standard entries exist or choose [New Entries](#).

3. Make the following entries:

Remittance Rule	Rule Description	Transfer int.	Postpone trans.	Number Grace	Grace Period Type	Country	Pymt Method
10001	Semi-Weekly EFT	A	001			US	T
10016	Monthly Due 15th EFT	G	001			US	T
10024	Quarterly Chk	I	007	001	D	US	1-C
10999	Immediate Remittance					US	T

4. [Save](#) your entries.

## 17.3 Number Ranges

### 17.3.1 Maintain General Number Ranges

#### Use

The internal number ranges for Third Party Remittances are defined for **Evaluation, Posting, Acknowledgment** run numbers, and the **Remittance Originator** number range. These are all internally assigned number ranges that are used in the internal control processing in payroll.

#### Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Third-Party Remittance</a> > <a href="#">Number Ranges</a>	<b>SPRO</b>
<a href="#">▶ Maintain general number ranges</a>	

2. On the *Transfer administration number range* screen, choose *New Entries*.



3. Make the following entries:

Field Name	Description	User Action and Values	Comment
Number Range		REM1	
Intervals		Select	
No		01	
From Number		00001	
To Number		99999	Save your entries

4. [Save](#) your entries.

5. Repeat steps 2 to 4 for the following information:

Number Range	Number Range Description	Interval Number	Interval From Number	Interval To Number	Current Number	External
REM2	Posting run number	01	00001	99999	0	
REM4	Acknowledgment run number	01	00001	99999	0	

## 17.3.2 Maintain Remittance Originator Number Range

### Use

In this activity you set up the number range for the remittance originator.

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Third-Party Remittance</a> > <a href="#">Number Ranges</a> <a href="#">▶ Maintain remittance originator number ranges ▶</a>	PA07

2. On the *Transfer administration number range* screen, choose *New Entries*.
3. Make the following entries:

Field Name	Description	User Action and Values	Comment
Number Range		RP_REMIT1	
Intervals		Select	
No		01	
From Number		000001	
To Number		999999	

4. *Save* your entries.

## 17.3.3 Maintain Number Range for Garnishment Payees

### Use

In this activity you set up the number range for garnishment payees' use by Third-Party-Remittance functionality.

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Third-Party Remittance</a> > <a href="#">Number Ranges</a> <a href="#">▶ Maintain number range for garnishment payees</a> >	<b>SPRO</b>

2. On the *Transfer administration number range* screen, check the standard delivered number range or the *New Entries*.
3. Make the following entries:

Number Range Description	Interval Number	Interval From Number	Interval To Number	Current Number	External
Garnishment Remittance	01	00000001	99999999	0	

4. [Save](#) your entries.

## 17.4 Funds Management Integration

### 17.4.1 Set Start Date for Using the New Evaluation Run

#### Use

In this activity, you set the start date for using the new evaluation run.

## Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
<a href="#">▶ Payroll</a> > <a href="#">Payroll: USA</a> > <a href="#">Third-Party Remittance</a> > <a href="#">Funds management integration</a> > <a href="#">Set start date for using the new evaluation run</a> >	<b>SPRO</b>

2. Choose [New Entries](#).
3. Make the following entries:

Group/Abbr	Value	Comments
P3PR 3PRTE	01/01/1900	Enter the effective start date of when posting engine is to be active in the format of YYYY/MM/DD, if you never used SAP most likely you want to enter <b>01/01/1900</b> as beginning of time
P3PR TE_US	ALLOWED	Set to <b>ALLOWED</b> to active in United States  Set to <b>NOTALLOWED</b> to turn off in United States

4. [Save](#) your entries.

## 17.4.2 Maintain Base Wage Types Override for Liability Cost Distribution

For U.S. taxes, you derive the distribution of base wages from the tax calculation if you select /3\* or /6\* in the table T52CODIST in the previous IMG step **Maintain cost distribution groups for liability wage types**. You should only use the override if this is not sufficient.

The entries you make in this table are subsequently utilized in the country exit XCODI\_NATIO in the payroll function XCODI.

# 18 Payroll Schema Adjustments

Schemas, which consist of functions, rules, or operations, are attached to the payroll driver. Schemas are programs that carry out the gross and gross to net computation. There is an SAP standard schema U000 for U.S. Payroll.

The SAP standard schema U000 has been copied into the customer name space as YUS0 for the purpose of configuring the SAP Best Practices package *Payroll Schema*-specific requirements.

Wherever SAP standard functions or rules have been altered, the original rules have been commented out. Then, the original rules have been copied into your name space as **Y\*\*\*** and modified.

In this SAP Best Practices package, the following customer rules have been written in **Payroll Schema** context:

## 18.1 Customer Schema YUS0

**Schema Name :** YUS0

**Description:** RDS Payroll Schema (United States or SAP Best Practices package US Schema)

**Purpose:** To Avoid any inconsistency of standard system schema.

## 18.2 YUS0 Schema Source Code

Function name	Par.1	Par.2	Par.3	Par.4	D	Text
COPY	UINO				*	US Payroll: Initialization of payroll
COPY	YUIN					US Payroll: Initialization of payroll US
COPY	UODP				*	On-demand regular (no need after 4.5A)
COPY	UBDO					Basic data processing
COPY	UPRO					Read previous result of current period
COPY	XLRO					Import previous payroll results
COPY	UM00					Final processing

Function name	Par.1	Par.2	Par.3	Par.4	D	Text
COPY	UT00				*	Gross compensation and time evaluation
COPY	YUT0					Gross compensation and time evaluate US
COPY	UREI				*	Travel expense
BLOCK	BEG					Gross cumulation and tax processing
IF		NAMC				if non-authorized manual check (*)
COPY	UMCO					Process Non authorized check (*)
ELSE						else if non authorized manual check (*)
COPY	UAP0					Process add. payments and deductions
COPY	UAL0				*	Proration and cumulation gross US
COPY	UTBS					Save tables for iteration
LPBEG						Begin of iteration
COPY	UTBL					Load saved tables
COPY	UDD0					Process deductions, Benefits
COPY	UPNR				*	PS-NRA, 1042S wage process
COPY	UTX0					Calculate taxes
COPY	UPPT				*	PS-NRA, Post tax processing
COPY	UGRN					Calculate garnishments
COPY	UNAO					Calculate net
COPY	UDNT					Deductions not taken during loop?
LPEND						End of iteration
ENDIF						to: if non authorized manual check (*)
BLOCK	END					
COPY	UGRR					Garnishment Retroactive
COPY	URRO					Retroactive accounting
COPY	UNNO					Net processing
COPY	UACO					Month end accruals

Function name	Par.1	Par.2	Par.3	Par.4	D	Text
XCODI	XCDO					Cost distribution
COPY	UEND					Final processing

## 18.3 Sub Schema Name YUIN

### Sub Schema Name: YUIN

Description: Initialization of Accounting

Purpose: To activate hourly rates with more than 2 decimals and to activate the check of the control record.

In YUIN, insert the PCR YLOZ as follows:

Function name	Par.1	Par.2	Par.3	Par.4	D	Text
BLOCK	BEG					Initialization of payroll
PGM	ABR					Program type payroll
UPD	YES					Database updates performed (YES/NO)
OPT	INFT					Read only processed infotypes
OPT	TIME					Read all time infotypes
OPT	DEC					Hourly rates with more than 2 decimals
CHECK		ABR				Check over PA03
OPT	BSI				*	Set switch BSI
BLOCK	END					

## 18.4 Sub Schema Name YUTO

### Sub Schema Name: YUTO

Description: Gross compensation and time evaluate US

Purpose: To deactivate the day processing of time data.

In YUIN, insert the PCR YLOZ as follows:

Function name	Par.1	Par.2	Par.3	Par.4	D	Text
BLOCK	BEG					Gross compensation and time evaluation
IF		REGS				Valuation of time wage types
CHKPC		*				Has personal calendar been generated
PRINT	NP	PCI				Personal calendar: annual view
PRINT	NP	PCIP				Personal calendar: period view
GENPS						Generate personal work schedule PWS
PRINT	NP	PSP				Print PWS
PARTT						Partial month parameter
P2003		S**				Import shift substitutions into PWS
PIT	U010	P01				Create valuation bases (addition) (tips)
PIT	X013	P01				Create valuation bases (division)
RAB						Import absences
IMPRT		L				Import last result
UNAB						Absence splits for US
PRINT	NP	AB				Print absences
IF		PDC				Is PDC active in period?
IMPRT		B2				Import cluster B2
PRINT	NP	ZL				Print table of time wage types
DAYPR	TC00	PDC				Day processing of time data
ELSE						PDC not active in period
DAYPR	TC00	*				Day processing of time data
ENDIF						Endif PDC
COPY	XT01	**				Weekly overtime analysis
PAB						Edit absence data



Function name	Par.1	Par.2	Par.3	Par.4	D	Text
PRINT	NP	PART				Print partial month parameter
PRINT	NP	PARX				Print cumulated absences
PRINT	NP	ZL				Print table of time wage types
PRINT	NP	IT				Print IT
P2010	X930	GEN	NOAB			Process employee remuneration info
P2010		GEN	NOAB		*	PS -MA, Process EE remuneration info
UTIPS					*	Tip processing
PIT	UTAL	P84	NOAB		*	Total tip allocation amounts
PRINT	NP	ALP				Table of different payments
P0554					*	PS -MA, Process Infotype 0554
PALP	X012	GEN				Val. bases for different payments
PIT	XALP		NOAB			Increased val.basis+extra pay+premium
IF	UTRR				*	If workweek and hourly paid
COPY	UTRO				*	FLSA: overtime valuation with reg.date
ELSE					*	Else usual valuation of time wage types
ZLIT				AMS		Time wage types in IT
P0083						Valuation of time wage types
PIT	X015	GEN	NOAB			Endif
ENDIF						Remove val. bases with ALP split
PIT	X009	GEN	NOAB			Incentive wages
COPY	XIW0					Gross and RT storage for time wage types
PIT	X020	P03				Gross and RT storage for time wage types
ENDIF						Endif: workweek and hourly paid
BLOCK	END					

## 18.5 Sub Schema Name YUAL

### Sub Schema Name: YUAL

Description: Proration and cumulation gross US

Purpose: To call subschema YUAB and YUDC. To convert the amount down to two decimals.

In YUIN, insert the PCR YLOZ as follows:

Function name	Par.1	Par.2	Par.3	Par.4	D	Text
BLOCK	BEG					Calculate part time factors + gross
IF		SPRN				If period is special run
ELSE						Else: period is not special run
GEN/8	16					Create wage types /801 to /816 in IT
PIT	XPPF		NOAB			Determine proration factors
PIT	XCM0	P31				Period lump sums for cost accounting
PIT	XVAL	P10				Prorate period gross wages
ACTI	XCHO	A				Calculate hours for cost accounting
COPY	YUAB				*	Query for Paid Absences
ENDIF						Endif period is special run
XDECI	CONV	RT	2		*	Convert RT amounts down to 2 decimals
XDECI	CONV	IT	2		*	Convert IT amounts down to 2 decimals
COPY	YUDC					Convert amounts down to 2 decimals
PIT	X023	P20	NOAB			Cumulate gross wages and store in RT
USCLM					*	US Overpayment Processing
BLOC	END					

## 18.6 Sub Schema Name YUAB

### Sub Schema Name: YUAB

Description: Query for Paid Absences

Purpose: To Query for Paid Absences. Note: Sub schema YUAB is delivered commented out in schema YUAL. It can be used if the rules YUSP, YUPA or YUSL is needed for your implementation.

In YUIN, insert the PCR YLOZ as follows:

Function name	Par.1	Par.2	Par.3	Par.4	D	Text
IF	YUSP					If: Query for Paid Absences
PIT	YUPA	P97				Reduce Salary by Paid Absence
PITAB	S	AIT				Copy IT to AIT
PIT	YUSL	P97				Verify Salary cannot be < zero
ENDIF						

## 18.7 Sub Schema Name YUDC

**Sub Schema Name: YUDC**

Description: Convert amounts down to 2 decimals

Purpose: To convert amounts down to 2 decimals.

In YUIN, insert the PCR YLOZ as follows:

Function name	Par.1	Par.2	Par.3	Par.4	D	Text
BLOCK	BEG					Conversion to normal currency
XDECI	CONV	RT	2			Convert RT amounts down to 2 decimals
XDECI	CONV	IT	2			Convert IT amounts down to 2 decimals
BLOCK	END					Conversion to normal currency

## 18.8 Customer PCR YUSP Source Code

YUSP is as follows:

W/TT	Var.key	C	R	Operation
			D	AMT=GSAP**AMT?0
=				SCOND=F IF
>				SCOND=T IF

## 18.9 Customer PCR YUPA Source Code

YUPA is as follows:

W/TT	Var.key	C	R	Operation
			D	VWTCL 97
	*			ADDWT *
	1		D	VWTCL 97
	1*			ADDWT *
	2		D	VWTCL 97
	2*			ADDWT *
	3		D	VWTCL 97
	3*			ADDWT *
	31			ZERO= RN ELIMI * RESET RA1

## 18.10 Customer PCR YUSL Source Code

YUSL is as follows:

W/TT	Var.key	C	R	Operation
			D	VWTCL 97
	*			ADDWT *



W/TT	Var.key	C	R	Operation
	1		D	VWTCL 97
	1*			ADDWT *
	2		D	VWTCL 97
	2*			ADDWT *
	3		D	VWTCL 97
	3*			ADDWT *
	32		D	AMT?0
	32*			ADDWT *
	32<			ZERO= A ADDWT *
	33		D	AMT?0
	33*			ADDWT *
	33<			ZERO= A ADDWT *

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