



PUBLIC

SAP Best Practices for SAP SuccessFactors Employee Central Payroll

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Off-cycle Payroll Processing: Test Script

Content

- 1 Off-cycle Payroll Processing. 3**
- 2 Prerequisites. 4**
 - 2.1 Preliminary Steps. 5
 - Create Variants. 5
 - Check Payroll Area Status. 6
 - Create Payroll Results Adjustment. 7
- 3 Overview Table. 11**
- 4 Test Procedures. 13**
 - 4.1 View Employee’s Payroll Results (Optional). 14
 - 4.2 Execute Off-Cycle Payroll Run. 16
 - Execute Off-Cycle Payroll Run for One-Time Payments. 17
 - Execute Correction Payroll Run. 19
 - Execute Regular Off-Cycle Payroll On-Demand Run. 21
 - Execute Off-Cycle Payroll Run for Advance Pay Periods Payments. 23
 - Execute Off-Cycle Payroll Run for Payroll Results Adjustment. 25
 - Execute Off-Cycle Payroll Run for Year-End Adjustment. 27
 - 4.3 Reverse Payroll Results. 28
 - 4.4 Execute Off-Cycle Activities Subsequent Processing. 30
 - 4.5 Check Off-Cycle Activities Subsequent Processing Results. 33
 - 4.6 Correct Errors (Optional). 34
 - 4.7 Execute Off-Cycle Activities Subsequent Processing Steps (Optional). 35
- 5 More Information. 37**
 - 5.1 Process Integration. 37
 - Preceding Processes. 37
 - Succeeding Processes. 37

1 Off-cycle Payroll Processing

Processing off-cycle payroll is part of the daily routine in the majority of payroll departments throughout the United States. Payroll departments are faced daily with processing special payments such as bonuses, reversing payroll results, all of which can take place outside of the regular payroll cycle. To accommodate these needs, SAP developed the **Off-cycle Workbench**, enabling you to perform the following activities:

- Run payroll for payments including bonuses and other one-time payments, advance payments (multiple pay periods), and absence payments (days within a payroll period);
- Execute a correction payroll when changes have been made to an employee's master data;
- View an employee's payroll history;
- Reverse payments.

This document provides a detailed procedure for testing the scope item **Off-cycle Payroll Processing** after solution activation, reflecting the predefined scope of the solution. Each process step, report, or item is covered in its own section, providing the system interactions (test steps) in a table view. Steps that are not in scope of the process but are needed for testing are marked accordingly. Project-specific steps must be added.

2 Prerequisites

This section summarizes all prerequisites to conducting the test in terms of systems, users, master data, organizational data, and other test data and business conditions.

System Access and Roles

The test is conducted in the following systems:

System	Details
SAP SuccessFactors Employee Central	<Provide details on how to access system, for example system client or URL>
SAP SuccessFactors Employee Central Payroll	<Provide details on how to access system, for example system client or URL>

Note

In the following we will use the following abbreviations for the systems:

- **SAP SuccessFactors Employee Central** will be referenced as **Employee Central**.
- **SAP SuccessFactors Employee Central Payroll** will be referenced as **Employee Central Payroll**.

Use the following standard test users or assign roles to testers, respectively:

Business Role	Business Role Description	Business Role ID	Log On
Payroll Administrator	A person who performs in SAP SuccessFactors Employee Central Payroll all payroll tasks carried out at the employee level.	None delivered	Test user: <userid> Password: <password>
HR Administrator	A person who performs in SAP SuccessFactors Employee Central all tasks that relate to the administration of employees.	For testing purposes, only: SAP BestPractices Super Admin	Test user: <userid> Password: <password>

Master Data, Organizational Data, and Other Data

The enterprise structure and master data of your company has been created in your SAP SuccessFactors Employee Central instance. The enterprise structure reflects the structure of your company and includes the company, cost center and location in the system. The master data represents the employees of your company and has been replicated to SAP SuccessFactors Employee Central Payroll.

i Note

In case SAP SuccessFactors Employee Central is not in place yet, note that there exists a best practice for **SAP SuccessFactors Employee Central**, which can be used as starting point for implementing SAP SuccessFactors Employee Central.

Business Conditions

Before this scope item can be tested, the following business conditions must be met.

Business Condition	Comment
1. The employee's master data record has been replicated successfully to SAP SuccessFactors Employee Central Payroll. Payroll-relevant data has been maintained for the employee.	To obtain this, complete the appropriate steps described in test script Update Payroll-Relevant Data
2. All pay data, which could be part of an off-cycle payroll run, has been maintained.	
3. If appropriate, short-term absence data for a particular payroll period have been maintained and replicated successfully to SAP SuccessFactors Employee Central Payroll.	To obtain this, complete the appropriate steps described in test script Replicate Absence Data .

2.1 Preliminary Steps

2.1.1 Create Variants

You need to create for each payroll area variants for the following reports using transaction *SE38*, as described in the configuration block of configuration block [Local Payroll Administration](#).

Application	Report	Variant
CALC	RPCALCU0	YUS_HR_US_OC_M for HR-US: Monthly
		YUS_HR_US_OC_S for HR-US: Semi-monthly
		YUS_HR_US_OC_W for HR-US: Weekly
		YUS_HR_US_OC_X for HR-US: Bi-weekly
CDTC	RPCDTCU0	YUS_HR_US_OC_M for HR-US: Monthly
		YUS_HR_US_OC_S for HR-US: Semi-monthly
		YUS_HR_US_OC_W for HR-US: Weekly
		YUS_HR_US_OC_X for HR-US: Bi-weekly

Application	Report	Variant
CEDT	RPCEDTU0	YUS_HR_US_OC_M for HR-US: Monthly YUS_HR_US_OC_S for HR-US: Semi-monthly YUS_HR_US_OC_W for HR-US: Weekly YUS_HR_US_OC_X for HR-US: Bi-weekly

2.1.2 Check Payroll Area Status

Use

In order to perform an off-cycle payroll run, the status of the relevant payroll area must be *Exit Payroll*.

In this step, you check the status of the payroll area, and adapt it if necessary.

Procedure

1. Access the transaction in Employee Central Payroll using one of the following options:

Transaction Code	Employee Central Payroll Menu Path
PA03	▶ Human Resources > Payroll > Americas > USA > Tools > Control Record ▶

2. On the *Payroll control record* screen, make following entry:

Field Name	User Action and Values
<i>Payroll area</i>	Select one of the following values: <ul style="list-style-type: none">• UM for HR-US: Monthly• US for HR-US: Semi-monthly• UW for HR-US: Weekly• UX for HR-US: Bi-weekly and choose <i>Enter</i> .

i Note

For payroll area **UN (HR-US:Non-Payroll)**, payroll will not be run, therefore it is not taken into consideration.

3. Choose *Display*.
4. On the *Payroll control record* screen, check the status of the payroll.
 - If the status is *Exit payroll*, you can continue as described in chapter [Test Procedures \[page 13\]](#) of the present document.
 - If the status is other than *Exit payroll*, choose the *Back (F3)* pushbutton. On the *Payroll control record* screen, choose *Change*. Choose *Exit Payroll* to change the status to *Exit payroll*. The *Payroll period* field shows the current pay period. Save your entries to process the current pay period.
5. Repeat activities # 2 to # 4 for all payroll areas listed in the table above.

Result

The relevant payroll area is in status *Exit payroll*. Off-cycle payroll runs can be performed for employees to whom that payroll area is assigned.

2.1.3 Create Payroll Results Adjustment

Use

This step is a prerequisite for process steps [Execute Off-Cycle Payroll Run for Payroll Results Adjustment \[page 25\]](#) and [Execute Off-Cycle Payroll Run for Year-End Adjustment \[page 27\]](#) described in the appropriate chapters within this document.

In this step, you create Infotype 0221 (**Payroll Results Adjustment**) records for an employee.

The maintenance of the payroll results adjustment is performed in Employee Central, which calls the Employee Central Payroll system using mash-ups. This data is saved directly in Employee Central Payroll.

Prerequisites

In order to access the Employee Central Payroll system directly from Employee Central via mash-up, the services **Masterdata Maintenance Application** and **NetWeaver Business Client** need to be activated and certain permissions need to be granted to the HR administrator.

i Note

Refer to **Configuration Guide - Getting Started** for more details.

The master data record of the employee must have been replicated already to Employee Central Payroll.

Procedure

1. Log on to **Employee Central** as an *HR Administrator*.
2. In the *Search for actions or people* box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to maintain data.
3. Select the appropriate employee from the result list.
4. Go to the *Employment Information* section and there scroll to the *Payroll Information* subsection.
5. In the *Tax* block select the *Payroll Results Adjustment* link.

i Note

If this link is not visible, select the *Show more* pushbutton on the bottom of the *Payroll Information* subsection to view the *Payroll Results Adjustment* link.

6. On the displayed *Payroll Results Adjustment* page select the *New* pushbutton, and from there select one of the following subtypes:
 - **Out-of-seq. adjust. w/o tax calc. - NA** (meaning *YANA - Adjustments with no tax calculation*)
or
 - **Out-of-seq. adjust. with tax calc. - NA** (meaning *YAWA - Adjustments with tax calculation*).
7. In the *Validity* part of the form make the following entry:

Field Name	User Action and Values
------------	------------------------

Valid On

<start date>

i Note

Today's date is defaulted.

8. In the *Payroll Results Adjustment* part of the form make the following entries:

Field Name	Description	User Action and Values
<i>Payroll Identifier</i>	Unique identifier to distinguish between multiple adjustments performed on the same date for the same employee.	<number>
<i>Off-cycle Reason</i>		select 0070 (Payroll results adjustment) from value help

9. If necessary, specify in the *Tax Company* field located in the *Tax Overrides* part of the form, the tax company to which the employee belonged on the date for which you are performing the adjustment.

i Note

If you leave this field blank, the system uses the tax company to which the employee is currently assigned. If this is not the tax company to which the employee was assigned on the adjustment date, problems may arise during year-end tax reporting. We recommend that you exercise caution when leaving this field blank.

10. In the *Data Entry* part of the form select *New Wage Type* and make following entries:

Field Name	User Action and Values
<i>Wage Type</i>	Select from value help
<i>Tax Authority</i>	If taxes are to be withheld, select appropriate authority from value help
<i>Amount</i>	<amount to be deducted for taxes> or <amount to be paid to employee>

11. In the *Cost Assignment* part of the form, the *Default Cost Assignment* radio button is checked by default; leave as is or check the *Custom Cost Assignment* radio button. In the latter case, additional fields to be filled show up; maintain data as appropriate.

12. In the *Notes* part of the form, enter a note if appropriate.

13. Choose *Save*.

14. Repeat activities # 6 to # 13 for *Off-cycle Reason 0110 (Year End Adjustment)*.

Result

The **Payroll Results Adjustment** records for an employee has been created, which is necessary to execute adjustment runs for that employee.

i Note

Similar records can be created for other <adjustment> off-cycle reasons, which have been defined during configuration.

3 Overview Table

The scope item **Off-Cycle Payroll Processing** consists of several process steps provided in the table below.

Process Step	Business Role	Transaction	Expected Results
View Employee's Payroll Results (Optional) [page 14]	Payroll Administrator	PUOC_10	All payroll results (except for retroactive payroll results) that have been created to date for an employee have been viewed.
Execute Off-Cycle Payroll Run for One-Time Payments [page 17]	Payroll Administrator	PUOC_10	A one-time payment off-cycle payroll run has been executed.
Execute Correction Payroll Run [page 19]	Payroll Administrator	PUOC_10	An immediate correction payment has been done for an employee whose master or time data is changed.
Execute Regular Off-Cycle Payroll On-Demand Run [page 21]	Payroll Administrator	PUOC_10	A regular payroll on demand for a specific employee for a payroll period has been executed.
Execute Off-Cycle Payroll Run for Advance Pay Periods Payments [page 23]	Payroll Administrator	PUOC_10	An off-cycle payroll has been executed for the whole period, or several periods in which an employee is to be absent.
Execute Off-Cycle Payroll Run for Payroll Results Adjustment [page 25]	Payroll Administrator	PUOC_10	Payments created in the Payroll Results Adjustment infotype (0221) are made directly from the Off-Cycle Workbench.
Execute Off-Cycle Payroll Run for Year-End Adjustment [page 27]	Payroll Administrator	PUOC_10	A year-end adjustment run of the payroll results of an employee has been executed.
Reverse Payroll Results [page 28]	Payroll Administrator	PUOC_10	A payment, which has been issued in error, has been reversed.
Execute Off-Cycle Activities Subsequent Processing [page 30]	Payroll Administrator	PUOCBA	An off-cycle process model has been executed to complete the subsequent processing.
Check Off-Cycle Activities Subsequent Processing Results [page 33]	Payroll Administrator	PUST	The results of the subsequent processing steps have been checked for correctness.
Correct Errors (Optional) [page 34]	Payroll Administrator	error-dependent	Errors in the subsequent processing have been corrected.

Process Step	Business Role	Transaction	Expected Results
Execute Off-Cycle Activities Subsequent Processing Steps (Optional) [page 35]	Payroll Administrator	PUST	The subsequent processing steps have been re-run after correction of errors.

4 Test Procedures

This section describes test procedures for each process step that belongs to this scope item.

The process steps referring to off-cycle payroll are executed in the *Off-Cycle Workbench*. To access the workbench in Employee Central Payroll, choose one of the following options:

Employee Central Payroll Menu Path	Transaction Code
▶ <i>Human Resources</i> ▶ <i>Payroll</i> ▶ <i>Americas</i> ▶ <i>USA</i> ▶ <i>Off-cycle</i> ▶ <i>Off-Cycle Workbench</i> ▶	PUOC_10

On the workbench, the off-cycle activities are displayed on individual tabs. The tabs include:

- History
- Payroll
- Replace payment
- Reverse payment
- Assign check number

The off-cycle payroll activity allows you to perform various payroll processes that are not covered by the regular run. These payroll processes are referred to as reasons. A special payment is used to give an employee a special payment outside of the regular payroll (for example, a holiday bonus). In addition, you can perform advance payments, giving you the ability to run several future pay periods at once. One thing to note when running an advance payment is the last period is your current period, and all other periods are processed as retros. This means that there is one payment file for all periods and the taxes are calculated in the last period where the prior period earnings have been brought forward to pay in the current period.

After choosing the *Payroll* tab and the reason, you are given other choices such as payment method or payment choice. As for the payment method, you now have an option that allows you to overwrite the employee's infotype 0009 (**Bank Details**) for just this one payment or you can choose to default to infotype 0009 (**Bank Details**), which would use the employee's regular payment method.

When you choose *check* or *direct deposit payment* type, an infotype 0009 is created with a subtype 5, which is the main bank subtype for off-cycle. You can even break the payment into multiple payment methods. These additional payment methods would be subtype 6, which is other bank subtype for off-cycle. When it creates this additional infotype 0009, it does not affect subtypes 0 (*Main Bank*) and 1 (*Other Bank*) and only creates it for the time period in question.

→ Recommendation

We recommend using the option *Payment method according to Bank Details in IT*, especially, if you run off-cycles for a group of employees. SAP offers the option to change the bank connection for off-cycle to default to the employee's preference. This allows a simple method to control all employees' bank connections with one process.

The *History* tab allows you to view an employee's pay results for a given payment in the remuneration format. When you choose the *History* tab it shows at a summary level the payment date, amount, and other information related to that specific pay. If you choose the *Information* icon located in the *Information* column, the system displays detailed information on the check/bank information. If the payment has been reversed or replaced, the system displays the reason and by whom it was reversed or replaced. If it was replaced the system displays the check number that replaced it. In addition, the system displays an icon if it is a replacement or reversed result. At the bottom of the history tab is the remuneration statement, which submits *RPCEDTUO* that then allows a more detailed view of the pay information.

On the *Replace payment* tab you can replace a check with another check.

The *Reverse payment* tab is there to allow the reversal/void of a payment.

The *Assign check number* tab is used for when a manual payment is made. On this tab, you can assign the check number that is associated with that payment. The payment must have a payment method of **M** to be displayed on this tab.

For reversal and replacement of checks, further subsequent processing should be executed to perform further necessary steps.

Once you have run off-cycle payroll successfully as described in the subsequent sections, save your data. The data is saved in the relevant infotypes, and the payroll result is stored in the payroll cluster. At the same time, the system makes an entry in the indicator table for batch processing to show that a payroll result exists and further processing is required.

Caution

In the present SAP best practices, we assume that all pay is done by direct deposit; checks are not considered!

Therefore, tabs *Replace payment* and *Assign check number* are not relevant within this document.

4.1 View Employee's Payroll Results (Optional)

Purpose

Payroll has run successfully in order to see payroll results.

The Payroll Administrator views all the payroll results (except for retroactive payroll results) that have been created to date for an employee.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	Log on as Payroll Administrator	Log on to Employee Central Payroll and go to <i>Off-Cycle Workbench</i> as described at the beginning of chapter Test Procedures [page 13] .	The <i>Off-Cycle Workbench</i> screen is displayed.	
2.	Select Employee	On the <i>Off-Cycle Workbench</i> screen, in the <i>Personnel Number</i> field enter the personnel number of the employee of interest and choose <i>Enter</i> .		
3.	View Payroll History	Go to the <i>History</i> tab.	<p>The <i>Payroll history</i> table displays an employee's pay results for a given payment in the remuneration format. It contains the following information for each payroll result of the employee created to date:</p> <ul style="list-style-type: none"> • Payment date • Payment reversed (column in which reversed results are marked accordingly) • Payment replaced (column in which replaced payments are marked accordingly) • Payment information • Payment method • Payment number • (Payment) reason • (Payment) amount and currency • Payroll period • Sequence number • Payroll type 	
4.	View Remuneration Statement	At the bottom of the <i>History</i> tab is the <i>Rem. statement</i> (remuneration statement), which allows a more detailed view of the pay information. Select the record of interest in the <i>Payroll history</i> table and choose <i>Rem. statement</i> .	The payroll results up to date for a specified employee are displayed and have been viewed.	

4.2 Execute Off-Cycle Payroll Run

Purpose

The Payroll Administrator executes various payroll runs that are not covered by the regular payroll run.

For this, he or she enters the reason for the off-cycle payroll run (for example *Bonus Payment*).

Prerequisites

Off-cycle reasons have been created and assigned to one of the standard delivered categories listed below as described in the configuration guide of configuration block [Local Payroll Administration](#). The category type determines the subsequent processing:

Category Type	Description
Bonus (one-time payments)	The system creates a record in the Additional Off-Cycle Payments Infotype (0267) for each wage type that you enter. This infotype record contains information on the wage type, bonus payment amount, reason for off-cycle payroll, payroll type, payroll identifier. The payroll identifier is a sequential number allocated by the system to differentiate between several bonus payments on the same day. The first bonus run has the payroll identifier.
Correction	The system displays the date of the retroactive payroll run from the Payroll Status infotype (0003). You usually perform a correction run if master data has been changed and you must run payroll before the next regular payroll run. When you start the correction run, the system runs retroactive accounting up to the date that was set during master data maintenance.
On demand (Regular Payroll)	The system proposes the next available payroll period for the regular payroll run.
Advance payment	The system proposes several future periods for regular payroll. The number of periods proposed depends on the settings in configuration. If you pay several periods in advance, the system creates an original result for the period up to which payroll should be run. All other periods before this one are remunerated using retroactive accounting. Thus, only one original result is calculated for several periods and only one payment is affected.
Payroll results adjustment	The system displays payments that have been created in the Payroll Results Adjustment infotype (0221).

The Payroll Administrator can use the payment method from the **Bank Details** infotype (0009), or enter a different payment type. If a different payment method is specified, a record is created in the **Bank Details** infotype (0009) (subtype 5 or 6) that includes the following data: reason for off-cycle payroll, payment date, payroll type, and the payroll identifier.

Once you have run off-cycle payroll successfully, save your data. The data is saved in the relevant infotypes, and the payroll result is stored in the payroll cluster. At the same time, the system makes an entry in the indicator table for batch processing to show that a payroll result exists, and further processing is required.

In the following sections, the different types of off-cycle payrolls are described in detail.

⚠ Caution

Only one type of off-cycle payroll can be run at a time.

4.2.1 Execute Off-Cycle Payroll Run for One-Time Payments

Purpose

The Payroll Administrator executes an off-cycle payroll for a one-time payment, for example, a bonus, for an employee.

For each wage type that is entered for a one-time payment payroll run, the system creates a record in the **One-Time Payments Off-Cycle** infotype (IT0267). This infotype record contains information on the wage type, amount of the payment, off-cycle payroll reason, payroll type, payroll identifier. The payroll identifier is a sequential number that the system issues to distinguish between several bonus payments made on one day. The first bonus payment contains the payroll identifier 0.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	Log on as Payroll Administrator	Log on to Employee Central Payroll and go to <i>Off-Cycle Workbench</i> as described at the beginning of chapter Test Procedures [page 13] .	The <i>Off-Cycle Workbench</i> screen is displayed.	
2.	Select Employee	On the <i>Off-Cycle Workbench</i> screen, in the <i>Personnel Number</i> field enter the personnel number of the employee and choose <i>Enter</i> .		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
3.	Enter Payroll Start Relevant Data	<p>Go to <i>Payroll</i> tab and make following entries in the <i>Start payroll</i> section:</p> <p><i>Reason</i>: select the off-cycle reason from dropdown, for example Bonus payment or Additional Payment</p> <p><i>Payment date</i>: <last pay date or greater></p>		
4.	Enter Payment Details	<p>In the <i>Create payments</i> section, make the following entries:</p> <p><i>Wage Type</i>: select from value help</p> <p><i>Amount</i>: enter as appropriate</p> <p><i>Currency</i>: select from value help</p>		
5.	Enter Payment Method	<p>In the <i>Define payment method</i> section of the screen the system displays the default payment method. If required, choose an alternative payment method by checking the appropriate radio button.</p> <div style="background-color: #f0f0f0; padding: 10px; margin-top: 10px;"> <p>→ Recommendation</p> <p>We recommend using the option <i>Payment Method According to Bank Details in IT</i>, especially, if you run off-cycles for a group of employees. SAP offers the option to change the bank connection for off-cycle to default to the employee's preference. This allows a simple method to control all employees' bank connections with one process.</p> </div>		
6.	Start Off-Cycle Payroll	Choose the <i>Start payroll</i> pushbutton.	If there are no errors in payroll, the results are displayed in a table in the <i>Payroll result</i> section.	
7.	View Payroll Log	Choose the <i>Display Log</i> icon to view the payroll log.		
8.	View Remuneration Statement	Choose the <i>Display Remun.Sttmnt</i> icon to view the <i>Remuneration Statement</i> .		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
9.	Save Payroll Results	Choose Save to save the result.	The system displays the message <i>The payroll run has been saved and marked for subsequent activities.</i> The one-time payment is processed for the specified employee. To process the subsequent activities necessary to complete a payroll run, refer to process step Execute Off-Cycle Activities Subsequent Processing [page 30].	

4.2.2 Execute Correction Payroll Run

Purpose

The Payroll Administrator makes an immediate correction payment if an employee's master data or time data is changed. The employee then does not have to wait until the system automatically carries out retroactive accounting with the next regular payroll run.

❖ Example

An employee receives his or her pay statement and discovers that he or she has been under paid due to incorrect master or time data maintained in the system. The employee wants to receive the difference immediately, rather than wait until the next regular payroll run. The master / time data can be adjusted and then a correction payroll run is executed in the **Off-Cycle Workbench**.

Prerequisites

Changes to master data, which must be updated in the payroll results, have been performed.

Procedure

Test			
Step #	Test Step Name	Instruction	Expected Result
			Pass / Fail
1.	Log on as Payroll Administrator	Log on to Employee Central Payroll and go to <i>Off-Cycle Workbench</i> as described at the beginning of chapter Test Procedures [page 13] .	The <i>Off-Cycle Workbench</i> screen is displayed.
2.	Select Employee	On the <i>Off-Cycle Workbench</i> screen, in the <i>Personnel Number</i> field enter the personnel number of the employee whose payroll results require correction and choose <i>Enter</i> .	
3.	Enter Payroll Start Relevant Data	Go to <i>Payroll</i> tab and make following entries in the <i>Start payroll</i> section: <i>Reason</i> : select Adjustment payment from drop-down	
<div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin: 10px 0;"> <p>i Note</p> <p>Upon selecting this off-cycle reason, the <i>Earl.MD change</i> field is defaulted with the earliest date from which the changes in master data are valid.</p> <p><i>Payment date</i>: <date for which payroll correction should run></p> </div>			
4.	Enter Payment Method	In the <i>Define payment method</i> section of the screen the system displays the default payment method <i>Payment Method According to Bank Details in IT</i> . If required, choose an alternative payment method by checking the appropriate radio button.	
5.	Start Off-Cycle Payroll	Choose the <i>Start payroll</i> pushbutton.	<p>The system runs retroactive payroll back to the date that is displayed in the <i>Earl.MD change</i> field. The system creates retroactive results for the periods processed. It also creates an original result for the payment date that you use for the correction run.</p> <p>If there are no errors in payroll, the results are displayed in a table in the <i>Payroll result</i> section.</p>

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
6.	View Payroll Log	Choose <i>Display Log</i> to view the payroll log.		
7.	View Remuneration Statement	Choose <i>Display Remun.Sttmnt</i> to view the <i>Remuneration Statement</i> .		
8.	Save Payroll Results	Choose <i>Save</i> to save the result.	The system displays the message <i>The payroll run has been saved and marked for subsequent activities</i> .	

4.2.3 Execute Regular Off-Cycle Payroll On-Demand Run

Purpose

The Payroll Administrator runs regular payroll on demand for a specific employee for a payroll period. This payroll run is executed independently of the regular payroll run for the payroll area to which the employee is assigned.

❖ Example

- If an employee is hired shortly before payroll is processed, and his or her data cannot be processed in time in the regular payroll run, the Payroll Administrator can run a regular on demand payroll for this employee using the *Off-Cycle Workbench*. The employee receives his or her first pay in a timely manner.
- Instead of receiving his or her first pay at the end of the first payroll period, a newly hired employee is to be paid at the start of his/her period of employment. In the *Off-Cycle Workbench*, the Payroll Administrator can run regular on demand payroll for the first period in which the new employee is employed in the enterprise.

i Note

If you want to run off-cycle payroll for an employee for **several** payroll periods, do not run regular on demand payroll. Instead, make an advance payment.

i Note

When the regular payroll is processed for the period, these employees are not processed in payroll.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	Log on as Payroll Administrator	Log on to Employee Central Payroll and go to <i>Off-Cycle Workbench</i> as described at the beginning of chapter Test Procedures [page 13] .	The <i>Off-Cycle Workbench</i> screen is displayed.	
2.	Select Employee	On the <i>Off-Cycle Workbench</i> screen, in the <i>Personnel Number</i> field enter the personnel number of the employee of interest and choose <i>Enter</i> .		
3.	Enter Payroll Start Relevant Data	Go to the <i>Payroll</i> tab and make following entries in the <i>Start payroll</i> section: <i>Reason</i> : select Regular period 'on demand' <i>Payment date</i> : <date>	Once you enter the reason, the next regular payroll run period is defaulted. The off-cycle payroll run will be executed for this period.	
4.	Enter Payment Method	In the <i>Define payment method</i> section of the screen the system displays the default payment method. If required, choose an alternative payment method by checking the appropriate radio button. <div data-bbox="437 1180 954 1339" style="background-color: #f0f0f0; padding: 10px; border: 1px solid #ccc;"> <p>→ Recommendation</p> <p>We recommend using the option <i>Payment Method According to Bank Details in IT</i>.</p> </div>		
5.	Start Off-Cycle Payroll	Choose the <i>Start payroll</i> pushbutton.	If there are no errors in payroll, the results are displayed in a table in the <i>Payroll result</i> section.	
6.	View Payroll Log	Choose <i>Display Log</i> to view the payroll log.		
7.	View Remuneration Statement	Choose <i>Display Remun.Sttmnt</i> to view the <i>Remuneration Statement</i> .		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
8.	Save Payroll Results	Choose Save to save the result.	The system displays the message <i>The payroll run has been saved and marked for subsequent activities</i> . An on-demand payment has been executed and the employee has received his or her pay. To process the subsequent activities necessary to complete a payroll run, refer to process step Execute Off-Cycle Activities Subsequent Processing [page 30].	

4.2.4 Execute Off-Cycle Payroll Run for Advance Pay Periods Payments

Purpose

The Payroll Administrator executes an off-cycle payroll for the whole period, or several periods in which an employee is to be absent, as in the following examples:

- An employee leaves the company and is to receive all the money owed immediately.
- An employee takes leave and is to be paid in advance for the payroll periods during which the leave is to take place.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	Log on as Payroll Administrator	Log on to Employee Central Payroll and go to <i>Off-Cycle Workbench</i> as described at the beginning of chapter Test Procedures [page 13].	The <i>Off-Cycle Workbench</i> screen is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
2.	Select Employee	On the <i>Off-Cycle Workbench</i> screen, in the <i>Personnel Number</i> field enter the personnel number of the employee of interest and choose <i>Enter</i> .		
3.	Enter Payroll Start Relevant Data	Go to the <i>Payroll</i> tab and make following entries in the <i>Start payroll</i> section: <i>Reason</i> : select Payment in advance with original results from dropdown <i>Payment date</i> : <date>		
4.	Select Payroll Period	In the <i>Perform periodical payroll run in advance</i> section of the screen, select the latest pay period you wish to pay in advance.		
5.	Enter Payment Method	In the <i>Define payment method</i> section of the screen the system displays the default payment method <i>Payment Method According to Bank Details in IT</i> . If required, choose an alternative payment method by checking the appropriate radio button.		
6.	Start Off-Cycle Payroll	Choose the <i>Start payroll</i> pushbutton.	If there are no errors in payroll, the results are displayed in a table in the <i>Payroll result</i> section.	
7.	View Payroll Log	Choose <i>Display Log</i> to view the payroll log.		
8.	View Remuneration Statement	Choose <i>Display Remun.Sttmnt</i> to view the <i>Remuneration Statement</i> .		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
9.	Save Payroll Results	Choose Save to save the result.	The system displays the message <i>The payroll run has been saved and marked for subsequent activities</i> . Payroll is processed for the chosen future pay periods for the specified employee. When payroll is run for these payroll periods for the remainder of the specified payroll area, the system excludes this employee from payroll processing. To process the subsequent activities necessary to complete a payroll run, refer to process step Execute Off-Cycle Activities Subsequent Processing [page 30].	

4.2.5 Execute Off-Cycle Payroll Run for Payroll Results Adjustment

Purpose

The Payroll Administrator makes payments directly from the Off-Cycle Workbench that he or she has created in the **Payroll Results Adjustment** infotype (0221). This means that the administrator does not need to wait until the system reads the data from the infotype for processing during the next regular payroll run.

❖ Example

An employee leaves the company whilst working away from the main office in which the HR department is located. The employee's superior calculates the amount owed manually and issues the pay for the employee manually. To ensure that this payroll result is also available in the system, you enter the relevant data retrospectively in the **Payroll Results Adjustment** infotype (0221) and subsequently run payroll from the *Off-Cycle Workbench*, specifying payroll results adjustment as the off-cycle reason.

Prerequisites

Infotype 0221 (**Payroll Results Adjustment**) with off-cycle reason 0070 (*Payroll results adjustment*) has been created for the employee. Refer to the details on how to create this infotype in chapter [Create Payroll Results Adjustment \[page 7\]](#).

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	Log on as Payroll Administrator	Log on to Employee Central Payroll and go to <i>Off-Cycle Workbench</i> as described at the beginning of chapter Test Procedures [page 13] .	The <i>Off-Cycle Workbench</i> screen is displayed.	
2.	Select Employee	On the <i>Off-Cycle Workbench</i> screen, in the <i>Personnel Number</i> field enter the personnel number of the employee of interest and choose <i>Enter</i> .		
3.	Enter Payroll Start Relevant Data	Go to the <i>Payroll</i> tab and make following entries in the <i>Start payroll</i> section: <i>Reason</i> : select Payroll results adjustment from dropdown <i>Payment date</i> : <date>		
4.	Select Info-type Record	In the <i>Payroll results adjustments</i> section of the screen, the records created in the Payroll Results Adjustment infotype (0221) are displayed. Select the infotype record having reason 0070 for which payroll should be performed.		
5.	Start Off-Cycle Payroll	Choose the <i>Start payroll</i> pushbutton.		
6.	View Payroll Log	Once the payroll run is complete, review the results. Additional details of the payroll results are available by choosing <i>Display log</i> .		
7.	Save Payroll Results	Choose <i>Save</i> to save the result.	The system displays the message <i>The payroll run has been saved and marked for subsequent activities</i> .	

4.2.6 Execute Off-Cycle Payroll Run for Year-End Adjustment

Purpose

The Payroll Administrator executes a year-end adjustment run of the payroll results of an employee.

Occasions arise where retroactively adjustment of an employee's payroll results should be performed, but without including any master data changes in the adjustment that would also affect the employee's payroll results. This need is met by year-end adjustments run executed the off-cycle workbench.

Prerequisites

Infotype 0221 (**Payroll Results Adjustment**) with off-cycle reason 0110 (*Year-End Adjustment*) has been created for the employee. Refer to the details on how to create this infotype in [Create Payroll Results Adjustment \[page 7\]](#).

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	Log on as Payroll Administrator	Log on to Employee Central Payroll and go to <i>Off-Cycle Workbench</i> as described at the beginning of chapter Test Procedures [page 13] .	The <i>Off-Cycle Workbench</i> screen is displayed.	
2.	Select Employee	On the <i>Off-Cycle Workbench</i> screen, in the <i>Personnel Number</i> field enter the personnel number of the employee of interest and choose <i>Enter</i> .		
3.	Enter Payroll Start Relevant Data	Go to the <i>Payroll</i> tab and make following entries in the <i>Start payroll</i> section: <i>Reason</i> : select Year-End Adjustment from drop-down <i>Payment date</i> : <date>		

Test				
Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
4.	Select Infotype Record	In the <i>Payroll results adjustments</i> section of the screen, the records created in the Payroll Results Adjustment infotype (0221) are displayed. Select the infotype record having reason 0110 for which payroll should be performed.		
5.	Start Off-Cycle Payroll	Choose the <i>Start payroll</i> pushbutton.		
6.	View Payroll Log	Once the payroll run is complete, review the results. Additional details of the payroll results are available by choosing <i>Display log</i> .		
7.	Save Payroll Results	Choose <i>Save</i> to save the result.	The system displays the message <i>The payroll run has been saved and marked for subsequent activities</i> .	

4.3 Reverse Payroll Results

Purpose

The chain of events that takes place in the system depends on whether the payment to be reversed is the last payroll result, whether payments have been made to third parties (such as a tax authority), or whether a payment has been posted to financial accounting.

The reverse payment function within the *Off-Cycle Workbench* allows the Payroll Administrator to reverse payroll results independent if payments have been posted to Financial Accounting or not, or payments have been made to third parties or not. If a payment is reversed that has not been posted to Financial Accounting or payments have not been made to third parties, the system marks the payroll result as voided with indicator **V**. If the payment has been posted, the system performs an out of sequence reversal, and wage type /568 is created showing the total reversal and the BT (Bank Transfer) cluster is deleted.

Regular posting processes need to be run after a reversal.

Prerequisites

A payment has been issued in error and must be reversed.

You have made the necessary master data changes. For example, if a bonus payment is being reversed, the Payroll Administrator must first delete the **Additional Off-Cycle Payments** infotype (0267), which was created to issue the bonus.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	Log on as Payroll Administrator	Log on to Employee Central Payroll and go to <i>Off-Cycle Workbench</i> as described at the beginning of chapter Test Procedures [page 13] .	The <i>Off-Cycle Workbench</i> screen is displayed.	
2.	Select Employee	On the <i>Off-Cycle Workbench</i> screen, in the <i>Personnel Number</i> field enter the personnel number of the employee you wish to process and choose <i>Enter</i> .		
3.	Reverse Payroll Result	Go to <i>Reverse payment</i> tab, select from the <i>Payroll history - Reverse</i> table the payroll result that you wish to cancel, and choose <i>Reverse</i> .	A warning dialog box is displayed containing the message <i>The payroll result was voided. A void cannot be undone! Do you want to void the result?</i>	
4.	Confirm Payment Reversal	Choose <i>Yes</i> .	The system displays the message <i>The payroll result has been reversed successfully</i> . On the <i>History</i> tab the considered record is marked as <i>Payment reversed</i> .	

4.4 Execute Off-Cycle Activities Subsequent Processing

Purpose

Once the Payroll Administrator has processed and saved the off-cycle payroll result, he or she must execute an off-cycle process model to complete the subsequent processing. The off-cycle process model used varies based on the type of off-cycle run being processed, and may include some or all of the following steps:

- Print remuneration statement
- Preliminary Program Data Medium Exchange
- Create Payment Data using Preliminary Program DME
- Print Employee Check *
- Execute FI Posting Run
- Process FI Posting Run *
- Third-Party Remittance Evaluation
- Create Posting for Third-Party Remittance
- Reconcile Postings *
- Execute Payroll Bank Reconciliation Program *

The use of an off-cycle process model allows the execution of several subsequent processing steps from one transaction for an individual employee or groups of employees.

i Note

The steps marked with * in the list above are not in scope of scope of this SAP best practices.

i Note

Process models can be customized according to your needs. You may choose to group together certain payroll processes while leaving others to be executed manually. For more information about each subsequent processing step, refer to the test script of scope item [Payroll and Post Payroll Processing](#).

The following process models and steps have been created. Process steps that need to be executed manually are indicated below.

Process model YKUUSOC (HR Process Model, Off-Cycle, Subsequent Payroll Programs)

- Print remuneration statement
- Preliminary Program Data Medium Exchange
- Create DME – Payment Medium Workbench
- Print Employee Check *
- Execute FI Posting Run
- Third-Party Remittance Evaluation
- Create Posting for Third-Party Remittance

Execute manually:

- Process FI Posting Run *
- Execute Payroll Bank Reconciliation Program *

i Note

The steps marked with * are not in scope of scope of this SAP best practices.

Process model YKUUSOCV (HR Process Model, Off-Cycle, posting after reversal)

- Execute FI Posting Run

Execute manually:

- Process FI Posting Run *
- Execute Payroll Bank Reconciliation Program *

i Note

The steps marked with * are not in scope of scope of this SAP best practices.

Process model YKUUSCRP (HR Process Model, Off-Cycle, Reprint Replaced Checks)

- Create DME – Payment Medium Workbench
- Print Employee Check

i Note

This model is not in scope of this SAP best practices; nevertheless, some basic configuration is provided through the activation content of this SAP best practices.

Procedure

i Note

Checks are not considered in this SAP best practices, and the check-related fields and values will be therefore skipped in the below procedure table.

Test				
Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	Log on as Payroll Administrator	Access the Employee Central Payroll Menu and navigate to ► <i>Human Resources</i> ► <i>Payroll</i> ► <i>Americas</i> ► <i>USA</i> ► <i>Off-cycle</i> ► <i>OC Batch: Follow-up for payroll</i> ► or enter transaction code PUOCBA .	The <i>Subsequent Processes of Off-Cycle Activities</i> screen is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
2.	Select Batch Processing Type	<p>On the <i>Subsequent Processes of Off-Cycle Activities</i> screen, check one of the radio buttons in the <i>Batch processing type</i> section:</p> <p><i>Payroll</i>: check radio button if appropriate and select the type(s) of off-cycle run to be processed by flagging the appropriate checkbox(es):</p> <ul style="list-style-type: none"> • <i>Regular payroll on-demand</i> • <i>Bonus accounting</i> • <i>Correction accounting</i> • <i>Payroll results adjustment</i> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin: 10px 0;"> <p>i Note</p> <p>You can select all types and the system processes all off-cycle runs indicated in one batch process.</p> </div> <p><i>Reversal</i>: check radio button if you need to post a reversed payment</p>		
3.	Select Process Model	<p>On the <i>Subsequent Processes of Off-Cycle Activities</i> screen in the <i>Parameters for process model</i> section, make following entry based on the batch processing type selected previously:</p> <p><i>Process Model</i>: select one of the following values:</p> <ul style="list-style-type: none"> • for Payroll: YKUUSOC • for Reversal: YKUUSOCV 		
4.	Enter Further Restrictions	<p>On the <i>Subsequent Processes of Off-Cycle Activities</i> screen, make following entries in the <i>Further restrictions</i> section:</p> <p><i>Country Grouping</i>: 10</p> <p><i>Payroll area</i>: only enter if you want to process a specific payroll area(s)</p> <p><i>Personnel Number</i>: only enter if you want to process a specific employee(s)</p> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin: 10px 0;"> <p>i Note</p> <p>If payroll area and personnel number are left blank, all payroll areas and employees are processed.</p> </div>		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
5.	Execute Report	Choose the <i>Execute</i> pushbutton.	The log appears. Make a note of the <i>Process ID</i> number that has been assigned to your payroll run. You use this number in the next process step to verify that the subsequent processing has completed successfully.	

4.5 Check Off-Cycle Activities Subsequent Processing Results

Purpose

After executing an off-cycle process model, the Payroll Administrator needs to check the results of the subsequent processing steps to ensure that each step was successful.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
1.	Log on as Payroll Administrator	Access the Employee Central Payroll Menu and navigate to ► <i>Human Resources</i> ► <i>Payroll</i> ► <i>Americas</i> ► <i>USA</i> ► <i>Tools</i> ► <i>HR Process Workbench</i> ► or enter transaction code PUST .	The <i>HR Process Workbench</i> screen is displayed.	
2.	Search Process ID Number	Find the process with the ID number you noted down in the previous process step <i>Execute Off-Cycle Activities Subsequent Processing</i> [page 30].		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail
3.	Check Process Status	<p>Check the icon next to the <i>process ID</i> number:</p> <ul style="list-style-type: none"> If a green light appears next to the process ID number, then all the subsequent processing steps have completed successfully. If a red light or the <i>Canceled</i> icon appears, then at least one of the steps in the process did not complete successfully. You can drill down into the process and to view each step. Any steps that did not complete successfully are marked with a red light. 	<p>In case the process has been successful, proceed with chapter Succeeding Processes [page 37] in the More Information.</p> <p>In case the process has resulted in errors, continue with test step # 4 and subsequent.</p>	
4.	Select Error	<p>To view the spool list for an unsuccessful step, drill down to the lowest level of the step. Highlight the step with your cursor. From the menu bar, select</p> <p>▶ <i>Go to</i> ▶ <i>Display spool list</i> ▶</p>	<p>The <i>Output Controller: List of Spool Requests</i> screen is displayed.</p>	
5.	View Error	<p>On the <i>Output Controller: List of Spool Requests</i> screen flag the checkbox in the <i>System</i> column of the table next to the spool number of interest and choose the <i>Display contents</i> icon from the menu.</p>	<p>On the <i>Graphical display of spool request <number> in system <name></i> screen the detailed error description is displayed. You can proceed with correcting them; refer to process step Correct Errors (Optional) [page 34] below.</p>	

4.6 Correct Errors (Optional)

Purpose

In case the off-cycle activities subsequent processing was not successful, the error(s) need to be corrected. After having checked the detailed error description as described in process step [Check Off-Cycle Activities Subsequent Processing Results \[page 33\]](#), the Payroll Administrator corrects it.

Procedure

Dependent on the error, go to the appropriate transaction in the Employee Central Payroll system and adapt the data as appropriate. When done, proceed with the next process step as described in the chapter [Execute Off-Cycle Activities Subsequent Processing Steps \(Optional\)](#) [page 35] below.

→ Recommendation

We recommend that you keep the *HR Process Workbench* open and execute the error correction in a new session.

4.7 Execute Off-Cycle Activities Subsequent Processing Steps (Optional)

Purpose

Once the error(s) have been corrected, the appropriate off-cycle activities subsequent processing steps need to be re-run.

i Note

It is assumed that you have not closed the *HR Process Workbench* screen while correcting the error.

Prerequisites

The error(s) in the off-cycle activities subsequent processing have been corrected.

Procedure

Test			
Step #	Test Step Name	Instruction	Expected Result
			Pass / Fail
1.	Re-run Subsequent Processing Step	On the <i>HR Process Workbench</i> screen go to <i>process ID</i> that had errors and highlight the step you want to re-run with your cursor. From the menu bar, select Edit > Process/Step > Start/repeat . In the upcoming <i>Start Process</i> dialog box, select <i>Immediat</i> . Choose <i>Refresh</i> to review the status of the step.	A new <i>Run</i> action sequentially numbered is listed within the step, the status of which being the final execution status of the step.
2.	Repeat test step # 1	Repeat test step # 1 for each of the subsequent processing steps that had errors.	

Result

Execute process step [Check Off-Cycle Activities Subsequent Processing Results \[page 33\]](#), and possibly [Correct Errors \(Optional\) \[page 34\]](#) and [Execute Off-Cycle Activities Subsequent Processing Steps \(Optional\) \[page 35\]](#) till no errors show up anymore.

5 More Information

5.1 Process Integration

The process to be tested in this test script is part of a chain of integrated processes.

5.1.1 Preceding Processes

You may first have completed the following processes and conditions before you start with the test steps:

Process	Business Condition
Update Payroll-Relevant Data	The employee's master data record has been replicated successfully to SAP SuccessFactors Employee Central Payroll. Payroll-relevant data has been maintained for the employee.
Replicate Absence Data	If appropriate, short-term absence data for a particular payroll period have been maintained and replicated successfully to SAP SuccessFactors Employee Central Payroll.

5.1.2 Succeeding Processes

After completing the activities in this test script, you can continue testing the following business processes:



Process	Business Condition
Payroll and Post Payroll Processing	To complete the off-cycle process, the following subsequent process steps from scope item test script Payroll and Post-Payroll Processing should be carried out when using process models <i>YKUUSOC</i> (HR Process Model, Off-Cycle, Subsequent Payroll Programs) and <i>YKUUSOCV</i> (HR Process Model, Off-Cycle, posting after reversal): <ul style="list-style-type: none">• Process FI Posting Run

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