

Data Maintenance & Payroll Run for March Off-Cycle

Purpose: The purpose of this document is to provide step by step process for data maintenance and payroll run for off cycle payments to be done in March.

Data Maintenance:

Step 1: Go to Transaction Code PA30 and enter the required Personnel Number

The screenshot shows the SAP 'Maintain HR Master Data' interface. The 'Personnel no.' field contains '21999999'. The 'Name' field contains '4 AFY'. The 'EE group' is '4 Group C', 'Pers.area' is 'INKA Karnataka', 'EE subgroup' is '40 Postal Assistant(PA)', and 'Pers. subare' is 'KA23 Bijapur'. The 'Personnel Information System' tab is active, showing a list of infotypes with checkboxes. The 'Period' section has radio buttons for 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Choose' button is visible.

Step 2: Enter 0015 against Infotype and press Enter → Click on Create

The screenshot shows the same SAP 'Maintain HR Master Data' interface. A yellow box highlights the 'Click on Create' button. The 'Infotype' field in the 'Direct selection' section now contains 'Additional Payments (0015)'. The 'Personnel no.' field still contains '21999999'. The 'Name' field contains '4 AFY'. The 'EE group' is '4 Group C', 'Pers.area' is 'INKA Karnataka', 'EE subgroup' is '40 Postal Assistant(PA)', and 'Pers. subare' is 'KA23 Bijapur'. The 'Personnel Information System' tab is active, showing a list of infotypes with checkboxes. The 'Period' section has radio buttons for 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Choose' button is visible.

Step 3: Enter the required details on the screen like Wagetype, Amount and Date of Origin;

Note: Please remember Date of Origin for all off cycle payments done in March should be (28/29.02.XXXX) depending for on the year. For Ex. For Year 2016 the date should be 29.02.2016

The screenshot shows the 'Create Additional Payments (0015)' form. The top menu includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The form fields are as follows:

Pers.No.	21999999	Name	4 AFY
Pers.area	INKA Karnataka	Cost Ctr	2132600000 Mysore Divn offi...
EE subgrp	40 Postal Assistant(PA)	WS rule	WSRUGEN1 GEN-WSR(09:3...

Below the header, there are icons for file operations. The main form area is titled 'Additional Payments (0015)' and contains the following fields:

Wage Type	[Empty]	Amount	[Empty]	TNR
Number/unit	[Empty]	Date of origin	<input checked="" type="checkbox"/>	
Default Date	[Empty]	Assignment Number	[Empty]	
Reason for Change	<input type="checkbox"/>			

Yellow callout boxes provide instructions:

- 'Click here for F4 and select the required wage component' points to the Wage Type field.
- 'Enter Amount' points to the Amount field.
- 'Enter Date of Origin' points to the Date of origin checkbox.

Step 4: After entering the details click on Save; A success message will appear below on saving

The screenshot shows the 'Create Additional Payments (0015)' form after data entry. The top menu and header are the same as in the previous screenshot. The form fields are now populated:

Pers.No.	21999999	Name	4 AFY
Pers.area	INKA Karnataka	Cost Ctr	2132600000 Mysore Divn offi...
EE subgrp	40 Postal Assistant(PA)	WS rule	WSRUGEN1 GEN-WSR(09:3...

The 'Additional Payments (0015)' section is updated with the following values:

Wage Type	4000 Children Education Allw.	Amount	20,000.00	INR
Number/unit	[Empty]	Date of origin	29.02.2016	
Default Date	[Empty]	Assignment Number	[Empty]	
Reason for Change	<input type="checkbox"/>			

A yellow callout box 'Click on Save' points to the Save icon in the top toolbar.

Points to remember while maintaining Data specific to March off cycle payments:

- For March Off Cycle payments the payment data is required to be maintained in IT0015 – Additional Payments;
- Date of Origin needs to be the last date of February; For current year the date of origin will be 29.02.2016

Payroll Execution @ DAP

The Procedure for Payroll run is similar to other Off Cycle payroll processing except for a few input options. The same is highlighted below;

Go to TCode PC00_M40_CALC and enter the required details as shown below and click on Execute

The screenshot shows the SAP Payroll Driver, India interface. The 'Execute' button is highlighted with a yellow box. The 'Payroll period' section shows 'Payroll area' as 'DK' and dates from '01.02.2016' to '29.02.2016'. The 'Selection' section shows 'Personnel Number' as '21999999' and 'Payroll area' as 'DK'. The 'General program control' section shows 'Payroll reason' as 'CORR' (Correction Run), 'Off-cycle payroll' as '8', and 'Schema' as 'DP00'. The 'Log' section has 'Display log' checked. The 'Remuneration statement parameters' section shows 'Display variant remun.statem' selected with 'DOP-PAYSLIP'.

Execute

Selections from Search helps

Payroll period

Payroll area DK from 01.02.2016 To 29.02.2016

Current period
Other period

Selection

Personnel Number 21999999
Payroll area DK

General program control

Payroll reason CORR Correction Run
Off-cycle payroll 8 05.03.2016
Schema DP00
Forced retro.accounting as of
Test run (no update)

Log

Display log
Also display time data processing log
Display variant for log

Remuneration statement parameters

Display variant remun.statem DOP-PAYSLIP
No remuneration statement

Enter Payroll Area & Press Enter

Enter Employee No. & Payroll Area

Enter CORR against Payroll Reason

Enter the Payment Date here and Press Enter

Check if Test Run

Enter DP00 against Schema

This concludes the payroll Execution of March Off cycle payments.

Payroll Posting @ DAP

The Procedure for posting is similar to other Off Cycle postings except for a few input options. The same is highlighted below;

Go to TCode PC00_M99_CIPe and enter the required details as shown below and click on Execute

The screenshot shows the SAP TCode PC00_M99_CIPe interface for 'Posting to Accounting: Create Posting Run'. The interface is divided into several sections with yellow callouts providing instructions:

- Execute:** A yellow box highlights the 'Execute' button at the top left.
- Payroll Period:** Fields include 'Period' (1 Current Payroll Period), 'Payroll Area' (DK), 'Period' (12 2015), and a date range (01.02.2016 - 29.02.2016). A callout says 'Enter Payroll Area & Press Enter'.
- Selection Criteria:** Fields include 'Personnel Number' (21999999) and 'Payroll area' (dk). A callout says 'Enter Employee No. & Payroll Area'.
- Run Attributes:** Fields include 'Off-Cycle Payroll Run' (B), 'Type of document creation' (S), 'Output log' (checked), and 'Text on posting run' (Offcycle_March). A callout says 'Enter 'B' and Payment date as shown here; this date should be same as that entered during payroll execution'. Another callout says 'Enter the type of document as followed otherwise'.
- Specify posting date:** Radio buttons for 'Acc. to Period Definition', 'Acc. to Payment Date', and 'Manually' (selected). A date field shows 05.03.2016. A callout says 'Enter date manually or select other radio buttons as required'. Another callout says 'Enter req. Text'.
- Data for document creation:** Fields include 'Document Date' (05.03.2016) and 'Posting variant' (SAP Standard variant1). A callout says 'Enter Document Date'.

After executing the live run with type of document creation as 'P' release and post the documents as followed in other cases.

Points to remember while executing Payroll and Posting:

- Control Record should be in Exit mode for previous month i.e., February Exit Mode
- Payroll Reason will be 'CORR' while executing payroll for all march off cycle payments only. For off cycle payments other than March please follow the current procedure.
- Enter 'B' and date of payment as entered during the payroll run.