Payroll Activity Detail Report – Multi-Period (ZH333)

Overview of the Report

This SAP report provides similar detail to other Payroll Activity reports, like the Accounting View of Payroll (ZH223) or Payroll Activity Detail (ZH262). The report has the additional capability to select the data for multiple fiscal periods to provide detail for fiscal year-to-date payroll activity. Other reports allow only one fiscal period to be displayed.

There are several key data points associated with this report:

- Allows the user to select a range of fiscal periods within a single fiscal year. There is no capability to run the report across fiscal years.
- Provides a "Cost Center" view, e.g. all employees funded on my cost objects whether those employees belong to my organization or not. The user can select to run the report for an organizational level or an individual cost object.
- Does NOT provide the "Employee View" option like some other Payroll Activity reports.
- Includes fringe benefit amounts, both standard fringes (GL account 610000) and supplemental fringes (610100) for each employee.
- Does NOT reflect direct postings to salary GL accounts via journal entries (direct postings to salary GL accounts are typically done by Sponsored Programs for retroactive changes or other monitored workload related adjustments). Retroactive entries processed through Payroll will be included in the report.
- Lists a summary of each employee for the selected fiscal periods.
- Provides the ability to drill-down on an employee to see the amount paid for each fiscal period.
- Also provides the ability to drill down on a fiscal period for Non-Exempt employees and see the amount for each payroll within the fiscal period.

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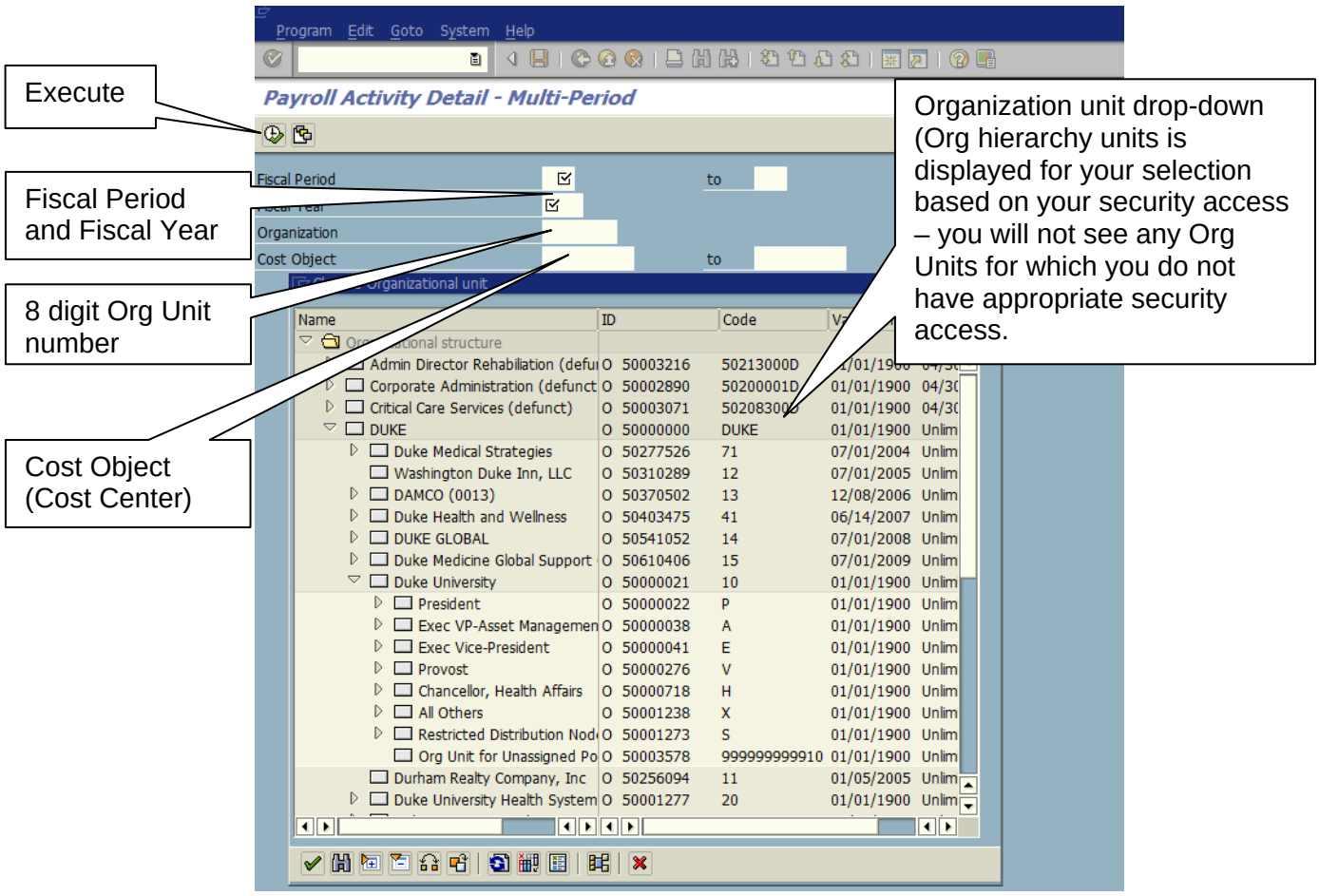
To run the report:

1. On the **SAP Easy Access – User Menu screen**,
   - Follow the menu path to access the report: **HR → Reporting → Payroll Activity Detail – Multi-Per** (double click on the name of the report).
   - ***OR*** use **Transaction Code ZH333 in the Command field** and click the **Enter** button.

On the Payroll Activity Detail – Multi-Period screen:



2. **REQUIRED**: Enter one or more **Fiscal Periods**– (e.g., 6 in the first field for just Period 6, or 1 in the first field and 6 in the second field to get periods 1 through 6).

3. **REQUIRED**: Enter a **Fiscal Year** – (e.g., 2013).

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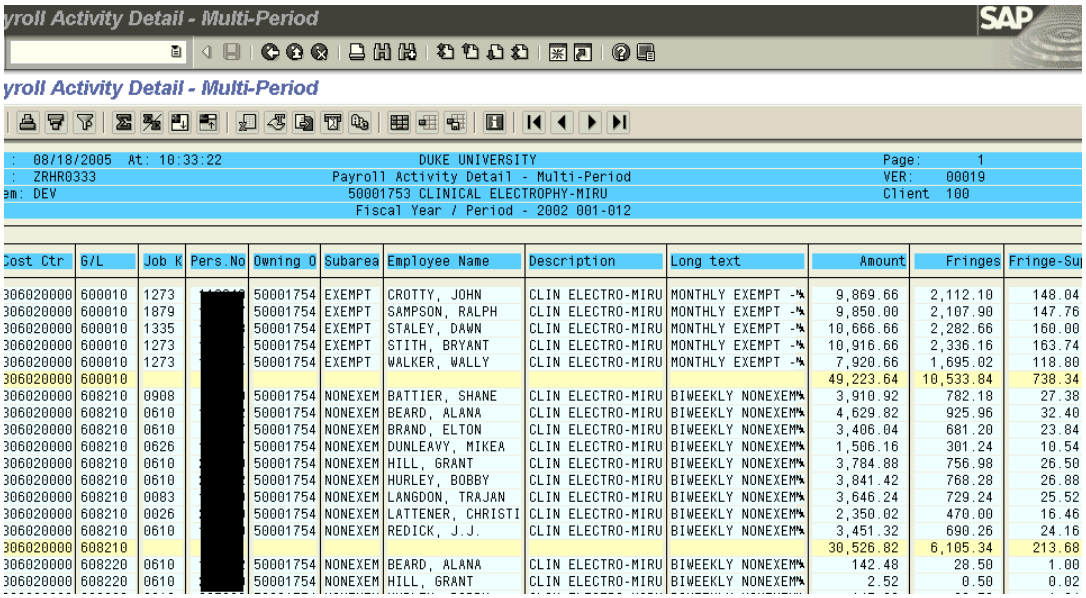
4. **REQUIRED:** Enter an **Organization unit number** (e.g., 50012345) - all Cost Objects in the selected Organization unit will be reported and you will only have access to the Organization units assigned to you in SAP.

   Note: *If you do not know the number, click on the* ***Dropdown*** *button to do a search for an organization unit number. Select Structure Search. Open the hierarchy by clicking on the plus (+) signs.*

5. *OPTIONAL:* Enter a **Cost Object** (**Cost Center, range of Cost Centers, or use the** **Multiple selection** button to add individual cost centers).

6. To run the report, click on the **Execute** button or press **F8**.



Cost Ctr	G/L	Job K	Pers.No	Owning O	Subarea	Employee Name	Description	Long text	Amount	Fringes	Fringe-Su
306020000	600010	1273	[redacted]	50001754	EXEMPT	CROTTY, JOHN	CLIN ELECTRO-MIRU	MONTHLY EXEMPT -%	9,869.66	2,112.10	148.04
306020000	600010	1879	[redacted]	50001754	EXEMPT	SAMPSON, RALPH	CLIN ELECTRO-MIRU	MONTHLY EXEMPT -%	9,850.00	2,107.90	147.76
306020000	600010	1335	[redacted]	50001754	EXEMPT	STALEY, DAWN	CLIN ELECTRO-MIRU	MONTHLY EXEMPT -%	10,666.66	2,282.66	160.00
306020000	600010	1273	[redacted]	50001754	EXEMPT	STITH, BRYANT	CLIN ELECTRO-MIRU	MONTHLY EXEMPT -%	10,916.66	2,336.16	163.74
306020000	600010	1273	[redacted]	50001754	EXEMPT	WALKER, WALLY	CLIN ELECTRO-MIRU	MONTHLY EXEMPT -%	7,920.66	1,695.02	118.80
306020000	600010								49,223.64	10,533.84	738.34
306020000	608210	0908	[redacted]	50001754	NONEXEM	BATTIER, SHANE	CLIN ELECTRO-MIRU	BIWEEKLY NONEXEM%	3,910.92	782.18	27.38
306020000	608210	0610	[redacted]	50001754	NONEXEM	BEARD, ALANA	CLIN ELECTRO-MIRU	BIWEEKLY NONEXEM%	4,629.82	925.96	32.40
306020000	608210	0610	[redacted]	50001754	NONEXEM	BRAND, ELTON	CLIN ELECTRO-MIRU	BIWEEKLY NONEXEM%	3,406.04	681.20	23.84
306020000	608210	0626	[redacted]	50001754	NONEXEM	DUNLEAVY, MIKEA	CLIN ELECTRO-MIRU	BIWEEKLY NONEXEM%	1,506.16	301.24	10.54
306020000	608210	0610	[redacted]	50001754	NONEXEM	HILL, GRANT	CLIN ELECTRO-MIRU	BIWEEKLY NONEXEM%	3,784.88	756.98	26.50
306020000	608210	0610	[redacted]	50001754	NONEXEM	HURLEY, BOBBY	CLIN ELECTRO-MIRU	BIWEEKLY NONEXEM%	3,841.42	768.28	26.88
306020000	608210	0083	[redacted]	50001754	NONEXEM	LANGDON, TRAJAN	CLIN ELECTRO-MIRU	BIWEEKLY NONEXEM%	3,646.24	729.24	25.52
306020000	608210	0026	[redacted]	50001754	NONEXEM	LATTENER, CHRISTI	CLIN ELECTRO-MIRU	BIWEEKLY NONEXEM%	2,350.02	470.00	16.46
306020000	608210	0610	[redacted]	50001754	NONEXEM	REDICK, J.J.	CLIN ELECTRO-MIRU	BIWEEKLY NONEXEM%	3,451.32	690.26	24.16
306020000	608210								30,526.82	6,105.34	213.68
306020000	608220	0610	[redacted]	50001754	NONEXEM	BEARD, ALANA	CLIN ELECTRO-MIRU	BIWEEKLY NONEXEM%	142.48	28.50	1.00
306020000	608220	0610	[redacted]	50001754	NONEXEM	HILL, GRANT	CLIN ELECTRO-MIRU	BIWEEKLY NONEXEM%	2.52	0.50	0.02

7. The report provides a list of employees and subtotals for each G/L Account with the Cost Center, as follows:
   - Cost Object (Cost Center or WBS Element)
   - G/L Accounts and corresponding G/L Account titles in the totals
   - Job Key (Job Code)
   - Personnel Number or Employee ID (Duke Unique ID)
   - Owning Organization (Organization to which the employee is assigned)
   - Personnel Subarea (Exempt, Nonexempt, Temporary, etc.)
   - Employee Name
   - Description of the Job Title
   - GL Account Long Text
   - Amount or Payroll Dollar Total – for the selected fiscal period or periods. Double click on a name for additional pay period or fiscal period data.
   - Fringe amount
   - Supplements

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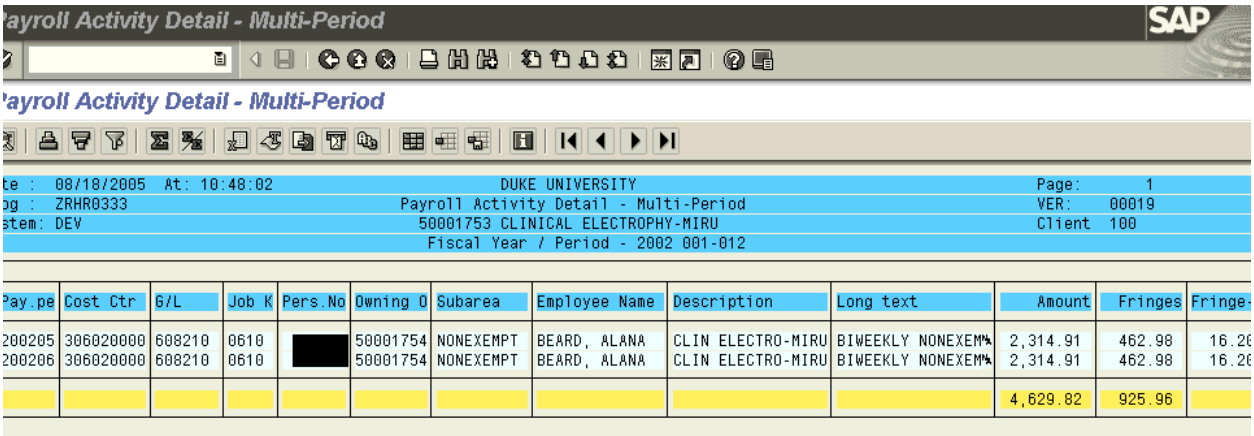
Note: *If you run the report on a higher level Organizational Unit, the Organizational Units under that are separated and GL Accounts are totaled.*

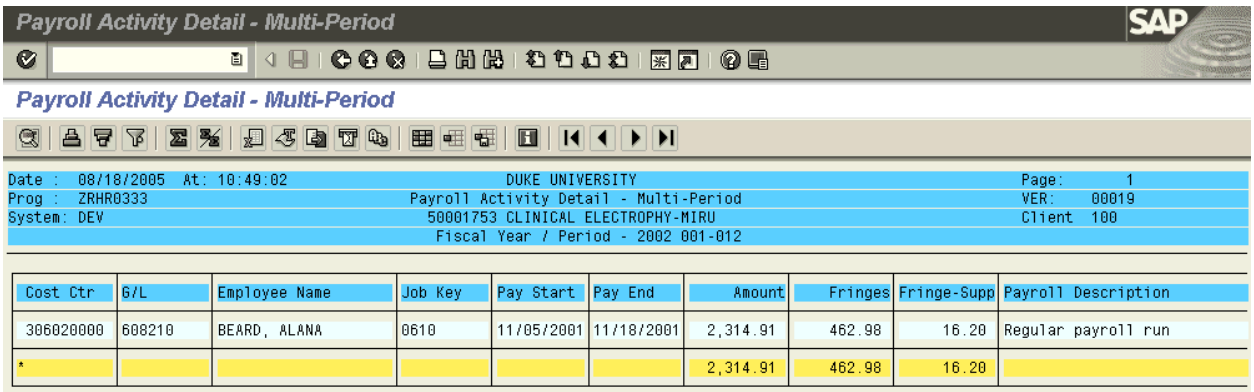
8. Double click on a line item to drill down on an individual line item (employee) to see activity detailed by Fiscal period.



Pay.pe	Cost Ctr	G/L	Job K	Pers.No	Owning O	Subarea	Employee Name	Description	Long text	Amount	Fringes	Fringe-
200205	306020000	608210	0610	[redacted]	50001754	NONEXEMPT	BEARD, ALANA	CLIN ELECTRO-MIRU	BIWEEKLY NONEXEM%	2,314.91	462.98	16.20
200206	306020000	608210	0610		50001754	NONEXEMPT	BEARD, ALANA	CLIN ELECTRO-MIRU	BIWEEKLY NONEXEM%	2,314.91	462.98	16.20
										4,629.82	925.96	

9. Review the drill-down results (shown per the step above) to see activity detailed by Fiscal Period if more than one period was selected (see example above).

10. On non-exempt positions, double click on a Fiscal Period line for an employee to drill-down and see activity by Pay Period.



Cost Ctr	G/L	Employee Name	Job Key	Pay Start	Pay End	Amount	Fringes	Fringe-Supp	Payroll Description
306020000	608210	BEARD, ALANA	0610	11/05/2001	11/18/2001	2,314.91	462.98	16.20	Regular payroll run
*						2,314.91	462.98	16.20	

11. Review the drill-down results (shown per the step above) to see activity detailed by Pay Period for non-exempt positions (see example above).

Note: *This report may be printed or exported to Excel per the standard steps outlined in any SAP reporting guide (steps for exporting are included in this quick reference as well).*

Optional: Saving and Getting a Selection Screen Variant

This option allows you to save the selection criteria for a particular report as a variant, and easily "get" and use this variant to enter the selection criteria for this report again.

After you've entered the selection criteria on the initial screen of a report:

1. Click on the **Save as variant** button

2. **Required**: enter a **unique** name for your variant in the Variant name field.

   Note: A variant name can contain alpha and numeric characters. All variants are stored; so, the name needs to be unique.

3. **Required**: enter a description of the report variant in the Description field.

4. Click on the **Save** button.

When you come back later to the initial screen of a report, you can get a saved variant for that report as follows:

5. Follow the menu path given below:

   Goto → Variants → Get

   Or press **Shift+F5**

6. Scroll through the *Variant Directory* window for the Variant name and Short description

7. Double click anywhere on the desired variant to choose that variant.

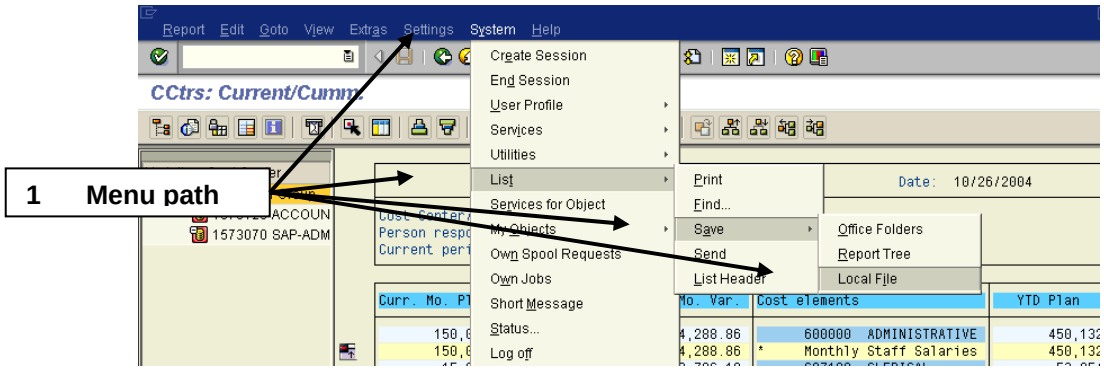
8. Verify that the correct selection criteria appeared in the input fields from the variant (for example, you may want to change the fiscal period or the year).

9. Click on the **Execute** button or press **F8** to generate the report.

Optional: Exporting the Report

Note: *Once in a report, there are **several ways** to export a report to Excel depending on the report. **Two basic ways** are outlined in this section and depend on whether an* **Export** *button is available or not.*

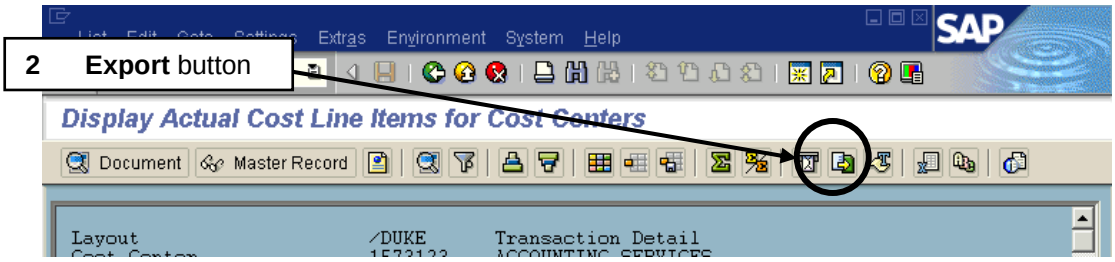
To export a report to Excel where the Export button is not available:



1. Follow the menu path: **System** → **List** → **Save** → **Local File**.

OR

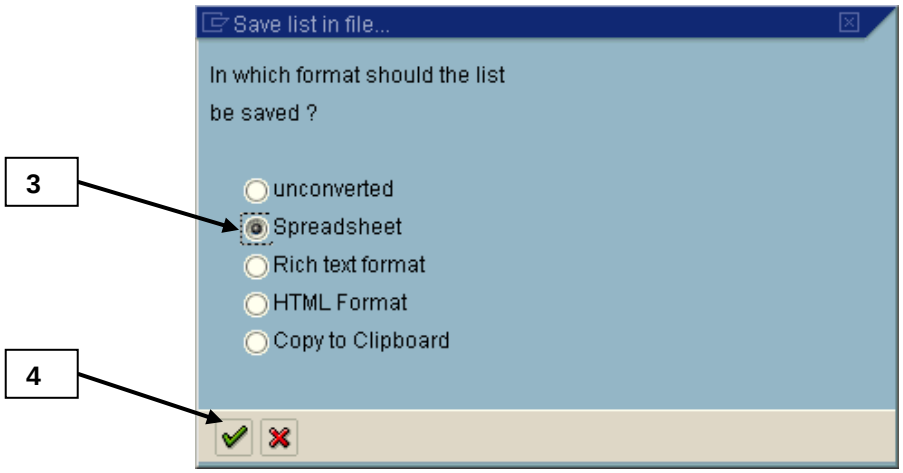
To export a report to Excel for reports which have the Export button:



2. Click the **Export** button (menu path: **List** → **Export** → **Local File…**)

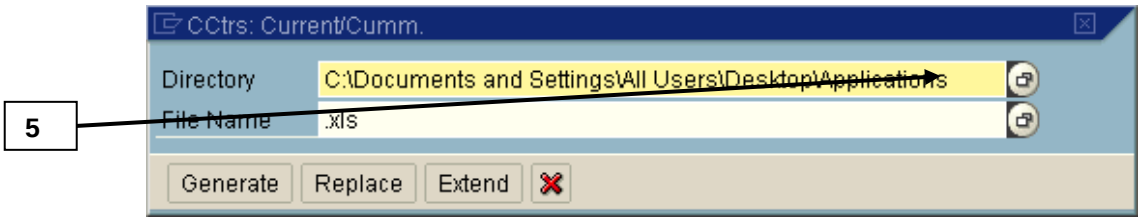
<u>Once one of the two methods is used, the rest of the steps are the same</u>:

In the *Save list in file…* dialog box:



3. Click on **Spreadsheet** button.
4. Click on the **Continue (Enter)** button.

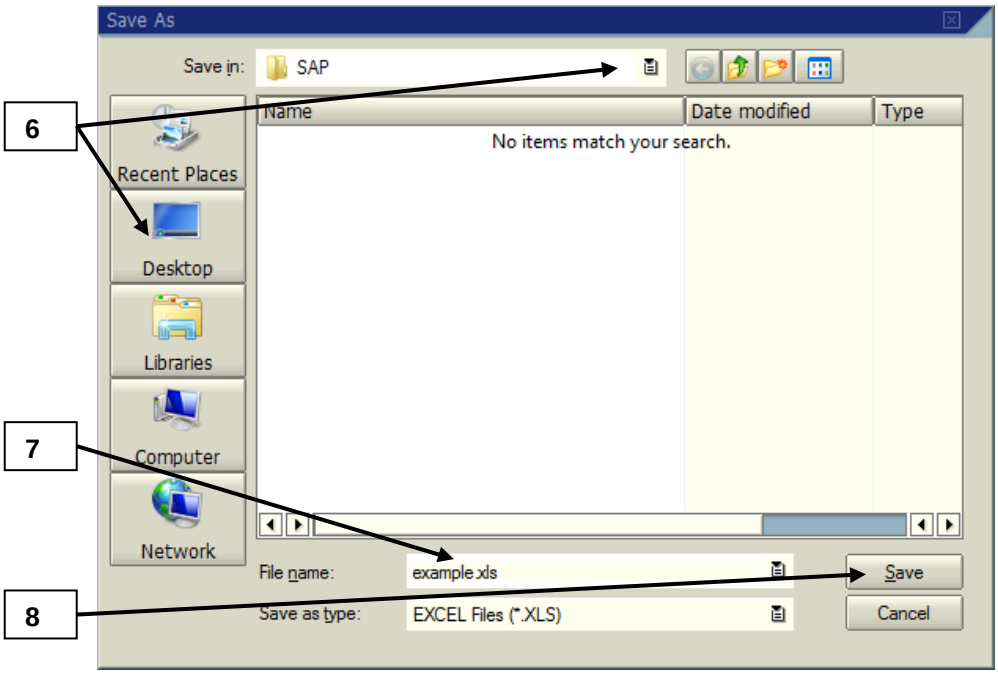
In the dialog box (*name varies by report*):



5. Click on the **Drop-down** button in the **Directory** field.

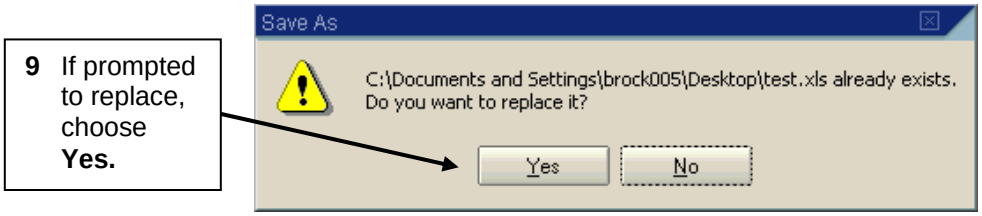
   *Note: If the directory path is known, enter the **path** in the **Directory** field, enter the **file name with an extension of .xls** in the **File Name** field, and click on **Generate** button (**skip next steps**). If message prompts that **file already exists**, then click on the **Replace** button.*

In the *Save As* dialog box:



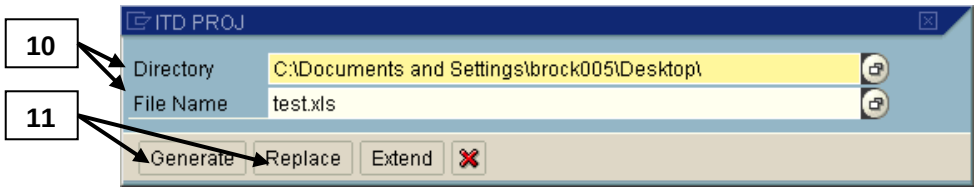
6. Use the **Drop Down** button in the **Save in** field or a button like Desktop in the left margin of the box to locate a **directory path** (where to save the file on your computer).
7. Enter the **file name with extension of .xls** for Excel.
8. Click on the **Save** button.

IF PROMPTED, in the *Save As (warning message)* dialog box:



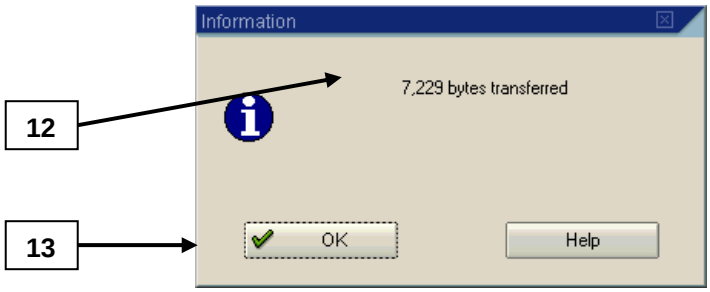
9. **<u>If prompted</u>** to **replace the file**, click on the **Yes** button.

In the dialog box (*name varies by report*):



10. Ensure the **Directory** and **File Name** fields are correct.
11. Click on either the **Generate** or **Replace** button as appropriate.

In the *Information* dialog box:



12. Review the message stating that bytes were transferred (indicating that the export to Excel was successful).
13. Click the **OK** button to close the message.

<u>Once the file is exported to Excel:</u>

14. Manually open Excel and retrieve the exported file (or open from desktop if applicable).
15. ***<u>IMPORTANT</u>***: Once changes or formatting have been done, **save the Excel file** per specific instructions below:
    - Use the menu path: **File->Save as**
    - **Remove the quotation marks ("xxx")** from the **File name**.
    - Choose **Microsoft Excel Workbook** as the **File type.**

    *Note: Otherwise, **changes will not be saved.***
16. Exit Excel when ready (the SAP R/3 window is still active and you will return to that window when Excel is closed).