PC00_M99_CWTR - Run Wage Type Reporter

Purpose

Use this procedure to view payroll results by wage type.

Trigger

Perform this procedure to determine that employee time has posted to the correct wage type or to reconcile financial postings with payroll results for a wage type.

Prerequisites

None

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

PC00_M99_CWTR

Helpful Hints

The Wage Type Reporter contains information which is sensitive and confidential. Employees assigned to this role shall not disclose confidential and/or sensitive employee information by any means except in accordance with City-wide and bureau specific policies and regulations and as outlined in the City of Portland Human Resources Administrative Rules. Employee is also responsible for the safekeeping of such information, documents and material and for the handling of such information, material and documents so as to prevent their disclosure to unauthorized persons.

- R/O/C column in tables represents Required, Optional, or Conditional entry

PC00_M99_CWTR - Run Wage Type Reporter

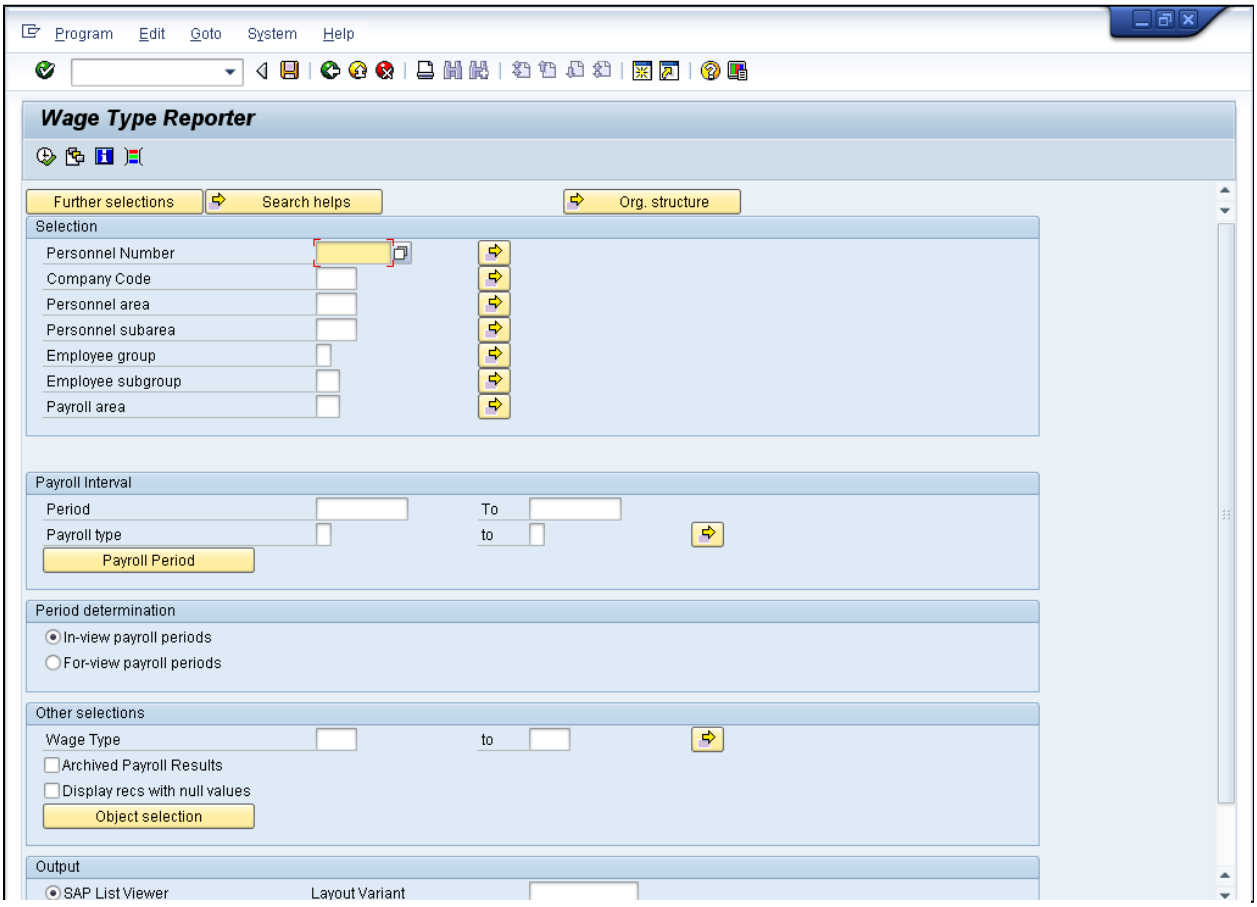
- To test a new wage type, enter the end date for the payroll period in both the **Period** start date and the **To** date fields in the **Payroll Interval** section; Z1 in the **Payroll area**; blank to S in the **Payroll type** fields; check **In-view payroll periods**; and enter the wage type.
- To report payroll costs by wage type for general ledger account reconciliation: enter the wage type or GL account; enter the first day of the month in the Period start date field and last day of the month in the **To** date field; enter Z1 in the **Payroll area**; leave the first field for **Payroll type** blank and enter "S" in the second field; and ensure the radio button next to **In-view payroll periods** is selected**.**
- Always enter Z1 CoP Bi-Weekly in the **Payroll area** field.
- Payroll period results do not always match financial postings by posting date due to the processing of off-cycle payments.
- You can enter the type of payroll you want to evaluate in the **Payroll type** fields. Enter "blank to S" to include all Payroll types - Regular payroll run, bonus payment, correction accounting, manual check and additional payment.
- Ensure the radio button next to **In-view payroll periods** is selected in the **Payroll Determination** section. This includes all payroll results created during that payroll period. The results of In-view matches financial postings more closely than the For-view option.
- Click **Further selections** to find Business Area and Cost Center. These cost objects can be used to narrow the report returns.
- **DO NOT** change another user's layout. Instead, create and save a User-Specific layout.
- Sort, Filter, Sub-total, and Total functions can be used to aid in the analysis of payroll costs

PC00_M99_CWTR - Run Wage Type Reporter

Procedure

1. Start the transaction using the menu path or transaction code.

Wage Type Reporter



2. As required, complete/review the following fields:

Field	R/O/C	Description
Payroll area	R	A group of employees for whom the payroll is to be run on the same date regardless of their status. **Example:** Z1

Always enter Z1 - CoP Bi-Weekly in the **Payroll area** field.

PC00_M99_CWTR - Run Wage Type Reporter

3. As required, complete/review the following fields:

Field	R/O/C	Description
Period	R	Unit of measure that divides a fiscal year. **Example:** 03/02/2011
To	R	Upper limit of the range of time covered in the report. **Example:** 03/02/2011

Enter the end date for the payroll period in both the **Period** start date and the **To** date fields in the **Payroll Interval** section.

4. As required, complete/review the following fields:

Field	R/O/C	Description
Payroll type	R	**Example:**
to	R	Upper limit of the range of time covered in the report. **Example:** S

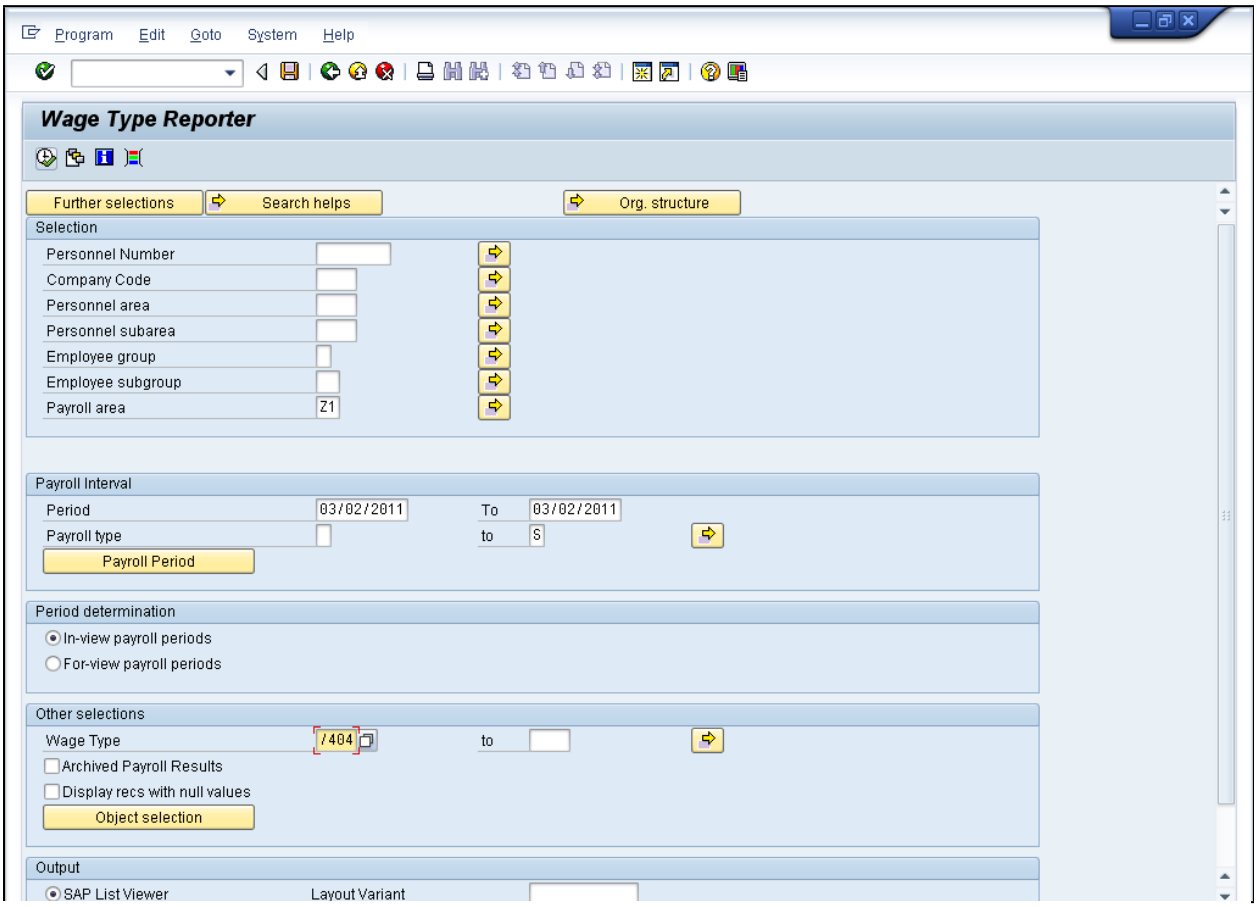
Leave the first field blank and enter "S" in the second field to include all Payroll types. The **Payroll type** fields allow you to select Regular payroll run, Bonus payment, Correction accounting, Manual check, and Additional payment.

5. As required, complete/review the following fields:

Field	R/O/C	Description
Wage Type	R	Used to make a distinction between different amounts of money or time units that are included in various ways in the calculation of employee remuneration. **Example:** /404

PC00_M99_CWTR - Run Wage Type Reporter

Wage Type Reporter

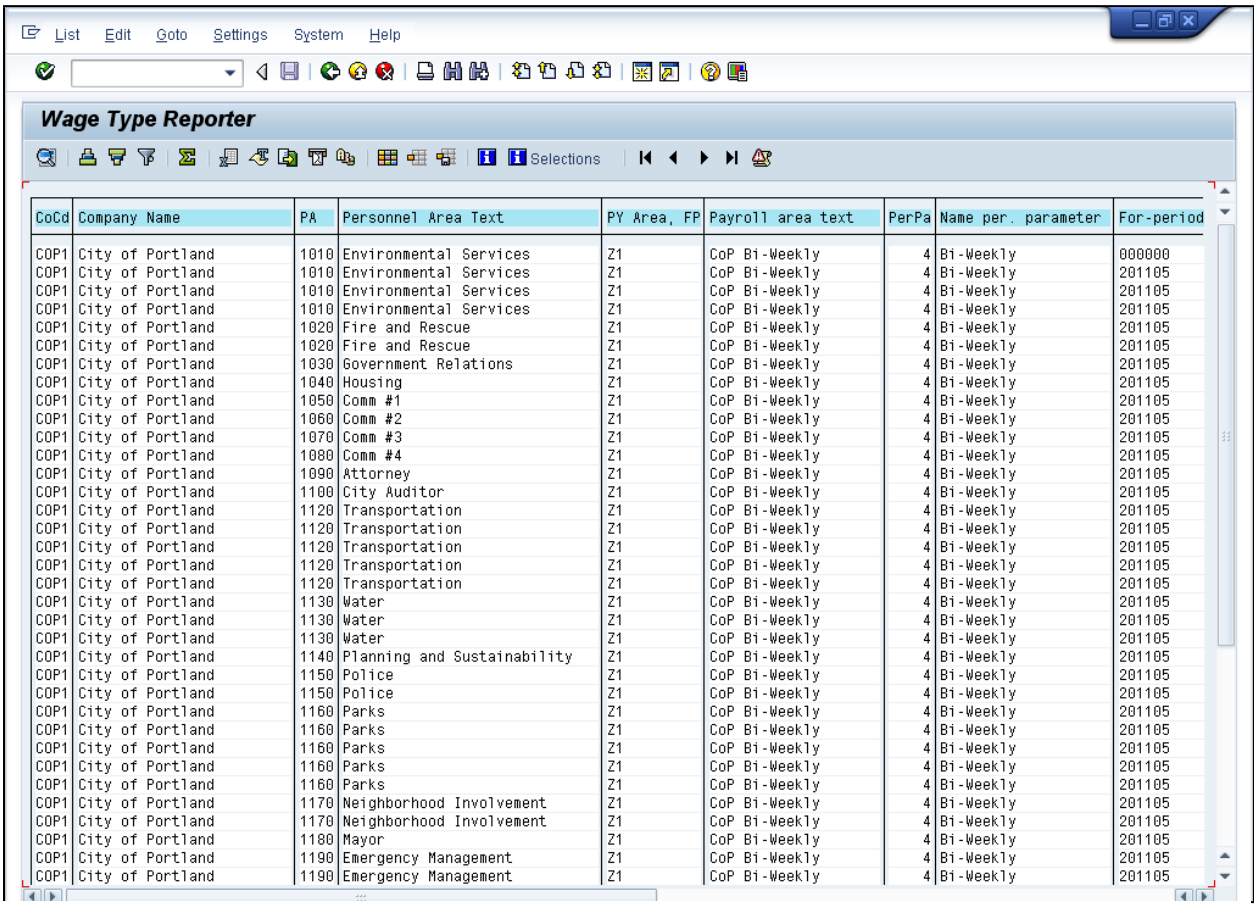


6. Click **Execute** button .

Ensure the radio button next to **In-view payroll periods** is selected in the **Payroll Determination** section. This includes all payroll results created during that payroll period. In-view matches financial postings more closely than the For-view option.

PC00_M99_CWTR - Run Wage Type Reporter

Wage Type Reporter



List Edit Goto Settings System Help

Wage Type Reporter

Selections

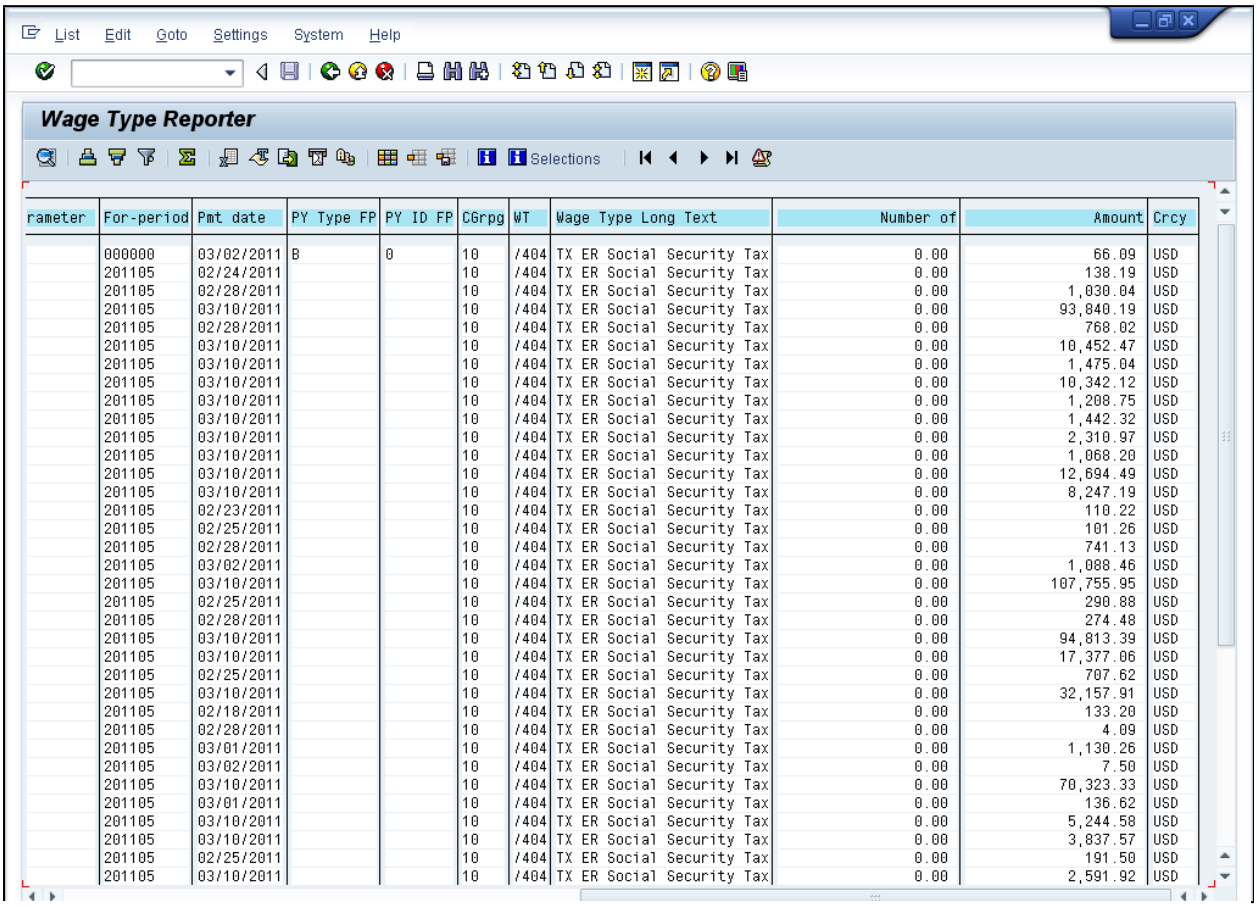
CoCd	Company Name	PA	Personnel Area Text	PY Area, FP	Payroll area text	PerPa	Name per. parameter	For-period
COP1	City of Portland	1010	Environmental Services	Z1	CoP Bi-Weekly	4	Bi-Weekly	000000
COP1	City of Portland	1010	Environmental Services	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1010	Environmental Services	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1010	Environmental Services	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1020	Fire and Rescue	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1020	Fire and Rescue	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1030	Government Relations	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1040	Housing	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1050	Comm #1	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1060	Comm #2	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1070	Comm #3	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1080	Comm #4	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1090	Attorney	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1100	City Auditor	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1120	Transportation	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1120	Transportation	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1120	Transportation	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1120	Transportation	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1120	Transportation	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1130	Water	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1130	Water	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1130	Water	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1140	Planning and Sustainability	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1150	Police	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1150	Police	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1160	Parks	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1160	Parks	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1160	Parks	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1160	Parks	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1160	Parks	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1170	Neighborhood Involvement	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1170	Neighborhood Involvement	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1180	Mayor	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1190	Emergency Management	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105
COP1	City of Portland	1190	Emergency Management	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105

7. Click to scroll right.

DO NOT change another user's layout. Instead, create and save a User-Specific layout.

PC00_M99_CWTR - Run Wage Type Reporter

Wage Type Reporter



List Edit Goto Settings System Help

Wage Type Reporter

Selections

rameter	For-period	Pmt date	PY Type FP	PY ID FP	CGrpg	WT	Wage Type Long Text	Number of	Amount	Crcy
	000000	03/02/2011	B	0	10	/404	TX ER Social Security Tax	0.00	66.09	USD
	201105	02/24/2011			10	/404	TX ER Social Security Tax	0.00	138.19	USD
	201105	02/28/2011			10	/404	TX ER Social Security Tax	0.00	1,030.04	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	93,840.19	USD
	201105	02/28/2011			10	/404	TX ER Social Security Tax	0.00	768.02	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	10,452.47	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	1,475.04	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	10,342.12	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	1,208.75	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	1,442.32	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	2,310.97	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	1,068.20	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	12,694.49	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	8,247.19	USD
	201105	02/23/2011			10	/404	TX ER Social Security Tax	0.00	110.22	USD
	201105	02/25/2011			10	/404	TX ER Social Security Tax	0.00	101.26	USD
	201105	02/28/2011			10	/404	TX ER Social Security Tax	0.00	741.13	USD
	201105	03/02/2011			10	/404	TX ER Social Security Tax	0.00	1,088.46	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	107,755.95	USD
	201105	02/25/2011			10	/404	TX ER Social Security Tax	0.00	290.88	USD
	201105	02/28/2011			10	/404	TX ER Social Security Tax	0.00	274.48	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	94,813.39	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	17,377.06	USD
	201105	02/25/2011			10	/404	TX ER Social Security Tax	0.00	707.62	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	32,157.91	USD
	201105	02/18/2011			10	/404	TX ER Social Security Tax	0.00	133.20	USD
	201105	02/28/2011			10	/404	TX ER Social Security Tax	0.00	4.09	USD
	201105	03/01/2011			10	/404	TX ER Social Security Tax	0.00	1,130.26	USD
	201105	03/02/2011			10	/404	TX ER Social Security Tax	0.00	7.50	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	70,323.33	USD
	201105	03/01/2011			10	/404	TX ER Social Security Tax	0.00	136.62	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	5,244.58	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	3,837.57	USD
	201105	02/25/2011			10	/404	TX ER Social Security Tax	0.00	191.50	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	2,591.92	USD

8. Click **Amount** Amount to select that column.

Sort, Filter, Subtotal, and Total functions can be used to aid in the analysis of payroll costs.

9. Click **Total** button Σ.

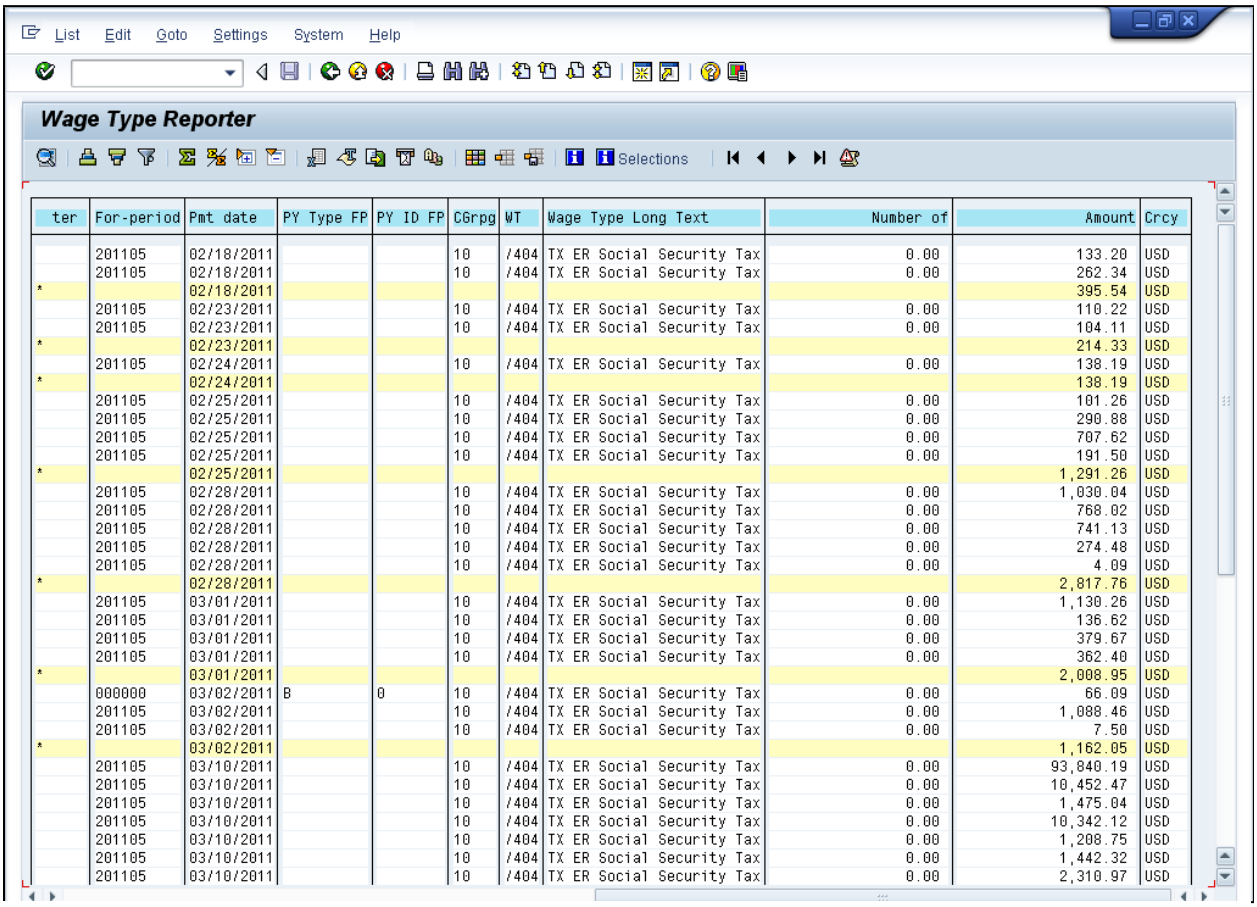
10. Click **Pmt date** Pmt date to select that column.

11. Click **Subtotals** button Σ.

Payroll period results do not always match financial postings by posting date due to the processing of off-cycle payments.

PC00_M99_CWTR - Run Wage Type Reporter

Wage Type Reporter



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Wage Type Reporter

Selections

ter	For-period	Pmt date	PY Type FP	PY ID FP	CGrpg	WT	Wage Type Long Text	Number of	Amount	Crcy
	201105	02/18/2011			10	/404	TX ER Social Security Tax	0.00	133.20	USD
	201105	02/18/2011			10	/404	TX ER Social Security Tax	0.00	262.34	USD
*		02/18/2011							395.54	USD
	201105	02/23/2011			10	/404	TX ER Social Security Tax	0.00	110.22	USD
	201105	02/23/2011			10	/404	TX ER Social Security Tax	0.00	104.11	USD
*		02/23/2011							214.33	USD
	201105	02/24/2011			10	/404	TX ER Social Security Tax	0.00	138.19	USD
*		02/24/2011							138.19	USD
	201105	02/25/2011			10	/404	TX ER Social Security Tax	0.00	101.26	USD
	201105	02/25/2011			10	/404	TX ER Social Security Tax	0.00	290.88	USD
	201105	02/25/2011			10	/404	TX ER Social Security Tax	0.00	707.62	USD
	201105	02/25/2011			10	/404	TX ER Social Security Tax	0.00	191.50	USD
*		02/25/2011							1,291.26	USD
	201105	02/28/2011			10	/404	TX ER Social Security Tax	0.00	1,030.04	USD
	201105	02/28/2011			10	/404	TX ER Social Security Tax	0.00	768.02	USD
	201105	02/28/2011			10	/404	TX ER Social Security Tax	0.00	741.13	USD
	201105	02/28/2011			10	/404	TX ER Social Security Tax	0.00	274.48	USD
	201105	02/28/2011			10	/404	TX ER Social Security Tax	0.00	4.09	USD
*		02/28/2011							2,817.76	USD
	201105	03/01/2011			10	/404	TX ER Social Security Tax	0.00	1,130.26	USD
	201105	03/01/2011			10	/404	TX ER Social Security Tax	0.00	136.62	USD
	201105	03/01/2011			10	/404	TX ER Social Security Tax	0.00	379.67	USD
	201105	03/01/2011			10	/404	TX ER Social Security Tax	0.00	362.40	USD
*		03/01/2011							2,008.95	USD
	000000	03/02/2011	B	0	10	/404	TX ER Social Security Tax	0.00	66.09	USD
	201105	03/02/2011			10	/404	TX ER Social Security Tax	0.00	1,088.46	USD
	201105	03/02/2011			10	/404	TX ER Social Security Tax	0.00	7.50	USD
*		03/02/2011							1,162.05	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	93,840.19	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	10,452.47	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	1,475.04	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	10,342.12	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	1,208.75	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	1,442.32	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	2,310.97	USD

12. Drag the scroll bar to display the bottom of the page.

PC00_M99_CWTR - Run Wage Type Reporter

Wage Type Reporter

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Wage Type Reporter

Selections

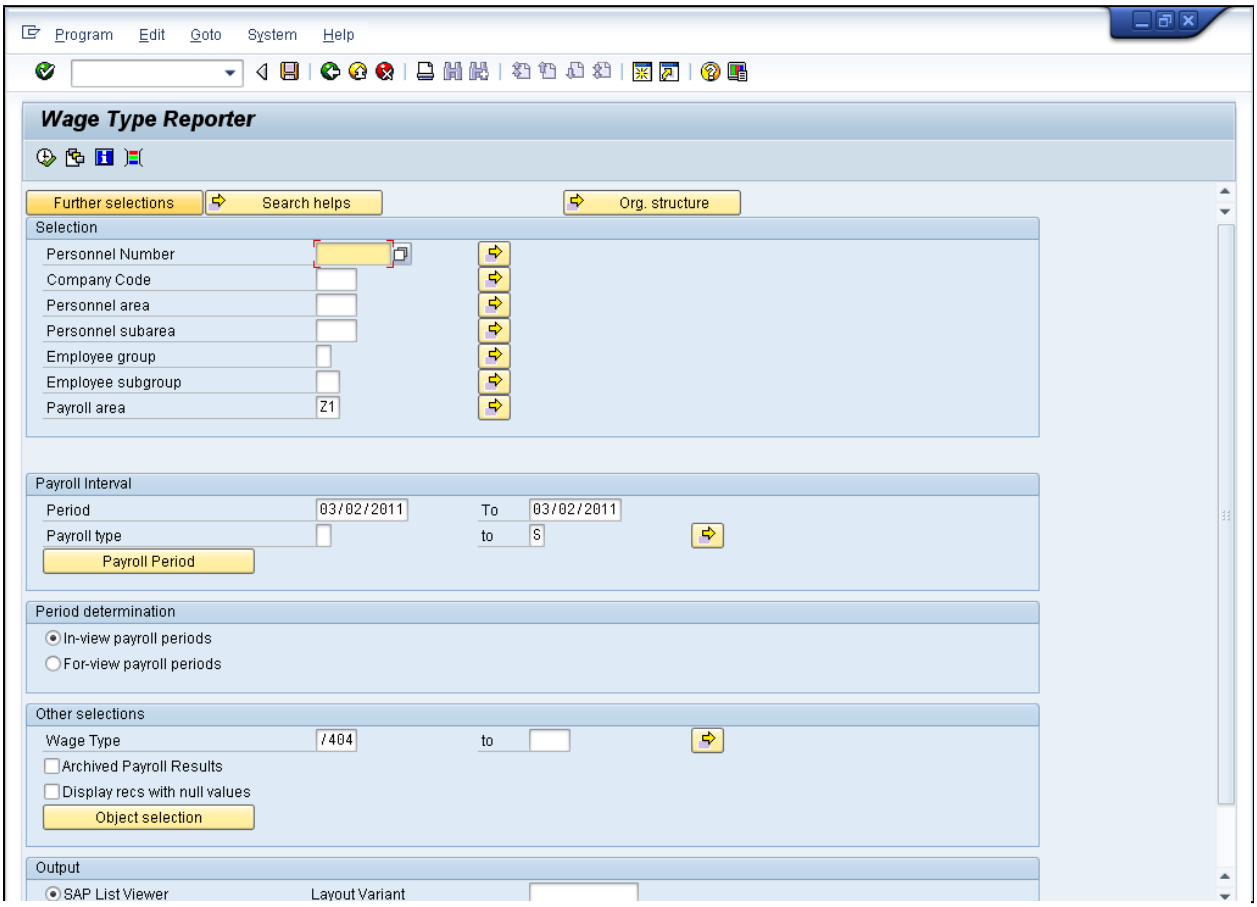
ter	For-period	Pmt date	PY Type FP	PY ID FP	CGrpg	WT	Wage Type Long Text	Number of	Amount	Crcy
	201105	03/02/2011			10	/404	TX ER Social Security Tax	0.00	7.50	USD
*		03/02/2011							1,162.05	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	93,840.19	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	10,452.47	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	1,475.04	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	10,342.12	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	1,208.75	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	1,442.32	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	2,310.97	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	1,068.20	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	12,694.49	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	8,247.19	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	107,755.95	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	94,813.39	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	17,377.06	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	32,157.91	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	70,323.33	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	5,244.58	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	3,837.57	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	2,591.92	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	22,927.41	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	26,600.99	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	1,646.27	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	2,721.87	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	12,437.98	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	40,948.58	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	6,270.59	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	10,036.88	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	9,576.32	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	33,131.69	USD
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	693.54	USD
*		03/10/2011							644,175.57	USD
**									652,203.65	USD

13. Click ** to collaspe **Pmt date** and **Amount**.

14. Click **Back** button .

PC00_M99_CWTR - Run Wage Type Reporter

Wage Type Reporter

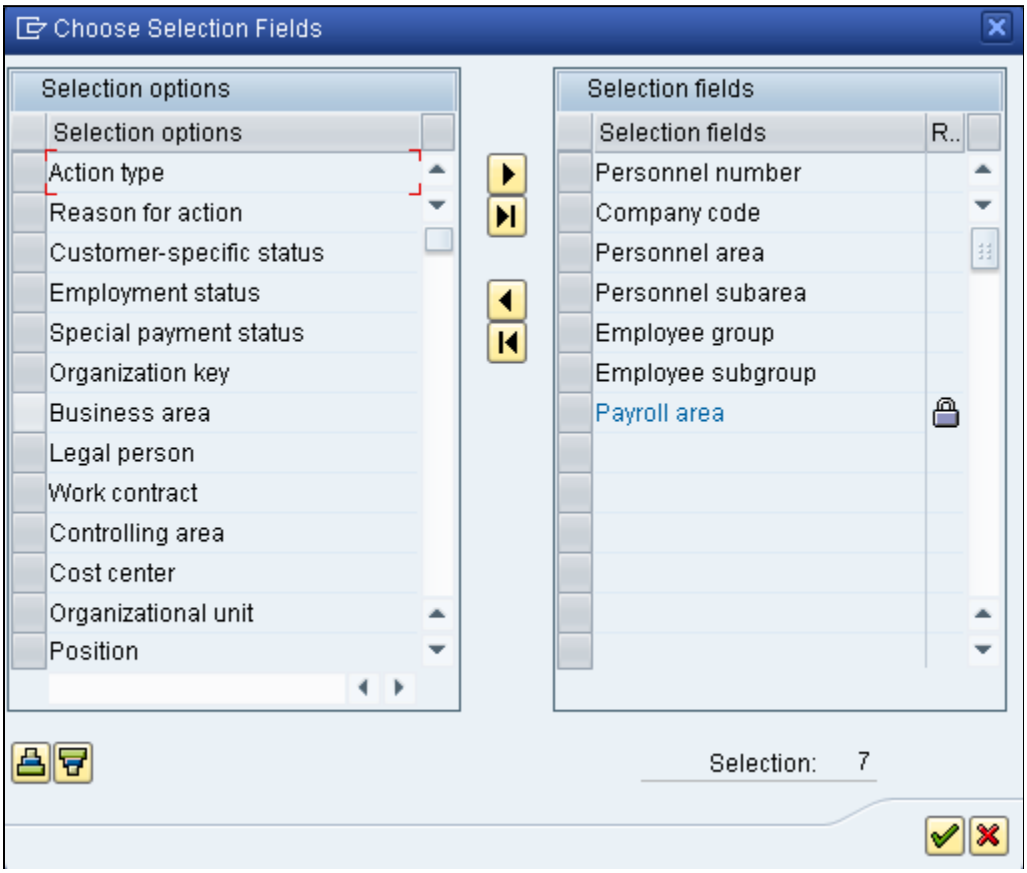


15. Click **Further selections** button
.

Click **Further selections** to find Business Area and Cost Center. These cost objects can be used to narrow the report returns.

PC00_M99_CWTR - Run Wage Type Reporter

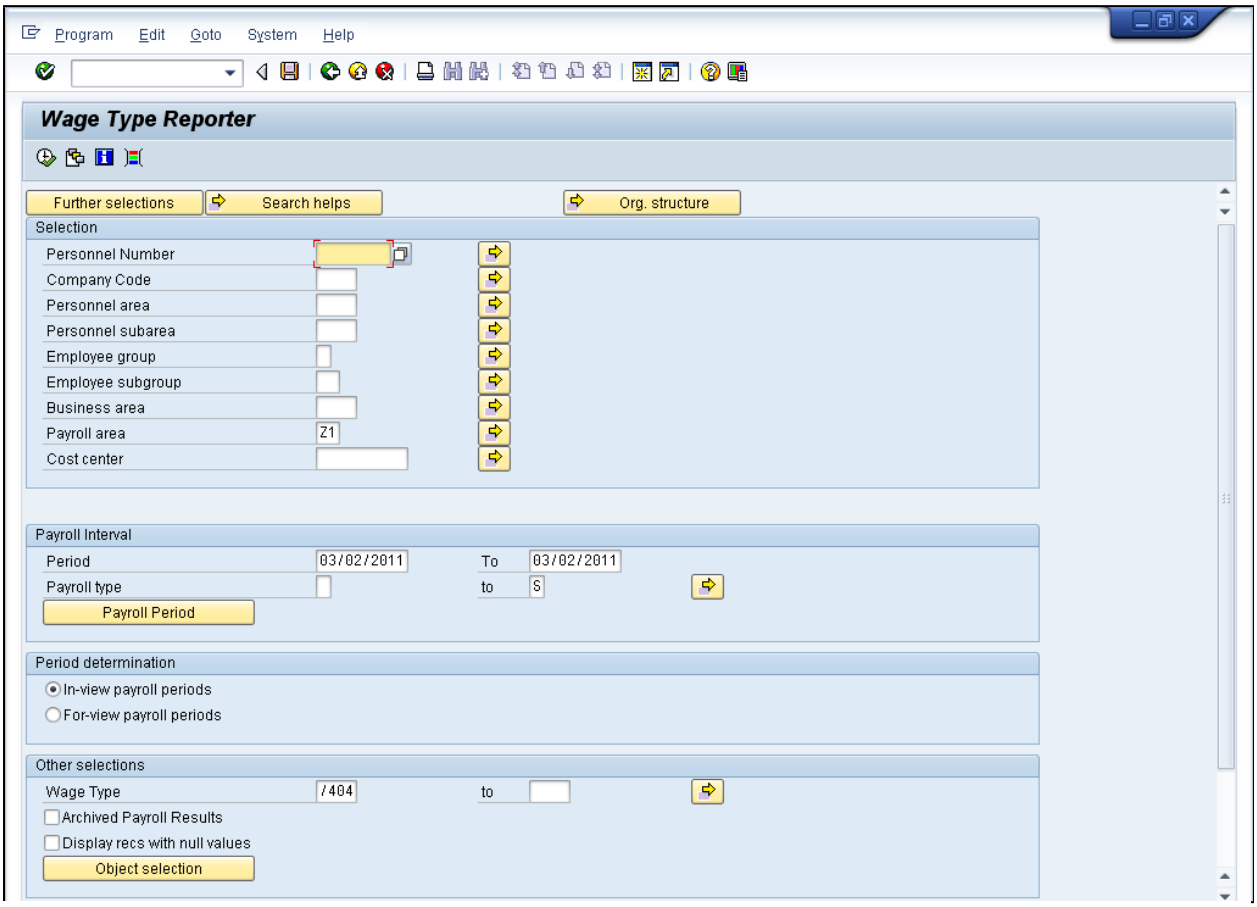
Choose Selection Fields



16. Click the record indicator button next **Business area** to choose that selection field.
17. Click **Select**.
18. Click the record indicator button next **Cost center** to choose that selection field.
19. Click **Select** button.
20. Click **Continue** button.

PC00_M99_CWTR - Run Wage Type Reporter

Wage Type Reporter



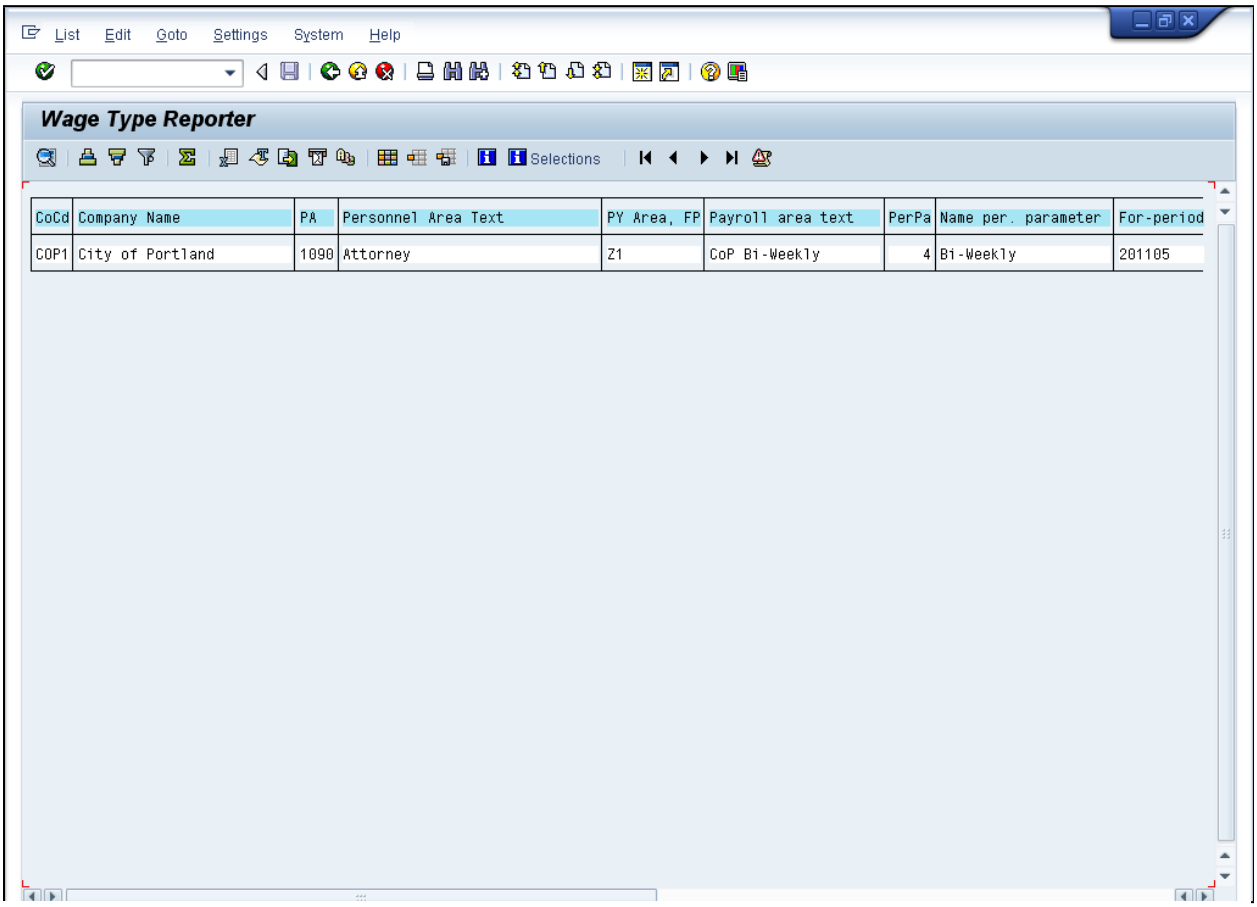
21. As required, complete/review the following fields:

Field	R/O/C	Description
Business area	R	An organizational unit of financial accounting that represents a separate area of operations or responsibilities within an organization and to which value changes recorded in Financial Accounting can be allocated. **Example:** AT00

22. Click **Execute** button .

PC00_M99_CWTR - Run Wage Type Reporter

Wage Type Reporter

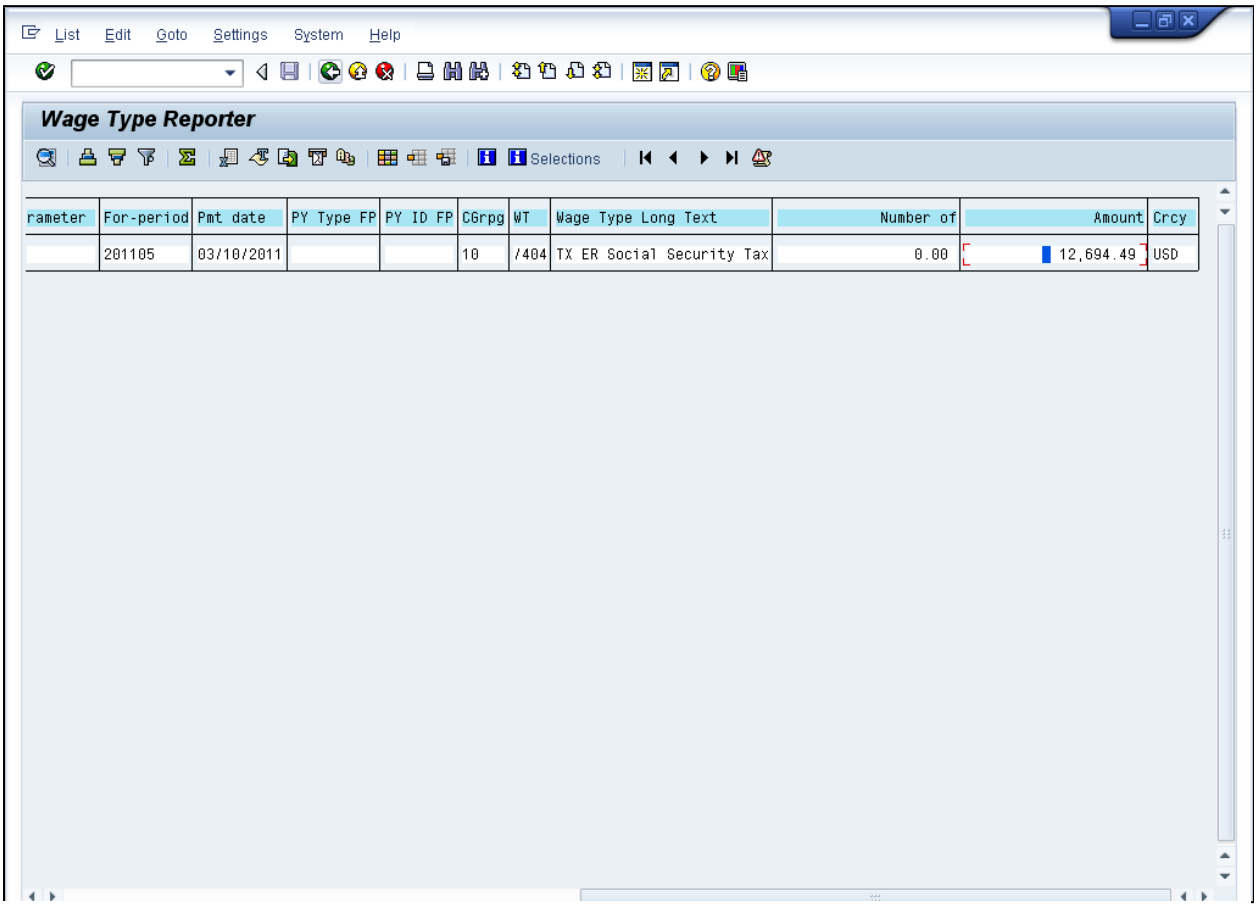


CoCd	Company Name	PA	Personnel Area Text	PY Area, FP	Payroll area text	PerPa	Name per. parameter	For-period
COP1	City of Portland	1090	Attorney	Z1	CoP Bi-Weekly	4	Bi-Weekly	201105

23. Drag the scroll bar to display the right side of the page.

PC00_M99_CWTR - Run Wage Type Reporter

Wage Type Reporter



rameter	For-period	Pmt date	PY Type FP	PY ID FP	CGrpg	WT	Wage Type Long Text	Number of	Amount	Crcy
	201105	03/10/2011			10	/404	TX ER Social Security Tax	0.00	12,694.49	USD

24. Click **Back** button .

PC00_M99_CWTR - Run Wage Type Reporter

Result

You have successfully run the wage type reporter.