



PUOCBA

Work Instruction

PUOCBA - Batch Subsequent Off-Cycle Activities

Purpose

Use this procedure to create Off-Cycle Checks.

Trigger

Perform this procedure when a check is needed outside of the regular payroll run.

Prerequisites

Payroll has been exited

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

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Helpful Hints

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



PUOCBA - Batch Subsequent Off-Cycle Activities

Procedure



1. Start the transaction using the menu path or transaction code. The *Subsequent Processes of Off-Cycle Activities* screen displays.

Subsequent Processes of Off-Cycle Activities

The screenshot shows the SAP 'Subsequent Processes of Off-Cycle Activities' screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main content area is divided into several sections:

- Batch processing type:** Includes radio buttons for 'Payroll', 'Check replcemnt', and 'Reversal'. Under 'Payroll', there are four checked checkboxes: 'Regular payroll on-demand', 'Bonus accounting', 'Correction accounting', and 'Payroll results adjustment'.
- Parameters for process model:** Contains a 'Process Model' field with a yellow background and a matchcode icon.
- Further restrictions:** Includes input fields for 'Country Grouping' (value 10), 'Payroll area', 'Personnel Number', 'Run Date', and 'Identification'. There are also 'to' fields and arrows for range selection.

The status bar at the bottom right shows 'QR2 (1) 530', 'sapqr2', and 'INS'.

2. Click **Process Model** field  .
3. Click **Process Model** matchcode  . The *Model identifier (XXXX) YYYY Entries found* list displays.



PUOCBA - Batch Subsequent Off-Cycle Activities


Model identifier (XXXX) YYYY Entries found

Model identifier (1) 28 Entries found

Restrictions

CL	AT	Model ID	Title of process model
530	OC	SAPNOOC	HR-NO Proces Model, Off-Cycle, subsequent payroll programs
530	OC	SAPNZOC	HR Process Model, Off-Cycle, Subsequent Payroll Programs
530	OC	SAPQOC	HR Process Model, Off-Cycle, Subsequent Payroll Programs
530	OC	SAPSEOC	
530	OC	SAPUSADV	Model Process Model: Advance Payment
530	OC	SAPUSBON	Model Process Model: Regular Payroll Run
530	OC	SAPUSCRP	HR Process Model, Off-Cycle, Reprint Replaced Checks
530	OC	SAPUSLTI	Model Process Model: LTI Payroll
530	OC	SAPUSOC	HR Process Model, Off-Cycle, Subsequent Payroll Programs
530	OC	SAPUSOCV	HR Process Model, Off-Cycle, posting after reversal
530	OC	SAPVEADT	Mass Processing of Advanced Payments (Venezuela)
530	OC	SAPVEOC	Process for OC Payments (Venezuela)?
530	OC	SAPXXCRP	HR Process Model, Off-Cycle, Reprint Replaced Checks
530	OC	SAPXXOC	HR Process Model, Off-Cycle, Subsequent Payroll Programs
530	OC	SAPXXOCV	HR Process Model, Off-Cycle, Posting After Reversal
530	OC	SAPXXPRE	Mass Printing of the ESS Salary Statement
530	OC	SAPZAOC	
530	OC	ZHRCOPOC	HR Process Model, Off-Cycle, Subsequent Payroll Programs
530	OC	ZHRCOPRP	HR Process Model, Off-Cycle, Reprint Replaced Checks

28 Entries found

4. Select **ZHRCOPOC** list item **ZHRCOPOC** . The row highlights.
5. Click **Enter (continue)** button  .



PUOCBA - Batch Subsequent Off-Cycle Activities

Subsequent Processes of Off-Cycle Activities

6. 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






PUOCBA

Work Instruction

PUOCBA - Batch Subsequent Off-Cycle Activities

Field	R/O/C	Description
Personnel Number	R	A unique, identification number for personnel assigned as it is processed in SAP; the system automatically assigns this number. Example: 35

7. Click **Execute** button  .
8. Click **Back** button  .
9. Click **Exit** button  .



PUOCBA

Work Instruction

PUOCBA - Batch Subsequent Off-Cycle Activities

Result

You have successfully created Off-Cycle Checks.