



## PC00\_M10\_CALC

### Work Instruction

## PC00\_M10\_CALC Run Payroll

### Purpose

Use this procedure to run a bi-weekly payroll.

### Trigger

Perform this procedure when the payroll simulation run is complete.

### Prerequisites

- Time evaluation is complete
- Payroll simulation is complete and all errors are corrected

### 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.



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### Procedure

1. Start the transaction using the menu path or transaction code. The *Payroll Driver (USA)* screen displays.

### Payroll Driver (USA)

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.  <b>Example:</b> z1

3. Select **Other period** radio button  Other period .




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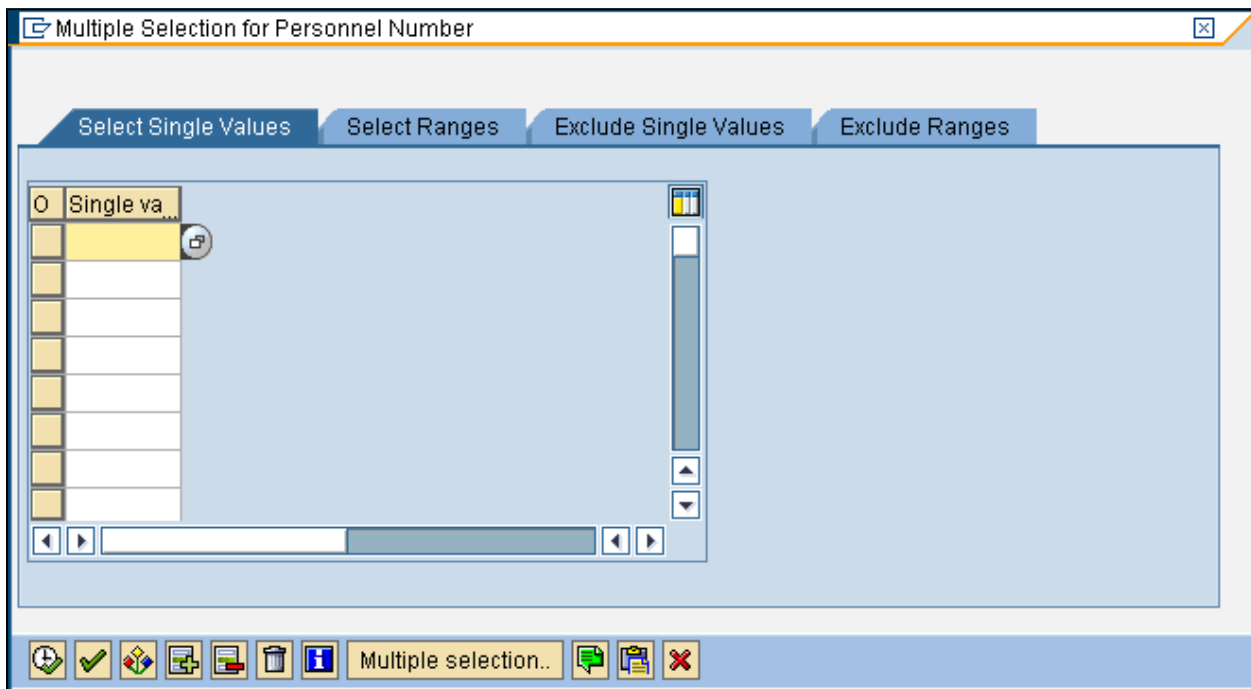
4. As required, complete/review the following fields:

Field	R/O/C	Description
Other period	R	Period other than the one displayed. <b>Example:</b> 8
Other period year	R	<b>Example:</b> 2009

5. Click **Personnel Number** field  .

6. Click **Multiple Selection** button  . The *Multiple Selection for Personnel Number* dialog box displays.

#### Multiple Selection for Personnel Number



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

Field	R/O/C	Description
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Field	R/O/C	Description
Single value	R	Individual value used to create a list, e.g., personnel or vendor number. <b>Example:</b> 110056
Single value	R	Individual value used to create a list, e.g., personnel or vendor number. <b>Example:</b> 140070

8. Click **Single value** field .
9. Click **Upload from clipboard** button .
10. Click **Execute** button .



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### Payroll Driver (USA)

11. 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. <b>Example:</b> z1



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Field	R/O/C	Description
Schema	R	A personnel calculation schema defines the order and contents of a program run. It consists of a list of instructions and references to subschemas and/or functions which are defined in more detail by parameters. The program process the specified schema step by step, i.e. sequentially.  <b>Example:</b> /000

- 12. Check **Test run (no update)** check box  Test run (no update) .
- 13. Check **Display log** check box  Display log .
- 14. Select **Display variant Rem. stateme** radio button  Display variant Rem. stateme .
- 15. As required, complete/review the following fields:

Field	R/O/C	Description
Display variant Rem. stateme	R	<b>Example:</b> COP_ESS

- 16. Click **Execute** button  . The *Display Log Tree* screen displays.



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#### Display Log Tree

Payroll log

- General data
- Successful personnel numbers
- Personnel Numbers Rejected
- Processing at End of Selection
- Messages
- Statistics
  - Selected personnel numbers 29
  - Successful 29
  - Number of periods 135
  - Rejected 0
  - Total number of messages and error messages 0

17. Click **Display Form** button  . The *Display form for...* dialog box displays.



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### Display form for...

The screenshot shows a window titled "Display form for...". Inside, there is a table with a header "Personnel no." and a list of 20 personnel numbers. The first row, "00110056", has a checked checkbox. The other rows have unchecked checkboxes. At the bottom of the window is a toolbar with various icons including a checkmark, a magnifying glass, a list, a document, a printer, a trash can, a home icon, a refresh icon, a filter icon, a grid icon, and a close icon.

Personnel no.
<input checked="" type="checkbox"/> 00110056
<input type="checkbox"/> 00140070
<input type="checkbox"/> 00142344
<input type="checkbox"/> 00146041
<input type="checkbox"/> 00170677
<input type="checkbox"/> 00193675
<input type="checkbox"/> 00246151
<input type="checkbox"/> 00276338
<input type="checkbox"/> 00279577
<input type="checkbox"/> 00319709
<input type="checkbox"/> 00325465
<input type="checkbox"/> 00355160
<input type="checkbox"/> 00380038
<input type="checkbox"/> 00385023
<input type="checkbox"/> 00488406
<input type="checkbox"/> 00495405
<input type="checkbox"/> 00502210
<input type="checkbox"/> 00528272
<input type="checkbox"/> 00543216
<input type="checkbox"/> 00592666
<input type="checkbox"/> 00715593
<input type="checkbox"/> 00725537

18. Check **00110056** check box  00110056 .

19. Click **Enter** button  . The *Layout Set Display* screen displays.





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#### Layout Set Display

The screenshot shows the SAP 'Layout Set Display' screen. The title bar includes 'Display Edit Goto System Help' and the SAP logo. The main content area is divided into two sections: 'HOURS AND EARNINGS' and 'DEDUCTIONS'. The 'HOURS AND EARNINGS' table lists 'Regular Salary Pay' with a rate of 47.95 and 80.00 hours, resulting in 3,836.00 earnings. 'Paid Absences LTD' shows 5.56 hours and 2,681.42 earnings. The 'DEDUCTIONS' table lists 'Health & Wellness EE' with a current deduction of 23.95 and year-to-date of 167.65. 'LTD Basic/Group Life EE' shows a current deduction of 5.56 and year-to-date of 2.00.

HOURS AND EARNINGS						
Description	Rate	Hours	Earnings	YTD Earnings		
Regular Salary Pay	47.95	80.00	3,836.00	26,084.80		
Paid Absences LTD			5.56	767.20		
			2,681.42	38.92		

DEDUCTIONS						
Description Pre-Tax	Current	Year-to-Date	Description Post-Tax	Current	Year-to-Date	
Health & Wellness EE	23.95	167.65	LTD Basic/Group Life EE	5.56	38.92	
				2.00	14.00	

20. Click **Back** button  . The *Display Log Tree* screen displays.




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### Display Log Tree

The screenshot shows the SAP 'Display Log Tree' window. The main content area displays a tree structure for 'Payroll log' with the following items:

- General data
- Successful personnel numbers
- Personnel Numbers Rejected
- Processing at End of Selection
- Messages
- Statistics
  - Selected personnel numbers: 29
  - Successful: 29
  - Number of periods: 135
  - Rejected: 0
  - Total number of messages and error messages: 0

The 'Statistics' section is highlighted in yellow. The window title bar includes 'SAP' and the status bar at the bottom shows 'QR2 (1) 530 sapqr2 INS'.

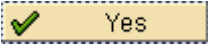
21. Click **Back** button  . The *Exit log Display* dialog box displays.

### Exit log display

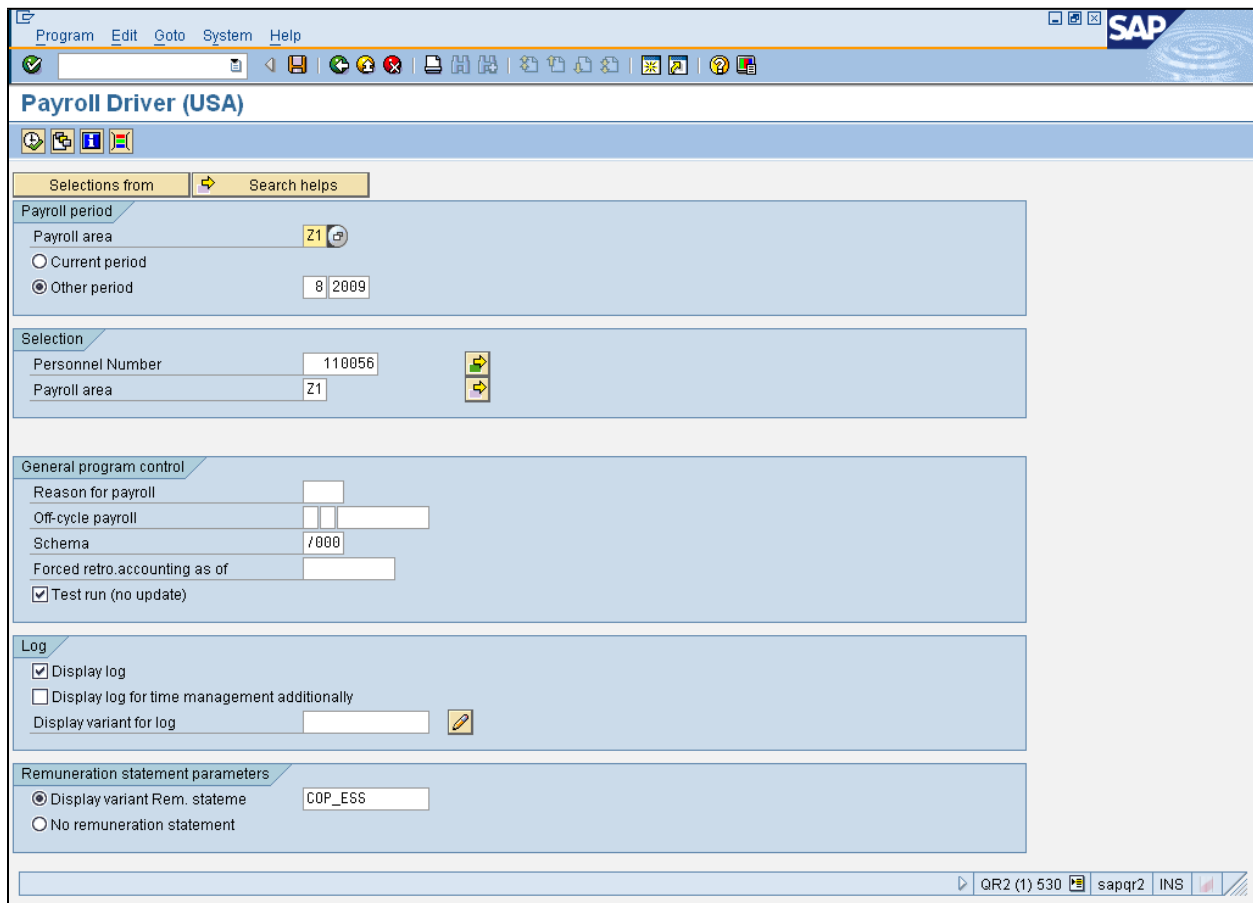
The screenshot shows the 'Exit log display' dialog box. It contains a question mark icon and the text: 'Do you want to exit the log display?'. At the bottom, there are two buttons: 'Yes' (with a green checkmark icon) and 'No' (with a red X icon).



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22. Click **Yes** button . The *Payroll Driver (USA)* screen displays.

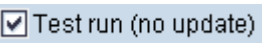

### Payroll Driver (USA)



The screenshot shows the SAP Payroll Driver (USA) screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main content area is divided into several sections:

- Payroll period:** Payroll area is set to Z1. Radio buttons for "Current period" and "Other period" are present, with "Other period" selected and the value 8 2009 entered.
- Selection:** Personnel Number is 110056 and Payroll area is Z1.
- General program control:** Reason for payroll, Off-cycle payroll, Schema (7000), and Forced retro.accounting as of are input fields. The "Test run (no update)" checkbox is checked.
- Log:** "Display log" checkbox is checked. "Display log for time management additionally" is unchecked. A field for "Display variant for log" is empty.
- Remuneration statement parameters:** "Display variant Rem. stateme" is set to COP\_ESS. "No remuneration statement" is unchecked.

The status bar at the bottom right shows "QR2 (1) 530", "sapqr2", "INS", and a printer icon.

23. Uncheck **Test run (no update)** check box .
24. Click **Execute** button . The *Display Log Tree* screen displays.



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#### Display Log Tree

Payroll log

- General data
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- Personnel Numbers Rejected
- Processing at End of Selection
- Messages
- Statistics
  - Selected personnel numbers 29
  - Successful 29
  - Number of periods 135
  - Rejected 0
  - Total number of messages and error messages 0

25. Click **Display Form** button  . The *Display form for...* dialog box displays.



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Display form for...

Personnel no.
<input checked="" type="checkbox"/> 00110056
<input type="checkbox"/> 00140070
<input type="checkbox"/> 00142344
<input type="checkbox"/> 00146041
<input type="checkbox"/> 00170677
<input type="checkbox"/> 00193675
<input type="checkbox"/> 00246151
<input type="checkbox"/> 00276338
<input type="checkbox"/> 00279577
<input type="checkbox"/> 00319709
<input type="checkbox"/> 00325465
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<input type="checkbox"/> 00385023
<input type="checkbox"/> 00488406
<input type="checkbox"/> 00495405
<input type="checkbox"/> 00502210
<input type="checkbox"/> 00528272
<input type="checkbox"/> 00543216
<input type="checkbox"/> 00592666
<input type="checkbox"/> 00715593
<input type="checkbox"/> 00725537

26. Click **Select All** button .

27. Click **Enter** button .



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### Layout Set Display

The screenshot shows the SAP 'Layout Set Display' interface. At the top, there is a menu bar with 'Display', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main content area is titled 'Layout Set Display' and contains two tables. The first table is titled 'HOURS AND EARNINGS' and has columns for Description, Rate, Hours, Earnings, and YTD Earnings. The second table is titled 'DEDUCTIONS' and has columns for Description Pre-Tax, Current, Year-to-Date, Description Post-Tax, Current, and Year-to-Date. The status bar at the bottom right shows 'QR2 (1) 530', 'sapqr2', and 'INS'.

HOURS AND EARNINGS				
Description	Rate	Hours	Earnings	YTD Earnings
Regular Salary Pay	47.95	80.00	3,836.00	26,084.80
Paid Absences				767.20
LTD			5.56	38.92
			2,601.42	

DEDUCTIONS					
Description Pre-Tax	Current	Year-to-Date	Description Post-Tax	Current	Year-to-Date
Health & Wellness EE	23.95	167.65	LTD	5.56	38.92
			Basic/Group Life EE	2.00	14.00

28. Click **Down Arrow** button  to view additional information.

29. Click **Back** button  to return to the *Display Log Tree* screen.



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### Display Log Tree


The screenshot shows the SAP 'Display Log Tree' window. The main content area displays a tree structure for 'Payroll log' with the following items highlighted in yellow:

- General data
- Successful personnel numbers
- Personnel Numbers Rejected
- Processing at End of Selection
- Messages
- Statistics

Under the 'Statistics' folder, the following data is displayed:

Selected personnel numbers	29
Successful	29
Number of periods	135
Rejected	0
Total number of messages and error messages	0

The window title bar includes 'Log Edit Goto View Settings System Help' and the SAP logo. The status bar at the bottom shows 'QR2 (1) 530 sapqr2 INS'.

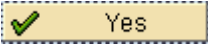
30. Click **Back** button  . The *Exit log display* dialog box displays.

### Exit log display

The screenshot shows the 'Exit log display' dialog box. It contains a question mark icon and the text: 'Do you want to exit the log display?'. At the bottom, there are two buttons: 'Yes' (with a green checkmark icon) and 'No' (with a red X icon).



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31. Click **Yes** button  . The *Payroll Driver (USA)* screen displays.

### Payroll Driver (USA)

32. Click **Exit** button  .





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#### Result

You have successfully run a bi-weekly payroll.