



PUOC_10 - Complete Off-Cycle Payroll Activities in the Workbench

Purpose

Use this procedure to carry out off-cycle payroll, payment replacement, and reversal activities.

Trigger

Perform this procedure to carry out specific off-cycle payroll activities for individual employees on any day rather than fixed regular intervals.

Prerequisites

Time evaluation for the employee is complete.

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

PUOC_10

Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry.
- Following a payroll run, payment replacement, or reversal completed in the Off-Cycle Workbench, the system completes the subsequent off-cycle processing.

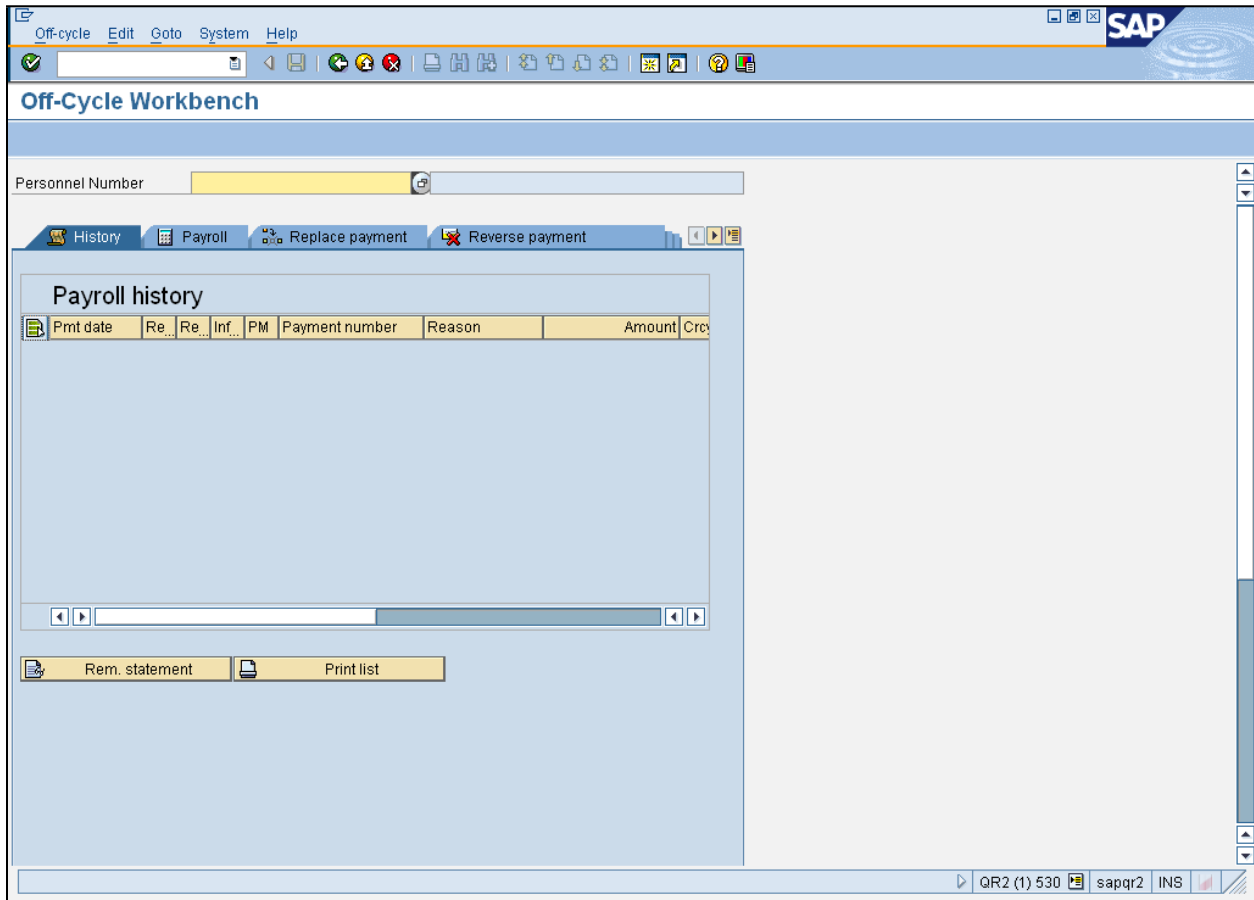


PUOC_10 - Complete Off-Cycle Payroll Activities in the Workbench

Procedure

1. Start the transaction using the menu path or transaction code. The *Off-Cycle Workbench* screen displays.

Off-Cycle Workbench




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

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

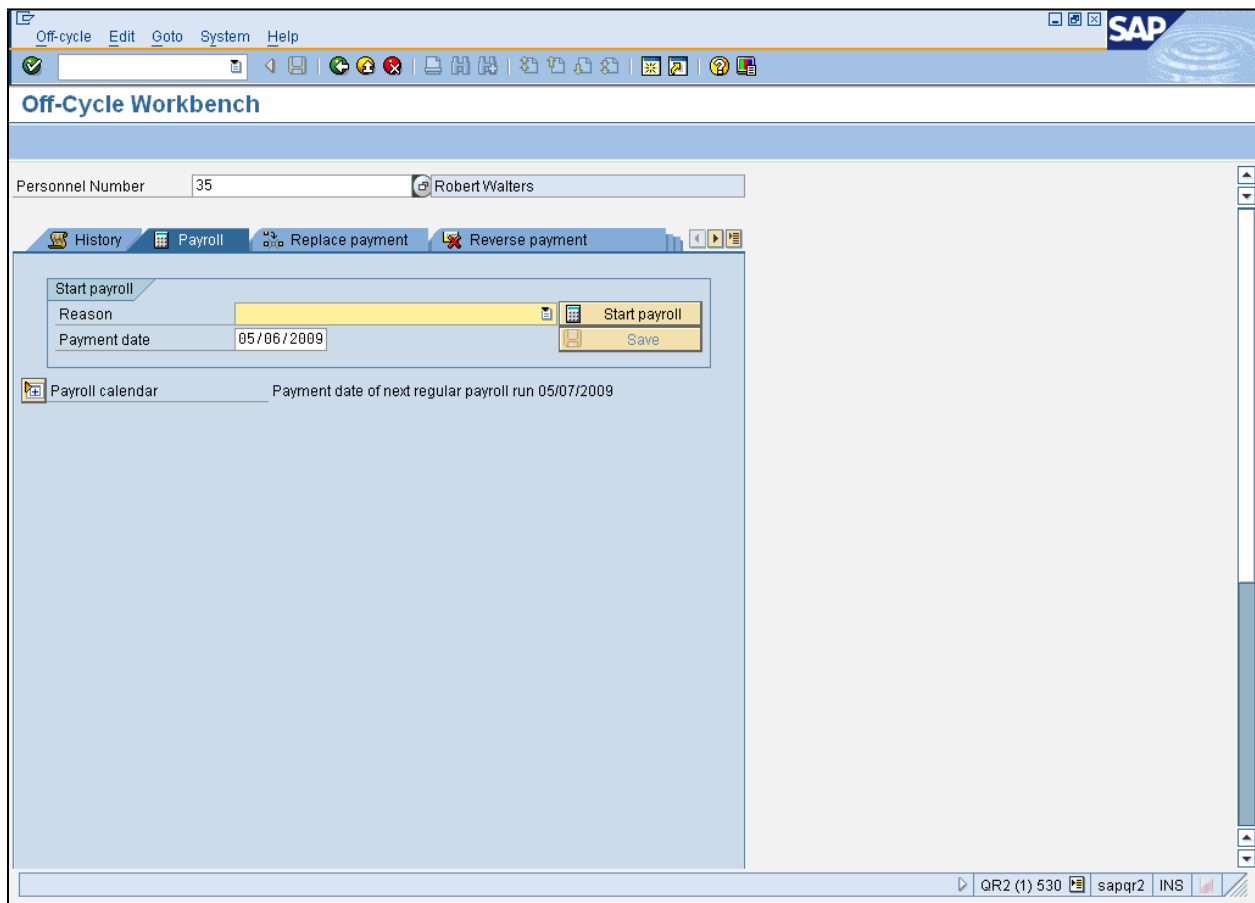


PUOC_10 - Complete Off-Cycle Payroll Activities in the Workbench

3. Click **Enter** button  .

4. Click **Payroll** tab  Payroll .

Off-Cycle Workbench



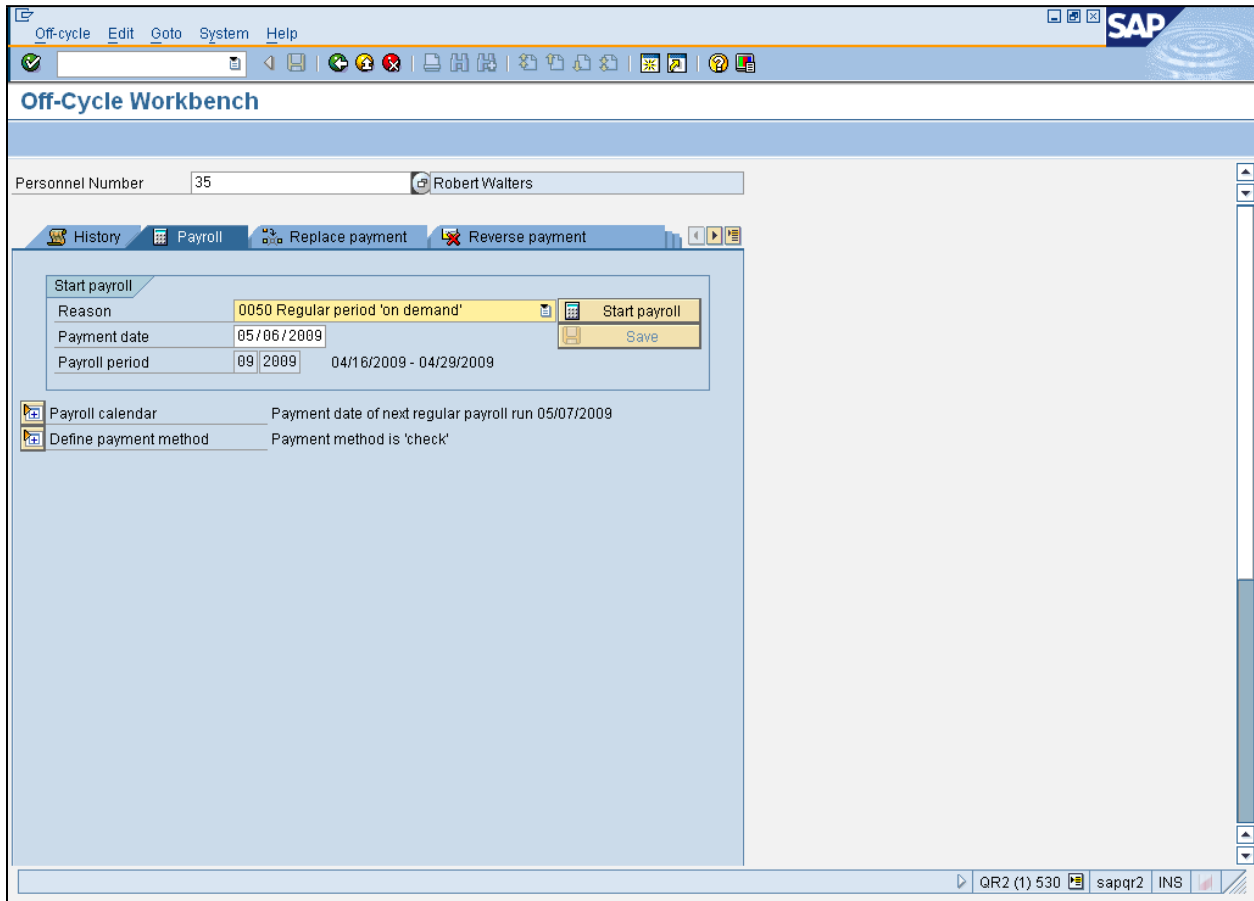
5. Click the **Reason** combo box  . A drop-down list displays.


6. Select the reason **Regular Period 'on demand'** list item  .



PUOC_10 - Complete Off-Cycle Payroll Activities in the Workbench

Off-Cycle Workbench



7. Click **Start payroll** button  .



The **Payment date** field defaults to either the last date input or today's date. Change this date to reflect the actual payment date.



PUOC_10 - Complete Off-Cycle Payroll Activities in the Workbench

Off-Cycle Workbench

Personnel Number 35 Robert Walters

History Payroll Replace payment Reverse payment

Start payroll

Reason 0050 Regular period 'on demand' Start payroll

Payment date 05/06/2009 Save

Payroll period 09/2009 04/16/2009 - 04/29/2009

Payroll result

Wage Ty...	Long text	Amount	Currency
101	Total gross	800.00	USD
/560	Amount to be paid	599.48	USD
/559	Payment	599.48	USD

Payroll calendar Payment date of next regular payroll run 05/07/2009

Define payment method Payment method is 'check'

QR2 (1) 530 sapqr2 INS

8. Click **Display remun. sttmnt** button  .



PUOC_10 - Complete Off-Cycle Payroll Activities in the Workbench

Remuneration statement

The screenshot shows the SAP Remuneration statement interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main content area displays the following information:

City of Portland, Oregon
1050/PUC0000001/300

Robert Walters

Check Number :
Personnel No : 35

HOURS AND EARNINGS

Description	Rate	Hours	Earnings	YTD Earnings
Regular Salary Pay				7,271.68
EE Reimb Taxable			800.00	800.00

DEDUCTIONS

Description Pre-Tax	Current	Year-to-Date	Description Post-Tax	Current	Year-to-Date
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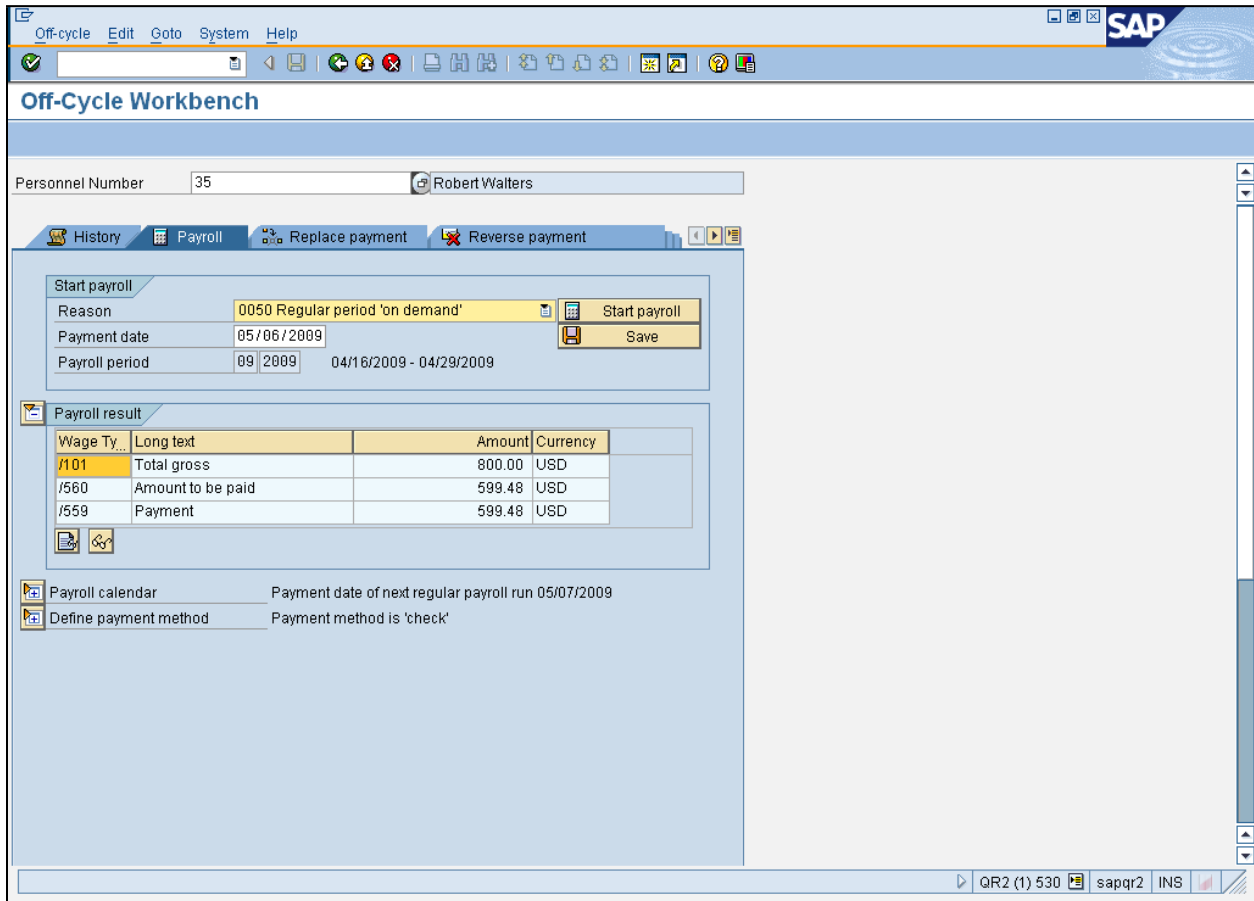
At the bottom right of the window, the status bar shows 'QR2 (1) 530', 'sapqr2', 'INS', and a red error icon.

9. Click **Back** button  .



PUOC_10 - Complete Off-Cycle Payroll Activities in the Workbench

Off-Cycle Workbench



10. Click **Save** button  **Save** .

11. Click **Back** button  .



The system displays the message, "The payroll run has been saved and marked for subsequent activities".



PUOC_10

Work Instruction

PUOC_10 - Complete Off-Cycle Payroll Activities in the Workbench

Result

You have successfully processed an off-cycle payroll, payment replacement, or reversal.